

# MASSACHUSETTS PUBLIC LIBRARY CONSTRUCTION PROGRAM

2016-2017  
Construction Grant Round Application



## Weymouth Public Library

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*Town of Weymouth  
Massachusetts*

Robert L. Hedlund  
Mayor

75 Middle Street  
Weymouth, MA 02189



Office: 781.340.5012  
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[www.weymouth.ma.us](http://www.weymouth.ma.us)

January 24, 2017

To Whom It May Concern:

When I took office in January of 2016, I could not imagine that I would be writing this letter twelve months later. It is a testament to the community's support for our library project.

In February of 2016, I met with our Construction Supervisor and Director of Library Services to discuss the capital improvement needs of the Tufts Library, the main branch of our four-library system. What I heard was not encouraging: serious and costly capital improvements were on the horizon, and our more than 50-year-old library had reached its limits in providing for our needs.

At the same time, the Weymouth Public Libraries were experiencing a renaissance – one that brought our collections, services, and programs into the 21st century to the delight of patrons and residents alike. It was the perfect time to apply for a MPLCP grant and to invest in the future of library services.

Besides having a library design that is flexible and will meet the needs of our community for the next 20 years, you need to know the following about Weymouth:

- *Funding:* The Town of Weymouth is willing and able to bond our portion of the project's cost through our operational debt service. No override or debt exclusion will be required.
- *Staffing:* The Town of Weymouth is committed to a moderate increase in staffing at the Tufts Library to ensure that our new 50,296-square foot facility will operate effectively.
- *Timeline:* With a grant award in July of 2017, we are prepared to hire an architect in the fall of 2017, hire a general contractor in August of 2018, and open the new Tufts Library in March of 2020.

We are serious about building a new library and are eager to get started. I enthusiastically support this application and ask for your thoughtful consideration of our application.

Sincerely,

Robert L. Hedlund, Mayor  
Town of Weymouth

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# Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

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## Massachusetts Public Library Construction Program

### 2016-2017 Construction Grant Round Application

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Applicant Municipality	<u>Weymouth</u>
Applicant Library	<u>Weymouth Public Libraries</u> 46 Broad Street Weymouth, MA 02188
Primary Contact	Robert MacLean Director of Library Services 46 Broad Street, Weymouth, MA 02188 781-337-1402 rmaclean@weymouth.ma.us
Library Board Chairperson	Cathy B. Torrey
	<hr/>
	Signature _____ Date _____
Building Committee Chairperson	Robert MacLean
	<hr/>
	Signature _____ Date _____
Total Estimated Project Cost:	\$ 33,061,309

Original Plus Seven (7) Copies

Due: THURSDAY, JANUARY 26, 2017 by 4:00 PM

Send to: Massachusetts Board of Library Commissioners  
98 North Washington Street, Suite 401, Boston, MA 02114-1933  
617-725-1860 / 1-800-952-7403 (in MA)

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## APPLICATION PACKAGE SUBMISSION AND FORMAT REQUIREMENTS

### 1. Format and submission:

- a. A complete application and a project abstract must be received at time of submission.
- b. Print on both sides (double-sided)
  - i. The original and all copies must be placed in three-ring binders (3" spine max), with tabbed dividers provided by the MBLC
  - ii. One original must be signed, dated and labeled "Original Copy"
  - iii. Seven additional copies must be provided

Faxes, electronic submissions and late applications will not be accepted. All copies must be postmarked or delivered by 4:00 PM on Thursday, January 26, 2017 to:

**The Commonwealth of Massachusetts  
Board of Library Commissioners  
98 North Washington Street, Suite 401  
Boston, MA 02114-1933**

### 2. Required submittals:

- a. Library building program with completion date noted on front cover
- b. Copy of title(s)/deed(s) for the proposed building site
- c. Schematic drawings (or more complete drawings as available) prepared and stamped by a Massachusetts-registered architect\*
  - i. One half size (15" x 22") set accompanying the Original Copy  
Include the following:
    1. Floor plan shown at 1/16" = 1' with a complete furnishing and equipment layout. Indicate number of square feet in each area/room and heights of all shelving. For an addition/renovation, provide a floor plan of the existing building with furnishings and equipment layout as well as one for proposed layout
    2. Elevations of proposed facades, including those showing public entrances
    3. Sections as needed for clarity, especially for building designs involving multiple levels and/or ceiling heights
  - ii. Eight copies reduced to fit 11" x 17" paper & inserted into each binder in Appendix O.  
Include all items listed in (i)
- d. Site plan and topographic survey prepared by a Massachusetts registered architect with parking layout, grading, building location and description of utilities (1" = 40' or larger)
- e. Tabulation of square footages called for in the library building program and comparison to the square footages shown on the architectural plans
- f. Tabulations of the number of books, magazines and audio visual materials called for in the library building program in relation to the square footages shown on the architectural plans
- g. Tabulations of the number of seats and staff work spaces called for in the library building program in relation to the square footages shown on the architectural plans
- h. Written explanation of parking plan and a letter or other documentation showing municipal approval by the appropriate commission or board

- i. Geotechnical survey, including soil boring and percolation tests as needed, certified by a licensed professional engineer providing a thorough subsurface soil analysis to document the appropriateness of the site for construction and existing special conditions
- j. Hazardous materials survey report for proposed site and existing building, if applicable
- k. Other environmental, structural, and energy related reports as required and appropriate for individual projects
- l. Stamped topographic land survey, completed within 15 years prior to application, delineating boundary lines for entire site to be included in the library building project
- m. Estimated project budget, prepared independently by a qualified and experienced professional cost estimator, based on the site plan and schematic design drawings
- n. Map showing existing and, if different, selected future library site
- o. Floor plan(s) of existing building
- p. Proposed plan for funding the project
- q. Project timeline, from design development through completion of construction
- r. Photographs of site and building, with accompanying captions
- s. Copy of the completed and submitted Massachusetts Historical Commission Project Notification Form
- t. For joint public library construction projects, applications must also:
  - i. address and specify the combined populations served by the communities to be used in the planning process;
  - ii. include a written management plan and formal agreement by the municipalities proposing the joint public library
- u. For projects including space housing another agency, organization or department as well as the library, an Application Addendum for a Shared Building Project is required. Contact Lauren Stara ([lauren.stara@state.ma.us](mailto:lauren.stara@state.ma.us)) or Rosemary Waltos ([rosemary.waltos@state.ma.us](mailto:rosemary.waltos@state.ma.us)) for the additional form.
- v. Other additional information or documentation as required by the Massachusetts Board of Library Commissioners

\* One set of 11"x17" reduced drawings must be included in each binder in Appendix O. One half-size (15" x 22") set must be folded and placed in the pocket of the Original Copy binder. All drawings and documents must be clear and readable, with labels to indicate all programmed public and staff spaces and square footages of areas directly on the drawings themselves, rather than in a separate schedule. The layout must include layout and heights of all shelving; reader seats, restrooms, elevators, staff offices, public service points, emergency exits, janitor's facilities, etc.



## PRELIMINARY APPLICATION INFORMATION/OVERVIEW

### A. ABSTRACT

Summarize your construction project in 250 words or less. Include the following:

- the date of construction for the original building and subsequent additions
- the size of the structure to be replaced or renovated/expanded
- the proposed project's gross square feet
- current and projected population figures, and
- major features/characteristics of the proposed project

In the fall of 1965, Tufts Library, a 33,000-square foot, two-story public library, opened on the edge of Weston Park in the town of Weymouth. Tufts Library is the main library of the Weymouth Public Libraries, which has grown since then to include three neighborhood branch libraries—Fogg Library, North Library, and Pratt Library. This application describes a plan to replace Tufts Library with the construction of a new main library totaling 50,296 square feet. The current population of Weymouth is 55,419 and is projected to be 55,866 in 2035. The major features of the proposed project include an expanded Children's Services Department that meets the need of all patrons ages 0-12; a suite of five meeting rooms that have capacities ranging from 12 to 196 and are designed for after-hours use; a local history center that provides secure storage for a nationally significant collection and space for its use by historians and genealogists; programming spaces for all ages to match vibrant and growing library offerings; and a technology infrastructure and hardware designed for flexibility and expansion.

### B. PROJECT SITE ADDRESS

46 Broad Street, Weymouth, MA 02188

### C. TOWN MEETING / CITY COUNCIL VOTE

An MPLCP funded project must be an Approved Public Library Project. Approval requires one of the following:

1. a majority vote of the town at Town Meeting; or
2. a majority vote of the city council, with the approval of the mayor in the case of a city; or
3. a vote of the town council in the case of a municipality with a town council form of government

To meet this requirement two votes are required:

- to give permission to apply, accept and expend State grant funds, and
- to approve the project's schematic design.

If votes have taken place, check the box below and attach copies of certified votes in Appendix B. If votes have not taken place, check the box below and indicate the date they are expected. Votes must be secured and a certified copy must be forwarded to the MBLC by **June 17, 2017**.

The vote to approve applying for, accepting and expending State Grant funds for Library Construction has been:

- ☒ Received on December 5, 2016  
☐ Not received but will seek approval on [Date]

The vote to approve the project's schematic design has been:

- ☒ Received on January 3, 2017  
☐ Not received but will seek approval on [Date]

*You do not need to secure voter approval for local funding of the construction project at this time. That vote is required within six months following the library's receipt of a MPLCP provisional grant award.*

## SECTION 1: PROJECT INFORMATION

### 1. CENSUS AND LIBRARY

#### 1. *Population of applicant municipality:*

- |  |   |
|--|---|
| a. 2010 U.S. Census Population for population                                      | <u>53743</u>  |
| b. Later official census population, if different than above                       | <u>55419</u>  |
| Cite the source(s) used to update census population.                               | ARIS  |
| Estimated 2035 Population  | <u>55866</u>  |
| Cite all source(s) used to determine the single projection for the 2035 population | UMass Donahue Institute/<br>Economic & Public Policy Research |

#### 2. *Library Statistics [Pages 1 – 9 FY 2015 as reported on MBLC FY2016 ARIS Report]*

- |  |                |
|--|----------------|
| a. Population served by library                              | <u>55419</u>   |
| b. If a branch, estimated population served by this location |                |
| c. Attendance  |                |
| d. Number of registered borrowers                            | <u>18761</u>   |
| e. Total physical holdings                                   | <u>298233</u>  |
| 1)Books  | <u>117737</u>  |
| 2)Audio (Compact discs (not CD-ROMs) cassettes               | <u>10275</u>   |
| 3)Video cassettes/discs/DVD                                  | <u>9434</u>    |
| 4)Print periodicals, newspapers & other print serials        | <u>1998</u>    |
| f. Total circulation activity                                | <u>349482</u>  |
| g. Hours   |                |
| 1)Total number of hours main library was open.               | <u>2999</u>    |
| 2)Total number of hours all branches were open.              | <u>2866</u>    |
| h. Operating Income  | <u>1525080</u> |

#### 3. *Main Library Facility Information (as reported on MBLC FY2016 ARIS Report)*

*If project is for a branch library building, an additional sheet will have branch library figures*

- |  |              |
|--|--------------|
| a. Main library GSF                            | <u>33000</u> |
| b. Year main library was built                 | <u>1965</u>  |
| c. Year of most recent renovation              | <u>1999</u>  |
| d. Number of dedicated parking spaces          | <u>40</u>    |
| e. Main library seating capacity               | <u>208</u>   |
| f. Number of main library meeting rooms        | <u>3</u>     |
| g. Largest meeting room seating capacity       | <u>75</u>    |
| h. Individual or group study rooms             | <u>1</u>     |
| i. Number of times all meeting rooms were used | <u>1194</u>  |

#### 4. *Automated Library System as reported by Networks*

- |                   |             |
|-------------------|-------------|
| a. Member network | <u>OCLN</u> |
|-------------------|-------------|

- b. Type of membership  
c. Stand-alone system

Full**2. PROJECT****1. Library type:**

- ☒ Main Library  
☐ Branch Library  
☐ Joint Public Library  
☐ Other (please specify) \_\_\_\_\_

**2. Current facility:**

- ☐ An existing library facility will be part of construction project  
☒ The existing library facility will not be part of the construction project  
☐ No library facility currently exists

**3. Proposed project:**

Renovation or Renovation/Addition	New Construction
Is the existing building a library? [yes/no] If no, specify building type: [type]	Site size (acres): 4.5
Date of original construction: [date]	Final size of proposed project: 50,296
Date(s) of renovations and/or addition(s): [date(s)]	
Gross square feet of existing: [GSF]	
Site size (acres): [number]	
Will portions of the building be demolished? [yes/no] If yes, #GSF to be demolished: [GSF]	
Final size of proposed project: [GSF]	

Is the proposed project a Joint Public Library Project? No

If yes, list the other municipality or municipalities participating:

Will the proposed project include space for functions other than public library functions? No

Note: For projects including space housing another agency, organization or department as well as the library, an Application Addendum for a Shared Building Project is required. Contact Lauren Stara ([lauren.stara@state.ma.us](mailto:lauren.stara@state.ma.us)) or Rosemary Waltos ([rosemary.waltos@state.ma.us](mailto:rosemary.waltos@state.ma.us)) for the additional form.

**4. Size of project**

	Gross Square Feet	Net Usable Square Feet
From Library Building Program	52,962	40,740
From Schematic Design Drawing(s)	50,296	40,360

5. The completed project will meet or exceed a building efficiency rating of 80%  
(Ratio of the net usable square feet to the gross square feet (nsf divided by gsf = building efficiency)  
If efficiency rating is less than 65%, provide an explanation:
6. *This project will attain LEED certification and apply for the MBLC Green Library Incentive.*  
Yes ☒ No ☐ If yes, certification level planned: Gold
7. *Does the town or the library hold fee simple title (property owned completely, without any limitations or conditions) including access to the site, or does the town or library lease it?*  
Yes ☒ No ☐ [number] Year Lease ☐, with expiration date of [Date]
8. *The existing building to be renovated is:*  
☐ On the National Register of Historic Places  
☐ On the Massachusetts Historical Commission's Inventory of Historic and Archaeological Assets  
☐ In a historic district
9. *Space Summaries*  
Fill out the Estimated Space Summary Chart and the Estimated Capacity Chart (click on link below). Provide a brief rationale for the proposed collection and seating numbers if they vary 10% or more from collection and seating guidelines in the Program Notice and shown below.

Guidelines:

**Volumes per Capita (Print)**

A general rule of thumb is that every library, regardless of the population served, should have a minimum of 8,000 volumes (in all physical formats)

Population	Volumes per Capita
Less than 2,500	10
2,500 to 4,999	7
5,000 to 9,999	6
10,000 to 24,999	4.8
25,000 to 49,999	3.4
50,000 to 99,999	3.6
100,000 and over	2.5

Source: *Wisconsin Public Library Standards*, 5<sup>th</sup> ed., 2010

[\[http://pld.dpi.wi.gov/pld\\_standard\]](http://pld.dpi.wi.gov/pld_standard)

**Seats per 1,000 Population**

Seating should meet or exceed the number calculated using the table below. For a library whose population falls between the figures given, the recommended number of seats should be calculated proportionally.

Seats at fixed computer workstations, microform readers and other dedicated seating should not be counted in the general seating count. Also omitted from the general seating count are seats in rooms not always open to library patrons, such as auditoriums, meeting rooms and study rooms.

Population	Seats per Thousand
1,000	22.5
2,500	14.25
5,000	10.0
10,000	7.0
25,000	4.5
50,000	3.0
100,000	2.25

Source: Dahlgren, Anders: *Public Library Space Needs: a Planning Outline*, 2009  
[\[http://dpi.wi.gov/pld/boards-directors/space-needs\]](http://dpi.wi.gov/pld/boards-directors/space-needs)

### Estimated Space Summary Chart

***Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.***



Estimated Space  
Summary

### Estimated Capacity Comparison Chart

***Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.***



Capacity Comparison

**Space Summary of Estimated Space Needs 2016-17 Construction Grant Application**  
**with seating by type\***

Library Name: Tufts Library  
 Date: #####

Weymouth, MA

If you use a different spreadsheet, either embed it here or note the Appendix where it can be found

Note: all areas listed are suggestions -- change, add or subtract as applicable to your project

Assigned** Area Name	Estimated Size (sq ft)	Collection			Computers				Reader Seats*			Program Seats
		Volumes	AV Materials	Periodicals	Public Computer Stations***	Staff Computer Stations	Dedicated OPACs	Self Check Stations	Lounge Seats	Table/ Carrel Seats	Total Reader Seats	
Circulation/Central Service Desk	1200	-	-	-	-	3	4	4	2	-	2	
Staff Work Area	1250	-	-	-	-	10	-	-	-	-	0	
Adult & Teen												
Audio Visual	1100	-	11520	-	-	-	-	-	8	-	8	
Book Display & New Books	3110	10885	-	-	-	-	3	-	11	-	11	
Current Periodical Subscriptions	720	-	-	120	-	-	-	-	10	4	14	
Reference/Service Desk	250	-	-	-	-	2	-	-	-	2	2	
Reference/Reading Room	2715	2592	-	-	20	-	-	-	8	16	24	
Adult Nonfiction & Seats	2885	22104	-	-	-	-	2	-	16	12	28	
Adult Fiction & Seats	3042	22512	-	-	-	-	2	-	12	8	20	
Local History	1860	6480	-	-	2	2	-	-	4	4	8	
YA/Teen Room	1730	6750	-	-	8	1	-	-	16	12	28	
Children's Services												
Service Desk	500	-	-	-	-	2	2	2	-	-	0	
Workroom & Offices	654	-	-	-	-	3	-	-	-	-	0	
Seating, collection & other public areas	8430	28230	4320	-	12	1	-	-	24	48	72	
Story/Craft Program Room	1000	-	-	-	-	-	-	-	-	-	0	48
Child Study Rooms	238	-	-	-	-	-	-	-	-	8	8	
Community Meeting Space												
Café*	470	-	-	-	-	-	-	-	-	12	12	
Multipurpose Room*	1687	-	-	-	-	-	-	-	-	-	0	194
Program Room	595	-	-	-	-	-	-	-	-	-	0	56
Meeting Room Kitchenette	150	-	-	-	-	-	-	-	-	-	0	
Meeting Room Storage	159	-	-	-	-	-	-	-	-	-	0	
Meeting Rooms*	1213	-	-	-	-	-	-	-	-	-	0	47
Quiet/Group Study(s)*	828	-	-	-	-	-	-	-	-	32	32	
Digital Media Lab*	180	-	-	-	4	-	-	-	-	1	1	
Other Meeting Spaces (list below)												
YA Study Rooms	300	-	-	-	-	-	-	-	-	12	12	
YA Program Room	410	-	-	-	-	-	-	-	-	-	0	12
Admin & Other Areas												

**Notes**

117 LF of return and holds shelving  
 126 LF of shelving

on two floors

includes public printer/copier  
 includes Large Print

30 LF of shelving @ desk

135 LF of shelves & 8 table seats  
 children's periodicals (20 vols)  
 included in total volumes

Director's Office	265	-	-	-	-	1	-	-	-	-	0	
Admin Asst Office	240	-	-	-	-	1	-	-	-	-	0	
Other Staff Offices	516	-	-	-	-	3	-	-	-	-	0	
Reference Work Area	430	-	-	-	-	4	-	-	-	-	0	
Custodial Off/Workrm	486	-	-	-	-	2	-	-	-	-	0	
Server/Network Room	40	-	-	-	-	-	-	-	-	-	0	
Staff Break Room	500	-	-	-	-	-	-	-	-	-	0	
Friends/Book Sale	322	-	-	-	-	-	-	-	-	-	0	4
Other Assigned** Areas (list below)												
Staff Conference Room	260	-	-	-	-	-	-	-	-	-	0	
Shipping & Receiving	465	-	-	-	-	-	-	-	-	-	0	
Book Drop	160	-	-	-	-	-	-	-	-	-	0	
		Total Vols	Total A/V	Total Periodicals	Total Public Computer Stations	Total Staff Computer Stations	Total OPACs	Total Self Check	Total Lounge Seats	Total Table/Carrel Seats	Total Reader Seats	Total Program Seats
Total Assigned (net) SF	40,360	99,553	15,840	120	46	35	13	6	111	171	282	361
Unassigned Area @ 30%	12,108											
Total Estimated Gross SF	52,468											

4 table seats  
2 lounge seats  
4 table seats, 4 side chairs  
12 LF of shelving

300 LF of shelving

12 seats

Lower Level Gross SF - per plan	25,296
Upper Level Gross SF - per plan	25,000
<b>Total Gross SF - per plans</b>	<b>50,296</b>
<b>Building Efficiency Rating per Schematic Design:</b>	<b>80%</b>

**\*Seating guide**

<b>Lounge Seats:</b>	Includes all soft seats, including sofas, loveseats, and easy chairs
<b>Table Seats:</b>	Includes all upright chairs and stools normally used at a table or counter
<b>Program Seats:</b>	Includes all seats in public areas that are not available for open access use, such as meeting room chairs. Includes group study rooms and any rooms that are normally reserved Does not include quiet study rooms or areas that have open access
<b>Notes about seating:</b>	For rooms with movable or stacking chairs, count the number of seats available in the typical everyday setup Please count each chair only once Do not count chairs at computers or other equipment (microfilm/fiche, etc) as reader seats.

**\*\* Assigned areas are spaces with programmed functions. Typical unassigned areas include hallways, stairways, lobbies, and building support spaces like mechanical, electrical, etc.**

**\*\*\* Includes microfilm/fiche readers, scanners, assistive devices, etc. -- any machine that has a separate chair**



Capacity Comparison Spreadsheet			
	Current Holdings	Building Program Capacity	Schematic Design Capacity
Print volumes- Adult	37091	46500	47,208
Print volumes-Young Adult/Teen	5500	6500	6,750
Print volumes-Children	16514	27800	28,230
Print volumes-Other	6390	11000	17,365
<b>TOTAL PRINT VOLUMES</b>	65495	91800	99553
DVDs/Videotapes	5190	5500	15840
Music Recordings	2169	4850	-
Audiobooks	1804	-	-
Other A/V Materials	11	-	-
<b>TOTAL AUDIOVISUAL</b>	9174	10350	15840
<b>TOTAL NO. PERIODICAL SUBSCRIPTIONS</b>	136	140	120
Seating-Adult	79	68	162
Seating- Young Adult	24	54	40
Seating-Children	49	50	80
<b>Total Seating</b>	152	172	282
Fixed Computer Stations-Adult	6	25	25
Fixed Computer Stations-Young Adult/Teen	0	6	8
Fixed Computer Stations-Children	0	12	12
<b>TOTAL FIXED COMPUTER STATIONS</b>	6	43	46
Parking Spaces-Staff	0	0	16
Dedicated Parking Spaces-Library Patrons	53	132	126
<b>TOTAL LIBRARY PARKING SPACES</b>	53	132	142
FTE Professional Staff	4	5.7	5.7
FTE Non-professional staff	20.3	22	22
<b>TOTAL STAFF FTE</b>	24.3	27.7	27.7
Multipurpose Room Seats	0	200	194
Meeting Room Seats	102	92	103
Other Conference/Meeting Room Seats	4	32	32
Programming/Activity Seats	0	48	60

LF	vol/LF	LF	vol/LF	LF	vol/LF
5,577	8		8	324	8
675	10		8		
1,680	12	378	15	10	240
2,177	5	810	8		

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**Provide a brief rationale for the proposed collection and seating numbers if they vary 10% or more from collection and seating guidelines.**

#### Volumes per Capita

According to the Wisconsin Public Library Standards from 2010, the new Tufts Library should have the capacity to hold a collection numbering 199,508 volumes in all physical formats. This figure is reached by multiplying the 3.6 volumes per capita standard by Weymouth's current population of 55,419. The schematic design has a capacity of 115,513 volumes in all physical formats—representing 2.1 volumes per capita, 42 percent short of the Wisconsin standard. When the collections in our three neighborhood branch libraries totaling 52,336 are taken into consideration, the volumes per capita figure is 3.0, 16 percent short of the Wisconsin standard. In FY2016, library patrons in Weymouth had access to digital collections of ebooks, audiobooks, comics, magazines, streaming movies, music, and television numbering more than 156,000 items. Weymouth library patrons checked out 30,563 items from these digital collections in FY2016. These large and growing digital collections greatly supplement our physical collections and are popular with library patrons. When our branch library and digital collections are considered along with the physical collection capacity at the new Tufts Library, the Library is confident that it is meeting the collection needs of the residents of Weymouth.

#### Seats per 1,000 Population

According to the Anders Dahlgren standards from 2009, the new Tufts Library should have a minimum of 166 seats. This figure is reached by multiplying the 3.0 seats per thousand by 55,419, which is based on Weymouth's current population of 55,419. When seating for public computers, public access catalogs, study and meeting rooms, the digital media lab, the local history center, and the reference service desks are omitted, the schematic design for the new Tufts Library has seating totaling 160, which at 3.6 percent is less than a 10 percent variation from the Anders Dahlgren standard.

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## 10. STATEMENT OF NEED & PROJECT PROPOSAL

Be brief and concise, using bulleted or numbered lists where possible. Use n/a as needed.

### 1. Community vision and project participation

#### A. What is the community's vision of itself?

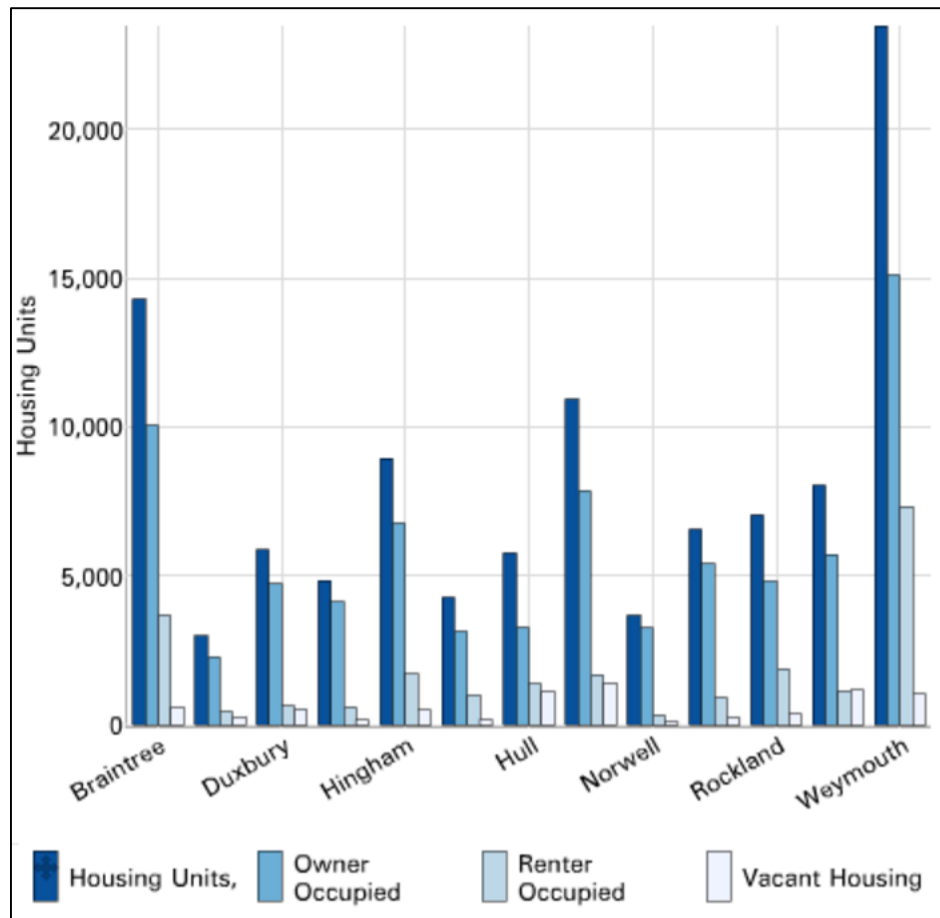
Weymouth is a suburban, coastal community located in the Greater Boston's South Shore. The town is situated near the crossroads of Route I-93 and Route 3, about 12 miles southeast of Boston and 49 miles northwest of Cape Cod. Several characteristics of the culture and physical environment in Weymouth influence the town's vision:

Historic. Weymouth is a genuinely historic community, holding the distinction as the second oldest township in Massachusetts and the birthplace of Abigail Adams. Since the earliest colonial era, the town has been an active participant in every major cultural and economic trend to affect the nation. Remnants of each era are evident in the shape of the community, from its roads and monuments to its land use and open space. In 2022, the community will celebrate its 400th anniversary. Weymouth has great pride in its past and values the cultural resources connected with its history.

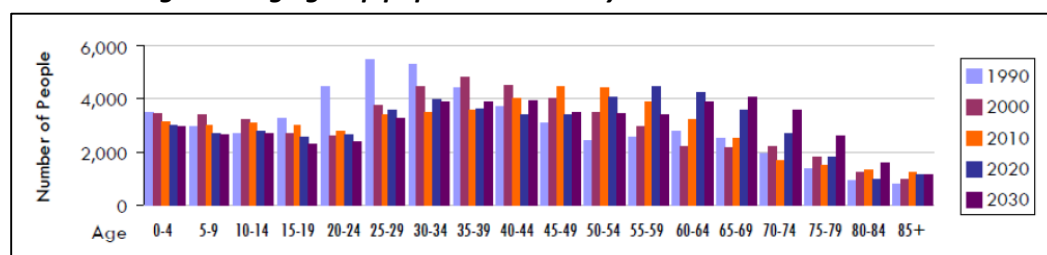
Dispersed. Weymouth has no dominant downtown center, which is unusual for a New England community. Its built environment is widely dispersed, with development radiating from four discrete *village* centers: Bicknell Square (North Weymouth), Columbian Square (South Weymouth), Jackson Square (East Weymouth), and Weymouth Landing (West Weymouth). While the villages detract from a singular coherent identity in Weymouth, residents value the small-town charm and intimacy created by the various squares. A special focus is placed on the villages as unique assets that define the town.

Mature. Weymouth is a mature community, which means that compared to other municipalities, the town is almost completely developed. Vacant, buildable lots account for less than 15 percent of the total land area, and new growth is largely limited to reuse or redevelopment of existing sites. Natural open space is now a highly valued commodity. To preserve what land remains, the town emphasizes growth in and around its village centers. It also encourages a mix of land uses and transportation choices where possible. Union Point, an ongoing mixed-use and transit-oriented development at the former South Weymouth Naval Air Station, exemplifies this evolving "Smart Growth" approach to development.

Residential. Weymouth has a strong residential character as a bedroom community of Greater Boston. Residential land use accounts for more than half of the built environment, and Weymouth's housing stock is the largest on the South Shore by more than 9,000 units (see Figure 1). Single-family homes alone comprise 57 percent of the housing inventory, and buildings with 20 or more units account for another 18 percent (ACS, 2011-15). Weymouth values its reputation as a bedroom community and emphasizes a service-oriented approach to government that works to maintain and enhance those resources (open space, public transit, community services, etc.) that make the town an excellent place to live.

**Figure 1: Housing units in South Shore communities. Source: MAPC**

**Aging.** Weymouth has an aging population that reflects the incoming retirement of Baby Boomers born between 1945 and 1964. In 2010, about one in every five residents was over the age of 60 and thereby eligible for services through the Town's senior center. Population projections suggest that this figure will top one in four by 2020 (see Figure 2). Accompanying this trend is an increasing number of residents with disabilities and access concerns. A recent study by the Tufts Health Plan Foundation found that Weymouth's 65-years-and-older population exhibits higher than average rates of strokes, COPD, ischemic heart disease, congestive heart failure, and four or more chronic diseases (2014). Recognizing that seniors are more vulnerable to hardships than most demographic populations, Weymouth has become keenly sensitive to the needs of its elderly and disabled residents. Accommodating these needs is a priority for the community, particularly in managing its open space and public services.

**Figure 2: Age group populations in Weymouth. Source: MAPC**

Diverse. Weymouth is an increasingly diverse community with residents varying more and more each year in demographics. In 2010, approximately one in five residents was under the age of 18 while another fifth was over the age of 59 (US Census). In the public schools, the number of minority students more than doubled between 2001 and 2015 (131 percent). The number of linguistically isolated students more than tripled over the same period (204 percent) (MA DEDE, 2015-16). The Executive Office of Energy and Environment Affairs now identifies two census block groups as Environmental Justice populations (25 percent or more of the residents identify as a race other than white), and the US Department of Housing and Urban Development identifies these *and 10 additional* census block groups as low-moderate income target areas (43 percent or more of the households earn at or below 80 percent of the area median income). To meet the challenges raised by increasing diversity, Weymouth places a special focus on developing robust and inclusive services that can meet the needs of all demographic populations.

In 2001, the forgoing characteristics were translated into a singular, coherent vision for Weymouth through a townwide Master Plan – the first such plan in over 40 years. The Master Plan relied on the broadest public participation possible to define the community’s vision and set goals and objectives that would guide development for years to come. Its theme has been expressed as “Make Connections, Grow in Unity”, and its vision statement is given as follows:

Weymouth should pull together all the elements that make the town a *family-oriented community* and put its residents first and *nurture a strong educational environment*. It should be a town that takes pride in its visual quality, while *maintaining its history and small-town character*. This should be a community that *preserves its diverse villages and rich culture* through careful development that ensures appropriate use of its clean air, water, and land resources, and balances economic development with well-maintained open space. As a community that provides a *high quality of life within its villages for people of all ages and abilities*, the town should develop a well-networked system of transportation and open space infrastructure that includes public transit, bicycle trails, and walking paths. Within this system, the town should *provide connections* to all its recreational areas and waterfront resources, its business communities, and the established residential neighborhoods. The many parts of Weymouth should be defined as *one community, intimately connected by its infrastructure*. (emphasis added) (Master Plan, 2001)

Weymouth’s vision statement recognizes the town as a diverse community with separate and distinct villages that share a common cause – to promote growth, and by extension, to grow in ways that support all people and ensures they feel *connected* to their community. Weymouth’s goals for achieving this vision are extensive and too numerous to list in full. However, several goals are worth restating: Weymouth aspires to be a community that supports redevelopment and reinvestment in its village centers; creates a more walkable community with better connections between developed and open spaces; increases the use and availability of public facilities to serve an increasingly diverse population; celebrates local history through programming and the visual quality of its villages; and enhances the value of the public realm in order to make Weymouth an excellent place to live, play, and work. (Master Plan, 2001)

**B. What is the library's vision and/or mission statement and how does it align with the community's vision of itself?**

The Weymouth Public Libraries consist of the Tufts Library, the Town's main library facility, and three branch libraries, each associated with a different village: the Fogg Library (South Weymouth), the Franklin Pratt Library (East Weymouth), and the North Branch Library (North Weymouth). The Tufts Library is located in West Weymouth, more commonly referenced as Weymouth Landing.

It is the mission of Weymouth's libraries to nurture the intellectual, cultural, and recreational interests of the people of Weymouth by offering print and non-print materials, evolving technology, and community programming that is welcoming and satisfying to all users. In recent years, the libraries have reinvigorated these services, fueled by the encouragement of supportive staff and their proactive outreach to better serve the community. This renaissance is the basis for a new vision of the Tufts Library. As the community's main library facility, the Tufts Library should be a vibrant, people-oriented institution that encourages the "strong educational environment" envisioned in the Town's Master Plan. This aspiration is embodied in both the Library's Long-Range Plan and Building Program.

The Long-Range Plan was completed in 2012 to guide the work of the Library for the next five years. Based on the planning process outlined in Sandra Nelson's *Strategic Planning for Results* (2008), the Board of Public Library Trustees engaged library staff and the community to identify five library service goals:

Public Internet Access. Residents should have equal and convenient access to the internet in order to take advantage of the ever-growing number of resources and services available online. This requires updating technology and increasing the equipment and services available for public internet access. Evolving technology can make the Tufts Library the go-to place (and the best place) to access, develop, and share information.

Early Literacy. Library programs and services should be available to help prepare children to enter school as young learners – ready to listen, ready to read, and ready to write. This requires dedicated space in the Library for meaningful, interactive programming and new materials that can be consumed by families of all demographics. The Tufts Library can be a place that welcomes all children and offers a high-quality early learning experience.

Local History and Genealogy. Residents should have opportunities to connect with the past, discover their roots, and understand the history and traditions of their community. This requires access to a properly preserved and well-organized local history collection. Recently, Weymouth's collection was professionally assessed, catalogued, and recognized as being of national significance. The collection includes a copy of the Declaration of Independence, letters written by Abigail Adams and William Lloyd Garrison, a bust of Maria Weston Chapman by the sculptress Edmonia Lewis, a portrait of the Boston Public Library's founder, Joshua Bates, by Chester Harding, and a 600-year-old Algonquin mishoon (dugout canoe) pulled from Weymouth's Great Pond. With increased space and the proper environment, the Library can preserve and celebrate the town's rich history by sharing its collection through exhibits, programs, and individual study.



Lifelong Learning. Residents should have access to the resources and services they need to explore new topics, follow their curiosity, and continue learning throughout their lives, regardless of their age. This requires equal access to current and popular materials that are both inclusive and easy to consume. It also requires dedicated space within the Library where both interactive and independent learning can take place. Providing a strong educational environment for people of any age can make the Tufts Library a vehicle for lifelong learning and self-development.

Comfortable Spaces. Residents should have access to a variety of safe and welcoming spaces where they can gather, interact, or quietly study. This requires the availability of many different rooms for meetings, programming, and group work. These spaces allow meaningful discussion and collaborative work to occur without disruption to other services. By providing space for gathering and conversation, the Tufts Library can be an environment that brings people together and better connects residents to their peers and community.

The Building Program is an extension of the Library's Long-Range Plan and reflects the full scope of opportunities that would be afforded by a new facility. The Program was completed in 2016 and relied on broad public participation to identify the Library's outstanding building and service needs. The result is a Program that strongly supports the Library in providing responsive services to an evolving population. It provides space for new materials and growing collections that can better accommodate the interests of older adults and families. It also supports a well-organized, properly preserved local history collection, a goal of which is to build a centerpiece for Weymouth's 400th anniversary in 2022. Most importantly, the Program enables the Library to support a community of learners and become a vehicle for civic engagement. This is achieved through the addition of diverse meeting areas, a comprehensive IT infrastructure, dedicated spaces for programming, and creative-outlet spaces focused on enabling users to be content *producers* as well as content *consumers*.

In sum, the Tufts Library views itself as an evolving community center centered around civic engagement, collaborate work, and lifelong learning. It transcends the traditional role of the library as a "storehouse of information" and embraces opportunities to be a people-centric environment. Put differently, the Tufts Library embraces the emerging model of a "21st century library" as described in the Aspen Institute's 2014 report *Rising to the Challenge: Re-Envisioning Public Libraries*: "The physical library will become less about citizens checking out books and more about citizens engaging in the business of making their personal and civic identities..."

The transformation of the Library into a vibrant educational and cultural hub is wholly consistent with Weymouth's vision of itself. A library that fulfills the goals of Weymouth's Long-Range Plan and Building Program will be a library that enhances the value of the public realm, builds connections between people and their community, celebrates the town's rich history, supports a diverse population, and provides a "high quality of life within [the town's] villages for people of all ages and abilities" (Master Plan, 2001).

**C. How does the proposed project support the community vision and the library's vision/mission?**

Weymouth's Master Plan envisions a diverse community with separate and distinct villages that grow in unity and encourage connections among people and places. The Tufts Library, for its part, aspires to support these connections as an educational and cultural hub where people can gather, interact, and learn with one another. The proposed project supports both of these visions, first by constructing a 21st century library focused on community engagement, and second by positioning the Library to be an anchor for economic and community development in the Weymouth Landing village center.

**21st Century Library**

A blueprint for designing a modern, people-centric institution is embodied in the Library's Long-Range Plan and Building Program. These documents identify the key elements of a new library that will support a community of learners and be a vehicle for life-long learning and self-development. The project provides for these elements in detail:

**Children's Services.** The new facility increases the size of children's services by nearly 5,000 SF and relocates the department to a prominent position on the first floor. A large programming room (1,000 SF) will be added to accommodate popular programs such as crafts and story hours. This room will hold up to 48 children. An additional unenclosed area will be available for casual programming, and toddlers will have their own space for activities and sensory play. In addition, there will be new areas for juveniles and tweens – two age groups not currently accommodated. The increased space will mean more materials and enhanced programming to support school readiness, self-enrichment, and a love for reading.

**Meeting Spaces.** The new facility substantially increases the number and variety of meeting spaces. The number of meeting rooms will increase from three to five. These will include three conference rooms (up to 12, 12, and 23 people), one 595-SF programming room (up to 50 people), and one 1,687-SF multipurpose assembly room (up to 194 people). These rooms will be organized as a separate wing of the Library, making it possible for Town's offices and community groups to use the rooms after hours. The number of study rooms will increase from one to ten. These will include four small study rooms, two group study rooms, two young adult study rooms, and two children's study rooms. The increased number and variety of meeting spaces will enhance the draw of the library as a place to gather, discuss, and work collaboratively.

**Local History.** The new facility provides 1,860 SF for Weymouth's local history collection. This space will be divided between two rooms: the first for preservation and the second for circulation. The preservation room will be equipped with climate controls to allow proper storage of sensitive items. The circulation room will be a permanent venue to display and celebrate Weymouth's rich history. For the first time, the Library will have a safe and organized way to share its local history collection with genealogists, historians, and the community.

**Programming.** Separate from meeting and study rooms, the new facility provides designated programming areas for a variety of user groups. There will be two programming areas for children, one for young adults, and one for the general public, the latter of which will be available for after-hours use. (This programming area is one of the five meeting rooms discussed above, all of which will be available after hours. Although this

room is designed for programming, it could double for other purposes just as the remaining rooms could double for programming.) The exterior of the Library will also feature an amphitheater, perfect for outdoor events and movement-based programming (e.g., performing arts). With these spaces, the Tufts Library will be free to run classes, workshops, and other programs without disrupting services or interfering with the community's use of meeting rooms. This will mean an expansion of all programming as well as a more flexible environment for interacting and learning.

Technology. The new facility substantially increases the quality and quantity of technology across all library service areas. The number of public computer stations will increase from six to 46. These include 20 for adult services, eight for young adult services, two for the local history room, four for a new digital media lab, and 12 for children's services. The number of PAC stations will increase from three to 13, many of which will be interspersed within collections to provide convenient access. Additionally, all meeting, programming, and studying spaces will be equipped with SMART screens for interactive presentations. The large multipurpose assembly room will even be wired for live local television broadcasts. Furthermore, the new Library will have Weymouth's first digital media lab to support production, experimentation, and other "maker" activities in video, audio, animation, and 3-D modeling. This new technology will make the Library the go-to place (and the best place) to access, develop, and share information.

Above all, a priority of Weymouth's project design is flexibility. To be a 21st century library requires the best combination of initial size, space efficiency, sustainable operations, and an infrastructure that can expand and adapt to new library service standards. Our project takes these needs seriously. The new facility is designed with service-area wings that are largely open and can accommodate new configurations. Furnishings will be comfortable and easy to move, and no book stack will exceed five shelves, allowing service areas to be reconfigured without compromising efficiency or lines of sight. The new meeting and study spaces will satisfy the needs of a great number and variety of groups, with the largest rooms available for after-hours meetings. Power and data will also be distributed throughout the interior so technology can be adopted, moved, and/or upgraded more easily with time, giving the Library its best chance to meet future needs. Regardless of the change, the new Library will have the capacity to expand and adapt over time and meet the service expectations of a modern public library.

#### Economic & Community Development

A 21st century library is a highly-valued land use for downtown business areas. Weymouth's new facility will be constructed at the site of the existing Tufts Library, less than one-half mile from the heart of the Weymouth Landing village center. For many years, the Landing has been characterized by a sense of disinvestment, with a series of dilapidated storefronts lining the square as late as 2015. These storefronts have since been demolished, priming the area for revitalization. Developers recently announced plans to invest more than \$22 million in a series of mixed-use buildings that will create thousands of square feet of commercial space and more than 80 new housing units. The Town also received \$1.6 million to build a streamside walkway to support the emerging development. All construction will take place within a half mile of the Weymouth Landing MBTA Commuter Rail Station, transforming the village center into one of the South Shore's premier transit-oriented neighborhoods.

Plans for the new Tufts Library align perfectly with the economic and community development underway in the Landing. While the interior of the Library will emphasize personal connections, the exterior will create physical connections between the village center’s residential, commercial, and open spaces. The new Library will feature an outdoor amphitheater, with walking paths that connect to Weston Park and extend to entrances at Front Street and Washington Street. This new space will provide an ideal setting for outdoor events and movement-based programming (dance, theater, etc.). It will also provide opportunities for passive recreation between the Landing’s housing, shopping, education, and civic destinations. Put differently, the new Library will knit together the fabric of the village center, enhancing the area’s value and prosperity.

As a destination, the new Library will provide a stable and vibrant anchor for new development and overall revitalization of the Landing. Investment in a public library not only communicates a pride of place; it strengthens an area’s sense of worth. In the context of Smart Growth, this impact is even more pronounced. When situated in a mixed-use, transit-oriented environment, a public library enriches the cultural and social character of the area. It increases the frequency of social interactions, creates new connections between people and places, and engages a population of normally transient commuters in community life. This is the very essence of Weymouth’s vision for its village centers. It also speaks to the meaning of community – to live, work, and play in a common space.

**D. How has the library engaged the community in the project’s planning and design process?**

The project’s planning and design process encompasses the development of three documents: the Long-Range Plan (LRP), Building Program, and schematic design. Each document was prepared with significant public participation. The timeline below (Table 1) details this participation within the context of other planning activities.

*Please Note:* Weymouth’s LRP was developed approximately four years prior to its Building Program. This gap reflects a change in the Town’s administration. In January of 2016, Robert L. Hedlund took office as Mayor of the Town of Weymouth. It was his decision to pursue construction of a new main library. The previous Mayor, Susan M. Kay, considered applying for a MPLCP Planning and Design Grant in 2013; however more than \$3 million in Town resources had already been committed to the repair and restoration of the historic Fogg Library in South Weymouth, which was successfully renovated and reopened to the public in 2014. Mayor Kay planned to evaluate the feasibility of renovating or reconstructing the Tufts Library in the future.

**Table 1: Public participation and other key planning and design activities.**

MONTH & YEAR (MMM YYYY)	DESCRIPTION OF PLANNING ACTIVITY
Feb 2012	The Board of Trustees of the Public Library appointed a Long-Range Planning Subcommittee to coordinate the development of the Library’s LRP with the Director of Library Services.

<b>Mar 2012</b>	The Subcommittee formed a Community LRP Committee composed of 19 members from the broadest possible range of library users and stakeholders: the Board of Trustees, current and former staff of the Weymouth Public Libraries, civic associations, the Friends of the Weymouth Public Libraries, the Weymouth Rotary Club, the librarian of the Weymouth High School, a former library director, authors and patrons of the public libraries, and members of the Weymouth Town Council, School Committee, and multiple Town boards and committees.
<b>Apr 2012</b>	The Community LRP Committee completed a SWOT analysis (Strength, Weakness, Opportunities, and Threats) facilitated by Library Consultant Nancy Rea. In addition, the Committee selected “service responses” from Garcia and Nelson’s <i>Public Library Service Responses</i> that would best meet the needs of the community.
<b>Apr-May 2012</b>	1,102 people participated in a four-week community survey developed by the LRP Subcommittee and the Director of Library Services. The survey was made available online through the Library’s website and Facebook page. It was also made available at the Tufts Library, Weymouth’s three branch libraries, the Weymouth High School Library, and the Town’s senior center. In addition, the survey was emailed to all patrons for whom the Library had a valid email address.
<b>May 2012</b>	The Community LRP Committee discussed visions and goals for the public libraries, facilitated by Library Consultant Nancy Rea.
<b>Jun 2012</b>	The Community LRP Committee reviewed its work and commented on a draft LRP.
<b>Sep 2012</b>	The Subcommittee and Board of Trustees approved the final LRP.
<b>Jun 2013</b>	The Director of Library Services attended an MBLC information session for the 2013-2014 MPLCP Planning and Design Grant. The Town chose not to pursue funding because more than \$3 million had already been committed to the repair and restoration of the historic Fogg Library in South Weymouth. Mayor Susan M. Kay planned to evaluate the feasibility of renovating or reconstructing the Tufts Library in the future.
<b>Feb 2016</b>	Newly elected Mayor Robert L. Hedlund appointed a Library Construction Committee (LCC) to design a new main library and apply for MPLCP funds. The LLC is composed of the Director of Library Services, Director of Planning & Community Development, Director of Asset & Facilities Management/MCPPO, Coordinator of Administrative Services, Chair of the Board of Trustees of the Public Library, and a community resident with 38 years of experience as a public library director.
<b>Mar 2016</b>	The LCC hired the planning firm Heritage Planning & Design (HPD) of Cambridge to develop a Building Program.

<b>Apr 2016</b>	1,391 people participated in a two-week community survey (the Tufts Library Facility Survey) developed by the LCC and HPD. The survey was made available online through the Library's website and Facebook page. It was also made available at the Tufts Library and Weymouth's three branch libraries. In addition, the survey was emailed to all patrons for whom the Library had a valid email addresses, and to all students and parents for whom the Weymouth Public Schools had a valid email address.
<b>May 2016</b>	The LCC held a community forum on the evening of May 2nd at the Tufts Library. The LCC took public comments on the Library's building and service needs. Facilitation was provided by HPD.
<b>May 2016</b>	The LCC held a second community forum on the evening of May 11th at the Tufts Library. This meeting focused on children's services. Facilitation was provided by HPD.
<b>May 2016</b>	On May 16th, the Director of Library Services and HPD presented the LCC's Building Program findings in a public meeting before the Weymouth Town Council.
<b>Jun 2016</b>	The LCC approved the final Building Program prepared by HPD. The MBLC approved the Building Program within a week.
<b>Jun 2016</b>	On June 20th, the Weymouth Town Council approved \$100,000 to develop a schematic design for a new Tufts Library.
<b>Aug 2016</b>	The LCC hired the architectural firm Johnson Roberts Associates (JRA) of Somerville to develop the schematic design.
<b>Oct 2016</b>	The LCC organized a Youth Library Design Challenge, inviting kids and teens to model or design their own library or library space. All design submissions were unveiled at a reception on October 26th.
<b>Oct 2016</b>	Mayor Hedlund, his Chief of Staff, and members of the LCC met with the President and Vice President of Weymouth Historical Society to discuss their existing occupancy at the Tufts Library and the Town's plans for local history in the new facility.
<b>Oct 2016</b>	JRA and the Director of Library Services presented an early schematic design to the Board of Trustees of the Public Library for review and comment.
<b>Dec 2016</b>	Mayor Hedlund, his Chief of Staff, and members of the LLC met with Dr. Mark Jennings, Head of School at the South Shore Christian Academy, to discuss parking for the new facility and use of a town-owned parcel adjacent to the school for said purposes. (The South Shore Christian Academy is located on Broad Street opposite the existing Tufts Library.)

<b>Dec 2016</b>	On December 5th, the Weymouth Town Council unanimously approved a resolution authorizing the Mayor and/or the Board of Trustees of the Public Library to apply for, accept, and expend any state grants for public library construction. In addition, the resolution committed all project land to the care, custody, management, and control of the Department of Public Libraries in order to construct a new public library and its associated parking.
<b>Dec 2016</b>	The Director of Library Services presented the schematic design for the new Tufts Library to the Friends of the Weymouth Public Libraries on December 7th for review and comment.
<b>Dec 2016</b>	The LCC held a community forum on the evening of December 13th to present the schematic design for the new Tufts Library. JRA led the presentation, and the LCC took comments from the public.
<b>Jan 2017</b>	On January 3rd, the LLC and JRA presented the final schematic design in a public meeting before the Weymouth Town Council. The Council voted unanimously to accept the design for submission to the MPLCP. In addition, the Council unanimously approved a motion authorizing the President of the Town Council to sign the Town's Public Library Construction application and provide a letter of support on the Council's behalf.

Summary of Public Participation:

- Two (2) community surveys, one for the LRP and one for the Building Program
- Three (3) Community Long-Range Planning Committee meetings for the LRP
- Two (2) community forums for the Building Program
- One (1) Town Council public meeting for the Building Program
- One (1) community forum for the schematic design
- One (1) youth contest for the schematic design
- Three (3) meetings with community stakeholders (Weymouth Historical Society, Friends of the Weymouth Public Libraries, and South Shore Christian Academy)
- Three (3) Town Council public meetings for the schematic design and MPLCP application

**E. How has the library engaged the library staff in the project's planning and design process?**

Staff participation was significant in the development of the Library's Long-Range Plan (LRP), Building Program, and schematic design. This participation is detailed in the timeline below (Table 2). For context, key planning activities have been included from the public participation timeline given above (Table 1).

***Table 2: Staff participation and other key planning and design activities.***

<b>MONTH &amp; YEAR (MMM YYYY)</b>	<b>DESCRIPTION OF PLANNING ACTIVITY</b>
<b>Feb 2012</b>	The Board of Trustees of the Public Library appointed a Long-Range Planning Subcommittee to coordinate the development of the Library's LRP with the Director of Library Services.
<b>May 2012</b>	On May 16th, staff from the Weymouth Public Libraries gathered to discuss the library system and participate in a SOAR analysis (Strengths, Opportunities, Aspirations, and Results). In addition, staff selected "service responses" from Garcia and Nelson's <i>Public Library Service Responses</i> that would best meet the needs of the community. The meeting was facilitated by Debra Hoadley, Adviser to the Massachusetts Library System. All libraries were closed for one morning to allow full staff participation.
<b>Sep 2012</b>	The Board of Trustees of the Public Library approved the Library's final LRP.
<b>Feb-Mar 2016</b>	Mayor Robert L. Hedlund appointed a Library Construction Committee (LCC) to design a new main public library and apply for MPLCP funds. The LCC hired the planning firm Heritage Planning & Design (HPD) of Cambridge to develop a Library Building Program.
<b>May 2016</b>	On May 5th, staff from the Weymouth Public Libraries met with members of the LCC to provide comments on the Library's building and service needs. Facilitation was provided by HPD. All libraries were closed for one morning to allow full staff participation.
<b>Jun 2016</b>	The LCC approved the final Building Program prepared by HPD. The MBLC approved the Building Program within a week.
<b>Aug 2016</b>	The LCC hired the architectural firm Johnson Roberts Associates (JRA) of Somerville to develop a schematic design for a new Tufts Library.
<b>Dec 2016</b>	On December 8th, staff from the Weymouth Public Libraries met with JRA and the Director of Library Services to provide comments on the schematic design for the new Tufts Library. All libraries were closed for one morning to allow full staff participation.
<b>Jan 2017</b>	The Weymouth Town Council voted unanimously to accept the final schematic design for submission to the MPLCP.



Summary of Staff Participation:

- One (1) staff meeting for the LRP
- One (1) staff meeting for the Building Program
- One (1) staff meeting for the schematic design
- For each meeting, all libraries were closed to allow full staff participation.

*In addition*, throughout the planning and design process, the Director of Library Services continually met with library department heads and key staff to discuss the LRP, Building Program, and schematic design.

**2. Current conditions and their limitations**

Incorporate photographs with descriptive captions within the narrative that illustrate current conditions.

**A. What are the current building layout and conditions and how do they limit the library's ability to serve the general public, adults, children and teens in terms of:**

- [Information services]
- [Borrowing]
- [Collections]
- [Programming areas, meeting rooms, and quiet/group study spaces]
- [Other]

***Figure 3: Front view of the Tufts Library facing Broad Street (south).***



***Figure 4: Rear view of the Tufts Library facing Weston Park (north).***



The existing Tufts Library was constructed in 1965 and was considered a modern library at the time. Located on Broad Street at the southern edge of Weston Park, the Library is a rectangular, two-story, concrete structure with 33,000 GSF. The building is cut into a hillside sloping down from Broad Street, causing the lower level to be buried on the south side. There are three entrances to the building: one on the main floor at Broad Street (front entrance), and two on the lower floor adjacent to the park (back and side entrances). The main floor is approximately at grade with Broad Street and contains the Library's adult services, central circulation desk, local history room, staff work area, and young adult services. The lower level is approximately at grade with Weston Park and houses the Library's children's department, mechanical rooms, meetings rooms, and storage stacks. Non-library and library-affiliated occupancies are present on the lower floor, as well. They include the Weymouth Historical Society and the Friends of the Weymouth Public Libraries.

More than 50 years old, the Tufts Library is out-of-sync with both the design and professional service standards of a 21st century library. The entrances and elevator are original to the building and are not compliant with ADA guidelines. The existing building systems have exceeded their expected service life, are in poor condition, and require full replacements, including a new HVAC system and roof. The building also contains asbestos, which makes any modifications or improvements to the structure challenging at best. Lastly, the existing Library has neither the space nor flexibility to support a strong educational environment as envisioned by the Town. At present, all collection areas are occupied to capacity; meeting and study rooms are too few and too small; programming areas are non-existent; technology is sparse and cannot be enhanced; and proper storage of the Library's local history collection is impossible. These deficiencies are discussed in greater detail below.

### Browsing/New Book Collection

- The existing facility supports a small browsing collection of less than 3,700 items. Due to lack of space, materials are removed from this collection earlier than usual. The materials are relocated to either a different collection or one of the branch libraries. This occurs after just three months rather than six or nine months. Large-print books are disproportionately affected by this process, because they occupy more shelf space. This has a negative impact on older adults who rely on this format. A browsing collection should reflect patrons' interest in new and popular topics, which are often gateways to learning and self-development. This is challenging when current conditions require materials to be moved too quickly.

### Adult Fiction and Non-Fiction Collections

- Existing shelves are occupied to capacity in the adult fiction and non-fiction collections. The book stacks are eight-shelves high, and the lowest shelves are floor-level, which require books to be displayed spine up. The highest shelves are difficult to reach for patrons and staff, and the lowest shelves are so low as to be virtually inaccessible to adults with physical limitations or disabilities. (See Figure 5).

***Figure 5: Fiction and non-fiction shelves occupied to capacity, with materials at floor level.***



- Lack of space requires that fiction and non-fiction materials be weeded and/or relocated every week, which is a harshly aggressive schedule. Books with enduring value are removed earlier than usual, and any increase in fiction requires a decrease in non-fiction and vice versa. In other words, lack of space has created a zero-sum game: an increase in one collection, requires a decrease in the other.



### Audio-Visual (AV) Collection

- The existing facility supports a small AV collection of approximately 9,100 items. CDs and DVDs occupy significant shelf space, as do unusual items such as fitness sets, kW meters, and how-to kits. AV devices, such as Playaways and Launchpads, also occupy significant space.
- Due to lack of space, DVDs are no longer kept in security cases, and some AV items are housed with the browsing collection. Book carts are used for additional shelving (see Figure 6).

***Figure 6: AV shelves occupied to capacity, with materials at floor level. Book cart used for additional shelving.***



- Like the fiction and non-fiction collections, AV materials are aggressively weeded or relocated every week. This is due to lack of space, and it has a negative impact on commuters and older adults – two demographics that enjoy this format and are well represented in the Weymouth Landing's transit-oriented village center.

### Large-Print Books Collection

- Large-print is a very popular format among older adults. The existing facility supports a collection of just 2,800 items. Like AV materials, which also take up considerable shelf space, the large-print books are aggressively weeded or relocated every week. This has a disproportionate impact on older adults who are expected to make up one fourth of Weymouth's population by 2020.

### Children's Services

- The highest circulating collection in the Library is children's services. In FY2016, materials were borrowed more than 125,000 times from the children's department. The existing space is, however, undersized for Weymouth's population. It supports only 40,327 print books and parts of the collection are regularly weeded due to lack of space.
- The existing location of the children's department is suboptimal, because the central circulation desk is situated on a different floor. Hold items can only be retrieved from the central circulation desk, which means families are required to change floors if they need to pick up books or other materials while visiting the children's department.
- There is zero designated space for programming in the children's department or anywhere else in the existing facility. Consequently, the Library cannot offer the frequency or variety of children's program that it desires. Any program must be held in the Library's meeting rooms, most of which are not equipped with technology to support interactive learning.
- There is zero space for tweens to gather or study in the children's department. Kids of this age face new academic and social situations in school, such as learning to get along with a wider group of peers. For this reason, the Library should be a place outside of school where tweens can meet, interact, and collaborate with one another. Existing conditions make this impossible.

### Young Adult Services

- The young adult area is indistinguishable from the rest of the Library (see Figure 7). There are no computer stations, programming areas, or study rooms designated for young adults. Without a sense of place, young adults are reluctant to access the Library. A true "young adult's room" is needed to support youth engagement.

**Figure 7: Young adult area indistinguishable from the rest of the Library except for small sign.**



### Local History

- Proper storage of a local history collection is impossible in the existing facility. There are no climate-controlled spaces, fire suppression systems, or protective displays. A failing HVAC system threatens the longevity of the collection, as well. Non-circulating materials are scattered throughout the building – locked in various storage rooms, back offices, and even public meeting and study rooms. Without proper storage, the Library’s local history collection can be neither preserved nor celebrated.
- Like the young adult section, the local history “room” is indistinguishable from the rest of the Library. It occupies a small corner of the existing building where materials are tightly packed in vertical rather than horizontal cases due to lack of space (see Figure 8 and 9). This puts undue pressure on the materials and decreases their durability. The existing room is also insufficient to house any organized display of historical pieces. A random organization of these items simply fails to tell the story of Weymouth’s rich history and culture.

***Figure 8: Local history “room” indistinguishable from the rest of the Library.***



***Figure 9: Local history materials tightly packed and stored vertically, creating undue pressure.***





### Programming

- The number of community programs has increased substantially in recent years, which has increased attendance tremendously (see Table 3). Unfortunately, designated programming areas are nonexistent in the current building. Most programs are held in the Library's meeting rooms, which conflicts with their use by community groups. Some smaller programs are held in general seating areas – namely reference and young adult services. These programs interfere with reading and studying in those areas. Large programs that attract more than 65 people are required to be held off site since existing meeting rooms are too small. In FY2016, two *Meet the Author* events and one theater program were held at the Weymouth High School because the Library could not accommodate their size. (The *Meet the Author* events attracted more than 500 people.) Additional increases in library programming will only exacerbate these problems. Lack of space thereby limits the frequency, number, and variety of programs that can be offered. This restrains the Library from being a hub for community engagement.

**Table 3: Library programs and attendance figures.**

	FY2012	FY2013	FY2014	FY2015	FY2016
<b>Adult Programs</b>	64	61	35	48	75
<b>Adult Attendance</b>	736	1,417	858	1,859	3,695
<b>Children's Programs</b>	181	208	239	258	312
<b>Children's Attendance</b>	5,325	6,293	6,045	7,663	8,079
<b>Young Adult Programs</b>	35	99	75	82	89
<b>Young Adult Attendance</b>	231	574	714	1,345	1,295

### Meeting Rooms

- Meeting rooms are located on the lower floor of the existing facility. They include the Jones Room (up to 65 people), the Canoe Room (up to 30 people), and the Butterfly Room (up to 12 people). These rooms are free to community groups and nonprofit organizations, which make them popular meeting spaces. In FY2016, the rooms were used 1,344 times. Unfortunately, these meeting rooms are too small and too few to meet many users' needs. They are also unavailable after hours, making them undesirable spaces for local government hearings and meetings. A greater number and variety of after-hour meeting rooms is needed to make the Library a vibrant community center.
- Aside from the Jones Room, none of the existing meeting rooms have a SMART screen to facilitate presentations. Televisions, projector screens, and other AV equipment must be carted in and out of the rooms as needed (see Figure 10). This negatively impacts the user experience.

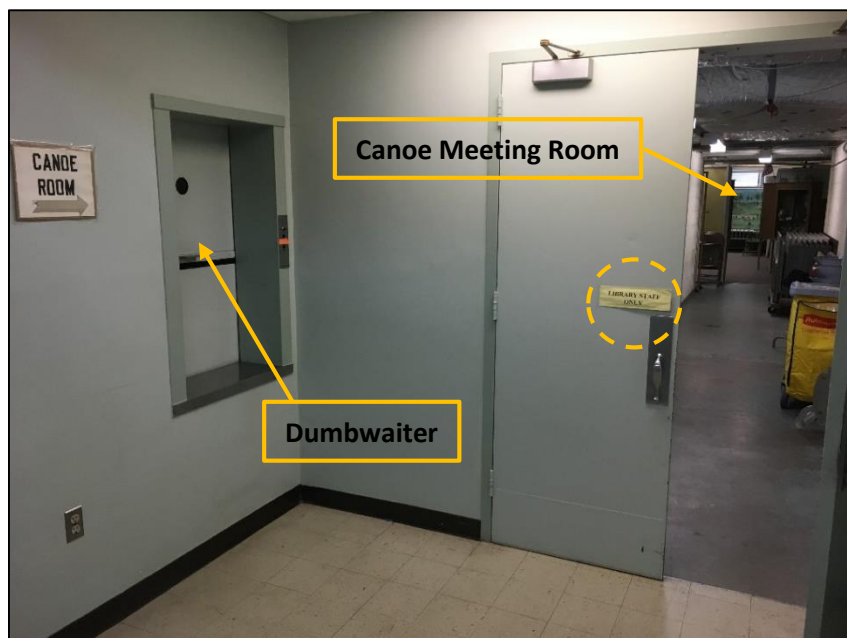


**Figure 10: Butterfly Meeting Room with television cart. Only Jones Meeting Room has SMART screen. Rear door of Butterfly Meeting Room leads to storage stacks.**



- All meeting rooms are located on the lower floor of the existing facility and out of sight of any staff. Access to the Canoe Room requires passage through an otherwise staff-only hallway containing the building's mechanical rooms and a dumbwaiter used for transporting books (see Figure 11). Similarly, the Butterfly Room has a door that leads directly to the Library's storage stacks (see Figure 10 again). It is inappropriate to have these spaces accessible to the general public.

**Figure 11: Access to Canoe Meeting Room requires passage through an otherwise staff-only hallway with dumbwaiter and mechanical rooms.**



### Study Rooms

- The existing building has only a single study room, which is located on the main floor. It can accommodate no more than four people and is virtually unknown to patrons due to its remote location (see Figure 12). It is also *entirely* beyond the sight of any staff.

**Figure 12: Library's only study room located in remote area, not visible to staff.**



- The room has no SMART screen or any other AV equipment, and the installation of such technology is virtually impossible due to the room's design. The room has two walls made of glass, a third made of concrete, and the fourth is obstructed by the room's doorways. Its location is also too remote to run data feeds. The room is largely uncomfortable due to its isolation and limited natural light (see Figure 13).

**Figure 13: Study room interior is largely uncomfortable due to isolation and limited natural light.**



Technology

- The existing IT infrastructure is sparse and insufficient. There are just six computer stations in the building, all clustered in a single space carved out of the young adult area (see Figure 14). Wait times are considerable during peak hours, and younger patrons often feel uncomfortable waiting alongside adults. The stations are situated in an open area, making it impossible to provide classes to patrons. In addition, electrical outlets are too few to support charging stations for mobile devices. Many patrons choose to move or reach beneath furniture to run power cords from study desks and tables (see Figure 15).

***Figure 14: Only six computers in the entire Library for public internet access. Space is carved from young adult area.***



**Figure 15: Study desks awkwardly situated at end of stacks so patrons can run power cords to limited number of outlets.**



- Adding or relocating technology requires more electricity and data throughout the facility. The structure's vinyl asbestos tiling (VAT) makes this nearly impossible in most cases. VAT is present on the concrete floors and plaster/skim walls. Drilling through the floors or walls is therefore out of the question. Running feeds through the ceiling is often the only alternative, but the spray-on fireproofing above the ceiling also contains asbestos. This creates a risk for asbestos dust over time.
- For Wi-Fi, the Library has three wireless routers – one on the main floor and two on the lower floor. Service is perpetually “spotty” due to the building's concrete structure. Connecting devices inside the meeting rooms is especially difficult, which disrupts programs and presentations.
- There are zero computer stations designated for children or young adults. In the children's department, there are just two “literature stations”. These are merely closed-network computers programmed to run early literacy software.
- There are just three PAC stations throughout the Library: two on the main floor and one in the children's department. One of the PAC stations on the main floor doubles as a public scanner – the only such device in the Library (see Figure 16). When the scanner is used, the PAC typically becomes unavailable for an extended period, leaving just one PAC for the main floor.



**Figure 16: One of just two PAC stations on main floor. It doubles as a public scanner.**



- SMART screens and other AV equipment are almost nonexistent in the existing facility. Due to the structure's vinyl asbestos tiling, there is no way to extend data into the Library's meeting rooms or study room. Only the Jones Room has a SMART screen. As a consequence, the Library is unable to offer a digital media lab or any other "makers" space for exploring opportunities in the digital world.

### Accessibility

- The doorways to the existing building have no automatic openers to assist older adults or people with disabilities. On the lower floor, there is a single accessible lavatory that requires passage through a staff-only area for use (see Figure 17). Additionally, the existing elevator is original to the building and does not meet ADA guidelines. On the main floor, patrons must cross the whole of the fiction and non-fiction sections to reach the elevator (see Figure 18). On the lower floor, they cross the whole of the children's department (see Figure 19). It is difficult to even provide signage because the location is so remote. The inside carriage is also too small to accommodate the turning of some wheelchairs and strollers.

***Figure 17: Accessible lavatory on lower floor requires passage through staff-only area.***



***Figure 18: Elevator hidden past fiction and non-fiction collections on main floor.***



***Figure 19: Elevator situated at the far end of the children's department on the lower level.***





### Mechanical Systems

- Existing mechanical systems have exceeded their expected service life and must be replaced. Of particular concern are the ventilation and air conditioning. These systems include two indoor air handling units and two outside grade-mounted condensing units. The indoor units are original to the building and are in very poor condition. All windows throughout the building are sealed, so without these units, there is no way to circulate fresh air. In 2015, the AC system failed, requiring the Town to install a temporary exterior system at considerable cost (see Figure 20). Before this fix, patrons were leaving the Library due to the heat. The Library even had to close for a day when temperatures rose beyond acceptable workplace conditions. While investigating a solution, it was determined that a replacement system would require a new roof. This in turn would trigger asbestos removal. As an alternative, the Town invested \$60,000 in new air compressors that were used to repair the AC system in 2016. The compressors are expected to last a maximum of five years before a permanent solution is required.

***Figure 20: Back entrance facing Weston Park with interim HVAC system during summer of 2015.***



### Non-Library and Library-Affiliated Occupancies

Non-library and library-affiliated occupancies are present on the lower floor of the existing Library. These include the Weymouth Historical Society, occupying approximately 1,470 SF for an informal museum, and the Friends of the Weymouth Public Libraries, occupying approximately 1,761 SF for periodic book sales. While it is not uncommon for libraries to accommodate Friends' activities, the scale of the current occupancy is excessive and cannot be sustained. This is true for the Historical Society's occupancy, as well.



**B. How do current building layout and conditions impact the library's ability to keep staff and public safe (a place that is free from harm or danger) and secure (state of being protected from harm) in terms of:**

- [Health]
- [Fire protection]
- [Structural integrity]
- [Other]

Health

*The following are findings provided by O'Reilly, Talbot, and Okun (OTO) Engineering Associates.*

- Existing interior building finishes contain vinyl asbestos tile (VAT) on the building's concrete floors and plaster/skim walls. In addition, spray-on asbestos fireproofing is present on the ceiling deck and steel framing above the suspended ceiling. It is also presumed that asbestos is present in the building's roof materials, fire doors, elevator doors, and parts of the original heating system.

Fire Protection

*The following comments were provided by the Weymouth's Fire Prevention Coordinator.*

- Existing fire protection consists of original heat detectors and added smoke detectors, as well as horn and strobe devices for notification. All detectors are hardwired to immediately notify the Weymouth Fire Department of an alarm event.
- There is no fire suppression system, except for portable fire extinguishers. In other words, there is no way to control and extinguish fire inside the building without human intervention.

Security

*The following comments were provided by the Weymouth's Police Community Outreach Sergeant.*

- Lines of sight are critical to the Library's security. They allow staff to (a) monitor access throughout the building and (b) observe any behavior that could cause harm. The design and layout of the existing facility interferes with sight lines in several important areas. First, the north-side entrance to the lower floor (back entrance) is not clearly visible from the children's department, which is the only department on the lower level. Visitors who use this entrance cannot be properly identified or observed unless they enter the children's department (see Figure 21 and 22). Second, the meeting rooms on the lower floor are entirely beyond the sight of the children's department. Staff cannot monitor the hallways around the meeting rooms without leaving the department. Third, book stacks on the main floor are eight-shelves high and aligned parallel to the central circulation desk. These stacks obscure lines of sight across a substantial portion of the main floor, including the study room.

**Figure 21: Back entrance of the Library, hidden from the sight of the children's department.**



**Figure 22: View from children's services desk facing the back entrance of the Library. People using this entrance are not seen unless they enter children's department.**



- When multiple floors allow entrance into a building, there is high risk that threats can enter unannounced and undetected. It also difficult to lock down the building in the event of an emergency. The existing facility allows the public to enter either the main floor at Broad Street (front entrance) or the lower floor at Weston Park (back entrance). Persons that enter the back entrance, as explained above, are outside

the line of sight of staff and cannot be identified. This combination of multi-level entrances and one “blind” entrance is a serious deficiency in the building’s control and security.

- Generally speaking, the more a building is divided into “compartments”, the greater the chance to limit and contain threats. Collections on the main floor are contained in a single room. There are no walls or wings dividing one area from the next. This means threats are more difficult to contain given the current design and layout of the main floor. It also increases the importance of sight lines for security. However, as noted above, visibility is obscured across a substantial portion of the main floor.

### Building Design

*The following are comments provided by the Town of Weymouth’s Inspector of Buildings.*

- The existing roof insulation has failed due to moisture, and the building’s EPDM roof membrane has aged to a point of failure. The roof has a very low slope that results in significant snow accumulation during the winter months. In past heavy snow events, it was necessary to clear the roof due to the risk of a collapse.
- The existing building is not designed to hurricane resistance standards per the state building code (780 CMR).

### **C. How does the current building hinder staff workflow and productivity?**

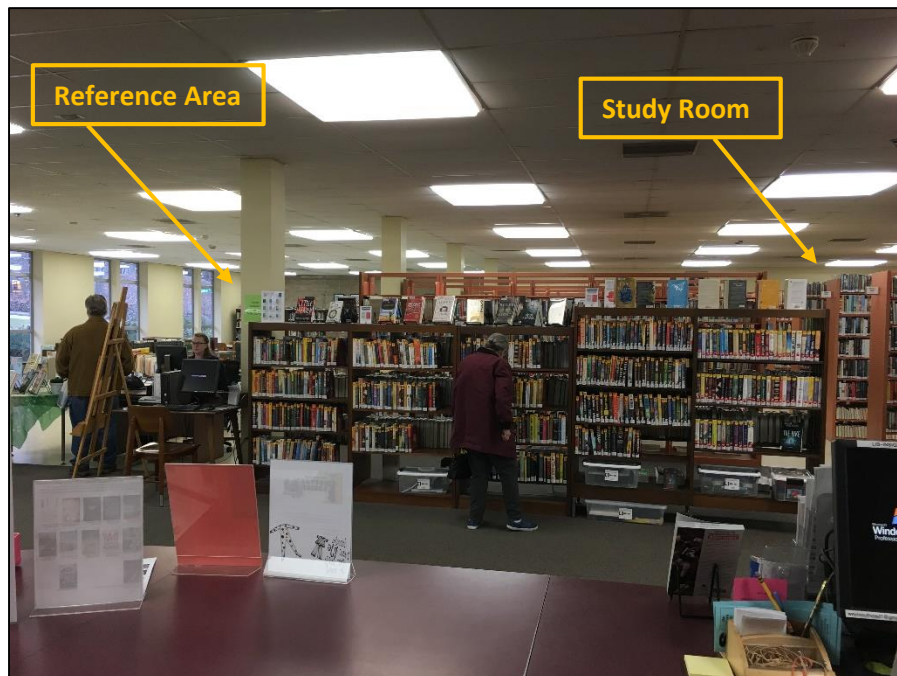
#### Supervision and Lines of Sight

- Lines of sight are critical to supervision of the Library, but as noted in the previous question, the design and layout of the existing facility interferes with these lines in several important areas. On the main floor, the fiction and non-fiction book stacks are eight-shelves high and aligned parallel to the central circulation desk and perpendicular to two reference desks. The circulation desk faces the stacks directly, while the two reference desks are situated at the end of the first and second rows. Because the stacks greatly exceed the length and height of the circulation desk, they obstruct sight lines across the main floor from the local history and study rooms, through the fiction and non-fiction sections, to the rear of the reference area (see Figure 23 and 24). Additionally, from the reference desks, there is no line of sight to the local history room, which should be staffed by reference services. Changing the floor’s layout to correct the lines of sight is impossible. The stacks and circulation desk are non-mobile, and the reference desks are situated based on the available electrical outlets and data ports.

**Figure 23: View from central circulation desk to northwest corner of main floor.**  
**No sight lines to local history collection, study room, or area in between.**



**Figure 24: View from central circulation desk to southwest corner of main floor.**  
**No sight lines to study room, rear of reference area, or area in between.**



- The Library's browsing (new books) collection is jointly supervised by the central circulation desk and one reference desk. The book stacks run parallel to the circulation desk, which faces one side of the collection,



and perpendicular to the reference desk, which faces the other side. Unfortunately, this reference desk is not occupied full time. This leaves half of the collection unsupervised for at least 29 hours every week.

- The AV collection is located to the side of the central circulation desk, but only about half of the collection is visible from that view (see Figure 25). There are no other desks with sight lines to the remainder of the collection.

**Figure 25: View from central circulation desk to north side of main floor.  
No sight line to half of the AV collection.**



- The lower floor contains the Library's meeting rooms and children's department. The meeting rooms are outside the line of sight of any staff in children services.
- During evening hours, when there is minimal staff in the Library, employees from children services are often required to cover breaks at the central circulation desk, which is situated on the main floor. To do so, the children's department must close, because there are no other departments on the lower level to assist with supervision.

#### Office, Meeting, and Storage Spaces

- Existing office space for employees is insufficient and not well organized due to the design and layout of the building. The staff work area on the main level includes just three back offices and several desks scattered throughout a large room. The desks are awkwardly dispersed due to the limited number of electrical outlets and data ports. In one case, a desk is immediately adjacent to the Library's data servers and fuse boxes (see Figure 26).

**Figure 26: Staff desk situated next to data servers and fuse boxes due to limited power and data outlets.**



- The staff work area on the main floor is also the shipping and receiving area. Deliveries occupy space in the work area until they are unpacked and moved, and staff work can be interrupted when shipments are received and sent out.
- Due to lack of staff space, some employees in the same department spend much of their time separated. The reference department has four employees, but only two are situated inside the Library's reference area. One has a desk in young adult services, and the other sits in the main floor's staff work area.
- Due to lack of space in the collections, many materials are kept on book carts within the staff work area. The carts take up considerable space and obstruct movement throughout the day. Storage rooms are too few and overcrowded with library records, local history materials, programming supplies, and more. In the children's department on the lower level, a back office is forced to double as both a staff work area and a supply room for children's services (see Figure 27). In other words, materials and staff supplies are in competition for space throughout the Library. There are no staff-supply-only closets anywhere in the building.

**Figure 27: Children's services staff office packed with programming supplies.**



- There are no designated rooms for staff meetings in the existing facility. Staff meetings must be held in one of the Library's meeting rooms, which conflicts with their use by community groups.
- The existing reference desk is located within 10 feet of the building entrance on the main floor. Its location is fixed due to the limited availability of electrical outlets and data ports in the reference area. On the one hand, patrons have easy access to the desk when they enter the building. On the other hand, the desk offers no sense of privacy to support sensitive conversations with youth, older adults, persons with disabilities, and other vulnerable populations. Nor is there any private office space where such conversation can take place. Current conditions make it impossible to support a professional and culturally-sensitive reference desk.

### Technology

- As previously noted, existing asbestos makes it very difficult and costly to add new electrical outlets and data ports anywhere in the Library, including staff areas. As a result, there are too few desks on the main floor equipped with computers and telephones to support the circulation staff in completing their regular responsibilities (printing over-due notices, making calls on reserved books, processing inventory reports, etc.).
- Existing staff areas have too few data ports to accommodate access to the Town of Weymouth's Shared Network. Library staff can only access the Old Colony Library Network (OCLN). This inhibits staff from sharing files with other municipal departments.

- The Library's data servers currently occupy significant space in the staff work area on the main floor (see Figure 26 above). These servers should be housed in a separate room where they can be kept cool and out of the way.
- Due to lack of work space, equipment used by staff such as label makers and disc-cleaners cannot be kept on secure and level surfaces. Many devices are kept on book carts (risking their longevity should they fall) because there are not enough desks.

#### Task and Time Allocation

- Library employees have many responsibilities that must be balanced day by day to ensure that all tasks are completed correctly and on time. However, current conditions force librarians to emphasize certain tasks that consume too much time and attention. The aggressive weeding and relocating of materials from virtually all collections in the Library consumes an exorbitant number of staff hours. For example, the Library recently began to increase the space devoted to its fiction collection which necessitates an equal and opposite decrease in non-fiction (zero-sum game). The process of weeding and relocating both collections has taken months and is still on going. The process has been strenuous for staff given the number of books being moved and the need to reach all eight shelves, including the floor shelves.
- With too few public computers and PAC stations in the Library, employees must manage wait times on all devices as well as manage the patrons in queue. To help alleviate wait times, the Library offers iPads for in-house circulation. Unfortunately, the iPads are not popular with many patrons since they require a certain skill and comfort level to be operated.
- The children's desk and central circulation desk are located on different floors, but patrons can return materials at either desk. To move materials between desks, staff use a dumbwaiter that connect from a hallway on the lower level to the staff work area on the main floor. As returns accumulate at each desk, staff make several trips a day to move materials to and from the different floors. The process is time consuming and can be strenuous. In addition, staff from children's services must leave their department to access the dumbwaiter. Greater efficiency would be achieved if the desks were located on the same floor.

#### Programming

- Organizing programs is a challenge for staff given the lack of space in the existing facility to store supplies. Currently, librarians in children's and young adult services must store supplies outside of their departments. They then move supplies to and from the Library's meeting rooms where most programs are held. There is no storage in two of the meeting rooms (Butterfly and Canoe Rooms), and extremely limited storage in one (Jones Room), making the process very inefficient.
- Often, children's programs are run consecutively to accommodate different age groups, different learning strategies, or different attendance systems (reservation only, drop-in participation, etc.). Because there are no designated programming rooms, the children's librarians are forced to move supplies from one meeting room to another to accommodate differences in the programs, or sometimes to avoid conflict with community use of a specific meeting room.



#### D. What are the major obstacles to people approaching and accessing the building?

There are three entrances to the existing building: one on the main floor to the south at Broad Street (front entrance); another on the lower floor to the north from Weston Park (back entrance); and the last on the lower floor to the west from both Weston Park and Franklin Street (side entrance).

Existing lot parking is located to the east of the building. When entering the lot from Broad Street, vehicles descend a steep driveway and enter a lower lot. There are 12 parallel parking spaces along the driveway, including one handicap space (non-compliant), and 19 standard spaces in the lower lot, including two handicap spaces (compliant). From the lower lot, vehicles can ascend to an upper lot where there are 22 standard spaces. On-street parking is also available on Broad Street, putting patrons directly in front of the Library. (See Table 4 for parking summary, and see Figure 27 and 28 for parking photos.)

**Table 4: Parking summary.**

	Parking Spaces (not including HP)	Handicap Spaces
<b>Driveway</b>	12	1*
<b>Lower Lot</b>	19	2
<b>Upper Lot</b>	22	0
<b>Total</b>	53	3

\*Non-ADA compliant handicap sapce

**Figure 27: View from Broad Street of parallel parking in driveway.**



***Figure 28: View from driveway of lower and upper parking lots.***



Obstacles to approaching and accessing the building are as follows:

- The distance and slope are substantial from the upper lot to the back entrance. Weymouth's GIS Administrator measured a 14-foot drop over a distance of 215 feet between the two points, yielding a 6.5% slope. Much of this slope occurs as patrons descend from the upper lot to the lower lot. When patrons reach the end of the lower lot, there is a walkway that leads to the back entrance. This walkway also slopes and has no handrailing to assist persons with mobility issues.
- There are no sidewalks or walkways in either the upper lot or lower lot. Patrons must walk through the lots as vehicles drive and park, which can be dangerous during peak hours.
- On-street parking at Broad Street dramatically narrows the roadway, which is used as a cut through for local traffic. This creates dangerous conditions for patrons as they park, leave, and re-enter their vehicles. It also obstructs lines of sight between drivers and pedestrians along Broad Street. An existing crosswalk is situated at the corner of the Library's driveway. This crosswalk is dangerous to use when on-street parking is present (see Figure 29).

**Figure 29: Corner of the Library's driveway at Broad Street. On-street parking obstructs visibility of pedestrians in crosswalk and creates "blind" turning conditions for vehicles exiting driveway.**



- Parallel parking narrows the driveway in and out of the Library. This creates congestion as vehicles enter and exit. When on-street parking is present on Broad Street, the turning conditions become partly “blind” – a driver exiting the driveway cannot see oncoming vehicles traveling east (see Figure 29 again). These conditions exacerbate the traffic problems and create new opportunities for accidents. They become worse when snow accumulates, as well.
- The loading dock is situated along the driveway, on the east side of the existing building. Deliveries are received a few times each day, and due to parallel parking in the driveway, delivery drivers often double-park their vehicles at the loading deck. When this occurs, the driveway is reduced to a single lane.
- The building’s dumpster is located in the rear of the lower lot. Once a week, a garbage truck comes down the driveway and backs up to the dumpster in reverse. During this process, patrons have difficulty entering and exiting the lot.
- The sidewalk at Broad Street is generally narrow, and utility poles reduce the width significantly in some areas. These areas appear too narrow for some wheelchairs. Moreover, the existing sidewalk ramps do not meet ADA guidelines.
- None of the existing doorways have automatic openers to assist older adults or persons with disabilities as they enter and exit the building.



- The existing elevator is original to building and does not meet ADA guidelines. From the front entrance, patrons must cross half the main floor to reach the elevator, which is so remote that many are unaware of its presence. From the back entrance on the lower level, patrons must cross the whole of the children's department to access the elevator. Once inside, the elevator is very small, and cannot accommodate the turning of some wheelchairs and strollers (see Figure 30).

***Figure 30: Elevator is very small and does not meet ADA guidelines.***



- The side entrance to the building is the closest to the elevator. However, it is more than twice the distance from the lower lot to the side entrance than from the lower lot to the back entrance. Only on-street parking is available near the side entrance, and the path of travel between the street and the entrance slopes down and is not ADA accessible (see Figure 31).

**Figure 31: Side entrance facing west towards Franklin Street. Curb has no ramp, and pathway to entrance slopes down (not ADA accessible).**



**E. What is the parking capacity (lot and convenient street parking)?**

Lot parking consists of 53 spaces. These include three handicapped spaces, one of which does not comply with ADA guidelines. Convenient on-street parking consists of approximately 17 unmarked parallel spaces on Broad and Franklin Streets.

**F. Describe the path of travel from available parking to the building entrance.**

From lot parking

Existing lot parking is located to the east of the building. When entering the lot from Broad Street, vehicles descend a steep driveway and enter a lower lot, which continues up a steep slope to an upper lot. There are parallel spaces along the driveway and standard spaces in the lower and upper lots.

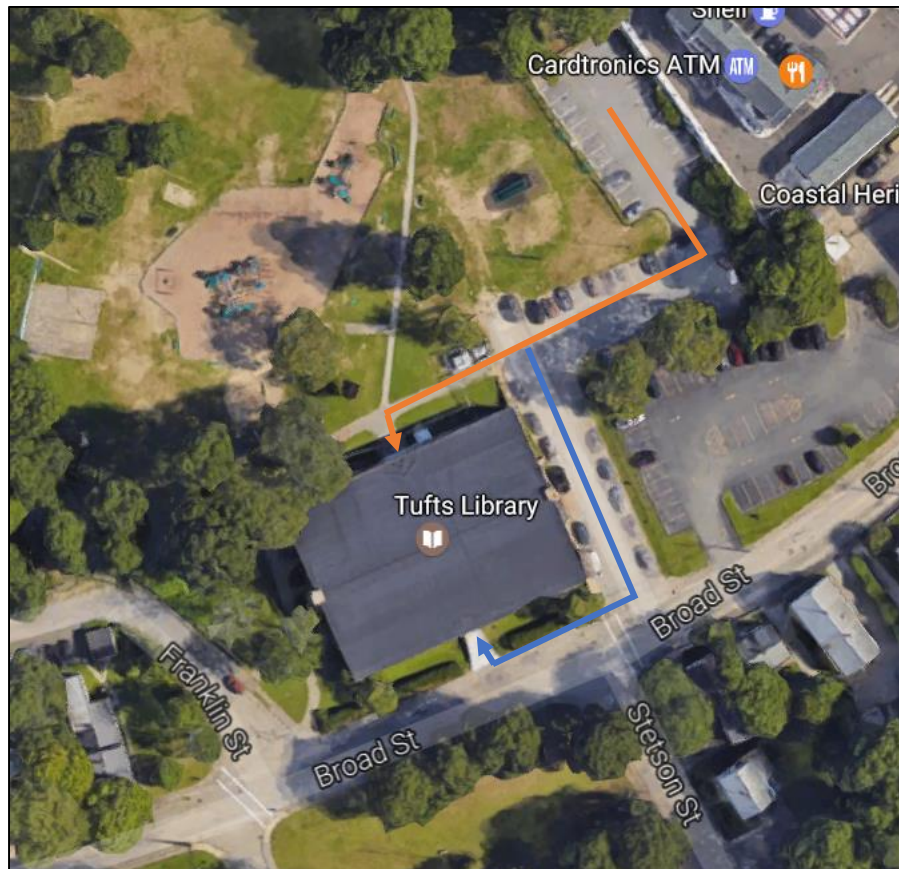
Assuming a starting point in the upper lot, patrons descend a steep slope to the lower lot and continue along a descending slope to the building's back entrance. There are no sidewalks along the edge of the parking lots, so patrons must walk through the lots as vehicles drive and park. At the end of the lower lot, there is a walkway that proceeds to the back entrance adjacent Weston Park. This walkway also slopes and has no handrailing to assist persons with mobility issues. Patrons also pass two large, grade-mounted air conditioning (AC) units. These units are fenced in but are very loud when active.

Assuming a starting point in the driveway, patrons will either descend the driveway to the building's back entrance or ascend the driveway to the front entrance at Broad Street. If the back entrance is used, the path of travel is

similar to that described above. If the front entrance is used, patrons will use the sidewalk at Broad Street to proceed to the entrance. There is no sidewalk or walkway along the edge of the driveway.

See Figure 32 for a visualization of these travel paths.

**Figure 32: Path of travel from lot parking. Source: Google Maps.**



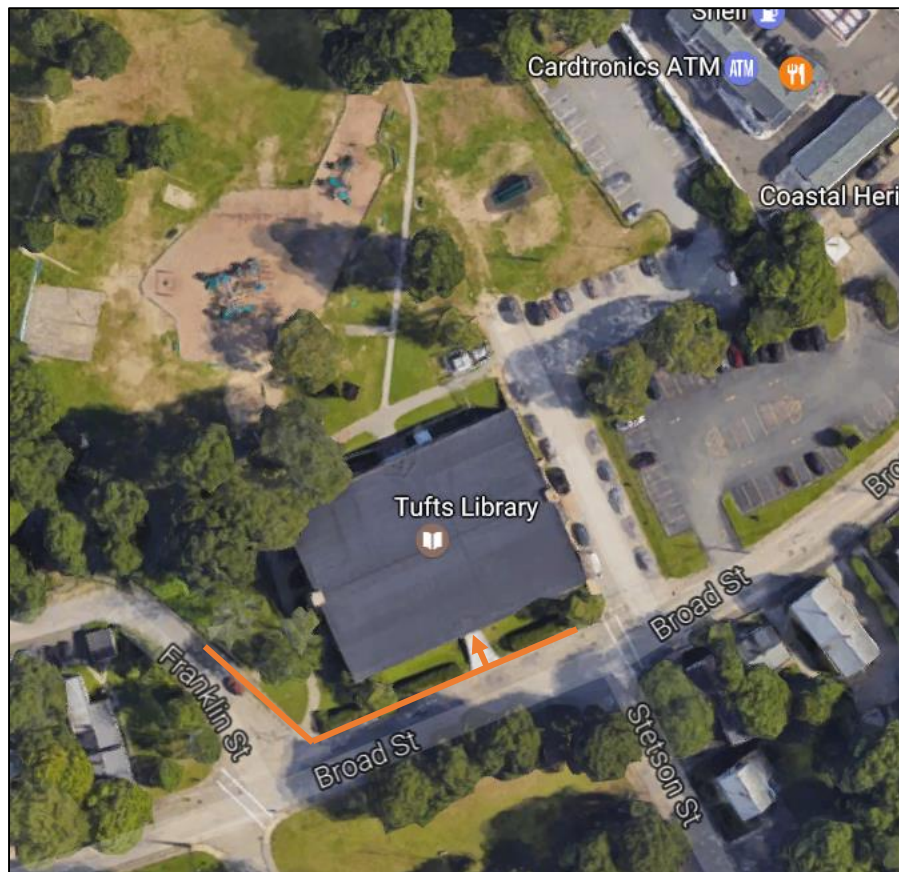
From convenient street parking:

Unmarked on-street parallel parking is available to vehicles traveling west on Broad and Franklin Streets. Patrons will use the sidewalk on these streets to proceed to the front entrance. On-street parking at Broad Street dramatically narrows the roadway, which is used as a cut through for local traffic. This creates dangerous conditions for patrons as they park, leave, and re-enter their vehicles. The sidewalk at Broad Street is generally narrow, as well. Utility poles reduce the width significantly in some areas, which appear too narrow for some wheelchairs.

See Figure 33 for a visualization of these travel paths.



**Figure 33: Path of travel from on-street parking. Source: Google Maps.**



**G. What portion of the parking is dedicated to library use only?**

Existing lot parking consists of 53 spaces, all of which are dedicated to library use only. Several signs are posted to notify drivers: “Library Use Only. No Overnight Parking.”

On-street parking consists of approximately 17 unmarked parallel spaces on Broad and Franklin Streets. These spaces are not dedicated to library use but are primarily used by patrons due to (A) their proximity to the front entrance and (B) their distance from neighboring destinations. The Coastal Heritage Bank (east of the Library), South Shore Christian Academy (south of the Library), and Weston Park (north of the Library) all have more convenient parking for their patrons.

**H. What conditions related to energy efficiency or the surrounding exterior environment have a negative impact on the operations, management and use of the building?**

Heating

The existing building is heated by a gas-fired, cast-iron boiler that is more than 25 years old and has exceeded its expected service life (see Figure 34). A report by Garcia, Galuska, and Desousa (GGD) states that the boiler is “very inefficient in comparison to the high-efficiency boilers that are commercially available today” (2016). It also occupies a large footprint compared to newer units. A savings projection prepared by McKinnell, McKinnell, and

Taylor in 2015 found that the Library could save 247,000 MMBTU per year by switching to a gas-fired tubular, radiant heater. Combustion efficiency would increase from 75 percent to 92 percent.

***Figure 34: Gas-fired, cast-iron boiler (more than 25 years old).***



#### Ventilation and Air Conditioning (AC)

The existing building is ventilated and air conditioned by two indoor air handling units that are original to the building (now over 50 years old) and two outdoor, ground-mounted condensing units that are approximately 28 years old (see Figure 35 and 36). All units have exceeded their expected service life and are very inefficient compared to modern ventilation and AC systems. They further occupy a massive amount of space compared to newer units, as does the exposed ductwork in the building's lower level. In 2015, the existing AC units failed, requiring the Town to install a temporary exterior system at considerable cost. The Town has since invested \$60,000 in new air compressors that are expected to last a maximum of five years before a permanent solution is required.



***Figure 35: Indoor air handling units (more than 50 years old).***



***Figure 36: Outdoor, ground-mounted condensing units (approx. 28 years old).***



### Temperature Controls

The existing HVAC system is controlled by a pneumatic automatic temperature control (ATC) system. While these controls have been well maintained throughout the years, GGD's report states "the ATC system is antiquated and will continue to be costly to operate and maintain" (2016). Significant savings could be achieved through a modern direct digital control (DDC) system and a building energy management system (EMS).

### 3. Expanded & improved facility benefits

#### A. How does the project facilitate the library's ability to serve the general public, adults, children and teens in terms of:

- [Information services]
- [Borrowing]
- [Collections]
- [Programming areas, meeting rooms, and quiet/group study spaces]
- [Other]

***Figure 37: Model rendering of new library's front façade facing Broad Street (south).***





***Figure 38: Model rendering of new library's front entrance at Broad Street (south).***



***Figure 39: Model rendering of new library's rear façade facing Weston Park (north).***



Located on the same site as the existing building, the new Tufts Library will be a two-story, L-shaped, steel-framed structure with 50,296 GSF. The new building's orientation allows all facades to be above grade and exposed to natural light. The proposed building will have two primary entrances: a front entrance to the main lobby from Broad Street and a rear entrance for patrons arriving from the parking lot and a new amphitheater adjacent to Weston Park. Additional doors are provided to meet code requirements and to facilitate certain uses of the building and grounds:

- A back door in the children's department will give staff and patrons access to the amphitheater for outdoor programming. When not being used by staff, this door will be an emergency exit only.
- A side door on the eastern wing adjacent to the parking lot will support the Library's ability to operate meeting rooms after hours while securing other areas of the building.
- A back door in the new café will be exit-only to act as a second egress during after-hours use.

The first floor on the new building houses the Library's circulation desk, café space, children's services, meeting rooms, and staff areas. The Friends of the Weymouth Public Libraries will occupy a small room, as well. The second floor houses the Library's adult services, reference services, book storage, digital media lab, local history rooms, young adult services, and study rooms.

The new Library will transform the way Weymouth residents experience their library through a modern, open, and flexible design that is responsive to community needs. People of all ages and walks of life will turn to the Library for everything from homework help, story times, discussion groups, to books, computers, and entertainment. Weymouth has designed a people-oriented building with the capacity to nurture community engagement and to be a vehicle for life-long learning and self-development. The design provides a superb "living edge" where people will have access to the daylit perimeter and a seamless visual integration with outdoor spaces. The reader spaces are infused with a comfortable "living room" sensibility to provide a welcoming atmosphere accessible to all. The over-arching purpose is to give the community a true 21st century, next generation library experience.

The benefits of this new building are detailed below. They include larger collections to support patrons' interests; an increased number and variety of meeting rooms and study rooms to foster collaboration, networking, and learning; a properly stored and well-organized local history collection to celebrate Weymouth's past; and a comprehensive IT infrastructure to meet user and staff needs, support patron-owned technology, and accommodate evolving digital technology.

#### Browsing/New Book Collection

- The browsing space will allow the collection to expand by more than 7,000 items over the next 20 years. Books will comfortably remain on the shelves for six to nine months before being relocated to other collections. New large-print books will be featured more prominently and given greater parity with other materials since shelving space will no longer be the driving factor in deciding which books are moved. Additionally, with the increased space, the collection will better reflect the variety of new, popular, and trending materials that patrons desire.
- The browsing stacks will be a comfortable height (user-friendly four-shelves tall); spacing between the stacks will be generous; and seating between the stacks will encourage patrons to stop and peruse books that spark their interest. Some books will also be displayed cover-facing-front to better engage patrons. In other words, the collection will provide a true "browsing" experience – one equal in enjoyment to browsing at a local bookstore or patron-centric libraries. In this way, the Library will encourage patrons to take an interest in the "new" and "popular," a time-tested gateway and catalyst for encouraging life-long learning and self-development.

- On the first floor, the new building will provide a display for “hot books” next to the café and back entrance, giving patrons the option to browse best sellers while they are entering the building, sitting at the café, visiting the children’s department, or attending a meeting or program. This display will be especially helpful to parents and grandparents, since they can visit the children’s department and browse for themselves without changing floors.

#### Adult Fiction and Non-Fiction Collections

- The fiction and non-fiction space will allow the collections to expand by more than 10,000 items over the next 20 years. Due to the increased space, the process of weeding or relocating books will occur every three months rather than weekly. Books with enduring value will remain on the shelves longer, and there will be no need to decrease the size of one collection at the expense of the other. The relaxed weeding schedule also allows staff to focus on more direct service activities.
- The stacks will have five shelves rather than eight shelves. The lowest shelves will no longer be at floor-level, allowing books to be displayed properly and at the same time improving accessibility for adults with physical limitations or disabilities.
- There will be tables and inviting seating adjacent to the collections to encourage patrons to explore their selections at a leisurely pace, as well as convenient PAC stations among the stacks. Patrons will easily find, retrieve, use, and return books in a single setting – a convenience highly-valued by anyone using the Library for research.

#### Audio/Visual (AV) Collection

- The AV space will allow the collection to expand by more than 6,000 items over the next 20 years. Due to the increased space, the process of weeding or relocating materials will occur every three months rather than weekly. In addition, book carts will no longer be necessary to provide extra shelving. The space with its inherent flexibility will allow the library to introduce emerging physical formats or to convert the space to other future needs.
- DVDs will once again be stored in security cases, and all AV devices (Playaways, Launchpad, etc.) will be housed in their appropriate space.
- A larger AV collection will benefit commuters and older adults – two demographics that enjoy this format and are well represented in the Weymouth Landing’s nearby transit-oriented village center.

#### Large-Print Books Collection

- The large-print space will allow the collection to expand by more than 23 percent over the next 20 years, greatly benefiting older adults – Weymouth’s soon-to-be largest demographic population.
- Seating will be located on one side of the collection, allowing older adults to take their books, read, and return them with minimal travel.

- Due to increased space, the collection will be weeded or relocated every three months rather than weekly. This will allow books with enduring value to remain on the shelves longer.

#### Periodical Collection

- Periodicals and associated seating will be housed in a windowed corner on the second floor. The collection will have daylight from a northern exposure and will provide attractive views of Weston Park and the Library's new amphitheater. This location is expected to be the Library's premier reading area.

#### Children's Services

- The children's space will allow the collection to expand by more than 11,000 volumes over the next 20 years. All stacks will be movable to allow maximum flexibility to meet future needs. Most importantly, the department will support a stimulating environment that prioritizes the child's interest and needs above collection storage.
- Being on the first floor, children's services will be easily accessible to patrons as they enter the Library, regardless of the entrance used. Families will never require an elevator or stairs to reach the department. Nor will they require an elevator or stairs to retrieve their reserved books. Conveniently, the children's department will occupy the same floor as the central circulation desk.
- There will be a large room for children's programming in the new building – the first of its kind for the Library. At 1,000 SF, the room will hold up to 48 children, perfect for story hours, arts and crafts, and self-enrichment programming. An unenclosed area will also be available for smaller, casual programs, and toddlers will have their own space for activities and sensory play. There will also be a designated area for stroller parking. With the increased space, the children's department will have the capacity to offer more programs that support school readiness and a love for reading.
- For the first time, too, there will be designated space for "tweens" in the children's department. There will be tables and seating where tweens can meet, interact, study, and/or learn with one another outside of a school environment.
- The interior design incorporates a staff-only door connecting the children's department to the Library's new amphitheater. This will facilitate seasonal outdoor programming for children, which can combine learning with healthy physical activity.

#### Young Adult Services

- The new building provides young adults with a true sense of place, encouraging them to gather, study, and even spend their leisure time at the Library. The teen space is intended to be a destination space in the community. The department will occupy a separate room of 1,730 SF and feature eight computers stations, a programming room (410 SF), and two study rooms. All of these elements will work together to promote an ambiance encouraging and supporting collaborative work.

### Local History

- A local history center comprised of two rooms will provide new opportunities for organizing and presenting the Library's important local history collection. One room will be used for circulation (1,800 SF) and the other for preservation and secure storage (600 SF). The preservation room will have climate controls to regulate humidity and remove seasonability. It will also contain a "dry" automatic fire suppression system to minimize damage to the collection during a fire event. These systems will ensure the long-term preservation of the collection.
- The circulation room will support 1,680 items, which will be properly stacked to support durability. Tables and seating will be available to accommodate genealogists, historians, and general patrons as they examine the collection. In the preservation room, there will be a work area to handle sensitive items.
- With the increased space, the collection will be properly organized and displayed to communicate Weymouth's story and celebrate the town's rich history. As patrons enter the room, they will be greeted by a stunning display of Weymouth's 600-year-old Algonquin mishoon (dugout canoe). It is expected that these local history rooms will be the centerpiece of Weymouth's 400th anniversary celebration in 2022.

### Meeting Rooms

- The new building will increase the number of meeting rooms from three to five. These will include three conference rooms (up to 12, 12, and 23 people), one programming room (up to 56 people), and one multipurpose assembly room (up to 194 people). Collectively, they will more than double the meeting capacity of the existing Library, and the multipurpose assembly room will be the largest formal meeting space of any municipal building in the town. The increased number and variety of meeting rooms will make the Library a center for civic, educational, and professional gatherings.
- The meeting rooms are organized as a separable wing of the new Library. A side door adjacent to the parking lot will support the Library's ability to operate the meeting rooms after hours while securing other areas of the building. With the possibility of after-hour use, the Library will be a prime venue for evening programs and meetings.
- All meeting rooms will be equipped with SMART screens for interactive presentations and digital media sharing. The multipurpose assembly room will also be wired for live local television broadcasts to support local government hearings and meetings. This room will have a kitchen to support catering services and simple food preparation.

### Study Rooms

- The new building will increase the number of study rooms from one to 10. These will include four small study rooms, two group study rooms, two children's study rooms, and two young adult study rooms. All study rooms will be equipped with SMART screens for interactive presentations and digital media sharing.

The increased number and variety of study rooms will make the Library the go-to place (and the best place) in community for individual study and collaborative group work.

### Programming

- The new building will, for the first time, provide designated programming areas for a variety of user groups. These will include two programming areas for children, one for young adults, and one for the general public, the latter of which will be available after hours. (This programming room is one of the five meeting rooms mentioned above. Although this room is designated for programming, it can double for other purposes in the same way the remaining meeting rooms can double for programming use.)
- All programming rooms will be equipped with SMART screens to support interactive presentations and digital media sharing. It is expected that outside organizations will want to partner with the Library to take advantage of these high-quality spaces.
- The exterior of the Library will feature a beautiful amphitheater, ideal for outdoor concerts, community events, and movement-based programming (dance, theater, etc.). The amphitheater will be as much a source of culture and education at the Library as any of the building's interior service areas

### Technology

- Power and data will be distributed throughout the new Library to support public internet access, evolving digital information portals, and now ubiquitous patron-owned technology. Wireless service will be stronger and more reliable in the new building, as well, since new building materials cause little or no Wi-Fi interference. This new IT infrastructure will allow all patrons to take advantage of the ever-growing number of resources and services available in the digital world.
- The number of computers stations will increase from six to 46. There will be 20 computers in reference services, eight in the young adult collection, two in the local history room, four in the new digital media lab, and 12 in the children's department. The number of PAC stations will also increase from three to 13. These will be distributed throughout the Library's collections for quick and easy access.
- All meeting rooms, programming rooms, and study rooms will be equipped with SMART screens to support interactive presentations and digital media sharing. Stronger Wi-Fi signals will ensure that patrons stay connected while using these spaces.
- The Library's digital media lab will, for the first time, provide patrons with the opportunity to explore creative outlets in the digital world, such as video, audio, animation, and 3-D modeling. It will also provide a versatile learning space to provide classes in digital information and production. Technology for producing digital content is still new and not easily accessible. This new digital media lab will be a game-changer in the service standards for the Tufts Library.



Accessibility

- The new building is designed to be 100 percent ADA accessibility, which is a major improvement for older and disabled patrons who are currently short-changed by inferior access. All entrances will have automatic door openers, and the elevator will be adjacent to the circulation desk, making it immediately accessible and visible to people as they enter the building.

Library-Affiliated and Non-Library Occupancies

- The new building will provide the Friends of the Weymouth Public Libraries with a modest 322 SF for periodic book sales, reallocating more than 1,400 SF back to the Library for service uses.
- The Weymouth Historical Society will no longer occupy space in the Library. However, display space in the main lobby, as well as inside and outside the local history rooms, will be greatly expanded to allow community groups like the Weymouth Historical Society to showcase cultural and educational exhibits inside the Library.

**B. How does the project contribute to the library's ability to keep staff and public safe (a place that is free from harm or danger) and secure (state of being protected from harm) in terms of:**

- [Health]
- [Fire protection]
- [Structural integrity]
- [Other]

Health

- The existing building will be demolished and will receive a comprehensive NESHAP (hazardous air pollutants) assessment once vacated. All asbestos containing materials (ACMs) and presumed asbestos containing materials (PACMs) will be removed or abated per federal and state regulations by a licensed Massachusetts Asbestos Abatement Contractor. The new building will be free of any hazardous materials.

Fire Protection

*The following comments were provided by the Weymouth's Fire Prevention Coordinator.*

- The new building will comply with Type II Fire Resistance Construction requirements. Improved fire protection will be provided by an *automatic* fire alarm system with voice evacuation, as well as an *automatic* fire suppression system.

Security

*The following comments were provided by the Weymouth's Police Community Outreach Sergeant.*

- All public entrances to the new Library are located on a single floor, providing maximum surveillance and control over access. The central circulation desk will have eyes on these entrances at all times, which leaves little likelihood that a threat will enter the building unannounced or undetected. Since the entrances are less than 50 feet apart, the building could quickly be “locked down” in the event of an emergency.
- The new building will greatly improve lines of sight, allowing staff to better monitor both building access and suspicious activity. On the first floor, the central circulation desk will monitor the front entrance, back entrance, café space, and meeting rooms. Two desks in children’s services will collectively monitor their department. On the second floor, two reference desks will monitor the elevator, stairs, and northwest wing. Staff desks in the young adults’ room and local history rooms will monitor those spaces. The east wing will be monitored through multiple lines of site. One of the reference desks will monitor most of the browsing (new books) collection. Offices in the reference work area will have glass walls, allowing them to monitor the remainder of the browsing collection and the whole of the audio-visual collection. Although the study rooms are out of view, they will remain locked when not in use. This will ensure security without direct supervision. Furthermore, books stacks throughout the Library will have no more than five shelves, giving them a modest height that will not obstruct sight lines. In sum, lines of sight will be nearly ideal throughout the new building.
- The new building will have more “compartments” that will help limit and contain threats in the event of any emergency. The L-shape of the building creates two wings on each floor. A threat could be cornered in one wing while the other is used for escape. The first floor will have the added benefit of a glass wall used to separate the meeting rooms from the main lobby and the children’s department after hours.
- With its improved IT infrastructure, the new building can support key-card door controls in staff areas as well as camera surveillance throughout the Library. Cameras can be installed with a direct feed to the Weymouth Police Department.

**C. How will the project improve staff workflow and staff productivity?**

Supervision and Lines of Sight

- The new building will greatly improve lines of sight, allowing staff to better supervise all areas of the Library. On the first floor, the central circulation desk can monitor the front entrance, back entrance, lavatories, café space, and meeting rooms. Two desks in children’s services can collectively monitor their department. On the second floor, two reference desks can monitor the elevator, stairs, and northwest wing. Staff desks in the young adults’ room and local history rooms can monitor those spaces. The east wing will be monitored through multiple lines of site. One of the reference desks will monitor most of the browsing (new books) collection. Offices in the reference work area will have glass walls, allowing them to monitor the remainder of the browsing collection and the whole of the audio-visual collection. Although the study rooms will be out of the direct view of staff, they will remain locked when not in use.

This will ensure security without direct supervision. (The Library's various programming rooms will also be locked when not in use.) Furthermore, books stacks throughout the Library will have no more than five shelves, giving them a modest height that will not obstruct sight lines. Overall, lines of sight will be nearly ideal throughout the new building.

- Currently during evening hours, when there is minimal staff in the Library due to an illness or unexpected absence, employees from children's services are required to cover breaks at the central circulation desk. In the new building, the circulation desk will be situated on the same floor as children's services and will have a line of sight into the department. Although the staffing plan for the new Library includes an additional FTE for the children's department, including evening hours, this line of sight will be useful for those rare and brief times when central circulation desk staff needs to supervise the children's department.

#### Office, Meeting, and Storage Spaces

- The new building will dramatically increase the number of staff offices and work areas. Staff desks will be closer in proximity to the collections they serve, and they will be well-organized into cubicle systems, which should improve workplace efficiency.
- On the first floor, there will be a work area for the Library's circulation and technical services staff with 10 computer stations and two offices. A book drop at the building's front entrance will connect directly to this area for easy collection. A second book drop, located at the east side of the building, will be an easy walk from the circulation desk towards the meeting rooms.
- Children's services will have a work area with one computer station and two offices. There is a children's storage room (368 SF) to accommodate the department's materials and program supplies. Staff will no longer need to store supplies inside their offices.
- On the second floor, there will be two reference desks and a reference work area with four computer stations. This increase in space will allow all reference employees to occupy the same area rather than be separated. The desks situated outside of the work area will be immediately visible and welcoming to patrons as they exit the elevator or stairs. The desks will, however, be far enough away from these entrances so as not to discourage patrons from seeking help related to sensitive topics. The enclosed work area will provide a place of privacy where conversations of this nature can take place, allowing reference staff to better serve patrons. The new building will thus support a more professional and culturally-sensitive reference department.
- The new building will increase the number of interior storage rooms from two to six. At the same time, it will increase the space available for each collection and provide proper storage for the Library's local history collection. With these space improvements, staff will no longer compete with the Library's materials for storage or work space.
- A collections storage room (340 SF) will be located immediately adjacent to the fiction and non-fiction on the second floor. Staff will no longer need to move materials between floors for storage purposes.

- The new building will have the Library's first staff-only conference room. Meetings with staff will not require the use of any community meeting rooms.
- The new building will have a separate shipping and receiving area so it no longer occupies or interferes with staff work space. While separate, this area will connect directly to the children's department storage room as well as the work area for circulation and technical services staff, allowing deliveries to be easily moved and processed.

#### Technology

- Power and data will be distributed throughout the new staff areas to provide all employees with individual computers and telephones. The infrastructure will be sufficient to connect computers with the Town of Weymouth's IT Network in addition to the Old Colony Library Network (OCLN).
- The Library's data servers will no longer occupy staff work space. They will be housed in a server room where they can be properly cooled and serviced.

#### Task and Time Allocation

- Due to the increased space given to all collections, aggressive weeding and relocating will no longer be necessary. A relaxed weeding schedule will allow staff to focus on more direct service activities as well as clerical responsibilities, such as inventory control reports, mending materials, processing materials, and creating displays. When weeding or relocating is necessary, the process will be far less strenuous, due to shorter book stacks and fewer materials needing to be moved.
- With the children's services desk and central circulation desk on the same floor, staff will no longer require a dumbwaiter or any other elevator to transport materials between the two desks. Returns can simply be rolled down the hall and exchanged, taking little time.

#### Programming

- The new building will provide staff with designated areas to host program for various user groups. Staff will no longer compete with community groups to reserve rooms, and they will no longer occupy seating areas to offer casual programming. Staff will also have more opportunities to incorporate interactive presentations and digital technology into their program, since the new rooms will be equipped with SMART screens.

**D. Is the project ADA compliant?** ☒ Yes ☐ No

What Architectural Access Board waivers may be sought to meet ADA compliance and why?

No waivers will be sought for the proposed project. The building will be 100 percent new construction and will be built to 100 percent ADA compliance.

- E. Explain the approved parking plan and note the number of library dedicated parking spaces and their location.** *If parking capacity varies from the MBLC guideline of one parking space per 400 gross square feet of building, not including staff parking, provide documentation or a letter from the appropriate local board approving an alternative parking capacity and plan in Appendix N.*

With a proposed project of 50,296 SF, our requirement for library-dedicated parking is 126 spaces (i.e., one space for every 400 square feet of building). Our parking plan exceeds this basic requirement. In addition to those spaces, we have added 16 spaces to accommodate parking for library staff. Along with these 142 spaces, 72 parking spaces are being created for municipal use due to the Library's location on the edge of Weston Park for a grand total of 214 parking spaces. Weston Park includes a playground and baseball field, and the nearby economic revitalization of Weymouth Landing includes new commercial spaces.

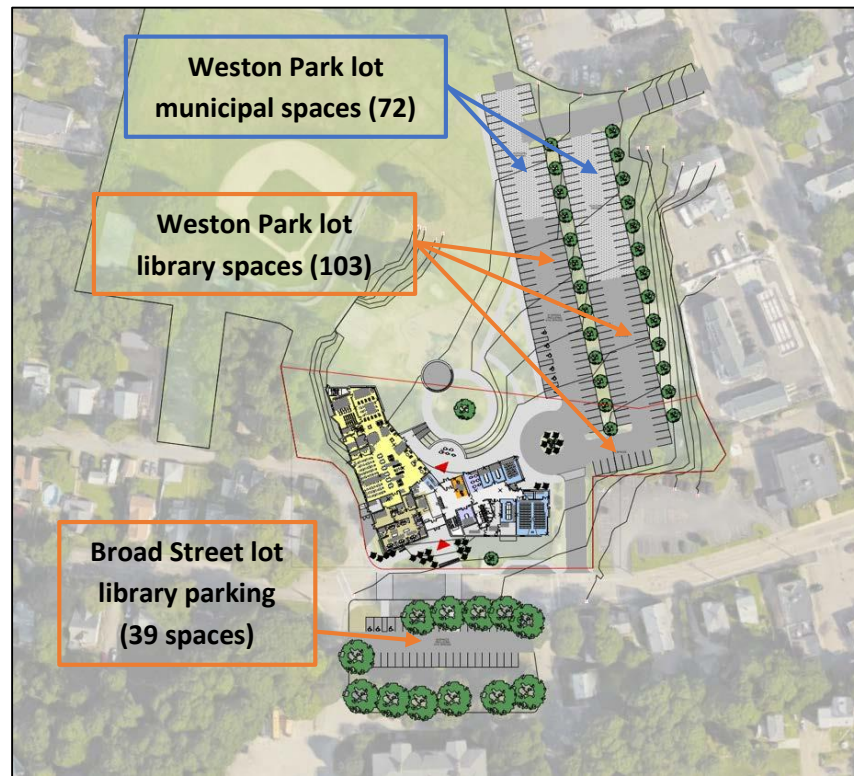
Thirty-nine (39) of the library-dedicated 142 parking spaces are located directly across Broad Street from the new Library and include three handicapped parking spaces. The library project includes traffic calming plans for this section of Broad Street, including signage, raised pedestrian walkways, and the elimination of on-street parking.

The other 103 parking spaces are located in the parking lot in Weston Park and include six additional handicapped parking spaces and a raised pedestrian walkway from the parking lot to the pathway to the library entrance. Parallel parking along the driveway to the Weston Park lot will be eliminated. In this parking lot of 175 spaces, the 103 library-dedicated spaces will be the ones closest to the library entrance.

Please see Table 5 for a parking plan summary, and see Figure 40 for a parking map.

**Table 5: Parking plan summary.**

	Library-Dedicated Parking	Municipal Parking
<b>Broad Street Lot</b>	39	0
<b>Weston Park Lot</b>	103	72
<b>Total</b>	142	72

*Figure 40: Parking plan map.*

**F. Describe the proposed path of travel from the proposed parking to the building entrance.**

The new library will have two parking areas. The smaller of the two lots is designated “Broad Street”; the larger is referenced as “Weston Park”. The Weston Park lot currently exists but will undergo regrading, reconfiguration, and expansion. All sidewalks and parking configurations for these lots will comply with ADA Accessibility Guidelines (ADAAG).

From the new Broad Street parking lot, across from the proposed new Tufts Library, patrons will use one of two wide, raised pedestrian walkways to cross Broad Street. One walkway lines up directly to the front entrance. The raised walkways are part of broader traffic calming initiatives proposed for Broad Street. After crossing Broad Street, patrons will descend four steps to a short walkway to the fully accessible and easily identifiable front entrance. The other walkway connects the corner of the parking lot inclusive of three handicapped parking spaces to the corner of Broad and Franklin Streets. Once having crossed Broad Street, patrons traverse a walkway at grade to the front entrance. The Broad Street parking lot has well-established and healthy trees and thoughtfully designed and safe entrance/exit patterns. Moreover, it is free of dumpsters and donation bins. It is well lit and monitored by security cameras. To provide for patron safe travel and improved line of sight to the crosswalk locations, parallel parking on Broad Street will be eliminated. A new time-limited pull-off space on Broad Street will provide temporary parking for drop-off/pick up and book drop access. See Figure 41 for a visualization of these travel paths.



**Figure 41: Path of travel from Broad Street parking lot.**

From the Weston Park lot, a sidewalk lines the outer perimeter of the lot along the park to provide patrons with a safe path to the back-entrance walkway. The raised profile pedestrian walkway clearly delineates safe passage to the entrance for patrons using the eight near-entrance spaces. For patrons coming from the farther parking lot, there is a raised profile pedestrian walkway to cross to/from the entrance to the parking lot. The parking lot is well lit and monitored with surveillance cameras. The lot will be free from dumpster or donation bins. In addition, the Weston Park lot access road eliminates parallel parking and offers patrons the option to enter a circular drop-off to access the book-drop or to discharge passengers in proximity to the entrance—a welcome feature during inclement weather. See Figure 42 for a visualization of these travel paths.

**Figure 42: Path of travel from Weston Park parking lot.****G. What portion of the parking is dedicated to library use only?**

Our parking plan exceeds the requirement of 126 parking spaces. In total, we are providing 214 parking spaces. 142 of them are dedicated to library use only, representing 66 percent of all parking.

**H. What energy-efficient and environmentally sustainable features are incorporated into the project design?** *If the building has been designed to attain LEED certification by the U.S. Green Building Council, submit the most current LEED Project Scorecard in Appendix M.*

The new Library will be designed and constructed to the BBRs “Stretch Energy Code” (780 CMR, Appendix 115.AA). Buildings designed and constructed to the Stretch Energy Code are roughly 20 percent more energy efficient than buildings designed and constructed to 780 CMR baseline energy conservation requirements. The Town of Weymouth adopted the Stretch Energy Code in 2015 when it was designated a Green Community by the DOER.

As a Green Community, Weymouth is committed to reducing its municipal energy consumption by 18 percent over five years. Its Energy Reduction Plan calls for the use of high-efficiency mechanical systems, building energy management systems, and LED lighting fixtures to minimize the life-cycle cost of its municipal buildings. The Town intends to incorporate these and other energy conservation measures, as well as environmentally sustainable elements, in the design and construction of the new Library:

- Mechanical systems will be high-efficiency, and managed by a centralized automatic temperature control system. A 100-percent fresh air induction heating and cooling system is being considered for ease of use, ease of maintenance, energy efficiency, and cost effectiveness. The walls and roof will contain more rigid foam insulation than required by the state building code (780 CMR) to reduce operating costs for heating and cooling. Most of the windows will be operable. All plumbing fixtures will be high-efficiency.

- A 100-KW roof-mounted photovoltaic (PV) array is planned, which will take advantage of a southern exposure on the northwest wing. Based on a similar library PV array project in South Hadley, Weymouth's architects estimate that the array could generate approximately 18 percent of the new Library's electrical load.
- Lighting systems will be automatically controlled, and include daylight harvesting. This involves the automatic dimming of lighting fixtures when sufficient ambient light is present, allowing natural light to balance interior lighting to maintain lighting levels while saving energy. Windows located on the south side of the building will have sun shading devices, while glass walls on the north side of the building will maximize views of the park.
- Many of the structural steel and concrete construction elements will have high recycled content. Paints, sealants, and adhesives will have very low volatile organic compounds to insure high indoor air quality. The landscaping will be composed of native plant materials, and no permanent irrigation systems are proposed. Storm water will be managed on site and passively treated before being discharged into the ground. Only overflow piping will connect to the street.
- The project site is previously developed land, and is located next to a park and playground. It is within walking distance of the Weymouth Landing village center's homes, shops, schools, and public transit. Preferred parking spaces for high-efficiency vehicles are being considered, and there will be a charging station for electric vehicles.

**I. How is flexibility evident in the design should it be necessary to change or expand over the next twenty years?**

Weymouth understands that to exist as physical space in an increasingly virtual world, libraries need the capacity to adapt their programs, modes of information delivery, and options for how their buildings are used to meet the needs of individuals and groups for collaborative work, meetings, and creative spaces. To be a 21st century library requires the best combination of initial size, space efficiency, sustainable operations, and an infrastructure that can expand and adapt to new library service standards. The new Library design takes these needs seriously and has made flexibility a priority:

- The new Library is designed with a steel-frame structure that will allow for reconfiguration of the interior without structural modifications. The entire structure on both floors is also designed with a uniform live load capacity of 150 pounds per SF to accommodate book stacks anywhere in the building. The building could be expanded in a number of different configurations out back, should an expansion be needed in the future.
- The interior layout contains service-area wings that are largely open and can accommodate new arrangements. Furnishings will be comfortable and easy to move, and no book stack will exceed five shelves, allowing service areas to be reconfigured without compromising efficiency or lines of sight. Stacks in the children's department will be mobile to provide maximum versatility.

- Power and data will be distributed throughout the interior of the new Library to accommodate patrons' burgeoning mobile devices and future technology needs, such as computers, printers, scanners, etc. Meeting spaces will be equipped with SMART screens to support a variety of learning experiences, and the digital media lab will provide a versatile space to house newer, evolving technologies for digital production, such as video, audio, animation, and 3D modeling.
  - The new meeting and study spaces are numerous and diverse in size to accommodate the needs of any variety of individuals and groups. The meeting rooms are organized into a separable wing on the first floor to allow after-hours use while securing other areas of the building. The programming rooms in the children's and young adult departments can be used for any number of activities. In addition, the new amphitheater is a completely adaptable space that will make the Library a highly-valued venue for outdoor events and programming.
  - As detailed in the previous question, the new Library is designed to minimize the life-cycle cost of the building by utilizing energy efficiency, renewable energy, and environmentally friendly construction.
- J. Does the architectural design vary notably from the building program? For example, are there service areas that have been eliminated in the architectural design that were included in the building program?** ☒ Yes ☐ No
- If yes, explain why.

There is one architectural design that varies notably from the building program: the elimination of the one service desk model that combines circulation, reference, and reader services at one desk. It was eliminated due to three major factors:

1. The size of the building at 50,296 SF requires a design of two levels.
2. The five meeting rooms and the children's department must be located on the ground level.
3. The central circulation desk must be located near the public entrances to the Library.

The meeting rooms must be on the ground level for ease of access by large numbers of attendees during and after the Library's operating hours. Unlike meeting rooms on a second level, ground-level meeting rooms provide quick egress in case of an emergency and easier access by those with mobility issues.

A children's department on the ground level allows for easier integration of the park and amphitheater into programming and provides easy access for parents and caregivers with strollers.

The central circulation desk on the ground level provides library staff with sight lines for control and security of the two entrances, meeting rooms, café, and restrooms. In addition, at this ground-level desk staff are a welcoming presence for patrons ready to answer their questions and provide circulation duties.

The second level holds the adult fiction and nonfiction collections, periodicals, the young adult room, reference services, the local history center, the browsing (new books) collection, the audio-visual collection, six study rooms, and a digital media lab. With so much on the second level, a staff presence is needed. The reference desk and

reference work rooms are on the second level in order to oversee the floor as well as provide patrons with assistance.

In addition to the elimination of the one service desk model, there were some adjustments to the square footage in five areas:

**Table 6: Building program SF vs. schematic design SF.**

	Building Program	Design	Difference
<b>Audio Visual (AV)</b>	670 SF	1,100 SF	+430 SF
<b>Local History</b>	3,300 SF	1,860 SF	-1,440 SF
<b>Young Adult</b>	3,539 SF	2,440 SF	-1,099 SF
<b>Children's</b>	8,432 SF	10,822 SF	+2,390 SF
<b>Meeting/Program &amp; Exhibit Spaces</b>	6,013 SF	4,812 SF	-1,201 SF

In the AV area, eight lounge seats were added that were not included in the Building Program. Located adjacent to the browsing (new books) section and outside of the six study rooms, these lounge seats will be used by browsers of both collections and by those waiting to use study rooms. Also, the design accounts for a larger space for the AV collection after it was determined that the AV count in the Building Program was too conservative for a 20-year plan.

In the local history center, the Building Program called for four lounge seats and four table seats to be located outside of the entrance to the center. These seats were moved to the AV area to make eight lounge seats. Also, the space in the Building Program was calculated using stacks of three shelves. This error was corrected in the design to stacks of five shelves.

In the young adult room, the Building Program calculated two-thirds of the collection using stacks of three shelves. This error was corrected in the design to stacks of five shelves. Also, the Building Program called for eleven tables with a capacity of 31 which totaled 920 SF. This space was deemed excessive and was corrected to three tables with a capacity of 12 and an expansion of study room seating from eight to 12.

In the children's department, the Building Program had a space of 75 SF for storage. In the design, storage was expanded to 368 SF to meet current and future program and collection storage needs. In the Library Building Program, the circulation desk with two sitting PACs and self-checkout area were allotted 230 square feet. This square footage was considered to be too tight for these three services and, in the design, the area was increased to 500 SF. In the Building Program, the juvenile and tween areas were each allocated 300 SF and included limited public computers and seating. In the design, the juvenile area of 1,200 SF includes four computers and seating for 22 people. In the design, the tween area of 1,000 square feet includes four computers and seating for 22 people. These changes will better meet the needs of these large population groups.

In the meeting/programming and exhibit spaces, the Building Program used an incorrect multiplier of 15 SF per seat in determining the size of the multi-purpose room and the programming room. This multiplier was corrected in the design to 9-10 SF per seat.

#### 4. Site

Incorporate photographs with descriptive captions within the narrative that illustrate current conditions and selected site, if different.

##### **A. Describe how and why the chosen site was selected, and any alternate sites considered.**

The Town of Weymouth considered two sites for the proposed project:

1. Libby Field located at Middle Street near the Abigail Adams Middle School; and
2. The existing Tufts Library site at Broad Street next to Weston Park in the Weymouth Landing

Weymouth's architects examined both sites and prepared conceptual designs for a new library with parking facilities at each location. It was immediately determined that either site could accommodate a flexible library design consistent with Weymouth's Building Program as well as the MPLCP's parking requirements. The Mayor's Library Construction Committee (LCC) then evaluated each site based on the following factors:

Soil Conditions. A geotechnical examination of Libby Field was completed by O'Reilly, Talbot, and Okun (OTO) in 2007. The study found a peat (high organic) layer approximately four to seven feet below grade. Peat is highly compressible under building loads, which would make construction on Libby Field a challenge. Soil conditions at the existing Tufts Library site were presumed to be favorable, which was later confirmed in a geotechnical examination completed by OTO in 2016.

Other Land Uses. Libby Field has served as a place of active recreation in the community since the 1940s. The Field is large enough for high school baseball, and is regularly used by the Abigail Adams Middle School for recreation. If a library was built on Libby Field, the remaining open space would be insufficient for even passive recreation.

Community Preference. Two public forums were held on the Building Program in May of 2016. Participants consistently expressed "great appreciation for the adjacency" of the library to Weston Park, and emphasized that the park should be "an integral part of any new design" (Building Program, 2016). In a presentation of the Building Program to the Weymouth Town Council, three Councilors also made statements that the Tufts Library should remain at its existing location.

Smart Growth. New libraries perform at their best in downtown areas where there are housing and transportation choices near shops and schools. The Weymouth Landing village center has all these elements, and is on track to become one the South Shore's premier transit-oriented neighborhoods. If the library remains at its existing location, it will become a vital anchor and community center for the Landing. This is beneficial for both the library and village center.

Based on these factors, the LLC recommended that a new library should be constructed at the site of the existing Tufts Library. On December 13, 2016, a schematic design for the new library was presented in a public forum. On January 3, 2017, the Weymouth Town Council approved the schematic design.



**B. Summarize the site investigation findings in reports on:****i. [Geotechnical examination]**

O'Reilly, Talbot, and Okun (OTO) conducted subsurface investigations via nine soil borings (WPL-1 through WPL-9) performed on December 3rd and 4th, 2016. Borings WPL-1 through WPL-6 were performed within or near the footprint of the proposed building and extended to a depth of between 18 and 25 feet below ground surface. Borings WPL-7 through WPL-9 were located within the footprint of the proposed access drives and parking areas and were extended to a depth of between 5 and 12 feet below ground surface. Soil samples were collected continuously to a depth of four feet below ground surface, at a depth of five feet, and every five feet thereafter.

In general, subsurface conditions were found to contain a surface layer of topsoil; granular fill (WPL-1, WPL-3, and WPL-6); native sandy silt and/or gravelly sand; and glacial till soils. OTO states these soil conditions are "favorable for the proposed construction" (2016). Significant amounts of groundwater are not expected to be encountered during construction or during the service life of the building, since groundwater was encountered 10 feet below the proposed finished slab near the proposed building.

**ii. [Hazardous materials survey]**

OTO conducted a limited asbestos screen and preliminary hazardous materials survey on December 20, 2016, at the existing building. The following materials were found to contain asbestos fibers:

- Spray-on fireproofing located above the first-floor suspended ceiling
- Vinyl asbestos tile (VAT) on the concrete floors and plaster/skim walls
- Thermal system insulation (TSI) mudded fittings
- Boiler breech system
- Window/Doors caulking

The following materials were also presumed to contain asbestos fibers:

- Roof
- Fire doors
- Elevator doors
- Gaskets inside the boiler

In addition to asbestos, OTO identified other hazardous materials that will require special handling and disposal procedures prior to demolition of the existing facility. These include hydraulic oil contained in the elevator and dumbwaiter; PCB and Mercury liquid or vapor contained in fluorescent lighting fixtures; and refrigerant/CFCs contained in the air conditioning system.

**iii. [Preservation or archeological site survey (if applicable)]****iv. [Structural evaluation (if applicable)]**

**C. What zoning waivers may be required?**

No zoning waivers will be required for the proposed project.

**D. Does the library have clear title to the proposed project site? ☒ Yes ☐ No**

Include a copy of the Title/Deed to the property in Appendix A. If the library has not yet secured final ownership of land, the following conditions must be met for the project to proceed.

- **Existing Library Building**

Documenting Ownership – deed showing clear title to land

Establishing Value to Claim Eligible Cost – n/a

Deadline – January 26, 2017

- **Acquired from Town or School Owned Land**

Documenting Ownership – can be contingent on receiving a construction grant

Official town meeting or vote of select board, school board or other town entity that administers the property that defines the site and authorizes transfer of land for the project

Establishing Value

Get three land appraisals from a real estate agent and use the middle appraisal  
OR

Use city/town assessor's valuation

Claim up to \$800,000 as an eligible cost

Value of existing structures cannot be claimed

Only land for the library structure and associated dedicated parking

Only land acquired since January 26, 2014 is eligible

Deadline - January 26, 2017

- **Gifted**

Documenting Ownership – can be contingent on receiving a construction grant

Agreement between the donor and town that includes

Confirming the Gift

Defining the site

Value of site

Establishing Value

Get three land appraisals from a real estate agent and use the middle appraisal  
OR

Use city/town assessor's valuation

Claim value as shown on the middle appraisal or city/town valuation, up to  
\$800,000

Value of existing structures cannot be claimed

Only land for the library structure and associated dedicated parking

Only land acquired since January 26, 2014 is eligible

Deadline - January 26, 2017 to claim as an eligible cost  
Clear title by date of signing contract with MBLC

- **Purchased from a Seller**

Documenting Ownership – can be contingent on receiving a construction grant

Purchase and sale agreement between the town and the seller

Establishing Value – value as stated in purchase and sale agreement can be claimed as an eligible cost

Deadline – Signed purchase and sale agreement by January 26, 2017 to claim as an eligible cost

Only land acquired since January 26, 2014 is eligible

- **Leased Land**

Documenting Ownership in Application – can be contingent on receiving a construction grant

Lease agreement between the municipality and documented owner

Duration of least 99 years

Lease payments are not an eligible cost

Establishing Value – n/a

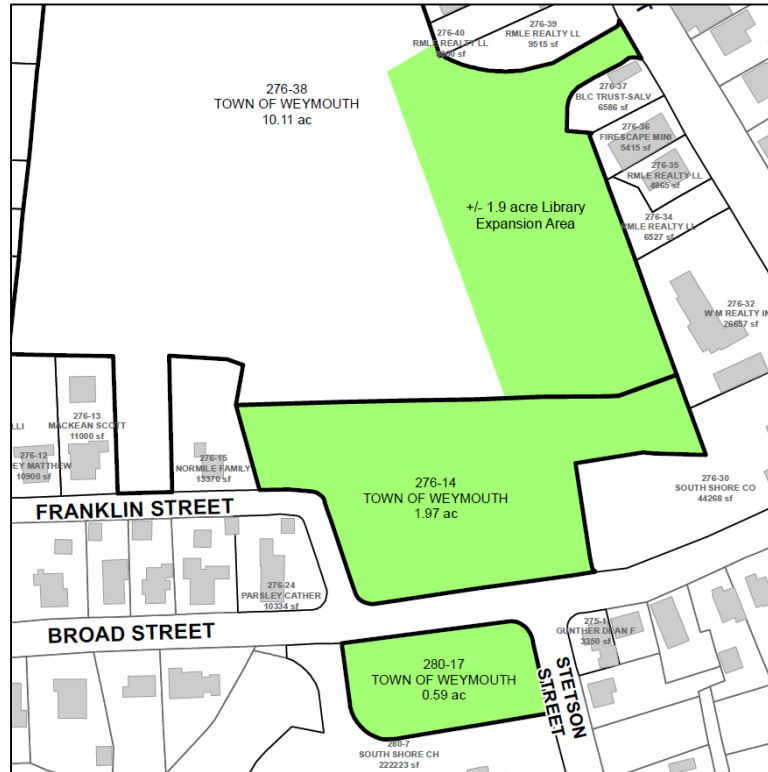
Deadline - January 26, 2017

Clear title or a lease of at least 99 years must be obtained prior to signing a grant contract with the Board of Library Commissioners. *A title search is required to confirm that property is without any claims by others and there is no history of past claims which might affect the ownership.* Include confirmation of a clear title or lease agreement and all supporting documentation in Appendix A.

The proposed project site will occupy all or part of the following three parcels of land (see Figure 43):

- Parcel 276-14 (all)
- Parcel 276-38 (part)
- Parcel 280-17 (all)

**Figure 43: Proposed project site.**



Parcel 276-14 is owned by the Town of Weymouth. In 1959, the Town voted by town meeting to commit this parcel to the care, custody, management, and control of the “Trustees of the Tufts Library”.

Parcel 276-38 is owned by the Town of Weymouth. In 1959, the Town voted by town meeting to dedicate this parcel as parkland (Weston Park). In 1960, the Town’s action was codified in the Mass. Acts of 1960, Chapter 211. A Home Rule Petition to amend this legislation is required to repurpose any parts of the land. On December 5, 2016, the Weymouth Town Council voted to commit the project portion of parcel 276-38 to the care, custody, management, and control of the Department of Public Libraries for library purposes and parking facilities, *contingent* on an act of the Massachusetts legislature to amend the Mass. Acts of 1960, Chapter 211.

Parcel 280-17 is owned by the Town of Weymouth. On December 5, 2016, the Weymouth Town Council voted to commit this parcel to the care, custody, management, and control of the Department of Public Libraries for library purposes and parking facilities.

## 5. Funding and Stewardship

### A. Describe the potential level of financial support

- i. Local funding has already been approved
- ii. Donor gift giving through capital campaign

The Trustees of the Public Library and the Town Administration are confident in our ability to raise at least \$500,000 to support the new Tufts Library. While the Town of Weymouth has committed to bonding all project costs outside of those covered by a MPLCP grant, supplementary philanthropic and Trustee controlled funding will provide a safety net to ensure that our project will not be required to make potential concessions attributable to cost inflation or from other currently unforeseen circumstances. Philanthropic funding will not only buffer the potential costs but also assure that we have the resources to offer our residents qualitatively the best furniture, fixtures, and equipment consistent with our expressed vision for a successful 21st century library.

The Weymouth Public Libraries will take the following actions to solidify its supplementary funding goal and to provide a viable framework for achieving it:

- A Weymouth Public Libraries Foundation will be formed to run a capital campaign with a goal of raising at least \$500,000. While Weymouth does not have a tradition of large capital campaigns, the Library has an enthusiastic and connected base of individual library supporters and businesses from which we will form our foundation. The Foundation's first step this spring will be to hire a fundraising consultant to conduct a feasibility study to gauge support for this campaign and its proposed \$500,000 goal. We believe a successful feasibility study also sets the stage for organizational benefits long after the campaign has ended. Aside from helping to gather the funds necessary for time-limited "bricks and mortar" projects, a successful capital campaign will have a transformative effect on the local fundraising culture for future efforts targeted to operational support.
- Despite limited capital campaign experience, the Library has had fundraising successes in the recent past. For example, in the spring of 2011, Weymouth Public Libraries needed to raise \$20,000 over six weeks to meet the MBLC spending requirement for new materials (the money needed to be raised and spent by June 30, 2011 or Weymouth Public Libraries would have been decertified). Remarkably, more than \$30,000 was raised—50% more than needed. In 2013-2014, \$30,000 was raised during the restoration of Fogg Library through a direct mail solicitation letter to South Weymouth residents supplemented by only a single special event. The fundraising goal was met expeditiously and required no extraordinary effort.

These past campaigns give us encouragement that a well-organized and -orchestrated capital campaign could yield revenue greater than our preliminary and perhaps overly conservative \$500,000 goal.

Finally, our Friends of Weymouth Public Libraries privately raise approximately \$15,000 each year to support the library system. With a new infusion of energetic volunteers from a capital campaign the Friends potentially could double their annual contribution to the Library in coming years.

- The Trustees of the Library also are committed to using \$150,000 of Library State Aid and approximately \$65,000 of trust funds totaling \$215,000 to cover other project expenses. The Library's revolving gift account has approximately \$11,000 and could be used for project purposes. These funds are in-hand and

can be used to organize the private philanthropic campaign and to demonstrate the Library's extraordinary commitment to the new Library for potential individual and corporate givers to our capital campaign.

Taking all the potential funding sources together, one can see the Library is invested in delivering the best possible 21st century Library to Weymouth and its residents.

**iii. Charitable giving from businesses, foundations and other prospects**

**iv. Other**

**B. Describe the potential level of municipal support for library operations, including adjusted staffing levels and for adequate maintenance and repair after project completion.**

In recent years, the Town of Weymouth has shown tremendous financial support to the Weymouth Public Libraries, and it is expected that that support will continue after the doors open to the new Tufts Library. The operational budget of the Weymouth Public Libraries increased 51% from Fiscal Year 2011 to Fiscal Year 2017 and began to exceed the MBLC's Municipal Appropriation Requirement in FY2015 (see Table 7).

**Table 7: Library budget vs. MBLC MAR.**

	Library Budget	Municipal Appropriation Requirement (MAR)
<b>FY2011</b>	\$971,910	\$1,284,911
<b>FY2012</b>	\$1,120,818	\$1,301,265
<b>FY2013</b>	\$1,178,099	\$1,317,422
<b>FY2014</b>	\$1,270,829	\$1,333,729
<b>FY2015</b>	\$1,383,733	\$1,350,409
<b>FY2016</b>	\$1,466,936	\$1,418,446
<b>FY2017</b>	\$1,469,169	\$1,428,610

In April of 2014, the Fogg Library, our South Weymouth village branch library built in 1897, reopened after the completion of a \$3.5 million restoration project. In order to accommodate this branch coming back on line, the Library added 1.4 FTE (49 hours per week) to our non-custodial staff and 0.4 FTE (16 hours per week) to our custodial staff in FY2015. Also, the Library's custodial overtime line item was increased by 30 percent in FY2015. In addition, the Building Maintenance, HVAC Maintenance & Repair, Elevator Maintenance & Repair, and the Alarm Services line items increased 26 percent over FY14 figures.

When it opens, a new Tufts Library will see foot traffic, circulation, program attendance, and use of services surge. This will require additional non-custodial staffing. When it opens, a new Tufts Library that is 50 percent larger than the current one will require additional custodial staffing in order to maintain and clean the building. The following adjustments to staffing levels at Tufts Library will be planned:

- Add 1.0 non-custodial FTE in the Children's Services Department;
- Add 0.6 non-custodial FTE in the Circulation Services Department;
- Add 0.7 non-custodial FTE in the Reference Services Department; and



- Add 1.1 custodial FTE.

The Town has supported strong growth in the Library's maintenance and repair line items over the past six fiscal years (see Table 8). While the LEED-certified new Tufts Library will be much more energy efficient than the current building, significant utility cost savings, which could then be allocated to increased maintenance and repair line items, are not expected due to the larger size of the building. We expect a strong level of support from the Mayor and Town Council for moderate and sustainable growth in our budget for maintenance and repair in order to meet the needs of a modern and larger Tufts Library.

**Table 8: Growth in library maintenance and repair budgets.**

	FY2011	FY2017
<b>Building Maintenance</b>	\$0	\$5,000
<b>HVAC Maintenance &amp; Repair</b>	\$0	\$9,500
<b>Elevator Maintenance &amp; Repair</b>	\$5,485	\$7,000
<b>Alarm Services</b>	\$3,094	\$14,500

- C. For all projects, fill out a Massachusetts Historical Commission (MHC) Notification form, send to the MHC and include a copy in Appendix G.**

## **6. Special Conditions**

- A. If not already included in this application, describe any special conditions pertaining to this project or municipality. Special conditions might include such factors as demography, economics, or other conditions that have had a significant effect on the proposed project's scope or size.**

### Existing Obsolete Facility

While the existing Tufts Library was a modern facility when it was built, it has seen few modifications or incremental improvements since. The structure is laced with asbestos, and all mechanical systems are more than 25 years old and in need of replacement – some are even original to the building. Removing all hazardous materials and replacing the mechanical systems will cost the Town many millions of dollars. In the end, the community would be left with a building stuck in time – unable to keep pace with the evolving professional standards that define a 21st century library. While there has been a true renaissance of library services and community engagement in Weymouth in recent years, the 51-year old Tufts Library has reach it limits in supporting this movement towards a modern, more responsive library. A new facility is the only option to realize this vision.

### Outstanding Growth Potential

Every library that has benefited from the MPLCP has experienced a major increase in usage. The 2009 study *Impact of Library Construction on the Use of Libraries in Massachusetts*, by Lushington Associates, found that borrowing/circulation increased by 27 percent on average among construction libraries versus just four percent among non-construction libraries.

Weymouth currently ranks second to last among the 26 communities in the Old Colony Library Network for percentage of registered library cardholders. Less than one third of residents are registered borrowers. This means there is extraordinary potential for growth in our new registrations and circulation, which an MPLCP grant could multiply exponentially. As more residents become registered card holders, they will undoubtedly take advantage of all that the new Tufts Library has to offer.

#### Outstanding Economic Growth Potential

Today's libraries perform at their best in downtown areas where there are housing and transportation choices near shops and schools. Located less than one mile from the heart of the Weymouth Landing village center, the new Tufts Library has enormous potential to become a vital anchor and community center for the area. The 2009 Lushington study found that the number of library visits increased by 30 percent once a MPLCP project was completed. This means 30 percent more people walked, drove, or took public transportation to business areas to get to their public library, and this additional traffic helps local businesses.

The Weymouth Landing has all the elements to support a 21st century library – it is a compact, walkable, mixed-use neighborhood, with housing choices near shops and schools, all centered around high-quality public transit. With the Landing primed for revitalization, Weymouth wants a new main library to be the centerpiece of public investment in the village center. The Town recently leveraged \$1.6 million in MassWorks infrastructure funding to encourage another \$22 million in mixed-used development. Imagine what an investment in a new main library facility could bring to Weymouth Landing.

#### Vulnerable Local History Collection

Recent professional assessments have noted the national significance of the Weymouth Public Libraries' local history collection. Most public libraries have a collection of historical items, but Weymouth's includes a copy of the Declaration of Independence, letters from Abigail Adams and William Lloyd Garrison, and a 600-year-old Algonquin mishoon (dugout canoe). The existing Tufts Library lacks the space and climate controls to properly preserve these items, and asbestos in the existing structure makes it impossible to make such improvements. A new facility is critical to the Library's ability to preserve these and other pieces of Weymouth's history.

#### Remarkable Community Support

The public response to Weymouth's planning and design of a new main library has been tremendous. In less than a year, the Town has appointed a Library Construction Committee, developed a Library Building Program, prepared a final schematic design for library construction, and received unanimous Town Council approval for the proposed project, all with broad community participation. The Mayor and Town Council President have written strong letters of support for the project, as have the Town's state representatives. Directors of the Hingham Public Library, Norwell Public Library, and Sharon Public Library have also signed a letter of support for the project. (Weymouth has endorsed their projects, as well.) Furthermore, the South Shore's *Patriot Ledger* published an opinion article on January 18, 2017, unequivocally supporting Weymouth's library construction plans. "[T]he bottom line is that Weymouth needs a new main library," states the *Patriot Ledger*. (See Appendix for the complete article. The *Patriot Ledger* covers news in 26 communities south of Boston.)

Financial Readiness

The Town stands ready to assume its full financial obligation in the proposed project if awarded an MPLCP grant. The Mayor's financial officers have developed a borrowing plan that will enable the Town to immediately bond for the proposed project in the summer of 2017 and complete the project by the spring of 2020. This borrowing will correspond with the payoff of previously bonded projects, allowing the Town to keep its total debt service payment the same and seamlessly absorb the total project cost into its operational budget. In other words, the Town is ready and willing to bond for its financial obligation without reliance on a local override or debt exclusion.

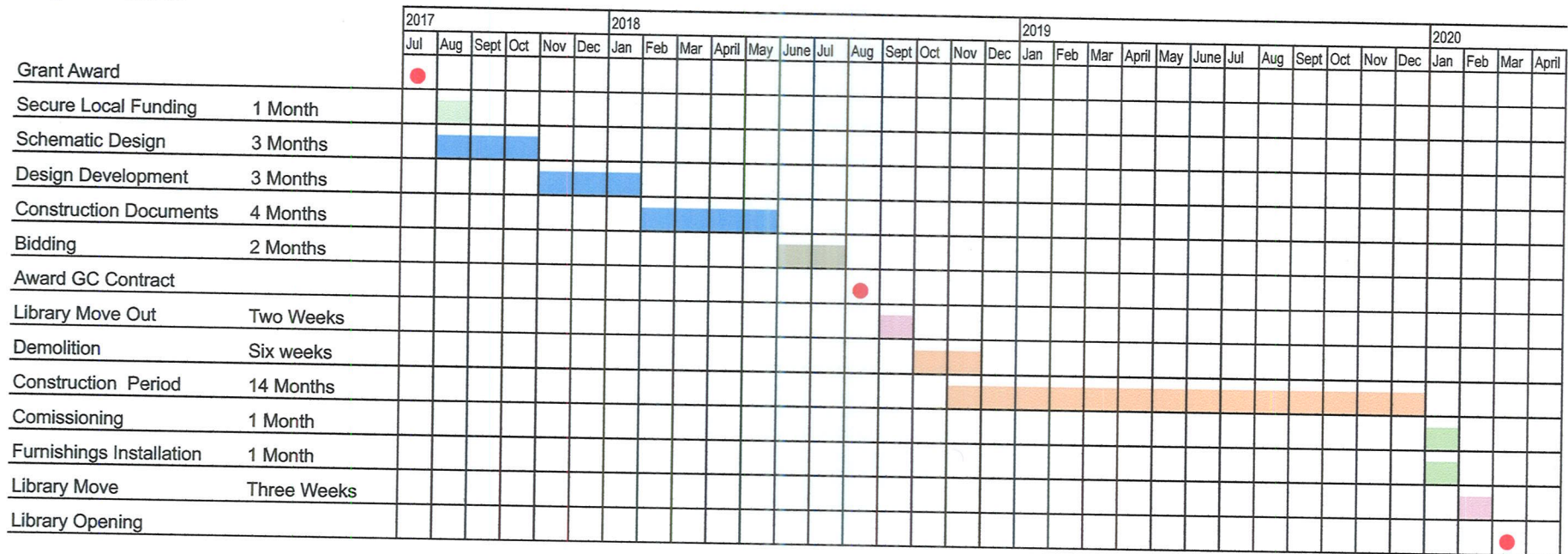
**7. Project Timeline**

Estimate the number of months needed to:

- A. Finalize schematic design & complete design development: 6 months
- B. Secure local funding: 1 months
- C. Complete construction: 26 months from the beginning of Construction Documents to the Library Opening with a Construction Period covering 14 of those months.

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## Project Timeline



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## SECTION 2: FINANCIAL

### A. ESTIMATED ELIGIBLE/ NON-ELIGIBLE PROJECT COSTS

- For a project in a single municipality or for a Joint Library Project (libraries in two or more towns planning a single building), complete the spreadsheet linked below.
- If your project includes costs for constructing space housing another agency, organization or department as well as the library, do not fill out section 2A. An Application Addendum for a Shared Building Project is required, with a slightly different spreadsheet. Contact Lauren Stara ([lauren.stara@state.ma.us](mailto:lauren.stara@state.ma.us)) or Rosemary Waltos ([rosemary.waltos@state.ma.us](mailto:rosemary.waltos@state.ma.us)) for the additional form.

#### Cost Estimate

***Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.***



Cost Estimate

### B. DETAILED COST ESTIMATE

Include the independent cost estimator's full report in Appendix L.

<b>Estimating Firm:</b>	Rider Levett Bucknall
Address:	Two Financial Center, Suite 810, 60 South Street, Boston, MA
	02111
Name of Estimator:	Evans Pomegas
Phone(s):	617-737-9339
Email address:	<a href="mailto:evans.pomegas@us.rlb.com">evans.pomegas@us.rlb.com</a>

### C. COST PER SQUARE FOOT

***Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.***



Cost per Square Foot

**D. FUNDING SOURCES**

Describe your plan for obtaining funds other than the MPLCP grant.

With an estimated MPLCP grant award of \$12,025,406, the Library must plan to obtain \$21,035,903 in order to cover the rest of the total project costs.

**Municipal Bond**

The Mayor and his financial officers have developed a borrowing plan to cover the entire amount of \$21,035,903. Scheduled for 2017, this borrowing will correspond with the payoff of previously bonded projects, allowing the Town to keep debt service levels the same and seamlessly absorb the total project cost into its operational budget.

**General Funds**

In 2016, the Town of Weymouth allocated and spent \$100,000 from its general fund to hire an architectural firm in order to apply for an MPLCP grant.

**Funds Raised Privately**

In 2017, the Weymouth Public Libraries Foundation will be formed to administer a capital campaign with a goal of raising a minimum of \$500,000. In the spring of 2017, a consultant will be hired to complete a capital campaign feasibility study to determine if this goal is too high or too low.

**Library State Aid**

Library state aid funds in the amount of \$18,000 were used in 2016 to hire a consultant to write the Library's Building Program. The Library plans to use up to \$29,000 from library state aid to pay for a capital campaign feasibility study. The Library plans to use \$150,000 from library state aid to help cover costs associated with the new Tufts Library. Currently, the available funds for library state aid are \$152,277. A library state aid payment of \$34,642.05 is expected in spring 2017.

**Library Trust Funds & Other Funds**

The Library has access to \$65,000 in library trust funds and \$11,000 in library gift funds. These funds are already secured.

**Potential Grants**

The Library will explore the availability of grant monies related to the energy-efficiency plans for the new Tufts Library, i.e., to help cover the cost of the purchase and installation of the planned 100-KW roof-mounted photovoltaic (PV) array.

***Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.***



Funding Sources

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Cost per Gross Square Foot				
	Project Type	Estimated GSF	Cost	Cost Per GSF
Costs for Construction Only	New Building	50,296	\$ 23,578,461	\$ 469
	Addition/Renovation & Conversions			
	Addition portion			
	Existing Renovated portion			
	Average GSF	-	\$ -	
Total Project Costs	New Building	50,296	\$ 33,061,309	\$ 657
	Addition/Renovation & Conversions			
	Addition portion			
	Existing Renovated portion			
	Average GSF		\$ -	
Eligible Costs	New Building	50,296	\$ 29,163,941	\$ 580
	Addition/Renovation & Conversions			
	Addition portion			
	Existing Renovated portion			
	Average GSF		\$ -	



<b>2. Estimated Construction Grant Award</b>	<b>\$ 12,025,406</b>		
Use MPCLP awards calculator at			
<a href="http://guides.mblc.state.ma.us/construction/construction-grant/fundingformulas">http://guides.mblc.state.ma.us/construction/construction-grant/fundingformulas</a>			
to calculate estimate			
<b>D . Funding Proposal</b>			
<b><u>Funding Sources</u></b>	<b><u>Secured (in hand)</u></b>	<b><u>Proposed</u></b>	<b><u>Total</u></b>
General Funds	100,000		\$ 100,000.00
Municipal Bond		\$ 21,035,903	\$ 21,035,903
Accumulated Capital Construction or Improvement Fund			\$ -
Library Trust Funds	\$ 65,000		\$ 65,000
Capital Campaign Feasibility Study Funds	\$ 29,000		\$ 29,000
Funds Raised Privately through Capital Campaign or Other Efforts, include Formalized Pledges		\$ 500,000	\$ 500,000
Money Rec'd from Sale of Library-Owned Assets or Artifacts w/TM or City Co. Approval			\$ -
MPLCP Planning and Design Grant			\$ -
Estimated MPLCP Construction Grant		\$ 12,025,406	\$ 12,025,406
Other State Funds (attach list specifying agency and program)	\$ 168,000		\$ 168,000
Value of Donated Land (up to \$800,000) or Value of Purchased Land and/or Building	\$ 453,735		\$ 453,735
Federal Fund (attach list specifying agency and program)			\$ -
Other Funds (attach list specifying funding sources)	\$ 11,000		\$ 11,000
			\$ -
<b>Total Funding</b>	<b>\$ 826,735</b>	<b>\$ 33,561,309</b>	<b>\$ 34,388,044</b>

## SECTION 3: ASSURANCES AND CERTIFICATIONS

### A. QUALIFICATIONS AND DUTIES OF PROJECT PERSONNEL

1. **Project Director.** The library director may function as the project director.

Name: Robert MacLean

Position: Director of Library Services

Responsibilities: Coordinate the project activities and planning; administer the MPLCP grant.

Qualifications: Was the library trustee representative on the Library Construction Committee in 2007; as Director of Library Services oversaw the \$3.5 million restoration of Fogg Library, which reopened in 2014. Harvard College, BA in English and American Literature and Language; Simmons College, MLIS. Library Director, Town of Mendon, 2010; Director of Library Services, Town of Weymouth, 2010-present.

2. **Architect.** Complete this form for the firm, principal and/or project architect working on the project

**Architectural Firm:** Johnson Roberts Associates, Inc.  
**Address:** 15 Properzi Way, Somerville, MA 02143  
**Phone(s):** 617-666-8585  
**Website:** www.johnson-roberts.com  
**Library project date of hire:** August 8, 2016

**Name of Principal Architect:** Stewart Roberts  
**Phone(s):** 617-666-8585  
**Email address:** sroberts@johnson-roberts.com  
**Mass. License #:** # 5076

**Name of Project Architect**  
**(if different):**  
**Phone(s):**  
**Email address:**  
**Mass. License #:**

3. **Owner's Project Manager (OPM).** Complete this form for the firm, the OPM and the Clerk of the Works

**Project Management Firm:** Town of Weymouth  
**Address:** Weymouth Town Hall, 75 Middle Street, Weymouth, MA 02189  
**Phone(s):** 781-682-3666  
**Website:** www.weymouth.ma.us  
**Library project date of hire:**  
**Name of OPM:** John MacLeod  
**Phone(s):** 781-682-3666  
**Email address:** jmacleod@weymouth.ma.us

**Name of Clerk of the Works:**

Phone(s):

Email address:

4. **Library Director.** Complete only if the library director is not the project director.

Full name:

Phone(s):

Email address:

Major responsibilities related to the project:

**B. PROJECT AWARDING AUTHORITY AND FISCAL INFORMATION**

The sole awarding legal authority for this project will be:

(Mark only one)

- ☐ Board of Library Trustees  
☐ Local Building Committee  
☒ Other Municipal Official

Chairperson or Municipal Official of Above

Full name: Robert L. Hedlund  
Title: Mayor  
Address: Weymouth Town Hall, 75 Middle Street, Weymouth, MA 02189  
Phone(s): 781-340-5012  
Email address: rhedlund@weymouth.ma.us

The person legally authorized to receive and safeguard Massachusetts Public Library Construction Program funds locally:

Full name: Brian Connolly  
Title: Chief Financial Officer  
Address: Weymouth Town Hall, 75 Middle Street, Weymouth, MA 02189  
Phone(s): 781-682-3632  
Email address: bconnolly@weymouth.ma.us

The person legally authorized to requisition and approve local expenditures of Massachusetts Public Library Construction Program funds:

Full name: John MacLeod  
Title: Director of Asset Management & Procurement, CPO, MCPPO  
Address: Weymouth Town Hall, 75 Middle Street, Weymouth, MA 02189  
Phone(s): 781-682-3666  
Email address: jmacleod@weymouth.ma.us

Name and address of bank or other institution where Massachusetts Public Library Construction Program funds will be deposited:

Bank or institution name: Bank of Canton  
Contact name: Robert Conlon, Jr.  
Title: Treasurer/Collector  
Address: 182 Green Street, North Weymouth, MA 02191  
Phone(s): 781-682-3862  
Email address: rcolon@weymouth.ma.us

Official accounts of receipts and disbursements for the proposed construction project will be maintained by:

Office or agency name: Town of Weymouth  
Contact name: Patrice Cook  
Title: Town Accountant  
Address: 182 Green Street, North Weymouth, MA 02191  
Phone(s): 781-682-3836  
Email address: pcook@weymouth.ma.us

Official documents to verify information shown in official accounts will be on file at:

Office or agency name: Weymouth Public Libraries  
Contact name: Robert MacLean  
Title: Director of Library Services  
Address: 46 Broad Street  
Phone(s): 781-337-1402  
Email address: rmaclean@weymouth.ma.us

Person authorized to serve as the municipality's Massachusetts Certified Public Purchasing Official (MCPPO ) is:

MCPPO-certified City/Town Hall or School District Individual:

Full name: John MacLeod  
Title: Director of Asset Management & Procurement, CPO, MCPPO  
Address: Weymouth Town Hall, 75 Middle Street, Weymouth, MA 02189  
Phone(s): 781-682-3666  
Email address: jmacleod@weymouth.ma.us

## **C. COMPLIANCE ASSURANCES**

Applicants shall agree in writing to the 38 assurances found in 605 CMR 6.05 (2)(d) which are based on full municipal enforcement and compliance with federal, state and local laws, rules and regulations.

1. that new, remodeled or renovated library buildings will be planned for a minimum operational life of 20 years;

2. that the completed facility will continue to be used as a free public library for at least 20 years. Prior approval from the Board must be obtained if there is any change in proportional use, or if the building is sold or reused for a non-public library function. In the event that the building is not kept in continuous use as a free public library for 20 years, the city or town must return the amount of the grant award plus interest to the Board within 60 days of the date the library building falls out of compliance with 605 CMR 6.05;
3. that the Applicant will continue the library's participation and qualification in programs established by or the successors to State Aid to Public Libraries M.G.L. c. 78, §§ 19A and 19B. Should the Applicant fail to be certified by the Board to receive State Aid during the period in which the grant contract and agreement is in effect, until project completion and final payment, this will be considered a breach of the contract;
4. that when construction is complete, the Applicant will make all full and good faith efforts to ensure that sufficient funds will be available for the effective operation and maintenance of the facility, in accordance with applicable federal, state and local requirements and standards;
5. that a sign will be displayed on the construction site and a plaque will be placed in the completed building stating that State funds administered by the Massachusetts Board of Library Commissioners have been or are being used for construction and displaying the MBLC name and logo;
6. that the Applicant and contractors will not knowingly employ, compensate, or arrange to compensate any employee of the Board during the term of the project, unless such arrangement is permitted under the provisions of M.G.L. c. 268A;
7. that the Board will have the authority to review and approve plans, specifications, bid documents, contract awards, payments and all documents of obligation or expenditure for the project;
8. that if required, pre-contract and preconstruction conferences will be held with representative(s) from the Board;
9. that the Owner's Project Manager, architect and other contractors of an approved public library project will be selected using the procedures as outlined by the Designer Selection Board under the provisions of M.G.L. c. 7C, §§ 44 through 58;
10. that all design, construction, construction contracts and sub contracts will be in conformity with all applicable provisions of state and local law, rules and regulations including, but not limited to, M.G.L. c. 143, St. 1972, c. 802, St. 1984, c. 348 and 780 CMR: State Board of Building Regulations and Standards. All construction contracts must be bid under M.G.L. c. 149, § 44A or M.G.L. c. 30, § 39M;
11. that the Applicant will be in compliance with Executive Order 524: Establishing the Massachusetts Supplier Diversity Program, which includes set aside provisions for minority business enterprises and women-owned business enterprises, and in compliance with M.G.L. c. 151B. The Applicant must not discriminate in any manner because of gender, race, color, religion, national origin, ancestry, age, sex, or handicap;
12. that the Applicant will require that all construction contracts will be in conformity with applicable law and regulations related to minority hiring. Every state-assisted contract for an approved public library project, including sub contracts, will include the Commonwealth's Supplemental Equal Opportunity/Anti-Discrimination and Affirmative Action Program as part of the contract;
13. that the Applicant will comply with Executive Order 526: Regarding Non-discrimination, Diversity, Equal Opportunity, and Affirmative Action. The Applicant will safeguard nondiscrimination, diversity and equal opportunity in state funded workplaces, decisions, programs, activities, services and contracts;
14. that the Applicant will submit the project to local, regional or state boards or agencies for comment and/or approval as may be required by law or regulation;
15. that the Applicant will assist the Board in complying with the Massachusetts Environmental Policy Act, M.G.L. c. 30, §§ 61 through 62H;
16. that the building will be designed according to 521 CMR: Architectural Access Board;

17. that life cycle cost estimates of all technically feasible energy systems as defined in St. 1976, c. 433, will be considered in order to ensure that the energy system with the lowest life cycle cost estimate will be identified in accordance with the provisions of St. 1976, c. 433;
18. that the Applicant will closely monitor the cost effects of building program and design decisions and materials and systems selections so that the facility can be constructed and operated in a cost effective, sustainable and staff-efficient manner considering the type of project and structure;
19. that there will be an evaluation of flood hazard so that the facility to be constructed will be located to prevent potential flood hazards, as far as is practicable;
20. that the building will be designed to minimize the effects of vandalism, weather conditions and natural conditions and that materials and finishes will be selected to minimize operational costs and maintenance. This will include provision for a fire-rated enclosure for any automated or manually operated exterior book or nonprint materials return that penetrates a wall of the building;
21. that the Applicant will comply with M.G.L. c. 9, §§ 26 and 27C and 950 CMR 71.00: Protection of Properties Included in the State Register of Historical Places and any additional Massachusetts Historical Commission legal and regulatory requirements, including that which affords the Massachusetts Historical Commission the opportunity to review and comment as early as possible in the planning stages of the project;
22. that the Applicant will comply with Americans with Disabilities (ADA) federal standards and the regulations of the Massachusetts Architectural Access Board, including those requirements for making alterations to historical properties to ensure that property and building are readily accessible and usable by individuals with disabilities unless a variance has been obtained for all noncompliant features;
23. that prior approval from the Board will be obtained for significant budget, program or plan changes and revisions including deduct change orders, excluding change orders of an emergency nature;
24. that the Applicant will provide adequate supervision during the term of the project including architectural supervision, value engineering and the retention of a qualified clerk of the works and, when required, an Owners Project Manager that meets the qualifications required by M.G.L. c 7C, § 44 through 58;
25. that Board staff will be provided reasonable access to the project and site with consideration for site conditions and with appropriate notification;
26. that every good faith effort will be made to obtain sufficient funds beyond those granted under the Massachusetts Public Library Construction Program for the non matching and non eligible portion of project costs;
27. that the Board will not be held responsible for meeting any increased costs or increasing the amount of the grant award beyond the provisional award;
28. that the project will be completed as described in the application and approved by the Board. Any significant reductions in the project's program require prior approval;
29. that the Board, the Governor or his or her designee, the Secretary of Administration and Finance, and the State Auditor or his designee will have the right, at reasonable times and upon reasonable notice, to examine the books, records and other compilations of data of the Applicant which pertain to the performance of the provisions and requirements of this agreement. Upon request, the Applicant will furnish to the Board copies of any such books, records and compilations. In all contracts or subcontracts entered into by the Applicant concerning the project, a provision must be included requiring similar access by the Board to the contractor's or subcontractor's books, records and other compilations of data which pertain to the project according to Executive Order 195: Vendor Contracts of April 27, 1981;
30. that the Applicant will file all required reports and the Board will be notified when the approved public library project is completed and a certified reporting of expenditures by category, financial sources and



other documentation will be supplied to the Board by the Applicant within six months of project completion;

31. that all grant funds received by the Applicant from the Massachusetts Public Library Construction Program will be placed in an interest bearing account separate from other Applicant accounts. All grant funds, including interest income, will be retained in this account until they are expended for purposes specified in the construction grant application. Purposes specifically excluded include all those specified in 605 CMR 6.02: Definitions Eligible Costs;

32. that the Applicant will file a final evaluation form on the performance of contractors on the project as required by the Division of Capital Asset Management and Maintenance (DCAMM) upon completion of the project;

33. that construction will begin in the fiscal year immediately following the date of acceptance by Board staff of the final project construction documents;

34. that a copy of the as-built drawings, in paper or electronic form, will be supplied to the Board within 60 days after issuance of Certificate of Occupancy;

35. that the Applicant has clear title to the project site or a lease of at least 99 years;

36. that the project site will remain as described in the application and approved at the time of award or Waiting List placement;

37. that the construction process will comply with all current state and local building codes for libraries and all applicable standards and procedures;

38. that the completed project will meet or exceed a building efficiency rating of 65%.

## APPENDICES AND ATTACHMENTS

- A. Title/Deed and Related Documentation
- B. Copy of Town Meeting/City Council votes
- C. City/Town map showing location of proposed site
- D. Floor plans of existing library building
- E. Excerpted Pages from Master Plan/Library Long Range Plan
- F. Library Building Program
- G. Massachusetts Historical Commission notification form
- H. Geotechnical Consultant's Report
- I. Hazardous Materials Survey
- J. Structural Analysis
- K. Engineering and Other Surveys and Reports
- L. Detailed Cost Estimate
- M. LEED Scorecard (if applicable)
- N. Alternate Parking Plan (if applicable)
- O. Schematic Design Drawings\*

\*Schematic drawings are adequate for the purposes of a grant application, but the latest version available should be submitted. Depending on the status of your project, that may be schematic, design development, or even construction drawings. All drawings and documents must be clear and readable, with labels to indicate location and square footages of areas directly on the drawings themselves, rather than in a separate schedule. The plans must include layout and heights of all shelving; reader seats, restrooms, elevators, staff offices, public service points, emergency exits, janitor's facilities, etc. Include one (1) half-size (15" x 22") set of schematic drawings, or most developed drawings, in their latest version available (scale: 1" = 16'). This half-size set should be folded and placed in the pocket of the Original Copy binder. In addition to the half-size set, include one set of 11"x17" drawings in each binder. Drawings must include:

- Floor plan(s) with a complete furniture, fixtures and equipment (FF&E) layout, including shelving unit heights. For an addition/renovation, provide floor plan(s) of the existing building with current FF&E layout as well as one for proposed layout. Indicate number of square feet in each area/room. Each level of the floor plan must be shown on a on a separate page.
- Elevations of proposed facades, especially those showing public entrances.
- Site plan and topographical survey prepared by a Massachusetts registered architect with parking layout, grading, building location and description of utilities (1" = 40' or larger). Include written explanation of parking plans.
- Sections as needed to illustrate levels and main ceiling heights.

P. Attachments (label sequentially)

Community Support

- Patriot Ledger Editorial, January 18, 2017
- Letter from Weymouth Town Council President Patrick M. O'Connor
- Letter from Dr. Mark A. Jennings, PhD

- Letter from State Senator Patrick M. O'Connor
- Letter from State Representative James M. Murphy
- Letter from four OCLN Library Directors

Property Cards for Land Valuation

- Property Card for Parcel 20-276-38
- Property Card for Parcel 20-280-17

#### D. APPLICATION CERTIFICATIONS

We the undersigned, having official responsibility for the project herein described, do hereby attest to the facts and figures presented as true to the best of our knowledge and belief and do hereby certify our intent to carry out all the provisions and conditions agreed/delineated in this application. At least one person officially representing the town and one library trustee representing the library must sign. Name and title may be typed or legibly handwritten. Signature must be handwritten.

Name: Robert Hedlund

Title and Board/Committee: MAYOR

Signature: [Handwritten Signature] Date: 1/19/17

Name: Patrick O'Connor

Title and Board/Committee: Council President / State Senator

Signature: [Handwritten Signature] Date: 1/23/17

Name: Cathy B. Torrey

Title and Board/Committee: Chairperson - Weymouth Board of Library Trustees

Signature: [Handwritten Signature] Date: January 18, 2017

Name: Robert MacLean

Title and Board/Committee: Director of Library Services

Signature: [Handwritten Signature] Date: January 18, 2017