# Massachusetts Public Library Construction Program

## 2016-2017 Construction Grant Round Application

<table>
<thead>
<tr>
<th>Applicant Municipality</th>
<th>Melrose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Library</td>
<td>Melrose Public Library</td>
</tr>
<tr>
<td></td>
<td>[69 West Emerson Street]</td>
</tr>
<tr>
<td></td>
<td>[Melrose], MA [02176]</td>
</tr>
<tr>
<td>Primary Contact</td>
<td>[Linda C.W. Gardener]</td>
</tr>
<tr>
<td></td>
<td>[Library Director]</td>
</tr>
<tr>
<td></td>
<td>[69 West Emerson Street]</td>
</tr>
<tr>
<td></td>
<td>781-665-2313 ext 117; 339-223-0552</td>
</tr>
<tr>
<td></td>
<td>[<a href="mailto:lcwgardener@noblenet.org">lcwgardener@noblenet.org</a>]</td>
</tr>
<tr>
<td>Library Board Chairperson</td>
<td>[Edward W. Waystack III]</td>
</tr>
<tr>
<td></td>
<td>[Signature]</td>
</tr>
<tr>
<td>Building Committee Chairperson</td>
<td>[Linda C.W. Gardener]</td>
</tr>
<tr>
<td></td>
<td>[Signature]</td>
</tr>
<tr>
<td>Total Estimated Project Cost:</td>
<td>$ [18,737,137.00]</td>
</tr>
</tbody>
</table>

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**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) or Rosemary Waltos (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

The City of Melrose and Library Board of Trustees recognize the need for a renovation/expansion of the Melrose Public Library. The current building, constructed in 1904 with a substantial addition in 1963, is 24,185 gross square feet. The proposed renovation would expand it to 26,579 gross square feet.

The proposed project will dramatically improve the library's accessibility, creating a single entrance that is welcoming to all. Youth services will be improved by creating a dedicated young adult space, bringing the children's room out of the basement, and creating an adequately sized, dedicated, program room. Adult program, community and meeting spaces, currently using Children's Room space, will be created, including a Discovery Zone for computer classes and innovative technology space. The building's flow will be improved, allowing for both conversational and quiet areas. With the local history room on the main floor, professional staff will be better able to assist the many patrons interested in Melrose history. Improved lighting, use of daylight and effective HVAC building-wide are reflective of planned improvements in building efficiency. Flexibility and adaptability have been key components of thought and design throughout the planning process.

Melrose is a vibrant city of 27,690. Projected population figures for 2035 are 31,311. Many new residents make the library one of their first priorities. The community values their original Carnegie Library, which is on the National Historic Register. The proposed project will create a flexible, accessible, historically respectful and safe space - friendly to the public and ready for the future.

B. PROJECT SITE ADDRESS
Melrose Public Library
69 West Emerson Street
Melrose MA 02176

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:

X Received on [January 19, 2017]
☐ Not received but will seek approval on [Date]

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

X Received on [January 19, 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
   a. Population of applicant municipality: 26983
      2010 U.S. Census Population for population
   b. Later official census population, if different than above 27690
      Cite the source(s) used to update census population. [U.S. Census]
      Estimated 2035 Population [31,311]
      Cite all source(s) used to determine the single projection for
      the 2035 population [The Donahue Institute]

2. Library Statistics [Pages 1 – 9 FY 2015 as reported on MBLC FY2016 ARIS Report]
   a. Population served by library 27690
   b. If a branch, estimated population served by this location [ ]
   c. Attendance 184550
   d. Number of registered borrowers 20952
   e. Total physical holdings 117950
      1) Books 95797
      2) Audio (Compact discs (not CD-ROMs) cassettes 6444
      3) Video cassettes/discs/DVD 4504
      4) Print periodicals, newspapers & other print serials 184
   f. Total circulation activity 305007
   g. Hours
      1) Total number of hours main library was open. 2791
      2) Total number of hours all branches were open. 0
   h. Operating Income 1187730

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 24185*
      NOTE: this number differs from the FY2016 ARIS report due to previous inaccuracy. The current
      number was provided by Tappe Architects as a result of their surveys.
   b. Year main library was built 1903
   c. Year of most recent renovation 1994
   d. Number of dedicated parking spaces 25
   e. Main library seating capacity 160
   f. Number of main library meeting rooms 4
   g. Largest meeting room seating capacity 70
   h. Individual or group study rooms 2
   i. Number of times all meeting rooms were used 539

4. Automated Library System as reported by Networks
2. PROJECT

1. Library type:
   - x Main Library
   - □ Branch Library
   - □ Joint Public Library
   - □ Other (please specify) ______________________

2. Current facility:
   - x 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:

<table>
<thead>
<tr>
<th>Renovation or Renovation/Addition</th>
<th>New Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the existing building a library? [yes]</td>
<td>Site size (acres): [number]</td>
</tr>
<tr>
<td>If no, specify building type: [type]</td>
<td>Final size of proposed project: [GSF]</td>
</tr>
<tr>
<td>Date of original construction: [1904]</td>
<td></td>
</tr>
<tr>
<td>Date(s) of renovations and/or addition(s): [1930/1963/1994]</td>
<td></td>
</tr>
<tr>
<td>Gross square feet of existing: [24,185GSF]</td>
<td></td>
</tr>
<tr>
<td>Site size (acres): [.91]</td>
<td></td>
</tr>
<tr>
<td>Will portions of the building be demolished? [yes] If yes, #GSF to be demolished: [14,800GSF]</td>
<td></td>
</tr>
<tr>
<td>Final size of proposed project: [26,635GSF]</td>
<td></td>
</tr>
</tbody>
</table>

Is the proposed project a Joint Public Library Project? [no]
   If yes, list the other municipality or municipalities participating: [name(s)]

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) or Rosemary Waltos (rosemary.waltos@state.ma.us) for the additional form.

4. Size of project

| Gross Square Feet | Net Usable Square Feet |
5. The completed project will meet or exceed a building efficiency rating of [72]%
   (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 X  No ☐  If yes, certification level planned [Certified]

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 X  No ☐  [number] Year Lease ☐, with expiration date of [Date]

8. The existing building to be renovated is:
   x 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)

<table>
<thead>
<tr>
<th>Population</th>
<th>Volumes per Capita</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 2,500</td>
<td>10</td>
</tr>
<tr>
<td>2,500 to 4,999</td>
<td>7</td>
</tr>
<tr>
<td>5,000 to 9,999</td>
<td>6</td>
</tr>
<tr>
<td>10,000 to 24,999</td>
<td>4.8</td>
</tr>
<tr>
<td>25,000 to 49,999</td>
<td>3.4</td>
</tr>
<tr>
<td>50,000 to 99,999</td>
<td>3.6</td>
</tr>
<tr>
<td>100,000 and over</td>
<td>2.5</td>
</tr>
</tbody>
</table>

Source: Wisconsin Public Library Standards, 5th ed., 2010
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.

<table>
<thead>
<tr>
<th>Population</th>
<th>Seats per Thousand</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000</td>
<td>22.5</td>
</tr>
<tr>
<td>2,500</td>
<td>14.25</td>
</tr>
<tr>
<td>5,000</td>
<td>10.0</td>
</tr>
<tr>
<td>10,000</td>
<td>7.0</td>
</tr>
<tr>
<td>25,000</td>
<td>4.5</td>
</tr>
<tr>
<td>50,000</td>
<td>3.0</td>
</tr>
<tr>
<td>100,000</td>
<td>2.25</td>
</tr>
</tbody>
</table>


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 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.
<table>
<thead>
<tr>
<th>Assigned** Area Name</th>
<th>Estimated Size (sq ft)</th>
<th>Collection</th>
<th>Computers</th>
<th>Reader Seats*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Volumes</td>
<td>Periodicals</td>
<td>Public Computer Stations***</td>
</tr>
<tr>
<td>Circulation Serv. Desk Area</td>
<td>323</td>
<td>3</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Reference &amp; Circulation Librarians' Office</td>
<td>302</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circulation Staff Workroom</td>
<td>387</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult &amp; Teen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Fiction</td>
<td>715</td>
<td>14,868</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Adult Nonfiction</td>
<td>1,896</td>
<td>33,180</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Large Print</td>
<td>155</td>
<td>2,016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non Print Collection</td>
<td>264</td>
<td>6,480</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Reading and Browsing Room with Friends</td>
<td>1,204</td>
<td>3,612</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Friends Book Sale Area</td>
<td>0</td>
<td>200</td>
<td></td>
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<tr>
<td>Seed Library - Community Collaboration</td>
<td>234</td>
<td></td>
<td></td>
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<tr>
<td>Copy &amp; Print Center</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference Room &amp; Service Area</td>
<td>1,484</td>
<td>576</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>Local History - Genealogy Room</td>
<td>450</td>
<td>1,116</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holes</td>
<td>35</td>
<td>1,200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Periodicals</td>
<td>112</td>
<td>105</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Adult/Teen (list below)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teen/Tween Room</td>
<td>643</td>
<td>4,800</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Teen Librarian's Office</td>
<td>68</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Children's Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children's Room Entrance / Service Desk</td>
<td>562</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children's Librarian's Office</td>
<td>101</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children's Dept. Staff Workroom</td>
<td>143</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children's Room Off-season Book Storage</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children's Room - Preschool Area</td>
<td>1,190</td>
<td>4,752</td>
<td>450</td>
<td></td>
</tr>
<tr>
<td>Children's Room - School Aged Area</td>
<td>1,500</td>
<td>18,412</td>
<td>1,800</td>
<td>20</td>
</tr>
<tr>
<td>Children's Program Room</td>
<td>769</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children's Family Restroom</td>
<td>55</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Meeting Space</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>meeting Room Suite - Program Room</td>
<td>2,250</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quiet Study Room (3)</td>
<td>691</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discovery Space &amp; Training Room</td>
<td>645</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trustee's Conference Room</td>
<td>310</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Meeting Spaces (list below)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin &amp; Other Areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entrance &amp; Lobby</td>
<td>814</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Off-season Book Storage</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Book Donations Sorting &amp; Storage Area &amp; Off Season Book Storage</td>
<td>170</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Services Area</td>
<td>508</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head of Technical Service's Office</td>
<td>106</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director's Office</td>
<td>214</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Director's Office</td>
<td>140</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin. Assistant's Office/Reception Area</td>
<td>178</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Break Room</td>
<td>225</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custodial Office/Storage</td>
<td>82</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shipping &amp; Receiving</td>
<td>179</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Server Room</td>
<td>27</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Assigned** Areas (list below)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Assigned (net) SF</td>
<td>10,133</td>
<td>84,752</td>
<td>8730</td>
<td>125</td>
</tr>
<tr>
<td>Unassigned Area @___%</td>
<td>7502</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Estimated Gross SF</td>
<td>26,635</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seating guide</td>
<td></td>
<td></td>
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<tr>
<td><strong>Lounge Seats:</strong> Includes all soft seats, including sofas, love seats, and easy chairs</td>
<td></td>
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<tr>
<td><strong>Table Seats:</strong> Includes all upright chairs and stools normally used at a table or counter</td>
<td></td>
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<tr>
<td><strong>Program Seats:</strong> 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</td>
<td></td>
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<tr>
<td><strong>Notes about seating:</strong> 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.</td>
<td></td>
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</table>

** 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.
<table>
<thead>
<tr>
<th>Current Holdings</th>
<th>Building Program Capacity</th>
<th>Schematic Design Capacity</th>
<th>Notes:</th>
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<tr>
<td>Print volumes- Adult</td>
<td>52718</td>
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<tr>
<td>Print volumes-Young Adult/Teen</td>
<td>3092</td>
<td>4000</td>
<td>4800</td>
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<td>Print volumes-Children</td>
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<td>23184</td>
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<td>Print volumes-Other</td>
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<td>DVDs/Videotapes</td>
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<td>Music Recordings</td>
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<tr>
<td>Audiobooks</td>
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<td>Other A/V Materials</td>
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<td>TOTAL AUDIOVISUAL</td>
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<td>Seating-Adult</td>
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<td>Seating-Children</td>
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<td>Fixed Computer Stations-Young Adult/Teen</td>
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<td>Fixed Computer Stations-Children</td>
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<td>TOTAL FIXED COMPUTER STATIONS</td>
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<td>Parking Spaces-Staff</td>
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<tr>
<td>Dedicated Parking Spaces-Library Patrons</td>
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<td>TOTAL LIBRARY PARKING SPACES</td>
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<tr>
<td>FTE Professional Staff</td>
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<td>FTE Non-professional staff</td>
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<td>TOTAL STAFF FTE</td>
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<td>Meeting Room Seats</td>
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<td>Other Conference/Meeting Room Seats</td>
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<tr>
<td>Programming/Activity Seats</td>
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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? [The City Planning department has been working to update the City's 2004 Master Plan. As part of the MelroseForward process, they solicited feedback via a public forum, and a public participation event at the annual Victorian Fair (September 2015.) The resulting document (included in Appendix E) identified 9 community aspirations (relevant items discussed in section B) including physical character, transportation, inclusiveness, education and community.]
   B. What is the library's vision and/or mission statement and how does it align with the community's vision of itself? [The mission of the Melrose Public Library is to inform, enrich, and empower all citizens by providing and promoting free access to the universe of information and ideas. The City of Melrose has seen the library as an integral part of the community since the library's inception in 1871. The library was part of the last Master Plan for the city in 2004, and the library renovation project is identified as a priority in the 2017 Master Plan that is currently being finalized. There are several elements of the Melrose Community Aspirations that tie in with the library's mission:]

   i. The physical character of Melrose reflects a balanced approach to planning and development, with the protection and enhancement of the City's historical, cultural, recreational, and natural resources... The Melrose Public Library provides access to the City's history through our local history room; we provide access to cultural resources through our museum pass program, as well as experiencing the library itself when visiting; and our print and a/v collections, provide recreational experience through instructional materials on topics such as coaching soccer. All of these help to "inform, enrich, and empower" the Melrose community.

   ii. It is convenient and safe to travel within Melrose as well as to access destinations outside the city. Melrose accommodates a multimodal transportation network, and the variety of transportation options, including the ability to get around by rail, bus, bicycle, walking, and driving, make it an attractive location within the Greater Boston Region. The library is located within 400 feet (or less) of a bus station, train station, and major municipal parking lot. It also has its own parking lot, and street parking. The library is located on the edge of the downtown and a largely residential neighborhood, within walking distance from many patrons' homes. Patrons often walk and cycle to the library.

   iii. Melrose is an inclusive and welcoming community and provides equal access and opportunities that contribute to the wellbeing of all its residents. To be inclusive and welcoming is one of the cornerstones of modern public library service, and why our mission specifies "all citizens." Libraries are known as equalizers, which is especially important in this era of digital divide. The access to information that the library provides freely and equitably enables all residents to enhance their lives. The proposed construction project would correct the inadequate ADA access of the current building, bringing the library further into alignment with this community aspiration.

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iv. Melrose supports a wide variety of business opportunities, employment options, and community services. These amenities enhance the quality of life for residents... The Melrose Public Library enjoys being a part of the services available to the Melrose community. Many of our staff live locally, we take part in the local community service programs, and almost all of our page employees are from the local schools. Some wait years for the chance to work in their library!

v. All students have the opportunity to achieve excellence in the Melrose Public Schools. The library's mission to "inform, enrich and empower all citizens" includes our school-aged citizens. We are proud of our bustling youth services, which serves children in the public school system, the local parochial schools, and the nearby charter school. The Children's librarian has been partnering with the elementary schools, which do not have library staff, for years to coordinate summer reading lists and support the curriculum with our resources for homework throughout the year. Opportunities such as the LSTA "Science is Everywhere" grant enhance our STEM offerings, complementing the school's offerings. Our Children's librarian also frequently serves as a liaison with community groups and the schools' library volunteers, as well as being a member of the local "Birth to Five" committee; all of these partnerships strengthen our connection with the community, and knowledge of the community's needs.

vii. City infrastructure and publicly-owned properties are well-supported with continued investment, maintenance, and enhancements. The Melrose DPW takes an active role in maintaining the aging library building to the best of their ability. They have made several repairs to the roof in recent years, as well as a myriad of fixes and repairs to keep the plumbing and HVAC functional. With an online work order system, they are responsive and have worked to establish regular maintenance schedules for systems in municipal buildings. The Office of Planning and Community Development (OPCD) coordinates investments in energy efficiency measures and has arranged for improved lighting ballasts and energy-efficient motion sensors in staff areas. OPCD also provides project management support for major capital investments in City buildings; the OPCD Director has been working with the Library Director throughout the feasibility study phase.

viii. Melrosians enjoy a strong sense of community, thanks to their active civic participation and spirit of volunteerism.

These aspirations reveal a City that values its history, while looking ahead to an innovative future. The library's mission to inform, enrich and empower all citizens closely aligns with the values put forth by the Melrose community. Much like the library, the City strives to create an atmosphere that is welcoming, promotes learning and culture, and enhances the lives of those living here. The City recognizes that well-maintained and appropriate municipal buildings are necessary to achieve these goals.

C. How does the proposed project support the community vision and the library's vision/mission? [Our original Carnegie library is beloved in the community; this project will ensure that we are able to continue fulfilling our mission for the next 20+ years in this beautiful historic building. Key improvements include:

- An accessible, ADA compliant entrance at the front of the building.
- Restoration of the historic beauty of the original building.
- Local history room relocated to a space more accessible to the public and staff.]
- A walkway along the parking lot, so that patrons no longer have to walk through the middle of the lot to access their vehicles.
- A single entrance, accessible and welcoming to all.
- Fully accessible restrooms on each floor.
- A bright, appropriate space dedicated to Children's services.
- A separate, distinct space for Young Adults where they can transition from Children’s to Adult services.
- Improved community spaces, allowing for community meetings, library programs, and an innovative new collaboration space.

D. How has the library engaged the community in the project’s planning and design process? [ 
- Strategic Plan: In 2013 Melrose Public Library staff began planning for a new strategic plan. The organizational process included surveys, focus groups, and SOAR (Strengths, Opportunities, Aspirations, Results) exercises with an outside facilitator. The goal was to develop an overall five year strategic plan, which was accomplished. A strong theme in responses was a love for the Carnegie building, which significantly impacted the decision process when considering a renovation versus an alternate location.

---responses to questions about what residents were most/least satisfied with about the facilities: "Beautiful setting, good landscaping"... "Love the old building"... "Preservation of the historic properties of the building" / "The upstairs nonfiction stacks are very dark. Also the last rows in some areas are extremely narrow and difficult to use for browsing" ... "steps" ... "The ramp in the back of the library is inconvenient" ... "I've visited other libraries which have renovated facilities and oh boy, this is nice...BUT - the staff at this library is SUPERB!"

Although the strategic plan was developed to guide library goals overall, each of the 5 goals that eventually came from this process involved improvement to the physical facility.
- Direct Feedback: The library staff excel at listening to feedback from patrons and residents, both in the library and out in the community. They have been diligently reporting back the everyday comments of users so that these expressed needs can be incorporated into an improved facility.
- Library Building Committee: Chosen to represent a combination of users, Friends, Trustees and municipal employees, the committee first met in October 2015 to kick off the feasibility study phase, and has reviewed and approved the schematic design. The group balanced the perspectives of users, staff and DPW in looking at the proposed plans.
- Public Announcements: In January 2016 the Mayor announced the plan to apply for a library renovation grant in his inaugural address; the following month, the library director made a presentation to the very active local Rotary club, outlining the history and current activities and needs of the library, discussed the idea of a library renovation and answered questions. The Friends of the Melrose Public Library discussed needs and
hopes for the potential building renovation at their public annual meetings. Following a December 2016 community meeting an article was run in the local paper, both in print and online (See Attachment 1.)

- Historical Concerns: Tappé Architects made presentations to the Melrose Historical Commission twice, once on May 2, 2016 to bring them into the loop and the other on November 14, 2016 to update the Commission on the plans thus far. In a City that values its history as much as Melrose, it is important to us to ensure that this group is as involved as possible, and has plenty of opportunity to provide feedback about changes to our Carnegie library.

- Community Q & A: A community meeting was held on December 12, 2016 that allowed Jeff Hoover of Tappé Architects to present the renovation plans to the public. Local papers were invited, and the Melrose Free Press ran the story as a front-page item that week, including images of the preliminary building plans. Comments, questions and feedback from that meeting will be carried forward as part of the ongoing conversation with the community if this project moves forward.]

E. How has the library engaged the library staff in the project’s planning and design process? [ ]

- At the time of the strategic plan development in 2013, a SOAR exercise with library staff echoed the results of the public feedback.

- Needs assessment surveys were completed by all staff to guide the development of the building program. Staff members were diligent about not only reporting their personal observations, but reflecting comments made during day-to-day conversations with patrons. Additionally, the needs assessment reflected staff observations about patron use of the building.

- Staff reviewed drafts of the building program; the approved building program was made available to staff.

- Every effort has been made to ensure regular communication, both formally and informally, with the staff regarding planning & design process via email, staff meeting discussions and one-on-one conversations.

- The architects met with members of each library department to discuss plans and get feedback.

- The architects met a second time with staff members to present proposed plans and hear additional feedback.

- Staff have been provided with a "Q&A" forum on the staff’s information page online, with questions and answers that concern both staff and patrons. Staff are encouraged to submit any new questions to the director for inclusion on the page. This will ultimately be incorporated into a format available directly to the public.]

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** - The current configuration does not allow patrons to see any service desk until they are well into the building. Within the past year, the Reference desk was moved from its previous location into the main lobby. It is now across from the Circulation desk, which is an improvement, but still not ideal. There is no separate information services area for teens/tweens. The service area for Children is very small, especially because it serves as office space for the entire department as well as the service desk. Holds pickups for the children's room patrons are also kept there.

![Image of information services area]

Taken from the service desk, this shows the Head of Children's Services' "office space" on the right, the "staff workroom" on the left, and the holds bookshelf in the middle.

The Head of Children's Services and the Reference librarians do not have any office space, impeding their ability to have confidential conversations with patrons.

The main entry to the building, which is not ADA compliant, is unwelcoming, especially to newcomers - it is difficult to orient oneself in the building, and stairs are required to get anywhere.

[Borrowing] - The service desk in the adult library is directly to the side of the main entrance, causing a bottleneck when the library is busy. The service desk in the children's library is directly in the path of patrons attempting to travel from one side of the room to the other, frequently with strollers or other bulky accessories. There is no space to provide centralized holds pick-ups; patrons frequently must go to the adult and children's desks separately to gather their holds.

[Collections] - Not all book stacks are ADA accessible. Some are in an unappealing area with concrete flooring and poor lighting. Most of the shelving is not mobile, limiting the flexibility to adjust to new formats or waning collections.

There are no opportunities for flexibility here, and the space is very unappealing, and feels gloomy.
The Children's shelving does not allow for ebb and flow of collection size from one age group to another over time, as the population shifts.

Because of the inflexible layout, the picture book area is overcrowded while the nonfiction shelves are starting to look bare.

The teen fiction is in an open space that was carved out of a nonfiction area in an attempt to create their own space; it is directly next to the Reference room.

The Local History Room has aging climate control that does not meet the needs of this special collection. A grant was obtained to conduct a Preservation Assessment Study in 2014 (Attachment 2), which addressed issues of location, security and climate control.

- [Programming areas, meeting rooms, and quiet/group study spaces] - The room designed to be a Children's program room currently also functions as the teen program room, adult program room, community meeting room, staff training room, and group study room. The only access to this room is through the children's area, which results in a steady stream of adults who have no connection to children using this space. It is also used until 9pm, although that section of the library is not staffed after 8pm. Only the room in the children's area has an overhead projector. This room is currently far too small for the attendance at preschool and family programs, requiring furniture outside the room to be moved almost daily so that more patrons can be accommodated.

Children's Room programming frequently overflows the space, requiring intrusion into the general Children's area, and extra rearranging of furniture.
This room has no ventilation when the doors are closed, unless the windows are opened. As a result, we often have open windows while the heat is on. Programming such as movie nights for teens and adults are limited due to the noise from movies traveling into the children's area - we generally only show G-rated movies.

A recent adult program caused the Children's Room to close early. Attendees were squeezed into every possible spot, with a camera man for the local access station backed into a corner.

There are other small meeting spaces on the third floor, but some do not have air conditioning, and one is a converted storage room, and also provides the only elevator access to the third floor. There is a lobby on this level with a conference table; it is used for meetings due to space constraints, but it is also an open area, providing access to the third floor from the stairs. Patrons using these spaces must accept that other people may be entering and leaving through the elevator or stairs at any time to access the other rooms on that level. They are not adequate for the need, and are on a level that has no staff supervision at all.

Patrons complain about the noise generated in the afternoon as a result of the teens not having a separate space. They are directly next to the Reference room, and overflow into that space. Even just doing homework and having other acceptable conversations brings the noise level up to an annoying level for the adult patrons. There is currently no good space to give them.
The teen area in the morning; the art department is in the same room to the left, and the Reference room is straight ahead. The sound travels very freely in the afternoons!

No meeting spaces in the building are on the same floor as a handicap-accessible bathroom.]

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 -**
  * The rear entrance of the building has no security measures, no staff sightlines, and leads to the somewhat secluded rear parking lot.
  * The majority of the adult book stacks have no sightlines.
  * The upper floors, containing book stacks, the local history room, the trustees room and an open meeting/study area, have no staff supervision at any time.
  * Inadequate electrical outlets create hazardous situations throughout the building.
  * There is a ramp with a low wall half way through the preschool area.
  * The Children's Room leads directly into the Technical Services area, with only an open doorway blocked by a baby gate.
This baby gate is the only barrier between the Children's Room and Technical Services, which leads to the custodial areas.

- [Fire protection -
  *The location of fire extinguishers and pull alarms are antiquated and not in alignment with modern safety procedures (they are placed centrally in the building rather than closer to the exits)
  *There is no sprinkler system in the building.
  *The building is confusing to navigate in an emergency; after the last (false) alarm, the local fire department came in the following day to ask for a tour, due to confusion and disorientation during the event.]
- [Structural integrity - n/a ]
- [Other - Aside from a silent alarm button located at each service desk, there is no established security system in the building, either for materials or for staff and patrons. There is no surveillance system, and no anti-theft mechanisms. There used to be anti-theft gates at each entrance, however the system broke down about 10 years ago and it}
was too antiquated for the inoperable parts to be repaired. There are several areas of the building that have no sightlines for staff, and no videos or other security measures. There is a perimeter alarm in use when the building is closed.

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

- The Children's Room workspace for staff is a tiny area with a half wall known as "the penalty box" which includes 2 desks - one for the Head of Children's Services, and the other for all other staff to share.
- There is no actual office space for the Head of Children's Services.
- Very inadequate storage space in the program room makes it difficult to easily access programming supplies and maintain a safe environment.

Legos are piled up in bins in the staff room. Because of inadequate storage space, supplies are scattered throughout the lower level.

- No sink in the program room means that the staff break room sink must be used for all crafts and other programming needs.
- Tech Services is known as Grand Central Station; it is the walkway for access to the staff room, children's room, lower level elevator, supply room, Friends storage and all custodial areas.
- The "tech closet" with all of the phone and data lines is in an open area behind a staff member's desk, causing a continual distracting hum.
- There is no office space for the full time Reference librarians.
- To improve patron service, the Reference Desk was moved into the main lobby across from the Circulation Desk, however the area was not designed to hold a desk and has very poor ventilation.
- The two circulation librarians - Adult Services and Teen Services - share one tiny office that they take turns using.
There is no space for even a second chair in this two-person office for the Adult and Teen Circulation librarians.

Attempting any work that is not holds-related has become impossible.

- The Circulation staff workroom has been almost completely overtaken by holds shelving. Staff retrieving holds need to squeeze by staff helping patrons at the desk.
- There is no space in Circulation to process delivery bins, so the bins take a circuitous route through the main floor, down to the lower level and are unpacked in Technical Services, then brought to either the Children’s Room or back upstairs to the Circulation hold shelves. Outgoing bins are processed in a nook off the lobby that used to house the video collection.
- There is no space for a staff person to work in the teen area, making it difficult for the teen librarian to establish a rapport with the teens.
- The administrative assistant’s office is a converted closet with no ventilation, with a public use area between that office and the director’s.

The ceiling is open to a public area, where debris is regularly dropped down onto office work. A memorable moment included digging a pebble out of the printer below!

- Both the Administrative Assistant’s office and the Director’s office have poor sound control, so confidential conversations can easily be overheard.
- The Assistant Director’s work space has no walls/doors. Private conversations often happen in a nearby supply closet.
• The local history room is in a secluded upper floor area that is not close to the reference service desk. Frequently only Reference librarian is working, making it exceedingly difficult to offer effective service to patrons.

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

The main entrance has no ADA accessibility. It requires stairs, and there is no automatic door.

There is no grade-level entrance to the building. Patrons must either use a long, steep ramp that enters into the rear of the building (far from the elevator), or enter at the main entrance which has stairs at multiple points. Neither entrance provides obvious wayfinding clues to orient the patron who isn't already familiar with the building.

This patron takes the trek up the ramp with her toddler and infant (in stroller.) The ramp is long, the rear entrance is unwelcoming, and the deteriorating cement is tough on wheels.

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

There are two parking lots; the rear lot has one handicap space and four general spaces. The main lot has one handicap space and 19 general spaces. There is street parking directly adjacent to the library, which sits on a corner site; street parking is allowed on both West Emerson Street and Lake Avenue.
Across the street is Myrtle Street, offering about six spaces very close to the library. Additionally, there is a municipal parking lot about 400 feet from the library, with an additional 170 spaces. There is no dedicated staff parking; library employees have parking stickers that enable them to park for extended periods of time on West Emerson Street, Lake Avenue or the nearby municipal lot.

F. Describe the path of travel from available parking to the building entrance. [The rear parking lot provides direct access to the handicap ramp. There is also a path that travels around the side of the building to the main front entrance. The primary parking lot has a walkway from the parking lot to the main front entrance. The library is located on a corner lot, and there is street parking along both streets. There is also street parking across the street, and in a large municipal parking lot about a block away. There is a cross walk directly across from the library that is used by staff and patrons parked in the municipal lot.]

G. What portion of the parking is dedicated to library use only? [The 25 spaces in the library parking lots are library use only. The street parking directly adjacent to the library is primarily used for library parking, although not limited to this purpose.]

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? [

- The antiquated heating system creates unhealthy drafts & stuffy areas throughout the building. The pneumatic system allows for temperature heating control in spaces with local thermostats and a heat timer. Efficiencies could be achieved with an energy management system that would allow for remote scheduling, setbacks, setpoints, and alarm monitoring for efficient identification and solving of issues.

- Many areas of the building have poor ventilation - the meeting/program room rapidly becomes overheated when the doors are closed, often resulting in open windows in the middle of winter. In the summer, the air conditioning does not reach this room when the doors are closed.

- The A/C unit was installed in 1987 and updated in 1995. Not all areas are air conditioned, including the trustees room, upper lobby and a small meeting/study area. These are areas that are available to the public, but become almost unusable during the warmer months. Two vendors have recommended that no additional funds be spent on...
the chiller barrel, which is over 20 years old and leaking; the existing conditions and recommendations report included as Exhibit K confirms that the system is at end of life.

- The climate control in local history room is over 20 years old and unreliable. Based on recommendations from a February 25, 2014 Preservation Survey [Attachment 2], solar shades were installed in 2014, but given the additional recommendation to relocate the local history room to the main level for improved security and service, the climate control has not been updated.
- The A/C fans are very noisy in some areas of the library, especially reference
- Due to noise from the chiller, the A/C must be turned off during programs on the lawn.
- Melrose is a Green Community, and conducted an energy audit resulting in some new energy-efficient lighting, but due to high cost and long payback concerns, it was not cost effective to install an integrated energy management system.
- No renewable energy methods are currently employed.
- An environmental monitoring program performed by MBLC in 2015 (Attachment 3) showed significant temperature and humidity fluctuations in the building, including the important local history collection area, that adversely affect the collections. Per the report provided, "The recommended temperature range is between 55F and 65F for these 'special/preservation collections.' According to the datalogger, the maximum temperature reading was 83.7F, the minimum reading was 62.5F, and the average reading was 71.3F." Both the fluctuations and the overall levels are inappropriate for this collection.
- The library has no passive water-saving devices such as automatic toilets and self-closing taps.

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 -
        *Staff will be able to greet patrons directly when they enter the building.
        *The creation of office space for staff will allow staff at public desks to be focused solely on direct patron service. In particular, the creation of an office for the *Head of Children's Services will allow for private conversations as needed with both staff and patrons, which is not now possible.
        *The smaller reference service desk combined with the larger primary service desk will allow for more "roving reference" practices, as well as more efficient service at the main desk.
        *The creation of a separate teen space, with space for library staff, will dramatically improve the environment and service to teens (and adults!)
        *Self-pickup of holds, in a centralized location, will free up space in staff areas while simultaneously improving service to patrons.]
      - [Borrowing - The reconfiguration of the service desks on both the main floor and children's areas will allow for easier ebb and flow of patrons without bottlenecking in
entryways. The new centralized holds pickups, along with self checkout stations, will also allow staff spend more time with patrons who need extra assistance.]

- **[Collections -**
  *All book stacks throughout the building will be ADA accessible.*
  *Collections will be in well-lighted areas that are easy to find.*
  *As much shelving as possible in the Children's Room will be mobile, allowing for easier reconfiguration of the room over time as the demographics, technology and needs shift.*
  *The teen fiction will be in the teen's dedicated space, while the nonfiction will continue to be integrated with the adult nonfiction, transitioning students to the general collections.*
  *The local history collection will be relocated to the main floor and the room will be separated into a secure area and a reading room with climate control appropriate to these specialized collections, as recommended in our 2014 Preservation Assessment.*

- **[Programming areas, meeting rooms, and quiet/group study spaces -** The proposed project will allow dramatic improvement in programming and meeting spaces, creating functionality and flexibility not possible in our current building.
  *The Children's Room program space will be dedicated to youth services, and will no longer be used for adult programs and general community meetings.*
  *The large meeting space in the lower level will be available for adult programming including author talks, book groups, craft nights and other programming.*
  *Large children's programs will use the lower meeting space, as well as having a "rain location" for popular lawn programs such as Basket & Blanket summer concerts.*
  *Community groups will meet in the lower level meeting space without needing to go through the children's room as they currently do.*
  *It will be possible for community groups to use meeting space during library off-hours if necessary.*
  *All meeting and program spaces will have accessible bathroom facilities on the same floor.*
  *The new teen space will lower the volume in the adult space.*
  *There will be two dedicated quiet/group study rooms, as well as the conference room for quiet space.*
  *The separation of the local history area into one secured side and one reading room side allows the flexibility of using the reading room as additional quiet study space]*

- **[Other]***

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 -**
  *The single entrance, directly in sight of the primary service desk, will allow staff to see all patrons as they enter and leave the building.*
  *There will be a staff presence on each floor of the building.*
  *The lower level, which has the smallest staff presence (technical services and custodial,) is designed to be a low-impact area where casual lingering is not encouraged. The presence of the staff break room will also increase staff foot traffic in this area.*
*The main level will integrate seating and collection areas in a way that minimizes areas of seclusion and maximizes sightlines and natural foot traffic.
*The Children's Room will be a separate space that does not lead into secluded staff areas, nor are there any adult-specific areas within the children's space
* Air conditioning throughout the building will eliminate dangerously hot areas of the building for patrons and staff in summer months.

- **[Fire protection]**
  - A remote annunciator panel will be installed in the vestibule/where required by the Fire Department.
  - The building will be equipped with an appropriate sprinkler system.
  - A map of the entire building will be framed and mounted adjacent to the annunciator.
  - Keyed boxes will be provided outside the Fire Department entries.
  - Manual pull stations will be located within five feet of each egress door and at the entrance to each stair.

- **[Structural integrity - n/a]**

- **[Other]**
  * Proposed HVAC systems will improve ventilation, consistency in temperature throughout the building via induction units, and meet up to date acoustical requirements. These elements will be beneficial for both patrons and staff throughout the building.
  * The proposed building will include security cameras to enhance safety for staff and patrons throughout the building.
  * A transition to RFID barcoding of the collection, and installation of security gates at the entrance will improve security of the collections.

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

[The current inefficiencies will be improved through a wide variety of changes:

- Off-desk work spaces will be created for Adult and Children's Services staff; items on hold will have a self-pickup space for patrons, removing these items from staff work areas.
- Office space will be created for the Head of Children's Services, Teen Services librarian, and Adult Services and Reference Services librarians.
- The Adult Services and two Reference Services librarians will share an office space, which will allow for improved communications within these departments.
- The Children's program room will include storage space and a sink.
- The administrative offices will be situated together, enabling better communication; their location next to patron space will assist with staff oversight.
- Improved ventilation and HVAC systems throughout will contribute to workplace comfort and health.
- The Circulation staff work room will accommodate the processing of delivery bins, so that on-hold items can come directly into the building, be processed in the circulation area, and be placed on the nearby holds shelf.
• The newly created Teen room will allow the Teen librarian to interact directly, easily and naturally with these patrons.
• All offices will be appropriately private, eliminating the need for staff to wander the building looking for a secluded spot to hold a confidential conversation.
• The Local History reference librarian will be able to more efficiently curate the Melrose historical collections in a local history room located close to the staff area. Librarians will be far more able to assist patrons with their local history needs, on the main floor.

D. Is the project ADA compliant? □Yes □No
What Architectural Access Board waivers may be sought to meet ADA compliance and why?

E. Explain the approved parking plan and note the number of library dedicated parking spaces and their location. 

The parking plan will include two parking lots onsite, totaling 24 general parking spaces plus two handicapped spaces all dedicated to library use. The two adjoining streets, West Emerson Street and Lake Avenue, provide on street parking. The City of Melrose has a special provision in the zoning ordinances that allows the substitution of required parking spaces within a municipal lot provided the lot is located within 1,000 feet of the building it is intended to serve. After discussing the issue with the Director of Inspection Services, the library plans to utilize the municipal lot containing 170 spaces as substitution space. The lot is less than 400 feet from the library. 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.

F. Describe the proposed path of travel from the proposed parking to the building entrance.
[Patrons will travel from either parking lot along pathways to the main entrance. With the single entrance, all patrons will have the same welcoming experience.]

G. What portion of the parking is dedicated to library use only?
[The library will maintain its two library use only parking lots. One will have six parking spaces, the other will have eighteen general parking spaces plus two handicapped spaces. There is additional (not dedicated) street parking along Lake Avenue and West Emerson Street, which are directly connected to the library, as well as on-street parking along Myrtle Street, and a large municipal lot one block away. Finally, there is a parking lot at the corner of West Emerson and Tremont Streets, owned by Trinity Church, which is available for use as "overflow parking" during special events.]

H. What energy-efficient and environmentally sustainable features are incorporated into the project design?
• The building site has close proximity to public transportation, as well as City Hall and the primary downtown area; a significant percentage of library traffic arrives on foot or via bicycle.
• Reduced heat island effect via shaded paved surfaces and high solar reflectance index roofing materials.
• Reduced water consumption via the use of low flow plumbing fixtures
• Optimized energy performance via highly insulated building envelope for the addition, and high efficiency mechanical equipment and whole building energy simulation [Energy Model]
• Reduction of construction waste via separation and recycling of 95% of construction waste
• Improved indoor air quality via indoor air quality monitoring during and after construction
• Use of low emitting materials for paints, carpets and composite wood products
• Control of indoor pollutants by mechanical ventilation of janitorial materials, storage spaces, copy center, etc.
• Expanded control of thermal and lighting systems with additional heating/cooling zones and multi-level lighting control.
• Enhanced day lighting with automated lighting controls adjusted to respond to available daylight, occupancy sensors in book stack aisles as well as private offices and toilets.]

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.

I. How is flexibility evident in the design should it be necessary to change or expand over the next twenty years? [ 
• All shelving that is less than 5 shelves high is to be mobile so that alternative future configurations can be accommodated.
• The shelving space for the media collection is anticipated to diminish over the next 20 years, making more space available for future uses.
• Internal reconfigurations in the future are enhanced by designing service points that are not inextricably integrated with the architecture, and can be repositioned.]

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? XYes □No
If yes, explain why. [No service areas that were included in the building program have been eliminated. However, the original Program specified separate offices for the Circulation Librarian and the Reference Librarians. After a reconfiguration of our current layout, bringing the two service desks closer together, and significant conversation with the Reference and Circulation librarians, the decision was made to have one office that provides space for the three librarians. This allows us to conserve square footage for the public, as well as enabling all adult services librarians to collaborate more effectively.]

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. [Melrose has chosen to remain on the site of the City's original library building. During the Long Range Planning process, as well as in day-to-day community conversations, residents of Melrose consistently express appreciation for the character of our Carnegie library. Although the]
functionality of the building needs improvement, the feel and character are still beloved in this historic city. Due to the limited lot size, other sites were considered, however Melrose is a geographically small municipality, and there simply were no other locations that exceeded the overall benefits of a historic library located 1/2 block from the commuter rail, a bus stop, and a large municipal lot (behind City Hall.) The City Planner has written a letter addressing this choice (included with Appendix C.)

Despite the need for renovation and improved accessibility into and within the building, the lovely corner lot sets off the library beautifully, creates a wonderful summer programming space on the lawn, and allows easy access from multiple directions. The proposed project will bring the new addition into better alignment with the building, so that the Carnegie architecture can be seen when approaching from both directions of the street.

B. Summarize the site investigation findings in reports on:
   i. [Geotechnical examination]: Preliminary geo-technical investigation took place at the site on June 3, 2016, through Weston & Sampson Engineers, Inc. Five exploratory borings were advanced with a geo-technical engineer present to monitor the activity. Soil samples were taken during the borings.

   Based on the borings and the soil samples an area of debris and fill was identified under the existing parking lot, most likely from an older building that was demolished. If fill is
located under new building areas it is possible that some removals would be required. Ground water was also identified at 18' in two borings which does not appear to pose any difficulty for construction of future additions but could lead to limited de-watering operations during the construction phase. Native and undisturbed soils encountered appear to be adequate to support the proposed building addition. Nothing found in the geo-technical investigation indicates that there would be any restriction to new construction at the site.

ii. [Hazardous materials survey: A complete hazardous materials identification study was completed by Universal Environmental Consultants and issued on May 3, 2016. Ninety five physical samples were taken at the building and suspect materials were identified through laboratory testing. Major areas of ACM (asbestos containing materials) included vinyl flooring and mastic, beam coatings, piping joints, duct insulation, and window and door frame caulking.

An estimate was prepared for future abatement and that value was carried within the cost estimate. It is estimated that to abate the ACM materials identified would be a cost of approximately $327,000.00. This work would be completed as part of a renovation and addition project.]

iii. [Preservation or archeological site survey (if applicable): n/a]

iv. [Structural evaluation (if applicable): The structural report on the existing historic library building is based on visual observations made on a tour of the building on 5-9-16 and a review of existing drawings. No destructive testing was completed during the building review.

The existing historic library construction in 1904 is masonry with wood frame floors and roof constructed on a fieldstone foundation. The addition that is proposed to be removed was constructed in 1963 and is framed in steel and concrete. The conclusion of the structural report is that while there is some cracking in the walls and ceilings of the existing historic building, it is performing well and is stable. It is anticipated that some re-pointing should be undertaken as part of a renovation project. It is also anticipated that a major addition would be separated from the existing building with an expansion joint at the juncture between existing and proposed.]

C. What zoning waivers may be required?

The Library Director, City Planner, and Tappe Architects have met with the Director of Inspection Services/Building Commissioner to review the preliminary plans. This proposed addition is designed within the zoning setbacks so we do not anticipate requiring any zoning waivers from the dimensional standards in the Melrose Zoning Ordinance. The project may require a waiver for parking compliance since it involves additional square footage. There is a special exception in the Melrose Zoning Ordinance which is designed for circumstances such as this; the Building Commissioner feels that this project will meet the requirements for an exception (see letter included with Appendix N).]
D. Does the library have clear title to the proposed project site? XYes □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.

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 [Groundwork has begun for a major capital campaign. The campaign will be formally launched once the grant status is confirmed. It is hoped that the capital campaign, combined with charitable giving, may account for a third of the total project funding.]
   iii. Charitable giving from businesses, foundations and other prospects [The Friends of Melrose Public Library, Inc. have been actively involved in this process and plan to aggressively pursue grant and foundation opportunities on behalf of this project.]
   iv. Other [The Trustees, with approval of the Board of Aldermen, have expended $85,000 to fund the planning and design process of this project. The City plans to provide the local funds needed to complete a project through a municipal bond. The Mayor has begun discussing the need for a debt exclusion in the community; we will continue working on an awareness campaign.]

B. Describe the potential level of municipal support for library operations, including adjusted staffing levels and for adequate maintenance and repair after project completion. [The City is committed to supporting its municipal buildings through both staffing and building maintenance/repair. The need for a small increase in part time staffing to adequately cover the
renovated building is understood by the City Auditor. Great care has been taken during the planning process to ensure staffing efficiency throughout the building. There is no level of the proposed building that does not have a combination of public and staff areas, maximizing both safety and service (this is not possible in the current configuration.) Several years ago, the City implemented a major reorganization of the Department of Public Works. Most municipal buildings, including the library, were centralized under the DPW for maintenance and repair. The transition was well-thought-out and focuses on providing excellent daily and long term service to all municipal buildings. The proposed renovation will only improve the existing service to the library, as it will allow for the inclusion of improvements such as a Building Management System for the HVAC.]

C. For all projects, fill out a Massachusetts Historical Commission (MHC) Notification form, send to the MHC and include a copy in Appendix G.
   ii. Form: http://www.sec.state.ma.us/mhc/mhcpdf/pnf.pdf

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. [n/a]

7. Project Timeline
   Estimate the number of months needed to:
   A. Finalize schematic design & complete design development: [9] months
   B. Secure local funding: [3] months
   C. Complete construction: [18] months
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) or Rosemary Waltos (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.

B. DETAILED COST ESTIMATE
   Include the independent cost estimator’s full report in Appendix L.

   Estimating Firm: [PMC LLC]
   Address: [20 Downer Ave Suite 1C, Hingham MA 02043]
   Name of Estimator: [Peter Bradley]
   Phone(s): [781-740-8007]
   Email address: [peterbradley@pmc-ma.com]

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
### A. Cost Estimate: Eligible / Non-Eligible Project Costs Summary

If the proposed project is for a shared building, contact MBLC construction specialist for financial section forms and instructions.

<table>
<thead>
<tr>
<th>Item/Activity</th>
<th>Eligible</th>
<th>Non-Eligible</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Professional Services</td>
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<td>21 Interior Design Services</td>
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<td>24 Misc. Fees and Expenses</td>
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### Furnishings, Finishes & Equipment (FF&E)

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<td>28 Steel Bookshelves &amp; Metal End panels</td>
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<td>29 Mobile Shelving &amp; Mobile Service Desks</td>
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<td>32 Telephones, i.e. handsets</td>
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<td>49 Temporary Library Fit-out, Rent, Insurance, etc.</td>
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</tr>
<tr>
<td><strong>50 Other Subtotal</strong></td>
<td><strong>$175,000</strong></td>
<td><strong>$175,000</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Annual Escalation**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>51 Construction 4% annually for up to 36 mos.</td>
<td>$1,604,169</td>
<td>$13,221</td>
</tr>
<tr>
<td>52 Architects services 4% annually for up to 36 mos.</td>
<td>$147,034</td>
<td>$147,034</td>
</tr>
<tr>
<td>53 Professional Services 4% annually for up to 36 mos.</td>
<td>$138,599</td>
<td>$138,599</td>
</tr>
<tr>
<td>54 FF&amp;E 4% annually for up to 36 mos.</td>
<td>$107,819</td>
<td>$107,819</td>
</tr>
<tr>
<td><strong>55 Escalation Subtotal</strong></td>
<td><strong>$1,889,802</strong></td>
<td><strong>$121,040</strong></td>
</tr>
<tr>
<td><strong>56 Grand Total Project Costs</strong></td>
<td><strong>$17,446,700</strong></td>
<td><strong>$1,290,437</strong></td>
</tr>
</tbody>
</table>

Notes:

1. Include only those costs incurred within three years of the date of this application. This could include surveys and materials testing, structural inspections and peer review.

2. a. Purchased land and/or building may be valued up to the actual purchase price.
   b. Only monies already expended for eligible costs related to acquisition of real property after January 26, 2014 date can be included as an eligible cost.
   c. Where publicly or privately owned real property is donated to a project, only so much land as is necessary to provide an adequate library site, up to a maximum of $800,000, may be considered in the calculation of eligible costs, and the value of such land must be documented.
   d. For more details on valuing land see Question 10 (4) (D).

3. Amounts for contingencies and annual escalations must be broken down by eligible and non-eligible costs.
D. FUNDING SOURCES

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

[The library is well supported by the Board of Library Trustees and the City of Melrose, as well as the Friends of Melrose Public Library, Inc. The Board of Trustees funded the $85,000 necessary for the planning and design phase leading up to the grant application, and will continue its strong history of supporting extraordinary library projects. The City plans to provide the local funds needed for the building project through a municipal bond. The Mayor has already begun speaking about the project and the funding needs in the community, to build awareness and broad-based support. The Friends of Melrose Public Library, Inc. are planning to fundraise for targeted needs that arise out of the building process. This will include direct fundraisers such as library mini-golf gala events sponsored by the Friends, and direct applications for grants, such as a grant opportunity that could cover the majority of the costs for computer equipment. Additionally, groundwork has begun for a major capital campaign to offset the ineligible costs necessary to this project. The capital campaign will be formally launched once the grant status is confirmed.]

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

![Funding Sources](image-url)
SECTION 3: ASSURANCES AND CERTIFICATIONS

A. QUALIFICATIONS AND DUTIES OF PROJECT PERSONNEL - NEEDS TO BE COMPLETED

1. Project Director. The library director may function as the project director.
   Name: Denise Gaffey
   Position: City Planner; Director of the Office of Planning and Community Development
   Responsibilities:
   - Will monitor progress in weekly construction meetings
   - Will coordinate relocation of library during construction
   - Will work with Library Director and designers on library functions/use
   - Will communicate with stakeholders including City officials, staff, trustees and community, in coordination with Library Director
   Qualifications: [Ms. Gaffey has a Master's Degree from Tufts University in Urban Policy and has worked as a Planner and Project Manager for the City of Melrose for twenty years. Ms. Gaffey has provided oversight for dozens of major capital projects for the City, including the $52 Million Middle School and over $20 Million in investments in the High School, and has managed major renovation projects on two National Register buildings: Memorial Hall and Beebe Estate.]

2. Architect. Complete this form for the firm, principal and/or project architect working on the project
   Architectural Firm: [Tappe Architects, Inc.]
   Address: [6 Edgerly Place, Boston MA 02116]
   Phone(s): [617-451-0200]
   Website: [www.tappe.com]
   Library project date of hire: [January 26, 2016]
   Name of Principal Architect: [Jeffrey Hoover]
   Phone(s): [617-986-4837]
   Email address: [jhoover@tappe.com]
   Mass. License #: [7835]

   Name of Project Architect (if different): [Charles Hay]
   Phone(s): [617-451-0200]
   Email address: [chay@tappe.com]
   Mass. License #: [8628]

3. Owner's Project Manager (OPM). Complete this form for the firm, the OPM and the Clerk of the Works
   Project Management Firm: [Municipal Building Consultants, Inc.]
   Address: [200 Sutton Street, North Andover, MA 01845]
   Phone(s): [978-686-5766]
   Website: [municipalbuildingconsultants.com]
   Library project date of hire: [June 23, 2015]
Name of OPM: [Pat Saitta]
Phone(s): [978-686-5766]
Email address: [patrick.saitta@municipalbuildingconsultants.com]

Name of Clerk of the Works: [Larry Hueter]
Phone(s): [978-686-5766]
Email address: [Larry.Hueter@municipalbuildingconsultants.com]

4. **Library Director.** Complete only if the library director is not the project director.
   
   Full name: [Linda C.W. Gardener]
   Phone(s): [781-665-2313]
   Email address: [lcwgardener@noblenet.org]
   Major responsibilities related to the project: [Will monitor progress in weekly construction meetings]
   Responsible for overall administration of library
   Will communicate with stakeholders including City officials, staff, trustees and community
   Will coordinate relocation of library during construction, in conjunction with City Planner
   Will work with designers on library functions/use]

**B. PROJECT AWARDING AUTHORITY AND FISCAL INFORMATION - NEEDS TO BE COMPLETED**

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 J. Dolan]
Title: [Mayor]
Address: [562 Main Street, Melrose MA 02176]
Phone(s): [781-979-4440]
Email address: [rdolan@cityofmelrose.org]

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

Full name: [Arthur J. Flavin, Jr.]
Title: [Treasurer/Collector]
Address: [562 Main Street, Melrose MA 02176]
Phone(s): [781-979-4120]
Email address: [aflavin@cityofmelrose.org]
The person legally authorized to requisition and approve local expenditures of Massachusetts Public Library Construction Program funds:

Full name: [Robert J. Dolan]
Title: [Mayor]
Address: [562 Main Street, Melrose MA 02176]
Phone(s): [781-979-4440]
Email address: [rdolan@cityofmelrose.org]

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

Bank or institution name: [Eastern Bank]
Contact name: [Natalya P. Ryzhova]
Title: [Assistant Vice President, Government Banking]
Address: [195 Market Street, EP 3-06, Lynn MA 01901]
Phone(s): [781-598-7710]
Email address: [n.ryzhova@easternbank.com]

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

Office or agency name: [Auditing Department]
Contact name: [Patrick Dello Russo]
Title: [CFO/Auditor]
Address: [562 Main Street, Melrose MA 02176]
Phone(s): [781-979-4110]
Email address: [pdellorusso@cityofmelrose.org]

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

Office or agency name: [Office of Planning and Community Development]
Contact name: [Denise Gaffey]
Title: [Planning Director]
Address: [562 Main Street, Melrose MA 02176]
Phone(s): [781-979-4194]
Email address: [dgaffey@cityofmelrose.org]

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: [Patrick Dello Russo]
Title: [CFO/Auditor]
Address: [562 Main Street, Melrose MA 02176]
Phone(s): [781-979-4110]
Email address: [pdellorusso@cityofmelrose.org]
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%.

D. APPLICATION CERTIFICATIONS - NEED SIGNATURES

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 J. Dolan

Title and Board/Committee: Mayor, City of Melrose

Signature: ___________________________ Date: 1/24/17
Name: Edward W. Waystack III
Title and Board/Committee: Chairman, Library Board of Trustees
Signature: 
Date: 1/25/17

Name: Christina Gagliano
Title and Board/Committee: President, Friends of the Melrose Public Library, Inc.
Signature: 
Date: 1/24/17

Name: Patrick Dello Russo
Title and Board/Committee: CFO/City Auditor
Signature: 
Date: 1/27/17

Name: Denise Gaffey
Title and Board/Committee: Director and City Planner, Office of Planning and Community Development
Signature: 
Date: 1/27/17

Name: 
Title and Board/Committee: 
Signature: 
Date: 

Name: 
Title and Board/Committee: 
Signature: 
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Title and Board/Committee: 
Signature: 
Date: 

Name: 
Title and Board/Committee: 
Signature: 
Date: 
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)
1. Melrose Free Press article, December 15, 2016
2. Report of a Preservation Survey of Melrose Public Library
3. Report on Environmental Monitoring Conducted by the MBLC