

**MASSACHUSETTS PUBLIC LIBRARY CONSTRUCTION PROGRAM**

**2010-2011 CONSTRUCTION GRANT ROUND APPLICATION**

Applicant Municipality

Belmont

Applicant Library

Belmont Public Library

336 Concord Ave  
Address

Belmont, MA 02478  
Municipality and Zip Code

Contact Person

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Director  
Title

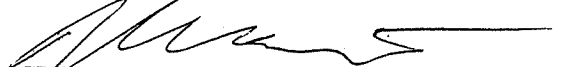
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Library Board Chairperson

Matthew Lowrie  
Name

  
Signature

Building Committee Chairperson

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

Total Project Cost:

\$ 19,281,092

Original Plus Seven (7) Copies

Due: THURSDAY, JANUARY 27, 2011 by 4:00 PM

Send to: The Commonwealth of Massachusetts

Board of Library Commissioners

98 North Washington Street, Suite 401, Boston, MA 02114-1933

617-725-1860 / 1-800-952-7403 in-state

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## Preliminary Application Information/Overview

### A. Abstract

Please summarize your construction project in 200 words or less.

Belmont, known as the Town of Homes, seeks to build a new main library to meet current and future library needs of the community. The present building, constructed in 1965, consists of 29,650 sq. ft. to house 100,000 items. Currently the building houses over 157,000 items. To accomplish the library building program, a new library will be constructed across the street from the current facility. The proposed new library will be 45,000 sq. ft. and will include an expanded children's area with a story hour/activity room, additional space for materials, computers, seating, and staff, space for quiet study rooms, a computer training room and community meeting rooms. The new building site is located on school property and will require the transferring of land by the school department and then approval by Town meeting. The building will consist of two stories and parking for approximately 92 vehicles will be located behind the building. There will be on street parking as well.

### B. Project Site Directions

Give written directions to the site of the existing library and the proposed site, if different, from the nearest major highway.

Take Route 128 to Route 2 East and exit at the Route 60 exit. Turn right at the ramp onto Pleasant Street. At the second light, turn left onto Leonard St. Go through Belmont Center and under the stone railroad bridge. Turn left onto Concord Avenue. The Library is located on the right approximately one-quarter mile up Concord Avenue, opposite the Mobil gas station.

The proposed new library is located on **the left** approximately one-quarter mile up Concord Avenue, **next to** the Mobil gas station.

### C. Town Meeting / City Council Vote

As required in the 605 CMR 6.03 definition of an Approved Public Library Project, approval of this project is required by "a majority vote of the Town at a Town Meeting, a majority vote of the city council, with the approval of the mayor in the case of a city or, in a municipality having a town council form of government, by a vote of the town council." To meet this requirement two votes are required to: 1) give permission to apply, accept and expend State grant funds, and 2) approve the project's schematic design.

It is important to note that in order for this application to be considered, both of these votes must be secured and a certified copy must be forwarded to the MBLC by June 16, 2011.

If both votes have taken place, attach copies of certified votes in Appendix B. If one or both votes have not taken place, indicate below the date they are expected.

04/2011 Vote to approve applying for, accepting and expending State Grant for Library Construction  
(Date)

06/2011 Vote to approve project design  
(Date)

It is not necessary to secure voter approval to fund the library's construction project. This vote is required within six months following the library's receipt of a MPLCP provisional grant award.

## **Preliminary Application Information/Overview, cont.**

### **D. Submission and Format Requirements**

#### **1. Submission and Format Requirements**

Applications must be completed and received in full:

- One original labeled "Original Copy" in a three ring binder 1" – 3" in size.
- Seven copies, each in a three ring binder 1" – 3" in size.
- Delivered by Thursday, January 27, 2011 by 4:00 PM.
- Send to:

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

- No faxes or late applications will be accepted. Applications that are incomplete or do not comply with format requirements may be omitted from consideration.
- Send an electronic version of the abstract taken from the grant application by January 27, 2011 by 4:00 PM. Email abstract from page 4 to Rachel Masse at [rachel.masse@state.ma.us](mailto:rachel.masse@state.ma.us).

Note: Library building program must be included in application under appropriate tab.

#### **2. Schematic Design Drawings**

- One (1) full size set of schematic drawings, or design development plans and preliminary specifications, in their latest version available. (Scale: 1" = 8ft.) Schematic drawings are adequate for the purposes of a grant application, however you should submit whatever is the latest version. Depending on the status of your project, that may be schematic, design development, or even working drawings. For building designs involving many levels and/or ceiling heights, including cross sections is recommended.
- Floor plan with a complete furnishings and equipment layout. For an addition/renovation, provide a floor plan of the existing building with furnishings and equipment layout as well as one for proposed layout. Indicate number of square feet in each area/room.
- 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.

## Section 1: Project Information

### A. Census and Library

#### 1. Population of applicant municipality:

- a) 2008 U.S. Census Population 23291
- b) Later official census population, if different than above 23291
- c) Cite the source(s) used to update census population.
- d) Estimated 2030 Population 25,572
- e) Cite the source(s) used, but supply one single projection for the 2030 population.

#### Metropolitan Area Planning Council

#### 2. Library Statistics [Pages 1 – 9 FY 2009 as Reported on MBLC FY2010 ARIS Report]

- a) Population served by library 23291
  - b) Attendance 335735
  - c) Number of registered borrowers 15674
  - d) Total holdings 155667
    - 1) Books 135514
    - 2) Audio (Compact discs (not CD-ROMs) cassettes) 6268
    - 3) Video cassettes/discs/DVD 7619
    - 4) Print periodicals, newspapers & other print serials 1117
  - e) Total circulation activity 613295
  - f) Hours
    - 1) Total hours main library was opened. 3192
    - 2) Total hours the branches were opened. 130
  - g) Public use of internet computers 17
  - h) No. hours worked per average week by staff 22.7
  - i) Operating Income 1936309
  - j) Expenditures 1843835
- #### 3. Automated Library System- as reported by Networks
- a) Member network MLN
  - b) Type of membership Full
  - c) Stand-alone system

**Section 1: Project Information, cont.**

**B. Project**

**1. Function of proposed project building will be:**

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

**2. Describe the present library facility:**

- Library facility exists and will be part of construction project.
- A library facility of \_\_\_\_\_ gross square feet currently exists and was constructed in (date) \_\_\_\_\_ and subsequently expanded/renovated in (date(s)) \_\_\_\_\_.
- The existing library facility, which will not be part of the construction project, will be reused as a Police Station
- A library facility does not exist.

**3. Description of project:**

- New library building of 45,000 gross square feet
- Existing library building of \_\_\_\_\_ gross square feet, constructed in (date) \_\_\_\_\_ and subsequently expanded/renovated in (date(s)) \_\_\_\_\_, will be:
  - Remodeled/renovated
  - Remodeled/renovated and enlarged by an addition of \_\_\_\_\_ gross square feet.
- An existing building, that was previously a \_\_\_\_\_, will be converted to a library of \_\_\_\_\_ gross square feet.

**4. Completed project will be (figure taken from architectural plans):**

44,600 gross square feet      34,343 net usable square feet

**5. Projected space needs for the library in 20 years will be (figure taken from Library Building Program):**

45,252 gross square feet      34,809 net usable square feet

**6. This project will attain LEED certification and apply for the MBLC Green Library Incentive.**

Yes  No

**7. Will this facility share space with another agency/organization?**

Yes  No

If "Yes," please specify agency \_\_\_\_\_ and provide complete information for project costs for a library facility to be shared with another agency or organization on page 26.  
\_\_\_\_\_ % of the total gross square feet of facility will be shared by library.

**8. Does the town or the library hold fee simple title or other such estate or interest in the site, including access thereto, or does the town or library lease it?**

Yes  No  99 Year Lease

**9. The existing building to be renovated is:**

- On the National Register of Historic Places
- In the Massachusetts Historical Commission's Inventory of Historic and Archaeological Assets
- In a potential historic district

CATEGORY	PRESENT HOLDINGS	BUILDING PROGRAM CAPACITY	DESIGN CAPACITY
Volumes - Adult	89,416	98,800	99,546
Volumes - Young Adult	5,997	5,725	5,850
Volumes - Children	35,652	34,500	36,865
Volumes - Other	9,000	9,536	10,268
TOTAL VOLUMES	140,065	148,561	152,529
Videodiscs/DVD's/Videotapes	7,833	9,300	9,700
Music Recordings	3,411	6,100	6,970
Audiobooks	3,175	4,300	4,370
Other A/V Materials	1,973	600	800
TOTAL AUDIOVISUAL	16,392	20,300	21,840
TOTAL NO. PERIODICAL SUBSCRIPTIONS	236	240	262
Seating - Adult	97	137	137
Seating - Young Adult	15	20	22
Seating - Children	29	44	52
TOTAL SEATING	141	201	211
Computer Stations - Adult	19	42	42
Computer Stations - Young Adult	3	7	7
Computer Stations - Children	7	14	14
TOTAL PUBLIC COMPUTER STATIONS	29	63	63
Parking Spaces - Staff	8	0	0
Dedicated Parking Spaces - Library Patrons ONLY	35	0	
TOTAL LIBRARY PARKING SPACES	43		92
FTE Professional Staff	11.06	11.06	11.06
FTE Non-professional Staff	12.30	12.30	12.30
TOTAL STAFF	23.36	23.36	23.36
Meeting Room Seats (Main)	125	150	150
Other Conference/Meeting Room Seats	25	25	25
Story Hour/Activity Seats	0	50	50



**Section 1: Project Information, cont.****A. Needs Assessment**

Respond concisely and thoroughly to each of the following topics. Address topics or answer each question individually or write an essay that incorporates information relative to your project. Number pages 9a, 9b, 9c, etc.

- 1) Existing Building Deficiencies and Their Impact of Library Service
  - a) Describe the specific space needs or conditions of the existing building which generated the proposed project. See Attachment 9a
  - b) Describe the adequacy or inadequacy of existing space, the age of the existing facility, possible safety, security, and health issues including code violations, handicapped access, energy efficiency and other relevant factors which justify the need for a new, improved or expanded facility. See Attachment 9b
  - c) How does the existing facility limit the ability of the library to meet local demands for public library service? What populations are unable to use the present facility? See Attachment 9c
  - d) What service goals/objectives cannot be met because of the limitations imposed by the present facility? A copy of the library's long-range plan is on file at the MBLC. For the purposes of this grant, you should photocopy relevant sections or excerpt from it direct quotes from your long-range plan about the physical plant. (Do not attach your entire long range plan.) See Attachment 9d
  - e) How has local demand or need for public library services or enhanced library services been growing? See Attachment 9e
  - f) What difficulties, if any, has the library traditionally experienced in efforts to improve and maintain its facility? See Attachment 9f
  - g) What has been done in the past ten years to maintain the facility? See Attachment 9g
- 2) Proposed Building in Relationship to Existing Building Deficiencies and Service Needs
  - a) Describe the future library's impact on projected 20-year library service needs for your community. See Attachment 9h
  - b) What people or groups of people will be able to make use of an expanded or renovated facility that cannot or do not use it now? See Attachment 9i
  - c) What services and programs, etc. can be offered in a new, expanded or renovated facility? See Attachment 9j
  - d) How are existing health and safety issues resolved in the new, expanded or renovated facility? See Attachment 9k

## **Section 1: Project Information, cont.**

### **A. Needs Assessment**

#### **1. Existing Building Deficiencies And Their Impact On Library Service**

*a). Describe the specific space needs or conditions of the existing building which generated the proposed project.*

The Belmont Memorial Library was built in 1965. The building has three levels with patrons entering via the lower level and the second level. The building's interior consists of 29,600 square feet and is poorly designed, so that the collection must be housed on all three floors. The building was planned to accommodate 100,000 items, but presently has a collection of approximately 158,000 books, periodicals and various media. The planned space requirements, based upon 20 year projection needs, also show the current facility to be extremely inadequate for a library with a circulation of over 560,000. Belmont residents have demonstrated a strong demand for library services. Even though the population holds steady, the Library's circulation continues to increase yearly, having risen from a circulation of 288,151 in 1989 to a circulation of 566,872 in 2009. With such high annual circulation figures, Belmont continues to be ranked among the most heavily used libraries in its population group, which includes fifty-three other Massachusetts communities (MBLC Statistics). An average of 1,056 people visit the Belmont Library per day. The Library Building Program shows space needs of approximately 45,000 square feet.

The existing library building lacks space for the following:

#### **1. Quiet Study Spaces**

An adult reading area usurped what was to have been a young adult area in the original design. This area has subsequently come to house the magazines, business reference, high demand fiction and non fiction, large print collection, biographies and the 900's. Adults no longer have a quiet reading area. There are no areas in the library for quiet study, or for small group meetings or conferences. Patrons frequently need and request such space. Group projects assigned by middle and high school teachers necessitate space for small groups to meet, research, and discuss the assignments. Tutors and their students now conduct their meetings in any public area that has a free table, often disturbing other patrons.

#### **2. Patron Seating**

Because patron use is so high, averaging over 1,000 visits daily, insufficient seating is a problem in all areas of the library. The type of seating is also inappropriate. At present, most seating is at tables, with few lounge seats for comfortable reading. Our surveys

show that patrons want more comfortable seating throughout the library. The Children's Department also has great seating needs. Tucked between bookcases and computers, four tables only seat a total of 20 children.

Young adults who come to the library after school to do homework often cannot find a place to work. The young adult area has only 14 seats, clearly not enough to accommodate the number of students who use the library.

### **3. Technology**

The increased use of computers is creating space problems in all areas of the library. Computers take up more space than the old card catalog and dumb terminals. The demand for more PCs for Internet access and word processing continues to increase. The library needs space to add more PCs for patrons to access MLN databases as well as the growing list of commercial databases. The library could easily double the number of computers based upon the demand, but lack of space prevents this. In the adult reference room there are only fourteen computers and no space to add additional ones.

Requests for hands-on training are also in high demand but must be done on a one-to-one basis or in large groups as a demonstration for lack of a computer training lab.

### **4. Collection**

The present collection is housed on three levels. The interior of the building is poorly designed, creating an inefficient workflow in most departments and making some space unusable and making browsing the collection very difficult. The poor design forces parts of the collection to be separate with older fiction upstairs and new fiction downstairs. The business reference collection is in an area separate from the main reference room. The non-fiction collection is divided and on opposite ends of the building. This chopped up nature has forced an irregular and confusing arrangement of books. Consequently, staff time is utilized to assist patrons in locating materials which could be found independently were the collection arranged more logically. Patrons sometimes leave in frustration before finding materials.

### **5. Meetings and Programs**

The building has two meeting rooms located at opposite ends of the building on the ground level; one has capacity to seat 36 people and the other, 100 people. These rooms are in high demand for public use, as well as the library's own programs. The Children's Department, located on the ground level, also uses these rooms to conduct storytimes, show movies, and host special events such as puppet shows and storytellers. Until the Town Hall renovation was completed, the library and the new middle school were the only facilities in Town that had meeting rooms that were handicapped accessible. Even though there is now more meeting space town-wide, the use of the library meeting rooms continues to increase. Often the two meeting rooms are both booked, and the staff room,

along with the historical room, have to be used for meeting space.

## 6. Staff Needs

The public service work areas are very crowded, hampering an efficient workflow especially in the circulation and reference areas. The public's privacy is another issue raised by the crowding of staff workspace with public areas.. The reference desk consists of two office desks placed side by side. There is very little storage space for staff work, messages, and ready reference materials. The public often crowds the workspace of staff members making delivery of service uncomfortable or difficult.

The need to provide as much space for the public as possible has led to severely limited space for staff work areas. Off desk space and staff work areas are extremely inadequate or nonexistent. Departments share crowded areas which are heavily trafficked. Technology needs of staff have also put a strain on staff areas. Volunteers often share the staff's work space. Some staff members do not have desks or an area to work off desk. The lack of workspace for the staff impacts many areas of service from the ordering of materials to the development of programming to providing good public service. Ultimately, it also affects employee morale.

The circulation desk is an especially problematic area. The circulation area is poorly designed and much too small for all the activities that now take place there. The circulation work area is shared with the administrative assistant and a member of the Reference Department. In 2008, the circulation department received a small renovation to help alleviate the space crunch for both staff and materials. An additional work station was added so there are three available in the work area. More cabinets were added to help with the storage problem but the security cases are still problematic and have increased with the increase in the demand for DVDs, CDs and talking books. Two return slots were added to the circulation desk, one for print, the other for AV materials. This has helped keep the counter less cluttered. The AV slot empties into the circulation work room next to the new work station making the handling of the AV a lot easier. The delivery of materials coming and going is located on another level, contributing to an inefficient workflow. The delivery averages between 14-18 bins daily.

The circulation desk is made of stone and marble to match the adjacent War Memorial, which is in the main foyer and cannot be modified. On the patron side of the desk, the limited area becomes crowded when people are waiting in line, often blocking the entrance/exit. Because all the surfaces are hard, this area tends to be very noisy.

## **Existing Building Deficiencies And Their Impact On Library Service**

*b). Describe the adequacy or inadequacy of existing space, the age of the existing facility, possible safety and health issues including code violations, handicapped access, energy efficiency and other relevant factors which justify the need for a new, improved or expanded facility.*

There are several deficiencies due to the age (forty five years) of the facility:

### **1. Heating/air conditioning system**

The heating/air conditioning system has exceeded its life expectancy. Many parts are now obsolete, making repairs difficult. The energy efficiency rating is low. In addition, the temperature is very difficult to regulate. Maintaining a comfortable temperature in one area of the building causes another area to be so hot that the windows must be open. The air in the building is extremely dry in the winter months. Ventilation is lacking, making the air quality poor as well.

The Claflin Room which houses a historical collection lacks proper archival climate control and is filled beyond capacity. Some of the historical artifacts must be stored elsewhere, in the attic and the basement supply room, subjecting these items to even worse storage conditions. The Library's locked stack area, which also houses a historical collection, lacks proper archival climate control. Some of these temperature variations were documented in 2002, through an MBLC program, by dataloggers placed in the director's office, the locked stacks, and Claflin Room. Both collections should be stored in climate-controlled rooms for proper preservation

### **2. ADA requirements**

Although the library has meeting rooms that are handicapped accessible, not all sections of the library meet ADA requirements. The physical layout of the building poses difficulties for wheelchair users. There are handicapped entrances on either sides of the building but no handicapped access from the front of the building. The aisles in the stack areas and in back periodicals are only 35 inches wide and many sections only have an egress at one end. Because of the lack of adequate shelving, the bottom shelves and the tops of the bookcases are used to hold materials.

The elevator is 45 years old, does not meet ADA requirements for motorized wheelchairs, and is impossible for the handicapped to operate without assistance. In the past year, the fire department had to be called on two separate occasions to free patrons who were stuck in the elevator. One handicapped bathroom was installed in 1994 but it does not totally meet ADA requirements. Staff work areas would inhibit employees with ADA needs.

### **3. Building Codes**

Any building codes that have been changed since 1965 are not fully met. These include plumbing, electrical, mechanical, seismic, and load bearing capacity codes. None of these systems would meet any of the new energy efficiency requirements. There is a fire detection system but there is no fire suppressant or sprinkler system.

### **4. Lighting**

The lighting is inadequate in many areas of the building, particularly in the stairwells, causing concern regarding safety issues. The lighting in the main corridor consists of hanging ball lamps. They provide inadequate illumination for the area's current uses: video and DVD collections, paperbacks, and photocopiers. Approximately five years ago the Town converted Town buildings to energy efficient bulbs which unfortunately did not help with the illumination difficulties.

### **5. Building Interior and Exterior**

Both the exterior and interior of the building are slowly deteriorating. The flat roof, though repaired numerous times, continues to leak. The building was built without air conditioning, and when the air conditioning units were installed on the roof, their weight caused the roof structure to become concave. During rain storms large pools of water are created. A new rubber membrane roof was finally installed in 2003, but nothing was done to correct the support structure to keep the large pools of water from forming, and unfortunately the leaks continue. Periodic leaks also occur in the slate section of the roof. The chimney has had some needed repairs and the brick exterior has never been re-pointed. The granite steps leading to the front entrance and walkway were found to be unsafe. Because the steps would cost almost \$150,000 to repair (having been repaired twice before), the decision was made to make the stairs inaccessible for public use, using a wrought iron fence as a barrier. The interior finishes are worn and wall areas are beginning to crack. The asbestos floor tiles on the lower level are now loose because the adhesive is no longer adhering to the floor. The tiles are brittle and are now beginning to crack.

### **6. Security**

The library has three outside entrances and only one, the main entrance, actually takes you to the lobby and circulation area. The other entrances are on the lower level with no security at all. The building does have a security system at the main entrance and one at the interior exit to the lower level. The building design does not allow for a security gate near the elevator exit. The building has many interior doorways making security a problem and supervision difficult. Entrances off the main corridor to the reference room were blocked to provide additional shelving for paperbacks, but as a result important sight lines for staff have been obstructed.

## **7. Health and Safety**

Health and safety issues related to unsuitable furniture are a concern for both the staff and the public, either because of the furniture's age or inappropriate use (i.e., book shelves used for media, extremely close computer work stations). Some progress has been made in replacing the 1965 furniture.

The circulation area is noisy due to a high ceiling and a marble and stone War Memorial to which it is adjacent and of which the circulation desk is a part. While the location of this public service desk at the entrance is beneficial, the structure contributes to a narrow, crowded area with major traffic problems. Patrons trying to enter and exit the building are confronted with other patrons waiting at the service desk.

c). *How does the existing facility limit the ability of the library to meet local demands for public library service? What populations are unable to use the present facility?*

The existing building limits our ability to meet local demands for the following:

- 1.) Quiet study and tutoring areas
- 2.) More programs for children, young adults and adults outside of public spaces
- 3.) Increased technology
- 4.) Sufficient and comfortable space for studying and recreational reading.
- 5.) Appropriate meeting space for library and community needs.
- 6.) Expansion of the media and foreign language collections

There are many groups unable to fully use the library and its services due to either lack of space or interior layout. For example:

- 1.) Wheelchair users are unable to use the stack areas (aisles are not wide enough for a wheelchair) and most staff areas. The elevator is not ADA compliant, making its use by individuals with motorized wheelchairs very difficult.
- 2.) The elderly and the disabled also have difficulty using the collection. In many sections of the collection, tops of bookcases and bottom shelves are used to house materials, placing them out of the reach for the users. The retracting shelves in the once beautiful wooden magazine units are now old and difficult to lift, making access to the periodicals difficult.
- 3.) Young adults have a separate room but the space is inadequate for the number of students who want to use it, forcing them to spill into the adult reference areas or leave the library.
- 4.) Children and families who want to attend Children's programs are often turned away because of space limitations.

Working parents cannot bring their children to the library in the evenings because the Children's Department is closed. Because the Children's department is located on the lower level isolated from other departments, additional staffing would be required for evening hours.



d). *What institutional service goals/objectives cannot be met because of the limitations imposed by the present facility?*

The following goals and objectives from the library's long range plan (FY2012) cannot be met because of limitations to the existing building:

### **Collection Development**

Goal I. "Maintain a strong print collection at the same time as we provide new media and online resources to meet patrons' changing needs and interests."

Objective 1: "Provide a collection with sufficient copies of titles in high demand and in formats and languages patrons want"

The library is unable to satisfy the demands for popular and current print and non-print materials because of limited space. As new materials are added, older materials must be discarded.

Several ethnic groups new to Belmont have moved into Town within the past five years. Space limitations make it impossible to collect enough materials to satisfy demand in this area.

Objective 2: "Continue the weeding program to update the collection, create more open shelf space and prepare for the building project"

Because space is so limited, materials are often shelved on the top and bottom shelves, making it difficult for many patrons to see or reach the materials. In certain areas of the collection, the top of the bookcases are used as shelves; not only does this place the materials further from reach but it also becomes a safety issue.

Although trying to meet the demands of the public for an increase in media, space constraints limit purchases. There is no more space available in the main corridor which has become the location to house the various media formats.

### **Services**

Goal 1: "Provide information services and programs on a wide variety of topics that promote lifelong learning and personal growth for all ages."

Goal II: "Provide access to print and online resources and guidance in how to use them."

Objective 1: "Continue to provide instructional classes to the public on how to use the computers"

There is very high demand for this service. The public would like hands-on training which we try to provide using the laptops that we have but the wireless access for the

meeting room is unreliable. The patrons have to sit at conference tables and meeting room chairs so the ergonomics are not the best. We also provide training through lecture/demonstration type sessions which is not as effective, and one-on-one training is not efficient or cost effective.

Objective 2: "Increase the number of databases available to the public"

This continues to be done, but more space is needed for the computers to provide access to the electronic information. Associated with this objective is the need to provide training for the public on these electronic resources.

Goal III: "Sustain the library's role as a focal point for community activities"

There are many artists in Belmont who would like to exhibit their work. The main corridor which was intended for art exhibits now houses the photocopiers, DVDs, videos, CD-ROMs and paperbacks. Therefore the space allowed for art exhibits is only between the media shelving, a space that can accommodate a total of four to five average size paintings.

#### **Facilities**

Goal 1: "Provide inviting, comfortable, safe and accessible libraries that encourage learning and leisure reading, and provide access to up-to-date electronic resources."

Crowded conditions detract from a user-friendly atmosphere and force arrangements that are not accessible for all. There is no room for additional PCs and the comfortable seating that so many patrons request. The building is not up to code and is not totally ADA compliant. The temperature throughout the building is very difficult to regulate.

#### **Staff Development**

Goal I. Library Staff will have excellent customer-service skills and will deliver innovative library services and programs.

Objective 3: Staff will stay up-to-date with current trends in electronic resources

Providing good work areas for staff are essential but are not available. The need to provide as much space for the public as possible has led to severely limited space for staff work areas. Off-desk space and staff work areas are inadequate or nonexistent, resulting in uncomfortable or unhealthy work areas. Departments share crowded areas which are heavily trafficked making it difficult sometime to concentrate especially when they are practicing a new skill or learning a new database. The lack of workspace for the staff impacts many areas of service from the ordering of materials to the development of programming to providing good public service. Ultimately, it also affects employee morale.

The following is the section of the Library's Long-Range Plan on file with the MBLC dealing with the physical plant.

## Facilities

Goal 1: Provide inviting, comfortable, safe and accessible library that encourages learning and leisure reading, and provides access to up-to-date electronic resources.

Objective 1: The Library Director and the Board of Library Trustees will work with Town officials, the Belmont Library Foundation and the Friends of the Library to raise awareness and support for a new building

Activity 1: Continue offering open houses and coffees to show plans for the new library (assuming we have applied for the grant)

Activity 2: Continue assisting the Belmont Library Foundation and Friends in their multi-year public relations/fundraising building campaign

### Alternate

Objective 1: Re-assess existing space to meet the current needs of the community for materials, services and programs

Activity 1: Prioritize identified needs

Activity 2: Work with the Permanent Building Committee to explore options for identified needs

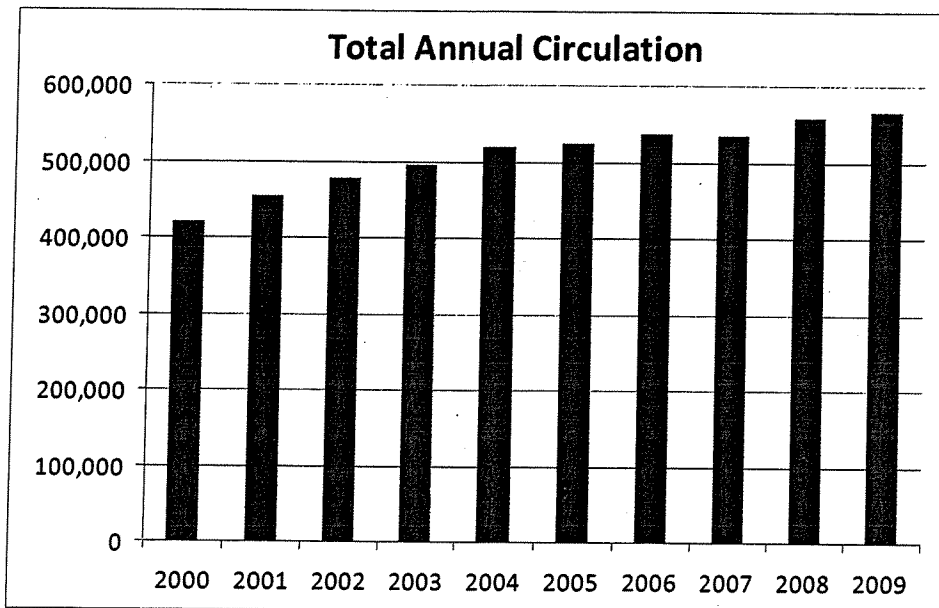
Activity 3: Working with appropriate Town committees, develop a two to three year building improvement plan

Activity 4: Request Capital funding for the building improvement plan

In a survey conducted in 2008, respondents wanted more space for computers, comfortable seating, study tables and chairs, and more study areas. Respondents also wanted improved lighting, and the ability to regulate the temperature.

e). How has local demand or need for public library services or enhanced library services been growing?

Local demand for public library services and for enhanced library services has been growing for a number of years. Last year circulation exceeded the 550,000 mark even though we were closed on Sundays. With such high annual circulation figures, Belmont continues to be ranked among the most heavily used libraries in its population group.



The library added Playaways, Overdrive, games and Kindles to its collection at the end of 2009. The ten Kindles were so popular they were never on the shelf. Another six were purchased to help keep up with the demand. (The purchase of the Kindles was made possible through a donation to the library).

Surveys continue to show that patrons want increased hours, quiet study areas, more varied media collections, more popular materials, more technology and more programming. Patrons wait in line to use the PCs that are available for research and word processing. Demand for and use of the Children's Departments' services and collections is steady.

f). *What difficulties, if any, has the library traditionally experienced in efforts to improve and maintain its facility?*

The library's maintenance of building and grounds falls under two parties. The Board of Library Trustees is responsible for the inside of the building and the Town is responsible for the outside of the building. This results in differences in priority for repairs that are necessary to the building.

The difficulties the library experiences in its efforts to improve and maintain its facility is usually financial. Requests to the capital budget for improvements to the outside of the facility such as - sidewalk repairs, replacing the leaking roof, painting the outside of the building - are usually not funded on the initial request and low in the list of priorities. Other Capital requests such as reconfiguring the circulation desk or replacing the old furnishings have taken up to five years to be funded. In general, most requests are submitted annually and eventually receive funding.

The general maintenance fund, which is controlled by the trustees and is part of the operational budget, has been sufficiently funded. This budget covers minor repairs and all the mechanical maintenance contracts and elevator and allows for the annual cleaning of carpets, floor tiles, gutters, downspouts, and windows.

The library has been in need of a new building since 1995.

g). *What has been done in the past ten years to maintain the facility?*

- 2001: Outside lighting which illuminates front stairs replaced
- 2001: Wrought iron fence above moat replaced
- 2001: Rubber patch on roof
- 2002: Rubber patch repaired
- 2003 Replaced rubber roof
- 2003 Piston for elevator replaced to meet code regulations
- 2005 Repaired chimney leaks, installed new flashing and a cap
- 2005 Elevator relay switches replaced
- 2005 Technology closet built and a/c installed to protect the Town and the Minuteman Library networks
- 2006 Outside of building painted
- 2007 Energy saving lighting and plumbing fixtures installed
- 2008 Replaced shades with cellular shades
- 2008 Circulation reconfiguration and renovation
- 2009 Sidewalks in poor condition around the building were replaced
- 2009 Emergency lights for circulation area installed
- 2010 Pneumatic valve replaced, two shut off valve installed and outside faucets repaired
- 2010 Parking lot - sections repaved and patched
- 2010 Emergency lights on battery were installed to replace obsolete generator
- 2010 All fire extinguishers were replaced
- 2010 All smoke detectors were replaced

All carpets, floor tiles, windows, gutters and downspouts are cleaned on an annual basis.

## **2. Proposed Building in Relationship to Existing Building Deficiencies and Service Needs**

a). *Describe the future library's impact on projected 20-year library service needs for your community.*

In a new two floor facility of approximately 45,000 square feet, the library will be better able to achieve its mission: *The Belmont Public library mission is:*

- *Promote and support a stronger sense of community.*
- *Serve as a resource for equal and open access to information, ideas and technology to enrich the lives of all.*
- *Provide services that address the diverse needs and interests of the citizens of Belmont.*

The delivery of library services will be substantially improved in a new, larger facility, allowing us to meet our goals and objectives. The library will be better able to meet its five service responses – Current Topics and Titles, General Information, Formal Learning Support, Lifelong Learning, and Commons.

The new facility will have space to expand collections, technologies and services to meet the current demand as outlined in the 20 year projected needs, and have the flexibility that will allow changes to adapt to new or different future needs of the community in all areas beyond the next two decades.

This facility will not simply be an updated library. It will be a library that propels us into the 21<sup>st</sup> century and provides a warm, welcoming space that serves all ages and abilities and meets the needs expressed by the community.

b). *What people or groups of people will be able to make use of an expanded or renovated facility that cannot or do not use it now?*

The following are people and groups who will make use of the new library facility:

- 1.) Wheelchair users will have full access to all areas in the library.
- 2.) Adults, students, and tutors will have private places to study and small groups will be able to work without disturbing other patrons.
- 3.) Patrons and staff will have a computer training room to receive hands-on instruction.
- 4.) Patrons who speak English as a second language will have access to an expanded collection.
- 5.) Library and community groups will have improved spaces for meetings and programs.
- 6.) Patrons who consider the existing collection layout too confusing to find materials will be able to locate materials easily.
- 7.) Local history materials will be better preserved for future generations and patrons will have better access to the local history materials.
- 8.) Patrons who enjoy various media will have access to a much larger collection.
- 9.) Patrons who do not have computers or internet access at home will have access to a larger number of computers in greater comfort.
- 10.) Patrons who consider the existing library too cramped will find the new library an inviting space for browsing and reading with many independent reading areas and lots of comfortable seating.
- 11.) Local artists will have improved and expanded exhibit space.
- 12.) Everyone will be able to use the facility better as a community center, meeting friends in the public spaces.



c). *What services and programs, etc. can be offered in a new, expanded or renovated facility?*

The following services and programs can be offered in a new facility:

- 1.) The Children's Department will be enlarged to include an activity room which will allow programming to be offered in dedicated spaces, away from collections, patrons and other existing library services. The activity room will be used as a homework center in the afternoon.
- 2.) The layout of the building will enable the Children's Department to be open the same hours as the rest of the library.
- 3.) Hands-on computer training opportunities for groups will be offered for public and staff.
- 4.) An increased number of computers will provide access to more electronic information sources and software applications, such as Microsoft Office, and in a more comfortable space.
- 5.) Laptop users will be able to plug their laptops into the tables and not cause tripping hazards.
- 6.) The Library and community organizations will have improved meeting spaces.
- 7.) Local artists will have an exhibit area, making the library more of a community center.
- 8.) Expanded collection space will offer the opportunity to provide a wider variety of media formats and foreign language materials.
- 9.) Browsing of the collection will be facilitated due to a more logical layout with much more comfortable seating.
- 10.) Tutoring and small group study can be conducted without disturbing others.
- 11.) Young Adults will be recognized as a distinct patron group.
- 12.) Patrons will enjoy the Friends of the Library *everyday book sale* while sipping on a coffee in the café/book store.

d). *How are existing health and safety issues resolved in the new, expanded or renovated facility?*

The following health and safety issues will be resolved in a new facility:

- 1.) There will be improved lighting throughout the building and in the parking lot.
- 2.) The historical collection will be housed in a climate control room.
- 3.) There will be two entrances to the building which both lead directly to the lobby and circulation area improving security.
- 4.) Sight lines will be improved increasing staff supervision.
- 5.) The fire suppressant system, electrical, plumbing, and HVAC systems will all be new and up to code.
- 6.) The heating and cooling systems will be new, resulting in an environment that is comfortable for patrons and staff.
- 7.) All building codes and seismic codes will be met.
- 8.) Hazardous materials will be absent.
- 9.) The building will have the appropriate furnishings.
- 10.) Computer work spaces will meet ergonomic standards.
- 11.) The building will be fully ADA compliant

**Section 1: Project Information, cont.**

**B. Special Conditions**

If not already included in this application, note and explain any special conditions pertaining to this project or municipality. Special conditions might include such elements as demography, economics, branches or private libraries within your municipality or other conditions that have had an effect on the proposed project's scope or size. See Attachment 10a

**C. Pictures and Descriptive Captions of Existing Building Conditions & Site**

See Attachment 10b

**D. Timeline**

This project will take 10 months to prepare working drawings and 16 months from the start of construction to completion. Attach detailed timeline, if available.

See Attachment 10c

## Section 1: Project Information, cont.

### B. Special Conditions

*If not already included in this application, note and explain any special conditions pertaining to this project or municipality. Special conditions might include such elements as demography, economics, branches or private libraries within your municipality or other conditions that have had an effect on the proposed project's scope or size.*

The library has had several feasibility studies conducted.

- 2000: Tappe Associates awarded contract to conduct a feasibility study and prepare schematic drawings - new building on the existing site
- 2000: Filed letter of Intent for MBLC construction grant - Did not apply for grant
- 2002: Cluster Task Force formed to consider senior center in present library and a new library across the street on a new site
- 2002: Cluster Task Force recommends senior center and new library
- 2002: Cluster Task Force plan not approved. Town decides to build new senior center on Kendall site
- 2004: Library Site Planning Committee appointed to study library /pool site and possibility of combined project
- 2004: Library Site Committee recommends library/pool swap
- 2004: J. Stewart Roberts (architect) hired to conduct a feasibility study library/pool swap and prepare schematic drawings
- 2004: Feasibility Study Committee recommended a new library on existing site
- 2005: Apply for MBLC grant and awarded \$5.3 million grant
- 2007: Town appoints a Capital Projects Overview Committee (CPOC) to review all unfulfilled capital projects and consider possible combinations of projects
- 2007: CPOC recommends Cluster Plan - move the library across the street on an area partially occupied by the school department's athletic field house (White Field House)
- 2010: Library returns grant funding
- 2010: MBLC new grant round announced for 2011
- 2010: Board of Selectmen agreed to move forward with the concept of the Cluster Plan to finalize a site for a new library in time to apply for the 2011 grant round.

J. Stewart Roberts was hired to develop preliminary plans for the new library which were to include replacing the high school's athletic field house. One option was to relocate the field house in the basement of the new library. This option was eliminated because it would have been costly due to the load requirements and the need for a separate elevator. Another option was to build a new field house and a new library but the site restrictions made it impossible to achieve. This led to locating the library at the far end of the high school land adjacent to the Mobil gas station but it would impact the high school playing fields. There are two fields - a practice soccer field also used for lacrosse and a baseball field. The architect developed a plan that overlaps the fields but would eliminate simultaneous use of the fields. The School Committee is not in favor of this location

unless another land is found to replace one of the fields. Another option, which would not impact the playing fields, was to use the land at the opposite end of the high school at the corner of Underwood and Concord Ave. This option seemed better for the high school but the Planning Board was adverse to the site since it is one of the few open spaces left in Belmont. This left locating the library next to the Mobil gas station as the only viable option for a new library even though it impacts the playing fields. This is the option that has been approved by the feasibility study committee, the Trustees and the Board of Selectmen.

The Selectmen are working with the School Committee and the Board of Library Trustees to continue to arrive at the best possible solution for the fields.

2.) Belmont's population reached its peak of 30,000 in 1952 and has declined steadily according to the Federal Census to about 25,000. School projections compiled by the New England School Development Council (*NESDEC Enrollment and Projections by Current Grade Configuration for FY05*) from 2003-2013 show no growth. There is no major growth projected but there will be some minor residential growth when the Uplands (if approved) and McLean developments for residential condominiums are completed. Because of this, the total number of items in the collection will not increase except in certain areas such as media and foreign language. The collection per capita is about 6.8 items, which for a community this size is excellent and well above the average.

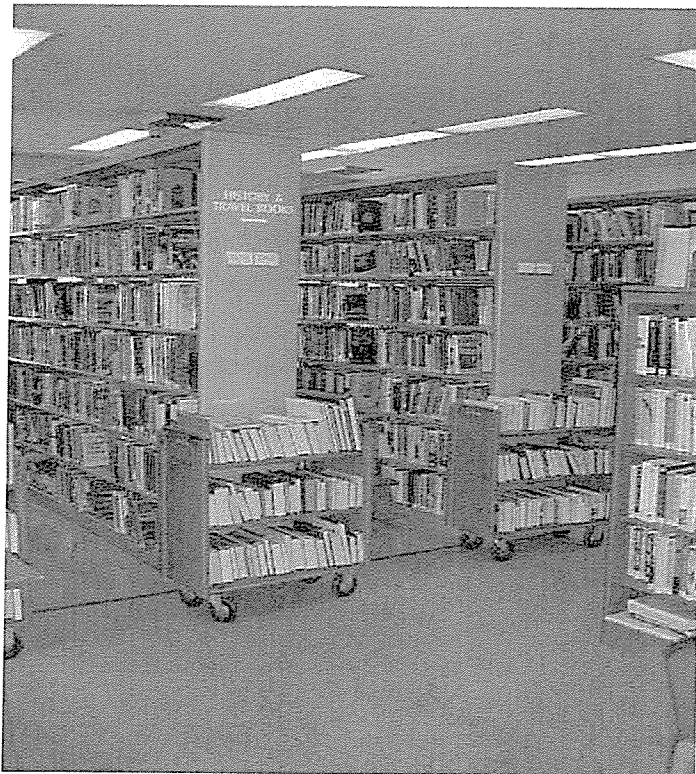
3.) Belmont continues to grapple with prioritizing its many capital needs during uncertain economic times. The capital project currently underway is the Wellington School. Future projects, of which the library is one, include Belmont Light Department, High School, Police Department, Town Yard, Skating Rink, Pool, Butler School, and Winn Brook School.

4.) Because the Town would like the existing library to be used for the new police station, the library will have no disruption of service, and no storage costs associated with the project. There may be some costs for moving into the new building.

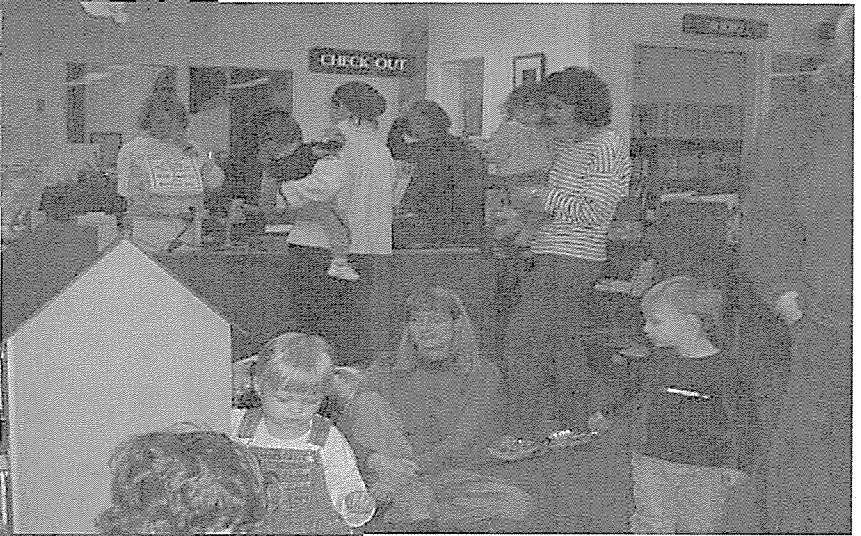
Attachment 10b

PHOTOGRAPHIC ESSAY

# Lack of space for collection

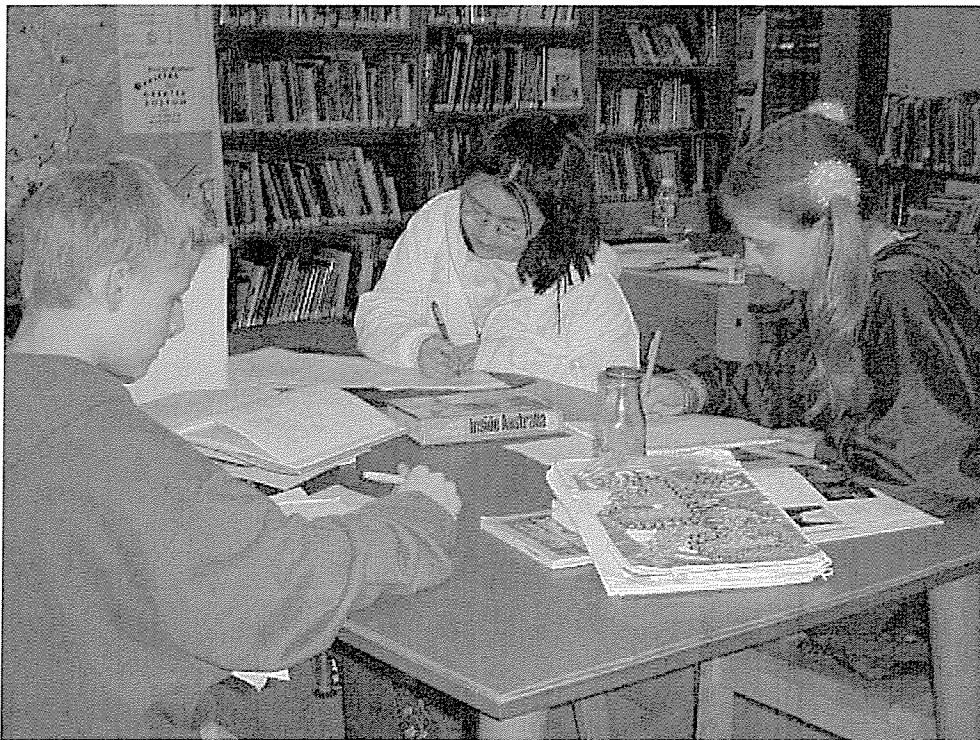


# Inadequate space for the Children's department

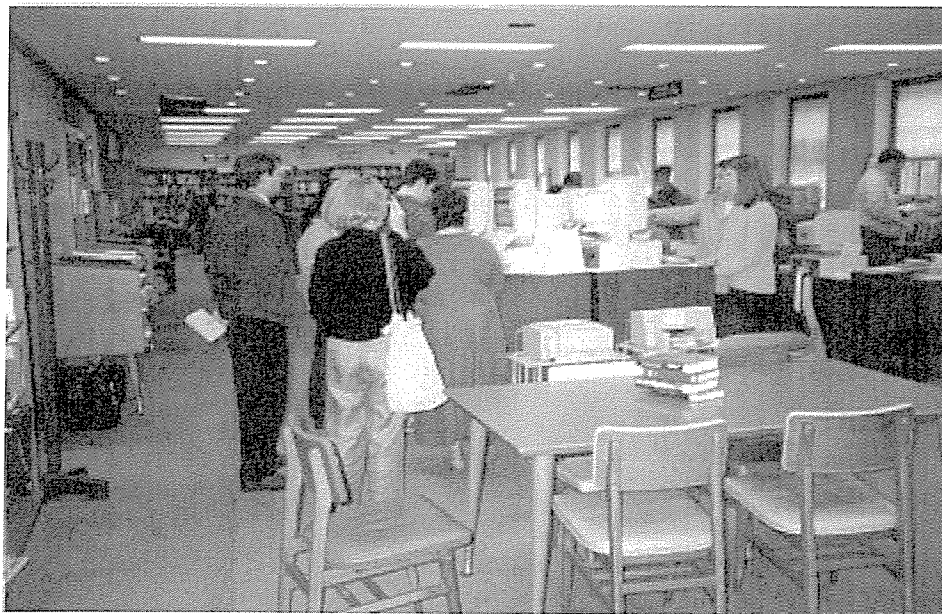
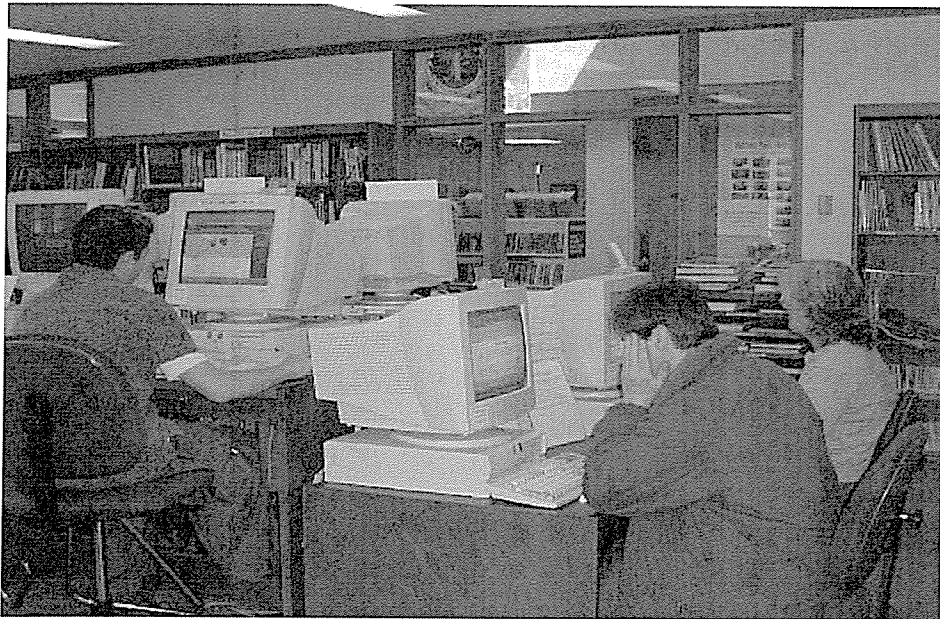




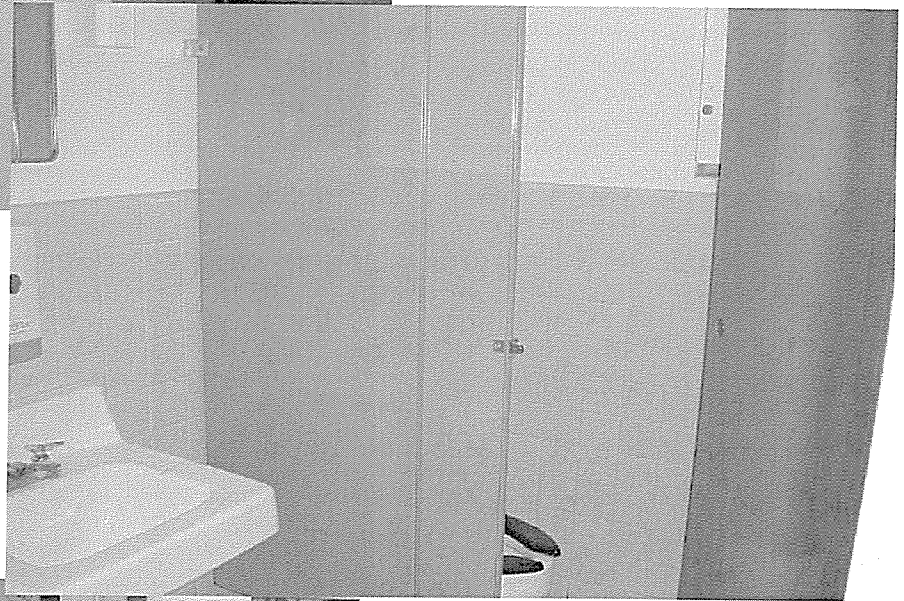
Inadequate space for the young adult



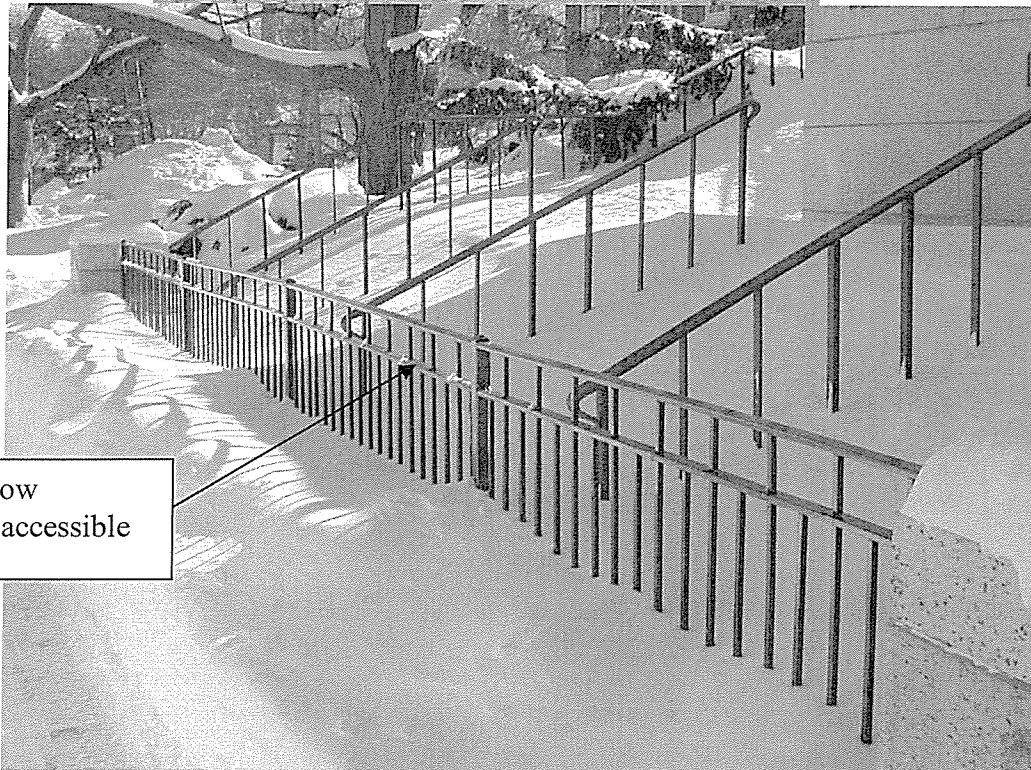
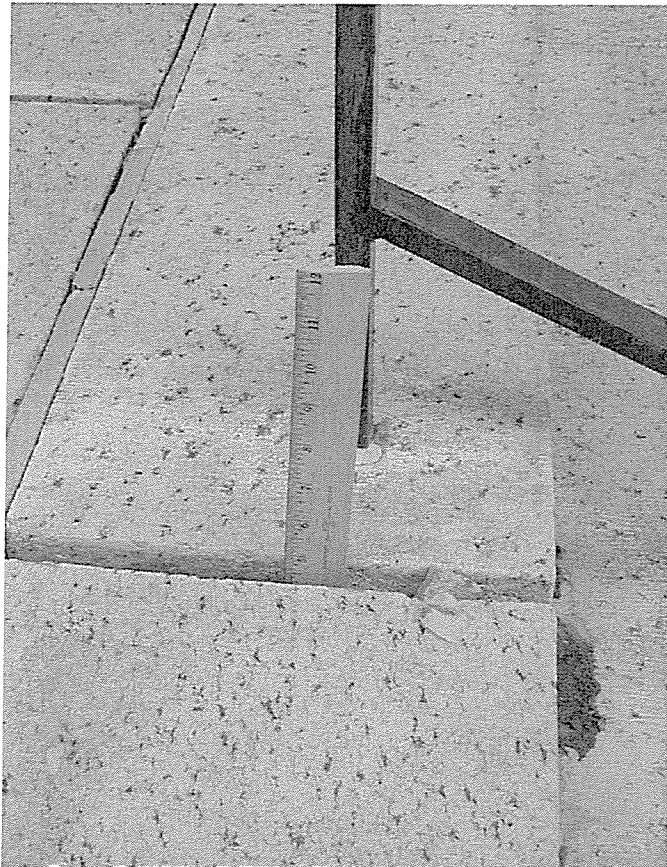
# Lack of space for computers



# Inability to meet federally mandated disability requirements

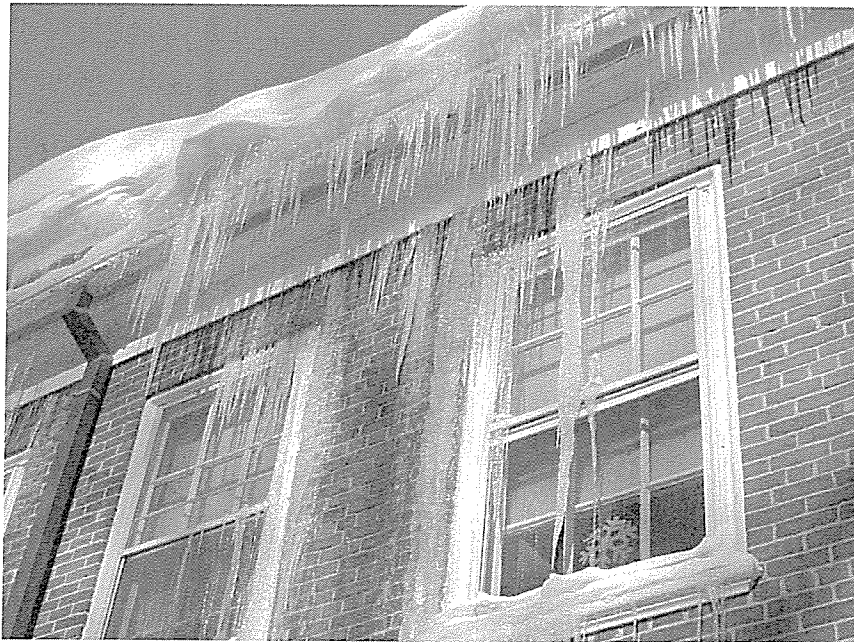
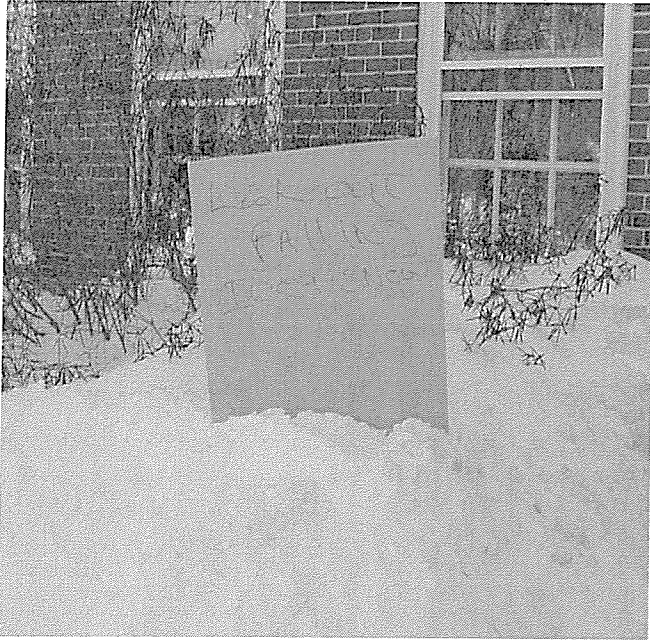


# Safety

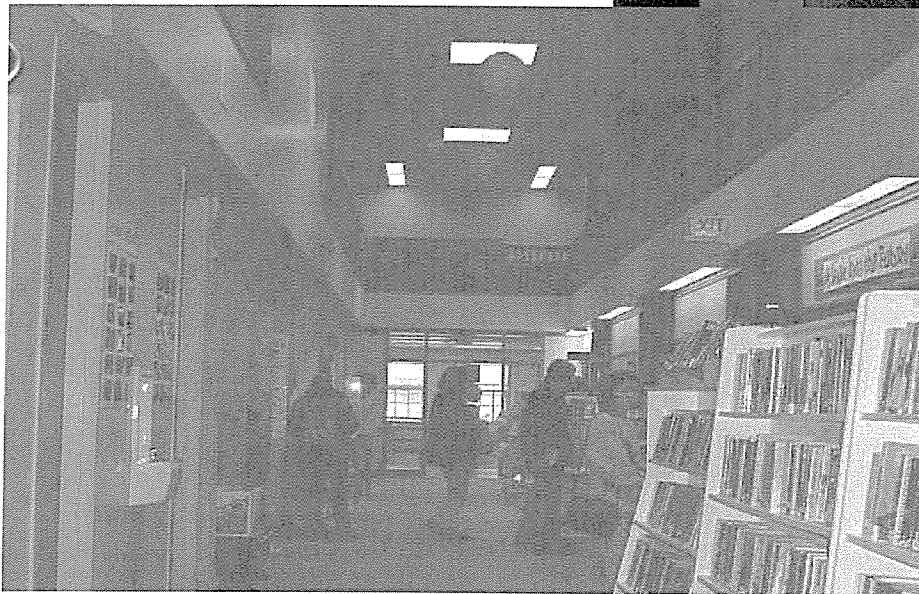
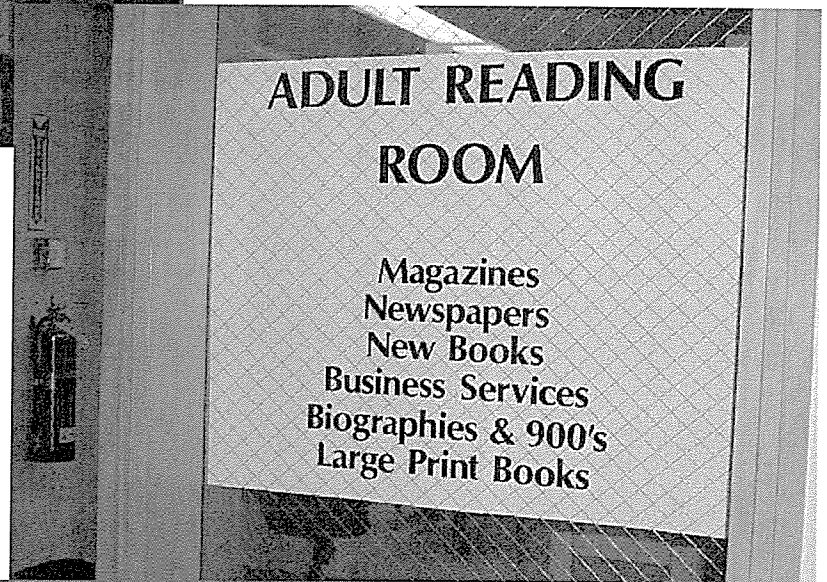
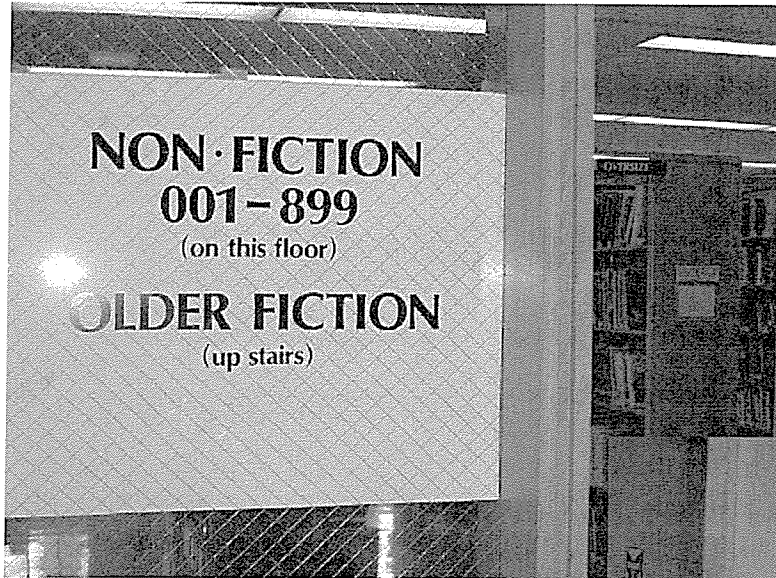


Now  
inaccessible

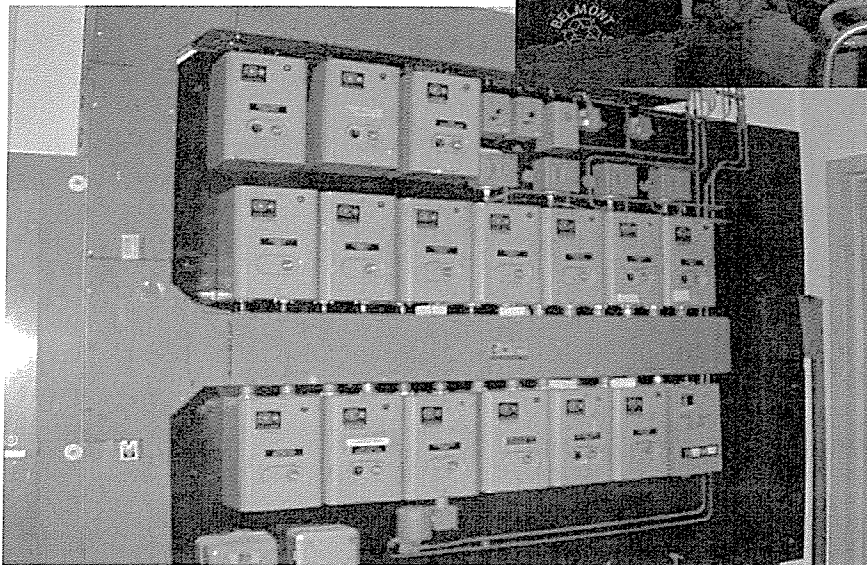
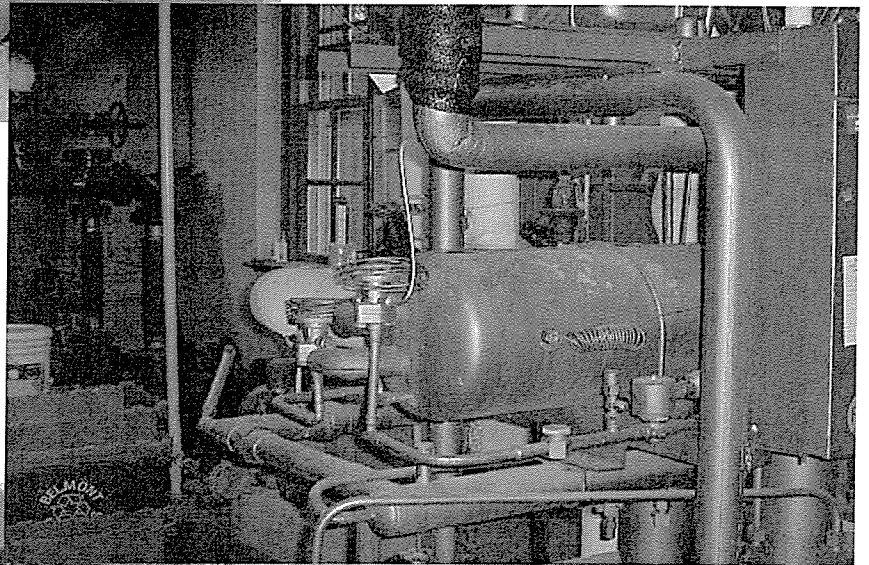
Ice hazards at both lower entrances



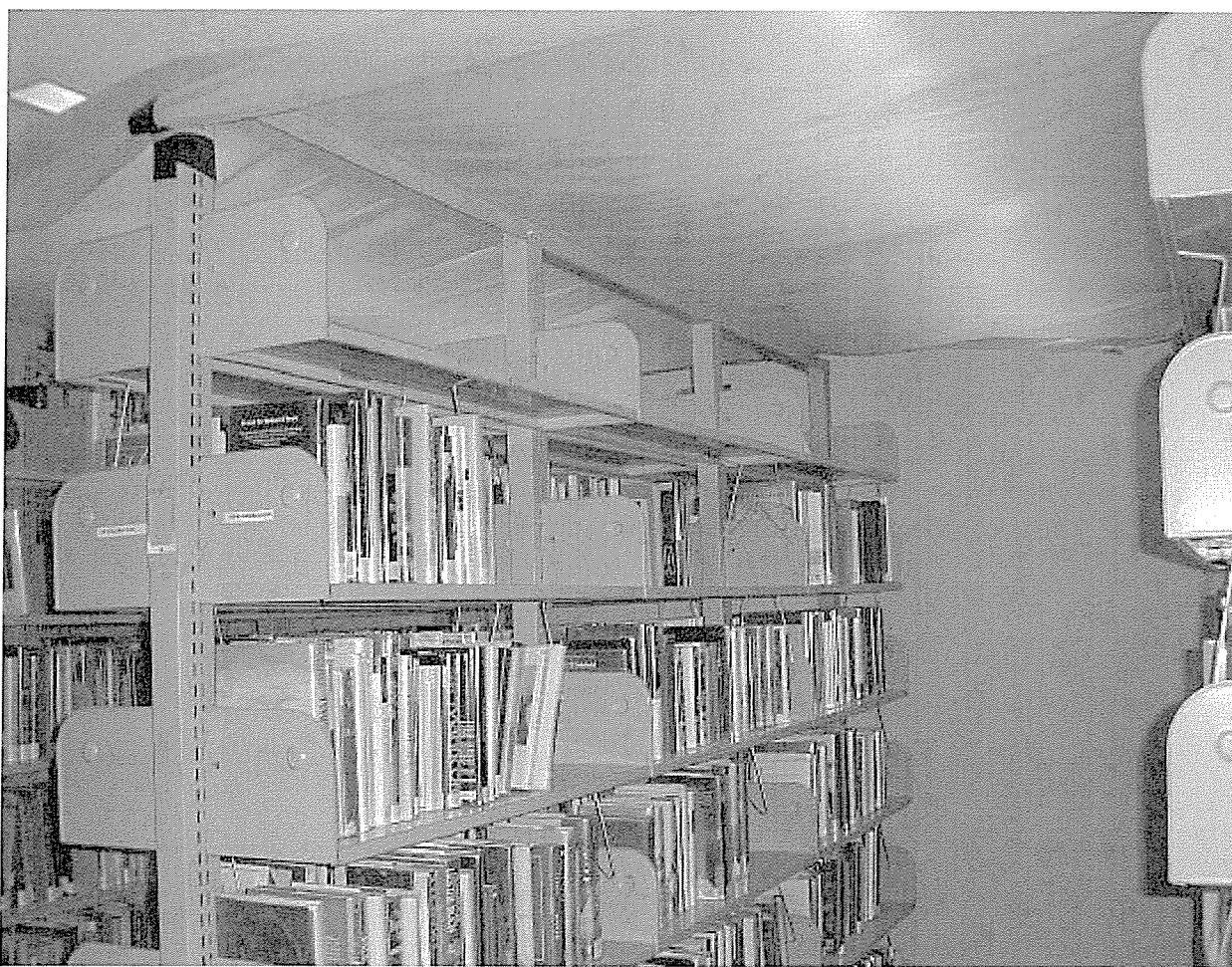
# Poorly designed floor plan



○ Obsolete mechanical systems, building  
not up to code

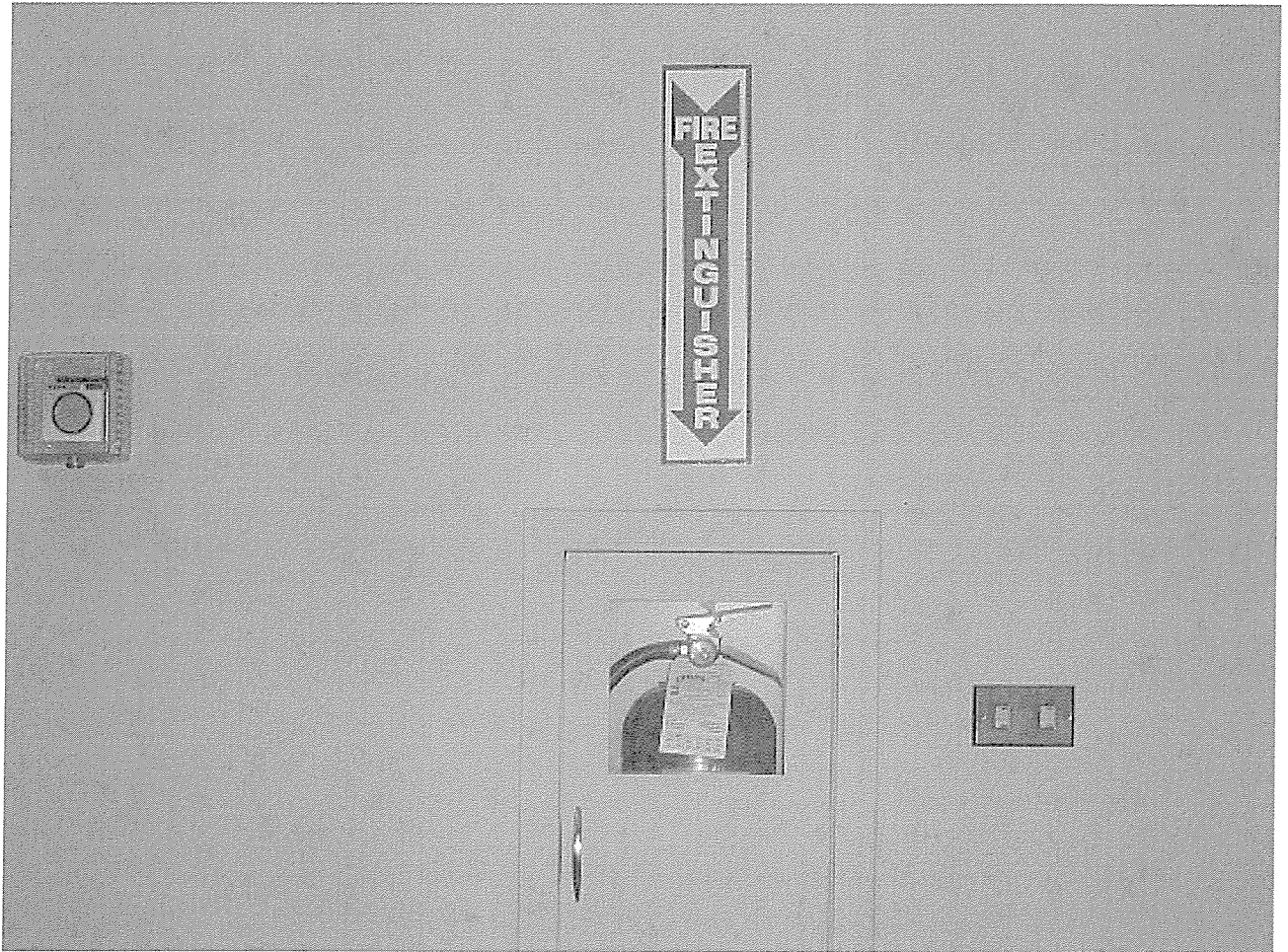


# Leaking roof, poor drainage system

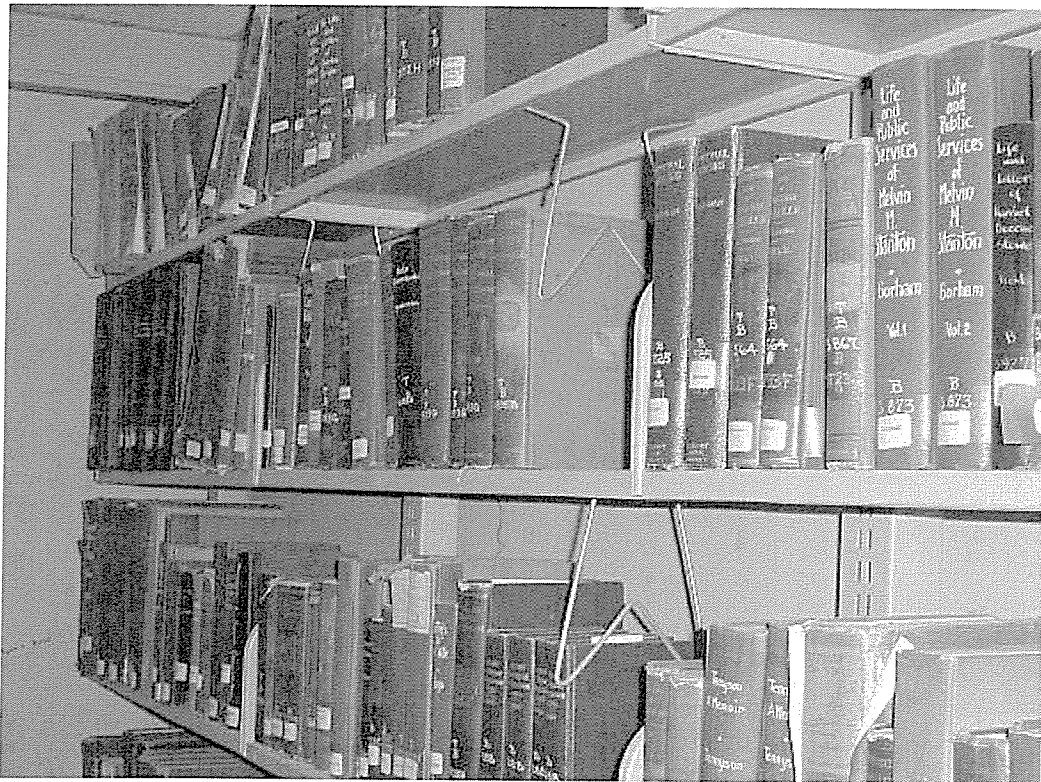
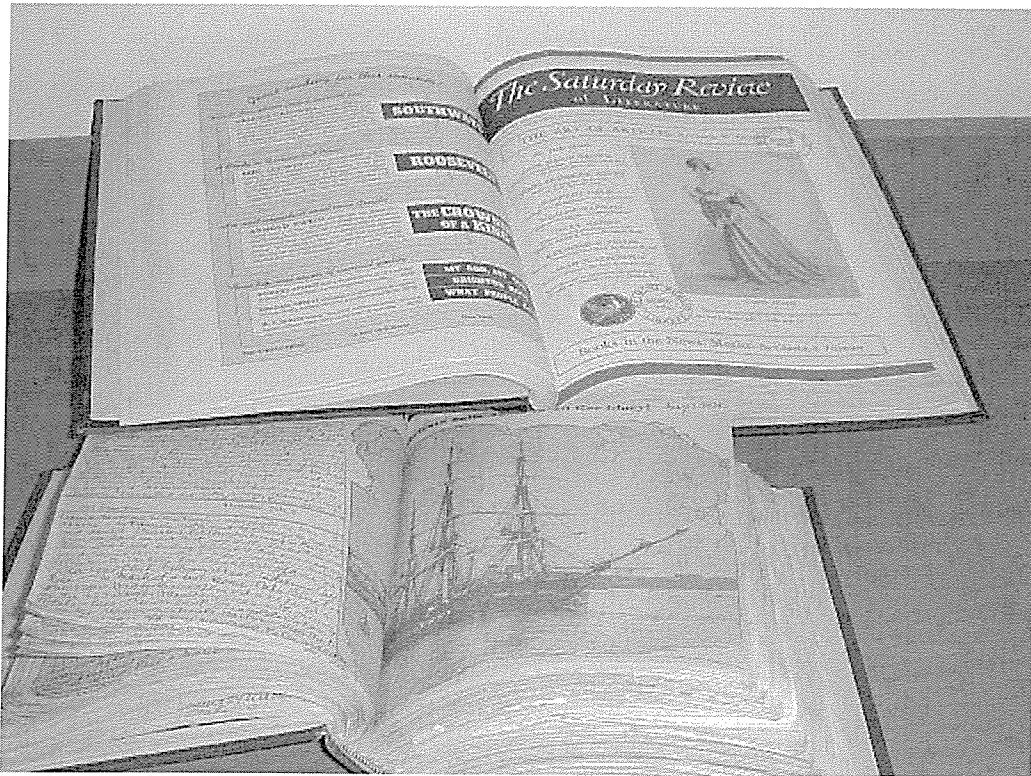




# Lack of a fire suppressant system



# Lack of climate control for local history



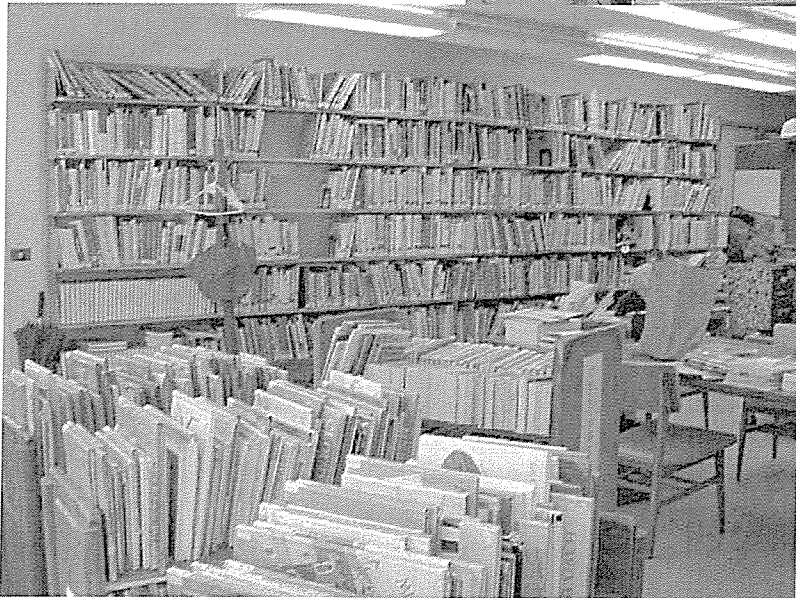
# Inadequate workspace for staff



Circulation Desk



Circulation Workroom



Children's Workroom

# Inadequate parking



# Lack of Security



**D. Timeline**

*This project will take 10 months to prepare working drawings and 16 months from the start of construction to completion. Attach detailed timeline, if available.*

**Belmont Memorial Library**  
Belmont, Massachusetts

**Anticipated Project Schedule**  
January 2011

Activity Name	2011												2012												2013												2014												2015		
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
1 MBLG Grant Award Announcement																																																			
2 Town Meeting																																																			
3 Override Vote																																																			
4 Design Development																																																			
5 Construction Documents																																																			
6 Filed Sub-bid																																																			
7 General Contractor Bid																																																			
8 Award Contract																																																			
9 Construction																																																			
10 Furnishings Selections/bidding																																																			
11 Furnishings Installation																																																			
12 Library Move In																																																			
13 Library Opening																																																			

**Section 1: Project Information, cont.**

**E. Architect and Owner's Project Manager (OPM) Information**

1. Architect:

J. Stewart Roberts  
Project Architect

Johnson and Roberts Associates  
15 Properzi Way  
Somerville, MA 02143

Architectural Firm and Address

(617) 666-8585  
Telephone Number

sroberts@johnson-roberts.com  
Email Address

www.johnson-Roberts.com  
Web Address

Date of Hire September 28, 2010

2. Owner's Project Manager (OPM)

Robert White  
OPM

Daedalus Projects Inc.  
112 South Street  
Boston, MA 02111-2847

OPM Firm and Address  
(617) 451-2717

Telephone Number

rwhite@dpi-boston.com  
Email Address

www.Daedalusprojects.com  
Web Address



## Section 2: Project Description

Respond concisely but thoroughly to each of the following topics. Use drawings and flow charts whenever appropriate and number pages 12a, 12b, 12c, etc.

### A. Planning Process and Participation

- 1) Describe the steps you have taken to plan for an improved library facility. How did the Library and the Town decide that this project is necessary? See Attachment 12a
- 2) What individuals and groups were involved in the planning process and what were their roles? Describe community support and municipal involvement. See Attachment 12b
- 3) What methods were used to develop your Library Building Program? Who or what groups were involved in writing the actual Program? (Involvement could come from a variety of sources like trustees, consultants, residents, patrons and building committee.) How were they involved? When was the Program written? If it has been revised or updated how has the Program changed? What other written reports or studies have been done? See Attachment 12c
- 4) Describe how community input was solicited and used in writing the Building Program, including library consultants, if any were involved. See Attachment 12d

### B. Site Investigation

- 1) How many sites were investigated? Why was this site chosen? Has this site been used in the past? See Attachment 12e
- 2) Describe the site, its general characteristics and its relationship to other municipal facilities, commercial or educational facilities, transportation, etc. If the project will be an addition to an existing building, discuss how this decision was made. Include pictures of the site, if they would be helpful in understanding it. See Attachment 12f
- 3) Does the site provide adequate space for the facility and for future expansion? See Attachment 12g
- 4) Describe how physically visible and prominent the proposed building will be within the library's service area. See Attachment 12h
- 5) Indicate if the project meets the municipality's zoning requirements for the site, including setbacks from the property lines, building height and other elements that impact the design. See Attachment 12i
- 6) Discuss the project's plan for parking capacity and configuration. Indicate if the municipality's planning department or planning board has approved this plan, and provide documentation. See Attachment 12j
- 7) Summarize the results of the geotechnical report, any soil borings, perk tests (if no sewers) and topographic surveys. Topics should include such issues as soil properties; unstable slopes; tunnels and/or mine shafts; seismic issues; ground water conditions; wetlands or proximity to wetlands or bodies of water; location of bedrock; pollution issues. Attach a copy of the geotechnical report in Section 5 of the application.

## Section 2: Project Description

### A. Planning Process and Participation

- 1) *Describe the steps you have taken to plan for an improved library facility. How did the Library and the Town decide that this project is necessary?*

The library, driven by its Long Range Plan, has been in the process of self evaluation for a number of years. The need to study the increasingly deficient main building has been in the Long Range Plan since the early 90s. Town Meeting affirmed this need in FY96 by appropriating \$25,000 for a feasibility study, but due to a change in director and the need to rebuild the Chenery Middle School, the feasibility study did not occur. Since that time, several groups have examined library needs through three long range planning processes and patron surveys. The following is a timeline of the steps taken:

1997: Patron Survey conducted

1997: Long Range Planning committee formed

1998: Used results of patron survey, long-range planning activities, and staff discussions to begin developing the Library building program

1999: Building Needs Advisory Committee formed

1999: Resident's Perceptions of the Public Library - MBLC phone survey

1999: Public meetings with community consultants, members of Town Committees and the public to seek input

1999: Building Needs Survey conducted by the Building Needs Advisory Committee

1999: Building Needs Advisory Committee and staff visit newly renovated libraries

2000: Tappe Associates awarded contract to conduct a feasibility study and prepare schematic drawings

2000: Library Tours conducted for Town Meeting Members and interested citizens

2000: Began addressing community organizations regarding the need for a renovation/expansion project

2000: Public meetings held to seek input

2000: Filed letter of Intent for MBLC construction grant - Did not apply for grant

Discussion of a renovated or new library continued:

2002: Cluster Task Force formed to consider senior center in present library and a new library across the street on a new site

2002: Cluster Task Force recommends senior center and new library

2002: Cluster Task Force Plan not approved. Town decides to build new senior center on Kendall site

2002: Dataloggers installed by MBLC recorded unacceptable environmental conditions for materials

2003: Patron survey conducted

2003: Long Range Planning Committee formed

2003: Used results of patron survey, long-range planning activities, and staff discussions to begin revising the Library Building Program

2003: Friends of the Library conduct library vision sessions for Trustees, staff and public  
 2004: Library Site Planning Committee appointed to study library /pool site and possibility of combined project  
 2004: Meeting with Mega Group - Selectmen and representatives of all major Town Committees  
 2004: Library Site Committee recommends library/pool swap  
 2004: Building Program revised again to include input from Friends and site committee  
 2004: Friends conduct trips to newly renovated libraries for Town officials, Town Committee members and public  
 2004: Mega Group meeting to present library/pool swap idea and discuss grant application  
 2004: Designer Selection Committee formed  
 2004: Committee and staff visit new and newly renovated libraries  
 2004: J. Stewart Roberts (architect) hired to conduct a feasibility study of five options and prepare schematic drawings  
 2004: Filed Letter of Intent for MBLC construction grant  
 2004: Feasibility Steering Committee and subcommittees established  
 2004: Project Manager hired - Richard Marks, Daedalus Projects, Inc.  
 2004: Consensus of Feasibility Study Committee and subcommittees of present site  
 2004: Feasibility Study Committee recommended a new library on existing site  
 2004: Belmont Library Foundation formed  
 2005: Meetings held with Town Committees (i.e. Conservation Committee, Zoning Board, Planning Board, etc.) and Town Department heads to seek input  
 2005: Public meetings held to seek input  
 2005: Present plans to Board of Selectmen  
 2005: Apply for and are awarded a \$4.6 million Grant and placed on the wait list  
 2006: Begin gathering support  
 2007: Town appoints Capital Projects Overview Committee (CPOC) to review all unfulfilled capital projects and consider possible combinations of projects.  
 2007: CPOC make similar recommendation as the 2002 Cluster Plan: a new library building across Concord Avenue; the existing library be renovated for a new Police Station  
 2008: Grant increased to \$5.3 million  
 2008: Long Range Planning committee formed  
 2008: Community survey conducted  
 2010: Library returns grant funding  
 2010: MBLC announces grant round for 2011  
 2010: Building Consultant hired to review and update the library building program  
 2010: Library Feasibility Study Committee appointed and liaisons from the School Committee and Recreation Commission appointed  
 2010: Meeting with School Committee  
 2010: Project Manager hired - Rob White, Daedalus Projects, Inc.  
 2010: Architect hired - J. Stewart Roberts, Johnson and Roberts Associates  
 2010: Meeting with Mega Group - Selectmen and representatives of all major Town Committees

- 2010: Feasibility Study Committee recommends a new library at the corner of Concord Ave and Underwood Street on school land
- 2010: Meetings held with School Committee, Conservation Commission and Planning Board
- 2010: Planning Board and Selectmen not in favor of Concord Ave and Underwood site
- 2010: Feasibility Study Committee recommends a new library across the street on Concord Ave next to the Mobil gas station on school land
- 2010: Mega meeting held to discuss all capital projects - Selectmen agree to move library project forward
- 2011: Meetings held with Planning Board and Town Department heads to seek input
- 2011: Public meetings held to seek input

- 2) *What individuals and groups were involved in the planning process and what were their roles? Describe community support and municipal involvement.*

The members involved in this project included the Board of Library Trustees, the Library Director, staff members, members of many Town committees, members of the community and a building consultant who reviewed the building program. The Feasibility Study Committee's involvement included hiring the project manager and architect, working with Town Department Heads, Town Committees and the general public; and making recommendations to the Trustees and Town Officials for creative options for a new location for the library.

The following is a list of committees involved with the library project from 2001 to the present and what their roles have been:

**Cluster Task Force (2002)**

Members - One member of the Capital Budget Committee, Board of Library Trustees, Permanent Building Committee, Council on Aging, School Committee, Recreation Commission.

Role: To make a recommendation to the Town officials for the location of a new public library and a senior center.

**Long Range Planning Committee (2003 and 2008):**

Members - Members of the community (eleven), Board of Library Trustees (three), Friends of the Library (two), Warrant Committee (one), Staff (six) and Library Director.

Role: To help develop the goals and objectives for future library services. Consideration of an expanded facility or new library was of prime importance. They also conducted a survey to gather community input.

**Library Site Planning Committee (2004):**

Members - Capital Budget Committee, Board of Library Trustees, Friends of the Library, Recreation Commissioners, Historic District Commission, Conservation Commissioners, Permanent Building Committee and WW Architects.

Role: To make a recommendation to Town officials for the location of a new library and a new pool.

**Project Manager Selection Committee (2004):**

Members - One member each of the Permanent Building, Board of Library Trustees, Recreation Commissioners and Library Director.

Role: To make recommendation to the Trustees for a project manager for a feasibility study.

Designer Selection Committee (2004):

Members - Permanent Building Committee, Board of Library Trustees, Community, Friends of the Library, Recreation Commissioners, Sewer and Storm Water Committee, Conservation Commissioners, Staff, and Library Director.

Role: To make a recommendation to the Trustees for an architect for a feasibility study.

Feasibility Study Steering Committee (2004):

Members - One member each of the Permanent building, Board of Library Trustees, Recreation Commissioners and Library Director.

Role: To oversee the development of schematic designs for the library.

Feasibility Study Subcommittees (2004):

Library Subcommittee:

Members - Staff, Permanent Building Committee, Board of Library Trustees, Belmont Library Foundation, Friends of the Library, and Library Director.

Site Subcommittee:

Members - Permanent Building Committee, Board of Library Trustees, Recreation Commissioners, Director of Recreation, Historic District, Belmont Library Foundation, Conservation Commissioners, Sewer and Storm Water Committee, neighborhood, and Library Director

Pool Subcommittee:

Members - Recreation Commissioners, Director of Recreation, Pool Manager, Permanent Building Committee, Historic District, Belmont Library Foundation and Board of Library Trustees.

Role of Subcommittees: To provide input to the architect to develop a site plan for a new pool and library, and schematic drawings for a new library.

Mega Group (2000 -2011):

Members - Capital Budget Committee, Warrant Committee, Permanent Building Committee, School Committee and representative of relevant capital projects

Role: To assist Town officials in prioritizing Capital Projects

Capital Projects Overview Committee (2007):

Members - One member to represent the Planning Board and Permanent Building Committee; other members will have experience in planning,

construction, finance, and/or familiarity with the structure and function of Town government and be members of the Capital Budget, Warrant Committee, and community.

Role: To review all unfulfilled capital projects, determine the most efficient use of land and buildings and consider possible combinations of projects.

Feasibility Study Committee (2010):

Members - One member each of the Permanent Building Committee, Capital Budget Committee, Warrant Committee, Friends of the Library, and Community; three members of the Board of Library Trustees; two Staff members and the library Director

Role: To make recommendations to the Board of Library Trustees regarding hiring of a project manager and architect. To oversee the development of schematic designs for the library

Friends of the Library (2000-2011):

Members - Community, members of the Trustees, Staff and Library Director

Role: To support and advocate for the library and assist with publicity

Belmont Library Foundation (2004-2011):

Members - Community, two members of the Trustees, and Library Director.

Role: To fundraise for a new library, assist in advocating and educating the community.

Support from the community appears to be growing. Recent newspaper articles about the Feasibility Study Committee's work on building plans have been favorable. The Town Selectmen have expressed support for the project and unanimously agreed to move the project forward by supporting the library's applying for this grant. The Planning Board expressed support for the project and the building design. The Planning Board also wrote a letter stating that the number of parking spaces is sufficient even though it is slightly less than what would be required.

- 3) *What methods were used to develop your Library Building Program? Who or what groups were involved in writing the actual Program? (Involvement could come from a variety of sources like trustees, consultants, residents, patrons and building committee.) How were they involved? When was the Program written? If it has been revised or updated how has the Program changed? What other written reports or studies have been done?*

Work on the Library Building Program began in 1998. Utilizing the work and surveys that were conducted by the Long Range Planning Committee and the building needs advisory committee, the Library Director with the assistance of library staff and Trustees developed the Library Building Program. In 2004, the Library Building Program was revised and updated, utilizing a more recent library patron survey conducted in 2003 by the 2005-2010 Long Range Planning Committee. The findings were the same as the survey conducted in 1999.

The Library Building Program was revised yet again in 2010 utilizing information from a survey conducted in 2008 by the Long Range Planning Committee. The survey results were not much different than previous surveys.

Respondents wanted more computers, more DVDs and CDs in all departments of the library, more foreign language materials, more programming, improved furnishings, comfortable chairs, quiet study space, and more seating and workspace. Again, all the information gathered made it clear that the library is in need of a much larger facility in order to continue to meet the current and future library needs of the community.

Over the summer of 2010, the library staff reviewed all the areas of the library and revised all the area designation forms making only minor revisions. After revising the entire program, the Board of Library Trustees hired a consult to review the program and charts for square footage, number of computers, table and chairs, meeting rooms and the collection.



4) *Describe how community input was solicited and used in writing the Building Program, including library consultants, if any were involved.*

The Library Director, who was responsible for writing the Building Program, sought community input in many ways. A patron survey, similar to that conducted in 2003, was conducted in 2008 to gauge patron satisfaction with current services. While people were generally happy with services, need was expressed for expanded media collections, more seating, more computers, quiet study areas, and a larger children's room. During the vision sessions conducted by the Friends of the Library in 2003 and 2004, the needs for comfortable lounge seating, more computers, a café and a community gathering place were expressed. The results of the long range planning activities and the visioning sessions conducted by the Friends of the Library were all incorporated into the final revised Building Program of 2010, as well as results from many staff meetings.

The library consultant was hired after the Building Program had been updated by the staff and Library Director. The consultant met with the staff to review the area designations forms and adjacencies. The consultant then reviewed all the charts, checking square footage, seating, collections, computers etc and put together a comprehensive summary of space needs for the next twenty years.

## **B. Site Investigation**

- 1) How many sites were investigated? Why was this site chosen? Has this site been used in the past?*

This feasibility study began with the recommendation from the Cluster Plan (2002) and that of the Capital Projects Overview committee (2007) which was to move the library across the street on an area partially occupied by the school department's athletic field house. On one side adjacent to this area is the skating rink, the track and another baseball field. On the other side is a baseball field and a soccer/lacrosse field. The architect studied at least four options in the area of the field house but there was no configuration that would work for the library. The site, even though it was recommended by two studies, proved to be much too small. Each configuration also infringed upon the soccer/lacrosse playing field.

The next site investigated was located next to the Mobil Gas Station, which is adjacent to the baseball field and the soccer/lacrosse field. While developing this site another option came up.

This third location was at the other end of the High School property, at the corner of Concord Ave and Underwood St. Though the site was in a beautiful setting overlooking Clay Pit Pond, it would have placed the library further away from the center and the middle and elementary schools, but it was closer to the high school, and would not impact the fields. The Planning Board, in an informational meeting, was not in favor of the location and recommended we develop the site next to the Mobil gas station, even though it meant taking a playing field.

The architect developed approximately sixteen plans for the site next to the gas station. Each plan required overlapping the fields because of space constraints. The overlapping of the fields eliminates simultaneous use which the school and the recreation department need. The school could agree to this if the Town comes up with a suitable replacement for the baseball field. This option was discussed with the Feasibility Study committee, which unanimously agreed that this was the preferred option, even though the field situation has not been resolved. The Selectmen also prefer this site.

The Trustees are working with other Town Boards to try to assure that a new library on the proposed site meets the needs of the whole Town.

- 2) *Describe the site, its general characteristics and its relationship to other municipal facilities, commercial or educational facilities, transportation, etc. If the project will be an addition to an existing building, discuss how this decision was made. Include pictures of the site, if they would be helpful in understanding it.*

The new Library site is centrally located on Concord Avenue (a main street), a short distance from Belmont Center and the Post Office, making it a regularly scheduled destination after running errands. The Library is also next to the High School and less than a ½ mile from the Chenery Middle School and the Wellington School, making it a regular stop for students after school. The site is accessible to pedestrians, vehicles, bicyclists, and public transportation. The surroundings are pleasing with the playing fields next door.

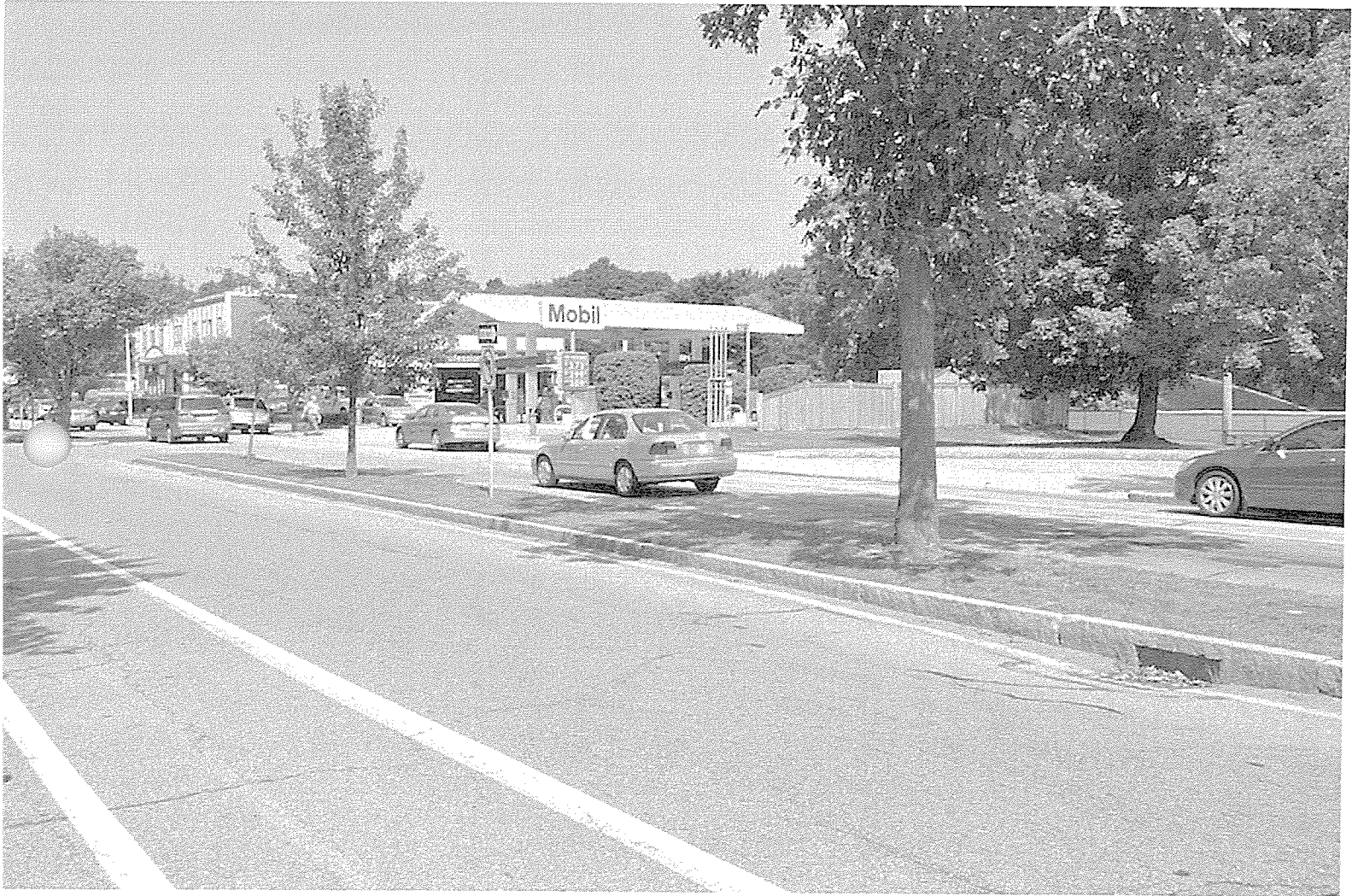
See Attachment 12f

Attachment 12f









3) *Does the site provide adequate space for the facility and for future expansion?*

Expansion of the library footprint and ability to provide additional parking are limited due to the adjacent playing fields of the High School. The proposed building, which meets the square footage as outlined in the Library Building Program, fits on the current site with a parking lot that can accommodate ninety-two parking spaces. The existing library's parking lot has only forty-one parking spaces. The proposed new building is 45,000 square feet, while the existing building is 29,600 square feet.

The Town is almost fully developed and population projections indicate very little growth. Development of the McLean's Land and the Alewife Uplands' project for possible residential housing may occur sometime in the near future. Even with this small increase in the population, the need for future expansion of the library seems minimal at best. However, future needs could be met by adding to the back of the building. If the Town were to purchase the Mobil gas station (something they have discussed), the building could expand onto this lot. Either scenario would impact the parking lot.



- 4) *Describe how physically visible and prominent the proposed building will be within the library's service area.*

The proposed building, because it is at ground level and more easily seen from the street, will be more visible and prominent than the present library which is set back and up on a berm. The building will continue to have a memorial to WWI, WWII, Korean War and Vietnam War veterans, an acknowledged benefit to the Town. The new building will be available and accessible to all citizens of Belmont. The library is centrally located with respect to the schools, on a main street entering Town from the Cambridge side, and next to the playing fields. It is a prominent sight for those driving or walking along Concord Avenue.

- 5) *Indicate if the project meets the municipality's zoning requirements for the site, including setbacks from the property lines, building height and other elements that impact the design.*

Local zoning requires a twenty foot front yard setback and a ten foot side and rear yard setback. The proposed plan meets both of these conditions.

The zoning has a two and one half story 33 foot height limit. The plan will need a variance to allow for a height of 38.6 feet to allow for the pitched roof and clearstory windows included in the design. This was discussed briefly at the Planning Board meeting. The Planning Board, though they can not grant a variance, seemed extremely optimistic that the Zoning Board of Appeals (ZBA) would certainly be understanding in this matter. One member even suggested that perhaps it is time to change the zoning regulations for municipal buildings. If the variance is not obtained, the roof design would need to be modified.

Though the library site has adjoining playing field which provide visual open space, the plan does not meet the open space criteria. The zoning in this area requires 40% for open space. The library will need a variance for this since the design only allows for 30.92% for open space. This variance may be more difficult to obtain but the ZBA was rather creative in their approach with the new senior center to make similar problems with the regulations work. The Trustees have scheduled a meeting with the ZBA to discuss both of these variances.

6.) *Discuss the project's plan for parking capacity and configuration. Indicate if the municipality's planning department or planning board has approved this plan, and provide documentation*

On-site parking will be located behind the Mobil gas station, to the left and rear of the building. This location blocks most of the parking lot from view when driving or walking on Concord Ave. All of our feasibility studies (going back to 2000) had the same feedback - no one wanted to see parking from Concord Ave. The parking will be provided in a surface parking lot for ninety-two vehicles. The existing parking lot has only forty three spaces. In addition, on-street parking is available on both sides of Concord Avenue.

Ninety two parking spaces is less than what is required for a building of 45,000 square feet. The Planning Board unanimously agreed to waive the parking regulations and have written a letter that supports the ninety-two space parking lot.



**OFFICE OF COMMUNITY DEVELOPMENT**

***Town of Belmont***

***Planning Board***

***19 Moore Street***

***Belmont, Massachusetts 02478-0900***

***Telephone: (617) 993-2650 Fax: (617) 993-2651***

January 7, 2011

Maureen Conners, Director  
Belmont Public Library  
336 Concord Ave.  
Belmont, MA 02478

Dear Ms. Conners:

At their January 5, 2011 meeting, the Planning Board voted to approve the concept of 92 parking spaces for the proposed library site on the Belmont High School grounds adjacent to the Mobil Service Station. The Board looks forward to working with you and the Library Trustees to finalize the design and site plan for a new Belmont Municipal Library.

Sincerely,

Sami Baghdady, Chair  
Belmont Planning Board

7.) Summarize the results of the geotechnical report, any soil borings, perk tests (if no sewers) and topographic surveys. Topics should include such issues as soil properties; unstable slopes; tunnels and/or mine shafts; seismic issues; ground water conditions; wetlands or proximity to wetlands or bodies of water; location of bedrock; pollution issues. Attach a copy of the geotechnical report in Section 5 of the application.

The architect and project manager were advised (by the permanent building representatives on the Feasibility Study Committee) to use existing reports that had been done by the Town regarding the geotechnical evaluation. Attached, in Section 5, is a letter from Haley & Aldrich Inc. regarding the evaluation of the site. The report shows that the site will support the proposed new building and has no unusual soil or water issues. The building can be supported by conventional footings.

## Section 2: Project Description, cont.

- 8) Will any of the conditions add significantly to the cost of developing the site or negatively impact the use of the site for a public library building? See Attachment 13a
- 9) If this project is dealing with an existing building, what is the date of the most recent asbestos survey? How will the removal of asbestos impact the cost of the project? Include a copy of the asbestos survey, if any, in the appendix. See Attachment 13b

### C. Building Program and Its Relationship to Project

- 1) How was the Library Building Program used in the design of the proposed project? See Attachment 13c
- 2) Compare the space allocations from your Library Building Program to those in your plans. Explain any significant differences. If there are areas of the proposed library described in the Library Building Program and/or in the Schematic Design that are larger or smaller than accepted library building guidelines and standard, explain the rationale for their size. See Attachment 13d
- 3) Document that the proposed library building provides adequate space for the provision of library services within the applicant's municipality. Make reference to your Library Building Program and your Long Range Plan as appropriate. See Attachment 13e

### D. Discussion of Project Design

- 1) Summarize the functional relationships between areas and discuss how these will result in improved services. See Attachment 13f
- 2) Summarize space allocations by area and for the total project. See Attachment 13g
- 3) Identify measures or standards used to support your space needs projections, etc. See Attachment 13h
- 4) Explain how the design solves accessibility issues including public entrances. See Attachment 13i
- 5) Discuss how the design responds to current and future needs for collections, services and programs in your community. See Attachment 13j
- 6) Explain how the project's design will impact current staffing levels, and how the library will accommodate potentially increased staffing needs that result from an improved/expanded building. See Attachment 13k

8.) *Will any of the conditions add significantly to the cost of developing the site or negatively impact the use of the site for a public library building?*

There are no unusual conditions that would impact the site being used for a public library.

9.) *If this project is dealing with an existing building, what is the date of the most recent asbestos survey? How will the removal of asbestos impact the cost of the project? Include a copy of the asbestos survey, if any, in the appendix.*

Since the current library is not part of the grant, this question does not apply to this project.



### C. Building Program and Its Relationship to Project

1) *How was the Library Building Program used in the design of the proposed project?*

The architects began the design process by preparing a numerical and graphical analysis of the building program to develop an understanding of the program requirements, and to serve as the basis for the preparation of design alternatives. The graphic analysis consisted of diagrammatic plans of each space called for in the building program, showing its proposed size and all required furnishings. These space diagrams were then used in the preparation of alternative building layouts to insure that the requirements of the building program were met in each alternative design.

A number of alternative adjacency diagrams were prepared by the architects investigating the pros and cons of different ways of organizing the building program into a physical form. These alternatives were presented to and reviewed by the staff and the Feasibility Study Committee.

As the design developed, some minor changes were made to increase space for certain program requirements, i.e. more computers, more study rooms or to reduce space by making areas more efficient. Prior to finalizing the design the Architects compared the plans with the building program as a check to verify that the requirements of the building were met and to identify any discrepancies.

The architect has incorporated all areas contained in the building program.

- 2) *Compare the space allocations from your Library Building Program to those in your plans. Explain any significant differences. If there are areas of the proposed library described in the Library Building Program and/or in the Schematic Design that are larger or smaller than accepted library building guidelines and standard, explain the rationale for their size.*

There were no space allocations that increased beyond the accepted building guidelines. Any differences are small and occurred by interchanging linear square footage and square footage.

3.) *Document that the proposed library building provides adequate space for the provision of library services within the applicant's municipality. Make reference to your Library Building Program and your Long Range Plan as appropriate.*

The Library Building Program was developed based upon library needs of the community. The Long Range Plan which defines the goals and objectives that must be filled to help meet community needs is divided into five sections. The four sections that address adequate space for the provisions of library services fall under the sectional headings: I. Collections, II. Services, III. Staff Development, and IV. Facilities. The following are based upon the (2008) five year Long Range Plan:

### **I. Collection**

- 1.) The foreign language and audiovisual collections will be expanded.
- 2.) The collection will be easily accessible by all patrons and arranged in a logical manner.
- 3.) The historical materials will be in a climate-controlled space.
- 4.) The shelving will be adequate to house the proposed collection of 168,000 items.

### **II. Services**

- 1.) The Children's Department will have a separate activity room for story hours and crafts. The room will be used as a homework center after school.
- 2.) The Children's Department will be open the same hours as the adult department.
- 3.) The number of computers for online access to databases, the catalog and the internet will be increased.
- 4.) There will be a computer lab for public and staff training.
- 5.) Young adults will have a separate space.
- 6.) There will be four quiet study rooms.
- 7.) There will be a café and Friends book sale area creating a bookstore atmosphere.

### **III. Staff Development**

- 1.) All staff will have appropriate work areas.
- 2.) All work rooms will be adjacent to their departments

### **IV. Facilities**

- 1.) There will be increased space for programming for all age groups.
- 2.) A multi purpose meeting room which can be divided and used for two programs simultaneously will seat up to 125 people.
- 3.) A small conference room will be available for use by the public, staff, and trustees.
- 4.) There will be accessibility for all
- 5.) The facility will be flexible to meet future needs.

## Discussion of Project Design

- 1) *Summarize the functional relationships between areas and discuss how these will result in improved services. [I'd either put descriptions of the current building in parentheses or use future tense for the new library and present for the current. It's sometimes hard to know which you're referring to. And wouldn't a floor plan make all this text unnecessary?]*

The proposed facility is organized on two floors with an entrance from Concord Avenue and an entrance from the parking lot. The first floor consists of Children's Services, Main Circulation, the multi-purpose meeting room, Technical Services and Administration areas. The second floor consists of all the Adult Services, Local History, Young Adult Services, a computer training lab and staff lunch room. The proposed facility has a more logical layout and much flexibility for future needs. Staff work areas will be adjacent to their respective departments, making staff readily available to provide assistance when needed. The improved layout with better sight lines will help staff provide closer oversight of public areas.

### Circulation Department

#### Main Circulation Desk – Entrances - Elevator

The circulation desk is directly in front of the main entrance coming in from Concord Ave. and coming in from the parking lot entrance. There are book returns at each entrance. This location makes it easy for patrons to drop off materials before proceeding to other parts of the building, and to check out materials on their way out of the building. The parking lot entrance has a convenient and safe drop-off area, something lacking in the current building. The public elevator is located in close proximity to the circulation desk, providing easy access for dropping off materials and checking out materials. There is a second elevator for staff to move materials on the first floor from the delivery area and technical services up to the second floor to be shelved.

In the proposal, everyone must go to the circulation desk when entering or leaving. In the current building, there are three entrances, two of which are not monitored. The elevator is not centrally located so when you enter from the west side of the building you have to walk the length of the building to get to the elevator. The proposed plan remedies both of these issues

#### Main Circulation Desk - Circulation work room

The circulation work room is directly behind the circulation desk. This juxtaposition improves the efficiency of the staff by having all supplies, materials, and computers contained in one convenient area. The delivery area is located in the technical services department which is adjacent to the circulation workroom. Glass partitions will enable staff to monitor front desk activities and be available to provide assistance when

necessary. Currently, the deliveries take place on the lower level. A make-shift work area was added to the lower level in the back of the children's staff area to help deal with the deliveries. The technical services staff helps with the unloading and sorting of the deliveries. Having these two departments adjacent to one another will improve the workflow.

### **Café - Friends Book Sale Room**

The café, which houses the Friends of the Library book sale is located near the elevator, the children's department and the new-book section. The Friends sorting room is conveniently located by the delivery entrance where patrons can drop off their donations. Currently the Friends of the Library have two bookcases near the circulation desk from which to sell books on a regular basis. The sorting room is located on another floor. There is a lot of time spent loading books on carts, taking them up to the main floor and then placing them on shelves for the book sale. Having a room in which the Friends can sort materials and display materials for purchase on the same floor may well increase their revenues as well as their visibility. Having the café within the new book area will provide a bookstore atmosphere and may encourage more sales. Locating the café in close proximity to the new books and to the Children's Room means patrons may have coffee or soda while they are deciding what best seller to check out or are waiting for story hour to finish. The café will also provide a small space for people to meet socially.

### **Children's Department**

#### **Children's Circulation Desk - Office Work Area**

The children's circulation area is located right as you walk in the entrance. The entrance has plenty of space as you walk through the doors allowing room for parents to park strollers. The office work area is located behind the circulation desk with glass partitions enabling staff to monitor the activities of the room and to be available to provide assistance when needed. In the existing configuration, the staff work room is far removed from the circulation area. Office space for the Coordinator is conveniently located next to the work area and Circulation Desk. Currently there is no space for strollers except outside and even that space is inefficient.

#### **Children's Activity Room - Meeting Room**

Currently there is no dedicated story hour/activity room. Having a story hour/activity room within the department will eliminate activities being held in the main children's room, which currently restricts the service operations of the department. The activity room will also be used as a homework center after school. The Children's Department conducts most of the programming for library patrons now and will continue to in the proposed new building. Locating the department near the multi-purpose meeting room, which will be used for large programs, will make it much more convenient for parents with strollers and several children in tow.

## **Technical Services Department**

The technical services department is located near the delivery area and the circulation department and removed from the activity of people entering and leaving the building. The configuration of work areas will create an efficient workflow resulting in materials being available to the public in a more timely manner.

## **Adult Department**

### **New Materials**

Currently, the new print materials collection is located at the far end of the library. Only the DVDs and Books on CD are located near the circulation desk and the rest of the audio collection is in the reference room. The proposed design locates both of these high-demand items near the circulation desk where they are visible as soon as you enter the lobby area. They will not be located in a corridor that has lots of patron traffic like our current audio visual area. All audio visual materials will be located together. Both areas have ample space for shelving and seating. The rest of the Adult collection is located on the second floor.

In the current building, the non-fiction collection is disjointed and divided between opposite ends of the building. This current arrangement has forced an irregular and confusing location of books. Consequently, much staff time is spent helping patrons locate materials that could be located independently were they arranged more logically. In the proposed building, the non-fiction collection is together. It will be much easier for patrons to locate the materials.

### **Reference Desk - Adult Services Work Room**

The reference desk is centrally located on the second floor. It is positioned in such a way as to be able to monitor the floor and greet people as they arrive. The work room is positioned near the reference desk and has a glass partition allowing monitoring of the public by staff working in the work room. This will result in staff being available to assist the public in a more timely way when necessary. In the existing building, the Adult Department work space is on a different level than the upper two levels of the library where adult materials are housed.

### **Current Periodicals - Back Issues of Periodicals**

In the new design, current periodicals will have a separate area which will provide a quiet comfortable space for leisure reading, which is lacking in the current facility. The proposed area is located in a corner off the reference room over looking Concord Ave and the playing fields.

The back issues of periodicals are located at the far end of the fiction stacks. This is an

area that will gradually disappear, thanks to technology, and will eventually become a comfortable seating area where patrons can sit quietly and read or use their laptops. This area also has views of the playing fields.

2) *Summarize space allocations by area and for the total project.*

See Attachment 13g



Belmont Public Library  
Belmont, Massachusetts

Program Summary

10/19/2010

Area	Provided	Program Size	Seating				PAC/PC	Other	Staff	Volumes														
			Table	Carrel	Lounge	Total				Media	Books	Vol#	#	Sh#	Dbl Stack									
<b>Circulation Department</b>																								
Circulation Librarian's Office	160	150 Sf							2	1														
Circulation Desk	425	400 Sf								4														
Circulation Work	700	750 Sf								6														
<b>Adult Department</b>																								
Reference Work Room	500	500 Sf								7														
Genealogy / Research Room	568	540 Sf	12			12																		
Clarin Local History	770	755 Sf	8			12																		
Paperback Books	330	180 Sf																						
Reference Desk	225	225 Sf								2														
Reference Room	2380	2,246 Sf	28	2		30	16																	
Study Room #1	130	120 Sf	4			4																		
Study Room #2	110	80 Sf	2			2																		
Study Room #3	160	80 Sf	2			2																		
Non-Fiction Stacks	5300	6,320 Sf		20	8	28	8																	
Fiction Stacks	2400	2,473 Sf			8	8	2																	
Audio-Visual Area	1200	1,209 Sf					2																	
Dvd's																								
Music CD's																								
audio books																								
Video games																								
Large Print Area	630	655 Sf	4	2	3	9	1																	
Current Periodicals	860	930 Sf	32			16	22																	
Periodical Storage	400	654 Sf		2		2	2																	
New Books	790	790 Sf			8	8	2																	
Office of Coord Pub Serv	147	150 Sf							1	2														
<b>Technical Services</b>																								
Office of Coord of Tech Serv	150	150 Sf							2	1														
Technical Services Workroom	725	745 Sf								4														
<b>Young Adult Room</b>																								
YA Paperbacks																								
YA Hardcover																								
YA Ref																								
YA Periodicals																								
YA Music Compact disk																								
YA Audio books																								
<b>Children's Department</b>																								
Overall Children's	5550	5,327 Sf																						
<b>Older Children Fiction / Non Fict</b>																								
Nonfiction																								
Fiction																								
Paperback																								
Reference																								
DVD																								
CD																								
Video																								
CD Rom																								
Books on CD																								
Children's Room Picture Books			8		4	12	8																	
Picture Books																								
Easy Readers			32																					
Paperback Easy Readers																								
Parents																								
Picture Book Bins																								
Board Book Bins																								
Children's Room Periodicals																								
Children's Room Service Desk	250	300 Sf								4														
Children's Storyhour / Craft Room	905	918 Sf								50														
Coordinator of Children's Services	110	160 Sf							2	1														
Children's Staff Workroom	420	550 Sf								3														
<b>Staff Room</b>																								
Staff Room	588	465 Sf								12														
Systems Room	150	150 Sf																						
Technology Office	200	200 Sf								1														
Computer & Digital Media Lab	870	624 Sf								18														
Assistant Director	190	175 Sf								4														
Directors Office	225	225 Sf								4														
Administrative Office	230	250 Sf								1														
Conference & Trustees Room	620	750 Sf								25														
Custodial Office Area	120	140 Sf																						
Custodial	238	335 Sf																						
Friends Book Sale Room	225	225 Sf																						
Art Display & Lobby	250	190 Sf								2														
Multi Purpose Room	1950	1,950 Sf								150														
Café	500	500 Sf								12														
<b>Subtotal Net SF.</b>	<b>34343</b>	<b>34,934 Sf</b>	<b>128</b>	<b>26</b>	<b>61</b>	<b>201</b>	<b>62</b>	<b>287</b>	<b>41</b>															
Non Assigned	10257	10,480 Sf	Non assigned								<b>TOTAL COLLECTIONS MBLC</b>													
Total OSF.	44600	45,414 Sf									Books 5,725 vol 98,800 vol Child 34,500 vol 9,536 vol													
First floor plan	23850										Vols 9,300 vol 6,100 vol 4,300 vol 600 vol													
Second floor plan	20950										Periodicals 240 vol													
Total OSF.	44600																							
% Non assigned area	23%																							

3.) *Identify measures or standards used to support your space needs projections, etc.*

Three references were used to support the space needs projections:

Wisconsin Library Building Project Handbook, fourth edition, 2006 by Wisconsin Department of Public Instruction, published by the State of Wisconsin contains standards used for this project for collection space, seating space, and staff work space.

Public Library Space Needs: A Planning Outline, 2009 by Anders C. Dahlgren, published by the Wisconsin State of Public Instruction contains the standards used for the collection space, seating space, and staff work space.

Library Building Program Workbook, third edition, 1999 by Patience Jackson, published by the Massachusetts Board of Library Commissioners contains calculations and standards for collection, space, seating and staff work space.

4.) *Explain how the design solves accessibility issues including public entrances.*

The physical layout of the existing building poses difficulties for wheelchair users, as stacks are often too close together to allow access. The aisles between stacks in book and back periodical areas are only 35 inches wide and many sections have only an egress at one end. Because of the lack of adequate shelving, the bottom shelves and the tops of the bookcases are used to hold materials. Many work areas would inhibit handicapped employees. The elevator is 45 years old and does not meet ADA requirements for a motorized wheelchair and is impossible for the handicapped to operate without assistance.

Handicapped accessibility will no longer be an issue in the new facility. Patrons with disabilities will become full-use patrons in the stacks, at the computers and in all other areas of the library. The new facility will have entrances at grade level, a modern elevator, appropriate furnishings, adequate shelving for the collection and aisles that meet ADA requirements.

The building will provide an integrated and attractive sign system throughout the library that also makes the building accessible to everyone.

5.) *Discuss how the design responds to current and future needs for collections, services and programs in your community.*

The new facility will enable the library to offer additional services and benefits to the community well into the future. The building is designed to be flexible so space can be rearranged to accommodate new or different collection needs. The proposed plan allows for an increase in the audio visual collection and the foreign language collection, two areas that survey respondents wanted to see an increase in titles. There is also space to increase the print and non-print collection slightly.

Because technology is constantly changing, the wiring of the building is also designed to be flexible, located in every possible area to accommodate future needs. There is also a computer lab where the librarians and the public can learn how to use the latest technologies and databases.

Space within the building will become available for other purposes as the need for periodical storage decreases in two to five years. This area would most likely become comfortable seating for patrons browsing the fiction collection.

The multi purpose room was designed to meet current and future programming needs. The room can be divided into two meeting rooms with one slightly larger than the other. It is located at the front of the building adjacent to the children's room. This location makes it easily accessible for the children's room patrons attending family programs with strollers and toddlers in tow. The location also allows for use of the meeting room after the library has closed.

There is a small conference room where the trustees and staff will hold meetings. This conference room may also be used by the public. The local history room may also be used as a small meeting room during regular hours.

6. *Explain how the project's design will impact current staffing levels, and how the library will accommodate potentially increased staffing needs that result from an improved/expanded building.*

Because the proposed new library is on two floors, we are not expecting an impact on the current staffing levels. We are hoping that the new building incorporates RFID technology, which will definitely lessen the impact of increased use that a new facility initially experiences. The RFID features would free up the circulation staff so they would be able to help assist patrons and shelf materials more frequently than what occurs in the current building.

There is some concern regarding the custodial staff. There will be almost 16,000 additional square feet to clean and maintain. The Town has started looking into consolidating some of its maintenance services. Currently the Town is working with the school department to see if there are possibilities. In the future, the Board of Library Trustees may consider consolidating some of the building services with the Town as well.

## Section 2: Project Description, cont.

### E. Sustainable Features

All applicants must answer the questions 1 – 4. Applicants that are applying for official LEED certification must follow the instructions in number 5 and fill out the LEED for New Construction and Major Renovation 2009 Project Scorecard form which follows this page of the application.

- 1) How has the library worked with its community, staff, OPM and architect to integrate sustainable design features into the planning process and design?

See Attachment 14a

- 2) Beyond the LEED prerequisites, discuss how the project will limit the building's impact on the environment?

See Attachment 14b

- 3) Discuss the impact of the green features on the project's budget.

See Attachment 14c

- 4) What additional funding sources will the library seek for building, operating and maintaining these sustainable features integrated into its design and construction?

See Attachment 14d

- 5) Applicants applying for official LEED certification must fill out "LEED for New Construction and Major Renovation 2009 Project Scorecard" form which follows this page of the application.

See attachment 14e

Note: The Massachusetts Public Library Construction Program regulations, 605 CMR 6.00, provide for a Green Library Incentive of 2% - 3.5% or a minimum of \$100,000 to a maximum of \$500,000. To be eligible for this additional award, official LEED certification must be received from the US Green Building Council following the completion of construction. Documentation must be submitted to the MBLC to receive the Green Library Incentive.

## Section 2: Project Description, cont.

### D. Sustainable Features

All applicants must answer the questions 1 – 4. Applicants that are applying for official LEED certification must follow the instructions in number 5 and fill out the LEED for New Construction and Major Renovation 2009 Project Scorecard form which follows this page of the application.

- 1) How has the library worked with its community, staff, OPM and architect to integrate sustainable design features into the planning process and design?*

Discussions about sustainable design began in the early stages of the design, and sustainable strategies have been incorporated into the schematic design with the goal of achieving LEED Silver. Input from the public has been very supportive of the libraries desire to achieve LEED Silver. The library location on Concord Ave encourages pedestrian traffic from both Belmont Center and the High School. The planning board has reviewed the site plan and is supportive of the amount of parking shown on the site plan.

2) *Beyond the LEED prerequisites, discuss how the project will limit the building's impact on the environment?*

Various Town committees have expressed interest in the reuse of the existing library building. In 2007, the Capital Projects Review Committee reviewed all outstanding projects and recommended that the Library move to across Concord Ave and the library building be renovated for the new Police Station. This is the most likely option which will preserve the energy embodied in the current structure.



3) *Discuss the impact of the green features on the project's budget.*

Green strategies in the schematic planning include those with lower initial costs, and short payback periods, in an effort to control construction costs, and save the town money on reduced operating costs. A large Photovoltaic array is planned which will contribute a significant portion of the electrical needs of the building. The projected cost of the Photovoltaic Array is identified on the project budget breakdown.

4) *What additional funding sources will the library seek for building, operating and maintaining these sustainable features integrated into its design and construction?*

The Library will pursue utility rebates through the Belmont Light Department for high efficiency lighting and mechanicals. The library will look at the Kresge Foundation which offers grants for construction projects such as this and the library will also see if the Massachusetts Technology Collaborative has grant opportunities available. In the recent past, the Massachusetts Technology Collaborative, with the Massachusetts Clean Energy Center, have funded up to 50% of photovoltaic array system with their CommSolar program.

- 5) Applicants applying for official LEED certification must fill out "LEED for New Construction and Major Renovation 2009 Project Scorecard" form which follows this page of the application.

See attachment

Note: The Massachusetts Public Library Construction Program regulations, 605 CMR 6.00, provide for a Green Library Incentive of 2% - 3.5% or a minimum of \$100,000 to a maximum of \$500,000. To be eligible for this additional award, official LEED certification must be received from the US Green Building Council following the completion of construction. Documentation must be submitted to the MBLC to receive the Green Library Incentive.

U.S. Green Building Council  
<http://www.usgbc.org/DisplayPage.aspx?CMSPageID=220>



**LEED for New Construction and Major Renovation 2009  
 Project Scorecard**

Project Name:  
 Project Address:



Prereq	Description	Required
Prereq 1	Construction Activity Pollution Prevention	Required
Credit 1	Site Selection	1
Credit 2	Development Density & Community Connectivity	5
Credit 3	Brownfield Redevelopment	1
Credit 4.1	Alternative Transportation, Public Transportation Access	6
Credit 4.2	Alternative Transportation, Bicycle Storage & Changing Rooms	1
Credit 4.3	Alternative Transportation, Low-Emitting & Fuel-Efficient Vehicles	3
Credit 4.4	Alternative Transportation, Parking Capacity	2
Credit 5.1	Site Development, Protect or Restore Habitat	1
Credit 5.2	Site Development, Maximize Open Space	1
Credit 5.3	Stormwater Design, Quantity Control	1
Credit 5.4	Stormwater Design, Quality Control	1
Credit 7.1	Heat Island Effect, Non-Roof	1
Credit 7.2	Heat Island Effect, Roof	1
Credit 8	Light Pollution Reduction	1



Prereq	Description	Required
Prereq 1	Water Use Reduction, 20% Reduction	Required
Credit 1.1	Water Efficient Landscaping, Reduce by 50%	2
Credit 1.2	Water Efficient Landscaping, No Potable Use or No Irrigation	2
Credit 2	Innovative Wastewater Technologies	2
Credit 3	Water Use Reduction	2 to 4
	30% Reduction	2
	35% Reduction	3
	40% Reduction	4



Prereq	Description	Required
Prereq 1	Fundamental Commissioning of the Building Energy Systems	Required
Prereq 2	Minimum Energy Performance: 10% New Bldgs or 5% Existing Bldg Renovations	Required
Prereq 3	Fundamental Refrigerant Management	Required
Credit 1	Optimize Energy Performance	1 to 19
	12% New Buildings or 6% Existing Building Renovations	1
	14% New Buildings or 10% Existing Building Renovations	2
	16% New Buildings or 12% Existing Building Renovations	3
	18% New Buildings or 14% Existing Building Renovations	4
	20% New Buildings or 16% Existing Building Renovations	5
	22% New Buildings or 18% Existing Building Renovations	6
	24% New Buildings or 20% Existing Building Renovations	7
	26% New Buildings or 22% Existing Building Renovations	8
	28% New Buildings or 24% Existing Building Renovations	9
	30% New Buildings or 26% Existing Building Renovations	10
	32% New Buildings or 28% Existing Building Renovations	11
	34% New Buildings or 30% Existing Building Renovations	12
	36% New Buildings or 32% Existing Building Renovations	13
	38% New Buildings or 34% Existing Building Renovations	14
	40% New Buildings or 36% Existing Building Renovations	15
	42% New Buildings or 38% Existing Building Renovations	16
	44% New Buildings or 40% Existing Building Renovations	17
	46% New Buildings or 42% Existing Building Renovations	18
	48% New Buildings or 44% Existing Building Renovations	19
Credit 2	On-Site Renewable Energy	1 to 7
	1% Renewable Energy	1
	3% Renewable Energy	2
	5% Renewable Energy	3
	7% Renewable Energy	4
	9% Renewable Energy	5
	11% Renewable Energy	6
	13% Renewable Energy	7
Credit 3	Enhanced Commissioning	2
Credit 4	Enhanced Refrigerant Management	3
Credit 5	Measurement & Verification	3
Credit 6	Green Power	2

See new form  
 Attachment 14e

U.S. Green Building Council  
<http://www.usgbc.org/DisplayPage.aspx?CMSPageID=220>



**LEED for New Construction and Major Renovation 2009  
 Project Scorecard**

Project Name:  
 Project Address:

Form 1 No.

Prereq	Description	Required
Prereq 1	Storage & Collection of Recyclables	Required
Credit 1	Building Reuse	1 to 3
Credit 1.1	Maintain 55% of Existing Walls, Floors & Roof	1
Credit 1.2	Maintain 75% of Existing Walls, Floors & Roof	2
Credit 1.3	Maintain 95% of Existing Walls, Floors & Roof	3
Credit 1.4	Building Reuse, Maintain 50% of Interior Non-Structural Elements	1
Credit 2.1	Construction Waste Management, Divert 50% from Disposal	1
Credit 2.2	Construction Waste Management, Divert 75% from Disposal	1
Credit 3.1	Materials Reuse, 5%	1
Credit 3.2	Materials Reuse, 10%	1
Credit 4.1	Recycled Content, 10% (post-consumer + 1/2 pre-consumer)	1
Credit 4.2	Recycled Content, 20% (post-consumer + 1/2 pre-consumer)	1
Credit 5.1	Regional Materials, 10% Extracted, Processed & Manufactured Regionally	1
Credit 5.2	Regional Materials, 20% Extracted, Processed & Manufactured Regionally	1
Credit 6	Rapidly Renewable Materials	1
Credit 7	Certified Wood	1

Form 2 No.

Prereq	Description	Required
Prereq 1	Minimum IAQ Performance	Required
Prereq 2	Environmental Tobacco Smoke (ETS) Control	Required
Credit 1	Outdoor Air Delivery Monitoring	1
Credit 2	Increased Ventilation	1
Credit 3.1	Construction IAQ Management Plan, During Construction	1
Credit 3.2	Construction IAQ Management Plan, Before Occupancy	1
Credit 4.1	Low-Emitting Materials, Adhesives & Sealants	1
Credit 4.2	Low-Emitting Materials, Paints & Coatings	1
Credit 4.3	Low-Emitting Materials, Flooring Systems	1
Credit 4.4	Low-Emitting Materials, Composite Wood & Agrifiber Products	1
Credit 5	Indoor Chemical & Pollutant Source Control	1
Credit 6.1	Controllability of Systems, Lighting	1
Credit 6.2	Controllability of Systems, Thermal Comfort	1
Credit 7.1	Thermal Comfort, Design	1
Credit 7.2	Thermal Comfort, Verification	1
Credit 8.1	Daylight & Views, Daylight 75% of Spaces	1
Credit 8.2	Daylight & Views, Views for 90% of Spaces	1

Form 3 No.

Credit 1.1	Innovation in Design: Provide Specific Title	1
Credit 1.2	Innovation in Design: Provide Specific Title	1
Credit 1.3	Innovation in Design: Provide Specific Title	1
Credit 1.4	Innovation in Design: Provide Specific Title	1
Credit 1.5	Innovation in Design: Provide Specific Title	1
Credit 2	LEED® Accredited Professional	1

Form 4 No.

Credit 1.1	Regional Priority Credit: Region Defined	1
Credit 1.2	Regional Priority Credit: Region Defined	1
Credit 1.3	Regional Priority Credit: Region Defined	1
Credit 1.4	Regional Priority Credit: Region Defined	1

Form 5 No.

**Project Totals (Certification Estimates)** **110 Points**  
 Not Credited Certified: 40-49 points Silver: 50-59 points Gold: 60-79 points Platinum: 80+ points

See new form  
 Attachment 14e

Attachment 14e

# LEED v. 2.2 New Construction Checklist

Items which COULD be incorporated into design \*\*

Project Name: Belmont Memorial Library  
 Project Address: Belmont MA

Yes	?	No	
7	2	5	<b>Sustainable Sites</b>
			<b>14 Points</b>

Y				Required
1	1		Prereq 1	
			Credit 1	1
			Credit 2	1
		1	Credit 3	1
			Credit 4.1	1
		1	Credit 4.2	1
			Credit 4.3	1
			Credit 4.4	1
			Credit 5.1	1
		1	Credit 5.2	1
			Credit 6.1	1
		1	Credit 6.2	1
			Credit 7.1	1
			Credit 7.2	1
		1	Credit 8	1

- Construction Activity Pollution Prevention
- Site Selection
- Development Density & Community Connectivity
- Brownfield Redevelopment
- Alternative Transportation, Public Transportation Access
- Alternative Transportation, Bicycle Storage & Changing Rooms
- Alternative Transportation, Low-Emitting & Fuel-Efficient Vehicles
- Alternative Transportation, Parking Capacity
- Site Development, Protect or Restore Habitat
- Site Development, Maximize Open Space
- Stormwater Design, Quantity Control
- Stormwater Design, Quality Control
- Heat Island Effect, Non-Roof
- Heat Island Effect, Roof
- Light Pollution Reduction

Yes	?	No		5 Points
2	1	2	<b>Water Efficiency</b>	<b>5 Points</b>

1			Credit 1.1	1
1			Credit 1.2	1
	1		Credit 2	1
			Credit 3.1	1
		1	Credit 3.2	1

- Water Efficient Landscaping, Reduce by 50%
- Water Efficient Landscaping, No Potable Use or No Irrigation
- Innovative Wastewater Technologies
- Water Use Reduction, 20% Reduction
- Water Use Reduction, 30% Reduction

9	2	6	<b>Energy &amp; Atmosphere</b>	<b>17 Points</b>
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Y				Prereq 1
Y				Prereq 2
Y				Prereq 3

\*Note for EAc1: All LEED for New Construction projects registered after June 26<sup>th</sup>, 2007 are required to achieve at least two (2) points under EAc1.

6	2	2		Credit 1
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**Fundamental Commissioning of the Building Energy Systems** Required  
**Minimum Energy Performance** Required  
**Fundamental Refrigerant Management** Required

<b>Optimize Energy Performance</b>					
1				10.5% New Buildings or 3.5% Existing Building Renovations	1 to 10
1				14% New Buildings or 7% Existing Building Renovations	1
1				17.5% New Buildings or 10.5% Existing Building Renovations	2
1				21% New Buildings or 14% Existing Building Renovations	3
1				24.5% New Buildings or 17.5% Existing Building Renovations	4
1				28% New Buildings or 21% Existing Building Renovations	5
				31.5% New Buildings or 24.5% Existing Building Renovations	6
				35% New Buildings or 28% Existing Building Renovations	7
				38.5% New Buildings or 31.5% Existing Building Renovations	8
				42% New Buildings or 35% Existing Building Renovations	9
					10
3				<b>On-Site Renewable Energy</b>	1 to 3

				Credit 3
				Credit 4
				Credit 5
				Credit 6

2.5% Renewable Energy  
7.5% Renewable Energy  
12.5% Renewable Energy  
**Enhanced Commissioning**  
**Enhanced Refrigerant Management**  
**Measurement & Verification**  
**Green Power**

continued...

Yes	?	No
4	3	6

**Materials & Resources**

13 Points

Y		1		1	
	Prereq 1				Required
	Credit 1.1			1	1
	Credit 1.2			1	1
	Credit 1.3			1	1
	Credit 2.1			1	1
	Credit 2.2			1	1
	Credit 3.1			1	1
	Credit 3.2			1	1
	Credit 4.1			1	1
	Credit 4.2			1	1
	Credit 5.1			1	1
	Credit 5.2			1	1
	Credit 6			1	1
	Credit 7			1	1

- Storage & Collection of Recyclables**
- Building Reuse, Maintain 75% of Existing Walls, Floors & Roof
- Building Reuse, Maintain 100% of Existing Walls, Floors & Roof
- Building Reuse, Maintain 50% of Interior Non-Structural Elements
- Construction Waste Management, Divert 50% from Disposal
- Construction Waste Management, Divert 75% from Disposal
- Materials Reuse, 5%
- Materials Reuse, 10%
- Recycled Content, 10% (post-consumer + 1/2 pre-consumer)
- Recycled Content, 20% (post-consumer + 1/2 pre-consumer)
- Regional Materials, 10% Extracted, Processed & Manufactured Regionally
- Regional Materials, 20% Extracted, Processed & Manufactured Regionally
- Rapidly Renewable Materials
- Certified Wood

Yes	?	No
11	3	1

**Indoor Environmental Quality**

15 Points

Y		1		1	
	Prereq 1				Required
	Prereq 2				Required
	Credit 1			1	1
	Credit 2			1	1
	Credit 3.1			1	1
	Credit 3.2			1	1
	Credit 4.1			1	1
	Credit 4.2			1	1
	Credit 4.3			1	1
	Credit 4.4			1	1
	Credit 5			1	1
	Credit 6.1			1	1
	Credit 6.2			1	1
	Credit 7.1			1	1
	Credit 7.2			1	1

- Minimum IAQ Performance**
- Environmental Tobacco Smoke (ETS) Control**
- Outdoor Air Delivery Monitoring**
- Increased Ventilation**
- Construction IAQ Management Plan, During Construction**
- Construction IAQ Management Plan, Before Occupancy**
- Low-Emitting Materials, Adhesives & Sealants**
- Low-Emitting Materials, Paints & Coatings**
- Low-Emitting Materials, Carpet Systems**
- Low-Emitting Materials, Composite Wood & Agrifiber Products**
- Indoor Chemical & Pollutant Source Control**
- Controllability of Systems, Lighting**
- Thermal Comfort, Design**
- Thermal Comfort, Verification**



1			Credit 8.1
1			Credit 8.2

Daylight & Views, Daylight 75% of Spaces  
Daylight & Views, Views for 90% of Spaces

1  
1

3	2	0	
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**Innovation & Design Process**

5 Points

1			Credit 1.1
1			Credit 1.2
	1		Credit 1.3
	1		Credit 1.4
1			Credit 2

Innovation in Design: Provide Specific Title  
Innovation in Design: Provide Specific Title  
Innovation in Design: Provide Specific Title  
Innovation in Design: Provide Specific Title  
LEED® Accredited Professional

1  
1  
1  
1  
1

36	13	20	
----	----	----	--

**Project Totals (pre-certification estimates)**

69 Points

**Certified:** 26-32 points, **Silver:** 33-38 points, **Gold:** 39-51 points, **Platinum:** 52-69 points

\*\* Some of the strategies listed may ADD COST to the project

**Section 2: Project Description, cont.**

**F. Existing Building and/or Historic Site**

Please complete this section only if the project deals with an existing building and/or an historic site.

- 1) Is this building an historic building Y  N  or does it sit on an historic site Y  N
  
- 2) If the project involves an existing building, describe it in a short essay. Include date(s) of construction, maintenance issues, structural problems, water issues. What has already been done to maintain this building?
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
- 3) Describe any parts of this building that will be demolished.

Section 2: Project Description, cont.

F. Existing Building and/or Historic Site, cont.

1) What issues in the existing building will be dealt with as part of the project? (Check all that apply.)

- Groundwater issues
- Drainage issues
- Foundation
- Parking
- Structural integrity
- Self-supporting book stack
- Chimney(s)
- Exterior finish
- Exterior masonry:
  - Repointing
  - Replacement
  - Cleaning
  - Waterproofing
- Exterior trim
- Exterior steps
- Exterior portico
- Roof
- Skylights
- Windows
- Fire hazards
- Fire sprinklers
- Fire egress
- Handicapped access
- Wiring
- Acoustics
- Plumbing/ restrooms
- HVAC System
- Asbestos insulation
- Asbestos flooring
- Lead Paint
- Calcimine paint
- Interior woodwork
- Dropped ceilings
- Interior lighting
- Height of basement ceiling
- Decorative stained glass
- Interior traffic flow
- Personal safety
- Meeting rooms
- Storage
- Energy efficiency
- Atrium
- Other (Please list)

1) Have the items checked in Question 4 been included in the project budget? If not, why not?

2) What additional funding is being projected or sought for these preservation and maintenance issues?

## Section 2: Project Description, cont.

### F. Existing Building and/or Historic Site, cont.

#### Massachusetts Historical Commission Notification

State law requires that all proposed library construction project plans, including new construction; be reviewed by the Massachusetts Historical Commission (MHC). The next two pages contain the Massachusetts Historical Commission's Project Notification Form (PNF) that the MHC requires. When completing a PNF, be sure to follow MHC's "Guidance for Completing the Project Notification Form." Both the PNF and Guide are available online.

Download Project Notification Form (pdf)

<http://www.sec.state.ma.us/mhc/mhcpdf/pnf.pdf>

Download Project Notification From Guide (pdf) <http://www.sec.state.ma.us/mhc/mhcpdf/pnfguide.pdf>

A copy of the Notification form and guidelines follows this page of the application.

If the Library's project has not received MHC approval by January 27, 2011 include a copy of the PNF in this application, but if the Library has received MHC approval include the letter of approval as well as a copy of the PNF.

Massachusetts Historical Commission  
220 Morrissey Boulevard  
Boston, MA 02125  
Phone: 617-727-8470  
Fax: 617-727-5128  
Email: [mhc@sec.state.ma.us](mailto:mhc@sec.state.ma.us)  
<http://www.sec.state.ma.us/index.htm>

*Guidance for Completing the Massachusetts Historic Commission's **Project Notification Form** (950 CMR 71.00, Appendix A)*

- ❖ Please make sure you **type or print legibly** the Project Notification Form (PNF) and fill out **all** sections of the form.
- ❖ Please submit a PNF for **each** project separately. This will facilitate MHC's review of multiple project submissions.
- ❖ Please include the street and number in the address line of the project area. Please be sure to specify the town name.
- ❖ Please make sure you fill out both the **project address section** and the **project contact** section. Please note that these two addresses may be the same in some cases. It is important for MHC to have a contact person in order to facilitate review, should questions arise.
- ❖ The funding, licensing, and permitting section **must be completed** in order for MHC to review the PNF. Be sure to list all funding, licensing and permitting involved with the entire project; this includes **federally funded, licensed, and permitted projects, as well as state funded, licensed, and permitted projects.** Some examples of common funding, licensing, and permitting agencies and funding sources are: **Army Corps of Engineers; Federal Communications Commission; Community Development Block Grants; School Building Assistance from the Massachusetts Department of Education; Department of Housing and Community Development; Department of Environmental Protection (permits such as sewer connection, wetlands, or Chapter 91 permits); Massachusetts Highway Department (curb cut permits),etc.** There are many others.
- ❖ Please be sure to **describe** the proposed project in **detail**. Attach additional pages if necessary. If dates of construction on buildings or dates of alterations to a site are known, please be sure to include this information in your project description.
- ❖ Please include photographs of the proposed project site. If the project involves demolition or rehabilitation of a building(s), be sure to include photos of major elevations of the building(s). Please also be sure to label photographs. Attach the most current project plans and elevations if available.
- ❖ **Please be sure to include a photocopy of the pertinent section of the U.S.G.S. map with your submission.** The MHC cannot review a PNF without a U.S.G.S. section map. You can purchase U.S.G.S. maps at local camping, hiking, and sporting goods stores, or download U.S.G.S. maps from the World Wide Web at [www.topozone.com](http://www.topozone.com); or make a photocopy of U.S.G.S. maps at libraries.
- ❖ Do not use other maps instead of the U.S.G.S. map. However, additional maps such as plot plans or assessors' maps may be included **in addition** to the U.S.G.S. section map. **Boundaries of the project area** should be specific. Do not circle a large plot of land on the U.S.G.S. map and indicate that the project falls within the circle.

*This guidance document is offered to assist in compliance with M.G.L. Chapter 9, Section 26-27c, as amended by Chapter 254 of the Acts of 1988 (950 CMR 71.00)*

950 CMR: OFFICE OF THE SECRETARY OF THE COMMONWEALTH JAN 31 2011  
APPENDIX A

MASSACHUSETTS HISTORICAL COMMISSION  
220 MORRISSEY BOULEVARD  
BOSTON, MASS. 02125  
617-727-8470, FAX: 617-727-5128

MASS. HIST. COMM

RC. 50135

PROJECT NOTIFICATION FORM

Project Name:

Belmont Memorial Library

Location / Address:

345 Concord Avenue (Exact address TBD, across from current library and school playing fields)

After review of MHC files and the materials you submitted, it has been determined that this project is unlikely to affect significant historic or archaeological resources.

City / Town:

Belmont, MA

Project Proponent

Name: Maureen Connors

Brandee Loughlin 2/8/11  
Preservation Planner RC# 50135  
Massachusetts Historical Commission Date

Address: 336 Concord Avenue

City/Town/Zip/Telephone:

Belmont, MA 02478, Phone: 617 993-2851

Agency license or funding for the project (list all licenses, permits, approvals, grants or other entitlements being sought from state and federal agencies).

Agency Name Type of License or funding (specify)

The project consists of constructing a new building as well as associated parking, utilities and landscaping on town-owned site currently occupied by school playing fields.

Project Description (narrative):

Does the project include demolition? If so, specify nature of demolition and describe the building(s) which are proposed for demolition.

N/A

Does the project include rehabilitation of any existing buildings? If so, specify nature of rehabilitation and describe the building(s) which are proposed for rehabilitation.

N/A

Does the project include new construction? If so, describe (attach plans and elevations if necessary).

The New Library is a two-story steel-frame masonry-veneer building with sloped roof and new parking lot. The new building's style, proportions and materials are complimentary to the surrounding buildings. Plans and elevations are attached hereafter.

950 CMR: OFFICE OF THE SECRETARY OF THE COMMONWEALTH  
APPENDIX A (continued)

To the best of your knowledge, are any historic or archaeological properties known to exist within the project's area of potential impact? If so, specify. N/A

What is the total acreage of the project area? 2.11 acres (91,785 SF)

Woodland 0 acres Productive Resources:

Wetland 0 acres Agriculture 0 acres

Floodplain 0 acres Forestry 0 acres

Open space 0.51 acres Mining/Extraction 0 acres

Developed 1.6 acres Total Project Acreage 2.11 acres

What is the acreage of the proposed new construction? 0.55 acres

What is the present land use of the project area?

Please attach a copy of the section of the USGS quadrangle map which clearly marks the project location. This Project Notification Form has been submitted to the MHC in compliance with 950 CMR 71.00.

Signature of Person submitting this form: Maureen Conners Date: 1/26/2011

Name: Maureen Conners

Address: 336 Concord Avenue

City/Town/Zip: Belmont, MA 02478

Telephone: 617 993-2855

REGULATORY AUTHORITY

950 CMR 71.00: M.G.L. c. 9, §§ 26-27C as amended by St. 1988, c. 254.

7/1/93 950 CMR - 276  
[Inserted in MBLC Construction  
Grant Application 10/10]

SECTION 3: FINANCIAL

A. Eligible / Non-Eligible Project Costs (Page One)

ACTIVITY/ITEM	ELIGIBLE	NON-ELIGIBLE	TOTAL
1.0 General Requirements, OH & P <sup>1</sup>	\$1,428,296	\$51,700	\$1,479,996
2.1a Site Work, excluding Landscaping & Paving	\$273,445	\$0	\$273,445
2.1b Landscaping and Paving		\$344,655	\$344,655
3. Concrete	\$409,565	\$0	\$409,565
4. Masonry	\$486,247	\$0	\$486,247
5. Metals	\$1,394,609	\$0	\$1,394,609
6. Wood & Plastics	\$66,975	\$0	\$66,975
7. Moisture-Thermal Control	\$270,008	\$0	\$270,008
8. Doors, Windows & Glass	\$1,857,050	\$0	\$1,857,050
9. Finishes	\$902,637	\$0	\$902,637
10. Specialties	\$211,575	\$0	\$211,575
11. Fixed Equipment ( Automated Materials Sorting)	\$0	\$80,000	\$80,000
14. Conveying Systems	\$160,000	\$0	\$160,000
15.3 Fire Protection	\$239,059	\$0	\$239,059
15.4 Plumbing	\$341,513	\$0	\$341,513
15.6 HVAC	\$1,593,725	\$0	\$1,593,725
16.1 Electrical, except Data	\$887,933	\$0	\$887,933
16.2 Data/Communications Wiring	\$204,908	\$0	\$204,908
LEED Registration	\$2,500	\$0	\$2,500
LEED Points	\$0	\$0	\$0
LEED-Qualifying Hard Costs, such as Solar panels, windmills, green roof, where separate cost estimates are available.	\$200,000	\$0	\$200,000
Other - B. (attach breakdown and explanation)	\$38,000	\$0	\$38,000
<b>Construction Subtotal</b>	<b>\$10,968,045</b>	<b>\$476,355</b>	<b>\$11,444,400</b>
Design Contingency (give dollar figure)	\$1,095,027	\$34,466	\$1,129,492
Construction Contingency (give dollar figure)	\$682,092	\$21,118	\$703,210
Escalation to (give date) Jan 2014 , percentage 3.5 % Avg, and dollar figure on right.	\$1,396,551	\$43,238	\$1,439,789
<b>Page 1 Total</b>	<b>\$14,141,715</b>	<b>\$575,176</b>	<b>\$14,716,891</b>

<sup>1</sup> Item numbers correspond to standard construction divisions used by architects and contractors. Subdivisions have been made in some cases to clarify eligible/non-eligible costs or to ensure that a certain element is accounted for.



## Section 3: FINANCIAL

### A. Eligible / Non-Eligible Project Costs (Page Two)

ACTIVITY/ITEM	ELIGIBLE	NON-ELIGIBLE	TOTAL
Library Building Consultant, if used	\$0	\$0	\$0
Consultant/Architect/Engineer Fees: Schematic <sup>2</sup>	\$49,580	\$0	\$49,580
Consultant/Architect/Engineer Fees: Design Development to Bid Documents	\$1,005,591	\$0	\$1,005,591
Construction Administration Cost - Architect	\$541,472	\$0	\$541,472
Commissioning Agent (HVAC)	\$45,000	\$0	\$45,000
LEED Building Consultant, if planned or used	\$0	\$0	\$0
LEED Engineer, if planned	\$0	\$0	\$0
LEED Enhanced Commissioning, if planned	\$0	\$0	\$0
Interior Design Fees	\$89,100	\$0	\$89,100
Owner's Project Manager (OPM)	\$430,000	\$0	\$430,000
Clerk of The Works, included OPM	\$0	\$0	\$0
Value Engineering	\$0	\$0	\$0
Independent Review prior to bidding, if planned	\$20,000	\$0	\$20,000
Building Permit, if fee not waived by municipality	\$0	\$0	\$0
			\$0
12.1 Steel Shelving and Metal End Panels	\$225,000	\$0	\$225,000
12.2 All Other Furnishings		\$765,000	\$765,000
12.3 Computer Terminals & Peripherals		\$110,000	\$110,000
			\$0
<b>Project Subtotal</b>	<b>\$16,547,457</b>	<b>\$1,450,176</b>	<b>\$17,997,633</b>
Project Contingency (give dollar figure)	\$167,708	\$15,250	\$182,958
Land Purchase or Value of Town, School or Gift Land (give date and append documentation) <sup>3</sup>	\$800,000	\$0	\$800,000
Other - C. (attach breakdown)	\$195,500		\$195,500
Moving & Related Expenses		\$75,000	\$75,000
Temporary Quarters		\$0	\$0
Municipal Bonding Costs		\$30,000	\$30,000
<b>PROJECT GRAND TOTAL</b>	<b>\$17,710,665</b>	<b>\$1,570,426</b>	<b>\$19,281,092</b>

<sup>2</sup>Include only those costs incurred within three years of the date of this application or planned for the future. May include surveys, construction and materials testing, Article 17 structural inspection, and structural peer review. For clarity, you may append a separate budget for this line.

<sup>3</sup>Purchased land and/or building may be valued up to the actual purchase price. Donated land only may be valued up to cap of \$800,000. In the case of town-owned, school-owned or donated land, do not include a value for any existing town-owned, school-owned or donated *BUILDING*.

**Section 3: Financial, cont.**

**B.1. Project Costs for a Library Facility to Be Shared With another Agency**

Complete this page only if your construction budget presented on the previous page includes the cost of construction for another agency as well as the library.

This building will share space with (Name of Agency) \_\_\_\_\_ and consist of:

- \_\_\_\_\_ Net square feet of library space
- \_\_\_\_\_ Net square feet of space belonging to the other agency
- \_\_\_\_\_ Net square feet of "shared" spaces, such as lobbies, meeting rooms, kitchens, rest rooms, staircases, etc.
- \_\_\_\_\_ Total net usable square feet in the entire building

The library's portion of the eligible cost is, therefore, \_\_\_\_\_ % of the total eligible cost of the project.

**PROPORTIONAL CERTIFICATION**

We, the undersigned, having official responsibility for the facility described in this application, do hereby attest we are proposing a shared facility and the monies budgeted and requested represent that proportional share of space which we estimate will be used by the library in the shared facility.

Furthermore, we estimate the public library's share of this project will be \_\_\_\_\_ %.  
The remaining non-library or non-public library portions of the facility will be funded from sources other than the Massachusetts Public Library Construction Program.

Moreover, at a minimum, the public library will be entitled to the full use of the "shared" or common spaces such as a common meeting room, kitchen or conference room in this building in proportion to the percentage share of the cost assigned to the library. *(For example, if 40% of the cost of the building is assigned to the library, then the library will have full use of the shared facilities for 40% of weekdays, or two full weekdays and weekday evenings each week, or other arrangements as deemed practical and useful by the Library Trustees.)*

\_\_\_\_\_  
Signature Date \_\_\_\_\_

\_\_\_\_\_  
Printed Name, Title, Board, Committee

\_\_\_\_\_  
Signature Date \_\_\_\_\_

\_\_\_\_\_  
Printed Name, Title, Board, Committee

\_\_\_\_\_  
Signature Date \_\_\_\_\_

\_\_\_\_\_  
Printed Name, Title, Board, Committee

**Section 3: Financial**

**B2. PROJECT COSTS FOR A LIBRARY FACILITY IN A BUILDING TO BE SHARED WITH ANOTHER AGENCY (PAGE ONE)**

Complete this chart only if your construction project includes the cost of construction for another agency, in addition to the library. Base the numbers in this chart on your response in chart A and the statement from B1.

ACTIVITY/ITEM	ELIGIBLE	NON-ELIGIBLE	TOTAL
1.0 General Requirements, OH &P <sup>4</sup>			
2.1a Site Work, excluding landscaping & paving			
2.1b Landscaping and Paving			
3. Concrete			
4. Masonry			
5. Metals			
6. Wood & Plastics			
7. Moisture-Thermal Control			
8. Doors, Windows & Glass			
9. Finishes			
10. Specialties			
11. Fixed Equipment			
14. Conveying Systems			
15.3 Fire Protection			
15.4 Plumbing			
15.6 HVAC			
16.1 Electrical, except Data			
16.2 Data/Communications Wiring			
LEED Registration			
LEED Points			
LEED- Qualifying Hard Costs, such as Solar panels, windmills, green roof, where separate cost estimates are available.			
Other- B. (attach breakdown and explanation)			
Construction Subtotal			
Design Contingency (give dollar figure)			
Construction Contingency (give dollar figure)			
Escalation to (give date) _____, percentage _____, and dollar figure on right.			
<b>Page 1 Total</b>			

<sup>4</sup> Item numbers correspond to standard construction divisions used by architects and contractors. Subdivisions have been made in some cases to clarify eligible/non-eligible costs or to ensure that a certain element is accounted for.

**Section 3: Financial**

**B2. PROJECT COSTS FOR A LIBRARY FACILITY IN A BUILDING TO BE SHARED WITH ANOTHER AGENCY (PAGE TWO)**

Complete this chart only if your construction project includes the cost of construction for another agency, in addition to the library. Base the numbers in this chart on your response in chart A and the statement from B1.

ACTIVITY/ITEM	ELIGIBLE	NON-ELIGIBLE	TOTAL
Library Building Consultant, if used			
Consultant/Architect/Engineer Fees: Schematic <sup>5</sup>			
Consultant/Architect/Engineer Fees: Design Development to Bid Documents			
Construction Administration Cost-Architect			
Commissioning Agent (HVAC)			
LEED Building Consultant, if planned or used			
LEED Engineer, if planned			
LEED Enhanced Commissioning, if planned			
Interior Design Fees			
Owner's Project Manager (OPM)			
Clerk of the Works, if separate from OPM			
Value Engineering			
Independent Review prior to bidding, if planned			
Building permit, if fee not waived by municipality			
12.1 Steel Shelving and Metal End Panels			
12.2 All Other Furnishings			
12.3 Computer Terminals & Peripherals			
Project Subtotal			
Project Contingency (give dollar figure)			
Land Purchase or Value of Town, School or Gift Land (give date and append documentation) <sup>6</sup>			
Other-C. (attach breakdown)			
Moving & Related Expenses			
Temporary Quarters			
Municipal Bonding Costs			
<b>PROJECT GRAND TOTAL</b>			

<sup>5</sup>Include only those costs incurred within three years of the date of this application or planned for the future. This may include surveys, construction and materials testing, Article 17 structural inspection, and structural peer review. For clarity, you may append a separate budget for this line.

<sup>6</sup> Purchased land and/or building may be valued up to the actual purchase price. Donated land only may be valued up to cap of \$800,000. In the case of town-owned, school-owned or donated land, do not include a value for any existing town-owned, school-owned or donated BUILDING.

**SECTION 3: Financial (Continued)**

**C. Summary of Costs**

- 1. Current Working Construction Cost Estimate \$14,141,715  
*(Total Eligible Cost from Page 24 or Library column on Page 27)*
  
- 2. Total Gross Square Footage of Library 45,535 SF
  
- 3. Construction cost per square foot \$311/SF  
*(Total Construction cost divided by total gross square footage.)*
  
- 4. Project cost per square foot \$423/SF  
*(Subtotal on page 25 or library subtotal on page 28, divided by total gross square footage)*

5. FOR RENOVATIONS OR RENOVATION/ADDITIONS ONLY

- a. Cost of new construction  $\pm$  square feet to be built \_\_\_\_\_ cost per sq.ft new construction
  
- b. Cost of renovation  $\pm$  square feet to be renovated \_\_\_\_\_ cost per sq.ft.of renovated space

6. Date of Cost Estimate      1/14/10

7. Independent Cost Estimator

Name Hemant Mehta

Firm VJ Associates

Address 992 Great Plain Avenue, Suite 27  
Needham, MA 02492

e-mail hmehta@vjassociates.com

Telephone (781) 444-8200

**SECTION 3: Financial****D. PROJECTED FUNDING SOURCES**

Indicate the projected sources of funding for your project. Attach also a narrative describing in detail your fundraising plan.

FUNDING SOURCE	SECURED (In-hand)	PROPOSED	TOTAL
Tax Levy or General Funds			
Bonds		\$6,624,088	\$6,624,088
Accumulated Capital Construction/Improvement Funds	\$20,650	\$500	\$21,150
Library Trust Monies			
Sale of Library-Owned Assets or Artifacts, with Permission of Town Meeting			
Gifts/Fundraising <sup>7</sup>	\$327,939	\$ 3,000,000	\$3,327,939
Federal Funds (specify agency or program on a separate page)			
MPCLP Planning Grant			
MA Public Library Construction Program Construction Grant (this proposal)		\$8,507,915	\$8,507,915
Other State Funds (specify agency or program on a separate page.)			
Value of Donated Land (up to \$800,000) or Value of Purchased Land and/or Building.	\$800,000		\$800,000
Other (Specify on a separate page.)			
GRAND TOTAL <sup>8</sup>			\$19,281,092

<sup>7</sup> Give detailed plan for private fundraising

<sup>8</sup> Note: In this grid, which may include both actual and proposed funding, it is quite possible that your grand total, in the lower right hand-square, may exceed the cost of the project.

## Section 4: Assurances and Certifications

### A. Qualifications and Duties of Project Personnel

- 1) Project Director. Complete this form for the project director. The library director may function as the project director.

Name and Position

Maureen Conners, Director

Current Duties and Responsibilities:

Maureen Conners is the Director of the Belmont Public Library responsible for managing the operations of the main library, supervising a staff of 50, managing budget of \$1.8 million and responsible for short-and long-range planning, policy recommendations and public relations.

Proposed Project-Related Responsibilities:

Review plans throughout the project, act as a liaison between the Architect, Project Manager, staff and Trustees.

Qualifications, Education and Professional Experience Applicable to This Project:

Ms. Conners has a Masters Degree in Library Science, over 35 years of library experience, fourteen as a library director. As Director, developed and administered budgets of \$1.5 million +and has had the responsibility for maintenance of physical plants. She has worked on two renovations for the Belmont Library - one was to construct a Young Adult room, the other was for a circulation department renovation. She has also administered several LSTA grants and applied for and was awarded a library construction grant in 2005.

**Section 4: Assurances and Certifications, cont.**

**A. Qualifications and Duties of Project Personnel, cont.**

2) Architect. Complete this form for the architect working on the project.

Name, Firm and Position

J. Stewart Roberts, Johnson Roberts Associates, Inc, Principal

Current Responsibilities:

Mr. Roberts is Principal-in-charge of library projects at Johnson Roberts Associates, Inc, Architects.

Description of Proposed Project-Related Work:

Mr. Roberts will lead the design team, have primary responsibility for the design, communication with the Committee and the OPM, adherence to the schedule, and production of the schematic design and feasibility study documentation.

Qualifications, Education and Professional Experience Applicable to This Project:

Bachelor of Science in Art and Design, Massachusetts Institute of Technology, 1975.  
Master of Architecture, Massachusetts Institute of Technology, 1978.  
Registered Architect, Commonwealth of Massachusetts, number 5076.

J. Stewart Roberts AIA, has over thirty years of architectural experience in both public and private sector projects including numerous public libraries, municipal facilities, commercial office buildings, interiors, and residential designs.

Since founding the firm in 1996 Mr. Roberts has been responsible for the design of over fifty public libraries throughout New England, and has completed construction of twenty-four public library projects.

Mr. Roberts continues his commitment to library design as a member of the American Library Association, the Library Administration and Management Association, and the Massachusetts Library Association. The firm's work has been illustrated in the Library Journal Architectural numerous times, on display by request at the MIT Library of Architecture, and has won multiple design awards.

Prior to forming J. Stewart Roberts Associates, Inc. Architects in 1996, Mr. Roberts was the Senior Associate with Anthony Tappé and Associates, in charge of library and municipal facility design.



**Section 4: Assurances and Certifications, cont.**

**A. Qualifications and Duties of Project Personnel, cont.**

- 3) Owner's Project Manager (OPM). Complete this form for OPM. The OPM also may be the project's clerk of the works.

Name, Firm and Position Robert H. White Daedalus Projects, Inc. Project Manager

Current Responsibilities:

Robert White is the current project manager for the library feasibility study and is Project Manager operating under MGL CH 149A- 44A1/2 on a Middle School.

Description of Proposed Project-Related Work:

All OPM responsibilities, except resident engineer, as mandated under CH 149A - 44A 1/2

Qualifications, Education and Professional Experience Applicable to This Project:

BSCE Tufts University  
OSHA 40 hour certified  
State Building License (Construction Supervisor, no restrictions)  
City of Boston A.B.C. License  
42 years of General Contracting, Development, Project Management

**Section 4: Assurances and Certifications, cont.**

**A. Project Personnel Qualifications, cont.**

4) Library Director. Complete this form for the library director if he/she is not the project director.

Name and Position \_\_\_\_\_

Current Responsibilities Duties:

Description of Proposed Project-Related Work:

Qualifications, Education and Professional Experience Applicable to This Project:

**Section 4: Assurances and Certifications, cont.**

**B. Project Awarding Authority and Fiscal Information**

1) The sole awarding legal authority for this project will be:  
(Check one)

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

To be named by Town Moderator

\_\_\_\_\_  
Name and Title of the Chairperson or Municipal Official of Above

\_\_\_\_\_

\_\_\_\_\_

Address

\_\_\_\_\_  
Phone and Email Address

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

Floyd Carman, Treasurer

\_\_\_\_\_  
Name and Title

Homer Municipal Building

19 Moore Street

Belmont, MA 02478

Address

617 993-2782 FCarman@belmont-ma.gov

Phone and Email Address

**Section 4: Assurances and Certifications, cont.**

B. Project Awarding Authority and Fiscal Information, cont.

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

Building Committee, to be appointed by the Town Moderator  
 Name and Title

\_\_\_\_\_  
 \_\_\_\_\_

Address

Phone and Email Address

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

U.S. Trust

Bank or Other Institution

100 Federal Street

Boston, MA 02110

Address

1-800 US Trust

Phone and Email Address

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

Barbara Hagg

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

Homer Municipal Building, Town Accountant's Office

Agency

19 Moore Street

Belmont, MA 02478

Address

617 993 2622 bhagg@belmont-ma.gov

Phone and Email Address

**Section 4: Assurances and Certifications, cont.**

**B. Project Awarding Authority and Fiscal Information, cont.**

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

Name of MCPPO-certified City Hall/ Town Hall Individual

Barbara Hagg

Title

Town Accountant

Email Address

bhagg@belmont-ma.gov

Business Telephone

(617) 993 2622

Name of MCPPO-certified School District Individuals \_

Anthony DiCologero

Title

Finance Director

Official Name of School District

Belmont

Email Address

tdicologero@belmont.k12.ma.us

Business Telephone

617 993-5430

## Section 4: Assurances and Certifications

### C. Compliance Assurances

Applicants shall agree in writing to the 37 assurances found in 605 CMR 6.05 (2) which are based on full municipal enforcement and compliance with federal, state and local laws, rules and regulations.

1. An assurance that new, remodeled or renovated library buildings shall be planned for a minimum operational life of 20 years.
2. An assurance that the completed facility will continue to be used as a free public library for at least 20 years. Prior approval from the Board shall 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 shall return the amount of the grant award plus interest to the Board of Library Commissioners within 30 days of the date the library building falls out of compliance with 605 CMR 6.05.
3. An assurance that the applicant shall make all full and good faith efforts to support the continued participation and qualification of the library in programs established by or the successors to M.G.L. c. 78, §§ 19A and 19B. Should the library fail to be certified by the Massachusetts Board of Library Commissioners to receive State Aid to Public Libraries during the period in which the Grant Agreement is in effect, until project completion and final payment, this shall be considered a breach of the contract.
4. An assurance that when construction is complete, the applicant shall make all full and good faith efforts ensure to 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. An assurance 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.
6. An assurance that the applicant and contractors shall not knowingly employ, compensate, or arrange to compensate any employee of the Massachusetts Board of Library Commissioners during the term of the project, unless such arrangement is permitted under the provisions of M.G.L. c. 268A.
7. An assurance that the Board shall 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. An assurance that if required, precontract and preconstruction conferences will be held with representative(s) from the Board.
9. An assurance that the designer(s) of an approved library project were selected using the Guidelines for Local Designer Selection Procedures as issued by the Designer Selection Board under the provisions of M.G.L. c. 7, § 38K.
10. An assurance that all design, construction, construction contracts and sub-contracts shall 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. All construction contracts shall be bid under M.G.L. c. 149, § 44A or M.G.L. c. 30, § 39M.

**Section 4: Assurances and Certifications, cont.****C. Compliance Assurances, cont.**

11. An assurance that the applicant shall be in compliance with the provisions of the Governor's Code of Fair Practices, Executive Order 227, and M.G.L. c. 151B as amended. The applicant shall not discriminate in any manner because of race, color, religion, national origin, ancestry, age, sex, or handicap.
12. An assurance that the applicant will require that all construction contracts shall 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 shall include the Commonwealth's Supplemental Equal Opportunity/ Anti-Discrimination and Affirmative Action Program as part of the contract.
13. An assurance that the applicant shall comply with Executive Order 237 that includes provisions for a 10% set aside for minority and women's business.
14. An assurance that the applicant is in compliance with Executive Order 215 with respect to the community's housing policies and practices.
15. An assurance that the rules and procedures of the Massachusetts Emergency Finance Board will be followed.
16. An assurance that the applicant shall submit the project to local, regional or state boards or agencies for comment and/or approval as may be required by law or regulation.
17. An assurance that the applicant shall assist the Massachusetts Board of Library Commissioners in complying with the Massachusetts Environmental Policy Act, M.G.L. c. 30, §§ 61 through 62H.
18. An assurance that the building will be designed according to 521 CMR: Architectural Access Board.
19. An assurance that life-cycle cost estimates of all technically feasible energy systems as defined in St. 1976, c. 433, shall be considered during the design development design stage 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.
20. An assurance that the applicant shall closely monitor the cost effects of 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.
21. An assurance that there shall be an evaluation of flood hazard so that the facility to be constructed will be located insofar as practicable to preclude the exposure of said facility to potential flood hazards.
22. An assurance that the building shall be designed to minimize the effects of vandalism, weather conditions and natural conditions and that materials and finishes shall be selected to minimize operational costs and maintenance. This shall include provision for a fire-rated enclosure for any exterior book or nonprint materials return that penetrates a wall of the building.

**Section 4: Assurances and Certifications, cont.****C. Compliance Assurances, cont.**

23. An assurance that the applicant will be responsible for supplying the Massachusetts Board of Library Commissioners with the necessary documentation, information and drawings so that they can comply with the steps outlined in M.G.L. c. 9, §§ 26 and 27C and 950 CMR 71.00. This shall include an assurance from the municipality that the Massachusetts Historical Commission has been afforded an opportunity to review and comment on projects listed or eligible for listing on the State Register of Historic Places, as early as possible in the planning stages of the project. This shall include a review for the proposed physically handicapped access plans compliance with the Secretary of the Interior's Standards for Rehabilitation and 950 CMR 71.00. Furthermore, applicants shall assist the Board in complying or shall comply with legal and regulatory requirements of the Massachusetts Historical Commission.
24. An assurance that prior approval from the Massachusetts Board of Library Commissioners will be obtained for significant budget, program or plan changes and revisions including deduct change orders. Change orders of an emergency nature shall be excluded.
25. An assurance 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 a Project Manager that meets the qualifications promulgated by St. 2004, c. 193, entitled "An Act Further Regulating Public Construction In the Commonwealth" signed into law July 19, 2004 and codified in M.G.L. c 149, §44A½.
26. An assurance that designated Agency staff shall be provided reasonable access to the project and site considering site conditions and with appropriate notification.
27. An assurance that monies from any department, unit, agency or board of the Commonwealth of Massachusetts and U.S. Government shall not be used as part of the first 25% of local matching funds.
28. An assurance that every good faith effort will be made to obtain sufficient funds beyond those granted under this program for the non-matching and non-eligible shares of project costs.
29. An assurance that the Board shall not be held responsible for meeting any increased costs or increasing the amount of the grant award beyond the provisional award.
30. An assurance that the project will be completed as described in the application and approved by the Board. Any significant reductions in the project's program shall require prior approval.
31. An assurance that the Massachusetts Board of Library Commissioners, the Governor or his designee, the Secretary of Administration and Finance, and the State Auditor or his designee shall have the right, at reasonable times and upon reasonable notice, to examine the books, records and other compilations of data of the recipient which pertain to the performance of the provisions and requirements of this agreement. Upon request, the recipient shall furnish to the Board copies of any such books, records and compilations. In all contracts or subcontracts entered into by the recipient concerning the project, there shall be included a provision 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 (as per Executive Order 195 of April 27, 1981).



**Section 4: Assurances and Certifications, cont.**

**C. Compliance Assurances, cont.**

32. An assurance that the applicant shall file required reports and the Massachusetts Board of Library Commissioners shall be notified when the approved public library project is completed and a certified reporting of expenditures by category, financial sources and other documentation shall be supplied to the Board.
33. An assurance that all income received by the applicant from the Massachusetts Board of Library Commissioners' grant funds shall be placed in an interest bearing account separate from other applicant accounts. All grant funds including interest income must be expended for purposes specified in the construction grant application. Purposes specifically excluded include landscaping, paving, and associated costs of borrowing.
34. An assurance 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 (DCAM) upon completion of the project.
35. An assurance that construction on the project will commence within one year of signing a grant agreement with the Massachusetts Board of Library Commissioners.
36. An assurance that a copy of the As-built Drawings, in paper or electronic form, will be supplied to the Massachusetts Board of Library Commissioners within 60 days subsequent to issuance of Certificate of Occupancy.
37. An assurance that the project site will remain as described in the application and approved at the time of award or waiting list placement. The Approved Site may only be changed with Massachusetts Board of Library Commissioners approval and only for circumstances unforeseen and beyond the control of the applicant. In general, such approval would only be granted for physical conditions that cannot be remediated.

Section 4: Assurances and Certifications, cont.

D. Application Certifications

We the undersigned, having official responsibility for the project herein described, do hereby attest to the facts and figures presented as true to the best of our knowledge and belief and do hereby certify our intent to carry out all the provisions and conditions agreed/delineated in this application. (At a minimum, one person officially representing the town and one library trustee representing the library should sign.)

Name: Thomas Younger

Title and Board/Committee: Town Administrator

Signature: Thomas J. Younger Date 1/26/11

Name: Matthew Lowrie

Title and Board/Committee: Chairman of the Board of Library Trustees

Signature: [Signature] Date 1/20/11

Name: Hal Shubin

Title and Board/Committee: Vice Chair of the Board of Library Trustees

Signature: [Signature] Date 20 Jan 2011

Name: Maureen Conners

Title and Board/Committee: Library Director

Signature: Maureen Conners Date 1/20/2011

Name: Sarah Phillips

Title and Board/Committee: Board of Library Trustees/ Feasibility Study Committee

Signature: Sarah Phillips Date 1/20/2011

Section 4: Assurances and Certifications, cont.

D. Application Certifications, cont.

Name: Elaine C. Alligood

Title and Board/Committee: Board of Library Trustees/ Feasibility Study Committee

Signature: *Elaine C. Alligood* Date 1-20-2011

Name: Emily Reardon

Title and Board/Committee: Coordinator of Public Services

Signature: *Emily Reardon* Date 1-21-2011

Name: Fred Dooe

Title and Board/Committee: Feasibility Study Committee and Technical Services Coordinator

Signature: *Fred Dooe* Date 1/21/11

Name: \_\_\_\_\_

Title and Board/Committee: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

Title and Board/Committee: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Section 5: Appendices and Attachments

	Page No.
A. Title/Deed	<u>44-50</u>
B. Copy of Town Meeting/City Council Vote	<u>N/A</u>
C. City/Town Map Showing Location of Proposed Site	<u>51-52</u>
D. Floor Plans of Existing Building	<u>53-58</u>
E. Excerpted Pages from Master Plan/Library Long Range Plan	<u>59-67</u>
F. Library Building Program	<u>68-179</u>
G. Geotechnical Report by Geotechnical Consultant	<u>180</u>
H. Schematic Design Drawings	<u>181-192</u>
<ul style="list-style-type: none"> <li>• One (1) full size set of schematic drawings, or design development plans and preliminary specifications, in their latest version available. (Scale: 1" = 8ft.) Schematic drawings are adequate for the purposes of a grant application, however you should submit whatever is the latest version. Depending on the status of your project, that may be schematic, design development, or even working drawings. For building designs involving many levels and/or ceiling heights, including cross sections is recommended.</li> <li>• Floor plan with a complete furnishings and equipment layout. For an addition/renovation, provide a floor plan of the existing building with furnishings and equipment layout as well as one for proposed layout. Indicate number of square feet in each area/room.</li> <li>• Elevations of proposed facades, especially those showing public entrances.</li> <li>• 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.</li> <li>• <b>CLARIFICATION:</b> All copies of application should have a reduced scale copy of schematic, or latest, drawings. The layouts with furnishings and equipment are extremely important to the readers of your grant application. It is advised that documents should be/must be clear and readable, with labels to indicate location and square footage of areas and facilities directly on the drawings themselves, not in a key or legend section. Standard architectural-size drawings are acceptable, as is 11" x 17" paper. The layout should include such details as shelving and reader seats, location of restrooms, elevators, staff offices, public service desks, fire exits, janitor's facilities, etc. The important points here are clarity and readability. Exterior elevations are required. For building designs involving many levels and/or ceiling heights, include cross sections.</li> </ul>	

a northerly direction by the side line of Lot D, now or formerly owned by  
 Label E. Vail, a distance of 105 feet; thence turning and running east-  
 y by the rear property line of said Lot D, a distance of 64 feet; thence  
 ing and running northerly by the side line of Lot C formerly owned  
 Anna J. Penney, a distance of 30 feet; thence turning and running east-  
 y by the rear line of said Lot C a distance of 83 feet; thence turn-  
 and running northerly by the property line of the land of the Town  
 Belmont a distance of 411.67 feet; thence turning and running wester-  
 by the property line of the land of the Boston & Maine Railroad by  
 e lines, each respectively, 89.53, 104.23, 100.12, 300.0, 136.1  
 t; thence turning and running southerly by land now or formerly of  
 a Boston & Maine Railroad, a distance of 162.50 feet; thence turning  
 running easterly by the rear property line of the land belonging to  
 Belmont Holding Company a distance of 54.15 feet; thence turning and  
 ing southerly by the same a distance of 6.54 feet; thence turning and  
 ing easterly by the same a distance of 100 feet; thence turning and  
 ing southerly by the same a distance of 94.97 feet, to the point of  
 inning; containing about 239,131 square feet of land, being proper-  
 formerly of Anna J. Penney, now deceased, shown on a plan entitled  
 an Showing Proposed Purchase of Land, Belmont, Mass.", dated September  
 6, by the Town Engineer, on file in the Town Clerk's office, a copy  
 which is to be recorded with this order. And said Board hereby de-  
 mines and orders that by the taking hereby made the owners of said  
 uses have sustained, and it hereby awards to the owner or owners of  
 d premises, whbever may be entitled to the same, as follows: George  
 Raftery, of Cambridge, Mass. \$17,000.00 J. Watson Flett Wilbert  
 Ross George S. McLaughlin Selectmen of the Town of Belmont. - - -  
 Middlesex ss. Feb. 16, 1937. 12h. 51m. P.M. Rec'd & Recorded.

KNOW ALL MEN BY THESE PRESENTS that I, George E. Raftery,  
 married, of Cambridge, in the County of Middlesex and Commonwealth of  
 Massachusetts, in consideration of One (1) Dollar and other valuable  
 considerations to me paid by the Inhabitants of Belmont, a municipal  
 corporation duly established and existing under the laws of said Common-  
 wealth and located within said County of Middlesex, the receipt whereof  
 hereby acknowledged, do hereby grant, remise, release and forever  
 claim unto the said Inhabitants of Belmont, a certain parcel of land  
 Concord Avenue, in the Town of BELMONT, together with all structures  
 shrubbery thereon, bounded and described as follows: Beginning at a

RAFTERY  
 to  
 TOWN OF  
 BELMONT  
 276-7937

6098

513

ature arising from, connected with, or in any way growing out of order of taking for municipal purposes, whether such claim be by of damages or otherwise. IN WITNESS WHEREOF I, the said George E. Raftery, have hereunto set my hand and seal this tenth day of February, 1937.

George E. Raftery (seal) COMMONWEALTH OF MASSACHUSETTS Suffolk  
 February 10 1937. Then personally appeared the above named George Raftery and acknowledged the foregoing instrument to be his free act and deed, before me, Joseph V. Carroll, Notary Public (Notarial seal). My commission Expires Oct. 23, 1942. -----  
 Middlesex ss. Feb. 16, 1937. 12h. 31m. P.M. Rec'd & Recorded.

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF ARLINGTON OFFICE OF THE TREASURER

Charles A. Hardy, Treasurer of the Town of Arlington, acting on its behalf hereby certify that said Town acquired a tax title to certain real estate hereinafter described by a deed made to it, dated Sept. 4, 1936, and recorded with Middlesex Reg. of Deeds, So. District, Book 6064, 486 on the twenty-ninth day of September, 1936, said real estate having been purchased by said Town for non-payment of the tax assessed thereon by Kirkor D. Garabedian, in the year 1935, and being described as follows: Land with the buildings thereon located at #105 Scituate Street, on the premises described and shown as lot 2, on a Plan filed in Assessors' Office, being Block Plan 143, Section I. Acting as aforesaid, I further certify that the Cambridge Savings Bank of the City of Cambridge in the County of Middlesex and State of Massachusetts claiming to be the holder of an interest in a mortgage on said land, this twenty-ninth day of November, 1936 pursuant to General Laws (Ter. Ed.) Chapter 253, Section 62, as amended, has redeemed the aforesaid land by paying to me as Treasurer as aforesaid one hundred seventy dollars and sixty cents, and I hereby acknowledge satisfaction of the tax for which said real estate was sold. Charles A. Hardy Treasurer for the Town of Arlington

TOWN OF ARLINGTON

to

CAMBRIDGE SAVS. BK.

REL. &c.

-----  
 Middlesex ss. Feb. 17, 1937. 10h. 36m. A.M. Rec'd & Recorded.  
 words over erasure.

512

\* \* \* \* \*  
\* U.S. \* \* \*  
\* Rev. \* \* \*  
\* Stamps \* \* \*  
\* \$17.00 \* \* \*  
\* F.K.R. \* \* \*  
\* 2/10/37 \* \* \*  
\* \* \* \* \*

See plan opposite page 509

point at the southeasterly corner of a lot on Concord Avenue owned by Belmont Holding Company, running in an easterly direction by the line of Concord Avenue, as relocated, a distance of 340 feet, more or less, thence turning and running in a northerly direction by the side line of Lot D, now or formerly owned by Mabel E. Vail, a distance of 105 feet thence turning and running easterly by the rear property line of said Lot D, a distance of 64 feet; thence turning and running northerly by the side line of Lot C formerly owned by Anna J. Penney, a distance of 30 feet; thence turning and running easterly by the rear line of said Lot C a distance of 83 feet; thence turning and running northerly by the property line of the land of the Town of Belmont a distance of 411.6 feet; thence turning and running westerly by the property line of the land of the Boston & Maine Railroad by five lines, each respectively 89.53, 104.23, 100.12, 300.0, 136.19 feet; thence turning and running southerly by land now or formerly of said Boston & Maine Railroad a distance of 182.50 feet; thence turning and running easterly by the rear property line of the land belonging to the Belmont Holding Company a distance of 54.15 feet; thence turning and running southerly by the same a distance of 6.54 feet; thence turning and running easterly by the same a distance of 100 feet; thence turning and running southerly by the same a distance of 94.97 feet, to the point of beginning; containing about 239,131 square feet of land and being property formerly of Anna J. Penney, now deceased, shown on a plan entitled "Plan Showing Proposed Purchase of Land, Belmont, Mass.", dated September 1936, by the Town Engineer, on file in the Town Clerk's office. The above premises were taken by this grantee by an order of taking dated February 10, 1937 recorded with Middlesex South District Deeds. See plan referred to and recorded with said taking. For my title see deeds of Katherine Drew, Executrix of the will of said Anna Jane Penney, also called Anna Jane Patterson Penney, to Dana J. Kelley, dated June 24, 1936, recorded as aforesaid, Book 6037, Pages 589, 590, and deed of the said Kelley to the said George E. Raftery, dated July 20, 1936, recorded as aforesaid, Book 6088, Page 435. TO HAVE AND TO HOLD the granted premises, with the privileges and appurtenances thereto belonging, to the said Inhabitants of Belmont, and its successors and assigns, to their own use behoof forever. And for the consideration aforesaid I, the said George E. Raftery, do hereby release and forever discharge the said Inhabitants of Belmont, the Selectmen of said Town, or any of its officers, sergents and attorneys, and each of them from all claims and demands

Plan Showing Proposed Purchase of Land  
**BELMONT, MASS.**

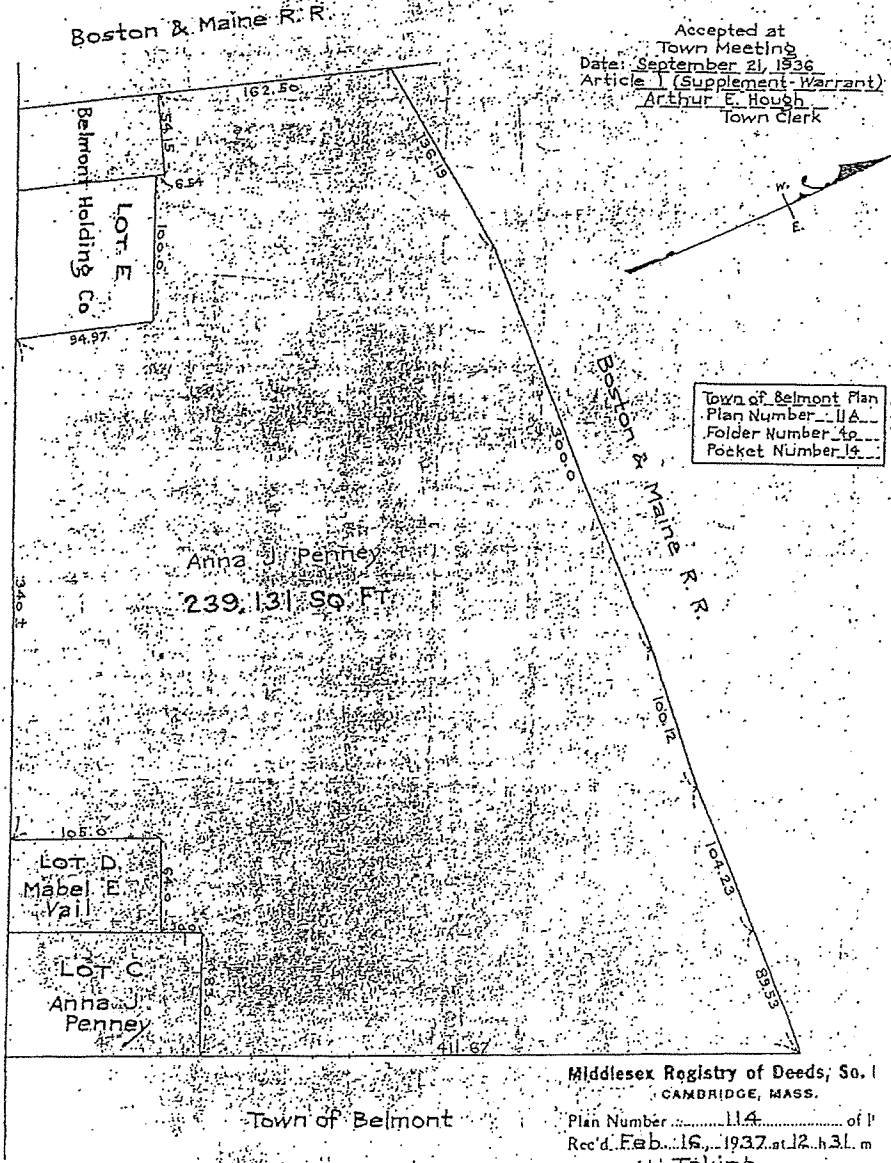
Sept. 1936 Scale: 40 ft. to 1 in.  
 J. Leslie Woodfall Town Engineer

(Original on file)  
 (Scale of this plan: 1 inch = 80 feet)

Plan Filed  
 Town Clerk's Office  
 Date: February 5, 1937  
 Arthur E. Hough  
 Town Clerk

Accepted at  
 Town Meeting  
 Date: September 21, 1936  
 Article 1 (Supplement Warrant)  
 Arthur E. Hough  
 Town Clerk

CONCORD AVENUE



Town of Belmont  
 Plan Number 114  
 Folder Number to  
 Pocket Number 19

Middlesex Registry of Deeds, So. 1  
 CAMBRIDGE, MASS.  
 Plan Number 114 of P  
 Rec'd. Feb. 16, 1937 at 12 h. 31. m  
 with Taking  
 Town of Belmont  
 Recorded, Book 5028 Page 501  
 Attest Thomas Brighton Ra

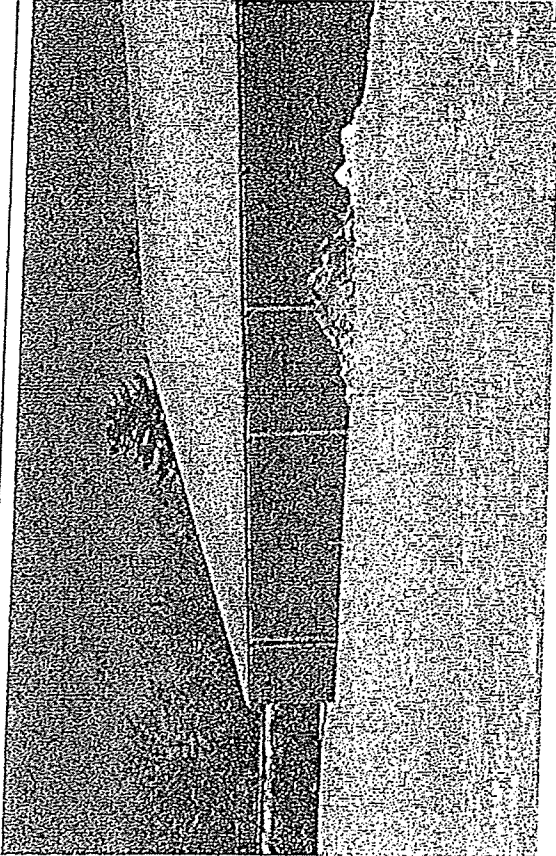
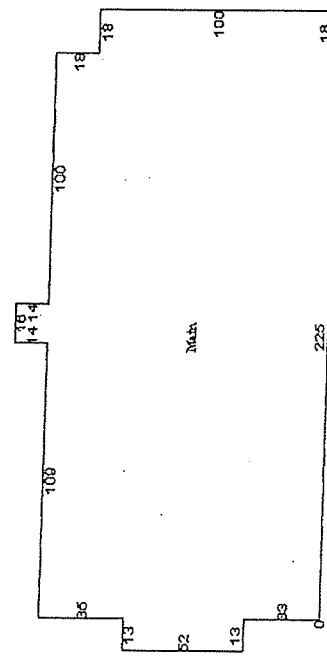


# BELMONT Property Record Card Current

<p><b>Parcel ID:</b> 35-40  <b>Location:</b> 345 CONCORD AVE  <b>Owner:</b> BELMONT INHABITANTS OF CONCORD AVE  <b>Address:</b> RINK/PENNY LAND TAKING                  BELMONT, MA 02478</p>	<p><b>Class:</b> 903 Municipal  <b>Type:</b> Commercial  <b>Lot Size:</b> 239131 sq ft  <b>Census:</b> 0  <b>Zoning:</b> R  <b>Survey #:</b>  <b>Account #:</b></p>	<p><b>2008 Market Value</b>  <b>Land:</b> \$6,505,000  <b>Building:</b> \$2,157,000  <b>Other:</b> \$0  <b>Total:</b> \$8,662,000</p>	<p><b>Assessment History</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Year</th> <th>Value</th> </tr> </thead> <tbody> <tr><td>2008</td><td>\$8,662,000</td></tr> <tr><td>2007</td><td>\$9,370,000</td></tr> <tr><td>2006</td><td>\$6,524,000</td></tr> <tr><td>2005</td><td>\$6,524,000</td></tr> <tr><td>2004</td><td>\$6,524,000</td></tr> <tr><td>2003</td><td>\$6,524,000</td></tr> <tr><td>2002</td><td>\$7,448,000</td></tr> <tr><td>2001</td><td>\$7,867,000</td></tr> <tr><td>2000</td><td>\$5,500,000</td></tr> <tr><td>1999</td><td>\$5,500,000</td></tr> <tr><td>1998</td><td>\$10,863,400</td></tr> <tr><td>1997</td><td>\$10,863,400</td></tr> <tr><td>1996</td><td>\$10,863,400</td></tr> <tr><td>1995</td><td>\$10,863,400</td></tr> <tr><td>1994</td><td>\$10,863,400</td></tr> <tr><td>1993</td><td>\$0</td></tr> <tr><td>1992</td><td>\$0</td></tr> <tr><td>1991</td><td>\$0</td></tr> </tbody> </table>	Year	Value	2008	\$8,662,000	2007	\$9,370,000	2006	\$6,524,000	2005	\$6,524,000	2004	\$6,524,000	2003	\$6,524,000	2002	\$7,448,000	2001	\$7,867,000	2000	\$5,500,000	1999	\$5,500,000	1998	\$10,863,400	1997	\$10,863,400	1996	\$10,863,400	1995	\$10,863,400	1994	\$10,863,400	1993	\$0	1992	\$0	1991	\$0
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<p><b>Sales Information:</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Price</th> <th>Vol</th> <th>Page</th> <th>Seller</th> </tr> </thead> <tbody> <tr> <td>02/16/1937</td> <td>\$0</td> <td>6098</td> <td>511</td> <td></td> </tr> </tbody> </table>		Date	Price	Vol	Page	Seller	02/16/1937	\$0	6098	511		<p><b>Valid Code</b> none</p> <p><b>DeedType</b></p>																													
Date	Price	Vol	Page	Seller																																					
02/16/1937	\$0	6098	511																																						
<p><b>Land Description:</b></p> <p>Topography: Level      Utilities:</p> <p>Street: Paved      Landlocked: No      View: Average                  Road: Public      Sidewalk: Yes                  Gas:      Gas: Yes</p> <p><b>Market</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Area</th> <th>Traffic</th> </tr> </thead> <tbody> <tr> <td>Residual</td> <td>50,131.00</td> <td>Average Traff</td> </tr> <tr> <td>Multiple sec sites</td> <td>189,000.00</td> <td>Medium/Com</td> </tr> </tbody> </table> <p><b>Classified</b></p>				Description	Area	Traffic	Residual	50,131.00	Average Traff	Multiple sec sites	189,000.00	Medium/Com																													
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<p><b>Inspection Information:</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Inspector</th> <th>Entry</th> <th>Contact</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>01/26/2000</td> <td></td> <td>Entrance &amp; Signature Gained</td> <td></td> <td></td> </tr> </tbody> </table>		Date	Inspector	Entry	Contact	Notes	01/26/2000		Entrance & Signature Gained			<p><b>Permit Information:</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>ID #</th> <th>Date</th> <th>% Comp</th> <th>Value</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>98-15</td> <td>01/13/1998</td> <td>100</td> <td>\$ 6,200</td> <td>Repair/rebuild existing benches.</td> </tr> </tbody> </table>		ID #	Date	% Comp	Value	Notes	98-15	01/13/1998	100	\$ 6,200	Repair/rebuild existing benches.																		
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		<p>Date      Initials</p>																																							
		<p>Signature</p>																																							
		<p>Owner      Other</p>																																							

# BELMONT Property Record Card Current

35-40 345 CONCORD AVE



Building Area: 29,700 FAR 0.12 Park Spaces: 0  
 Footprint Area: 29,700 Lot Coverage: 0.12 Park Ratio: 0.00  
 RCNLD: 2,156,627 RCNLD: 2,156,627

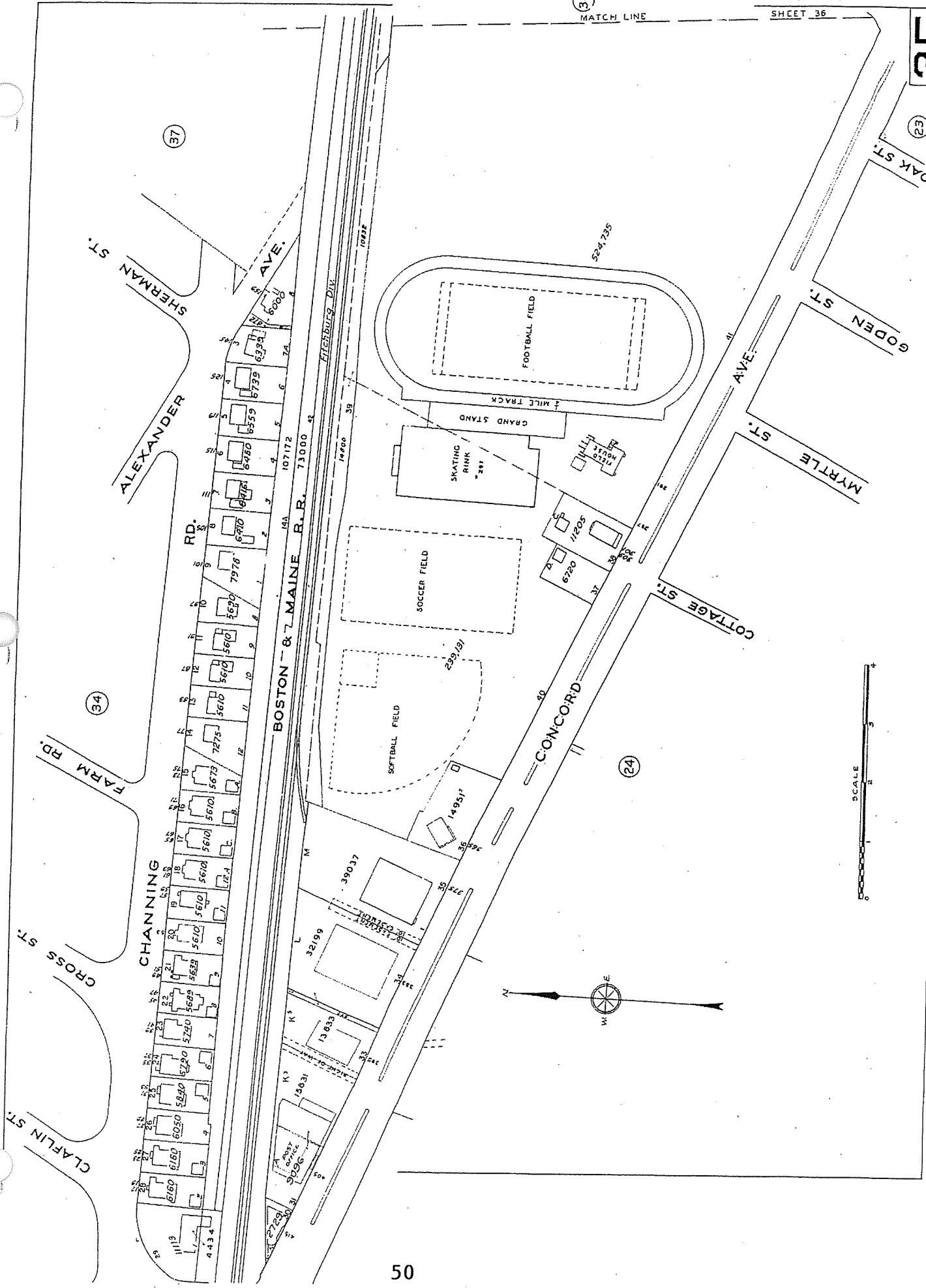
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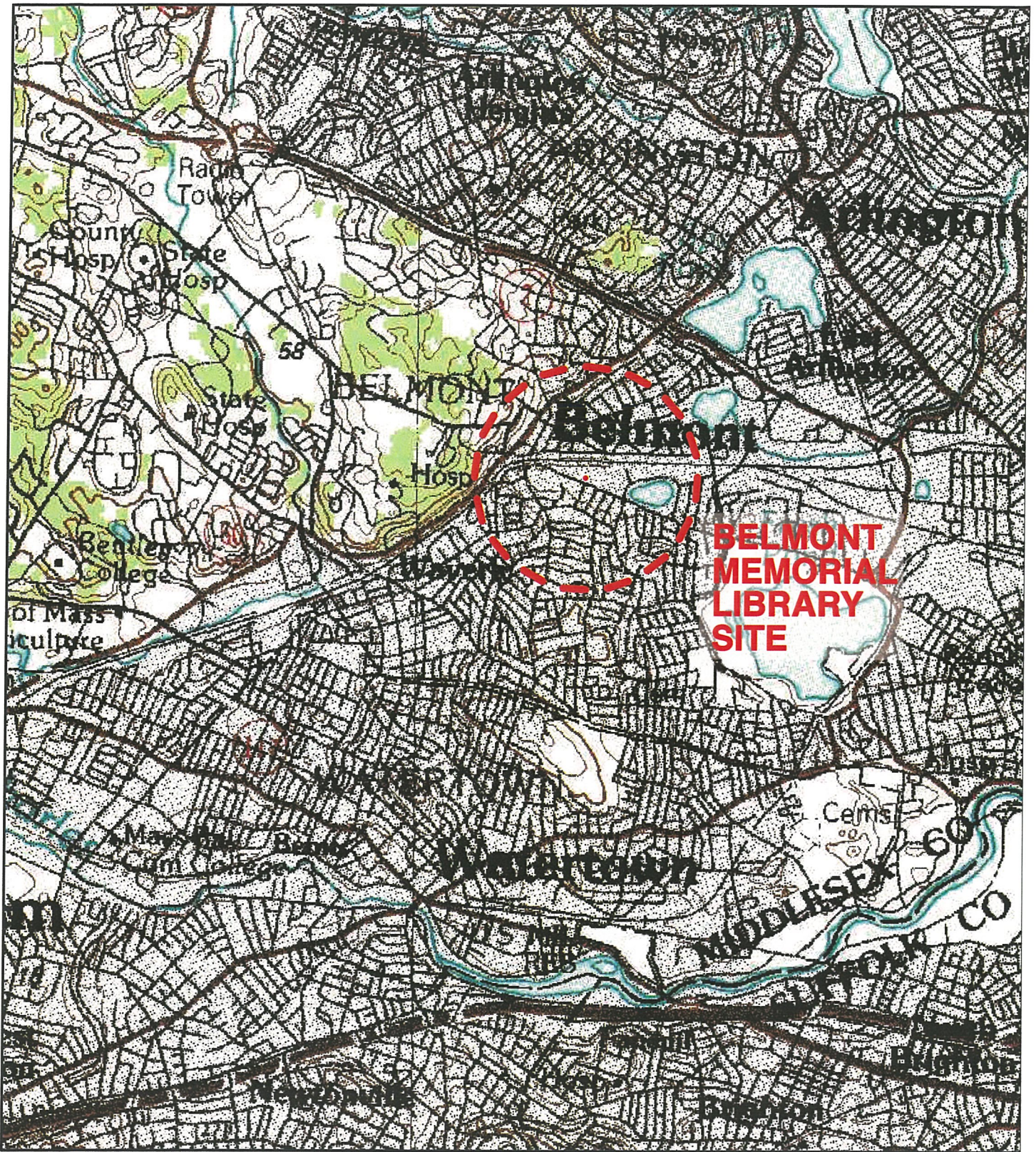
Main	Rink, Indoor Ice	Stories	0	Foot Print	29,700	Sect Area	29,700	Rating	IndLow	Lease Area	0	RCNLD	2,156,627	Phys/Func/Eco	100	0	30	0	0		
Frame	Foundation	Basement	External Wall	Roof Structure	Wood Frame	Roof Type	Flat	Roof Cover	RCN	Year Bt	Effective	1950	BU Comp	3,080,896	Partitions	Fir Cover	HVAC	Finish	Wall Ceiling	Rating	Condition
1	Rink, Indoor Ice	0	0	0	14	0	0	0.00	0.00	Typical	Concrete	None	Unfinishe	IndLow	Excellent						

**Other Improvements and Additional Features:**

Type	Qty	Year	Length	Width	Grade	Condition	Adj
	0	0	0	0			1.00

**Property Notes:**  
Land assessed separately.





**JOHNSON  
ROBERTS  
ASSOCIATES INC.**

---

**ARCHITECTS**

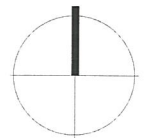
15 PROPERZI WAY  
SOMERVILLE, MA  
0 2 1 4 3 - 3 2 2 8

**BELMONT MEMORIAL  
LIBRARY**

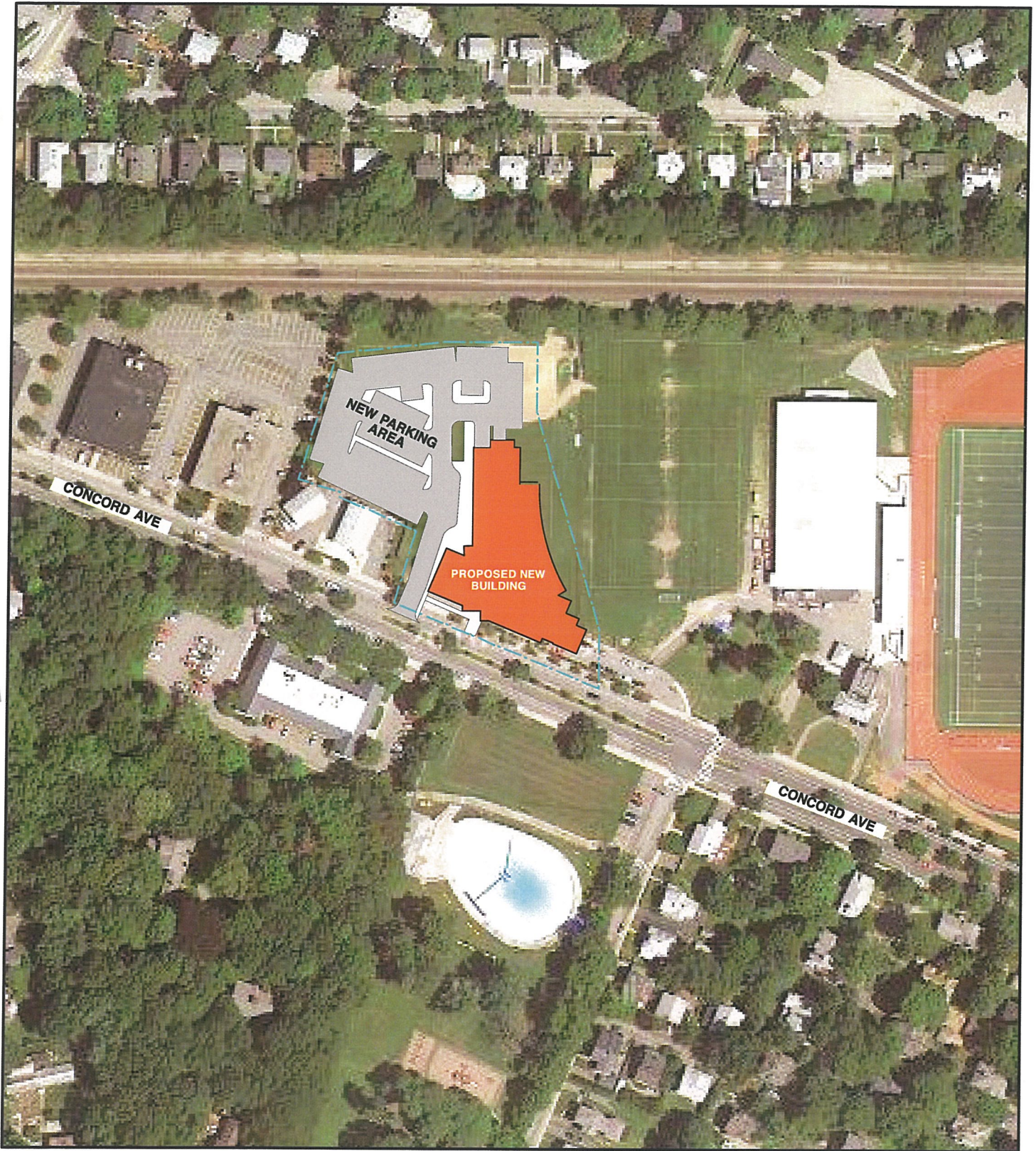
Belmont,  
Massachusetts

Title:

ATTACHMENT C  
BELMONT, MA MAP  
WITH BUILDING SITE



Date: 13-Jan-11  
Scale: 1:2500



**JOHNSON  
ROBERTS  
ASSOCIATES INC.**

---

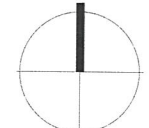
**ARCHITECTS**

15 PROPERZI WAY  
SOMERVILLE, MA  
0 2 1 4 3 - 3 2 2 8

**BELMONT  
MEMORIAL LIBRARY**

Belmont,  
Massachusetts

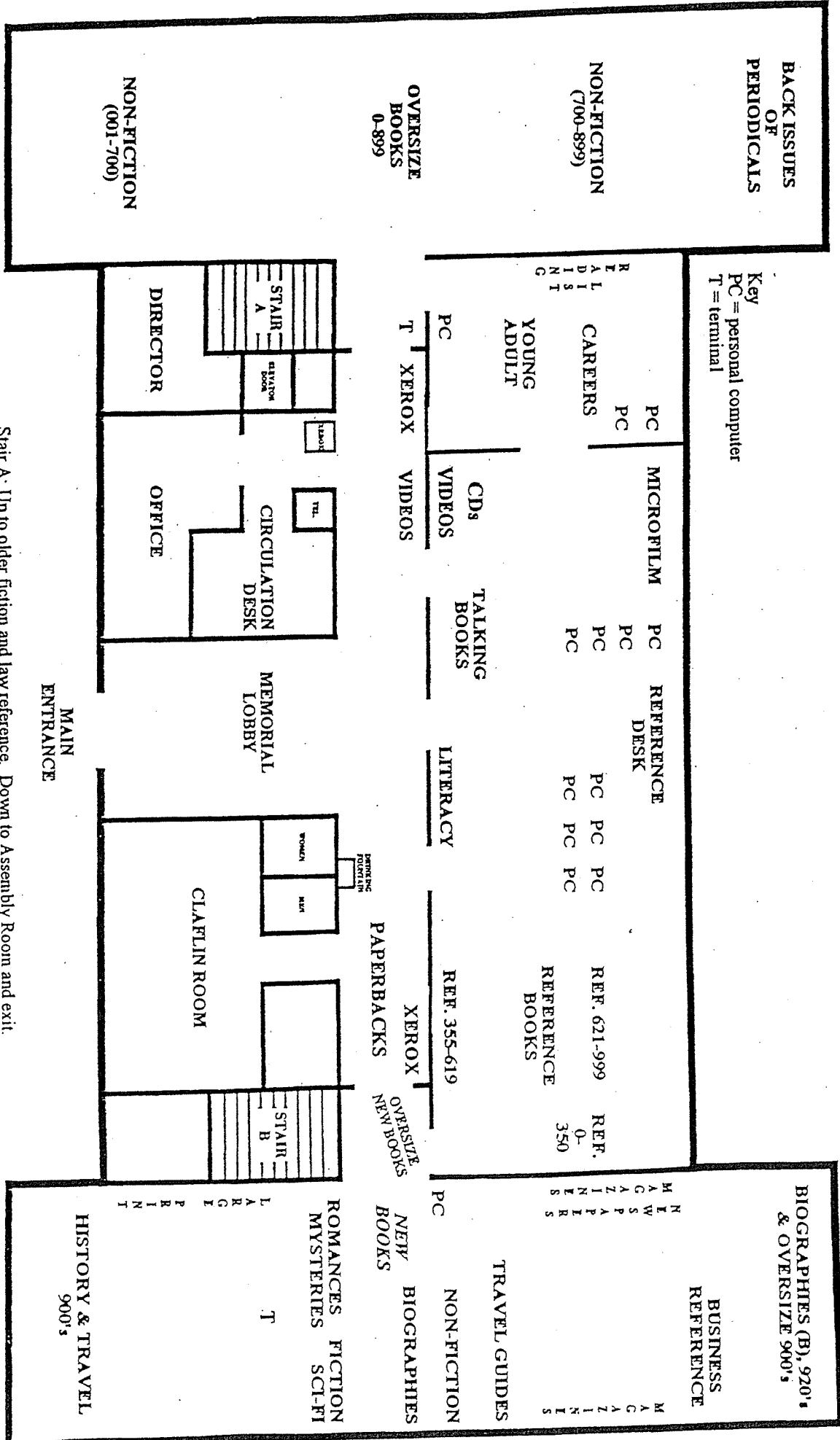
Title:  
ATTACHMENT C.1  
BELMONT, MA AERIAL  
PHOTO WITH BUILDING



Date: 13-Jan-11  
Scale: 1:200

# BELMONT MEMORIAL LIBRARY DIRECTORY

Key  
PC = personal computer  
T = terminal

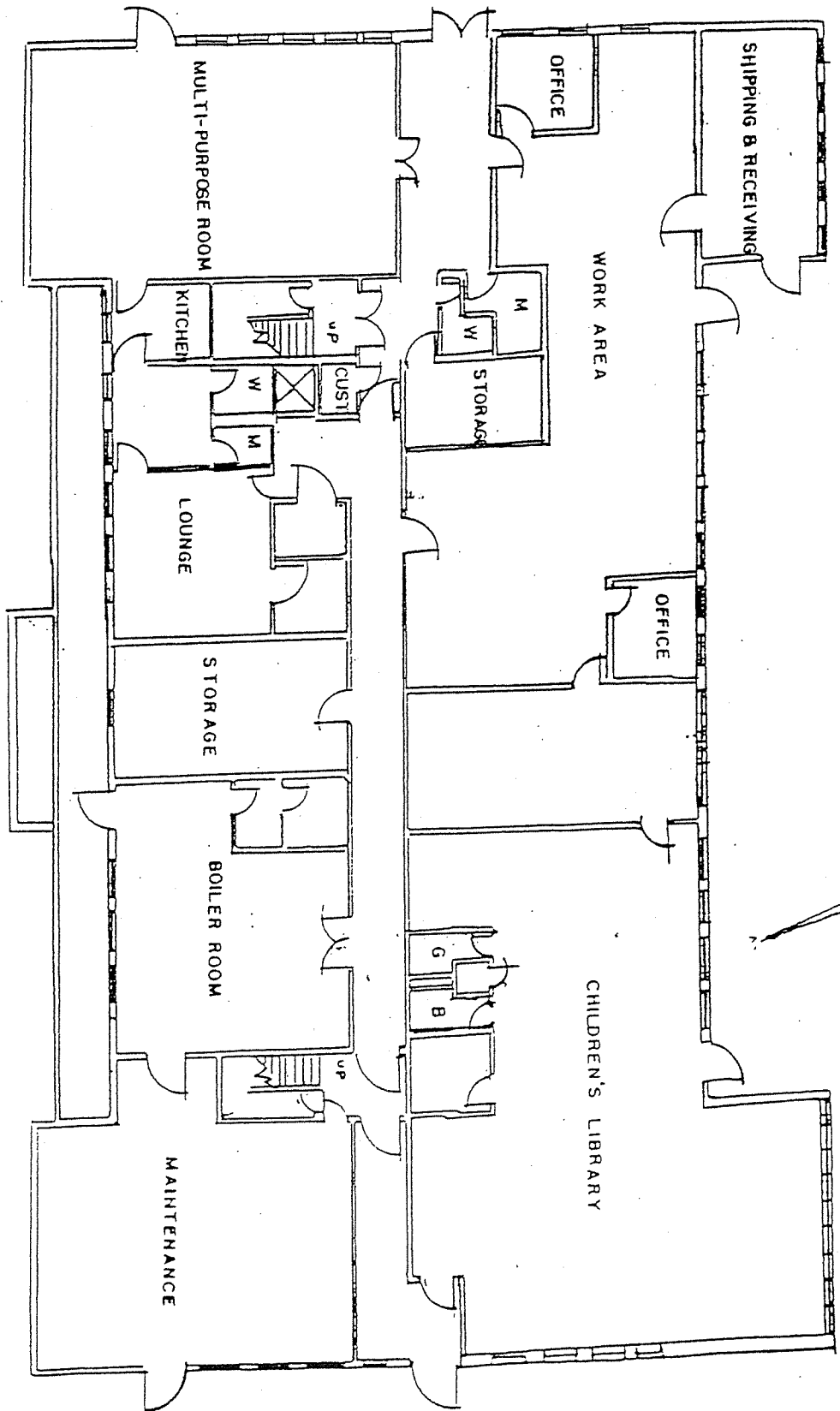


EAST WING

MAIN ENTRANCE

Stair A: Up to older fiction and law reference. Down to Assembly Room and exit.  
Stair B: Down to Children's Room, James W. Fleet Room and exit.

WEST WING



BASEMENT FLOOR PLAN

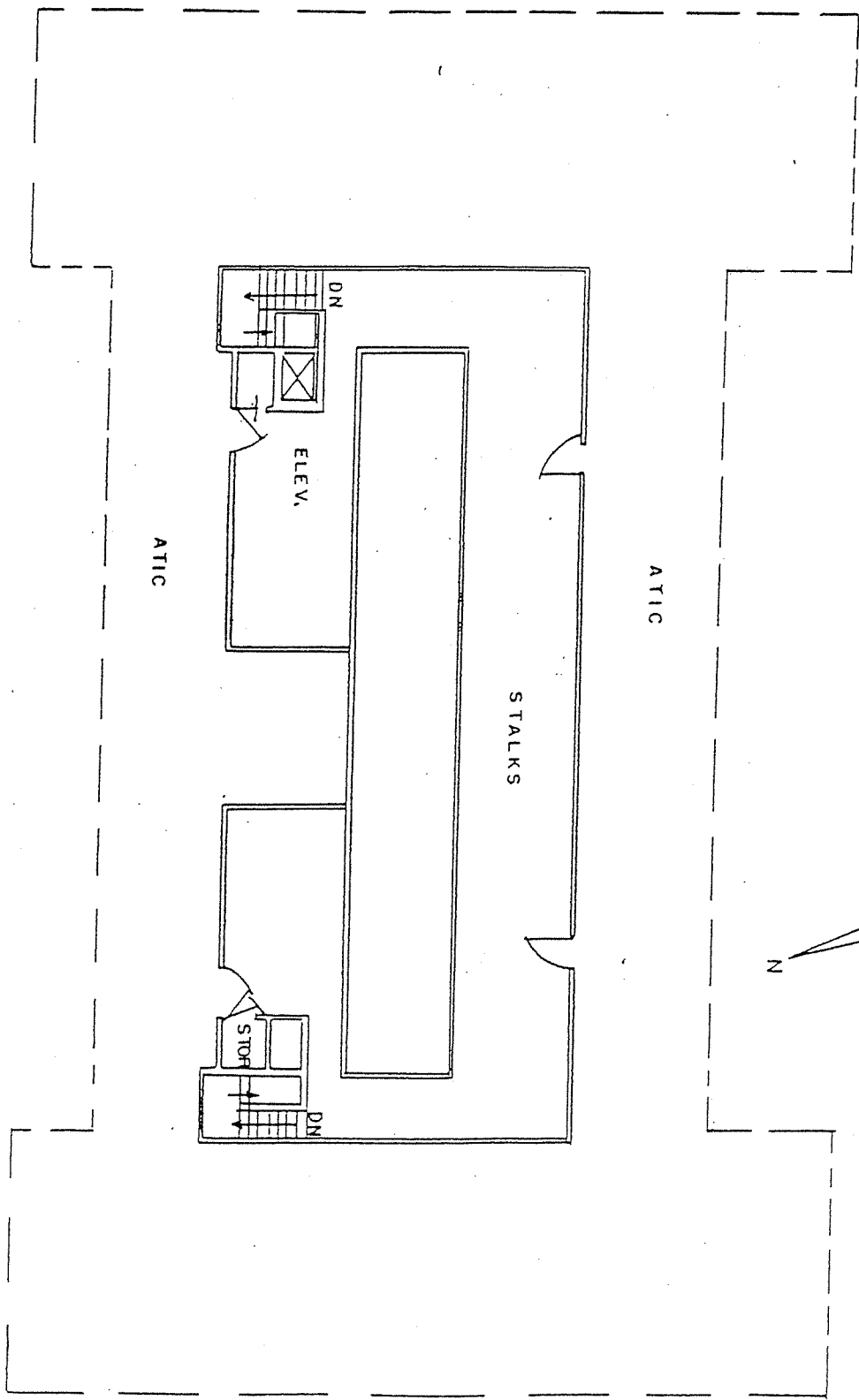
MEMORIAL

LIBRARY

BELMONT, MASS

Scale: 1"=20'

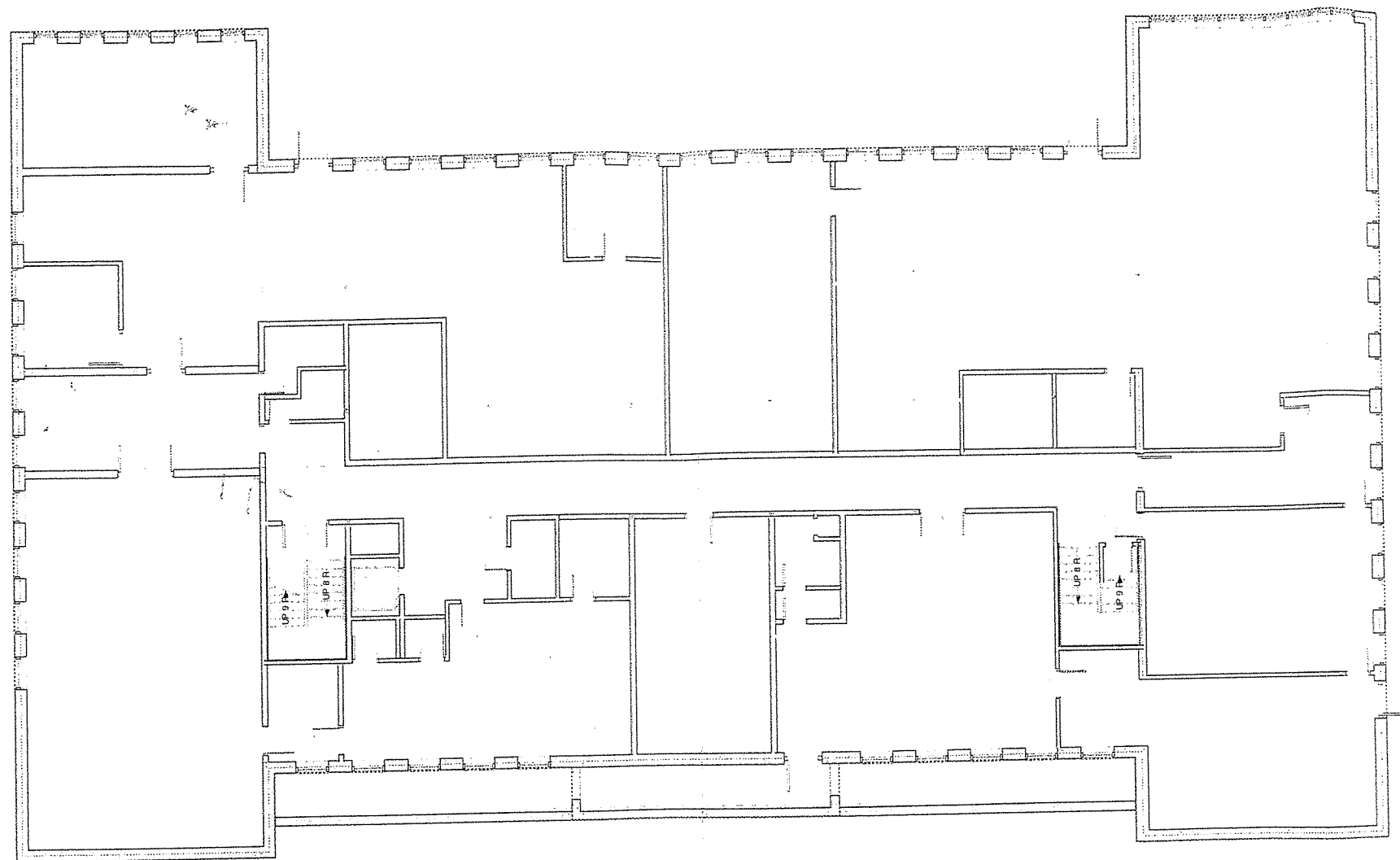
66



BALCONY PLAN  
 MEMORIAL LIBRARY  
 BELMONT, MASS. Scale: 1" = 20'

55

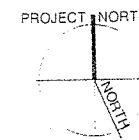




# Belmont Memorial Library

Belmont, Massachusetts

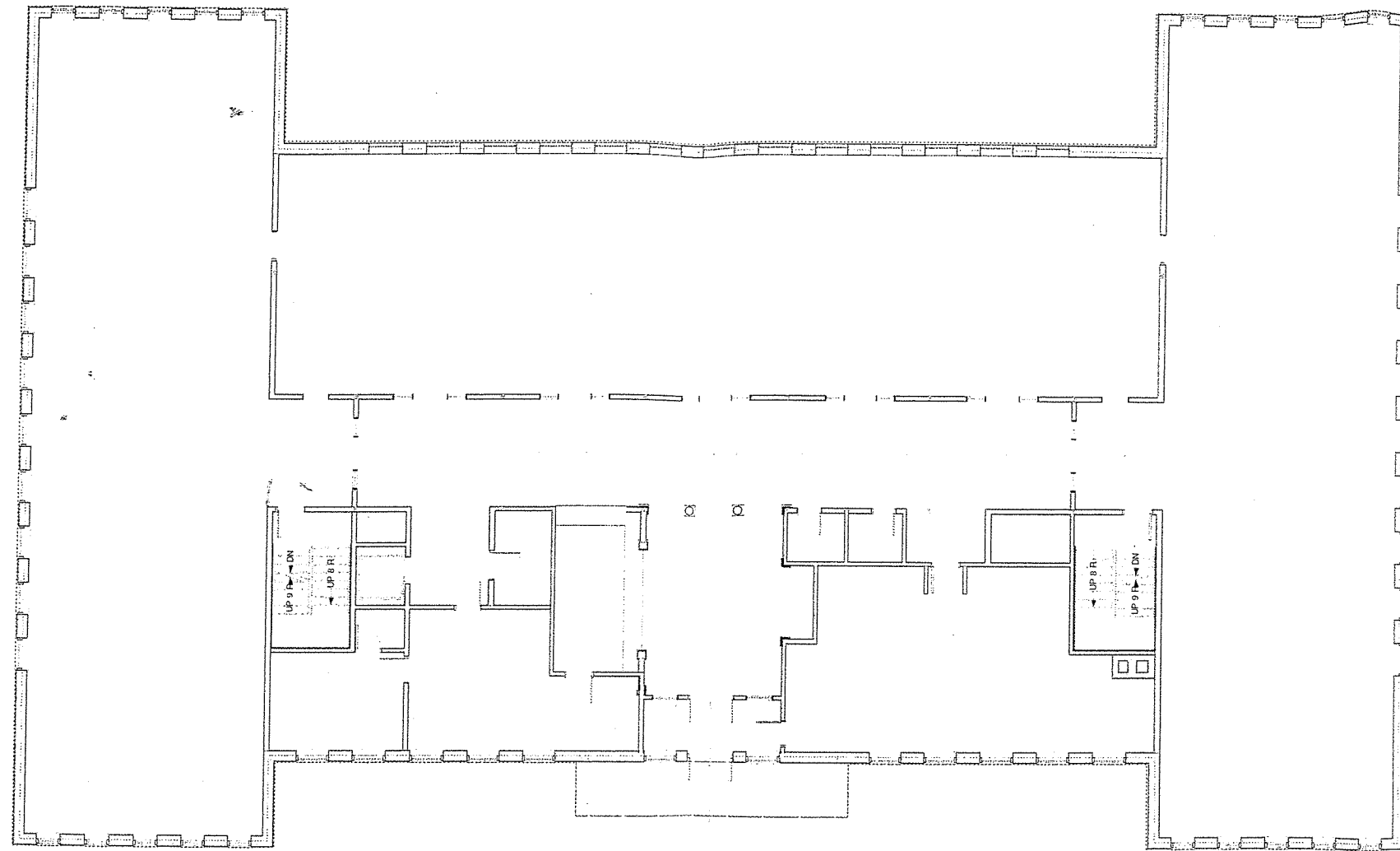
## Existing Lower Level Plan



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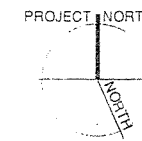
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# Belmont Memorial Library

Belmont, Massachusetts

Existing Main Level Plan

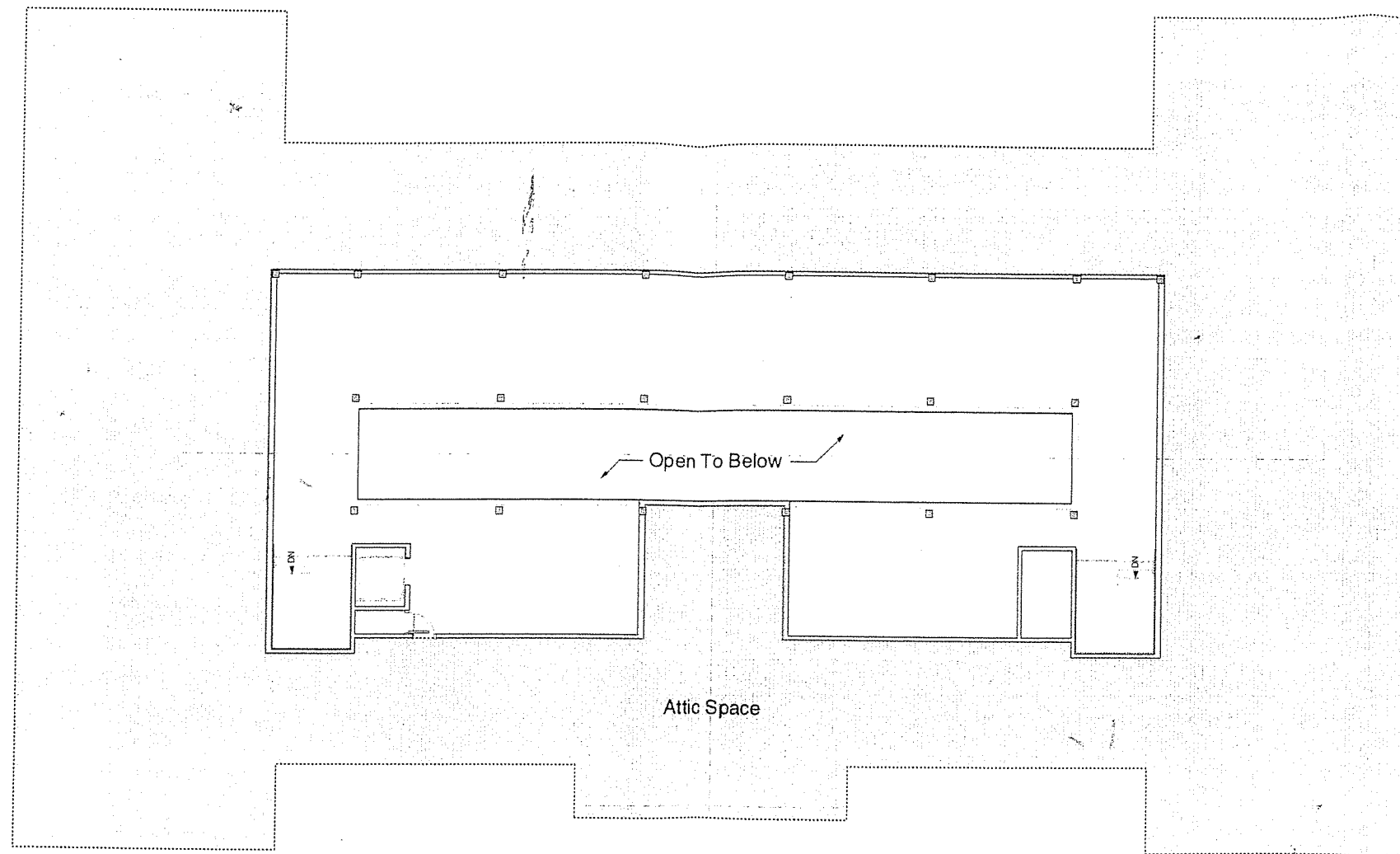


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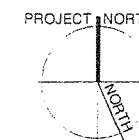
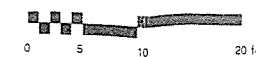
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# Belmont Memorial Library

Belmont, Massachusetts

## Existing Balcony Level Plan



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## **Excerpted pages from the Long Range Plan**

### **Collection Development**

Goal I: Maintain a strong print collection at the same time as we provide new media and online resources to meet patrons' changing needs and interests. (Current topics and Titles)

Objective 1: Provide a collection with sufficient copies of titles in high demand and in formats and languages patrons want

### **Services**

Objective 4: Strengthen collaboration between the Children's Librarian and the Young Adult Librarian

Objective 5: Continue collaborating with the public school system to help meet curriculum requirements

Goal II. Provide access to print and online resources and guidance in how to use them. (Formal learning support)

Objective 1: Continue to provide instructional classes to the public on how to use the computers

Goal III. Sustain the library's role as a focal point for community activities. (Community/Commons)

### **Staff Development**

Goal I. Library Staff will have excellent customer-service skills and will deliver innovative library services and programs.

Objective 1: Enhance the Staff's ability to offer Reader Advisory services

Objective 3: Staff will stay up-to-date with current trends in electronic resources

### **Facilities**

Goal 1: Provide inviting, comfortable, safe and accessible library that encourages learning and leisure reading, and provides access to up-to-date electronic resources. (Community/Commons, Services, Current Topics, General,

Objective 3: Staff will stay up-to-date with current trends in electronic resources

**LONG RANGE ACTION PLAN  
FY12**

## Collection Development

**Goal I. Maintain a strong print collection at the same time as we provide new media and online resources to meet patrons' changing needs and interests.**

(Current topics and Titles)

**Objective 1: Provide a collection with sufficient copies of titles in high demand and in formats and languages patrons want**

Activity 1: Investigate using McNaughton service for multiple copies

Activity 2: Continue to increase Adult and Children's DVDs as space allows

Activity 3: Continue to increase Books on CD and weed and convert 50% (200 titles) of the Spoken Word Cassettes to Book on CD

Activity 4: Increase Foreign film collection by 43% (150 titles). Total collection will then be 500 titles

Activity 5: Continue to increase the circulating gaming collection up to 108% (250 titles)

Activity 6: Continue to add foreign language materials that reflect languages spoken in Belmont and taught in the schools - Children's will emphasize Russian and Adult will emphasize Russian and Chinese.

Activity 7: Continue the redistribution of space in order to accommodate the increasing AV collections

Activity 8: Complete the updating of the Literacy collection to DVD and CD formats

Activity 9: Apply for a Verizon Literacy Grant to help fund updating the non-print and print collection

Activity 10: Continue to review and reallocate the collection budget in light of changing patterns of use annually

Activity 11: Complete a major review of the reference print standing orders by the end of FY12 and make recommendations to replace with online database(s), maintain print or discontinue

**Objective 2: Continue the weeding program to update the collection, create more open shelf space and prepare for the building project**

Activity 1: Departments will continue the implementation of their systematic weeding schedule to be 50% completed by the end of FY12

Activity 2: The reference collection will be reduced by 19% (500 titles)

## Services

**Goal I. Provide information services and programs on a wide variety of topics that promote lifelong learning and personal growth for all ages. (Lifelong Learning/General Information)**

**Objective 1: Use new technologies to add value to all library services**

- Activity 1: Continue to add 20 titles every quarter to the Kindles to keep up with patrons needs
- Activity 2: Children's will continue their Podcasting with the book discussion groups twice a year.
- Activity 3: The Young Adult department will consult with the Teen Advisory Board (TAB) to see if there is interest in creating a podcast
- Activity 4: Continue using social networking tools (Twitter, Facebook and Flickr) and other media outlets (Patch, Cable) to promote the library and library programs
- Activity 5: Continue to monitor the use of scanning capabilities to see if there is still demand from the public
- Activity 6: Continue to monitor the use of the new fax service to see if there is still demand for the service from the public
- Activity 7: Install a second educational computer and continue to monitor the use of the educational game computers for pre-schoolers
- Activity 8: Upgrade the server to the Minuteman Library Network and the Equitrac printing software for public printing to be completed by the end of FY12
- Activity 9: Initiate and complete the migration to Windows 7 by the end of FY12.

**Objective 2: Develop programs that respond to the changing needs and demographics of the community**

- Activity 1: Evaluate the FY11 "Boomers" series to decide whether to continue to offer programs for "Boomers" in FY12
- Activity 2: Continue to offer and evaluate the children's book groups for the third and fourth graders and the fifth and sixth graders
- Activity 4: Revise and reorganize story hours in FY12 based on the results of the FY11 survey
- Activity 5: Continue to have a presence at the Beech Street Center by offering computer classes at the center and continue to advertise library programs on the centers bulletin board.
- Activity 6: Establishment a book discussion group for teens in FY12
- Activity 7: Begin planning for the fourth *One Book, One Belmont* program in FY12
- Activity 8: Continue to explore with the Teen Advisory Board the interest level of using new technologies for YA (such as the Wii)

**Objective 3: Develop innovative ways to use the new website in order to enhance usability and interactive capability**

- Activity 1: Investigate and develop in FY12 an improved method for compiling statistics on the use of our online resources

- Activity 2: Investigate options for using video and incorporating it into the website (hosting a viewing room)
- Activity 3: Continue to encourage patrons to subscribe to the library mailing list to receive email and to increase the electronic mailing list by 25%
- Activity 4: Continue to investigate and implement at least one screencastings to utilize visual interactive tutorials to increase the information literacy component via the teen web page
- Activity 5: Evaluate the library website for ease of use by conducting a usability test in the fall of FY12

**Objective 4: Strengthen collaboration between the Children's Librarian and the Young Adult Librarian**

- Activity 1: Continue to offer programming for grades 5- 8
- Activity 2: The young adult librarian and the children's librarians will continue to meet with new school personnel - Chenery principal, English Department Director and Social Studies Director during the school year to help meet the homework needs of students

**Objective 5: Continue collaborating with the public school system to help meet curriculum requirements**

- Activity 1: Continue to increase the use of email by teachers to help improve communication for homework assignments by working with appropriate department heads
- Activity 2: Continue to provide bibliographic instruction on databases for classes that visit the library

**Goal II. Provide access to print and online resources and guidance in how to use them. (Formal learning support)**

**Objective 1: Continue to provide instructional classes to the public on how to use the computers**

- Activity 1: Continue to offer instruction to children on the online catalog and appropriate databases four times during the school year
- Activity 2: Conduct a survey to gather the interest levels in learning about particular databases and the online catalog. Schedule instructional classes accordingly

**Objective 2: Increase the number of databases available to the public**

- Activity 1: Continue to review online reference sources and integrate additional databases into the collection to enhance reference services (Ongoing)



- Activity 2: Continue to review yearly statistical reports to evaluate use and relevance (Ongoing)
- Activity 3: Continue to request a budget increase for online resources as needed (Ongoing)
- Activity 4: Investigate vendors and funding sources for a grant proposal to digitize the Belmont Citizen Herald

**Goal III. Sustain the library's role as a focal point for community activities.**  
(Community/Commons)

**Objective 1: Use public relations to increase the community's awareness of programs and services**

- Activity 1: Continue to use community cable and other media outlets (Patch) to promote library services
- Activity 2: Continue to create lists monthly and continue to highlight more reader advisory information on the library's web
- Activity 3: Continue the use of area bulletin boards – schools, businesses- Ongoing
- Activity 4: Continue to utilize the Friends of the Library volunteers to help with public relations (ongoing)
- Activity 5: Continue to collaborate with civic groups to offer and or publicize programs (example – One Book One Belmont) Ongoing

**Objective 2: Continue to assess the library's hours in relation to public requests and Staffing**

- Activity 1: Evaluate Staffing needs for additional hours and request appropriate funding
- Activity 2: Request to restore Sunday hours from October – May and/or investigate and approve fundraising to restore Sunday hours
- Activity 3: Request to restore one evening a week in the Children's Department

**Staff Development**

**Goal I. Library Staff will have excellent customer-service skills and will deliver innovative library services and programs.**

**Objective 1: Enhance the Staff's ability to offer Reader Advisory services**

- Activity 1: Public Service Staff will continue to attend reader advisory training program/workshops when offered

**Objective 2: Implement more customer-focused services**

- Activity 1: Continue a schedule of roving staff members and maintain a log
- Activity 2: Continue to address changing service issues and customer service during the annual staff development day
- Activity 3: Continue to find ways to reward the staff for providing good customer service

**Objective 3: Staff will stay up-to-date with current trends in electronic resources**

- Activity 1: Continue to provide opportunity for Staff to attend at least one training per year on current trends in technology
- Activity 2: Staff will continue to share new resources and skills with one another at department meetings
- Activity 3: Staff will continue to take advantage of Webinars to keep abreast of new resources at least twice a year

**Objective 4: Increase Staffing to meet the increased demands of the public**

- Activity 1: Request funding to make the Young Adult librarian position full time
- Activity 2: Develop a more formalized cross training program
- Activity 3: Investigate Utilizing volunteers to help staff deliver services and programs

**Administration**

**Goal 1: Operate a facility that is fiscally responsible and follows procedures and policies that meet Town requirements, the regulations of the Massachusetts Board of Library Commissioners, and the needs of the community and staff.**

**Objective 1: Foster a strong relationship with Town officials, committees and Town Meeting representatives to encourage community and financial support for the library**

- Activity 1: Work with the Board of Library Trustees and department heads to develop a budget that continues to addresses community needs and requirements for certification
- Activity 2: Continue to work with the sub committee of the Board of Library Trustees and Staff to review and update policies annually
- Activity 3: Develop the tool to conduct evaluations of all the professional Staff on an annual basis
- Activity 4: Continue to work with the Board of Library Trustees, Town officials, the Belmont Library Foundation and the Friends of the Library to obtain support for the library

Activity 5: Help identify new potential library supporters and enlist their involvement

**Objective 2: Increase contributions to the library**

Activity 1: Revise the current memorial and gift program brochure once the new branding is in place

Activity 2: Investigate the development of a planned giving campaign

Activity 3: Continue to identify giving opportunities and post them on the library web page

**Facilities**

**Goal 1: Provide inviting, comfortable, safe and accessible library that encourages learning and leisure reading, and provides access to up-to-date electronic resources.** (Community/Commons, Services, Current Topics, General, Lifelong Learning)

**Objective 1: The Library Director and the Board of Library Trustees will work with Town officials, the Belmont Library Foundation and the Friends of the Library to raise awareness and support for a new building**

Activity 1: Continue offering open houses and coffees to show plans for the new library (assuming we have applied for the grant)

Activity 2: Continue assisting the Belmont Library Foundation and Friends in their multi-year public relations/fundraising building campaign

**Alternate**

**Objective 1: Re-assess existing space to meet the current needs of the community for materials, services and programs**

Activity 1: Prioritize identified needs

Activity 2: Work with the Permanent Building Committee to explore options for identified needs

Activity 3: Working with appropriate Town committees, develop a two to three year building improvement plan

Activity 4: Request Capital funding for the building improvement plan

*Approved 11/16/2010*





**LIBRARY BUILDING PROGRAM**

**2010**

## Project Overview

The Belmont Memorial Library is the main library in the town of Belmont. It was built in 1965 when the town had 28,715 residents. The building consists of 29,650 square feet and was built to house 100,000 items. It now houses approximately 157,714 items and serves a population of 25,000.

The library is in desperate need of more space for programs, material, study space and social areas. It needs better climate control, improved handicapped access and support for new technologies. In 2000, Tappé Associates conducted a feasibility study of the Belmont Memorial Library to determine if the problems could be solved by renovation, renovation with an addition, or a new building and if it was possible to do this on the present site. Although the library has very little land, abuts conservation land on two sides and has a running brook on the site, Tappé determined that a new building on the existing site was the best option for the town.

Using the Library Building Program Workbook, preliminary projections indicated a need for 42,000 square feet for library service during the next twenty years. After further review by the architects and Trustees to incorporate expressed community needs, the final requirement was 44,000 square feet. Included in the proposed building were quiet study areas, a story hour/crafts room, a computer training lab, increased space for collections and computers, complete handicapped accessibility and full climate control. Because of uncertain town finances, multiple capital projects and lack of support from town leaders, the Trustees decided not to apply for the grant in 2000. Belmont continues to grapple with prioritizing its many capital needs during uncertain economic times.

In 2002, a Town appointed committee found synergy between the library and the senior center capital projects. Combining the projects became known as the Cluster Plan.

The Cluster Plan recommendation moved the library across the street on an area partially occupied by the school department's athletic field house; renovated the existing library for a new senior center; and redeveloped the depressed grass area (the bowl) next to the existing library for a parking lot. The plan had many merits, but once again the prioritization and funding of multiple capital projects seemed to be a problem, and the recommendation was discarded. A senior center was built in 2009 on the former Kendall School site.

With discussions of a possible new grant round in 2005, the Trustees and Friends of the Library began working more closely with town committees to garner support for the library project and gained support to file a grant application in 2005.

Once again the library would be involved in another site feasibility study. The Trustees, staff and director reviewed the library building program of 2000 and made revisions where necessary based upon more recent surveys, studies, the Long Range Planning process, and the Friends' vision sessions held in 2003 and 2004. The preliminary projections indicate a building of almost 46,000 square feet. Because of the limitations of the current site, the Trustees requested that the Selectmen appoint a site committee to investigate other possible locations. This committee was appointed in June 2004. Committee members include members of the Conservation Commission, Historic District Commission, Recreation Commission, Board of Library Trustees and the community.

This study committee considered switching the outdoor pool and the library sites. In 2004, the MBLC announced a new Public Library Construction Grant round and in November of 2004, the Trustees hired J. Stewart Roberts, Associates, Inc. to conduct the required feasibility study. The feasibility study included the evaluation of six options:



Existing site - renovate and add to the existing building or tear down the existing building and build a new building.

Expanded site – renovate and add to existing building and expand parking to include the “bowl”

Expanded site – build a new library and expand parking to include the “bowl”

Combined site – flip the library and pool and build a new library and a new pool.

Separate sites – tear down the existing building and build a new library on the current site and a new pool on the pool site.

The architects and the committee members concluded that tearing down the existing building and constructing a new library and a new outdoor pool on their current sites was the best option for the Town. To garner support for the library project, the Board of Library Trustees, the Library Building Needs Assessment Committee (a committee of twelve citizens) and J. Stewart Roberts architects met and worked with appropriate Town committees and the Board of Selectmen. In the spring of 2005, Town Meeting unanimously approved the grant application filing and the preliminary design concept. In July 2005, the MBLC announced approval of the grant application and designated Belmont number thirteen on the wait list with a provisional award of \$4.6 million (award was increased to \$5.3 million in 2008).

In 2007 the Town appointed a Capital Projects Overview Committee (CPOC) to review all unfulfilled capital projects and consider possible combinations of projects. In November of 2007, the CPOC made a similar recommendation as the 2002 Cluster Plan: a new library building across Concord Avenue; the existing library be renovated for a new Police Station. This recommendation was well received leaving the proposed new

library and MBLC library grant in a state of uncertainty. This concept remains under discussion. In 2010, the library returned the \$5.3 million grant.

The MBLC announced another construction grant round for 2011. The Board of Library Trustees met with the Board of Selectmen and agreed to move forward with the concept of the Cluster Plan to finalize a site for a new library in time to apply for the 2011 grant round.

## **Library Building Program: Town and Library History**

Beginning with its incorporation in 1859, education and knowledge were recognized as tools for democracy and moral growth within Belmont. In fact, one may point to the town's very inception to support this statement - residents of the then outlying areas of West Cambridge (Arlington), Waltham and Watertown felt they were not well represented in their towns and undertook the legal process to incorporate as the separate municipal entity of Belmont. The establishment of a public library was enthusiastically supported by these citizens who gave the endeavor high civic priority. The first library opened in September 1868. Its collection of 817 books was shelved in the first High School-Town Hall building, not far from today's main library building.

As the town developed, the demand for more books and library services necessitated larger facilities. The Belmont Library moved from its initial single room to the old Unitarian Church vestry in 1873. In 1882, after repeated calls for more space, the library moved to still larger quarters in the newly constructed Town Hall. During 1900, Henry Oliver Underwood announced his intention of giving a library building to the town, and in 1902 the new Underwood library opened. This building at the corner of Pleasant and Moore Streets now houses the school administration, having served Belmont's library needs, along with the Benton and Waverley branches, until 1965. With the opening of the Belmont Memorial Library, the new main building, on November 1, 1965, a new era of library service commenced.

In 1984, the Belmont Public Library became a founding member of the Minuteman Library Network, a consortium of libraries linked through automation.

Today the Minuteman Library Network consists of 35 public libraries and 8 academic libraries in the Metro-West Boston area. There are more than 6 million items held in

various collections, all accessible to all citizens of the member towns. The Internet has extended this accessibility even further, as cardholders may log on anywhere and avail themselves of a myriad of library services.

In 2005 the Waverley Branch, located in the Waverley Fire Station building was closed. The Town consolidated its three fire stations by building on two new sites, and selling the three old properties. The building was sold and converted into condominiums.

Due to budget reductions in 2006, the Benton Branch was reduced to open only one day a week for five hours. A number of concerned citizens attended meetings to affirm their support for the remaining branch library. A Friends of the Benton group was formed with the intent of raising money to help fund additional hours. But in 2008, after many meetings, the Benton Branch was closed.

## Library Building Program: Needs Assessment

The Belmont Public Library is located ¼ mile outside of Belmont Center on a main thoroughfare that runs directly into Harvard Square, Cambridge. The library has its own parking lot; three handicapped-accessible spaces and additional on-street parking. The location is accessible via a bus line and the MBTA commuter rail station is located a block away. The high school is two blocks away, the middle school is about a half-mile from the library and there are two elementary schools within a mile. The location is perfect for a main library.

Belmont's population reached its peak of 30,000 in 1952, and has declined steadily since, according to Federal Census figures (Table 1). Many residents moved to Belmont in the post-World War II era and remained in their homes as their children grew up and moved away, contributing to a gradual aging and decline in the total population. In the past decade, however, families, albeit with fewer children, have moved in to replace elderly residents, perhaps contributing to a slight decline in the overall population (Table 2). According to the town's Council on Aging, Belmont's over-sixty residents now comprise about 22% of the town's population, but this percentage is expected to spike in the near future as the "baby-boomers" age. Belmont School Department statistics had shown a steady increase in the number of school-aged children across virtually all grade levels since 1990. However, from 2003–2013, the projections compiled by the New England School Development Council (*NESDEC Enrollment and Projections by Current Grade Configuration for FY05*) show no growth at all.

Table 1, Federal census data

Year	Population
1970	28,285
1980	26,100
1990	24,720
2000	24,194

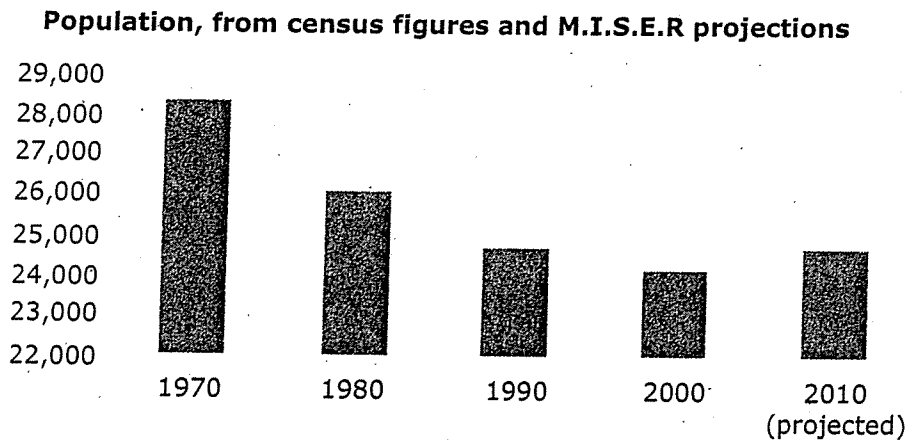
Table 2, Town census data

Year	Population
1994	25,349
1995	25,741
1996	25,801
1997	25,535
1998	26,000
1999	24,538
2000	26,000
2001	25,910
2002	25,338

Table 3, M.I.S.E.R. projections

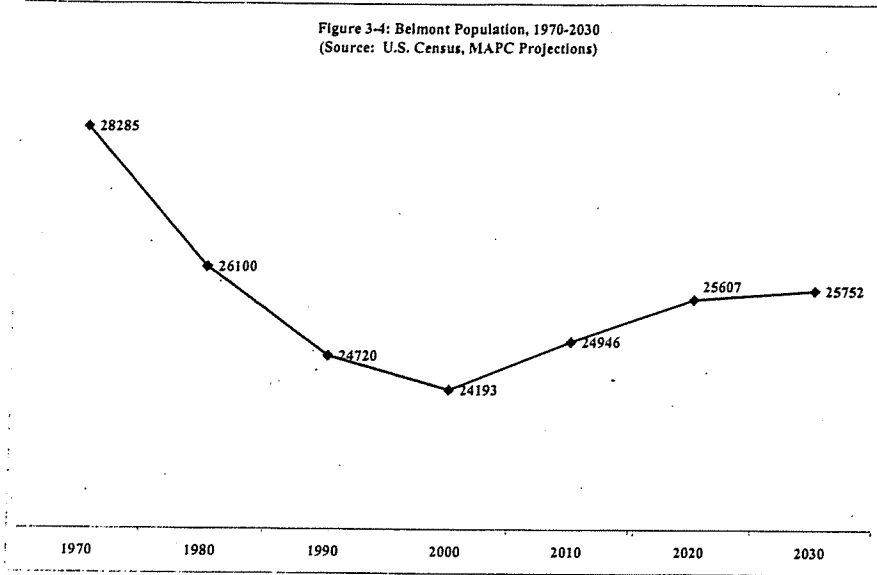
Year	Population
2000	23,821
2010	24,729

Chart 1: Town population data from combined sources



Belmont is a member of the Metropolitan Planning Council (MAPC), a regional planning agency. In 1990, MetroPlan, the regional development plan for the Boston metropolitan area, was developed and in 2006, the MPAC updated the plan which is now known as Metro Future. Based on projections from MPAC (Chart 2), the population will gradually increase to 25,752 by the year 2030.

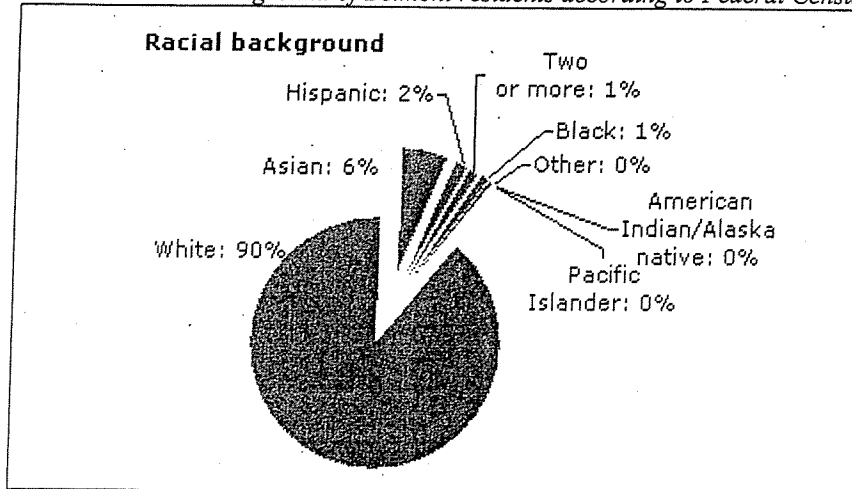
Chart 2: MPAC Projections



### Diversity

Belmont's population is about 90% white. Over the past five years Belmont's population has become more racially diverse. The greatest change has been in the Asian population, increasing from 819 to 1,393 residents according to the Federal Census (Chart 3). According to the 2007-2008 school departments' language distribution report, forty three of the 100 English as a Second Language students speak Chinese or Korean.

Chart 3: Racial background of Belmont residents according to Federal Census



While the town's annual census data during the decade from 1994 to 2003 show a variation of less than 1,500 between lowest and highest years, the decade ahead may show a rise in population in spite of what is indicated by Massachusetts Institute of Social and Economic Research (M.I.S.E.R.) projections (Table 3). With approximately 10,000 housing units, Belmont saw very few new homes built for about twenty-five years prior to 1995. The prevailing thought for decades was that Belmont had been built to capacity, i.e., there was little vacant land in the town for any kind of new construction (Town of Belmont, *Open Space and Recreational Plan*, 1996, p.15).

For several reasons, however, there has been an increase in residential construction in recent years, and the next few years are apt to see even more. First, escalating real estate prices in the region have caused the so-called "teardown" phenomenon. In Belmont's case, there have been a number of single family homes torn down and replaced with multi-family houses. The high local real estate costs have also brought about new construction on most available land, so that, according to the town's Planning Coordinator, there are very few residential building lots remaining, about fifty at present.

There are several new major developments that have been in the planning (and negotiation) stage for several years, and show signs of becoming actualities. None of these, however, are expected to drastically affect Belmont's population. One, on the old McLean Hospital site, is under construction and should be completed in 2009. The site includes the development of 121 townhouse units, as well as the development of 482 assisted living units on land owned by McLean Hospital. A significant number of townhouse units have been occupied for more than a year.



Another, the so-called "Belmont Uplands," is currently in the planning phase. This development's proposal would add 299 units, of which 15% would be for affordable housing (40B), situated near the Alewife T Station. This area had been rezoned for business and would require another re-zoning for residential use. The use of this area is presently unclear.

Discussions are also underway for several developments along the major thoroughfare of Trapelo Road, the "Trapelo Corridor," but few significant or tangible effects are foreseen in the near future. One firm has acquired contiguous real estate parcels in the Cushing Square area, and hopes to create a major shopping/condo/apartment complex. This mixed-use development, including housing, proposal is still in its early stages.

The Belmont Country Club, another potential development site, is protected under .G.L Chapter 61 which essentially grants the Town the right of first refusal should the current owners attempt to sell the property.

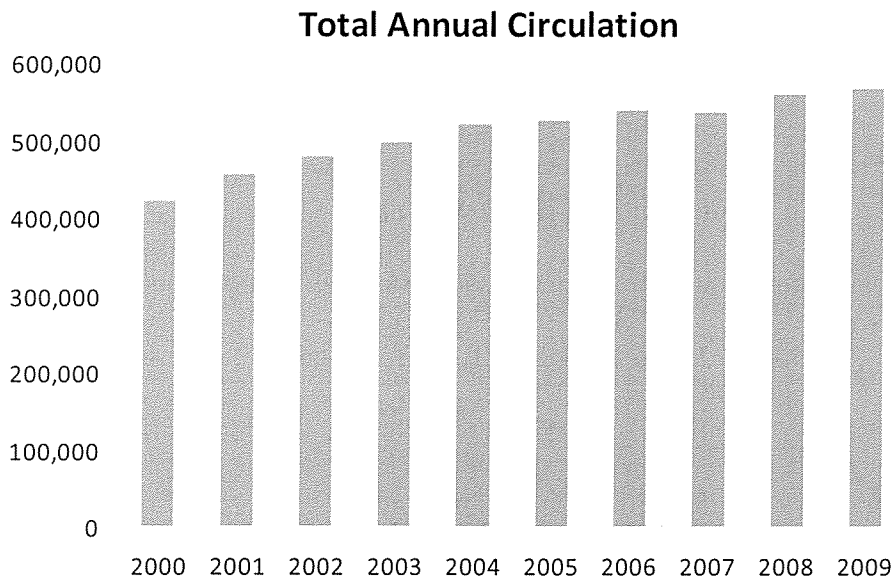
Based on existing zoning, it is estimated that at maximum build-out, the Town of Belmont would add about 1,800 residents by 2030, which represents only an approximate 7.5% increase.

Another item to note is Belmont's highly educated population. In the over 18 population of 18,707, 94.6% are high school graduates, many of whom have had some college. In the over 21 population of 18,268, 63.1% have a bachelor's degree or higher. As might be expected, these statistics translate into a labor force that is largely professional, managerial or technically skilled. Thus, a significant portion of the population achieves a high median family household income. However, in the 1990 Federal Census, 1,136 residents reported household incomes of under \$15,000, indicating

a broad range of income levels among Belmont residents. The Library plays an important role in leveling the playing field in terms of access to materials, computers and new technology.

Belmont residents have demonstrated a strong demand for library services. Even though the population holds steady, the Library's circulation continues to increase yearly, having risen from a circulation of 288,151 in 1989 to a circulation of 566,872 in 2009 (Chart 4). With such high annual circulation figures, Belmont continues to be ranked among the most heavily used libraries in its population group, which includes fifty-three other Massachusetts communities (MBLC Statistics).

*Chart 4: Belmont Public Library circulation figures according to MLN*



As part of the 41-member Minuteman Library Network, Belmont makes its collection readily available to the entire state, and also nationally through MLN's membership in the Online Computer Library Center (OCLC). The Library also actively participates in the Metrowest Regional Library system now known as the Massachusetts Library System. The breakdown for distribution of lending is 77.3% to local patrons,

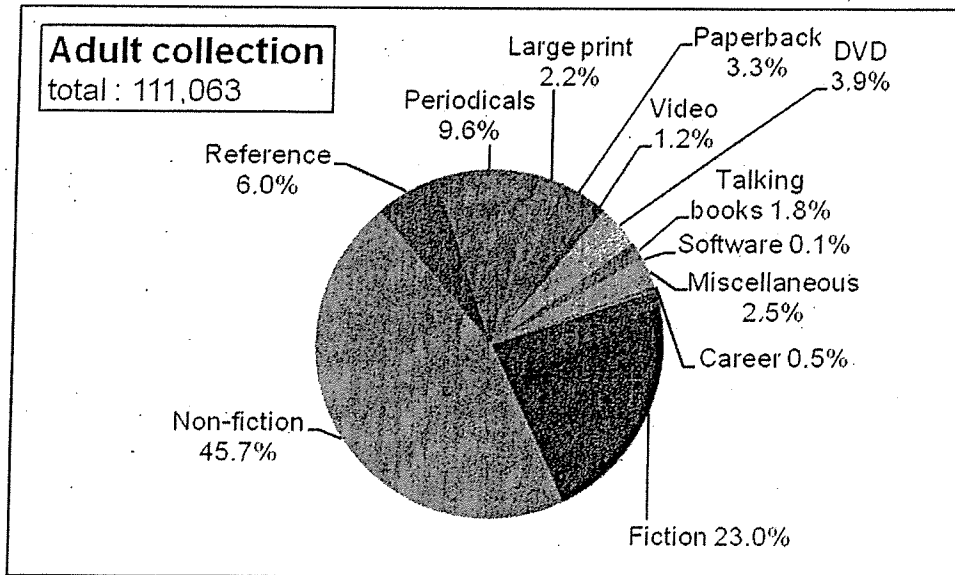
21.5% to other MLN libraries, and 1.2% to libraries outside the Network. Belmont Library ranks among the highest in its population group for information requests to the reference department. On average, the reference department responds to 814 questions from patrons per week (Massachusetts Public Library Data, *Services Report, FY08*). Of the 15,279 registered borrowers at the Belmont library, 90% are local residents. Among the non-resident borrowers, residents of Arlington, Cambridge or Watertown comprise the largest number (MLN Patron Registration Report, July 2010). An average of 1,056 people visit the Belmont Library per day. In FY2008, a per capita circulation of 25.35 items annually placed the Belmont Library fourth in its population group, higher than 90% of the other communities. The Belmont Library had 6.81 items per capita, placing it fourth in its population group. (Massachusetts Public Library Data, *Public Library Circulation and Holdings Report, FY08*).

The final overall circulation figure for calendar year 2010 was 566,872. As of June 30, 2010, the total holdings for the Memorial Library was 157,714 (*MLN holdings Report, July, 2010*).

## Library Building Program: Collection Analysis

The Belmont Library's adult collection provides coverage across a wide range of subject areas and formats, aiming for breadth rather than depth in most subject areas. Nonfiction books comprise more than half of the Library's adult collection; fiction titles account for almost another quarter of adult materials (Chart 5). The Library purchases all books on the *New York Times* bestseller list, with multiple copies of those most sought by library patrons. Hard cover is the format of choice for classics, as well as for "hot" new books that patrons want as soon as they are published.

Chart 5: Adult collection according to MLN (2010)

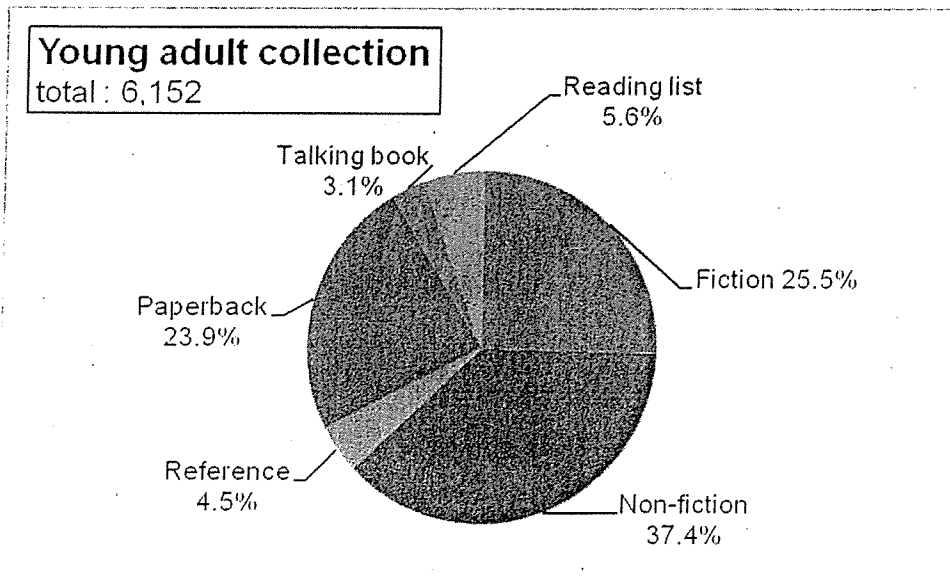


Circulation statistics from Minuteman Library Network provide insight to library patron preferences. The highest circulation category for the main library is fiction; mysteries constitute the highest number of titles within that category. DVDs, mostly new release movies, TV series, a small collection of Shakespeare plays and other literary works, is the second-highest category among circulating materials, even though they make up less than 6% of the library's collection. The third highest category is high-demand books, both new fiction and nonfiction. Also in demand are CDs and books on

CD/tape, which are the fourth and fifth highest category in circulating materials. When survey respondents were asked what parts of the collection they used most often, media was number one with 49% using DVDs and 23% talking books. (See Survey Results 2008) In 2009, thanks to a generous donor, sixteen Kindles were added to the collection. The Kindles, because of their popularity, have yet to find their way to the shelves. As soon as one is returned, it is placed back on the reserve shelf to fill a hold. Playaways were also added in 2009. Since their addition, the demand has steadily increased.

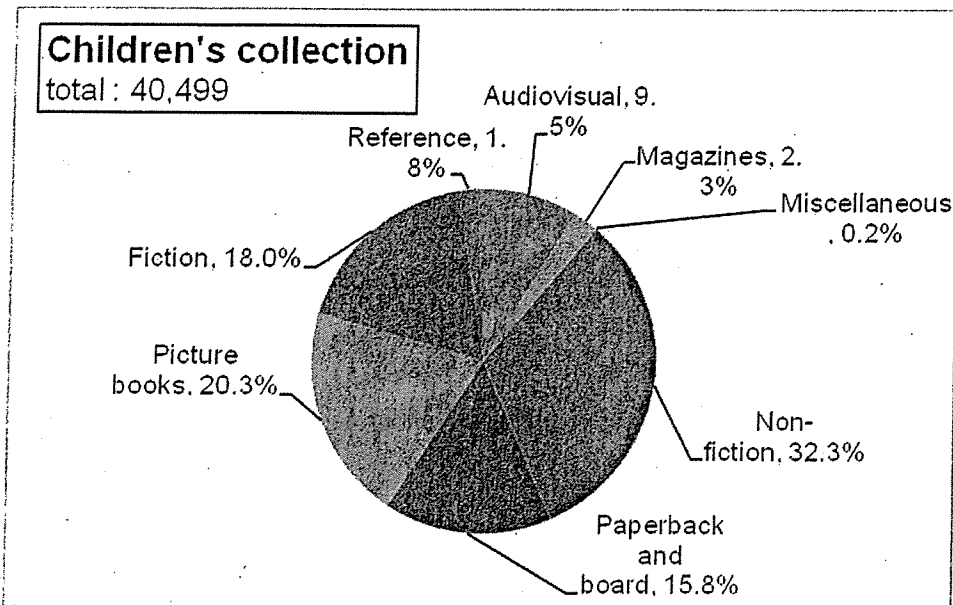
The young adult collection accounts for approximately 3% of the library's total circulation. This collection primarily consists of hardcover and paperback fiction and nonfiction that supports the public schools' curricula (Chart 6). There is also a category called "reading list books" – over three hundred books permanently designated for school assignments, along with those titles required for summer reading. These items have a two-day borrowing limitation. The highest circulating items in YA are fiction, followed by paperbacks, arts and recreation materials and career center materials.

Chart 6: Young adult collection according to MLN (2010)



The Library's children's collection (Chart 7) offers the same material formats as those available to adults. In addition, kits of paperback books in print and on audiotape are available. The collection is respected for its literary quality. Circulation figures show that Belmont's Children's Room is heavily used. Children's materials account for 46% of the library's total circulation. Picture books are the highest circulating items in the Children's Room with fiction second, DVDs third, Non-fiction books fourth and books on CD fifth.

Chart 7: Children's collection according to MLN (2010)



In 2010, the collection's use remains about the same as the analysis from the Long Range Planning process in 2003 and in 2008

Materials are weeded throughout the collection regularly to maintain currency, accuracy, and attractiveness. The process for withdrawing materials that no longer meet the criteria for inclusion in the library's collection is an integral part of collection management. Factors considered are whether materials are superfluous because of duplicate titles or because demand no longer exists; and whether an item is obsolete, is a superseded edition, or is no longer accurate. The Crew Method is used as a guideline, but

some areas are maintained better than others. Major weeding of the collection is done every five to ten years. The average net acquisitions rate is approximately 10,500 items per year.

The collection will increase only slightly over the next 20 years due to weeding balancing out new acquisitions. In planning for the future, consideration was given to technology and the increase in the availability of downloadable content, and the addition of more electronic publishing databases. We also took into consideration resource sharing within the network, within the State and across the country and increased use of the virtual catalog. We expect there to be improvements in the Network delivery system, and resource sharing will continue to increase. We expect to have quicker delivery times and for sharing to be more readily available.

A collection of almost 158,000 items is excellent and above the recommended standards for a community our size. We have 7.25 items per capita, where a rating of "excellent" requires only 4.3 (*Public Library Development Quantitative Standards*). To maintain this level of excellence over the next 20 years and meet the demands of the community, the book collection will remain about the same, while the media collection will increase by 50%. Periodical subscriptions will decrease and back issues will be reduced by half or more with the increase in availability online. Our total holdings are projected to be 161,494 items. We will still focus on history and literature, strong areas in our collection. The collection will become more current, will keep up with new formats and will continue to meet its five service responses: Current Topics and Titles, General Information, Formal Learning Support, Lifelong Learning and Commons.

## **Library Building Program: Building Summary**

The Main Library was built in 1965. The building, of colonial design, consists of three levels with patrons entering via the lower level and the second level. The library consists of 29,600 square feet and was planned to accommodate 100,000 items on three floors. Presently the library has a collection of approximately 158,000 books, periodicals and various media.

**General information** The interior of the building is poorly designed, creating an inefficient workflow in most departments and making some space unusable. Browsing the collection is very difficult. Many of the materials are on bottom shelves that do not slant up making reading titles difficult. The design forces the collection to be separated or disjointed with older fiction upstairs and new fiction downstairs, for example. The business reference collection is in an area separate from the main reference room. The non-fiction collection is divided and on opposite ends of the building. This chopped up nature has forced an irregular and confusing arrangement of books. Consequently, much staff time is utilized to assist patrons in locating materials that could be located independently were they arranged more logically.

The circulation area is noisy due to a high ceiling and an adjacent marble and stone War Memorial. While the location of this public service desk at the entrance is beneficial, the structure contributes to a narrow, crowded area with major traffic problems. Patrons trying to enter and exit the building are confronted with patrons waiting at the service desk.

The main corridor, with a second floor balcony overlooking it, tends to be quite noisy. The second floor area and balcony were poorly planned and are an inefficient use



of much needed space. The lighting for this main corridor consists of hanging ball lamps, which provide inadequate illumination for the area's current uses. In addition, due to the placement of the lights, changing the bulbs can be a challenge. Lighting is inadequate in most areas of the building, particularly in the stairwells, causing concern regarding safety issues. The Town, after an energy audit, is requiring the use of energy efficient bulbs and fixtures which has not helped with the illumination problems at the library.

The main corridor, where the traffic flow is busiest, was originally designed to exhibit artwork. Now it is cluttered with shelving for paperbacks, DVDs, CD-ROMs, talking books, browsing bins and photocopiers, leaving virtually no space for art or display. Entrances from the main corridor to the reference room were blocked off to provide additional shelving for paperbacks.

At the time of construction no thought was given to the needs of computerization, technology or other types of media (now we have 16 kindles). As a result, book shelving is used for media shelving and public space has been taken over by computers and additional shelving for paperbacks.

The flat roof of the building has been repaired numerous times but has continued to leak. The building was constructed without air conditioning. When they installed the air conditioning units on the roof, their weight caused the roof structure to become concave and during rain storms ponding occurs. A new rubber membrane roof was finally installed in 2003, but nothing was done to correct the support structure to eliminate the ponding effect. Just recently we had a leak from the slate area of the roof.

The building has many interior doorways making security a problem and supervision rather difficult. The building does have a security system at two exits but the building design does not allow for a security gate near the elevator exit and there is none

in the Children's department. There is a fire alarm system but there is no fire suppressant system or sprinkler system.

The building has many windows which create numerous problems such as glare on the workstations, interference with the heating/air conditioning and lack of wall space for shelving or display areas. The heating/air conditioning system is as old as the building and has exceeded its life expectancy and its energy efficiency rating is very low. In addition, patrons and staff complain that the temperature is very difficult to regulate year round. To maintain a comfortable temperature in one area of the building requires that another area be so hot that the windows must be open. Complicating the situation is the fact that there are seven different operating systems for the heating/air conditioning. The air in the building is extremely dry in the winter months and ventilation is lacking, making the air quality poor as well.

The library's historical room is also filled to capacity. Some of the historical artifacts are stored in the attic and the supply room, which are not climate controlled. Many historical papers are filed in drawers that are filled to capacity without any special care given to their preservation. This collection should be stored in a climate-controlled room so they can be properly preserved.

There has been progress in replacing the original furniture, which is 45 years old, and very uncomfortable. This furniture causes health issues because of age and inappropriate use. The furniture in the balcony and all the study carrels in the east wing and reference room still need to be replaced.

**Spaces for meetings, quiet study and reading** The building has two meeting rooms located at opposite ends of the building on the ground level. One has capacity to seat 36

people and the other seats 100 people. Because of high demand, the staff room is often used for meeting space along with the historical room. The children's department, located on the ground level, also uses these rooms to conduct story times, show movies, and host special events such as puppet shows and storytellers. Until the Town Hall and the Town Hall Annex renovations were completed, the library and the new middle school were the only facilities in town that had meeting rooms that were handicapped accessible. The library meeting rooms continue to be heavily used even though there are more available spaces in Town.

There are no areas or rooms in the library for quiet study or rooms for small groups or conferences; these are frequently requested by patrons. Group projects assigned by teachers in the middle and high schools necessitate space for small groups to meet, research and talk. Tutors and their students now work in any public area that has a free table.

There are no vending machines or designated areas where patrons can grab a quick cup of coffee or soda and take a break from their work or socialize with a friend.

**Handicapped accessibility** Even though the library has meeting rooms that are handicapped accessible, not all sections of the library meet with ADA requirements. The physical layout of the building poses difficulties for wheelchair users, as stacks are often too close together to allow access. The aisles between stacks in book and back periodical areas are only 35 inches wide and many sections have only an egress at one end. Because of the lack of adequate shelving, the bottom shelves and the tops of the bookcases are used to hold materials. Many work areas would inhibit handicapped employees. The elevator is 45 years old and does not meet ADA requirements for a motorized wheelchair

and is impossible for the handicapped to operate without assistance. There are handicapped entrances on either sides of the building but there is no handicapped access from the front of the building.

**Shelving and display areas** As mentioned previously, the library owns approximately 158,000 items and has exceeded the planned capacity of the building. All available space such as corridors, occasionally tops of bookcases and bottom shelves have been used. Even the window sills and book trucks are used as shelves. This presents problems for the elderly and the disabled. In certain areas of the collection, if items are to be added, just as many items must be withdrawn. Storage areas for back issues of periodicals, and shelving to display current magazines is inadequate. The once beautiful wooden magazine shelving units are now old and very heavy and difficult to lift. Some of our non-print materials such as talking books and Playaways are housed on shelving that was not designed for media, which makes browsing difficult. The media collections, which every survey has indicated a need to increase the collections, has no space for expansion. As new formats are added, book shelving that has become available due to weeding is used. There is no room to add proper media shelving.

We lack the adequate space for browsing and displays that is critical for a library whose major service response is that of current topics and titles (Himmel and Wilson's *Planning for Results*). Along with general crowding, there is no wall space for the display of materials. Presently, because of the overcrowding of the shelves, finding materials can be challenging. It is possible for patrons to leave the library without getting the help they need, because the design of the building does not facilitate patron contact with staff.

Patrons using the library experience the space crunch first hand. In the west wing, an adult reading area usurped what was to have been a young adult area in the original design. This area has subsequently come to house the magazines, business reference, high demand fiction and non fiction, large print collection, biographies and the 900's. Adults no longer have a quiet reading area nor are there adequate tables and chairs for them anywhere in the library.

**Space for children and young adults** There has been an increase in the number of young adults using the library. Because of this, the library remodeled one-third of the reference department and constructed an acoustical glass wall to create a separate young adult area. However, young adults who come to the library to do homework still can not find a place to work. The young adult area only has 14 seats, which clearly is not enough to accommodate the number of students who use the library. The construction of the Young Adult area has, however, helped reduce the noise level in the reference area.

The Children's department, like the adult department, suffers greatly from over crowding. Children's areas should have many separate groupings of books – easy readers, picture books, etc. Instead, we have had to cram books into every available nook and cranny. Shelving space is inadequate and older books must be discarded too quickly from the collection to allow room for new materials. This is a particular problem in the picture book section. The height of most of the shelving is 6 feet but the top of these cases are often used to shelve books, thereby placing some of the collection out of reach of the intended users.

The children's department only has 4 tables, tucked between bookcases, and computers that seat a total of 20 students. The department is unable to accommodate

class visits because of the lack of space, although the librarians do go out to visit the schools when possible. Children jockey for position at two computers set up with Book-Flix and AWE Early Literacy station for use next to the cluster of catalog and internet computers. Magazines, the last of the videos, and the talking book collection is in what was an office for the head of children's services. The room is extremely small and tends to get crowded and rather warm.

The children's staff has an area off the back of the children's room that is used for the storage of craft supplies, seasonal and holiday books and a professional collection, none of which can be put out on the shelves year round. This area is also used as workspace for staff but is inconvenient and has no view into the children's room.

Even though the children's department constitutes approximately 46% of the total circulation, it has a small circulation desk with a limited amount of space for checking in and out materials. There is also no reference desk.

The department closes before the rest of the library. This is primarily due to its location within the building. The department is located on the lower level and is isolated after 5 p.m. when the technical services department closes. A new facility would enable the department to remain open during regular hours.

**Technology** The increased use of computers is creating new space problems in all areas of the library. There are 14 computers for Internet access and catalog/databases and all have Microsoft Office Suite. There is one large-print computer for the catalog/databases for those who are visually impaired. In addition, the adult area has five computers that provide access to the catalog and databases. The Young Adult area has 3 computers available for the catalog/ databases and all have Microsoft Office Suite. The children's

department has 4 computers for Internet access and the catalog/databases, one of which is dedicated for homework and 2 for access to the catalog/ databases. All the computers have Microsoft Office Suite.

Because computers take up more space than the old card catalog and terminals, floor space decreased rapidly. The library needs more space to meet demand for more on-line stations for Internet access and the MLN catalog and databases, as well as the growing lists of commercial databases that are, and will be accessible through the online stations. At most of the computer workstations there is no room for note taking or paperwork, creating an uncomfortable environment. The demand for Internet access and word processing continues to increase.

The library could easily double the number of computer stations based upon the demand but space does not allow that. Patrons often wait for a computer to become free so they can do their research. Patrons may use their own laptops at the library. Because the study carrels are not wired, electrical cords from laptops to outlets are sometimes strung across aisles, creating safety problems. The library does offer wireless connectivity throughout the building but, because of the huge amount of steel in the building, connectivity can be a little unreliable.

Hardware for the town-wide network and the MLN network is located in the library and finally was enclosed with climate control a couple of years ago.

**Training** The public and staff are constantly requesting more access to the Internet and on-line databases, and more training on both. The library and MLN continue to purchase new databases on a regular basis. In surveys of patrons conducted since 1997, training has been the number one request or high on the list.

**Staff work areas** Work areas for staff are essential but some staff still do not have their own space. The need to provide as much space for the public as possible has led to severely limited space for staff work areas. Off-desk space and staff work areas are extremely inadequate or nonexistent, resulting in uncomfortable or unhealthy work areas. Departments share crowded areas which are heavily trafficked. The lack of workspace for the staff impacts many areas of service from the ordering of materials to the development of programming to providing good public service. Ultimately, it also affects employee morale.

**Public service areas** The public service work areas are very crowded, creating an inefficient workflow. This is particularly problematic in the circulation and reference departments. There is no area for private consultation with patrons at the reference desk. There is very little storage space at the reference desk for staff work, messages and ready reference materials. The public often crowds the workspace of staff members making delivery of service uncomfortable or difficult.

Storage problems have increased in the circulation department, an area that is poorly designed and much too small for the activities that take place there. For example, staff must contend with the increased demand for DVDs, CDs, CD-ROMs and the security cases and unlocking equipment that go with them. The circulation desk itself is made of stone and marble to match the adjacent War Memorial; this adds to the noise level.

The Library migrated to Triple I, a new automated circulation system, in 2003. The new system changed the workflow in the department, making this area even more



strained for space. One problem is the increased ease for patrons to place requests. This has more than doubled the number of network transfers and bins received through the delivery system. Just recently, new desensitizers that are more ergonomically correct were considered for purchase, but because the design of the circulation desk could not accommodate them, the library was unable to purchase them. The circulation work area is shared with the secretary and a member of the reference department. This area had room for only two desks for the circulation staff which has a permanent staff of five plus part-time workers. Because of the huge increase in reserves, the circulation area underwent a small renovation three years ago to provide increased shelving for reserves, added an av slot in the wall and a book return slot in the desk to improve the work flow and added new customized computer work stations. The renovation added one workstation to handle AV material and provided better work arrangements but conditions are still far from perfect. An additional workstation had to be set up downstairs in the children's work room to help with the volume of returns and increase in the number delivery bins.

**Surveys of patrons' needs** The 1997 survey demonstrated the need for more space for the collection. Patrons surveyed wanted an increase of materials in almost all areas of the collection, particularly foreign language materials, current fiction and non-fiction, paperbacks, videos, young adult materials and talking books. In 2000 another patron study was conducted by the Building Needs Advisory Committee, the findings were the same: more computers, training and an increase in collections. The library has attempted to expand some of these collections as a result of public demand but space is limited. In a more recent study (2003), the Long Range Planning committee conducted another

survey of library patrons. The findings were still the same – more computers, more DVDs and CDs in all departments of the library, improved furnishings, and more seating and workspace. In 2008, the Long Range Planning Committee conducted another survey.

The 2008 needs assessment findings:

- Need to increase the media collection, in particular the DVDs and increase number of best sellers – both will require more space
- Need for more PCs for access to the catalog, databases, Internet and other information – will require more space
- Need for more adult, young adult and children's programs – will require more comfortable meeting rooms and an activity room for children

Other needs were:

- Need more work space at computers (less than adequate rating)
- Need for comfortable seating
- Need for more study tables and chairs
- Need for better furnishings
- Need to improve lighting
- Need to regulate temperature
- Need more study areas
- Need for more hours (A large number of patrons would like the library open on Sundays and the children's room open one evening a week.)

While patrons felt that the Town was being well served by the existing library, there are many needs that can be best addressed through a new library building.

**Fulfilling the library's mission** In a new facility with a flexible floor plan (and public service functions on two floors) of approximately 45,000 square feet, the library would be better able to achieve its mission – *The Belmont Public library mission:*

- *Serve as a resource for equal and open access to information, ideas and technology to enrich the lives of all.*
- *Provide services that address the diverse needs and interests of the citizens of Belmont.*
- *Promote and support a strong sense of community.*

It would also be better able to meet its five service responses – Current Topics and Titles, General Information, Formal Learning Support, Lifelong Learning and Commons.

**Living up to the community's vision** The library would be more able to fulfill the vision of the community, as described in a series of vision workshops run by the Friends (these workshops were held five years ago). Participants were asked to “imagine it is five to seven years in the future, and Belmont now has the library of your dreams.” This is a summary of the vision statements of the workshops:

*The Belmont Public Library is a town treasure. It is a stunning, state-of-the-art facility with unparalleled collections, diverse programs, effective services, cutting-edge technology, and friendly, efficient staff. A vibrant center for formal and informal gatherings, this library is truly the heart of the community. Providing information, education, and cultural enrichment to a diverse population, it is an indispensable, town-wide, intergenerational resource that promotes life-long learning and a desirable quality of life. Widely acclaimed as a model community library, the Belmont Public Library is a worthy source of pride for town residents.*

*The structure is both inspiring and functional. Patrons enter a bright, spacious, multipurpose interior, sufficient for the heavy volume of traffic and the public's varied needs. Tranquil, private spaces for reading, research and contemplation are cleverly woven together with productive high-usage areas. Comfortable seating nooks and a picnic garden encourage casual conversation, and relaxed visits. A new Claflin room preserves and exhibits the Historical Society's materials. Space for play and crafts are included in a delightful children's room. An ample auditorium adapts to accommodate lectures, art shows, concerts, readings, and performances of all kinds. Meeting rooms,*

tutoring spaces, areas for listening to music and books on tape, a computer lab, a copy center and a café are examples of what a useful and welcoming place this is.

*Ideally situated near schools, town center and post office, the library is easily reached by public transportation and is accessible to all. Parking is plentiful and a drive through book drop-off and pick-up are convenient options used by many patrons.*

*Through its book deliveries and internet based services the library reaches beyond its physical walls to support the community.*

**Meeting Long Range Plan objectives** A new facility will allow the library to accomplish many of the objectives in the long range plan that can not be accomplished because of the limitations imposed by the existing 45 year old facility. This facility will not simply be an updated library. It will be a library that propels us into the 21<sup>st</sup> century and provides a warm, welcoming and intergenerational space.

The Long Range Plan (LRP) was completed in 2008 by a group of community members, Friends, staff and trustees. These are the objectives in the LRP that relate to a new building, and how it would help achieve them.

*Objective: Provide inviting, comfortable, safe and accessible library that encourages learning and leisure reading, and provides access to up-to-date electronic resources*

The delivery of library services will be substantially improved in a new, larger facility, allowing us to meet our goals and objectives. Space for the collection will increase, allowing us to shelve the existing collection properly and increase the collection slightly. Additional space will allow for appropriately-sized shelving in the children's room as well as appropriate types of shelving for print and non-print formats in adult, YA

and children's. New space will permit additions to the new fiction and non-fiction collections. Collections will be arranged in a logical sequence for ease of use by the public, thus freeing up professional staff to assist with informational and reference questions. Browsing collections will be located in appropriate areas away from heavily trafficked corridors. Space will also be available for displays. There will be enough comfortable seating and small gathering places. Improvements in the electrical, heating and ventilation systems will provide an environment that is comfortable and conducive to library usage. These improvements will also bring about an environment adequate for the preservation of materials.

*Objective: Provide a collection with sufficient copies of titles in high demand and in formats and languages patrons want*

The population of speakers of Russian, Chinese and Japanese in Belmont has been growing. In a new facility the library would have the room to expand the foreign language and ESL collections. To support this objective, the library could sponsor a literacy-tutoring program. The new facility would have small study rooms where tutors and students could work together and not disturb other patrons. These study rooms would also be available to all patrons for group study or small conferences

*Objective: Continue to provide instructional classes to the public on how to use the computers; Increase the number of public access computers to fulfill demand; Staff will stay up-to-date with current trends in electronic resources*

Having a computer/digital media lab with 28 computers would enable the library to provide hands-on training for staff and the public as well as meet the ever-increasing

demand for computer services. The lab will also be used to help patrons, teens in particular, to explore and develop technology skills. Presently the library has 12 workstations for the public. A new facility would have at least 60 workstations and be designed to meet the needs of changing technologies. All areas of the library will be flexible and fully wired for future needs and growth.

*Objective: Continue the weeding program to update the collection, create more open shelf space and prepare for the building project*

The new facility would have a highly visible area for new fiction and non-fiction with many display areas so patrons could browse the collection easily. There will be comfortable, cozy and quiet reading areas throughout this section.

Browsing current magazines is one of the more popular activities in the library. More shelving to better display current issues is vital. The new library would have a number of computer workstations dedicated to accessing back issues online. As more periodicals become available online, the storage of back issues will shrink and they may only be kept for two years instead of the five to ten years we keep now.

*Objective: Maintain a strong print collection at the same time as we provide new media and online resources to meet patrons' changing needs and interests; Provide a collection with sufficient copies of titles in high demand and in formats and languages patrons want*

A separate audiovisual area, bringing all types of media together in one convenient self-serve location, would improve access, arrangement and display of the material. This area would be flexible in design to accommodate ever-changing media

formats. The new area will also allow our collection of audiovisual materials to increase in size.

*Objective: Strengthen collaboration between the Children's Librarian and the Young Adult Librarian;  
Continue collaborating with the public school system to help meet curriculum requirements*

Young adults are a segment of library users who are best served in their own young adult section. Because this age group is so social and tends to use the library for homework, they need a space for group work that is not always quiet. A separate young adult department in the new facility would house a collection containing all formats (print and non-print) and would provide an area for them to do homework or simply hang out. Because the room will be larger than the current area to accommodate an increase of approximately 300 students (according to the High School enrollment projections), a young adult librarian will have a desk in this area and be available to provide assistance when necessary.

A larger children's room with an adjacent story time and crafts room will allow the department to conduct more story times, craft programs and special events. This area could also be used as a homework center after school. This adjacency will also eliminate the need for children to walk across the building as they do now. Programming takes planning, which means an office for the librarian and more convenient work areas for staff.

The new children's room will have comfortable, cozy window seats and benches for parents and children to sit and read together. Low tables and open floor space, non-existing now, will allow an area for children and parents to play games together. An area

for older children will exist and the demarcation of areas for older children and younger children will be clear.

With a larger space, school visits to the library would become a regular activity. The collection would be more accessible because materials would not have to be in storage and tops of bookcases would not have to be used to shelve materials. The new space will have an improved and expanded area for computer workstations for the on-line catalog and databases to meet the demands of the public. The room will be wired for future computer needs. In a new facility, the children's room will be open the same hours as the rest of the library allowing working parents more opportunity to utilize the library's services. The department will no longer be isolated and on a level with no other public service desk.

***Objective: Provide inviting, comfortable, safe and accessible library that encourages learning and leisure reading, and provides access to up-to-date electronic resources***

Handicapped accessibility will no longer be an issue in a new facility. Patrons with disabilities will become full-use patrons in the stacks, at the computers and in all areas of the library. The new facility will have an entrance(s) at grade level, a modern elevator, appropriate furnishings and aisles that meet ADA requirements. The building will provide an integrated and attractive sign system throughout the library that also makes the building accessible to everyone.

Our link to the past will be maintained. The Claflin Room, a special historical room, will have a climate-controlled environment employing modern, professional preservation methods. The room will have enough space to organize the collection so it



is readily accessible to researchers as well as the public and will have special exhibit and display cases for various artifacts.

The library's local history, town reports and genealogy collections, which are currently in a locked area on the balcony level, will be accessible and housed on open shelves in a quiet research room that will seat 12 patrons. Some materials will be in locked cases because of their age and condition. This room will not only serve as a research room but as a quiet reading area.

***Objective: Enhance the Staff's ability to offer Reader Advisory services; Implement more customer-focused services***

The new public service areas will be more welcoming and visually appealing. They will be appropriately designed for staff and for staff interaction with the public. An improved and expanded reference desk with a place designated for holding private/confidential reference consultation with patrons will be available. Monitoring of the area will be vastly improved. The study area will increase in size and quiet study rooms will be added.

All staff will have defined areas (desk, counter etc.) for off-desk work. These work rooms will be adjacent to the appropriate departments in order for staff to be available for assistance during busy times. The areas will be functional, efficiently designed work environments that will allow one to work productively and comfortably.

An expanded and ergonomically-designed circulation desk will hold all necessary equipment, supplies and materials and will be arranged in a convenient manner, designed to expedite the workflow. Returning of materials will no longer be done at the circulation desk. Patrons will be encouraged to return all materials through the interior book drop.

This system will help by reducing or eliminating the need for patrons to wait at the desk to have their returned materials accepted and placed in a secure area. There will be outside returns as well as inside returns that go into the circulation workroom. We envision Circulation and Technical Services sharing the area for MLN deliveries. The outside returns will be available at all times for the convenience of those patrons who want to return materials without coming into the building.

The new library will have a technical services department designed to handle acquisition, processing and cataloging of materials in a timely manner to satisfy customer expectations. The work area will reflect the flow of materials from the delivery area to the shelves with a designated area for checking and repairing AV materials.

*Objective: Sustain the library's role as a focal point for community activities; Use public relations to increase the community's awareness of programs and services*

The library's exhibit capabilities will be improved by including displays for community information, announcements and posters and it will include free-standing display cases. The plan includes an art gallery to exhibit local artists' work and school projects. Artwork could also be displayed in the multi purpose meeting room.

A cafe would help patrons see the library as a friendly community gathering place. It would be a convenience to those who come to the library for several hours and need a quick snack rather than take time for lunch. The café will be a convenient space for parents to get a quick cup of coffee while waiting for their children who are attending a library program or while watching their children's sport activities. It would also decrease the need to pick up candy wrappers and soda bottles throughout the building in

hard-to-monitor spots. The overall feeling would enhance the library's role in fostering a sense of community.

*Objective: The Library Director and the Board of Library Trustees will work with Town officials, the Belmont Library Foundation and the Friends of the Library to raise awareness and support for a new building*

Also contributing to a sense of community will be a sorting/storage room that the Friends of the Library can store, sort and perhaps even sell the many donations they receive. The Friends on-going book sale could also be conducted in the café area creating a bookstore atmosphere.

*Objective: Provide inviting, comfortable, safe and accessible library that encourages learning and leisure reading, and provides access to up-to-date electronic resources*

The new facility will have a multi-purpose meeting room that can be divided to accommodate large and small group meetings at the same time to meet the needs of the community. The meeting room will be in an area that allows easy outside access for performers to unload equipment, attendees to enter and exit and can easily be secured from the rest of the library so it maybe used after the library closes. There will be a small conference that may be used by the public which will easily be secured from the rest of the library so it maybe used after hours. This conference room will also be used for staff meetings and trustee board meetings.

Making a new facility aesthetically appealing is an important goal. The element of aesthetic wonder, artistic surprise and sensual satisfaction is something that the present

facility lacks and one that a new facility will have. The building should evoke a sense of community pride and well being. It should speak to the richness of books and knowledge.

**Conclusion** It is clear that the library is in need of replacement. The new facility will enable the library to offer additional services and benefits that the community wants in an aesthetically pleasing and welcoming environment. The delivery of quality library service, patron use and circulation will also increase. The community will take pride in its new library and realize more than ever that the library is essential to its well being and future and that the Belmont Public Library is truly the heart of the community.

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Art Display and Lobby

**Function:** Place to display rotating displays or local artists' works; also the likely location of the War Memorial that will be moved from the existing library

**Occupancy:** 10-12

**Furnishings & Equipment:**

1 attractive wooden 2 person bench  
Sufficient picture molding to accommodate hanging art displays  
Security system gates; 1 drinking fountain

**User Seating:** 2 visitor bench seats

**Shelving:** Display shelving for 50 to 100 books if new books are on this floor

**Materials Capacity:** 100 volumes

**Near To:** Parking; Circulation Desk; Public Rest Rooms; Elevator

**Distant From:** Quiet study areas

**Notes/Architectural Features:** The art display may be in a separate area off the lobby or part of the lobby. The art should be specially illuminated where necessary with adjustable track lighting. Consider security cameras and special protective security devices if staffing in the art display area is limited.

The lobby welcomes and orients patrons to the library. Aesthetically, the lobby should set the tone for the whole library vis-à-vis historic murals, paintings and textured flooring, all contributing to creating the ambience that speaks to books and knowledge. The lobby needs sound proofing. There should be browsing space around the lobby for collections and displays. A vestibule and air lock inside the front door area are a must. Clear, helpful signs directing patrons to various inside locations without staff assistance are also essential. If the War Memorial is here it must be focal point.

**Space Requirements:** 190 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Audio-visual

**Function:** Houses DVDs, Books on CD, Playaways, music CDs and video games

**Occupancy:** 25

### **Furnishings & Equipment**

2 stand-up PCs (MLN catalog access only)

**User Seating:** None

**Shelving:** DVDs and audio-books should be shelved on standard 60" high double sided and 60" high single sided shelving. The shelving system should allow for slanted DVD shelves and zigzag display inserts where desired. There should be a prominent separate section or sections of the room where new materials can be attractively displayed face out. Compact discs should be displayed in free standing 3 ft. by 2 ft. wooden bins (capacity 450 each) with a locking drawer on the bottom of each bin (for multi-CD kits). One displayer can be used for new purchases or the new CDs can be part of a new multimedia display using the standard metal shelving. In figuring capacity be sure to allow for the security protectors commonly used on DVDs, music CDs and video games.

**Materials Capacity:** 7,000 DVDs; 5,000 music CDs  
3,000 audio books; 100 video games

**Near To:** New Books, Large Print; Circulation (if on the same floor). Under one plan, AV materials could be near the entrance, along with other very popular materials, for quick access by patrons and so the circulation staff could reshelv them easily. Under another plan, they could be placed near all the other circulating materials.

**Distant From:** Children's

**Notes/Architectural Features:** Strong lighting and an attractive eye-catching area for the display of materials are essential.

**Space Requirements:** 1,209 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Cafe

**Function:** Place for patrons to have a coffee or soda and snack away from the books and computers

**Occupancy:** Public: 10-12

Vendor/Volunteer: 1-2

### Furnishings & Equipment:

4 small round tables; 12 chairs  
1 snack vending machine; 1 cold drink vending machine  
1 lockable storage cabinet for supplies  
1 wastebasket; 1 clock; some attractive art for walls  
*Option for:* 1 counter with cash register and with a mini fridge, coffee equipment, and food, supplies and preparation area behind

**User Seating:** 12 table seats

**Shelving:** 72" high 10" deep display wall shelving for books and other items for sale through the Friends

**Materials Capacity:** 500 books and other materials

**Near To:** Circulation; Information desk

**Distant From:** Quiet study areas

**Notes/Architectural Features:** More and more libraries are successfully offering café services in their new buildings. The nearby Watertown Public Library has a wonderful, very popular café that can serve as a model for the architect. The Belmont café should be a nice, relaxing space for those who spend time at the library and need a break. Important features include some natural light with windows that open and durable easy to clean and maintain furnishings and counters. The room should be easy to monitor from one of the service desks and capable of being secured when necessary. Since this will be a somewhat noisy area (vending machine hum and clatter) where patrons can freely chat, the use of effective, sound attenuating materials is essential.

**Space Requirements:** 500 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Circulation Desk

**Function:** Checks in and out all adult and young adult library materials including audio visual. Renews materials and registers new library patrons, answers general (non-reference) questions; answers and directs incoming phone calls not handled through the automated system; handles AV problems and serves as the pick up point for all adult and YA reserves.

**Occupancy:** Staff: 3-4                      Public: 10-15

**Furnishings:** 1 collaboratively designed (architect and circulation staff) built-in circulation desk large enough to hold four computer workstations each with laser and receipt printer  
4 rolling adjustable height chairs or stools  
2 book trucks to fit under counter  
2 rolling bins for AV security cases  
0 to 2 rolling bins to collect returned materials  
Wastebaskets and recycling bins as needed

**Equipment:** 4 computers; 4 laser scanners; 4 receipt printers  
1 self-checkout machine; 1 telephone console plus 1 regular phone  
2 Kwik case unlockers; 2-4 security desensitizers; 1 CD player  
Public address system to announce closing time; 1 flashlight

**User Seating:** 4 staff workstation seats

**Shelving:** Book trucks strategically designated and positioned behind the circulation desk should be used in place of fixed shelving to speed re-shelving of returns. At least 80 linear feet of shelving should be available for reserves, book club books and other patron pick ups.

**Materials Capacity:** 1,300 books and other materials

**Near To:** Main Entrance; New Books and AV; Circulation Workroom; Elevator

**Distant From:** Quiet areas; Children's Room; Meeting Room; Rest Rooms



# BELMONT PUBLIC LIBRARY

## Area Analysis Continued

**Area Designation:** Circulation Desk

**Notes/Architectural Features:** Circulation is one of the busiest, most activity pressured departments in the library. The new service desk should have the colors, space, furnishings and details that contribute to a warm welcoming feeling for patrons entering the building. In fact, the desk itself should be a carefully designed architectural feature with plenty of staff input.

One area still open to discussion is where to collect inside library returns. The preferred collection point is through slots into the Circulation Workroom (see that area description). If that is not practical in the new building design, two return slots (one for books, one for AV) beneath the Circulation Desk counter is a workable alternative.

It is important that the front doors open and close easily and keep noise and hot and cold air out.

Desired features for the desk include:

- Durable, scratch proof surface like granite
- Soft, bright even lighting with no dark areas; task lights should be added only if necessary
- Special forgiving flooring to ease physical strain on staff who often must stand for extended periods and to allow carts on wheels to move easily
- Openings under the counter should permit staff chairs/stools to fit comfortably and allow staff to sit close to the desk.
- Low counter section to accommodate the handicapped
- Sufficient storage for forms, money and supplies so that desk can be kept neat and clutter free. All drawers should be lockable.
- The "express" self checkout machine is for optional use by patrons to reduce waiting and for increased privacy. The machine should be located near the circulation desk but not so close as to impede traffic flow through the lobby and main entrance.

**Space Requirements:** 400 SF (350 SF for desk plus 50 SF for 1 self-check machine)

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Circulation Department Head's Office

**Function:** Scheduling, word processing, Minuteman Library Network reports, consulting, interviewing

**Occupancy:** 1-3

### Furnishings & Equipment:

- 1 workstation with desk, chair, PC and laser printer
- 2 guest lounge chairs; 1 wastebasket
- 1 coat closet; 1 file cabinet (5-drawer); 1 telephone
- 1 barcode scanner; 1 bulletin board

**User Seating:** 1 staff workstation seat  
2 visitor seats

**Shelving:** 24 LF of 10" deep shelving for reports, catalogs, manuals and other materials. She would like one wall of shelving above cupboards.

**Materials Capacity:** 150 volumes

**Near To:** Circulation Desk; Circulation Workroom

**Distant From:** Not important

### Notes/Architectural Features:

Carpet; Good air quality + heat + AC +vents; Appropriate lighting;  
Windows that open; Light filtering shades; Window with view of circ desk and/or circ work area; No thresholds

**Space Requirements:** 150 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Circulation Workroom

**Function:** Provides support for front circulation desk operations including check in of returned materials, inspection of AV, handling and processing network transfers and the paging lists, making phone calls for reserves, processing patron registrations and working on displays and other special circulation projects.

**Occupancy:** 4-6

### Furnishings & Equipment:

- 4 workstations each with desk, chair, PC, barcode scanner, receipt printer
- 1 work counter with 2 PCs each with barcode scanner, receipt printer; 3 chairs
- 2 shared laser printers, one color and one black and white
- 2 to 4 rolling bins to store security cases and for returns; 1 supply cabinet
- 12 small book trucks; 12 large book trucks
- 48 delivery bins in 12 floor spaces stacked 4 bins high
- 1 large table without drawers for sorting network deliveries; 2 chairs
- 1 coat closet; 1-2 bulletin boards; 2 phones; 1 clock; 1 paper cutter
- 1 postage meter; 1 sink (if possible); 1 safe or money lock box
- 2 sensitizers in work counter; 2 Kwik case unlockers

**User Seating:** 6 staff computer (4 workstation; 2 work counter)  
1 staff work counter; 2 staff table

**Shelving:** Staff needs 36 LF of 10" deep shelving near their desks for reports, catalogs, manuals, etc. Most non staff items will be in delivery bins and on book trucks.

**Materials Capacity:** 3,500 books and other materials

**Near To:** Circulation Desk; Elevator; Delivery; Technical Services. **N.B.:** Circulation and Tech Services envision sharing the delivery area for new books, AV, supplies and MLN deliveries.

**Distant From:** Quiet study areas

**Notes/Architectural Features:** The need is for good visual sight lines or a window to the circulation desk; gym type flooring where deliveries get unpacked; windows that open and light filtering shades. There should be a ramp from the parking lot for deliveries and a doorbell by shipping and receiving. A built-in, fireproof-6' by 6' room with slots outside to accept patron returns is recommended rather than the current stand alone bins. One option for inside patron returns is through two slots into this office with collection bins on wheels beneath. The other option would be for two return slots at the Circulation Desk, one for books, one for AV.

**Space Requirements:** 750 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Computer and Digital Media Lab

**Function:** Group training classes for patrons (examples: "How Search the Internet", or "Genealogy Research with Ancestry.com") and training for staff development take place here. Patrons could use machines for the Microsoft Office suite of document processing tools, Internet searching, photo viewing and editing, and catalog use when classes are not in session. The lab will also be used for teen workshops to develop digital technology skills.

**Occupancy:** Public: 12      Staff: 1 instructor

**Furnishings & Equipment:**

- 1 computer workstation for the instructor with lockable drawers; 1 chair
- 12 PCs on tables; 12 adjustable, easily cleanable chairs on rollers
- 2 shared printers (one color, 1 black and white)
- 1 ceiling mounted multi-media projection system with remote controlled projection screen
- 1 white board; 1 bookcase for computer books for patrons

**User Seating:** 13 computer seats (1 staff/instructor; 12 public)

**Shelving:** 15 LF of 10" deep shelving

**Materials Capacity:** 50 to 100 volumes

**Near To:** Reference

**Distant From:** Children's Room

**Notes/Architectural Features:** Tables must have holes (holes about 3" wide) so that cables can be run from computers to the floor, preferably running the cables through the legs of the tables to keep them away from the patrons' feet. Patron tables should face the staff table in standard classroom format. Tables should have enough room between computer stations so that patrons have a place to put their workshop handouts, take notes, put down their bag, etc.

Since the room will receive heavy multiple type use, sometimes without direct staff supervision, care should be taken to properly secure the equipment against damage and theft. The room should have ample data ports and electrical outlets (at least 13 ports and 26 sockets), dimmable non-glare recessed lighting, windows with room darkening shades and good air conditioning. The room should as sound proof as possible and have sufficient glass to permit some staff supervision from the outside.

**Space Requirements:** 624 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Fiction and Paperbacks

**Function:** Houses older fiction, mysteries, story collections, science fiction and Mills and Boon and the entire separate paperback collection. New fiction is housed in the New Books area.

**Occupancy:** 25

### Furnishings & Equipment:

8 lounge chairs  
2 stand-up PCs

**User Seating:** 8 reader seats

**Shelving:** 84" high, 10" deep adjustable shelving for fiction; Paperbacks should be on double sided 60" high shelving.

**Materials Capacity:** 24,000 fiction books; 5,000 paperbacks

**Near To:** New books; Large print; Circulation (if on the same floor.) Older fiction should be near new fiction for logical organization.

**Distant From:** Children's; Young Adult; Reference

### Notes/Architectural Features:

Good, strong lighting; mesh shades; comfortable and cozy nooks for reading with views, if possible, to the outdoors.

**Space Requirements:** 2,653 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Friends Book Sale Room

**Function:** Collection, sorting and storage area for donations of books and other items for the Friends' book sales. Possible location for the sales, but Friends would prefer the ongoing sales be in the Café and the larger annual or semi-annual sales be in a bigger space like the public Meeting Room.

**Occupancy:** 1-2 volunteers

**Furnishings & Equipment:**

- 2 large sorting tables; 2 chairs
- 1 coat rack; 2 book carts
- 1 small step ladder to reach upper stack shelves
- 1 trash barrel; 1 recycling bin

**User Seating:** 2 volunteer seats

**Shelving:** 84" high 10" deep shelving for storage of donations after sorting into categories

**Materials Capacity:** 1,800 books and other materials

**Near To:** Custodial delivery and trash areas; Cafe

**Distant From:** Quiet study areas

**Notes/Architectural Features:** Need is for windows that open, vinyl flooring for easy clean-up, good lighting and ventilation. The room should be lockable when not in use. Consider providing a book slot or slots with bins underneath to collect smaller donations when the room is closed.

**Space Requirements:** 225 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Large Print

**Function:** Houses entire large print collection: fiction and non-fiction

**Occupancy:** 10

**Furnishings & Equipment:**

- 1 rectangular table for four with desk lamp
- 1 public computer (with print magnifying capability and MLN access)
- 1 Optelec machine
- 6 chairs (4 table; 1 computer; 1 machine)
- 3 lounge chairs

**User Seating:** 7 reader; 1 computer; 1 machine

**Shelving:** Preference is for 60" high double sided shelving

**Materials Capacity:** 3,500 volumes

**Near To:** New books; audio-visual area; circulation desk (if on the same floor); elevator. Large print books should be placed where they are most easily accessible to seniors.

**Distant From:** Children's; Young Adult

**Notes/Architectural Features:** The need is for large windows; lighting appropriate and sufficiently strong for an elderly population. The area should have a cozy, intimate atmosphere that encourages visitors to stay awhile.

**Space Requirements:** 655 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Local History - Claflin Room

**Function:** Provides a quiet area for the study of materials on local history owned and largely overseen by the Belmont Historical Society

**Occupancy:**

**Public:** 20

**Staff/Volunteer:** 1

**Furnishings:** 1 large rectangular table for 8; 8 chairs  
4 lounge chairs; 1 large sofa  
2 built-in lockable cabinets with display cases above  
6 units of cabinets (52" wide) with bookshelves on top  
4 filing cabinets;

**Equipment:** 1 staff/volunteer computer workstation with printer and 1 chair  
1 desk top photocopier

**User Seating:** 14 reader; 1 staff/volunteer computer

**Shelving:** Two 13-ft. wall units with cabinets below and shelves above for 850 books.  
One unit of 60" shelving along wall for approximately 150 books

**Materials Capacity:** 1,000 volumes

**Near To:** Reference room; Photocopiers. This room is self-contained but reference librarians need access from time to time.

**Distant From:** Circulation; Children's Room

**Notes/Architectural Features:** The room should look as much as possible as like the present Claflin Room, with architectural features (such as the two murals of early Belmont) either removed and re-installed, or replicated, in the new building. Furnishings have historical significance and could either be moved from current room or replaced with similar period pieces: a large rectangular table with eight chairs, four armchairs, and a large sofa (or, if the Historical Society prefers, the amount of seating could be reduced and free-standing display cases could be substituted instead). The two built-in, locked display cases should have proper temperature control for rare documents and artifacts. This room should be a distinct enclosed area separate from the rest of the adult non-fiction collection. If unattended, the room needs to be locked for security. It must be climate controlled and well-lit – table lamps may be needed.

**Space Requirements:** 755 SF



# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Local History - Research Room

**Function:** Provides an attractive area for the study of town documents or genealogical resources owned by the Library. Includes 2 large tables where people can gather and speak quietly. It serves as another quiet study area. If necessary, meetings could be held here.

**Occupancy:** 20

**Furnishings:** 2 large rectangular tables for six; 12 chairs

**Equipment:** None

**User Seating:** 12 reader seats

**Shelving:** 84" high single sided wall units. Some of the units should have lockable cabinet doors to protect irreplaceable historical volumes.

**Materials Capacity:** Sufficient shelving for 1,800 books and documents, including town reports, poll lists, Massachusetts Vital Records, public documents (i.e. McLean development), other books and documents useful for research in genealogy and local history, and the collection of books by Belmont authors (approximately 350 books) now housed in the Claflin Room.

**Near To:** Reference room; photocopier, computers. Should be a quiet area but close enough to staff that patrons can seek assistance and staff can visually supervise the area.

**Distant From:** Circulation; Children's Room

**Notes/Architectural Features:** Should provide attractive views of the outdoors from patron seating and offer a tranquil, light-filled atmosphere. Should be an enclosed climate controlled area distinct from the reference room and collection areas. Some of the shelving should be lockable. Individual table lights might be necessary.

**Space Requirements:** 540 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Meeting Room (Multipurpose)

**Function:** For town and library meetings and programs, including large programs sponsored by the Children's department; should seat 125-150 people audience style, or if used for meetings, around tables. Two meetings should be able to occur at the same time.

**Occupancy:** 125-150

**Furnishings:**

- 150 stackable, cushioned wooden chairs
- 10 portable folding tables (6 foot size)
- Sufficient number of carrying carts to store and move chairs and tables
- 1 secure built in storage closet for furniture and equipment
- 1 podium; 1 built in coat closet with storage above
- Picture rails for displays of art work with track lighting above

**Equipment:**

- Multi-media projection system; automatic retractable projection screen
- Surround-sound system including speakers, amplifiers, sound mixing and recording equipment
- Assistive listening system; Local cable drop; Wireless microphones
- 1 automatic retractable room dividing wall

**User Seating:** 147 public seats; 3 performer and staff seats

**Shelving:** Some in the storage areas

**Near To:** Public restrooms; Children's department; Entrance; Elevator; Public phone

**Distant From:** Quiet study areas; Reference

**Notes/Architectural Features:**

The library's current multi purpose meeting room is too small. The need is to create a new larger, pleasant and easy to maintain meeting and program area for 150 dividable into two spaces, one to accommodate 70 to 100 persons and one up to 50. The two spaces should be separated by an automatic ceiling to floor divider that retracts into the wall. Each space should have a durable and attractive floor surface. Lighting should be ample, adjustable in intensity with spotlighting capabilities for theatrical type programs.

# BELMONT PUBLIC LIBRARY

## Area Analysis Continued

### **Area Designation:** Meeting Room (Multipurpose)

The room should be air-conditioned, sound-proofed from the rest of the library and have numerous electrical, data, phone and cable outlets sufficient to meet present and future needs. The room should have some natural light (windows would be nice but are not essential), room darkening shades and wall space designed to permit the secure display of paintings and other art works.

There should be a public use efficiency kitchen off the meeting room. The kitchen should be equipped with a standard sized sink, refrigerator, microwave, dishwasher, coffee maker and trash and recycling bins. There should be one preparation area or island and above and under counter storage cabinets with under cabinet lighting. The kitchen should be able to be locked off from the meeting room.

The meeting room should be designed so that it can be closed off from the rest of the library permitting use past regular library hours. Other important features include:

- All code required fire extinguishing and other safety equipment for the kitchen
- One built-in coat closet with some storage for supplies
- One secure storage closet for furniture and equipment
- State of the art multi-media system that accommodates the projection of DVD, slide, overhead and computer images
- Local cable drop for live broadcast of programs and meetings
- Wired and wireless high speed computer connections for full Internet access

Pay close attention to the lighting and acoustics, a weakness in some architectural firm's plans. Consider employing outside professional media installers, lighting experts and acoustical engineers to work with the architects on the design of this room. Be sure to test the lighting and acoustics before final acceptance.

**Space Requirements:** 1,950 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** New Books

**Function:** Where the public can browse for new fiction and non-fiction books in a welcoming, inviting area.

**Occupancy:** 20

**Furnishings & Equipment:**

8 lounge chairs; 2 coffee tables  
2 stand-up PC workstations (MLN access only)

**User Seating:** 8 reader seats

**Shelving:** 60" high, double-sided units (with 5 shelves per side) with 3 units per range

**Materials Capacity:** 4,500 volumes

**Near To:**

Fiction; Audio-visual; Large print; Circulation (if on the same floor). Under one plan, new fiction, among the library's most popular items, is placed near the entrance to catch attention of patrons as soon as they walk in. Under another plan, new books could be placed near all the circulating material so patrons can find them easily.

**Distant From:** Children's; Young Adult

**Notes/Architectural Features:**

Large windows, durable carpeting, good lighting and a comfortable atmosphere are recommended. This should be an attractive area that will grab patrons' attention as well as invite them to linger over the books.

**Space Requirements:** 790 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** New Periodicals and Newspapers Reading Room

**Function:** Houses current year's periodicals; provides space for reading

**Occupancy:** 30

**Furnishings:** 10 lounge chairs; 2 coffee tables  
2 large rectangular tables for 6 with lamps; 12 chairs

**Equipment:** None, but there should be electrical outlets in the tables and near the lounge chairs so patrons can plug in their lap tops and other electronic devices.

**User Seating:** 22 reader seats

### Shelving:

For 172 periodicals: 84" high display units along the walls with 5 shelves each, holding 20 magazines to a unit. In addition, there should be two 84" high bookcases on the wall for 28 newspapers and oversize magazines. (We are projecting a reduction of 3 magazines a year as more magazines go online.)

**Materials Capacity:** 200 magazines and newspapers

**Near To:** Older Periodicals; Reference Room. This is a reading room that should be in a quiet part of the library. It also should be near the periodical stack or storage area so that patrons can find materials more easily, and not too far from the reference desk in case patrons need assistance.

**Distant From:** Children's; Young Adult

**Notes/Architectural Features:** Large windows, strong lighting. Comfortable, cozy area for reading with nice views to outside from lounge chairs.

**Space Requirements:** 930 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Non-fiction

**Function:** House older non-fiction; provides for quiet study at carrels

**Occupancy:** 35

### Furnishings & Equipment:

6 lounge chairs with 2 ottomans  
20 carrels with electrical outlets for patron laptops; 4 PCs  
24 chairs (20 carrel; 4 computer)

**User Seating:** 26 reader seats; 4 computer seats

**Shelving:** 84 "high shelving with a unit at counter top height (42") at end of alternate ranges. For oversize books, allow two double-sided ranges of four 84" high units plus one counter height unit.

**Materials Capacity:** 52,500 (including 2,000 oversize volumes)

**Near To:** Reference. Patrons often need help finding nonfiction books and reference librarians often refer patrons to nonfiction collection for answers to their questions.

**Distant From:** Not important

**Notes/Architectural Features:** Windows that open, good lighting, cozy seating and carrel arrangements with views of the outdoors are all recommended.

**Space Requirements:** 6,320 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Periodical Storage

**Function:** This is a space open and available to the public. It houses all the periodical collection (except current year), including bound volumes and older periodical indexes.

**Occupancy:** 6 - 10

### Furnishings & Equipment:

2 carrels; 2 PCs; 1 shared printer  
1 table for the PCs and printer  
4 chairs (2 carrel; 2 computer)

**User Seating:** 2 reader and 2 computer

**Shelving:** For periodicals, 84" high double sided shelving with some 42" high units to provide counter top space near newspapers and indexes. Some shelving needs to be removable to accommodate shift from print to electronic resources.

**Materials Capacity:** 504 volumes

**Near To:** Reference Room; New Periodicals. New and old periodicals should be near each other so patrons can find what they want more easily. Periodicals should be near the reference room so the librarians can help patrons with questions.

**Distant From:** Not Important

**Notes/Architectural Features:** The library's existing periodical storage area is approximately 540 square feet. It is expected to shrink as more and more back issues of titles are made available through on line databases. The library plans to add a minimum of six computers or laptop work stations (with outlets, desks, chairs) to the Periodical Storage area as stack shelving is reduced in the future.

**Space Requirements:** 654 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Reference Room and Adult Study

**Function:** Home to the library's print reference collection and to a large number of public computers that allow patrons to access the MLN catalog, on-line databases and the Internet. Comfortable table seating invites quiet study and research.

**Occupancy:**

**Public:** 55

**Furnishings:** 6 regular tables (non-PC) with lamps for 4; 5 tables for PCs  
41 chairs (24 table; 15 computer; 2 microfilm)  
1 atlas case; 1 dictionary stand

**Equipment:** 14 PCs (sit down) with full Internet and MLN catalog access and Microsoft Office capabilities in two clusters  
1 PC (sit down) with printer/scanner for the visually impaired  
2 shared printers for the clusters: 1 color, 1 black and white  
2 microfilm reader printers; 2 public photocopier machines  
2 stand-up Cybrarian sign up/queuing stations  
6 microfilm cabinets; 1 clock  
Assorted wastebaskets and book trucks as needed

**User Seating:** 24 reader seats; 17 machine seats (15 PC; 2 Microfilm)

**Shelving:** Every other range should have 3 sections of 60" high shelving and 1 section of 36" high shelving. Lower sections will go at alternate ends of the ranges and offer patrons a countertop on which to open books. Alternating ranges will consist of four 60" high sections.

**Materials Capacity:** 4,000 volumes

**Near To:** Non-fiction; Computer Lab; Young Adult. The reference librarian will be supervising the computer lab and YA room, and therefore must have easy access to and good sight lines into these areas. The reference librarian should be able to keep tabs on the study rooms as well. The reference room should be near the nonfiction stacks because patrons often need help finding nonfiction materials, and because circulating nonfiction sometimes is used in answering reference questions (particularly about homework).



# BELMONT PUBLIC LIBRARY

## Area Analysis Continued

**Area Designation:** Reference Room and Adult Study

**Distant From:** Children's Room

**Notes/Architectural Features:** Computers on the tables should have low dividers (around 12" high) in between each computer work station to define space for each patron. Tables without PCs should have built in electrical outlets for patrons with plug in laptops and other electrical devices.

The entire room should have good high speed wireless access.

The room should be carpeted to muffle noise as much as possible.

Lots of large windows with ample natural light are recommended. Consider light filtering shades to protect against glare. A look that resembles the "older" library may have appeal. Good artificial lighting and excellent acoustics, ceiling tiles, etc. for sound proofing are vital. People outside the building should be able to see what's going on inside the building.

**Space Requirements:** 2,246 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Reference Desk

**Function:** Where Reference Librarians answer reference questions in person, by telephone and email and provide assistance for the public computers and nearby sign up and queuing stations and photocopiers

**Occupancy:**

**Staff:** 2

**Public:** 2 - 4

**Furnishings & Equipment:**

1 traditional "horse shoe-shaped" service desk with two computer workstations at regular writing desk level with one section on the side undercut for wheelchair access; 1 shared staff printer.

2 staff chairs; 1 patron chair; 1 barcode scanner

1 bookcase; 2 file cabinets (3-drawer)

2 telephones with nearby call button for extra assistance; 2 wastebaskets

**User Seating:** 2 staff workstation; 1 patron

**Shelving:** One book case that can hold up to 100 volumes of ready reference books and other staff materials.

**Materials Capacity:** 100 volumes

**Near To:** Non-fiction, Computer Lab, Young Adult The reference librarian will be supervising the Computer Lab and YA room, and therefore must have easy access to and good sight lines into these areas. The reference librarian should be able to keep tabs on the study rooms as well. The reference room should be near the nonfiction stacks because patrons often need help finding nonfiction materials, and because circulating nonfiction sometimes is used in answering reference questions (particularly about homework).

**Distant From:** Children's

**Notes/Architectural Features:**

**Space Requirements:** 225 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Coordinator of Public Services' Office

**Function:** Scheduling; word processing (reports, memos, etc.); consulting; developing materials for public programs; collection development, including weeding. Coordinator also supervises staff, conducts interviews and has small group meetings with public as well as staff.

**Occupancy:** 1-3

### Furnishings & Equipment:

1 workstation with desk, chair, PC and laser printer  
2 guest lounge chairs; 1 bulletin board; 1 clock  
1 coat closet; 1 file cabinet (5-drawer); 1 telephone

**User Seating:** 1 staff workstation seat  
2 visitor seats

**Shelving:** 36 LF of 10" deep shelving for reports, catalogs, manuals and other materials.

**Materials Capacity:** 200 volumes

**Near To:** Reference Workroom; Reference Room

**Distant From:** Children's

**Notes/Architectural Features:** At least one window to the outdoors for some natural light is recommended. Consider a window or glass door to the Reference Workroom and visual access to the Reference Room. Good air quality, heat, AC and vents are important.

**Space Requirements:** 150 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Reference Workroom

**Function:** Staff selects and looks over new books and weeds older books; works – often collaboratively - on special projects; talks on the phone; practices with new technology off desk; plans programs for adults and young adults; makes signs and other aids for patrons; creates book lists, newspaper articles, brochures and other publications.

**Occupancy:** 7

**Furnishings & Equipment:**

- 5 workstations each with desk, chair and PC
- 2 desks each with chair and PC
- 2 shared laser printers, one color and one black and white
- 1 fax/photocopier/scanner; 1 barcode scanner
- 1 storage cabinet; 1 bulletin board; 1 coat closet
- 5 telephones (one for each with voicemail)

**User Seating:** 7 staff computer (5 workstation; 2 desk)

**Shelving:** 60 LF of 10" deep shelving for reports, catalogs, and manuals as well as for books being prepared for display or awaiting weeding. One range of bookshelves may be needed for the professional magazine collection (ten 3' shelves for 15 titles saved for one to three years).

**Materials Capacity:** 300 books, magazines and other materials

**Near To:** Reference Room; Coordinator of Public Services Office; Young Adults

**Distant From:** Children's; Circulation

**Notes/Architectural Features:** Good sound proofing is vital as is visual access to the Reference Room to see if librarians are needed on the floor. For example, if there is a line at the reference desk. Given the number of staff working in this room a second door would make sense.

**Space Requirements:** 500 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Study Rooms (Minimum of three)

**Function:** Separate, comfortable enclosed quiet area for individual and small group study and research

**Occupancy:** 8 (one room for four, two rooms for two)

**Furnishings:** 1 rectangular table for four; 4 chairs  
2 rectangular tables for two; 4 chairs  
3 wastebaskets

**Equipment:** None, but there should be ample outlets to plug in lap tops and other electronic devices

**User Seating:** 8 reader seats

**Shelving:** None

**Materials Capacity:** NA

**Near To:** Reference

**Distant From:** Children's

**Notes/Architectural Features:** Small, quiet study spaces are in great demand in public libraries, and the architect should make study rooms an integral part of the building design, not just a way to use leftover spaces. Avoid tucking the rooms in out of the way spots that will be hard to monitor. Good overhead lighting is a must and some natural light (at least one small window) highly desirable. The rooms should be as sound proof as possible. Doors should be lockable and have glass panels to aid supervision. These rooms should all have wireless Internet access.

**Space Requirements:** 240 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Children's Room

**Function:** Room contains materials and services offered for children ages 0 - 12 (infants through grade 6) and their parents, teachers and caregivers. Activities within the room include, browsing, reading, studying, using computers and playing.

**Occupancy:** 65 - 80

### Furnishings & Equipment:

- 1 staff computer with printer on a small reference help desk; 1 staff chair
- 2 round tables for 4 in the infant/toddler area; 8 child sized chairs
- 2 tables for 6 in the easy reader area; 12 child sized chairs
- 4 public PCs for educational games in the picture book area;  
4 child sized chairs
- 3 tables for 6 in the juvenile area; 18 chairs
- 10 public PCs in the juvenile area; 10 chairs
- 4 comfy chairs for children in the juvenile area; 1 water fountain
- 6 bench seats for parents and children; 8 lounge chairs for parents
- 1 public photocopier; 1 play table; 2 book bins; 2 kick stools

**User Seating:** 42 children's reader seats (38 table, 4 lounge)  
14 parent seats (8 lounge, 6 bench)  
15 computer seats (4 infant/toddler; 10 juvenile; 1 staff)

**Shelving:** Picture book shelving should be 42" high, 12" deep; other shelving not higher than 66" and not less than 10" deep. Shelving should be a mix of modular and stationary and allow for mixing of DVDs, CDs, CD ROMs, audio books and magazines. The bins are for paperback picture books (if possible) and should be on wheels for easy movement. The bins take up more space and may need to be custom built.

**Materials Capacity:** 36,424 books and paperbacks; 4,800 audio-visual items

**Near To:** Children's Circulation Desk; Children's Story Hour Room; Ground Floor Entrance

**Distant From:** Adult reading rooms and Reference areas

**Notes/Architectural Features:** The existing Children's Room is badly overcrowded and much too small. What is needed is a much larger room with an open floor plan and attractive separate areas for different age groups. The Picture Book/Easy Reader area

# BELMONT PUBLIC LIBRARY

## Area Analysis Continued

**Area Designation:** Children's Room

**Notes/Architectural Features:**

should be cozy, allow for playing and have window seating where parent and child can read together. Use attractive colors that appeal to this younger age group.

The Juvenile area should look very different from the Picture Book area. There should be different colors and attractive age appropriate decorations. The space should be designed to encourage children to work together and to do homework. It should feel like place children call their own.

The existing stained glass windows will be relocated to the new building and should be in a prominent location. There should be window seating where possible, separate bathrooms for boys and girls, flexible open space with good sight lines, space for strollers, use of excellent sound attenuating materials and good lighting are all recommended. Ensuring the safety of children using and entering and exiting the room must be a top design priority. Preference is for a ground floor location for easy access.

**Space Requirements:** 5,327 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Children's Story Hour and Crafts Room

**Function:** Storytelling and children's craft projects take place here

**Occupancy:** Public: 50      Staff: 1

**Furnishings & Equipment:**

- 1 storyteller chair; 8 folding tables; 50 stackable chairs
- 2 large lockable storage closets, one for story hour and crafts materials, one for table, chairs and equipment
- 1 counter with sink 2'6" x 12' with cupboard above and below
- 1 retractable wall projection screen; 1 furniture dolly
- 1 clock; 1 wastebasket; 1 recycling bin

**User Seating:** 50 children's story hour and crafts seats; 1 staff seat

**Shelving:** Some wall shelving for books and puppets

**Materials Capacity:** 100

**Near To:** Children's Room; Meeting Room

**Distant From:** Adult departments; Older Children's area

**Notes/Architectural Features:** The room should be divided by a partition: one half of the room with a tiled floor with tables and chairs for crafts; one half of the room carpeted for floor seating for storytelling. The folding tables and stackable chairs could be used for a quiet study/home work area for older children or for group projects. The room should be as sound proof as possible and be lockable when not in use. There should be glass to see into the room for monitoring purposes especially when the room is being used for homework. Good lighting with some natural light is required. Easy access to the outdoors for story hours and other outdoor activities is highly desirable.

**Space Requirements:** 918 SF



# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Children's Circulation Desk

**Function:** Check in and check out items; patron registration; program sign up; reserve pick ups; reader's advisory and general reference

**Occupancy:**

**Staff:** 3

**Public:** 2-4

**Furnishings:**

- 1 collaborative designed (architect and staff), child's height, horseshoe shaped circulation desk large enough to comfortably hold three computers each with laser and receipt printer
- 3 staff chairs that swivel with casters; 1 lockable cabinet

**Equipment:**

- 3 computers; 3 lasers; 3 receipt printers; 2 telephones
- 1 clock; 2 wastebaskets; 6 book trucks; 4 kick stools in surrounding area

**User Seating:** 3 staff workstation seats

**Shelving:** Wall shelving behind desk for reserves, ready reference and other items

**Materials Capacity:** 500 books and other items

**Near To:** Children's Room Entrance; Children's Workroom

**Distant From:** Adult reading rooms and Reference areas

**Notes/Architectural Features:** One section of the desk should be computer free and at a handicapped accessible height. One section should have a return slot with a box on wheels underneath to collect the print and AV items deposited. The view from the circulation area should be open with no obstructions to the rest of the room. Clear sight lines are essential.

**Space Requirements:** 300 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Children's Services Coordinator's Office

**Function:** Provides a separate workspace for the Department Head away from the very busy Children's Circulation Desk and Workroom. There the Department Head can plan programs, write publicity, select materials and prepare bibliographies. It also allows the Department Head to meet privately with vendors, patrons, small groups and staff as needed.

**Occupancy:** 2-4

### Furnishings & Equipment:

1 workstation with desk, chair, PC, color printer and scanner  
2 visitor lounge chairs; 1 coat closet  
1 file cabinet (5-drawer); 1 telephone  
1 bookcase; 1 book truck; 1 clock; 1 wastebasket

**User Seating:** 1 staff workstation seat  
2 guest seats

**Shelving:** 36 LF of 12" deep shelving for books, reports, catalogs, manuals and other materials.

**Materials Capacity:** 200 volumes

**Near To:** Children's Workroom; Children's Service Desk; Technical Services

**Distant From:** Reference; Adult collections

**Notes/Architectural Features:** The office should have good low glare lighting, at least one window to the outside for some natural light and visual access to the Children's Room. A retractable blind can provide privacy when needed.

**Space Requirements:** 150 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Children's Staff Workroom

**Function:** Behind the scenes work area for the Children's Coordinator and her staff. Duties performed here include planning, materials selection, book repair, making recommended materials lists for children and parents, plus program, story hour, display and arts and crafts preparation. Room also provides storage for seasonal and other books and for some toys and craft supplies.

**Occupancy:** 5-7

**Furnishings & Equipment:**

- 3 staff workstations each with desk, chair, PC; 1 shared printer
- 1 large 8' work table
- 1 standup counter (10') with sink
- 2 storage cabinets; 2 file cabinets (5-drawer)
- 6 book trucks; 1 recycling bin; wastebaskets as needed

**User Seating:** 3 staff workstation seats; up to 6 staff around large work table

**Shelving:** Minimum of 150 linear feet of 10" to 12" deep shelving for 2,250 seasonal and other books and materials

**Materials Capacity:** 2,250 volumes

**Near To:** Children's Service Desk; Children's Room; Technical Services delivery area

**Distant From:** Reference; Adult collections

**Notes/Architectural Features:** There should be a door (lockable) with window, windows to the outside, good low glare lighting and a window to look out into Children's Room. Sound absorbing materials should be used and flooring should allow for the easy movement of book trucks.

**Space Requirements:** 565 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Young Adult

**Function:** Reference help (homework assistance, reader's advisory); quiet study; recreational reading and browsing; searching library catalog, online databases, and Internet; word processing; socializing; public programs for teens, including class visits

**Occupancy:** 30

**Furnishings & Equipment:**

- 1 staff computer with printer on a small service desk; 1 staff chair
- 4 lounge chairs; 1 bulletin board for announcements
- 4 tables for 4; 16 chairs; 1 display stand for magazines
- 6 public computer workstations with 2 shared printers; 6 chairs
- 1 display and storage bin for music CDs
- 2 end panel display units for graphic novels

**User Seating:** 20 reader seats; 7 computer seats (6 public; 1 staff)

**Shelving:** Wall shelving should be no more than 66" high. Free standing shelving should be lower.

**Materials Capacity:** 5,750 books and paperbacks; 16 magazines  
300 audio books; 300 music compact discs

**Near To:** Reference (especially the Reference Desk); Non-fiction. Since there will be times when the YA room is not staffed, the reference librarian will supervise and will need to see the whole room from the reference desk. Students need to use adult as well as YA nonfiction for homework and thus should be near adult nonfiction.

**Distant From:** Quiet Areas; Children's

**Notes/Architectural Features:** The room should feel bright, cheerful, and welcoming. Windows to the outdoors would help create this atmosphere; window seats might provide comfortable reading space. An acoustical window wall – made of wall board to a height of 42", with glass above – would diminish noise and provide visibility for reference librarian when the YA room cannot be staffed (other features to diminish noise would be helpful). There should be no nooks and crannies that are out of sight. The room should have wall space to hang decorations and display student art work. There should be extra wiring to accommodate future, unforeseen uses. Computers should be placed in small rather than large clusters (or on a counter) to prevent large groups of kids from gathering at the computers.

**Space Requirements:** 1,428 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Director's Office

**Function:** Provides a separate, enclosed workspace for the Director where she can meet privately as needed with up to 3-4 staff and 1-3 members of the public.

**Occupancy:** Public: 1-3  
Staff: 3-4

### Furnishings & Equipment:

1 L-shaped workstation with chair, desk PC and laser printer  
1 small table for meetings; 4 chairs with arms  
1 coat closet; 2 lateral file cabinets; 1 telephone  
1 wastebasket; 1 recycling bin

**User Seating:** 1 staff workstation seat  
4 visitor seats

**Shelving:** Book cases - wooden, moveable

**Materials Capacity:** 75-100 volumes

**Near To:** Administrative Office, Assistant Director, Trustees/Conference Room

**Distant From:** Noisy areas

**Notes/Architectural Features:** A Director's office should be near public areas and not tucked away. The private rest room should remain. Adequate ventilation and good non glare lighting with some natural light and windows that open are required. The work area should be comfortable, inviting, warm and attractive. Direct access by doors to both the Assistant Director's Office and the Administrative Office are recommended if possible consistent with an efficient architectural design.

**Space Requirements:** 225 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Assistant Director's Office

**Function:** Provides a separate, enclosed workspace where the Assistant Director can meet privately as needed with up to 2-3 staff and 1-3 members of the public.

**Occupancy:** Public: 1-3  
Staff: 2-3

### Furnishings & Equipment:

1 L-shaped workstation with chair, PC and laser printer  
1 small table for meetings; 4 chairs with arms  
1 coat closet; 2 lateral file cabinets; 1 telephone  
1 wastebasket; 1 recycling bin

**User Seating:** 1 staff workstation seat  
4 visitor seats

**Shelving:** Book cases - wooden, moveable

**Materials Capacity:** 50 volumes

**Near To:** Administrative Office, Assistant Director, Trustees/Conference Room

**Distant From:** Noisy areas

**Notes/Architectural Features:** The need is for adequate ventilation and lighting and some natural lighting with windows that open. The work area should be comfortable as well as inviting, warm and attractive. There should be a door into the Director's Office and door out to the Administrative Office for easy communication. This office should be near the Trustees/Conference room, if there is one. The Assistant Director position is currently vacant. When filled the new Assistant should be consulted about the details for the design of this office.

**Space Requirements:** 175 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Administrative Office

**Function:** Location of the secretary or administrative assistant who performs a variety of essential support functions including records keeping, communications, appointments and payroll.

**Occupancy:** Staff: 1  
Visitors: 1-3

**Furnishings & Equipment:**

- 1 workstation with chair, desk, PC and laser printer
- 1 phone; 2 visitor chairs; 1 end table; 1 bulletin board
- 2 lockable lateral drawer files; 1 lockable file cabinet (3-drawer)
- 1 work table or counter for sorting papers or preparing packets
- 1 coat closet; 1 storage cabinet; 1 small bookcase
- 1 large photocopier/collator/scanner/fax; 1 paper shredder
- 1 calculator; 1 electric sharpener; 1 stapler

**User Seating:** 1 staff workstation seat  
2 visitor seats

**Shelving:** Shelving above desk and in small book case

**Materials Capacity:** 50 books, manuals, resident lists, etc.

**Near To:** Director's Office; Assistant Director's Office

**Distant From:** Noisy areas

**Notes/Architectural Features:** There should be maximum natural lighting with fresh air available via windows that open. The photocopier should be well ventilated and preferably located in an alcove separate from the office proper. Attractive carpeting to create a welcoming atmosphere for visitors is highly desirable.

**Space Requirements:** 250 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Conference and Trustees Room

**Function:** Monthly meeting room for the six-member Library Board. This will also serve as a conference room for library sponsored meetings as well as use by library staff, town officials and community organizations.

**Occupancy:** 25

### Furnishings & Equipment:

- 1 large, wired conference sized table with comfortable seating for 10
- 25 chairs (10 conference table; 15 wooden stackable)
- 1 built in kitchenette with sink, microwave, stovetop and mini refrigerator under and lockable storage cabinets
- 1 built in coat closet; 1-2 lockable display cases for rare books

**User Seating:** 10 table seats; 15 stackable seats

**Shelving:** Wooden, moveable display book cases with 10" deep shelves

**Materials Capacity:** 150 volumes

**Near To:** Secretary; Director, Assistant Director

**Distant From:** Noisy areas

**Notes/Architectural Features:** This room must have adequate ventilation and lighting, some natural lighting with windows that open and a door or doors with windows and possibly a wall with a window. There should be space for additional seating around the perimeter of the room and a lockable storage serving counter. The room should have wired and wireless Internet access. The room should be formal yet feel warm and attractive. It should be able to be safely used after the library closes to the general public.

**Space Requirements:** 750 SF



# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Custodial Office

**Function:** Quiet place where the Head Custodian prepares schedules, checks meeting room schedules, leaves notes for the night custodian, places supply orders and meets with the contract cleaners and various other vendors,

**Occupancy:** Public: 1  
Staff: 2

### Furnishings & Equipment:

1 desk with three drawers; 1 chair; 1 phone  
2 comfortable chairs; 1 file cabinet (4-drawer)  
1 bulletin board; 1 locker; 1 storage closet  
1 wastebasket; 1 recycling bin; 1 radio; 1 fold up cot  
1 monitor for the HVAC system

**User Seating:** 2 staff seats  
1 visitor seat

**Shelving:** 15 LF of 5' high and 12" deep shelving for manuals and catalogs

**Materials Capacity:** 100 volumes

**Near To:** Custodial Maintenance and Delivery; Boiler Room

**Distant From:** Quiet study areas

**Notes/Architectural Features:** Somewhere in or near the custodial office or custodial maintenance and delivery area should be space for a half bath with shower sink, and toilet and exhaust fan. We have not counted this or other rest room spaces in calculating square foot needs. Like the Boiler Room they are part of the 30% in auxiliary square footage.

**Space Requirements:** 140 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Custodial Maintenance and Delivery

**Function:** Shipping and receiving of custodial supplies /packages (not books or AV materials); storage area for custodial cleaning supplies and paper supplies; separate contained storage of trash and empty boxes until they are removed on a weekly basis; storage of recyclable paper; housing area for vacuums, shovels and tools; assembly and minor repair area for equipment and furniture. The lawn mower, snow blower, gasoline and select other yard equipment and supplies are to be kept in a lockable outside storage shed.

**Occupancy:** 2

**Furnishings & Equipment:**

- 1 work bench with drawers beneath and pegboard above; 1 phone
- 1 lockable cabinet for storage of paint and chemical materials
- 1 lockable cabinet for cleaning equipment and smaller tool storage
- 1 wall mounted shelving unit for cleaning supplies and paper products
- 1 mop sink/set tub with emergency eye washer; 1 small refrigerator
- 10 trash/recycling barrels; 2 dollies; various sized inside ladders
- 1 central vacuum system; several vacuums; 1 locker

**Shelving:** Industrial steel shelving for cleaning supplies, light bulbs etc.

**Near To:** Custodial Office; Elevator; Service entrance

**Distant From:** Staff Room and offices

**Notes/Architectural Features:** The need is for a large, fully functional, properly ventilated custodial maintenance and storage area with good lighting, chemical and slip resistant flooring and an open space large enough to accommodate simple repair and assembly work on custodial and other library furnishings and non-computer equipment. A floor drain is recommended. Storage of lawn mowers, gasoline and other yard and outside maintenance equipment and supplies should be in a sturdy, lockable, conveniently situated, Reeds Ferry type outdoor shed (at least 120 SF). The staging area for trash should not be in the same room used for receiving. Most of the essential custodial supplies and equipment should be in the custodial area, but there should also be one small (at least 60 square feet) lockable custodian's closet with a mop sink and shelving for high use supplies for each floor. Somewhere in the custodial area there should be a first aid and eye-wash station.

**Space Requirements:** 195 SF plus 1 Outside Shed (at least 120 SF)

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Staff Room

**Function:** Private space far from the public and noisy areas where staff gathers for breaks, to eat lunch and supper and to store and prepare food and to store coats and boots

**Occupancy:** 12-15

**Furnishings & Equipment:**

- 2 round tables; 6 chairs; 1 coffee table; 2 end tables; 2 lamps
- 4 lounge chairs; 1 couch for two or for one person feeling ill
- 1 refrigerator with freezer; 1 stove with hood; 1 microwave
- 1 sink with disposal and storage cabinets above and storage below
- 1 spring water unit for hot and cold water
- 1 coffee maker; 1 phone; 1 television; 1 radio; 1 first aid kit
- 1 dry erase board; 1 bulletin board; 1 clock; coat hooks or 1 rack
- 25 keyless entry lockers for coats, boots and other personal belongings

**User Seating:** 6 staff table seats; 4 staff lounge seats; 1-2 staff couch seats

**Shelving:** None required; may want to consider a magazine rack

**Near To:** Non public areas; Staff Rest Rooms

**Distant From:** Noisy areas

**Notes/Architectural Features:** The room should be inviting, comfortable and neat with some natural light. It should be a place for staff to relax for a little while from the rigors of serving the public. Since this is a food preparation and eating and drinking area the room should be well ventilated and the main floor area a stain resistant, easily cleanable and replaceable material like carpet tile. The kitchenette floor area should be vinyl. Staff rest rooms should be nearby. The staff kitchen and staff lockers should be set off from the main room if possible. Staff should participate in designing and decorating this space.

**Space Requirements:** 485 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Technical Services Coordinator's Office

**Function:** Supervises Technical Services Department including acquisitions, cataloging, processing, invoicing, purchase orders, etc. Coordinator also orders computer hardware and selects categories of adult non-fiction and adult AV. Room serves as secure location for private conversations and staff interviews.

**Occupancy:** 2-4

### Furnishings & Equipment:

1 workstation with desk, chair, PC, laser printer and barcode scanner  
2 visitor lounge seats; 1 coat closet; 1 bulletin board  
1 file cabinet (4-drawer); 1 telephone; 1 adding machine  
1 bookcase; 1 book truck; 1 clock; 1 wastebasket

**User Seating:** 1 staff workstation seat  
2 visitor seats

**Shelving:** 30 LF of 10" deep shelving for books, reports, catalogs, manuals and other materials.

**Materials Capacity:** 200 volumes

**Near To:** Tech Services Delivery Area

**Distant From:** Tech Services Processing Area

**Notes/Architectural Features:**

**Space Requirements:** 150 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Technical Services Workroom

**Function:** This is where the ordering, processing, cataloging, classifying, binding preparation and weeding and de-accessioning of almost all library materials take place. Technical Services is responsible for inputting and maintaining the library's holdings records in the MLN database, and it is where most mending and repair of damaged library materials occurs. It is also the receiving and unpacking area for library book and AV deliveries and office supplies. Mail is received, sorted and distributed here.

**Occupancy:** 7

**Furnishings & Equipment:**

- 4 workstations each with desk, chair, PC, printer, barcode scanner
- 1 standup counter (8') with sink; 1 bulletin board; 1 coat rack
- 1 receiving table (8') for deliveries with storage under; 1 chair;
- 1 processing table (8'-10') with storage under; 2 high boy chairs
- 1 large supply cabinet; 1 large photocopier/scanner/fax
- 4 phones; 2 file cabinets (4-drawer); 7 book carts
- Wastebaskets and recycling bins sufficient to handle daily trash

**User Seating:** 4 staff workstation; 3 staff table

**Shelving:** 75 LF of 10" deep shelving. Most in process items will move around the room on book trucks.

**Materials Capacity:** 750-1,000

**Near To:** Elevator; Delivery; Circulation Workroom. **N.B.:** Technical Services and Circulation envision sharing the delivery area for new books, AV, supplies and MLN deliveries.

**Distant From:** Public Areas

**Notes/Architectural Features:** Need is for a modular, flexible space with excellent no glare, shadow less lighting, some natural light and windows that open. Tech Services should be near the delivery entrance, but should not serve as an entry/exit pass through for staff. Room should be as sound proof as possible with durable, stain resistant low pile carpeting that allows for the easy movement of wheeled delivery and book carts.

**Space Requirements:** 745 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Technology Librarian's Office

**Function:** Separate office and work area for the Technology Librarian. This is where new computers are set up and tested and older computers and other technology equipment are examined for repairs, upgrades and reusable parts.

**Occupancy:** 1-2

### **Furnishings & Equipment:**

- 1 workstation with desk, chair, PC and laser printer and scanner
- 1 work table for ghost server, three computers; KVM switch
- 1 work table to unpack computers, test and make repairs
- 1 guest chair; 1 wastebasket; 1 recycling bin
- 1 coat closet; 1 file cabinet (5-drawer); 1 telephone

**User Seating:** 1 staff workstation seat; 1 visitor seat

**Shelving:** 126 linear feet of shelving that is 18 inches deep. Librarian needs rugged open wire shelving that is about 60"H x 36"W x 18"D in order to support computers, monitors and heavy equipment like printers.

**Materials Capacity:** 100 volumes of books, catalogs and documentation manuals; also storage for supplies like toner and replacement parts like mice, surge protectors, keyboards, printers, scanners and monitors.

**Near To:** Elevator; Systems Room

**Distant From:** Busy patron areas

**Notes/Architectural Features:** A comfortable area with good, non-glare lighting, some natural light and a window that opens is recommended. If the Librarian's workstation desk is large enough the additional table to unpack computers may not be necessary.

**Space Requirements:** 200 SF

# BELMONT PUBLIC LIBRARY

## Area Analysis

**Area Designation:** Systems Room

**Function:** Dedicated space that will contain networking equipment for MLN (including hubs, switches and router), a wireless telephone, two servers, a computer for the phone system and UPS battery backup.

**Occupancy:** 0-1 ( Nobody will really occupy this room, although one staff person will need to enter the room from time to time to adjust wiring, access the server, etc.)

**Furnishings & Equipment:**

- 1 table for the phone system PC; 1 monitor with KVM switch; 1 chair
- 2 racks for networking equipment (1 rack for the servers and phone system, the other for the router, hub, switches and UPS backup)
- 3 MLN hubs, 6 MLN switches, 1 MLN router, 2 servers,
- 1 large UPS (Smart UPS 3000XL or similar which measures 16"H x 18"W x 30"D)
- 1 wireless phone; 1 shelf for the server backup tapes

**User Seating:** 1 staff computer seat

**Shelving:** None for books but the two racks for the networking equipment should be at least 84"H x 27" W x 30" D

**Near To:** Technology Librarian's Office

**Distant From:** Busy patron areas

**Notes/Architectural Features:** This is a locked, secure, windowless utilitarian space that should be properly air conditioned, ventilated and humidity controlled to keep the equipment running smoothly and to allow for the Technology Librarian and outside service technicians to maintain, troubleshoot and repair the system in comfort. The ceilings should be high to accommodate the 7-foot racks.

The combined estimated space requirements of this room and of the Technology Librarian's Office are 350 SF. The Architect should work closely with the Technology Librarian on both spaces as it may make sense to increase the Office and shrink the Systems Room slightly depending on her needs. The current Systems Room is definitely too small at 72 SF.

**Space Requirements:** 150 SF

20 YEAR SPACE NEEDS CHART #1 – PRINT & NON-PRINT MATERIALS

BELMONT PUBLIC LIBRARY

Space Needs for Materials

Print

AREA	PROJECTED 2030 CAPACITY	FORMULA	PROJECTED SQUARE FEET NEEDED
<b>Adult Books</b>			
Fiction	24,000	12v / SF	2,000
New Books	4,500	10v / SF	450
Large Print	3,500	10v / SF	350
Local History	2,800	10v / SF	280
Non-fiction	52,500	10v / SF	5,250
Paperbacks	5,000	15v / SF	333
Reference	4,000	7v / SF	571
Friends Book Sale	1,800	15v / SF	120
	(98,100)		(9,354)
<b>Young Adult Print</b>			
Books	5,750	12-15v / SF	440
Magazines	16	1v / SF	16
	(5,766)		(456)
<b>Children's Print</b>			
Picture Books	8,500	16v / SF	531
Easy Readers	4,300	14v / SF	307
Fiction	5,500	12v / SF	458
Foreign Language	650	12v / SF	54
Graphic Novels	500	15v / SF	33
Non-fiction	12,500	12v / SF	1,042
Paperbacks	3,700	15v / SF	247
Parent/Teacher	250	10v / SF	25
Ref./Magazines	524	1-10 v / SF	74
	(36,424)		(2,771)
<b>BOOK SUBTOTAL</b>	<b>140,290</b>		<b>12,581</b>
<b>Periodicals</b>			
Display (titles)	200	1 / SF	200
Stack	168 x 3 = 504	1 yr / SF	504
<b>PERIODICALS SUBTOTAL</b>	<b>704</b>		<b>704</b>
<b>PRINT SUBTOTAL</b>	<b>140,994</b>		<b>13,285</b>



20 YEAR SPACE NEEDS CHART #1 – PRINT & NON-PRINT MATERIALS

BELMONT PUBLIC LIBRARY

Space Needs for Materials

Non-Print

AREA	PROJECTED 2030 CAPACITY	FORMULA	PROJECTED SQUARE FEET NEEDED
<b>Adult</b>			
DVDs	7,000	12v / SF	583
Compact Discs	5,000	18v / SF	278
Audio-books	3,000	10v / SF	300
Video Games	100	12v / SF	8
<b>Young Adult</b>	600	10-18v / SF	47
	(15,700)		(1,216)
<b>Children's</b>			
DVDs	2,300	12v / SF	192
Video Tapes	NA	10v / SF	Being phased out
Compact Discs	1,000	18v / SF	56
Audio-books	1,000	10v / SF	100
Kits	NA	6v / SF	
CD ROMs	500	8v / SF	63
	(4,800)		(411)
<b>NON-PRINT SUBTOTAL</b>	<b>20,500</b>		<b>1,627</b>
<b>PRINT &amp; NON-PRINT TOTAL</b>	<b>161,494</b>		<b>14,912 Net Sq Ft</b>

## 20 YEAR SPACE NEEDS CHART #2

### BELMONT PUBLIC LIBRARY PATRON SEATING INCLUDING MEETING SPACE

	AREA	Projected Seats		FORMULA	Net SF SEATS	Net SF PCs
		SEATS	PCs			
<b>Adult Seating</b>	At Tables	60		30 SF/	1,800	
	Study Carrels	22		35 SF/	770	
	Lounge Seats/Bench	43		35 SF/	1,505	
	Machine/Computer	3	22	40 SF/	120	880
	Quiet Study Rooms	8		30 SF/	240	
<b>Adult Seating/ Computer Total</b>		136	22		4,435	880
<b>Young Adult Seating</b>	At Tables	16		30 SF/	480	
	Study Carrels			35 SF/		
	Lounge Seats	4		35 SF/	140	
	Computer Seats		6	40 SF/		240
<b>YA Seats Totals</b>		20	6		620	240
<b>Child Seats</b>	Preschool/Play area	20		25 SF/	500	
	Juv. Seats at Tables	18		25 SF/	450	
	Juv. Seats at Carrels			30 SF/		
	Juv. Lounge Seats	4		25 SF/	100	
	Parent Seats/Bench	14		35 SF/	490	
	Children's Computers		14	35 SF/		490
<b>Child Seats Totals</b>		56	14		1,540	490
<b>GRAND TOTAL</b>		212	42		6,595	1,610
<b>OTHER FACILITIES</b>	Story Hour/Crafts Activities Room	51		15 SF/ & 20 %	918	
	Meeting Room	150		10 SF/ & 30%	1,950	
	Conference Room	25		25 SF/ & 20%	750	
	Computer/DM Lab	13		40 SF/ & 20%		624
	Cafe	12		25 SF/ ++	500	
<b>TOTAL OTHER</b>		251			4,118	624

**20 YEAR SPACE NEEDS CHART #3  
NON MEETING PATRON SEATING BY AREA**

**BELMONT PUBLIC LIBRARY**

**General Patron Seating**

ADULT/YA	Lounge Seats	Table Seats	# of Tables	Carrel Seats	Other Seats	Computer Seats
Audiovisual						0*
Computer/DM Lab						12
Fiction	8					0*
Large Print	3	4	1		1 Optelec	1
Local History		12	2			
Local History - Claflin	6	8	1			
Lobby					2 bench	
New Books	8					0*
Non-fiction	6			20		4
Paperbacks						
Periodicals (New)	10	12	2			
Periodicals (Old)			1	2		2
Reference		24	11		2 micro	15
Study Rooms		8	3			
Young Adult	4	16	4			6
<b>SUBTOTAL</b>	<b>45</b>	<b>84</b>	<b>25</b>	<b>22</b>	<b>5</b>	<b>40**</b>
<b>CHILDREN'S</b>						
Infant/Toddler		8	2			4
Easy Reader		12	2			
Juvenile	4	18	3			10
Parent	8				6 bench	
<b>SUBTOTAL</b>	<b>12</b>	<b>38</b>	<b>7</b>		<b>6</b>	<b>14</b>
<b>TOTALS</b>	<b>57</b>	<b>122</b>	<b>32</b>	<b>22</b>	<b>11</b>	<b>54**</b>

**GRAND TOTAL: 266 Patron Seats**

\*Plus 2 standup computer workstations

\*\* Plus 6 standup computer workstations

**20 YEAR SPACE NEEDS CHART #4 – STAFF & VOLUNTEERS**

**BELMONT PUBLIC LIBRARY**

**Staff and Volunteer Space Needs**

DEPARTMENT / AREA	STAFF WORK STATIONS	SUGGESTED OFFICE SQUARE FOOT STANDARDS	PROJECTED SQUARE FEET
<b>ADMINISTRATION</b>	<b>3</b>		<b>650</b>
Director	1	200-250 SF	225
Asst. Director.	1	150-200 SF	175
Admin. Office	1	As needed	250
<b>CHILDREN'S</b>	<b>11</b>		<b>1,065</b>
Service Desks	5	5 linear ft. per counter/terminal +	350
Dept. Head	1	125-150 SF	150
Workroom	5	As applicable @65-125 SF ++	565
<b>CIRCULATION</b>	<b>11</b>		<b>1,300</b>
Service Desk	4	5 linear ft. per counter/terminal +	400
Dept. Head	1	125-150 SF	150
Workroom	6	As applicable @65-125 SF ++	750
<b>CUSTODIAL</b>	<b>1</b>	As needed	<b>335*</b>
<b>FRIENDS ROOM</b>	<b>2</b>	As needed	<b>225</b>
<b>LOCAL HIST. - CLAFLIN</b>	<b>1</b>	As applicable @65-125 SF	In LH Room
<b>REFERENCE</b>	<b>11</b>		<b>875</b>
Service Desk	3	65 SF per station/counter +	225
Public Services Coord.	1	125-150 SF	150
Workroom	7	As applicable @65-125 SF ++	500
<b>STAFF ROOM</b>	<b>0</b>	15 capacity @25 SF+ 30%	<b>485</b>
<b>TECH SERVICES</b>	<b>8</b>	100 SF/Station ++	<b>895</b>
Dept. Head	1		150
Work Areas	7		745
<b>TECHNOLOGY</b>	<b>3</b>		<b>350</b>
Librarian's Office/Wkrm	1	100 SF/ Station + storage	200
Systems Room	1	150-175 SF	150
Computer/DM Lab	1	40 SF & 20%	In Lab
<b>YOUNG ADULT</b>	<b>1</b>	As applicable 65-125 SF	In YA Room
<b>TOTAL WORKSTATIONS</b>	<b>52<sup>†</sup></b>		<b>6,180Net SF</b>

\* Plus secure outside Storage Shed at least 120 SF (10 X 12)

† 42 of 52 are with computer.

20 YEAR SPACE NEEDS CHART #5 – ALL SERVICES BY TYPE

BELMONT PUBLIC LIBRARY

SPACE NEEDS FOR ALL LIBRARY SERVICES

Space Type	Projected Capacity	Projected Net Square Feet
Materials – Print	140,994	13,285
Materials – Non-Print	<u>20,500</u>	<u>1,627</u>
	(161,494)	(14,912)
Patron Seats (Non PC)	212	6,595
Patron Computer Seats	<u>42*</u>	<u>1,610</u>
	(254)	(8,205)
Patron Stand Up Computers	6	120
Staff & Volunteer Seats	52	5,695
Art Display & Lobby	2	190
Café	12	500
Computer/Digital Media Lab	13	624
Conference Room	25	750
Meeting Room	150	1,950
Staff Room	15	485
Story Hour & Activities Room	51	918
	(268)	(5,417)
Public Photocopiers, etc.		460
<b>TOTAL NET SQUARE FEET</b>		<b>34,809</b>
30% Auxiliary Space		10,443
<b>TOTAL ESTIMATED GROSS SQUARE FEET</b>		<b>45,252</b>

\*Not including 12 Computer Lab seats listed below. The 12 Lab seats are counted as general patron seats in Chart # 2 because they will be available to the general public when training classes are not in session. The 13<sup>th</sup> seat is for the trainer.

## Belmont Public Library Survey

The Belmont Public Library is making plans for the future. The Massachusetts Board of Library Commissioners requires every public library to file a five-year long-range plan with the state. The library's last five year long-range plan was done in 2003. To help us plan for the next five years, we need to know how you feel about the library and our services. Please take a few minutes to complete this questionnaire and share your wishes and comments. We will post the results on the library's website. This survey is available to complete online. Go to our website [www.belmont.lib.ma.us](http://www.belmont.lib.ma.us) and click survey.

Thank you for your help,  
Maureen Conners, Library Director

**A. What did you do during your visit to the main library today? Check all that apply.**

1	Returned library materials
2	Borrowed library materials
3	Picked up a book that I had reserved
4	Got a library card
5	Studied, using my own materials
6	Read magazines or newspapers
7	Used a copy machine
8	Attended an adult program run by the library
9	Attended a children's program run by the library
10	Attended an event run by an outside group
11	Asked a librarian for help in finding materials or information
12	Used the library's print reference collections and materials
13	Used the library's online reference collection (databases)
14	Looked for a <i>specific</i> item (book, CD, newspaper, etc.)
15	Looked for materials or information on a particular subject or author
16	Checked my email
17	Used the Internet
18	Picked up a museum pass
19	Other:

**A1. Do you access the library's resources from home? \_\_\_\_\_ If yes, check all that apply.**

- Renew an item   
  Request an item   
  Reserve a museum pass   
  Access databases  
 Access catalog   
  Check library calendar

**B. How do you keep aware of what is happening at the library? Check all that apply.**

- Newspaper                                     
  Library Staff                                     
  Library Website  
 Library posters/flyers                     
  Word of mouth                                     
  Friend, Teacher  
 Sandwich boards on Concord Ave.     
  The Bugle (library newsletter)  
 Town online bulletin Board             
 Other (be specific) \_\_\_\_\_

### C. SERVICES

Please check all the services you most often use when you visit the library and check those services you would like expanded.

	SERVICES	Use	Expand
1	Library website: Catalog		
1a	Calendar		
1b	Online databases		
1c	Other		
2	Telephone reference service		
3	Reference and information service		
4	Computer and internet access		
5	Lectures, exhibits, and adult programs		
6	Young Adult programs (grades 7-12)		
7	Children's programs (infants - K)		
8	Children's programs (grades 1-3)		
9	Children's programs (grades 4-6)		
10	Filling requests (speed)		
11	Museum passes		
12	BookNews - book recommendations		
13	Downloadable audio books		
14	Computer training workshops		
15	Photocopiers		
16	Computer printing		

C 1. If you think more hours are needed, which of the following options would you prefer. Please indicate your preferences by placing a 1 after your first choice and a 2 after your second choice.

Re-open Sundays from Oct. to May \_\_\_ Open the Children's Mon-Thurs. until 8 p.m. all year \_\_\_  
 Expand Sunday hours to Sept. to June \_\_\_ Expand Summer Saturday hours \_\_\_  
 Other, please specify \_\_\_\_\_

C 2. What new services would you use? \_\_\_ Wi-fi printing \_\_\_ IM reference service \_\_\_ Podcasts  
 Other Suggestions: \_\_\_\_\_

Comments: \_\_\_\_\_

C 3. When you need help using the library what do you do?

\_\_\_ Ask a staff member                      \_\_\_ Ask a friend  
 \_\_\_ Refer to signs or other aids              \_\_\_ Don't ask for help- why not? \_\_\_\_\_  
 \_\_\_ Use the website

### D. COLLECTIONS /RESOURCES

Please check all the collections/resources you most often use when you visit the library. Please check all the collections/resources you would like to see expanded.

	COLLECTIONS /RESOURCES	Use	Expand
1	Best sellers and popular materials		
2	Foreign Language Resources: Russian		
2 a	Chinese		
2 b	Japanese		





	<i>YA Programs</i>	Attend	Expand
1	Summer reading		
2	Babysitting training		
3	Cooking		
4	Crafts		
5	Technology/Computer		
6	Music		
7	Trivia		

Suggestions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	<i>Adult programs</i>	Attend	Expand
1	Lectures		
2	Authors		
3	Music		
4a	<u>Book Discussions:</u> Popular		
4b	_____ Mysteries		
4c	_____ Classics		
4d	_____ Other		
5	Workshops such as Genealogy etc.		
6	Technology/Computer Programs		
7	One Book One Belmont		

Suggestions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**E 1. If you did not attend a program—why not?**

\_\_\_ Time scheduled    \_\_\_ Did not know about them    \_\_\_ Was not interested

Other comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**F. STAFF**

*How are we doing? Choose one rating for each statement.*

	STAFF	Always	Most of the time	Sometimes	Rarely	Never
1	Staff are helpful in finding things					
2	Staff are friendly and courteous					
3	Staff are knowledgeable					
4	Staff are too busy to help					
5	Staff take too long to help					

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**G. FACILITIES**

Using the scale below, how would you evaluate the main library's building in the following areas:

	FACILITIES	Very inadequate	Inadequate	Adequate	Good	Excellent
1	Cleanliness of the building					
2	Parking availability at or near the library					
3	Building accessibility ease of access inside the building					
4	Quiet work areas					
5	Seating availability					
6	Meeting rooms					
6a	Size					
6b	Comfort					
	Availability					
7	Furnishings					
8	Comfortable seating					
9	# of study tables/chairs in the: Stacks					
9a	Reading Room					
9b	Reference room					
9c	Children's Room					
	Young Adult Room					
10	Study carrels					
11	Lighting					
12	Temperature					
13	Directional signs in the building					
14	Work space at computers					
15	ADA compliant computer workstations					
16	Computer training room (Assembly, Flett Rm.)					
17	General ambience					
18	Layout and arrangement					
19	Public restrooms: Cleanliness					
19a	Number					
19b	Handicap accessible					
20	Display/exhibit space					
21	Story hours in the Flett Room					
22	Areas for coffee, snack,					
23	Seating in reading room (West Wing)					

Suggestions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**H. DEMOGRAPHICS**

Please answer the following questions about yourself. This information will not be used to identify you in any way.

1. Do you have a Belmont Public Library card? Yes \_\_\_ No \_\_\_

2. If no, what town do you live in? \_\_\_\_\_

2a. If no, tell us why you come to the Belmont Public Library: \_\_\_\_\_

**3. How often do you visit the Main library?**

- My first visit
- Once a week or more
- Two or three times a month
- Once a month
- Once or twice a year
- Never

**4. How often do you visit the Benton Branch?**

- My first visit
- Once a week
- Two or three times a month
- Once a month
- Once or twice a year
- Never

Comments:

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**5. Check your age category:** 1 - 18  19 - 29  30 - 49  50 - 65  66+

**6. If Belmont, what street?** \_\_\_\_\_

**7. Are you male or female?** M  F

**8. Are you a parent of a child under 18?** Yes  No

**COMMENTS:**

Please feel free to provide any additional comments that you feel would help us in planning for the future.

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*Thank you for taking the time to complete and return this survey. The results will be posted on our website [www.belmont.lib.ma.us](http://www.belmont.lib.ma.us).*

9  
**Survey Name:** One Page Long Range Plan Survey with Revisions

**Response Status:** Partial & Completed

**Filter:** None

Jul 07, 2008 1:42:36 PM

**TextBlock:**

The Belmont Public Library is making plans for the future. The Massachusetts Board of Library Commissioners requires every public library to file a five year long-range plan with the state. The library's last five year long-range plan was done in 2003. To help us plan for the next five years, we need to know how you feel about the library and our services. Please take a few minutes to complete this questionnaire and share your wishes and comments. We will post the results on the library's website.

Thank you for your help,  
Maureen Conners, Library Director

What did you do during your last visit to the main library? Check all that apply.

Answer	0%	100%	Number of Response(s)	Response Ratio
Returned library materials			343	21.8 %
Borrowed library materials			370	23.5 %
Picked up a book that I had reserved			173	11.0 %
Got a library card			10	<1 %
Studied, using my own materials			20	1.2 %
Read magazines or newspapers			68	4.3 %
Used a copy machine			34	2.1 %
Attended an adult program run by the library			18	1.1 %
Attended a children's program run by the library			21	1.3 %
Attended an event run by an outside group			10	<1 %
Asked a librarian for help in finding materials or information			77	4.9 %
Used the library's print reference collections and materials			18	1.1 %
Used the library's online reference collection (databases)			50	3.1 %
Looked for a specific item (book, CD, newspaper, etc.)			152	9.6 %
Looked for materials or information on a particular subject or author			64	4.0 %
Checked my email			44	2.8 %
Used the Internet			49	3.1 %
Picked up a museum pass			15	<1 %
Other			32	2.0 %
<b>Totals</b>			<b>1568</b>	<b>100%</b>

Do you access the library's resources from home? If yes, check all that apply.

Answer	0%	100%	Number of Response(s)	Response Ratio
Renew an item			233	27.1 %
Request an item			221	25.7 %
Reserve a museum pass			63	7.3 %
Access databases			94	10.9 %
Access catalog			185	21.5 %
Check library calendar			61	7.1 %
<b>Totals</b>			<b>857</b>	<b>100%</b>

How do you keep aware of what is happening at the library? Check all that apply.

Answer	0%	100%	Number of Response(s)	Response Ratio
Newspaper			134	13.2 %
Library posters/flyers			284	28.0 %
Sandwich boards on Concord Ave.			140	13.8 %
Town online bulletin Board			22	2.1 %
Library Website			169	16.6 %
Library Staff			78	7.7 %
Word of mouth			99	9.7 %
The Bugle (library newsletter)			45	4.4 %
Friend, Teacher			30	2.9 %
Other			11	1.0 %
		<b>Totals</b>	<b>1012</b>	<b>100%</b>

TextBlock:  
SERVICES

Please check all the services you most often use when you visit the library.

Answer	0%	100%	Number of Response(s)	Response Ratio
Library Website: Catalog			268	19.6 %
Library Website: Calendar			36	2.6 %
Library Website: Online Databases			102	7.4 %
Library Website: Other			16	1.1 %
Telephone reference service			28	2.0 %
Reference and information service			113	8.2 %
Computer and internet access			145	10.6 %
Lectures, exhibits, and adult programs			81	5.9 %
Young Adult programs (grades 7-12)			18	1.3 %
Children's programs (infants - K)			64	4.6 %
Children's programs (grades 1-3)			39	2.8 %
Children's programs (grades 4-6)			26	1.9 %
Filling requests (speed)			64	4.6 %
Museum passes			143	10.4 %
BookNews - book recommendations			50	3.6 %
Downloadable audio books			23	1.6 %
Computer training workshops			12	<1 %
Photocopiers			101	7.4 %
Computer printing			33	2.4 %
		<b>Totals</b>	<b>1362</b>	<b>100%</b>

Please check all the services you would like expanded.

Answer	0%	100%	Number of Response(s)	Response Ratio
Library Website: Catalog			63	9.8 %
Library Website: Calendar			22	3.4 %
Library Website: Online databases			57	8.9 %
Online databases: Other			18	2.8 %
Telephone reference service			7	1.0 %
Reference and information service			30	4.6 %
Computer and internet access			43	6.7 %
Lectures, exhibits, and adult programs			54	8.4 %
Young Adult programs (grades 7-12)			25	3.9 %
Children's programs (infants - K)			40	6.2 %
Children's programs (grades 1-3)			29	4.5 %
Children's programs (grades 4-6)			33	5.1 %
Filling requests (speed)			17	2.6 %
Museum passes			74	11.5 %
BookNews - book recommendations			30	4.6 %
Downloadable audio books			40	6.2 %
Computer training workshops			28	4.3 %
Photocopiers			19	2.9 %
Computer printing			10	1.5 %
<b>Totals</b>			<b>639</b>	<b>100%</b>

If you think more hours are needed, which of the following options would you prefer. Please indicate your preferences by placing a 1 after your first choice and a 2 after your second choice.

1 = First Choice

Answer	1	2	3	4	Number of Response(s)	Ranking Score*
Re-open Sundays from Oct. to May					271	1.3
Expand Sunday hours to Sept. to June					188	2.0
Open the Children's Mon-Thurs. until 8 p.m. all year					115	2.6
Expand Summer Saturday hours					173	2.3

\*The Ranking Score is the weighted average calculated by dividing the sum of all weighted rankings by the number of total responses.



What new services would you use?

Answer	0%	100%	Number of Response(s)	Response Ratio
Wi-fi printing			54	36.7 %
IM reference service			19	12.9 %
Podcasts			63	42.8 %
Other			11	7.4 %
<b>Totals</b>			<b>147</b>	<b>100%</b>

When you need help using the library what do you do?

Answer	0%	100%	Number of Response(s)	Response Ratio
Ask a staff member			403	58.9 %
Refer to signs or other aids			101	14.7 %
Use the website			148	21.6 %
Ask a friend			24	3.5 %
Don't ask for help. Please explain why not in the comments box.			8	1.1 %
<b>Totals</b>			<b>684</b>	<b>100%</b>

**TextBlock:**

COLLECTIONS/RESOURCES

Please check all the collections/resources you most often use when you visit the library.

Answer	0%	100%	Number of Response(s)	Response Ratio
Best sellers and popular materials			252	12.7 %
Foreign Language Resources: Russian			4	<1 %
Foreign Language Resources: Chinese			8	<1 %
Foreign Language Resources: Japanese			3	<1 %
Foreign Language Resources: Korean			2	<1 %
Foreign Language Resources: Greek			1	<1 %
Foreign Language Resources: Other - Please specify in the comments box			28	1.4 %
Paperbacks			206	10.4 %
Hardback fiction			269	13.6 %
Hardback non-fiction			233	11.8 %
Young adult books			101	5.1 %
Young adult talking book CDs			41	2.0 %
Children's picture books			105	5.3 %
Children's fiction books			114	5.7 %
Children's non fiction books			86	4.3 %
Adult music CDs			104	5.2 %
Children's music CDs			55	2.7 %
Magazines and newspapers			106	5.3 %
Non Fiction DVDs			90	4.5 %
Children's DVDs			111	5.6 %
Other			50	2.5 %
		<b>Totals</b>	<b>1969</b>	<b>100%</b>

Please check all the collections/resources you most often use when you visit the library.

Answer	0%	100%	Number of Response(s)	Response Ratio
Adult DVDs			235	49.5 %
Talking book CDs			113	23.8 %
Large print books			35	7.3 %
Print reference collection			49	10.3 %
Online reference collection			42	8.8 %
		<b>Totals</b>	<b>474</b>	<b>100%</b>

Please check all the collections/resources you would like to see expanded.

Answer	0%	100%	Number of Response(s)	Response Ratio
Best sellers and popular materials			103	13.8 %
Foreign Language Resources: Russian			3	<1 %
Foreign Language Resources: Chinese			8	1.0 %
Foreign Language Resources: Japanese			5	<1 %
Foreign Language Resources: Korean			1	<1 %
Foreign Language Resources: Greek			1	<1 %
Foreign Language Resources: Other - Please specify in the comments box below			23	3.0 %
Paperbacks			61	8.1 %
Hardback fiction			75	10.0 %
Hardback non-fiction			82	10.9 %
Young adult books			42	5.6 %
Young adult talking book CDs			17	2.2 %
Children's picture books			28	3.7 %
Children's fiction books			37	4.9 %
Children's non fiction books			31	4.1 %
Adult music CDs			54	7.2 %
Children's music CDs			22	2.9 %
Magazines and newspapers			28	3.7 %
Non Fiction DVDs			45	6.0 %
Children's DVDs			39	5.2 %
Other			41	5.4 %
			<b>Totals</b>	<b>746</b>
				<b>100%</b>

Please check all the collections/resources you would like to see expanded.

Answer	0%	100%	Number of Response(s)	Response Ratio
Adult DVDs			130	49.4 %
Talking book CDs			85	32.3 %
Large print books			17	6.4 %
Print reference collection			14	5.3 %
Online reference collection			17	6.4 %
			<b>Totals</b>	<b>263</b>
				<b>100%</b>

What new resources would you use?

Answer	0%	100%	Number of Response(s)	Response Ratio
Console games (video games)			29	16.0 %
Blu-ray DVDs			33	18.2 %
Downloadable music			112	61.8 %
Other			7	3.8 %
<b>Totals</b>			<b>181</b>	<b>100%</b>

**TextBlock:**  
PROGRAMS

Children's programs

Check the types of programs you have attended

Answer	0%	100%	Number of Response(s)	Response Ratio
Story times			104	18.6 %
Sing-alongs			93	16.6 %
Summer reading			79	14.1 %
Performances - Animals, Magic etc.			84	15.0 %
Crafts			57	10.1 %
Movies			52	9.3 %
Book groups			21	3.7 %
Technology/Computer			17	3.0 %
Family programs			52	9.3 %
<b>Totals</b>			<b>559</b>	<b>100%</b>

### Children's programs

Check the types of programs where you would like to see the program offerings expanded. Please included any suggestions in the comments box.

Answer	0%	100%	Number of Response(s)	Response Ratio
Story times			44	13.9 %
Sing-alongs			38	12.0 %
Summer reading			34	10.7 %
Performances - Animals, Magic etc.			46	14.6 %
Crafts			41	13.0 %
Movies			28	8.8 %
Book groups			26	8.2 %
Technology/Computer			16	5.0 %
Family programs			42	13.3 %
<b>Totals</b>			<b>315</b>	<b>100%</b>

### YA Programs

Check the types of programs you have attended.

Answer	0%	100%	Number of Response(s)	Response Ratio
Summer reading			39	38.6 %
Babysitting training			15	14.8 %
Cooking			7	6.9 %
Crafts			11	10.8 %
Technology/Computer			5	4.9 %
Music			16	15.8 %
Trivia			8	7.9 %
<b>Totals</b>			<b>101</b>	<b>100%</b>

### YA Programs

Check the types of programs where you would like to see the program offerings expanded. Please include any suggestions in the comment box.

Answer	0%	100%	Number of Response(s)	Response Ratio
Summer reading			23	19.1 %
Babysitting training			18	15.0 %
Cooking			20	16.6 %
Crafts			16	13.3 %
Technology/Computer			22	18.3 %
Music			17	14.1 %
Trivia			4	3.3 %
<b>Totals</b>			<b>120</b>	<b>100%</b>

### Adult programs

Check the types of programs you have attended.

Answer	0%	100%	Number of Response(s)	Response Ratio
Lectures			106	26.3 %
Authors			97	24.0 %
Music			64	15.8 %
Book Discussions: Popular			18	4.4 %
Book Discussions: Mysteries			7	1.7 %
Book Discussions: Classics			7	1.7 %
Book Discussions: Other			1	<1 %
Workshops such as Genealogy etc.			15	3.7 %
Technology/Computer Programs			23	5.7 %
One Book One Belmont			65	16.1 %
<b>Totals</b>			<b>403</b>	<b>100%</b>

Adult programs

Check the types of programs where you would like to see the program offerings expanded. Please include any suggestions in the comments box.

Answer	0%	100%	Number of Response(s)	Response Ratio
Lectures			67	21.1 %
Authors			59	18.6 %
Music			34	10.7 %
Book Discussions: Popular			22	6.9 %
Book Discussions: Mysteries			12	3.7 %
Book Discussions: Classics			15	4.7 %
Book Discussions: Other			5	1.5 %
Workshops such as Genealogy etc.			26	8.2 %
Technology/Computer Programs			27	8.5 %
One Book One Belmont			50	15.7 %
<b>Totals</b>			<b>317</b>	<b>100%</b>

If you did not attend a program-why not?

Answer	0%	100%	Number of Response(s)	Response Ratio
Time scheduled			151	41.3 %
Did not know about them			96	26.3 %
Was not interested			118	32.3 %
<b>Totals</b>			<b>365</b>	<b>100%</b>

How are we doing? Choose one rating for each statement.  
 1 = Always, 2 = Most of the time, 3 = Sometimes, 4 = Rarely, 5 = Never

Answer	1	2	3	4	5	Number of Response(s)	Rating Score*
Staff are helpful in finding things						421	1.3
Staff are friendly and courteous						423	1.4
Staff are knowledgeable						408	1.4
Staff are too busy to help						378	4.0
Staff take too long to help						374	4.2

\*The Rating Score is the weighted average calculated by dividing the sum of all weighted ratings by the number of total responses.

TextBlock:  
 FACILITIES

Using the scale below, how would you evaluate the main library's building in the following areas:  
 1 = Very inadequate, 2 = Inadequate, 3 = Adequate, 4 = Good, 5 = Excellent

Answer	1	2	3	4	5	Number of Response(s)	Rating Score*
Cleanliness of the building						424	3.7
Parking availability at or near the library						420	3.2
Building accessibility ease of access inside the building						396	3.5
Quiet work areas						380	3.3
Seating availability						377	3.3
Meeting rooms: Size						219	3.2
Meeting rooms: Comfort						217	3.1
Meeting rooms: Availability						186	3.2
Furnishings						357	3.1
Comfortable seating						355	3.0

\*The Rating Score is the weighted average calculated by dividing the sum of all weighted ratings by the number of total responses.

Using the scale below, how would you evaluate the main library's building in the following areas:  
 1 = Very inadequate, 2 = Inadequate, 3 = Adequate, 4 = Good, 5 = Excellent

Answer	1	2	3	4	5	Number of Response(s)	Rating Score*
# of study tables/chairs in the: Stacks						226	3.0
# of study tables/chairs in the: Reading Room						228	3.1
# of study tables/chairs in the: Reference room						216	3.0
# of study tables/chairs in the: Children's Room						199	3.1
# of study tables/chairs in the: Young Adult Room						173	3.0
Study carrels						241	3.0
Lighting						346	3.3
Temperature						350	3.4
Directional signs in the building						308	3.3

\*The Rating Score is the weighted average calculated by dividing the sum of all weighted ratings by the number of total responses.



Using the scale below, how would you evaluate the main library's building in the following areas:  
 1 = Very inadequate, 2 = Inadequate, 3 = Adequate, 4 = Good, 5 = Excellent

Answer	1	2	3	4	5	Number of Response(s)	Rating Score*
Work space at computers						270	2.8
ADA compliant computer workstations						142	3.1
Computer training room (Assembly, Flett Rm.)						131	3.1
General ambience						326	3.2
Layout and arrangement						303	3.1
Public restrooms: Cleanliness						310	3.5
Public restrooms: Number						288	3.1
Public restrooms: Handicap accessible						178	3.0
Display/exhibit space						234	3.0
Story hours in the Flett Room						149	3.3

\*The Rating Score is the weighted average calculated by dividing the sum of all weighted ratings by the number of total responses.

Using the scale below, how would you evaluate the main library's building in the following areas:  
 1 = Very inadequate, 2 = Inadequate, 3 = Adequate, 4 = Good, 5 = Excellent

Answer	1	2	3	4	5	Number of Response(s)	Rating Score*
Areas for coffee, snack						208	2.1
Seating in reading room (West Wing)						215	2.9

\*The Rating Score is the weighted average calculated by dividing the sum of all weighted ratings by the number of total responses.

**TextBlock:**

**DEMOGRAPHICS**

Please answer the following questions about yourself. This information will not be used to identify you in any way.

Do you have a Belmont Public Library card?

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			377	83.4 %
No			52	11.5 %
No Response(s)			23	5.0 %
<b>Totals</b>			<b>452</b>	<b>100%</b>

If no, what town do you live in?

66 Response(s)

If no, tell us why you come to the Belmont Public Library:

56 Response(s)

How often do you visit the main library?

Answer	0%	100%	Number of Response(s)	Response Ratio
My first visit			4	<1 %
Once a week or more			221	48.8 %
Two or three times a month			155	34.2 %
Once a month			36	7.9 %
Once or twice a year			15	3.3 %
Never			1	<1 %
No Response(s)			20	4.4 %
<b>Totals</b>			<b>452</b>	<b>100%</b>

How often do you visit the Benton Branch?

Answer	0%	100%	Number of Response(s)	Response Ratio
My first visit			1	<1 %
Once a week			11	2.4 %
Two or three times a month			12	2.6 %
Once a month			17	3.7 %
Once or twice a year			56	12.3 %
Never			299	66.1 %
Other			18	3.9 %
No Response(s)			38	8.4 %
<b>Totals</b>			<b>452</b>	<b>100%</b>

Check your age category:

Answer	0%	100%	Number of Response(s)	Response Ratio
1 - 18			23	5.0 %
19-29			26	5.7 %
30-49			176	38.9 %
50 - 65			143	31.6 %
66+			64	14.1 %
No Response(s)			20	4.4 %
<b>Totals</b>			<b>452</b>	<b>100%</b>

If Belmont, what street?

329 Response(s)

Are you male or female?

Answer	0%	100%	Number of Response(s)	Response Ratio
M			95	21.0 %
F			335	74.1 %
No Response(s)			22	4.8 %
<b>Totals</b>			<b>452</b>	<b>100%</b>

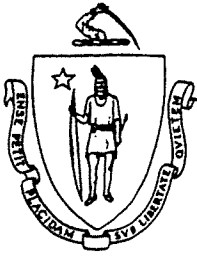
Are you a parent of a child under 18?

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			199	44.0 %
No			225	49.7 %
No Response(s)			28	6.1 %
<b>Totals</b>			<b>452</b>	<b>100%</b>

COMMENTS:

Please feel free to provide any additional comments that you feel would help us in planning for the future.

173 Response(s)



# Commonwealth of Massachusetts Board of Library Commissioners

648 Beacon Street • Boston, Massachusetts 02215  
617 267-9400 • 800 952-7403 ( in-state only) • Fax: 617 421-9833

## DATALOGGERS

### PHASE THIRTEEN (FEBRUARY 2002 - JULY 2002)

**INSTITUTION:** Belmont Public Library, Belmont **NUMBER INSTALLED:** 3

**DATE INSTALLED:** February 13, 2002

**WHEN DUE TO BE PICKED UP:** July 2002

#### WHERE INSTALLED:

BelmontPL1(42)(20131195): Claflin Room, right stacks, right section, top shelf back right

BelmontPL2(43)(20011195): Mezzanine, locked stacks, 2<sup>nd</sup> range, right side, 3<sup>rd</sup> section, 6<sup>th</sup> shelf, back left

BelmontPL3(44)(20121195): Outside director's office, right window

#### READINGS TAKEN AT THE TIME OF INSTALLATION:

##### Temperature:

BelmontPL1: 66.4 ° F

BelmontPL2: 69.7 ° F

BelmontPL3: 36.5 ° F

##### Relative Humidity:

BelmontPL1: 22.3 %

BelmontPL2: 23.1 %

BelmontPL3: 52.6 %

##### Light:

BelmontPL1: 130 lux

BelmontPL2: 198 lux

##### UV Radiation:

BelmontPL1: 168 mW/Lumen  
15 mW/M<sup>2</sup>

BelmontPL2: 77 mW/Lumen  
15.6 mW/M<sup>2</sup>



BelmontPL3: 5,260 lux

BelmontPL3: 1,374 mW/Lumen  
3,885 mW/M<sup>2</sup>

#### COMMENTS:

Sunny and cool.

It should be noted that the lower and the more constant the temperature is the better it is for the collections. The recommended temperature level for special collections/archival materials is 65 ° F. +/- 2 ° F. or lower. In the Claflin Room, the temperature was 66.4 ° F. This reading is within the recommended range. For general circulating collections, the recommended range is 68 ° F. +/- 2 ° F. In the Mezzanine, the temperature was 69.7 ° F. Assuming that these materials are in the same category as those in the Claflin Room, the temperature is high. If they are to be considered general collections, then the temperature is within range.

In all cases, the object is to keep the RH readings as constant as possible over the long term. The recommended relative humidity (RH) range for special collections/archival materials is between 25 % and 40 % +/- 3 % on a daily basis and +/- 5 % on an annual basis. The RH reading in the Claflin Room was 22.3 %. For general/circulating collections the RH range is between 25 % and 45 % +/- 3 % on a daily basis and +/- 5 % on an annual basis. The RH reading in the Mezzanine was 23.1 %. Both of these readings are too low, thus contributing to the desiccation of the materials.

The lower the light level, the more beneficial it is for the collections. The maximum recommended range for special collections/archival materials is 200-400 lux. In the Claflin Room, the light reading was 130 lux. This is excellent. The recommended maximum range for general/circulating collections of 300-600 lux. In the Mezzanine, the reading was 198 lux. This is excellent.

The maximum recommended levels for ultraviolet radiation (UV) are 75 mW/Lumen and 20 mW/M<sup>2</sup>. The former is the amount of UV in the atmosphere, and the latter is the amount of UV directly striking the materials. In the Claflin Room, the readings were 168 and 15 respectively. These readings are more than double the maximum and acceptable respectively. In the Mezzanine, the UV readings were 77 and 15.6 respectively. The first reading is slightly high, but the second reading is acceptable, albeit on the high side.

Haley & Aldrich, Inc.  
465 Medford St.  
Suite 2200  
Boston, MA 02129-1400

Tel: 617.886.7400  
Fax: 617.886.7600  
HaleyAldrich.com

**HALEY &  
ALDRICH**

19 January 2011

Daedalus Projects, Inc.  
112 South Street  
Boston, Massachusetts 02111

Attention: Richard Marks, President

Subject: Geotechnical Evaluation  
Proposed Belmont Public Library  
Concord Avenue, Belmont, Massachusetts

Ladies and Gentlemen:

Based on your request, we have reviewed readily-available subsurface information in the vicinity of the Proposed Belmont Public Library to be located on the north side of Concord Avenue. We understand the proposed project will be comprised of 1 to 2-story conventional construction and will not have below-grade space.

Based on our review of the available data and our understanding of the proposed project:

- The proposed project can be supported by conventional footing foundations.
- Suitable foundation support can be derived by bearing on native soils at normal footing depths with the lowest level slab being designed as a slab-on-grade following removal of topsoil and unsuitable soils within the footprint area.
- Rock will not be encountered during construction and excavation can be conducted utilizing conventional earthmoving equipment.
- Earthwork activities may encounter groundwater and require temporary dewatering during construction for foundation and utility construction to proceed in-the-dry, however, for the permanent structure constructed above existing ground surface grades, long-term dewatering, underslab drainage, and pumping would not be required.

If you have any questions or require additional information, please call.

Sincerely yours,  
HALEY & ALDRICH, INC.



Joel S. Mooney, PE, LSP  
Senior Vice President



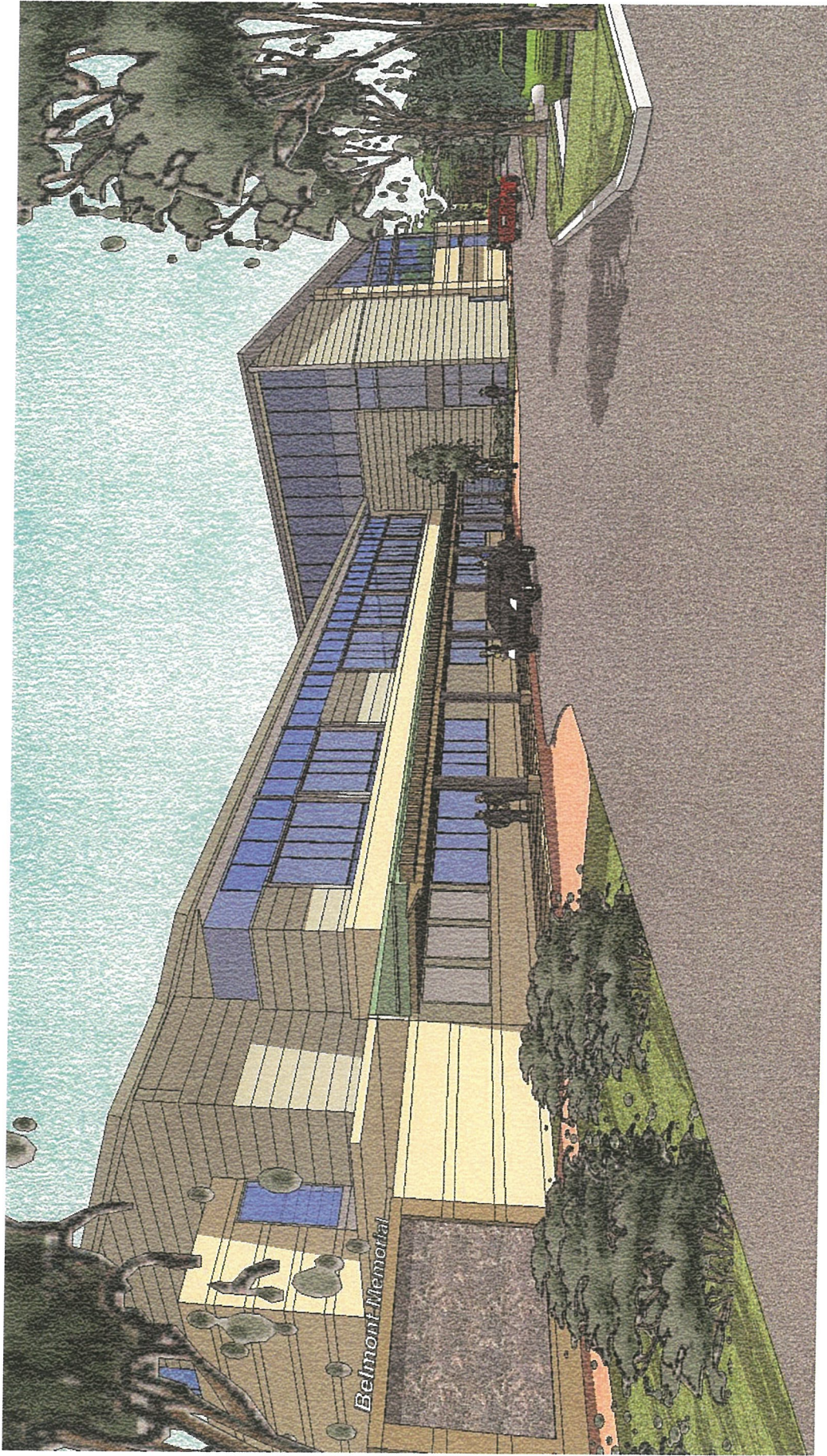
181

**Belmont Memorial Library**  
**Belmont, Massachusetts**  
**Exterior Rendering**

**JOHNSON  
ROBERTS  
ASSOCIATES INC.**

**ARCHITECTS**

15 PROPERZI WAY  
SOMERVILLE, MA  
02143 - 3228



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**Belmont Memorial Library**  
**Belmont, Massachusetts**  
**Exterior Rendering**

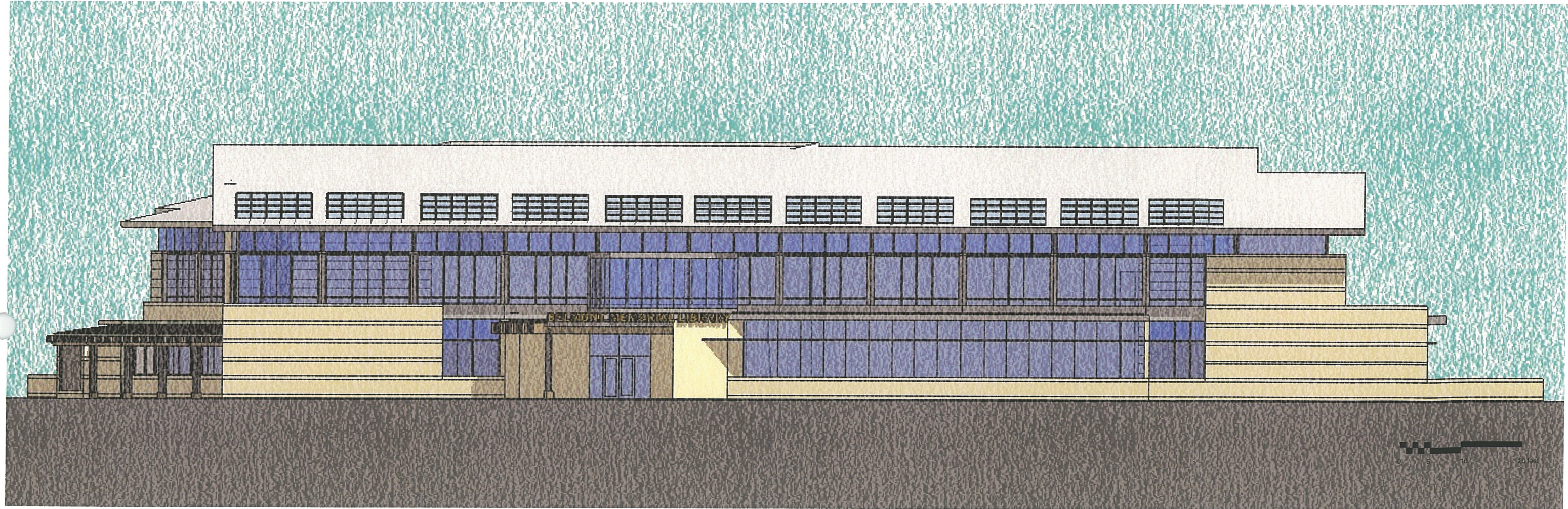




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**Belmont Memorial Library  
Belmont, Massachusetts**

**Exterior Rendering**

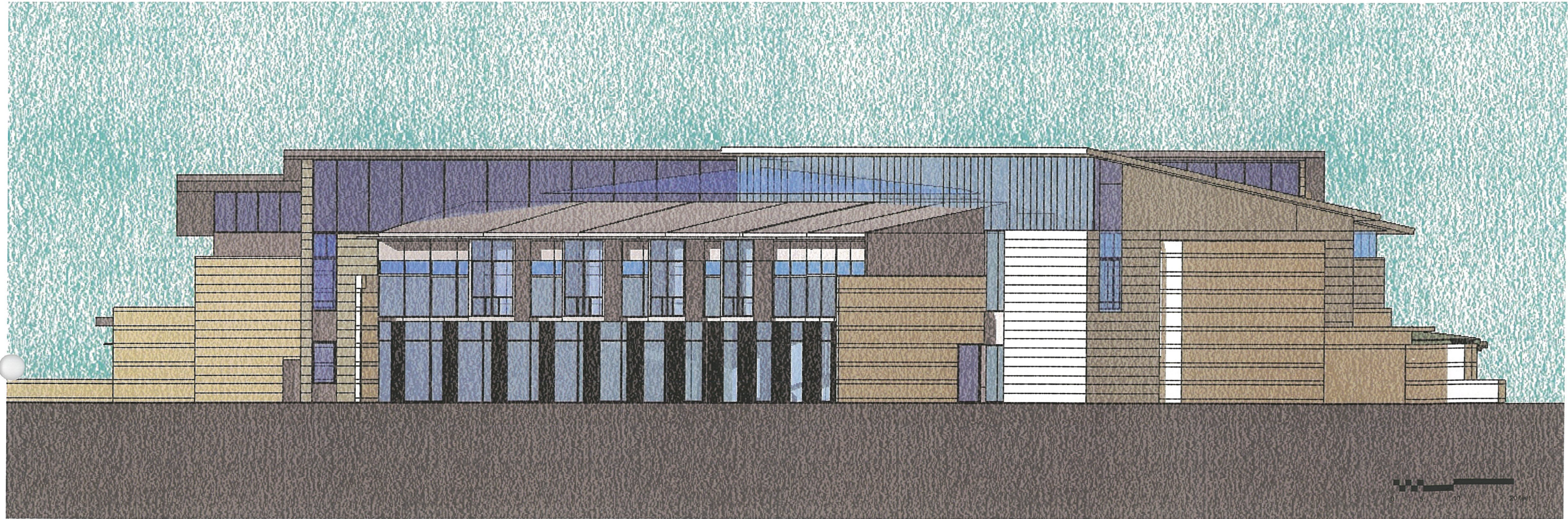


# Belmont Memorial Library South Elevation

Belmont, Massachusetts

Scale: 1/16" = 1'-0"

184

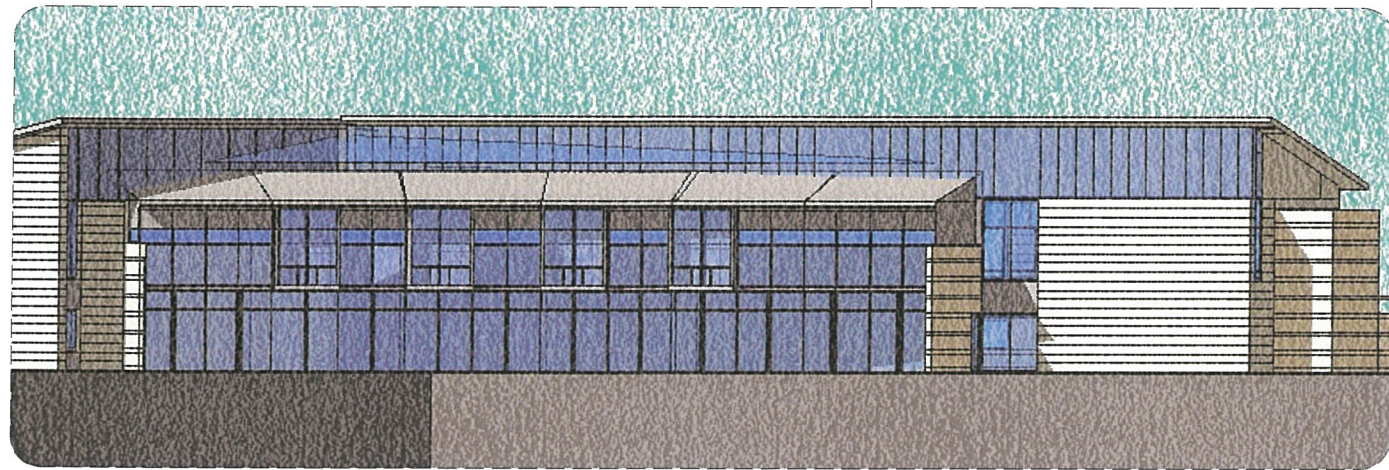
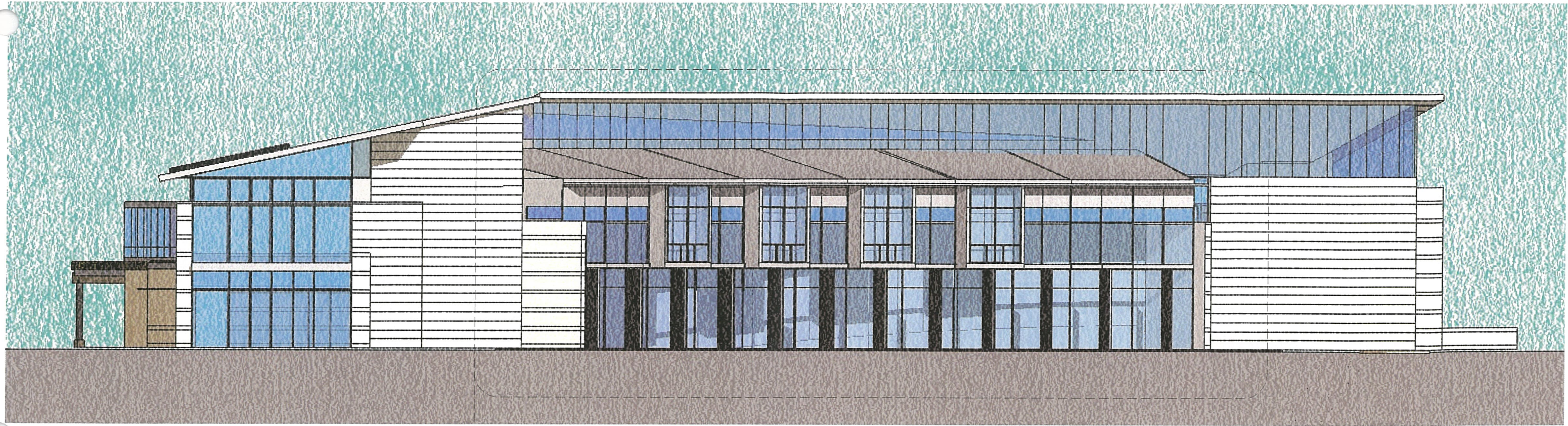


# Belmont Memorial Library North Elevation

Belmont, Massachusetts

Scale: 1/16" = 1'-0"

185



Rotated East Elevation      Scale: 1/32" = 1'-0"



# Belmont Memorial Library East Elevation

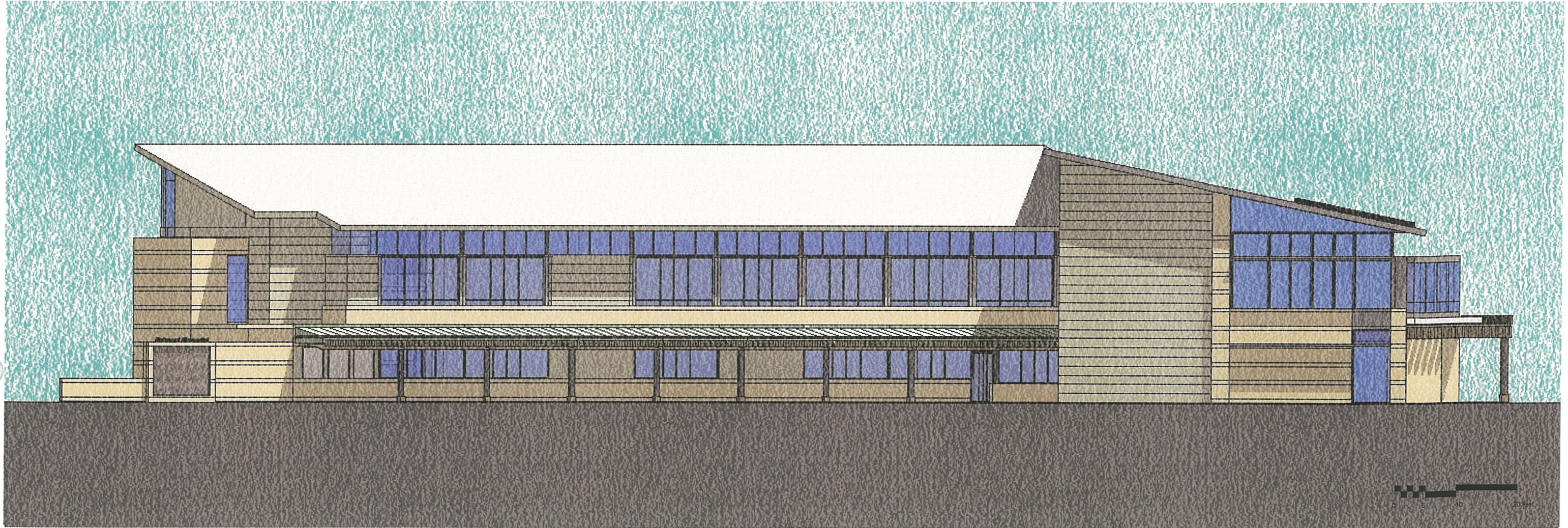
Belmont, Massachusetts

Scale: 1/16" = 1'-0"

186



15 PROPERZI WAY  
SOMERVILLE, MA  
02143-3228



# Belmont Memorial Library West Elevation

Belmont, Massachusetts

Scale: 1/16" = 1'-0"

187



0 5 10 15 20 25 30 FT

First Floor Area 23,650 GSF  
 Second Floor Area 20,950 GSF  
 Total Building Area 44,600 GSF

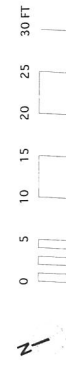
# Belmont Memorial Library

## Belmont, Massachusetts

First Floor Plan 1.19.2011



15 PROPERZI WAY  
SOMERVILLE, MA  
02143-3228



First Floor Area 23,650 GSF  
 Second Floor Area 20,950 GSF  
 Total Building Area 44,600 GSF

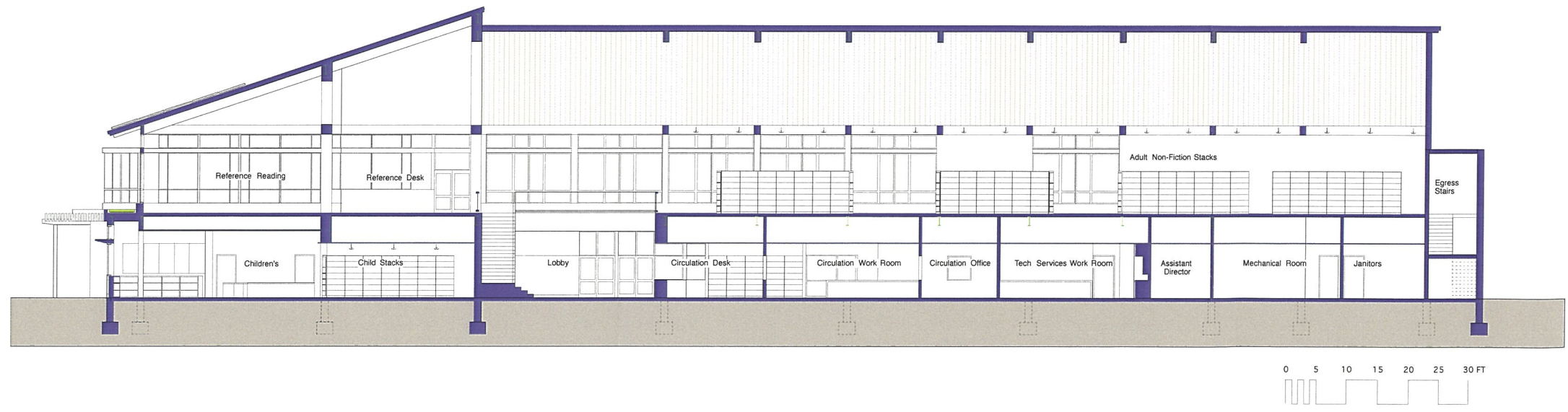
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# Belmont Memorial Library

## Belmont, Massachusetts

### Upper Level Floor Plan 1.19.2011





**Belmont Memorial Library**  
**Belmont, Massachusetts**  


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**Building Section 1.19.2011**

**JOHNSON  
ROBERTS  
ASSOCIATES INC.**  
**ARCHITECTS**  
15 PROPERZI WAY  
SOMERVILLE, MA  
02143-3228

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**Belmont Memorial Library**  
 Belmont, Massachusetts  
 Site Plan

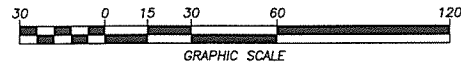
**JOHNSON  
 ROBERTS  
 ASSOCIATES INC.**  
 ARCHITECTS  
 15 PROPERZI WAY  
 SOMERVILLE, MA  
 02143-3228

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**PARTIAL EXISTING CONDITIONS PLAN**  
**345 CONCORD AVENUE**  
**BELMONT, MASS.**

SCALE: 1"=30' JANUARY 24, 2011  
 HARRY R. FELDMAN, INC. LAND SURVEYORS  
 112 SHAWMUT AVENUE BOSTON, MASS. 02118  
 PHONE: (617)357-9740  
 www.harryfeldman.com

**FELDMAN**  
 Professional Land Surveyors



RESEARCH PRF/GI	FIELD CHIEF JAW	CHECKED PRF	APPROVED	FILE NAME: 13037.dwg
CALC GL	CADD GL	FIELD CHECKED	CRD FILE 13037	JOB NO. 13037

**REFERENCES:**

MIDDLESEX COUNTY REGISTRY OF DEEDS  
 DEED: BOOK 6098 PAGE 511 (LOCUS)  
 BOOK 6298 PAGE 205  
 BOOK 8165 PAGE 212  
 BOOK 11877 PAGE 111  
 BOOK 13117 PAGE 113  
 BOOK 14258 PAGE 190  
 BOOK 16049 PAGE 576  
 BOOK 19939 PAGE 245  
 BOOK 23313 PAGE 190  
 BOOK 45478 PAGE 256

PLAN NO. 454 OF 1936 (LOCUS)  
 PLAN NO. 1174 OF 1949  
 PLAN NO. 1947 OF 1953  
 PLAN NO. 1462 OF 1955  
 PLAN NO. 92 OF 1956  
 PLAN NO. 1331 OF 1956  
 PLAN NO. 1473 OF 1962  
 PLAN NO. 1426 OF 1966  
 PLAN NO. 1009 OF 1993

MASSACHUSETTS LAND COURT  
 LCC #212C, #2367-30

TOWN OF BELMONT ENGINEERING DEPARTMENT  
 CONCORD AVENUE LAYOUT PLAN

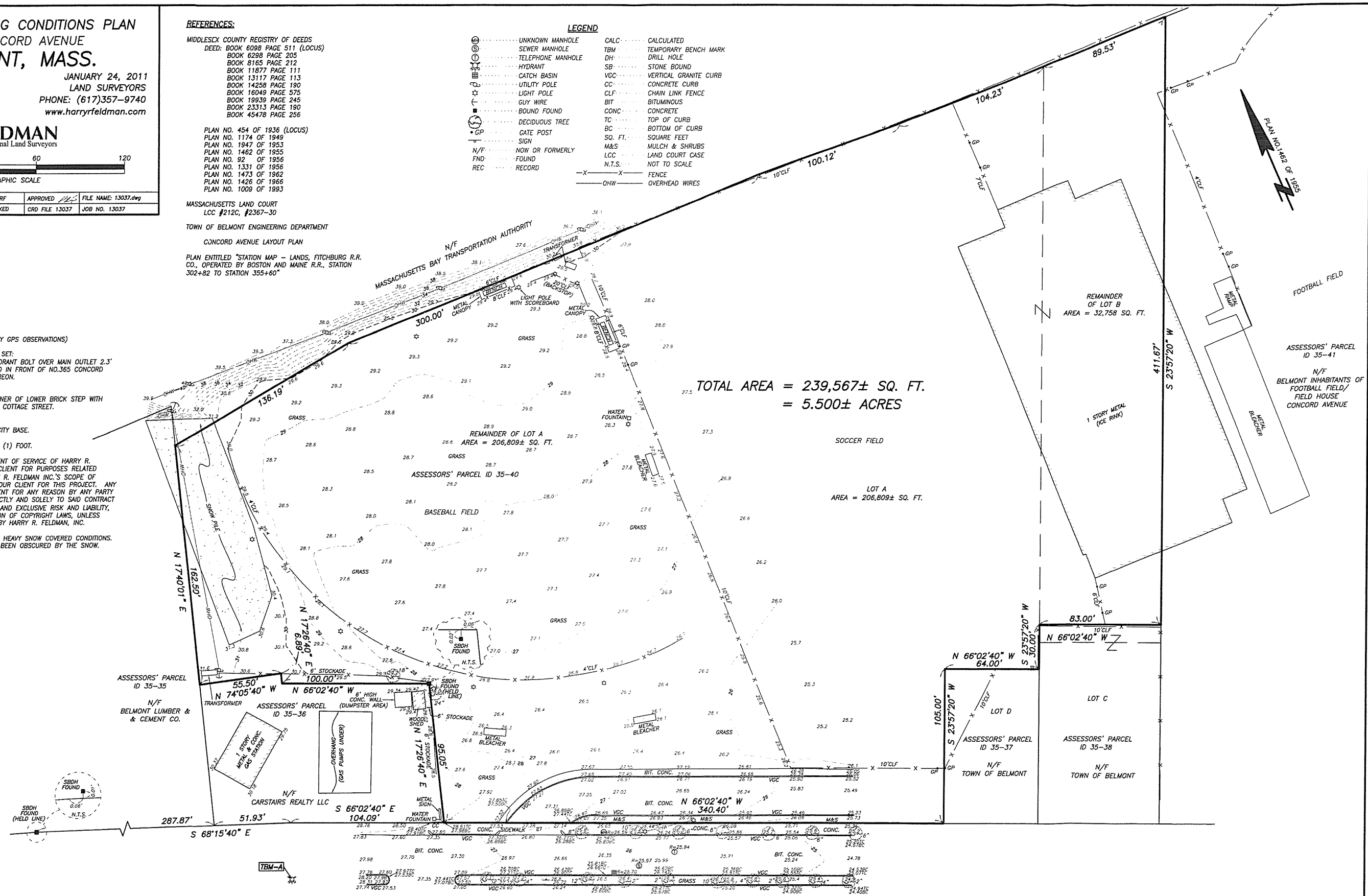
PLAN ENTITLED "STATION MAP - LANDS, FITCHBURG R.R. CO., OPERATED BY BOSTON AND MAINE R.R., STATION 302+82 TO STATION 355+60"

**LEGEND**

⊙	UNKNOWN MANHOLE	CALC.	CALCULATED
⊙	SEWER MANHOLE	TBM	TEMPORARY BENCH MARK
⊙	TELEPHONE MANHOLE	DH	DRILL HOLE
⊙	HYDRANT	SB	STONE BOUND
⊙	CATCH BASIN	VGC	VERTICAL GRANITE CURB
⊙	UTILITY POLE	CC	CONCRETE CURB
⊙	LIGHT POLE	CLF	CHAIN LINK FENCE
⊙	GUY WIRE	BIT	BITUMINOUS
⊙	BOUND FOUND	CONC	CONCRETE
⊙	DECIDUOUS TREE	TC	TOP OF CURB
⊙	GATE POST	BC	BOTTOM OF CURB
⊙	SIGN	SQ. FT.	SQUARE FEET
N/F	NOW OR FORMERLY	M&S	MULCH & SHRUBS
FND	FOUND	LCC	LAND COURT CASE
REC	RECORD	N.T.S.	NOT TO SCALE
-X-	FENCE	-X-	FENCE
-CHW-	OVERHEAD WIRES		

**NOTES:**

- BENCH MARK INFORMATION:  
 (ELEVATIONS ARE ESTABLISHED BY GPS OBSERVATIONS)  
  
 TEMPORARY BENCH MARKS SET:  
 TBM-A : X-CUT ON HYDRANT BOLT OVER MAIN OUTLET 2.3' ABOVE GROUND LOCATED IN FRONT OF NO.365 CONCORD AVENUE, AS SHOWN HEREON.  
 ELEVATION = 30.84  
  
 TBM-B : LEFT OUT CORNER OF LOWER BRICK STEP WITH CONCRETE CAP AT NO.4 COTTAGE STREET.  
 ELEVATION = 22.94
- ELEVATIONS REFER TO BOSTON CITY BASE.
- CONTOUR INTERVAL EQUALS ONE (1) FOOT.
- THIS DOCUMENT IS AN INSTRUMENT OF SERVICE OF HARRY R. FELDMAN, INC. ISSUED TO OUR CLIENT FOR PURPOSES RELATED DIRECTLY AND SOLELY TO HARRY R. FELDMAN INC.'S SCOPE OF SERVICES UNDER CONTRACT TO OUR CLIENT FOR THIS PROJECT. ANY USE OR REUSE OF THIS DOCUMENT FOR ANY REASON BY ANY PARTY FOR PURPOSES UNRELATED DIRECTLY AND SOLELY TO SAID CONTRACT SHALL BE AT THE USER'S SOLE AND EXCLUSIVE RISK AND LIABILITY, INCLUDING LIABILITY FOR VIOLATION OF COPYRIGHT LAWS, UNLESS WRITTEN CONSENT IS PROVIDED BY HARRY R. FELDMAN, INC.
- SURVEY WAS CONDUCTED UNDER HEAVY SNOW COVERED CONDITIONS. SOME SITE FEATURES MAY HAVE BEEN OBTUSCURED BY THE SNOW.



I CERTIFY THAT THIS PLAN IS BASED ON AN ACTUAL FIELD SURVEY AND PLANS AND DEEDS OF RECORD.

*Paul R. Foley*  
 1/25/2011



# Application Package Checklist

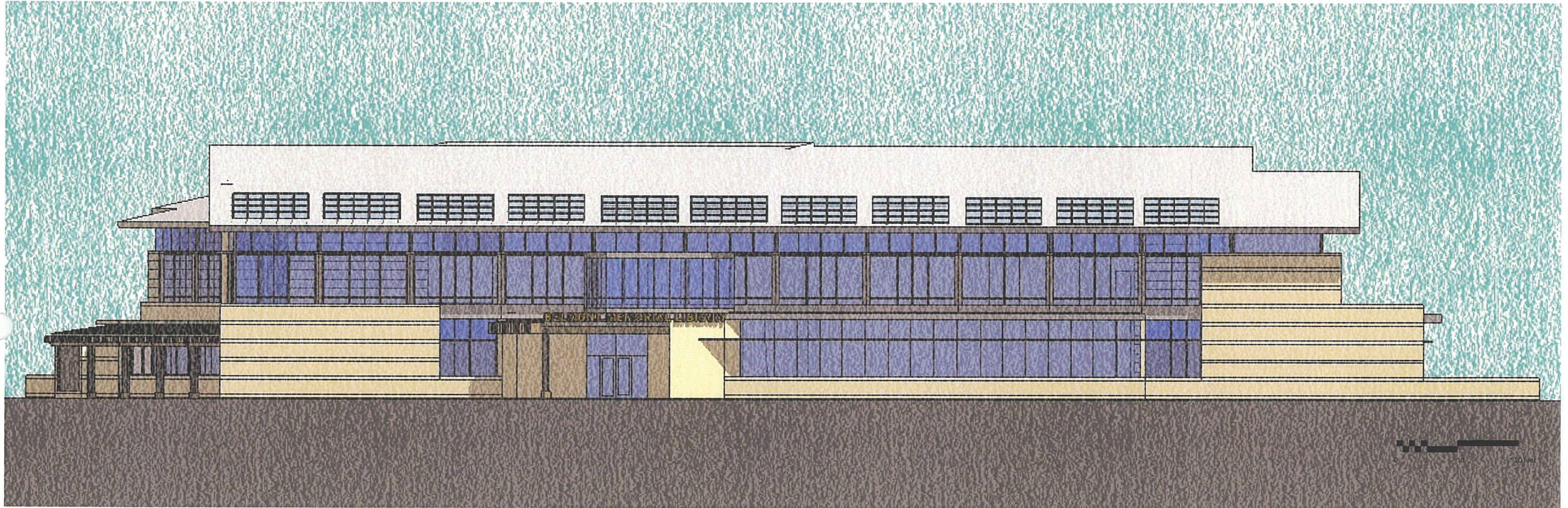
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other (please list) _____
		<input checked="" type="checkbox"/> Land Value _____
		<input checked="" type="checkbox"/> Sustainable Policy _____

4/20/11 or 6/20/11



# Belmont Memorial Library South Elevation

Belmont, Massachusetts

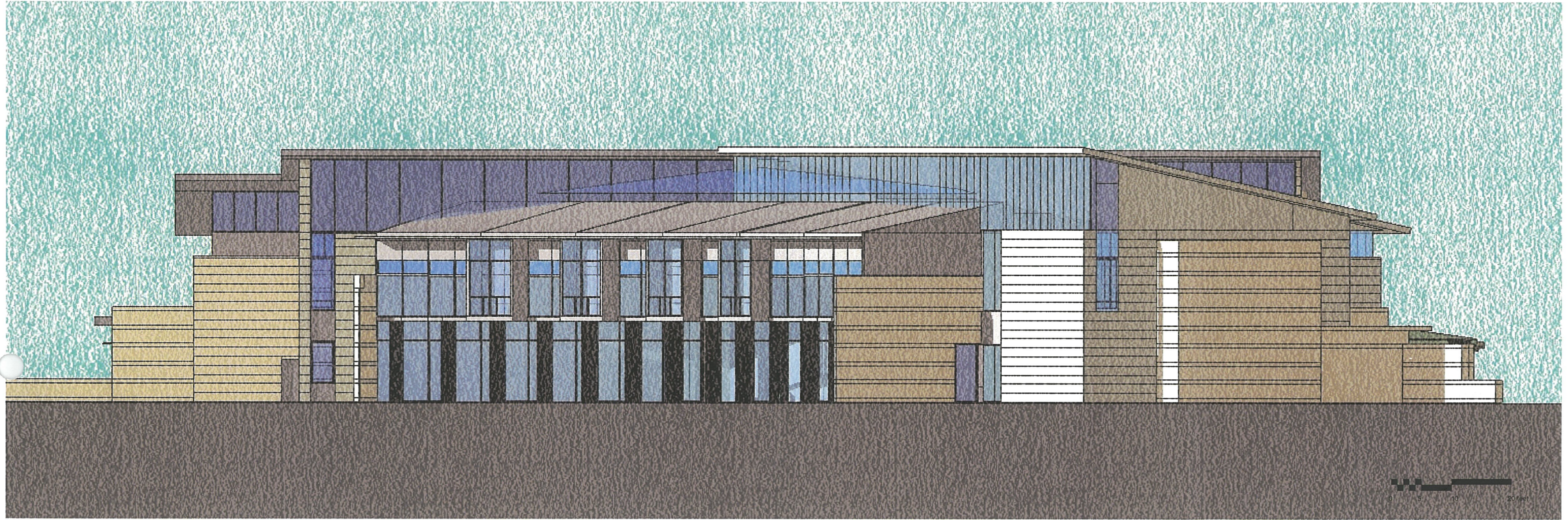
Scale: 1/16" = 1'-0"

184

JOHNSON  
ROBERTS  
ASSOCIATES INC.

ARCHITECTS

15 PROPERZI WAY  
SOMERVILLE, MA  
02143-3228

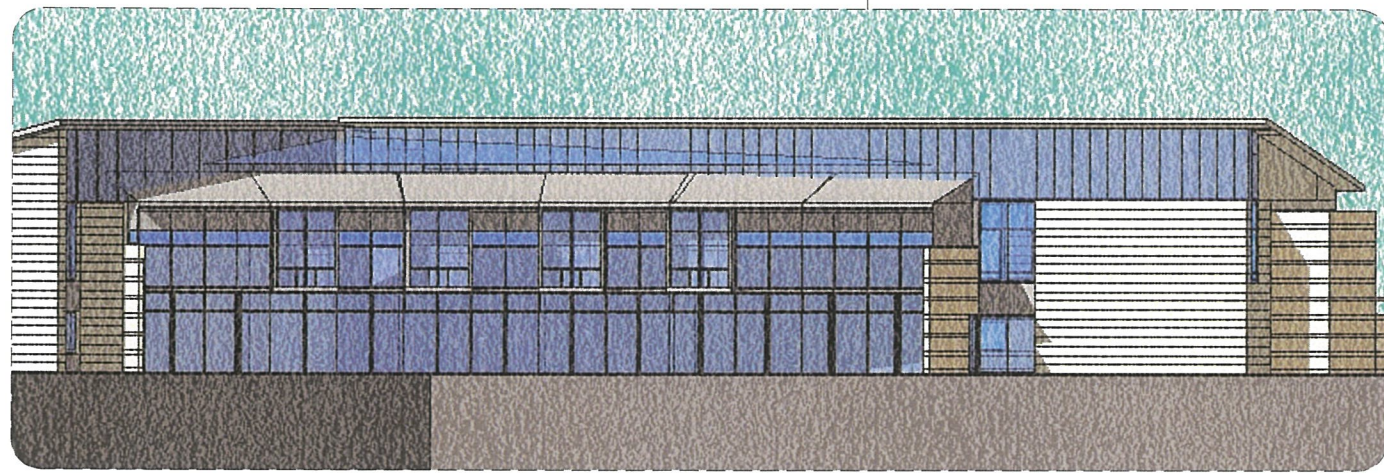


# Belmont Memorial Library North Elevation

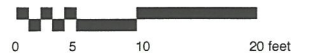
Belmont, Massachusetts

Scale: 1/16" = 1'-0"

185



Rotated East Elevation      Scale: 1/32" = 1'-0"



# Belmont Memorial Library East Elevation

Belmont, Massachusetts

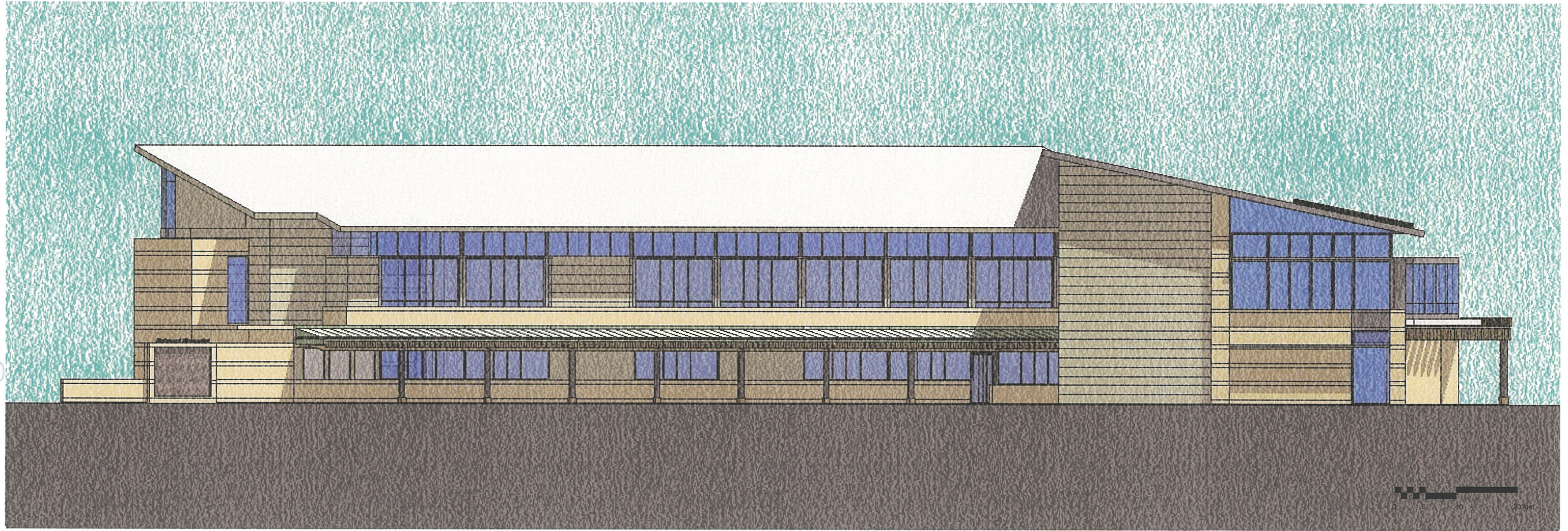
Scale: 1/16" = 1'-0"

186

JOHNSON  
ROBERTS  
ASSOCIATES INC.

ARCHITECTS

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SOMERVILLE, MA  
02143-3228



# Belmont Memorial Library West Elevation

Belmont, Massachusetts

Scale: 1/16" = 1'-0"

187

JOHNSON  
ROBERTS  
ASSOCIATES INC.

ARCHITECTS

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SOMERVILLE, MA  
02143-3228



0 5 10 15 20 25 30 FT  
 First Floor Area 23,650 GSF  
 Second Floor Area 20,950 GSF  
 Total Building Area 44,600 GSF

# Belmont Memorial Library

## Belmont, Massachusetts

First Floor Plan 1.19.2011

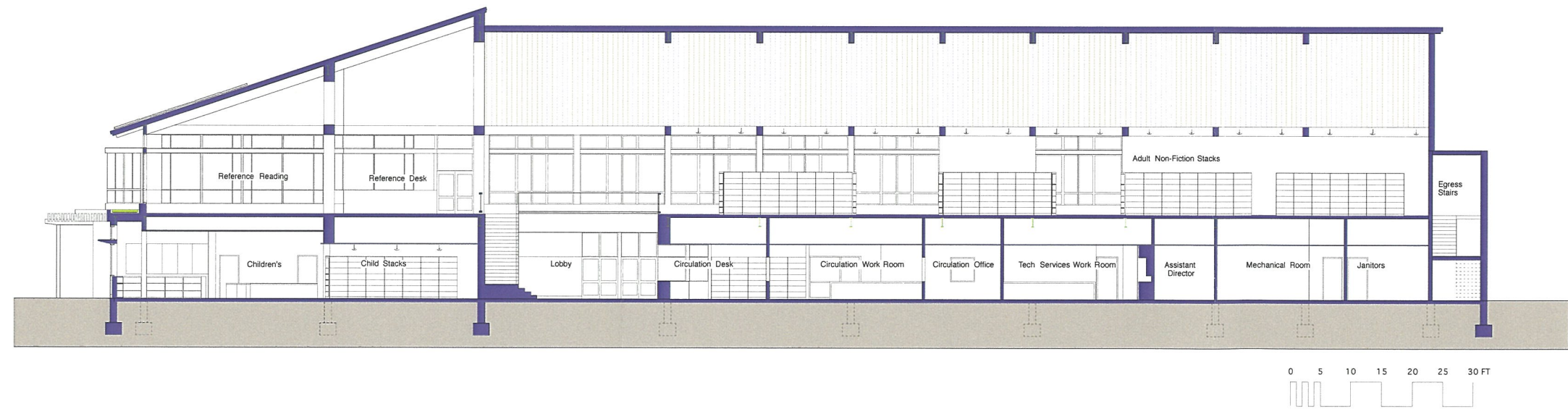
108



15 PROPERZI WAY  
 SOMERVILLE, MA  
 02143-3228







# Belmont Memorial Library

## Belmont, Massachusetts

Building Section 1.19.2011

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**ARCHITECTS**  
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02143-3228

190



**Belmont Memorial Library**  
 Belmont, Massachusetts  
 Site Plan

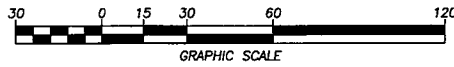
**JOHNSON  
 ROBERTS  
 ASSOCIATES INC.**  
 ARCHITECTS  
 15 PROPERZI WAY  
 SOMERVILLE, MA  
 02143-3228

191

**PARTIAL EXISTING CONDITIONS PLAN**  
**345 CONCORD AVENUE**  
**BELMONT, MASS.**

SCALE: 1"=30' JANUARY 24, 2011  
 HARRY R. FELDMAN, INC. LAND SURVEYORS  
 112 SHAWMUT AVENUE PHONE: (617)357-9740  
 BOSTON, MASS. 02118 www.harryfeldman.com

**FELDMAN**  
 Professional Land Surveyors



RESEARCH	FIELD CHIEF JRM	CHECKED PRF	APPROVED	FILE NAME: 13037.dwg
CALC GL	CADD GL	FIELD CHECKED	CRD FILE 13037	JOB NO. 13037

**REFERENCES:**

MIDDLESEX COUNTY REGISTRY OF DEEDS  
 DEED: BOOK 6088 PAGE 511 (LOCUS)  
 BOOK 6298 PAGE 205  
 BOOK 8165 PAGE 212  
 BOOK 11877 PAGE 111  
 BOOK 13117 PAGE 113  
 BOOK 14258 PAGE 190  
 BOOK 16049 PAGE 575  
 BOOK 19939 PAGE 245  
 BOOK 23313 PAGE 190  
 BOOK 45478 PAGE 256

PLAN NO. 454 OF 1936 (LOCUS)  
 PLAN NO. 1174 OF 1949  
 PLAN NO. 1947 OF 1953  
 PLAN NO. 1462 OF 1955  
 PLAN NO. 92 OF 1956  
 PLAN NO. 1331 OF 1956  
 PLAN NO. 1473 OF 1962  
 PLAN NO. 1426 OF 1966  
 PLAN NO. 1009 OF 1993

MASSACHUSETTS LAND COURT  
 LCC #212C, #2367-30

TOWN OF BELMONT ENGINEERING DEPARTMENT  
 CONCORD AVENUE LAYOUT PLAN

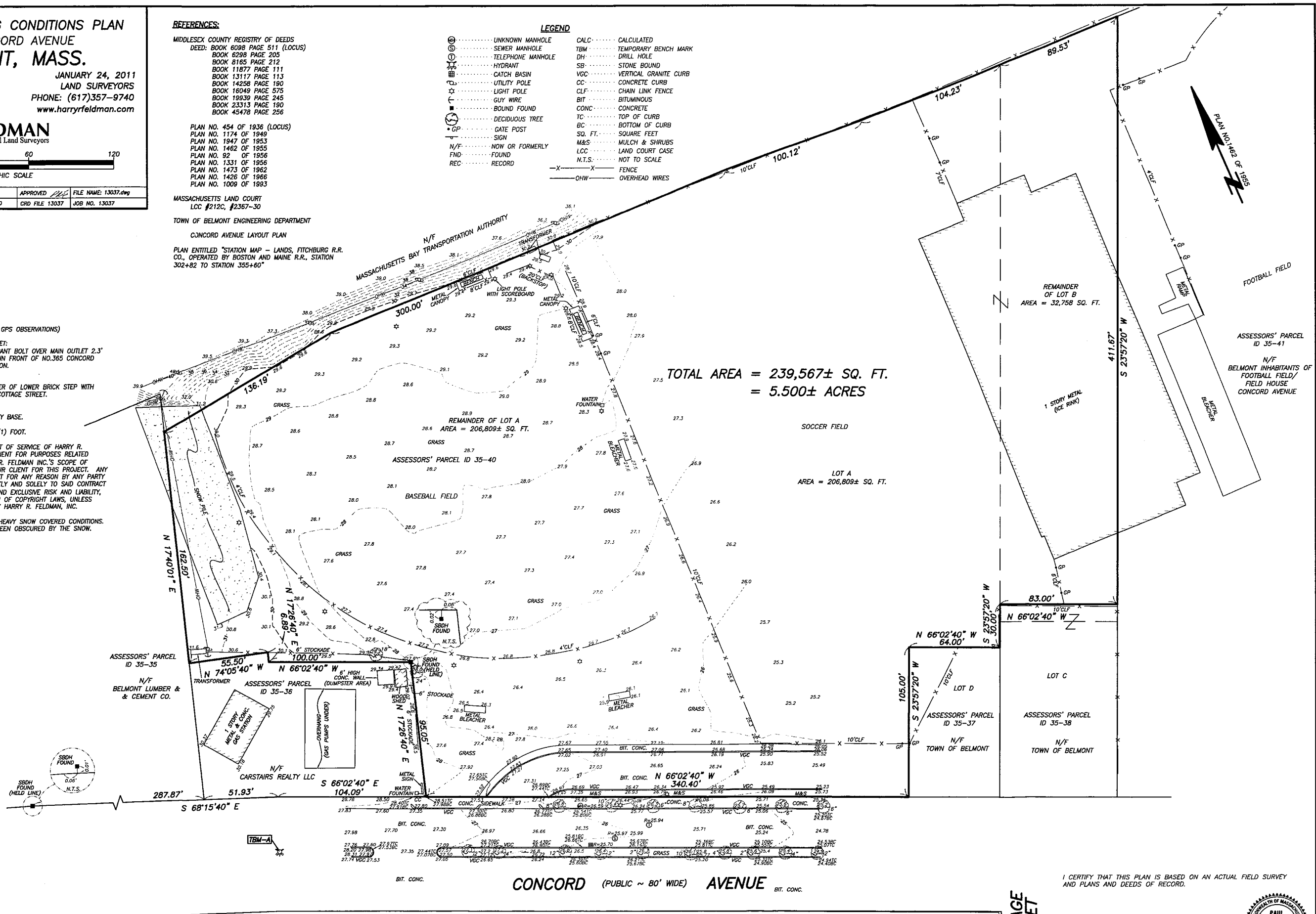
PLAN ENTITLED "STATION MAP - LANDS, FITCHBURG R.R. CO., OPERATED BY BOSTON AND MAINE R.R., STATION 302+82 TO STATION 355+60"

**LEGEND**

⊕	UNKNOWN MANHOLE	CALC.	CALCULATED
⊙	SEWER MANHOLE	TBM	TEMPORARY BENCH MARK
⊖	TELEPHONE MANHOLE	DH	DRILL HOLE
⊕	HYDRANT	SB	STONE BOUND
⊕	CATCH BASIN	VGC	VERTICAL GRANITE CURB
⊕	UTILITY POLE	CC	CONCRETE CURB
⊕	LIGHT POLE	CLF	CHAIN LINK FENCE
⊕	GUY WIRE	BIT	BITUMINOUS
⊕	BOUND FOUND	CONC	CONCRETE
⊕	DECIDUOUS TREE	TC	TOP OF CURB
⊕	GATE POST	BC	BOTTOM OF CURB
⊕	SIGN	SQ. FT.	SQUARE FEET
N/F	NOW OR FORMERLY	M&S	MULCH & SHRUBS
FND	FOUND	LCC	LAND COURT CASE
REC	RECORD	N.T.S.	NOT TO SCALE
-X-X-	FENCE		
-X-X-	OVERHEAD WIRES		

**NOTES:**

- 1) BENCH MARK INFORMATION:  
 (ELEVATIONS ARE ESTABLISHED BY GPS OBSERVATIONS)  
 TEMPORARY BENCH MARKS SET:  
 TBM-A : X-CUT ON HYDRANT BOLT OVER MAIN OUTLET 2.3' ABOVE GROUND LOCATED IN FRONT OF NO.365 CONCORD AVENUE, AS SHOWN HEREON.  
 ELEVATION = 30.84  
 TBM-B : LEFT OUT CORNER OF LOWER BRICK STEP WITH CONCRETE CAP AT NO.4 COTTAGE STREET.  
 ELEVATION = 22.94
- 2) ELEVATIONS REFER TO BOSTON CITY BASE.
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**TOTAL AREA = 239,567± SQ. FT.**  
**= 5.500± ACRES**

**COTTAGE STREET**

I CERTIFY THAT THIS PLAN IS BASED ON AN ACTUAL FIELD SURVEY AND PLANS AND DEEDS OF RECORD.

*Paul R. Foley*  
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