

# MASSACHUSETTS PUBLIC LIBRARY CONSTRUCTION PROGRAM

## 2013/14 GRANT ROUND PLANNING & DESIGN APPLICATION

APPLICANT MUNICIPALITY:	<u>Westford</u>
APPLICANT LIBRARY:	<u>J. V. Fletcher Library</u> <u>50 Main St.</u> (Address) <u>Westford MA 01886</u> (Municipality and Zip)
CONTACT PERSON:	<u>Ellen D. Rainville</u> (Name) <u>Library Director</u> (Title) <u>J. V. Fletcher Library, 50 Main St. Westford MA 01886</u> (Address) <u>978-399-2312</u> (Telephone) <u>erainville@westfordma.gov</u> (Email)
LIBRARY BOARD CHAIRPERSON:	<u>Susan Flint</u> (Name) _____ (Signature)
TOTAL PROJECT COST:	<b><u>\$110,000.00</u></b>

Original Plus Five (5) Copies (No faxes or emails)  
Due **Thursday, January 16, 2014 by 4:00 PM** at  
Massachusetts Board of Library Commissioners  
98 North Washington Street, Suite 401, Boston, MA 02114-1933  
Phone: (617) 725-1860 or 1-800-952-7403

Do not write below this line.

Eligible Project Cost: \_\_\_\_\_

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10. Weeded Areas Reports

11. Technical Services Acquisitions Statistics

12. Community Engagement Documents:

- a. Fall 2013 Town wide Events Mailer
- b. Public Forum October 2013
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13. Planning and Design Grant Calendar

14. J. V. Fletcher Library Annual Report, 2001 [Gienapp Report]

15. REAR POCKET: J. V. Fletcher Library Strategic Plan, 2014-2018

**APPLICATION PACKAGE CHECKLIST.**

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## **PART 1: GENERAL**

### **PART 1A: ABSTRACT**

Please summarize your planning project in 200 words or less in the space provided below.  
An example for guidance in writing this was provided at the Application Workshop.

At twenty-five years out from the most recent library addition/renovation, the Town of Westford will conduct a Feasibility Study to assess the potential for a renovation/expansion of the current J. V. Fletcher Library facility on the present Town Common site, as well as the potential for a new Main Library elsewhere for the projected population of 2034. The future Library Building Program will address the inadequacies identified in the revised 2013 Needs Assessment, plus incorporate new and future trends in service, programs, collections, formats and outreach within the anticipated new space. The results and revelations of the Feasibility Study will inform and poise the Town of Westford for the next planning phase – an application under the next projected Massachusetts Public Library Construction Grant round.

### **PART 1B: TOWN MEETING/ CITY COUNCIL VOTE**

As required by 605 CMR 6.03 in the 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."

Check off if:

- ☒ A vote to approve has taken place.
  - ✓ **If such a vote has taken place attach a copy of the certified vote in Appendices.**
- ☐ A vote has not yet taken place but is expected to take place on (date) \_\_\_\_\_.
  - When the vote takes place send a copy of the certified vote to the MBLC.

In addition, libraries must seek permission of the same governing body cited above to apply for, accept and expend State grants for Library Planning and Design. In some municipalities this is done as a blanket pro forma vote for all town departments.

- ☐ A vote to approve has taken place.
  - If such a vote has taken place attach a copy of the certified vote in Appendices.
- ☒ A vote has not yet taken place but is expected to take place on (date) **3/22/2014**.
  - When the vote takes place send a copy of the certified vote to the MBLC.

DRAFT Warrant Language for 3/22/2014 Annual Town Meeting, pending Town Counsel approval:

"To see if the Town will vote to grant the Trustees of the J. V. Fletcher Public Library the authority to apply for, accept, and expend any state grants which may be available for a feasibility study for the current and future needs of the J. V. Fletcher Public Library; or act in relation thereto."

Note: In order for this application to be considered, votes must take place by May 16, 2014 and a certified copy must be forwarded to the MBLC by May 23, 2014.

For samples of wording for town meeting votes, see  
[http://guides.mblc.state.ma.us/planninganddesign\\_warrants](http://guides.mblc.state.ma.us/planninganddesign_warrants)

**PART 1C: GENERAL AND LIBRARY INFORMATION****Population and Library****1. Population of applicant municipality**

- a) 2010 U.S. Census Population 21,951
- b) Later official census population, if different than above \_\_\_\_\_
- c) Cite the source(s) used to update census population \_\_\_\_\_
- d) Estimated 2034 Population 26,240
- e) Cite the source(s) used, but supply one single projection for the 2034 population Figures released from the Northern Middlesex Council on Governments 2000-2035 Projections

**2. Library Statistics (Pages 1-9 FY2012 as reported on MBLC FY2013 ARIS Report)**

- a) Population served by library 21,951
- b) Attendance 236,565
- c) Number of registered borrowers 15,290
- d) Total holdings
  - 1) Books (Print) 99,393
  - 2) Audio (Compact discs (not CD-ROMs)), cassettes, or other 8,149
  - 3) Video cassettes/discs/DVDs, or other 8,165
  - 4) Print periodicals, newspapers & other print serials 9,000
- e) Circulation activity 267,557 ILL 32,628
- f) Hours 2,778
  - 1) Total hours main library was opened 2,778
  - 2) Total hours the branch(es) were opened 0
- g) Public use of internet computers 887 per week
- h) Number of hours worked per average week by staff 756.5
- i) Operating Income \$1,542,093
- j) Operating Expenditures \$1,415,732

**3. Automated Library System- as reported by Networks**

- a) Member network MVLC
- b) Type of membership Full
- c) Stand-alone system \_\_\_\_\_

**PART 1D: PROJECT INFORMATION****1. The function of the proposed project building will be:**

- ☒ Main Library
- ☐ Branch Library
- ☐ Independent Library
- ☐ Joint Public Library between two or more municipalities (specify municipalities):
- ☐ Public Library sharing space with another municipal department (specify department):
- ☐ Other (specify): \_\_\_\_\_

**2. Considerations relating to the planning and design of a proposed library building project include (check all that apply):**

- ☒ Newly constructed library building on a new site
- ☐ Demolition of the current library building and newly constructed replacement building on same site
- ☒ Addition/renovation to a building of 22,456 square feet that was constructed in 1895 (date) and was most recently updated in 1988 (date)
- ☐ Conversion of an existing building of approximately \_\_\_\_\_ gross square feet, originally used for \_\_\_\_\_, into a library
- ☒ Reconfiguration of approximately 30 % of the library's current facility that is 22,456 gross square feet, constructed in 1895 (date) and most recently updated in 1988 (date)
- ☐ No library facility exists.

**3. We are considering the following sites for our study (check all that apply):**

- ☐ Present site only
- ☒ Present site plus other sites
- ☐ Other sites only
- ☒ The present site is owned by the municipality
- ☒ The other sites are owned by the municipality
- ☐ The other sites are not publicly owned
- ☒ Other sites have not been identified but will be considered

Comments (if necessary attach additional sheets):

**4. Has any architect already been selected or employed for a feasibility study or to do schematic drawings?**

Yes ☐ No ☒

For the purposes of a project for Planning and Design in the MPLCP, no architect may be appointed until after a grant award has been announced on June 5, 2014 and until after the building program is completed and accepted by the Board.

## **PART 2: DATA & ANALYSIS**

### **PART 2A: LIBRARY NEEDS**

#### **Community and Service Population**

1. Define and describe the community served by the library
2. Describe how the community is expected to change over the next twenty years
3. Estimate the library's current service population (municipal population plus estimated nonresidents)
4. Estimate the projected service population for 2034  
(see <http://guides.mblc.state.ma.us/planninganddesign/servicepop> for possible methods to determine service population)

1. WESTFORD (originally "West Chelmsford" prior to its 1729 incorporation), boasts a long commitment to education and a continuous library tradition dating back to 1797. In the fervor of a new young nation, Westford male citizens first founded *Westford Academy* in 1792 – one of the oldest co-educational secondary schools in the country - followed shortly thereafter by the 1797 *Subscription Library*. A small farming community throughout the eighteenth and nineteenth centuries, Westford is studded with the granite and waterways which supported until recently a thriving granite industry and textile mill industry in distinct villages, with multiple apple orchards thriving on non-arable bedrock. Education and learning remained critical to the citizenry throughout the nineteenth century, with the *Subscription Library* donated to the Town in 1859, the *Agricultural Library* donated in 1873, and native son Jonathan Varnum Fletcher donating the yellow Greek Revival library which was built on Westford common in 1895. In 1862 *Westford Academy* graduated the first female student to attend MIT - Ellen Swallow Richards (who subsequently also became the first female professor at MIT). The Academy (now the public high school), open space, location and quality of life continued to boost population expansion into Westford, as it grew in the mid-twentieth-century from a mix of farmland and villages into a suburban bedroom and commuting community at the triangulation of the newly-finished Route 495, Route 3 and Route 2.

The population surge and housing boom from 1960 through the 1980's brought successive expansions of public library space as well. J. V. Fletcher's great grand-daughter funded a basement Children's Room in 1963, which was followed shortly thereafter by a 1969 L.S.C.A.-funded expansion/renovation. By the mid-1980's, plans and advocacy were in place for another expansion/renovation, with the proposed *Massachusetts Public Library Construction Grant* initiative on the horizon. This expansion/renovation was completed in 1988 - dedicated in 1989 - and opened to a Westford suburban community no longer defined by the local granite industry, distinct villages and farmland. Westford was in the first group of municipalities to be awarded funds under the new *Massachusetts Public Library Construction Grant* program, and received an award of \$200,000.



Twenty-five years out from the most recent expansion, the federal census reveals Westford to be attracting young, highly-educated, more affluent new residents with increasing diversity as the Asian demographic rises. [For the most comprehensive snapshot of Westford, please see **ATTACHMENT 2 "Some Things You May Not Know About... the Community of Westford" from the 2012 Strategic Planning process**]. Excerpts from that attachment reflect:

- As of 2010 with a population total of 21,951 (according to the U.S. Census 2010 records) -- 14,999 residents were older than the age of 19, and 6,952 residents were younger than 19.
- Between 2000 and 2010, Westford's population increased 5.8% (from 20,754 to 21,951 persons). By 2030 Westford's total population is projected to increase to 25,270.
- The 2010 federal census reflects 12.6% of the Town as ethnic Asian.
- Between 2000 and 2009, the Town experienced a 56.5% increase in households earning an annual income of \$150,000.
- As of 2009, the Town's median household income was \$119,051.
- Westford's largest age group in the 2010 Census was residents aged 40-59 years, comprising 37.9% of Westford's population; the second largest age group was 10-19 year olds with 3,900 people, or 17.8% and the 0-9 age group represents the third largest cohort at 3,052 children (13.9%).
- 15.3% of Town residents are 60 years of age or older. This age cohort is projected to increase to 22% of the town population by 2020.

Despite the projected aging of the Westford community, the J. V. Fletcher Library is surging with the young users who constitute one third of the town's population. A recent *Mother Goose Time* was record-setting with 174 attendees, while the staff has expanded Story Times to include Wiggle Words, Pajama Times, Book Bunch, Book Words, Baby Lap Times and multiple grade-school age Book Clubs, plus drop-in, holiday, vacation and Summer Reading Program extravaganzas. In FY13, over 14,000 youngsters, teens and tweens attended 286 programs, and borrowed books at double the rate of adults. Over 2,000 youngsters, teens and adults registered for the three 2013 Summer Reading Programs. It is service to these young and teen users – as well as to the growing retirement age group – that is most negatively impacted by the space limitations of the current facility.

2. WESTFORD schools ranked 8<sup>th</sup> in the Commonwealth in Boston Magazine's "*The Best Schools in Boston 2013*," and the nine new school facilities are complemented by the Roudenbush Community Center, the Parish Center for the Arts, multiple child-care facilities and abundant open and recreational space which will continue to draw young families to Westford. The 2009 Westford Comprehensive Master Plan projects that Westford holds 3,500 lots which are potentially developable for residential units, while the UMass Donahue Institute (UMDI) projects the 2034 population for Westford at approximately 25,130. Westford has again begun to build rental units, and is building affordable housing with the

objective of meeting its affordable housing quota compliance. Westford's original suburban housing developments - which seemed so spacious in the 1960's - will continue to turn over to new young families seeking to buy into Westford. Westford's stock of smaller village housing will continue to be magnets for young families purchasing first homes as well. Retirees will grow as a demographic in Westford, but may move into "over-55" developments to ease home maintenance or relocate should the municipal tax burden grow. Locally given the moniker of a "small W" town, new residents will continue to flock to Westford to provide a premier education to their youngsters and to receive high-quality public services, at acceptable-impact tax rates. Through 2034, one-third of the Town is under age 19.

As a town committed to the purchase of open space (see the early adoption of the Community Preservation Act), preservation of its historic center and villages, exceptional educational resources and well-supported cultural and recreational outlets, Westford will see a dramatic business and industrial build-up along the Route 110 corridor - an area uniquely zoned for this usage. While this build-up has brought traffic and congestion to one corridor traversing the municipality, residents hope for future commercial tax revenues as offsetting compensation. On the northern side of town, Route 40 was rezoned to avoid a similar usage. Beyond the Rt. 110 corridor, the town retains a more historic, suburban and even rural ambiance - with bear, bobcat and fisher cat sightings in residents' backyards - and traffic slowing for the crossing of wild turkeys and deer.

3. The Westford library's current service population is estimated at the 2010 federal census level multiplied by 1.08% to reflect the eight per cent of circulation attributable to non-residents:  $21,951 \times 1.08\% = 23,707$ .

4. This computation is extended for the service population of 2034: the Northern Middlesex Council on Governments (NMCOG) estimates a 2035 Westford population of approximately 26,240 [see the explanation for choosing this estimate under PART 3B], and an enlarged library would likely attract a higher percentage of non-resident use (factored as 15% in the following projection), especially as the libraries in adjacent towns are aging from their most recent expansions.  $26,240 \times 1.15 = 30,176$  as the projected 2034 service population for the J. V. Fletcher Library.

## **Facility**

To the best of your ability, assess the existing conditions of the library's location, site and space. Considering the existing facility's condition and the current and future library and information needs of the service population, describe how the site and facility limitations impact the quality of services that the library provides today and will provide in the future. A questionnaire that may help you with this can be found at the bottom of the page at [http://guides.mblc.state.ma.us/planninganddesign\\_needs](http://guides.mblc.state.ma.us/planninganddesign_needs).

The J. V. Fletcher Library is sited off the eastern point of Westford's triangular Town Common, directly across from the Fire and Police Stations and the 1871 Town House. The First Parish Church United, and the former Congregational Church - now the Parish Center for the Arts (PCA) - are situated on the other two points of the Common. Immediately adjacent to the PCA is the Westford Museum - a renovation of the relocated 1792 Westford Academy building. A few lots down from the Town House, the former

Roudenbush School is now the Roudenbush Community Center. Hence, the Library is historically grounded with other important municipal services and non-profits surrounding the Common, and preserving Town services within the historic center has been an expressed priority of residents. The dates below summarize the expansions of both collections and space within Westford's library tradition, dating back to the 1797 Subscription Library:

**1797** – Westford male citizens create the Subscription Library, supported by individual "subscriptions" or shares  
**1859** – the Subscription Library is gifted to the Town of Westford  
**1871** – the Library is located in a "commodious room" in the new Town Hall  
**1873** – the Agricultural Library is gifted to the Town of Westford  
**1895** – Jonathan Varnum Fletcher gifts \$14,000 for the new library, matched by \$5,000 from the Town  
**1963** – the great granddaughter of J. V. Fletcher, Marian F. Winnek funds a basement Children's Room renovation  
**1969** – a renovation/new Children's Room is funded with a federal Library Services and Construction Act (L.S.C.A.) grant  
**1979** – the original M.O.S.T. Bookmobile is funded with federal Library Services and Technology Act (L.S.T.A.) grant funds  
**1987** – the J. V. Fletcher Library is expanded and renovated in part with Massachusetts Public Library Construction Grant monies, with the local bond paid off in 2001

The most recent 1987 addition/renovation (bringing the Library to 22,456 sq. ft.) retained the historic Main Street entrance on the Town Common, while adding two wings, an elevator, staff offices, and an additional Meeting Room with increased parking. The eastern Children's wing was negatively impacted by the need for an on-site septic system – the placement of this shortened the eastern wing by almost 25 feet. This resulted in a Youth Services area which measures 27' x 59'. While this wing ends in a Story Hour Room and tiny bathroom, it is impossible to bring a toddler, stroller and infant into the restroom space. Shelving of Children's fiction and non-fiction is on 82.5"-high shelves. Space allows only two computers, eight study seats (two at times serving as staff or volunteer workspace) and three upholstered seats for adults. Ultimately, Children's space was deemed inadequate for the concentrated young population by as early as 2001. It was this year that the Board of Library Trustees engaged Gienapp Associates to conduct a Space Use and Re-Allocation Study to determine if services could be relocated within the current footprint to better serve the Westford public (specifically relocating the Children's department). After analyzing the three space alternatives cost out by Gienapp Associates, Library management staff and the Board of Library Trustees concluded that the estimated cost of over \$1,000,000 and the loss of service programs were too high to juggle interior spaces. This was a major conclusive indicator that the existing facility was simply too small for the current and future Westford demographic. [More recently, the Library lobbied heavily for all Town facilities to be tied into the new municipal facility sewage treatment plant. This was accomplished with the library tying in in 2006, and has erased the site restriction which limited the length of the 1987 eastern Children's wing.]

It should be noted here that – in response to patron comments from the 2005 Community Survey conducted as part of the J. V. Fletcher Library's Long Range Planning process – the Library embarked upon a multi-year Beautification Project in 2006, underwritten by a mix of Friends' fund raising, Capital and Trustee Funds, Gifts and State Aid funds. Comments

indicated that the Westford public was finding the facility worn and drab, as well as lacking in space. Systematically, all public spaces were re-painted and re-carpeted, and in some cases, re-lit with new fixtures. Furnishings were replaced, re-upholstered, re-finished and re-arranged to maximize space. The Friends fund-raised for the Youth Services area, Young Adults, Fine Arts and the Mary Atwood Hall, continuing to purchase new stack ends and carpet as recently as this past summer. More workaday fixtures such as bathroom sinks and vanities were replaced, as well as lighting from the 1969 addition. During the Beautification Project (spanning 2006 through 2010), the library installed over one-half mile of additional shelving to house and contain collections. Still, during FY2011 – as the Merrimack Valley Library Consortium prepared for a May 2011 migration to the EVERGREEN open source software - professional staff steadily culled the Adult Non-Fiction collection to avoid migrating older titles and to free space for newer purchases. In 2012, a similar weeding and shifting of Adult Fiction took place, with the Reference Division shedding yet an additional year of periodical back-issues to provide more space for Adult Fiction and Biography collections. Despite these efforts, this past summer the following steps were taken as various collections “maxed out” within the spaces afforded them:

- Young Adult non-fiction was moved from the YA aisle and interfiled with Adult non-fiction
- Young Adult biographies were interfiled with Adult biographies
- Non-fiction DVD’s were interfiled with Adult print non-fiction
- The use of locking cases for DVD’s was discontinued in order to gain shelving space

While virtual databases, downloadable formats, eCollections and the miniaturization of formats have been a boon in the library’s space and shelving battle, the J. V. Fletcher Library is reaching a point of zero collection increase – or a “one in, one out” collection development status. This has been the case in the cramped Youth Services area for several years, despite juvenile media collections spreading into a former adult Browsing space. Only a greater purging of the print reference collection remains to provide some needed shelf relief – although if these titles are re-catalogued to non-fiction there will be no resulting space benefit. As a result, almost every collection has hit its space limit and – with Friends fund raising – the Library eagerly experiments with and adopts new virtual formats having zero shelving impact.

As is clear from the listing above, the Young Adult collection is especially constrained by the current facility. Little more than a wide aisle in the lower Fine Arts area, this space offers four seats, with no study area, computers, creative space or collaborative space. With one-third of the town under the age of 19, it is especially frustrating that the spaces devoted to youngsters and teens/tweens are so inadequate. As a library serving a family-oriented community – it is our family spaces that are most lacking.

Tutorial space and conference/collaborative space are needed as well. The Library has a single tutoring room, with the two Meeting Rooms netting between 1,800-2,000 reservations annually. One of the two meeting rooms - the Mary Atwood Hall - simultaneously houses the Historical and Local History collection, thus making this collection unavailable whenever the space is in use as a meeting room. This space lacks climate control and adequate security as well.

While off the public's radar, staff workspaces have become inadequate as well – two 64 sq. ft. offices each house two professional staff, while multiple staff and volunteers are sharing the slightly larger Reference office space. Post-Beautification, even staff spaces and storage areas were re-carpeted and re-organized, so all available space has been analyzed, retrofitted and realized.

The Community of Westford has grown beyond the design of the 1988 library, and the building – compliant with the safety and building codes of its design period - grows further away from contemporary code. As such, the elevator does not fit a gurney, the facility has no sprinkler system, the multiple stairwells would not meet the current code, ADA compliance could be improved, all systems are aging toward replacement or are being replaced. Steps have been taken to improve energy efficiency with each upgrade of ballasts, boilers, heat pumps, the chiller and lighting, but these efforts are piecemeal at best.

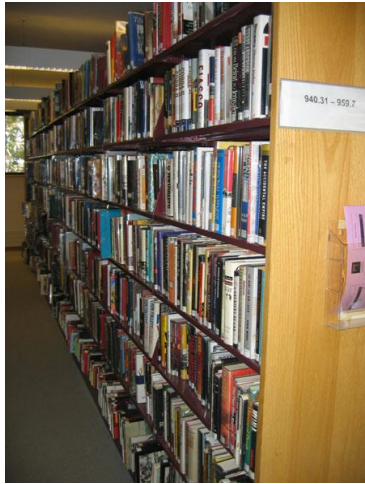
The Library lot is fortunate to be abutted by 2.52 acres of Town-owned property to the rear of the current parking lot. A DRAFT Northern Middlesex Council of Governments (NMCOG) study of Westford Center Parking issues has demonstrated that it would be possible to offer another 65 parking spaces on this acreage, which is currently under the Board of Selectmen's jurisdiction. As parking is at a premium for all institutions and municipal departments ringing the Common, it is hoped that this supplementary parking area will receive support.

It should be noted that the J. V. Fletcher Library's inadequacies are not the result of insufficient support, imagination, service vision or professional commitment. The Town has supported numerous system upgrades and cosmetic improvements to the facility; Community Preservation Act funding has restored stained glass windows, the original façade frieze work and original windows. Our robust collections are the direct result of town usage and support; our Friends group totals over 800 members. Nonetheless, the population of Westford and the collections it needs have grown beyond the design confines of the 1987 addition/renovation. Contemporary and future patrons – 33% of whom will continue to be youngsters under the age of 19 for the twenty-year span of the future design - deserve a responsive, energizing Youth Services area that works for families, an imaginative and collaborative Young Adult area, tutorial rooms for study, research and interaction, a Conference area/lab/maker space, relaxing and inviting seating areas and a preservation-caliber Local History space. Ideally, a future design would offer ample flexibility for the Library to adapt spaces and uses over the next two decades to provide the full array of changing and customer-responsive public library services.



## Photographs

Provide photographs with descriptive captions showing existing conditions of the library's site and in the building.



Non-fiction and Fiction collections are tightly shelved despite weeding and adding .5-plus miles of additional shelving.



The Children's 27' x 18' pre-school area is bursting with patrons.





The Young Adult Area is a wide book aisle, with no collection expansion, study, collaborative or computer space.



Book trucks fill tall juvenile stack aisles. A recent Mother Goose Time drew 174 attendees!



The Circulation Area overflows with returns and holds.



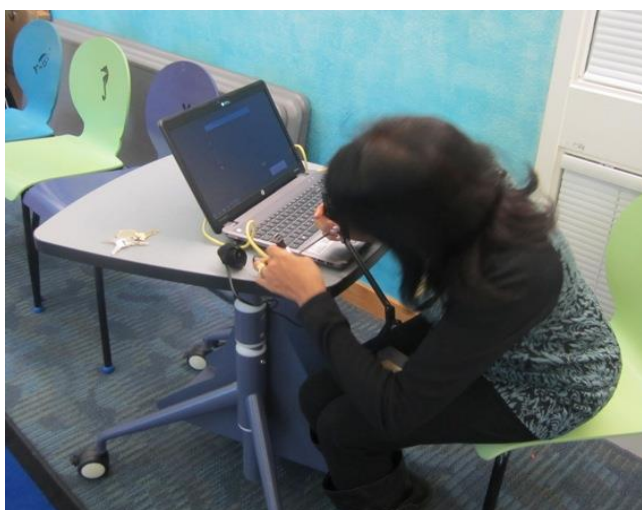
The Maintenance Area and Data Storage share basement space.







Youth Services staff working in the 64 sq. ft. office.



A laptop in the Story Hour Room provides much-needed supplemental work space for Youth Services staff.



Reference staff shares a cramped office space.



The beautiful Main Street façade on Westford Common belies the frenzy...



...in the rear Parking Lot.



**PART 2B: LIBRARY CAPACITIES/SEATING [FY13 Statistics]**

Print Volumes- Adult	54,060
Print Volumes- Children	35,756
Print Volumes- Young Adult	5,612
Print Volumes- Other	0
<b>TOTAL PRINT VOLUMES:</b>	<b>95,428</b>
Periodical Subscriptions	365
Videos (DVD, VHS, other)	8,787
Musical Recordings (CD, cassette, other)	6,069
Audiobooks (CD, cassette, other)	2,378
Other AV Materials (Playaways)	808
<b>TOTAL AV:</b>	<b>18,407</b>
Seating- Adult (# of seats)*	55
Seating- Children (# of seats)*	17
Seating- Young Adult (# of seats)*	4
<b>TOTAL SEATING:</b>	<b>76</b>
Fixed Computer Stations- Adult**	11
Fixed Computer Stations- Children**	2
Fixed Computer Stations- Young Adult**	0
<b>TOTAL PUBLIC COMPUTER STATIONS**:</b>	<b>13</b>
Parking Spaces- Staff	12
Parking Spaces- Library Patrons	50
Parking Spaces- Handicapped	2
<b>TOTAL PARKING SPACES:</b>	<b>64</b>
Meeting Room Seats (Main)	72
Other Conference/ Board Room Seats/ Quiet Study Seats	61
Storytime/ Program Room Seats	13
<b>TOTAL PROGRAM SEATS:</b>	<b>146</b>

\* Seating includes all reader seating at tables or carrels as well as casual or lounge seating. Do not include tables used for shelving or display of library materials. Do not include seats at fixed computer stations.

\*\* Computer stations include Public Access Computer terminals for internet and software programs- do not include stations for library catalog access only.

## PART 2C: ANALYSIS OF SERVICES & COLLECTIONS

Using basic methods and standard tools, analyze patterns in borrowing, library visits, reference and information services, and program attendance. Use this data to determine collection, services and programming needs. Draw conclusions regarding the library's collection, services and programming needs based on these patterns and your understanding of the impact on future trends in your community. Use charts to help illustrate. Methods and tools to use may include:

- Comparison with current standards for public library service using the most recent Wisconsin Public Library Standards ([http://pld.dpi.wi.gov/pld\\_standard](http://pld.dpi.wi.gov/pld_standard)) or other nationally accepted standard (specify):

The J. V. Fletcher Library has maintained a retrospective of the Wisconsin Public Library Standards matrix since 2006, repeating the comparative exercise in 2011 and 2013 [See spreadsheets labeled **ATTACHMENT 8**]. These three spreadsheets reflect the decline in the overall print collection numbers due to both pre-migration weeding and the decommissioning of the Bookmobile service; additionally they demonstrate the impact that virtual and downloadable collections have on the form's retention numbers. While the J. V. Fletcher Library netted an "Excellent" and "Enhanced" rating for all areas except HOURS OPEN PER WEEK in 2006, half of our ratings had fallen to between the "Moderate" and "Enhanced" level in 2011 as virtual holdings increased, but were not counted by this instrument. By 2013, with 25% of the library's Materials Budget purchasing virtual, database or downloadable materials, it is necessary to add a row for eCollections and downloadable formats, to reflect the contemporary collection shift from hard copies to virtual collections, and provide a true picture of the size of the J. V. Fletcher Library holdings.

- Comparison of collection and service data with similar libraries statewide using Massachusetts Public Library Data at <http://mblc.state.ma.us/advisory/statistics/public/index.php>, which provides financial, demographic, personnel, and service data reported annually by public libraries to the MBLC

The J. V. Fletcher Library generated statistical surveys of the Town of Westford "Market Basket" communities comparing 2012 data using the Massachusetts Public Library Data tool for the following factors: Circulation; Library Holdings; Library Services; Financial Data, and Salaries. [See spreadsheet **ATTACHMENTS 9a** through **9e**].

The following communities comprise the Market Basket for the Town of Westford – those communities whose data is used by all municipal departments for comparative purposes: Acton, Andover, Bedford, Belmont, Billerica, Burlington, Chelmsford, Concord, Dracut, Lexington, North Andover, Reading, Stoneham, Sudbury, Tewksbury, Wakefield, Wellesley, Westborough, Westwood and Wilmington.

**CIRCULATION:** Westford's "Market Basket" includes some of the Commonwealth's highest circulating libraries; as a result, Westford's overall circulation comes in below the average of the communities scanned. Only when comparing *PERIODICALS*, *EBOOKS*, *DOWNLOADABLE* formats and *ELECTRONIC* formats does the J. V. Fletcher Library come in above the statistical average. This reflects Westford's shift to more virtual experimental

collections due to lack of space, and a desire to proffer new technologies to a very tech-savvy population. Westford's circulation totals (averaging 1,039 items per day for 315 service days per year) also reflect Westford's total hours of service, and potentially the attraction of libraries in abutting communities with newer facilities. Because Westford is geographically large - 31.33 square miles in area - certain far reaches of the town are actually closer to libraries in neighboring communities.

**LIBRARY HOLDINGS:** An analysis of library holdings displays the Westford library coming in exactly on average for Total Holdings in almost every category except periodical subscriptions and purchased databases – where again Westford exceeds the average. Again, the latter reflects the move to more virtual collections in an effort to be current, offer 24/7 access, maximize limited shelving space and satisfy a very tech-savvy population.

**LIBRARY SERVICES:** An analysis of library services underscores the J. V. Fletcher Library's Strategic Plan Goal of increased hours. While it is holding its own for evening and Saturday hours, Westford is lower than average in overall hours open, with 55 hours per week and 58 during the Sunday season. However, Westford meets the average in terms of daily gate and visitors, so is handling the average flow of patrons within its service week. Adult programs are higher than average, with lower attendance, but the opposite is true of Young Adult and Children's programming – both of which display higher than average attendance, with programs offered in fewer numbers. Meeting Room bookings are twice the average for Westford, a testament to the need for free meeting space within the town and additional meeting, conference and tutorial space in the present and future.

**FINANCIAL DATA:** The Financial spreadsheet testifies to the support which the J. V. Fletcher Library receives from the Town of Westford. While Westford reflects the average with *OPERATING INCOME PER VISIT*, and *SALARY EXPENDITURES PER VISIT*, overall the Library is funded more generously than the market basket average.

**SALARIES:** Westford's salary ranges very closely reflect the average for the market basket group, although the trend is for Westford's "minimum" to start lower than average (i.e. the town's entire pay range is longer). For a few positions the range is lower than the crunched salary average – this potentially reflects the recent period of frozen wages and increases for all Town of Westford personnel, a cost-holding measure in response to financial hardship, which reversed in FY14.

- Analysis of borrowing, reference and information and program attendance trends

**BORROWING:** An analysis of borrowing trends for FY10 – FY13 shows basically flat circulation growth during this period; the exception is FY12 – the year the Bookmobile was decommissioned – which showed a 5% drop in circulation. Total numbers rebounded in FY13, and in July of 2013 the J. V. Fletcher Library had its highest monthly circulation ever with 37,758 items circulating, a 16.46% increase over July of 2012. FY14 numbers are tracking at 6.9% higher than the previous year. Circulation trends vary by age group, with adult book circulation declining 4% in FY13, while Children's book circulation increased 2%. The Adult decline is offset by the increased circulation in Overdrive downloadable titles, OneClick Digital downloadable audiobooks, and newer formats such as Freegal (counted locally) and Tumblebooks. The Community Survey conducted in 2012 gleaned that 1/3rd of

all respondents had an ereader in the home. Aggressive purchasing of downloadable titles has been a priority since that data was discovered.

**REFERENCE AND INFORMATION:** Westford's two Adult and Youth Services Reference Desks have netted higher than average transactions, but this too is undergoing a sea change as remote-access databases available 24/7 allow Reference self-service, and a tech-savvy population researches on its own behalf. A major trend – handled by our weekly "Device Advice" tutorials – has been the need to train patrons individually on their devices and the downloadable formats they desire. Reference and Information staff have spread their jurisdiction beyond the traditional reference question and Inter-Library Loan and Local History responsibilities to the hosting of Adult Programming, Adult Book groups, and a weekly Westford Job Seekers Network (since July 2009).

**PROGRAM ATTENDANCE:** Programming is on the upswing, with 367 programs offered in FY13 (for all three age groups) netting an attendance of 15,609. Youth Services is largely the engine which drives these numbers, as the public clamors for more Story Times, Book Clubs for all ages, Drop-in programs and vacation programs. Westford teens and adults have a multiplicity of options for their time and interests throughout the town, thus youngsters comprise the highest number of program attendees at 11,778.

- Analysis of the age of various elements of the collection and per-volume use using analysis provided by your network or by sampling method

As noted above, the J. V. Fletcher Library engaged in two major weeding initiatives prior to MVLC's migration to the Evergreen open source software, and during this past fiscal year (FY13). Cut-off publication dates and the number of years since an item's last circulation were purposely held low (typically no older than 5-7 years old, and 7 years with no circulation). Please see **ATTACHMENT 10** which lists all the non-fiction areas which were methodically culled prior to the May 31, 2011 migration date. As a result of these weeding cycles, the age of the overall Fletcher Library collection, according to a network sampling of both Adult and Juvenile non-fiction areas, is quite current:

AGE/DEWEY #/COLLECTION	% PUBLISHED SINCE YEAR 2000
ADULT: 370s EDUCATION	68%
ADULT: 630-635 PLANTS, GARDENING	51%
ADULT: 745-749 CRAFTS, DECOR	53%
JUVENILE: j500s ANIMALS, NATURE	75%
JUVENILE: j600s TECHNOLOGY, APPLIED SCIENCE	84%
JUVENILE: j700s ARTS	64%

Circulation for some of the high-interest titles in both non-fiction collections numbered in the high double-digits, with some titles netting over 100 circulations. The J. V. Fletcher Library is at the point where a title which is not circulating, or low circulating, must give up its shelf space to a newer high-interest title.

- Analysis of trends in the library's gross acquisition rate (all additions) and its net acquisition rate (additions minus deletions)

The distance between the Westford Library's gross and net acquisition figures says everything about the past four years' efforts to retain the newest or most shelf-worthy

items, while simultaneously attempting to provide space for future acquisitions to be shelved:

FY	GROSS ACQUISITIONS	NET ACQUISITIONS
FY10	15,085	2,077
FY11	14,552	-9,068
FY12	16,385	4,236
FY13	14,726	-4,432

See **ATTACHMENT 11** for a break-out of items acquired annually over the past four years. Annually, a full year of periodicals is received, and a full year (dated two years preceding) is discarded for a net zero impact. Net numbers for FY11 and FY13 directly reflect the two most recent weeding initiatives. For future Space Calculators, a net acquisitions rate of 5,000 non-virtual items is used.

- Additional data collection tools at [http://guides.mblc.state.ma.us/building\\_program\\_datatools](http://guides.mblc.state.ma.us/building_program_datatools)

In an additional data collection effort, six areas of the Library were "swept" on the hour for an entire service week to glean patron usage data. The Ground Floor, Administrative Level, Youth Services, Circulation Area, Reference and Study Area, and Fine Arts/YA spaces were all observed and recorded. Individual SWEEP FORMS were created for each area. See the sample SWEEP FORM for the Youth Services Division below:

AREA: YOUTH SERVICES										SWEEPER: _____				
Date: _____	Time: 10 11 noon 1 2 3 4 5 6 7 8								Day: M T W Th F S					
									Gender M F B	Age 0-5	Age 6-14	Age 14-19	Age 20-60	Age 60+
<b>Reading</b>	ENTER NUMBERS HERE								ENTER "X" HERE					
a Book														
a Magazine														
Aloud to child(ren)														
<b>Using Electronic Resources</b>														
the Catalog														
a Computer														
Own Device														
Laptop														
<b>Sitting</b>														
at Study Table														
in a Chair														
on the Floor														
<b>Browsing</b>														
Books														
Media														
Magazines														
Brochures, fliers, display														
<b>Playing</b>														
<b>Studying/Tutoring</b>														
Talking														
Interacting with YS Staff														
In Story Hour Room														
Using Stroller														
Using Physical Assistance														
Other (list on back)														

Potentially the only surprise from this one week of recording was the number of males in the building. It was known that the Youth Services area was busiest in the morning, with activity moving to the Reference and Study areas in the afternoons. Both the Ground Level Meeting Room and the Mary Atwood Hall were consistently booked with meetings. Tutoring pairs were constant across the afternoon into the evening. This exercise was instructive in validating the ways in which staff already believed the library to be serving the public.

## **PART 3: PLANNING ACTIVITIES**

### **PART 3A: PROPOSED PLANNING PROCESS AND PARTICIPATION**

1. Describe the process for engaging the community in assessing and determining the facility needs.
  - The 2005 Visioning and Planning Process and Community Survey were conducted one year early – so as to inform the Town’s Master Plan 2009 publication
  - Direct and open-ended Facility Needs questions were incorporated into the 2012 Library Strategic Planning Process Community Survey [See **ATTACHMENT 5** for the SurveyMonkey collation on Facility responses and comments]
  - Annual Town Meeting of March 26, 2012 approved a capital request of \$20,000 for the Planning and Design Grant “local match”
  - The Fall 2013 Town wide Events Mailer (sent to every Westford household) led with publicity regarding the Planning and Design grant process, and invited the public to attend Public Forums on the Ideal Public Library in October and November 2013 [See **ATTACHMENT 12a**]
  - Fliers for the two Public Forums were placed in every Library Hold item, for two weeks prior to the two forums [See **ATTACHMENTS 12b – 12c**]
  - Public Forum attendees filled out Participant Comment Forms while the Consultant tallied input on flipcharts [See **ATTACHMENTS 12d - 12e**]
  - Attendees at the November 30 Tween Holiday Gifts Program and Members of the Young Adult Advisory Board filled out Participant Comment Forms to solicit the teen/tween perspective
  - After the warrant article requesting approval to “apply, accept and expend” at the March 22, 2014 Annual Town Meeting, further future Public Forums will be held, and public participation sought
2. Describe the process and level of involvement of staff in assessing and determining the facility needs.
  - All management and front-line staff analyzed the *Space Use and Re-allocation Study* conducted by Gienapp Associates in 2001
  - Management staff crafted the 2005 Community Survey as part of the Visioning and Planning Process
  - Management and front-line staff directly contributed to the 2008 Facility Needs Assessment written by the Director, and shared with the Permanent Town Building Committee in May 2008
  - Director and Assistant Director accompanied the Board of Library Trustees of the J. V. Fletcher Library on new public library facilities tours July 2009 through February 2010
  - Management staff crafted the 2012 Community Survey as part of the Strategic Planning Process with Consultant Nancy Rea; all staff participated in SWOT exercises
  - Management Staff toured new public library facilities August 2012 through November 2012 [some via a bus funded by the Library Trustees]



- Management Staff revised the 2008 Facility Needs Assessment to reflect 2013 realities
  - Management and divisional staff began drafting Area Library Descriptions for the Library Building Program in August 2013
3. Describe the level of support by the community and municipal officials for major library facility improvements.  
The Board of Library Trustees has received support – through support for the March 26, 2012 Annual Town Meeting \$20,000 Capital warrant article -- of the Board of Selectmen, the Finance Committee, the Capital Planning Committee and the Permanent Town Building Committee. This initial support is for determining the feasibility, cost and public sentiment for a future expanded library. The warrant article requesting approval to “apply, accept and expend” at the March 22, 2014 Annual Town Meeting will provide another indicator of municipal board and residents’ support of this process.
4. Has the building program for the project been written and approved by the Library’s Board of Trustees?

Yes ☐ No ☒

A DRAFT of this document is being written by the Library Director, with the input of the Assistant Director, Division Heads and Library staff; to date only Library Area Descriptions have been drafted, largely reflecting what we gleaned, and the notes we took, during our Library Tours.

## **PART 3B: SPECIAL CONDITIONS**

If not already included in this application, 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.

A major challenge in drafting this Planning and Design Grant application and forecasting needs for the Town of Westford and the J. V. Fletcher Library, has been determining the most accurate 2034 Westford population figure from an array of sources. The *2009 Westford Master Plan* projected a 2030 population of 31,340 based upon data from the Executive Office of Transportation; in writing the *Library Strategic Plan for 2014-2018*, we projected a 2030 population of 25,270; the Northern Middlesex Council on Governments forecasts a 2035 Westford population of 26,240, and; a quadratic curve projection of the newly released UMass Donahue Institute population estimates forecast Westford in the year 2034 at closer to 25,130 residents.

For another community, it would be reasonable to accept the most current population projection, however, with Westford's 31.33 square miles of space, and 3,500 developable lots, the low number provided by the Donahue Institute was met with concern from municipal staff, NMCOG staff and the Westford Permanent Town Building Committee. In FY2010 -- during the height of the Great Recession -- Westford saw 85 new housing starts. In FY13, Westford had 123 new residential construction permits (and this does not include apartments which are classified as "commercial"). Additionally, Westford is open to new 40B construction, at present meeting only 7% of its 10% Affordable Housing target.

While the Westford community is enthusiastic about purchasing Open Space, the community has a high number of buildable lots still available, and can expect additional 40B developments. Therefore, the NMCOG population projection for 2035 is being utilized in this grant application -- estimating that 70 new residential construction permits would be sought annually over 20 years, multiplied by the average Westford household size of 2.93. This would result in a 2034 population of 26,346 -- much closer to the NMCOG projection of 26,240. Therefore, this mid-range population projection is being used in this application.

## PART 3C: TIME FRAME

Provide a timeline for implementing a planning and design project. Below is a chart of sample activities to help you in developing a timeline.

TIMELINE FOR A PROJECT FOR PLANNING AND DESIGN	
ACTIVITY	DATE(S)
Form a library needs committee	From July 2013 – Library Director attends regular meetings of the Permanent Town Building Committee, along with Trustee Liaisons
Receive municipal approval for the project and to apply for, receive and expend grant funds	March 22, 2014
Write or revise a Library Building Program	July 2013 – December 2014
Hire an Owner's Project Management firm	January – March 2015
Hire an architectural firm	April – June 2015
Study two or more building sites	July – October 2015
Investigate chosen site through survey, test borings, contamination study, etc.	August – October 2015
Prepare schematic design & cost estimate	June 2015 – May 2016
Other activities (specify)	[See <b>ATTACHMENT 13</b> for a complete Timeline].

## **PART 4: FINANCIAL**

### **PART 4A: ESTIMATED PROJECT COSTS**

Estimate Planning and Design costs below. If the building will be shared with another municipal department, only planning for the library portion is eligible for MPLCP funding; planning costs should be prorated. If this applies to your project, indicate how proration was calculated.

<b>ACTIVITY/ITEM</b>	<b>INCURRED*</b>	<b>ESTIMATED ELIGIBLE COSTS</b>	<b>TOTAL</b>
Library Consultants		\$00.00	<b>\$00.00</b>
Committee Expenses		\$2,000.00	<b>\$2,000.00</b>
Project Management Fees		\$15,000.00	<b>\$15,000.00</b>
Architect/Engineer Fees		\$55,000.00	<b>\$55,000.00</b>
Contingency		\$8,000.00	<b>\$8,000.00</b>
Site Investigation Expenses		\$30,000.00	<b>\$30,000.00</b>
Other Costs**			
<b>TOTAL</b>		<b>\$110,000.00</b>	<b>\$110,000.00</b>

\*Costs incurred before grant award date are not eligible costs and will not be funded

\*\*Please identify other costs on a separate sheet following this page

Note: Total Estimated Eligible Costs may exceed \$75,000. Eligible costs for this grant round are those project costs or proportional costs directly related to implementing interior and exterior aspects of an eligible project. Eligible costs for a Planning and Design grant are listed on the chart above

## PART 4B: LOCAL FUNDING PLAN & SOURCES

Describe your plan for raising the local funding for this Planning and Design project and indicate funding sources in the chart below.

	SECURED	PROPOSED	TOTAL
General Funds	\$20,000.00	\$35,000.00	<b>\$55,000.00</b>
Bonds			
Accumulated Capital Construction/Improvement Funds			
Trust Monies	\$5,000.00		<b>\$5,000.00</b>
Gifts			
Federal Funds (Specify_____)			
MA Public Library Construction Program Funds* (this grant proposal)		\$50,000.00	<b>\$50,000.00</b>
Other State Funds (Specify_____)			
Other State Funds (Specify_____)			
<b>TOTAL</b>	<b>\$25,000.00</b>	<b>\$85,000.00</b>	<b>\$110,000.00</b>

\*This amount shall not exceed \$50,000 or 2/3 of Estimated Eligible Costs from the previous section, whichever is LESS

## **PART 5: ASSURANCES & CERTIFICATIONS**

### **PART 5A: QUALIFICATIONS AND DUTIES OF PROJECT PERSONNEL**

The Project Director is the person who will be responsible for coordinating activities under the Planning and Design grant. The Project Director, who is typically the Library Director, will be the primary contact with the MBLC.

Complete this form for the project director:

Name and Position Ellen D. Rainville, Library Director

Current Duties and Responsibilities:

As excerpted from the Library Director's Job Description:

Responsible for the management, direction and administration of the Town of Westford Library Department including all library services, personnel, policies, outreach and programs as well as the development and administration of financial resources (\$1,500,000+) for the development, management and enhancement of the library as a town department. Responsible for short- and long-range planning of the library facility, personnel, programs and the overall library department. Plans, organizes, directs and evaluates, in conformity with the policies established by the elected Board of Trustees, the By-Laws of the Town of Westford, the regulations and standards promulgated by the Board of Library Commissioners and the laws of the Commonwealth of Massachusetts. Related work as required.

Proposed Project-Related Responsibilities:

- Serve as primary Contact to the MBLC
- Oversee Grant and Project timeline, collaborating with the Permanent Town Building Committee and implementing tasks on schedule
- Meet semi-monthly with the Permanent Town Building Committee and Library Trustee Liaisons throughout life of grant
- Complete Library Building Program with management staff
- Draft RFS documents and actively represent the Library in the choice of consultants, professionals and advocates; interface extensively with chosen professionals to advocate for library needs and accomplish grant objectives
- Maintain departmental Planning and Design Grant accounts, invoicing and requisitions
- Monitor costs and revenues; advise Boards of budget adjustments or need to advocate for additional funds
- Pursue additional funding
- Meet regularly with the J. V. Fletcher Library Foundation Committee
- Meet monthly with the J. V. Fletcher Library Board of Trustees, reporting on grant progress
- Maintain all grant records and execute reports to the MBLC

Qualifications, Education and Professional Experience Applicable to This Project:

➤ Qualifications and Professional Experience Applicable to This Project:

- |                 |  |
|-----------------|--|
| 10/84 – current | Director, J. V. Fletcher Library Westford, Massachusetts. Planned and executed 1986 Bond Issue Campaign, Program Design, 1987-88 Addition and Renovation. Oversaw migration to automated network. Oversaw 300% increase in circulation, 300% increase in staffing, 300% increase in departmental budget. |
| 7/80 - 10/84    | Assistant Director, J. V. Fletcher Library. Personnel, Adult Collections, Publicity, Adult Programming, Grants Funding.  |
| 6/72 - 7/80     | Library Aide through Library Assistant I, J. V. Fletcher Library.  |

➤ Education:

- GRADUATE: M.L.S. Simmons College Graduate School of Library and Information Science. Beta Phi Mu International Library Science Honor Society.
- UNDER-GRADUATE: B.A. *Summa cum Laude* with Honors. University of Massachusetts/Boston. Additional English Honors, Phi Beta Kappa Society. English Major with Women's Studies Concentration. Philosophy Major, Hiram College, Hiram Ohio.
- SECONDARY: Westford Academy Class of 1971.

## **PART 5B: PROJECT AWARDING AUTHORITY AND FISCAL INFORMATION**

### **Project Awarding Authority and Fiscal Information**

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

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

Susan Flint, Chair

Name and Title of the Chairperson or Municipal Official of Above

7 Swanson Lane

Westford MA 01886

Address

978-692-6816; sflint@oxyrane.com

Phone and Email Address

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### **The person legally authorized to receive and safeguard Massachusetts Public Library Construction Program Planning & Design funds locally:**

Christine Collins, Tax Collector/Treasurer

Name and Title

Town House

55 Main St., Westford MA 01886

Address

978-399-2526; ccollins@westfordma.gov

Phone and Email Address



**The person legally authorized to requisition and approve local expenditure of Massachusetts Public Library Construction Program Planning & Design funds:**

Alice Ferro, Town Accountant

Name and Title

Town House

55 Main St., Westford MA 01886

Address

978-399-2535; aferro@westfordma.gov

Phone and Email Address

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

Eastern Bank

Bank or Other Institution

195 Market St. Lynn MA 01901

Address

Heather Tittmann, Bank Liaison

978-882-2512; h.tittmann@easternbank.com

Phone and Email Address

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

Alice Ferro, Town Accountant

Town House

55 Main St., Westford MA 01886

Address

978-399-2535; aferro@westfordma.gov

Phone and Email Address

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

J. V. Fletcher Library

Agency

50 Main St. Westford MA 01886

Address

Ellen D. Rainville, Library Director

978-399-2312; erainville@westfordma.gov

Phone and Email Address

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

Jodi Ross

Name of MCPPO-certified City Hall/ Town Hall Individual

Town Manager

Title

Town House

Address

55 Main St., Westford MA 01886

978-399-2540; jross@westfordma.gov

Phone and Email Address

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Everett V. (Bill) Olsen, Jr., Superintendent of Schools

Names/Titles of MCPPO-certified School District Individuals

Westford Public Schools

Official Name of School District

Millennium Building, 23 Depot Street

Address

Westford MA 01886

978-692-5560 ext. 2102; bolsen@westfordk12.us

Phone and Email Address

## **PART 5C: ASSURANCES OF COMPLIANCE**

Applicants shall agree in writing to the following assurances 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 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 Board to receive State Aid 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.
3. An assurance that the applicant and contractors shall not knowingly employ, compensate, or arrange to compensate any employee of the Board during the term of the project, unless such arrangement is permitted under the provisions of M.G.L. c. 268A.
4. 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.
5. An assurance that the OPM, architect and other contractors 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.
6. An assurance that the applicant is in compliance with Executive Order 215 with respect to the community's housing policies and practices.
7. An assurance that the rules and procedures of the Massachusetts Emergency Finance Board will be followed.
8. 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.
9. An assurance that the applicant shall assist the Board in complying with the Massachusetts Environmental Policy Act, M.G.L. c. 30, §§ 61 through 62H.
10. An assurance that the building will be designed according to 521 CMR: Architectural Access Board.
11. An assurance that life-cycle cost estimates of all technically feasible energy systems as defined in St. 1976, c. 433, shall be considered during 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.
12. 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.

13. 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.
14. 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.
15. 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.
16. An assurance that the applicant will provide adequate supervision during the term of the project including an owner's project manager that meets the qualifications promulgated by St. 2004, c.93, entitled "An Act Further Regulating Public Construction in the Commonwealth" signed into law July 19, 2004 and codified in M.G.L. c149, section 44A ½.
17. 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.
18. 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.
19. 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.
20. An assurance that the project will be completed as described in the application and approved by the Board.
21. An assurance that the Board, 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).
22. An assurance that the applicant shall file required reports.
23. An assurance that all income received by the applicant from the Board's 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 planning and design grant application. Grant funds may not be used to offset costs associated with borrowing.

24. An assurance that architectural design of the project will commence within one year of signing a grant agreement with the Board.
25. An assurance that preparation of documents according to 6.05 CMR 6.10 (1) (a) will be completed and submitted within two years of signing a grant agreement with the Board.

**PART 5D: CERTIFICATION OF APPLICATION**

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: Andrea Peraner-Sweet

Title and Board/Committee: Chair, Board of Selectmen, Town of Westford

Signature: \_\_\_\_\_ Date: 1/ /2014

Name: Susan Flint

Title and Board/Committee: Chair, Board of Library Trustees, J. V. Fletcher Library

Signature: \_\_\_\_\_ Date: 1/ /2014

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

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

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

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

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

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

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

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

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

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

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

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

## **PART 6: APPENDICES & ATTACHMENTS**

(Please number all attachments and list in the Table of Contents section.)

1. Copy of the Certified Vote:
  - a. Adjourned Annual Town Meeting, March 26, 2012 - Certified
  - b. Board of Library Trustees Minutes 6.3.13
2. Some Things You May Not Know About ...the Community of Westford
3. Some Things You May Not Know About ...the J. V. Fletcher Library
4. Some Things Revealed...For Response in Our Strategic Plan
5. J. V. Fletcher Library Community Survey 2012: Please Rate the Facility responses
6. Facility Needs Assessment – J. V. Fletcher Library, Fall 2013 (revision of 2008 document)
7. Library Building Questionnaire 12.2.13
8. J. V. Fletcher Library – Wisconsin Public Library Standards Matrices 2006, 2011, 2013 comparisons
9. Town of Westford Market Basket Surveys (MBLC Data Collection)
  - a. Circulation
  - b. Library Holdings
  - c. Library Services
  - d. Financial Data
  - e. Salaries
10. Weeded Areas Reports
11. Technical Services Acquisitions Statistics
12. Community Engagement Documents:
  - a. Fall 2013 Town wide Events Mailer
  - b. Public Forum October 2013
  - c. Public Forum November 2013
  - d. J. V. Fletcher Library Public Forum Participant Notes
  - e. J. V. Fletcher Library Public Forum Easel Notes
13. Planning and Design Grant Calendar
14. J. V. Fletcher Library Annual Report, 2001 [Gienapp Report]
15. REAR POCKET: J. V. Fletcher Library Strategic Plan, 2014-2018

## APPLICATION PACKAGE CHECKLIST

The following checklist is provided as an aid to assembling a qualifying application package. Complete and attach this checklist to the original copy of the application.

- ☒ Completed original application, labeled “Original Copy”
- ☒ Five additional copies in 1” binders
- ☒ All sections filled out and questions answered completely
- ☒ Photographs of the existing conditions with descriptive captions
- ☒ Copies of town meeting or city council votes (If not included in application, give anticipated date of vote.)
- ☒ Appendices and attachments numbered and listed in table of contents

List appendices and attachments below:

1. Copy of the Certified Vote:
  - a. Adjourned Annual Town Meeting, March 26, 2012 - Certified
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