SECTION 1: PROJECT INFORMATION

1. CENSUS AND LIBRARY
1. *Population of applicant municipality:*
    a. 2010 U.S. Census Population for population   <u>7,839</u>
    b. Later official census population, if different than above   <u>7,756</u>
        Cite the source(s) used to update census population.   <u>2013 population estimate from</u>
    <u>census.gov</u>
        Estimated 2035 Population   <u>8,750</u>
        Cite all source(s) used to determine the single projection for
        the 2035 population   <u>Long Range Projections for</u>
    <u>Massachusetts Regions and Municipalities, from the Umass Donahue Institute, November 2013</u>

2. *Library Statistics [Pages 1 – 9 FY 2015 as reported on MBLC FY2016 ARIS Report]*
    a. Population served by library   <u>7756</u>
    b. If a branch, estimated population served by this location
    c. Attendance   <u>34,829</u>
    d. Number of registered borrowers   <u>4,345</u>
    e. Total physical holdings   <u>92,019</u>
        1) Books   <u>41,239</u>
        2) Audio (Compact discs (not CD-ROMs) cassettes   <u>11,564</u>
        3) Video cassettes/discs/DVD   <u>6,679</u>
        4) Print periodicals, newspapers & other print serials   <u>1,482</u>
    f. Total circulation activity   <u>61,894</u>
    g. Hours
        1) Total number of hours main library was open.   <u>1,662</u>
        2) Total number of hours all branches were open.   <u>598</u>
    h. Operating Income   <u>339,000</u>

3. *Main Library Facility Information (as reported on MBLC FY2016 ARIS Report)*
    If project is for a branch library building, an additional sheet will have branch library figures
    a. Main library GSF   <u>6,324</u>
    b. Year main library was built   <u>1914</u>
    c. Year of most recent renovation
    d. Number of dedicated parking spaces   <u>27</u>
    e. Main library seating capacity   <u>34</u>
    f. Number of main library meeting rooms   <u>1</u>
    g. Largest meeting room seating capacity   <u>50</u>
    h. Individual or group study rooms   <u>0</u>
    i. Number of times all meeting rooms were used   <u>332</u>

4. *Automated Library System as reported by Networks*
   - a. Member network   C/W MARS
   - b. Type of membership   Mini-net
   - c. Stand-alone system

2. PROJECT

1. *Library type:*

   X Main Library

   ☐ Branch Library

   ☐ Joint Public Library

   ☐ Other (please specify) _____

2. *Current facility:*

   X An existing library facility will be part of construction project

   ☐ The existing library facility will not be part of the construction project

   ☐ No library facility currently exists

3. *Proposed project:*

Renovation or Renovation/Addition	New Construction
Is the existing building a library? Yes	Site size (acres):
If no, specify building type:	Final size of proposed project:
Date of original construction: 1914	
Date(s) of renovations and/or addition(s): N/A	
Gross square feet of existing: 7,956	
Site size (acres): 0.68	
Will portions of the building be demolished? No	
If yes, #GSF to be demolished: N/A	
Final size of proposed project: 20,062	

Is the proposed project a Joint Public Library Project? No

   If yes, list the other municipality or municipalities participating: N/A

Will the proposed project include space for functions other than public library functions? Yes

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

4. *Size of project*

	Gross Square Feet	Net Usable Square Feet
From Library Building Program	17,164	13,203
From Schematic Design Drawing(s)	20,062	13,180

5. The completed project will meet or exceed a building efficiency rating of 66%
    (Ratio of the net usable square feet to the gross square feet (nsf divided by gsf = building efficiency)
    If efficiency rating is less than 65%, provide an explanation: <u>Lower Efficiency is mostly due to existing basement area. Low light and low water table prohibit the use of basement for public space.</u>

6. *This project will attain LEED certification and apply for the MBLC Green Library Incentive.*
    Yes **X**   No ☐   If yes, certification level planned <u>Certified</u>

7. *Does the town or the library hold fee simple title (property owned completely, without any limitations or conditions) including access to the site, or does the town or library lease it?*
    Yes **X**   No ☐   [number] Year Lease ☐, with expiration date of [Date]

8. *The existing building to be renovated is:*
    ☐ On the National Register of Historic Places
    ☐ On the Massachusetts Historical Commission's Inventory of Historic and Archaeological Assets
    ☐ In a historic district

9. *Space Summaries*

   Fill out the Estimated Space Summary Chart and the Estimated Capacity Chart (click on link below). Provide a brief rationale for the proposed collection and seating numbers if they vary 10% or more from collection and seating guidelines in the Program Notice and shown below.

   Guidelines:

   Volumes per Capita (Print)

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

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

   Source: *Wisconsin Public Library Standards*, 5th ed., 2010
   [http://pld.dpi.wi.gov/pld_standard]

Seats per 1,000 Population

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

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

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

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

Estimated Space Summary Chart

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

Estimated Space
Summary

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

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

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

Assigned* Area Name	Estimated Size (sq ft)	Collection			Public Computer Stations***	Computers			Reader Seats*				Notes
		Volumes	AV Materials	Periodicals		Staff Computer Stations	Dedicated OPACs	Self Check Stations	Lounge Seats	Table/Carrel Seats	Total Reader Seats	Program Seats	
Circulation/ or Circ&Tech Services	413	-	-	-	-	2	-	1	-	-	-	-	
Circ&Tech Services	481	-	-	-	-	3	-	-	-	-	-	-	
Book Drop	27	-	-	-	-	-	-	-	-	-	-	-	
Adult & Teen													
Photocopie	70	-	-	-	-	-	-	-	-	-	0	-	
Browsing/N	683	948	8592	-	-	-	-	-	-	2	2	-	
Current Periodical	345	-	-	90	-	-	-	-	-	4	4	-	
Reference/	950	648	-	-	6	-	-	-	-	8	8	-	
Reading	1100	640	-	-	4	-	-	-	-	8	16	-	
Adult Nonfi	1069	14928	-	15	-	-	1	-	-	10	10	-	
Adult Fictio	942	10584	-	-	-	-	1	-	-	6	6	-	
Teen Room	780	1680	3936	30	4	-	-	-	-	4	4	8	
Children's Services													
Service Des	169	-	-	-	-	2	-	-	-	-	-	-	
Workroom	413	-	-	-	-	2	-	-	-	-	-	-	45 LF of shelving
Seating, collection	2465	16710	3672	-	6	-	-	2	-	16	24	40	
Program Rd	690	-	-	-	-	-	-	-	-	-	24	24	
Community Meeting Space													
Meeting /Multipurp	1080	-	-	-	-	-	-	-	-	-	-	108	
Meeting Ro	80	-	-	-	-	-	-	-	-	-	-	-	
Meeting Ro	80	-	-	-	-	-	-	-	-	-	-	-	
Local Histor	364	720	-	-	2	-	-	-	-	10	10	10	
Quiet/Grou	288	-	-	-	-	-	-	-	-	8	8	-	
Admin & Other Areas													
Director's O	225	-	-	-	-	1	-	-	-	-	-	-	
Custodial O	263	-	-	-	-	-	-	-	-	-	-	-	
Server/Syst	100	-	-	-	-	-	-	-	-	-	-	-	
Staff Break	225	-	-	-	-	-	-	-	-	-	-	-	4 table seats, 2 side chairs,

Other Assigned** Areas (list below)				
				0
				0
				0

	Total Vols	Total A/V	Total Periodicals	Total Public Computer Stations	Total Staff Computer Stations	Total OPACs	Total Self Check	Total Lounge Seats	Total Table/Carrel Seats	Total Reader Seats	Total Program Seats
	46858	16200	135	22	10	4	1	34	102	128	108

Total Assigr	13302
Unassigned	4434
Total Estim:	17736
- per plans	*20,062*
Building Efficiency	66%

Lower Efficiency is mostly due to existing basement area. Low light, low ceiling height and low water table prohibit the use of basement for public space.

*Seating guide

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

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

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

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

Capacity Comparison

	Current Holdings	Building Program Capacity	Schematic Design Capacity
Print volumes- Adult		26,000	27,160
Print volumes-Young Adult/Teen		1,300	1,680
Print volumes-Children		16,800	16,710
Print volumes-Other		1,750	1,308
TOTAL PRINT VOLUMES	0	45,850	46,858
DVDs/Videotapes		4,550	6,840
Music Recordings		800	
Audiobooks/CDs		2,250	9,360
Other A/V Materials		150	
TOTAL AUDIOVISUAL	0	7,750	16,200
TOTAL NO. PERIODICAL SUBSCRIPTIONS		125	90
Seating-Adult		36	46
Seating- Young Adult		8	8
Seating-Children		20	40
Total Seating	0	64	94
Fixed Computer Stations-Adult		6	12
Fixed Computer Stations-Young Adult/Teen		4	4
Fixed Computer Stations-Children		6	6
TOTAL FIXED COMPUTER STATIONS	0	16	22
Parking Spaces-Staff		2	2
Dedicated Parking Spaces-Library Patrons		39	22
TOTAL LIBRARY PARKING SPACES	0	41	24
FTE Professional Staff		2	2
FTE Non-professional staff		5.4	5.4
TOTAL STAFF FTE	0	7.4	7.4
Meeting Room Seats		100	108
Other Conference/Meeting Room Seats		29	18
Programming/Activity Seats		24	24

LF	vol/LF	LF	vol/LF	LF	vol/LF
3,234	8	108	6	80	8
	8				
	12		15		
237	4	45	8		

Adults	Teens	Kids	Adults	Teens	Kids
3,000	50	1500	3600	1440	1800
500	50	250	2192	350	450
1,500	100	650	2800	1800	1222
	50	100		350	200

QS	Loc Hist	Conf Rm
8	6	15

10. STATEMENT OF NEED & PROJECT PROPOSAL

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

1. **Community vision and project participation**
   A. **What is the community's vision of itself?**

Orange is a close-knit, rural, economically challenged community. The town administration and its constituents are currently in the midst of an attempt to revitalize the town's economy. The Downtown Orange Riverfront Revitalization Study, completed on October 17, 2015, identifies key suggestions for the revitalization effort as:

1. Build identity/economy around local resources including Miller's River
2. Find ways to attract and support new and varied businesses
3. Create a mixed-use, pedestrian friendly environment
4. Improve condition of existing buildings and infrastructure
5. Direct funds towards downtown resources
6. Find ways of addressing obstacles that hinder new business
7. Strengthen community with downtown events/facilities
8. Focus on outdoor activities, local cafes and galleries
9. Tax credits needed to bridge financing gap
10. Incorporate new trails along river's edge
11. Build on success of events and parades

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

The library's mission statement is: "The Orange public library, consisting of the Wheeler Memorial Library and Moore-Leland branch, is a center of community life, offering opportunities for people of all ages to come together for learning and recreation."

The library's vision statement is: "The libraries' goal is to serve as a dependable source of reliable information, and materials in various formats that enhance life-long learning, promote formal programs of education, and expand knowledge of current topics. Our libraries encourage the love of reading and learning, offering the assistance people need to find, evaluate, and use informational resources both in print and electronically. We are also an open, accessible community place, with collection materials and meeting space for recreation and relaxation in an egalitarian environment."

The library strives to serve as a prominent local resource for the town to build its identity around. There is a need in Orange for community meeting space, community information centers, free access to the internet, and free community events. In order for town revitalization efforts to proceed and succeed, the citizens of Orange need an accessible space to find, discuss, and disseminate reliable information.

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

The proposed project is crucial to both the community vision of Orange and the library's vision for itself. The largest issue with the current building is that it is not accessible; it cannot be used as a public meeting space. Meeting space for smaller, informal meetings is also very limited, and is not available after hours. The library is currently limited in the programs and partnerships it can offer to the community; having a large community meeting space would allow the library to participate in program such as the Summer Feeding Program, and to host local art galleries. (Both of these are examples of events the library has had to decline in the past due to lack of space and storage.) In the past, the library has explored services such as an expanded foreign language collection, a seed library, realia collections, and living library projects, but has never had the space to follow through on them.

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

The current library director was hired on January 11, 2016, with the goal of submitting an application for the 2016-2017 MPLCP Construction Grant. Though there were informational meetings held throughout the year, time constraints prohibited additional surveys and studies. Additionally, it must be noted that due to a misunderstanding of Open Meeting Law, all meetings held prior to November 28, 2016 were not appropriately posted. Since this date, all meetings have been properly posted and held at three different locations throughout Orange on different nights of the week to encourage public attendance and participations. The building committee was mistakenly identified as a sub-committee of the trustees, not established with the jurisdiction to make decisions collectively, but to make recommendations that the library trustees would then act on. All decisions made by the committee were voted upon by the library trustees in properly posted open meetings, and thus all contracts and applications made throughout the process have been deemed valid by the Attorney General's Office, but the meetings of the building committee prior to November 28, 2016 cannot be retroactively validated, and therefore cannot be included as valid public participation in the project.

It is important to recognize, however, that the planning process and community involvement in the renovation of the Wheeler Memorial Library began back in 1988. An application submitted in 1989 was submitted and declined due to lack of funding from the town. An application was submitted in 2001, and was accepted, but was declined by the town due to lack of funds. Plans were made to apply for the 2010 grant round, but the town was hit with a financial crisis, and the library was forced to postpone their application yet again. In 2010, the library was in danger of closing; an override vote allowed the library to remain open, but the trustees remained uncertain as to whether to apply for the 2016-2017 construction grant round. In the Fall of 2015, the director and trustees felt confident enough in the future of the library to hire a consultant to update the building program and proceed with the application process. For nearly the past three decades, the library administration and the people of Orange have been focused on the needs of the library and the community it serves. The 2010 override vote sent an unequivocal message that the library matters to the town, and that even in times of extreme financial distress, the library is still a priority.

Unofficial feedback from the community has included requests that the library:

- Be accessible to the downtown area, and close to or on a bus route.
- Move to a new facility ONLY if there are current plans for the existing building; abandoned/empty buildings are cited as one of the biggest problems currently facing the Orange downtown area.
- Keep the reading rooms closest to the street as they are to preserve the historic feel of the library
- Have more space for public meetings
- Have more space for children, and move the children's area out of the basement
- Have more quiet work space

All of these requests have been factored into the current schematic design.

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

The library staff have been involved throughout the process. Every design has been brought to staff for approval and comments, and all staff comments and concerns have been addressed by the designer. Staff requests have included:

- Additional workspace behind the children's circulation desk
- A tiled story hour/craft room, with its own sink
- A second floor bathroom located in the children's room
- A circulation desk positioned near the entrance and the circulation workroom, with a clear view of the new books and audio/visual area
- That the main circulation area be on the ground floor
- That the circulation desk be near the young adult area
- A sink in the circulation workroom
- That the director's office have a clear line of sight to the circulation desk
- That the fiction and non-fiction stacks all be located in one place
- A staff lounge and a staff bathroom

All of these requests are clearly reflected in the current schematic design.

2. **Current conditions and their limitations**
   Incorporate photographs with descriptive captions within the narrative that illustrate current conditions.

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

   - **Information services**

The circulation desk serves as the central location upstairs for borrowing materials, seeking reference help, seeking assistance with library equipment such as the computers and copier, and receiving phone calls. Since the circulation desk is located directly in the direct line of sight from both entrances, it also serves as a counter for small displays and fliers, which often interrupts the flow of incoming and outgoing materials. Work space at the desk is limited, and any projects staff engage in at the desk need to be moved out of the way each time a patron brings over materials to return or borrow, which makes accomplishing any substantial work while at the desk difficult. Storage space for supplies and patron holds is limited and inconvenient to the point where it is almost impossible for two staff members to work at the desk simultaneously.

Figure 1 Half of the circulation desk is devoted to displays

For local history enthusiasts, there is a microfilm machine with a cabinet full of reels of microfilm from local papers dating back to the 1800s. Unfortunately, the only space for it is in front of a storage closet, sandwiched between the front door and the young adult area.

Figure 2: Not a good spot for prolonged research

Downstairs in the children's room, the circulation area is a makeshift space consisting of several tables and desks pushed together to serve as a circulation desk and work station. The main desk is located directly in front of the door, which gives it a good view of the hallway outside, but can make the room difficult to enter when there is a line waiting for checkout.

Figure 3: Not much space to work!

- **Borrowing**

The staff of the Wheeler Memorial Library have always done a phenomenal job of fitting as many materials as possible into as little space as possible. Over the years, the collection has outgrown the stacks and the built-in shelving, resulting in additional shelving placed around the building wherever it fits. In some spaces, this results in a maze of shelves with limited availability that can block entryways and are difficult to browse.

Figure 4: DVDs are conveniently located close to the desk, but block access to the stacks
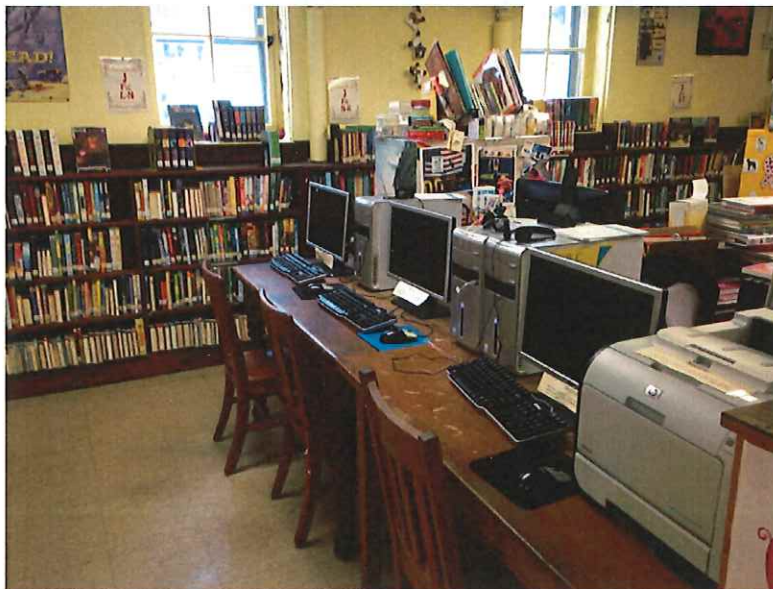
Figure 5: Children's computers make it difficult to access the chapter books

- **Collections:**

Every usable room in the library has been utilized in some way to house its ever-expanding collections. The DVDs are located on a free-standing shelf closest to the side stairwell, in an effort to accommodate patrons who have difficulty with the narrower stacks. (See figure 4 above)

To the left of the DVD shelves, foreign-language DVDs, music CDs, and audio books of various formats have been fitted onto free-standing shelves and spinning displays as best as staff have been able to manage. It is difficult for more than one person to browse this area at a time, and the overall effect makes the center of the library appear cluttered.
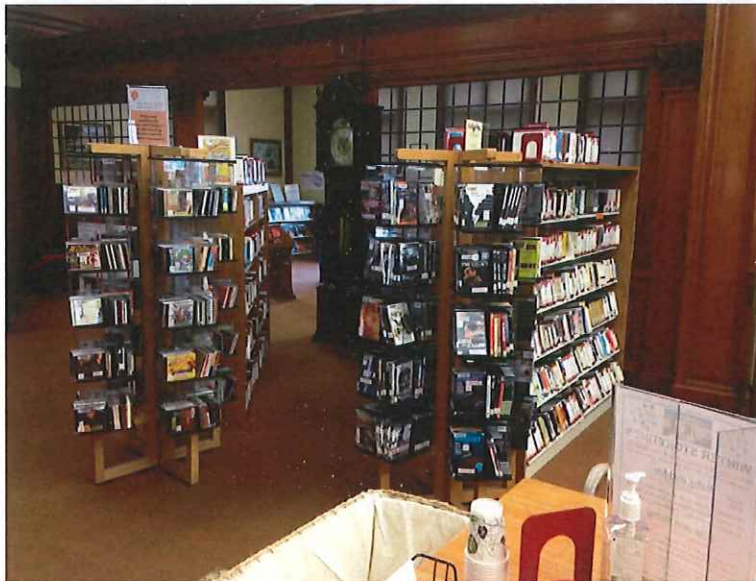
Figure 6: Media in the middle of the room

In the fiction and non-fiction area, the nearly 6'6" shelves make it difficult for both patrons and staff to safely retrieve books, and narrow aisles prevent more than one person from browsing an area at a time. Both fiction and non-fiction are chronically overcrowded, and these collections are weeded aggressively to make room for newer acquisitions. There is no space among the stacks or along their edges to stop or read, and borrowers looking to take more than a few books at a time will often leave their selections at the circulation desk while they continue to browse.

Figure 7: Tall shelves with narrow aisles

The local history collection is housed off to the side of the stacks, not by design, but because over the years there has been no other space for it. It shares space with the director's office, the library's only bathroom, a storage closet, and a table most frequently used as storage space for cardboard boxes. Few patrons realize that the materials in this room are part of the library collection.

Figure 8: Stacks partially blocking entry to the local history collection
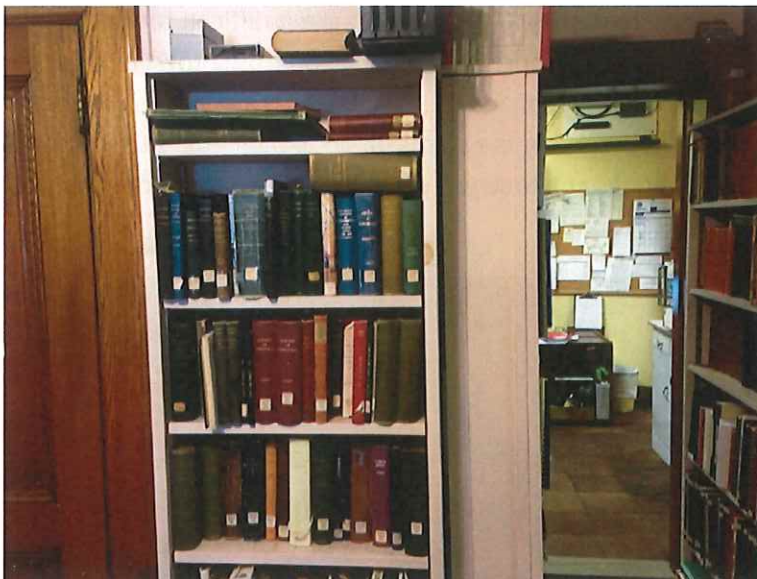
Figure 9: Local history books, unnoticed

The east reading room is a mix of young adult space, reference materials, internet computers, and playways. The computers dominate the center of the room, and make it difficult for patrons to browse the playaways and reference books unobtrusively. The reference shelf also serves to separate the small young adult area from the computer area; at roughly 3 feet tall, it is not an effective barrier.
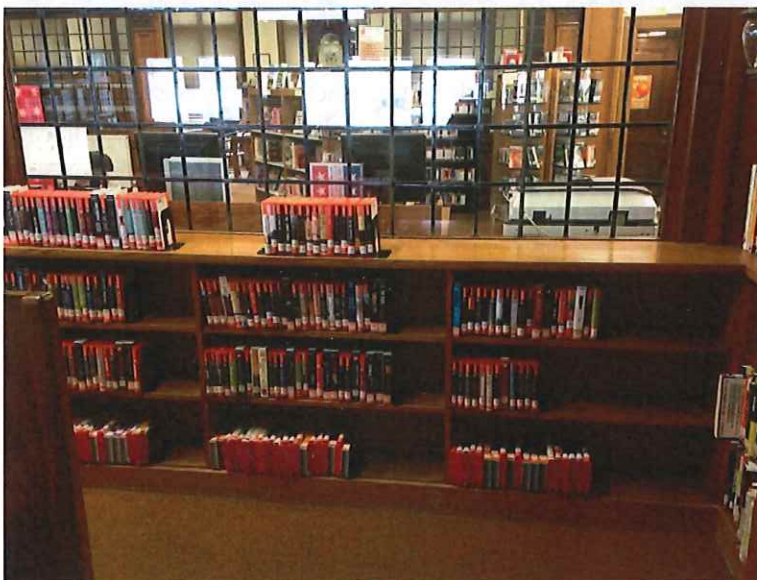
Figure 10: Playways separated from the rest of the audio collection
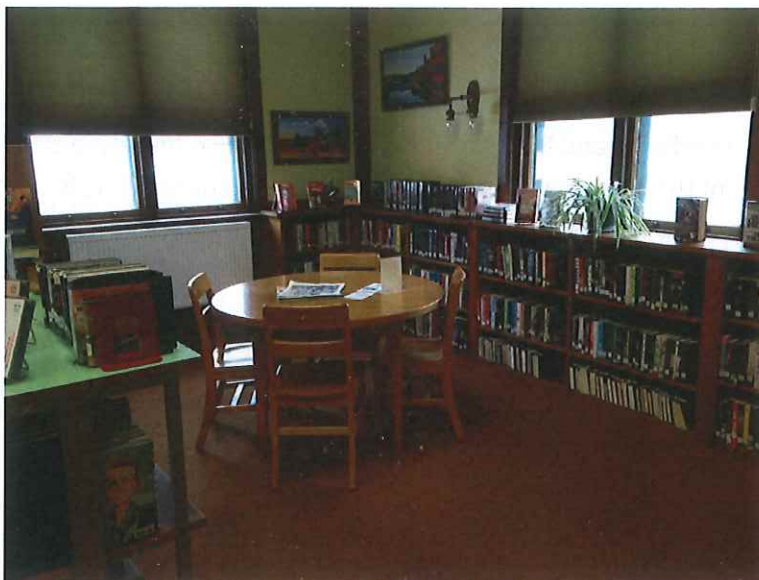
Figure 11: The young adult room
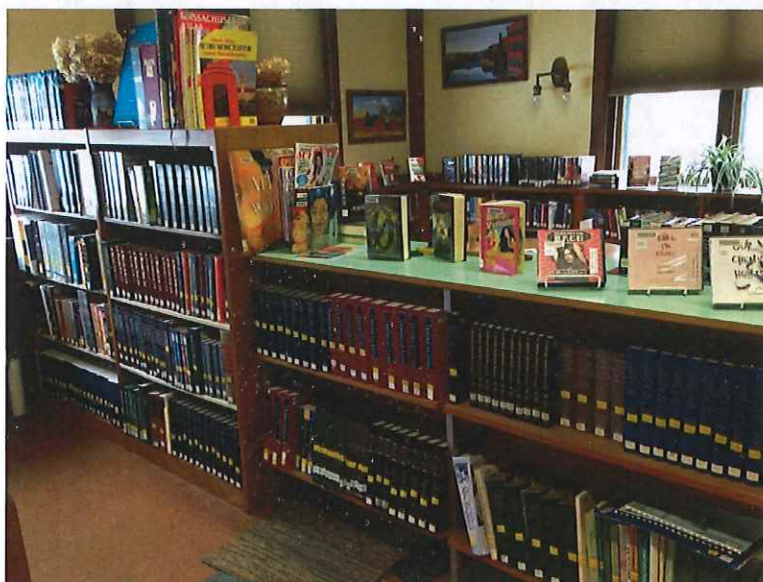
Figure 12: Reference books do not effectively separate social teenagers and quiet computer users

In the west reading room, the magazine collection is displayed on slanted magazine shelving with back issues stored behind the shelves. Brochures and fliers cover the tops of the two magazine cabinets. A large oak table with is placed in the center of the room, surrounded by display cases and shelving for the large print collection. Two lounge chairs with lamps are set near the front of the fireplace, partially blocking access to some large print shelves. The shelf for new large print is located in the entryway, located prominently in the middle of the room for patrons who have difficulty browsing the shelves.
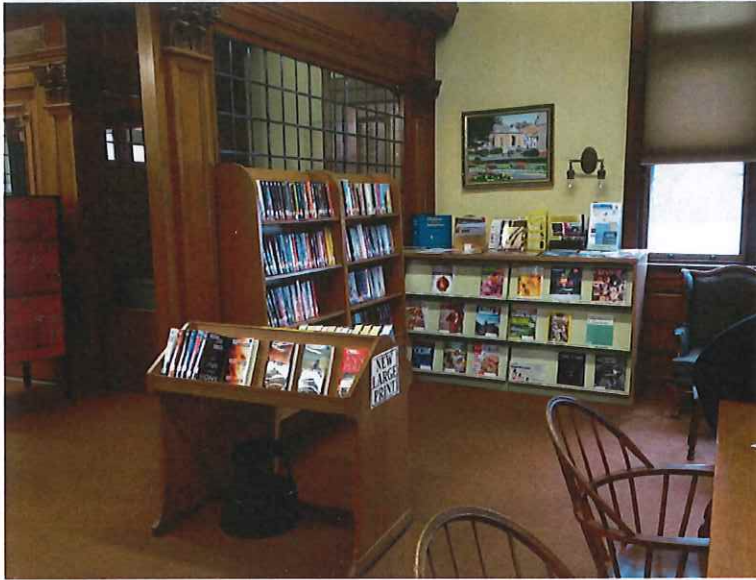
Figure 13: New large print on prominent display

Figure 14: Space to read and rest

Figure 15: Cozy spaces to sit, but not much space to browse the shelves.

Up the side stairwell and through the attic, there is a collection of old books and historic materials on the mezzanine that has been meticulously organized by volunteers, and is completely unavailable for public perusal. The attic is treacherous and unfinished, and is only used by staff for storage. The mezzanine is only accessible through a tiny door in the attic that stands about three feet high and is roughly 4 feet above the mezzanine floor. The stairs from the door to mezzanine are not sturdy, and the railing intended to prevent a fall from the mezzanine to the stacks is even less so. Materials in this collection are available by request, but they have not been thoroughly cataloged, and few patrons know they exist.
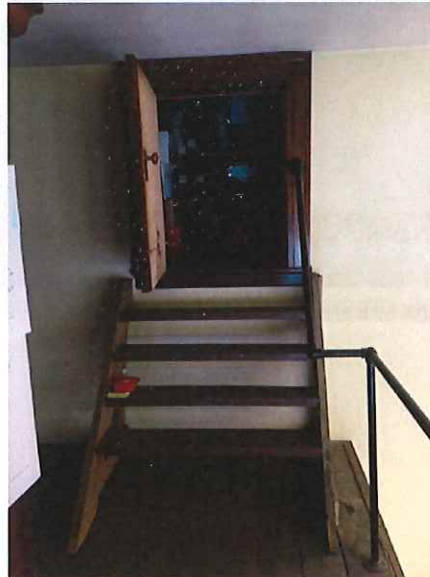
Figure 16: Often referred to as "the hobbit door"

Figure 17: A 5'11" library director standing next to the base of the door for height comparison

Figure 18: Lovingly organized and seldom utilized historic collections

In the children's room, space for people is at a premium, competing with the space needed for the collection and furniture. The children's room was not originally meant for occupancy, as evidence by the lack of environmental controls and poor natural lighting. When the current children's room was opened, it was intended for use primarily by elementary schoolers. In the intervening years much more use has been made of the space by infants, middle schoolers (grades 6 through 8), and adults, including teachers, day care providers, parents and grandparents, which has resulted in a very crowded collection.

Figure 19: Shelves, shelves, and more shelves

One of the most difficult aspects of this room is the presence of built-in, non-adjustable shelving units the total length of the wall space. One section has been modified to be adjustable but the majority of the shelves are no more than 9" high, making it hard to shelve the many large or unusual-sized books in the collection. It is also not possible to rearrange shelving units to create new spaces or adapt units to new formats as they become available. A few old wooden bookcases, removed from the meeting room during its renovation, have been painted and added to the room to provide much-needed shelf space, and wire shelves have been fit in everywhere possible.

Almost all the wall space in this room is taken up by bookshelves and windows, leaving no room for eye-level posters, bulletin boards and other displays. Colorful rugs and furniture have been placed around the room to brighten it and make it more inviting to smaller patrons, but there's not much space for parents and older children to browse or read.

Figure 20: The wire shelves are bright, cheerful colors, but they're also in the middle of the floor
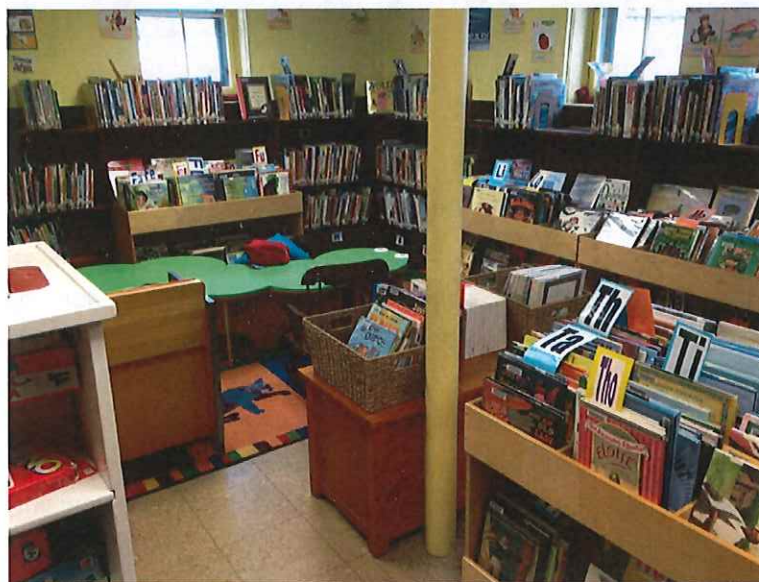
Figure 21: Child-friendly, well labeled, and very crowded

- **Programming areas, meeting rooms, and quiet/group study spaces**

Upstairs, quiet space is very difficult to come by. Near the east reading room, an internet computer has been placed by the catalogs away from the other internet computers. It's space where a patron who doesn't wish to work right next to other computer users can have a little extra space and peace, but it's still near the center of the room and close to the front door, so it's not exactly a quiet area.

Figure 22: Quieter, but no privacy

Quiet reading areas have been tucked around the main floor, taking advantage of the freestanding shelves to create small reading nooks. They are still in the same main space as the rest of the floor, but the shelves help muffle the noise from the rest of the library somewhat, and they provide a cozy alternative to sitting at a table.
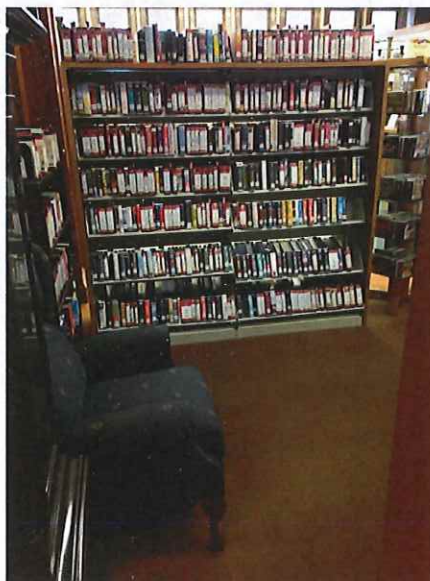
Figure 23: A reading nook among the audio books

Downstairs, the library's only community room serves as a meeting room, a quiet study room, the children's programming room, the staff break room, and a storage area. Materials for programs and crafts are hidden from the public by dividers, but as shelving space in the children's room has grown tighter, more and more materials have been moved to shelves around the walls of the community room. The room has one large table surrounded by six folding chairs; more chairs are available from the mechanical room for larger programs. A small microwave and water cooler are available to staff and patrons, but the closest sink is in the mechanical room, and the only bathroom is upstairs.

Figure 24: So many craft supplies, so little space

Figure 25: Bright dividers hide the unavoidable craft clutter from the rest of the room

Figure 26: Table, chairs, and bookcases along the walls
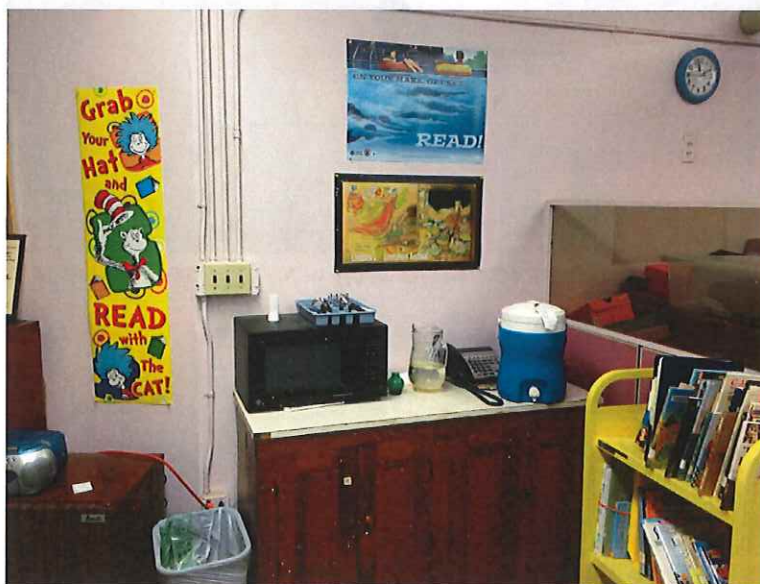
Figure 27: The meeting room "kitchen"

• **Other**

Other aspects of Wheeler addressed throughout the process of the building planning have included:

o   Staff space

Wheeler Memorial Library has no dedicated staff area. When the community room is not in use for a meeting or program, staff may use it for their break time, but more often than not, staff take their breaks in the workroom. As the workroom is located directly behind the circulation desk, breaks are often interrupted by patrons at the desk.

Figure 28: A mini fridge and a microwave for staff who take their lunches in the workroom

       o   Lobby space

Wheeler has a small lobby at its front entrance, which over the years has turned into a community area. A bulletin board displays fliers for local businesses and events, and a small wooden bookshelf has been put to use as a free materials area; any media on this shelf is free to the public, and visitors are also welcome to leave books or videos for other patrons to take. As the need for space like this has increased over the years, available space in the lobby has decreased.
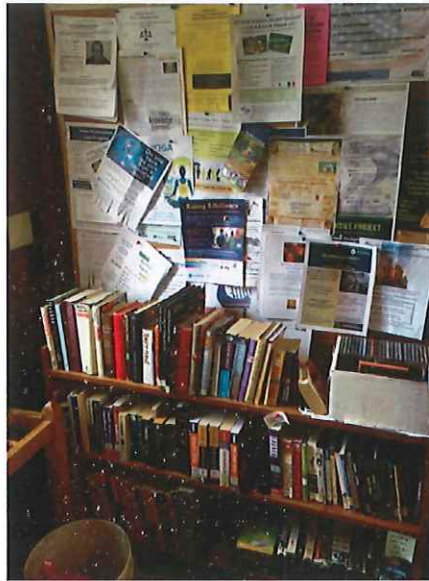
Figure 29: More space for local fliers and free books means less space for people coming in the front doors.

       o   Storage space

The library is already short on space for materials and furniture; there's just no room left for the Friends of the Library or volunteers to work on their projects. Book sales, tag sales, or any event that calls for temporary storage are organized in the mechanical room. Keeping materials safely away from the boiler leaves volunteers with little room to work, which results in towers of boxes along the wall.

Figure 30: Boxes of books being sorted for a book sale, with stacks starting to grow dangerously high

o   Bathrooms

One of the most common complaints about the library is that it has just one small bathroom. The space isn't family friendly, and the lock is a latch placed five feet up on the door, making it impossible for small children to lock on their own. The toilet is also located directly next to the radiator, which is inconvenient for everyone in the winter.

Figure 31: A small bathroom

There are some who might argue that the library has two bathrooms, but the toilet located in the mechanical room makes the upstairs bathroom seem luxurious. The stall in the mechanical room has no door, no light and extremely questionable plumbing. Anyone flushing the toilet stands a good chance of flooding the floor, either from a leak in the pipes or an overflow.
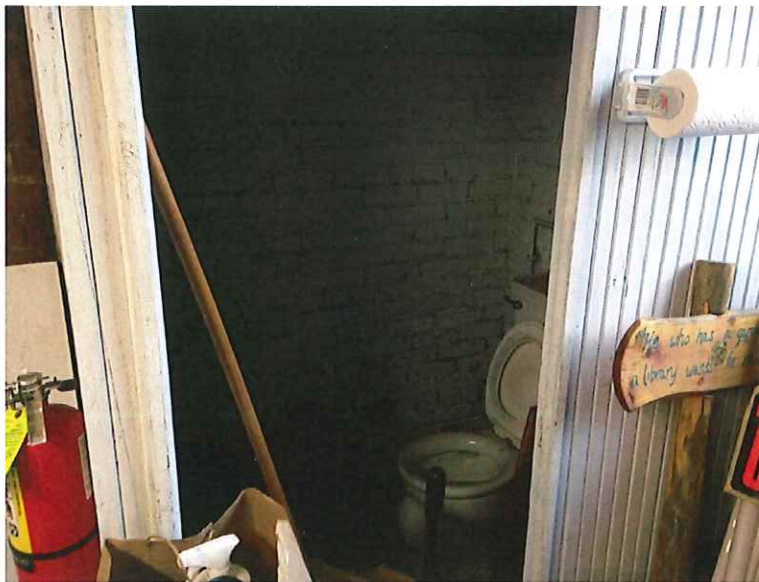
Figure 32: A small, horrible bathroom

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

- **Health**

The library has extremely poor ventilation, and relies almost entirely on ceiling fans for air circulation on the main floor. Unfortunately, these fans are not easy to clean, and as they are left running 24/7 throughout the year, they tend to accumulate dust and mold. Dust and mold are an issue throughout the building; dedicated volunteers do what they can to keep things clean, but frequent leaks and dependence on fans and air conditioning units make it difficult to keep up. Many patrons have complained of issues with allergies or asthma while in the library, and a former employee was forced to retire when her doctor informed her that the air quality of her workplace was exacerbating her existing health issues. (This claim was not investigated; sadly, she passed away shortly after her retirement.)

Figures 33 and 34: Dehumidifiers run non-stop in the downstairs hallway and the mechanical room to keep mildew issues in check

Figure 35: A fixed air conditioning unit in the children's room, covered for the winter

- **Fire Protection**

When the Wheeler Memorial Library was first built 102 years ago, the electronic needs of a modern library were definitely not in the plans. As the need for electronic access in every aspect of library service grew, electrical outlets and wiring were added anywhere they could fit, frequently resulting in tangled nests of wires.
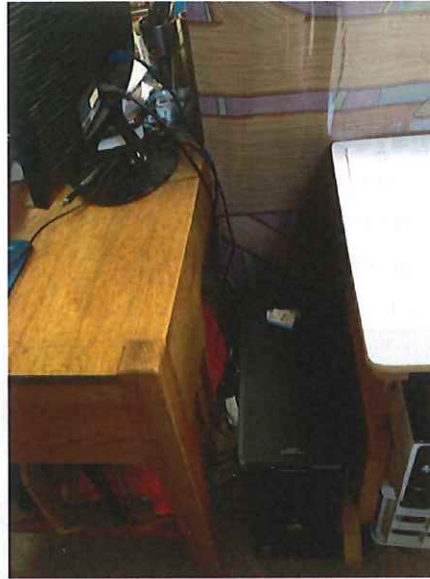

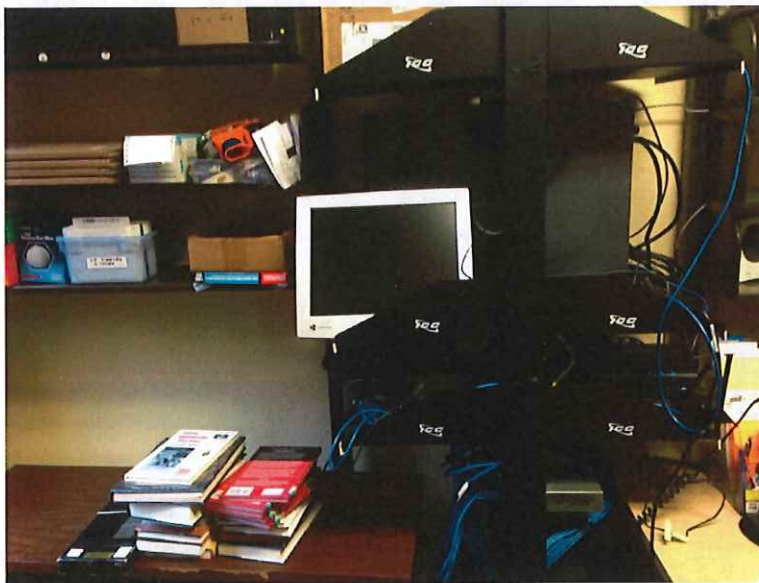*Figure 36: Staff desk space is needed for work; computers are placed wherever they can fit, leading to nests of wires underneath desks*

Figure 37: The library server sits in the middle of the workroom in the space least prone to roof leaks

The space around the boiler and the oil tanks is also cause for concern; the mechanical room is frequently used as a storage area, and well-meaning volunteers sometimes unintentionally violate the fire code by placing combustible materials too close to the tanks or pipes. Ideally, not cardboard or wood should be in the mechanical room, but conditions at Wheeler are not ideal, so we simply do our best to comply with fire code.

Figure 38: Combustible wood and cardboard items left too close to the boiler and the oil tanks at the rear

Safe exits from the children's room, meeting room and the mechanical room in the event of a fire are also a long-standing concern. In the event of a fire, the primary exit for the entire downstairs area is the side door, which means going out into the hallway and up the stairs. If the hallway is blocked off for any reason, the children's room and meeting room have windows that have been fashioned into emergency exits. These exits are difficult to open, and the children's room emergency exit is often blocked by cars in the parking lot who ignore the "no parking" sign. The exit from the mechanical room is a bit easier to access and open, but is difficult to clear when it becomes cluttered with leaves or snow, which happens frequently.
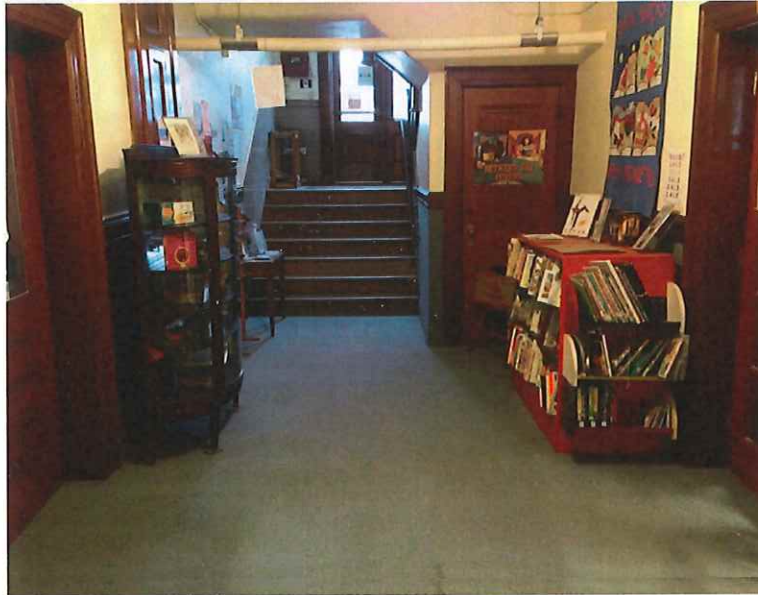
Figure 39: The main stairwell leading up from the basement
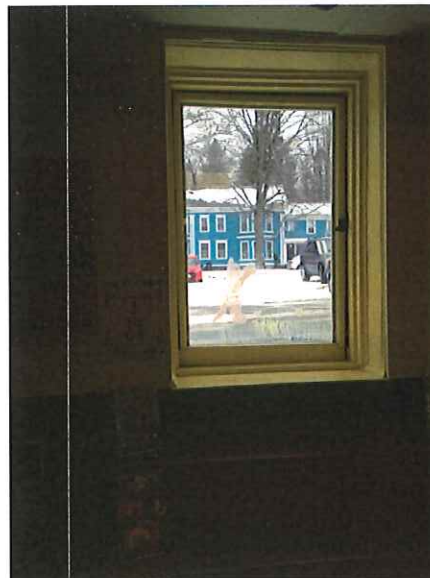
Figure 40: The emergency exit in the children's room

Figure 41: The side entrance/exit from the mechanical room, filled with leaves AND snow

- **Structural Integrity**

The Wheeler Memorial library is 102 years old, and it's not surprising that certain parts of it have started to crumble and decay. The roof, however, has been an issue since the library opened in 1914. Repairs have been made countless times over the years, but the design makes it difficult for water to drain off properly and encourages ice dams in the winter. The east reading room has suffered the most severe damage over the years, and valuable shelf space has been abandoned in areas where leaks have persisted in site of repairs.

Figure 42: Water damage to the wall and blinds in the east reading room

Figure 43: New cracks forming in the plaster in the corner of the east reading room

Figure 44: Shelf space in the east reading room corner given over to buckets to catch potential leaks in an attempt to prevent damage to the rest of the room

The staff workroom is also a frequent victim of roof leaks. Water stains from a previous leak in the corner are still highly noticeable. The threat of future water damage in this room is escalated by the fact that it houses the server, routers, two staff computers, a wired smoke detector, and the staff microwave and mini fridge.

Figure 45: The room with the highest concentration of electronic equipment showing signs of water damage

- **Other**

Other issues that affect Wheeler include:

   o   Narrow/easily obstructed doorways
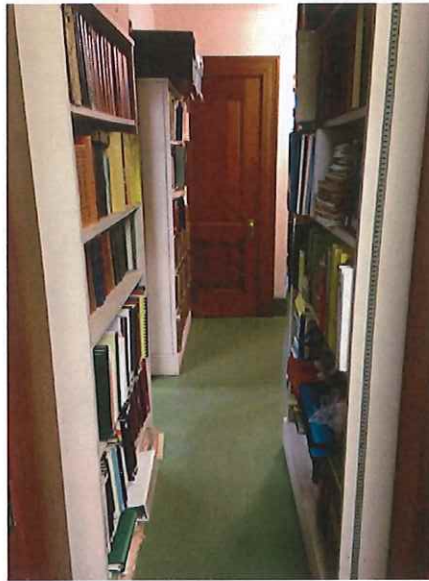
Figure 46: The door from the workroom to the local history room is barely wide enough for one person

Figure 47: The door to the attic opens out into the side stairwell, blocking the stairwell and potentially injuring anyone in the stairwell at the time

      o   Hot radiators

The radiators along the walls throughout the building keep it warm in the winter, but they can be dangerously hot to the touch. The insulated pipes connected to the radiators are prone to damage, and already show serious signs of wear.

Figure 31 (repeated): The radiator in the bathroom is either turned off or turned down to its lowest setting in the winter to prevent injury

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

The main hindrance to staff workflow at Wheeler is lack of space, both for storage and for long term projects. Staff do not have dedicated desks, meaning any project that is not completed by the end of a shift must be tidied up and put away so that the next staff member will have space to work. Projects tend to take twice as long as necessary due to the extra time needed for setup and cleanup every day. The shelves of the workroom are a neatly arranged chaos of overflow materials, processing materials, items waiting to be processed, office supplies, and various folders that don't fit in the filing cabinets.

It is fortunate that the staff all get along well, as having more than one person in the workroom at a time requires a bit of maneuvering.
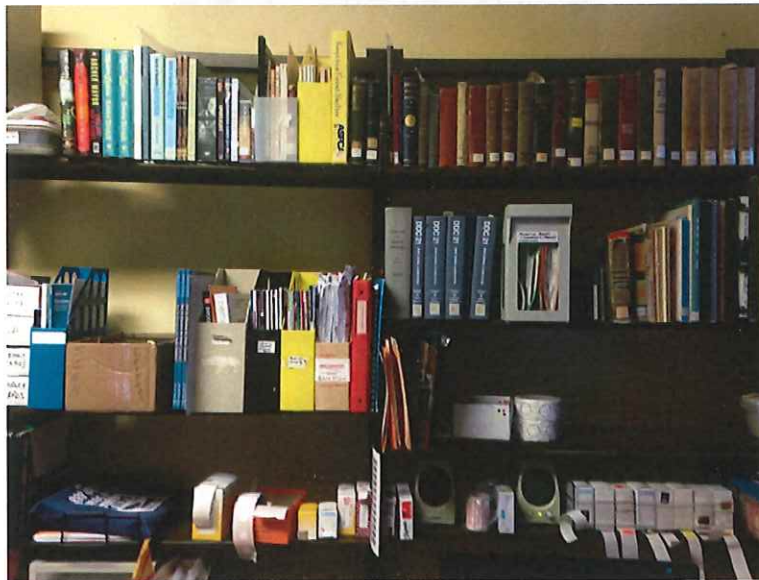

Figure 48: Tidy shelves full of things that don't really belong in a workroom

Figure 49: Two staff members can use the workroom at the same time as long as personal space isn't an issue

The children's room has no work area; processing and craft preparation ay be done in the community room if it is available, but most work at the children's staff desks, which are in the center of the room on either side of the circulation desk. With almost no storage space and no room to store supplies and materials elsewhere, cluttered desks are inevitable.
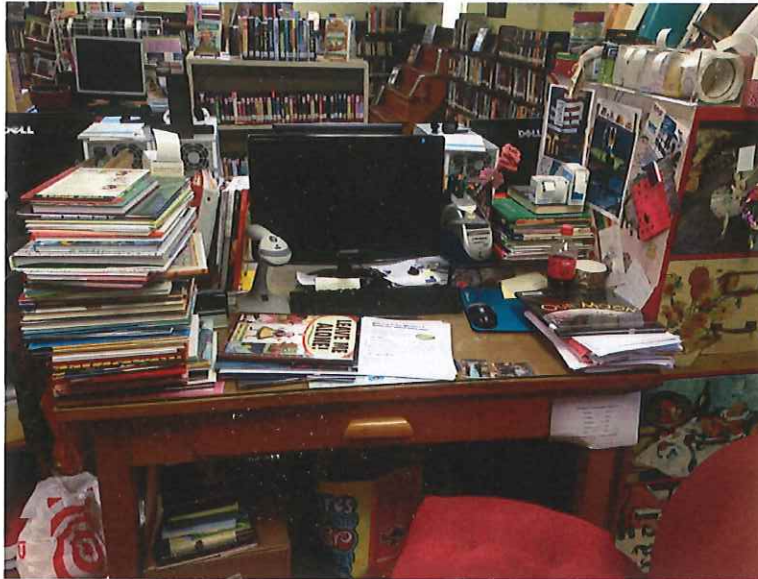

Figure 50: The children's cataloging station; it's an organized mess

Figure 51: Craft supplies, book club books, promotional materials and paperwork take up most of the children's librarian's desk
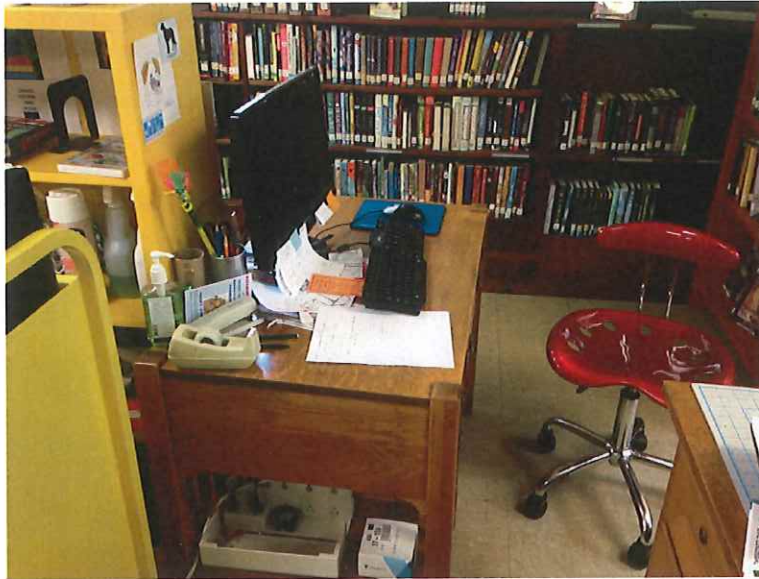
Figure 52: The children's librarian's computer station; there's no wiring accessible at the larger desk

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

The major obstacles to anyone approaching and accessing Wheeler are the stairs. Entry to any part of the building requires a trip up or down the stairs, and the stone staircases can be slippery when they are wet or dusty.

Figure 53: Narrow, steep stairs with a sturdy railing lead up to the main floor

Figure 54: Wide stairs with a gentler slope and a flimsy railing lead down to the basement

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

The current parking lot has a capacity of 27 spaces, with 6 spaces available along Grove Street for convenient street parking. (Street parking is also available along East Main Street in front of the library, but these spaces are considered unsafe due to traffic.)

Figure 55: Street parking along Grove Street

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

There is no entrance available directly from the library parking lot. Patrons must either walk along the side of the building to the side entrance, or walk around the building to the front entrance. The sidewalks and paved parking area can be dangerous in the winter and during heavy rains.

Figure 56: No entrance at the rear of the building

Figure 57: Side entrance from the parking lot

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

All 27 spaces in the library parking lot are dedicated to library use only.

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

The library's age and wear over time make it extremely inefficient. The building is difficult to heat and cool, and extreme temperatures can lead to closure due to concerns for the safety of staff and patrons. The land on which the library was built is prone to having a low water table, making mold and moisture damage an annual problem.

3. **Expanded & improved facility benefits**
   A. **How does the project facilitate the library's ability to serve the general public, adults, children and teens in terms of:**

- **Information Services**

The proposed project calls for two circulation desks, stationed near the main entry but not directly in front of it. With increased open space in the lobby and in the front room, there is no need to have a large volume of promotional materials and displays directly on the desk. A large work room is positioned directly behind the desks, giving staff ample storage space for infrequently used supplies and materials. There is also more wall space behind the desks for patron holds and frequently used supplies.

For researchers/local history enthusiasts, the building plan has a local history room/conference room, with desk space devoted to a microfilm reader and a research computer, and a large table to work on.

Up in the children's room, children's staff have a desk located just to the side of the entrance and directly in front on the storage room. The storage room includes a work desk for projects that cannot be conveniently done at the main desk. The children's librarian has an office for storage, projects, and quiet meeting space.

- **Borrowing**

The circulation desks are on the ground floor of the library near the main entrance, making them easier to access for all visitors. New books and audio-visual materials are positioned closest to the main entrance on the ground floor for patrons who just want to stop in quickly to see what's new. Space around all of the shelving is increased to be ADA-compliant, with additional seating around the library making it easier to browse the collections. In the children's room, the desk is moved to the side of the door, still clearly visible, but no longer blocking the entrance.

- **Collections**

New books and audio-visual materials on the main floor are on highly visible and attractive shelving. To the left, the fiction and non-fiction stacks are on accessible, clearly-labeled shelves in a room with space for collection growth. In the right corner is a room dedicated to the young adult collection, with space for both quiet study and socializing, as well as space to browse the young adult books in peace. Out in front of the young adult room is an area for periodicals and wifi, with space to browse and read the library's magazines or relax with a laptop or e-reader. Up the stairs or elevator and into the old building, the conference room houses both the local history collection and the microfilm collection, giving history enthusiasts a quiet space to research in peace. Moving forward the east and west reading rooms have split the large print collection up amongst their shelves, leaving more space for comfortable seating and quiet reading. Back through the library and up the elevator or stairs to the second floor is the children's room, with the whole floor devoted to the children's collection. The collection advances through the room by age range, starting with picture books and board books and ending with chapter books, all on accessible, adjustable shelving.

- **Programming areas, meeting rooms, and quiet/group study spaces**

On the ground floor of the library, to the left of the lobby, is the community room, with its own storage and kitchen area for programs. The community room will be available for all local events, and will be available for after-hours meetings and events by appointment. The young adult room has space for study, with a table located near the front of the room for homework and after-school projects. The conference room can be used as a research space or a small meeting space for local groups. Next to the director's office are two quiet study rooms for small groups or individuals to work in peace. Out in the information/reference section are small tables for reading or research, and in the reading rooms are similar-sized tables for reading or work. Upstairs in the children's room, all the way to the left is the craft room that can either be open to the rest of the children's space or closed off depending on noise levels during story hour. To the right are smaller tables, intended for reading or quiet work, and a computer section surrounded by cozy reading chairs. On the other end of the room are two tables intended for schoolwork or quiet study.

- **Other**

In the basement is a staff lounge, giving staff space for breaks away from their desk or workstation. There is also a separate storage space, mechanical room, systems room, and custodial space, keeping items intended from storage from finding their way into other rooms. There is also an unallocated space that could be used for further organization, cataloging, and if necessary, storage of the materials currently located in the mezzanine area, as well as a staging area for special events. Upstairs, the lobby has plenty of space for multiple bulletin boards and public materials, all of which can e made available without blocking the doors. The plan also calls for two public bathrooms on the ground floor, a bathroom in the children's room on the second floor, and a staff bathroom downstairs.

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

- **Health**

The installation of an HVAC system will help greatly with ventilation issues and air quality. The existing walls and foundation will be brought up to code, and the roof will be replaced, solving the majority of the building's moisture and mildew problems. Having an elevator will make it easier and safer to move items from one floor to another and to retrieve items from storage as needed.

- **Fire Protection**

A dedicated server room and updated wiring will eliminate our electrical hazards and ensure that everything installed is up to code. Having separate rooms for storage, the mechanical room, and the systems room will also eliminate the fire hazards faced in the current mechanical room. In the event of a fire, the public will not be required to run up staircases or climb out of windows. On the ground floor there are several exits available. The side and front doors of the current building, although not ADA-compliant, will be kept as emergency exits, and both the main entrance and the community room exit directly into the parking lot. The children's room upstairs has an emergency staircase that leads out onto the side lawn, and the basement area has an emergency exit that leads out onto the front lawn.

- **Structural integrity**

The renovated building will be brought up to code, and the renovations will include a new roof. The past 102 years have proven that the current roof is not structurally sound and needs to be replaced. While it is highly unlikely that the basement will ever be completely waterproofed, given the nature of the land the library was built on, with modern improvements it can easily be made into a comfortable space for staff use and storage.

- **Other**

Doorways will be ADA complaint, with sufficient space for any individual to pass through and automatic door openers where appropriate.

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

The proposed circulation workroom has space for each staff member to have their own area, with additional free space for volunteers or side projects. This will allow staff to begin and continue projects with less interruption. Having free space in the workroom to receive and sort delivery shipments will also free up space at the desk, making circulation and reference transactions easier and faster. In the children's room, having a work space that is not in the immediate circulation area and has plenty of storage will make processing and cataloging much more efficient.

D. Is the project ADA compliant? XYes ☐No

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

N/A

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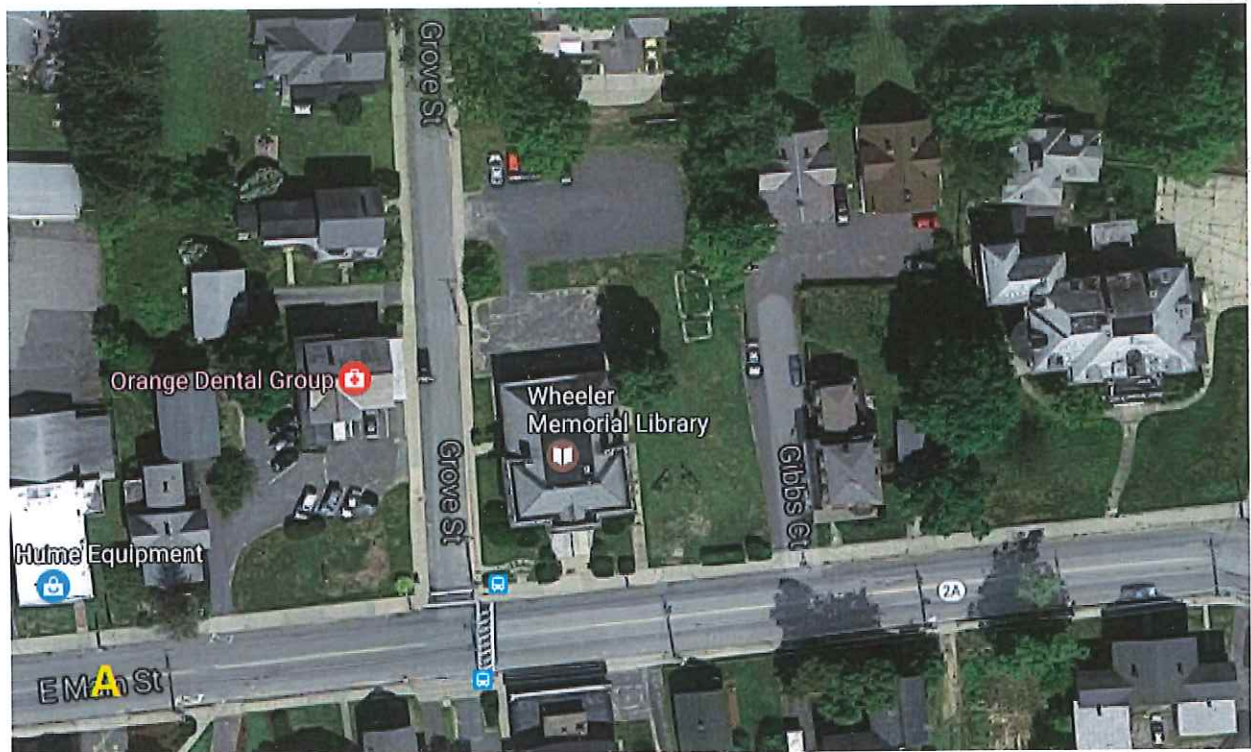

The library currently has 27 dedicated parking spaces in the rear of the building, in two adjoining lots. In figure A, the current parking configuration is shown.
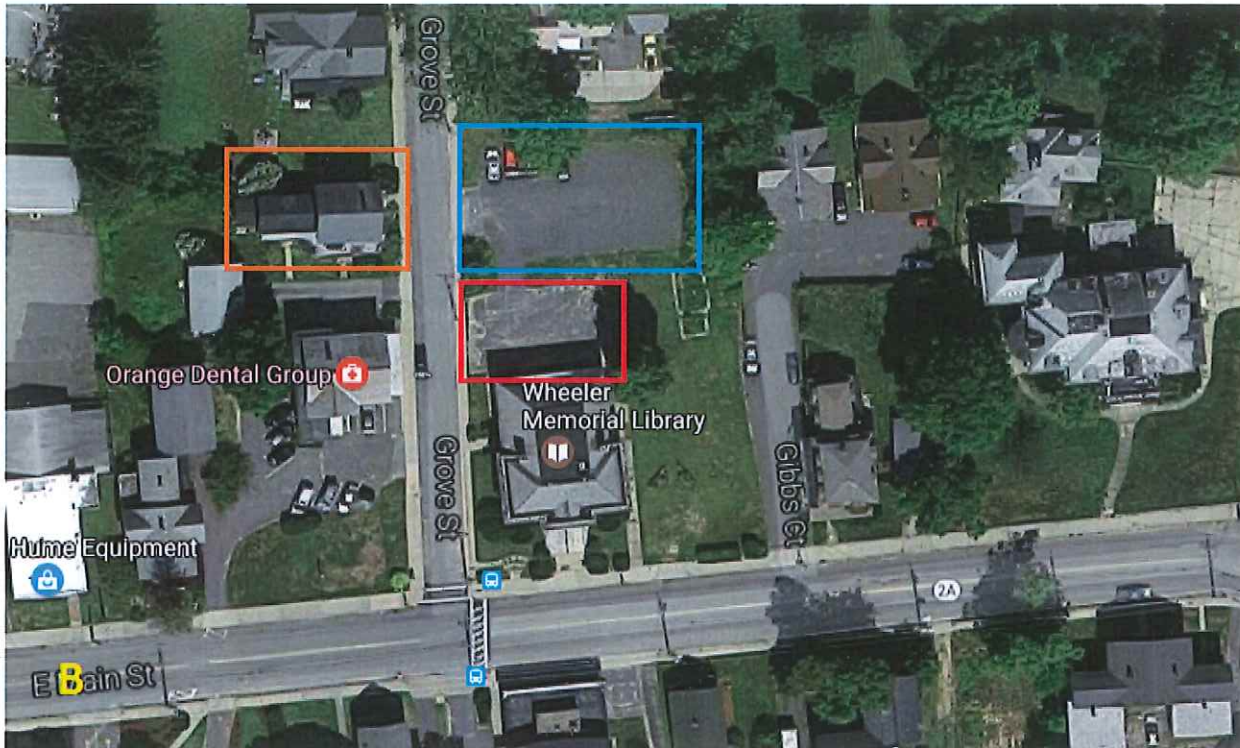
For the renovation, the lower, paved parking area will be destroyed to create space for the rear addition. This area is marked in red in figure B. The remaining parking space, marked in blue, will be paved and remodeled to have 23 parking spaces, including 2 handicapped spaces. The proposed renovation is 20,062 square feet; the current parking does not meet the MBLC guideline of one parking space per 400 gross square feet of building, which would be 51 spaces, not including staff parking.

There are 6 spaces in which patrons may park on the street on Grove Street. (Short term parking is also available on East Main Street, but this parking is not safe for long term.) There is also a property, noted in orange, at 15 Grove Street, that the trustees of the library are currently investigating as a potential site for future parking. The lot size of this property is 10,454 square feet, which would be sufficient space for the remaining 28 spaces needed. There is also potential to further expand the lot and share in demolition and paving costs by partnering with the Orange Dental Group and sharing the parking space, as their business is also in need of additional parking.
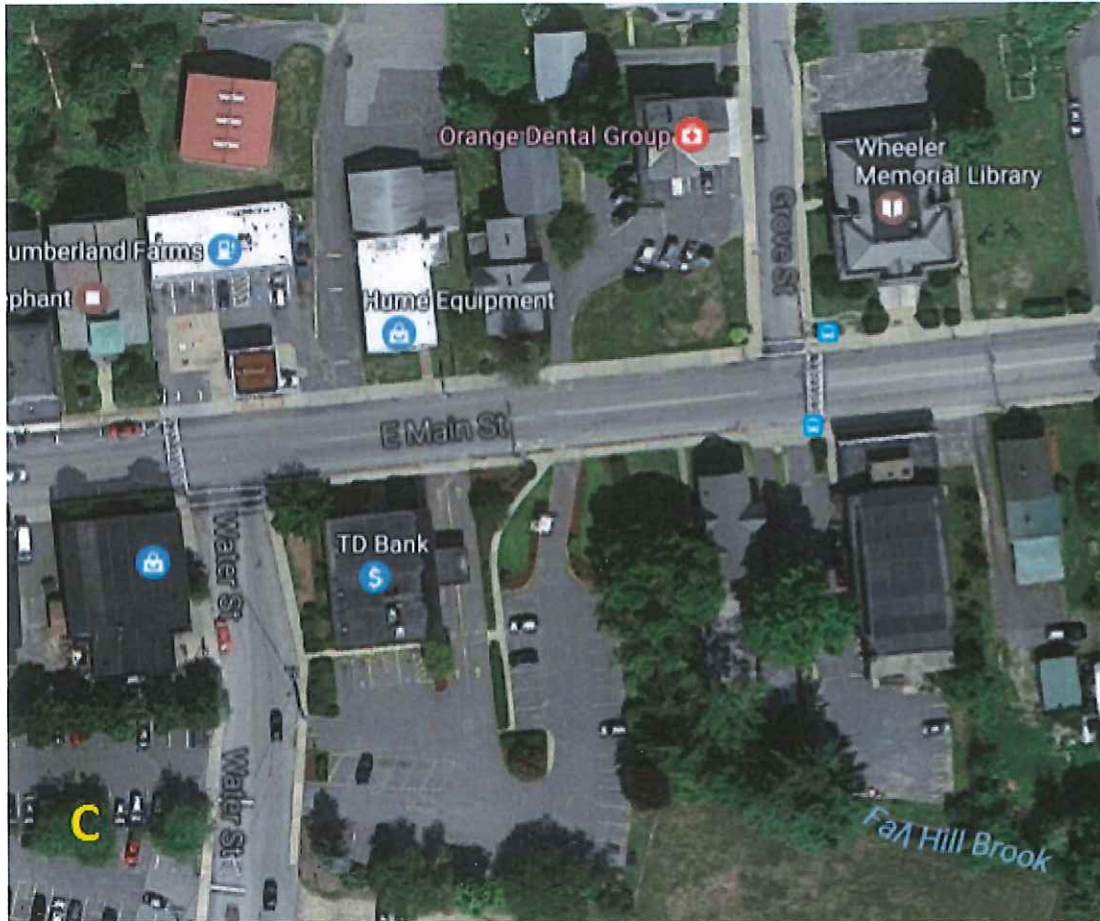
There is also a large parking space available at the former TD Bank location. This is not ideal parking, as it is several houses down and across the road, but it provides a reasonable temporary overflow alternative. The TD Bank closed at the end of November, but the trustees plan to approach the owners of the business that replaces it with a request to use their lot for temporary overflow parking.

The current plan is pending approval by the town planning committee.

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

The established parking area of 23 spaces will lead directly into the main entrance of the building. For street parking, and once the Grove Street lot is acquired, visitors will cross the street at Grove Street and then may either walk through the library parking lot or walk along the sidewalk and paved area to the main entrance.

For temporary overflow parking from the former TD Bank lot, visitors would have to walk up East Main Street roughly half a block to the crosswalk, cross the street, and then walk around the library to the main entrance in the rear.

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

23 spaces in the library parking lot are library use only. Once the Grove Street site is acquired, if the library purchases the space, demolishes the existing structure, and paves the lot, all 28 spaces will be library use only. If the library partners with the Orange Dental Group to share in demolition and paving costs to create a lot larger than 28 spaces, the lot will be shared between dental customers and library visitors.

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

The library will take advantage of the beautiful existing building, and only small amounts of selective demolition are required to join the proposed library addition. The proposed library addition is located on a previously developed site, in the downtown area, in easy walking distance to the town hall, courthouse, post office, and a number of businesses. Preferred parking spaces will be designated for high efficient or car pool vehicles, and the library is also considering a pay-as-you-go electric vehicle charging station.

The landscaping will be composed of native plant materials, and no permanent irrigation system is proposed for the landscaping. Storm water will be managed on site and passively treated before being recharged into the ground, only overflow piping will be connected to the system in the street.

The mechanical systems will be high efficiency, and controlled by a centralized automatic temperature control system. The walls and roof of the addition will have more rigid foam insulation than required by the Massachusetts energy code, to reduce operating costs for heating and cooling. Most of the windows in the building will be operable.

The lighting systems will be automatically controlled, and include daylight harvesting, which will automatically lower the lighting levels of the light fixtures close to the windows so that the natural sunlight balances with the brighter interior lights to keep lighting levels even while saving energy. The building is being designed with provisions for a substantial photovoltaic array on the roof, which will help reduce electrical operating costs. The lower roof is being designed with a low albedo (lightly colored) roofing to reduce the heat island effect of the facility.

Many of the construction elements from the structural steel and concrete will have high recycled content, and paints, sealants, and adhesives will have very low volatile organic compounds to insure high indoor air quality. All of the plumbing fixtures will be high efficiency.

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

Furniture on the proposed design is moveable wherever possible. Shelving will be made adjustable wherever possible. Lots of open space is available in the information/reference section around the internet computers to accommodate emergent and future technologies.

J. **Does the architectural design vary notably from the building program? For example, are there service areas that have been eliminated in the architectural design that were included in the building program?** ☐Yes XNo
If yes, explain why.

It's not a large change, but it's worth noting that additional square footage has been added for children's workspace at the request of library staff, with the approval of the building committee

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

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

Two alternative sites were considered and rejected for this project.

- 94 South Main Street, Orange, MA 01364
  This location is the site of the old Butterfield School. The building is centrally located near the downtown area and is significantly larger than the current library and would not need to be expanded, but would require extensive renovation. After a short preliminary investigation, it was determined that the cost to make the old school ADA complaint would be equal to or greater than the cost of expanding and renovating the existing library.
- 24 East River St, Orange, MA 01364
  This plot of land in centrally located near the downtown area, directly across from the post office, and would allow the library to build an entirely new structure. The trustees of the library have made inquiries about this land over the years, and the price to acquire the lot was always deemed too high. In 2016 Honey Farms approached the town with a plan to purchase the land and build a gas station; resident response was wary, but generally in favor of commercial development of the land.

Repeated requests that the library move to a different facility or construct a new facility only if there were current plans for the existing library building also factored into the decision to renovate the existing structure.

B. **Summarize the site investigation findings in reports on:**
   - **Geotechnical examination**

The land the library is situated on has a low water table, and will require filler before the foundation is placed, but is otherwise suitable for the planned project.
   - **Hazardous materials survey**

There are some traces of lead and asbestos, which was not unexpected in a building over a century old, but the building is otherwise suitable for renovation.
   - **Preservation or archeological site survey N/A**
   - **Structural evaluation**

An additional structural evaluation was not deemed necessary.

C. **What zoning waivers may be required? N/A**

D. **Does the library have clear title to the proposed project site? XYes   ☐No**
   Include a copy of the Title/Deed to the property in Appendix A. If the library has not yet secured final ownership of land, the following conditions must be met for the project to proceed.

- **Existing Library Building**
   Documenting Ownership – deed showing clear title to land
   Establishing Value to Claim Eligible Cost – n/a
   Deadline – January 26, 2017

- **Acquired from Town or School Owned Land**
   Documenting Ownership – can be contingent on receiving a construction grant
      Official town meeting or vote of select board, school board or other town entity that administers the property that defines the site and authorizes transfer of land for the project
   Establishing Value
      Get three land appraisals from a real estate agent and use the middle appraisal
      OR
      Use city/town assessor's valuation
      Claim up to $800,000 as an eligible cost
         Value of existing structures cannot be claimed
         Only land for the library structure and associated dedicated parking
         Only land acquired since January 26, 2014 is eligible
   Deadline - January 26, 2017

- **Gifted**

  Documenting Ownership – can be contingent on receiving a construction grant

      Agreement between the donor and town that includes

          Confirming the Gift

          Defining the site

          Value of site

  Establishing Value

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

      OR

      Use city/town assessor's valuation

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

          Value of existing structures cannot be claimed

          Only land for the library structure and associated dedicated parking

          Only land acquired since January 26, 2014 is eligible

  Deadline - January 26, 2017 to claim as an eligible cost

  Clear title by date of signing contract with MBLC

- **Purchased from a Seller**

  Documenting Ownership – can be contingent on receiving a construction grant

      Purchase and sale agreement between the town and the seller

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

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

  Only land acquired since January 26, 2014 is eligible

- **Leased Land**

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

      Lease agreement between the municipality and documented owner

      Duration of least 99 years

      Lease payments are not an eligible cost

  Establishing Value – n/a

  Deadline - January 26, 2017

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

5. **Funding and Stewardship**
    A. **Describe the potential level of financial support**

- **Local funding has already been approved** N/A

- **Donor gift giving through capital campaign**

The library trustees and the building committee will strive to raise at minimum the estimated non-eligible project expenses, for a total of $471,025. $247,084.16 is already secured in library trusts, (see below), and both boards have begun brainstorming ways to raise the remaining $223,940.84.

- **Charitable giving from businesses, foundations and other prospects**

On January 23, the trustees voted to appropriate the following amounts for the building project:
- $81,911.82 from the Orange Library Building Fund
- $153,332.34 from the Bartolomei Trust
- $11,840 from the Building Funds Gifts Trust

- **Other**

Any/all other fundraising opportunities as they are discovered!

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

The current proposal is designed that we do not foresee an immediate need for an increase in staffing. While we do anticipate a significant increase in circulation, we also anticipate a significant increase in workspace efficiency and workflow, such that the current staff should not e overly burdened by increased usage.

The library has historically funded its own repairs from its trust accounts. Though the trustees have pledged to allocate a significant portion of the library's unrestricted trusts to the building project, the trustees anticipate that members of the community will continue to support the library through their donations as they have for the past century. There are also trusts, (such as the Bartolomei), that are funded through interest from the principal of a larger trust, and will renew over time.

The library is aware that the budget will need to be increased to accommodate additional maintenance and increased energy costs. Both the trustees and the building committee have faith that the voters of Orange will understand that a renovated library will require additional funds for maintenance and utilities.

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

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

Lack of ADA-compliant access to the library could lead to its closure if a complaint was filed against the town. Our small Moore Leland branch is accessible, but it is located roughly five miles from the center of town, and is funded primarily through trusts.

7. **Project Timeline**
    Estimate the number of months needed to:
    A. Finalize schematic design & complete design development: <u>2 months</u>
    B. Secure local funding: <u>6 months</u>
    C. Complete construction: <u>18</u> months