TOWN OF LYNNFIELD

Lynnfield Public Library

Kick-off Meeting
10-15-2015

William Rawn Associates, Architects Inc.
AGENDA

1. Team Introductions
2. Review Feasibility Study Schedule
3. Verify the Program
4. Review Cost Benchmarking/ Establish a Budget Target
5. Discuss Site Planning Issues:
   • Reedy Meadow Investigations
   • Model
   • Status of Other Siting Options
6. Schedule Next Meetings
7. Discuss Format for First Community Meeting
2. Feasibility Study Schedule

Proposed Feasibility Study - DRAFT
10/01/2015 - reflecting approach discussed at 9/15/15 Session at WRA

<table>
<thead>
<tr>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEP</td>
<td>OCT</td>
</tr>
</tbody>
</table>

**Kick-off**
- Building Committee Meetings
- Meetings with Director and or Staff
- Meetings with MBLC

**Mobilization**
- IDP 1
  - Extg Bldg Status
  - Confirm Site
  - Benchmark Costs
  - Site Options
  - Listening Session with Kids

**If Needed, Session to Discuss Extg Bldg Analysis**

**Feasibility Study**
- Web Comment Forum
- Community Meeting 1
  - Listening Session & Discussion of Likely Site and Conditions at Existing Library Site
- Community Meeting 2
  - Review Concepts and most likely option

**Pricing**
- IDP 2
  - Confirm Preferred Direction
  - Refine Plans

**Floor Plan Review**
- Pricing Review

**Prep for Town Meeting**
3. Program
3. Verify the Program

PROGRAM - 23,110.65 NET SQUARE FEET

ADULT - 11,168.4 NSF

CHILDREN - 4,811.5 NSF

TEEN - 2,284.8 NSF

STAFF WORK AREA - 4,846 NSF
### 3. Verify the Program

**ADULT ASSIGNABLE AREA**

<table>
<thead>
<tr>
<th>Area</th>
<th>Area in SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>BROWSING/NEW MATERIALS</td>
<td>480.7 SF</td>
</tr>
<tr>
<td>TECHNOLOGY COMMONS</td>
<td>399.0 SF</td>
</tr>
<tr>
<td>DANFORTH-BANCROFT READING ROOM</td>
<td>757.8 SF</td>
</tr>
<tr>
<td>CONFERENCE ROOM</td>
<td>663.0 SF</td>
</tr>
<tr>
<td>NON-FICTION AND BIOGRAPHY</td>
<td>1,810.1 SF</td>
</tr>
<tr>
<td>ADULT FICTION, MYSTERIES &amp; PAPERBACKS</td>
<td>1,960.2 SF</td>
</tr>
<tr>
<td>LARGE PRINT</td>
<td>465.8 SF</td>
</tr>
<tr>
<td>ADULT NON-PRINT, RENTAL &amp; NON-RENTAL MATERIALS</td>
<td>630.3 SF</td>
</tr>
<tr>
<td>REFERENCE COLLECTION AND READING ROOM</td>
<td>1,260.3 SF</td>
</tr>
<tr>
<td>MARCIA WISWALL LINDBERG LOCAL HISTORY &amp; GENEALOGY</td>
<td>1,077.2 SF</td>
</tr>
<tr>
<td>COPIER/BUSINESS AREA</td>
<td>100.0 SF</td>
</tr>
<tr>
<td>CAFÉ</td>
<td>400.0 SF</td>
</tr>
<tr>
<td>PROGRAM ROOM</td>
<td>1,014.0 SF</td>
</tr>
<tr>
<td>KITCHEN</td>
<td>150.0 SF</td>
</tr>
<tr>
<td>ART GALLERY</td>
<td>TBD</td>
</tr>
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</table>

**Total** 11,168.4 NSF
3. Verify the Program

### CHILDREN ASSIGNABLE AREA

<table>
<thead>
<tr>
<th>Room</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHILDREN'S ROOM</td>
<td>3,115.8 SF</td>
</tr>
<tr>
<td>CHILDREN'S STORYTIME ROOM</td>
<td>844.5 SF</td>
</tr>
<tr>
<td>CHILDREN'S CRAFTS ROOM</td>
<td>851.2 SF</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>4,811.5 NSF</strong></td>
</tr>
</tbody>
</table>

### TEEN ASSIGNABLE AREA

<table>
<thead>
<tr>
<th>Room</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEEN ROOM</td>
<td>1,109.8 SF</td>
</tr>
<tr>
<td>CREATIVE TECHNOLOGY LAB</td>
<td>825.0 SF</td>
</tr>
<tr>
<td>STUDY ROOMS</td>
<td>350.0 SF</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,284.8 NSF</strong></td>
</tr>
</tbody>
</table>
3. Verify the Program

**STAFF ASSIGNABLE AREA**

### PUBLIC SERVICE AREA
- PUBLIC SERVICES WORKROOM: 495.5 SF
- REFERENCE DESK: 141.0 SF
- CIRCULATION DESK: 673.0 SF

### STAFF WORK AREA
- YOUTH SERVICES OFFICE AND WORKROOM: 500.0 SF
- CIRCULATION MANAGER & CIRCULATION ASSISTANT'S OFFICE: 258.0 SF
- ADMINISTRATIVE CLUSTER: DIRECTOR'S OFFICE: 304.0 SF
- ADMINISTRATIVE CLUSTER: ASSISTANT DIRECTOR OFFICE: 154.0 SF
- ADMINISTRATIVE CLUSTER: ADMINISTRATIVE ASSISTANT'S OFFICE: 233.0 SF
- ADMINISTRATIVE CLUSTER: STAFF MEETING ROOM: 250.0 SF
- TECHNICAL SERVICES WORKROOM: 832.0 SF
- STAFF BREAK ROOM: 205.5 SF
- FRIENDS OF THE LYNNFIELD LIBRARY ROOM: 800.0 SF

**Total Assignable Area:** 4,846.0 NSF
3. Net to Gross Ratio
3. Verify the Program: Net to Gross Ratio

**NET or ASSIGNABLE Areas:** the Necessary Usable Spaces in the Building - - These are Predictable and Sizes are Known Before Design Begins

**GROSS AREA:** Includes Circulation, Wall Thicknesses and Mechanical Spaces - - Because These Areas are Not Calculable Until a Design Develops, Industry Standard Multipliers are Used
3. Verify the Program: Net to Gross Ratio

**MBLC Definitions:**

**NET or ASSIGNABLE AREAS:** the sum of all the floor area usable for the building's function

**NON ASSIGNABLE AREAS:** the portion of the building not assigned to a specific library service or staff work space. These spaces that include: mechanical rooms, janitor rooms and storage, closets, security systems, near entrances and circulation desks, corridors, stairwells, elevator shafts, restrooms, widths of walls, and general storage rooms

**GROSS AREA:** the total area of the building, from outside wall to outside wall
### 3. Verify the Program: Net to Gross Ratio

#### ASSIGNABLE AREA

<table>
<thead>
<tr>
<th>Category</th>
<th>Net NSF</th>
<th>Gross NSF</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADULT</td>
<td>11,168.4</td>
<td></td>
</tr>
<tr>
<td>TEEN</td>
<td>2,284.8</td>
<td></td>
</tr>
<tr>
<td>CHILDREN</td>
<td>4,811.5</td>
<td></td>
</tr>
<tr>
<td>STAFF</td>
<td>4,846.0</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>23,110.65</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### NON-ASSIGNABLE AREA

<table>
<thead>
<tr>
<th>Category</th>
<th>Net SF</th>
<th>Gross SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAIN ENTRANCE</td>
<td>170 SF</td>
<td>350 SF</td>
</tr>
<tr>
<td>ENTRANCE LOBBY</td>
<td>855 SF</td>
<td>1,385 SF</td>
</tr>
<tr>
<td>DATA CENTER/ TELECOMMUNICATIONS ROOM</td>
<td>160 SF</td>
<td>450 SF</td>
</tr>
<tr>
<td>RESTROOMS</td>
<td>760 SF</td>
<td>1,385 SF</td>
</tr>
<tr>
<td>CUSTODIAN'S WORK AREA</td>
<td>140 SF</td>
<td>275 SF</td>
</tr>
<tr>
<td>GENERAL LIBRARY STORAGE</td>
<td>1,110 SF</td>
<td>1,850 SF</td>
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<tr>
<td>STAFF ENTRANCE</td>
<td>115 SF</td>
<td>230 SF</td>
</tr>
<tr>
<td>WALL THICKNESS</td>
<td>2,770 SF</td>
<td>3,500 SF</td>
</tr>
<tr>
<td>CIRCULATION</td>
<td>1,455 SF</td>
<td>2,300 SF</td>
</tr>
<tr>
<td>MECH</td>
<td>1,155 SF</td>
<td>1,850 SF</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>8,690 SF</strong></td>
<td><strong>13,575 SF</strong></td>
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</table>

| **TOTAL GSF**                                  | **31,800 GSF** | **36,685 GSF** |
| **RATIO**                                      | **1.38**       | **1.59**       |

WILLIAM RAWN ASSOCIATES, Architects Inc. 
Lynnfield Public Library
3. Verify the Program: Net to Gross Ratio

Ranges in Net to Gross Ratio

23,110 nsf  
$\times 1.35$  
31,200 GSF

23,110 nsf  
$\times 1.45$  
33,510 GSF

23,110 nsf  
$\times 1.55$  
35,820 GSF
3. Verify the Program: Net to Gross Ratio

Ranges in Net to Gross Ratio

<table>
<thead>
<tr>
<th>Net Area</th>
<th>Net to Gross Factor</th>
<th>Gross Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>23,110 nsf</td>
<td>x1.35</td>
<td>31,200 GSF</td>
</tr>
<tr>
<td>21,517 nsf</td>
<td>x1.45</td>
<td>31,200 GSF</td>
</tr>
<tr>
<td>20,129 nsf</td>
<td>x1.55</td>
<td>31,200 GSF</td>
</tr>
</tbody>
</table>

Less 1593 nsf

Less 2980 nsf
3. Verify the Program: Net to Gross Ratio

Mattapan Branch Library

14,985 nsf
20,588 gsf
1.37 net-to-gross ratio

*Air Handler Units on Roof
3. Verify the Program: Net to Gross Ratio

East Boston Library

9,119 nsf
14,795 gsf
1.62 net-to-gross ratio

*In-door Air Handler Units
4. COST BENCHMARKS

ALL COSTS ARE IN 2019 DOLLARS
4. Cost Benchmarks: SUMMARY

- Lynnheld Public Library: $tbd
- Reading Public Library: $432
- Woburn Public Library: $385
- Framingham Branch Library: $315
- Millis Public Library: $399
- Walpole Public Library: $504
- Westwood Public Library: $453
- Granby Public Library: $459
- Belmont Public Library: $997
- South Hadley Public Library: $830
6. Cost Benchmarks:

**Reading Public Library**
Reading, Ma

$574/SF in 2019 dollars

2014 ($455/SF)
29,000 GSF
2 Stories, Renovation

**Woburn Public Library**
Woburn, Ma

$709/SF in 2019 dollars

In Design
46,200 GSF
Renovation
6. Cost Benchmarks:

Framingham Public Library
Framingham, Ma

$432/SF in 2019 dollars

2015
17,000 GSF
1 Story; New Construction

Millis Public Library
Millis, Ma

$385/SF in 2019 dollars

2013 ($291/SF)
17,800 GSF
1 Story; New Construction
6. Cost Benchmarks:

**Westwood Public Library**
Westwood, Ma

$399/SF in 2019 dollars

2013 ($301/SF)
31,920 GSF
2 Stories; New Construction

**Granby Public Library**
Granby, Ma

$504/SF in 2019 dollars

2012 ($319/SF)
12,548 GSF
1 Story; New Construction
6. Cost Benchmarks:

**Belmont Public Library**
Belmont, Ma

$453/SF in 2019 dollars

2010 ($287/SF)
45,535 GSF
1 Story
New Construction

**South Hadley Public Library**
South Hadley, Ma

$573/SF in 2019 dollars

2014 ($455/SF)
22,000 GSF
1 Story
New Construction

WILLIAM RAWN ASSOCIATES, Architects Inc.
6. Cost Benchmarks:

Holyoke Public Library
Holyoke, Ma

$459/SF in 2019 dollars

2013 ($347/SF)
41,773 GSF
3 Stories; Renovation
6. Cost Benchmarks:

**East Boston Branch Library**
East Boston, Ma

$997/SF in 2019 dollars

2013 ($753/SF)
15,000 GSF
1 Story; New Construction

**Mattapan Branch Library**
Mattapan, Ma

$830/SF in 2019 dollars

2009 ($516/SF)
21,000 GSF
1 Story; New Construction
6. Cost Benchmarks:

East Boston Branch Library
East Boston, Ma

$997/SF in 2019 dollars
2013 ($753/SF)
15,000 GSF
1 Story; New Construction

Mattapan Branch Library
Mattapan, Ma

$830/SF in 2019 dollars
2009 ($516/SF)
21,000 GSF
1 Story; New Construction
6. Cost Benchmarks:

Cambridge Public Library
Cambridge, Ma

$793/SF in 2019 dollars

2009 ($493/SF)
140,000 GSF
3 Stories + Basement
4. Cost Benchmarks: SUMMARY

- **$543/SF** Average for New Construction
- **$514/SF** Average for New Construction > 20,000 gsf
4. Establishing a Budget – Impact of Net to Gross Ratio

Ranges in Net to Gross Ratio

<table>
<thead>
<tr>
<th>Net Size</th>
<th>Impact of Net to Gross Ratio</th>
<th>Gross Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>23,110 nsf</td>
<td>x1.35</td>
<td>31,200 GSF</td>
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<tr>
<td>23,110 nsf</td>
<td>x1.45</td>
<td>33,510 GSF</td>
</tr>
<tr>
<td>23,110 nsf</td>
<td>x1.55</td>
<td>35,820 GSF</td>
</tr>
</tbody>
</table>

@ $450-500/sf
$14M – 15.6M

@ $450-500/sf
$15M – 16.7M

@ $450-500/sf
$16.1M-19.9M
5. Site Planning Issues
5. Site Planning Issues
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5. Site Planning Issues
5. Site Planning Issues
6. Scheduling Next Meetings

Three Major Upcoming Meetings to be Scheduled:

1. MBLC Meeting
2. COMMUNITY MEETING 1
3. IDP 1

Target Dates During Following Weeks:

**OCTOBER:**
- Week of 10/19:
- Week of 10/26:

**NOVEMBER:**
- Week of 11/2:
- Week of 11/9:
- Week of 11/16:
- Week of 11/23 (Thanksgiving):
- Week of 11/30:
### Morning to Early Afternoon Sessions

<table>
<thead>
<tr>
<th>Time</th>
<th>Session Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am to 10:30am</td>
<td>Kick-Off Meeting Library Building Committee</td>
</tr>
<tr>
<td>11:00am to 12:00pm</td>
<td><strong>SESSION 1</strong> Site Planning Session Public Works, Masterplanning, Reedy Meadow Staff</td>
</tr>
<tr>
<td>12:30pm to 1:30pm</td>
<td>Lunch Session Meeting with Library Director</td>
</tr>
<tr>
<td>1:30pm-2:30pm</td>
<td><strong>SESSION 3</strong> Workshop with Staff</td>
</tr>
</tbody>
</table>

### Afternoon to Evening Sessions

<table>
<thead>
<tr>
<th>Time</th>
<th>Session Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:00pm to 4:00pm</td>
<td><strong>SESSION 4</strong> Listening Session with Children</td>
</tr>
<tr>
<td>4:00pm to 5:00pm</td>
<td><strong>SESSION 5</strong> Listening Session with Teens</td>
</tr>
<tr>
<td>5:30pm to 6:30pm</td>
<td><strong>SESSION 6</strong> Interview Session with Trustees</td>
</tr>
<tr>
<td>7:30pm to 9pm</td>
<td><strong>WRAP-UP MEETING</strong> Library Building Committee</td>
</tr>
</tbody>
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**Notes:**
- The schedule is proposed for the Lynnfield Public Library.
- The sessions are designed for interactive engagement and feedback.
- Timing may vary based on actual event scheduling.
7. Format for Community Meeting 1

• Existing Building/ Existing Site: Is There a Status Report?
• Focus Groups: Children & Teen/ Other?
• Small Groups or Single Large Session?
• Meeting 1 is a Listening Session on:
  – What Would Community Like to See in Library
  – What Might the Nature Be of a New Town Center
  – How and When do they Use the Library
  – What Doesn’t Work in Current Facility
  – Dream Big
  – Other Topics?
7. Format for Community Meeting 1
7. Format for Community Meeting 1

- Open/suitable “Read Aloud” space
- More computers
- Accommodate all age groups – spaces
- Spots for teens – collaborative/‘talk’ Teen Room
- Room for refreshments
- Indoor/outdoor space
- Diverse/flexible programming schedules
- Maximize public space
- Access to library collection during construction
- Better access between library and school – safe
7. Format for Community Meeting 1
7. Format for Community Meeting 1
THE INTENSIVE DESIGN PROCESS

"Meet the Architect" Sessions with the Community