



LETTER FROM THE CHAIR OF THE LIBRARY TRUSTEES

A wise philosopher once observed, “Community is the fruit of our capacity to make the interests of others more important than our own.” Richard and Mary B. Saltonstall lived that observation when, in 1971, they generously gave the Town of Sherborn, the Library at 4 Sanger Street. Designed by local architect, James A.S. Walker, the Library commands a prominent place in the hearts and minds of Sherborn residents.

The graceful and iconic purple beech tree welcomes patrons to the Library, with its open floor plan, abundant natural light, and working fireplaces - all contributing to the cozy feel of Sherborn’s “living room.” Now, the Sherborn Library, which has served the town so graciously for over 40 years, requires extensive renovation and expansion to continue its integral mission.

To make the Library accessible and Americans with Disabilities Act (ADA) compliant, to bring its mechanical, electrical, fire, safety, and other systems into the 21st century, and to serve the children, indeed all constituencies, more effectively for another 40 years, we seek a new generation of benefactors to participate in the Campaign for the Sherborn Library.

The Campaign needs and welcomes gifts of all amounts from Sherborn residents, foundations, and friends. I invite you to join us in sharing the Trustees’ responsible vision for the Library’s next chapter. Together, we can build our future on the extraordinary foundation established by past benefactors, who selflessly made the interests of community more important than their own.

H. Stacey Brandon

ABOUT THE CAMPAIGN FOR THE SHERBORN LIBRARY

More than seven years ago, as conscientious stewards of the Library building, the Library Trustees and Library Director prepared a space and programming plan with the goal of providing “a Library for Sherborn that continues to be an information, learning, and community hub. . . .” The plan also includes “efficient/green design, accessibility for all citizens of Sherborn, [and] space utilization adaptive to fast moving changes in the information landscape. . . .”

With the help of a \$40,000 Small Public Library Planning and Design grant from the Massachusetts Board of Library Commissioners (MBLC) and matching funds from The Richard Saltonstall Charitable Foundation for a feasibility study and preliminary design, the Trustees were able to engage an experienced library architectural team. The architects’ planning and design work, with input from the Library Design Study Committee and numerous other citizens groups and public boards, resulted in a clear plan of action.

That action plan calls for renovation of the existing building to meet all code requirements and the expansion of the building with a new wing housing a dedicated children's area, a community hall with art gallery, and a public conference room. The estimated cost of this plan totals \$7.5 million, which would be paid in part with a \$3.6 million grant from the MBLC. The balance of the funds needed would come from private fundraising and a municipal bond issuance.

PROJECT BUDGET

The following table reflects the major pieces of the Renovation and Expansion Plan and their approximate costs, including contingencies and cost escalators, as required by the MBLC. It does not include approximately \$500,000 for pledge contingencies and endowment monies for maintenance of the renovated and expanded building.

ADA Compliance	\$1,000,000
Systems Upgrades	\$1,000,000
Renovation	
Upper Level	\$500,000
Main Floor	\$1,000,000
Children's Room	\$2,500,000
Community Hall & Gallery, Conference Room	\$1,000,000
Furnishings & Landscaping	\$500,000
Total Project Cost:	\$7,500,000

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The mission of the Sherborn Library is "To provide the community with access to information and to promote life-long education, recreational reading, and cultural advancement." Accomplishing that noble mission requires making the building and the resources therein accessible to all members of our community.

Although built in compliance with existing laws and regulations in 1971, the Library has been out of compliance with the federal accessibility standards mandated by the 1990 Americans with Disabilities Act (ADA). In the 22 years following the enactment of that landmark legislation, the Town of Sherborn has remedied ADA deficiencies in all other municipal buildings. The Library, however, remains the only non-compliant town facility. It is our urgent responsibility to ensure full access to the Library for all members of our community.

Bringing the Library into ADA compliance is neither simple nor inexpensive; but it is necessary. The most obvious change requires the installation of an elevator to allow access to all three levels of the Library — Basement, Main Floor, and Upper Level. Additionally, the Library must provide handicapped-accessible parking and barrier-free pathways from the parking areas through the entrances.

Within the building, ADA mandates require additional accessible restrooms and greater space between book stacks to accommodate wheelchairs and walkers. The building renovation designs address all of these barriers to access and will bring the Library into compliance with the ADA and make it accessible to all.

SYSTEMS UPGRADES

Systems that were once state-of-the-art eventually require expensive repair and maintenance and even become obsolete. The Library's heating, ventilating, and cooling systems (HVAC) have reached the end of their useful lives. They require constant repair and are very inefficient energy consumers.

Similarly, the Library's fire protection and safety system is obsolete and demands replacement, which will include a new, code-mandated sprinkler system throughout. The electrical system, although adequate for current use, will be unable to support the building's needs following the installation of the ADA-mandated elevator.

In short, the HVAC, fire protection and safety, and electrical systems must be replaced with up-to-date and energy-efficient models. With more energy-efficient systems and with current windows replaced with modern glass technology, the Library will seek LEED (Leadership in Energy and Environmental Design) certification at the Silver level, consistent with Sherborn's status as a "Green Community" under Massachusetts state law.

The resulting systems efficiencies will also afford the Library sustained savings in energy costs for the long-term life of the building.

OVERVIEW OF RENOVATION AND EXPANSION

If the town accepts the MBLC grant of \$3.6 million and approves the Renovation and Expansion Plan, the addition of 7,584 square feet of new space, combined in the Children's Room and the Community Hall and Gallery, frees up valuable territory on the Main Floor and the Mezzanine of the Library that will allow reconfiguring and renovating space of the existing building.

RENOVATION

Upper Level

The Upper Level, which currently houses young adult materials, as well as overflow from the adult collection, and includes the Conference Room, will be rededicated to the young adult population and will house the Director's office. Overflow adult materials currently on the Upper Level will be moved to the Main Floor (to space freed up by the transfer of the children's collection to the new Children's Room), providing more room on the Upper Level for the young adult materials.

The addition of a Community Hall, Gallery, and Conference Room in the new wing will allow the Upper Level Conference Room to be reconfigured as the Young Adult Tech Lab for small group study, tutoring and other collaborative work by high school and middle school students.

Main Floor

All of the current Main Floor will be dedicated to the adult collection and the Adult Reading Room. The spaces between book stacks will be expanded and the height of the stacks will be reduced, thus allowing easier access to materials for all. With the redirection of the children's area to the new Children's Room, the enlarged adult space will be quieter and more conducive to leisurely reading and study.

EXPANSION – MAIN LEVEL

Children’s Room

Children of all ages, from toddlers to high school students, use the Library every day. Pre-school and elementary school children account for over 50% of the Library’s annual circulation, yet the space allocated for children’s services—a mere 985 square feet—totals just 6% of the Library’s usable space. It is widely recognized that the current children’s area is greatly undersized and forces competition between the adults’ desire for quiet and the children’s need for age-appropriate exuberance.

The proposed Children’s Room, located in 3,446 square feet of new space, would be separated from the Adult Reading Room by a glass vestibule connecting the new construction to the existing building at ground level. The room will include child-accessible book stacks, tables, and chairs for young readers. It also includes a smaller Children’s Program Room to accommodate 48 children, extending from the end of the Children’s Room to create a “tree house” feeling. It will be enclosed with windows to draw in natural light and create a sense of open environment.

The total dedicated space, designed to complement the Adult Reading Room, will enable the adults and children to access services separately without losing the valued multi-generational connection.

EXPANSION – LOWER LEVEL

Community Hall

For a library that will meet the immediate and future needs of its community, the MBLC requires that renovation and expansion plans include a public meeting room that will accommodate gatherings of town groups during and beyond library hours. The preliminary designs therefore include a Community Hall and Gallery beneath the new Children’s Room, as well as an adjacent Conference Room. These lower level spaces will be punctuated with windows for natural light and will have a secondary entrance and nearby parking for after-hours access.

With seating for 150 patrons, the Community Hall will be ADA-compliant and will replace the theatre space in the existing basement for Library programming and meetings of various town groups that now use the upper level conference room. The Community Hall will also have storage and kitchenette facilities.

Gallery

New gallery space will be integrated along the walls of the Community Hall to feature it as an attractive multi-purpose facility. State-of-the-art picture rails and illumination will produce a sophisticated aesthetic for rotating installations from local and prominent artists.

Conference Room

The lower level will also house a small Conference Room for town groups that require a more intimate meeting space than the 150-seat Community Hall and Gallery. The Conference Room can also be opened to accommodate overflow from the adjacent larger public meeting room and is easily accessible from the after-hours entrance, as well as the lobby elevator.

ESTIMATED PROJECT TIMELINE as of October 1, 2013

2012 proved very productive for the Campaign for the Sherborn Library (Campaign). Early in the year, the Massachusetts Board of Library Commissioners (MBLC) notified Library Trustees that Sherborn Library has been placed on the waitlist for a provisional construction grant in the amount of \$3.6 million.

There was also a Town Meeting Warrant Article for short-term ADA improvements (accessible bathroom and automatic door opener), and a Town Election where voters approved a \$52,000 budget to pay for the ADA improvements. A contract for architectural services for those improvements was signed by the Town Administrator in the summer.

- Fall 2012**
 - ☞ Trustees reported to Advisory on Campaign progress and reiterated expectation for municipal capital expenditure for project.
 - ☞ Monthly press releases on Campaign progress

- Spring 2013**
 - ☞ Trustees continue major gift solicitations; Campaign newsletter launched.

- Fall 2013**
 - ☞ September 14th: Public Campaign Kickoff Event
 - ☞ Town-wide solicitation mailing

- Spring 2014**
 - ☞ Private fund raising efforts continue to reduce municipal financing obligation.

- Fall 2014**
 - ☞ Estimated timeframe of MBLC award to Sherborn.

- Winter 2015**
 - ☞ Work begins on “Get out the Vote” for Town Meeting

- Spring 2015**
 - ☞ Town Meeting vote to: 1) accept the MBLC grant, 2) accept privately raised funds, and 3) approve the municipal portion of funding for the project
 - ☞ Annual Town Election: capital funding vote
 - ☞ Owner's Project Manager Selection
 - ☞ Designer Selection
 - ☞ Final Design and Development Phase (30-60) days

- Summer 2015**
 - ☞ Bid Phase (60-90 days)

- Fall 2015**
 - ☞ Construction Phase (350 days)

- Fall 2016**
 - ☞ Project Completion & Move-In

CAPITAL NAMINGS SECURED
AS OF OCTOBER 1, 2013

<u>NEW WING – MAIN LEVEL</u>	<u>GIFT LEVEL</u>	<u>GIVEN BY</u>
Children’s Room	\$1,000,000	The Elissa Bradley Charitable Foundation
Children’s Program & Craft Room	\$500,000	Anonymous, “In Honor of Nora Searle”
Children’s Garden & Terrace	\$400,000	The Weezie Foundation
Conference Room	\$250,000	The Library Trustees
 <u>ORIGINAL LIBRARY – MAIN LEVEL</u>		
<u>Adult Reading Room</u> “The Living Room” of the Sherborn Community	\$500,000	In Discussion
<u>Local History Room</u> Specially designed space to preserve and celebrate rare books and rich cultural materials from local sources	\$100,000	In Discussion
Adult Inglenook with Fireplace	\$50,000	The Zug Family
<u>Main Circulation Desk Area</u> Epicenter of the current main library for information and circulation	\$50,000	In Discussion
 <u>ORIGINAL LIBRARY – UPPER LEVEL</u>		
<u>Young Adult Tech Lab</u> State-of-the-art study and collaborative space for young adults; High-tech audio-visual and computer equipment	\$100,000	Friends of the Sherborn Library
<u>Library Director’s Office</u> Hub for the Library Director’s multi-faceted work to protect and promote the literary enrichment of Sherborn	\$50,000	In Discussion

TABLE OF GIFTS NEEDED VS. COMMITTED AS OF OCTOBER 1, 2013

Society Minimum	Society Maximum	Donors Needed	Donors to Date	Gifts Needed	Gifts Committed
\$500,000	Unlimited	3	3	\$2,000,000	\$2,000,000
\$100,000	\$499,999	5	5	\$1,000,000	\$1,100,053
\$50,000	\$99,999	6	5	\$400,000	\$300,000
\$15,000	\$49,999	6	4	\$150,000	\$74,985
\$5,000	\$14,999	30	18	\$150,000	\$112,877
\$1	\$4,999	150	10	\$100,000	\$19,752
	Total:	200	45	\$3,800,000	\$3,607,667

CAPITAL NAMING OPPORTUNITIES AVAILABLE AS OF OCTOBER 1, 2013

- Community Hall \$250,000
2,500 Sq. Ft. of public multi-purpose space; Accommodates approximately 150 people seated or 300 standing; Accessible entrance with parking lot from rear of Library for after-hours use; Kitchen attached
- Art Gallery of Community Hall \$100,000
Illuminated picture rails lining the walls of the Community Hall to feature art exhibits and special installations
- Children’s Garden-View Reading Nook \$50,000
Cozy enclave for quiet family reading; Premium view of the Children’s Garden & Terrace
- Children’s Room Circulation Desk \$50,000
Children’s Librarian and staff resource station; Convenient, child-friendly checkout for children’s materials
- Children’s Room Art Gallery \$50,000
Illuminated picture rails lining the walls of the Children’s Room to feature children’s artwork and exhibits
- Glass “Bridge” \$50,000
Vestibule connecting the main library to the New Wing, and allowing access to the elevator, stairs and garden
- Young Adult Hearth \$50,000
“The Living Room” for Sherborn Youth; Offers cozy furniture for solo reading or book groups by the fireplace on the upper level of the original library

To discuss any of the naming opportunities, please contact Stacey Brandon, Chair of the Library Trustees, at 508.650.4863 or staceybrandon@verizon.net.

HOW TO MAKE YOUR GIFT

Thank you for considering a generous gift to the Campaign for the Sherborn Library. Pledges of \$10,000 and above are payable over three years.

Checks should be made payable to the “Sherborn Library”, and mailed to: 4 Sanger St., Sherborn, MA 01770.

For instructions on gifts of securities or wire transfer, please contact: Jim Murphy, Treasurer of the Library Trustees, at 508.653.7162 or jwmurf@comcast.net.

FREQUENTLY ASKED QUESTIONS

Why renovate the Sherborn Library?

Like all good public libraries, the value provided by the Sherborn Library is not solely the books, but resides in the programs, the people and the place itself. The Sherborn Library is the only public building where residents of all ages can gather, explore, learn, borrow books, and connect with friends and the community.

The Sherborn Library is the only municipal building in town that has not been renovated or brought up to current code since it was built in 1971. The time to make those changes is now, and the renovation addresses three specifically critical needs:

1. **Improved space:** a new children's area will be the showpiece of the project along with exciting dedicated young adult study space, improved adult reading areas, a new community room and art gallery, a conference room and a terraced outdoor garden area.
2. **ADA compliance:** the entire building will meet ADA standards and be accessible to all.
3. **Updated systems:** all mechanical, electrical, fire and emergency systems, which are now obsolete and do not meet current codes, will be updated.

Why expand the Sherborn Library?

A key vision for this project is to create inspiring and functional space at the Sherborn Library for the whole community. The centerpiece of the project will be a new wing, which will house a dedicated Children's Room and adjacent outdoor garden and terrace.

Below, a sun-filled community room with modern amenities will be available for groups in town to use for meetings, events and special functions. In addition, carefully designed exterior paths and walkways will provide easy access for all and will make the town campus more attractive and functional.

What is the scope of the project?

The current Library structure will remain largely intact with significant renovation "behind the scenes," including up-to-date HVAC, code-required mechanical, electrical and emergency systems, a fire suppression system and energy efficient windows will be installed to gain LEED certification.

The most obvious element will be a new children's room added to the rear of the building with a community hall and conference room on the lower level accessible from the Town Hall parking lot. An elevator and separate egress will be situated between the original building and new children's wing.

With the relocation of the children's section, the original library will have greater space for new book displays, media and technology, adult-specific comfortable reading areas, and improved staff workspace.

What is the project timeline?

- Fall 2014 – Anticipated date that Massachusetts Board of Library Commissioners (MBLC) announces the availability of the \$3.6m provisional grant award to Sherborn.
- Spring 2015 Town Meeting – Town Meeting vote to: 1) accept the MBLC grant, 2) accept privately raised funds and 3) approve the municipal portion of funding for the project.
- Fall 2015 – Anticipated start of construction.

FREQUENTLY ASKED QUESTIONS (CONT.)

How much will the project cost?

The current budget for the project is \$7.5 million. That number does not include approximately \$500,000 for pledge contingencies and endowment monies for maintenance of the renovated and expanded building.

How will the town pay for the project?

A combination of state, municipal and private money will fund the project. In May 2012, Sherborn was placed on a wait list for a \$3.6m grant from the MBLC. The Trustees launched the quiet phase of the “Campaign for the Sherborn Library” to raise private funds to offset costs to the town. As a result, the project has been a model “public-private partnership,” with funding from state, municipal and private donor sources.

Why not just raise all the funds privately?

The Sherborn Library is a public institution, serving all citizens in town. Several of our private leadership donors have made their commitments contingent upon the town’s acceptance of the MBLC Grant and the inclusion of a municipal financial component. The trustees will continue the Campaign for the Sherborn Library to raise private funds to offset taxpayer costs until the project begins after acceptance and receipt of the MBLC Grant.

Does the town have this budgeted in its Capital Budget Plan?

Yes, for the past several years, the Library Trustees have met with the Capital Budget Committee, which has reserved \$2.5 million in the capital budget for this project. Assuming the cost estimates hold, the actual amount the town would need to fund is lower because of offsets from private fundraising.

Will the Library be part of the Minuteman Network after the renovation?

The Library joined Minuteman in July 2013 and the network is fully functional.

How can I get involved and help with the project?

- Join the Steering Committee of the Campaign for the Sherborn Library (contact Steve Borgeson at 508.397.0490)
- Join the Communications & PR Committee (contact Mary Moore at 617.335.6456)

What will the Library look like after the project?

The following architectural renderings are preliminary design concepts of features within the proposed project. For computer generated projections of what the Library exterior will look like, please visit the Library website at library.sherbornma.org.