

## Section 1: Project Information

### A. Census and Library

#### 1. Population of applicant municipality:

- |   |               |
|---|---------------|
| a) 2008 U.S. Census Population  | <u>14,338</u> |
| b) Later official census population, if different than above<br>2010 U.S. Census Report   | <u>15,488</u> |
| c) Cite the source(s) used to update census population.<br>Town Annual Report 2008. The town sends out forms for street listing annually to residents. The data is compiled for annual town report.   |               |
| d) Estimated 2030 Population  | <u>20,820</u> |
| e) Cite the source(s) used, but supply one single projection for the 2030 population.<br>MISER projects 18,750 by year 2020.<br>The Town anticipates an additional growth from The Legacy Farm Project up to 2,070 as reported by Vanasse Hangen Brustlin Inc. October, 2008. |               |

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

- |  |                  |
|--|------------------|
| a) Population served by library                        | <u>14338</u>     |
| b) Attendance  | <u>61446</u>     |
| c) Number of registered borrowers                      | <u>7630</u>      |
| d) Total holdings                                      | <u>43145</u>     |
| 1) Books   | <u>33114</u>     |
| 2) Audio (Compact discs (not CD-ROMs) cassettes        | <u>2143</u>      |
| 3) Video cassettes/discs/DVD                           | <u>3197</u>      |
| 4) Print periodicals, newspapers & other print serials | <u>1611</u>      |
| e) Total circulation activity                          | <u>120376</u>    |
| f) Hours   |                  |
| 1) Total hours main library was opened.                | <u>2283</u>      |
| 2) Total hours the branches were opened.               | <u>0</u>         |
| g) Public use of internet computers                    | <u>6</u>         |
| h) No. hours worked per average week by staff          | <u>7.4</u>       |
| i) Operating Income                                    | <u>\$358,003</u> |
| j) Expenditures  | <u>\$389,215</u> |

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

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

- a) Member network C/WMARS
- b) Type of membership Full
- c) Stand-alone system N/A

**B. Project**

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

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

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

- Library facility exists and will be part of construction project.
- A library facility of 5,783 gross square feet currently exists and was constructed in (date) 1895 and subsequently expanded/renovated in 1967.
- The existing library facility, which will not be part of the construction project, will be reused as \_\_\_\_\_.
- A library facility does not exist.

**3. Description of project:**

- New library building of \_\_\_\_\_ gross square feet
- Existing library building of 5,783 gross square feet, constructed in 1895 and subsequently expanded/renovated in 1967 will be:
  - Remodeled/renovated
  - Remodeled/renovated and enlarged by an addition of 15,943 gross square feet.
- An existing building, that was previously a \_\_\_\_\_, will be converted to a library of \_\_\_\_\_ gross square feet.

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

25,492 gross square feet                      18,905 net usable square feet

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

26,568 gross square feet                      19,680 net usable square feet

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

Yes                       No

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

Yes                       No  If "Yes," please specify agency \_\_\_\_\_ and provide

complete information for project costs for a library facility to be shared with another agency or organization on page 26.

\_\_\_\_\_ % of the total gross square feet of facility will be shared by library.

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

Yes  No  99 Year Lease

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

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

**10. Estimated Capacities**

|  | Present Holdings | Building Program Capacity | Design Capacity                                   |
|--|------------------|---------------------------|---|
| Volumes- Adult                                 | 16,869           | 48,295                    | 49,720  |
| Volumes-Young Adult                            | 1,537            | 6,000                     | 6,000   |
| Volumes-Children                               | 16,429           | 27,800                    | 27,810  |
| Volumes-Other                                  |                  | 5,760                     | 6,136   |
| <b>TOTAL VOLUMES</b>                           | 34,835           | 87,855                    | 89,666  |
| Videodiscs/DVD's/Videotapes                    | 2,563            | 5,500                     | 6,500   |
| Music Recordings                               | 511              | 3,500                     | 4,000   |
| Audiobooks                                     | 1,485            | 3,300                     | 3,580   |
| Other A/V Materials                            | 173              | 300                       | 2,552   |
| <b>TOTAL AUDIOVISUAL</b>                       | 4,732            | 12,600                    | 16,632  |
| <b>TOTAL NO. PERIODICAL SUBSCRIPTIONS</b>      | 119              | 100                       | 105   |
| Seating-Adult                                  | 19               | 57                        | 54  |
| Seating- Young Adult                           | 1                | 20                        | 20  |
| Seating-Children                               | 8                | 29                        | 32  |
| <b>TOTAL SEATING</b>                           | 28               | 106                       | 106   |
| Computer Stations-Adult                        | 4                | 16                        | 31  |
| Computer Stations- Young Adult                 | 0                | 7                         | 4   |
| Computer Stations- Children                    | 1                | 7                         | 8   |
| <b>TOTAL COMPUTER STATIONS</b>                 | 5                | 30                        | 43  |
| Parking Spaces-Staff                           | 0                | 0                         | 0   |
| Dedicated Parking Spaces- Library Patrons ONLY | 2 handicapped    | 0                         | 21 on site<br>See parking summary in appendix "J" |
| <b>TOTAL LIBRARY PARKING SPACES</b>            | 6                | 65                        | 65  |
| FTE Professional Staff                         | 3                | 3                         | 3   |
| FTE Non-professional staff                     | 6                | 11                        | 11  |
| <b>TOTAL STAFF</b>                             | 9                | 14                        | 14  |

|                                     |   |     |     |
|-------------------------------------|---|-----|-----|
| Meeting Room Seats                  | 0 | 110 | 108 |
| Other Conference/Meeting Room Seats | 0 | 10  | 12  |
| Story Hour/Activity Seats           | 0 | 25  | 24  |

## Section 1: Project Information, cont.

### C. Needs Assessment –

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

#### 1) Existing Building Deficiencies and Their Impact of Library Service

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

In 1895 the Hopkinton Public Library was built for a population of 2,984 residents. In 1967 an adjacent church was purchased and connected to the existing building, thereby creating a 5,783 square foot library for a town with 5,659 residents.

Since 1967, the building has remained unchanged. There have been no major improvements for the last 43 years. The Children's Room, located on the second floor, is not ADA accessible. The public restroom is not ADA accessible.

During the 1990s, Hopkinton experienced tremendous population growth. In 1990, the population of Hopkinton was 9,191 and then increased to 14,743 by 2007, growth of over 60% during that 17-year period.

As a result of this population growth, the local demand for library services has significantly increased. Our library is inadequate to provide the collections, services, and programs to meet the needs of our community which now numbers 15,488.

### Condition of the Present Building

#### 1. There is no space for:

- Library meetings and programs
- Expansion of the non-print collection
- Expansion of the print collection
- Additional seats for study
- Quiet study rooms
- Exhibits or displays
- Additional computers for public use
- Additional seats for use of wireless
- Expansion of Young Adults' collection
- Young Adult social space
- Expansion of Children's Collection
- Area for Toddlers to play and socialize
- Dedicated area for Children's programs & crafts
- Area for tutoring students.

- Expansion and preservation of local history, genealogy material and exhibits.
- Community meetings.
- Off-street parking
- Private space/carrel for patrons to work
- Workroom for Circulation staff for processing ILL's, repairing items, checking and sorting library materials
- Desk space for staff
- Office space for Director, Children's Librarian & Adult Services Librarian
- Break Room for staff
- Technical Services work area for cataloging and processing items

## **2. Services are limited because of lack of space.**

- There is no meeting space/program room at the Library, which means many Library users are displaced from normal use when programs are held in the non-fiction section.
- Preschool Story times are held in the cramped 25 sq. ft. area of the Children's room, which is not ADA accessible.
- Only four computers for both adults and young adults.
- No space for quiet study.
- No space to expand the non-print and print collections resulting in 56% increase of ILL since FY06.
- Young Adults have a very small collection of books, and no space for socializing.
- No private spaces for tutoring, discussion groups or studying.
- No private office space for the Director.
- Space for Technical Services is a very small area, shared with staff as a lunch area and for small meetings, as well as storage for supplies and the back issues of magazines and newspapers.
- There is very little space for storage, which results in storing items all over the building in very creative spaces.
- Lack of adequate parking deters patron visits.

## **3. Lack of Handicapped accessibility.**

- There is no ADA access for patrons to access the Children's Room on the second floor (there is no elevator to the second floor). There is no room to relocate the Children's area downstairs.
- There is not enough floor space between stacks, tables and chairs for wheelchairs to move freely.
- The one toilet facility for public use is not ADA accessible (there is a small door and a step down).
- The one toilet facility for staff is not ADA accessible (there is a small door and a very narrow room).

#### 4. The Building is antiquated.

- Temperature is difficult to regulate in the Library. It is often too hot or too cold.
  - Heating and air conditioning systems are inefficient. The stone and granite antique structures are not conducive to energy efficiency. The Library spent over \$9,000 in utilities in FY10 (out of \$40,000 from the expense line for the entire municipal appropriation).
  - There is no climate control for valuable books, photographs and other historical matter.
  - Drafts originate from the fireplace, windows, doors, and hallways – the entire library. There are no windows that open, and therefore, there is no ventilation in the main room.
  - There are no windows at the back of the library where the staff and Director work and thus no ventilation.
  - Stained glass windows have cracks and are expensive to repair/restore.
  - Small windows in original building and stained glass windows in church section provide minimal natural light.
- b) Describe the adequacy or inadequacy of existing space, the age of the existing facility, possible safety, security, and health issues including code violations, handicapped access, energy efficiency and other relevant factors which justify the need for a new, improved or expanded facility.

Within the 5,783 square foot building, every shelf is overcrowded. Every available space has been utilized; collections have been moved and reorganized for the best efficiency, including the small staff work area. Creative strategies to maximize the best use of space have been implemented throughout the building. Reading tables and chairs must be moved (and then put back) to create floor space for programs; computers can not be used during programs because they are in the same area where programs are being held. Back issues of periodicals for public usage are shelved in the 'make-shift' Technical Services area/ staff area. Consequently, there is no privacy for staff to have lunch or hold a meeting. There are no quiet places for patrons.

#### **Inadequacy of the Existing Layout - Overview**

- Library building was built in 1895 and is not ADA compliant.
- Cramped conditions make the basement unsuitable for use.
- There is no parking lot for patrons. There is one handicapped space in the staff parking lot.
- There are only six spaces for staff in the staff parking lot behind the library.
- Seventeen steps, and two landings going up to the children's room. No elevator to second floor.
- The small area behind the Circulation desk on the main floor is not adequate for safe or effective customer service.
- No designated space for library programs.
- No designated space for tutors or other groups.

- No designated space for staff room.
- No designated office space for the Director or Youth Services or Adult services Librarians.
- No meeting rooms or community space.

**The main entry area – 110 sq. ft.**

- Main entrance is not accessible. To enter by front door, patrons must climb three granite steps, turn and pull manual doorknob and oversized, heavy, wood door.
- Interior entry area is a tight space facing seventeen steps going up to the children's room.
- To enter main floor, must turn and push manual door knob and door.
- Single, unisex patron restroom in entry way.
- No ventilation on restroom.
- In the winter months, freezing air blows in from the front door to the top of the steps to the area where the Youth Services Librarian has her desk and 'office'. This makes the area prohibitively cold and unusable during the coldest part of the year.

**Children's Room - 800 sq. ft.**

- Children's services provided in the Children's Room are in a cramped area with no separation of areas for infants, toddlers, school-aged children and parents.
- The Children's Room is on the second floor that can only be accessed by climbing seventeen steps and two landings. There is no elevator. Persons with physical disabilities are unable to access the Children's Room.
- Stairs to Children's room deny access to parents with infants and toddlers in strollers.
- There is no restroom on the second floor. Parents and children must descend 17 stairs and 2 landings to use the library's single, unisex restroom in entryway of first floor.
- There is no separate room for Story Hour.
- During story hours, nonparticipating children/patrons are blocked from browse the collection in about half the room.
- Children/patrons who are browsing during story hour are distracting to the participants.
- Story Hours are limited in the number of participants by the tiny 25 square foot area.
- A table, chairs and rolling bookcases must be moved to make room for Story Hour.
- There is no room for crafts or larger programs.
- There is no room for the growing collection. Aggressive weeding is needed to make room for new books. There is no room for ordering duplicate copies of new materials, which would allow faster access by Hopkinton patrons of current titles.
- The circulation desk area is only 63 sq. ft.

**Chart Showing Space Needed for Present Collections Using Accepted Formulas.**

Formulas as averaged from "A Library Building Program Workbook" by Patience Kenney Jackson, June 1999.

| Area   | Present Holdings | Present Space | Standard Formulas | Present Need |
|--|------------------|---------------|-------------------|--------------|
| <b>Children's Room, Fiction and Non-fiction Stacks</b> | 8,125            | 172 sq. ft.   | 12 vol./sq. ft.   | 677 sq. ft.  |

Hopkinton Public Library needs 140% more shelving for its present holdings. There is no room for additional holdings. This collection has been crowded into an area much too small for the present collection. **The children's collection, in particular, is squeezed into an area approximately one-third of the recommended formula.**

**Adult Circulation area – 132 sq. ft.**

- Severely limited circulation workspace for the two staff members.
- Inadequate space for staff to perform transactions, answer phone calls and take care of interlibrary loan tasks.
- No space for interlibrary loan boxes to unload or load.
- Not enough space for the "hold" shelves.
- Not enough space to sort and check in books from the book drop boxes.

**The Gallery – 348 sq. ft. This area connects the original library building to the former church building.**

- Gallery is used for Young Adult collection, videos, music and displaying new Adult non-fiction, as well as a copy machine and computer.
- There is very little space for the YA book collection and no space for increasing the collection.
- There is no space for seating in this section, preventing youth from sitting and browsing books.
- The Adult non-fiction collection overflows into this section taking up space from the YA collection.
- There is very little space for music and the media collection and no space for increasing these collections.
- This area has drafty windows, causing the area to be either hot or cold year round.
- The floor slopes down from the original building to the church because of the difference in floor heights in the two buildings.
- Water from heavy rain comes in through the ceiling.

**The Treasure Room – 50 sq. ft.**

- This small area houses local history, genealogy and town records but there is no temperature control.
- There is no proper shelving for maps.
- There is no appropriate mechanism to preserve photographs.
- There is no space for growth of our precious collection.
- All types of materials are mixed in boxes.

**The Reading Room & Adult Fiction – 1, 536 sq. ft.:** *the only areas for reference desk, general non-fiction collection, reference collection, computers for public access and newspapers and periodicals and for Adult Fiction located near the Circulation desk*

- This entire square footage houses the reference and adult non-fiction collection, newspapers and periodicals, 4 computers for public access, 5 tables for study and local history usage as well as the entire adult fiction collection located in the area near the circulation desk.
- There is no room for growth in these areas.
- Furniture must be moved and replaced in order to have library programs.
- Patrons can not read, browse or access computers during library programs.
- The adult non-fiction collection lines the walls of this reading room and the adult fiction area.
- Custom built wooden book cases installed many years ago are not moveable and are of limited use as book stacks.
- Most windows are stained glass and are not energy efficient and provide reduced natural light.
- No quiet space for reading/studying.
- No space for tutoring; and area can be noisy.
- No space for students to do homework.
- The aisles between stacks are not handicapped-compliant.
- Seating for 24 patrons is crowded into the area.

**Chart Showing Space Needed for Present Collections Using Accepted Formulas.**

Formulas as averaged from “A Library Building Program Workbook” by Patience Kenney Jackson, June 1999.

| Area                              | Present Holdings | Present Space | Standard Formulas | Present Need  |
|-----------------------------------|------------------|---------------|-------------------|---------------|
| Adult Stacks Fiction, Non-fiction | 17,323           | 848 sq. ft.   | 9.75 vol./sq. ft. | 1,776 sq. ft. |

Hopkinton Public Library needs 140% more shelving for its present holdings. There is no room for additional holdings. This collection has been crowded into an area much too small for the present collection.

**Staff room, technical services room and storage - 240 sq. ft.**

- New books are sorted, processed and held here for cataloging & covering.
- There is no shipping or receiving area other than the staff lunch table.
- There is no separate space for lunch or break.
- There is no staff room for meetings and discussions.
- There is no privacy in this area because it is open to the public for retrieval of magazines.
- A row of bookcases provides the only means of separation between this area, the public area and the Director's area.
- There are cracks in many of the stained glass windows which are sealed with plastic to reduce drafts.
- There are no windows for viewing the outdoors or letting in light.
- There are cracks in the walls.
- It is uncomfortable during winter and summer due to inadequate heating system and no air conditioning for this room.
- There is no ventilation.
- There are squirrels running around inside the walls, especially during colder months.

**The Director's work space – 64 sq. ft.**

- This is a desk and work area in a public area.
- The Director's Desk is next to the staff restroom.
- Patrons walk in to this area to get periodicals, newspapers and Local History Books.
- There is no privacy for phone calls, meetings or confidential conversations.
- The old fireplace blows cold air into this area.
- There is inadequate work and storage space.
- The desk is adjacent to the IT equipment (and wires) for the entire library. This equipment is very noisy with a constant hum.
- This space is uncomfortable all year round due to inadequate heating and there is no air conditioning in this room.
- There are no windows for viewing the outdoors or letting in light.
- There is no ventilation.

**Antiquated Building**

- Heating and air conditioning systems are inefficient. The Library spent over \$9,000 in utilities in FY10 out of \$40,000 from the expense line for the entire municipal appropriation.
- Stained glass windows have cracks in them.
- There is no storage for donations of books on the main floor; if large donation is made it can cause safety hazards.
- There is no sprinkler system in the building.

**Building is Not ADA compliant** ( see information in appendix "L" )

- Neither of the buildings 2 restrooms are accessible. There is only one public restroom (unisex) and there is a step down to the bathroom floor, making it non-accessible.
- There is one very small and narrow staff bathroom, which is not large enough for ADA access.
- The emergency staircase from the children's room is very narrow and circular.
- Outside book drop boxes are at the top of front stairs & thus inaccessible to the handicapped patrons.
- The aisles between stacks and furniture in the entire building are too narrow for a wheel chair to maneuver through the building.
- The ramp at rear entrance is in need of upgrades, handrails and guardrails are not at proper heights and lack other dimensional conformity.

**The Building is Not Energy Efficient**

- There is no ventilation to bring in fresh air from the outside.
- There are no windows to open or close in the main room.
- Draft comes from all different directions.
- There are two outdated heating systems.
- The air conditioning is inadequate and some areas have only window units.
- Old doors don't close properly.
- Cold or hot air comes in and out through the doors and windows.
- Temperature inside the building varies throughout the day.
- Heat temperatures in the building are inconsistent. When the children's room is comfortable temperature, the circulation area is not.
- Air does not circulate in the building.
- There are no exhaust fans in either of the two bathrooms.
- The 115 year old structure lacks the proper insulated envelop and as a result suffers from poor comfort levels and operational inefficiencies.
- Many windows are original wood, un-insulated double hung units.
- Insulation in exterior solid masonry walls is non-existent.
- Insulation in concealed spaces, at piping and ductwork is likewise lacking.
- Generally acceptable weatherization of the Library is in need of improvement.

**Other Health and Safety Concerns:**

- Wet and damp conditions in stone basements.
- Many of the buildings safety features lack conformance to newer codes and standards.
- Stair components also pose safety concerns due to improper riser and tread widths and clearances.
- There are multiple floor levels within the existing Library; including patron toilet room and entrance to young adult section.

**Building Systems:**

- The electrical distribution system is antiquated, some wiring over 70 years old.
- Electrical panels have become overloaded in order to provide for the technology demands of the current Library.
- There is a lack of sufficient number of outlets to be able to power the various computers and modern office equipment.
- Energy conservation measures to reduce electrical loads have been undertaken but have not provided sufficient extra capacity.
- The plumbing system is marginally providing services to the two very small toilet rooms and staff kitchenette, neither of which is ADA accessible.
- Plumbing piping is steel and has suffered from corrosion associated leaks, frozen pipes and lack of proper hot water.
- The existing basement accumulates water under certain conditions and the current sump pump system cannot adequately provide relief.
- The plumbing system is outdated and lacks the proper fixture counts and safeguards that would be required by a new code compliant system.
- Heating and cooling systems are 20 – 30 years old and do not provide for efficient or comfortable indoor air quality.
- The components are beyond their useful life and are in need of replacement with new efficient equipment and distribution systems.
- The humidity levels in existing Library are not controlled and the collections would substantially benefit from a new, modern controlled air system.
- Fire detection and suppression systems are not provided for in the existing Library.

**Hazardous Materials:**

- A recent inspection report identified the following potentially hazardous materials.
  - Asbestos containing materials are suspected in existing floor tiles, pipe and duct insulation.
  - Lead paint is suspected on doors, windows and trim.
- More detailed surveys will be required to determine scope of this work.

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

The space in the existing building is limited. As a result, our collection is not always up-to-date and we are unable to have multiple copies of high-demand items readily available for patrons to borrow.

There are a limited number of computers available for public, there is no quiet place to read, research or study. No meeting rooms and inadequate space for library programs.

Parents and children need to climb seventeen steps to go up to the children's room since there is no elevator. Thus there is no access for the handicapped to the Children's room. People with physical disability cannot access the book drop boxes that are located at the top of front stairs of the library. Neither of the Library's two bathrooms are accessible.

The following conditions limit the ability of the library to meet local demands for service by certain population.

| <b>Populations</b>   | <b>Explanations</b>   |
|--|---|
| <b>Patrons with physical challenges</b> do not have access to Children's Room.   | Children in wheel chairs or other physical challenges cannot go up the seventeen steps to the children's room. (Staff will bring materials & programs downstairs when needed.)  |
| <b>Patrons using Children's print and non-print materials</b> are forced to request a much higher percentage of items and thus have to wait for items rather than having immediate access. | Parenting, Easy Readers, picture books, juvenile fiction and non-fiction collections need to be expanded. Adding new titles is limited by space restraints and there is no room for multiple copies of high demand titles.<br>Out of necessity the Children's collections must always grow in order to provide new titles while preserving the classics for each new 'generation'.<br>Due to the lack of space, Children's DVD's are not located in the Children's room but rather kept in the general adult area. Parents must go to both areas for Children's services. |
| <b>Patrons using Adult's print and non-print materials</b> are forced to request a much higher percentage of items and thus have to wait for items rather than having immediate access.    | The lack of space for growth in the Adult Fiction and non-fiction requires either constant weeding of older (but still relevant) titles in both print and non-print materials or limit the new titles that are ordered, especially in non-fiction print materials.  |
| Inadequate ventilation and heating system throughout the Library.  | <b>People with certain allergies</b> cannot use this room at certain times.   |
| No space for an expanded young adult collection.   | Young Adult collection is in the same area as adult non-fiction and DVD's, which discourages use by <b>Young Adults</b> . Even with the installation of additional flexible library book shelving, the YA collection has reached the capacity for the space.  |

|  |  |
|--|--|
| <p><b>Young Adults</b> have no space to themselves for gathering, studying or enjoying their collection.</p> | <p>There is no space for Young Adults to sit (or even gather standing up) in their designated area. They cannot socialize without disturbing other patrons.</p>                                      |
| <p>No space for additional music CDs, not enough space for DVDs and audio books.</p>                         | <p><b>Patrons of all ages</b>, especially requests from commuters for more up-to-date audio book titles, and expanded collections of recent DVD releases.</p>  |
| <p>No quiet study space.</p>   | <p><b>Students, tutors</b> at all levels request quiet study area. Wireless users do not have quiet space to do work</p>   |
| <p>No space for library programs or meeting rooms for community groups.</p>                                  | <p>Library is unable to meet local demands for adult and children's programs. During programs, all furniture is removed and patrons cannot browse, read, or access periodicals or use computers.</p> |
| <p>Inadequate space for periodicals and no space for newspapers.</p>   | <p>Periodicals and newspapers are overlapped due to lack of space and are not properly displayed.</p>  |

The following shows that the populations unable to use the present facility:

| <p><b>Conditions limiting Library Service</b></p>   | <p><b>People/Groups unable to use current facility</b></p>   |
|---|--|
| <ul style="list-style-type: none"> <li>• <b>Building</b> <ul style="list-style-type: none"> <li>-No addition since 1967</li> <li>-Book collection, DVDs are inaccessible to physically disabled due to narrow aisles and limited floor space</li> <li>-Public toilet is not ADA inaccessible</li> <li>-Limited space results in lack of access to catalog</li> </ul> </li> </ul>    | <ul style="list-style-type: none"> <li>- Parents with infants or smaller children in carriages can not access the children's room or services.</li> <li>- Physically disabled patrons do not have free access to Adult and YA collections</li> <li>- Adults can not browse or search the catalog when there are people waiting for check out.</li> <li>- Young Adults have no separate room with tables and chairs to sit, read or do homework. This discourages use by the Young Adults.</li> </ul> |
| <ul style="list-style-type: none"> <li>• Main entrance area over crowded and inadequate.                     <ul style="list-style-type: none"> <li>-View of the public bulletin board in the entrance area gets blocked due to lack of space</li> <li>- Space in the library entrance is used by community organizations as a drop-off for various projects</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>- Patrons of all ages</li> </ul>  |

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>● Main Reading Room and Adult Fiction</li> <li>- Only one area for multiple activities</li> <li>- No specified quiet study</li> <li>- No specified area for tutoring, small discussion group</li> <li>- No specified area for students to do homework</li> <li>- No specified area for wireless users</li> </ul>   | <p>- Patrons of all ages</p>  |
| <ul style="list-style-type: none"> <li>● Children’s room is too small</li> </ul>  | <p>- Infants, toddlers and preschoolers use the same area for reading, story hour and crafts. No room for elementary school children to do home work.</p> |
| <ul style="list-style-type: none"> <li>● Staff Room/Technical Services Area</li> <li>- One small area serves as a lunch and break room, book processing and administrative work space. This creates inefficiency in the workflow.</li> <li>● Director’s work space is small, cramped – no privacy</li> <li>- Director must leave her desk area to find privacy to have conversation with staff or patrons. Efficiency is hampered.</li> <li>- Staff bathroom is next to the Director’s office creating an unpleasant work environment for all.</li> <li>● Staff bathroom lacks ventilation (no window or a fan).</li> </ul> | <p>Library Staff/Library Director</p>   |
| <ul style="list-style-type: none"> <li>● The ceiling in YA / Adult Media area leaks during rain or snowstorms. This is damaging to the collections and patrons need to be protected.</li> </ul>   | <p>Young Adults and Adult Patrons.</p>  |

d) What service goals/objectives cannot be met because of the limitations imposed by the present facility? A copy of the library’s long-range plan is on file at the MBLC. For the purposes of this grant, you should photocopy relevant sections or excerpt from it direct quotes from your long-range plan about the physical plant. (Do not attach your entire long range plan.)

There are several Services/Goals & Objectives not met due to space limitations:

**“Physical and Virtual Spaces:** The Library will be a safe, accessible and comfortable community place for all.”

The existing facility is not accessible to patrons who are physically disabled.

There are only 37 public seats available for children and adults in this community of over 15,000 residents!

There is no meeting space, programming room, quiet study or young adult room. The Library is not energy efficient. The building has antiquated heating and air conditioning system making the temperature level inconsistent throughout the library and throughout the year.

There is no off-street parking for patrons.

**“Young Readers:** All Hopkinton children and young adults will have access to materials to support and sustain lifelong literacy.”

Story Time programs are held in crowded public spaces. Parents and children do not have room to participate.

Children or adults who need to study are disturbed during these times. The small space limits the number of children participating.

Book groups or other programs for young readers are also held in public spaces since there are no separate meeting rooms.

Shelving is over capacity in the children’s room and also in the adult and young adult areas.

Lack of enough space for the current collections makes it difficult to add titles without weeding sometimes equally necessary titles, decreasing the depth of the collections.

Many materials are not readily accessible due to lack of space for increased collections.

Young readers must frequently utilize ILL.

**“Lifelong Learning:** All patrons will have access to a variety of resources for information, knowledge and self-directed personal growth.”

Hopkinton Library offers only four public computers.

Hopkinton Library lacks space for the following:

- Additional computers (or any other technology hardware),

- An area to hold instructional classes,

- Area to hold educational or entertaining programs or workshops,

- Area to do research or read quietly, or

- Area to hold community events.

Many materials are not readily accessible due to lack of space for increased collections.

**“Information Resource:** Patrons will have access to a variety of resources – print and non-print – for information. They will also have support from the library to locate, evaluate and utilize information effectively.

Lack of space presents a great constraint in providing a variety of resources.

The non-fiction collection must be constantly and aggressively weeded in order to accommodate new books. As a result, books that may still be relevant need to be weeded, which decreases the depth of the collection.

Not enough space to acquire multiple copies of high demand items in multiple formats.

**“Informed Citizenry:** Library patrons will have access to local and global information and resources through a variety of media types and multi-cultural programs.”

Need larger building facility in order to hire adequate staff positions in order to successfully focus on local and global information resources.

Lack of space is also not allowing us to acquire resources and technology to fulfill patron’s interest in popular culture, recreational experiences, social trends; and local and global information to build a balanced collection and host multi-cultural programs.

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

Local demand, as illustrated by the following statistics, has increased in several areas over the last 5 years. Likely a result of the economic downturn, demand for services has spiked in the last two years. There has been an increase in the number of borrowers, circulation, use of ILL, use of computers and WiFi, computer instruction, reference transactions, use of work/study tables, use of the local history (Treasure Room), use of Young Adult volunteers and the number of programs and attendance.

The increase in Hopkinton’s population, improved publicity/marketing of Library services and the decline in the economic conditions have all contributed to the increase in the demand for Hopkinton Public Library’s services.

**Population Trend:** Hopkinton is located in one of the fastest growing areas of the Commonwealth. In 1990, the population of Hopkinton was 9,191. At the time of the 2000 Federal Census, Hopkinton’s population was 13,346. The 2007 population, according to the Town Clerk, was 14,743, showing a growth over 17 years of 60.4%. The growth from 2000 to 2007 shows an increase of 10.4%. Town population as of May 1, 2008 was 14,980 and **as of January 2010, the population had reached 15,488.** The growth from 2005 with 14,554 residents to 15,488 residents in 2010 shows an increase of 6%.

**Registered Borrowers:** The total number of borrowers at the Hopkinton Library has increased by 30% from 5,932 at the end of FY’06 to 7,715 at the end of FY’10. This increase includes new patrons as well as the annual purge for non active cards. The number of new borrowers for the Hopkinton Library averaged 68 per month in FY’09, 60 in FY’10 and 89 in the beginning of FY’11.

**Library Circulation:** The total number of items circulated at the Hopkinton Library has increased by 14.6% from 101,657 in FY’06 to 116,477 in FY’10. This increase in circulation is in spite of the decreased hours of operation from 2,240 in FY’06 to 2,173 in FY’10.

**ILL requests/circulation by Hopkinton Patrons from other Libraries:** The number of items checked out in Hopkinton from other libraries (ILL requests) has increased by 56% from 7,531 items in FY'06 to 11,757 items in FY'10. This increase resulted from the combination of increased borrowers, the increased usage of borrowers and the lack of space for the appropriate number of holdings for Hopkinton's current population. The number of total holdings in FY'10 was 44,346, up from 39,239 in FY'06.

**Usage of Computers & WiFi:** The usage of the four public computers for Internet access as well as productivity software has increased by 41.6% from FY'06 to FY'10. Statistics show that there were 2,704 users in FY'06 and 3,831 in FY'10. Patrons are allowed to use computers for one hour. However, if no one is waiting, they can continue to use the computer until someone else arrives. This high increase is especially revealing since the Hopkinton Library was open 67 fewer hours in FY'10 than in FY'06. Generally, at least one new patron a week comments that they are using the Hopkinton Library's computer and/or printer because their equipment at home is broken and they cannot afford to fix or replace it.

The free WiFi service began at the end of FY08 and statistics of usage began in FY'09. There were 190 users in FY'09 and 323 in FY'10. This is an increase of 70%.

**Computer instruction:** Similar to the computer usage, statistics began in FY'09 for help by Library Staff with using the public PC's and software. There has been an increase of 140% from FY'09 (284 instructions) to FY'10 (682 instructions) in computer help. This increase is with a decrease of 110 hours of operation.

**Number of Reference transactions:** The statistics for the number of reference transactions compared with the open hours from FY'06 through FY'10 are shown in the table below:

|                          | FY06  | FY07  | FY08  | FY09  | FY10  |
|--------------------------|-------|-------|-------|-------|-------|
| # Reference Transactions | 648   | 980   | 1,756 | 2,164 | 1,471 |
| Open Hours               | 2,240 | 2,234 | 2,207 | 2,283 | 2,173 |

There has been a 127% increase in reference transactions in the last five years even with a reduction of operating hours. Hopkinton patrons are beginning to take advantage of the reference services provided to them.

**Use of work/study tables/area:** There are currently five tables in the one large information/reading room on the first floor of the Library. These tables can seat up to four people and are used for studying, reading, working on laptops, meeting with others and/or tutoring. Although there are no official statistics kept on the usage of tables, the Hopkinton Library Staff have noticed that 4 -5 tables are now being used in the afternoons after 2:30 PM daily from Monday – Friday. Statistics for the number of tutoring sessions (kept since the beginning of FY'10) show that there are 68 tutoring sessions per month on the average. These sessions are displaced when the Library has programs.

**Usage of Local History Collection:** Through the award of a grant, the Hopkinton Library has been engaged in organizing local history documents, placing items in protecting storage boxes and creating a finding aid so that patrons can use these precious 'treasures'. In addition, the staff has worked to catalog the books on the library's local history and 'closed stack' shelves. Both of these projects have encouraged patrons to use Hopkinton Library's Local History collections. Although these endeavors are still evolving, statistics were begun for local history usage beginning with FY'10. The average usage of our local history collection in our 'Treasure Room' has jumped from 10 per month in FY'09 to 18 in the first quarter of FY'11.

**Attendance in children's programs:** The attendance in children's programs has fluctuated over the last five years as seen in the table below. All story times and entertainment programs are well attended. However, the story times are limited to the number of participants due to lack of space (approximately 25 sq. ft.). In addition, the number of story times was reduced in FY'09 and FY'10 due to reduced hours open. The innovative Marathon Reading programs were well attended in FY'10 filling the room beyond capacity.

| Children's          | FY06  | FY07  | FY08  | FY09  | FY10  |
|---------------------|-------|-------|-------|-------|-------|
| Attendance programs | 1,995 | 1,500 | 3,329 | 2,411 | 1,885 |
| # Programs          | 103   | 100   | 150   | 124   | 112   |
| Open Hours          | 2,240 | 2,234 | 2,207 | 2,283 | 2,173 |

**Attendance in Young Adult programs:** A Young Adult Advisory Board was established here at the Hopkinton Library in 2008. As a result, programs designed specifically for Young adults have been initiated during FY'08. The goal is to increase the number of programs and also attendance in the next few years. It was especially exciting to have 26 Young Adults attend an after school program on the topic of Game Programming last December. It is challenging to find the space for these programs.

**Attendance in Adult programs:** The number of Adult programs per year has increased from 7 in FY'07 to 20 in FY10. The yearly attendance has grown from 500 to 800. The dilemma again is how often can the Library displace patrons who are here for study and computer usage with programs.

**Young Adult Volunteers:** The number of volunteer hours has increased from 980 hours in FY'06 to 1447 in FY'10, which is an increase of 47.6%. This is large increase is due to the Hopkinton Library's response for the request from many students from Hopkinton High School and Middle school to provide volunteer hours as a community service. We are delighted to provide such a service to our students, we greatly benefit from these experiences.

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

- Lack of land for expansion and parking
- Building not owned by town
- Historic building
- Improvements expensive and difficult due to structural age of building
- Combination of two separate structures
- Unmovable custom bookcases built to fit the shape of the building

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

- Installation of exterior handicap ramp
- Installation of automated handicap door
- Leaks in roof repaired
- Repair of leak in the kitchen nook, installation of new kitchen cabinet and painted
- Several window replacements
- Public restroom updated; new toilet, sink, floor, light fixture and fresh paint
- Air conditioning unit replaced
- Landscape maintenance
- Yearly inspection of heating system; maintenance and repair as needed
- Installed programmable thermostats
- New sump pump in basement
- New dehumidifier in basement

2) Proposed Building in Relationship to Existing Building Deficiencies and Service Needs

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

A newly expanded public library building will become the center and focal point of our community. Residents of all ages will be able to use the library to learn new technology, research and read for educational, recreational and intellectual needs and personal growth. Children of all ages will have age-appropriate sections, materials and services. Young Adults will have a separate room to enhance their style of reading and learning in an environment conducive to their generation. Traditional learners will also have access to print and non-print materials for quiet study or just for recreation. Patrons will have access to quiet areas. A program room will offer a variety of programs reflecting local demand and smaller conference room will accommodate community groups to host their programs or meeting. Hopkinton grew tremendously over the years and the newly expanded facility will provide a comprehensive service to the dynamic population of a vibrant community.

| <b>What will library service needs be in 20 years?</b>  | <b>Library’s impact</b>   |
|---|---|
| Infants and toddlers will need space for learning and interacting with other children to develop educational and social skills. | The proposed pre-school area offers 7,000 Picture Books, 2,500 Easy Readers, Board Books, toys and puzzles, |

|  |   |
|--|---|
|  | puppetry, floor furniture, computer stations for toddler height, and an area for caregivers interacting and waiting for children.   |
| Elementary school age children need space for reading and quiet space for individual and group study.                            | Children's Room will have tables and chairs for group study. A study carrel, 4 computer workstations, and media stations will offer individual study and learning technology. |
| Parents and caregivers of children will need a place to bring children to interact with other children to develop social skills. | Program and craft room will offer spaces for multiple services: story hours, craft programs, special events, play group sessions and scout and visits by school children.     |
| Young Adults will always need a place to socialize   | Young Adult room will offer spaces (separate from the adult and children area) to interact, socialize and participate in gaming.  |
| Students of all ages need a place to study and do their homework   | Technology Room with 10 computers with appropriate software will facilitate the use of technology for learning, sharing and teaching and can be used for homework.            |
| Quiet study room is needed for library users. These can be used for quiet study or study groups who need to interact.            | Two quiet study rooms with tables and 4 chairs will be equipped with white boards, floor and wall outlets, cable connection as well as wireless capabilities.                 |
| Young Adults and Adults  | Café area situated away from the quiet study area but near the main entrance area will provide a pleasant area for socialization.   |
| Residents and working adults need efficient and convenient service from the library.   | Book drop will be near the parking lot for easy access.   |
| Unemployed adults will need information and resources for job searching and career   | The library will provide quiet space for people to have meetings, interviews and conferences or private phone conversations as well as instructions and computer help.        |
| Physically disabled and sight impaired patrons will require accessible space, special resources and technology.                  | For visually impaired, there will be separate workstation with appropriate technology that will satisfy their needs. The building will be ADA compliant and fully accessible. |

|   |   |
|---|---|
| Separate space is needed to offer library programs or events. | A program room with 110 seating capacity will be adequate to fit the audience for library programs. |
| Community groups need space to meet or hold events            | Conference room with fifteen seats will provide this service to community groups.                   |

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

Never, in its 115 year history, has Hopkinton Library been accessible to the disabled. In a renovated and expanded library, all patrons will be able to access the Library. For the first time, parents, children, grandparents and caregivers of all ages and abilities, will be able to enter the Children’s Room of the Hopkinton Public Library. For the first time, teenagers will have a place of their own in the library. For the first time, the library will offer instructional classes, and offer programs in a Program Room without taking space away from the visitors.

| <b>Groups/Individuals Able to be Served</b> | <b>The New Facility</b>  |
|---|--|
| Physically disabled Children                | Children with physical disabilities will be able to use children’s services such as story hours, crafts, programs and events.                      |
| Kindergarten and scouts                     | There will be space for large group visits.  |
| Physically disabled Adults                  | Users in wheelchairs can move around the library easily and access computers and other services.   |
| Elderly/Sight or Hearing Impaired           | Designated area and proper equipment will serve this segment of library users.   |
| Young Adult                                 | Young Adults will have a room separate from the adult area where they can be engaged in gaming, socializing or studying without disturbing others. |
| Teachers/Parents                            | Tutors and parents will have adequate space and environment to do work with students.  |
| Students of All Ages                        | Students can use a quiet study room for individual or group study.   |
| Community Groups                            | Local clubs or groups can use the meeting room or the conference room for meetings or events   |
| Local History Research                      | A dedicated local history room with computers and databases will be used by patrons interested in genealogy and research.                          |

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

ENTRANCE AND LOBBY – 150 sq. ft.

Services Offered

- Indoor book drop box conveniently located near the entrance of the library
- Elevator
- Accessibility for physically disabled
- A clear line of sight of the facility
- Meeting room and the conference room visible

EXHIBIT AREA – 120 sq. ft.

Services Offered

- Convenient display of new materials for patrons to browse new items
- New materials are easily identifiable

CIRCULATION DESK – 350 sq. ft

Services Offered

- Self-check station for convenience
- Adequate space for staff to perform tasks
- A “hold” shelf for ease of use
- Conducive for patron/staff interaction
- ADA compliant and wheelchair accessible

CHILDREN’S ROOM – 3,850 sq. ft.

Services Offered

- Age appropriate sections for reading, browsing and studying
- Separate story hour/craft room (650 sq. ft.)
- Space for caregivers and parents to interact
- Quiet play area for toddlers
- Adequate seating with 25 age-appropriate chairs
- Easily accessible computers for children
- Sufficient display space to promote reading in all age groups
- Expanded collection to provide children with a multitude of choices
- Child-sized and friendly environment
- Story hour room
- Computer workstations for children

PROGRAM/EVENT ROOM – 1,500 sq. ft.

Services Offered

- Available for library programs and events
- Available for town or community groups for meetings or events
- Space available to promote local artists with art, jewelry, crafts, quilts, etc.

- Collaborative programs with other community groups

SMALL CONFERENCE ROOM – 400 sq. ft.

Services Offered

- Available for library staff meetings
- Available for Library Trustee meetings
- Various vendors can demo their products for the library or other organizations
- Available for town boards, committees or employees' use

CAFÉ AREA – 200 sq ft.

Services Offered

- Encourage socializing
- Parents can relax while children are in story hours
- Comfortable meeting space away from the quiet area

INFORMATION/STUDY AREA - 1,380 sq. ft

Services Offered

- Adequate furniture for patrons with electrical outlets and wireless connection
- Comfortable soft-seating available
- A place to do research, study, or relax
- Electronic reading device for sight impaired
- Flexible usage of space

PUBLIC ACCESS COMPUTER AREA – 180 sq. ft.

Services Offered

- Use of at least 8 computers for Internet and Productivity software and printing
- Dedicated computer for short term use
- Designated computer for listening or downloading

QUIET STUDY ROOM (2) – 240 sq. ft

Services Offered

- 2 Separate rooms providing computers, tables and 10 seating spaces for private or group study and tutoring
- Space for private, small meetings

YOUNG ADULT ROOM -1,300 sq. ft.

Services Offered

- A place for young adults to gather and socialize
- Space available for gaming

- 10 computer workstations
- Use of computers for social networking
- Technology-centric space for teenagers to learn and do their work
- Wide variety of library materials to support homework and research
- Young Adult Librarian to help users and develop collection
- Library programs to attract Young Adults
- Place for Young Adults to use their laptops
- Collaborative programs with the schools

HISTORICAL COLLECTION ROOM – 495 sq. ft

Services Offered

- Storage and display of local historical and genealogical materials.
- 1 table with seating for four people
- 4 computers with internet access for research
- Expanded growth for various types of historical materials

PERIODICALS/NEWSPAPERS – 610 sq. ft.

Services Offered

- Informal seating for comfort of periodical user
- Soft lighting but with good reading light
- With data cabling for laptop users
- Browser friendly display of current and past periodicals

TECHNOLOGY CLASS ROOM – 500 sq. ft.

Services Offered

- Computer training area to hold instructional classes
- Flat screen monitor for projection and distance learning classes
- teleconferencing
- Ability for patrons to learn and explore new technology
- Availability of productivity software and hardware for patrons to use
- Serves as overflow for use of additional computers
- Quiet and private space to work

PUBLIC BOOK STACKS AND LARGE PRINT BOOKS – 4, 376 sq. ft

Services Offered

- ADA accessible aisles
- Space allows for growth of collection
- Allow for better organization of collection

AUDIO VISUAL AREA – 758 sq. ft.

Services Offered

- Central ground floor location for quick, convenient browsing and easy check out
- More space for expanded collection provides better patron experience
- Appropriate display shelving for better access to patrons

DIRECTOR'S OFFICE – 190 sq ft.

Services Offered

- Separate office provides privacy for patrons to meet with Director
- Easy access to Director
- Better interaction between Director and patrons
- Better communication between Director and staff from central location near Circulation

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

The new Library expansion project's scope of work will trigger conformance to the latest edition of the Building Codes. The plans and specifications for the new facility will eliminate all the identified hazards, health and safety, energy conservation and life safety issues.

#### **D. Special Conditions**

The town of Hopkinton is a vibrant community that grew dramatically during the past 17 years. In 1990, the population of Hopkinton was 9,191. At the time of the 2000 Federal Census, the population had grown to 13,346, more than 60% growth in 17 years. The rate of population growth slowed somewhat from 2000 to 2007, increasing 10%. The current population is 15,216 with population projected to reach 20,000 by the year 2030.

The population growth in the 1990s changed the demographics of Hopkinton. Residents are generally well educated and highly paid trained professionals. More than 58% of residents are over the age of 25 and hold a college, professional or graduate degree, and most have school-age children. This shift in demographics, along with the significant population growth, brought a broad range of users to the library. We now see a great increase in school-aged children using the library. Hopkinton commuters have been asking for a wider selection of audio books. Our current building with 5,783 square feet of space does not meet the growing needs of our community. We need an expanded library facility for our current population of 15,448 residents and for the projected population in 2030 of 20,820.

Students and children make up a significant portion of our population. In 2010-2011 academic year, the student enrollment in Hopkinton Public School was 3,462 – nearly one-quarter of the Town's entire population. In our community that places a high value on education, children, students and their families make up a significant portion of the Library's use and circulation.

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

Unfortunately, however, many residents do not bring their children to Hopkinton Public Library. A survey conducted during the Long Range Planning process indicated that many residents of Hopkinton go to other libraries because of better facilities and greater space. In particular, many parents with infants and young children prefer to use libraries that do not require climbing of seventeen stairs, have a more spacious area for storytime, and have a larger collection.

Despite the deficiencies in our building, there has been an increase in use of our library since FY '06. Circulation increased overall by 14.5%, registered borrowers by 21.6%, program attendance by 39% and usage of computers by 32%. The size of the library collection has not been growing due to lack of space. Total number of Interlibrary Loans we get from neighboring libraries has increased by 54%.

Due to the increased population along with increase in demand for library services Hopkinton must expand its facility in order provide the services that growing community needs and deserves.

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

( For "Library Photo Essay" see appendix "D" )

**F. Timeline**

This project will take six (6) months to prepare working drawings and eighteen (18) months from the start of construction to completion.

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

1. Architect:

J. Stewart Roberts

**Project Architect**

Johnson Roberts Associates, Inc.

15 Properzi Way

Somerville, MA 02143-3228

**Architectural Firm and Address**

617-666-8585

**Telephone Number**

sroberts@johnson-roberts.com

**Email Address**

www.johnson-roberts.com

**Web Address**

Date of Hire: July 20, 2010 – Feasibility Study  
September 2010 – Schematic Design

2. Owner's Project Manager (OPM)

Brian Main

**OPM**

Independent Consultant

374 South Main Street

Hopedale, MA 01747

**OPM Firm and Address**

508-369-6022

**Telephone Number**

brianm@hopkinton.org

**Email Address**

N/A

**Web Address**

Date of Hire April 2010