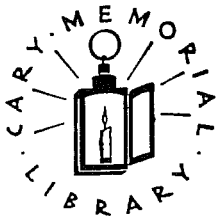


Cary Memorial Library



Cary Memorial Library

1874 MASSACHUSETTS AVENUE • LEXINGTON • MASSACHUSETTS 02420

PHONE: 781-862-6288 • www.caryllibrary.org

September 22, 2008

Norman Cohen, Chairman
Board of Library Trustees
Cary Memorial Library
1874 Massachusetts Avenue
Lexington, MA 02420

Dear Mr. Cohen,

Please find, attached to this letter, the Library's response to the Invitation for Letters of Interest due Monday, September 22, 2008. This Letter of Interest addresses continued use of the Stone Building as a Branch Library. The service level has not been changed and reflects the pre-flood status of the building, open 25 hours per week with two staff members in attendance.

Thank you for your consideration.

Sincerely,

Cornelia A. Rawson
Library Director

Proposal to use Ellen Stone Building as a Branch Library

1. Name of organization: Cary Memorial Library
2. Contact information: Connie Rawson, Library Director, Cary Memorial Library, 1874 Massachusetts Avenue, Lexington. 781-862-6288 x312. crawson@ci.lexington.ma.us
3. Legal status: Cary Memorial Library is a department of the Town of Lexington
4. Intended use of the building: Resumption of Branch Library services at the same service level as had been in effect on August 20, 2007.
Open 25 hours per week
Two staff present during hours of operation
5. The resumption of Branch Library services would reinstate the status quo: duplication of library materials and services currently available at the Main Library.
6. Intended users: We have observed that residents of East Lexington and Arlington Heights were the primary users of the Branch Library. East Lexington Branch Library patrons have noted their appreciation for the convenience, cozy atmosphere and more personalized services offered by a Branch Library.
7. The Branch Library would be open to the public for 25 hours per week. The hours that the Branch had been open were: Monday 1-9, Tuesday 1-6, Wednesday 10-5, Thursday 1-6.
8. For safety considerations, two staff members would need to be on duty during all hours the Branch Library would be open. By contract, volunteers cannot be used to perform any duties typically performed by staff members.
9. The available parking spaces at the Stone Building are limited to the spaces located to the right of the building.
10. We anticipate that rehabilitation of the Stone Building according to HKT Architects' "Option 1" would be appropriate to provide Branch Library services to the public.
11. Appropriate furnishings for a Branch Library include: shelving for materials, staff work stations and equipment, circulation desk, computers for public, tables and chairs for public, carpeting, lighting.
12. Estimated costs to re-open a Branch Library include:
Capital Expenses:
 - a. "Opening Day" collections:
 - i. Adult: 95,000.

- ii. Children's: 146,000.
- b. Technology costs: 17,600.
- c. Furnishings: 100,000.
- d. Shelving: 20,000.

Operating Expenses:

- a. Personnel: 70,600. annually (2 staff members @25 hours)
- b. Materials 6,500. annually
- c. Utilities 10,000 annually

13. Cary Memorial Library is a Town department.

14. Library services at the East Lexington Branch Library, pre-flood, were impaired by the substantial deterioration of the Stone Building. If the building were to be used as a Branch Library again, rehabilitation of the building would be essential.

Circulation trends at the East Lexington Branch Library: Since the Main Library reopened in 2003, circulation rates at the Branch decreased each year. In FY2007, the last complete year of operations at the Branch, the circulation rate at the Branch was 1.7% of the circulation rate at the Main Library. In FY2006, the circulation rate at the Branch was 2.1% of the circulation rate at the Main Library.