

M. N. Spear Memorial Library

Building Program

July 2009



**Prepared by the M. N. Spear Memorial Library
Library Facility Needs Assessment Committee (LFNAC)**

Chair: Karen Traub, **Secretary:** Martha Field

Members: Dale Houle, Weezie Houle, Michele Regan-Ladd,
Lori Tuominen and Library Director, Mary Anne Antonellis

M. N. Spear Memorial Library Board of Trustees

Chair: Karen Traub

Members: Amy Beth, Michele Regan-Ladd, Michele Sedor, Gary Hirshfield

ii

Table of Contents

I. Introduction	1	II. The
M. N. Spear Memorial Library Mission Statement	1	III. Executive
Summary	1	IV. Shutesbury's
Population	3	V. Library Facility

Needs Assessment	4	VI. Community Profile
.....	5	VII. Library Governance
.....	8	VIII. Library History
.....	9	IX. The Current Library
Facility	11	X. Circulation and Patron
Statistics	12	XI. Functional Area
Specifications	13	1. Circulation Desk Area
.....	13	2. Staff Work Room and Office
.....	14	3. Adult Fiction and Non-fiction
Area.....	15	4. Adult Periodicals
.....	16	5. Adult Quiet Reading Area
.....	16	
6. Adult Audio Books, Music CDs, DVDs	17	7.
Children's Room, Parenting and Early Childhood Parent Area	18	8. Young Adult
Room	19	9. Local History Room
.....	20	10. Community Meeting Room
.....	21	11. Community Meeting Room Kitchen
.....	22	12. Entrance
.....	23	13. Lobby
.....	24	14. Storage Area
.....	25	15. Book Drop Slots (Within
Storage Area)	25	16. Community Meeting Room Closet
.....	26	17. Telecom Closet (Within Staff Room)
.....	26	18. Restrooms
.....	27	19. Janitorial Closet
.....	27	20. Mechanical Room - Heating,
Ventilation and Air Conditioning Systems	28	21. General Information Covering All Areas
of the Library	28	XII. Holdings: Current & Future
.....	29	XIII. Projected Shelving Needs
.....	32	
XIV. Functional Areas Square Feet Table	33	XV.
Functional Areas Square Feet Comparison Table	34	XVI.
Resources & Acknowledgements	35	XVII.
Appendix A – Survey Results	36	

I. Introduction

This document, the *M. N. Spear Memorial Library Building Program*, has been created to help the Library Trustees, staff, community and architect understand the space conditions and requirements of a new Shutesbury library.

In developing this Building Program, the Library Facility Needs Assessment Committee (LFNAC) has used State and Federal requirements and guidelines for library services, conducted surveys, and held public forums to determine our community's needs. Our findings indicate that the M. N. Spear Memorial Library is substantially undersized and that we need a larger building in order to meet our community's current and future needs.

In addition to the delineation of the library's future functional area specifications, this document includes an executive summary, the library mission statement, a community profile, a description of library governance, a library history, and a description of the current building facility.

II. The M. N. Spear Memorial Library Mission Statement

The M. N. Spear Memorial Library strives to provide Shutesbury residents of all ages with materials and programs to meet their education, entertainment, and information needs in an environment that fosters community. We aim to be a place where past and future are joined, not only in our collection of local historical information and current technological resources, but also by bringing together community members young and old to share and learn from one another. We endeavor to help all our patrons make the most of the current technologies that can provide vital information services, as well as entertainment and cultural enrichment.

III. Executive Summary

“Your Trustees have to report a steady growth and patronage of the institution, the management of which has been placed in our hands. We are continually short of room for storing the ever accumulating volumes coming to the Library.”

William Hemenway, Charles Mathews, Newton Crossman; 1900 Annual Report of the Trustees of the Free Public Library

The first public library in Shutesbury opened in 1811 with a single bookcase. By 1899, the collection had grown to 1,063 books, and the residents of Shutesbury stood at a crossroads. Their library collection, housed in the Town House, had run short of space. Funds generously left in the will of Mirick N. Spear allowed a new library to be built in 1902, at a cost of \$1,547.61. By 1905, the collection housed in the new M. N. Spear Library had more than doubled to 2,400 volumes.

One hundred and ten years later, history is repeating itself. Today there are over 12,000 items housed in that same library building. Located in the center of town, the M. N. Spear building is a charming, quaint, one room cottage-style building. It exemplifies structures of that time – a slate roof, diamond paned windows, and wainscoted walls, floors, and ceiling of western fir. The tiny structure is only 768 square feet. It lacks plumbing and has no access to water. A handicap accessible ramp and composting toilet were added in the Fall of 2008. Window quilts over single pane glass windows and storm windows do little for energy conservation. This tiny space, bulging with materials and two computer stations, does not provide sufficient space for community or library programs, let alone space for privacy.

As shown in the population table on page 3, Shutesbury's population has grown exponentially in the past 105 years, since the M. N. Spear Library was built. The population of Shutesbury doubled from 1970 to 1980, followed by a 62 % increase from 1980 to 1990. By 2008, the population of Shutesbury was 1,872. By 2027, the population is expected to increase by approximately 30%.

Throughout the 1980s and into the early 1990s, the increase in the population resulted in an increased demand on library facilities - books, audio books, DVDs and video tapes, music CDs, and periodicals. In the past eight years the library collection has doubled from 6,200 books to 8,432 and CDs, DVDs, and video tapes increasing from 730 to 2,328. The annual circulation rate for books is now 8,977 and for media is 11,269. In addition to library holdings, the M. N. Spear Library also acquires materials for patrons through inter-library loans and quarterly bookmobile visits. Most recently the library has become a Central/Western Massachusetts Automated Resource Sharing Inc. (C/W MARS) mininet member. C/W MARS is a library consortium of 140 member libraries dedicated to efficient resource sharing and rapid access to information. Through C/W MARS, Spear library patrons now have access to an online computer system representing combined collections of more than six million items. There has been increased usage of the library and the trustees recently approved additional weekend hours. The library staff and trustees have also done their best to keep the technology that the library offers current. There are two public computer stations available, a wireless service for patrons with their own laptops, and a website.

Library programming for the community has increased substantially over the past 15 years. In 2008, the library offered over 20 programs for patrons of all ages; author nights, book discussions, summer reading activities for children, summer theatre, an edible book contest, story hour for toddlers and preschool age children, alternative medicine lectures, and a visit by a Boston Science Museum wildlife naturalist with live wolves for patrons to see and touch. Most all of the library sponsored community programs take place at an alternate location, due to the size limitations of the current library building. Those programs that do take place at the library face obstacles. For example, the Children's Story Hour requires staff to move several media shelves in order to create space for children and parents to sit on the floor.



M. N. Spear Library Story Hour

The Friends of the M. N. Spear Library recently reorganized, expanding their executive committee and increasing their membership and support of the library. The Friends sponsor numerous events throughout the year for children and adults. The Friends also organize fundraising events, drawing the

community together in support of the library. The funds raised are used to support and enhance library programming and the library collection. Once again, most of the Friends events take place off site due to the lack of space.

The Shutesbury library has been an integral part of the community for nearly 200 years. On a survey completed in the fall of 2007, residents indicated that they like the friendly, welcoming atmosphere at the library. They want to maintain the small town atmosphere, while at the same time they recognize the need for a larger library facility in order to adequately service our community now and into the future. Survey respondents overwhelmingly indicated the desire to have a library close to the center of town. They see the library as a place where community programs and classes can be held and where residents can meet with each other informally over a cup of coffee.

This Building Program summarizes the results of many years of input and effort by residents, the Library Facility Needs Assessment Committees, Library Directors past and present, as well as Library Trustees past and present.

IV. Shutesbury's Population

The population of Shutesbury over the past 350 years has fluctuated dramatically based on economics, transportation, communication, and technological viability. The table below demonstrates this point clearly. The population changes have directly impacted the use of the library. Sources for the projected population include: FRCOG, US Census, 2001 Library Building Plan, and the Shutesbury Master Plan.

Shutesbury's Population History	
1765	330
1776	598
1820	1,029
1870	614
1925	208
1940	191
1970	489
1980	975
1990	1,561
1999	1,717
2009	1,872
2020 – Population Projection	2,392
2027 – This Building Program Design Population	2,490

V. Library Facility Needs Assessment

The First Building Program

In the fall of 1995, the library director and the Board of Trustees completed the Massachusetts Small Libraries Planning Process. An integral part of this plan was to identify building needs and possible solutions. The Director and the Board considered the required Long-Range Plan as the first step toward solving the building needs. The second step was to apply for a Massachusetts Library Service and Construction Grant.

The Library Long-Range Plan identified the need for more space in the current library facility. As a result, the library's Board of Trustees formed a subcommittee, named the Building Committee, to evaluate the library facility and create a plan for meeting the future needs of Shutesbury residents.

In April of 1996, the director and the Board applied for and received a \$10,000 grant from the Massachusetts Public Library Construction for Planning and Design. The Building Committee created a proposal and the first Planning & Design Grant Matching Funds appropriation was approved by Town Meeting on May 4, 1996. The \$20,000 matching funds were designated to be used to establish a library building program that would accommodate the demand for library services for at least the next 20 years and to hire an architect.

The decision that led to applying for a state grant was three-fold. The first reason was a critical lack of space for basic needs such as restrooms and handicap access. The second reason was the change in focus from patron service to one that welcomed families. This brought to the forefront the lack of space for children, young adult, and adult activity. The third reason was the availability of funds from the state for construction.

The Building Committee worked for five years. The architect developed and evaluated options at various sites and prepared a site plan and schematic drawings with construction estimates for an addition. The result was a library design proposing a 3,100 square foot addition to the current facility adjacent to the town common (768 square feet), totaling approximately 4,000 square feet of useable space. This plan was presented at Town Meeting, May 5, 2001. Although the plan was eloquently presented, it was subsequently withdrawn on the floor by the committee primarily due to opposition of the location by various committees and residents. The area needed for the building and parking encroached too much on the Town Common. Residents were committed to a new library, just not on the location presented. The Committee chose to maintain good relations between the residents and the library rather than divide the town over the location of the library.

Available land behind Town Hall was considered but the committee preferred a more prominent location.

On September 15, 2004, Town Meeting approved the purchase of Lot 032 on Leverett Road, property near the town center, for future municipal use, listing Highway, Fire, Police, Town Hall and/or the Library as potential users, thus expanding the options of a location for a new library facility.

The Second Building Program

At the May 5, 2007 Town Meeting, Shutesbury voters once again approved to fund Planning & Design Grant Matching Funds. The town subsequently received a grant from the MBLC to explore options for meeting the space needs of the library. The Library Trustees formed the Library Facility Needs Assessment Committee (LFNAC) consisting of Library Trustees, representatives from various town committees, and Shutesbury residents. LFNAC is charged with evaluating the current facility's ability to

meet the goals of the library's Long-Range Plan and with making recommendations.

The LFNAC reviewed the work of the 1995 library building committee and examined the experiences of neighboring towns who have built new libraries recently, including Wendell, New Salem, Leverett, Warwick, Pelham and Sunderland. In the Fall of 2007, the committee surveyed Shutesbury residents regarding their views about the current and future library (see Appendix A). Over 250 residents of all ages shared their visions and concerns through a written survey, personal conversations, three public forums, and informal gatherings. This document, the Library Building Program, is the result of resident input and years of hard work by many, and is the letter to a future architect, detailing the library needs of the town of Shutesbury. It is based on a 20-year projected design population of 2,490 residents.

The Ideal Shutesbury Library

Shutesbury residents have indicated that they like the friendly, welcoming atmosphere at the current library facility. As we move toward the future, LFNAC members recommend that the library maintains its small town atmosphere, while serving our growing population of active library users with a high quality library. LFNAC members continue to encourage suggestions from residents. Some strongly expressed ideas suggested the library should:

- a. Be located in the town center (85.7% said very or somewhat important)
- b. Serve as a community center, strengthening community in Shutesbury.
- c. Offer more activities at the library.
- d. Be visible to the community.
- e. Be an architectural enhancement to the town.
- f. Be built with planning for the future in mind and that it last a long time.
- g. Honor the town's history.
- h. Reflect current thinking about ecology – i.e. have a southern exposure, be a “green” building, possibly include photovoltaic cells for electricity, and/or use solar or geothermal heating.
- i. Reflect the cultures represented in the community.
- j. Be a place that provides educational opportunities for the community.
- k. Include a café or community center where residents can gather and socialize.

Patrons would prefer a larger overall space that could include community rooms that could be used for classes or groups (for example, a knitting group, the library book group, yoga classes, etc.) .Any expansion of the library must match the unique character of Shutesbury, respect the town and library history, reflect the needs of the residents, and be mindful of the budgetary limitations of a small town.

VI. Community Profile

Shutesbury, Massachusetts, located in the Pioneer Valley, has a population of approximately 1,872 residents. It is in some ways a typical small New England town, with a strong sense of community and a grassy town common. In other ways Shutesbury is unique, and its special qualities, such as the citizens' adoption of a fragrance free policy for all town meetings and buildings, provide distinct advantages and challenges for the Library.

Founded in 1761, the town center of Shutesbury sits atop a hill with a town hall, community church, post office and library surrounding a town common. While once there was Dihlman's General Store and Gas Station, currently no such business operates in town. Residents must drive to neighboring communities for even the most basic commodities, which from the town center is a minimum of 15

miles (a 35 minute round trip). Going “down the hill” to pick up milk is not convenient, especially in inclement weather.

The town is divided into four distinct areas:

1. The Town Center, consisting of the oldest town homes, the Shutesbury Post Office and government building.
2. The Lake Wyola community, originally summer cottages, now the town’s most densely populated, year-round community.
3. The Atkins Reservoir neighborhood, which is located five miles from the town center and is largely a bedroom community of the adjacent town of Amherst.
4. The Sirius Community, a cooperative eco-village promoting strong community values among its residents.



Shutesbury Town Center with the Spear Library on right.

Housing growth continues in all these areas. To help manage this growth, a comprehensive town Master Plan was developed in 2004, with extensive community input from residents, much in the same spirit of participation as this Library Building Program. One goal of the Master Plan is to maintain the small New England community character while providing reasonable services and infrastructure for town residents.

Some of the key issues cited in the plan are preservation of natural resources and open space, economic development, low-income housing, transportation, historic preservation, community facilities and services, and zoning.

The town’s population grew from 489 in 1970 to 1,810 in 2000, more than 37 percent. Newly revised zoning bylaws, approved at Town Meeting in May 2008, encourage a range and mix of uses, such as residential, business, civic, and governmental, in the town’s center. There are no expected impacts on population growth for the town from these bylaws, and a strong and viable residential tax base will

continue to support the town. Roughly 80% of the town's working residents are employed outside of

6

Shutesbury by the area's five colleges, government or social agencies and local and even Eastern Massachusetts based businesses. The remaining 20% work in home-based businesses or telecommute.

Shutesbury residents have higher income levels than the county and state overall, possibly due to high levels of education. The median household income, as reported in the 2008 census is \$65,000. The median home value in 2008 was \$260,763.

General Shutesbury Economic Statistics as of January 30, 2009

Average Property Tax Bill FY09	\$4,532
Average Value of Single Family Residence	\$260,763
Tax Rate FY09	\$17.38 per \$1,000
Town Operating Budget FY09	\$5,440,607
Median Household Income Family of four (2008)	\$65,000
EQV Per Capita (2006 EQV/2006 Population)	\$116,669

The Shutesbury Elementary School provides education for Pre-K through 6th grade, and is located about 1.5 miles from the town center. In 2007, 167 children attended the school. Although the elementary school creates strong community for those families with primary school aged children, networking activities become negligible for the same families when children move along to the regional middle and high school. Amherst Regional Middle and High School is located 9 miles or a 15 minute drive from the town center. Student attendance at evening functions can be problematic when some students spend 45 to 55 minutes one way on the school bus and parents commute long distances due to the rural nature and back roads of Shutesbury.

Shutesbury's government follows an annual open town meeting format run by an elected town moderator. A three member Select board, each serving three-year terms, governs town activities with the assistance of a town administrator. With no major private employer in town, town revenues are based almost completely on residential taxes.

Communication, internet infrastructure and even satellite reception is challenging in Shutesbury. Due to the hilly terrain, not all locations are able to receive cell phone signals. People, who can use their cell phones during the day, while at out-of-town locations, cannot necessarily check messages or make or receive calls, either on their way home or once back at home.

Cable television is not available in Shutesbury. Some households receive television programming by way of satellite while others rely on digital signal via antenna. Others have no access to television at all and rely on the library for DVDs. Without cable television the town is not able to utilize community access television programming, so the library is a hub for dissemination of community information.

Internet access is also problematic. Parts of the town have DSL access, but others have to rely on either satellite, which is expensive, or dial up. The library provides wireless service for those with laptops, as well as two computers with DSL internet access. It is not unusual to see people parked in their cars or, in warm weather, sitting at the picnic table outside the library, accessing the internet on their laptops.

The town survey revealed that 54% of respondents felt library services were “important” or “very important” to them (see Appendix A). In addition, the survey identified the importance of the library as a source for Wi-Fi and government document access.

VII. Library Governance

The library is a department of the town government, governed by an elected six-member Board of Library Trustees. The Trustees’ authority is derived from Chapter 78, Sections 10 and 11 of the Massachusetts General Laws. Section 10 states in part that: “The Board shall have the custody and management of the library... and of all property owned by the town relating thereto. All money raised or appropriated by the town for its support and maintenance shall be expended by the Board, and all money or property which the town may receive by gift or bequest.... Shall be administered by the board...” Responsibility for the library management, collection development, and provision of library services to the public is delegated by the Board to the library director. The director is appointed by the Board and is directly responsible to the Board, and is an employee of the Town of Shutesbury.

The town of Shutesbury supports the library with a budget approved by citizens at the annual town meeting in May of each year. The fiscal year runs from July 1st through June 30th. The library budget for the current fiscal year (FY 2009) is \$46,000, with \$36,900 appropriated by the town. Additional funding for library services is provided by State aid to public libraries, the Friends of the Library, grants and the library trust fund.

The library’s mission is supported by its membership in the Western Massachusetts Regional Library System (WMRLS). Supplemental materials, including large print books and audiovisual materials, are selected at regular intervals from the WMRLS Bookmobile collection. Access to additional resources and information is available through Interlibrary Loan, as facilitated by our membership in WMRLS and C/W MARS. The Board of Trustees and the staff of the M. N. Spear Memorial Library are committed to facilitating access to all information for all library patrons; to that end, they support and adhere to the American Library Association’s Library Bill of Rights.

Staffing

The library employs one Library Director, one library assistant, and a weekend circulation clerk. The director works 30 hours per week, 10 hours when the library is open and an additional 20 hours for meetings, programs and administration. The library assistant works 11 hours per week, while the circulation clerk works four hours each weekend. All are paid through town accounts.

Library Hours

The library is open 23 hours each week.

Monday & Wednesday	11am – 1pm & 3 – 6pm
Tuesday & Thursday	3 – 7:30pm
Saturday	10am – 12pm
Sunday	3:30pm – 5:30pm

VIII. Library History

The first public library in Shutesbury was housed in a single bookcase, established in 1811 by the “Proprietors” or subscribers, more than forty of whom contributed one dollar (one share). They were “desirous to encourage the establishment of a Library in this town by the name of Social Library”. The last record of their meeting is dated February 23, 1823.

On April 2, 1894, the town voted to accept the law necessary to secure a “Free Library” and elected three trustees. Twenty-five dollars was appropriated to open the library in the Town House with Miss Mary L. Clark as librarian and it was maintained there until the present building was erected in 1902. At the 1896 Town Meeting, Article 15 was passed which authorized the library trustees to make provisions for safety and improvements as needed upon the platform on which the bookcases rested. The collection first reached 1,000 volumes in 1899.

In its report to the town in 1900, the trustees addressed the residents of Shutesbury by stating “Your Trustees have to report a steady growth and patronage of the institution, the management of which has been placed in our hands. We are continually short of room for storing the ever accumulating volumes coming to the library. The voters of the town will have the opportunity at the town meeting to act upon a provision in the will of the late M. N. Spear of Amherst, whereby a legacy of fifteen hundred dollars is bequeathed to the town for a library building.” The town appropriated \$50 that year for a library budget and also approved Article 14 to put the acceptance of the bequest before the voters in order to erect a building “to be called the M. N. Spear Memorial Building.”



*The M. N. Spear Memorial Library in 1902
(Courtesy of the Shutesbury Historical Commission)*

Mirick N. Spear was born in Shutesbury on July 28, 1824, and moved to Amherst in 1849 where he lived until his death on July 31, 1899. He established himself as a bookseller, occupying various downtown Amherst buildings over 50 years. A.J. Hastings bought the business in 1914 and moved it to its current location on South Pleasant Street in 1938.

Following approval from the town for building the new library, the Building Committee in 1902 reported that the members of the Congregational Society had kindly donated the grounds on which the

building would reside. They also reported that D.A. Sullivan of Northampton was awarded the contract for all the work above the foundation. The total cost for the building was \$1,547.61. By the late fall of 1902, the building was completed and books were moved from the Town House. William H. Hemenway

9

contributed money for shelving, and in 1905 the stacks were installed and filled with the library's 2,400 volumes.

In 1912, Mary Clark resigned as librarian and was replaced by Edith Haskell. For the first time in its history, the library paid its staff. The building was open on Saturdays from 3-4pm and an average of 30-35 books were borrowed per week by the 267 residents of Shutesbury.

After Spear's death, additional funds and several hundred books were left to Shutesbury to establish the Spear library in his name. His son William, who gave the town of Amherst the illuminated clock in the Town Hall tower in memory of his father, established an endowment of 45 shares of American Telephone and Telegraph stock for the care and maintenance of the M. N. Spear library in 1934.

Thus the Library Trust Fund was established in 1934. It provided an annual income of \$405, more than enough to cover the expenditures of \$77.31, which included the librarian's salary. The following year the hours were increased to include 7:30-9:30 p.m. on Mondays, and 3:00 -5:00 p.m. on Thursdays and Saturdays. In 1936 the size of the Board of Trustees was expanded to six members.

By 1960, the hours of library operation added Wednesday afternoons from 2:00 -4:00 p.m. There were 1030 books borrowed that year by the town's 265 residents. By 1971 the population had jumped to 489, and circulation figures jumped accordingly to 5,710 books. The library was now part of the Western Massachusetts Regional Library System, which provided books through the Bookmobile program.

Increased growth through the 1970s, 1980s and 1990s swelled the town's population to 1,700 residents. It became apparent that the current collection, which had grown to include videos, books on tape, and periodicals, could no longer be housed in the nearly 100 year-old-building. The structure lacked running water, bathroom facilities, and handicap access.

In 2008, with funds from the Town of Shutesbury Buildings Committee and the Library Trust Fund, the library received a modest facelift of repairs and paint as well as a small addition. The addition contains a handicap ramp and entrance and a composting toilet. The building remains without running water.

Library Directors

1899-1912	Mary L Clark		1964-1983	Betsey deLesdernier
1912-1916	Edith Haskell		1983-1992	Lynn Silvers
1916	Ruth Lawrence		1992-1999	Linda Prybylo
1916-1939	Elizabeth Crossman		1999-2004	Judith Seelig
1939-1940	Emma Dihlman		2004-2007	Jane Buchanan
1940-1950	Margaret Haskell		2008 – Present	Mary Anne Antonellis
1950-1964	Jennie Jantz			

The M. N. Spear Memorial Library is located at 10 Cooleyville Road in the center of the town of Shutesbury. The town center is at the intersection of two busy roads that surround the Town Common; the prominent buildings are the post office, a community church, a town hall and the library. All of these buildings are located picturesquely around the Town Common. There are no stores or other commercial enterprises in the town center.

The library is situated 50 feet from a road that does not have a roadside sidewalk. The library's driveway entrance and parking lot is accessed from one of the town's busiest roads, with a limited sight area. When the parking lot is full, patrons must park across the street at Town Hall. Safety is a concern for adults and children who must cross the busy road without any designated pedestrian crosswalk, sign, or blinking light.

The library occupies a cottage-style building built in 1902, and measures 768 square feet, all on one floor. A recently completed addition situated at the rear of the building has added a covered handicap accessible ramp and a small entrance foyer. Also included in this addition is a bathroom, which features a composting toilet. The composting toilet is a necessity because water has never been brought to the building. While bringing in water could be accomplished, there is no available property on which to build a septic system. Beneath the main level is a dirt floor basement, only half of which is dug out to 6 feet in height. The remainder is a crawl space. The basement is accessed through a trap door in the floor, which is hard to open. It is inconveniently located behind the circulation desk and often covered with rolling carts loaded with books. This is worth noting because both the furnace and the electrical panel are in the basement and cannot be accessed without some effort. Thankfully, the furnace and the electrical panel are in decent shape. The basement, however, is not usable.



M. N. Spear Library showing its close proximity to a busy road with no sidewalk

Architectural features of the M. N. Spear Library include a moderately pitched slate roof and a small porch on the front. The porch does provide protection from snow slides off the roof. The windows are a combination of five large single-paned, double-hung, and three awning units. These windows have permanently installed inoperable storm windows. The exterior wall surface is covered with wooden clapboards on the lower half and a series of framed flat panels on the upper half. The interior surface has natural stained fir wainscoting. There is a small amount of insulation in the attic and some insulation was blown in the exterior walls in the 1970s. Due to the central location of the chimney and heating

efficiency of an already miniscule 768 square feet.

At present, a 10 ft. by 13 ft. area (about a quarter of the floor space), comprises the staff work area and check out counter. Along one outside wall is an 8 ft. desk, and two 7.5 ft. counters border the work area from the stacks. One counter is for check-out and the other is for the display of available titles.

The library is divided into sections. Because the overall library is so small, the size of the various collections are listed below by total length of shelving dedicated to each category. Due to space limitations, every new acquisition requires the removal of an existing item.

While there is DSL Internet service at the library, no running water is present, allowing for modern worldwide communication, but colonial era cleaning methods. The current building sits on Town Common land, meaning any expansion of this building would diminish the size of the Town Common. Approval for such an expansion would require an act of the State Legislature.

Current Linear Feet per section

Books:

Section	Linear Feet
Adult	355
Young adult	67
Children	137
Local history	2.5

Media:

Adults & Children	Linear Feet
CD's	24
DVDs & Video Tapes	105
Audio books	56

Periodicals:

Adult	Linear Feet
Current Magazines	30
Back files	26.8

X. Circulation and Patron Statistics

Circulation and patron visits continue to rise. Circulation figures from 2008 were 13% higher than the previous year. The annual circulation for 2008 was 20,042 items. The monthly average of patron visits

was 765, an average of 31 patron visits per day, an increase of 18.53% over the previous year.

The current number of registered patrons is 967, children and adults, about half of the current population. Many families share a library account number so the true number of borrowers is actually higher.

XI. Functional Area Specifications

The Functional Area Specifications is based on a 20 year projected design population of 2,490. The areas are listed first by assigned then unassigned.

Assigned Areas

1. Circulation Desk Area

Area Required:	420 total square feet – Assigned (270 square feet behind and including desk and 150 square feet in front of desk)
Functions Performed:	This area of the library allows staff to have visual and functional control of most public areas. Staff welcome patrons, supervises the entrance, registers and orients new users to the library, gives directions, provides reference information, places books on reserve, collects fines, checks in and sorts deliveries, and sorts and re-shelves returned materials. Patrons check out, renew, and return materials.
Occupancy:	Public: 5 – 7 Staff: 1 – 2
Furnishings:	□ A 15' long desk with 3' "wings" or raceways going out diagonally from each end to allow easy exiting from either side. □ One wing must be an ADA compliant counter height for handicapped accessibility and children's check out. □ The other wing should be computer desk height and provide for the placement and use of a computer that is a PAC (Patron Accessible Catalog). □ The main section of the desk should be designed to accommodate an automated circulation system with 2 staff terminals, laser bar code scanners, and receipt printers. □ The desk should be 3' deep and positioned so there is about a 6' area between the inside edge of the desk and the shelving on the wall behind the desk. On part of the desk there should be a ledge protecting the equipment and circulation desk supplies from the public. □ The desk should have a standing-height counter for all adult transactions. The desk should contain a lockable cash drawer, a book-return slot in front with a depressible book truck underneath. It should also contain other drawers and shelves to accommodate office materials and books. □ Lost and Found storage box. □ 1 moveable depressible book truck under the book return slot and 2 book trucks behind the desk □ 2 adjustable-height stools, 1 trash bin, 1 recycling bin
Shelving:	3 - 15' x 12" shelves on the wall behind the desk for reserves
Equipment:	Two staff circulation computers, 1 PAC computer , 1 copier, 1 portable telephone

Close Proximity to:	Entrance lobby, Young Adults, Browsing, and Staff work room/office
Distant From:	Quiet study
Architectural Features:	☐ The desk should be centrally located with maximum sight lines. Signs and directories should be clearly readable. ☐ The desk should be laid out logically so that users can identify service areas easily. It should be open, accessible and self-contained. ☐ Resilient flooring with anti-fatigue mats behind desk. ☐ Behind the desk there should be a wall which separates the circulation area from the staff work room/office, with glass windows from 3' up to allow staff to work and see the circulation desk and the entrance lobby from inside the work room and shelves below. ☐ Direct task lighting ☐ Large open area in front of desk.

2. Staff Work Room and Office

Area Required:	350 total square feet – Assigned
Functions Performed:	Staff receives, catalogues, and processes all library materials in this room. This space also serves as office space for the Library Director to complete administrative work, including budgeting, planning, personnel and collection development. Meetings with 1 to 3 staff members or patrons will be held here. Privacy is important for conversations with staff or patrons.
Occupancy:	Staff: 3
Furnishings:	☐ 3 work counters adequate for projects and materials processing and repairing, with shelving above and storage below, their lengths totaling 27'. ☐ 2 height-adjustable chairs for use at work counter ☐ 2 lateral locking file cabinets ☐ 2 double-sided book trucks ☐ 3 large storage cabinets for supply storage ☐ Blinds for all exterior and interior windows ☐ Closet included in this room for all technology equipment ☐ Director's desk with file drawers ☐ 1 Director's desk chair
Shelving:	Enough shelf space for 200 new, donated and in-process items
Equipment:	2 computers – one on Director's desk and one on work counter 1 network printer 2 portable telephones
Close Proximity To:	Circulation Desk
Distant From:	Quiet study areas

Book Capacity:	Must hold a minimum of 100 items
Architectural Features:	☐ Excellent task lighting is required in this area. ☐ This area must include sufficient space to wheel book truck around as well as to receive and store boxes of materials. ☐ Security will be provided with a locking door. It must have at least one large operable outside window. Privacy will be provided by acoustic dampening materials. ☐ This area should be located immediately adjacent to the circulation desk. The wall which separates the circulation desk from the staff work-room/office must have glass windows from 3' up to allow staff to work and see the circulation desk and the entrance lobby from inside the work room and shelves below. ☐ Abundant electrical outlets and cabling for technology needs. ☐ Access to a locked telecom closet. ☐ Receiving platforms for delivery bins under work bench

3. Adult Fiction and Non-fiction Area

Area Required:	550 square feet – Assigned
Functions Performed:	Users will browse fiction and non-fiction by call number. Comfortable chairs and small tables are available for those who wish to review their selections.
Occupancy:	Public: 10+ Staff: as needed
Furnishings:	At least one step stool every 6 aisles Cushioned window seats
User Seating:	20
Shelving:	☐ Double-faced steel shelving 90" high ☐ Slat wall display end panels ☐ Slanted bottom shelves preferred ☐ Shelves to be spaced 60" on centers. This will leave a 42" wide aisle if 9" shelving is installed. 21 shelves 12" wide for oversized books require 64" spacing on centers for a minimum 40" aisle width. ☐ Double-sided shelves not higher than 60", with 40% of the shelving area (can include the tops of shelves) conducive to display of books and audio books. ☐ 1 newspaper rack
Equipment:	2 computers
Close Proximity To:	Community Meeting Room
Distant From:	Children's Room

Book Capacity:	16,369
Architectural Features:	□ The stack area should be one continuous orderly block making it simple to find a book. Signage is critical in this area to separate different areas. □ Seating should be dispersed throughout; some window seats are desirable to take advantage of the outdoor landscape. □ Lighting should be parallel to the book stack ranges. □ Angled low-glare book stack lighting directly on books rather than the aisles should reach down to bottom shelf. Slat wall end panels are desirable. □ Additional lighting to support areas that will house table and chairs □ Furnishings should be incorporated within the stack area. □ Some bookstore-style shelving for newer audio visual items and bin shelving for the rest of the collection. □ This area should closely resemble a “mini” bookstore in both arrangement and atmosphere, with many books and media displayed front cover out for maximum visibility.

4. Adult Periodicals

Area Required:	50 square feet – Assigned
Functions Performed:	Here library users will sit and browse magazines and newspapers.
Occupancy:	Public: 5 Staff: 1- 2
Furnishings:	2 - Lounge Seats 2 - 4' x 6' table with 4 chairs each
User Seating:	5
Shelving:	Sloping display shelves with capacity to display 80 titles for current magazines with storage for 1 years' issues beneath 2 Newspaper racks
Equipment:	None
Close Proximity To:	Circulation Desk, Adult stacks
Distant From:	Children's Room
Area Required:	200 square feet
Media Capacity:	680 Items
Architectural Features:	□ This part of the library should be inviting, comfortable and inspiring relaxation, with current magazines being displayed face-out in an attractive manner. □ Excellent lighting

5. Adult Quiet Reading Area

Area Required:	150 square feet – Assigned
Functions Performed:	Patrons will study or read quietly in these spaces
Occupancy:	Public: 4 - 8 Staff: 0
Furnishings:	4 Study carrels with chairs
User Seating:	4 comfortable upholstered chairs, 1 loveseat, tables and chairs to seat 8
Shelving:	None
Equipment:	Surge protected electrical and data ports installed or provided near each carrel.
Close Proximity To:	Entrance, Circulation Desk, Browsing, and Young Adult
Distant From:	Noisy areas, such as the entrance, browsing areas, and children and teen areas.
Area Required:	150 square feet
Architectural Features:	□ Excellent lighting

16

6. Adult Audio Books, Music CDs, DVDs

Area Required:	200 square feet – Assigned
Functions Performed:	Music CDs, Videos and DVDs, computer software and other A-V materials will be displayed and shelved in this area. Children's audiovisual materials are shelved in the Children's Room.
Occupancy:	Public: 4 - 8 Staff: 1-2
Furnishings:	None
User Seating:	None
Shelving:	Capacity to display and store media in varying formats and sizes: CD's, DVD's, and computer software.
Equipment:	None
Close Proximity To:	Entrance, Circulation Desk, Browsing, and Young Adult
Distant From:	Quiet study areas

Area Required:	200 square feet
Media Capacity:	6,565 DVDs, 1,111 audio books (CDs and Cassette format), 931 music CDs
Architectural Features:	□ This area is a high traffic area and should offer some bookstore style shelving for newer audio visual items and bin shelving for the rest of the collection. This area of the library requires good staff control and visual supervision. Slat wall display is preferred on the ends of shelves and some wall space. □ Excellent lighting

7. Children's Room, Parenting and Early Childhood Parent Area

Area Required:	950 Square Feet – Assigned
Functions Performed:	Browsing by children of all ages, parents, childcare providers and educators. Readers' advisory, reference, study, active and passive activities, school class visits. Attractive displays and exhibits can be located in this area. Children and parents will browse and select from a wide range of audiovisual materials including music CDs, videos, DVDs, and audio books. Children can browse magazines. Arts and crafts programming.
Occupancy:	Public: 15+ Staff: As needed
User Seating:	10
Shelving:	□ Low-level (66" H) flexible/adjustable book stacks and display racks for new materials. □ Wall units should be no higher than 72" □ Adjustable height shelving for up to: 16,900 non-fiction books □ Standard combination display unit for audio and compact discs □ Shelving for videos and DVDs, including some shelves that will allow face out display □ Sloping display shelves with capacity to display 15 titles for current magazines with storage underneath for 12 issues □ Shelving units combined with display bins and slat wall ends to house Picture books, Beginning Readers and Parenting Books. □ Picture Book and Beginning Reader wall mounted shelving units, should be no higher than 44" □ Wall-mounted shelving for parenting books can be higher.
Book and Item Capacity:	9,768 books, 945 DVDs & video tapes, 406 audio books/kits
Equipment:	2 computers

Furnishings:	☐ bulletin board ☐ 2 oversized adult upholstered chairs ☐ 10 colorful floor cushions ☐ 2 - 6' adjustable height buffet tables, for projects ☐ 8 children's chairs for working at table ☐ 1 wall clock ☐ 1 rocking chair ☐ coat hooks
Close Proximity To:	Circulation desk
Distant From:	Adult area

Continued on next page

7. Continued from previous page: Children's Room, Parenting and Early Childhood Parent Area

Architectural Features:	☐ Tackable walls, a proportion of which should be at child viewing height, for children's paintings, posters, or art. ☐ Slat wall display end panels entice children to learn and read something new. This area should facilitate browsing, be attractive to both children and adults and be inviting for young children and their caregivers with stimulating materials and displays. ☐ Care should be taken to make the area safe and easy to use for children and parents. ☐ Flooring surface should be attractive, durable and easy to clean. ☐ Furniture and shelving should have rounded edges; avoid sharp edges. ☐ Children's bathroom off of Children's Room. ☐ Craft sink located outside the Children's Bathroom. ☐ This room will have radiant heat in the floor. ☐ Arrangement of shelving and furniture should allow for an open space which can be used as a story time and a project area that can get messy without disturbing the rest of the room.
--------------------------------	---

8. Young Adult Room

Area required:	200 square feet – Assigned
Functions Performed:	This area is for students in grades 7 and up. The space will be inviting to students by focusing on current recreational reading materials, educational materials and periodical titles. Seating should be comfortable and conducive to

	reading, relaxing and socializing.
Occupancy:	Public: 4
Furnishings:	2 comfortable chairs, 1 table, 2 table chairs
Equipment:	2 Computers
User Seating:	4
Shelving:	Flexible shelving to accommodate up to 1,000 books and other materials
Close Proximity To:	Circulation desk
Distant From:	Quiet study areas
Books & Media Capacity:	2000 books
Architectural Features:	□ Highly visible from the Circulation desk □ The wall partitions facing the Circulation desk must have the lower 3' be solid with the upper made of glass for sound containment, visibility to the interior of the room and to contain sound. □ Excellent lighting.

9. Local History Room

Area Required:	170 Sq. Ft – Assigned
Functions Performed:	This is an area of the library is used for research, quiet study and as a small meeting room. Users will consult books and documents. Staff from the circulation desk will be available to assist users in locating and using materials.
Occupancy:	Public: 1 Staff: 0
Furnishings:	1 freestanding Atlas, 1 folio case, 1 - 4' x 8' table with 6 chairs
Shelving:	Wall units can be up to 90" single sided shelving, 1 locked climate controlled case
Close Proximity To:	Circulation Desk
Distant From:	Young Adult Area, Children's Room, Quiet Study
Item Capacity:	200 books
Architectural Feature:	□ Must be visible from the Circulation desk for security of its collection □ Excellent lighting.

10. Community Meeting Room

Area Required:	1,000 square feet – Assigned (Closet storage non-assignable)
Functions Performed:	This multi-use space will allow up to 80 people to be seated audience style, as well as accommodate smaller group uses. This room will be used for children's programs such as musicians and storytellers, community meetings, receptions, adult lectures, training workshops such as computer classes, yoga classes and as an exhibit space. It will also be used for the Friends of the Library events and book discussion groups. A kitchen facility should be adjacent to the room, as well as a storage area for folding tables and chairs, and AV equipment when not in use.
Furnishings:	☐ Five 8' folding tables, 100 Stacking/folding chairs ☐ Lectern or podium with microphone or capacity to attach a wireless microphone ☐ Locked storage for 100% of folding tables, chairs ☐ Locked storage for A/V equipment ☐ Picture molding to exhibit art work ☐ Retractable built-in projection screen ☐ Built in amplifier and sound system that can extend sound into the Adult area ☐ 2-4 Upholstered chairs
User Seating:	80
Equipment:	☐ 1 wall clock ☐ 1 Retractable ceiling mounted projection screen ☐ 1 Built-in amplifier and sound system that can project into the Adult Stacks as needed when in overflow mode. ☐ 1 High-speed internet connection ☐ 1 State-of-the-art presentation technology, for example a Smart Board ☐ Ceiling mounted data projector
Stored in locked Storage area:	☐ 100% of meeting room tables and chairs
Close Proximity To:	Public Restrooms, Entrance/Exit so room can be used when the library is closed
Distant From:	Children's Room, History Room

Architectural Features:	□ This room requires sufficient electrical outlets along its perimeter. □ It should be wired for phone, cable, and data lines. □ It should have pleasant and easy-to-maintain wood flooring. □ It must have a separate entrance so it can be used when the library is closed. □ Public restrooms should be adjacent to the meeting room and can be used when the library is closed. □ Overhead lighting should be dimmable, to accommodate multiple uses □ Gallery lighting for walls □ Sliding Pocket acoustical doors that open to the Adult Area to expand capacity as needed. □ Windows with shades to allow natural light and wall space for display of art. □ Picture hanging molding on all walls
--------------------------------	--

11. Community Meeting Room Kitchen - Assigned

Area Required:	100 square feet – Unassigned
Functions Performed:	This is a kitchen area to be used for special events and staff snacks. It is also the storage area for Friends of the Library paper goods.
Furnishings:	Base and wall cabinets
User Seating:	0
Shelving:	None
Equipment:	1 wall clock - Sink, stove, refrigerator, microwave oven, coffee machine, dishwasher - Trash and recycling facilities - Fire extinguisher as required by state fire code
Close Proximity To:	Located off the Community Meeting Room, near Entrance for easy load/unload access
Distant From:	Children's Room
Architectural Features:	□ This room should have sufficient electrical outlets along its perimeter. □ It should be pleasant and easy to maintain, with easily cleaned flooring. □ Double doors that open to the Meeting Room

Unassigned Areas

12. Entrance - Unassigned

Area Required:	150 square feet (approx. 10' x 15') – Unassigned Not counted in the building square footage as this area is outside the building walls
Functions Performed	This will be the point of entry for library users and the Community Meeting Room. This area should allow for the steady flow of pedestrian traffic both in and out of the building. The entrance will allow barrier-free access to the library by people of all ages, persons with disabilities, people in wheelchairs and families with strollers.
Occupancy	Public: 1 – 3 Staff: None
Furnishings	☐ Clear signage indicating library hours, easily visible from the outside ☐ Book drop ☐ Skid free walking surface
Equipment	Exterior book drop in wall – See # 14, Book Drop Slots for specifications
Close Proximity To:	Circulation, Meeting Room, Restrooms
Distant From:	Quiet study areas
Architectural Features	☐ The entrance should be easily identifiable from the driveway. The entrance lobby should be a welcoming, inviting passageway into the library, proportional to the overall dimensions of the building. ☐ It must be wide enough for wheelchairs and strollers. ☐ There should be a set of 3' glass double doors entering into the Lobby. ☐ The exterior door should have a minimum 8' exterior overhang to protect the entrance and book drop slot from inclement weather. ☐ It feels like a welcoming front porch ☐ Can accommodate a comfortable bench ☐ Motion activated spot lights on corners of building ☐ Parking lot lighting ☐ Motion activated lighting in entrance so as to light the entrance doors

13. Lobby - Unassigned

Area Required:	220 square feet (approx. 10' x 22') – Unassigned
Functions Performed	This will be the point of entry for library users and people attending functions in the Community Meeting Room. The Lobby will give barrier free access to the library by people of all ages, persons with disabilities, people in wheelchairs and people with strollers. It should allow the steady flow of pedestrian traffic both in and out of the building. Library and community informational materials are displayed here on bulletin boards.
Occupancy	Public: 1 – 5 Staff: None

Furnishings	□ Clear signage indicating library hours, easily visible from the outside □ Book drop □ Durable, non-slip mats to remove snow and mud from shoes. □ 3 Bulletin Boards (4' x 6') □ 1 Bench (6' x 22") □ Tile or stone flooring □ Dedication plaque □ Built in bookshelf for ongoing book sales.
User Seating	2
Close Proximity To	Circulation, Meeting Room, Restrooms
Distant From:	Quiet study areas
Architectural Features	□ The Lobby should be a welcoming, inviting passageway into the library, proportional to the overall dimensions of the building. □ It must be wide enough for wheelchairs and strollers. □ At one end, there should be a set of exterior and at the other end, an interior set of 3' wide glass double doors. □ The Lobby, located in between the interior and exterior doors, should have access to: 2 handicap Bathrooms, the Book Drop/Storage area, the lockable Mechanical Room/Janitor's Closet and the Community Meeting Room, when the library is closed. □ The interior main doors will be directly opposite the Circulation desk, providing a full view of the Entrance and Lobby from the Circulation desk and Staff Work Room & Office. □ There should be a built-in coat rack for patron use in the Lobby. □ Excellent lighting

14. Storage Area - Unassigned

Area Required:	100 total square feet , including Book Drop area– Unassigned
Functions Performed:	Books and other materials that are discarded or donated can be stored and sorted for book sales. Seasonal books and decorations will be kept here. This area will contain the Book Drop area described separately.
Occupancy:	Public: None Staff: 1-2
Furnishings:	Shelving as needed
User Seating:	0
Shelving:	Seasonal books. decorations, display panels, banners
Close Proximity To:	Circulation desk

Architectural Features:	☐ Efficiently planned secure space. ☐ Basic lighting
--------------------------------	---

15. Book Drop Slots (Within Storage Area) - Unassigned

Area Required:	15 square feet. – Unassigned Book Drop Slots and bins are located within the storage area
Functions Performed:	Return of borrowed materials when library is closed.
Occupancy:	Public: 2 (outside) Staff: 1 inside
Furnishings:	2 wall-mounted book slots 2 moveable depressible book truck.
Close Proximity To:	The book drop slot should be situated under the overhang for the front entrance door.
Book Capacity:	100
Architectural Features:	☐ There should be two slots in the exterior wall, for returned materials. ☐ One Book Slot should be large enough to accommodate thick, adult hardbacks as well as large children's picture books, and the other for videos. ☐ On the interior, below the Book Slots there should be moveable depressible book trucks. The Book Slots drop books in to a room, which by code, must be fire-rated.

16. Community Meeting Room Closet (off Community Room) - Unassigned

Area Required:	100 square feet – Unassigned
Functions Performed:	This is a large closet /storage area to be used to house chairs, tables and AV equipment for use in the Community Meeting Room.
Furnishings:	Shelves for AV equipment
Shelving:	For AV equipment
Equipment:	Rolling Chair Carts Rolling AV cart
Close Proximity To:	Located in the Community Meeting Room
Distant From:	Children's Room

Architectural Features:	□ The closet should have double 3' wide doors to accommodate rolling chair carts, folding tables, and AV cart □ Overhead lighting
--------------------------------	--

17. Telecom Closet (Within Staff Room) - Unassigned

Area Required:	15 square feet. – Unassigned
Functions Performed:	This closet houses all the telecommunication equipment.
Occupancy:	Public: 0 Staff: 1
Furnishings:	Wall-mounted shelves adequate to hold modems, surge protectors, etc.
Close Proximity To:	Staff Room
Distant From:	All public accessible spaces
Architectural Features:	The closet should have excellent ventilation and lighting

26

18. Restrooms - Unassigned

Area Required:	150 total square feet – 48 square feet each – Unassigned
Functions Performed:	Three bathrooms, two of which are accessible from the main areas of the library and the Community Meeting Room when the Library is closed and the third located in the Children's Room. The Children's Room Bathroom does not need to be handicapped accessible.
Equipment:	□ Exhaust fans – quiet, high capacity □ Wall mounted changing tables in each bathroom □ Waste bins □ Shatterproof mirrors □ Soap dispensers for each sink, positioned to drip into the sink □ 1 Toilet and sink per bathroom □ Paper towel dispenser
Close Proximity To:	Two of the three bathrooms should be located in close proximity to the meeting room. Two of the restrooms should be accessible during meetings without entering the Library. One of the three bathrooms is adjacent to the Children's Room. All public restrooms should be located where they can be supervised by staff.
Architectural Features:	□ All bathroom areas must be easy to clean. □ Low flow automatic faucets, motion activated lights □ Hooks on the back of stall doors □ The Children's Room bathroom must have wall and floor space

	to accommodate a wall mounted baby changing station.
--	--

19. Janitorial Closet - Unassigned

Area Required:	25 Square Feet – Unassigned
Functions Performed:	Storage for all items used to clean and maintain the library (mops, cleaning solutions, vacuums, ladders, rakes, shovels, etc.) and work space for custodian.
Occupancy:	Public: 0 Staff: 1
Furnishings:	☐ 1 small tool storage cabinet 2’x1.5’x7’ ☐ 1 utility sink with hot and cold running water ☐ Floor drain
User Seating:	Public: 0 Staff: 1
Shelving:	1 metal shelving unit 2’deep x 6’ long x 7’ high
Equipment:	☐ 1 small bulletin board ☐ Several electrical outlets for electric tools ☐ Hooks on wall for hanging snow shovels, brooms, vacuum hoses, etc.
Close Proximity To:	HVAC system
Distant From:	Public Service Areas / Quiet Study areas
Architectural Features:	This area should be well lighted and include extra-wide doors to allow for easy egress of vacuum cleaners, broken chairs awaiting repair, etc

20. Mechanical Room - Heating, Ventilation and Air Conditioning Systems

Area Required:	200 Square Feet – Unassigned
Functions Performed:	Storage for all HVAC and Electrical systems
Occupancy:	Public: 0 Staff: 1
Furnishings:	None
Shelving:	1 metal shelving unit 2’deep x 6’ long x 7’ high
Equipment:	☐ HVAC systems; Electrical systems
Close Proximity To:	Janitor closet, Entrance
Distant From:	Public Service Areas / Quiet Study areas

Architectural Features:	□ This area should be well lighted and include extra-wide doors to allow for easy egress of equipment. □ All HVAC controls must be kept as simple and accessible as possible, so that they can be operated by library staff on duty, as well as by the custodian. □ Space needed determined by size and maintenance space required of system.
--------------------------------	---

21. General Information Covering All Areas of the Library

1. Security Systems

- A. The Library should have a security system for the building with immediate and automatic connection to the police. There should also be a fire alarm system connected to the fire station. Both systems should be checked on a regularly scheduled basis.
- B. Although a materials or book security system is not required because of the low rate of materials theft, the public exit (or exits) should be designed with sufficient space and outlets so that a system could be readily installed in the future. All emergency exits should be alarmed internally and so marked as it is at the present time.

2. Sprinkler Systems

- A. A sprinkler system should be installed for the entire building.

3. Heating and Cooling Systems

- A. The new Shutesbury Library must be a LEEDS (Leadership in Energy and Environmental Design) certified building, including but not limited to:
 - Low-E windows, skylights or "clear story" windows
 - Passive solar positioning (fewer windows on north side, more on south side)
 - Geo-thermal and or radiant heat
- B. The Library must have central air-conditioning to protect the materials from Shutesbury's high humidity rate in the summer.
- C. Heating and cooling systems must be able to be turned on and off at will depending upon weather.
- D. Programmable thermostats for heating and cooling systems.

4. Building Materials

- A. When choosing building materials, accessibility for patrons with Multiple Chemical Sensitivity must be carefully considered.

XII. Holdings: Current & Future

The library's projected space needs is based on the projected materials: books, media and periodicals. The projected materials needs are shown in the three tables below. The projected holding needs tables follow.

1. Holdings: Books

Projected Holdings Needs: PRELIMINARY ESTIMATE

Library Materials- BOOKS					
AREA		Present Holdings	% of Total	Project ed % of 20-year total holdin gs	Projected 20 YEAR holdings
Adult Current Circulation 9,662 as of 6/08 % of overall Circulation: 55%	Reference	5	0.05%	3.90%	1,087
	Non-Fiction	1,390	16%	31.00%	8,696
	Biography, if separate	n.a.	n.a.	n.a.	n.a.
	Fiction	2,257	27%	18.00%	5,168
	Mysteries & Sci-Fi, if separate	429	5%	4.30%	1,218
	Large print	0	0		0
	Local History & Rare Books	50	0.60%	0.70%	200
	New Books	n.a.	n.a.		n.a.
	Total Adult Volumes	4,131	48.35%	58%	16,369
Young Adult Circulation	Total Young Adult Volumes	679	7.20%	7.10%	2,000
Children Circulation: <u>3.5</u> <u>15</u> % of overall Circulation: <u>45</u> %	Juvenile Reference	0	0	0.10%	25
	Picture Books	1,256	15%	12%	2,717
	Easy Readers	197	2.30%	2.00%	400
	Juvenile Fiction	1,650	20%	18%	4,066
	Juvenile Non-Fiction	519	6%	4%	1,000
	Parenting/Teache r's Collection	In adult non-fiction	0%		
	Total Children's Volumes	3,622	43%	35%	7,208
GRAND TOTAL		8,432	99.00%	100%	28,137
Total 2008 Annual Circulation of all library materials, excluding ILL received. 20,246.00					

2. Holdings: Media

Projected Holdings Needs: PRELIMINARY ESTIMATE

Library Materials-Other Media					
AREA		Present Holdings	% of Total	Projected % of 20-year total holdings	Projected 20 YEAR holdings
Adult Current Circulation as of 6/08 11,269 % of overall Circulation: 91%	Videotapes/DVDs	1,604	57.00%	57.00%	4,523
	Books on Tape	394	14%	14.00%	1,111
	33rpm recordings	0	0	0	0
	Audio Tapes	n.a.	0%	0.00%	0
	Compact disc recordings/music	330	12%	12.00%	931
	Computer Software	0	0	0	0
	Puzzles, etc.	0	0.00%	0.00%	0
	Total Adult Media	2,328	83%	83%	6,565
Young Adult Circulation	Total Young Adult Volumes	n.a. 335	n.a. 12%	n.a.	n.a.
Children Circulation: 634 Overall Circulation: 5.6%	Juvenile DVDs & Videotapes	144	5%	12.00%	945
	Juvenile Kits/Books on Tape	0	0.00%	5%	406
	Total Children's Media	623	100%	17%	1,351
MEDIA GRAND TOTAL (Total Circulation 6/08 - 11,269)				100%	7,916

3. Holdings: Periodicals

Projected Holdings Needs: PRELIMINARY ESTIMATE

Library Materials-Periodicals					
AREA		Present Holdings	% of Total	Projected % of 20-year total holdings	Projected 20 YEAR holdings
Column A	Column B	Column C	Column D	Column E	Column F
Adult Circulation: 783 or .2% of overall Circulation	Current Periodicals & Newspapers	38	7%	6%	40 *Enhanced Level = 58.1 titles per 1,000 people
	Periodical Backfiles	250	91%	93%	632
Young Adult Circulation: 1 or or .08% of overall Circulation	Young Adult Periodicals	1	0%	.44%	3
Children Circulation 1 or .08% of overall Circulation	Juvenile Periodicals	1		.73%	5
PERIODICAL & NEWSPAPER GRAND TOTAL (Total Circulation: 537)		290		100%	680

XIII. Projected Shelving Needs

Books:

Section	Current Linear Feet	Projected Linear Feet
Adult	355	1,637
Young adult	67	200
Children	137	237
Local history	2.5	30

Media:

Adults & Children	Current Linear Feet	Projected Linear Feet
CD's	24	31
DVDs & Video Tapes	105	375.5
Audio books	56	150

Periodicals:

	Current Linear Feet	Projected Linear Feet
Current Magazines	30	40
Back files	26.8	34

XIV. Functional Areas Square Feet Table

Based on a design population of 2,490

		Square Feet
	Building Total	5,500
	Assigned Areas	

1.	Circulation Desk Area	420
2.	Staff Work Room and Office	350
3.	Adult Fiction and Non-fiction Stacks	550
4.	Adult Periodicals	50
5.	Adult Quiet Reading Area	150
6.	Adult Audio Books, Music CDs, DVDs	200
7.	Children's Room	950
8.	Young Adult Room	200
9.	Local History Room	170
10.	Community Meeting Room (can accommodate 83 people seated)	1,000
15.	Community Meeting Room Kitchen (Within Community Room)	100
	Total Square Feet of Assigned Areas	4,140
	Unassigned Areas	
11.	Entrance – (not counted in total – located outside building walls)	(150)
12.	Lobby	220
13.	Storage Area	100
14.	Book Drop Slots (Within Storage Area)	15
16.	Community Meeting Room Closet (Within Community Room)	100
17.	Telecom Closet (Within Staff Room)	15
18.	Restrooms	150
19.	Janitorial Closet	25
20.	Mechanical Room - Heating, Ventilation and Air Conditioning Systems	200
	Total Square Feet of Specified Unassigned Areas	825

Summary of Space Allocations

	Square Feet	Percent of Building
Total Assigned Space (Net)	4,140	75%
Total All Unassigned Space	1,360	25%

Specified Unassigned Space	825	15%
Unspecified Unassigned Space	535	10%
Total Building (Gross)	5,500	100%

XV. Functional Areas Square Feet Comparison Table

	Area	Shutesbury	Leverett	Wendell
	Design Population	2,490	2,400	1,200
	Building Total Square Feet	5,500	4,680	4,400
1.	Lobby	220	300	23
2.	Circulation Desk Area	420	576	265
3.	Staff Work Room & Office	350	330	217.5
4.	Adult Area	950	960	939.5
5.	Children's Room	950	960	692
6.	Young Adult	200	127	144
7.	Local History & Rare	170	0	50
8.	Community Meeting Room	1,000	600	487.5
9.	Community Meeting Room Kitchen	100	14	66
10.	Community Meeting Room closet	100	56	24.27
11.	Storage Room	100	81	?
12.	Book Drop	15	15	15
13.	Restrooms (2 handicapped, 1 in Children's Room)	150	96	57.5
14.	Telecom Closet	15	0	
15.	Janitorial Closet	25	18	12
16.	HVAC (Electrical, heating, etc)	200	129	?
	Total	4,965		
	Wall, etc.	535		

XVI. Resources & Acknowledgements

The Library Facility Needs Assessment Committee would like to acknowledge and thank all those who contributed to the information contained in this Building Program.

M. N. Spear Library Shutesbury Resident Surveys (201)

M. N. Spear Library Shutesbury Resident Forum Attendees

Shutesbury Master Plan

M. N. Spear Long Range Plan

Celebrate Shutesbury, Sponsored by the Shutesbury Education Foundation

M. N. Spear LFNAC

Chair: Karen Traub; Secretary: Martha Field, Members: Dale Houle, Weezie Houle, Michele Regan-Ladd, Lori Tuominen and Library Director, Mary Anne Antonellis

M. N. Spear Current and Former Library Trustees (FY2006 - FY2009)

Including: Karen Traub, Jane Urban, Amy Beth, David Cormier, Michele Regan-Ladd, Clifton Read, Laura Reichsman and Library Director, Mary Anne Antonellis

M. N. Spear Library Previous Library Building Committee

Walter Turatti, Judith Seelig, George Arvanitis, Clif Read, John Aierstuck, Michael Broad, Mark Schleeweis and Emily Bayard

Other Libraries' Building Programs

- Town of Boxford Library Renovation & Expansions Project
- Wendell Free Library Program
- Leverett Library Building Program
- Hatfield Public Library Building Program
- Warwick Building Program
- Graves Memorial Library Building Program

Other Contributors

- Jane Buchanan, former Library Director, Shutesbury M. N. Spear Memorial Library
- Judith Seelig, former Library Director, Shutesbury M. N. Spear Memorial Library
- Linda Pryblo, former Library Director, Shutesbury M. N. Spear Memorial Library
- David Dann, Town Administrator Shutesbury
- Leslie Bracebridge, Town Clerk Shutesbury
- Sharon Sharry, former Library Director, Sunderland Graves Memorial Library
- Rosie Heidcamp, Library Director, Wendell Free Library
- Lorna Rivers, Former Library Director, Leverett Library
- Nancy Hickler, Library Director, Warwick Library
- Sheila McCormic, Library Director, Hatfield Library
- Diana Smith, Library Director, New Salem Library
- Michael Broad, Building Facility Manager, Town of Amherst

MBLC Consultants

- Anne Larson, former Small Library Consultant
- Brian Donahue, Reference and Research Librarian

XVII. Appendix A – Survey Results

**Adult Fall 2007 Survey Results – Number of response are in (); "Other" responses are listed after # 15
Survey Count 201 of 867 households responding = 23%**

Age & Gender

Under 6 (**19**) 12 to 13 (**22**) 19 to 25 (**17**) 46 to 65 (**107**) Female (**102**) 6 to 12 (**51**) 13 to 18
(**30**) 25 to 45 (**49**) 65 over (**23**) Male (**40**)

1. How often have you used the Shutesbury MN Spear Library in the past twelve months?

Daily (**0**) Weekly (**51**) Bi-Weekly (**29**) Monthly (**28**)
Some (**47**) Once (**10**) Never (**37**)

2. If you have visited the Spear Library in the past year, what services have you utilized?

I borrowed

Books (**137**) Videos/DVD (**124**) Books on Tape (**68**) Magazines (**50**) Brought Child (**34**) Need
Librarian (**13**) Reading (**10**) Friends (**10**) Large Print Books (**4**) Reference Collection (**3**) Tax (**2**)
Other (**16**) **I used the computer for:**
Internet (**38**) Word Processing (**7**) C/W Mars (**10**)

3. Which reasons would you, or a member of your household use any library?

School Projects (**78**) Job (**84**) Self Improvement (**84**) Events (**62**)
Books, Hobbies, Entertainment (**165**) Other (**19**)

4. Which libraries do you currently use on a regular basis?

Spear (**121**) Leverett (**20**) Jones (**129**) Sunderland (**3**)
UMass (**29**) Forbes (**10**) Wendell (**3**) Pelham (**17**) Other (**39**)

5. If you use a library other than the Spear Library, why?

Location (**92**) Offerings (**63**) Hours (**81**) Housebound (**1**)
Size (**78**) Spear Too Far (**9**) Collection (**63**) Vision Problem (**1**) Other (**26**)

6. Check any of the below that are an issue for you:

Lack of Seating (**62**) No Tables for Working (**31**) No Tables for Laptops (**29**) Lack of Programs (**30**)
Retention of Books (**24**) Wait Computer (**13**) Lack of Privacy (**12**) Wait Books C/W Mars (**11**) Hours (**67**)
Noise (**11**) Other (**27**)

7. A library can be much more than a building housing books and videos, offering various programs and facilities.

A. What services would you like to see in a new library?

Children Story Hour (**80**) Discuss Books (**67**) Play Group (**34**) Craft Group (**30**) Listen to Authors (**93**)
Listen to Speakers (**87**) Listen to Artists (**82**) Listen to Musicians (**82**) After school Elementary (**87**) After

school Teen (61) Networking (78) Services Other (18)

36

B. What facility options would you like to see in a new library? Check all that apply. Children's Room (92) Learning Center (50) Teen Room (47) Technology Center (63) Socialize (74) Share Meal (35) Watch Movies (51) Coffee Hour (69) Community Center (103) Community Center Room for Small Groups (100) Community Center Room for Large Groups (54) Facility Other (18)

8. If you or a member of your household needed help with a research project, where is the first place you would go?

Internet (151) Spear (22) Other (47)

9. How frequently would you use the library if more hours were available?

Week (95) Month (18) Year (2)

10. Do you see the library playing a role in providing better communication in the town of Shutesbury?

If so, what would be the best way:

Email (66) Newspaper (15) Library Website (83) Bulletin Board (68) Town Newsletter (63)

11. Do you see the library as having a role in strengthening the sense of community in Shutesbury?

Yes (139) Somewhat (29) Not (10)

12. How important is it to you to have a library in the town center?

Very Important (125) Somewhat (36) Not (24)

Percent of respondents for whom having the library in the center of town is **Very Important** = 70% Percent of respondents for whom having the library in the center of town is **Very Important** plus **Somewhat** = 86%

13. How important is it to you to be able to access Shutesbury history?

Very Important (49) Somewhat (102) Not (26)

14. Are there any other issues that you would like the Library Facility Needs Assessment Committee to consider that we haven't asked about?

See page 39

15. If the hours of the library are a problem for you, what hours would you suggest that the library is open? Please circle all that apply:

Monday 9 to 12 (7) Monday 12 to 3 (5) Monday 3 to 6 (12) Monday 6 to 8 (19) Tuesday 9 to 12 (4) Tuesday 12 to 3 (7) Tuesday 3 to 6 (13) Tuesday 6 to 8 (14) Wednesday 9 to 12 (5) Wednesday 12 to 3 (6) Wednesday 3 to 6 (12) Wednesday 6 to 8 (18) Thursday 9 to 12 (4) Thursday 12 to 3 (7) Thursday 3 to 6 (13) Thursday 6 to 8 (16) Friday 9 to 12 (5) Friday 12 to 3 (5) Friday 3 to 6 (19) Friday 6 to 8 (13) Saturday 9 to 12 (14) Saturday 12 to 3 (22) Saturday 3 to 6 (17) Saturday 6 to 8 (7) Sunday 9 to 12 (3) Sunday 12 to 3 (10) Sunday 3 to 6 (0) Sunday 6 to 8 (8)

"Other Responses" to Survey Questions

2. If you have visited the Spear Library in the past year, what services have you utilized?

I borrowed: or I used the computer for:

Other:

1. book club central
2. buy treats, post notes
3. children's books on tape
4. Computer - kids play on it
5. dropped off info
6. Inter library loan
7. music CDs
8. no adult material
9. pass the time
10. posting informational files
11. Wireless Internet

3. Which reasons would you, or a member of your household use any library? Other: 1. books

2. Children's books - the whole experience to help them learn the love of books
3. coffee, local music concerts
4. explore, research, town meeting place,
5. visiting others
6. fast internet, email
7. get out of the house - cabin fever
8. Research
9. speakers
10. special collections
11. videos/dvds for classroom (I'm a teacher)
12. Wi-Fi

4. Which libraries do you currently use on a regular basis? Other:

1. 5 colleges
2. Amherst College
3. Athol
4. Brookline library on line
5. Cambridge; Arlington
6. College libraries online
7. Easthampton

8. FL in winter

9. Greenfield

10. HCC - someone brings books to me

11. Interlibrary loan

12. Maynard

13. Munson

14. N. Amherst. & So. Amherst

15. Neilson, Smith, School Library

16. Northampton Library

17. Palmer

18. PUPA school library

19. Rutland

20. SES library

21. Smith College

22. Tilton

23. WPI

5. Other Reasons to visit Other Libraries.

Other:

1. Bathroom & parking
2. children's programs
3. CW/MARS
4. downtown often and easy to pick up
5. familiarity
6. go there every Friday for book club
7. habit
8. inter-library loan
9. It is nice to browse at the Jones
10. job location
11. just moved to Shutesbury
12. music collection
13. nice lighting, Room to sit, meeting space
14. on previous visits felt unwelcome
15. other residence in other city
16. periodical collection
17. Railroad Collection
18. weekly trips to Greenfield
19. work
20. work near by others.

6. Things that are an issue for you: Other:

1. Bathroom, parking, drinking water
2. child under 2
3. community events

38

8. I love this library the way it is!
9. kids grown, never go to library anymore
10. Lack of privacy for conversation
11. Lack of space - affects everything
12. limited hours & space
13. no time
14. none- quite happy
15. size of collection, children's space
16. Small selection; long wait for inter library loan
17. socializing
18. sometimes I don't know what happens to my requests
19. too small
20. We have adjusted to the library being closed on Fridays
21. Wrong direction from the house.

7. What services and facility options would you like to see in a new library? Other

1. All of the above
2. community art
3. Community space - let us decide how to use it
4. contests for fun & \$
5. Films
6. Peace activists
7. rotating collections like art
8. socialize, town meetings
9. story hour
10. story hour outside of school hours
11. Support Groups
12. take out books
13. too much fragrance for me. Other types of classes.

4. CW/MARS

5. Fragrance issues

6. I haven't been for awhile - since my kids

7. have grown up

14. town committee meetings
15. workshops for children like Jones; Fun
16. yoga, pilates, etc. classes

8. If you or a member of your household needed help with a research project, where is the first place you would go? Other:

1. 5 Colleges

2. A large library

3. Amherst

4. Amherst College

5. Any depending upon the project

6. college libraries

7. Family Resources

8. internet somewhere else

9. Jones

10. Leverett

11. Pelham

12. SES

13. Smith

14. UMass

15. Work

10. Do you see the library playing a role in providing better communication in the town of Shutesbury? If so, what would be the best way: Other:

School Newsletter - from Library Director to school about what's new Internet use class.

11. None

12. How important is it to you to have a library in the town center? Other:

The building & quality of building is more important.

14. Are there any other issues that you would like the Library Facility Needs Assessment Committee to consider that we haven't asked about?

1. A community room should have enough wall space with track lighting so that the library can have rotating art shows from community artists. See what Pelham and Leverett have done!
2. A darling little library is just fine with us for our little town. Interlibrary loan system is the perfect way to make it as big as the whole region's collection.
3. A new library would be a wonderful town resource!
4. Although our family doesn't currently use the library, we used it on a weekly basis when our children were in preschool and elementary.
5. Any new building to take advantage of ecological and sustainable green building systems.
6. Bathroom, baby changing
7. Better - any bathroom; media center and setting up a good internet site that can be reliably updated would be splendid. Programs for teens because they stop when you leave Shutesbury Elementary School and that is sad. More new space would be perfect and more new books for every genre.
8. Better hours are important.
9. Coffee Shop. I love our library!
10. Color printer would be very helpful
11. Could we have a separate room available always open for internet with desks & tables for laptops since much of the town is not broadband accessible.
12. Create more parking spaces at the library - it's dangerous crossing the road when parking at the town hall, especially with small children.
13. CW/MARS; building more of a sense of community in Shutesbury
14. For someone who works from home it would be great to have a library with accessible workspace with wireless.
15. Green, solar building
16. Happy to see work being done (access/composting toilet)
17. Have the library open the same hours everyday so that everyone can remember the hours. 18. As a member of the town's Open Space Committee - based on questionnaires received from 183 households,

there is a very strong feeling that the town needs a community center - for community exchange, library lectures classes. The lack of a "country store" reinforces this perception. Recreational and educational activities are disparate and initiated by different groups. The concept of a library/community center seems to appeal to everyone. Space to read, have a group meeting, coffee hour are activities which the town is yearning for.

19. I am happy to see improvements being made to the present library. With Jones so convenient, I see no reason to build a new space. If we want to socialize let's fix up the basement at the Town Hall. 20. I like meeting new people there. Multicultural materials.

21. I love the building; however it would be nice to have a small addition to facilitate meetings, study place and bathrooms.

22. I wish I went more but I never get around to it.

23. I'd prefer expanding the existing facility rather than build a new one or at least finding a library/town use for old library. i.e. meeting/reading room.

24. If in town center, make it traditional - like it has been there for 200 years.

25. If the expansion involves a new building, it should fit into the Shutesbury look, i.e. not a concrete and glass box - not UMass new. Every effort should be made to create a warm and inviting space both inside and out.

40

26. In Shutesbury there are not very many social out of the house opportunities. The winters are long and Amherst is far. We need a big bright Library/Community Center.

27. Keep Spear as Annex.

28. Larger collection of CDs and Audio tapes; a display of art & other unique projects & products.

Shutesbury residents would show some evidence of diversity & tolerant of community. 29.

Librarians are great!

30. Make library a welcoming community center that supports the town and its interests A new library is critical to Shutesbury and is long overdue! It is not a luxury, it is a necessity Thank you for the great work on this important issue.

31. Make the outdoor environment safe for pedestrians. Make as nice as Wendell.

32. Meeting space for salon-style discussions.

33. More history about Shutesbury.

34. Move closer to elementary school, top of hill too dangerous for kids & parking. Location now is horrible!

35. Noise level. It's not a supermarket!

36. Need non-English materials. Very thorough survey.

37. Parking & street safety, Van to take shut-ins to the library, place to socialize that doesn't dominate the "air" space of the library.

38. Privacy - comments on items taken out only if patron begins discussion or asks for feedback. Thanks for all your great work.

39. Remember this is a very small town and the library is a part of this, but we are not Amherst and we must keep the costs down!

40. Sat 10-12 is a great addition to the hours.

41. Need materials on sawmill & forestry.

42. Space for groups like boy & girl scouts.

43. Taylor property would be great option.

44. Thank you for your hard work & effort. Our library is a wonderful place to see friends, find good books,

movies & DVDs. You have a hard job to balance the need for more space with limited resources. 45. The vital role public libraries fill in creating equal opportunity to learn and develop regardless of socioeconomic status.

46. There are abundant local libraries. Shutesbury tax \$ is better spent elsewhere than on a small Shutesbury library.

47. This survey appears biased towards expanding the library. I believe it is unnecessary and extravagant to reproduce libraries in every small community. Improve transit options and keep libraries a regional resource.

48. Toilet

49. Treat librarian better - fair pay for hours worked; commit to the project.

50. We kind of like the existing library. A huge new building would not have the same feel to it.

51. When are the fragrance free hours?

52. Why work with the existing building - it has few redeeming features, has a very poor location, is unsightly and will be much more expensive to work with than a new structure. Think outside the box!