# M. N. Spear Memorial Library
# Library Building Program
# November 30, 2021



**Prepared by the M. N. Spear Memorial Library**
**Board of Trustees and Library Director**
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# TABLE OF CONTENTS

# THE TOWN OF SHUTESBURY
## COMMUNITY ANALYSIS

### CONCISE HISTORY

Shutesbury is a small, 27.2 square mile, rural, welcoming, community-oriented hilltown located in southern Franklin County, bordering Hampshire County, west of the Quabbin Reservoir and two towns north of the University of Massachusetts. Colonized in 1735 on Indigenous Nipmuc land as a settlement called "Road Town", the community was incorporated under the name Shutesbury in 1761 in recognition of Massachusetts Governor Samuel Shute.

Originally a lumber town, by the 1800's Shutesbury had a general store, two churches, a post office, and a single-bookcase public library housed in the Town Hall. The first and only public library building was erected in 1902, and by the 1920's, cottages started to be built around the town's 124-acre Lake Wyola, which is now a state park.

In the 1930's the Quabbin Reservoir was constructed, cutting off the town's direct route to Worcester, contributing to an economic downturn and population exodus which lasted until the 1970's. Despite the closure of its general store and gas station, Shutesbury has maintained its historic hilltop town center with a small Town Hall, post office, library, community church, and town common, while adding a modern elementary school, designating a 128 acre state park and 723 acre state forest for conservation and outdoor activities, and welcoming the Shutesbury Athletic Club, a private social club and music venue which serves as one of the community's only spaces for meetings and recreation.

Prior to the automobile, it took hours along hilly terrain to travel by wagon to Amherst. Today it takes approximately 20 minutes to travel to Amherst, 35 to Greenfield, 30 to Northampton, 25 to Interstate 91, and 40 to the Massachusetts Turnpike. There is no public transportation available in Shutesbury or its bordering towns. Yet despite relative geographic isolation, the town's collective achievement in introducing municipal broadband internet to the community has increased the town's connectedness and expanded potential for population and economic growth and development.

### HISTORIC AND CURRENT INDUSTRY/ECONOMIC DRIVERS

 In the early years, Shutesbury was primarily a logging and orchard town with large-scale farming limited by rocky terrain. By the early twentieth century, the community's mineral springs were attracting tourists, resulting in the building of several taverns, hotels, and a spring water company. The last hotel, located on the lake, was sold to the state in 1998 as part of the creation of Lake Wyola State Park. In the past, many people left the hilltowns for a better life, moving to cities or into the Pioneer Valley which offered rich agricultural land. The clearing of forest land which hurt the logging industry, and the building of the Quabbin Reservoir, which eliminated the community's direct route to Worcester, also had negative impacts on the town's economy.

Key to Shutesbury's economic rebirth were modern transportation, improvements in telecommunications, and the growth of regional industry, including the expansion of the

University of Massachusetts Amherst which is the largest employer in Western Massachusetts. Most residents commute to positions in Amherst or the surrounding communities, a significant percentage are self-employed, and an increasing number are now able to telecommute due to the recent introduction of municipal broadband. An explosion of retail growth "down the hill," as well as online consumer shopping has made it easier for residents to get what they need in order to live in Shutesbury. In terms of town-based economic drivers, Shutesbury has a very small commercial tax-base limited to home-based businesses, one solar field, and ongoing logging activity. The introduction of broadband internet has brought with it the potential for future commercial growth.

## POPULATION DEMOGRAPHICS

Over the past 350 years, the population of Shutesbury has fluctuated dramatically based on economics, transportation, communication, and technological viability. Currently, Shutesbury has a total population of 1717, a decrease of 3% from 2010. Shutesbury's population from Shutesbury's 2020 Census indicates the following:

| Shutesbury, Massachusetts Population Demographics from 2020 Census | |
|---|---|
| Birth – 17 | 188 |
| 18 – 34 | 358 |
| 35 – 49 | 311 |
| 50 – 64 | 445 |
| 65 – 79 | 375 |
| Over 80 | 40 |
| Median Age | 47.7 years |

The decrease in population from what was projected in the 2004 Shutesbury Master Plan can be attributed to a number of factors which discouraged growth. These factors include the decline of new home construction due to a five-year building cap from 2008 - 2013, the previous lack of broadband, and inadequate cell service. These factors had resulted in Shutesbury being viewed as a less desirable place to live, especially for families with children, and for those who needed high speed internet for work, home businesses, and telecommuting.

## EDUCATION DEMOGRAPHICS

Shutesbury is a highly educated population. 98.1% have a high school education, 69.8% have achieved a bachelor's degree or higher, and 97.5% of eligible voters are registered to vote. With regard to Shutesbury's elementary school-age population, the MA Department of Elementary and Secondary Education (DESE) has provided the following demographic data for the 2020 – 2021 academic year:

| Education Demographics | |
|---|---|
| 112 | students enrolled, PK - Grade 6 |
| 0.9% | students First Language not English |

| 16.1% | students with Disabilities |
|---|---|
| 41.1 % | High Needs (based on a number of contributing factors defined by DESE) |
| 35.7% | Economically Disadvantaged (typically defined by the Free/Reduced School Lunch Qualification) |

## UNEMPLOYMENT RATE

The unemployment rate in Shutesbury during July 2020 was 7%, but decreased to 3.8% by July 2021, which compares to the state averages during the same time periods of 10% and 5.7% respectively.

## RACIAL AND ETHNIC DIVERSITY

The racial and ethnic diversity of Shutesbury has increased by 3.7% since 2010, with 13.7% of residents self-identifying as people of color. This trend toward increased diversity is expected to continue given the welcoming nature of the town, its proximity to the university, and the expectation of new families moving in with the introduction of broadband.

| Shutesbury Racial and Ethnic Diversity | | | | | | |
|---|---|---|---|---|---|---|
| Race / Year | White Alone | Black Alone | All Races Hispanic | Asian Alone | Native American | Other Non-Hispanic | Two or More Races - Non-Hispanic |
| 2020 | 1,482 | 16 | 85 | 16 | 1 | 9 | 108 |
| 2010 | 1,595 | 37 | 55 | 19 | 7 | 3 | 56 |

*(Source: UMass Donahue Institute)*

## INCOME AND PROPERTY STATISTICS

| Income and Property Statistics | |
|---|---|
| Average Value of Owner-Occupied Residence FY2021 | $250,434 |
| Percentage of Owner-Occupied Housing (2019) | 90% |
| Average Property Tax Bill FY2021 | $5,713.33 |
| Tax Rate Per Thousand FY2021 | $22.61/thousand |
| Median Household Income (2019) | $85,114 |
| Per Capita Income (2019) | $43,096 |
| Percentage living below the poverty line (2019) | 8.64% |
| Town Budget FY2022 | $6,627,635 |

## 20-YEAR POPULATION PROJECTION AND DEMOGRAPHICS

Recent statistics from the UMass Donahue Institute indicted the following ten- and twenty-year population projections, with the caveat: "In general, projections for small geographies and distant futures will be less predictive than projections for larger populations and near terms:"

- 2030   1,554 residents
- 2040   1,335 residents

According to Shutesbury's 2004 Master Plan, the town's current zoning could eventually allow up to 10,000 more people to live in Shutesbury. Although the Donahue Institute projects a decrease in population, it will be interesting to see how the implementation of broadband, as well as geographic migration due to climate disruption impact future population growth.

With regards to racial and ethnic diversity, if the percentage growth in non-white residents continues at the current pace, by 2030 approximately 17.4% and by 2040 approximately 21% of residents will be people of color.

# INSTITUTIONAL ANALYSIS
## LIBRARY HISTORY, GOVERNANCE, AND OPERATIONS
### FOUNDING OF THE LIBRARY AND EVOLUTION OF SPACES OCCUPIED

The first public library in Shutesbury opened in 1811 with a single bookcase. By 1899, the collection had grown to 1,063 books. At that time, the collection was housed in the Town Hall. Funds were left in the will of Mirick N. Spear, a Shutesbury native and Amherst bookseller, for the building of a new library, constructed in 1902, at the cost of $1,547.61. By 1905, the collection housed in the tiny 945 square foot building had doubled to 2,400 volumes.

Today, the tiny building is bursting at the seams. Whenever new items are purchased, other items need to be culled. The Library lacks plumbing and has no access to water. Although a composting toilet was added in the Fall of 2008, concerns about the ability for COVID-19 to be spread via bodily waste have caused the toilet to be closed to the public.

In 2008, along with the bathroom, an accessibility ramp and an automatic door were added. However, once inside, there is not enough room for a person in a wheelchair to move around and access the stacks. The two computer stations are located in the center of the one room Library and offer no privacy. Due to the Library's small size, there is very little room for any Library programming. Prior to the pandemic, portable stacks were moved aside to accommodate very small programs such as storytime and book clubs. Other pre-pandemic Library programming was often held at the Town Hall across the street, which raised safety concerns due to the lack of a crosswalk and good visibility for oncoming traffic. The antiquated heating system includes a large metal floor grate located in front of the circulation desk which is hot enough in winter to burn shoes and children. Hosting programs offsite is labor intensive for staff who have to travel between site and transport program supplies. It is also inconvenient for participants, who cannot combine a trip to a Library program with a browsing visit to the Library.

During the pandemic, the Library added pop-up tents for outdoor activities and for patrons to use when accessing Library Wi-Fi. The town common, the space behind the Town Hall, and land at the elementary school have been used to install Storywalks®. In addition, the Library has provided curbside pick-up and community programming via Zoom. Measures have been taken to keep staff and patrons safe by installing Plexiglas at the service desk and a better HVAC air filtration system. However, due to the Library's tiny size, the number of patrons or families that can be in the space at one time has had to be limited.

## GOVERNANCE/STRUCTURE

The M.N. Spear Memorial Library is a department of the town government, governed by an elected six-member Board of Library Trustees. The Trustee's authority is derived from Chapter 78 Sections 10 and 11 of the Massachusetts General Laws. Section 10 in part states 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…" The Trustees delegate responsibility for the Library management, collection development, and provision of Library services to the library director. The director is appointed by the Trustees, is directly accountable to the Trustees, and is an employee of the Town of Shutesbury.

The Trustees annually elects officers within its body, which includes Chair or Co-Chairs, Secretary, and Treasurer. Additionally, one member is asked to act as the Liaison with the Friends of the Library. All decisions of the Trustees are made by the Trustees as a collective body. No individual member may make decisions or, except for the Chairperson(s), act or speak for the Trustees unless specifically authorized to do so by a vote of the membership of the Trustees. A quorum shall be two-thirds of the number of current six Trustee members.

Trustees' meetings are held monthly and publicized on the town's website calendar and on a bulletin board inside the Town Hall. Minutes are posted on the town and Library websites. During the pandemic, meetings have been held virtually due to the small size of the Library. Special meetings may be called by the Chairpersons or at the request of a majority of members. Committees for the study and investigation of special problems or for the performance of assigned tasks may be appointed by the Chairpersons. Such committees shall function as ad hoc committees and shall consider only that purpose for which they are appointed. They shall disband when their work has been completed.

The town of Shutesbury supports the Library with a budget approved by the citizens of the town at each spring's Annual Town Meeting. The fiscal year runs from July 1st through June 30th. The Library's total projected operating budget for the current fiscal year (FY 2022) is $107,767; with $83,634 appropriated through the town budget. Additional funding for Library services and materials is provided through a combination of sources: State Aid to Public Libraries, the Friends of the Library, grants from public and private foundations and the M.N. Spear Library Trust Fund. The Trustees and the staff of the 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 Bill of Rights.

## MISSION STATEMENT

(As stated in the M.N. Spear Library Trustees By-Laws (Revised 2014)):

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 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.

## SERVICE MODEL

The M. N. Spear Memorial Library employs a public service model grounded in outstanding patron service, a welcoming environment that encourages inquiry and learning, a robust collection, and the cultivation of diverse programming to meet the needs of the community.

The Library is a member of the Central and Western Massachusetts Automated Resource Sharing Network (CWMARS), a consortium of 155 libraries. CWMARS membership provides access to 8 million items in a shared catalog and a robust digital catalog available via the Libby app. Additionally, the Library strives to meet demand for digital content by subscribing to streaming resources and Ancestry for Libraries. Open every day of the week prior to the pandemic, the Library recently reopened to patrons with 21 hours per week of service. During the pandemic, when many other libraries across the region and state were completely closed, the Library provided curbside pick-up for patrons. Many patrons continue to prefer this method of acquiring materials, rather than stepping into a small, crowded space. Reference help and assistance obtaining books or other materials from the Spear collection or through CWMARS is available in-person, by phone, or via email.

The Library offers diverse programming, with as many as a dozen programs running each week prior to the pandemic. During the pandemic programming has been moved online or made available via take-home kits.

## STAFFING LEVEL

Budgeted staffing for the Library includes a full-time library director (40 hours), one part-time Library Assistant (11 hours), and one weekend Circulation Clerk (a position that has not been filled during the pandemic). Additionally, prior to the pandemic, the Library had several volunteers and substitute clerks who were vital to the daily operation of the Library due to its small staff.

# LIBRARY STATISTICS AND DEMOGRAPHICS

## CIRCULATION AND RELATIONSHIP TO POPULATION AND HOLDINGS

The Library has robust, steadily increasing circulation. From fiscal year (FY) FY2012 to FY2020, total circulation increased by 45%. An outlying 11% decrease in total circulation for FY2020 to FY2021 is attributed to the pandemic.

The Library's total physical holdings, constrained by the small size of the building, have remained steady at roughly 12,000 items. Approximately 1,000 new items are added annually.

As devices used for accessing digital content have become more ubiquitous, the Library has expanded digital offerings. These include Overdrive offered through membership in CWMARS, a

local Overdrive Advantage account, and local subscriptions to streaming platforms, Kanopy and Hoopla.

Digital circulation has expanded accordingly. In FY2012, digital circulation was 1.7% of total circulation. Five years later, in FY2017, digital circulation increased to 6% of total. In FY2020, the Town of Shutesbury completed construction of ShutesburyNET, a town-owned broadband network. This, combined with expanded digital resources and a drastic pandemic-induced reduction in local circulation during the last quarter of FY2020, led to a dramatic 27% increase in digital circulations in FY2020. Digital circulation and its percentage to total circulation rose to 33% in FY2021.

Despite the fact that for most of fiscal year 2021, the Library was closed to in-person visits, with local circulation only being available via outdoor pickup, circulation only fell by 11%.

| Digital Circulation compared to total circ. | | | |
|---|---|---|---|
| Fiscal Year | Total Circ. | Physical Items | Digital Items |
| FY2012 | 27,947 | 27,468 | 479 |
| FY2013 | 28,202 | 27,535 | 667 |
| FY2014 | 28,682 | 27,727 | 955 |
| FY2015 | 32,174 | 30,664 | 1,510 |
| FY2016 | 33,474 | 31,054 | 2,420 |
| FY2017 | 36,541 | 34,268 | 2,273 |
| FY2018 | 36,250 | 33,423 | 2,827 |
| FY2019 | 37,061 | 33,279 | 3,782 |
| FY2020 | 40,700 | 29,470 | 11,230 |
| FY2021 | 36,031 | 24,151 | 11,880 |

The Library is located on a main route used by commuters to the University of Massachusetts in Amherst. It is open seven days a week (pre-pandemic). The convenience of location and accessible hours contributes to a high percentage, sometimes as high as thirteen percent, of use by people who live outside Shutesbury.

| Non-Resident Circulation | | | |
|---|---|---|---|
| Fiscal Year | Total Circ. | Non-Resident | % of Total |
| FY2012 | 27,947 | 2,748 | 10 |
| FY2013 | 28,202 | 3,778 | 13 |
| FY2014 | 28,682 | 2,331 | 8 |
| FY2015 | 32,174 | 2,875 | 9 |
| FY2016 | 33,474 | 3,039 | 9 |
| FY2017 | 36,541 | 3,009 | 8 |
| FY2018 | 36,250 | 3,528 | 10 |

| | | | |
|---|---|---|---|
| FY2019 | 37,061 | 3,316 | 9 |
| FY2020 | 40,700 | 3,249 | 8 |
| FY2021 | 36,031 | 1,578 | 4 |

Adult book circulation is a significant part of the Library's total circulation, with a slight decrease from 20% of total circulation in FY2012 to 17% in FY 2021. Despite competition from digital resources and impeded access due to the pandemic, adult print book circulation has increased 10% in the last ten years. It is also noteworthy that circulation of books has increased, while the collection size has remained constant.

The Library strives to market its resources to the community and promotes the collection in several ways:

- via digital resources Wowbrary and locally created Padlets
- via print resources including a subscription to Bookpage
- via an outdoor bulletin board display of children's book cover images, with brief annotations so children can make selections without coming inside the Library.

Adult audiobook circulation has hovered around 1,900 items borrowed annually, but the percentage of audiobook circulation has decreased from 7% of total in FY2012 to 5% of total in FY2019. A steep decline in FY2021, to only 709 adult audiobooks borrowed, is easily explained by the pandemic (less driving). Audiobook use may rebound somewhat as the pandemic wanes and commuting resumes. Newer cars are often not equipped with compact disc players. Rather, they are usually equipped with Bluetooth technology designed to pair with ubiquitous smart phones.

The Library's DVD collection was very important to Library users prior to the installation of ShutesburyNET and the pandemic. In FY2012, adult DVD circulation was 29% of the total circulation. DVD use remained high, 28%, in Fiscal Year 2019. In FY2020, circulation of adult DVDs dropped to only 19% of total circulation. Construction of ShutesburyNET began in July 2019 and was completed by January 1, 2020, halfway through the fiscal year. For most Shutesbury homes, the option to stream movies and television became available, either through the Library's free resources or paid subscriptions. As a result, adult DVD usage began to decline by late fall. The pandemic caused further decline in DVD borrowing. In fiscal year 2021, adult DVD usage dropped to only 8.5% of total circulation.

| Adult Holdings and Circulation | | | | | | | |
|---|---|---|---|---|---|---|---|
| Fiscal Year | Total Circ. | Print Books Holdings | Print Books Circ. | Physical Audio Holdings | Physical Audio Circ. | Physical Video Holdings | Physical Video Circ. |
| FY2012 | 27,947 | 4,222 | 5,708 | 721 | 1,939 | 1,816 | 7,988 |
| FY2013 | 28,202 | 3,995 | 5,637 | 737 | 1,942 | 1,844 | 7,242 |
| FY2014 | 28,682 | 3,666 | 5,430 | 711 | 1,700 | 1,980 | 7,939 |
| FY2015 | 32,174 | 3,707 | 5,933 | 722 | 1,978 | 2,115 | 10,647 |

| FY2016 | 33,474 | 3,717 | 5,664 | 692 | 2,156 | 2,200 | 10,656 |
|--------|--------|-------|-------|-----|-------|-------|--------|
| FY2017 | 36,541 | 3,457 | 6,195 | 761 | 2,126 | 2,259 | 12,077 |
| FY2018 | 36,250 | 3,375 | 6,621 | 776 | 2,046 | 2,345 | 11,316 |
| FY2019 | 37,061 | 3,408 | 6,580 | 784 | 1,884 | 2,478 | 10,464 |
| FY2020 | 40,700 | 3,516 | 6,004 | 762 | 1,909 | 2,414 | 7,718 |
| FY2021 | 36,031 | 3,482 | 6,321 | 692 | 709 | 2,122 | 3,056 |

Circulation of children's audiobooks and DVDs have seen similar decreases, also caused by increased access to digital resources enabled by broadband access and the loss of browsing opportunities during pandemic. Usage of children's books, however, has continued to increase. From FY2012 to FY2020, children's book circulation increased 15% while the numbers of items in the collection have remained roughly the same.

The 28% increase in children's book circulation from FY2020 to FY2021 shows the importance of the Library to families during the pandemic. Since its beginning, and through the many, ongoing months of isolation, the Library has been curating bundles of age-appropriate books for children and families that could be picked up outside. Families have counted on the Library to provide educational, enriching, and entertaining books during the months of social distancing and remote learning. Even as in-person visits have become available, families have expressed that their children love the surprise of the bundles.

A mother of a toddler and a five-year-old said, "We love having you choose bags of books for us, can we continue to do this after the pandemic?"

| Children's Circulation and Holdings | | | | | | | |
|---|---|---|---|---|---|---|---|
| Fiscal Year | Total Circ. | Print Books Holdings | Print Books Circ. | Physical Audio Holdings | Physical Audio Circ. | Physical Video Holdings | Physical Video Circ. |
| FY2012 | 27,947 | 3,717 | 7,403 | 175 | 441 | 532 | 1,023 |
| FY2013 | 28,202 | 3,770 | 6,630 | 197 | 573 | 466 | 2,386 |
| FY2014 | 28,682 | 3,669 | 6,590 | 198 | 577 | 461 | 2,632 |
| FY2015 | 32,174 | 3,630 | 6,394 | 186 | 436 | 508 | 2,590 |
| FY2016 | 33,474 | 3,536 | 6,472 | 193 | 576 | 507 | 1,360 |
| FY2017 | 36,541 | 3,535 | 7,390 | 211 | 725 | 511 | 3,032 |
| FY2018 | 36,250 | 3,364 | 6,966 | 213 | 661 | 541 | 2,872 |
| FY2019 | 37,061 | 3,523 | 8,406 | 235 | 663 | 537 | 2,315 |
| FY2020 | 40,700 | 3,706 | 8,533 | 231 | 529 | 519 | 1,733 |
| FY2021 | 36,031 | 3,787 | 10,935 | 221 | 180 | 479 | 478 |

Circulation of the Library's small-but-current Young Adult book collection has increased 25% over the last ten years. The Library lacks adequate space for a Young Adult audiobook collection, and teens are savvy technology users and as a result both the size and use of this collection has declined.

| Young Adult Circulation and Holdings | | | | |
|---|---|---|---|---|
| Fiscal Year | Print Books Holdings | Print Books Circ. | Audio Physical Holdings | Audio Physical Circ. |
| FY2012 | 867 | 1,148 | 90 | 312 |
| FY2013 | 902 | 1,330 | 98 | 317 |
| FY2014 | 822 | 1,517 | 78 | 138 |
| FY2015 | 806 | 1,322 | 75 | 147 |
| FY2016 | 805 | 1,546 | 68 | 157 |
| FY2017 | 806 | 1,383 | 58 | 124 |
| FY2018 | 778 | 1,485 | 47 | 191 |
| FY2019 | 790 | 1,349 | 44 | 172 |
| FY2020 | 763 | 1,248 | 47 | 85 |
| FY2021 | 767 | 1,445 | 46 | 40 |

The Library is a member of CWMARS, a consortium of 150 libraries. Network membership enables easy access to inter-library loans for Shutesbury Library users. During the last ten years, with the exception of FY2020 when inter-library delivery was suspended for more than three months due to the pandemic, inter-library loans accounted for 13-15% of total circulation.

| Total Circulation and Inter Library Loans Received | | |
|---|---|---|
| Fiscal Rear | Total Circ. | Physical ILLs Received |
| FY2012 | 27,947 | 3,608 |
| FY2013 | 28,202 | 4,315 |
| FY2014 | 28,682 | 4,269 |
| FY2015 | 32,174 | 4,625 |
| FY2016 | 33,474 | 4,737 |
| FY2017 | 36,541 | 5,476 |
| FY2018 | 36,250 | 5,295 |
| FY2019 | 37,061 | 5,449 |
| FY2020 | 40,700 | 3,842 |
| FY2021 | 36,031 | 4,980 |

Access to the inter-library loan program is important to Shutesbury Library users. It provides access to expanded collections, more than we can accommodate in our very small space. Despite the tiny Library with a tiny collection, Shutesbury Library users find a higher percentage of the items they are looking for in the Shutesbury collection than the Library users in nearby towns. In FY2021, only 20% of physical items borrowed in Shutesbury were through inter-

library loan, a relatively low percentage compared to nearby libraries with space for larger collections.

| Inter-Library Loan Percentage of Local Circulations | | | |
|---|---|---|---|
| Town | Local Circ. | ILL Circ. | % of Local |
| Shutesbury | 24,153 | 4,978 | 20.5% |
| Wendell | 12,940 | 2,927 | 23% |
| Erving | 10,639 | 2,586 | 24% |
| New Salem | 4,563 | 1,254 | 27% |
| Buckland | 8,474 | 2,462 | 29% |
| Leverett | 21,780 | 7,488 | 34% |

The Library has 30 magazine subscriptions that are enjoyed by the community. Due to space limitations, magazines are only kept for a few months before being discarded to make room for the newest issues.

Currently the Library offers five museum and attraction passes. Before the pandemic the collection was twice the size.

Finally, while the Library is tiny, space is reserved for a few "Library of Things" items. The Library offers a telescope, Kill A Watt, Chemistry Kits, and Launch Pads. The Library also proudly operates a one-of-a-kind Kayak Loan program. Lacking any suitable Library storage space, this equipment is stored in private homes off-season.

## PROGRAMMING AND PROGRAM ATTENDANCE AND RELATIONSHIP TO POPULATION

Programming is an important part of Shutesbury Library culture. As a small town that lacks public cultural and recreational facilities, townspeople look to the Library for opportunities to explore, create, and gather.

The Library responds to this important need by partnering with other organizations, applying for grants, and borrowing programming spaces around town. The Library partners with the Friends of the Library to host community dinners and ice cream socials at the Shutesbury Athletic Club (a pub and live music venue). It partners with the Council on Aging to host fitness classes at Town Hall, and borrows spaces at Shutesbury Elementary School, in the evening or on the weekends, to host crafting classes or mindfulness retreats. For nine years the Library and the Friends of the Library hosted a monthly family movie night at Town Hall, with a concession stand.

Prior to the pandemic, Library personnel moved stacks aside to create a small space in the Library for programming. Participants crowded together during weekly storytime for babies and toddlers to read and sing songs; ukulele players huddled to make music one evening a month; and book club members gathered once a month to discuss science fiction novels and movies.

Sometimes these programs were much too crowded for the small space. Library staff worried about the dangerously hot heat grate in the floor during storytime. And now, during this newest wave of the pandemic, it is hard to imagine this type of programming happening in the Library again.

One programming strategy created in response to the pandemic, that will likely continue in post-pandemic services, are take-home kits. In the summer of 2020, the Library distributed 20-30 take-home activity kits each week, and throughout the school year, distributed one new kit per month. One programming highlight occurred in March, 2020 when eleven adult volunteers handcrafted robot reading buddies. The buddies were then adopted by families in Shutesbury who promised to read to their new robots. In April of 2021, a teen volunteer working on her Girl Scout Silver Award helped create poetry kits. Each week, she created 60 kits. The kits for adults contained an uplifting poem, a tea bag, and a chocolate; the children's kits contained an uplifting children's poem, some animal crackers, and a tool for creating poetry. During the summer of 2021, the Library distributed 20 take-home kits every other week. The kits contained an activity book and the supplies needed to complete some of the activities in the book. While the kits don't necessitate gathering space in the library, space is needed to store supplies and assemble the kits.

In April 2020, the Library began installing Storywalks® on the Town Common and in a field behind Town Hall. New Storywalks® were installed every other week through November, resuming in April 2021, with a third location added around the track at the elementary school. Like take-home kits, Storywalks® don't require gathering space, but they do needs storage and assembly space.

The following charts illustrate the types of programs, numbers of participants and volume of programming already offered by the Library.

| Adult Programs | |
|---|---|
| **Type of Program** | **Number of Participants** |
| Art/Craft Workshops | 15 |
| Author Visits | 50 |
| Book Clubs | Up to 24 |
| Cooking Classes | 10 |
| Dance Classes | 24 |
| Fitness Classes | 20 |
| Friends Meetings | Up to 50 |
| Lectures | 40 |
| Live animal programs | 75 |
| Tech Classes | 8 |
| Ukulele Jams | 20 |
| Volunteer Work Gatherings | 14 |
| Wellness Programs | 20 |

| Children's and Family Programs | |
|---|---|
| **Type of Program** | **Number of Participants** |
| Activity Fairs | 75 |
| Cooking Classes | 15 |
| Family Concerts | 50 |
| Family Meet & Greets | 20 |
| Family Movie Night | 50 |
| Live Animal Programs | 75 |
| Picture Book Parties | 45 |
| STEM/Art/Craft Programs | 35 |
| Storytime | 16 |
| Summer Reading Celebrations | 100 |

| Volume of Children's and Adult Programs | | | | |
|---|---|---|---|---|
| **Fiscal Year** | **# of Children's Programs** | **Children's Program Attendance** | **# of Adult Programs** | **Adult Program Attendance** |
| FY2012 | 71 | 795 | 38 | 1273 |
| FY2013 | 67 | 847 | 26 | 376 |
| FY2014 | 70 | 989 | 37 | 395 |
| FY2015 | 81 | 914 | 39 | 397 |
| FY2016 | 73 | 1224 | 54 | 579 |
| FY2017 | 72 | 1122 | 85 | 1058 |
| FY2018 | 70 | 1193 | 111 | 1677 |
| FY2019 | 68 | 1273 | 188 | 1786 |
| FY2020 | 53 | 606 | 254 | 2729 |
| FY2021 | 7 | 131 | 298 | 5084 |

## TECHNOLOGY USAGE AND RELATIONSHIP TO POPULATION

The Library has two desktop public computers that were used daily prior to the construction of ShutesburyNet, a newly constructed, town-owned broadband network which serves 90 percent of Shutesbury households. The Library has recently reopened after the Covid-19 imposed closures and the public computers have been used for an hour each week, compared to seven hours each week prior to the pandemic.

The regional school system provides Chromebooks to middle and high school students, reducing the Library's need to provide technology for this population during the school year.

The Library provides free Wi-Fi in the parking area, used daily by households who have not subscribed to ShutesburyNet, out of town visitors, and residents experiencing internet or power outages.

There is no room in the Library for technology-related programming for children such as a Minecraft club. Other pre-pandemic, in-library programming was done outside of library hours, in the early morning or late evening. The Library is open during the afterschool hours when children's programs might have been appreciated.

The Library has a small collection of Launchpads for preschoolers and early elementary school-aged children. Launchpads are tablets with preloaded educational software. They are durable, easy to use and have developmentally appropriate content for children. Technology like Launchpads have learning apps that can have a powerful impact on development and education. The Library's collection is popular but difficult to display in the tiny, crowded Library and there isn't room for the collection to grow.

The Library provides one-on-one assistance with technology usage in the Library or by telephone. In addition, the Library provides seasonal technology workshops, sometimes in partnership with the Council on Aging.

The Library lacks storage space for mobile technology devices such as laptops or tablets and there is no place inside the Library to comfortably use portable devices.

While 90 percent of households have subscribed to ShutesburyNet, and middle and high school students are provided technology, there will always be townspeople who rely on the Library for access to the internet, those who want to have a space outside their homes for co-working, and there will need to be space to accommodate this usage in a new library.

## ATTENDANCE AND RELATIONSHIP TO POPULATION

The Library is heavily used.

The number of patrons with Shutesbury listed as their home library is 1,314. Of those, 775 are adults, 364 are senior citizens, 48 are juvenile, and 98 are young adults. Many families choose to simplify managing their library account by keeping their family's checkouts on one card.

Prior to the pandemic, the Library was open every day, making the Library accessible to a wide range of library users. Accounting for holiday closings, the Library averaged about 30 visitors daily. Since most programs were held off site, the purpose of most visits was to borrow materials.

During the pandemic, the Library made arrangements to serve patrons via outdoor pickup and expanded digital resources, while it was unsafe for people to come inside the Library. FY2021 visits do not include outside pickup of materials.

| Visits to the Library | |
| --- | --- |
| **Fiscal Year** | **Visits** |
| FY2012 | 10,472 |
| FY2013 | 10,208 |
| FY2014 | 10,780 |

| | |
|---|---|
| FY2015 | 10,789 |
| FY2016 | 11,097 |
| FY2017 | 11,046 |
| FY2018 | 12,083 |
| FY2019 | 10,685 |
| FY2020 | 6,989 |
| FY2021 | 204 |

## ONLINE USAGE AND RELATIONSHIP TO POPULATION

There is minimal usage of statewide databases by Shutesbury residents. Recently, as internet access has improved in Shutesbury, the Library has subscribed to streaming platforms and most recently, Ancestry for Libraries. These electronic collections expand access for Shutesbury residents.

During the pandemic, the Library saw an increase in genealogy research. The library director responded to the increased interest by applying for a distance learning grant to provide remote access to Ancestry for Libraries which was added to the Library's online resources in March 2021. Ancestry has been popular, with 1,283 searches from March 1 through September 30th. Temporary remote access to this database has been extended through December 2021. The standard license is limited to in-library use only. The size of the Library is a barrier to in-library research.

Hoopla expands access to popular digital materials. In Fiscal Year 2021, Shutesbury residents streamed 65 audiobooks, 48 eBooks, 14 albums, 90 movies, and 119 television shows via the Library's Hoopla account.

Through the Library's Kanopy account, Shutesbury residents can stream award-winning videos; independent and documentary films – titles of unique social and cultural value from The Criterion Collection, The Great Courses, Media Education Foundation, and thousands of independent filmmakers.

Acorn TV was added at the juncture of the completion of construction of ShutesburyNet and the beginning of the Covid-19 quarantine. It was loved by the community, but the service has been discontinued by the vendor.

| **Electronic Usage** | |
|---|---|
| **Fiscal Year 2021** | |
| **Service** | **Usage** |
| Acorn TV | 1,531 |
| Hoopla | 336 |
| Kanopy | 829 |
| Ancestry | 1,283 |
| Total | 4,027 |

## MOST POPULAR SERVICES

The most popular Library services are book lending and programming.

Over the past ten years, print book circulation has been 40 to 50 percent of total circulation. The remaining 50 to 60 percent is comprised of periodicals, audiobooks, DVDs, music CDs, downloadable digital content, and specialty items including museum passes and kayaks. The Library's contemporary collection, carefully curated to meet local demand, coupled with a community of voracious readers, accounts for high circulation of books.

| **Print Book Circulation Compared to Total Circulation** | | | | | | |
|---|---|---|---|---|---|---|
| **Fiscal Year** | **Total Circ.** | **Adult Books** | **YA Books** | **Children's Books** | **Total Print Book Circ.** | **% Print Book Circ.** |
| FY2012 | 27,947 | 5,708 | 1,148 | 7,403 | 14,259 | 51% |
| FY2013 | 28,202 | 5,637 | 1,330 | 6,630 | 13,597 | 48% |
| FY2014 | 28,682 | 5,430 | 1,517 | 6,590 | 13,537 | 47% |
| FY2015 | 32,174 | 5,933 | 1,322 | 6,394 | 13,649 | 42% |
| FY2016 | 33,474 | 5,664 | 1,546 | 6,472 | 13,682 | 40% |
| FY2017 | 36,541 | 6,195 | 1,383 | 7,390 | 14,968 | 41% |
| FY2018 | 36,250 | 6,621 | 1,485 | 6,966 | 15,072 | 41% |
| FY2019 | 37,061 | 6,580 | 1,349 | 8,406 | 16,335 | 44% |
| FY2020 | 40,700 | 6,004 | 1,248 | 8,533 | 15,785 | 39% |
| FY2021 | 36,031 | 6,321 | 1,445 | 10,935 | 18,701 | 52% |

Library programming in a community with little else available for public services has grown to be an integral part of Library services. It creates community connections as well as offers opportunities to learn new skills, develop new interests, and explore important topics. Library programming is also an economic driver in our community. In recent years, the Library's programming budget has paid up to $18,000 to artists, authors, crafts persons, musicians, chefs, story tellers, naturalists, and fitness instructors who have led classes and taught workshops for the Library.

Spear Library programming is focused on the arts, providing services to both children and adults. The Library has offered programs in fiber arts such as needle and wet felting and knitting. Programs have been available in collage, origami, multi-media arts, and jewelry making, as well as in other artistic curriculum. The Library has also offered introduction to Ukulele lessons and ongoing ukulele jams.

The Library puts a strong focus on health and fitness. Some health offerings include classes on vaccines, gut bacteria, acupuncture, biomechanics, and neuroplasticity. The Library has long offered fitness and movement opportunities as well. Currently, the Library is partnering with Springfield College's Department of Physical Therapy to provide a self-paced Walk With Ease program for older adults. The Library provides weekly yoga, Zumba Gold, and strength training

classes, currently online. An eleven-week outdoor, in-person Tai Chi series just wrapped up. The participants look forward to meeting in-person again in the spring.

The Library is similarly focused on nature and the environment. It offers a one-of-a-kind kayak loan program that allows Shutesbury residents, ages five and up, to borrow kayaks, paddles, and flotation devices, thereby allowing them the opportunity to experience Shutesbury's Lake Wyola from the water. The Library has also offered nature walks with experts on ferns, mushrooms, and wild edible plants.

The Library creates opportunities for children and families to gather together to create, explore, and learn. From small events—a small group once gathered to make Alien Feeders one summer when the Summer reading theme was A Universe of Stories—to large events like a Reading Flash Mob on the Town Common. More than 100 people gathered on a summer evening, reading quietly until dessert was served. Shutesbury families have enjoyed wide-ranging activities. Examples of past programs include ice cream socials, pop-up science museums with a dozen hands-on, staffed STEM stations, family fun fairs followed by a Shutesbury Fire Station bonfire, visits from Boston's Museum of Science, and monthly family movie nights.

The Library is tiny, but a community's library needs are not defined by the size of the library building. Shutesbury residents and people passing through from surrounding communities count on the Library to provide enriching cultural experiences and build community connections.

## LEAST POPULAR SERVICES

While some services are more heavily used, none is more important than the other. Each person's needs are unique. The Library partners with the Council on Aging and the Amherst Survival Center to deliver free groceries to seniors once a month. The number of participants is small but this service is very important to the people who use it.

Library users rarely ask reference questions that require in-depth research, but library staff is ready to help connect users to resources.

## PLANNING EFFORTS TO DATE FOR BUILDING PROJECT

In 1995, the library director and Board of Trustees identified the need for more space in the library facility. In 1996, the Trustees applied for and received a $10,000 Planning and Design Grant from the Massachusetts Board of Library Commissioners (MBLC), which was matched with a $20,000 appropriation from Town Meeting.

A Library Building Committee was formed to create a Library Building Program and work with an architect to create preliminary plans and a schematic design of a new or expanded Library. The committee proposed a 3,100 square foot addition to the current Library, adjacent to the town common.

The plan, which would have reduced the size and changed the character of the beloved Town Common, was met with concern and opposition. In May of 2001, the Trustees and the Library

Building Committee withdrew a Town Meeting article requesting permission to apply for a library construction grant based on the proposal, choosing to maintain good relations between townspeople and the Library.

In May of 2007, the Trustees asked Town Meeting to approve matching funds for a second Planning and Design Grant from the MBLC. The grant was awarded to the Town and a Library Facility Needs Assessment Committee (LFNAC) was formed. LFNAC was charged with evaluating the current facility's ability to meet the goals of the Library's long-range plan, creating a Library Building Program, and working with a project manager and architects to create preliminary plans and a schematic design for a facility that would meet the town's library needs.

In May 2010, Town Meeting was asked to approve an article granting the town permission to apply for a library construction grant from the MBLC, which passed with enthusiastic support. LFNAC prepared, and then submitted, an application for a grant to the Massachusetts Public Library Construction Program in January 2011. In July 2011, Shutesbury was awarded a provisional grant of $2.1 million, contingent on a local match of $1.4 million.

The Town was unable to secure the matching funds and in June 2012, the Trustees reluctantly declined the grant.

The Town of Shutesbury still needed a new library. The Friends of the Library have continued fundraising efforts with Spring Spruce-Ups, online giving days, bake sales, tag sales, and returnable bottle and can collections. Each spring since 2013, Town Meeting has approved a $25,000 appropriation to the New Library Fund which had been established in 2007 but had only been receiving smaller annual appropriations.

The town funds and Friends of the Library funds combine to equal more than $523,000. Private fundraising continues.

Just a sampling of fundraisers for the New Library Fund have been mentioned in this document. The many activities over the last ten years, bake sales, community dinners, spring spruce-ups, tag sales, giving days, and more, have raised $252,000 in donations but, more importantly, these events have been community-building activities.

Volunteers have come together, getting to know one another through service, around this common cause of raising the funds needed to build a Library that meets the library needs of the town of Shutesbury.

Library services and use of the Library have grown since 2012. The Library strives to be what the community needs, despite the constraints imposed by the impossibly small size. Support for the Library has grown too. The Library's operating budget has grown by 65% since 2012. The Finance Committee and Town Meeting recognize the value of the services the Library provides, both the lending resources and the programming, and in Fiscal year 2022, Town Meeting appropriated an extra $2,000 to support library programming, helping to ensure it is accessible to everyone.

- In June, 2021, Town Meeting granted permission for the Town to apply for a library construction grant through the Small Library Pilot Project.
- Since June, the library director and Trustees have been creating opportunities for townspeople to learn about the Small Library Pilot Project and provide input.
- August 3, 2021: Meeting of Trustees, Selectboard, Finance Committee, Town Administrator, library director, and Lauren Stara and Andrea Bunker of the MBLC.
- August 17, 2021: Small Library Pilot Project Community Meeting with Lauren Stara and Andrea Bunker at the Shutesbury Athletic Club. 100 people in attendance.
- August 24, 2021: Wish Tree installed on the Town Common. Townspeople are invited to record their ideas for a new library on (supplied) tags and display them on the tree.
- August 30, 2021: Shutesbury residents participate in a tour of the impressive new Erving Library. Twenty-five participants.
- September 1, 2021: library director and volunteers co-host back-to-school breakfast with parents at Shutesbury Elementary School, inviting them to jot their ideas about a new library on post-its.
- September 9, 2021: Mediated conversation designed to make everyone welcome and comfortable sharing their thoughts about the new library. Twenty-five participants.
- September 14, 2021: Open House to welcome people back into the Library, which has been closed for much of the past year and a half. Fifteen participants.
- September 23, 2021: Second mediated conversation designed to make everyone welcome and comfortable sharing their thoughts about the new library. Nineteen participants.
- Each weekend in September: Friends of the Library Clothing Drive – a fundraiser for the New Library Fund. 60 donors contributed 175 bags of clothing.
- September 28, 2021: Community meeting to review drafts of the program areas created for the Library Building Program. Six participants.
- September 30, 2021: Shutesbury residents toured the Leverett Library. Eighteen participants.
- September 30, 2021: Community meeting to review drafts of the program areas created for the Library Building Program. Twelve participants.
- October 14, 2021: Community meeting to review drafts of program areas created for the Library Building Program. Eleven participants.
- October 21, 2021: Community meeting to gather community input about the Library Building Program. Sixteen participants.
- October 22, 2021: Community meeting to gather community input about the Library Building Program. Sixteen participants.
- November 4, 2021: Community meeting scheduled to review environmental reports on two building sites. Twenty-one participants.
- November 9, 2021: Selectboard voted to allow construction of a library on Lot O-32.
- November 23, 2021: Community meeting to discuss comparison between 2021 Building Program vs. 2009 Building Program. Seventeen participants.

## SPECIAL CIRCUMSTANCES FOR YOUR LIBRARY AND/OR YOUR COMMUNITY

### SPECIAL COLLECTIONS AND/OR ARCHIVES

- 250th Anniversary Cabinet: a beautiful, handcrafted cabinet, created to display and store artifacts from Shutesbury's 250th Anniversary Celebration. 3' by 4'
- New England School Library Collection: a collection of 75 "schoolbooks" purchased in 1843

### UNIQUE SERVICES

The Library has a kayak loan program and a culture of fitness programs.

### SECURITY ISSUES

Unfortunately, most public buildings now need to consider the possibility of a lock-down area or safe room to be used in a life-threatening emergency. In a one-room library, there is no separate lockable space.

### MAINTENANCE ISSUES

Sanitation is hindered by the lack of running water. There is no place to store a broom or a vacuum cleaner. There is no out-of-the-way place for trash and recyclables. There is no place to store snow shovels, ice-melt, or a snow blower.

### ACOUSTICS

This is a tiny one room library. Anything anyone says can be heard by everyone.

### SPECIAL STORAGE NEEDS

The Library's collection of kayaks requires special storage off-season.

# EXISTING LIBRARY FACILITY

## YEAR ORIGINALLY BUILT & YEAR(S) OF ANY RENOVATIONS/EXPANSIONS

- Year originally built: 1902
- Year of renovations/expansion: 2008

## LOCATION

The M.N. Spear Memorial Library is located in the center of Shutesbury alongside the Common and near the Town Hall, Post Office, and historic church.

## PROXIMITY TO SCHOOLS, GOVERNMENT CENTER, ECONOMIC CENTER, OPEN SPACE

- Town Common          adjacent to Library
- Town Hall          across the street to the south
- Post Office          across Town Common and the street to the west
- Elementary school   1 mile
- Regional high school  10 miles
- Amherst College      10 miles
- UMass Amherst        10 miles

## POTENTIAL FOR GROWTH ON EXISTING LOT

There is no growth potential on existing site. Due to the small lot sandwiched between the main road, a neighbor on two sides, and the Town Common, neither the building, nor parking or other outside services, can be expanded.

## GROSS SQUARE FOOTAGE AND NET SQUARE FOOTAGE

- Gross   945 sq. ft.
- Net     843 sq. ft.

## HISTORY OF RENOVATIONS/ADDITIONS/UPGRADES/IMPROVEMENTS

- 2008   New accessible entry and ramp, new entrance, bathroom with handicapped accessible composting toilet added
- 2014   New slate roof installed on south side
- 2019   Mini-split, primarily for air-conditioning and secondarily for heat (to augment existing propane heater) installed
- 2020   New Energy Recovery Ventilation System with Hepa Filter and plexiglass shields installed to retrofit the building for use in the pandemic

## BUILDING CONDITION (EXTERIOR AND INTERIOR)

The exterior building envelope is in satisfactory condition for its age, with the following exceptions. The front entry steps and railings need to be prepared and re-stained; the rotted wood trim at several windows need to be repaired or replaced; most windows (except those in 2008 addition) are old and will soon need repair.

The interior of the building is also in satisfactory condition for its age, with the following exceptions. The existing wood floors need to be refinished; the under-the-floor furnace is old and will likely need repair or replacement.

**EXISTING FACILITY AREA DESCRIPTIONS**

| Type/Function | Sq. Ft. | Collections/Contents | Condition/Issues | Accessibility | Staffing | Usage |
|---|---|---|---|---|---|---|
| Entrance and Lobby | 58 | Book drop cabinet under roof but open to outside for after-hours return | Built in 2008, our small entrance and lobby are in good shape. | Y | 0 | Delivery; book drop; outdoor materials pickup |
| Circulation Desk | 118 | Books returned; new acquisitions being processed; library materials being checked out; book-club selections | The circulation desk is the front facing side of the small staff work area; no more than two people can work here at a time (and only one with social distancing). | Y | 2 | Processing of new acquisitions, inter-library loan, materials returned and checked out. |
| Browsing and New Book/Collections | 7 | | One bookcase with display area on top. New DVDs are elsewhere | N | 0 | |
| Non-Print Materials | 192 | Materials include CDs, DVDs | Kayak equipment, telescopes and science kits are stored elsewhere. | N | 0 | |
| Periodical Display | 14 | | | N | 0 | |
| Public Computers | 13 | Two computers | Two small computer desks and chairs, with desktop computers. | N | 0 | |
| Adult Seating | 0 | | | | 0 | |
| Adult Non-Fiction | 105 | | | N | 0 | |
| Adult Fiction | 93 | | | N | 0 | |
| Young Adult/Teen Area | 16 | | | N | 0 | |

| Type/Function | Sq. Ft. | Collections/Contents | Condition/Issues | Accessibility | Staffing | Usage |
|---|---|---|---|---|---|---|
| Children's Room (Overall) | 153 | | | N | 0 | |
| Director's Office | | | | N | | |
| Other Library Storage | 15 | | | N | 0 | |
| Public Rest Rooms | 59 | none | Single bathroom with composting toilet and no running water; bathroom has been closed to public during pandemic. | Y | 0 | Bathroom and storage. |
| Parking (including access drive) | 4,088 | Space for 7 cars | Parking (and all outdoors space) are not visible from staff area / circulation desk. | Y | 0 | Parking both for inside library patrons and for people accessing WiFi from parking lot. |

Existing Library Facility (Continued)

## ADJACENCIES
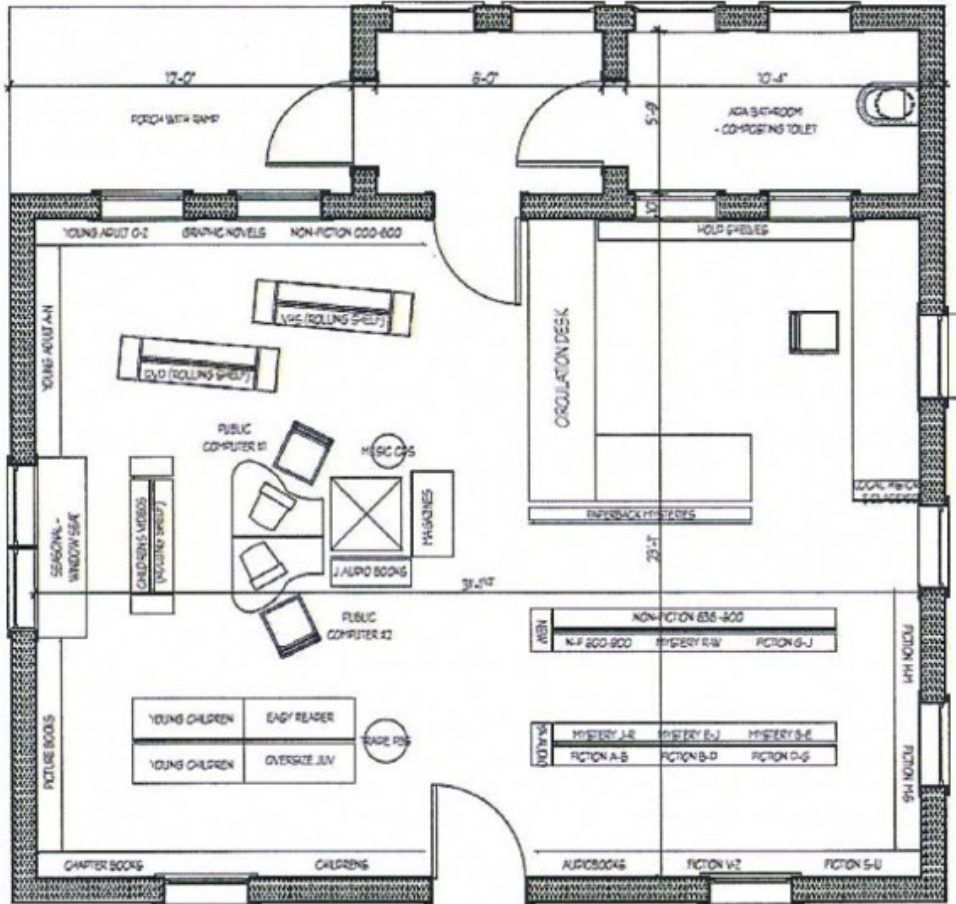


## HOW THE OVERALL EXISTING FACILITY HINDERS GOOD LIBRARY SERVICE OR POSES DANGER TO PEOPLE OR COLLECTIONS

The existing facility has several unsafe conditions. The primary one is the lack of running water. Although this has always been an issue, the current pandemic has brought it to the forefront. When the messaging has been to wash your hands thoroughly for 20 seconds -- this is not possible without running water. Also, concerns about the ability for COVID-19 to be spread through the air via bodily waste have caused the toilet to be closed to the public. Although not a safety hazard, the lack of running water also hinders good library service -- think of a preschool storytime and finger-painting craft...with no way to wash little hands.

The current building is a one room library that is 945 gross square feet. Although technically accessible via the ramp at the back of the building, once in the Library there is very little space to navigate by wheelchair, walker, etc. Most of the aisles are 22-28" wide, not the ADA required

36" wide. This is not wide enough to accommodate carrying a delivery bin, let alone a wheelchair. There is also very little open space to be able to turn around.

The three-foot by two-foot rectangular metal grate over the propane heater, built into the floor in front of the circulation desk, is a safety hazard as it gets very hot when the heat is on. Library staff must monitor and warn patrons of the grate's potential danger (it has been known to melt fleece and shoes and to burn children).

Unfortunately, most public buildings now need to consider the possibilities of a lock-down area or safe room to be used in a life-threatening emergency. As a one-room Library, there is no separate lockable space.

There is not adequate storage space, nor adequate staff space. The area behind the circulation desk is not large enough to accommodate two people with 6 feet of separation.

There is no dedicated, or even adequate, programming space. Despite this, the Library has robust programming, that either happens when the Library is closed, with some of the mobile stacks moved to block another part of the collection, or outside of the Library including in an inadequate space in the town hall. The town hall has environmental issues (mold) and crossing the street from the Library to the town hall to attend programming or use the bathroom raises safety concerns given the lack of visibility and absence of a crosswalk.

There is no space to have any group seating, for any age group, let alone a study room or dedicated teen area. There is also no space for a private reference transaction, or any other confidential conversations (for ex., staff performance evaluations).

As mentioned previously in the section on circulation, the Library's collection has remained very steady at roughly 12,000 items. This is because there is simply no more space to increase the collection. The Library has a small but popular collection of Library of Things, which the community would love to see expanded but this is also impossible in the current facility.

## LIBRARY SELF-REFLECTION
### AREAS (SERVICES AND SPACES) IN WHICH THE LIBRARY EXCELS

Despite the very real constraints imposed by the building and grounds, the Trustees hold affection for MN Spear Memorial Library with its quaint 1902 architecture and its lovely front garden. We take great pride in the collections, programming, and services the Library offers. Though it is necessarily small, the library director curates the collection to meet the needs of as many patrons as possible, offering popular and classic fiction; cookery and crafts; children's, middle-grades, and young adult sections; DVDs of television shows and movies; museum passes and in 2020, tickets to drive-in movies; magazines; a few non-fiction and reference shelves; and even a rack of music CDs including the work of local artists. Under the library director's supervision, staff take the time to learn the reading tastes and preferences of frequent patrons, especially children. If a child enjoys a series, the library director will watch for the next book to come out and purchase or request a loan right away; she is a living "if you like this, you might also like that" concierge. She has expanded the collection to include chemistry sets, a

telescope, and kayaks and lifejackets for use on the quiet waters of Lake Wyola, a 128-acre lake and state park four miles down the hill from the Library. To the best of our knowledge, we were the first library in the Commonwealth to loan kayaks to its patrons.

The Library offers an average of five to six programs a week, something for everyone in town: storytimes (or, during the pandemic, Storywalks®), to book clubs, exercise classes, knitting lessons, Lego time, visits from animals at local zoos, seminars on how to weatherize your house or start a permaculture garden, and on and on. These programs are often supplemented by grant funds secured by the library director. The Trustees are awed by the astonishing variety, quality, and sheer quantity of events held in a town of fewer than 1,800 people.

We are also awed by how quickly and effectively our library director adapted to allow services to continue during the pandemic. Children couldn't go to school or the Library: she shifted story hour and exercise programs to Zoom. Townspeople couldn't browse and collect materials: she offered curb-side pick-up long before other libraries in our area, and when the case rate dropped in our county, established visits by appointment. Streaming services were prohibitively expensive for some folks: she added a free platform to provide movies and other content. Patrons had mobility issues or chronic illness: she delivered materials to their homes. Gyms were closed and exercise programs couldn't take place in person: she shifted classes to Zoom. The Library's commitment to providing the best possible services during extremely difficult circumstances supported the physical and psychological well-being of individuals and the whole community through the darkest days of the pandemic. If our Library can provide community-building virtually during these difficult times, imagine what we can do with a new building.

Part of the community-building strength of the Library is its outreach and engagement with other town committees. Some exercise classes are arranged jointly with the Council on Aging. Schoolchildren are invited on Library field trips. Outdoor festivities are coordinated with the Fire Department. The Trustees enjoy a close relationship with the Friends of the MN Spear Memorial Library, which holds bake sales during Town Meetings and on election days. The Friends also organize other fundraisers, such as Library "Giving Days," community dinners, and "Spring Spruce-Ups" where volunteers come to rake and weed in exchange for donations to the Friends' new library building fund. Privately raised funds outstrip the total of the funds set aside annually at Town Meeting. The Friends continue their efforts with several fundraisers planned for this fall.

Our Library's definition of high-quality library services includes freedom from the fear of incurring library fines. Years ago, our library director recommended that we eliminate late fees for materials altogether. The Trustees adopted her proposal, which included research on budgetary (negligible) versus patron experience and inclusivity benefits (considerable). Services in Shutesbury include information technology support and research and reference help.

## AREAS (SERVICES AND SPACES) IN WHICH THE LIBRARY COULD IMPROVE

Our Library's main inadequacy is its lack of space. When asked what we would eliminate from the tiny, 945 square foot MN Spear Memorial Library, the Trustees answer, "not much." We have no children's or teen rooms, no meeting or study rooms, only a couple of computers, and

space for only about six people to sit down. Although we have a ramp and are technically accessible, the Library is difficult for someone using a walker or crutches and has insufficient space for someone using a wheelchair to turn around, and it is impossible for them to navigate the narrow aisles. No more than 10 people can comfortably be in the building at one time, and no more than five, including staff, with social distancing.

Staff have no office or workspace, and minimal storage, requiring the library director to use her own home to keep Library property and conduct Library business. There is no flush toilet, no running water, and the heating system relies on an approximately three-foot square metal grate that is hot enough to melt rubber-soled shoes and burn tiny hands in the winter.

The outdoor space is inadequate. The Library borders and uses the town common for "flash-mob" read-ins, book sales, and other activities but has little land of its own. There's a sandbox and a picnic table but no porch, and therefore very limited outdoor seating. There are only seven marked parking spaces. Those who park at the Library and want to attend Library programs in the meeting room of Town Hall (across the street) must cross a road with poor visibility and sometimes speeding cars.

The current building's lack of sanitation and workspace has long motivated Trustees to campaign for a new library building; this motivation has been heightened during the COVID era. We would like to be able to provide our patrons and staff with public health measures such as running water and flush toilets; with full accessibility for people with mobility issues, and with a heating system that does not risk burning shoes or more importantly, children.

## WHO IS THE LIBRARY SERVING WELL, ADEQUATELY, AND NOT WELL/NOT AT ALL?

Two-thirds of Shutesbury residents have library cards; we have one of the highest circulation rates for libraries of our size in the Commonwealth. The day a child gets their library card is celebrated with the family by Library staff. Nonetheless, our ability to offer the best service to all patrons is limited by our lack of space. Teenagers seem to suffer most from the lack of quiet study and "hangout" space. All programs would be best held in a healthy library community room, rather than in the moldy basement of Town Hall. Logistics for the 250+ events per year we run would be much easier to manage if held in the Library itself.

## LIBRARY STAFF AND TRUSTEE VISIONING

In addition to essential sanitation services and ADA-compliance needs described above, the Trustees envision a new Library featuring:

- ***More room and more rooms.*** We seek a flexible, versatile, multi-function space that can adapt to meet the community's needs over time.
    - A children's room that can be closed off during story hour or other programs
    - A teen room or corner
    - A quiet space
    - A large meeting/community room with a separate entrance and adjacent bathrooms that can be accessed when the Library is closed. This room must be flexible to meet a variety of needs: a clear floor for exercise classes; tables and

chairs or stools for crafts and other maker activities; meeting set-ups; audience seating for music, movies, or presentations

- o Multi-use rooms for quiet study, tutoring rooms, and small meetings
- o Adequate staff workspace, including:
    - An appropriately sized circulation area to accommodate check-in, check-out, reference, and interlibrary loan
    - An office for the library director
- o An efficient drop-box system so that materials deposited when the Library is closed can be retrieved from inside the building
- o Adequate storage, recognizing that the need for storage only increases over time, including space to store community meeting room chairs, program supplies, office supplies, equipment, and other materials

- Patron comfort and information. This would include:
    - o Comfortable seats for reading
    - o Table and desk seating for computer work and other study
    - o A white board for use at meetings
    - o A community bulletin board
- *Outdoor spaces.* Our limited outdoor space has been essential to service delivery during the COVID pandemic. A new library could include:
    - o A porch or patio with seating and sun protection
    - o A small playground
- *Information technology.* Our Town has recently made an investment in municipal high-speed broadband. Our Library should build on that by providing:
    - o Laptops, tablets, and e-readers
    - o Multi-function copier (copy, scan, fax) for Library patron use
- *Planning for future change, including climate change.* The needs of both the Library and Town have been changing more rapidly in recent years, and it is reasonable to project that that change will continue to accelerate. While we don't know exactly what this will mean, we feel a great need to be prepared for future change in the Library and/or the possible addition of new, nearby facilities.
    - o *Climate resilience.* Shutesbury has experienced a week-long power outage in the recent past, as well as numerous shorter outages. We've also experienced extreme heat days, extreme precipitation, and higher winds. The town has no municipal water or sewer. When the power goes out, those of us without generators or battery storage also have no running water.
    - o *Aging demographics.* Shutesbury's population has been steadily aging, which may imply the need for new services in the near term.
    - o *Impact on the Library Building Program.* We hope that the Library Building Program can include the Library serving as:
        - a heating and cooling center
        - a small battery / equipment recharging station
        - a source of constant power and running water

**WHAT ADJACENCIES ARE NECESSARY AND/OR DESIRED?**

The Trustees imagine an efficient new Library organized for ease of access, use, and navigability. Some important adjacencies include:

- Community meeting room adjacencies
    - Bathrooms and kitchenette nearby
    - A separate entrance to the meeting/community room area so that it can be used when the Library proper is closed; or a single entrance to foyer serving two sections, one for public spaces with bathrooms and the other, separately secured, to the main Library
    - Plenty of storage for chairs and other equipment next to main multi-purpose community space
- Foyer and core/central space
    - A library director's office near the circulation desk
    - A circulation desk with very clear sightlines to the front entrance and children's/teens' section and good sightlines to the stacks
    - A staff work room not far from circulation desk
- Outdoor space(s)
    - Porch or patio next to the core or central library space and circulation desk, to facilitate activities that are both inside and out
    - A small playground
    - A town-run community/cooperative garden with water

**WHAT SPACES ARE NECESSARY AND/OR DESIRED?**

The new library should include the following spaces:

- Adult Collections
- Adult Computer Area
- Adult Quiet Reading Nook
- Children's Room, Parenting Area
- Circulation Desk
- Community Meeting or Multipurpose Room
- Community Meeting Room Equipment Closet
- Director's Office
- Entrance and Lobby
- Exterior Entrance
- Interior Book Return, Lockers
- Janitor's Closet/Trash Room
- Kitchenette
- Mechanical Room
- Outdoor Gathering/Program Pavilion
- Outdoor Storage Shed
- Parking Area

- Periodical Display
- Reception, Browsing and New Book/Special Collections
- Restrooms - Two
- Staff Workroom
- Study/Collaboration Space
- Telecom Closet
- Young Adult/Teen Area

## WHAT SPACES DO STAFF NEED TO PERFORM THEIR ROLES SUCCESSFULLY AND OPTIMALLY?

- Staff workspace for materials processing
- Storage for materials processing supplies and program supplies
- Shelving for inter-library loans and holds
- Space for the delivery bins to be stored
- Space for book trucks to hold returns, and space for book trucks to be navigated throughout the library to facilitate shelving
- A director's office for administration and private conversations
- Restrooms with running water
- Space for more than one person to work comfortably and safely together with social distancing

## ARE THERE ANY FEATURES THAT WOULD CREATE A BETTER USER EXPERIENCE?

Modern bathrooms with flush toilets and running water will make all library users more comfortable. More space will create a better user experience. Space for displays of new and seasonal materials will allow ease of browsing. ADA compliant aisles will make the Library truly accessible. Space for seating will allow the public to spend time reading, researching, and visiting. A children's room will allow space for children to engage in creative play while caregivers connect with community. A welcoming teen space will allow teens to gather, make connections, and unwind. A small study room will allow for quiet study, small meetings, collaboration, small group instruction, and remote work. A large community meeting room will enable the Library to host programs and meetings and to welcome community groups that need space for meetings and programs. Outdoor seating and Wi-Fi will allow the public to access Wi-Fi when the library is closed. Outdoor gathering space will allow the Library to integrate nature into programs and services while also creating an outdoor community gathering place during times when indoor gatherings might be precluded by public health concerns. A backup power supply will ensure that the library always has power and water, heat, or air conditioning, allowing the library to be a heating center or a cooling center.

## HOW SHOULD TECHNOLOGY/EQUIPMENT BE INTEGRATED INTO EACH SPACE?

Wi-Fi should be available throughout the library, in the parking area and in outdoor seating areas. Electrical outlets should be plentiful and accessible near seating areas where desktop computers are located or where mobile technology might be used. A Wi-Fi enabled copier, printer, and scanner should be accessible to patrons and staff in the circulation area. A wall

mounted flat screen TV should be in the teen area. The community meeting room should have AV equipment. There should be a charging station for electric cars in the parking lot.

# COMMUNITY ENGAGEMENT

**EXERCISES CONDUCTED**

Check each exercise conducted:

\___      Survey

✓      Focus group(s) - can be done virtually

✓      User experience exercises (see Appendix A for descriptions)

\___      Cognitive Mapping/Tour from a patron perspective

\___      Service Safari

\___      Library Love or Breakup Letters (written to an experience, service, or tool)

\___      Observation

✓      Feedback Board with sticky notes

✓      Visioning exercises (see Appendix A for descriptions)

✓      Wish Tree

\___      Dot Boards

\___      Prototype exercises

✓      Feedback after visiting newer libraries

## GENERAL NEEDS ASSESSMENT: LIBRARY SERVICES, PROGRAMS, AND COLLECTIONS

### WHICH PUBLIC LIBRARY TRENDS ARE IMPORTANT TO INCORPORATE?

One public library trend that will be important to incorporate into a new library is a Library of Things. In the summer of 2021, the Library held three focus groups to gather feedback for a new long-range plan. Participants expressed interest in "a resource library." They envision a library that curates a collection of "things" including tools, toys, baking tools, camping kits that include a tent, lantern, sleeping mats and bags, party kits that include folding tables and chairs, or dishware and flatware.

This desire for a Library of Things was echoed on the Wish Tree the Library placed on the Town Common.

Programming for people of all ages is vital to include in new library plans. Through careful planning and community partnerships, the Library has expanded programming over the last ten years. The Library hosts three book clubs, arts and crafts programs for adults and children, fitness programs, lectures, ukulele jams, storytimes, and more. Prior to the pandemic, very small programs were held in the Library by moving mobile shelving aside. Most programs were held in borrowed spaces elsewhere in Town.

A new library, with dedicated meeting/programming space will simplify the robust programming planning process that already exists and also allow for passive programming.

The Covid-19 pandemic, and the possibility of future pandemics, has identified the need for flexible, outdoor meeting and programming space. An attached, covered outdoor program space, perhaps with retractable mosquito screens, will create a space protected from sun and rain that can serve Wi-Fi users when the Library is closed. Shutesbury Library users already enjoy outdoor gatherings during the warmer months. A pavilion will eliminate the need for rain dates and/or locations and provide a safe program space in the event of another pandemic.

The pandemic created a need for remote work that seems to have become a new normal for some sectors of the work force. Coupled with Shutesbury's new broadband Network, the need for a small, quiet, multipurpose room that can accommodate remote work, quiet study, tutoring, and collaboration is a trend important to incorporate in a new library plan.

### WHICH SERVICES SHOULD BE RETAINED AND ADDED?

Despite the very small size of the Spear Library, it provides robust services. Thoughtful collection development of physical and digital items, generous open hours, creative programming designed in response to community interest, and intentional community building activities result in high usage statistics, appreciation, and support for the Library. All services will be retained although the services offered will continue to reflect the needs and desires of the community.

Services that might be added are afterschool homework help and passive activities such as puzzles. Community groups will be able to book the community meeting room. Families will be

able to gather informally in the children's room. One of the most important services the new library can provide is the creation of a crossroads where neighbors can encounter one another serendipitously, enabling the kind of unplanned interactions that serve to strengthen community connections.

## WHAT TYPES OF PROGRAMMING SHOULD BE RETAINED AND ADDED?

The Spear Library already offers a robust calendar of programming. A new library with programming space will enable all the current programming and more. One demographic that the library has underserved is its teens. The Library Building Program calls for a small teen space, with comfortable seating and a flat screen TV for gaming. Library staff have consulted with teen volunteers when planning the teen space, and if the town is chosen to move forward with the grant, teens will be engaged in the design process to ensure that the space created will meet their needs.

## WHAT PARTNERSHIP OPPORTUNITIES EXIST FOR SERVICES AND PROGRAMMING?

Partnership opportunities are best described by the partnerships the Library has already created.

For many years, the M.N. Spear Memorial Library has collaborated with the libraries in surrounding small towns. These collaborations began as an affinity group of directors, mostly solo librarians, from libraries in less-populated Franklin County towns. The group met monthly to support each other and exchange ideas. In 2008, the group of seven library directors collaborated on "A Tale for Seven Towns," a regional community read of The Worst Hard Time by Timothy Egan. Readers in each of the seven towns were invited to participate in programming in all seven towns, expanding opportunities and making connections beyond our town borders. Due to the success of the program, neighboring libraries asked to join.

Since then, some of the founding library directors have retired or moved on, but the group has continued to grow. In 2021, the group, unofficially labeled "Libraries in the Woods," collaborated with The Pocumtuck Valley Memorial Association, New England Public Media (NEPM), and a group of libraries known as The All Hamptons Read. Together, the groups participated in a National Endowment for the Arts Big Read of Station Eleven by Emily St. John Mandell, a National Book Award finalist and winner of the Arthur C. Clarke Award. The M.N. Spear Memorial Library arranged for a virtual visit with Emily St John Mandell, hosted by NEPM.

The Library has collaborated with smaller subsets of this group to apply for Library Services and Technology Act (LSTA) Grants from the MBLC. In 2015, the Libraries in Shutesbury, Erving, Leveret and Wendell collaborated on Full Steam Ahead, to provide science, technology, art, and math (STEAM) programming for three- to six-year-olds. In 2020 and 2021, the Shutesbury and Wendell Library collaborated on an innovation grant to create A Community Culture of Fitness, providing health and fitness opportunities and information to older adults in both towns.

Additionally, the M.N. Spear Memorial Library partners locally and regionally with:

- The Union 28 Community Network for Children to provide a weekly storytime and occasional programs for families with children ages infant to nine. New Parent Meet and Greet events have facilitated strong community connections among young families in Shutesbury.
- The Shutesbury Council on Aging to provide programs targeted to older adults.
- The Amherst Survival Centers Senior Mobile Nutrition Program to deliver free groceries to seniors in Shutesbury once a month.
- The Library occasionally partners with the Shutesbury Elementary School (SES) Parent/Teacher Organization for outreach and programming. Recently the two organizations offered an outdoor gathering for parents after drop-off on the first day of school.
- For several years, lead by the Library, the PTO, the local church, the police and fire departments, and enthusiastic neighbors have collaborated on Halloween festivities.

**The Shutesbury Elementary School**: The Library collaborates with the town's elementary school and school library to provide programming and encourage use of library resources by school children. During the pandemic, the Library has been providing weekly Storywalks® around the school's track – a welcome outdoor activity enjoyed by children and teachers in the younger grades. The Library assists the school's library with inter-library loan requests and provides training on using online resources for students in the older grades. The Library hosts a visit from the SES fourth grade and the SES Preschool each year. The library director tells the children about all the wonderful resources the public library has for them, reads them stories, and answers their questions.

**Town Services and Organizations**: The Library partners with several town services, helping to expand opportunities for Shutesbury residents.

- With the Shutesbury Fire Department, we provide an annual family event and bonfire.
- An ongoing partnership with the Shutesbury Recreation Committee includes the planning of new community gardens.
- The Shutesbury Athletic Club has been an important partner, hosting limited library programs under its pavilion during the pandemic, and welcoming the Library's annual ice cream social to kick off summer, a few library dinners each year, and seasonal library line dance classes in its function room. The Library dinners were attended by 75 people or more, boosting the Club's business.

With adequate space, the Library could offer increased opportunities for collaboration with other town and regional entities, as well as support development of new groups in town.

### DO YOU HAVE A CURRENT COLLECTION MANAGEMENT POLICY? WHICH COLLECTION AREAS SHOULD BE RETAINED, AND WHICH REQUIRE MORE SPACE OR LESS SPACE?

The Library does not have a current Collection Management Policy. All book sections, including adult fiction and non-fiction, young adult fiction and non-fiction, middle grade fiction and non-

fiction, early childhood fiction and non-fiction, require more space. The current media collections, audiobooks, DVDs, CDs, will be maintained but will not require more space. The periodical collection requires more space. A new library will have room for emerging genres and a Library of Things.

## WHICH SPECIAL CIRCUMSTANCES SHOULD BE RETAINED OR CONSIDERED?

A special circumstance affecting the Spear Library and the Town of Shutesbury's need for a new library is the high volume of use coupled with the extremely tiny size of the building. The one-room library, that lacks running water, and has only a composting toilet, was inadequate before the pandemic. The need for social distancing means it is not safe for two staff people to work together in the cramped staff workspace and that only a handful of people can be in the building at any one time. And no one can wash their hands.

Another special circumstance to consider is the perseverance the townspeople of Shutesbury have shown while working towards a new library. Library Trustees, Library Building Committee members, friends, staff, and volunteers have been through two planning processes, two schematic designs, a provisional grant, a lost special election, followed by ten years of saving and fundraising to amass more than $520,000 in savings to be used for a new library.

# FACILITY SPACE REQUIREMENTS
## NEW LIBRARY: GENERAL REQUIREMENTS

### SUSTAINABILITY

Sustainability is important to Shutesbury residents. A new library must be energy efficient. Ideally this building will be fossil fuel free. We will strive to have it be a net-zero facility.

Well researched, modern technology for heating, ventilation and air-conditioning will be used, such as rooftop solar and heat pump technology.

Insulation in exterior walls and the roofing should be designed to minimize heat loss.

The building will be orientated to benefit from passive solar energy and windows will be designed to maximize daylight potential for indoor lighting.

A backup power system, ideally fossil fuel free, will be designed to ensure uninterrupted power.

Green building materials will be used to reduce the carbon footprint of this facility.

### ACCESSIBILITY

Universal design will be employed to create spaces and services that are accessible and inclusive of all people, regardless of age, disability, or other factors.

### FLEXIBILITY

A small library in a small community must be built to accommodate different needs over the years, and different needs over the course of a week or a day. Some examples of this in other

libraries are the walls of a meeting room and programming space used as an art gallery and a teen space that can be a quiet work area during school hours. For maximum flexibility, no interior walls should be structural.

Mobile furniture and shelving where practical, seating areas that can be rearranged as needed, a program space that has resilient surfaces and can accommodate varied activities such as storytime, teen craft, book discussions, lectures, and health classes.

## SECURITY

The library design will allow for passive security with clear site lines to most areas of the Library from a centrally located circulation area. The exterior entrance is visible from the circulation desk, allowing staff to see visitors as they approach the building.

A small public library in a small town of fewer than 2,000 people is often staffed by one person who should be able to navigate the spaces easily.

The building should have a system of panic buttons in case of emergency. There should be easily accessible emergency egress routes appropriately spaced throughout the library. There must be one completely lockable space such as a staff office.

## ACOUSTICS

The acoustics in this small public library will need to be carefully considered and planned for in each program space. The acoustics in the community meeting room should be planned to enhance activities such as small concerts, or lectures. Quiet study areas should have good acoustical separation from livelier areas of the library. Busier areas such as the entrance and circulation area or the children's room should include design features to absorb sound.

## DATA AND TELECOMMUNICATIONS

- Strong Wi-Fi signal throughout building, data connections in staff areas and meeting/study rooms.
- Wi-Fi signal should also reach to seating and parking areas outside of building.

## LIGHTING AND ELECTRICAL

- Natural lighting plus LED
- Lots of power outlets to allow spaces to evolve with minimal updating needed

## FURNITURE, FIXTURES, AND EQUIPMENT

- Furniture will be durable and easy to clean/sanitize.
- Flexible, smaller tables that can be combined to accommodate larger groups.
- Mobile shelving
- Modular service desks, able to accommodate Plexiglas sneeze guards if necessary.
- Built in cabinets in staff workroom and kitchenette with accessible shelving – not too high.

### MAINTENANCE

The design will include resilient and durable surfaces that are easy to clean and maintain.

### ERGONOMICS

Furniture and shelving will be designed to accommodate people of different abilities. Seating will be varied to offer comfortable and inclusive options. Some seating will be soft, some hard, some with and without arms.

Service desks will be accessible for staff and patrons, with flexible heights designed to meet ADA standards and allow for staff comfort. The desk might be adjustable or have multiple levels to accommodate a seated or standing service area. Adjustable chairs will be provided for staff and ergonomic stands for monitors to accommodate staff of different heights. The surface of the service desks will be flat to allow for ease in picking up materials.

Very low and very high shelving will be avoided, with kick boards on the bottom or raised bottom shelves. Shelving heights will be designed for the population it is intended for (shorter shelves in the children's areas).

### BIOPHILIA (INTEGRATION OF NATURE)

The community of Shutesbury cares deeply about nature and would like to see both the new library building and the grounds that surround it reflect the rural, woodland setting that townspeople value. The building will have operable windows that maximize natural light and allow ventilation.

Furniture will be arranged to take advantage of natural light and outside views.

During warmer seasons, the design of the building will encourage a natural flow between indoor and outdoor spaces.

### HEALTHY, CLEAN AIR

The Library will have a ventilation system that provides at least four complete air exchanges per hour. The system must be designed to use MERV-13 or higher filters. The system must be easy to maintain.

### SIGNAGE

The Library design will facilitate intuitive wayfinding. Signage is clear, easy to read, and minimal because navigation is easy.

### FUTURE GROWTH

The size and design will meet the library needs of the community for 20 years. Shutesbury's population saw rapid growth from 1970 to 2000 but growth has plateaued.

The new library should be flexible in design, to meet current needs and accommodate future expansion if the town's population grows.

The design and furnishings must be flexible design to meet emerging trends and unanticipated needs.

## DREAMS/VISIONS/HOPES/INSIGHTS

Our dream is to build a welcoming, comfortable, new building that facilitates community gatherings, nurtures connections, inspires ideas, and grows community. Shutesbury residents of all ages will find materials and programs to meet their education, entertainment and information needs in an environment that fosters inclusivity.

## OTHER REQUIREMENTS

Outdoor storage for seasonal storage of kayaks and seasonal outdoor furniture.

# NEW LIBRARY: SITE AND EXTERIOR REQUIREMENTS

## MATERIALS

- Siding: Fiber cement boards.
- Roofing: Asphalt shingles.
- Cement walkways.
- Non-skid concrete entryway.
- Asphalt driveway.
- Gravel parking area.

## ORIENTATION

The building will have good southern exposure to maximize the impact of rooftop solar panels. Parking will be close to the entrance.

## ENTRY

The clearly marked entrance will be close to the parking area. An overhang at the entrance provides protection from rain and snow for visitors. There is room for a large bench. There is a protected area for the return box and lockers. The entrance provides access to the meeting room, restrooms, and kitchenette when the library is closed.

## UTILITY CONNECTIONS

- Underground cable connections to utilities.
- Water will be provided by an onsite well.
- Wastewater will be removed into a septic system.

## NEW LIBRARY: AREA DESCRIPTIONS AND ADJACENCIES

| Area Designation | **Adult Collections** |
|---|---|
| Functions Performed | Browsing of adult book and non-print materials collections |
| Occupancy | 8 – 12 |
| Public Staff | |
| User Seating | |
| Furnishings | |
| Shelving | 937.5 linear feet of shelving<br><br>Mobile, double faced, steel shelving with slat wall display end panels<br><br>Compact display unit for CDs |
| Book Capacity | 6,000 books, 2,000 DVDs, 300 music CDs, 400 audiobooks on CD |
| Equipment | |
| Close Proximity To | Quiet reading area, adult computer area, highly visible from the entrance |
| Distant From | Children's room |
| Area Required | 460 square feet |
| Architectural Details | Emergency egress.<br><br>When users enter the Library, the adult book section will be highly visible with the stacks integrated into the adult services area.<br><br>The adult computer area, periodical area, and seating areas will be surrounded by the adult book collection. This area stretches from close to the entrance and circulation desk, to a quiet reading nook, with large windows overlooking the wooded landscape.<br><br>Uniformly organized shelf units, making wayfinding easy.<br><br>Excellent overhead lighting, running perpendicular to shelving units. enhanced by natural lighting from clerestory windows.<br><br>Resilient flooring, acoustical ceiling. |

| Area Designation | **Adult Computer Area** |
|---|---|
| Functions Performed | Patron computer use |
| Occupancy | 4 |
| Public Staff | |
| Public Service Desk | |
| User Seating | 4 |
| Furnishings | 4 workstation areas, 2 for desktop computers and 2 for laptops<br>4 chairs |
| Shelving | |
| Book Capacity | |
| Equipment | 2 desktop computers<br>Electrical outlets/USB ports<br>Ethernet ports<br>Wi-Fi |
| Close Proximity To | Circulation desk |
| Distant From | Children's room, windows, noisy areas |
| Area Required | 100 square feet |
| Architectural Details | Electrical outlets.<br>Excellent overhead lighting.<br>Resilient floors.<br>Acoustical ceilings. |

| | |
|---|---|
| Area Designation | **Adult Reading Nook** |
| Functions Performed | Quiet reading and study area |
| Occupancy | 3 |
| Public Staff | |
| Public Service Desk | |
| User Seating | 3 |
| Furnishings | 2 upholstered chairs<br>1 straight back chair for note taking at table<br>1 small table |
| Shelving | |
| Book Capacity | |
| Equipment | |
| Close Proximity To | Windows, adult book collections, periodicals |
| Distant From | Entrance, noisy areas |
| Area Required | 100 square feet |
| Architectural Details | This nook is at the far end of the adult section of the library, far away from the entrance and circulation desk. It has excellent lighting and is also set beside large windows that look out onto a woodland setting.<br>Sound dampening flooring.<br>Electrical outlets.<br>Acoustical ceiling. |

| Area Designation | **Children's Room** |
|---|---|
| Functions Performed | Browsing by children of all ages, parents, and childcare providers |
| | Readers' advisory, reference, study, active and passive activities |
| | Baby groups and preschool storytime will take place in this room |
| | Elementary school visits |
| | Preschool S.T.E.A.M. Activity Station |
| Occupancy | 15 |
| Public Staff | 1 |
| Public Service Desk | none |
| User Seating | 11 |
| Furnishings | 1 small table and 4 chairs |
| | Two oversized upholstered chairs |
| | 1 wall clock |
| | Area rug in storytime/free play area |
| Shelving | Shelving for juvenile fiction and non-fiction, DVDs, and audiobooks – four shelves high, shelving for board books, early readers, and picture books, two shelves high. |
| | Display unit for children's library of things; puzzles, board games, puppets, dolls, electronic equipment, etc.; 42 sq. ft. |
| | Display unit for S.T.E.A.M. Activity Station; 42 sq. ft. |
| Book Capacity | 7,000 books, 400 DVDs, 160 audiobooks |
| | 570 square feet for collection capacity |
| Equipment | Bulletin/white board |
| | Coat hooks |
| | Panic button placed so it is accessible to staff but not curious children. |
| Close Proximity To | Circulation desk, community meeting room |
| Distant From | Quiet study area, entrance, quiet reading area. |
| Area Required | 900 square feet |
| Architectural Details | Emergency egress. |
| | Durable resilient flooring that is easy to clean. |
| | Arrangement of shelving and furniture should allow for an open space for storytime and free play – approximately 250 sq. ft. |

| | Large, operable windows for natural lighting and ventilation. |
| --- | --- |
| | Dimmable overhead lighting. |
| | Good acoustical separation. |
| | Electrical outlets, data ports. |

| Area Designation | **Circulation Desk** |
| --- | --- |
| Functions Performed | Check-ins and check-outs, readers' advisory, reference, program registration, inter-library loan processing, printing, scanning, copying, faxing, new materials processing, program preparation and security are all performed from this central location. |
| Occupancy | 2 staff, 6 patrons |
| Public Staff | |
| Public Service Desk | The circulation desk in a small public library should be large enough to accommodate multi-tasking. Tasks such as creating promotional materials, take-home kits, and processing new materials will be performed while also serving the public. |
| | Circulation desk, One ADA height section with a self-checkout station, One standing counter height section with staff port. Staff circulation station is large enough to accommodate other staff functions. |
| | On the end of the desk closest to the entrance, the desk has a slot for returns with a mobile return box that is easily accessible to staff. |
| | There are openings on each end of the desk to allow staff to easily exit the staff workspace to assist patrons throughout the library. |
| | The copier/printer will be placed at the end of the counter and be accessible to staff and patrons. |
| | A set of shelves and drawers under the desk for office supplies. |
| | Modular and flexible. |
| | Electrical aligned with where desk is located. |
| User Seating | 2 |
| Furnishings | 2 adjustable height, rolling office chairs |
| | Trash bin |
| | Recycle bin |
| Shelving | Shelving for 200 inter-library loans and holds accessible to public and staff – near but not behind the circulation desk. |
| | Flexible shelving for Library of Things collection, 24 inches deep, 60 inches wide. |
| | Charging cart, storage for laptops, tablets. |
| Book Capacity | 200 |
| Equipment | 1 staff desktop computer |

| | |
|---|---|
| | 1 self-checkout station |
| | 2 barcode scanners |
| | 1 receipt printer |
| | Small printer, scanner, copier, fax machine |
| | Portable telephone |
| | Panic button |
| | Lockable cash drawer |
| | Place to promote library programs and services |
| | Removable Plexiglas sneeze guards. |
| | 2 double sided book trucks |
| | Wall clock |
| Close Proximity To | Entrance, children's room, new book, and special collections browsing, staff workroom and director's office. |
| Distant From | Quiet study area |
| Area Required | 300 square feet |
| Architectural Details | Centrally located with clear sightlines to all areas of the library. |
| | Resilient flooring with padding. |
| | Operable windows to provide natural lighting, ventilation and views to parking area, walkway so staff can see visitors as they approach the library. |
| | Overhead lighting. |
| | Open floor space for moving book carts, delivery bins on a cart, and people. |
| | Separated from staff workroom by a wall with large windows so staff in workroom can see into circulation area. |
| | Electrical outlets for staff computers, charging cart. |
| | Electrical in ceiling. |

| Area Designation | **Community Meeting Room** |
|---|---|
| Functions Performed | Multipurpose room for meetings and programs, exhibits, concerts and other library/community activities. |
| Occupancy | 50 |
| Public Staff | |
| Public Service Desk | none |
| User Seating | Fifty |
| Furnishings | 60 stackable chairs<br><br>Flexible table seating for 35<br><br>Lectern |
| Shelving | none |
| Book Capacity | none |
| Equipment | Wall clock<br><br>Wireless high-speed internet connection and data ports<br><br>Microphone<br><br>Retractable built-in projection screen or blank wall for projection or flat screen television<br><br>Built-in sound system that can project into the overflow in lobby/reception area of library as needed<br><br>Ceiling mounted data projector<br><br>Room darkening shades to accommodate programming<br><br>Picture hanging devices to exhibit artwork<br><br>Ample wall mounted and floor mounted electrical outlets<br><br>A/V equipment designed to accommodate hybrid virtual/in-person meetings<br><br>Whiteboard on wheels<br><br>Panic button |
| Close Proximity To | Restrooms. Kitchenette. Entrance and exit. This room will be positioned so it is accessible after normal library hours. This room will be close to the lobby, with sliding doors that open into the reception area of the Library to accommodate overflow. Exterior program space. |
| Distant From | Quiet reading areas |
| Area Required | 700 square feet |

| Architectural Details | Emergency egress. |
| --- | --- |
| | Resilient flooring with cushioning. |
| | Dimmable overhead lighting. |
| | Accessible when the Library is closed, with access to restrooms. |
| | Secure locks between meeting room and remainder of library. |
| | Large, operable windows to provide natural lighting, ventilation. |
| | Storage for all tables, chairs, lectern, program, and AV equipment. |
| | Good acoustical separation between program room and library. |
| | Wide openings into exterior programming space and interior overflow space with weatherproof (exterior) and soundproof (interior) doors. |
| | Attention to acoustical concerns so the space isn't echoey. |

| Area Designation | **Community Meeting Room Closet** |
|---|---|
| Functions Performed | Storage of meeting room furniture and equipment |
| Furniture/Equipment | Dollies for storage of 60 chairs and eight flip top tables |
| | Cabinets for AV and program equipment |
| Close Proximity To | Directly adjacent to meeting room |
| Area Required | 150 square feet |
| Architectural Details | Excellent overhead lighting. |
| | Lockable double doors. |
| | Resilient flooring. |
| | Electrical outlets. |
| | Community room closet opens to the covered outdoor program area through an exterior door. |

| Area Designation | **Covered Outdoor Program Area** |
|---|---|
| Functions Performed | Programs, gatherings, visiting with neighbors, Wi-Fi usage. |
| Occupancy | 50 |
| Public Staff | |
| Public Service Desk | |
| User Seating | 50 |
| Furnishings | For large programs, chairs stored in the meeting room will be used<br>4 recycled plastic lounge chairs<br>Picnic table |
| Shelving | |
| Book Capacity | |
| Equipment | |
| Close Proximity To | Community meeting room, children's play area |
| Distant From | |
| Area Required | 700 square feet |
| Architectural Details | The roof of this area is an extension of the Library's roof.<br>Retractable mosquito screens.<br>Wood or recycled board decking.<br>Electrical outlets.<br>Raised platform at one end for speakers and performers.<br>Community room closet opens to the covered outdoor program area through an exterior door. |

| Area Designation | **Director's Office** |
|---|---|
| Functions Performed | Administration |
| Occupancy | 2 |
| Public Staff | |
| Public Service Desk | |
| User Seating | 2 |
| Furnishings | 1 desk |
| | 2 chairs |
| | 1 file cabinet |
| | shelving |
| Shelving | |
| Book Capacity | |
| Equipment | Laptop computer, printer/scanner, telephone, panic button |
| | Wi-Fi |
| | Ethernet port |
| Close Proximity To | Staff workroom, circulation |
| Distant From | |
| Area Required | 80 square feet |
| Architectural Details | Resilient flooring. |
| | Good acoustical separation from other areas. |
| | Good overhead lighting. |
| | Lockable door with window. |
| | Operable window to outside. |

| Area Designation | **Entrance** |
|---|---|
| Functions Performed | Entrance, book return, outdoor holds pickup, meeting place, deliveries. |
| Occupancy | |
| Public Staff | |
| Public Service Desk | |
| User Seating | 3 |
| Furnishings | Bench<br><br>Bicycle rack<br><br>Trash can<br><br>Sandwich board signs |
| Shelving | |
| Book Capacity | |
| Equipment | Through wall, hard-wired, electronic lockers, in multiple sizes, accessible from staff workspace, for after-hours pickup<br><br>Through wall, exterior book return that is accessible from staff workspace<br><br>Wi-Fi<br><br>Surveillance camera<br><br>Hose bibb in front and back of building |
| Close Proximity To | Parking and lobby |
| Distant From | |
| Area Required | |
| Architectural Details | The doors should be protected by an overhang to provide protection from inclement weather.<br><br>Clear signage with hours and contact information.<br><br>The lockers and exterior book return should be protected from inclement weather by adequate overhang.<br><br>Exterior, motion sensor lighting.<br><br>Skid-free, durable, easy to maintain exterior walkway between parking area, sidewalk, and entrance.<br><br>Exterior electrical outlets. |

| Area Designation | **Interior Book Return** |
|---|---|
| Functions Performed | Staff collects returned materials and places items in lockers for after-hours pickup. |
| Occupancy | 1 |
| Public Staff | 1 |
| Public Service Desk | |
| User Seating | |
| Furnishings | Lockable through-wall book return and hard-wired electric lockers<br>Mobile book cart |
| Shelving | |
| Book Capacity | |
| Equipment | |
| Close Proximity To | |
| Distant From | |
| Area Required | 48 square feet |
| Architectural Details | Excellent overhead lighting.<br>Fire safe separation.<br>Space to move book trucks in and out.<br>Resilient flooring. |

| Area Designation | **Kitchenette** |
|---|---|
| Functions Performed | Food and supply storage and simple food preparation area for program refreshments, outside meetings and staff lunch breaks. |
| Occupancy | 2 |
| Public Staff | |
| Public Service Desk | |
| User Seating | |
| Furnishings | Trash can<br><br>Recycle bin<br><br>Compost bucket |
| Shelving | |
| Book Capacity | |
| Equipment | Fire extinguisher<br><br>Sink<br><br>Microwave<br><br>Refrigerator<br><br>Dishwasher<br><br>Toaster oven |
| Close Proximity To | Community room, rest rooms, entrance |
| Distant From | Children's room, quiet areas |
| Area Required | 80 square feet |
| Architectural Details | Excellent overhead lighting.<br><br>Exhaust fan.<br><br>Electrical outlets for small appliances.<br><br>Resilient, easy to clean flooring.<br><br>Base and wall cabinets with shelves, drawers, and a small counter. |

| Area Designation | **Lobby** |
|---|---|
| Functions Performed | This will be the point of entry for library users, providing access to the library and the Community Meeting Room. This area accommodates after-hours access to functions in the community meeting room and restrooms and kitchenette. 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, all abilities, including people who use wheelchairs and families with strollers. Doors are ADA operable. There is room for parking 2 strollers in the lobby. |
| Occupancy | 10 |
| Public Staff | none |
| Public Service Desk | none |
| User Seating | |
| Furnishings | Bulletin board and display fixture for local interest notices and publications and library notices and publications |
| | Clear signage indicating library hours, easily visible from the outside |
| | Dedication plaque |
| | Cart for incoming/outgoing delivery bins |
| Shelving | |
| Book Capacity | |
| Equipment | |
| Close Proximity To | Circulation, Meeting Room, Restrooms, Kitchenette, Parking Area |
| Distant From | Small study room, adult reading nook |
| Area Required | 200 square feet |
| Architectural Details | Entrance is easily identifiable from parking area. |
| | Entrance will have a set of exterior, 3' wide glass double doors, located directly across from interior, 3' wide glass double doors leading into reception/circulation area of the library. |
| | The Lobby should be a welcoming, inviting passageway into the library, proportional to the overall dimensions of the building and the cozy, charming esthetic of the building. |
| | Recessed walk-off mat in lobby. |
| | Durable flooring inside lobby. |
| | Vestibule has motion sensor lighting. |

| | Excellent overhead lighting in the lobby. |
| --- | --- |
| | Electrical outlets in both vestibule and lobby. |
| | Automatic swing door opener with push button for exterior and interior doors. |

| Area Designation | **Outdoor Storage** |
|---|---|
| Functions Performed | Storage shed for seasonal equipment, library of things items and furniture |
| Occupancy | |
| Public Staff | |
| Public Service Desk | |
| User Seating | |
| Furnishings | |
| Shelving | |
| Book Capacity | |
| Equipment | |
| Close Proximity To | |
| Distant From | |
| Area Required | 200 square feet |
| Architectural Details | Attached to back of building with roofline that extends from the building. |
| | Fully secure, animal proof construction. |
| | Lockable double doors. |
| | Concrete flooring. |
| | Overhead lighting. |

| Area Designation | **Periodical/Adult Seating Area** |
|---|---|
| Functions Performed | Browsing, quiet reading |
| Occupancy | 4 |
| Public Staff | |
| Public Service Desk | |
| User Seating | 4 |
| Furnishings | 2 lounge chairs with low table<br>Small table with 2 chairs |
| Shelving | Flexible, mobile, flat shelving for magazine boxes that display the covers. 36 linear feet of shelving. |
| Book Capacity | |
| Equipment | |
| Close Proximity To | Adult reading nook, large windows overlooking woodland setting |
| Distant From | Noisy areas, entrance |
| Area Required | 200 square feet |
| Architectural Details | Excellent overhead lighting, UV protected windows.<br>Resilient, sound dampening flooring. |

| Area Designation | **Reception and Browsing** |
|---|---|
| Functions Performed | Welcoming area near entrance and circulation desk. Patrons will be greeted by staff and orientate themselves to the library. Several low shelf units will display new and seasonal materials. A special tiered table will display some of the Library of Things collection. Visitors will meet and greet each other in this area before moving into other areas of checking out. Patron queue for circulation desk. |
| Occupancy | 8 |
| Public Staff | 0 |
| Public Service Desk | |
| User Seating | 2 |
| Furnishings | 2 mobile comfortable chairs<br><br>Mobile display unit |
| Shelving | 2 four shelf, mobile double sided shelf units, four-foot-wide, with display space on top. |
| Book Capacity | 384 |
| Equipment | |
| Close Proximity To | Entrance, community meeting room, circulation desk |
| Distant From | Small study room. Adult reading nook |
| Area Required | 250 square feet |
| Architectural Details | Resilient flooring.<br><br>Overhead lighting.<br><br>Close to windows with natural lighting. No skylights or atrium.<br><br>This is a cozy, welcoming space that visitors encounter when they first enter the library. |

| Area Designation | **Restrooms** |
|---|---|
| Occupancy | 2 single use restrooms |
| Furnishings/Equipment | Exhaust fans – quiet, high capacity |
| | Wall mounted changing tables |
| | Waste bins |
| | Shatterproof mirrors |
| | Soap dispensers |
| | Toilet |
| | Sink – low flow automatic faucets |
| | Paper towel dispenser |
| | Hooks for coats, bags |
| | Small shelf for phone, books, purse |
| | Step stool for children to reach the sink |
| Close Proximity To | Community meeting room, lobby, entrance, children's room |
| Distant From | |
| Area Required | |
| Architectural Details | Accessible via lobby during public events when library is closed. |
| | Excellent overhead lighting – motion activated. |
| | Durable, easy to clean surfaces. |
| | ADA compliant fixtures (grab bars. etc.) |

| Area Designation | **Small Study Room** |
|---|---|
| Functions Performed | Quiet study, tutoring, small meetings, collaboration, remote work |
| Occupancy | 8 |
| Public Staff | 0 |
| Public Service Desk | 0 |
| User Seating | 8 |
| Furnishings | 2 tables, 8 chairs<br>White board |
| Shelving | none |
| Book Capacity | none |
| Equipment | Data ports, ample electrical outlets in walls and in floor, Wi-Fi |
| Close Proximity To | Circulation desk |
| Distant From | Children's room, noisy areas. |
| Area Required | 200 square feet |
| Architectural Details | Operable exterior window.<br>Resilient flooring.<br>Door with window.<br>Good acoustical separation.<br>Dimmable overhead lighting. |

| Area Designation | **Staff Workroom** |
|---|---|
| Functions Performed | Small staff meetings, cataloging, materials processing, administration |
| Occupancy | 2 |
| Public Staff | |
| Public Service Desk | |
| User Seating | 2 |
| Furnishings | 1 standing height modular counter for materials processing – from current library<br><br>1 staff desk – from current library<br><br>1 worktable – from current library<br><br>2 adjustable height office chairs<br><br>Book truck<br><br>File cabinet<br><br>Lockbox for cash |
| Shelving | |
| Book Capacity | |
| Equipment | Wi-Fi, Ethernet ports, Desktop computer, printer, telephone, panic button. |
| Close Proximity To | Entrance, circulation, book return and locker room, director's office, telecom closet. |
| Distant From | |
| Area Required | 240 square feet |
| Architectural Details | Resilient flooring.<br><br>Excellent overhead lighting.<br><br>Wall with large windows with sightlines into entrance and circulation desk area.<br><br>Lockable door.<br><br>Acoustical separation from circulation area.<br><br>Wall mounted cabinets and shelving for equipment and supplies.<br><br>Electrical outlets. |

| Area Designation | **Teen Room** |
|---|---|
| Functions Performed | Book browsing and media browsing, homework and tutoring, gaming, relaxing and socializing. |
| Occupancy | 4 |
| Public Staff | |
| Public Service Desk | |
| User Seating | 4 |
| Furnishings | 2 upholstered chairs<br>Small table, 2 chairs |
| Shelving | 114 linear feet for fiction and non-fiction<br>32 linear feet for Manga |
| Book Capacity | 1,000 fiction and non-fiction, 400 Manga<br>90 square feet for collection capacity |
| Equipment | Wall mounted screen for gaming. |
| Close Proximity To | Circulation desk |
| Distant From | Dedicated quiet spaces and the adult area |
| Area Required | 200 square feet |
| Architectural Details | Highly visible from the Circulation desk.<br>Double wide sliding glass doors can be closed for sound control.<br>This inviting space will feel removed from the library, with a wall that is part solid and part glass that goes all the way up to the ceiling.<br>Windows with shades.<br>Electrical outlets.<br>Dimmable overhead lighting.<br>Good acoustical separation.<br>Shelving should be on the exterior of the room and not interfere with sightlines. |

| Area Designation | **Telecom Closet** |
|---|---|
| Functions Performed | Storage and maintenance of telecom equipment |
| Occupancy | |
| Public Staff | |
| Public Service Desk | |
| User Seating | |
| Furnishings | |
| Shelving | |
| Book Capacity | |
| Equipment | Equipment needed to provide broadband, both hardwired and wireless throughout the entire library. |
| Close Proximity To | Circulation desk, staff workroom |
| Distant From | |
| Area Required | 15 square feet |
| Architectural Details | Overhead lighting. Electrical outlets. Resilient flooring. |

## NOTES ON ADDITIONAL AREAS

Other spaces to be included in the library are a telecom closet, a janitor's closet/trash room, a mechanical room, a battery storage room, and a parking area.

The janitor's closet will have space for trash and recyclable storage, a snow blower and other seasonal maintenance equipment. It will be accessible from inside and outside the library.

There will be an appropriately sized parking area, street lighting, a charging station for electric vehicles, and accessible sidewalks.

## SUMMARY OF SPACES

| Summary of Spaces and Sizes | |
| --- | --- |
| **Space** | **Gross Square Feet** |
| Adult Collections | 460 |
| Adult Computer Area | 100 |
| Adult Reading Nook | 100 |
| Battery Storage Room | unassigned |
| Children's Room | 900 |
| Circulation Desk | 300 |
| Community Meeting Room | 700 |
| Community Meeting Room Closet | 150 |
| Covered Outdoor Program Space | 700 |
| Director's Office | 80 |
| Entrance | unassigned |
| Interior Book Return | 48 |
| Janitor's Closet | unassigned |
| Kitchenette | 80 |
| Lobby | 200 |
| Mechanical Room | unassigned |
| Outdoor Storage | 200 |
| Parking Area | unassigned |
| Periodical/Adult Seating Area | 200 |
| Reception and Browsing | 250 |
| Restrooms | unassigned |
| Small Study Room | 200 |
| Staff Workroom | 240 |
| Teen Room | 200 |
| Telecom Closet | 15 |

## NEW LIBRARY: COLLECTION REQUIREMENTS

**Children's and Young Adult Books**

There are currently 3,787 books in the children's collection which exceeds the current shelf space. The Library adds an average of 250 children's books annually and is forced to deaccession the same amount due to lack of space.

Shutesbury's children's book circulation is higher than peer libraries with larger collections. Nearby, newer libraries have 4,000 to 8,000 children's books. The new Library will library will provide room for the children's book collection to grow to 7,000 items over the next 20 years.

| Children's Holdings | | |
|---|---|---|
| | Books | Circulation |
| Shutesbury | 3,787 | 10,935 |
| Leverett | 6,496 | 7,638 |
| Erving | 4,061 | 3,641 |
| Buckland | 5,020 | 1,944 |
| Westhampton | 8,085 | 8,378 |

The Library has a good Young Adult (YA) fiction collection, popular with adults and teens, containing roughly 525 items, tightly packed into 64 linear feet of shelving. For each of the 85 new items added annually, an item must be removed. The Library has eight linear feet of shelving dedicated to Manga, with 144 popular books but there is no room for new titles of this popular genre. There are 100 graphic novels for teens packed into eight linear feet of shelving, with no room for growth. The Library currently lacks a Young Adult non-fiction section. A new library will have more room for a YA collection that satisfies teen readers with expanded YA graphic novels and Manga collections, and a small YA non-fiction collection that addresses issues of importance to local teens.

**Adult Books**

There are currently 3,500 books in our adult collection – including 2,200 fiction and 1,300 non-fiction. The Library does not have a large-print collection and has only a very small graphic novel collection.

The Library adds an average of 190 new fiction and 100 non-fiction titles each year. Because our shelves are at capacity, we are forced to remove roughly the same number.

Library users continue to borrow books at a high rate. Over the past ten years, adult print book circulation has increased 10% while the collection size has decreased by 17%.

Shutesbury's book circulation is high compared to peer libraries. In FY21, Shutesbury's adult library users borrowed about two books for each book owned. In neighboring libraries, adult book use was lower than one checkout for each book. Leverett is an exception, with about one and a half books borrowed for each book owned.

| Adult Holdings and Circulation | | |
|---|---|---|
| | **Books** | **Circ.** |
| Shutesbury | 3,482 | 6,321 |
| Leverett | 5,921 | 8,514 |
| Erving | 5,168 | 2,871 |
| Buckland | 4,461 | 3,656 |
| Westhampton | 7,175 | 6,141 |
| Shelburne | 6,830 | 3,006 |

The average holdings of adult books for the sampling of nearby towns is 5,500 books. Shutesbury library users express a desire for more print books through surveys, focus groups, and the library wish tree. Some genres and topics are missing from our collection altogether, due to lack of space. All of this indicates a need for a larger printed book collection of 6,000 items.

DVD usage has decreased since the town's broadband network was completed. In FY21 there were only 3,531 DVDs circulated, compared to 12,779 in FY19. The Library will maintain a collection of DVDs but does not anticipate this collection growing or needing more shelf space.

Circulation of audiobooks has also declined, with only 709 borrows from the adult collection in FY21, compared to 1,882 in FY19. The Library will maintain a collection of audiobooks but does not anticipate that this collection will need more shelf space.

A Library of Things is a common request among Shutesbury library users. The Library already loans kayaks, a telescope, chemistry kits, and a Kill A Watt. But Library users clamor for more things. They want a library that has room to share resources like tennis rackets, snowshoes, gardening tools, board games, ukuleles, cooking gadgets, and more.

Library collections evolve in response to use, community need, and trends in library services. A new Shutesbury Library will provide flexible spaces to accommodate traditional collections as well as collections we haven't imagined yet.

# APPENDIX 1 – PHOTOGRAPHS

**PHOTOGRAPH #1 – M. N. SPEAR LIBRARY, SOUTH (STREET) FACADE**

**PHOTOGRAPH #2 – M. N. SPEAR LIBRARY, WEST (PARKING LOT/TOWN COMMON) FACADE**

**PHOTOGRAPH #3 – M. N. SPEAR LIBRARY, INTERIOR NORTHWEST QUARTER FROM CIRCULATION AREA**



**Mobile Stacks for DVDs and Computer Workstation**

Prior to the pandemic these were moved to create a small program space. There is 24 inches between the computer chair and the first unit. The aisles between the units are 22 inches each.

**PHOTOGRAPH #4 – M. N. SPEAR LIBRARY, INTERIOR SOUTHEAST QUARTER FROM CENTER**



**Adult Stacks**

Aisle width, left to right: 24 inches, 28 inches and 36 inches. The circulation desk is behind the stacks on the left.

**PHOTOGRAPH #5 – M. N. SPEAR LIBRARY, INTERIOR NORTHEAST QUARTER FROM CIRCULATION AREA**



**Circulation Desk and Staff Work Area**

The adult stacks are immediately to the right; the stacks for DVDs, and the computer workstation, are immediately behind the photographer.

**PHOTOGRAPH #6 – M. N. SPEAR LIBRARY, STAIRWAY TO BASEMENT WITHIN CIRCULATION AREA**



**Trap Door to Basement**

Trapdoor, directly behind the main circulation computer, leads to a dirt-floor basement. Chairs must be removed from the circulation work area to access the trapdoor. Electrical box and ventilation equipment are located in the basement.

**PHOTOGRAPH #9 – NEW SITE – LOT O-32 LOOKING SOUTH FROM STREET**