

Massachusetts Libraries
BOARD OF LIBRARY COMMISSIONERS

MASSACHUSETTS PUBLIC LIBRARY CONSTRUCTION PROGRAM (MPLCP)

APPLICATION

SMALL LIBRARY PILOT PROJECT
DUE DECEMBER 3, 2021

MUNICIPALITY & LIBRARY INFORMATION

Applicant Municipality	Shutesbury
Library	M.N. Spear Memorial Library
Physical Address	10 Cooleyville Road
Mailing Address (if different)	PO Box 256 Shutesbury, MA 01072
Town, State, Zip	Shutesbury, MA 01072
Library Director	Mary Anne Antonellis
Phone(s)	413-259-1213
Email Address	Library.director@shutesbury.org
Library Trustee Chair	Kate Cell/ Michele Regan-Ladd
Phone(s)	413-259-9129/ 413-259-1149
Email Address	katecell@yahoo.com/ reganladd@verizon.net
Mailing Address	29 Old Orchard Road / PO Box 59 - Shutesbury, MA 01072
Town Administrator	Rebecca Torres
Phone(s)	413-259-1214
Email Address	townadmin@shutesbury.org
Mailing Address	1 Cooleyville Road Shutesbury, MA 01072

APPLICATION SUBMISSION REQUIREMENTS

1. Format and submission:
 - a. A complete application with submittals must be received by the deadline.

- b. Late applications will not be accepted. A digital (pdf) copy must be submitted via email by 4:00pm on Friday, December 3, 2021 to:

lauren.stara@mass.gov

If the pdf includes a digital signature (see electronic signature requirements below), no printed copy is required. If not, the printed copy with wet signatures must be postmarked or delivered by the same deadline to:

**Small Library Pilot Project
Massachusetts Board of Library Commissioners
90 Canal Street, Suite 500
Boston, MA 02114**

Acceptable forms of electronic signatures:

1. Electronic signature that is either:
 - a. Hand drawn using a mouse or finger if working from a touch screen device
 - b. An uploaded picture of the signatory's hand drawn signature
2. Electronic signatures affixed using a digital tool such as Adobe Sign or DocuSign

Note: we cannot accept typed text of a name/date (even in computer generated cursive script). You must use a digital tool such as Adobe Sign or DocuSign. Wet signature (printed) contracts are still acceptable, but the signature and date must be handwritten.

2. Required submittals:

Appendices

Appendix A – Letter of Intent

Appendix B – Library Building Program, including Charts

Appendix C – Deed for Proposed Building Site

Appendix D – Geotechnical Report and Percolation Report

Appendix E – Topographic Surveys – Plans of Land and Topography

Appendix F – Proof of Town Financial Capacity, Capital Stabilization, Free Cash and Debt Service

Appendix G – Certified Copy of Town Vote

Appendix H – Town's Valuation of Proposed Site

PRELIMINARY APPLICATION INFORMATION/OVERVIEW

1. PROJECT SITE ADDRESS

Full address of the proposed site:

Lot O-32
66 Leverett Road
Shutesbury, MA 01072

2. LETTER OF INTENT

Include a copy of the Letter of Intent previously submitted. Note any changes or additions here:

Please see appendix A.

The square footage listed in the Letter of Intent did not include the 2008 addition of an accessibility ramp and restroom. The Library is 945 gross square feet.

In the Letter of Intent, we wrote:

The building's size prohibits adequately supporting:

- Collection growth
- Fostering literacy
- Expansion of programming
- Community social interaction

The size also prohibits the following:

- Disability accessibility
- Basic sanitation and public health

3. TOWN MEETING

An MPLCP funded project must be an Approved Public Library Project. Approval requires a majority vote of the town at Town Meeting – a vote is required to give permission to apply, accept and expend State grant funds. Include a certified copy of the vote.

Please see Appendix G.

4. STRATEGIC PLAN

The strategic plan on file with the MBLC should include sections and goals describing the need for an improved building. Include a copy of excerpts of the plan with those sections.

M.N. Spear Memorial Library
Long Range Plan
2021 – 2026
Excerpts

New Library Proposal

The M.N. Spear Memorial Library was built in 1902. In 2008, a handicapped accessible entrance was created and a small room with a composting toilet was added. Other than these enhancements, the building is much the same as it was in 1902, 119 years ago.

In July 2011, the Massachusetts Board of Library Commissioners (MBLC) awarded the town of Shutesbury a provisional grant for \$2,093,084 for the construction of a 5,800-square foot library. The grant would have paid 60% of the eligible costs for a new Shutesbury Library. The Town was required to “match” the grant with local funding for the remaining 40%, or \$1.4 million dollars by January 30, 2012.

At a Special Town Meeting on October 25, 2011, an article to appropriate the funds needed for the local match, contingent on the approval of a debt-exclusion override, passed with the required two-thirds majority. On November 8, 2011, the override was defeated by 42 votes. A subsequent revote on January 10, 2012, resulted in a tie vote, 522 yes, to 522 no. The Trustees asked the MBLC for an extension of the deadline to provide time to sort out the election results and continue fundraising.

After a complex legal process involving the Board of Registrars and the Franklin County Superior Court, the override election failed and volunteers were unable to raise the amount needed to confirm the local match by the June 30, 2012 deadline.

In June, 2021, Annual Town Meeting approved an article granting the Town permission to apply for the Small Library Pilot Project grant through the MBLC. The Town submitted a letter of intent to apply on June 23, 2021. The Trustees will be submitting an application for the Small Library Pilot Project grant on December 3, 2021.

The Statement of need in the Letter of Intent to apply follows.

STATEMENT OF NEED

Current Facility:

A library facility of 768 gross square feet currently exists and was constructed in 1902 and subsequently expanded/renovated in 2008. This facility does not meet the library service needs of the community for the following reasons:

The building’s size prohibits adequately supporting:

- Collection growth
- Fostering literacy
- Expansion of programming
- Community social interaction.

Goal 4

Welcoming space

The Library will provide safe and welcoming physical spaces for residents to meet and interact with others or to sit quietly and read. Library Trustees, Friends and Staff will continue to advocate, plan and fundraise for a new library.

SECTION 1: PROJECT INFORMATION

1. CENSUS AND LIBRARY

A. *Population of applicant municipality:*

- i. 2020 U.S. Census Population for population 1,717
- ii. Later official census population, if different than above
 - a. Updated census population: UMass Donahue Institute
 - b. Estimated 2040 Population: 1335
 - c. Cite all source(s) used to determine the single projection for the 2040 population
UMass Donahue Institute

B. *Library Statistics [Pages 1 – 9 FY 2020 as reported on MBLC FY2020 ARIS Report]*

i. Population served by library	1,774
ii. Attendance	6,989
iii. Number of registered borrowers	817
iv. Total physical holdings	
a. Books	8,140
b. Audio – compact discs (not CD-ROMs)/cassettes	1,010
c. Video cassettes/discs/DVDs	2,956
d. Print periodicals, newspapers & other print serials	457
v. Total circulation activity	29,494
vi. Hours	
a. Total number of hours main library was open	969
vii. Operating Income	\$103,412

C. *Main Library Facility Information (as reported on MBLC FY2020 ARIS Report)*

i. Main library GSF	768
ii. Year main library was built	1902
iii. Year of most recent renovation	2008
iv. Number of dedicated parking spaces	6
v. Main library seating capacity	6
vi. Number of main library meeting rooms	0
vii. Largest meeting room seating capacity	n/a
viii. Individual or group study rooms	0
ix. Number of times all meeting rooms were used	n/a

D. *Automated Library System*

- i. Member network: CWMARS

- ii. Type of membership: Mininet

2. PROPOSED SITE

A. Describe how and why the chosen site was selected, and any alternative sites considered.

Two town-owned sites were considered: Lot O-47 behind Town Hall and Lot O-32, a vacant town-owned property at 66 Leverett Road. Lot O-32, a 19.57-acre parcel, was the site selected for Shutesbury's grant application for a Massachusetts Public Library Construction Program grant in 2010. Through careful consideration of both sites, the Library Trustees and the Shutesbury Selectboard agree that Lot O-32 continues to be the best location for a new Shutesbury Library.

Lot O-47, located behind Town Hall, is a less desirable location. As the lot is located at the crest of a hill, visibility of oncoming traffic in both directions is limited. The additional traffic created by people entering and leaving a new library behind Town Hall would elevate the potential risk of accidents. With only 250 feet of road frontage and only single lane driveways on either side of Town Hall, designing access to the site would be also challenging. Finally, a Library placed behind Town Hall would not be visible to passersby and while signage could direct people to the library, the nearby site with full road frontage is preferable.

Lot O-32, only 0.4 miles West of the Town Common, is on a stretch of straight and level road with good sightlines. The lot, with 450 feet of road frontage, has ample room for a library, its grounds, and an access road to the remainder of the property for future municipal development. The roadside acreage is relatively flat and much of it is cleared. A new library sited here would be highly visible to all who drive by on this main road through the center of town. Environmental concerns raised due to the presence of an automotive repair shop and historic dumping on the parcel led to environmental testing in 2011, 2012 and again in 2021. Despite the fact that initial testing in one location near an oil drum showed trace reportable levels of PCBs, subsequent testing has not duplicated these findings or shown widespread presence of PCBs or other chemical compounds, confirming that the site is suitable for a library.

B. Provide a description of the site, including:

i. Brief History of the site: The site was purchased by the town in 2004. It was previously used as a single-family residential property with a detached three-bay block garage that was used as an automotive repair shop. The home was demolished shortly after the town purchased the property and the garage was demolished during the summer of 2021. The town also completed the clean-up of trash and debris left on the site by the previous owner. There are no known historical or archaeological features other than an old stone wall.

Further back on the property is the site of a former US Air Force tower built in 1957, a type of short-range radio navigation system known as the Westover Remote Site. It was leased by the US Air Force

from 1957-1967. The tower was built on a concrete pad and had an underground storage tank. In 1995, the US Department of Defense removed the underground storage tank along with 100 tons of soil contaminated with gasoline. This site still contains enough compounds that the town is in the process of communicating with the Mass Department of Environmental Protection about clean-up. However, at approximately 1300 feet from the road, it is far enough away that it has not impacted the soil or water at the potential library site at the front of the property.

ii. Distance from flood plain: Lot O-32 sits at an elevation of about 1,174 feet above sea level. Although there are not any flood plains on this site, there are wetlands.

iii. Topographical and soil characteristics: A summary is provided below with the topographic land survey, soils report/geotechnical survey/percolation test results attached in the Appendices. A topographical survey was completed in November 2009, which shows a mostly flat site with a gentle slope from south to north. Two areas were determined by the Conservation Commission at that time to be jurisdictional wetlands, and therefore construction plans will need to include wetlands protection in consultation with the Conservation Commission. A perc test completed in June 2010 determined that the site at the front part of the property, where a library would most likely be situated, proved to perc slowly, suggesting the need for a raised septic system.

iv. Proximity to town amenities: The proposed site for the new library, Lot O-32, is located at 66 Leverett Road, approximately 0.4 mile from the town center where most of the municipal buildings are located, including the Town Hall, the current Library, the Town Common, and the old Town Hall, as well as the US Post Office and Shutesbury Community Church. The town Highway Department is located diagonally across from Lot O-32 and the Fire Department is 0.1 mile to the east on the same road. This site is halfway between the Town Common and the Shutesbury Elementary School. This site is located within what is designated as the Town Center District zone.

v. Parking capacity: Since the land is undeveloped, parking capacity is ample. An appropriate number of paved spaces will be delineated if the grant is approved and will be included in the design. In the 2009 Grant Application, the plan included overflow parking on an unpaved area for those times when larger events required additional parking. The Town's Zoning By-Laws require: "All uses shall provide adequate off-street parking, which shall be determined by the approving board or Building Inspector at the time of Special Permit, Site Plan, or Building Permit approval. Off-street parking is inadequate if the parking demand cannot be accommodated onsite under normal conditions. The approving board or Building Inspector may require additional off-street parking spaces if such spaces are deemed necessary for safe use of the property."

vi. Zoning: No zoning waivers are expected to be needed for Lot O-32. The Town of Shutesbury does have Zoning By-Laws which must be adhered to when choosing the exact site of a library, which includes minimum set back for buildings within the Town Center District. There are height restrictions outlined in the zoning by-laws, as well as other principles that include re-use of existing driveways or roads, preservation of existing stone walls and hedgerows, use or enhancement of existing vegetation to buffer and screen new buildings from existing buildings, minimizing the clearing of vegetation, and selective pruning or thinning of existing vegetation rather than clearing a large amount of mature trees.

vii. Utilities on Site: Since this lot is the site of a former private home, there is a utility pole at the entrance of the lot. Lacking a municipal water and sewer system, the library will need a well and septic system. Electricity will be created by roof-mounted solar panels. Internet will be provided by the Town-owned broadband network.

viii. Existing structures or demolition: There are no structures on the property.

ix. History: Lot O-32 was formerly the location of a single-family private residence and an automotive repair shop.

Based on the presence of the automotive repair shop with a floor drain, the former presence of two underground fuel storage tanks and the presence of debris piles including household trash, automotive parts, tires and a drum containing polychlorinated biphenyls (PCBs), environmental testing was recommended.

In December 2011, monitoring wells were installed and soil samples taken from the locations of the former underground storage tanks, the floor drain terminus, and the large debris pile with the drum. Soil samples were tested for volatile petroleum hydrocarbons, extractable petroleum hydrocarbons, and volatile organic compounds with all results being below reportable levels.

One soil sample taken from beneath the drum was tested for PCBs and a total of 39.9 parts per billion was detected, well below the Massachusetts Department of Environmental Protection's (MADEP) reportable level of 2,000 parts per billion. Based on the presence of PCBs in the soil, groundwater samples were taken from the monitoring wells nearest the drum and the terminus of the floor drain and tested for PCBs. The PCB level in the well nearest the drum was 0.544 parts per billion, which exceeds the reportable concentration of 0.50 parts per billion. These results were reported to MADEP who approved an Immediate Response Action which included identifying and testing all drinking water wells within 500 feet of the contaminated well, sampling all on-site monitoring wells and further soil sampling from beneath the drum.

Filtered and laboratory filtered samples were taken from each of the existing monitoring wells and analyzed for PCBs. All PCB levels were below the laboratory detection limits of 0.206 to 0.233 parts per billion and below the reportable concentration of 0.50 parts per billion. The new samples from the wells nearest the drum and drain terminus did not contain cloudy sedimentation, indicating that the prior result of detectable PCB concentrations was due to sediment interference and not dissolved PCBs in groundwater.

A soil sample taken from beneath the location of the drum found PCB levels below the reporting limits.

According to the report prepared by Cold Spring Environmental, dated May 30, 2012, site conditions at Lot O-32 do not pose a threat of release of oil or hazardous materials.

Sampling of six private drinking wells within 500 feet of Lot O-32 was completed, showing no PCB impact from Lot O-32 on private drinking wells.

In August 2021, the three-bay garage was demolished and the remaining debris piles removed from Lot O-32. Ten soil borings of up to 20 feet deep were taken from the former debris sites and the site of the former garage, in locations where a library, septic system, and parking area might be installed. Samples were analyzed for volatile organic compounds (VOCs), polychlorinated biphenyls (PCBs), volatile and extractable petroleum hydrocarbons (VPH/EPH).

Nine samples tested negative for contaminants. The sample furthest from the road and 900 feet from the proposed library location tested positive for chemicals commonly found in gasoline. This was the location of a tower operated by Westover Air Force Base from 1957 to 1967. The Town is in communication with the Department of Defense, which is responsible for further investigation and mitigation. The 900-foot distance between the location of the former tower site and the potential library site precludes possible contamination of the library site and makes further action at that location outside the scope of this project.

Lot O-32 also has a town-owned monitoring well, located about 600 feet from Leverett Road and 300 feet beyond the boundaries of where the library might be sited. The presence of the well facilitated testing for chemical contaminants in the groundwater. While the water from the shallow well is not potable, it did not test positive for chemical contaminants including PFAS.

All environmental reports available upon request.

- A. Include a copy of the Title/Deed to the property. If the library has not yet secured final ownership of land, describe the plan to obtain ownership. Clear title must be obtained before signing a contract with the MBLC.

Please see Appendix C.

- B. Value of the site
 - i. If the site is town-owned land being transferred for the purpose of building a library, attach a copy of the town assessor's valuation
 - a. Up to \$800,000 can be included as eligible cost
 - b. Value of existing structures cannot be claimed
 - c. Only enough land for the library structure, outdoor programming space, and dedicated parking can be claimed

The current value of the site is \$57,528.00. Please see Appendix H.

3. COMMUNITY/LIBRARY READINESS

- A. Provide a summary of community activities and efforts to date that demonstrate the town and library's readiness to undertake a major capital project for a new library, including:
 - i. Past planning efforts (town and/or library capital plan, feasibility studies, building program, community engagement, etc.)
 - ii. Potential level of financial support
 - a. Municipal bonding capacity and debt service
 - b. Donor gift giving through capital campaign (in hand and/or estimated goal)

- c. Charitable giving from businesses, foundations, etc.
 - d. Other
- iii. Ability to support increased operational costs in a larger, new building with higher use
 - a. Staffing levels
 - b. Utilities
 - c. Cleaning & maintenance
- iv. Describe the town's plan for obtaining funds other than the MPLCP Pilot Project grant
 - a. Ability to support the library director with adequate time and resources to manage a major capital project in addition to their regular duties

Planning Efforts

The Town of Shutesbury has engaged in two previous attempts to secure a State grant to provide an expanded or new library facility for the community. The first effort ended in 2001; the second effort ended in 2012.

Early effort to expand the current library

- April 1996: Application for Planning and Design grant from MBLC's Massachusetts Public Library Construction Program.
- May 1996: Town meeting approval of matching funds for planning and design process.
- March 1997: Building program completed by library director and Trustees.
- April 1997: Library Building Committee formed.
- September 1997: Architect hired.
- September 1998: Decision to design addition to current building.
- January 1999 – December 2000: Meetings with appropriate committees, departments and public hearings to discuss developing plans for project.
- Winter/Spring 2001: Townspeople begin to express concerns about impact of project on Town Common.
- May 2001: In response to concerns about the Town Common, Trustees and Building Committee withdraw warrant article asking for permission apply for a library construction grant.

Second effort to provide a library that meets the Town's needs

- May 2007: Trustees ask Town Meeting to approve matching funds for a second planning and design grant from the MBLC.
- July 2007 – May 2010: 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 an owner's project manager and architects to create preliminary plans and a schematic design for a facility that would meet the town's library needs.
- May 2010: Town Meeting grants the Town permission to apply for a Library Construction grant from the MBLC.

- July 2011: The MBLC awarded Shutesbury a provisional grant of \$2.1 million, contingent on a local match of \$1.4 million.
- October 2011 – January 2012: The Town goes through a series of votes regarding the local match. Efforts to secure the required local match through local tax dollars fails.
- October 2011 – June 2012: Fundraising efforts to offset the tax impact and then save the grant launched. Most notable of these efforts was a video, “Where Would You Be Without Your Library” that went viral and touched the hearts of library supporters across the Globe.
- June 2012: The Board of Trustees reluctantly declined the grant.
- Throughout the debate about the project, Trustees, staff and Friends heard that townspeople agreed the Town needed a new library but that the potential tax-impact of the proposed project was more than they were willing to commit to at that time.

Ongoing Efforts

- Trustees continued to plan for a new library by advocating for continued town appropriations. Friends continued their fundraising efforts, planning frequent community building and fundraising events.
- The Trustees and library director continued to solicit feedback from the community through frequent surveys and occasional focus groups.
- 2016-2017: The library director, Trustees and Friends participated in a town-wide visioning effort initiated by the Planning Board.
- The Library continued to expand programs and services, adding a kayak loan program, STEAM programming for preschoolers, fitness programming for adults and expanded digital resources, expanding opportunities while further demonstrating the value of libraries to the community.

Current Effort

- May 2021: MBLC announces Small Library Pilot Project.
- June 2021: Library Director created a Small Library Pilot Project Webpage to provide up-to-date information about the project. <https://sites.google.com/site/mnspearmemoriallibrary/small-library-pilot-project>
- June, 2021: Town Meeting granted permission for the Town to apply for a library construction grant through the Small Library Pilot Project.
- June – July 2021: In preparation for creating a new Long-range plan, the Library worked with a consultant to offer three community focus groups. In these gatherings participants expressed a need for an improved library facility.
- July 2021: Library Trustees email address created to facilitate ease of communication between townspeople and Trustees.
- 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.

Municipality: Shutesbury Library: M.N. Spear Memorial Library

- 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. Sixty-three tags with ninety suggestions were placed on the tree.
- August 30, 2021: Shutesbury residents participate in a tour of the impressive new Erving Library. Twenty-five participants.
- September – November: Library Trustees begin meeting weekly instead of monthly -fourteen meetings total.
- 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.
- 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.
- October 25, 2021: Trustees and library director submit draft of Library Building Program to MBLC.
- November 4, 2021: Community meeting held to review environmental reports on two building sites.
- November 9, 2021: Selectboard voted to allow construction of a library on Lot O-32 which is located along the major roadway close to the center of Shutesbury.
- November 16, 2021: library director and three Trustees meet with the Finance Committee about the project.
- November 23, 2021: Community meeting held to review square footage comparison of the 2021 Building Program Areas versus the 2009 Building Program Areas. Seventeen participants.
- November 30, 2021: Giving Tuesday. The Friends of the M.N. Spear Memorial Library raised \$34,664 bringing the total amount raised in private funds raised and allocated by the town to date to \$558,074.
- December 3, 2021: Friends of the Library Annual Soups and Stews Fundraising Dinner

- December 11, 2021: The Friends of the Library will sell the annual Friends of the Library Calendar and will hold a Shutesbury swag sale to benefit the library.

Financial Support

The Trustees and library director met with the Town Administrator, Town Treasurer, and Finance Committee to discuss the Town's financial capacity to fund a library construction project. The Town of Shutesbury has several potential paths toward funding its portion of a library construction project.

Cash Reserves

The Town has cash reserves in three accounts, free cash, stabilization and capital stabilization. The Town's flexible Financial Guidelines recommend maintaining a minimum of ten percent of the Town's operating budget in Free Cash and five percent of the Town's operating budget in Stabilization.

The current balances in the three accounts are as follows:

- Free Cash: \$ 1,173,772.00 with \$511,237 available
- Capital Stabilization: \$370,772.27 available
- Stabilization: \$ 455,201.59 with \$123,828.84 available

Total cash reserves available for capital projects with Town Meeting's approval: \$1,005,838.11

Debt Capacity

The town maintains a "debt capacity" line of \$112,695 in the annual budget. Most recently, this budget line was used to pay a loan for a new fire truck over five years. This budget line is a corner stone of the Town's capital planning strategy. When the Town is free of debt, the funds are allocated to Capital Stabilization.

According to an estimate prepared by the Town's bank, this "debt capacity" is enough to cover \$800,000 in borrowing for a ten-year loan. The Town is currently committed to borrowing \$201,000 in FY2024 leaving a borrowing capacity of \$600,000 in the operating budget.

Other Town of Shutesbury Projected Capital Needs - \$1,000,000

- HVAC system for Shutesbury Elementary School (grant funds available)
- Elementary School roof
- Police Cruiser
- Highway Department Dump Truck
- Accounting Software
- Culvert

Funds Saved for a New Library

The Town established a library capital building account in 2007. The balance is currently \$252,700.

The Friends of the Library has been actively fundraising for a new library for ten years. Total privately raised funds to date, \$305,374. This includes \$34,664 raised on Giving Tuesday, November 30, 2021, an annual appeal with a record 188 donors.

These two funds added together equal \$558,074.

The Friends are committed to continuing their fundraising efforts and have a conservative goal of raising another \$80,000 for this project before construction begins.

Once the Town knows the total projected project costs, the Finance Committee will recommend a pathway towards funding the project.

Potential Pathways to Funding Library Construction

1. Town cash reserves, Library Capital Building Fund and privately raised funds
2. Combination of cash reserves, Library Capital Building Fund, privately raised funds and borrowing an amount that is covered with the Town's debt capacity
3. Library Capital Building Fund and privately raised funds with balance raised through a debt-exclusion override

Supporting Operation of New Library

- Ability to support increased operational costs in a larger, new building with higher use
 - i. Staffing levels
 - ii. Utilities
 - iii. Cleaning & maintenance

The Trustees and staff of the M.N. Spear Memorial Library have been preparing for many years to operate a larger library. They have done this by expanding services and resources, despite the limitations created by the current facility. In response to increased use, staffing levels were boosted in 2012. The director's hours were increased from three-quarter-time to full-time. The staff also includes two part-time employees who work a combined total of up to 18 hours a week. The Library also has a reliable crew of dedicated volunteers who support the Library's daily operations.

The sole barrier to additional volunteer service is the ultra-small facility, which prevents additional people from being able to occupy the space. A larger facility would allow us to utilize volunteer support staff more effectively, benefiting patrons as well as townspeople who seek to offer their time in support of a meaningful cause.

Every community has needs that libraries are uniquely situated to meet. In Shutesbury, staff and Trustees have been dedicated to fulfilling those needs by providing services that one might expect to see from a much larger library. Despite the inadequacy of the current facility, the Library offers as many as a dozen programs a week, as well as extensive digital resources. Additionally, the Library offers unique services including a kayak loan program and a free groceries delivery service to senior citizens. Prior to the pandemic, the Library was open seven days a week, for a total of 28 hours. Currently, 1,316

Shutesbury residents have library cards—76% of the population of 1,717 residents. The Library has one of the highest circulation rates for Massachusetts towns with fewer than 2,000 people.

Managing the full-service level of circulation, programming, and other services in such a tiny, inadequate facility is a time-consuming, labor-intensive endeavor. Scheduling the use of other facilities for programs, packing up program supplies and materials to transport to another location (and bringing them back again) and preparing the space for programs by moving and returning portable stacks, all takes time and resources.

The small building also prevents overlap of library services. Programs made possible by moving portable stacks can only be held when the Library is closed. When held in other spaces, programs can only be held when the Library is closed because they are dependent on a library staff person being present.

A larger library might be busier, but the need for an adequate facility to implement the services we already offer far outweighs any need for increased staffing.

Staff and Trustees have studied examples of peer libraries in neighboring communities--Leverett, New Salem, Pelham, and Wendell. All four towns have newer, larger, dynamic libraries that have been able to manage their larger, but still small libraries, with a staffing level similar to Shutesbury's current staff. In the Library Building Program, we have specified that the new library be designed to be managed by one centrally located staff person, with excellent sightlines to all areas of the building.

Having a larger facility will also allow space for more volunteers and volunteer-driven programming. Staff and Trustees are confident that the staff and volunteers we already have will be well equipped to manage the new, larger library.

One need staff and Trustees anticipate is janitorial services. The current Library does not receive regular external cleaning services, instead relying on staff. The peer libraries mentioned above report receiving three to four hours of janitorial services per week. The Library has already approached the town about this anticipated need and expects the Town to approve a janitor position for the Library if the project moves forward. The Town of Shutesbury approaches building maintenance in several ways:

- The Town maintains an account for regular building maintenance that includes cleaning and snow removal supplies and equipment, lightbulb replacement, regular carpet cleaning, small repairs, and small paint jobs. Department heads access this account through coordination with the Town Administrator.
- Larger maintenance projects, typically more than \$5,000, go through a capital planning process. The department head identifies a need, researches appropriate strategies for meeting the need, and solicits quotes or cost estimates. This information is submitted to the Town's Capital Planning Committee which evaluates the information, approves the request and recommends funding to Town Meeting. Departments typically identify maintenance projects well in advance, to allow time to work through the capital planning process.
- The Town has a Buildings Committee that periodically arranges for the painting of exteriors of all Town buildings and sometimes provides evaluation and guidance for maintenance projects.

Another equipment and maintenance need the Town plans for is Information Technology (IT). The Town has two IT budget lines which are shared by Town offices. One budget line is for new and replacement equipment needs and a second is for service.

The Trustees are confident that the current staff and volunteers will be able to manage a new library, and are also confident that the Town will continue to support the Library's budget needs.

The Town is supportive of the Library's operating budget. As demand for services has been met and use has grown, the Town has continued to support the Library's operating budget needs at Town Meeting. From Fiscal Year 2012 to Fiscal Year 2022, the Town has approved a cumulative sixty-five percent increase in the Library's appropriated budget, from \$50,432 in FY 12 to \$83,634 in FY 22.

The Library is fortunate to be supported by an active, creative, and dedicated Friends group. The Friends have been raising more than \$25,000 for the New Library Fund annually, as well as supporting the Library's operating budget by funding programs and collections. The Friends will continue to support library services. Finally, the Library Trustees are dedicated to creating a building that makes its own energy, eliminating energy costs.

Grass Roots Fundraising

The Town has been preparing to fund a new library since 2007 when Town Meeting approved the creation of the Library Capital Building Fund. This Town-held fund received small annual appropriations of \$2,000 to \$13,000 from 2007 to 2012. Since 2013, Town Meeting has approved a \$25,000 appropriation annually to this account. The current balance is \$252,700.

The Friends of the Library have been actively fundraising for a new library since 2011. This dedicated group has had exceptional success, raising \$305,374 to date. The Friends just completed their annual Giving Tuesday appeal, raising \$34,664 from 188 donors, in a town of only 1,717 people.

The Friends have focused on grass-roots organizing, offering fund-raising events designed to create community connections while raising money for a future new library. Options to contribute range from very small opportunities such as donating returnable bottles and cans to being a challenge donor who offers a matching gift to inspire donors in giving campaigns.

The Friends are determined to continue their efforts. Fundraising for a capital project is harder without a specific project to share with potential donors. The Friends are confident that with more concrete information including location, size, estimated costs and a timeline for the project, donors will be more inspired than ever to generously commit to this once-in-a-lifetime opportunity to contribute to a project for the common good.

Managing the Project

The library director is capable, organized and exceptionally talented at recruiting volunteer assistance with projects of all sizes. She is also very adept at working collaboratively with Trustees and delegating tasks to other staff and volunteers and effectively managing a team of helpers. Library Trustees, Friends of the Library and volunteers with varied knowledge stand ready to share expertise and skills as needed.

The Library and Trustees have some flexible budgeting resources. The Spear Expendable Trust could be used to hire temporary substitute staff to help with day-to-day operations in the Library if necessary.

Finally, the library director and the project will have the full support of the Town Administrator.

4. SPECIAL CONDITIONS

- If not already included in this application, describe any special conditions pertaining to this project or municipality. Special conditions might include such factors as demographics, economics, or other conditions that have had a significant effect on the proposed project's scope or size.

Although Shutesbury is located near the town of Amherst and the "Five Colleges" area, the Town is geographically isolated by its location atop a 1,000-foot high hill served only by narrow, winding secondary roads. Residents plan their days so that they only need make only one trip "down the hill" and back. The nearest bank, gas station, or supermarket is a 20 – 25 mile round trip drive. There are no indoor public gathering places in Shutesbury except for a bar and the Library.

SECTION 2: ASSURANCES AND CERTIFICATIONS

1. QUALIFICATIONS AND DUTIES OF PROJECT PERSONNEL

A. Project Director.

There must be one person designated as the Project Director. If the library director is not so designated, indicate the reasons and the library director's planned role on the project.

Name: Mary Anne Antonellis

Position: Library Director

Responsibilities: Grant reporting, budgeting, communications, coordination, planning.

Qualifications: Extensive experience managing grants. Extensive management experience.

Strong communication skills. Ability to work collaboratively with stakeholders.

B. Other Designated Personnel

If Shutesbury is awarded the Small Library Pilot Project Grant, a Library Building Committee will be formed. Members of the committee will take on responsibilities relevant to their qualifications.

2. PROJECT AWARDING AUTHORITY AND FISCAL INFORMATION

The Municipal Official serving as the sole awarding legal authority for this project:

Full name: Rita Farrell

Title: Chair, Selectboard

Address: 36 Briggs Road, Shutesbury, MA 01072

Municipality: Shutesbury Library: M.N. Spear Memorial Library

Phone(s): (413) 259-1297

Email address: ritafarrell@shutesbury.org

The person legally authorized to receive and safeguard Massachusetts Public Library Construction Program funds:

Full name: Gail Weiss

Title: Shutesbury Town Accountant

Address: 1 Cooleyville Road, Shutesbury, MA 01072

Phone(s): (413) 259-1108

Email address: town.accountant@shutesbury.org

The person legally authorized to requisition and approve local expenditures of Massachusetts Public Library Construction Program funds:

Full name: Gail Weiss

Title: Shutesbury Town Accountant

Address: 1 Cooleyville Road, Shutesbury, MA 01072

Phone(s): (413) 259-1108

Email address: town.accountant@shutesbury.org

Name and address of bank or other institution where Massachusetts Public Library Construction Program funds will be deposited (must be an interest-bearing account):

Bank or institution name: Hometown Bank

Contact name: Ryan Stolle

Title: VP. GOV Banking

Address: 90 Exchange Street, Athol, MA 0331

Phone(s): (508) 887.6069

Email address: rstolle@bankhometown.com

Official accounts of receipts and disbursements for the proposed construction project will be maintained by:

Office or agency name: Shutesbury Town Treasurer

Contact name: Ryan Mailloux

Title: Treasurer

Address: 1 Cooleyville Road, Shutesbury, MA 01072

Phone(s): (978) 633-5152

Email address: treasurer@shutesbury.org

The person authorized to serve as the municipality's Massachusetts Certified Public Purchasing Official (MCPPO) is:

Full name: Rebecca Torres
Title: Town Administrator
Address: 1 Cooleyville Road, Shutesbury, MA 01072
Phone(s): (413) 259-1214
Email address: townadmin@shutesbury.org

3. COMPLIANCE ASSURANCES

Applicants shall agree in writing to the 38 assurances found in 605 CMR 6.05 (2)(d) which are based on full municipal enforcement and compliance with federal, state and local laws, rules and regulations, with the exception of assurance 27 and assurance 28, which are not applicable to the Small Library Pilot project process.

1. that new, remodeled or renovated library buildings will be planned for a minimum operational life of 20 years;
2. that the completed facility will continue to be used as a free public library for at least 20 years. Prior approval from the Board must be obtained if there is any change in proportional use, or if the building is sold or reused for a non-public library function. In the event that the building is not kept in continuous use as a free public library for 20 years, the city or town must return the amount of the grant award plus interest to the Board within 60 days of the date the library building falls out of compliance with 605 CMR 6.05;
3. that the Applicant will continue the library's participation and qualification in programs established by or the successors to State Aid to Public Libraries M.G.L. c. 78, §§ 19A and 19B. Should the Applicant fail to be certified by the Board to receive State Aid during the period in which the grant contract and agreement is in effect, until project completion and final payment, this will be considered a breach of the contract;
4. that when construction is complete, the Applicant will make all full and good faith efforts to ensure that sufficient funds will be available for the effective operation and maintenance of the facility, in accordance with applicable federal, state and local requirements and standards;
5. that a sign will be displayed on the construction site and a plaque will be placed in the completed building stating that State funds administered by the Massachusetts Board of Library Commissioners have been or are being used for construction and displaying the MBLC name and logo;
6. that the Applicant and contractors will not knowingly employ, compensate, or arrange to compensate any employee of the Board during the term of the project, unless such arrangement is permitted under the provisions of M.G.L. c. 268A;
7. that the Board will have the authority to review and approve plans, specifications, bid documents, contract awards, payments and all documents of obligation or expenditure for the project;

8. that if required, pre-contract and preconstruction conferences will be held with representative(s) from the Board;
9. that the Owner's Project Manager, architect and other contractors of an approved public library project will be selected using the procedures as outlined by the Designer Selection Board under the provisions of M.G.L. c. 7C, §§ 44 through 58;
10. that all design, construction, construction contracts and sub contracts will be in conformity with all applicable provisions of state and local law, rules and regulations including, but not limited to, M.G.L. c. 143, St. 1972, c. 802, St. 1984, c. 348 and 780 CMR: State Board of Building Regulations and Standards. All construction contracts must be bid under M.G.L. c. 149, § 44A or M.G.L. c. 30, § 39M;
11. that the Applicant will be in compliance with Executive Order 524: Establishing the Massachusetts Supplier Diversity Program, which includes set aside provisions for minority business enterprises and women-owned business enterprises, and in compliance with M.G.L. c. 151B. The Applicant must not discriminate in any manner because of gender, race, color, religion, national origin, ancestry, age, sex, or handicap;
12. that the Applicant will require that all construction contracts will be in conformity with applicable law and regulations related to minority hiring. Every state-assisted contract for an approved public library project, including sub contracts, will include the Commonwealth's Supplemental Equal Opportunity/Anti-Discrimination and Affirmative Action Program as part of the contract;
13. that the Applicant will comply with Executive Order 526: Regarding Non-discrimination, Diversity, Equal Opportunity, and Affirmative Action. The Applicant will safeguard nondiscrimination, diversity and equal opportunity in state funded workplaces, decisions, programs, activities, services and contracts;
14. that the Applicant will submit the project to local, regional or state boards or agencies for comment and/or approval as may be required by law or regulation;
15. that the Applicant will assist the Board in complying with the Massachusetts Environmental Policy Act, M.G.L. c. 30, §§ 61 through 62H;
16. that the building will be designed according to 521 CMR: Architectural Access Board;
17. that life cycle cost estimates of all technically feasible energy systems as defined in St. 1976, c. 433, will be considered in order to ensure that the energy system with the lowest life cycle cost estimate will be identified in accordance with the provisions of St. 1976, c. 433;
18. that the Applicant will closely monitor the cost effects of building program and design decisions and materials and systems selections so that the facility can be constructed and operated in a cost effective, sustainable and staff-efficient manner considering the type of project and structure;
19. that there will be an evaluation of flood hazard so that the facility to be constructed will be located to prevent potential flood hazards, as far as is practicable;

20. that the building will be designed to minimize the effects of vandalism, weather conditions and natural conditions and that materials and finishes will be selected to minimize operational costs and maintenance. This will include provision for a fire-rated enclosure for any automated or manually operated exterior book or nonprint materials return that penetrates a wall of the building;

21. that the Applicant will comply with M.G.L. c. 9, §§ 26 and 27C and 950 CMR 71.00: Protection of Properties Included in the State Register of Historical Places and any additional Massachusetts Historical Commission legal and regulatory requirements, including that which affords the Massachusetts Historical Commission the opportunity to review and comment as early as possible in the planning stages of the project;

22. that the Applicant will comply with Americans with Disabilities (ADA) federal standards and the regulations of the Massachusetts Architectural Access Board, including those requirements for making alterations to historical properties to ensure that property and building are readily accessible and usable by individuals with disabilities unless a variance has been obtained for all noncompliant features;

23. that prior approval from the Board will be obtained for significant budget, program or plan changes and revisions including deduct change orders, excluding change orders of an emergency nature;

24. that the Applicant will provide adequate supervision during the term of the project including architectural supervision, value engineering and the retention of a qualified clerk of the works and, when required, an Owners Project Manager that meets the qualifications required by M.G.L. c 7C, § 44 through 58;

25. that Board staff will be provided reasonable access to the project and site with consideration for site conditions and with appropriate notification;

26. that every good faith effort will be made to obtain sufficient funds beyond those granted under the Massachusetts Public Library Construction Program for the non matching and non eligible portion of project costs;

~~27. that the Board will not be held responsible for meeting any increased costs or increasing the amount of the grant award beyond the provisional award;~~

~~28. that the project will be completed as described in the application and approved by the Board. Any significant reductions in the project's program require prior approval;~~

29. that the Board, the Governor or his or her designee, the Secretary of Administration and Finance, and the State Auditor or his designee will have the right, at reasonable times and upon reasonable notice, to examine the books, records and other compilations of data of the Applicant which pertain to the performance of the provisions and requirements of this agreement. Upon request, the Applicant will furnish to the Board copies of any such books, records and compilations. In all contracts or subcontracts entered into by the Applicant concerning the project, a provision must be included requiring similar access by the Board to the contractor's or subcontractor's books, records and other compilations of data which pertain to the project according to Executive Order 195: Vendor Contracts of April 27, 1981;

30. that the Applicant will file all required reports and the Board will be notified when the approved public library project is completed and a certified reporting of expenditures by category, financial sources and other documentation will be supplied to the Board by the Applicant within six months of project completion;

31. that all grant funds received by the Applicant from the Massachusetts Public Library Construction Program will be placed in an interest bearing account separate from other Applicant accounts. All grant funds, including interest income, will be retained in this account until they are expended for purposes specified in the construction grant application. Purposes specifically excluded include all those specified in 605 CMR 6.02: Definitions Eligible Costs;

32. that the Applicant will file a final evaluation form on the performance of contractors on the project as required by the Division of Capital Asset Management and Maintenance (DCAMM) upon completion of the project;

33. that construction will begin in the fiscal year immediately following the date of acceptance by Board staff of the final project construction documents;

34. that a copy of the as-built drawings, in paper or electronic form, will be supplied to the Board within 60 days after issuance of Certificate of Occupancy;

35. that the Applicant has clear title to the project site or a lease of at least 99 years;

36. that the project site will remain as described in the application and approved at the time of award or Waiting List placement;

37. that the construction process will comply with all current state and local building codes for libraries and all applicable standards and procedures;

38. that the completed project will meet or exceed a building efficiency rating of 65%.

4. APPLICATION CERTIFICATIONS

We the undersigned, having official responsibility for the project herein described, do hereby attest to the facts and figures presented as true to the best of our knowledge and belief and do hereby certify our intent to carry out all the provisions and conditions agreed/delineated in this application. At least one person officially representing the town and one library trustee representing the library must sign. Name and title may be typed or legibly handwritten. Signature must be a certified digital signature or handwritten.

Name: Michele Regan-Ladd

Title and Board/Committee: Co-Chair, MNSpear Board of Trustees

Signature: Michele Regan-Ladd Date: 12/1/2021

Name: Kate Cell

Title and Board/Committee: Co-Chair, MN Spear Board of Trustees

Signature: Kate Cell Date: 12/1/2021

Name: RITA FARRELL

Title and Board/Committee: Selectboard, Chair

Signature: Rita Farrell Date: 12/1/21

Name: Melissa Makepeace-O'Neil

Title and Board/Committee: Select Board, Vice-Chair

Signature: Melissa Makepeace-O'Neil Date: 12/1/2021

Name: ERIC A. STOCKER

Title and Board/Committee: SELECT BOARD

Signature: Eric A. Stoker Date: 12/1/21

Name: _____

Name: Timothy Logan

Title and Board/Committee: Trustee

Signature: [Signature] Date: 11/30/21

Name: BRADLEY FOSTER

Title and Board/Committee: LIBRARY TRUSTEE TREASURER

Signature: [Signature] Date: 11/30/21

Name: Melanie DeSilva

Title and Board/Committee: Library Trustee Secretary

Signature: [Signature] Date: 11/30/21

Name: P. Savanna Ouellette

Title and Board/Committee: Library Trustee

Signature: [Signature] Date: 12-1-21

Name: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

Name: Rebecca E. Torres

Title and Board/Committee: Town Administrator

Signature: Rebecca E. Jones Date: 12/1/21

Name: Mary Anne Antonellis

Title and Board/Committee: Library Director

Signature: Mary Anne Antonellis Date: 12/1/21

Appendix A

Letter of Intent

Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

MASSACHUSETTS PUBLIC LIBRARY CONSTRUCTION PROGRAM (MPLCP)

LETTER OF INTENT SMALL LIBRARY PILOT PROJECT DUE JUNE 30, 2021

Please refer to the Program Notice for details about eligibility and application requirements for this pilot project.

Library: M.N. Spear Memorial Library Municipality: Shutesbury

Address: 10 Cooleyville Road, PO Box 256 Zip: 01072

Phone: 413-259-2049 E-mail: melissamakepeace@shutesbury.org

Submitter's* Name & Title: Melissa Makepeace-O'Neill, Chair, Selectboard

Submitter's Signature: Melissa Makepeace-O'Neill

A. ELIGIBILITY:

- | | |
|--|---|
| 1. The Applicant is a town with an official population of 2,000 or less as of 2021 | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. The Applicant is certified or has received a waiver in the FY2021 State Aid Program | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. The Library has completed a current strategic plan which is on file at the MBLC† | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. The Applicant has not received an MPLCP construction grant since July 1, 2001‡ | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 5. The Applicant town has the financial capacity to undertake a major capital project | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |

Notes:

* Must be an official town representative: Town Administrator, Select Board Chair, etc.

† If no, a current strategic plan must be submitted to the MBLC by October 1, 2021

‡ Excludes Planning & Design grants

STATEMENT OF NEED

Current Facility:

A library facility of 768 gross square feet currently exists and was constructed in 1902 and subsequently expanded/renovated in 2008. This facility does not meet the library service needs of the community for the following reasons:

The building's size prohibits adequately supporting:

- Collection growth
- Fostering literacy
- Expansion of programming
- Community social interaction

ABOUT THE TOWN

Shutesbury, perched in the eastern hills of Franklin County, is a rural residential community of approximately 1,700 residents. On Saturday, June 12, 2021, with only one no vote, Shutesbury Town Meeting overwhelmingly approved article 9, "To see if the Town of Shutesbury will vote to authorize the Selectboard and/or the Library Trustees to apply for state funds through the Massachusetts Public Library Construction Program (MPLCP) Small Library Pilot, which might be available to defray all or part of the cost of the design, construction and equipping of a new library project and to authorize the Library Building Committee and/or Selectboard and/or Library Trustees to accept and expend the MPLCP funds when received without further appropriation."

ABOUT THE LIBRARY

The M.N. Spear Memorial Library is a one-room, 768-square-foot, antique building largely unchanged since 1902. While electricity and high-speed internet are now available, the building still lacks running water. In 2008, a composting toilet and an accessibility ramp were added, but while patrons who use wheelchairs can now enter the building, the narrow aisles entirely prevent navigating freely through the stacks. Despite the building's limitations, demand for library services continues to increase. Shutesbury is a community of active and engaged library users: Fully 74% of residents have library cards. Circulation has increased 37% in the last ten years. Total circulation for each of the past five years has been more than three times the size of the collection. Shutesbury's circulation was the third highest compared to other libraries in our population group for fiscal year 2020.

Despite the lack of facilities both pre- and post-pandemic, the Library has been successful in offering library programming to the community, but never enough to meet demand. In fiscal year 2019, the Library provided 256 in-person programs with 3,059 participants. From weekly story time in the library to exercise classes in the basement of Town Hall to ice cream socials and community dinners at the Shutesbury Athletic Club, the Library is a traveling hub of activity and community cohesiveness.

THE COLLECTION

The Library has a carefully curated collection of 12,000 or so items packed into the tiny space, but for community of readers, that is not an adequate collection. Patrons can browse and find new and interesting items on the shelves, but space constraints result in demand far exceeding availability. A prolific reader of a particular genre can quickly read their way through the choices. We attempt to address those limits with membership in the Central and Western Massachusetts Resource Sharing Network: some patrons browse the online catalog to find needed items, while others ask staff for help. But often a patron needs something now—tonight—so a system of ordering and waiting does not serve them well.

Every library maintains a fresh and relevant collection through a revolving process of acquisition and deaccessioning. Small libraries are forced to weed more aggressively. Twice last week, visitors asked where we put all the new books. Nobody likes to talk about weeding, so we tell a vague story about old and damaged items being removed. But the reality of this small library is that more often than we'd like, we are forced to remove items that townspeople might enjoy finding on the shelves.

FOSTERING LITERACY

There is nothing more important to the Library staff, Friends, and Trustees than fostering literacy in Shutesbury's children. Every year there are a handful of children who read 10-20 chapter books a week. These kids finish the series on our shelves quickly and are forced to place holds to bring in books from larger libraries. Their parents, and the parents of all our child patrons, rely on our imaginative and logistical help to keep the reading fire lit—a challenge the staff enthusiastically embraces, but could meet more effectively with room for a larger collection. A weekly storytime, designed to engage the community's smallest children in pre-literacy skills, is well attended. The cramped space makes storytime a challenge or even impossible for active children.

EXPANSION OF PROGRAMMING

The confines of the current building make the growing demand for expanded programming nearly impossible to satisfy. The town's small, mostly volunteer government is ill-equipped to provide more than basic services. The Library, though, has a full-time director who coordinates with other town departments to provide extensive programming, most of which is held in borrowed spaces, outdoors, or in the cramped space made available by moving the Library's portable media shelves. Moving the shelf units to make space for small programs obstructs access to parts of the collection, so programs can only be held when the Library is closed.

- The lack of storage and staff workspace is limiting. Some examples:
 - Preparation of take-home activity kits has to happen in a room in the library director's home. While last summer's COVID closure allowed staff to do this work on tables in the Library, this summer's opening for limited in-person browsing leaves no assembly space.
 - A diversity and inclusivity grant funded the creation of a collection of Storywalks®. These proved a popular source of enrichment for people of all ages—a safe, free, nearby diversion during a time of isolation. The value of the Storywalks® to the community is meaningful but the logistics of managing an ongoing project like this (three Storywalks® every other week, from April through November, with inadequate staff workspace and no storage) is a challenge.

COMMUNITY SERVICES

Services such as fitness clubs, movie theatres, coffee shops—places where people might gather and have intentional or passive social interactions—are entirely lacking in Shutesbury. With the exception of a private bar, the only public gathering place is the Library. And in a small community, the public library can become an extension of home, a communal living room. The M.N. Spear Memorial Library is one of few publicly accessible social resources in Shutesbury. In a town where a third of the residents are 55 and older, social isolation and loneliness are real concerns.

In *Palaces for the People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life*, Eric Klinenberg posits that the social cohesion that forms through day-to-day library interactions carries over into times of crisis. COVID tested Shutesbury as no other event has. As Klinenberg's thesis predicts, the Library has proved a tether for many isolated residents. When townspeople were faced with isolation, the Library reinvented its services. Programming was quickly moved online, creating a virtual space for friends and neighbors to connect, Storywalks® were assembled and installed in three locations, digital resources were expanded, and the physical collection was available through curbside pickup. When the virtual once again becomes communal, the Library is poised to answer.

However, despite its best will and intentions, with no running water and only a composting toilet, the Library is limited in its ability to serve families with young children or the elderly. The small space precludes extended visits, meetings, and social and community service activities.

The Library has functioned as an unofficial cooling center on hot days for years, sometimes offering extended hours to give people a break from dangerous heat. It is the only public building in town with air conditioning (the main silver lining of a small space is that it is easier to cool). Two summers ago, heat waves caused temperature and humidity indexes so high to be a danger to some residents, but the Library was able to offer respite. One recent study[§] projects that without swift action to reduce global warming pollution, Franklin County could see 26 additional days with heat indexes above 90°F in the next 15 – 45 years; two full weeks with heat indexes above 100° by the end of the century. As climate change accelerates, we foresee a population at risk from extreme heat in the summer and from less predictable winter weather as well.

ONGOING TOWN FINANCIAL SUPPORT

For the ninth consecutive year, Town Meeting approved an appropriation of \$25,000 to a town-held Library Capital Building Fund. The fund, established in 2007, now totals \$252,700. More impressively, the creative and sustained fundraising efforts of the Friends of the M.N. Spear Memorial Library and its supporters have saved significant private funds for a new Shutesbury Library. This year alone, the Friends raised \$21,000 on Library Giving Day and an additional \$2,300 from a community library celebration tag sale. In total, the Friends have raised \$263,994, mostly since 2012, from an adult population of roughly 1,500 citizens. The two funds combine to equal \$516,694 in community financial support for a new library.

[§] Dahl, Kristina et al 2017 Increased frequency of and population exposure to extreme heat index days in the United States during the 21st century *Environ. Res. Commun.* **1** 075002. See [here](#) for estimates for Franklin County, MA.

SHUTESBURY STORIES

Jason, a service coordinator for an IT company, often stops into the Library on his way home from work, before picking kids up from school. He chooses audiobooks for his commute, some DVDs to watch with his wife Julie and others to watch with his kids: he picks treasures from his childhood as well as contemporary movies and TV shows. Jason also visits with his children, who choose their own books and DVDs. His visits are part of a comforting routine for Jason—a place where he is welcome and expected, where he can unwind from his workday and spend time with his family.

Melissa brings her three daughters to visit every Friday. Each girl browses while Melissa visits with library staff or other library users. Because there is no quiet corner in the tiny library, the oldest heads out to the car to start reading while the rest of the family continues to browse.

Ten-year-old Miranda has been visiting the library since she was born. Once, when she was four, her mother brought her to the Library to pick up a book she had been waiting for. Upon arriving at the library, mom took a phone call in the parking lot. Miranda marched herself into the library and delightfully asked, “where’s my book?”

Allison, a recent high school graduate, calls the Library a “refuge” and says, “Books have brought me comfort, self-discovery, and adventure, and were always a safe space I could go to if I needed to escape from the outside world.” Allison read through most of our young adult collection by the time she was 14. Then, her reading outpaced collection development and was limited by waiting for holds to arrive. Allison says, “I am excited to see what the Shutesbury Library could become with a larger space and more resources.”

CONCLUSION

The M.N. Spear Memorial Library is fully dedicated to meeting the diverse library needs in our community. The lack of space weighs increasingly heavily on the town and patrons and stands in the way of realizing the creativity, energy, dedication, and outpouring of community support that the Library garners. The Library staff, Trustees, and indeed the town, are ready to build the library Shutesbury needs.

“The Library has been such a hub of community for my children, for me,” said resident and Hugo Award winner [Suzanne Palmer](#). “What you have managed with a library so small and with no running water is a testament to how much everyone here cares. I can’t wait to see what the next chapter brings.”

Appendix B

Library Building Program Attached Charts

**M. N. Spear Memorial Library
Library Building Program
December 1, 2021**



**Prepared by the M. N. Spear Memorial Library
Board of Trustees and Library Director
Co-chairs:** Kate Cell, Michele Regan-Ladd
Members: Melanie DeSilva, Bradley Foster,
Timothy Logan, Savanna Ouellette
Library Director: Mary Anne Antonellis

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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:

<u>Shutesbury, Massachusetts</u>	
<u>Population Demographics</u>	
<u>from 2020 Census</u>	
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:

<u>Education Demographics</u>	
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 indicated 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			
		<u>circ.</u>	
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?”

<u>Children’s Circulation and Holdings</u>							
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.

<u>Young Adult Circulation and Holdings</u>				
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.

<u>Total Circulation and Inter Library Loans Received</u>		
Fiscal Year	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.

<u>Inter-Library Loan</u>			
<u>Percentage of Local Circulations</u>			
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 need storage and assembly space.

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

<u>Adult Programs</u>	
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

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

<u>Volume of Children's and Adult Programs</u>				
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.

<u>Visits to the Library</u>	
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 \$305,374 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.

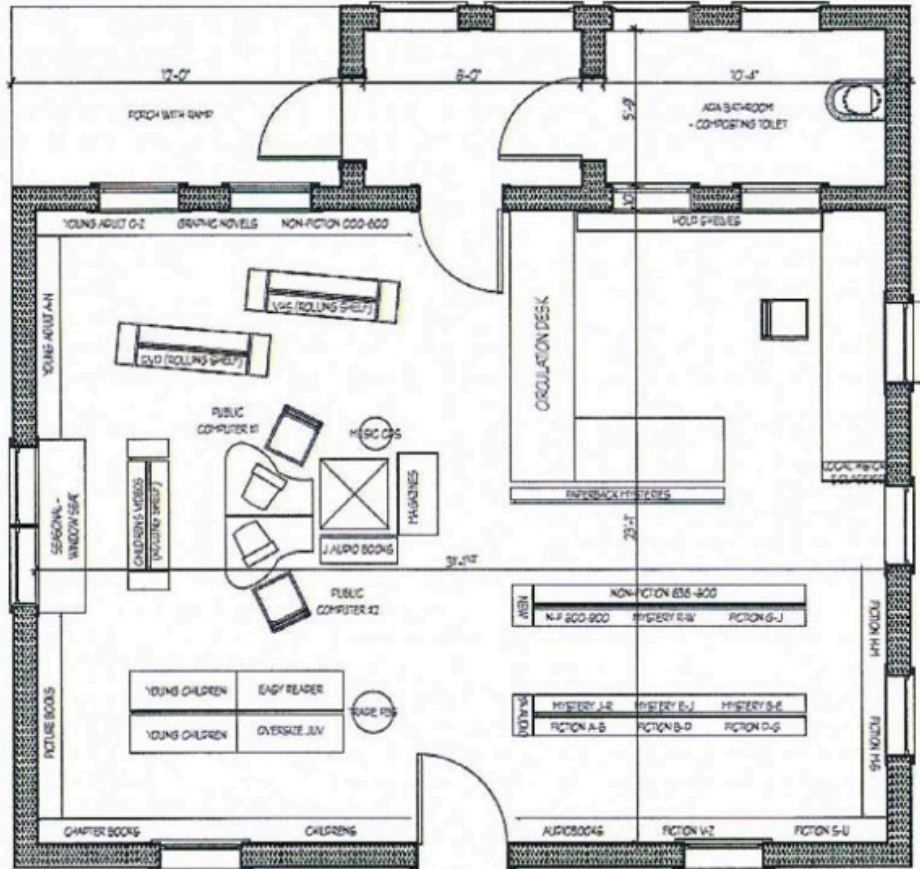
EXISTING FACILITY AREA DESCRIPTIONS

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
 - Multi-use rooms for quiet study, tutoring rooms, and small meetings
 - 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
 - An efficient drop-box system so that materials deposited when the Library is closed can be retrieved from inside the building
 - 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:
 - Comfortable seats for reading
 - Table and desk seating for computer work and other study
 - A white board for use at meetings
 - 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:
 - A porch or patio with seating and sun protection
 - 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:
 - Laptops, tablets, and e-readers
 - 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.
 - *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.
 - *Aging demographics.* Shutesbury's population has been steadily aging, which may imply the need for new services in the near term.
 - *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 Center's 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 \$558,074 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 Mobile, double faced, steel shelving with slat wall display end panels 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. When users enter the Library, the adult book section will be highly visible with the stacks integrated into the adult services area. 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. Uniformly organized shelf units, making wayfinding easy. Excellent overhead lighting, running perpendicular to shelving units. enhanced by natural lighting from clerestory windows. 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 4 chairs
Shelving	
Book Capacity	
Equipment	2 desktop computers Electrical outlets/USB ports Ethernet ports Wi-Fi
Close Proximity To	Circulation desk
Distant From	Children's room, windows, noisy areas
Area Required	100 square feet
Architectural Details	Electrical outlets. Excellent overhead lighting. Resilient floors. 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 1 straight back chair for note taking at table 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. Sound dampening flooring. Electrical outlets. 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.

	<p>Large, operable windows for natural lighting and ventilation.</p> <p>Dimmable overhead lighting.</p> <p>Good acoustical separation.</p> <p>Electrical outlets, data ports.</p>
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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	<p>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.</p> <p>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.</p> <p>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.</p> <p>There are openings on each end of the desk to allow staff to easily exit the staff workspace to assist patrons throughout the library.</p> <p>The copier/printer will be placed at the end of the counter and be accessible to staff and patrons.</p> <p>A set of shelves and drawers under the desk for office supplies.</p> <p>Modular and flexible.</p> <p>Electrical aligned with where desk is located.</p>
User Seating	2
Furnishings	2 adjustable height, rolling office chairs Trash bin Recycle bin
Shelving	<p>Shelving for 200 inter-library loans and holds accessible to public and staff – near but not behind the circulation desk.</p> <p>Flexible shelving for Library of Things collection, 24 inches deep, 60 inches wide.</p> <p>Charging cart, storage for laptops, tablets.</p>
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 Flexible table seating for 35 Lectern
Shelving	none
Book Capacity	none
Equipment	Wall clock Wireless high-speed internet connection and data ports Microphone Retractable built-in projection screen or blank wall for projection or flat screen television Built-in sound system that can project into the overflow in lobby/reception area of library as needed Ceiling mounted data projector Room darkening shades to accommodate programming Picture hanging devices to exhibit artwork Ample wall mounted and floor mounted electrical outlets A/V equipment designed to accommodate hybrid virtual/in-person meetings Whiteboard on wheels 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	<p>Emergency egress.</p> <p>Resilient flooring with cushioning.</p> <p>Dimmable overhead lighting.</p> <p>Accessible when the Library is closed, with access to restrooms.</p> <p>Secure locks between meeting room and remainder of library.</p> <p>Large, operable windows to provide natural lighting, ventilation.</p> <p>Storage for all tables, chairs, lectern, program, and AV equipment.</p> <p>Good acoustical separation between program room and library.</p> <p>Wide openings into exterior programming space and interior overflow space with weatherproof (exterior) and soundproof (interior) doors.</p> <p>Attention to acoustical concerns so the space isn't echoey.</p>
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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 4 recycled plastic lounge chairs 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. Retractable mosquito screens. Wood or recycled board decking. Electrical outlets. Raised platform at one end for speakers and performers. 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 Bicycle rack Trash can Sandwich board signs
Shelving	
Book Capacity	
Equipment	Through wall, hard-wired, electronic lockers, in multiple sizes, accessible from staff workspace, for after-hours pickup Through wall, exterior book return that is accessible from staff workspace Wi-Fi Surveillance camera 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. Clear signage with hours and contact information. The lockers and exterior book return should be protected from inclement weather by adequate overhang. Exterior, motion sensor lighting. Skid-free, durable, easy to maintain exterior walkway between parking area, sidewalk, and entrance. 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 Mobile book cart
Shelving	
Book Capacity	
Equipment	
Close Proximity To	
Distant From	
Area Required	48 square feet
Architectural Details	Excellent overhead lighting. Fire safe separation. Space to move book trucks in and out. 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 Recycle bin Compost bucket
Shelving	
Book Capacity	
Equipment	Fire extinguisher Sink Microwave Refrigerator Dishwasher 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. Exhaust fan. Electrical outlets for small appliances. Resilient, easy to clean flooring. 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.

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

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	<p>Attached to back of building with roofline that extends from the building.</p> <p>Fully secure, animal proof construction.</p> <p>Lockable double doors.</p> <p>Concrete flooring.</p> <p>Overhead lighting.</p>

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 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. 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 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. Overhead lighting. Close to windows with natural lighting. No skylights or atrium. 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 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. Resilient flooring. Door with window. Good acoustical separation. 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 1 staff desk – from current library 1 worktable – from current library 2 adjustable height office chairs Book truck File cabinet 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. Excellent overhead lighting. Wall with large windows with sightlines into entrance and circulation desk area. Lockable door. Acoustical separation from circulation area. Wall mounted cabinets and shelving for equipment and supplies. 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 Small table, 2 chairs
Shelving	114 linear feet for fiction and non-fiction 32 linear feet for Manga
Book Capacity	1,000 fiction and non-fiction, 400 Manga 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. Double wide sliding glass doors can be closed for sound control. 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. Windows with shades. Electrical outlets. Dimmable overhead lighting. Good acoustical separation. 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

<u>Summary of Spaces and Sizes</u>	
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



Assigned** Area Name	Estimated Size (sq ft)	Volumes	AV Materials	Periodicals	Public Computer Stations***	Staff Computer Stations	Dedicated OPACs	Self Check Stations	Lounge Seats*	Table/ Carrel Seats*	Total Reader Seats*	Program Seats*
Circulation/Service Desk	300	200				1		1		2		
Circ only or Circ&Tech Services Workroom & Offices												
Technical Services only Workroom & Offices	240									2		
Interior book return/lockers	48											
Adult & Teen												
Photocopier/Bus. Ctr.												
Browsing/New & AV	250	384							2		2	
Current Periodical Subscriptions	200	30							2	2	4	
Reference/Service Desk												
Reference/Reading Room												
Internet/Tech Commons	100				2					4		
Adult Collections	460	6000	2700	30								
Adult Quiet Reading	100								2	1	3	
Local History												
Teen Room	200	1200							2	2	4	
Other Adult/Teen (list below)												
Children's Services												
Service Desk												
Workroom & Offices												
Seating, collection & other public areas	900	7000	560	3					4	4	8	
Program Room												
Other Children's (list below)												
Community Meeting Space												
Café*												
Meeting /Multipurpose Room(s)*	700											50
Meeting Room Kitchenette	80											
Meeting Room Storage	150											
Conference Room*												
Quiet/Group Study(s)*	200									8	8	
Makerspace/Creativity Lab*												
Classroom/Computer Lab*												
Other Meeting Spaces (list below)												
Admin & Other Areas												
Director's Office	80					1				2		
Admin Asst Office												

Assist Director's Office												
Custodial Off/Workrm												
Server/Network Room												
Staff Break Room												
Friends/Book Sale												
Other Assigned** Areas (list below)												
Lobby	200											
Restrooms												
Telecom closet	15											
		Total Vols	Total A/V	Total Periodicals	Total Public Computer Stations	Total Staff Computer Stations	Total OPACs	Total Self Check	Total Lounge Seats	Total Table/ Carrel Seats	Total Reader Seats	Total Program Seats
		14814	3260	33	2	2	0	1	12	27	29	50
Total Assigned (net) SF	4223											
Unassigned Area @ ___ % in SF	1267											
Total Estimated Gross SF	5490											

***Seating guide**

Lounge Seats:	Includes all soft seats, including sofas, loveseats, and easy chairs
Table Seats:	Includes all upright chairs and stools normally used at a table or counter
Program Seats:	Includes all seats in public areas that are not available for open access use, such as meeting room chairs. Includes group study rooms and any rooms that are normally reserved
	Does not include quiet study rooms or areas that have open access
Notes about seating:	For rooms with movable or stacking chairs, count the number of seats available in the typical everyday setup
	Please count each chair only once
	Do not count chairs at computers or other equipment (microfilm/fiche, etc) as reader seats.

**** Assigned areas are spaces with programmed functions. Typical unassigned areas include hallways, stairways, lobbies, and building support spaces like mechanical, electrical, etc.**

***** Includes microfilm/fiche readers, scanners, assistive devices, etc. -- any machine that has a separate chair**

Note: all areas listed are suggestions -- change, add or subtract as applicable to your project

LIBRARY NAME: M.N. Spear Memorial Library
DATE: 11/29/21

	Current Holdings	Building Program Capacity
Print volumes- Adult	3482	6000
Print volumes- Teen	767	1400
Print volumes- Children	3787	7000
Print volumes- Other	493	0
TOTAL PRINT VOLUMES	8529	14400
DVDs/Videotapes	2601	2400
Music Recordings	300	300
Audiobooks	667	560
Other A/V Materials	10	40
TOTAL AUDIOVISUAL	3578	3300
TOTAL NO. PERIODICAL SUBSCRIPTIONS	30	30
TOTAL LIBRARY OF THINGS MATERIALS	78	150
Seating- Adult	1	21
Seating- Teen	0	4
Seating- Children	0	8
TOTAL SEATING	1	33
Fixed Computer Stations-Adult	2	2
Fixed Computer Stations-Teen	0	0
Fixed Computer Stations-Children	0	0
TOTAL FIXED COMPUTER STATIONS	2	2
Parking Spaces- Staff	0	0
Dedicated Parking Spaces-Library Patrons	7	?
TOTAL LIBRARY PARKING SPACES	7	0
FTE Professional Staff	1	1
FTE Non-professional staff	0.5	0.5
TOTAL STAFF FTE	1.5	1.5
Meeting Room Seats	0	50
Other Conference/Meeting Room Seats	0	8
Programming/Activity Seats	0	10

M.N. Spear Memorial Library, Shutesbury, MA
11/29/21

Projected Space Needs: Collections				
	Current Holdings	Linear Feet	Projected Holdings	Linear Feet
PRINT				
Adult New/Rental				
Adult Fiction	2225	230	3600	360
Adult Nonfiction	1257	104.5	2400	240
Reference	0	0	0	0
Adult Periodicals	30		30	36
Teen Fiction	617	72	900	82
Teen Nonfiction	0	0	100	10
Teen Manga	150	9	400	25
Children's Board Books	135	3.5	200	20
Children's Fiction	1615	57	2400	218
Children's Easy Readers	390	6	600	27
Children's Chapter Books	400	14	800	35
Children's Nonfiction	352	13.6	1000	67
Children's Picture Books	895	30	2000	106
Children's Periodicals	3	2	3	3
Total Print	8069	541.6	14433	1229
NONPRINT				
Adult Audiobooks	400	50	400	50
Adult DVD/VHS	2000	100	2000	100
Adult Library of Things	55	12*	100	150**
Teen Audiobooks	46	14	46	14
Teen DVDs/VHSs	0	0	0	0
Teen Library of Things	0	0	0	0
Children's Audiobooks	221	20	220	20
Children's DVDs/VHSs	479	24	400	20
Children's Library of Things	30	3	60	42
Total Nonprint	3231	211	3226	246
OTHER				
Other:				
Other:				
Total Other	0	0	0	0

*Kayaks are stored off-site.

Kayaks will be stored off-site in-season and in the outdoor storage shed off-season.

M.N. Spear Memorial Library, Shutesbury, MA

11/29/21

Projected Space Needs: Seating				
	Current Seat Count	Square Feet	Projected Seat Count	Square Feet
ADULT				
Reader Seating	0		9	300
Computer Seating	2	13	4	100
Collaborative Seating	0			
Individual Study Room Seating	0		8	200
Total Adult	2	13	21	600
TEEN				
Reader Seating	0		4	200
Computer Seating	0			
Collaborative Seating	0			
Individual Study Room Seating	0			
Total Teen	0	0	4	200
CHILDREN'S				
Preschool Age Reader Seating	0			
Elementary Age Reader Seating	0		4	100
Adult/Family Reader Seating	0		4	100
Computer Seating	0			
Preschool Age Collaborative Seating	0			
Elementary Age Collaborative Seating	0			
Children's Play Space Seating	0			
Individual Study Room Seating	0			
Storytime/Craft Room Seating	0			
Total Children's	0	0	8	200
OTHER				
Other:	0			
Other:	0			
Other:	0			
Total Other	0	0	0	0

M.N. Spear Memorial Library, Shutesbury, MA
11/29/21

Projected Space Needs: Meeting Rooms				
	Current Seat Count	Square Feet	Projected Seat Count	Square Feet
Meeting/Community Room Seating	0	0	50	700
Meeting/Community Room Kitchenette				
Meeting/Community Room Storage	0	0	60	150
Conference Room Seating				
Makerspace Seating				
Makerspace Storage				
Large Quiet Study Room Seating				
Computer Lab/Classroom Seating				
Local History Room Seating				
Café Seating				
Other:				
Other:				

M.N. Spear Memorial Library, Shutesbury, MA

11/29/21

Projected Space Needs: Staff Space/General				
	Current Seat Count	Square Feet	Projected Seat Count	Square Feet
Circulation Desk	1	50	2	200
Circulation Workroom	1	50	2	200
Autosort Room				
Reference Desk				
Reference Office/Workroom				
Photocopier/Business Center				
Technical Services Office/Workroom				
Teen Desk				
Children's Desk				
Youth Services Office/Workroom				
Director's Office			2	80
Administrative Assistant's Office				
Assistant Director's Office				
Custodial Office/Workshop				
Server/Network Room			0	15
Staff Break Room				
Friends/Book Sale				
Other:				
Other:				

M.N. Spear Memorial Library, Shutesbury, MA

11/29/21

Appendix C

Deed for Proposed Building Site

Affected Premises: 66 Leverett Road
Shutesbury, MA

MASSACHUSETTS QUITCLAIM DEED

KNOW ALL BY THESE PRESENTS THAT

BARRY L. ROBERTS

of Amherst, Hampshire County, Massachusetts

for consideration paid and in full consideration of

TWO HUNDRED TWELVE THOUSAND FIVE HUNDRED AND 00/100 DOLLARS
(\$212,500.00)

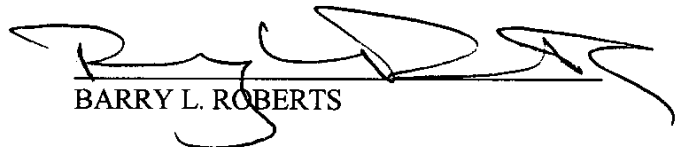
grants to THE INHABITANTS OF THE TOWN OF SHUTESBURY

of c/o Board of Selectmen, Town Hall, Shutesbury, MA 01072

with *quitclaim covenants*

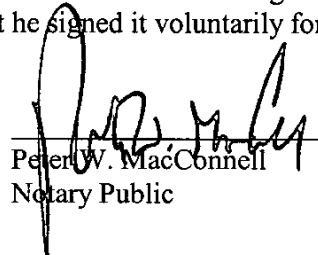
The land described on EXHIBIT "A" attached hereto and incorporated herein by reference.

WITNESS my hand and seal this 28th day of September, 2004.


BARRY L. ROBERTS

COMMONWEALTH OF MASSACHUSETTS
Hampshire, ss.

On this 28th day of September, 2004, before me, the undersigned notary public, personally appeared Barry L. Roberts proved to me through satisfactory evidence of identification, which was that he was personally known to me to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.


Peter W. MacConnell
Notary Public

My Commission Expires: December 19, 2008



2004 00016147

Bk: 4708 Pg: 107 Doc: DEED
Page: 1 of 2 09/30/2004 10:04 AM

EXHIBIT "A"

A parcel of land in Shutesbury, Franklin County, Massachusetts, with the buildings thereon, on the Southerly side of the highway leading from Shutesbury Centre to Leverett, bounded and described as follows:

Beginning at a stone post at the northeasterly corner of said land, on the southerly side of the highway from Shutesbury Centre to Leverett; thence running southerly (about S. 10 degrees 10 minutes W) by land now or formerly of Carrie A. Moody and Mary I. Clark 26 rods and 4 links to a stake and stones; thence southwesterly (about N 19 degrees W) 113 rods 17 links by land of said Moody and Clark to a stake and stones at land now or formerly of Harry W. Fitts; thence North 85 degrees 50 Minutes West by land of said Fitts and by a stonewall 21 rods and 20 links to a stake and stones; thence North 18 degrees 20 minutes East by land of said Fitts (formerly Carrie A. Moody) and land now or formerly of Willard R. Wood 97 rods to an iron pipe and stones; thence North 8 degrees 35 minutes East 41 rods 13 links by land of said Wood to an iron pipe in the wall on the southerly side of the above named highway; thence South 87 degrees 35 minutes East by said highway 26 rods to the first mentioned corner; containing 19 acres and 48 square rods, be the same more or less.

Hereby conveying the same premises conveyed by deed of Lewis a. Taylor and Barbara A. Taylor to Barry L. Roberts, dated April 6, 2004 and recorded in the Franklin County Registry of Deeds in Book 4562, Page 253.

ATTEST: FRANKLIN COUNTY, MASS. H. Peter Wood, Register

Appendix D

Geotechnical Report

including:

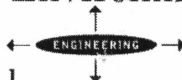
**Geotechnical Report, Site Map, Site Plan,
Boring Logs, and Percolation Test**

Geotechnical Report by Geotechnical Consultant

Environmental Safety Health Geotechnical

O'Reilly, Talbot & Okun

[A S S O C I A T E S]



293 Bridge Street
Suite 500
Springfield, MA 01103
Tel 413 788 6222
Fax 413 788 8830
www.oto-env.com

J0762-02-01
September 8, 2010

Ms. Rebecca Torres
Town Administrator
Town of Shutesbury
P.O. Box 276
Shutesbury, Massachusetts 01072

Re: Geotechnical Engineering Recommendations
Proposed M.N. Spear Memorial Library
Shutesbury, Massachusetts

Dear Ms. Torres:

We are pleased to provide this letter report summarizing our geotechnical engineering recommendations for the proposed M.N. Spear Memorial Library, to be located at 66 Leverett Road in Shutesbury, Massachusetts. A Site Locus is provided as Figure 1. A Site Plan is provided as Figure 2. Our geotechnical study is based upon four soil borings. Our services consisted of the full-time observation of the borings, review of the logs and soil samples, engineering analyses, and preparation of this report. This report is subject to the attached limitations.

PROJECT DESCRIPTION

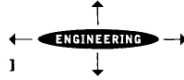
Project plans call for the construction of an approximately 7,000 square foot building. The one-story building will be a slab-on-grade structure, with a steel and wood frame. Maximum column loads are expected to be on the order of 150 kips.

Existing site topography slopes downward from the south to the north. In the vicinity of the building, the ground surface elevation ranges from 1178 feet (southwest corner) to 1174 (northeast corner). We understand that the finished floorslab for the site building will be at an elevation of 1177.25 feet. Therefore, the maximum cut or fill is expected to be on the order of four feet.

We understand that the existing garage will be demolished as part of the project and that parking and access roads will be located in the eastern portion of the site.

SUBSURFACE EXPLORATIONS

Subsurface explorations consisted of four soil borings (SL-1 through SL-4) performed by Seaboard Drilling of Chicopee, Massachusetts on June 23, 2010. The borings were performed using a truck mounted drill rig equipped with hollow stem augers. The borings were extended until drilling refusal, to a depth of between 18 and 21.5 feet below ground



surface (corresponding to elevations between 1153.5 and 1155.5 feet). An O'Reilly, Talbot & Okun Associates, Inc. (OTO) field engineer observed and logged each boring. Boring locations are shown on Figure 2. Note that the borings were performed at locations based upon a previous proposed footprint location, and that the current design shifts the building slightly to the south. Based upon local geology, the lack of variation between the borings performed, and the subsurface conditions, we would expect subsurface conditions to be similar between the two locations. Boring logs are attached.

Soil samples were collected in the borings using a 2-inch diameter split spoon sampler driven 24-inches with a 140 pound hammer falling 30 inches (standard penetration test or SPT). The number of blows required to drive the sampler each 6 inches was recorded. The standard penetration resistance is the number of blows required to drive the sampler the middle 12 inches. Soil properties, such as strength and density, are related to the SPT blow count.

SUBSURFACE CONDITIONS

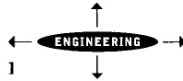
Soil conditions are favorable for the proposed development. In general, subsurface conditions consisted of a surface topsoil layer underlain by dense fine sand and silt deposits. Soil boring logs are attached.

Soil conditions were similar in each of the borings. No significant amounts of fill, organic soils or deleterious materials were observed in the borings. Topsoil ranged in thickness from six to eight inches. Soils encountered below the surface topsoil layer consisted of medium dense to very dense, gray, fine sand with little amounts of silt and trace medium to coarse sand and gravel. The fine sand extended to the maximum depth explored. Auger refusal was encountered at a depth between 18 and 21.5 feet below grade (corresponding to elevations between 1153.5 and 1155.5 feet). Auger refusals were likely upon bedrock. The locations of the borings are shown on Figure 2.

At the time of drilling, groundwater was encountered in three of the four borings. The depth to groundwater varied greatly between borings, indicating the presence of perched groundwater layers. Groundwater was encountered in borings SL-2, SL-3 and SL-4 at a depth of 3, 7 and 15 feet below existing ground surface, respectively (corresponding to elevations of 1162, 1167 and 1170 feet, respectively). However, based upon the proposed slab elevation (1177.25), groundwater is not expected to impact the proposed building. Recommendations for water control during construction are provided below.

GEOTECHNICAL ISSUES

The significant geotechnical issues for the proposed construction addressed in this report are foundation bearing capacity and settlement, and the suitability of on-site materials for use in engineered fills.



DESIGN RECOMMENDATIONS

The following recommendations are provide for the assumed construction.

Foundations

The proposed building can be founded on normal spread footing foundations bearing on compacted Sand and Gravel fill or on the native granular soils. Boring data indicates that soils at the footing level should consist of fine sand with some to little silt. Given the high fine sand and silt content of the near surface soils, these soils may become easily disturbed during wet periods and will not easily drain or sufficiently dry in order to compact. Therefore, we recommend that the footings be over excavated by 6-inches and that at least 6 inches of ¾-inch Crushed Stone be placed beneath footings to provide a firm working surface. If wet weather occurs, the contractor should construct shallow sumps within the crushed stone to facilitate dewatering. We recommend that a maximum allowable bearing pressure of 4,500 pounds per square foot be used for design.

We recommend that exterior footings be embedded a minimum of 48 inches below the lowest adjacent exterior grade for frost protection. Interior footings should bear at least two feet below the lowest adjacent slab elevation. Conventional spread footings shall be at least 18 inches wide for continuous footings and at least 24 inches wide for isolated footings. All other applicable requirements of the Massachusetts State Building Code (MSBC) should be followed.

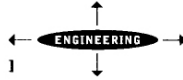
We estimate that settlement of footings and slabs bearing on the dense native soils or compacted fill should be small and largely elastic in nature. Maximum settlements should be less than ½ inch and should occur relatively quickly after load application (during construction).

If winter construction occurs, footings should not be placed on frozen soils. Footing excavations should be free of loose or disturbed materials. Any boulders or cobbles larger than 4 inches in diameter should be removed from within one foot of the bottom of the footings and replaced with Sand and Gravel fill.

Seismic Considerations

Earthquake loadings must be considered under requirements in Section 1615 and 1804 of the 7th Edition (September 2008) Massachusetts State Building Code (MSBC). Note that Section 1615.0 includes Sections with prefix of "9" which refer to the applicable section of ASCE 7.

Section 1615 covers lateral forces imposed on structures from earthquake shaking. Per Table 1604.10, the maximum considered earthquake spectral response accelerations at short periods (S_1) and at 1-sec (S_1) for Shutesbury, Massachusetts were determined to be 0.23 and 0.068, respectively. In addition, the Site Class was determined to be Class C based upon soil



data. Furthermore, the site coefficients F_s and F_v were determined according to Tables 9.4.1.2.4a and 9.4.1.2.4b using both the S_s and S_v values and the Site Class. For this site, F_s and F_v were determined to be 1.2 and 1.7, respectively.

Section 1804.6 relates to the liquefaction potential of the underlying soils. Based upon density, the dense natural fine sand would not be considered susceptible to liquefaction.

Concrete Slabs

We recommend that concrete floor slabs bear on at least 12 inches of compacted Sand and Gravel or Crushed Stone to provide uniform support and a capillary moisture break. The subgrade should also be free of large boulders. The Sand and Gravel fill beneath the concrete slabs should meet the grain size distribution characteristics outlined in Table 2. Fill supporting slabs should be placed in accordance with the recommendations for compaction provided below.

Pavement Design

We understand that the proposed construction will involve the construction of parking areas and an access roadway. Recommended designs are presented for both loading conditions. Based upon these loadings, the proposed design sections are provided in Table 1.

Table 1
Pavement Design Sections

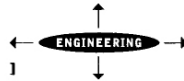
Layer	Thickness	
	Parking Areas	Access Roadways
Asphalt Finish Course	1 inch	1-1/2 inches
Asphalt Binder Course	1-1/2 inches	1-1/2 inches
Gravel Base Course	4 inches	4 inches
Sand & Gravel Subbase	6 inches	6 inches

Table 2 presents recommendations for gradation requirements for the Sand and Gravel fill. Please note that the Sand and Gravel specification matches that for Massachusetts DPW M1-03.0, Type A Sand-Gravel.

Earthwork Considerations

We anticipate that earthwork for this project will include cuts and fills to form the building pad, excavations for footings, placement of fills beneath footings, subgrade preparation and fills for pavements.

Any vegetation and organic soils should be stripped from beneath the proposed structures. Fill, debris, topsoil or organic soils stripped from the excavation should not be re-used as fill beneath structures. Any cobbles greater than 4-inch diameter encountered at the subgrade



for footings and slabs-on-grade should be removed and replaced with compacted Sand and Gravel fill. Compaction should achieve at least 95% of the Modified Proctor dry density as defined in ASTM D1557, Method C.

Four fill types are recommended: Crushed Stone for use beneath footings and slabs or for any excavations that may extend to the groundwater table; Sand and Gravel for use beneath pavements and for use within 12 inches beneath footings and floor slabs; Gravel Base Course for use beneath pavements; and Granular Fill for use at depths greater than 12 inches beneath footings and floor slabs and for use as miscellaneous fill. Grain size distribution requirements are presented in Table 2.

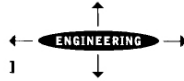
Table 2
Grain Size Distribution Requirements

Size	Sand and Gravel	Gravel Base Course	Crushed Stone	Granular Fill
Percent Finer by Weight				
4 inch	100	100	---	100
1 inch	---	---	100	---
3/4 inch	---	---	90-100	---
1/2 inch	50-85	50-85	10-50	---
3/8 inch	---	---	1-20	---
No. 4	40-75	40-75	0-5	---
No. 10	---	30-60	---	30-90
No. 40	10-35	10-35	---	10-70
No. 100	---	5-20	---	---
No. 200	0-8	2-10	---	0-15

The natural fine sand soils found on site may be suitable for use as Granular Fill but does not appear to meet requirements for Sand and Gravel or Gravel Base Course. If the contractor elects to use the on-site material as fill, we recommend that he collect a representative sample in a test pit and perform grain size distribution analysis to obtain approval by the engineer, prior to the start of construction. It appears that Sand and Gravel, Gravel Base Course and Crushed Stone will need to be imported.

Fill placed beneath footings and floor slabs should be densified to at least 95% of the Modified Proctor dry density as defined in ASTM D1557, Method C. Fill should be placed in lifts of no more than 12-inches and compacted with at least four passes with a vibrating drum roller (minimum of 6,000 pound weight). To facilitate compaction, the moisture content should be maintained at or near the optimum moisture content.

The contractor should note that the native fine sand and silt at the Site are susceptible to moisture, due to the high percentage of fines within the soil mass. If these soils become wet during construction, they will become soft and easily disturbed. During winter construction periods, the fine grained soils will tend to remain wet and can not be easily dried or

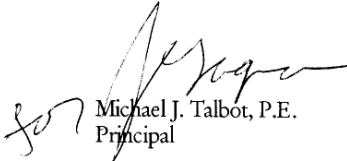


stabilized. It may be necessary to remove the disturbed soils and replace the materials with compacted Sand and Gravel. To avoid this potential issue, the contractor should establish and maintain proper drainage of soil surfaces.

We appreciated the opportunity to be of service on this project. If you have any questions, please call the undersigned.

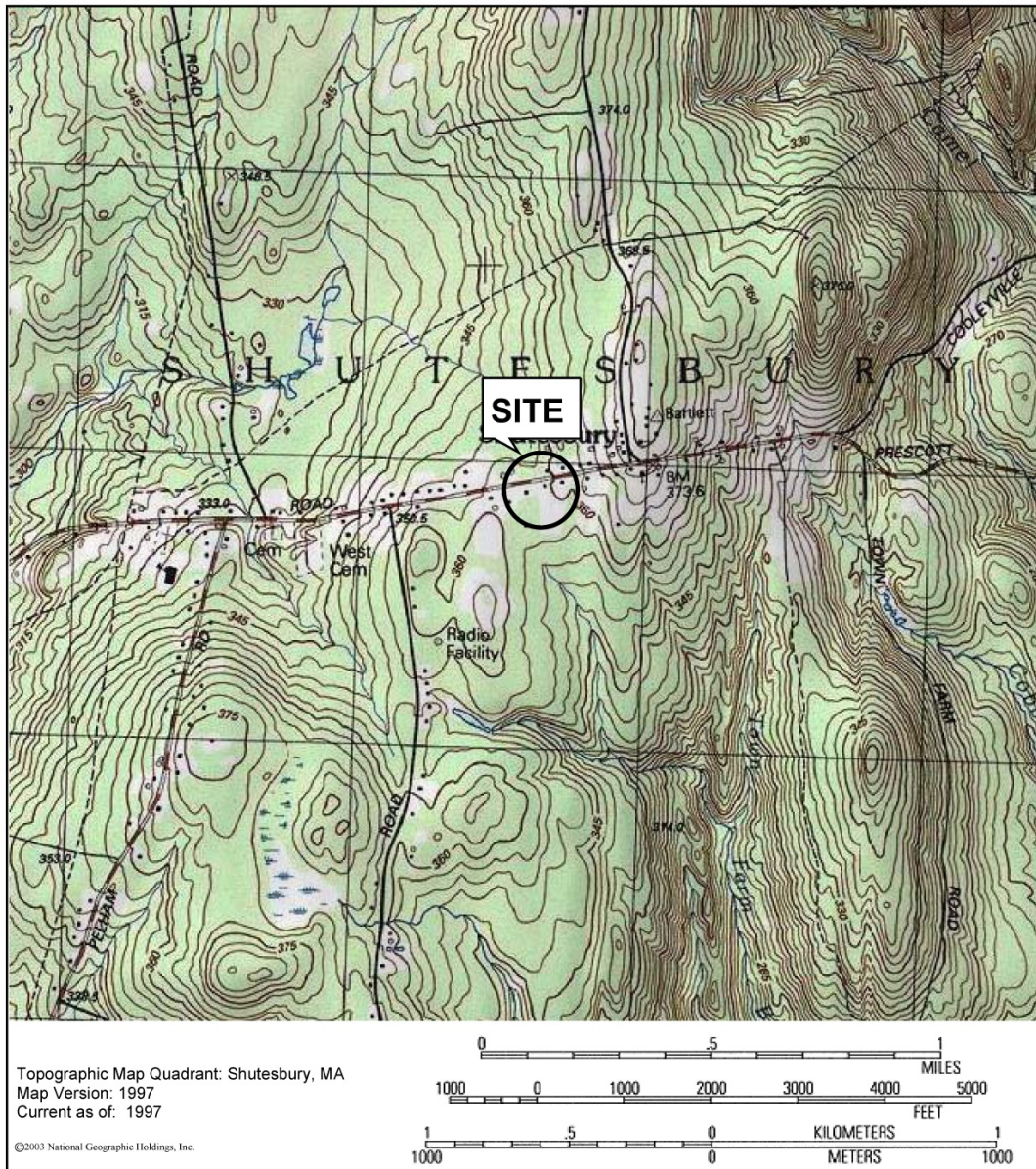
Sincerely yours,
O'Reilly, Talbot & Okun Associates, Inc.


Ashley L. Mickiewicz, P.E.
Project Engineer


Michael J. Talbot, P.E.
Principal

Attachments: Site Locus, Site Plan, Limitations, Boring Logs

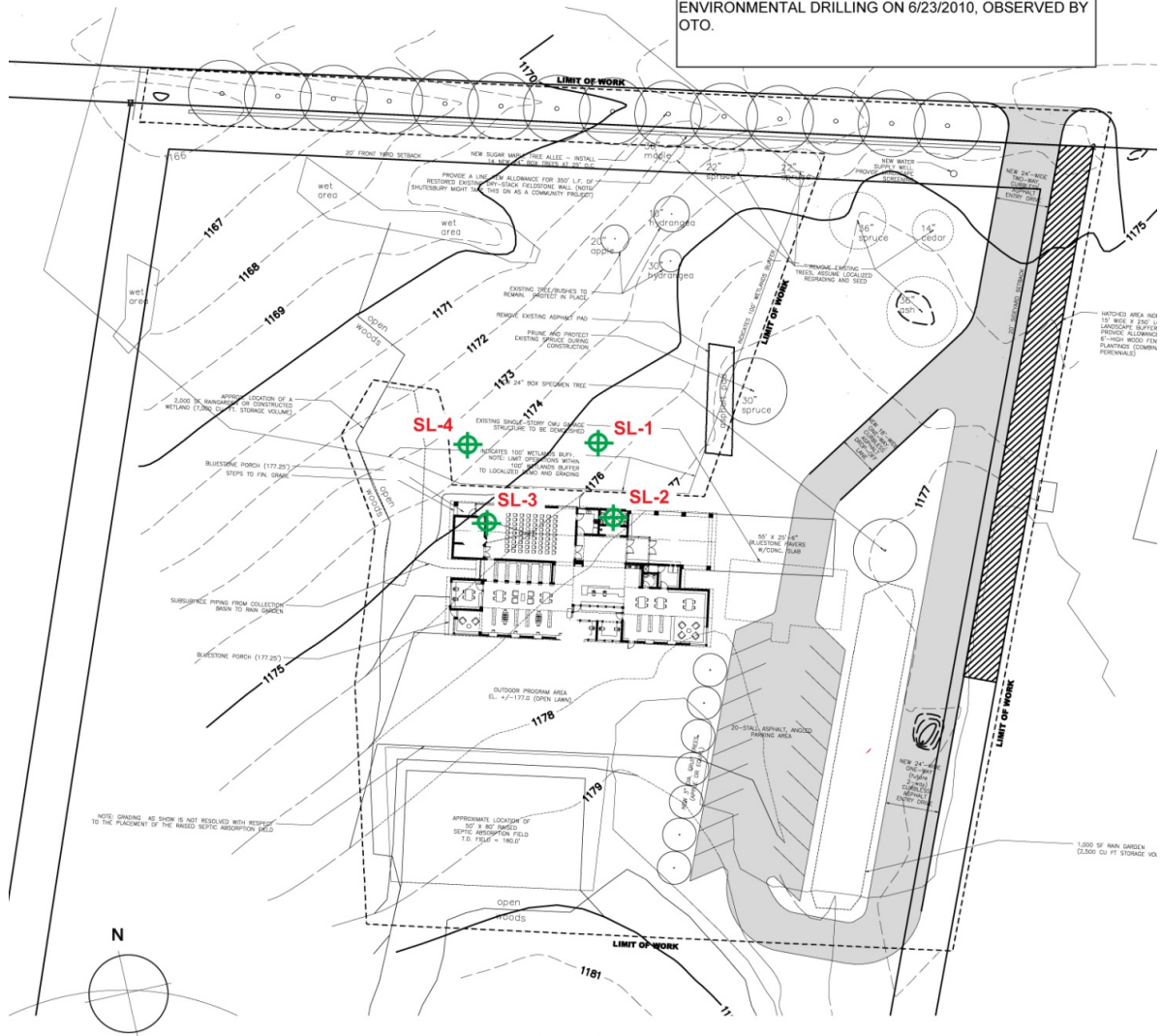
F:\J0700\762 DA Sullivan Construction\02-01 Shutesbury Library 66 Leverett Rd Shutesbury MA-Geotech Study\Report 9-8-2010.doc



<p>O'Reilly, Talbot & Okun [A S S O C I A T E S]</p> <p>← ENGINEERING →</p>	<p>66 Leverett Road Shutesbury, Massachusetts</p>
	<p>SITE LOCUS</p> <p>September, 2010 Figure 1</p>

FIGURE 2 - SITE PLAN

— SOIL BORINGS PERFORMED BY SEABOARD ENVIRONMENTAL DRILLING ON 6/23/2010, OBSERVED BY OTO.



Site Plan
Scale: 1" = 50'-0"



M.N. Spear Memorial Library 03.23.10 MBLC Meeting #2
Oudens Ello Architecture

LIMITATIONS

1. The observations presented in this report were made under the conditions described herein. The conclusions presented in this report were based solely upon the services described in the report and not on scientific tasks or procedures beyond the scope of the project or the time and budgetary constraints imposed by the client. The work described in this report was carried out in accordance with the Statement of Terms and Conditions attached to our proposal.
2. The analysis and recommendations submitted in this report are based in part upon the data obtained from widely spaced subsurface explorations. The nature and extent of variations between these explorations may not become evident until construction. If variations then appear evident, it may be necessary to reevaluate the recommendations of this report.
3. The generalized soil profile described in the text is intended to convey trends in subsurface conditions. The boundaries between strata are approximate and idealized and have been developed by interpretations of widely spaced explorations and samples; actual soil transitions are probably more erratic. For specific information, refer to the boring logs.
4. In the event that any changes in the nature, design or location of the proposed structures are planned, the conclusions and recommendations contained in this report shall not be considered valid unless the changes are reviewed and conclusions of this report modified or verified in writing by O'Reilly, Talbot & Okun Associates Inc. It is recommended that we be retained to provide a general review of final plans and specifications.
5. Our report was prepared for the exclusive benefit of our client. Reliance upon the report and its conclusions is not made to third parties or future property owners.

O'REILLY, TALBOT & OKUN ASSOCIATES, INC.
ENVIRONMENTAL AND GEOTECHNICAL ENGINEERING CONSULTANTS

LOG OF BORING SL-1

Page 1 OF 1

PROJECT : M.N. Spear Library, Leverett Road				LOCATION: Shutesbury, MA		PROJECT NO. : 0762-02-01	
DRILLING CONTRACTOR Seaboard Environmental Drilling			FOREMAN Jeff		DATE STARTED 06/23/2010		
			HELPER Ronnie		DATE FINISHED 06/23/2010		
DRILLING EQUIPMENT B-53 Truck Mounted Rig				COMPLETION DEPTH 20.5'		GROUND SURFACE ELEV. DATUM Approx. 1176 feet	
TYPE BIT Hollow Stem Auger			SIZE & TYPE OF CORE BARREL			No. Samples 6	
CASING HAMM.			WEIGHT 140 lbs.			TIME FIRST	
SAMPLER 2" O.D. Split Spoon			DROP 30" (Wire Line)			COMPL. 4 HR.	
HAMMER Safety			BORING LOCATION North of proposed building			ENGINEER/GEOLOGIST Sean Carr	

SAMPLES	DEPTH FT.	SAMPLES			DESCRIPTION	SOIL DESCRIPTION	REMARKS
		PENETR. RESIST. BL/6 IN.	REC. IN.	TYPE/ NO.			
X	5	1/1/2/3	12/24	S-1 (0'-2')	Top 6": Very loose, brown, SILT and fine SAND, little fibrous organics, trace gravel, moist (TOPSOIL) Bottom 6": Loose, light brown, SILT, some to little fine sand, trace gravel, moist	TOPSOIL	1.
		7/13/13/13	15/24	S-2 (2'-4')	Medium dense, white-brown, fine SAND, some to little silt, little to trace gravel, moist	FINE SAND	
X	10	14/21/20/19	18/24	S-3 (5'-7')	Dense, light gray, fine SAND, little silt, little to trace medium to coarse sand, trace fine gravel, moist		2.
		23/38/39/ 50 for 3"	20/24	S-4 (10'-12')	Very dense, light gray, fine SAND, some to little silt, trace (+) medium to coarse sand, trace (-) gravel, trace (-) cobbles, moist		
X	15	45/ 50 for 4"	6/12	S-5 (15'-15.5')	Very dense, light gray with rust mottling, fine SAND, some to little silt, trace (+) gravel, trace (-) medium sand, moist		
		59/ 50 for 0"	4/12	S-6 (20'-21')	Very dense, light gray, fine SAND, little silt, trace (+) medium to coarse sand, trace (-) gravel, trace (-) cobbles, moist Auger Refusal at 20.5' End of Exploration		
	20						
	25						

Remarks:
 1. Drill grinding at 4'
 2. Cobble in spoon at approximately 11'

O'REILLY, TALBOT & OKUN ASSOCIATES, INC.
ENVIRONMENTAL AND GEOTECHNICAL ENGINEERING CONSULTANTS

LOG OF BORING SL-2

Page 1 OF 1

PROJECT : M.N. Spear Library, Leverett Road				LOCATION: Shutesbury, MA		PROJECT NO : 0762-02-01	
DRILLING CONTRACTOR Seaboard Environmental Drilling				FOREMAN Jeff HELPER Ronnie		DATE STARTED 06/23/2010	
DATE FINISHED 06/23/2010				COMPLETION DEPTH 21'		GROUND SURFACE ELEV. Approx. 1176 feet	
DRILLING EQUIPMENT B-53 Truck Mounted Rig				TYPE BIT Hollow Stem Auger		SIZE & TYPE OF CORE BARREL	
CASING HAMM.				WEIGHT 140 lbs.		DROP 30" (Wire Line)	
SAMPLER: 2" O.D. Split Spoon				Rod A 1 5/8" O.D.		BORING	
SAMPLER HAMMER				Safety		LOCATION Northeast portion of proposed building	
ENGINEER/GEOLOGIST Sean Carr				No. Samples 6		TIME 15'	
FIRST 15'				COMPL. 3 HR.		UNDIST. 3	

SAMPLES	DEPTH FT.	SAMPLES			DESCRIPTION	SOIL DESCRIPTION	REMARKS	
		PENETR. RESIST. BL/6 IN.	REC. IN.	TYPE/ NO.				
X	5	1/23/4	14/24	S-1 (0'-2')	Top 7": Very loose, brown, SILT and fine SAND, little fibrous organics, trace medium to coarse sand, trace (-) gravel, moist (TOPSOIL) Bottom 7": Loose, light brown, fine SAND, little silt, little medium to coarse sand, moist	TOPSOIL FINE SAND	1.	
		11/21/29/33	16/24	S-2 (2'-4')	Dense, light gray with rust mottling, fine SAND, little silt, little to trace subangular gravel, trace medium to coarse sand, moist			
X	10	20/30/19/20	19/24	S-3 (5'-7')	Dense, light gray with rust mottling, fine SAND, little silt, trace (+) gravel, trace (+) cobbles, trace (+) medium to coarse sand, moist			
		22/15/30/30	12/24	S-4 (10'-12')	Dense, light gray, fine SAND, little silt, trace medium to coarse sand, trace sub-angular gravel, moist			
X	15	50 for 5"	2/6	S-5 (15'-15.5')	Very dense, dark brown, FRACTURED ROCK, appears wet at 15'	15' FRACTURED 16" ROCK FINE SAND		2.
		25/ 50 for 1"	6/12	S-6 (20'-21')	Very dense, light gray, fine to medium SAND, little silt, little to trace fine gravel, wet			
					Auger Refusal at 21' End of Exploration			

Remarks:
 1. Drill grinding at approximately 6'
 2. Drill grinding and bouncing at 15'

O'REILLY, TALBOT & OKUN ASSOCIATES, INC.
ENVIRONMENTAL AND GEOTECHNICAL ENGINEERING CONSULTANTS

LOG OF BORING SL-3

Page 1 OF 1

PROJECT : M.N. Spear Library, Leverett Road				LOCATION: Shutesbury, MA		PROJECT NO : 0762-02-01	
DRILLING CONTRACTOR Seaboard Environmental Drilling				FOREMAN Jeff HELPER Ronnie		DATE STARTED 06/23/2010	
DATE FINISHED 06/23/2010				COMPLETION DEPTH 21.5'		GROUND SURFACE ELEV. Approx. 1175 feet	
DRILLING EQUIPMENT B-53 Truck Mounted Rig				TYPE BIT Hollow Stem Auger		SIZE & TYPE OF CORE BARREL	
CASING HAMM.				WEIGHT Rod A 1 5/8" O.D.		DROPS	
SAMPLER: 2" O.D. Split Spoon				WEIGHT 140 lbs.		DROPS 30" (Wire Line)	
SAMPLER Safety				BORING LOCATION Northwest corner of proposed building		ENGINEER/GEOLOGIST Sean Carr	
HAMMER				SAMPLER		ENGINEER/GEOLOGIST	

SAMPLES	DEPTH FT.	SAMPLES			DESCRIPTION	SOIL DESCRIPTION	REMARKS
		PENETR. RESIST. BL/6 IN.	REC. IN.	TYPE/ NO.			
X	5	1/2/3/3	14/24	S-1 (0'-2')	Top 7": Very loose, brown, SILT and fine SAND, little fibrous organics, trace medium to coarse sand, trace (-) gravel, moist (TOPSOIL)	TOPSOIL	
		8/14/16/19	15/24	S-2 (2'-4')	Bottom 7": Loose, light brown, fine SAND, some to little silt, trace medium to coarse sand, moist	FINE SAND	
X	10	18/27/20/29	0/24	S-3 (5'-7')	Dense, light gray, fine SAND, little silt, trace (+) medium to coarse sand, trace (+) sub-angular gravel, moist		
		6/12/12/15	16/24	S-4 (7'-9')	No Recovery		
X	15	19/21/39/ 50 for 4"	14/24	S-5 (10'-12')	Medium dense, light gray with rust mottling, fine SAND, little silt, trace medium to coarse sand, trace (-) sub-angular gravel, wet		1. 2.
		29/33/ 50 for 5"	15/18	S-6 (15'-16.5')	Very dense, light gray with rust mottling, fine SAND, little silt, little cobbles, trace medium to coarse sand, wet		
X	20	51/ 50 for 4"	6/12	S-7 (20'-21')	Very dense, light gray, fine SAND, little silt, little to trace sub-angular gravel, trace cobbles, trace (-) medium to coarse sand, wet		3.
					Auger Refusal at 21.5'		
					End of Exploration		

Remarks:
 1. Drill grinding at approximately 10'
 2. Cobbles in spoon from 10.5-11'
 3. Drill bouncing at approximately 14'

O'REILLY, TALBOT & OKUN ASSOCIATES, INC.
ENVIRONMENTAL AND GEOTECHNICAL ENGINEERING CONSULTANTS

LOG OF BORING SL-4

Page 1 OF 1

PROJECT : M.N. Spear Library, Leverett Road				LOCATION: Shutesbury, MA		PROJECT NO : 0762-02-01	
DRILLING CONTRACTOR Seaboard Environmental Drilling		FOREMAN Jeff		DATE STARTED 06/23/2010		DATE FINISHED 06/23/2010	
DRILLING EQUIPMENT B-53 Truck Mounted Rig		HELPER Ronnie		COMPLETION DEPTH 18'		GROUND SURFACE ELEV. Approx. 1173 feet	
TYPE BIT Hollow Stem Auger		SIZE & TYPE OF CORE BARREL		No. Samples 7		UNDIST.	
CASING HAMM.		WEIGHT		TIME		FIRST	
SAMPLER: 2" O.D. Split Spoon		Rod A 1 5/8" O.D.		WATER LEVEL (FT.)		3	
SAMPLER Safety		DROP		BORING		COMPL.	
HAMMER		140 lbs.		30" (Wire Line)		HR.	
				LOCATION North of northwest corner of proposed building			
				ENGINEER/GEOLOGIST Sean Carr			

SAMPLES	DEPTH FT.	SAMPLES			DESCRIPTION	SOIL DESCRIPTION	REMARKS	
		PENETR. RESIST. BL/6 IN.	REC. IN.	TYPE/ NO.				
X	5	1/2/2/3	15/24	S-1 (0'-2')	Top 8": Very loose, brown, SILT and fine SAND, little fibrous organics, trace medium to coarse sand, trace (-) gravel, moist (TOPSOIL)	TOPSOIL	1.	
		7/12/16/16	16/24	S-2 (2'-4')	Bottom 7": Loose, light brown, fine SAND, some silt, trace medium to coarse sand, moist Medium dense, light gray, fine SAND, little silt, trace (+) medium to coarse sand, trace (+) sub-angular gravel, wet	FINE SAND		
X	10	11/ 50 for 2"	0/12	S-3 (5'-6')	No Recovery			
		49/27/19/19	8/24	S-4 (7'-9')	Dense, light gray, fine to medium SAND, little silt, trace (-) coarse sand, trace (-) sub-angular gravel, wet			
X	15	26/21/24/40	20/24	S-5 (10'-12')	Dense, light gray, fine SAND, little silt, little to trace sub-angular gravel, trace medium to coarse sand, wet			2.
		34/30/ 50 for 5"	10/18	S-6 (15'-16.5')	Very dense, light gray, fine SAND, little silt, little to trace gravel, trace (+) medium to coarse sand, wet			3.
X	20	100 for 0"	0/6	S-7 (18'-18.5')	No Recovery Auger Refusal at 18" End of Exploration			
	25							

Remarks:
 1. Drill grinding/bouncing at approximately 5'
 2. Drill cleared 1' of blow in before sampling 10'-12'
 3. Drill bouncing at approximately 14'

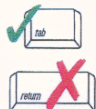
Perc Test Report



Commonwealth of Massachusetts City/Town of Shutesbury Percolation Test Form 12

Percolation test results must be submitted with the Soil Suitability Assessment for On-site Sewage Disposal. DEP has provided this form for use by local Boards of Health. Other forms may be used, but the information must be substantially the same as that provided here. Before using this form, check with the local Board of Health to determine the form they use.

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



A. Site Information

Town of Shutesbury (Proposed Library)

Owner Name

66 Leverett Road

Street Address or Lot #

Shutesbury

City/Town

Rebecca Torres, Administrator

Contact Person (if different from Owner)

MA

State

259-1204

Telephone Number

01072

Zip Code

B. Test Results

	06.29.2010 Date	830 Time	06.26.2010 Date	830 Time
Observation Hole #	Perc # 1		Perc #2	
Depth of Perc	41"		39"	
Start Pre-Soak	905		905	
End Pre-Soak	920		920	
Time at 12"	920		920	
Time at 9"	1106		956	
Time at 6"	1306		1106	
Time (9"-6")	120 min		70	
Rate (Min./Inch)	40		25	
Test Passed:	<input checked="" type="checkbox"/>		Test Passed:	<input checked="" type="checkbox"/>
Test Failed:	<input type="checkbox"/>		Test Failed:	<input type="checkbox"/>

Alan Weiss, RS

Test Performed By:

David Zarozinski, Town of Shutes Rep.

Witnessed By:

Comments:

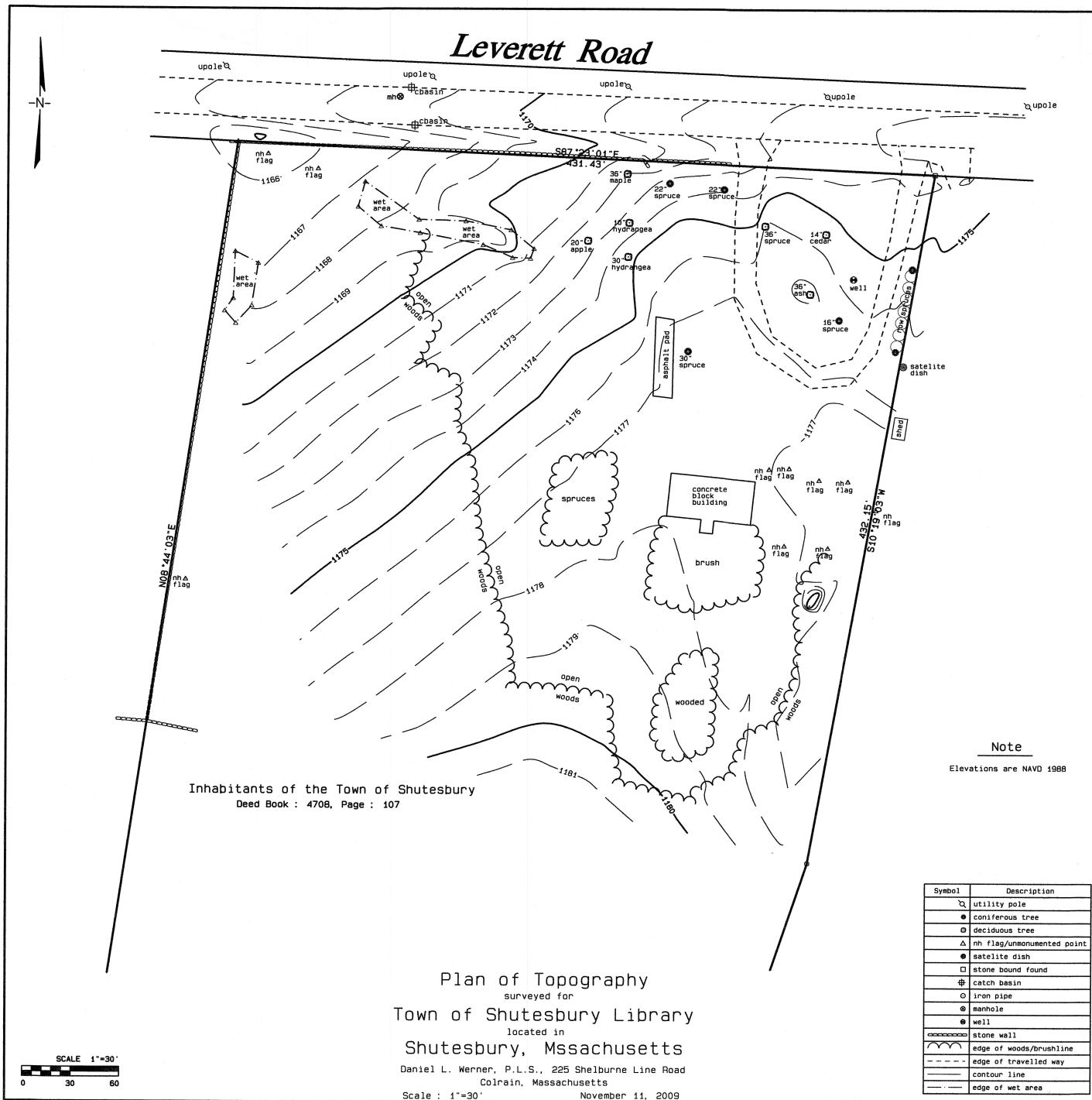
Test passed.

Appendix E

Topographic Surveys:

Plan of Land

Plan of Topography



Appendix F

Proofs of Town Financial Capacity:

Town Budget [with Capital Stabilization highlighted on page 7]

Capital Stabilization & Stabilization Account Balances

Free Cash Certification

Debt Service Schedule

TOWN OF SHUTESBURY PROJECTED REVENUES									
		final CS /Aid/Recap FY19	TM approved FY20	final CS /Aid/Recap FY20	TM approved FY21	final CS /Aid/Recap FY21	Proposed FY22	fy22 v 21 % chg	fy22 v 21 \$ chg
PROPERTY TAX LEVY									
Previous Levy before Debt Exc.	1	5,023,702	5,228,299	5,228,300	5,431,884	5,431,885	5,649,760	4.01%	217,875
2.5% equals	2	125,593	130,707	130,707	135,797	135,797	141,244	4.01%	5,447
New Growth- includes solar PILOT	3	79,005	60,000	72,877	119,661	92,768	10,000	-89.22%	(82,768)
Override	4								
New Growth- in Excess of \$25/1000	5				(119,661)				
Property Tax Levy Limit Total	6	5,228,300	5,419,007	5,431,884	5,567,681	5,660,450	5,801,004	2.48%	140,554
Total Town Assessed Value	7	218,851,870	218,851,870	220,009,970	223,454,454	225,990,400	227,578,443	0.70%	1,588,043
Levy Ceiling	8	5,471,297	5,471,297	5,500,249	5,567,681	5,649,760	5,649,760	0.00%	-
Levy Limit % of Levy Ceiling	9	95.6%	99.0%	98.8%	100.0%	100.2%	102.7%	2.48%	0
Debt Exclusions (Incl in Tax Levy)									
Broadband Fiber Network:	10								
Broadband Fiber Network Principle	11		-						
Broadband Fiber Network Interest	12		0						
Regional Schools:	13								
2016-New 10 Year Regional Capital Plan	14	27,770	28,748	28,174	28,174	32,064	31,638	-1.33%	(426)
Senior High Building & Track	15	-	-	-	-	-	-		
Debt Exclusions Total	16	27,770	28,748	28,174	28,174	32,064	31,638	-1.33%	(426)
Maximum allowed Levy	17	5,256,070	5,447,755	5,460,058	5,595,855	5,681,824	5,832,642	2.65%	150,818
(see Levy Calc sheet) formula chg to levy ceiling + debtX	18								
Less Excess Levy Capacity	19	(165,575)	(165,575)	(171,020)	(538,358)	(532,181)	(513,080)	-3.59%	19,101
Tax Levy	20	5,090,495	5,282,180	5,289,038	5,057,497	5,149,643	5,319,562	3.30%	169,919
(see Recap p.1 col. f)	21								
Less Overlay	22	(34,782)	(40,000)	(34,782)	(40,000)	(40,000)	(40,000)	0.00%	-
TOTAL TAX LEVY	23	5,055,713	5,242,180	5,254,256	5,017,497	5,109,643	5,279,562	3.33%	169,919
Levy % of Levy Limit ((excl overlay))	24	96.8%	97.0%	96.9%	90.4%	90.6%	91.2%	0.63%	0
New Tax Revenue	25	193,921	191,685	198,543	(236,759)	92,146	262,065	184.40%	169,919
STATE (CHERRY SHEET)									
State (Cherry Sheet) Aid					Gov's # less 30%				
Chapter 70	26	626,876	629,216	630,386	443,475	630,386	633,326	0.47%	2,940
Charter Tuition Assessment Reimbursement	27	1,876	18,483	1,876	4,674	22,364	6,859	-69.33%	(15,505)
School Choice Receiving Tuition- Not included in Total	28	61575	0	61575	58800	83742	113742	35.82%	30,000
Unrestricted General Government Aid (UGGA)	29	180,075	180,075	180,075	129,582	180,075	186,378	3.50%	6,303
Veterans Benefits	30	6,074	6,074	6,074	-	-	-		-
Exempt: VBS and Elderly	31	6,766	6,766	6,766	4,895	6,993	-	-100.00%	(6,993)

TOWN OF SHUTESBURY PROJECTED REVENUES		final CS /Aid/Recap FY19	TM approved FY20	final CS /Aid/Recap FY20	TM approved FY21	final CS /Aid/Recap FY21	Proposed FY22	fy22 v 21 % chg	fy22 v 21 \$ chg
State Owned Land	32	17,901	17,004	18,981	13,217	18,846	20,648	9.56%	1,802
Public Libraries	33	2,957	3,211	3,305	2,322	3,337	4,443	33.14%	1,106
State (Cherry Sheet) Aid Sub-Total	34	904,100	860,829	909,038	598,165	862,001	851,654	-1.20%	(10,347)
State (Cherry Sheet) Assessments									
Air Pollution	35	(534)	(514)	(514)	(523)	(523)	(527)	0.76%	(4)
RMV Non-Renewal Surcharge	36	(1,400)	(1,400)	(1,660)	(1,380)	(1,380)	(1,380)	0.00%	0
Regional Transit	37	(139)	(27)	(27)	(8)	(8)	0	-100.00%	8
School Choice Sending Tuition	38	(82,077)	(75,938)	(92,893)	(71,011)	(78,233)	(70,913)	-9.36%	7,320
Charter School Sending Tuition	39	(79,704)	(66,577)	(42,476)	(42,511)	(57,804)	(71,196)	23.17%	(13,392)
Total Intergovernmental Expenses Sub-Total	40	(163,854)	(144,456)	(137,570)	(115,433)	(137,948)	(144,016)	4.40%	(6,068)
Net State Aid Total	41	740,246	716,373	771,468	482,732	724,053	707,638	-2.27%	(16,415)
LOCAL ESTIMATED RECEIPTS									
Motor Vehicle Taxes	42	202,312	195,180	202,312	202,153	198,791	198,000	-0.40%	(791)
Penalties/Interest & Fees	43	14,891	14,000	14,891	15,000	15,760	15,500	-1.65%	(260)
Payments in Lieu of Taxes	44	336,578	340,000	336,578	336,000	309,035	336,000	8.73%	26,965
Departmental Revenue	45	13,455	35,000	13,455	13,500	14,625	14,500	-0.85%	(125)
Court Fines	46	2,349	5,000	2,349	2,000	1,290	1,200	-6.98%	(90)
Investment Income	47	16,951	11,000	16,951	17,000	14,484	14,400	-0.58%	(84)
Medicaid Reimbursement	48	18,706	11,000	18,706	18,500	12,362	12,000	-2.93%	(362)
Eastern Franklin Board of Health	49		1,883						
Miscellaneous	50	0	0	0					
Local Sources Total	51	605,242	613,063	605,242	604,153	566,347	591,600	4.46%	25,253
LEVY, STATE AID & LOCAL REC TOTAL	52	6,401,201	6,571,616	6,630,966	6,104,383	6,400,043	6,578,800	2.79%	178,757
FREE CASH/ warrant article									
Free Cash/ warrant art. To fund the FY22 budget							28,410		
Free Cash/ warrant art. to fund the FY21 budget	53				220,000	220,000		-100.00%	(220,000)
Free Cash/ warrant art. to fund the FY21 lost state aid	54				256,357	0			
Use of Free Cash to fund short term Broadband Debt	55	18,775							
Use of Free Cash to fund short term costs at SES	56	42,000							
LEVY, STATE AID, LOCAL RECEIPTS & Free Cash	57	6,461,976	6,571,616	6,630,966	6,580,740	6,620,043	6,607,210	-0.19%	(12,833)
OTHER SOURCES									
WPAT Septic Repair #1,#2,#3, and #4	58	20,425	20,425	20,425	20,425	20,425	20,425	0.00%	0
Other Sources Total	59	20,425	20,425	20,425	20,425	20,425	20,425	0.00%	0
TOTAL REVENUES	60	6,482,401	6,592,041	6,651,391	6,601,165	6,640,468	6,627,635	-0.19%	(12,833)

SHUTESBURY FY22 TOWN BUDGET

Expenditures Expense Category	No.	Actual FY18	Actual FY19	Budget FY20	Actual FY20	Budget FY21	Budget FY22	Difference FY22	difference
GENERAL GOVERNMENT									
Town Meeting Moderator	1	120	123	125	0	129	131	2	1.75%
Selectboard:									
Salaries									
Selectboard	2	6,149	7,311	7,530	7,530	7,756	7,892	136	1.75%
Secretary	3	20,812	24,725	25,827	23,919	26,602	27,068	466	1.75%
Admin Secretary longevity Bonus	4			300	300	0	0	0	
Subtotal Salaries		26,962	32,036	33,658	31,749	34,359	34,960	601	1.75%
								0	
Expenses	5	668	1,918	2,288	1,888	2,288	2,288	0	0.00%
Reasonable accommodations	6	497	0	497	480	497	497	0	0.00%
Subtotal Expenses		1,165	1,918	2,785	2,368	2,785	2,785	0	0.00%
Total Selectboard		28,126	33,954	36,443	34,116	37,144	37,745	601	1.62%
Town Administrator:									
Salaries									
Town Administrator	7	57,315	60,500	62,315	62,315	64,184	67,393	3,209	5.00%
TA longevity Bonus	8		500	0	0	0	0	0	
Town Hall Admin Support	9	4,861	350	500	246	500	500	0	0.00%
Subtotal Salaries		62,176	61,350	62,815	62,561	64,684	67,893	3,209	4.96%
Expenses	10	813	342	870		870	870	0	0.00%
Total Administrator		62,988	61,692	63,685	62,561	65,554	68,763	3,209	4.89%
Finance Committee									
Expenses	11	135	135	298	135	298	298	0	0.00%
Reserve Fund (budgeted)	12	0	56,950	75,000	63,467	75,000	75,000	0	0.00%
Town Accountant:									
Salary	13	17,128	17,556	18,083	19	18,626	18,951	326	1.75%
Longevity bonus	14	0	0	0		0	375	375	
Expenses	15	3,486	3,553	3,950	3,801	4,220	4,702	482	11.42%
Accountant Certification	16	1,000	1,000	1,000	1,000	1,000	1,000	0	0.00%
Total Accountant		21,614	22,109	23,033	4,820	23,846	25,028	1,183	4.96%
Independent audit	17	0	25,000	0	0	5,000	5,000	0	0.00%
Assessors:									
Salaries									
Board members	18	5,843	5,989	6,169	4,113	6,354	6,465	111	1.75%
Admin. Assessor	19	20,905	21,678	22,071	20,606	22,733	23,131	398	1.75%
Longevity bonus	20	0		0	0	0	0	0	
Assessors Clerk	21	10,195	10,938	12,096	12,122	12,459	12,677	218	1.75%
Longevity bonus	22	0		150	0	0	0	0	
Subtotal Salaries		36,943	38,606	40,486	36,841	41,546	42,273	727	1.75%
Expenses									
Expenses	23	3,494	2,524	3,638	3,330	3,638	3,638	0	0.00%
Admin. Assessor Cert	24	1,000	1,000	1,000	0	1,000	1,000	0	0.00%
GIS Web Hosting	25	1,900	1,900	1,900	2,400	2,400	2,900	500	20.83%
GIS Dimensional Data Input	26								
Assessors Computer Maintenance	27	3,820	3,820	4,053	4,053	6,896	8,148	1,252	18.16%
Revaluation	28	8,000	900	1,000	11,577	1,000	1,000	0	0.00%
Subtotal Expenses		18,214	10,144	11,591	21,359	14,934	16,686	1,752	11.73%
Total Assessors		55,157	48,750	52,077	58,200	56,480	58,959	2,479	4.39%
Treasurer:									
Salaries									
Treasurer	29	27,264	27,946	24,720	24,720	25,462	29,286	3,824	15.02%
Assistant Treasurer	30		1,331	1,210	500	1,210	1,210	0	0.00%
Longevity bonus	31	750		0	0	0	0	0	
Subtotal Salaries		28,014	29,277	25,930	25,220	26,672	30,496	3,824	14.34%
Expenses									
Expenses	32	7,843	9,358	9,800	8,914	9,800	11,450	1,650	16.84%
Treasurer Certification	33	1,000	667	0	0	0	0	0	
OPEB Actuarial Study- Every 3 yrs	34	0	5,600	1,000	0	1,000	2,000	1,000	100.00%
Tax Title Expense	35	8,371	1,486	8,000	622	8,000	8,500	500	6.25%

Expenditures		No.	Actual FY18	Actual FY19	Budget FY20	Actual FY20	Budget FY21	Budget FY22	Difference	difference
Expense Category										
	Subtotal Expenses		17,213	17,110	18,800	9,536	18,800	21,950	3,150	16.76%
	Total Treasurer		45,227	46,387	44,730	34,756	45,472	52,446	6,974	15.34%
	Town Collector:									
	Salary - Collector	36	18,176	18,631	19,189	19,189	19,765	20,111	346	1.75%
	Longevity bonus	37	1,125	0	0	0	0	0	0	
	Salary - Assistant Town Collector	38			4,400	0	4,400	2,200	(2,200)	-50.00%
	Collector Certification	39	1,000	1,000	1,000	1,000	1,000	1,000	0	0.00%
	Expenses	40	20,856	21,327	22,260	19,768	22,830	24,657	1,827	8.00%
	Total Collector		41,157	40,958	46,849	39,957	47,995	47,968	(27)	-0.06%
	Legal Expense	41	25,700	19,479	15,000	9,947	15,000	15,000	0	0.00%
	Personnel Expenses	42	100	180	263	100	263	263	0	0.00%
	Town Clerk:									
	Salaries									
	Clerk	43	23,514	30,017	31,845	31,845	27,170	27,645	475	1.75%
	Longevity bonus	44	0		300	300	300	300	0	0.00%
	Asst Town Clerk	45	0	688	9,178	9,004	5,320	0	(5,320)	-100.00%
	Longevity bonus	46	0		0	0	0	0	0	
	Subtotal Salaries		23,514	30,705	41,323	41,149	32,790	27,945	(4,844)	-14.77%
	Expenses									
	Town Clerk Certification	47	0		0	0	0	0	0	
	Expenses	48	700	732	1,250	908	1,250	1,250	0	0.00%
	Subtotal Expenses		700	732	1,250	908	1,250	1,250	0	0.00%
	Total Town Clerk		24,214	31,437	42,573	42,057	34,040	29,195	(4,844)	-14.23%
	Record Storage Committee	49			100	0	100	100	0	0.00%
	Board of Registrars:									
	Salaries	50	805	200	206	206	206	206	0	0.00%
	Expenses	51	2,531	5738	5,550	5,550	7,200	7,200	0	0.00%
	Total Registrars		3,335	5,938	5,756	5,756	7,406	7,406	0	0.00%
	The Dam:									
	Salary - Keeper	52	2,667	2,734	2,816	2,816	2,900	2,951	51	1.75%
	Salary - Assistant Keeper	53	123	126	129	129	133	136	2	1.75%
	Dam Management Consult	54	3,107	0	1,000	0	1,000	1,000	0	0.00%
	Total The Dam		5,897	2,860	3,945	2,945	4,033	4,086	53	1.32%
	Land Use Clerk									
	Salary - Clerk	55		10,171	16,531	10,337	17,027	15,126	(1,901)	-11.17%
	Conservation Commission Expenses	56	1,164	1,164	1,164	872	1,164	1,164	0	0.00%
	Planning Board Expenses	57	1,492	1,492	1,493	38	484	7,500	7,016	1449.59%
	Water Resources Com. Expenses	58	0	0	600	0	600	600	0	0.00%
	Zoning Board of Appeals									
	Expenses	59	504	803	1,000	359	1,000	1,000	0	0.00%
	Town Buildings:									
	Custodial Wages	60	4,864	5,929	6,116	6,115	6,300	6,410	110	1.75%
	Expenses									
	Equipment Maintenance	61	6,997	6,997	6,997	7,750	6,997	8,500	1,503	21.48%
	Electricity	62	10,697	10,803	10,000	10,561	10,000	12,000	2,000	20.00%
	Heating	63	11,168	11,207	14,000	7,912	14,000	9,000	(5,000)	-35.71%
	Telephone	64	6,832	7,258	7,320	8,195	7,320	5,000	(2,320)	-31.69%
	Internet	65	3,626	3,742	0	1,258	0	5,000	5,000	
	Supplies	66	1,791	1,296	1,791	924	1,791	1,791	0	0.00%
	Repairs	67	8,631	4,999	9,451	20,138	9,451	9,451	0	0.00%
	Total Town Buildings		54,604	52,232	55,675	62,854	55,859	57,152	1,293	2.32%
	TownVehicle Energy:									
	Fuel	68	34,131	31,642	34,131	28,754	34,131	34,131	0	0.00%

Expenditures		No.	Actual FY18	Actual FY19	Budget FY20	Actual FY20	Budget FY21	Budget FY22	Difference	difference
Expense Category										
Other General Government:										
	Copier Expense	69	1,137	1,500	1,500	1,179	1,500	1,500	0	0.00%
	Postage	70	1,033	1,475	1,800	973	1,800	1,800	0	0.00%
	Printing & Advertising	71	1,051	3,535	3,000	3,000	3,000	3,000	0	0.00%
	IT support	72	1,327	1,880	2,100	2,418	2,100	2,500	400	19.05%
	Town Newsletter	73	1,918	2,415	3,780	1,624	3,780	3,780	0	0.00%
	Annual Town Report	74	1,044	1,130	1,130	1,130	1,130	1,130	0	0.00%
	Office Supplies	75	1,026	1,140	1,219	1,124	1,219	1,219	0	0.00%
	Office Equipment	76	1,129	3,973	4,000	2,548	4,000	4,000	0	0.00%
	Energy Committee	77	0		200	0	200	200	0	0.00%
	ADA Committee	78	0		438	438	438	438	0	0.00%
	Farm & Forestry Committee	79	0		175	0	175	175	0	0.00%
	Total Other General Govt	80	9,664	17,048	19,342	14,434	19,342	19,742	400	2.07%
TOTAL GENERAL GOVT			412,674	497,677	539,714	476,464	547,266	563,704	11,323	3.00%
PROTECTION OF PERSONS & PROPERTY										
Police Department:										
Salaries										
	Chief	81	83,448	39,299	61,800	61,800	63,654	64,768	1,114	1.75%
	holiday pay	82			1,664	0	1,714	1,744	30	1.75%
	longevity bonus	83	0		0	0	0	0	0	
	Police Wages	84	117,201	91,338	133,000	90,462	136,990	128,271	(8,719)	-6.36%
	Subtotal Expenses				133,000	90,462	136,990	128,271	(8,719)	-6.36%
	longevity bonus	85	0		0		0	0	0	
	Subtotal Salaries		200,650	130,637	196,464	152,262	202,358	194,783	(7,575)	-3.74%
Expenses									0	
	Expenses	86	12,113	17,039	19,000	19,632	19,000	19,000	0	0.00%
	Cruiser Maintenance	87	5,051	3,088	5,471	6,418	5,471	5,471	0	0.00%
	Subtotal Expenses		17,164	20,126	24,471	26,050	24,471	24,471	0	0.00%
	Total Police		217,813	150,763	220,935	178,311	226,829	219,254	(7,575)	-3.34%
Fire Department:										
Salaries										
	Chief	88	55,409	65,000	66,950	66,950	68,959	70,165	1,207	1.75%
	longevity bonus	89	0							
	Training Wages	90	12,769	15,789	16,320	18,805	16,810	17,104	294	1.75%
	Call Wages	91	7,645	10,699	13,535	9,245	13,941	14,185	244	1.75%
	longevity bonus	92	0	1,000	0	0	0	0	0	0.00%
	Subtotal Salaries		75,823	92,488	96,805	95,001	99,709	101,454	1,745	0.00%
Expenses										
	Expenses	93	6,400	6,325	6,600	6,504	7,100	7,100	0	0.00%
	Maintenance	94	10,810	10,880	11,000	10,970	11,000	11,000	0	0.00%
	Equipment-SCBA Air Tanks 2-3 per yea	95	1,984	1,996	2,000	1,900	2,000	2,000	0	0.00%
	Fire Hose Replacement	96	1,982	2,000	2,000	1,991	2,000	2,000	0	0.00%
	Turn Out Gear	97	3,800	4,000	4,400	4,400	4,400	4,400	0	0.00%
	Equipment	98	7,500	6,977	7,500	7,423	7,000	7,000	0	0.00%
	Subtotal Expenses		32,476	32,178	33,500	33,187	33,500	33,500	0	0.00%
	Total Fire		108,299	124,666	130,305	128,188	133,209	134,954	1,745	1.31%
Emergency Mangement		99	1,990	1,990	1,990	1868	1,990	1,990	0	0.00%
	Emergency Phone notification	100	2,000	2,000	2,000	1,470	2,000	1,500	(500)	-25.00%
	Ambulance Service	101	29,870	30,750	31,689	31,750	32,640	33,300	660	2.02%
	Building Inspector	102	4,500	4,500	4,500	4,500	4,600	4,600	0	0.00%
	Dog Officer	103	2,884	2,956	3,044	3,044	3,136	3,191	55	1.75%
	Dog Officer Expenses	104	0	0	648	0	648	648	0	0.00%
	Tree Warden	105	0	0	701	1,895	722	735	13	1.75%
	Tree Warden Expenses	106	0	245	4,477	0	4,477	4,477	0	0.00%
	Constable	107	160	164	174	174	179	182	3	1.75%
	Total Emergency Mgt		41,404	42,605	49,223	44,701	50,392	50,623	231	0.46%
TOTAL PROT OF P & P			367,516	318,033	400,463	351,200	410,430	404,831	(5,599)	-1.36%
EDUCATION										
	Elementary School	108	1,987,323	2,054,976	2,172,311	2,153,869	2,193,673	2,238,079	44,406	2.02%
	Amherst/Pelham Regional	109	1,735,946	1,775,964	1,775,644	1,775,203	1,675,873	1,611,136	(64,737)	-3.86%
	School Choice	110	0	92,893	0	78,233	0	0	0	

Expenditures Expense Category	No.	Actual FY18	Actual FY19	Budget FY20	Actual FY20	Budget FY21	Budget FY22	Difference FY22	difference
Charter Sending Tuition	111	0	61,911		37,316				
Elementary Transportation	112	64,603	58,848	65,845	60,491	87,428	84,330	(3,098)	-3.54%
Regional Debt Assessments:	113								
High School Bonds - Long Term	114	22,728	27,770	28,748	28,748	28,748	31,638	2,890	10.05%
Total Education		3,810,600	4,072,361	4,042,548	4,133,861	3,985,722	3,965,183	(20,539)	-0.52%
PUBLIC WORKS & FACILITIES									
Highway Department:									
Salaries									
Highway Superintendent	115	63,772	65,367	67,328	67,328	69,348	70,561	1,214	1.75%
longevity bonus	116	0	1,000						
Wages	117	78,526	85,027	92,703	60,126	95,484	97,155	1,671	1.75%
longevity bonus	118	0		0		0	500	500	
Subtotal Salaries		142,298	151,394	160,031	127,454	164,832	168,216	3,385	2.05%
Expenses									
Expenses	119	2,686	2,681	2,686	2,584	2,686	2,500	(186)	-6.92%
Materials	120	25,763	24,844	24,870	24,837	24,870	24,870	0	0.00%
Machinery Maintenance	121	32,704	32,419	30,000	28,482	30,000	30,000	0	0.00%
Tools and Equipment	122	10,102	2,800	2,800	2,751	2,800	2,500	(300)	-10.71%
Uniform Service	123	2,773	3,270	4,000	3,480	4,000	4,000	0	0.00%
Gravel Road Maint.	124	27,519	37,917	30,000	27,175	30,000	30,000	0	0.00%
Striping	125	4,158	5,901	7,500	9,099	7,500	7,500	0	0.00%
Catch Basing clean-up	126	4,070	3,900	5,000	2,145	5,000	5,000	0	0.00%
Subtotal Expenses		109,776	113,731	106,856	100,552	106,856	106,370	(486)	-0.45%
Total Highway Dept		252,074	265,125	266,887	228,006	271,688	274,586	2,899	1.07%
Snow Removal:									
Wages overtime	127	25,461	25,095	23,955	16,444	24,674	25,106	432	1.75%
Materials	128	65,136	56,456	50,000	49,473	50,000	50,875	875	1.75%
Total Snow Removal		90,598	81,551	73,955	65,917	74,674	75,981	1,307	1.75%
Solid Waste:									
Recycling Coordinator- revolving fund	129	0	0	0	0	0	0	0	
Rubbish & Recycle Hauling	130	62,400	63,300	64,200	64,200	65,100	66,000	900	1.38%
Hazardous Waste Pickup	131	100	300	1,350	300	1,350	1,350	0	0.00%
Sanitary Landfill-WM	132	23,779	24,562	27,125	24,679	32,725	35,940	3,215	9.82%
Total Solide Waste		86,279	88,162	92,675	89,179	99,175	103,290	4,115	4.15%
Water Quality	133	100	191	1,393	0	1,393	1,393	0	0.00%
Cemetery:									
Cemetery Wages	134	1,690	2,907	4,135	2,186	4,259	4,333	75	1.75%
longevity bonus	135								
Cemetery Expenses	136	1,624	1,088	1,631	1,149	1,631	1,631	0	0.00%
Total Cemetery		3,314	3,995	5,766	3,335	5,890	5,964	75	1.27%
TOTAL DPW / FACILITIES		432,365	439,024	440,676	386,436	452,819	461,214	8,395	1.85%
HUMAN SERVICES									
County Health Finance Salary	137	1,792	367	1,883	0	1,939	1,978	38	1.97%
longevity bonus	138	0	0	0	0	0	0	0	
County Health District	139	29,207	29,791	30,536	30,536	31,147	31,692	545	1.75%
Board of Health Expenses	140	558	620	1,900	665	1,900	1,900	0	0.00%
Board of Health Expenses-Flu Expenses	141	0		0	0	0	0	0	
Inspector of Animals	142	527	549	566	566	566	566	0	0.00%
Council on Aging	143	190	200	200	200	200	200	0	0.00%
Veteran's Benefits	144	383	4,870	10,000	0	8,000	5,000	(3,000)	-37.50%
Veterans' Programs	145	3,337	3,402	3,528	3,528	3,818	4,521	704	18.43%
Total Human Services		35,993	39,799	48,613	35,495	47,570	45,857	(1,713)	-3.60%
CULTURE & RECREATION									
Salaries									
Librarian	146	41,811	42,856	44,141	44,141	45,466	46,261	796	1.75%
longevity bonus	147	500		0		0	0	0	
Assistant/Aides	148	15,831	15,772	16,714	16,217	17,215	17,516	301	1.75%
longevity bonus	149	0		0		0	0	0	
Subtotal Salaries		58,142	58,628	60,855	60,358	62,681	63,778	1,097	1.75%
Expenses									

Expenditures			Actual	Actual	Budget	Actual	Budget	Budget	Difference	difference
Expense Category		No.	FY18	FY19	FY20	FY20	FY21	FY22		
	Library Expenses	150	14,051	14,898	16,974	16,974	16,990	19,856	2,866	16.87%
	Recreation Committee	151	1,125	750	750	750	1,000	1,000	0	0.00%
	Open Space Committee	152	0		100	0	100	1,500	1,400	1400.00%
	Historical Commission	153	350	16	360	60	360	360	0	0.00%
	Memorial Day	154	244	136	298	177	298	298	0	0.00%
	Subtotal Salaries		15,770	15,800	18,482	17,961	18,748	23,014	4,266	22.75%
	Total Culture & Rec		73,912	74,429	79,337	78,319	81,429	86,792	5,363	6.59%
	DEBT SERVICE									
	Principal - Long-Term Debt:									
	Fire Truck	155	86,800	86,800	88,788	86,800	0	0	0	0.00%
	Dump Truck	156	20,000	20,000	20,960	20,000	0	0	0	0.00%
	WPAT septic repair	157	20,435	20,435	20,435	20,435	20,435	20,435	0	0.00%
	Broadband Fiber Network	158			0		0	0	0	0.00%
	Interest - Long-Term Debt:									
	Fire Truck	159	5,963	3,975	1,988	1,988	0	0	0	0.00%
	Dump Truck	160	1,920	1,440	960	960	0	0	0	0.00%
	Short-Term Notes	161	3,695	1,100	5,000	550	2,000	2,000	0	0.00%
	Total Debt Service		138,814	133,750	138,130	130,733	22,435	22,435	0	0.00%
	MISCELLANEOUS									
	Retirement County	162	181,281	194,374	214,171	213,950	225,000	237,000	12,000	5.33%
	Unemployment Compensation	163	12,816	8,825	1,000	1,000	0	5,000	5,000	
	Health Insurance	164	399,280	468,994	474,941	484,711	505,000	520,000	15,000	2.97%
	Hamp Trust Employee Co-Pay Account	165			4,582	100	4,582	2,500	(2,082)	-45.44%
	OPEB Trust Fund (transferred to the OPEB	166	50,000	50,000	50,000	50,000	50,000	50,000	0	0.00%
	Sick Bank Benefit	167	0	0	500	0	500	500	0	0.00%
	Medicare Tax	168	36,571	37,225	40,136	39,394	41,340	42,064	723	1.75%
	Insurance and Bonds	169	64,771	65,670	67,000	56,812	70,000	68,000	(2,000)	-2.86%
	Council Of Gov't Assessments	170	14,304	14,385	13,628	13,628	13,775	13,011	(764)	-5.55%
	Gasoline Leak/fire station-fund 30	171	10,000		6,000	0	0	0	0	
	Transfer to Capital Projects: belowf30	172	0		0		0	0	0	
	Library Building Fund	173	25,000	25,000	25,000	25,000	25,000	25,000	0	0.00%
	Town Bldg Repairs/Maint Fund	174	0		5,000	5,000	5,000	0	(5,000)	-100.00%
	COVID Bonus	175	0		0	0	0	1,850	1,850	
	Energy Efficiency projects	176	1,262		0	0	0	0	0	
	Wired West Annual Fee	177	1,000		0	0	0	0	0	
	Transfer to Capital Stabilization	178					112,695	112,695	0	0.00%
	Total Miscellaneous		796,285	864,473	901,958	889,594	1,052,892	1,077,620	24,727	2.35%
	TOTAL OPERATING EXPENSES	179	6,068,159	6,439,545	6,591,439	6,482,102	6,600,563	6,627,635	27,072	0.41%
	TOTAL REVENUE PROJECTIONS	180	6,285,909	6,461,202	6,592,041	6,651,391	6,601,165	6,627,635	26,470	0.40%
	GAP	181	217,750	21,656	602	169,289	602	(0)	(602)	0.00%



Shutesbury Town Accountant
1 Cooleyville Rd.
Shutesbury MA 01072
413.259.1108
Town.accountant@shutesbury.org

Shutesbury Town Accountant, Gail Weiss, verifies the balances of Capital Stabilization and Stabilization accounts listed below:

	Capital Stabilization		Stabilization	
Balance 11/30/21	508,077.27		322,201.59	
Art 5	(250,000.00)	Art 7	(17,000.00)	
Budget	112,695.00	Art 8	350,000.00	
		Art 27	(200,000.00)	
Balance	370,772.27		455,201.59	825,973.86

Town Accountant

Date: 11/30/2021

Free Cash Certification
Free Cash Calculation - Fiscal Year 2022

Begin:	
Unreserved Undesignated Fund Balance	1,250,857.00
Subtract:	
Personal Property Tax Receivable	223.00
Real Estate Tax Receivable	8,852.00
Other Receivables in Deferred Revenue	
	0.00
Total	0.00
OtherOther Receivables, Overdrawn Accounts, Deficits	
Community Partnership	408.00
SPED EC	1,399.00
Chapter 90	8,051.00
Dental Insurance	13,383.00
Life Insurance	134.00
Long-Term Disability	107.00
Boston Supplemental	843.00
Total	24,325.00
Free Cash Voted from Town Meeting Not Recorded	0.00
Add:	
Circuit Breaker, Other Closed Accounts, Adjustments:	
	0.00
Total	0.00
Deferred Revenue (Credit Balance+ Debit Balance-)	-43,685.00
Free Cash Calculation for 2021	1,173,772.00
Reviewed By:	James Podolak
Certified On:	10/25/2021

Free Cash Certification
Retained Earnings Calculation - Broadband - Fiscal Year 2022

Enterprise Fund Number	A-2(1ST)	
Type of Enterprise Fund	Cable/Broadband	
Name of Enterprise Fund/Statutory Reference	Broadband	
Part I Cash		332,362.00
Current Liabilities, Designations of Fund Balance:		
Accounts Payable	7,500.00	
Payroll Payable	33.00	
Encumbrances	0.00	
Expenditures	123,544.00	
Continuing Appropriations	0.00	
Other Liabilities		
	0.00	
Total	131,077.00	
	Cash less Current Liabilities	201,285.00
Part II Retained Earnings, Undesignated		201,285.00
Accounts Receivable (net):		
User Fees	0.00	
Other Accounts Receivable		
	0.00	
Total	0.00	
	Undesignated Retained Earnings Less Accounts Receivable	201,285.00
Fixed Assets		
Debits:		
	0.00	
Total	0.00	
Credits:		
	0.00	
Total	0.00	
	Fixed Assets Variance (Debits - Credits)	0.00

Town of Shutesbury

Library Serial Loan -10 yrs

\$800,000

Cost of Issuance: \$1,100

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
04/03/2020	-	-	-	-
04/03/2021	80,000.00	3.750%	30,000.00	110,000.00
04/03/2022	80,000.00	3.750%	27,000.00	107,000.00
04/03/2023	80,000.00	3.750%	24,000.00	104,000.00
04/03/2024	80,000.00	3.750%	21,000.00	101,000.00
04/03/2025	80,000.00	3.750%	18,000.00	98,000.00
04/03/2026	80,000.00	3.750%	15,000.00	95,000.00
04/03/2027	80,000.00	3.750%	12,000.00	92,000.00
04/03/2028	80,000.00	3.750%	9,000.00	89,000.00
04/03/2029	80,000.00	3.750%	6,000.00	86,000.00
04/03/2030	80,000.00	3.750%	3,000.00	83,000.00
Total	\$800,000.00	-	\$165,000.00	\$965,000.00

Yield Statistics

Bond Year Dollars	\$4,400.00
Average Life	5.500 Years
Average Coupon	3.7500000%
Net Interest Cost (NIC)	3.7500000%
True Interest Cost (TIC)	3.7154879%
Bond Yield for Arbitrage Purposes	3.7154879%
All Inclusive Cost (AIC)	3.7154879%

IRS Form 8038

Net Interest Cost	3.7500000%
Weighted Average Maturity	5.500 Years

Appendix G

Certified Copy of Town Vote



Town of Shutesbury, Massachusetts 01072

I, the undersigned, hereby certify that I am the Clerk of the Town of Shutesbury, that as such I have custody of the records of meetings required by law to be kept by the Town of Shutesbury, including Town Meeting minutes and record of votes. An excerpt from the records of Shutesbury Annual Town Meeting, held on June 12, 2021, at 1 Cooleyville rd in Shutesbury, MA, includes the following:

"Article 9. A motion was made and seconded for the Town of Shutesbury to vote to authorize the Selectboard and/or the Library Trustees to apply for state funds through the Massachusetts Pubic Library Construction Program (MPLCP) Small Library Pilot, which might be available to defray all or part of the cost of the design, construction and equipping of a new library project and to authorize the Library Building Committee and/or Selectboard and/or Library Trustees to accept and expend the MPLCP funds when received without further appropriation.

Article 9 passed by clear majority."

Town Seal



I do hereby certify that the foregoing is a true statement of said records.

Witness my hand and seal of said Town of Shutesbury on this 1 day of JULY, 2021.

Graun Bamessch
Shutesbury Town Clerk

Appendix H

Town's Valuation of Proposed Site



Shutesbury Board of Assessors

1 Cooleyville Road

P.O. Box 264

Shutesbury, MA 01072

Tel: 413-259-3790

Email: assessor@shutesbury.org

Jeffrey Quackenbush, Chair

Susan Reyes

Howard Shpetner

Kevin Rudden

Administrative Assessor

Leslie Bracebridge

Clerk

November 19, 2021

Ms. Mary Anne Antonellis
Director
M.N. Spear Memorial Library
10 Cooleyville Road
Shutesbury, MA 01072

Dear Ms. Antonellis,

The front 5.0 acres of Assessors' parcel O-32 (which is a 21.2-acre parcel owned by the Town of Shutesbury) is currently valued at \$57,528.

This amount was calculated by adding the value of the street frontage acre (\$46,200) with the value-per-acre of the non-frontage acreage ($\$2,832 \times 4 = \$11,328$), for a total value of \$57,528.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kevin R. Rudden".

Kevin Rudden
Administrative Assessor