



## **DAVID & JOYCE MILNE PUBLIC LIBRARY BUILDING PROGRAM**

**November 2008**

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## **INTRODUCTION**

This document, *The David & Joyce Milne Public Library Building Program*, represents the combined efforts of the Library Trustees and Director and the library consultant. The introduction to the program including the Overview, Mission Statement, Community Description, Town History, Library History, Mechanical and Electrical Systems, Existing Building Conditions, and the report of the Facility Needs Committee have been quoted essentially without change from the Library's report. Area Descriptions have been adapted from that report with considerable editing. The library consultant, following meetings with the Library Director and staff, the Trustees, and representatives of the Friends of the Library and the House of Local History in September 2008, developed the remainder of this program.

Those responsible for the Library portions of this program include:

The Trustees of the David & Joyce Milne Public Library  
Facility Needs Committee  
Pat McLeod, Library Director  
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With advice from:

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## **OVERVIEW FROM THE TRUSTEES REPORT**

The original renovation of the David & Joyce Milne Public Library in 1996 was short on forecasting the increasing success and demand for library services in Williamstown. In developing this *Building Program*, the Trustees have used State and Federal requirements and guidelines for library services to chart our community's library needs. Our findings indicate that the David & Joyce Milne Library is substantially undersized, and that we would need to use the existing lower level of the building in order to meet our community's needs for the next 20 years. The following "minimum standards" and "20-year recommendations" are based on Williamstown's population figures, both present and projected. Williamstown's current population is 8,347 including approximately 2,000 Williams College students. According to the Berkshire Regional Planning Commission, Williamstown's 20-year projected population is 9,535, forecasting an 11.4% increase in population without any demographic elaboration.

## **MISSION STATEMENT**

The David & Joyce Milne Public Library's mission is to provide a welcoming and inspiring community center for lifelong learning. The library encourages a love of reading by providing classic literature, popular materials and educational resources.

The library's primary emphasis is on providing popular materials in a variety of formats for all ages. The library also maintains a collection of materials to serve as a first resource for reference and independent learning. Additionally, the library provides educational support for elementary and secondary school levels. Access to information and materials beyond the collections of the Williamstown Library is available by referral or Interlibrary Loan through a variety of resources. These resources include the Western Massachusetts Regional Library System, the Springfield City Library Regional Reference Support Service, the Statewide Legal Reference Service, the Boston Public Library's Statewide Reference and Referral Center, and the Massachusetts Board of Library Commissioners. Williams College also serves the residents of Williamstown with two libraries. The library also serves as a community center by providing programming, meeting space, and information about local events.

The library carries out this mission through the work of committed professional and paraprofessional staff; informed, active Trustees; a committed Friends of the Library organization and dedicated community volunteers.

The Trustees and Staff of the Milne Library adhere to the principles of the American Library Association's *Freedom to Read* statement and the *Library Bill of Rights* for access to all information for all users.

## COMMUNITY DESCRIPTION

The rural, residential community of Williamstown is 46.86 square miles and located in the far northwest corner bordering Vermont and New York. Williamstown is the home of Williams College, the Williamstown Theatre Festival, and the Sterling and Francine Clark Art Institute (housing one of the world's largest Renoir and impressionist collections) each the pre-eminent institution in its class. It's no surprise that Williamstown was ranked 18th in the book *The 100 Best Small Towns in America*, by Norman Crampton (2002). With just one traffic light in town the village possesses rural characteristics and the town has been proactive in preserving open space. The community is classified as resort/retirement and artisan by the Massachusetts Department of Education which describes that classification as communities with high property values, relatively high income levels and enclaves of retirees, artists, vacationers and academicians. Williamstown's cost of living is 43% higher than the U.S. average. The unemployment rate is 4% (U.S. average is 5.0%). The population is split 52% female and 48% male. The median age is 22 years and the largest percent for age groups is 20-24 years attributable to the Williams College student body. The next age group is 15-18 years (again Williams students) and the third largest age group is 45-54 years. Williamstown is 96.87% white the remaining groups primarily African American, and Asian. It is interesting to note that 47% of the town is non family households perhaps explained by students and seniors. Family size is small at 2.75.

## TOWN HISTORY

Williamstown began as West Hoosac in 1750. The earliest settlers were sentinels from nearby Fort Massachusetts, the last outpost on the northern line of defense during the French and Indian wars. The first meeting of the Proprietors took place in 1753, at which time there were about a dozen frame “regulation” houses along the main street. In 1756, a blockhouse, fort, and stockade were built on the site of the present Williams Inn as a refuge from repeated French and Indian raids.

After 1760, with the coming of peace, settlers flooded in, principally from Connecticut. Land was cleared, and agriculture became the main source of livelihood. In 1765, the hamlet was incorporated as Williamstown, named for Colonel Ephraim Williams, who had commanded the northern line of defense and in his will, left money for the founding of a free school in West Hoosac, providing the name be changed to Williamstown. Fifteen students were admitted to the free school in 1791. In 1792 the Trustees petitioned the Commonwealth of Massachusetts to convert the school into a college. Williams College was granted a charter in 1793.

The town remained mainly rural, with the college at its center, until the latter part of the 19<sup>th</sup> century. The town’s natural beauty attracted wealthy families who vacationed in Williamstown during the summer months. Summer tourism grew, and both the elegant Idlewild Hotel in South Williamstown and the Greylock Hotel on the corner of North and Main streets flourished. Sand Springs, known by the earliest Indian tribes for the medicinal properties of its thermal springs, later became a resort and bottling plant for spring water. When flavorings were added, Sand Springs Ginger Ale became a renowned soft drink.

Until the Industrial Revolution, Williamstown’s businesses included dairy farming, sheep herding and wool production, small local mills, and general stores. The American Foreign Missionary movement was born here in 1806 when six Williams College students, taking shelter under a haystack from a sudden thunderstorm, dedicated their lives to carrying the Christian mission overseas. The pledge made that afternoon became the founding of the American Board of Commissioners for Foreign Missions.

After World War II, Williamstown grew and businesses changed. With the admission of women to Williams College in the 1970s and its subsequent expansion to 2,000 students, the college became the largest employer in town. During the 1990s, Internet companies such as Tripod, Streetmail, and Clickshare began in Williamstown. Although many of these businesses have moved, changed hands, or folded, the term “Silicon Village” was coined to describe the burgeoning Internet possibilities in Williamstown and neighboring North Adams. There are still two active dairy farms in Williamstown and a number of horse farms.

The town is experiencing growth on its borders with large vacation homes, condominiums and time-share vacation properties being constructed around the nearby ski areas in Lanesborough and Hancock. A seasonal influx of visitors is very evident both summer and winter and this impacts many local services and businesses including the public library.

## **LIBRARY HISTORY**

The Williamstown Public Library was established in 1874, mainly through the efforts of Joseph White, a graduate of Williams College, later a Trustee and treasurer of the college and a member of the Massachusetts Board of Education. The foundation of the collection was an agricultural library of about 100 volumes that first occupied two rooms over a hardware store and was open nine hours a week.

Because Williamstown is spread over a wide geographic area, three branch libraries served local neighborhoods for many years. One branch became a part of the North Adams Public Library when the section of town in which it was located was annexed by the city of North Adams. Another branch closed in 1965, and low circulation figures caused the last one to close in 1979.

The main library moved to the Botsford House in 1940 when E. Herbert Botsford purchased the building and presented it to the town as a memorial to his daughter, who had been killed in an automobile accident in 1915. The deed stipulated that the ground floor should house the public library and the second floor should serve as a space for the Williamstown House of Local History.

Over the years, space became more and more cramped as the collection grew and circulation expanded. During the early 1990s, a plan developed for the library to move to the Pine Cobble School building when the private school moved to the former High Croft School campus on Gale Road. David and Joyce Milne, owners of the High Croft School, gave the town the former Pine Cobble School building as a gift in the exchange.

Pine Cobble School was constructed in 1971 to replace the original building, which burned down in January 1970. Designed by Martin Lowensfisch, the building's large, arching front windows reflect the design of the First Congregational Church and Thompson Memorial Chapel on Main Street. The original building cost \$400,000 to build and required extensive renovation to transform it into a public library. A Capital Campaign was launched to raise the needed funds. The community supported the endeavor with over \$600,000. After three years of construction, the new library was dedicated on November 23, 1996. Construction was finally completed in 1999.

The funding was not adequate and many plans and features were not fixed or refurbished. The roof leaked; boiler and burner were original to the 30 year old building; basement leaked with no outside drainage; windows and doors were not operational; and the un-insulated cinderblock walls made it difficult to heat and cool; air-conditioning was needed. The Town and Trustees have been able to address most of the repairs and upgrades and the condition of the building is good with no health or safety issues. Solar panels were added in 2006 through a grant from the Massachusetts Technology Cooperative.

The building is U-shaped and The House of Local History (town museum) occupies main level space in the west wing of the library. Collections, circulation (up 11.5% since 2003) and patronage are growing and the existing useable space is crowded. The planning 10 years ago for the renovation did not anticipate this growth. The space that could hold collections is on top of a concrete slab and approximately half of the building is above a basement that would need additional supports below to accommodate book stacks. The library has three meeting rooms with the largest now being taken over by a very organized and successful fund raising group, The Friends of the Milne Public Library. The two remaining meeting rooms are booked continuously and cannot be used in the summer months because of the lack of air-conditioning in that section of the building. These two rooms are used heavily as a satellite campus of Mass. College of Liberal Arts (MCLA) for ESL/ESOL (English as a second language or English for speakers of other languages) classes meeting three mornings a week two semesters a year. Many library programs must be moved off-site because of the meeting space limitations.

The Children's Room is especially cramped and programming/meeting space is non-existent except for a small storytelling area. The Young Adult Room/Homework Center became the Computer Center in 2003 although the Young Adult collection is still in that room. The room is not configured for use, browsing or growth of the collection because of the lack of space. There is only one table left in that room and it serves as a display of new YA books. The adult collections are weeded regularly but the addition of Large Print books, paperbacks, several nonfiction areas, and mysteries is almost prohibitive because of space.

The library has wireless access throughout the building and the need for more public access computers is growing. The Children's Room has a PAC (public access catalog) and two wireless PC's and one older MAC. The Computer Lab has six computers and one additional express email PC for short usage. Three PAC's are available for the adult collections.

In 2007, Vincent Guntlow and Associates conducted a feasibility study of the Milne Library to determine if the basement space could be renovated. The study funded by the Friends enlightened the Trustees to many scenarios for its use. The House of Local History became involved in planning after the results of the study and a Facility Needs Committee was formed as well.

## **MECHANICAL AND ELECTRICAL SYSTEMS REVIEW**

**This review was performed pro bono by edm Architecture Engineering Management, Pittsfield, MA**

### **Existing Mechanical Systems**

The boiler was replaced in 2004 with a modern wet base cast iron boiler with a dual fuel burner (Natural Gas and #2 Fuel Oil). Heat distribution for the first floor is by commercial hot water baseboards and fan coil unit ventilators. (Outdoor-air ventilation function of the unit ventilators has been disabled.)

Yankee Technologies replaced the Johnson Controls supervisory controller system in October 2007, due to a lightning strike. The new operating platform is a web based control system and manages the boiler and burner in a more effective and efficient manner.

Air Conditioning is provided by five ductless systems located throughout the building. Two are in the children's library with two in the main portion library and the fifth one is in the office area. The back lobby, meeting rooms and staff room are not air conditioned.

An ERV (Energy Recovery Ventilator) was installed during the school to library conversion to provide preconditioned ventilation air to the adult and children's sections of the Library along with the following areas: Lobby (117), Periodicals (114), Young Adult (113), Reference (111), and Directors Office. The system is rated at 2,500 CFM and when operational (the system is not operating) is capable of handling the ventilation requirements for 166 people (IMC 2003 table 403.3) in the areas it services.

The House of Local History is heated by commercial hot water baseboard only. There is a disabled makeup air unit above the ceiling in the storage room that serviced the room when it was the school's auditorium. The unit no longer functions, but an in-wall temperature and humidity control system was installed in 2002.

The entire basement is heated by residential hot water baseboard system. The baseboard system is in need of repair. There is no mechanical ventilation or air-conditioning system(s) in the basement.

### **Proposed Mechanical Systems Renovations**

All schematic design options involving occupying the basement of the building would require installing a new HVAC system(s).

Depending on the occupancy level desired for the basement, and associated ventilation requirements for that occupancy level, the boiler may not have the

capacity to temper the volume of ventilation air required. Therefore the use of an ERV would be required to preconditioned ventilation air.

Basements inherently have high humidity and moisture problems. Providing ventilation air during the cooling season tends to increase the humidity levels due to low cooling demand of the space. Air-conditioning design for the basement would incorporate reheat to control humidity levels in the space.

The ERV (Energy Recovery Ventilator) installed during the school to library conversion to provide preconditioned ventilation air to the adult and children's sections of the Library and the other ancillary areas listed above should be repaired to provide adequate ventilation air to these areas.

### **Existing Electrical Service**

The building power feed is a 208Y/120 volt, 600 amp, three-phase underground service. The distribution is through three (3) 200-amp three-phase panels. Ancillary to these panels is a separate 225-amp three-phase breaker that feeds the adjoining carriage barn that is not included in the library's metering. The condition of the entire electrical distribution system is good.

### **Existing Life Safety**

The quantity, style, and location of exit signs and fire horn/strobes and smoke detectors on the first floor are consistent with current existing life safety codes. All components, including the First Alert fire alarm panel are in good condition. Partial or full occupation of the basement would require a further review to ensure continued compliance.

### **Potential Structural Issues**

If any of the spaces located above the basement are to be used for additional book storage, a complete structural review by licensed structural engineer should be conducted.

## EXISTING BUILDING CONDITIONS

### The Site

- I. Location
  - A. 1095 Main Street, Williamstown, MA 01267
  - B. The building is 16,950 square feet. The site is on the rotary of Rt. 2 and Rt. 7. The Town Hall and Williams Inn are across Field Park, which is the center of the rotary. Adjacent are Williams College's Center for Development Economics and the Williamstown Bed & Breakfast. A private residence abuts the southside.
- II. Site description
  - A. The property is a 2.6 acre lot.
  - B. The site's landscape was planned by a local landscape designer and helps the library to provide a quiet and comfortable place to enjoy books and a place to learn and explore. The landscape also provides a significant public space in the heart of town. Using shade trees and sunny areas, the campus has several reading benches and the landscape was built with local flora that can endure rugged northern Berkshire winters. With enormous community support for the current site, memorial and gift plantings were incorporated into the Master Plan. A stone walk from the parking lot to the Sarah Tenney Osborne Garden was also a gift. Low maintenance was important and the grounds and gardens are maintained by the Town, a local landscaper and the Williamstown Garden Club. The rear courtyard has yet to be formally landscaped and comprises a few memorial plantings, a Children's butterfly garden but also has an underground 2,000 gallon oil tank.
  - C. The parking lot contains spaces for 44 cars.
- III. Building Description
  - A. Exterior
    1. The building is a mixture of un-insulated painted cinderblock and wooden siding.
    2. The roofing includes two copper roofs on the east and west wing's sloped roof. The remainder of the building has a mixture of membrane and asphalt shingle. The phased roofing project was finally completed in the fall of 2007.
    3. The windows are varied with immense arches, trapezoid and sliding windows. Some are tempered glass; others are in need of replacement. Special window shades were added on the south side of the building to maximize cooling and shading. The doors are mostly metal with panic bar systems. The front

entrance is a magnetic locking system with a Stanley door opener for the handicapped.

B. Interior

1. The flooring is a mixture of carpeting and linoleum tile. The library building has essentially fourteen rooms on the occupied level that serve: Children's Department, Circulation and Fiction, Media, Nonfiction/Reference, Assoc. Directors Office, Director's Office, ILL and cataloging office, Periodicals, Computer Lab/Young Adult, Rear Lobby, Staff Room, Classics Room, and two meeting rooms. Many rooms are off a main hallway and lack doors.
2. The north side and south side of the building have 2-story sloped clerestory ceilings with numerous eyebrow shaped windows that allow for maximum sunlight.

C. Utilities

1. Electrical service is above ground.
2. Telephone service is above ground with two main lines, and a dedicated fax/payphone line.
3. Cable television and Internet are buried below ground.
4. Water and Sewer are provided by the Town.
5. Storm water drainage is handled by the Town.

D. Security System

1. Installed in 1998 the system has burglary and fire for all of the library's rooms and both levels are tested and monitored regularly.

**Access**

- I. There are eight doors on the main level of the building.
  - A. The main entrance is on the east side of the building is handicapped accessible and was replaced in 2005.
  - B. The Children's Room has two doors that open onto a sidewalk that leads to a rear outdoor courtyard. The doors were replaced in 2007.
  - C. The House of Local History has an entrance from the rear courtyard as well as two doors that open to the outside.
  - D. There are also two exits, one near the Reference Dept. and one in the Staff Room.

All but the front entrance are locked from the outside, all may be used but are not recommended as exit points.

**Space issues**

- I. Library Materials - Adult

A. Media

With a preface that many formats are in the midst of review for discarding, such as VHS and Audiobooks on cassette, it is

difficult to project just what media formats for education and entertainment will be used twenty years from now. Will downloadable and streaming video replace our current DVD collection? Will downloadable music and audiobooks replace the CD format? This is difficult to predict. What we do know is that VHS and cassette audios will be removed within the next year or two. With that given the adult fiction and mystery collection have sufficient room to grow.

- B. Large print and paperback collections have no room for growth and adequate shelving to meet the needs of disabled and senior clientele must be addressed.
- C. Nonfiction is extremely overcrowded with large books shelved on all of the top and bottom shelves.
- D. The Children's Room needs a larger picture book area and room for face-out displays. The Parenting collection should be relocated into adult non-fiction. Media shelving is not adequate.
- E. The Young Adult Room became the Computer Lab thereby limiting the collection and all the tables and the Homework Center were removed.
- F. The Reference/Interlibrary Loan/Cataloging Dept. is in very tight space with staff and volunteers.
- G. We lack the adequate space for browsing and displays that is critical for a library whose major service response is that of current topics and titles (*Planning for Results*, Sandra Nelson). Along with general crowding, there is no wall space for the display of materials. Because of the overcrowding of the shelves, finding materials can be challenging. It is possible for patrons to leave the library without getting the help they need, as the design of the building does not facilitate patron contact with staff. Patrons using the library experience the space crunch first hand.

## **FACILITY NEEDS COMMITTEE**

October, 2007

Prelude to Program of Service for Joyce and David Milne Public Library

### Facility Needs:

1. Occupancy of Lower Level
  - a. Elevator and emergency egress – bring up to code
  - b. Infrastructure:
    - i. Update/install HVAC (climate controls/ ventilation etc)
    - ii. Size of boiler/ heater adequate?
    - iii. Need to update existing electrical (in conjunction w/ upper level computer room, etc.)
  - c. ADA accessible toilets
  - d. Paved access to lower level for automobiles (ped. as needed) on west side of building
  - e. User friendly, ADA accessible entrance on west side
  - f. User friendly configuration for storing and sorting books
    - i. Need a large sorting area
    - ii. One or two smaller storage areas
  - g. Remove AC unit from back stair/ replace AC to House of Local History and maintain size of leased area and storage for HLH.
  - h. Security – possibly video or intercom system
2. More efficient use of existing Upper Level
  - a. Utilize slab foundation to increase stacks
    - i. Consider rolling stacks or tube files (mechanical)
  - b. Relocate following to non-slab: administration, reference, YA/computer
  - c. Larger custodial closet
3. Expand following areas as possible
  - a. Young Adult: stacks & homework area with visibility to staff
  - b. Computer area: increase size, accessibility and visibility
  - c. Meeting rooms and Program areas:
    - i. Need to increase capacity to 50-75 persons
    - ii. Need to consider parking requirements for increased capacity as well as need to repair existing parking lot (< 10 years projected longevity)
    - iii. Presentation facility (room darkening, etc) and AC.
  - d. Open reading area, with Wi-Fi (and possibly café area)
  - e. Need secluded place for pay phone/ phone booth for quiet
  - f. Additional display areas for new material, seasonal themes, etc.

4. Children's Area
  - a. Safety issues – electrical outlets, etc.
  - b. Increase programming space
  - c. Increase activity space
  - d. Increase stack/ storage space
  - e. Dedicated children's toilets
  - f. Need to redesign circulation area
  - g. Office space for librarians
  - h. Computer stations for children

## **AREA DESCRIPTIONS**

The Area Descriptions that follow describe the current use of space in the building and cite many of the deficiencies in both the quality and the quantity of space. The spaces listed in this section represent the current use of space within the Library. The program statement forms that follow do not match some of the sections especially with regard to collections, user spaces, and staff spaces.

It should be noted that the Milne Library serves many people in addition to its residents including Williams College students. The Library serves 5,572 registered borrowers including 667 users with a Williamstown card who do not reside within the municipality. The Library also serves southern Vermont and Rennsselear County in New York with over 14,000 items loaned to out-of-state patrons in FY2008. Residents of neighboring municipalities such as Hancock that is not certified and New Ashford without a library receive library services from Williamstown without recompense from these towns. These circumstances explain, in part, why Williamstown has the second highest circulation in Berkshire County.

## MAIN ENTRANCE AND FOYER

**Description:** The entrance is a set of double doors with a small vestibule. The main entrance and sidewalk were replaced, including a new Stanley door opener in 2005, because of winter frost heaves. The front door enters into a heated vestibule with an interior book drop that is not adequate to hold returned materials on Sundays and holidays. The second door to the library also has a push button door opener and crosses the threshold into an area with a coat closet, bulletin board, and the original piece of furniture that served as the circulation desk from the old library. A book display unit (the only one in the building) serves to exhibit many new books. Display space is lacking especially in the entrance. A water fountain and trash receptacle are also in this section. Adequate for a dozen people in passing, the traffic flow into the library's circulation area works well. One of many massive brick chimneys looking architectural details is in front of the foyer and prohibits good vision of the doors for the staff working the front desk. The public bathrooms are in close proximity to the door and carpeted mats help prevent wet floors and outside dirt to be tracked in. Heavily used for conversation, informal gathering, and access to the circulation desk and Children's Room. It is the heaviest of traffic areas and has served the library well. The disadvantage is that its not a cordoned off hallway and it is extremely noisy and sets that tone for the rest of the building.

**Seating:** There are three benches outside the entrance and three inside that seem adequate.

**Equipment:** The book drop closet houses, brooms, shovels, and snow melt and although the book drop is metal there is not a firewall within the closet wall in case ignited materials are placed in the book drop. There is a patron counter inside the second door. A literature rack is located inside the vestibule and also directly inside the foyer. The library does not have a security system for materials that have not been checked out. This would be an ideal location for the detection panels, if a system were installed.

### Architectural

**Features:** With a two story ceiling and totally windowed, the entrance is very warm in the summer. It is in close proximity to the parking lot and convenient for patrons to use the book drop when the library is closed. Having the entrance and circulation area on the far east side of the building makes the security and supervision for the rest of the building difficult with a small staff.

## **CIRCULATION - INFORMATION AREA**

Description: 1. The circulation desk

The current desk is essentially square shaped (14'X16') with two circulation staff desks, one facing the front door and one facing exactly opposite. It is split leveled with one side of the desk a higher counter height and the other side lower (originally designed for checkout to children and wheelchairs). Both desks are lower in height so that the staff can sit in desk chairs with a computer terminal and two telephones. The area has changed over the past 11 years with the growth of circulation, the automated online system and the exponential growth in interlibrary loan activity and patron placed holds. We have limited space for the holds shelves and book discussion group titles and recently retrofitted the deep cabinets with pullout shelves. We have added a closet with doors to accommodate desk supplies and staff materials. The space allows for only two book trucks and only two people can be checking patrons out at a time; another terminal is especially needed, but space is limited. There is a book drop for adult materials, with the Children's Room having a separate circulation desk. There are two entrances to the desk area with swinging doors to keep the public out. A bulletin board is adjacent for library events and public notices. A self-checkout machine would be ideal, but space limits preclude that. Bathrooms are adjacent for good supervision and there are two independent shelves for new materials.

Seating: Currently seating for two staff.

Equipment: Equipment includes two book trucks, two terminals with keyboards, scanners and receipt printers, one desk jet printer, video and cassette rewinders, two phones and a battery charger.

. Circulation area – DVD collection

The area surrounding the circulation desk is crowded with the DVD collection, two public access computers for the online catalog, three sets of single shelving for new fiction, new nonfiction, a display book shelf, a glass display case and the main book display that overlaps into the foyer and abuts the fiction collection.

#### Circulation Area – Public computers

There are two terminals on standing workstations that are not adequate for the number of people wishing to search the catalog.

Custodian closet – This is a very small closet (4'X7") that does not accommodate many supplies or much equipment. It has a floor sink and can store a vacuum and mop/pail, but minimal room for supplies.

### **THE CHILDREN'S DEPARTMENT**

**Description:** The room is 48'X60' with a sloping cathedral ceiling and windows around the entire room. It contains a circulation desk, two staff desks, two file cabinets and a craft closet. The room is directly off the entry foyer and circulation and also has a story time area (8'X12') that has four steps for approximately 20 children to sit. That is the only programming space. There is no activity space, but a craft area with three youth tables and 14 chairs. Current holdings are 20,020 and this collection is crowded using all shelving. The video/DVD collection is shelved on very deep rolling shelves not suited for the media. The staff and all office equipment are located almost in the middle of the room, and electrical outlets in the floor are a safety issue.

**Seating:** There are only 5 comfortable seats, 14 craft table chairs and 5 youth chairs around a low table. Projection – 16 comfortable chairs, 2 more work tables with 10 additional chairs. The craft table is sufficient.

### **FICTION**

**Description:** Bordering the circulation desk within the same room is the adult fiction collection which is approximately 32'x24'. Our adult fiction count is 14,301, which is being aggressively weeded for the first time in 11 years. The mystery collection is a separate collection that follows fiction and overflows into the shelving in the media room, which is confusing for patrons, staff and shelvees.

**Seating:** There are just two chairs positioned near the restrooms and they are not utilized for reading.

**Equipment:** A public photocopier is in the corner of this room. It cannot be viewed from the circulation desk and should be moved for proper supervision and assistance.

## **MEDIA COLLECTION**

Description: The VHS, Books on Audiocassette and almost a full range of mystery books are in a media area that is off the main hallway and has entryways from the circulation area and the reference/nonfiction room. The room is 24'X24' and if the two media collections were both eliminated there would be sufficient space for fiction, mysteries and reading and display space. The DVD collection needs space elsewhere. All media collections are shelved as books with no display space or browsing capabilities. The new MP3 format audiobooks called Playaways are shelved between nonfiction DVD and a few VHS series that do not fit anywhere else. The music collection is by the Director's Office on freestanding CD shelves. The CD ROMs are also housed in an old LP browsing unit near the Director's Office, it is a small collection (134 titles) and not heavily used. Although all media is housed horribly, the circulation is very good.

Seating and Equipment: No seating at present. It would be ideal to have a listening station for music for four patrons and seating for another four to read media reviews and media magazines.

## **NON FICTION, PAPERBACKS and REFERENCE COLLECTION**

Description: The nonfiction and reference collection occupies a large room with cathedral ceilings and huge arched windows that overlook the Sally Tenney Osborne Garden and the front of the campus that faces Main St. The area is 48'X36' and current holdings for non-fiction are 17,750. A new reading area was added by the windows with 14 seats, a worktable and reading carrel. The collection was originally shelved on 6" shelves that had been given to the library by Saratoga Public Library in New York. In 2000 they were replaced with 10" shelves and wooden end caps and are very crowded even with annual weeding. The collection occupies the top and bottom shelves with many oversized books.

Almost 1,500 paperback books are shelved in this room. It is a static collection that does not grow because of space limits and static circulation. A bookcase for new paperbacks is located in the fiction area, which is hidden from sight and confusing for the public and shelvees.

The reference collection is approximately 870 titles and is shelved in a U-shaped 44" high shelving units that were added in 2003. The

print collection is not being increased and needs aggressive weeding. There is a table within the U –shape that students, researchers and the chess club use, and includes a display of music CD's.

**Seating and**

**Equipment:** This area would be good for patrons to utilize the wi-fi with personal devices, but A/C plug-ins are needed. It is one of the quieter areas of the library and could use 20 more comfortable seats and four additional tables with 16 chairs.

**PERIODICALS, NEWSPAPERS and LARGE PRINT**

**Description:** This 24'X24' area houses several collections and also seating for ten people with two tables. The 1,450 large print books are another adult collection that is weeded monthly to keep within the existing shelving. Top and bottom shelves are overcrowded and not accessible to the elderly and sight impaired. Large print circulation is steady and approximately 60 books are loaned to a remote library at a senior residence center every two months. Magazines are shelved on sloped display shelves and house 85 subscriptions and have average circulation but more in-house use than any other collection. This space could benefit from more comfortable seating and a community space that would encourage patrons to stay and interact. Twelve daily newspapers are displayed on a rolling rack with back issues for one week shelved on a sloped shelf bookcase. There are five comfortable seats and two tables with two chairs.

**Seating and**

**Equipment:** With low usage reports for our online databases, this space would be ideal for two public terminals that access just our periodical databases, newspaper and online research resources

## **YOUNG ADULT and the COMPUTER LAB**

Description: This totally enclosed 32'X16' room was a Young Adult Room and a Homework Center with two computers from 1996-2000. With demand for Internet computers it was turned into a computer lab in 2001 with funding from the Friends of the Library for six computers with flat panels, individual work tables, and a networked laser printer. This eliminated four worktables with 16 chairs, a listening center with two lounge chairs and the collection was re-sized to fit along one wall.

A young adult advisory group gave the following input for improved Y/A services:

1. A room devoted only to teen materials and activities, including computers and a listening station – room for other media in addition to books and magazines, good bulletin board for displays and teen art.
2. Some comfy seating and areas where kids can comfortably read, listen to music and do homework, and also hold meetings of book clubs or other small gatherings.
3. A magazine rack of new editions of each magazine.
4. Problem with lack of privacy in YA room during browsing, because of placement of the computers; also, tripping over wires to computer. Can room be re-arranged?
5. Would like some computers specifically for teen use.
6. Need display shelf for all new teen materials.
7. Program space.
8. Providing both social and a studious atmosphere with a creative and a comfortable space.

The print and media collection is just over 2,000 including print and non-print and circulation was 3,300 last fiscal year. Attendance and circulation can be directly tied to the lack teen space.

## **REFERENCE –CATALOGING- INTERLIBRARY STAFF AREA**

Description: This Department has experienced the most growth in the library. There was originally one librarian doing all three functions. Since the library automated circulation in 2000, the interlibrary loan activity has gone from 1,000 items sent and received through ILL to almost 25,000 ILL transactions. This increase has added two part-time staff and three volunteers. The space is just off the hallway near the reference and non fiction collection and went from one desk to three with additional space needed for supplies, book carts, desk space and a sorting area for the daily delivery of ILL items. Because of the increase in staffing and activity the sound level affects nearby reading and study areas. The department needs twice the space and an enclosure that would also accommodate reference services with a public desk.

## **ADMINISTRATION OFFICES**

Description: The Director's Office is very pleasant space off the reference area and the main hallway. There are large windows into the office and the office furniture, computer and desk are sufficient. The conference table seats three, six would be more adequate.

The Associate Director's Office has newer furnishings as well and has a receiving table for deliveries, an office supply closet and storage cabinets. The room is shared with another staff member who is the Circulation Manager. There is small table with two chairs for meetings with salespeople and a staff photocopier. This office is adjacent to the Circulation Desk with windows so that activities can be visually monitored. The Associate Director has a reception desk and a desk for a computer, printer, and supply and file cabinets. Minimal technical processing of books is performed by the Circulation Manager at her desk.

## **BACK LOBBY**

Description: The rear lobby is a huge room 40'X26' with cinderblock walls and two large chimney-like columns. It functions as the sorting and pricing area for the Friends of the Library. They have an Annual Spring Book Sale that grosses over \$24,000 for the library. Previously they had been doing all the functions in the basement till 2005 when the agreement for their occupancy ended because of an accident on the stairwell. The volunteers had been carrying the boxes down the stairs prior to the accident. They collect books every day that the library is open and sorting is ongoing year round. The room has 15 tables for the boxing of books that are now transported to the basement by Town employees via either a truck to the basement doors when weather is favorable or an inside stairwell ramp.

The rear lobby also houses a local author, special gardening and origami collections along walled shelving. Before 2005 this room was a reading area and also functioned as a large meeting room for about 50 people.

## **STAFF ROOM**

Description: The staff room is 16'x20' and is a large space that is really only used an hour of the day. This room is off the back lobby and has an exit to the outside. This room could become staff offices with windows into the lobby.

Equipment:  
and seating: The room has a sink, refrigerator, microwave, toaster oven and telephone.  
The current configuration is for 10 seats and three tables.

## **CLASSICS ROOM**

Description: The Classics Room was designated for the classics collection, local history and genealogy. It functions as an office for the Friends, sorting and pricing for the Friends book sale silent auction, the classics and local collections and an area for AV repair and CD and DVD cleaning. The book collections are 115 classics and 212 local history items. They are not expected to increase.

Equipment and Seating:

The room has four chairs, an RTI DVD and CD burnisher/repair system; desk; two tables; four ranges of books and two file cabinets.

## **MEETING ROOMS**

Description: The Board Room is 16'X20' and is off the back lobby. There is a large table in the middle that seats 8-10. This room is used Monday –Wednesday mornings for ESOL classes and then is booked by individuals and organizations.

The room has two file cabinets a white board and 20 chairs.

The larger meeting room is 24'X22' and also has a large table that seats 12 and is used for ESOL classes. There are a white board, projection screen, TV with VHS/DVD player, black-out shades and a rack of 35 folding chairs.

This meeting room can hold only 40 comfortably for a lecture.

Equipment: A kitchenette, amplification system and video projection system would be needed for future meeting space. As well as stackable or retractable chairs for both rooms.

## THE WEST WING

### HOUSE OF LOCAL HISTORY

Description: The west wing of the building contains the House of Local History (HLH), Williamstown's historical museum. The museum is 48'X72' and has a lobby 16'X24' with two bathrooms, a kitchen and a custodial closet.

The HLH and library have shared a unique collaborative relationship for 67 years since E. Herbert Botsford stipulated that they be housed together in a building he gifted to the town in 1940. This mutual relationship became transformed into one of landlord/tenant as a result of legal details of the gift from David and Joyce Milne for the current building. The HLH has a 20 year lease that was signed in February 1997.

The House of Local History has been involved in this planning and has concerns that they may need to move from their current space. Basement space raises many environmental concerns for those responsible for archival materials.

The HLH has submitted needs for current and future space:

- Archival safe.
- An enlarged storage area with HVAC system.
- Alarm system tied into monitoring for smoke, water and motion.
- Heat and air-conditioning in office and exhibit area with separate thermostats from the library.
- Storage area comparable to their space in the basement (24'X16').
- A large visible outdoor sign.
- A floor tile trail to the entry door.
- Three computer ports for volunteer staff and two for public research.
- A separate electric meter.

## **QUIET READING SPACE**

There are no areas or rooms in the library for quiet study or rooms for small groups or conferences. Patrons frequently request these. Group projects assigned by teachers in the middle and high schools necessitate space for small groups to meet, research and talk. Tutors and their students now work in any public area that has a free table and can be disruptive to the rest of the library.

## **BASEMENT**

Description: The lower level of the library is approximately half the size of the main level, approximately 7,600 square feet without an elevator or handicapped access; and it does not have a certificate of occupancy. It is zoned for storage only for the Friends, House of Local History and library. It has concrete and cinderblock walls with 8'ceilings. It is an L-shaped space with eight major rooms (that were classrooms for the private school) and rooms for electrical and heating. The space can be opened up and many wall are not weight bearing. There is an existing bathroom with three toilets that have been capped off. Two egresses exist, one partially blocked by an air-conditioning unit for the House of Local History. The storage room and most rooms have ground-level windows.

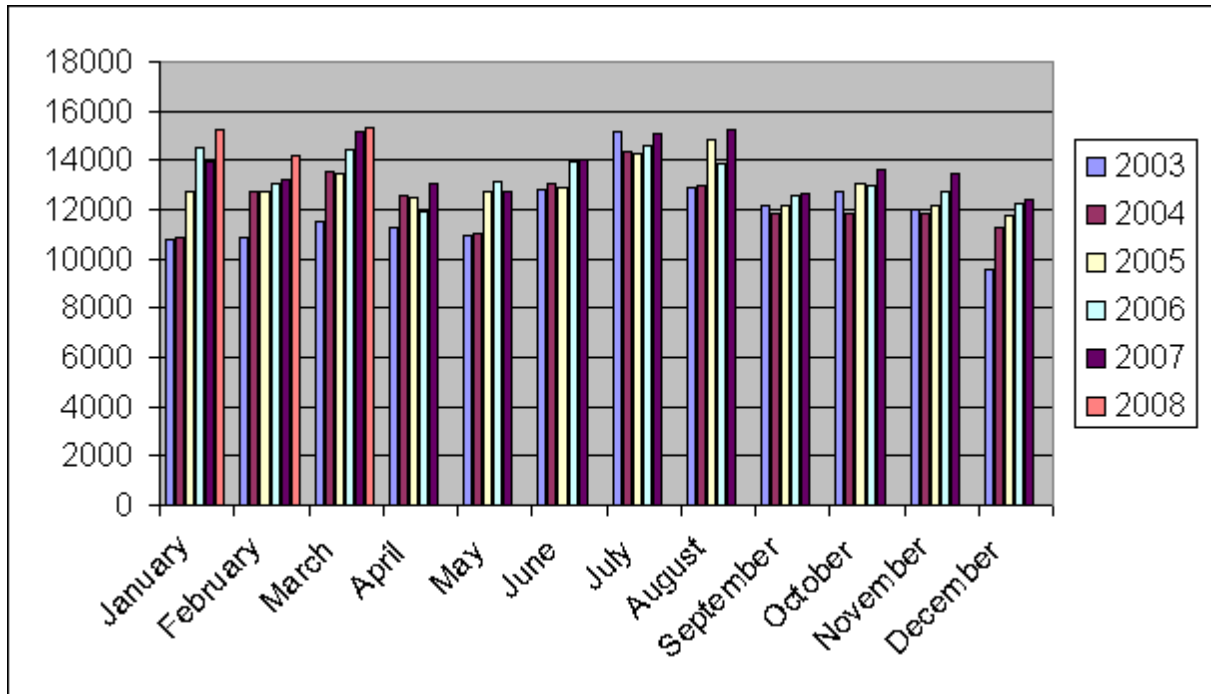
## MEETING LONG RANGE PLAN OBJECTIVES

The Long Range Plan was completed in 2002 by a group of community members, Friends, staff and Trustees. These are the goals in the LRP that relate to the building, and how it would help achieve them.

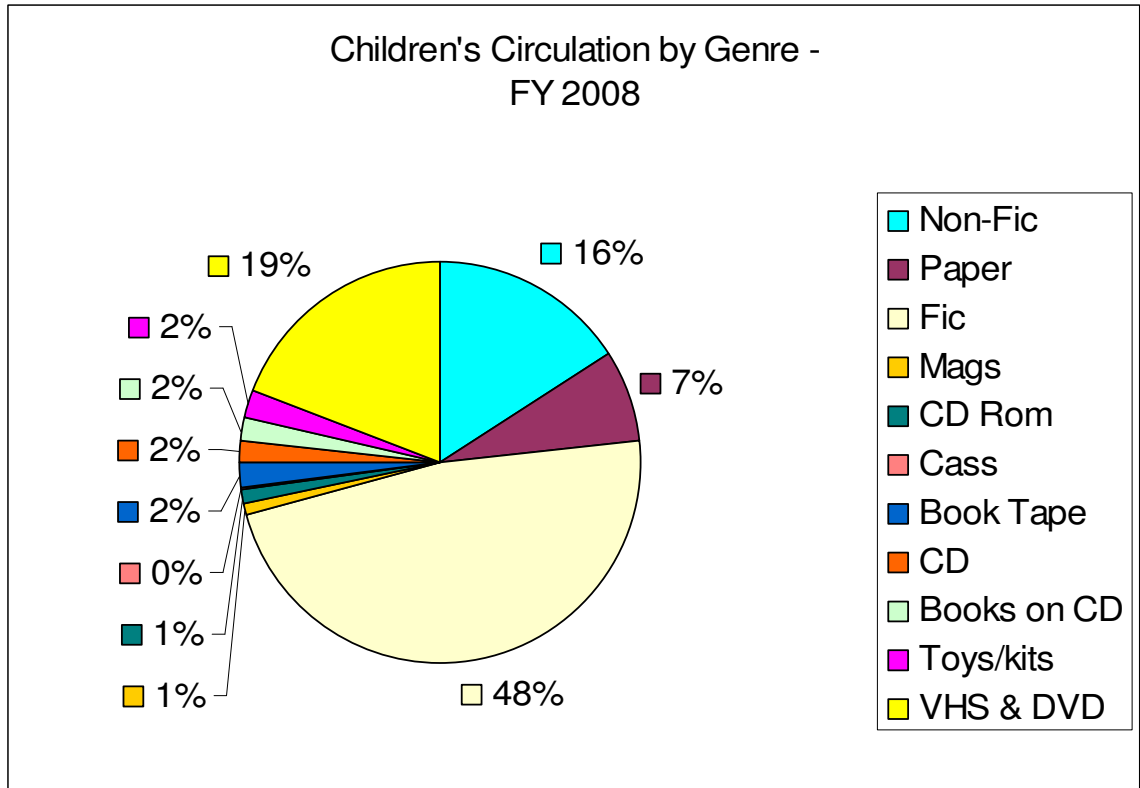
1. *Better collection access for library patrons and staff*  
The library would have a highly visible area for new fiction and non fiction with many display areas so patrons could browse the collection easily. Media formats such as CDs, Books on CD and DVD would have a cohesive organized space suitable for shelving these popular materials. The library would have a number of workstations dedicated to accessing back issues in computerized formats.
2. *Library users request cozy spaces for reading*  
Create cozy reading nooks throughout the library with new furniture, reading lamps, plug-ins for laptops and re-configuring present spaces.
3. *Library needs to protect the collection*  
Install security system to deter theft of collection.
4. *More space for children's activities*  
Children's activities (story times, crafts, programming) in library are cramped due to space limitations.
5. *Library staff needs efficient, well-designed work space.*
6. *Library users need more work space and expanded collection.*
7. *People in the community have requested children's play spaces and parent meeting space in the library.*
8. *Fully utilize outdoor space for programming and reading areas.*
9. *Provide library patrons with more and timely material in all formats in the identified subject areas and collections.*
10. *Provide library patrons with new technology for reading, listening, and viewing.*
11. *Increased access to computers and the Internet, and more classes about technology.*
12. *Make the Children's Room more attractive, functional, and user-friendly.*

## Circulation Statistics 2003 – 2008

	January	February	March	April	May	June	July	August	September	October	November	December	Total
2003	10812	10871	11486	11309	10964	12822	15122	12866	12183	12693	11986	9578	142692
2004	10904	12770	13539	12528	11053	13080	14364	12961	11808	11820	11850	11250	147927
2005	12731	12733	13485	12476	12736	12927	14241	14859	12201	13073	12184	11731	155377
2006	14517	13040	14452	11915	13100	13923	14584	13825	12593	13012	12700	12248	159909
2007	13984	13187	15161	13068	12717	14045	15042	15213	12634	13606	13480	12400	164537
2008	15237	14223	15351										

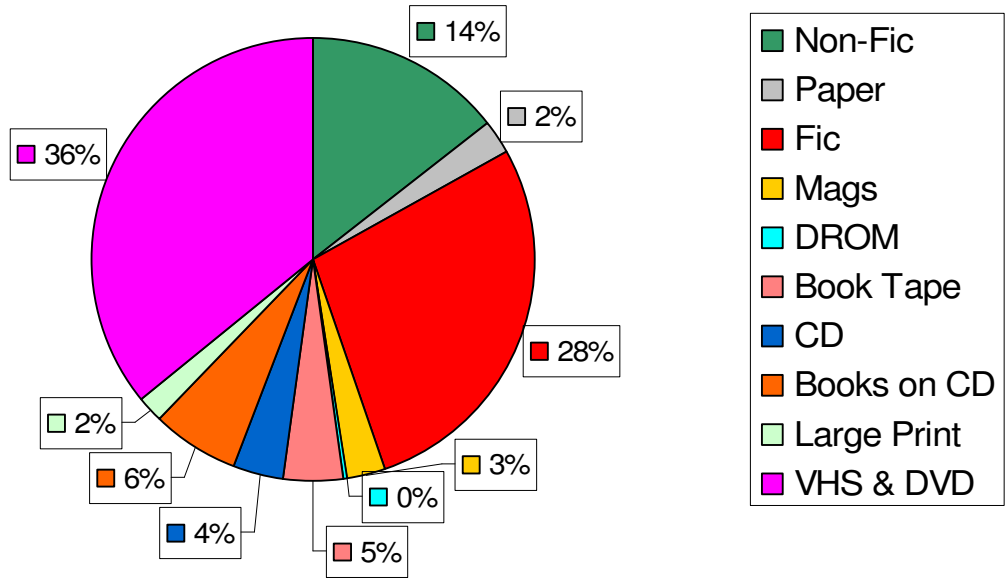


Children's Circulation by Genre -  
FY 2008

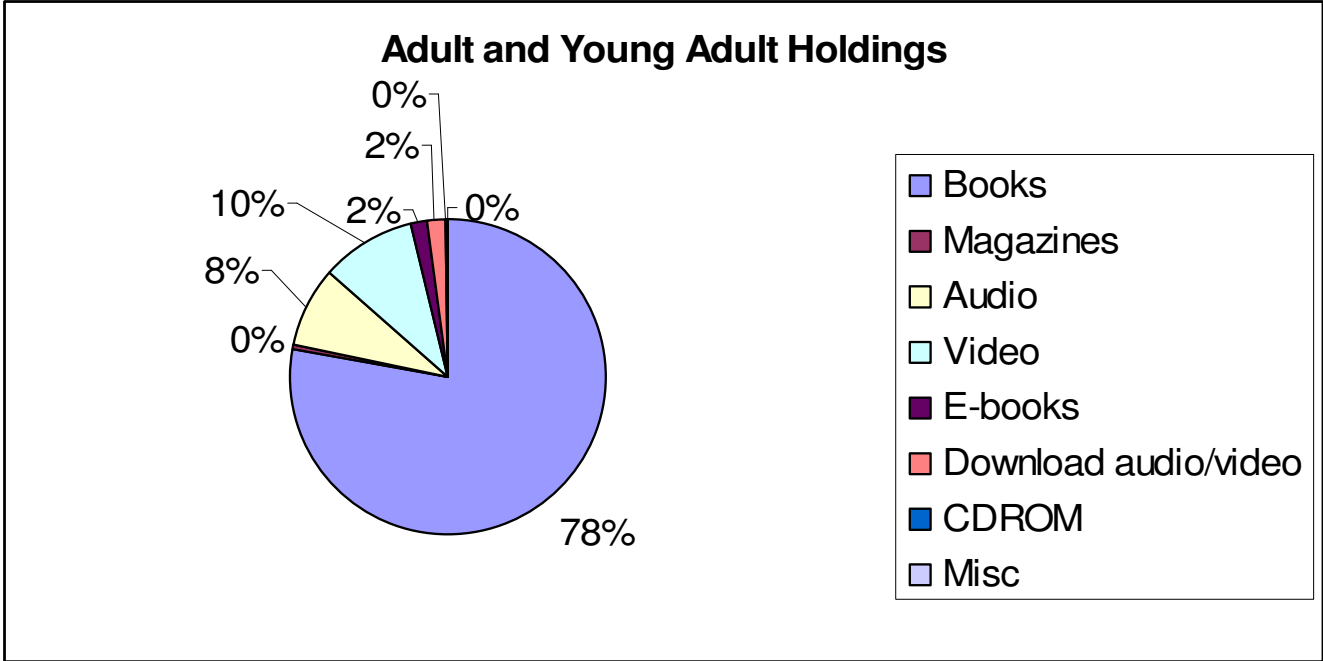


Non-Fic	Paper	Fic	Mags	CD Rom	Cass	Book Tape	CD	Books on CD	Toys/kits	VHS & DVD	Total
7179	3355	21550	370	596	120	880	700	929	1035	8630	45,344

### Adult and Young Adult Circulation by Genre - FY 2008

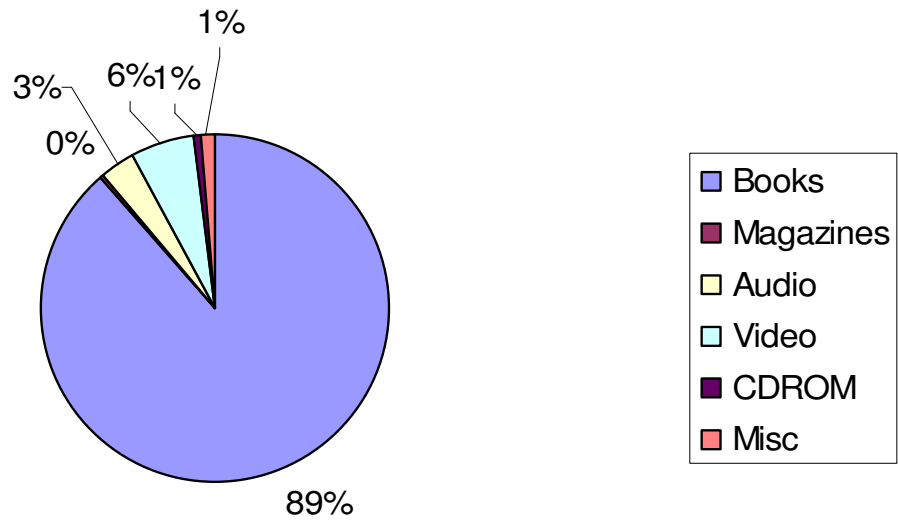


Non-Fic	Paper	Fic	Mags	DROM	Book Tape	CD	Books on CD	Large Print	VHS & DVD	Total
14514	2530	28300	2812	161	4752	3575	6551	1732	36450	101,377



Books	Magazines	Audio	Video	E-books	Download audio/video	CDROM	Misc	TOTAL
37513	234	3839	4745	796	922	134	25	48,208

### Children's Holdings - FY 2008



Books	Magazines	Audio	Video	CDROM	Misc	TOTAL
17572	45	629	1146	129	280	19,801

## PLANNING ENVIRONMENT

*This building program has been developed at a time of dramatic changes in the nature and role of public libraries, in publishing, in education, and in the role of the government in support of public institutions. The years immediately ahead and into the next two decades present both opportunities and challenges in the planning of public library facilities. The following is a set of planning ideas and assumptions that are the basis on which the program for the Williamstown Public Library has been constructed.*

*What are the opportunities?*

- A decreasing cost of digitization, data storage, and electronic access.
- Ubiquitous ownership of personal computers, laptops, and digital notebooks.
- A growth in the number and extent of information delivery networks at the local, regional, and national levels.
- A geometrically increasing amount of information available through the Internet and the World Wide Web at relatively low cost.
- An emphasis on developing information access skills beginning in elementary school and continuing through high school and college.
- The recognition that being able to understand how to identify and evaluate information in all of its forms is an essential skill for living in the 21<sup>st</sup> century.
- Increased awareness throughout society on the importance of *reading* in brain development, educational success, and life skills.

*What are the challenges?*

- There are unrealistic expectations of what is available in electronic form as compared to the total amount of information and knowledge that exists. Everything is NOT in the computer.
- The Internet is lacking in organization and searches produce too much that is irrelevant. It is difficult to locate useful information. The Internet lacks quality control as well as authentication and verification of information
- The increase in use of online resources requires that libraries pay more attention to the ergonomic issues involved with access: screens, keyboards, displays, lighting, furniture, and compliance with the ADA.
- There is a significant percentage of the population that do not own computers and need instruction as well as physical access.
- The cost of subscriptions to electronic resources is high as compared to print. In addition, there are licensing provisions that inhibit libraries from providing remote access to databases.

*Where will electronic information storage and delivery lead the public library?*

- Linkages with regional and national networks will provide access to bibliographic and full text files including serial lists, union catalogs,

government information, journals, newspapers, and encyclopedias and other reference tools.

- Public libraries will need to develop mechanisms for communicating electronically with patrons, including the use of networks for patron-initiated interlibrary loan and document delivery. Email can also provide the means for online reference assistance and reader's advisory services.
- The growth and complexity of what is available electronically requires that public libraries provide training for patrons in how to access, evaluate, and use information.
- The Internet enables local communities to offer legal and consumer information and provide connectivity to public databases (e.g., voter information, real estate assessments, and census data.)
- Public libraries can use digital storage for the preservation of historical information like local newspapers.

### *What about books?*

- Public libraries in the 21<sup>st</sup> century will have to continue to exist in a bimodal – print and electronic – environment. Libraries will have to continue to acquire and store printed material so long as that is a principal means of publishing and disseminating information, especially for the general population. There has not been nor will there be in the near future a significant shift in the publication of *books* from print to electronic. Indeed, in each of the last five years, the number of books published worldwide increased by around 5% over the previous year. This represents about 25,000-30,000 *more* books. While it can be expected that electronic books will eventually emerge as a format for the consumption of some popular fiction and non-fiction, evidence to date suggests that a combination of economics (high cost), the equipment required, and the unwillingness of people to read extensively on the small screen of hand-held devices (or for that matter on a computer monitor) makes this technology an unlikely substitute for books of all types.
- Books have a number of attributes that are difficult to replicate including their relatively low cost and portability – books can be read without any additional equipment or furniture. They can be transported from place to place easily. The tactile relationship of reader to page is unlikely to be reproduced in an electronic mode.
- There are ongoing changes in the formats in which non-book information appears. VHS and cassettes are disappearing while downloadable formats are increasing in use. Libraries need flexibility in the way they can shelve collections but, fortunately, most library storage equipment can hold a variety of formats – books, CDs, videos and DVDs.
- Electronic publishing has had and will continue to have an impact on public libraries in areas like abstracting and indexing services, full text of journals, reference works, and government publications. The growth of library networks provides individual libraries with a number of opportunities: (1) they can share the cost of supporting online catalogs and circulation systems; (2)

they can organize their holdings into union catalogs, and, through reciprocal borrowing and interlibrary loan agreements, provide patrons with access to greatly expanded collections; (3) they can establish agreements for long term retention of low use materials by distributing the responsibility for keeping them throughout the network; (4) and they can maintain weeding programs with the expectation of having access to all of the resources of all of the libraries in the country.

Why do we need library buildings?

- To provide access to the wealth of information presently owned and that will continue to be published in printed form including books, maps, graphical images, and archives.
- To provide access to materials in other formats that can be read, viewed, or listened to by individuals and that can be conveniently acquired by libraries and loaned – videos, DVDs, CDs, and audio books.
- To be a place for learning and relaxation.
- For the serendipitous exploration of the history of civilization.
- For access to professional librarians and information specialists.
- For access to equipment needed to access information.
- As a place for collaboration and discussion and for public presentations and meetings.
- For children, a place to learn about books and about learning. A place in which to be exposed to the joy of reading by reading and by being read to.
- For the presentation of cultural programs and activities for the community.
- For recreational, leisure, and entertainment opportunities for all ages.
- The public library is the most democratic and most open institution we have for these purposes.

## LOCAL PLANNING ISSUES

The following section outlines the key issues and questions involved in planning for the future of the building. The information represents issues that were enumerated in the Trustees report as well as some that have been identified by the consultant.

### *Major Space Deficiencies and Problems*

- Lack of growth space for large print and paperback collections.
- Overcrowding in the non-fiction stacks.
- Children's Area needs more display space and better/more picture book shelving. It needs better program and collection space. Staff offices and workspaces are inadequate.
- Young Adult space is no longer identifiable due to expansion of Computer Lab.
- Staff areas, especially for reference, interlibrary loan, and cataloging are overcrowded.
- The library lacks adequate space for display and browsing of new materials.
- House of Local History lacks environmentally and physically appropriate space for the storage of unique and valuable materials. The HLH also lacks an interior security system.
- The Friends of the Library area needs more efficient access to a truck delivery entrance. The book processing area should be better separated from the public.
- The processing of incoming materials is less than optimal in terms of efficiency as books and other items have to move back and forth between a number of staff workstations.
- There is an overall lack of reader space for both quiet study and for laptop usage.
- There should be more staff computers; space needs to be programmed for an increase in numbers. The staff needs better workstations with lockable drawers.
- The library lacks a materials security system that would reduce the amount of loss.
- The current circulation desk design does not fully serve the needs of the public or the staff.
- The explosion in the amount of material received from and circulated to other public libraries requires more and better-organized space.
- There are an insufficient number of power outlets for public use.
- There are not enough public computers and there needs to be space for one on one and group instruction.

### *Major Facility Needs*

- Access to the lower level via stairs and elevator.
- Update HVAC and electrical systems.
- Accessible toilets.
- Accessible entrance on the west side of the building.
- Security system including book security.
- Larger custodial space.
- More space for young adults, computers, programs, and meetings.
- Increased parking.
- Better reading areas.
- Better exhibit and display space.
- Improve traffic flow into and within the building.

### *Design Issues*

- How to provide additional space for the Children's Area that needs more room for programs, more activity space, lower stack heights, toilets, staff work space, and better computer space.
- If the library were to be enlarged and/or the use of the lower level increased, would additional parking spaces be required and, if so, where would they go? Does the inclusion of the basement as part of the programmable portion of the building actually require additional parking?
- Where is the appropriate location for a main entrance? How does this relate to the location of the Circulation Desk, meeting rooms, and the House of Local History? How does the location of the entrance relate to parking areas?
- Should the library install a self-checkout station? Where should this be in relation to the main circulation desk and the children's circulation desk? The cost of such equipment probably precludes having two stations. The program assumes there will be two circulation points.
- Where should a central printing station be located? This needs to relate to the location of the computer lab as well as to staff that is needed to troubleshoot.
- The program assumes that videotapes and books on cassette will no longer be part of the collection by the time the facility is renovated/enlarged.
- If the lower level is to be used to meet the requirements of the space program:
  - Need elevator and stairways that meet current building code.
  - Need emergency egress to meets current building code.
  - Space lacks adequate HVAC system; can existing boiler serve the additional space?
  - Lighting and electrical service needs upgrading.

- Need delivery entrance and a loading dock if the Friends use the lower level for the book sale.
- If the HLH is to be located all or in part at this level, need secure, environmentally appropriate storage area for collections.
- Can the HLH be split between the two levels with Museum on upper level and storage below?
- Friends book sale could all go on this level if the space were to be made habitable.
- If a building project were undertaken in phases, the first priority should be to move some functions from the upper to the lower level thus freeing space for expansion of programs, collections, and services.
- Can sufficient space be made available on the lower level to avoid building an addition?
- What might be located on the lower level?
  - Large meeting room with outside entrance and toilets.
  - Interlibrary loan.
  - Processing.
  - Receiving area.
  - Friends book sale.
  - House of Local History -- all or part.
- Areas on the main floor that are above the excavated space on the lower level do not have a floor load capacity sufficient to hold full height (90") stacks. There are, however, a number of collections that are in shelving that is lower (e.g., children's, reference). Standard floor loading for libraries is 150 lbs/sq.ft. A variance could probably be obtained for stacks that are four or five shelves high (80-100 lbs.)
- How can outdoor spaces be incorporated into the library's programs and services?

## **COMPARATIVE DATA**

Williamstown is among 15 public libraries in the Western Massachusetts region with populations between 5,000 and 9,999. The tables below show where Williamstown ranks in each of a number of categories of data that are collected by the Massachusetts Board of Library Commissioners.

## Holdings and Circulation

**2007**

<u>Library</u>	<u>Pop. 2006</u>	<u>Total Circ.(1)</u>	<u>Circ.per Capita</u>	<u>ILL Out</u>	<u>In</u>	<u>Total Holdings (2)</u>	<u>Total Per Capita</u>	<u>Subscr. Per 1,000 pop.(3)</u>
Adams	8,371	64,294	7.68	345	1,800	44,132	5.27	11.7
Dalton	6,657	49,867	7.49	3,641	2,169	47,784	7.18	14.1
Granby	6,347	49,298	7.77	4,324	3,883	29,568	4.66	16.3
Gr. Barrington	7,437	69,303	9.32	1,014	1,083	56,811	7.64	16.2
Hampden	5,328	24,482	4.59	1,974	1,553	28,844	5.41	11.1
Lee	5,858	29,533	5.04	1,142	4,012	46,223	7.89	17.8
Lenox	5,159	85,939	16.66	10,722	8,998	99,964	19.38	20.1
Monson	8,792	54,262	6.17	8,407	6,007	45,122	5.13	16.7
Montague	8,368	114,826	13.72	10,880	13,878	45,161	5.40	17.1
Northampton	8,578	77,382	9.02	3,202	6,572	25,798	3.01	9.4
Orange	7,736	69,702	9.01	7,663	10,300	61,929	8.00	12.3
Southampton	5,933	41,752	7.04	3,967	4,973	50,298	6.50	12.9
Southwick	9,603	81,719	8.51	413	252	33,677	5.68	9.5
Ware	9,982	36,952	3.70	4,333	3,738	51,848	5.19	9.5
Williamstown	8,189	165,641	20.23	11,893	12,178	68,009`	8.30	43.2

(1) Does not include non-resident circulation

(2) Includes print, audio, video, e-books, down-loadable items.

(3) (Includes print subscriptions and "other" (electronic?).

<b>Williamstown Rank</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>
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## Holdings and Programs

	<u>Audi Rec./ Capita</u>	<u>Video Rec./ Capita</u>	<u>Print Capita</u>	<u>Children's Programs No.</u>	<u>Attendance</u>
Adams	.09	.12	4.96	98	2,509
Dalton	.19	.21	6.50	38	743
Granby	.08	.28	3.84	128	3,139
Great Barrington	.28	.38	6.96	58	362
Hampden	.16	.22	5.02	38	324
Lee	.13	.02	7.32	52	637
Lenox	1.67	.57	14.39	837	12,992
Monson	.21	.22	4.41	114	1,163
Montague	.23	.44	4.50	240	6,670
Northampton	.12	.14	2.54	57	2,148
Orange	.21	.53	5.61	329	4,528
Southampton	.10	.19	5.09	75	1,429
Southwick	.29	.29	4.36	67	3,401
Ware	.04	.18	4.80	108	1,324
Williamstown	.55	.72	6.76	166	1,214
<b>Williamstown Rank</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>10</b>

## Facilities

	<u>No. of PCs</u>	<u>Sq.ft./Capita</u>	<u>Seating Capacity (2)</u>
Adams	2	.72	67
Dalton	4	.80	61
Granby	4	.39	19
Great Barrington	24	.91	72
Hampden	3	.78	48
Lee	1	1.45	54
Lenox	8	3.88	92
Monson	8	1.20	60
Montague	8	.66	26
Northampton	11	.44	63
Orange	13	.82	34
Southampton	2	1.10	53
Southwick	7	1.25	87
Ware	5	.86	50
Williamstown	13	2.11 (1)	138 (3)

(1) This includes the entire building. If the basement were not included the number would be 1.26.

(2) Generally accepted standard is 5 seats per 1,000 population. Granby and Montague are the only towns that do not meet this standard.

(3) This number seems high based on observation. It may include some meeting room seats.

<b>Williamstown Rank</b>	<b>2(T)</b>	<b>2</b>	<b>1</b>
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## Expenditures

	<u>Materials Exp.</u> <u>Per capita</u>	<u>Total Exp.</u> <u>Per Capita</u>	<u>Hours Open</u> <u>Per Week</u>	<u>Average Weekly</u> <u>Ref. Transactions</u>
Adams	\$ 5.87	\$ 33.74	41.2	31
Dalton	4.87	25.33	36.6	--
Granby	4.26	19.14	28.2	116
Gr. Barrington	10.60	49.56	47.2	--
Hampden	3.22	15.15	25.0	84
Lee	6.12	34.24	45.7	22
Lenox	11.18	84.40	36.1	471
Monson	7.18	37.32	49.7	92
Montague	6.52	34.96	52.6	52
Northampton	3.96	29.90	39.8	16
Orange	6.57	32.34	45.1	63
Southampton	4.08	17.24	24.3	--
Southwick	8.10	33.69	41.3	62
Ware	3.97	26.70	28.8	22
Williamstown	9.60	54.79	46.0	240
<b>Williamstown Rank</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>2</b>

## Hennen's American Public Library Ratings

The HAPLR Index includes 15 factors. The focus is on circulation, staffing, materials, reference service, and funding levels. The Index does not include data on audio and visual collections, or interlibrary loan. The data is taken from the information provided by public libraries to state and national agencies. The 15 factors are weighted as follows:

Expenditures per capita	3
Percent of budget devoted to materials	2
Materials expenditures per capita	2
FTE staff per 1,000 population	2
Periodicals per 1,000 population	1
Volumes per capita	1
Cost per circulation (low to high)	3
Visits per capita	3
Collection turnover	2
Circulation per FTE staff hour	2
Circulation per capita	2
Reference transactions per capita	2
Circulation per hour	2
Visits per hour	1
Circulation per visit	1

The HAPLR Scores for the libraries whose data is listed above are as follows:

Adams	536
Dalton	558
Granby	543
Great Barrington	721
Hampden	602
Lee	448
Lenox	684
Monson	510
Montague	698
Northampton	561
Orange	593
Southampton	506
Southwick	705
Ware	360
Williamstown	793

Williamstown ranks first among this group of libraries and is in the 95<sup>th</sup> percentile of all public libraries in Massachusetts.

## STANDARDS

The *Wisconsin Standards for Public Libraries* have been used throughout the U.S. in evaluating public libraries and in support of library space programming. There are eight categories of qualitative standards in the current edition. They are arranged by the population served and define four levels of attainment: basic, moderate, enhanced and excellent. The numbers below are for a population of 5,000 to 9,999.

### FTE Staff per 1,000 Population

Basic	0.8
Moderate	0.9
Enhanced	1.1
Excellent	1.4

**Williamstown = 1.13**

### Volumes Held per Capita (print)

Basic	5.6
Moderate	6.1
Enhanced	6.9
Excellent	9.1

**Williamstown = 8.3**

### Periodical Titles Received per 1,000 Population

Basic	16.4
Moderate	17.9
Enhanced	20.4
Excellent	24.7

**Williamstown = 43.2**

### Audio Recordings Held per Capita

Basic	.24
Moderate	.32
Enhanced	.40
Excellent	.51

**Williamstown = .55**

### Video Recordings Held per Capita

Basic	.31
Moderate	.33
Enhanced	.38
Excellent	.48

**Williamstown = .72**

### Hours Open

Basic	56
Moderate	59
Enhanced	61
Excellent	64

**Williamstown = 46**

### Materials Expenditures per Capita

Basic	\$ 5.84
Moderate	7.16
Enhanced	8.05
Excellent	10.36

**Williamstown = \$9.60**

### Collection Size (Print, Audio, and Video) per Capita

Basic	6.3
Moderate	6.8
Enhanced	7.8
Excellent	10.3

**Williamstown = 8.3**

### *Collection Space Standards*

The program that follows uses the recommended shelf capacities outlined in the *Wisconsin Standards*. The number of units per linear foot that appears below is based on “working capacity” that is defined as that condition when the library stacks are 85% full. At this stage, because library collections do not grow evenly, stacks are considered “full” meaning that as additional materials are acquired a significant amount of shifting would be required.

<u>Category</u>	<u>Units per Linear Foot of Shelf</u>
CDs, DVDs, CD-ROMs	30
Current magazines	1
Current newspapers	1
Children's easy readers and picture books	20
Children's reference	8
Juvenile fiction	13
Juvenile non-fiction	13
Juvenile paperbacks	16
Adult reference	6
Fiction	8
Large print	8
Non-fiction	10
Paperbacks	16
Young adult	12
Young adult paperbacks	16

Space allocations for shelving, furnishings, equipment, reader spaces, offices, and work areas have been taken from Building Blocks for Library Space: Functional Guidelines (Chicago: American Library Association, 1995.)

## **BUILDING PROGRAM DATA SHEETS**

The building program that appears here is based on (1) information provided in the Trustees' report; (2) information obtained by the consultant during interviews with the library director and staff, the trustees, and representatives of the Friends and the House of Local History on October 29-30, 2008; (3) a tour of the building on October 29; and (4) generally accepted standards for public libraries including those from Wisconsin and California.

The program data sheets are not linked to existing space utilization nor to specific areas within the building. All program square footage is net assignable space. See the "program summary" at the end of the program for the gross or total square footage required. Net space includes space used for stacks, furnishings, desks, shelving, and equipment as well as circulation space in each program area. Gross square footage includes toilets, stairways, elevators, mechanical space, major traffic arteries between program areas, and space taken by walls and partitions.

The program uses the following abbreviations:

DFS	=	double-faced stack section, 3' wide by 2' deep.
SFS	=	single-faced stack section, 3' wide by 1' deep.
LF	=	linear feet
Sh	=	shelves
Sq.ft.	=	square feet
VF	=	vertical file

Numbers that appear in parentheses under "Space Requirements" represent the square footage required for a particular piece of furniture or equipment, or a section of shelving.

## **Name of Activity**

Entrance and Inner Lobby

## **Area Required**

Outer Lobby 150 sq.ft.  
Inner Lobby 250 sq.ft.  
Total 400 sq.ft.

## **Functions**

Provides single public access to building. Entrance/outer lobby serves as weather barrier. Inner lobby serves as assembly and waiting area for those entering and leaving and as visual orientation to the main floor.

## **Occupancy**

Outer lobby is primarily transient. Inner lobby should provide circulation space for 8-10 people simultaneously.

## **Major Design Features**

### Outer Lobby

Heated vestibule with enclosed room that houses book return cart with depressible top linked to outside book drop. This space (c.30 sq.ft.) needs to be fire protected with two-hour walls. Three benches for three persons each.

### Inner Lobby

Open space with clear and direct views to major program areas. Includes exhibit cases, new book display unit, and computer workstations. Three benches near door.

Need to consider floor treatment and noise that comes from entry. If a security system is installed, the sensor panels would be located between the two lobbies.

## **Space Requirements**

### Outer Lobby

Wall mounted directory and/or information kiosk. Bulletin board for public use..

## Inner Lobby

Wall-mounted exhibit case. Low bookcase (three shelves high) for new books (2 DFS = 36LF = c. 350v.) Four public workstations. Coat closet adjacent to entrance (50 sq.ft.) Water fountain.

### **Relation to Other Areas**

Inner lobby leads directly to Circulation Desk.

Main entrance should be immediately accessible from parking lot since a vast majority of patrons come to the building via auto.

Other functions that have a priority for proximity to entrance: children's area, CDs and DVDs, new book area.

---

### **Name of Activity**

Circulation/Information Desk

### **Area Required**

450 sq.ft.

### **Functions**

Check out books and other library materials including materials received from other libraries. Check in returned materials. Provide directional information. Refer patrons to other library departments. Collect fines. Monitor entrance. Monitor security system.

### **Occupancy**

Three simultaneous staff work at desk at peak times. Space for patrons waiting for service at desk (up to six people.)

### **Major Design Features**

Desk with space for three concurrent staff. Three computers with barcode scanner. Desk should be designed to permit staff to move around and in and out easily but also deterring patrons from entering behind counter. Consider using swinging gate on sides. Circulation office should be within sight of desk; use half-glass walls and glass door. The front portion of the desk facing the entrance to the building should be at 29" high to meet ADA requirements and to permit staff to sit when on duty. Side portions could be at 42" high. Small work table (3'

x 4') behind desk for projects (or for fourth computer). Storage drawers in desk for supplies. Lockable cash drawer. Shelving behind desk for interlibrary loans, holds, problem books, etc. Space for two book trucks behind desk. Book drop in desk leads to book return with depressible-top book truck.

### **Space Requirements**

Self-checkout station on one side of desk (45)

Circulation desk with three computers and three chairs; one printer; two telephones (120)

Shelving: 36LF (12 – 3' shelves either three or four high) (40)

Supply/storage cabinet; free standing (10)

Table (3' x 4') with chair (30)

Two book trucks (20)

Circulation office with desk, computer return, side chair, bookcase, file cabinet (120)

### **Relation to Other Areas**

Children's Department has own circulation desk.

Circulation Desk should be immediately accessible upon entering the building.

Ideally, the most heavily used portions of the collections should be closest to the main entrance and the desk (e.g. new books, CDs, DVDs)

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### **Name of Activity**

Children's Department

### **Area Required**

3,100 sq.ft.

### **Functions**

Provides space for activities associated with service to children (up to 12 years old) including circulation, information and reference, collection storage, reader spaces, program spaces, and computers.

### **Occupancy**

Two staff; up to 35 in program space; 30 at tables; six at soft seating; eight at computers.

## Major Design Features

The desk should be located near the entrance to the area with the office/workroom nearby but not connected to desk. Story hour space should be easily accessible upon entering the area but off to one side; not a “walk-through” space. Computer workstations near desk. Lounge seats adjacent to natural light.

## Space Requirements

Office/workroom for two staff; use half-glass walls; two workstations; worktable; storage cabinet (300)

Story hour/program space for up to 35 children and parents (400)

Crafts space with tile floor; three tables; 14 chairs (350)

Eight computer workstations at two clusters of four each (240)

Circulation desk with computer and barcode scanner; printer (100)

Reader spaces: four clusters of four chairs and tables for children; six lounge seats sufficient in size for parents to read to children (540)

Toilet either in this area or immediately adjacent with changing station (100).

Wall space for hanging children’s work.

Bulletin board.

Collection space (1,100 sq.ft.)

Books	19,700 v.	
[Picture books and reference shelved @ three high; fiction, non-fiction, paperbacks, and media @ five high]		
Fiction and non-fiction	15,000 v.	38 DFS
Picture books	3,000 v.	8 DFS
Reference	200 v.	1.5 DFS
Paperbacks	1,500 v.	3 DFS
CD, DVD, CD-ROM	3,200 items	3.5 DFS
Kits, toys, and puzzles		2 DFS
Current periodical display	28 titles	1 DFS
Playaways	3 shelves	

## Relation to Other Areas

Assumes separate Young Adult area.

Assumes use of meeting room(s) for larger programs.

Parenting collection will be shelved with adult non-fiction.

**Name of Activity**

Adult Collections

**Area Required**

2,800 sq.ft.

**Functions**

Shelving for a variety of collections of print and non-print materials.

**Occupancy**

Primarily patrons browsing among stacks.

**Major Design Features**

Collections can be distributed or kept together depending upon the space configuration. Reading areas should be interspersed among the several collections. Reader space requirements listed separately. Current periodicals and newspapers listed on separate page.

**Space Requirements**

Fiction/Mysteries	16,000 v.	6 shelves/high	55 DFS
Large type	3,000 v.	5	10
Non-fiction	19,700 v.	6	55
Paperbacks	1,750 v.	7	3
Media (CD, DVD,MP3)	15,000 items	8	10
New book display	500 v.	3	4
Reference	300 v.	3	2

**Relation to Other Areas**

Assume audio-cassettes and videos will not be included.

**Name of Activity**

Reference Office/Desk

**Area Required**

150 sq.ft.

**Functions**

Office for reference librarian.

**Occupancy**

1-2.

**Major Design Features**

The reference librarian's office will also serve as a public access service point. The space should be easily identifiable but not necessarily close to the main entrance. There should be workspace for the librarian as well as place for patrons to sit down. Half-glass wall facing into public area.

**Space Requirements**

Desk with space for compute, side chair; bookcase, vertical file; small table. Reference collection space is allocated under "Adult Collections."

**Relation to Other Areas**

Reference collection and several public access workstations should be adjacent to office. This office could be connected to the processing area if the latter were located on the main floor. The office could also be within sight line of Young Adult area.

**Name of Activity**

Current Periodicals and Newspapers

**Area Required**

400 sq.ft.

**Functions**

Shelving for current and recent issues of magazines and newspapers. Seating for users of the collection.

**Occupancy**

Eight at seating plus browsers.

**Major Design Features**

Current periodicals: 85 titles shelves @ three titles per shelf, five shelves per section; current issue on slanted shelf; back issues on flat shelf below.

Newspapers: 12 titles. Latest issue on rack; back issues in storage shelving.

Reader spaces should be arranged to create a sense of informality.

**Space Requirements**

Periodicals: 3 DFS (60)

Newspapers: Rack (10); storage shelving – 2 DFS (40)

Reader spaces: Table with four upholstered chairs (100); four large lounge chairs with two small round tables (140)

Computer workstation (30)

**Relation to Other Areas**

Convenient to main entrance but not necessarily close to door. If there were a café/vending area, this space would be a good adjunct.

**Name of Activity**

Young Adult Area

**Area Required**

900 sq.ft.

**Functions**

Space for young adult (ages 12-18) to browse and read, to use computers, to listen to CDs, and to work together.

**Occupancy**

28 including group study.

**Major Design Features**

Display shelving for new books, current periodicals, fiction collection, and YA media (except DVDs). Cluster of computer workstations. Reading tables and chairs and lounge seating.

Adjacent group study room with glass walls. Area should be designed to create a combination of quiet study space and “noisy” areas.

**Space Requirements**

Shelving:	CDs, music, games	30 LF	1 DFS
	New book display	15 LF	.5
	Current periodicals	20 Titles	.5
	Graphic novels	10 LF	.5
	Cartoon books	10 LF	.5
	Fiction	120 LF	5
	Non-fiction	50 LF	1.5

Total of 9.5 DFS, five shelves high (190)

Four computer workstations in circular cluster (120)

Two tables with four chairs each; eight lounge seats = 16 seats (440)

Group study for eight persons (150)

## **Relation to Other Areas**

YA DVDs with adult collection; YA reference with adult reference.  
Young adults can also use main computer lab.  
Assume use of meeting rooms for programs and large groups.  
Locate YA area near reference or children's area for oversight.

---

## **Name of Activity**

Computer Lab/Public Computers

## **Area Required**

800 sq.ft.

## **Functions**

Publicly accessible computers with word processing and other software as well as Internet access. Computer lab also used for library instruction sessions.

## **Occupancy**

12-18

## **Major Design Features**

Computer Lab: computer workstations around perimeter of room; continuous counter. Large table in center of room with electrical connections for laptop connectivity (chairs should be on casters so they can be easily move from the workstations to the table.) Overhead projection; pull down screen. Printing station. Additional computer access could be provided by using laptops at center table. Closet for routers separate from lab.

## **Space Requirements**

Computer Lab: 12 computer workstations with chairs (360)  
Two large tables, 3' x 6' each with six extra chairs (200)  
Printing station (40)

Public computers (in addition to eight in Children's Department and four in Young Adult Area): Current periodicals – 1; Reference Area – 1; Circulation Desk – 4 (180)

## **Relation to Other Areas**

Computer Lab should be located near a staffed service point – e.g. reference or circulation – to provide visual oversight and assistance.

Closet for routers needs to be secure from public

---

## **Name of Activity**

Processing Area

## **Area Required**

1,200 sq.ft.

## **Functions**

Receiving area for incoming mail and truck deliveries. Workstations for staff who receive and catalog new materials and for those involved in Interlibrary Loan

## **Occupancy**

7

## **Major Design Features**

Large table for opening mail; trash receptacle; recycling containers. Two large tables for ILL deliveries (up to eight containers.)

Workstations for ILL and processing staff; use office landscaping . Each workstation should have space for desk surface, computer return, and book truck. Desk needs lockable drawer.

Loading dock at lower level; truck delivery platform; canopy; secure storage area.

## **Space Requirements**

Loading dock (120)

Three large tables – 3' x 8' (300)

Four staff workstations (400)

One volunteer workstation (50)

Storage cabinet for supplies (20); wall shelving for incoming materials – 10 SFS (100); space for four book trucks (40)

Media Preservation workstation (40)

## **Relation to Other Areas**

Since staff work at a variety of tasks and in different departments, it would be desirable to locate processing convenient to the circulation desk and other offices. The area needs to be convenient to the delivery entrance whether this is the front door or at the lower level. Elevator access to the lower level is acceptable. The loading dock needs direct access to a secure storage area and be close to the elevator.

---

### **Name of Activity**

Administration

### **Area Required**

450 sq.ft.

### **Functions**

Offices for director and assistant director

### **Occupancy**

2

### **Major Design Features**

Two connected offices with small entry/reception area between them.

### **Space Requirements**

Director: desk, computer return, wall shelving, table with six chairs (200)

Associate director: desk, computer return, wall shelving, table with two chairs (150)

Reception space: two chairs, photocopier, supply cabinet, vertical or lateral file (100)

## **Relation to Other Areas**

Circulation Manager could be in this suite if it is immediately adjacent to the Circulation Desk. Administrative office should be easily accessible from the main entry but does not have to be at the front of the library.

**Name of Activity**

Staff Room

**Area Required**

350 sq.ft.

**Functions**

Space for staff to relax, eat lunch/dinner, and meet informally.

**Occupancy**

10

**Major Design Features**

Table with six chairs; four lounge seats.

Kitchen area with sink, refrigerator, microwave, toaster oven.

Counter for small appliances with storage cabinets above and below.

**Space Requirements**

Table and six chairs (150)

Four lounge seats (140)

10' long counter (30)

Refrigerator, sink, stove (30)

Telephone on wall.

**Relation to Other Areas**

Should be away from public areas. Staff toilet would be an ideal adjunct.

---

**Name of Activity**

Reader Spaces and Meeting Rooms

**Area Required**

2,400 sq.ft.

## **Functions**

Includes tables, carrels, one-person tables, lounge seating, group studies, tutoring rooms, and meeting rooms.

## **Occupancy**

104 in open seating including Children's Area, Young Adult Area, and Current Periodicals; 100 in meeting rooms.

## **Major Design Features and Space Requirements**

### Internet Café

Comfortable furniture, wireless network, small (one-person) tables for laptop use, vending machines or coffee cart. Locate near entrance. This would be a good place to exhibit art and other materials on walls and portable panels. Eight seats. (300)

### Quiet Study

Reading area with one-person carrels, small tables, lounge seats. Take advantage of windows and outside areas. Six seats. (180)

### Small Reading Spaces

One or two seats located in corners or along windows. Spread around building. Two seats should be near reference collection. Six seats. (180)

### Listening/Viewing Carrels

Two carrels near media shelving. (50)

### Group Studies

Two small rooms for up to eight persons. White board. Table and chairs. Network connection. Glass walls and glass panel in door. One in Young Adult Area (space counted there); one near Reference. (150)

### Tutoring Rooms

Two rooms for up to four persons each. Table with four chairs; white board; network connection; glass panel in door. Should be as soundproof as possible. (240)

### Small Meeting Room

For up to 20 people. Could also be used as Board meeting room. Table and chairs. White board on one wall. Away from main traffic flow. (300)

### Large Meeting Room

For up to 80 people. Needs separate entrance from outside. Ideally located at lower level. Adjoining Pullman kitchen. Needs storage space for stackable chairs and tables. Overhead projection, podium, pull down screen, PA system. Needs adjacent toilets that are accessible when the rest of the library is closed. (1,000)

### **Relation to Other Areas**

Seats in other parts of the building (not counting computer workstations):

Children's Area – 34; Current Periodicals – 8; Young Adults – 16. Total number of seats not including meeting rooms

---

### **Name of Activity**

Building Maintenance

### **Area Required**

300

### **Functions**

Work and storage space for custodial staff.

### **Occupancy**

1-2

### **Major Design Features and Space Requirements**

Industrial shelving along two walls.  
Supply closet.  
Large, deep sink with adjacent counter.  
Floor drain.  
Storage for shovels, sand, and ice melt.

Storage for cleaning supplies and equipment.

**Relation to Other Areas**

This space would be best situated on lower floor near the loading dock.

**Name of Activity**

Storage Areas

**Area Required**

1,000 sq.ft. (three rooms)

**Functions**

One room for library supplies and equipment; two rooms for Friends book sale storage.

**Occupancy**

Transient

**Major Design Features and Space Requirements**

Library storage: 24" deep shelving along one wall. (200)

Friends Storage: 12" deep shelving along two walls. Friends storage for cartons of books awaiting annual book sale. Boxes stored on floor. Wall shelving for supplies and miscellaneous materials. These rooms must be secure from water lines and outside water. (400 sq.ft. for each room)

**Relation to Other Areas**

Near loading dock and delivery entrance. Best on lower level. Secure from public. If space were available, the Friends spaces could be combined into one large room.

---

**Name of Activity**

Friends Area

**Area Required**

1,150 sq.ft.

## **Functions**

Space for sorting of donations that are received throughout the year. Small room for evaluation of books for silent auction.

## **Occupancy**

Sorting Room – four to six concurrent volunteers.  
Silent auction room – 2.

## **Major Design Features**

Sorting Room has a series of large tables arranged in rows on which boxes are filled. Boxes are then transported to Storage Area. Both areas need to be secure from the public. Lockable doors are highly desirable.

## **Space Requirements**

Sorting Room: 15 tables in rows with 36” aisles between rows.  
Office: table with two chairs. Bookshelves on one wall.

## **Relation to Other Areas**

Spaces could but do not have to be contiguous. Both could be on the lower level. Need good access to storage rooms and to delivery door.

---

## **Name of Activity**

House of Local History

## **Area Required**

3,800 sq.ft.

## **Functions**

Historical museum with exhibit, program, and work space. Storage of archives, photographs, and objects that are not on exhibit. Includes Town archives.

## **Occupancy**

Varies. Up to 30 persons in Museum as part of group.

## **Major Design Features**

Exhibit area with a mix of vertical and horizontal exhibit cases and panels. Need sufficient circulation space to permit groups of up to 30 to move through the exhibits. Office and workroom should be adjacent to the exhibit area. Storage space could be elsewhere.

### **Space Requirements**

Exhibits: large, open area with spaces defined by furnishings. Includes three public computer workstations. Square footage based on existing exhibit space (2,400)

Office and adjacent workroom: four desks; two tables with two chairs at each; wall shelving; vertical files; supply cabinet; scanning station; Pullman kitchen with small refrigerator, microwave, sink. (150 + 750 = 900)

Storage: for objects and archives. Requires separate HVAC system (a computer-room unit would be ideal.) Must be environmentally appropriate space for archival materials. Archival storage requires shelving -- could be compact if on the lower level. (500)

Entire HLH space needs to be on separate electrical meter and on separate thermostat. Also needs alarm system separate from library -- perimeter and motion detectors.

### **Relation to Other Areas**

Assume that HLH will use library meeting rooms for programs and Board meetings.

Need good access to meeting spaces from Museum.

Need access to Museum when library is closed.

Museum should be easily accessible from main entrance.

Need two toilets within Museum space (in addition to those associated with large meeting room.)

Custodial closet within HLH.

## Program Summary

<i>Area</i>	<i>Square Footage</i>
Entrance and Lobby	400
Circulation/Information Desk	450
Children's Department	3,100
Adult Collections	2,800
Reference Office/Desk	150
Current Periodicals and Newspapers	400
Young Adult Area	900
Computer Lab and Public Computers	800
Processing Area	1,200
Administration	450
Staff Room	350
Reader Spaces and Meeting Rooms	2,400
Building Maintenance	300
Storage Areas	1,000
Friends Area	1,150
House of Local History	3,800
Total Net Square Feet	19,650
Mechanical, etc.	6,350
Gross Square Feet	26,000

## GENERAL BUILDING ISSUES

### **Acoustics**

The layout of the building functions should recognize that there are areas of the building, which, by their nature as involving conversation between library staff and patrons, among library staff, and among patrons, will necessarily produce noise. The following guidelines should be used to reduce the impact:

Areas that require special attention with regard to noise include the meeting rooms, computer lab, circulation and reference desk areas, children's area, and staff work spaces.

There needs to be good separation between service desks and reading areas. Use book stacks as acoustical dividers.

Place sound insulation barriers around mechanical areas, elevator, toilets, and stairways.

Locate quiet study areas away from service desks and from major traffic routes. Staff offices and work areas should be partitioned off from public areas.

Make extensive use of carpeting and acoustic tile.

### **Data and Electrical Requirements**

In addition to providing power and network connections for library computers, the building should be wired for public laptop access. Power connections should be convenient to reading tables and carrels and in the meeting room and group studies. Insofar as possible, the building should be designed to support a wireless network. All service desks, staff offices, and workrooms should have power and network connections at every workspace. Outlets should be double-duplex grounded to support printers and peripherals.

### **Emergency Systems**

Audible and visible fire alarms should be located throughout the building. Emergency exits should be equipped with local alarms that are tied into a panel at the Circulation Desk. These doors should have signs with large letters indicating that an alarm will go off if the door is opened. Video cameras should be installed at the main entrance, delivery entrance, and all emergency doors. Emergency lighting should be provided throughout the building including in all stairways. The building should be equipped with a sprinkler system in keeping with current fire codes.

## **Floors**

A live floor load of 150 pounds per square foot is required for full height stacks (90"). In order to provide the greatest amount of flexibility, floors in the addition should be designed at this level. Carpeting is recommended for use throughout the building with the exception of the entrance, café, computer lab, book sale area, maintenance space, receiving and storage area. Tile should also be used for the Children's crafts area and the kitchen areas in the staff lounge and meeting room.

## **Green Building Technology**

There are a number of things that could be done to make the building environmentally friendly and energy efficient:

### **Design**

Optimize use of interior space to reduce overall size by avoiding double-height spaces, clustering like functions, and creating efficient traffic flow. Create an energy efficient building through the use of insulation, high performance windows, and tight construction.

Use renewable energy: passive solar heating; day lighting; and natural cooling.

Consider solar water heating.

Create a low maintenance landscape that is water efficient.

Design for durability – "timeless architecture."

Avoid a design that will cause mold and mildew growth.

### **Materials**

Use durable products and materials.

Choose low maintenance building materials that do not require frequent painting, re-treatment, or waterproofing.

Use building products made from recycled materials.

Avoid materials that will off-gas pollutants.

### **Equipment**

Install high-efficiency heating and cooling equipment.

Install high-efficiency lights and appliances.

Install water-efficient equipment (e.g., low volume toilets.)

[The above section has been adapted from "Environmental News."]

## **Recent Energy/Environmental Efficiencies at the Milne Public Library**

1996 Installed eight low flow toilets.

2003 Installed solar shades.

2004 Installed unit ventilator isolation valves; installed aquastats.

- 2005 Removed one of two unit ventilators in meeting room.
- 2005 Installed point of use hot water heater.
- 2006 Installed solar panels.
- 2007 New heating control system.

Conducted two energy audits.

The Library has run on half of its overhead lights for the past three years with energy efficient bulbs; the library has begun a stricter recycling program.

Goals for FY09 include applying for a grant to expand the solar panel array; reduce electrical consumption by an additional 8%; reduce fuel consumption by 8%; replace all T8 lamps with super T8 lamps and electronic ballasts with programmed rapid start ballasts.

### **Handicapped Access**

The following are the basic requirements of the ADA affecting libraries:

1. At least five percent or a minimum of one of each element of fixed seating, tables, or study carrels shall comply with the following requirements:
  - Minimum clear width for single wheelchair at a point: 32"; for a continuous length: 36".
  - Minimum width for two wheelchairs to pass: 60".
  - Minimum diameter for wheelchair to turn 180 degrees: 60" or T-shaped space.
  - Minimum clear floor space: 30" x 48" that allows either a forward or parallel approach. May be part of knee space required under some objects.
2. One full, unobstructed side of clear floor space shall adjoin or overlap an accessible route or another clear floor space. If clear floor space is in an alcove or confined on all or part of three sides, clearances shall be as follows:
  - In front approach, if confining wall is less than 24" deep, a 30' x 48" clear space is sufficient. If more than 24" deep, an additional 6", or 36" x 48" clear space shall be provided.
  - In side approach, if confining wall is less than 15" deep, a 30' x 48" clear space is sufficient. If more than 15" deep, an additional 12", or 30" x 60" clear space shall be provided.
3. Surfaces for wheelchair user shall be stable, firm, and slip-resistant.
  - 1/4" maximum vertical change.
  - 1/2" maximum vertical change with 1:2 beveled slope.

Above ½" vertical change, comply with curb ramps.

4. Carpets shall be securely attached, have a level or textured loop, level cut pile, or level cut/uncut pile texture.

Pad, if used, should be firm.

Maximum pile thickness: ½".

Exposed carpet edge shall have transition trim and if vertical height is greater than ¼", shall be beveled with a maximum slope of 1:2.

5. Maximum high forward reach: 48".

Minimum low forward reach: 15".

Maximum high side reach: 54".

Maximum low side reach: 9".

6. Clearances between fixed accessible tables and between study carrels shall comply with requirements for an accessible route.

7. Minimum of 5%, but not less than one fixed table or portion of library table shall be accessible.

Seating spaces at fixed tables or counters shall meet the following requirements:

Clear floor space shall not overlap knee space by more than 19".

They shall comply with space allowance and reach ranges.

Minimum requirement for seating: knee space: 27" high, 30" wide, 19" deep.

Minimum height: 28"; maximum height: 34".

8. A portion of counter at least 36" wide at each service desk with a maximum height of 36".

9. Traffic control, security gates or turnstiles shall meet space allowance and reach ranges, clear aisle requirements (36"), and all door requirements.

10. Shelf height in stack areas is unrestricted.

## **Lighting**

Libraries require two types of artificial lighting: general lighting and task lighting. While there is no generally accepted standard for library lighting, the current consensus appears to be that a level of 50 foot-candles is appropriate and adequate for reading and stack areas. Lighting quality is more important than quantity, especially as it relates to the bottom shelves of stacks. Fixtures should be placed so as to provide a minimum of 15 foot-candles at 18" above the floor. It is important to control glare as much as possible. Glare can be controlled by

filtered glass, by indirect lighting, and by having glare-proof screens on computer monitors.

## **Security**

The building must satisfy all of the local fire and life safety requirements. In addition, the following is recommended:

Consider the use of keypads and/or magnetic cards rather than a series of master and sub-master keys. Such a system will permit easy re-keying and provide much better security.

Areas requiring separate key access:

House of Local History  
Friends book sale area  
Computer Lab  
Administrative offices

A public address system is recommended that is tied into the fire alarms; it could also be used for closing announcements.