The Jones Library, Inc.

BUILDING PROGRAM

Approved by:
The Jones Library, Inc. Board of Trustees
Thursday, July 2, 2015

Prepared by:
The Trustees, Staff, Friends and Patrons of
The Jones Library, Inc.
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INTRODUCTION

This document, *The Jones Library, Inc. Building Program*, has been created as an aid to help the Library Trustees, Staff and Community understand the space conditions and needs of the Library, and to act as a set of instructions for the architects selected to design a Library that will meet the needs of the Town for the foreseeable future.

EXECUTIVE SUMMARY

The Jones Library’s 1993 expansion/renovation project provided much-needed additional space and handicapped accessibility. It transformed the way The Jones Library provided public library services in Amherst.

But almost 25 years later, the vision of how public libraries operate has changed tremendously. There is less focus on quiet spaces and more focus on active community spaces. Focus on print-based collections has declined, and focus on digital collections has increased. 25 years ago, the Jones’ renovated building was designed around an immense card catalog in an oak case. Today, computers fill that role. Today, library buildings must be flexible; we need an adaptable space that can be used in ways we cannot completely anticipate. This *Building Program* reflects the needs of these changing operating characteristics. It also allows The Jones to incorporate additional services which are being offered by public libraries today that are considered essential to their missions; such as small, quiet study rooms, a computer training lab, a Youth Activities Room, a café-like space, a sales area for Library mementos and the Friends’ Book Sale, self-serve Holds, and an Automated Materials Handling System.

Furthermore, the present Jones Library building is increasingly unsafe without substantial renovation. The configuration of the building is not adequate for the Library’s current security needs, and several of its components put the Staff, patrons, and the collections at risk from Amherst’s weather. This *Building Program* attempts to remedy those defects.

Current green technology provides an opportunity to save energy costs and do the right thing by our environment with an up-front investment efficiently timed to coincide with a larger umbrella renovation project. Such savings can be considerable, and this *Building Program* incorporates the latest of such technology.

Finally, the current building configuration does not maximize the productivity of Library employees, requiring them to work in cramped and noisily distracting spaces without the benefit of current materials handling equipment. A substantial reconfiguration of the building will allow the Library to provide more services more efficiently.

The Massachusetts Board of Library Commissioners has adopted a set of standards for library planning in Massachusetts (the “Wisconsin Standards”). These standards call for a library of 74,000 square feet to serve a population of the size served by The Jones Library (50,000).
Please see Appendix item F (Wisconsin Standards) and G (Jones Library Space Analysis) for additional information.

This Program, however, describes an expanded/renovated Library building of 110,000 gross square feet. The need for this additional space is a reflection of five circumstances:

1. The Jones offers many additional services that are not part of the traditional library envisioned by the Wisconsin Standards. These include a renowned Special Collections that draws people from all over the world for its Emily Dickinson and Robert Frost holdings; an internationally recognized English as a Second Language (ESL) program; an art gallery; literacy training; a Social Worker in Residence; an Artist in Residence, and the circulation of musical instruments.

2. The current Library is inadequately small even by the Wisconsin Standards for serving the youth and young adult population of the Town – a population particularly important to its future. The existing Children’s Room and Young Adult spaces are notoriously cramped, noisy, and inhospitable to their constituents.

3. In particular, the hiring of a Young Adult Services Coordinator has uncovered a demand for Young Adult programming that has increased dramatically and has no proper home.

4. The Jones Library’s circulation of all materials substantially exceeds that of the other Western Massachusetts libraries serving populations of similar size. That additional patronage is not reflected in the current building, or in the Wisconsin Standards.

5. Per the Wisconsin Standards, an additional 6,824 square feet have been added for “special uses” including newspapers, photocopiers, and microfilm machines.

In order to serve our patrons’ needs for at least the next twenty years, this Building Program describes a facility which includes, but is not limited to, the following qualities:

1. Seeks to preserve the existing “homey,” comfortable feeling;
2. Maintains a print collection appropriately sized for the constituency served;
3. Maintains the existing outdoor green spaces;
4. Utilizes proven, energy efficient, cost-effective “green” features;
5. Offers clearly defined quiet study rooms and noisy spaces;
6. Utilizes the latest library technologies [e.g., Radio Frequency Identification (RFID), Automated Materials Handling System (AMHS), Self-Check Out, etc.] in order to minimize staff increases and to allow for improved customer service;
7. Offers meeting rooms which can be reserved by the public and used when the Library is closed;
8. Provides a vibrant Youth area with enough space to house the entire collection, public computers, and an Activities Room on one floor;
9. Provides a flexible, technologically advanced Young Adult area with enough space to house the collection, public computers and a “maker space;”
10. Offers climate controlled storage space for our special collections as these materials are currently being stored in many different rooms on many different floors of the Library.
11. Allows for areas such as the Special Collections, ESL, the Literacy Project, and Burnett Art Gallery to be easily accessible from the Main Entrance;
12. Has a roof which does not dump snow and ice on Library walkways and patrons;
13. Offers Adult Rest Rooms close to all Adult spaces;
14. Provides an efficient, clearly marked Adult Circulation Desk.
15. Addresses the need for dedicated Library patron parking.

The Jones Library’s Relationship with the Amherst Historical Society (AHS)
Renovation of the existing building, of course, requires no additional land. Expansion can be accommodated in a number of ways, including a different relationship with the Amherst Historical Society which operates the Amherst History Museum (i.e., the Strong House). A decision among these options will be made prior to the hiring of an architect.

**PART I: THE JONES LIBRARY OF TODAY**

**OVERVIEW**

The Jones Library building has served the residents of Amherst and surrounding towns for almost a century. As is stated in the Library’s 1986 space needs study,

> On November 2, 1928, The Jones Library was dedicated to serve the people of Amherst. From its inception, its mission was ambiguous. The architect and trustees worked closely together to design a building which broke from the standardized, institutional, monumental libraries constructed during this period. They wished to “humanize the library” in order to attract more readers. “The book home for all the people” was their ideal. The architect, Mr. Allen Cox, the librarian, Mr. Charles Green, and the trustees achieved their vision in a friendly, attractive building which has become a home-away-from-home to the people of Amherst....Each room with its large paned windows, fan moldings, oriental carpets and fireplaces invites the user to stay awhile.

Amherst residents have an emotional attachment to their Library and they cherish the building as an important symbol in Town. It is recognized as the literary, cultural and informational center of the community.

**VISION STATEMENT**

The Jones Library staff will create a welcoming atmosphere for everyone, and will be deeply engaged and committed to maintaining the highest levels of professionalism and providing exceptional customer service.

The Board of Trustees, Friends of the Jones Library System, and staff will provide visionary leadership so that the town of Amherst and its residents will continue to support the Library through financial and volunteer support.

The Jones Library will help provide Amherst with a bridge to the latest state-of-the-art technologies and will provide those needing training with instruction and support.

Special Collections, which includes works by Robert Frost and Emily Dickinson, will draw people from all over the world, helping to ensure a vibrant business community.
A strong base of committed volunteers will augment the Library staff and be recognized for their important contributions, helping the Jones Library remain strong and connected to the entire community. Each volunteer will be matched with appropriate tasks so that their skills and interests are aligned with the needs of the Library.

The Jones Library will augment its effectiveness by developing and maintaining mutually beneficial relationships with other Amherst town departments, with libraries and other relevant departments and offices at surrounding colleges and universities, C/W MARS as well as with other local business and cultural entities.

The Library will actively welcome and encourage access by members of our community with economic and social disadvantages.

**MISSION STATEMENT**

The Jones Library will be a community hub to a diverse population of Amherst residents, where books are celebrated and all members of the community can enhance their educational, cultural, and lifelong learning pursuits.

**COMMUNITY DESCRIPTION**

**Location**

Founded in 1759, Amherst is located in the rolling hills of the fertile Connecticut River valley in western Massachusetts. Amherst residents put a high priority on preserving the Town’s historic character as well as on protecting open space and active farmland. As the home of Amherst College, the University of Massachusetts, and Hampshire College, Amherst enjoys a tradition of commitment to public education and well run municipal services.

**Town Governance**

Town residents are actively engaged in Town affairs. They serve as volunteers on a large number of Town boards and committees concerned with, e.g., agricultural land, development, historic preservation, the Town budget, and Town-wide capital expenditures. Amherst retains its representative Town Meeting with an elected Select Board as its executive body. Money appropriated by Town Meeting provides approximately 80% of the Libraries’ annual budget, with State Aid, contributions and the endowment supplying the balance. Town services are administered by a professional Town Manager.

**Population Growth**

As of the 2010 US Census, there were 37,819 people, with 9,174 households and 4,550 families, residing in the town of Amherst, including college students. The populace of Amherst is deeply committed to the Library, with almost 20,000 active cardholders.

<table>
<thead>
<tr>
<th>Year</th>
<th>Population</th>
<th>Percent of Change</th>
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<tbody>
<tr>
<td>1900</td>
<td>5,028</td>
<td>-</td>
</tr>
<tr>
<td>1910</td>
<td>5,113</td>
<td>1.67%</td>
</tr>
<tr>
<td>1920</td>
<td>5,550</td>
<td>8.57%</td>
</tr>
<tr>
<td>1930</td>
<td>5,888</td>
<td>6.09%</td>
</tr>
<tr>
<td>1940</td>
<td>6,410</td>
<td>8.87%</td>
</tr>
<tr>
<td>1950</td>
<td>10,856</td>
<td>69.36%</td>
</tr>
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</table>
Impact of the Colleges/University
These population statistics include the thousands of part-time and full-time residents associated with higher education institutions (University of Massachusetts at Amherst, Amherst College, and Hampshire College).

<table>
<thead>
<tr>
<th>Projected Population</th>
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</table>
| As the University of Massachusetts campus developed from 1940 to 1980, Amherst’s population grew at a remarkable pace, increasing five-fold from 6,410 to 33,229 residents. Since 1980, the Town’s population has increased only slightly, from 35,228 in 1990, to 34,874 in 2000, and then to 35,565 in 2008. Now in 2015, Amherst’s population is 37,819 and according to the Donohue Institute, Amherst’s population is expected to increase by 10% over the next twenty years, increasing to 41,741 by 2035.

Projected Service Population
The Amherst Town Libraries serve an extensive geographical area beyond Amherst, and our circulation figures reflect this. In order to calculate the Library’s current service population, we used a percentage based on our annual circulation. 32% of our current annual circulation is to non-residents. The current population of Amherst is 37,819. 32% of 37,819, plus 37,819 is 49,921 (or 50,000 people).

In order to calculate the Library’s projected service population, again we used a percentage based on our annual circulation. 32% of our annual circulation is to non-residents. Amherst’s projected population is 41,741. 32% of 41,741 plus 41,741 is 55,098 (or 55,000 people).

Age
The population, with a median age of 21.6 years in 2010, was far younger than the county, the state, or the nation. According to the 2010 Census, the single largest age cohort in the Town was those aged 18-24, which accounted for 50.0% of the total population. The 45-64 age group, generally considered among the most economically productive members of any community, accounted for only 13.4% of the population. Amherst’s
population is aging, but it is still relatively young. According to the Census, the population aged 65 and over was growing markedly faster than other age groups.

Education
Amherst has an exceptionally well-educated population. In 2000, among residents 25 years or older, 95% were high school graduates and 68% had a Bachelor’s degree or higher. This far exceeds statistics for the county, state, and nation. Higher education is the main driving force in Amherst’s economy. A significant portion of Amherst’s population is involved in higher education, whether a student or through employment.

Income
The estimated median household income for Amherst in 2000 was $40,017, and the median income for a family was $61,237. Approximately 7.2% of families and 20.2% of the population were below the poverty line, reflecting the high number of students living in Amherst. More than 10% of the Town’s housing is affordable, as the town is committed to provide housing and educational opportunities to low-income residents.

Diversity
Amherst is a relatively and increasingly racially and ethnically diverse community. It is considerably more diverse than the county and the state. In 2000, just over 20% of Amherst’s population was non-white. Amherst’s population is 6% Hispanic/Latino of any race. Amherst’s Hispanic/Latino population has grown well over 30% since 1990, and is the largest growing population segment. Approximately 13% of Amherst residents are foreign-born, compared to 11% of the nation.

Approximately 20% of those age 5 and over speak a language other than English at home, compared to 18% nationally. The latest findings from the school system indicate over 40 languages are spoken at home. This linguistic diversity represents a unique challenge to the Library. According to the Amherst-Pelham Regional School District, the most common languages spoken at home are Cape Verde/Creole, Mandarin Chinese, Russian, Khmer, Korean, and Spanish.

THE JONES LIBRARY

History
It is no accident that The Jones Library resembles a private home, even though it was designed specifically as the Town Library.

In 1919, a generous bequest of $660,000 from Samuel Minot Jones created a new free public library to be called The Jones Library, Incorporated. Jones Library service started in 1921 in the Amherst House Hotel on the corner of Amity and South Pleasant Streets. On December 6, 1926, a disastrous fire destroyed the hotel, including thousands of the new library’s books, forcing the Librarian to relocate the collections to a house on North Pleasant Street.

The Trustees and the Librarian planned the construction of a new building designed to look like a “large overgrown home.” They rejected the Carnegie model of an impressive but intimidating temple with imposing pillars and stairs. Instead, the Trustees hired architects Putnam and Cox, the same firm that designed the Lord
Jeffery Inn and several Amherst College buildings. Their library design would convey the unique image of “Mother Amherst welcoming her children” into her living room.

The resulting three-story, gambrel-roof Library used stone from an old orchard wall in Pelham for the exterior. The main hall and staircase were finished in walnut, the west wing for children in pine and the other rooms in mahogany. Several Amherst families donated the oil paintings and bronze sculptures still seen throughout the building. The original east wing housed an auditorium with a stage, seating for 250 people, a lobby and a “moving picture and projection machine.” The new, fireproof Library building cost $400,000 when it opened on November 1, 1928.

In the 1980’s, the Library Trustees decided to begin planning for an expansion/renovation project due to an inadequate amount of space and complete inaccessibility.

In 1988, The Jones conducted a feasibility study in anticipation of this $5 million major facility renovation. The study determined that the Library could mount a capital campaign to raise $750,000 - $1 Million toward the overall effort, which would complement a Town contribution of $1 million and a Massachusetts Board of Library Commissioners (MBLC) grant of $2.6 million. The Library Trustees decided to sell a painting that had been given to the Library by William Burnett and valued at $1 million. At the time, it was on loan to the Amherst College Mead Art Museum, and while there was some controversy regarding the sale, it went forward and the painting was eventually sold at auction for $2.4 million. As a result of the sale, there was over $6 million available without resorting to a capital campaign. The project went forward using MBLC, Town and auction sale proceeds, with remaining funds from the sale placed in the endowment.

From 1990 to 1993 The Jones Library was expanded to 57,000 square feet. A pleasant glass-roofed center courtyard connected the original building to the new reference and audiovisual rooms. Attractive new Special Collections exhibits and reading rooms were constructed to accommodate tourists and scholars. The Jones building was made handicapped accessible for the public, but not the staff, and three meeting rooms and three individual study rooms were added.

**SPECIAL FEATURES**

**The Burnett Art Gallery**

Since the founding of The Jones Library in 1921, the Burnett Gallery has offered area artists and craftspeople a public space in which to exhibit their work. It was named for the Burnett Family, who were strong supporters of the arts and who bequeathed their valuable collection of paintings to the Library.

Collectively, the exhibits reflect a variety of media, styles, cultural viewpoints, and levels of artistic expression. Such shows have been part of the Library's programs to encourage appreciation and understanding of art. Individuals or groups in Amherst and surrounding towns may submit applications. The Burnett Gallery is on the second floor of The Jones Library and provides approximately 70 linear feet of wall space and 600 square feet of floor space.
Special Collections
Special Collections houses extensive collections that focus on the history of Amherst and the surrounding Pioneer Valley. Visitors come from around the world to view the Library’s Emily Dickinson and Robert Frost exhibits and collections. The Dickinson and Frost collections are rich in original manuscripts, editions, and secondary research materials. The Julius Lester collection is in process.

Designed to be both a scholarly research center and a popular reading and exhibit space, Special Collections is a gem for the general public. We are the Emily Dickinson destination when the Emily Dickinson Museum is closed for part of the year. The Jones is the Robert Frost destination. Over 4,000 people use Special Collections annually.

English as a Second Language (ESL) Program
The Jones Library ESL Center is an award-winning program providing volunteer tutors, tutoring space, study materials, computer-assisted instruction, and conversation circles and referrals for adult immigrants in the Amherst area.

The ESL Center is the only town library program named as a model in a special United States Citizenship and Immigration Services (USCIS) report, "Library Services for Immigrants: A Report on Current Practices."

"Libraries for All," a current initiative of the European Union (EU), has used The Jones Library ESL Center as a model for civic integration efforts at community libraries. The Jones’ program has top billing under "best practices" on the EU "Libraries for ALL" home page.

The Literacy Project
The Literacy Project, which will be housed in an expanded Jones Library, and share space with the ESL program, offers free adult literacy and high school equivalency classes at five locations in western Massachusetts (Amherst, Northampton, Greenfield, Orange, and Ware). A non-profit organization formed in 1984, the Project serves over 400 adult students each year, helping them to build reading, writing, math, and computer skills. Students learn at their own pace in small, comfortable classes taught by staff instructors and supported by community volunteers. The Project supports students in taking the next steps into college, job training, and employment.

BRANCH LIBRARIES

The North Amherst Library
When the North Amherst Library was built in 1893, it was the first free public library building in Town. The North Amherst Library is now a branch of The Jones Library, Inc. and is owned by the Town of Amherst. Thanks to a generous donation from William Holland, the North Amherst Library was renovated in 1997.

The Munson Memorial Library
The Munson Memorial Library occupies one wing of the Munson Memorial building. This building, owned by the Town, was dedicated in 1930 as a memorial to Mr. Parnell Munson, fulfilling a bequest made by his wife, Mrs. Mary Munson. Located on land donated to the Town by Mr. William H. Atkins, it contains meeting rooms, the Library, and a large community hall.
GOVERNANCE

The six elected members of the Board of Library Trustees bring expertise in education, technology, business and finance, library science and many years of community involvement with the Board. The Board is responsible for the management, control, and direction of the property and the affairs of the Town Library and the Jones Library, Incorporated. They work to stay connected with local government and community leaders, the Friends of the Jones Library System, as well other area library Trustees and state and regional library-related entities. The full Board meets a minimum of once per month, with additional committee (Budget, Buildings and Facilities, Development, Investment, and Personnel, Planning and Policy) meetings called once per month as well.

PERSONNEL

The Jones currently has 29 permanent employees (17 are full-time; 20 have worked at The Jones 10 years or more) and 31 employees who work under 20 hours per week for a total of 60. 18 of these 60 have a Master’s Degree in Library Science (MLS), even though only 10 positions require an MLS. Five of these 60 have graduate degrees in areas other than Library Science and 16 of these 60 have Bachelor’s degrees in areas other than Library Science.

There are 10 Department Heads [Borrower Services, Youth Services, Information Services, Collections, Programming and Outreach, Technical Services, Special Collections, Branch Head (2), and Facilities] who report to the Library Director. The Library Director also has an MLS and has been Director of The Jones since October 2011.

VOLUNTEERS

The Jones has an exceptional, dedicated, passionate volunteer base made up of well over 150 people. For example:

1. The Friends of The Jones Library System is a separate 501(c) 3 entity, with a 14 member Board and a mailing list of 800-900 people. The Friends conduct an annual book sale, a membership drive, and other special events. The monies raised were once used to provide only programs, but now supplement the book budget and continue to fund the annual Summer Reading Programs;
2. Our nationally known English as a Second Language program relies on over 100 volunteers who teach individually and conduct daily conversation circles;
3. The Burnett Gallery Committee, composed of local artists and art supporters, volunteers to jury the artwork and assist with the monthly change of exhibits. They join the Town’s monthly Art Walk and make our lives richer with art;
4. Tax work-off volunteers receive real estate tax credits for their hours worked at The Jones;
5. Homebound Program volunteers deliver Library materials to those who cannot leave their homes;
6. Cataloging, Adult Collections, Special Collections, Youth Services, AV and the branches utilize volunteer help;
7. The Marketing, Public Relations, and Logistics Committees for our annual signature fundraising event, the Sammys, also utilize dozens of community volunteers.

**OPEN HOURS**

<table>
<thead>
<tr>
<th>The Jones' Winter Hours</th>
<th>The Jones' Summer Hours</th>
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<tbody>
<tr>
<td>Monday 1-5:30pm</td>
<td>Monday 1-5:30pm</td>
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<tr>
<td>Tuesday 9am – 9:30pm</td>
<td>Tuesday 9am – 8:30pm</td>
</tr>
<tr>
<td>Wednesday 9am – 5:30pm</td>
<td>Wednesday 9am – 5:30pm</td>
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<tr>
<td>Thursday 9am – 9:30pm</td>
<td>Thursday 9am – 8:30pm</td>
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<tr>
<td>Friday 9am – 5:30pm</td>
<td>Friday 9am – 5:30pm</td>
</tr>
<tr>
<td>Saturday 9am – 5:30pm</td>
<td>Saturday 9am – 5:30pm</td>
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<tr>
<td>Sunday 1-5pm</td>
<td>Sunday Closed</td>
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<table>
<thead>
<tr>
<th>North Amherst Library Hours</th>
<th>Munson Memorial Library Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 10am-1:30pm</td>
<td>Monday 2-5:30pm</td>
</tr>
<tr>
<td>Tuesday 2-7:30pm</td>
<td>Tuesday 2-5:30pm</td>
</tr>
<tr>
<td>Wednesday 2-5:30pm</td>
<td>Wednesday 2-7:30pm</td>
</tr>
<tr>
<td>Thursday Closed</td>
<td>Thursday 2-5:30pm</td>
</tr>
<tr>
<td>Friday 2-5:30pm</td>
<td>Friday Closed</td>
</tr>
<tr>
<td>Saturday 10am-2pm</td>
<td>Saturday 9am-1pm</td>
</tr>
<tr>
<td>Sunday Closed</td>
<td>Sunday Closed</td>
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</tbody>
</table>

**COLLECTIONS DESCRIPTION AND UTILIZATION**

Based on a service population of 50,000 for 2013, according to the *Wisconsin Public Library Standards*, at a Basic level, The Jones Library should:

1. Own 2.7 volumes per capita. [In 2013, The Jones owned 207,842 print volumes which equals 4.1 volumes per capita (excellent level);]
2. Own 5.1 periodical titles per 1,000 population. [In 2013, The Jones owned 323 periodical titles which equals 6.4 periodical titles per 1,000 population (moderate level);]
3. Own 0.19 audios per capita. [In 2013, The Jones owned 16,413 audios which equals 0.3 audios per capita (enhanced level);]
4. Own 0.21 videos per capita. [In 2013, The Jones owned 10,455 videos which equals 0.2 videos per capita (basic level);]
5. Spend $3.30 per capita on materials. [In 2013, The Jones spent $199,287 in FY2013 on materials for a per capita rate of $5.26 (enhanced level);]
6. Own a collection size equal to 3.2 items per capita. [In 2013, The Jones owned 234,710 items in print, audio and video for a rate of 4.7 items per capita (enhanced level).]
The Library subscribes to 300 print serial subscriptions and has access to 32 independently purchased database licenses.

To meet the needs of a broad spectrum of Amherst residents, the Library currently circulates materials in the following languages:

<table>
<thead>
<tr>
<th>Language</th>
<th>Adults</th>
<th>Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chinese</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Dutch</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>French</td>
<td>X</td>
<td>X</td>
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<tr>
<td>German</td>
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<td>X</td>
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<tr>
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<td>X</td>
</tr>
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<td>Russian</td>
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<tr>
<td>Spanish</td>
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The North Amherst Library collection consists of 19,678 holdings; the Munson Memorial Library collection consists of 24,017 holdings.

While public library collections in general are shrinking due to the expansion of digital collections, and will continue to do so, The Jones Library has above-average print collection holdings and is in direct relation to its above-average circulation figures. The Town of Amherst values education and understands the importance of the Town Library in fulfilling the educational and recreational needs of this community.

**ACQUISITION RATES**

Because we have hired (for the first time ever!) a Young Adult Services Coordinator and a new Head of Collections, both the young adult and the adult collections have been studied and we are focusing on culling obsolete and dated materials. According to a C/W MARS report, 80% of the youth/young adult collection has copyright dates from the 1990’s through today and 79% of the adult collection (including our Special Collections archive) has copyright dates from the 1990’s through today.

The gross acquisition rate during the past four years has been 8,525 annually. The net acquisition rate during the past four years has been 1,605 annually. Four years ago, the Library’s annual materials’ budget was reduced by 30%. The gross acquisitions rate has been steady since then.

The net acquisitions rate, however, has declined increasingly each year due to weeding. Halfway through FY14, our net acquisitions are at -3,973.
We will continue to reshape the collection according to professional guidelines in order to meet our goal of providing collections that serve the needs of our patrons.

**CIRCULATION RATES**

1. 44% of our fiction collection has circulated within the past year, 60% within the past two years, and 70% in the past three years;
2. 58% of our mystery collection has circulated in the past year, 76% in the past two years, and 84% in the past three years;
3. 29% of our poetry collection has circulated in the past year, 46% in the past two years, and 58% in the past three;
4. 31% of our drama collection has circulated in the past year, 45% in the past two years, and 56% in the past three years;
5. 51% of our travel books have circulated in the past year, 70% in the past two years, and 77% in the past three;
6. 51% of our cook books have circulated in the past year, 70% in the past two, and 81% in the past three;
7. 47% of our career books have circulated in the past year, 68% in the past two years, and 78% in the past three;
8. 37% of our music books have circulated in the past year, 52% in the past two years, and 63% in the past three years;
9. 94% of our DVD’s have circulated in the past year, 97% in the past two years, and 98% in the past three;
10. 95% of our books-on-CD have circulated in the past year, 97% in the past two, and 98% in the past three;
11. 81% of our music CD’s have circulated in the past year, 92% in the past two years, and 95% in the past three;
12. 55% of our science fiction books have circulated in the past year, 75% in the past two years, and 85% in the past three;
13. 56% of our large print books have circulated in the past year, 76% in the past two years, and 87% in the past three years.
Below, please find five charts which compare the FY2013 circulation of The Jones Library with that of the six other western Massachusetts libraries within our population group (25,000-49,000). As you can see, The Jones Library surpasses all.

![Total Circulation Chart]

When we compare The Jones Library to all libraries across the state within the 25,000-49,000 population group, only seven libraries (each in the Boston area) rank higher.

Then when we compare The Jones Library with all the other libraries statewide within our service population (50,000-99,000), we find that there are only 17 libraries statewide which circulate more items than The Jones. In fact, The Jones Library even circulates more items than the Springfield City Library, which is a much larger city with many more branch libraries.

In FY13, The Jones Library, Inc. received 56,133 items through Interlibrary Loan and it provided 45,188 items through Interlibrary Loan.
The Jones Library has a relatively high rate of non-resident circulation. In FY13, The Jones circulated 160,543 items (31%) to residents of other communities.

The North Amherst Library circulated 33,907 items during FY13; the Munson Memorial Library circulated 39,052 items during FY13.

*Please see Appendix A (FY2014 Circulation) for additional information.*

**ATTENDANCE PATTERNS**

Based on a service population of 50,000 for 2013, according to the Wisconsin Public Library Standards, at a Basic Level, The Jones Library should maintain 64 open hours per week. The Jones Library System is open 64 hours per week over the course of seven days per week.

The Jones Library is an important institution in western Massachusetts. It has been said that The Jones is “the sixth Library in the Five College System.” The Library hosts an average of 900 patrons each day it is open. The total attendance during FY13 was 281,659 (15,462 at North Amherst and 17,123 at Munson Memorial). From a population of 37,819 (which includes seasonal college/university students), 21,749 Amherst residents (58%) have active Library cards. It is also important to note that many patrons use Library services which do not require a Library card including Internet use, reading the newspapers, attending programs, and being tutored.

**SERVICES DESCRIPTION AND UTILIZATION**

The number of Youth, Special Collections, and ESL programs offered at The Jones Library over the past five years has remained relatively the same, as has the number of people who attend these events. The number of young adult and adult programs, on the other hand, is increasing dramatically because of our two new positions, Young Adult Services Coordinator and Head of Programming and Outreach.

Lack of dedicated programming space at The Jones is a real problem, especially because the number of programs we offer has increased dramatically. Not only are staff competing for available meeting rooms, but also public meeting room space in Amherst is at a premium, so staff are also competing with the public for meeting rooms.

One of the reasons we need a larger space is due to this ever-expanding base of programs; people take up more space than circulating materials.

<table>
<thead>
<tr>
<th>FY 2014 – Services at Main Library &amp; All Branches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of Saturdays the Library system was open</td>
</tr>
<tr>
<td>Total number of Sundays the Library system was open</td>
</tr>
<tr>
<td>Total attendance in Library system</td>
</tr>
<tr>
<td>Total number of reference transactions in Library system</td>
</tr>
<tr>
<td>Total number of children’s programs held in Library system</td>
</tr>
<tr>
<td>Total attendance at children’s programs in Library system</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>Total number of Young Adult programs in Library system</td>
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<tr>
<td>Total attendance at Young Adult programs in Library system</td>
</tr>
<tr>
<td>Total number of adult programs in Library system</td>
</tr>
<tr>
<td>Total attendance at Adult programs in Library system</td>
</tr>
<tr>
<td>Total number of non-subsidized volunteers</td>
</tr>
<tr>
<td>Total number of hours donated by non-subsidized volunteers</td>
</tr>
</tbody>
</table>

**REFERENCE PATTERNS**

Beginning in FY2012, our Reference Desk began collecting detailed daily statistics of questions answered. Prior to that, our Annual Report Information Survey (ARIS) was based on samples of four "typical" weeks throughout the year. We believe our statistics from FY2012 to the present are a more complete and accurate reflection of our volume of work than earlier years' statistics.

At our Reference Desk, ARIS-defined "reference" questions increased 13% from FY2012 to FY2014 (from 15,206 to 17,222). The volume of questions in every tracked category increased over this time. As a percentage of total questions answered, technology questions were slightly up (from 23% to 25%), item searches and recommendations were steady (at 45%), and research questions were slightly down (from 32% to 30%).

Over these three years, our Reference Desk has become significantly busier and we have provided more and more technology training (for both Library technology and patrons’ personal computers and devices). This is the extent of our data, which does not signal other trends for the future.

**TECHNOLOGY**

1. The Jones Library benefits from the Town’s Information Technology Department’s fiber optic cabling, annual capital funding for replacement technology, and free wireless access.
2. The North Amherst Library has four Internet terminals for the public; the Munson Memorial Library has seven Internet terminals for the public.
3. Periodically, we hold “Device Advice” drop-in sessions during which we assist patrons in setting up and using their eReaders, tablets, smart phones, and laptops – with a particular focus on downloading Library eBooks, eAudio, and digital magazines.
4. We continue to add new e-readers to our eReader Lending Program, including several new Kindles loaded with popular titles so that our patrons can get their hands on popular books faster.
5. We launched our new Online Museum Pass Reservation system, which allows patrons to reserve passes from their homes.
6. We installed a sophisticated new public scanning station in the Reference Room. It allows patrons to easily scan a document/photo and then email it, print it, save it to a USB drive, send it to a smart phone or device (using a QR code), or save it to a cloud storage service.
7. We began subscribing to several new resources, including Value Line Investment Survey Online and Muzzy Online, a BBC language learning program for young children.
8. We recently upgraded all Online Public Access Computers (OPAC) with better hardware and all public computer operating systems from Windows XP to Windows 7.

9. We recently configured and deployed ten additional systems (scanning station, digital media station, ESL student station, Youth Services desktop and laptop, North Amherst laptop, Woodbury Room laptop, two ESL iPads, staff break room, Tech Services laptop, Business Manager laptop) and upgraded all wireless access points.

*Please see Appendix B (Technology – Present & future) for additional information.*

**FINANCES**

1. To improve our future prospects, we have engaged Financial Development Agency, a fundraising consulting firm; acquired new fundraising software; and are developing plans to establish a capital fund and to upgrade our annual fund and endowment efforts.

2. Our first annual Samuel Minot Jones Awards for Literary Achievement (the Sammys) gala was held in April 2014 at the Yiddish Book Center. Over 200 people attended this wildly successful event! Our second annual Sammys event, attended by over 150 people, was held in April 2015.

3. The Jones Library is fortunate to have many generous donors led by the Friends of the Jones Library System who donated over $34,000 for free public programs and an additional $15,000 for books and other circulating materials through their Beds for Books program and other fundraising activities. The Jones Library Trustees raised over $67,000 from many individual donors.

4. Our endowment draw rate, which decreased to 4% for FY16, is a cut of almost $37,000 (or 11%). This is the third cut in three years of almost $40,000 each. The goal is to maintain a 4% draw rate in perpetuity.

5. The Endowment’s balance on June 30, 2014 was $7,833,279.72 and the separate Woodbury Fund totaled $631,428.13.

6. We use approximately $40,000 annually from State Aid to cover the gap in salaries left by the Town appropriation.

*Please see Appendix C (Budget Summary, FY2011-2016) for additional information.*

**PLANNING EFFORTS**

Safety, security, efficiency, access, and service needs established the need for a renovated Jones Library.

As Library Director for almost four years, I still remember a discussion during my interview of the building’s serious shortcomings. Prior to my working at The Jones, I knew that MBLC construction/renovation grant monies would soon be available. During my first week at The Jones, Commissioner Katherine Dibble stopped by to congratulate me and welcome me to Amherst. Her next comment was, “So when are you going to do something about this building?” I promised that, indeed, we would be first in line for a Planning and Design grant.
Throughout 2011 and 2012 some unruly teens and their inappropriate behavior catapulted The Jones Library into many newspaper articles. They were congregating in the basement, with no staff presence. The inappropriate behaviors encompassed everything from graffiti to sexual exploration and vandalism. Consequently, the negative publicity made the community well aware of the limitations of the building and lack of a supervised teen space.

The planning process began formally in the spring of 2012 when The Jones Library Director requested and received a visit from Ms. Rosemary Waltos, Library Building Consultant, Massachusetts Board of Library Commissioners and Ms. Anna Popp, Space Planning Advisor, Massachusetts Library System (MLS). After a walk-through of the building, their concerns were numerous.

In the summer of 2012, the Library Director learned that a Planning and Design grant opportunity would be opening in FY14, thus Library staff worked with the Trustees and Friends in telling the Town’s elected officials as well as the residents about the importance and the need for a renovated Library building.

Amherst is a community with many committees and civic-minded groups which provide public forums to discuss the space and repair needs of The Jones Library. In addition to civic groups, such as the Rotary and the Business Improvement District, Amherst has a large retirement community and a co-housing project – each of which have hosted the Director who brought news of the expansion/renovation process.

In order to discuss this opportunity with public officials, several meetings have taken place over the past few years. We have met with the Town’s Facilities Manager and representatives from Senate President Rosenberg and Representative Story’s offices. The Town Manager, Finance Director, Chair of the Select Board, and the Chair of the Finance Committee have signed our Planning and Design grant application in support of the Library’s planning efforts. The Town’s Joint Capital Planning Committee (JCPC) has been presented with our initial plans. In the fall of 2013, the Town Manager was quoted in the Daily Hampshire Gazette as saying “When looking at the long term at the Jones Library, and the last significant investment in the property, it makes sense to do a needs’ assessment. Trustees are showing leadership to make this a priority.”

All community members have a role to play in the improvement of The Jones Library. We will continue to seek input from the staff, the Board of Trustees, members of the Friends, legislators, Library patrons, non-Library patrons and people from the surrounding communities. Amherst’s Town Meeting ensures that many residents are involved in Town matters. Town meeting in Amherst lasts two nights per week for up to two months each year. There is ample opportunity for community engagement during this time.

Planning and Design Timeline:
1. Fall/Winter of 2013 - applied for a Planning and Design grant;
2. Spring 2014 – awarded Planning and Design grant from the Massachusetts Board of Library Commissioners; Town meeting approved matching funds;
3. Fall 2014 – Feasibility Committee appointed by the Board of Trustees;
4. Winter 2014/2015 – Feasibility Committee began meeting;
5. May 2015 - FY17-FY21 Long Range Plan completed, including focus groups and a public survey;
6. July 2015 – *Building Program* completed, approved by the Board of Trustees and submitted to the MBLC;
7. August 2015 – hire Owner’s Project Manager (OPM);
8. September-October 2015 – hire Architect;

PUBLIC SURVEY

Methodology
1. An independent consultant conducted a lengthy survey to measure the effectiveness of the Jones Library and future needs from 2/12/2015 through 3/5/2015;
2. The survey was implemented on both the Jones Library and the Town of Amherst websites as well as via hard copy distributed at all Amherst Library branches;
3. Of the 20,000 active membership cardholders, over 900 people completed the survey;
4. Publicized throughout Amherst were three public focus groups, held at the Jones Library for people to publicly share their views;
5. The largest group of respondents to the survey was in the 30 to 64 age bracket (58%), followed by patrons 65 and older (37%).

Strategies
1. Provide a pleasant, safe and up-to-date building by presenting a concise and focused plan for the renovation/expansion of the Jones Library facilities.
2. Provide relevant, quality materials, programs and services to our patrons.
3. Maintain exceptional customer service by recruiting and retaining outstanding Library personnel.
4. Increase and enhance communication efforts through social media, an interactive website, newspaper and radio.
5. Expand funding through the Town of Amherst’s appropriations, the Library’s Annual Fund, Capital Fund, Planned Giving program, Sammys and new innovative resources.
6. Offer and promote the latest state-of-the-art technologies to both staff and patrons.
7. Honor Amherst’s rich history through preservation and promotion of the Special Collections.
8. Advocate with local, state, and federal legislators regarding the importance of library funding.

Gaps
1. Although the Jones Library patrons appreciate the façade of the current facility, the interior is outdated and inefficient, creating difficulties in serving patrons and managing the physical plant. Resolution of these issues requires physical needs enhancements and additional space.
2. A major drawback to patrons and non-patrons alike is inadequate parking.
3. Funding from the Town of Amherst and other sources of funding must adjust to developing service needs and future growth.
4. The current website needs to be made more user-friendly.
5. The Library’s social media and marketing vehicles are not optimal in order to inform patrons and non-patrons about the Jones Library’s services and programs.
Immediate Priorities

1. Complete the *Building Program* and secure necessary funding for expansion/renovations.
2. Secure additional funding to ensure the Jones Library continues to provide high quality services, programs, and a well-educated and engaged staff.
3. Create a comprehensive Technology Plan that addresses current and future technology needs.
4. Enhance communication efforts with the community through a more interactive and up-to-date website as well as through newspapers and radio.

*Please see Appendix D (Public Survey Results) for additional information.*
EXISTING BUILDING/SITE DESCRIPTIONS, PROBLEMS AND NEEDS

1. SAFETY

The layout of the building, with its secluded areas, separate rooms, poor line of sight, multiple floors, and lack of service points in many areas, has led to security issues including theft, vandalism, and both illegal and inappropriate behavior. Security cameras have been installed, but are not a perfect solution to the underlying problem. There is also no way to monitor every area of the building with cameras. There is no Public Announcement (PA) system in the event of an emergency. Fire exits are clearly marked, but it is very time consuming to evacuate the building in the event of an emergency due to the confusing layout and lack of public address system. Because it is also difficult to sweep the building at closing time to ensure all patrons have left, we have to close the stacks 30 minutes before the Library actually closes. There is no operating system in place for material theft prevention.

2. LAYOUT

The building was originally designed to convey the feeling of a grand home, with many different rooms and secluded spaces intended for study, the arts, and the general gathering of the public in what was deemed the “Hearth of the Community.” The 1992 renovation attempted to follow that original plan. Upon entering the Library, patrons have to walk 40 or 50 feet before being greeted by a member of the staff. There are many secluded areas, smaller rooms, multiple floors, limited access to specific areas, and virtually no line of sight from one department to the next, resulting in a confusing layout for those unfamiliar with the building. There are seven unique staircases accessing three floors plus a basement. Some areas of the upper floors are not accessible unless you travel down a flight of stairs, and back up a different flight because the building is split in half. There are two elevators that cannot access every floor individually.
Staff cannot see the majority of the building in order to assist/supervise patrons. The center Atrium is beautiful, but it is used for eclectic purposes (Teen collection; Adult Periodicals; New Materials; DVD’s) and the monthly community displays block the sightlines.

Offices are spread throughout the building on multiple floors. The Adult Circulation Desk cannot be seen from any public entrance, and is confusing in that it has three points of service. The Adult Circulation Desk and Reference Desk are at opposite ends of the building. The Reference Desk is at the back of the building on the main floor. The Audio Visual materials are spread throughout the building due to lack of a proper secure space.

Circulation desk, atrium side. Three service points, confusing layout; not enough space for staff functions.

Audio Visual Room. No space for DVD collection. Isolated from Circulation Desk.

There is no central information center or person of contact upon entering the building from any entrance. The lobby provides bulletin boards for public use, but the space is inadequate. There are bulletin boards for Library information, but again, it is inadequate. Built-in bookshelves in the lobby are utilized for the Friends of
the Jones book sales, but it is unsightly in appearance, confusing for patrons, difficult to monitor, and located in prime space. There is insufficient space for displays of t-shirts and other merchandise.

The Burnett Art Gallery is a wonderful addition to the Library’s services, but it is very difficult to find due to its location in the building.

In order to access the Library’s safe, the Business Manager and Receptionist have to walk into the Director’s Office several times throughout the day, because money is being exchanged all day long. This is not conducive to a quiet environment for the Director.

The Interlibrary Loan Department is a very small room with a small office attached, located at the East entrance. It has little climate control, is poorly lit, and is extremely inadequate for its purpose. The department entrance door, used by interlibrary loan (Optima) delivery drivers to access the room, is in very poor condition. This room is too small to have 40 pound book bins at waist height, which would make for a more ergonomically correct lift for the delivery people.

The Children’s Department is much too small. Located on the main floor, the Children’s Room has no clear entrance and it consists of a maze of four areas, including a room upstairs. The Children’s restroom is also used by patrons without children because there is no other restroom on the main floor. There is a poor line of sight from the service desk, with no view of the computer area. There is no staff presence in the upstairs room. The Children’s Librarian has no office, and currently utilizes a nook at the front of the building which is the furthest point from the Children’s Circulation Desk.
Children’s Library entrance, view from Adult Circulation Desk. Poor signage, undefined entrance, cluttered. Cannot see Children’s Desk from entrance.

Leaving the entrance to Children’s Library facing Adult Circulation Desk. Inadequate signage. Not easily recognizable as the exit.

Children’s Library service desk. Cramped workspace; no office for Children’s Librarian. Single use Family Restroom is on the top left near the exit sign.

View from Children’s Circulation Desk. Poor sight lines. Cannot see entire room from Desk. Play area is at the center of the room with little space to navigate around. Children’s Librarian occupies space in front of the right hand window as her office.

Children’s Room. Poor sight lines, cramped space, play area undefined.

Children’s Librarian office space located in window bay area of Children’s Room. Insufficient space, no privacy, no means of securing area.
The basement area has no service desk, and is not staffed. This creates both an unsafe situation and poor public service. The only public restrooms in the building are located in the basement, and are difficult to locate. There are three small study rooms for the many ESL tutors, but more are needed. The ESL program also needs to utilize our meeting rooms, crafts room, and free spaces in the public areas when possible, making space badly needed for quiet study almost impossible to find.

The Reference Office/Work Room, located in the basement, is one “L” shaped room that houses five staff people, plus space for both Branch librarians. The working conditions are poor due to lack of space and privacy; the room has poor HVAC control; and this space is far away from the Reference Desk.
There is no official “Teen Space.” Two seating areas in the basement are “reserved” for teens/young adults in the afternoon. The Young Adult collection is in an undefined section of the atrium and is extremely undersized, with no table space and seating limited to a small loveseat and one chair. The public copier and fax machine are tucked in a corner of the atrium near the young adult space and not in view of a staffed desk.

There is a Crafts Room, shared by ESL, Youth and Teen services, with a handicap accessible restroom and craft sink, but it has poor air quality due to its basement corner location and is too small for larger groups. Mold grows on the walls during the summer. It is also used for storage by the Children’s Department, and for ESL programming.

The third floor has five small offices that are secluded from the rest of the building, only accessible from a single staircase, or one elevator. They are primarily used for storage due to their location, condition, and limited access. There is also a smaller meeting room on the second floor, with poor lighting and little audio visual equipment.

The Staff Lounge is too small for the size of the staff, and is not handicap accessible. The Staff Restrooms are inadequate in number and are not handicapped accessible. The entire staff area is poorly lit and has poor HVAC performance.
Special Collections has run out of space, and is utilizing a storage room on the third floor that does not have sufficient climate controls for document storage. There is no adequate processing area. The department is isolated from the rest of the Library, difficult to locate, and it is difficult to find one’s way out. While it has its own climate control system, it is erratic and not optimal for document or art storage. Security improvements are necessary to safeguard both staff and materials.

The Exhibit area is not big enough and it is not open to the public at all times. Only eight patrons at a time can be helped in the Reading Room at one time, even though tourists frequent the Department by the busload. Due to the Department’s layout and lack of space, it is very difficult to balance the public’s need for access to priceless materials, with the need to keep the materials safe.

Due to lack of space, priceless materials in the Storage Room are leaning against walls, directly under sprinkler heads. The aisles and the shelves are not wide enough, causing the improper storage of valuable paintings, antique furnishings, artifacts, and oriental rugs.

Special Collections Reading Room. Poor lighting, no door between it and the Archives Room, complicating ability to maintain proper climate control for archival storage.

Special Collections Archives Room. Lack of space, no security door at entrance complicating ability to maintain proper climate control for archival storage. The entire department is isolated from the rest of the Library.
The Technical Services Department is located on the second floor, far from an outside entrance, complicating delivery of shipments. It is carpeted, making it difficult to maneuver book carts. It is an open room with four staff and some volunteers working in the same open area. The studio-type layout of the Department is noisy, even with two people having a quiet conversation. There is a cramped office for the Department Head. The main doors to the department are vintage wood and glass swinging doors, and are not optimal for a department that receives daily shipments via a hand truck or book cart.

The Facilities Supervisor has no dedicated office. He utilizes a corner of the Maintenance Workshop, with no space to hold meetings. There is only one dedicated storage room for office/maintenance supplies. It is in the basement and a dehumidifier runs 24/7 most of the year due to moisture issues.
None of the Library’s meeting rooms (Woodbury Room; Amherst Room; Crafts Room) can be used by the public after hours because they cannot be locked separately from the rest of the building.

The Library owns a Steinway piano, which is used by local music students for recitals. The piano is housed in a closet in the Woodbury Room, where the airflow and humidity levels are not adequate.

3. HVAC

Most of the HVAC system was replaced during the 1992 renovation. There are four gas fired boilers for heat, a single gas fired hot water heater, a large dual motor chiller unit and cooling tower for air conditioning, several
wall units, and three large air handlers operating together to heat/cool the building using both perimeter radiant and blown air methods.

The entire HVAC system, with the exception of Special Collections, is controlled with pneumatic controls and thermostats spread throughout the building. The HVAC system was poorly designed, and has never provided proper uniform heating/cooling. There are always hot/cold areas; staff often have to wear coats and gloves during work. The pneumatics and thermostats do not function reliably.

Air exhaust units were installed in three of the fireplaces as an afterthought due to lack of air movement in key areas, with little success. There have been multiple breakdowns due to design and age of the equipment. There are no renewable energy methods such as geothermal or solar in the design of the current system.
One of the exhaust fans that were installed in an attempt to move air in key areas. They do not circulate the air (exhaust only), and are not effective.

4. ELECTRICAL

The current electrical service is adequate, but cannot expand due to increased use of electronics in the building. Much of the data wiring has been added after the 1992 renovation and consequently there are exposed wires in many places. The main data systems are housed in a small climate controlled room which cannot be organized properly or allow expansion. The Library lacks drop ceilings in many areas, making the addition of new wiring impossible.

Data equipment room. Little space for expansion.

Perimeter radiant fan coil unit. Inefficient; noisy; Difficult to keep clean; harbors mold, affecting air quality and staff health.

Data wiring running through run pipes in boiler room.
5. PLUMBING

There is one set of public restrooms, located in the basement. The occupancy is three each. Their location is neither central nor convenient. They are marginally handicapped accessible. There is one single occupancy Family Restroom in the Children’s Department on the main floor. It is handicap accessible. It also is used by the general public because there is no other public restroom available on the first floor.

The staff restroom adjacent to the staff lounge is not handicap accessible. It, and the lounge itself, are not accessible via elevator. There are four single use staff restrooms scattered throughout the building are original to the building with tile walls and floors. The fixtures are vintage pieces for the most part. None is handicap accessible.

None of the above restrooms incorporates any energy saving efficiencies or automated methods for water savings or paper usage.
6. BUILDING MATERIALS

The interior is fully carpeted with few exceptions. The main lobby areas and Woodbury Room have newer carpeting, but the remainder is old, faded, worn and badly stained. The ceilings and walls are plaster in the original portion of the building with some areas of exposed stone. There is ornate woodwork in many areas. The addition has wallboard with acoustic panel drop ceilings. The original plaster was improperly prepared for fresh paint at the time of the 1992 renovation and has resulted in peeling paint in much of the original building. There are many water damaged acoustic ceiling tiles due to the leaking roof and atrium issues.

Lighting throughout is a combination of fluorescent tube, recessed, incandescent and track lighting. There are inefficient hanging metal halide fixtures in the lobby and Fiction areas, and an historic chandelier in the Special Collections Department. The Woodbury Room is lit exclusively with LEDs as a result of a recent room renovation, but has no natural light because it is located below ground. There is lots of natural lighting from the windows and glass atrium on the main floor. There are many areas, both public and staff, that have inadequate or no lighting. The front entrance hall is poorly lit. There are no timers for lighting other than the exterior lights.

The restrooms have ceramic tile on the floors and walls. The commodes and urinals are not water efficient. Interior fire doors are solid wood, and operate magnetically and close when the fire alarm sounds. The office and room doors are a combination of new and old with accompanying hardware. There are several different keys needed to gain full access as a result.
Example of cracked plaster and water damage from leaks.

Front entrance hall. Poor lighting; narrow.

7. BUILDING EXTERIOR

The Jones Library building is a combination of newer (1993) and old construction. The original structure is “L” shaped and constructed primarily of stone. It has original wood windows with older aluminum storms, and a concrete base slate roof. The addition is also “L” shaped and constructed primarily of brick, with vinyl windows and a metal roof. All trim is painted wood. Both sections are centrally tied together with a sunken metal framed glass pyramid-shaped atrium surrounded with a Firestone® rubber membrane roof.

The original stone exterior walls are in need of mortar repair due to cracks and missing mortar in many areas. The slate roof has highly pitched angles that allow snow and ice to fall, creating a hazard for individuals walking within proximity. There are no effective snow guards on the roof. The slate itself is old and brittle, and there have been instances of falling slate as a result, creating a hazardous situation. Because of the slate conditions, moisture leaks into the building.

The atrium roof area is poorly designed and has leaked since its 1992 installation. Many attempts to make it watertight have failed. We need to place buckets and plastic tubs around the interior when it rains to catch leaks. Drainage is inadequate, and the drainage pipes that course through the building also leak. Snow and leaves accumulate around the outside atrium pyramid with no easy means of removal.
Front of Jones Library, as viewed from Amity Street.  
Note steep pitch of roof.

Example of ceiling tile damage due to leaking roof.

This section of ceiling is in the basement level. The posts hide the drainage pipes for the atrium roof. Leaks from both the drainage pipes and water leaks from the atrium roof itself two floors up run through the building and come out in certain areas of the basement.

Overhead views of atrium roof during winter months. Snow accumulation ultimately causes damage and creates leaks. There are no means of clearing snow other than to hire a crane service, because the atrium area is lower than the main building. Falling snow from the upper roof areas becomes trapped.
8. LOT

The Jones Library is situated on a large lot in sight of the main intersection of the downtown district, and across the street from the Amherst Cinema. Its location is prime downtown real estate, within walking distance of the Fire Station, Police Station, Town Hall, Post Office, and the Bangs Community Center. There is a bus stop in front of the building. With nearly 190’ of frontage on a heavily travelled road, it is bordered by a bank on one side, a history museum on the other, and a combination retail and municipal parking lot behind the property. There is a large memorial garden behind the building that requires expensive care. The garden’s secluded nature unfortunately provides a haven for illegal activity and overnight camping for homeless people. There are also three very large oak trees that require expensive trimming to keep falling dead branches from becoming a hazard. The pathways run close to the building in some areas, creating a falling snow/ice hazard. There is open lawn at the front of the property, but little elsewhere. There is a single book drop located at the street in front of the building that is not drive thru accessible and not large enough to handle the usage. There is exterior lighting, but it is inadequate and does not properly light the front of the building, signage, entrances, or the rear garden walkways.

9. DRIVEWAY

The driveway runs parallel to the east side of the building. It has two handicapped angled parking spaces, three “staff only” angled parking spaces, and six parallel “staff only” parking spaces. Both the trash dumpsters at the base of the driveway and the recycling bins against the building are out in the open, exposed to the elements. There is a maintenance shed behind the dumpster that is too small to properly store all exterior maintenance equipment, with no proper hazardous chemical storage. There is a turnaround space at the base of the driveway that allows drivers to maneuver a three point turn to exit the driveway. There are no public parking spaces on the property. There are metered municipal parking lots both across the street and behind the property, and metered parallel parking along the frontage. The driveway is too narrow and steep, making it difficult and dangerous to navigate during the winter months. The condition of the blacktop is poor. Lighting is poor.
10. ENTRANCES

There are three public entrances, at the front, east side and rear of the building. The main entrance is at the front of the building and consists of a single oversized door with a small foyer. There are three granite steps leading to the door, with a single railing. There is no overhead shelter, and the entrance is highly susceptible to falling snow and ice. The entrance is not handicapped accessible and does not have an automatic opener. The condition of the doors and hardware, both exterior and interior breezeway, is poor. Both are original to the building. Exterior lighting at this entrance (and the entire frontage) consists of one 75 watt bulb in a fixture over the door.
The east side entrance is adjacent to the driveway. It consists of one door that opens to a tight breezeway where patrons must immediately turn 90 degrees and pass through a second single door. It has a ramp leading from the street, is handicapped accessible, and has automation capability. There is also a small stairway along the driveway that accesses the entrance. An overhang shelters the entrance, but the angle of the roof still pitches snow and ice toward the sidewalk and side stairs, creating a hazard for individuals within proximity. There is an after-hours book drop adjacent to the door. Lighting at this entrance consists of one 75 watt bulb in a fixture under the overhang.
The rear entrance accesses only the Woodbury Room (our large meeting room), and is locked daily unless there is a program in the room. It is in the garden area, is poorly lit, there is no signage, and it is very secluded. There is no automatic door opener. There is an after-hours book drop adjacent to the door that is not utilized.
Other Problems Resulting from the 1992 Renovation Which Need to be Remedied

1. The original interior walls were not prepped properly. The building was originally painted with a variety of paint that should have been either stripped or treated with a calcimine primer before painting. The repainting did not adhere properly as a result. The entire interior was painted in a type of paint that was not easily washable.

2. The sidewalks, both front and rear, were laid out without concern for falling snow/ice.

3. The garden area was not designed with ease of upkeep and sightlines in mind.

4. The building’s interior was left with some areas not handicapped accessible. There are also a lot of access issues from floor to floor, and across departments.

5. A large amount of interior plate glass was left in place.

6. The atrium was poorly designed. At the time, it was sunk-in to meet Historical restrictions regarding roof height over an original structure. The existing atrium structure leaked from day one. There is inadequate means of keeping snow from accumulating and creating thaw/freeze damage throughout the entire area.

7. There are major ice dams during winter months due to poor design, lack of proper insulation, and the compound roof angles.

8. The elevators do not access the entire building.

9. The HVAC system was designed with inadequate circulation, providing poor air flow. The insulation around the ductwork in the atrium area was designed to let heat permeate up to the roof, creating a situation where snow melts and refreezes. There are too many variances in thermostatic control.

10. The ceiling surrounding the atrium area is not designed to be accessible, but there are plumbing, electrical, HVAC components that need to be accessed.

11. There is no restroom on the main floor, other than one, single occupancy in the Children’s Room.

12. The electrical panels were not properly labeled and provided with very little space for expansion.

13. There were not enough outlets installed, or consideration for future technologies. The wiring is not routed with ease of access in mind or room for expansion.

SPECIAL CIRCUMSTANCES

1. In 2009, the Jones Library building was designated a “Literary Landmark” by the Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF). Robert Frost did some of his writing here and we have an obligation to provide improvements for future generations.

2. The Jones Library, Inc. is an active member of the Amherst Downtown Business Improvement District.

3. The Jones Library, Inc. has secured Community Preservation Act funds for building repairs in the past. There is a Preservation Restriction on the exterior of the original building. Any modifications to the appearance of the original building will need Massachusetts Historical Commission approval.

4. The Jones Library, Inc. operates two branches, both buildings owned by the Town of Amherst, with limited hours. The North Amherst branch is housed in a small, one room building on the outskirts of North Amherst. It is not handicapped accessible and does not have public restrooms. The Munson
Memorial Library branch occupies two floors of a wing in the Munson Memorial building located in South Amherst. It is handicapped accessible and has public restrooms.

5. The University of Massachusetts, Amherst College, and Hampshire College campuses are all in close proximity to The Jones Library building. This Town understands the importance of its public Library.

6. A portion of the artwork currently hung in The Jones Library building carries Historic Preservation Restrictions stating that the paintings must be on public display. The final design should allow for proper accommodations for these paintings. Currently there is little to no security for this art collection and climate control is practically non-existent.

7. The Jones Library is unique in that it has a very important Special Collections Department. Special Collections houses extensive collections in the fields of local and regional history, genealogy and Amherst authors. We own Emily Dickinson, Robert Frost and Clifton Johnson manuscripts. The facilities include a research room and an exhibit area. Visitors are welcome to view the exhibits without an appointment during public hours. This department is in desperate need for more space, both for storage as well as for staff work space in order to be able to process incoming collections.

8. The Jones Library is also unique in that it offers an award-winning English as a Second Language (ESL) program. This program provides volunteer tutors, tutoring space, study materials, computer-assisted instruction, citizenship classes, English classes and referrals to adult immigrants in the Amherst area. The Library’s ESL Coordinator oversees 100 volunteers who provide tutoring sessions. This department is also in need of additional space, primarily for its tutoring sessions.

9. The current property layout incorporates a memorial garden. The final design will need to incorporate this garden in some form.

10. The Library is open seven days per week during the school year and there are 60 staff members total.

11. Circulating collections – we have a larger than usual circulating print collection. We are very much a regional library; our circulation statistics reflect the fact that our collection, though large, is well-used.

12. The Town’s six large marble Civil War Tablets, recently refurbished, will be hung in the entrance to Special Collections. Each Tablet weighs approximately 700 pounds.

**PART II: THE JONES LIBRARY OF TOMORROW**

**BUILDING/SITE DESIGN CONSIDERATIONS**

Our number one priority is the safety of our patrons and staff. Therefore all improvements need to lead to our goal of providing a safe environment for all who enter. Secondly, we want our users to be able to successfully navigate our spaces and collections. Over time, as spaces have been repurposed, the Jones building has become more dysfunctional and more difficult to maneuver.

**REQUIREMENTS**

**General Design**

1. Preserve the historic, comfortable, warm, “homey” feel.
2. Tie the historic features with the modern features.
3. Preserve the stone exterior and the wood interior.
4. Space flexibility and future growth capabilities.
5. Separate noisy and quiet areas.
6. ADA compliant.
7. Adequate storage in all Departments.
8. Need to be able to keep the entire building open right up until closing time.
9. Highlight the woodwork and special architectural details.
10. All departments, including Special Collections, ESL, and the Burnett Gallery, need to be easy to locate from the Main Entrance.
11. Install clear, uniform signage.
12. Flooring must be durable/high quality/easy to maintain and replace. The floors behind the service desks must have support for staff.
13. All public spaces must have a staff presence.
15. Keycard locks rather than traditional keys.
16. Fix the acoustics issues if atriums are designed.
17. Fire suppression.
18. Furnishings and fixtures which are timeless.

**Sustainability**
1. Proven, cost-effective “Green” characteristics and strategies, including geothermal and solar.
2. Windows which take advantage of solar gain in cold weather and control solar radiation in hot weather.
3. Lights on occupancy sensors.
4. A mix of different kinds of lighting, including a lot of natural light, which uses the same types of energy efficient light bulbs.

**Main Entrances, Lobbies and Circulation Areas**
1. Foyer with an air lock.
2. If there must be two entrances, the flow needs to be designed such that all patrons who enter see the “Ask” Desk first.
3. Covered entries; snow MUST NOT fall from the roof onto patrons.
4. Welcoming entrance to the Library as well as to each room within the Library.
5. All Holds will be picked up at the Adult Circulation Desk/Self-Serve Holds area.
6. Circulation services will be provided at both the adult circulation desk and the youth circulation desk.
7. Large enough book returns so that staff do not have to come in over long weekends in order to “empty the drop.”
9. Book returns which place materials inside, near the check-in areas.
10. Clear sight lines from all services desks.
11. Posted floor plans.

**Collections**
1. On opening day, the top and bottom shelves will not be used and the remaining shelves will be at 75% capacity.
2. In order to create the most flexible spaces possible, most shelving throughout the Library needs to be on sturdy, rugged casters, so that the furnishings can be rearranged for programming purposes.
3. Sloped bottom shelves throughout.
4. 1/3 of the Library’s fine arts collection needs to be displayed throughout the building at any given time and hung out of direct light.
5. All collections, even if they are distant from the entrance, need to be easy to locate.
6. Chairs need to be scattered throughout the collection areas.
7. Lights in same direction as shelves.
8. Light-colored shelving which doesn’t show dust.

Youth Services
1. Well-defined and separate preschool and older areas.
2. Computers located where preschoolers do not have easy access.
3. Enough storage for craft supplies.

Young Adult Services
1. Easily monitored from a service desk.
2. Teen-friendly furnished.
3. Clearly separate from Youth services.

Meeting and Quiet Study Rooms
1. The Large and Medium Meeting Rooms need to be closed off from the rest of the Library during non-open hours.
2. Convenient and adequate storage for tables, chairs, AV equipment, and one piano.
3. All meeting rooms need to be close to Rest Rooms and water fountains.
4. Quiet HVAC.
5. Quiet study rooms that can be easily monitored from a service desk.
6. Flexible lighting.
7. Soundproofing.

Technology
1. All work stations must be ergonomic.
2. Radio Frequency Identification (RFID) Security system (to prevent theft of materials) and a security system with panic buttons (to protect staff/patrons).
3. Public Access Computers need to be scattered throughout the collection areas.
4. Public Announcement (PA) system throughout.
5. Plenty of data and phone lines in every room of the Library.
6. Every public space needs to be wired for laptop use and have outlets available, next to all patron seating, for patrons to charge their devices.
7. Vending machines for public print stations.
8. Robust wireless access.

Rest Rooms
1. Public bathrooms, which are visible from service desks, on each floor where the public has access.
2. Staff Bathrooms on each floor where the staff work.
3. Floor drains.
5. Youth/Family Rest Room with appropriately sized fixtures.
6. Water fountains just outside the entrances.

Staff Spaces
1. Staff coverage on all floors where the public has access.
2. Work surfaces must be durable.
3. Coat racks needed in all staff/volunteer areas.

Windows, Skylights and Doors
6. Operable windows.
7. Windows which afford good views.
8. Collections must be protected from excessive sunlight.

Lighting, Fireplaces and Utilities
1. The basement must have natural light.
2. The entire HVAC system needs to be replaced and must include several different zones for improved climate control.
3. Preserve the fireplaces and install gas inserts.

Elevators
1. Must be visible from the Adult Circulation Desk.
2. Must meet ADA requirements.

Exterior
1. Pedestrian walkways coming from all directions.
2. A well-lit, outside, patron drop-off/pick-up spot.
3. Exterior café area.
4. One parking space per 400 square foot of building.

SITE ANALYSIS

The Town’s Planning Department has conducted a site analysis for the future Jones Library building. The analysis indicates that the current Jones Library site is the most central available site for a public library in Amherst and within downtown Amherst. It is an existing facility on a property of sufficient area to accommodate an expanded building of 100,000 sq. ft. through by-right permitting under current zoning regulations. The site has full access to public transit. It is proximate to more existing metered public parking than any other site examined, and is located immediately adjacent to the downtown site most likely to be next developed for expanded off-site public parking. It has been a prominent, defining public site for Amherst’s downtown for over 85 years.

*Please see Appendix E (Site Analysis) for additional information.*
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* Patron space
* Included as "unassignable space"
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<th>Audio (/10)</th>
<th>DVD (/10)</th>
<th>Music Etc. (/10)</th>
<th>Volumes of Periodicals (/1.5)</th>
<th>Staff Stations (+150)</th>
<th>Public Work Stations (+40)</th>
<th>Tables for 4 (*120)</th>
<th>Single Chairs (+30)</th>
<th>Lounge Seating (+10)</th>
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<td>61 ESL Coordinator</td>
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<td>67 Adult Rest Rooms</td>
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<td><strong>TOTAL MEETING ROOMS</strong></td>
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p  Patron space  * Included as “unassignable space”  ▶ Has extraordinary storage needs
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<td>71 Staff Copy/Mail Center</td>
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<td>79 Staff Rest Rooms</td>
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<tr>
<td><strong>PLANNED SEATING TOTALS (including meeting room/non-public seats)</strong></td>
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p Patron space * Included as "unassignable space" ♦ Has extraordinary storage needs
AREA DESCRIPTIONS

The following Area Descriptions provide information that is specific to each area of the Library, and may be used by designers to plan for the spaces accordingly. The actual numbers (occupancy, furnishings, amounts of materials, and types of equipment, etc.) indicated have been determined by using established guidelines from Federal, State and other library sources. They represent the criteria required to provide Library services to a 20-year projection of Amherst’s population.

Square Footage/Area Required was determined using the following formulae established by the Wisconsin Public Library Standards:

Please see Appendix item F (Wisconsin Standards) and G (Jones Library Space Analysis) for additional information.

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<tr>
<th>Square Footage Key - Shelving</th>
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<tbody>
<tr>
<td>Print; AV</td>
<td>Total collection divided by 10 s.f.</td>
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<tr>
<td>Periodicals</td>
<td>Total number of volumes divided by 1.5 s.f.</td>
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<thead>
<tr>
<th>Square Footage Key - Work Stations</th>
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<tbody>
<tr>
<td>Staff</td>
<td>Total multiplied by 150 s.f.</td>
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<tr>
<td>Public</td>
<td>Total multiplied by 40 s.f.</td>
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<thead>
<tr>
<th>Square Footage Key - Seating</th>
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<tbody>
<tr>
<td>Tables for 4</td>
<td>Total multiplied by 120 s.f.</td>
</tr>
<tr>
<td>Single Chairs</td>
<td>Total multiplied by 30 s.f.</td>
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<tr>
<td>Lounge Seating</td>
<td>Total multiplied by 30 s.f.</td>
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<tr>
<td>Study Carrels</td>
<td>Total multiplied by 30 s.f.</td>
</tr>
<tr>
<td>Group Seating for 4</td>
<td>Total multiplied by 480 s.f.</td>
</tr>
</tbody>
</table>

Please see Appendix item F (Bubble Diagrams) for additional information.
1. MATERIALS’ RETURN – EXTERNAL [Automated Materials Handling System (AMHS)]

FUNCTION: An external, fireproof area used to return Library materials. There should be two separate returns: one for books and one for AV materials. The returns need to be large enough to accommodate up to 3 days’ worth of returned materials.

RFID!

OCCUPANCY:

FURNISHINGS:

SEATING:

SHELVING:

EQUIPMENT:

CLOSE TO: AMHS; Main Entrance; Circulation Work Area

DISTANT FROM:

AREA REQUIRED: 1 s.f.

MATERIALS:

ARCHITECTURAL FEATURES:
2. MAIN ENTRANCE

FUNCTION: Building entrance.

OCCUPANCY: This space must accommodate 6 to 8 people in passing and socializing/waiting.

FURNISHINGS: Access to book drop; trash receptacle; exterior, lockable sign case.

SEATING: Public: bench to seat 4 (short term use)

SHELVING:

EQUIPMENT: Lighting; trash/ash can; bike racks; automatic door openers

CLOSE TO: Parking; Entrance Foyer; Adult Circulation

DISTANT FROM:

AREA REQUIRED: 120 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: The entrance must be accessible according to ADA standards. It must be well lit and visible to the casual passerby. It should be in harmony with the rest of the building and clearly be the main means of access. It should be in close proximity to the major parking areas. The entrance and the walkways leading to it should be protected from rain, ice and snow on the roof above and immediately adjacent. Flooring slip-proof and easy to maintain.

There should be access to a book drop and audio/video drop here. A firewall must be in place to protect the building in case flammable material is ignited and placed in either drop.

Open and welcoming feel; Library should be easily identified by motorists and pedestrians with a well-lit sign, perpendicular to traffic.

Library Open Hours listed clearly on door.
3. ENTRANCE FOYER

FUNCTION: Building entrance; serves as an airlock

OCCUPANCY: Space to accommodate 10-12 people in passing/socializing (discuss whether performance space would be desirable)

FURNISHINGS: Community bulletin board for public notices, wall mounted rack for brochures, trash/recycling receptacles, drinking fountain. Dedication Plaques.

SEATING: 4 lounge chairs or two benches.

SHELVING:

EQUIPMENT: Electronic board for Library/Town information, security system to deter theft, interactive electronic map of facility; public pay phone; patron counters; RFID security gates

CLOSE TO: AMHS; Parking; Adult Circulation Desk; Adult Rest Rooms; Meeting Rooms

DISTANT FROM:

AREA REQUIRED: 120 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: High ceilings, natural lighting, sunken walk off matting at entrance, wide area to promote congregation, center island to accommodate interactive map. Hard surface flooring.

An orienting point; free of clutter; effortless traffic flow; direct visual of adult circulation desk; noise control.
4. “ASK” DESK

FUNCTIONS: This area houses display space, public bulletin board space, and the “Ask” Desk, which is immediately visible upon entering the library.

OCCUPANCY: 2 staff

FURNISHINGS: 1 staff desk (hightop); 2 staff work stations; 2 staff stools

SEATING: 2 staff stools

SHELVING: Small shelving area behind the Desk (2 low units) for staff materials, including lockable cabinets

EQUIPMENT: 2 computers with swiveling monitors; 1 printer; 1 staff phone

CLOSE TO: Entrance; Adult Circulation Desk; Adult AV; Café-Like Area; Boutique

DISTANT FROM:

AREA REQUIRED: 300 s.f.

MATERIALS: Some Ready Reference Materials

ARCHITECTURAL FEATURES: Spacious; natural light; noise dampening tiles; line of sight to Adult Circulation.
5. MATERIALS’ RETURN – INTERNAL [Automated Materials Handling System (AMHS)]

FUNCTION: An indoor, fireproof area used to return Library materials. The autosort cushioned bins on wheels need to be large enough to accommodate up to 3 days’ worth of returned materials.

RFID!

This function will be in the same room as the Circulation Work Area.

OCCUPANCY: Staff: 2

FURNISHINGS: Automated Materials Handling System; 2 staff workstations; countertop work space; wall and base cabinets

SEATING: 2 chairs at staff workstations

SHELVING:

EQUIPMENT: AMHS; several autosort cushioned bins on wheels; 2 staff workstations

CLOSE TO: Adjacent to Circulation Work Room; Shipping/Receiving Close to Technical Services; Main Entrance

DISTANT FROM: Quiet spaces

AREA REQUIRED: 800 s.f. (minimum)

MATERIALS: All returned items

ARCHITECTURAL FEATURES: Plenty of glass so patrons can watch the technology in action.
6. CIRCULATION WORK AREA

FUNCTIONS: This area is for staff only and provides space for sorting materials returned for proper shelving; sorting materials for Branches or ordered to fill Holds; storing items for the “problem pile” (i.e., materials turned that are missing parts, damaged). Polishing AV items; calling patrons to alert them to Holds that have arrived, parts missing, etc. ILL/Holds processing happens here; magazines are processed here. This function will be in the same room as the Materials Return – Internal (AMHS)

OCCUPANCY: Staff and volunteers: 6

FURNISHINGS: 4 ergonomically correct “L” shaped computer desks with accompanying chairs; 60 feet worth of receiving tables for incoming bins, large enough so nothing is stacked high; preferably emptying bins and loading bins can go on concurrently, which requires this much horizontal surface. A 6 foot long table for bins for Branch materials that need to be delivered to each Branch. One table/chair for DVD repair/polishing machine; bulletin boards over each desk; and 1 large dry-erase board mounted on wall . Coat rack; staff lockers. Closet for storing whiteboards and equipment. File cabinet. Sink.

SEATING: 4 computer workstations; 2 chairs at countertop work spaces

SHELVING: 270 feet of shelving to keep checked in books/AV, etc. waiting to be reshelved. 80 feet of shelving for supplies. 3 feet of shelving for each staff person for personal use (30 feet total)

EQUIPMENT: 4 computers and scanners; printer; 3 telephones; DVD repair machine; 2 large trash bins, recycle bins, receipt printers; 8 large rolling book carts

CLOSE TO: Adjacent to Materials’ Return – Internal; Shipping/Receiving; Close to Adult Circulation Desk; Technical Services; Staff Rest Rooms

DISTANT FROM: Public spaces

AREA REQUIRED: 840 s.f. (minimum); large enough to accommodate 6 staff, and to keep various books’ destinations organized. Also there must be room for extra things like Food for Fines donations; whiteboards, book carts; coat rack, lockers, sink. This would be for current circulation and AV staff.

MATERIALS: All newly-ordered materials

ARCHITECTURAL FEATURES: The room must also be secure to prevent theft. At least 25 feet of counter space for AV work, “problem piles,” damaged books, etc. Natural lighting. Industrial flooring. Closet for storing supplies and white boards. Place to store book carts so not in the way when not being used, perhaps under upper cabinets. Secure places for musical instrument storage. Sink and staff water fountain (or cooler) Closet for storing all AV circulating equipment (see current closet and contents) Must be able to see adult circulation desk. Conducive to work flow and staff efficiency.
7. SHIPPING/RECEIVING

FUNCTION: Arrival and departure point for shipments to/from the library; flow of all books/materials/supplies/equipment from outside the library including UPS/FedEx/Optima deliveries.

OCCUPANCY: Staff: 2

FURNISHINGS: Countertops; waste baskets; recycle bins; clock

SEATING:

SHELVING: Sufficient for waist-high storage of up to 20 large totes

EQUIPMENT: 12 double-sided book carts

CLOSE TO: Adjacent to Materials’ Return – Internal; Circulation Work Area; Loading Dock Close to Technical Services; Elevator

DISTANT FROM:

AREA REQUIRED: 300 s.f. (minimum)

MATERIALS: 20 large totes full of ILL/Holds/circulating materials

ARCHITECTURAL FEATURES: Secure; resilient flooring; electronic doors; weather protection; well-lit; places to store books and stack deliveries; counters at an ergonomic height.
8. ADULT CIRCULATION DESK

FUNCTIONS: A central place where all traffic must lead. This area is for staff only and provides a desk area from which staff circulates materials; greets the public; answers questions about using the Library; refers patrons to appropriate staff; gives directions for getting to other departments and services within the Library; collects overdue fines; displays information about upcoming events; provides space for book displays, Readers Advisory materials, maps, brochures, and forms; and provides some shelving for materials being held for patrons. This area should always look neat! Staff here will need to oversee the Adult AV collection.

OCCUPANCY: Staff: 2; must accommodate a line of patrons waiting to be helped

FURNISHINGS: Circulation Desk with drawers and storage places; chair for lower desk; digital signage to advertise upcoming programs; museum-like edges where brochures, forms and maps are kept

SEATING: 2 computer workstations (1 standing; 1 sitting)

SHELVING: Enough shelving to hold several “problem” items and materials on Hold

EQUIPMENT: 2 computers and scanners; cash register; printer; 2 receipt printers; 2 recycling bins and trash bins; one telephone, preferably cordless/intercom; large digital sign

CLOSE TO: Entrance; Adult AV; Staff Work Room; Materials' Return - Internal (AMHS); Boutique; Café-Like Area; Musical Instruments

DISTANT FROM: Quiet areas

AREA REQUIRED: 330 s.f.

MATERIALS: Problem items; small amount of materials on Hold

ARCHITECTURAL FEATURES: Comfortable floor pads for long standing. Natural lighting. Straight desk so all patrons can be seen approaching; back area is a wall for shelving units; must not be “an island;” Closet or drawers for frequently needed supplies. Attractive piece (matches desk) for backs of computers so wires don’t show. Ergonomically designed to avoid awkward movements. Clear signage; broad line of sight to all public areas.
9. SELF-SERVE HOLDS

FUNCTIONS: Patrons will retrieve their own Holds/Interlibrary loan items here.

OCCUPANCY: Several patrons

FURNISHINGS:

SEATING:

SHELVING: Enough shelving to hold all ILL materials

EQUIPMENT:

CLOSE TO: Self check-out; Adult Circulation; Main Entrance

DISTANT FROM: Quiet areas

AREA REQUIRED: 50 s.f.

MATERIALS: 500 items

ARCHITECTURAL FEATURES: Open line of sight to Adult Circulation Desk
10. MUSICAL INSTRUMENTS

FUNCTION: An area/glass display case used to house the Library’s collection of circulating musical instruments. Must be lockable. So patrons can see, but only staff can access the instruments.

OCCUPANCY:

FURNISHINGS:

SEATING:

SHELVING:

EQUIPMENT:

CLOSE TO: Adjacent to Adult Circulation Desk; Circulation Work Area

DISTANT FROM:

AREA REQUIRED: 10 s.f. (minimum)

MATERIALS:
- 6 ukuleles
- 1 keyboard
- 2 child-size violins
- 2 glockenspiels
- 1 dulcimer
- 1 Duombek (African drum)
- 1 child-size guitar
- 1 adult-size guitar

ARCHITECTURAL FEATURES:
11. ROTATING COMMUNITY DISPLAY SPACE

FUNCTION: To display gifts (paper; sculptures; etc.) from Kanegasaki, our sister-city in Japan, as well as other exhibits from outside individuals and organizations.

OCCUPANCY:

FURNISHINGS:

SEATING:

SHELVING:

EQUIPMENT: Locking display case

CLOSE TO: Main Entrance

DISTANT FROM:

AREA REQUIRED: 200 s.f. (minimum)

MATERIALS:

ARCHITECTURAL FEATURES:
12. CAFÉ-LIKE SPACE

FUNCTION: An area used for patrons to sit and enjoy food/beverages as well as to use their cell phones.

OCCUPANCY: Public: 16 seated

FURNISHINGS: 4 small tables (a combination of high tops and low tables) which seat 4. Cabinet for coffee makers on top and supplies beneath; clock; waste basket; recycle bins

SEATING: 16 chairs at 4 tables

SHELVING: 

EQUIPMENT: Digital signage

CLOSE TO: Main Entrance; Boutique

DISTANT FROM: Research/Learning; Quiet Spaces

AREA REQUIRED: 480 s.f.

MATERIALS: 

ARCHITECTURAL FEATURES: Plumb this space for versatility. Hard flooring. Tables and chairs must be easy to clean as well as lightweight. Cabinet top must be easy to clean. Cabinet interior must be lockable and large enough to hold supplies; comfortable; convenient/relaxed space. Encourages people to socialize. Direct view of staff. Flooring easy to clean. Noise control.
13. BOUTIQUE

FUNCTION: A flexible area/room used to display our Library/Friends’ sale items, including donated/weeded books as well as non-book items such as t-shirts, umbrellas, mugs, tote bags, stationery, giclées, and jewelry. Must be lockable.

OCCUPANCY: Volunteer: 1; several patrons.

FURNISHINGS: Display case; Revolving Racks; Moveable Carts; 1 staff workstation

SEATING: 2 lounge chairs; 1 at staff workstation

SHELVING: Flexible/moveable; sufficient for 300 books (for sale)

EQUIPMENT: Cash box/register; 1 staff workstation

CLOSE TO: Main Entrance; Entrance Foyer; Café-Like Area; Adult Circulation Desk

DISTANT FROM: Quiet spaces

AREA REQUIRED: 240 s.f. (minimum)

MATERIALS: 300 book sale items; t-shirts, umbrellas, mugs, tote bags, stationery, giclées, and jewelry

ARCHITECTURAL FEATURES: Wall of glass; need a place to store and display inventory. Well-lit!! Hard flooring. Must be able to close this space, even when the Library is open.
14. ARTIST IN RESIDENCE (AIR)

FUNCTION: The Artist in Residence is paid an honorarium by the library to maintain “office” hours several days per week; they work on their art while greeting patrons and answering questions about their craft. This person must be highly visible.

OCCUPANCY: 1 AIR; 1 public

FURNISHINGS: 1 table; 2 chairs

SEATING: 1 desk chair; 1 side chair

SHELVING:

EQUIPMENT:

CLOSE TO: Entrance Foyer

DISTANT FROM: Youth Services

AREA REQUIRED: 60 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: Natural light; allow for privacy, but convenient for public to access
15. SOCIAL WORKER IN RESIDENCE (SWIR)

FUNCTION: The Social Worker in Residence meets with the public, but the conversations are private. This person must be easily seen by the public, but the space needs to be somewhat private.

OCCUPANCY: 1 SWIR; 1 public

FURNISHINGS: 1 table; 2 chairs

SEATING: 1 desk chair; 1 side chair

SHELVING:

EQUIPMENT:

CLOSE TO: Entrance Foyer

DISTANT FROM: Youth Services

AREA REQUIRED: 60 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: Natural light; allow for privacy, but convenient for public to access
16. ADULT AV

FUNCTION: Shelving and displays for the Library’s adult audio-visual materials (DVD’s, spoken audios, music CD’s, foreign language audios); this collection, although protected using RFID technology as well as Kwik cases, sees a high rate of theft, thus it must be overseen by staff at the Adult Circulation Desk.

OCCUPANCY: Public: 20, seated and browsing

FURNISHINGS: 2 stand-up PAC’s, including keyboards; 4 lounge chairs; 2 self-check out machines

SEATING: 4 in comfortable lounge seats

SHELving:
- DVD’s: 4,000 [in lockable cases; new (50 items to be displayed face-out); feature films; nonfiction]
- Spoken audios/Playaways: 4,900
- Music CD’s: 7,800
- Foreign language audios: 130

EQUIPMENT: 2 PAC’s; 2 self check-out machines

CLOSE TO: Adult Circulation Desk; “Ask” Desk

DISTANT FROM:

AREA REQUIRED: 1,883 s.f.

MATERIALS:
- DVD’s: 4,000 (in lockable cases; new, feature films, nonfiction)
- Spoken audios/Playaways: 4,900
- Music CD’s: 7,800
- Foreign language audios: 130

ARCHITECTURAL FEATURES: Minimal reaching/bending; display shelving; well-lit; need prominent display areas; staff to oversee; open and comfortable.
17. NEW ADULT MATERIALS

FUNCTION: Part of the space that welcomes patrons to the library. Must be one of the first thing patrons see. Must be inviting. Provides display/browsing area for new library materials (including fiction, nonfiction, and new spanish books); comfortable seating for browsers; must include a readers’ advisory area; need a space for thematic displays.

OCCUPANCY: Patrons: 21, seated or standing

FURNISHINGS: Low shelving and display area for new books; taller shelving against walls for new books. Face-out presentation and sloped bottom shelves; Displays for handouts for patrons. Comfortable chairs, also small tables and chairs. 2 PAC’s (tablets). 1 table (no chair) and two book cases for a reader’s advisory area.

SEATING: 2 at public workstations; 12 at tables; 3 in lounge seats; 4 at group seating

SHELVING:
- 400 fiction
- 400 nonfiction
- 20 spanish
- Plus two book cases (45” wide) for reader’s advisory materials

EQUIPMENT: 2 public workstations

CLOSE TO: Adult Circulation Desk; Research/Learning; Head of Collections; Main Entrance

DISTANT FROM: Quiet spaces

AREA REQUIRED: 1,100 s.f. (minimum)

MATERIALS: 900 new books

ARCHITECTURAL FEATURES: Space should be attractive, open, airy, and comfortable. Natural lighting. Display shelving
18. HEAD OF BORROWER SERVICES

FUNCTION: Office space for the person who oversees the Adult Circulation Desk and the Homebound Program; Circulation Department meetings are held here.

OCCUPANCY: 1 staff; 2 visitors

FURNISHINGS: 1 computer station in shape of “L”; printer; file cabinets; waste basket; recycling bin; coat rack; clock

SEATING: 1 desk chair; 2 side chairs

SHELVING: 1 bookcase

EQUIPMENT: Telephone; clock; receipt printer; barcode scanner

CLOSE TO: Circulation Work Area

DISTANT FROM: Youth Services

AREA REQUIRED: 210 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: Natural light; allow for privacy, but convenient for staff to access.
19. HEAD OF TECHNICAL SERVICES

FUNCTIONS: Head of Technical Services Office is a quiet space to perform administrative duties such as original cataloging, holding private and Departmental meetings.

OCCUPANCY: 1 Staff; 2 visitors

FURNISHINGS: Head of TS: One large, semi-circular desk (computer) with accompanying chair; Bulletin board; dry-erase board; base and wall cabinets; clock; waste basket; recycle bin; coat hook

SEATING: 1 at staff computer workstation; 2 at side chairs

SHELVING: Head of TS: 8 shelving units behind desk; adjustable height

EQUIPMENT: 1 computer; file cabinet

CLOSE TO: Adjacent to Technical Services Work Room

DISTANT FROM: Public spaces

AREA REQUIRED: 210 s.f.

MATERIALS: Binders; catalogs; “problem” items

ARCHITECTURAL FEATURES: The room must also be secure to prevent theft of yet to be processed material. Natural lighting. Industrial flooring. Closet for storing supplies. Wired; window walls/door to Technical Services work room; quiet; operable window to the outside.
20. TECHNICAL SERVICES WORKROOM

FUNCTIONS: This area is for staff and volunteers only and provides space for the ordering, receiving, processing, repairing and cataloging of library materials.

OCCUPANCY: 5 Staff; 4 volunteers

FURNISHINGS:
1. Assistant Head of TS (1): one “L” shape computer desk and computer with one rolling chair; telephone; shelving; file cabinet
2. TS Assistant (2): 2 ergonomically correct “L” shape computer desks and computers with accompanying chairs; 2 telephones; 2 typewriters; shelving units; 2 file cabinets; 2 receipt printers
3. Staff (2): Two computer work stations (not “L” shape) with accompanying chairs and computers; shelving
4. Volunteer (2): Two 7 foot tables/chairs (no computers); shelving
5. One 7 foot table/chair for DVD repair machine, photocopier, printer, and mending machine.
6. Bulletin board; dry-erase board; paper cutter; sink; coat hooks; clock; waste basket; recycle bin; 10 rolling carts.

SEATING: 5 at staff workstations; 4 at tables

SHELVING: 1. Assistant Head of TS (1): 4 shelving units behind work tables;
2. TS Assistant (2): 1 shelving unit behind desk;

EQUIPMENT: 5 computers; printer; color photocopier/table; mending machine; DVD repair machine; 1 large trash bin for moldy discards; 2 receipt printers; 10 large flat-shelf rolling book carts; 3 file cabinets; 3 telephones; 1 photocopier; 2 typewriters

CLOSE TO: Shipping/Receiving; Circulation Work Room

DISTANT FROM: Public spaces

AREA REQUIRED: 1,400 s.f.

MATERIALS: All newly-ordered circulating materials; discards; materials in transition; Supplies – binders, catalogs, tape, glue, etc.

ARCHITECTURAL FEATURES: The room must also be secure to prevent theft of yet to be processed material. Natural lighting. Large, walk-in closet for storing bulk supplies. Carpeting. Noise control; talking occurs here, but quiet is important; low-pile carpeting; book carts on wheels; need smooth/efficient work flow; windows to the outside. Need an automatic door opener here with a very large door (not glass) to accommodate book trucks and book deliveries.
21. HEAD OF COLLECTIONS

FUNCTION: This person oversees the adult collection, manages the book discussion groups, and assists with adult programming.

OCCUPANCY: 1 Staff; 2 visitors

FURNISHINGS: 1 computer desk/station ("L" shape); printer; file cabinet; waste basket; recycle bin; clock; coat hook

SEATING: 1 desk chair; 2 side chairs

SHELVING: 1 bookcase

EQUIPMENT: Printer; computer; receipt printer

CLOSE TO: Adult Collections; Adult Reading Room; New Materials

DISTANT FROM: Youth Services

AREA REQUIRED: 210 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: Natural light; allow for privacy, but convenient for staff to access.
22. BOOK DONATION SORTING ROOM

FUNCTIONS: Place for patrons to drop off donations of books, DVD’s and for staff to sort them.

OCCUPANCY: 2 (standing)

FURNISHINGS: Shelving; countertop

SEATING:

SHELVING: For 500 items (22 feet of shelving)

EQUIPMENT:

CLOSE TO: Adult Circulation Desk; Elevator

DISTANT FROM: Quiet areas

AREA REQUIRED: 50 s.f. (minimum)

MATERIALS: Patrons drop off donations here; staff sort – some go to our collection; some go to the Friends sale; some go to an online sale.

ARCHITECTURAL FEATURES:
23. RESEARCH/LEARNING CONSULTATION SPACE

FUNCTIONS: This area houses the Research/Learning Desk, a quiet unstaffed desk for reference transactions to take place.

OCCUPANCY: Staff: 1; Public: 7 (2 seated; 5 at computers)

FURNISHINGS: 1 staff desk (that can comfortably accommodate 1 staff person within a small footprint); 2 side chairs; 5 public workstations

SEATING: Research/Learning Desk: 1 staff chair; 2 patron chairs; 5 at public workstations

SHELING:

EQUIPMENT: 1 staff computer with swiveling monitor; 1 printer; 1 staff phone; 5 public workstations

CLOSE TO: Adjacent to Offices of Head of Information Services, Head of Programming and Outreach and Branch Heads; Ready Reference Collection; close to Head of Collections and Head of Borrower Services

DISTANT FROM:

AREA REQUIRED: 410 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: Quiet; natural light; visible from the entrance; ideally, would have a line of sight to the “Ask” Desk; storage closet.

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NOTE 1: PACs should be located throughout the building (a cluster of PACs should be within sight of the entrance)

NOTE 2: Robust wireless access will be available in every room of the library

NOTE 3: After consulting with Library staff, the patron would begin to work independently using the nearby public internet terminals, but staff would still be close enough to continue to answer questions.
24. READY REFERENCE COLLECTION

FUNCTION: Displays both print and non-print reference material for use in the library. Also provides space and equipment for using reference material.

OCCUPANCY: Public: 38

FURNISHINGS: Study tables to accommodate 32 patrons (8 tables for 4). 6 study carrels. Electrical outlets for patrons to plug-in laptop computers. Shelving and/or display for instructions, computer-use manuals, etc.

SEATING: Public: 38

SHELVING: Sufficient to house 100 reference items, both print and non-print

EQUIPMENT: Pencil sharpener

CLOSE TO: Adjacent to Research/Learning Consultation Space; close to Periodicals; Copy Center; Quiet Study Rooms

DISTANT FROM: Youth Services; noisy spaces

AREA REQUIRED: 1,150 s.f.

MATERIALS: 100 items

ARCHITECTURAL FEATURES: Well-lit area for research; enough outlets to support computer equipment; enough phone lines and/or cable lines necessary for Internet connections. Excellent noise control; excellent visual sight lines to “Ask” Desk. All study carrels wired. All tables wired. Flexible design to deal with changing technology and formats of research materials. Wall space needed for maps and promotional materials.
25. PUBLIC INTERNET WORKSTATIONS

FUNCTION: Location of 40 Internet terminals; location for staff to assist patrons with PC’s and databases

OCCUPANCY: Staff: 2; Patrons: 40

FURNISHINGS: 2 staff work stations; Public: 40 ergonomically correct computer stations with seating, arranged in a way which gives everyone some personal space, but not too much personal space. Electrical outlets for patrons to plug-in laptop computers. Shelving and/or display for instructions, computer-use manuals, etc.; locking cabinets for lockable devices.

SEATING: Public: 40 (at public workstations); Staff: 2

SHELVING: For computer manuals and circulating computer books

EQUIPMENT: 40 multi-use computer terminals, pencil sharpener; 2 staff work stations

CLOSE TO: Copy Center; Quiet Study Rooms

DISTANT FROM: Youth Services

AREA REQUIRED: 1,900 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: Well-lit area for research; enough outlets to support computer equipment; enough phone lines and/or cable lines necessary for Internet connections; versatile; flexible for changing technologies; non-glare lighting; static free.
26. COPY CENTER

FUNCTION: Provides public access to duplicating equipment (photocopier, computer, scanner, printer) as well as counter space for patrons to sort, staple, and process copied material.

OCCUPANCY: Public: 2

FURNISHINGS: Table/counter space of sufficient proportions to hold material to be copied, paper cutter, stapler, etc. (for patrons to process copied material). Lockable storage area to house supplies (paper, ink cartridges, etc.).

SEATING: 2 side chairs

SHELVING: Needed for storage of paper and copier supplies

EQUIPMENT: Photocopier; computer; scanner; printer; recycle bin; waste basket; fax; scissors; paper cutter; stapler; 3 hole punch; pencil sharpener

CLOSE TO: Adjacent to Public Internet Work stations; close to Periodicals; Reference Collection; Quiet Study Rooms

DISTANT FROM:

AREA REQUIRED: 150 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: Task lighting.
27. QUIET/GROUP STUDY ROOMS (4)

FUNCTION: Rooms available for patron reservation; to be used for quiet study purposes; need to be wired so that patrons can plug-in their devices. These rooms will also be used for ESL/Literacy Project private intake meetings.

OCCUPANCY: Public: 4

FURNISHINGS: Table (wired for power) with adequate space for 4 researchers to spread their material; 4 chairs; waste basket; recycle bin; dry erase board; bulletin board

SEATING: 4 seats at 1 table

SHELVING:

EQUIPMENT:

CLOSE TO: Research/Learning; ESL/Literacy Project Group Session Rooms

DISTANT FROM: Youth Services; noisy spaces

AREA REQUIRED: 120 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: Access to the Reference area and the Copy Center should be quick and easy; window walls and door; lockable doors; task lighting; wired table; noise control
28. HEAD OF INFORMATION SERVICES

FUNCTIONS: Office and small meeting space for Head of Information Services

OCCUPANCY: 1 Staff; 2 visitors

FURNISHINGS: 1 staff desk (“L” shape)/chair; filing cabinets; small meeting table; bulletin board; wastebasket; clock; coat hooks; counter top/work space; lockable storage

SEATING: 1 staff chair at desk; 2 at side chairs

SHELVING: 2 units

EQUIPMENT: 1 computer; 1 scanner; 1 staff phone; external backup for website files

CLOSE TO: Research/Learning

DISTANT FROM: Youth Services

AREA REQUIRED: 210 s.f.

MATERIALS: Binders and journals

ARCHITECTURAL FEATURES: Quiet; natural light; line of sight to “Ask” Desk; window wall/door
29. HEAD OF TECHNOLOGY

FUNCTIONS: Office for the Head of Technology

OCCUPANCY: Staff: 1; Visitor: 2

FURNISHINGS: One large, semi-circular desk (computer) with accompanying chair; One 7 ½ foot receiving table; bulletin board; dry-erase board; clock; coat hooks; waste basket; recycle bin

SEATING: 1 staff workstation; 2 side chairs

SHELVING: Shelving units behind desk

EQUIPMENT: 1 computer; printer; file cabinet

CLOSE TO:

DISTANT FROM:

AREA REQUIRED: 210 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: The room must also be secure to prevent theft. Natural lighting.
30. TECHNOLOGY SPECIALIST/STORAGE

FUNCTIONS: Office for the Technology Specialist; perform computer repairs; equipment storage; parts and supplies storage

OCCUPANCY: Staff: 1; Visitor: 1

FURNISHINGS: One large, semi-circular desk (computer) with accompanying chair; One 7 ½ foot receiving table; Bulletin board; dry-erase board; lockable storage; 3’ countertop space; clock; waste basket; recycle bin; coat hook

SEATING: 1 computer workstation; 1 side chair

SHELVING: Shelving units behind desk

EQUIPMENT: 1 computer; printer; file cabinet; mice; keyboards; spare parts; wall and base cabinets

CLOSE TO: Shipping/Receiving

DISTANT FROM:

AREA REQUIRED: 450 s.f. (minimum)

MATERIALS:

ARCHITECTURAL FEATURES: The room must also be secure to prevent theft. Natural lighting; well-ventilated; adequate space for equipment and repair work; non-static floors. Proper ventilation.
31. HEAD OF PROGRAMMING AND OUTREACH

FUNCTIONS: This is the individual work space of the Head of Programming and Outreach. As a key part of the reference team, this work space is located near the Research/Learning department and other key reference team member offices.

OCCUPANCY: 1 Staff; 2 visitors

FURNISHINGS: One large L-shaped desk (for computer) with accompanying chair; 4 drawer file cabinet; bookshelf unit; 2 guest chairs; small bulletin board

SEATING: 1 desk/computer workstation; 2 at side chairs

SHELVING: One bookshelf unit (see above)

EQUIPMENT: 1 computer; 1 telephone

CLOSE TO: Research/Learning; Offices of Head of Information Services and Head of Collections

DISTANT FROM: Youth Services

AREA REQUIRED: 210 s.f.

MATERIALS: Space for storing boxes of tax forms and supplies, outreach materials, programming materials, etc.

32. BRANCH HEAD

FUNCTION: A private workspace for the two Branch Heads to share in order to perform administrative duties.

OCCUPANCY: Staff: 1; Visitor: 1

FURNISHINGS: “L” shape computer desk (with slide-out shelf for computer keyboard) and height-adjustable chair; table; filing cabinets; waste basket; recycle bin; clock; coat hooks

SEATING: 1 at desk; 1 side chair

SHELVING: 1 book shelf

EQUIPMENT: Computer; printer; telephone

CLOSE TO:

DISTANT FROM:

AREA REQUIRED: 180 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: Operable windows; natural lighting.
33. TELECOMMUNICATIONS ROOM

FUNCTION: This area stores the Library’s server and maintains computer connectivity.

OCCUPANCY: Staff: 1.

FURNISHINGS: Server; storage shelves; metal racks for equipment

SEATING: 1 side chair

SHELVING: For cables

EQUIPMENT: Server; UPS; cabinet; monitor; switches; data jacks; telephone; mice; keyboards; spare parts

CLOSE TO:

DISTANT FROM:

AREA REQUIRED: 200 s.f. (minimum)

MATERIALS:

34. ADULT READING ROOM

FUNCTION: Quiet area. Comfortable, inviting open space with sufficient seating for patrons to sit and read both in lounge chairs and at tables.

OCCUPANCY: Patrons: 24

FURNISHINGS: Tables (big enough to spread out a newspaper, but not big enough for a group of 4) and chairs to seat 12; 12 comfortable lounge chairs

SEATING: 12 at tables; 4 in lounge chairs; 8 in group seating

SHELVING:

EQUIPMENT:

CLOSE TO: Periodicals and Newspapers

DISTANT FROM: Youth Services; noisy spaces

AREA REQUIRED: 1,440 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: Comfortable and welcoming, some natural lighting is preferable. High ceiling to promote feeling of spaciousness. This room should be visible from the lobby, yet separate enough so that noise from the entry area does not disturb patrons in the reading room.

Location of new and stored newspapers and periodicals.

Outlets needed wherever chairs are located so patrons can plug-in their devices.
35. PERIODICALS AND NEWSPAPERS

FUNCTION: This area provides display for current and one year’s worth of 136 magazine subscriptions as well as 20 local and national newspaper subscriptions, and provides seating for patrons leafing through periodicals.

OCCUPANCY: Patrons: 20 (4 tables for 4; 4 in lounge seats).

FURNISHINGS: Shelving and display for up to one year’s worth of 136 magazine subscriptions and current and recent newspapers (up to 20 different newspaper subscriptions); 4 tables which seat 4

SEATING: 4 lounge seats (not fabric); 4 tables which seat 4.

SHELVING: TOTAL VOLUMES: 160 (145 volumes of periodicals; 15 volumes of newspapers)

Specialized magazine/newspaper shelving and storage for display of 136 current magazines and storage of one year’s worth of back issues for each magazine subscription. Also for display of 20 current newspapers

EQUIPMENT:

CLOSE TO: Research/Learning; Copy Center; Adult Reading Room

DISTANT FROM: Noisy spaces

AREA REQUIRED: 707 s.f.

MATERIALS: 136 periodical subscriptions (145 periodical volumes; current year); 20 newspaper subscriptions (15 newspaper volumes)

ARCHITECTURAL FEATURES: This should be a well-lit comfortable area with sufficient space to allow several patrons to browse through periodical titles; a relaxing and flexible space.

To be housed within the Adult Reading Room.

Outlets needed wherever chairs are located so patrons can plug-in their devices.
36. PERIODICALS AND NEWSPAPERS - STORAGE

FUNCTION: This area provides storage for the back issues of 50 magazine subscriptions (950 volumes) as well as the back issues of 20 local and national newspaper subscriptions (70 volumes); these back-issues are used for research purposes; these materials are not available online.

OCCUPANCY:

FURNISHINGS: Storage for up to 50 magazine subscriptions and back issues of up to 20 different newspapers

SEATING:

SHELVING: TOTAL VOLUMES: 1,020 (950 volumes of periodicals; 70 volumes of newspapers)

Specialized magazine/newspaper shelving and storage for storage of up to 50 magazines and storage of up to 20 newspapers.

EQUIPMENT:

CLOSE TO: Research/Learning; Copy Center; Adult Reading Room

DISTANT FROM: Noisy spaces

AREA REQUIRED: 680 s.f.

MATERIALS: 50 magazine subscriptions (950 volumes); 20 newspapers (70 volumes)

ARCHITECTURAL FEATURES: This should be a well-lit comfortable area with sufficient space to allow several patrons to browse through periodical titles; a relaxing and flexible space.

To be housed within the Adult Reading Room.
37. ADULT FICTION

FUNCTION: House and display the adult fiction book collection (which has 4 distinct parts), and the large print books; seating and workspace for patrons.

OCCUPANCY: Public 32

FURNISHINGS: Shelving; 1 low bookcase for special displays, located near entrance to area. Small tables only (no need for large ones because this is a quiet area so we want to discourage groups from sitting here) and chairs; comfortable chairs. Wifi Access. Signage is very important in order to help patrons find different sections within the Fiction room.

SEATING: 4 at PACs (tablets); 20 at tables for 2 (rather than tables for 4, to discourage talking); 8 at individual lounge chairs

SHELVING: TOTAL MATERIALS: 37,500 items
- Fiction - Sufficient to hold 19,500 items
- Mystery - Sufficient to hold 9,500 items. Make the mystery shelves unique in some way? Use different colored shelving for mysteries? Put mystery poster on end of each bookcase?
- Science Fiction/Fantasy - Sufficient to hold 3,300 items. Give this section a unique look with posters/artwork/different color of paint or different rug?
- Paperbacks (mass market) - Sufficient to hold 1,800 items. Ideal for shelves along a wall or on spinner racks.
- Large Print - Sufficient to hold 3,400 items. This section needs to be easy to direct patrons to from the circulation desk.

EQUIPMENT: 4 PACS scattered throughout areas

CLOSE TO: Research/Learning; Circulation Desk

DISTANT FROM: Youth Services; Teen Services; (the Adult Fiction area is a quiet space.)

AREA REQUIRED: 4,750 s.f.

MATERIALS: Total: 37,500 books [Breakdown: Fiction 19,500; Mystery (9,500); Science Fiction/Fantasy (3,300); Paperbacks (1,800); Large Print (3,400)]

ARCHITECTURAL FEATURES: Natural lighting. We do not want the room to resemble a warehouse of books. We want to make it safer and more inviting. More like a Barnes & Noble. Perhaps a quote on the wall from Amherst’s own Emily Dickinson: “I dwell in possibility, a fairer house than prose” to celebrate the unique nature of fiction. Break up the rows of shelves with chairs, tables, 1 low display area. Lines of sight and two entrances to each row. Both the Mystery area and the Science Fiction/Fantasy area need to be easy to find. In particular, give the science fiction/fantasy area a special look? Large Print section should be very easy for seniors to find.

Outlets needed wherever chairs are located so patrons can plug-in their devices.
38. ADULT NONFICTION

FUNCTION: House and display the Nonfiction book collection, including poetry, drama, foreign language, career center, and graphic novels. Seating and workspace for patrons.

OCCUPANCY: Public 62 (4 at PACs; 40 at tables; 4 in lounge chairs; 6 at study carrels; 2 groups of 4 lounge chairs)

FURNISHINGS: 4 PACs. Have some lower bookcases for special displays, located near entrances to area. Shelving for stacks. Comfortable chairs. Tables and chairs. Signage is very important in order to help patrons find the different sections within nonfiction.

SEATING: We need more seating for groups doing projects, and need to spread the tables throughout the nonfiction area, so groups are not on top of each other. 10 tables with seating for 4 each; 4 comfortable lounge chairs; 6 study carrels; 2 groups of 4. Having seating spread out throughout the nonfiction makes the stacks safer and make this section more about welcoming the public than warehousing books.

SHELVING: TOTAL MATERIALS: 53,850 items
- General Nonfiction: Sufficient for 47,000 items.
- Graphic Novels - Sufficient for 500 oversized books, many facing out. (this entire section needs to be displayed facing a public area (not an inner aisle), so that many of the graphic novels can be displayed face out. There needs to be a large table beside it, as patrons will want to flip through many of these oversized, heavy books. This section is a natural fit with the Career Center, as it appeals largely to the same age group: ages 17-29. Note: These graphic novels are NOT for younger teens [the YA section, which is for kids age 12-16, has its own “age appropriate” graphic novels]; these are books with very mature themes written for adults.
- In addition, we need 2 special display areas within general nonfiction. 1) a low display that is changed monthly at the entrance to general nonfiction. 2) Within the nonfiction section, a permanent display on local farming and gardening: Include low display shelving for books, bulletin boards for announcements about local farming.
- Foreign Language Collection - Suitable for 1,300 items (try to put next to the ESL Collection, as it appeals to many of the same patrons; collection is divided into French, Chinese, etc.)
- Career Center - 1,300 items
- Poetry - Sufficient for 2,500 items (give this section a special room/area with comfortable chairs, lamps, bulletin boards where writers can post poems, announcements for poetry readings, etc. If this section must be part of a large room, perhaps use a special rug to define it, etc.)
- Drama - Sufficient for 1,250 items (give this section similar treatment to Poetry/perhaps share half of a space with Poetry, have a bulletin board to post information about area theater and film events; a place on the wall to display past theater posters, etc.)

EQUIPMENT: 4 PAC’s scattered throughout areas

CLOSE TO: Adult Rest Rooms
38. ADULT NONFICTION (continued)

DISTANT FROM: Quiet Areas (This is NOT a quiet area. Groups must be able to talk at tables, etc.)

AREA REQUIRED: TOTAL: 8,005 s.f.
- General Nonfiction/Graphic Novels 7,370 s.f.
- Foreign Language 130 s.f.
- Career 130 s.f.
- Poetry and Drama 375 s.f.

MATERIALS: Total: 53,850 books [Breakdown: General Nonfiction (47,000); Poetry (2500); Drama (1250); Career Center (1300), Graphic Novels (500), foreign language collection (1300).
Note: These parts of the nonfiction collection can be separated from one another, although career center/graphic novels make a good pair]

ARCHITECTURAL FEATURES: We do not want this space to resemble a warehouse of books. We want to make it safer and more inviting. More like a Barnes & Noble. Break up the rows of shelves with chairs, tables, low display areas. Lines of sight and 2 entrances to each row. ADA compliant. Perhaps a quote from one of Amherst’s famous authors painted on the wall.

Outlets needed wherever chairs are located so patrons can plug-in their devices.
39. YOUTH CIRCULATION DESK

FUNCTION: This area is where youth materials will be checked out and returned. Patron assistance and research questions; program registration; publicity display. Must be close to two self-check stations.

OCCUPANCY: 2 staff and volunteers; 5-10 patrons standing

FURNISHINGS: 2 staff work stations (1 high; 1 low); printer; storage; waste basket; recycle bin; two self-check stations

SEATING: 2 staff work stations

SHELVING: For problem materials

EQUIPMENT: 2 staff work stations; cash register; printer; telephone; two self-check stations; digital signage

CLOSE TO: Youth Services

DISTANT FROM: Quiet spaces

AREA REQUIRED: 300 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: Excellent noise control; site lines of entire youth department; display case in front of desk for prizes and displays.
40. YOUTH PUBLIC INTERNET WORKSTATIONS

FUNCTION: Location of 12 public work stations for Internet/Gaming use by children.

OCCUPANCY: Patrons: 12

FURNISHINGS: Public: 12 ergonomically correct computer stations with seating. Electrical outlets for patrons to plug-in laptop computers. Shelving and/or display for instructions, computer-use manuals, etc.

SEATING: Public: 12 (at computer stations)

SHELVING:

EQUIPMENT: 12 multi-use computer terminals; pencil sharpener.

CLOSE TO: Youth Circulation Desk

DISTANT FROM: Quiet spaces

AREA REQUIRED: 480 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: Well-lit area for research; enough outlets to support computer equipment; enough phone lines and/or cable lines necessary for Internet connections. Must be flexible to accommodate changing technologies.
41. YOUTH COLLECTION

FUNCTION: Houses children's collection in various formats. Provides space for children and parents to browse, for children to complete homework and for children to play. Children's collection consists of the following: books (fiction, non-fiction, picture books, easy readers, board books and reference) primarily in English with a small Spanish/foreign language section, book and CD sets, Books-on-CD, audiocassettes, videos, DVD's and periodicals.

OCCUPANCY: Public: 74 [(10 at PACs (tablets); 7 tables for 4; 12 at lounge chairs; 6 in group seats]

FURNISHINGS: Low shelving for various kinds of library material (books, videos, periodicals, etc.); 4 low table and chairs each seating 4; 4 comfortable lounge chairs; 2 parent chairs; 2 study carrels; 8 PAC terminals; bulletin boards for displays; clock; wastebasket; recycle bins.

SEATING: Public: 74 (10 at PACs; 7 tables for 4; 12 at lounge chairs; 6 in group seats).

SHELVE: Low, accessible shelving to house and display 26,300 items (22,800 books and 3,500 non-print items) and 10 periodical subscriptions.

EQUIPMENT: 10 PAC’s

CLOSE TO: Head of Youth services; Youth Activities Room; Youth/Family Rest Rooms

DISTANT FROM:

AREA REQUIRED: • AV 1,080 s.f. • Nonfiction 2,700 s.f.
• Fiction 5,480 s.f. • Periodicals 290 s.f.
• Kits 133 s.f. • Reference 385 s.f.

MATERIALS: • AV 5,000 item • Nonfiction 25,000 items
• Fiction 25,000 items • Periodicals 100 volumes
• Kits 125 items • Reference 50 items

ARCHITECTURAL FEATURES: The room should be bright and airy; windows are desirable. There should be a play area with toys near picture books and easy readers but somewhat separate from the shelves holding nonfiction and fiction. The Staff desk should be located as to maintain a clear view of the entire space. The area should be carpeted with a rug patterned to minimize stains. Sufficient outlets to accommodate computers and printers are needed. There should be wall space for displays; low shelving is a requirement.

Outlets needed wherever chairs are located so patrons can plug-in their devices.
42. YOUTH ACTIVITIES ROOM

FUNCTION: This area is primarily for children's programs such as the preschool story/craft time and Summer Reading Program activities.

OCCUPANCY: Patrons: 100 children with accompanying adults, for story/craft times and other programs. Staff: 1-2 staff also in attendance.

FURNISHINGS: Low, long counter and small stackable chairs on dollies; large, lockable storage space for craft supplies; stacking chairs for larger programs; display boards; clock; wastebasket; recycle bin; storytime carpet (easy to clean and hides stains).

SEATING: 100 stackable chairs on dollies

SHELVING:

EQUIPMENT: Sink

CLOSE TO: Youth Services; Youth/Family Rest Room

DISTANT FROM: Quiet spaces

AREA REQUIRED: 1,055 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: Should be adjacent to the Children's Room with a glass door/wall to separate the area as needed. As it will be used for craft programs, which may become messy, easy care surfaces are a must. Resilient floors and laminated counter tops are in order. Coat hooks for adults and children are needed. Storage space needed here. Bright/light/happy; noise control.

Closet needed for stackable chair storage.
43. YOUTH/FAMILY REST ROOMS

FUNCTION: Children’s toilet facility; enough room for strollers to turn around.

OCCUPANCY: Follow guidelines as directed by OSHA Standards for building capacity.

FURNISHINGS: Diaper changing table; touchless soap dispensers, trash receptacle, mirror. 1 bench. Stalls and sinks.

SHELVING:

EQUIPMENT: Touchless hand dryers/soap dispensers/faucets/toilets

CLOSE TO: Youth Activities Room

DISTANT FROM: Youth Services Entrance; Research/Learning

AREA REQUIRED: Follow guidelines as directed by OSHA Standards for building capacity.

MATERIALS:

ARCHITECTURAL FEATURES: Areas should meet all ADA requirements. All fixtures should be electronically operated (touch less). Environmentally conscious options should be considered where possible. Ceramic (or like) tile walls, stainless steel partitions, hard non porous flooring.

Water fountain just outside the entrance.
44. YOUTH STAFF WORKROOM

FUNCTIONS: This area is for staff only and provides space for program planning and preparation; clerical work; developing PR materials.

OCCUPANCY: Staff and volunteers: 4

FURNISHINGS: 3 ergonomically correct “L” shape computer desks with accompanying chairs; countertop and base and wall cabinets. Bulletin boards over each desk space and dry-erase board mounted on walls. Coat rack, lockers. File cabinet. Sink. Summer reading program supplies; seasonal décor; lots of paper; prize storage

SEATING: 3 computer workstations; 4 chairs at a work table

SHELVING:

EQUIPMENT: 3 computers and scanners; printer; 2 telephones; 2 large trash bins; recycle bins; receipt printers; paper cutter

CLOSE TO: Adjacent to Youth Circulation Desk

DISTANT FROM: Quiet Spaces

AREA REQUIRED: 570 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: The room must also be secure to prevent theft. Natural lighting. Industrial flooring. Must be able to see youth circulation desk. Conducive to work flow and staff efficiency; window wall/door.
45. HEAD OF YOUTH SERVICES

FUNCTION: The office of the Children’s Librarian provides a private workspace for her/him to perform administrative duties (e.g., reporting, writing grants, collection development; staff evaluations) and to hold Departmental meetings.

OCCUPANCY: Staff: 1; Visitors: 2

FURNISHINGS: 1 “L” shape computer desk (with slide-out shelf for computer keyboard) and chair; filing cabinets, shelves; clock; wastebasket; recycle bin; coat rack

SEATING: 1 at desk; 2 at side chairs

SHELVING: For binders, catalogues and reference materials

EQUIPMENT: Computer; printer; telephone

CLOSE TO: Youth Circulation Desk

DISTANT FROM:

AREA REQUIRED: 210 s.f.

MATERIALS: Binders, catalogues, etc.

ARCHITECTURAL FEATURES: Windows to the outside; glass wall/door looking out over Youth services.
46. YOUNG ADULT COLLECTION

FUNCTION: A relatively quiet area which houses the young adult (ages 12-17) collection, as well as comfortable seating for quiet study/reading.

OCCUPANCY: Patrons: 32 (16 at tables; 4 in lounge seats; 2 at study carrels; 8 in group seats; 2 at PAC’s)
Staff: 1 at a small desk/table to serve as a place to provide research assistance

FURNISHINGS: Bulletin board for young adult notices; shelving and display area for young adult fiction and periodicals; 4 tables for 4; 4 comfortable seats; 2 study carrels; 2 group seat; 2 PACs.
Clock; wastebasket; recycle bin; place to display programs (e.g. bulletin boards)

SEATING: 1 at staff workstation; 2 at PAC’s; 16 at tables; 4 in lounge chairs; 2 in study carrels; 8 in group seating

SHELVE: Sufficient to house and display 4,600 items in a variety of formats (fiction, paperback, audio, etc.) and approximately 10 periodical subscriptions (50 volumes).

EQUIPMENT: 2 PACs (to be used to search the catalog as well as to download digital items from the collection)

CLOSE TO: Young Adult Spaces

DISTANT FROM: Youth Services

AREA REQUIRED: TOTAL: 2,345 s.f.
- AV 80 s.f.
- Fiction 2,050 s.f.
- Nonfiction 180 s.f.
- Periodicals 35 s.f.

MATERIALS: 4,600 items (3800 print and 800 non-print) and 10 periodicals (50 volumes):
- AV 800 items
- Fiction 2,000 items
- Nonfiction 1,800 items
- Periodicals 50 volumes

ARCHITECTURAL FEATURES: Well-lit, cozy and comfortable; room for browsing and for sitting; within clear view of Circulation Desk. Furniture should be durable and washable. The room should be soundproof (when door closed). Glass walls/door for visibility. WiFi everywhere! Outlets needed wherever chairs are located so patrons can plug-in their devices.
47. YOUNG ADULT COLLABORATIVE WORK ROOM

FUNCTION: An inviting, noisy place for teens to use technology; a conversation, creative, collaborative space; a social/networking space; this room needs the ability to be combined with the Young Adult Individual Work Room in order to form one large programming room.

OCCUPANCY: Staff: 1; Public: 15

FURNISHINGS: Everything must be moveable. 15 stackable chairs; 1 chair/table for staff; bulletin board; flat screen TV; mobile laptop cart

SEATING: 1 chair at table for staff; 15 stackable chairs (that can lean or recline???)

SHELVING: 

EQUIPMENT: Computer; telephone; printer; flat screen TV; digital creation equipment; 3D printers; electronic games; digital lab; stereo; Bluetooth/auxiliary connectivity; green screen; device charging stations; printer; video creation equipment; mobile laptop cart

CLOSE TO: Young Adult Individual Work Room

DISTANT FROM: Youth Services

AREA REQUIRED: 450 s.f.

MATERIALS:

FEATURES: Needs to be up-to-code so that 3D printers can be housed/utilized here. Proper ventilation. Well-lit, cozy and comfortable; window walls/door; must be flexible to accommodate changing technologies; noise control! Closet to fit 15 stackable chairs and a mobile laptop cart. Must have outlets everywhere in order for patrons to charge their devices.

Outlets needed wherever chairs are located so patrons can plug-in their devices.
48. YOUNG ADULT INDIVIDUAL WORK ROOM

FUNCTION: An inviting place for teens to use individual laptops. Conversation/gaming happens here. This room needs the ability to be combined with the Young Adult Collaborative Work Room in order to form one large programming room.

OCCUPANCY: Public: 36

FURNISHINGS: 6 public workstations; 4 tables for 4; 6 lounge chairs; 2 group seating areas; Flat Screen TV; waste basket; recycle bin. Everything must be moveable.

SEATING: 6 at public workstations; 16 at tables; 6 in lounge chairs; 8 in group seats

SHELVING: 1 unit

EQUIPMENT: 6 public computers; printer; flat screen TV; digital signage

CLOSE TO: Young Adult Collaborative Work Room

DISTANT FROM: Youth Services

AREA REQUIRED: 1,860 s.f.

MATERIALS: Display materials

FEATURES: Well-lit, cozy and comfortable; window walls/door; must be flexible to accommodate changing technologies; noise control! Plentiful outlets in order to charge devices.

Outlets needed wherever chairs are located so patrons can plug-in their devices.
49. YOUNG ADULT SERVICES COORDINATOR

FUNCTION: Office to perform administrative/planning work; must be able to oversee the YA collection and the YA individual/collaborative work rooms from this office.

OCCUPANCY: 1 staff; 2 public

FURNISHINGS: 1 “L” shape computer desk, ability to see YA area; waste basket; recycle bin; coat hook

SEATING: 1 desk chair; 2 side chairs

SHELVING: 1 Book case

EQUIPMENT: Computer; telephone; printer; scanner

CLOSE TO: Young Adult Collection; Adult Collection; Adult Circulation Desk

DISTANT FROM: Youth Services

AREA REQUIRED: 210 s.f.

MATERIALS:

FEATURES: Well-lit, cozy and comfortable; window walls/door
50. SPECIAL COLLECTIONS COAT ROOM AND PATRON STORAGE LOCKERS

FUNCTION: Provides temporary storage of patron coats, bags and/or books.

OCCUPANCY:

FURNISHINGS: 30 lockable lockers; umbrella rack; hangers

SEATING:

SHELVING:

EQUIPMENT:

CLOSE TO: Special Collections Entrance

DISTANT FROM:

AREA REQUIRED: 75 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: Needs to be somewhat secure so researchers feel comfortable leaving belongings here; tile floor to accommodate wet raincoats, boots
51. SPECIAL COLLECTIONS EXHIBITS

FUNCTION: Displays permanent exhibits on Emily Dickinson and Robert Frost as well as changing exhibits on topics related to local history for all members of the community to enjoy; Also features items from our Fine Arts Collection, including a rotating display of our antique furniture and decorative objects.

OCCUPANCY: Patrons: up to 30 (to accommodate tours and school groups)

FURNISHINGS: Display cases (both wall-mounted and standalone); exhibit panels; antique furniture; 4 lounge chairs

SEATING: 4 comfortable lounge seats for patrons viewing exhibits

SHELVING:

EQUIPMENT: Audiovisual equipment; digital signage

CLOSE TO: Special Collections

DISTANT FROM: Noisy Spaces

AREA REQUIRED: 1,000 s.f.

MATERIALS: Books, manuscripts, and photographs to be housed in display cases; One third (66 items) of this Fine Arts Collection will be stored here on a rotating basis (up to 20 pieces of antique furniture, 12 paintings, 25 decorative objects, 4 rugs, and 5 sculptures).

ARCHITECTURAL FEATURES: This area should be well lit with UV filters on lights and climate controlled for materials’ preservation. There should be space for exhibit panels, display cases, and some seating. The space should be flexible enough to accommodate different exhibit set-ups. The room should be equipped with outlets and network connections for multimedia components to the exhibits. Entranceway to Special Collections department (whether entering into Exhibits or another space) could include the Civil War tablets along wall or space for welcoming informational or exhibit panels.

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The Town’s six Civil War Tablets, recently restored, must be displayed in the corridor/area leading up to the Library’s Special Collections Department. Each Tablet weighs approximately 700 pounds, is 5’ tall x 6’ wide and is made of marble. They must be secured against UV radiation, unnecessary handling and vandalism.
52. SPECIAL COLLECTIONS READING ROOM

FUNCTION: Provides secure, quiet workspace for anyone interested in using the materials in Special Collections. Materials on regional planning, local interest and genealogical research are also shelved here.

OCCUPANCY: Patrons: 23; Staff: 1-2

FURNISHINGS: 3 card catalogs; 1 shelving table; 1 copier table; 4 work tables for researchers; 3 public computer stations; 2 multimedia stations; 2 microfilm readers with chairs; 1 staff desk; clock; waste basket; recycle bin

SEATING: 3 chairs at public computer work stations; 2 chairs at multimedia stations; 16 chairs at tables; 1 chair at reference desk; 2 chairs at microfilm readers

SHELVING: 1 shelving unit for Dickinson and Frost reference materials; Shelving units for local history and genealogy collection; 1 atlas stand; Storage cabinets

EQUIPMENT: 1 copier/printer/scanner; 3 public computers and 1 staff computer; 2 microfilm readers; 2 multi-media stations

CLOSE TO: Research & Learning

DISTANT FROM: Noisy spaces

AREA REQUIRED: 1,436 s.f.

MATERIALS: Emily Dickinson and Robert Frost reference collection; Genealogy and local history browsing collection; atlases and reference maps. TOTALS: Books (3,000 items); Microfilm (410 reels); Periodicals (307 items); Maps (10 items).

ARCHITECTURAL FEATURES: This area should be welcoming to the public, but also have controlled access and ability to be secured when closed. This area should be well lit and climate controlled for materials’ preservation. The staff desk needs to have sightlines to all work tables. This area requires easy access to Special Collections storage and the entrance to Special Collections with the coat room, but remote from noisier areas of Special Collections such as the exhibit room and staff workroom. If there are more researchers than seats in the local history area, they should be able to migrate easily to the Reference area. There should be space for a wall display to accommodate local or historical art or artifacts. Outlets needed wherever chairs are located so patrons can plug-in their devices.
53. SPECIAL COLLECTIONS INSTRUCTION ROOM

FUNCTION: Space for classes and tour groups to visit and work with Special Collections materials; Allows Reading Room to remain open while school groups or tours are here; Room could double as space for workshops, lectures, and programs.

OCCUPANCY: Public: 38; 1 Staff

FURNISHINGS: 2 moveable/stackable tables for 4; 1 storage cabinet; 1 multimedia podium/staff workstation; 38 stackable chairs; waste basket; recycle bin

SEATING: 1 at a staff workstation; 30 in stackable chairs; 8 at tables

SHELVING:

EQUIPMENT: 1 computer; 1 projector; 1 roll screen; 1 document viewer

CLOSE TO: Special Collections Entrance; Exhibit Room

DISTANT FROM: Special Collections Reading Room

AREA REQUIRED: 1,290 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: This space needs to be flexible to accommodate different size groups and programs. There should be an area (storage closet?) to put extra tables and chairs when working with smaller groups. The room needs to have plenty of outlets and network connections.
54. SPECIAL COLLECTIONS WORKROOM – New Acquisition Processing Area

FUNCTION: Provide work area for staff to quarantine and accession new acquisitions; process collection materials; practice minor preservation and conservation procedures on collection items; digitize photographs and documents; prepare exhibits and mount labels; perform other tasks essential to the work of Special Collections

OCCUPANCY: 8 Staff/volunteers/interns

FURNISHINGS: 3-4 large processing tables; 4 computer workstations; waste basket; recycle bin; coat rack

SEATING: 4 at computers; 4 chairs at tables

SHELVING: 2 large archival box storage units; 2 bookcases; built in storage cabinet and drawers

EQUIPMENT: 4 computers; scanners; 1 sink; mat board cutter

CLOSE TO: Special Collections staff offices

DISTANT FROM: Public areas

AREA REQUIRED: 720 s.f.

MATERIALS: All unprocessed and in-process collection materials

ARCHITECTURAL FEATURES: This area should be well lit and climate controlled for materials’ preservation. It should be away from public areas of Special Collections, but near staff offices. A sink is needed for preservation and conservation activities as well as exhibit preparation. Large tables are needed for processing and these should be separate from computer workstations, but nearby. The ability to have some flexibility within the space (i.e. varying the number and layout of workstations) would be ideal.
55. SPECIAL COLLECTIONS STORAGE (non-public area)

FUNCTION: Storage area for manuscripts, photographs, local history material, Fine Arts Collection (including artwork, Oriental rugs, antique furniture and decorative objects).

OCCUPANCY: 1-2 staff

FURNISHINGS: 3 shelving carts; 1 shelving table; 11 file cabinets; 1 map stand, 1 vault

SEATING: 1 office chair

SHELVING: Double-sided metal shelving units for books and wider units for manuscripts; oversize flat file storage units; shelving units for oversize boxes and newspapers; paintings storage units; furniture storage

EQUIPMENT:

CLOSE TO: Special Collections Reading Room; Special Collections Workroom

DISTANT FROM: Entrance; Youth Services

AREA REQUIRED: 4,054 s.f.

MATERIALS: TOTAL: 40,000 items, including manuscript collections, photographs, rare books, oversize materials, maps, paintings and other artwork, oriental rugs, decorative objects, antique furniture. TOTALS: Books (12,120 items); Manuscripts/Archival Materials (1,500 linear feet; approximately 30,000 items); Framed Artwork/Maps (152 items); Paintings and Fine Art (150 pieces); Antique Furniture (58 pieces); Oriental Rugs (56 pieces); Decorative Objects (47 pieces); and Sculptures (14 pieces).

ARCHITECTURAL FEATURES: This area must be secure with limited staff access and no public access. The temperature, humidity, and light must be controlled. There should be no windows in this area. Furniture and rug storage will require space reserved in the area without shelving. Consider installing compact shelving in this area as it would increase the amount of storage in a smaller footprint. There needs to be space to house the vault.
56. HEAD OF SPECIAL COLLECTIONS

FUNCTION: Curator’s office

OCCUPANCY: 1 staff; 2 visitors

FURNISHINGS: one large L-shaped computer desk with accompanying chair; 3 file cabinets; bookshelves; 1 meeting/work table with 4 guest chairs; waste basket; recycle bin; coat hook

SEATING: 1 desk chair; 2 side chairs

SHELVING: 1 bookcase

EQUIPMENT: 1 computer; 1 printer; 1 scanner; 1 telephone

CLOSE TO: Special Collections Reading Room, Work Room, and Library Specialist Office; Head of Information Services or Head of Technology (possibly)

DISTANT FROM: Youth Services

AREA REQUIRED: 210 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: Windows to the outside for natural lighting would be preferred. Ability to lock office is important. The office needs sightlines to the reading room, if possible. Office thermostat.
57. LIBRARY SPECIALIST

FUNCTION: Office

OCCUPANCY: 1 staff; 1 visitor

FURNISHINGS: one large L-shaped computer desk with accompanying chair; bookshelves; file cabinets; work table; waste basket; recycle bin; coat hook

SEATING: 1 at a computer; 1 visitor

SHELVING: 1 file cabinet; 1 bookcase

EQUIPMENT: 1 computer; 1 scanner; 1 printer; 1 telephone; 1 typewriter

CLOSE TO: Special Collections Reading Room; Head of Special Collections

DISTANT FROM: Youth Services

AREA REQUIRED: 180 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: Natural lighting. Lockable door. Clear sightlines to Reading Room.
58. ESL/LITERACY PROJECT RECEPTION and COLLECTION

FUNCTION:
- Reception: place for patrons to sit while waiting for their tutor/student to arrive or class to begin
- Collection: shelving for ESL circulating materials;

OCCUPANCY:
- Reception: 4
- Collection: 7

FURNISHINGS:
- Reception: 4 lounge chairs; digital signage
- Collection: Table with adequate space for 4 people to spread their study materials

SEATING:
- Reception: 4 lounge chairs in a group
- Collection: 4 seats at table; 1 PAC

SHELVING:
- Reception: 0
- Collection: Sufficient for 2,000 items

EQUIPMENT:
- Reception: 3 drawer filing cabinet for consumable worksheets; digital signage
- Collection: DVD player with earphones nearby for patrons to sample audio materials before checking them out

CLOSE TO: ESL Coordinator

DISTANT FROM: Youth Services

AREA REQUIRED:
- TOTAL: 840 s.f. (minimum)
- Collection 360 s.f.
- Reception 480 s.f.

MATERIALS: 2,000 items

ARCHITECTURAL FEATURES:
- Plenty of display space on shelves

Outlets needed wherever chairs are located so patrons can plug-in their devices.
59. ESL TUTOR ROOMS (4)

FUNCTION: Rooms available for ESL one-to-one or small group instruction; outlets needed wherever chairs are located so students/teachers can plug-in their devices.

OCCUPANCY: Public: 4

FURNISHINGS: 1 table with adequate space for 4 people to spread their material; 4 chairs per room; whiteboard; bulletin board; clock; waste basket

SEATING: 4 seats at 1 table per room.

SHELVING: Small bookshelf for tutoring supplies per room

EQUIPMENT: Computer; speakers; monitor; CD player

CLOSE TO: ESL; Adult Rest Rooms

DISTANT FROM: 

AREA REQUIRED: 120 s.f. (each)

MATERIALS: Tutoring materials

ARCHITECTURAL FEATURES: Soundproof, with window walls/door so that Coordinator can observe what tutors are doing; Students and tutors greatly prefer natural light; must be wired; must be easy to get to from the Main Entrance.

Outlets needed wherever chairs are located so patrons can plug-in their devices.

These rooms must be easy to clean as food and drink will be consumed here.
60. ESL/LITERACY PROJECT GROUP SESSION ROOMS (2)

FUNCTION: Rooms available for ESL/Literacy Project group instruction. When not in use by ESL/Literacy project, these rooms will be used for computer class instruction.

OCCUPANCY: 15 students and 1 teacher

FURNISHINGS: 1 head table with 1 chair; 15 stackable chairs per room; whiteboard; bulletin board; clock; waste basket; flat-screen TV and Smartboard; coat hooks; 8 folding banquet tables

SEATING: 15 seats, classroom style; 1 at head table

SHELVING: 2 book cases for tutoring/classroom supplies and materials

EQUIPMENT: 1 computer; speakers; monitor; CD player; flat screen TV; mobile laptop cart

CLOSE TO: ESL; Adult Rest Rooms

DISTANT FROM:

AREA REQUIRED: 600 s.f. (minimum)

MATERIALS: Classroom materials

ARCHITECTURAL FEATURES: Soundproof, with window walls/door so that Coordinator can observe what tutors are doing; Students and tutors greatly prefer natural light; must be wired; must be easy to get to from the Main Entrance. Closet needed to house a mobile laptop cart/tables/chairs.

These rooms must be easy to clean as food and drink will be consumed here.

The Literacy Project will need to use these rooms from 9am-3pm, Monday through Thursday, September through June.

These rooms need to be accessible during non-Library hours.
61. ESL COORDINATOR

FUNCTION: Office for the person responsible for administering the ESL program.

OCCUPANCY: Staff: 1; 2 public

FURNISHINGS: 1 “L” shape computer desk and computer for ESL Coordinator (for performing administrative duties). Table and two chairs for meeting with newcomers/student intake functions. Filing cabinet.

SEATING: 1 at staff workstation; 2 at side chairs

SHELVING: 1 set of bookshelves (for catalogs, discards, guides)

EQUIPMENT: Computer; monitor; speaker; phone; printer

CLOSE TO: ESL Reception

DISTANT FROM: Youth Services

AREA REQUIRED: 210 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: Well-lit area for research; enough outlets to support computer equipment; enough phone lines and/or cable lines necessary for Internet connections; easy to find/easy to direct newcomers from main entrance/adult circulation desk to ESL Office; Windows for natural light makes space more cheerful for welcoming in newcomers; Lockable office door can be shut for confidential conversations, but interior windows allow coordinator to see who is waiting/allow visitors to see if coordinator is in.
62. LARGE MEETING ROOM

FUNCTION: Provides ample space for Library programs, community programs, meetings and exhibition space. A fee schedule is in place for outside group use. To be named “Woodbury Room.” The Library’s piano is housed here, thus proper climate control is necessary.

A vestibule (for strollers/registration tables/posters/etc.) is needed just outside the entrance to this room.

OCCUPANCY: Public: 200, seated

FURNISHINGS: 200 Stackable chairs; 2 projection screens; lightweight, folding tables, piano; whiteboards; clock; wastebasket; recycle bin; coat closet; adjustable lighting.

Digital signage in vestibule.

SEATING: 200 stackable chairs on dollies

SHELVING:

EQUIPMENT: 1 laptop (for presenter); 2 projectors built into ceiling; 2 mechanical screens; electrified podium; amplification system with surround sound; kitchenette with cabinets, countertop, microwave, refrigerator, oversize coffee maker; wi-fi access points; wired access points.

CLOSE TO: After-hours Entrance; Adult Rest Rooms and Water Fountain; Parking; Friends’ Storage

DISTANT FROM: Research/Learning; Quiet Study Rooms

AREA REQUIRED: 2,100 sf.

MATERIALS:

ARCHITECTURAL FEATURES: Separate entrance/exit to exterior so that public can use space without the Library being open. Small separate kitchenette for incidental use. A storage area is needed here as well as a refrigerator, microwave and sink. Must be handicapped accessible even with all chairs set up. Need a closet for storage of stackable chairs, piano, folding tables and podium. Good acoustics. Sound-proofing.

Sufficient air exchange for a popcorn machine to be used here (i.e., need an exhaust fan in the kitchen); maximum flexibility; lightweight furniture; able to accommodate a variety of multimedia presentations; separate key system for after-hours usage by the public. Friends will hold Book Sales here.
63. MEDIUM MEETING ROOM

FUNCTION: Provides ample space for Library programs, community programs, meetings and exhibition space. A fee schedule is in place for outside group use.

OCCUPANCY: Public: 100, seated.

FURNISHINGS: 100 Stackable chairs; 1 projection screen; lightweight, folding tables; whiteboards; clock; wastebasket; recycle bin; coat closet; adjustable lighting.

SEATING: 100 stackable chairs on dollies

SHELVING:

EQUIPMENT: 1 laptop (for presenter); 1 projector built into ceiling; 1 mechanical screen; electrified podium; amplification system with surround sound; kitchenette with cabinets, countertop, microwave, refrigerator, oversize coffee maker; wi-fi access points; wired access points.

Digital signage just outside door.

CLOSE TO: After-Hours Entrance; Adult Rest Rooms and water fountain; Parking; Friends’ Storage

DISTANT FROM: Research/Learning; Quiet Study Rooms

AREA REQUIRED: 1,100 sf.

MATERIALS:

ARCHITECTURAL FEATURES: Separate entrance/exit to exterior so that public can use space without the Library being open. Small separate kitchenette for incidental use. A storage area is needed here as well as a refrigerator, microwave and sink. Must be handicapped accessible even with all chairs set up. Need a closet for storage of stackable chairs, folding tables and podium.

Good acoustics. Sound-proofing.

Sufficient air exchange for a popcorn machine to be used here (i.e., need an exhaust fan in the kitchen); maximum flexibility; lightweight furniture; able to accommodate a variety of multimedia presentations; separate key system for after-hours usage by the public.
64. **SMALL MEETING ROOM**

**FUNCTION:** A very flexible room to be used for smaller meetings such as Board of Trustees and Friends Board Meetings. Webinars. Online meetings. A fee schedule is in place for outside group use. To be named “Amherst Room.”

**OCCUPANCY:** Public: 30

**FURNISHINGS:** Several banquet tables and 30 stackable chairs with dollies; flat screen TV; laptop; telephone; coat hooks; wastebasket; recycle bin; clock; mobile laptop cart

**SEATING:** 25 stackable chairs at tables; 5 stackable chairs in audience

**SHELVING:**

**EQUIPMENT:** Lockable mobile laptop cart; flat screen TV; laptop (for presenter); telephone; combination dry erase/bulletin board; digital signage just outside door.

**CLOSE TO:** Adult Rest Rooms and water fountain

**DISTANT FROM:** Entrance; Youth Services

**AREA REQUIRED:** 900 s.f.

**MATERIALS:**

**ARCHITECTURAL FEATURES:** Windows into the Library for visibility; wired.

This room must be easy to clean as food and drink will be consumed here.
65. BOARD ROOM

FUNCTION: A very flexible room to be used for smaller, internal meetings such as Board of Trustees, Staff and Friends Board Meetings. Webinars. Online meetings. To be named “Goodwin Room.”

OCCUPANCY: Staff and Public: 30

FURNISHINGS: Large conference table; 30 stackable chairs with dollies; coat hooks; wastebasket; recycle bin; clock; flat screen TV

SEATING: 10-15 chairs at conference table; 15-20 chairs in audience.

SHELVING:

EQUIPMENT: Flat screen TV; laptop (for presenter); telephone; dry erase board

CLOSE TO: Adult Rest Rooms and water fountain

DISTANT FROM: Entrance; Youth Services

AREA REQUIRED: 900 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: Windows into the Library for visibility; wired; closet for chairs and dollies.

This room must be easy to clean as food and drink will be consumed here.
66. ART GALLERY

FUNCTION: Provides ample space for exhibition of art. To be named “Burnett Art Gallery.”

OCCUPANCY: Public: 20

FURNISHINGS: Pedestals for 3-D art/sculptures

SEATING: Bench for 3 for longer study of exhibits

SHELVING:

EQUIPMENT: Digital signage at entrance

CLOSE TO: Public

DISTANT FROM: Research/Learning; Quiet Study Rooms

AREA REQUIRED: 600 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: Walls unadorned to allow for exhibits; art exhibit hanging system; easy to get to from Main Entrance; need a place to store supplies (e.g. hardware); specialized lighting
67. ADULT REST ROOMS (PUBLIC)

FUNCTION: Located on each floor; easy to locate; water fountain to be located just outside the entrance.

OCCUPANCY: Follow guidelines as directed by OSHA Standards for building capacity.

FURNISHINGS: Touchless soap dispensers, hand dryers, sinks, lights, toilets. Trash receptacle, mirror. Stalls and sinks. Toilet paper dispensers; covered waste baskets; sanitary waste bins; floor drains.

SHELVING: Baby changing table

EQUIPMENT: Touchless hand dryers/soap dispensers/faucets/lights/toilets

CLOSE TO: Public Spaces

DISTANT FROM: Youth Services

AREA REQUIRED: Follow guidelines as directed by OSHA Standards for building capacity.

MATERIALS:

ARCHITECTURAL FEATURES: Areas should meet all ADA requirements. All fixtures should be electronically operated (touch less). Environmentally conscious options should be considered where possible. Visual supervision from staff. Ventilation; water fountain just outside. Ceramic (or like) tile walls, stainless steel partitions, hard non porous flooring.

Water fountain just outside the entrance.
68. RECEPTIONIST

FUNCTION: The office of the Receptionist provides a workspace for her/him to perform administrative duties; receives library visitors; reserves meeting room space; answers telephone; manages overdue bills and lost items.

OCCUPANCY: Staff: 1; Public: 2

FURNISHINGS: Desk (with slide-out shelf for computer keyboard) and height-adjustable chair, table; filing cabinets, shelves. Patron desk for getting library cards (seats 2);

SEATING: 1 at desk; 2 chairs for patrons.

SHELVING: For boxes of copy paper; boxes of envelopes; office Supply catalogs, etc.

EQUIPMENT: Computer; printer; telephone; typewriter.

CLOSE TO: Business Manager

DISTANT FROM:

AREA REQUIRED: 210 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: Operable windows; natural lighting.
69. ADMINISTRATIVE CONFERENCE ROOM

FUNCTION: To be used for meetings with members of the public, including patrons and sales people as well as for Departmental meetings.

OCCUPANCY: 8-10, seated

FURNISHINGS: 1 large conference table which seats 8-10 people; 1 laptop; flat screen TV; wastebasket; recycle bin; clock

SEATING: 1 staff workstation; 10 individual chairs

SHELVING:

EQUIPMENT: Telephone; laptop; lockable technology cart; flat screen TV; dry erase board

CLOSE TO: Administration; Staff Rest Rooms

DISTANT FROM: Public spaces

AREA REQUIRED: 300 s.f.

MATERIALS:

70. VOLUNTEER COORDINATOR

FUNCTIONS: Office for the Volunteer Coordinator.

OCCUPANCY: Staff: 1; Visitor: 2

FURNISHINGS: One “L” shape computer desk with accompanying computer and chair; bulletin board; dry-erase board; waste basket; clock; recycle bin; coat hook

SEATING: 1 computer workstation; 2 side chairs

SHELVING: Shelving units behind desk

EQUIPMENT: 1 computer; printer; file cabinet; telephone

CLOSE TO:

DISTANT FROM:

AREA REQUIRED: 210 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: Natural lighting.
71. STAFF COPY/MAIL CENTER

FUNCTIONS: For the receipt of the U.S. mail as well as for staff to be able to perform large-scale printing jobs

OCCUPANCY: Staff: several

FURNISHINGS: Bulletin board; staff office supplies; envelopes; 20+ cases copy paper; 40 staff mailboxes; counter top for collating

SEATING: 1 chair

SHELVING: 1 bookcase

EQUIPMENT: Printer; copier; fax; paper shredder; pencil sharpener

CLOSE TO: Administration

DISTANT FROM: Public spaces

AREA REQUIRED: 150 s.f. (minimum)

MATERIALS:

ARCHITECTURAL FEATURES: Well-ventilated
72. BUSINESS MANAGER

FUNCTION: The office of the Business Manager provides a private workspace for her/him to perform administrative duties. This is where all of the Library’s money is held until deposited. Must be lockable.

OCCUPANCY: Staff: 1; public: 2

FURNISHINGS: Library safe; Desk (with drawers and two side arm shelves for computer keyboard, etc.) and chair, table; three-drawer filing cabinets; shelves; storage; counter top; coat rack; clock; waste basket; recycle bin.

SEATING: 1 at desk; 2 chairs for visitors

SHELVING: Deep enough to hold binders, i.e. financial records, Trustee records

EQUIPMENT: Computer; printer; telephone; adding machine; safe; shredder

CLOSE TO: Receptionist; Director.

DISTANT FROM: Youth Services

AREA REQUIRED: 210 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: Operable windows. Acoustics; privacy; well-lit.
73. DEVELOPMENT OFFICE

FUNCTION: Provides a private workspace for the Head of Development to perform administrative duties.

OCCUPANCY: Staff: 1; 2 visitors

FURNISHINGS: Desk (with slide-out shelf for computer keyboard) and height-adjustable chair, table; filing cabinets, shelves; waste basket; clock; recycle bin; coat hook

SEATING: 1 at desk; 2 at side chairs

SHELVING:

EQUIPMENT: Computer; printer; telephone; shredder

CLOSE TO: Director; Business Manager

DISTANT FROM: Youth Services

AREA REQUIRED: 210 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: Operable windows; natural lighting.
74. DIRECTOR

FUNCTION: The office of the Director provides a private workspace for her/him to perform administrative duties (e.g., finance, planning, HP, PR). Small meetings are also held here with staff, Trustees, Friends, patrons and town officials.

OCCUPANCY: Staff: 1
Public: 4

FURNISHINGS: 1 “L”-shaped desk (with slide-out shelf for computer keyboard) and chair; coffee table for 4; 1 side table to work at; bulletin board; locking filing cabinets; shelving; waste basket; clock; recycle bin; coat hooks

SEATING: 1 at desk; 4 at coffee table for visitors; 1 at work table

SHELVING: Deep enough for binders

EQUIPMENT: Computer; printer; telephone; shredder

CLOSE TO: Business Manager; Development Office

DISTANT FROM:

AREA REQUIRED: 270 s.f.

MATERIALS: Binders for the following groups: Trustees (and all Trustee Committees), Friends, Staff, Department Heads, Town Manager, C/W MARS and MBLC. Building Project Documents, Policies, Dictionary, Thesaurus. Investment Information; Personnel documents; Town Meeting documents.

ARCHITECTURAL FEATURES: Well-lit! Operable windows. Must be accessible to staff and the public; professional and welcoming; comfortable and happy; need to be private at times and active and open other times; noise control! Plenty of space for files in file cabinets.
75. FINANCIAL RECORDS - STORAGE

FUNCTION: To store a minimum of seven years’ worth of Library financial records.

OCCUPANCY: Staff: 1

FURNISHINGS: 1 Chair; shelving which holds banker’s boxes; countertop; recycle bin

SEATING: 1 chair

SHELVING: Metal; deep enough to hold binders and bankers boxes

EQUIPMENT: Shredder; telephone

CLOSE TO: Business Manager; Director

DISTANT FROM: Public spaces

AREA REQUIRED: 200 s.f. (minimum)

MATERIALS: 20 Banker’s Boxes full of financial records

ARCHITECTURAL FEATURES: Durable flooring
76. **STAFF BREAK ROOM**

**FUNCTION:** A non-public area used for staff to relax away from patrons while sitting and enjoying food/beverages

**OCCUPANCY:** Staff: 8

**FURNISHINGS:** 30 lockers; cabinet storage; bulletin board; magazine rack; computer station; telephone; clock

**SEATING:** 4 lounge chairs; 1 group seat

**SHELVING:** One free-standing bookshelf

**EQUIPMENT:** Computer work station

**CLOSE TO:** Staff Work Room; Staff Rest Rooms

**DISTANT FROM:** Public

**AREA REQUIRED:** 600 s.f. (minimum)

**MATERIALS:**

**ARCHITECTURAL FEATURES:** Window(s); comfortable, quiet, restful space; storage for personal items; handicapped accessible; base/wall cabinets; acoustics; well-lit (natural lighting); ventilated; pleasant outside view; easy to keep clean. Hard surface flooring for kitchen/eating area, carpeting for sitting area. Wall surfaces should be washable and non-porous.
77. STAFF KITCHEN

FUNCTION: A non-public area used for staff to relax away from patrons while sitting and enjoying food/beverages

OCCUPANCY: Staff: 8

FURNISHINGS: Dishes; countertop; dish rack; waste basket; recycle bins; clock

SEATING: 2 tables for 4

SHELVING:

EQUIPMENT: Coffee maker; microwave; refrigerator; vending machines; stove top; dishwasher; sink; garbage disposal

CLOSE TO: Staff Work Room; Staff Rest Rooms

DISTANT FROM: Public

AREA REQUIRED: 300 s.f. (minimum)

MATERIALS:

ARCHITECTURAL FEATURES: Window(s), sink, garbage disposal. comfortable, quiet, restful space; storage for personal items; handicapped accessible; base/wall cabinets; acoustics; well-lit (natural lighting); ventilated; pleasant outside view; easy to keep clean. Hard surface flooring for kitchen/eating area, carpeting for sitting area. Wall surfaces should be washable and non-porous.
78. STAFF COT ROOM

FUNCTION: A non-public area used for staff to relax away from patrons and to lie down if feeling ill or need a break.

OCCUPANCY: Staff: 1

FURNISHINGS: 1 Cot

SEATING:

SHELVING:

EQUIPMENT:

CLOSE TO: Staff Rest Rooms

DISTANT FROM: Public Spaces

AREA REQUIRED: 50 s.f.

MATERIALS:

ARCHITECTURAL FEATURES: Window(s), comfortable, quiet, restful space; handicapped accessible; well-lit (natural lighting); ventilated; pleasant outside view; easy to keep clean. Carpeting for sitting area. Wall surfaces should be washable and non-porous.
79. STAFF REST ROOMS

FUNCTION: There needs to be Staff Rest Rooms close to wherever staff are located; water fountains to be outside all Rest Rooms; one shower for staff use.

OCCUPANCY: Staff: 4 (2 men’s, 2 women’s)

FURNISHINGS: Sinks with automatic hand dryers/lights/toilets/soap. Shower; mirror; sanitary waste; shelf to place purses; coat hooks

SEATING:

SHELVING:

EQUIPMENT Sinks with automatic hand dryers/lights/toilets/soap; shower

CLOSE TO: Adjacent to Staff Lounge; also needed wherever staff are located throughout the building

DISTANT FROM: Main entrance

AREA REQUIRED: As required

MATERIALS:

ARCHITECTURAL FEATURES: Window(s), exhaust fan; energy efficient; all surfaces easy to clean/maintain; ventilation. Hard surface flooring. Water fountain just outside the entrance. Staff shower.
80. FRIENDS’ STORAGE

FUNCTION: A secure space to store book/plant sale items (supplies/books/tables/pots); items for sale (Library t-shirts/book bags); equipment; and seasonal items (holiday decorations). Historical/membership/financial records to be stored here.

OCCUPANCY: Volunteers: 5

FURNISHINGS: 1 Computer Desk; 1 at a table; file cabinets; countertops; clock; waste basket; recycle bin

SEATING: 1 at computer desk; 4 at a table

SHELVING: Sufficient to house book sale books.

EQUIPMENT: 1 computer; telephone

CLOSE TO: Large Meeting Room; Elevator

DISTANT FROM: Quiet Spaces

AREA REQUIRED: 520 s.f.

MATERIALS: 2,500 items

ARCHITECTURAL FEATURES: Well-lit; wired; resilient flooring; lockable storage; must be easy to get to.
81. MAINTENANCE GARAGE/LOADING DOCK

FUNCTION: This area stores outside custodial/grounds keeping equipment including lawn tractor, snow removal equipment, hoses, hand tools, power tools, hazardous items including oils and fuels, and the Library delivery vehicle. Place to receive all deliveries.

OCCUPANCY: Staff: 2

FURNISHINGS: Shelving; work bench; hooks; lighting; electrical outlets; base and wall cabinets

SEATING: 2 tall stools of metal construction

SHELVING: Wall mounted shelving; adjustable tiers; running full length of each side interior wall

EQUIPMENT: Lawn tractor; trimmers; hoses; hazardous materials storage cabinet; fire extinguisher; vice; sawhorses; extension ladders

CLOSE TO: Shipping/Receiving

DISTANT FROM: Public Spaces

AREA REQUIRED: 660 s.f. (20’x30’ with minimum 15’ overhead door to accommodate full size delivery vehicle with plow and delivery trucks)

MATERIALS:

ARCHITECTURAL FEATURES: Maintain design aesthetic of main building. Provide adequate security features and exterior lighting. Attached stockade fence area on either side with driveway access for dumpster/recycling containers. Poured concrete floor, either brick, stone, or alternative fire resistant wall construction, steel roof; floor drainage.
82. BUILDING MAINTENANCE WORKROOM

FUNCTION: This area stores the Custodian’s cleaning and maintenance supplies needed to meet the daily interior and exterior maintenance needs for all three library buildings, as well as a work space for minor repairs to/painting of equipment/furnishings. Storage of bulk supplies and equipment. Store seasonal items and items in transition.

OCCUPANCY: Staff: 4 (1 at staff work station; 3 seated at a work table)

FURNISHINGS: Storage for cleaning and maintenance supplies; 1 computer desk; sink; work table in center of room; tool pegboard; commercial tub floor mop sink; five Lockable tall metal cabinets; four lockers; work bench along longest wall of area with enclosed storage above; vice; dual wheel grinder; lumber rack; 4’x8’ table; large, counter-height utility sink

SEATING: Staff: 4 (1 at staff work station; 3 seated at a work table on tall, metal stools)

SHELVING: For cleaning supplies and paint

EQUIPMENT: Vacuum cleaner; telephone; ladder; step ladder; extension cords; tool box; dollies, hand/power tools

CLOSE TO: Facilities Supervisor; Maintenance Garage/Loading Dock; Storage; Elevator

DISTANT FROM: Public Spaces

AREA REQUIRED: 740 s.f. (minimum)

MATERIALS:

ARCHITECTURAL FEATURES: Must require little maintenance; large door-openings; excellent ventilation; resilient flooring; exhaust fan; tall ceiling, secure area
83. STORAGE

FUNCTION: This area is used for storing bulk supplies, equipment, and items in transition (i.e. furniture/shelving/computer parts; seasonal items).

OCCUPANCY: Staff: 2

FURNISHINGS: Metal shelving

SEATING:

SHELVING:

EQUIPMENT:

CLOSE TO: Facilities Supervisor; Maintenance Garage/Loading Dock; Elevator; Building Maintenance Workroom

DISTANT FROM: Public Spaces

AREA REQUIRED: 900 s.f. (minimum)

MATERIALS:

ARCHITECTURAL FEATURES: Must require little maintenance; resilient flooring; large door openings; secure area
84. FACILITIES SUPERVISOR

FUNCTION: Office space for the Maintenance Supervisor to conduct administrative duties and to meet with staff and contractors

OCCUPANCY: Staff: 1; Visitors: 2

FURNISHINGS: 1 telephone; 1 staff workstation with 2 computers; printer/fax; three, four drawer file cabinets; trash; recycle bin; coat hooks; clock

SEATING: One “L” shape computer desk with two computers and one chair; 2 side chairs for visitors

SHELVING: Heavy duty metal framed shelving with wood bases for supply storage, lining length of longest wall opposite bench.

EQUIPMENT: Printer/fax; 1 staff workstation with 2 computers; telephone

CLOSE TO: Storage; Maintenance Garage/Loading Dock; Building Maintenance Workroom

DISTANT FROM: Main Entrance; Adult Circulation Desk.

AREA REQUIRED: 210 s.f.

MATERIALS: Binders; Catalogs; Construction Documents

ARCHITECTURAL FEATURES: Exterior access; adequate lighting; multiple electrical outlets
85. PUBLIC GARDEN/OUTSIDE ACTIVITY AREA

FUNCTION: This area will be available for programming, casual reading, and annual book/bake/plant sales. This garden to be named the “Kinsey Memorial Garden.”

OCCUPANCY: Public: 8-10 seated

FURNISHINGS:

SEATING: Five benches

SHELVING:

EQUIPMENT: Bike racks

CLOSE TO:

DISTANT FROM: Trash/recycling area

AREA REQUIRED:

MATERIALS:

ARCHITECTURAL FEATURES: Gazebo/pavilion for rental purposes.
86. PARKING

FUNCTION: Provides parking space for library patrons and Staff as well as parking for community events held in the Meeting Room.

OCCUPANCY: 1 space for every 400 square feet of building

FURNISHINGS:

SEATING:

SHELVING:

EQUIPMENT:

CLOSE TO: Main Entrance; Large Meeting Room

DISTANT FROM:

AREA REQUIRED:

MATERIALS:

ARCHITECTURAL FEATURES: Must be well lit, easy to plow. Adequate handicapped parking is a must. Adequate sidewalks.
87. DRIVE-THROUGH BOOK DROP

FUNCTION: For patrons to be able to remain in their vehicles while they pull-up to the book return, and leave their Library materials.

OCCUPANCY: Public: 1

FURNISHINGS:

SEATING:

SHELVING:

EQUIPMENT:

CLOSE TO:

DISTANT FROM:

AREA REQUIRED:

MATERIALS:

ARCHITECTURAL FEATURES: Must be well lit, easy to plow.
PART III: APPENDIX

A. FY2014 Circulation
B. Technology – Present and Future
C. Budget Summary, FY2011-2016
D. Public Survey Results
E. Site Analysis
F. Wisconsin Standards
G. Jones Library Space Analysis
H. Bubble Diagrams
### I. MATERIALS CIRC (TYPE)

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<th></th>
<th>JUL</th>
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#### III. ATTENDANCE (PATRON COUNTERS)

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(1) Denotes Number of Programs Held

2014 Summer Reading Program Registrations: Youth (142); Teen (56); Adult (48); North (41); South (55)
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- ESL: 299
- Group Tours: 103
- Jubilat Poetry: 169
- Munson Memorial: 309
- North Branch: 339
- On the Same Page: 419
- Special Collections: 348
- FY2014: 5,248
- FY2013: 4,754
- FY2012: 4,240

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**FY2014**

- Library: 194,322
- Digital Amherst: 108,605
- Digital Johnson: 158,581
- Digital Treasures: 179,997

**FY2013**

- Library: 16,029
- Digital Amherst: 14,903
- Digital Johnson: 15,219
- Digital Treasures: 15,581

**FY2012**

- Library: 15,336
- Digital Amherst: 15,346
- Digital Johnson: 14,246
- Digital Treasures: 15,114

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**FY2014**

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- Digital Amherst: 3,252,852
- Digital Johnson: 3,252,852
- Digital Treasures: 8,474

**FY2013**

- Library: 407,124
- Digital Amherst: 407,124
- Digital Johnson: 407,124
- Digital Treasures: 1,933

**FY2012**

- Library: 244,451
- Digital Amherst: 244,451
- Digital Johnson: 244,451
- Digital Treasures: 2,772,986
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**FY2014**
- 3,103
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- 2,694
- 2,986
- 2,410
- 2,240
- 2,264
- 2,364
- 2,932
- 2,635
- 2,493
- 2,734
- 32,022

**FY2013**
- 3,178
- 3,043
- 2,907
- 2,850
- 2,662
- 2,383
- 2,573
- 2,559
- 1,846
- 2,850
- 2,831
- 2,822
- 33,521

**FY2012**
- 2,517
- 2,699
- 2,375
- 2,422
- 2,203
- 2,446
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- 2,711
- 1,373
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- 3,104
- 3,199
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**FY2014**
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- 3,325
- 3,052
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- 2,892
- 2,921
- 3,283
- 2,658
- 3,430
- 3,134
- 3,375
- 3,043
- 37,534

**FY2013**
- 2,820
- 2,928
- 2,431
- 2,555
- 2,278
- 2,318
- 2,539
- 2,363
- 1,905
- 3,079
- 3,212
- 3,032
- 32,510

**FY2012**
- 3,168
- 3,313
- 2,847
- 2,751
- 2,576
- 2,517
- 2,479
- 2,534
- 1,771
- 2,531
- 3,078
- 2,846
- 33,411

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## THE JONES LIBRARY, INC.

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## TECHNOLOGY (i.e., hardware) – PRESENT and FUTURE

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<th>Staff</th>
<th>Public</th>
<th>Staff</th>
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<tr>
<td>Desktop Computers (PAC’s; Internet)</td>
<td>46</td>
<td>38</td>
<td>70</td>
<td>45</td>
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<tr>
<td>Laptop Computers (training)</td>
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<td>3</td>
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<td>10</td>
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<tr>
<td>Tablet Computers/eReaders (PAC’s; training)</td>
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<td>6</td>
<td>30</td>
<td>15</td>
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<tr>
<td>Mobile Laptop Carts (YA Collaborative Work Room; ESL Group Session Room; Small Meeting Room)</td>
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<tr>
<td>Digital Signage (Foyer; Adult Circulation; Café-Like Space; Youth Circulation; YA Individual Work Room; Special Collections Exhibits; ESL Reception; Large Meeting Room; Medium Meeting Room; Small Meeting Room; Board Room; Art Gallery)</td>
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<td>Flat Screen TV (YA Collaborative Work Room; YA Individual Work Room; ESL Group Session Room; Small Meeting Room; Board Room; Administrative Conference Room)</td>
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<tr>
<td>Printers</td>
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<td>Scanners</td>
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<tr>
<td>Copiers</td>
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<td>4</td>
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<td>Video Projectors</td>
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<td>Blu-Ray/DVD/VHS Players</td>
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<td>Wireless Internet Routers / Access Points</td>
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<td>Self-Checkout Stations (Youth; Adult; Adult AV)</td>
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## Jones Library FY16 Budget Summary

**11/10/2014**

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<th></th>
<th>FY 11 Actual</th>
<th>FY 11 Budget</th>
<th>FY 12 Actual</th>
<th>FY 12 Budget</th>
<th>FY 13 Actual</th>
<th>FY 13 Budget</th>
<th>FY 14 Actual</th>
<th>FY 14 Budget</th>
<th>FY 15 Actual</th>
<th>FY 15 Budget</th>
<th>FY 16 Actual</th>
<th>FY 16 Budget</th>
<th>Change</th>
<th>Percent</th>
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<tbody>
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<td>Employee Benefits</td>
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<td>$ 2,106,963</td>
<td>$ 2,272,830</td>
<td>$ 2,387,351</td>
<td>$ 2,314,757</td>
<td>$ 2,393,946</td>
<td>$ 2,389,592</td>
<td>$ 2,411,005</td>
<td>$ 42,213</td>
<td>$ 2,411,005</td>
<td>$ 42,213</td>
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### SOURCE OF FUNDS

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<td>$ 30,000</td>
<td>$ (10,000)</td>
<td>$ 30,000</td>
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<td>$ 396,041</td>
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<td>$ 292,796</td>
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<td>Jones Friends’ Donation (Books)</td>
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<td>(1.96%)</td>
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<td><strong>TOTAL</strong></td>
<td>$ 2,276,854</td>
<td>$ 2,192,736</td>
<td>$ 2,106,963</td>
<td>$ 2,272,830</td>
<td>$ 2,387,351</td>
<td>$ 2,314,757</td>
<td>$ 2,393,946</td>
<td>$ 2,389,592</td>
<td>$ 2,411,005</td>
<td>$ 42,213</td>
<td>$ 2,411,005</td>
<td>$ 42,213</td>
<td>1.78%</td>
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### POSITIONS

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<th>Full Time</th>
<th>Part Time with Benefits</th>
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<td>Full Time</td>
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<tr>
<td>Part Time with Benefits</td>
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<tr>
<td>Full Time Equivalents</td>
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</tr>
<tr>
<td>Part Time with no Benefits</td>
<td>29</td>
<td>28</td>
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</tbody>
</table>

### Endowment Spend Rate

- 5.4% with $10,000
- 5.4% plus $10,000
**Strategic Planning Process - Jones Library**

**Survey Results – Summary of Responses**

910 Responses from 2/12/2015 – 3/5/2015

### Please tell us about yourself & your household

#### City of Residence

- Amherst [787] 86%
- Other [93] 10%

#### Primary Language

- English [864] 95%
- Other [21] 2%

#### Household – Age Ranges

- 0-4 [96] 11%
- 5-11 [121] 13%
- 12-18 [144] 16%
- 19-29 [169] 19%
- **30-64 [528] 58%**
- 65+ [334] 37%

#### Personal – Education Level

- Less than or some High School [20] 2%
- High School Graduate [5] 1%
- Some College [47] 5%
- Bachelors Degree [206] 23%
- Associates Degree [13] 1%
- Masters Degree or more [601] 66%
Household - Income Level (Weekly Income / Annual Income)

- $1,500 or more [386] 13%
- $400-$799 / $20,000-$41,599 [119] 13%
- $800-$1,499 / $41,600-$77,999 [189] 21%
- $200-$399 / $10,400-$20,799 [53] 6%
- $1-$199 / $1-$10,399 [39] 4%

Amherst Libraries

- In the past year, how often have you or members of your household visited the library?
  - Daily [22] 2%
  - Weekly [443] 49%
  - Monthly [292] 32%
  - A few times a year [112] 12%
  - Online visit [23] 3%
  - Don’t use the library [7] 1%

What time of day do you usually visit the library?

- Mornings [335] 37%
- Afternoons [668] 73%
- Evenings [506] 34%
- Saturdays [391] 43%

If you do not use the library, what reasons prevent you from using it?

- Inconvenient location [6] 1%
- Inconvenient hours [61] 7%
- Inadequate collection [14] 2%
- Lack of parking [138] 15%
- Buy my own books [40] 4%
- Unpleasant past experience [8] 1%
- Not in the habit of using the library [44] 5%
- Use another library [44] 5%
- I can’t get to the library [14] 2%
- Other [44] 5%
Which of Amherst’s Public Library branches do you use?

- Jones Library [851] 94%
- Munson Memorial Library [211] 23%
- North Amherst Library [151] 17%
- I use another library outside of Amherst [97] 11%

Which library branch is the most convenient for you to use?

- Jones Library [560] 62%
- Munson Memorial Library [135] 15%
- North Amherst Library [82] 9%
- I use another library outside of Amherst [25] 3%

Accessibility

How convenient is JL to use?

1 Extremely convenient — 5 Not convenient at all
1 [355] 37%
2 [269] 30%
3 [170] 15%
4 [77] 8%
5 [38] 4%

If JL is not convenient, why? (See Supplement.)

Operating Hours

1 Extremely satisfied — 5 Not satisfied at all
1 [274] 30%
2 [340] 37%
3 [170] 19%
4 [89] 10%
5 [16] 2%

If you are dissatisfied with operating hours of JL, why? (See Supplement.)

How do you usually get to JL?

- Drive [657] 72%
- Public Transportation [39] 4%
- Other [35] 4%
- Walk [151] 17%
- Bike [15] 2%
Where are you usually coming from?

- Home [672] 74%
- Work [114] 13%
- School [42] 5%
- Other [53] 6%

If you drive to JL, how easy is it to find parking?

1 Extremely easy — 5 Not at all easy

1 [44] 5%
2 [129] 14%
3 [232] 25%
4 [225] 25%
5 [145] 16%

Access to the Building (Rank the following topics.)

Downtown location

- Most important [427] 47%
- Very important [237] 26%
- Somewhat important [109] 12%
- Not important [55] 6%

Proximity to public transportation

- Most important [90] 10%
- Very important [298] 33%
- Somewhat important [149] 16%
- Not important [217] 24%

Easy passenger drop-off from cars

- Most important [42] 5%
- Very important [217] 24%
- Somewhat important [245] 27%
- Not important [239] 26%
Library parking

- Most important [273] 30%
- Very important [284] 31%
- Somewhat important [162] 18%
- Not important [71] 8%

Curb-side book return

- Most important [128] 14%
- Very important [350] 38%
- Somewhat important [218] 24%
- Not important [86] 9%

Bike racks

- Most important [57] 6%
- Very important [261] 29%
- Somewhat important [210] 23%
- Not important [218] 24%

Customer Service

Overall, how would you rate the customer service you receive at the library branches?

Jones Library

1 - Extremely satisfied [685] 75%
2 - Moderately satisfied [137] 15%
3 - Neither satisfied nor dissatisfied [34] 4%
4 - Moderately dissatisfied [13] 1%
5 - Extremely dissatisfied [7] 1%
I do not use this branch [8] 1%
How helpful was our staff?

1 Extremely helpful — 5 Not at all helpful
1 [576] 63%
2 [225] 26%
3 [56] 6%
4 [14] 2%
5 [11] 1%

How knowledgeable was our staff?

1 Extremely knowledgeable — 5 Not at all knowledgeable
1 [551] 61%
2 [235] 26%
3 [55] 6%
4 [15] 2%
5 [8] 1%

If you require assistance, how long is your average wait to speak with a member of the staff?

1 Extremely long — 5 Not at all long
1 [9] 1%
2 [61] 7%
3 [90] 10%
4 [202] 22%
5 [498] 55%
**How likely is it that you would recommend JL?**

1 Extremely likely — 5 Not at all likely

1 [718] 79%
2 [98] 11%
3 [45] 5%
4 [15] 2%
5 [12] 1%

**Library Services**

How do you learn about library services/programs?

- Fliers in the library [444] 51%
- Library website [489] 54%
- Fliers around town [80] 9%
- Word of mouth [291] 32%
- Facebook [61] 7%
- Library staff [190] 21%
- TV and/or radio [11] 1%
- Newspaper [245] 27%
- Other [136] 15%

**How well are the services/programs at JL publicized/marketed?**

1 Extremely well — 5 Not at all well

1 [66] 7%
2 [237] 26%
3 [370] 41%
4 [115] 13%
5 [42] 5%
### Which of the following services have you used? (Top 3 Bolded)

<table>
<thead>
<tr>
<th>Service</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Collection</strong></td>
<td>[794]</td>
<td>87%</td>
</tr>
<tr>
<td>Technology - computers, WiFi, etc.</td>
<td>[449]</td>
<td>49%</td>
</tr>
<tr>
<td>Programs</td>
<td>[296]</td>
<td>33%</td>
</tr>
<tr>
<td>Help from a librarian</td>
<td>[631]</td>
<td>69%</td>
</tr>
<tr>
<td>E.S.L. (English as a Second Language)</td>
<td>[36]</td>
<td>4%</td>
</tr>
<tr>
<td>Kids Room</td>
<td>[397]</td>
<td>44%</td>
</tr>
<tr>
<td>Burnett Gallery</td>
<td>[289]</td>
<td>32%</td>
</tr>
<tr>
<td>Special Collections</td>
<td>[189]</td>
<td>15%</td>
</tr>
<tr>
<td>Community meeting space</td>
<td>[270]</td>
<td>30%</td>
</tr>
<tr>
<td>Pick up tax forms</td>
<td>[158]</td>
<td>17%</td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>[616]</td>
<td>68%</td>
</tr>
<tr>
<td>Other</td>
<td>[63]</td>
<td>7%</td>
</tr>
</tbody>
</table>

### General Collection (Rank the following topics.)

#### Books

- **Most important**
- **Very important**
- **Somewhat important**
- **Not important**

#### DVDs/BluRays

- **Most important**
- **Very important**
- **Somewhat important**
- **Not important**

#### Audiobooks

- **Most important**
- **Very important**
- **Somewhat important**
- **Not important**
**Magazines & newspapers**
- Most important: 4%
- Very important: 33%
- Somewhat important: 32%
- Not important: 15%

**Ebooks/audiobooks**
- Most important: 8%
- Very important: 29%
- Somewhat important: 27%
- Not important: 18%

**Electronic and digital devices to borrow**
- Most important: 2%
- Very important: 13%
- Somewhat important: 32%
- Not important: 35%

**More room to display bestsellers, biographies, seasonal topics, etc.**
- Most important: 5%
- Very important: 21%
- Somewhat important: 33%
- Not important: 26%

**Technology (Rank the following topics.)**
- Public computers
  - Most important: 31%
  - Very important: 34%
  - Somewhat important: 14%
  - Not important: 10%
### Copier, printer, fax, scanner, etc.

- **Most important**: 20 responses (5%)
- **Very important**: 349 responses (38%)
- **Somewhat important**: 260 responses (29%)
- **Not important**: 118 responses (13%)

### WiFi and internet access

- **Most important**: 297 responses (33%)
- **Very important**: 346 responses (38%)
- **Somewhat important**: 101 responses (11%)
- **Not important**: 66 responses (7%)

### Newest technology

- **Most important**: 48 responses (5%)
- **Very important**: 223 responses (25%)
- **Somewhat important**: 338 responses (37%)
- **Not important**: 143 responses (16%)

### Space for technology classes

- **Most important**: 35 responses (4%)
- **Very important**: 204 responses (22%)
- **Somewhat important**: 307 responses (34%)
- **Not important**: 212 responses (23%)

### Multi-media lab to download and create music, video games, etc.

- **Most important**: 21 responses (2%)
- **Very important**: 121 responses (13%)
- **Somewhat important**: 259 responses (28%)
- **Not important**: 356 responses (39%)
### Self check-out

<table>
<thead>
<tr>
<th>Importance</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Most important</td>
<td>[68] 7%</td>
</tr>
<tr>
<td>Very important</td>
<td>[141] 15%</td>
</tr>
<tr>
<td>Somewhat important</td>
<td>[241] 26%</td>
</tr>
<tr>
<td>Not important</td>
<td>[324] 36%</td>
</tr>
</tbody>
</table>

### Do you prefer to read ebooks or print books?

<table>
<thead>
<tr>
<th>Preference</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print books</td>
<td>[521] 57%</td>
</tr>
<tr>
<td>Ebooks only</td>
<td>[15] 2%</td>
</tr>
<tr>
<td>Both</td>
<td>[333] 37%</td>
</tr>
<tr>
<td>No opinion</td>
<td>[23] 3%</td>
</tr>
</tbody>
</table>

### Do you make use of the library’s digital resources from home, or with your mobile device?

<table>
<thead>
<tr>
<th>Resource Type</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Databases (art, science, health, journal articles)</td>
<td>[178] 20%</td>
</tr>
<tr>
<td>Downloadable audios</td>
<td>[83] 9%</td>
</tr>
<tr>
<td>Downloadable ebooks</td>
<td>[205] 23%</td>
</tr>
<tr>
<td>Downloadable videos</td>
<td>[22] 2%</td>
</tr>
<tr>
<td>Do not use</td>
<td>[528] 58%</td>
</tr>
</tbody>
</table>

### Would you use a self check-out if it meant having more staff available elsewhere throughout the library?

<table>
<thead>
<tr>
<th>Response</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>[519] 57%</td>
</tr>
<tr>
<td>No</td>
<td>[127] 14%</td>
</tr>
<tr>
<td>No opinion</td>
<td>[250] 27%</td>
</tr>
</tbody>
</table>

### Do you request materials from other libraries/use the Interlibrary Loan System?

<table>
<thead>
<tr>
<th>Response</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>[745] 82%</td>
</tr>
<tr>
<td>No</td>
<td>[148] 16%</td>
</tr>
<tr>
<td>Environment</td>
<td>Most interested [63] 7%</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Finance</td>
<td>Most interested [19] 2%</td>
</tr>
<tr>
<td>Fitness/health</td>
<td>Most interested [40] 4%</td>
</tr>
<tr>
<td>Food prep</td>
<td>Most interested [27] 3%</td>
</tr>
<tr>
<td>Gardening/nature</td>
<td>Most interested [49] 5%</td>
</tr>
<tr>
<td>Activity</td>
<td>Most interested</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>History</td>
<td>Most interested</td>
</tr>
<tr>
<td>Author visits</td>
<td>Most interested</td>
</tr>
<tr>
<td>Hunting</td>
<td>Most interested</td>
</tr>
<tr>
<td>Crafts</td>
<td>Most interested</td>
</tr>
<tr>
<td>Current events</td>
<td>Most interested</td>
</tr>
</tbody>
</table>

Survey Results – Summary of Responses | 15
### Music

<table>
<thead>
<tr>
<th>Interest Level</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Most interested</td>
<td>10</td>
</tr>
<tr>
<td>Very interested</td>
<td>58</td>
</tr>
<tr>
<td>Somewhat interested</td>
<td>136</td>
</tr>
<tr>
<td>Not at all interested</td>
<td>204</td>
</tr>
<tr>
<td>Total</td>
<td>340</td>
</tr>
</tbody>
</table>

### Pets/animals

<table>
<thead>
<tr>
<th>Interest Level</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Most interested</td>
<td>1</td>
</tr>
<tr>
<td>Very interested</td>
<td>8</td>
</tr>
<tr>
<td>Somewhat interested</td>
<td>56</td>
</tr>
<tr>
<td>Not at all interested</td>
<td>112</td>
</tr>
<tr>
<td>Total</td>
<td>181</td>
</tr>
</tbody>
</table>

### Religion/Theology

<table>
<thead>
<tr>
<th>Interest Level</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Most interested</td>
<td>5</td>
</tr>
<tr>
<td>Very interested</td>
<td>114</td>
</tr>
<tr>
<td>Somewhat interested</td>
<td>171</td>
</tr>
<tr>
<td>Not at all interested</td>
<td>228</td>
</tr>
<tr>
<td>Total</td>
<td>336</td>
</tr>
</tbody>
</table>

### Science

<table>
<thead>
<tr>
<th>Interest Level</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Most interested</td>
<td>1</td>
</tr>
<tr>
<td>Very interested</td>
<td>61</td>
</tr>
<tr>
<td>Somewhat interested</td>
<td>122</td>
</tr>
<tr>
<td>Not at all interested</td>
<td>183</td>
</tr>
<tr>
<td>Total</td>
<td>305</td>
</tr>
</tbody>
</table>

### Tell us what's important to you! (Rank the following topics.)

#### Technology classes

<table>
<thead>
<tr>
<th>Importance Level</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Most important</td>
<td>1</td>
</tr>
<tr>
<td>Very important</td>
<td>58</td>
</tr>
<tr>
<td>Somewhat important</td>
<td>116</td>
</tr>
<tr>
<td>Not important</td>
<td>174</td>
</tr>
<tr>
<td>Total</td>
<td>348</td>
</tr>
</tbody>
</table>
### Better parking

- **Most important**: 28% (259)
- **Very important**: 27% (247)
- **Somewhat important**: 21% (193)
- **Not important**: 11% (97)

### Spaces where food/drink are allowed

- **Most important**: 5% (43)
- **Very important**: 16% (142)
- **Somewhat important**: 26% (234)
- **Not important**: 36% (326)

### Seating throughout the library

- **Most important**: 11% (103)
- **Very important**: 42% (385)
- **Somewhat important**: 26% (233)
- **Not important**: 6% (53)

### Reduced energy consumption

- **Most important**: 8% (77)
- **Very important**: 40% (364)
- **Somewhat important**: 25% (230)
- **Not important**: 8% (69)

### Better lighting

- **Most important**: 3% (30)
- **Very important**: 26% (251)
- **Somewhat important**: 34% (308)
- **Not important**: 15% (132)
“Social” or Group work spaces

Most important [47] 5%
Very important [200] 22%
Somewhat important [264] 29%
Not important [215] 24%

“Quiet” spaces

Most important [93] 10%
Very important [378] 42%
Somewhat important [204] 22%
Not important [80] 9%

Longer hours

Most important [198] 22%
Very important [264] 29%
Somewhat important [207] 23%
Not important [103] 11%

Frequently updated technology

Most important [40] 4%
Very important [254] 28%
Somewhat important [317] 38%
Not important [123] 14%

If there were space to consume food/drink within the library: How would your experience be impacted?

Improved [264] 29%
Neither improved nor worsened [316] 35%
Worsened [181] 20%
No opinion [132] 13%

Now it’s YOUR turn to think outside the box!
What would you like to be able to do at JL that you can’t do now? (See Supplement.)
April 7, 2015

Memo To: Sharon Sharry, Jones Library Director  
From: Jonathan Tucker, Planning Director  
Subject: Analysis of Library Sites

This memo represents an analysis of potential alternative sites for a town center library. The review criteria provided included the following, which informed both site selection and site analysis:

- The site needs to be able to handle a 100,000 square foot building;
- Be close to the center of town;
- On/near a bus route;
- Near parking;
- If the property is not already owned by the town, the cost of the property should be estimated.

Staff included two additional siting and review criteria:

- Prominent street front location and visibility, and;
- Close proximity to other public and private cultural and civic destinations in the downtown.

Public libraries provide central community functions and services for citizens and as a result are possessed of a civic significance similar to that of town halls, public schools, community centers, and, historically, churches. For that reason, public libraries should preferentially be sited in centers and in prominent, highly visible, and easy-to-find locations. Similarly, there is a natural mutually-supportive synergy between the community services provided by libraries and those available in other public and private cultural and civic destinations.

This analysis assumes that “close to the center of town” means either within Amherst town center (defined as the downtown General Business or Limited Business districts) or within ready walking distance (5-10 minutes) of the town center.

Libraries as a public land use are permitted by right under Planning Board Site Plan Review (SPR) approval in all zoning districts.

Existing park or common sites—the central Town Common, Sweetser Park, and Kendrick Park—are not considered to be available for library purposes and are not included in this analysis. Neither are properties owned by Amherst College.

All prospective rezoning used as the basis for assessing potential build-out for a library building would require a 2/3s vote of Amherst Town Meeting. It should be understood that this is a difficult threshold to achieve.
Please see the attached map for the locations of sites analyzed for the purpose of this study. Reasons for the exclusion of some Town-owned and privately-owned sites are described under the applicable sections.

**Town-Owned Sites**

For reasons of cost and centrality, sites within or near the downtown that are already publicly owned will be examined first.

A number of other highly central Town properties are already developed for significant and in some case longstanding historic uses, are extremely unlikely to change, and are not included as a part of this analysis. These include the properties of the Amherst Town Hall, the Bangs Community Center, and the Amherst Police Station.

Others centrally-located properties owned by the Town or other public entities are too small. The Central Fire Station is scheduled to be replaced with another building in a more remote location, but the property includes only 9,764 sq. ft. It would make sense for library use only if it were annexed to the current library property to facilitate expansion of the current library, whose property it abuts on the east.

The central Post Office property consists of 21,234 sq. ft. Even if the U.S. Post Office were interested in disposing of the property—and recent discussions with developers who have approached the Post Office for their own reasons indicate that it is not—a maximum build-out on the site could yield a gross floor area (GFA) of only 74,319 sq. ft. in a five story building and too little area to develop needed parking.

**Site #1 - Jones Library**

It makes sense to begin the analysis with a review of the current library site, in order to allow comparisons. The current library property is 41,817 sq. ft. in area. It is located within the General Business (B-G) District in Amherst town center. In the B-G District, the maximum allowed building coverage is 70%, which result in a building footprint of 29,272 sq. ft. A maximum of five (5) floors is allowed in the B-G District. A four story building with a foot print of 29,272 sq. ft. would provide 117,088 sq. ft. of gross floor area (GFA), more than the 100,000 sq. ft. requirement, and leaving room for an entire additional floor.

The current library site is one of the most central sites in the downtown. It is located within 110 feet of the central intersection in downtown Amherst. It is on several active and regular PVTA bus routes. Library patrons have access to approximately 393 public parking spaces within less than 5 minutes’ walk of the library itself, many of them visible from the library itself. These include 176 metered public parking spaces (on-street and off-street lots) within 500 feet of the library, another 180 metered public spaces in the Boltwood Walk parking garage within 600 feet, and another 37 metered public spaces within 720 feet in the Spring Street lot in the Town Common.

The current library site abuts a combined public/private parking area to the north which is also a potential site for downtown redevelopment and has been under consideration for development of an off-street parking facility for decades. Town ownership of 2/3s of the parking area creates an opportunity for expansion of the
library to the north and, in concert with redevelopment of the parking area, direct pedestrian connection to additional new parking supply and other mixed-uses.

The Jones Library site is within ready walking distance of other important Town sites providing public services—the Town Hall, Bangs Community Center, the Central Fire Station, and the Amherst Police Station. It is located directly across the street from the principal site of private cultural activity in the downtown—the Amherst Cinema complex, which includes three separate theaters. The library is within 5-10 minutes walking distance of the Amherst College campus, which includes the Frost Library, Mead Art Museum, Pratt Natural Science Museum, Johnson Chapel and Kirby Theater. It is a similar distance from the Emily Dickinson Museum, and that proximity allows it to be one of the regular stops on Emily Dickinson tours. It is very close to the Amherst Town Common—a site of year-round cultural activity and events. The library is immediately adjacent to, and shares some facilities and resources with, the private Amherst History Museum at the Strong House, which is also a regular stop on Emily Dickinson tours.

Because of its central location, access to parking, and proximity to other public and private destinations, the Jones Library is the most heavily-visited public facility or destination of any kind in downtown Amherst.

**Site #2 - Gates Lot**

The Gates lot (named for former owner Florence Gates) is located at the northeast corner of Main and Churchill Streets. Part of a former private park, it was originally acquired by the Town of Amherst in 1916 by eminent domain to serve as the site for a future town library. In 1928, after the Jones Library had been sited on Amity Street instead of the Gates lot, the Town petitioned the state legislature to change the purpose of the original Gates lot taking to “hereafter hold and use the same for public park purposes.” Changing the public purpose of town acquisition of the property at this point would require a 2/3s vote of both houses of the Massachusetts legislature.

The Gates lot has a long history of being used for park purposes. It has been landscaped with ornamental and memorial trees and is the site of a public artwork memorializing Amherst poets Emily Dickinson and Robert Frost. Despite some historic filling and draining, it is part of a former swamp, is located at the bottom of a slope, and is regularly wet. The Gates lot is a highly visible and central feature of the Dickinson National Historic Register District—it is located immediately adjacent to (west of) the Emily Dickinson Museum properties.

The Gates lot includes 17,663 sq. ft. in area. It is currently located in the General Residence (R-G) District, where the maximum building coverage is 25%, which would constitute a footprint of 4,416 sq. ft. A maximum of three (3) floors is allowed in the R-G District. A three floor building with a foot print of 4,416 sq. ft. would provide only 13,247 sq. ft. of GFA, well short of the 100,000 sq. ft. requirement. Both building coverage and maximum floors can be modified under a discretionary Special Permit, but the degree of modification necessary would be very extensive.

A rezoning of the property from R-G to B-G is possible, but not assured. If it occurred, then the maximum building coverage would be 70% (a 12,364 sq. ft. footprint), the maximum floors five (5), and the total possible GFA would still only be 68,820 sq. ft.—still inadequate to meet the requirement.
Immediately adjacent on-street parking includes public metered spaces, but library use of the spaces would be competing with their use for the Emily Dickinson Museum. The site is within 525 feet of the 180 space Boltwood Walk parking garage and several other smaller public parking lots a greater distance away.

**Site #3 - Triangle Street Recreation property**

Located near the northeast corner of the downtown there is a Town recreation property (Assessors Map 11D, Parcel 270) with frontage on Triangle Street. It has a lot area of 91,476 sq. ft. The property is currently occupied by the garage of the Town’s Parks and Recreation Division. It is bisected by an exit drive and sidewalk connecting the adjacent regional high school property to the north end of the downtown. It includes portions of adjacent playing fields used by the high school. It is adjacent to the complex of recreation properties that include the War Memorial Pool and Ziomek Field.

For the purpose of this analysis, an optimistic assumption is made that the existing three uses on this property could be relocated or discontinued and the site made available exclusively for library purposes. Those changes are not assured. The site has also long been planned as one potential location for a community recreation center.

The property’s current zoning is General Residence (R-G), and a build-out under that zoning would yield a 3 story building with a GFA of 68,607 sq. ft. Assuming a successful rezoning to the nearest abutting business district—Limited Business (B-L)—the yield would increase to a GFA of 96,050 sq. ft. in a building with a maximum of 3 stories. If a request for an ancillary Special Permit to modify the requirement for maximum floors was also successful, a four story building on the site would yield a GFA of 128,068 sq. ft.

The challenge would then be to find or create sufficient parking for a library on or near the site. The maximum lot coverage requirements in the B-L District would allow covering another 32,017 sq. ft. of the property with pavement (including sidewalks). Using the standard industry measure of 330 sq. ft. per parking space (which includes not only the spaces itself but accompanying entrances/exits, drive aisles, etc.), and assuming the geometry of the site would permit it, using 30,000 sq. ft. of lot coverage for on-site parking would yield only 91 parking spaces.

There is a single public parking lot (the Pray Street lot) located within 450 feet of the site, which currently contains 32 metered and leased parking spaces. All other parking within more than 800 feet occurs in numerous private parking lots, most of which are reserved for patrons or employees. Additional public parking for the library would have to be assembled and purchased, using eminent domain to clear the title.

Currently, no public transit lines use Triangle Street. The bus stop nearest to this site is located approximately 900 feet to the west on East Pleasant Street. It might, however, be possible to redirect local bus lines to the site.
Privately-Owned Sites

Any use of private properties in the downtown for a new public library location would require assembly and purchase/acquisition of more than one property at considerable cost, including the costs associated with demolition and removal of existing buildings and any the usual unforeseen site clean-up issues that may arise in long-used urban settings.

Any contribution of Town funding to the acquisition of a property by the Jones Library Trustees would require a majority vote by Amherst Town Meeting. Any acquisition of a property interest by the Town (rather than the Library Trustees) for the benefit of acquiring a public library site would require a 2/3s vote of Town Meeting.

Estimated Purchase Prices - This study does not include appraisals of the properties examined. Instead, current assessed values are given and an estimated purchase price figure is derived using a value per square foot taken from the newly-assessed value of the most recently-developed downtown properties.

A property at 57 East Pleasant Street is currently under construction for a five story mixed-use building and is as a consequence now assessed at $5,782,800, or $422/sq. ft. of lot area. One quarter of that valuation would be $106/sq. ft. of lot area—the figure used for purchase price estimation in this study. Property owners are well aware of these increased land values and that would be a factor in acquiring any private land for a public library site.

Several potential downtown private properties are too small. For instance, a property at 26 Spring Street owned by the Pacific Lodge of Masons is vacant and located near (though not facing onto) the Common, but it contains only 15,016 sq. ft. and could accommodate a five story building of only 52,556 sq. ft. in gross floor area (GFA).

Other downtown private properties might be feasible from the standpoint of their size and location, but the sites’ uses are important, viable, and/or iconic. Their owners are unlikely to be interested in the sale of their properties for a public library, and the removal of the uses they support would be unlikely to be supported by the community (including Town Meeting). These sites include several prominent church properties, a long-established funeral home, a Masonic Lodge, and some existing commercial sites.

Here are some of the more feasible private sites within or adjacent to the town center:

Site #4 – 159-161 North Pleasant Street

This site consists of two properties—161 North Pleasant Street (a current Mobil gas station) and 159 North Pleasant Street, a rear property accessed via an easement that contains an abandoned and mostly derelict building formerly housing an early car dealership and bowling alley. The gas station property has frontage on North Pleasant Street, a principal downtown travel corridor. The derelict building can currently be reached only over the gas station property.
Both properties are in the General Business (B-G) and if combined would total 37,028 sq. ft. in area. The 70% building coverage requirement would produce a building with a footprint of 29,920 sq. ft. A five story building with that footprint would create a GFA of 129,600 sq. ft.

**Purchase Price** - The FY 15 assessed (not appraised) value of the two properties totals $734,400. Given the recent purchase and redevelopment of private properties in the vicinity for multiple millions of dollars, an estimated purchase price would be over $3.9 million.

**Parking** – The site is within 650 feet of the 180 space Boltwood Walk parking garage and another 20 spaces within Boltwood Walk, within 600 feet of the approximately 77 space public parking lot behind CVS Pharmacy, and within about 500 feet of approximately 32 on-street metered spaces along North Pleasant Street. About 16 surface parking spaces could be built on-site outside of the building.

This is a potentially prominent and central location in the downtown, located along the main north-south travel corridor. It is on major bus routes and adjacent to bus stops. It is located within walking distance of most downtown public and private destinations.

Limiting factors include the cost of demolition and site clean-up. The gas station property has had problems with environmental issues (leaking underground fuel tanks) in the past, and it is not certain that those issues have been dealt with. Past use of the derelict building property for an early car dealership indicates the likelihood of similar site contamination, for which no site environmental analyses have been done.

**Site #5 - 33-37 East Pleasant Street**

This property has frontage on East Pleasant Street, a principal downtown way, and offers the opportunity to be combined with the abutting Town-owned Pray Street parking lot to its east. Combined, the two properties would total 49,298 sq. ft. in lot area. Located in the B-G District, a 70% building coverage requirement would produce a building with a foot print of 34,509 sq. ft. A four story building with that footprint would create a GFA of 138,036 sq. ft. Five stories are possible.

Limiting factors would be the purchase price of the private lot and the availability of parking.

**Purchase Price** - The FY 15 assessed (not appraised) value of the private lot is $654,300. An estimated purchase price would be over $4.8 million.

**Parking** – Building a library on these combined properties would involve displacement of the existing 32 space Pray Street lot. However, a library design might be envisioned that involved a five story building, the upper four floors of which would constitute the library proper. The building could have a street front ground floor entrance foyer on the west facing onto East Pleasant Street and could redevelop the remainder of the ground floor for internal covered parking. Such a layout might be able to accommodate as many as 70-75 parking spaces on-site.

The site is potentially prominent, being located on a major north-south travel corridor in the downtown, and opposite a public park (Kendrick Park). It is located immediately adjacent to bus stops.
Access to other public parking would be very limited, unless such parking were created on still other currently private properties. The vast majority of parking within ready walking distance is privately-owned. There are seven (7) metered spaces about 190 feet away across Kendrick Park on North Pleasant Street. Beyond that, the next closest metered parking is on-street, about 500 feet away on the west side of North Pleasant Street south of its intersection with East Pleasant at Hallock Street.

Site #6 - 75 East Pleasant/231 Triangle Street

This site would require the acquisition of one private property and the partial acquisition of another. It has the advantage of being located at one corner of a major downtown intersection, on current bus lines. It is located about 1,500 feet from the southeast edge of the UMass campus. It has the disadvantage of being located in the north end of the downtown where there is little public parking, and its construction would have to include creation of its own parking.

The corner property at 75 East Pleasant is owned by the Bank of America, is occupied by an unmanned drive-up bank facility. It includes 27,929 sq. ft. in area and is assessed at $358,900.

The property at 231 Triangle Street abuts the first property on the east. It is occupied by two single-story retail/office buildings. It includes 106,722 sq. ft. and is assessed at $1,667,800.

Under the current B-L zoning, the entirety of the 75 East Pleasant Street property and about 67,500 sq. ft. of the 231 Triangle Street property would be needed to build a three story library consisting of 100,000 sq. ft. of GFA.

Purchase Price - Both properties are located in the B-L District north of Triangle Street and the purchase price of both properties would likely be considerably higher. The property at 57 East Pleasant Street immediately south across Triangle Street is under construction for a five story mixed-use building and is now assessed at $5,782,800, or $422/sq. ft. of lot area. That valuation would be very much in the minds of the private owners of the two subject properties across the street. Applying ¼ of that valuation ($106/sq. ft. lot area) to the minimum area of the two properties needed to build a library would result in a total valuation of over $10 million. Applying it to the total area of the two properties would result in a total valuation of $14.2 million.

Parking - It would be advisable to acquire all of the 231 Triangle Street property to provide for as much on-site parking as possible in association with a library here. The remaining 39,222 sq. ft. of the site not needed for a library could be redeveloped to produce about 115-118 parking spaces, assuming the geometry of the site would allow it.

Site #7 - 29 Cottage Street (#6)

Located in the Limited Business (B-L District north of Triangle Street, this 48,787 sq. ft. property would require a rezoning to B-G in order to be viable. If such a rezoning was successful, the property could accommodate a 3 story library totaling 102,453 sq. ft.
**Purchase Price** – The current assessed value of the property is $1,212,000. An estimated purchase price would be over $5.1 million.

**Parking** - As with all other potential sites in the north end of the downtown, the availability of parking would be a significant limiting factor as previously described. Unless the library went up to four floors (under B-G zoning) and included ground-level parking within the building, only about 22 parking spaces could be accommodated on the remaining allowable lot coverage.

This site has some locational disadvantages. It is not on bus lines and is not as centrally located within the downtown. It would be located approximately 1,250 feet from the regional high school. Triangle Street is a major commuting corridor between the University of Massachusetts and origins or destinations to the east, but its prior development as a peripheral edge of the downtown has been dominated by single story ‘highway corridor’ buildings and uses. Other than its proximity to the regional high school, this site is not prominent within the downtown, nor is it currently close to existing public or private civic/cultural destinations in the downtown.

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This analysis indicates that the current Jones Library site is the most central available site for a public library in Amherst and within downtown Amherst. It is an existing facility on a property of sufficient area to accommodate an expanded building of 100,000 sq. ft. through by-right permitting under current zoning regulations. The site has full access to public transit. It is proximate to more existing metered public parking than any other site examined, and is located immediately adjacent to the downtown site most likely to be next developed for expanded off-site public parking. It has been a prominent, defining public site for Amherst’s downtown for over 85 years.
**WISCONSIN STANDARDS**

The fifth edition of the *Wisconsin Public Library Standards*, published in 2010 and written by the Wisconsin Department of Public Instruction, is the industry’s space-planning standard. These voluntary standards are used by libraries across the country in order to plan for the future of their libraries. These standards are also used by the MBLC in determining construction grant award eligibility.

Below, please find the *Wisconsin Standards* as applied to the Library’s current holdings and utilization. These numbers are based on a *service* population of 50,000.

In summary, the Library is too small to handle its existing volume of services and to meet needs expressed in a survey and other public commentary. Given the current economic climate and the long lead time for planning and public construction, any significant expansion project will be a long-term process. Careful consideration will need to be given to maximizing the existing space.
### WISCONSIN PUBLIC LIBRARY STANDARDS

as Applied to the Current Jones Library Building
with a Service Population of 50,000

<table>
<thead>
<tr>
<th>Type of Space</th>
<th>Current Collection Size</th>
<th>Recommended Collection Size (moderate level)</th>
<th>Recommended Standard</th>
<th>Recommended Square Footage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books (2.9 vols per capita)</td>
<td>165,000</td>
<td>145,000</td>
<td>Total book collection divided by 10 s.f.</td>
<td>14,500</td>
</tr>
<tr>
<td>Periodicals (Volumes)</td>
<td>1,600</td>
<td>1,600</td>
<td>Number of volumes divided by 1.5 s.f.</td>
<td>1,067</td>
</tr>
<tr>
<td>Audio (.23 titles per capita)</td>
<td>15,000</td>
<td>11,500</td>
<td>Total audio collection divided by 10 s.f.</td>
<td>1,150</td>
</tr>
<tr>
<td>Video (.23 titles per capita)</td>
<td>7,300</td>
<td>11,500</td>
<td>Total video collection divided by 10 s.f.</td>
<td>1,150</td>
</tr>
<tr>
<td>Public Seating (Non-Computers; Non-Meeting Rooms)</td>
<td>73</td>
<td>380</td>
<td>Total number of seats multiplied by 30 s.f.</td>
<td>11,670</td>
</tr>
<tr>
<td>Public Work Stations (Computers)</td>
<td>62</td>
<td>93</td>
<td>Total number of computers multiplied by 40 s.f.</td>
<td>3,720</td>
</tr>
<tr>
<td>Staff Work Stations (Computers)</td>
<td>17</td>
<td>59</td>
<td>Total number of stations multiplied by 150 s.f.</td>
<td>8,850</td>
</tr>
<tr>
<td>Meeting Room Space - Theater Seating (Large Meeting Room)</td>
<td>120</td>
<td>200</td>
<td>Total number of seats multiplied by 10 s.f. plus 100 s.f.</td>
<td>2,100</td>
</tr>
<tr>
<td>Conference Room (Small Meeting Room)</td>
<td>30</td>
<td>30</td>
<td>Total number of seats multiplied by 30 s.f.</td>
<td>900</td>
</tr>
<tr>
<td>Conference Room (Board Room)</td>
<td>30</td>
<td>30</td>
<td>Total number of seats multiplied by 30 s.f.</td>
<td>900</td>
</tr>
</tbody>
</table>
### Wisconsin Public Library Standards

as Applied to the Current Jones Library Building
with a Service Population of 50,000

<table>
<thead>
<tr>
<th>Type of Space</th>
<th>Current Collection Size</th>
<th>Recommended Collection Size (moderate level)</th>
<th>Recommended Standard</th>
<th>Recommended Square Footage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Activities Room</td>
<td>0</td>
<td>100</td>
<td>Total number of seats multiplied by 10 s.f. plus 55 s.f.</td>
<td>1,055</td>
</tr>
<tr>
<td>Subtotal Square Footage</td>
<td></td>
<td></td>
<td></td>
<td>47,062</td>
</tr>
<tr>
<td>Special Uses</td>
<td>newspapers, photocopiers, microfilm</td>
<td>Subtotal divided by 5 s.f.</td>
<td></td>
<td>9,412</td>
</tr>
<tr>
<td>Non-Assignable Space</td>
<td>furnace, custodial, storage, vestibules, corridors, bathrooms</td>
<td>Subtotal plus special uses multiplied by .30 s.f.</td>
<td></td>
<td>16,942</td>
</tr>
<tr>
<td>Total Recommended Gross Square Footage *</td>
<td></td>
<td></td>
<td></td>
<td>73,416</td>
</tr>
</tbody>
</table>

* Total Recommended Gross Square Footage Does Not Include Space for the Following Areas:
  - Special Collections
  - Medium-Sized Meeting Room
  - Art Gallery
  - Café-Like Area
  - Rotating Community Display Space
  - Boutique
  - Automated Materials Handling System
## Jones Library Space Analysis - Largest Proposed Square Footage Increases

**7/2/2015**

<table>
<thead>
<tr>
<th>Space Number</th>
<th>Area Title</th>
<th>Present Square Footage</th>
<th>Proposed Square Footage</th>
<th>Difference</th>
<th>Total Proposed Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Materials' Return</td>
<td>244</td>
<td>800</td>
<td>556</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Circulation Work Area</td>
<td>141</td>
<td>840</td>
<td>699</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Adult Circulation Desk</td>
<td>146</td>
<td>330</td>
<td>184</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Community Display</td>
<td>30</td>
<td>290</td>
<td>170</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>New Adult Materials</td>
<td>100</td>
<td>1,100</td>
<td>1,000</td>
<td>2,609</td>
</tr>
<tr>
<td>23</td>
<td>Consultation Space</td>
<td>100</td>
<td>410</td>
<td>310</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Public Internet Workstations</td>
<td>200</td>
<td>1,900</td>
<td>1,700</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Quiet Study Rooms</td>
<td>0</td>
<td>480</td>
<td>480</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Technology Specialist/Storage</td>
<td>136</td>
<td>450</td>
<td>314</td>
<td>2,804</td>
</tr>
<tr>
<td>36</td>
<td>Periodicals and Newspapers Storage</td>
<td>550</td>
<td>1,387</td>
<td>837</td>
<td></td>
</tr>
<tr>
<td>37 &amp; 38</td>
<td>Adult Fiction and Nonfiction</td>
<td>10,202</td>
<td>12,755</td>
<td>2,553</td>
<td>3,390</td>
</tr>
<tr>
<td>40</td>
<td>Youth Public Workstations</td>
<td>88</td>
<td>480</td>
<td>392</td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>Youth AV</td>
<td>40</td>
<td>1,080</td>
<td>1,040</td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>Youth Fiction</td>
<td>1,866</td>
<td>5,480</td>
<td>3,614</td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>Youth Non-Fiction</td>
<td>1,276</td>
<td>2,700</td>
<td>1,424</td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Youth Activities Room</td>
<td>593</td>
<td>1,055</td>
<td>462</td>
<td>6,932</td>
</tr>
<tr>
<td>46</td>
<td>Young Adult Fiction</td>
<td>100</td>
<td>2,050</td>
<td>1,950</td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>Young Adult Individual Work Room</td>
<td>0</td>
<td>1,860</td>
<td>1,860</td>
<td>3,810</td>
</tr>
<tr>
<td>52</td>
<td>Sp Coll Reading Room</td>
<td>1,187</td>
<td>1,436</td>
<td>249</td>
<td></td>
</tr>
<tr>
<td>53</td>
<td>Sp Coll Instruction Room</td>
<td>0</td>
<td>1,290</td>
<td>1,290</td>
<td></td>
</tr>
<tr>
<td>54</td>
<td>Sp Coll Workroom</td>
<td>142</td>
<td>720</td>
<td>578</td>
<td></td>
</tr>
<tr>
<td>55</td>
<td>Sp Coll Storage</td>
<td>1,407</td>
<td>4,054</td>
<td>2,647</td>
<td>4,764</td>
</tr>
<tr>
<td>58</td>
<td>ESL Reception</td>
<td>0</td>
<td>480</td>
<td>480</td>
<td></td>
</tr>
<tr>
<td>59</td>
<td>ESL Tutor Rooms</td>
<td>203</td>
<td>480</td>
<td>277</td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>ESL Group Session Rooms</td>
<td>0</td>
<td>1,200</td>
<td>1,200</td>
<td>1,957</td>
</tr>
<tr>
<td>62</td>
<td>Large Meeting Room</td>
<td>0</td>
<td>2,100</td>
<td>2,100</td>
<td></td>
</tr>
<tr>
<td>63</td>
<td>Medium Meeting Room</td>
<td>1,600</td>
<td>1,100</td>
<td>-500</td>
<td>1,600</td>
</tr>
<tr>
<td>69</td>
<td>Administration Conference Room</td>
<td>0</td>
<td>300</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>70</td>
<td>Volunteer Coordinator</td>
<td>0</td>
<td>210</td>
<td>210</td>
<td></td>
</tr>
<tr>
<td>73</td>
<td>Development Office</td>
<td>0</td>
<td>210</td>
<td>210</td>
<td>720</td>
</tr>
<tr>
<td>77</td>
<td>Staff Kitchen</td>
<td>50</td>
<td>300</td>
<td>250</td>
<td>250</td>
</tr>
<tr>
<td>80</td>
<td>Friends' Storage</td>
<td>340</td>
<td>520</td>
<td>180</td>
<td></td>
</tr>
<tr>
<td>81</td>
<td>Maintenance Garage/Loading Dock</td>
<td>225</td>
<td>660</td>
<td>435</td>
<td></td>
</tr>
<tr>
<td>82</td>
<td>Maintenance Workroom</td>
<td>360</td>
<td>740</td>
<td>380</td>
<td></td>
</tr>
<tr>
<td>84</td>
<td>Facilities Supervisor</td>
<td>80</td>
<td>210</td>
<td>130</td>
<td>1,125</td>
</tr>
<tr>
<td>Special Uses</td>
<td></td>
<td>7,314</td>
<td>14,138</td>
<td>6,824</td>
<td></td>
</tr>
<tr>
<td>Unassignable Space</td>
<td></td>
<td>13,165</td>
<td>25,448</td>
<td>12,283</td>
<td>19,107</td>
</tr>
</tbody>
</table>
EXTERIOR

- Public Garden/Outside Activity Area
- Main Entrance
- Parking
- Drive-Through Book Drop
- AMHS

Legend:
- New Space
- Adult Circulation
- Research/Learning
- Adult Collection
- Youth
- Young Adult
- Special Collections
- ESL