GOODWIN MEMORIAL LIBRARY

BUILDING PROGRAM

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EXECUTIVE SUMMARY

For more than one hundred and ten years the Goodwin Memorial Library has played a major part in the cultural and social life of the town of Hadley, Massachusetts. From its inception the library, constructed in 1902 on a prominent, centrally located parcel, has fulfilled many roles as a meeting place, a repository of knowledge, a source of entertainment and diversion, as well as a gateway to technology. With only one significant, primarily esthetic, renovation to the facility since its construction, the Goodwin Library faces many challenges in a rapidly evolving 21st century service environment.

The library facility, as originally conceived in 1902, occupied the first floor of the new building, the second floor having been designed as an assembly hall. By the 1990s the basement of the library was in use as collection and study space, while the second floor was occupied by the Hadley Historical Society until 2013 when that area became administrative work space. In spite of a handicap ramp leading from the parking lot into the building, accessibility to the basement and second floor has remained problematic in the absence of an elevator.

In 2013 the Town of Hadley contracted with the architectural firm of Drummey Rosane Anderson, Inc. to survey seven town buildings, including the Goodwin Library, as part of a facilities plan. The estimated cost of renovations to both address areas in need of repair and to incorporate universal accessibility by adding an elevator to the three-level facility totaled 2.2 million dollars. This estimate does not include expansion of collection or meeting space, nor does it address issues related to a shortage of parking for patrons and staff.

Other pressing issues facing Library operations include:

- Restrooms that are located in the basement and are not accessible to those with a physical disability.
- Lack of space dictates that nearly every area of the library serves multiple (and often incompatible) functions
- The presence of knob and tube wiring in a significant portion of the facility complicates efforts to insulate and improve energy efficiency as well as creating a safety concern.
- Obsolete fluorescent fixtures which provide inadequate lighting throughout the building.
- Providing library services on three levels raises safety concerns with activity being difficult to monitor in certain areas of the building.
- Antiquated built-in wooden shelving that cannot be adjusted by the size of the items being stored and an overall lack of shelving capacity causing many items to be discarded prematurely.

- Insufficient space for seating and tables along with a lack of designated quiet areas prohibits heavy usage of the library for many of its intended purposes such as pleasure reading, research, or school work.
- Lack of adequate storage space.

While the community survey conducted by the Planning and Design Committee indicates a strong preference for the library to remain in the current facility and an even stronger preference that Library services continue to be situated in the historic center of Hadley, respondents also indicated a need for additional space, particularly for meetings but also for quiet reading and study. With care, these varying sentiments can be reconciled in order to provide Hadley with a library worthy of the community. This building program aims to provide a clear road map based on what is known about current library usage and patron habits, the condition of the current library facility, and best estimates of future needs and library trends on a twenty-year planning horizon.

Hadley's library of the future will continue to represent a nexus of community activity where residents of all generations and socio-economic backgrounds meet and interact while taking advantage of 21st century technology and interconnectivity.

- Library patrons will have access to up-to-date computers and wireless Internet throughout the facility.
- Universal accessibility in all areas of the facility will benefit all who use the library, including those with physical impairments.
- The large meeting room will allow community events to be held after normal library hours.
- The layout of the future library will allow diverse activities and programs to coincide without being mutually disruptive as well as allowing the library to run securely with a minimum of staff.
- Distinct areas of the facility dedicated to youth services will improve the library's ability support school curriculum and to provide innovative programming for children and young adults.
- Increased shelving capacity will translate to improved and expanded collections that meet minimum national standards.

The Goodwin Library predates both the first flight of the Wright Brothers and the first broadcast radio transmissions. Undergoing only one minor renovation in 1920, the Goodwin Library has served well the needs of Hadley residents for generations, but the fact remains that while information technology and library services have changed radically in a century's time the library's physical plant has stayed largely the same, its design based on the assumptions of a fundamentally different age. The Planning and Design Committee, under the auspices of the Trustees of the library, operates under the belief that the time has indeed come to bring Hadley's

library services firmly up to date. The building program will act as a starting point for the design process and provide the necessary context for discussions with an architect as he or she explores the relative merits and challenges, costs and benefits of the options available – renovation and expansion of the current building, renovation of another town building, or new construction. Whichever form this architectural design should take, the goal of this process will remain the same: to provide the best possible library facility to meet the current and future needs of the residents of Hadley.

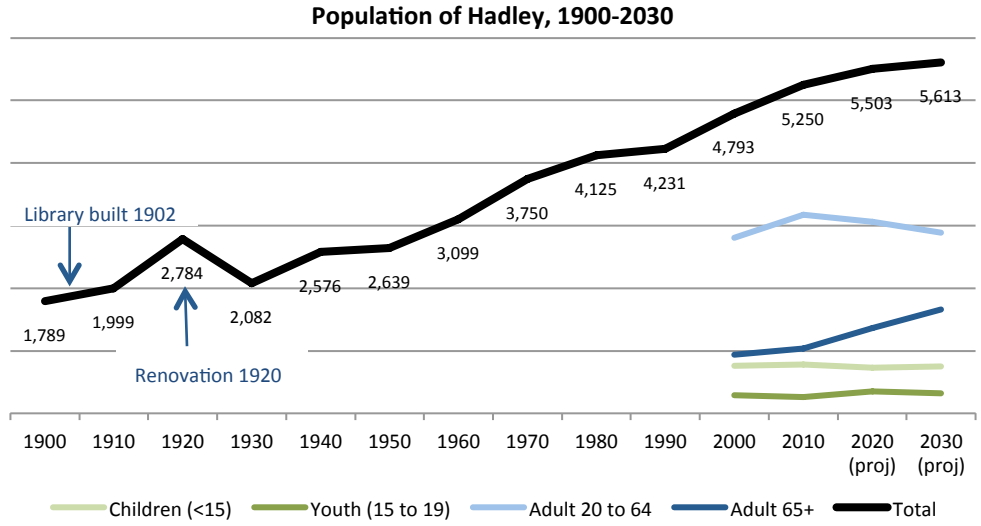
THE TOWN OF HADLEY: COMMUNITY PROFILE

The Town of Hadley is located on 24.7 square miles along the eastern bank of the Connecticut River in Hampshire County, in what is commonly referred to as the "Pioneer Valley" of Western Massachusetts. Hadley's population of 5,250 residents (2010 U.S. Census) is dwarfed by the neighboring communities of Amherst to the east (population 37,819) and South Hadley to the south (population 17,514); the Town of Sunderland (population 3,684) borders Hadley to the north and is part of Franklin County. Hadley also shares a connection to the west with Northampton (population 28,592), the seat of Hampshire County, via the Calvin Coolidge Bridge over the Connecticut River. Hadley's location in the Valley provides the town with the unique dichotomy of a small community with a strong agricultural heritage surrounded by a larger population in the "knowledge corridor" of five neighboring colleges: Amherst College, Hampshire College, and the University of Massachusetts in Amherst; Mt. Holyoke College in South Hadley; and, Smith College in Northampton.

Settled in 1659 and incorporated in 1661, Hadley is one of the oldest towns in Massachusetts. Early residents were active in farming, trading, and later industry: Hadley claims to be the birthplace of the broom making industry. Hadley's agricultural heritage maintains an important part of the Town's character: the rich, well-drained soil is considered to be among the most productive on the East Coast, and the town has the most acreage of farmland in the Pioneer Valley (MA DHCD Community Profile) and the second highest amount of protected farmland in the state (Hadley Master Plan, 2005). Hadley asparagus, known locally as "Hadley Grass", has received acclaim as the best in the United States (*Saveur*, 2007).

Hadley has two distinct villages, connected by state Route 47 that runs north to south: North Hadley, a scenic settlement on Lake Warner, and Historic Hadley Center at the intersection of Route 47 and Route 9, a state route that runs east to west from Boston to Pittsfield in the Berkshire Mountains on the Massachusetts-New York state border. Hadley Center is comprised of a cluster of historic buildings long used by residents for governmental, educational, and community purposes. These buildings include: Hadley Town Hall (c. 1840), Goodwin Memorial Library (c. 1902), the Hooker School (currently used as the Hadley Senior Center, c. 1921), and the Russell School (currently leased for independent educational use, c. 1894).

In addition to its long historical roots, Hadley has seen immense commercial growth along the Route 9 corridor during the last 20 years. With a large college-aged population in the region, correlated with a growth in "white collar" professional class jobs, numerous "big box" retail stores and franchises have built stores on Route 9; this economic growth has provided a commercial tax base that enables Hadley to have a considerably lower residential tax rate than neighboring communities. Hadley enjoys low unemployment, with jobs in agriculture, retail, the service industry, and government being most common (Goodwin Memorial Library Long Range Plan, 2015-2020).



Source: 1900-2010 U.S. Census; projections from Donahue Institute, University of Massachusetts Amherst

The population of Hadley is projected to grow by 363 people to 5,613 by 2030, which represents a 7% growth over two decades. The largest growth will be seen in the population aged 65 and over which is projected to increase by 59% between 2010 and 2030. As the town continues to grow, Hadley will balance competing demands to maintain its agricultural land and history versus developing additional economic opportunities, housing and infrastructure for its residents.

COMMUNITY COMPARISONS

The Town of Hadley had a population of 5,270 in 2013, and comparison communities with a population between 3,000 and 8,000 in Western Massachusetts were chosen from the Massachusetts Board of Library Commissioners Annual Report Information Survey (ARIS), placing Hadley roughly in the middle population-wise.

Hadley Comparison Communities

Community	Population	Community Type[1]
Northfield	3,034	Rural Economic Center
Lanesborough	3,057	Small Rural Community
Cheshire	3,219	Rural Economic Center
Sheffield	3,233	Resort/Retirement and Artisan
Hatfield	3,275	Rural Economic Center
Sunderland	3,699	Growth Community
Lenox	5,000	Growth Community
Deerfield	5,119	Rural Economic Center
Hampden	5,156	Residential Suburb
Hadley	**5,270**	**Resort/Retirement and Artisan**
Lee	5,898	Rural Economic Center
Southampton	5,932	Small Rural Community
Granby	6,282	Growth Community
Dalton	6,733	Rural Economic Center
Great Barrington	7,003	Urbanized Center
Williamstown	7,700	Resort/Retirement and Artisan
Orange	7,821	Rural Economic Center

[1]Growth Communities - Rapidly expanding communities in transition
Residential Suburbs - Affluent communities with low levels of economic activity
Resort/Retirement and Artisan - Communities with high property values, relatively low income levels, and enclaves of retirees, artists, vacationers, and academicians
Rural Economic Centers - Historic manufacturing and commercial communities, moderate levels of economic activity
Small Rural Communities - Small towns, sparsely populated, economically underdeveloped
Urbanized Centers - Manufacturing and commercial centers, densely populated, culturally diverse

This selection resulted in seventeen communities, with Hadley ranking 8th in population size among them. Of these communities, only Williamstown (home to Williams College) and Sheffield were also classified as a "resort/retirement and artisan community."

These 17 communities are home to 18 libraries—Northfield has two. Among these 18 libraries, the Goodwin Memorial Library is the second oldest when considering renovations. Originally built in 1902, the Goodwin's construction was predated by original buildings in Cheshire, Dalton, neighboring Hatfield, Lenox, and the two libraries in Northfield. The Goodwin's last renovation, however, was in 1920 while the other libraries predating the Goodwin were all renovated within the last quarter century (with the exception of Hatfield whose library was renovated in 1957). Only Orange, whose library was built in 1914, has a current structure that predates the renovation of the Goodwin in 1920.

Comparison Community Library Build Year and Recent Renovation

Community	Built	Recent renovation year
Cheshire	1898	2002
Dalton	1896	2013
Deerfield	1916	1996
Granby	2013	--
Great Barrington	1912	2007
Hadley	**1902**	**1920**
Hampden	1932	2008
Hatfield	1894	1957
Lanesborough	1916	1989
Lee	1906	1977
Lenox	1815	2004
Northfield--Dickinson	1897	2008
Northfield--Field	1900	1989
Orange	1914	--
Sheffield	1908	2007
Southampton	1996	--
Sunderland	2004	--
Williamstown	1971	1997

The Goodwin was then compared with the sixteen other communities in terms of 29 different measures of library performance. For each measure, the group average was calculated as was Hadley's rank for each of the measure.

The only area of comparative strength for Hadley was in staffing. The Goodwin ranks 4th among the group for the number of staff with an MLS degree per population (0.5FTE per 1,000 compared to 0.3 average for the group).

The values for the Goodwin were below the group average for every measure except MLS FTE (as noted above), circulation per hours open (32.8 compared to the group average of 31.2), percent of hours evening (20% versus an average of 18%), percent of hours weekend (14% compared to 13%), and in the area of municipal expenditures. For that entire category, MBLC rules regarding requirements for receiving state aid result in most libraries being more similar than they are different.

In all other areas, however, the Goodwin ranks in the bottom quarter for libraries in communities of similar size. The gross square footage of the building, at 3,458, is less than half the average of the group (8,020). Seating capacity and dedicated parking spaces are just over half the group average.

Hadley Rank Among 17 Comparison Communities: 2013

Measure	Hadley Rank	Hadley Value	Group Average
Population	8	5,270	5,143
Facility			
Library gross square feet	14	3,458	8,020
Dedicated parking spaces	11	9	17
Seating capacity	14	27	55
Staffing			
Non-custodial FTE	9	2.9	4.1
MLS FTE per 1,000 population	4	0.5	0.3
Holdings			
Total holdings	14	42,385	58,485
Total holdings per capita	15	8.1	15.2
Circulation			
Total circulation activity	12	41,163	60,312
Circulation per capita	12	7.8	11.2
Circulation per hours open	7	32.8	31.2
Circulation per non-custodial FTE	9	14,125	15,368
Non-resident circulation	12	6,320	14,275
Inter-library loan			
ILL from other libraries	12	4,964	7,576
ILL to other libraries	15	4,176	7,025
Hours			
Total Annual Hours	14	1,254	1,820
Hours Open per non-custodial FTE	14	430	676
Percent hours evening	8	20%	18%
Percent hours weekend	8	14%	13%
Visitors			
Total annual visitors	12	15,633	36,701
Average weekly visits	12	301	706
Visitors per hour	12	13	17
Visits per Non-Custodial FTE	14	5,364	8,505
Programs			
Total number adult programs	6	64	73
Average attendance adult programs	16	6	15
Total number children's programs	13	59	119
Average attendance children's programs	16	5	13
Municipal expenditures[1]			
Municipal expenditures for library services	6	$174,014	$171,229
Library percent of total expenditures	8	1.35%	1.35%
Library expenditures per capita	7	$33	$32

[1]Municipal expenditures data from 2012

Source: MBLC ARIS data

Many of the other measures are directly influenced by library square footage. Holdings is an example, where Hadley ranks 14th in total holdings and 15th in holdings per capita. Program

attendance is also related to building size—with a smaller building, attendance is necessarily limited. The Goodwin ranks 16th for average attendance at both adult and children's programs.

The Goodwin is also open relatively fewer hours than the group—1,254 hours annually versus 1,820 for the group, ranking 14th. It also ranks 14th in hours open per staff FTE. Directly related to hours open is visitors; the Goodwin ranks 12th for total annual visitors, average weekly visits, and visitors per hour.

The relatively fewer hours open combined with the much smaller space and holdings of the library together affect the Goodwin's rank in the areas of circulation and inter-library loan (ILL). The Goodwin ranks 12th for total circulation activity, circulation per capita, and non-resident circulation. Unsurprisingly, the Goodwin sends fewer books to other libraries than it receives, ranking 15th in ILL to other libraries but 12th in ILL from other libraries—both below average for the group.

Put together, this analysis suggests that the residents of Hadley are not being as well-served by its library—in its current form—as residents from comparative communities are being served by their libraries. This Building Program aims to be one of the first steps toward rectifying that situation.

LIBRARY HISTORY

Prior to 1900, library services in the community were the responsibility of the Hadley Young Men's Library Association. At the behest of the state, library services were transitioned to the municipality with the charter of the Hadley Free Library that year. Originally housed in the Hopkins Academy building (now Town Hall), these services were soon housed in their own building, fund raising for which began in 1901 by a committee consisting of two individuals as well as the three member Board of Trustees. The name for the future library was chosen at the behest of the chief donor, John Dwight of New York (and summer resident of Hadley) in memory of his deceased relative, Elder William Goodwin, resident of nearby West Street. Further funds were solicited from residents and several interested parties from outside of Hadley. Ultimately more than $9,000 was raised and architectural drawings were rendered in 1902 by Springfield architect, Guy Kirkham. The building itself was erected that same year on a prominent parcel located at the Northeast corner of the intersection of Middle (MA Rt. 47) and Russell (MA Rt. 9) Streets.

Originally gas-lit, the building was upgraded to incorporate electric lighting roughly ten years after construction. Issues with the original skylights in the assembly hall located on the 2nd floor combined with a desire to establish a memorial to "Hadley citizens in all wars previous to the Rebellion of 1861," led to the renovation of that space in 1920 which altered the South facade

with the addition of a vaulted alcove with windows and a lowered ceiling among other minor changes. The main floor of the library remained largely unchanged from its original layout as conceived in 1902. Various minor modifications have been made over time to the basement, primarily related to heating systems and to the means of egress from this area of the building.

In 2008 the first floor of the library was made accessible by a ramp which runs between the parking lot on the north side of the building and the main entrance on the south side. This improvement was made possible with Community Preservation Act funds.

The Goodwin Memorial Library is a C/WMARS mininet member, having transitioned to automated circulation with the Millennium integrated library system in 2011 and has since migrated, along with all libraries in the regional consortium, to the Evergreen open-source platform. This update to the Goodwin's technology and service model has demonstrably transformed the library from a relatively underused resource to a busy hub of activity with patrons availing themselves of interlibrary loan services, updated public computers, and wireless internet access.

MISSION STATEMENT

The Goodwin Memorial Library offers residents of all ages a place to meet and interact with others in their community; the means to meet their informational and recreational reading, listening, and viewing needs; support for students enrolled in local schools; and the materials and support to better understand their personal and community heritage.

NEEDS ASSESSMENT OF CURRENT LIBRARY FACILITY

The Goodwin Memorial Library is comprised of two above ground levels as well as a finished basement level. Services to the public occur in three primary areas of the current building: two rooms on the main floor, accessible by way of a ramp and motorized exterior and interior doors, and the basement. Each of these areas is assigned multiple, overlapping uses making it difficult to make adjustments to services, furniture or equipment without triggering changes to other uses of these shared spaces.

The 5,250 square foot, brick building is divided evenly between three floors (1,750 square feet each), two of which are not ADA compliant and accessible only by narrow, steep stairways. The second floor, for decades occupied by the Hadley Historical Society, has recently been returned to library use and is currently utilized as office space as well as closed stack storage for local

history materials. Lack of accessibility makes major expansion of library services or collections to the second floor impractical at this time.

The basement of the library was at one time used as the town's preschool facility, but in recent years this area has been in use as stacks as well as space for children's and other programming. The library's restrooms and janitorial facilities are also located in the basement, which is not accessible.

BARRIERS TO SERVICE

The condition of the building is generally good considering its age and the degree to which original elements of its construction continue to hold up to heavy use. The primary obstacles to providing adequate services in the Goodwin's current facility stem from the obsolescence of the original design and the premises behind it. In light of the expanded menu of services that a modern library is expected to provide to the community, many of which could not have been anticipated more than one hundred and ten years ago, the limitations and inefficiencies of a three level design become evident. Likewise, the continued reliance on 19th century materials and systems standard at the time of construction create a barrier to providing 21st century service.

The original intention behind the 1902 design was to provide all library services on one floor with the second floor to be used solely as an assembly hall. The basement of the library was not imagined for the uses assigned in recent years. Modifications made to the exterior to improve drainage in 2007 have gone some way towards mitigating the issues which have historically made this space incompatible with the storage of paper--whether books, files, or items of historical importance--but the constant necessity of a dehumidifier indicates only partial success at controlling the infiltration of moisture. Low ceilings and even lower exposed ducts and pipes make this area less than ideal and even hazardous in certain cases.

Lighting throughout the building is inadequate. Consisting primarily of ceiling mounted fluorescent fixtures with pull chains, the quality of this overhead lighting is either harsh or, in certain corners and stack areas inadequate to read by comfortably. An audible buzz emanates from each fixture and can be a very real source of annoyance or even discomfort to certain patrons. An additional concern is the sourcing of fluorescent tubes for these increasingly obsolete fixtures. The few modern light switches in use are inconveniently placed and necessitate walking blind when entering the building after dark. Restroom and basement hall lights are controlled by a single switch located on the floor above, making it inadvisable to use the restroom at closing time.

The restrooms are inaccessible and in need of complete renovation. Lack of ventilation, antiquated fixtures and peeling paint and wallpaper make the restrooms unwelcoming. The space is inadequate for a changing station, which also makes the restroom facilities unfriendly to families of young children.

Attempts to lower heating costs and improve comfort for patrons and staff are hindered by a number of factors. An upgraded, high efficiency gas heating system installed in 2013 reduces fuel costs, but the lack of insulation in much of the building along with drafty doors and single pane windows guarantees that the system runs almost constantly in cold weather. Similarly inefficient is the lack of multiple thermostats. The presence of a single thermostat and control located on the main floor makes the even heating of the three floors impossible.

The presence of knob and tube wiring in portions of the second floor makes proper insulation of that area contingent on an overhaul of the electrical system. As a result, this floor of the library is extremely inefficient to heat. The use of flammable materials such as burlap and newspaper over wood lath on interior walls of the second floor, combined with outmoded wiring and a lack of sprinklers creates serious safety issues where the use of this floor is concerned. Remnants of knob and tube wiring exist in other areas of the library, most notably in the foyer where antique push button switches still control the lighting.

STAFFING LIMITATIONS

As the conversation about possible scenarios for renovation of the current space begin to take shape, of primary importance is the question of how to adequately provide service on three floors. In its current configuration the Goodwin Library is able to maintain a basic level of service and security across two floors with two staff-persons. Even if the issues related to accessibility of the basement and second floor can be resolved, the expansion of service in these areas will almost certainly require an increase in staff hours to maintain service and safety. This potential increase to operating costs must be carefully considered in any renovation scenario.

CURRENT SPACE USE

Circulation

The current location of the improvised, L shaped circulation desk is adjacent to the main entrance of the library with two staff computers located in this small area which measures 12 by 8 feet. This 96 square foot area acts as the central hub of service activity in the library with check in/out, patron holds, patron registration, reference, reshelving, etc. and is often occupied by two or more staff persons. An area 12 by 6 feet acts as a space for patrons to queue, with additional space often taken for this purpose in the central aisle leading to and from the main entrance.

The circulation area, situated as it is in a corner of this 1100 sq. foot room faces away from the main entrance, making initial contact with patrons awkward. The space as currently arranged can be difficult to navigate, especially when the library is busy. Network hardware and data cables are additional obstacles as these are located under the large table which serves as the circulation desk. Cables are frequently jostled by staff or patrons resulting in hardware going offline.

Children's Services

The provision of services to children is of primary importance and a key piece of our stated mission. As our emphasis on children's print and audio/visual collections has increased over time, space on the main floor is in ever shorter supply. As a result all juvenile non-fiction is, by necessity, housed in the basement. Likewise, maintaining a robust schedule of youth programming has necessitated increased use of the basement as the only space large enough to accommodate more than a dozen children and accompanying adults (without interrupting the routine library services provided on the main floor). The use of this non-accessible area for programming makes inclusion of children with disabilities a major challenge. On many

occasions programs for children have been held, by necessity, in the basement of the adjacent Senior Center. This large space is accessible by elevator and allows for greater numbers of participants.

Juvenile picture books, readers, fiction, reference and A/V remain on the main floor in an area occupying roughly 250 square feet. Materials are primarily stored and displayed on built-in (non-adjustable) perimeter shelving. Access to collections is limited by the cramped quarters in this area of the main floor, shared with the public access computers, adult reference along with a small seating area and play space.

Young Adult Services

Collections for young adults are housed in the basement of the library. Unfortunately, services for young adults have historically been limited to a handful of programs throughout the year. Without a designated staff person to attend to this important, yet under-served community, services such as readers' advisory and reference for this age group are handled in an ad hoc manner.

Likewise, the space assigned to young adults is unwelcoming and indistinct from the rest of the basement area, which also contains juvenile and adult non-fiction as well as several other small, orphaned collections (adult paperbacks, science fiction / fantasy) that cannot be housed on the main floor for lack of space. The arrangement of free-standing metal shelving makes it challenging to create a defined YA space complete with furniture and work surfaces that might attract teen usage of the library during after-school hours.

Adult Services

By far the largest share of collection space is dedicated to adult materials. The adult fiction collection commands its own room on the first floor, accounting for more than one third of that level's square footage. Additional space on the first floor is dedicated to the display and shelving of new acquisitions of adult fiction and non-fiction. The fiction room itself measures roughly 12 x 35 feet with non-adjustable, built-in wooden shelving lining all four walls. These shelving units are filled to capacity and in constant need of weeding to make room for newer items. The presence of a large wooden table in this room makes browsing the collection awkward, particularly when there are several people seated. Between the table and a free standing shelving

unit on the opposite side of the room, wheel chair access to most of the volumes in this room is more or less out of the question.

The adult fiction room is also the location for the library's modest collection of periodicals, displayed in shallow racks. Lack of space for a modern periodical display/storage unit limits the library's ability to maintain more than a few months of back issues for each subscription, with older issues recycled when racks become too tight to accommodate the latest additions. As such, the linking of these periodicals to serial records in Evergreen is not considered worthwhile, leaving circulation figures a case of educated guess-work. Magazines are loaned out on the honor system for one week with the inevitable small loss of issues. Daily and weekly newspapers are displayed on a small table near the room's two comfortable reading chairs. Lack of space makes storage of more than a month's worth of papers impractical. Newspapers are recycled frequently.

The first floor of the library is also the location of all adult audio/visual materials – DVDs, audiobooks and a small collection of music CDs. Of these three categories of A/V items, DVDs take up the greatest amount of shelving space, with demand, especially for new releases, showing no sign of abating in the face of an ever-increasing variety of internet streaming services for film and television.

The remainder of the adult collections resides in the basement of the library. Non-fiction stacks are located here on free-standing, adjustable metal shelving units. Adult paperbacks, classics, and science fiction/fantasy are also housed in the basement for lack of space in the fiction room on the first floor.

Audio/Visual

In recent years audio/visual materials have become a more significant part of the library's collection in light of increased demand. While the space dedicated to DVDs is far greater than that reserved for audio collections (audio books, music CDs), all A/V collections have seen steady increases in usage, particularly after efforts to weed and improve the selection of items available. Audio/visual materials make up 18% of the total collection, while accounting for 38.5% of total circulation.

Unfortunately, the growth of Audio/Visual collections for adults and children is limited by the lack of storage and display space. This shortage of shelf space necessitates a strict weeding regime, with many materials being discarded long before the end of their useful lifespans. Shelving for A/V items (like the majority of shelving in the library) is not adjustable and makes for inefficient use of valuable space.

Computers & Technology

Recent upgrades to staff and public computers as well as provision of wireless internet have left the library in good stead where access to the Web is concerned. Public use of library computers is steady, but queues to access the machines are rare. Space, however, is at a premium and four out of five machines dedicated to public use are on the first floor awkwardly situated in an area otherwise dedicated to juvenile collections. Additionally, lack of space makes creating a distinct computing space for children and young adults difficult to achieve.

Public Meeting Space

No dedicated public meeting space currently exists in the library. Originally designed to be an assembly space, the second floor of the library is not accessible to anyone with a physical disability and is therefore only used for staff meetings and office use. Meetings and library programs are generally held on the first floor of the library where such events cause fiction collections to be temporarily inaccessible to browsers. Meetings and programs are occasionally held in the basement or in borrowed space at the Senior Center located in an adjacent building.

Lack of viable meeting and programming space severely limits our ability to carry out key aspects of our mission, specifically providing “residents of all ages a place to meet and interact with others in their community.” While the staff of the library strives to expand the menu of programming available for all ages and works creatively to allow groups to use library spaces for meetings and programs while minimizing disruption to normal library services, ultimately, the demand for programming, meeting space and quiet study areas cannot be fully met in our current facility.

Quiet Reading Areas

The library as currently configured does not adequately provide quiet areas for reading or study. Aside from several comfortable chairs in the adult fiction area and two in the children's area, seating is limited to one large wooden table on the main floor and another in the basement. None of the available seating is far enough removed from the business and activity of the library to be considered “quiet”, nor is much of it comfortable enough to induce students to use the library as a refuge for study for any length of time. The inadequate lighting throughout the library makes prolonged reading difficult.

Administrative Space

In 2013 the office area of the director was moved from the crowded circulation area on the first floor to the seclusion of the largely empty second floor to make the best use of this non-accessible space. This separation from the daily routines of the library's service areas allows for concentration on the various administrative tasks required of the director, but at a cost. With no way of visually monitoring the level of activity on the main floor, a staff-person working solo at the circulation desk can be quickly overwhelmed by a sudden increase in patron traffic. Additionally, this degree of seclusion creates an unnecessary barrier between the public and the director.

In 2014 staff amenities, which have been traditionally limited at best in the present facility, were moved from the basement (which lacked any privacy for staff breaks) to the ample space and quiet of the second floor. Basic appliances to store and heat food are currently in place with plans for modest enhancements under consideration. In spite of the improvement in the atmosphere, the use of the second floor for food preparation and clean up is hindered by its lack of running water. Additionally, restrooms are two flights down, which allows for at least one daily cardiovascular workout per shift.

Local History Collections

A key piece of the library's mission statement is to provide “residents of all ages the materials and support to better understand their personal and community heritage.” With the relocation of administrative space to the second floor in 2013 came the opportunity to free valuable space on the first floor by moving local history collections at the same time. These limited access materials have traditionally been seen by appointment and require further attention to identify, organize and create improved access. The relocation of these items to a secure area with ample space presents an opportunity to begin this process in an organized fashion.

Technical Services

While the technical roles of the library, such as acquisitions, cataloging, processing, deaccessioning, etc., are largely shared tasks among the small staff, most of these tasks are undertaken at a staff workstation in the basement with supplies, fax machine and a counter-height work area nearby.

This area, situated in a corner near the basement emergency exit is also used to receive and sort interlibrary loan materials, deliveries of which occur three times per week. Frequently cluttered with shipping cartons of new materials, new items in various stages of completion, piles of books to be discarded, donated items, etc. this small space carved out of the basement is essential to many facets of the library's operation. The fact that this work area is a shared one makes maintaining order even more difficult.

Storage

Unsurprisingly storage in the library is limited and inconveniently located. Aside from one small, well organized supply closet adjacent to the circulation area, which doubles as a coat room for

staff belongings, the library's closets are filled to capacity with supplies, printer paper, toner, tools, holiday decorations, office equipment, computer hardware and cables, chairs, ladders, garden hoses, snow shovels, and all of the other necessary items that are required within “easy” reach throughout the year. Maintaining order is not always possible in such small, overloaded quarters, requiring frequent seasonal shifting and reorganization.

Overflow from closets takes up shelf space on the back row of metal stacks in the basement and in the basement hallway. These messy spaces having been dubbed the “wall” and “hall of

shame" respectively. Temporary storage of boxed discards also takes up space in the basement, adding to the cluttered, cramped appearance of these problem areas.

Lack of available closet space makes the stowing of network hardware under desks inevitable and less than ideal. Frequently these pieces of equipment are bumped and cables disconnected leading to network disruptions and frazzled staff scrambling to trace the source of the problem.

Concealed space for janitorial equipment and supplies is also lacking. Mop buckets and a utility sink are inconveniently located on a raised platform in the basement hall outside the bathrooms.

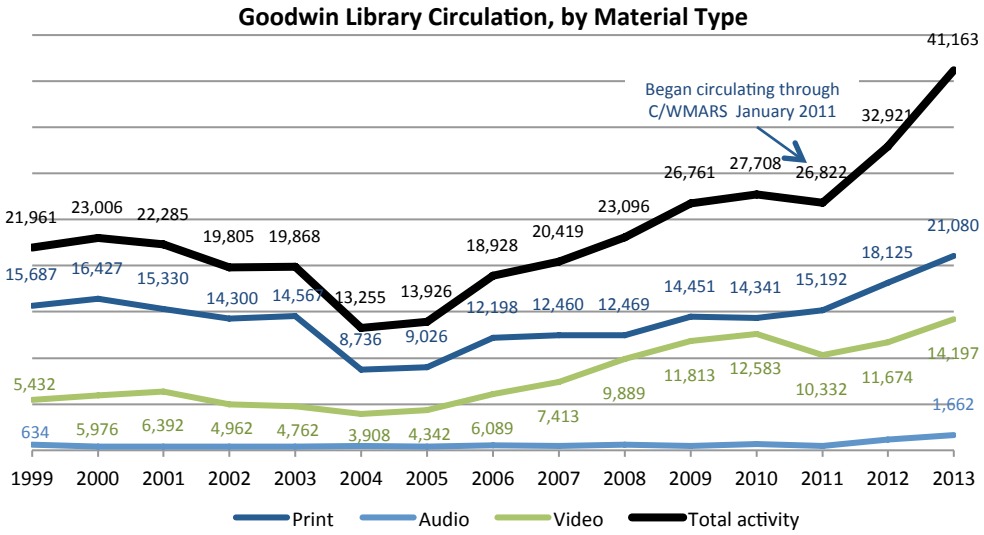
Parking

Lack of parking is a major shortcoming of the present facility, particularly in light of the increased emphasis on programming. A total of eight parking spaces and one designated handicapped space often leads to a full parking lot with library patrons forced to park in spaces assigned to the busy Senior Center next door. The parking lot is frequently at capacity for both facilities when programs and meetings take place in the library or the adjacent Senior Center.

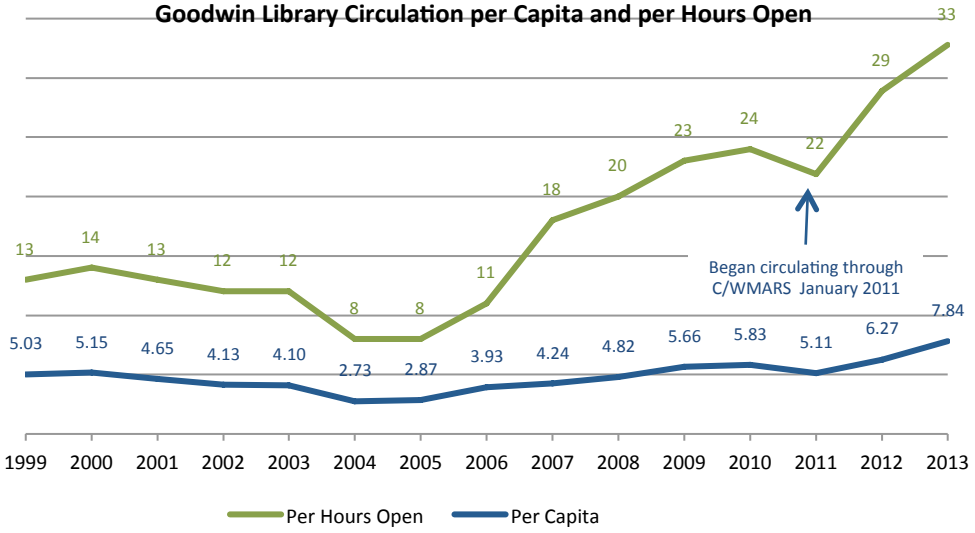
ARIS Data: 1999-2013

Data from the Massachusetts Board of Library Commissioners Annual Report Information Survey (ARIS) demonstrates the growth in use of the Goodwin Memorial Library, especially since it began circulating through C/WMARS in January 2011.

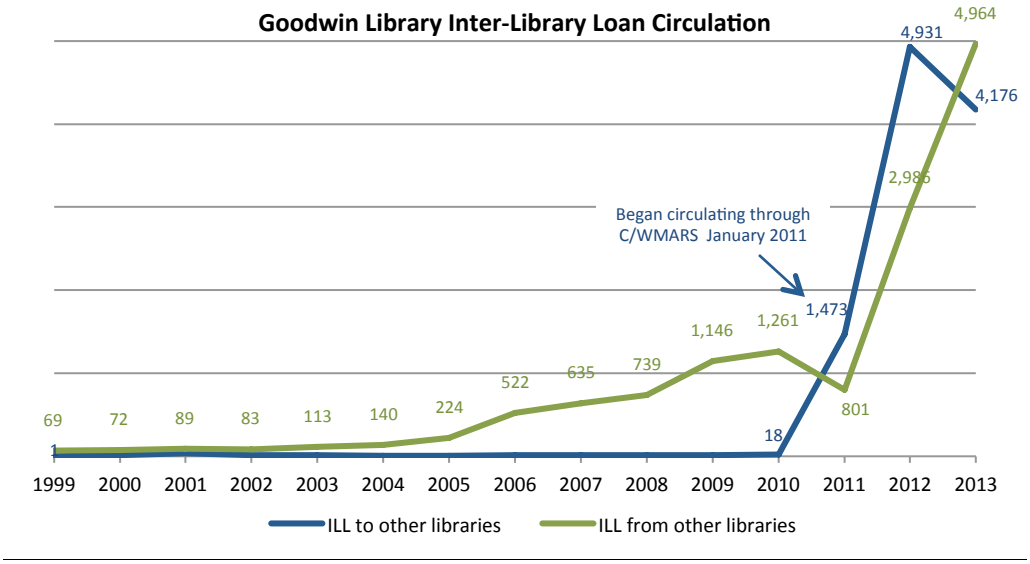
Total circulation at the Goodwin grew from 21,961 in 1999 to 41,163 by 2013, representing an increase of 87% over that time period. Circulation increased most dramatically between 2011 and 2013. Fifty-one percent of the total circulation at the Goodwin in 2013 was print circulation followed by the circulation of video materials. The growth in circulation of video materials between 1999 and 2013 was a dramatic 161%. Audio collections made the most dramatic increase in usage between 2011 and 2014 with circulation increasing by more than 400% after significant overhauls and additions to music and audiobook collections for adults and children.



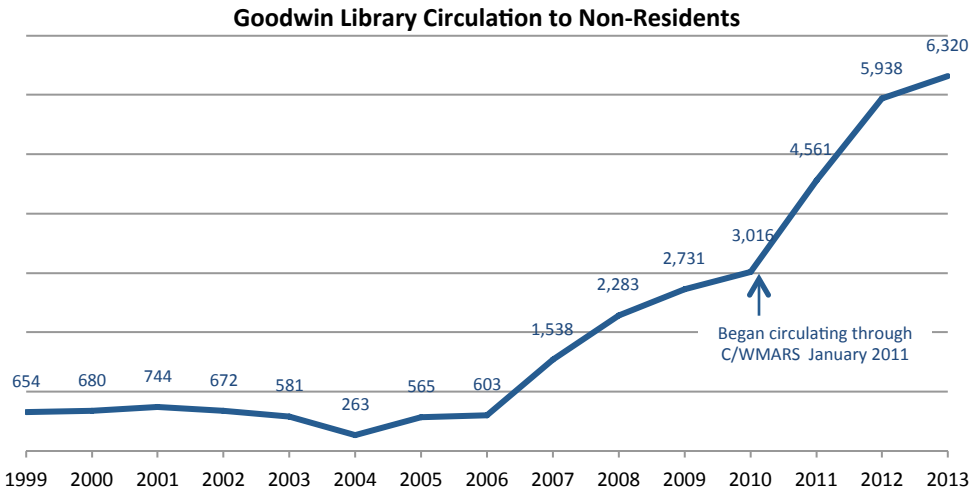
During this same time period, both circulation per capita and circulation per hours open increased. Circulation per capita increased from 13 items per person to 33 items per person, again increasing most dramatically between 2011 and 2013. Circulation per hours open increased more slowly, from 5.03 per hours open to 7.84 per hours open in 2013.



Inter-library loan circulation to the Goodwin increased only slightly until 2011 when the library joined C/WMARS and then circulation from other libraries skyrocketed from 801 to 4,964 items per year. Inter-library loan from the Goodwin was virtually non-existent until 2011 and in 2013, 4,176 items were sent from the Goodwin to other libraries in the system.



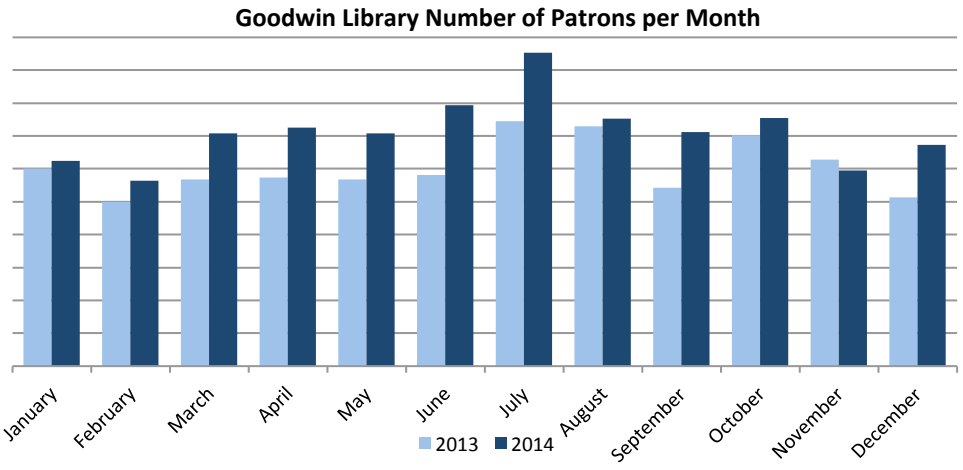
Considering Hadley's small population and size of the library, the Goodwin circulates to a surprising number of non-residents. Even before it joined C/WMARS in 2011, the Goodwin was circulating to 3,016 non-residents in 2010. This number has increased to 6,320 by 2013, in large part because of an increase in inter-library loan circulation.



It should be noted that although the Goodwin does circulate to a large number of non-residents (even beyond the circulation through inter-library loan), this Building Program does not take into account this service population. Instead, all calculations for an expanded library are based only on the projected resident population so as to provide a more conservative estimate of future library needs, consistent with the nature of current building stewardship and planning in Hadley.

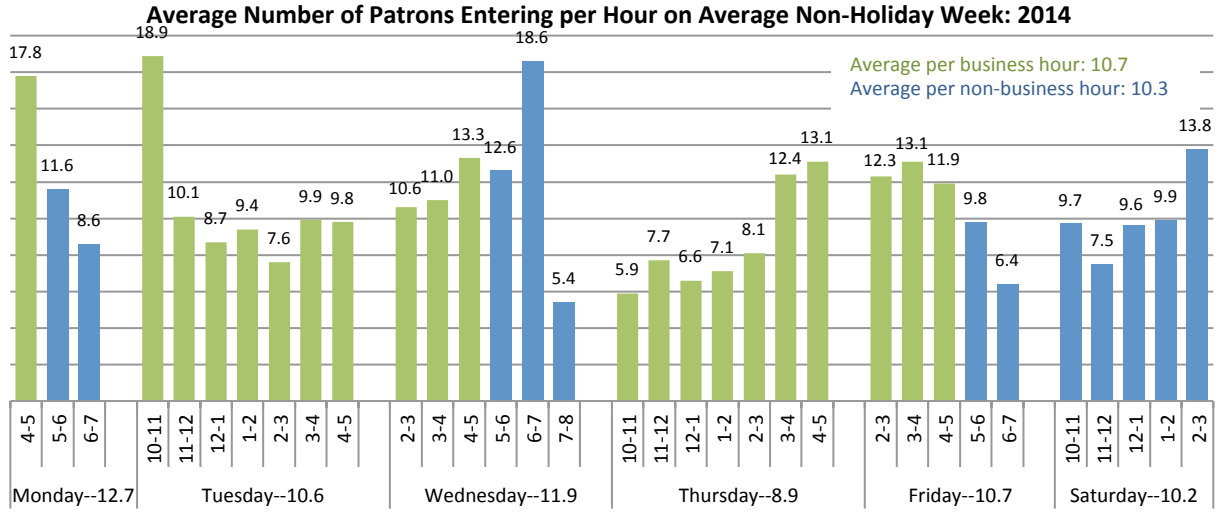
GOODWIN DATA: 2013-2014

In addition to the data submitted annually to ARIS, the Goodwin maintains its own tabulations of patron visits. A database was created in 2013, specifically to track the effect of adding 8 additional open hours beginning in February 2014.



With the exception of November, every month in 2014 saw more patrons at the Goodwin than the same month in 2013. The year-to-year increase was most evident in June (increase of 426 patrons over the prior year) and in July (increase of 415). July and August are typically busy months at the Goodwin—in part because of the summer reading program—and this busy season expanded to include June in 2014. Another spike in visitors is seen in October.

The Goodwin also tracks its hourly visitors in an effort to understand the ebb and flow of patrons throughout the physical space. The busiest times at the Goodwin during 2014 (starting in February with the new hours) were Tuesday mornings (which includes a preschool story hour), Wednesday evenings, and Monday afternoons. Prior to February 2014, the library was closed on Mondays and this addition of three hours on this day has quickly become one of the more popular times to visit the library.



The average number of patrons entering per hour ranges from the low of 5.4 entering during the last hour open on Wednesday night to the high of the 18.9 per hour entering on Tuesday morning between 10 and 11. Many patrons linger over more than one time period, however, so these figures do not represent a "sweep count" of patrons at any one time. Wednesday nights at 7:30, for example, are busy at the library even though relatively few people enter the library during that hour. In 2014, the Goodwin had an average of 10.7 patrons entering per business hour (9-5 on weekdays) and an average of 10.3 patrons entering per non-business hour.

COLLECTION ANALYSIS

Holdings for 2014 represent the collection at absolute capacity in the current facility. All shelving is occupied leaving limited room for display or expansion of collections. Aggressive weeding is required to accommodate the yearly influx of new materials mandated by the Massachusetts Board of Library Commissioners for certification. Invariably materials are removed from the collection far earlier than is desirable, with space being the determining factor.

Goodwin Library Holdings as of June 30, 2014

	Total	Adult	Young adult	Children
Total	20,212	10,847	1,341	8,024
Books	16,500	7,920	1,330	7,250
Audio	898	641	11	246
Video	2,914	2,286	0	528
Percent of collection	--	*53.7%*	*6.6%*	*39.7%*

The breakdown of materials by audience age and format indicates a roughly even division between materials for adults and youth. The bulk of the library's collection is comprised of print with audiovisual materials making up the remaining 18%. 38.5% of total circulation is audiovisual.

Goodwin Library Periodical Subscriptions

	Number of titles	Percent of total
Total	52	--
Adult	40	76.9%
Young adult	2	3.8%
Children's	10	19.2%

Goodwin Library Average Circulation per Item: FY14

Item type	Total	Adult	Young adult	Children
Books	1.44	1.48	1.13	1.45
Audio	2.74	2.59	6.73	2.93
Video	5.19	5.04	NA	5.78
Average	*2.02*	*2.29*	*1.20*	*1.78*

Based on holdings and circulation figures we can extrapolate the average use per item in each of the three main collections and audience age (i.e. Adult, YA, Children). Adult items of all types circulated more than those for other age groups with an average of 2.29 times per item. Disregarding age, videos averaged the greatest number of circulations at 5.19 times per item. These figures disregard activity that would fall under the category of interlibrary loan and are provided merely as an indicator of use among the different collections.

COLLECTION PROJECTION AND CALCULATIONS FOR MINIMUM SPACE NEEDS

Goodwin Memorial Library Program Current Status and Future Needs

Standard	Current	Needs for Future Population (2030) Basic	Moderate	Enhanced	Excellent
FTE Staff	2.7	5.1	5.6	6.7	7.9
Print volumes	16,500	33,678	37,046	40,414	52,201
Periodical titles received	52	83	93	117	144
Audio recordings	898	1,796	2,526	2,863	4,154
Video recordings	2,814	2,357	2,863	3,873	6,062
Collection size (print, audio, video)	20,264	39,291	42,098	47,149	57,814
Public Use Internet computers	5	6	9	12	15
Materials expenditure	$38,362	$35,867	$47,767	$57,365	$72,071
Hours open	33	57	59	61	64
Reader seats	35	56	--	--	--
Public parking	9	28-40	--	--	--

Source: All but data on seats and parking from *Wisconsin Public Library Standards, Fifth Addition*. Data on seats from *Public Library Space Needs: A Planning Outline, 2009.* Data on parking from *MBLC 605 CMR 6.00 Library Improvement Program--Public Library Construction.*

Using the widely utilized Wisconsin Public Library Standards (5th edition) as well as Public Library Space Needs: A Planning Outline (2009) allows for a detailed comparative analysis of current collections and space as well as detailed projections of the same based on anticipated population growth at several defined levels of service, from basic to excellent. The following chart (Goodwin Memorial Library Program Current Status and Future Needs) details the Goodwin Library's current levels of service based a number of criteria, from staffing to public parking. On all but two of the measured criteria the Goodwin falls short of the recognized standard at the basic level.

Goodwin Memorial Library Collection Projection

Area	Current Holdings	Future Holdings
Print Total	**16,239**	**33,200**
Adult Print	**7,667**	**14,900**
Adult Fiction	4,440	8,600
Adult Non-Fiction	2,886	5,500
Large Print	81	400
Reference	36	100
Local History	224	300
Children's Print	**7,187**	**13,500**
Fiction	2,502	4,500
Non-Fiction	2,108	4,000
Picture Book	1,946	3,700
Board Book	170	400
Beginning Readers	377	700
Juvenile Reference	84	200
Young Adult Print	**1,385**	**4,800**
Fiction	1,135	3,800
Non-fiction	250	1,000
DVD	**2,992**	**3,000**
Adult	2,433	2,100
Children's	559	600
Young Adult	0	300
Audio	**973**	**1,800**
Adult	698	990
Children's	260	540
Young Adult	15	270
Collection Total	20,204	38,000
Periodical Subscriptions	54	83
Adult	40	55
Children's	10	15
Young Adult	4	13

FUNCTIONAL AREAS

Goodwin Memorial Library Proposed Functional Area Allocation

Service Area	Sq Ft	Collection Total	Collection Sq. Ft.*	Public Computers	Public Seating
Adult Services	**3,775**	**18,290**	**1,303**	**11**	**31**
Circulation / Information	450	--	--	1	--
Display Area New Items	200	600	40	--	5
Audio / Visual	400	3,090	206		2
Reference / Computing	600	100	7	8	8
Reading Room / Periodicals	500	55 titles	83	--	10
Adult Stacks	1,400	14,200	947	1	2
Local History Room	225	300	20	1	4
Youth Services	**2,400**	**20,510**	**1,368**	**7**	**26**
Children's Room	1,800	14,840	990	4	14
Young Adult Room	600	5,670	378	3	12
Meeting & Multi-function Areas	**1,050**	**--**	**--**	**--**	**7**
Lobby	**	--	--	--	3
Self Serve Copy / Print	100	--	--	--	--
Quiet Study Room	100	--	--	--	4
Large Multipurpose Program Room / Kitchen	850	--	--	--	--
Rest Rooms	**	--	--	--	--
Staff Areas	**1,300**	**--**	**--**	**--**	**--**
Circulation / Tech Services Workroom	400	--	--	--	--
Director's Office	200	--	--	--	--
Staff Break Room	250	--	--	--	--
Youth Services Office / Workroom	300	--	--	--	--
Friends Book Sale / Office / Storage	150	--	--	--	--
Custodial / Maintenance	**	--	--	--	--
Total Assignable	8,525	--	--	--	--
Total Unassigned Space (25%)	2,811	--	--	--	--
Grand Total	11,336	38,800	2,671	18	64

*15 items / sq. ft

**Non-assigned

DESCRIPTION OF FUNCTIONAL AREAS

Adult Services

Designation: **Circulation**

Occupancy: Public: 6 Staff: 2

Square Feet: 450

Seating: 2 counter height seats for staff workstations, 1 office chair for low counter station.

Shelving / Storage Capacity:

Adjustable metal shelving for 150 interlibrary items, 250 returned items for reshelving. Space for parking two book trucks

Cabinet storage for supplies, toner and paper for circulation desk printers / copiers

Functions:

- Primary service point of the library
- check in/out materials
- Interlibrary loan requests
- Patron registration
- Answer questions / provide information
- Program sign ups
- Staff receive and make phone calls

Furnishings:

- Circulation Desk
- 2 counter height seats for staff workstations
- 1 office chair for low counter station.
- Kiosk for OPAC and possible self check-out

Equipment:

- 3 Staff computers
- 3 barcode scanners
- 1 networked staff printer
- 2 book trucks
- Telephone
- spring loaded under-counter book return cart

Close Proximity To:

- Entrance / Lobby
- OPACs
- Reference
- Self service copy / print business center
- Public restrooms
- Staff work room
- New book area

Distant From:

- Quiet study, meeting room
- Children's area
- Local history

Architectural Features:

- Appropriate lighting above desk, designed to minimize eye strain for staff.
- Flooring in staff area designed for comfort while standing.
- ADA compliant for patron wheelchair accessibility
- Moveable / flexible furniture configurations
- Excellent signage

●Unobstructed sightlines across the library, into to the stacks, YA area, public computers, and entrance.

●Built in circulation desk book return easily seen upon entering and unobstructed by patrons being served at the desk.

●Alcove for parking book trucks.

●Multiple electrical outlets and network jacks ; ability to conceal cables while maintaining access for maintenance.

●Sound control features to dampen sound of conversation in other areas.

●Desk should have easily changed display area for flyers for library events, bookmarks and informational brochures

Designation: **Display Area for New Adult Items**

Square Feet: 200
Occupancy: Public: 10 Staff: 0
Seating:

●3 comfortable upholstered chairs
●comfortable bench seating for 2

Shelving / Storage Capacity:

●600 new print items shelved and displayed on adjustable mobile shelving units that can be moved to reconfigure space. Freestanding shelving units should be no higher than 60" in this area.
●Attractive table for displaying new books in a manner reminiscent of a bookstore.

Functions:

●Browsing of new library acquisitions, primarily print items.
●Shelving allows for a significant amount of new items to be displayed with covers facing out.

Furnishings:

●3 upholstered chairs
●Upholstered bench
●Display table
●Mobile shelving units

Equipment:

●OPAC kiosk (could be shared with Circ Area and combined with self checkout)

Close Proximity To:

●Circulation
●Audio / Visual collection
●Entrance (out of traffic flow)
●Restrooms

Distant From:

●Periodicals / Quiet Reading Area
●Children's Room

Architectural Features:

●Lighting able to be re focused as space is reconfigured
●Near prominent window allowing natural light in and attractive view onto the landscape.

●Browsing reminiscent of a bookstore's atmosphere
●Space easily reconfigured
●High traffic area with generous space around shelving and display furniture to minimize crowded feeling when this area is busy

Designation: **Adult Audio / Visual Collections**

Square Feet: 400
Occupancy: Public: 8 Staff: 0
Seating: 2 upholstered chairs
Shelving / Storage Capacity:
●Storage and display for approximately 2,100 DVDs ; 500 Audiobooks ; 500 Music CDs
Functions:
●Browsing of DVDs, Audiobooks, Music CDs and other possible formats
Furnishings:
●DVD and Audiobook shelving for 2,100 and 500 items respectively with ample display (i.e. for some items facing cover out)
●500 Music CDs contained in mid-height bins for easy browsing
Equipment:
●Listening station CD player with headphones for preview of audio materials
Close Proximity To:
●Display area for new adult print items
●Circulation
●Entrance
Distant From:
●Periodicals / Quiet Reading Area
Architectural Features:
●Clear sight-lines from circulation to minimize/discourage theft
●High use collection and high traffic area
●Acoustic measures to offset moderate noise
Notes: Rapid technological change combined with ever evolving popularity of audio / visual (e.g. resurgence of interest in analog media, mp3 CDs, playaways) formats makes an adaptable space desirable.

Designation: **Reference / Public Access Computers**

Square Feet: 600
Occupancy: Public: 16 Staff: 1
Seating:
●Staff desk with seat
●8 Table seats
●8 Public computer stations
Shelving / Storage Capacity:
●Low Shelving with flat counter tops for consulting items while standing. capacity for 250 print reference items.
Functions:
●Patrons consult reference works, perform research

- ●Public computers to access the Internet, use word processors, check email, print documents.
- ●Public access computers can be used to provide classes in technology instruction.

Furnishings:

- ●2 Tables with 4 chairs each for reference / research with table outlets AC power and USB charging for mobile devices
- ●2 Tables suitable for 4 computer work stations on each
- ●8 Computer chairs
- ●1 Small stand for networked printer
- ●1 Staff reference desk
- ●1 Dictionary stand
- ●1 Flat file

Equipment:

- ●8 Public access computers
- ●1 Printer
- ●1 Scanner
- ●1 Photocopier
- ●Telephone

Close Proximity To:

- ●Periodicals / Quiet Reading Area
- ●Local History
- ●Adult Fiction / Non-fiction Stacks

Distant From:

- ●Children's room
- ●Circulation*
- ●Display Area for New Adult Items
- ●Audio / Visual

Architectural Features:

- ●Combination of overhead and table lighting should create a well-lit area free from glare for long periods of reading or screen use.
- ●while this is a quiet area for study and research, sight-lines between reference desk and circulation area should be maintained while minimizing the travel of sound from the busier entrance, new materials, circ areas.
- ●Storage closet for computer hardware, supplies, stored reference materials.

Designation: **Reading Room / Periodicals**

Square Feet: 500
Occupancy: Public: 8 Staff: 0
Seating: 10
Shelving / Storage Capacity:

- ●Shelving capacity for approximately 60 periodical subscriptions with storage for at least one year of back issues.

Functions:

- ●Quiet reading area
- ●Display and storage of newspapers and magazines

Furnishings:

- ●Perimeter shelving units 66” height / 12” depth for 60 periodical titles with sloping display for current issue and concealed back issue storage
- ●6 upholstered lounge chairs
- ●2 small reading tables with 2 chairs each

Equipment:

Close Proximity To:

- ●Reference / Public Access Computers
- ●Local History Room
- ●Adult Fiction / Non-fiction Stacks

Distant From:

- ●Circulation
- ●Children's Room
- ●Young Adult

Architectural Features:

- ●Ample electrical outlets for laptop users and charging mobile devices.
- ●Combination of overhead and table lighting should create a well-lit area free from glare for long periods of reading or screen use.
- ●Overhead lighting that can be focused on periodical shelving / display.
- ●This is a designated quiet area of the library. As such, this room should have the ability to be soundproofed as much as possible from the activity in other areas of the building and could incorporate a door. Quiet, does not mean private, however. Visibility into and out of the room should be emphasized through the use of transparent materials.

Designation: **Adult Fiction & Nonfiction Stacks**

Square Feet: 1,400
Occupancy: Public: 8 Staff: 0
Seating: 2 upholstered chairs

Shelving / Storage Capacity:

- ●Sufficient shelving for 11,000 adult fiction and non-fiction volumes.

Functions:

- ●Houses the majority of the library's circulating adult print collection.
- ●Patrons browse and locate print items which are shelved by author for fiction and Dewey classification for non-fiction.
- ●End panels allow for creative display of items from the adult collection.

Furnishings:

- ●Adustable metal shelving with end panel display fixtures with adjustable spot lighting.
- ●Overhead lighting sufficient for reading spines and small call number labels.

Equipment:

- ●PAC station
- ●2 book trucks for print items no longer in use
- ●rolling stepstools

Close Proximity To:

- ●Reference / Public Access Computer
- ●Reading Room / Periodicals

Distant From:
Architectural Features:

- ●Stacks spaced at a minimum of 36”
- ●Clear sight-lines from a staffed area (e.g. Reference and/or Circulation).
- ●Overhead lighting is adequate for reading in all aisles and appropriate for quickly scanning book titles and small call number labels on book spines.
- ●Signage can easily be changed to reflect shifting of the collection.

Designation: **Local History Room**

Square Feet: 225
Occupancy: Public: 4 Staff: 1 (if assisting patrons)
Seating: Table seating for 4
Shelving / Storage Capacity:

- ●Adjustable metal shelving appropriate for an archival setting. Capacity for 500 items including additional space for oversized items to be stored flat.
- ●Flat-file cabinet for paper artifacts.
- ●Steel file cabinets for letter sized documents.

Functions:

- ●Secured area for storage and consultation of local history publications, documents and artifacts.
- ●Work area with computer, flatbed and slide scanners and printer allow for small scale digitization activities.
- ●Visiting researchers use the space with reasonable supervision to consult genealogical databases and publications.

Furnishings:

- ●1 locking glass display case or cabinet
- ●Reading table with 4 table seats

Equipment:

- ●1 computer for use by staff or researcher
- ●1 flatbed scanner
- ●1 slide scanner
- ●1 printer
- ●Telephone

Close Proximity To:

- ●Reference
- ●Reading room / Periodicals
- ●Reference / Public Access Computers
- ●Director's office

Distant From:

- ●Children's Room
- ●busy areas
- ●potential humidity or temperature fluctuations.

Architectural Features:

- ●Door with lock and window
- ●Temperature and humidity controls
- ●Proximity to Director's office and reference area allow researchers to use resources for

prolonged periods with staff nearby.
●Line of sight from reference desk into Local History Room.
●Lighting (both natural and artificial) should be appropriate to the longterm storage and preservation of archival materials.

Youth Services

Designation: **Children's Room**
Square Feet: 1,800
Occupancy: Public: 40 Staff: 2
Seating:
- ●24 stacking children's sized table seats
- ●4 youth table seats
- ●6 upholstered lounge chairs
- ●4 youth computer chairs

Shelving / Storage Capacity:
- ●13,500 print items of varying sizes, formats and for ages 0 – 12
- ●600 audio items
- ●600 DVDs
- ●Book bins that allow for “cover out” shelving of picture books

Functions:
- ●Circulation of children's materials
- ●Reference and research help for children
- ●Children's collections stored and displayed
- ●Children's programming, story-times and activities
- ●Youth computer access

Furnishings:
- ●4 art / activity tables
- ●24 stacking children's table chairs
- ●wooden table for homework, games, reading
- ●4 youth table chairs
- ●Computer table for 4 public computers
- ●Upholstered low-backed lounge seating
- ●Magazine display and storage for back issues
- ●Bulletin board
- ●Train table with storage underneath
- ●Children's playhouse
- ●Aquarium

Equipment:
- ●2 staff computers
- ●2 barcode scanners
- ●network printer / scanner / fax
- ●4 public computers
- ●2 book trucks
- ●Telephone
- ●Water fountain

Close Proximity To:

- ●Youth Services Office / Workroom
- ●Family friendly restroom

Distant From:

- ●Reading Room / Periodicals
- ●Local History

Architectural Features:

- ●Distinct functional zones of Children's room to accommodate different activities, collections and user ages.
- ●Craft activity space with easily maintained, durable flooring
- ●Toddler area dedicated to play and discovery, storytelling and exploration. Soft surfaces, interactive toys and furniture.
- ●Older children's area for emerging readers 6 and up.
- ●Neutral, restful colors throughout (blues and greens)
- ●Thematic elements kept to a minimum
- ●Incorporate windows for natural light and view of exterior.
- ●Diffused overhead lighting
- ●Good task lighting and reading lights in seating areas.
- ●Sizable area dedicated to book display, particularly picture books for younger children.
- ●Family friendly restroom with changing table.
- ●Possible adjoining outdoor garden area / patio for outdoor activities

Designation: **Young Adult Room**

Square Feet: 600

Occupancy: Public: 12 Staff: 1

Seating:

- ●3 computer chairs
- ●5 table seats
- ●4 upholstered lounge chairs

Shelving / Storage Capacity:

- ●Adjustable perimeter and mobile shelving to accommodate 5,700 print volumes, 300 audio items, and 300 video items.

Functions:

- ●Teen patrons gather to study, socialize, relax, play games, use the internet, and browse the young adult collection.

Furnishings:

- ●Service desk
- ●Long desk or bench for 3 patron computers
- ●3 computer chairs
- ●Round table with 5 table seats
- ●4 upholstered lounge chairs
- ●2 end tables
- ●Low coffee table
- ●2 bean bag chairs

Equipment:

- ●1 Staff computer

- ●1 Network Printer / Scanner / Fax
- ●3 Patron computers
- ●Telephone
- ●LCD projector
- ●Retractable projection screen
- ●White board

Close Proximity To:

- ●Children's / Young Adult Workroom

Distant From:

- ●Periodicals / Reading Room
- ●Local History
- ●Reference

Architectural Features:

- ●Comfortable lounge-like space
- ●Balances visibility into space from Children's / Young Adult Workroom and Reference or Circulation and a sense of privacy for teen patrons in the space.
- ●Acoustic controls to minimize sound outside of this area.
- ●Multifunctional space that can be re-arranged for programming, meetings, and other events.

Staff Areas

Designation: **Circulation / Interlibrary Loan / Technical Services Workroom**

Square Feet: 400

Occupancy: Public: 0 Staff: 3

Seating: 3 rolling office chairs or stools

Shelving / Storage Capacity:

- ●Metal shelving for the temporary storage of as many as 200 new items in-process, 200 interlibrary loan items, 100 miscellaneous items

Functions:

- ●This is a multipurpose staff-only area adjacent to the Circulation / Information Desk
- ●Clerical tasks associated with circulation (e.g. phone calls, etc.).
- ●Sorting, routing incoming and outgoing items for interlibrary loan.
- ●Order placement.
- ●Receiving, unpacking deliveries of new items and supplies.
- ●Copy cataloging.
- ●Processing of new items.
- ●Corrective cataloging or repair of old items.
- ●Deaccession of items no longer needed in the collection.

Furnishings:

- ●Large counter workspaces at desk and standing heights
- ●Cabinets

Equipment:

- ●2 staff computers
- ●2 barcode scanners
- ●Networked printer, scanner
- ●Fax machine

- ●Paper cutter
- ●Book trucks
- ●Telephone
- ●Network hardware

Close Proximity To:

- ●Circulation / Information
- ●Lobby
- ●Staff Break Room
- ●Staff Restroom

Distant From:

Architectural Features:

- ●Large walk-in closet for C/WMARS network hardware with ample storage space and room for shelving.
- ●Ease of access to built in book drop near front entrance.
- ●Optimally incorporates an emergency exit / secure delivery entrance nearby
- ●Overhead and task lighting
- ●Workroom should incorporate significant transparent elements to allow circulation desk activity to be monitored from inside the room

Notes: Several integral library functions take place in this room, as such there should be adequate work space to maintain multiple simultaneous work flows.

Designation: **Director's Office**

Square Feet: 200

Occupancy: Public: 3 Staff: 1

Seating:

- ●1 rolling desk chair
- ●Table seating for 3

Shelving / Storage Capacity:

- ●Built-in floor to ceiling shelving unit with adjustable 36” width, 10” depth shelves
- ●Storage closet

Functions:

- ●Administrative tasks and meetings with members of the public, staff, town officials.
- ●Private space for sensitive or confidential communication.

Furnishings:

- ●Desk with computer workstation
- ●Table lamp
- ●Floor lamp
- ●File cabinets
- ●1 rolling office chair
- ●3 padded chairs
- ●small conference table

Equipment:

- ●1 staff computer
- ●printer/fax/scanner
- ●Telephone

Close Proximity To:

- ●Reference
- ●Reading Room / Periodicals
- ●Local History Room
- ●Circulation / Technical Services Workroom

Distant From:

- ●Children's Room

Architectural Features:

- ●Soundproofing for confidential or sensitive conversations or phone calls.
- ●Exterior window.
- ●Window with door for visibility in and out of the office

Designation: **Staff Break Room**

Square Feet: 250
Occupancy: Public: 0 Staff: 4
Seating:

- ●4 Table seats
- ●2 upholstered chairs

Shelving / Storage Capacity:

- ●Built in cabinets for common kitchen items and food storage

Functions:

- ●Staff-only area for breaks, meal preparation and small staff gatherings.
- ●Personal items can be stored here.

Furnishings:

- ●Dining table
- ●4 chairs
- ●2 upholstered chairs
- ●2 floor lamps
- ●Counter top for food preparation
- ●Staff lockers / storage

Equipment:

- ●Refrigerator
- ●Microwave
- ●Stovetop
- ●Sink
- ●Coffee Maker
- ●Water cooler

Close Proximity To:

- ●Circulation / Technical Services Workroom
- ●Staff Restroom
- ●Youth Services Office / Workroom

Distant From:
Architectural Features:

- ●Exterior, opening window for natural light and air.
- ●Exhaust fan to clear cooking smells from the room.
- ●Small storage closet

Designation: **Youth Services Office / Workroom**
Square Feet: 300
Occupancy: Public: 0 Staff: 2
Seating: 3 rolling office chairs
Shelving / Storage Capacity:

- Adjustable metal shelving to accommodate new library items in process, library items set to storage, library supplies, art supplies, games, puzzles, etc.

Functions:

- Repair and processing of juvenile and young adult materials.
- Preparation for youth programming.
- Meetings of youth services staff and volunteers.
- Secure storage of programming supplies (art supplies, games, story-time items, puppets, qrc).
- Monitoring of activity in the Children's Room and Young Adult Room.

Furnishings:

- 2 countertop computer stations
- Under-counter cabinets with locking doors
- 1 work table
- 3 rolling office chairs
- Filing cabinet

Equipment:

- 2 staff computers
- 1 network printer/scanner/fax
- 2 barcode scanners
- Telephone
- Paper cutter
- Work sink

Close Proximity To:

- Children's Room
- Young Adult Room

Distant From:

- Architectural Features:
- Work sink for clean-up of art projects.
- Adequate overhead and task lighting.
- Excellent visibility into Children's and Young Adult rooms.
- Office acts as a buffer and staff pass-thru between Children's and Young Adult areas, which have individual entrances.

Meeting and Multi-function Areas

Designation: **Entrance / Lobby**
Square Feet: unassigned
Occupancy: Public: Staff: 0
Seating: 3
Shelving / Storage Capacity:

- Wall mounted display case

Functions:

- Unobstructed flow of traffic in to and out of the library.
- Clear view into the library.
- Locked book drop (with separate slots for print and A/V items), which can be cleared from inside the building.
- Signage orients users to the layout of the library.
- Friends of the library display.
- Donor recognition plaque or display.
- After-hours access to meeting room.
- Limited seating for patrons awaiting transportation from the library.
- Community postings on bulletin board

Furnishings:

- Durable, easily cleaned floor mats
- Community and Library bulletin boards
- Comfortable bench
- Display case with lock

Equipment:

- Spring loaded carts for book and A/V returns
- Water fountain

Close Proximity To:

- Restrooms
- Circulation
- Large Multipurpose Meeting Room

Distant From:

- Children's Room

Architectural Features:

- Entrance doors easily seen from parking area
- Clear sight-lines from lobby out to the parking lot entrance and/or parking lot
- Well-lit space
- Durable, no-slip flooring, easily cleaned and colors chosen to lessen visible dirt from foot traffic
- Lockable closet for exterior items which need to be close at hand (snow shovels, ladder, ice melt, etc.)

Designation: **Self Service Copy / Print Business Center**

Square Feet: 100
Occupancy: Public: 2 Staff: 0
Seating: none
Shelving / Storage Capacity:

- ●Desktop shelves or cubbies for storage of necessary items like staplers, pencils, hole punch, small paper cutter.
- ●Storage cabinet with lock for printer paper, toner, etc.

Functions:

- ●Self service access to coin operated copier, fax, scanner and counter space to organize and accomplish small tasks like collating documents, preparing mailings, etc.

Furnishings:

- ●Flat counter with storage for office items.
- ●Oversized anti-fatigue standing mat.

Equipment:

- ●Commercial quality copier with scanning / faxing functionality.
- ●Miscellaneous office items

Close Proximity To:

- ●Circulation
- ●Reference

Distant From:
Architectural Features:

- ●Proximity and clear sight-lines to staffed areas in case of technical difficulties or need of replacement supplies.

Designation: **Study / Meeting Room**

Square Feet: 100
Occupancy: Public: 4 Staff: 0
Seating: 4 table seats
Shelving / Storage Capacity: N/A
Functions:

- ●Small room with door for private study or meetings of two to four people

Furnishings:

- ●Meeting table
- ●4 Chairs
- ●Wastebasket

Equipment:

- ●White board

Close Proximity To:

- ●Reference
- ●Local History
- ●Periodicals / Reading Room

Distant From:

- ●Children's Room
- ●Young Adult Room

Circulation

- ●Architectural Features:
- ●Visibility into and out of study room.
- ●Multiple outlets for laptops and other devices
- ●Door can be locked by staff from the outside with a key (not from the inside)

Designation: **Large Multipurpose Program Room / Kitchen**

Square Feet: 850
Occupancy: Public: 75 Staff: 1
Seating:

- ●75 stackable chairs for large events

Shelving / Storage Capacity:

- ●Locking cabinet for audio-visual equipment.
- ●Multiple cabinets in kitchenette for storage of food and other items.

Functions:

- ●Large adaptable space for community and library events, lectures, concerts, exhibits.

Furnishings:

- ●75 stackable chairs
- ●5 folding tables
- ●Lectern
- ●Kitchen furnishings: counter, cabinets, refrigerator, stove

Equipment:

- ●LCD projector
- ●Retractable projection screen
- ●Public address system with 2 stand-mounted speakers
- ●microphones

Close Proximity To:

- ●Lobby
- ●Restrooms
- ●Circulation

Distant From:

- ●Quiet areas

Architectural Features:

- ●Durable, weather resistant flooring that is easily maintained.
- ●Space is accessible after hours while the rest of the facility is locked.
- ●Access to restrooms when library is closed
- ●Locking closet for storage of chairs, tables, other items.
- ●Kitchenette behind pocket doors allowing space to open out for easy access and demonstrations.
- ●Separate thermostat
- ●Window treatments to allow lighting to be dimmed during daylight hours.
- ●Numerous electrical outlets.

Designation: **Custodial / Maintenance**

Square Feet: unassigned
Occupancy: Public: 0 Staff: 1
Seating: 1 chair or stool
Shelving / Storage Capacity:
Adjustable metal shelving appropriate for custodial supplies, maintenance items, tools
Wall racks for hanging mops, brooms, shovels, other maintenance items.
Functions:

- Storage and workroom for custodial / maintenance staff.
- Filling / emptying mop buckets.
- Assembly of furniture or other library equipment.

Furnishings:

- Workbench
- Stool
- Work lamp

Equipment:

- Work sink
- Step ladders
- Trash / recycling receptacles
- Vacuum
- Shop Vac
- Furniture dollies
- Tools

Close Proximity To:

- Restrooms
- Mechanical / Furnace area

Distant From:

- Quiet areas

Architectural Features:

- Wide, locking door for moving large furniture or equipment
- Floor drains
- Appropriate overhead and task lighting

Designation: **Friends of the library Office / Storage / Book sale**

Square Feet: 150
Occupancy: Public: 6 Staff: 2 (volunteers)
Seating: 2 table/desk seats
Shelving / Storage Capacity:

- Adjustable metal shelving to accommodate 500 sale items.
- Additional storage space for boxed items.

Functions:

- Ongoing sale of donated / deaccessioned items overseen by the Friends of the library.
- Sale items shelved and attractively displayed
- Donated items are sorted

Furnishings:

- 1 desk
- 2 rolling office chairs
- 1 sorting table
- Bulletin board

Equipment:

- Telephone

Close Proximity To:

- Circulation
- Lobby

Architectural Features:

- Secure, lockable space
- Appropriate overhead and task lighting

APPENDIX A

PUBLIC INPUT

The library Planning and Design Committee made a concerted effort to solicit public opinion throughout the creation of the Building Program. Ultimately, the Town of Hadley, through Town Meeting, will have to approve any renovation project involving the library, so it was important for the Planning and Design Committee to take the thoughts of the community into consideration from the very beginning.

Accordingly, there were three connected opportunities for the public to contribute to the effort, between October 2014 and January 2015.

THREE WORDS

In early October 2014, the Planning and Design Committee launched the Three Words project. Residents of Hadley and visitors to the Goodwin Memorial Library were invited to submit the "three words" which best captured the Goodwin for them. These words could be positive or negative and the project was meant to increase community awareness of the library and to get people thinking about what the library represented to them. The project was advertised on the library's Facebook page, through a town email blast, through signs in the library, and through word of mouth. Slips of paper to collect the information were available at the library as was a drop-box for responses. Data collection continued for three weeks.

During the three weeks, 123 people participated in the Three Words project and submitted 371 words. The results, appearing above, were shared the first week of November 2014 through the library's Facebook page, the Planning and Design website, and through the creation of a large-scale poster which was placed inside the library near the circulation desk.

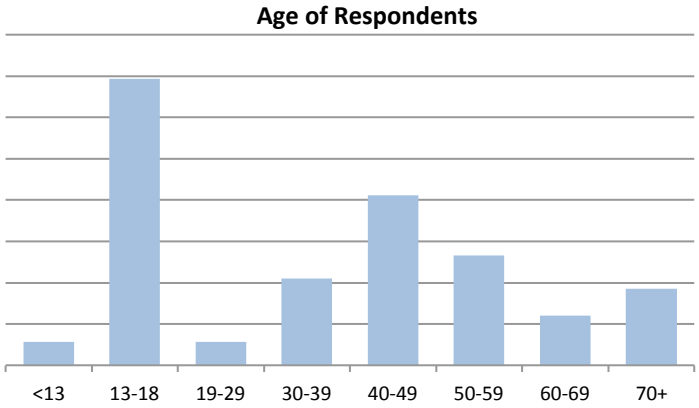
Overall, the theme of the Three Word project was a feeling of a friendly, helpful, and welcoming library focused on books and a place for fun. The community considers it quiet, quaint, comfortable, cozy, small, historic, charming, and old. It is not clear from this project whether the community considers these positive traits or negative traits, but it provided a good backdrop for the further analysis of the library as seen through the eyes of the public. It also served as an excellent venue to get the community involved in thinking about the library and to increase public awareness of the Planning and Design efforts.

COMMUNITY SURVEY

The next step in the collection of public input was the launch of a Community Survey on November 21, 2014. The survey was available on-line and on paper (see Appendix). It was advertised on the library's Facebook page, the Planning and Design website, on a local blog, through a town email blast, and through word of mouth and personal email lists. Paper copies were sent home in the backpacks of students at Hadley Elementary School, distributed through the Senior Center and at the Town Hall, and given to all students at Hopkins Academy in their homerooms. Those who took the survey on paper could return the surveys in person to drop-boxes in the library, the Senior Center, or in Town Hall or could mail the survey back to the library (address was included). The survey closed on January 5, 2015.

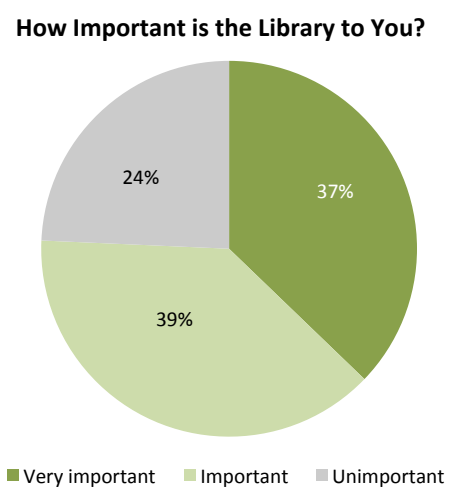
The survey solicited public input on the collection, the physical space in the current library, the possibility of having a large public meeting space in our library of the future, and the desired location of the library for the Town of Hadley. Open-ended comments were also solicited. Respondents who wished to be included in the drawing for 5 prizes of a $25 gift card to Barnes and Noble could leave their contact information. There were 306 respondents to the survey, 154 of whom responded on paper and 152 of whom responded on-line. Prize winners were drawn at random from among the 101 respondents who submitted contact information and were awarded their prizes by the first week of February 2015.

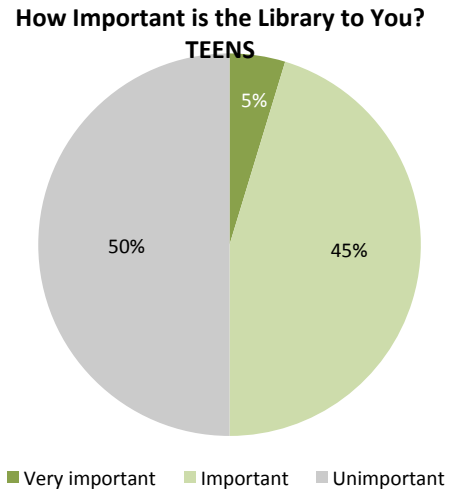
Results of the survey were presented at two public forums (see Public Forums section below), and made available on the town website, the Planning and Design website, on the library website, and in paper copy at the library (see Appendix). The results were summarized in a one-page handout and also available through the slideshow presented at the public forums.



The respondents to the survey were overwhelmingly female (71%) and the average age of respondent was 37. Seventy-eight percent of respondents had children under 18 in their households. Perhaps due to the distribution of the surveys during homeroom at Hopkins Academy, the largest group of respondents were teens age 13-18 (35%). This was followed by residents age 40-49 (21%).

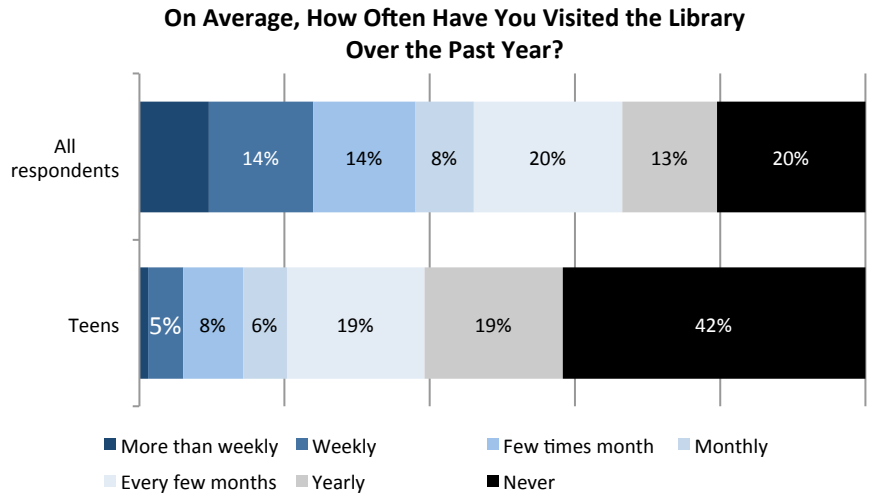
One significant finding from the survey is that the teen responses often differed from the responses of residents in other age groups. Where those differences are notable, results will be shown for respondents overall and for teens separately.





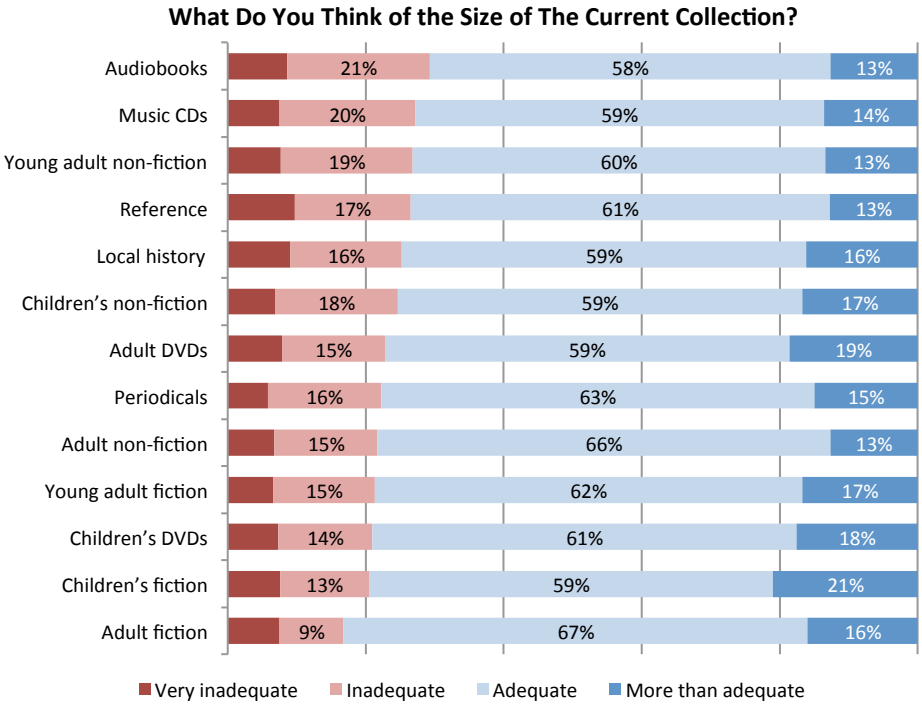
Seventy-six percent of respondents (but only 50% of teens) said the library is "important" or "very important" to them. The most striking difference by age is seen in the category "very important" where 37% of all respondents said the library was "very important" versus only 5% of teens. One resident during a public forum said "the survey suggests that many of the teens

hadn't been to the library over this past year, probably because there isn't space for them." This may also explain why they don't think the library is important to them.



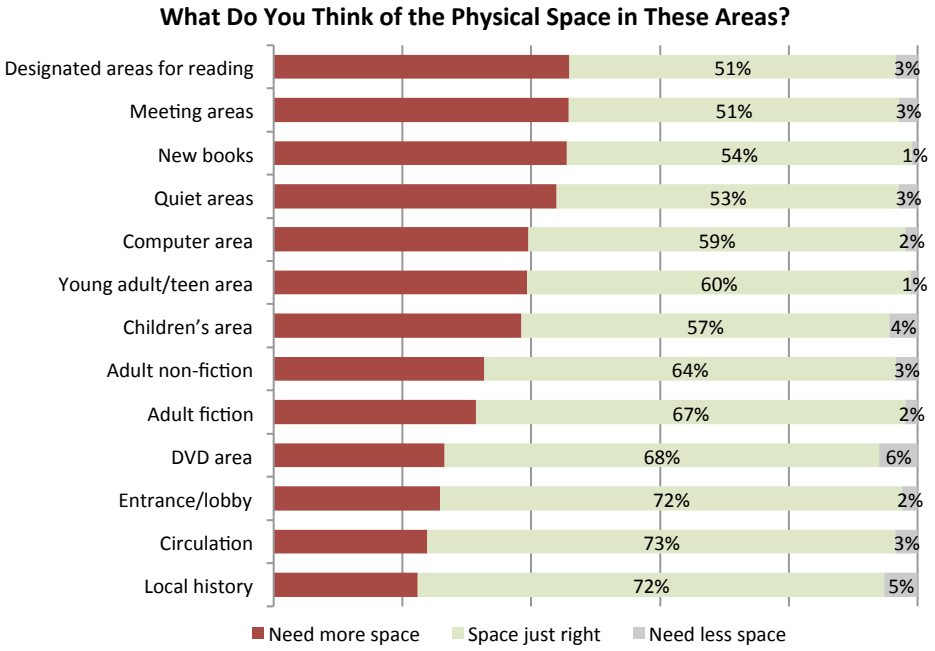
Teens were over twice as likely to report that they had never visited the library over the past year (40%) than all respondents (20%). Overall, 24% of respondents used the library at least weekly (versus 6% of teens) and 48% used the library at least monthly over the past year (20% of teens).

When asked to comment on the size of the current collection at the Goodwin, respondents were most likely to find the audiobooks and music CDs inadequate and least likely to find the adult and children's fiction inadequate. In fact, 21% of respondents stated that the children's fiction collection was "more than adequate."

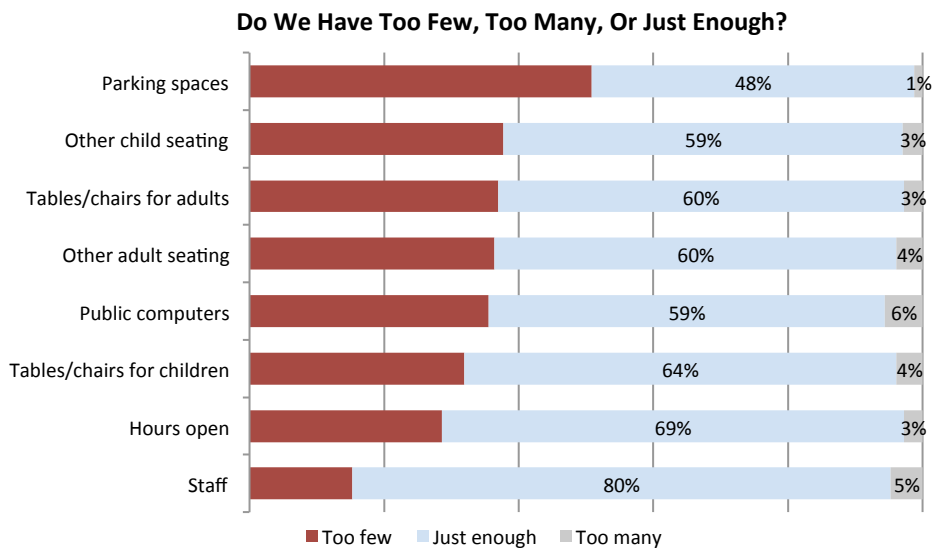


Overall, respondents were more likely to find the non-fiction collections inadequate than the fiction collections. One comment at the public forum suggested that this may be a function of the non-fiction collections being largely housed in the basement whereas the majority of the fiction collections are housed on the main floor of the library. The staff of the Goodwin was not surprised by the results of this question; the responses from the community dovetail nicely with their own knowledge of which aspects of the current collection are less than adequate. Teen respondents were most likely to say that the children's fiction, children's DVD, and young adult non-fiction collections are very inadequate.

When asked about physical space, 46% of respondents thought the library needed more space devoted to designated reading areas and to meeting areas. Areas which received fewer responses of "need more space" include the local history area (22%) and circulation (24%). Six percent of respondents thought the library needed less space for DVDs and 5% thought it needed less space for local history, but overall there were very few respondents who suggested that less space was needed in the library.

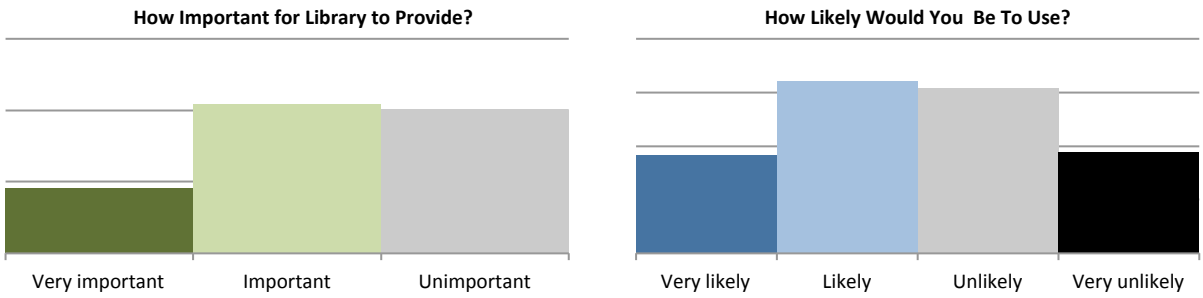


Unlike the case with the description of the collection, teens weren't necessarily any different than respondents overall when it came to their thoughts on space. There were, however, some significant differences by age with respect to space. Overall, older respondents (ages 60+) were more likely to report that the library needed more space for adult non-fiction, quiet areas, circulation, meeting areas, and computers. Young people (including teens) were surprisingly least likely to report that the library needs more space for young adults and children!



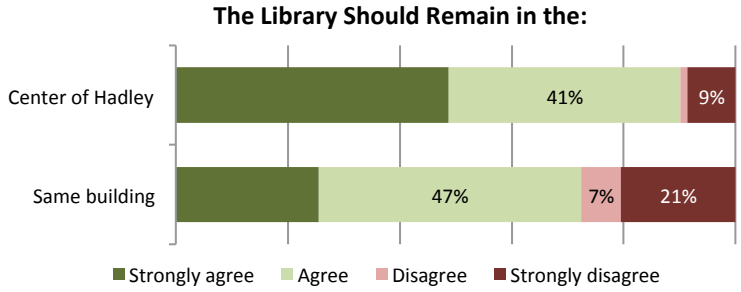
The majority of respondents (51%) thought that there were too few parking spaces available at the Goodwin. "Other seating," both for children and adults, received relatively high responses of "too few." There are, currently, few seating options rather than tables and chairs in the Goodwin. Only 15% of respondents thought the current library had too few staff. The oldest respondents were more likely to say there were too few parking spaces and too few tables and chairs for children. Teens were not an outlier in their responses to this set of questions.

Residents next weighed in about the library of the future providing a large (capacity for 75-100 people) meeting space that would be available to the public. They were asked how important it was for the library to provide this space and—if the space were available—how likely they would be to use it.



Sixty percent of respondents thought it was important (or very important) for the Hadley library of the future to provide such a meeting space. Slightly fewer respondents—50%—reported that they were likely to use that type of space if provided. Teens and other young people were least likely to say they were likely to use the space, possibly because they are one of the few groups in town with ready access to public space—through the schools—for most of their group activities.

Finally, the survey delved into the question of the location of the library in Hadley. Residents were asked to indicate their level of agreement with whether or not the library should remain in the same building and then if it should remain in the center of Hadley.



Respondents overwhelmingly agreed that the library should remain in the center of Hadley (90% with 49% saying they agreed strongly) and the majority (73%) felt that the library should remain in the same building. Differences by age group suggest that the oldest and youngest respondents were more likely to agree with both statements while middle-aged respondents were least likely to agree with both. This topic—key to the planning for a renovated library—was investigated further during the public forums.

Eighty-seven respondents provided additional feedback through the open-ended question "What else should we keep in mind as we plan for our library of the future?"

space
Hadley
town
need
room
community
think
love
Goodwin
new
school
books
current
center
access
areas
needs
reading
use
area
children
keep
feel
future
meeting
technology
important
better
book
accessible
family
just
kids
CWMARS
collection
wonderful
really
students
make
meet
expand
hours
nice
group
Meeting
Hopkins
historic
fantastic
outdoor
basement
modern
electronic
libraries
small
Thank
much
Children's
parking
way
possible
local
schools
DVDs
people
also
hold
week
well
resources
historical
buildings
Always
needed
many
like
study
Center
Need
see
events
Keep
place
available
children's
programs
groups
convenient
apples
original
inside
adequate
fine
perfect
charm
classes
second
entire
staff
past
years
solution
welcoming
Please
Children's
next
helpful
work
quiet
preserved
materials
computers
things
Hadley's
accessibility
especially
history
table
free
old
adults
essential
digital
location
bit
awesome
know
given
want
go
something
get
may
parking
serve
series
collections
little
residents
play
great
find
provide
easier
Thank
Please
Hopkins
Meeting
staff
entire
second
past
solution
welcoming
get
may
Center
study
large
many
like
kids
CWMARS
collection
wonderful
really
students
make
meet
expand
keep
children
areas
needs
center
access
new
see
events
Keep
place
available
children's
programs
groups
convenient
apples
original
inside
adequate
fine
perfect
charm
classes
second
entire
staff
past
years
solution
welcoming
hours
nice
group
Meeting
Hopkins
historic
fantastic
outdoor
basement
modern
electronic
libraries
small
Thank
much
Children's
parking
way
possible
local
schools
DVDs
people
also
hold
week
well
resources
historical
buildings
Always
needed
many
like
study
Center
Need

The responses to this question were coded into categories, with responses from one individual sometimes falling into multiple different categories. Many residents offered their design ideas, many of which fell into the category of "historic preservation" and focus on including the current building into the future design of the library. Many people commented on the need for an improved space for children and the need for accessibility throughout the library. There were a number of comments about holding more events and programs, often tied into the desirability for public meeting space, both large and small. The responses are provided here verbatim, sorted by category of response.

Books

- Continue being up-to-date on new and popular books, as well as required reading books for Hadley's elementary school and Hopkins Academy.
- Do not own any books
- More books
- Please keep BOOKS.
- We need more books!

DVDs/CDs

- Continue to expand multimedia offerings. For example I would like some "Great Courses" DVDs available.
- In the field of DVDs: We should hold the entire series (all available DVDs) for any specific series we choose to hold. i.e.: If there are 5 years of a TV series on DVD we should have all 5 years on the shelf, not just years 2,3, 5.
- Music CDs--Metal CDs

Technology

- Don't over-invest in physical plant given the change-over to electronic media that is underway. It's possible that traditional libraries as we know them may no longer exist by the second half of this century.
- I rely on CWMARS for access to books not held by Goodwin Library. We don't need to have every book but should maintain access to all books via CWMARS. Goodwin needs to provide adequate staffing to meet the time demands of the CWMARS service.
- Looking to the future in technology, we must keep up with the latest, while maintaining printed matter in the form of 'the book'. Many folks including elementary school age children and adults continue to prefer the periodicals, and books in the paper form. Research indicates using technology for reading can adversely affect the eye and brain. Thank you for all you do to keep the library a fantastic and pleasant place to visit and borrow materials.
- Maintain and expand electronic access and CWMARS. That's the future.
- Make it easier to contact the library via email (I know, that's in process, and by the way, you shouldn't be charged for your email accounts). There's increased use of digital media (audiobooks and ebooks) and so there should be better guides to the CW/Mars resources.

Yes, not your purview, but unfortunately also your problem because it's a problem for your patrons. Also I expect you're aware of that :).

- Perhaps more technology - kindles that can be signed out etc. especially for poorer families...staying current with technology and other advancements while keeping the small town, real paper book feel.
- Three things, in order of priority: 1) One in four children at our schools are considered living in poverty, according to a recent family engagement study conducted the Hadley Public Schools. As teachers become versed in the adoption of technology, students without access to home computers and an Internet connection should find the library to be an accessible solution. As a student, I would want a quiet and semi-private small space to focus, rather than the main areas where computers are presently located. Increased hours to serve this demographic would also be essential. 2) An important trend driving learning at all ages is the inclusion of a makerspace at the public library (http://oedb.org/ilibrarian/a-librarians-guide-to-makerspaces/). Economies of the future will depend on our children and adults, alike, understanding how to make things with the inexpensive tools now available to innovate, prototype and manufacture at small scale. Simple maker space tools along with a digital library of 3D plans are making their way into many of our nation's libraries. From agricultural innovation to crafts, Hadley's citizens could be on the forefront of the pioneer valley's maker movement.
- Vastly increase electronic resources including digital loans to users' Kindles and tablets, in-library computer terminals, and database subscriptions. Physical books can always be gotten from Interlibrary Loan—and frankly the Goodwin will never be able to meet my rather esoteric needs... I see the Goodwin's future as Hadley's data center, not so much a traditional library.

Children

- A kid's room!
- Children's activity area. After school programs for teens.
- Children's room!
- Let's not wait to get the "perfect" library to make improvements. A clean, comfortable kid's room is essential in short term.
- More overlap with school libraries if possible. The summer reading for kids is awesome!
- We need a children's room
- We need a children's room with destination to meet with other parents. Need a play table, eating table, train table, small playhouse with a kitchen and book shop. Need entire basement dedicated to kids.
- We need a REAL children's room!!! Downstairs would be fine, but it would be best if we could use the back door to go in and out (sometimes we do this after storytime). The stairs are really narrow and steep for my three little ones!
- We need a specific room just for children. Playhouse, play table, meeting destination for parents with children.
- Would love to see a separate and enlarged children's area.

Teens

- After school programs for teens.
- I love the library. I would love to get the library more involved with the schools and have an area where middle and high school students can study.
- Modernize the library a little bit; make it more teen-friendly
- More welcoming environment; better reference area with more materials, kids from Hopkins can use that after school.
- Programs for teens/young adults

Local History/Genealogy

- More local history resources. Resources for Genealogy/Genealogists Ability for Staff to assist in genealogical questions/assistance to patrons
- The library could serve as a central collection point for historical and genealogical records wrt Hadley. Although my family was in Hadley before the Revolutionary War, I was affronted by the outrageous cost for accessing information on them thru the Hadley Historical Society.

Hours

- Hours--Sunday? Earlier on Monday and Friday
- More consistent hours
- More evening and weekend hours.
- The extra hours have been great!
- Would be convenient if you could be open Sunday PM. (close another day?)

Parking

- More parking areas.
- Need more parking.

Restrooms

- I think there should be two bathrooms.
- I think you should have more toilet areas
- Would love to see a better restroom and a basement that isn't so creepy and where you have to watch out not to get hurt.

Accessibility

- Accessibility for mobility-impaired. Those doors are just awful!

- Accessibility is essential; modifications made to date have been fantastic. To be sure, an accessible bathroom is vital, as well as accessibility to the entire collection is necessary to meet requirements of the ADA.
- Accessible bathrooms & use of large space on 2nd floor-if remaining in same building (probably not possible I realize)
- Handicap access.
- I have answered these questions with the present space in mind - however I am not sure that the present space can fill the needs! If there was to be an elevator for the vacant space left by the Historical Society, that could really provide plenty of room for changes.
- Maintenance, access
- More handicap accessibility would be good if financially feasible. Goodwin Memorial Library is a wonderful resource for the town and we should use it and support it as much as possible. Thank you to all!
- Need handicap accessibility and links to Senior Center and schools to provide services needed.
- Need to make second floor handicapped accessible and expand. Should make the lower level appropriate for usage. More convenient parking lot accessibility.

Events/Programs

- I hadn't thought of a film club previously, but I think it would be wonderful to be able to show movies with discussions.
- I loved the concert last week. More of this! Please (music)!
- Loved the outdoor fire making and rustic weapons that you did last fall or spring (?) - But Wolf Tree. The drumming was also very cool
- More awesome events! Social activities for kids. Kids book club.
- More groups
- More variety of classes offered. I.e.: Tai Chi Local Authors programs
- Programs for all ages.
- Welcoming events (preferably free or free with a donation of something) might help bring more people in and becoming familiar.

Public Meeting Space

- I really like the idea of a large community space.
- [Meeting space] would be very nice for town to have available
- Community space is critical! We need space for regular community group meetings, especially that can be broadcast on TV-5 (or whatever the new name is), classes, yoga, exercising. The library should expand to include the old Catholic church (when the vodka company goes away) and connect it. Perfect solution! I am so grateful to the Friends of the library for all the work you do.
- I do not think the library should be designed for large group meetings for the community - this will place many demands on the infrastructure, labor for cleaning etc. - there are other venues in town for community space for non-profit groups. It is helpful to think about

groups for student study groups to meet - and not create noise or impact other activities. Thanks for the current expansion of hours and the new more welcoming atmosphere
- Meeting room needed.
- Program space. Meeting space. Display areas for exhibits.
- Public events such as lectures, film screenings, and musical performances. Space/infrastructure for fundraising events for the library and other organizations/causes.
- Small meeting room--knitting group
- The biggest thing I would change is the adult fiction area. It can be very hard to search for a book if people are sitting at the table.

Outdoor space

- A nice outdoor space for library events, reading under a tree, and ways to park bicycles are important too.
- Landscaping and outdoor seating areas.
- We definitely need more space for children to play. If possible outdoor playground for Hadley residents.

Historic preservation

- All of the historic features of the library should be preserved. If the town wants to build a new, larger library in a new location, that is fine as long as the original building is preserved.
- I absolutely love the feel, heart, and soul of the current library. While a "new" space would undoubtedly have a lot of amenities, it wouldn't have the same fantastic feel of the current building. I'd recommend a wholesale retrofit of the current building over a new location, even if it costs a bit more.
- I love the charm of our library but see the need for more space. CWMARS makes it easier for a small town to not need to house all the books we want!
- I would hate to lose the charm of the Goodwin building - I have been in many new area libraries (both town and academic, built within the past 10 years) and though the space, light, and accessibility are nice, they do not hold the warmth or charm of the current library. I find that the modern architecture does not feel as welcoming or relaxing. I hope that the building committee will consider the value of the history in the Goodwin. Thank you.
- It's a beautiful building in the center of our historic town. It's been well maintained given the limited budgets over the past years. I think it's important to keep the library in the center of town and convenient to students in the local schools. I hope future plans for the library will not necessitate abandoning this wonderful building.
- Keep the building; use the second floor for more space!
- Keep the historic building. Renovate the inside. The upstairs where the historical society was should be a meeting/exercise area (fencing classes/yoga classes/Pilates/dance/etc.—I would teach classes!)... it's important there be a common community space-cum-warm safe place where kids can sit do their homework and papers, and that it remain in the center of town.
- Keeping the library in the original building is important to me. I am the 3rd generation of my family to be born and raised in Hadley, and feel very strongly that the current building remains the library.

- Membership in CWMARS system is really important; before that, I pretty much ignored the Hadley library in favor of the Jones where I could request and pick up any book or DVD etc. I was interested in. Now I do it here, which is much more convenient. I don't really have an opinion on how much space should be devoted to different aspects of the collection because of that... obviously to be a meaningful member of the system; Hadley needs to contribute its fair share to it (whatever that is determined to be). I also really love the old building and that it's in the center of town. I love that I can walk to it. If the library needs more space, I hope it can be somehow found in or near the existing building, maybe the old school building next door? I don't know.
- Modernize it a little bit inside
- Please keep the original space as it has such fond memories for so many residents. My ideal library would use Goodwin building as the entrance for families with reading chairs because the windows are fabulous and this is where the memories are. A new town center would be behind it as a modified Senior Center that would have an indoor ramp to the main library.
- Preserve the historic feel
- Remaining true to Hadley's past as well as its future. Don't forget "who" Hadley is and where we came from.

Design ideas

- The importance of the couch. The library should be a place where someone studying finds a quiet and comfortable corner where they might feel free to stay a while. Thanks for gathering community feedback.
- Bus and bicycle accessibility. Energy efficiency such as shade trees, solar panels, water efficient toilets, etc. Use of recycled, renewable, and or local building materials as well as local contractors.
- Hope to develop a number of interconnected spaces; some with fixed use; some with flexible use. The Sunderland, Massachusetts library is a good design. We should not fear moving to a new, more adequate building. A family with a barrel of apples in the cellar for the winter may start by eating the bruised apples first. The next week they eat a few apples that are starting to spoil. Then next week they find more apples that are past peak in freshness, so they eat these. By spring they have eaten rotten apples all winter. The Goodwin Library Structure / Building is not a rotten apple. However; it is safe to move to a new modern structure that will serve all ages and all interests.
- I would like to have a library that has space to expand the collection and designated space for children, teens, quiet areas, and meeting areas, yet have an open concept. I would like to keep the charm & warmth of the Goodwin whether it's by renovating & expanding the current building or building something new.
- I would like to see the building itself preserved and made fully accessible with an addition that connects it to Hooker School. Both buildings are worth saving AND renovating so that BOTH can be accessible to ALL of our community -- the 0-5 group (preK), children, teens, adults, elders, singles, marrieds, disabled, etc. It should be the library and Community Center. Hadley is proud of its history and I would be very opposed to tearing down the school and library for something brand new. I support getting grants to fully upgrade both

buildings AND connect them to make a really vibrant and wonderful town community center and library. Are you with me?

- I'm sorry that I could not give any answers about the collections. I am not as familiar with the collection as I have just started using the library. I am a very strong advocate for keeping our library and would like to see us increase our collections and improve the space. I think we would attract many more people if the space was more conducive to reading, relaxing, and study.
- It may be impossible to do all these things, but I hope the library can stay in its current location (or nearby in the town center), yet grow to offer more space (or have adjacent meeting space--maybe the solution lies in rehabbing the Hooker school for meeting space?). And it needs to be retrofitted for accessibility--this town is WAY behind on that mark. The staff does such an AMAZING job with collections and programming, given the limitations of space and budget--I'd love to see what our library could be if it had a little elbow room.
- Location is perfect -high school kids can just walk across from Hopkins to do their research- If only we could just have a modern building in the same spot!
- Look to other, similar, communities for ideas and inspiration, especially Sunderland and Granby. They have beautiful, accessible new buildings that draw lots of folks from the community for town events such as Movie Night and public talks. In my opinion, we need more space and space that is easier to access.
- Make the library coffee house??
- Maybe a bigger space; feels a little cramped in certain places
- More light from windows. I think I always need more space--bigger is better.
- Operational economics (staffing, heating/cooling, most economical way to provide for the needs of the town).
- Would also love to see that the Circulation desk was better for the staff members that work up front. And I think that the drop off box inside the library isn't big enough for all the books that my family seems to return on a weekly basis. Moving carts would/could work better! When a cart is full, move it out of the way. My family (5 people) loves the library and we think that the staff is wonderful! Always helpful, Always take the time to see if anything else is needed!
- You need a bigger library

Satisfied

- I think everything's just fine. The staff's great, friendly, and helpful. The computers are modern and run quickly. The space is good and the basement is clean. All in all, if I was rating it, I'd say 10/10.
- I think it is perfect right now.

Miscellaneous

- Always keep the residents in mind, and offer services that meet their needs.
- College students
- I answered the questions trying to think about why I tend to go to Forbes instead of Goodwin. It's because of the size of the space and the collection.

- I don't care
- It'd be great for the town of Hadley to have a new library so that I could check adequate for all the areas I've checked inadequate.
- I've never been to this library
- Keep out groups that restrict access to areas of the library, such as the knitter assassins
- Move slowly and evaluate needs as you go.
- Never been there
- Thank you for being awesome!
- The head librarian can be snarky, judgmental and impose 'rules' in unfair ways....and it makes me not want to go to that library very often.

PUBLIC FORUMS

The library Planning and Design Committee held two public forums to further solicit public opinion. The forums were scheduled for Monday, January 26, 2015 from 7-9PM and for Wednesday January 28, 2015 from 10AM-noon in order to provide multiple different time slots for community participation. The forums were advertised on the town web site, the library web site, the Planning and Design website, through email blasts, through signs in the library, and through word of mouth.

Snow days were reserved for both forum dates which was fortunate since the forums were held on the snowiest week to date in the year. Evening events in the Town of Hadley for January 26th began to be cancelled at around noon that day when schools also began announcing closings for the following day. Due to the cancellation of other events that evening, the Committee decided it was best to cancel the Monday evening forum and advertise the snow date of Thursday January 29, 2015 from 7-9PM.

Attendance at the first forum—January 28th—was sparse, with only 4 residents in attendance (not including members of the Committee). This was the day after the storm which may have contributed to the low turnout. Despite the low turnout, however, discussion was lively.

Attendance at the second forum—rescheduled to January 29th—was also sparse, with only 5 residents in attendance (not including members of the Committee). This forum was taped by Public Access TV and was available to the community at multiple times throughout the next few weeks.

The forums were structured with a slideshow presentation (see Appendix) which included the results of the survey, photographs of various aspects of both the Goodwin Library and of similar, new or newly-renovated area libraries, and discussion questions. Participants were also given a one-page handout with the survey results summarized on one side and a word cloud of the open-ended comments on the other (see Appendix C). Topics covered at the forum included:

- Survey results
- Collection adequacy
- Space in general
- Children's space
- Young adult/teen space
- Public meeting space
- Location of the library

During the presentation of the slides, the presenter paused at specific intervals to provide discussion time for the audience, with questions posed on a slide designed to stimulate conversation. Participants were invited to ask questions at any time and the Committee was available for ½ hour after each forum to answer any additional questions.

Participants in the two forums had only a few comments about the collection, and did not seem overly surprised with the results of that section of the survey. In particular, a number of participants commented on the relative expression of inadequacy with the non-fiction collections versus the fiction collections. A number of them wondered if that were because the non-fiction collections were largely located in the basement (which is not handicapped accessible) whereas the majority of the fiction collections were located on the main floor of the library.

On the topic of space in general, there were a number of comments about the lack of accessibility in the library and how hard it is to get around even the first floor of the library if someone is using a wheelchair or a walker. Similarly, many of the current library areas serve "double-duty" and it is difficult to browse or reach a book sometimes when people are using an area to have a meeting or are otherwise using a space. This is particularly true in the adult fiction room where the primary meeting table is located. Forum participants also expressed some desire for an area dedicated for quiet reading with comfortable chairs. The current fireplace room was suggested as a possible location.

There was general agreement among forum participants for the need for a separate children's space. Many would like to see the library's children's room as a destination space where there was a separate place to read and spread out. Ideally, this would be separate from adult space yet still maintain adequate lines of sight so parents can keep an eye out on their children while still accessing other areas of the library. One participant mentioned that the housing of the parenting books in the children's room in Sunderland was an attractive aspect of that children's room. Another participant mentioned that it might be nice to have a separate computer area in the children's space and that it was awkward—under the current configuration—to have adult computer use in the children's area.

Participants were similarly interested in creating a separate area for teens, suggesting that teens are possibly the most underserved segment of the Hadley population. Currently, the Hopkins Academy library is closed right after school and there is no public space for teens to meet to

study and socialize. A separate room for them in the library could provide that space and give them an area to spread out and work together on projects. One participant suggested putting the teen space in the basement of the current library. The library currently has no such space and one participant suggested that the large number of teens who took the survey and stated that they had not been to the library at all over the past year may be because there was no space for them now. Another barrier to teen use proposed by a forum participant is the relatively few evening hours the Goodwin is open. Currently it is only open one night until 8PM and two nights until 7PM. Perhaps longer hours in the evenings when teens tend to study would encourage more teen use.

The discussion of public meeting space at the forums brought up the lack of generally-available space in town, difficulties scheduling the meeting locations, and drawbacks to other meeting locations in town. There was generally agreement that the library would be a logical place for public meeting space for Hadley. It was also acknowledged that the library itself could use some large meeting space in order to conduct its own programs and events. All agreed that it was currently disruptive to regular library usage to have programming in the library during open hours. The library Director, when asked about public requests for space, reported that the staff gets 3 to 4 calls a week from people asking for meeting space and/or study rooms, neither of which are really available at this time.

Perhaps the liveliest discussion occurred around the topic of library location. In agreement with the survey, forum participants were in general agreement that the library should remain "in the center of town" which was roughly described as "at or near the corners of Route 9 and Middle Street." One participant suggested the possibility of creating a new building, or series of buildings, that could bring together the library, the Senior Center, and Parks and Recreation. Another participant wondered if there was another municipal building that would offer more physical space, and the Committee representative from the Municipal Building Committee mentioned that the former Russell School was ~10,000 square feet. A number of people wondered about the costs of a new building versus a renovation of the current building and thought the townspeople would want to see the comparative costs. The ongoing costs of maintaining and older building—and one on multiple levels that would require the expense of an elevator—were also mentioned. A resident who sent comments in in advance of the forums expressed hesitancy for any large-scale project, suggesting instead that a modest plan for accessibility—including an elevator—be planned instead, especially given the current unmet deferred maintenance needs on all the municipal buildings which will be very costly to taxpayers to address.

APPENDIX B

Goodwin Memorial Library Planning and Design Community Survey 2014

Thank you for taking the time to help us bring our town library into the 21st century! We are interested in hearing from all residents of Hadley, whether you use the library regularly or not. ***Every opinion is valuable!***

How important is the Goodwin Memorial Library to you?

☐ Very important ☐ Important ☐ Unimportant

On average this past year, how often have you visited our Library?

☐ More than once a week ☐ Monthly ☐ Never
☐ Weekly ☐ Every few months
☐ Few times a month ☐ Yearly

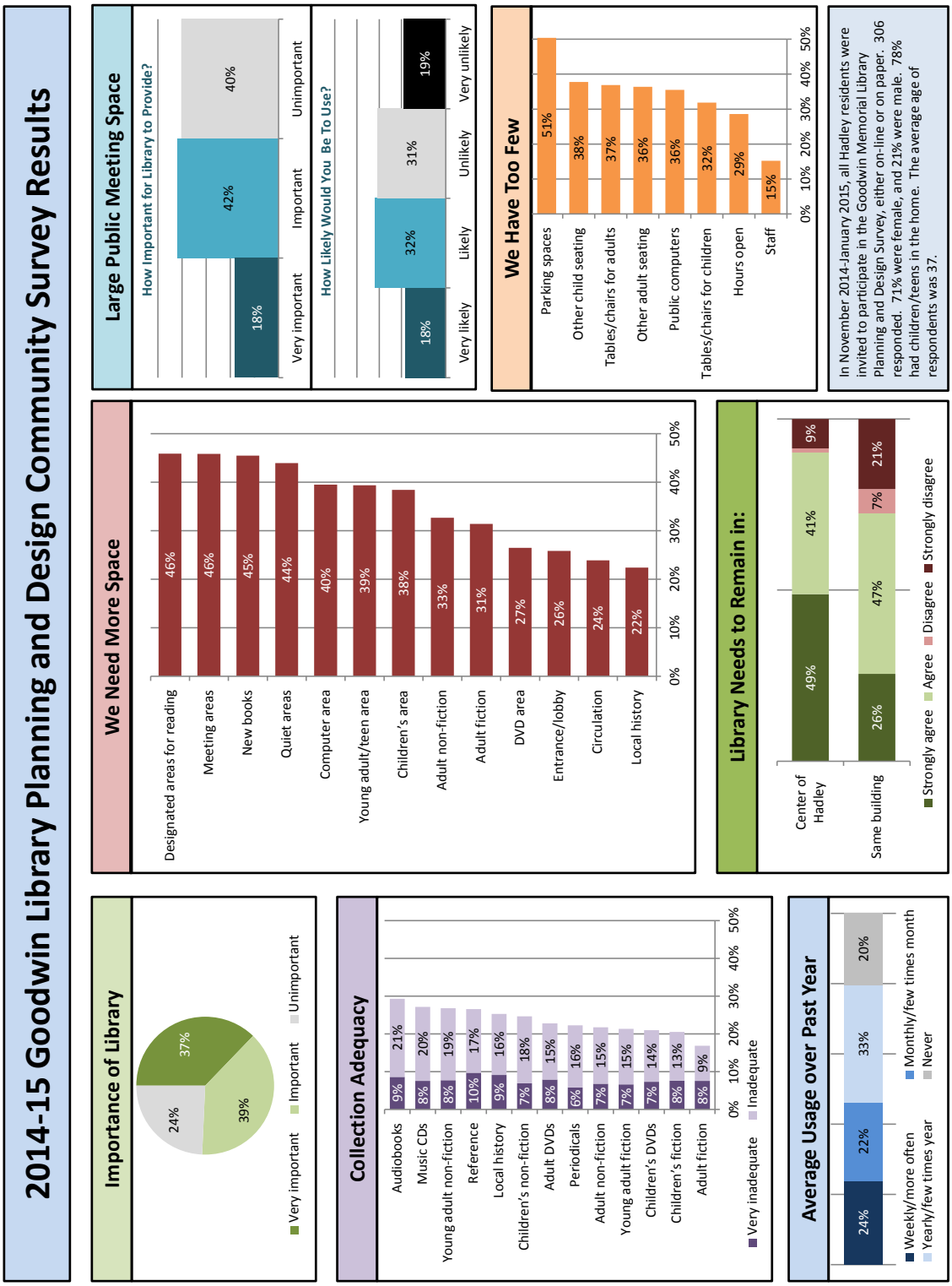
Please tell us what you think about the size of our <u>current collection</u> for the size of our town:

	More than adequate	Adequate	Inadequate	Very inadequate
Adult fiction	☐	☐	☐	☐
Adult non-fiction	☐	☐	☐	☐
Young adult fiction	☐	☐	☐	☐
Young adult non-fiction	☐	☐	☐	☐
Children's fiction	☐	☐	☐	☐
Children's non-fiction	☐	☐	☐	☐
Periodicals (magazines/newspapers)	☐	☐	☐	☐
Music CDs	☐	☐	☐	☐
Adult DVDs	☐	☐	☐	☐
Children's DVDs	☐	☐	☐	☐
Audiobooks	☐	☐	☐	☐
Local history	☐	☐	☐	☐
Reference	☐	☐	☐	☐

What do you think of the <u>physical space</u> available in various areas of our library?

	Need less space	Space just right	Need more space
New books	☐	☐	☐
Adult fiction	☐	☐	☐
Adult non-fiction	☐	☐	☐
Young adult/teen area	☐	☐	☐
Children's area	☐	☐	☐
DVD area	☐	☐	☐
Quiet areas	☐	☐	☐
Designated seating areas for reading	☐	☐	☐
Circulation	☐	☐	☐
Meeting areas	☐	☐	☐
Local history	☐	☐	☐
Entrance/lobby	☐	☐	☐
Computer area	☐	☐	☐

APPENDIX C


2014-15 Goodwin Library Planning and Design Community Survey Results
Large Public Meeting Space
How Important for Library to Provide?
Very important 18%
Important 42%
Unimportant 40%
How Likely Would You Be To Use?
Very likely 18%
Likely 32%
Unlikely 31%
Very unlikely 19%
We Have Too Few
Parking spaces 51%
Other child seating 38%
Tables/chairs for adults 37%
Other adult seating 36%
Public computers 36%
Tables/chairs for children 32%
Hours open 29%
Staff 15%
0% 10% 20% 30% 40% 50%
In November 2014-January 2015, all Hadley residents were invited to participate in the Goodwin Memorial Library Planning and Design Survey, either on-line or on paper. 306 responded. 71% were female, and 21% were male. 78% had children/teens in the home. The average age of respondents was 37.
We Need More Space
Designated areas for reading 46%
Meeting areas 46%
New books 45%
Quiet areas 44%
Computer area 40%
Young adult/teen area 39%
Children's area 38%
Adult non-fiction 33%
Adult fiction 31%
DVD area 27%
Entrance/lobby 26%
Circulation 24%
Local history 22%
0% 10% 20% 30% 40% 50%
Library Needs to Remain in:
Center of Hadley
Same building
Strongly agree
Agree
Disagree
Strongly disagree
Importance of Library
Very important 37%
Important 39%
Unimportant 24%
Collection Adequacy
Audiobooks 9% 21%
Music CDs 8% 20%
Young adult non-fiction 8% 19%
Reference 10% 17%
Local history 9% 16%
Children's non-fiction 7% 18%
Adult DVDs 8% 15%
Periodicals 6% 16%
Adult non-fiction 7% 15%
Young adult fiction 7% 15%
Children's DVDs 7% 14%
Children's fiction 8% 13%
Adult fiction 8% 9%
0% 10% 20% 30% 40% 50%
Very inadequate
Inadequate
Average Usage over Past Year
Weekly/more often 24%
Monthly/few times month 22%
Yearly/few times year 33%
Never 20%

APPENDIX D

Goodwin Memorial Library Planning and Design Committee

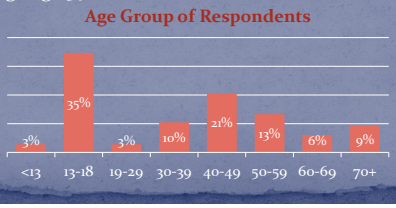
Public Forum
January 28 and 29, 2015

Meeting Agenda

- Introduction to Planning and Design
- Survey Results
- Discussion of Areas of Collection Inadequacy
- Discussion of Space in General
- Discussion of Children's Space
- Discussion of Teen Space
- Discussion of Meeting Space
- Discussion of Library Location

Who Took the Community Survey?

- 306 Hadley residents
- 71% female, 29% male
- 78% have children in their households, 62% have teens and 49% have children elementary age or younger
- average age 37



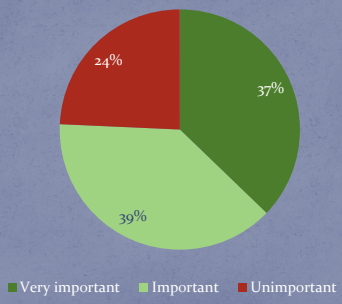
Library Planning and Design

- Goodwin Memorial Library received Planning and Design Grant from the Massachusetts Board of Library Commissioners, up to $25,000 (Spring 2014)
- Town Meeting approved matching funds (May 2014)
- Purpose of grant is to provide financial support to plan and design improvements/expansion of public library facilities
- Grant work managed by Committee which conducts need assessment, collects public input, writes a Building Program, and hires Owners Project Manager and Architect
- Architect produces designs and cost estimates for improved library facilities, to be presented to Town Meeting

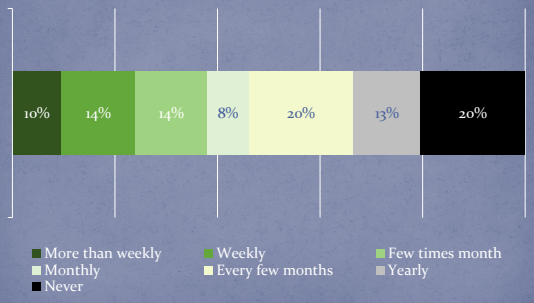
Toward a Building Program

"Done by a librarian in consultation with the library staff and the trustees, the library building program is a powerful planning document. It is the distillation of all that has been learned through community surveys, the library's planning process, the experience of the staff throughout their careers and the insights of the trustees. It defines the developing vision of what the library ought to be or might become, both in terms of public services and as a public facility."—Massachusetts Board of Library Commissioners

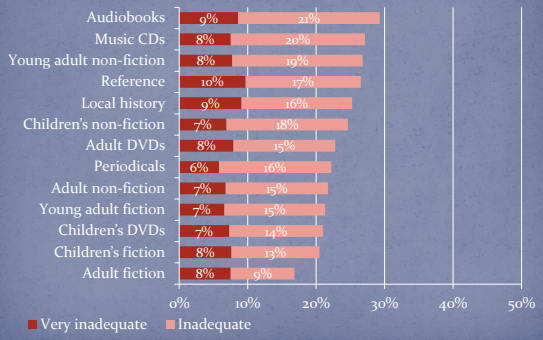
Importance of the Library



How Often Did They Visit the Library This Year?



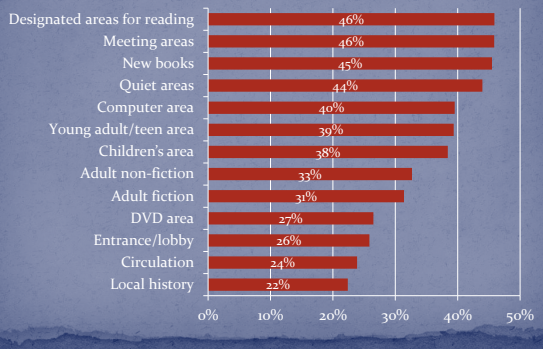
Areas of Collection Inadequacy



Discussion on Collection Inadequacy

- Are there any additional areas of the collection you think are inadequate?
- More respondents reported inadequacy in the non-fiction type collection versus fiction. Do you agree?
- The DVDs collection was an area rated relatively high for adequacy. Is this an accurate assessment?

Where We Need More Space



Discussion on Space

- Are there any additional areas in which you think we need more space?
- Would having more space in the library encourage more people to use it?
- 46% of people reported that we needed designated areas for reading. What does that look like to you?
- We will discuss meeting areas later

Children's Space

- 38% said we needed more space for children
- A number of people commented on the need for a separate room for children
- We currently have a designated area for children on the main floor

Our Current Children's Space

Our Current Children's Space

Children's Space

- 38% said we needed more space for children
- A number of people commented on the need for a separate room for children
- We currently have a designated area for children on the main floor

Granby Children's Room

Granby Children's Room

Florence's Children's Room (Lily)

Sunderland's Children's Room

Sunderland Children's Room

South Hadley's Children's Room

Discussion on Children' Space

- What would an ideal space for children look like?
- What is the ideal location within a library for children's space?

Teen Space

- 39% of people said we needed more space for teens/young adults
- We do not currently have a designated area for teens

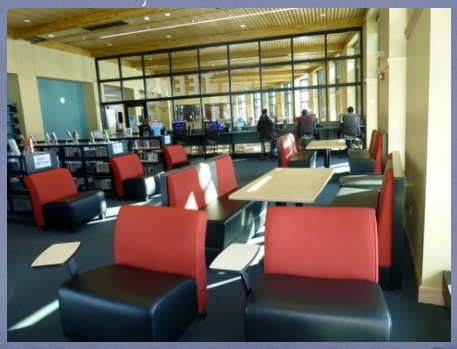
What A Modern Teens Space Might Include

- Completely separate area in its own room
- Tables, chairs, and soft seating
- Computers for use by teens
- Space for gatherings/meetings

Granby's Teen Room

Sunderland's Teen Room

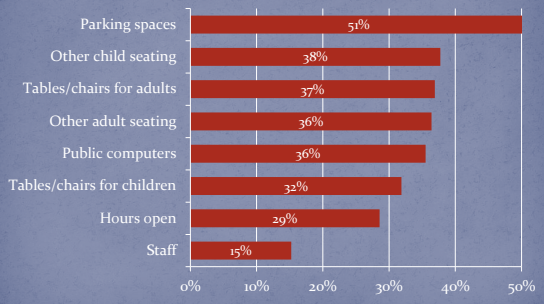
South Hadley's Teen's Room



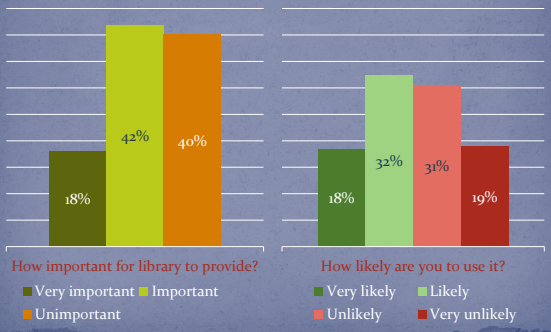
Discussion on Teen Space

- What would an ideal space for teens look like?
- What is the ideal location within a library for teen space?

We Have Too Few!



Large Public Meeting Space

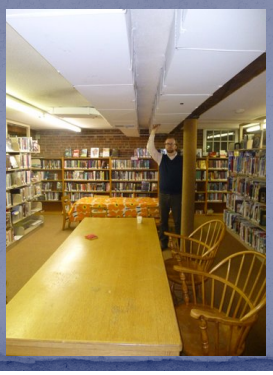


Discussion on Meeting Space

- 62% of respondents said it was "important" or "very important" for the library to have a large, publically-accessible meeting space
- 50% said it was "likely" or "very likely" that they would use such a space
- The Municipal Building Committee has discussed the need for such a meeting space in Hadley
- Let's talk about what we have now

Current First Floor Meeting Space

Current Basement Meeting Space



Current Second Floor Meeting Space

Our Meeting Space

- We can currently only accommodate 30 people (maximum) for a meeting that is handicapped accessible
- Meetings can only occur during normal library operating hours (and disrupt normal library activities) OR require a member of the staff to work overtime to open and close the library for the meeting
- Our current facility cannot accommodate Summer Reading programming which is usually held outdoors or in the basement of the Senior Center

What A Modern Community Meeting Space Might Include

- Open to the public outside of library hours
- Can accommodate between 75 and 100 people
- Mediated room so presentations can be projected as well as movies or conference calls
- Separate locked door protects library collections during off hours
- Separate bathrooms available during meetings
- Kitchen facilities available
- Can be booked by community members/groups as well as Town committees

Granby Meeting Room

Florence Meeting Room (Lily)

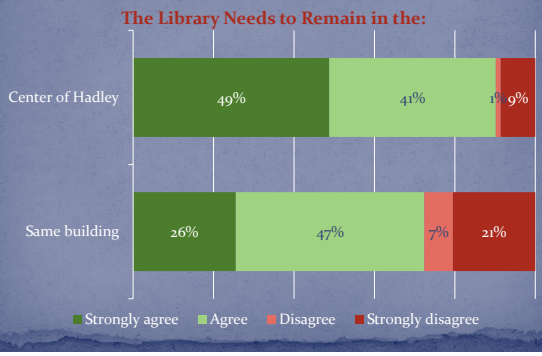
Sunderland Meeting Room

South Hadley Meeting Room

Discussion on Meeting Room

- What are your thoughts on having a large meeting room of this type at the library?
- What other areas in town have such rooms available to the public? Do these rooms have any drawbacks?

Location of Library



Discussion on Location of Library

- 73% of people agree that the library should remain in the same building
- We currently have 3,200 square feet of space being used with an additional 1,100 square on the second floor
- Does staying in the same building mean staying within the same footprint?
- Should we still stay in the same building if we are unable to meet needs for space and collections?

Discussion on Location of Library

- 90% of people said the library should remain in the center of Hadley
- What does the "center of Hadley" mean to you?
- If it were located beyond the footprint of the current library but still in the center of town, what would that look like?
- What would the ideal location in the center of town be?
- How does the location of the library fit in with the overall plan for Hadley's buildings as discussed by the Municipal Building Committee?

Questions for Us?

- What questions do you have for us?
- We will take ½ hour now to answer questions
- We will also be available after the meeting to have informal discussions with you in smaller groups

Next Steps

- Complete survey results will be made available to the general public
- The Library Planning and Design Committee will complete the Building Program by the end of February 2015
- The Building Program will be made available to the general public and presented at May 2015 Town Meeting
- The Committee will hire an Owner's Project Manager as required by the grant (April 2015)
- Together with the OPM, the Committee will hire an architect to create blueprints and cost estimates, bringing the vision of the Building Program to life (May 2015-16)
- Town Meeting will vote on the potential design of the library of the future in May 2016