

MONTEREY LIBRARY BUILDING PROGRAM



May 2015

**Prepared by
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**With the assistance of the Monterey Library Building Needs
Committee
And
The Approval of the Monterey Library Board of Trustees**

**This Building Program is dedicated to the memory of Carol Ingher, a long time library
patron who was an advocate for increased access.**

452 Main Rd. Monterey MA 01245

May 2015

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Table of Contents

Introduction	
Executive Summary	5
The Library and the Community	
The Town of Monterey	7
The Monterey Library	10
Library History & Role	12
Library Mission Statement	18
Library Core Values	18
Needs Assessment	19
Existing structure:	
Key Issues to be addressed in improvements	20
Description of the Existing Building	
Area-By-Area Descriptions:	
Exterior	23
Parking	
Pathway & ramp	
Exterior lighting & signage	
Entrance	
Roof	
Outdoor seating and landscaping	
Main Floor	25
Circulation Desk	
Director's office/Staff Workroom	
Technology	
Adult Collection	
Children's Area	
Knox Gallery	
Lower Level	28
Bathroom	
Materials Storage/Book Sale Area	
HVAC	
Site Considerations	30
General Design Considerations/Functional Areas	41
Summary of Estimated Space Needs	52
General Design Considerations	53
Photos of the Existing Building	54
Appendix	70
Survey	
Forum Result	

Introduction

Executive Summary

The Monterey Library was built in 1931 and has served the town well for many years. The library endeavors to meet the community's needs for information, education and recreation and to contribute to making Monterey a vital and desirable place to learn, work and live.

In 1931 the library was designed so that half of the space would be a reading room and the other half would be stacks. Since then several changes have been made to accommodate changing times, including an addition of a children's area, computer work stations, and the 1976 addition to the building of an addition that is now the Knox Gallery, a space primarily used for art exhibits and meetings.

The library is in a convenient location in the center of village activity near the Meeting House, the general store, post office, town hall and Greene Park. The site is less than ideal because, although it is 1.44 acres in size, it is a narrow strip along a riverbank and where the building is currently located it is bordered on each side by existing buildings. While the view of the river and a waterfall are beautiful, it creates some design challenges for any future expansion.

Although attractive, the current Library building's age, size and location create a number of problems, including limited handicap accessibility, inadequate restroom facilities, and no parking. Unless changes are made, meeting the changing nature of library services will be difficult.. There is not enough space for appropriately sized collections, public access workstations, or adequate seating. The lack of shelf space has required many materials to be discarded in order to make room for new acquisitions. All services and materials exist in one area that can create conflict between computer users, recreational readers, children, and those seeking quiet space. The library's existing design does not provide the space or the features needed to completely meet the library needs of Monterey today or in the future.

The aim of this Building Program is to plan a library that will allow us to fulfill our Mission Statement and to achieve our goals as outlined in our Long Range Plan. An improved facility is essential if we are to meet Monterey's future needs. The library will build on its current strengths, and future goals to develop a library

capable of meeting the next century of public library service. The building will be accessible to people of all physical abilities, and must demonstrate a flexibility of design to anticipate future trends in technology and materials.

Some of the specific recommendations in the program include:

Providing an accessible bathroom on the main floor is necessary for the safety and convenience of library users.

Improving access to the library. Planning for off-street parking, walkways, book returns, lighting and building entrances should maximize safety, accessibility and convenience.

Increasing access to technology throughout the building as well as in the outdoor seating area overlooking the river. There should be ample electrical outlets and device re-charging stations to support visitors who bring their own devices to use in the library.

Effectively distributing additional seating spaces throughout the building in comfortable and convenient areas is recommended.

As times change, expectations of libraries will also change. The importance of keeping the design as flexible as possible is paramount. Modifications to the building should be attractive and harmonize with Monterey's character. The interior should have comfort and functionality as a goal. There should be a variety of gathering spaces to accommodate group study, large group activities/events, small group areas and solitary quiet work areas. Special attention should be given to sound containment and reduction.

Staff should have appropriate and adequate workspace, away from the public areas, but with easy access and sight lines to those areas for efficient service delivery.

The library will use green and sustainable design solutions to build a library that has environmental, economic, and health benefits to the community.

This Library Building Program articulates our library's vision of its future and serves as a set of instructions to the architect. It is a description of what the building should be, then a document from which the architect develops the design, and finally, a yardstick against which to measure the actual design. The goal of this plan is to provide Monterey with a library that helps anchor community life and brings people together.

The Library and the Community

The Town of Monterey

Monterey was first settled by the English in 1739 and was known as Township Number 1. It was soon renamed Tyringham. There was a rather large hill in the middle of the town that caused a geographic division. In 1847, for unknown reasons, the town formally split into Tyringham and Monterey. At the time there were many subsistence farms as well as water powered industries. By the time of the Civil War the population was moving west and the industry began a gradual decline. Even in the late 1800's the farming was tough and the factory work scarce. At that same time, however, Monterey became a destination for vacationers, primarily from the New York City area. President Garfield fished the lake that was later renamed Lake Garfield after his assassination.

In the 1900's, not only cabins, but also larger second homes sprang up around the lakes. Most of these were seasonal, just used in the warmer months. Summer camps and even an art school increased the population and helped the economy. There still was industry in towns around Monterey in the 1900's and the tourism trade. Tanglewood and other attractions brought many visitors from elsewhere, some of whom became residents. Monterey was not only convenient to them but also had lakes and eventually Beartown State Forest where visitors could recreate. In the second half of the 1900's more houses were used year round and winter activities helped support the economy. Though larger agricultural endeavors failed, there are successful small-scale ventures. Artists and others came to Monterey to enjoy small town life in the Berkshires.

Gould Farm was founded in 1913 as a community in which everyone worked and lived together. In the 1950's it became focused on mental health issues and currently has up to forty "guests", with a support staff of more than that number and dependents. Gould Farm is the largest employer in town by far and has integrated itself into many aspects of town life. The typical age range of the "guests" is from 18 to 30. Some of the staff consists of families with children, but there is also a large contingent of volunteers and others that are of similar age to the "guests."

Since the 1980's real estate prices have been driven by this second home market; two thirds of the houses in town are not primary residences, and very few are rentals. Many of the people who own second homes are well educated and successful people from nearby metropolitan areas, but some come from as far away as Florida or California. Many are not residents of Monterey simply because Florida has no income tax, and to declare residency in Massachusetts would be costly for them. Often they buy the second home while working, then

retire and live here for a period, and eventually many make the residency switch to warmer climates while keeping the house in Monterey for the summer. These people tend to be professionals and business people who have great needs for library services. The locals who live in Monterey and work are often employed in one of the neighboring towns in service industries for the tourists, or if they are fortunate they are able to work in the sector that builds and takes care of all these second homes. Some of the residents are able to have home based businesses, though lack of high speed internet has made that a challenge in today's world. The library has helped many of those people out with Internet access.

There is only one bed and breakfast that advertises in Monterey, but as with any vacation location there are many houses for rent for short-term periods. Many people pass through on their way to other nearby destinations. There also are many visitors and a very sizable number of people visiting family and friends every weekend. Summer time is especially busy. Tourists are surprised by limited internet and mobile phone service. The library computers are often occupied by this transient population.

Monterey belongs to the Southern Berkshire Regional School District, which is comprised of five towns, with the main K-12 campus in Sheffield. Monterey still has its one room schoolhouse with its very own kindergarten class that then feeds into the other district schools. The class makes weekly trips to the library and every other week a volunteer reads to them. Some of the older students use the library computers for Internet access to do school work.

Monterey Statistics

The year-round resident population of Monterey is 961 people according to the 2010 U.S. Census. Two thirds of Monterey houses are second homes, primarily owned by urban residents living within a few hours driving range with the majority from the New York City area. ***The population number of 961 does not accurately reflect how many people are staying in Monterey at any given time, with all of these second homes, many of which have been converted to four-season homes over the last 30 years.*** There is only one bed and breakfast with a capacity of ten guests, however short term rentals on the internet are occurring more frequently with no way to track statistics.

The median age in 2000 was 44 and by 2010 was 51. This highlights a trend of many second homeowners retiring to Monterey. The housing market for full-time residents is challenging, as their incomes are not competitive with second homeowners. There are, however, some families that have managed to maintain their residency in Monterey. This leads to a great diversity in a small area.

Population by Education Level		
High School or less	41	(6%)
High School Graduate	290	(40%)
Bachelors or Associate Degrees	253	(35%)
Graduate Degrees	141	(19%)

Location in Berkshire County in Massachusetts Coordinates: 42°10'45"N 73°12'45"W Coordinates: 42°10'45"N 73°12'45"W	
Country	United States
State	Massachusetts
County	Berkshire
Settled	1739
Incorporated	1847
Government	
• Type	Open town meeting
Area	
• Total	27.4 sq mi (71.0 km ²)
• Land	26.4 sq mi (68.5 km ²)
• Water	1.0 sq mi (2.5 km ²)
Elevation	1,244 ft (379 m)
Population (2010)	
• Total	961
• Density	36/sq mi (14.0/km ²)
Time zone	Eastern (UTC-5)
• Summer (DST)	Eastern (UTC-4)
ZIP code	01245
Area code(s)	413
FIPS code	25-42460
GNIS feature ID	0618270
Website	www.montereyma.gov

Population in 2010: 961. Population change since 2000: +2.9%

Males: 458 (47.7%)

Females: 503 (52.3%)

Median resident age: 51.1 years

Massachusetts median age: 39.2 years

Zip codes: [01245](#).

Monterey town income, earnings, and wages data

Estimated median household income in 2012: \$59,257 (it was \$49,750 in 2000)

Monterey

: \$59,257

MA: \$65,339

Estimated per capita income in 2012: \$39,627 (it was \$30,992 in 2000)

Estimated median house or condo value in 2012: \$374,604 (it was \$208,900 in 2000)

Monterey

: \$374,604

MA: \$323,800

Mean prices in 2009: All housing units: \$620,172

The Monterey Library

Library History & Role

The Monterey Library provides many services to its patrons. As small as Monterey is, there is representation across the town of many different populations. The second homeowners and people from other towns also add to the need for diversity of services. When founded and built, the Monterey Library was a very typical small library, but over the years the population has demanded more varied services. The original library was divided into a reading room and stacks, each of which comprised about half of the building. For the first fifty years not much changed. Though there were some specialized collections such as picture books for children and westerns for older readers, the library established itself primarily as a repository of general interest books. There were some display areas where local items of interest pertaining to history and nature could be found. Magazine subscriptions changed with the times but very slowly. This was in part due to the fact that there was only one librarian from 1931-1978.



In the late 1970's with help from the Massachusetts Board of Library Commissioners and the Western Massachusetts Regional Library system the library began needed change. As part of the bicentennial of the United States the library received a grant to build a wing that would house the local Historical Society. One part of the grant paid for a copy machine that was available to the public. There was some move to make the building more attractive and the first

project of the new librarian was to carpet the building. The card catalog went from handwritten to typewritten. Programs were offered for adults and children.



In the 1980's the change was dramatic. Literature was still popular but different magazines were ordered. The expanded bookmobile collections allowed the library to offer collections such as large print, books on tape, and even videos that the library's budget could not have afforded. In addition there were the added reference and interlibrary loan services. With all the advantages of a small town environment patrons took advantage of many services made available through WMRLS .The basement was finished to some extent to allow for community programs and for a time it served as the town hall when the town offices were condemned by the building inspector. The library thrived and even automated by the end of the decade.

The 1990's put the library in a unique position in Monterey of offering Internet service. Again the programs offered by the state allowed a very small library to provide a service not even dreamed about when the building was constructed. Programming continued with adult book discussions supported by the Massachusetts Foundation for the Humanities and more and more performers for the children. By the end of the decade there was a substantial donation that paid for an addition to increase the office space and allow the use of every square inch of the public space. There were some problems that started to crop up with legislation such as the Americans with Disabilities Act that just proved impossible for the library to comply with using the normal budget. The library began to be limited due to its size and layout. The basement began to flood which provided the reason to stop holding programs in that location even though the ADA clearly highlighted the real problem with a basement that could only be accessed by stairs.

In the early 2000's the building itself showed signs of age. The furnace from the 1950's needed replacement, there was structural repair to the Knox Historical Wing, and window air conditioners were added to provide a cool place to go to in the summer. Computers continued to be a draw and again with the help of the Western Massachusetts Regional Library System and delivery patrons of the Monterey Library enjoyed receiving interlibrary loan materials from as far away as Oregon and even the Library of Congress. It was clear however that some patrons were lost to other nearby libraries when they found out about the benefits of CWMARS. Though there was Internet access, dial up wasn't any faster than what patrons could get at home. When satellite and eventually DSL became available there were upward ticks in usage, but the digital divide became wider and the library had no control over what types of Internet access were available in Monterey. The Internet that was available slowly supplanted reference service by the library. It was clear that the library was losing ground in staying vital to the community.

In 2008 the library made a decision to join CWMARS. Above all else this has revitalized the library and lifted the library to the front of the community again. Concurrently the Trustees were working to determine what was going on with the Historical Society and how the building was affected by the lack of activity in that wing. Mold and mildew were discovered and the room had to be emptied to clean up the health hazard. Once it was remediated the library moved a magazine rack in and began to use the much-needed space for programming. The library was able to hire a space consultant and through careful analysis and close measurement we created a children's area in the original part of the building.

All of this sets the stage for the current services offered by the Monterey Library. The readers in Monterey, though there are many fans of nonfiction and special collection books, tend to take out current fiction. Recreational reading rules. The loss of the bookmobile would have been of greater impact had the library not joined CWMARS. Some popular nonfiction is read, but there has been a trend away from that. There has always been a collection for children, including picture books, nonfiction, and fiction. New to the library over the past decade is a collection for Young Adults. Graphic novels have begun to circulate with more frequency. The library has reassessed magazine subscriptions and listened to the requests of our patrons. The numbers show book circulation in total has not increased over the last several years, but overall circulation has. DVDs have replaced almost all of the videocassette recordings. Though only about ten percent of the total collection they account for half of the circulation. Books on CD have replaced the books on tape, and as the library has increased the collection the numbers are up with those as well. Between the audios and videos the books only account for a small portion of the total circulation. Circulation numbers do not take into account that books taken out from other CWMARS libraries that are returned to Monterey for convenience. The numbers of items

lent out to CWMARs and beyond are greater than the number of items Monterey patrons receive.

HOLDINGS AND CIRCULATIONS OF THE MONTEREY LIBRARY

YEAR	TOTAL ITEMS IN COLLECTION	TOTAL CHECKOUTS FROM MONTEREY	INTERLIBRARY LOANS PROVIDED TO OTHERS	INTERLIBRARY LOANS RECEIVED FROM OTHERS
FY 2005	8,477	8,134	0	NOT COUNTED
FY 2006	8,053	6,545	0	NOT COUNTED
FY 2007	7,568	9,881	0	158
FY 2008	9,159	11,371	0	196
FY 2009	8,706	12,792	318	374
FY 2010	10,848	13,374	1,229	1,244
FY 2011	11,935	16,887	3,421	2,011
FY 2012	16,269	19,502	3,769	2,809
FY 2013	32,152	15,200	3,867	3,150
FY 2014	41,939	14,797	3,863	2,995

FY 2009 Monterey joined CWMARS two thirds of the way into the year. In FY 2010 CWMARS started adding downloadable e-books, audios, and videos, which account for all the increase in the collection size in subsequent years.

The Monterey Library is fortunate to be part of CWMARS because patrons are able to take advantage of the digital book collection. Though the library is open under twenty hours a week, the CWMARS site and downloadable materials make it a twenty-four seven library. Of course the patrons may have to drive down to the library to be able to download certain materials, but they can do that in the middle of the night if they need to. Once CWMARS has joined the State's digital project it will be even better. Our small library and budget would have a hard time doing this with only Monterey resources, but by supporting CWMARS the patrons have access to a large collection of materials. In fact the amount of downloadable material CWMARS owns is three times the total physical items the Monterey Library has under its roof. Another CWMARS benefit is the electronic databases. The Massachusetts Board of Library Commissioners databases also add much depth.

We still do offer reference services. Many people use their smart phones and devices if they can. Cell service in town was almost nonexistent until a tower was put up a year ago, and now about half of Monterey gets service. The library is on the edge of that area. Passersby often stop in, either asking for directions or asking for a bathroom. We do provide a public bathroom in the village, but one

that is not accessible to someone with a mobility impairment and does not have hot water. The current state of the 1931 bathroom has meant that we cannot offer playgroups or story hours for toddlers since that age requires a bathroom.

Programming can range from the book group for adults meeting once a month to the whole kindergarten class walking to the library once a week from Monterey's one room schoolhouse. Every other week a volunteer reads and sings with the students. In the summer time we have performances on Saturday mornings so the second homeowners can bring their grandchildren over while they enjoy a cup of coffee at the store and get the mail. The library often has holiday programming, and for several years now have combined with the Parks Commission to sponsor a not too scary Halloween program just before trick-or-treat starts in the village. Authors read from their work, herbalists teach, and Moxie the Reading Dog has been listening to beginner readers read their first books aloud.

Perhaps the most popular programming has been the Knox Gallery art shows and artist talks. A subcommittee of the Friends of the Library runs the gallery and puts on ten shows a year. The summer and winter shows are usually group showings, which last about two months, so the other eight shows are single or small groups of artists. Openings can attract more than 100 people. Many of them have never been in the library before, or even worse have not been back to the library since the original librarian scared them away. It is not unusual on an opening night to issue at least one new card to someone who was new to the library.

OPERATIONAL STATISTICS OF THE MONTEREY LIBRARY

YEAR	DAYS OPEN PER WEEK	HOURS OPEN PER WEEK	ATTENDANCE	PROGRAMS HELD	ATTENDANCE AT PROGRAMS	STAFF HOURS PER WEEK
FY 2007	4	11	3697	21	250	22.5
FY 2008	4	11	4662	33	473	22.5
FY 2009	5	13	5218	37	514	24.5
FY 2010	5	13.5	6962	43	507	24.5
FY 2011	5	13.5	6828	65	681	24.5
FY 2012	6	14.5	7726	57	757	26.5
FY 2013	6	18	8827	116	1562	29.5
FY 2014	6	19.5	8616	80	1229	30.5

Finally, one of the biggest services to the town is technology. The library strives to keep up with the latest advances so that patrons will have faster and bigger internet connections than they would be able to get at their own residence. There are three desktops, a laptop, a printer and a copier available when the library is open. There is a fiber optic connected Wi-Fi network on all the time. Especially with little or no cell service people driving through town often stop just to use that connection. Others come from the part of town where Verizon refuses to install DSL. The library is known as the place to go. If we had a shaded, screened gazebo with power outlets patrons would not have to sit in their cars in the good weather.

MISSION STATEMENT

The mission of the Monterey Library is to be a gathering place that supports lifelong learning. The library seeks to respond to the community's informational, educational, cultural, and recreational needs by providing print and non-print materials, technological resources and programming for children and adults. The Monterey Library endeavors to be responsive to the changing needs of the community in a friendly and professional manner.

Library Core Values

- Maintaining a tradition of excellence in serving library users
- Provide a welcoming and lively place for community interaction and personal enrichment
- Providing, supporting and advocating access for all
- Working together, with enthusiasm and optimism, to reach goals
- Practicing responsible stewardship of resources

Needs Assessment

Planning Efforts

In 2008 The Monterey Library joined CWMARS, one of the biggest changes the library had made in several years. A commitment to improving technology and library access made it possible for residents to have almost limitless access to millions in the CWMARS system. This made it possible for the library to thrive in many ways but the increased activity also pointed out several areas that library needed to improve.

One of the first things done was a survey (2012) which was available online and in hard copy. There was also a forum hosted by the Friends of the Library and facilitated by Mary King of the Massachusetts Library System. Both the survey and forum helped prioritize the need for more open hours and the need to update the 81-year-old building. A Long Range Plan was developed to address some of the needs that had been identified.

Although some issues had been addressed by the planning process, it was recognized that it would ultimately be necessary to study the feasibility of either major renovation or rebuilding of the Monterey Library. A Planning and Design grant from the MBLC is assisting with funding the current stage of the process. The Friends of the Monterey Library raised the matching 50%. The library's director worked with a planning committee and a building consultant to produce a detailed analysis of the current building.

Data Gathering To determine the community's perspective, building consultant Karen Klopfer worked with the Friends of the Monterey Library and the Library Director Mark Makuc, as well as a building needs committee. A survey was developed and distributed (November 2014) in hard copy at a variety of locations and an online version utilizing the web survey tool Survey Monkey. Although survey responses were favorable about collections, services and programs offered at the library, responders recognized the many deficiencies in the current building. Many of the recommendations in this needs assessment are based on issues raised in the survey. (See Appendix for an analysis of the survey.)

The Friends also advertised and held a community forum on November 8, 2014. Karen Klopfer facilitated the meeting. Key issues discussed in that community meeting included the following: a discussion about what is

lacking in the current building, the services and ways the library did meet community needs and what would be necessary to make the library viable over the next 20 years. The complete list of community meeting questions and comments is attached to the end of this document.

Some priorities to emerge from this forum were

- A public restroom on the main floor is necessary.
- Patrons of all ages should have sufficient space to study, use computers, browse the collection, read in a comfortable chair, talk with friends or attend a program.
- Readers want a generous collection of interesting material in a variety of formats and with adequate space to readily see what is available.
- Young readers will have large selections of picture books and chapter books.
- Library visitors will have the tools to keep pace with 21st century literacy. Patrons will benefit from a well-trained staff and access to vital databases and the Internet either at library workstations or with personal devices.
- Library users will hold meetings in a safe and adequately staffed building that is convenient and open to all.
- Children and parents will come and hear stories in a comfortable and dedicated space, without being distracted (or distracting) by others using the library.
- Drivers will be able to park safely and conveniently.

Key Issues to be addressed in improvements

Exterior

- The library has an almost ideal location in the center of the village of Monterey; the downside of being in such a central location is that the library has no parking.
- Traffic is very heavy on the roads going past and directly opposite the library, making the walk to the library pathway sometimes difficult for people using the library.
- The historic 1931 building is a source of pride, but the poor lighting, inadequate signage and an inaccessible entry make it a problem for many people to safely use the library.
- Although there is an accessible ramp, it must be reached by first going up the uneven stone pathway. Patrons who enter through the main entrance must step up a step (without the aid of a handrail).

- The book drop is located on the top step of the main entrance and is not accessible to patrons with disabilities.
- The roof over the original main library building is 1931 asbestos shingles and is prone to moss buildup and ice dams; the roof over the additions are asphalt and are at about half of their life expectancy.

Interior

- Space for people to use the Library building is as important as space in which to house and display the collections. The current facility needs increased seating capacity in order needed serve all age groups, including more study tables, lounge chairs, parent/child seating, and table seats for laptop computer users. In addition, seating areas must be distributed and zoned to support varied activity and noise levels.
- The present shelving capacity is extremely limited and has meant that the number of items in the collection has to be severely controlled.
- A bathroom on the main floor is one of the main priorities that library users identified in each survey as well as the two forums held.
- Ideally, teens would benefit from a designated area with furnishings and equipment that would give them a sense of having their own space. The design of the space should send a message to teens and tweens that they are welcome at the library as well as create a physical and acoustical buffer between this sometimes-noisy age group and others.
- The children's area should offer distinct seating areas for toddlers and their parents or caregivers, family groups with strollers and individual school age children who need to do homework or quietly read.
- Adults need both table seating and lounge chairs distributed in several areas for quiet reading and concentrated study as well as generous space for laptop computer users. All seats throughout the building should be adjacent to electrical power, with outlets mounted on tables or located safely out of circulation paths.
- Enclosed small group study areas are needed to accommodate students working together on school projects, business people, researchers, small book groups, community committees and other visitors who need to work together without disturbing others.
- There is inadequate meeting room space in the library for popular adult programs. Attendance at library program is growing and there are often insufficient seats for participants. There is also no adjacent storage for

- chairs so each time there is an event in the gallery the chairs must be carried from the basement. The gallery meeting space also lacks kitchen facilities so serving refreshments and cleanup are problematic.
- There is inadequate storage for children's programming supplies.
 - Collection space is very limited and currently there is no space to expand the collection. Weeding the collection has been an ongoing effort but it would be a benefit if the collection space, especially for adult borrowers, could be expanded.
 - The circulation desk was not designed for computerized services. It needs to be updated and reconfigured to accommodate the volume of materials now needed by library users.
 - A vestibule at the entrance would be desirable both as a weather barrier as well as a place to have a bulletin board.
 - The workroom is inadequate and needs to be redesigned to accommodate materials processing, as well as efficiently dealing with the increased workload from items being delivered by CWMARS.
 - There is insufficient office space for all staff members. Staff have no place to organize their work away from the public view or to avoid the appearance of clutter caused by partially completed projects. There is also no sink or running water, which is desirable when working on routine library tasks.
 - The Director's "office" provides no privacy for management activities, and provides insufficient space for a proper desk and storage for his work and for keeping personnel files.
 - The building infrastructure, such as water, HVAC, technology support and lighting, should all be reviewed for energy efficiency and effectiveness.
 - Space for people to use the library building is as important as space in which to house and display the collections. The current facility needs increased seating capacity in order to serve all age groups, including more study tables, lounge chairs, parent/child seating, and table seats for laptop computer users. In addition, seating areas must be distributed and zoned to support varied activity and noise levels.
 - Ideally, teens would benefit from a designated area with furnishings and equipment that would give them a sense of having their own space. The design of the space should send a message to teens and tweens that they are welcome at the library as well as create a physical and acoustical buffer between this sometimes-noisy age group and others.
 - Enclosed small group study rooms are needed to accommodate students working together on school projects, business people, researchers, small book groups, community committees and other visitors who need to work together without disturbing others.
 - The basement floods often, making the use of the space extremely limited and leaves stored materials at risk. The existing bathroom also floods.

Description of the Existing Building

Approach and Entrance to the Building

Parking:

There is no parking lot or on street parking directly in front of the Monterey Library. People must park a distance away from the library or in the parking lot for the store next door. Library programming intensifies the parking deficit.

Entry:

Users enter the Monterey Library on the main level directly from Route 23. They must walk from wherever they have parked, and then walk onto an uneven pathway made of stone. There is a single stone walkway that splits to continue to a ramp that leads to the Knox Gallery or to the main entrance. Unless there is a program in the gallery, people generally must ring a door bell at the gallery entrance to be admitted. The main entrance has a step leading to the front door and into the library. There is no handrail and the doorway does not meet current fire codes. There is currently no vestibule to act as a weather barrier or to provide display space for a bulletin board.

Exterior Lighting and Signs:

The exterior lighting is a problem that library users have complained of in both forums and in the recent library survey. In winter months especially, the combination of a dimly lit rough pathway and distant parking makes it difficult for many people to safely use the library. There is also a library sign at the foot of the path that could be improved by lighting.

Roof:

The roof shingles of the original part of the library building date back to 1931. They are made with asbestos. They have a tendency to grow moss, especially on the north side and the moss picks up the shingles and has at times allowed water to enter the building. For this reason moss killing has been an ongoing project. Over the years ice slides were added for the first three feet on the north side to combat the ice buildup of snowy winters. There are gutters on the north side that do not work as they should, mainly because the leaders go into the ground and then into the failed foundation drainage system. There was fiberglass insulation added to the underneath of the roof around 1980. It was covered with sheetrock and is visible in the attic. There still is a substantial amount of snow melt that creates ice in the winter. The roof is in fair shape and

would function better if there was less heat loss to melt the snow and the gutters drained better so the water didn't back up the soffit.

The roof over the office addition is original asphalt shingles and has reached at least the half-life of its life expectancy. It also tends to build ice as well even though it is on the south side. Though it is not steeply pitched it has only leaked from ice dams once. In a moderate to heavy snow year it also needs ice removal.

The roof over the Knox Gallery is asphalt shingle that is also at about half its life expectancy. Unfortunately there is little or no overhang and the drip edge was installed too tightly so there is some fascia rot on the north side where it never dries out. The insulation in that part of the building as well as the pitch have meant there has never been an ice dam issue in that location.

Chimney:

The brick chimney has two flues, one for the furnace and one for the fireplace. It is in fair shape. Over the years the moisture got into the masonry and because it was not always heated did some damage. There are some cracks to the brick. Around twenty-five years ago a bluestone was added to the top of the fireplace flue to keep the moisture out, but the oil fired flue was still susceptible so the blue stone was removed and a stainless cap now covers both and allows them to both be used. The fireplace has not been used to anyone's knowledge. Many times it has been suggested a gas fireplace would add to the welcoming atmosphere in the winter.

Outdoor seating & Landscaping:

The Library is on a lot of 1.44 acres in size with approximately 90 feet of frontage on Route 23. The somewhat rectangular lot is around 400 feet long and bordered on one side by the Konkapot River. The lot includes an old dam used by the sawmill that operated at this location. The front lawn is the green area in the center of town where the Post Office, Town Hall, Church, and General Store are all basically on the street with no landscaping in the front. The lawn includes a memorial rock with a plaque dedicated to World War I veterans from Monterey and a flagpole. There is an asphalt-paved driveway that parks one car and has an adjacent locked box for the Massachusetts Library System run delivery service. There is a bench on the front lawn that looks over the village center. In the rear of the building there is another relatively flat lawn that leads to the dam. There is a bench there that overlooks the waterfall. The parcel then continues for around another three hundred feet along the river that consists of heavily wooded

areas and steep banks. There are several of the newly developed Dutch Elm disease resistant elm trees on the property as well as several beautiful sugar maples. The property is big enough to host the annual egg hunt every spring and there is enough room to hide five hundred eggs.

Interior

Circulation Area:

The Circulation Desk is in the middle of the library, directly opposite the entrance, between the children's area and the adult collection. It juts out from the staff office at the back and obstructs the free flow of traffic to the adjoining gallery. The desk is the original 3-sided 1931 circulation desk. Standard checkout/check in procedures are done here, as are new library card registrations. In addition to the services offered, this area also serves as processing space for on duty staff while the library is open; if the library is busy there are often piles of materials waiting to be finished, books to be checked in and interlibrary loan items to process. There is also a copier in this area and where the main telephone is located. This area opens into a very modest staff workroom.

The counter height is not ADA accessible, making it awkward for wheelchair users. The desk space is extremely limited and contains a computer for circulation, returned materials, a monitor (for a visual check on areas of the library that are out of sight) and the built-in shelves underneath the counter were designed for a paper-based circulation system and do not translate well for modern technology needs and storage. In fact the base of the desk has a tangle of wires just where a staff person's foot is likely to catch and disrupt the electrical connections. A freestanding shelf near the back corner holds materials ready for pick-up or processing and there is often an overflow directly behind the staff person's chair.

Director's Office:

The Director's office is located at the back of the library and is part of the staff workroom. There is no privacy as the room opens directly into the circulation area. One wall supports a desk surface with a computer and open shelves line the walls. There are no doors on the shelves so the work room and office are in full view of the public and often appear cluttered as there is no way to close off work in progress.

Public Restroom:

The only restroom is located in the basement and is reached by descending a steep stairway at the back of the children's area. The stairway must be closed off with a gate in order to keep children from falling down the stairway. The bathroom contains a sink and toilet and has only cold running water.

Technology:

The Library serves as one of the community's primary free access points to the Internet. To meet this demand, the Library has installed as many public access computers (4) as the building can accommodate, all located in the adult collection area. The library also provides wireless Internet access both inside and outside of the building for library users. The equipment is frequently in use but the trend appears to be that patrons are starting to bring personal laptops/devices rather than being totally dependent on the library workstations. This means that increased seating for laptop computer users is needed, ideally with power and data outlets at every seat. The current building configuration forces placement of equipment in awkward spaces with limited seating.

Adult and Young Adult Collection:

The adult collection is housed on the main floor directly to the left of the entrance. Wooden shelves come out from the wall and are tightly packed from bottom to top. The lighting in the stack area often makes it difficult to find materials, especially those shelved near the floor. There is no seating in this space and users do no more than pick up a book, audio book or DVD here. There are also two rows of low wooden shelving of each side of the aisle leading into the library and these are primarily used for displaying newer materials. There is insufficient space for growing collections and older items are frequently discarded to make space for newer items; there is no room for display on any of the shelves. There are no chairs or tables in this area.

Except for a few items on display on the top shelves of the aisle shelving, high interest materials cannot be displayed in a manner that can increase usage and promote interest in the collection. Crowded conditions make it difficult to browse.

Children's Area:

To the right of the front door is the children's area. This space contains seating for children and adults, a fireplace and children's books. The fireplace is the focal point of the first floor with room for changing displays of artwork over the mantle. At the back of the space is storage for crafts and the staircase leading to the

basement. Collection space is limited and includes titles mainly for very young children. The children's area, although small, gives parents and children a welcoming space for browsing and programs; it can also cause a noisy juxtaposition with the adult services.

Quiet Study:

There is no designated quiet study area and the quiet space only exists when no one else is in the Knox Gallery. During children's programs the noise level can increase and older patrons sometimes find it difficult to find quiet reading space. In the current survey, 61.54% of respondents rated the need for improved quiet space as mandatory, very important or important.

Seating:

Seating capacity is limited for all user categories. There is inadequate quiet reading seating for adults in the library. The library currently has 17 seats for adults and seating for 13 in the children's room. When there are programs in Knox Gallery, chairs are stored in the library basement and must be carried around the building and into the gallery for each event. The recommendation is to increase both lounge and table seating for adults to provide a place for people to meet or use library resources in the library. Chair storage adjacent to the gallery is also needed.

Meeting Room/Gallery

The Knox Gallery is located in a room to the right of the main library space. Built in 1976 with a Bicentennial grant, it was originally built to house the local history collection. By 2000 the Historical Society had started to lose membership and the exhibit became moldy. The library trustees worked with the Historical Society to remove the exhibit and clean up and improve the space. It has evolved into an attractive gallery and meeting space. It is entered either by a short hallway from the main library or by a separate handicapped ramp and door from the exterior.

There are changing art exhibits that have brought a growing number of visitors to the library. Gallery openings can regularly total sixty to a hundred visitors, many who have never visited the library. The room is also used for library programs, community events and the library book sale.

The room is well used but there is no nearby storage for storage of coats or for food storage and preparation. The chairs needed for meetings must be stored in

the basement and carried to the gallery by going through an outside basement entrance then around the building's exterior.

Basement:

Public Restroom:

The only restroom is located in the basement and is reached by descending a steep stairway at the back of the children's area. The stairway must be closed off with a gate in order to keep children from falling down the stairway. The bathroom contains a sink and toilet and has only cold running water.

Materials Storage and Book Sale Area:

The drains around the foundation are made of pipe which has reached its' life expectancy. The basement is often wet after a heavy storm or snowmelt. It has never been deeper than about six inches, and usually does not build over the entire floor but the bathroom and the north side of the basement often are wet. There is a dehumidifier in the basement. The bathroom is currently in the basement under the stairs coming down from the first floor. There is a storage closet and the utility room with the furnace, electrical panel and phone line and fiber connections. The basement is currently used for storage of chairs and library odds and ends. The main part is primarily used for storing the books and other items for the annual book sale. The Knox Gallery basement is drier but also has a dehumidifier. That basement is mostly used for storage of items owned by the Historical Society. Neither basement can be accessed without a minimum of five steps.

HVAC:

The Monterey Library is a member of the Monterey Water Company, which is a designated public water supply. Monterey Water Company serves the center of Monterey as a water supply primarily for homes that don't have enough land for an individual well. The Library does have its' own septic system. That system is an undetermined age but was probably not built after the 1950's. The system is functioning currently but any building project will trigger the review of the system and due to the proximity of the Konkapot River a new system will need to be designed and built.

The hot air oil fired furnace is only around ten years old and does a decent job of heating up the building on short notice. The energy costs are very reasonable because the thermostat is a twenty-four hour seven day a week programmable that heats the building up in the half hour prior to the open hours. Filters are changed regularly and the ducts have been cleaned on schedule as well. There is a difference in heating the main room and the gallery. The furnace is farthest from the gallery and the thermostat is in the main room, which has slightly lower ceilings so the gallery tends to run slightly colder. There is a 275-gallon oil tank in the basement, and though there is no containment below the oil tank the line to the furnace is coated as per Massachusetts's code.

Air conditioning is accomplished by means of two window units, one in the main room and one in the gallery. With the shade and the waterfalls behind the library it is rare that the air conditioning is used. Unless the temperatures are well above 90 the library stays relatively cool. Windows are all screened and openable so there is the opportunity for good cross ventilation.

Both the basement below the main room and the gallery are dehumidified. The dehumidifier in the main basement has been set to gravity drain into the sink and so requires no care. The dehumidifier in the gallery basement has an automatic pump and also has been trouble free. The basement under the gallery, unlike the main basement, does stay dry in both heavy rains and snow melts. The main basement can take water in the front under the portico and by the bathroom in as little as a heavy thundershower, though rarely does it flood more than a few feet next to the wall. The office addition is only on a frost wall foundation with a poly and stone underlayment but it has ventilation windows that are opened and closed seasonally. The office addition brought the runoff from the main roof far enough away from that basement wall that there is no infiltration in that section anymore.

Alarm system:

There is a twenty-four hour seven day monitored alarm system that is more than twenty-five years old. It has security features, with door contacts as well as motion sensors. It includes a complete fire alarm system with appropriate smoke and heat detectors, but the carbon monoxide detector is simply a plug in unit that is not connected to the system. There is also an environmental heat loss alarm function as well as a panic alarm at the circulation desk. There has been some trouble with the fire trouble function of the system, which does not impact the important other reporting features of the system, but there are no more replacement boards for the system so that system is due for an upgrade. If any more functions fail the system will need immediate upgrade.

Insulation:

There is no insulation in the walls of the original building. The interior walls are made of plaster and metal lather and have held up with a minimum of cracking. There is an air gap to the sheathing of the building. The windows are single pane with the exception of one of the office double hung windows and the casement windows in the gallery. Aluminum storm windows were added over the main library windows and on the inside of the gallery gable windows, and the sidelights of the front door. The Department of Public Health about five years ago tested the building for mold and there was none except in the insulated Knox Gallery, which at the time was closed down and had no heat. The room was entirely remediated with a thorough cleaning, new paint and carpet, and the addition of heat and air conditioning.

Electrical service:

There is a one hundred amp breaker panel in the basement which is around forty years old. Over the years circuits have been added for various electronics and there is only room for one more circuit.

Lighting:

Over the years the lighting in the main room has been upgraded first to fluorescent, and more recently to T-8 energy efficient fluorescent. The lighting in the office is also T-8 fluorescent. The Gallery lights are still incandescent and though they provide a good light for the art they do need to be upgraded. Outside lighting consists of incandescent fixtures above the front doors and a ground spot LED to illuminate the American flag. There is no lighting of the paths other than what is spill over from the streetlights. There is no emergency lighting of any kind in the building, and no illuminated exit signs.

Internet access:

Until the MBI Mass Broadband fiber project the Internet access was accomplished through copper phone line DSL. Before that it was satellite Internet that came from the neighboring General Store. The current Internet connection is fiber optic as an anchor institution. There is no cable or commercial fiber option in Monterey. Cell service is spotty and at the moment only through one carrier. Most often there is no cell service in the library.

Plumbing:

There is only one bathroom in the library with one toilet and a lavatory with only cold water. There is no hot water in the building. The plumbing is in good condition but the lavatory and the toilet look to be original from 1931. The septic system dates at least back to the 1950's and though it was working when inspected before the office addition was built, any renovation will trigger a Title V inspection and because of the proximity of the Konkapot River an upgrade will be required.

Site Considerations

The Monterey Library, wherever it is located, will need a septic system that will need to follow the requirements of the local Board of Health. The current septic system is at least fifty years old and any renovations will trigger a septic system that needs to be updated. If the library moves to any other municipal site a septic system will be necessary. Drinking water is available from the Monterey Water Company at the current site, however it will be the responsibility of the Library to pay for the water line to any new construction that necessitates relocation. The water line to the current library is less than twenty years old so an upgrade will not be necessary. If the Library is built at another site it may not be allowed to use water from the Monterey Water Company due to capacity issues. If a new library cannot connect to the system there will be the cost of a new well and the future costs of running a public water supply, though it would fall under the Transient Non-community category which is less regulated than the Community Public Water System.

If the Library stays in its current location it will be highly visible and near the Monterey United Church of Christ, the Monterey General Store, the Post Office, the Town Hall and Greene Park which has a baseball field, a basketball field and a playground. The library in its present location will need to undergo a thorough evaluation of any building renovations by the local Conservation Commission, and potentially by the Massachusetts Department of Environmental Protection due to the proximity of the land to the Konkapot River.

The other two sites under consideration are not far from the present location. One is about two tenths of a mile and next to a community center currently under construction. That site is also near wetlands and is on a slope. The last site is around four tenths of a mile from the present location and is near the Firehouse. That land will also be under the Conservation Commission but is quite a ways from a real body of water. It is heavily wooded and the land will need to be developed, whereas the Wilson land is open to start with. That land is off Fox Hill Road and will need signage from Main Road as the building will not be visible from the Main Road. The site at the community center may be visible from the road, but will not be adjacent to the road, so there will be need of signage.

Site 1
Current Library Property

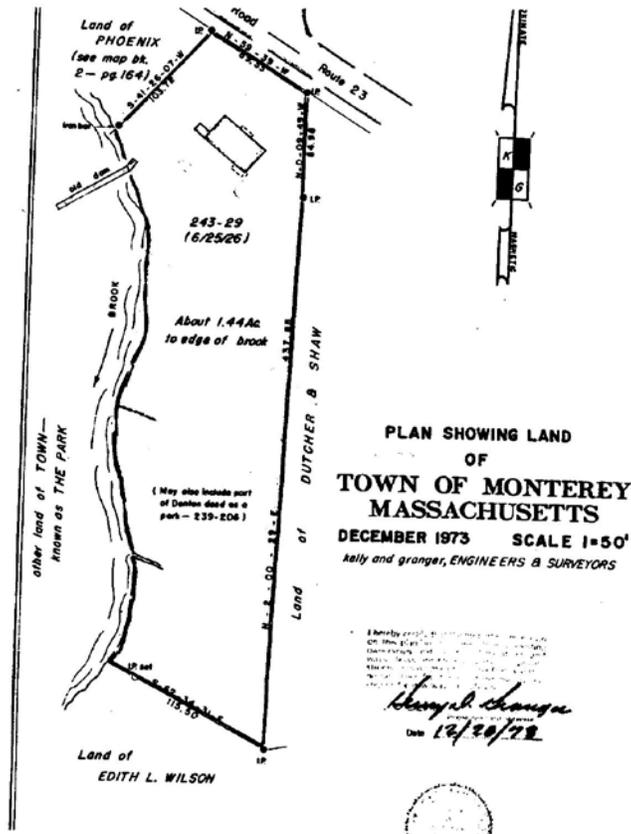
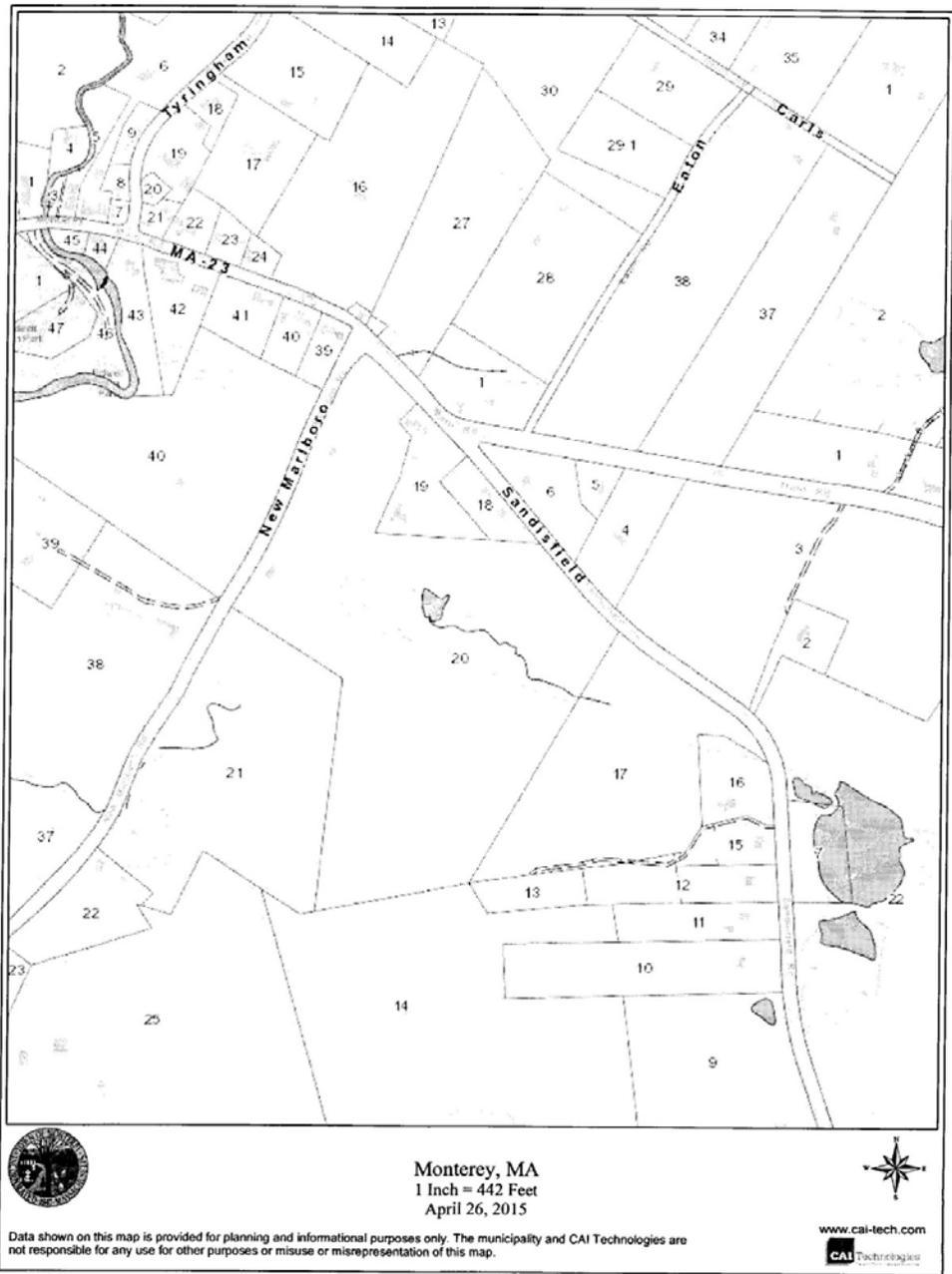


Figure 1 Plot plan of 452 Main Rd, Monterey Building shown is the library without the Knox and office additions.

Site 2

Wilson McLaughlin Property

This site was given to the town for municipal use. A portion of it is in use as a community garden and the existing house has been modified and renovated to use as a community center. The most accessible and visible portion of that lot are already in use or will be shortly. Though there was discussion about combining the community center, the library and even a new school into a multipurpose building, the library portion would be added onto the community center which was a private residence of about 150 years old that is currently being renovated. State grant monies cannot be used for anything but the library. The community center is currently being managed by a non-profit and they have continued with their renovations. The center will be taken over by the Town after it is finished.



The map above is an assessor's map. The Wilson McLaughlin land is lot 20. The total amount of land is 28 acres, but as can be seen most of the usable land is adjacent to Main Road and New Marlborough Road. The wetland in the middle is unusable and the land on the other side is not easily accessible or topographically conducive to building. Of the usable land, some is already taken up by a community garden and a community center as can be seen in the following pictures.



Community Center Site. In the foreground is the Community Garden and to the right in the back is the Community Center which is currently under construction.



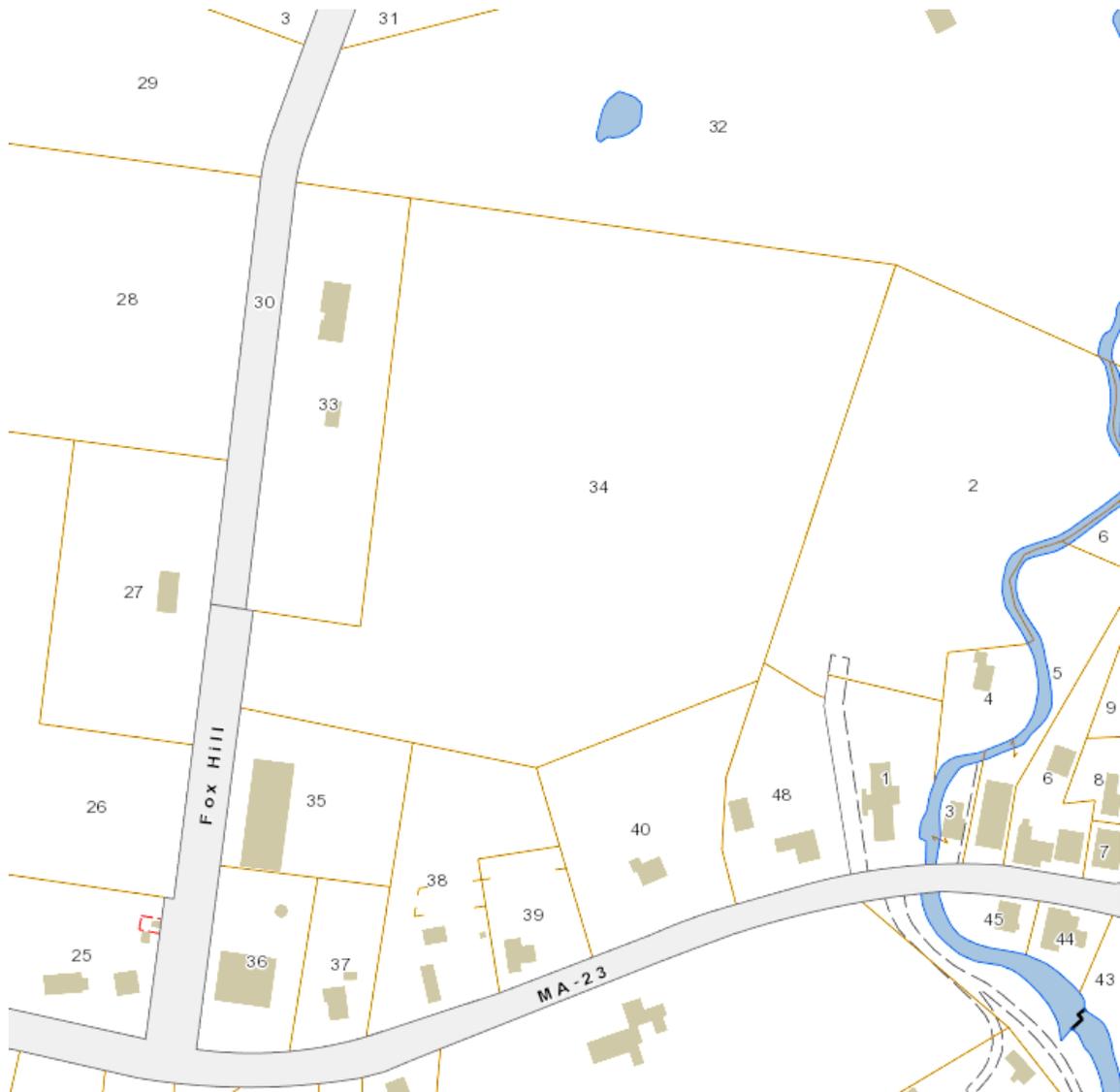
Community Center Site looking towards the wetlands in the center.



Another view of the land looking toward the wetland.

Site 3 Town of Monterey land

The next piece of land is found behind the Monterey Firehouse and is labelled on the following assessor's map as 34. It is 10.7 acres and is adjacent to 2 which is the town park and ballfield. To avoid disturbing the ball field access would need to be from Fox Hill Road. The entire lot 34 is wooded and slopes downhill to lot 2.





Site 3 is situated behind the Monterey Firehouse. This view is from Route 23 and the lot begins at the tree line behind where the firehouse pavilion ends. The public road ends at this lot so it is in effect a dead end and residents of the private road would want to make sure traffic would not be an issue on their private road.



Tree line of the lot behind the Firehouse.

General Design Considerations/Functional Areas

Area: Circulation Desk

Activities:

Staff sort, check in and check out materials, register users for library cards, answer questions, assist with equipment, answer phone, and monitor general area.

Occupancy: generally 1 or 2 staff members

Major Design Features and Ambience of Area:

Area must be welcoming to visitor and functional for staff. Desk should be visible from entrances and a comfortable height for both staff and patrons (ADA compliant). There should be room to maneuver book trucks, space for a phone, computer and an extra monitor for viewing out of sight locations. The desk should be close to or open into the staff work area and should open at one or both ends for the staff person to exit easily. Glare free lighting, protection from winter drafts, and good wire management should be a consideration.

Furnishings:

Seating for 1 person

Materials/Equipment:

3000+ items per month

Proximity to: Staff area, meeting room, restroom, public copier

Distant from:

Quiet areas

Area: Restroom

Occupancy: 1 adult or an adult with a child

Major Design Features and Ambience of Area:

The public restroom/s must be ADA accessible, include a changing table, be easy to clean and maintain.

Furnishings:

Changing table

Floor drains

Lavatories and sink that meet ADA requirements for height

Grab rails

Large towel dispensers

Large capacity soap dispensers

Wastebaskets

Proximity to:

Public areas

Circulation desk

Area: Staff Work Room/Director's Office

Activities:

Materials processing, repair, sorting materials for delivery, re-shelving, and preparing materials to go out in delivery. A 36" high work counter should serve as a receiving station. There should be 12 feet long 29" high counter with cabinets above and knee-holes below so chairs can be out of the way when not needed. Work area should be 30 – 60" wide to permit opening of books or use of documents or other media. Leg clearance should be at least 24" wide and 15" deep. Ample electrical outlets should be provided at mid-wall height. Book truck

space for maneuvering loaded trucks should be included beside workstations. Ideally, the staff work area should include a sink.

This space also serves as the director's office. There should be table/desk space with room for a phone, a computer and knee-hole space below. There should be cabinets above, with doors, and room for a lockable file cabinet for secure document storage.

Occupancy: 1 or more staff

Major Design Features and Ambience of Area:

This area must be functional, have good storage space, include an area to receive and prepare materials for delivery. It also includes an area for the director's office

Staff office areas will include natural light and windows that allow for fresh air.

Proximity to:

Circulation desk

Interlibrary loan delivery

Distant from:

Quiet study areas

Major Design Features and Ambience of Area:

This area must be functional, have good storage space, include an area to receive and prepare materials for delivery. It also includes an area for the director's office

Staff office areas will include natural light and windows that allow for fresh air.

Area: Adult and Young Adult Collection

Activities:

Fiction and non-fiction books, DVDs and audio items are shelved in a manner that makes it easily accessible for browsing as well as locating materials.

Occupancy: 10 people

Major Design Features and Ambience of Area:

Ability to supervise area from circulation desk

Integrate lighting with stacks, automatic lighting when possible, Natural lighting is an important feature.

No books on top or bottom shelves, room for expansion

Clear signage on stack ends

Good sight lines

Display on end panels

Stack aisles wide enough for two people to browse and ADA compliant

Furnishings:

Adjustable, metal shelves with wood end panel

Proximity to:

Circulation desk

Distant from:

Quiet study spaces

Integrated lighting

Oversized books will be intershelved

Enough space to handle future (unknown) formats
Most small paperbacks are intershelved

Shelves to display & store audio and musical CD's and DVDs

Area: Knox Gallery/ Multi-purpose Room

Activities:

Area used for art exhibits, meetings, and library programs for all ages, book sale, reading and quiet study. Standing capacity for 100 and temporary seating for 75.

Occupancy: Up to 100 during programs

Major Design Features and Ambience of Area:

Acoustical features appropriate for speakers, video and musical programs.

Lights & dimmer

Windows open to the outside and the view of the river. Desirable: light-proof drapes/shades to darken room if necessary

Computer connections available throughout the room

Cable access for video projection

Lockable storage

Kitchen facilities for meetings

Coat racks

Storage for tables and chairs

Comfortable chairs and small tables for times when the room is not used for meetings.

Furnishings:

75 stacking chairs

Ability to hang artwork on walls for exhibits

6 tables (folding)

Kitchen facilities including microwave, sink, refrigerator.

Storage in cabinets above counter with large coffeepot and trash can

Display counter with storage space (2' x 15')

1 conference table and 8 chairs

Coat racks

Storage for tables and chairs

Comfortable chairs & tables/study carrels

Proximity to:

Restroom, lobby, parking

Area: Copier

Activities: Area for public printing and photocopying

Occupancy: 2

Major Design Features and Ambience of Area:

Adequate electrical connections

Counter for collating and stapling papers

Storage for copier supplies

Adequate ventilation

Cabinets (possible built in) for machines to reside on with storage underneath

Storage for supplies (paper, toner)

Good ventilation

Furnishings:

Table for sorting

Materials:

Copier

Stapler

Punch

Proximity to: Circulation desk

Distant from: Quiet study

Area: Public Access Computers

Activities: The library offers four public Internet computers with printing capability.

Occupancy: 4 to 6 people

Main Design Features and Ambience of Area:

The space should be one in which patrons of all physical abilities' should be able to use, with comfortable seating and adequate workspace for each computer station. Some consideration should also be given to the need for privacy as people use these workstations.

Furnishings/Materials:

1 chair per computer

At least 4 computers – one of which should be a portable laptop to allow for roaming.

Printer/scanner

Storage for computer supplies

Worktable for computers that conform to ADA requirements for height

Proximity to:

Adult and juvenile reference materials, circulation, copier

Distant From:

Ongoing programs such as story hours and craft program

Area: Storage

Activities:

Storage including areas to sort items for book sale, storage for items, storage for miscellaneous library materials, cleaning supplies, extra furniture, and also a place for HVAC and communications and electricity interfaces.

Occupancy: Room for at least four volunteers to sort book sale items.

Major Design Features and Ambience of Area:

There is no need to finish the room with anything beyond the bare minimum of code. There must be as much open space as possible with the ability to set up tables for work areas and allow for traffic flow. There should also be a lockable closet for cleaning supplies, ladders, and other things that should not be in the public's grasp. Additionally there must be a room in which the HVAC system and other interfaces can be also isolated from the public. There should be an outside entrance so that if there is repair work the technicians do not have to travel through the library, which also makes it easier to deal with donations so they don't clutter up the public parts of the library. Most importantly, due to what this space is used for, it should be dry. Groundwater should be drained away from the basement and a dehumidifier should take care of the moisture in the air in a below grade facility. Needs to be ADA compliant. A clean up sink with counter to wash up would be helpful.

Furnishings: Eight folding tables. Eight chairs.

Proximity to: Staff should be able to access the area quickly and easily to determine any utility issues and it should be accessible for volunteers.

Distant from: Does not need to be close to main entrance if there is a basement entrance.

Area: Children's Area

Children browse, request information, read, study, play with toys, attend programs, make crafts. Parents browse with and read to their children. Staff assist children and other patrons, conduct programs and maintain the collection.

Occupancy: Public 20, Staff 1

Major Design Features and Ambience of Area:

Mixture of adult and children's seating and at least 3 child sized table with chairs. Current space has a fireplace with room above used for artwork. Picture books and other juvenile materials are shelved in this area as well as craft storage.

All carpeted areas must allow for easy rolling of book carts. Cheerful, inviting, attractive to all ages – but furnishings and colors should be especially appealing to children.

Furnishings:

5 bean bag chairs

3 child-sized tables

8 backjack chairs

At least 2 adult chairs

Proximity to:

All areas must be able to be seen and supervised from the circulation desk.

Bathroom

Distant from:

Adult quiet study space

Shelving for 2500 children's books. Mid-height, child-friendly, some of it mobile; adjustable to allow all books, (tall, oversized picture books) to be shelved together. Shelf tops should be able to be used for display.

Paperbacks and hardcovers will be intershelved; separate shelving for board books

Shelving for toys as well as storage

Area: Quiet/Noisy Area

Patrons can meet in small group, use for quiet activity, or alternatively use as skype location without bothering other patrons.

Occupancy:

Up to 4 patrons

Major design features and ambience of area:

Seating for up to four with a table. Must be visible from outside of area but should be soundproofed. Needs to have electrical outlets and internet access.

Furnishings:

4 chairs, 1 table

Proximity to:

Can be out of the way place due to the activities that will take place there.

Distant from:

Children's area.

Summary of Estimated Space Needs
with seating by type*

MONTEREY LIBRARY
MAY 1, 2015

Area Name	Estimated Size (sq ft)	Collection				Reader Seats			Program Seats		
		Volumes	A/V Materials	Periodicals	Public Computer Workstations	Staff Computer Workstations	OPACs	Lounge Seats		Table/Carrel Seats	Total Reader Seats
Entrance/Lobby	100								0		
Circulation Desk	100								1		
Circulation Workroom	240						1			1	
Automated Sort	0									0	
Self-Check(s)	0									0	
	16									0	
Browsing/New	50									0	
A/V Materials	40									0	
Current Periodicals	20									0	
Internet Computers	48				3					0	
Reference	0									0	
Reference Office	0									0	
Adult Seating*	0									0	
Adult Nonfiction	96	1000					0	1		1	
Adult Fiction	192	2500	2000	400			1	4		5	
Local History	40									0	
Teen	160	1000	250	10						0	
Tween	0									0	
Children's Room	400	4000	400	50				12		12	
Service Desk	0									0	
Preschool Area	0									0	
School-Age Area	0									0	
Program Room	0									0	
Storage	20									0	
Office/Workroom	0									0	
Café	0									0	
Meeting Room(s)*	0									0	
Meeting Room Kitchenette	40									0	
Meeting Room Storage	20									0	
Multipurpose Room*	600							8	8	60	
Conference Room*	0									0	
Board Room*	0									0	
Quiet Study Room(s)*	100							4	4		
Group Study Room(s)*	150							8	8		
Classroom	0									0	
Art Display/Gallery	0									0	
Periodical Backfile	0									0	
Director's Office	0									0	
Administration Office	0									0	
Technical Services	0									0	
Delivery/Receiving	0									0	
Custodial Office/Workrm	0									0	
Server/Network Room	0									0	
Staff Break Room	0									0	
Friends/Book Sale	0									0	
		Total Vols	Total A/V	Total Periodicals	Total Public Computer Workstations	Total Staff Computer Workstations	Total OPACs	Total Lounge Seats	Total Table/Carrel Seats	Total Reader Seats	Total Program Seats
Total Net SF	2432	8500	2650	460	3	2	1	17	20	40	60
30% Unassignable Area	3243										
Total Estimated Gross SF	3243										

General Design Considerations

In addition to the specific recommendations in the Functional Area Descriptions, there are general concepts we feel are important in an improved facility:

The library will use green and sustainable design solutions, whenever possible and practical. The residents of Monterey understand that green building is an important element in keeping the environment and the residents healthy. In implementing advancements in technology, the building will still retain the look and feel of a traditional library, with woodwork and natural light throughout all spaces. Every attempt should be made to make the library as energy efficient and to complement the environment as possible. Materials should be environmentally friendly and sensitive to people with allergies. They should also be extremely durable to withstand the substantial use they will get for many years to come.

The building layout, graphics and signs should assist users to find areas, services and materials easily. Access to technology should be available throughout the building through planned network connections, wireless technology and the electrical supply.

The design should include clear sightlines from the circulation desk in order to provide maximum supervision of the library space with limited staffing. The overall design should retain a reasonable amount of flexibility that allows adaptation for future trends in library services.

The building exterior should include illuminated signage, low maintenance and durable finishes, and universally accessible grounds and walkways.

An issue in design considerations should be the security and safety of staff that are frequently working alone; staff should have the ability to easily get assistance in an emergency. The safety of patrons, especially young children is also of primary importance and any design considerations should make the safety of library users a top priority.

The building will be fully accessible, as defined by the Massachusetts Architectural Access Board and Americans with Disabilities Act. All services will be equally accessible to all patrons of varying abilities.

Photos



There is no parking lot or on street parking directly in front of the library.



Users enter the Monterey Library directly from Route 23. They walk from wherever they have parked, and then walk onto an uneven pathway made of stone.



The exterior lighting is a problem, especially in winter months when the combination of a dimly lit rough pathway and distant parking makes it difficult for people to safely use the library.



Programs in the Knox Gallery are well attended but there is not enough seating, no kitchen facilities and no accessible restroom. There is no adjacent storage for chairs and when there is an event in the gallery all chairs must be carried from the basement.



The Knox Gallery serves as quiet study space. The current facility needs increased seating capacity, including more study tables, lounge chairs and tables for laptop computer users.





Public use computers are located adjacent to the adult collection. The space is tight and it makes it difficult for people to browse in the stacks when computers are in use.



The only bathroom is located in the basement and reached by a steep stairway.
The basement floods frequently and the bathroom has only cold water.



The ramp that leads to the Knox Gallery.



The staff work room and director's office are a combined space used to process materials, receive & sort delivery materials and for the director to complete administrative tasks. The space lacks storage cupboards and workspace that would improve organization and work flow.



The main entrance has a step leading to the front door and into the library. A book drop located on the top step is not accessible to people with disabilities. The handrail and doorway do not meet current fire codes.



The pathway leading to entrance presents a challenge to many people; although there is a ramp, it is necessary to negotiate the uneven stone path to reach the accessible ramp.



The rear of the library. At the left is the main basement entrance at grade but with steps inside to get to floor level. At the right of the main building is the entrance to the Knox Gallery basement as well as another entrance to the main basement. There six steps to get down to the basement level of the main basement and then a step to get up to the Knox basement level. Leading up to the door visible on the Knox Gallery is a set of outdoor stairs with landing.



The present shelving capacity is extremely limited and has meant that the number of items in the collection has to be severely controlled.



The back of the library looks onto a waterfall and the Konkapot River.



The children's area is cozy and inviting but has very limited shelving and storage. Programming is also limited because of the lack of an accessible bathroom.

APPENDIX