MONTAGUE PUBLIC LIBRARIES BUILDING PROGRAM

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HISTORY OF COMMUNITY

The Town of Montague is located at the heart of Franklin County. It is the second largest municipality in the state's most rural and least populous county. The town is made up of five villages—Lake Pleasant, Millers Falls, Montague Center, Montague City, and Turners Falls—each with its own distinct character and history. Residents' backgrounds and socioeconomic status vary greatly village by village and even street by street. The current population of the town is 8,580 and is likely to remain consistent for at least the next ten years. Over the coming decades, the Franklin Regional Council of Governments (FRCOG) anticipates a population decline, though previous projected declines have not been accurate.

The town consists of 31.5 square miles of land and a water area consisting mainly of Lake Pleasant, as well as the Sawmill and Millers Rivers and several brooks. Bounded on two sides by the Connecticut River, Montague is bordered by the city of Greenfield and six smaller towns, including Deerfield, Erving, Gill, Leverett, Sunderland and Wendell.

39% of land in Montague is permanently protected and 22% is under limited or temporary protection status. While this limits the ability to use open land for municipal purposes, housing, or sustainable development, the protection of local land and habitats speaks to the esteem that residents have for the rich landscape they inhabit.

The Connecticut River is a major recreational resource for the town. Opportunities exist for hiking, fishing (ice fishing in winter months), canoeing, cycling, and picnicking along the riverfront. The abundance of natural beauty adds to residents' quality of life and has made the town attractive for retirees.

Montague's largest village, the one-time industrial powerhouse Turners Falls, was named after Captain William Turner, who led a militia force against a native encampment near this site in 1676. Because of this gloomy, problematic history, many in the community choose to call the village "Great Falls," to pay homage to the land's indigenous history. The land was inhabited for 10,000 years by indigenous Americans and the area by the Connecticut River's falls was traditionally shared by the Pocumtuc Confederacy, the Narragansetts, the Nipmucs, the Wampanoag, and the Abenaki tribes due to the abundance of salmon and shad available there. Today, there are a number of local efforts to preserve and celebrate the history of the indigenous people of the area.

The town also has a rich industrial history, with factories lining the banks of the Connecticut River. The rapid growth of Turners Falls was spurred by the 19th century repurposing of a transportation canal to provide water power for paper, cutlery, and cotton mills built along its bank, and furthered by the early 20th century construction of the largest hydroelectric power plant in New England.

Montague residents are interested in preserving the historic nature of the downtown area, which contains many historic buildings listed on the National Historic Register. The Shea Theater, an old movie house, has been restored and is a center for performing arts. Across the street, the Great Falls Discovery Center is a state park located in a complex of beautiful old mill buildings; it features exhibits on nature and other aspects of the area, including a self-guided tour of the industrial history of the town.

Montague benefits from strong support for local cultural and arts initiatives. RiverCulture, a municipally supported, grant-funded driver for cultural engagement, works with local business owners, nonprofits, Parks and Recreation, and the libraries, to provide free music, arts, and theater programming to Turners Falls and Montague's four other villages. The organization has recently taken on a couple of public art projects and the RiverCulture director is exploring the development of an arts council.

The town is also focused on planning for the future. Comprehensive planning is underway and the town is participating in the state's MVP 2.0 project, a program that helps municipalities plan and prepare for the impacts of climate change, focused on social, environmental, and infrastructure resilience. These investments in the community and the emphasis on forward-thinking initiatives makes for a thriving downtown that attracts visitors of all ages.

In the last fifty years, several large employers such as Farren Health Care, Strathmore Paper, Hallmark Institute of Photography, and the Esleeck Manufacturing Company have closed, and many of the buildings have been demolished or stand vacant in disrepair. Even so, the local economy has not stagnated. Businesses are rebounding from the toll of the pandemic with new operations opening all the time. Many residents of Montague are owners of or are employed by small and medium-sized businesses, from farm-to-table restaurants and light manufacturing to dance schools and record stores. Major employers in Montague include small industrial factories, the regional public school system and several independent schools, several local farms, and the town itself. Many residents work in neighboring towns and cities.

While 91% of Montague residents identify as white, Turners Falls has a substantial population of non-English speaking farm workers and refugees from Central America and the Carribbean. 19% of students enrolled in local schools identify as Black, Latino, or mixed race. 9% of residents live below the poverty line and the median household income is $70,208. Franklin County, of which Montague is a part, has had the lowest average wages in the state for almost 25 years. Many in Montague do not have access to the internet at home, nor do they have substantial digital literacy. Thankfully, there are a number of social service organizations that collaborate together to provide Montague residents with the early education, housing, food, and fuel resources that residents need.

HISTORY OF LIBRARY

Montague features three libraries: the main Carnegie Public Library in Turners Falls plus two branch libraries in other villages, one located in Millers Falls and one in Montague Center.

Founded independently during the 19th century, the three were combined into the Montague Public Libraries system under one set of Trustees in the late 20th century. While the Trustees are committed to maintaining the branch libraries, for the purposes of this application, we will focus on the main branch, the Carnegie Public Library in Turners Falls.

The first library in the village of Turners Falls was opened in 1876 in the Colle Opera House on Avenue A, after it was decided in 1874 to establish a library with $500 from a private source. Individuals gave small sums of money to maintain the library until it was made a free institution and received an annual appropriation from the Town.

In 1903 Andrew Carnegie gave the Town $12,500 for a library building, provided that the community would furnish land for a site and appropriate $1,250 annually for the library. In 1904, 201 Avenue A was purchased. The site is located at the south end of the business district, and at that time was at the busy intersection of two streetcar lines and across the street from the Boston & Maine railroad station. The library building was designed by esteemed architects McLean & Wright of Boston. Constructed from yellow Pennsylvania brick to distinguish it from its red-bricked neighbors, the building contains two full stories and a partially finished basement, totaling 7,058 sq ft. The interior is resplendent with oak columns and marble mosaic, a lovely curving staircase, and two green marble fireplaces. The library opened to the public in 1905. In 1906 Carnegie gave the library board an additional $1,000 for site work and landscaping, with the stipulation that the Town add $100 more annually for support. In 1915, a request to enlarge the library was made to the Carnegie Corporation, but that request was curtly denied.

The library has not been expanded since the original construction. That said, upgrades have been made, including a wheelchair ramp installed in 1997 and an ERV air exchange system installed in 2020. In the 2000–2001 Massachusetts Public Library Construction Program round, Montague was awarded a provisional grant for an expansion, which would have provided a total of 19,890 sq ft for the Carnegie Public Library. The project was ultimately not funded by the town, as other projects were prioritized. Later, the town and library trustees explored the possibilities of building a combination library/senior center/parks and rec facility behind the town hall (2007) and relocating the library to the briefly vacant St. Anne's Church (2015), but neither of these projects gained traction.

The lack of progress in securing an expanded or new facility should not be viewed as a lack of community support for or appreciation of the Carnegie Library. Indeed, our usage statistics reveal the Carnegie Library to be a treasured local resource. Over the last thirty years, the town funded a number of building construction projects including a new public safety complex, high school, and DPW garage, as well as significant improvements to the town's wastewater treatment facility. Town finances were tight for decades, and proposed library construction projects were always postponed as other projects took precedence. Now, there is the feeling among residents that it is the libraries' turn for improvement.

CURRENT AND PROJECTED COMMUNITY DEMOGRAPHICS

Census Bureau Community Demographics Charts for age, racial/ethnic composition, education level, and income. *Please note that these figures represent the town of Montague as a whole rather than the village of Turners Falls alone.*

AGE AND SEX	
Persons under 5 years	4.6%
Persons under 18 years	18.1%
Persons 65 years and over	21.0%
Female persons	51.6%
RACE AND HISPANIC ORIGIN	
White	91.4%
White, not Hispanic or Latino	91.0%
Two or more races	4.4%
Hispanic or Latino (b)	3.4%
Asian (a)	0.6%
Black or African American (a)	0.6%
American Indian or Alaska Native (a)	0.1%
EDUCATION (2018–2022 FIGURES)	
High school graduate or higher, persons age 25 years+	92.9%
Bachelor's degree or higher, persons age 25 years+	34.5%
INCOME AND POVERTY (2018–2022, IN 2022 DOLLARS)	
Median household income	$70,208
Per capita income in past 12 months	$35,941
Persons in poverty	9.2%

Income distribution of residents, 2020
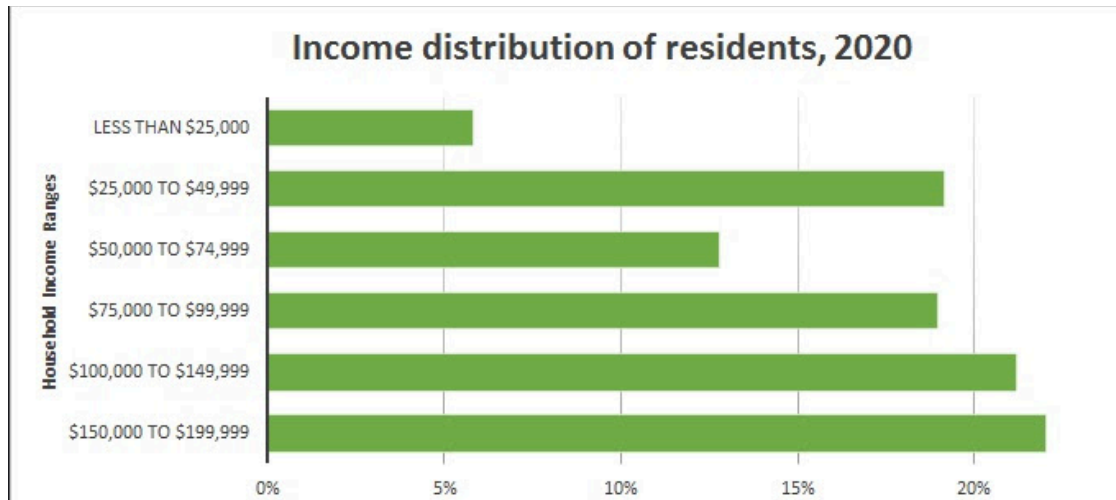
Projected population for 2054 (or as close to 2054 as available):

2050 projection: 6,814
Source: Franklin Regional Council of Governments (FRCOG) as reported by the UMASS Donahue Institute in 2022.

LIBRARY'S STRUCTURE AND CURRENT OFFERINGS

Library's governance structure

The Montague Public Libraries are a municipal department. The Library Director reports to nine elected trustees serving three-year terms, and works closely with the Town Administrator.

The Town is governed by a three-person Selectboard, and has a representative form of Town Meeting that includes 126 elected representatives from the voting precincts in the five villages (Lake Pleasant, Millers Falls, Montague Center, Montague City, Turners Falls), with each member holding a three-year seat.

Library's staffing

The Carnegie Library has 13 regularly scheduled staff members, or 7.3 FTE:

- Caitlin Kelley – Library Director
- Kathleen Lacey – ILL & Cataloger/Library Technician
- Angela Rovatti-Leonard – Children's Librarian
- Grae McLaughlin – Children's Programming Assistant
- 7 Library Assistants and 2 Branch Library Assistants

There are also five Substitute Library Assistants.

Library's mission

The Montague Public Libraries offer materials, services, and programs to foster educational, cultural, and recreational enrichment in the community. Everyone is welcome through our doors.

Library's values

The Montague Public Libraries support the American Library Association's Core Values of Librarianship of access, equity, intellectual freedom and privacy, public good, and sustainability.

Library's services

The Montague Public Libraries offer a variety of collections, services, and programs to Montague's five villages.

There's something for everyone at the Montague Public Libraries, with circulating collections that include everything from snow shoes to board books, cucumber seeds to Amish romance paperbacks, and Japanese cookbooks to the latest literary sensation at the top of the Times' Best Seller list. The Carnegie Library has a popular non-circulating local history collection that includes ephemera from historic factories, fraternal organizations, historic performances, 19th century photographs, historic maps, church histories, directories, and more. The Millers Falls Branch features a busy food pantry, which is open to all and supported by the Food Bank of Western Mass. The Montague Center Branch sponsors regular exhibitions of artworks by local and regional artists and talks by local authors.

The Montague Public Libraries offer clerical and professional services including technology assistance, scanning and faxing, reference, research and genealogy assistance, reader's advisory, and interlibrary loan. These services are offered on demand. In-depth research and technology help can be requested through the libraries' Book A Librarian service, which allows patrons to request dedicated, half-hour technology and research assistance appointments with the Library Director. As of the 2022 census, 17% of Montague households did not own a desktop or laptop computer.

Library's program types

The Montague Public Libraries offer program opportunities for patrons of all ages. Programs are held at all three branches and at offsite locations more accommodating to those with mobility difficulties. Library staff collaborate with local non-profit organizations and pursue grant funding in order to bring quality programs to the Montague community. A sampling of adult programs from the last year include indigenous history lectures sponsored by the Smithsonian and Mass Humanities, a place-focused storytelling event, and a community conversation about local agriculture and the future of food. We also held several art openings, book clubs, and local author talks, as well as gardening workshops, concerts, and a meet-the-candidates event for those running for local office.

For children, weekly programs such as LEGO club and Music and Movement help support early literacy, socialization, and fine motor skills. Take-and-make crafts, scavenger hunts, and science experiments encourage creativity and curiosity. Special events and programs like the visiting Whalemobile and a T-Rex Tea Party provide exciting and inspiring opportunities for family engagement.

For teens, collaboration with the local teen center and local artists allows Montague Public Libraries' youth services staff to offer programming that's timely, focused on addressing issues that teens may be dealing with, and also a creative outlet. Over the last year, the teen advisory board has become a teen volunteering club, giving teens a chance to engage with their community. The Libraries play an important role for teens in a community where 47.4% of students in the Gill/Montague School District are economically disadvantaged.

Library's holdings by collection area
(C/W MARS snapshot 1/2024)

Adult Collection	# Items
Adult Books	10,742
Adult Video (DVDs/discs/cassettes)	2421
Adult Audio (audio CDs, cassettes)	1007
Adult Periodicals (volumes of print periodicals, newspapers)	587
Adult Miscellaneous (ebook readers, kits, framed art prints, puppets,...)	68
Children's Collection	
Children's Books	5,649
Children's Video (DVDs/discs/cassettes)	688
Childrens Audio (audio CDs, cassettes)	242
YA Collection	
Young Adult Books	609
Young Adult Audio (audio CDs, cassettes)	36

LIBRARY STATISTICS

As reported on the MBLC FY2023 ARIS Report.

Population served by library (all of Montague)	8,580
Is this a branch or multiple independent library?	yes
Estimated population served by this location (TF + Montague City)	5,200
Attendance (all locations)	22,679
Number of registered borrowers	3,903
Total circulation activity	94,130
Total number of hours main library was open	19,032
Total number of hours all branches were open	22,099
Main library gross square footage (GSF)	7,058
Year main library was built	1905
Year of most recent renovation	1997
Number of dedicated library parking spaces	1
Main library seating capacity	10
Largest meeting room seating capacity	90
Number of individual or group study rooms	0
Number of times all meeting rooms were used	0

LIBRARY STATISTICS AND COMMUNITY ANALYSIS

Circulation and relationship to community composition and holdings

The population of Turners Falls is predominantly an American-born white population, with over 94% of the residents holding at least a high school degree and 33% having a college degree. Fewer than 4% are foreign-born; however, there is a small population that would benefit from ESOL materials. The per-household income is half of that of the average Massachusetts household. The low income level combined with the relatively high level of education in the

community may account for the libraries' high circulation: the combined circulation of the Montague Public Libraries ranks at the top of communities serving similar populations. Library staff are committed to purchasing diverse collections, representing authors of all backgrounds, on any subject that may be of interest to Montague's patrons.

Programming and program attendance and relationship to community composition

Both the Library Director and Youth Services Librarian develop programming to meet the varied needs and interests of the community. Bilingual Music and Movement has been well attended, and is now offered at the Montague Branch because there is presently no programming space at the Carnegie. Many library programs are held off-site and organized with local non-profit organizations due to the lack of space at the libraries. This has led to a number of rewarding local partnerships. Though the population of Montague skews older, leading to excellent attendance for adult programs on topics such as local history, local author talks, and gardening, the libraries' special children's programs often draw families from other communities.

Technology usage and relationship to community composition

Income level inhibits access to technology and connectivity. This is a main concern of the libraries, because space constraints limit the number of public computers in each location and especially at the Carnegie Library. Last year, the libraries began circulating mobile hotspots to provide patrons with access to the internet at home. This year, the town is preparing its first-ever Digital Equity Plan in an effort to ensure all its residents have equal access to digital technologies—including the internet, computers, and cellphones—as well as the skills to use them effectively. The Town is applying for funding through the Massachusetts Broadband Institute's Municipal Digital Equity Planning Program.

Attendance and relationship to community composition

Montague's diversity in income, education, and age means that people attend the libraries for various reasons. Library staff endeavor to provide each branch with the programs, materials, and services that will support each community's needs. Over 26,000 patrons visited the three libraries in 2023. They asked 1,870 reference questions, made 680 reader's advisory inquiries, and asked for computer assistance 1,382 times.

Patrons who don't have a computer or printer at home regularly stop in to process paperwork, send faxes, or make copies. Avid readers request items through ILL, attend local author readings, and bring their kids to programs. Attendance at the Millers Falls Branch has increased by 35% since that location became a member site of the Food Bank of Western Mass. Patrons without access to reliable heating and cooling also take shelter in the libraries during extreme weather.

Online usage and relationship to community composition

E-content usage increased dramatically during the pandemic. Though e-book usage has leveled off in the last two years, e-audiobook use continues to grow, with 5,291 adult e-audiobook

downloads in FY22 and 7,369 downloads in FY23. Some of our tech-savvy patrons only experience the libraries through their e-reader, tablet, or phone. To accommodate these patrons, the libraries purchase a collection of e-content available only to Montague cardholders, which significantly cuts the wait time for new bestselling e-books and e-audiobooks. Still, paper books continue to be Montague's bread and butter, reflecting a community that prefers the "old fashioned" feel of a paper and ink reading experience and/or may not have the interest, skills, or ability to access e-content.

Any special circumstances or needs related to the library and the community

The Millers Falls Branch has a small food pantry, supported by the Food Bank of Western Mass. A recent poll, as requested by the Food Bank for statistics purposes, found that 10/10 pantry users were SNAP eligible, reflecting the levels of poverty and food insecurity experienced by those in the village of Millers Falls.

EXISTING LIBRARY FACILITY

Gross Square Footage: 7,058 sq ft
Net Square Footage: 2,262 sq ft

Location and potential for growth on existing lot

The Carnegie Library is located in downtown Turners Falls, at the corner of Avenue A and Seventh Street. Avenue A is the main thoroughfare, which can be reached by taking the Gill-Montague bridge across the Connecticut River from Route 2, a major Massachusetts cross-state highway. The downtown area is about 6 blocks long, with the Town Hall and Great Falls Discovery Center (MA DCR) at one end and the Carnegie Library at the other.

Diagonally across Avenue A and Seventh St from the library, Peskeompskut Park occupies the entire town block from Seventh to Sixth Streets. Its amenities include a band shell for outdoor performances, shady benches, and a playground for young children. The historic Shea Theater is located farther up the Avenue. The Sheffield Elementary School is 0.7 miles from the library, a two-minute drive by car, and the high school/middle school is up the hill about 5 minutes by car.

Directly across the street from the library is a small local shopping plaza, with an independent grocery store, a hardware store, a drugstore and a Salvation Army store. There are three banks and the Post Office in easy walking distance. The Senior Center, Polish Club and several churches also occupy this area.

There is not a great deal of growth potential on the existing lot. The corner lot is on a hill and would require grading to reshape the land in preparation for any construction beyond the current footprint.

The back of the building is about 25' from the property line. The only accessible entry and book delivery location is accessed by a driveway on this side. Expanding in this direction would

require attaining the three-story multifamily residence currently occupying the site through a negotiated purchase or eminent domain. This building sits about 15' above the Library driveway on rock ledge, which would make it difficult and expensive to develop. Blasting the ledge could be problematic as this is a residential neighborhood, and two blocks up the hill, sitting on this same ledge, is an 1888 Romanesque brick and granite church with a fragile 100'+ steeple. A creative design might allow for expanding in this direction without blasting, but it would be unlikely to allow for more than a half dozen off-street parking spaces.

At one time, the library had more available space to the south side of the current building, but a Veterans Memorial has since been placed in the center of this property. Some Town officials have indicated that it would be possible to move the Memorial, but it may be impolitic to do so. A previous Library renovation plan did make use of this space, but even without the Memorial to consider, the architect still was not able to create accessible off-street parking.

Impediments to library operations or services due to site

Avenue A is a wide but busy street. While there are 15 angled parking spots on the street in front of the library, this is the only available parking without crossing a busy intersection. The sidewalk is accessed by steep stairs in front of the Library, or a sloped ramp at the far end of the parking spots. This makes it difficult for people with children or with limited mobility to make use of these parking spots. Parking is available only on the street. There is no off-street parking, except for one handicap space that is on the opposite end of the building from the accessibility ramp. This space requires the driver to turn around in a very tight space or back out of the space into traffic.

Health, safety, and/or security issues posed by site and/or building

The library's location at the base of a steep hill mainly composed of ledge makes water infiltration an ongoing issue. Before a new driveway was installed in 2022 the west side of the Carnegie basement frequently flooded. Existing water damage and mold issues will be remedied by a small renovation to be completed in 2024. Unfortunately, water is still infiltrating the north side of the building by the handicap ramp. Given the intensity of rainstorms over the last few years it seems unlikely that our water seepage problems and associated moisture damage will be completely ameliorated at this site.

Additionally, asbestos has been identified both in the floor tiling on the main floor and in insulation around ductwork. If the Carnegie Library were to be renovated, a comprehensive asbestos abatement would need to be completed.

The main entrance to the library has steep concrete stairs and the original heavy oak doors, which while beautiful and authentic, swell and contract with the weather, making them difficult to open in wet or humid weather. The original marble tile in the entry and lobby becomes slick in foul weather and has been the cause of more than one patron fall. The narrow aisles and high shelving in the limited stacks area are a challenge for anyone with mobility issues. The lowest and highest shelves must be used for book storage due to the shortage of space.

Accessibility issues posed by site and/or building

The main floor of the building is technically accessible, thanks to a wheelchair ramp added in 1997, but those using a wheelchair, walker, or large stroller are limited to browsing in the children's area and the new books section in the entry/circulation desk lobby. The adult fiction, non-fiction, and media collections are inaccessible, due to the width of the aisles and the height of the stacks. The restroom, the local history collection, and the program space on the second floor of the building are also inaccessible.

Impediments to staff workflow and productivity due to site and/or building

The main floor has only 2,262 sq ft. The upper floor will not support book stacks and the basement level is not accessible to the public. The basement is currently being redesigned to serve as a more efficient staff workroom and storage area. Funding for this project has already been secured. Even once this project is completed, however, staff will have to carry heavy boxes of materials up and down a flight of steep stairs for processing.

Impediments to serving all members of the community due to site and/or building

In addition to being largely inaccessible to patrons with physical disabilities that require a walker or wheelchair, the library's lack of a parking lot, location on a busy street, narrow aisles built for a closed-stacks facility, cramped rooms, small footprint, and lack of elevator access make the building difficult to access and navigate for nearly everyone, especially those with young children, those who wish to distance in a post-pandemic environment, and larger-bodied individuals.

Other issues regarding site and/or building

The building is listed on the Massachusetts Historic Register and there are preservation restrictions on the type and extent of renovations that may be allowed to the structure.

Overall building condition (exterior and interior)

The building has had several repairs over its long life. In 2025, the building will have weathered 120 years. A 2021 assessment of the building and its site deemed both to be in fair condition with problems commonly associated with structures nearing 120 years old. The report concludes:

> *The major capital items identified in the report relate to repair and replacement of exterior features including replacement of the main roof, masonry repointing of the exterior facades, removal and replacement of interior finishes at the basement, and addition of an accessible restroom at the first floor. The Property will require replacement of other major components including the roof during the fifteen (15) year evaluation period.*

Important information about any renovations/additions/upgrades/improvements

Though no major renovations or additions have been undertaken since the building's completion, a number of upgrades and improvements have been made over the last 30 years. These include:

- In 1997 an attempt was made to make the building more ADA compliant. A long ramp and a newly-created rear entrance were constructed, but there was no dedicated handicapped parking spot included. One was added in the only available location in 2022, but it requires the patron to walk or roll from one end of the exterior of the building to the other to get to the ramp. Once a wheelchair user is in the building, it is impossible for them to maneuver into any areas besides the childrens' area and main lobby/circulation desk area. There is no wheelchair or stroller access to the basement or upper floor.

- In 2016 the basement was deemed unhealthy for staff use, due to poor air quality. Subsequently Technical Services and Youth Services staff were moved to a room previously designated for community use on the main floor. An ERV was installed in 2020 to improve air quality in the building, and carpets in the basement were removed following a sewer flood on Christmas Eve of that year. In spite of the health concerns, the Library Director and part time staff still utilize the space, since there are no other options for office space.

- In 2022 the driveway was regraded and repaved, which has mitigated water infiltration into the basement and added the library's only dedicated parking space.

- At the Annual Town meeting in 2022, $130,000 was approved for renovations to the lower level of the Carnegie Library to address mold and air quality issues and make it suitable for staff use. Specifications for this project are in the final stages of development and it will soon be put out to bid.

Planning efforts to date for building project

- 2000–01 – A unanimous vote was passed at the Annual Town Meeting to allow for applying for grants, enabling the Library Trustees to pursue funding from the Massachusetts Board of Library Commissioners (MBLC). A Library Building Program was developed by Vandermark Consulting, and J Stewart Roberts Associates prepared a schematic design. Montague's Library Trustees submitted a Library Construction Grant Application to the MBLC, seeking to expand Carnegie Public Library from 7,058 sq ft to 19,890 sq ft. The MBLC awarded Montague a provisional grant covering 40% of the project contingent on the town providing the balance by the 2005 Annual Town Meeting.

- 2004–05 – Years of tight budgets and a long list of capital improvement projects forced hard choices upon the town in 2004-05. Politically, a new police and fire station was seen as a higher priority than the library expansion, and financially there was not enough money to support both projects simultaneously. When the town's Capital Improvements Committee put their weight behind the new public safety building in spring 2005, the Library Trustees accepted defeat and withdrew the article for library funding from the Annual Town Meeting warrant, forfeiting the awarded MBLC funding.

- 2006–07 – The town's Capital Improvements Committee explored building a community center addition behind Town Hall to house the library, the senior center, and the parks & recreation department. The Library Trustees supported this concept, but public opinion was less in favor and the proposal died in committee.

- 2012–16 – In 2012, the town acquired the rectory attached to the former St. Anne's church in Turners Falls. In 2015, believing they would soon also come into possession of the church itself, the town hired an architect to conduct a feasibility study for "adaptive reuse of St. Anne's Church & Rectory as a New Town Library." Beautiful library plans were made along with suggestions for subsequent reuse of the Carnegie building, but the town had miscalculated: an unexpected legal outcome led to the town not acquiring the church building, and the study and plans were rendered moot.

- January 2021 — Architectural firm PCA completed and submitted a property condition assessment of the Carnegie Library.

- October 2021 – Whetstone Engineering submitted a report that recommended drainage improvements at the Carnegie Library to mitigate moisture issues in the basement.

- 2022 — The Trustees and Director submitted a [five-year strategic plan](#) to the MBLC.

- 2023 — The Trustees and Director submitted a "Letter of Intent" to apply for the Massachusetts Public Library Construction Program.

- Summer 2023 — The Trustees and Director hired a consultant to assist with the application process.

- October 2023 — The Montague Public Libraries' Strategic Plan was submitted to the MBLC.

- Fall 2023 — The Library Director, Trustees, and occasionally an interested member of the public, toured several local libraries. The group selected recent building projects of comparable size, and/or that also had Carnegie buildings, to see how they used their grant funding to expand their buildings or build new ones. Our purpose was to glean insight from these libraries' directors into what has/n't gone well for those building projects. The group visited libraries in Erving, Hadley, Granby, Athol, Greenfield, and Northfield.

- Fall and winter 2023 — The Trustees and Library Director ran a public survey for all of October, soliciting online and paper responses, in English and Spanish.

  Our consultant facilitated three focus groups, two with the public (one online, one in person) and one with library staff. We invited a representative cross-section of the community to solicit input from a variety of perspectives, including: a disabled person, a downtown business owner, a retiree, an educator, a teen, a homeschooler, and a green energy advocate.

  In December the Library Director and Trustee Chair facilitated a pair of community forums, one online and one in person.

- December 2023 — The Montague Public Libraries' FY2025 Action Plan was submitted to the MBLC.

- February–March 2024 — The Trustees and Library Director solicited a feasibility study from Wolfe Building Movers, exploring the possibility of picking up the Carnegie Library building and moving it to 38 Avenue ANeeds Assessment and Community Enagagement

NEEDS ASSESSMENT AND COMMUNITY ENGAGEMENT

Library's internal assessment

Perform at least one of these exercises with staff and trustees. Check each exercise conducted to inform the General Needs Assessment:

_X__Staff and Trustee Individual Interviews
_X__Staff and Trustee Focus Groups
_X__Staff and Trustee Surveys

Community engagement

Perform at least two of these exercises with the community. Check each exercise conducted to inform the General Needs Assessment:

  __X_ Survey
  __X_ Focus group(s) - can be done virtually
  __X_ User experience exercises (see Appendix A for descriptions)
    ___ Cognitive Mapping/Tour from a patron perspective
    ___ Service Safari
    __X_ Library Love or Breakup Letters (written to an experience, service, or tool)
    ___ Observation
    ___ Feedback Board with sticky notes
  __X_ Visioning exercises (see Appendix A for descriptions)
    _X__ Wish Tree
    ___ Dot Boards
    __X_ Prototype exercises
    __X_ Feedback after visiting newer libraries

General needs assessment

Areas (services and spaces) in which the Library excels

The Carnegie Library is a beloved historic structure with classic early 20th century interior features, including carved oak columns, marble mosaic floors, a sweeping staircase, and two green marble fireplaces. The grandeur of the exterior brick and interior details gives the space gravitas. Despite its tight corners and cramped spaces, for many, the Carnegie Library feels like a traditional library should.

After passing through the library's oak-paneled vestibule, what people see next is a substantial circulation desk staffed by the library's friendly and helpful circulation staff. During the library's strategic planning process in 2022, 93.9% of survey respondents agreed or strongly agreed that the Montague Public Libraries have excellent customer service. 95.6% agreed or strongly agreed that they feel welcome when they visit Montague's libraries. A focus group participant commented, "staff are resourceful, helpful, really outstanding, a lifeline."

Youth services staff have repeatedly garnered praise for their nimbleness in providing excellent service and program opportunities through the Covid pandemic and beyond. They offer take-and-make activities for families year-round and outdoor programs in the summertime. They also facilitate storytimes at the Montague Center Branch, perform outreach to local schools, and collaborate on programming with staff at the Brick House teen center and the Great Falls Discovery Center. These efforts ensure that the Libraries well serve the youth in the community despite being hampered by a too-small children's room and no teen area.

The Libraries' new leadership has earned kudos for innovation in implementing new systems and collections, such as the Library of Things and the Carnegie Seed Library, and for responding to community needs by increasing the Carnegie Library's open hours, adding new databases and technology services for the public, and pursuing necessary maintenance and improvement projects at all three libraries. By collaborating with local cultural institutions on grant-funded

programming initiatives and tapping into the talent of the local arts community, the Libraries have significantly expanded adult programming, adding art exhibitions, concerts, and author talks. The number of adult programs facilitated by library staff increased from 18 in FY22 to 42 in FY23, with attendance increasing from 167 to 1,763 during the same period.

During focus groups, patrons noted that they appreciate learning about community events in our bulletin board area. Interlibrary loan, faxing, and copying services were also mentioned as being important.

Finally, the grounds of the Carnegie Library are lovingly landscaped by the libraries' Friends group. There are benches for reading, and a picnic table where patrons and staff regularly have lunch. In the summertime, there's a tent where patrons can enjoy programs, access the schools' summer lunch program, and read in the shade. The Carnegie Library's location, close to downtown and across from both a popular shopping plaza and public park, has also frequently been cited by patrons as being a benefit. Many of our Turners Falls patrons either walk or ride their bikes to the library.

Areas (services and spaces) in which the Library could improve

Space

The Carnegie Library has been deemed too small to adequately serve the Turners Falls community since 1915, when library trustees first pushed for an expansion project. That expansion never came to pass, and 109 years later the space limitations are dramatic.

The library's collections overfill the main floor, practically bursting from inaccessible, narrow stacks. It has been the case for more than 30 years that for every new book that enters the library, one must be removed from the collection. Montague's patrons are voracious readers and regularly comment on the additional collections that they would like to see if the library had more space.

The children's area, though accessible, is not large enough to support the collection or programming needs and interests of our local youth. There is little space for graphic novels and none for manga, both of which are popular with patrons. There is no space for adult-sized seating, meaning that adults have to squeeze into one of two chairs made for young children if they wish to read to their child or help them with an activity. There is no teen area except for a few shelves of YA books, located adjacent to the picture books. When the library's LEGO club is in progress, patrons are not able to browse the children's shelves, lest they step on a child's LEGO creation. There is no space for children and their guardians to meet other families, play, or engage.

The Carnegie Library's reading room is located 20 paces from the children's room and five from the circulation desk, meaning that quiet study is nearly impossible. There are two desktop computer workstations and two laptops that patrons can borrow from the circulation desk, but

more computers and more space for staff members to assist patrons on the computer would be beneficial. There is only one table where patrons can sit with one another and chat, read the newspaper, work on a laptop, or study. There are two comfortable chairs.

Staff spaces could also be improved. There isn't adequate space for processing materials on the first floor, so boxes of books and media must be carried up and down a flight of stairs. There is no designated staff break room, which means that frontline staff largely eat lunch in their cars. Staff spaces in the basement are poorly insulated and heated, meaning that staff huddle over space heaters from October through May.

New or improved spaces that patrons and staff would like to see include:

- Wall space for art exhibitions
- A teen room
- An accessible community room
- Small study and meeting rooms
- Dedicated processing space for staff
- A staff break room
- A robust local history room
- A reference desk where people can request research assistance
- A periodical area where patrons can browse newspapers and magazines
- A makerspace hub
- Quiet spaces for reading, working, or studying
- A parking lot

Accessibility

The Carnegie Library was not constructed with accessibility in mind. One must climb a number of exterior stairs to get to the main entrance, and the building does not have an elevator to the second floor or basement.

Though there is a wheelchair ramp at the Carnegie Library, it is located in the back of the building, far from the only handicap parking spot and farther still from any other parking. The majority of the library's adult collections are inaccessible to walker or wheelchair users. The sole public restroom is not accessible, does not have a changing station, and is located in the unconditioned entry vestibule, making it very hot or very cold depending on the season.

The second floor of the building is reached only by a steep staircase, making it inaccessible to wheelchair and walker users as well as anyone with a stroller. Though this space was traditionally used for programming, library staff now prefer to host programs at alternative accessible locations in order to better serve those with limited mobility. Unfortunately, there are no spaces in Turners Falls that can hold an audience of more than 40 that don't require a special permit and/or payment for use.

Who is the library serving well, adequately, and not well/not at all?

The library is serving users of e-content well. Every other user is not served well.

Pretend the library has been demolished by a tornado…
what spaces are necessary and/or desired?

Respondents in the focus groups mentioned each of the major areas to be included:

- Audio/Visual Section: Housing DVDs, CDs, audiobooks, and other multimedia materials.
- Children's Section: A dedicated area with age-appropriate books, seating, and interactive features to engage young readers.
- Community Bulletin Board: A space where local events, announcements, and community information are posted.
- Computer Labs: Areas equipped with computers for public use, internet access, and software for various purposes.
- Staff Workroom: Administrative spaces where library staff handle tasks such as cataloging, acquisitions, and planning.
- Meeting Rooms/Community Room: Spaces available for community meetings, study groups, or library-sponsored events.
- Outdoor Spaces: An outdoor area, gardens, or courtyards for relaxation or outdoor reading as well as programming.
- Periodical Section: A designated area for newspapers and magazines.
- Quiet Study Rooms: Individual or small group rooms for quiet study or focused work.
- Reading Areas: Quiet spaces with comfortable seating where patrons can read or study.
- Reference Desk: Staffed area where librarians assist patrons with research, reference questions, and locating materials.
- Stacks/Shelves: Sections with bookshelves containing the library's collection of books and other materials.
- Technology Hub: Areas with additional technology resources, such as 3D printers, virtual reality equipment, or maker spaces.
- Teen/Young Adult Area: Spaces designed for teenagers, offering books, multimedia resources, and seating tailored to their interests.

What adjacencies are necessary and/or desired?

Ground floor

On the ground floor, it would be ideal for the main entrance to be located close to the circulation desk with the elevator and stairs, accessible single-user bathrooms, the Friends' book sale room, new adult books, the Library of Things, the staff workroom, and the Director's office all located close by. A quiet reading area, local history room, periodical section, adult media, and the adult fiction and non-fiction sections would abut each other and would be located with sightlines to the circulation desk. A business center with a copier, an adult computer area, and small study rooms would be located close together with sightlines to the circulation desk as well. Mechanical rooms and a storage/maintenance room would also be located on this floor.

Second floor

On the second floor, the elevator and stairs would be close to exhibit space for children's and teen artworks. On one side of the floor, the children's room would contain children's collections and a circulation desk, a youth program room, a family bathroom, a children's staff workroom, and youth services storage. There would be clear sightlines from the children's circulation desk and staff room to the adjacent teen room and teen collections. If possible, there would be access to a small outdoor patio through the children's room, where youth programs of 15-20 participants could be facilitated.

On the other side of the second floor, or on the other side of the first floor, depending on the site, there would be a large community room as well as a single-user bathroom, a small kitchen to support programs, and a staff break room.

What spaces do staff need to perform their roles successfully and optimally?

Staff would benefit from a dedicated workroom, where each staff member had their own desk or space with ergonomic furniture. They would benefit from a workspace that's well-lit with natural light, that's well ventilated, and has easy access to a restroom. Staff would greatly appreciate a break room where they could store their lunches and belongings.

The Library Director would benefit from an office that's located close to the circulation desk and other high-traffic library spaces. It's important that the office be public enough so that patrons can feel welcomed to stop in, but that the space can also be private and sound-proof enough for delicate, one-on-one conversations or small group meetings.

Are there any features that would create a better user experience?

Features that would create a better user experience that were mentioned during the library's focus groups include:
- Space to display artworks, both permanent pieces and exhibitions by local artists and youths, that are not encumbered or cluttered by library collections or features
- ADA-compliant accessible bathrooms (ADA & Accessible)
- Incorporating color into various spaces
- Comfortable furniture that encourages patrons to sit down and stay a while
- Window seats
- Larger space for community fliers
- Interior book drop
- Elevator
- An accessible Friends' book sale space with shelving and storage
- A local history room, featuring the library's collection of documents, photographs, and ephemera, as well as expanded collections on local history and local indigenous populations
- Space to highlight upcoming library programs

- Helpful signage that's effective, inviting, and in Spanish and Braille
- Assistive technology for those with vision and hearing impairments
- Better acoustics

How should technology/equipment be integrated into each space?

The entire library building should be equipped with robust Wi-Fi, a PA system for announcements and occasional light music, and outlets for staff and patron use. Specific spaces will contain the following technology and equipment:

Reading Room: Magnification devices for patron use, ample outlets with USB ports for charging phones, laptops, and other devices. Charging station.

Internet Computers/Adult Computer Area: ADA-compliant computers, a smart board for technology instruction, and a computer station and/or laptop that can be dedicated for staff use.

Local History Room: A single magnification device for reviewing local history materials, a printer/scanner/copier, and at least one computer for access to genealogy resources.

Business Center: Copier with fax and scanning capabilities.

Children's Room: Age-appropriate computers, such as AWE stations, for very young children, and computers for older children to play games and work on homework. Possibly a parent computer station that would allow an adult to work on a project while their child could safely play or nap beside them. Charging station.

Youth Program Room: Would include a variety of technology for STEAM activities as well as a collection of chromebooks.

Teen Room: Computers for teens to do homework and play games. A gaming station where teens can play video games with one another.

Community Room: Large smart TV for presentations and/or film screenings. This TV would be equipped with a camera for use during large, hybrid meetings.

Small Group Meeting Rooms/Quiet Study Rooms: At least one of the three meeting rooms would contain a smart TV and camera, so that users can participate in a Zoom meeting.

Which public library trends are important to incorporate?

- Local social service referrals/warm handoffs
- Enlarged and accessible local history room with access to genealogical databases
- Library of Things
- Resources for non-English speakers

- Assistive technology, going beyond ADA
- ADA-compliant website
- Climate resilience/heating or cooling center
- Flexible community spaces
- STEAM technology and maker devices to engage youth and teens in learning and creating

Which services should be retained and added?

Services that should be kept:
Interlibrary loan, printing, faxing, copying, technology assistance, reader's advisory, reference, local history and genealogy assistance.

Services that should be added:
Patron access to small group meeting rooms and a large community room, as well as after-hours access to the library.

What types of programming should be retained and added?

The following programs may already happen at other Montague Public Library locations, but would be added to the Carnegie as well:
- Artists receptions
- Author talks
- Basic nutrition
- Basic repairs
- Book discussions
- Classes/workshops (local history, gardening, climate change, etc)
- Crafts and sewing/mending
- Skills - ESOL conversation circles, how-to workshops

What partnership opportunities exist for services and programming?

The Montague Public Libraries collaborate with local services providers, non-profit cultural institutions, and other town departments. Staff regularly collaborate on programming with the Great Falls Discovery Center, RiverCulture, the Pocumtuck Valley Memorial Association, Montague Catholic Social Ministries, the Brick House, Montague Parks and Recreation, the Montague Planning Department, and the Health Department. The libraries' children's department also does outreach to the local public schools and local charter schools.

Do you have a current Collection Management Policy?

Yes. The Montague Policy for the Selection of Materials and Maintenance of Collection is posted online at https://montaguepubliclibraries.org/k/31/2008/

**Which collection areas should be retained or reconsidered,
and which require more space or less space?**

For the Carnegie Library, nearly all collections would be given more space. The only collections that would not be expanded are adult paperbacks and paperback westerns. We've had plenty of requests for more fiction, more science fiction, and more YA. We would be glad to add an adult graphic novel section and a manga collection, and to have our local history collection be accessible for public use.

Which types of spaces should be retained and added?

Spaces that should be retained:
Circulation area, adult fiction and non-fiction collections, children's room, community room (albeit an accessible one), local history room, Friends' book room with storage and display space, computer area, business center.

Added:
Increased collection areas, children's programming and storytime room, staff workroom, director's office, small meeting rooms, break room for staff, kitchen for community room, storage, teen space.

Which special circumstances should be retained or reconsidered?

The Carnegie Library's collections of taxidermy, military artifacts, and minerals should be considered for relocation or deaccession.

New Library: General Requirements

Sustainability

Sustainability is very important to the Montague Public Libraries, Town Administration, and the Montague community at large. Wherever possible, the new library or library addition will incorporate sustainable, energy efficient, and climate resilient materials, systems, and building practices. We intend to construct a project that is as close to net-zero energy use as is economically feasible. Passive solar, heat pumps, and solar arrays will all be considered, and new and emerging technologies will also be explored.

Accessibility

The inaccessibility of the Carnegie Library was the impetus for pursuing a library construction project. Project plans will meet or exceed ADA requirements and champion the fact that accessible spaces are universally beneficial. Signage will be clear, high-contrast, ample, and include Braille and Spanish. Aisles for materials access will be at least 36" wide, preferably larger, and will not dead-end at a wall. Materials will be shelved at mid-height so patrons can avoid stooping or reaching overhead. Service desks will include wheelchair-height sections. Tables and chairs that support all body types and assistive devices will be incorporated throughout the library. All restrooms will be accessible and incorporate grab bars and space for entry with a motorized wheelchair and/or stroller. Entry doors will be automatic or open at the push of a button.

Flexibility

A new or improved space will need to accommodate the varied interests of Montague's patrons, meaning that most spaces will be multifunctional. Stacks, tables, and chairs will either be on wheels or be lightweight enough to be easily moved. Storage will be plentiful, especially in the community room, to maximize floor space and each space's options for use. Additionally, the center portions of the library will be open with few permanent partitions, allowing for spaces to be changed or repurposed to meet the evolving space, programming, and technology needs of the community.

Security

A burglar alarm system will be implemented to alert local authorities to unauthorized entry after hours. The building will be designed with patron safety in mind. Layouts will be developed with adequate staff sightlines and will avoid creating blind pockets. Youth collections and program spaces will be located on the second floor, where it will be more difficult for unattended children to exit the building, to provide a safe space for all youth. The local history room, director's office, small meeting rooms, staff workroom, staff break room, teen room, and children's areas will all be lockable. After hours, when the Community Room will be available for public use by appointment, the main library spaces will be able to be closed off with either locking doors or a pull-down security gate.

Acoustics

21st-century libraries are not always quiet, but it's important that quiet and loud areas be adequately separated and reinforced by soundproofing. The library will be organized so that quieter areas are grouped together. As such, the reading room, local history room, fiction and non-fiction stacks will be on one side, the less quiet circulation area, business center, staff workroom, computer area, and small meeting rooms will be on another, and the loudest spaces, the children's areas, teen room, and community room, will be located upstairs. Sound absorbing building materials will be incorporated into the walls and ceilings to create a sound buffer between floors and adjacent spaces.

Data and telecommunications

Acknowledging that we'll be constructing a library space for both today and thirty years from now, enough space will be incorporated into data and telecommunications areas to allow for changing systems and technologies. Construction systems will take into account the future of wireless technologies.

Lighting and electrical

Lighting will be energy efficient, logical, aesthetically pleasing, and standardized. The project will avoid fixtures that are easily broken or require complete replacement when a bulb blows out. Switches will be standardized throughout the building and will include dimmers where appropriate. Occupancy sensors will be utilized in storerooms, closets, and pass-through areas

to minimize wasted energy. Fixtures will match the environment in which they are installed: bright lights to support processing in the staff workroom, lamps that evoke traditional libraries in the local history room and reading room, and whimsical fixtures for the youth areas.

Furniture, fixtures, and equipment

Furniture will be chosen for its comfort, aesthetic appeal, sturdiness, and accessibility to a variety of body types. A handful of furniture, types, shapes, and finishes will be selected and replicated throughout the building to create aesthetic cohesion. Fixtures will be similarly selected, with an emphasis on models where bulbs are easily changed. Both furniture and fixture shapes and finishes will tend toward classic design to avoid looking dated in the near future. Equipment will be purchased to support existing patron needs, with longevity and usefulness in mind.

Maintenance

In an effort to create a low-maintenance environment, floor finishes, furniture upholstery, and storage and table finishes will be selected for sturdiness, wear resistance, stain resistance, and ease of cleaning. A well-fitted custodial closet will ensure that maintenance staff have access to all the cleaning supplies they require to adequately keep the library clean and tidy.

Ergonomics

Chairs, tables, booths, staff workstations, the circulation desk, faucets, sinks, and toilets will be selected based on their ability to be comfortably used by patrons and staff of all different body sizes and abilities. It is important that public chairs are cozy and encourage patrons to sit down and stay a while. Staff furniture should be supportive and allow for several hours of use without causing pain or poor posture.

Biophilia (integration of nature)

Turners Falls is nestled beside the Connecticut River, and Montague as a whole contains several bodies of water, forested areas, and farmland. At a public forum, a participant emphasized that it would be important to incorporate river themes and imagery into any library building project.

Healthy, clean air

Provisions will be made to incorporate robust, tried and true systems for air exchange and renewal. We will also ensure that many library windows will be able to be opened by staff, so that patrons may enjoy fresh cross breezes during temperate weather.

Signage

Signage will meet ADA requirements, will be clear, high-contrast, and ample, and will be posted in English, Spanish, and Braille.

Known issues (if renovating and expanding)

If the Carnegie were to be expanded, asbestos abatement would need to be completed, the second floor would need to be reinforced to make it load-bearing, and the first-floor bathroom would need to be addressed as it's not ADA compliant. The cause of various cracks in the wall and ceiling would have to be identified, so that supports could be reinforced as needed. The potential impact of blasting into ledge next to a masonry building would need to be reviewed. Provisions would need to be made for diverting water away from the foundation of the building. Efforts would need to be made to overhaul and upgrade the HVAC system.

Future growth

While population growth is not anticipated, new library spaces will be flexibly designed to allow for space reallocation in the future. Creative solutions will be considered for adding on to any space that we design.

Dreams, visions, hopes, insights

At a public forum, residents expressed their hope that the library building project would ultimately "look like Turners Falls." Examples of what that meant included incorporating a historic-looking masonry facade in keeping with other buildings on Avenue A, paying homage to the area's industrial heritage, and incorporating river themes in the building. Residents have soundly rejected a glass-fronted modern building, noting that it would be grossly out of step with the character of Turners Falls' downtown aesthetic. The town has specifically indicated that a new building at the 38 Avenue A site would need to be consistent with the existing three-story masonry structures on the Avenue.

Library staff and focus group participants listed the following as their dreams, visions, hopes, and insights:

Access to databases beyond MBLC databases
Access to technology
Adaptable spaces
All the books I like are automatically reserved for me without effort
Art spaces change
Better computers
Big
Big spaces are not welcoming
Books matter: More books, book display space
Bright colors in children's room/ or maybe calm colors
Care about what happens to the current building
Coffee bar
Collaboration spaces
Collaborative workspace
Colorful
Colors

Comfortable spaces
Comfy chairs
Coziness
Cozy and inviting
Cozy and inviting/Not Greenfield Public Library
Drive-up book drop
Easy to touch
Exhibit space outside for kids and adults
Expanded book collection
Exposure to things that are outside of family
Fish tank
Fixtures, lamps, etc. Ambiance
Free chocolate chip cookies
Free
Functional
Good acoustics
Great local sculpture (outdoor)
Healthy resilient buildings of adequate size
Help using CWMARS catalog for those not computer savvy
Help with new phones, tablets, job applications, etc.
I can continue to walk to the library
I can spend time at the library
I feel safe having my kids walk alone
Individual study space
International cultural experience where people can encounter new ideas
Kitchen available for classes
Library cat
Library dog
Light - Integrated natural light elements (skylights, plants, atrium)
Lots and lots of books
Lots of natural light
Meeting area
More access for vulnerable populations, non-English speakers/readers
More study space to hang out and read
Moveable stacks
Moveable walls
Non-judgemental
Old authors in collection (fiction)
Options for all ages
Outdoor space
Parking that is easy
People: welcoming staff, welcoming circulation desk, welcoming building
Place for concerts, lectures, gatherings, etc.
Place for people to gather, to think, create, discuss

Place to live, work, play together
Places to sit on the floor near a fireplace
Quiet space
Relevant, up-to-date materials
Softer colors
Spanish speaking staff member
Technology instruction available
Teen Center
Thought provoking/engaging art (real art!)
Tool sharing
Traditional
Traditional colors
Unusual shapes
Welcoming feel
Welcoming staff
When you walk into the library you should have the feeling: "This is all mine!"
Where we all share resources
Woodwork

Other requirements

N/A

NEW LIBRARY: AREA DESCRIPTIONS AND ADJACENCIES

Entry Vestibule

Area Designation	Entry Vestibule
Functions Performed	Small vestibule that blocks heat loss from doors opening and closing.
Occupancy	2 to 3 people
Number of Staff	0
Public Service Desk	0
User Seating	N/A
Furnishings	Walk-off mat, umbrella stand Mounted hours of service sign (exterior door area)
Shelving	N/A
Book Capacity	N/A
Equipment	Accessible door operator button
Close Proximity To	Parking (side or directly in back), Lobby, Elevator, Stairwell.

Distant From	Adult Collections, Quiet Area, Study Rooms
Area Required	120 sq ft (p. 39)
Architectural Features	Glass entryway, though not overly modern in feel (Front door should be glass for light and visibility)
	Covered walkway (30% of population is over 60, 15% is under 5)
	Incorporate the "Turners Falls" vibe: brick and/or mimicking Carnegie Library: arched window over entrance. Palladian windows, wooden doors, etc.

Lobby

Area Designation	Lobby
Functions Performed	As the first space that patrons see when they enter the library, it's important that the lobby feel welcoming and inviting. It will act as a gathering space for people waiting for rides or browsing community events bulletins and allows for a conversation space away from the Circulation Area. The lobby will contain a staircase and an elevator to the second floor.
Occupancy	5 to 7 people
Number of Staff	0
Public Service Desk	0
User Seating	4 for people waiting for rides, buses, light conversation
Furnishings	2 benches 23 sq ft X 2 = 46 sq ft (p. 83)
Shelving	Shelving and display area for local notices, flyers, and pamphlets, including tax forms. 2 wall-mounted displays 20 sq ft x 2 = 40 sq ft (p. 38)
Book Capacity	NA
Equipment	Fire extinguisher
	Plaques: MBLC Building recognition & local participants
	Donor board; bulletin board for local notices
	Recessed locked display cases for artifacts collection
	Sandwich board for library program flyers 10 sq ft
	Folding table for Friends of the Library book sale 20 sq ft
	Elevator 100 sq ft (with machine room)
	Staircase 200 sq ft

Close Proximity To	Parking (side or directly in back), Entry Vestibule, New Book Area (sightline to Circulation Desk), Elevator, Bathroom, New Books (in back of Circulation) Storage Area for Friends Book Sales (Desk 12 X20 with Table enclosed area that has doors)
Distant From	Adult Collections, Quiet Area, Study Rooms
Area Required	416 sq ft
Architectural Features	Glass entryway (front door should be glass for light and visibility) Incorporate the "Turners Falls" vibe: brick and/or mimicking Carnegie Library: arched window over entrance. Palladian windows. wooden doors, etc. Accessible to after-hours meeting rooms

Circulation Area

Area Designation	Circulation Area
Functions Performed	The main service point of the library, the Circulation Area allows patrons to check out a variety of materials, including large or cumbersome items in the Library of Things. The space will allow for staff to work both sitting and standing, and for patrons of any height or in a wheelchair to address the staff at a comfortable height. From here, staff provide circulation, reference, and reader's advisory assistance and answer incoming calls. Contains storage space for frequently used items office items
Occupancy	10
Number of Staff	3 staff
Public Service Desk	1
User Seating	1 extra chair at desk for patron use
Furnishings	Desk with counter space and room for seating 418 sq ft (p. 111) includes: 3 computers/screens with swivel arms Printer/scanner/fax Standing height counter - 42" (range 39"–42") Seating height counter - 32" (range 30"–34") 3 adjustable ergonomic chairs under counter Wastebasket/recycling under counter

	Book return slot with book drop under desk
	Shelving and drawers built into counter
Shelving	Shelving and drawers built into the desk (see above)
	Hold shelves 70 sq ft, recently returned items shelf 30 sq ft
Book Capacity	100+
Equipment	External/internal fireproof book drop closet 20 sq ft (p. 31)
	4 Book Trucks (included in above sq ft)
Close Proximity To	Bookdrops; Delivery Room (Storage); Self-check; Staff Workroom
Distant From	Teen Area, Children's Room, Community Room (2nd Floor), Quiet Areas
Area Required	538 sq ft
Architectural Details	Fine and durable woodwork on prominent desk
	Office lighting for good visibility
	Windows
	Brick; cozy wood; feeling of gravitas, flavor of Turners Falls (not overly modern, red brick–consider reusing brick from local demolished factories)
	Open feel

Mail/Delivery Room

Area Designation	Mail/Delivery Room
Functions Performed	An area that can be accessed by delivery persons via key or keypad but normally is locked to the public
Occupancy	2
Number of Staff	0
Public Service Desk	0
User Seating	1
Furnishings	1 chair 10 sq ft (p. 85)
	Counter with durable surface for sorting bins 30 sq ft
Shelving	Temporary holding shelves for items being delivered including media of all types and other library purchases
Book Capacity	300 that are temporarily stored in Optima bins
Equipment	Trash bin
	Recycling bin
	2 book trucks 4.5 sq ft X 2=9 sq ft (p. 128)
	Flat truck 12 sq ft (p. 129)
Close Proximity To	Circulation Area, Staff Workroom, Single-user Bathroom

Distant From	Public areas
Area Required	120 sq ft (adapted from p. 113)
Architectural Details	Locked door with direct access to parking for deliveries Durable wide counters that can accommodate delivery crates and boxes during sorting and distribution process.

Business Center

Area Designation	Business Center
Functions Performed	This space provides patrons with quick, self-service photocopying and scanning adjacent to the computer area.
Occupancy	1
Number of Staff	1 if assistance needed
Public Service Desk	0
User Seating	0
Shelving	Durable shelf for office equipment. Locked cabinet for additional paper, toner etc.
Book Capacity	0
Equipment	Printer/scanner/fax Pay at the desk Recycle bins/trash bins Bulletin board on abutting wall with informational signage to explain how to use the copier/printer/scanner and where to get assistance.
Close Proximity To	Adult Computer Area; sightlines to Circulation Desk
Distant From	Quiet Areas, Study Rooms, Adult Browsing Area, Children's Room
Area Required	64 sq ft (p. 96)
Architectural Details	Adequate overhead lighting Electrical outlets on nearby wall on separate circuit from printers Signage

Self Checkout Area

Area Designation	Self Checkout Area
Functions Performed	Allows patrons to check out their own items
Occupancy	1
Number of Staff	0

Public Service Desk	0
User Seating	0
Furnishings	Desk or built into wall
Shelving	0
Book Capacity	0
Equipment	Self-Check Unit (Computer)
Close Proximity To	Circulation Desk; Entrance
Distant From	Most other areas
Area Required	24 sq ft (p. 88)
Architectural Details	Signage If built-in, ADA height, should not block foot traffic when in use. Should allow for patron privacy

Adult Browsing, New Books, Library of Things

Area Designation	Adult Browsing, New Books, Library of Things
Functions Performed	A relaxed area for browsing with comfortable seating. Features a variety of shelving types (free-standing book display, traditional but mobile 2-sided shelving, 4 shelves high) This space will highlight our well-used Library of Things (LoT) collection and includes storage for LoT items that are out of season (snow shoes in summer or lawn games in winter)
Occupancy	2-4
Number of Staff	0
Public Service Desk	0
User Seating	2
Furnishings	2 comfortable, ADA-compliant chairs 60.5 sq ft (p. 84) 1 low tables (included in 60.5 sq ft) OPAC workstation 24 sq ft (p. 88)
Shelving	Mobile display shelving 2-sided (4-shelf height) X 3 = 16 sq ft X 3= 48 sq ft (p.59) Free-standing book display = 100 sq ft (p.36) X 2 = 200 sq ft Shelving for Library of Things, 4 mobile units 4 shelf - double sided shelving 48" aisle - base shelf 18" = 21.5 sq ft x 2 = 86 sq ft (p. 70) Storage closet for large LoT items, wheelchair turn space 120 sq ft (p. 124)
Book Capacity	500+
Equipment	Computer for looking up books and other materials

Close Proximity To	A/V and Non-Print Materials; Circulation Area
Distant From	Children's Room; Teen Room; Community Room
Area Required	538.5 sq ft
Architectural Details	Lighting (LED)
	Storage closet will have LED lighting with occupancy sensors
	Resilient flooring (carpet tiles)

A/V and Non-Print Materials (DVDs and audiobooks)

Area Designation	A/V and Non-Print Materials (DVDs and audiobooks)
Functions Performed	To provide access to a variety of media types and to highlight these collections. A-frame or similar shelving will promote newest media collections in a variety of directions and maximize display of covers.
Occupancy	8
Number of Staff	0
Public Service Desk	0
User Seating	2 stools on wheels to browse the collection. 9 sq ft x 2 = 18 sq ft to store these when not in use.
Furnishings	0
Shelving	*DVD Collection - 462 sq ft + 18 sq ft (for stools) = 480 sq ft*
	Current collection of 2,421 DVDs, 51 DVDs per 3 ft shelf, to be expanded 100% to 4,842 DVDs
	Media shelving required for 30" wide shelving and 36" wide aisles 20 double faced shelving unit with 5 shelves each = 330 sq ft
	48/12 shelves in each double sided A-frame, with 6 shelves used on either side. 4 A-frame double sided units required 33 sq ft x 4 = 132 sq ft (p. 57)
	Audiobook Collection - 231 sq ft
	Current collection of 1007 audiobooks, 51 CDs per 3 ft shelf, to be expanded 50% to 1,511
	Media shelving requires 30" wide shelves and 36" wide aisles 10 double faced shelving unit with 5 shelves each = 165 sq ft
	24/12 shelves in each double sided A-frame, with 6 shelves used on either side. 2 A-frame double sided units required 33 sq ft x 2 = 66 sq ft (p. 57)

Area Designation	A/V and Non-Print Materials (DVDs and audiobooks)
Functions Performed	To provide access to a variety of media types and to highlight these collections. A-frame or similar shelving will promote newest media collections in a variety of directions and maximize display of covers.
Occupancy	8
Number of Staff	0
Equipment	0
Close Proximity To	New Book Area, Adult Stacks, Circulation
Distant From	Children's Area, Teen Area, Community Room, Adult Computer Area
Area Required	480 sq ft + 231 sq ft = 711 sq ft
Architectural Details	Good overhead lighting Signage

Adult Computer Area (internet computers)

Area Designation	Adult Computer Area (internet computers)
Functions Performed	Computers with high-speed internet capabilities and a variety of built-in software will support many who either don't own computer equipment or have an internet connection at home *(28% of population doesn't have internet…Digital Divide…Franklin County, 2021).* This area can also function as a technology instruction classroom. It features a technology instructor's desk with a whiteboard behind it.
Occupancy	10
Number of Staff	0
Public Service Desk	One desk, which will not always be staffed, but can be used as a public service desk or as a desk for use by technology instructors, 48 sq ft (p. 46)
User Seating	8 chairs with comfortable padding for hours of computer use at workstations (included in workstation sq ft) 2 stools on wheels allow staff to sit while assisting patrons on the computer or allow patrons to work with a family member or friend. 9 sq ft x 2 = 18 sq ft to store these when not in use.
Furnishings	8 patron access computer workstations with 5' minimum from table edge to table edge. 30 sq ft x 8 = 240 sq ft (p.88) Cabinet 7.5 sq ft (p. 74) for headphones and other supplies

Shelving	0
Book Capacity	0
Equipment	8 computers
	2 rubbish containers (1 recyclable; 1 trash)
	Charging station 10 sq ft
Close Proximity To	Study Rooms, Business Center
Distant From	Children's Room, Teens and Community Room
Area Required	323.5 sq ft
Architectural Details	Lighting that is conducive to computers
	No windows, or far from natural light which can obstruct good screen visibility.
	Electrical outlets to accommodate at least 8 computers and charging stations.
	Signage: directional and informational.

Adult Reading Room

Area Designation	Adult Reading Room
Functions Performed	The Adult Reading Room, located some distance from high traffic areas, will be a semi-quiet space where patrons can read the newspaper, work on projects, or catch up with neighbors. Importantly, this would be one of few community spaces in Montague where residents can sit, relax, and stay a while without having to spend any money.
Occupancy	18
Number of Staff	0
Public Service Desk	0
User Seating	18
Furnishings	6 lounge chairs 181.5 sq ft (adapted from p.84)
	4 reading tables (small-2 chairs each) 66 sq ft x 4 =264 sq ft (p. 91)
	2 booths 48 sq ft (p. 94) 44 sq ft x 2 = 96 sq ft
Shelving	6 newspaper subscriptions; 35 magazine subscriptions. 500 single issues, no back issues
	4 magazine/periodical shelving units 13 sq ft x 4 = 52 sq ft
Book Capacity	0

Equipment	0
Close Proximity To	Local History Room, A/V and Non-Print Materials, Adult Non-Fiction
Distant From	Children's Room
Area Required	593.5 sq ft
Architectural Details	Electrical outlets near furniture or built in Natural light Incorporate an arched window overlooking gardens This is the reading space that people picture when they conjure the image of "library" in their minds; furnishings and fixtures will pay homage to traditional library shapes.

Adult Non-Fiction

Area Designation	Adult Non-Fiction
Functions Performed	An area for browsing, research, and homework.
Occupancy	8
Number of Staff	0
Public Service Desk	0
User Seating	4
Furnishings	1 large tables at wheelchair height and 4 hardwood chairs with some padding, 120 sq ft (p. 92)
Shelving	Some stationary, some mobile 45 double-sided shelving units (books not shelved on bottom or top shelves for accessibility) 16 sq ft x 45 = 720 sq ft (p. 63) Free-standing book display = 100 sq ft (p.36)
Book Capacity	8888 (100% increase from current 4444)
Equipment	OPAC Workstation 24 sq ft (p. 88)
Close Proximity To	Adult Reading Room, Local History Room, A/V and Non-Print Materials, Adult Fiction
Distant From	Children's Room
Area Required	964 sq ft

Architectural Details	Tall ceilings
	Windows between stacks
	Occupancy sensor LED lighting

Adult Fiction

Area Designation	Adult Fiction
Functions Performed	Houses the adult fiction collection. Shelving spacing will allow for anyone of any mobility to easily browse the stacks. Free-standing units will allow for themed book displays
Occupancy	8
Number of Staff	0
Public Service Desk	0
User Seating	8
Furnishings	4 comfortable chairs, 121 sq ft (p. 84)
Shelving	Some standard stationary shelving; some mobile
	62 double-sided shelving units (books not shelved on bottom or top shelves for accessibility) 16 sq ft x 62 = 992 sq ft (p. 63)
	Free-standing book display = 100 sq ft (p.36) X 2 = 200 sq ft
Book Capacity	12,312 (100% increase from current 5156)
Equipment	0
Close Proximity To	Adult Reading Room, Local History Room, A/V and Non-Print Materials, Adult Non-Fiction
Distant From	Children's Room
Area Required	1,313 sq ft
Architectural Details	Windows between stacks
	Occupancy sensor LED lighting
	High ceilings
	Signage

Local History Room

Area Designation	Local History Room
Functions Performed	This space will house the Library's archives and local history collection in a climate-controlled room with public access. On occasion, this space will also be used as a mid-sized meeting room.

Occupancy	6
Number of Staff	0
Public Service Desk	0
User Seating	6
Furnishings	1 large mobile tables with 6 chairs each, 140 sq ft (p. 93)
	Scanner/printer/computer desk 42 sq ft (p. 97)
Shelving	Single-sided stationary shelving, 6 shelves high (base shelf 15" deep), 15 sq ft x 12.5= 187.5 sq ft (p. 63). Shelving and exhibit space may line the walls.
	Locked cabinets 37.5 sq ft (p. 35, increased shelving depth by 6", halved width of cabinets)
Book Capacity	1875 (25% increase from current 1500)
Equipment	Copier/scanner (space included above)
	Computer workstation for Ancestry (space included above)
	2 free standing display cases, 81 sq ft x 2 = 162 sq ft (p/ 37)
	Map cabinet 24 sq ft (p. 75)
Close Proximity To	Artifact display in Entry Vestibule, Adult Reading Room, A/V and Non-Print Materials, Adult Fiction, Adult Non-Fiction
Distant From	Noisy areas (Children's, Teen Room, Circulation Area)
Area Required	593 sq ft
Architectural Details	Highlight features from the Carnegie Library (dark wood; Palladian window)
	Low ceilings
	Humidity controlled
	Woodwork
	Historical ambiance

Children's Room (overall)

Area Designation	Children's Room (overall)
Functions Performed	The Children's Room is "the community's hope for the future" and has to provide many functions to serve children and their families, including providing adequate shelving for a growing book and media collection. It must include an area nearby for arts and crafts, provide a bathroom with changing table and a breastfeeding area.

	The Children's Room is the main area to read, listen to stories and play but the area must welcome caregivers with comfortable adult-size places to sit, socialize and supervise children.
	Area residents mentioned during focus groups: arts and crafts space, new book display space, children's/family restrooms, age-appropriate seating, children's circulation desk, colorful surroundings, elevator nearby, program room, staff workspace, visitation neutral room.
	Includes Library of Things for children.
Occupancy	See individual children's sections
Number of Staff	2
Public Service Desk	196 sq ft (p. 51)
User Seating	See individual sections
Furnishings	Modular soft furniture that is easily dismantled and reassembled into different configurations for all areas. See individual sections of the Children's Room for specifics.
Shelving	Mobile shelving
Book Capacity	See individual children's sections
Equipment	See individual children's sections
Close Proximity To	Stairs and elevator
Distant From	Adult Area, Study Rooms, entrance
Area Required	*See individual sections*
Architectural Details	Colorful but sensory friendly
	Doors that can safely secure children from any stairway or other danger, and can block noise during programming held in the Children's Room
	Doors to separate Youth Programming Room from the larger Children's Room
	Acoustical tile to dampen sound
	Closet for chairs (lockable)
	Bulletin board/display for children's art
	Vestibule just inside Children's Room with hooks for hanging coats
	The Teen Room, Tween Area, and Children's Room serviced by Youth Services Librarian. Staff Information Desk is in the center with sightlines to the different areas

Children's Room – Baby and Toddler Area

Area Designation	Children's Room – Baby and Toddler Area	
Functions Performed	An area for toddlers with appropriate toys and board books. Comfortable seating for parents and children. An area where a baby can play and the caregiver can spend time on a laptop or reading while the little one is enclosed. A small area with some privacy for breastfeeding, preferably near the sink or bathroom.	
Occupancy	10	
Number of Staff		
Public Service Desk	0	
User Seating	10	
Furnishings	1 four-seat table – child-sized with 4 chairs	49 sq ft (p. 103)
	Parent/child reading chair or couch	30 sq ft (p. 86)
	Rocking chair	12 sq ft
	Family workstation	24 sq ft
Shelving	Child height shelving	
Book Capacity	100 (board books and toys)	
Equipment	Mobile shelving, 2 or 3 shelves high with 1 double-faced unit or unique shelving designed for board books and toys. 1 shelving unit 16 sq (p. 63)	
Close Proximity To	Children's Preschool Area	
Distant From	Teens, open doors, elevators, staircase	
Area Required	131 sq ft	
Architectural Details	Windows Shades Resilient flooring (carpet tiles)	

Children's Room – Preschool Area

Area Designation	Children's Room – Preschool Area
Functions Performed	Area for children 3 to 6 providing Montessori-type toys and picture books, close to area baby/toddler area, with seats for caregivers to have sightlines to both. Curved shelving units should provide a confined space for story hour, but the shelving can be moved to serve other functions.
Occupancy	15

Number of Staff	0
Public Service Desk	Serviced by Children's Service Desk
User Seating	0
Furnishings	4 comfortable chairs for caregivers (this area should be adjacent to the toddler area providing more chairs). 121 sq ft (p. 84 in more flexible arrangement) 4 Flexible soft-seating furniture designed for children, 85 sq ft (est.)
Shelving	4 mobile 4-shelf units (curved shelving to delineate a small story hours area) 17 sq ft x 3 = 51 sq ft (p. 64) Low shelving for toys: 2 curved units, 2 single-face 2-shelf height. 40 sq ft
Book Capacity	1090 (100% increase from current 545)
Equipment	Toys
Close Proximity To	Toddler Area
Distant From	Adult Areas, Teen Areas
Area Required	297
Architectural Details	Resilient flooring (carpet tiles) Signage

Children's Room – School-Age Children

Area Designation	Children's Room – School-Age Children
Functions Performed	This space will contain a variety of materials for school-age children as well as a supervised computer area for children 8 to 12 that promotes sharing and collaboration.
Occupancy	4
Number of Staff	0
Public Service Desk	Same as Children's Room
User Seating	4
Furnishings	2 computer workstations with 2 chairs each, 36 sq ft x 2 = 72 sq ft with at least 24 sq ft between workstations = 96 sq ft (adapted from p. 88) table with 4 chairs, child sized 49 sq ft (p. 103)
Shelving	37 shelving units (graphic novels, juvenile fiction, juvenile non-fiction, paperback, chapter books) 16 sq ft x 37 = 592 sq ft
Book Capacity	10,000 (100% increase from current 5000)
Equipment	2 computers
Close Proximity To	Children's Room Service Desk

Distant From	Adult Areas
Area Required	737 sq ft
Architectural Details	Signage or mural should designate this as a special area for children 8 to 12

Children's Room – Tween Area

Area Designation	Children's Room – Tween Area
Functions Performed	Ages under 13 should be incorporated into the children's area where there is a staff member on duty to oversee all activity. Tweens should be incorporated into the teen area OR if incorporated into the children's area, it's a very clear and somehow separate space for them.
Occupancy	6
Number of Staff	Shared Children's staff
Public Service Desk	0
User Seating	Set of 2 modular chairs and 1 table that can fairly easily be moved around 60.5 sq ft (adapted from p. 84)
Furnishings	One wall display shelf for new tween books, 6 sq ft
Shelving	1 single-shelf unit, 1 sided, 16 sq ft (p. 63)
Book Capacity	50
Equipment	2 computers with 2 chairs each, 36 sq ft x 2 = 72 sq ft (adapted from p. 88) 2 laptops
Close Proximity To	Children's Librarian's Office; Teen Area
Distant From	Adult Areas; Community Room
Area Required	154.5 sq ft
Architectural Details	Decorative art that separates this area from the teen area and the area for smaller children. Short wall dividing this area from Teens

Children's Room – Youth Program Room / Storage

Area Designation	Children's Room – Youth Program Room / Storage
Functions Performed	A multi-age/multipurpose room that can be used for craft activities for all ages. May also serve as an after-school gaming center for teens, or house story hours if the group exceeds 15 participants.
Occupancy	30 chairs
Number of Staff	1
Public Service Desk	N/A
User Seating	15 child-size nesting chairs, 15 adult-size nesting chairs

Other Furnishings	20 storytime cushions
Shelving	N/A
Book Capacity	N/A
Equipment	1 wall-mounted, swivel LCD TV with cable and internet hook-up; 25 Chromebooks and assorted maker equipment (Cricut, button machine, etc)
Close Proximity To	Children's Room. Children's service desk at the center of this room for supervision.
Distant From	Entrance, reference, quiet study rooms, adult seating
Area Required	450 sq ft for program room and 105 sq ft for storage
Architectural Details	Extra sound proofing in walls and ceilings
	Flush-mounted electrical floor outlets
	Adjustable LED lighting
	Adjustable shades on windows
	2 sinks – 1 child height, 1 adult height (included in cabinet depth below)
	Ample counter and cabinet storage for craft supplies. Cabinets 80 sq ft (p. 35, increased shelving depth by 12")
	2 closets – 1 for chairs, tables, and programming and laptop carts 80 sq ft; 1 for vacuum cleaner, supplies, and miscellaneous program materials 25 sq ft
	Coat hooks around the perimeter for coats 10 sq ft
	Resilient flooring (vinyl)
	Durable finishes

Teen Area / Young Adult Collection

Area Designation	Teen Area / Young Adult Collection
Functions Performed	A core collection of books, audiobooks, magazines, and games for ages 13+ and computers for homework and gaming. Booths for study and socializing in small groups. Specific area for gaming that is visible to Youth Services staff
Occupancy	16
Number of Staff	1
Public Service Desk	1
User Seating	12
Furnishings	Booths 48 sq ft x 2 = 96 sq ft (p. 94), seating for 8 Modular chairs and tables that can fairly easily be moved around 121 sq ft (p. 84), seating for 4
Shelving	Mobile shelving that does not obstruct views into the room.

	Games and gaming equipment shelving, 1 unit (4 shelves), which may require locked shelving = 16 sq ft 8 double-sided 4-shelf units x 16 sq ft = 128 sq ft (p.63)
Book Capacity	1,827 (300% increase from current 609)
Equipment	4 computers (2 gaming; 2 for homework) 24 sq ft x 4 = 96 sq ft (p. 88) Flat screen television 2 laptops for in-house use 4 shelf cart locked 5 sq ft (p. 131) 1 OPAC workstation, 24 sq ft (p. 88)
Close Proximity To	Adult Non-Fiction, staffed area
Distant From	Quiet areas
Area Required	486
Architectural Details	Signage Sightlines and or a window to the Children's Area for staff supervision Colors, upholstery patterns, and finishes will be selected in consultation with local teens

Children's Librarian's Office

Area Designation	Children's Librarian's Office
Functions Performed	Children's programming prep area. Storage for puppets and other story hour props, summer reading publicity and prizes, some craft supplies (see also Community Room).
Occupancy	2
Number of Staff	0
Public Service Desk	0
User Seating	2
Furnishings	2 workstations
Shelving	Shelves and cabinets
Book Capacity	0
Equipment	Book cart
Close Proximity To	Children's service desk
Distant From	Circulation
Area Required	240 sq ft (p.113)
Architectural Details	Windows into the Children's and Teen Area Closing entry Coat closet for staff

Community Room (multipurpose room)

Area Designation	Community Room (multipurpose room)
Functions Performed	This room will provide a welcoming ambiance for the community to gather for meetings and programs. Ample storage will provide space for low-tech maker machinery, such as button makers and sewing machines.
Occupancy	100
Number of Staff	0
Public Service Desk	0
User Seating	100
Furnishings	100 chairs (90 stackable, 10 board chairs), foldable board table 832 sq ft (p. 43)
Shelving	Built-in storage cabinets, 150 sq ft (adapted from p. 35)
Book Capacity	0
Equipment	Lectern with storage for audio/visual equipment, television monitor or slide projector system. 25 sq ft (p. 49) Coat racks 56 sq ft x 2 =112 sq ft (p. 44) Closet for chairs and tables 150 sq ft
Close Proximity To	Direct access to Community Room Kitchen. Entrance and restrooms that can be used after hours.
Distant From	Reading areas, private study rooms, quiet areas
Area Required	969 sq ft for room 150 sq ft for storage
Architectural Details	Room divider or pocket door for 40/60 split. Smaller space ideal for small to mid-size committee meetings. Adjacent to kitchen, with lockable door to kitchen area After-hours doors with functional access system Wide exterior door or double doors Signage Dimmable lighting Floor-mounted electrical outlets

Community Room Kitchen

Area Designation	Community Room Kitchen
Functions Performed	Provide storage for refreshments for some programs.
Occupancy	2
Number of Staff	0
Public Service Desk	0
User Seating	0

Furnishings	0
Shelving	Built-in cabinets for storage of food and paper products
Book Capacity	0
Equipment	Double sink and refrigerator
Close Proximity To	Community Room
Distant From	Circulation Area
Area Required	80 sq ft (adapted from p. 48)
Architectural Details	Upper and lower cabinets, with drawers for utensils Commercial grade refrigerator, sink, and microwave Durable and washable surfaces

Small Study Rooms (3)

Area Designation	Small Study Rooms (3)
Functions Performed	3 study rooms will allow patrons to meet in small groups, take video or telephone calls, and work in a quiet environment. Rooms seat 4 comfortably and will be bookable by the public.
Occupancy	12, 1–4 in each of the three rooms
Number of Staff	0
Public Service Desk	0
User Seating	12
Furnishings	3 tables 12 meeting room chairs
Shelving	0
Book Capacity	0
Equipment	HDMI capable television screen to allow for Zoom meetings and remote learning
Close Proximity To	Internet Computers
Distant From	Children's Room, Teen Room, and other noisy areas
Area Required	120 sq ft x 3 rooms = 360 sq ft (adapted from p. 89)
Architectural Details	Glass (at least the upper half of the room made of glass) to provide visibility to staff Acoustic panels for sound dampening Ample outlets

Art Display / Gallery Hall

Area Designation	Art Display/Gallery Hall
Functions Performed	This space connects the stairs (200 sq ft) and elevator (100 sq ft) to the second floor areas and will showcase rotating collections of artworks by local artists and youth.
Occupancy	5
Number of Staff	0
Public Service Desk	0
User Seating	2 benches 23 sq ft x 2 = 46 sq ft (p. 83)
Furnishings	0
Shelving	0
Book Capacity	0
Equipment	Picture rail
Close Proximity To	Children's and Teen areas, Community Room, and Staff Room
Distant From	Circulation Area and Mechanical Room
Area Required	46 sq ft (additional hallspace included in "unassignable area")
Architectural Details	Gallery lighting Portions of this space will open to the first floor, making for a light and airy feel Acoustic tiles will dampen the sounds of youth areas and Community Room

Director's Office

Area Designation	Director's Office
Functions Performed	Centrally located for easy access to the public, the director's office will provide space for day-to-day administration as well as meetings with staff, trustees, and/or members of the public.
Occupancy	3
Number of Staff	1
Public Service Desk	0
User Seating	3
Furnishings	Desk and work table Comfortable ergonomic office chair 3 chairs around a small meeting table
Shelving	Small bookcase Locked file cabinet for staff records, etc.

Book Capacity	30
Equipment	Computer Printer Telephone
Close Proximity To	Adult areas, Circulation Area
Distant From	Children's Room, Teen Room
Area Required	250 sq ft (adapted from p.116)
Architectural Details	Window with shelf for plants Door with a window with a shade.

Staff Workroom / Technical Services

Area Designation	Staff Workroom / Technical Services
Functions Performed	This is an area for staff productivity that supports multiple users and has multiple uses, including ordering and processing materials, updating social media and websites, program planning, publicity, and staff collaboration.
Occupancy	5
Number of Staff	5
Public Service Desk	0
User Seating	5
Furnishings	4 adjustable desks with ergonomic chairs, 64 sq ft x 4 = 192 sq ft (p. 109) 1 large table and 2 chairs for book processing 120 sq ft (p. 93) 2 book trucks (received & processed) 4.5 sq ft x 2 = 9 sq ft (p. 128) Small collaboration area: 2 chairs/meeting table 66 sq ft (p. 91) Total 407 sq ft
Shelving	Built-in storage cabinets, 75 sq ft (adapted from p. 35)
Book Capacity	200
Equipment	Computers Phone(s) Office equipment
Close Proximity To	Circulation, Delivery Room, Director's Office
Distant From	Children's Room
Area Required	462 sq ft

Architectural Details	Natural light that would allow staff to incorporate plants into their environment Supply storage Good ventilation Locked closet for staff coats and personal items

Staff Break Room and Rest Room

Area Designation	Staff Break Room and Rest Room
Functions Performed	A place for staff to hang up coats, lock valuables, and store and eat their lunches. The space will provide for relaxation during a break and a restroom.
Occupancy	6
Number of Staff	6
Public Service Desk	0
User Seating	6
Furnishings	Table with 4 chairs 2 lounge chairs and a sofa (p.108) Cabinets for storing paper goods Drawers for utensils, silverware, plastic wrap, foil Sink with under-sink cabinet for cleaning supplies Lockers for personal items Closet for staff coats
Shelving	0
Book Capacity	0
Equipment	Refrigerator Microwave Electric kettle
Close Proximity To	Staff Workroom
Distant From	Children's Room, Community Room
Area Required	180 sq ft for room and 59 sq ft for staff bathroom = 239 sq ft (p.108)
Architectural Details	Vinyl flooring Window Restful colors

Public, Gender-Neutral Restrooms (5)

Area Designation	Public, Gender-Neutral Restrooms (5)
Functions Performed	2 located near Community Room for after-hours access, 2 near Library Entrance, 1 in Children's area
Occupancy	1–2
Number of Staff	0
Public Service Desk	0
User Seating	0
Furnishings	Toilet Sink Mirror Child-height toilet in children's restroom
Shelving	0
Book Capacity	0
Equipment	Hand dryer Occupancy indicator Changing station in Children's restroom and one near Community Room Grab bars near toilet Trash container
Close Proximity To	Community Room, Lobby, Children's Room
Distant From	Quiet unstaffed areas
Area Required	59 sq ft x 5 =295 sq ft (p.105)
Architectural Details	Tiled walls Tiled flooring

Friends of the Library Book Sale Area and Storage

Area Designation	Friends of the Library Book Sale Area and Storage
Functions Performed	This space will allow for the sale of used books and other items and the acceptance of donations
Occupancy	4
Number of Staff	1 (volunteer)

Public Service Desk	0
User Seating	0
Furnishings	A folding table and folding chair will be stored in this room when not in use, and moved to the Lobby as a point of sale when the Book Sale Area is open
Shelving	At least 200 linear ft of shelving
Book Capacity	2000
Equipment	0
Close Proximity To	Friends sale desk or other point-of-sale; Lobby, Entry, Circulation Desk
Distant From	Youth spaces
Area Required	200 sq ft (adapted from p. 125)
Architectural Details	Sturdy adjustable shelving Medium-sized table for processing donations One lockable cabinet for storing Friends of the Library paperwork

Custodial Facilities (2)

Area Designation	Custodial Facilities (2)
Functions Performed	Custodial facilities on the first and second floors will allow for storage of cleaning supplies and cleaning tools including mops, mop carts, vacuum cleaner, snow shovels, etc.
Occupancy	1
Number of Staff	1
Public Service Desk	0
User Seating	1
Furnishings	0
Shelving	Shelving for cleaning products and other supplies File cabinet for building manuals
Book Capacity	10 (Building Manuals)
Equipment	Mop Sink Mop Cart Shovels and salt

Close Proximity To	Areas that get dirty quickly: Lobby, Community Room, Kitchen, Children's Room.
Distant From	Quiet Adult Areas
Area Required	150 sq ft for closet on first floor (p. 125) 120 sq ft for closet on second floor (p. 124) = 270 sq ft
Architectural Details	Large door with 40" opening for mop cart Washable floor surface Wall racks for broom storage, etc.

Server Room / Technology Closet

Area Designation	Server Room / Technology Closet
Functions Performed	This space will house the library's critical IT equipment and provide reliable and strong internet throughout the building and in outdoor areas including the parking lot.
Occupancy	1
Number of Staff	0
Public Service Desk	0
User Seating	1 chair
Furnishings	0
Shelving	5 to 6 metal shelves to hold servers, etc.
Book Capacity	0
Equipment	A rack of switches and routers with connecting cables that are connected to sockets installed in the wall throughout the library. Computer
Close Proximity To	Circulation Area, if possible. On first floor
Distant From	Public areas; windows and other potential sources of interference.
Area Required	90 sq ft (p. 110)
Architectural Details	Locked door Secure, climate-controlled space Lights on occupancy sensor

**Estimated Space Summary Chart
with seating by type**

Library Name: Carnegie Library
Date: 5/8/24

Area Name	Estimated Size (sq ft)	Collection			Public Computer Workstations	Staff Computer Workstations	OPACs	Reader Seats			Program Seats
		Volumes	A/V Materials	Periodicals				Lounge Seats	Table / Carrel Seats	Total Reader Seats	
Entrance / Lobby	536	0	0	0	0	0	0	4	0	4	0
Circulation Desk	538	90	10	0	0	3	0	0	1	1	0
Circulation (Mail / Delivery)	120	40	5	0	0	1	0	0	1	0	0
Automated Sort	n/a										
Business Center	64	0	0	0	0	0	0	0	0	0	0
Self-Check	24	0	0	0	0	0	0	0	0	0	0
Photocopier *See Business Center*											
Browsing / New Books / Libary of Things	538.5	500	0	0	0	0	1	2		2	0
A/V Materials DVDs	480	0	4842	0	0	0	0		2	2	0
A/V Materials Books on CD	231	0	1511	0	0	0	0	0	2	2	0
Current Periodicals *See Adult Reading Room*											
Internet Computers	323.5	0	0	0	8	1	0	0	2		0
Reference	n/a										
Reference Office	n/a										
Adult Reading Room	593.5	0	0		0	0	0	6	16	22	0
Adult Nonfiction	964	8888	0	0	0	0	1	0	4	4	0
Adult Fiction	1313	12312	0	0	0	0	0	4	0	4	0
Local History	593	1875	0	0	1	0	0	0	6	6	0
Teen	486	1800	50	0	2	0	1	4	8	12	0
Tween	154.5	50	0	0	2	0	0	2	2	4	0
Children's Room											
Service Desk	196	0	0	0	1	1	0	0	0	0	0
Baby / Toddler Area	131	100	0	0	1	0	0	3	4	7	0
Preschool Area	297	1090	0	0	0	0	0	8	0	8	0
School-Age Area	737	10000	0	0	2	0		0	6	6	0
Program Room (Story Hour/ Craft Room)	450	0	0	0	0	0	0	0	0	0	30

	SF	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
Storage	105	0	0	0	0	0	0	0	0	0	0
Office/Workroom	240	0	0	0	0	2	0	0	0	0	0
Café	n/a										
Meeting Room (Collab)*See Quiet Study Rooms*	n/a										
Meeting Room Kitchen	80	0	0	0	0	0	0	0	0	0	0
Meeting Room Storage	150	0	0	0	0	0	0	0	0	0	0
Community Room / Multipurpose Room	969	0	0	0	0	0	0	0	0	0	100
Conference Room *See Meeting Room*											
Board Room	n/a										
Quiet Study Rooms	360	0	0	0	0	0	0	0	0	0	12
Group Study Rooms	n/a										
Classroom	n/a										
Art Display / Gallery Hall	0	0	0	0	0	0	0	4	0	4	0
Periodical Backfile	n/a										
Director's Office	250	0	0	0	0	1	0	0	3	3	0
Staff Workroom / Technical Services	462	30	0	0	0	4	0	0	4	4	0
Mail Delivery / Receiving	60	300	0	0	0	0	0	0	1	1	0
Custodial Office / Workroom (2)	270	0	0	0	0	0	0	0	1	1	0
Server / Network Room	90	0	0	0	0	1	0	0	1	1	0
Staff Break Room / Staff Restroom	239	0	0	0	0	0	0	2	4	6	0
Friends / Book Sale Storage	200	0	0	0	0	0	0	0	1	1	0
Restrooms	295		0	0	0	0	0	0	0	0	0
Total Net SF	12540	37075	6418	0	17	14	3	39	69	105	142
30% Unassignable Area	4180										
Total Estimated Gross SF	16720										

PHOTOGRAPHS WITH DESCRIPTIVE CAPTIONS

"The Carnegie" in the Village of Turners Falls, Montague, Massachusetts
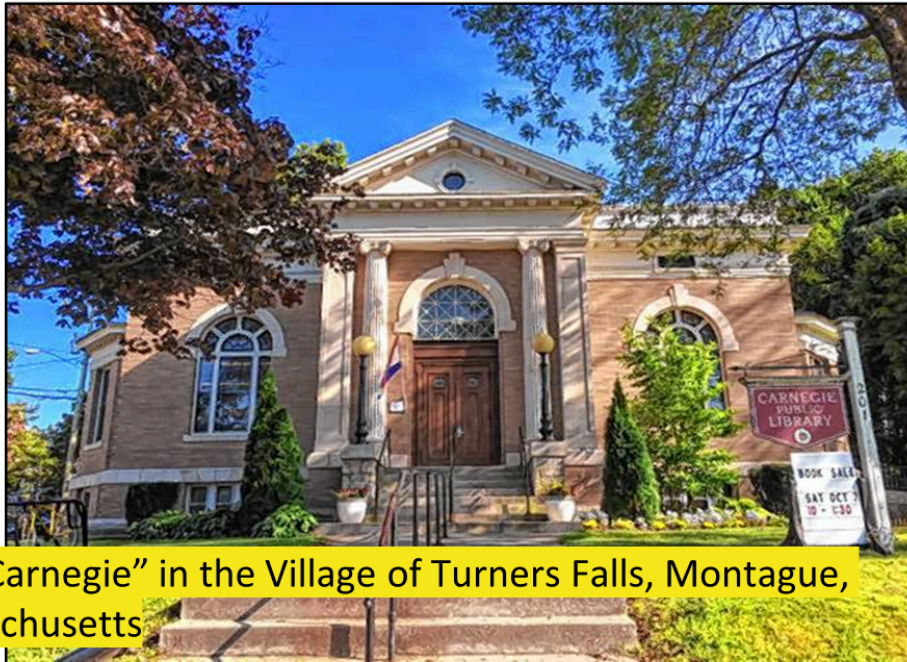
The exterior of the building is well-loved, but access to the building is difficult.

Stone steps can present difficulty for small children and the elderly, and are impossible to navigate for patrons using walkers or wheelchairs.

Stairs to front entrance from the street and sidewalk

Current street parking in front of the library is limited and hard to navigate on a busy street with many stairs to the sidewalk.

Parking across the street at the shopping plaza requires crossing a wide busy street.

The library has one handicap parking space, which is located on the opposite side of the building from the wheelchair ramp.
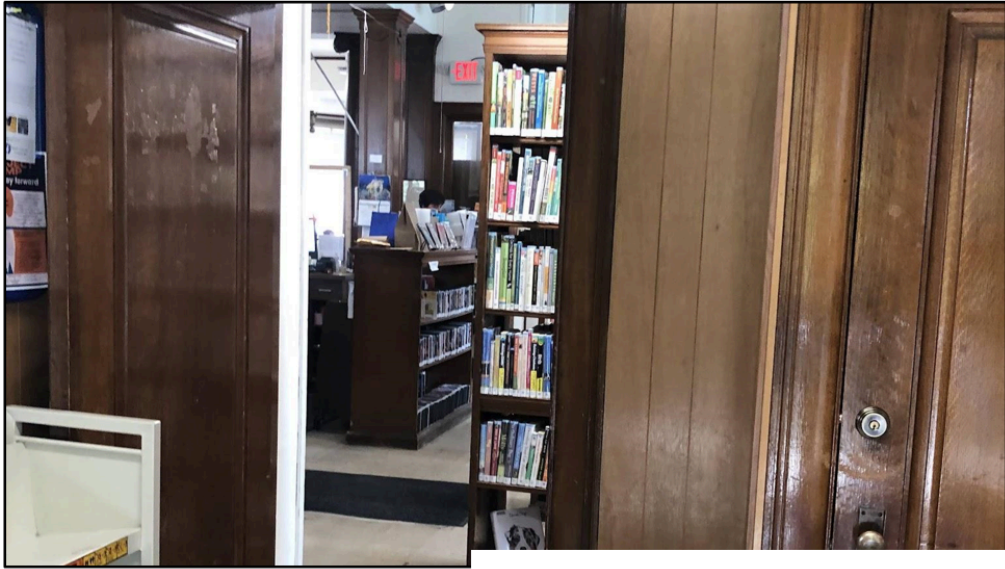

Enlargement of wheelchair ramp

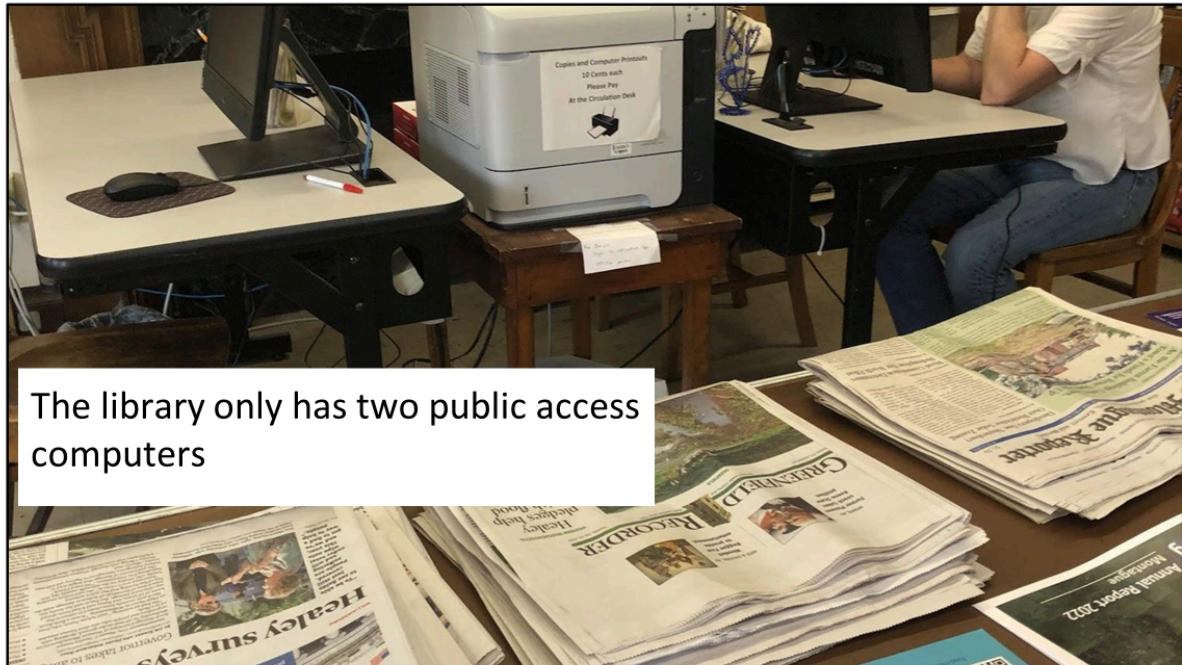Close-up of wheelchair ramp

Patrons with mobility issues face many challenges entering from the ramp

The entrance to the stacks is narrow

Narrow stationary shelving makes access difficult even for able-bodied patrons and staff

The library only has two public access computers

The adult reading area contains the two computers, displays, new books, newspapers and a comfy chair

Patrons can bring in their own laptops, but the only charging capability is a single outlet on the floor

Stationary shelving and large windows limit possible arrangements in this multi-function room

The Carnegie Library has one undersized unisex bathroom that is not ADA compliant.

To maneuver into the bathroom, patrons face a door and a fire extinguisher on one side and the entry steps on the other.

The bathroom contains no changing station and is located in the unconditioned vestibule.

The small Children's Room requires moving the shelving to accommodate programs. Most programs are offered off-site.

Two families in the Children's Room will completely fill the space.

There is little space for anything beyond picking out a book and taking it to the nearby Circulation Desk.

Mackey the Moose is the Children's Room mascot.

The moose is one of many town-owned taxidermy specimens displayed or stored in the library.

Today the upper floor serves as a catch-all of stuffed specimens, rocks, indigenous artifacts, and local historic ephemera.

The upper floor was once used as performance and programming space. The room is not accessible by elevator or by other accommodation. Staff host programs at other sites that are ADA compliant.

The staff also use the space for much needed storage.

Because the second floor is now largely off limits to patrons, several beautiful architectural features of the building cannot be appreciated.

The interior main
entrance from Avenue A

Marble mosaic and classic oak columns adorn the main entrance on the first floor.

A carved wood and marble fireplace is hidden behind a computer table.

Most technical service work is done on the lower level. The stairway is the only access and the area is not accessible to the public.

The Library Director and staff working in this area are isolated from the public.

The staff workroom on the lower floor is currently slated for modest renovation.

Staff break area.

Staff lockers and rest room (the sink is located around the corner next to refrigerator)

Storage

Friends of the Library book sale storage, which is not insulated

In one of the past plans it was suggested that the house east of the library be purchased, which would allow for parking and expansion.

Unfortunately, any expansion on the site would be very difficult due to the abundance of ledge.

The alternate site, 38 Avenue A, offers a well-placed, more buildable lot with 60 existing municipal parking spaces.

Another view of 38 Avenue A

38 Avenue A abuts a landscaped garden maintained by the state.

It is located across the street from the Town Hall and close to popular local shops.

Just beyond the landscaped garden is the Great Falls Discovery Center, a state park and visitor center that features exhibits on the Connecticut River Watershed and its natural, cultural, and industrial history.

Library Director Caitlin Kelley, the Montague Public Libraries Trustees, and the Town of Montague are committed to working toward a better library facility. An article for $150,000 to support the Library's application for the Massachusetts Public Library Construction Project passed unanimously on May 4, 2024.