

PROPOSAL:

Madison Library

Interior Renovations to Improve Customer Service, Volunteer Program, and Public Work Space
February 2014

DESCRIPTION OF PROJECT:

The main section of the Madison Library was built in 1994 through the efforts of many local residents and generous donations from individuals, local businesses, and foundations. Our Children's Room was added in 2007. The Madison Library was built right before computers became an operational necessity for libraries. Twenty years have seen a number of changes in the way people get their information and has increased the public's expectations for access to information, which has expanded the role of public libraries.

Since 1994, the main section of the Madison Library has had a number of small-scale interior renovations, including relocating public study spaces, adding public computer stations and shelving, and recarpeting. The service desk area was built for one librarian and one computer with space for one other person. An adjoining staff work area was relinquished to make room for public computers over 10 years ago, bringing the service desk to its present size of 115 square feet. There is no place for staff to make a private phone call, which is a necessity as library records are, by law, private. Storage and charging of the library's laptop computers and other devices (ereaders, iPad) has taken an entire cabinet that used to be used for storage of supplies.

Presently, there are two staff members or one staff person plus one volunteer working behind the service desk on two computers. Many volunteer projects now require use of an additional computer and other technology equipment like a scanner, which needs to be set up and taken down each time a volunteer is available, often away from the desk on a table in the public area or in the downstairs meeting room. This setup makes supervising and providing assistance for the volunteer difficult. Collaborative projects for staff and volunteers are difficult to manage in the given space.

The proposed project relocates the service desk to the opposite side of the entrance door in the main library, closer to the Children's Room. This move will place the noisier sections of the library closer together, and improve supervision of the Children's Room by staff. Moving the service desk to this location takes advantage of an existing alcove which will provide the private area needed for some staff tasks, and will increase service desk area to 171 square feet, which includes more counter workspace as well as storage space.

In addition to service desk renovations, the proposed project includes relocating a study counter with room for four people from the Children's Room to the main section of the library. The Children's Room has one computer dedicated for children's use which will remain in the children's room on a newly constructed smaller work counter. Bookshelves and a storage closet will be built in the children's room in the space from which the counter will be removed. Moving the study counter to the main part of the library will provide needed additional work

space for people who bring their own laptops and other mobile devices to use at the library, and for people who wish to use one of the library's laptops or tablets.

As much as is feasible, existing shelving, counters, and cabinetry will be reused and refitted for the new space.

PROPOSED PROJECT BUDGET:

Expenses

Construction	\$ 11,414.00	Quote from Architectural Woodwork - Sept. 2013
Carpet	\$ 700.00	Quote from Milford Flooring - August 2013
Wiring	\$ 550.00	Based on cost for similar work done in 2012
Wall repair/painting	\$ 500.00	Estimated cost
Subtotal	\$ 13,164.00	
10% allowance (rounded)	\$ 1,336.00	
Total	\$ 14,500.00	

Income

Friends of Madison Library	\$ 3,000.00	Pledged amount
Trustees of Madison Library	\$ 3,000.00	Pledged amount
Grant	\$ 6,000.00	Funding request – pending, not definite. Response from grant foundation will come after town meeting.
Town warrant article 3/15/14	\$ 2,500.00	Amount of request in Warrant Article: "\$8,500 less any grants received"
Total	\$ 14,500.00	