Ellsworth Public Library
Space Needs Report

Ellsworth
PUBLIC LIBRARY

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June 27, 2012

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June 27, 2012

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Introduction

The need for development of a space needs report originated from feedback received during a series of long range planning focus groups held in March 2012. This assessment of the current and future space needs of the Ellsworth Public library was developed using those comments as well as the Wisconsin Public Library Standards, and Public Library Space Needs: A Planning Outline.

The goal of this report is to assist the Library Board and others with determining the best course of action in meeting the needs of the community and library patrons.

Indianhead Federated Library System (IFLS) is a state funded organization that provides consulting and support services for 53 public libraries in a 10 county region in west central Wisconsin.

Community Growth

Over the past 30 years, Ellsworth has seen a pattern of steady growth in population.

Year	Population
1970	1,983
1980	2,143
1990	2,706
2000	2,909
2010	3,284
2011	3,277

(Wisconsin Demographic Services Center)

Executive Summary

While members of the planning focus groups felt the library provided quality library service and was located on a main street, they did identify some issues with library access, parking and space concerns. This report was prepared to determine the current and future space needs of the library. Based upon the current and future space needs of the library, it appears to be more cost effective to seek alternative space for the library rather than to construct an addition to the existing building and/or use the basement to create multiple levels of patron service that would require additional staffing.

IFLS staff members are available to assist the Board and Staff throughout the process.

Recommendation Summary

Facility

> **Key Recommendation**
> - Plan and construct a facility to meet the projected space need of between 13,400-16,222 square feet (Based on the projected population growth and the current public library standards http://www.dpi.state.wi.us/pld/standard.html).

Collection

> **Print**
> **Key Recommendations**
> - Expand the print collection to meet at least the Wisconsin Public Library Standards Basic level with the goal to provide a print collection at or near the enhanced level.
> - Continue to strive to meet the projected basic collection size for 2032 (see Appendix A).
> - Develop a funding plan to build the reopening collection.

> **Audio/Video**
> **Key Recommendations**
> - Evaluate and purchase new audio and video formats as appropriate.
> - Phase out the VHS collection in favor of DVDs.

Staffing

> **Key Recommendations**
> - Evaluate staffing options; self-service options and checkout location(s) to determine proper staffing in expanded facility.

Community Awareness

> **Key Recommendations**
> - Promote the need for additional library space
>   - Develop informational/fund raising brochure (Friends)
>   - Promote space needs in newspaper articles and Facebook postings
>   - Create webpage on space needs
>   - Summary of space needs report
>   - Growth trends of the community and library
>   - History of library and building
>   - How to support the project
>   - Photos of current building and other libraries

Fiscal—Operating Expenses

> **Key Recommendations**
> - Develop a fiscal plan to ensure sufficient funding is available to staff as well as enhance the materials and services in the expanded facility.

Statistical Overview of the Library

	2010 Data	2011 Data
Population	3,168	3,277
Circulation	87,353	81,705
Square Footage of Library	2,880	2,880
Book/Serial Volumes Owned	18,724	17,856
Audio Owned	1,695	1,666
Video Owned	3,503	3,606
Open Hours	48	50
Public Internet Computers	7	10
Staff FTE	3.65	4.00
Municipal Per Capita	$49.06	$50.05
Library Visits	47,733	51,480
Library Program Attendance	4,355	6,899

(Source: 2010 Wisconsin Public Library Service Data http://dpi.wi.gov/pld/dm-lib-stat.html and 2011 annual report)
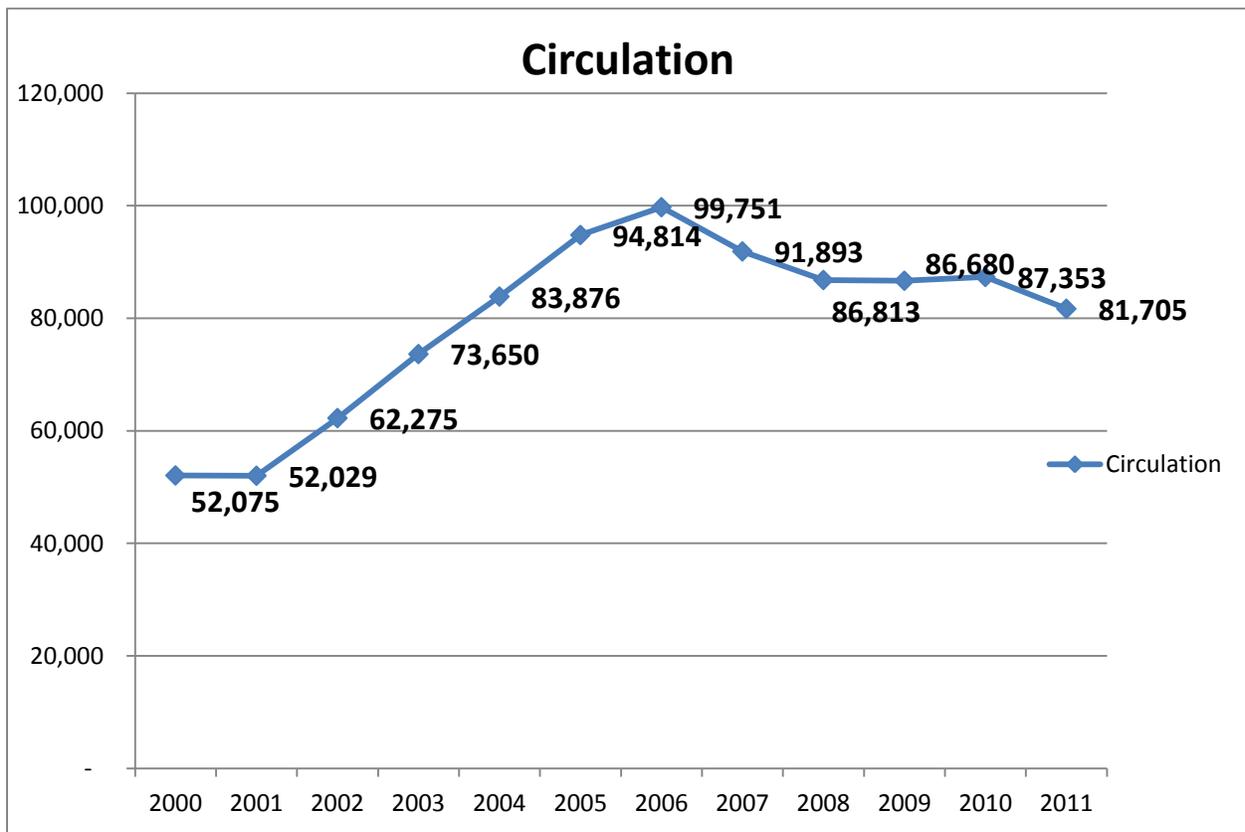
Circ Chart

(Source: Wisconsin Public Library Service Data http://dpi.wi.gov/pld/dm-lib-stat.html 2002-2010, 2011 Annual Report) (2011 Nonresident Circulation—50,305 items; 2010 Nonresident Circulation—54,697 items; 2099 Nonresident Circulation—56,032)

Current Trends

- While the number of items being checked out from libraries may be flat or decreasing in some communities, use of libraries as defined by visits, Internet, and program attendance across the region and at the Ellsworth Library has been increasing due to the downturn in the economy as well as increased use of such services as:
    - Job resources
    - Computer Training
    - Resume development
    - Library programs
    - Internet use

- Technology will continue to impact library services and fiscal resources
    - Online resources
        - E-Books
        - Downloadable audio and video
        - Online databases
    - Social networking sites and blogs to promote the library and its services
    - E-Government
        - Online tax filing
        - Unemployment

- Increasing use of the library by Home school groups

- Libraries as community centers

- Libraries are providing more teen programming/gaming activities

- Government funding is becoming tighter

Wisconsin Public Library Standards

This report uses the Wisconsin Public Library Standards http://dpi.wi.gov/pld/standard.html and projected population of Ellsworth's service area to develop the projected space needs of the library. Comparisons made with the Wisconsin Public Library Standards are based upon 2011 data. The Peer data is the most current published data http://dpi.wi.gov/pld/dm-lib-stat.html available from the Wisconsin Department of Public Instruction.

Pierce County Libraries

Library Name	Municipal Population	Estimated Service Population**	Circulation	Building Square Feet
Ellsworth	3,168	8,408	87,353	2,880
Elmwood	831	1,237	22,206	3,000
Plum City	596	2,723	36,511	3,000
Prescott	4,048	6,339	72,911	6,556
River Falls	12,477	22,274	401,830	26,000
Spring Valley	1,337	2,716	37,073	4,500

Chart is arranged alphabetically (Source 2010 Wisconsin Public Library Service Data)

** Estimated service population are based upon the library's municipal population and estimate of the extended in-county service population as determined by Division for Libraries, Technology, and Community Learning

<div align="center">**Facility**</div>

Facility Assessment

An assessment of the facility conducted in 2009 (see appendix C) indicated the present facility had a variety of space and accessibility issues. These issues remain valid in 2012. Similar issues were also brought forward by the focus group participants. This report provides updates as needed.

Focus Group Participant Comments

Strengths of the current Facility
- Located in downtown
- Visible Location on main street

Weaknesses of the current Facility
- Lack of parking
- Lack of space
  - No meeting room
    - Community groups
    - Library programs
    - Computer training/computer lab
    - Book clubs
  - Lack of privacy for computers
  - No storage
  - Lack of staff spaces—storage, break room, work areas
  - Lack of study space
    - Small group study rooms
  - Crowded at programs
  - Collection space especially print
- Handicapped accessibility

Current and Future Space Needs

Using the Department of Public Instruction's publication *Public Library Space Needs: A Planning Outline* http://www.dpi.state.wi.us/pld/plspace.html and related workbook, the projected space needs prepared for the 2009 Facility Assessment were updated as part of this report. The new calculations determined that the Library should be located in a space of at least 16,222 square feet based upon the current collection size. When planning a future library facility it is important to plan for current and future needs. The recommended planning time frame is 20 years. Ellsworth had a 21.3% population increase from 1990 to the 2010 census. (Wisconsin Demographic Services Center)

Key Recommendation

- Plan and construct a facility to meet the projected space need of between 13,400-16,222 square feet (Based on the projected population growth and the current public library standards http://www.dpi.state.wi.us/pld/standard.html).

This projection is based upon a print collection of 30,000 print items and 6,622 non-print items. A larger facility would be needed if the Library Board wants to develop a larger collection based on the Wisconsin Standards beyond the basic level. The library staff and board could also consider different meeting space configurations than those outlined in this report. The actual layout design; lot configuration and library needs will dictate an exact size.

The need for additional library space is very apparent (see Appendix A 2032 projected space needs and Appendix C 2009 Facility analysis). The Library Board should strive to provide the community with a library facility that meets the current and projected needs of the library by implementing the next steps in the process within 3-6 months.

In order for the library to effectively begin the fundraising for a library expansion project it is important to select a site and begin preliminary design work as soon as possible.

Next Steps

Forming a Building Committee

The board may wish to consider establishing a building committee that consists of members of the library board, library staff, the architect, community members, municipal government, and other key individuals.

Selection of Architect

Selection of an architect should be modeled upon established process such as the Quality-Based Selection (QBS) method http://www.qbswi.org of the AIA Wisconsin http://www.aiaw.org. The basic process would be to compile a list of architects with library experience, invite firms to submit credentials, evaluate the credentials, visit other projects completed by the architect and/or firm, interview the top 3-5 candidates, reevaluate the top candidates and make selection.

Library Visits

It is recommended that the library board, staff and other interested individuals tour new or expanded libraries to see what design elements could be incorporated into a larger facility.   Focus should be paid to the flooring, furniture styles, colors, unique items, general arrangement, entrances, work areas, seating, children's area, young adult areas, layout of shelving, reading lounge areas, computer space and other special areas.

It is important to take notes and photos of those features to consider for the Ellsworth's Library. The essential design elements and arrangement should be incorporated into a building program

statement. Ask questions about what they were glad they did and what they wish that they had done differently?

Several documents about Library Buildings and Space Planning on the IFLS website http://www.ifls.lib.wi.us/Default.aspx?tabid=181#space are excellent resources to review prior to making your library visits.

Municipal Approval

By statute the board needs formal authority by the municipal board to proceed with a building project and the board should seek this approval if it has not already done so. The library board should lay out the formal process that it will be undertaking for process. The municipal board should be kept informed on a regular basis.

Development of Building Program Statement

A building program statement should be drafted by either library staff and/or a consultant and approved by the library board. This statement provides direction to the architect in design development. The statement may be further refined depending on site selection and input from the architect. It will also detail collection sizes and specific space allocations.

The staff, library board and/or building committee should develop a shared vision on the look and feel of the new library space. The section below entitled Design Considerations lists features to consider when designing a new library space. The shared vision and concepts should be incorporated into a library building program statement.

Design Considerations for expanded library

Based upon Comments from the Focus Groups
- Mixed use Building
  - Library/Community Center
  - Library/Senior Center
  - Library/Village Hall
  - One mention of combined school/public library
- Homey/Comfy/Well Designed
- Coffee Shop/Beverage area/Snack Bar
- Green building
  - Solar panels
  - Passive solar
  - Geothermal
  - Eco friendly
- Windows/natural lighting

- Outdoor spaces
  - Landscape
  - Green
  - Park like setting
  - Education area
  - Outdoor group area
  - Fountain and/or Sculpture
  - Workout area
- Location
  - Downtown
  - Near schools
- Multi-user restrooms
- Drive up book drop
- Staff/Office Space
- Staff workspace
- Children's area
  - Comfy chairs
  - Big rugs
  - Computer with children's software
- Teen area
  - Lounge area
- More self-check stations
- Meeting spaces
  - Computer room/lab
  - Children's program room
  - Craft room
  - All purpose conference room
  - Author visits
  - Hall with Kitchen
  - Theater/Media/Auditorium
  - Collaboration/study rooms
  - Piano
- Technology--ready for current and future needs
  - Listening Center
  - Gaming/Sound proof
  - Digital learning center
  - Electrical
  - WiFi
  - Docking stations
  - Color printer/copier

- Display area
  - Art
  - Display cases
  - Quilts
  - Gallery
- Fireplace
- Fish tank
- Fountain
- Parking
- Space for materials
- Separation of spaces
- Comfortable furniture
  - Lounge chairs
  - "Living Room" area
  - Seating near large print area (senior safe/higher seats)

Other Design Considerations based upon recent library projects
- Community Destination
- Modern
- Traditional
  - Fit with downtown look and feel
- Energy Efficient Building
- Window/Natural lighting
- Landscaping/Green Space
- Accessibility
- Functionality
- Building and Municipal Code Requirements
- Lobby space/Informational displays
- Book/media returns
- Improved signage and wayfinding
- Reading lounge
- Quiet areas
- Computer/Internet spaces
- Flexible Seating
  - Tables
  - Study
  - Wireless Computer
  - Lounge
  - Adult
  - Children
  - Teen

- Fireplace
- Teen Area
  - Booths
  - Gaming area
  - Reading space
  - Study space
  - Computers
  - Collection

- Small Study Rooms
- Community Meeting Room
  - Kitchen
- Children program room
  - Puppet Stage
- Expanded public computer area
- Computer training lab
- Small business resource center
- Career center
- Parenting Area/Collection
- Display Areas/Cases
- Material browsing/display areas
- Additional Self-Checkouts
- Staff Space
  - Checkout Desk
  - Information Desk
    - Adult
    - Youth
  - Courier/Check in
  - Work room
  - Offices
    - Director
    - Adult services
    - Youth services
    - Other
  - Storage
  - Break room/Lockers/Lounge
- Courier
  - Access to building
  - Location near work area/check in desk
- History/Genealogy area
  - Microfilm reader/printer/computer

- Plat books and other local print materials
- Files
- Fireproof filing cabinet
- Space for Sheet Music Collection
  - Lateral files (Fireproof)
  - Display area
- Coffee Shop/Snack bar
- Friend's Book Sale Room
- Parking

Site Selection Considerations (See Appendix B for Checklist Form)

The location of the library is important for current and future growth of the library and the village. The site should be easily accessible and have potential room for expansion. Sufficient parking should be located on or near the site.

Criteria for Site Selection
- Size of Lot
- Shape of Lot
- Visibility
- Accessibility
- Future Expansion
- Suitable Topography
- Adjacent Uses
- Zoning
- Environmental Issues
- Existing Easements and Right of ways
- Access to Utilities and other Infrastructure Needs
- Ownership and Acquisition Costs

Evaluation of Options

Alternatives could include:
- *Construction of a new facility*
  - More efficient use of space
  - Designed with flexibility
  - Plan for future expansion
  - Can be more costly than remodeling
  - Energy efficient including integration of green building principles based upon cost effectiveness
  - Parking
  - ADA Compliant
- *Renovation/Expansion of the Present Facility*
  - Single story most effective to operate from a staffing viewpoint
  - Lack of parking
  - Would require acquisition of adjacent properties
  - Code/ADA requirements would need to be met
- *Conversion of an existing facility in the community*.
  - Please note that the floor load requirement for libraries is 150 pounds per square. Very few existing buildings meet this requirement especially ones with basements.
  - Existing vacant buildings in the Village will need a separate evaluation based on the projected space needs; location; remodeling costs and other factors. Some of that evaluation can be done by IFLS staff while other parts should be done by an architect.

Preliminary Sketches

These sketches would include an exterior sketch and interior sketch including furnishings. These sketches will be reviewed and revised many times to ensure that the project is functional and meets the needs of the library. The final draft of the preliminary sketch can be used to help market and raise funds for the project.

Project Cost/Funding

The cost of the project will vary depending on site selection and option choice. Estimates can be obtained from the architect. Renovation and expansion of existing facilities are more complicated than estimating construction of a new building.

Projects may be funded totally with public funding, private funding, or a combination of public and private funding. There is no one way that projects have been funded. Most successful projects are either village funded or joint village/private funded projects.

- Village Borrowing
- Grants
    - Wisconsin Foundations Online http://www.wifoundations.org
    - Minnesota Council on Foundations http://www.mcf.org
    - Foundation Center Collection at L.E. Phillips Memorial Library
      http://www.ecpubliclibrary.info/research/grants-a-nonprofits.html
- Fund Raising Events
    - Bake sales
    - Golf Tournaments
- Donations
    - Community Wide mailing
    - Business
    - Individual
- Friends of the Library

Additional steps will include:
- Detailed Bidding/Construction Drawings
- Bidding
- Construction
- Moving
- Celebration

Collection

Once an expanded facility has been built the library should work to expand the library's collection to meet at least the basic level of collection size and make plans to develop a collection between the moderate and enhanced level of the Wisconsin Public Library Standards.

Print Collection

The print collection of the library is small when compared to the Wisconsin Public Library Standards. Lack of shelf space and the inability to develop an efficient layout has hindered the growth of this collection.

Key Recommendations

- Expand the print collection to meet at least the Wisconsin Public Library Standards Basic level with the goal to provide a print collection at or near the enhanced level.
- Continue to strive to meet the projected basic collection size for 2032 (see Appendix A).
- Develop a funding plan to build the reopening collection.

Wisconsin Public Library Standards
Current Service Population

Print Volumes Held

2011 Actual	17,856
Basic	26,511
Moderate	32,498
Enhanced	40,194
Excellent	56,443
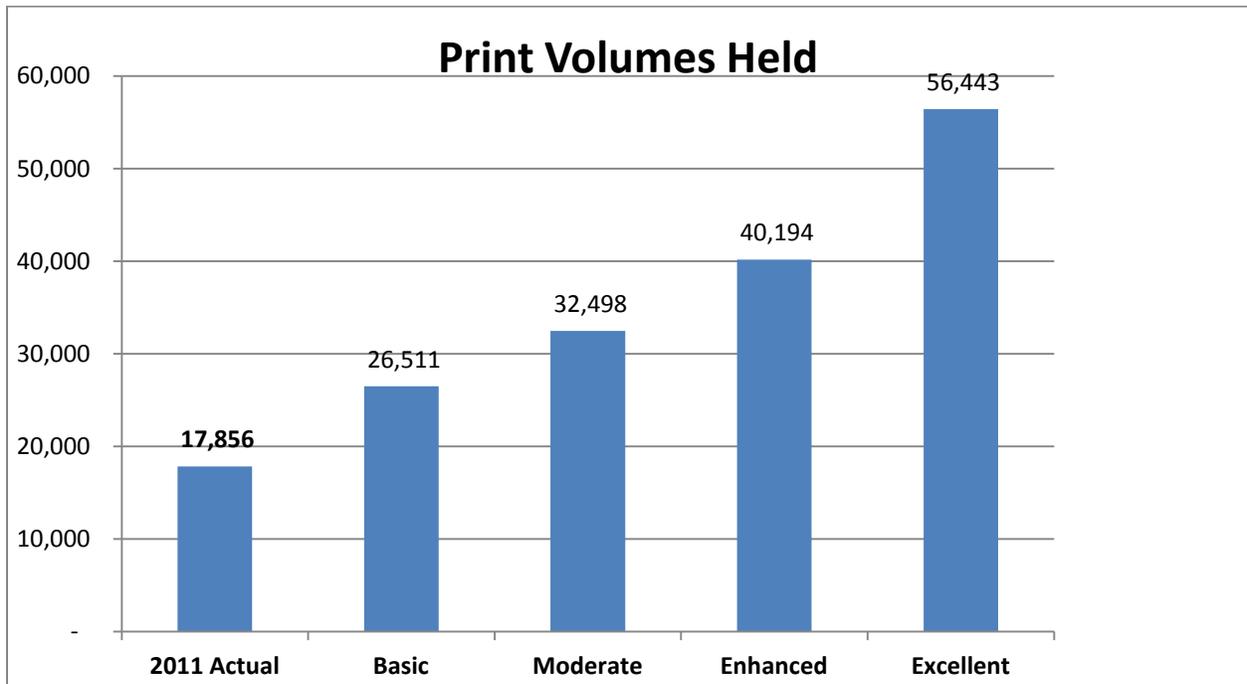
Audio and Video Collection

The library audio and video collections are above the enhanced level of the Wisconsin Public Library Standards. The projected space needs are based upon meeting or exceeding the enhanced level like the current collection.

Key Recommendations

- Evaluate and purchase new audio and video formats as appropriate.
- Phase out the VHS collection in favor of DVDs.

Wisconsin Public Library Standards
Current Service Population

Audio

Category	Value
2011 Actual	1,666
Basic	1,454
Moderate	1,967
Enhanced	2,480
Excellent	3,934

Video

Category	Value
2011 Actual	3,606
Basic	2,395
Moderate	3,250
Enhanced	4,190
Excellent	5,815
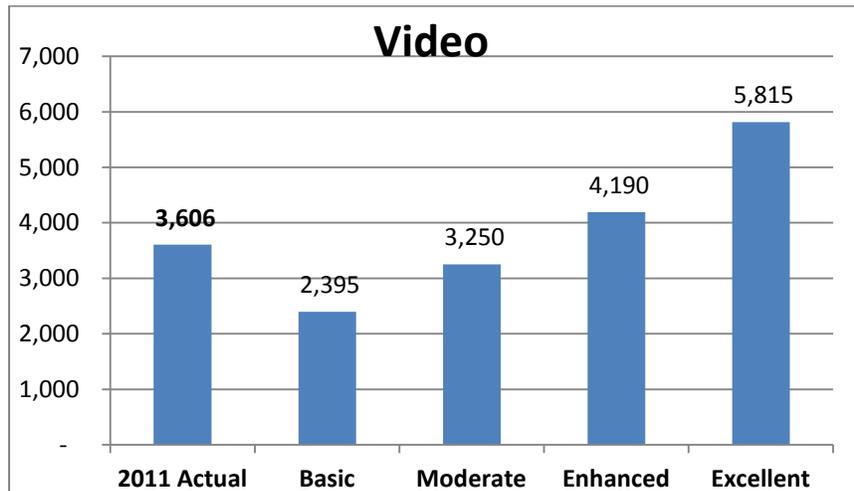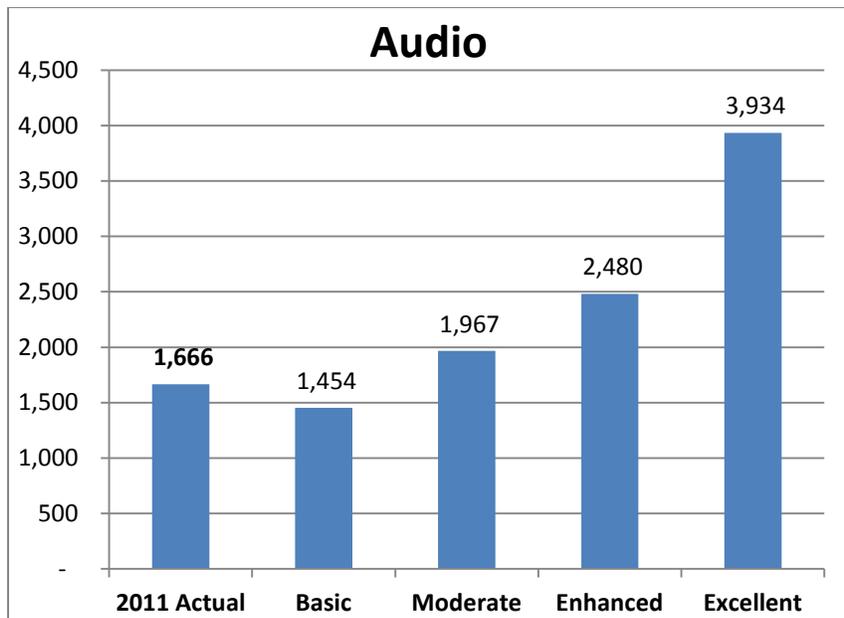
Staffing

Based upon review of the standards the library does not have adequate staffing at the current time. Budget consideration must be given for increased staffing due to increased programming, visits and circulation that will occur in an expanded facility.

Key Recommendations
- Evaluate staffing options; self-service options and checkout location(s) to determine proper staffing in expanded facility.

Wisconsin Public Library Standards
Current Service Population

Staff FTE

Category	Staff FTE
2011 Actual	4
Basic	4.28
Moderate	4.28
Enhanced	5.13
Excellent	7.7
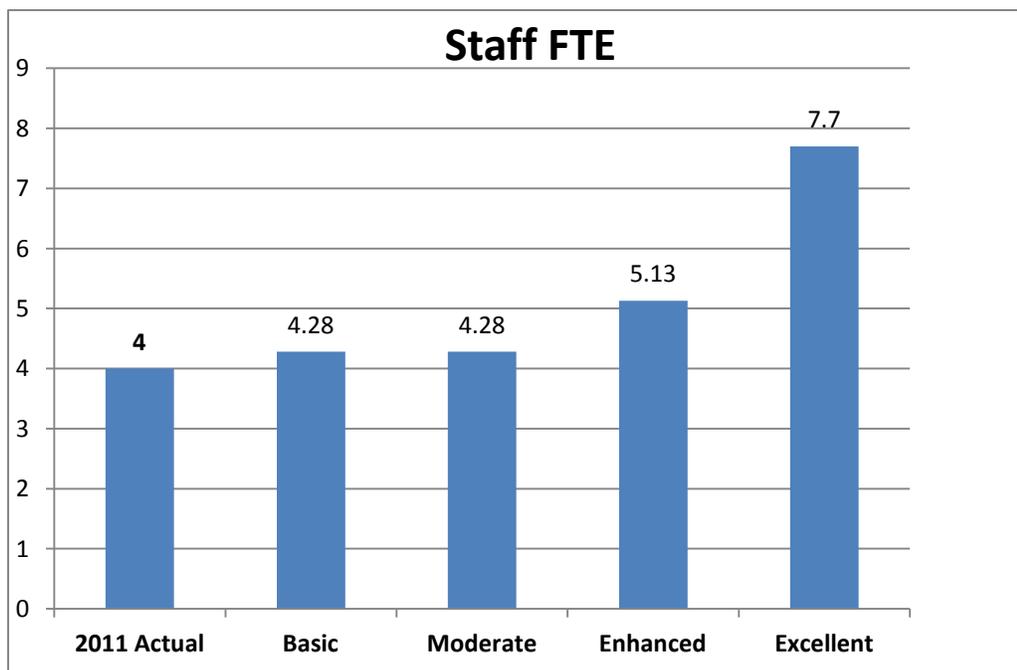
Community Awareness

Increasing the visibility and sharing the value/needs of the library are essential for garnering community support for the building project.

Key Recommendations
- Promote the need for additional library space
  - Develop informational/fund raising brochure (Friends)
  - Promote space needs in newspaper articles and Facebook postings
  - Create webpage on space needs
    - Summary of space needs report
    - Growth trends of the community and library
    - History of library and building
    - How to support the project
    - Photos of current building and other libraries

Fiscal—Operating Expenses

      Municipal funding for the library has remained relatively flat from 2004-2011 while county funding increased greatly between 2000 and 2008 and then has remained steady over remainder of time. County funding is based on residents who live in areas that do not have a public library and the reimbursement level. Sufficient funding for the operation of an expanded facility will be important since circulation tends to increase by 20% in a new or expanded facility.

      Key Recommendations

- Develop a fiscal plan to ensure sufficient funding is available to staff as well as enhance the materials and services in the expanded facility.

Ellsworth Library Funding 2000-2011

(Source: Wisconsin Public Library Service Data http://dpi.wi.gov/pld/dm-lib-stat.html)
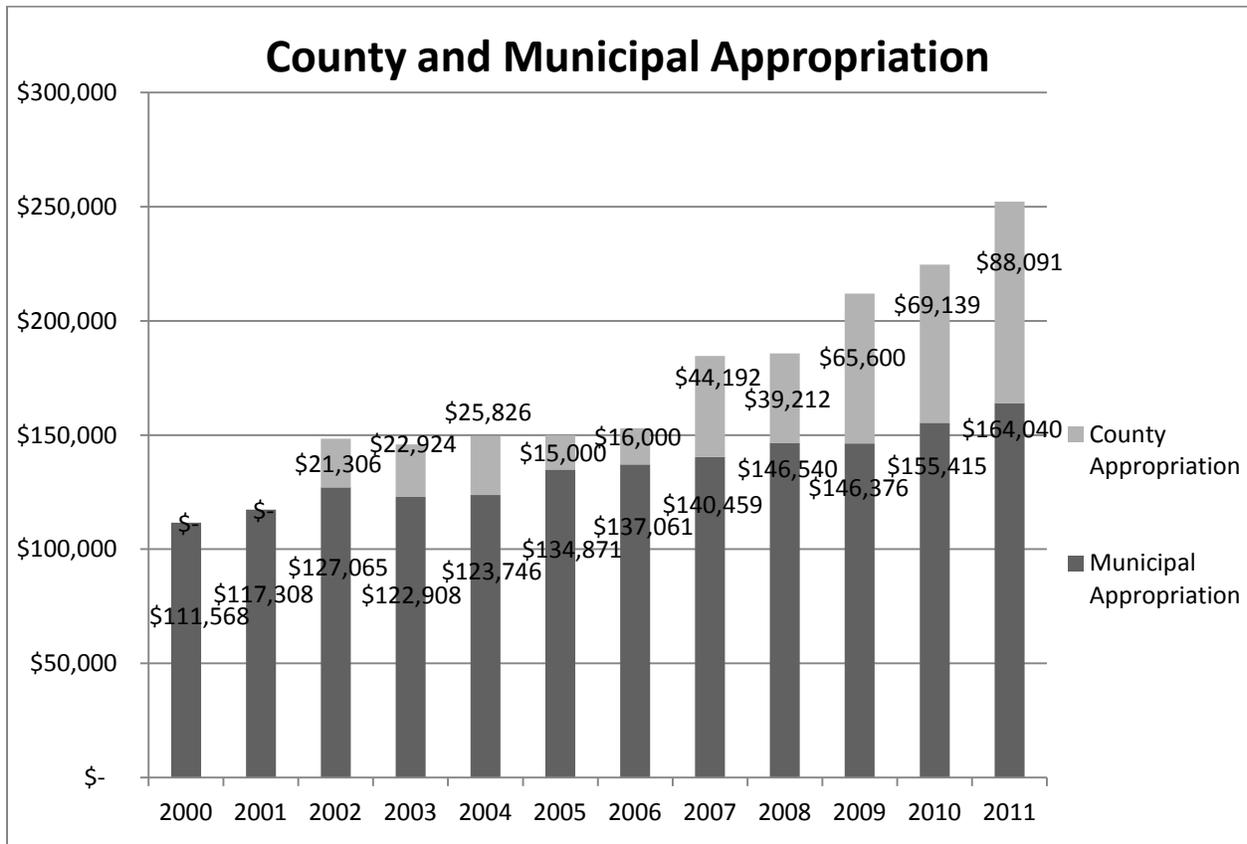
Appendix A
Facility Charts

Current Space Need Charts
The charts on pages 24 and 25 show the need for additional space for the current library. The first chart uses the current collection and does not add additional space for a separate meeting room. The second chart using the basic level of standards or the existing collection whichever is greater and adds a meeting room designed for 50 seats. Both show a significant increase in space over the current 2,880 square feet of the library space.

Projected Space Need Charts
The charts on pages 26 and 27 are based upon a 20 year projected service population and the Wisconsin Public Library Standards, 5th Edition. The chart on page 26 bases the print collection on the basic level (current collection is below the basic level) and the AV materials on the enhanced level (current AV collection meets or exceeds the enhanced level). The chart on page 27 has both the print and AV at the enhanced level. Both projections include a multi-purpose room; a conference room; a separate storytime space and a computer training lab.

Current Space Needs
(Current Collection and No Separate Meeting Rooms)
(Note Collection Size has decreased since 2009 Report)
(Developed using the Public Library Space Needs: A Planning Outline and 2011 Collection)

SPACE NEEDS SUMMARY

COLLECTION SPACE

17,856	volumes to house at	15 vol/sq.ft.	1,190 sq.ft.
83	magazine display at	1 sq.ft./title	83 sq.ft.
83	magazine backfile at	0.5 sq.ft./title/yr held	42 sq.ft.
5,272	nonprint items to house at	15 items/sq.ft.	351 sq.ft.
10	public access computers at	35 sq.ft. per station	350 sq.ft.

READER SEATING SPACE

15	reader seats at	30 sq.ft. per seat	450 sq.ft.

STAFF WORK SPACE

4	staff work stations at	140 sq.ft. per station	560 sq.ft.

MEETING ROOM SPACE   (See notes 1 through 4)

0	multi-purpose seats	10 sq.ft. per seat	0 sq.ft.
0	conference room seats	30 sq.ft. per seat	0 sq.ft.
0	storytime seats	0 sq.ft. per seat	0 sq.ft.
0	computer training lab seats	50 sq.ft. per seat	0 sq.ft.

SPECIAL USE SPACE

calculated at 12% of gross building area		576 sq.ft.

NONASSIGNABLE SPACE

calculated at 25% of gross building area		1,201 sq.ft.

SPECIAL ALLOWANCES

	sq.ft.
	sq.ft.
	sq.ft.
	sq.ft.

GROSS AREA NEEDED . . . .   4,804 sq.ft.

NOTES   1. Multi-purpose room area includes a modest allocation for a speaker's podium.
2. Conference room area includes allocation for gallery / audience seating, if so designated.
3. Storytime area includes a modest allocation for storytime presenter.
4. Computer training lab area includes a modest allocation for trainer's station.

Current Space Needs
(Basic Collection Level or Current Collection (whichever is greater)/Recommended Seating and 1 Meeting Room)

(Developed using the Public Library Space Needs: A Planning Outline and 2011 Collection)

SPACE NEEDS SUMMARY

COLLECTION SPACE

26,452 volumes to house at	15 vol/sq.ft.	1,763 sq.ft.
83 magazine display at	1 sq.ft./title	83 sq.ft.
83 magazine backfile at	0.5 sq.ft./title/yr held	42 sq.ft.
5,272 nonprint items to house at	15 items/sq.ft.	351 sq.ft.
10 public access computers at	35 sq.ft. per station	350 sq.ft.

READER SEATING SPACE

59 reader seats at	30 sq.ft. per seat	1,770 sq.ft.

STAFF WORK SPACE

4 staff work stations at	140 sq.ft. per station	560 sq.ft.

MEETING ROOM SPACE   (See notes 1 through 4)

50 multi-purpose seats	10 sq.ft. per seat	600 sq.ft.
0 conference room seats	30 sq.ft. per seat	0 sq.ft.
0 storytime seats	0 sq.ft. per seat	0 sq.ft.
0 computer training lab seats	50 sq.ft. per seat	0 sq.ft.

SPECIAL USE SPACE

calculated at 12% of gross building area	1,051 sq.ft.

NONASSIGNABLE SPACE

calculated at 25% of gross building area	2,190 sq.ft.

SPECIAL ALLOWANCES

	sq.ft.
	sq.ft.
	sq.ft.
	sq.ft.

GROSS AREA NEEDED . . . .   8,761 sq.ft.

NOTES   1. Multi-purpose room area includes a modest allocation for a speaker's podium.
2. Conference room area includes allocation for gallery / audience seating, if so designated.
3. Storytime area includes a modest allocation for storytime presenter.
4. Computer training lab area includes a modest allocation for trainer's station.

Projected Space Needs
Projected Population Print at Basic Level/ AV at Enhanced Level of Standards
(Developed using the Public Library Space Needs: A Planning Outline and the Wisconsin Public Library Standards)

SPACE NEEDS SUMMARY

COLLECTION SPACE

30,000 volumes to house at	13 vol/sq.ft.	2,308 sq.ft.
79 magazine display at	1 sq.ft./title	79 sq.ft.
79 magazine backfile at	0.5 sq.ft./title/yr held	40 sq.ft.
6,622 nonprint items to house at	10 items/sq.ft.	662 sq.ft.
16 public access computers at	45 sq.ft. per station	720 sq.ft.

READER SEATING SPACE

70 reader seats at	30 sq.ft. per seat	2,100 sq.ft.

STAFF WORK SPACE

8 staff work stations at	140 sq.ft. per station	1,120 sq.ft.

MEETING ROOM SPACE   (See notes 1 through 4)

100 multi-purpose seats	10 sq.ft. per seat	1,100 sq.ft.
10 conference room seats	30 sq.ft. per seat	350 sq.ft.
25 storytime seats	15 sq.ft. per seat	425 sq.ft.
15 computer training lab seats	50 sq.ft. per seat	830 sq.ft.

SPECIAL USE SPACE

calculated at 15% of gross building area		2,433 sq.ft.

NONASSIGNABLE SPACE

calculated at 25% of gross building area		4,056 sq.ft.

SPECIAL ALLOWANCES

		sq.ft.
		sq.ft.
		sq.ft.
		sq.ft.

GROSS AREA NEEDED . . . .   16,222 sq.ft.

NOTES   1. Multi-purpose room area includes a modest allocation for a speaker's podium.
2. Conference room area includes allocation for gallery / audience seating, if so designated.
3. Storytime area includes a modest allocation for storytime presenter.
4. Computer training lab area includes a modest allocation for trainer's station.

Projected Space Needs

Projected Population Print and AV at Enhanced Level of Standards

(Developed using the Public Library Space Needs: A Planning Outline and the Wisconsin Public Library Standards)

SPACE NEEDS SUMMARY

COLLECTION SPACE

42,400 volumes to house at	13 vol/sq.ft.	3,262 sq.ft.
79 magazine display at	1 sq.ft./title	79 sq.ft.
79 magazine backfile at	0.5 sq.ft./title/yr held	40 sq.ft.
6,622 nonprint items to house at	10 items/sq.ft.	662 sq.ft.
16 public access computers at	45 sq.ft. per station	720 sq.ft.

READER SEATING SPACE

70 reader seats at	30 sq.ft. per seat	2,100 sq.ft.

STAFF WORK SPACE

8 staff work stations at	140 sq.ft. per station	1,120 sq.ft.

MEETING ROOM SPACE   (See notes 1 through 4)

100 multi-purpose seats	10 sq.ft. per seat	1,100 sq.ft.
10 conference room seats	30 sq.ft. per seat	350 sq.ft.
25 storytime seats	15 sq.ft. per seat	425 sq.ft.
15 computer training lab seats	50 sq.ft. per seat	830 sq.ft.

SPECIAL USE SPACE

calculated at 15% of gross building area	2,672 sq.ft.

NONASSIGNABLE SPACE

calculated at 25% of gross building area	4,453 sq.ft.

SPECIAL ALLOWANCES

	sq.ft.
	sq.ft.
	sq.ft.
	sq.ft.

GROSS AREA NEEDED . . . .   17,812 sq.ft.

NOTES   1. Multi-purpose room area includes a modest allocation for a speaker's podium.
   2. Conference room area includes allocation for gallery / audience seating, if so designated.
   3. Storytime area includes a modest allocation for storytime presenter.
   4. Computer training lab area includes a modest allocation for trainer's station.

The service targets listed below are based on the quantitative standards included in the Wisconsin Public Library Standards, 5th Edition. The 2011 Service population is 8,533 people.

	Basic Level	Moderate Level	Enhanced Level	Excellent Level
Staff FTE*	4.27	4.27	5.12	7.68
Volumes Held (Print)*	26,452	32,425	40,105	56,318
Periodical Titles Received*	83	102	115	160
Audio Recordings Held	1,451	1,963	2,475	3,925
Video Recordings Held	2,389	3,243	4,181	5,802
Public Use Internet Computers	7	9	11	15
Hours Open per Week*	45	50	53	59
Materials Expenditures*	$28,159	$33,620	$46,164	$64,083
Collection Size (Print, Audio & Video)	30,719	38,399	46,078	64,851

*Minimum standard applies regardless of size.

Standards Based Upon Projected Population

The service targets listed below are based on the quantitative standards included in the Wisconsin Public Library Standards, 5th Edition. The 2032 Service population is 10,348 people.

	Basic Level	Moderate Level	Enhanced Level	Excellent Level
Staff FTE*	5.17	5.17	6.21	7.24
Volumes Held (Print)*	30,009	36,218	42,427	53,810
Periodical Titles Received*	76	88	102	125
Audio Recordings Held	1,656	2,380	2,897	4,036
Video Recordings Held	2,173	2,690	3,725	5,277
Public Use Internet Computers	7	9	10	14
Hours Open per Week*	57	59	61	64
Materials Expenditures*	$34,148	$43,255	$55,983	$74,713
Collection Size (Print, Audio & Video)	34,148	41,392	48,636	63,123

*Minimum standard applies regardless of size.

Resources
Focus Group Comments

Indianhead Federated Library Staff Observations

Web Resources
Wisconsin Public Library Statistics: 1996-2010 http://dpi.wi.gov/pld/dm-lib-stat.html

Public Library Space Needs: A Planning Outline http://dpi.wi.gov/pld/plspace.html

Wisconsin Public Library Standards http://dpi.wi.gov/pld/standard.html

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees
http://dpi.wi.gov/pld/handbook.html

Administrative Essentials: A Handbook for Wisconsin Public Library Directors (Draft)
http://dpi.wi.gov/pld/aecontents.html

The Economic Contribution of Wisconsin Public Libraries to the Economy of Wisconsin
http://dpi.wi.gov/pld/econimpact.html

Site Selection Checklist

Rate from 1 (Highest) to 5 (Lowest)

Criteria	Site 1	Site 2	Site 3	Site 4
Size of Lot				
Shape of Lot				
Visibility				
Accessibility				
Future Expansion				
Suitable Topography				
Adjacent Uses				
Zoning				
Environmental Issues				
Existing Easements and Right of ways				
Access to Utilities and other Infrastructure Needs				
Ownership and Acquisition Costs				

NOTES:_____

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