

Appendix C
Ellsworth Facility Review



Site Visit Date: June 5, 2009
Report Date: June 30, 2009

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Summary

The library has been housed in the same building since 1932 when it occupied a space in the basement of the theatre. In 1975, the library moved into the current upstairs location. In the early 90s, a remodeling of the library occurred that also incorporated some space towards the rear of the building that had been used for other purposes. This remodeling helped provide better accessibility to the building. The current library space is approximately 2,880 square feet. Ellsworth went live on the MORE automation consortium in 2000. Ellsworth is intersected by four major highways, US Hwy 10 and State Highways 63, 65 & 72 and serves as the county seat for Pierce County.

Ellsworth is located near a major metropolitan area and several other larger communities:

Minneapolis/St. Paul	40 miles
River Falls, WI	13 miles
Red Wing, MN	14 miles

Strengths of the current Facility

- Located in Downtown
- Visible Location
- Central area for village business

Weaknesses of the current Library Facility

- Lack of space for children's programs and speakers
- Lack of collection space
 - Current shelves are at or over capacity (working capacity is defined at 70-75% full)
 - Current print collection size is below the Wisconsin Public Library Standards Basic level
- Self check unit crowds the circulation desk
- Need for additional computer space
- Tight space for children's materials; little room for more than 3-4 children; no place for parents in the area
- Lack of flexibility in shelving heights due to floor load concern
- Upstairs storage space cannot be accessed easily by staff and is impossible to reach by an individual in a wheelchair.
 - Evidence of falling bricks and other damage in this area
- Accessibility issues
 - Number of stairs at the main entrance
 - Rear sidewalk is ¾-1" lower than back door (Possible Non-conforming ramp for ADA purposes-- **4.13.6 Maneuvering Clearances at Doors**. Minimum maneuvering clearances at doors that are not automatic or power-assisted shall be as shown in [Fig. 25](#). The floor or ground area within the required clearances shall be level and clear.
 - Concern about location of back door in relation to stairs leading to lower parking lot

- Small rise in floor in women's bathroom area
- Shelving aisles are too narrow (measured at 32" should be a minimum of 36" with 42" preferred (**8.5 Stacks**. Minimum clear aisle width between stacks shall comply with [4.3](#), with a minimum clear aisle width of 42 in (1065 mm) preferred where possible. Shelf height in stack areas is unrestricted (see [Fig. 56](#)). **4.3.3 Width**. The minimum clear width of an accessible route shall be 36 in (915 mm) except at doors (see [4.13.5](#) and [4.13.6](#)). If a person in a wheelchair must make a turn around an obstruction, the minimum clear width of the accessible route shall be as shown in [Fig. 7\(a\)](#) and [\(b\)](#).
- Turning radius at the end of shelves is too narrow (measured at 32")

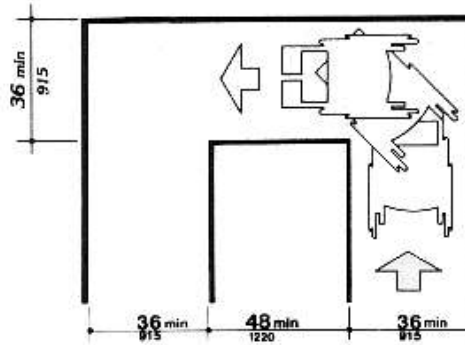
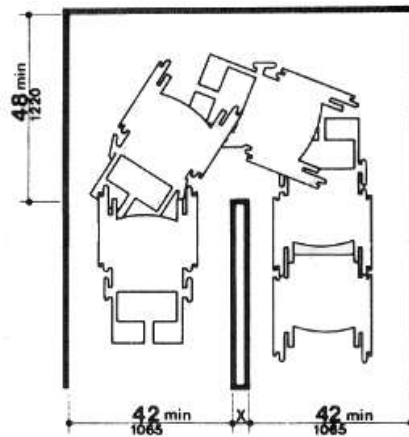


Figure 7(a)
Accessible Route
90 Degree Turn

A 90 degree turn can be made from a 36 inch (915 mm) wide passage into another 36 inch (915 mm) passage if the depth of each leg is a minimum of 48 inches (1220 mm) on the inside dimensions of the turn.



NOTE: Dimensions shown apply when x < 48 in (1220 mm).

Figure 7(b)
Accessible Route

Turns around an Obstruction

A U-turn around an obstruction less than 48 inches (1220 mm) wide may be made if the passage width is a minimum of 42 inches (1065 mm) and the base of the U-turn space is a minimum of 48 inches (1220 mm) wide.

Space Recommendation

The need for additional library space is very apparent. 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 and inputting the collection size and related numbers it was determined that the Ellsworth Public Library should be located in a space of at least 5,240 square feet based upon the current collection compared to the current facility space of 2,880. Using the current population and the enhanced collection standards the library should have 6,988 square feet. These both assume no meeting room space; limited seating and limited staff space. When planning a future library facility it is important to plan for current and future needs, the recommended planning time frame is 20 years. Using a projected population growth of 16% (this number may be a little conservative due to recent growth in area communities) and the current public library standards <http://www.dpi.state.wi.us/pld/standard.html> it is recommended that Ellsworth plan for a facility of at least 13,368 square feet for the projected planning time frame. If the library board and staff wish to develop a collection based upon the excellent standard level, they should plan for a facility around 15,669 square feet. The library staff and board may wish to consider a larger meeting space than outlined in this report. The actual layout design and library needs will dictate an exact size. (See calculations on pages 12-15)

When planning the new space for the library the following items/areas that should be considered:

- Children's storytime area
- Mix of seating in children's area
- General purpose meeting room
 - Kitchenette area
 - Community meetings
- Small study rooms
- Browsing areas
- Quiet reading/lounge area
- Enlarged computer area/computer lab
- Teen area
- Display cases
- Storage space
- Display space
 - Gallery
 - Display Cases
 - Bulletin Boards

Next Steps

Library Visits

It is recommended that the board, staff and other interested individuals tour new or expanded libraries to see what design elements could be incorporated into a new facility. Focus should be paid to the 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 pictures of those features. The essential design elements and arrangement should be incorporated into a building program statement.

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 possible input from the architect. Further assistance is available by IFLS staff in developing a building program statement.

Municipal Approval

The library board should layout the formal process that it will be undertaking for the process. The board should request Village funding to hire an architect or use some existing funds to hire the architect. By statute the board needs formal authority by the Village Board to proceed with a building project. The Village Board should be kept informed on project's progress on a regular basis.

Forming a Building Committee

The board may wish to consider establishing a building committee that consists of library board members, library staff, community members, municipal government, and other key individuals. The IFLS director would be available to assist this committee. The architect would join the committee once they are hired.

Selection of an 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.

Evaluation of Options

The board will need to consider several options when planning for additional space which include:

- Construction of a new facility
- 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.
- Addition and renovation of the existing facility
 - Based upon the projected space needs and the design of the current facility this option is not the most feasible solution.
 - Parking area would be lost with an addition
 - For a community of this size it is recommended that the library be housed only on one story due to increased staffing costs for a two story facility
- Combined School and Public Library: Wisconsin statutes do not allow for a true combined school and public library.
 - The two would basically share a facility, materials and staff with each having their own boards.
 - Funding would be provided by both parties.
 - A school library and a public library have different missions-- The school library supports the school curriculum while the public library provides services to the entire community.
 - The materials in a public library are available to all regardless of age while school libraries match their materials to the curriculum and age appropriateness.
 - Location of the library in a school may deter other individuals from using the library.
 - Adequate space needs to be provided for both collections
 - Schools tend to be located in less traveled areas while public libraries are located in higher visibility areas.
 - A combined school and public library is not recommended for the community since the Ellsworth Public Library has existed for a number of years

Site Selection Considerations

The site selection should occur after hiring an architect and the drafting of a building program statement.

- Size and Shape
- Cost
- Accessibility
- Visibility
- Zoning
- Topography
- Adjacent Uses
- Environmental Concerns
- Parking

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 selected building option. Estimates can be obtained from the architect once the project is further developed. The current estimated cost per square foot for new library construction is \$200. This estimated cost does not include site purchase and other related fees.

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.

Additional steps will include:

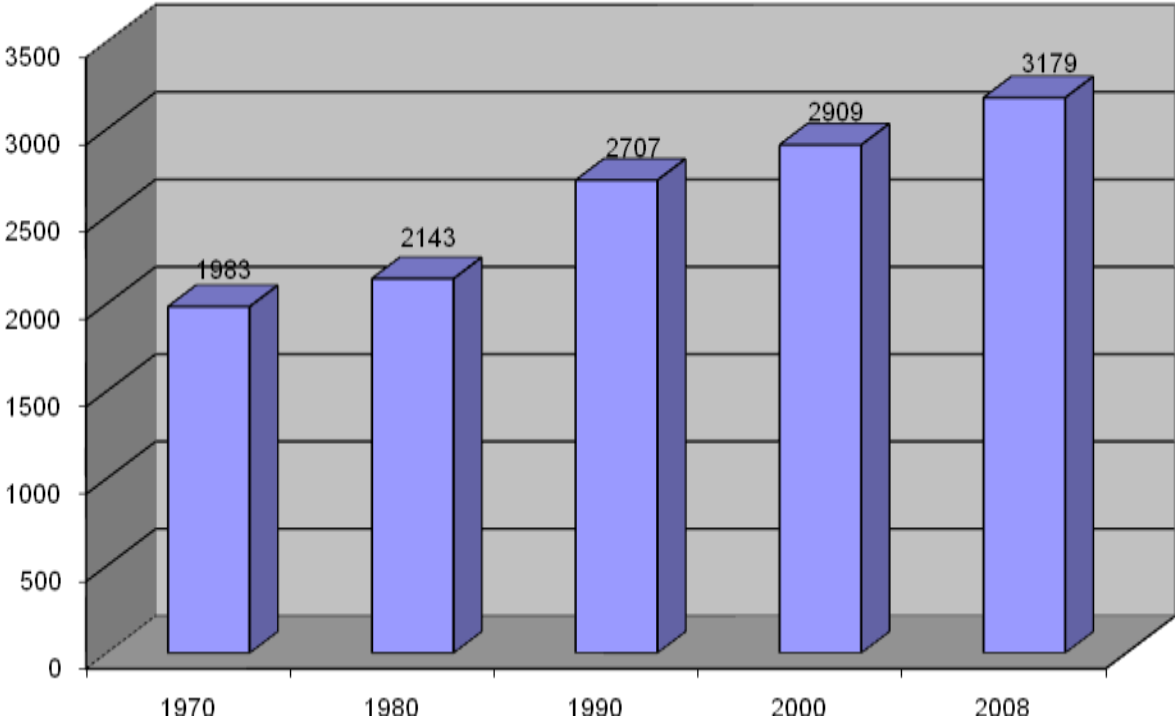
- Provide updates to the community and Village
- Detailed Bidding/Construction Drawings
- Bidding
- Construction
- Moving
- Celebration

Supporting Documentation

Population

1970	1983
1980	2143
1990	2707
2000	2909
2008	3179

Population Growth Ellsworth



Library Development: a 20 Year Snapshot

Ellsworth	<i>1988</i>	<i>1998</i>	<i>2008</i>
Population	2529	2819	3179
Staff FTE	1.2	1.93	3.7
Total Volumes	13,375	15,800	18,149
Magazines	32	50	69
Sound Recordings	433	39	1727
Video Recordings	75	1429	3522
Open Hours	29	48	48
Circulation	21,381	57,425	86,813

Compiled from the Wisconsin Library Service Record

Library Standards for Ellsworth based upon Current Municipal Population

Service Targets for Ellsworth Public Library Based on Municipal Population

The service targets listed below are based on quantitative standards included in the Wisconsin Public Library Standards. Reported for each standard is the effort required to achieve basic, moderate, enhanced, or excellent levels of service in a library with a municipal population of 3179 people.

	Basic Level	Moderate Level	Enhanced Level	Excellent Level
Staff FTE*	2.86	3.18	3.81	5.09
Volumes Held (Print)*	20,346	25,114	29,565	37,512
Periodical Titles Received*	67	82	107	136
Audio Recordings Held	795	1,049	1,653	1,939
Video Recordings Held	1,399	1,780	2,225	3,147
Hours Open per Week*	44	50	53	58
Materials Expenditures*	\$19,805	\$27,403	\$31,027	\$43,234
Collection Size (Print, Audio & Video)	22,571	27,657	32,744	42,281

*Minimum standard applies regardless of size.

In addition, the following standards apply regardless of community size:

1. A certified library director is paid to perform board-designated duties for no fewer than 25 hours per week.
2. The library supports the library director's continuing education for at least 20 contact hours per year.
3. Minimum year 2005 total operating budget is \$60,000 (see standards document for more information).

Library Standards for Ellsworth based upon 2029 Municipal Population

Service Targets for Ellsworth Public Library Based on Municipal Population

The service targets listed below are based on quantitative standards included in the Wisconsin Public Library Standards. Reported for each standard is the effort required to achieve basic, moderate, enhanced, or excellent levels of service in a library with a municipal population of 3708 people.

	Basic Level	Moderate Level	Enhanced Level	Excellent Level
Staff FTE*	3.34	3.71	4.45	5.93
Volumes Held (Print)*	23,731	29,293	34,484	43,754
Periodical Titles Received*	78	95	125	159
Audio Recordings Held	927	1,224	1,928	2,262
Video Recordings Held	1,632	2,076	2,596	3,671
Hours Open per Week*	44	50	53	58
Materials Expenditures*	\$23,101	\$31,963	\$36,190	\$50,429
Collection Size (Print, Audio & Video)	26,327	32,260	38,192	49,316

*Minimum standard applies regardless of size.

In addition, the following standards apply regardless of community size:

1. A certified library director is paid to perform board-designated duties for no fewer than 25 hours per week.
2. The library supports the library director's continuing education for at least 20 contact hours per year.
3. Minimum year 2005 total operating budget is \$60,000 (see standards document for more information).

Projected Space Needs
Current Population
Enhanced Standards

WI Division for Libraries and
Community Learning

*Public Library Space Needs:
A Companion Workbook*

SHEET 3: SERVICE & SPACE NEEDS SUMMARY			
DESIGN POPULATION - Library service parameters outlined here are designed to support a future population of <u>Current</u>			
		Sq.ft.	Pct of
COLLECTION SPACE		needed	total
Capacity:	29,565 books	2,957	42.31%
Capacity:	107 periodical titles (current displ)	107	1.53%
Capacity:	107 periodical titles (back issues)	54	0.77%
Capacity:	5,249 nonprint titles	525	7.51%
Capacity:	4 computer work stations	200	2.86%
TOTAL COLLECTION SPACE >>>		3,842	54.98%
READER SEATING SPACE			
Capacity:	15 seats >>>>>>>>	450	6.44%
STAFF WORK SPACE			
Capacity:	4 work stations >>>>>	500	7.15%
MEETING ROOM SPACE			
Capacity:	- seats in meeting / progr rm 1	-	0.00%
Capacity:	SEE sheet1 seats in meeting / progr rm 2	SEE sheet1	
Capacity:	SEE sheet1 seats in conf / board room	SEE sheet1	
Capacity:	SEE sheet1 seats in storytime room	SEE sheet1	
Capacity:	SEE sheet1 seats in comp training lab	SEE sheet1	
TOTAL MEETING ROOM SPACE >>		-	0.00%
SPECIAL USE SPACE			
Capacity:	Minimum allocation >>>>>>	799	11.43%
NONASSIGNABLE SPACE			
Capacity:	Minimum allocation >>>>>>	1,398	20.00%
GROSS AREA NEEDED >>>>>>>>>>>>		6,988	100.00%

**Projected Space Needs for 2029
Enhanced Level**

WI Division for Libraries and
Community Learning

*Public Library Space Needs:
A Companion Workbook*

SHEET 3: SERVICE & SPACE NEEDS SUMMARY			
DESIGN POPULATION - Library service parameters outlined here are designed to support a future population of <u>8,623</u>			
		Sq.ft.	Pct of
COLLECTION SPACE		needed	total
Capacity: 34,484 books		3,448	25.67%
Capacity: 125 periodical titles (current displ)		125	0.93%
Capacity: 125 periodical titles (back issues)		63	0.47%
Capacity: 5,933 nonprint titles		593	4.42%
Capacity: 8 computer work stations		400	2.98%
TOTAL COLLECTION SPACE	>>>	4,629	34.47%
READER SEATING SPACE			
Capacity: 60 seats	>>>>>>>>	1,800	13.40%
STAFF WORK SPACE			
Capacity: 8 work stations	>>>>>	1,000	7.45%
MEETING ROOM SPACE			
Capacity: 100 seats in meeting / progr rm 1		1,100	8.19%
Capacity: SEE sheet1 seats in meeting / progr rm 2		SEE sheet1	
Capacity: SEE sheet1 seats in conf / board room		SEE sheet1	
Capacity: 25 seats in storytime room		425	3.16%
Capacity: SEE sheet1 seats in comp training lab		SEE sheet1	
TOTAL MEETING ROOM SPACE	>>	1,525	11.35%
SPECIAL USE SPACE			
Capacity: Moderate allocation	>>>>>>	1,791	13.33%
NONASSIGNABLE SPACE			
Capacity: Minimum allocation	>>>>>>	2,686	20.00%
GROSS AREA NEEDED	>>>>>>>>>>>>	13,431	100.00%

Projected Space Needs for 2029
Excellent Level

WI Division for Libraries and
Community Learning

*Public Library Space Needs:
A Companion Workbook*

SHEET 3: SERVICE & SPACE NEEDS SUMMARY			
DESIGN POPULATION - Library service parameters outlined here are designed to support a future population of <u>8,623</u>			
COLLECTION SPACE		Sq.ft. needed	Pct of total
Capacity: 43,754 books		4,375	27.92%
Capacity: 159 periodical titles (current displ)		159	1.01%
Capacity: 159 periodical titles (back issues)		80	0.51%
Capacity: 7,071 nonprint titles		707	4.51%
Capacity: 10 computer work stations		500	3.19%
TOTAL COLLECTION SPACE	>>>	5,821	37.15%
READER SEATING SPACE			
Capacity: 70 seats	>>>>>>>>	2,100	13.40%
STAFF WORK SPACE			
Capacity: 8 work stations	>>>>>	1,000	6.38%
MEETING ROOM SPACE			
Capacity: 100 seats in meeting / progr rm 1		1,100	7.02%
Capacity: SEE sheet1 seats in meeting / progr rm 2		SEE sheet1	
Capacity: SEE sheet1 seats in conf / board room		SEE sheet1	
Capacity: 25 seats in storytime room		425	2.71%
Capacity: SEE sheet1 seats in comp training lab		SEE sheet1	
TOTAL MEETING ROOM SPACE	>>	1,525	9.73%
SPECIAL USE SPACE			
Capacity: Moderate allocation	>>>>>>	2,089	13.33%
NONASSIGNABLE SPACE			
Capacity: Minimum allocation	>>>>>>	3,134	20.00%
GROSS AREA NEEDED	>>>>>>>>>>>>	15,669	100.00%

Library Standards for Ellsworth based upon 2029 Municipal Population

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2. The library supports the library director's continuing education for at least 20 contact hours per year.
3. Minimum year 2005 total operating budget is \$60,000 (see standards document for more information).

Pictures of Current Facility



Front entryway



Driveway to rear parking lot/Senior Center Entrance located in rear of building



Sidewalk from Handicapped Stall to back door
Slight slope and uneven sidewalk
Stairs are located left of the door, concern about their location relative to door opening



Back door – Concern about access to individuals in wheelchairs

Interior Pictures of the Library



Narrow aisles at the end of the shelves



Narrow aisles within the shelves



Shelves full beyond the 75% capacity suggested for ease of shelving



Children's area with full shelves and limited space for children, parents and individuals in wheelchairs



Young Adult Area



Children's nonfiction located away from fiction materials



Reading lounge/Magazine Collection



Self check machine located on the circulation desk, hard for multiple patrons to be in the same area



New materials

Upstairs Storage Area



Falling Brick



June 30, 2009