Are You Ready for a Building Project? Assessing Space Needs and Community Readiness

April 23, 2019

Assessing Needs

- Library Services Assessment
- Community Assessment
- Facility Assessment
- Community Readiness Assessment

Library Services Assessment

- Library Statistical Data

- New Material Types

- New Service Needs

- Wisconsin Public Library Standards

Library Services Assessment

- Library Long Range Plan

- Patron and Staff Feedback

- Pictures of Library Events

- Tours of other libraries

Library Services Assessment

- Library Statistics
  - Annual Reports and Wisconsin Public Library Service Data http://www.dpi.state.wi.us/pld/dm-lib-stat.html
    - Peer Libraries
    - Historical Comparisons

Library Services Assessment

- Library Statistics
  - Automation System Statistics
    - Collection Size
      - Material Types
    - Registered Patrons
      - Resident vs. Nonresident
    - Circulation
      - Adult vs. Children

Library Services Assessment

- New Materials
  - Spanish/Hmong/Somali Language
  - ESL
  - Playaway Audio Books
  - DVD Formats
  - Nontraditional items
    - Snowshoes
    - Cake pans

Library Services Assessment

- New Services
  - Literacy Training
  - Preschool programs
  - Afterschool Programs
  - Adult programs

Library Services Assessment

- New Spaces
  - Teen
  - Study rooms
  - Reading Lounge
  - Fireplace
  - Technology
  - Makerspaces
  - Literacy activity areas

Library Services Assessment Wisconsin Public Library Standards

- https://dpi.wi.gov/pld/boards-directors/library-standards
  Sixth Edition ©2018

- Use as a guide for planning

- Statutory Requirements

- System Membership Requirements

Library Services Assessment Wisconsin Public Library Standards

- Introduced Tiers
  - Tier One—the minimum services that should be available to all residents of the state
  - Tier Two—an expansion of services beyond the basic
  - Tier Three—the highest level of service
  - Checklist for each Tier

Library Services Assessment
Wisconsin Public Library Standards

- Municipal versus Service Population

- Determine Service Population

  - Service Data Population

  - Use System-wide Nonresident Usage Data

  - Base Estimates on Local Circulation Patterns

  - Add the Population of Surrounding Unserved Areas

Library Services Assessment Wisconsin Public Library Standards

- Base Estimates on Local Circulation Patterns

    - Resident Population divided by Percentage of Resident Circulation = Service Population

    - Example from Appendix C -- A library with 85 percent resident circulation and a municipal population of 7,500 will have a service population of 8,824 (7,500 ÷ 0.85 = 8,824)

        - See page 31-32 of the Standards

Library Services Assessment Wisconsin Public Library Standards

- Base Estimates on Local Circulation Patterns
    - Cadott Public Library
        - 2018 Municipal Population – 1,456
        - Total Circulation – 30,269
        - Resident Circulation – 13,523
        - Percentage of Resident Circulation – 45%
        - Service Population 1, 456/45% = 3,259

Library Services Assessment
Wisconsin Public Library Standards

- Examples from Tier 1

  - The library maintains a collection of print volumes per capita as outlined in <u>Appendix A</u> (or <u>B</u>).

  - The library maintains a collection of video recordings held per capita as outlined in <u>Appendix A</u> (or <u>B</u>).

  - The exterior and entrance of the library is well lighted and identified with signs clearly visible from the street.

Library Services Assessment Wisconsin Public Library Standards

- Examples from Tier 1

  - Public programs provided by the library are in physically accessible locations for children, teens, and adults. The library provides the necessary accommodations to enable persons with disabilities to participate in a program and advertises the availability of the accommodations in the program announcement.

Library Services Assessment
Wisconsin Public Library Standards

Examples from Tier 2

- The library develops collections unique to the needs of the community, and is aware of other unique collections available within the system area. Examples may include:

  - Adult basic skills materials (i.e., adult new readers)

  - English language learning materials

  - Specialized collections, such as seed libraries, cake pan collections, toy libraries, etc.

Library Services Assessment
Wisconsin Public Library Standards

Examples from Tier 2

- The library provides non-public workspace for staff.

- Adequate and convenient parking is available to the library's patrons and staff. Generally, one parking space for every 500 square feet of building is recommended.

Library Services Assessment
Wisconsin Public Library Standards

Examples from Tier 2

- The library provides reader seating per guidelines found in the most current edition of Public Library Space Needs: A Planning Outline, or other national standards.

Library Services Assessment
Wisconsin Public Library Standards

- Use Quantitative Standards by Service Population for space planning

Volumes Held per Capita (Print)

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	8.0	6.6	5.5	5.0	4.0	3.5	3.2	2.7	2.5	2.4	2.2	2.0
Tier 2	10.7	9.0	7.4	6.2	5.1	4.2	3.6	3.2	2.8	2.6	2.4	2.2
Tier 3	15.0	12.3	10.5	8.8	7.2	6.0	5.0	4.2	3.7	3.2	2.8	2.7

Library Services Assessment Wisconsin Public Library Standards

Cadott Public Library-- Print Volumes

- Tier 1 – 5.0 * 3,259 = 16,295

- Tier 2 – 6.2 * 3,259 = 20,206

- Tier 3 – 8.8 * 3,259 = 28,679

- Current Print Collection -- 12,582

Library Services Assessment Wisconsin Public Library Standards

- Use Quantitative Standards by Service Population for space planning

Audio Recordings Held per Capita

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	0.44	0.32	0.30	0.27	0.23	0.22	0.21	0.20	0.20	0.19	0.17	0.15
Tier 2	0.78	0.52	0.50	0.41	0.37	0.35	0.32	0.30	0.29	0.28	0.27	0.23
Tier 3	0.92	0.83	0.68	0.59	0.52	0.50	0.47	0.41	0.35	0.31	0.28	0.25

Library Services Assessment Wisconsin Public Library Standards

Cadott Public Library--Audio

- Tier 1 -- .27 * 3,259 = 879

- Tier 2 -- .41 * 3,259 = 1,336

- Tier 3 -- .59 * 3,259 = 1,923

- Current Audio Collection -- 775 items

Library Services Assessment Library Long Range Plan

- Connect building needs to current plan

- If you have an outdated plan or don't have one at all --- time to develop one

  - Focus on services and spaces

  - Coordinate with community plan or planning

Library Services Assessment Patron and Staff Comments

- Suggestion Box

- Surveys

- Focus Groups

- Over the desk comments

- Community events

- Staff meetings

Library Services Assessment Pictures

- Paint a visual picture
  - Document spaces within the library
  - Programs at the library
  - Programs offsite

Library Service Assessment
Tours of Other Libraries

- Visit a mix of new and additions/renovations

- Focus on things you like and don't like about spaces

- Spaces you could have

- Take pictures for future use

Community Assessment

- Population Information
- Economic Information
- Municipal Plans
- Plan Commission/Board Minutes
- School District
- News Media

Community Assessment

- Municipal Plan
    - 2010-2030 Cadott Comprehensive Plan
    http://villageofcadott.com/uploads/ckfiles/files/Village%20of%20Cadott%20Comprehensive%20Plan.pdf

Within the next 5 years, the Village of Cadott will need to build a, or expand the….

Category	Strongly agree	Agree	Disagree	Strongly disagree	Not sure
Village Hall	(22)	(73)	(89)	(23)	(65)
Village Shop	(12)	(49)	(108)	(24)	(78)
Police Department	(20)	(77)	(88)	(25)	(60)
Library	(45)	(102)	(55)	(14)	(57)
Community Center	(28)	(86)	(59)	(18)	(73)
Wastewater Treatment Plant	(39)	(73)	(40)	(15)	(100)
Other (Please Specify)	(2)	(1)	(2)	(3)	(38)

Community Assessment
Using the Information

- Identify Key Trends
    - Residential Growth
    - Commercial/Industrial Growth
    - Income Trends
    - School Age Children

Community Assessment
Using the Information

- Establish an estimated population using a 20 year planning cycle
  - Evaluate current and past population trends
  - Potential for growth
  - Current Community Planning Documents
  - Design Population – Divide the projected resident population by the percentage of resident borrowing

Facility Assessment

- Overall Impression of the Library Building
  - Color Schemes
  - Age of the structure
  - Condition of the structure
  - Lighting
  - Condition of infrastructure
  - Accessibility

Facility Assessment

- Exterior Considerations
  - Parking
  - Signage
  - Visibility
  - Accessibility

Facility Assessment

- Interior Considerations
  - ADA Requirements
  - Floor Load
  - Patron Spaces
  - Shelving
  - Program Spaces
  - Staff Spaces
  - Technology Requirements
  - Service Needs

Facility Assessment
Cadott Public Library

- Concerns
  - Age of Facility –Constructed 1927; Housed library since 1968
  - Accessibility
    - Two floors plus an entrance landing
    - Restroom
    - Circulation desk
    - End of shelf range aisle width
  - Lighting
  - Staffing
  - Collection space
  - Seating
  - Staff workspace

Facility Assessment
Cadott Public Library

- Positives
  - Location—Main Street Downtown
- What's Missing
  - Study rooms
  - Program rooms

Facility Assessment

Exterior

Steps to the upper level
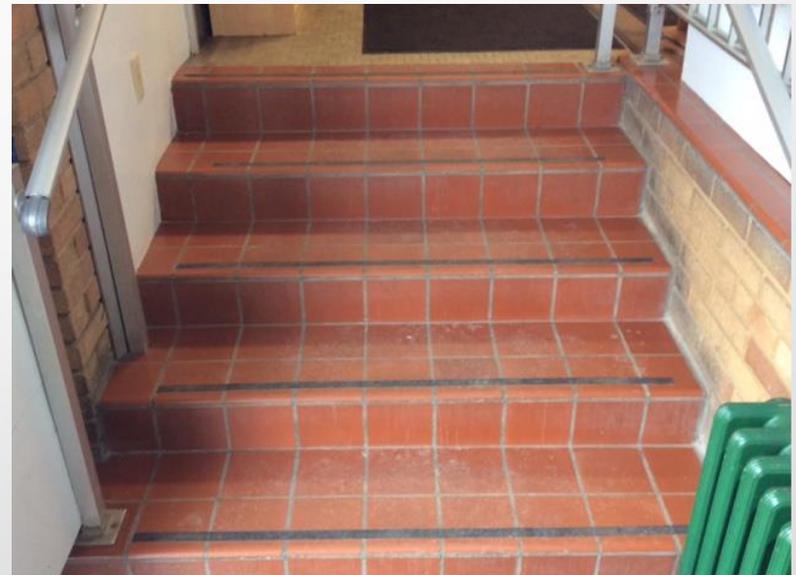
Facility Assessment

Interior Video Return

Circulation Desk

Facility Assessment

Computers

Young Adult Area

Facility Assessment

Table

Collection

Facility Assessment

End of Shelf Range

Lighting

Facility Assessment

Office/Workroom

Office/Workroom

Facility Assessment

Stairs to Children's Area

Picture Book/Readers

Facility Assessment

Picture Books

Picture Books

Facility Assessment

OPAC Children's Area

Not an Exit Signage

Facility Assessment

Restroom Lower Level Only

Stairs from lower to back exterior exit

Public Library Space Needs

- The Public Library Space Needs: A Planning Outline https://dpi.wi.gov/pld/boards-directors/space-needs provides an outline for libraries to determine current and future space needs.

- A companion Excel workbook is also available.

- Update projections on regular basis to ensure accurate up-to-date information.

Population Projection

- 2000 Population – 1,345

- 2018 Population – 1,456

- 8.25% Growth

- 2018 Service Population – 3,259

- 2038 Service Population Projection – 3,520

- 49% growth of municipal between 1970 and 2018

Public Library Space Needs

Use projected population and Wisconsin Public Library Standards information on collection size to determine an estimate of future collection sizes.

Cadott Public Library

- Periodical
  - 42 titles
- Print
  - 5 * 3, 520 = 17,600   Tier 1
  - 6.2 * 3,520 = 21,824   Tier 2

Public Library Space Needs

- Audio
  - .27 * 3,520 = 950   Tier 1
  - .41 * 3,520 = 1,443   Tier 2
- Video
  - .64 * 3,520 = 2,253   Tier 1
  - .71 * 3,520 = 2,499   Tier 2

Public Library Space Needs
Reader Seating Space

Population	Seats per 1,000 population
1,000	22.50
2,500	14.25
5,000	10.00
10,000	7.00
25,000	4.50
50,000	3.00
100,000	2.25

Source: https://dpi.wi.gov/sites/default/files/imce/pld/pdf/plspace.pdf#page=19

Public Library Space Needs
Reader Seating Space

Cadott Public Library Seating

3520/1000 = 3.52   3.52 * 14.25 = 50 seats

Public Library Space Needs
Staff Work Space

- Based upon function not FTE
  - Director's Office
  - Youth Service Office
  - Check out
  - Check in

- Reference
- Courier/Delivery
- Holds
- Material Processing
- Cataloging

Public Library Space Needs Meeting Room Space

- Storytime Room

- Programs

- Board Room

- Conference Room

- Study Spaces

- Computer Training Lab

Public Library Space Needs Special Use Space

- Use of typical space allocation (about 10%) or listing of special use furnishings
  - Photocopier
  - Microfilm Readers
  - Display Rack
  - Recycling Container
  - Staff Lounge
  - Local History

Public Library Space Needs Nonassignable Space

- Closets
- Rest Rooms
- Mechanical Room
- Corridors
- Storage Rooms
- Vestibules

Public Library Space Needs Current Collection

SPACE NEEDS SUMMARY

COLLECTION SPACE

12,582	volumes to house at	13 vol/sq.ft.	968 sq.ft.
23	magazine display at	1 sq.ft./title	23 sq.ft.
23	magazine backfile at	0.5 sq.ft./title/yr held	12 sq.ft.
3,387	nonprint items to house at	13 items/sq.ft.	261 sq.ft.
6	public access computers at	35 sq.ft. per station	210 sq.ft.

READER SEATING SPACE

16	reader seats at	30 sq.ft. per seat	480 sq.ft.

STAFF WORK SPACE

4	staff work stations at	125 sq.ft. per station	500 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	467 sq.ft.

NONASSIGNABLE SPACE

calculated at	25% of gross building area	973 sq.ft.

SPECIAL ALLOWANCES

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

GROSS AREA NEEDED . . . .   3,893 sq.ft.

Public Library Space Needs Current Service Population Tier 2

SPACE NEEDS SUMMARY

COLLECTION SPACE

20,206 volumes to house at	13 vol/sq.ft.	1,554 sq.ft.
23 magazine display at	1 sq.ft./title	23 sq.ft.
23 magazine backfile at	0.5 sq.ft./title/yr held	12 sq.ft.
3,650 nonprint items to house at	13 items/sq.ft.	281 sq.ft.
7 public access computers at	35 sq.ft. per station	245 sq.ft.

READER SEATING SPACE

47 reader seats at	30 sq.ft. per seat	1,410 sq.ft.

STAFF WORK SPACE

5 staff work stations at	140 sq.ft. per station	700 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   15%   of gross building area   1,248 sq.ft.

NONASSIGNABLE SPACE

calculated at   27%   of gross building area   2,246 sq.ft.

SPECIAL ALLOWANCES

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

GROSS AREA NEEDED . . . .   8,318 sq.ft.

Public Library Space Needs
Projected Service Population Tier 2

SPACE NEEDS SUMMARY

COLLECTION SPACE

21,824 volumes to house at	13 vol/sq.ft.	1,679 sq.ft.
42 magazine display at	1 sq.ft./title	42 sq.ft.
42 magazine backfile at	0.5 sq.ft./title/yr held	21 sq.ft.
3,942 nonprint items to house at	13 items/sq.ft.	303 sq.ft.
8 public access computers at	45 sq.ft. per station	360 sq.ft.

READER SEATING SPACE

47 reader seats at	30 sq.ft. per seat	1,410 sq.ft.

STAFF WORK SPACE

5 staff work stations at	140 sq.ft. per station	700 sq.ft.

MEETING ROOM SPACE   (See notes 1 through 4)

75 multi-purpose seats	10 sq.ft. per seat	850 sq.ft.
0 conference room seats	30 sq.ft. per seat	0 sq.ft.
20 storytime seats	15 sq.ft. per seat	350 sq.ft.
0 computer training lab seats	50 sq.ft. per seat	0 sq.ft.

SPECIAL USE SPACE

calculated at 17% of gross building area	1,735 sq.ft.

NONASSIGNABLE SPACE

calculated at 27% of gross building area	2,755 sq.ft.

SPECIAL ALLOWANCES

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

GROSS AREA NEEDED . . . .   10,205 sq.ft.

Community Readiness Assessment

- Municipality
  - Support funding for architect/concept drawings
  - Capital improvement plan
    - Funding/Date
    - Other municipal projects

Community Readiness Assessment

- Community
  - Focus Group/Survey support
  - Fundraising feasibility
  - Library Friends/Foundation
  - School building projects
  - Other capital fund campaigns

Questions

- Visit Website

  - Link to Webinars

  - Resource Information

Contact

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IFLS Library System

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(715) 839-5082 ext. 116

Resource Slides

Library Services Assessment Wisconsin Public Library Standards

- Municipal versus Service Population

- Determine Service Population
  - Service Data Population
    - County nonresident population distributed by circulation
    - Doesn't account for cross county usage or municipal residents with a library
  - Use System-wide Nonresident Usage Data
    - Assigned based on system wide nonresident use data
  - Base Estimates on Local Circulation Patterns
  - Add the Population of Surrounding Unserved Areas
    - Adjacent town or towns population added to municipal population
    - Town populations could be divided in counties with multiple libraries

Community Assessment

- Population Information
  - Demographic Changes
  - Dept of Administration Division of Intergovernmental Relations Population Estimates
    https://doa.wi.gov/Pages/LocalGovtsGrants/Population_Estimates.aspx
    - **Minor Civil Division Population Estimates by County**
  - US Census
    - American FactFinder
      - https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml
    - Quick Facts
      https://www.census.gov/quickfacts/fact/table/US/PST045218
      - Counties
      - Municipalities with a population of 5,000 or more

Community Assessment

- Municipal Plan
  - 2010-2030 Cadott Comprehensive Plan
    http://villageofcadott.com/uploads/ckfiles/files/Village%20of%2 0Cadott%20Comprehensive%20Plan.pdf

Within the next 5 years, the Village of Cadott will need to build a, or expand the….

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Police Department	(20)	(77)	(88)	(25)	(60)
Library	(45)	(102)	(55)	(14)	(57)
Community Center	(28)	(86)	(59)	(18)	(73)
Wastewater Treatment Plant	(39)	(73)	(40)	(15)	(100)
Other (Please Specify)	(2)	(1)	(2)	(3)	(38)

Community Assessment

- Economic Information
  - Regional Planning Groups
  - City and County Pages
  - Local and County Economic Development Offices
  - Chambers of Commerce
    - https://www.cadottcommunity.com/
- Plan Commission/Board Minutes
- School District
  - Cadott School District
    - http://www.cadott.k12.wi.us/media/138274/strategicbrochure-10-16.pdf
    - http://www.cadott.k12.wi.us/
- News Media

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https://dpi.wi.gov/pld/boards-directors/space-needs

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  - Administrative Essentials 16 https://dpi.wi.gov/pld/boards-directors/administrative-essentials/planning-future

  - Turning Outward Resources for Libraries (ALA)
  http://www.ala.org/tools/librariestransform/libraries-transforming-communities/resources-for-library-professionals

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  - Trustee Essential 21 The Library Board and Accessible Services https://dpi.wi.gov/sites/default/files/imce/pld/pdf/TE21.pdf