

SUTTON PUBLIC LIBRARY BUILDING PROGRAM

NEEDS ASSESSMENT DRAFT

The vision for the facility, as articulated by the Library Director, Trustees, members of the Planning and Design Committee and other members of the community who responded to the library survey and participated in public focus groups, is one in which patrons from Sutton and surrounding communities receive the services they need in a facility with sufficient space and parking to accommodate patrons, staff and community members. The chart below, based on the Wisconsin standards for libraries, shows where Sutton stands today (yellow highlights) compared to standards for a town of its population.

Service Targets for Sutton based on 2015 <i>Municipal</i> Population 9,133					
	Basic Level	Moderate Level	Enhanced Level	Excellent Level	ACTUAL 2015 Level
Staff FTE	8.22	9.13	10.96	12.79	4.6
Volumes Held Print	54,798	60,278	65,758	84,937	26,918
Periodical Titles Received	135	151	190	235	40
Audio Recordings Held	2,923	4,110	4,658	6,758	1,719
Video Recordings Held	3,863	4,658	6,302	9,864	3,988
Public Use Internet Computers	10	15	20	25	3
Hours Open per Week	57	59	61	64	49
Materials Expenditures	\$58,360	\$77,722	\$93,339	\$117,268	
Collection Size (Print and audio-visual)	63,931	68,498	76,717	94,070	32,118
Patron Seats	54				30
Parking	8				5

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The chart below shows target projection comparisons for 2035. The yellow column repeats the 2015 actual.

Service Targets for Sutton based on <i>Municipal</i> Population 10,360 (Projected 2035)							
	Basic Level	Moderate Level	Enhanced Level	Excellent Level	2035 Level Projected	2015 Level	
Staff FTE	7.25	8.29	9.32	11.40		4.6	
Volumes Held Print	49,728	55,944	61,124	73,556		26,918	
Periodical Titles Received	104	117	142	172		40	
Audio Recordings Held	2,901	3,833	4,588	6,216		1,719	
Video Recordings Held	3,004	3,937	5,387	6,630		3,988	
Public Use Internet Computers	9	11	14	19		3	
Hours Open per Week	58	60	63	66		49	
Materials Expenditures	\$55,944	\$67,444	\$82,258	\$105,776			
Collection Size (Print and audio-visual)	56,980	66,304	69,412	84,952		32,118	
Seats	67	74		112	112	30	
Parking	40 – 75 spaces						5

The need for a larger, appropriately designed facility has been articulated in many documents since 1989. In a Building Program written in 2004 the then-library director noted that by 2004 the population projected in 1989 for 2009 had already been exceeded yet the collection and seating were inadequate. In addition to the above cited library standards based on population, the 2004 building program, the 2014 Planning and Design Grant application, the 2015 survey and all focus groups identified the following needs:

1. The need to have a clearly identified and totally accessible library building that is a distinct presence in town
2. The need for more shelving space for books and audio-visual items to provide patrons with:
 - a. information on current topics and titles in a sufficient number and timely manner
 - b. informative, satisfying recreational experiences
 - c. formal learning support
3. The need to have a dedicated meeting space for library programs
 - a. current programs, e.g. story hour, block access to shelves for those who are not participating
 - b. current program space lacks appropriate amenities required for many presentations, including easy to clean finishes, sinks and storage
 - c. programs or meetings held in the current meeting room block access to the public computer work stations

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- d. furniture must be moved, or removed for programs with more than 12 participants
 - e. larger programs must be held off site, upstairs in town meeting rooms, across the street on the town common or five miles away in the senior center
 - f. holding programs off site requires staff to transport materials and supplies
 - g. scheduling of programs can be more flexible if it does not interfere with daily library operations
4. The need for private staff space, including a Director's Office, Children's Services Office, Technical Services workroom, secure staff storage and break room
 5. The need for more computer workstations for staff and patrons
 6. The need for quiet study space
 7. The need for a Young Adult area
 8. The need for comfortable seating for parents and children
 9. The need for parking
 10. The need for sufficient and appropriate shelf space for new materials, both print and non-print
 11. The need for sufficient and appropriate display space
 12. The need for sufficient and appropriate storage

The need for a distinctive library building is evident in the following photograph.



The entrance to the Sutton Public Library is via the green door to the left of the garage doors, indicated by the arrow above. Access to the parking lot from three of the four corners pictured below is tricky and challenging.

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The need for space can be summarized in five categories.

First, *there is no more space available for materials.* The current collection numbers 34,000 items. Based on MBLC recommendations, in 2035, the collection capacity should be at least 64,000 items, an increase of 50% over the present holdings. The existing stacks cannot house the collection. All shelves are filled to capacity, and some are overflowing. One title must be eliminated when a new title is purchased. This means the depth of the collection cannot be improved upon. The local history collection is shelved in the meeting room space, limiting access to it when meetings are in progress.



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Second, there is little comfortable space for patrons. Currently there are 7 seats for adults, 6 for young adults and 17 for children, for a total of 30. By 2035, 66 seats, not including computer seats and program area seats, must be provided for library patrons.



There are 12 seats at tables or 20 auditorium-style for programs but programs are held in the room where public computers are located, precluding computer use during program time. Story hour space should accommodate 24; large group meeting space needs to seat 100 auditorium style or 40 at tables. The Young Adult area, while

separate and charming, has neither enough seats (9-18 are needed; 7 exist) nor any computers. 4 computers plus table space for personal devices are required.

Third, the space for public services is awkward and tight. There are only three public access computers. The few remaining reference books are in the computer/meeting/local history room.



The only adult work space is either at one of the meeting tables or at two desks tucked into nooks far from staff and relevant collections. While the aisles are nominally ADA compliant, patrons with wheelchairs, walkers and strollers find them challenging to navigate. Patron conversations with staff are held in public areas, and staff assisting patrons with online searches must use one of the three public access computers. Books are displayed on tops of shelving or on slat-wall installations, but there is no room for art or artifacts to be highlighted. In order to hold programs and public meetings, tables, chairs, and sometimes shelving must be temporarily relocated. A staff member must be present for all functions, as there is no separate access to meeting space.

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Fourth, *staff does not have adequate work space.*



Access to the Library director's office is through the circulation desk and technical processing workroom. A window in the director's office looks into the meeting room. Two staff people must work behind the circulation desk simultaneously and Technical Services staff members must negotiate for work and storage space. There is no separate Children's service point nor is there a dedicated delivery entrance. All deliveries are through the main patron's entrance.

Fifth, *the five assigned library parking spaces are insufficient for patrons, and are often taken over by others visiting Town Hall or the fire department.*

NOTE: PHOTO WILL BE ADDED

See the *Area Designation* section for more detail.

SUTTON LIBRARY Space Needs Summary July, 2015 compare 270 - 200 seats

		Items (270 seats)	Estimated Net Square Feet	Items (200 seats)	Estimated Net Square Feet
ADULT	Books	19,950	1,900	19,950	1,900
	Media	6,840	385	6,840	385
	Periodicals	70	140	70	140
	Seats	36	1,180	18	590
	Public Computers	14	600	14	600
	SUBTOTAL			4,205	
YA	Books	5,700	500	5,700	500
	Media	1,150	100	1,150	100
	Periodicals	15	30	15	30
	Seats	18	500	9	250
	Public Computers	4	180	4	180
	SUBTOTAL			1,310	
CHILDREN	Books	19,950	1,370	19,950	1,370
	Media	4,560	310	4,560	310
	Periodicals	15	30	15	30
	Seats	36	740	25	465
	Public Computers	5	200	5	200
	Story Hour/Crafts	24	576	24	576
SUBTOTAL			3,226		2,951
Subtotal Library			1,300		1,300
OTHER FACILITIES	Meeting Room	100	200	100	200
	Casual Social Space	8		8	
	Kitchen				
	Local History	10	250	10	250
	Small study rooms	12	300	12	300
	Public Technology-Business Area	4	100	4	100
	SUBTOTAL			850	
STAFF		16	1,455	16	1,455
TOTAL NET SQ. FT.			11,046		9,931
30%-35% Auxiliary space			14,912		13,407
TOTAL ESTIMATED GROSS SQUARE FEET			Say 15,000 sq. ft.		Say 13,500 sq. ft.

Sutton PATRON SEATING Projected Space Needs for 75 seats

		PROJECTED SEATS	FORMULA		PROJECTED SQUARE FEET	
ADULT	Tables	8	30	sq. ft./seat	240	
	Carrels (seats among stacks)	0	35	sq. ft./seat	-	
	Lounge seats	10	35	sq. ft./seat	350	
	TOTAL SEATS/Sq. Ft.	18			590	
	OPAC	4	45	sq. ft./seat	180	
	Self-Checkout stations	2	30	sq. ft./seat	60	
	Computer workstations	8	45	sq. ft./seat	360	
	Total Computer	14			600	
	Grant Total Adult Sq. Ft./Seats	32			1,190	
YOUNG ADULT	Tables	4	25	sq. ft./seat	100	
	Lounge seats	5	30	sq. ft./seat	150	
	Total YA Seats	9			250	
	Total YA Computer Seats	4	45	sq. ft./seat	180	
	Grand Total YA Sq. Ft./Seats	13			430	
CHILDREN	Preschool/play area	12	10	sq. ft./seat	120	
	Tables	8	25	sq. ft./seat	200	
	Lounge Seats	3	25	sq. ft./seat	75	
	Reading Nooks		25	sq. ft./seat	-	
	Parents	2	35	sq. ft./seat	70	
	Total Childrens' Seats	25			465	
	Computer Workstations	4	40	sq. ft./seat	160	
	PAC	1	40	sq. ft./seat	40	
	Total Childrens' Computer Seats	5		sq. ft./seat	200	
Grand Total Children's Seats	30			665		
Seats Grand Total		43			2,285	
Other Facilities	Meeting Room	100	10	sq. ft. + 30%	1,300	
	Story Hour Room	24	20	sq. ft. + 20%	576	
	Study Rooms	12	25	sq. ft./seat	300	
	Café/Casual Social Space	8	25	sq. ft./seat	200	
	Local History Room	10	25	sq. ft./seat	250	
	Multipurpose/Conference Room		25	. ft./seat + 20%		
	Public Technology/Business Area	4	25	sq. ft./seat	100	
Grand Total Patrons		201	Seats		5,011	Sq. Ft.
	Say 200 seats				say 5,000 sq. ft.	

Sutton PATRON SEATING Projected Space Needs

		PROJECTED SEATS	FORMULA		PROJECTED SQUARE FEET	
ADULT	Tables	16	30	sq. ft./seat	480	
	Carrels (seats among stacks)	0	35	sq. ft./seat	-	
	Lounge seats	20	35	sq. ft./seat	700	
	TOTAL SEATS/Sq. Ft.	36			1,180	
	OPAC	4	45	sq. ft./seat	180	
	Self-Checkout stations	2	30	sq. ft./seat	60	
	Computer workstations	8	45	sq. ft./seat	360	
	Total Computer	14			600	
	Grant Total Adult Sq. Ft./Seats	50			1,780	
YOUNG ADULT	Tables	8	25	sq. ft./seat	200	
	Lounge seats	10	30	sq. ft./seat	300	
	Total YA Seats	18			500	
	Total YA Computer Seats	4	45	sq. ft./seat	180	
	Grand Total YA Sq. Ft./Seats	22			680	
CHILDREN	Preschool/play area	12	10	sq. ft./seat	120	
	Tables	16	25	sq. ft./seat	400	
	Lounge Seats	6	25	sq. ft./seat	150	
	Reading Nooks		25	sq. ft./seat	-	
	Parents	2	35	sq. ft./seat	70	
	Total Childrens' Seats	36			740	
	Computer Workstations	4	40	sq. ft./seat	160	
	PAC	1	40	sq. ft./seat	40	
	Total Childrens' Computer Seats	5		sq. ft./seat	200	
Grand Total Children's Seats	41			940		
Seats Grand Total		113			3,400	
Other Facilities	Meeting Room	100	10	sq. ft. + 30%	1,300	
	Story Hour Room	24	20	sq. ft. + 20%	576	
	Study Rooms	12	25	sq. ft./seat	300	
	Café/Casual Social Space	8	25	sq. ft./seat	200	
	Local History Room	10	25	sq. ft./seat	250	
	Multipurpose/Conference Room		25	sq. ft./seat + 20%		
	Public Technology/Business Area	4	25	sq. ft./seat	100	
Grand Total Patrons		271	Seats		6,126	Sq. Ft.