

Ely Public Library Needs Assessment



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Executive Summary

Ely is a growing and energetic community that loves its library. People like the Ely community as a whole too. The City's Comprehensive Plan projects the community growing from 1,776 residents in 2010 to between 3,000 and 4,000 residents in 2040. Community use of the library is challenging the building's ability to support the public's demand for services and programs. Library use also compares favorably with peer Iowa libraries.

It must also be recognized that this is period of dynamic change for libraries everywhere. Some of the key trends include the ongoing migration to digital publishing, new developments in emergent literacy for the very young, mobile computing, library programs for life-long learning, collaborative spaces, and much more.

This study documents the issues that drive the planning for an improved library facility. Some of the critical factors:

- Space and layout changes are needed to support key programs such as children's and young adult services.
- Collection shelving is at or near capacity throughout the building.
- Collaborative space for small group quiet study and discussion is sorely needed.
- Technology services must be more completely integrated into the library's service program and infrastructure. The building did not fully anticipate the need for a flexible, ubiquitous data and power infrastructure that is the hallmark of library service today.
- Program space is inadequately sized to meet both library and community needs.

The Library Board and staff have provided able stewardship in managing and maintaining the community's investment in the library. The library is currently in a space deficit with inadequate space for programs, public seating, technology applications, collections, and workroom space. Projected growth of the community suggests a library of up to 13,724 square feet can be justified in meeting these pressing needs. The ultimate size of the building will reflect the Library Board's judgment during the programming and architectural planning processes.

The Planning Environment

There are a number of key developments and trends in library use, service, and operations that will influence and modify the library's space planning. These trends affect both the near and long term planning components. The speed with which these trends will supplant existing formats and service paradigms is not certain but the fact that change is coming is certain. This study will reflect these developments in the space needs projections that follow.

The library has always been a place where people come together for information, learning, and enriching diversion. In the future that will still be the case but the form of the information, the way in which we learn, and the variety of enriching diversion that people seek will certainly have changed.

In the coming years the library will remain the community's vibrant forum for learning for both the individual and the collective. People will still be curious; desire to come together with others to share common interests; children will still welcome the joy of a well told story. The library will still need to provide spaces for each of those essential endeavors. The library will still be the community's conduit for information whether it is hard copy and media on site or as a digital portal to world-wide resources.



The library we are planning will be an agile agent of the community for all these needs and its facility will need to be able to respond to the changes in form and function as they come along. This means a building form, structure, and infrastructure that can be reimagined without undue cost or disruption. The library and its planning team will help create a library environment that can be re-tasked and re-invented to respond to whatever it is the future will bring.

Developments and Trends in the Library Planning Environment

Digital Publishing

Much of intellectual content, whether prose, sound, or image will likely be primarily “published” or distributed in digital form within our planning horizon. While a hard copy collection will continue to be part of the library, its size will be affected by the digital publishing trend throughout our planning horizon.



Maker Spaces

These active work zones let members engage in active creation.



... and Media Labs

Media creation and editing, 3D printing, art opportunities, and even music studios are a few of the possibilities.



Mobile Computing

The provision of mobile devices for loan, easily accessible power outlets, and Wi-Fi connections throughout the building to support users’ mobile devices is essential. This trend reduces the need for stationary public computers.

RFID and Automated Materials Handling

Technology options for efficiency are maturing.



The Library Gateway

Library members will be able to obtain an ever widening body of information or entire works via the library’s digital gateway.

The library has provided this opportunity for years and demand for this resource will only continue to grow in importance.



Selfcheck

Selfcheck provides convenience library members while aiding staff efficiency.

Emergent Literacy

Early childhood learning environments for our youngest members with rich learning opportunities that encourage children to learn through play and discovery.



Young Adults

A special place for teens with programs, technologies, and materials that teens help create is a critical step in enhancing service to this dynamic user group.



Outreach / Partnering



Libraries bring their services to where members live, learn, and work via home delivery, continuing education centers, on-site programming for preschools, and other outreach programs.

Partnering with educational, business, and service agencies

to leverage the strengths of all parties, stretch resources, and market the library's brand.

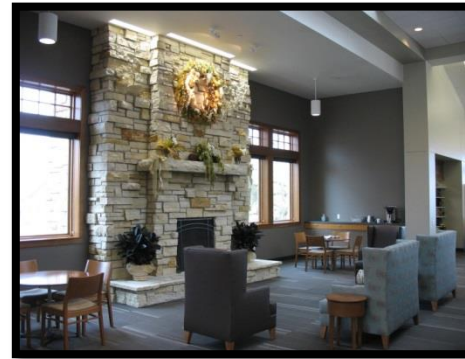
The Library as Community Center, Forum, and ...

Library meeting spaces provide for a wide variety of library and community sponsored events that bring members, learning, and enriching diversion.

Most include digital projection, audio systems, smart boards, video-conferencing, and controlled lighting.



... Informal Gathering Place



Other less formal, relaxed spaces for conversation and discussion also support this role.

Program attendance has grown significantly in recent years.

Collaborative Space



Collaborative spaces support a wide range of activities such as committees for community service organizations, tutoring, a sole proprietor who works from home meeting with a client, or students working on a team assignment.

Changing Service Models

In some libraries staffed service stations have evolved into freestanding kiosks or touchdown locations for a more agile staff.

This style creates an emphasis on a service dynamic less “us and them” and more “we”. Mobile staff stations can be relocated or reconfigured to reflect changing use patterns.



Marketing and Display

Libraries have taken a page from the retail sector in creating eye-catching displays and “point-of-sale” positioning of high-demand items.



Marketing is all about helping the member find that right book or recording - making the most of the community's investment in the inventory.

Nourishment for Body and Spirit

Cafés offer a casual environment where members may engage in quiet conversation and reading or seek a break from on-going study or research.

Cafés are commonly operated by a private sector vendor. Some libraries are finding a lounge area with up-scale vending units are easier to manage than a staffed café.



Library Profile

Overview

The library is located at 1595 Dows Street and offers some 5,023 square feet. Library governance is provided by a seven member Board of Trustees appointed by the Ely City Council:

Sandra Winterowd
Lisa Hinton

Dan Whitaker
James Higdon

Amy Clefisch
Janine Norman

Annette Wieneke

The library is open for service Monday through Saturday for a total of 47 hours each week. The library provides service to the residents of Ely and to nonresident borrowers from rural Linn County and residents with cards from other Iowa libraries. The library receives payment for serving these nonresident borrowers. Library staff includes 2.68 full time equivalents or FTE's. Sarah Sellon is the library director.

At the end of Fiscal Year 2014 the Library's collections included 17,695 books, 3,040 media items and 50 periodical subscriptions. The library also provided access to 8,732 electronic books and 4,080 downloadable audio recordings. Loans of these materials totaled 26,862 items. The library has 11 public access Internet computers. On-line resources include catalog access, Internet access, general application software such as word processing, and 17 licensed on-line databases/resources. The Ely Public Library provides a number of services directed to special populations and interests. A large print collection is supported for those with limited vision. Children's services include story and learning programs with 4,280 participants in 227 programs during FY 2014. Teens are offered a unique collection of reading targeted to their interests. Total program attendance for programs of all ages was 5,761 in FY 2014.

The library supports the Ely Seed Library. The seed library's mission is to build the community through the sharing of open pollinated seeds, provide education on seed saving techniques, and create a forum for discourse on the relevancy of local food systems to the community. Seeds are borrowed from the library at the beginning of the season, grown out, and a portion of the new crop of seeds can be returned to the library for other community members to use the following year.

LIBRARY MISSION STATEMENT:

The mission of the Ely Public Library is to enable all residents of our service area to have free and equal access to the resources that satisfy their educational, cultural, informational and recreational needs. The library shall make every effort to promote awareness among all residents of the availability of these resources to fulfill their needs.

Friends of the Library

The Friends of the Library support a wide range of library programs and improvements. Recent examples of the vital role played by the Friends include providing the funds for a new circulation desk and work area, a new drive-thru book drop in the alley, and many, many children's and adult programs. The Friends are a critical resource for the success of the library.

Service Population

The municipal and service populations the Ely Public Library can expect to serve are important elements in developing an accurate space needs assessment. The service population includes both the projected municipal population and the projected number of other borrowers who also use the Ely Public Library.

Municipal Population

A projection of Ely’s municipal population is available from the City’s Ely Comprehensive Plan which uses two different methodologies in calculating an estimate of the 2040 Ely population. This study will use a projected 2040 municipal population of 3,500, the average of the two projections

Historic and Estimated Populations

Year	Ely
1970 Census	275
1980 Census	425
1990 Census	517
2000 Census	1,149
2010 Census	1,776
2013 Census Bureau Estimate	1,931

Projected Populations

Year	Linear Model	Curvilinear Model
2020 Ely Comprehensive Plan	2,250	2,500
2030 Ely Comprehensive Plan	2,600	3,100
2040 Ely Comprehensive Plan	3,000	4,000
Average of Options	3,500 (+50.7% over 2010 census count of 1,776)	

Total Service Population

The service population of the Ely Public Library is more inclusive than the municipal population. The Library also provides service to nonresident borrowers from rural Linn County and residents with cards from other Iowa libraries. Many rural and area residents are drawn to the Ely Public Library by the quality of the library's service and its convenience. The library receives payment from the County and the State for serving these nonresident borrowers.

An estimate for the number of nonresident borrowers to be served in 2040 can be based on the percentage of total circulation to those borrowers. In FY 2014 nonresident borrowers accounted for 33.5% (13,480 items) of the library's total loans (40,342 items). Given the 2040 projected municipal population of 3,500 this level of nonresident loans would result in a total service population of 5,263, including 1,763 nonresident borrowers who will consider the Ely Public Library their library.

Percentage of Circulation

	FY 2014 Circulation	% of Circulation
Municipal Circulation	26,862	66.5%
Nonresident Circulation	13,480	33.5%
Total Circulation	40,342	100.0%

Total Service Population

Service Population	FY 2014 Service Population	FY 2040 Projected Service Population	% of Service Population
Municipal population (Census 2013 Estimate)	1,931	3,500	66.5%
Nonresident population	973	1,763	33.5%
Total Service Population	2,904	5,263	100.0%

Additional Ely Demographic Data
Source: U.S. Census Bureau,
American Community Survey 2013

Age	Estimate
Under 5 years	8.2%
5 to 9 years	10.0%
10 to 14 years	9.1%
15 to 19 years	6.8%
20 to 24 years	4.7%
25 to 29 years	6.6%
30 to 34 years	7.6%
35 to 39 years	9.3%
40 to 44 years	10.8%
45 to 49 years	8.4%
50 to 54 years	5.0%
55 to 59 years	4.8%
60 to 64 years	2.5%
65 to 69 years	1.7%
70 to 74 years	2.0%
75 to 79 years	1.3%
80 to 84 years	0.2%
85 years and over	1.1%
Total population	2,058

Educational Attainment	Total	Male	Female
Population 25 years and over	1,261	608	653
Less than 9th grade	2.0%	0.5%	3.4%
9th to 12th grade, no diploma	0.6%	0.3%	0.8%
High school graduate (includes equivalency)	22.8%	22.7%	23.0%
Some college, no degree	25.2%	26.0%	24.5%
Associate's degree	17.1%	14.6%	19.4%
Bachelor's degree	23.0%	23.4%	22.7%
Graduate or professional degree	9.3%	12.5%	6.3%
Percent high school graduate or higher	97.5%	99.2%	95.9%
Percent bachelor's degree or higher	32.3%	35.9%	28.9%

Poverty	Total	Below poverty level	Percent below poverty level
Population for whom poverty status is determined	2,045	53	2.6%
AGE			
Under 18 years	655	8	1.2%
Related children under 18 years	652	5	0.8%
18 to 64 years	1,261	39	3.1%
65 years and over	129	6	4.7%

Ely Public Library Service Trends And Peer Library Benchmark Data

The data on the next two pages illustrate service and operational trends over the past six years in Ely's library. These tables include data for FY 2009 through FY 2014.

Following the Ely service data are tables provided to benchmark Ely Public Library's service and operational levels to other Iowa public libraries serving similar communities. The data is for Fiscal Year 2013, the most recent year for which data is published by the State Library of Iowa.



Ely Public Library Service Data - Prior Five Years

Fiscal Year	Municipal Population	Square Feet	Operating Expenditures	# of Total Paid Employees FTE	Registered Borrowers	Hours Open Each Week
FY 2009	1,149	5,023	\$86,415	2.01	1,381	47
FY 2010	1,149	5,023	\$87,995	2.16	1,526	47
FY 2011	1,776	5,023	\$95,807	2.38	1,687	47
FY 2012	1,776	5,023	\$104,544	2.38	1,864	47
FY 2013	1,776	5,023	\$115,025	2.53	2,014	47
FY 2014	1,776	5,023	\$117,654	2.68	1,913	47

Fiscal Year	Books Volumes	Periodical Subscriptions	Audio Items	Video Items	Downloadable Audio Items	Electronic Books	Licensed Databases
FY 2009	18,390	63	380	2,593	0	0	25
FY 2010	19,658	38	387	2,305	0	0	26
FY 2011	18,741	40	331	2,192	0	0	31
FY 2012	16,536	30	372	1,838	2,479	6,436	25
FY 2013	17,420	50	356	2,110	3,305	6,261	16
FY 2014	17,695	50	405	2,635	4,080	8,732	17

Fiscal Year	Circulation Total	Circulation Your Own City	Visits (Gate Count)	Reference Transactions	Meeting Room Use	Public Internet Computers	# of Users of Electronic Resources
FY 2009	48,317	32,222	26,351	3,120	55	5	8,551
FY 2010	47,350	31,635	26,165	1,196	81	6	4,712
FY 2011	39,858	28,419	24,384	1,248	110	6	3,262
FY 2012	34,758	25,978	22,367	1,192	84	4	3,098
FY 2013	36,436	25,711	24,867	572	81	11	2,959
FY 2014	40,342	26,862	27,349	728	73	11	3,054

Ely Public Library Service Data - Prior Five Years (continued)

Fiscal Year	Children's		Young Adult		Adult		Total		Average Attendance, Total Programs
	Programs	Program Attendance	Programs	Program Attendance	Programs	Program Attendance	Programs	Program Attendance	
FY 2009	119	2,228	7	45	11	58	137	2,331	17.0
FY 2010	127	2,566	0	0	5	26	132	2,592	19.6
FY 2011	140	2,238	1	27	3	47	144	2,312	16.1
FY 2012	122	1,633	1	4	9	50	132	1,687	12.8
FY 2013	176	3,140	4	59	45	448	225	3,647	16.2
FY 2014	227	4,280	3	65	173	1,416	403	5,761	14.3

Benchmark Data: FY 2013

The following information is provided as benchmarking data for other Iowa libraries serving communities of similar size or circumstance. The data is for Fiscal Year 2013, the most recent year in which data is published by the State Library of Iowa for each of the libraries.

Library	Municipal Population	Square Feet Per Capita	Operating Expenditures Per Capita	# of Paid Employees FTE per 1,000 Residents	Hours Open Annually	Registered Borrowers Per Capita
Center Point	2,421	4.85	65.27	1.53	2,054	1.19
Conrad	1,108	9.93	102.91	1.72	2,058	1.11
Fairfax	2,123	1.65	54.86	0.73	1,970	0.76
Greenfield	1,982	5.05	67.62	1.19	2,132	1.01
Parkersburg	1,870	3.95	48.77	1.14	2,184	1.69
Solon	2,037	7.85	123.37	1.84	2,496	2.11
Sumner	2,028	5.42	78.51	1.26	2,496	1.09
Traer	1,703	6.40	71.29	0.97	1,664	0.67
Wilton	2,802	3.11	59.90	1.08	2,184	1.49
Median	2,028	5.05	67.62	1.19	2,132	1.11
Average	2,008	5.36	74.72	1.27	2,138	1.23
Ely	1,776	2.83	64.77	1.42	2,444	1.13

Library	Book Volumes Per Capita	Periodical Subscriptions per 1,000 Residents	Audio Items Per Capita	E-Books Per Capita	Video Items Per Capita	Turnover Rate *	Total Volumes / Items Per Capita
Center Point	8.09	26.85	0.30	2.41	1.02	2.54	9.49
Conrad	14.93	75.81	0.39	5.27	1.50	2.12	17.10
Fairfax	6.19	22.61	0.24	2.75	2.49	1.63	9.71
Greenfield	12.03	37.84	0.59	5.07	0.46	1.64	13.08
Parkersburg	6.65	26.74	0.23	3.12	0.60	2.27	7.56
Solon	14.38	28.96	1.16	2.86	1.25	2.70	16.99
Sumner	15.57	45.86	1.52	2.88	0.61	1.19	18.05
Traer	8.46	73.99	0.40	3.43	1.57	2.51	10.58
Wilton	7.53	24.98	0.30	3.58	0.25	1.48	8.12
Median	8.46	28.96	0.39	3.12	1.02	2.12	10.58
Average	10.23	40.40	0.57	3.48	1.08	2.01	12.30
Ely	9.81	28.15	0.20	3.53	1.19	1.94	11.20

* Turnover Rate: the average number of circulations per item

Benchmark Data: FY 2013

The following information is provided as benchmarking data for other Iowa libraries serving communities of similar size or circumstance. The data is for Fiscal Year 2013, the most recent year in which data is published by the State Library of Iowa for each of the libraries.

Library	Circulation Per Capita	# Visits Per Capita (gate count)	# of Internet Computers for Public Use	# of Users of Electronic Resources Annually Per Capita	Total Licensed Databases	Reference Transactions Per Capita
Center Point	27.71	28.39	9.00	3.06	19	0.58
Conrad	35.43	26.56	15.00	6.35	18	1.24
Fairfax	14.91	6.99	3.00	1.06	13	0.15
Greenfield	21.11	8.45	8.00	3.04	14	1.14
Parkersburg	16.12	7.53	10.00	2.14	17	0.69
Solon	47.92	35.03	10.00	2.51	20	1.07
Sumner	21.26	19.22	11.00	2.06	18	1.59
Traer	25.07	14.97	11.00	2.74	20	2.70
Wilton	11.65	10.75	12.00	9.49	20	0.47
Median	21.26	14.97	10.00	2.74	18	1.07
Average	24.57	17.54	9.89	3.61	17.67	1.07
Ely	20.52	14.00	11.00	1.67	16	0.32

Library	Annual Meeting Room Use	Children		Young Adult		Adult		Total	
		Programs per 1,000 Residents	Atten. per 1,000 Residents	Programs per 1,000 Residents	Atten. per 1,000 Residents	Programs per 1,000 Residents	Atten. per 1,000 Residents	Programs per 1,000 Residents	Atten. per 1,000 Residents
Center Point	306	117	2,106	3	33	26	157	147	2,296
Conrad	143	77	2,380	5	202	152	823	234	3,405
Fairfax	180	36	444	0.4	9	3	30	40	483
Greenfield	N/A	35	214	0.00	0.00	4	81	39	295
Parkersburg	21	34	1,596	0.00	0.00	3	28	37	1,624
Solon	567	85	3,476	31	520	17	689	134	4,685
Sumner	156	48	1,882	5	49	92	1,483	145	3,414
Traer	95	30	928	0.6	14	89	518	119	1,460
Wilton	48	33	437	3	18	5	73	42	527
Median	150	36	1,596	3	18	17	157	119	1,624
Average	190	55	1,496	5	94	44	431	104	2,020
Ely	81	99	1,768	2	33	25	252	127	2,053

Facility Effectiveness Evaluation

Introduction

The purpose of the facility effectiveness evaluation is to identify needed improvements for effective customer service and efficient operation by staff. The notes are organized by major building and service issues. It is understood that the comments may appear to emphasize problems and focus on criticism because of the investigative nature of this portion of the needs assessment. These descriptions and observations of existing conditions are based on notes prepared by the consultant and notes prepared by the library staff, Friends of the Ely Public Library, and the Library Board of Trustees.

Parking and Exterior Features

Existing Conditions

- **On-Street Parking**
 - On-street parking is available on Dows Street. There are 7 spaces on the north side of Dows immediately in front of the library and 9 spaces immediately across the street on the south side of Dows. Two spaces are designated for handicapped parking.
 - Further east on the library block there are 14 spaces total on either side of Dows Street. There is also parking around the corner on Walker Street.
 - There is significant competition for on-street parking from near-by businesses.
 - The push for parking is most intense during popular library programs.
- **Off-Street Parking**
 - There is a municipal lot around the Library block corner on Main Street by the Legion Hall. Customers are tempted to walk from the lot to the library down the connecting alley but it is poorly lit and not plowed as well as the streets.
- **Bicycle Racks**
 - There is a large bicycle rack at the front of the building.
- **Site Amenities**
 - A shaded bench, book return, and trash receptacle at or near front entry.
 - A drive-up return is being added as this study is being prepared.
 - There is a bulletin board for hours of operation and other postings

Comments/Observations by Trustees, Staff, and Planner

Parking can sometimes be a problem during well attended library programs. Customers of Odie's also compete for the spaces. The library's exterior lighting is appropriate, though there are complaints about lighting in the alley.

Physical Access and Americans with Disabilities Act (ADA) Compliance

Existing Conditions

- Entry
 - The entry is at-grade, without threshold, with an accessible approach
 - There is a power assisted, on-demand, door opener
- Interior Paths
 - Primary pathways and aisles meet requirements.
- Restrooms
 - Restrooms broadly meet all critical ADA requirements.

Comments/Observations by Trustees, Staff, and Planner

While the literal ADA aisle requirements are met the Children's area is "tight". Some of the seating and activity pieces make the paths narrower than is preferred.

Restrooms

Existing Conditions and Comments

- There are two single-occupant public restrooms. A changing table is provided only in the women's restroom.
- All restrooms are generally compliant with ADA requirements.
- A public fountain is provided adjacent to the restrooms.

Comments/Observations by Trustees, Staff, and Planner

- The restrooms capacities can be a concern during well attended programs.
- The restrooms are not visible from the service desk for good control.
- There is no family / assisted restroom.
- There is no "sharps" disposal in the restrooms.

Program Space

Existing Conditions

- The library program or meeting room is approximately 840 square feet and is said to seat 50.
- The room supports both library activities and community organization functions.
- The room has independent access to allow for after-hours programs.
- The back wall provides a service counter, cupboards, sink, microwave, and full sized refrigerator.
- The majority of the room is carpeted with resilient flooring in the rear portion of the room adjacent to the service counter.
- A large storeroom with double-doors is accessed from the program room providing building-wide storage as well as program room storage.



Comments/Observations by Trustees, Staff, and Planner

- The room is not divisible.
- Small group meeting spaces to seat up to 8 would be very helpful and compliment the large meeting room.
- The room is not large enough for the largest library programs - Dan Wardell in 2013 by example. Other examples include library holiday programs.
- There are limited media capabilities. There is a digital projector for use in the room but no screen. There are no data outlets but there is one telephone outlet. There is no sound system for the room.
- A program space dedicated to regular children's programs would be helpful so the tables and chairs needn't be continually set-up and taken down.
- There is some desire for a larger, more complete kitchen space including a stove/range that could be useful for some programs.
- Storage is good.
- There are occasional scheduling conflicts when public requests for space cannot be accommodated.



Public Service Desks, Staff Work Space, Storage

Existing Conditions

Existing Workstations: Location / Type	Number of Stations
Circulation Desk	1 public service station 1 staff project station (a new desk with a 2 nd project station is on order)
Youth Services Desk	0
General Staff and Director Workstations	4
Total	6

Comments/Observations by Trustees, Staff, and Planner

- The public service desk is scheduled to be replaced in the immediate future and will provide additional staff work space.
- The staff workroom is strategically located and well organized but small. It is well sized when a single staff member is on duty but crowded when 2 or 3 need to work together.
- Additional workroom space is needed to support new equipment such as a laminator and a die-cut unit.
- A separate office for the director is desirable.
- A proper technology closet with an equipment rack should be provided in the near future.
- The library has a large storeroom, approximately 612 square feet, located off the program room.
- The existing after-hours book return empties into a self-enclosed return bin in the workroom.
- Workroom storage cabinets are too shallow.
- No room for the laptop docking cart – it blocks access to the furnace closet.



General Public Seating

Existing Conditions

Adult Seating

- 5 table seats
- 16 casual seats
- 21 seats total

Children's Seating

- 0 table seats
- 8 casual seats
- 8 seats total

Young Adult

- 1 casual seat
- 4 table seats
- 5 seats total

Library Total Seating:

34 seats total

Comments/Observations by Trustees, Staff, and Planner

- The library is very short of seating in all departments.
- There are no quiet study rooms for individuals and small group collaboration.
- Seating in the Children's and Young Adult areas is extremely limited.
- A more developed area for the Young Adults with additional seating is desired.
- There is no seating that can be said to be handicapped accessible.



Collection Organization, Storage Capacity, and Display

Existing Conditions

- The library's shelving is at or near capacity for virtually every collection.

Comments/Observations by Trustees, Staff, and Planner

- The crowded shelving makes the collections visually uninteresting.
- There is little space for the display of materials of topical interest.
- Attempts have been made to create display locations but the lack of space has stymied those efforts.
- The shelving sequence in the Children's Department can be confusing for the public.
- The free-standing shelving is at a good height to allow for lines of sight and wayfinding.



Technology

Existing Conditions

Adult Public Technology

- 4 public Internet desktop computers
- 1 catalog station

In-Library Use / Other

- 7 Laptops
- 3 IPADS for use in the building
- 4 NOOKS and 1 Kindle

Children’s Public Technology

- 1 AWE computer (out of order)

Y A Public Technology

- None

Integrated Library System

- The library utilizes an on-line system
- A wireless LAN provides connectivity in the building.

Comments/Observations by Trustees, Staff, and Planner

- The limited distribution of power and data in the building restricts the location of the public computing stations.
- Computers in the YA area would enhance the teen experience.
- More than one computer in the Children’s area would be useful.



Safety

Existing Conditions and Comments/Observations by Trustees, Staff, and Planner

- Closed circuit cameras provide observation of various areas of the library on a monitor at the front desk area.
- Exterior lighting is considered appropriate except in the alley.
- A first aid kit is available though perhaps it might be stored more prominently.
- There are no “sharps” disposal units in the restrooms.

Structure and Exterior Envelope Lighting, Mechanical, Electrical, and Plumbing Systems

Existing Conditions and Board, Staff, and Planner's Comments/Observations

- Generally the library is in good repair.
- The interior lighting is dim around the periphery of the main public room.

Interior Aesthetics, Finishes, and Wayfinding

Existing Conditions and Board, Staff, and Planner's Comments/Observations

- The library staff and Board do an excellent job keeping the library in an inviting, welcoming state.
- Signage system is effective and attractive.
- There are many windows adding to the quality of the space.
- There is some desire for an exterior digital message board to promote library programs.

Additional Services and Features to Consider

Board, Staff, and Planner's Comments/Observations

- Drive-up book drop
- Selfcheck station
- Extension / home delivery services
- Larger program / meeting room
- Enhanced Young Adult area
- Study rooms
- Activity / gaming area for young adults
- Children's storytelling / craft room with supply storage
- More study seating and homework space
- Exterior green space and garden for children's programs
- Enhanced seed library space and display
- Health and Wellness Area

Space Requirements for Library Services and Operations

Introduction

The space needs process identifies a community's library space requirements for a planning horizon, often 20 or 25 years out. Space requirements are developed using population projections, tested service standards, and nationally accepted space calculation formulas. The methodology is based on a space needs assessment process developed, revised, and published by the Wisconsin Division for Library Services. It is slightly modified as applied by the consultant. This methodology focuses on seven types of space utilization commonly found in public libraries:

- Collection Space
- User Seating
- Work Space
- Programming Space
- Technology Space
- Special Use Space
- Structure/Support Space

The space requirements identified in the needs process will be re-evaluated and given more detail during the building program process. The building program is a comprehensive, detailed, written description of the proposed library facility; in effect the building's functional specifications. The building program document specifies the size, furnishings, electrical and mechanical needs, lighting, finishes, security, equipment, communications, and functional relationships required for every functional area of the new building. The building program document becomes the library's written instructions to the project architect.

Collection Space

At the end of FY 2014 the Ely Public Library's hard copy collections totaled 20,735 print and nonprint items with 50 periodical subscriptions. The library's digital collections included 12,812 e-books and downloadable audio books. Planning for the space needed for the library's hard copy collections needs to reflect the continued preference of many for hard copy as well as the growing preference of others for digital formats.



Ely Public Library Physical Holdings

Fiscal Year	Books Volumes	Audio Items	Video Items	Periodical Subscriptions
FY 2009	18,390	380	2,593	63
FY 2010	19,658	387	2,305	38
FY 2011	18,741	331	2,192	40
FY 2012	16,536	372	1,838	30
FY 2013	17,420	356	2,110	50
FY 2014	17,695	405	2,635	50

The average hard copy holdings for the peer benchmark libraries is 12.30 items per capita are on a par with Ely Public Library's holdings of 11.2 items per capita. Ely Public Library's periodical holdings are lower than the peer benchmark library group, 28.15 per 1,000 residents compared to 37.62 for the benchmark libraries. Ely Public Library's circulation and turnover rates are about even with or exceed the benchmark group.

Peer Benchmark Data: FY 2014

	Number Physical Items Capita, Both Print and Nonprint	Number Print Subscriptions per 1,000 Residents	Circulation Per Capita	Turnover Rate
Peer Group Average	12.30	40.40	24.57	2.01
Ely Public Library	11.20	28.15	20.52	1.94

Projected Holdings Recommendation

Looking to 2040, the space needed for the library's physical collections must respond to both trends in the relationship between hard copy and digital collections as well as the growth of the library's service population. To maintain the current holdings ratio of 11.20 items per capita a 2040 collection of 39,200 hard copy items should be planned compared to the 20,735 current hard copy holdings. This reflects the population growth from 1,763 to an estimated 3,500 residents. Please consider the following table that illustrates this projection.

Year	2040 Projected Ely Population	Ely Public Library's FY 2014 Per Capita Physical Holdings	2040 Projected Holdings
2040	3,500	11.20	39,200

The recommended number of periodical subscriptions is somewhat subjective. Hard copy periodical titles are perhaps even more exposed to replacement by digital formats than books and media. This study will recommend a static 2040 projected collection of the library's current hard copy periodical subscriptions of 50 titles.

General User Seating

Existing Conditions

The Ely Public Library currently has 34 general use public seats. This includes table and casual seating but excludes seats at computers, other technology stations, study rooms, and meeting room seats. The library also has a smattering of other miscellaneous seating such as benches and floor cushions that are problematic to classify.

Library Total Seating: 34 seats total

Adult Seating

- 5 table seats
- 16 casual seats
- 21 seats total

Children's Seating

- 0 table seats
- 8 casual seats
- 8 seats total

Young Adult

- 1 casual seat
- 4 table seats
- 5 seats total

Projected Seating Requirement

The State of Wisconsin has established a seating standard that is frequently utilized in other states. The projected 2040 municipal population for Ely Public Library of 3,500 suggests that about 12.55 seats be allocated for every 1,000 persons or 44 seats.

Wisconsin Seating Standards 2040 Projected Municipal Population 3,500

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

Recommendation

It is recommended that the library plan for a minimum of 44 seats.



Public Computing

The library currently has 4 Internet desktop computers, 7 laptops, 3 IPADS, 4 Nooks, and 1 Kindle for public use. Demand for the computers is such that customers occasionally queue to use the equipment. There is 1 AWE computer in the Children's Department with educational programs.

A critical trend that affects public computing is mobile computing. Laptops and other mobile devices are moving to eclipse the dominance of desktop units in a broad-based trend. This is a trend the Ely Public Library fully understands.

Some customers will, however, continue to prefer desktops for their ergonomically larger keyboards and displays. Desktop units may also be useful as digital media download stations as media content migrates to the virtual environment. Desktop computers will also continue to be more appropriate for young children because of the larger key board and display as well as the more stable design of desktop units. A mix of devices is a reasoned approach.



Recommendation

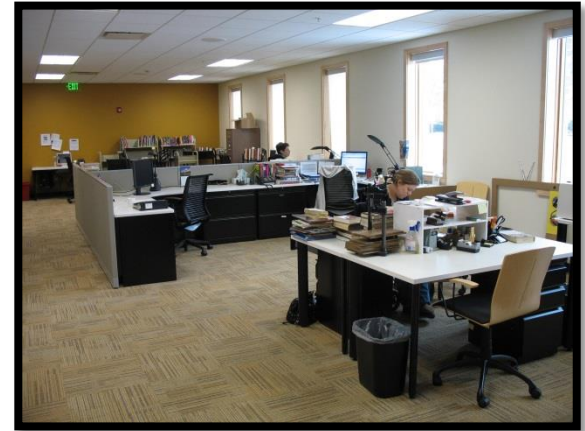
It is recommended that the library plan for a total of 16 public Internet computers. The mix of devices and locations might be 4 adult desktop units, 2 desktop units in the Young Adult area, and 2 AWE type units in the Children's department. The other 8 computers should be laptops, tablets, or other mobile computing devices checked-out to customers from the circulation desk.

Staff Work Space

Staff work space is critical to an effective and efficient public library. Work space is a productivity issue, not a luxury. Staff work space includes both public service areas such as the check-out desk, reference desk, youth desk, and workroom spaces where staff completes its on-going responsibilities such as preparing programs, cataloging materials, physically processing the items for the shelf, and processing interlibrary loans.

The number of workstations is not in a one to one relationship to the number of staff. The number of workstations represents how many places where work takes place, not the number of staff. By example, while there may be only one person using a wood shop, there can be many workstations: table saw, workbench, lathe, and drill press, each with a specific, dedicated purpose.

In the workroom there is a need for an additional shared staff workstation and for a workstation at which to layout on-going projects. An actual office for the library director is important for that position to carry-out administrative duties and to be able to focus without on-going interruptions. An additional workstation at the public service desk is currently on order.



Staff Workstations

Existing Workstations:	Number of Stations	Recommended Stations
Circulation Desk	1 public service station 1 staff project station (a 2 nd project station is on order)	1 public service station 2 staff project stations
Youth Services Desk	0	1
General Staff and Director Workstations	4	6
Total	6	10

Recommendation

It is recommended that the library plan for 10 staff workstations.

Program Spaces

Public libraries commonly provide spaces to support the Library's programming for children, adults, and other needs of the community. The library has a very active and well attended schedule of programs with 127 programs and an attendance of 5,761 participants this past year. Community organizations also make use of the library for meetings and programs with 73 such meetings in FY 2014. The library's largest programs such as those during the children's summer reading program regularly exceed the existing building's capacities.



To provide for library and community programs a general program room that is able to seat 100 and that may be divided would allow the library to provide for a variety of sized programs.

Additional program space is needed in the Children's Department for the strong schedule of youth activities. An area in the Children's Department that would seat 30 is needed to support regular weekly programs.

Recommendation

A general purpose program room able to seat 100 participants is recommended. A program space in the Children's Department to seat 30 is also needed.

Special Use Space

Special use space is an umbrella term that encompasses a variety of public and staff spaces not covered by the preceding broad categories.

Examples of special use space include:

- Seed Library
- Networking equipment closet
- Tutoring and group study rooms
- Public copiers
- Microform equipment
- Community information centers
- Book shop
- Coffee shop
- Staff break room
- Marketing and displays
- Storage space

The specific space requirements for these uses will be detailed in the building program document. However, for the purpose of the needs assessment, special use space may be expressed as 15% of the preceding spatial needs.

Structure and Support Space

Structure and support space includes areas of the building that are of common utility and do not serve a specific library purpose. Structure and support space is sometimes referred to as architectural or unassigned space. Examples of structure and support space include the entry and foyer, restrooms, general aisle space throughout the building, stairs, elevators, mechanical systems, and even walls and partitions.

When considering either the expansion of an existing library or all new construction it is prudent to allocate at least 25% for structure and support space requirements. In expansion projects the joining together of new and old typically requires more general circulation space (hallways, aisles, stairs) and space for mechanical systems (plumbing, heating, cooling, ventilation equipment) and their chases (pathways for ducts and piping) than all new construction.

