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 *Municipal* 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	$37,000
Collection Size (Print and audio-visual)	63,931	68,498	76,717	94,070	32,118

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

Service Targets for Sutton based on *Municipal* 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	45,600	26,918
Periodical Titles Received	104	117	142	172	104	40
Audio Recordings Held	2,901	3,833	4,588	6,216	6,845	1,719
Video Recordings Held	3,004	3,937	5,387	6,630	5,705	3,988
Public Use Internet Computers	9	11	14	19	23	3
Hours Open per Week	58	60	63	66		49
Materials Expenditures	$55,944	$67,444	$82,258	$105,776		$37,000
Collection Size (Print and audio-visual)	56,980	66,304	69,412	84,952	57,000	32,118

SUTTON PUBLIC LIBRARY
BUILDING PROGRAM

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
   d. furniture must me 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

SUTTON PUBLIC LIBRARY
BUILDING PROGRAM

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.
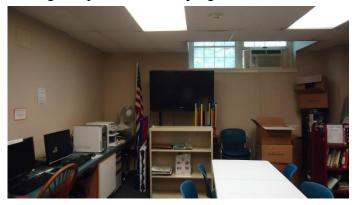
SUTTON PUBLIC LIBRARY
BUILDING PROGRAM

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.

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.

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.

		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	
	Tables	8	25	sq. ft./seat	200	
	Lounge seats	10	30	sq. ft./seat	300	
	Total YA Seats	**18**			500	
YOUNG ADULT	**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	. ft./seat + 20%		
	Copier/Business Pod		25	sq. ft./seat		
Grand Total Patrons		**267**	**Seats**		6,026	**Sq. Ft.**

		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	
	Tables	4	25	sq. ft./seat	100	
	Lounge seats	5	30	sq. ft./seat	150	
	Total YA Seats	**9**			250	
YOUNG ADULT	**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%		
	Copier/Business Pod		25	sq. ft./seat		
Grand Total Patrons		**197**	**Seats**		4,911	**Sq. Ft.**
		Say 200 seats			say 5,000 sq. ft.	

8/14/2015

SUTTON PUBLIC LIBRARY
SPACE NEEDS FOR STAFF

AREA	NUMBER OF STAFF WORKSTATIONS	FORMULA	PROJECTED SQUARE FEET
Circulation Desk	3	5 linear ft./counter/terminal	190 sq. ft. + 15 linear ft.
Circulation Workroom/Technical Services	4 tech services; 1 circ	Allow 100 ft./ station ++	465 sq. ft.
Systems Room/Communications Closet		Allow 100 – 150 sq. ft.	100 sq. ft.
Children's Service Desk	2	5 linear ft./counter/terminal	130 sq. ft. + 10 linear ft.
Director's Office	1	125 – 225 sq. ft.	225 sq. ft.
Children's Services Office	1	As applicable 65 – 125 sq. ft.	125 sq. ft.
Other Staff Offices/workstations		As applicable 65 – 125 sq. ft.	
		As applicable 65 – 125 sq. ft.	
Volunteers/FOL	2	As applicable	150 sq. ft.
Staff Lunch Room	4	25 sq. ft./potential occupant + 30%	130 sq. ft.
Janitor's Work Area	1	As needed	65 sq. ft.
TOTAL STAFF WORK SPACE	16		1455 Net square feet

		PROJECTED CAPACITY	FORMULA		PROJECTED SQUARE FEET	PROJECTED SQUARE FEET
ADULT	Reference	50	7	vols/ft.^{2}	7	18
	Non - Fiction	6,000	10	vols/ft.^{2}	600	600
	Large Print - Non-Fiction	300	8	vols/ft.^{2}	38	40
	Biography, if separate	1,125	10	vols/ft.^{2}	113	115
	Fiction	10,000	12	vols/ft.^{2}	833	850
	Mysteries and Sci-fi,if separate		7	vols/ft.^{2}	0	
	Large Print - Fiction	1,200	8	vols/ft.^{2}	150	150
	Graphic Novels		12	vols/ft.^{2}	0	
	Local History, old and rare books	1,000	10	vols/ft.^{2}	100	100
	New non-fiction display	150	10	vols/ft.2	15	15
	New fiction display	125	10	vols/ft.^{2}	13	15
	Total Adult Volumes	19,950			1868	1903
	YA Fiction	4,000	12	vols/ft.^{2}	333	335
	YA non-fiction	1,050	10	vols/ft.^{2}	105	105
	YA Graphic	600	12	vols/ft.^{2}	50	50
	New display	50	10	vols/ft.^{2}	5	10
YA	Young Adult Volumes	5,700	12	vols/ft.^{2}	493	500
CHILDREN	Juv reference		10	vols/ft.^{2}	0	
	Picture Books	5,525	20	vols/ft.^{2}	276	275
	Board Books	575	12	vols/ft.^{2}	48	40
	Easy Readers	1,425	16	vols/ft.^{2}	89	90
	Juv. Non-fiction	6,600	14	vols/ft.^{2}	471	475
	Juv. Fiction	5,525	12	vols/ft.^{2}	460	460
	Parenting/Teachers Collection	200	10	vols/ft.^{2}	20	20
	New display	100	10	vols/ft.^{2}	10	10
	Total Childrens' Volumes	19,950		vols/ft.^{2}	1375	1370
Books Grand Total		45,600		vols/ft.^{2}	3736	3773
All Materials GRAND TOTAL		57,000				

		PROJECTED CAPACITY	FORMULA		PROJECTED SQUARE FEET	PROJECTED SQUARE FEET
	DVD movies	4,560	20	items/ft.^{2}	228	230
	Audio books (CD)	1,140	10	items/ft.^{2}	114	115
	Audio Music, spoken word	1,140	30	items/ft.^{2}	38	40
	Computer software, games,etc.		10	items/ft.^{2}	-	
	games,puzzles, realia, etc.		10	items/ft.^{2}		
	Total Adult Media	6,840			380	385
	DVD	260	20	items/ft.^{2}	13	15
	Audio books	400	10	items/ft.^{2}	40	40
	Video Games	315	10	items/ft.^{2}	32	35
	Music CDs	175	30	items/ft.^{2}	6	10
YA	Young Adult Media	1,150			90	100
CHILDREN	Juv DVD movies	1,710	20	items/ft.^{2}	86	85
	Juv. Audio books	1,140	15	items/ft.^{2}	76	75
	Juv. Kits	570	10	items/ft.^{2}	57	60
	Juv. Audio tape, cd - music, spoken word	570	30	items/ft.^{2}	19	20
	Juv. Toys, games, etc.	570	8	items/ft.^{2}	71	70
	Total Childrens' Media	4,560			309	310
Media Grand Total		12,550			779	795
All Materials GRAND TOTAL		57,000				

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