

NORMAL PUBLIC LIBRARY

Needs Assessment Report

9 September 2009



Humphries Poli Architects

Group3 Planners

NORMAL PUBLIC LIBRARY – NEEDS ASSESSMENT REPORT

I. Executive Summary	2
II. Introduction	4
III. Query and Analysis	5
III.1 Query	5
III.2 Analysis	8
IV. Space Needs	13
IV.1 Collection Projections	13
IV.2 Staff Projections	21
IV.3 Space Programming Parameters	23
IV.4 Adjacency Parameters	29
IV.5 Space Distribution for 2025	33

IV. Space Needs

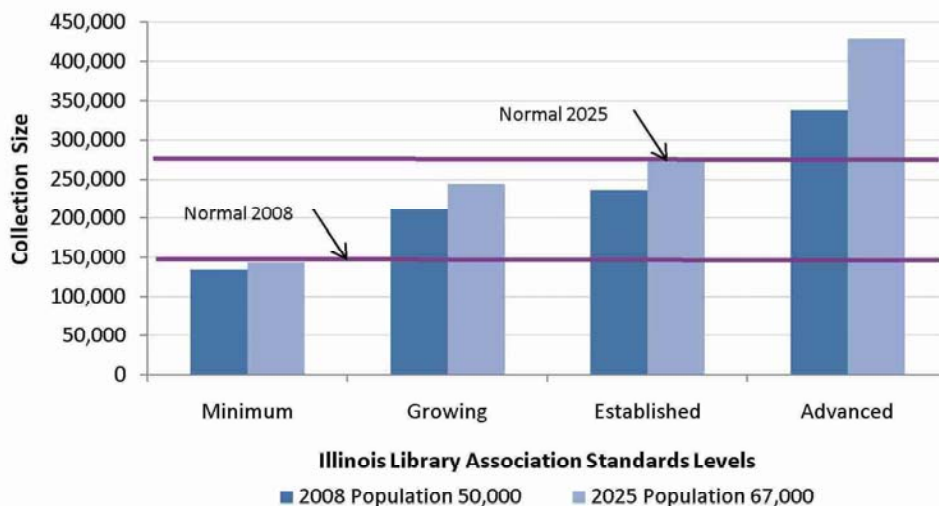
IV.1 Collection Projections: Sizing the Collection

The collection size is one of the main parameters for determining space needs in a new or expanded library.

The current library book collection including adult, teen, children's and large print collections, as of December 31, 2008, is 151,113 volumes. According to *Serving Our Public: Standards for Illinois Public Libraries*, (a.k.a. Public Library Standards) Revised Edition, 1997, the size of this book collection is just above the *Minimum level*, which is the lowest accepted level. Additionally, the A/V and periodical collections are below the *Minimum level*. The total A/V collection has a deficit of over 7,000 items.

When planning for an expansion to the library or a new library building, adequate space should be allowed for the library's collections to meet more than the *Minimum level*. For the purposes of this study, space for an *Established level* was programmed to more responsibly meet the needs of a growing and increasingly diverse population.

The bar chart below compares the numbers of book volumes for the current population with the projected number of book volumes needed in 2025 for a population of 67,000.



Book Collection Status and Projected Targets

Normal Public Library's current book collection is just above the *Minimum level*. Without building a collection beyond the minimal level, the library is reducing the quality of its collection in relation to other public libraries in Illinois and may increase the number of residents who travel to other libraries for improved collections.

Additionally, the periodical and media collections are also at *Minimum level*.

Budget Impact

Currently the library's budget for print materials does not meet the Public Library Standard's Core Standard 25 which states, "The library spends a minimum of 12 percent of its operating budget on materials for patrons." (page 21) For the library's current fiscal year (2008/09), 9.33% of the operating budget will be spent on circulating materials (including reference). For 2009/10, the amount budgeted is 9.06%. This may be the reason for patron comments on the survey indicating the lack of desired books at this library. Multiple copies of new and popular items would be welcome.

To achieve the *Established level* of 277,000 volumes, which is the recommended foundation for the proposed space plans and overall square footage, an additional 127,000 volumes would need to be added to the volume count in the December 2008 collection. Therefore, over the course of 17 years to the year 2025, at least 6,500 volumes would need to be added each year to the library's collections, in addition to adding and removing items from each current year's collection.

The 2008 average cost for purchasing a book was approximately \$21.10. (*Keeping Up with the Joneses: Average Book Prices 2008* by Brian Kenney, Editor-in-Chief -- School Library Journal, 3/1/2008). Using this figure without inflation, the total cost to purchase an additional 127,000 volumes would be \$2,679,700. Fortunately, discounts of approximately 30% from large library book jobbers will help to decrease this cost. Costs for media other than print books will vary.

Other Collection Parameters

Shelving

- Shelving heights should be kept low enough for ease of use appropriate to each age level. This will also allow for an open, inviting atmosphere in the collection stacks.

- Aisle spaces between and around shelves must be adequate to comply with ADA standards and to provide sufficient space for browsers to view the book, A/V, and periodical collections while other browsers pass comfortably behind them.

Children's Collections

- Age-appropriate databases and featured Internet web sites will be provided in the Children's Area. Administration of computing resources will allow for easy access by children. Filtering of computers will follow state and federal guidelines.
- The current professional collection is planned to merge with the parenting and homeschooling collections to offer a wider array of materials to parents.

Tween Collections

- A new Tween collection for children ages 9-12 will include fiction and paperback collections. Tween non-fiction will be housed in the Children's collection.
- Tween paperback book collections will continue to grow and eventually make up the majority of these collections.

Teen Collections

- Materials for Teens will consist mainly of paperback editions.
- Manga and anime collections are expected to expand more rapidly than the rest of the teen collection.
- Teen non-fiction will be interfiled in the Adult collection.

Adult Collections

- Large print collections are expected to grow at a rapid rate to accommodate the growing senior population, as well as in meeting expanded senior outreach needs.
- Provision for reference information in 2025 is expected to be quite different than now. A few ready reference items will still exist in print form, but the remainder of reference information is expected to be fully provided through online databases, the latest search engines, and newer technologies. Access to more computers and less print materials is planned, and formal online reference services may be pursued.

General Collections Notes

- Collections will not be supplemented with donated books that are not part of the collection development plan. Staff time to sort, evaluate and process these donated items, in addition to the usage of valuable shelf space, often costs more than the added value of these items.
- A “Languages” area to feature the Spanish section and English-as-a-Second Language collection, as well as materials from other representative ethnic groups is included in the non-fiction collection numbers. These materials might include periodicals, dictionaries, magazines, AV materials, and books in non-English languages.
- Though the movie collection has been recently reduced with the weeding of the VHS collection, sufficient space for an expanded movie, music and audio book collection at the Established level is planned using recommendations from the 2002 addendum to the Public Library Standards. As new formats continue to take the place of current formats, and as improved technology allows for more personal downloading of books and movies, flexible space will allow for the library to provide these new formats to patrons.
- Periodical collections will also be expanded to meet the Established level for 67,000 residents.

Collection Allocation

There are three collections in this report: Book, A/V (or Multimedia) and Periodicals. Within each of these categories is a subcategory of Adult/Young Adult and Children's. Total number of items is listed for each Volume Type; however, after a circulation rate is applied to the total number of items, the number of items on the shelf is the operative number for space planning purposes. The total number of books for the library is projected to be 277,500, while the total number of books on the shelves will be only 230,723.

Note: The allocation below accomplishes the goal of growing the collection to an established level, however, it drastically reduces programming and meeting space. To gain an established collection and meet the desire for additional programming and meeting spaces, space beyond the 67,000 square feet will be required. This allocation represents one possible scenario, and needs will adjust over time. A final allocation of space must be determined at a date nearer the commencement of a building or expansion project.

Allocation of the Library's Book Collection

CATEGORY						
Subcategory	Volume Type	Percent of Collection	Projected Total	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
Adult/Young Adult		64.08%	177,825	16.67%	148,180	9.22
Browsing						
	New Books	0.30%	833	40.00%	500	8
Fiction						
	Fiction	15.00%	41,625	20.00%	33,300	8
Large Print						
	Large Print	6.00%	16,650	10.00%	14,985	8
Non-Fiction						
	Non-Fiction	35.70%	99,067	15.00%	84,207	8
Paperbacks						
	Paperbacks	1.00%	2,775	25.00%	2,081	10
Teen Books						
	Paperbacks	1.59%	4,425	25.00%	3,319	10
	Young Adult Fiction	1.62%	4,500	20.00%	3,600	13
Tween Books						
	Paperbacks	1.24%	3,450	25.00%	2,588	10
	Tween - Fiction	1.62%	4,500	20.00%	3,600	8
<hr/>						
Children/Juvenile		35.92%	99,675	17.19%	82,543	15.2
Children's Easy Readers						
	Children's Easy Readers	3.40%	9,435	15.00%	8,020	20
Children's Paperbacks						
	Paperbacks	1.00%	2,775	25.00%	2,081	10
Children's Picture Books						
	Children's Picture Books	8.00%	22,200	20.00%	17,760	20
Juvenile Fiction						
	Juvenile Fiction	5.72%	15,870	20.00%	12,696	13
Juvenile Non-Fiction						
	Juvenile Non-Fiction	17.80%	49,395	15.00%	41,986	13
<hr/>						
Totals:		100.00%	277,500	16.86%	230,723	11.4

A/V (or Multimedia) is projected per the current model of delivery and storage. Given the ever-changing introduction of new AV formats, these collections could be replaced with new formats which may or may not require shelf space.

Allocation of the Library's Multimedia Collection

CATEGORY						
Subcategory	Volume Type	Percent of Collection	Projected Total	Percent in Circulation	Projected Volumes on Shelf	
					Volumes/ Linear Foot	
Adult/Young Adult		79.59%	50,000	27.03%	36,487	15.8
Adult - Audio Book CD						
	Audio Book CD (CD ROM)	16.71%	10,500	20.00%	8,400	7
Adult - DVD						
	DVD	39.79%	25,000	30.00%	17,500	30
Adult - Music CD						
	Audio Compact Disc (CD)	7.96%	5,000	25.00%	3,750	30
Adult - Software						
	CD-ROM	9.55%	6,000	30.00%	4,200	15
Teen - Audio Books/Software						
	Audio Book CD (CD ROM)	2.39%	1,500	15.00%	1,275	7
	CD-ROM	1.19%	750	40.00%	450	15
Tween - Audio Books/Software						
	Audio Book CD (CD ROM)	0.80%	500	15.00%	425	7
	CD-ROM	1.19%	750	35.00%	487	15
Children/Juvenile		20.41%	12,825	25.36%	9,572	20.5
Children - Audio Books						
	Audio Book CD (CD ROM)	0.80%	500	20.00%	400	7
Children - DVD						
	DVD	15.92%	10,000	25.00%	7,500	30
Children - Music CDs						
	Audio Compact Disc (CD)	1.71%	1,075	20.00%	860	30
Children - Software						
	CD-ROM	1.99%	1,250	35.00%	812	15
Totals:		100.00%	62,825	26.69%	46,059	17.3

The number of magazines or newspapers actually reflects the number of subscriptions. Magazines are usually displayed face out with any back issues behind the hinged display shelf. Back issues beyond the available shelf storage below are not projected to be needed in 2025.

Allocation of the Library's Periodical Collection

CATEGORY					
Subcategory	Percent of	Projected	Percent in	Projected	Volumes/
Volume Type	Collection	Total	Circulation	Volumes	Linear
				on Shelf	Foot
Adult/Young Adult	91.72%	288	0.00%	288	1
Current Magazines					
Current Magazines	82.17%	258	0.00%	258	1
Current Newspapers					
Current Newspapers	1.91%	6	0.00%	6	1
Tween Current Magazines					
Current Magazines	2.23%	7	0.00%	7	1
Young Adult Current Magazines					
Young Adult Current Magazines	5.41%	17	0.00%	17	1
Children/Juvenile	8.28%	26	0.00%	26	1
Children's Current Magazines					
Children's Current Magazines	8.28%	26	0.00%	26	1
Totals:	100.00%	314	0.00%	314	1