

LAGRANGE COUNTY PUBLIC LIBRARY

Projected Area Needs and Cost Study

Presented to:

Lagrange County Public Library Board

June 28, 2007

Appendix

Section 01 – Summary of Collected Data

Section 02 – Projected Area Calculations

Section 03 – Supporting Data Collected

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Section 01 – Summary of Collected Data

Section 01 is a summary of the data collected and calculated for the 20 year projected needs for the LaGrange County Public Library Main Branch.

The first table is a projected area comparison and break down in three categories. The first category displays the calculations done by the LaGrange County Public Library staff. Kelty Tappy Design, Inc. completed the second and third categories based off of two growth rates. The first is based on a growth rate of 22.7% over a 20-year period, and the second is based on a growth rate of 33.125% over a 20-year period.

The second table provides the summary of cost based on the projected area needs calculated by Kelty Tappy Design, Inc. The cost per square foot numbers were gathered based on branches found in multiple library systems in the area. All branches evaluated have completed newly constructed facilities within the last 6 years. These numbers are then broken down to show the cost in growth stages 10, 15, and 20 years from now.

PROJECTED LIBRARY NEEDS (Table 01.1)		LaGrange Public Library Provided Data		KTD Data - 22.7% Growth		KTD Data - 33.125% Growth	
		Quantity	S.F. Provided	Quantity	S.F. Provided	Quantity	S.F. Provided
Collection	Volumes Including Genealogy	76,800 Vol.	7,680	55,000 Vol.	5,500	74,000 Vol.	7,400
	Periodicals (Hardcopies/Online/Back Storage-3yr)	200 Sub.	200	120/120/75	193	130/130/75	200
	Non-Print	7,200 Vol.	720	7,000 Vol.	700	7,400 Vol.	740
Computers	Public Access Computer Stations	60 Stations	3,000	60 Stations	2,550	60 Stations	2,550
	Computer/Instruction Children	10 People	Included PACS	Included PACS	Included PACS	Included PACS	Included PACS
	Computer/Instruction Young Adult	10 People	Included PACS	Included PACS	Included PACS	Included PACS	Included PACS
	Computer/Instruction Adult	15 People	Included PACS	Included PACS	Included PACS	Included PACS	Included PACS
User	Reader Sitting Areas	50 Seats	1,500	100 Seats	3,000	108 Seats	3,240
Staff Space	Staff Work Stations	32 Stations	1,600	n/a	n/a	n/a	n/a
	Staff Work Space	16 Stations	2,400	25 Stations	3,750	25 Stations	3,750
Meeting Space	General Meeting Room	200 People	2,100	200 People	2,500	200 People	2,500
	Conference Room Space	20 People	350	20 People	500	20 People	500
	Children's Programming -Story Time	50 People	550	50 People	1,250	50 People	1,250
Misc. Spaces	Special-Use Space	-	6,632	-	6,053	-	6,053
	Non-Assignable Space	-	8,290	-	6,499	-	7,046
	Bookmobile	-	3,000	-	3,500	-	3,500
Area Based Totals	Collection Space	8,600		6,393		8,340	
	Public Electronic Workstations (Computers)	3,000		2,550		2,550	
	User Space	1,500		3,000		3,240	
	Staff Work Space	4,000		3,750		3,750	
	Meeting Room Space	3,000		4,250		4,250	
	Misc. Space	17,922		16,052		16,599	
PROJECTED LIBRARY TOTAL S.F.		38,022		35,995		38,729	

COST SUMMARY (Table 01.2)								
		Required S.F. (Finished/Unfinished)	Total Cost Per S.F. (Finished/Unfinished)			Total Projected Cost		
			Low End	Average	High End	Low End	Average	High End
22.7% Growth Rate Over 20 -Years	In 2007	26,900 / 9,100	\$147.55 / \$45.00	\$161.34 / \$50.00	\$172.83 / \$55.00	\$4,378,595	\$4,795,046	\$5,149,627
	In 2017	31,450 / 4,550	\$147.55 / \$45.00	\$161.34 / \$50.00	\$172.83 / \$55.00	\$4,845,198	\$5,301,643	\$5,435,504
	In 2022	33,725 / 2,275	\$147.55 / \$45.00	\$161.34 / \$50.00	\$172.83 / \$55.00	\$5,078,499	\$5,554,942	\$5,953,751
	In 2027	35,995 / 0	\$147.55 / \$45.00	\$161.34 / \$50.00	\$172.83 / \$55.00	\$5,311,062	\$5,807,433	\$6,221,016
33.125% Growth Rate Over 20-Years	In 2007	26900 / 9,100	\$147.55 / \$45.00	\$161.34 / \$50.00	\$172.83 / \$55.00	\$4,378,595	\$4,795,046	\$5,149,627
	In 2017	32825 / 4,550	\$147.55 / \$45.00	\$161.34 / \$50.00	\$172.83 / \$55.00	\$5,048,079	\$5,523,486	\$5,923,395
	In 2022	35788 / 2,275	\$147.55 / \$45.00	\$161.34 / \$50.00	\$172.83 / \$55.00	\$5,382,894	\$5,887,786	\$6,310,365
	In 2027	38729 / 0	\$147.55 / \$45.00	\$161.34 / \$50.00	\$172.83 / \$55.00	\$5,714,464	\$6,248,537	\$6,693,533

TOTAL COMPLETED COST FOR 20 YEAR LIBRARY							
Growth Rate (Over 20 Years)	Projected S.F.	Cost Per S.F.			Total Projected Cost		
		Low End	Average	High End	Low End	Average	High End
22.7% Growth	35,995	\$147.55	\$161.34	\$172.83	\$5,311,062	\$5,807,433	\$6,221,016
33.125% Growth	38,729	\$147.55	\$161.34	\$172.83	\$5,714,464	\$6,248,537	\$6,693,533

Numbers provided are derived from information provided by multiple library systems around the state. (see Table 03.5 - Regional Cost Data)

Section 02 – Projected Area Calculations

Section 02 provides a detailed description of calculations performed by Kelty Tappy Design, Inc. These numbers are based on data collected through various sources. A complete presentation of this data can be found in Section 03 – Support Data Collected.

A full written description precedes two detailed calculation worksheets. The worksheets are based on national library standards that were then adjusted to fit the specific needs of the LaGrange County Public Library. Also included in this section is a document with the breakdowns provided by LaGrange County Public Library on projected 20 year space needs.

Clarification of Projected Space Needs

Introduction

This document is to provide a description of the process used to validate the space needs for the new LaGrange County Public Library – Main Branch (LCPL-Main). The intent of this study is for the trustees and librarians to obtain a reliable basis of their library's space needs for funding purposes. In this study, Keltly Tappy Design, Inc. has used Federal Census Data, accepted standards of space requirements for libraries, data derived from LCPL-Main staff interviews, and other information contained in the LaGrange County Public Library, A Feasibility Study, December 21, 2006. In addition, interviews were conducted with the staff of 32 Indiana library systems for the purpose of gathering relevant comparison data for service population, facilities, collection size, and yearly budget.

This study adheres to the traditional library planning methodology in which past library experience relating population to library building size determines the facilities that are needed. This study projects the space requirements of the LCPL-Main for the next 20 years. While the actual long-term impact of evolving technology cannot be predicted, its importance in the library will continue to grow, and plans should provide for that growth.

Seven broad types of standard library space were used in the development of general estimate of LaGrange Public Library space needs. Calculation of the needs in these broad types of space, however, quantifies the largest share by far of the overall projected space needs:

- Collection space
- Public electronic workstation space
- User seating space
- Staff work area space
- Meeting room space
- Special-use space
- Non-assignable/mechanical space

Service Population

An effective library facility plan begins with a projection of the service population 20 years into the future. Since the LCPL-Main building will be an important capital investment for the community, it is crucial that it be planned to respond to current *and future* needs. Projected service populations were also necessary to calculate space requirements for several of the seven categories of library space.

An analysis of LaGrange County population data found in the U.S. Federal Census for the years 1990 and 2006 establishes a 16-year growth rate of 26.5%. This growth rate extrapolated over a 20-year span becomes a 33.125% growth. Additional census data shows a slower growth rate of 6.8% between the years 2000 to 2006. This growth rate extrapolated over a 20-year time span would be 22.7%. In order to provide a reasonable range of future space requirements population estimates have been provided for both rates of county growth.

2000 Service Population	Percent Growth Rate	20-Year Projected Population
34,909	33.125%	46,473
34,909	22.7%	42,833

Most public libraries also serve residents from beyond the boundaries of the municipality in which they are located. To ignore the service implications or traffic generated by these individuals would result in a facility that would be outgrown too quickly. The LCPL-Main total 2027 Service Population is calculated by adding a 10% non-resident user factor.

20-Year Projected Population Percent Growth Rate	20-Year Projected Population	10% Non-resident User	Total LaGrange County 20-Year Projected Service Population
33.125%	46,473	4,647	51,120
22.7%	42,833	4,283	47,116

Specific Service Population for the LCPL-Main was calculated in the following manner. Currently the LCPL-Main generates 42.4% percent of the total LaGrange County library system circulation. This percentage does not include circulation generated by the Bookmobile. There may be many factors effecting library circulation – both physical and psycho/social. However, for this space study the LCPL-Main Service Population was established by assuming that 42.4% of the 20-Year County Projected Service Population continues to be LCPL-Main patrons.

20-Year Population Percent Growth Rate	Total LaGrange County 20-Year Projected Service Population	LCPL-Main Projected Service Population (42.4% of Total)
33.125%	51,120	21,675
22.7%	47,116	19,977

Collection Space

Library collections include books, non-print media, and periodicals. By projecting the library's collection size, the space needed to house the collection can be quantified. It is most effective to make these projections over the 20-year period. For this library space determination, collection size was projected through two methods:

- + Library Standards based on per capita population
- + Comparison to other Indiana library systems with similar service populations

In order to compare a projected collection size to similar Indiana library systems, the 20-year projected collection size was calculated for both the Total LaGrange County Projected Service Population and the LCPL-Main Projected Service Population. Collection size for LCPL-Main is calculated by multiplying average LaGrange County collection size by the 42.4% LCPL-Main Projected Service Population factor.

Book Collection

Volumes/Capita Estimate

Collection size based on volumes/capita assumes a core collection based on Service Population size. To this number is added a volume factor multiplied times the Service Population. The volume/capita factor depends on whether the library intends to maintain a basic collection (.05 col/capita) or has a growth plan (2 vol/capita). In determining the space requirements for LCPL-Main a moderate growth level was assumed as an average of the basic and growth collection sizes.

Book Collection: Total LaGrange County Projected Service Population

20-Year Population Percent Growth Rate	Total LaGrange County Projected Service Population	Core Collection Standard (vol)	Basic Collection +(.05 vol/capita)	Growth Collection + (2 vol/capita)	Average LaGrange County Public Library Collection Size
33.125%	51,120	110,00	135,560	212,240	173,900 volumes
22.7%	47,116	70,000	93,558	164,232	129,000 volumes

Book Collection: LCPL-Main Projected Service Population

20-Year Population Percent Growth Rate	Average 20-Year LaGrange County Public Library Collection Size	Average 20-Year LCPL-Main Collection Size (x 42.4%)
33.125%	173,900 volumes	74,000 volumes
22.7%	129,000 volumes	55,000 volumes

Library Systems Comparison

Collection size comparison to other Indiana county library systems was based on a selection of library systems with similar service populations. Libraries were chosen for both the low and high LaGrange County 20-Year Projected Service Population.

Library System	Service Population	System Collection Size
Wayne County (Morrison Reeves)	54,134	230,338
Morgan County	53,198	133,130
Hancock County	48,497	107,278
Shelby County	43,445	89,545
Average Collection Size for Similar Library Systems		= 112,058 Volumes

Collection size for LCPL-Main based on comparison to other Indiana county library systems is calculated by multiplying average County collection size by the 42.4% LCPL-Main Projected Service Population factor. This provides a low collection size of 47,512 books, which was assumed not to be appropriate for future library space requirements.

Non-print materials

Non-print media includes music and book audiocassettes, compact discs, or other formats. Storage and display space for these library materials is difficult to project. Over the past 20 years formats have changed several times and will certainly do so again in the next years.

Nonetheless, it is important to attempt a 20-year future requirements for space allocation. For this spatial determination both standard multipliers and a comparison to other Indiana system libraries were used to conclude with an assumed number of volumes.

Library space planning standards establishes a non-print collection size to be 10% of the book collection. For the 20-year projected collection this would be a range of 5,500 – 7,400 titles for the LCPL-Main.

A review of similar Indiana library systems follows:

Average Non-print Size for Similar Library Systems			= 9,382 Titles
Library System	Audio Titles	Video/DVD Titles	Total Non-print
Wayne County (Morrison Reeves)	5,063	8,374	13,437
Morgan County	5,254	4,695	9,949
Hancock County	7,742	9,392	17,134
Shelby County	2,041	4,350	6,391

LaGrange County Public Library staff project a 20-year non-print collection size for LCPL-Main to be 7,200 titles, which indicates a 20-year growth factor of approximately 100 titles per year. For this space-planning determination that collection size was used.

Periodicals

Space requirements for periodicals include those on display, selected storage for a number of years and those that are on-line subscriptions. Library space planning standards provide a range of service population per capita multipliers depending on the source. This range is from 8 titles/1000 to 17.5 titles/1000. A review of similar Indiana library systems was not effective as it indicated a LaGrange Library collection size would be less than any of the standard multipliers.

For space estimate purposes, for the LaGrange Library it was decided to use a 12-titles/1000 multiplier yielding a collection sizes related to projected service population.

20-Year Population Percent Growth Rate	LCPL-Main 20-Year Projected Service Population	Periodical collection (12/1000)
33.125%	21,675	260
22.7%	19,977	240

In order to make estimates of required space assumptions needed to be made concerning the number of periodical that would be on display, in storage or be online subscriptions. The following assumptions were made:

	260 Periodical Collection	240 Periodical Collection
On Display	130	120
On-line subscriptions	130	120
Storage (3 years)	75	75

Public Electronic Workstations

Changing technology makes it difficult to plan this space. However, there will be a demand that all public and staff areas provide for the connection of computers and information appliances, both mobile and fixed, which use two-way voice, data and/or video communications services. All desks, work/study carrels, and conference/meeting rooms should be able to be connected to the in-building network. Electronic workstations are divided in to two types:

- **Public Access Computer (PAC)** workstations are physically placed throughout the library. PACs usually consist of a terminal, keyboard and printer access.
- **Electronic workstations** must provide for computer equipment, user space for a book or writing, and peripherals. Workstations must have two-way access to outside resources, such as the Internet, ReQuest, local and wide area networks, automated network circulation, and other online resources.

The 20-year service goal established by the LaGrange County Public Library staff and a review of other Indiana library systems provides 60 electronic workstations for public use. For this space requirement determination it is assumed that the stations will be divided as follows:

Public Access Computer - 10
Electronic workstations - 50

User Seating

Library space planning standards recommend that libraries provide 5 user seats for every 1,000 people when their projected service population is over 10,000 people. User seating does not include the seats, conference rooms, meeting rooms, and staff work areas, unless the meeting rooms will be used for everyday library activities, such as quiet study or homework center. Based on projected Service Population for LCPL-Main between 100 – 108 user seats would be appropriate.

Staff Work Area

A new or expanded facility offers the opportunity to reorganize relationships among existing work areas and add new work areas to improve service to the community. Office space should also be included in this section. The library director and other administrative and department heads should have offices.

Note that this section refers to the number of staff *work areas*, not the number of individual employees or the number of full-time equivalents (FTEs) on the library payroll.

Staff work area assumptions for this space-planning determination are:

Staff Work Categories	Number of Work Areas
Genealogy	2
Adults	2
Circulation Desk	4
Children	1
Administration	6
Young Adults	1
Bookmobile	2
Computer Labs	3
Book Repair	4

Meeting Room

Public libraries provide meeting rooms to accommodate library-sponsored programs and other community meetings. The number and size of meeting rooms should be determined by the library's role as defined in its long-range plan, anticipated programming activities and by the availability of similar rooms elsewhere in the community for use by other local groups. Based on LCPL-Main 20 year projection needs, space estimates were based on a meeting room for 200 users.

Special-use

Libraries include many public access services, equipment, or collections that individually do not require much space but as an aggregate can require significant area. The following assumptions were made for these special use areas:

<u>Item</u>	<u>Number</u>
Atlas/dictionary stand	2
Bulletin board	2
Card catalog (60-drawer, double face)	1
Card catalog (60-drawer, single face)	0
Display case	2
Handouts (free-standing)	2
Index table (six-place)	2
Map file	0
Microfilm cabinets	7
Newspaper rack	1
Paperback rack	2
Photocopier	6
Staff locker	20
Staff lounge/break rm. # of seats	12
Study rooms(small-group) # of seats	36
Vertical files	10

Non-Assignable Space

Non-assignable space is that portion of the building that cannot be applied directly toward library service. Some representative types non-assignable space include: furnace rooms janitor's closets, storage rooms (including space for staff supplies), vestibules, security systems near entrances and circulation desks, c-car pickup area, corridors, stairwells, elevator shafts, and restrooms. Such space is necessary to support the operation of the building, but it cannot be used for providing library services. Non-assignable space generally comprises between 20 and 30% of the overall or gross square footage of the finished building.

Space Requirements

The general estimate of the library's space needs for a new LCPL-Main was determined by applying architectural standard square foot areas to the categories of library spaces defined in this study:

Library Space	22.7% Growth	33.125% Growth
Collection space	6,393	8,340
Public electronic workstations	2,550	2,550
User seating space	3,000	3,240
Staff work space	3,750	3,750
Meeting room space	4,250	4,250
Special-use space	6,053	6,053
Non-assignable space	6,499	7,046
Bookmobile	3,500	3,500
TOTAL AREA (Sq. Ft.)	35,995	38,729

Comparisons were also made to the following Indiana libraries based on service population, recent construction, and number of branches in the system and bookmobile service.

Library System	Modified	Bookmobile	Branches	Area (Sq. Ft.)
Wayne County (Morrison Reeves)	1995	1	1	53,000
Morgan County	2005	0	6	20,000
Hancock County	2005	1	1	40,000
Shelby County	1993	1	1	21,000

Average Area for Similar Library Systems = 33,500 Square Feet

Conclusion

This study offers a studied determination of space needs for the LCPL-Main. In its development the architect made certain assumptions. As a result of this studies' assumptions and conclusions, it is expected that Kelty Tappy Design can guide the trustees and librarians to a specific, detailed

library program. That more advanced study will also acknowledge the reuse of existing space, energy efficiency and condition of the heating, ventilating and air conditioning systems, adaptability to meet the electrical and telecommunications requirements of tomorrow's library technologies, assessment of the general effectiveness of work flow, accessibility to people with disabilities, and compliance with federal, state and local fire, safety, and building codes uses, and the type of construction.

Table 02.2 - Library Space Planning Guide Worksheet²

Growth Rate of 22.7%

Step 1. Establish Service Population (22.7% Growth over 20 Yrs.)

a. 20-Year Projected County Service Population w/ 10% Non-Resident 47,116

b. 20-Year Projected LaGrange Service Population w/ 10% Non-Resident 19,977

Step 2A. Collection Size

a. Books:

Minimum Volumes (Books)						
Type in your service projected population (Step1b) left of your population range	Population	Core	Basic	Basic	Growing	Growing
	ranges		Core plus vol. per capita		Core plus vol. per capita	
	Less than 1000	2,000	5		7	
	1,001 - 2,499	6,000	2		3	
	2,500 - 4,999	10,000	1.75		2.75	
	5,000 - 9,999	18,000	1.25		2.5	
	10,000 - 14,999	35,000	0.6		2	
19,977	15,000 - 24,999	45,000	0.6	56,986	2	74,954
47,116	25,000 - 49,999	70,000	0.5	93,558	2	164,232
	50,000 - 74,999	110,000	0.5		2	
	75,000 - 99,999	150,000	0.4		1.75	
	Over 100,000	220,000	0.4		1.75	

1) Minimum volumes, as stated in the chart ¹ above using the population served:

56,986 (type in either basic or growing number from chart on the next page)

or

2) (Average net additions 1,105) X 20 years = 22,100
 + (existing collections 54,700) = 76,800

or

3) If the library is not planning to grow at its present rate and this is supported in its long range plan, the library can use a smaller collection figure as long as the library can house its existing collection with some expansion. If you are not going to be growing at the rate as stated in number 2, please explain below:

Average of Similar Libraries = 112,058 x 42.4% = 47,513
 Per Capita Average Using County = 128,895 x 42.4% = 54,651

Books (Use Number 1, 2 , or 3) 55,000

b. Nonprint materials:

1) Minimum nonprint materials using projected population served =

10% x book collection¹ =

or

2) (Average net additions) X 20 years =
 + (existing collections) =

Nonprint (Use Number 1 or 2 whichever is higher)

c. Periodicals:

Minimum Number of Periodicals						
Type in your service projected population (Step1d) left of your population range	Population ranges	Core	Basic Core plus sub-subscription per 1000	Basic	Growing Core plus sub-subscription per 1000	Growing
	Less than 1000	15	15		30	
	1,001 - 2,499	20	15		20	
	2,500 - 4,999	30	15		20	
	5,000 - 9,999	45	10		15	
	10,000 - 14,999	60	8		12	
19,977	15,000 - 24,999	120	8	280	12	360
47,116	25,000 - 49,999	180	6	463	8	557
	50,000 - 74,999	250	4		6	
	75,000 - 99,999	450	3		5	
	Over 100,000	600	2		4	

1) Minimum periodical titles on display using the projected population served

a. Type in either basic or growing number from chart¹ above

b. Subtract periodicals that you plan to have only online

TOTAL projected hard-copy periodicals on display

2) **Back periodicals in storage**

Step 2B. Collection Space

- a. Books:

55,000
55,000
0

 volumes
Regular shelving

55,000

 volumes $\div 10 =$

5,500

 sq. ft.
Compact shelving

0

 volumes $\div 25 =$

0

 sq. ft.
- b. Nonprint materials:

7,000

 items $\div 10 =$

700

 sq. ft.
- c. Hard-copy periodicals on display

120

 titles $\div 1.5 =$

80

 sq. ft.
- d. Periodicals stored:

75

 titles $\times .5 \times$

3

 average years retained =

113

 sq. ft.
- e. TOTAL (a + b + c + d)

6,393

 sq. ft.

Step 3. Public Electronic Workstations

- a. PAC's:

10

 PACs $\times 30 =$

300

 sq. ft.
- b. Electronic workstations:

50

 electronic workstations $\times 45 =$

2,250

 sq. ft.
- c. Microfilm reader/printer:

0

 microfilm/reader printers $\times 35 =$

0

 sq. ft.
- d. TOTAL (a + b + c)

2,550

 sq. ft.

Step 4. User Seating Space

User seating does not include the seats, conference rooms, meeting rooms, and staff work areas, unless the meeting rooms will be used for everyday library activities, such as quiet study or homework center. If a meeting room is available for everyday library activities, such as quiet study or homework center. If a meeting room is available for everyday library activities, excluding meetings, a minimum of fifty percent of the hours that the library is open, ten percent of the meeting room seats could be used to meet the total seating requirement.

Document how the room will be used and staffed below or insert an addition sheet after this page:

Assumption is made that the number of seats at 5/1000 does not include electronic workstations or meeting room seating.

Minimum Number of Seats					
a. Number of seats	Projected populations under 10,000	7-10 seats/each 1,000 people			
	Projected populations over 10,000	5 seats/each 1,000 people			
Type in your service projected population (Step1d) left of your population range	Population ranges	Number of seats 10 (per 1,000 people)	Number of seats 8 (per 1,000 people)	Number of seats 7 (per 1,000 people)	Number of seats 5 (per 1,000 people)
	Less than 1000				
	1,001 - 9,999				
19977	10,000-				100

n/a # of seats (chart above) - n/a # of seats for electronic workstations (step 3b) - n/a if applicable, # of seats in the meeting room = n/a seats

b. Space for seats: 100 number seats x 30 = 3,000 sq. ft.

Step 5. Staff Work Space

a. List staff work areas:

Genealogy (2), Adults (2), Circ. Desk (4), Children (1), Admin. (6), Young Adults (1), Bookmobile (2), Computer Labs (3), Book Repair (4)

b. 25 stations x 150 = 3,750 sq. ft.

Step 6. Meeting Room Space

- a. General meeting space seats x 12.5 = sq. ft.
- b. Conference room space seats x 25 = sq. ft.
(total of all the conference room seats)
- c. Children's programming seats x 10 = sq. ft.
space (story hour)
- Children's programming seats x 25 = sq. ft.
space (story time and crafts)
- d. TOTAL (a + b + c) = sq. ft.

Step 7. Special-Use Space

Item	Number	Multiply	sq. ft.	Total
Atlas/dictionary stand	<input type="text" value="2"/>	x	35	<input type="text" value="70"/>
Bulletin board	<input type="text" value="2"/>	x	9	<input type="text" value="18"/>
Card catalog (60-drawer, double face)	<input type="text" value="1"/>	x	100	<input type="text" value="100"/>
Card catalog (60-drawer, single face)	<input type="text" value="0"/>	x	35	<input type="text" value="0"/>
Display case	<input type="text" value="2"/>	x	50	<input type="text" value="100"/>
Handouts (free-standing)	<input type="text" value="2"/>	x	20	<input type="text" value="40"/>
Index table (six-place)	<input type="text" value="2"/>	x	140	<input type="text" value="280"/>
Map file	<input type="text" value="0"/>	x	35	<input type="text" value="0"/>
Microfilm cabinets	<input type="text" value="7"/>	x	10	<input type="text" value="70"/>
Newspaper rack	<input type="text" value="1"/>	x	25	<input type="text" value="25"/>
Paperback rack	<input type="text" value="2"/>	x	35	<input type="text" value="70"/>
Photocopier	<input type="text" value="6"/>	x	50	<input type="text" value="300"/>
Staff locker	<input type="text" value="20"/>	x	4	<input type="text" value="80"/>
Staff lounge/break rm. # of seats	<input type="text" value="12"/>	x	25	<input type="text" value="300"/>
Study rooms(small-group) # of seats	<input type="text" value="36"/>	x	25	<input type="text" value="900"/>
Vertical files	<input type="text" value="10"/>	x	10	<input type="text" value="100"/>
SUB-TOTAL (1)				<input type="text" value="2453"/>

1 ft. x ft = sq. ft.

2

Item	Number of items	Division #	Total sq. ft.
<input type="text" value="Atrium Space"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="3,000"/>
<input type="text" value="Vending Café"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="400"/>
TOTAL			<input type="text" value="3,600"/>

TOTAL (TOTAL OF ALL SUBTOTALS)

Step 8. Non-Assignable Space

a. Collection space (from Collection Space 2B.e.)	6,393
Public electronic workstations (from 3d.)	2,550
User seating space (from 4b.)	3,000
Staff work space (from 5b.)	3,750
Meeting room space (from 6d.)	4,250
Special-use space (from 7.)	6,053
b .SUBTOTAL	25,996
c. Divide (SUBTOTAL) by 4	6,499

Step 9. Putting It All Together

a. Collection space (from Collection Space 2B.e.)	6,393
b. Public electronic workstations (from 3d.)	2,550
c. User seating space (from 4b.)	3,000
d. Staff work space (from 5b.)	3,750
e. Meeting room space (from 6d.)	4,250
f. Special-use space (from 7.)	6,053
g. Non-assignable space (from 8c)	6,499
h. Bookmobile and Storage	3,500
h. GROSS AREA NEEDED (a+b+c+d+e+f+g)	35,994

¹ Source: *Avenues to Excellence for Public Library Service in Illinois* (Springfield: Illinois State Library, 1996)

² Source: <http://data.webjunction.org/wj/documents/6182.xls>

Note: Original worksheet was modified to fit needs of LaGrange Public Library

Table 02.3 - Library Space Planning Guide Worksheet²

Growth Rate of 33.125%

Step 1. Establish Service Population (33.125% Growth over 20 Yrs.)

a. 20-Year Projected County Service Population w/ 10% Non-Resident 51,120

b. 20-Year Projected LaGrange Service Population w/ 10% Non-Resident 21,675

Step 2A. Collection Size

a. Books:

Minimum Volumes (Books)						
Type in your service projected population (Step1b) left of your population range	Population ranges	Core	Basic	Basic	Growing	Growing
			Core plus vol. per capita		Core plus vol. per capita	
	Less than 1000	2,000	5		7	
	1,001 - 2,499	6,000	2		3	
	2,500 - 4,999	10,000	1.75		2.75	
	5,000 - 9,999	18,000	1.25		2.5	
	10,000 - 14,999	35,000	0.6		2	
21,676	15,000 - 24,999	45,000	0.6	58,006	2	78,352
	25,000 - 49,999	70,000	0.5		2	
51,120	50,000 - 74,999	110,000	0.5	135,560	2	212,240
	75,000 - 99,999	150,000	0.4		1.75	
	Over 100,000	220,000	0.4		1.75	

1) Minimum volumes, as stated in the chart ¹ above using the population served:

78,352 (type in either basic or growing number from chart on the next page)

or

2) (Average net additions 1,105) X 20 years = 22,100
 + (existing collections 54,700) = 76,800

or

3) If the library is not planning to grow at its present rate and this is supported in its long range plan, the library can use a smaller collection figure as long as the library can house its existing collection with some expansion. If you are not going to be growing at the rate as stated in number 2, please explain below:

Average of Similar Libraries = 156,915 x 42.4% = 66,532

Per Capita Average Using County = 173,900 x 42.4% = 74,000

Books (Use Number 1, 2 , or 3)

74,000

b. Nonprint materials:

1) Minimum nonprint materials using projected population served =

10% x book collection ¹ =

or

2) (Average net additions) X 20 years =

+ (existing collections) =

Nonprint (Use Number 1 or 2 whichever is higher)

c. Periodicals:

Minimum Number of Periodicals						
Type in your service projected population (Step1d) left of your population range	Population ranges	Core	Basic Core plus sub-subscription per 1000	Basic	Growing Core plus sub-subscription per 1000	Growing
	Less than 1000	15	15		30	
	1,001 - 2,499	20	15		20	
	2,500 - 4,999	30	15		20	
	5,000 - 9,999	45	10		15	
	10,000 - 14,999	60	8		12	
21,676	15,000 - 24,999	120	8	293	12	380
	25,000 - 49,999	180	6		8	
51,120	50,000 - 74,999	250	4	454	6	557
	75,000 - 99,999	450	3		5	
	Over 100,000	600	2		4	

1) Minimum periodical titles on display using the projected population served

a. Type in either basic or growing number from chart ¹ above

b. Subtract periodicals that you plan to have only online

TOTAL projected hard-copy periodicals on display

2) **Back periodicals in storage**

Step 2B. Collection Space

- a. Books: volumes
Regular shelving volumes $\div 10 =$ sq. ft.
Compact shelving volumes $\div 25 =$ sq. ft.
- b. Nonprint materials: items $\div 10 =$ sq. ft.
- c. Hard-copy periodicals on display titles $\div 1.5 =$ sq. ft.
- d. Periodicals stored: titles $\times .5 \times$
 average years retained = sq. ft.
- e. TOTAL (a + b+ c + d) sq. ft.

Step 3. Public Electronic Workstations

- a. PAC's: PACs $\times 30 =$ sq. ft.
- b. Electronic workstations: electronic workstations $\times 45 =$ sq. ft.
- c. Microfilm reader/printer: microfilm/reader printers $\times 35 =$ sq. ft.
- d. TOTAL (a + b+ c) sq. ft.

Step 4. User Seating Space

User seating does not include the seats, conference rooms, meeting rooms, and staff work areas, unless the meeting rooms will be used for everyday library activities, such as quiet study or homework center. If a meeting room is available for everyday library activities, such as quiet study or homework center. If a meeting room is available for everyday library activities, excluding meetings, a minimum of fifty percent of the hours that the library is open, ten percent of the meeting room seats could be used to meet the total seating requirement.

Document how the room will be used and staffed below or insert an addition sheet after this page:

Assumption is made that the number of seats at 5/1000 does not include electronic workstations or meeting room seating.

Minimum Number of Seats					
a. Number of seats	Projected populations under 10,000	7-10 seats/each 1,000 people			
	Projected populations over 10,000	5 seats/each 1,000 people			
Type in your service projected population (Step1d) left of your population range	Population ranges	Number of seats 10 (per 1,000 people)	Number of seats 8 (per 1,000 people)	Number of seats 7 (per 1,000 people)	Number of seats 5 (per 1,000 people)
	Less than 1000				
	1,001 - 9,999				
21676	10,000-				108

n/a # of seats (chart above) - n/a # of seats for electronic workstations (step 3b) - n/a if applicable, # of seats in the meeting room = n/a seats

b. Space for seats: 108 number seats x 30 = 3,240 sq. ft.

Step 5. Staff Work Space

a. List staff work areas:

Genealogy (2), Adults (2), Circ. Desk (4), Children (1), Admin. (6), Young Adults (1), Bookmobile (2), Computer Labs (3), Book Repair (4)

b. 25 stations x 150 = 3,750 sq. ft.

Step 6. Meeting Room Space

- a. General meeting space seats x 12.5 = sq. ft.
- b. Conference room space seats x 25 = sq. ft.
(total of all the conference room seats)
- c. Children's programming seats x 10 = sq. ft.
space (story hour)
- Children's programming seats x 25 = sq. ft.
space (crafts and story hour)
- d. TOTAL (a + b + c) = sq. ft.

Step 7. Special-Use Space

Item	Number	Multiply	sq. ft.	Total
Atlas/dictionary stand	<input type="text" value="2"/>	x	35	<input type="text" value="70"/>
Bulletin board	<input type="text" value="2"/>	x	9	<input type="text" value="18"/>
Card catalog (60-drawer, double face)	<input type="text" value="1"/>	x	100	<input type="text" value="100"/>
Card catalog (60-drawer, single face)	<input type="text" value="0"/>	x	35	<input type="text" value="0"/>
Display case	<input type="text" value="2"/>	x	50	<input type="text" value="100"/>
Handouts (free-standing)	<input type="text" value="2"/>	x	20	<input type="text" value="40"/>
Index table (six-place)	<input type="text" value="2"/>	x	140	<input type="text" value="280"/>
Map file	<input type="text" value="0"/>	x	35	<input type="text" value="0"/>
Microfilm cabinets	<input type="text" value="7"/>	x	10	<input type="text" value="70"/>
Newspaper rack	<input type="text" value="1"/>	x	25	<input type="text" value="25"/>
Paperback rack	<input type="text" value="2"/>	x	35	<input type="text" value="70"/>
Photocopier	<input type="text" value="6"/>	x	50	<input type="text" value="300"/>
Staff locker	<input type="text" value="20"/>	x	4	<input type="text" value="80"/>
Staff lounge/break rm. # of seats	<input type="text" value="12"/>	x	25	<input type="text" value="300"/>
Study rooms(small-group) # of seats	<input type="text" value="36"/>	x	25	<input type="text" value="900"/>
Vertical files	<input type="text" value="10"/>	x	10	<input type="text" value="100"/>
SUB-TOTAL (1)				<input type="text" value="2453"/>

1 I.T. Space/ Office ft. x ft = sq. ft.

2

Item	Number of items		Division #	Total sq. ft.
<input type="text" value="Atrium Space"/>	<input type="text" value=""/>	divide	<input type="text" value=""/>	<input type="text" value="3,000"/>
<input type="text" value="Vending Café"/>	<input type="text" value=""/>	multiply	<input type="text" value=""/>	<input type="text" value="400"/>
<input type="text" value=""/>	<input type="text" value=""/>	multiply	<input type="text" value=""/>	<input type="text" value=""/>
TOTAL				<input type="text" value="3,600"/>

TOTAL (TOTAL OF ALL SUBTOTALS)

Step 8. Non-Assignable Space

a. Collection space (from Collection Space 2B.e.)	8,339
Public electronic workstations (from 3d.)	2,550
User seating space (from 4b.)	3,240
Staff work space (from 5b.)	3,750
Meeting room space (from 6d.)	4,250
Special-use space (from 7.)	6,053
b .SUBTOTAL	28,182
c. Divide (SUBTOTAL) by 4	7,046

Step 9. Putting It All Together

a. Collection space (from Collection Space 2B.e.)	8,339
b. Public electronic workstations (from 3d.)	2,550
c. User seating space (from 4b.)	3,240
d. Staff work space (from 5b.)	3,750
e. Meeting room space (from 6d.)	4,250
f. Special-use space (from 7.)	6,053
g. Non-assignable space (from 8c)	7,046
h. Bookmobile and Storage	3,500
h. GROSS AREA NEEDED (a+b+c+d+e+f+g)	38,728

¹ Source: *Avenues to Excellence for Public Library Service in Illinois* (Springfield: Illinois State Library, 1996)

² Source: <http://data.webjunction.org/wj/documents/6182.xls>

Note: **Original worksheet was modified to fit needs of LaGrange Public Library**

LaGrange Public Library - 20 Year Projection Needs

(Table 02.1)

Library Profile

Registered Borrowers: 4,862
 Computer Users w/o Cards: 277
 Total Lagrange Library Users: 5,140

Service Population

Town of LaGrange: 2,919
 Lagrange County: 37,291

<u>Collection Inventory (Volumes)</u>	<u>Present Condition</u>	<u>Yearly Growth</u>	<u>20 Year Outlook</u>	<u>Required S.F.</u>
---------------------------------------	--------------------------	----------------------	------------------------	----------------------

Adults	30,000	500	40,000	4,000
Children	20,000	500	30,000	3,000
Young Adults	4,000	100	6,000	600
Periodicals	120	4	200	200*
Genealogy	700	5	800	80
Non-Print	5,200	100	7,200	720

Computer Work Stations

Staff	12	1	32	1,600
Public	20	5	60*	3,000

Production/Concentration Space

Reader Sitting Space	10 seats	n/a	50 seats	1,500
Staff Work Space	2 areas	n/a	16 areas	2,400

Meeting Room Space

General Meeting Room	1 Room		200 people	2,100
Storytime Room	n/a		50 people	550
Conference Room	n/a		20 people	350
Computer/Instruction Lab Children	n/a		10 people	0*
Computer/Instruction Lab Young Adult	n/a		10 people	0*
Computer/Instruction Lab Adult	n/a		15 people	0*

Specialty Spaces

Bookmobile/Van Storage Area				3,000
Special Use Space				6,632

Non-Assignable Space

Furnace, Custodial, Stairs, Restroom				8,290
--------------------------------------	--	--	--	-------

* Numbers were altered based on discussion with Lagrange
 County Public Library Staff
 Information provided by LaGrange Public Library

TOTAL PROJECTED NEED : 38,022

Section 03 – Support Data Collected

Section 03 offers several tables that illustrate data collected by Kelty Tappy Design, Inc. as a basis for the calculations and assumptions made in predicting needed area and cost estimates. The charts included are as follows:

Regional Library Comparison – LaGrange County Public Library System in comparison to Library Systems in the region with regards to Population, Building Size, Materials, and Operating Income. Note that the term “system” refers to a complete library system including a main branch and all other branches. The term “main branch” refers to the structure provided for only the main branch. This study was used to examine libraries that could be compared in greater depth to determine collection numbers and to give a comparison for final square foot projections.

Regional Library Computer Use Comparison – LaGrange County projected computer usage numbers in comparison to the number of computer stations found in libraries throughout the region. This study was very helpful in determining what a good projected number of computer stations would be for the LaGrange County Public Library. It was also used to provide feedback on different computer managing systems from libraries around the state.

County Demographic Comparisons – LaGrange County demographical information compared to similar regional counties that have been used in greater depth throughout the study. It allowed us to confirm the legitimacy of the library systems that were using for comparisons. It also helped to pin down possible reasons for discrepancies between library systems. With this information we were able to determine what numbers would be more “comparable” to LaGrange County.

ISTEP Comparison – LaGrange County ISTEP results compared to state averages. LaGrange County results have been broken out by school system.

Regional Library Cost Breakdown – Information provided based on branch Libraries from multiple library systems. All libraries considered have been newly constructed in the last 5 years.

REGIONAL LIBRARY COMPARISON (Table 03.1)	Population						Building Data						Materials				Money	
	County of Library System ²	County Population (2005) ¹	County Population (Percent Increase Since 1990) ¹	Population Served by Library System (2000) ²	Registered Borrowers (System) ²	Square Feet per Capita	Date of Main Building ²	Location of Main Branch ²	Recent Addition (System Main Branch) ²	Square Footage (All System Locations) ²	Square Footage (System Main Branch) ²	Number of Locations (Not Including Main Branch) ²	Number of Bookmobiles (System) ²	Books (System) ³	Audio (System) ³	Video (System) ³	Subscription Periodicals (System) ³	Operating Income (System) ³
Regional Library System																		
Elkhart Public Library	Elkhart	198,105	26.80%	90,792	58,151	1.212	1963	Elkhart, IN	1996	110,000	88,000	4	2	315,266	19,184	23,105	1,911	\$4,536,996.00
Mishawaka-Penn-Harris Public Library	St. Joseph	266,678	7.90%	84,195	61,148	1.482	1969	Mishawaka, IN	1999	124,751	81,337	2	0	204,081	18,790	8,113	644	\$2,332,550.00
New Albany-Floyd County Public Library	Floyd	72,570	12.70%	70,823	52,071	0.720	1969	New Albany, IN	1999	51,000	51,000	0	1	219,196	12,199	5,990	439	\$1,875,493.00
LaPorte County Public Library	LaPorte	110,479	3.20%	65,836	38,304	0.750	1919	LaPorte, IN	1999	49,389	36,000	6	1	257,328	13,260	10,368	593	\$2,909,281.00
Carmel Clay Public Library	Hamilton	250,979	130.40%	64,709	71,263	1.799	1999	Carmel, IN	n/a	116,385	116,385	0	0	239,343	21,717	17,037	449	\$4,646,631.00
Jeffersonville Township Public Library	Clark	103,569	18.00%	56,695	29,199	0.829	1970	Jeffersonville, IN	2006	47,000	47,000	1	0	173,698	12,876	7,894	387	\$1,316,008.00
Morrison Reeves Library	Wayne	68,846	-4.30%	54,134	29,146	1.068	1976	Richmond, IN	1995	57,800	53,000	1	1	230,338	5,063	8,374	587	\$2,403,467.00
Morgan County Public Library	Morgan	70,290	25.70%	53,198	39,314	0.529	1908	Martinsville, IN	2005	28,167	20,000	6	0	133,130	5,254	4,695	225	\$976,287.00
Hancock County Public Library	Hancock	66,050	42.90%	48,497	34,663	0.977	2005	Greenfield, IN	n/a	47,400	40,000	1	1	107,278	7,742	9,392	287	\$2,008,963.00
Shelbyville-Shelby County Public Library	Shelby	44,114	9.40%	43,445	21,444	0.502	1903	Shelbyville, IN	1993	21,825	21,000	1	1	89,545	2,041	4,530	207	\$957,705.00
Charlestown Clark County Public Library	Clark	110,569	18.00%	39,777	14,309	0.525	1973	Charlestown, IN	1986	20,900	7,200	4	1	114,549	2,762	4,934	372	\$1,035,086.00
New Castle-Henry County Public Library	Henry	46,947	-2.50%	39,349	22,339	1.855	1916	New Castle, IN	2006	73,000	73,000	0	1	162,739	3,925	6,875	425	\$1,331,782.00
Holmes County District Public Library ⁴	Holmes	41,574	26.60%	38,000	18,700	0.571	1997	Millersburg, OH	n/a	21,700	16,000	4	2	177,280	n/a	n/a	217	\$1,323,836.00
Michigan City Public Library	LaPorte	110,479	3.20%	37,528	30,471	0.938	1977	Michigan City, IN	2005	35,200	35,200	0	0	192,968	13,777	13,896	490	\$2,451,288.00
Logansport-Cass County Public Library	Cass	39,902	3.90%	36,821	24,995	1.133	1942	Logansport, IN	2003	41,720	40,448	1	0	250,000	2,424	1,401	355	\$1,204,018.00
LaGrange County Public Library	LaGrange	37,291	26.50%	34,909	7,638	0.445	1919	LaGrange, IN	1976	15,523	12,323	2	1	103,689	1,859	2,628	242	\$937,160.00
Goshen Public Library	Elkhart	198,105	26.80%	34,669	21,460	1.301	1968	Goshen	1994	45,120	45,120	0	0	126,260	8,589	6,426	348	\$1,472,205.00
Jackson County Public Library	Jackson	42,404	12.40%	34,423	18,954	1.223	1904	Seymour, IN	2005	42,092	36,492	2	1	86,497	5,437	8,880	332	\$1,728,435.00
Harrison County Public Library	Harrison	36,992	23.80%	34,325	11,449	0.538	1910	Corydon, IN	2005	18,464	15,200	1	0	55,163	1,722	2,509	128	\$1,005,062.00
Putnam County Public Library	Putnam	36,978	22.00%	34,311	12,874	0.699	1902	Greencastle, IN	1996	24,000	24,000	0	1	73,341	3,258	3,488	243	\$770,766.00
Bedford Public Library	Lawrence	46,413	8.40%	33,979	17,589	0.503	1902	Bedford, IN	2003	17,078	17,078	0	0	89,405	6,493	2,376	225	\$1,441,524.00
Knox County Public Library	Knox	38,241	-4.10%	33,978	21,039	0.515	1919	Vincennes, IN	1976	17,496	17,496	0	0	106,187	8,424	3,453	238	\$850,926.00
Crown Point Community Library	Lake	494,202	3.90%	33,069	21,709	0.688	1972	Crown Point, IN	n/a	22,735	19,735	1	0	98,656	3,199	3,634	276	\$960,666.00
Jasper-Dubois County Contractual Public Library	Dubois	41,212	12.60%	32,496	19,056	0.517	1953	Jasper, IN	n/a	16,800	10,000	2	0	112,842	4,867	2,250	192	\$746,769.00
East Chicago Public Library	Lake	494,202	3.90%	32,414	47,267	1.839	1967	East Chicago, IN	1982	59,625	35,500	8	1	226,582	7,306	6,368	573	\$3,406,228.00
Madison-Jefferson County Public Library	Jefferson	32,668	9.60%	31,705	12,898	0.568	1967	Madison, IN	n/a	18,000	18,000	0	0	94,630	5,483	4,128	250	\$795,365.00
Marion Public Library	Grant	69,825	-5.90%	31,320	17,143	2.635	1902	Marion, IN	1991	82,527	82,527	0	0	132,259	4,891	7,836	465	\$1,601,084.00
Frankfort-Clinton County Contractual Public Library	Clinton	34,217	10.50%	31,030	25,994	2.024	1908	Frankfort, IN	1987	62,800	51,000	3	1	172,712	6,183	11,474	431	\$1,390,270.00
Kendallville Public Library	Noble	47,918	26.50%	16,783	12,596	1.549	1968	Kendallville, IN	2006	25,994	19,754	1	0	61,927	3,523	4,943	220	\$873,425.00
Carnegie Public Library of Steuben County	Steuben	33,683	22.70%	13,982	8,682	2.575	1915	Angola, IN	2004	36,000	36,000	0	0	58,232	1,701	1,506	179	\$565,109.00
Freemont Public Library	Steuben	33,683	22.70%	6,543	3,845	2.788	n/a	Freemont, IN	2003	18,240	18,240	0	0	12,495	250	178	17	\$217,964.00
New Carlisle Public Library	St. Joseph	266,678	7.90%	3,914	3,694	6.622	n/a	New Carlisle, IN	2002	25,920	25,920	0	0	36,777	3,915	3,484	100	\$271,070.00
Joyce Public Library	Steuben	33,683	22.70%	1,639	n/a	2.441	1800	Orland, IN	1995	4,000	4,000	0	0	11,666	86	154	11	\$23,949.00

1. www.census.gov
2. www.statelib.lib.in.us

3. www.city-data.com
4. http://winslo.state.oh.us/

REGIONAL LIBRARY COMPUTER USE COMPARISON (Table 03.2)	Population		Summary			Computer Breakdown					Comments
	County of Library System	Population Served by Library System (2000)	Total Computer Stations (Public and Staff)	Total Staff Computer Stations	Total Public Computer Stations	Computers in Labs/Classrooms	Public Internet Use Computer Stations	Catalog Only Computer Stations	Other Use (Printing, Word Processing, Etc.)	Wireless Internet	
Regional Library System											
Elkhart Public Library	Elkhart	90,792	115	75	40	12	22	2	4	Yes	
Mishawaka-Penn-Harris Public Library	St. Joseph	84,195	55	n/a	55	22	30	0	0	No	
New Albany-Floyd County Public Library	Floyd	70,823	95	46	49	9	30	10	4	Yes	Always seems to be busy. Staff is about 1 CPU/Staff
LaPorte County Public Library	LaPorte	65,836	88	60	28	0	19	3	6	No	
Carmel Clay Public Library	Hamilton	64,709	150	n/a	150	97	49	0	4	Yes	
Jeffersonville Township Public Library	Clark	56,695	67	23	44	0	33	11	0	Yes	
Morrison Reeves Library	Wayne	54,134	39	n/a	39	0	24	15	0	Yes	
Morgan County Public Library	Morgan	53,198	41	13	28	0	16	8	4	Yes	
Hancock County Public Library	Hancock	48,497	63	n/a	63	20	31	12	0	Yes	
Shelbyville-Shelby County Public Library	Shelby	43,445	57	25	32	0	23	9	0	Yes	
Charlestown Clark County Public Library	Clark	39,777	29	12	17	0	17	0	0	Yes	
New Castle-Henry County Public Library	Henry	39,349	-	-	-	-	-	-	-	Yes	
Holmes County District Public Library ⁴	Holmes	38,000	37	13	24	10	8	6	0	Yes	10 Laptops In Labs
Michigan City Public Library	LaPorte	37,528	48	25	22	0	9	9	4	No	
Logansport-Cass County Public Library	Cass	36,821	22	12	10	0	9	0	1	Yes	
LaGrange County Public Library	LaGrange	34,909	75	25	50	35	15	10	0	Yes	These are 20-Year Projected Needs
Goshen Public Library	Elkhart	34,669	22	8	14	0	10	0	4	Yes	Busy most of time, especially on weekends and in evenings
Jackson County Public Library	Jackson	34,423	86	34	52	32	12	6	0	Yes	Busy from around 11am - Close
Harrison County Public Library	Harrison	34,325	-	-	-	-	-	-	-	-	
Putnam County Public Library	Putnam	34,311	39	20	19	0	11	8	0	Yes	Busy all day
Bedford Public Library	Lawrence	33,979	27	8	19	0	13	6	0	Yes	Adult computers busy all day, children is busy during summer and after school
Knox County Public Library	Knox	33,978	-	-	-	-	-	-	-	-	
Crown Point Community Library	Lake	33,069	41	21	20	0	18	2	0	Yes	Busy all day
Jasper-Dubois County Contractual Public Library	Dubois	32,496	38	11	27	0	21	6	0	Yes	Busy most of the day
East Chicago Public Library	Lake	32,414	40	20	20	n/a	20	n/a	0	Yes	Usually pretty busy the better part of the day
Madison-Jefferson County Public Library	Jefferson	31,705	22	12	10	0	10	0	0	Yes	Busy all day
Marion Public Library	Grant	31,320	53	25	28	0	28	0	0	Yes	Both stations and wireless is used heavy most of the day
Frankfort-Clinton County Contractual Public Library	Clinton	31,030	68	28	40	10	30	0	0	Yes	Busy most of day
Kendallville Public Library	Noble	16,783	76	15	61	24	31	3	2	Yes	24 of P. Use are Laptops (12 are lab/public use), always busy happy w/ laptops
Carnegie Public Library of Steuben County	Steuben	13,982	42	18	24	11	9	0	4	Yes	Computers and wireless is always busy
Freemont Public Library	Steuben	6,543	43	9	34	12	18	4	0	Yes	Computers are steady during day, pick up after school. Wireless always busy
New Carlisle Public Library	St. Joseph	3,914	31	10	21	0	18	3	0	Yes	5 Laptops for public use
Joyce Public Library	Steuben	1,639	-	-	-	-	-	-	-	-	

⁴ Information gathered from interviews with staff at Main Branch of Library Systems

County Demographical Comparison (Table 03.3a)		LaGrange County Indiana	Holmes County Ohio	Elkhart County Indiana	Steuben County Indiana
Library Data	Number Of Library Locations ¹	3 (1 Main, 2 Branches)	5 (1 Main, 4 Branches)	10 (6 Main, 4 Branch)	3 (3 Main, 0 Branch)
	Total Library Square Feet ⁴				
	Main Branches - Renovations/Additions City Location (Year / Total SF) ⁴	Lagrange (1976 / 12,323)	Millersburg (1997 / 16,000)	Elkhart (1996 / 88,000) Goshen (1994 / 44,000)	Angola (2004 / 36,000) Freemont (2003 / 18,240) Orland (1995 / 4,000)
Population	County Population (2006 est) ¹	37,291	41,574	198,105	33,683
	Percent Urban / Rural ²	9% / 91%	8% / 92%	78% / 22%	32% / 68%
	Largest City Population (2005 est) ³	2,972 (LaGrange)	3,582 (Millersburg)	52,270 (Elkhart)	7,890 (Angola)
	Population Change (Since 1990) ¹	26.5%	26.6%	26.8%	22.7%
	Median Age ¹	32.43	31.76	34.49	36.20
Ethnicity	White Non-Hispanic ¹	96.7%	99.0%	85.6%	97.2%
	Hispanic ¹	3.1%	0.7%	0.2%	2.1%
	Black ¹	0.2%	0.3%	0.1%	0.4%
	Other Race ¹	1.9%	0.1%	0.1%	0.9%
	Multiple Race ¹	0.7%	0.4%	0.0%	0.8%
	Asian ¹	0.3%	0.1%	0.0%	0.4%
	American Indian ¹	0.1%	0.1%	0.0%	0.3%
	Amish ¹	22.6%	26.9%	11.5%	0.0%
Employment	Employment (% all Jobs in County) ¹	Manufacturing (49.4%)	Manufacturing (35.6%)	Manufacturing (50.9%)	Manufacturing (36.0%)
	Per Capita Personal Income ¹	\$22,795.00	\$22,087.00	\$31,725.00	\$27,352.00
	Total Labor Force ¹	17799 (47.7%)	19433 (46.7%)	105777 (53.4%)	16793 (49.9%)
	Unemployment Rate ¹	5.1	3.8	4.6	6.3
	Mean Commute To Work ²	21.4 min	21.6	18.4	20.9
Education	Number of College Students ¹	568 (7.1%)	372 (4.1%)	5,271 (11.7%)	1,935 (22.5%)
	Number Of Universities in County ¹	0	0	2	1
	25+ w/ High School Diploma ¹	60.2%	51.5%	75.7%	84.3%
	25+ w/ Bachelor's Degree ¹	8.9%	8.3%	15.5%	15.5%
Family Structure	Average Family Household ²	3.09	3.35	2.72	2.53
	Number Married w/ Children ²	10069 (27.0%)	12379 (29.8%)	36399 (18.4%)	5975 (17.7%)
	Single Parent Households ²	1174 (3.1%)	1032 (2.5%)	11323 (5.7%)	1820 (5.4%)
1. www.epodunk.com		3. www.census.gov			
2. www.city-data.com		4. www.statelib.lib.in.us			

County Demographical Comparison (Table 03.3b)		Shelby County Indiana	Hancock County Indiana	Morgan County Indiana	Wayne County Indiana
Library Data	Number Of Library Locations ¹	2 (1 Main, 1 Branches)	3 (2 Main, 1 Branches)	8 (2 Main, 6 Branch)	5 (5 Main, 0 Branch)
	Total County Wide Library Square Feet ⁴	21,825 S.F.	55,354 S.F.	52,667 S.F.	81,487 S.F.
	Main Branches - Renovations/Additions City Location (Year / Total SF) ⁴	Shelbyville (1993 / 21,000)	Greenfield (2005 / 40,000)	Martinsville (2005 / 20,000)	Richmond (1995 / 53,000)
Population	County Population (2006 est) ¹	44,114	65,050	70,290	68,846
	Percent Urban / Rural ²	44% / 56%	62% / 38%	46% / 54%	69% / 31%
	Largest City Population (2005 est) ³	17,951 (Shelbyville)	14,600 (Greenfield)	11,698 (Martinsville)	39,124 (Richmond)
	Population Change (Since 1990) ¹	9.4%	42.9%	25.7%	-4.3%
	Median Age ¹	36.20	36.73	36.00	37.70
Ethnicity	White Non-Hispanic ¹	97.3%	98.4%	98.6%	92.0%
	Hispanic ¹	1.1%	0.9%	0.7%	1.4%
	Black ¹	0.8%	0.1%	0.1%	5.1%
	Other Race ¹	0.5%	0.2%	0.2%	0.7%
	Multiple Race ¹	0.7%	0.6%	0.7%	1.4%
	Asian ¹	0.6%	0.4%	0.2%	0.5%
	American Indian ¹	0.2%	0.2%	0.2%	0.2%
	Amish ¹	0.0%	0.0%	0.0%	0.0%
Employment	Employment (% all Jobs in County) ¹	Manufacturing (31.6%)	Manufacturing (15.6%)	Manufacturing (15.7%)	Manufacturing (24.3%)
	Per Capita Personal Income ¹	\$30,617.00	\$36,466.00	\$31,049.00	\$34,406.00
	Total Labor Force ¹	24,335 (55.2%)	35,526 (54.6%)	38,288 (54.5%)	34,406 (50.0%)
	Unemployment Rate ¹	4.4	4.1	4.5	5.9
	Mean Commute To Work ²	21.8	25.9	28.3	18.4
Education	Number of College Students ¹	1,443 (3.27%)	2,262 (3.48%)	1,800 (2.56%)	3,686 (5.35%)
	Number Of Universities in County ¹	0	0	0	4
	25+ w/ High School Diploma ¹	78.9%	87.8%	80.7%	78.1%
	25+ w/ Bachelor's Degree ¹	12.7%	22.2%	12.6%	13.7%
Family Structure	Average Family Household ²	2.60	2.60	2.70	2.40
	Number Married w/ Children ²	8,247 (18.7%)	11,753 (18.1%)	13,628 (19.4%)	11,026 (16.0%)
	Single Parent Households ²	2,348 (5.3%)	2,058 (3.2%)	2,974 (4.2%)	4,436 (6.4%)
1. www.epodunk.com		3. www.census.gov			
2. www.city-data.com		4. www.statelib.lib.in.us			

ISTEP COMPARISON (Table 03.4)		Grade Level							
		3	4	5	6	7	8	9	10
% Passing English	Lakeland School System	66%	61%	80%	64%	72%	70%	69%	69%
	Prairie Heights School System	80%	69%	69%	69%	65%	72%	64%	64%
	Westview School System	72%	83%	81%	78%	73%	82%	79%	70%
	LaGrange County Average	73%	71%	77%	70%	70%	75%	71%	68%
	State Average	74%	75%	75%	71%	68%	67%	67%	66%
% Passing Math	Lakeland School System	69%	66%	72%	78%	90%	84%	82%	82%
	Prairie Heights School System	80%	60%	65%	83%	79%	84%	71%	55%
	Westview School System	78%	80%	83%	90%	85%	92%	83%	75%
	LaGrange County Average	76%	69%	73%	84%	85%	87%	79%	71%
	State Average	73%	75%	75%	80%	77%	71%	67%	65%
Average English Score	Lakeland School System	433	452.0	493.3	496.5	535.5	549.0	558.0	586.4
	Prairie Heights School System	443.7	462.0	480.0	500.5	547.0	552.3	574.5	502.0
	Westview School System	436.0	483.7	502.0	502.0	540.0	555.0	577.3	586.0
	LaGrange County Average	437.6	465.9	492.8	499.7	540.8	552.1	569.9	558.1
	State Average	467.7	471.2	491.3	506.1	535.6	546.6	559.2	579.9
Average Math Score	Lakeland School System	417	443.4	463.7	521.8	538.1	589.9	595.3	640.2
	Prairie Heights School System	440.0	440.0	453.6	521.5	540.7	570.8	586.5	601.3
	Westview School System	431.3	459.7	483.0	532.2	538.5	599.4	607.7	635.2
	LaGrange County Average	429.4	447.6	466.8	525.2	539.1	586.7	596.5	625.6
	State Average	432.0	456.0	476.6	522.3	537.4	566.5	581.5	619.0

Regional Cost Data (Table 03.5)	Building Data			Cost Break Out					Totals		
	Year Completed	Total Finished (Square Feet)	Total Unfinished (Square Feet)	Land Acquisition	Construction	Furnishings & Equipment	Professional Fees	Budgeted Contingency	Total Cost Per Square Foot	Total Project Size (Square Feet)	Total Project Cost (Except Land Acquisition)
Reference Library A	2004	19,550	0	\$0.00	\$2,509,522.00	\$152,908.00 (7.82/sf)	\$222,109.00 (8.85%)	\$120,721.59*	\$147.55	19,550	\$2,884,539.00
Reference Library B	2005	7,885	0	\$200,000.00	\$1,114,600.00	\$90,000.00 (11.41/sf)	\$95,900.00 (8.15%)	\$62,230.00	\$172.83	7,885	\$1,362,730.00
Reference Library C	2004	8,460	0	\$89,500.00	\$1,266,948.00	\$85,194.92 (10.07/sf)	\$103,240.00 (8.15%)	\$45,000 *	\$172.03	8,460	\$1,455,382.92
Reference Library D	2003	10,800	0	\$298,614.00	\$1,446,426.02	\$105,029.25 (9.75/sf)	\$146,832.00 (10.15%)	\$65,000 *	\$157.25	10,800	\$1,698,287.27
Reference Library E	2004	10,700	0	\$194,000.00	\$1,518,300.00	\$126,000.00 (11.78/sf)	\$119,061.00 (7.84%)	\$66,000 *	\$164.80	10,700	\$1,763,361.00
Reference Library F	2003	8,085	0	\$30,000.00	\$1,176,606.55	\$76,193.75 (9.42/sf)	\$99,249.00 (8.44%)	\$56,903 *	\$167.23	8,085	\$1,352,049.30
Reference Library G	2007	42,000	8,000	\$0.00	\$5,800,000.00	\$660,000.00 (13.20/sf)	\$525,000.00 (9.05%)	\$400,000.00	\$147.70	50,000	\$7,385,000.00

* Unused Budgeted Contingency Funds were credited back into Total Project Cost

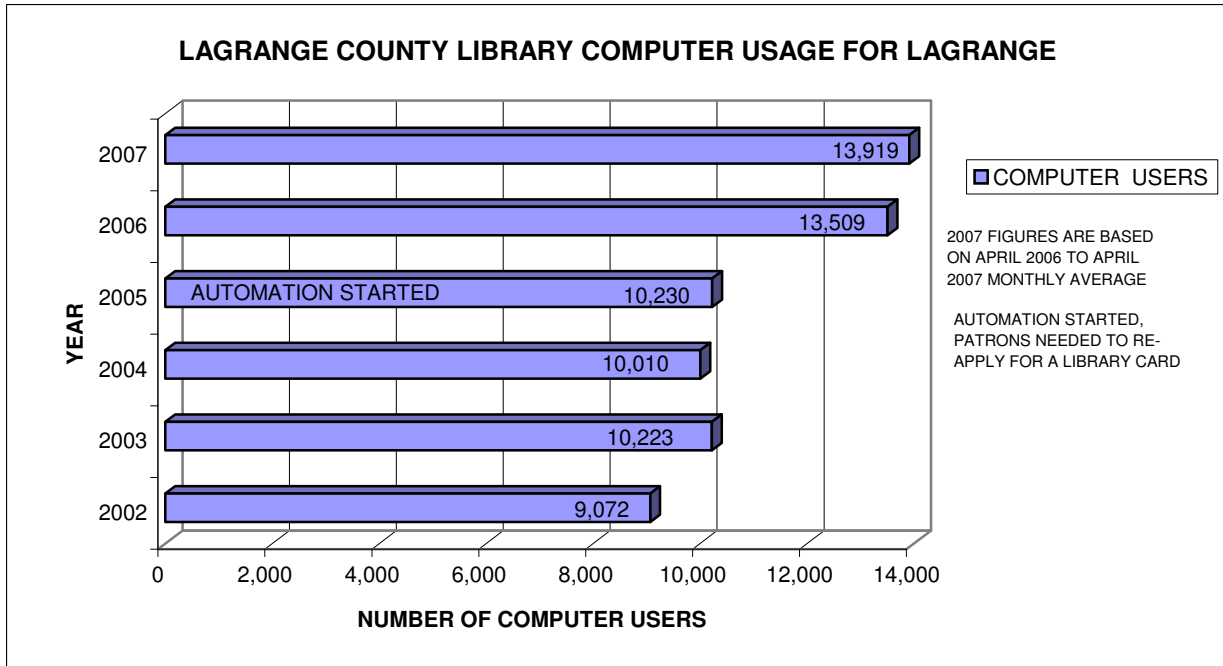
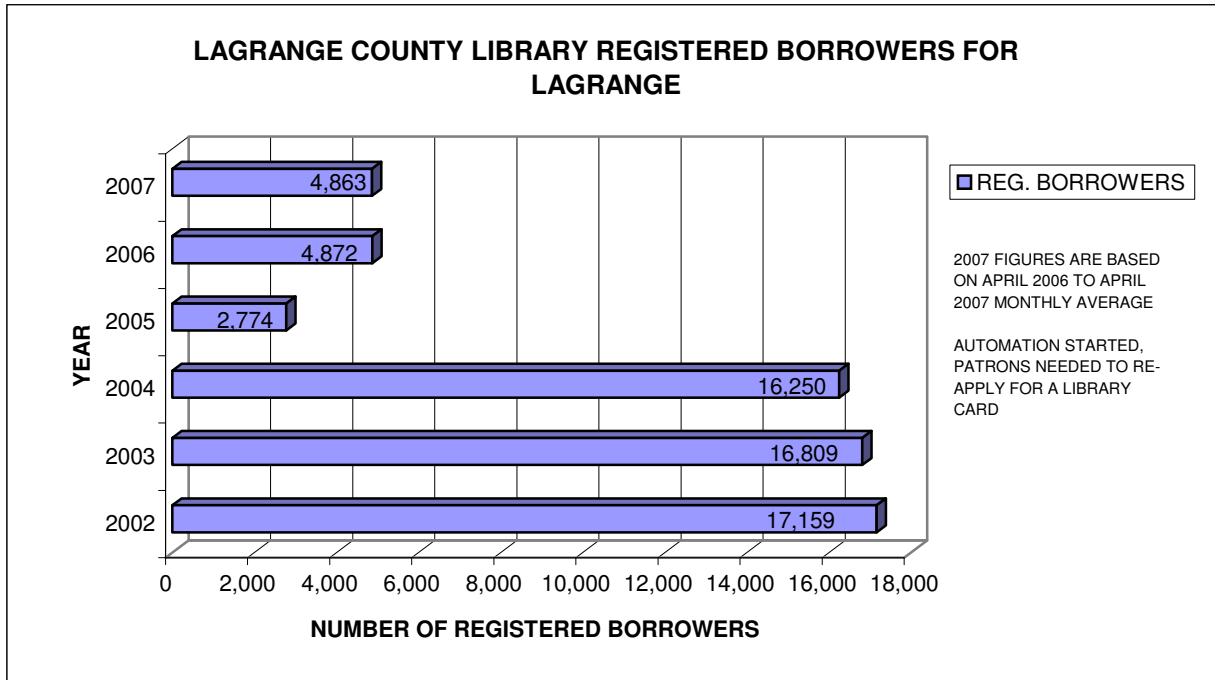
AVERAGE COST PER SQUARE FOOT = \$161.34

Section 04 – LaGrange County Public Library Profile

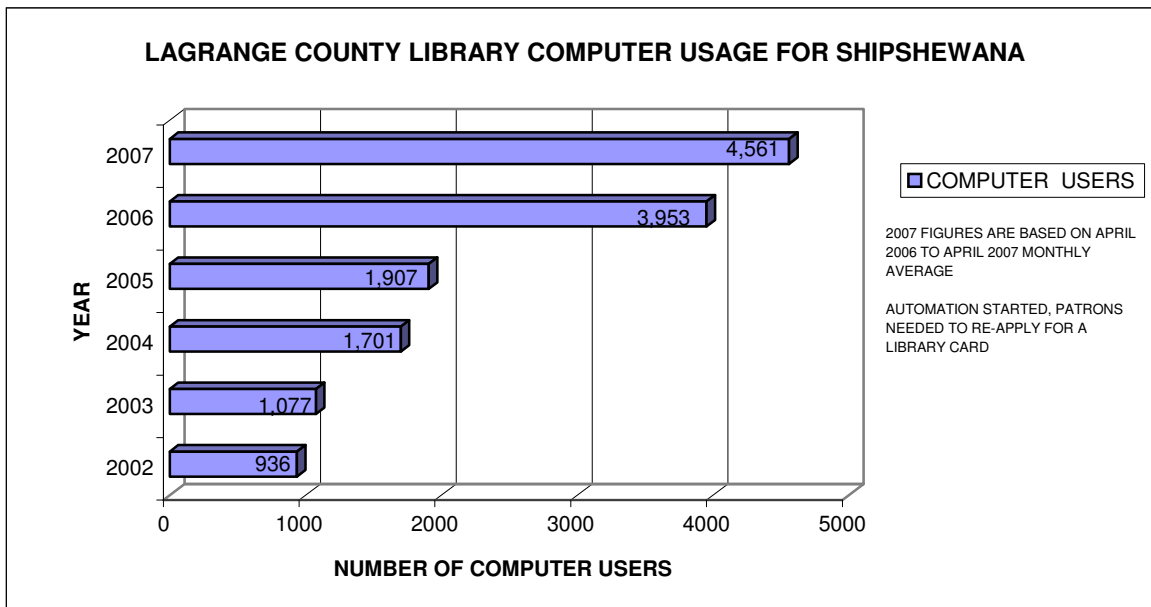
Section 04 includes charts of data provided by the LaGrange County Public Library Staff. This data was used in conglomeration with other collected data when determining both square foot requirements and cost estimations.

LAGRANGE COUNTY PUBLIC LIBRARY

<u>LAGRANGE</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>
REGISTERED BORROWERS	17,159	16,809	16,250	2,774	4,872	4,863
HOLDINGS	91,398	90,216	90,714	60,319	61,347	61,389
COMPUTER USERS	9,072	10,223	10,010	10,230	13,509	13,919
TOTAL YEARLY CIRCULATION	168,084	159,797	158,043	136,434	137,864	291,330



<u>SHIPSHEWANA</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>
COMPUTER USERS	936	1,077	1,701	1,907	3,953	4,561
TOTAL YEARLY CIRCULATION	41,100	29,315	54,852	42,699	49,343	125,523



<u>TOPEKA</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>
COMPUTER USERS	864	995	2,008	2,566	4,301	4,867
TOTAL YEARLY CIRCULATION	55,068	53,663	55,029	50,532	56,109	118,545



BOOKMOBILE

TOTAL YEARLY CIRCULATION

2002
250,908

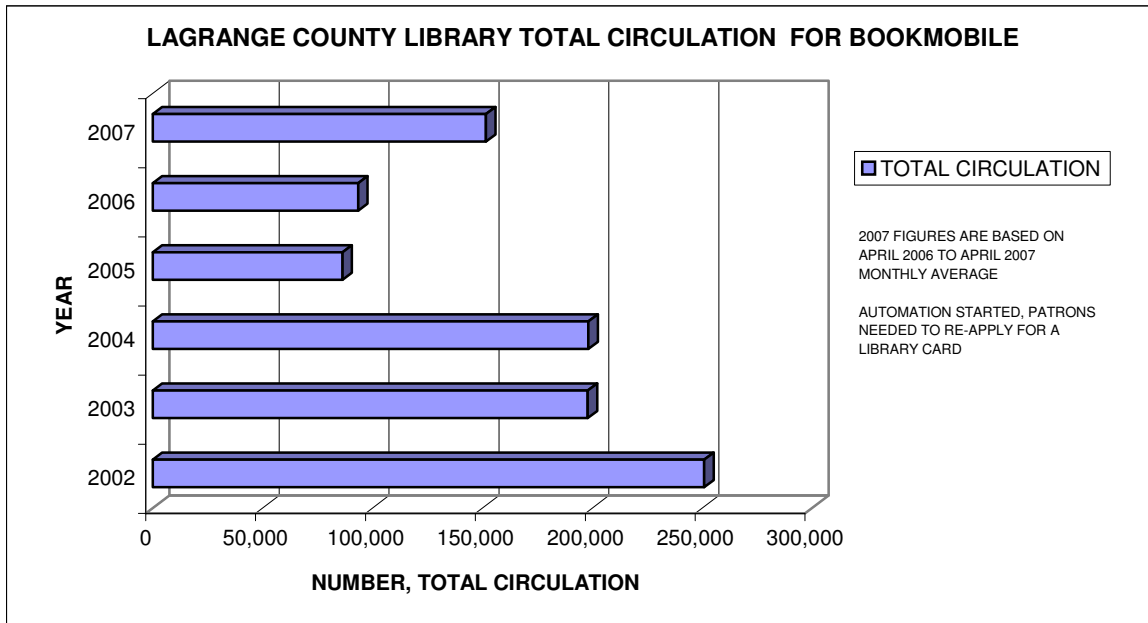
2003
197,931

2004
198,154

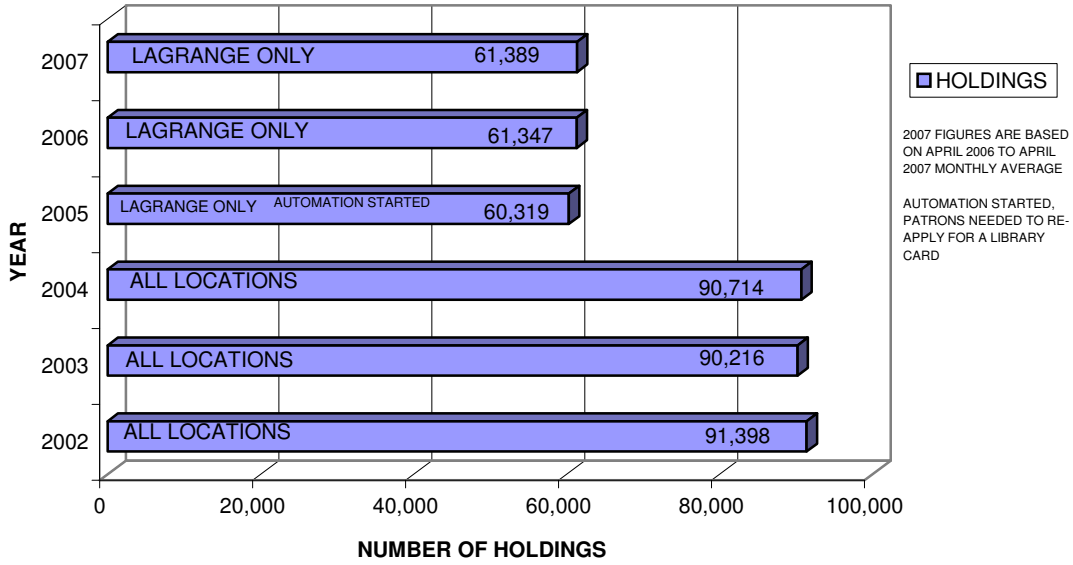
2005
86,286

2006
93,453

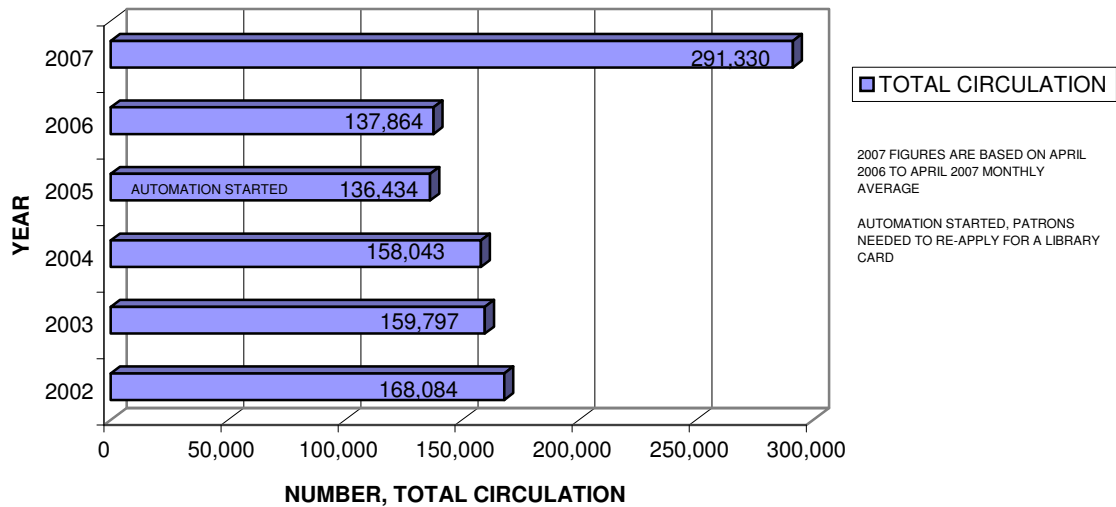
2007
151,617



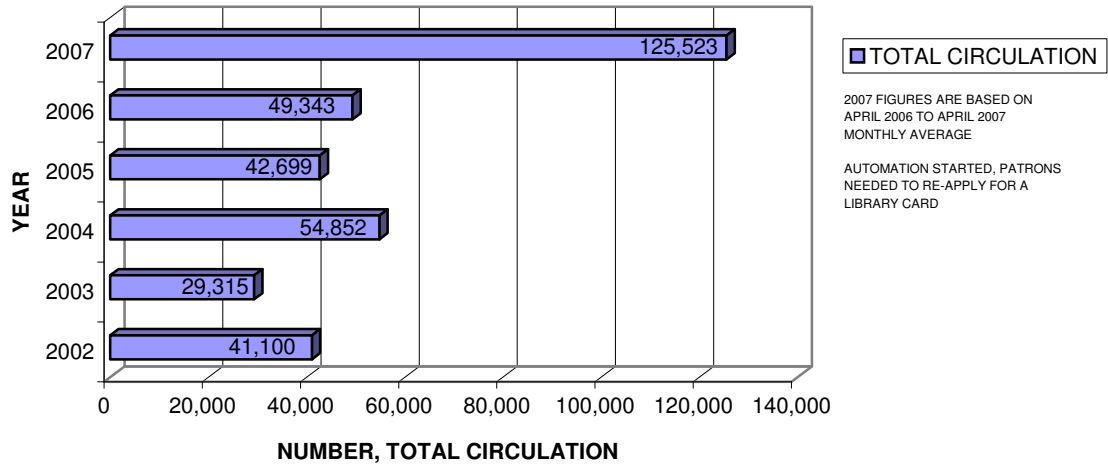
LAGRANGE COUNTY LIBRARY HOLDINGS FOR LAGRANGE



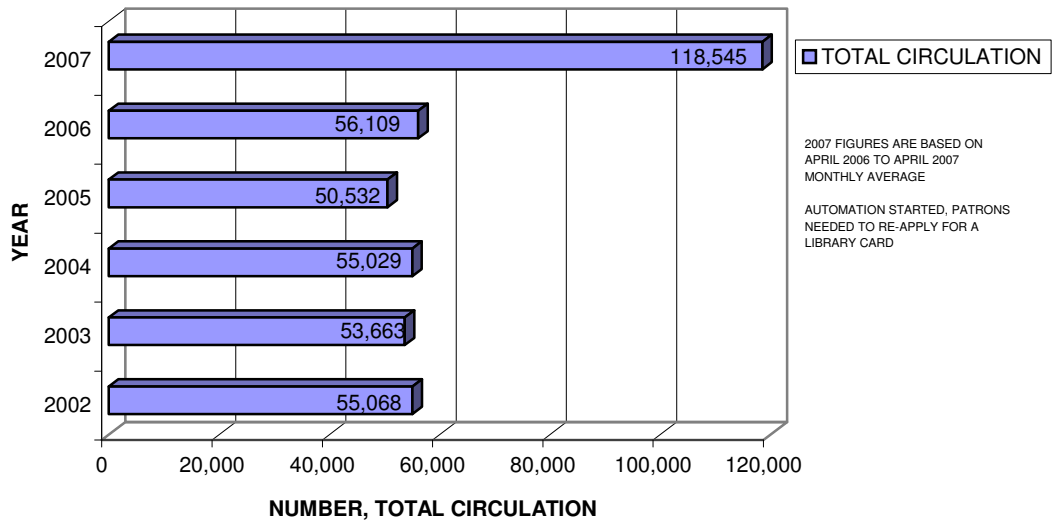
LAGRANGE COUNTY LIBRARY TOTAL CIRCULATION FOR LAGRANGE



LAGRANGE COUNTY LIBRARY TOTAL CIRCULATION FOR SHIPSHEWANA

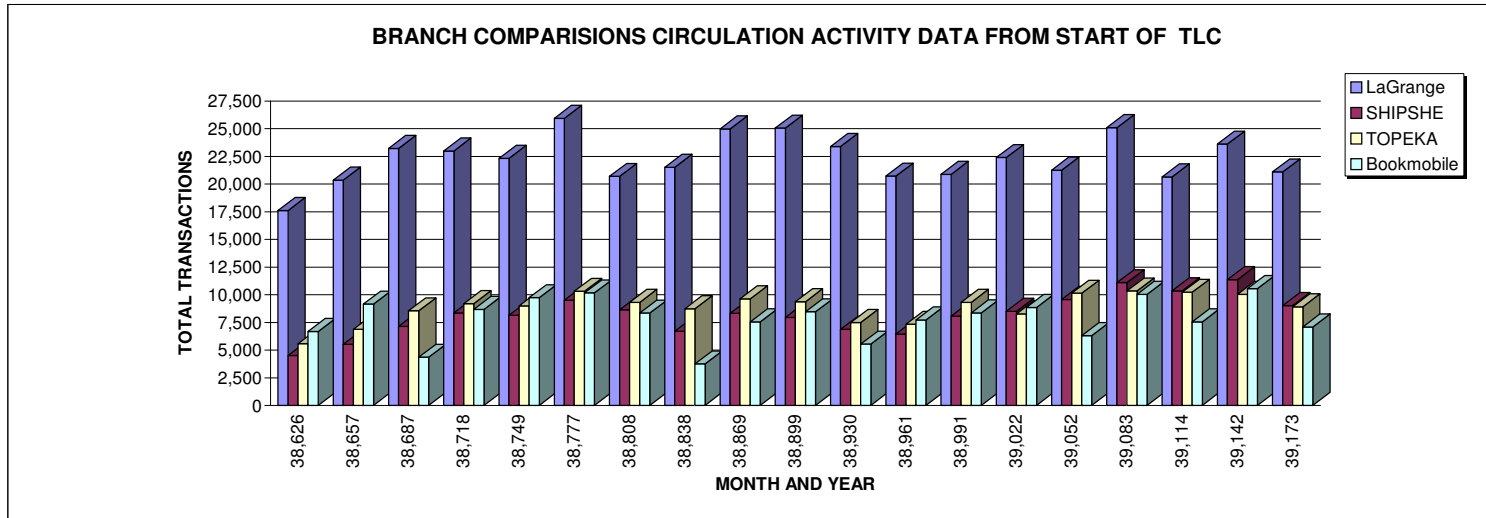


LAGRANGE COUNTY LIBRARY TOTAL CIRCULATION FOR TOPEKA

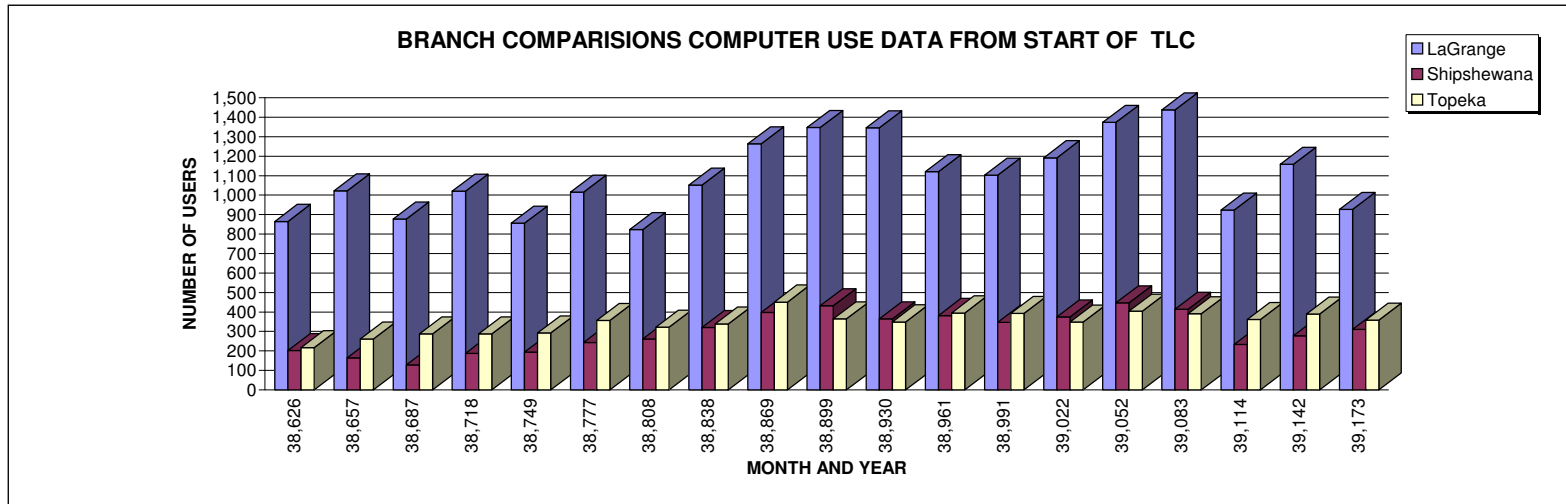


BRANCH COMPARISONS

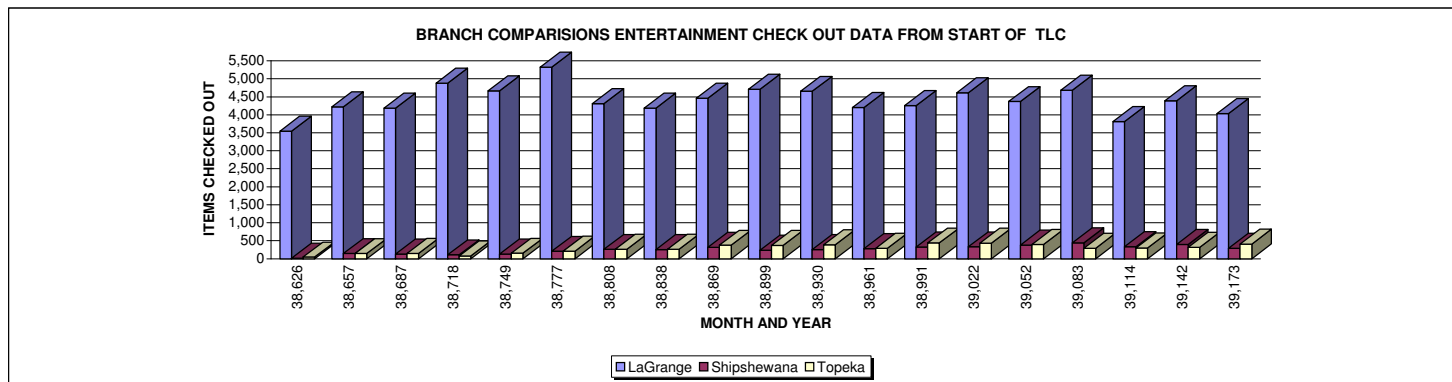
LaGrange	38,626	38,657	38,687	38,718	38,749	38,777	38,808	38,838	38,869	38,899	38,930	38,961	38,991	39,022	39,052	39,083	39,114	39,142	39,173
CHECK INS	7,547	8,807	10,457	10,010	10,048	11,590	9,317	9,639	10,670	11,207	10,166	8,925	8,985	9,808	9,191	10,436	9,262	10,345	9,440
CHECK OUTS	9,256	10,459	10,989	11,756	10,824	12,800	9,842	10,181	13,087	12,303	11,717	10,461	10,360	11,051	10,761	12,883	9,947	11,378	10,173
RENEWALS	805	1,082	1,765	1,217	1,439	1,536	1,529	1,700	1,226	1,537	1,511	1,333	1,532	1,531	1,307	1,784	1,442	1,886	1,477
TOTALS	17,608	20,348	23,211	22,983	22,311	25,926	20,688	21,520	24,983	25,047	23,394	20,719	20,877	22,390	21,259	25,103	20,651	23,609	21,090
SHIPSHE	38,626	38,657	38,687	38,718	38,749	38,777	38,808	38,838	38,869	38,899	38,930	38,961	38,991	39,022	39,052	39,083	39,114	39,142	39,173
CHECK INS	1,715	2,221	2,808	3,425	3,408	3,620	3,604	2,672	3,267	3,181	2,906	2,415	3,173	3,446	3,723	4,254	4,030	4,374	3,812
CHECK OUTS	2,597	2,909	3,640	4,291	3,935	4,583	3,993	3,169	4,280	3,954	3,283	3,487	4,351	4,372	4,993	5,311	4,884	5,249	4,031
RENEWALS	207	385	697	643	795	1,308	1,037	854	768	825	684	552	551	692	855	1,530	1,435	1,742	1,189
TOTALS	4,519	5,515	7,145	8,359	8,138	9,511	8,634	6,695	8,315	7,960	6,873	6,454	8,075	8,510	9,571	11,095	10,349	11,365	9,032
TOPEKA	38,626	38,657	38,687	38,718	38,749	38,777	38,808	38,838	38,869	38,899	38,930	38,961	38,991	39,022	39,052	39,083	39,114	39,142	39,173
CHECK INS	2,065	2,703	3,679	3,815	3,639	4,266	3,718	3,633	3,836	3,854	3,243	2,761	3,683	3,378	4,042	4,240	4,011	4,216	3,889
CHECK OUTS	3,133	3,601	4,135	4,711	4,416	5,006	4,383	4,111	4,961	4,495	3,672	3,912	4,700	3,989	5,175	5,028	4,964	4,812	4,209
RENEWALS	389	572	737	675	938	1,036	1,214	993	838	1,023	583	663	925	900	924	1,068	1,246	1,013	819
TOTALS	5,587	6,876	8,551	9,201	8,993	10,308	9,315	8,737	9,635	9,372	7,498	7,336	9,308	8,267	10,141	10,336	10,221	10,041	8,917
Bookmobile	38,626	38,657	38,687	38,718	38,749	38,777	38,808	38,838	38,869	38,899	38,930	38,961	38,991	39,022	39,052	39,083	39,114	39,142	39,173
CHECK INS	2,431	4,125	2,068	4,068	4,324	5,071	5,538	1,868	3,432	4,111	2,409	3,289	3,939	4,174	3,040	4,885	3,388	5,109	4,385
CHECK OUTS	4,206	4,921	2,117	4,411	5,037	4,988	2,470	1,855	4,047	4,209	3,079	4,001	4,293	4,463	3,157	5,093	3,768	5,016	2,456
RENEWALS	48	111	171	197	370	107	333	28	69	135	50	441	135	208	107	55	398	424	249
TOTALS	6,685	9,157	4,356	8,676	9,731	10,166	8,341	3,751	7,548	8,455	5,538	7,731	8,367	8,845	6,304	10,033	7,554	10,549	7,090



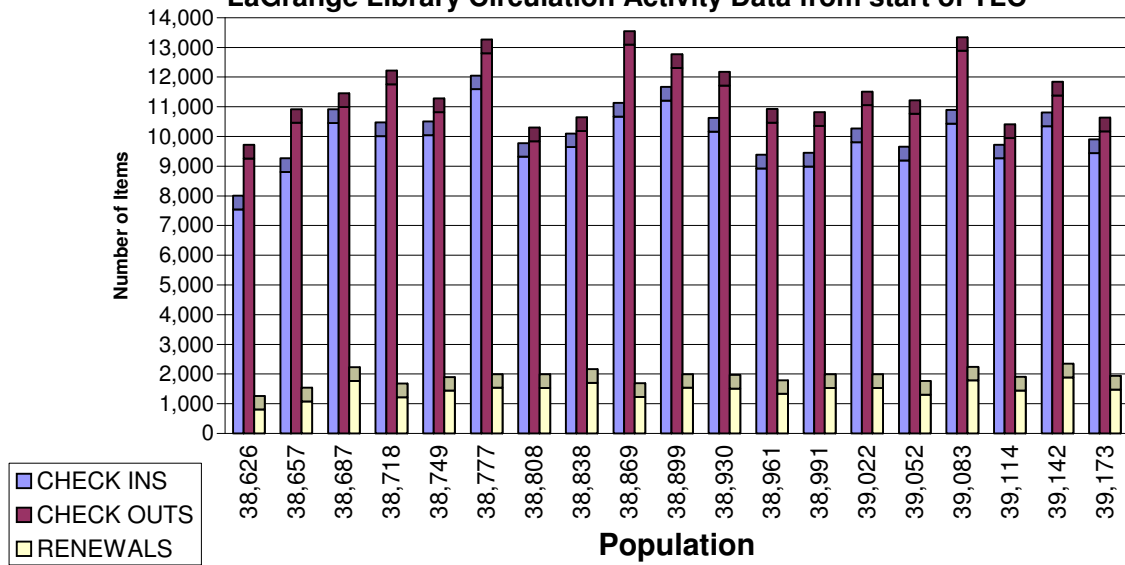
LaGrange	38,626	38,657	38,687	38,718	38,749	38,777	38,808	38,838	38,869	38,899	38,930	38,961	38,991	39,022	39,052	39,083	39,114	39,142	39,173
Computer Use	865	1,022	877	1,020	856	1,016	823	1,051	1,263	1,347	1,345	1,121	1,102	1,192	1,373	1,437	923	1,159	926
Shipshewana	38,626	38,657	38,687	38,718	38,749	38,777	38,808	38,838	38,869	38,899	38,930	38,961	38,991	39,022	39,052	39,083	39,114	39,142	39,173
Computer Use	202	164	128	188	194	244	262	320	397	432	365	382	347	375	447	414	233	277	310
Topeka	38,626	38,657	38,687	38,718	38,749	38,777	38,808	38,838	38,869	38,899	38,930	38,961	38,991	39,022	39,052	39,083	39,114	39,142	39,173
Computer Use	217	261	288	287	292	356	322	339	451	365	349	395	393	348	404	391	362	390	358



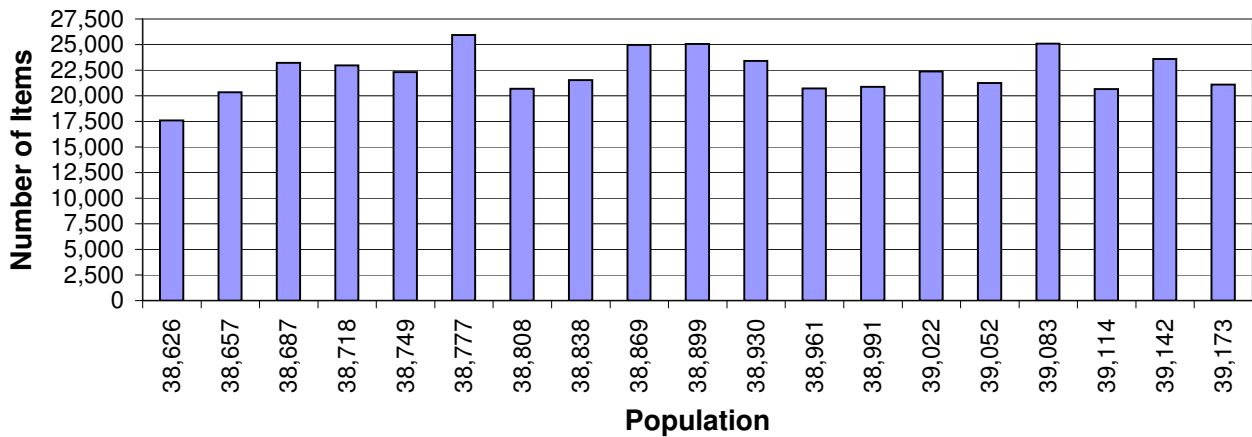
LaGrange	38,626	38,657	38,687	38,718	38,749	38,777	38,808	38,838	38,869	38,899	38,930	38,961	38,991	39,022	39,052	39,083	39,114	39,142	39,173
Entertainment	3,549	4,221	4,188	4,879	4,668	5,324	4,308	4,189	4,460	4,714	4,653	4,207	4,256	4,615	4,370	4,687	3,811	4,391	4,032
Shipshewana	38,626	38,657	38,687	38,718	38,749	38,777	38,808	38,838	38,869	38,899	38,930	38,961	38,991	39,022	39,052	39,083	39,114	39,142	39,173
Entertainment	12	143	130	108	133	206	259	255	315	238	256	283	327	330	376	444	334	396	291
Topeka	38,626	38,657	38,687	38,718	38,749	38,777	38,808	38,838	38,869	38,899	38,930	38,961	38,991	39,022	39,052	39,083	39,114	39,142	39,173
Entertainment	45	143	149	79	153	208	262	265	375	368	387	287	437	431	395	293	301	315	409



LaGrange Library Circulation Activity Data from start of TLC



LaGrange Library Circulation Activity Totals by Month since TLC

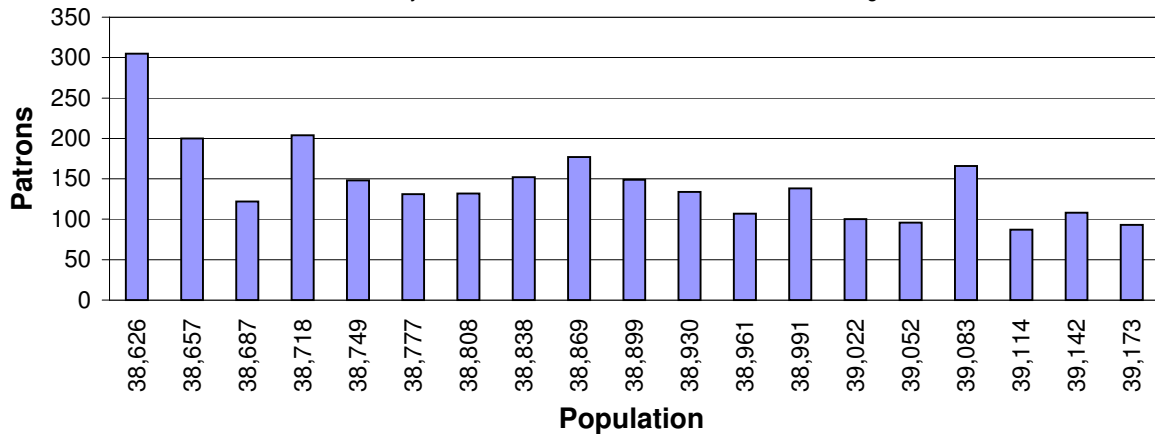


FROM APRIL 2006 TO APRIL 2007 THE LIBRARY AVERAGED 931 CIRCULATION TRANSACTIONS DAILY.

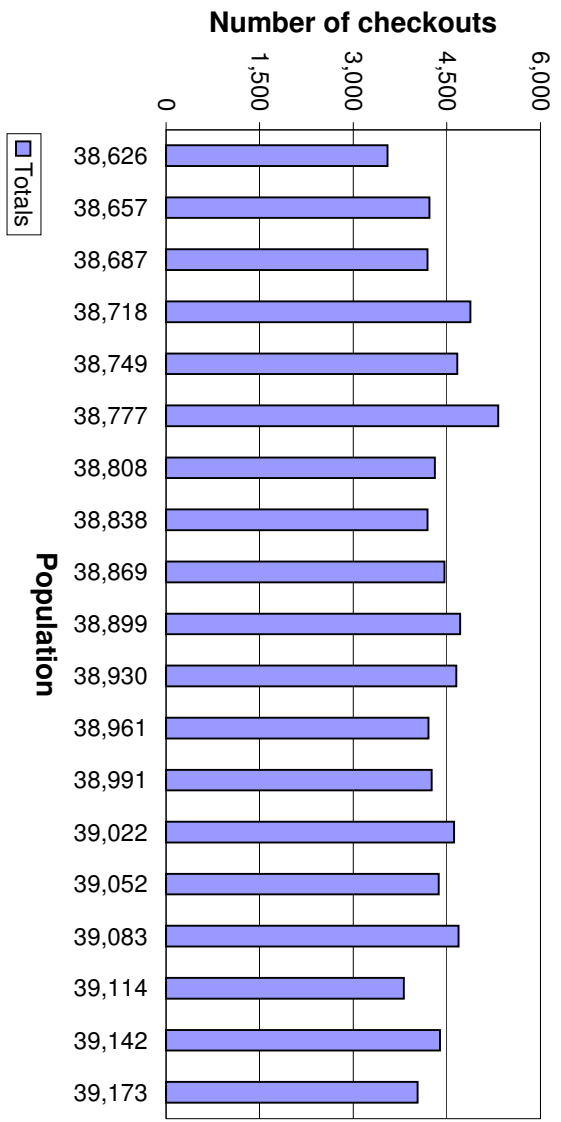
Totals

LaGrange Library Patrons Added By Month

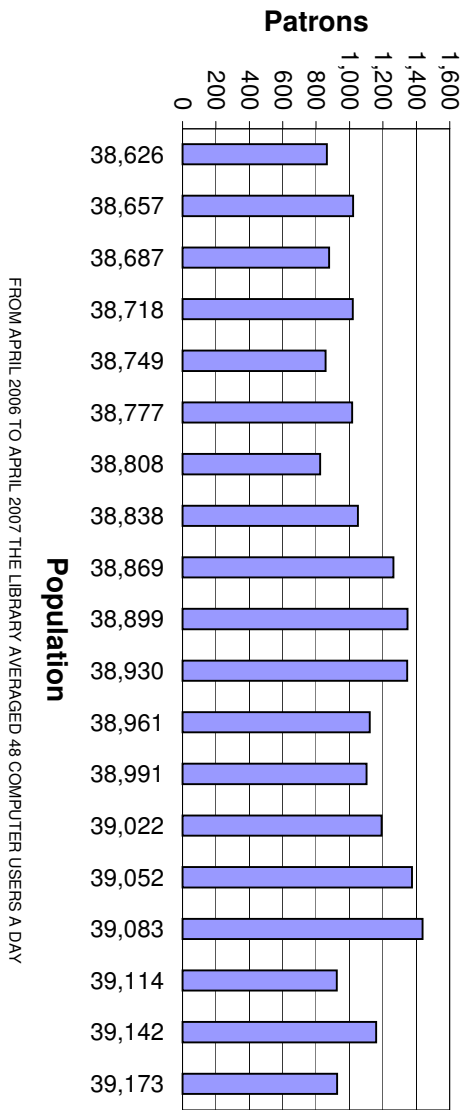
As of May 15, 2007 there are 4,863 card holders for LaGrange



FROM APRIL 2006 TO APRIL 2007 THE LIBRARY ADDED AN AVERAGE OF 5 PATRONS DAILY



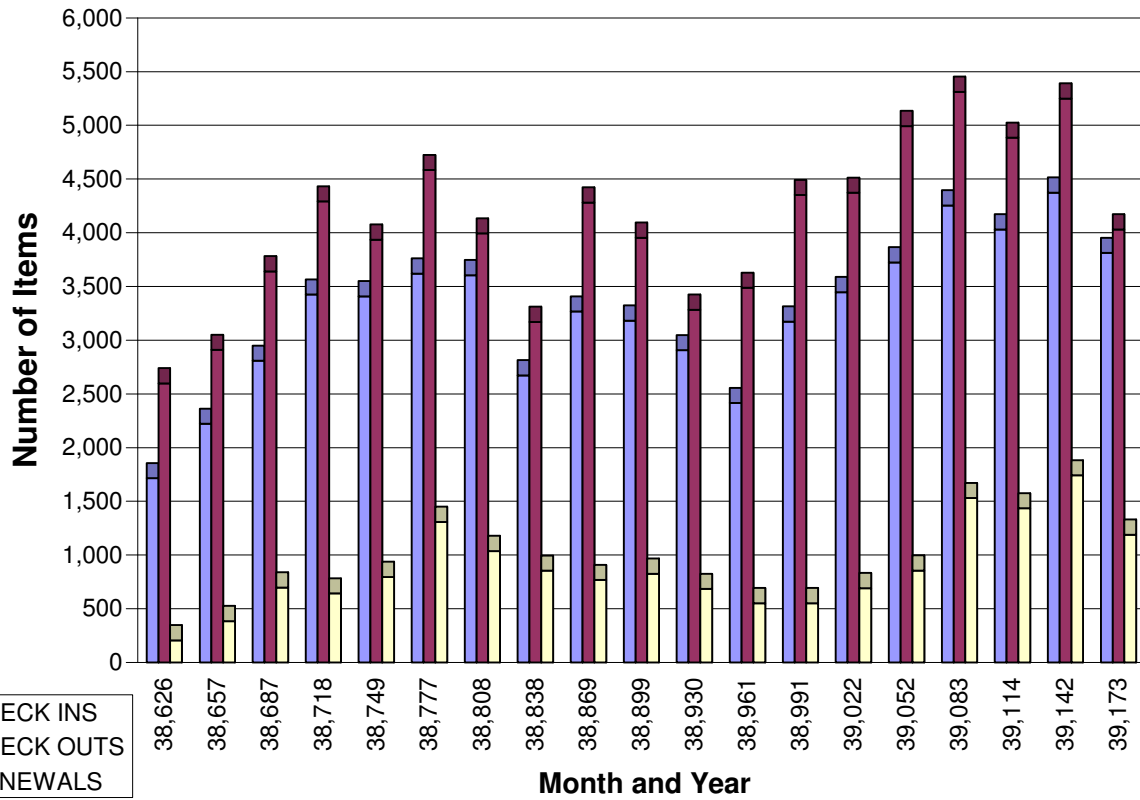
LaGrange Library Entertainment Checkouts



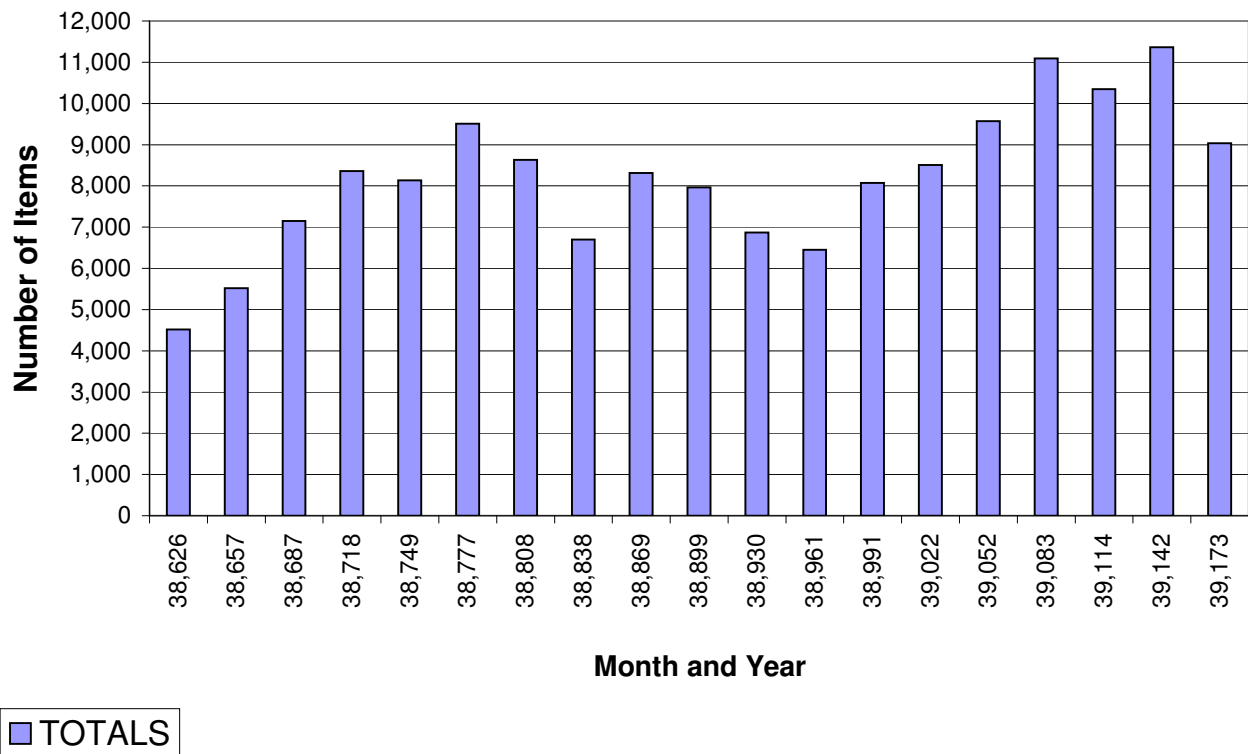
LaGrange Library Computer Use By Month

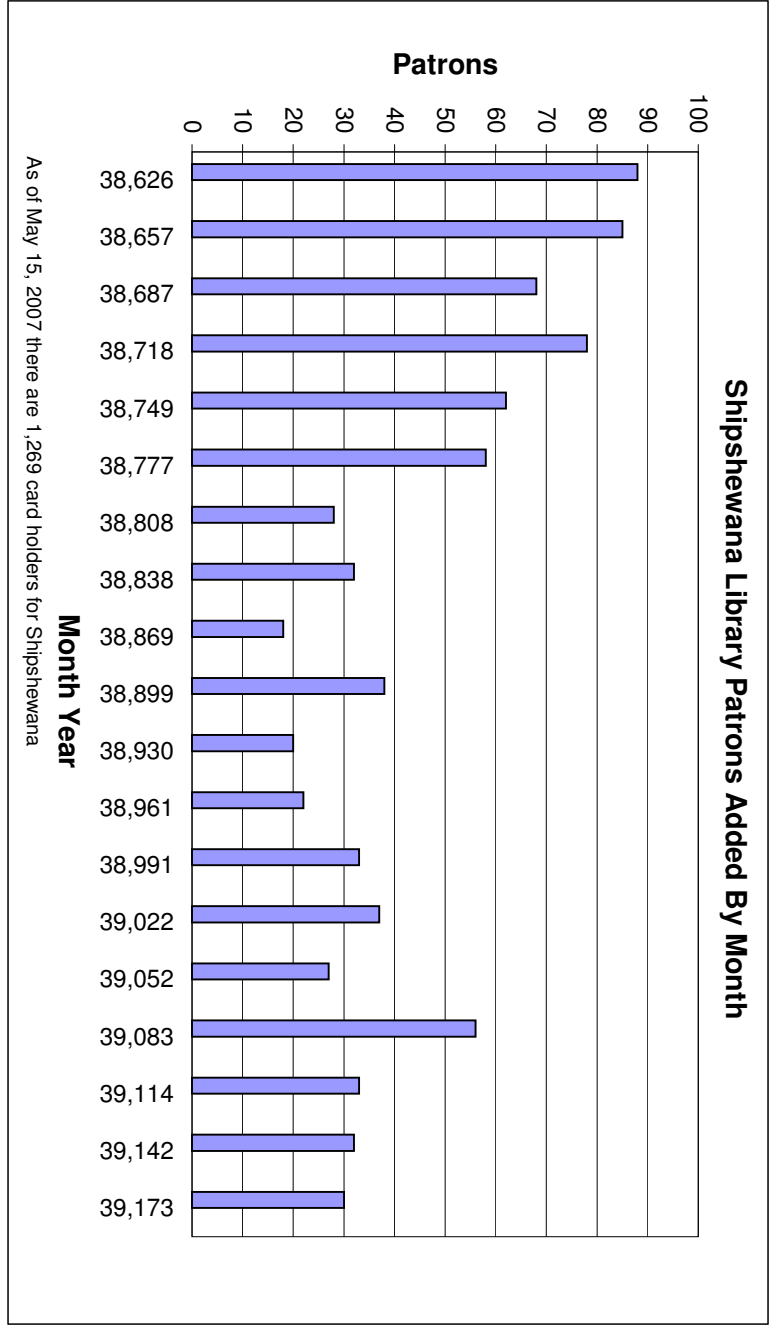
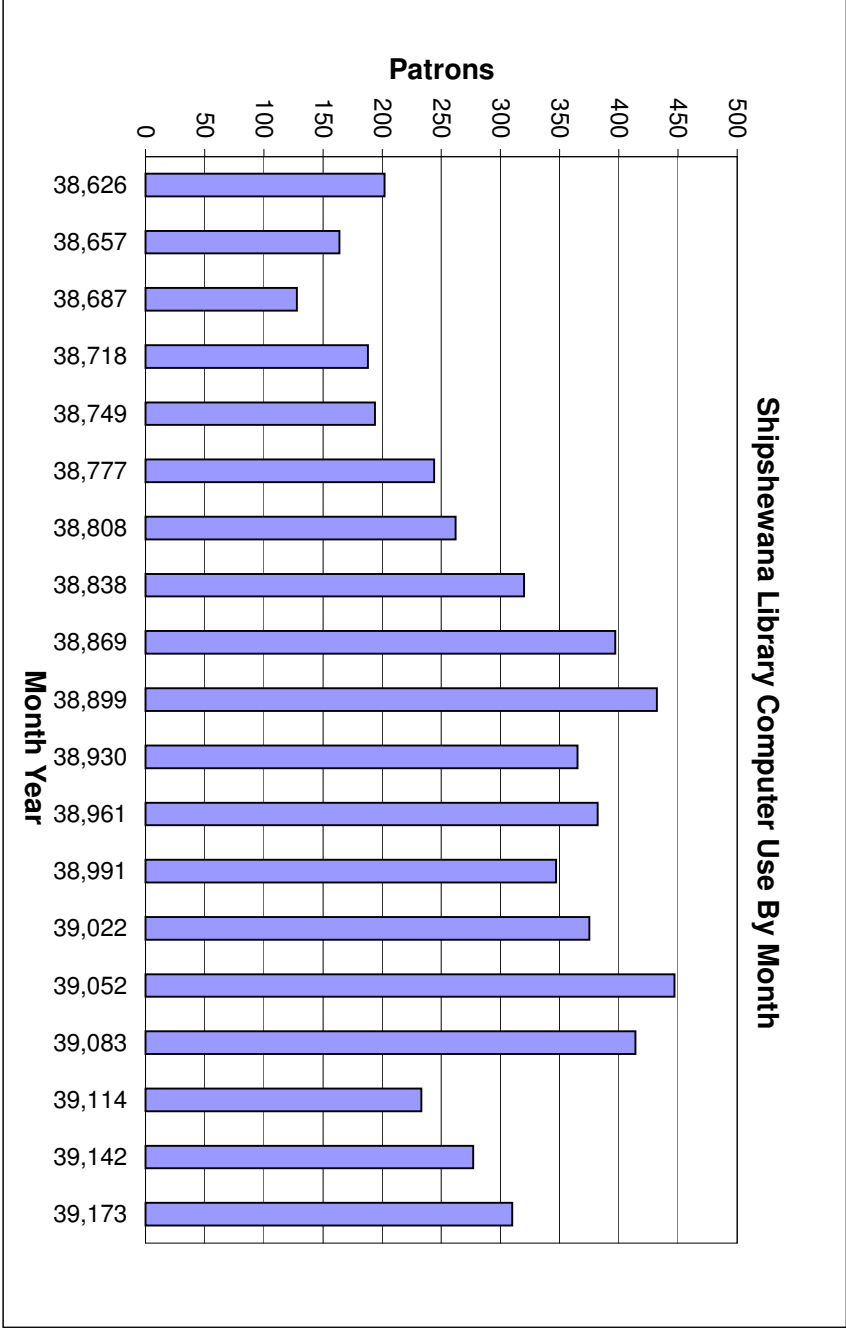
FROM APRIL 2006 TO APRIL 2007 THE LIBRARY AVERAGED 48 COMPUTER USERS A DAY

Shipshewana Library Circulation Activity Data from start of TLC

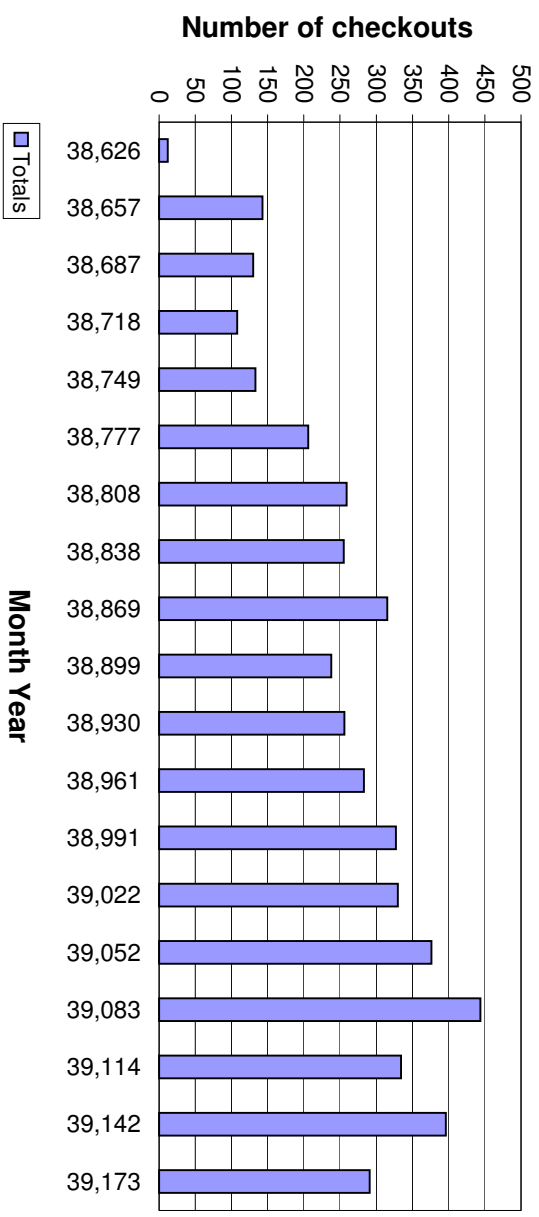


Shipshewana Library Circulation Activity Totals by Month since TLC

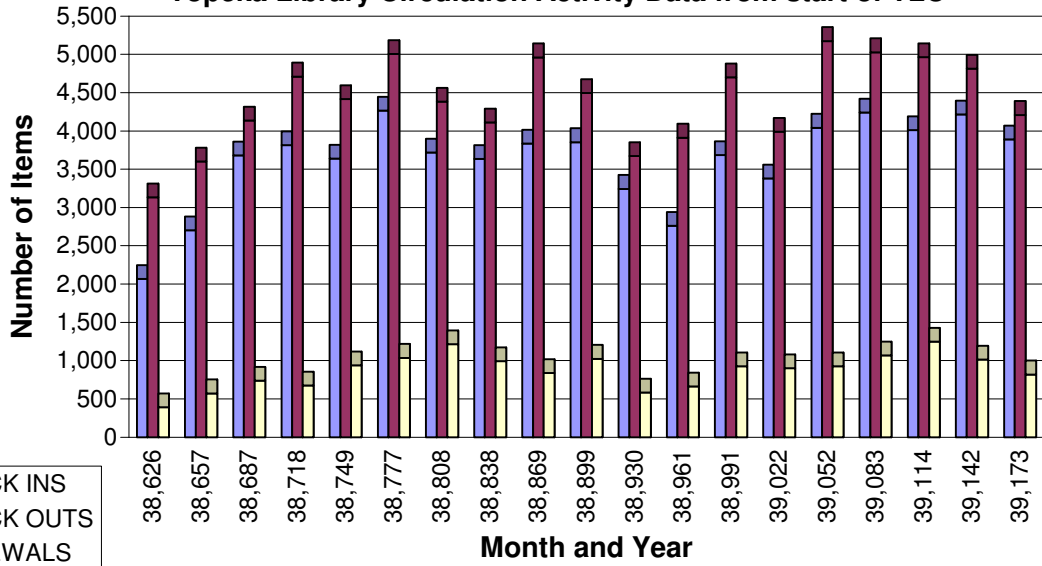




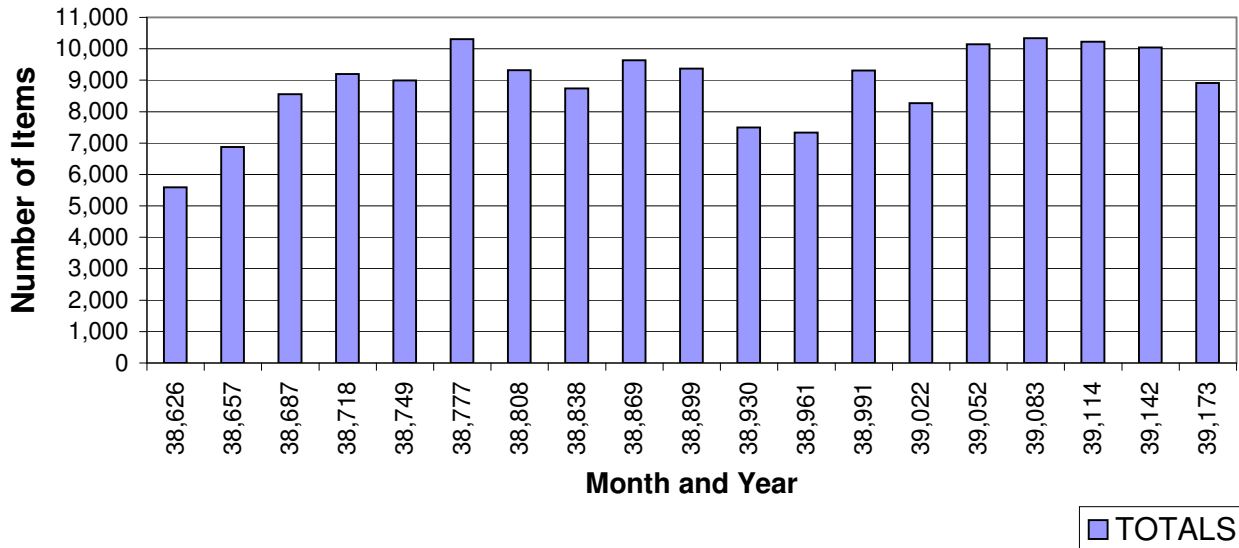
Shipshewana Library Entertainment Checkouts

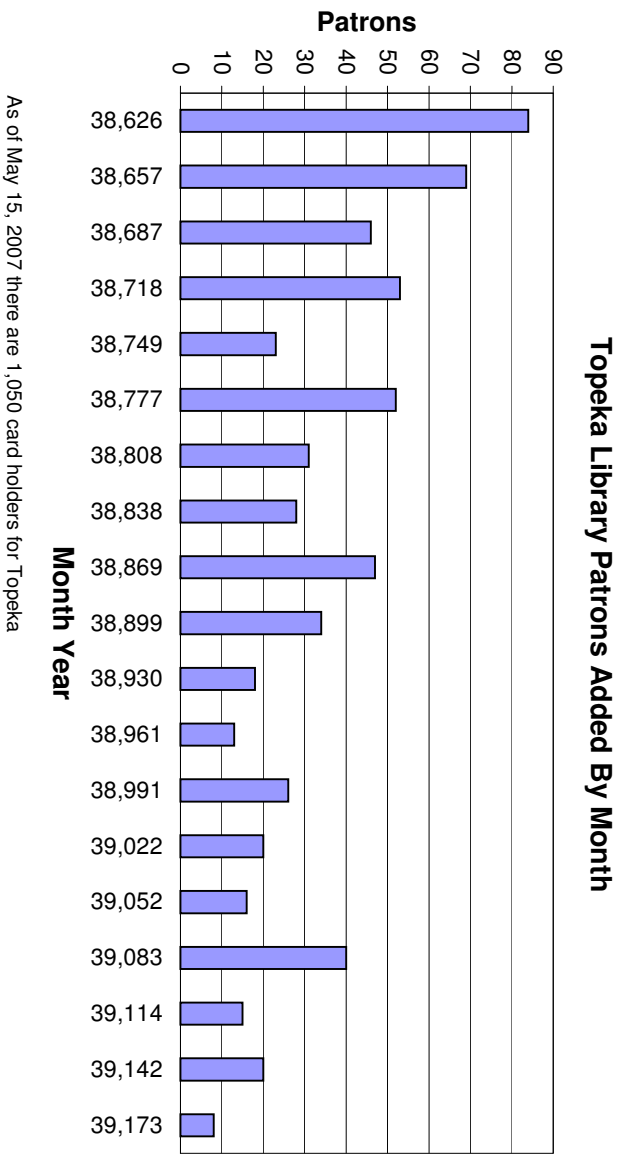
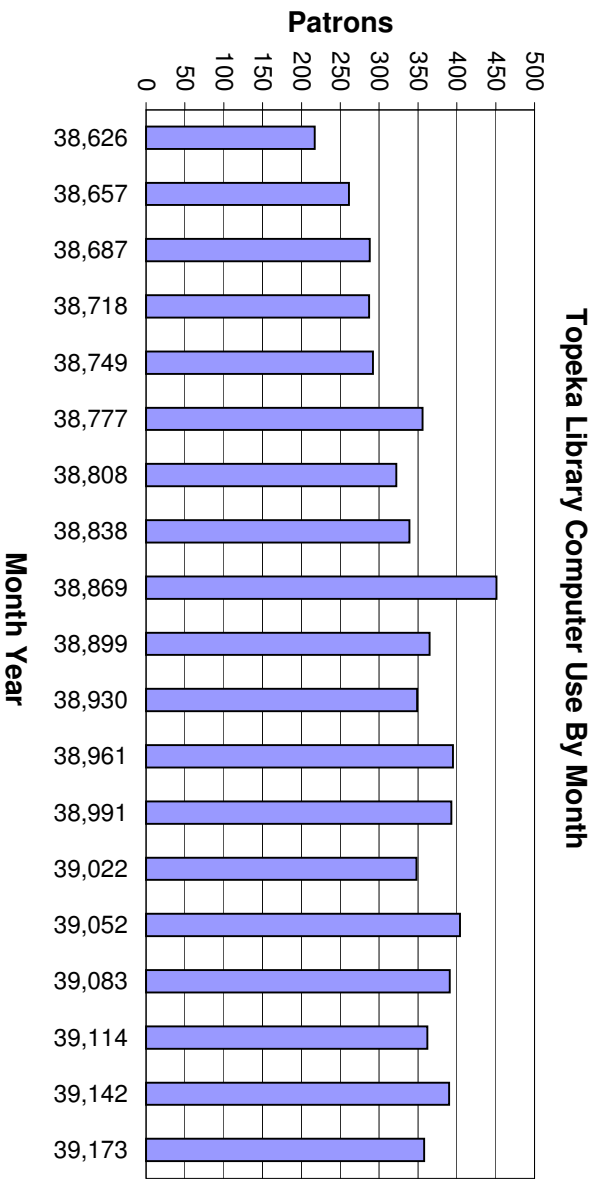


Topeka Library Circulation Activity Data from start of TLC

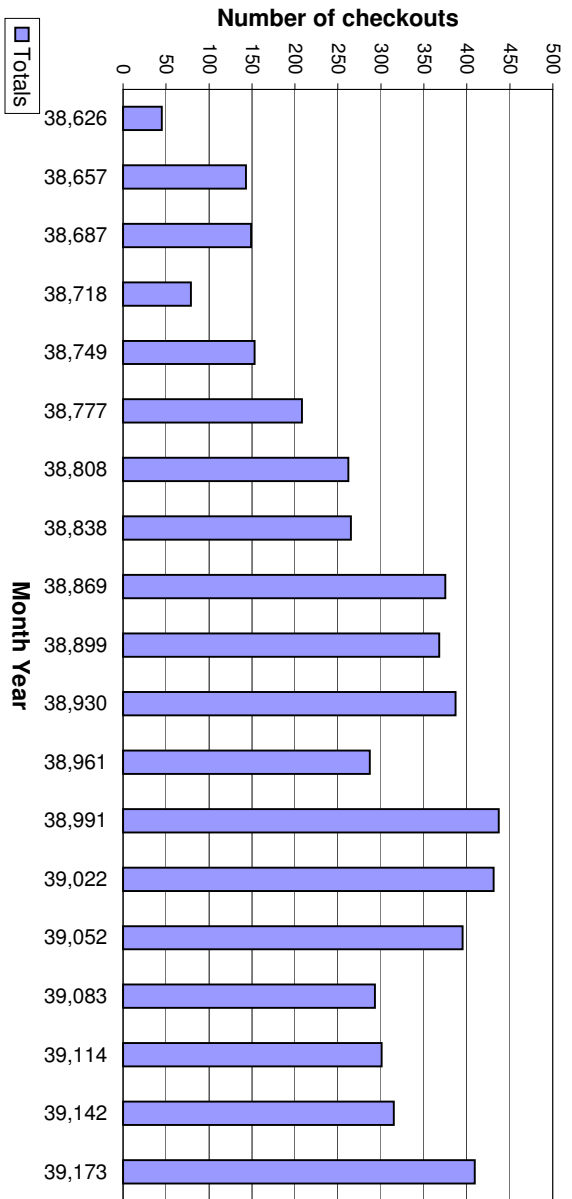


Topeka Library Overall Circulation Activity Totals by Month since TLC

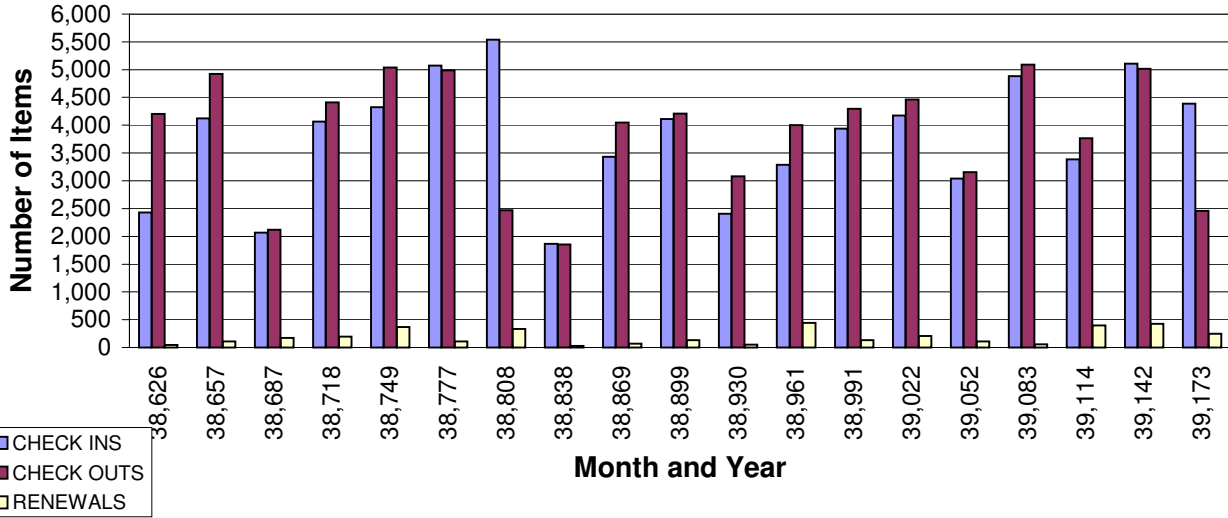




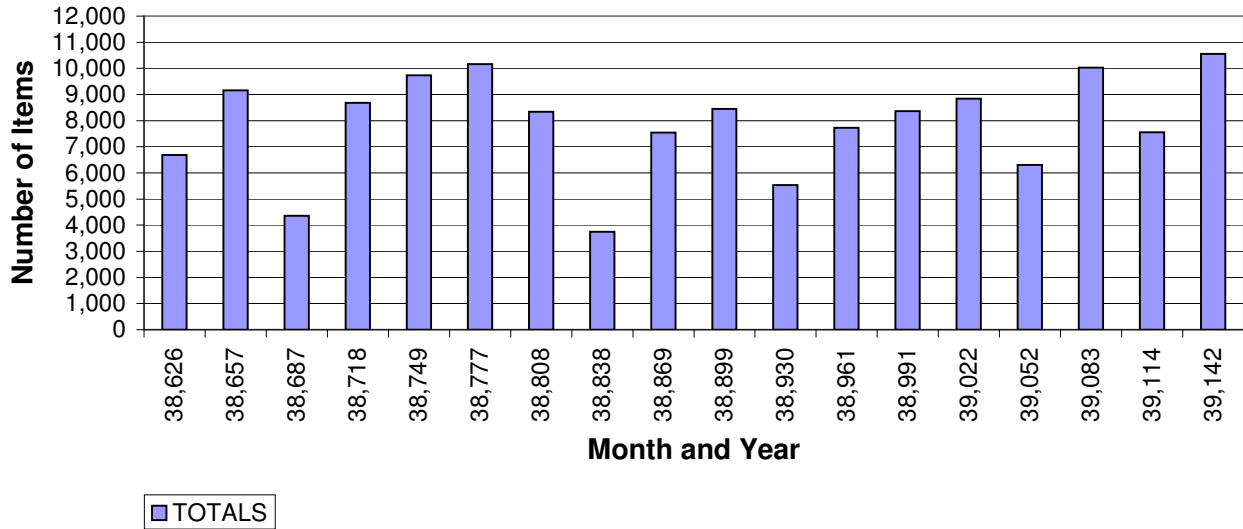
Topeka Library Entertainment Checkouts



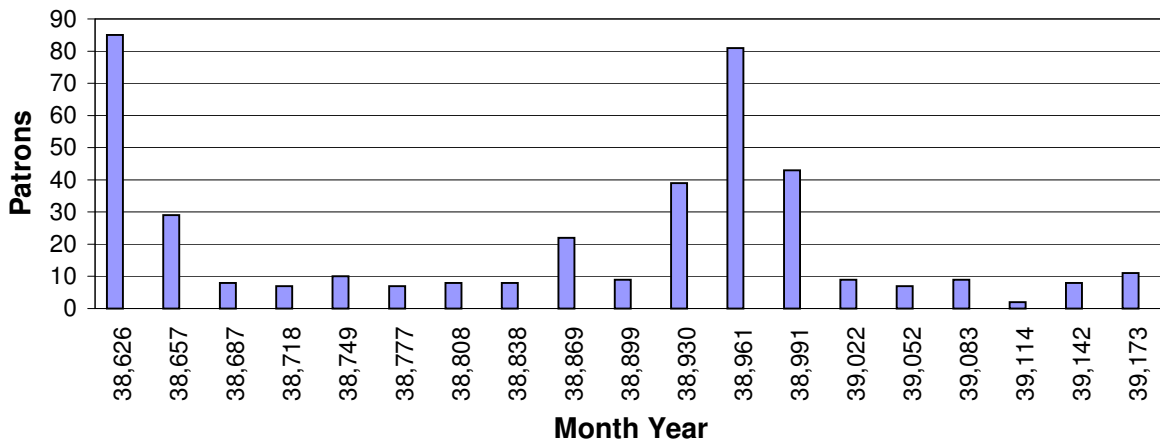
Bookmobile Library Circulation Activity Data from start of TLC



Bookmobile Library Circulation Activity Totals by Month since TLC

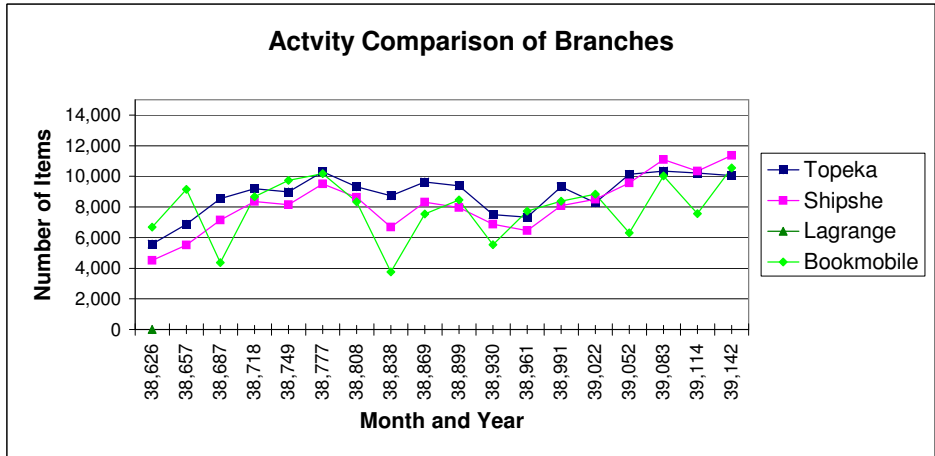


Bookmobile Library Patrons Added By Month



As of May 15, 2007 there are 1,043 card holders for the Bookmobile

TOTALS	5,587	6,876	8,551	9,201	8,993	10,308	9,315	8,737	9,635	9,372	7,498	7,336	9,308	8,267	10,141	10,336	10,221	10,041
TOTALS	4,519	5,515	7,145	8,359	8,138	9,511	8,634	6,695	8,315	7,960	6,873	6,454	8,075	8,510	9,571	11,095	10,349	11,365
TOTALS	6,685	9,157	4,356	8,676	9,731	10,166	8,341	3,751	7,548	8,455	5,538	7,731	8,367	8,845	6,304	10,033	7,554	10,549
TOTALS	38,626	38,657	38,687	38,718	38,749	38,777	38,808	38,838	38,869	38,899	38,930	38,961	38,991	39,022	39,052	39,083	39,114	39,142



waives/tendered fines by locations since Oct. 2005

Topeka	436	3,169
Shipshewana	42	3,237
LaGrange	2,787	20,182

Bookmobile

