

A SURVEY OF SPACE NEEDS AND LOCATION REQUIREMENTS
FOR A SWEET HOME PUBLIC LIBRARY

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LETTER OF TRANSMITTAL

The Sweet Home Public Library is presently located in the basement of the city hall. Recent years have seen a substantial increase in books and other resources of the library. As a result, the library is now overcrowded, and the arrangement of service facilities dictated by space limitations does not provide for adequate supervision.

This survey has been requested by the Sweet Home Library Board and the Sweet Home Planning Commission to document existing deficiencies and to make recommendations for more adequately providing for the future needs of the library. As such, it examines and presents findings relative to library space needs and site location criteria for a possible future library.

The work was undertaken as part of the urban planning assistance program sponsored by Linn County in cooperation with the city of Sweet Home. Technical assistance is being provided by the Bureau of Municipal Research and Service, University of Oregon.

Respectfully submitted,

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Existing Conditions

From a small beginning in 1941-42, the Sweet Home Public Library has grown into an important, heavily used community service facility. According to a library history compiled by Mrs. Milton Weddle, in 1949 the library had a book stock of 2,257 volumes and an annual circulation of approximately 4,200 books and materials. The library was moved to its present location in the basement of the city hall in September 1954, where it currently occupies approximately 1,200 square feet of space. By June 1957, the library reported a collection of 5,809 volumes, a total annual circulation of 16,480, and 474 "registered" borrowers, 49.2 per cent of whom were adults.¹

Table I illustrates this recent growth of the Sweet Home Public Library as reflected in the number of registered borrowers, the annual circulation, and the number of volumes comprising the library's book stock.

Table I
SELECTED STATISTICS OF PUBLIC LIBRARY GROWTH

	Sweet Home, Oregon 1960-1964				
	<u>1960^a</u>	<u>1961^a</u>	<u>1962^a</u>	<u>1963^a</u>	<u>1964^a</u>
Registered borrowers	698	784	876	983	985
Adults	286	395	434	541	523
Children	412	389	442	442	462
Annual circulation	20,883	23,379	26,718	28,125	28,147
Total book stock	8,154	8,776	9,179	9,278	9,700 ^b

^a As of June 30.

^b Estimate.

Source: Annual Library Statistical Report prepared by the Sweet Home librarian for the Oregon State Library, 1960-1964.

¹ Weddle, Mrs. Milton, A History of the Sweet Home Public Library from 1941 to 1957, 1957.

Service Area Population

The Sweet Home Public Library has been operating under a policy which has allowed Sweet Home residents and nonresidents alike to exercise borrowing privileges for an annual fee of 50 cents. As a result, the actual service area of the library is quite extensive. The library records show several Lebanon, Brownsville, and Cascadia mailing addresses for library card holders. Plate I illustrates the distribution pattern of nonresident library card holders. The plate also shows the boundaries of the census county divisions in the area which are the geographical units that were used in the 1960 U. S. Census of Population. The location of card holders on the map is generalized in accordance with post office box number information available. The overall pattern of library card holder distribution conforms closely to existing patterns of population distribution.¹

A projection of service area population is a necessary part of developing a plan for future library space needs. Precise determinations of service area and present population were not possible within the resources available for this study. However, information summarized from the library card holder distribution map and existing population census information permits a suggestion of useful service area boundaries and population estimates. Three geographical area categories are utilized in compiling population estimates and projections for the preparation of this report: (1) the city of Sweet Home, (2) the Sweet Home urban area (as described in footnote b to Table II), and (3) the assumed library service area. Approximately 98 per cent of present library card holders reside within the census county divisions of Sweet Home, North Sweet Home, West Sweet Home, South Sweet Home, and Cascadia, so we may properly assume these boundaries to represent the extent of the present library service area.

Table II

SWEET HOME AREA POPULATION ESTIMATES

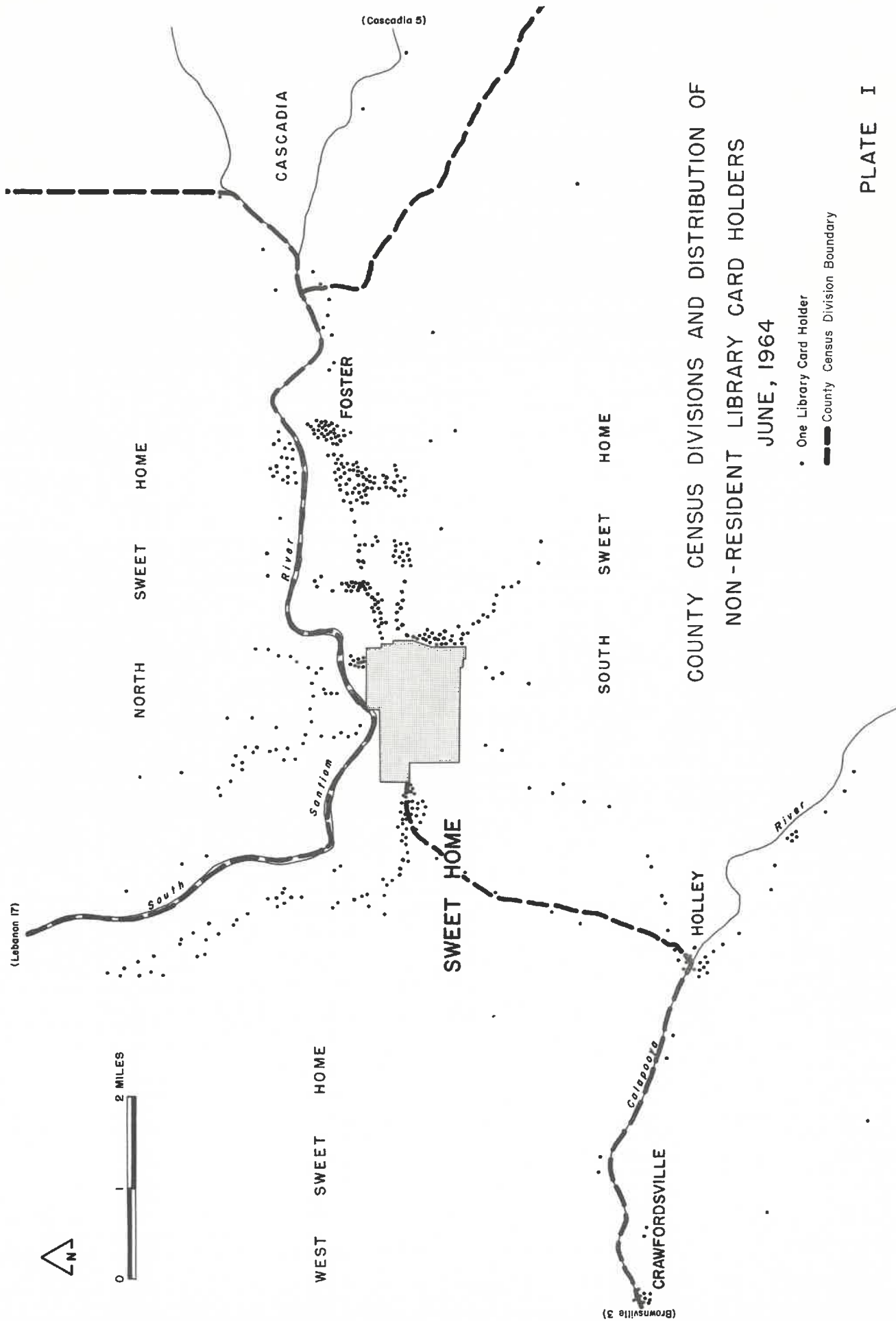
	<u>1960</u>	<u>1964^a</u>
City of Sweet Home	3,353	3,850
Sweet Home urban area ^b	6,650	8,500
Sweet Home library service area ^c	11,000	13,500

^a Unofficial estimates prepared by the Linn County Planning Office from 1963 Oregon State Board of Census estimates and current economic activity in the area.

^b The valley of the South Santiam River from one-fourth mile west of Sweet Home to the property of the Willamette National Lumber Company and all other areas within one-fourth mile of the Sweet Home city limits.

^c See text for a description of the assumed library service area.

¹ Population Trends, Linn County, Oregon, Bureau of Municipal Research and Service, University of Oregon, April 1964.



COUNTY CENSUS DIVISIONS AND DISTRIBUTION OF
 NON-RESIDENT LIBRARY CARD HOLDERS
 JUNE, 1964

- One Library Card Holder
- County Census Division Boundary

A projection of library needs depends on a projection of population change within the service area. For this study, a projection period of 20 years was used. Construction schedules for Holley and Cascadia dams and the economic impact of the total dam construction program are difficult to predict. Assuming, however, that the dams are completed by 1985 and that employment opportunities in local industry will expand moderately,¹ it may be expected that the 1985 population of the library service area will be about 15,500. The population within the present city limits would then be about 4,500 and the population of the urban area would be about 10,000 if present proportions are maintained.

Library Space Standards

Tables III and IV showing library space and cost standards are taken from The Small Library Building, by Joseph L. Wheeler (American Library Association, Chicago, Illinois, 1963). The original sources of the standards are noted in each table.

Library Space Needs

Table V presents calculations of minimum library needs for a population of 4,500 based on the library standards as presented in Tables III and IV. Table VI shows the results of similar calculations for a library service area population of 15,500. Comparing these needs with the existing library which has about 1,200 square feet of floor space, 22 seats, a book stock of 9,700 volumes, and an annual circulation of 28,000 volumes, the deficiencies of the present library may be seen.

Library Location

Library Location Standards

The criteria for library location and design have undergone considerable evolution during the last 30 years. Library planners and administrators now feel that the old concept of a massive, complicated structure in a park-like setting is not compatible with the functions of a modern library facility. Specific design is, of course, best determined by an architect working with the local community and a professional library consultant. The choice of a library location, however, can be studied utilizing current planning practices. Some basic planning considerations, as adapted from The Small Library Building, by Joseph L. Wheeler, include:

¹ Sweet Home's Population and Economic Resources, Bureau of Municipal Research and Service, University of Oregon, 1959.

Table III

GUIDELINES FOR DETERMINING MINIMUM SPACE REQUIREMENTS

Population Served	Shelving Space ^a		Amount of Floor Space	Reader Space	Staff Work Space	Estimated Additional Space Needed ^c	Total Floor Space
	Size of Book Collection	Linear Feet of Shelving ^b					
Under 2,499	10,000 vol.	1,300 linear ft.	1,000 sq. ft.	Min. 400 sq. ft. for 13 seats, at 30 sq. ft. per reader space	300 sq. ft.	300 sq. ft.	2,000 sq. ft.
2,500-4,999	10,000 vol. plus 3 books per capita for pop. over 3,500	1,300 linear ft. Add 1 ft. of shelving for every 8 bks. over 10,000	1,000 sq. ft. Add 1 sq. ft. for every 10 bks. over 10,000	Min. 500 sq. ft. for 16 seats. Add 5 seats per 1,000 over 3,500 pop. served, at 30 sq. ft. per reader space	300 sq. ft.	700 sq. ft.	2,500 sq. ft. or 0.7 sq. ft. per capita, whichever is greater
5,000-9,999	15,000 vol. plus 2 books per capita for pop. over 5,000	1,875 linear ft. Add 1 ft. of shelving for every 8 bks. over 15,000	1,500 sq. ft. Add 1 sq. ft. for every 10 bks. over 15,000	Min. 700 sq. ft. for 23 seats. Add 4 seats per 1,000 over 5,000 pop. served, at 30 sq. ft. per reader space	500 sq. ft. Add 150 sq. ft. for each full-time staff member over 3	1,000 sq. ft.	3,500 sq. ft. or 0.7 sq. ft. per capita, whichever is greater
10,000-24,999	20,000 vol. plus 2 books per capita for pop. over 10,000	2,500 linear ft. Add 1 ft. of shelving for every 8 bks. over 20,000	2,000 sq. ft. Add 1 sq. ft. for every 10 bks. over 20,000	Min. 1,200 sq. ft. for 40 seats. Add 4 seats per 1,000 over 10,000 pop. served, at 30 sq. ft. per reader space	1,000 sq. ft. Add 150 sq. ft. for each full-time staff member over 7	1,800 sq. ft.	7,000 sq. ft. or 0.7 sq. ft. per capita, whichever is greater
25,000-49,999	50,000 vol. plus 2 books per capita for pop. over 25,000	6,300 linear ft. Add 1 ft. of shelving for every 8 bks. over 50,000	5,000 sq. ft. Add 1 sq. ft. for every 10 bks. over 50,000	Min. 2,250 sq. ft. for 75 seats. Add 3 seats per 1,000 over 25,000 pop. served, at 30 sq. ft. per reader space	1,500 sq. ft. Add 150 sq. ft. for each full-time staff member over 13	5,250 sq. ft.	15,000 sq. ft. or 0.6 sq. ft. per capita, whichever is greater

^a See Section III-G (source below). Libraries in systems need only to provide shelving for basic collection plus number of books on loan from resource center at any one time.

^b A standard library shelf equals three linear feet.

^c Space for circulation desk, heating and cooling equipment, multi-purpose room, stairways, janitors' supplies, toilets, etc., as required by community needs and the program of library services.

Source: Interim Standards for Small Public Libraries: Guidelines Toward Achieving the Goals of Public Library Service, Public Library Association, 1962.

Table IV
EXPERIENCE FORMULAS FOR LIBRARY SIZE AND COSTS

Population Size	Book Stock Volumes Per Capita	Number of Seats Per 1,000 Population	Circulation Volumes Per Capita	Total Square Feet Per Capita	Desirable First Floor Square Feet Per Capita	1961 Fair Estimated Cost Per Capita
Under 10,000	3 1/2 to 5	10	10	.7 to .8	.5 to .7	\$15
10,000 to 35,000	2 3/4 to 3	5	9.5	.6 to .65	.4 to .45	12
35,000 to 100,000	2 1/2 to 2 3/4	3	9	.5 to .6	.25 to .3	10
100,000 to 200,000	1 3/4 to 2	2	8	.4 to .5	.15 to .2	9
200,000 to 500,000	1 1/2	1 1/4	7	.35 to .4	.1 to .125	7
500,000 and up	1 to 1 1/4	1	6.5	.3	.06 to .08	6

Source: Wheeler and Goldsmith, Practical Administration of Public Libraries, 1962, page 554.

1. That the site should be located as near as possible to the center of vehicular and pedestrian traffic patterns in the community.

2. That the location should be near business and industry activities so that people making multiple-purpose trips may conveniently include a library visit.

3. That the location should consider total population needs rather than those of any special group.

4. That a location in proximity to other civic or educational buildings should not be considered necessary if it involves disregarding other basic considerations.

5. That the location have access to adequate parking.

6. That the site should permit a design which includes a sidewalk-level main entrance, lighted front windows for effective display of library materials and services, and adequate space for future expansion.

7. That the location should be in a well-lighted area of the community in which other evening activities occur, thereby encouraging library use during those hours.

Table V

MINIMUM LIBRARY NEEDS FOR A COMMUNITY
OF 4,500 POPULATION

Size of book collection in volumes	13,000
Number of seats	45
Circulation in volumes	45,000
Total floor area in square feet	2,950
First floor area in square feet	2,250
Approximate cost (1961 rates) ^a	\$65,000

^a Add 15 per cent for cost of furnishings

20,000
55
60,000

Table VI

MINIMUM LIBRARY NEEDS FOR A COMMUNITY
OF 15,500 POPULATION

Size of book collection in volumes	31,000
Number of seats	77
Circulation in volumes	147,000
Total floor area in square feet	7,760
First floor area in square feet	6,200
Approximate cost (1961 rates) ^a	\$180,000

^a Add 15 per cent for cost of furnishings.

Library Location in Sweet Home

Space needs and a location survey for the Sweet Home Public Library are presented in this report. However, inasmuch as it is impossible to predict the specific time at which a community effort to acquire a new library will occur, it should be understood that changes in land use and traffic circulation should be examined at some future date when expansion of the library is more immediately imminent. This survey has, therefore, been restricted to a determination of the general area suitable for a new library rather than to an evaluation of specific sites. The latter may be undertaken when local agencies are prepared to make a precise commitment on location.

Proximity to the center of pedestrian and vehicular traffic is considered extremely important to the success of the library in fulfilling its major functions. This criterion is best met in Sweet Home by a location within one and a half or two blocks of the intersection of "M" Street and 13th Avenue as depicted in Plate II. This general area has been divided into three subareas according to the degree to which other planning considerations are served. The apparent preferred location for a new library under existing conditions would be the subarea which is indicated in Plate II by a dot pattern. Locations within this area well satisfy each of the location criteria previously noted.

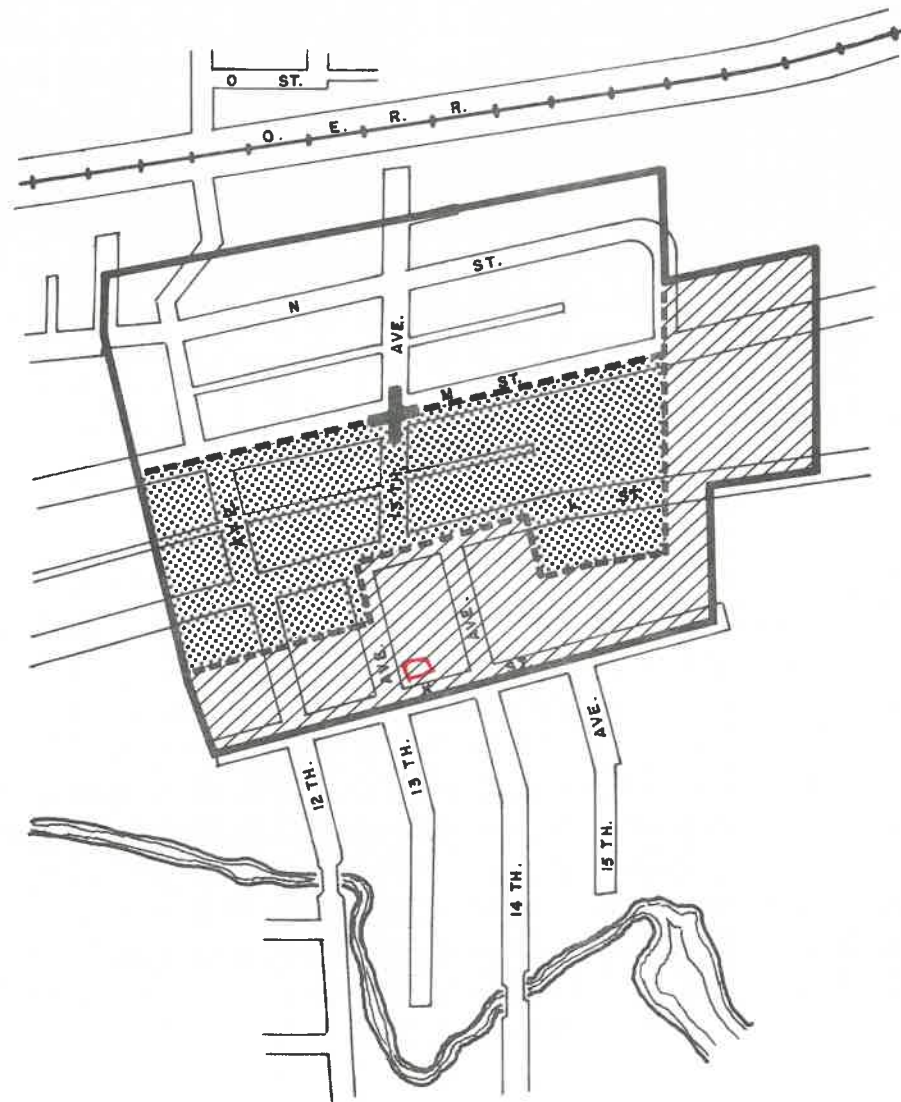
The diagonal line pattern indicates a subarea which might also be considered suitable for a library location but one which is located at a greater than ideal distance from the traffic center. The subarea north of "M" Street meets many of the criteria quite well. However, it must be viewed as less satisfactory since it would require most library users to cross "M" Street in order to reach the facility. Traffic on "M" Street is heavy and hazardous, making it unwise to create additional volumes of pedestrian and vehicular cross-traffic. The installation of traffic lights at 12th and 13th avenues could, however, moderate this difficulty and permit consideration of sites north of "M" Street on an equal basis with those south of "M" Street.

Summary







This application of standards to existing library conditions and projected library needs for the community of Sweet Home and the surrounding area is presented as a planning guide. The ultimate size and cost of a new library as well as the precise location, levels of service, and methods of financing must be answered through local policy decisions. Considerations of possible federal or state assistance or participation in a county-wide library system have not been evaluated in this study, although it should be noted that they may well influence local decisions regarding the construction of a



SCALE IN FEET
400 0 400 800



LEGEND

-  TRAFFIC CENTER
-  GENERAL LOCATION BOUNDARY
-  SUB-AREA BOUNDARY
-  RECOMMENDED LOCATION AREA
-  LESS SUITABLE LOCATION AREA
-  LOCATION AREA REQUIRING MODIFYING CONDITIONS

SUGGESTED AREAS FOR A NEW PUBLIC LIBRARY
SWEET HOME, OREGON

new library. Likewise, continuing nonresident library service may also be influential in decisions regarding the expansion of library facilities. These factors, although not considered in this report, are identified as possible additional questions to be resolved if a program to provide modern, efficient library service in the Sweet Home area is to succeed.