

copy 18

Z
679.2
.U6
I8b
1966

Sheldon Public Library

Sheldon, Iowa

A STUDY OF THE SHELDON PUBLIC LIBRARY

PART I

A SURVEY OF THE LIBRARY BUILDING NEEDS

PART II

BOOK COLLECTION AND OTHER MATERIALS
FINANCE
PERSONNEL

LS

Iowa
027.4
W54sh
v.1

1966

BY

FREDERICK WEZEMAN

IOWA STATE TRAVELING LIBRARY
DES MOINES, IOWA

SHELDON PUBLIC LIBRARY

SHELDON, IOWA

PART I

A SURVEY OF THE LIBRARY BUILDING NEEDS

BY: FREDERICK WEZEMAN

MINNEAPOLIS, MINNESOTA

SHELDON PUBLIC LIBRARY

SHELDON, IOWA

IOWA STATE TRAVELING LIBRARY
DES MOINES, IOWA

SHELDON PUBLIC LIBRARY

SHELDON, IOWA

MEMBERS OF LIBRARY BOARD

Mrs. R. F. Kehrberg, Chairman
Mr. Milo Bogaard, Vice-Chairman
Mrs. Stanley Brower, Secretary
Mrs. R. C. Hollander
Mr. Carol Woods
Rev. Gerald Eslinger
Dr. A. G. Korver

CITY COUNCIL

George Carl, Mayor
Roy Murphy, At Large
John Vellinga, At Large
David Coles, 1st Ward
Dale Merrill, 2nd Ward
Lawrence Feyerabend, 3rd Ward

ZONING COMMISSION

F. W. Bensen, Chairman
Melvin Ver Steeg, Secretary
Clifford Meylor
Mason Skewis
Wilbur Goesch
Gerald Craun

1-3-66 Sheldon, P. L. Gift

Chapter	Page
IV. Continued	
Downtown Sheldon and the New Library . . .	31
V. THE LIBRARY BUILDING	36
Some Essential Facts	36
Size of Needed New Library Building. . .	37
Size of Building Needed.	38
General Space Requirements	38
Summation--SVC Formula	38
Space Comparison--Present Building and New Building	39
Factors to Consider in Design of Sheldon Public Library	39
Exterior	39
Interior	40
Space Provision for Northwestern Headquarters--Iowa State Traveling Library.	43
VI. DETAILED SPACE ALLOCATIONS	44
General--Lobby, Vestibule, Registration and Charging Desk.	44
Adult Reading Areas and Bookstacks . . .	44
Periodical Shelving.	46
Other Items.	46
Children's Reading Room and Bookstacks .	47
Combination Meeting Room	47
Staff Accommodations	48
Librarian's Office	48
Workroom	48
Bookmobile Garage.	49
Plumbing Facilities.	49
Public Telephone	50
Drinking Fountains	50
Telephones and Inter-Com System.	50
Building and Mechanical Areas.	50
Summary of Space Allocations.	51
VII. RECOMMENDATIONS AND CONCLUSIONS.	53
The Sheldon Community.	53
Sheldon--Headquarters for Northwestern Field Office, Iowa State Traveling Library.	53

Chapter	Page
VII. Continued	
Remodel, Addition or New Library Building	53
Need for a New Library	53
Recommended Size for New Library	54
Recommended Site for a New Library	54
Facts About the New Sheldon Public Library Building	54
APPENDIX A. Survey of Construction Costs Public Library Buildings Erected 1961-1964	56
APPENDIX B. Floor Plans--Sheldon Post Office Building	60
Basement Plan	61
First Floor Plan	62
Mezzanine Plan	63
APPENDIX C. Post Office Buildings for Public Libraries	65
BIBLIOGRAPHY	69

LIST OF TABLES

Table	Page
1. Population Increase	11
2. Age Level of Population--1960	11
3. Formal Education of Persons Twenty-five Years and Older, 1960	12
4. Family Income, 1959	12
5. Employment of Persons Residing in Sheldon, Iowa, 1960 (By Type of Industry).	13
6. Population Size and Growth of Northwest Iowa's Twelve County Area	14
7. Educational Level--12 Counties--1960.	15
8. Northwestern Iowa School Attendance	16
9. Family Income for Northwestern Iowa Twelve Counties	17
10. Provision of Public Library Service	18
11. Resources of College Libraries in Northwestern Iowa	19
12. Northwestern Area Field Office Cities and Counties Serviced	20
13. Public Libraries in O'Brien County-- 1964 Statistics	27

CHARTS AND ILLUSTRATIONS

Figure		Page
1.	County Map	28
2.	Plot Plan.	32
3.	Site Plan.	33
4.	Main Floor Plan.	34
5.	Basement Plan.	35
6.	Sheldon Post Office Floor Area	60
7.	Basement Plan.	61
8.	First Floor Plan	62
9.	Mezzanine Plan	63

INTRODUCTION

The Sheldon, Iowa Public Library in many ways makes a favorable impression on a visitor--the well kept grounds and the well maintained building, with improved lighting and air conditioning. The Library Board of Sheldon have been a good steward of the public property entrusted to its care. Inside the library one is aware of good housekeeping and effective public relations, and a desire to serve and help are in constant evidence. But along with all these favorable impressions is the overwhelming fact that the library is bulging at the seams, and that the 1906 Carnegie building is entirely inadequate for the Sheldon of 1966.

After a preliminary meeting with the Sheldon Library Board and the Zoning Commission of Sheldon, the writer was asked to make a proposal regarding a study of the building needs of the library as well as a study of the book collection and general administrative areas of concern. Because there was an immediate concern with the building needs and in order to expedite planning the writer was requested to submit two reports, the first on the building needs and the second on the book collection and other administrative matters.

The writer, in accordance with the instructions of the Library Board, included in his study of public library building needs of Sheldon, the total library resources of the city and surrounding areas, public libraries and academic libraries. The concern of this report is therefore not only with O'Brien County but also with the counties in Northwestern Iowa which make up the Northwest Area Region of the Iowa State Library. This includes the counties of Buena Vista; Cherokee; Clay; Dickenson; Lyon; O'Brien; Osceola; Plymouth; Sioux; Emmet; Palo Alto; and Pocahontas. Presently the NW Area headquarters is in Sheldon and the cooperative processing center is also located in Sheldon. Thus the problem is not only what space is required for the Sheldon Public Library but also what space would be needed to house the NW Area Iowa State Library Headquarters in the Sheldon Public Library.

The writer has made a thorough study of the various favors bearing on the library building problem. The recommendations in this report are made on the basis of his past experience in public library service, a study of the Sheldon situation, personal interviews, reports and other surveys. In all analysis the writer has attempted to be objective, impartial and critical.

Thanks and appreciation for assistance in the preparation of this report are due Mrs. Helen O' Connor, Librarian and her staff, Mrs. R. F. Kehrberg, President and members of the Library Board, Mayor George Carl, City Clerk Dorothy Mitchell, Superintendent of Schools Ralph Borreson, Mrs. Melba McClean, Secretary of the Sheldon Chamber of Commerce, and Bruce A. Tanner, Field Consultant, Iowa State Traveling Library.

Frederick Wezeman
Minneapolis, Minnesota

CHAPTER I

BRIEF LIBRARY HISTORY

Public Library service in Sheldon, Iowa was started in 1895 through the efforts of the Ladies Chautauqua Literary and Scientific Circle. Library rooms were opened March 15, 1895, located over Smith Bros. Hardware Store. The enterprise was supported with a fund of \$56.20 earned by local entertainments. Unfortunately a few days later on March 17th a fire destroyed the building in which the library was housed.

A number of public spirited citizens reimbursed the ladies for their loss and a Public Library Association was formed, and incorporated on April 20th, 1894. In the fall of 1894, the Sheldon Public Library was housed in Shipley and Company Drug Store and consisted of a collection of 200 volumes. There was an annual library card fee of fifty cents.

The library was given to the city in November, 1895 and the first library board of Sheldon was appointed. Shortly thereafter a tax for library support was voted and the Sheldon Public Library was moved from Shipley and Company to the Mack Harris, Music Rooms and Mrs. Mack Harris was appointed librarian in October of 1897. In 1902 the library was moved to the rear of the McColn Shoe Store with Mrs. Lura C. McColn serving as Librarian.

The Sheldon Public Library has been served by the following librarians:

Mrs. Mack Harris 1897-1902
Mrs. Lura C. McColn 1902-1913
Mrs. Margaret McCandless 1913-1916
Mrs. Isle Collins, Acting Librarian 1916-1917
Mrs. Margaret McCandless 1917-1918
Mrs. I. N. McIntire 1918-1926
Miss Lora Shipley 1926-1963
Mrs. Ralph Borreson, Acting Librarian 1963
Mrs. Helen O'Connor 1963-present

The present library building, located at South Fourth Avenue and East 10th Street on the Northwest corner was built in 1906, financed by a Carnegie grant of \$10,000. About 1928 the basement of the library was improved and a meeting room provided. In 1952 this area was converted into a children's room. A new tile roof was provided in 1926. The building was air conditioned with window units in 1952. The front steps and new aluminum doors were installed in 1958.

Need for a New Library Building
Inadequacies of Present Library Building

The Sheldon Public Library building has given the Sheldon Public Library sixty years of service. When it was built in 1906, Sheldon had an estimated population of 2,400, today the population of Sheldon is estimated at 4,281. Also in the meanwhile many other important changes have taken place. More people are in school. More people are engaged in various special occupations and have a variety of information and reference needs and reading interests. Some of the most important reasons why the present library building is inadequate are:

1. No room for books.--There is no room for an adequate collection of library materials. Not only is there insufficient room for the book collection, but also for back files of periodicals, for pamphlets, and for reference books. It is difficult to expand the book collection because there is no place to put the books.

2. No room for readers.--There is inadequate room for readers to sit and use the materials of the library. At present there is table space for only 40 library users; of which 10 seats are in the first floor adult, and reference room, and 18 in the junior high room and 18 table seats in the basement children's room. Total readers seats in the entire building is 50.

3. Difficult and costly to staff.--At present when the adult and children's department are open they must be separately staffed. In a new library building the children's department could be kept open at all times, and could be under the surveillance of the central charging desk, during the evening hours.

4. No room for book displays.--Ineffective merchandising of library materials. Because of the cut up nature of the library rooms, it is difficult for the library customer to know what types of material are available or how and where they are housed. There is no space for special exhibits or the opportunity to carry on reading guidance by bringing together books on a shelf or table on some specific subject such as: Books for the College Bound; Great Classic Fiction or Home Maintenance.

5. Stairs--hard for the aged and handicapped.--The stairs are an added burden for the senior citizen. The modern library building has a street level entrance, with no steps to discourage library use by the aged and the infirm.

6. No meeting room or story-hour room.--There is no meeting room or conference room. Such a multi-purpose room could be used for conferences, small group meetings, staff meetings, story hours, and library board meetings.

7. No staff facilities.--There are inadequate rest rooms and staff room facilities. The staff has no place to go for their coffee break. Because of the overcrowded conditions there is no place for the staff to relax for a few minutes or place for a cot where library customers, children or adults, or staff members who are indisposed can rest.

8. No office and workroom space.--A small area behind the charging desk serves both as an office and a workroom. The ordering, cataloging, processing, repairing and rebinding of books, magazines and pamphlets, and the other clerical activity of the library must all take place in these crowded and cramped quarters.

9. Only one-third of needed space.--The present building has only one-third of the needed and required floor space.

10. 1906 building inadequate for 1966 Sheldon.--A 1906 Carnegie Library is inadequate and outmoded for a 1966

city. Tremendous changes have taken place in the educational background of the citizens, in the number of young people in school, or adults continuing their education, in the availability of and demand for specialized books on a variety of subjects, and in the need for journals, books, and information by business and industry.

What a New Public Library Building
Will Mean to Sheldon

A symbol of the importance of books, reading, and learning.--A new public library building embodying the three F's of modern architecture (Functional, Friendly, Flexible) will advertise to all the citizens of Sheldon the pleasures and opportunities in the creative use of leisure time.

A learning place for the gifted student.--The gifted student will make the library his own personal university. With a new building and adequate room for books, magazines, etc., local teachers can with confidence urge gifted students to pursue at their own speed and inclination their special paths of research and interests. The public library represents one of the most economical methods of providing the gifted student with special incentives and resources.

A building of simple beauty and drawing power for the downtown area.--The erection of a new public library is of economic interest to every merchant in Sheldon. A recent study indicated that more than 7,000 customers came to the downtown Minneapolis Public Library, on a Saturday in the spring of 1963. People often combine a visit to the public library with a shopping trip. As the center of a large trading area, Sheldon draws people from many miles. These customers could easily find a trip to the public library another reason for coming to Sheldon

A significant and important selling point to industry and business looking for an Iowa headquarters.--All over the country a tremendous competitive struggle is going on between states, regions, and cities for new industry and business. Communication--reports, books, magazines, articles, government publications--these are vital to industry and business today. Even larger firms,

which can afford their own service, must depend on the more complete and expensive resources of the public library. The small business, whose future can often mean so much to the local community, finds the resources of the public library invaluable and indispensable.

A new public library building would sell Sheldon to industry and business looking for a place to locate.

A new public library building would place Sheldon in a position to establish itself as a regional center for public library service.

A place of inspiration and education for all citizens.--As an educational institution, the public library is unique in that its customers come from all age groups, and use of the library can continue practically from the "cradle to the grave." A new library building would be an untold blessing to the children, youth, young adults, adults, and senior citizens of the Sheldon community.

No other expenditure of public funds for capital improvements would give as great a return as a new public library building for Sheldon.--A new public library would be of immediate and lasting benefit to every age group of the community, to all professional and business groups, to industry, to every student and teacher, to the aged and the unemployed. A new public library building would mark Sheldon as a city of progress, aware of the benefits of culture and education, a pace setting city of Iowa.

An opportunity for Sheldon.--More and more cities are being considered not only as centers of commerce and industry but also as cultural, educational, and medical centers. Cities are proud to have the reputation as a medical center, and this has a very decided economic value. So also it is to the best interests of the Sheldon economy to take advantage of its opportunity to become the center for a regional library system. Already Sheldon is the center for the Northwestern Field Office of the Iowa State Traveling Library. Just as a city will make certain concessions or even provide building facilities to induce industry to locate in the city so also it is to the advantage of Sheldon to make space in a new city public library building for the Field Offices and cooperative

activities of the Iowa State Traveling Library. This will mean more jobs and more business activity for Sheldon.

CHAPTER II

A BRIEF PROFILE OF THE SHELDON, IOWA COMMUNITY AND A SURVEY OF LIBRARY SERVICE IN NORTHWESTERN IOWA

Sheldon is the largest city in the four counties of O'Brien, Osceola, Lyon, and Sioux Counties and is situated in the northwest corner of O'Brien County almost at the junction of these counties. Incorporated in 1876 with an estimated population of 450, Sheldon has shown a steady, but not spectacular growth to the present population of 4,281 (estimated). The city's population in 1960 was 4,251.

Located in the heart of one of the richest agricultural regions in the world, Sheldon's economy is typical of many mid-western cities. Its economic activity is built around two major functions--serving as the wholesale, retail, professional and cultural center for the surrounding trading area of some 70,000 population and engaging in the manufacture and distribution of agricultural products.

The median family income in Sheldon was \$4,997 in 1959; slightly lower than the median family income in Iowa. Earning less than \$3,000 in 1959 were 18.3 per cent of Sheldon's families and 10.2 per cent had incomes of \$10,000 or more (see Table 4).

As noted in an earlier paragraph, Sheldon's main economic activities are dependent upon the surrounding agricultural area. The total estimated population in the four county trading area of O'Brien, Osceola, Lyon, and Sioux is approximately 70,000, with a total spendable income of close to \$100,000,000.

In 1959 there were 1,796 farms in O'Brien County with an average land and buildings value of \$69,677. The total value of farm products sold in 1959 was \$29,712,000,

of this figure 65 per cent was from the sale of livestock and livestock products and 26 per cent from the sale of field crops.

This area conforms to the national pattern of larger size farms, smaller rural populations, static or declining population in small towns and increasing population in the larger towns, such as Sheldon.

The income producing group (ages 18-64) is smaller in Sheldon than in the State of Iowa and in the nation, while the percentage of population over 65 is greater. (Table 2). To interpret this table in another way, the number of people in the 18-64 population bracket, generally the wage earners of the community can in a sense be a reflection of job opportunities. In these job opportunities. If these job opportunities do not exist people in this age bracket tend to move elsewhere to seek stable, remunerative employment. The tendency of farmers on retirement to move into town is well known and accounts for the 16 per cent of residents over 65. The average number of school years completed by persons 25 years old and older is 9.3 years, as compared with the Iowa average of 11.3 years and the United States average of 10.6 years (see Table 3). Thirty-nine per cent of Sheldon's adult population have completed high school.

The City of Sheldon has the Mayor-Council form of government, and currently operates with a tax levy of approximately 37.301 mills (1963). The present assessed valuation of all property is \$8,255,792 (1963). The city enjoys an enviable debt situation, with less than \$440,000 in general obligation bonds currently outstanding.

From this brief profile of the City of Sheldon, it can be readily established that the area has the resources, the need, and the potential clientele for public library service of a good quality.

Sources for information contained in this profile include the 1960 Census of Population, the 1959 Census of Agriculture, and 1964 Financial and Statistical Report for the City of Sheldon, Iowa.

TABLE 1
POPULATION INCREASE

Area	1950 Population	1960 Population	Per cent Increase
Sheldon	4,001	4,251	6.2
O'Brien County. . .	18,970	18,840	- .7
Iowa.	2,621,073	2,757,537	5.2
United States . . .	151,325,798	179,323,175	18.5

TABLE 2
AGE LEVEL OF POPULATION--1960

Area	Median Age (years)	Under 18 Per cent	18-64 Per cent	Over 65 Per cent
Sheldon	N.A.	33.9	50.1	16.0
O'Brien County. . .	31.2	36.9	50.0	13.1
Iowa.	30.3	35.8	52.3	11.9
United States . . .	29.3	30.1	60.7	9.2

TABLE 3
 FORMAL EDUCATION OF PERSONS TWENTY-FIVE YEARS AND
 OLDER, 1960

Area	Median School Years Completed	Completed Less Than 5 Grades Per cent	Completed Four Years of High School or More Per cent
Sheldon	9.3	N.A.	39.3
O'Brien County. . . .	9.8	2.3	40.6
Iowa.	11.3	2.5	46.4
United States	10.6	8.4	41.1

TABLE 4
 FAMILY INCOME, 1959

Area	Median Family Income	Less Than \$3,000 Per cent	\$10,000 or More Per cent
Sheldon	\$4,997	18.3	10.2
O'Brien County. . . .	\$4,597	32.7	8.3
Iowa.	\$5,069	36.5	10.7
United States	\$5,657	21.4	12.2

TABLE 5

EMPLOYMENT OF PERSONS RESIDING IN SHELDON, IOWA, 1960
(By Type of Industry)

Industry	Number
Agriculture, forestry, and fisheries	59
Construction	65
Durable goods manufacturing.	23
Nondurable goods manufacturing	231
Transportation, communication, and utilities .	125
Wholesale and retail trade	533
Finance, insurance, and real estate.	49
Business and repair services	48
Personal services.	92
Entertainment and recreation services.	11
Professional and related services.	223
Public administration.	36
Industry not reported.	11
	<hr/>
Total Employed.	1,506

Library Service in Northwestern Iowa

Since 1963, the field offices of the Iowa State Traveling Library have been located in Sheldon. The field office now occupies rented store quarters a few doors west of the Public Library. The rental money is paid by the Sheldon Public Library which is reimbursed by the Iowa State Traveling Library. The Northwestern Iowa Field Office serves twelve counties, Lyon, Sioux, Plymouth, Osceola, O'Brien, Cherokee, Dickinson, Clay, Buena Vista, Emmet, Palo Alto, and Pocahontas. The last three counties were added to the Northwestern Area during the past year, having formerly been a part of the Mason City Area Extension.

It is very much to the advantage of Sheldon and the Sheldon Public Library to have the field offices for Northwestern Iowa of the Iowa State Traveling Library located in Sheldon. This office currently has a payroll of four people and along with this is the usual amount of business activity--maintenance of motor vehicles, supplies and equipment, visits to Sheldon by various state and library personnel and the name SHELDON used

throughout library circles in Northwestern Iowa. One of the recommendations of this report is that Sheldon do everything it can to cooperate with the Iowa State Traveling Library and that room for housing the activities and work of the Northwestern Field Office be included in the plans for a new Sheldon Public Library.

Observations on Northwestern
Counties of Iowa

This brief data is presented with the hope that it may prove of assistance to the reader in determining the place of the Sheldon Public Library and its building program in the total public library service program for Northwestern Iowa.

Population Changes.--Most of the counties in Northwestern Iowa are slowly losing population. The smaller towns are dwindling and the larger towns are gaining population. With the increased mechanization of Iowa farms, the size of the average farm is increasing and less manpower is needed than before.

TABLE 6
POPULATION SIZE AND GROWTH OF NORTHWEST IOWA'S
TWELVE COUNTY AREA

County	Estimated 1965	1960	1950	1940
Buena Vista	20,700	21,189	21,113	19,838
Cherokee	17,800	18,598	19,052	19,258
Clay	18,100	18,504	18,103	17,762
Dickinson	12,200	12,574	12,756	12,185
Lyon	13,800	14,468	14,697	15,374
O'Brien	18,200	18,840	18,970	19,293
Osceola	9,700	10,064	10,181	10,607
Plymouth	23,500	23,906	23,252	23,502
Sioux	25,400	26,375	26,381	27,209
Emmet	15,000	14,871	14,102	13,406
Palo Alto	14,800	14,736	15,891	16,170
Pocahontas	13,900	14,234	15,496	16,266

Educational Level.--The Northwestern Counties of Iowa are no exception to the general rule throughout the state and nation of more and more people attending school. Increasing education makes for a more active group of library users and a greater demand for public library services. Table 7 shows the number of citizens who have at least a high school education. Table 8 shows the actual number, according to the 1960, census who were attending school. The increasing number of people who are attending school means an increased demand and use of the public library.

TABLE 7
EDUCATIONAL LEVEL--12 COUNTIES--1960

Area	Less Than 5 Years	High School or More	Median Years
United States	8.4	41.1	10.6
Iowa	3.0	46.3	11.3
Buena Vista	2.1	52.2	12.1
Cherokee	2.9	47.4	11.5
Clay	1.5	54.1	12.1
Dickinson	2.3	49.9	12.0
Lyon	2.7	33.5	8.8
O'Brien	2.3	40.6	9.8
Osceola	3.2	35.7	8.9
Plymouth	3.5	40.9	9.7
Sioux	3.8	30.1	8.8
Emmet	2.2	48.0	11.6
Palo Alto	3.1	47.9	11.5
Pocahontas	2.7	48.4	11.6

TABLE 8
NORTHWESTERN IOWA SCHOOL ATTENDANCE

Area	Kindergarten and Elementary	High School	College
Buena Vista	3,863	1,298	414
Cherokee	3,561	1,042	49
Clay	3,695	1,132	55
Dickinson	2,420	824	47
Lyon	2,908	907	34
O'Brien	3,555	1,061	8
Osceola	1,997	606	20
Plymouth	4,806	1,438	457
Sioux	5,403	1,634	351
Emmet	3,143	828	81
Palo Alto	2,994	1,061	80
Pocahontas	2,804	1,021	31

Wealth.--In terms of income the Northwestern Region of Iowa does not make as good a showing as the State of Iowa as a whole. This is perhaps due to many small towns without too much business activity and with numerous retired people with small fixed incomes. However, the area does boast some of the finest farmland in Iowa and as the area becomes more industrialized the average income will increase. Furthermore good public library service will be an asset in attracting new industry to the area.

TABLE 9

FAMILY INCOME FOR NORTHWESTERN IOWA TWELVE COUNTIES

Area	Median \$ Income Per Family	Per cent Families With Income Under \$3,000	Per cent Families With Income Over \$10,000
United States	\$5,660	21.4	15.1
Iowa	5,069	25.3	10.7
Buena Vista. . .	5,629	31.0	7.2
Cherokee	4,471	35.0	7.1
Clay	4,799	31.4	9.1
Dickinson. . . .	3,458	35.5	8.3
Lyon	3,667	41.0	5.6
O'Brien.	5,023	32.7	8.3
Osceola.	2,635	38.8	5.6
Plymouth	5,846	34.1	7.5
Sioux.	6,531	34.8	6.5
Emmet.	4,635	29.8	9.2
Palo Alto. . . .	3,598	40.1	4.9
Pocahontas . . .	4,220	33.6	8.5

Public Library Service in
Northwestern Iowa

Normally, a public library issues a borrowers card only to people living within the boundaries of the legal area from which it draws tax support; other patrons may be provided with library cards at a fee. In Northwestern Iowa many people are not served by any sort of public library service unless they purchase the service individually. Three counties, O'Brien, Sioux, and Osceola have adopted county-wide library systems making library services available to 100 per cent of the people. In the other seven counties, the availability of free, public library service is as follows:

TABLE 10
PROVISION OF PUBLIC LIBRARY SERVICE

Area	Total Popu- lation	With Service	Without Service	Per cent With Service	Per cent Without Service
Buena Vista . . .	21,189	14,820	6,369	70	30
Cherokee . . .	18,598	10,842	7,756	58	42
Clay	18,504	10,808	7,696	58	42
Dickinson . . .	12,574	6,949	5,625	55	45
Lyon	14,468	6,149	8,319	47	53
Osceola	10,064	all			
Plymouth . . .	23,906	11,332	12,574	47	53
Emmet	14,871	9,444	5,427	64	36
Palo Alto . . .	14,736	6,802	7,934	46	54
Pocahontas . .	14,234	7,434	6,800	53	47
Sioux	25,400	all			
O'Brien	18,200	all			

TABLE 11

RESOURCES OF COLLEGE LIBRARIES IN NORTHWESTERN IOWA

College	Staff		Total Volumes	Total Budget	Book Budget
	Number Professional	Number Non-Professional			
Buena Vista	2	0	44,800	\$28,610	\$ 8,100
Northwestern. . . .	1	4	23,505	45,322	22,786
Westmar	2	2	51,065	44,855	18,850
Emmetsburg Community College	1	-	7,600	10,366	1,400
Estherville Junior College. .	1	-	8,450	7,500	N.A.
Dordt	1	-	18,000	32,000	20,000

TABLE 12

NORTHWESTERN AREA FIELD OFFICE CITIES AND
COUNTIES SERVICEDBuena Vista

Albert City
Alta
Linn Grove
Marathon
Newell
Rembrandt
Sioux Rapids
Storm Lake

Cherokee

Aurelia
Cherokee
Cleghorn
Marcus
Quimby
Washta

Clay

Everly
Peterson
Royal
Spencer
Webb

Dickenson

Arnolds Park
Lake Park
Milford
Spirit Lake
Terril

Lyon

Doon
George
Inwood
Larchwood
Little Rock
Rock Rapids

O'Brien

Hartley
Paullina
Pringhar
Sanborn
Sheldon
Sutherland

Osceola

Ashton
Melvin
Ocheyedan
Sibley

Plymouth

Akron
Kingsley
LeMars
Merrill
Remsen
Westfield

Sioux

Alton
Boyden
Hawarden
Hull
Orange City
Rock Valley
Sioux Center

Emmet

Armstrong
Estherville
Ringsted

Palo Alto

Emmetsburg
Graettinger
Mallard
Ruthven

Pocahontas

Fonda
Gilmore City
Havelock
Laurens
Plover
Pocahontas
Rolfe
Varina

Summary

An analysis of the twelve northwestern counties of Iowa which make up the area served by the field office of the Iowa State Traveling Library points up three factors. First, there is a need for continued cooperative activities among the libraries of this area, directed by the Iowa State Traveling Library field office. Many areas are without any library service and many of the smaller communities have an insufficient population and tax base to support good library service. Secondly, a large part of the four county area surrounding the City of Sheldon, make use of and depend upon the services and resources of the Sheldon Public Library. Third, it is very much to the advantage of the City of Sheldon to make provision in a new public library building for housing the Northwestern Iowa Field Offices of the Iowa State Traveling Library.

CHAPTER III

REMODEL, ADDITION OR NEW BUILDING FOR THE SHELDON PUBLIC LIBRARY

What are the alternative solutions to the Sheldon Library building problem. The present library building, a gift of Andrew Carnegie, was constructed in 1906 at a cost of \$10,000, and is of brick construction with stone trim. There are no steel beams in the building, interior walls are load bearing, and the building is of wood and masonry construction. The building is not fireproof. In another section of this report the writer has set forth in detail the urgent need for a new library building. The alternatives for the library board are as follows:

1. Build a new library on the present site.
2. Build a new library on some other site and use the present building for some other purpose or sell the building and land.
3. Build an addition to the present library.
4. Remodel the post office building.

Plan I. A New Sheldon Public Library on the Present Site

The present building has had continued hard use for some sixty years. Its original cost, a gift to the city by Andrew Carnegie, was \$10,000. Except for the cost of maintaining the present library the City of Sheldon has never spent any money on a public library building.

The major recommendation of this report is that Sheldon build a new public library on the present site.--
The arguments in favor of this decision are as follows:

1. Any money spent in remodeling or adding on to the present structure would in the long run be an uneconomical use of public funds.
2. The present library is not fireproof.
3. The present site is a good one for a public library. Moving to another site would increase the cost of the new library and there is a danger that a new site might not be as good as the present one. It is recommended that the library board take steps to acquire the land to the west of the present library site.
4. The best use of the present site can only be made by a completely new public library building. See site plat. Also note distance of library building from sidewalk on floor plans.
5. An addition to the present building cannot be made without increasing library operating costs. A combination of new and old building would be difficult to supervise and administer.
6. In the long run additions to or remodeling of the present library would be more expensive than an entirely new, functional library building.

Plan II. Build a New Library on Some Other Site

If a superior site should be available, closer to the heart of the business district than the present site, and sufficiently large to meet all public library building requirements then Plan II might be considered as an alternative to Plan I. Also if there is considerable opposition to tearing down the present building or if some other use is found for the present library then perhaps another site would have to be found for the new Sheldon Public Library. However, the objections to another site are the cost involved and the danger that the new site may not be as good as the present site.

Plan III. An Addition to the Present Building

Of the 2,409 "Carnegie Libraries," 1,681 were built in the United States, the others in Canada and

Great Britain. These libraries had certain architectural and structural characteristics and similarities, due to the fact that the donor, Andrew Carnegie, made available recommended plans for the libraries. One of the remodeling treatments given the Carnegie libraries is the "wrap around." New additions are wrapped around the old Carnegie library building. In the opinion of the writer this type of remodeling or addition is in the long run not an economical solution to the problem.

Architecturally the result is often not a pleasing one. Such a remodeled building, or a building with an addition, will have various floor levels which make the movement of personnel and materials throughout the library tedious and time consuming. Supervision, maintenance and administrative costs and problems are compounded rather than simplified.

The present library building is simply not worth any substantial investment of money for remodeling.--It would be a wasteful and uneconomic use of public tax funds.

An addition to the present building was considered as a solution to the Sheldon library problem, however, the architectural results would be awkward, the layout of services and materials difficult, and the entire project more costly than a new building.

Plan IV. Acquire and Remodel the Post Office Building

In the summer of 1965 the Sheldon Post Office was declared surplus and available to local governmental agencies. Information was obtained for the library on the disposal of real surplus property by the General Services Administration of the Federal Government. A questionnaire was made up and mailed to thirty-five libraries which had acquired a surplus post office for library use. A summary of the twenty-three returns is included in the Appendix of this report. The readers attention is particularly directed to the feasibility report by an architect on the use of the surplus post office in Hopkins, Minnesota, as summarized in the Appendix report.

In the meanwhile, the public schools of Sheldon, having lost a bond issue for a new high school building, indicated an interest in using the post office building and at this writing it appears that the school district will make use of the surplus Sheldon post office.

The more the writer has thought and studied the use of the surplus post office for the public library, the less appeal this has had. Now is the time for the Sheldon Library Board to give the public library adequate, new, facilities, designed specifically for library use. Remodeling the post office so that it could not only include the Sheldon Public Library but also the Northwestern Field Office of the Iowa State Traveling Library would in the long run be a costly and expensive undertaking. As the consulting architect pointed out to the Library Board of Hopkins, Minnesota, it would be better and more economical to build a new library building than to attempt a remodeling and addition to the post office building.

Other library resources of the Sheldon area--special libraries.--There are no special libraries as such in the Sheldon area. Various local industries have modest collections of specialized materials relating to their work. Given an adequate building the public library could do a much better job of serving the specialized needs of industry, business and government.

School libraries.--Like most school systems, the Sheldon Public Schools are aware of the need for improved school library services and resources. There are thirty-seven classroom collections in the elementary schools. The junior high has a central school library. The elementary schools have one part-time librarian and the high school, two part-time librarians. For the fiscal year 1965-1966, \$2,200 has been budgeted for books for the elementary schools, and \$4,500 for the high school. This will amount to \$2.30 per pupil in the elementary grades and \$3.62 per pupil in the high school. There are 4,090 volumes in the high school library and seats for 40 students.

Although good progress has been made, the library resources of the public schools need further strengthening.

The high school library book collection is minimal and the hours of service are such that the students depend heavily on the resources of the Sheldon Public Library.

Table 14 indicates the strength of library resources in Sheldon and how small in comparison the other library collections and resources are in the rest of O'Brien County. For any serious library use the customer will most likely have to depend on the Sheldon Public Library. All residents of O'Brien County, 1960 population 18,840, have access to library service.

Because Sheldon is located almost at the juncture of four counties, there is also considerable use of the Sheldon Public Library by residents of Lyon, Osceola, and Sioux Counties. The following chart shows geographically how readily available Sheldon is to residents of many nearby towns. (See page 28)

TABLE 13

PUBLIC LIBRARIES IN O'BRIEN COUNTY--1964 STATISTICS

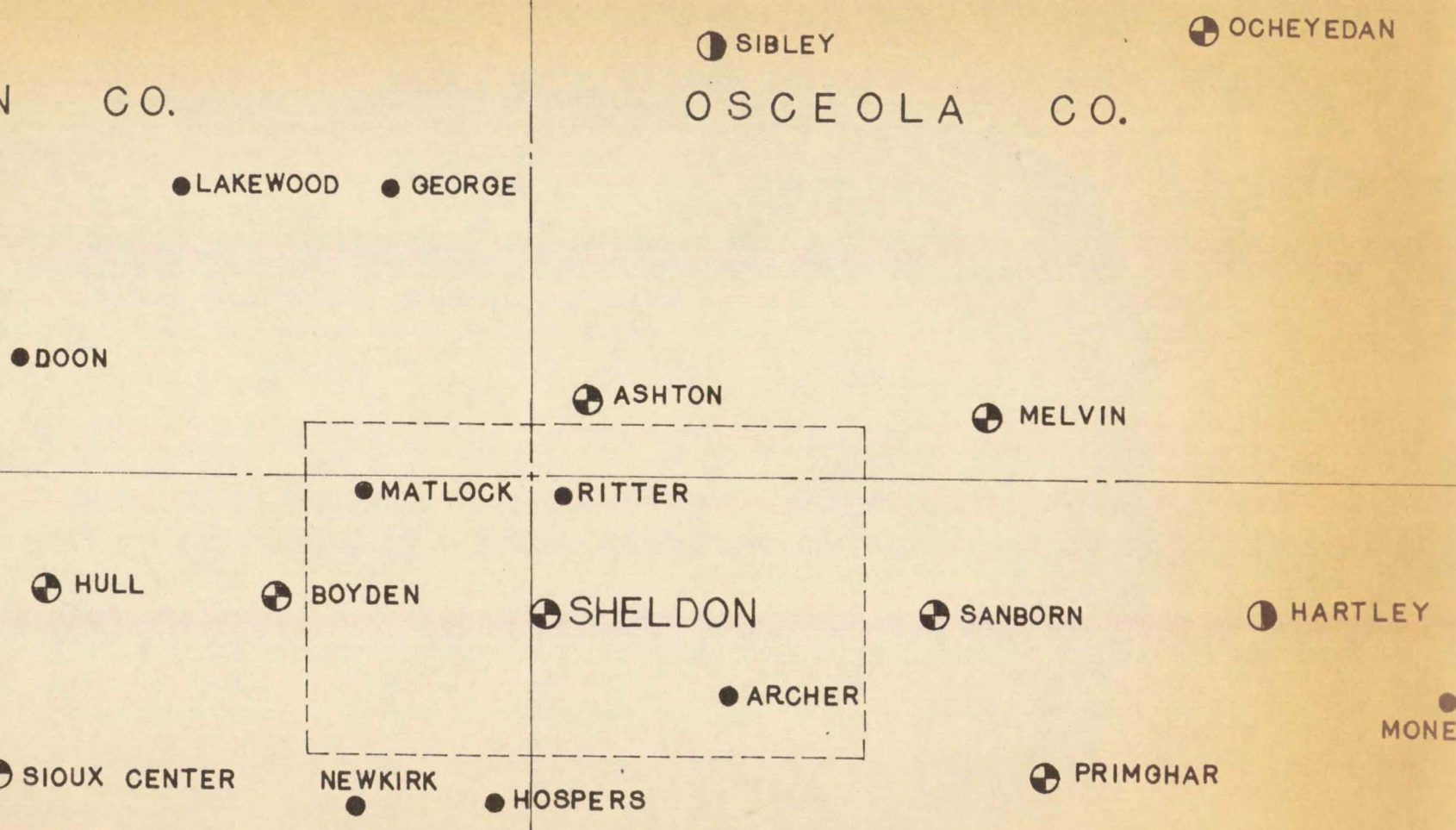
Libraries	Hours Open	1960 Population	Income	Book Budget	Total Volumes	Circulation
Hartley	20	1,738	7,055	1,343	9,270	21,995
Paullina.	20	1,329	6,230	467	4,954	10,571
Primghar.	15	473	5,232	564	7,619	11,077
Sanborn	20	1,323	15,536	943	6,986	21,502
Sheldon	44	4,251	24,572	3,653	19,440	61,703
Sutherland.	15	883	5,094	758	6,757	10,198

LYON CO.

OSCEOLA CO.

SIoux CO.

O'BRIEN CO.



LEGEND

- ◐ HAS A LIBRARY
- ◑ IS A COOP MEMBER
- SHELDON SCHOOL DISTRICT

CHAPTER IV

SITE SELECTION

The selection of a suitable site for a library is perhaps the most important decision in planning a new library building. The public library, like most retail establishments, is dependent for its business on high accessibility. Of course, there are variations in local conditions, and the special conditions of Sheldon have been considered in arriving at the following recommendations:

Criteria for Selecting the Site for the Sheldon Public Library

1. The more pedestrian traffic the better.
2. Close to the heart of the downtown retail, business, and mercantile center.
3. Of sufficient size so that the major portion or all of the public service area is on the ground floor. The more of the total area of the library on the ground floor the better.
4. As close to good parking as possible.
5. In an area where library employees and users feel free to come and go both at night and during the day.
6. Accessibility to the greatest number of potential users.

Parking.--Many individuals, at first thought, believe that adequate parking is a basic prerequisite for an acceptable main library site. More mature reflection indicates that this is really not the case at all, for while parking is of importance it is not the determining factor in library site selection.

The location of a public library is most comparable to the location problem facing a retail store. The library should be located where the most people are to be found, most often. Frequently this means that parking space may be limited. However, the library should not be expected to solve the downtown parking problem, and when libraries have attempted to do this they have found that the library parking lot is used more often by library non-users. In locating the library then some care must be exercised in regards to parking--are municipal lots available nearby or can they be made available. The greatest danger is that the library in order to solve the parking problem will be located in an area where there is no parking problem and no people.

Combined trips.--The best discussion of the problem of site selection for a public library is found in the brief publication by Joseph Wheeler--The Effective Location of Public Library Buildings. This is required reading for every library administrator and library board member. (See Bibliography Item 9.)

In Wheeler's study of 200 different library locations he reported on page 3:

. . . Ninety per cent of the librarians polled believe . . . that every new public library . . . should be strategically located in the center of the major pedestrian shopping and office area, where busy stores would flourish.

It has been found that the library user likes to combine a trip to the public library with some other shopping errand, and if this can be solved by parking only once, so much the better.

Park and Civic Center Locations.--Well-meaning but uninformed people are constantly urging parks and civic centers as good sites for a public library building. In most cases a park or civic center site for a library has not proven successful. Sometimes, even in a smaller community, library customers do not like to use a public library located in a park during nighttime hours.

Downtown Sheldon and the New Library

A great deal has been written about the need of the public library for a busy downtown location where it will be easily accessible to the greatest number and variety of its potential clientele. The public library needs a central location and the business district profits by having the public library in its midst. In the late afternoon and evening hours the library draws people to the central business district. The library can serve as an information center to the tourist and visitor. As an official department of the city it is open evenings and Saturdays, and the stranger can find information here and a sense of participation in the life of the city.

Recommended sites for the Sheldon Public Library.--

A general recommendation regarding a site for the Sheldon Public Library is in the center of the central retail business district, or as close to the busiest part of the central retail business district. Possible site locations would be in the area bounded by Eighth Street to Tenth Street; Second Avenue to Fourth Avenue, including the East Side of Fourth Avenue. Specific possible sites are:

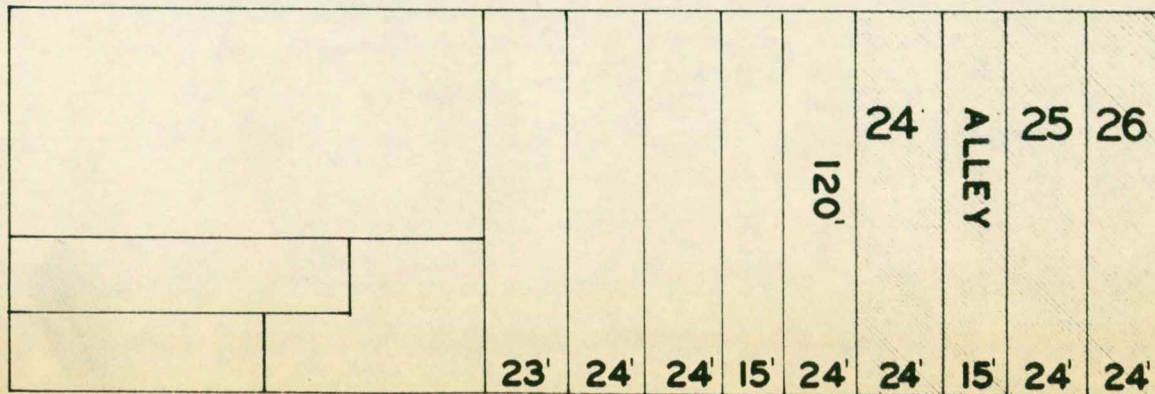
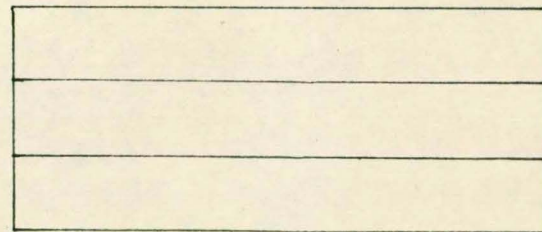
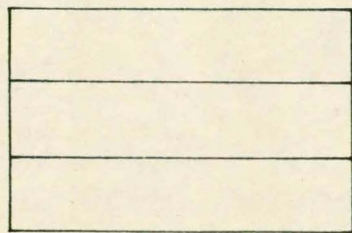
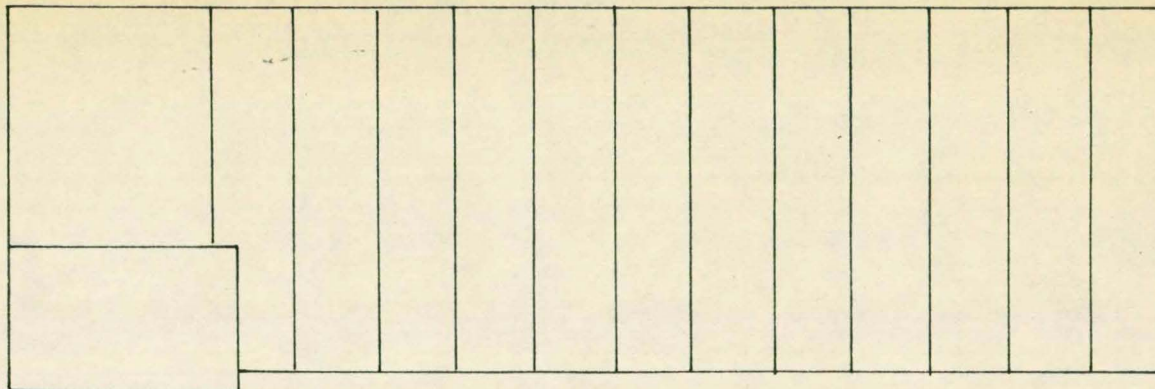
1. Present site.--Northwest corner of 10th Street and Fourth Avenue. This site could be further enhanced by the purchase of the Dr. Church property.
2. Next to municipal building.--Southeast corner of Ninth Street and Fourth Avenue.
3. Property in the middle of the block on Fourth Avenue between Ninth and Tenth. Old firehouse, Eagles building and vacate an alley.
4. Post office building.
5. Royce Hotel property, on Ninth Street.

Present site.--Northwest corner of Tenth Street and Fourth Avenue. This is a good site and meets most of the criteria for public library location. It is large enough in size. It is identified by almost fifty years of library use as the public library location, and, of course, any other site would involve additional cost. The writer, in numerous visits to the library always found parking available nearby.

9TH STREET EAST

3RD AVENUE EAST

4TH AVENUE EAST

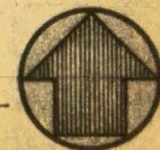


PUBLIC LIBRARY
 LOTS 24,25,26
 15' ALLEY BETWEEN
 LOTS 24 AND 25

1" = 60'-0"

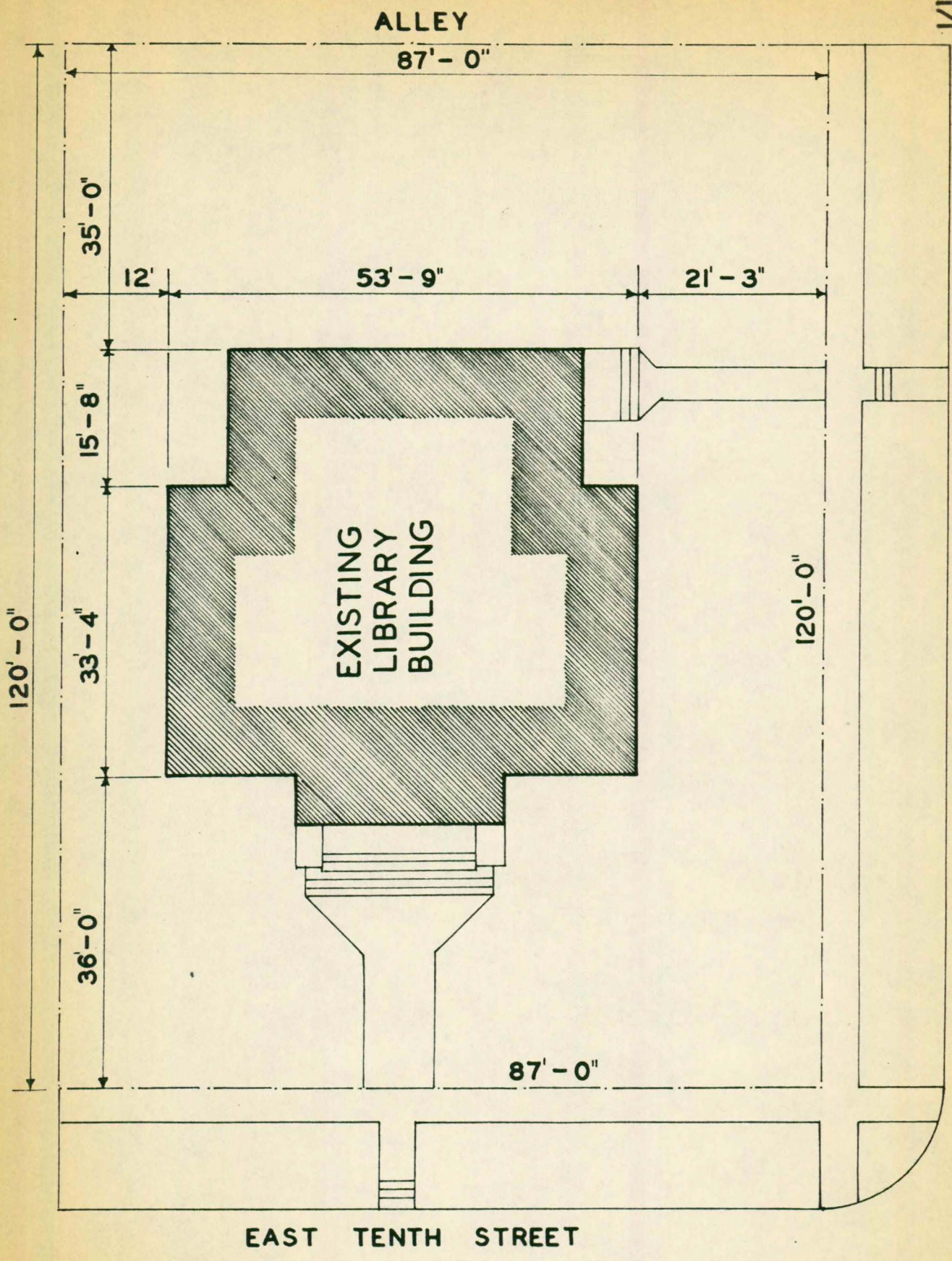
10TH STREET EAST

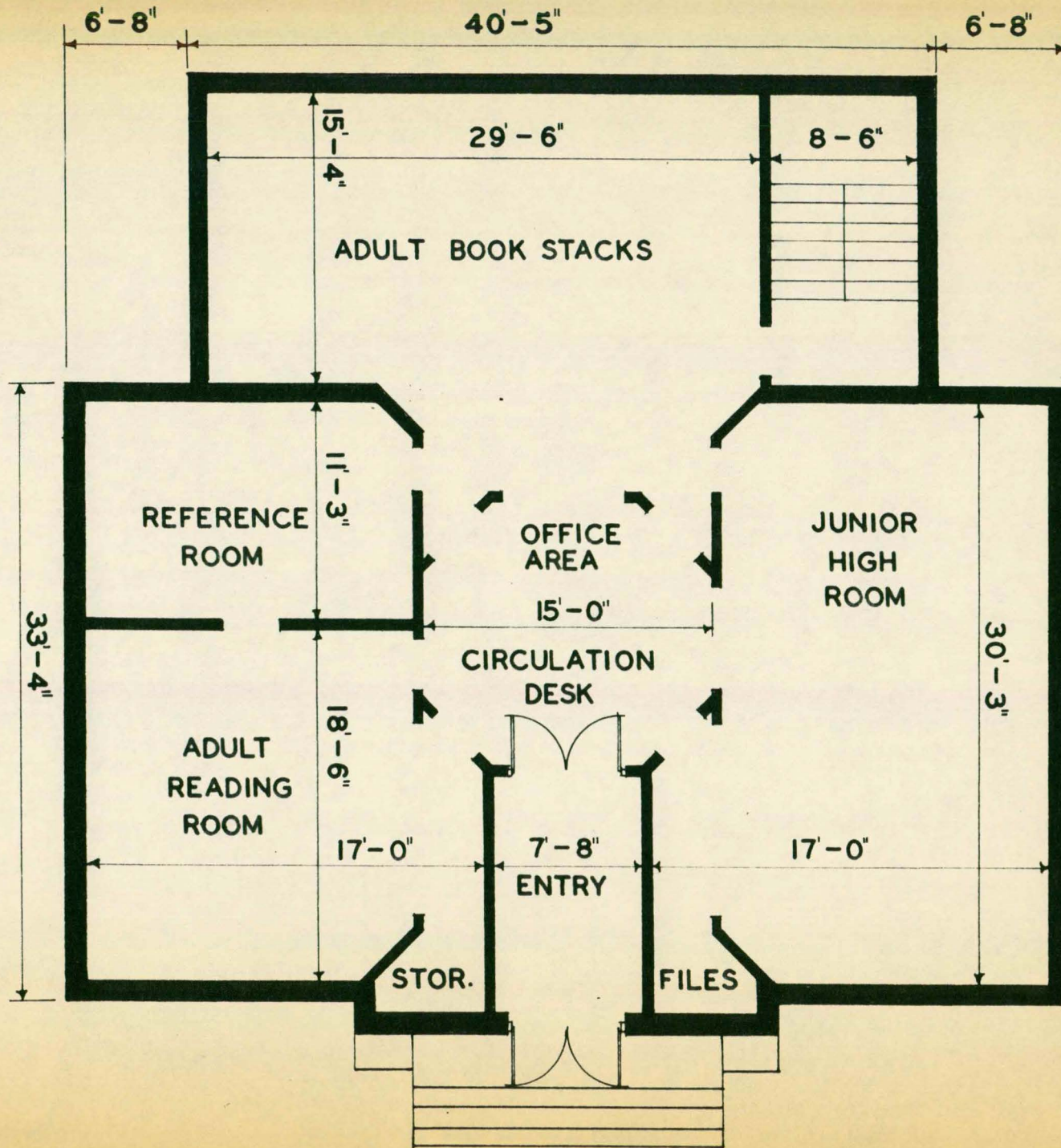
SHELDON PUBLIC LIBRARY



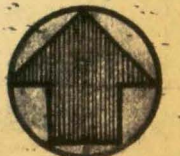
PLOT PLAN

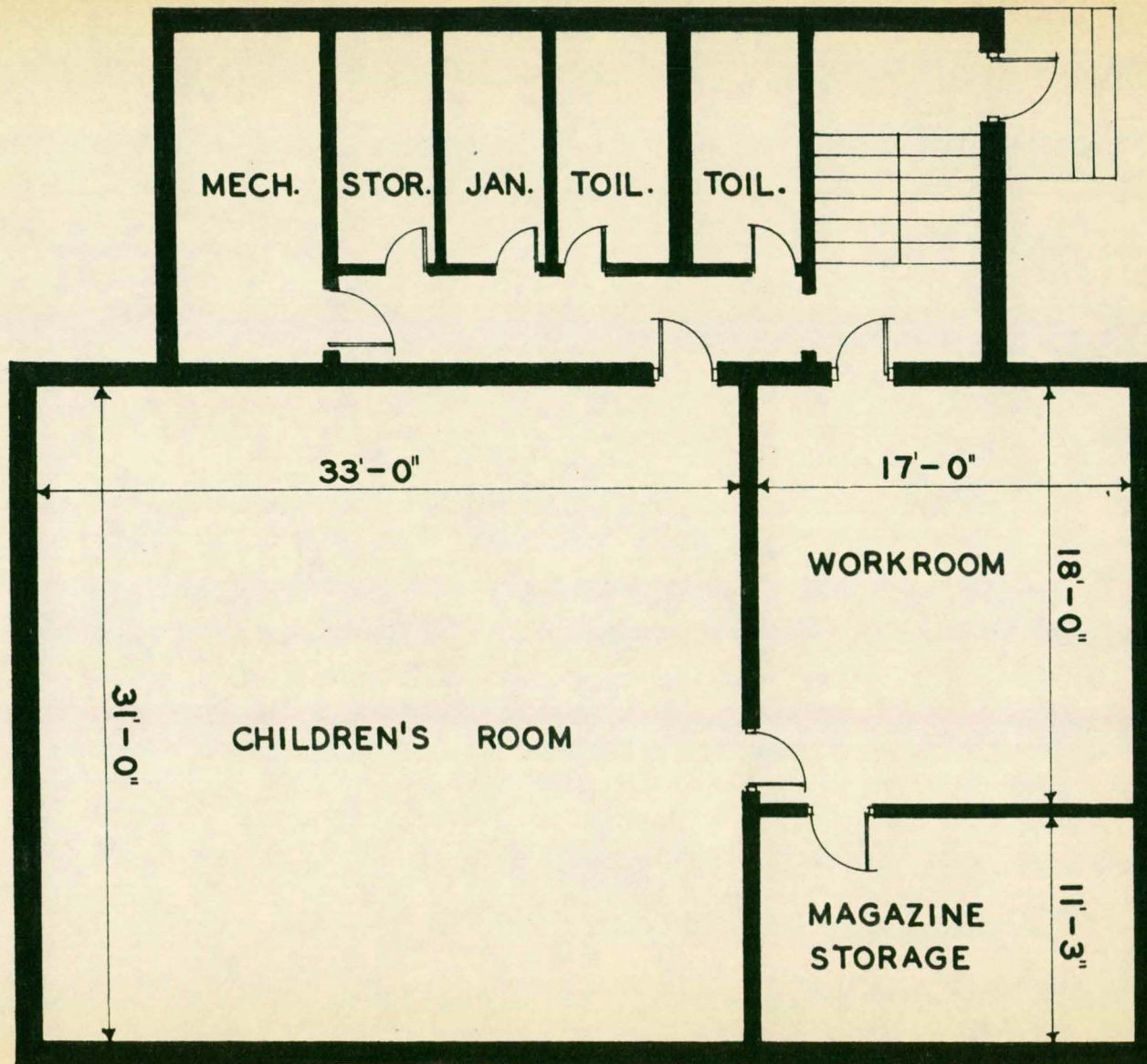
1/16" = 1'-0"



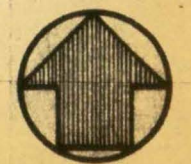


1/8" = 1'-0"





1/8" = 1'-0"



SHELDON PUBLIC LIBRARY

BASEMENT PLAN

CHAPTER V

THE LIBRARY BUILDING

Some Essential Facts

What is a public library building program?

The program is a written statement prepared by the librarian or other competent authority describing the purpose, scope and function of the library building. It should state as comprehensively as possible the specific needs of the library and should outline in detail the areas, their requirements, relationships, and functions within the building. In addition, it should define the aesthetic character of the building and chart generally the type and nature of furniture and equipment.¹

What are preliminary plans?

Preliminary plans are the architect's graphic expression of the written program for the building, showing floor plans and introductory sketches of the exterior of the building. These visual representations evolve gradually through progressive stages and provide a basis for reaching an agreement among the planning team. The end result is a precise preliminary drawing and sufficient data to secure an initial cost estimate for the building. Often in the final stage of the preliminary plans, the architect will prepare a scale model of the projected building.

What are working drawings?

Working drawings prepared by the architect comprise all necessary scale plans, elevations, detail drawings and written specifications necessary to construct the building. All materials, mechanical

¹H. R. Galvin and Martin Van Buren, The Small Public Library Building, 1958.

equipment, methods of construction, and calibre of workmanship are described in precise detail, both on scale drawings and in written form. The specifications include a written description of the scope of the work, general conditions, materials, and workmanship involved in the project. The working drawings and specifications serve as contract documents used for the preparation of bids and for the erection of the buildings.

Size of Needed New Library Building

Population size of the community served is the single most important factor determining how large the library building should be. Authorities agree that any new building should be designed to handle the expected community growth for about twenty years. And it must be noted that most library buildings have to serve for forty years or more. The estimated present population of Sheldon is 4,281 and that of O'Brien County, 18,200. Considering the population growth of the City of Sheldon for the next 20 years and the library needs of those areas of O'Brien, Osceola, Lyon, and Sioux Counties served by the Sheldon Public Library, a recommended population served figure for 1985 is 12,000. In many instances public libraries have not been built large enough and too often fairly new public library buildings are found within a few years of use to be too small. A new library building always produces a tremendous increase in library use.

In addition to population growth, one must also take into account additional educational institutions such as a junior college or a new vocational high school plus the distinct possibility that new industry and business coming to Sheldon in the future years will have increasing need for adequate public library service. Farms are tending to become larger and the rural population is shrinking, small towns are becoming smaller and more and more people tend to live in the cities. These and normal population predictions are the reason why an estimated population served by the Sheldon Public Library in 1985 has been established at approximately 12,000. This figure includes use by residents of O'Brien, Sioux, Osceola, and Lyon Counties.

Size of Building Needed

There are two methods for computing the approximate size of a library building. Method one uses the standard square foot per capita figure to arrive at the total of square foot needed. Method two uses a formula known as the SVC formula (Seating, Volumes, Circulation). (See Bibliography Item 7.)

American Library Association minimum standards for a population served of under 25,000 recommends .7 square feet per capita; $.7 \times 12,000 = 8,400$ square feet. (See Bibliography Item 11.)

General Space Requirements:

Estimated population served 12,000.

Seating requirements.--Four seats per thousand population, or approximately 48 seats \times 40 square feet = 1,920 square feet.

Bookshelving requirements.--2.5 books per capita \times 12,000 = 30,000 volumes \div 10 = 3,000 square feet.

Book circulation requirements.--Average estimated 7 books per capita \times 12,000 = 84,000 \div 40 = 2,100 square feet.

Miscellaneous space requirements.--Workroom space staff of 4; 4×150 square feet = 600 square feet.

Toilet and mechanical areas = 500 square feet.

Summation--SVC Formula

Population served	12,000 (est.)
Seating space	1,920 square feet.
Book volume space	3,000 square feet.
Circulation space	2,100 square feet.
Miscellaneous space	1,600 square feet.

Total. 8,620 square feet.

Conclusions as to total space requirements.--

Based on an estimated 1985 population served of 12,000, the population served formula gives us a total needed area of 8,400 square feet. The SVC (Seating, Volumes, Circulation) formula produces a total needed area of 8,620 square feet. The recommended building size is 8,500 to 9,500 square feet.

Space Comparison--Present Building and New Building

The present library building has approximately 4,000 square feet of space, distributed on two floors, much of it is uneconomical to use because of the cut up nature of the building. Also a portion of this total area of 4,000 square feet is used up by the stairway to the basement and the stairway from the lobby to the main floor. The new building would have more than double the present area, or between 8,500 and 9,500 square feet, excluding space provided for the Northwest Headquarters office of the Iowa State Traveling Library. This space would be much more economical to use and little or none of it would be wasted by stairways or interior walls. The new library would have room for 40,000 volumes, while the present library is crammed to capacity with 19,440 volumes, of which 9,508 volumes are juvenile books). The new library would, of course, be fireproof.

Factors to Consider in Design of Sheldon Public Library

It is the purpose of this program not to assume any of the prerogatives of the architect, but rather to provide him with a generous amount of data regarding the functional needs of the library. We hope to avoid waste space, unnecessary interior walls and passageways, hard-to-supervise reading areas and to make the best use of the space available.

Exterior

The new library should be a pleasant, handsome building which avoids the monumental in design and emphasizes the practical and functional daily use of the building. There should be little or no space between the building and the sidewalk. Entrance should be at the

sidewalk level so that access will be easy even for the aged or the handicapped. Only one public entrance should be provided.

Sufficient use should be made of windows so that the resources and activity of the library can be seen from the outside, however, care and good judgment should be exercised so that there is not a superfluous use of windows thus depriving the library of usable wall stack space, or giving the library customer a feeling of being in a "goldfish bowl." Thus, some windows on the sidewalk side are in order, but it should be remembered that wall space is very valuable for shelving in the library. There should be an illuminated sign at or near eye level.

After-hours book drop.--There should be a book drop within the building, conveniently located for easy use by library customers who wish to return library materials when the library is closed. The book drop should be so designed that books are not damaged and the receptacle provided for this purpose should be sufficiently large to take care of a considerable number of books.

Interior

A department store executive was asked to explain what he meant by the "image" of his store. He replied, "It means a simple, dignified but decorative treatment in which aesthetics don't dominate merchandising and in which it's easy but exciting to shop."

Translated into interior library design this would mean that the emphasis would be on the convenient and easy use of library materials and extremes of decoration and design would be avoided.

From the management point of view the interior design of the library should be an open plan, with no fixed partitions except as required by fire or building codes. Moveable furniture, and floor bookstacks will define the various service and reading areas of the library.

The walls should be of a texture which can be easily painted or else of a material which requires little maintenance. Ceilings should be of acoustical tile. The floors should have a live load factor of 125 to 150 pounds and should support 900 pound book section (three feet by two feet) at any point. Floor coverings in public areas should preferably be vinyl, rubber tile, or a similar resilient material to reduce noise. In nonpublic areas, similar, less expensive material may be used. The use of carpeting, at least in some areas of the library, should be considered.

Lighting.--Lighting should furnish 70 foot candles or more, sustained at the working surface. By this is meant 30 inch height whether in reading areas or stacks. Bookstack lighting is a special problem and lighting intensity in these areas should be sufficient so that titles on the spines of books located on the lowest shelf can be read easily. Rely primarily on controllable artificial lighting.

Moveable walls.--Doubled-faced bookcases or readily moveable partitions should be used as walls to establish public service areas, workrooms and offices. By keeping to an open plan, it is possible to assign space according to the requirements of each aspect of the service and also to modify arrangements as requirements change.

Circulation desk.--From this point there should be general surveillance if possible of all public areas of the library, including the children's reading area. It should be possible to keep the library open, if need be, with one person on duty at the central charging desk, where all materials are charged and returned. The circulation desk should be close to the workroom area, the librarian's office, the card catalogue and reference area.

Acoustics.--Because of the open plan, and the lack of interior walls, proper use should be made of acoustical materials so that most areas of the library are relatively quiet, conducive to reading and study.

Major areas.--A central circulation desk with easy control of the entire floor, the librarian's office and the workroom area, close to the circulation desk. Easily accessible to the workroom is the staff lounge and kitchen, including toilet facilities. The main floor area is divided into two general areas, adult services and materials and juvenile services and materials. In the adult area is the reference section, close to the circulation desk, the adult book collection housed in free standing floor stacks, wall stacks and island stacks of low shelving. Also close to the circulation desk and the reference section is the adult card catalogue, while the children's card catalogue is located in the juvenile area. The juvenile area houses the children's book collection in free standing double-floor stacks, some wall shelving and some island shelving as needed. The main floor area will also provide a meeting room which can also serve as a conference room and story hour room and can be operated independently of the library proper and have its own exit for after hours operation.

Traffic flow and flow of materials.--Traffic flow is important if control is to be maintained and confusion eliminated. Facilities should be arranged so that the reader proceeds through the entrance to the return desk, thence to the information desk and card catalogue and from there to the reference and reading areas.

To permit a flow of materials, the arrangement should include:

1. A book deposit box installed in the building wall adjacent to a drive.
2. Work area near the back door for receiving, unpacking, mending or repairing books, and shelving books and other materials.
3. Staff room and lockers near the rear door on first floor with adjoining rest room for women.
4. Toilets in view of control desk or nearby.
5. Lounge area for browsing in current newspapers and magazines.

6. An "island" card catalogue for adults. Separate catalogue for children in children's reading room.

7. Control desk to provide for receiving returned books and checking out books borrowed. This desk must be strategically placed so it may have full view of all public areas and yet not be highlighted as the center of all activity.

Vestibule.--To be enclosed by glass partitions and double doors to prevent heat loss.

Space Provision for Northwestern Headquarters--
Iowa State Traveling Library

It is recommended that the new Sheldon Public Library contain approximately 12,000 square feet of which 9,000 square feet will be used by the Sheldon Public Library and approximately 3,000 square feet by the Northwestern Headquarters of the Iowa State Traveling Library.

The 3,000 square feet allotted to the regional headquarters must be an integral part of the library building. This area must be so designed that the Sheldon Public Library can make ready and convenient use of the area should the headquarters office decide to move at any time in the future. Within the 3,000 square feet provision should be made for the combination meeting room, conference room, board meeting room, staff meeting room, story hour room (approximately 600 square feet). This multi-purpose room is also essential for the operation of the regional headquarters. For details concerning this room see the next chapter.

It is expected that the regional headquarters will do the book cataloging and processing for the Sheldon Public Library, therefore the amount of space for this activity in the library area has been severely reduced, although not entirely eliminated. It will be best for the architect to work out a library plan which will provide for common use of toilet, staff room, meeting room, loading dock and bookmobile garage facilities. ?

CHAPTER VI

DETAILED SPACE ALLOCATIONS

General--Lobby, Vestibule, Registration and Charging Desk (600 square feet)

Vestibule.--Enclosed by glass partitions and double doors to prevent heat lose.

Lobby and display area.--Note some provision must be made for boots, and coat racks as well as public bulletin boards.

It is recommended that book display racks be used rather than museum type display cases. The latter have a maintenance factor and take considerable skilled time to keep up.

Central registration and charging desk.--The charge desk should be large enough to accommodate two workers. Sufficient open space should surround it to avoid congestion and interference with other library functions. The worker at the charge desk should have an unrestricted view of both adult and juvenile reading rooms, the doors to the public rest rooms, and public entrances (220 square feet).

Public toilets.--Public men's and women's toilets. (80 square feet.)

Adult Reading Areas and Bookstacks (4,500 square feet)

The library hopes to make available to the user a collection of 40,000 volumes and up, all in open stacks, conveniently arranged for browsing, self-study and self-service as needed. Approximately 30,000 adult

books and 16,000 children's books would be provided. The present collection numbers some 19,000 volumes.

Initially approximately 2,000 square feet should be reserved for adult book stock, although through the use of wall stacks and island floor stacks this could be reduced. However, additional expansion for the book collection should be included in the plans--possibly at least 700 additional square feet for adult book-stacks.

The main body of the adult book collection should be housed in steel double bookstacks and it is suggested that the end panels be of wood. The steel shelving should be the usual 7 feet 6 inches in height.

The open shelving should be placed on 5 feet 6 inch centers allowing an aisle space of approximately 4 feet.

Adult reading and study area.--This area could also be referred to as the reference area. It should be located close to the circulation desk. From six to ten of the individual study tables (3' x 2' x 29") could be located in this area, near the reference book shelves (200 square feet). A microfilm, reader-printer and perhaps one film storage cabinet should be placed in this area with power supply provided (60 square feet). Four vertical files, five drawer high will be needed for the pamphlet collection (80 square feet). The area should contain reference book shelving with consideration given to the use of double-faced shelving units, 20 inches in depth.

In the information-reference area, a pedestal type desk and a side chair should be provided. At busy times of the day a staff member can be stationed here to do floor work and to assist library customers in the use of the card catalogue, indexes, etc. This person would serve as advisor to the reader and would not normally carry on clerical duties. At quiet times of the day, personnel at the charging desk would give reference service.

While a generous use of individual study tables is recommended, only a few four place rectangular tables and round tables should be used and the use of any reading table larger than the four place table is discouraged. Approximately 1,400 square feet should be used for the reading, study and browsing area seating all totaled approximately 20-30 people. There should be a minimum of 5 feet between tables where chairs are placed back to back and 5 feet or more between table and bookstacks or walls.

Periodical Shelving

Back issues.--If possible space for the storage of back issues should be close to the circulation desk and work area and not available to the public. The last five years of heavily used periodicals should be kept in this place.

Current issues.--Display type, sloping shelves to accommodate 100 titles. About six to eight 3 foot sections of shelving. Part of the adult area browsing section.

Other Items

Browsing area.--If possible a lounge area should be included in the adult reading area, located near the magazine and newspaper display racks. Some soft easy chairs and occasional tables should be provided.

Newspaper rack.--Room for ten to twelve newspapers.

Dictionary stand.--Revolving stand for table use or waist high stand.

Atlas cabinet.--

Reference book shelving.--Six to eight counter height, double sections, 20 inches in depth, sections of shelving (200 square feet).

book fairs and other displays. Folding or stacking chairs are recommended and a closet big enough to hold these folded chairs and tables should adjoin the meeting room. Picture and bulletin board tracks should be provided on the walls for exhibit use.

The meeting room should have a separate outside entrance and should be designed so that it can be lighted and air conditioned after the main building closes. It should not be necessary to go through the library to get to the meeting room, nor should it be necessary to light, air condition, and staff the rest of the building when meetings run past the closing time. The room should seat about 60 people (600 square feet) in row chairs or about 25 people around tables. The floor should be level. No platform is necessary. Rest rooms should be available to persons in the meeting room after the library proper has been closed. Built in conduit and equipment for audio-visual use should be provided.

Staff Accommodations
(350 square feet)

Adequate quarters should be provided for the staff. These should include a small kitchen and dining area, lounge and toilet. Lockers should be provided but not in the staff room proper.

Librarian's Office
(160 square feet)

Locate near charge desk and workroom. Some wall shelving, pedestal desk, side chair, file and desk chair.

Workroom
(500 square feet)

For economy of staff and operation it should be one large room with groupings of furniture and equipment to provide an orderly flow of material. Shelves should be provided for rare, restricted, or often stolen books. Shelving should also be provided for often used back files of periodicals. There should be direct access to

the circulation desk and an unobtrusive but clear surveillance of this desk from the workroom.

Library work which will take place in the workroom includes: sending overdue notices, opening of book packages, checking of invoices, processing, cataloging, classifying of books and other materials. Various typing tasks associated with the ordering of library materials. Preparing materials for the bindery. Mending. Discarding.

Receiving area.--Equipped with work table, tools, some shelving and cabinets.

Processing.--Storage cupboard for supplies, office desk and chair, work counter.

Cataloging.--Two shelf list units of 60 drawers each. Office desk and chair. Section of low shelving. Work table or index table.

Display preparation.--Deep counter with large but shallow drawers underneath. Cork board. Storage cabinets and lab sink.

Bookmobile Garage (900 square feet)

It is the recommendation of this report that the new Sheldon Public Library include provision for a bookmobile garage. The garage and workroom should be close to each other so that the garage could also function as the receiving area for books, etc. The best arrangement would be to have room for two units parked behind each other with a raised loading platform corresponding in height to the floor of the bookmobile running along the right side of the units. This would require an area of about 15 feet by 60 feet.

Plumbing Facilities

Public toilets may be placed in a service core, though this depends upon the building plan. Provision should be made for public men's and women's toilets

located off Adult Reading room if possible, easily supervised from the charging desk (Electric button control?) (But not conspicuous from the library entrance) and small.

Staff toilet should adjoin staff room and be accessible from staff room only.

Public Telephone

Provision should be made for a public telephone.

Drinking Fountains

Two drinking fountains should be provided, one at children's height.

Telephones and Inter-Com System

The necessary telephone conduit should be planned into the building and consideration should be given to an inter-com system.

Building and Mechanical Areas (1,000 square feet)

The mechanical room will contain all heating and cooling equipment and their required machinery. A smaller incinerator should be provided.

Adjacent to the mechanical room should be a storage and custodial room area. Here space should be provided for the storage of tools, garden and yard tools, snow removal equipment, and custodial supplies and equipment.

An ample workroom area should be provided for the custodian. Pleasant and adequate work space for the custodian will prove to be an incentive in carrying on repair and general maintenance projects. Liberal provision should be made for tool racks and storage shelving.

Northwestern Area Headquarters of the Iowa
Traveling Library (approximately 3,000 square feet).

SUMMARY OF SPACE ALLOCATIONS

	<u>Square Feet</u>	<u>Square Feet</u>	<u>Square Feet</u>
I. PUBLIC AREAS	--	--	6,900
A. <u>General</u>		600	
Entrance			
Display areas			
Charging and registra- tion desk			
Miscellaneous: telephone drinking fountains, public toilets			
B. <u>Adult Reading and</u>			
<u>Bookstack Area</u>		4,500	
Browsing area	400		
Book shelving	2700		
Periodical shelving	--		
Phonograph record shelving	--		
Reference and study area	1,000		
Adult quiet room	400		
C. <u>Children's Reading and</u>			
<u>Bookstack Area</u>		1,800	
Display area	--		
Librarian's desk	--		
Card catalogue	--		
Book shelving	1,000		
Magazine shelving	--		
Seating	800		
II. NONPUBLIC AREAS			2,010
A. <u>Staff Areas</u>		1,010	
Librarian's office	160		
Workroom	500		
Bookmobile garage	--		
Staff lounge	350		
B. <u>Building and Mechanical</u>			
Area		1,000	
Total Square Feet, Public and Nonpublic Use			8,910

Summary of Space Allocations continued

	<u>Square Feet</u>	<u>Square Feet</u>	<u>Square Feet</u>
III. Northwestern Area			
Headquarters - Iowa			
State Traveling			
Library			3,000
Meeting room.	600		
Available for offices, work space, etc.		2,400	
Bookmobile garage	900		<hr/>
Total building space.			12,810

CHAPTER VII

RECOMMENDATIONS AND CONCLUSIONS

The Sheldon Community

An analysis of the City of Sheldon reveals a sufficient economic base for adequate local support of a good public library service program. With a high and continuing level of education there will be a definite need and potential use for an expanded and effective public library service program.

Sheldon--Headquarters for Northwestern Field Office, Iowa State Traveling Library

This is a decided economic and educational asset for Sheldon. The Library Board and librarian have acted wisely in encouraging the State Library to maintain Northwestern Area offices in Sheldon. It is strongly recommended that plans for the new Sheldon Public Library Building should include space for the Northwestern Field Office Headquarters of the Iowa State Traveling Library.

Remodel, Addition or New Library Building

The major recommendation of this report is that a new library be constructed on the present library site. Any remodeling of the present sixty-year-old library building would be an uneconomical use of public funds. An addition to the present building is not recommended.

Need for a New Library

Sheldon has never spent any money for a public library building. The present library was a gift of Andrew Carnegie, and this 1904 structure, costing \$10,000 is entirely inadequate for 1966 Sheldon. The building is not fireproof. There is insufficient space for a book

collection and other library materials, for workroom and office space, for seats for library users. No other like expenditure of public funds would mean as much to so many Sheldon residents as a new public library building.

Recommended Size for New Library

The estimated population served in 1980 is 12,000, which includes prospective users from the adjacent county areas of O'Brien, Osceola, Lyon, and Sioux counties. The recommended size for the new library is between 8,500 and 9,500 square feet plus an estimated 3,000 square feet for the Northwestern Iowa Headquarters of the Iowa State Traveling Library or a total size of approximately 12,000 square feet.

Recommended Site for a New Library

The library should be located as close to or in the heart of the retail business district. The present site is a good one and is recommended for the new building.

Facts About the New Sheldon Public Library Building

The new library building would have a convenient grade level entrance and all of the public service areas would be on the ground floor. It would be air conditioned.

In size, the new library would be about 12,000 square feet of which approximately 9,000 square feet would be devoted to services and resources of the Sheldon Public Library and about 3,000 square feet would be made available for the Northwestern Area Headquarters of the Iowa State Traveling Library. The design of the building would be such that this space could readily be taken over for use by the Sheldon Public Library.

The new library would be a pleasant, handsome building, avoiding the monumental in design and emphasizing the practical and functional daily use of the

building. It should be so designed that during quiet periods of the day or evening the building could be adequately supervised by one library staff member.

THE END

APPENDIX A

Survey of Construction Costs

Public Library Buildings Erected
1961-1964

Evansville Public Library and Vanderburgh County Public Library
Evansville, Indiana

10/30/64

SURVEY OF CONSTRUCTION COSTS
PUBLIC LIBRARY BUILDINGS ERECTED 1961-1964

Definition: By Cost of Construction, we mean the actual cost of the building itself. This figure does not include fees, land, site improvement, nor equipment and book stock. It does include built-in equipment which is a part of the General Contract.

(1) Location	(2) Sq. Ft. (inter.)	(3) Cost of Construction	(4) Cost of Furn. & Equip.	(5) Per cent of (4) to (3)	(6) Cost Sq. Ft.
Stickney-(Ill.) Forest View	13,088	\$199,052.20	\$32,620.63	16.4%	\$15.20
Vandalin (Ill.) P.L.	7,950	105,000.00	18,500.00	17.6	13.21
Spring (Ill.) Br. (Mobile, Ala.)	3,480	66,808.50	15,000.00	22.5	19.20
Cincinnati, Ohio					
Groesbeck Br.	8,853	231,025.00	11,000.00	5.	26.10
Mt. Wash. Br.	5,304	132,699.00	7,921.00	6.	25.02
Chevlot Br.	6,994	162,068.00	9,535.00	5.9	23.17
Bellwood, Ill. P.L.	14,822	192,632.74	28,506.00	15.	13.00
Manitowoc, Wis. Pub. Lib.	28,638	315,000.00	69,000.00	22.	11.00
Lake Co. (Hdqs) Crown Point, Ind.	19,500	420,000.00	58,000.00	14.	21.50
New Highland, Ind. P.L.	10,050	150,000.00	12,000.00	8.	14.93
Ogden, Utah	44,600	892,000.00	150,000.00	17.	20.00
Bezazlan, Br. (Chicago)	10,000	173,385.00	42,564.00	25.	17.34
Dayton, Ohio					
Ft. McKinley Br.	4,075	88,600.00	15,200.00	17.	21.74
Kettering Br.	3,861	101,200.00	10,800.00	11.	26.21
Northtown Br.	3,570	69,000.00	10,000.00	15.	19.33
Burkhardt Br.	3,762	98,000.00	13,800.00	14.	26.05
Dallas, Texas					
Pleasant Grove Br.	10,000	175,651.00	41,593.00	23.7	17.57
Walnut Hill Br.	16,113	243,726.00	42,121.00	17.3	15.13
Cherry Creek Br. (Denver, Colo.)	13,000	243,213.00	25,529.00	10.5	18.71

(1) Location	(2) Sq. Ft. (inter.)	(3) Cost of Construction	(4) Cost of Furn. & Equip.	(5) Per cent of (4) to (3)	(6) Cost Sq. Ft.
Elkhart, Ind. P.L.	48,821	\$689,996.00	\$104,402.00	15.2%	\$14.14
Muncie, Ind. Br.	12,000	146,000.00	20,000.00	14.	12.17
Lewis & Clark Br. (St. Louis, Mo.)	16,000	285,485.00	42,512.00	14.9	17.84
Ft. Worth SW Br.	5,664	77,618.00	16,435.72	21.2	13.70
Los Angeles, Calif.					
Palisades Br.	8,252	129,242.00	21,000.00	16.3	15.66
Sherman Oaks Br.	6,398	118,018.00	23,000.00	19.5	18.45
Woodland Hills	6,272	125,000.00	22,000.00	17.6	19.93
Mar Vista Br.	5,450	92,180.00	21,300.00	23.1	16.91
Brooklyn Heights (Brooklyn, N.Y.)	55,200	1,359,357.00	175,000.00	13.	24.63
Evansville, Ind. McCullough Br.	11,567	201,053.00	30,000.00	14.921	17.38
Average per cent of Cost of Construction spent for Furniture and Equipment in twenty-nine public libraries:				15.61%	\$18.46

Prepared by Edward Howard, Director, Evansville Public Library, Evansville, Indiana.

APPENDIX B

Floor Plans--Sheldon Post Office Building

Basement Plan

First Floor Plan

Mezzanine Plan

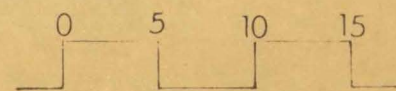
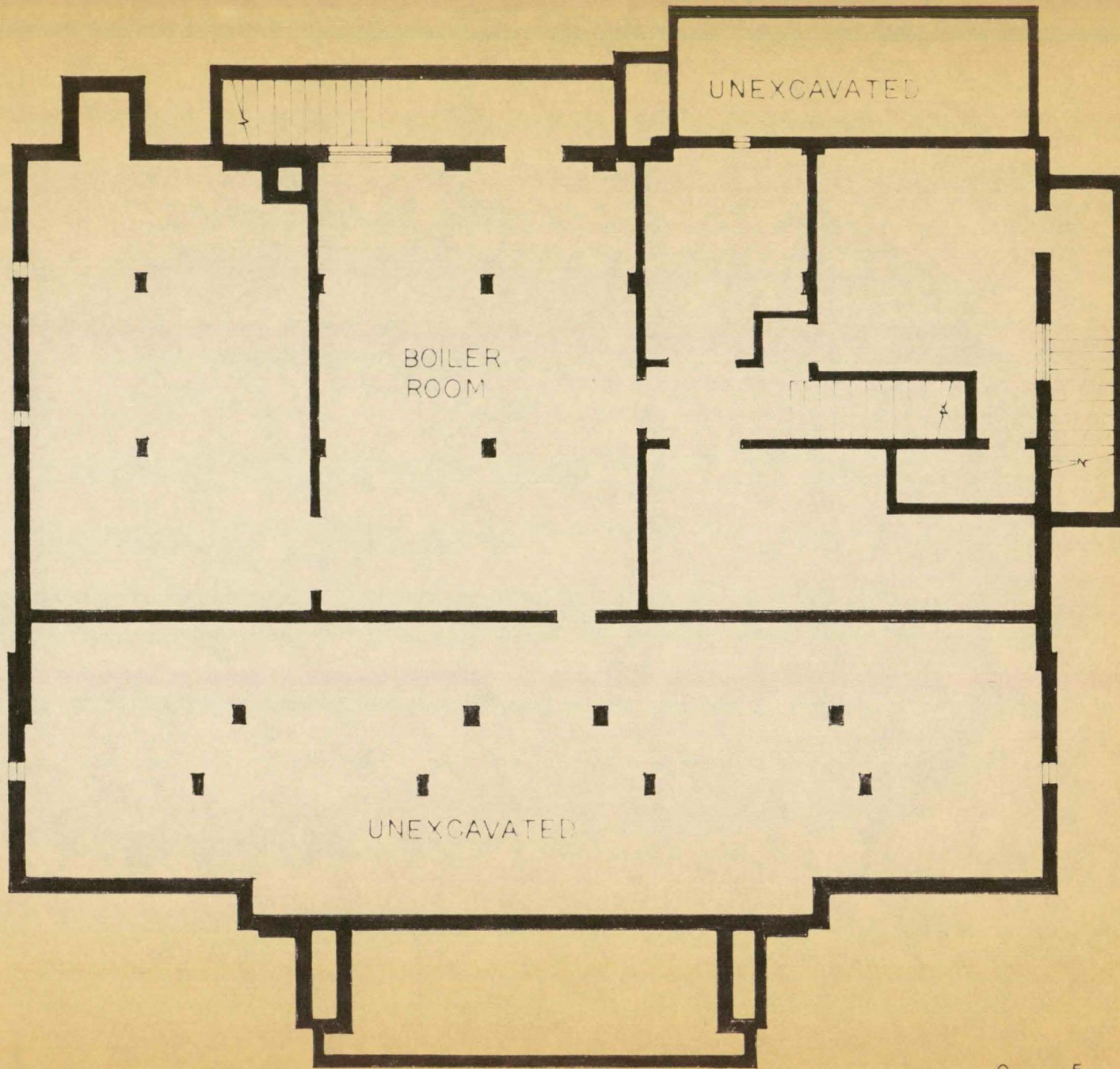
SHELDON POST OFFICE

BASEMENT FLOOR AREA 2,100 SQ. FT.

FIRST FLOOR AREA 3,400 SQ. FT.

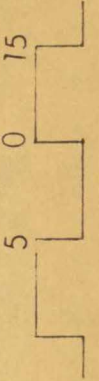
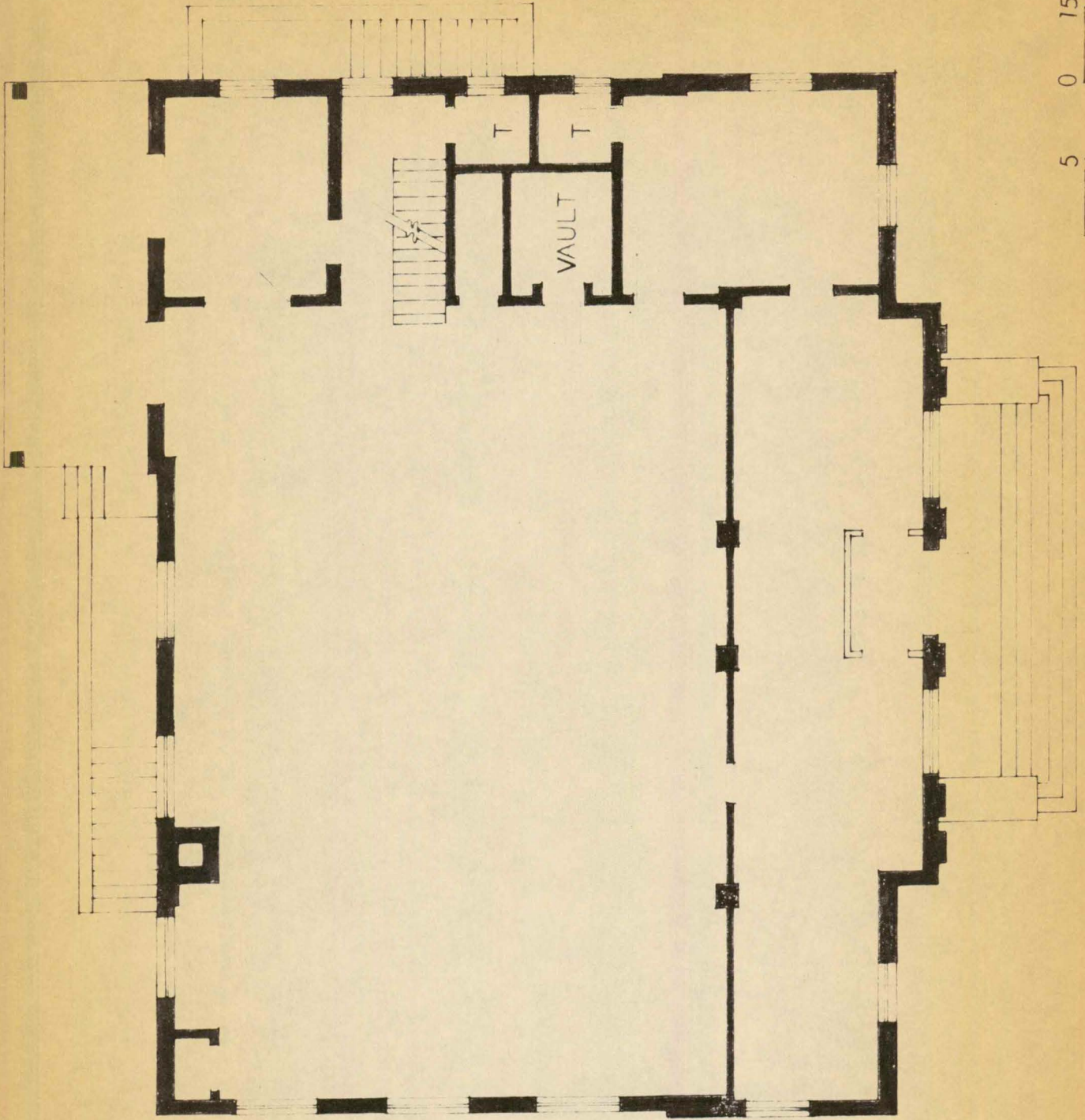
MEZZANINE FLOOR AREA 600 SQ. FT.

TOTAL FLOOR AREA 6,100 SQ. FT.



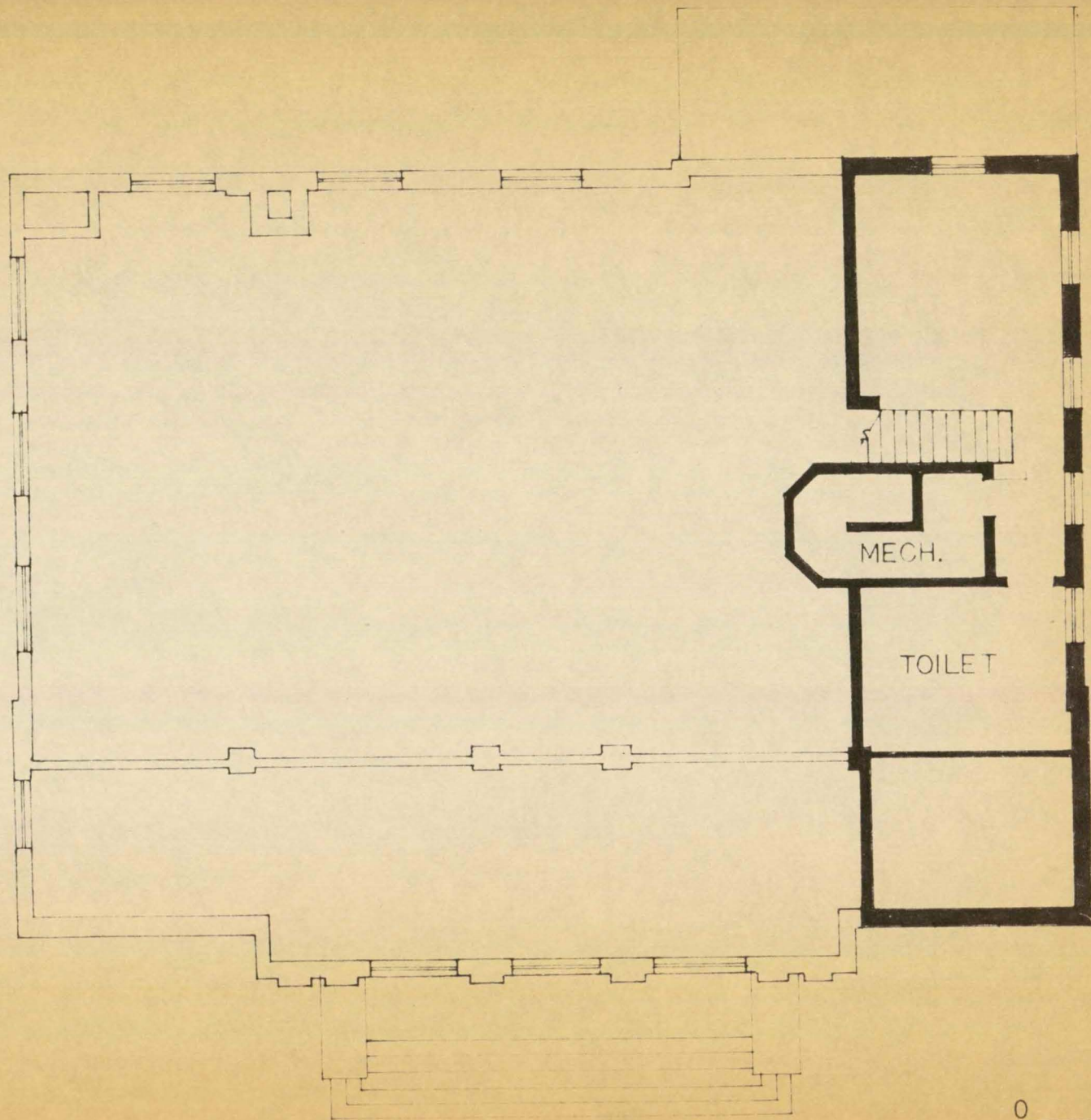
SHELDON POST OFFICE

BASEMENT PLAN



SHELDON POST OFFICE

FIRST FLOOR PLAN



SHELDON POST OFFICE

MEZZANINE PLAN

APPENDIX C

Post Office Buildings for Public Libraries

Postoffice Buildings for Public Libraries

During the five year period 1960 to 1965, thirty-five postoffice buildings have been made available for public library use. The writer was asked by a public library board for advice as to whether it should make application for the surplus local postoffice for use as a public library building. Through the good offices of Senator Walter Mondale of Minnesota a list was obtained of surplus postoffice buildings converted to public library use. A three page questionnaire in duplicate form with return stamped envelope was sent to these libraries, located in twenty-two different states. Twenty-three questionnaires were returned; however, in some cases certain items of data requested could not be supplied. David Smith, librarian of the Hopkins, Minnesota Public Library cooperated with the writer in developing the questionnaire.

Does a surplus postoffice building make a good public library? Is it economic to remodel a postoffice for public library use? Before one can consider the advisability of remodeling a postoffice or any other building, including present public library buildings, certain basic questions must be asked. The first and most important question relates to location. Is the postoffice location a good one for the public library? Would it be a good location for a first class retail store? The state library agency can readily supply the librarian or library board with material which discusses the criteria for public library location. Presumably the thirty-five communities in this study which did take over the surplus postoffice for public library use did so because it was an advantageous site for the public library. However, in two of the twenty-three cases the postoffice site provided the public library with a poorer rather than a better location. For the other twenty-one cases the postoffice provided the public library with an improved location.

The population served by the libraries reporting ranged from a low of 7,000 to a high of 115,000 and only three of the libraries reported served more than 50,000 population. It would appear that in cities of this size

the postoffice usually, but not always, has a good location from the public library criteria standpoint. If the location is a poor one then the building, whether postoffice or present library, does not justify any remodeling investment.

In regards to parking, fifteen of the twenty-three libraries reporting indicated that there had been an improvement in parking facilities and six reported either no improvement or actually less parking facilities. A few libraries reported that the additional parking had brought problems in that the on site parking space was usually usurped by non-library users.

If the postoffice satisfies the criteria for public library location then the next question is whether or not it is worthwhile to remodel the postoffice. The postoffice buildings in this study were built between the years 1905 to 1937. Four were built before 1910; eleven between 1911 and 1920; two in the 1920's and three in the 1930's. Six of these buildings were remodeled slightly, while fifteen were extensively remodeled. Eight libraries employed a library consultant and thirteen employed an architect. The postoffices were remodeled at a cost of as little as \$1.00 per square foot or as much as \$20 per square foot. Types of major improvements were the construction or improvement of mezzanines, complete carpeting or other floor covering, dropping ceilings, air conditioning (fifteen libraries) or installing a complete new lighting system (eleven libraries). Considering the age of these postoffices it would appear that remodeling costs which approach 60% of new construction costs in the area indicate that perhaps a new building would be a better and more economical solution to the problem.

In Hopkins, Minnesota, the Library Board employed an architect to make a feasibility study of the postoffice building and site. The architect rendered a negative opinion on remodeling the postoffice and building an addition and recommended instead tearing down the postoffice and building a new library on the postoffice site. The Hopkins Postoffice was built in 1935. The Library Board

and City Council accepted the recommendation of the architect and have decided to build a new library, however at this writing no decision has been made as to whether the new library could be built on the postoffice site or elsewhere. Currently the Hopkins Public Library occupies highly desirable ground floor space in the heart of the Hopkins shopping area at an annual rental of \$10,000.

What are the disadvantages and problems of the remodeled postoffice as a library building? The answers coincided with the usual hazards of remodeling older buildings which were not constructed with public library use in mind. Among the negative comments were - "lack of flexibility", "poor vertical transportation", "fixed walls in the postoffice building", "old buildings have defects hard to correct", "not much area for expansion", "high ceilings", "not everything on one floor", "too small, obsolete construction", "not designed for library use", "not air-conditioned", "poor location", "basement cannot be used", "people keep on coming in for stamps".

Apparently many of these libraries which did decide to move into the postoffice buildings were very poorly housed. We have no record, of course, of those public libraries which considered but rejected the surplus postoffice for public library use. While the librarians in this study did cite some of the problems and disadvantages of the remodeled postoffice buildings, all but a few were so poorly housed that they were happy to make the move. The following advantages were cited - "excellent location", "more space", "better surroundings", "improved location", "better parking", "more departments on one floor", "seems to make a better library than it did a postoffice", "public liked the something for nothing aspect, even though it cost a considerable amount to renovate", "the exterior is Carnegie-like, this pleases a large segment of the patrons", "for the first time toilet facilities are a reality".

One librarian, though pleased with her postoffice library, wrote the following statement. "Having seen several postoffices converted to libraries I am of the opinion that this is NOT a good idea. We may become a nation of PO libraries as we have suffered with the Carnegie libraries to some extent." A large supermarket would make a better public library than many postoffice

buildings, for the latter usually have fixed walls and a structural system which is difficult and costly to remodel. If one were to select the major disadvantages posed by the postoffice buildings it would be the lack of flexibility. Especially in the smaller and medium size communities it is a great handicap to have the children's room or the reference room on the second floor or in the basement so that in order to keep this department of the library open separate staff is needed at all times. A conservative estimate of the cost of a children's room, for example, which must be separately staffed at all times it is open, would be \$2,000 per year. In larger libraries separate departments on different floor levels are a necessity but in the smaller library any flexibility of supervision pays handsome dividends over many years in making the entire resources of the library available whenever the building is open and also reducing staffings costs.

The basic information on obtaining a surplus postoffice for public library use can be found in the publication, Disposal of Surplus Real Property, a twenty page pamphlet published by the General Services Administration, Washington, D. C., also available at any of the regional offices of this agency.

Frederick Wezeman
 4321 W. 42nd St.
 Minneapolis, Minnesota 55416

- 6. Sheldon Center of Congress, United States
 Library, Prof. [unclear], [unclear]
 24 pp.
- 7. United States Bureau of the Census, United States
 Census of Agriculture, 1952
- 8. United States Bureau of the Census, United States
 Census of the Population, 1950
 Printing Office, 1961.

Especially useful were the following issues:
Index, General Social and Economic Character
 1950

U.S., General Social and Economic Character-
istics.

Iowa, General Population Characteristics.

U.S., General Population Characteristics.

9. Wheeler, Joseph L. The Effective Location of Public Library Buildings. Occasional Papers, No. 52, University of Illinois Library School, 1958.
10. _____ . The American Public Library, 1941.
483 pp.
11. American Library Association. Library Administration Division. Small Libraries Project. The Small Public Library. A Series of Guides for the Community Librarian and Trustee. Chicago: American Library Association, 1963.

STATE LIBRARY OF IOWA



3 1723 02097 2030