

Space Needs Assessment Report
for the
Reedsburg Public Library
Reedsburg, Wisconsin

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1.0 INTRODUCTION

1.1 Purpose

The purpose of the Space Needs Assessment Report is to assess the current and near future projected space needs of the Reedsburg Public Library. The discoveries within the report will help to determine the feasibility of meeting the space needs at the current facility site, and if so, then to guide the capital improvement planning for the expansion and renovation of the existing library facility in its current location.

With changing demographics, changing technologies, and changing program needs it would not be reasonable to predict specific space needs beyond a typical 20-year long term capital improvements plan. It should be understood that the purpose of this report is to discover the current needs as well as those that can be predicted and planned for in the next 15-20 year term. The ultimate goal will be to implement a plan that is as flexible and adaptable as possible to accommodate changing needs as they arise.

1.2 Organization

The report is organized beginning with an executive summary outlining the key overall findings and recommendations. Within the report there are sections that present the findings from the consultant and library representative peer facility tours, space needs listening and interview sessions and review of benchmark data. The report then proceeds to present the findings in the form of a space needs program in comparative format based on size of facility to accommodate collections and size of facility to accommodate programmatic needs. The program is followed by a feasibility review to determine if the needs can be accommodated at the existing site. The report is then finalized with a high level cost opinion and next steps action plan.

1.3 Process

The space needs assessment process began with a kick-off meeting with library staff to help establish the goals and key drivers of the exercise with the end result established that there will be a space needs program developed to help guide a capital improvements renovations | expansion plan for the existing library facility along with a high level cost opinion for the project. The exact timing of the project is yet to be determined and will be highly dependent on project support and fund raising success.

Benchmark data has been reviewed comparing the existing facility with peer facilities in the immediate area and peer facilities of similar size in other remote locations within the state, which may or may not be within the same library system but provide services to similar population service sizes. The comparison is done with facilities that appear to be appropriately servicing their demographic and service populations, with the understanding that nearly all libraries do have needs that they are not currently meeting and that those needs change regularly based on demographic and technology changes.

Peer facility tours were conducted by the consultant, library staff and support peers to explore how other libraries are functioning and what features their facilities have that support those functions. These tours were open dialogue working sessions to exchange ideas on what may or may not work specific in the Reedsburg Library expansion planning. Features that work in one library may or may not work in another library so the goal was to be on site to witness and experience particular functional features and discuss the features in an open dialogue manner. Notes were taken at each facility that will impact the space needs planning for the Reedsburg library.

A series of interview | listening sessions were conducted with a cross section of library staff, library supporters, city staff and resident users to help discover what the perceived needs are from the perspective of staff and users. Stakeholder input was received and documented with key findings recorded. The key findings will be the foundation of the facility design when that phase of the project begins. Discussions were had with regards to current and future predicted needs.

WDPI (Wisconsin Dept of Public Instruction) Space Needs Worksheets were populated alongside comparative consultant Space Needs Programs. These documents are the foundation of the actual facility size needed compared to existing facility size. The Space Needs Program identifies in more detail the specific spaces and their relative sizes to accommodate programmatic and functional needs.

Once a building program was established it was possible to develop a high level capital improvements cost opinion that will address the planning budget for the facility expansion along with capital improvements needed directly related to the existing facility. With a program and cost opinion established the next steps planning recommendations were documented to complete the assessment and to be used as an action plan.

1.4 Acknowledgements

Dave Cameron and ADCI staff express appreciation to the city and library staff along with the support groups and community user groups who participated in the facility tours and interview | listening sessions. The information gathered and dialogue held with documented findings will greatly assist in the planning of a library facility that will functionally support the user needs. The input from local staff and users is instrumental in designing a facility that is unique to the Reedsburg community and stakeholders



2.0 EXECUTIVE SUMMARY

2.1 Culture and Trends

The process of planning and design of new library spaces has become more diverse than ever. While many of the key library space needs components have not changed dramatically, such as the space required for hard copy collections, other new facets of library space planning have become key due to the integration of a diversity of media types, how users are accessing the media, and the environment in which they access that media. We can also expect the changes in media types and how we access and use these medias to continue to change at an exponential rate. Therefore, the key is to plan and design for a great deal of flexibility in space use, technology, furnishings, and environment.

Successful library planning needs to embrace this mentality of flexibility and diversity, as well the understanding that the culture and atmosphere of the traditional library has changed to be much more of a collaborative cultural center. Simply planning to expand space in the traditional sense will not result in a successful library project. The intent is that the library environment be re-invented to not only remain our traditional source of media and information, but also become a community forum to access a variety of media and information in an active way. The majority of these trends have to do with the flexible, inventive, collaborative environment that embraces the traditional as well as most cutting edge of medias and technologies.

The other great change in the library culture is the shift from introspective to extrospective. Libraries are no longer just inward focused but focus more on services to and outside the library, including outreach programs and community services. Community room integration into the library environment helps to create a home base for this activity.

Once it becomes apparent that the existing library facility falls short of providing not only the physical space needs, but the collaborative, cultural environment that is capable of supporting these key trends and components we begin the process of trying to determine what needs to be done to meet these needs. The Peer Facility Reviews and Space Needs Interviews help us to see how other library facilities are embracing new trends and our stakeholders respond to these trends.

2.2 Facility Condition Assessment

Many times a Space Needs Assessment will require a very in-depth review of existing facility conditions if the long term plan is to add on to or expand an existing facility. The Reedsburg Library is very fortunate to have an existing facility that is in overall great condition. While there are capital improvement needs, the biggest shortfall is space. The physical ability to properly provide programming that would be valuable to the community if the program space was available. The staff work spaces, while in good physical condition, are very inadequate to properly perform staff functions. The facility is very short of storage and support space and the collections areas are congested and do not properly meet current accessibility standards.

2.3 Peer Library Tours

Consultant, staff and library supporters attended a series of peer library tours in an effort to view how other libraries are servicing their patrons and how current facility features support functional and programmatic needs. These peer library tours give the opportunity to see a variety of ways that facilities service their communities and facilitate discussion on features that could be planned as part of the capital improvement project.

Tours were coordinated at four separate facilities, each of varying size and features. Several of the libraries toured are larger than the Reedsburg Public Library and service a larger population and some are smaller and service a more limited population. The libraries that were toured were:

- Waunakee Public Library
- Madison Public Library
- Middleton Public Library
- George Culver Community Library

2.4 Space Needs Interviews

ADCI developed a set of space needs interview questionnaires to review current and projected space needs with stakeholder groups. The interview groups were intentionally gathered as a cross section of users and stakeholders in an effort to create constructive dialogue sessions with a variety of input from differing perspectives. The stakeholders present for the interview sessions represent the following staff and user groups:

- library staff & volunteers
- friends of the library group
- community members & users
- local business owners | employees
- parents of young children
- sr user groups | retired residents
- city council representative
- retired teachers
- online users
- new & long term residents

The space needs interview sessions were held after the facility tours so that components of other libraries viewed as part of the tours could be discussed in the sessions. Included in this report is a long list of **Key Takeaways** from these interview sessions that will be the basis of design considerations for future expansions | additions.

2.5 Benchmark Data

The public libraries in the state of Wisconsin submit data every year through a public library service data collection system. Analyzing this compiled data is crucial when it comes to establishing benchmarks with regards to how public libraries provide services to their communities. The data provides the basis of comparison from library to library as well as the ability to compare a library to the minimum service standards established by experts in the field of library planning.

The statistics in the spreadsheets in this report are highlighted to identify benchmark data for three separate groupings of peer libraries that will help us to understand how the Reedsburg Public Library compares in service offerings to other peer libraries of similar size and location within the state. The comparisons in the benchmark data include peer libraries of close proximity, peer libraries of similar resident service population and peer libraries of similar total extended service population.

2.6 Space Needs Program

The data collected in the Space Needs Assessment processes was input into two separate tools to help determine the physical area Space Needs. The first is the Space Needs Worksheet provided by WDPI (Wisconsin Department of Public Instruction). This tool helps determine square footage needs based upon the volumes of housed collections and program space provided. The second tool is a proprietary Building Space Needs Program developed by ADCI. This tool helps determine square footage needs based on the physical size of spaces identified by user groups in the interview process. Using these two tools as a check and balance help us to verify that we are headed in the correct direction if the numbers align. Completing this process it was revealed that the numbers provided by the two separate tools was less than 1% apart. The determination was that the space



needed is approximately 34,250 sf, which includes community room functions. The existing facility is roughly 15,400 sf which reveals a space deficiency of roughly 18,850 sf.

The discovery was that the existing facility is much smaller than would typically serve a population of similar size and providing similar services, considering both the services currently being provided and the services that are desired to be provided that are not currently provided, such as community room and program space. For the current facility space to continue to be viable, more dedicated spaces and a greater variety of spaces are needed.

2.7 Feasibility Review

Typically a part of the Space Needs Assessment is a Feasibility Review. This is a high level assessment to determine if the needs findings can be satisfied, and if so what are the required parameters of solving those needs. The first step is to determine if the building area needed to solve the space needs can feasibly fit on the existing site or if the facility would have to move to another site to solve the space needs.

So ultimately the key questions are:

Does the expanded program fit on the site? The answer is yes, but *ideally* only if additional property is acquired. Without additional property the required site program items are not a fit.

Does the expanded program fit without additional property acquisition? The answer here is a bit more complicated. The answer is *yes if the program is compromised*. The building could be expanded to suit the facility needs by taking up the entire existing parking lot, but then all parking would have to be on the street and that is not desirable to the city or to the local residents. There most likely would also be compromises to some of the planned spaces. The size of the community room, program spaces or collections areas would be impacted.

Ideally the plan would be to acquire property and appropriately expand to meet the space needs without compromising building or site program needs, as well as hopefully plan to have some on-site expansion capabilities in the future.

Other key feasibility review items include utility infrastructure availability, existing structure viability, funding capability and local review authority approvals. All things considered the capital improvement project required to meet the space needs is feasible.

2.8 Space Needs Site Diagrams

Based on the space need program and the feasibility review, a few variations of (2) separate expansion options are diagrammatically presented to show the potential fit of the capital improvement expansion on site. The potential solution options on the existing site, with variations of each option, are as follows:

Option 1.1: Expand the existing library facility to the west – limited property acquisition: This option would require acquisition of adjacent residential properties to expand the existing library building. Other adjacent commercial properties would remain in place and some parking for the library would be required to be accommodated on the street.

Option 1.2: Expand the existing library facility to the west: This option would require acquisition of adjacent residential properties to expand the existing library building with potential to acquire other commercial properties on the site to expand parking and site features.

Option 2.1: Expand the existing library facility to the north – limited property acquisition: This option would require expanding the building into the existing parking lot and hence acquiring adjacent residential properties to accommodate new parking and site features. Overflow parking would need to be accommodated on the street.



Option 2.2: Expand the existing library facility to the north: This option would require expanding the building into the existing parking lot and hence acquiring adjacent residential and/or commercial properties to accommodate new parking and site features.

Any of these options would require property acquisition that is not yet included in the project Cost Opinion. All of these options could potentially enhance the long range plan of a downtown municipal campus, further strengthening the municipal ties between the existing city hall, police department, fire department and ambulance facilities.

2.9 Capital Improvements

When target budgets are set based solely on the addition portion of the project then the capital campaign and fundraising process falls short of the real project cost. The typical result then is late design phase compromises to the project function and amenities that can hamper the overall project success.

ADCI has reviewed with library management some of the existing components of the facility and where those components are in their usable life. There are (2) categories of capital improvements that should be planned for. The first category, and most important to not be overlooked in the budget, are those that are required and cannot be avoided. These may be required due to building code and life safety improvements that are required in order to permit the project. They can also be required due to unavoidable upgrades or replacements of failing systems. The second category are those items that are recommended based on professional opinion and experience.

The report includes a list of required and recommended capital improvements that should be considered in the project. These items are taken into consideration in the project Cost Opinion and include such things as utility and life safety upgrades as well as roof replacement, mechanical system replacements and finish replacements.

2.10 Cost Opinion

The Cost Opinion presented in this report is intended to be used as a tool in conjunction with the Space Needs Program to establish an overall anticipated 'target' cost for total project budget development, public education, and needs prioritization purposes. The Cost Opinion developed is based on the Space Needs Program which discovered a deficient square footage of roughly 18,850 square feet of space needed to satisfy the space needs. This space is included in the cost opinion as building addition space. There are also considerations in the Cost Opinion for renovation costs that will be applied to the existing facility to cover the capital improvements listed as both required and recommended.

The Cost Opinion is 'site neutral' at this point and will need to be further refined as specific site information is known. This means that the Cost Opinion developed is strictly based on square foot costs and high level site development costs but does not include site acquisition costs at this time.

The Cost Opinion is also intended to be as comprehensive as possible and include more than the basic "bricks and mortar" portion of the project. There are sections in the cost opinion to cover periphery project costs such as those related to furnishings and equipment, as well as soft costs such as professional fees, legal fees, moving expenses and public bidding expenses. The Cost Opinion developed reveals the following:

• Site Construction Costs:	\$594,000
• Building Renovation Costs:	\$2,406,000
• Building Addition Costs:	\$5,278,000
• Furnishings Fixtures & Equipment Costs:	\$982,000
• Project Soft Costs:	\$720,000
• Project Contingency:	\$998,000
Total Project Cost Opinion	\$10,978,000



2.11 Action Plan | Next Steps

Promotion: Building Public Support Through Educational Activities: This section of the report stresses the importance of public education and identifies some of the key public activities that can help to push that public education. These are key to fundraising success.

Consensus Development: What . . .When . . and How Much: This is the phase where the Building Steering Committee will hold SWOT exercises to review pros and cons and develop a consensus on which option will be in the best interest of the community to act upon. It is their responsibility to go through this space needs exercise and to elicit public input, but it is also their responsibility to make final decision on how to act.

Concept Design: Visualization. This step in the project development process typically follows the Space Needs or Programming phase and can aid in a capital campaign in a number of ways including the development of illustrative graphics to better communicate ideas, cost opinion refinement, and developing the information often needed for grant applications.

Fundraising: The Capital Campaign. While raising funds can be a long process, it is first the credibility of the entity promoting it, the logic of their planning, and the appeal of their vision that convinces officials to appropriate funds and inspires donors to give. This begins, and ends, with education. A series of public workshops and education activities is recommended to be developed to reach as much of the library's service population as possible. They should be organized by a specific sub-committee of the Board of Trustees with a designated chair or 'Champion' to keep the 'message' consistent and flowing.

Opportunities should be researched and revisited on a regular basis for funding and grant opportunities. Various funding sources also have varying application cycles. It is recommended that the library Board of Trustees appoint a board member to oversee or engage a dedicated firm to further research and familiarize the board with key criteria, such as application dates, eligible uses, amounts available, and matching required, so that opportunities are not missed.

Property Acquisition: At some point in the consensus process there will be a decision made as to what type of property acquisition is required to meet the project goals. Timing of this is somewhat fluid. Acquiring adjacent properties involves political action that require special consideration and timing. That said, once this decision is made and acted upon it affirms to the community that the project is real and that there is commitment and backing by the city for the project. This step also gives the library a place to publicly advertise the project with "coming soon" billboards and builds public excitement. More importantly though, the value of the acquired property, even if obtained through donation, may be used as a funding mechanism as matching funds to be applied towards other potential grants and funding sources.

Interim Maintenance Needs Recommendations: Even once a consensus on a path of action is developed, there will still be Concept Design, Fundraising, and Final Documentation and Construction phases of work that need to take place. Even if these phases are completed at peak performance it may still take several years for the final project to become reality. In the interim there may be items that need immediate attention and should not wait for the final project.

Final Design and Documentation, Bid, and Construct: Typically we see that once 70-85% of the project funds have been secured the owner pulls the trigger to move into the final design and documentation process. This process is when the building is fully designed including all engineered systems for structure, mechanical, electrical, plumbing, fire protection, etc. The details are generated and all systems specified in sufficient detail to bid and construction the project.

Occupy & Celebrate: Successful library projects rely heavily upon continued public support and strong programming efforts for funding. It's critical that you kick this off with a community celebration to open the doors for operation. Publicly recognize those involved and those who donated time and monies to the project. Plan for features such as a donor wall, engraved pavers,



naming rights to certain features or rooms, or donor plaques on furnishings and equipment. Having a full program developed as soon as the doors open is also important. From day one it is critical to keep the public engaged and excited to keep them coming back. Plan regular public open house type events and listen to the patrons about the types of programming they would like to have and be responsive to changing needs, technology, interests, and demographics.

2:12 Appendices

Appendices included are the Space Needs Interview notes as collected in the (5) space needs interview sessions. These sessions are summarized with key takeaways identified in Section 4.0, but for those interested in the full session notes they are memorialized in the Appendix of this report.



3.0 PEER FACILITY TOURS

3.1 Purpose for Peer Library Tours

Consultant, staff and library supporters attended a series of peer library tours in an effort to view how other libraries are servicing their patrons and how current facility features support functional and programmatic needs. These peer library tours give the opportunity to see a variety of ways that facilities service their communities and facilitate discussion on features that could be planned as part of the capital improvement project.

Tours were coordinated at four separate facilities, each of varying size and features. During the tours there was a great deal of dialogue amongst the touring members with regards to functions and features that were observed. Items that were suggested to be observed included the following:

- displays
- staff
- shelving
- handouts
- signage
- computers
- copiers
- seating
- signage / wayfinding
- organization
- restrooms
- service desk(s)
- local history area
- children's area
- teen / ya space
- meeting / study spaces
- outdoor spaces
- hold shelves
- cart storage / reshelving
- security
- workflow
- general feel of the building
- interior environment

The libraries that were toured were:

- Waunakee Public Library
- Middleton Public Library
- Madison Public Library
- George Culver Community Library

Several of the libraries toured are larger than the Reedsburg Public Library and service a larger population and some are smaller and service a more limited population. For baseline comparative purposes the following data applies to the Reedsburg Public Library.

3.2 Reedsburg Public Library

Building Square Footage: 15,400
Standard Hours Open (2021): 3,410
Total Annual Hours (2021): 2,730

Municipal Population: 9,896
Additional County Pop.: 6,485
Extended County Pop.: 16,381
Registered Users: 7,359
Library Visits: 84,468

Collections Data:
Books: 87,194
Audio: 5,058
Video: 16,193
Other: 308 AV equipment, toys, kits and software for checkout
Serial Subscriptions: 116
Total Physical Items: 108,753



Total Annual Circulation (2021): 109,579

Total Uses of Electronic Works: 26,820

Programs:	297	Attendance:	2,524
Childrens:	195	Children's Attendance:	1,627
Young Adult:	35	YA Attendance:	227

Total Revenue:	\$792,902		
Collection Expenditures:	\$94,160	Per Capita Expenditures:	\$44.00
Staff Expenditures:	\$522,131	Total FTE Paid Employees:	10.35

Following is comparative data for each of the toured libraries and key takeaways from each. The notes reflect items that were considered as either desirable or not-desirable for each facility. It should be noted that the not-desirable features were in no way intended to reflect a negative impression of a peer library, but simply a feature that would not be desired in the planning of the Reedsburg Library project.



3.3 Waunakee Public Library

Building Square Footage: 39,393
Standard Hours Open (2021): 3,228
Total Annual Hours (2021): 3,102

Municipal Population: 14,673
Additional County Pop.: 6,563
Extended County Pop.: 21,236
Registered Users: 14,673
Library Visits: 91,467

Collections Data:

Books: 57,316
Audio: 5,380
Video: 8,150
Other: 1,042 Childcare kits, storyboxes, equipment
Serial Subscriptions: 128
Total Physical Items: 71,888

Total Annual Circulation (2021): 253,725
Total Uses of Electronic Works: 40,859

Programs:	348	Attendance:	4,994
Childrens:	184	Children's Attendance:	4,009
Young Adult:	68	YA Attendance:	235

Total Revenue:	\$1,408,078		
Collection Expenditures:	\$129,255	Per Capita Expenditures:	\$62.16
Staff Expenditures:	\$997,401	Total FTE Paid Employees:	17.44



Desirable Features:

- brownfield site restoration – site cleanup as part of community improvement
- views of site and exterior gathering spaces
- site walking path – story path
- outdoor play area for children
- living room space with coffee bar / refreshments
- living room meeting space with fireplace
- all furnishings movable for flexible space re-configuration and adaptable space use
- community room access from main entry vestibule and public corridor open after hours
- history wall
- magnetic display walls for interchangeable presentations
- catering kitchen adjacent to community / program spaces
- plenty of storage off meeting / program spaces
- program space near children's area
- building designed to be expandable
- plenty of expansion opportunity on site
- entry vestibule storage
- interchangeable art rails
- rentable meeting rooms
- business area with printers and work tables
- all low shelving with good visibility and sight lines
- all children's area low shelving and ample face-out book display space
- fun, creative seating spaces
- interior finishes featuring local recycled / reclaimed wood
- dedicated staff restrooms near work area



- electric lift-station staff work desks
- flexible open staff work stations
- elevator appropriately located for back feeding staff use direct to work area
- staff work area designed with expansion in mind
- staff break room with lockers
- drive-up book drop
- bike racks located away from, not blocking or creating congestion at, main entry
- high ceiling spaces
- good daylight and acoustic control
- variety of study room locations
- electric roller shades at windows
- laptop friendly furniture
- sustainable site features and rain gardens
- conscious choice to be open audible library, not a “shushing” library
- electric charge stations throughout

Not-Desirable Features:

- 2-story space is not as easy to staff and maintain
- long distance to some program spaces – difficult for staff management
- daylight / glare control on furnishings and bookshelves
- food and drink allowed throughout the library
- wayfinding was confusing
- 2-story needing dedicated staff on both floors – difficult to support each other
- needed more security cameras – teens and patrons find and know the gaps
- should have planned for more closed staff offices
- eliminated the friend’s book sale features



3.4 Madison Public Library

Building Square Footage: 20,500
Standard Hours Open (2021): 3,228
Total Annual Hours (2021): 3,102

Municipal Population: 259,233
Additional County Pop.: 16,730
Extended County Pop.: 275,963
Registered Users: 149,795
Library Visits: 539,254

Collections Data:

Books: 607,509
Audio: 70,427
Video: 92,256
Other: 4,905 kits, maps, seeds, software, toys, vertical files, video games
Serial Subscriptions: 1,151
Total Physical Items: 775,097

Total Annual Circulation (2021): 1,956,275
Total Uses of Electronic Works: 593,678

Programs:	1,243	Attendance:	23,885
Children's:	439	Children's Attendance:	6,697
Young Adult:	273	YA Attendance:	1,932

Total Revenue:	\$22,197,598		
Collection Expenditures:	\$1,127A37	Per Capita Expenditures:	\$68.85
Staff Expenditures:	\$13,243,926	Total FTE Paid Employees:	176.70



Desirable Features:

- maker space – like the glass walls, cleanable surfaces, sinks, power, equipment, size, etc
- like integration into mixed use building – community integration and interaction
- sliding automatic glass entry doors – touch free and parent friendly
- cleanable textile flooring
- local artist displays, local woodworker benches, shelving, booths
- hearing loop in meeting rooms
- seating “nooks” – built-in
- play lab in children’s area
- children’s area activity seating
- children’s lab directly visible from staff desk
- outdoor confined play area – deck, not lawn so stays cleaner
- bike rack pavilion – bike repair station
- digital room check-out wall panels
- dedicated delivery room
- electric lift staff work stations
- push-button door operator on book drop room – easy for cart access
- quiet living room readying space with views outside and fireplace
- delivery service to sr care and daycare
- staff locker cabinets
- cabinets with exterior storage content labels
- butcher block wood work tops
- clean interior colors and clean sight lines
- staff break room directly off staff work rooms



Not-Desirable Features:

- underfloor air system – efficient, but noisy
- “hall-of-toilets” – individual toilets are socially friendly but a staffing management nightmare
- children’s area marker wall / chalk board is high maintenance
- high ceilings and hard surfaces create a noisy library space
- glass walls create a noisy library space
- would have invested in more durable furniture
- disconnect between staff work room, delivery area and circulation desks – difficult to assist
- two separate staff work rooms
- staff work area disconnected from public viewing
- linear lighting parallel to linear shelving creates shadow rows
- circulation desk trap – staff exit only from one end and not on emergency egress end
- glass walls separating collection areas – confining circulation routes



3.5 Middleton Public Library

Building Square Footage: 32,000
Standard Hours Open (2021): 3,380
Total Annual Hours (2021): 3,380

Municipal Population: 21,964
Additional County Pop.: 10,682
Extended County Pop.: 32,646
Registered Users: 18,259
Library Visits: 116,161

Collections:

Books: 79,769
Audio: 6,750
Video: 10,339
Other: 40 laptops and various devices
Serial Subscriptions: 180
Total Physical Items: 96,898

Total Annual Circulation (2021): 457,490

Total Uses of Electronic Works: 106,680

Programs:	707	Attendance:	24,320
Children's:	444	Children's Attendance:	17,934
Young Adult:	63	YA Attendance:	1,141

Total Revenue:	\$2,452,966		
Collection Expenditures:	\$255,879	Per Capita Expenditures:	\$65.16
Staff Expenditures:	\$1,532,352	Total FTE Paid Employees:	26.35



Desirable Features:

- some liked the auto sorting machine – great when operating, but a huge issue when it goes down and they have to resort to manual
- high central ceilings and high windows
- good daylighting upstairs
- open vision lines
- centralized circulation desk
- centralized, staff-observed vertical circulation stair
- mobile furnishings and flexible use spaces
- flattened org chart management – all staff can do all tasks at all stations
- naming rights to spaces
- design around use of spaces
- don't attempt to have total quiet spaces – allow conversation
- puzzle space
- check-out kits in bags on shelving
- art hanging rails
- study and meeting rooms can be scheduled online
- local history room
- staff utility web site is great
- dividable meeting rooms
- security cameras
- fun children's seating
- copy machines and work tables near computer workstations
- glass front study rooms – color coded rooms



Not-Desirable Features:

- main entry is not very apparent
- main entry connection to circulation desk not very direct
- some did not like the auto sorting machine – noisy and not always accurate or dependable – breaks down often and parts are hard to get
- very poor acoustics in the spaces
- staff disconnect between floor levels
- overall feel of the basement – feel trapped and unsafe
- no daylight in basement spaces – very confined
- low ceilings in lower level meeting spaces
- staff cannot observe lower level spaces appropriately
- shelving is too high in most spaces
- not enough security cameras to cover all spaces
- very poor back of house work spaces and lower level corridors
- reported that book sales are not worth the effort involved
- programming / meeting spaces completely disconnected from staff observation
- programming / meeting spaces completely disconnected from main entry
- very undefined reading spaces – not a comfortable “living room” feel or intimate spaces
- banks of computers but no quiet, personal computer carrels
- maze of employee work spaces back of house
- disconnect between lower level staff work rooms and other staff work areas



3.6 George Culver Community Library

Building Square Footage: 9,800
 Standard Hours Open (2021): 2,958
 Total Annual Hours (2021): 1,334

Municipal Population: 3,462
 Additional County Pop.: 3,557
 Extended County Pop.: 7,019
 Registered Users: 3,470
 Library Visits: 60,554



Collections:
 Books: 33,347
 Audio: 1,717
 Video: 7,591
 Other: 470 Mobile Hotspots, "Lucky Day" copies of books & video, library of things
 Serial Subscriptions: 70
 Total Physical Items: 43,125

Total Annual Circulation (2021): 78,509
 Total Uses of Electronic Works: 15,070

Programs:	164	Attendance:	2,885
Children's:	131	Children's Attendance:	2,429
Young Adult:	0	YA Attendance:	0

Total Revenue:	\$450,425		
Collection Expenditures:	\$37,200	Per Capita Expenditures:	\$64.17
Staff Expenditures:	\$267,363	Total FTE Paid Employees:	5.75

Desirable Features:

- historical building re-purposed – tombstone factory – community history connection
- repurpose of building sets a good stewardship example in the community
- keeping existing factory rails and manufacturing features is unique
- not a purpose-built building, but very nicely converted
- nice outdoor patio space
- study rooms set up like home office
- overhead glass teen space is very unique and creates good identity space for them
- feel is great, but function is lacking
- industrial feel is unique – a library design with a theme is good – connects with the community and community history
- colors, materials, theme, daylighting all contribute to a cohesive design
- children's area very playful and colorful, but small
- large variety of check-out items

Not-Desirable Features:

- not a purpose-built building, so some functions have to compromise to fit within given space as opposed to space designed for the purpose
- no real good reading rooms
- community room space is small and not very conducive to most programs
- have to go through community room to get to some functional spaces – local history room
- overall most spaces are too small
- compete with other local library for patrons and resources
- no work table space
- feel is great, but function is lacking



- only director has an office
- meeting room is too tight
- very limited storage
- limited space for local history
- very limited children's area
- do not feel that they offer enough in the limited space to truly attract high user numbers
- shelving too high and reduces sight lines
- limited public computer, copier, work space
- central toilet rooms directly off collections space is uncomfortable for patrons



4.0 SPACE NEEDS INTERVIEWS

4.1 Process

ADCI developed a set of space needs interview questionnaires to review current and projected space needs with stakeholder groups. While the set of questionnaires are similar in nature with a great deal of cross over information, one was developed with a higher degree of focus towards staff and volunteer worker questions and the other was developed with a higher degree of focus towards the library user. The questionnaires are intended to simply be a guide to facilitate the interview sessions, so while there were many times the discussion would wander off course it should be noted that these discussions were invaluable in providing feedback on topics that will have direct impact on the long term planning for the future capital improvements project.

The interview groups were intentionally gathered as a cross section of users and stakeholders in an effort to create constructive dialogue sessions with a variety of input from differing perspectives. The stakeholders present for the interview sessions represent the following staff and user groups:

- library staff & volunteers
- friends of the library group
- community members & users
- local business owners | employees
- parents of young children
- sr user groups | retired residents
- city council representative
- retired teachers
- online users
- new & long term residents

The space needs interview sessions were held after the facility tours so that components of other libraries viewed as part of the tours could be discussed in the sessions. There are many goals of the space needs interviews, which include discussions of the following:

- what works, what does not in the existing facility
- what was appealing or not appealing at other facilities toured
- what is the understanding of the current and future user groups, demographics, service population, trends, etc
- what are the current and projected needs for collections storage, display and use
- what are the current and projected needs for program offerings, space, technology needs, furnishings, storage, etc
- how are current users interacting with staff and library space and how are these interactions expected to change in the future
- what are the current and projected needs for meeting and community use spaces
- what spaces, furnishings, equipment are currently deficient
- what are the expected changes in media and technology and how does that affect the planning process
- what spaces are needed that do not currently exist
- what special issues or space needs have become apparent as part of this process
- what are the considerations and features that will make the library capital improvement planning unique to the Reedsburg Public Library and Reedsburg Community

4.2 Key Takeaways

The appendix of this Space Needs Assessment contains the full notes documented from these interview sessions. The intent here is to document the most common responses a key takeaways that will impact future planning. Following are some of the key takeaways loosely organized in the same structure as the space needs interview questionnaires.

Design Population Information

- RPL services the Reedsburg community and extended population within 30-35 mile radius
- service population is on a slow but steady growth
- **WDPI Data:** the documented resident population is 9,896 with an extended county population of 6,485 for a total county service population of 16,381 users
- very little change in demographics expected – some growth in Hispanic population
- more younger users
- more elderly users
- strong core of regular users
- less teen and young adult users
- high percentage of low income users
- large number of home school users
- fair number of special needs users, ie VARC and school special education groups
- new local apartments have brought in a few new users
- pandemic dramatically affected patron user numbers and future planning should consider these events in function and operations
- perception is that the future will not see a huge change in demographics, but more a change in how users are expecting to use library, ie programs and technology
- do expect to see more remote, flextime and hybrid workforce users in the future

Collection Space Information

Children's Area

- Collections:
 - collections are quite large and could be culled
 - need more face-out display or face-out flip-through display space
 - all display should be low with good sight lines
 - need science and interactive learning components
 - need more activity check-out items and visible display for these items
 - need more children's paperbacks
- Seating & Furnishings:
 - would like to see more age appropriate, colorful, fun seating options
 - seating for parents and grandparents
 - cleanable seating
 - more fun seating | reading | activity nooks
 - seating that allows parent to sit side by side with child when reading together
- Space Needs:
 - would like daylight and connection to outdoor space, both recreation and reading
 - colorful, playful space that is stimulating
 - acoustic control
 - more activity space
 - direct access to program space
 - dedicated staff area in the space
 - quiet reading and sensory spaces
 - need a "mother's room"
 - soft flooring but cleanable
 - flexible space that can be rearranged
 - creative ceilings and lighting
 - dedicated children's toilet room directly off the space
 - activity storage space



Teen's | Young Adult Area

- Collections:
 - Collections are limited now and need to be expanded
 - Need more graphic novels
 - Need more series collections
 - Need more fantasy collections
- Seating & Furnishings:
 - fun, creative, collaborative seating, ie booths, laptop chairs, movable chairs with bookbag storage, chairs on rollers for grouping changes
 - wall mount screens that can be connected to wireless to devices
 - much less computer use since most have their own devices, but will always be those who do not have them and need some computers available
- Space Needs:
 - need a very defined space, use of materials, building features, ceilings, furnishings etc to create a "territory" – teens are territorial and if you create a space specifically for them they will come and be regular users
 - if it is a "cool" space then young adult users will increase
 - study rooms directly adjacent – visible glass walls
 - private counseling | tutoring space
 - create a connection to Madison College for local continuing ed opportunities
 - needs plenty of charging stations
 - daylighting and connection to outdoor space
 - acoustic control
 - directly visible from staff work areas

Adult's Area

- Collections:
 - would like to have more check-out equipment, accessories, sports equipment, cooking equipment, crafting tools, hand tools, etc
 - have very robust large print collection
 - would like collections to be on lower shelving with better sight lines
 - would like access to more technology training and assistance
 - video collection is large and needs to continue to grow – highly used resource
 - e-book and audiobook collects are heavily used
 - online services are growing
 - would like to have hotspots
 - would like more jigsaw puzzles and puzzle tables
 - periodical use continues to drop
 - would like more face-out display space
 - computer use has dropped but it will always be a need
- Seating & Furnishings
 - soft seating
 - high seating for elderly that have a hard time getting out of low chairs
 - more tabletop work space
- Space Needs:
 - need good lighting in collections space
 - need good lighting or task reading lighting in reading spaces
 - daylight and connection to outdoors
 - living room type reading space atmosphere – fireplace a common request
 - more intimate | private reading spaces | nooks
 - good acoustic control – elderly like to be able to speak up to be heard but not feel like they are disturbing others
 - fresh air and appropriate temperature controls
 - would like more sr services | sr lounge type spaces
 - *coffee / refreshment area is controversial – many would like to have but many feel it is high maintenance*



Public Access Computers & Public Work Area Information

Children's

- currently don't have much for children's age technology but it is a growing need
- need age appropriate digital interactive media stations | learning stations
- do not allow online access
- parent seating in area for assistance
- activity tables

Teen's | Young Adult

- accommodate those who have and bring their own devices by providing laptop friendly seating and plenty of charging stations
- observable computer stations, not enclosed carrels
- preferably not shared in same space as adult computers
- need work tables for homework and group collaboration
- observable from staff work areas or circulation desk

Adult's

- many low-income adult user's don't have their own devices so they use the computers for general web browsing as well as personal business
- directly observable from staff work area or circulations so that users can flag for assistance
- need access to printers, copiers, work tables, office supplies, paper cutters, etc
- need to accommodate technology tutoring in the space
- need to have a space set up like a business center
- need to accommodate work of hybrid, flextime and remote work users

Circulations & Staff Work Spaces

Circulations Work Area

- centralized location - visibility to as much of the library as possible from circulations is key
- functions change and needs to be flexible | adaptable
- like open feel at circulations, friendly, inviting, yet secure
- covid barriers were necessary, and may be again at some time in the future, but definitely created a barrier between staff and users that affected the social interaction
- design to allow for future barriers while still being professional
- self-check-out is in growing demand and helps with staff work load – need dedicated space integrated into the design as opposed to the add-on appearance
- staff need to have rest spots, seating areas at circulation desk area to get off their feet
- privacy between customer service stations is desirable

Staff Work Area

- currently very congested
- functions change and needs to be flexible | adaptable
- directly behind circulations is ideal for user support
- a work station within circulations would be good so that one staff person is always front and center for user assistance
- would like to have a meeting room back fed from staff work room and front fed from public for times when staff need to meet with public without bringing them back-of-house
- need more specific function work space, ie book repair, mailing, volunteer work stations
- need to plan for at least double the current staff
- need to be close to public work space for assistance as needed
- more open work room with multiple staff access points, but no public access
- more planned storage to reduce clutter, increase efficiency
- more storage directly off work room

Staff Support Spaces

- staff toilet off work room space, not through break room
- break room with lounge atmosphere, daylight, views outdoors
- need more kitchen space and dedicated employee storage space
- employee break | locker space directly off employee entry



Meeting Rooms & Program Spaces

Study Room(s)

- small study rooms
 - 2-4 patrons
 - 9' x 10' (90 sf)
 - plan for 2-3 rooms
- medium study rooms
 - 4-6 patrons
 - 10' x 12' (120 sf)
 - plan for 2-3 rooms
- large study room
 - 5-8 patrons
 - 12' x 14' (168 sf)
 - plan for 1 room (could double as small meeting room if properly placed)
- design features for all study rooms
 - glass wall for visibility
 - observable from staff work areas
 - wireless connectivity to wall mount screens
 - sound control
 - online reservations
 - one room sound proof for music practice
 - media connection for online research
 - plenty of charging stations – consider furnishings with desktop plugs
 - teens and adults are biggest users – place between these patron zones
 - need good ventilation
 - daylighting preferred
 - comfortable but task furnishings

Small Meeting Room(s)

- meeting room for 6-10 patrons (smaller groups would use study rooms)
- meeting room size of 12' x 16' (192 sf)
- plan for 1-2 rooms: one maybe near business work area and one maybe between staff work room and public entry area
- typical user groups:
 - general small business meetings
 - book club
 - tutoring
 - counseling
- supports & design features
 - avi technology
 - online reservations
 - virtual meeting technology
 - exterior windows
 - acoustic controls
 - ability to shade windows for private meetings (interior and exterior)

Medium Meeting Room

- meeting room for 10-20 patrons
- meeting room size of 16' x 30' (480 sf)
- plan for one medium meeting room
- typical user groups
 - corporate meetings
 - arts & crafts
 - quilting groups
 - birthday parties
 - AA groups
 - counseling groups



- supports & design features
 - avi technology
 - online reservations
 - virtual meeting technology
 - storage room
 - flexible furnishings options
 - exterior windows
 - acoustic controls
 - located directly off main lobby for afterhours use

Large Meeting Room | Program Space

- meeting | program room for 20-60 patrons
- meeting | program room size of 30' x 40' (1,200 sf)
- plan for one large meeting room | program space
- typical user groups
 - DAR group
 - cooking & canning groups
 - arts & crafts
 - quilting groups
 - birthday parties
 - baby showers
 - holiday parties
 - educational & information classes
 - large business meetings
 - children's groups
 - exercise groups
 - historical society groups
 - sr groups
 - friends of library book sales
 - parent groups
 - scouts groups
- supports & design features
 - avi technology
 - hearing loop technology
 - online reservations
 - ample storage
 - flexible furnishings options
 - catering kitchen & pantry space
 - exterior windows
 - acoustic controls
 - located directly off main lobby for afterhours use
 - flexible | adaptable multi-purpose space
 - friends book storage
 - cleanable finishes for messy or crafting groups

Community Room

- community room space for 60 – 150 patrons
- community room size of 36' x 64' (2,304 sf) – approximately 15 sf / occupant
- typical user groups
 - holiday parties
 - receptions
 - retirement parties
 - large group size programs
 - community information meetings
 - emergency management meetings
 - career & job fairs
- supports & design features



- avi technology
- hearing loop technology
- online reservations
- ample storage
- flexible furnishings options
- catering kitchen & pantry space
- exterior windows
- acoustic controls
- located directly off main lobby for afterhours use
- flexible | adaptable multi-purpose space
- ability to divide the room into two separate meeting rooms with movable partitions so that room can be divided into a 1/3 – 2/3 proportion to accommodate the largest number of differing group sizes
 - both sides to have access to storage
 - both sides to have after hour access from lobby
 - both sides to have access to kitchen
 - both sides to have access to outside

Special Use Spaces

Interview groups were asked if the design should consider any special use or special program spaces. Following is a list of considerations brought to the table.

- maker | crafter space
- bistro café
- dedicated full time book sale space
- local history room
- art gallery | display space
- local collections
- sound proof media room
- local education room
- special needs | adult education space

Exterior Spaces

Interview groups discussed the desire to connect users to the outside and integrate some programs into outdoor spaces. Following is a list of considerations brought to the table.

Spaces

- exterior wi-fi access
- adult outdoor reading space
- children’s outdoor reading space
- children’s outdoor activity space
- outdoor “movie night” space
- herb garden space
- community gardening space
- decorative but low maintenance landscaping
- reading areas both sunny and shaded

Features

- consider fencing user space to prevent it being a hangout for non-users
- consider electric car charging stations
- book lockers

Parking | Walks | Drives

- consider closing off Vine St to reduce traffic, be more pedestrian safe and increase city shared parking – allows parking to be designed with more green islands
- consider drop-off canopy
- drive up service window
- drive up book drop



Special Issues & Concerns

Interview groups discussed a variety of topics that were unique or considered a special consideration. Following is a list of ideas brought to the table.

Special Features or Services

- more literacy programs
- consider warming space for homeless & some homeless services
- life skills classes
- support services for local start-up and entrepreneur businesses
- more sr services – maybe integration of a sr center type space
- more STEM activity space

Safety & Security

- in general the staff felt the facility is safe for them and users with minor concern of parking on dark streets
- would like to limit the number of access doors but also have an escape route for emergency situations for both staff and patrons
- would like to plan for extreme events when staff and patrons may have to “shelter in place”
- need to have plenty of security cameras and proper coverage of all areas
- have had very little vandalism in the past – location is good adjacent to police dept
- would like to have a panic button connected direct to the police dept

Sustainability

- would like to design to include common sense sustainable features with short payback
- low hanging fruit for sure, ie daylighting, LED lighting, solar
- considerations if cost allows or grants available, ie geothermal, windmill
- consider sustainable education features or displays as a public service

Future Expansion

- would like to plan not just for current and projected needs but consider some shelved space
- for staffing efficiency the expansion makes more sense to be single story if the site allows – also cost effective since it does not require stairs & elevators
- if considering 2-story, the existing building cannot expand vertical since structure was not planned to allow for this originally
- advantages of expansion being 2-story
 - public meeting spaces upstairs with limited staff support is efficient
 - more compact footprint allowing for more future expansion on site
- multi-story creates more labor related to material needing to be taken from floor to floor
- consider structure that would allow for future second floor addition – has big challenges
- basement not a good consideration given the known soil conditions

“THE” Reedsburg Public Library

Interview groups discussed a variety of topics that should be considered in the expansion design that would make the library unique to the Reedsburg Community to better connect with the local users. Following is a list of ideas brought to the table.

What Makes the Reedsburg Public Library Unique to the Community

- donor wall recognizing contributors
- local art display – connection to local artists like the Worm Farm Institute
- display local map of the community and make the library a starting | ending point of local park and art display walking tour – maybe historic homes and sites | features as well
- local history display
- local collections display
- display & features of local residents who accomplished great things
- collections, services & programs specific to local user requests
- more community connection – staff participation in local events & fundraisers
- current location is ideal for community connection
- the location should definitely NOT be moved if at all possible
- programs hosted based on responding to local polls on types of programs desired
- building style should represent Wisconsin Prairie style of architecture, with modern features



Staff Specific Notes

Many of the topics listed above include feedback from staff as well as library users. Following are notes taken specifically from staff input on the following topics.

Projections & Future Needs

- collection space is maxed out, but collections are not growing too much
- collection space increase would be primarily to properly display and better accommodate accessibility and sight lines
 - current shelving rows are far too light
 - current shelving in general is too high
 - current spaces are far too congested
 - current shelving does not allow for any expansion in collections
 - collections need to be more “browsable” – face out and flat displays in some areas
- see growing needs for:
 - literacy groups
 - study space and tutoring
 - one-on-one counseling
 - home school groups – as community and public social issues change there has been a growing number of home school users in the community and that is expected to continue to grow
 - media collections
 - charging stations
 - social worker space
 - safe space | neutral territory for kid-swap and supervised visits
 - remote, hybrid, flextime employees looking for work space with wi-fi
 - business center space with work tables, laptop friendly furniture, printers, copiers, etc
 - meeting rooms
 - program rooms
 - craft and activity rooms
 - digital lending
 - online services

Public Services

- peak times of day for services are mid-morning and right after school gets out
- peak times of year for services are summers and winter school breaks
- need more public parking
- would like more public display space
- would like more public bulletin boards
- would like more program space; flexible, larger, better kitchen, more storage
- more users are going to staff for technology assistance – need staff training
- would like to be more involved in community events - have a stronger community presence
- would like to provide more sr services
- would like to provide more special needs services
- would like to provide more literacy and continuing ed | GED services

Adjacency Requirements

- circulations need to be centralized
- study rooms and teen spaces all visible from circulations or staff work spaces
- business center directly adjacent to circulations or staff work space for assistance
- staff should be close to community and program space for program assistance
- direct connection between circulations and staff work space
- director and assistant director offices directly connected to staff work space
- youth programs near staff work space
- staff lounge not directly connected to work area or it is difficult to take a real break
- collections in middle, reading spaces around perimeter with view and daylight
- special collections near circulations



Security Issues

- visibility to toilet rooms from staff work area
- sight lines throughout
- security camera system with full coverage
- good outdoor lighting at walks and parking
- escape route planning
- emergency situation training
- security alarm buzzer connected to police station
- visibility to special collections and media
- well lit book drop and book lockers outdoors

Employee Functions & Staff Offices & Work Rooms

- need space to accommodate growing number of part time and volunteer staff
- need a private space for open workstation employees to take private calls
- would like a “dark room” or “mother’s” room
- need enclosed offices for:
 - director
 - assistant director
 - circulation supervisor
 - children’s services
 - program director
 - plan a couple of expansion offices – could be used as small meeting rooms in interim
- need to at least double the number of staff work stations
- need more work stations specifically designed to accommodate certain tasks
- mobile workstations considered
- more transient workstations
- laptop charging stations
- need better outbound staging area
- need more storage; office supplies, seasonal, general, equipment and technology
- book drop should drop direct into staff work room
- provide workstations that allow for working both standing and sitting
- need a larger employee break room configured more as a lounge with employee cubbies

Records & Files

- need secure record space that can be accessed by director & assistant director
- most all records are digital now – less paper records
- history records and archives space needed in history space
- genealogy records storage
- local history records storage

Staff Conferencing & Meeting Space

- full staff meetings three times a year - twice for half a day and once for a full day
- full staff meetings typically in the large meeting room
- need to have food and refreshments for staff meetings
- need work tables in variety of arrangements for staff meetings
- need media access for staff meetings
- informal staff meetings as needed are typically smaller groups and can use work room
- smaller impromptu staff meetings could be held in the break room | lounge or living room

Equipment | Technology Needs

- need a dedicated server room
- microfiche is still used a lot
- would like a flat-bed scanner for records archiving
- would like more internet accessible printers



- more reliable wi-fi connectivity throughout – as well as outdoors
- need to be flexible since it is impossible to predict future technology needs
- need to consider RFID check-in system
- at some point in the near future will need a full-time technology staff person

Public Use & Collections Space Needs

- need stroller parking
- need to allow for some, but limited collections growth
 - trends are monitored to project collections growth, but the multi-year Covid impact has impacted the ability to project as appropriately as we have been able to in past
- more seating in variety of locations – flexible, re-arrangeable, cleanable
- more charging stations near seating
- need better more defined teens | young adult area

Maker | Crafting Space Needs

- will require a great deal of staff time to monitor, program, upkeep, maintain, etc
- consider volunteer managed
- will have ongoing expense impact
- will need to be adaptable for changing needs
- needs to be visible from staff work area
- direct access to staff work area for assistance
- infrastructure intensive: lighting, power, floor drains, sinks, ventilation, etc
- durable | cleanable surfaces
- adjacent to program space for classes and workshops
- movable work tables
- ample equipment storage
- equipment and technology securing considerations

Special Needs & Support Spaces

- need more general building storage
- need maintenance storage and work space with tools, ladder storage, shovels, salt, etc
- need dedicated dry good storage and janitorial spaces with cleaning supplies
- need friends book storage space
- need appropriately sized mechanical space that better allows for equipment upgrades and service with proper ventilation and storage for filters and tools
- need to design to properly display art collections
- need better employee entry space with employee lockers | cubbies

Note: Spaces listed in the notes above are not comprehensive but major spaces discussed in interview sessions. See assessment report section including the building space needs program for a full list of all spaces including support spaces.





5.0 BENCHMARK DATA

5.1 WDPI Public Library Service Data Review

The public libraries in the state of Wisconsin submit data every year through a public library service data collection system. Analyzing this compiled data is crucial when it comes to establishing benchmarks with regards to how public libraries provide services to their communities. The data provides the basis of comparison from library to library as well as the ability to compare a library to the minimum service standards established by experts in the field of library planning. These experts consult with state organizations, such as the Wisconsin Department of Public Instruction (WDPI) to also to set these standards at a state level.

The statistics in the spreadsheets on the following pages are highlighted to identify benchmark data for three separate groupings of peer libraries that will help us to understand how the Reedsburg Public Library compares in service offerings to other peer libraries of similar size and location within the state. In the following spreadsheets you will see public library line items highlighted in separate groups as follows:

- **Yellow highlighted** libraries are some of the peer libraries located **closest by proximity** to Reedsburg Public Library.
- **Blue highlighted** libraries are the peer libraries that have similar **local resident service population** numbers – within **10%** of Reedsburg local resident service population.
- **Orange highlighted** libraries are the peer libraries that have similar **total extended service population** numbers (including city and county) – within **20%** of Reedsburg service population. Many of these libraries overlap the blue highlighted libraries with similar resident service populations.

The data shown is for 2021, the most recent year in which data is published by Wisconsin's Division for Libraries and Technology for each of the libraries. At the time this report was compiled the 2022 data was preliminary. Not all data was in and reported for some of the peer libraries so the most recent complete data was used. As the project proceeds into further planning and commitment the data can be revisited to get a better look at more current trends, although we find historically this does not significantly change the baseline benchmark comparison.

Where statistics are shown as “per capita,” the number used for “per capita” is the total service population or specific user group, i.e. children, young adults, adults, etc.

5.2 Wisconsin Public Library Standards

It should also be noted for further review that the Wisconsin Department of Public Instruction does publish a very in-depth document titled the Wisconsin Public Library Standards that is updated periodically to reflect changes in user needs, state demographics, changes in public education driving factors and technology offerings. The latest version of this document is located on their web site at this location:

https://dpi.wi.gov/sites/default/files/imce/libraries/Publib/Planning/Wisconsin_Public_Library_Standards_6th_edition_2018_FINAL.pdf

The most recent update to this document was compiled in 2018. This document has very insightful information that goes far beyond the space needs and has information regarding everything from recommendations on program offerings to operational standards and funding. There is far too much information in this document to be included in this report, but it is highly recommended that staff and stakeholders review this document to confirm that the key driving goals are in line with the recommended standards established in this document. Some key items to note with regards to benchmark data analysis are in the Appendices to this document:

- **Appendix A: Quantitative Standards by Service Population**
- **Appendix B: Quantitative Standards by Municipal Population**
- **Appendix D: Library Public Relations Checklist**
- **Appendix E: Technology Plan Checklist**



5.1 BENCHMARK DATA

WDPI Public Library Service Data				Population & Facility Size					Operating Hours Data					
Public Library	Municipality	County	Public Library System	Resident Population	Additional County Population	Extended County Population	Square Footage of Library	Other Service Outlets	Hours Open per Week Winter	Limited Service Hours per Week Winter	Staff Only Hours per Week Winter	Hours Open per Week Summer	PLS Total Hours per Year - Central Library and all branches	Total Hours per Year - Central Library
Kilbourn Public Library	Wisconsin Dells	Columbia	South Central Library System	5,885	862	6,747	22,636	1	53			53	3,213	2,703
Hatch Public Library	Mauston	Juneau	Winding Rivers Library System	4,461	7,357	11,818	29,976	4		50	48		1,800	
E D Locke Public Library	McFarland	Dane	South Central Library System	9,331	3,751	13,082	17,820	-	65	47	-		3,092	2,340
Altoona Public Library	Altoona	Eau Claire	IFLS Library System	8,651	5,366	14,017	8,040	-	61	36	36		2,089	793
Whitefish Bay Public Library	Whitefish Bay	Milwaukee	Milwaukee County Federated Library System	14,081	-	14,081	24,000	-	63	51	51	55	2,602	1,786
Sheboygan Falls Memorial Library	Sheboygan Falls	Sheboygan	Monarch Library System	8,527	5,557	14,084	18,600	3	56			50	2,486	2,486
Kimberly Public Library	Kimberly	Outagamie	Outagamie Waupaca Library System	7,422	8,663	16,085	N/A	-	49	49	49	49	2,107	2,107
Lake Geneva Public Library	Lake Geneva	Walworth	Lakeshores Library System	8,413	7,698	16,111	16,128	-		49			2,772	
Oregon Public Library	Oregon	Dane	South Central Library System	10,599	5,593	16,192	10,500	-		44	44		2,240	
Hortonville Public Library	Hortonville	Outagamie	Outagamie Waupaca Library System	2,976	13,376	16,352	4,400	-	53	49	-		2,712	2,173
2021 Reedsburg Public Library Data	Reedsburg	Sauk	South Central Library System	9,896	6,485	16,381	15,400	-	68	68		59	3,410	2,730
Tomah Public Library	Tomah	Monroe	Winding Rivers Library System	9,493	6,976	16,469	10,179	-	-	57	-		2,964	-
Hartland Public Library	Hartland	Waukesha	Bridges Library System	9,434	7,135	16,569	21,000	-	59	49		56	2,883	2,197
Lester Public Library	Two Rivers	Manitowoc	Manitowoc-Calumet Library System	11,411	5,214	16,625	25,000	-	52			52	2,704	2,704
Portage Public Library	Portage	Columbia	South Central Library System	10,053	7,142	17,195	24,500	-	50		50	50	2,450	2,450
W J Niederkorn Library	Port Washington	Ozaukee	Monarch Library System	12,307	4,949	17,256	21,434	-	67			67	3,484	3,484
Adams County Library	Adams	Adams	South Central Library System	17,796	-	17,796	7,300	-	48	-	-	44	2,440	2,440
USS Liberty Memorial Public Library	Grafton	Ozaukee	Monarch Library System	16,423	1,386	17,809	26,650	-	54			-	2,808	2,808
Cudahy Family Library	Cudahy	Milwaukee	Milwaukee Cty Federated Library System	18,093	18	18,111	30,000	4	56	50	-	50	2,702	1,652
Stoughton Public Library	Stoughton	Dane	South Central Library System	13,078	5,099	18,177	16,000	-	68	12	-	64	2,174	1,668
Monroe Public Library	Monroe	Green	South Central Library System	15,645	2,545	18,190	22,420	-	-	57	57	-	1,254	-
Waupaca Area Public Library	Waupaca	Waupaca	Outagamie Waupaca Library System	6,125	12,078	18,203	24,000	-	58	58	-		3,016	2,436
Sparta Free Library	Sparta	Monroe	Winding Rivers Library System	10,111	8,200	18,311	11,468	-	51	51	45		2,448	765
Little Chute Public Library	Little Chute	Outagamie	Outagamie Waupaca Library System	12,525	5,944	18,469	9,800	-	64	58			2,107	2,176
DeForest Area Public Library	DeForest	Dane	South Central Library System	10,835	9,257	20,092	35,000	-	64				3,328	3,328
Baraboo Public Library	Baraboo	Sauk	South Central Library System	12,019	8,799	20,818	15,000	-	58	58	-		3,016	2,494
Waunakee Public Library	Waunakee	Dane	South Central Library System	14,673	6,563	21,236	39,393	-	63	63		60	3,228	3,102

WDPI Public Library Service Data	Collections Data							Computer & Terminals		Circulation			
Public Library	Book and Serial Volumes in Print	Audio Materials	Video Materials	Other Material	Other Material Description	Periodical Subscriptions	Total Physical Items in Collection	Number of Public Use Computers	Number of Public Use Computers w/ Internet Access	Circulation Physical	Circulation of Other Physical Items	Children's Material Circulation	Total Circulation of Materials
Kilbourn Public Library	43,315	3,441	4,566	395	Puzzles, kits, games, equipment	95	51,717	21	19	51,695	1,268	16,637	61,356
Hatch Public Library	38,683	3,775	5,280	1,240	Heritage room, disc golf/pickle ball sets, hotspots, backpacks,	104	48,978	22	22	57,440	-	19,275	71,597
E D Locke Public Library	57,983	3,787	8,199	339	Kits, software, board games, equipment	109	70,308	17	15	135,377	266	66,516	167,215
Altoona Public Library	45,040	4,902	6,317	604	puppets, book discussion kits, STEM/STEAM kits, iPads, snowshoes, literacy kits	103	56,863	9	8	104,095	618	50,121	121,307
Whitefish Bay Public Library	55,804	8,191	8,791	1,806	local history collection, old phone directories, high school yearbooks	130	74,592	20	20	232,119	3,474	127,359	265,417
Sheboygan Falls Memorial Library	40,708	4,159	6,956	136	Puppets, realia, kits	106	51,959	7	3	81,309	348	27,611	94,607
Kimberly Public Library	36,031	1,944	5,401	699	kits, hotspots, laptops, cake pans, video games, puzzles	56	44,075	19	15	133,723	2,932	69,667	161,466
Lake Geneva Public Library	42,391	3,748	6,473	304	STEM kits, WiFi hotspots, Launchpads, dolls, instruments, converters, baking supplies	76	52,916	12	7	91,310	1,374	44,461	116,003
Oregon Public Library	56,972	5,639	8,080	1,195	Videogames, seeds, cake pans, tools, STEM/Maker kits, board games, ukeleles	106	71,886	15	14	156,785	1,950	82,908	198,692
Hortonville Public Library	23,818	1,486	3,087	233	puzzles, games, toys, kits, pamphlets, realia, laptop	37	28,624	7	6	66,363	379	37,702	77,278
2021 Reedsburg Public Library Data	87,194	5,058	16,193	308	AV equipment, toys, kits and software for checkout	116	108,753	17	17	109,579	1,112	35,457	136,399
Tomah Public Library	40,545	4,093	7,209	42	public information, 1 VCR tape	80	51,889	6	6	36,343	-	18,497	56,474
Hartland Public Library	63,383	5,910	8,390	645	puzzles, games, zoo pass, hotspot, STEM kits	59	78,328	10	6	200,039	4,778	111,643	225,840
Lester Public Library	80,929	8,940	8,070	444	0	111	98,383	16	11	93,439	-	34,731	111,135
Portage Public Library	51,020	3,165	5,081	731	Equipment (168) Kits (65) Toys (22) Video games (476) = 731	115	59,997	16	14	92,065	1,544	31,683	112,708
W J Niederkorn Library	38,416	2,836	6,360	51	1 telescope, 30 book club kits	60	47,663	12	12	118,898	528	55,266	143,645
Adams County Library	32,577	2,188	9,735	296	Software, hotspots, kits, toys, videogames, vertical files	73	44,796	12	12	39,791	570	7,294	47,947
USS Liberty Memorial Public Library	63,751	6,802	8,346	61	telescope,laptop,cd player	101	78,960	17	13	156,358	507	68,577	185,174
Cudahy Family Library	99,001	12,235	24,308	7,015	STEM Backpacks, kits, Chromebooks, etc. Local History Collection	72	142,559	27	16	199,690	8,715	80,848	213,814
Stoughton Public Library	67,592	4,989	10,560	324	Kits, die cuts, projector, bike locks, vertical files, board/card games	127	83,465	15	12	133,552	923	55,699	169,641
Monroe Public Library	62,691	5,471	8,864	709	Art, kits, ereaders, software, toys, equipment, dies, games	168	77,735	27	23	83,998	309	32,941	105,557
Waupaca Area Public Library	65,308	6,522	10,537	640	microfilm, hotspots, video games, computers, games, toys, equipment	118	83,007	64	50	144,788	1,602	56,678	168,437
Sparta Free Library	29,342	1,624	3,235	90	Book kits, games, realia kits	38	34,291	17	17	58,098	100	30,124	72,687
Little Chute Public Library	37,441	4,537	6,009	949	toys, games, puzzles	58	48,936	9	9	89,565	2,585	49,450	107,750
DeForest Area Public Library	61,784	7,146	12,591	4,932	Toys, stamps, cake pans, kits ,equipment, electronics, video games, software	154	86,453	19	18	186,182	10,445	96,758	223,124
Baraboo Public Library	67,958	3,511	12,580	560	kits, toys, equipment	82	84,609	20	20	153,141	487	57,560	180,226
Waunakee Public Library	57,316	5,380	8,150	1,042	Childcare kits, storyboxes, equipment	128	71,888	16	13	253,725	8,791	151,598	294,584



WDPI Public Library Service Data	Interlibrary Loan (ILL)		Downloadable Content Uses		Registered Borrowers			Visits & Transaction Types					Staff				
Public Library	ILL Loaned To	ILL Received From	Children's E-Content Use	Total E-Content Use	Resident Registered Borrowers	Nonresident Registered Borrowers	Total Registered Borrowers	Reference Transactions	Library Visits	Uses of Public Internet Computers	Wireless Internet Uses	Number of Website Visits	Librarians with ALA MLS	Other Librarians	Total Librarians	Other Paid Staff	Total Staff
Kilbourn Public Library	25,770	20,801	708	9,661	2,589	2,481	5,070	17,830	57,105	14,391	80,337	18,212	-	1.00	1.00	5.71	6.71
Hatch Public Library	43,720	42,177	5,786	14,157	4,381	7,734	12,115	-	30,227	4,270	17,089	9,640	-	2.00	2.00	5.65	7.65
E D Locke Public Library	75,897	54,946	3,170	31,838	4,293	2,359	6,652	2,467	49,148	1,629	137,961	39,442	3.00	3.00	6.00	4.20	10.20
Altoona Public Library	16,428	21,678	1,668	17,212	1,918	1,169	3,087	2,184	(1)	1,391	8,954	20,855	3.00	-	3.00	2.85	5.85
Whitefish Bay Public Library	30,657	60,068	4,320	33,298	6,705	1	6,706	6,250	(1)	7,875	31,266	(1)	5.15	-	5.15	6.20	11.35
Sheboygan Falls Memorial Library	20,343	19,983	664	13,298	3,168	1,083	4,251	(1)	29,272	1,961	4,102	28,190	1.00	3.14	4.14	1.30	5.44
Kimberly Public Library	27,144	42,448	2,076	27,743	3,222	3,280	6,502	-	42,964	1,086	3,982	10,194	1.00	1.00	2.00	3.30	5.30
Lake Geneva Public Library	10,043	22,090	1,526	24,693	4,294	6,153	10,447	-	-	746	3,266	-	3.00	-	3.00	5.75	8.75
Oregon Public Library	89,742	73,670	4,616	41,907	5,514	3,059	8,573	4,677	42,243	1,530	151,379	72,323	3.00	2.00	5.00	7.03	12.03
Hortonville Public Library	14,906	24,334	1,333	10,915	1,806	3,265	5,071	1,321	21,659	512	2,345	11,532	-	1.00	1.00	3.45	4.45
2021 Reedsburg Public Library Data	62,842	40,217	1,543	26,820	4,299	3,060	7,359	-	84,468	4,064	107,328	56,260	3.00	2.90	5.90	4.45	10.35
Tomah Public Library	1,512	1,888	1,286	20,131	5,971	5,402	11,373	-	-	1,488	-	-	3.00	-	3.00	3.12	6.12
Hartland Public Library	23,335	30,931	1,587	25,801	5,219	2,404	7,623	1,535	63,152	3,001	2,752	-	3.00	1.00	4.00	5.55	9.55
Lester Public Library	31,087	21,222	1,087	17,696	3,361	1,470	4,831	16,222	25,185	1,205	-	-	4.00	2.25	6.25	4.15	10.40
Portage Public Library	40,994	35,753	964	20,643	4,752	3,022	7,774	11,648	-	4,480	138,858	49,202	2.00	1.00	3.00	8.55	11.55
W J Niederkorn Library	19,728	28,962	1,933	24,747	4,286	1,092	5,378	-	110,327	47,272	11,093	60,785	4.00	-	4.00	2.30	6.30
Adams County Library	34,292	17,888	435	8,156	5,814	262	6,076	3,089	20,020	1,746	105,415	12,376	1.00	-	1.00	5.13	6.13
USS Liberty Memorial Public Library	32,169	35,743	2,585	28,816	8,459	422	8,881	-	-	5,961	12,159	126,280	3.00	-	3.00	6.09	9.09
Cudahy Family Library	59,206	28,386	767	14,124	5,131	3	5,134	4,512	79,167	9,459	9,329	25,670	3.71	-	3.71	6.35	10.06
Stoughton Public Library	100,847	64,720	2,174	36,089	5,941	2,699	8,640	9,516	38,235	12,881	126,987	48,567	3.00	-	3.00	9.63	12.63
Monroe Public Library	50,951	43,070	1,710	21,559	5,095	1,197	6,292	5,980	27,043	1,883	168,928	8,286	5.00	2.00	7.00	6.75	13.75
Waupaca Area Public Library	69,318	87,126	1,200	23,649	3,271	6,093	9,364	8,694	49,776	4,896	6,550	46,839	1.00	7.00	8.00	6.39	14.39
Sparta Free Library	19,008	20,101	816	14,589	7,367	4,659	12,026	-	-	1,234	90,249	61,935	3.00	-	3.00	4.90	7.90
Little Chute Public Library	20,289	25,982	814	18,185	4,169	879	5,048	(1)	26,843	1,914	9,246	19,933	1.00	1.00	2.00	3.49	5.49
DeForest Area Public Library	72,120	59,593	3,521	36,942	4,462	3,235	7,697	-	90,588	12,792	139,995	51,745	2.00	6.70	8.70	5.00	13.70
Baraboo Public Library	62,968	62,603	1,947	27,085	5,237	2,843	8,080	5,616	68,973	5,383	334,105	48,776	4.00	-	4.00	8.00	12.00
Waunakee Public Library	87,846	81,992	5,015	40,859	7,498	2,047	9,545	-	91,467	3,741	202,247	63,325	6.00	-	6.00	11.44	17.44



WDPI Public Library Service Data	Revenue Sources											Salaries & Wages		
Public Library	PLS Local Funds	Municipal Appropriation	Home County Appropriation	Other County Payments- Adjacent Counties	State Funds	Federal Funds	PLS Other Income	Contract Income	Funds Carried Forward	All Other Income	Total Income	Salaries & Wages	Employee Benefits	Total Staff Expenditures
Kilbourn Public Library	\$ 678,775	\$ 570,981	\$ 29,321	\$ 78,473	\$ 475	\$ -	\$ 1,320	\$ -	\$ -	\$ 1,320	\$ 680,570	\$ 263,325	\$ 101,440	\$ 364,765
Hatch Public Library	\$ 522,117	\$ 332,106	\$ 181,377	\$ 8,634	\$ -	\$ -	\$ 89,675	\$ -	\$ 63,597	\$ 26,078	\$ 611,792	\$ 220,355	\$ 63,068	\$ 283,423
E D Locke Public Library	\$ 954,371	\$ 626,250	\$ 324,872	\$ 3,249	\$ 475	\$ -	\$ 4,434	\$ -	\$ -	\$ 4,434	\$ 959,280	\$ 489,889	\$ 167,154	\$ 657,043
Altoona Public Library	\$ 503,207	\$ 361,750	\$ 124,234	\$ 17,223	\$ 17	\$ -	\$ 135,936	\$ 110,907	\$ -	\$ 25,029	\$ 639,160	\$ 250,613	\$ 87,945	\$ 338,558
Whitefish Bay Public Library	\$ 700,833	\$ 700,833	\$ -	\$ -	\$ 58,518	\$ 1,576	\$ 39,538	\$ 204	\$ -	\$ 39,334	\$ 800,465	\$ 451,529	\$ 99,836	\$ 551,365
Sheboygan Falls Memorial Library	\$ 361,937	\$ 236,976	\$ 122,867	\$ 2,094	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ 363,937	\$ 184,122	\$ 31,705	\$ 215,827
Kimberly Public Library	\$ 374,355	\$ 211,687	\$ 108,258	\$ 54,410	\$ 367	\$ -	\$ 10,523	\$ -	\$ -	\$ 10,523	\$ 385,245	\$ 236,638	\$ 83,422	\$ 320,060
Lake Geneva Public Library	\$ 744,365	\$ 485,000	\$ 245,547	\$ 13,818	\$ 1,495	\$ 2,000	\$ 38,193	\$ 4,391	\$ -	\$ 33,802	\$ 786,053	\$ 374,994	\$ 121,355	\$ 496,349
Oregon Public Library	\$ 939,527	\$ 689,244	\$ 219,853	\$ 30,430	\$ 674	\$ 3,675	\$ 19,455	\$ -	\$ 3,994	\$ 15,461	\$ 963,331	\$ 521,103	\$ 156,437	\$ 677,540
Hortonville Public Library	\$ 208,415	\$ 75,707	\$ 132,708	\$ -	\$ -	\$ -	\$ 9,800	\$ -	\$ 3,824	\$ 5,976	\$ 218,215	\$ 110,233	\$ 20,354	\$ 130,587
2021 Reedsburg Public Library Data	\$ 760,290	\$ 481,537	\$ 250,425	\$ 28,328	\$ 575	\$ -	\$ 32,037	\$ -	\$ -	\$ 32,037	\$ 792,902	\$ 404,312	\$ 117,819	\$ 522,131
Tomah Public Library	\$ 441,365	\$ 294,645	\$ 130,513	\$ 16,207	\$ -	\$ -	\$ 37,727	\$ -	\$ 3,827	\$ 33,900	\$ 479,092	\$ 280,700	\$ 108,151	\$ 388,851
Hartland Public Library	\$ 706,939	\$ 446,911	\$ 251,580	\$ 8,448	\$ -	\$ 833	\$ 11,346	\$ -	\$ -	\$ 11,346	\$ 719,118	\$ 329,872	\$ 101,253	\$ 431,125
Lester Public Library	\$ 779,346	\$ 607,007	\$ 166,378	\$ 5,961	\$ -	\$ 49	\$ 92,036	\$ -	\$ 7,791	\$ 84,245	\$ 871,431	\$ 408,053	\$ 124,900	\$ 532,953
Portage Public Library	\$ 732,075	\$ 521,277	\$ 174,273	\$ 36,525	\$ 1,023	\$ 888	\$ 17,072	\$ -	\$ -	\$ 17,072	\$ 751,058	\$ 348,481	\$ 150,725	\$ 499,206
W J Niederkorn Library	\$ 590,721	\$ 473,776	\$ 116,945	\$ -	\$ -	\$ -	\$ 7,322	\$ -	\$ -	\$ 7,322	\$ 598,043	\$ 381,987	\$ 126,160	\$ 508,147
Adams County Library	\$ 456,812	\$ -	\$ 456,812	\$ -	\$ 525	\$ -	\$ 18,719	\$ 8,763	\$ 2,935	\$ 7,021	\$ 476,056	\$ 261,257	\$ 97,051	\$ 358,308
USS Liberty Memorial Public Library	\$ 749,413	\$ 704,574	\$ 40,347	\$ 4,492	\$ -	\$ -	\$ 55,025	\$ -	\$ 45,367	\$ 9,658	\$ 804,438	\$ 436,164	\$ 175,116	\$ 611,280
Cudahy Family Library	\$ 685,980	\$ 685,980	\$ -	\$ -	\$ 149,052	\$ -	\$ 43,331	\$ 524	\$ -	\$ 42,807	\$ 878,363	\$ 418,890	\$ 136,042	\$ 554,932
Stoughton Public Library	\$ 897,627	\$ 632,350	\$ 249,429	\$ 15,848	\$ -	\$ 2,433	\$ 88,553	\$ -	\$ -	\$ 88,553	\$ 988,613	\$ 523,540	\$ 165,418	\$ 688,958
Monroe Public Library	\$ 1,136,776	\$ 1,030,000	\$ 75,664	\$ 31,112	\$ 513	\$ -	\$ 70,654	\$ -	\$ 8,604	\$ 62,050	\$ 1,207,943	\$ 619,787	\$ 240,112	\$ 859,899
Waupaca Area Public Library	\$ 855,205	\$ 454,101	\$ 384,496	\$ 16,608	\$ 3,825	\$ 3,232	\$ 74,123	\$ -	\$ 35,322	\$ 38,801	\$ 936,385	\$ 518,022	\$ 137,531	\$ 655,553
Sparta Free Library	\$ 514,527	\$ 375,000	\$ 128,071	\$ 11,456	\$ -	\$ -	\$ 8,826	\$ -	\$ -	\$ 8,826	\$ 523,353	\$ 302,955	\$ 100,685	\$ 403,640
Little Chute Public Library	\$ 484,671	\$ 322,003	\$ 108,258	\$ 54,410	\$ 3,500	\$ -	\$ 21,557	\$ -	\$ -	\$ 21,557	\$ 509,728	\$ 257,862	\$ 58,599	\$ 316,461
DeForest Area Public Library	\$ 973,181	\$ 565,695	\$ 367,572	\$ 39,914	\$ 500	\$ -	\$ 18,982	\$ -	\$ -	\$ 18,982	\$ 992,663	\$ 478,764	\$ 183,315	\$ 662,079
Baraboo Public Library	\$ 942,876	\$ 622,357	\$ 307,220	\$ 13,299	\$ 925	\$ -	\$ 56,961	\$ -	\$ 39,964	\$ 16,997	\$ 1,000,762	\$ 560,010	\$ 180,599	\$ 740,609
Waunakee Public Library	\$ 1,385,184	\$ 1,172,507	\$ 206,074	\$ 6,603	\$ 475	\$ 2,915	\$ 19,504	\$ -	\$ -	\$ 19,504	\$ 1,408,078	\$ 735,141	\$ 262,260	\$ 997,401



WDPI Public Library Service Data	Library Collection Expenditures						Operating Expenditures				
Public Library	Print Materials	Electronic format	Audiovisual Materials	All Other Materials	Library Materials Total	PLS Other Materials - In Addition To Library Materials Total	Contracted Services	Other Operating Expenditures	PLS Other Operating Expenditures	Total Operating Expenditures	Resident Support per Capita (Local Revenues and Resident Population)
Kilbourn Public Library	\$ 27,079	\$ 12,505	\$ 6,599	\$ 2,227	\$ 48,410	\$ 8,826	\$ 38,632	\$ 87,425	\$ 126,057	\$ 539,232	\$ 97.02
Hatch Public Library	\$ 30,262	\$ 3,621	\$ 6,156	\$ -	\$ 40,039	\$ 6,156	\$ 17,417	\$ 148,772	\$ 166,189	\$ 489,651	\$ 74.45
E D Locke Public Library	\$ 62,199	\$ 20,078	\$ 11,290	\$ -	\$ 93,567	\$ 11,290	\$ 46,183	\$ 146,269	\$ 192,452	\$ 943,062	\$ 67.11
Altoona Public Library	\$ 41,101	\$ 7,089	\$ 7,016	\$ -	\$ 55,206	\$ 7,016	\$ 141,213	\$ 50,037	\$ 191,250	\$ 585,014	\$ 41.82
Whitefish Bay Public Library	\$ 60,000	\$ 22,000	\$ 24,264	\$ -	\$ 106,264	\$ 24,264	\$ 28,060	\$ 100,483	\$ 128,543	\$ 786,172	\$ 49.77
Sheboygan Falls Memorial Library	\$ 47,920	\$ 2,602	\$ 22,615	\$ -	\$ 73,137	\$ 22,615	\$ 13,397	\$ 61,576	\$ 74,973	\$ 363,937	\$ 27.79
Kimberly Public Library	\$ 48,428	\$ 10,294	\$ 4,308	\$ 300	\$ 63,330	\$ 4,608	\$ 24,839	\$ 32,662	\$ 57,501	\$ 440,891	\$ 28.52
Lake Geneva Public Library	\$ 45,516	\$ -	\$ 14,458	\$ -	\$ 59,974	\$ 14,458	\$ 11,294	\$ 218,436	\$ 229,730	\$ 786,053	\$ 57.65
Oregon Public Library	\$ 65,976	\$ 12,627	\$ 22,747	\$ 1,185	\$ 102,535	\$ 23,932	\$ 49,607	\$ 105,938	\$ 155,545	\$ 935,620	\$ 65.03
Hortonville Public Library	\$ 15,518	\$ 1,537	\$ 1,366	\$ -	\$ 18,421	\$ 1,366	\$ 14,489	\$ 28,936	\$ 43,425	\$ 192,433	\$ 25.44
2021 Reedsburg Public Library Data	\$ 41,503	\$ 23,202	\$ 11,568	\$ 17,887	\$ 94,160	\$ 29,455	\$ 54,702	\$ 49,836	\$ 104,538	\$ 720,829	\$ 48.66
Tomah Public Library	\$ 34,258	\$ -	\$ 2,611	\$ -	\$ 36,869	\$ 2,611	\$ 4,244	\$ 44,561	\$ 48,805	\$ 474,525	\$ 31.04
Hartland Public Library	\$ 60,258	\$ 2,513	\$ 24,480	\$ 2,394	\$ 89,645	\$ 26,874	\$ 26,241	\$ 145,403	\$ 171,644	\$ 692,414	\$ 47.37
Lester Public Library	\$ 75,658	\$ -	\$ 12,795	\$ -	\$ 88,453	\$ 12,795	\$ 18,047	\$ 231,978	\$ 250,025	\$ 871,431	\$ 53.19
Portage Public Library	\$ 38,700	\$ 4,702	\$ 9,200	\$ 3,100	\$ 55,702	\$ 12,300	\$ 49,983	\$ 132,933	\$ 182,916	\$ 737,824	\$ 51.85
W J Niederkorn Library	\$ 43,533	\$ 1,200	\$ 4,748	\$ 803	\$ 50,284	\$ 5,551	\$ 16,000	\$ 38,814	\$ 54,814	\$ 613,245	\$ 38.50
Adams County Library	\$ 26,437	\$ 2,612	\$ 8,246	\$ -	\$ 37,295	\$ 8,246	\$ 33,108	\$ 36,830	\$ 69,938	\$ 465,541	\$ 25.67
USS Liberty Memorial Public Library	\$ 47,566	\$ 5,154	\$ 10,554	\$ -	\$ 63,274	\$ 10,554	\$ -	\$ 82,446	\$ 82,446	\$ 757,000	\$ 42.90
Cudahy Family Library	\$ 48,224	\$ 3,541	\$ 27,677	\$ -	\$ 79,442	\$ 27,677	\$ 27,732	\$ 153,938	\$ 181,670	\$ 816,044	\$ 37.91
Stoughton Public Library	\$ 75,329	\$ 9,145	\$ 17,674	\$ -	\$ 102,148	\$ 17,674	\$ 46,511	\$ 73,549	\$ 120,060	\$ 911,166	\$ 48.35
Monroe Public Library	\$ 72,837	\$ 2,491	\$ 17,681	\$ 11,826	\$ 104,835	\$ 29,507	\$ 52,214	\$ 92,624	\$ 144,838	\$ 1,109,572	\$ 65.84
Waupaca Area Public Library	\$ 48,407	\$ 5,974	\$ 9,391	\$ 870	\$ 64,642	\$ 10,261	\$ 27,412	\$ 170,419	\$ 197,831	\$ 918,026	\$ 74.14
Sparta Free Library	\$ 42,314	\$ 4,781	\$ 5,326	\$ -	\$ 52,421	\$ 5,326	\$ 13,367	\$ 61,675	\$ 75,042	\$ 531,103	\$ 37.09
Little Chute Public Library	\$ 67,687	\$ 22,382	\$ 8,892	\$ -	\$ 98,961	\$ 8,892	\$ 23,710	\$ 59,294	\$ 83,004	\$ 498,426	\$ 25.71
DeForest Area Public Library	\$ 62,251	\$ 14,385	\$ 24,423	\$ 4,015	\$ 105,074	\$ 28,438	\$ 47,485	\$ 157,956	\$ 205,441	\$ 972,594	\$ 52.21
Baraboo Public Library	\$ 46,367	\$ 5,723	\$ 12,642	\$ -	\$ 64,732	\$ 12,642	\$ 51,961	\$ 112,272	\$ 164,233	\$ 969,574	\$ 51.78
Waunakee Public Library	\$ 82,278	\$ 23,350	\$ 17,588	\$ 6,039	\$ 129,255	\$ 23,627	\$ 55,762	\$ 137,691	\$ 193,453	\$ 1,320,109	\$ 79.91



WDPI Public Library Service Data		Home County			Other System Counties Circulations			Nonsystem Adjacent County Circulations			Other Circulations	
Public Library	Total Nonresident Circulation	Home County Circulation to those with a library	Home County Circulation to those without a library	Home County Total Circulation	Other System Counties Circulation to those with a library	Other System Counties Circulation to those without a library	Other System Counties Total Circulation	Nonsystem Adjacent County Circulation to those with a library	Nonsystem Adjacent County Circulation to those without a library	Nonsystem Adjacent County Total Circulation	All Other State Residents Circulation	Users from Out of State Circulation
Kilbourn Public Library	24,729	278	3,261	3,539	11,293	6,941	18,234	448	2,179	2,627	292	37
Hatch Public Library	37,543	1,962	30,012	31,974	386	739	1,125	1,851	2,143	3,994	369	81
E D Locke Public Library	55,990	28,952	26,240	55,192	67	285	352	119	299	418	28	-
Altoona Public Library	64,458	35,194	23,759	58,953	991	3,818	4,809	315	302	617	63	16
Whitefish Bay Public Library	67,851	67,851	-	67,851	-	-	-	-	-	-	-	-
Sheboygan Falls Memorial Library	40,619	8,930	31,172	40,102	47	28	75	53	342	395	6	41
Kimberly Public Library	93,463	31,657	29,834	61,491	-	49	49	2,315	28,779	31,094	829	-
Lake Geneva Public Library	40,600	3,743	32,692	36,435	184	440	624	1,420	1,422	2,842	36	663
Oregon Public Library	56,479	10,512	39,131	49,643	454	4,501	4,955	1,406	420	1,826	46	9
Hortonville Public Library	51,337	1,872	46,066	47,938	499	2,407	2,906	303	111	414	79	-
2021 Reedsburg Public Library Data	49,722	2,080	38,752	40,832	1,507	310	1,817	582	6,271	6,853	217	3
Tomah Public Library	16,635	11	14,977	14,988	89	1,537	1,626	-	-	-	21	-
Hartland Public Library	107,522	47,027	55,941	102,968	1,574	671	2,245	796	1,498	2,294	15	-
Lester Public Library	32,257	11,820	18,119	29,939	297	32	329	526	619	1,145	417	427
Portage Public Library	43,689	5,840	27,028	32,868	3,665	862	4,527	725	5,340	6,065	229	-
W J Niederkorn Library	40,766	13,423	24,193	37,616	1,320	869	2,189	543	-	543	412	6
Adams County Library	1,728	33	-	33	628	80	708	89	458	547	158	282
USS Liberty Memorial Public Library	28,569	16,744	6,776	23,520	2,423	1,337	3,760	1,276	-	1,276	13	-
Cudahy Family Library	109,887	109,833	32	109,865	-	-	-	22	-	22	-	-
Stoughton Public Library	49,275	7,120	35,671	42,791	411	155	566	2,873	2,991	5,864	54	-
Monroe Public Library	14,481	1,017	7,688	8,705	970	1	971	765	2,846	3,611	18	1,176
Waupaca Area Public Library	90,258	3,658	66,763	70,421	1,442	1,869	3,311	12,176	3,506	15,682	686	158
Sparta Free Library	23,968	3,295	17,605	20,900	1,498	1,515	3,013	-	-	-	55	-
Little Chute Public Library	52,552	23,346	20,471	43,817	1	359	360	1,846	6,386	8,232	138	5
DeForest Area Public Library	89,892	12,980	64,763	77,743	2,084	10,009	12,093	12	2	14	42	-
Baraboo Public Library	65,375	3,058	52,575	55,633	6,215	2,813	9,028	13	367	380	283	51
Waunakee Public Library	78,831	28,267	45,912	74,179	3,421	1,137	4,558	12	25	37	57	-



WDPI Public Library Service Data	Digital Resources (E-materials) and Use						Self-directed Activities							
	E-Books	Electronic Audio Materials (downloadable)	Electronic Video Materials (downloadable)	Uses of E-Books	Uses of E-Audio	Uses of E-Video	Number of Self-directed Activities for Children 0-11	Number of Self-directed Activities for Young Adults 12-18	Number of Self-directed Activities for Other (all ages)	Total Number of Self-directed Activities	Participation in Self-directed Activities for Children 0-11	Participation in Self-directed Activities for Young Adults 12-18	Participation in Self-directed Activities for Other (all ages)	Total Participation in Self-directed Activities
Kilbourn Public Library	172,457	67,840	761	5,563	3,906	192	64	4	45	113	4,030	77	1,537	5,644
Hatch Public Library	173,385	65,127	575	6,330	7,821	6	31	1	5	37	1,155	5	350	1,510
E D Locke Public Library	172,182	67,575	575	16,318	15,514	6	7	3	10	20	1,427	99	344	1,870
Altoona Public Library	174,100	68,793	592	8,991	8,210	11	1	1	1	3	1,338	313	319	1,970
Whitefish Bay Public Library	189,517	67,673	575	18,767	13,740	791	24	3	6	33	2,161	70	278	2,509
Sheboygan Falls Memorial Library	168,232	65,313	575	8,032	5,264	2	16			16	1,818			1,818
Kimberly Public Library	172,808	69,609	856	15,218	11,989	536	15	3	23	41	1,094	644	686	2,424
Lake Geneva Public Library	169,673	65,594	575	14,917	9,736	40	1	-	-	1	18			18
Oregon Public Library	172,187	67,575	575	23,485	18,409	13	46	3	6	55	1,628	86	1,127	2,841
Hortonville Public Library	171,863	67,866	575	6,228	4,687	-	4	1	1	6		36	158	194
2021 Reedsburg Public Library Data	178,126	105,630	10,408	15,142	11,232	446	6	2	10	18	266	47	284	597
Tomah Public Library	173,385	65,127	575	11,830	8,258	43	2	2	2	6	231	58	168	457
Hartland Public Library	172,185	68,409	873	13,833	11,653	315	9	1	9	19	619	119	228	966
Lester Public Library	167,999	64,931	575	10,189	7,495	12	92	11	5	108	6,507	286	325	7,118
Portage Public Library	172,182	67,575	575	10,917	9,708	18	10	14	20	44	577	262	1,054	1,893
W J Niederkorn Library	168,348	65,320	575	14,764	9,983	-	22	38	29	89	7,163	309	1,077	8,549
Adams County Library	172,182	67,575	575	5,091	3,063	2	16	4	18	38	324	10	1,070	1,404
USS Liberty Memorial Public Library	168,232	65,313	575	16,344	12,463	9	32	2	1	35	512	38	30	580
Cudahy Family Library	189,517	67,673	575	6,570	7,376	178	28	3	1	32	1,592	57	-	1,649
Stoughton Public Library	172,182	67,575	575	19,533	16,526	30	14	6	3	23	2,165	121	238	2,524
Monroe Public Library	172,182	67,575	575	12,255	9,299	5	211	58		269	3,804	422		4,226
Waupaca Area Public Library	171,922	67,943	595	12,791	10,837	21	17	2	23	42	518	9	907	1,434
Sparta Free Library	173,385	65,127	575	7,446	7,140	3	15	8	18	41	3,911	560	1,033	5,504
Little Chute Public Library	173,278	67,866	874	9,311	8,602	272	15			15	1,500			1,500
DeForest Area Public Library	172,182	67,575	3,036	17,268	17,213	2,461	60	23	119	202	8,991	815	17,852	27,658
Baraboo Public Library	172,182	67,575	575	12,664	14,404	17	14	19	3	36	592	256	122	970
Waunakee Public Library	172,182	67,575	575	22,209	18,648	2	35	24	2	61	5,572	252	136	5,960



WDPI Public Library Service Data		Program Data										
Public Library	Children's Programs Total	Total Children's Program Attendance	Total Young Adult Programs	Total Young Adult Attendance	Total Library Programs	Total Program Attendance	Children's Number of Pre-Recorded Programs	Children's Number of Pre-recorded Program Views	Young Adult Number of Pre-recorded Program Views	Other (all ages) Number of Pre-recorded Program Views	Total Number of Pre-recorded Program Views	Which platforms does the library use to host the library's pre-recorded programs:
Kilbourn Public Library	154	2,359	-	-	305	3,649	21	926	-	-	926	Facebook & website
Hatch Public Library	100	2,985	5	466	128	4,162	-	-	-	-	-	
E D Locke Public Library	228	5,393	141	624	444	6,649	9	2,085	136	353	2,574	YouTube
Altoona Public Library	10	92	-	-	27	141	1	44	-	-	44	
Whitefish Bay Public Library	43	2,910	7	180	81	3,754	41	4,228	-	-	4,228	Facebook
Sheboygan Falls Memorial Library	41	468	(1)	(1)	41	468	16	165			165	YouTube
Kimberly Public Library	14	705	4	47	100	3,102	22	1,767	-	5,166	6,933	Facebook, Youtube
Lake Geneva Public Library	104	3,696	10	120	156	4,247					-	
Oregon Public Library	113	2,072	7	17	195	3,323	28	449	-	-	449	Facebook
Hortonville Public Library	15	532	3	14	37	1,425	-	-	-	-	-	
2021 Reedsburg Public Library Data	195	1,627	35	227	297	2,524	18	2,541	-	-	2,541	Facebook, Website
Tomah Public Library	129	1,773	-	-	129	1,773	36	253		-	253	You-Tube
Hartland Public Library	164	3,333	3	25	246	4,374	9	201	-	-	201	Facebook
Lester Public Library	23	1,127	10	1,267	47	2,501	23	1,140	1,675	37	2,852	YouTube, Google Slides
Portage Public Library	31	538	17	193	127	2,916	33	3,209	-	422	3,631	FaceBook and YouTube
W J Niederkorn Library	139	5,525	62	444	325	8,963	-	-	-	-	-	
Adams County Library	41	509	1	20	96	1,890	5	2,660	-	-	2,660	Facebook, YouTube
USS Liberty Memorial Public Library	59	1,220	18	126	109	1,553	11	109	-	-	109	Youtube, Zoom
Cudahy Family Library	70	1,687	12	82	181	5,847	-	-	-	208	208	
Stoughton Public Library	63	1,194	35	379	154	2,323	21	169	-	1,263	1,432	Facebook, YouTube, Instagram
Monroe Public Library	73	1,477	65	187	138	1,664					(1)	
Waupaca Area Public Library	55	3,011	95	338	207	5,020	43	4,015		1,165	5,180	YouTube, Facebook
Sparta Free Library	180	2,990	29	160	285	4,128					-	
Little Chute Public Library	67	6,784	13	358	234	11,662	17	4,238	183	7	4,428	Zoom, FB Live
DeForest Area Public Library	261	5,956	151	639	758	14,868	26	202	93	516	811	Facebook, Instagram,
Baraboo Public Library	193	5,646	79	916	334	7,363	21	2,036	-	10,717	12,753	Youtube
Waunakee Public Library	184	4,009	68	235	348	4,994					-	



6.0 SPACE NEEDS PROGRAM

6.1 Assessment Tools & Process

The Space Needs Process includes several key components; staff and user group space needs Interviews, collecting existing data on collections and programs, comparing the library data to peer library conditions, and comparing library data to established industry standards.

This report documents your library user groups and programs (Section 4.0), benchmark profile data (Section 5.0), and the service population as well as the collections, media, and programs you currently provide to those user groups and service population (Section 5.0). This data is populated into a series of tables that allow you to compare your current facility to peer libraries (Section 5.0) serving a similar service population size, peer libraries in the immediate area and to industry standards set forth by the Wisconsin Department of Public Instruction (WDPI)

The space needs of the library were developed utilizing various information sources to complete a narrative summary (Section 3.0 & Section 4.0) and numerical Space Needs Programs. Public input was solicited in a variety of ways including staff and user group Peer Facility Tours and Space Needs Interview Sessions. The following user groups were represented in the tour groups and interviews:

- Library Management | Staff | Volunteers
- Friends of the Library
- Library Board Members
- City Council Members
- Senior | Retired Community Members
- Local & Extended Community Users
- Parents of Young Children
- Parents of School Age Children
- Retired Teachers
- Local Business Leaders
- Homeless Shelter Case Manager

The data collected in these processes was input into two separate tools to help determine the physical area Space Needs. The first is the Space Needs Worksheet provided by the WDPI. This tool helps determine square footage needs based upon the volumes of housed collections and program space provided. The second tool is a proprietary Building Space Needs Program. This tool helps determine square footage needs based on the physical size of spaces identified by user groups in the interview process. Using these two tools as a check and balance help us to verify that we are headed in the correct direction if the numbers align. Completing this process it was revealed that the numbers provided by the two separate tools was less than 1% apart. The determination was that the space needed is approximately 34,250 sf, which includes community room functions. The existing facility is roughly 15,400 sf which reveals a space deficiency of roughly 18,850 sf.

The discovery was that the existing facility is much smaller than would typically serve a population of similar size and providing similar services, considering both the services currently being provided and the services that are desired to be provided that are not currently provided, such as community room and program space. For the current facility space to continue to be viable, more dedicated spaces and a greater variety of spaces are needed.

It should be noted as well that the current spaces need to have accessibility upgrades which would increase current space even if no additional collections or services were to be provided.

The primary cited space needs include:

- better accessibility throughout
- more dedicated public meeting space
- more dedicated program space along with the required supports of storage and kitchen
- more “maker” or “crafting” type program space with related storage and equipment
- additional study rooms and small private meeting spaces
- more collection space to allow for flexible, accessible display and appropriate sight lines
- more special collection space
- dedicated teen | young adult space with appropriate collections, equipment and features
- separate children’s reading and “exploratory” space - where parents can sit with children and staff and be a “little noisy” without disrupting other library functions
- more space and enhanced features for a “business center” where study rooms | work rooms, work tables, printers, scanners, etc can be used by local users, small business owners, homeschoolers and entrepreneurs – a flexible, multi-use and adaptable space
- more staff work room space with dedicated workstations and flexible workstations
- larger and enhanced staff break room and support spaces
- dedicated friends book storage space
- more general building storage and maintenance space
- community room and support spaces, ie storage, kitchen, technology
- dedicated server and IT room
- larger open spaces with better sight lines throughout for both security and user assistance
- more parking for growing user numbers
- dedicated outdoor function space, ie adult and children’s reading, activity space, gardens



6.1 WDPI SPACE NEEDS WORKSHEET

SPACE NEEDS WORKSHEET

INSTRUCTIONS: Fill in or check off all shaded worksheet cells.

DESIGN POPULATION

Projected resident population	9,896
Nonresident service population	6,485
Design population	16,381

COLLECTION SPACE

Books: The space needed for the library's book collection is determined by the size of the collection and the parameters of the shelving environment. Depending on factors such as the width of the aisles and the height of the shelving, book collections can be housed at 10, 13 or 15 volumes per square foot. As the volumes housed per square foot increases, the average aisle width will decrease, the height of the shelving will grow, and there will be fewer opportunities for marketing display.

- * How many volumes will be in the library's print collection? 87,194
- * What is the library's preferred collection density? (choose one) 10 volumes per sq.ft.
 13 volumes per sq.ft.
 15 volumes per sq.ft.

use lowest density in planning for future space to allow future densification as needed to accommodate growth

Magazine / newspapers: The Americans with Disabilities Act specifies that current issue display shelving for magazines is subject to height limitations, which conditions how much space magazines will need.

- * How many titles will the library receive? 116

Magazine backfile: Shelving for any back issues retained by the library is NOT subject to reach limitations but many libraries choose to treat these holdings in the same manner.

- * How many of those titles will the library retain in backfiles? 116
- * What will be the average backrun for a typical title (in years)? 2

Nonprint: This collection will often be housed on lower shelving with more marketing display, but because these items are typically smaller than books, the collection density corresponds to that for books. The space need varies depending on aisle widths, marketing display, and so on.

- * How many nonprint items will the library house? 21,559
- * What is the library's preferred collection density? (choose one) 10 items per sq.ft.
 13 items per sq.ft.
 15 items per sq.ft.

use lowest density in planning for future space to allow future densification as needed to accommodate growth

Public access computers: Many libraries today experience increasing demands for access to digital information resources, which affects the number of stations needed for the public. Wireless access can also affect the inventory needed. The space need per station will be affected by the number of stations provided: a small inventory will usually require more space per station while a larger inventory will benefit from economies of scale and less space per station.

- * How many public access computers to provide? 4
- * What is the preferred space allocation for each? (choose one) 35 sq.ft. per station
 45 sq.ft. per station
 50 sq.ft. per station

currently (2) PAC with plan to have (4) in future

READER SEATING SPACE

The number of reader seats a library needs is determined in large measure by the number of people the library serves, although other factors may also affect this inventory. Typically allow 30 square feet per seat.

* How many reader seats should the library provide? 110

currently all seating, adult/teen/children's for tables, benches and chairs = 55 seats

STAFF WORK SPACE

The inventory of staff work stations is based on the specific operations and work routines of the library, the number of public service desks, and so on. The space needed for each station, on average, will be affected by the number of work stations a library needs: a small inventory will require more space per station while a larger inventory will need less space per station.

* How many staff work stations are needed? 15

* What is the preferred space allocation for each? (choose one) 125 sq.ft. per station
 140 sq.ft. per station
 150 sq.ft. per station

(5) staff workstations now in work room with plan to add (5), (3) circ desk stations and (1) children's area with plan to add (1) = 15

MEETING ROOM SPACE

Multi-purpose: How many seats to accommodate in a multi-purpose room? 20
Conference: How many seats to accommodate at a conference table? 12
How many seats in a gallery? 6
Storytime: What is the maximum audience for a typical storytime? 30
Do your storytimes include a craft or activity? (choose one) Yes No
Computer training lab: How many trainees should be accommodated? 6

No computer lab, but business center

SPECIAL USE SPACE

Special use space reserves space for features such as small group study rooms, a copy center, a public café or refreshment area, a used book sale area, a staff break room, and so on. A larger proportionate allocation here reserves the option to incorporate a wider array of special use functions as a specific architectural plan is developed.

* Choose the library's preferred allocation for special use space 12% of gross area
 15% of gross area
 17% of gross area

using a lower value since most all planned spaces are included in the space needs program

NONASSIGNABLE SPACE

Nonassignable space reserves space for such necessary features as mechanical rooms, restrooms, stairwells and elevators. Typically a smaller building will need to reserve a larger share of its gross area for nonassignable purposes, while a larger building will require a smaller proportion for nonassignable. New construction will likely need a smaller proportion than an addition or renovation.

* Choose the library's preferred allocation for nonassignable 25% of gross area
 27% of gross area
 30% of gross area



ADDITIONAL ALLOWANCES

As an option, this worksheet can accommodate additional special allowances for features that may or may now be adequately accommodated in the preceding calculations. These may include space for an automated materials handling system, or a garage (if the library owns and operates vehicles). List any such special features here, along with a suitable square foot allowance

	Allowance
Community Room and Support Spaces	4,572 sq.ft.
Maker Craft Space and Support Spaces	480 sq.ft.
History Geneology Room and Support Spaces	336 sq.ft.
Friends Room and Support Spaces	368 sq.ft.

some items and areas taken direct from architects
space needs program based on expected space use
and number of occupants planned

SPACE NEEDS SUMMARY

COLLECTION SPACE

87,194	volumes to house at	10	vol/sq.ft.	8,719	sq.ft.
116	magazine display at	1	sq.ft./title	116	sq.ft.
116	magazine backfile at	0.5	sq.ft./title/yr held	116	sq.ft.
21,559	nonprint items to house at	10	items/sq.ft.	2,156	sq.ft.
4	public access computers at	45	sq.ft. per station	180	sq.ft.

READER SEATING SPACE

110	reader seats at	30	sq.ft. per seat	3,300	sq.ft.
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STAFF WORK SPACE

15	staff work stations at	125	sq.ft. per station	1,875	sq.ft.
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MEETING ROOM SPACE (See notes 1 through 4)

20	multi-purpose seats	10	sq.ft. per seat	300	sq.ft.
12	conference room seats	30	sq.ft. per seat	420	sq.ft.
30	storytime seats	15	sq.ft. per seat	500	sq.ft.
6	computer training lab seats	50	sq.ft. per seat	380	sq.ft.

SPECIAL USE SPACE

calculated at	12%	of gross building area	3,440	sq.ft.
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NONASSIGNABLE SPACE

calculated at	25%	of gross building area	7,168	sq.ft.
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SPECIAL ALLOWANCES

Community Room and Support Spaces	4,572	sq.ft.
Maker Craft Space and Support Spaces	480	sq.ft.
History Geneology Room and Support Spaces	336	sq.ft.
Friends Room and Support Spaces	368	sq.ft.

GROSS AREA NEEDED	34,426	sq.ft.
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- NOTES
1. Multi-purpose room area includes a modest allocation for a speaker's podium.
 2. Conference room area includes allocation for gallery / audience seating, if so designated.
 3. Storytime area includes a modest allocation for storytime presenter.
 4. Computer training lab area includes a modest allocation for trainer's station.



6.2 ADCI SPACE NEEDS PROGRAM

Public Use Spaces										
Title of Position or Name of Space	Current Space		Program Space		Space Needs Areas		% Increase	Remarks or Special Requirements		
	W'	x	D'	W'	x	D'			Current	Program
COLLECTIONS										
Adult Fiction	24	x	48	24	x	64	1152	1536	133%	Lower shelf heights for sight line improvement and accessibility.
Adult Large Print	24	x	24	24	x	32	576	768	133%	
Adult Non-Fiction (All Ages)	30	x	40	30	x	53	1200	1590	133%	
Teen Fiction	10	x	20	12	x	22	200	264	132%	
Children Collections	32	x	44	36	x	52	1408	1872	133%	
New Arrivals	6	x	18	6	x	24	108	144	133%	
Holds	8	x	8	5	x	17	64	85	133%	
Periodicals	12	x	21	12	x	28	252	336	133%	
Newspapers	7	x	8	5	x	15	56	75	134%	
Videos	16	x	18	16	x	24	288	384	133%	
Videos - Non-Fiction	8	x	16	9	x	19	128	171	134%	
Audiobooks	10	x	15	10	x	20	150	200	133%	
Video Games	4	x	6	4	x	8	24	32	133%	
Kits - Memory, Craft, etc	2	x	12	2	x	16	24	32	133%	
SEATING / READING AREAS										
Adult Lounge Seating	12	x	23	14	x	26	276	364	132%	Integrate private / intimate areas, possibly fireplace area with light music.
Adult Table	12	x	26	16	x	26	312	416	133%	
Adult Quiet Reading Room				12	x	16	0	192		
Teen Lounge Seating	9	x	10	10	x	18	90	180	200%	Design to minimize noise and distractions to adult area, but still observable by staff.
Teen Table	8	x	12	12	x	16	96	192	200%	
Adult Teen Study Carrel's	8	x	8	8	x	12	64	96	150%	
Children's Lounge Seating				8	x	16	0	128		Possibly integrate storage and small work / table area for activities.
Children's Table Seating	8	x	16	12	x	16	128	192	150%	
Children's Nook Cubbies				8	x	16	0	128		
Children's Activity	8	x	10	10	x	15	80	150	188%	
Children's - Parents Seating In Children				8	x	12	0	96		

PUBLIC ACCESS COMPUTERS						
Public Access Computers	6 x 12	9 x 12	72	108	150%	
Adult	9 x 10	9 x 15	90	135	150%	
Teen	9 x 10	9 x 15	90	135	150%	
Children		5 x 10	0	50		
PUBLIC MEETING PROGRAM ROOMS						
Small Public Meeting #1	12 x 16	12 x 16	192	192	100%	Group sizes of 4 - 10, smaller groups could use study rooms
Small Public Meeting #2		12 x 16	0	192		Group sizes of 4 - 10, smaller groups could use study rooms
Medium Public Meeting	13 x 23	16 x 30	299	480	161%	Group sizes of 10 - 20
Large Public Meeting	30 x 39	30 x 39	1170	1170	100%	Group sizes of 20 - 60
Dedicated Program Room		24 x 36	0	864		Group sizes of 15 - 50
Living Room (Casual Meeting Room)		12 x 18	0	216		Omit in Community Room Option to avoid duplicate spaces.
Meeting Room Kitchen	7 x 12	9 x 12	84	108	129%	Small kitchenette to service meeting room refreshments
SPECIAL USE ROOMS SPACES						
Maker Craft Space		16 x 24	0	384		Currently use roll-in equipment
History Genealogy Room	9 x 15	12 x 20	135	240	178%	
Public Display Space	4 x 8	8 x 16	32	128	400%	
Donor Wall	4 x 4	4 x 8	16	32	200%	
Small Study Room #1	5 x 10	8 x 10	50	80	160%	2-3 person study/tutor room, possible active learning station
Small Study Room #2	5 x 10	8 x 10	50	80	160%	2-3 person study/tutor room, possible active learning station
Medium Study Room #1	9 x 10	9 x 12	90	108	120%	3-5 person study/tutor room, possible active learning station
Medium Study Room #2		9 x 12	0	108		3-5 person study/tutor room, possible active learning station
Large Study Room		10 x 14	0	140		4-7 person study/tutor room, possible active learning station
Children's Activity Story Room		12 x 24	0	288		
Copy Machines	4 x 8	6 x 9	32	54	169%	
Business Center		12 x 16	0	192		
Friends Room Book Sales		12 x 20	0	240		
Space Group Sub-Totals:			9,078	15,347	169%	



Storage - General	9 x 15	16 x 24	135	384	284%				
Storage - Meeting Rooms	5 x 24	8 x 24	120	192	160%				
Storage - Program Room		12 x 20	0	240					
Storage - Friends Book Storage		8 x 16	0	128					
Storage - Maker Craft Space		8 x 12	0	96					
Storage - Genealogy		8 x 12	0	96		Could be significantly larger if plan is to move all items out of old library space across the street			
Storage - Children's	3 x 13	8 x 16	39	128	328%				
Custodial Closet	6 x 6	8 x 12	36	96	267%	Space for consumables, cleaning supplies, floor machines, etc			
Maintenance		12 x 16	0	192		Tools and work space with storage for attic stock			
Consumables Storage		7 x 9	0	63		By public toilet rooms			
Mechanical Room	11 x 16	16 x 36	176	576	327%	Most likely multiple smaller rooms			
Communications IT	2 x 3	8 x 10	6	80	1333%	Needs good ventilation and air conditioning.			
Space Group Sub-Totals:			1,626	4,516	278%				
Building Sub-Totals:			12,328	22,831	185%				
Existing Facility = 15,410 sf	Space Group Sub-Totals:		15,410	28,539	185%	Conversion factor of 1.25 for circulation, chases, framing construction, etc			
Community Room Spaces									
Title of Position or Name of Space	Current Space		Program Space		Space Needs Areas		% Increase	Remarks or Special Requirements	
	W'	x	D'	W'	x	D'			Current
Community Room				36	x	64	0	2304	Dividable space to accommodate 150 occupants total. 150 x 15.
Community Room Prefunction				21	x	36	0	756	150 x 5
Community Room Coat Room				10	x	12	0	120	151 x 5
Community Room Kitchen				12	x	24	0	288	
Community Room Storage				16	x	32	0	512	
Community Room Toilets				20	x	20	0	400	Separate or space in addition to library programmed toilets.
Community Room Mechanical				12	x	16	0	192	
Space Group Sub-Totals:			0				4,572		
Building Sub-Totals:			12,328				27,403	222%	
Space Group Sub-Totals:			15,410				34,250	222%	Conversion factor of 1.25 for circulation, chases, framing construction, etc



7.0 FEASIBILITY REVIEW

7.1 Program Fit

Typically a part of the Space Needs Assessment is a Feasibility Review. This is a high level assessment to determine if the needs findings can be satisfied, and if so what are the required parameters of solving those needs. The first step is to determine if the building area needed to solve the space needs can feasibly fit on the existing site or if the facility would have to move to another site to solve the space needs.

It was discussed as a part of the Space Needs Interviews that it is most desirable to stay on the existing site. This was an overwhelming consensus from many perspectives, including:

- The current location in the community is ideal for vehicular and pedestrian traffic
- The current location is ideal in connecting with other municipal facilities
- The current location is ideal for security, being across the street from the police dept
- The current location is close to parks, downtown, and youth activities
- The current location, with appropriate property acquisitions, allows for expansion
- Enhancing the current location with this project strengthens a municipal campus

So ultimately the key questions are:

Does the expanded program fit on the site? The answer is yes, but *ideally* only if additional property is acquired. Without additional property the required site program items are not a fit.

Does the expanded program fit without additional property acquisition? The answer here is a bit more complicated. The answer is *yes if the program is compromised*. The building could be expanded to suit the facility needs by taking up the entire existing parking lot, but then all parking would have to be on the street and that is not desirable to the city or to the local residents. There most likely would also be compromises to some of the planned spaces. The size of the community room, program spaces or collections areas would be impacted.

Ideally the plan would be to acquire property and appropriately expand to meet the space needs without compromising building or site program needs, as well as hopefully plan to have some on-site expansion capabilities in the future.

7.2 Infrastructure Availability

The next Feasibility Review topic to address is related to the required building services infrastructure. When expanding a facility like this it is typically required to increase gas, electrical, water, sewer service sizes as well as potential increased demand in technology needs. Based on the cities infrastructure maps and what is known from city engineering there are more than sufficient utility provisions available, but most all utility service sizes feeding the building will have to be increased to meet the larger facilities demands. There are most definitely costs related to these increases, but all are feasible and in the grand scheme not to be considered project hinderances.

7.3 Existing Structure Viability

Once we know that the fit is viable and that the infrastructure can handle the increased service needs there needs to be an analysis of the existing facility to determine if renovating and expanding an existing facility in place is a good sound lifecycle decision. This analysis typically involves a review of the existing facility to determine if the structure is sound, does not require unrealistic upgrades,

and is a good long term financial investment. Given that the existing facility is only roughly 25 years old, and of good solid construction, the investment would be viable and a good financial decision. The majority of the work required to bring the existing portion of the building up to the level of the addition would be mostly surface work. Even considering the recommendation to replace existing systems the cost is far less than a new structure and the investment would be sound for quite a long time.

7.4 Funding Capability

Funding Feasibility is something that the consultant cannot thoroughly review without in-depth dialogue with the decision makers with the municipality, library board, and funding campaign committee. From our professional experience, if the appropriate planning and tools are in place and the steps outlined in Section 11.0 Action Plan | Next Steps are followed the project results in successful funding.

7.5 Authority Review

The final Feasibility Review is an exercise that has to take place with the appropriate authority groups. The project parameters and needs have to be analyzed by the municipality, library board and stakeholders. Once a consensus is developed that the project is a priority and there is commitment behind the decision to move forward then the final feasibility hurdle is accomplished and the project begins to take its first steps from planning to reality.



8.0 SPACE NEEDS SITE DIAGRAMS

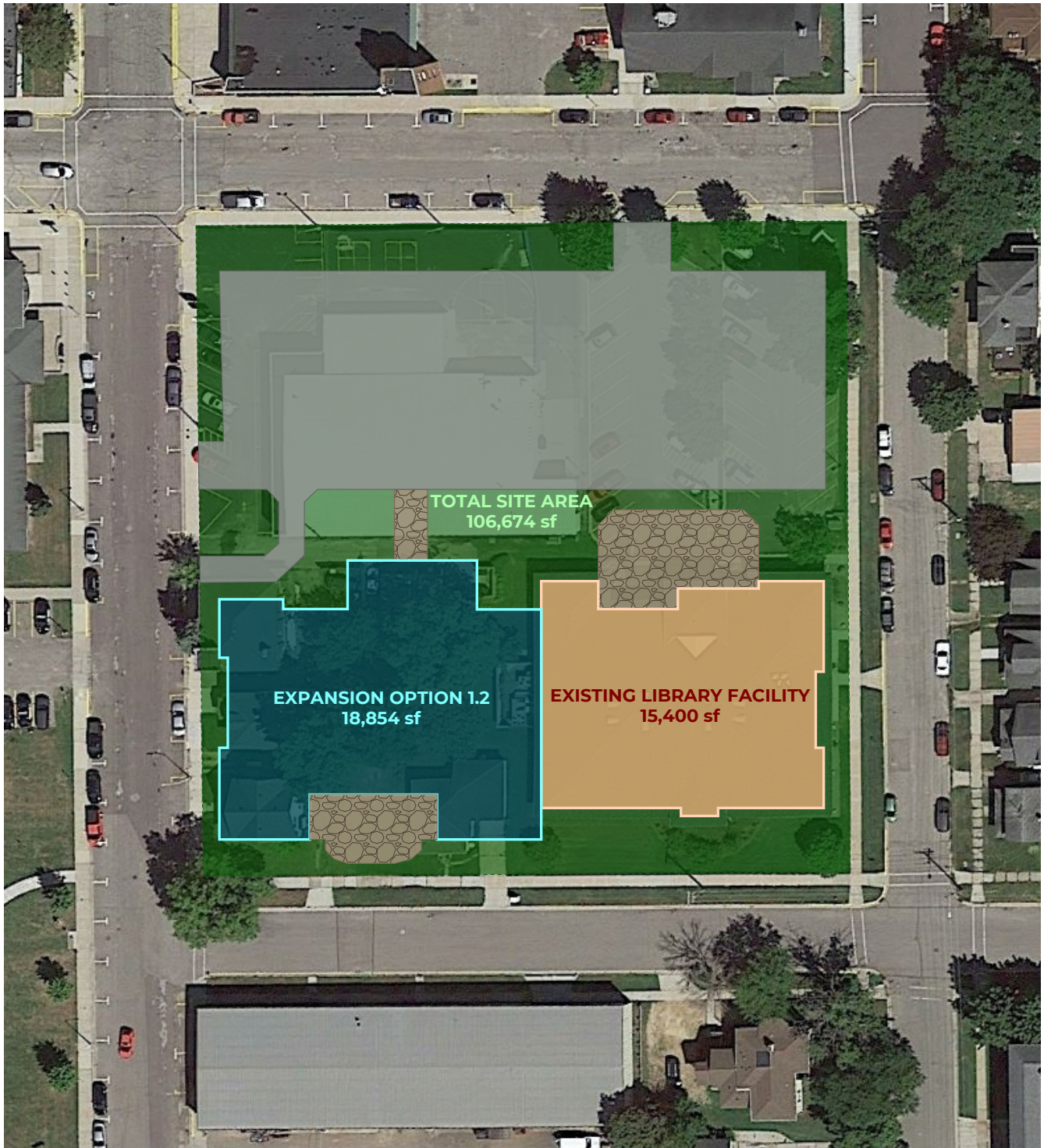
8.1 Building Expansion Site Diagram Option 1.1





8.0 SPACE NEEDS SITE DIAGRAMS

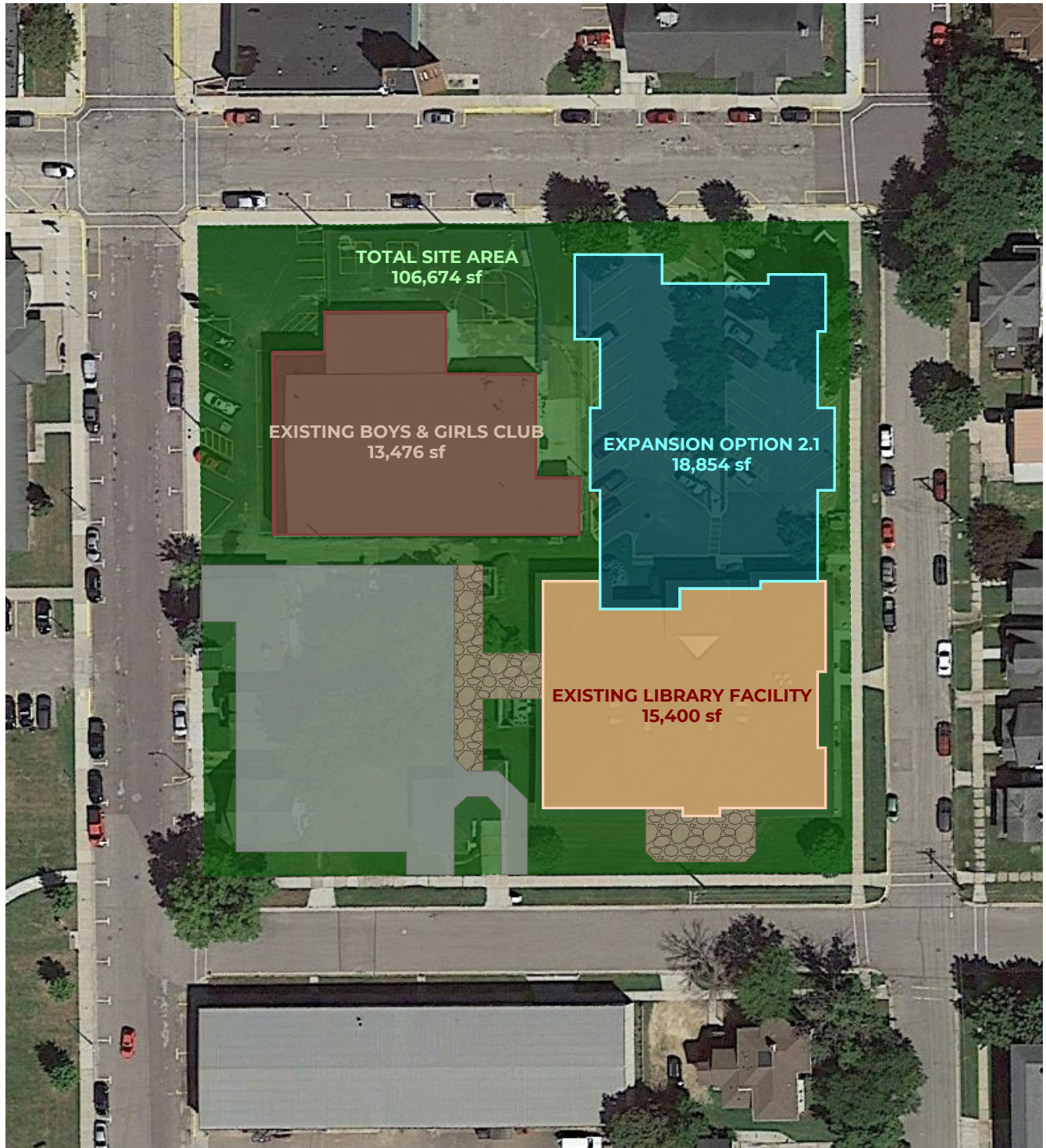
8.1 Building Expansion Site Diagram Option 1.2





8.0 SPACE NEEDS SITE DIAGRAMS

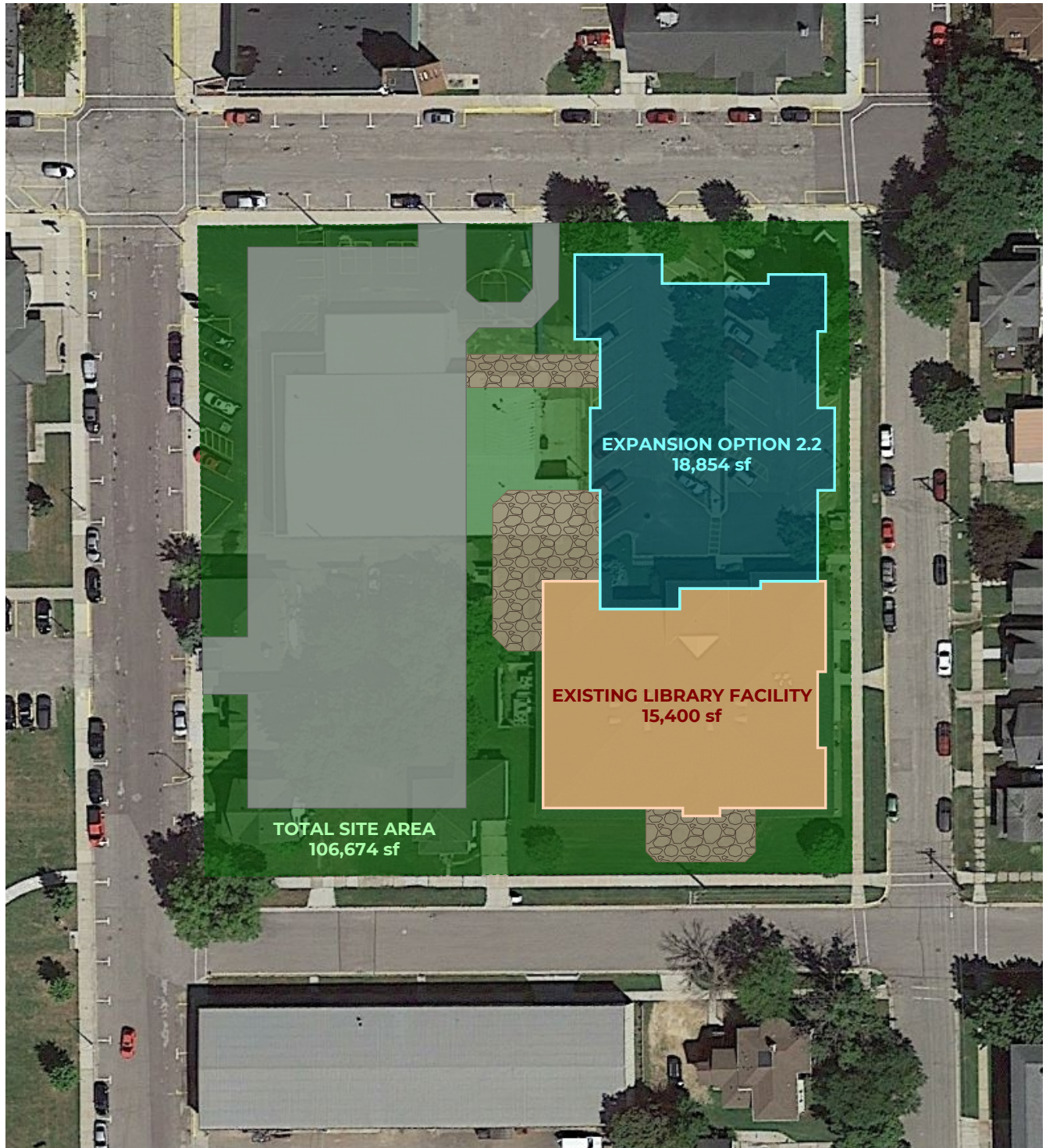
8.2 Building Expansion Site Diagram Option 2.1





8.0 SPACE NEEDS SITE DIAGRAMS

8.2 Building Expansion Site Diagram Option 2.2





9.0 CAPITAL IMPROVEMENTS

9.1 Existing Facility Improvements & Upgrades

It is all too often unfortunate when planning a significant project addition | renovation that the necessary capital improvements on the existing facility are overlooked. When this happens the target budget is not properly aligned with the comprehensive project needs. If target budgets are set based solely on the addition portion of the project then the capital campaign and fundraising process fall short of the real project cost. The typical result then is late design phase compromises to the project function and amenities that can hamper the overall project success.

There are Interim Maintenance Needs that are discussed in other portions of this report that relate more to ongoing facility needs that will take place between the initial Space Needs phase and the real project Construction phase. These needs are typically planned for and expenditures provided through annual operations and maintenance budgets. These differ from the larger scale Capital Improvement needs on the existing facility that should be planned as part of the total project. These are typically items that are too large to be managed through annual operations and maintenance budgets but will be necessary to the long term viability of the facility. These items are considered to be at the same level of importance from a long term investment position as the building addition.

ADCI has reviewed with library management some of the existing components of the facility and where those components are in their usable life. For example, when was the existing roof last replaced and should the existing roof be replaced as part of the addition project as a smart investment. There are items that were discussed and identified in the capital improvements lists below and included in the project Cost Opinion.

There are (2) categories of capital improvements that should be planned for. The first category, and most important to not be overlooked in the budget, are those that are required and cannot be avoided. These may be required due to building code and life safety improvements that are required in order to permit the project. They can also be required due to unavoidable upgrades or replacements of failing systems. The second category are those items that are recommended based on professional opinion and experience.

9.2 Required Capital Improvements

The following list of capital improvements would be required in the existing facility as a part of the overall project. Some of these are related to the unavoidable increased demand on facility utility services, some are related to code changes that will impact the project, and some are related to existing facility systems or building components that need to be replaced or upgraded. There are other times when codes do not affect a building system, and the system may be functioning appropriately, but unfortunately the existing system must be replaced in an effort to expand the existing system into the addition and be appropriately integrated as a wholistic functioning system. These **required** capital improvements include:

- utility service upgrades
- emergency generator
- mechanical upgrades | replacement
- select space demolition and reconfiguration
- toilet room renovations & upgrades
- fire sprinkler & alarm upgrades
- security system upgrades

9.3 Recommended Capital Improvements

The following list of capital improvements would be recommended in the existing facility as a part of the overall project. Some of these are recommended in an effort to make the building addition area and the building renovation area match aesthetically, some are in an effort to have cohesive long term warranty integrity, and some are to take advantage of the cost savings of having construction activities already mobilized on site. Some are also recommended just because it makes sense from the perspective of a sound long-term investment in the facility and to take advantage of the opportunity to be integrated into the project capital campaign and funding efforts. These **recommended** capital improvements include:

- lighting upgrades | replacements
- plumbing upgrades | replacements
- finish upgrades (flooring, ceilings, paints, trim & accessories)
- exterior door & window replacements
- roof replacement to match new
- renovation contingency (20% of renovation budget)



10.0 COST OPINION

10.1 Summary

The Cost Opinion in this section is intended to be used as a tool in conjunction with the Space Needs Program to establish an overall anticipated 'target' cost for total project budget development, public education, and needs prioritization purposes. The Cost Opinion developed is based on the Space Needs Program which discovered a deficient square footage of roughly 18,850 square feet of space needed to satisfy the space needs. This space is included in the cost opinion as building addition space. There are also considerations in the Cost Opinion for renovation costs that will be applied to the existing facility to cover the capital improvements as identified in Section 9.0 Capital Improvements.

The Cost Opinion should not be considered a static number but one that should be revisited and updated at each phase of the project development. It should also be understood that the Cost Opinions contain specific consensus 'assumptions' at this stage in the implementation process that may change as the project parameters continue to be developed.

10.2 Cost Opinions Overview

The Opinion of Probable Cost Summary spreadsheets on the following pages contain cost information for the two project options identified in Section 7.0 Feasibility Review and shown in Section 8.0 Space Needs Site Diagrams. The Cost Opinion is segregated to show provisions for the renovations of the existing building, or the existing building capital improvements, and the building addition, or new construction. Existing building capital improvements are based on those outlined in Section 9.0 Capital Improvements.

The Cost Opinion is 'site neutral' at this point and will need to be further refined as specific site information is known. This means that the Cost Opinion developed is strictly based on square foot costs and high level site development costs but does not include site acquisition costs at this time since that is an unknown quantity at this point. It is assumed, looking at the two building expansion options, that the development costs would be very similar for the options so at this point the Cost Opinion is developed as a high level target that will be refined when more site acquisition cost and specific development parameters are defined. In both of the feasible options, industry standard dollars per square foot are assigned at this stage since specific building structural systems, finish materials or MEP (mechanical, electrical, plumbing) systems are yet to be selected or defined.

At this stage both options are also assumed to have similar Furniture & Equipment and Soft Costs. Moving costs, phased construction, property development, utility upgrades, etc. are all other soft cost considerations that can vary greatly but assumptions are plugged into the Cost Opinion at this point based on experience with prior projects of similar scope and scale.

The Cost Opinion summarizes the assumed site and building costs (many of which are line item allowances at this point), followed by FFE (furniture, fixture, and equipment) costs and then the anticipated Soft Costs. We like to direct our clients to properly budget a project by developing a comprehensive cost opinion including these items so that the fundraising phase does not fall short by raising funds for only the 'bricks and mortar' portion of the project. Both of the FFE and Soft Costs sections are based on professional experience with prior projects of similar scope and scale and are based on project information known at the time and assumptions developed in the Space Needs interview process. FFE costs include such items as seating tables, chairs, shelving, computers, benches, and other components. Other 'soft' costs include professional and design fees,

Public Payment and Performance Bond costs (typically required on municipal projects), building and site State plan review and permit fees, and other items as shown on the summaries.

Five potential 'soft' costs are listed in the summaries that do not have costs associated with them at this time. 'Land Acquisition' costs should be added into the project once known as discussed previously. The 'Legal Fees' line item can cover a variety of associated costs including property acquisition and general contract and document review, particularly associated with grant funding, public bidding and construction contracting. Much of this may be covered through the City Attorney but depending upon the property contemplated or funding sought, additional fees may need to be budgeted and accounted for. 'Bonding' is typically required for public projects and is something that can be estimated and provided by city administration. Funding sources may also incur 'Interim Loan Interest' costs. Grant funding often requires initial Grantee disbursement with reimbursement that may be delayed 45 to 90 days or longer. Depending on how the project funding is structured a short-term loan or line of credit may be required and the costs associated with that should be accounted for. 'Moving Expenses' can be minimized with proper planning and construction phasing.

The square foot costs listed are based on 2023 dollars, based on the current industry standard information available. Depending on the timeframe of fundraising and budgeting for the project, inflation should be accounted for. Construction cost inflation can often be higher than state or national cost-of-living increases or other broad gauges. It is recommended that inflation costs for this project be budgeted at 3% - 5% per year for the number of years required to accomplish the capital campaign and fundraising phase.

10.3 Interim Maintenance Needs Recommendations

Even once a consensus on a path of action is developed, there will still be Concept Design, Fundraising, and Final Documentation and Construction phases of work that need to take place. Even if these phases are completed at peak performance it may still take several years for the final project to become reality. In the interim there may be items that need immediate attention and should not wait for the final project. The items you would want to focus on are items that will not be lost in the final project, i.e. if the furnace needs replaced it would be better to limp along until the final project or a system installed now may not work for the final project configuration and could be replaced in just a few years. On the other hand if the roof leaks and that part of the building even after modification would have a long term roof with no modification as part of the bigger project, that work should be done right away, and hopefully can be accomplished through the libraries annual maintenance funds and not included in the capital campaign fundraising efforts.

10.4 On-going Operating Budget

There are a myriad of items that impact the scope of an ongoing operating budget. Many of these items are predictable, and many variable, that can only be based on broad design and operations assumptions at this early stage in the overall development of the project. Predictable items include staffing levels, collections expenditures, library system services (LSS) expenditures, and program/event expenditures. Less predictable at this stage are utility and annual maintenance expenditures.

Based on the Space Needs Program the building square footage needs are more than double the existing. It should be anticipated that there will need to be a staffing increase. The extent of that increase will be based on the ultimate design of the building and how well the design supports efficient staff flow, observation, and task functions. However, trade-offs will most likely need to be made. Annual staffing costs can be quite large and minimizing staff needs should be considered as part of any design review, but not to the point of sacrificing the quality of public services.

Collections expenditures are budgetary and typically predictable within reason. As the need for particular collection items or media types arise they are purchased at the time of need, if funds allow, or are planned for in future budgets. With new space available, in a new or added to building,



it is common for libraries in the first few years of increased space to also increase their collections acquisition budget. However, the percentage can be controlled and re-stabilized as a set percentage of the overall operating budget within a few years.

Library system services include records maintenance, Information Technology (IT) services, and rotating collections services and should also be relatively predictable. While records maintenance will increase with a larger facility, rotating collections services should go down. Overall Library system services should remain relatively stable over time.

Variable items, such as, operating utility or maintenance costs will have to do with decisions that will be made throughout the design process particularly with primary systems decisions beginning at the Concept Design stage. The new building construction will need to meet current building code energy efficiency minimum standards which should provide a substantial per square foot improvement over the existing facility. The existing building renovations will also include efforts to increase the existing envelope efficiency. But the type and efficiency of mechanical systems (HVAC), proportion of window glass to solid wall, the efficiency of the windows and doors, the amount of functional daylighting (to reduce artificial lighting) in the design, and other key components will have the largest overall impacts and will have to be debated in terms of long-terms efficiencies versus the budget allowed through the success of the fundraising process. Operating budgets can be minimized against the increase in square footage called for from the Program with the incorporation of better systems, such as latest technology high-performance HVAC, high-efficiency glazing, and integrated building systems that substantially beat the code minimums. By prioritizing the focus during the design phases on high performance envelopes and high-efficient systems, operating cost increases related to utilities can be moderated even if the building area does more than double.





10.1 COST OPINION

Category	Cost
I. SITE CONSTRUCTION COSTS	
1. SITE DEVELOPMENT, LANDSCAPING, AND PARKING (Approx. 6% of general building construction)	\$ 460,000
2. SITE IMPROVEMENT SPECIALTY FEATURES	
2a. LANDSCAPING ALLOWANCE	\$ 60,000
2b. FENCING ALLOWANCE	\$ 35,000
2c. FURNISHINGS ALLOWANCE	\$ 15,000
2d. DRIVE-UP BOOK DROP & MOBILE CART	\$ 12,000
2e. BOOK LOCKERS	\$ 12,000
SITE CONSTRUCTION SUBTOTAL	\$ 594,000
II. BUILDING CONSTRUCTION RENOVATION COSTS	
1. EXISTING BUILDING CAPITAL IMPROVEMENTS (To be included in renovation square foot budget)	
REQUIRED CAPITAL IMPROVEMENTS	
1a. UTILITY SERVICE UPGRADES (Electric Service, Water Service, Gas)	
1b. EMERGENCY GENERATOR	
1c. MECHANICAL UPGRADES REPLACEMENT	
1d. SELECT DEMOLITION & SPACE RECONFIGURATION	
1e. TOILET ROOM RENOVATIONS & UPGRADES	
1f. FIRE SPRINKLER & ALARM UPGRADES	
1g. SECURITY SYSTEM UPGRADES	
RECOMMENDED CAPITAL IMPROVEMENTS	
1h. LIGHTING UPGRADES REPLACEMENT	
1i. PLUMBING UPGRADES REPLACEMENTS	
1j. FINISH UPGRADES (Flooring, Ceilings, Paint, Trim & Accessories)	
1k. EXTERIOR DOOR & WINDOW REPLACEMENTS	
1l. ROOF REPLACEMENT TO MATCH NEW	
1m. RENOVATIONS CONTINGENCY (20% of renovation budget)	
TOTAL PROGRAMMED BUILDING AREA	34,250
EXISTING BUILDING AREA	15,400
ESTIMATED COST PER SQUARE FOOT FOR RENOVATION	\$ 156
EXISTING BUILDING RENOVATION SUBTOTAL	\$ 2,406,000
ADDITIONAL PROGRAMMED BUILDING AREA	18,850
ESTIMATED COST PER SQUARE FOOT FOR NEW CONSTRUCTION	\$ 280
BUILDING ADDITION SUBTOTAL	\$ 5,278,000
BUILDING CONSTRUCTION SUBTOTAL	\$ 7,684,000
III. FURNITURE, FIXTURES, AND EQUIPMENT (FFE) (12% - 16% of Building Construction)	
1. FURNITURE AND SHELVING	
1a. CIRCULATION DESK	\$ 72,000
1b. CHILDREN'S AREA ASSISTANT DESK & WORK ROOM EQUIPMENT	\$ 52,000
1c. STACKS & SHELVING	\$ 280,000
1d. MEETING ROOMS STUDY ROOMS TABLES & CHAIRS	\$ 92,000
1e. MEETING ROOMS STUDY ROOMS AVI EQUIPMENT INCL. PROJECTOR, SCREEN, SOUND SYSTEM	\$ 88,000
1f. LOUNGE, READING, LAPTOP FURNITURE	\$ 24,000
1g. COMPUTER & MEDIA AREA	\$ 18,000
1h. MISCELLANEOUS DISPLAY FURNISHINGS	\$ 48,000
1i. CHILDREN'S AREA SEATING ACTIVITY FURNISHINGS	\$ 42,000
1j. COMMUNITY ROOM TABLES & CHAIRS	\$ 54,000
1k. LOCAL HISTORY STORAGE	\$ 12,000
2. COMPUTER EQUIPMENT, COMMUNICATIONS, & AVI IT	
2a. COMPUTERS & PRINTERS	\$ 36,000
2b. SOFTWARE UPGRADES	\$ -
2c. TELEPHONE & PAGING SYSTEMS	\$ 12,000
2d. VOICE & DATA CABLING, SERVERS, SERVER DATA RACKS, WIFI EQUIPMENT	\$ 24,000
2e. UPS BATTERY BACKUP SYSTEM	\$ 4,000

2f. FLATBED SCANNER DIGITAL DOCUMENT CAMERA	\$	3,000
3. LIBRARY EQUIPMENT & ACCESSORIES		
3a. BOOK DROP & CARTS	\$	4,200
3b. SERVICE WINDOW & EQUIPMENT	\$	3,600
4. WINDOW TREATMENTS & ARTWORK	\$	34,000
5. LOCAL ARTISAN & USER GROUP DISPLAY EQUIPMENT FURNISHINGS	\$	16,000
6. DONOR WALL MATERIALS	\$	5,200
7. MAKER SPACE EQUIPMENT & TECHNOLOGY	\$	16,000
8. SECURITY & EMERGENCY NOTIFICATIONS SYSTEMS	\$	42,000
	FFE SUBTOTAL	\$ 982,000
IV. SOFT COSTS		
1. LAND ACQUISITION (1)	\$	-
2. PROFESSIONAL FEES (8.00%)		
2a. ARCHITECTURAL, STRUCTURAL & INTERIOR DESIGN FEES (4.8%)	\$	416,000
2b. FURNITURE FIXTURES EQUIPMENT (FFE) DESIGN FEES (.25%)	\$	21,000
2c. SURVEYS, CIVIL ENGINEERING & STORMWATER DESIGN FEES (.65%)	\$	56,000
2d. LANDSCAPE DESIGN FEES (.05%)	\$	5,000
2e. SOIL BORINGS & INFILTRATION TEST PITS (.10%)	\$	8,500
2f. STRUCTURAL DESIGN FEES (.15%)	\$	13,000
2g. MEP FP DESIGN FEES (1.5%)	\$	130,000
2h. LOW VOLTAGE & AVI DESIGN FEES (.50%)	\$	44,000
3. TESTING & CONSTRUCTION QUALITY CONTROL		
3c. MATERIAL TESTING (Subgrade Observations & Fill Soils Compaction Tests)	\$	3,500
3d. MATERIAL TESTING (Concrete Compression Tests)	\$	3,000
3e. MATERIAL TESTING (Concrete Moisture Pre-Finish Installs)	\$	2,000
3f. MATERIAL TESTING (Masonry Mortar Tests)	\$	2,000
4. LEGAL FEES (2)	\$	-
5. BONDING (Approx. 2% of Building Construction Cost - City Verify)	\$	-
6. INTERIM LOAN INTEREST (3)	\$	-
7. MOVING EXPENSES (no off-site moving anticipated - move through const scheduling - multiple phases)	\$	-
8. AGENCY AND STATE REVIEW FEES (Building, HVAC, Plumbing, Sprinkler, Alarm, DNR, etc.)	\$	6,000
9. PUBLIC BID DIGITAL PORTAL & DISTRIBUTION MANAGEMENT FEES	\$	2,000
10. REIMBURSABLE EXPENSES (.10% For Public Design Process and Pubic Bid Documents)	\$	8,000
	SOFT COSTS SUBTOTAL	\$ 720,000
	OPINION OF PROBABLE COSTS (SUBTOTAL OF I, II, III, & IV)	\$ 9,980,000
	RECOMMENDED PROJECT CONTINGENCY ALLOWANCE @ 10%	\$ 998,000
	TOTAL PROJECT BUDGET RECOMMENDATION (4)	\$ 10,978,000

Notes:

- (1) Budgets for property acquisition will need to be added by the owner to the total project budget at a later date.
- (2) Outside attorney fees, additional city attorney fees, filing fees, title searches, and other legal fees related to property acquisition or other legal documents or contracts.
- (3) Grant funding may require initial Owner disbursement with delayed reimbursement by granting agency. Delays can commonly be 45-90 days. Depending upon final funding strategy interim construction loan or line of credit interest costs should be added to the final project total.
- (4) All costs are based on 2023 dollars. Inflation costs for future years should be added to the total project budget of a minimum of 5% per year.

This Opinion of Probable Cost is made on the basis of our experience and qualifications. It represents our best judgment as experienced and qualified design professionals. It should be recognized that Architectural Design Consultants, Inc. does not have control over the cost of materials and services furnished by others, over market conditions, or contractors methods of determining their prices. Accordingly, Architectural Design Consultants, Inc. cannot and does not guarantee that bids or actual costs will not vary from this Opinion.



11.0 ACTION PLAN | NEXT STEPS

11.1 Promotion: Building Public Support Through Educational Activities

Action requires knowledge. Forward thinking begins by anticipating the future and planning for it. The Space Needs Program, Comprehensive Cost Opinion, and supporting information developed for this Library Space Needs Assessment Report are intended to provide the objective information and initial goal figures, the knowledge, necessary to effectively begin a capital campaign to implement the improvements identified. While raising funds can be a long process, it is first the credibility of the entity promoting it, the logic of their planning, and the appeal of their vision that convinces officials to appropriate funds and inspires donors to commit. This begins, and ends, with education.

Initial public input and involvement has occurred during this stage with such activities as the project 'kick-off' meeting, the staff, stakeholder, and patron interviews, the information gathering and peer facility tours, but many more educational events and activities are typically needed.

A series of public workshops and education activities is recommended to be developed to reach as many people as possible. They should be organized by a committed Steering Committee with a designated chair or 'Champion' to keep the 'message' consistent and flowing. Initial ideas for these activities include, but are not limited to:

- Five-minute educational and 'status' presentations by committee or board members at regular City Council meetings (keep the topic fresh, but brief).
- Scheduled presentations at the library by committee or board members or the library director (current space limitations will be better conveyed holding it at the location in need).
- Presentations by board or committee members or Friends group members to local service organizations such as the Jaycees, Lions, American Legion, Rotary, and Tourism Council.
- Presentations by committee or board members or Friends Group members to service organizations and other groups outside of the Reedsburg community, but within the library's service area in the county and stakeholding townships.
- Presentations by committee or board members to local or regional foundations that could provide support to the library efforts.
- Presentations to specific local businesses with an emphasis on how the library is or can help with their business activities such as training or employee recruitment.
- Develop 'testimonials' from representatives of the groups interviewed to substantiate the need for improvements and incorporate these into educational materials.
- An educational presentation board summarizing the library needs, at the library for patron viewing and to keep the message fresh to users. This could also be emphasized in conjunction with other library programs and events.
- A roaming educational booth/board that could travel to community events and staffed by the committee, board, or Friends group and / or other informed volunteers - for example, downtown business events, events on the square, holiday events, parades, sporting tournaments, and area school events.
- Post - and update - information on the library's website and post on other social media outlets such as Facebook, Instagram and LinkedIn.

Presentations should contain additional information on how potential donors can follow-up with a donation but the information presented and the 'take home message' of 'space needs' is the important message that needs to be initially conveyed.

11.2 Consensus Development: What . . . When . . . and How Much

What: Loosely structured conversations, discussing pros and cons, of the potential options to meet the Space Needs identified as a part of this report have taken place, but before a design solution can be developed and a fundraising campaign driven there needs to be a consensus developed by the steering committee and board as to what the solution should be. It became very apparent in the space needs interview sessions, based both on input from staff | board members and on input from public | user groups, that the library should not be relocated. The option of expanding vertically up from the existing structure was discussed as well and based on historical information known about the existing building it is understood that the structure was not originally designed for this option thus not feasible or desirable. There are left (2) potential solution options on the existing site, with variations of each option:

Option 1.1: Expand the existing library facility to the west – limited property acquisition: This option would require acquisition of adjacent residential properties to expand the existing library building. Other adjacent commercial properties would remain in place and some parking for the library would be required to be accommodated on the street.

Option 1.2: Expand the existing library facility to the west: This option would require acquisition of adjacent residential properties to expand the existing library building with potential to acquire other commercial properties on the site to expand parking and site features.

Option 2.1: Expand the existing library facility to the north – limited property acquisition: This option would require expanding the building into the existing parking lot and hence acquiring adjacent residential properties to accommodate new parking and site features. Overflow parking would need to be accommodated on the street.

Option 2.2: Expand the existing library facility to the north: This option would require expanding the building into the existing parking lot and hence acquiring adjacent residential and | or commercial properties to accommodate new parking and site features.

Any of these options would require property acquisition that is not yet included in the project Cost Opinion. All of these options could potentially enhance the long range plan of a downtown municipal campus, further strengthening the municipal ties between the existing city hall, police department, fire department and ambulance facilities.

The steering committee needs to hold a series of meetings involving S.W.O.T. exercises to review the pros and cons of the potential options and develop a consensus on which direct to move with the solution to expand and renovate the existing library facility. This should be done over several meetings so that the options and information can be fully digested and follow up on options can be comprehensive. This decision needs to strongly consider public and stakeholder input, but ultimately the steering committee needs to make the final decision.

When: *A goal is just a dream with a deadline.* Once consensus path has is selected there needs to be a project Milestone Schedule developed with key celebratory milestones set. Without deadlines these types of projects are susceptible to “dying on the vine.” If the overall process takes too long the stakeholders can become exhausted with the process and lose interest. By setting deadlines and goals and celebrating each step you keep feeding the project passion. The schedule needs to be realistic, but aggressive. Typically we see, on projects of similar scale, Space Needs taking 3-6 months, Concept Design taking 3-6 months, Fundraising taking 1-4 years, Design Documents taking 5-8 months, and Bidding and Construction taking 8-12 months.

How Much: Once a decision on which option best suits the libraries needs has been made, the public should be informed and a target project budget developed based on the Cost Opinions presented in this report and what the committee and board feels is. This budget number will be a bit of a moving target until a design is developed, but the design needs a budget parameter to



shoot for or the project is likely to fail. Once this target budget is set, it is then time to begin envisioning the final project and refining decisions based upon the selected option.

Of course the “When” depends a great deal on the “How Much”, and vice versa, and both of these depend a great deal on the “What.” This is why these three are developed in a cyclical process that feeds each other back and forth, until boiled down to a set of Consensus Project Parameters. These decisions and project goals need to be fed back into the public education and support driving activities that are defined in the Promotion section outlined above. These activities need to continue throughout the process until the doors are open.

11.3 Concept Design: Visualization

This is the phase in which visualization begins and usually when the public begins to get excited and take interest, so it is important to publicly present the design at key intervals. This takes discipline as it is impossible to please everyone. The steering committee typically bears the burden of reviewing and assisting the design professional in developing the project. It is their responsibility to act in the best interest of the community, but to also make executive decisions that keep the project moving forward.

The objective in this phase is not to finalize all design and detail questions, but to develop plans, sections, elevations, and perspective renderings that will be key tools in the final phases of educating the public and in the fundraising efforts. The goal is to make enough design decisions to establish a final budget as a fundraising target. At the end of Concept Design the Target Budget and the Milestone Schedule are re-aligned and established in a more solid position. With these tools we can now start a capital campaign.

11.4 Fundraising: The Capital Campaign

The foundation of the Capital Campaign is publicity and support. The up-front focus of that publicity effort is two-fold, the target budget being one side, and the design and community benefits being the other. It's very important to be up-front with the project budget, but all too often the public see this as too big a project hurdle if they do not understand the benefits of the project to the community, businesses and users. It's important to develop public information tools that present the project facts in a simple and concise format that present well graphically and list the important facts, including budget, as well as a list of the hard hitting benefits. Remember that attention spans are short and people lose interest quickly if there is not a benefit to them personally. The information must be concise, and repetitive, and you have to be persistent in getting it out through multiple avenues, as in the examples listed in the “Promotion” section above.

It is critical to educate the steering committee on fundraising strategies and techniques and have a fundraising sub-committee with a chairperson who is dedicated. It is becoming very common to hire assistance in this area. Fundraising consultants, from our experience, have typically more than paid for their services in their expertise and connections. They have experience to know the successful sources, as well as the process in obtaining funds from grant agencies. Funding sources have varying application cycles and application pre-requisite requirements. Most program deadlines typically occur in the spring of each year. Some are continuous on a monthly or quarterly basis while others only occur every other year. It is highly recommended that the library board or steering committee appoint a chairperson to oversee or engage a dedicated funding consultant to further research and familiarize the board with key criteria so that opportunities are not missed.

Specific information that should be gathered include: application dates and funding cycles; how specific identified components for the library improvements can be matched with a specific program; dollar amounts available; dollar matching requirements and how it can be matched (for example, allowing donors that may be interested in contributing for a specific component), and fund source ancillary requirements, such as federal wage or special bidding requirements.



Many grants also require detailed information in their applications that have not yet been developed at this stage in the overall project process but knowing target dates when this information will be needed can help establish and drive the project development schedule.

11.5 Property Acquisition

At some point in the consensus process there will be a decision made as to what type of property acquisition is required to meet the project goals. Timing of this is somewhat fluid. Acquiring adjacent properties involves political action that require special consideration and timing. That said, once this decision is made and acted upon it affirms to the community that the project is real and that there is commitment and backing by the city for the project. This step also gives the library a place to publicly advertise the project with “coming soon” billboards and builds public excitement. More importantly though, the value of the acquired property, even if obtained through donation, may be used as a funding mechanism as matching funds to be applied towards other potential grants and funding sources.

11.6 Interim Maintenance Needs Recommendations

Even once a consensus on a path of action is developed, there will still be Concept Design, Fundraising, and Final Documentation and Construction phases of work that need to take place. Even if these phases are completed at peak performance it may still take several years for the final project to become reality. In the interim there may be items that need immediate attention and should not wait for the final project. The items you would want to focus on are items that will not be lost in the final project, i.e. if the furnace needs replaced it would be better to limp along until the final project or a system installed now may not work for the final project configuration and could be replaced in just a few years. On the other hand if the roof leaks and that part of the building even after modification would have a long term roof with no modification as part of the bigger project, that work should be done right away, and hopefully can be accomplished through the libraries annual maintenance funds and not included in the capital campaign fundraising efforts.

11.7 Final Design Documents, Bidding and Construction

Typically once 70-85% of the project funds have been secured the owner commits to moving into the final design documentation process. This phase is when the building is fully architecturally designed including all engineered systems for structure, mechanical, electrical, plumbing, fire protection, security systems, etc. The details are generated and all systems specified in sufficient detail to publicly bid and construction the project.

This final phase will include monthly design review meetings to make consensus design decisions with the committee, making material and systems selections in the best interest of the life of the building and the activities and programs that will occur within. At each phase a consensus will be developed and the public is kept informed since the fundraising is typically still in process. Once the project is fully detailed and specified it will be submitted for state and agency review and approval. The project will then be publicly bid and contractors and vendors selected. The design professional will be your advocate through the entire process until the keys are turned and the building is occupied. This is to insure to you that the monies spent meet the design intent and the performance specifications developed are met so that the long term investment is sound.

11.8 Occupy & Celebrate

Successful library projects rely heavily upon continued public support and strong programming efforts for funding. It's critical that you kick this off with a community celebration to open the doors for operation. Publicly recognize those involved and those who donated time and monies to the project. Plan for features such as a donor wall, engraved pavers, naming rights to certain features or rooms, or donor plaques on furnishings and equipment. Having a full program developed as soon as the doors open is also important. From day one it is critical to keep the public engaged and excited to keep them coming back. Plan regular public open house type events and listen to the patrons about the types of programming they would like to have and be responsive to changing needs, technology, interests, and demographics.



SPACE NEEDS INTERVIEW NOTES: USERS & STAFF - GROUP 1

Project Name: Reedsburg Public Library: Space Needs Study
ADCI Project No: 22-049
Interviewed Group: **Friends, Users, Council & Volunteers**
Date: December 7, 2022

Interviewees Represented the Following User Groups with Input on Priorities and Needs

- **Member of Friends of the Library**
 - Need community space and kitchen
 - Should feel like a community center and hub
 - Need more space for community activities
 - Exterior of library needs to be more functional and usable, ie reading space, garden, children activity space, landscaping, etc
- **Volunteer Staff**
 - Large print collection is important
 - Need reading area friendly to elderly, quiet
- **President of Friends of the Library**
 - Dedicated friends space
 - Space for book storage
 - Would be nice if there was space for ongoing book sales
 - Need space for book repair and work
 - Library is a social and educational space for entire community and should have that feeling and encourage learning
- **City Council Member | Member of Board of Trustees**
 - More connection to the city as a whole and the city administration
 - Allow children's space to be active
- **Local Patron at Large | Grandmother of Young Users**
 - Children's space is a priority
 - Children's technology and computers
 - Need multi-purpose | multi-function program space
 - Technology and computers for school age kids who don't have it at home
 - Should feel like the heart of the community

1. DESIGN POPULATION INFORMATION: Provide input and comments on the following:

- 1.1. Perception of Service Area:
 - Rock Springs and further – 15-20 mile radius
 - Baraboo library expansion may change service area users
- 1.2. Understanding of Service Area Population:
 - 10,000 residents plus in Reedsburg and surrounding area
 - Reedsburg is on an upward trend, population wise with growing housing and jobs
- 1.3. Perception of Demographics:
 - More younger users but less teens and young adults – they don't have enough space

- More ethnic groups, Hispanics and minorities coming to the area
- More adults with special needs in the area – VARC bus groups
- More low income users
- More home school users
- Strong Sr user group and need dedicated and Sr friendly spaces for their social activities
- A lot of baby boomers and users in their 70's and older
- Reedsburg does not really have a good Sr center so if we accommodate them here it would be a stronger user group than they are now

1.4. Perception of General User Groups:

- In general there are a lot of users of every age group except limited teen and young adult users

1.5. User Group you represent:

- See list at top of this worksheet

1.6. User Group general space use and needs: (see also Section 6. Meeting Room Spaces)

- Friends of the Library group needs book storage and sales space, preferable dedicated space that they can use without moving things around all the time – permanent set book sale space
- Meeting rooms need storage for user groups to leave activity items here
- Need higher chairs for Sr group area for ease of getting up and down
- Need multiple, multi-use type activity | program spaces

1.7. User Group needs now, 5 years, 10 years, and 20 years from today. (20 year max recommended)

- City has a very proactive plan for expansion with new hotels, recreation center, schools, housing, job creation, etc, so it is expected that the needs will continue to grow in general but no expected explosive needs predicted.

2. COLLECTION SPACES INFORMATION: Provide input and comments on collection areas:

2.1. Children's: books, periodicals, non-print material, digital resources, computers, furnishings:

- Seems to be a sufficient collection size
- Seems to be lacking in activity space and activity seating and reading spaces
- Series books are a big request
- Activity room is too small
- Need to expand on online access items
- Kids area bathroom is a must – this gets a lot of parent and child use
- Interactive media is a need – have some now but should have much more
- Needs more seating for parents – helps with control so this is not all on staff
- Could use white boards
- Should have a connection to outdoors and outdoor use space
- Need more general play area with soft surfaces

- Needs to also have quiet space, reading nooks, sensory center
- Nooks – kids will immerse themselves in books if they have a quiet secluded place
- Need dedicated staff area
- Should have a “Mother’s Room”
- Should have soft flooring
- Should have acoustic control

2.2. Teen’s: books, periodicals, non-print material, digital resources, computers, furnishings:

- Connection to Bluetooth screens – gaming and interactivity with headphones on
- Needs to be designed to truly feel like they OWN the space or they will not come or stay
- Currently do not have a really defined teen area
- Needs more computers
- Needs creative seating, nooks, booths, etc
- Needs laptop friendly seating
- Needs plug-ins for charging
- Needs more study rooms and rooms that are bigger for small groups
- Current study rooms are way too small
- Study rooms need to be in a visible location for monitoring
- Needs a quiet room for times when teens do get a bit noisy
- Acoustic control
- Needs a tutoring room | exam proctoring room
- Booths with screens – booths for 2, 4, 6 persons
- Teen educational collaboration space
- Floor transitions, paint changes, artwork, ceiling and lighting changes, etc to help define the space and make it a space they take ownership

2.3. Adult’s: books, periodicals, non-print material, digital resources, computers, furnishings:

- Have a great large-print collection – much of the collection is too high on shelves
- Have a great video collection – would like to have them organized by genre
- Have a great audiobook collection
- E-book collection is growing and use is growing
- Online services are growing
- Periodicals are shrinking – few patrons paying for subscriptions and fewer advertisers so a lot of periodicals are disappearing or going completely online
- Do not have the best seating areas or “living room” feeling space
- Would like to have more intimate, quiet seating space for reading
- Needs tech support classes – i-pads and smart phone use guidance
- Higher seating for Sr demographic
- Some want coffee, some do not – can be high maintenance

- Maybe a separate bistro type area where coffee and snacks could be confined
- Coffee area could be maintained by volunteers
- Could be a lease out coffee pastry area with lease company responsible for cleanup
- Needs better signage and wayfinding
- Needs a more prominent donor wall area
- Needs a bigger more usable history room and work room
- Needs small cozy reading spaces not just around the perimeter in high traffic areas
- Small bistro table areas for card games and puzzling

3. READING | SEATING SPACES: Provide input and comments on open area reading | seating spaces:

3.1. Children's Area:

- Needs more seating
- Active and quiet seating | reading areas
- Acoustic controls
- daylight
- Parent sitting within the area
- Soft surfaces
- Creative | fun seating

3.2. Teen's Area:

- Needs more seating
- Seating that is introspective
- Acoustic control
- daylight
- Group and individual seating
- Booths with screens
- Laptop friendly furnishings
- Tables and chairs for homework and group activity
- Fun | playful seating

3.3. Adult's Area:

- Needs more seating
- Seating that is more extrospective
- Acoustic control
- Daylight
- Small group and individual seating
- High seating for Sr's
- Fireplace
- Exterior views

- Tables and chairs for card games, puzzles
- Comfortable seating like you would have in your home living room but durable, cleanable, stain resistant and not institutional

4. PUBLIC ACCESS COMPUTERS: Provide input and comments on computer / digital / print services:

4.1. Children's Area:

- Currently don't have much for children's technology and there are mixed opinions on if this is good or not. Some people think starting kids too young on technology corrupts their ability to build attention skills and others feel that it is good to get them prepared for the technology that is a natural part of everyday life and learning.

4.2. Teen's Area:

- There has been a trend away from teen use of checking out computer use due to many teens having their own laptop, smart phone, iPad, etc, but it is assumed that some level of need will always be there for those who are not financially capable of owning their own devices
- Overall available numbers have been reduced to a level that is appropriate for the current demand
- Homework area with computers and work tables would be nice and nice if separate from adult area so teen groups working on school projects don't compete with same space as adults

4.3. Adult's Area:

- Similar trend away from computer check out as teens, but again the need will always be there for those who cannot afford their own or elderly who simply don't have personal devices due to limited need
- Do need more print capabilities
- Would like to have a space set up more like a business center with work tables, computer stations, print | copy | scan capabilities, work nooks, flip-top laptop chairs where they can connect to printers wireless, outlets for charging, etc
- Business center would be used by young adults, business entrepreneurs, remote | hybrid workers etc
- Many people who work from home just need a change of atmosphere and would like a space to utilize in the library – especially if they have children at home and just need to get away to a quiet place occasionally
- “Work from home” desire is not really the desire to just work from home, but the ability to work from the library, the cabin, the hotel, the coffee shop, etc. With this rising trend there will most likely be more “work from home” users that will need space. Question will be how can we accommodate these users **AND** encourage them to use the library features and collections?

5. STAFF WORK SPACES: Provide input and comments on your perception of staff work spaces:

5.1. Public Service Areas Access: (staff check-out / self-serve check-out)

- Current space seems adequate but the functions change over the years and it needs to be flexible, adaptable, ie covid and changing processes
- Like openness and self-check-out capabilities
- Don't like the barriers that Covid created – seems to separate staff from patrons socially

5.2. Staff Access: (confidentiality concerns)

- Patrons can access staff at the circulation desk, but there is no way for patrons to meet directly with director or assistant director without taking them back through the staff work room
- In the future it may be beneficial to have a small front | back loaded meeting room that allows staff to meet with vendors and patrons without taking them through work area

5.3. Staff Work Rooms / Offices: (image and staff access)

- Very insufficient at this time
- Need to at least double the existing work space and create work areas for special tasks like book repair, mailings and volunteer work space
- View of public service areas is good and need to maintain that

6. MEETING ROOM SPACES: Provide input and comments on meeting room spaces:

6.1. Group Types and Size:

- Need flexible, adaptable, multi-purpose spaces of multiple sizes
- Current community room is too small to really serve as a “community room” but is sufficient for most any activity program needs if it had proper supports, ie kitchen, storage, sinks, work counters, technology, etc
- Historical Society: 40-50 people – typically the largest group serviced
- Baby showers: 20-50
- Tutoring: 3-5
- Outside speakers: 10-50
- Spanish group: 10-15
- Holiday parties: 20-50
- Exercise | yoga groups: 10–20
- Sr groups: 10-20
- Hobby groups: 5-15
- Quilting: 5-10
- Book club: 5-10
- Business meetings: 10-20
- Children’s groups: 15-30

6.2. Scheduling needs:

- Pre-schedule for any times during normal operation as well as controlled after hours use
- Need to be able to access community room after hours so need secure access to community room and support spaces, ie toilet rooms, lobby, kitchen, storage, etc

6.3. Recommended space size:

- Couple of small meeting rooms for 5-10, maybe 12' x 16' – smaller than this would use study rooms
- Couple of medium size meeting rooms for 10-20, maybe 16' x 30'
- Large meeting | program space for 20+, similar to existing large meeting room, 30'x40'

- Community room size should accommodate groups of 100 – 150 people doing a variety of activities and using a variety of furnishing needs from open floor space, rows of tables and chairs or rows of chairs for highest density. Consider space between 2,000 and 2,500 sf or 40' x 50' to 50' x 50'.

6.4. Your User Group needs and uses in meeting spaces: (special needs)

- Based on the groups listed in 6.1 above
- Kitchen, storage access, toilet room access, sink, power, crafting accessories, etc

6.5. FFE: Furnishings, Extures, & Equipment (current and future)

- Flexible, not fixed furnishings, even for meeting rooms
- Large, fixed board meeting tables limit the flexible use of the space

7. STUDY ROOMS: Provide input and comments on study room space needs:

7.1. Your opinion of user groups that will benefit from study rooms? (students, tutoring, continuing ed, home schooling, counseling, on-line learning, etc.)

- Library does track usage
- We need more and need a variety of sizes

7.2. Number and size of study rooms needed?

- Library does track usage
- We need more and need a variety of sizes
- 2-3 Small rooms for 2-5 people, 9' x 10'
- 2-3 Medium rooms for 5-8 people, 10' x 12'

7.3. Location of study rooms within the library?

- Should be observable by staff, but in discrete location so not completely visible as “fish bowls” to the public
- Teens and young adults are big users along with adults – should be near their collections and maybe other seating areas

7.4. FFE: Furnishings, Fixtures, and Equipment for study rooms: (tables and chairs, active learning, wi-fi, webinar flat screens, marker board, projector, etc.)

- Tables and chairs, some rooms with high bistro | collaboration tables
- Bluetooth wall screens to tie into with laptops
- Maybe whiteboards

8. SPECIAL USE SPACES: Provide input and comments on special use spaces, i.e. maker space

8.1. Desired special use spaces and how your user group may use:

- Maker | crafting spaces
- Technology learning and education spaces
- Kitchen space that could be used for cooking classes
- Potentially team with local industries, ie retired engineers and manufacturing individuals that can work with young kids on projects and encourage technology and trade education paths
- Special needs adult groups use
- Special crafting groups, ie Etsy crafting groups

8.2. FFE: Furnishings, Fixtures, & Equipment

- Large variety of furnishings based on user groups – the key is to have variety and have ample storage to set up and break down or change based on user group needs

9. EXTERIOR SPACES: Provide input and comments on exterior spaces and space use:

9.1. Landscaping:

- Decorative but low maintenance
- Maybe maintained by volunteer group
- Maybe planter beds that children groups can plant and maintain
- Herb garden for cooking class | groups

9.2. Reading:

- Adult reading area, some shaded, some in sun
- Children reading and story hour area with bermed lawn area or limestone block seating
- Children's outdoor reading or activity areas need to be secure

9.3. Parking:

- Pedestrian friendly and safe
- Easy to snow plow and maintain
- More on-site if possible so patrons don't have to walk too far
- Consider closing of street to allow for more parking – city campus idea

9.4. Other / Context:

- Outdoor play area, maybe even some playground area
- Drive-through book drop-off | pick-up window
- Book lockers
- Bike racks away from front entry
- Covered waiting area

10. SPECIAL ISSUES AND CONCERNS: Provide input and comments on miscellaneous items including:

10.1. Do you feel there are inadequacies for certain user groups at the library? What groups and how could they be better accommodated?

- No issues discussed or recognized
- Consider warming space for homeless?

10.2. Security: (staff, public, collections, records, site)

- No security issues discussed – adjacent to police dept helps
- Very few vandalism issues over the years

10.3. Green / Sustainability:

- Would like to be a greener facility with daylighting, maybe solar
- Green efforts are recognized as important but need to be cost effective and common sense with relatively short payback period

- Would consider some green or sustainable features that could be used as educational features – consider public image and city as a steward for sustainability within reason
- 10.4. Expansion Type Input: (single story, multi-story, split level)
- Single story for staffing efficiency seems to make the most sense
 - If 2-story maybe all general library space on first floor and second floor used for community room
 - Basement space not desirable knowing the ground issues in the area
- 10.5. Future Expansion: (ideas on planning for flexibility, expansion, **shelled space, site**, etc.)
- Plan addition to be able to carry a second floor addition in the future, recognizing this is expensive and may be cut out like last time
- 10.6. Other:
- Consider some shelled space for future expansion used for storage until it is needed for other program needs
 - Request for automatic sliding doors, helps when carrying a lot of books or dealing with children, but recognize as not being very weather friendly

11. “THE” REEDSBURG PUBLIC LIBRARY:

- 11.1. What is unique or should be unique about the **Reedsburg Public Library**?
- Tours of other facilities showed a lot of arts displays
 - Current art quilts need to be preserved and display space specifically designed to display, similar for the existing art prints that were donated or were part of the old library
 - Need donor wall, something creative that recognizes the local business and individuals that help make the facility possible
- 11.2. What is unique or identifies the **Reedsburg Community** that should be reflected in the library design or how it is used?
- Some creative ways to display photos and local history items that tie to the community, schools, public services, etc
 - Building style and architecture should read as Wisconsin, ie prairie style but modern
- 11.3. What is unique or identifiable about the **Reedsburg Demographics** that should have an impact on the library design or how it is used?
- This will be a challenge since the local demographic is not as diverse as maybe some other communities but all agree it should be a consideration
- 11.4. Is the current placement within the community appropriate, and if not what should be the placement?
- Location in the community is perfect and should not be moved
 - Central walkable location and across the street from other community spaces for shared parking is ideal

SPACE NEEDS INTERVIEW NOTES: **STAFF – GROUP 2**

Project Name: Reedsburg Public Library: Space Needs Study

ADC I Project No: 22-049

Interviewed Staff: **Library Staff & Volunteers**

Date: December 7, 2022

Interviewees Represented the Following User Groups with Input on Priorities and Needs

- **Staff Member - Reference Services Librarian - Staff Member for 24 Years**
 - Need more local history room and archives storage space
 - Need to accommodate the Clare Briggs collection
 - Need to have process to pass historical knowledge to future staff
 - Need to be able to store local collections
 - Need room for microfilm and scanner to do our own digitizing
 - Need room for collections that there currently is no room to display, ie old settlers, women's club scrapbooks and girl scouts
- **Staff Member for 25 Years**
 - Need more staff work space, space to spread out and work efficiently
 - Need specialty work space, like book repair | mending
 - Need storage for tools and accessories
- **Staff Member - Circulations Assistant**
 - Would be nice to have a spot for staff working the front desk to get off the desk and sit so they don't have to sit full shift, need ability to sit and still serve patrons, ie high seating
 - Only have one shared staff computer up front to do work and still be available to patrons – should have more staff use computers up front
 - Need more staff seating spaces in the work room, more work stations
 - Need space for specialty tasks, ie DVD cleaning
- **Circulation Supervisor – Staff Member for 11 Years**
 - Needs to be more lower shelving for kids, shorter patrons, elderly, etc – maybe tipped out shelving for easier access
 - Need plenty of space for large print collection
 - Need better lighting layout to avoid dark spots in collection areas and reading areas
 - Need to be flexible and able to change layout
 - Need more staff storage areas
 - Need more storage for Friends group
 - Need quiet reading area – living room type atmosphere
 - Need more after hour meeting space
 - Need space for children's non-fiction collection in children's space as opposed to blended in with all non-fiction collection
 - Need more group use spaces for 5-10 and 10-20 group sizes
 - Need more study rooms, maybe (6) sized for groups of 4 and 2-4 sized for groups of 6
 - Need better study room ventilation
 - Need more comfortable reading furnishings that are durable and cleanable
 - Need a mother's room | quiet room
 - Need a private staff toilet room
 - Need better public toilet room observation
 - Need more public access printers
 - Need public work space

- Need more seating in foyer
- Would like foyer to be more of a waiting gallery
- Need a larger staff lounge space | break room
- Need a public use phone in lobby space
- Need stuff lockers in lobby space

1. PROJECTIONS:

- 1.1. Identify your needs for now, 5 years, 10 years, and 20 years from today.
 - Seeing more remote and work-from-home workers using the library
 - Seeing more need for connectivity for staff and works
 - Need more wireless connectivity
 - More technology needs and flexibility for changing technology
 - Need more meeting rooms and program space
 - Need more tutor space
 - Need more client meeting space
 - Neutral territory | safe space for home workers and counseling or kid-swap space
 - Court supervised visits with kids
 - Growing need for versatile space for groups of 10 to 100
 - Growing need for literacy group users
 - Growing need for social worker space
 - Program space, program space
- 1.2. What changing trends in media and demographics affect your job or space needs in general?
 - Rising number of Hispanic users
 - Rising number of wi-fi capable devices
 - Connection to printers
 - After hours media room maybe
 - More meeting room users
 - Reservable office space
 - Entrepreneur user space
 - Aging community – need higher tables and higher seating for those who have issues getting up and down
 - Exterior user space
 - Ability to deal with homeless, warming space or maybe a check-out shower space
 - Career technology space
 - Would like

2. EMPLOYEE FUNCTIONS:

- 2.1. List current staff members and describe the hierarchy. FTE and PTE numbers? Change expected?

- Has been a growth in part time staff
- Roughly 10.5 FTE's currently
- Need more multi-task space for growing staff numbers and specialty tasks
- Need more part-time desk space

2.2. Which of your job functions require confidentiality?

- Staff HR issues – typically dealt with in the director's office but could be in a staff meeting room if private space available
- Staff using open work stations need a place to make private phone calls

2.3. Quantify approximate numbers of staff parking spaces required.

- 4-5 staff parking stalls is fine for now, but would like to have dedicated staff parking as opposed to just finding a place on the street where they get plowed around
- Have had issues with constant staff parking in front of adjacent residences – seems they tolerate patrons more than they do staff
- No security lighting on south side of building or south street parking area

3. PUBLIC SERVICE:

3.1. Identify the number of public visitors that access your staff. Are there peak times of the year or day that see great increases? How long does a visitor typically stay?

- More users are going to staff for technology needs, especially the elderly
- Thursday is the quietest day
- Peak times are early mornings and after school
- Summer programs are peak annual use times – more staff needed in summer

3.2. Quantify approximate numbers for public parking spaces.

- Exact numbers not known but current would be sufficient if not shared with other local community services, ie city hall, food pantry, etc
- Will need a lot more parking if there is a community room as part of expansion

3.3. Describe how the public accesses services.

- Email staff
- Email printing needs through web site
- Can book computers and meeting rooms online
- Digital lending
- Libby
- Overdrive

3.4. List any special public displays, racks, or equipment requiring space in the public areas.

- Lobby quilts
- Local history
- Art wall
- DAR display requests

4. ADJACENCY REQUIREMENTS:

4.1. Identify spaces | staff that require direct interaction.

- Multi-purpose space
- Staff need connection to community | meeting rooms for program management – we have limited staff so it needs to be convenient to help without being pulled fully away from work space for extended periods of time
- If staff are running a program in the community room you don't want to have to cart all your materials back and forth if a long distance from staff work area
- Program visibility is important to improving attendance
- Staff lockers | personal storage
- Need direct connection between staff work room and circulations | patron service desks
- Like glass partitions between work room and patron service areas
- Youth programs need to be close to staff work space
- Need book delivery and check-in to be directly adjacent to work room
- Line of sight to director's office from circulation desk is a double edge sword – good that patrons can see director for public relations, but can be hard for director to get work done with interruptions by public

4.2. Identify spaces | staff that require separation, privacy, confidentiality.

- Staff lounge should be away from front work area so you can take a real break
- Director office needs confidentiality when dealing with HR issues - windows are good but you need blinds for privacy at times

5. SECURITY ISSUES:

5.1. Staff:

- Cameras don't show all areas so staff observation isn't always possible
- Parking on some dark streets is a minor concern

5.2. Public:

- Cameras for parking area would be nice
- Need better parking lot lighting

5.3. Collections:

- Need good line of sight from work areas | circulation to all collection areas and down aisles of shelving
- Need good visibility to computer workstation area
- Need visibility to DVD's and holds areas
- Lower shelving in collections areas will help a lot with visibility and sight lines

5.4. Records:

- Need to secure AVI | Technology equipment
- Business records need to be kept in director's office – lockable HR file cabinets

5.5. Site:

- No concerns except dark south parking

- Lockers outside need to be in a well-lit area
- Night drop should be in a well-lit area

6. STAFF OFFICES AND WORK ROOM:

6.1. Which staff members require separate enclosed offices?

- Director
- Assistant director
- Circulations manager – could be a cubicle but office maybe preferred
- Children's services – prefer an office as opposed to just open cubicle
- Program director (future)

6.2. Provide input on the size, functions, and locations of these offices.

- Director's office should be larger for meeting with staff and patrons as well as secure files and business files, maybe 12' x 18'
- Other offices would be fine with an ample size desk and a couple of visitor chairs, maybe 10' x 12-15'

6.3. Furnishing and equipment requirements.

- Standard office desks, chairs, files, work tables, etc
- A lot of the equipment is getting larger; large movable screens, carts that go to AL | IL, wheeled crate (crate storage area would be good), outdoor screen, sewing machine spaces, laptop charging stations, etc
- Laptop charging station that allows laptops to stay on over night for charging and updates
- Home service bags (4-6)
- Outbound staging area, bags of books

6.4. Storage requirements within the offices?

- Storage shelving or cubbies
- Couple of file drawers
- Need bin storage in work area and in some offices
- Need ample space for general office supplies as well

6.5. Does the public visit these offices?

- Maybe one per hour
- Most likely less in the future as staff numbers grow and more staff to help

6.6. Describe the number of staff work stations within the work room.

- Currently have (5) workstations and should double this
- Have (4) dedicated staff workstations and (1) community | shared station
- Need spot for outgoing boxes
- Need space for mending workstation – storage for supplies, cleaning, drying space
- Tool caddy cubbies would be nice
- Movable drawer tables are great

- Transient workstations may work good as well
 - Intaking processing workstation
 - Book drop needs to drop direct to work room
 - Need to keep book drop and intake area away from staff lockers due to concern with bed bugs coming in on books
- 6.7. Describe your daily functions in how your staff uses the work room.
- Always busy and not enough space in general
 - Need space for volunteers
 - Rolling work tables work really well and should have space at end of fixed workstation for rolling work tables and book carts
- 6.8. Furnishings and equipment needed in the work room.
- Work desks that are electric and lift and lower so you can work sitting or standing
 - Comfortable rolling task chairs
 - Task chairs that lift and lower for variable desk height
 - Rolling | mobile work tables with supply drawers – toolchests like currently using

7. RECORDS AND FILES:

- 7.1. List the volume of your current records and files. Do you expect an increase/decrease? Digitizing?
- Records volumes have been going down in general other than files in director's office
 - Most records are digital now
- 7.2. Does the public accesses your records or files?
- Historical files only in historical archives area – no library business files are public
- 7.3. Identify the volume of records that must be near your department's work area and which records may be remotely located in an archive area.
- History records need to be in history room
 - Most all other business files are in director's office so no real files or records need to be kept near work room
- 7.4. Identify any specialized equipment for records storage that requires additional space. What equipment or furnishings would help keep your space well organized?
- Only large maps and atlases
 - Historical archives in old library building need space to spread old records out for history research

8. CONFERENCING / MEETING SPACE:

- 8.1. Which of your staff functions require meeting spaces? Frequency of internal staff meetings? Numbers attending staff meetings?
- Full staff meetings 3-time a year, twice as a full day and once as a half day
 - Do these meetings in the large meeting room
 - Need to be able to have food and multimedia projectors
 - Need work tables and versatility to rearrange the furnishings based on program needs

- Need outlets in the floor
- 8.2. Can your meeting space be shared with the public? Frequency of internal staff meetings?
- Yes this can be shared with other public space
 - Have small standing staff meetings on a regular basis -program planning meetings
- 8.3. Identify internal or external break areas or coffee bar requirements for public or staff.
- Currently snacks and drinks are only allowed in the meeting rooms where it can be consolidated and easy to clean
 - Like to have an area for coffee lounge near front entry so patrons can come in for coffee and donuts or snacks and carry out without carrying through the library

9. EQUIPMENT/TECHNOLOGY NEEDS:

- 9.1. What electronic equipment do you require in your spaces? (i.e. computer terminal, calculator, fax, copier, printers, laminators, etc.)
- Current technology for meeting | program rooms
 - Need another printer near front desk to allow for patron assistance
 - Wi-fi and connectivity throughout
 - Large paper cutter gets a fair amount of use
 - Need multi-purpose fax | copy | scan machines
- 9.2. List any other special equipment that you feel impacts the space requirements or the arrangement of your staff and public spaces (e.g., public access terminals, microfiche readers, file servers, special shelving units, etc.)
- Internet accessible printers for printing from home or online and then patrons pick up
 - Microfiche is still used a lot
 - Internet accessible scanner would be used a lot
 - Records archive scanner | flat bed scanner

10. MEDIA AND TECHNOLOGY IMPACTS:

- 10.1. Describe what new technologies you see that the library should consider implementing, i.e. RFID and self-checkout stations, hearing loop technology, white noise, active learning stations, webinar stations.
- Do have RFID tags in books but scanners at doors are not functional
 - Do not have RFID auto check-in system
- 10.2. What new Media types do you see that have affected the space needs?
- No new media types lately but new device types being brought in by patrons
 - Light table for kids would be good
 - Would like to have large screens that patrons can connect their own devices to
- 10.3. What new Media types do you see coming that will affect space needs?
- Nothing known at this time
- 10.4. How have Media type changes affected, and how will they affect staffing needs?
- Staff are helping more with device assistance, but nothing that is not manageable

11. MAKER | CRAFT SPACE IMPACTS:

- 11.1. Describe how you feel that the addition of “Maker Space” will affect staff needs.
 - It seems that this trend has calmed down or refocused to more of a “crafting” space
 - Needs to be easily cleanable to avoid being a time burden on staff
 - Needs good ventilation
- 11.2. Describe how you feel that the addition of “Maker Space” will affect space needs.
 - A maker | crafting space that is easy to clean up with a sink, countertops, work tables, etc would be good, but not necessarily a dedicated space – shared with other multi-function spaces
- 11.3. What “Maker Space” equipment do you see as necessary and what equipment is optional.
 - More storage for craft items, ie natural lighting and tool storage, sewing storage, supplies storage, etc

12. SPECIAL NEEDS:

- 12.1. Describe any special needs for equipment or space (e.g., hours of operation, after hours functions, loading zones/docks, supplies, deliveries, file systems, etc.).
 - Dedicated janitor | cleaning supply storage
 - Dry goods and consumable storage
 - Ladder storage
 - Sidewalk salt and shovel storage
- 12.2. Describe any special functions that are hosted in the library that require special space needs or equipment. (e.g. annual meetings, events, fundraising, staff functions, seasonal activities, etc.)
 - Friends book storage and book sale or dedicated book store space

13. SUPPORT SPACES: Provide input and comments on non-assignable / support spaces:

- 13.1. Public Entry Vestibule:
 - Larger with seating and have a gallery feel
 - Can be a place where patrons can take their more animated conversations to in lieu of inside the library
- 13.2. Employee Entry:
 - Needs more staff storage and locker space
 - Needs to be directly off work room, direct access to employee lounge
 - Tote and bin storage
 - Durable walls and floors
- 13.3. Corridors:
 - Durable, cleanable, changeable displays, gallery feel, etc
 - Acoustic control
 - Public notices and bulletins
- 13.4. Stairwells:
 - No comments

13.5. Elevators / Lifts:

- No comments

13.6. Break Room:

- Lounge feel with variety of seating and collaboration spaces
- No bathroom directly in the break room space
- Plenty of phone charging stations
- Daylight
- Cleanable but not utility or institutional feel
- Directly adjacent to staff work room

13.7. Toilet Rooms:

- In observable locations
- Durable and cleanable
- Not so utilitarian feel

13.8. Janitor's Closet:

- Need dedicated space with cleaning supplies, mop basin, small work counter maybe
- Need fire hazard separation from mechanical room
- Ideally would be adjacent to maker | craft space for easy cleanup

13.9. Mechanicals:

- Need more space for utility storage, ie filters, tools, etc
- Needs better ventilation - current space is very hot

13.10. Telecommunications / Server Room:

- Need a dedicated server room – current server is just a rack on the wall in the work room so it is not secured

13.11. Storage Rooms:

- Need a lot more storage in general for all spaces

SPACE NEEDS INTERVIEW NOTES: USERS & STAFF - GROUP 3

Project Name: Reedsburg Public Library: Space Needs Study
ADC I Project No: 22-049
Interviewed Group: **Users, Local Community Member & Staff**
Date: December 7, 2022

Interviewees Represented the Following User Groups with Input on Priorities and Needs

- **User | Local Community Member | Sauk County Library Board Member**
 - worked at library until last year – worked at other libraries as well
- **User | Local Community Member | Retired Teacher | Library Staff Member**
 - Long time library user as parent and personal user
- **User | Local Community Member | Attorney**
 - Long time personal library user
 - User of Hoopla online
 - User of LINKcat online
 - Stopped buying books because don't need to anymore
 - Expressed gratitude for the Carnegie contribution
- **Current Staff Member | 25 Years in Library Service**
 - Library user entire life
 - Works in AVI dept and feels that this is really important in library service
 - When people don't have money to spend the library is a free resource

1. DESIGN POPULATION INFORMATION: Provide input and comments on the following:

- 1.1. Perception of Service Area:
 - Rock Springs, Cazenovia, Mauston, WI Dells, Loganville
 - Roughly 30-35 mile radius
- 1.2. Understanding of Service Area Population:
 - Maintaining numbers but not seeing a big rise
 - Pandemic disrupted numbers and there was a drop but numbers are definitely returning – with increase in local population and people more comfortable returning to public spaces the expectation is that user numbers will continue to increase
 - There is a strong core group of users
- 1.3. Perception of Demographics:
 - Increase Hispanic population but not seeing a rise necessarily in Hispanic users because we don't have a big Spanish collection
 - More home school users – these seem to be the basis of children's programs
 - More low socio-economic class users
 - Proximity to Boys & Girls Club has increased children users
 - See less families with young children coming in on weekends than before pandemic
 - VARC bus groups once a week at least

- Special Ed class from high school once a week
- Food pantry nearby brings in family users
- New local apartments have brought in a few more users

1.4. Perception of General User Groups:

- Seems to be a good broad spectrum of users other than young adults, lowest user group, from late teens to late 20's | early 30's

1.5. User Group you represent:

- See list at top of this worksheet

1.6. User Group general space use and needs: (see also Section 6. Meeting Room Spaces)

- Friends need book storage
- Meeting room users need storage

1.7. User Group needs now, 5 years, 10 years, and 20 years from today. (20 year max recommended)

- City is expanding and technology changes so if we embrace new technology and service types we will stay viable
- Not expecting any services to drop off, but many services will increase
- User groups will check out less books and more media and check-out items and devices
- More hands on options and more programs that encourage more social interaction
- Need spaces to be able to adjust to technology

2. COLLECTION SPACES INFORMATION: Provide input and comments on collection areas:

2.1. Children's: books, periodicals, non-print material, digital resources, computers, furnishings:

- Children's collection is quite large and could probably be culled more
- Kids books have to look new or they don't get checked out
- Needs more children's paperback books
- Flip-through shelving for kids will increase check-out
- Need science and interactive learning check-out items
- More color | more fun atmosphere

2.2. Teen's: books, periodicals, non-print material, digital resources, computers, furnishings:

- Have limited teen collection but they are the lowest user group
- Space now feels like an afterthought
- Collections don't bring teens in, media and seating space or dedicated space brings them in first and then they use collections if convenient
- Much lower computer use for teens since they have their own devices
- Need more Series collections and Fantasy | YA Fiction | graphic novels
- Needs to be separation from children's area
- Needs to have creative seating, ie booths, nooks, colors, materials, media and screens
- Teens want a space they own to feel a part of the community, want to be heard
- Teens need feel they are in a young adult transition space

- Would like to create a connection to Madison College
- Bottom line is if we want teens to use the library then we need to create a really cool place to hang out that encourages library use – comfy and social

2.3. Adult's: books, periodicals, non-print material, digital resources, computers, furnishings:

- Large print collection is very ample, 10-12k volumes and well used
- Have done a good job of curating | culling to be user friendly
- Large video collection
- Would like to have Hot-Spots
- Check-out jigsaw puzzles would be nice
- Rock Springs has a special collection of check-out cake pans and creative check-out collections like this should be considered as long as storage space is available
- More space for face-out display of books will encourage check-out
- Books are easier to find if organized by genre – some libraries are doing this, a bit more like the Barnes & Noble concept
- Less computer use since most have their own device, but this will always be a need
- Periodical use continues to drop - number of subscriptions are being reduced each year
- Audio downloads are continuing to increase
- Tech talk is popular
- Users don't realize the licensing costs involved in lending media through library
- Kitchen gadget check-out
- Small tool check-out

3. READING | SEATING SPACES: Provide input and comments on open area reading | seating spaces:

3.1. Children's Area:

- Parents seating in children's area
- Needs creative, fun seating
- Needs acoustic control
- Connection to the outdoors
- Cubbies for parents to stow things while they are here

3.2. Teen's Area:

- Age group is typically 5th grade through 10th grade and then transition to adult area
- Flip-top | laptop chairs
- Tables and chairs for teen collaboration
- Fun living room | lounge setting
- Like to be treated as young adults, so fun but a space that reinforces a sense of responsibility
- Technology and connectivity
- Charging capability

- It would be nice to increase users in this age group, but it is a double edge sword since even if doubling the visits by this segment it only impacts the circulations and user services by 3-5%

3.3. Adult's Area:

- Needs comfortable seating variety
- Needs quiet reading space that does not feel like you are shoved in behind collections area where patrons walk in front of you, but more of a segregated reading room, living room space with a fireplace and task lighting | reading lamps
- Daylight
- Small group and individual seating
- Framed views to the outside
- Tables and chairs for card games, puzzles
- Need to invest to get matching, uniform look as opposed to current hodge-podge

4. PUBLIC ACCESS COMPUTERS: Provide input and comments on computer / digital / print services:

4.1. Children's Area:

- Need more interactive learning technology
- Need to balance the pros and cons of introducing children to technology appropriately and safely

4.2. Teen's Area:

- Teens use the space for study space so they need to connect to do their online research
- Less teen computer check out but will always need some

4.3. Adult's Area:

- Need a space to have Teams meetings and Zoom meetings (virtual) with camera use
- Only a few computers for public use but more accommodations for those who bring their devices and want to plug in to the space functions

5. STAFF WORK SPACES: Provide input and comments on your perception of staff work spaces:

5.1. Public Service Areas Access: (staff check-out / self-serve check-out)

- Centralized circulation works very well
- Pods don't seem to work for a small library, centralized checkout seems to work best for our library
- Staff need to be able to sit down like children's

5.2. Staff Access: (confidentiality concerns)

- Some still like the physical barrier and some do not like it but if it is going to stay it should be built to be more permanent
- Patrons have quick direct access to staff because of staffing management of front desk and direct connection to work room
- Work room with 2 doors would be nice – more open feel

5.3. Staff Work Rooms | Offices | Break Room: (image and staff access)

- Staff work room is too congested and patrons can see the clutter

- Staff need more space, especially to allow for staff numbers to grow
- Staff toilet room through break room is inappropriate
- Don't really have a functional break room – no windows or fresh air so it feels like you are rushed to take a break in a non-relaxing space
- Employee entry and break room feels very second class
- Not enough personal space in kitchen, it would be nice to allow each staff person to have a cabinet | cubby for their own lunch | break refreshment items
- Flammable products should not be stored in mechanical room with furnaces and boilers

6. MEETING ROOM SPACES: Provide input and comments on meeting room spaces:

6.1. Group Types and Size:

- Current community room is far too small to be considered a real community room but works well for most program user groups if it just had more storage, better kitchen, media
- Program room should be larger with divider wall – 1/3 | 2/3 separation capability
- DAR: 20-30
- Children's Storytime: 20-30
- Exercise: 6-12
- History: 60-70
- Friends of the Library: spaces for sales, books display, bake sales, etc
- Quilters: 6-10
- AA: 10-12
- Scrapbooking: 6-8
- Crafting: 6-12
- Condo association: 10-12
- Kwik-Trip: 12-15
- Parent Groups: 10-15
- Scouts: 10-30
- Cookbook Discussions: 6-8
- Cooking Classes: 6-10

6.2. Scheduling needs:

- Must pre-schedule
- Need to be able to book online
- Needs to be low fee, but fees are good to help pay for maintenance and features
- Needs to be done by 8 pm
- Do see in the future that the community room space could be used when library is not open, so security and access to toilet rooms, kitchen, storage etc needs to be planned for

6.3. Recommended space size:

- Small groups up to 4-5 people would use study rooms
- Small meeting rooms for 6-12 people plan for at least 12' x 16'

- Medium meeting rooms for 12-20 people plan for 14' x 28'
- Large meeting room for 20-30 people could be the 1/3 section of the community room and be maybe 18' x 30' – anything bigger than this would use the full community room
- Community room should accommodate groups sizes of maybe 100-150 in rows of chairs, rows of tables and chairs or large community round tables and chairs. Should be large enough to accommodate the group as well as other function items related to the use.
- Need to be able to social distance when needed

6.4. Your User Group needs and uses in meeting spaces: (special needs)

- Kitchen and storage
- Consider multiple storage rooms so separating different groups storage needs is possible
- Need finishes that allow users to get messy and loud without disrupting normal library activities and operations
- Sound control from both directions
- Well lit and daylight with controls
- Art displays on walls, colorful
- Connection to outside and especially outside space

6.5. FFE: Furnishings, Fixtures, & Equipment (current and future)

- Flexible use space so a variety of stacking or store-away furnishings
- Cutting edge AVI technology
- Hearing loop
- Good lighting and dimmer controls
- Virtual meeting technology in meeting rooms of all sizes

7. STUDY ROOMS: Provide input and comments on study room space needs:

7.1. Your opinion of user groups that will benefit from study rooms? (students, tutoring, continuing ed, home schooling, counseling, on-line learning, etc.)

- Study rooms near print | copy | fax so work and homework being done in study rooms can be connected to services
- Need to be able to reserve meeting rooms online – currently can do that but not the day of, day of is first come first serve

7.2. Number and size of study rooms needed?

- need more and need variety of sizes
- 2-3 Small rooms for 2-4 people, 9' x 10'
- 2-3 Medium rooms for 4-6 people, 10' x 12'
- Would like to have windows in study rooms, with blinds

7.3. Location of study rooms within the library?

- Between teens and adult areas
- Observable from staff areas

7.4. FFE: Furnishings, Fixtures, and Equipment for study rooms: (tables and chairs, active learning, wi-fi, webinar flat screens, marker board, projector, etc.)

- Media connection for online research, screen sharing, and virtual meetings – wall mount flat screens with Bluetooth connection
- Typical tables and chairs, bistro height is good for standing and sitting collaboration at same height
- Earphones available for checkout? Mixed feelings on this since most everyone has their own – maybe like airplanes where you have cheap sets for purchase since hygiene is a concern
- Plenty of plug-ins, maybe even in table tops

8. SPECIAL USE SPACES: Provide input and comments on special use spaces, i.e. maker space

8.1. Desired special use spaces and how your user group may use:

- Crafter space, cleanable surfaces to get messy
- Special collections checkout – items like seen at Sauk library for checkout, ie tools, strollers, pressure washer, cooking equipment, etc
- Local history needs much more space
- Local collections space
- Need more creative programming that combines children & adults and teens & adults
- Would really like to have a sound proof media room to listen to music or practice band instruments without disrupting other library users
- A space to have movie night with kids and teens, or even adult groups

8.2. FFE: Furnishings, Fixtures, & Equipment

- Durable, cleanable, appropriate for predicted activities
- More task type chairs and tables

9. EXTERIOR SPACES: Provide input and comments on exterior spaces and space use:

9.1. Landscaping:

- Decorative, but simple for maintenance
- Landscaping that helps to define outside spaces and that creates security zones
- Separate adult and children outside space
- Outside space that has Wi-Fi access

9.2. Reading:

- Outdoor reading in sun and shade
- Scenery of the surrounding area is not good so maybe introvert space that focuses in on landscaping, art displays, sculpture, fountain, etc
- Weather resistant and yet comfortable seating
- Outdoor lunch space for staff

9.3. Parking:

- Need plenty of well-lit parking that can be shared with city hall
- Pedestrian and parent friendly
- Elderly reserved parking, not just handicapped
- Storage location for bookmobile

9.4. Other / Context:

- Outdoor play areas that do not create noise for indoor spaces
- Book lockers
- Drive up window for pick-up | drop-off
- Covered drop off canopy would be nice but understand it's a big cost

10. SPECIAL ISSUES AND CONCERNS: Provide input and comments on miscellaneous items including:

10.1. Do you feel there are inadequacies for certain user groups at the library? What groups and how could they be better accommodated?

- Need literacy class space and support media
- Life skills class space and support media
- Business skills for small business and entrepreneurs

10.2. Security: (staff, public, collections, records, site)

- No security issues recognized at the moment, but could be issues in the future so need to give it thought in the design and development

10.3. Green / Sustainability:

- Need to have very green mechanical systems and daylight
- Maybe solar for outdoor lighting or water heating
- Green education book collection and media on display for public education

10.4. Expansion Type Input: (single story, multi-story, split level)

- Single story is efficient but may have to go 2-story to meet needs
- Staffing works far better if single story
- For one-story you can create views with landscaping and gardens, if going 2-story then we are bound to the upper view of the neighborhood – not good

10.5. Future Expansion: (ideas on planning for flexibility, expansion, **shelled space, site**, etc.)

- Would like to plan some expansion space if budget allows

10.6. Other:

- No items discussed

11. "THE" REEDSBURG PUBLIC LIBRARY:

11.1. What is unique or should be unique about the **Reedsburg Public Library**?

- Display and recognition of local art
- Connection to local industry
- Display of local history and connection to schools

11.2. What is unique or identifies the **Reedsburg Community** that should be reflected in the library design or how it is used?

- Local history displays
- Consider using a public survey to get input on top 10 most important things about Reedsburg and Reedsburg history

- 11.3. What is unique or identifiable about the **Reedsburg Demographics** that should have an impact on the library design or how it is used?
- No input
- 11.4. Is the current placement within the community appropriate, and if not what should be the placement?
- Current location is ideal: very close to all public facilities, central to downtown for business access and close to parks
 - City is expanding so walking access is not the same as it used to be but this is a natural progression of a growing community

SPACE NEEDS INTERVIEW NOTES: USERS & STAFF - GROUP 4

Project Name: Reedsburg Public Library: Space Needs Study

ADC I Project No: 22-049

Interviewed Group: **Users, Local Community & Business Members**

Date: December 8, 2022

Interviewees Represented the Following User Groups with Input on Priorities and Needs

- **User | Online User | Bank Employee**
 - Community room is a priority – likes current room but should be bigger
 - No children but use the library for easy reading and online services
- **Homeless Shelter Case Manager | Mother of Children Users**
 - Was director at Rock Springs library in the past
 - From LaValle – big library user
 - Programs are important
 - Wants more night kids programs
 - Would like to see a better focus on homeless services
- **User | New Resident**
 - Lifelong library user but newer to this library so has different library perspectives
 - Should be a local community resource for more than just books
- **User | Local Realty Business Employee | Mother of Children Users**
 - Library is and should be a social hub in the community
 - Programs to connect people socially
- **Lifelong User | Lifelong Community Resident**
 - Amazed at what we currently service through this library but recognize that there is so much more we could do if facilities would accommodate
 - Was a long-time user of prior library
 - Use most as a business professional resource
 - Love Thursday night presentations
 - Chamber meetings in the library are great
 - Library is and should always feel welcoming, not to just welcome regular users but to welcome new-to-community users
 - It's important to listen to staff and those who manage the library in the new planning
- **Book Club User | Local Retired Resident | Lifelong User**
 - Important to accommodate as many user groups as possible, like book club
 - Community room is a huge plus to the community
 - Lifelong user of prior library
 - Library connecting local retired community members is important, it's a free resource and connection point for those on fixed income
- **Local Business Representative | Not a User**
 - Lifelong resident, but don't currently use the library, just too busy and use online resources
 - Do recognize it is an absolutely important feature in the community
 - Was not aware that user space was available for community members
- **Lifelong User | Resident of Nearby Community | Local Business Representative**
 - Represents local business owner foundation
 - It's important for local businesses to be involved in these community assets

1. DESIGN POPULATION INFORMATION: Provide input and comments on the following:

Designing Experiences. **Building Relationships.**

30 Wisconsin Dells Parkway, PO Box 580 | Lake Delton, WI 53940 | 608.254.6181 | adcidesign.com

- 1.1. Perception of Service Area:
 - Local community and surrounding communities within 20-30 miles
 - Patrons who work here but live in surrounding communities
- 1.2. Understanding of Service Area Population:
 - 10 – 20k people maybe
 - Demographic is growing but may lose some when Baraboo opens for a short time
- 1.3. Perception of Demographics:
 - Have many low income and elderly on fixed income so need to be committed to having everything free if possible
 - Welcome all income levels
 - Have users from as far as Madison
 - Growing population groups
 - Growing number of Hispanics
- 1.4. Perception of General User Groups:
 - Large number of children's and their parents
 - Home schoolers
 - VARC
 - Literacy groups
- 1.5. User Group you represent:
 - See list at top of this worksheet
- 1.6. User Group general space use and needs: (see also Section 6. Meeting Room Spaces)
 - Young adults is a low user group mostly because they don't have a well-defined space
 - Need multi-function meeting | program space that can accommodate large variety of user groups without a lot of reconfiguration
 - Friends need book storage
- 1.7. User Group needs now, 5 years, 10 years, and 20 years from today. (20 year max recommended)
 - Not a lot of users in the age group of 25 – 45 unless they have kids. This is the age group that does not seem to use the library for themselves. This is the age group that are committed to careers and kids in sports and other activities.
 - City is expanding and technology changes so if we embrace new technology and service types we will stay viable
 - 1998 population of Reedsburg was 7,098
 - 2020 population of Reedsburg was 10,188
 - Community is growing and growing communities statistically have growing library needs
 - There will surely be changing technology and we need to be able to adapt
 - Expect to see growing need for social services needs
 - Will see growing number of patrons that have mental health needs

- Remote work and hybrid worker numbers will increase library use
- Need more outreach with local businesses, ie continuing education, OSHA training, core skills training etc
- Career fairs and skills development programs

2. COLLECTION SPACES INFORMATION: Provide input and comments on collection areas:

- 2.1. Children's: books, periodicals, non-print material, digital resources, computers, furnishings:
- Would like to see more age appropriate, colorful, fun, creative seating | furnishings
 - Puzzle check out | game area
 - Would like to see more check out of outdoor activity items as well, like kites
 - Would like a grandparent friendly space
 - Need to accommodate reading dog space
- 2.2. Teen's: books, periodicals, non-print material, digital resources, computers, furnishings:
- Need a defined space – a space they can feel that they own
 - Teens are by nature territorial
 - Would like to see collaborative seating like booths with screens
 - Would like to have space that teen group counseling and guidance can take place
- 2.3. Adult's: books, periodicals, non-print material, digital resources, computers, furnishings:
- Would like to see more kitchen accessories and hand tool checkout
 - Tools with single women | single mom in mind who may not have their own tools
 - Full basic tool kits and crafting kits
 - Strollers and children's accessories
 - Sports equipment
 - Would like to have a living room type atmosphere seating | reading area
 - Mom's book club area near children's
 - Book club living room with fireplace
 - Internet café style reading | laptop work area
 - Sr services | sr lounge space
 - Technology training

3. READING | SEATING SPACES: Provide input and comments on open area reading | seating spaces:

- 3.1. Children's Area:
- Space for parent seating in the space – passive control by parents not staff
 - Many users drop off after young adult until they have kids and come back, so the reading | seating areas in the children's area should target the interest of the 30 – 45 year old parent
 - Acoustic control
 - Fun colors and materials
 - Reading nooks and cubbies

- Daylight and connection to the outdoors

3.2. Teen's Area:

- Lowest user group
- Need age appropriate finishes and materials and teen collaboration seating
- Need connectivity, Wi-Fi, Bluetooth screens etc
- Flip-top laptop chairs
- They need to have a voice in the design of their space
- Soundproof room where they can listen to music or practice instruments

3.3. Adult's Area:

- Living room type seating | reading area
- Subtle lighting with reading lamps at seating spots, relaxing, easy on the eyes, low glare
- Fireplace and outside framed views

4. **PUBLIC ACCESS COMPUTERS:** Provide input and comments on computer / digital / print services:

4.1. Children's Area:

- Age appropriate digital interactive stations, maybe not full computer or online access but digital learning units
- If computers get creative with seating so children can sit with parents while using and get guidance

4.2. Teen's Area:

- Study space for individuals as well as small groups
- Close to study rooms
- Observable from circulations for control
- Teens typically now have their own devices but there are many who cannot afford their own and this will most likely never go away
- Potentially can share computers with adults
- Homeschoolers will use computers

4.3. Adult's Area:

- Fewer users in general since most have their own computers
- Many low income or elderly don't have their own computer and this will never go away
- Need to be seen from circulations so they can flag for help
- Need to have access to printer | copier | fax
- Should be near work area for business related work
- Covid had biggest impact on stopping the elderly users but they are coming back in force
- Technology tutoring and classes for elderly is a big demand

5. **STAFF WORK SPACES:** Provide input and comments on your perception of staff work spaces:

5.1. Public Service Areas Access: (staff check-out / self-serve check-out)

- Seems to be way to congested

- Need to accommodate growing staff
- Need to be placed where they can centrally control the library in general and help where they see the need
- Front and center when you walk in is important

5.2. Staff Access: (confidentiality concerns)

- Self-check-out stations are available, but many still prefer to interact with staff which is good but does take staff away from tasks at hand, not that they mind because they like the interaction as well
- Public service here is something to be proud of, very friendly and accommodating staff
- Work room right behind circulations is great so staff can jump out and help patrons on the fly and no one has to wait for services

5.3. Staff Work Rooms | Offices | Break Room: (image and staff access)

- Very congested and needs to grow and accommodate growing staff
- Maybe have a few actual staff work stations out in circulations for visibility to patrons

6. MEETING ROOM SPACES: Provide input and comments on meeting room spaces:

6.1. Group Types and Size:

- Cooking groups: 6-10
- Canning groups: 6-10
- Arts and crafts: 4-12
- Quilting groups: 4-8
- Birthday parties: 20-60
- Exercise groups: 6-12
- The current community room is large enough for most of these groups but need more storage and better kitchen facilities
- Would like to have better sound control for the active programs

6.2. Scheduling needs:

- Evening and weekends for those with full-time jobs
- Daytime hours for retired and stay at home parents
- Need to be low or no-fee use

6.3. Recommended space size:

- Small groups up to 4-5 people would use study rooms
- Small meeting rooms for 6-10 people plan for at least 10' x 16'
- Medium meeting rooms for 10-20 people plan for 12' x 24'
- Large meeting room for 20-30 people about the size of current large meeting room
- Community room for groups of 75-150 with a variety of furnishing arrangements – needs to be properly sized for a true community room feel

6.4. Your User Group needs and uses in meeting spaces: (special needs)

- Catering kitchen, not a true commercial kitchen with hoods and all the commercial appliances

- Kitchen is for basic cooking classes not a commercial cooking or incubator kitchen
- Medium and large meeting rooms will be used the most, could see daily use whereas the community room may be used a couple of times a week
- Needs storage, furnishings, technology and equipment to support the spaces

6.5. FFE: Furnishings, Fixtures, & Equipment (current and future)

- Variety of furnishings – the key will be storage and planning to fund the variety of furnishings with the total project from the start
- Need technology that is simple and easy to use for those who check-out the spaces for use or the staff will be inundated with helping or hosting user group activities
- Need to accommodate virtual meetings in all meeting rooms and study rooms

7. STUDY ROOMS: Provide input and comments on study room space needs:

7.1. Your opinion of user groups that will benefit from study rooms? (students, tutoring, continuing ed, home schooling, counseling, on-line learning, etc.)

- Small student groups
- Home schoolers
- Personal business users
- Remote workers
- Tutoring and mentoring
- Counseling and career guidance
- Literacy learning
- One-on-one business meetings or small business meetings of 2-4
- Would really be used for online learning if proper technology is provided

7.2. Number and size of study rooms needed?

- Need more than we have now and need to be larger
- 2 sizes would be ok if we are planning other small meeting rooms
- 3-4 small study rooms for 2-5 people, 8' x 10'
- 2-3 large study rooms for 4-6 people, 9' x 12'
- Ventilation and daylight would be good

7.3. Location of study rooms within the library?

- Should be in buffer space between teens and adults
- Should be observable by staff
- Should be near copiers and printers or business work area

7.4. FFE: Furnishings, Fixtures, and Equipment for study rooms: (tables and chairs, active learning, wi-fi, webinar flat screens, marker board, projector, etc.)

- Needs to have wireless connectivity to screens on wall
- Needs Wi-Fi connectivity
- Needs to have general tables and chairs but connections to power, maybe even in tables
- Task but comfortable furnishings

- Need coat hooks and place for book bags, bags, briefcases etc

8. SPECIAL USE SPACES: Provide input and comments on special use spaces, i.e. maker space

8.1. Desired special use spaces and how your user group may use:

- Crafting space with sinks, work tables, tool storage, etc
- Friends book sale space
- Subject of the week face out display space
- Education | awareness based programs, ie sustainability, organic foods | farming, career advancement and career options education

8.2. FFE: Furnishings, Extures, & Equipment

- Variety of seating and seating spaces
- Wi-Fi connectivity throughout

9. EXTERIOR SPACES: Provide input and comments on exterior spaces and space use:

9.1. Landscaping:

- Low maintenance
- Define outside spaces
- Used to create screened views

9.2. Reading:

- Outdoor reading areas are a must with the expansion for both adults and children
- Outdoor Wi-Fi access
- Sunny and shady reading spaces
- Comfortable but weather durable furnishings

9.3. Parking:

- Will need a lot more and should not be just a sea of asphalt but include decorative planter islands
- Needs good lighting and sidewalks
- Needs to have a book drop drive

9.4. Other / Context:

- No other comments

10. SPECIAL ISSUES AND CONCERNS: Provide input and comments on miscellaneous items including:

10.1. Do you feel there are inadequacies for certain user groups at the library? What groups and how could they be better accommodated?

- Could better service sr groups
- Could better service STEM education activity groups

10.2. Security: (staff, public, collections, records, site)

- Would like to have a panic button connecting direct to police dept
- Have had active shooter training, but need to design with those scenarios in mind
- Need to keep up on safety training, ie fire drills, active shooter, weather safety etc

10.3. Green / Sustainability:

- Should have features that set examples for sustainable building and energy

10.4. Expansion Type Input: (single story, multi-story, split level)

- Single story is best, especially for elderly groups
- 2-story only if space is really needed and cannot fit on the site

10.5. Future Expansion: (ideas on planning for flexibility, expansion, **shelled space, site**, etc.)

- Would like to plan some expansion space if budget allows

10.6. Other:

- No items discussed

11. "THE" REEDSBURG PUBLIC LIBRARY:

11.1. What is unique or should be unique about the **Reedsburg Public Library**?

- If you took out everything that says "Reedsburg" it does not seem that the current library really speaks to being the "Reedsburg" library
- Not sure yet what would make it specific to Reedsburg but some SWOT exercises on this in the final design should take place
- Should poll local businesses and history groups
- Display space for local art and history at the very least

11.2. What is unique or identifies the **Reedsburg Community** that should be reflected in the library design or how it is used?

- Local history displays that rotate through so the displays don't become stale
- Display of theme items from local residents, ie childhood dolls, favorite antique tool, etc
- Local art culture like Worm Farm Institute connection

11.3. What is unique or identifiable about the **Reedsburg Demographics** that should have an impact on the library design or how it is used?

- Local small town entrepreneurs and business owners
- Local community members who went on to accomplish great things

11.4. Is the current placement within the community appropriate, and if not what should be the placement?

- Current location is ideal and should not be moved
- Moving would be throwing away a great facility that just needs more added, ie what we have now is not failing, it is just not enough to accomplish what we want to. A new location would not be needed just new amenities in the current location.

SPACE NEEDS INTERVIEW NOTES: **STAFF – GROUP 5**

Project Name: Reedsburg Public Library: Space Needs Study
ADCI Project No: 22-049
Interviewed Staff: **Library Staff & Volunteers**
Date: December 15, 2022

Interviewees Represented the Following User Groups with Input on Priorities and Needs

- **Staff Member | Circulations Assistant | Parent of Children Users**
 - Need more computer and media access
 - Need more programming but feel that currently we are successful at this given the space and features allowed
 - Would like to see more community events, but need community space
- **Staff Member | Youth Services Assistant | 30 Years Teaching and School Librarian**
 - Have a great youth services program for all ages from toddlers to teens
 - Do a great job with customer services
 - Provide good services with youth and Sr's but miss the middle age programming
 - Need more programming to increase middle-aged user groups, from 18 – 40
 - Middle age group with kids come because we have services for them
- **Staff Member | Youth Services Librarian – 5 years**
 - Background in a lot of different libraries, many of which did not have as good patron services – centralized service desk serves well for this
 - Represents middle age group
 - Do great at patron services and need to continue that
 - Need to do more teen work, but need proper space and features to do this
 - Direct staff access is important, but they have to be able to work in that access space like we currently have
 - Need to do more with community partnership and community outreach programs
 - Need community meeting and program spaces
 - Need space for technology learning
 - Need space for social work programs
- **Director | Staff for 17 years Total, Director for 10 years | Lifetime Reedsburg Resident**
 - We do a great job of patron | customer services
 - Need a space that supports the concept that “we see you”
 - Need a space that supports teamwork and that patrons recognize this
 - Need to position ourselves for non-users and make them users
 - Need to be visible at community events – have a presence
 - Need to have services above and beyond Amazon

1. PROJECTIONS:

- 1.1. Identify your needs for now, 5 years, 10 years, and 20 years from today.
 - Collection space is maxed out
 - Need to get up to speed with ADA standards – some patrons with scooters or wheelchairs have a hard time using collections space

- Space between shelves now is too tight and too high – expansion to a certain extent will just address these issues before we even get more collection space, though collections aren't necessarily growing in general, but some are
- Need to spread out the plan and allow for maybe 20% collections growth
- Collections need to be browsable, not crowded
- Need to get shelves lower and up off the ground
- Need space for a certain amount of face-out display
- Need to be able to arrange differently to keep it fresh
- Need space for literacy coalition, ESL language collections
- Need tutoring and teaching space
- Needs parenting collection
- Needs home school collection
- Children would check out more non-fiction if there was a segregated children's non-fiction selection area – this can be a bridge between children's and more adult areas
- Needs better sound control without corrupting the open plan feel, inviting and comfortable

1.2. What changing trends in media and demographics affect your job or space needs in general?

- Media types are constantly changing and it is unpredictable so flexibility and interchangeability is key
- Need to have space for special collections
- Designated study space next to special collections, work tables and seating options
- Hispanic collections needs to grow – they don't really use the library now but we don't have great collections for them
- Young adult | young professional collections
- Graphic novel collection for young adults
- Maker | crafter space
- VARC dedicated space
- Wonder books collection – need a space designed specific for these
- Need to accommodate book packs better, organized more appealing
- Graphic novels area big growing trend – need a specific collection space

2. EMPLOYEE FUNCTIONS:

2.1. List current staff members and describe the hierarchy. FTE and PTE numbers? Change expected?

- Director, Assistant Director, Circulations Supervisor, Circulations Assistant, Youth Services Coordinator, Youth Services Assistant, Circulations Assistant, Volunteer, etc
- 10.5 FTE's
- Growing number of part time employees and volunteers
- Growing number of seasonal employees

- Need more part-time work stations
- 2.2. Which of your job functions require confidentiality?
- Staff HR issues are typically dealt with in the director's office
 - Some patron items require private meetings, but not common – cannot always use the director's office so maybe plan a small meeting room in the employee area or plan to always be able to use a small study room
 - Need a place for employees to make | take private phone calls
- 2.3. Quantify approximate numbers of staff parking spaces required.
- Should not need more than 4-6 staff parking stalls, maybe more in the distant future, but don't necessarily need dedicated staff parking, just more secure, better lit parking
 - Would like to not have to have staff park in front of residences since this has created some friction

3. PUBLIC SERVICE:

- 3.1. Identify the number of public visitors that access your staff. Are there peak times of the year or day that see great increases? How long does a visitor typically stay?
- Peak times of day are mid-morning and after school gets out
 - Slowest days are Thursdays
 - Summer is peak time of year – seasonal staff needed in summers
- 3.2. Quantify approximate numbers for public parking spaces.
- Enough for both library and community room
 - Community room users can walk further but want enough parking to properly service the daily library and program needs – exact numbers not known – rely on professional input and city requirements
- 3.3. Describe how the public accesses services.
- Online services and email to staff
 - Direct access at circulation desk
 - Digital lending: Libby and Overdrive
- 3.4. List any special public displays, racks, or equipment requiring space in the public areas.
- Need to be able to display quilt mural and historic prints from old library
 - Need to be able to display local art and local history memorabilia
 - Lobby displays as well as “living room” displays
 - Avoid displays in community or program rooms to avoid damage
 - Donor wall
 - Would like to have changing display | bulletin | notification boards like Waunakee had with the changing magnetic presentation boards
 - Would like to have space for community posting boards

4. ADJACENCY REQUIREMENTS:

- 4.1. Identify spaces | staff that require direct interaction.
- Circulations and patron services

- Computer area – some days the staff spend a great deal of their time at the computers
- Like an open feel where they can see patrons who need help from work areas
- Open feel tends to stay feeling fresh and modern
- Like glass from work rooms to customer service areas for quick customer service response without patrons waiting or searching for someone to help
- Like Waunakee employee work area that was behind glass, open work space, bright and easy access to service customers
- Need staff services desk directly in the children's area
- Patron work area or “business center” needs to be close to staff work room for assisting patrons with copiers, research, computers, etc
- Staff work room needs to be close to program spaces – program visibility is important
- Employee entry, staff work room, staff offices, staff break area all need to be directly connected for efficiency and to allow staff to support each other | collaborate together
- Collections in the middle with reading | seating spaces around the perimeter make for better reading spaces and less direct sunlight on collections

4.2. Identify spaces | staff that require separation, privacy, confidentiality.

- There are times when the director's office would serve better to be in a more private location
- Staff lounge should be away from front work area so you can take a real break
- Director office needs confidentiality when dealing with HR issues - windows are good but you need blinds for privacy at times
- Would like to have better privacy | sound control between stations at circulation desk
- Patron records and employee records
- Incoming faxes and copies
- Holds – currently patrons can request to have them kept behind desk
- Meetings with social workers and counselors
- Better sound control in general throughout the library

5. SECURITY ISSUES:

5.1. Staff:

- No real issues on a regular basis
- Single point of entry is both a blessing and a curse – difficult to move patrons out of danger if they have an incident
- A few, limited experiences of stalking of employees – dark parking areas on public streets has been a concern but have had no real issues, yet
- Need better coverage inside and outside the library – current cameras don't show all spaces
- Would be nice to have an alert button to notify police if they do have any issues

5.2. Public:

- No issues in general
- Would like to have better parking lot lighting

- Occasionally have had homeless patrons in the lobby, but have not had security issues yet related to homeless

5.3. Collections:

- Line of sight from central work space is key to this control
- as the library grows there is concern about losing visibility to all spaces and will need to rely on cameras more
- need good visibility to computers and teens areas
- Need visibility to DVD's and holds areas
- Lower shelving throughout the library helps with visibility

5.4. Records:

- Business records kept in director's office as well as HR files
- Hiring and firing as well as performance evaluation records need to be secured

5.5. Site:

- Need more cameras and site | parking lighting
- Need to secure book lockers outside and have the access area well lit
- Night drop should be in a well-lit area

6. STAFF OFFICES AND WORK ROOM:

6.1. Which staff members require separate enclosed offices?

- Director
- Assistant director
- Circulations manager – could be a cubicle but office maybe preferred
- Youth services – prefer an office as opposed to just open cubicle
- Program director (future)

6.2. Provide input on the size, functions, and locations of these offices.

- Director's office would be the largest and should be sized to allow for small meetings to also take place in this office
- All other offices would be standard business operations type offices with room for a visitor chair or two

6.3. Furnishing and equipment requirements.

- Standard office desks, chairs, files, work tables, etc
- Laptop charging station
- Home service bags storage cubbies

6.4. Storage requirements within the offices?

- Need more office supply storage to have the ability to buy in bulk and save money
- Personal lockers | cubbies for each staff member
- Couple of file cabinets

6.5. Does the public visit these offices?

- Yes on a fairly regular basis – this may change if there is proper access to meeting room

- 6.6. Describe the number of staff work stations within the work room.
- Need to double the number of staff work spaces at least
 - Currently have (5) staff workstations should double this at least – plan for maybe (12) work stations
 - Have (4) dedicated staff workstations and (1) community | shared station
 - Plan for flex work spaces for staff like youth services and volunteer staff working together at one location but separate work space side by side
 - Need space for mending workstation – storage for supplies, cleaning, drying space
 - Movable drawer tables are great
 - Transient workstations may work good as well
- 6.7. Describe your daily functions in how your staff uses the work room.
- Staff work room is a very busy place with a lot of different activities going on – needs to be more open, more functionally laid out, more flexible, expandable
 - Need space for volunteers
 - Rolling work tables really work well
- 6.8. Furnishings and equipment needed in the work room.
- Electric lift and lower workstations that staff can work at standing or sitting
 - Comfortable adjustable task chairs

7. RECORDS AND FILES:

- 7.1. List the volume of your current records and files. Do you expect an increase | decrease? Digitizing?
- Secure records and files are kept locked in the director's office, but there are not large volumes of these
 - Most records are digital now – few paper files, but will always need some
- 7.2. Does the public accesses your records or files?
- Not record files, HR, employee, business etc, only public historical records
- 7.3. Identify the volume of records that must be near your department's work area and which records may be remotely located in an archive area.
- History records need to be in history room and securable
 - All other business and HR records and files should be kept in the director's office
- 7.4. Identify any specialized equipment for records storage that requires additional space. What equipment or furnishings would help keep your space well organized?
- Large maps storage needed
 - Historical archives storage will move from across the street to this building if we expand

8. CONFERENCING | MEETING | STUDY ROOM SPACES:

- 8.1. Study rooms:
- All study rooms should be for at least 4 persons – existing are way too small
 - Small study rooms should be no smaller than the current large study room
 - Maybe (4-6) smaller study rooms and (2) slightly larger for 6-person

- Do not need to be all together – maybe 2 near children’s area, some near the teens area and some near the computer | copy | business center, some near the front entry by circulations – all visible but placed to service the different user group needs
- Study rooms should be sound proof – whole library in fact needs to have careful acoustic studies done
- At least one private meeting room with no internal windows or blinds

8.2. General Public Meeting Room Needs:

- Need a couple of meeting rooms similar to existing meeting room next to main entry for 10-12 persons, maybe slightly larger than the existing
- Meeting rooms do need to have a certain amount of acoustic privacy, but should always be a bit of a “fish bowl” to observe what is going on by staff – have had to remove people from study and meeting rooms in the past for things they should not have been using them for
- Need far more program space that can typically be in a large meeting room type space, only a few programs really need a space as large as the community room
- Library program spaces typically for groups of no more than 50-75 – these should be staff back fed and adjacent to staff work rooms
- Community program spaces typically can see groups of up to 150 – these can be further away from staff and not plan that they are staff managed for programs
- Needs ample storage

8.3. Community Room:

- The current large meeting room is too “fish bowley” from the outside – hard to have a private meeting without feeling like you are on display to the outside, maybe just better blind options and yet keep the daylight
- Don’t want to have a community room that has an institutional feel
- Community room should be a rentable space, but don’t want to compete with other community spaces that are for profit
- Like to have the community room front fed for users and back fed for staff support
- Community room on another floor or opposite ends of the building than entry | work area makes it difficult for staff to manage or provide services without leaving the main work bullpen area – pros and cons of this so it is important to review the level of control or separation from these spaces
- Community room should maybe have a divider wall that breaks the room into 1/3 – 2/3 ratio for varying large program sizes
- Should have fairly immediate access from main entry
- Should have access to outdoor space
- Needs ample storage
- Catering kitchen – not commercial kitchen
- User Groups and expected group sizes
 - 4-H, 10-20
 - Boy Scouts, 10-20
 - Girl Scouts, 10-20

- Friends Group, 10-30
 - Exercise Group, 6-12
 - Home School Groups, 10-20
 - Literacy Groups, 4-12
 - Board Game Groups, 8-20
 - Book Club, 12-15
 - Stay-At-Home Moms, Sr Groups, Cooking Groups, Young Professionals, Teen Groups, Training and Tutoring, etc
 - Hesitant to let user groups have dedicated storage space or they will all request it and we just don't envision having enough space, only exception would be friends and literacy group because they have common goals. Maybe also consider dedicated storage space for social services groups
- 8.4. Which of your staff functions require meeting spaces? Frequency of internal staff meetings? Numbers attending staff meetings?
- Informal staff meetings are typically held in the work room space, standing meetings
 - Full staff meetings 3-time a year, twice as a full day and once as a half day
 - Do these meetings in the large meeting room
 - Need to be able to have food and media connectivity
- 8.5. Can your meeting space be shared with the public? Frequency of internal staff meetings?
- Yes this can be shared with public meeting space
- 8.6. Identify internal or external break areas or coffee bar requirements for public or staff.
- Staff Area:
 - Staff need a really functional break | lounge area where they can take a real break, get off their feet, de-stress and refresh
 - Need to have staff toilet room, but not through the break room
 - Need to have outside view from break room
 - Need dedicated employee space, ie cabinet | drawer space per employee
 - Need variety of seating for lounging and eating
 - Patron Area:
 - Would like to have a space that patrons can have coffee and snacks, but not be taken throughout the library
 - Maybe a lounge | living room space near front entry like Waunakee, can also service the public meeting rooms for coffee and snacks

9. EQUIPMENT | TECHNOLOGY NEEDS:

- 9.1. What electronic equipment do you require in your spaces? (i.e. computer terminal, calculator, fax, copier, printers, laminators, etc.)
- Computer workstation at each employee workstation
 - Need a secure server room
 - Need more current technology for meeting and program spaces

- Computer users prefer to have individual workstations to do work at
 - Wi-fi and connectivity throughout
 - Need more multi-purpose fax | copy | scan machines
- 9.2. List any other special equipment that you feel impacts the space requirements or the arrangement of your staff and public spaces (e.g., public access terminals, microfiche readers, file servers, special shelving units, etc.)
- Online printing services to be able to print from home
 - History room users still use microfiche
 - Flat bed scanner would be good for archiving historic files and records

10. MEDIA AND TECHNOLOGY IMPACTS:

- 10.1. Describe what new technologies you see that the library should consider implementing, i.e. RFID and self-checkout stations, hearing loop technology, white noise, active learning stations, webinar stations.
- It is too hard to predict the next technology and it is always changing, the key is to be flexible and have the building planned with the ability to change as technology changes
 - Unclear if another technology will replace RFID – books have tags but scanners at doors are not operating
 - As libraries grow the need for RFID check-in is a strong consideration
- 10.2. What new Media types do you see that have affected the space needs?
- Patrons of all ages are bringing their own devices and everything now days is wireless connecting – we should have wireless connection screens in study rooms and teen area
 - Need to have plenty of charging stations
 - Need to have ample coverage of high speed wi-fi and internet access
- 10.3. What new Media types do you see coming that will affect space needs?
- Nothing known at this time
- 10.4. How have Media type changes affected, and how will they affect staffing needs?
- Staff need to have proper training on new technology – patrons assume staff know how technology operates, and they should if training time allowed
 - Potentially in the future there will be a full-time technology staff person

11. PUBLIC USE AND COLLECTIONS SPACE NEEDS:

- 11.1. Children's Area – Seating, Activity and Collections:
- Would like to have a stroller parking area either in the lobby or in the children's area
 - Want to make sure we have a family toilet room in the children's area
 - Fun and active seating in the children's area for kids and seating for parents to observe
- 11.2. Teen's Area – Seating, Activity and Collections:
- Like collections in the middle and seating around the periphery for daylight seating areas, views, etc – extrospective space, although teens typically also like introspective spaces where they can feel free to be social
 - Teen's furnishings need to be movable so they can rearrange if they like

- Use space design and furnishings to provide subtle message as to the level of noise and activity that is acceptable

11.3. Adult's Area – Seating, Activity and Collections:

- Like collections in the middle and seating around the periphery for daylight seating areas, views, etc – extrospective space that gives the subtle message that I am here to relax and read – provide social tables and seating for adults more interior where they don't disturb readers
- Fireplace | living room space with quiet atmosphere

11.4. Outdoor Area – Seating, Activity

- Need space to sit outside and read in quiet place, both sunny and shaded
- Need to have Wi-Fi access outside
- Need space for children's story hour outside that does not disturb adult reading area
- Need to give consideration to a secured or a fenced children's outdoor activity area like Penny Library in Madison – how can the space be used 3-season
- Need to give consideration to how the outdoor spaces can be somewhat secured to prevent them being hangouts that could be vandalized by public after hours

12. MAKER | CRAFT SPACE IMPACTS:

12.1. Describe how you feel that the addition of "Maker Space" will affect staff needs.

- Will require monitoring and program directing – does not make sense to invest in the space if we don't have the budget and staff to manage the space, ie program planning, cleanup, equipment assistance, etc
- Maybe volunteer group to help manage the space and drive fund raising for equipment and accessories

12.2. Describe how you feel that the addition of "Maker Space" will affect space needs.

- Will need work tables, cleanup space, storage space, etc – above and beyond the needs of a typical program space
- Need power, task lighting, and good ventilation
- Need sound control
- Will need service sinks and counter space
- Durable, cleanable surfaces for floors and walls
- Should be next to program spaces so classes can be in program and move into maker | craft space for activities

12.3. What "Maker Space" equipment do you see as necessary and what equipment is optional.

- Work tables at standing and sitting height
- Rolling work tables
- 3-D Printer

13. SPECIAL NEEDS:

13.1. Describe any special needs for equipment or space (e.g., hours of operation, after hours functions, loading zones/docks, supplies, deliveries, file systems, etc.).

- Need a real janitor closet with ample storage for consumables and cleaning supplies
- Need tool and ladder storage, salt, shovels, paint brushes, general hand tools, etc

13.2. Describe any special functions that are hosted in the library that require special space needs or equipment. (e.g. annual meetings, events, fundraising, staff functions, seasonal activities, etc.)

- Friends book storage and book store space
- Artwork – need to draw a clear line between “decorations” and “artwork” – we have an important collection of artwork that needs to be preserved, protected and displayed – space should be designed with these collections in mind
- Need to consider art | gallery space in entry | lobby area
- Local artist display space

14. SUPPORT SPACES: Provide input and comments on non-assignable / support spaces:

14.1. Public Entry Vestibule:

- Needs to be larger
- Should be seen as a public gathering space without blocking main entry doors
- Needs to have sound control
- Should have seating break out space where patrons can sit and wait for rides or meet friends and associates

14.2. Employee Entry:

- Need larger employee lockers or more personal storage space, would prefer a storage cabinet each as opposed to metal lockers
- Needs to be directly adjacent to staff break room
- Existing space is extremely congested and need to plan for more functional layout as opposed to just a throw space
- Durable, cleanable surfaces

14.3. Corridors:

- Durable and cleanable, but not institutional
- Acoustic control
- Bulletin boards and rotating displays

14.4. Stairwells:

- No comments

14.5. Elevators / Lifts:

- No comments

14.6. Break Room:

- Needs to be a relaxing space – lounge feel
- No bathroom directly in the break room space
- Daylight and view to outside
- Directly adjacent to staff work room

14.7. Toilet Rooms:

- Needs to be visible from staff spaces if possible
- Durable and cleanable, but not institutional

14.8. Janitor's Closet:

- Needs much more storage space
- Maybe consider multiple spaces, ie by toilet rooms, by program | maker space, by staff work room | break room

14.9. Mechanicals:

- Need space for proper mechanicals and space for future systems, replacement, maintenance, etc
- Needs better ventilation in mechanical space

14.10. Telecommunications / Server Room:

- Need a dedicated server room with proper security and cooling systems

14.11. Storage Rooms:

- Need a lot more storage, but it needs to be thought through how much and where it is placed throughout

