**Polk City Community Library**

**Space Needs Assessment**

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Prepared by Shana L. Stuart, Ph.D., MLIS, Consultant

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**Overview**

Polk City Community Library’s collections, services and operations are limited by the 6,000 square foot existing building. The meeting space is inadequate for the attendance at the numerous programs, seating space is very tight, and collection shelving is at capacity. That the building neither feels crowded or unusable is due to the constant efforts of the staff who work very hard to keep the collection to a size that fits in the existing areas and who work to adapt the meeting space to accommodate the variety of programs held in the building.

Polk City Community Library requested a Space Needs Assessment which is based on the library’s own service trends, peer comparisons, and a description of national library trends. A visit was made to the library on September 8, 2020, and interviews were conducted with the Library Director, the staff, and the Board of Trustees. The data from their input is incorporated throughout the report. It is important to note that the statistics for Fiscal Year (FY) 2020 have been impacted by the closure of the public space in the library due to COVID-19; the building was closed on March 16, 2020, and that closure brought to a standstill many of the rising statistics on usage. It is also important to note that statewide statistics are only available through FY19. This report provides recommendations regarding the technical space needs which are based on the Wisconsin Division of Library Services.

The service trends and service population suggest that the Polk City Community Library occupies an important role in community life providing not only resources, but as the mission statement for the library first emphasizes, it is “a place where all can meet.” The FY19 number of visits to the library (31,048) for an estimated 2019 population of 4,961 attests that the library serves as a community space or even as a “third” place. The concept of “third place” (developed in 1989 by Ray Oldenburg) is distinguished from the home (“first place”), and the workplace or school (“second place”) as an environment that allows for the creation of a sense of community. Research has shown that when people frequented a third place, they often experienced strong feelings of attachment to that place as well as to the community at large. Public libraries are perfectly situated to fill the need of a “third place” for every demographic in a community.

The Polk City Community Library could plan at a minimum calculation for 10,419 square feet or for 15,378 square feet as an optimal calculation to provide for the services and needs of the community expected through the year 2040. The optimal projection of 15,378 for Polk City would put it in the range of the FY19 average Class E library with 14,549 square feet, and the average Class F library with 19,534 square feet.

**Library Profile**

**Polk City Community Library Mission Statement:** The Polk City Community Library provides a place where all can meet, learn, and grow.

The Polk City Community Library provides service to the residents of its community, and to rural Polk County. The Library Director is Jamie Noack, and she has two full time staff, and some part-time staff for a total of 4.15 FTE. Library governance is provided by a five member Board of Trustees:

Lisa Mart Rod Bergren Angie Conley Corey Hoodjer Sara Olson

The Polk City Community Library was established in 1974, and the current building was constructed in 2005. The library at 1500 W. Broadway is a single-story building of 6,000 square feet. Prior to the COVID restrictions in March 2020, the library was open for service Monday through Saturday for a total of 54 hours each week.

In September 2020 the library’s physical collections included 19,822 books, 3,268 media items, and 40 periodical titles. In addition, the library’s digital collections include 59,813 e-books, and 27,429 downloadable audio books that are available through the State Library system and include additional purchases made by the library. In FY19, the total circulation of library materials had grown to 57,890, an increase of 28% over FY18. (A lower circulation number of 51,549 for FY20 could be attributed to the loss of foot traffic during the last quarter of the cycle). The library currently has 6 public Internet computers. Other digital services include on-line catalog access, Wi-Fi Internet access, and general application software such as a word processing.

In keeping with the mission statement which first notes that the library is a place where all can meet, the Polk City Community Library provides a number of services directed to special populations and interests including children, adults, and seniors. One of the library’s strengths lies in the wide variety of programming that has been offered. In FY20, library programs attracted 6,664 participants of all ages. This was an increase of 202 participants over FY19, despite the fact that the library space has been closed since March 16, 2020. The statewide average for Class D libraries in FY19 was 4,283 attendees, which demonstrates that Polk City programs are well attended by the community.

**National Library Service Trends**

Library buildings have been considered important resources in communities for over the past century. Library buildings provide the means for the provision of the wide range of free services: access to books for a full range of ages, access to the latest formats for movies and music, access to the latest technological trends, and an interesting variety of programming for education and entertainment. Due to evolving technologies, library resources and services have changed over the years and they will continue to change to adapt to the needs of their communities. Library buildings will need to be able to adapt to these changing needs as well.

In the future, the Polk City Community Library could remain the community’s essential location for providing community connections. It could serve as an important location for educational opportunities for both individuals and groups. It could serve as the space for people to come together to share or explore common interests. It could continue to provide the necessary space for attracting young children to hear and understand good stories. The library could continue to serve as the conduit of the host of services that are provided through the State Library as well. The library will need to be an adaptable space which allows for growth and the ability to reconfigure to meet the changing needs of the community.

The American Library Association and the Center for the Future of Libraries ([www.ala.org/tools/future/trends](http://www.ala.org/tools/future/trends)) have identified a variety of Trends that could be important considerations for the long-term planning for libraries. Many of these trends could impact the kinds of spaces needed to provide desired services. Other factors which will impact libraries will be the continued changes brought through technological advances.

**The Library as Community Center**

One of the most valuable aspects of libraries can be the provision of meeting spaces which provide opportunities for a wide variety of library and community-sponsored events that educate and entertain. Most of these spaces allow for digital projection, audio systems, smart boards, video-conferencing and controlled lighting. They can also include limited kitchen facilities for educational or entertainment purposes.

Several of the ALA identified Future Trends which would require community space include *Collective Impact* (provides space for those interested in addressing social issues), *Creative Placemaking* (brings together a wide range of potential partners to impact and enhance a community), *Fandom* (brings together community members who share a common interest, and may engage those who haven’t previously utilized the library), *Gamification* (libraries can provide the setting for games which can help build community and encourage social skills), *Maker Movement* (libraries can provide the space and some of the resources for those wanting to expand their skills), *Resilience* (the incorporation of preparations for and rapid recovery from physical, social and economic disasters which requires community involvement), and *Rethinking Rural* (provides resources and information that are specifically local).

**The Library as Collaborative Space**

Collaborative spaces support a wide range of activities such as committees for community service organizations, tutoring, or school projects. These spaces provide semi-private areas for 1-6 people.

ALA Future Trends that could be impacted by collaborative space include: *Co-Working/Co-Living* (brings individuals and teams together in a shared space to collaborate or share ideas) and *Sharing Economy* (allows users to share resources, goods, services and skills) which may be important to forge connections in changing communities.

**The Library as Informal Gathering Place**

An important community need that is also filled by libraries is that of a free relaxed space for conversation and discussion, ie., a place to get away from home. This need can be met by a variety of informal and comfortable seating areas.

The staff noted that the library can be a destination spot for families in its service area. It could be serving as a third place in the community.

ALA Future Trends that encompass this need include: *Aging Advances* (larger numbers of older citizens could continue to use the library a meeting place), *Fast Casual* (the library space could provide a neutral, less formal environment for work or leisure), *Income Inequality* (neutral space that brings people together and helps ameliorate disadvantages of poverty are important), and *Unplugged* (quiet spaces in libraries can be valued as places to unplug, concentrate, and focus).

**The Library as a Resource for Emergent Literacy**

The importance of early childhood learning is underscored by programs like Book Babies, 1000 Books before Kindergarten, and Summer Reading Programs. Libraries provide important venues that encourage children to learn through play and discovery.

An ALA Future Trend that could be counter-balanced by libraries would be: *Connected Toys* (libraries could provide places for unstructured play with a variety of children).

**The Library for Tweens and Teens and Emerging Adults**

Teens and tweens are in need of places that provide programs, technologies, and materials that help them negotiate their transition to adulthood. Having a safe space to hang out, a “third place” could be a role that Polk City could grow into if there was more space.

The ALA Future Trend that aligns with tween and teen concerns include: *Connected Learning* (through equal access to new and emerging technologies, older students are better able to integrate into connected learning environments), *Digital Natives* (need spaces to adapt to both print and digital environments), *Emerging Adulthood* (the recognition that the period from late teens through the twenties is a time of distinct psychological and behavioral characteristics with separate needs), and *Privacy Shifting* (the library could provide guidance on how to negotiate different generations’ views of privacy).

**Polk City Community Library Service Trend Data with Peer Comparisons**

The data is taken from the library’s annual report to the State Library of Iowa and from the State Library’s website. Polk City Community Library is a Class D library, meaning it serves a city with a population range between 2,500 - 4,999. There are 48 Class D libraries in Iowa. The average Class D library serves a population of 3,520 as compared to Polk City’s 2019 estimated population of 4,961 (the City Manager has an estimated population of 5,700).

The charts below provide information for four years for Polk City, as well as the statewide average for Class D libraries. Additionally, the towns of Adel (estimated 2019 population 5,455), Carlisle (estimated 2019 population 4,294), Huxley (estimated 2019 population 4,036), and Madrid (estimated 2019 population 2,549) are provided as contrasts. Adel, Huxley and Madrid are the Class D libraries in close proximity to Polk City, and Carlisle is located on the southeast side of the Des Moines metro area. The estimated population figures would suggest that Polk City and Adel will soon be classified as Class E libraries (serving population sizes of 5,000-9,999). It is also important to note the percentage of growth for these cities between 2010 and 2019: Polk City (45.1%), Adel (48.2%), Carlisle (10.8%), Huxley (21.7%), and Madrid (0.2%). While the high growth rates for Polk City and Adel may slow, libraries are an important service provided by communities that are often an attractive amenity for further growth.

Please Note – While the FY 2020 Polk City data is available now, the 2020 Class D average date is not available at this time. Also note that the asterisks denote the 2020 data that has been affected by the library closure due to COVID-19.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Open Hours Per Week | Staff Total FTE | Registered Borrowers | Total Income Per Capita | Visits | Visits Per Capita | Number of  Programs | Program Attendance |
| FY 2017 Polk City | 54 | 3.50 | 2,078 | $80.10 | 25,993 | 7.6 | 389 | 6,005 |
| FY 2018 Polk City | 54 | 3.50 | 1,949 | $77.92 | 29,189 | 8.54 | 392 | 3,384 |
| FY 2019 Polk City | 54 | 3.50 | 2,243 | $86.08 | 31,048 | 9.08 | 421 | 4,157 |
| D Class Libraries  FY 2019 Average | 47.72 | 3.56 | 3,342 | $62.86 | 33,871 | 9.95 | 235 | 4,283 |
| FY 2020 Polk City | 54\* | 4.15 | 4,818 | n/a | 21,708\* | n/a | 404\* | 6,664\* |
| FY 2019 Adel | 45 | 4.79 | 4,300 | $72.52 | 51,207 | 14 | 671 | 11,128 |
| FY 2019 Carlisle | 52 | 3.00 | 3,218 | $58.04 | 31,960 | 8 | 353 | 5,762 |
| FY 2019 Huxley | 62 | 4.23 | 4,235 | $63.32 | 42,204 | 13 | 233 | 4,455 |
| FY 2019 Madrid | 52 | 2.98 | 1,934 | $63.46 | 55,900 | 22 | 414 | 8,262 |

This chart provides information on the libraries’ holdings and usage.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total Circulation | Per Capita  Circulation | Book Holdings | Audio/Video Items | Magazine Titles | Downloadable  Resources | Public Internet PCs | Internet Uses |
| FY 2017 Polk City | 42,233 | 13.18 | 20,556 | 3,031 | 40 | 49,382 | 6 | 990 |
| FY 2018 Polk City | 41,491 | 13.47 | 20,435 | 3,368 | 28 | 65,570 | 6 | 1,100 |
| FY 2019 Polk City | 52,334 | 15.31 | 20,234 | 3,157 | 25 | 72,044 | 6 | 1,065 |
| D Class Libraries  FY 2019 Average | 40,046 | 11.45 | 25,468 | 3,062 | 55 | 71,618 | 10 | 5,137 |
| FY 2020 Polk City | 51,549 | n/a | 19,822 | 3,268 | 40 | 87,242 | 6 | 2,039\* |
| FY 2019 Adel | 64,423 | 17 | 49,723 | 2,827 | 51 | 72,013 | 7 | 8,960 |
| FY 2019 Carlisle | 35,672 | 9 | 21,802 | 1,515 | 22 | 72,062 | 7 | 3,747 |
| FY 2019 Huxley | 44,502 | 13 | 34,073 | 2,813 | 12 | 72,013 | 6 | 5,395 |
| FY 2019 Madrid | 19,948 | 8 | 16,964 | 3,410 | 98 | 72,095 | 17 | 8,712 |

If Polk City continues to grow, it is important to consider a building to hold and sustain the future growth, as the building affects the size of the collections as well as potential meeting room and programming space. In FY19, the average Class D library size was 8,808 square feet, which means that Polk City at 6,000 square feet is in the twenty-fifth percentile for size of Class D libraries.

**Service Population**

The municipal populations the Polk City Community Library can expect to serve in 2040 are critical elements in developing an accurate space needs assessment. The standard method of calculation is to utilize the growth in the county rate to project an equivalent growth for the city. The figures for the projected county growth are taken from *Woods & Poole Economics*, which is the resource utilized by the state. However, the historic population number demonstrates that there has been very rapid growth since 2000 for Polk City which is outpacing county growth. From 2000 to 2010, Polk County grew by 15% while Polk City grew by 45.8%. The projected growth for Polk City between 2010 and 2019 is at 45.1%.

**Historic Populations:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Polk City** | **Percentage of Growth** | **Polk County** | **Percentage of Growth** | **Source** |
| **1980** | **1,658** |  | **303,763** |  | **Census Bureau** |
| **1990** | **1,908** | **15.1%** | **328,531** | **8.2%** | **Census Bureau** |
| **2000** | **2,344** | **22.9%** | **375,627** | **14.3%** | **Census Bureau** |
| **2010** | **3,418** | **45.8%** | **432,362** | **15.1%** | **Census Bureau** |
| **2019 est.** | **4,961** | **45.1%** | **2019 -- 490,979** | **13.6%** | ***Woods & Poole Economics*** |

As the 2019 estimated growth for Polk City far exceeds the extrapolated growth projected by *Woods & Poole Economics*, calculations have been made with several possible future growth rates. Projections for Polk City are made at 20% growth rate, 40% growth rate, and 60% growth rate through 2050. The service population for the library also needs to include the number of rural cardholders, which has been increasing, as well as Open Access cardholders, where there has been a decline over the past four years. The city is planning for a population of 8,412 by 2035. While it is impossible to know how COVID-19 might affect population trends, if there was a sustained growth rate of 40% over the next twenty years, it would appear that planning for the library’s service population should be set at least at 9,000.

**Projected Municipal Populations:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Polk County Projected Growth & Percentage of Growth** | **Source:** | **Current estimated population** | **Polk City at 20% growth** | **Polk City at 40% growth** | **Polk city at 60% growth** |
| **2020** | **494,764 14.4%** | ***Woods & Poole Economics*** | **4,961** |  |  |  |
| **2030** | **530,518 7.2%** | ***Woods & Poole Economics*** |  | **5,593** | **6,945** | **7,938** |
| **2040** | **559,479 5.5%** | ***Woods & Poole Economics*** |  | **7,144** | **9,724** | **12,700** |
| **2050** | **583,796 4.3%** | ***Woods & Poole Economics*** |  | **8,573** | **13,614** | **20,320** |

*Woods and Poole Economics* is the data set that is utilized by the State of Iowa.

**2040 Space Needs for Library Services and Operations**

**Space Needs Methodology**

The Space needs process identifies a community’s library space requirements for a planning horizon, which traditionally has been 20 years out. This study will identify the potential needs of the Polk City Community Library space needs through the year 2040.

Space requirements are developed using population projections, tested service standards, and nationally accepted space calculation formulas. The methodology is based on a space needs assessment process developed, revised and published by the Wisconsin Division for Library Services. It is slightly modified as applied by the consultant.

This methodology focuses on seven types of space utilization commonly found in public libraries:

* Collection Space
* User Seating
* Program Space
* Public Computing Space
* Work Space
* Special Use Space
* Structure/Support Space

**Collection Space**

In FY20, the Polk City Community Library has a hard copy collection of 19,822 books, 3,268 media items, and 40 periodical subscriptions for a total of 23,130 physical items. The library’s actual digital collection exceeds that of the resources provided by the State Library system, so there are 59,813 e-books and 27,429 downloadable audio resources. In FY19, the library had a hard copy collection of 20,234 books, 3,157 media items, and 40 magazine subscriptions. Statewide in FY19 (there are no compiled numbers yet for FY20), the average book collection was 25,468 items, and 3,062 media items. Polk City’s hard copy collection is substantially smaller than the statewide average for Class D libraries, but its media collection is slightly larger than the average size D library.

Collection space is of concern to the staff, as space limitations have curtailed the growth of the collection. The collection is currently housed on 1,729 linear feet of shelving at 13 volumes per linear foot, but there is little room for growth as the top and bottom shelves are unpractical for usage. The collection is weeded regularly to allow for new items, but the space does not allow for a deeper and older collection of materials. Weeding also has to occur to continue to create space for the increasing demand for DVDs and the continued interest in audio books. In FY20, 1,973 items were withdrawn; in FY19 2,552 items were withdrawn, while the FY19 statewide average was 2,019 items weeded, which means that Polk City is having to reduce their collection size at a level higher than the statewide average. In FY20, 319 items were borrowed from other libraries, while in FY19 401 items were borrowed to meet patron requests which suggests that there is not adequate shelf space for the collection.

Planning for the space needed for the library’s hard copy collections needs to reflect many patrons’ continued preference for hard copy, which is often a preference for the more economically disadvantaged, although this is not a large demographic in Polk City. The staff have noted that even many among the “Digital Natives” generation (born after the 1980s) have a preference for hard copy. However, over time, there will probably be a movement toward digital formats.

It should be noted that in the Children’s area, space considerations should be given not only to the shelf space to house the physical collection of materials, but also to the space necessary to house the variety of educational toys such as trains, lego sets, light boxes, puppet houses, etc. Space for these items and many others seem to be an increasingly important resource for young children who need spaces for unstructured play.

**Projected Collections Recommendation**

Looking to 2040, the space needed for the library’s physical collections must respond to trends in the relationship between hard copy and digital collections, and it has been noted that current users of the library have a strong preference for hard copies. It should also be noted that the potential growth for Polk City would move it from its current classification as a Class D library to a Class E library, which serves a population of 5,000-9,999. A projected growth to 9,000 then places it very close to the size for a Class F library, which serves a population of 10,000-24,999. At a minimum, it would seem prudent to plan for space for a physical collection that would house at least an average size collection for a Class E library. Based on FY19 state numbers, the average Class E library contained a collection of 46,016 items. While collection sizes should be revisited if further planning takes place based on population numbers, and user preferences, the number utilized for this preliminary assessment will be to plan for 46,000 physical items for 2040.

|  |  |  |
| --- | --- | --- |
| **Year** | **Collection Size** | **Square Footage** |
| Polk City – FY20 | **23,130** | **6,000** |
| **FY19** |  |  |
| **Average Class D**  Population: 2,500-4,999 | **28,530** | **8.808** |
| **Average Class E**  Population: 5,000-9,999 | **46,016** | **14,549** |
| **Average Class F**  Population: 10,000-24,999 | **60,675** | **19,534** |

**General User Seating**

Polk City Community Library currently has 43 general use public seats.

|  |  |  |
| --- | --- | --- |
| **Children’s Seating** | **Tween and Teen Seating** | **Adult Seating** |
| 8 table seats | 2 bar stools | 14 table seats |
|  | 4 armchairs | 6 person conversation group |
|  | 2 person futon | 1 wingback chair |
| SubTotal 8 | 8 | 21 |
| **Total Seating 37** |  |  |

**Projected General Seating Requirement** General seating recommendations have been established by the State of Wisconsin Standards. General seating includes table seats and casual seating but excludes seats at computers, other technology stations, study rooms, and meeting room seats. Using the Wisconsin sliding scale and the Polk City Community Library’s projected 2040 population of 9,000, the data would suggest that about 7 seats be allocated for every 1,000 persons in the total service population, or 63 general use seats.

It has been acknowledged that the Wisconsin scale consistently under-estimates the seating requirement. As a result, it is recommended that an additional 4 seats should be added to the formula-based estimate of 63 seats.

**This would suggest an absolute minimum of 67 seats to be essential, an increase of 30 seats.** The space needs formula typically allows for 30 square feet per seat.

**Wisconsin Seating Standards**

|  |  |
| --- | --- |
| **Population** | **Seats per 1,000 Population** |
| 1,000 | 22.50 |
| 2,500 | 14.25 |
| 5,000 | 10.00 |
| 10,000 | 7.00 |

It was noted that it would be nice to have seating that was cozy and more private that would encourage lingering in the library since the current layout is either in the large conversation area or at tables. While there are 5 tables with a potential for 20 seats, space limitations necessitate the loss of the 6 of those seats, so that only 14 are available. Enticing seating would also be an important factor in developing the library as a destination place in the community. It should also be noted that currently there are only 8 seats in the Children’s area which would appear to be very low for a community that has a growing number of young children. Seating there should also include spaces for adults who accompany the children.

**Program Spaces**

One of the primary assets of a public library building is the provision of space for the programming needs of children, adults, and the larger community. The library currently conducts nearly all of its programs in the program room in the library which requires frequent adjustments to the space. In part, the adjustments are made necessary because of the large number of items which are also stored in the program room.

In FY20, the Polk City Community Library offered 404 programs (prior to the COVID-19 shutdown) which were attended by 6,664 participants in a wide variety of ages. Despite the fact that COVID-19 caused the cancellation of the popular children’s summer programs in FY20, there was still an increase in program attendance for the year. (Those numbers are well above the statewide FY19 average of 4,283 for D-sized libraries). The children’s programs attract the highest numbers, and during special events and the summer programs, the numbers can be as high as 100 attendees. Throughout the year, there are various adult programs which have high attendance numbers, including crafting sessions, and the men’s and women’s groups.

The fact that programs offered by the library continue to be popular during the COVID-19 shutdown is a testament to the strength and popularity of the library, and the role that it fills in the community as an educational and entertainment center. As the community continues to grow, the need for larger and more flexible spaces will be an important asset of the library.

**Recommendation**

Since programming is important to the library, a venue with adequate space for children, teens, and adults is necessary. Adequate space allows for a wider variety of programming options. The current space is about 748 square feet which is not adequate for all the programming needs.

Based on the community’s needs, a more robust general program space is recommended. A room that could be partitioned would be an important asset for the library and the community. At a minimum it would appear that program space should be calculated to accommodate at least 100 individuals (at 12 square feet per person) with room for the presenter (a moderate space assignment for a presenter is 80 square feet) which would be 1,280 square feet. (The space assignment needs for craft activities would be allocated at 15 square feet per person.) It has been noted that while there is a kitchen area in the program space, it only has a small counter area; when snacks or refreshments are provided, it is necessary to set up a table to serve those items, which decreases the available floor space. It would also be important to consider the size needs for the various spaces created by the partitions, which may necessitate a larger general area. It was also noted by the staff that the need for streaming programs would probably continue and that there would be space considerations for that as well.

**Public Computing**

The Polk City Community Library currently has 6 public desk top computers. The state average for Class D libraries is 10 public computer stations, so Polk City provides a little more than half of that number. However, Polk City recorded 1,065 internet usages in FY19, while the average for Class D libraries was 5,137 usages. It would appear that Polk City is a community which has less need for technology provided by the library. In fact, when COVID-19 caused the shutdown of the library in March, the library purchased 5 chrome books which were intended to provide internet access for patrons from the parking lot. The fact that there was not much interest in the service would further support the idea that Polk City in general has little need for current technological access.

At this particular time, since the population of Polk City is continuing to grow, it is possible that the demographics could shift and there may be a new need for technology provided by the library. If there continues to be an influx of young families, technology at the library could prove to be an important asset, especially as many libraries distinguish between computers that are available to children and those that are dedicated for adult usage.

**Recommendation**

The existing 6 public desktop computers seem adequate for the adult patrons, as the number of in-house Internet uses has declined since FY17. The current need for social distancing would suggest that the bank of computers should be broken apart so that there are not three users lined up on a side. Instead, if there were three areas where the arrangement would have two carrels set facing each other, the users would be provided with adequate protection. That would mean that there would need to be power sources established for the three separate computer areas. A separation of the units might also mean that a set of two computers could be situated near the children or teen areas. Another solution would be that the library could continue the loan of tablets and/or laptops at the main service desk for use by patrons within the building.

While the library is not providing computer access for many patrons (the staff note that there are never more than two adults using the computers at a time), there is a growing need for the library to provide work space or collaborative space for a wide range of patrons. As more individuals work remotely, the library can provide an enticing setting for single individuals or small groups of collaborators. For this reason, it will be important for the library to continue to provide space and internet resources. Power sources that will support patrons’ own portable devices will continue to be important.

**Staff Work Space**

Staff work space is critical to an effective and efficient public library. Staff work space includes public service areas such as the circulation desk, which encompasses elements of a welcome desk and a reference desk. Workroom space where staff complete ongoing responsibilities such as preparing programs, cataloging materials, physically processing items for the shelves, preparing crafts for programs, and processing interlibrary loans are equally vital. The number of workstations is not in a one-to-one relationship to the number of staff. The number of workstations should ideally reflect the number of places where work takes place rather than the number of staff. However, it should be noted that full-time staff prefer their own dedicated work space which does allow for greater efficiency. The staff also noted that there is a real need for more dedicated staff work space that would enable several of the staff to work on concurrent projects, as currently, there is not room in the staff area to allow for multiple staff members to work on necessary projects. The current space is further compromised by the cleaning requirements necessitated by COVID-19; many of the changes that have been instituted to provide appropriate protections for staff and patrons seem likely to continue. It is also noted that staff do not have adequate spaces to store their coats and personal items, nor is there any space for a break room.

**Recommendation**

It is recommended that the library plan for at least 5 staff work stations in addition to the circulation desk and the director’s desk. As the primary growth for Polk City seems to be young families, it may be important to consider an additional Children’s librarian, or another staff work station, as children’s programming often requires lots of space for projects. At a minimum it would seem necessary to add at least two work stations, if not three, to the areas where staff can conduct the work of the library. The space allocation for most staff work stations will fall within a range of 125 to 150 square feet. The minimum space allocation would be at 125 square feet per station, and an optimal allocation would be 150 square feet per station. It would also be important to have more storage for the wide range of supplies necessary for much of the programming.

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Stations: Location/Type** | **Existing Stations** | **Minimum Proposed Stations** | **Optimal Proposed Stations** |
| **Public Floor**  Circulation Desk | **1** | **1** | **1** |
| Director’s Desk  Staff work stations  Project Area | **1**  **2**  **1** | **1**  **3**  **2** | **1**  **4**  **2** |
| **Total** | **5** | **7** | **8** |

**Special Use Space**

Special use space is an umbrella term that encompasses a variety of public and staff spaces not included in the preceding broad categories. At an optimal amount, the special use space will likely occupy about 17% of the gross area of the library; a moderate allocation would be at 15% of the gross area of the building, while a minimum allocation would be at 12% of the gross area of the building. Examples of special space use that were identified by the Board of Trustees and the staff include:

**Flexible Space and Collaborative Space:** It was noted that there is not any kind of space in the library which allows for flexible usage. This includes space which could support a wide range of activities such as committees for community service organizations, proctoring, tutoring, a sole proprietor who works from home meeting with a client, or students working on a team assignment. Collaborative spaces can include traditional quiet study rooms, small conference rooms, or a larger space with re-configurable furnishings and dividers.

**Storage Space:**  Storage space is always an important need for libraries which offer any programming that includes craft activities. The staff noted that many items are stored in the meeting room, and that there is not adequate storage for crafts and extras for the children’s programming. It was also noted that COVID-19 has created new services such as curbside delivery and cleaning and quarantining of materials. When the building is reopened, it will be a challenge to provide adequate storage space for these services that will be confidential and safe for patrons and staff.

**Kitchen Space:** The staff noted the need for more kitchen space for programming and for staff needs. It was noted that a better layout for the kitchen area with additional counter space would greatly enhance programming and service. An interest in the addition of a washer and dryer was expressed, and there may be a need for that if there are continued concerns with COVID-19.

**Maker Space:** The space needed for this popular concept, which allows for the exploration of a variety of pursuits from technical to artistic to practical, should have a robust infrastructure with lots of power, venting, and controlled lighting and with adaptable and moveable furnishings.

Examples of other special use space include:

Beverage Station Networking equipment closet Staff break room Marketing and display area Book sale storage Technology space – self-check, copiers, etc. Community Information center

**Structure and Support Space**

Structure and Support Space refers to the areas of the building that provide support to the operation of the building but are not utilized specifically for library purposes. Structure and Support Space is sometimes referred to as architectural or unassignable space. Examples of Structure and Support Space include the: entry foyer, restrooms, stairs, elevators, mechanical systems, storage closets, and general aisle space throughout the building.

The rates suggested by the State of Wisconsin Standards are as follows: At the optimal rate, the Structure and Support Space would be calculated at 30% of the gross building size. A moderate rate would be calculated at 27% of the gross building size, while a minimum rate would be calculated at 25% of the gross building size.

Another important support space for the successful functioning of the library would be plenty of parking. The current library location suffers from a lack of parking which can impact the attendance rate of many of the programs.

**2040 Space Needs Calculations**

This calculation of space needs is based on the library’s 2040 projected service population of 9,000 and the service requirements determined by using the moderate projections from the Wisconsin Space Needs Assessment process. The existing building is currently at 6,000 gross square feet.

|  |  |  |
| --- | --- | --- |
| **Space Use Category** | **Minimum** | **Optimal** |
| **Collection Space**  46,000 book and media  40 periodicals | 15 volumes per sf  46,000 ÷ 15 = 3,067 nsf | 10 volumes per sf  46,000 ÷ 10 = 4,600 nsf |
| **General User Seating**  67 seats | 30 sf per seat  67 x 30 = 2,010 nsf | 30 sf per seat  67 x 30 = 2,010 nsf |
| **Public Computer Workstations**  computer workstations | 35 sf per station  6 x 35 = 210 nsf | 50 sf per station  6 x 50 = 300 nsf |
| **Staff Work Space**  staff workstations | 125 sf per station  7 x 125 = 875 nsf | 150 sf per station  8 x 150 = 1,200 nsf |
| **Program Space**  Space for 100  Space for presenter = 80 sf  Space for presenter, kitchen, storage = 500sf | 12 sf per person + presenter  100 x 12 = 1,200  1,200 + 80 = 1,280 nsf | 15 sf per person + presenter  100 x 15 = 1,500    1,500 + 500 = 2,000 nsf |
| **Subtotal of above** | 7,442 nsf | 10,110 nsf |
| **Special Use Space** | 12% of gross space  7,442 x .12 = 893 nsf | 17% of gross space  10,110 x .17 = 1,719 nsf |
| **Net Subtotal** | 8,335 nsf | 11,829 nsf |
| **Structure/Support Space** | 25% of gross space  8,335 x .25 = 2,084 nsf | 30% of gross space  11,829 x .30 = 3,549 nsf |
| **Total Gross Library Space Requirement** | 8,335 + 2,084 =10,419 gsf | 11,829 + 3,549 = 15,378 gsf |

nsf: net square feet gsf: gross square feet