SPACE NEEDS ASSESSMENT FOR COLUMBUS PUBLIC LIBRARY

The Columbus community formed a library association on January 20, 1877, with the donation of 54 books from former Governor and Columbus City resident James Lewis. It was located in two rooms located over the former Griswold building and the current Sharrow Drug Store. at 100 S. Ludington Street. The library moved to the front two corner rooms of City Hall in 1887, at which time the library was a subscription library. In 1910 The Columbus Women's Civic Club solicited the Carnegie Foundation for a $10,000 grant for a library. On October 14, 1910, the city purchased 2 lots at James st and Dickason Blvd. The Women's Club raised additional money to furnish the library. This is the current location of the library.

In 2016 the Library Annex was purchased and is the home to several of the library's community partners including the Columbus Literacy Council. It is also the home of the Friends of the Library Book Store. The second floor is rented to local artists as studio space. It also serves as additional meeting and program space. There are many times when there are a more than one program scheduled at a time. The space is small but it comes in handy.

The Library's Mission and Values:

Mission Statement
The Columbus Public Library promotes a vibrant and welcoming community by connecting people, information, and ideas to enhance the regional quality of life.

Library Values
We strive to be a civic and cultural center at the heart of our community, responsive to ongoing and Immediate needs. We are a safe, non-judgemental, friendly destination for individual pursuits and an active gathering place for all.

We support traditional readers and information-seekers of all kinds. We are the go-to place for free access to resources that support collaboration, knowledge, exploration, and fun.

THE LIBRARY TODAY:

The library over the last several years has become an integral part of the city and surrounding communities. They partner with the schools, churches, local business, senior housing facilities and other city departments. They are involved in community events and support programs and services.

The library has tried over the years to make the most of the limited space. They have remodeled (paint, carpet and furniture) to make the space welcoming. The collections have shifted to make better use of the space. The changes have provided a better space for teens, made the collection more accessible and repositioned computers for more private use. They have added storage to the already small meeting room to make it easier for staff to do programming. But, what they haven't managed to do is get more space.

Areas of the library that are in most need of more space are:
Program/Meeting Spaces, Study Rooms, Collection and Staff areas.

2024 Columbus Public Library Service Data	
WI Public Library Service Data	
Square Footage	6,200
Staff	6.35
Hours per Week	52
Registered Users	3,706
Items Borrowed	57,672
Use of E-Books, E-Audio, and E-Magazines	14,759
Number of Programs	445
Program Attendance	9,670
Wireless Internet Uses	56,048
Uses of Public Internet Computers	3,077

Program Space:

The library has steadily increased programming and training opportunities. Some are both in person and virtual (a byproduct of COVID) but most are in person and well attended. The number of programs and attendees are steadily increasing post COVID. The current program space is small. Program and meeting space have become vital to libraries.

If the Columbus library wants to hold a larger program they have to:
      1) seat people on both floors with a virtual option on one level
      2) hold it outside if weather permits
      3) move it to a different facility (Community Center, 161, Library Annex, school).

1) For the first option, half the audience sees the program in person, the other is on a separate floor. Not great for the presenter or the library's service model.

2) While they do hold several of the large summer library program events outside, there is obviously the weather to consider. Too hot, too cold, rain, or storms will force them to plan for an alternative location. This is time consuming for setup, getting the presenter to move, and notifying attendees of new location. Additionally, being outside, it's harder to control noise and traffic.

3) For the last option, moving a program to another facility means more staff time to move equipment, materials, props, etc. off site. Then, after the program instead of participants staying in the library and checking out materials and socializing with others (children in particular), they just leave the event. None of these are ideal options for successful events or the best use of staff time and resources.

A library today needs a variety of program spaces for various ages and types of programs There are larger program spaces that can be divided into two smaller spaces. There are separate areas that can be Makerspaces and there are Storytime Rooms. These spaces are flexible but it's also advantageous to have dedicated storage and setups to save time and effort for the staff. Most staff is part time and they have many other duties including programming.

Study and Meeting Spaces:

For many years, libraries are providing study rooms and meeting rooms for their patrons and community to use. These study rooms are constantly booked. They are smaller spaces to seat 2, 4, 6 or 8 people. They are used for tutoring, tele-health calls, interviews, test proctoring, group study and other creative uses. Slightly larger spaces are used for book groups, board meetings, staff meetings, training, etc. These spaces can be used by patrons or any member of the community.

Collection:

The collection has to be constantly weeded so they can add new books and audio/visual materials. While the library is part of the South Central Library System's LINKcat catalog (which means they can get materials from any library in the system), it would be desirable for a patron to be able pick items off the shelf. There will always be a need for the interlibrary loan, but it would still be nice to have room for more new materials and not have that be at the expense of still relevant items being deleted.

Currently, the shelving is too tall for ADA accessibility. There is also barely enough room between and among shelving for proper accessibility. There is no room for growth. There's not enough room for lounge seating in and among the various areas. The public has asked for a larger collection. Collection that is easier to browse will be used more.

PROGRAMMING AT THE LIBRARY

Many programs are too large for the meeting room so are held on the first floor (and sometimes on both floors at the same time)

Programming held simultaneously on both floors because the meeting room was not large enough to hold the participants.

Program with The Workshop folks. Program on firsf floor and accompanying hands on program downstairs in meeting room.

Popular Summer Library Program has to be held att the Columbus Elementary School because there's not enough room at the library.

Storytime at Home Again Assisted Living

Storytime with Crafts

The incredibly popular Summer Library Program, Zoozort, was held at the Community Center because there was not enough room at the library

Large crowd for the Lincoln program.

Summer library program held outside of the library.

Staff Work Spaces:

Another significant issue is the lack staff work space. The director shares an office with another staff member. Neither of them can have meetings or phone calls that are private. If the director needs to meet with a patron, staff person, board member, vendor, etc., the other person has to leave their office. The same can be said for the children's librarian who also shares an office. Additionally, the children's office has storage and is a program prep space. There is also no staff workroom. Library staff need a workroom not only for some staff workstations (for both individuals and shared) but they need space to process materials. There should be a space to process new items. This requires, cases, plastic to protect book covers, labels, and all supplies to do that. They also need space to check in and process the Interlibrary loan items. They need room for shelving, carts, extra buckets, storage for supplies and actual workspaces. Currently, all of that happens at the circulation desk. This means it happens while they are helping patrons, checking materials out, answering reference questions, registering new patrons, helping someone at the computer and trying to monitor the space. There is no space for them to just concentrate on their daily duties. There is no place for them to take a break or eat lunch. They have made it work for years but ultimately, a staff that can work efficiently is going to give their patrons the best service possible and they will feel less frustrated and be even more productive.

Amanda & Catherine's Office   Children's & Marketing Office   General Staff Work Room
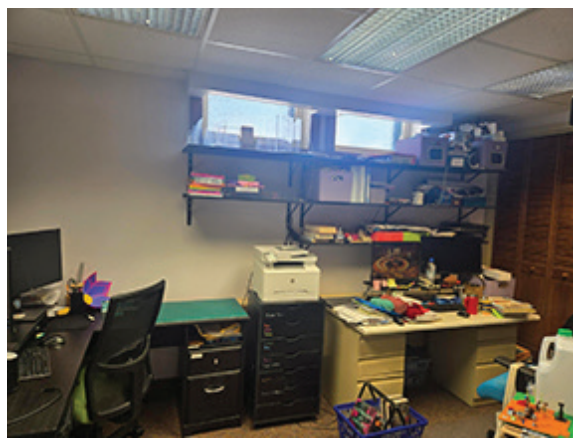
In 2023, the library did their Strategic Plan. They surveyed the city (and surrounding communities) for their opinions, ideas and desires. It has been shared with the city and is online. I will re share just a few things.

Quotes from the library services survey indicate that the library is a welcoming place for making connections with information and each other

- A space to play with small children, so they can learn, but also a place for them to meet other kids.
- Accessibility to information, books, media, ideas. The Staff is incredible knowledgeable and helpful.
- A place where all are welcome

Additionally, respondents provided suggestions for library improvement

- The programs for adults are great..please continue them…both in person and zoom.
- More space for larger and varied programming. More collection space.
- It could be larger, but it gets the job done.

What makes our community unique and special?

- It's a small community with great history and resources for everyone.
- Very inclusive, great place to meet others and do fun programs.
- Supportive neighbors.

When asked to rate the importance of library services, 98 respondents reported that the library is important to them. The top four services rated by respondents are: 1) Borrowing library materials, 2) Library internet and wi-fi, 3) Library programs (for all ages), and, 4) public meeting space.

For the space needs evaluation I looked at population numbers of peer communities and the size of their libraries. I considered the areas that need growth for a more desirable and productive library space for all ages and uses. Several years ago, there was an expansion plan. I looked at that space and examined how that square footage could be utilized into more usable space for today's library functions. I made sure collection would fit, the staff spaces were considered, added much needed study and meeting room options as well as spaces for technology and reader seating and play areas for kids. That original addition was close to what was needed.

The following is the space needs assessment breakdown.

Here is the population breakdown and projected growth to 2040. We use the popultion numbers to help determine library standards based on state standards collected from annual reports on collections, populations, budgets, programming stats, hours open, etc.

Population Estimates WI Dept. of Administration (DOA)					
Year	Columbus, City	Fountain Prairie, Town	Fall River, Village	Elba, Town	Columbus, Town
2023	5,484	936	1,807	1,030	632
2040	6,290	1,070	2,465	920	595

From these same statistics, I pulled the peer libraries across the state with similar municipal populations. It also includes the non-resident population numbers. Those are all registered borrowers from surrounding municipalities. As you can see most of the libraries with a similar municipal population have libraries with at least double our 6,200 quare footage

2023 Municipality	Municipal Pop.	Square Footage.	Addt'l. Co. Pop.	Ext. Co. Pop.
Baldwin	4,374	7,346	3,752	8,126
Berlin	5,527	18,868	1,990	7,517
Chilton	4,102	9,767	17,165	21,267
Clintonville	4,686	14,124	2,419	7,105
Columbus	5,484	6,200	4,044	9,528
Cross Plains	4,146	16,500	2558	6,794
Edgerton	5,995	17,652	4.061	10,056
Elm Grove	6,516	9,150	164	6,680
Evansville	5,821	16,473		
Mayville	5,207	7,200	2,763	7,970
Medford	4,377	13,000	9,984	14,361
Milton	5,674	16,000	6,660	12,334
Minocqua	5,024	14,233	7,519	12,543
North Fond du lac-Spillman	5,346	7,372	1,586	6,931
Farnsworth, Oconto	4,565	11,000	8,334	12,899
Prairie du Chien	5,488	18,974	6,723	12,211
Prairie du Sac	4,435	13,490	3,111	7,546
Random Lake	5,259	11,100	495	5,754
Richland Center	4,972	20,000	10,032	15,004
Union Grove	5,076	7,200	6,659	11,735
Viroqua	4,375	14,000	10,864	15,239
Waterford	5,709	18,239	16,694	22,403
Waterloo	3,646	13,580	901	4,547
Waupaca	6,392	24,000	11,305	17,697
Wis. Dells	6,826	22,636	861	7,687

COLUMBUS PUBLIC LIBRARY SPACE NEEDS 2025

Basic Information:

Design Population: 5,484 with additional Non-Resident Population of: 13,572

Collection Space Required:

The projected collection size will be approximately 41,000 items.

Collection space needs approximately	**4,100 sq. ft**

Seating Spaces:	User Seats	Square Footage

Total Reader seating **not** including computers or meeting room seating:

	User Seats	Square Footage
Adult casual and table seating suggested Based on populations served	38	1,520
Teen casual and table seating suggested Based on populations served	12	480
Children casual and table seating suggested Based on populations served	28	1,120
Total Reader casual and table seating	**78**	**3,120**

Computer and Tecnology Seating	Computer Seats	Square Footage
Adult/ Teen Desktop Workstations plus OPAC station	6	240
Children Desktop Workstations	4	160
Total Computer/Technology Seating	9	360

Total Reading Seating and Technology	**3,520 Sq. Ft.**

Staff Spaces	Square Footage
Director's Office	180
Other Enclosed Offices	260
Circulation Workstations	440
Children's Service Desk	110
General StaffWorkspace	380
Staff Lunch/Break Room	140

Total Staff Square Footage	**1,510 Sq. Ft.**

Meeting and Gathering Spaces:	Square Feet
Meeting Room	975
Conference Room	270
Makerspace	390
Storytime Room	655
Local History Room	180
Adult Study Room #1	100
Adult Study Room #2	90
Adult Study Room #3	90
Child/Family Study Room	130

Total Meeting/Gathering Spaces	2,880 Sq. Ft.

Miscellaneous Spaces:	Square Footage
Friends Book Sale Space	100
Mother's/Sensory Room	90
Copiers	50
Microfiche	40
Entry/Stairs/Vestibule/Elevator	1552
Storage	490
Serving Kitchen for Comm. Rm.	155
Restrooms	480
Mechanical/IT	620

Total Miscellaneous Spaces:	**3,575 Sq. Ft.**
Total Square Footage	**15,585 Sq Ft.**
Structural/Non-Assignable Space + 10%	**1,584 Sq. Ft**
Gross Square Footage	**17,159 Sq. Ft.**
Minus existing	6,200 Sq. Ft.
	10,959 Sq. Ft. addition

Space Comparison;	Existing Space	New
Adult Collection	1,000	2,500
Adult Seating	520	1,460
Teen Collection/Seating	176	385
Children's Collection	576	2,100
Adult Technology	75	170
Children's Computers	60	60
Study Rooms	0	410
Community Room	370	973
Conference Room	0	266
Makerspace	0	390
Storytime Room	0	655
Local History Room	0	176
Rest Rooms	153	480
Staff Space	780	1,510

Coll Code	Shelf Loc	Item Count	Growth	Proj. Count	%out	Total Coll	Shelf ht.	of DF seq	Ft needed	x24
CDAFI	ABC	252	-50%	125	6%	118	72/10	0.5	12	
CDANF	ABC	80	-50%	40		40	72/10	0.2	5	
CDJFI	ABC	5	-50%	5		5	72/10			
CDY	ABC	2	-50%	2		2	72/10			
DAPAFI	ABC	59	-50%	30		30	72/10	0.1	2	
DAPANF	ABC	4	-50%	4		4	72/10			
DAPJ	ABC	9	-50%	9		9	72/10			
DAPY	ABC	2	-50%	2		2	72/10			
BKAFI	AD	2144	100%	4288	10%	3860	72/10	14.5	360	
BKAFICN	AD	411	25%	510	3%	357	72/10	1.5	36	
BKAFIFA	AD	143	300%	429	2%	420	72/10	1.5	36	
BKAFIGN	AD	7	100%	14		14	72/10	0.1	2	
BKAFIMY	AD	789	100%	1578	10%	1420	72/10	5.5	132	
BKAFIRO	AD	843	100%	1682	12%	1480	72/10	5.5	132	
BKAFISF	AD	68	300%	210		210	72/10	1	24	
BKASU	AD	753	100%	1506	19%	1220	72/10	4.5	108	
BKAFISP	AD	13	500%	65		65	72/10	0.25	12	
BKAFIWL	AD	2				2	72/10			
BKANF	AD	3955	100%	7908	5%	7513	72/10	28	840	
BKANFGN	AD	51	100%	100		100	72/10	0.5	12	
BKANFSP	AD	8					72/10			
BKANFWL	AD	17					72/10			
CDAFI	AD	215	0%	215	8%	198	72/10	0.75	18	
CDAMS	ADMusic	906	0%	906	2%	888	72/10	2	48	
CDANF	AD	45	0%	45		45	72/10	0.25	6	
DBRAFE	AD	182	0%	182	2%	178	72/10	0.4	12	
DBRANF	AD	4	0%	4		4	72/10			
DBRATV	AD	13	0%	13		13	72/10			
DVDAFE	AD	1432	0%	1432	5%	1350	72/10	3	72	
DVDANF	AD	160	0%	160		160	72/10	0.4	12	
DVDATV	AD	404	0%	404	7%	376	72/10	1	24	
EQ	AD. Keyboards	33		33		33		2	48	
KTA	AD. Looms	4		4						
LPFI	AD	295	300%	885	6%	844	72/10	3	72	
LPFIMY	AD	7	500%	35		35	72/10	0.2	6	
LPNF	AD	20	300%	60		60	72/10	0.3	7	
MAA	AD. 20 titles	449					72/8	1	24	
SOA	AD	123	0%	123	7%	115	72/10	0.5	12	
SOJ	AD	10	0%	10		10	60/8			
VGA	AD	24	0%	24		24	60/8			
VGJ	AD	5	0%	5		5	60/8			
BKANF	ADRF	30	0%	30		30	72/10			
BKANF	ARC	43				43	72/10	0.2	6	
BKANFLM	ARC	220				220	72/10	1.5	36	
DVDANF	ARC	5				5	72/10			
BKANF	ASK	32				32	72/10	0.2	6	
BKANFED	ASK	2				2	72/10			
BKJNF	ASK	2				2	72/10			
CDJMS	ASK	2				2	72/10			
EQ	ASK	22				22				
KTA	ASK	9				9				
KTJ	ASK	68				68				
BCDJ	CH	17	0%	17		17	60/8			
BKJBG	CH	44	0%	44		44	60/8	0.3	7	

Coll Code	Shelf Loc	Item Count	Growth	Proj. Count	%out	Total Coll	shelf ht.	# of DF seg	Ft needed	x24
BKJFI + PA	CH	2638	100%	5276	12%	4643	60/8	21	504	
BKJFICH	CH	1					60/8			
BKJFIGN	CH	687	50%	1031	15%	876	60/8	4	96	
BKJFISP	CH	4	500%	20		20	60/8			
BKJNF	CH	3556	50%	5334	8%	4097	60/8	19	570	
BKJNFGN	CH	109	50%	150		150	60/8	1	24	
BKJNFSP	CH	5	500%	25		25	60/8			
BKJNFWL	CH	3	500%	15		15	60/8			
CDJFI	CH	90	0%	90		90	60/8	0.5	12	
CDJMS	CH	41	0%	41		41	60/8	0.2	6	
CDJNF	CH	1	0%	1		1	60/8			
DAPJ	CH	9	0%	9		9	60/8			
DBRJ	CH	50	0%	50		50	60/8			
DVDJFE	CH	802	0%	802	5%	762	60/8	2.5	60	
DVDJHL	CH	1	0%	1			60/8			
DVDJNF	CH	4	0%	4			60/8			
ERJFI	CH	1134	100%	1168	12%	1028	60/8	3	72	
ERJNF	CH	266	100%	532	18%	436	60/8	1	24	
KTJ	CH	2				2	60/8			
MAJ	CH 1 title	83				83	60/8			
PBJFI	CH	3520	25%	4400	12%	3872	48/6	13	312	
PBJFIBB	CH	350	25%	440	24%	335	48/6	1	24	
PBJFIWL	CH	22				22	60/8			
SOA	DE	44	0%	44		44	60/8	0.5		
SOJ	DE	11	0%	11		11	60/8			
LPFI	GEN. Rotating	181	0%			181	72/10	1	24	
BKANF	LHR	5				5	72/10			
BKANF	OF	42				42	72/10			
BKANF	ST Storage	12				12	72/10			
BKANFLM	ST Microfilm	93				93	72/10			
CDY	TE	11				11	72/10			
MAY	TE	11				11	72/10	1	24	
BKYFI	YA	837	200%	1674	10%	1507	72/10	6	144	All Teen
BKYFIFA	YA	30	200%	60		60	72/10			
BKYFIGN	YA	371	50%	557	7%	518	72/10	2	48	
BKYFIGNMG	YA	1					72/10			
BKYFIMY	YA	8	300%	25		25	72/10			
BKYFISF	YA	25	200%	50		50	72/10			
BKYNF	YA	152	200%	304		304	72/10	1	24	
BKYNFGN	YA	5	500%	25		25	72/10			
PAYFI	YA	17	200%	34		34	72/10			
TOTALS					Items:	41092		Sq. Ft. needed	4109	

As you can see, there is a desire for significant growth for some collections: adult fiction, mysteries, large print, early readers, picture books, juvenile fiction, teen collections, graphic novels and spanish collections for all ages.

There have been areas in the audiovisual collection like books on CD and music CDs which are being reduced due to less use and need for shelf space. Several of the AV collecctions like DVDs will maintain or be reduced over time.

COLUMBUS Public Library

This is modifaation of the proposed addition from a few years ago to make the spaces reflect the services and needs for a library now and into the future.

It does not reflect a FINAL plan for a library. It is just how the spaces could work together and to confirm collections will fit into a larger space.

UPPER LEVEL PLAN
2 — 1/8" = 1'-0"

MAIN ENTRY

- Makerspace 399 SF
- (Study) 90 SF
- Reading Area 190 SF
- COPIER
- TEEN 390 SF
- DVD/CD
- New Books
- PRINTERS
- Computers 155 SF
- OPAC
- Adult Fiction/AV 1500 SF
- MEETING 266 SF
- (Study) 100 SF
- (Study) 8 SF
- Restroom 67 SF
- Restroom 67 SF
- HVAC Chase
- Workroom & Inter LL 378 SF
- Adult Serv. PR/Marketing 150 SF
- CIRCULATION 440 SF
- HOLDS
- Large Print 72" H
- Adult Non-Fiction 775 SF 72" H
- Stor. 45 SF
- Elev.
- Rotating
- Adult Reading/Study 775 SF
- Magazines & Newspapers
- Local Materials
- Local History
- 176 SF
- Spanish/World Languages
- Microfiche 39 SF
- OPAC
- Clo. 39 SF
- Director 176 SF

TRUE NORTH / PROJECT NORTH

LOWER LEVEL PLAN
1 — 1/8" = 1'-0"

- Early Readers 60" H
- Picture Books
- Graphic Novels
- DVD/CD
- Children's Area 2002 SF
- Juv. Fiction 60" H
- Juv. Non-Fiction
- Mother's Room/Sensory Room
- Lib. Office 110 SF
- COPIER
- Picture Books
- Board Books
- PLAY AREA
- Storytime Room 655 SF
- Storage 104 SF
- Study Rm 129 SF
- Telecom 61 SF
- Janitor/Storage 100 SF
- Friend's Storage 100 SF
- Mechanical 351 SF
- EXIT
- Staff 46 SF
- Staff Break 87 SF
- Serving 130 SF
- Community Room 973 SF
- Family 47 SF
- Men 102 SF
- Women 151 SF
- Mech. 108 SF
- Stor. 23 SF
- Stor. 38 SF
- AV Stor
- Elev.
- Table/Chair Stor. 162 SF