

Forest Lodge Library: Needs Projection 2019 - 2039

Prepared by Sherry Machones, Northern Waters Library Service

This projection is intended to help the Forest Lodge Library staff and board prepare and plan for the future of the library, preparing the library to meet the future needs of the Cable and Namakagon communities.

Resources consulted to make this projection:

Public Library Space Needs: A Planning Outline, 2009; Anders Dahlgren,

Wisconsin Public Library Standards; Wisconsin Department of Public Instruction Division for Libraries and Technology, 2018.

Wisconsin's Future Population: Projections for the State, Its Counties and Municipalities, 2010-2040; Department of Administration, December 2013.

Beginning Premises

- A library generally projects space needs 20 years into the future because the investment to build or remodel a library space is significant. For the long range projection, we attempted to estimate through 2039.
- The design population is the estimated number of people to be served by the library. This design population usually accounts for individuals who live outside the municipal boundaries yet use the facility as their primary public library. It is important to include this population when planning for the library both because Wisconsin library system membership requires members to provide service to all residents in the system area and, since 2001, counties have been reimbursing local libraries for nonresident library usage. The design population does not include summer residents nor does it include tourism populations.
- Space need determination is based on a Tier 2, or Moderate, level of service dictated by the 2018 Wisconsin Public Library Standards. These standards reflect the current state of need in libraries. For future projections, you will want to strive to offer levels well above this standard.

History

The original log cabin library has existed in the same building and on the same site since 1925, with its current 1,008 square feet. The library board of the Forest Lodge Library has worked over the years to

squeeze every possible service into every square inch of the library, but nothing more can be squeezed into the available space. Additionally, the Cable and Namakagon communities continues to grow, with more services required for a growing and information savvy population.

An expansion would provide:

- Improved safety and accessibility with a main entrance and parking on the north side of the new structure.
- Meeting spaces and study rooms, identified as a community need in the 2017 Cable Tomorrow Visioning study. The new meeting spaces will be available to the community, both during and after library hours.
- Increased technology services.
- More shelving and displays for print and non-print collections.
- Additional patron seating and reading areas.
- More space for quiet study, computer training and library programming.

Determining Design Population

The Department of Administration projects the populations for Cable and Namakagon will continue to slightly decline until 2040. Historical trends, current census numbers and Department of Administration population projections follow:

	Year	Cable/Namakagon
Historic U.S. Decennial Census Date	1970	457/224
	1980	604/286
	1990	817/276
	2000	836/285
Current U.S. Census	2010	825/246
	2018	830/249
Wisconsin Department of Administration Population Projections	2020	825/240
	2025	820/230
	2030	800/220
	2035	770/205
	2040	730/190

The Department of Administration also projects that Bayfield County will see a 9% decrease in population between 2010 and 2040. However, tourism in Bayfield County continues to grow; direct visitor spending dollars increased by over 11 percent from 2017 to 2018.

In order to adequately plan for service to all users of the library, the library should take into account the population the library serves outside of the communities of Cable and Namakagon, as well as summer residents and tourism populations. As a requirement of system membership, the library is required to

serve all residents of the Northern Waters Library Service region. Additionally, the library is reimbursed by Bayfield and surrounding counties for this nonresident usage.

To quantify the impact of nonresident library usage and include these users in the Design Population, the 2018 percentage of use by nonresidents is calculated as follows:

2018

Total Circulation: 15,321

Nonresident Circulation: 4,291

Percentage of nonresident circulation: 28.01

Design Population

The Design Population takes into account both future population growth and the impact of nonresidential borrowing. Those calculations follow:

2040 DOA population estimate for Cable and Namakagon: 920

Percentage of nonresident circulation in 2018: 28.01

Percentage of resident circulation in 2018: 71.99

Design Population for 2039 (projected population/percentage of resident borrowing): **1,278**

Determining Space Needs

The Wisconsin Public Library Standards were used to determine collection space needs, at a moderate or "Tier 2" level of service.

Collection Space Needs (in square feet)

Type	Current	Library Standards	Formula
Print Items	9,593	11,502	Total Print/10
Periodicals	42	24	Titles X 1 (display)
Audiovisual	2,352	2,765	Total AV/10
Computers	5	5	Stations X 50 sq. ft.

Projected print collection size for 2039: $11,502 / 10 = 1,151$ sq. ft.

Projected AV collection size for 2039: $2,765 / 10 = 277$ sq. ft.

Projected periodical collection for 2039: $24 \times 1 = 24$ sq. ft.

Projected number of computer stations: $5 \times 50 = 250$ sq. ft.

Total collection space needs for 2039: 1,702 sq. ft.

Reader Seating

Formula: Ten seats per 1,000 population times 30 sq. ft.

$$10 \times 1.278 = 12.78 \times 30 \text{ sq. ft.} = \mathbf{384 \text{ sq. ft}}$$

Staff Work Space

Formula: Number of work stations (not employees) times 150 sq. ft.

Work stations include areas for specific library tasks such as circulation desks, cataloging/processing area, delivery sorting area, administration.

$$\text{Projected work stations 2039} = 9 \times 150 \text{ sq. ft.} = \mathbf{1,350 \text{ sq. ft.}}$$

Meeting Room & Program Space

Formula: Maximum audience size times 10 sq. ft. plus 50 sq. ft. for presenter

$$\text{Projected maximum audience size of 153 persons} \times 10 \text{ sq. ft.} = 1,530 + 50 = \mathbf{1,580 \text{ sq. ft.}}$$

Special Use Space

Formula: Total of previous four spaces multiplied by 17%.

Special use space is included to accommodate other space needs for services such as photocopier, small group study room, staff break room, computer server room and public coffee area.

$$4,216 \times 17\% = \mathbf{717 \text{ sq. ft.}}$$

Nonassignable Space

Formula: Amount equal to 25% of the gross square footage.

Nonassignable space includes building facilities not directly related to library programs such as a furnace room, janitors closet, storage rooms, vestibules, corridors, stairwells, elevators and restrooms.

$$4,933 \times 25\% = \mathbf{1,234 \text{ sq. ft.}}$$

Summary

Projected building requirements: (all values in square feet)

Collection space	1,702
Reader seating	384
Staff work space	1,350
Meeting & program space	1,580
Special use space	717
Nonassignable space	1,234

Determining Staffing Needs

Serving a larger community and library will also require examining staffing needs for the library and community of the future. **Based on the Wisconsin Public Library Standards, a moderate or “Tier 2” level of service for serving a population of 1,278 is 1.28 FTEs.**

Formula: 1.0 FTE per 1,000 population (1.0 X 1.278 = 1.28 FTE)

Flexibility Key to Future Design

What will library services look like in 2039? It is difficult to predict but based on strong and growing library usage, it seems reasonable to expect the library will continue to fulfill a need in the community, regardless of the delivery format (scrolls, paper, digital, etc.). Libraries have evolved many times through changing formats and will continue to do so.

It is important to consider creating spaces that are flexible and adaptable to needs in the future. Some examples of innovative, flexible design in libraries include:

- Flexible furniture allowing library staff and the public to reconfigure furniture to work in groups or individually.
- A large multipurpose room that can be used for story times, large group programs, public events, meetings and more.
- Abundant wiring and electrical outlets allowing library users to plug in wherever they are most comfortable.
- Co-working space where people working outside of traditional office spaces can find a place to meet, plug-in and work alone or in groups.

The Forest Lodge Library has much to be proud of and demonstrates great vitality in current library offerings and moving forward. The leadership of the Director and Library Board will assure a bright future for the library.