



MEETING MINUTES

ISSUE DATE 8 November 2021

MEETING INFORMATION

MEETING DATE 27 August 2021 MEETING TIME 12:00-2:00PM

MEETING NAME Sun Prairie Public Library Staff In-Service MEETING LOCATION Zoom

PROJECT NAME Sun Prairie Public Library (SPPL) Conceptual Design

FEH PROJECT NUMBER 2021411

MINUTES PREPARED BY Christy Monk

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
<input checked="" type="checkbox"/> Christy Monk	FEH DESIGN	563.583.4900	christym@fehdesign.com
<input checked="" type="checkbox"/> Aaron Davis	FEH DESIGN	262.968.2055	aarond@fehdesign.com
<input checked="" type="checkbox"/> Anders Dahlgren	Library Planning Associates (LPA)	309.846.2836	libraryplanningassoc@gmail.com
<input checked="" type="checkbox"/> Svetha Hetzler	SPPL Director	608.825.0900	shetzler@cityofsunprairie.com
<input checked="" type="checkbox"/> Zoom Attendees			

DISTRIBUTION Attendees, Project Design Team

PURPOSE Sun Prairie Public Library Conceptual Design Staff Presentation

DISCUSSION

1. Review Goals for Success

- a. Goals for success were reviewed.

2. Overview of Previous and Preliminary Programming Findings

- a. Service Summary and Space Needs Estimate
 - i. The library planning process in 2018, 2019, 2020 was reviewed in addition to the current process. The previous design concepts considered were reviewed.
 - ii. The current space needs include a staff workstation at the drive-up window, a refreshment area, a makerspace, and enlarged meeting spaces.

3. Review Drive Up Window Option

- a. Some like the idea of calling ahead to pick up items at a window
- b. If holds were near the drive-up window, people would not need to call ahead
- c. If the drive-up window were closer to circulation staff, more could be offered out the window
- d. It was questioned whether there would be dedicated staff for a permanent person at the window
- e. It would be preferred to have a drive-up window and book return with a covering / overhang for weather
- f. An intercom or phone to allow staff the time to retrieve items would be nice.

4. Outdoor Programming Space

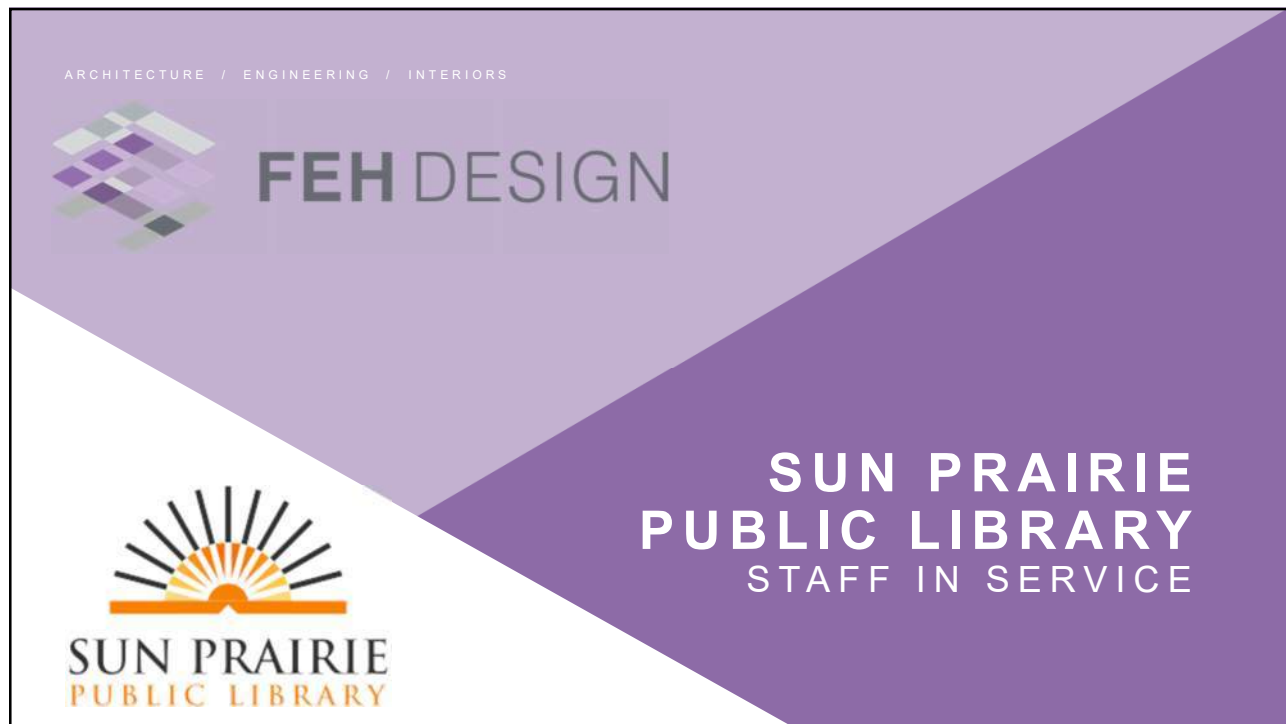
- a. An overhead door to connect to the exterior programming space would be nice
- b. It would be preferred to have an outdoor connection to both children's and adult meeting rooms.
- c. People could bring their own chairs
- d. A more formal exterior option in addition to a grassy option
- e. Shade would be nice
- f. If meeting rooms are close, could share outdoor space



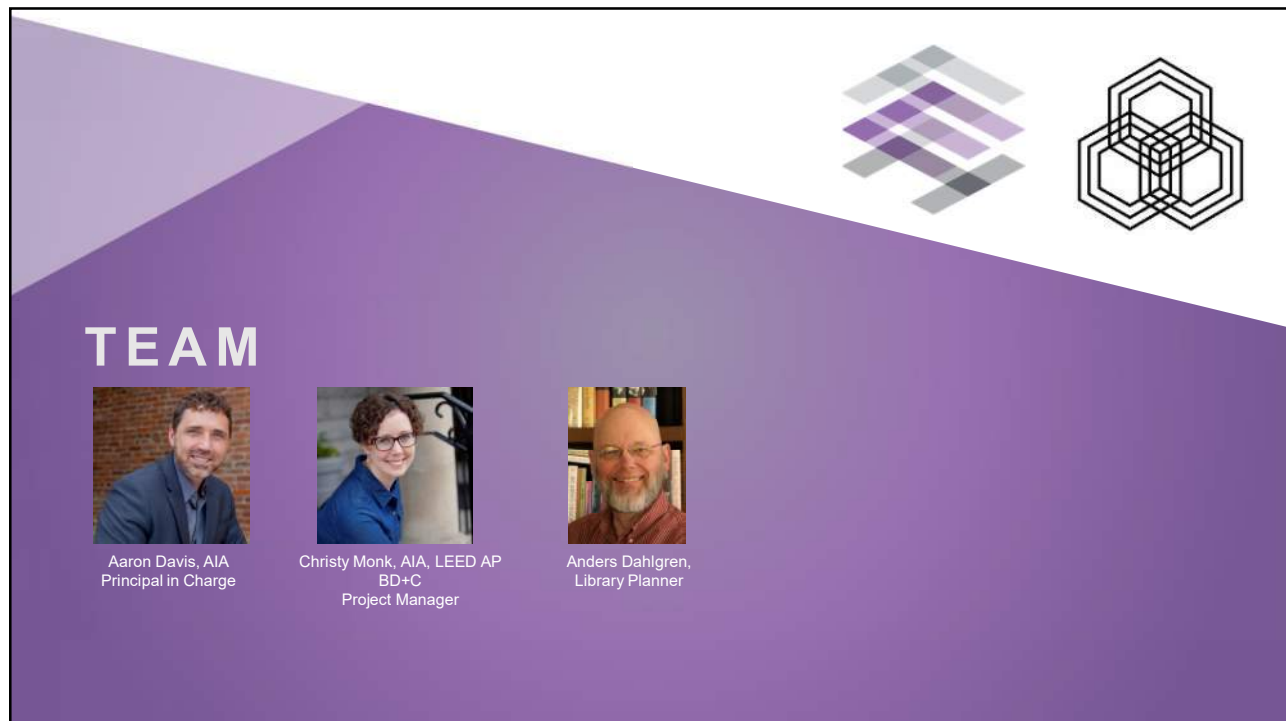
- g. If staff were hosting outdoor events while the library was open, there was no strong concern that materials would be escaping the library.
- 5. Makerspace / Media Center**
 - a. Cooking, crafting, art, Legos would be nice class options
 - b. A kitchen on wheels would be nice
 - c. The makerspace as transformative space for different projects; items function on wheels, put everything away to transform room
 - d. Two sinks are preferred
 - e. Locked storage for STEM equipment (microscopes, etc.)
 - f. It was questioned whether it would be a large or small demonstration space – it should fit 10-20 people
 - g. Movable furniture all on wheels is a priority
- 6. Partnerships / 24 Hour Lobby**
 - a. If a café were to be offered, it could be open before and after library hours
 - b. A community room open for outside groups, with a separate lobby
 - c. A 24 hour lobby should be verified with the City
 - d. This could be an extended-hour lobby but not 24-hour for safety / security
 - e. The lobby could have a 24-hour book dispenser, with a direct to exterior option
 - f. A 24 hour lobby would potentially have access to bathrooms. There is concern about drug use in the bathrooms and this could be a security issue, even during library open hours
- 7. Meeting Room Spaces**
 - a. A board room with capacity of 20-25 would be better than for 14.
 - b. Divisible meeting spaces in 1/3 and 2/3 configuration would be nice
 - c. A larger community room would be ideal / better
 - d. A pop-up meeting space would be nice within the library, where shelving could be moved to the side to allow for certain programming events
 - e. A meeting room should be wired for music events
 - f. A meeting room should have sound for theater events
 - g. A hearing loop and hybrid meeting spaces is needed
 - h. More shelving for programming storage

This is the author's understanding of the items discussed. Please notify us of any discrepancies within 7 days so revised minutes can be issued.

ATTACHMENTS Presentation



1



2

01/ GOALS FOR SUCCESS

- Ensure that we serve the community needs for a minimum of the next 10 years
- Grow with Sun Prairie socio- economic needs
- Improve infrastructure for comfort, aesthetics, safety, and security
- Core Values tied to physical space to reflect culture
- Provide adequate space to support collections and programs
 - Consideration for flexible space and outdoor spaces including a Maker Space
 - Space for Foundation Executive Director and Storage
- Remove barriers to serve all members of our community
- Provide more flexible access
 - Consideration for a drive-up window to serve patrons
- Be an example by being good stewards - financially, environmentally and culturally sustainable
- Library as an essential destination
- Promote and foster life-long learning and creativity
- Create an environment that continues to be comfortable....maintain current integrity of our "GEM" inside and outside
- Exposure to Art – local and national
- Facilitate communication using technology
- Provide academic collection access for the community

3

02/ 2018 CONCEPT

ESSENTIAL PLANNING PARAMETERS



Service population (est) = 58,250 (year 2040)

Resource inventory including

- 250,000 items in the collection
- 72 technology stations for public use
- 170 reader seats
- 44 staff work stations
- 200 seat capacity in multi-purpose room 1
- 120 capacity in multi-purpose room 2
- 14 capacity in a conference room
- 65 capacity in children's multi-purpose room

Dedicated allowances for Sun Prairie Media Center,
Friends bookstore + sorting, children's discovery zone,
24/7 delivery lockers or dispenser device

Recommended space need = 89,100 square feet

4

02/2018 CONCEPT

ADVISORY TASK FORCE AND
LIBRARY STEERING
COMMITTEE RECOMMENDATION



5

03/2019 CONCEPT (BRANCHING)

ESSENTIAL PLANNING PARAMETERS



What happens if the library adds 1 or 2 branches?

Resource inventory including

- 175,000 items (75,000 at branches)
- 50 tech stations (22 at branches)
- 120 reader seats (50 at branches)
- 54 staff work stations*
- 200 seat capacity in multi-purpose room 1
- 120 capacity in multi-purpose room 2
- 14 capacity in a conference room
- 65 capacity in children's multi-purpose room

Dedicated allowances for Sun Prairie Media Center,
Friends bookstore + sorting, children's discovery zone,
24/7 delivery lockers, *and a garage*

Recommended space need = 74,200 square feet

6

04/2020 CONCEPT

ESSENTIAL PLANNING PARAMETERS



What happens if we place greater focus on county standards?

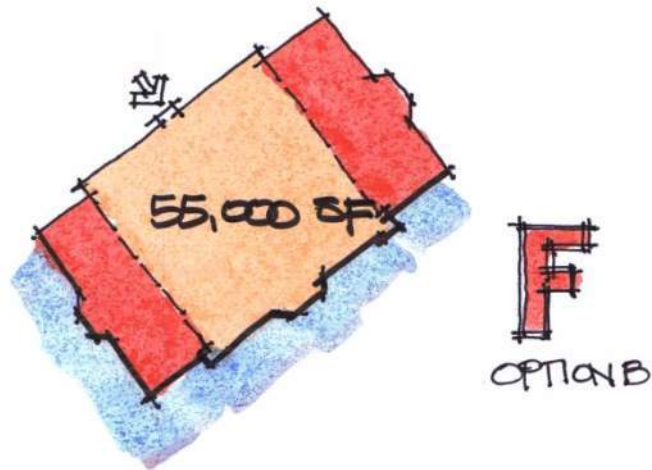
Resource inventory including
 146,000 items (50,000 at branches)
 42 tech stations (22 at branches)
 120 reader seats (50 at branches)
 42 staff work stations*
 120 seat capacity in multi-purpose room 1
 14 capacity in a conference room
 65 capacity in children's multi-purpose room
 Dedicated allowances for Sun Prairie Media Center,
 Friends bookstore + sorting, children's discovery zone,
 24/7 delivery lockers

Recommended space need = 55,500 square feet

7

04/2020 CONCEPT

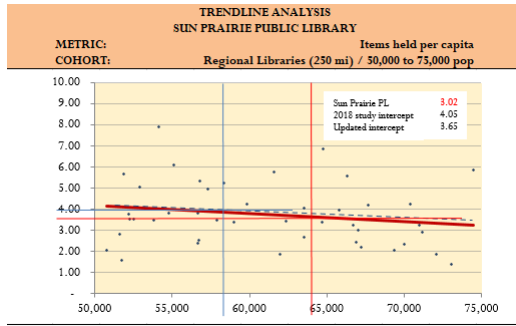
FEBRUARY 2020 LIBRARY BOARD RECOMMENDATION



8

05/2021 CONCEPT

UPDATING PLANNING PARAMETERS



Service population (est) = 64,000 (year 2040)

Update peer benchmarks

Update county + state standards

Update national service trends

"Planning is a series of approximations to a moving target"
....Douglas Zweizig

9

05/2021 CONCEPT

CURRENT STUDY



10

06/2021 FINDINGS

CONDITION ASSESSMENT UPDATE

- HVAC Equipment is at its end-of-life
- Light fixture levels are inadequate with low energy efficiency
- Power distribution equipment is at its end-of-life
- Roof membrane is at its end-of-life
- Repair to locations with water intrusion
- Parking lot repair and lighting upgrades are needed
- ADA upgrades to door clearances, signage, path of travel
- Sealant at windows and doors is at its end-of-life

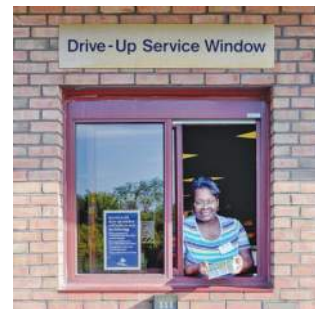


11



12

DRIVE UP SERVICES



13



OUTDOOR SPACE VISION AND FUNCTION



14



15

PARTNERSHIPS & OTHER SERVICES

- Partnerships
 - Daycares
 - Healthcare
 - Food Service
 - Non-Profits
 - Community Organizations
 - Workshop/Training for Companies

- Other Services
- 24-hour Lobby

16



17

08 / NEXT STEPS

PROCESS UPDATE

- Adjust service parameters, reflect the landscape as we know it today
- Revise estimate of space needs
- Create planning model to allocate space into departments
- Define preferred strategies for shelving the collection
- Review sustainability initiatives
- Conduct SPARK Session workshop to explore three design options
- Conceptual design drawings and renderings

18

08 / TIMELINE

SCHEDULE

- SPARK Session workshop to explore three selected options with an overall building size of approximately 55,000sf
- Scheduled for October 27 from 9:00 am to 7:00 pm
- SPARK will illustrate building configuration and spaces in more detail, including shelving layouts
- Conceptual design, renderings, and recommendation to be presented in December 2021



19



20



21