



MEETING MINUTES

ISSUE DATE 8 November 2021

MEETING INFORMATION

MEETING DATE 21 October 2021 MEETING TIME 6:30-7:30PM

MEETING NAME Sun Prairie Sustainability Committee Meeting 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"/> Svetha Hetzler	SPPL Director	608.825.0900	shetzler@cityofsunprairie.com
<input checked="" type="checkbox"/> Scott Semroc	Sustainability Coordinator	608.825.0707	ssemroc@cityofsunprairie.com
<input checked="" type="checkbox"/> Zoom Attendees			

DISTRIBUTION Attendees, Project Design Team

PURPOSE Sun Prairie Public Library Conceptual Design Focus Group

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. Sustainability Committee Discussion

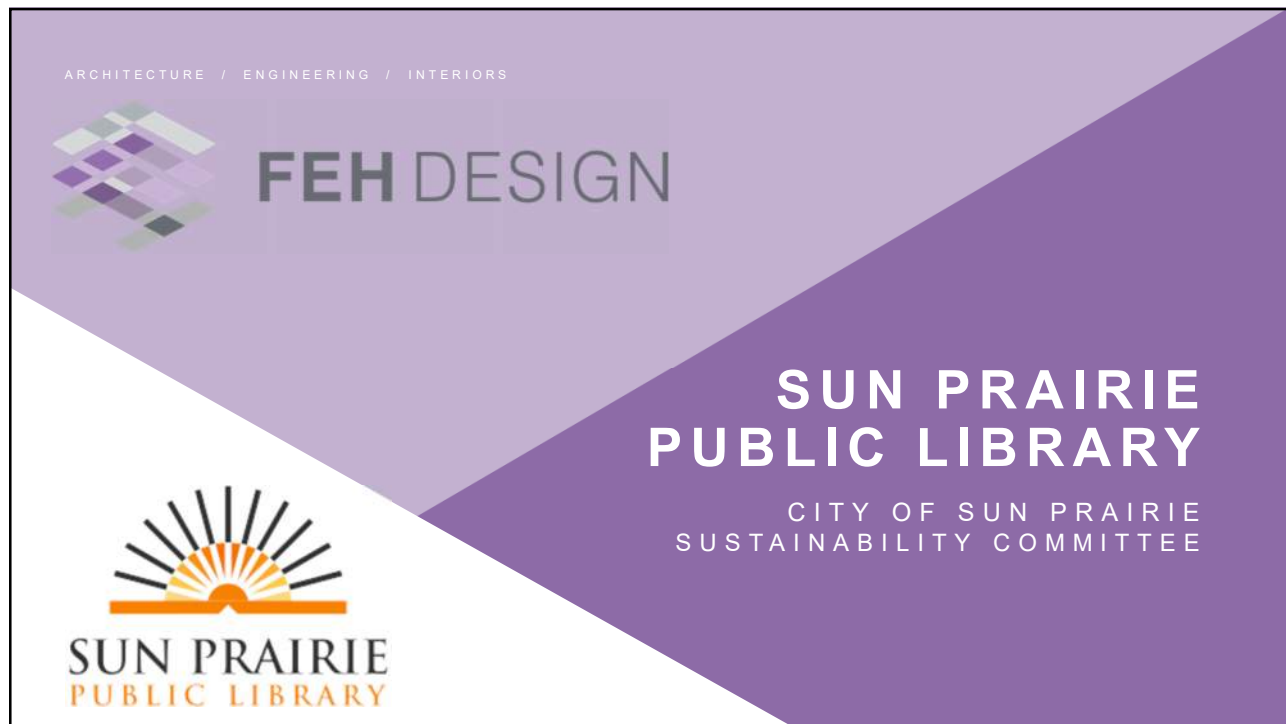
- a. A question was raised about end-of-life building elements and whether this was anticipated or actual need. In this instance, the building elements are at their anticipated end and are beginning to fail, particularly the roof and the HVAC system.
- b. A question was raised about a white roof versus a black membrane roof, and which would be better in this climate. A building model will be used to determine energy efficiency options, which could also evaluate the roof.
- c. It was suggested that a public dashboard be featured to highlight the library's sustainability features.
- d. The group stressed the importance of sustainability as an educational tool. Using visible sustainability elements and tying those to education and programming was suggested.
- e. The issue of diversity of library patrons was raised and that individuals of other ethnicities may not feel welcome at the library. Diversity of staff is something that is ongoing. It was noted that a Diversity, Equity, & Inclusion Committee has been established to advise the Library Board regarding these issues.
- f. A question about the Dane County Library Standards was raised. Among other measures, DCLS standards set minimum municipal funding for the library and minimum physical collection size. The SPPL currently meets and exceeds these standards.



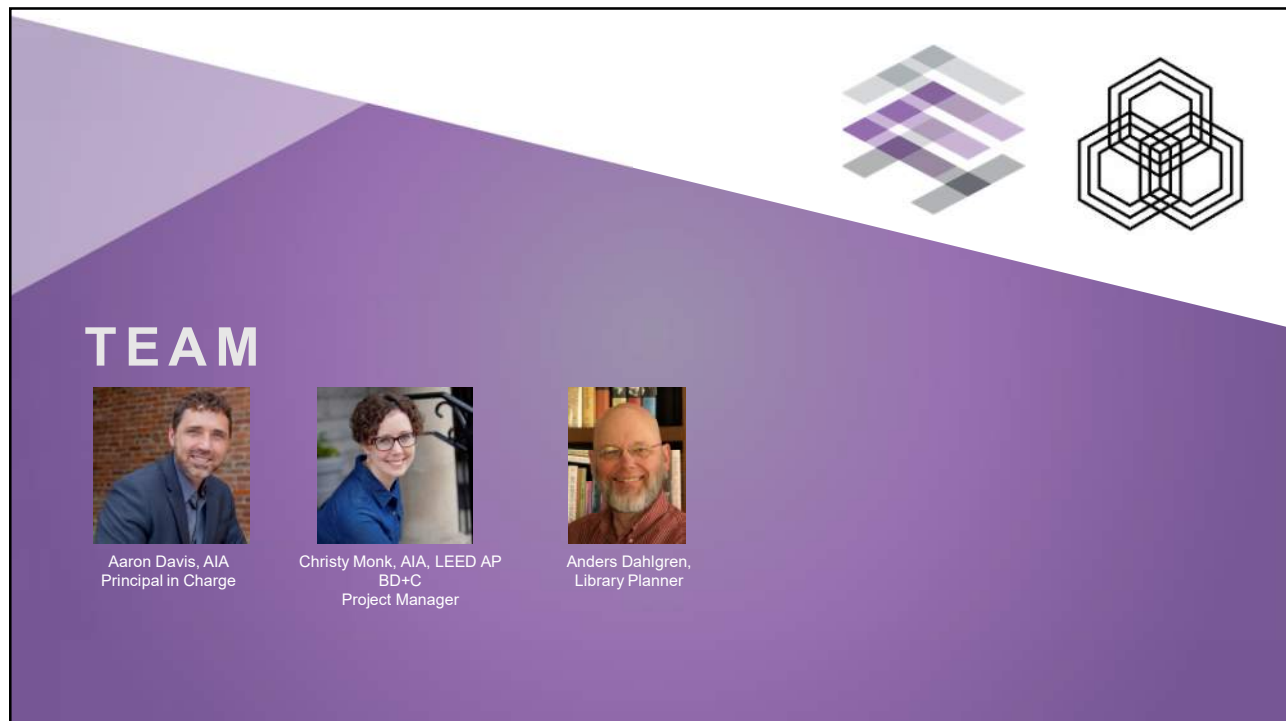
- g. It was noted that the media center and library connection was not readily apparent.
- h. The idea of meeting spaces for individuals was liked – the availability of spaces and ability to reserve spaces.
- i. The group likes the lounge furniture and the 'feel' of the current library.
- j. The group likes the idea of outdoor spaces as part of the library.
- k. It was questioned whether the library could be connected to the community garden.
- l. The group likes the following items at the current library:
 - i. Availability of public areas to meet privately
 - ii. Printing privileges
- m. When trying to find books, it was suggested that the library provide lists of essential reading on certain topics. It would be nice to incorporate more merchandising into the displays, related to topics.
- n. The group suggested the feel of a retail space that is informative and more accessible.

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 the next 20 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 to maintain and enhance the 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 broad 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

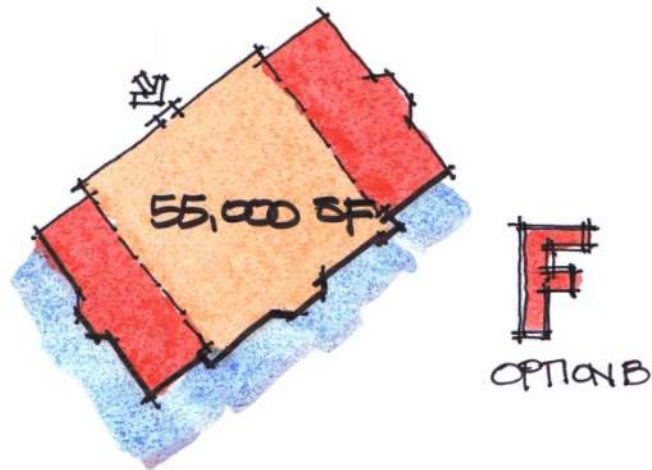
Dedicated allowances for Sun Prairie Media Center, Friends bookstore + sorting, children's discovery zone, 24/7 delivery lockers

Recommended space need = 55,500 square feet

7

04/2020 CONCEPT

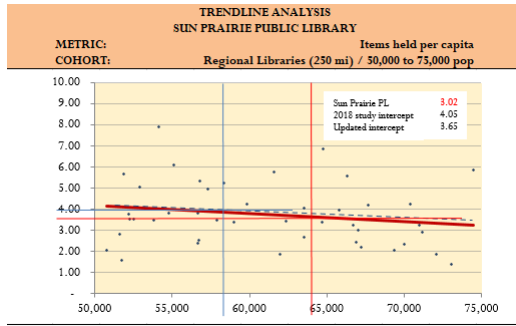
FEBRUARY 2020 LIBRARY BOARD RECOMMENDATION



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

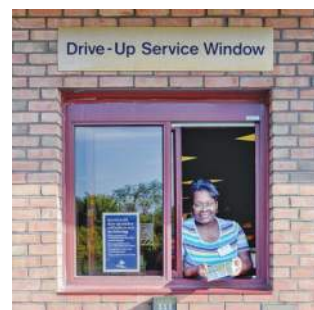
CONDITION ASSESSMENT UPDATE

- 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

DRIVE UP SERVICES



12



13



14



SUSTAINABILITY



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 / 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 5:00 pm
 - Public Presentation via Zoom from 5-7pm
- SPARK will illustrate building configuration and spaces in more detail, including shelving layouts
- Conceptual design, renderings, and recommendation to be presented in December 2021

SPARK SESSION

WEDNESDAY, OCTOBER 27
CONVERSATION: 9:00 AM TO 5:00 PM
IN THE COMMUNITY ROOM AND ON ZOOM
FORMAL PRESENTATION: 5:00 TO 7:00 PM
ONLY ON ZOOM

SHARE YOUR IDEAS!

Join us on Zoom!
 Meeting ID: 834-4360-1895
 Passcode: w5WV7978
 Scan the code to join the zoom meeting



This is an opportunity for the community to give input on the conceptual design of the expansion & renovation of the library building.

Stop by the library or jump on Zoom to converse with the architects and make your voice heard.



SUN PRAIRIE
PUBLIC LIBRARY

FEH DESIGN

18



19



20