



## MEETING MINUTES

ISSUE DATE 8 November 2021

### MEETING INFORMATION

MEETING DATE 07 October 2021 MEETING TIME 5:00-7:00PM

MEETING NAME Sun Prairie Youth + Families Commission 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"/> 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.
  - iii. There was a question about the library project and metrics to illustrate that it has a positive community impact. An individual of the group was interested in the qualitative and quantitative metrics to evaluate library impact.

#### 3. Youth + Families Commission Discussion

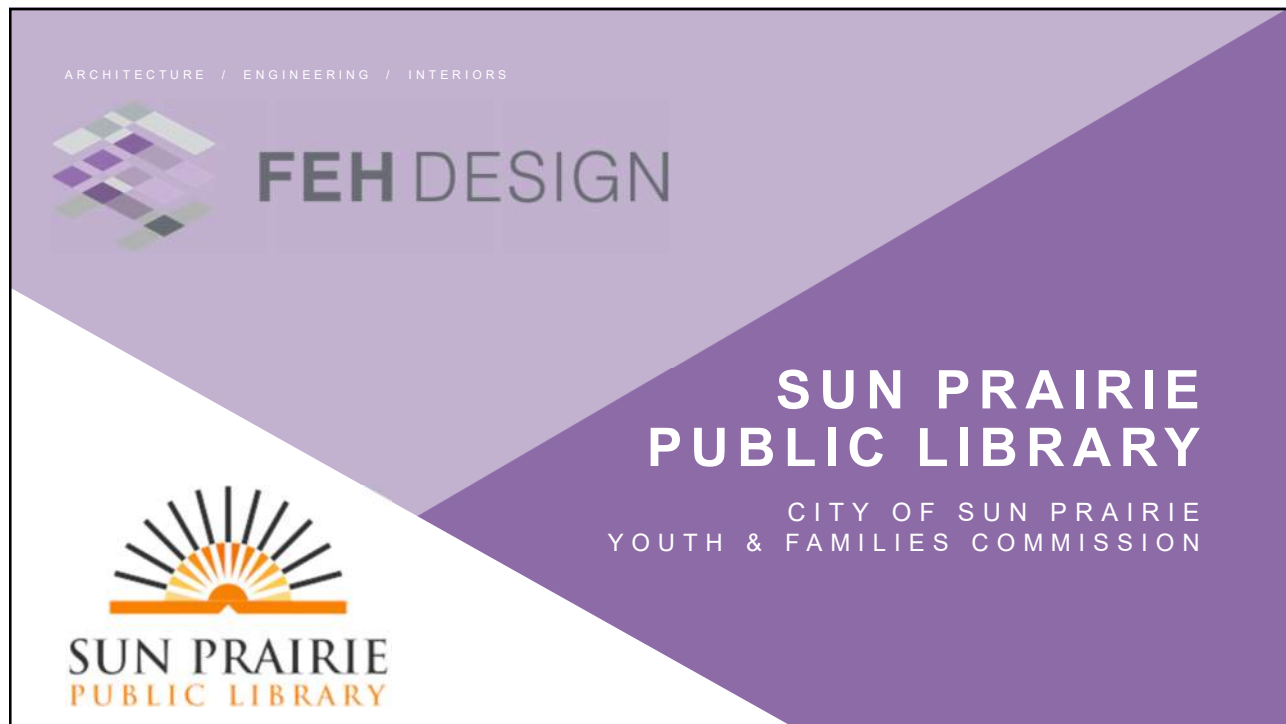
- a. How many of the group visit the library regularly? Why or why not?
  - i. Like the fireplace room and the quiet area.
  - ii. Like electronic apps, ease of online versus in person use.
  - iii. Like pickup window and ability to schedule
  - iv. Like everything: the feel, the fireplace, the youth programming
  - v. The DVD collection, periodicals
  - vi. It is easier and faster for students to use the library at their school
- b. What are the strengths of the library?
  - i. Ability to make printouts
  - ii. Meeting spaces
  - iii. Convenient location next to parks and the schools
- c. What is missing at the library?
  - i. Visible connection to the media center
  - ii. More community engagement



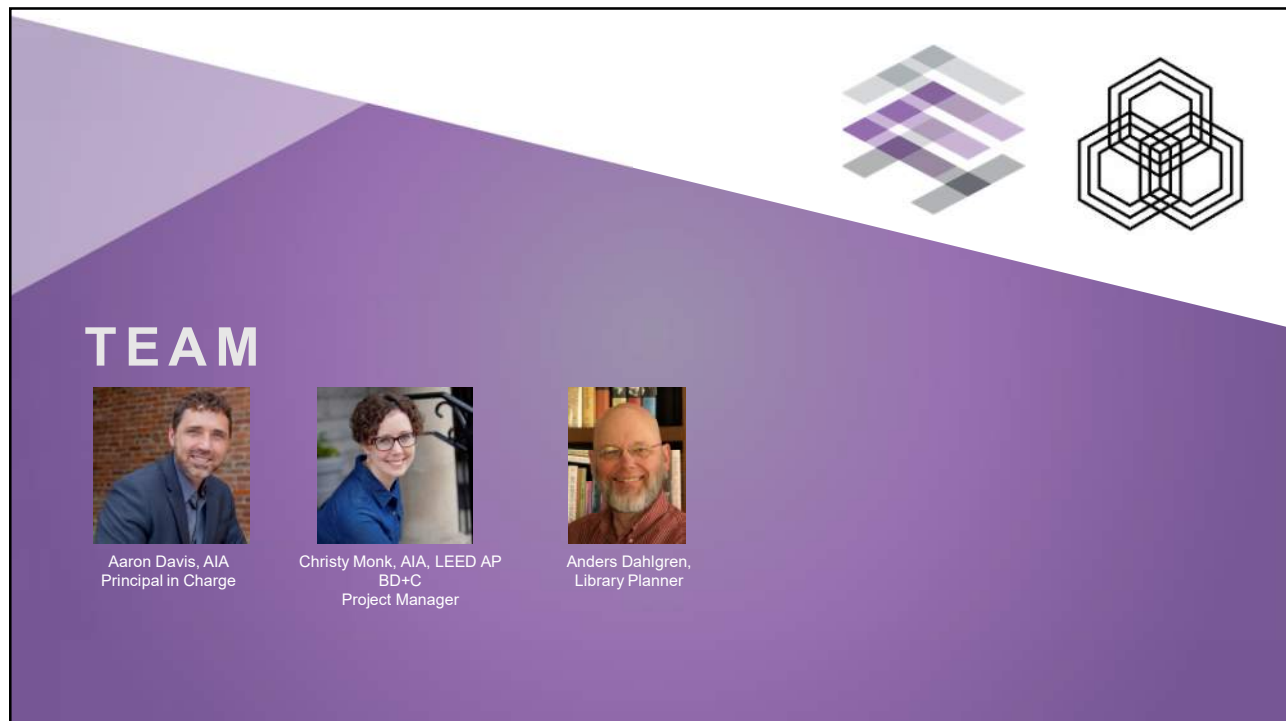
- iii. Brighter colors and brighter lighting
- iv. The building exterior is not super engaging
- v. The library needs to get the word out on projects (Library staff did review the multiple ways they promote their programs). School announcements were suggested or posters at schools.
- vi. The fireplace seating area was liked, but more spaces for groups to sit together and work together would be preferred.
- vii. The library should grow their reputation for teen events.
- viii. It was suggested that the library have a checkout of kits like baking, family activities, musical instruments.
- d. If the library would consider the following- Café, Makerspace, 24/7 Service, Study Rooms, Comfort Rooms, Local History Collection- what do you think?
  - i. The drive-up window is used by the community, even though this is currently a retrofit solution.
  - ii. Some collection items of interest by the group would be a library of things with teen-appealing items.
  - iii. The café space was of particular interest to make the library a destination. A study area off the café was suggested to get more teens and families into the library. The cafe would appeal to school kids. People would stay longer at the library with coffee and snacks available.
  - iv. The library should have more small study rooms. The library is a 'safe' neutral ground for individuals.
- e. Other Needs
  - i. Wider Driveway Entrance
  - ii. More how-to classes related to technology and social media
  - iii. Space for knitting circles and fiber arts groups
  - iv. It was suggested to have a community board at the library with lists of what community members can do and another list of what community members need, to create a community resource service exchange.
- f. Next Steps
  - i. Conceptual design images will be used for fundraising and city funding

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



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# 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

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# 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

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## 02 / 2018 CONCEPT

ADVISORY TASK FORCE AND  
LIBRARY STEERING  
COMMITTEE RECOMMENDATION



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## 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

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# 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

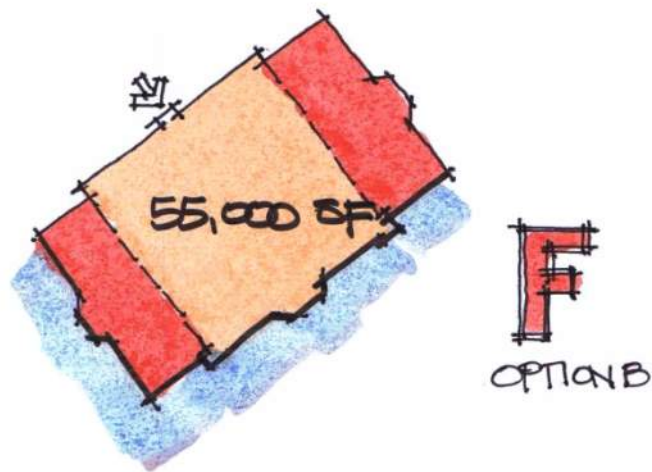
Dedicated allowances for Sun Prairie Media Center, Friends bookstore + sorting, children's discovery zone, 24/7 delivery lockers

Recommended space need = 55,500 square feet

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# 04/2020 CONCEPT

## FEBRUARY 2020 LIBRARY BOARD RECOMMENDATION

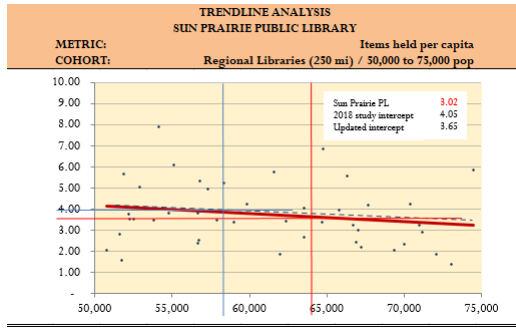


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# 05/2021 CONCEPT

## 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

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# 05/2021 CONCEPT

## CURRENT STUDY



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# 06/2021 FINDINGS

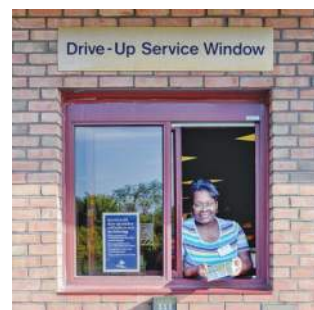
## CONDITION ASSESSMENT UPDATE

- 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



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## DRIVE UP SERVICES



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## PARTNERSHIPS & OTHER SERVICES



- Partnerships
  - Daycares
  - Healthcare
  - Food Service
  - Non-Profits
  - Community Organizations
  - Workshop/Training for Companies
- Other Services
- 24-hour Lobby

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## PROGRAM SPACES

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# 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



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