PLANNING AND DESIGN

BOOKLET

SUN PRAIRIE PUBLIC LIBRARY

SUN PRAIRIE, WISCONSIN

FEH DESIGN

TABLE OF CONTENTS

01 EXECUTIVE SUMMARY
02 GOALS FOR SUCCESS
03 CONCEPTUAL DESIGN
04 SPARK SESSION
- SKETCHES
- COMMENTS

05 SPARK CONCEPT REFINEMENTS
- SKETCHES
- COMMENTS
- BUDGETS

06 NEXT STEPS
07 APPENDIX
- COLLECTION WORKBOOK
- MEETING MINUTES
- FOCUS GROUP MINUTES

01 / EXECUTIVE SUMMARY

In 2021, FEH Design, in collaboration with Library Planning Associates, Inc., was commissioned to further study the expansion the Sun Prairie Public Library. In 2018, FEH Design, together with LPA, had conducted an initial assessment of the existing building and determined that significant investment in the 1998 building would be required in the near future, in addition to the building not being supportive of the collections, programs, technology, and staff work space. In 2020, FEH Design re-evaluated the library space needs for the next twenty years and the Library Board approved a recommendation to expand the current library to 55,000 square feet to meet the needs and goals identified in the previous analysis. With updated census data, post-pandemic service changes, and an upcoming fundraising effort for the expansion, the Sun Prairie Public Library decided to refine previous design scenarios for a more comprehensive conceptual design.

INFORMATION

Information was gathered from multiple sources relating to collections and current inventory of library resources. Focus group discussions were conducted with Sun Prairie Public Library staff, the Sun Prairie Youth and Family Commission, the City of Sun Prairie Sustainability Task Force, and the Diversity, Equity, and Inclusion Advisory Committee to the Sun Prairie Public Library Board. These meetings helped shape and adjust the features and scope of the design.

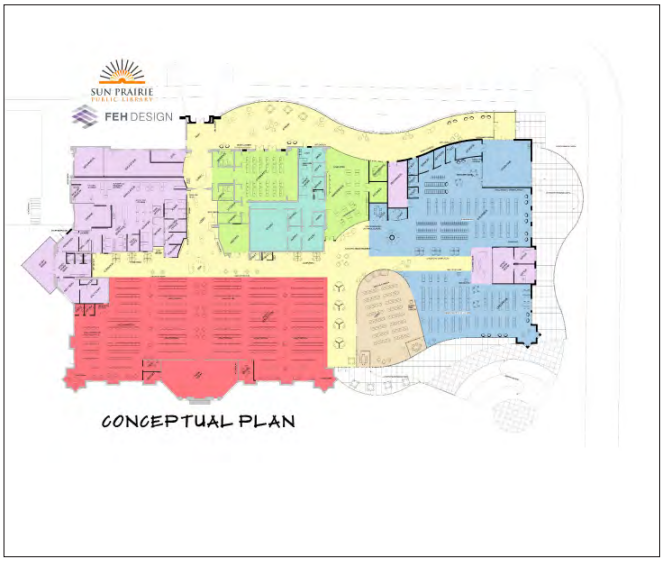
The long-term space needs of the library were updated to grow from the library's current space allotment (±36,000 square feet). The update confirmed the planning assumption developed during the 2018 study that the library should anticipate developing at least one branch over the coming generation. Future population growth drives future increases in resource inventory and service diversity. The update recommended a system-wide collection inventory of 200,000 items, of which 165,000 will be housed at the library's present building. Setting the collection capacity at the present location at 165,000 items ensures the library's ability to meet the Dane County library standards, even if the future branches never materialize. These expanded collections should be housed in a more user-friendly, accessible setting, increasing the footprint needed for collections. The library should offer additional services or resources that cannot be offered today, for want of adequate space. The service and space needs update recommended additional meeting / programming spaces, as well as improved user access to a more diverse array of technologies, for a total building size of 61,591 square feet.

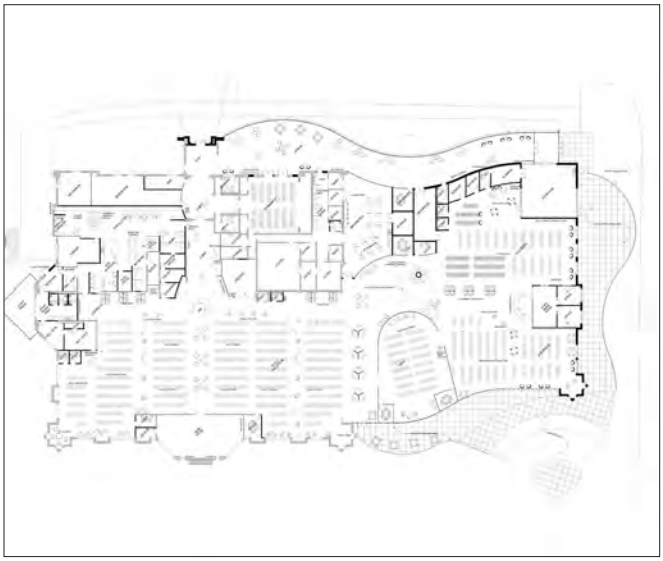
PUBLIC ENGAGEMENT

The 'Next Chapter Team' was established and included Library Director (Svetha Hetzler), Library Management Team (Steev Baker, Kate Hull, Lynn Montague, and Erin Williams Hart), Library Board President (Rex Owens), SPPL Foundation Executive Director and Council Liaison to the Library Board (Theresa Stevens), City of SP Sustainability Coordinator (Scott Semroc), Sun Prairie Media Center Director (Jeff Robbins), Library Planning Associates (LPA - Anders Dahlgren) and FEH Design Team (Christy Monk, Aaron Davis, Miranda Seals, Gregg Baum). The team met regularly to review goals for success and the spaces, resources, and design best suited to accomplish these goals.

On October 27, the community was invited to participate in a SPARK Session. Five different conceptual drawings were developed. All options addressed the projected library space needs. Over 100 community members provided real-time feedback throughout the day and during a virtual, evening presentation. The concepts were evaluated by the Next Chapter Team to narrow down the concepts to three. The three concepts were refined and presented to the Library Board along with conceptual budgets. The Library Board recommendation was to pursue option 5A, with some modifications.

Option 5A has a curvilinear building expansion to the east. With the building addition on the east side of the building, the overall character of the building can be easily preserved, and the current prairie to the west of the existing building can be maintained. Parking will expand to the east and require a second, wider entrance and exit driveway at Linnerud Drive. The library can maintain the existing building entrance, albeit expanded, and provide access to the library utilizing an entry lobby with an east entrance.





RECOMMENDATION

Conceptual design refinements were made for option 5A. This option best satisfies the project goals for success, meets the library's service goals, and provides the required space for a forward-thinking library in the center of the City of Sun Prairie. The user experience and progression of space through the library is intuitive and organized. Having one main entrance provides clarity and safety to patrons. It provides an impactful and visible entry lobby that provides a visual connection into the makerspace. The bookstore is located at the main library entrance, just inside the lobby. The meeting rooms remain close to the main entrance of the library, and study rooms have been interspersed throughout the building. An outdoor patio has been added adjacent to the children's programming room connecting to an outdoor amphitheater for all ages, overlooked by the glass building addition to the southeast corner of the building. The drive-up book drop has been re-configured to provide a separate, safe entry for staff members on the west end of the building. The staff area layout has been reconfigured and expanded to be more efficient.

The recommended conceptual design is approximately $19.9M and ensures longevity.

The recommended concept meets space needs for the Sun Prairie community for the next 20 years based on the latest census data, Dane County Library standards, post-pandemic considerations, environmental sustainability features, community resiliency, technological needs, community partnerships, and media center collaboration.

GOALS FOR SUCCESS

02

FEH DESIGN

Sun Prairie Public Library

GOALS FOR SUCCESS

15 October 2021

- 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 and diverse collection access for the community

03 / CONCEPTUAL DESIGN

CONCEPTUAL PLAN
ADULT SERVICES
YOUTH SERVICES
TEEN / YA
STAFF / SUPPORT
COMMUNITY
MEDIA CENTER
CIRCULATION
VEST
STROLLER PARKING
ART DISPLAY
BOOK LOCKERS
STORAGE
MID
MOTHER'S
SENSORY
TOILET
TOILET
TOILET
MECHANICAL
CONFERENCE
STORAGE
STUDY
STUDY
WALL MANIPULATIVES
DISCOVERY ZONE
STORYTIME
STROLLER PARKING
STORY WALK & FENCE
OUTDOOR PROGRAM AREA
BOARD BOOKS
PICTURE BOOKS (70%)
PICTURE BOOKS (30%)
YOUTH SERVICES ENTRANCE SEATING
NEW BOOKS
CHILDREN'S COMPUTERS
MULTICULTURAL
AQUARIUM
CHILDREN'S DESK
STAFF WORK ROOM
OFFICE
OFFICE
NEW BOOKS
MEDIA
MOBILE STAFF
FICTION
GRADES SCHOOL COLLECTION
NONFICTION
FICTION
GRAPHIC NOVELS
NONFICTION
ART DISPLAY
RADIO
OFFICE
SERVER
COMPUTERS
MAKERSPACE
WORKBENCHES
RADIO
STUDY AREA
OUTDOOR PROGRAM AREA
AMPHITHEATER

Top Image: View of North entrance / Bottom Image: View from Northeast

Top Image: View from Southeast / Bottom Image: View into addition of Makerspace and Children's entrance

OPINION OF PROBABLE COST

Owner: Sun Prairie Public Library | Project No.: 2018304 | Date : 12/8/21

Project : Library Expansion | Phase: Conceptual Design | Estimator : KE/AD

Concept 5A - FEH - Total Project Budget
36,100SF EXISTING, 23,000SF ADDITION, 5,900SF LOBBY

1/30/2020 Comparison

	DESCRIPTION		QTY	UNIT	COST/SF	TOTALS	2020 BUDGET TOTAL COMPARISON	
Building Construction Costs:								
	New construction							
1	New Addition: 23,000 SF plus glass lobby 5,900 SF		28,900	SF	255.00	7,369,500	20,283SF @ $233/SF	4,523,109
2	Renovation of existing Library building: replace HVAC equipment		36,100	SF	19.00	685,900	34,717SF @ $11.90/SF	413,132
3	Renovation of existing Library Building: replace existing with LED light fixtures		36,100	SF	15.00	541,500	34,717SF @ $15.00/SF	520,755
4	Renovation of existing Library Building: power distribution for furniture		22,900	SF	2.50	57,250	34,717SF @ $2.50/SF	86,793
5	Renovation of existing Library Building: ADA Compliance, staff restrooms, doors, flooring, signage, acoustics,	from May 2018 report	1	LS	40,000.00	40,000	LUMP SUM	119,450
6	Renovation of existing Library building: complete EPDM roof system replacement/flashing repair		19,800	SF	10.50	207,900	19,800SF @ $7.25/SF	143,550
7	Renovation at demolition/renovation areas, Porch		10,625	SF	25.00	265,625	NONE	
8	Renovation of existing Library building: remove and replace carpet		26,000	SF	4.50	117,000	20,000SF @ $4.50/SF	90,000
9	Renovation of existing Library building: replace ACT ceilings		9,000	SF	2.50	22,500	10,000SF @ $7.00/SF	70,000
10	Renovation of existing Library building while occupied in a phased manor:		36,100	SF	2.00	72,200	34,717SF @ $2.00/SF	69,434
11	May 2018 condition assessment items excluding those listed above		1	LS	192,000.00	192,000	LUMP SUM	174,640
12	Storefront		2,800	SF	55.00	154,000		0
13	Hybrid AV technology for meeting rooms		1	LS	200,000.00	200,000		0
	Demo					0		0
14	Demo interior		9,000	SF	8.00	72,000		0
						0		0
					SubTotal	9,997,375		6,210,863
					Design / Bid Contingency 15%	1,499,606	10% Contingency	621,086
					Building Construction Costs SubTotal	11,496,981		6,831,949
					Construction Contingency 5%	574,849	5% Contingency	341,597
					BUILDING CONSTRUCTION COST TOTAL	**$12,071,830**	**Total**	**$7,173,547**
Site Work Construction Costs								
15	Structure Deconstruction - porch (ONE)		625	SF	7	4,375	1,250SF @ $7.00/SF	8,750
16	Relocate trees		22	EA	750	16,500	22 EA @ $750 PER	16,500
17	Remove foundations - porch		625	SF	1	625	1250SF @ $1.00/SF	1,250
18	Hazard Material survey, sample, test		0	LS	7500	0		0
19	Hazardous material abatement		0	SF	6	0		0
20	New Parking Spaces & Drive Lane		60,000	SF	9.00	540,000	46,900SF @ $9.00/SF	422,100
21	Renovation of existing Library parking lot: resurface lot w/ thermo plastic overlay		10,500	SY	6.00	63,000	9,903 SY @ $6.00/SY	59,418
22	Renovation of existing Library parking lot: repave w/ 1" asphalt wear course overlay		9,903	SY	8.20	81,205	9,903 SY @ $8.20/SY	81,205
23	Concrete Curb and Gutter		2,300	LF	14.00	32,200	2,060LF @ $12.00/LF	24,720
24	Children's and Adult Outdoor Program area		5,900	SF	8.00	47,200	1000SF @ $8.00/SF	8,000
25	Amphitheater		2,000	SF	36.00	72,000	NONE	0
26	Storm Sewer		425	LF	75	31,875	360LF @ $32.00/LF	11,520
27	Domestic Water		220	LF	75	16,500	360LF @ $26.00/LF	9,360
28	Sanitary Sewer		220	LF	90	19,800	360LF @ $38.00/LF	13,680
29	Electrical service, transformer		1	LS	24,000	24,000	LUMP SUM	24,000
30	Relocate power lines & poles		1	LS	10,000	10,000	NONE	0
31	Fill material		8,700	CY	20	174,000	NONE	0
32	Retaining Walls		160	LF	120	19,200	NONE	0
33	Pedestrian Paving,		2,000	SF	4.00	8,000	5,500SF @ $2.00/SF	11,100
34	Renovation of existing Library parking lot: remove gravel and add soil		10,125	SF	3.60	36,450	10,125SF @ $3.60/SF	36,450
35	Renovation of existing Library parling lot: landscape the islands		15,000	SF	8.00	120,000	10,125SF @ $14.00/SF	141,750
36	Roof canopy		1,400	LS	30	42,000	1,400LS @ $30.00/LS	42,000
37	Flag pole		0	LS	2,800	0	NONE	0
38	Directional & Informational Signage - signage, electronic site sign and building		1	LS	24,000	24,000	LUMP SUM	24,000
39	Bioretention Basin		15,000	SF	25.00	375,000	NONE	0
40	Parking lot lighting		8	EA	1,900	15,200	8 EA @ $1,900/EA	15,200
41	Electric charging stations		4	EA	7,500	30,000	NONE	0
42	Solar Panels - 100 KW		100	KW	2,100	210,000	100KW @ 1,730/KW	173,000
					SubTotal	2,013,130	Subtotal	1,124,003
					Design / Bid Contingency 10%	201,313		112,400
					Site Work Construction Costs SubTotal	2,214,443		1,236,403
					Construction Contingency 5%	110,722		61,820
					SITE WORK CONSTRUCTION COST TOTAL	**$2,325,165**	**Site Work Total**	**$1,298,223**

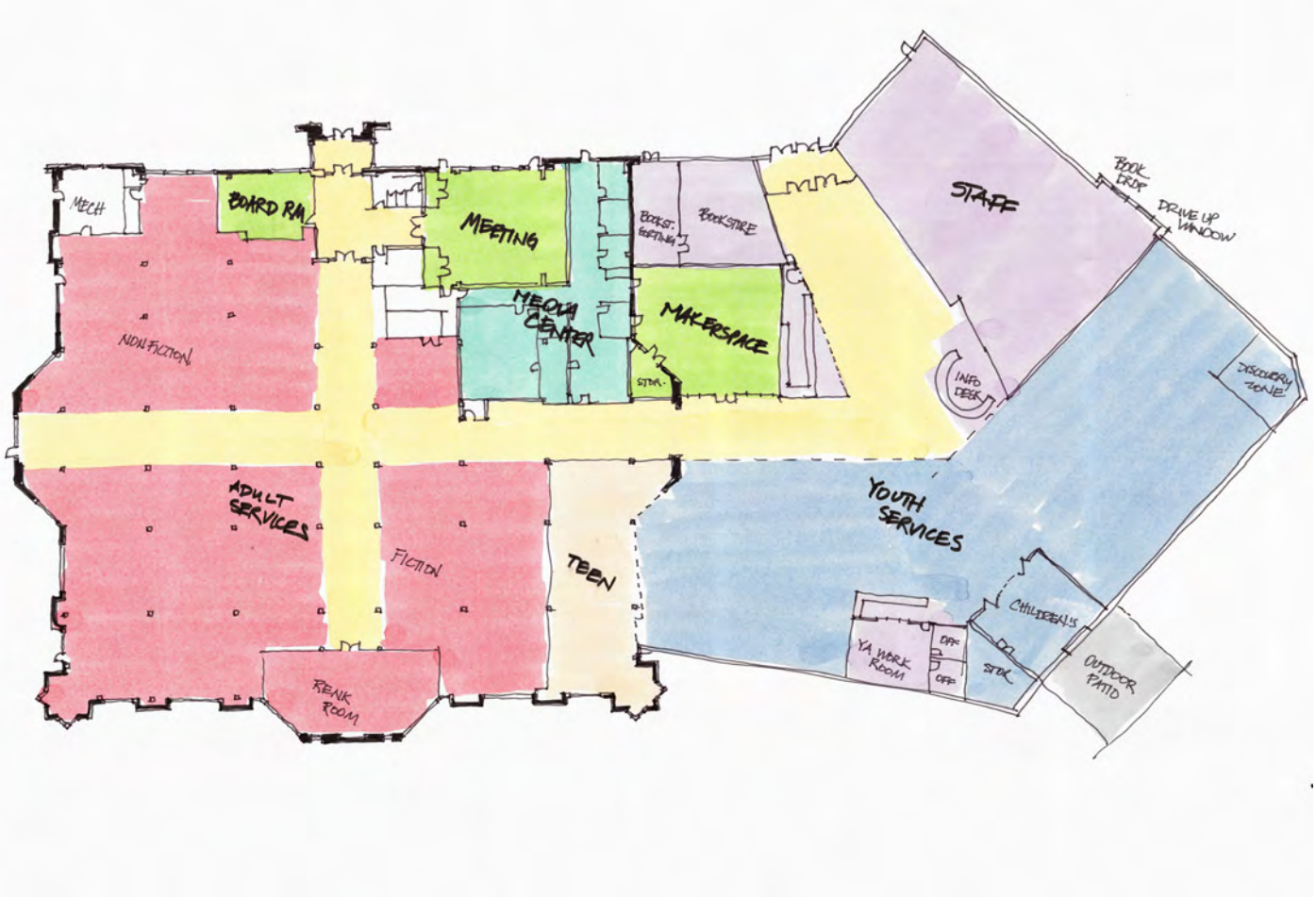
43	Land Acquisition	1	LS		0		0
44	Legal Fees	1	LS		10,000		10,000
45	Architectural & Engineering Design Fees	1	LS		1,259,737		741,280
46	Sustainable Design Fees	1		50,000.00	50,000		0
47	Information & Technology Design Fees	1	LS		29,520		25,588
48	Furnishing Design, Selection, Bidding Fees	1	LS		159,016		240,560
49	Geo Thermal Horizontal Test Well	1	LS		12,000		12,000
50	Site Survey (utilize existing facility documents)	1	LS		6,500		6,500
51	Printing Costs/Electronic Plan Room for Construction Documents-verify	1	LS		11,000		8,500
52	Construction documents review Fees	1	LS		10,000		10,000
53	Builders Risk Insurance	1	LS		7,000		7,000
54	Quality Control Material Testing & Inspections	1	LS		30,000		30,000
55	Construction Utility by Owner	1	LS		10,000		10,000
56	Fixtures, Furnishings & Equipment Allowance $28/SF new	25,400	SF	28.00	711,200	53,308SF @ $24.00/SF	1,279,392
57	Fixtures, Furnishings & Equipment Allowance $16/SF existing	32,000	SF	16.00	512,000	35,692SF @ $16.00/SF	571,072
58	Technology & Computer Equipment Allowance	61,500	SF	6.00	369,000	53,308SF @ $6.00/SF	319,848
59	Energy & Utility Rebates	1	LS		(15,000)		(15,000)
60	Geotechnical subsurface investigation	1	LS		7,500		7,500
61	Moving Collection	1	LS		40,000		12,000
62	Ground breaking and dedidcation ceremonies	1	LS		3,000		3,000
63	LEED certification services	1	LS	12,000.00	12,000		0
64	Library Programming	1	LS		30,000		30,000
65	Owners Representative	1	LS	0.00	0	5% Bldg and Site Work	423,588
66	Smart Locker System	1	EA	50,000.00	50,000		0
67	Commissioning	1	LS	30,000.00	30,000		0
68	Reimbursable expenses	1	LS		18,000		18,000
69	Referendum Campaign Facilitation	1	LS		0		30,000
70	Fundraising Consultanting & grant writing	1	LS		0		75,000
			Soft Cost SubTotal		3,362,473		3,855,828
			Site Work Construction Cost Total		2,325,165		1,298,223
			Building Construction Cost Total		12,071,830		7,173,547
			PROJECT TOTAL COST 2021		**$17,759,468**	**2020 Total Cost**	**12,327,598**
						2022 Project Cost	**13,067,254**
	Inflation 3% per year for 2021, 2022, 2023, and 2024		PROJECT TOTAL COST 2024		**$19,988,281**	**2024 Project Cost**	**14,300,014**

Optional Owners Representative	$719,850
Optional Sustainability Strategies	
Permeable concrete at new paving 60,000 SF x $6/SF	$360,000
Water Reclamation	$90,000
Energy Efficiency to exceed 2021 IECC code	$250,000
Microgrid batteries	to be determined

04 / SPARK SESSION

DROP WINDOWS
MECH
GARAGE
STORAGE
FRIENDS
STAFF
HOLD
REF
TEEN
MAKER
MEDIA
W
M
MAKER
COMMUNITY
MECH
ST
KIT
STUDY
BOARD
MEDIA
GRADE
CHILDREN
PREK
DISCOVERY
PROG.
MOTH.
RATIO
FIC
FIC
ADULT
FIC
NON FIC
QUIET
2
SCALE 1:20 ↑N

PARKING.
PARKING
PARKING.
ENTRY
M.C. ENTRY
CHILDRENS
MEDIA CENTER
MAKER SPACE
MEETING ROOM
STAFF
STAFF ENTRANCE
BOOK DROP PICK
ENTRY
MEDIA
NON FICTION
ADULT FICTION
TEEN
COMPUTERS
PRAIRIE
PRAIRIE
PARKING
PARKING
3


MECH
BOARD RM
MEETING
MEDIA CENTER
MAKERSPACE
STOR.
BOOKSTORE
STAFF
BOOK DROP
DRIVE UP WINDOW
INFO DESK
DISCOVERY ZONE
NON-FICTION
ADULT SERVICES
FICTION
TEEN
YOUTH SERVICES
CHILDREN'S
YA WORK ROOM
OFF
OFF
STOR.
OUTDOOR PATIO
BREAK ROOM

4

SCALE 1:20

ENTRY
EXISTING ENTRY
NEW PARKING
MAKERSPACE
CHILDREN COLLECTION
COMMUNITY ROOM
MEDIA CENTER
TEEN
STAFF ADMIN.
CIRCULATION
TECH SERVICES
ADULT COLLECTION
OUTDOOR PROGRAM AREA
AMPHITHEATER
PRAIRIE
PRAIRIE
5

FEH DESIGN

1241 CORPORATE CENTER DRIVE
OCONOMOWOC, WISCONSIN 53066
262 968 2055

Sun Prairie Public Library

PRO / CON

PRO	CON
Best parking lot of all drawings - all others too far from entrances Like the placement of the PBBS near entrance. I think it's important to have our bookstore near the main entrance. I think it's good to have the bookstore across from the cafe and near an entrance. It's also good that the bookstore is near the children's & youth area. Solid second choice for me This is my second favorite choice.	There needs to be an option for a 2 story level on the se. side of the building - like 4 years ago!

Q1 Please write any comments, positive and negative, ideas and or suggestions about Option 1. The more feedback the Design Team gets, the better!

Answered: 11 Skipped: 6

#	RESPONSES	DATE
1	These are GENERAL comments not specifically about Option 1: For twenty years patrons have had to drive into the library driveway and turn a complete circle in order the drop materials into the bookdrop before parking and entering the library. Now that a second driveway will be added, please consider placing the bookdrop and pickup window on the east side of the building so that drivers can access these services as they first turn into the driveway. Also consider a one-way traffic pattern where patrons enter at the east entrance and exit back onto Linnerud on the west side. Mechanical rooms are included in the Spark drawings, but secure spaces that comprise the library data cabling plant are not. I hope the architects and designers will be mindful of the challenges the library's vaulted ceiling imposes on cabling design and the need to house networking equipment in secure spaces with access control. At least one of those secure spaces needs to include storage space equal to what is in the current server room. There seems to be some confusion about what is "technical services" in the library. A lot of our present workroom is used by library pages who are part of the technical services department, but they need very different space and working conditions than the Technical services staff who order, receive, process and link library materials. The latter group needs a much quieter and less trafficked work space. The automated material sorter is best placed in a circulation staff workspace rather than in a technical services workspace. There needs to be book returns at each patron entrance. Our patrons have an expectation that materials returned inside the building are checked in immediately. The pandemic has shown the need for flexibility and flexibility requires space. To repeatedly redesign our service spaces in response to changing health restrictions, the library has needed a lot of space for storage. As I scan the spark designs, I'm concerned that we are not creating adequate storage space. I would also like to see staff spaces that allow for at least 6 feet between staff workstations and can accommodate at least two 24" monitors. I heard that the maker space may house computers that will be shared potentially between the library and the media center and wonder about what domain those will be connected with and weather the City IT department feels prepared to configure and support public-access computers. I heard that the maker space may house a demonstration kitchen and wonder if there is truly enough demand for something so specific and if the demand will persist long enough to balance the cost. I understand that a commercial kitchen is being considered and wonder if it is known that the current bookstore once housed a commercial food preparation space. Rules about food preparation and sale change frequently and the equipment (and space) in the friend's space became non-compliant well before their lifecycle was over. A commercial kitchen will require on-going investment. Having all the adult computer workstations out in the open library means there are no quiet places for computer use. In a 20?? survey, our patrons were already expressing frustration with noise levels and lack of quiet places in the library. The atrium is a lovely idea, but it is going to be a cold place in the winter unless glazing and heating technology can overcome the placement on the north side of the building. Our current lobby with north facing doors is already a cold place in the winter and the north-facing windows in the staff lounge radiate cold outside air into the building. For maximum flexibility, the maker space should not be one open square or rectangle. There should be corners or nooks where small-group collaboration can happen. FEH would receive the best information and guidance by holding meetings with groups of staff that perform similar daily tasks. Groups of shelving Pages, groups of processing and repair Pages, Library Assistants in Circulation, Library Assistants in Youth Services etc.	11/10/2021 9:11 AM
2	Likes: -I like the flow of this one's layout! It's easy to understand and makes sense. -The Maker's space and the media center being so near to one another is a great idea, and the space they get looks really conducive to the community's needs. -Including a Mother's room (I think that's what it's marked) is a really great idea -Staff area is appreciated! To Be Considered: -The teen space is kind of small in relation to the kids and adults sections though, maybe some room from the grade school section could be used for them for the collections	11/9/2021 4:56 PM

Sun Prairie Public Library Spark Session

	and/or additional seating, besides the study rooms that are listed there? -Multiple entryways are great for safety reasons and patron convenience, but staffing-wise, it may be tricky and/or spread the staff too thin to cover both...	
3	There doesn't seem to be a discovery area for children	11/8/2021 7:55 AM
4	It takes up to much or the prairie area	11/7/2021 8:58 AM
5	I think the flow of the building fits well to serve all areas of the community. Love the outdoor space option and additional parking.	11/3/2021 9:53 AM
6	Wasted space, too many study rooms. Why all the mini rooms by pre-school area? Have a quiet room already that is rarely used.	11/1/2021 6:51 PM
7	Overall, a bit boring. I like the second entrance near kids, but where do you return and check out books?	10/29/2021 4:47 PM
8	I like the double-entry--it creates a nice flow, and both entrances look to be equally inviting, even if they direct traffic to different areas (there is no "primary" entrance). Will there be desks/tables along the stacks in the adult stacks? It would be lovely to take advantage of the windows as seating areas as much as possible.	10/29/2021 9:06 AM
9	Good sight lines for staff Like the proximity of the makerspace to the media center Not sure about the setup for adult services staff – maybe move them across the aisle Love the flow of the youth space Not sure how the 2 entrances will function with people coming in and out -- where will they drop off books if they come in the entrance by the bookstore? The big rectangle shape is a bit boring	10/28/2021 7:36 PM
10	Probably the least expensive, but not as practical as Opt 2. If there is no entry on the far right side of the building, why put a parking lot on that side?	10/28/2021 1:18 PM
11	Really like this one and the addition of the Maker Space is very cool. I like the 3 distinct sections for the different kids age groups. Love the cafe idea	10/28/2021 12:59 PM

FEH DESIGN

1241 CORPORATE CENTER DRIVE
OCONOMOWOC, WISCONSIN 53066
262 968 2055

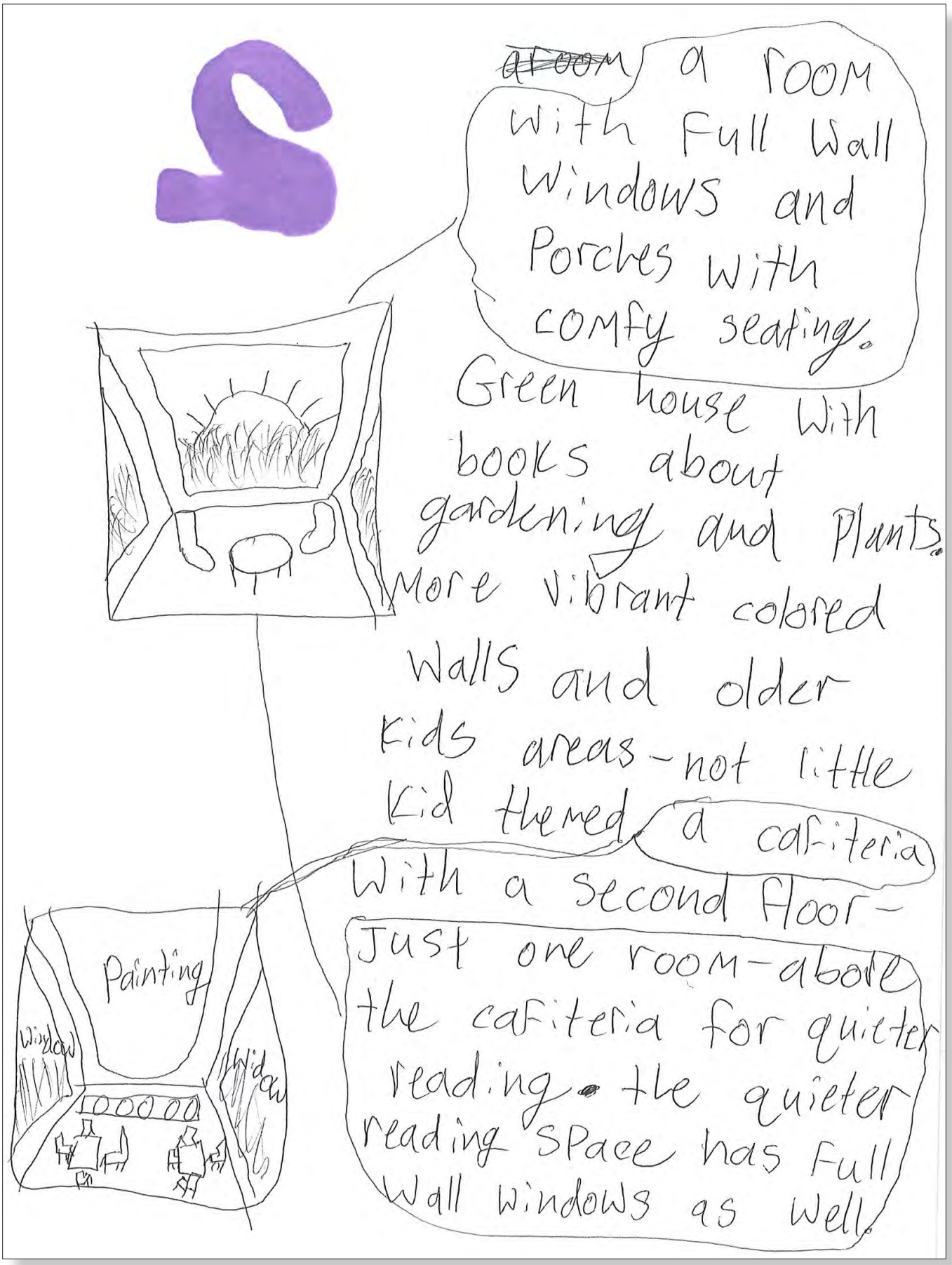
2

Sun Prairie Public Library

PRO / CON

PRO	CON
a room with a attractive exterior angles separating the addition Book drop and staff enterance	Not sure the circ area/ entrance works. Worry about safety with kids crossing into building near pickup window

FEH DESIGN


~~a room~~ a room with Full Wall Windows and Porches with comfy seating.
Green house with books about gardening and plants.
More vibrant colored walls and older kids areas - not little kid themed
a cafiteria
With a second floor - Just one room - above the cafiteria for quieter reading. the quieter reading space has Full Wall windows as well.
Painting
Window
Window

Q2 Please write any comments, positive and negative, ideas and or suggestions about Option 2. The more feedback the Design Team gets, the better!

Answered: 8 Skipped: 9

#	RESPONSES	DATE
1	Like: -The layout of this one is also nice in general, and the groupings are smart -Teen section being nearer to the Media and Maker spaces is a good touch -Patio would be fun for the kids section! To Be Considered: -Would the Staff are have space included for a break room or is that the Cafe space? -The Teen section looks really small.. Would a sitting area be possible? -Could the adult section have more study rooms available? (High demand for them) -The differing entrances look really nice and make sense with the layout - but, kind of worrisome so close to the children's section (safety concern), and the far distance between one entrance and the other may be more difficult for staff to cover.	11/9/2021 4:56 PM
2	I like this desingne	11/7/2021 8:58 AM
3	Long hallways/walkways are terrible use of space.	11/1/2021 6:51 PM
4	The staff space is way too far away from a good portion of the library. Is the "ask" station really the only public desk for staff? That would not be great service for the public, especially those using the kids and teens spaces. The teen space looks especially awkward and the overall design is odd with all the sharp angles.	10/29/2021 4:47 PM
5	The angles in this design are unsettling to me. I also don't like how it segregates the children's area from the adult area. It doesn't seem to say "community". As a grown-up with children, I don't like the idea of having to choose to be in one area or another and perception that my children are not "allowed" in the adult area, even when well-behaved. My kids like to browse some adult non-fiction with me, too!	10/29/2021 9:06 AM
6	Not a fan of the sharp angles – this one doesn't "feel" like SP to me The central "ask" desk is a looooong way from the second entrance and the staff space…too far. The bulk of the library is too far from the staff space in general. Appreciate the sheltered staff entrance	10/28/2021 7:36 PM
7	I like this design due the greater separation between the adult section and the youth sections. For both groups it will make the library feel more like "Their library". I also like that the staff are close to the youth areas allowing for greater security. Also like the book drop-off.	10/28/2021 1:18 PM
8	Seems a little more disjointed or not maximizing the areas as well.	10/28/2021 12:59 PM

FEH DESIGN

1241 CORPORATE CENTER DRIVE
OCONOMOWOC, WISCONSIN 53066
262 968 2055

3

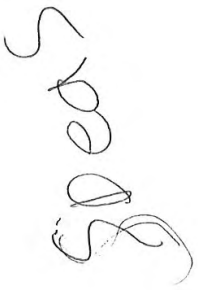
Sun Prairie Public Library

PRO / CON

PRO	CON
My 2nd favorite choice after #5. Like the layout & flow.	(1) When I went to the find musun they had a histry room & I think they should have one a Hall of facts Luna Rod W5th
	(2) when I went to dowy Grold it was on with all hand's wth. meld lingth nin you treyed it Luna Rod W5th
	Children's space seems cramped

Page 1 of 1

ARCHITECTURE / ENGINEERING / INTERIORS



Sun Prairie Public Library Spark Session

Q3 Please write any comments, positive and negative, ideas and or suggestions about Option 3. The more feedback the Design Team gets, the better!

Answered: 13 Skipped: 4

#	RESPONSES	DATE
1	Likes: -Demarcated spaces in the Staff area -Additional seating/space and computers for the Teen section -The children's section is really nice, and the specific spaces for differing ages in Discovery could be helpful -Love the outdoor program space -Additional study rooms in the Adult sections will be really helpful for patrons! (I think there is four? Which is better than only having the two that are there now) -Additional parking and entrance routes are highly appreciated as well! To Be Considered: -Slight concern for how long the Adult section is, from a staff standpoint, especially in relation to the Help desk. -Having the entry ways where they are may put a strain on library staff BUT this layout does allow for specific Staff areas so that does help a little in this case..! -The yellow Holds section should switch with the red Book Drop area or be relocated -> Holds need a lot more space in general to accommodate for the patron demand.	11/9/2021 4:56 PM
2	This one is my favorite. I love the two rounded discovery areas in the children's section as well as the inclusion of the outdoor programming area. I am confused about why a cafe is being included inside a library. I also have concerns about why there is a door from the makerspace into the children section. As a parent whose kids can wander away quickly, I wonder if it is safe to have a door there where it would be easy for kids to slip in. Will the door have a lock?	11/8/2021 7:55 AM
3	I like this desingne	11/7/2021 8:58 AM
4	I like option three a lot but I think that the computer area and the adult fiction section should be switched. This way the computers are more accessible from other sections of the library such as the teen and maker spaces.	11/5/2021 1:43 PM
5	I wanted to comment that I really like option 3 since that seems to be the only one that specifically shows space for the Media Center. I understand that these are preliminary designs and the final layout & use of the space will be determined at a later date, however my feedback is that it's absolutely critical to make sure that the Media Center is well-incorporated into the new design. I would encourage you to recah out to Media Center staff to make sure they have the opportunity to provide input during the process. the Media Center is a wonderful asset for the city and is a major part of the building. Please consider their needs and any potential improvements in the design process.	11/3/2021 4:08 PM
6	This my favorite design! The outdoor program area is amazing!	11/3/2021 9:53 AM
7	Better design...needs for community/programs rooms, outdoor amphitheater to put on programs is great. Long hallway/walkway wasting space however on inside.	11/1/2021 6:51 PM
8	I like this design a lot with the outdoor space included and isolating the children's area from adult areas.	10/30/2021 7:57 AM
9	This would be my second choice. I think it could be better if the teen space was next to the kids space, instead of adult. The main hall right down the middle looks very long and kids will treat it as a runway.	10/29/2021 4:47 PM
10	This is by far my least favorite. The long corridor hallway is creepy and makes each area feel like a specimen. There are too many exits adjacent to the children's area. This doesn't feel safe, as a parent. I would want more controlled access to that area.	10/29/2021 9:06 AM
11	I like the general shape of this but not where things landed…we just (a few years ago) moved Teens away from Adult Fiction and I really don't want to move them back to being next to them, even if there is a wall there.	10/28/2021 7:36 PM
12	Staff (full-time) too far from youth area and side entry to know what is going on in that area.	10/28/2021 1:18 PM

	Not enough separation between adult and youth	
13	Love the outside program area. Like the idea of some of the shared common areas in the middle. Like the layout of the kids/teens sections. Not sure if one of the options is more cost effective than the others but this seems to take advantage of how things are currently structured.	10/28/2021 12:59 PM

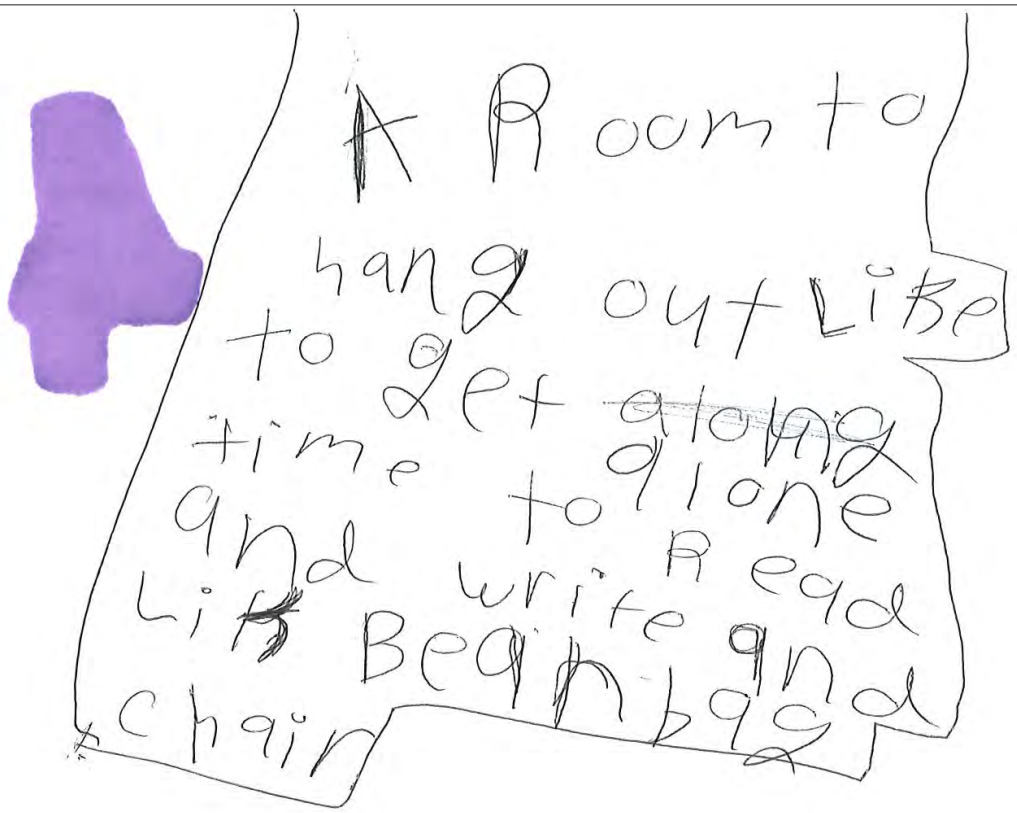
FEH DESIGN

1241 CORPORATE CENTER DRIVE
OCONOMOWOC, WISCONSIN 53066
262 968 2055

Sun Prairie Public Library

PRO / CON

PRO	CON
I like the style, but want the atrium from 5 included	Parking too far from entrance Best entrance Problems with drive-up book return location Weird angles



A Room to
hang out Like
to get ~~along~~
time alone
and to Read
Lik write and
Beanbag
chair

Sun Prairie Public Library Spark Session

Q4 Please write any comments, positive and negative, ideas and or suggestions about Option 4. The more feedback the Design Team gets, the better!

Answered: 9 Skipped: 8

#	RESPONSES	DATE
1	Like: -Staff space is good -Appreciate the closeness of the Staff/Bookstore/Makerspace -Makerspace is also good to be near the Teen and Children's section -Also appreciate designated storage for the Makerspace To Be Considered: -The Teen section needs more space, at least in the sense of having areas to sit/study -The Adult section needs to have dedicated spaces for Discussion rooms (more than the two the library has now- they're really popular with patrons so we would need more) -How would staff cover the second entryway, by the non-fiction? Would that be left to Adult staff to cover themselves, as well as their general section and assisting patrons?	11/9/2021 4:56 PM
2	I think the new location of the drive up window is nice	11/8/2021 7:55 AM
3	This desinge is ok	11/7/2021 8:58 AM
4	Worst design, extreme waste of space in walkway areas. No vision here or added needs whatsoever.	11/1/2021 6:51 PM
5	This is very boring. I can't pinpoint why, but I just don't like it.	10/29/2021 4:47 PM
6	I don't know what to say about this one. It's...boring? But perhaps that's because of the relative lack of detail in the rendering.	10/29/2021 9:06 AM
7	I'm not a fan of moving the staff workspace so far from the bulk of the building. This shape doesn't really work for me.	10/28/2021 7:36 PM
8	Pretty fair arrangement for the security reasons I mentioned in Option 3, but if there is no entry on the far right side of the building, why put a parking lot on that side?	10/28/2021 1:18 PM
9	Looks like each group (adults/kids) will be able to design the sections that they think are best (not showing what the breakouts are). Is the outside space the same amount as the other designs?	10/28/2021 12:59 PM

FEH DESIGN

1241 CORPORATE CENTER DRIVE
OCONOMOWOC, WISCONSIN 53066
262 968 2055

5

Sun Prairie Public Library

PRO / CON

PRO	CON
Atrium idea - 24 hour book lockers Indoor/outdoor feel I like how it would make a very defined building entrance, I think currently our main entrance can initially be a bit confusing Amptheatr is great idea I like the Atrium & amphitheater. I also like the curvature of the addition. OUTDOOR ELEMENTS, AMPTHEATER, 24/7 INTERNET ACCESS; NATURAL AND ORGANIC SHAPES, ATRIUM, MAKERSPACE, SITE-LINE OF INFO DESKS, MORE ACCESSABLE AND WELCOMING LOOKING ★★★★★ Standout plan! Love the layout & vibe - looks gorgeous. Atrium & outdoor spaces are ideal. Layout makes the most sense. love the idea of after hours atriumspace & 24/7 witi. like atrium	Love everything about this one. Very classy! needs more SPACE FOR MIDDLE AGED KIDS -ADDY !! Appreciate good entrance to bookstore from atrium Too much room designated for maker space - not a fan. I like the Atrium idea & outside space. This option is my choice. Glass would cause a glare if not Polarized

An Active place outside. A balcony. A fish tank wall. Makerspace for kids. more books Food court.
A Second floor. Café

FEH DESIGN

1241 CORPORATE CENTER DRIVE
OCONOMOWOC, WISCONSIN 5306(
262 968 2055

5

Sun Prairie Public Library

PRO / CON

PRO	CON
I like option 5	
★ I like this one - the Curves compliment the Craftsman lines. Love the atrium idea.	Make the Makerspace smaller - it's too big
This is my favorite design →	but could the Makerspace be fixed to a wall instead of floating in the middle of the space?

FEH DESIGN

Sun Prairie Public Library Spark Session

Q5 Please write any comments, positive and negative, ideas and or suggestions about Option 5. The more feedback the Design Team gets, the better!

Answered: 14 Skipped: 3

#	RESPONSES	DATE
1	*Favorite layout by far* Likes: -Overall layout - really manageable for patrons and staff! -Outdoor Program and Amphitheater areas would be amazing -Active Learning Atrium- I've never seen that before but it could be great! -Additional spaces and seating in all areas -Added study room to the Adult section! (More would be great if possible, to keep up with demand) -Location of the computers will be good for patrons and staff (to assist them) To Be Considered: -May need more space for staff - break room specifically -Multiple entryway will be helpful, and they're closer together than most of the other layouts, but slight concern for staff to cover both -Wary of outdoor space being accidentally accessed by unattended children -Would there be storage space for the Makerspace specifically?	11/9/2021 4:56 PM
2	The active learning atrium looks like it would be very cool and the amphitheater outside the children's section for the outdoor program seems like a really great idea. I'm not sure how loud the Makerspace will be, but it seems weirdly positioned in the middle of building as floating room. As one of the doors goes into the children's section, will there be ways to prevent children from wandering in there if there is power equipment? Especially since the planned discovery zone is right there next to the door. If the intention was for kids to be interested in what is going on inside, perhaps include a window so that they see.	11/8/2021 7:55 AM
3	I don't like this one	11/7/2021 8:58 AM
4	This is my second favorite design. Love the artistic flow of the building and so much outdoor space for activities!	11/3/2021 9:53 AM
5	This is by far my favorite design. Here are the changes I'd like to see: (1) Add another outdoor program area adjoining the amphitheater. This space would be created between the side of the building housing the Children Collection and the new parking area (where trees are currently drawn). This would give a safe spot for younger children and expand the area for large audiences. Creating it as a curved space would also continue the flow of curves created with the atrium and the rest of the new addition. (2) Remove the space between the Makerspace and the Cafe. Shift the Makerspace back to connect it to the wall of the cafe. (3) Utilize the space currently allocated to Network Services for another community meeting room. (4) Use the space allocated for the Bookstore for another room for community meetings/events. Use the Sorting Room for sorting and storing donated item. Consolidate the items offered for sale by the Bookstore to a small display and house them along a wall in the Cafe. Rotate items displayed frequently.	11/2/2021 6:23 PM
6	Best design option. Great outdoor space, entry way is inviting and not separated making it seem as tho the addition was an afterthought or piecemealed. Childrens program room, work room and maker space are all adequate. Like this design best!	11/1/2021 6:51 PM
7	Some thoughts regarding the library expansion plan options. 1. Plan 5 seems to have to best options for the Youth Services area, with a few concerns: a. The Maker Space seems inordinately large – it's bigger than the Community Room! It seems it would make sense to have it somewhat smaller as a dedicated space, to make room for a few other necessities, such as a quiet room for children who need to calm down and another quiet space for Moms of new babies….anyone who has been in a youth library area knows that both these spaces would be welcome and well used in many instances. Also, the small space on the far side of the makerspace from the desk looks like a potential problem area for staff to monitor. Could a downsized Maker Space be relocated a bit to solve this problem? b. What about another additional space for the community to be able to hold meetings or book groups or whatever? It's tough to find a spot to meet in this city and we really need more spaces for that. Could a smaller Maker Space give square footage for another room for groups? 2. Am I correct that the 2 small rooms near the desk would be two offices for youth staff? These offices seem a bit	10/30/2021 11:14 AM

	small, but should be at least a bit larger than their current offices! Also, add a at least one window to the outside wall here! 3. It does not appear to have any direct access from the youth area to the outdoor amphitheater…shouldn't there be a close, lockable door there, or is it through the storytime room? It seems like there should be easy access in and out, when desired. 4. Is there a place for a better drive thru book drop? I'm not sure what all is involved with the placement of the book drop, but it looks like it's staying in the same spot? Will the staff entrance still be right there as well? It seems dangerous. 5. That seems like a lot of space for the bookstore (and sorting room?). How much bigger is that than the current one? 6. What is "network services" and why do they need such a large room? Is that the current storytime room? Wasn't that room just renovated? Couldn't it be used for something nicer than "network services"? Like maybe a room for groups? 7. The atrium and outdoor program space are really nice!	
8	This one feels a lot like 3 but makes the front look a bit more impressive and keeps both entrances in front which I think is nice. Definitely glad these options are including a new driveway as the current one is so narrow that is not the easiest to use.	10/30/2021 7:57 AM
9	This one is the best. It's dynamic and forward-thinking, while still remaining true to the original style and design. The outdoor programming space and amphitheater are absolutely amazing and will serve the community so well. My only criticism is that the Maker Space feels awkwardly placed in the middle of the kids area and it seems way too large compared to some of the other programming spaces.	10/29/2021 4:47 PM
10	Right off the bat, this is my favorite for flow, access, and symmetry. One thing I would like to improve is the integration of children/teen/adult areas. A start would be to eliminate the yellow "hallway" between the adult and teen area. Overall, with all the plans, I would like to feel more continuity between the age groups. Each should feel safe for those who are the primary audience for that area, but also inviting to those who are not (e.g. adult fans of children's illustrated books, kids who love to browse the adult art books, developmentally disabled adults who enjoy teen graphic novels, etc.). All books should be accessible by everyone.	10/29/2021 9:06 AM
11	With some tweaks, I think this one is my favorite. I like the curves – they are classy and a graceful complement to the Craftsman style of the rest of the building. The flow of the youth spaces works well, if we can just tweak the teen space a little bit. If we shift the makerspace so it is anchored to a wall (towards the media center) and possibly close off that entrance as was suggested (I can understand the concern – it was a good and valid point), alter the teen space a bit so that it feeds more into children's and less into adult and add breakout rooms in there specifically for teens, and make sure to add sensory/comfort room(s) in the YS area. Something I've been hearing in the community is disappointment that we are not getting another bigger(ish) space that can be reserved for groups – like a space the size of the current storytime room. If we shift some spaces around and reallocate things, we could accommodate that very real need in the community because we really do need another space for more than a few people to meet (larger than discussion rooms). What if we turn the current storytime room into a reservable meeting space and move "network services" into a chunk of the space that is currently allocated to makerspace? Also, I don't see a staff break room on this plan…but I'm assuming one would be allocated? We have a pretty nice one now... It would be nice if there was a way to incorporate a staff entrance. Like Erin mentioned in the session, having only a public entrance(s) can really prove problematic when patrons are waiting to get in the doors (which we have almost every morning, year round). Could we shave off a bit of the Friends sorting room a put a hallway in there, with an entrance for staff? It would be awesome to also have a staff entrance by Children's (maybe off the amphitheater), partly so we could get in and out without having to first go in and unlock something…I'm thinking about hauling in program materials from the parking lot on that side. Yes…this is Lynn.	10/28/2021 7:36 PM
12	Staff (full-time) too far from youth area. If there is no entry on the far right side of the building, why put a parking lot on that side?	10/28/2021 1:18 PM
13	Like the outdoor theatre space. Will the way the Maker Space is built into the children's section take away from what they have?	10/28/2021 12:59 PM
14	Food for thought…there's demand for another larger program space that's reservable by the public for events. What if we downsized the maker space and re-allocated some of that square footage to another room? Like what if the current story time room became a public meeting room in this design and what is allocated in there (network services I think) gets allocated square footage from the maker area? Then there would be another public, reservable room… albeit smaller than the community room, but certainly functional for many needs.	10/27/2021 10:35 PM

FEH DESIGN

1241 CORPORATE CENTER DRIVE
OCONOMOWOC, WISCONSIN 53066
262 968 2055

Sun Prairie Public Library

General Comments

Comments

Book club and tie, making books 5 grade
Starbucks, Subway Manga and harry
More grachic novels.

Potter Books
2nd floor
Wii to test out games
An TV to show a documentuntry of the
Public library.
pevw sacsin forthe vidoe games.

I'd liked to see a sation for
Makerspace like Big Kid and a little Kid
Staiton and a grapic novel
like more of them

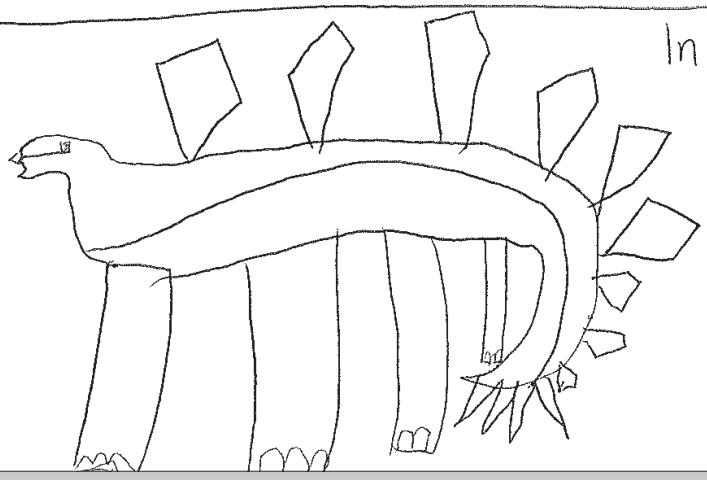
The kid area to look like a magicel forist with faires, a unicorn, a biger fish tank and more fish and foral and a casel to read in

I think if would be grat if there was and spea for preteens, Books, sofas, chairs Art

Art that is aB out lots of different people.

- Black people, white people, hispanic, asian people, native american people.

Larger computer room that is more spread out



In the kid area, I would like a large life size dinosaur interactive model & smaller toys to play with.

FEH DESIGN

1241 CORPORATE CENTER DRIVE
OCONOMOWOC, WISCONSIN 53066
262 968 2055

Sun Prairie Public Library

General Comments

Comments

- Just a note about interior design – I am really hoping we can keep the warm cozy feeling of this library... with colors & warm lighting & fun theming! I've seen a lot of (modern) new libraries that are super gray/white with unwelcoming, angular furniture and in my opinion it ends up feeling more like a dentist's office instead of somewhere I want to go to read quietly and discover amazing fictional worlds. I LOVE how this library feels and I would love it if we could keep that vibe instead of turning it into that boxy-gray heartless type of building.... please ☺

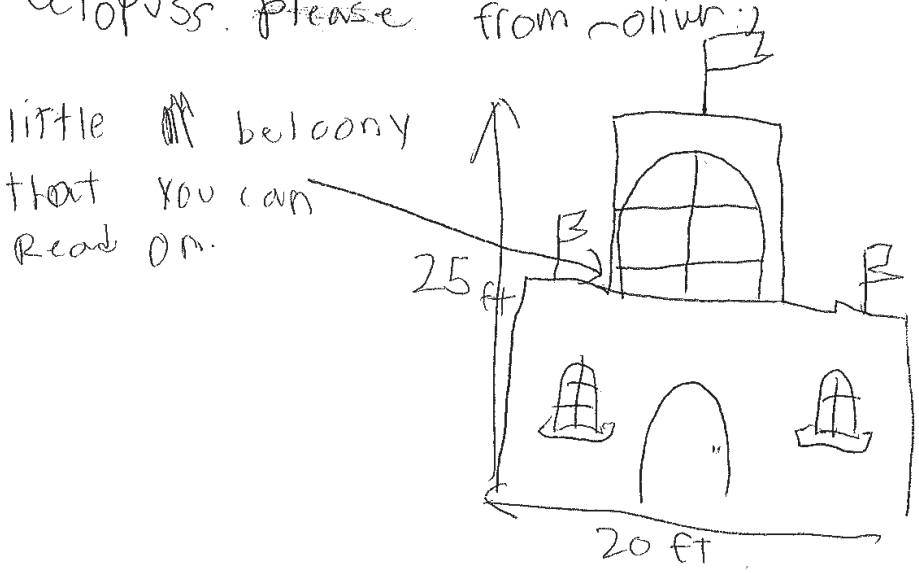
D.H.

I like books so i want some more books like Baby Sister club wendy

a Bigger fish tank and more fish! -Aria

- Reduce makerspace. This is trendy & not needed – would not use

I think that it would be cool if you could create a second floor and on the second floor there should be a fantasy Reading area such as - a life size Princess castle to Read in, a t-rex and you can sit in its mouth and a fish tank wall with a mini octopuss. please from -oliver :)



I like the idea of having teen space next to adult space but keep in mind the need for separation b/w teens & the younger kids. Also, be sure to allow for off-hour entrances so meeting rooms and makerspace can potentially be used even when main library is closed. Love Option 5's ideas about outdoor spaces

FEH DESIGN

1241 CORPORATE CENTER DRIVE
OCONOMOWOC, WISCONSIN 53066
262 968 2055

Sun Prairie Public Library

General Comments

Comments

It's a very interesting process to see, thank you for sharing! I'm a little concerned about space -- I love that we are planning for shorter, ~~more~~ less crowded shelving. But my understanding is that the actual size of the collection isn't being planned to grow much. With the growing population, that seems unrealistic and highly dependent on aggressive weeding. This isn't our current process, so it's hard to see that realistically changing. Also, there is value in making space in the library for rarely used items -- otherwise it's just a bookstore. I really like the inclusion of Makerspace, outdoor program areas, and thoughtful entrance placements!

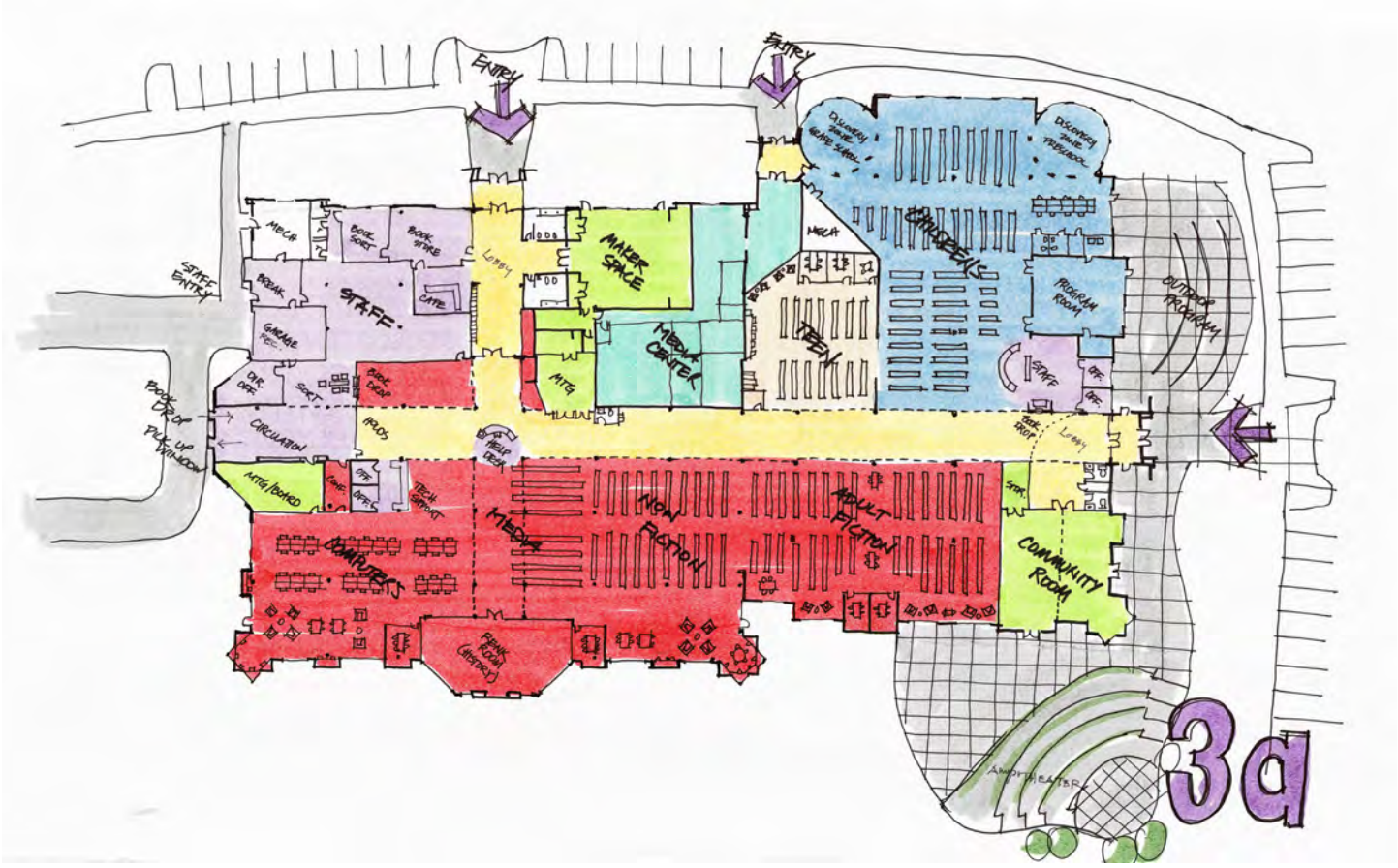
-more kids books. -more graphic novels.
-a bigger kids play area.

More seated space for studying, + more space for middle-grade kids would be great. There is currently a teen + toddler section, so making space for the rest would be great.

Well I thought like a place for kids to kinda study what they want to be when they grow up, like astronomers can have like a spacey, space book theme. Architects can like books on building and stuff. And like Bakers can have a books on baking and stuff, I don't know.

One idea to include art in the library might be to make space available in a cafe or atrium. Sew Prairie needs more art & space to display it

SPARK CONCEPT REFINEMENTS 05


ENTRY
ENTRY
STAFF ENTRY
STAFF
MAKER SPACE
MEDIA CENTER
TEEN
CHILDREN'S
PROGRAM ROOM
OUTDOOR PROGRAMS
BOOK DROP PICK UP WINDOW
CIRCULATION
HOLDS
MEDIA
NON FICTION
ADULT FICTION
COMPUTERS
COMMUNITY ROOM
3a

ENTRY
ENTRY
LOBBY
OUTDOOR PROGRAM AREA
PRESCHOOL
CHILDREN COLLECTION
CAFE STOR.
STOR.
BOOK SORT.
MAKER SPACE
ST.
STAFF
OF.
DESK
GRADE SCHOOL
COMMUNITY ROOM
MEDIA CENTER
MTG. RM
TEEN
CHILDREN'S PROG. RM.
AMPITHEATER
BOARD RM
MECH.
CIRCULATION
STAFF
ADMIN
SORT.
DROP
PICK UP
GARAGE
TECH SERV.
BREAK
COMPUTERS
ASK
ADULT COLLECTION
RENR. RM. (HISTORY)
OUTDOOR PROGRAM AREA
5a

OPINION OF PROBABLE COST

Owner: Sun Prairie Public Library | Project No.: 2018304 | Date : 11/10/21

Project : Library Expansion | Phase: Conceptual Design | Estimator : KE/AD

Concept 1 - FEH - Total Project Budget

	DESCRIPTION		QTY	UNIT	COST/SF	TOTALS
Building Construction Costs:						
	New construction					
1	New Addition: 25,400 SF		25,400	SF	255.00	6,477,000
2	Renovation of existing Library building: replace HVAC equipment		36,100	SF	19.00	685,900
3	Renovation of existing Library Building: replace existing with LED light fixtures		36,100	SF	15.00	541,500
4	Renovation of existing Library Building: power distribution for furniture		23,280	SF	2.50	58,200
5	Renovation of existing Library Building: ADA Compliance, staff restrooms, doors, flooring, signage, acoustics,	from May 2018 report	1	LS	40,000.00	40,000
6	Renovation of existing Library building: complete EPDM roof system replacement/flashing repair		19,800	SF	10.50	207,900
7	Renovation at demolition/renovation areas		10,000	SF	25.00	250,000
8	Renovation of existing Library building: remove and replace carpet		33,000	SF	5.00	165,000
9	Renovation of existing Library building: replace ACT ceilings		9,000	SF	7.00	63,000
10	Renovation of existing Library building while occupied in a phased manor:		36,100	SF	2.00	72,200
11	May 2018 condition assessment items excluding those listed above		1	LS	192,000.00	192,000
	Demo					0
12	Demo interior		10,000	SF	11.00	110,000
						0
					SubTotal	8,862,700
					Design / Bid Contingency 15%	1,329,405
					Building Construction Costs SubTotal	10,192,105
					Construction Contingency 5%	509,605
					BUILDING CONSTRUCTION COST TOTAL	**$10,701,710**
Site Work Construction Costs						
14	Structure Deconstruction - porch		625	SF	7	4,375
15	Relocate trees		22	EA	750	16,500
16	Remove foundations - porch		625	SF	1	625
17	Hazard Material survey, sample, test		0	LS	7500	0
18	Hazardous material abatement		0	SF	6	0
19	New Parking Spaces & Drive Lane		60,000	SF	9.00	540,000
20	Renovation of existing Library parking lot: resurface lot w/ thermo plastic overlay		9,903	SY	6.00	59,418
21	Renovation of existing Library parking lot: repave w/ 1" asphalt wear course overlay		9,903	SY	8.20	81,205
22	Concrete Curb and Gutter		2,300	LF	14.00	32,200
23	Children's and Adult Outdoor Program area.		2,520	SF	8.00	20,160
	Amphitheater		2,000	SF	36.00	72,000
24	Storm Sewer		425	LF	75	31,875
25	Domestic Water		220	LF	75	16,500
26	Sanitary Sewer		220	LF	90	19,800
27	Electrical service, transformer		1	LS	24,000	24,000
28	Relocate power lines & poles		1	LS	10,000	10,000
29	Fill material		8,700	CY	20	174,000
30	Retaining Walls		180	LF	120	21,600
31	Pedestrian Paving,		2,000	SF	4.00	8,000
32	Renovation of existing Library parking lot: remove gravel and add soil		10,125	SF	3.60	36,450
33	Renovation of existing Library parling lot: landscape the islands		15,000	SF	8.00	120,000
34	Roof canopy		1,400	LS	30	42,000
35	Flag pole		0	LS	2,800	0
36	Directional & Informational Signage - signage, electronic site sign and building		1	LS	24,000	24,000
37	Bioretention Basin		15,000	SF	25.00	375,000
38	Parking lot lighting		8	EA	1,900	15,200
39	Electric charging stations		4	EA	7,500	30,000
40	Solar Panels - 100 KW		100	KW	2,100	210,000
					SubTotal	1,984,908
					Design / Bid Contingency 10%	198,491
					Site Work Construction Costs SubTotal	2,183,398
					Construction Contingency 5%	109,170
					SITE WORK CONSTRUCTION COST TOTAL	**$2,292,568**

42	Land Acquisition	1	LS		0
43	Legal Fees	1	LS		10,000
44	Architectural & Engineering Design Fees	1	LS		1,136,999
45	Sustainable Design Fees	1		50,000.00	50,000
46	Information & Technology Design Fees	1	LS		29,520
47	Furnishing Design, selection, bidding Fees	1	LS		159,016
48	Geo Thermal Horizontal Test Well	1	LS		12,000
49	Site Survey (utilize existing facility documents)	1	LS		6,500
50	Printing Costs/Electronic Plan Room for Construction Documents-verify	1	LS		11,000
51	Construction documents review Fees	1	LS		10,000
52	Builders Risk Insurance	1	LS		7,000
53	Quality Control Material Testing & Inspections	1	LS		30,000
54	Construction Utility by Owner	1	LS		10,000
55	Fixtures, Furnishings & Equipment Allowance $28/SF new	25,400	SF	28.00	711,200
56	Fixtures, Furnishings & Equipment Allowance $16/SF existing	32,000	SF	16.00	512,000
57	Technology & Computer Equipment Allowance	61,500	SF	6.00	369,000
58	Energy & Utility Rebates	1	LS		(15,000)
59	Geotechnical subsurface investigation	1	LS		7,500
60	Moving Collection	1	LS		40,000
61	Ground breaking and dedidcation ceremonies	1	LS		3,000
62	LEED certification services, register $10,000	1	LS	12,000.00	12,000
63	Library Programming	1	LS		30,000
64	Owners Representative	1	LS	0.00	0
65	Smart Locker System	1	EA	50,000.00	50,000
66	Commissioning	1	LS	30,000.00	30,000
67	Reimbursable expenses	1	LS		18,000
68	Referendum Campaign Facilitation	1	LS		0
69	Fundraising Consultanting & grant writing	1	LS		0
			Soft Cost SubTotal		3,239,735
			Site Work Construction Cost Total		2,292,568
			Building Construction Cost Total		10,701,710
			PROJECT TOTAL COST 2021		**$16,234,014**
	Inflation 3% per year for 2022, 2023, and 2024		PROJECT TOTAL COST 2024		$17,857,415

Optional sustainability strategies

Permeable concrete at new paving 60,000 SF x $6/SF	$360,000
Water Reclamation	$90,000
Energy Efficiency to exceed 2021 IECC code	$250,000
Hybrid AV technology for meeting rooms	$200,000
Microgrid batteries	to be determined

OPINION OF PROBABLE COST

Owner: Sun Prairie Public Library | Project No.: 2018304 | Date : 11/10/21

Project : Library Expansion | Phase: Conceptual Design | Estimator : KE/AD

Concept 3 - FEH - Total Project Budget

	DESCRIPTION		QTY	UNIT	COST/SF	TOTALS
Building Construction Costs:						
	New construction					
1	New Addition: 25,400 SF		25,400	SF	255.00	6,477,000
2	Renovation of existing Library building: replace HVAC equipment		36,100	SF	19.00	685,900
3	Renovation of existing Library Building: replace existing with LED light fixtures		36,100	SF	15.00	541,500
4	Renovation of existing Library Building: power distribution for furniture		18,000	SF	2.50	45,000
5	Renovation of existing Library Building: ADA Compliance, staff restrooms, doors, flooring, signage, acoustics,	from May 2018 report	1	LS	40,000.00	40,000
6	Renovation of existing Library building: complete EPDM roof system replacement/flashing repair		19,800	SF	10.50	207,900
7	Renovation of existing Library building: remove and replace carpet		33,000	SF	5.00	165,000
8	Renovation at demolition/renovation areas		7,600	SF	25.00	190,000
9	Renovation of existing Library building: replace ACT ceilings		7,000	SF	7.00	49,000
10	Renovation of existing Library building while occupied in a phased manor:		36,100	SF	2.00	72,200
11	May 2018 condition assessment items excluding those listed above		1	LS	192,000.00	192,000
	Demo					0
12	Demo interior		7,600	SF	11.00	83,600
						0
					SubTotal	8,749,100
					Design / Bid Contingency 15%	1,312,365
					Building Construction Costs SubTotal	10,061,465
					Construction Contingency 5%	503,073
					BUILDING CONSTRUCTION COST TOTAL	**$10,564,538**
Site Work Construction Costs						
14	Structure Deconstruction - porch		1,250	SF	7	8,750
15	Relocate trees		22	EA	750	16,500
16	Remove foundations - porch		1,250	SF	1	1,250
17	Hazard Material survey, sample, test		0	LS	7500	0
18	Hazardous material abatement		0	SF	6	0
19	New Parking Spaces & Drive Lane		70,000	SF	9.00	630,000
20	Renovation of existing Library parking lot: resurface lot w/ thermo plastic overlay		9,903	SY	6.00	59,418
21	Renovation of existing Library parking lot: repave w/ 1" asphalt wear course overlay		9,903	SY	8.20	81,205
22	Concrete Curb and Gutter		2,300	LF	14.00	32,200
23	Children's and Adult Outdoor Program area		2,520	SF	8.00	20,160
	Amphitheater		2,000	SF	36.00	72,000
24	Storm Sewer		475	LF	75	35,625
25	Domestic Water		220	LF	75	16,500
26	Sanitary Sewer		220	LF	90	19,800
27	Electrical service, transformer		1	LS	24,000	24,000
28	Relocate power lines & poles		1	LS	10,000	10,000
29	Fill material		6,000	CY	20	120,000
30	Retaining Walls		180	LF	120	21,600
31	Pedestrian Paving,		2,000	SF	4.00	8,000
32	Renovation of existing Library parking lot: remove gravel and add soil		10,125	SF	3.60	36,450
33	Renovation of existing Library parling lot: landscape the islands		15,000	SF	8.00	120,000
34	Roof canopy		1,400	LS	30	42,000
35	Flag pole		0	LS	2,800	0
36	Directional & Informational Signage - signage, electronic site sign and building		1	LS	24,000	24,000
37	Bioretention Basin		15,000	SF	25.00	375,000
38	Parking lot lighting		8	EA	1,900	15,200
39	Electric charging stations		4	EA	7,500	30,000
40	Solar Panels - 100 KW		100	KW	2,100	210,000
					SubTotal	2,029,658
					Design / Bid Contingency 10%	202,966
					Site Work Construction Costs SubTotal	2,232,623
					Construction Contingency 5%	111,631
					SITE WORK CONSTRUCTION COST TOTAL	**$2,344,255**

42	Land Acquisition	1	LS		0
43	Legal Fees	1	LS		10,000
44	Architectural & Engineering Design Fees	1	LS		1,129,519
45	Sustainable Design Fees	1		50,000.00	50,000
46	Information & Technology Design Fees	1	LS		29,520
47	Furnishing Design, selection, bidding Fees	1	LS		159,016
48	Geo Thermal Horizontal Test Well	1	LS		12,000
49	Site Survey (utilize existing facility documents)	1	LS		6,500
50	Printing Costs/Electronic Plan Room for Construction Documents-verify	1	LS		11,000
51	Construction documents review Fees	1	LS		10,000
52	Builders Risk Insurance	1	LS		7,000
53	Quality Control Material Testing & Inspections	1	LS		30,000
54	Construction Utility by Owner	1	LS		10,000
55	Fixtures, Furnishings & Equipment Allowance $28/SF new	25,400	SF	28.00	711,200
56	Fixtures, Furnishings & Equipment Allowance $16/SF existing	32,000	SF	16.00	512,000
57	Technology & Computer Equipment Allowance	61,500	SF	6.00	369,000
58	Energy & Utility Rebates	1	LS		(15,000)
59	Geotechnical subsurface investigation	1	LS		7,500
60	Moving Collection	1	LS		40,000
61	Ground breaking and dedidcation ceremonies	1	LS		3,000
62	LEED certification services	1	LS	12,000.00	12,000
63	Library Programming	1	LS		30,000
64	Owners Representative	1	LS	0.00	0
65	Smart Locker System	1	EA	50,000.00	50,000
67	Commissioning	1	LS	30,000.00	30,000
68	Reimbursable expenses	1	LS		18,000
69	Referendum Campaign Facilitation	1	LS		0
70	Fundraising Consultanting & grant writing	1	LS		0
			Soft Cost SubTotal		3,232,255
			Site Work Construction Cost Total		2,344,255
			Building Construction Cost Total		10,564,538
			PROJECT TOTAL COST 2021		**$16,141,048**
	Inflation 3% per year for 2022, 2023, and 2024		PROJECT TOTAL COST 2024		$17,755,153

Optional sustainability strategies

Permeable concrete at new paving 60,000 SF x $6/SF	$360,000
Water Reclamation	$90,000
Energy Efficiency to exceed 2021 IECC code	$250,000
Hybrid AV technology for meeting rooms	$200,000
Microgrid batteries	to be determined

OPINION OF PROBABLE COST

Owner: Sun Prairie Public Library | Project No.: 2018304 | Date : 11/10/21

Project : Library Expansion | Phase: Conceptual Design | Estimator : KE/AD

Concept 5 - FEH - Total Project Budget

	DESCRIPTION		QTY	UNIT	COST/SF	TOTALS
Building Construction Costs:						
	New construction					
1	New Addition: 25,400 SF plus glass lobby 4,800 SF less programs		29,400	SF	255.00	7,497,000
2	Renovation of existing Library building: replace HVAC equipment		36,100	SF	19.00	685,900
3	Renovation of existing Library Building: replace existing with LED light fixtures		36,100	SF	15.00	541,500
4	Renovation of existing Library Building: power distribution for furniture		22,900	SF	2.50	57,250
5	Renovation of existing Library Building: ADA Compliance, staff restrooms, doors, flooring, signage, acoustics,	from May 2018 report	1	LS	40,000.00	40,000
6	Renovation of existing Library building: complete EPDM roof system replacement/flashing repair		19,800	SF	10.50	207,900
7	Renovation at demolition/renovation areas		10,000	SF	25.00	250,000
8	Renovation of existing Library building: remove and replace carpet		33,000	SF	4.50	148,500
9	Renovation of existing Library building: replace ACT ceilings		9,000	SF	2.50	22,500
10	Renovation of existing Library building while occupied in a phased manor:		36,100	SF	2.00	72,200
11	May 2018 condition assessment items excluding those listed above		1	LS	192,000.00	192,000
12	Storefront		3,000	SF	55.00	165,000
	Demo					0
13	Demo interior		9,000	SF	11.00	99,000
						0
					SubTotal	9,978,750
					Design / Bid Contingency 15%	1,496,813
					Building Construction Costs SubTotal	11,475,563
					Construction Contingency 5%	573,778
					BUILDING CONSTRUCTION COST TOTAL	**$12,049,341**
Site Work Construction Costs						
14	Structure Deconstruction - porch		1,250	SF	7	8,750
15	Relocate trees		22	EA	750	16,500
16	Remove foundations - porch		1,250	SF	1	1,250
17	Hazard Material survey, sample, test		0	LS	7500	0
18	Hazardous material abatement		0	SF	6	0
19	New Parking Spaces & Drive Lane		60,000	SF	9.00	540,000
20	Renovation of existing Library parking lot: resurface lot w/ thermo plastic overlay		10,500	SY	6.00	63,000
21	Renovation of existing Library parking lot: repave w/ 1" asphalt wear course overlay		9,903	SY	8.20	81,205
22	Concrete Curb and Gutter		2,300	LF	14.00	32,200
23	Children's and Adult Outdoor Program area		2,520	SF	8.00	20,160
24	Amphitheater		2,000	SF	36.00	72,000
25	Storm Sewer		425	LF	75	31,875
26	Domestic Water		220	LF	75	16,500
27	Sanitary Sewer		220	LF	90	19,800
28	Electrical service, transformer		1	LS	24,000	24,000
29	Relocate power lines & poles		1	LS	10,000	10,000
30	Fill material		8,700	CY	20	174,000
31	Retaining Walls		180	LF	120	21,600
32	Pedestrian Paving,		2,000	SF	4.00	8,000
33	Renovation of existing Library parking lot: remove gravel and add soil		10,125	SF	3.60	36,450
34	Renovation of existing Library parling lot: landscape the islands		15,000	SF	8.00	120,000
35	Roof canopy		1,400	LS	30	42,000
36	Flag pole		0	LS	2,800	0
37	Directional & Informational Signage - signage, electronic site sign and building		1	LS	24,000	24,000
38	Bioretention Basin		15,000	SF	25.00	375,000
39	Parking lot lighting		8	EA	1,900	15,200
40	Electric charging stations		4	EA	7,500	30,000
41	Solar Panels - 100 KW		100	KW	2,100	210,000
					SubTotal	1,993,490
					Design / Bid Contingency 10%	199,349
					Site Work Construction Costs SubTotal	2,192,839
					Construction Contingency 5%	109,642
					SITE WORK CONSTRUCTION COST TOTAL	**$2,302,480**

43	Land Acquisition	1	LS		0
44	Legal Fees	1	LS		10,000
45	Architectural & Engineering Design Fees	1	LS		1,255,784
46	Sustainable Design Fees	1		50,000.00	50,000
47	Information & Technology Design Fees	1	LS		29,520
48	Furnishing Design, selection, bidding Fees	1	LS		159,016
49	Geo Thermal Horizontal Test Well	1	LS		12,000
50	Site Survey (utilize existing facility documents)	1	LS		6,500
51	Printing Costs/Electronic Plan Room for Construction Documents-verify	1	LS		11,000
52	Construction documents review Fees	1	LS		10,000
53	Builders Risk Insurance	1	LS		7,000
54	Quality Control Material Testing & Inspections	1	LS		30,000
55	Construction Utility by Owner	1	LS		10,000
56	Fixtures, Furnishings & Equipment Allowance $28/SF new	25,400	SF	28.00	711,200
57	Fixtures, Furnishings & Equipment Allowance $16/SF existing	32,000	SF	16.00	512,000
58	Technology & Computer Equipment Allowance	61,500	SF	6.00	369,000
59	Energy & Utility Rebates	1	LS		(15,000)
60	Geotechnical subsurface investigation	1	LS		7,500
61	Moving Collection	1	LS		40,000
62	Ground breaking and dedidcation ceremonies	1	LS		3,000
63	LEED certification services	1	LS	12,000.00	12,000
64	Library Programming	1	LS		30,000
65	Owners Representative	1	LS	0.00	0
66	Smart Locker System	1	EA	50,000.00	50,000
67	Commissioning	1	LS	30,000.00	30,000
68	Reimbursable expenses	1	LS		18,000
69	Referendum Campaign Facilitation	1	LS		0
70	Fundraising Consultanting & grant writing	1	LS		0
			Soft Cost SubTotal		3,358,520
			Site Work Construction Cost Total		2,302,480
			Building Construction Cost Total		12,049,341
			PROJECT TOTAL COST 2020		**$17,710,341**
	Inflation 3% per year for 2021, 2022, 2023, and 2024		PROJECT TOTAL COST 2024		$19,932,989

Optional sustainability strategies

Permeable concrete at new paving 60,000 SF x $6/SF	$360,000
Water Reclamation	$90,000
Energy Efficiency to exceed 2021 IECC code	$250,000
Hybrid AV technology for meeting rooms	$200,000
Microgrid batteries	to be determined

06 / NEXT STEPS

Meet with potential donors (2021 & 2022)

Begin capital campaign (2022)

Full design document creation (2023)

Open house presentations of final design (2023)

Capital campaign--public phase (2023)

Construction begins (2024)

Ribbon cutting for expanded building (2025)

APPENDIX 07
COLLECTION WORKBOOK

COLLECTION WORKSHEETS / UPDATED

TO: Svetha Hetzler, SPPL managers
CC: Christy Monk, Aaron Davis, Gregg Baum
FROM: Anders C. Dahlgren
PHONE: 309-846-2836
DATE: January 7, 2022

Attached after this introduction are the updated collection worksheets, based on the comments and suggestions gathered during and after my recent site visit. The very first item reproduced here is the current iteration of the overall space needs estimate for the library. This is followed by a worksheet summarizing the current and projected distribution of the library's proposed collection inventory. Another worksheet follows, outlining the recommended specifications for the library's shelving setting. This piece is critical to the upcoming SPARK planning sessions in that it identifies how many sections of shelving are needed for the various parts of the collection. Finally, this memo reports out on a planning model that allocates space within the expanded library into departmental blocks.

Service and Space Need Summary

The service and space need summary updates an analysis first produced in 2018 as part of FEH's initial concept plan study for SPPL. The intent is to identify how the planning landscape has changed in the short intervening time and how that might impact space needs.

In fact, critical factors shifted the service landscape since the 2018 concept plan study was completed. The 2020 census was undertaken and the results released. The revised service population projections based on the new census numbers percolate throughout our thought processes, affecting collection inventory projections, in particular. Staff has had time to reflect on and reconsider the planning assumptions made during the 2018 study. In particular, staff has had time to consider implications relating to the likely addition of one or two future branches, which emerged as a key planning assumption as a result of the 2018 study. Finally, the experience of the pandemic has conditioned service protocols, expectations, and goals.

2020 census. Results of the 2020 census led local planners to a more assertive estimate of future population growth than was anticipated in the 2018 concept plan study. In that earlier study, SPPL's population service population was estimated at 58,250 to the year 2040, including 45,580 municipal residents plus and allowance of 12,700+ representing a portion of the population of Dane County residents who live outside of existing library service jurisdictions in the county but are nevertheless served by Sun Prairie PL. Based on updated 2020 census data, the municipal population forecast to the year 2040 increased to 50,100. The allowance representing the impact of county residents who are served by the Sun Prairie PL is estimated to decrease – to 10,000 – reflecting the increased likelihood that certain nearby areas of the county that are presently unserved will in fact establish a locally-supported library service. Cottage Grove is the specific case in point. As a result, the design population – the library's projected service population – has increased to 60,100.

Collection inventory. The increase in service population prompts a re-examination of collection needs, updating the recommendations from the 2018 concept plan study. As with the 2018 concept plan

study, collection needs were assessed from two distinct perspectives:

The Dane County Library Standards offer a specific service benchmark, that SPPL supports a collection of 3.2 items per capita, based on the library's municipal service population – 160,300 items in all (50,100 x 3.2).

A peer comparative analysis of the experience of a cohort of peer libraries from the immediate region suggests that a library serving a population of 60,100 should likewise anticipate 3.2 items per capita. This result differs from the recommendation emerging from the Dane County Standards in that it is based on the library's effective *extended* service population, not the narrower municipal population.

In fact, both analyses inform the updated recommendation for the library's future collection inventory. The peer comparative analysis leads to a recommendation of a collection of 195,000 to 200,000 items. The peer comparative analysis also suggests that as the Sun Prairie PL grows to a service population of 60,000+, it's increasingly likely to deploy multiple facilities to better serve its public – a main library plus one or two branches. With this in mind, the updated analysis embraced the notion that the Sun Prairie PL should expect to develop a collection of up to 200,000 items to the year 2040, *and* that the library should anticipate developing one or two branch libraries over the coming generation, where a portion of that overall inventory will be housed. At the current location, which in this scenario eventually becomes the "main" library, a collection inventory of 165,000 items is recommended – this will guarantee SPPL's ability to meet the Dane County Library Standard, even if neither of the branches ever comes to fruition.

Impact of branch service. The idea that branches will be part of the Sun Prairie PL's future also leads to features that weren't anticipated in the original 2018 concept plan study, features like a garage for a library vehicle that will be needed to transport materials and supplies among the library's multiple buildings.

Impact of the pandemic. Looking at the library's service inventory refracted through the lens of the ongoing pandemic suggests a need to add functionality that wasn't part of the agenda three years ago – like space to support a drive-up service window function. Other planned features, such as a bank of 24/7 pick-up lockers and automated materials handling, take on additional import in the wake of the pandemic to reduce opportunities for direct, inter-personal contact.

These revised and updated resource and service inventory needs are summarized in table on the first page following this introduction. With the update, the space needs are estimated at roughly 61,500 square feet. This is about 6,000 square feet more than the final, pre-pandemic estimate, but a truer reflection of the service goals and space needs of the library, based on what we now know today.

Collection Distribution Worksheet

The six pages following the service and space needs table summarize thoughts and priorities regarding how the 165,000 items in the collection should be deployed. This is an important step toward defining how many shelving units are needed to house the collection and how much of a footprint those shelving units will require. These six pages recount the print and media holdings for the three major subdivisions within the library's collection – adult, children's and teen.

Each of these collections is further subdivided into narrower categories. The inventory currently deployed into each individual category is identified. For example, in the adult fiction collection there are

14,113 volumes in the "regular" collection, 365 volumes in display shelving (as part of the "buzz books" collection), and 860 volumes housed on the new book shelves – a total of 15,338 items. This represents 10.42% of the library's total current-day collection.

The percentage is important because it becomes the basis for projecting the future distribution of the collection. The current distribution has been derived over years of observation by staff as to how library users use the collections. The collection has been developed over time in response to users' demands for this category of material over that. Over time, it has led to a collection that is 50.0% adult material (print + media), 42.7% children's material, and 7.2% teen material. Or 80.6% print and 19.3% media / nonprint. These ratios reflect the service and topical priorities of Sun Prairie PL users.

The current ratio becomes the basis for an initial projection of the distribution of resources within the future collection. At 10.42% of total, the fiction collection will include 17,200 items against a combined recommended collection inventory of 165,000 items. That initial allocation was then subjected to a review by SPPL managers, and adjustments made to reflect the managers' measured assessment of how the collections should develop in the future. The adult fiction collection, initially called out at 17,200 volumes is reduced to 16,500 volumes so that resources can be re-deployed into other parts of the collection (including, for example, a larger inventory of large print nonfiction). Similar adjustments throughout the proposed collection inventory are recorded on this worksheet.

Shelving Specifications

The seven sheets following the Collection Distribution Worksheet outline specifications that define how different parts of the collection are to be housed. Ultimately, this worksheet focuses on identifying how many sections of shelving and how many square feet of footprint each segment of the collection will need.

This worksheet lists the library's collection subcategories for the adult, children's, and teen collections; print and media / nonprint. It links the projected inventory from the Collection Distribution Worksheet for each respective category. Note that this worksheet in its present iteration does *not* take into account a percent in circulation. The (cautious) intent is to provide shelving accommodation for the entire collection.

The height of each shelving unit is specified, for the most part standardized on a 60" tall frame. The library may instead want to consider a 66" frame as standard. This would support an increased shelf-to-shelf dimension, allowing more interfiling of larger-size material. There may be a unit cost savings, if a 66" frame is a stock dimension while a 60" frame is more of a custom dimension, something to be verified by FEH's interior design staff. The column headed "Ref" points to a sketch on the last page of this worksheet that provides more detail about the composition of the shelving unit.

The next several columns – headed "Shelves," "Cap fact," and "Per lin.ft." – are about producing the result in the next column and identifying the number of items we can expect to house in each shelving unit. The column after *that* – "Unit req" – is the key to the entire worksheet: the number of shelving units needed to support the projected holdings in each collection segment.

The column headed "Sq.ft." calculates the footprint needed for each segment, based on the number of shelving units required. For the most part, the default allowance per shelving unit is 10.50 square feet. This accommodates a 3' shelving unit 12" deep installed on a 42" aisle. The footprint for some collection segments is calculated with a unit allowance of 15.00 square feet: new book displays, buzz book displays,

audio CD shelving and video shelving. The display units typically prefer to be arranged with a more generous spacing to encourage casual browsing; the CD and video shelving employ pull-out browsing bins mounted on a standard cantilever shelving frame, and the pull-out bins need a wider aisle to accommodate those bins.

Department Block Space Model

The final sheet following reproduces the Department Block Space Model worksheet. This worksheet proposes a distribution of the library's proposed 61,500 square feet into an assortment of blocks of space representing the departments the library is likely to employ in the design of its expanded space. These departmental blocks are the components of space that will be used in the upcoming SPARK planning exercise. This worksheet is developed in lieu of developing a full building program; that effort will be undertaken in a subsequent phase of planning.

The Department worksheet lists the library's prospective departments along the left edge of the page. The column headed "Sq.ft." provides an estimate of how many square feet each department will need. Note that the total – 61,583 – corresponds with the bottom line space needs estimate from the table reproduced on the first page following.

The column headed "Sec" identifies how many sections of shelving are to be found in each departmental block that supports collections.

The remaining columns repeat the eight broad categories of library space that are used in the space needs table to organize the initial calculation of the library's space needs. This worksheet deploys resources from those categories into the proposed departments so as to fashion an estimate of space need for each department:

- The Collection column allocates the 16,650 square foot allowance for collections into the six departmental blocks that will support collections. From the Shelving Specifications worksheet, we know that the collection segments that will be housed in the Adult services – fiction departmental block account for 29.9% of the total space allowed for collections, so on this worksheet, 4,971 square feet is allocated to the Adult services – fiction departmental block (29.9% of 16,650). The adult media collections represent 11.5% of the overall footprint needed for collections, so on this worksheet 1,923 square feet is allocated to that departmental block.

- The 45 technology stations for public use are deployed as follows: 30 stations into the Adult services – digital department; 6 stations into Teen services; 3 stations into Youth services – preschool; and 6 stations into Youth services – gradeschool. The unit space allocation for each station is 40.0 square feet.

- The 124 general purpose reader seats are deployed as follows: 24 in Adult services – fiction; 50 in Adult services – nonfiction; 12 in Teen services; 18 in Youth services – preschool; and 20 in Youth services – gradeschool. This apportions the seating roughly 60% to adults, 30% to children and 10% to teens. The unit space allocation for each seat is 32.5 square feet.

- The 50 staff work stations can be deployed easily into the corresponding departmental block. In creating the listing of proposed staff work stations for the space needs table, 12 were associated with Entry + Orientation operations; 8 with Adult services functions (and this space is blocked with Adult services – nonfiction, where the adult public service desk is likely to be located); 1 with

Teen services (the public service desk); 11 in Youth services; 7 in administration; 8 in technical services; 2 in network services; and 1 in maintenance. The unit allocation for these stations is 132.5 square feet, which is a bit generous, but the intent is that the actual allowance used for the stations may be smaller with the "found" space redirected to staff collaborative spaces, project rooms, and huddle rooms. Note that one of the stations associated with Entry + orientation is for a drive-up service window, a function that will impose unique design and access requirements to support vehicular approach alongside the building.

- According to the space needs table, three meeting / program rooms are accommodated in the future Sun Prairie PL. The space allocation for the multi-purpose room and the conference / board room is deployed to the Meeting rooms departmental block. Assume that after-hours egress from these spaces is desirable. The Children's multi-purpose room (storytime room) is deployed to the Youth services – preschool departmental block.

- Special use space refers to a category of space that supports activities and equipment that may not be conveniently supported in collection space or technology space, any of the preceding "types" of space. Special use space can include space for a copy center, or for small group study rooms (which are *not* included in the general purpose reader seating inventory because a small group study room is provided to support a specific user activity). Special use space can support a staff break room. The allowance of 7,002 square feet for special use purposes made on the Space Needs Table is deployed according to patterns observed by the consultant in developing building programs for other libraries of similar size.

- Nonassignable space refers to essential spaces needed to support the operations of the library but that cannot be used or "assigned" to specific library purposes. Nonassignable space includes space for mechanical systems, restrooms, stairways and elevators in a multi-level building, wall thicknesses and mechanical chases. The space needs table reserves 16,847 square feet for nonassignable purposes. The Department worksheet deploys a portion of that allocation to each departmental block, mostly in support of wall thicknesses and mechanical chases that may occur within the block. Typically the allowance is calculated at a rate equal to 10% of the assignable space allocated to the department in the preceding columns. The formulaic allocation Entry + orientation is larger, to account for the likelihood that public restrooms will be part of that block. A single block of space equal to 5% of the gross area of the building is set aside for the mechanical room(s). The remaining portion of the nonassignable space allocation – 8,888 square feet – is set aside. Conceptually, this space will be worked into other departmental blocks as the design is refined and resolved.

- The space needs table also reserves space for selected dedicated allowances. These include space for the Friends bookstore, a refreshment area, and a 24/7 delivery device, all deployed in the Entry + orientation block; a local history display in Adult services – nonfiction; a discovery zone in Youth services – preschool; and a garage in the Dedicated nonassignable block. (Note: the Dedicated nonassignable block will likely evolve into functions such as a receiving area, a staff entry, various kinds of storage – office supplies, cleaning supplies. The garage will bring with it special considerations regarding access.)

All of these deployments are subject to further consideration and redistribution as more detailed planning for the expanded facility ensues.

SUN PRAIRIE PUBLIC LIBRARY
SERVICE SUMMARY + SPACE NEEDS ESTIMATE
SPARK SPACE NEEDS UPDATE

RESOURCE +SERVICE SUMMARY

		Systemwide	@ branches	@ main
COLLECTIONS	Print + media	200,000	35,000	165,000
	Magazines	200	50	150
TECHNOLOGY		75	30	45
READER SEATING		174	50	124
STAFFING				50
MEETING	Multi-purpose 1			120
	Conference / board			14
	Children's multi-purpose			65

SPACE NEED

(1)	COLLECTIONS @ 10 items per sq.ft. (optimum)		16,650
	TECHNOLOGY @ 40.0 sq.ft. per station (moderate)		1,800
	READER SEATING @ 32.5 sq.ft. per (moderate)		4,030
(2)	STAFFING @ 137.5 sq.ft. per station		6,875
	MEETING		
		Multi-purpose 1	1,440
		Conference / board	520
		Children's multi-purpose	975
	SPECIAL USE @ 12.5% of gross area (moderate)		6,727
	NONASSIGNABLE @27.5% of gross area (min)		14,800
	DEDICATED ALLOWANCES		
(3)		Sun Prairie Media Center	2,699
(4)		Friends bookstore + sorting	925
(5)		Refreshment area	400
		Maker space	2,350
		Children's discovery zone	500
		Delivery lockers / dispenser device	250
		Historical museum display	150
(6)		Garage	500
	GROSS AREA NEEDED		61,591

NOTES

(1) Space allocation assumes 0% in circulation, optimum allowance supports accessible shelf height

(2) Moderate allocation is applied to support creation of staff "huddle spaces" -- number TBD -- for staff conferences, collaboration, and project work

(3) Current allocation is 2,699 sq.ft.

(4) Current allocation is 600 sq.ft.

(5) This is a new allocation, fashioned from "found" space resulting from setting the allowance for the SP Media Center at its current allocation.

(6) This is a new allocation, to accommodate the delivery vehicle the library will need when branches are developed

Sun Prairie Public Library
Collection distribution worksheet 1/7/2022

ADULT PRINT

		CURRENT INVENTORY						PROJECTED INVENTORY		
		AD	DIS	New	Other	Total	Pct	Pct	Items	Adjust
BKAFI	Fiction	14,113	365	860		15,338	10.42%	10.42%	17,200	16,500
BKAFIMY	Fiction mystery	3,280	17	125		3,422	2.32%	2.32%	3,825	3,825
BKAFISF	Fiction sci fi	1,133	8	56		1,197	0.81%	0.81%	1,350	1,350
PAAFI	Pbk fic	602		24		626	0.43%	0.43%	700	700
PAAFIMY	Pbk mystery	406		37		443	0.30%	0.30%	500	500
PAAFIRO	Pbk romance	1,474		103		1,577	1.07%	1.07%	1,775	1,775
PAAFISF	Pbk SF	168		8		176	0.12%	0.12%	200	200
BKAFIGN	Graphic fiction	599	1			600	0.41%	0.41%	675	1,000
BKANFGN	Graphic NF	234				234	0.16%	0.16%	250	350
BKAFISP	Spanish fiction	76				76	0.05%	0.05%	75	300
BKANFSP	Spanish NF	86		3		89	0.06%	0.06%	100	350
new cat	World Languages									200
new cat	"Fresh reads"									250
LPFI	Large print fiction	3,629		334		3,963	2.69%	2.69%	4,450	4,425
LPNF	Large print NF	546		79		625	0.42%	0.42%	700	1,000
BKANF	Nonfic ref (loc code = RF)	303				303	0.21%	0.21%	350	300
BKANF	Nonfic	22,395	110	845		23,350	15.86%	15.86%	26,175	24,650
KTA	Adult kits (reading club)	486				486	0.33%	0.33%	550	1,100
	ADULT PRINT					**52,505**	**35.67%**	**35.67%**	**58,875**	**58,775**
BKANF	Nonfic professional (loc code = PR)				238	238	0.16%	0.16%	275	

ADULT MEDIA

		CURRENT INVENTORY						PROJECTED INVENTORY		
		AD	DIS	New	Other	Total	Pct	Pct	Items	Adjust
CDAMS	CD music	4,273				4,273	2.90%	2.90%	4,800	4,800
CDAFI	CD audiobk adult fic	2,915				2,915	1.98%	1.98%	3,275	3,275
CDANF	CD audiobk adult NF	860				860	0.58%	0.58%	975	975
CDASP	CD audiobk adult Spanish	1				1	0.00%	0.00%	-	-
DAPAFI	Digital audio player fic	330				330	0.22%	0.22%	375	375
DAPANF	Digital audio player NF	59				59	0.04%	0.04%	75	75
DBRAFE	Blu-ray feature	1,341	2			1,343	0.91%	0.91%	1,500	1,500
DBRANF	Blu-ray NF	34				34	0.02%	0.02%	50	50
DVDAFE	DVD feature	6,330	3			6,333	4.30%	4.30%	7,100	7,100
DVDATV	DVD TV series	2,134				2,134	1.45%	1.45%	2,400	2,400
DVDANF	DVD NF	2,813				2,813	1.91%	1.91%	3,150	3,150
SOA	Software	4				4	0.00%	0.00%	-	-
	ADULT NONPRINT					**21,099**	**14.33%**	**14.33%**	**23,700**	**23,700**
	TOTAL ADULT					**73,604**	**50.01%**	**50.01%**	**82,575**	**82,475**
DVDANF	DVD NF reference (loc code = RF)				2	2	0.00%			

Sun Prairie Public Library
Collection distribution worksheet 1/7/2022

CHILDREN'S PRINT

		CURRENT INVENTORY						PROJECTED INVENTORY		
		CH	DIS	New	Other	Total	Pct	Pct	Items	Adjust
BKJFI	J fiction	8,147	84	651		8,882	6.03%	6.03%	9,950	10,050
BKJFICO	J fic comic books	510				510	0.35%	0.35%	575	550
BKJFIGN	J fic graphic	2,317	44			2,361	1.60%	1.60%	2,650	2,850
PAJFI	J pbk fiction series (loc code = CHSE)	4,348				4,348	2.95%	2.95%	4,875	4,775
BKJNF	J NF	18,196	5	612		18,813	12.78%	12.78%	21,100	21,050
BKJNF	J NF parenting (loc code = PC)	329				329	0.22%	0.22%	375	375
BKJFIWL	J fic world lang	104				104	0.07%	0.07%	125	175
BKJNFWL	J NF world lang	130				130	0.09%	0.09%	150	175
PBJFI	J picture book fiction	13,505		876		14,381	9.77%	9.77%	16,125	16,100
PBJFIBB	J board book	1,796				1,796	1.22%	1.22%	2,025	2,000
PBJFIWL	J picture book fiction world lang	339				339	0.23%	0.23%	375	500
ERJFI	J early rdr fic	4,254				4,254	2.89%	2.89%	4,775	4,800
CHILDREN'S PRINT						**56,247**	**38.21%**	**38.21%**	**63,100**	**63,400**

CHILDREN'S MEDIA

		CURRENT INVENTORY						PROJECTED INVENTORY		
		CH	DIS	New	Other	Total	Pct	Pct	Items	Adjust
CDJMS	J CD music	862				862	0.59%	0.59%	975	700
CDJMS	J CD professional (loc code = PR)				2	2	0.00%	0.00%	-	
CDJFI	J CD audiobook fiction	512				512	0.35%	0.35%	575	475
CDJNF	J CD audiobook NF	21				21	0.01%	0.01%	25	25
CDJWL	J CD audiobook world lang	47				47	0.03%	0.03%	50	50
DAPJ	J digital audio player	534				534	0.36%	0.36%	600	650
DBRJ	J blu-ray	599				599	0.41%	0.41%	675	700
DVDJFE	J DVD feature	2,928				2,928	1.99%	1.99%	3,275	2,900
DVDJNF	J DVD NF	472				472	0.32%	0.32%	525	475
KTJ	J kits	89				89	0.06%	0.06%	100	125
BCDJ	J kits (books + CD in hanging bags)	147				147	0.10%	0.10%	175	125
BDAPJ	J kits (books + Playaway in hanging bag)	127				127	0.09%	0.09%	150	25
new cat	Audio Enabled Books									300
SOJ	J software	165				165	0.11%	0.11%	175	200
VGJ	J video games	180				180	0.12%	0.12%	200	325
CHILDREN'S NONPRINT						**6,685**	**4.54%**	**4.54%**	**7,500**	**7,075**
TOTAL CHILDREN'S						**62,932**	**42.76%**	**42.76%**	**70,600**	**70,475**

Sun Prairie Public Library
Collection distribution worksheet 1/7/2022

TEEN PRINT

		CURRENT INVENTORY						PROJECTED INVENTORY		
		Y	DIS	New	Other	Total	Pct	Pct	Items	Adjust
BKYFI	Teen fiction	4,771	45	401		5,217	3.54%	3.54%	5,850	5,850
BKYFIGN	Teen fic graphic	2,767	3			2,770	1.88%	1.88%	3,100	3,100
BKYFIWL	Teen fic world lang	139				139	0.09%	0.09%	150	150
BKYNFWL	Teen NF world lang	2				2	0.00%	0.00%	-	25
BKYNF	Teen NF	1,593	1	75		1,669	1.13%	1.13%	1,875	1,850
TEEN PRINT						**9,797**	**6.66%**	**6.66%**	**10,975**	**10,975**

TEEN MEDIA

		CURRENT INVENTORY						PROJECTED INVENTORY		
		Y	DIS	New	Other	Total	Pct	Pct	Items	Adjust
CDY	Teen CD audiobook	406				406	0.28%	0.28%	450	350
DAPY	Teen digital audio player	453				453	0.31%	0.31%	500	600
TEEN NONPRINT						**859**	**0.58%**	**0.58%**	**950**	**950**
TOTAL TEEN						**10,656**	**7.24%**	**7.24%**	**11,925**	**11,925**

Sun Prairie Public Library
Collection distribution worksheet 1/7/2022

SHELVING SPECIFICATIONS

ADULT PRINT

	To own	Pct circ	To house	Height	Ref	Shelves	Cap fact	Per lin.ft.	Per unit	Unit req	Sq.ft.	Item /s.f.
Fiction	16,500		16,500	60"	E1	4.00	75%	10.00	90	184	1,932	8.54
Fiction mystery	3,825		3,825	60"	E1	4.00	75%	10.00	90	44	462	8.28
Fiction sci fi	1,350		1,350	60"	E1	4.00	75%	8.50	77	18	189	7.14
Pbk fic	700		700	60"	E8	4.50	75%	11.00	111	8	84	8.33
Pbk mystery	500		500	60"	E8	4.50	75%	11.00	111	6	63	7.94
Pbk romance	1,775		1,775	60"	E8	4.50	75%	11.00	111	16	168	10.57
Pbk SF	200		200	60"	E8	4.50	75%	11.00	111	2	21	9.52
Graphic fiction	1,000		1,000	60"	E1	4.00	75%	16.00	144	8	84	11.90
Graphic NF	350		350	60"	E1	4.00	75%	16.00	144	4	42	8.33
Spanish fiction	300		300	60"	E1	4.00	75%	10.00	90	4	42	7.14
Spanish NF	350		350	60"	E1	4.00	75%	12.00	108	4	42	8.33
World Languages	200		200	60"	E1	4.00	75%	10.00	90	4	42	4.76
Fresh reads	250		250	60"	E1	4.00	75%	10.00	90	4	42	5.95
Large print fiction	4,425		4,425	60"	E1	4.00	75%	9.00	81	56	588	7.53
Large print NF	1,000		1,000	60"	E1	4.00	75%	9.00	81	14	147	6.80
Nonfic ref (loc code = RF)	300		300	60"	E1/E2	3.80	85%	8.00	78	4	42	7.14
Nonfic	24,650		24,650	60"	E1/E2	3.80	75%	12.00	103	240	2,520	9.78
Adult kits (reading club)	1,100		1,100	60"	E1	4.00	75%	10.00	90	14	147	7.48
New books -- fiction	varies	varies	varies							12	180	
New books -- NF	varies	varies	varies							10	150	
Display -- buzz books	varies	varies	varies							8	120	
Other categories????												
ADULT PRINT	**58,775**		**58,775**							**664**	**7,107**	**8.27**
Nonfic professional (loc code = PR)	275		275	60"	E1/E2	3.80	75%	12.00	103	4	42	6.55

SHELVING SPECIFICATIONS

ADULT MEDIA

	To own	Pct circ	To house	Height	Ref	Shelves	Cap fact	Per lin.ft.	Per unit	Unit req	Sq.ft.	Item /s.f.
CD music	4,800		4,800	60"	E4b	4.00	75%	20.00	240	22	330	14.55
Audiobook -- fiction	3,650		3,650	60"	E8	4.50	75%	9.50	96	40	420	8.69
CD audiobook	3,275											
Digital audio player	375											
Audiobook -- NF	1,050		1,050	60"	E8	4.50	75%	9.50	96	12	126	8.33
CD audiobook	975											
Digital audio player	75											
NOTE: CD audiobooks and digital audiobooks (Playaways) are interfiled												
CD audiobook adult Spanish	-		-	60"	E8	4.66	75%			2	21	
NOTE: Spanish audiobook inventory and storage strategy To Be Determined; for the present, this is a placeholder												
Blu-ray feature	1,500		1,500	60"	E4b	4.00	75%	30.00	360	6	90	16.67
Blu-ray NF	50		50	60"	E4b	4.00	75%	30.00	360	2	30	1.67
DVD feature	7,100		7,100	60"	E4b	4.00	75%	25.00	300	24	360	19.72
DVD TV series	2,400		2,400	60"	E4b	4.00	75%	25.00	300	10	150	16.00
DVD NF	3,150		3,150	60"	E8	4.50	75%	25.00	338	10	150	21.00
NOTE: Blu-rays are in slimline cases, up to 40 per lin.ft.; DVDs in standards cases slightly more than 25 per lin.ft.												
Software	-		-	60"	???	???	???			2	21	-
NOTE: Software inventory and storage strategy To Be Determined; for the present, this is a placeholder												
New nonprint -- adult	varies									**2**	30	
Display -- buzz "books"										**2**	30	
ADULT NONPRINT	**23,700**		**23,700**							**134**	**1,758**	**13.48**
TOTAL ADULT	**82,475**		**82,475**							**798**	**8,865**	**9.30**
DVD NF reference (loc code = RF)	-		-		???	???	???			2	21	-

Sun Prairie Public Library
Collection distribution worksheet 1/7/2022

SHELVING SPECIFICATIONS

CHILDREN'S PRINT

	To own	Pct circ	To house	Height	Ref	Shelves	Cap fact	Per lin.ft.	Per unit	Unit req	Sq.ft.	Item /s.f.
J fiction	10,050		10,050	60"	E1	5.00	75%	14.00	158	64	672	14.96
J comic books	550		550	60"	E1	4.00	???	???	???	4	42	13.10
NOTE: J comic book storage strategy To Be Determined; for the present, this is a placeholder												
J fic graphic	2,850		2,850	60"	E1	4.00	75%	20.00	180	16	168	16.96
J pbk fiction series (loc code = CHSE)	4,775		4,775	60"	E8	5.00	75%	22.00	248	20	210	22.74
J nonfiction	21,525		21,525	60"	E1/E2	4.80	75%	24.00	259	84	882	24.40
J NF print	21,050											
J NF DVD	475											
NOTE: J NF DVDs are interfiled w J NF print												
J NF parenting (loc code = PC)	375		375	60"	E1	5.00	75%	14.00	158	4	42	8.93
J fic world lang	175		175	60"	E1	5.00	75%	14.00	158	2	21	8.33
J NF world lang	175		175	60"	E1	5.00	75%	24.00	270	2	21	8.33
J picture book fiction	16,100		16,100									
J picture books divider			10,750	42"	H2	3.00	75%	24.00	162	68	714	15.06
J picture books bins			5,350								711	7.53
NOTE: 33% of pict bks will be deployed in bins (paperback pict bks and "neighborhoods"); assume 50% density of divider shelving												
J board book	2,000		2,000	42"	???	???	???	???	???	6	90	22.22
NOTE: board book storage strategy To Be Determined; for the present, this is a placeholder												
J picture book fiction world lang	500		500	42"	H2	3.00	75%	24.00	162	4	42	11.90
J early rdr fic	4,800		4,800	42"	H2	3.00	75%	36.00	243	20	210	22.86
New books -- gradeschool	varies	varies	varies	60"						12	180	
New books -- preschool	varies	varies	varies	42"						10	150	
Display -- buzz books	varies	varies	varies	60"						4	60	
Other categories????												
CHILDREN'S PRINT	**63,875**		**63,875**							**320**	**4,215**	**15.16**

SHELVING SPECIFICATIONS

CHILDREN'S MEDIA

	To own	Pct circ	To house	Height	Ref	Shelves	Cap fact	Per lin.ft.	Per unit	Unit req	Sq.ft.	Item /s.f.
J CD music	700		700	60"	E4b	4.00	75%	20.00	240	4	60	11.67
J audiobooks -- fiction	1,125		1,125	60"	E8	4.66	75%	9.50	100	12	126	8.93
J CD audiobook	475											
J Digital audio player	650											
J CD audiobook NF	25		25	60"	E8	4.66	75%	9.50	100	2	21	1.19
NOTE: CD audiobooks and digital audiobooks (Playaways) are interfiled												
J CD audiobook world lang	50		50	60"	E8	4.66	75%	9.50	100	2	21	2.38
J blu-ray	700		700	60"	E4b	4.00	75%	30.00	360	2	30	23.33
J DVD feature	2,900		2,900	60"	E4b	4.00	75%	20.00	240	14	210	13.81
J kits	125		125	60"	???	???	???	???	???	6	63	1.98
J kits (books + CD in hanging bags)	125		125	60"	???	???	???	???	???	4	42	2.98
J kits (books + Playaway in hanging bag)	25		25	60"	???	???	???	???	???	4	42	0.60
Audio enabled books	300		300	60"	???	???	???	???	???	4	42	7.14
J software	200		200	60"	???	???	???	???	???	4	42	4.76
J video games	325		325	60"	???	???	???	???	???	4	42	7.74
NOTE: Storage and display strategies for these categories To Be Determined; these are placeholders												
New nonprint -- children's	varies									2	30	
CHILDREN'S NONPRINT	**6,600**		**6,600**							**64**	**771**	**8.56**
TOTAL CHILDREN'S	**70,475**		**70,475**							**384**	**4,986**	**14.14**
J CD professional (loc code = PR)	-		-	60"	E4b	4.00	75%	20.00	240	2	30	-

Sun Prairie Public Library
Collection distribution worksheet 1/7/2022

SHELVING SPECIFICATIONS

TEEN PRINT

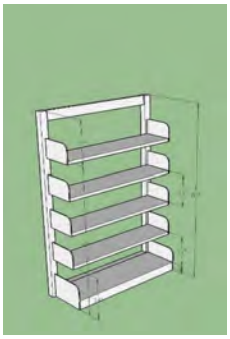
	To own	Pct circ	To house	Height	Ref	Shelves	Cap fact	Per lin.ft.	Per unit	Unit req	Sq.ft.	Item /s.f.
Teen fiction	5,850		5,850	60"	E1	4.00	75%	9.50	86	70	735	7.96
Teen fic graphic	3,100		3,100	60"	E1	4.00	75%	16.00	144	22	231	13.42
Teen fic world lang	150		150	60"	E1	4.00	75%	10.00	90	2	21	7.14
Teen NF world lang	25		25	60"	E1	4.00	75%	12.00	108	2	21	1.19
Teen NF	1,850		1,850	60"	E1/E2	3.80	75%	15.00	128	16	168	11.01
New materials -- teen (print + nonprint?)		varies								4	60	
Display -- buzz books		varies								2	30	
Other categories????												
TEEN PRINT	**10,975**		**10,975**							**118**	**1,266**	**8.67**

SHELVING SPECIFICATIONS

TEEN MEDIA

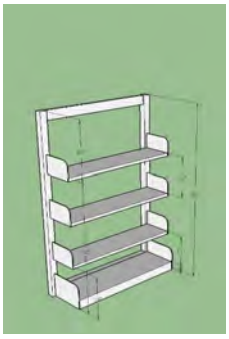
	To own	Pct circ	To house	Height	Ref	Shelves	Cap fact	Per lin.ft.	Per unit	Unit req	Sq.ft.	Item /s.f.
Teen audiobook fiction	950		950	60"	E8	4.66	75%	9.50	100	10	105	9.05
Teen CD audiobook	350											
Teen Digital audio player	600											
NOTE: CD audiobooks and digital audiobooks (Playaways) are interfiled												
TEEN NONPRINT	**1,900**		**950**							**10**	**105**	**9.05**
TOTAL TEEN	**12,875**		**11,925**							**128**	**1,371**	**8.70**

Sun Prairie Public Library
Collection distribution worksheet 1/7/2022



E1
60" tall
Shelving 11" o.c. (10" clear shelf to shelf)
Base shelf IS used in J fiction + J NF but NOT used in all other parts of the collection
Lowest shelf: 14" above floor
Topmost shelf: 47" above floor
# of shelves: 4 or 5

All adult print EXCEPT 20% of NF, and paperbacks
All teen print EXCEPT 20% of NF
All children's print EXCEPT picture books and early readers and 20% of J NF

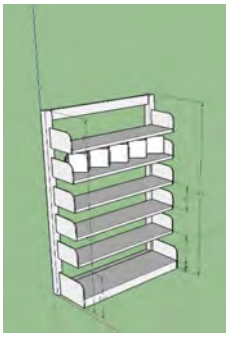


E2
60" tall
Shelving 14" o.c. (13" clear shelf to shelf)
Base shelf IS used in J fiction + J NF but NOT used in all other parts of the collection
Lowest shelf: 14" above floor
Topmost shelf: 42" above floor
# of shelves: 3 or 4

This shelving is deployed in parts of the NF collection in Adult Teen and J, where larger for volumes are more common.
With 20% of NF shelving = E2, 80% = E1, then on average there are 3.8 shelves per ur (4.8 in J NF)

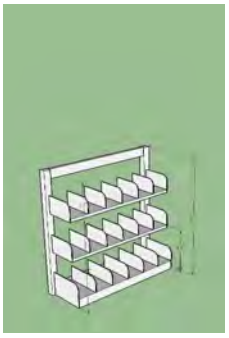
E4b
60" tall
Shelving 9" o.c. (8" clear shelf to shelf)
Base shelf NOT used
Lowest shelf: 14" above floor
Topmost shelf: 41" above floor
# of shelves: 4

Music CDs, DVDs, blu-rays
Bins have capacity equal to a 48" shelf (6 bins x 8" deep)
At the library's option, an additional shelf above may be added, but may be too tall for convenient browsing.



E8
60" tall
Shelving 9" o.c. (8" clear shelf to shelf)
Base shelf NOT used
Lowest shelf: 14" above floor
Topmost shelf: 50" above floor
# of shelves: 4.50 (see note below)

Used for paperbacks and audiobooks (disc and playaways)
In every other unit, on average, one shelf is fitte out with a zig zag shelf insert to create a face ou marketing display opportunity.
On average, there are 4.50 shelves per unit.



H2
42" tall
Shelving 13" o.c. (12" clear shelf to shelf)
Base shelf IS used
Lowest shelf: 3" above floor
Topmost shelf: 29" above floor
# of shelves: 3

Used for picture books, readers
Divider shelving supports material on the shelves.

Representative display shelving unit for new books, buzz books

			Collection	Technology	Seating	Staffing	Meeting	Special use	Nonassign	Dedicated
	Sq.ft.	Sec								
Entry + orientation	5,015					1,650		807	983	1,575
Adult services -- fiction	6,696	420	4,971		780			336	609	
Adult services -- media	2,485	134	1,923					336	226	
Adult services -- digital	1,690			1,200				336	154	
Adult services -- maker	2,350									2,350
Adult services -- nonfiction	6,970	244	2,802		1,625	1,100		673	620	150
Teen services	2,939	128	1,500	240	390	138		404	267	
Youth services -- preschool	5,246	108	2,097	120	585		975	538	431	500
Youth services -- gradeschool	6,928	276	3,357	240	650	1,513		538	630	
Meeting rooms	2,526						1,960	336	230	
Staff -- administration	1,429					963		336	130	
Staff -- technical services	1,654					1,100		404	150	
Staff -- network services	747					275		404	68	
Staff -- maintenance	596					138		404	54	
Staff -- other	666							605	61	
Designated nonassignable	2,269							269	1,500	500
Mechanicals	3,080								3,080	
Other nonassignable	5,607								5,607	
Sun Prairie Media Center	2,699									2,699
TOTAL	61,592		16,650	1,800	4,030	6,877	2,935	6,726	14,800	7,774

APPENDIX 07

MEETING MINUTES

FEH DESIGN

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

MEETING MINUTES

ISSUE DATE	23 July 2021		
MEETING INFORMATION			
MEETING DATE	22 July 2021	MEETING TIME	12:30-2PM
MEETING NAME	Team Kick-Off Meeting	MEETING LOCATION	Sun Prairie Public Library & Zoom
PROJECT NAME	Sun Prairie Public Library (SPPL) Conceptual Design		
FEH PROJECT NUMBER	2021411		
MINUTES PREPARED BY	Christy Monk		

ATTENDEE NAME		ORGANIZATION	PHONE	EMAIL
☐	Christy Monk	**FEH** DESIGN	563.583.5900	christym@fehdesign.com
☐	Aaron Davis	**FEH** DESIGN	262.968.2055	aarond@fehdesign.com
☐	Anders Dahlgren	Library Planning Associates (LPA)	309.846.2836	libraryplanningassoc@gmail.com
☐	Svetha Hetzler	SPPL Director	608.825.0900	shetzler@cityofsunprairie.com
☐	Rex Owens	SPPL Board President		rexowens00@gmail.com
☐	Scott Semroc	Sustainability Coordinator	608.825.0707	ssemroc@cityofsunprairie.com
☐	Kate Hull	SPPL – Tech Services		khull@cityofsunprairie.com
☐	Lynn Montague	SPPL – Youth Services		lmontague@cityofsunprairie.com
☐	Erin Williams Hart	SPPL – Adult Services		ewilliamshart@cityofsunprairie.com
☐	Theresa Stevens	SPPL City Council Liaison and Facilities Chair		tstevens@cityofsunprairie.com
☐	Steev Baker	SPPL – Access & Circulation		sbaker@cityofsunprairie.com

DISTRIBUTION	Attendees, Project Design Team
PURPOSE	Kick-off the conceptual design effort, review scope and timeline
DISCUSSION	

1. **Introduce Team and Roles**
    a. Responsibilities and Communication
        i. Anders – Programming
        ii. Svetha – Library Director
        iii. Christy – Project Manager
        iv. Aaron – Managing Principal, Architect
        v. Rex – President of the Library Board
        vi. Scott – Sustainability Coordinator
        vii. Kate – Head of Technical Services
        viii. Lynn – Head of Youth Services

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

ix. Erin – Head of Adult Services
x. Theresa – SPPL City Council Liaison and Facilities Chair
xi. Steve – Head of Access and Circulation Services
xii. Other FEH team members who were not present at the meeting include:
    1. Gregg Baum – Architect, Library Expert
    2. Kevin Eipperle – Architect, Costing
    3. Karen Greiner – Interior Designer
    4. Miranda Seals – Designer

2. Review agenda and today's goals

a. Review the Goals for Success, review the timeline, review client expectations.
    i. The Goals for Success were reviewed, and the following changes were suggested:
        1. Revise the first goal to read as follows: “Ensure that we serve the community needs for a minimum of the next 10 years”.
        2. A goal that should be added is: “Guided by a commitment to diversity, equity, and inclusion”.
    ii. Items that might be more important now, compared to when the goals were established, would include outdoor programming, a drive-up window, a café, and racial literacy programming.
    iii. Providing adequate space for collections should include a consideration for outdoor programming.
    iv. The goal for flexible access would include the staff exit and the drive-up window overlap.

3. Scope of Services

a. Kickoff (Today!)
    i. Review project Goals for Success and update
b. Startup
    i. Review Existing Building Updates since 2018
    ii. Meet with Staff – August 16
c. Preliminary Programming (Anders)
    i. Needs Assessment Review
        1. How has service changed due to COVID? What has been learned?
        2. The management team will review the services over the last year and a half.
        3. LPA (Anders) will email out staff questions.
    ii. Comparative Analysis Update
        1. This will encompass a comparison of SPPL to peers (similar size) within a 250-mile radius.
    iii. Community Engagement via staff in-service – August 27th
    iv. Focus Groups – this has yet to be determined with regards to target groups.
d. Conceptual Design
    i. Spark Session with 3 layout options
        1. One day workshop

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

2. ‘Option F’ is the preferred single-story option, with additions on each side. Other options will be further explored.

ii. Sustainable Design Opportunities
   1. Sustainability options will be reviewed with Scott and the rest of the team. Focus on Energy and WPPI may be involved as well.

iii. Cost Estimates and Schedule
   1. Costs have been coming in approximately 20-30% higher than last year, due to material and supply chain shortages.

iv. Renderings
   1. Interior and exterior renderings will be provided.
   2. The library would like renderings to show what the building will look like after construction, so these can be used for fundraising.

v. Basic Color and Material Selection
   1. Typical materials will be selected.

vi. It was questioned whether staff should be aware of any limitations regarding configuration of the expanded building. It was suggested that staff should not set limits on ideas; the design team should be relied upon to direct that conversation.
   1. The current meeting room functions as a storm shelter, modifications to the room will have limitations.
   2. The media center has existing technology infrastructure that may be difficult to relocate.

vii. A diversity, equity, and inclusion committee will be created by the time the workshop is conducted. They could be a focus group to be included when gathering community input.

viii. The library would like to provide programming related to sustainability education to increase awareness. One option could be to check out home energy monitors. Potential, future solar panel usage in the building project could be used as an educational tool. Visible sustainability measures can be very effective when marketing a project.

4. Review Schedule and Timeline

a. Timing of conceptual study steps

b. Propose meeting dates and times
   i. Existing building issues will be reviewed on August 16th starting at 12 pm with the bookstore, media center, then with Steev to walk through the building.

c. Library Board or Facilities Committee meeting dates and times
   i. FEH does not need to attend the August 12th Library Board meeting. FEH will email a report to Svetha one week before the meeting.
   ii. A management team meeting will be on August 26 from 2 to 5 PM.
      1. Anders will have the comparative analysis done a week and a half before this meeting for staff review.
   iii. The management team typically meets Wednesday afternoons, so that would be a good time to meet regarding this project.

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

iv. The Library Board meeting on September 9 can be an email report sent to Svetha one week before the meeting.
v. Ander's deliverable to the Management team will be reviewed on September 22 or 29 at 2PM
vi. A meeting to discuss Sustainability goals will be held on October 14th at 3:30. Christy will be there in person. Sustainability partners Focus on Energy and WPPI may also be present.

d. Spark Session date
   i. The group agreed to October 27th for the SPARK Session in the community meeting room.
e. Review of the final deliverable
   i. The review of rendering views and potential materials will be on November 9 at 2 pm.
   ii. Draft renderings will be reviewed on December 9th at 5:30. Draft rendering that are submitted to the board should say 'DRAFT'. Materials can be shown when discussing with the PM team. Final rendering will be determined and coordinated with their marketing efforts.

5. Assignments

a. SPPL –
   i. Determine a cool name for the team
   ii. Determine if August 22 or 29 works better to meet with Anders
b. Sun Prairie –
   i. Scott will determine if the team meeting about sustainability measures on October 14 should begin at 3 or 3:30PM
c. FEH DESIGN
   i. Update Timeline
   ii. Begin
d. Library Planning Associates
   i. Begin peer review update
   ii. Email library staff questions out to the team

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 Goals for Success (unedited), Timeline (edited)

FEH DESIGN

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

MEETING MINUTES

ISSUE DATE	23 August 2021		
MEETING INFORMATION			
MEETING DATE	16 August 2021	MEETING TIME	12:00-6:30PM
MEETING NAME	Building Review with Staff	MEETING LOCATION	Sun Prairie Public Library
PROJECT NAME	Sun Prairie Public Library (SPPL) Conceptual Design		
FEH PROJECT NUMBER	2021411		
MINUTES PREPARED BY	Christy Monk		

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
☐ Christy Monk	**FEH** DESIGN	563.583.5900	christym@fehdesign.com
☐ Svetha Hetzler	SPPL Director	608.825.0900	shetzler@cityofsunprairie.com
☐ Kate Hull	SPPL – Tech Services		khull@cityofsunprairie.com
☐ Lynn Montague	SPPL – Youth Services		lmontague@cityofsunprairie.com
☐ Erin Williams Hart	SPPL – Adult Services		ewilliamshart@cityofsunprairie.com
☐ Steev Baker	SPPL – Access & Circulation		sbaker@cityofsunprairie.com

DISTRIBUTION	Project Management Team, Project Design Team
PURPOSE	Review existing building concerns and issues with the City and Staff
DISCUSSION	

1. **Read Before Book Store Space (Ann & Svetha)**
    a. The bookstore likes the high visibility of being by the main entrance.
    b. This space is entirely staffed by volunteers.
    c. Soda and snacks are sold in the space, in addition to books.
    d. Puzzles and magazines are also sold in the store; puzzles sell very quickly.
    e. The storage area is not connected to the sale area. Storage is in the staff work area and in a portion of one of the community room storage closets.
    f. The storage is inadequate for the quantity of books received.
    g. The bookstore shares storage space with the eBay workstation, which should be separated.
    h. Additional storage for book sorting would be helpful.
    i. More room between the existing shelves in the store would be helpful.
    j. The bookshelves are entirely full, including the top and bottom shelves. The spinners are full too.
    k. There is a desire to incorporate local art into the store.
2. **Sun Prairie Media Center (Jeff Robbins & Svetha)**
    a. A larger, initial waiting area would be ideal for people entering the space.
    b. Staff spaces should be separated from public spaces.
    c. A breakroom or kitchenette with sink would be ideal for staff and guests.

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

d. There is little separation between staff workstations and the bathroom. Improved privacy is needed.
e. The smaller television studio space also contains computers for editing. This can present scheduling difficulties. It was questioned whether the editing computers could be included in the future makerspace in the library. The studio space is used weekly for television programming and the editing elements are used approximately two hours each day.
f. The large studio space is adequate for the media center needs.
g. The media center recently added a radio studio. This further reduced staff space.
h. The office / staff area must fit four people.
i. Additional storage space for office supplies is needed.
j. Additional storage space for studio equipment is needed.
k. Ideally, the server / fiber entry / technology spine for the space would remain in its current location. The copier currently sharing that room should be relocated into a different space.
l. It was suggested that a cooking space be provided in the future makerspace in the library.
m. A reception space is not necessary; this could be solely a waiting area with a computer for volunteer timeclock and equipment checkout.
n. An open workstation is needed for staff.
o. A sketch was provided, for reference.

3. Technical Services (Kate Hull)

a. The workflow and office setup work well but could use improvement.
b. The technical services office is near staff, which is preferred.
c. Pages are also under supervision of Technical Services, so the window into the department head's office provides necessary visibility.
d. There is not a lot of air movement in the office space.
e. Proximity to deliveries and mail is convenient. If mail is moved, a notification process for staff would be necessary.
f. The staff exit directly into the delivery/ book drop area is concerning.
g. The staff space adjacent to the book drop vestibule gets very cold in the winter. The book drop vestibule walls may not extend to the structure above, allowing cold air to infiltrate the interior.
h. The exterior windows in the staff area have a draft.
i. The amount of shelving in the staff area is ideal and does not need to change quantity, although the shelves are too high.
j. The wall-mounted shelves on brackets above the workstations are not sturdy and are difficult to use.
k. The three staff workstations are crowded (particularly pandemic crowded) and do not accommodate book carts. There is one full time staff person and two part-time individuals who overlap time on Wednesday mornings.
l. This department also sorts the mail and likes being adjacent to the mailboxes.
m. Merchandizing opportunities and flexibility within the library shelving would be ideal. It is difficult to move collections as their size fluctuates.
n. Pages are responsible for mending, processing, and shelving. Pages' technical and circulation duties overlap. The staff work area with shelves, countertops, and sink is shared by other departments and is adequate.
o. Cart storage for shelving staging is a concern – it cannot get smaller but could expand.

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

4. **Access & Circulation Services (Steev Baker)**
    a. The manager's office is a workstation with partial-height wall panels. It is ideally placed within the work area and near the circulation desk. The office size is sufficient. There is a desktop printer in the office.
    b. This department interacts with patrons and staffs the front desk. This department also answers phone calls to the main library number.
    c. The Automated Materials Handling (AMH) system is noisy.
    d. The primary library phone is adjacent to the AMH, which can be a noise issue.
    e. Books are checked in manually through the RFID system at each circulation desk.
    f. Materials belonging to other libraries are placed in red bins with labels. These are filled near the AMH and staged in the receiving vestibule.
    g. A new AMH system is planned for installation later this year. It is reconfigurable.
    h. The windows into the work area have striped, frosted glass and are difficult to see through. Clear glass would be better.
    i. Workflow has developed around what is present and possible in the existing space.
    j. It is cumbersome to shuffle materials from the exterior book drop to the AMH for check in. Could a sorter be present at the book return or a conveyance?
    k. This department has a maximum of three staff persons and a supervisor at one time.
    l. There is one open station for check-ins in the staff area.
    m. The holds are on perimeter shelves by the front desk. Ideally, these shelves would be spaced with few corners for ease of people circulation.
    n. Many items were built-in when the building was constructed. It is difficult to be flexible for the technology of today. There are not enough electrical outlets or data jacks to fully meet the need.
    o. Currently, a person entering the building is not confronted by staff when entering the building. There is a preference for a main desk that 'springs' into the entrance corridor.
    p. There is a desire to integrate local art into the entrance and throughout the building, in addition to the bookstore.
    q. Presenting new books in a merchandizing manner in the front entry would be ideal.
    r. Self-check currently consists of three kiosks and one desk unit.
5. **Building Systems (Adam, Ben, Staryoung with City & Svetha)**
    a. Mechanical Systems:
        i. Mechanical units are original to the building. This includes the boilers and the rooftop units.
        ii. The library is implementing a bipolar ionization system into each supply unit to improve air quality. This system would need to be relocated when the rooftop units are replaced.
        iii. An open-sourced Direct Digital Control (DDC) system is preferred when the equipment is upgraded. Better regulation of space temps is needed – patrons can be very cold or very hot.
        iv. The community room can, at times, have little air movement with a musty smell.
        v. A geothermal system will be considered as part of the expansion.
        vi. When the rooftop units are replaced, selecting units that are correctly sized with the preferred MERV rating will be important.
    b. Plumbing Systems
        i. New restrooms should be gender-neutral, individual units. Bariatric-sized ADA guidelines should be referenced for clearances in bathrooms and in the library itself.

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

ii. The water softener system is in need of replacement
iii. The irrigation system is in need of repair.

c. Power
   i. There is interest in considering an access floor system for ease of modifications in the future.
   ii. It is anticipated that additional self-checkouts will be provided.
   iii. If a 24/7 component is provided, it will need infrastructure.
   iv. By the time the new building may be constructed, the electrical distribution equipment and panels associated with the original building will be at their end-of-life expectancy and should be replaced.

d. Lighting
   i. All existing light fixtures should be replaced and upgraded to LED. All new fixtures should be LED. Color changing and dimming will be important, particularly in sensory areas.
   ii. Light levels in the existing building should be evaluated and improved where necessary. Some areas are dim.
   iii. Daylight sensors should be considered when the lighting is replaced / revised.
   iv. The parking lot has inadequate light levels. The light poles and bollard lighting should be updated.

e. Other Systems
   i. The roof membrane is leaking and in need of replacement. The intention is to not have a ballasted roof. This will need structural evaluation.
   ii. Solar panels are being considered as part of the renovation.
   iii. Maintenance storage is currently in shared spaces and should be separate.
   iv. It was questioned whether space for a library vehicle will be necessary in the future.
   v. The library would like to continue to offer drive-through services. This would ideally be co-located with circulation services.

6. Adult Services (Erin Williams Hart & Svetha)

a. This department works with technical services to verify nonfiction call numbers.
b. Ideally, the department manager's office would allow to meet with two additional people. This would allow for patron meetings and duties associated with being the volunteer coordinator. The office size is adequate but does not accommodate book carts.
c. This department manager office is positioned to see into the library, which is preferred. This allows to be a backup for the info desk. It would be better for the office doors for the manager and staff to be closer together for ease of collaboration.
d. This office is on the floor of the library (not in the primary staff area) which accommodates this department's workflow.
e. Ideally a second staff person would be located at the info desk. The desk is run by Adult Services.
f. An option to do 'Roving Reference' or a kiosk for peak library times would be nice. This would allow for additional technical assistance for patrons.
g. If staff spaces, in general, move towards open concept plans with workstations, some small rooms for privacy and meetings (4-6 persons) in the staff area would be ideal. The meeting rooms could also serve as floating offices. A movable partition between two staff meeting rooms would allow for additional flexibility.

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

h. Additional discussion rooms for the public are necessary. A count of four rooms for two people and two rooms for six people would be ideal.
i. Quiet 'comfort' spaces for the public, like a small meeting room with less tech, would be good.
j. A 'Staff Wellness' room with a sink and seating should be provided. It was questioned whether this could also contain a treadmill.
k. A collection will be starting soon called a "Library of Things" which will contain bulky, difficult to shelve items. These items may be available in the public space or could be retrieved upon request.
l. Much more book shelving is necessary. The existing shelves are too tall and at 100% capacity. Additional, shorter shelves are needed. An ideal maximum height of around 5'-0" was discussed.
m. Flexible / movable shelving is needed.
n. Some non-fiction books are big / bulky and need more shelf space.
o. The Adult Services team (manager office & office for two staff which may become three) needs a larger staff office. If the two offices were adjacent, as they are now, a movable partition could be provided between offices for more flexibility.
p. Flexibility is needed with technology spaces. There are currently 12 public computers.
q. A space with technology for business needs and a layout area would be nice.
r. A business center with all three copy machines in one area would be ideal.
s. An indoor / outdoor space with many windows and minimal technology would be nice.
t. It would be ideal if additional flexibility could be added to the Renk Room furniture and layout for programming opportunities.
u. The space at the intersection of the gable roof elements is underutilized. The seating is not used, and the shelves are not ideal for new book displays. This space makes an impression on visitors but is not well liked.
v. The option of using the community room after library hours was well liked. This would potentially allow the community room, friends space, future coffee bar, and future makerspace to be used independently of library hours.

7. Youth Services (Lynn Montague)

a. The special entrance / gateway into the kid's area was liked. This could change from its current design.
b. The wall-mounted artist panel of 'Leo' must move with the department.
c. The mobile, 'Leo' artwork, colors, and fun/dynamic nature of the space is well liked.
d. The walk-up window in the porch currently used for programs during the pandemic and does not need to be retained.
e. The department has very limited storage and no preparation or staging space. A collaborative workspace for Youth Services staff is needed.
f. The department head office should be sized to meet with three additional people at a time.
g. The offices are configured as an island in the middle of the children's space, which allows for no privacy (no ceiling in the offices) and no sight lines for supervision.
h. Storage for program materials and supplies are lacking.
i. A Story Walk initiative was undertaken in 2021. Space for storing multiple styles / presentations of a Story Walk is necessary. (One style is multi-laminated pages of a book on repurposed ladder signs.)
j. Storage is needed for program props.

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

k. Retaining an aquarium somewhere in the library would be nice. It could be an attractive, educational feature anywhere in the building.
l. In the Youth Services staff workspace, a washer / dryer unit, a dishwasher, a small fridge / freezer, and a microwave should be accommodated. Equipment in the workspace would include a large laminator and a die cutter.
m. The department would like to see more interactive elements and add to the current manipulables. Some interactive items include puzzles, train table, and dollhouse. With more storage, these elements could be added to and rotated.
n. The story time room is too small and needs more flexibility. There was a suggestion that this space could be converted to a kids' tech lab due to the proximity to the media center.
o. There is a desire to create a youth space with more division by age, such as toddlers, preschool, elementary, tween, and teen. This could be delineated by different design elements. This would mean division of the fiction collection. Teen is considered part of the Youth Services Department.
p. The teen space is insufficient and needs to be more clearly defined.
q. A separate teen program space in the Teen Zone would be nice.
r. There is a need for quiet reading nooks and louder activity zones in this department.
s. It would be nice to have a 'comfort room' for patrons that would include a changing space with a sink and plush seating.
t. Ideally, the program room would open / flow into the exterior depending on the space needs.
u. There is a desire to expand collection services with the following:
    i. Picture Book Neighborhoods – genre-specific picture book groupings (transportation or superheroes, etc.)
    ii. A full range of video games
    iii. Read-Alongs of chapter books, easy readers
    iv. Beginning Reader Box Books
    v. School Age Kits / Tubs with activities and materials
v. There was a desire for a maximum shelf height of approximately 5'-0" for the older kids.

8. General Items (Svetha)

a. Incorporation of art into the building is a priority, such as picture rail (especially in the bookstore), some 3D art spaces, and outdoor sculpture.
b. The current computer lab is not being utilized and may be repurposed.
c. The Library Director's office is quite large. It could be smaller with meeting space for a total of 6 individuals. The office location could move from its current adjacencies.
d. Space for a Library Foundation Executive Office will be needed.
e. Space for and office for the Friends of the Library will be needed.
f. The director office could be co-located with the foundation & friends spaces as well as the board room.
g. There is a significant need for general library storage.
h. It was suggested that the makerspace have a kitchen for cooking classes.
i. It would be ideal to see the circulation desk upon entrance to the library.
j. There is talk of co-locating the circulation staff and the info desk / adult services. It was questioned whether it would make sense for the staff / info desk be relocated to the intersection of the gable roof elements.

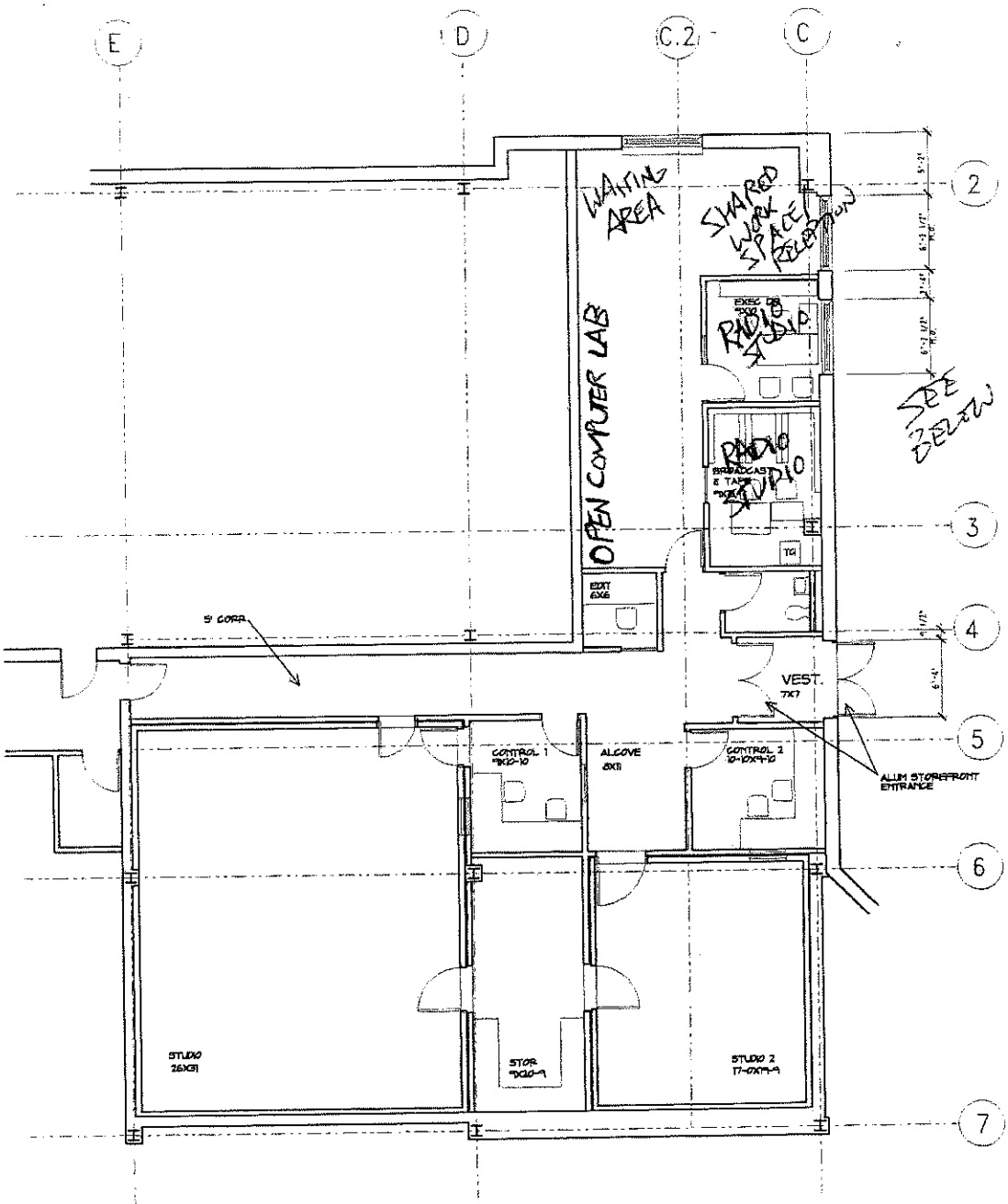
951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

k. There is a desire to include 24/7 lobby service with the use of book hold lockers, book vending machines, and express computer sessions with a printer.
l. There is concern about losing much of the prairie garden with the building expansion. It was suggested that the proposed expansion be on one side of the existing building, not both, to try to retain one of the existing prairie gardens.
m. There is a desire for the community room to open to the exterior.
n. Potential reconfiguration of the existing community room, which is a shelter space, was discussed.
o. It was questioned whether a third party-owned café could be co-located with the bookstore. The café could open to exterior space.
p. It was questioned whether additional shelving needs could be provided over time, as the collection grows.
q. There is a need for more shelving for displays for self-guided readers' advisory.

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 Media Center Sketch

MEDIA CENTER SKETCH
16 AUGUST 2021



STAFF STAFF STAFF STAFF

NW
SW ← → NE
SE

HALLWAY

EQUIPMENT STORAGE

KITCHEN AREA

BROADCAST AND TAPE ROOM

BATHROOM

FEH DESIGN

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

MEETING MINUTES - DRAFT

ISSUE DATE	21 October 2021

MEETING INFORMATION

MEETING DATE	14 October 2021	MEETING TIME	2PM-4PM
MEETING NAME	**Next Chapter** Team 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
☒	Christy Monk	**FEH** DESIGN	563.583.5900	christym@fehdesign.com
☒	Aaron Davis	**FEH** DESIGN	262.968.2055	aarond@fehdesign.com
☒	Anders Dahlgren	Library Planning Associates (LPA)	309.846.2836	libraryplanningassoc@gmail.com
☒	Svetha Hetzler	SPPL Director	608.825.0900	shetzler@cityofsunprairie.com
☐	Rex Owens	SPPL Board President		rexowens00@gmail.com
☒	Scott Semroc	Sustainability Coordinator	608.825.0707	ssemroc@cityofsunprairie.com
☒	Kate Hull	SPPL – Tech Services		khull@cityofsunprairie.com
☒	Lynn Montague	SPPL – Youth Services		lmontague@cityofsunprairie.com
☒	Erin Williams Hart	SPPL – Adult Services		ewilliamshart@cityofsunprairie.com
☒	Theresa Stevens	SPPL City Council Liaison and Facilities Chair		tstevens@cityofsunprairie.com
☒	Steev Baker	SPPL – Access & Circulation		sbaker@cityofsunprairie.com
☒	Jeff Robbins	Sun Prairie Media Center		jrobbins@cityofsunprairie.com
☒	Mary Bell	SPPL Board Vice President		rapidsbell@charter.net
☒	Jennifer Harper	Sun Prairie Local History		jharper@cityofsunprairie.com
☒	Clint Cry	WPPI Energy		ccry@wppienergy.org
☒	Letty Loeza	WPPI Energy Tech		@wppienergy.org
☒	Erikka Byrge	WPPI Energy		ebyrge@slipstreaminc.org
☒	Lara Bakker	Focus on Energy		lara.bakker@focusonenergy.com

DISTRIBUTION	Attendees, Project Design Team
PURPOSE	Review Sustainable Design Options and Prepare for SPARK

DISCUSSION

1. **Review Goals for Success**
    a. Goals for success were reviewed. The following modifications were made:
        i. Goal 1 change to read, ‘Ensure that we serve the community needs for the next 20 years’.
        ii. Change the last goal to read, ‘Provide broad collection access for the community’.

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

2. Overview of Preliminary Programming Findings

a. Service Summary and Space Needs Estimate
   i. The current space needs estimate was reviewed. The previous goal of 55,000SF has been expanded to 61,581SF. The current estimate has been informed by the 2020 census numbers, Dane County standards, and expanded services that evolved out of the pandemic.
   ii. The current space needs include a staff workstation at the drive-up window, a refreshment area, a makerspace, and enlarged meeting spaces.
   iii. The SPARK session will draw conceptual scenarios for the ideal footprint size; this can be dialed back, if needed, as part of future discussion.

3. Integrated Design Options

a. Scott Semroc gave a recap of sustainability items.
   i. The grant to consider the library as a resiliency center was successful. That feasibility study will begin in the near future.
   ii. Focus on Energy (FoE) representatives are at the meeting, they are part of a statewide energy efficiency program.
   iii. WPPI Energy representatives are at the meeting, they work with new construction projects.
   iv. FoE and WPPI help dial in sustainability options.

b. WPPI (Erikka Byrge and Clint Cry) explained their services:
   i. Works closely with the construction team and Focus on Energy team.
   ii. Provides design services for technical assistance.
   iii. There are opportunities to receive incentives with multiple programs.

c. Focus on Energy (Lara Bakker) explained their services:
   i. Conducts an entire building analysis to determine energy-saving strategies that can be used in the project. They work with the design team to set the energy goal.
   ii. They must be involved prior to design development for the project to be eligible for incentives.
   iii. Focus on Energy has a prescriptive renewable energy program, which would provide an additional avenue for incentives.

d. The design timeline was discussed, related to using the energy programs, with the potential for a construction start date of 1 January 2024 with 12-18 months for construction.

e. Sustainable Design Opportunities
   i. Sustainable opportunities the group would like to consider for the building were reviewed. Some ideas are:
      1. Wind power
      2. A microgrid system; the grant application will require a battery management analysis
      3. An ICC 2021-compliant energy building
      4. Permeable concrete and/or permeable pavers
      5. Consider an all-electric facility
      6. Electric vehicle charging stations
      7. Solar Photovoltaic
      8. A net-zero ready or net-zero completed building
      9. Stormwater management and mitigation
      10. An LED system everywhere
      11. A building and a makerspace that focuses on energy efficiency literacy
      12. Consider the embodied carbon of materials.

f. Building Systems Options

g. LEED Scorecard
   i. The LEED Scorecard and the potential credits were reviewed.

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

ii. The library will need to work with WPPI and FoE on the energy model to quantify savings opportunities.
iii. The existing library building has the ability to monitor gas and electric usage in 15-minute increments.

4. Media Center / makerspace Partnership

a. The content of the proposed makerspace was reviewed. The following elements could be included in that space:
    i. Repurposing of existing Media Center computers from their lab and other Media Center equipment.
        1. The media center currently has a kid's class that only needs their computer lab during certain, limited times of the day.
    ii. Recording studio with podcasting equipment
    iii. Small television studio with a painted green screen and video cameras
    iv. iPads or mobile devices for use
    v. Camcorders, TriCaster Minis, microphones
    vi. Kitchen set / pampered chef
    vii. Ipad station
    viii. Non-technology items like a couple sewing machines.
    ix. Permanently installed equipment for video and sound recording
b. The goal is to make technology, and what the media center does, more accessible, especially off-hours
c. Users would need to be trained on how to use the equipment before unrestricted use of the space.
d. A dedicated makerspace would likely need a coordinator and staffing would need to be considered.
e. Community engagement is necessary to determine the needs.
f. Svetha is following up with the health department to determine requirements with a kitchen setup.
g. It was questioned whether the makerspace would be large enough to accommodate demonstrations and programming for individuals or groups.
h. Fond Du Lac has a good example of a maker's space.

5. Cafe

a. The space would need to be approximately 350sf with no seating, and 500sf with seating
b. An option of 500SF for a café with seating was preferred.
c. This idea was popular with teens and the Youth and Family Commission.
d. Having the cafe co-located or a part of the larger bookstore should be considered by the design team.

6. Local History

a. Genealogy resources are of interest. This group is unsure what, exactly Sun Prairie residents are looking for regarding local history offerings.
b. Genealogy and local history could be in the same area.
c. 1-2 computers for genealogy use with shelving for family histories was discussed.
d. There have been discussions about eliminating the microfilm reader, but some people still use it. It could be located in the local history area.
e. Creating a local history space for group sessions of 15-20 people would be ideal. A separate space may not be feasible. A couple of tables for quiet use by patrons within the space may meet needs.
f. The library currently houses the following items:
    i. Local history and genealogy
    ii. Yearbooks and associated items
    iii. Microfilm reader for back issues of the newspaper

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

iv. Bound newspaper volumes
v. Display cabinet for use by museum
vi. The library is working to be an affiliate for familysearch.org and would need a dedicated terminal for that use.

7. SPARK Session

a. 3 Options to Study
   i. A few concept addition options were reviewed – one sided, two sided, and one side with front.
   ii. The group determined that, to retain as much prairie as possible, a single-sided addition to the east was preferred.
   iii. The plans will be more detailed than developed with the previous design, so the content will look different to the public. An emphasis should be put on showing the public that progress is being made and get people excited to provide input.
   iv. The angled plan with the one side addition was not preferred. The preferred option would be to add the addition off the east, in line with the existing building. Parking with an option to extend the drive around the entire building was preferred.
   v. The Renk room should not be disturbed nor the prairie in front of the building.
   vi. The number of building entrances should be considered as part of the SPARK.
   vii. Maintaining the natural light level (through skylights and exterior windows) is important.
   viii. There is no expectation that the addition will look exactly like the existing building.
   ix. The media center location in the existing building should be maintained.
   x. The group is more interested in the interior and the department arrangement.
b. Viability of Site for Proposed Expansion
   i. Adding a civil engineer to the SPARK session was proposed and well-received.
c. Monitoring of Zoom
   i. SPARK session from 9AM-5PM will be on zoom and in person.
   ii. The zoom link is already posted on the website
   iii. Someone from SPPL will monitor the zoom link to remove people if they are causing problems. An FEH Design team member will be monitoring for guests.
   iv. The 5-7PM timeslot will be recorded and aired on TV.

8. Review Schedule and Timeline

a. SPARK Session 27 October 2021
b. Review Timeline

9. Assignments and Other Items

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 Goals for Success (edited), Timeline

FEH DESIGN

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

MEETING MINUTES

ISSUE DATE	5 November 2021

MEETING INFORMATION

MEETING DATE	27 October 2021	MEETING TIME	5-7PM
MEETING NAME	**SPARK Session** 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
☒	Christy Monk	**FEH** DESIGN	563.583.4900	christym@fehdesign.com
☒	Kevin Eipperle	**FEH** DESIGN	563.583.4900	kevine@fehdesign.com
☒	Karen Greiner	**FEH** DESIGN	563.583.4900	kareng@fehdesign.com
☒	Katie Stork	**FEH** DESIGN	563.583.4900	katies@fehdesign.com
☒	Aaron Davis	**FEH** DESIGN	262.968.2055	aarond@fehdesign.com
☒	Gregg Baum	**FEH** DESIGN	262.968.2055	greggb@fehdesign.com
☒	Miranda Seals	**FEH** DESIGN	262.968.2055	mirandas@fehdesign.com
☒	Anders Dahlgren	Library Planning Associates (LPA)	309.846.2836	libraryplanningassoc@gmail.com
☒	Svetha Hetzler	SPPL Director	608.825.0900	shetzler@cityofsunprairie.com
☒	Zoom Attendees			

DISTRIBUTION	Attendees, Project Design Team
PURPOSE	Review SPARK Session Design Options

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 current space needs estimate was reviewed. The previous goal of 55,000SF has been expanded to 61,581SF. The current estimate has been informed by the 2020 census numbers, Dane County standards, and expanded services that evolved out of the pandemic.
        ii. The current space needs include a staff workstation at the drive-up window, a refreshment area, a makerspace, and enlarged meeting spaces.
3. **Overview of Design Concepts**
    a. The options can be viewed at the following website: FEHDesignSparks.com
4. **SPARK Session**
    a. 5 Options to Review
        i. Ultimately, three options will be generated for review by the Library Board.
        ii. Each option considered a primary addition to the east with renovation to the existing building and layout.

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

b. Zoom Comments:
    i. Option #1 –
        1. Is there separate access to the Media Center? Afterhours access could be off the main lobby, or an exterior entrance could be added.
    ii. General Comments –
        1. Are the correct number of toilets shown? FEH will need calculate the number of toilets required. Each option will have the code-required quantity.
        2. Will EV charging stations be included in the parking lot? They are being considered.
        3. Do the designs maintain the existing porches on the east and west? All 5 options remove the east porch. If desired, the west porch could remain on all options except Option 3.
        4. Will the Maker Space be large enough for a demonstration kitchen? Yes, as currently sized.
        5. Is outdoor space included in each design? Yes
        6. Are 2 entrances necessary? With the increased square footage, the occupancy load requires 2 with multiple emergency exits.
        7. Comments were made about the entrance on the north being cold and windy, so an entrance on the east would be nice.
        8. Security would be easier to monitor at only 1 entrance.
        9. Is there a delivery entrance shown on each plan? Deliveries will be made near the drive-up book drop and near technical services.
    iii. Option #3
        1. It's nice the driveway doesn't cross the employee entrance, and the distance between the drive-up window and the holds shelving has been reduced.
        2. If the west driveway is changed to exit only it seems counterintuitive for the drive-up book drop to remain on the west side. Patrons often drop off their returns before entering the library.
        3. Options #2 and #4 have the book drop relocated to the east side of the building.
        4. Is the teen area separated from the adjacent areas with walls? The teen area should be separated from the adult areas, but it can have a closer connection to the children's area.
        5. Flexibility for the future is important.
        6. Center circulation areas are more open than the existing library.
        7. Flexibility can be increased in the addition with the use of a raised floor system.
        8. The shelving in the Renk Room can be mobile so that the room can serve multiple uses
c. Review of each option:
    i. Option #5 –
        1. New look for the library. If we are going to do something "Go Big"
        2. Like the outdoor space
        3. Leah is a teacher and explained her experiences with active shooter training. She feels it is important to have a primary, secure entrance. There are many patrons who may be hypersensitive to security and safety. Maybe the atrium can have 2 entrances with only one entrance to the library.
        4. Lynn asked if the Maker Space could be shifted and anchored to a wall. They dislike the islands they currently have. This would create a primary entrance to the children's area. She likes the way the children's area flows. It's logical to flow from pre-school to grade school to teen. She likes the Atrium.
        5. Jan likes the outdoor space and atrium.
        6. Sharon likes the control desk locations and sight lines.

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

7. Sammie would like to see more discussion rooms and a laundry space.
8. Local history/genealogy is an active group. Potentially they could be in a room, but it could be a meeting room or study room (not just dedicated to history).
9. Quiet areas are nice. The existing towers tend to be quiet, yet they are not enclosed.
10. The Renk Room could house the history/genealogy collection.
11. Shift the maker space, add study rooms to teen and sensory room in Children's. Genealogy in the Renk Room.

ii. Option #4 –
1. Can an outside entrance be added to the Media Center? They occasionally have late night radio shows. Yes, an entrance can be added.
2. Jan – are two means of egress required out of the Media Center? FEH to review.

iii. Option #3 –
1. Lynn isn't sure about the placement of the teen area. Could the Media Center and Teen area be swapped? Yes
2. Like the washer/dryer, round discovery areas, and book-drop location away from the staff entry.
3. Sammie – could we take the youth services flow of #5 and over lay it onto #3? This could be considered.
4. Svetha mentioned that during the focus groups, they learned that teens are excited about the café.
5. Lynn – teens don't want to be next to the adults. They are connected more to the children's area, at least in Sun Prairie.
6. Jan – can the teen area and adult area be separated by study rooms the way they are shown on option #1? Yes
7. Leah – could there be a wall between teen and adult? Yes, there is a glass wall shown as a divider. This could be as open or as closed as wanted.

iv. Option #2 –
1. Jan likes how this option creates a shielded entrance for staff.
2. Teen is close to the Media Center, and this is preferred.
3. Anders commented that this option "highlights the addition as separate but keeps the axial" configuration. He likes the unique design. Although he will have to think more about the shelving layout.
4. Several people mentioned they have a concern about the staff area being so far away from the adult collection, and it looks like the teen area is undersized.

v. Option #1 –
1. Lynn likes this option. It flows well. There are good sight lines across the department and to other staff areas.
2. Sammie noted the staff is spread out. This can be seen as positive or negative.
3. A concern was mentioned about the computer locations along the circulation area.
4. A comment was made that they like this option, but they don't care for the staff area behind the info desk. Maybe it could move to the corner of the staff area shown in light purple.

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, 5 Design Options

ARCHITECTURE / ENGINEERING / INTERIORS

FEH DESIGN

SUN PRAIRIE PUBLIC LIBRARY

CITY OF SUN PRAIRIE
SPARK SESSION

SUN PRAIRIE
PUBLIC LIBRARY

1

TEAM

Aaron Davis, AIA
Principal in Charge

Christy Monk, AIA,
LEED AP BD+C
Project Manager

Anders Dahlgren,
Library Planner

Gregg Baum, AIA,
LEED AP
Library Expert

Kevin Eipperle, AIA,
LEED AP
Architect

Katie Stork
Spark Hostess

Karen Greiner, IIDA
Interior Designer

Miranda Seals, Assoc. AIA
Intern Architect

Scott Anderson, PE
Civil Engineer

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)
Municipal Population of 45,580

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

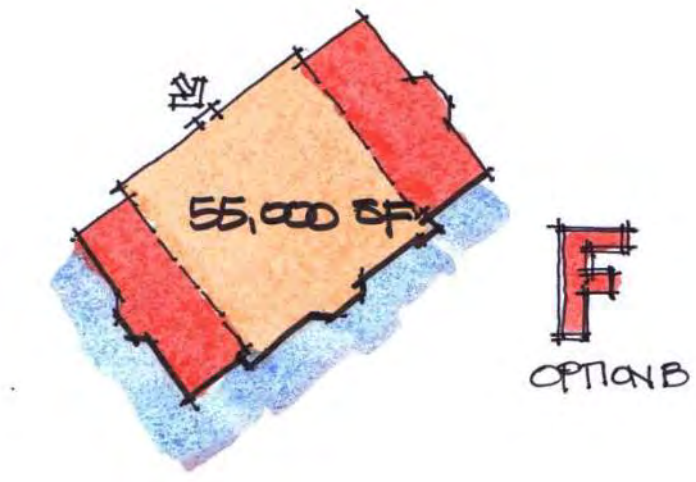
Dedicated allowances for Sun Prairie Media Center, Friends bookstore + sorting, children's discovery zone, 24/7 delivery lockers

Recommended space need = 55,500 square feet

7

04/ 2020 CONCEPT

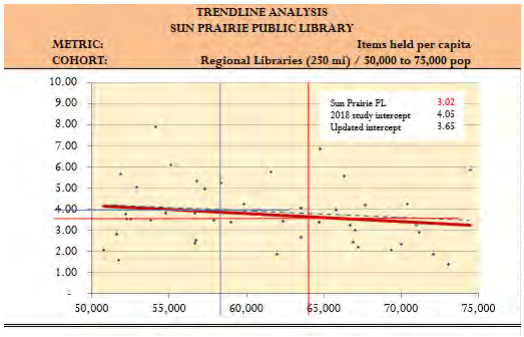
FEBRUARY 2020 LIBRARY BOARD RECOMMENDATION



8

05 / 2021 CONCEPT

UPDATING PLANNING PARAMETERS



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

2020 census provides an updated understanding of future service population (60,100 to the year 2040 – 50,100 municipal + 10,000)

Updated service population provides a guide as resource and service inventory goals are revisted

- 195,000 items (165,000 at main, 30,000 at branches)
- 75 technology stations (45 at main)
- 174 reader seats (124 at main)
- 120 capacity in multi-purpose room 2
- 14 capacity in a conference room
- 65 capacity in children's multi-purpose room

Pandemic protocols inform a richer understanding of staff work station and operational needs, including:

- drive-up service window
- drive-up return
- curbside delivery
- outdoor programming
- contact-less service
- 24/7 access

Recommended space need = 61,500 square feet

9

05 / 2021 CONCEPT

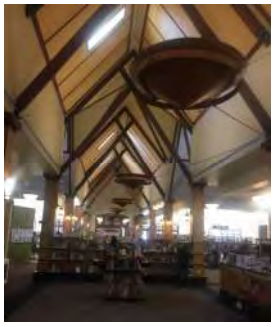
CURRENT STUDY

10

06/ 2021 FINDINGS

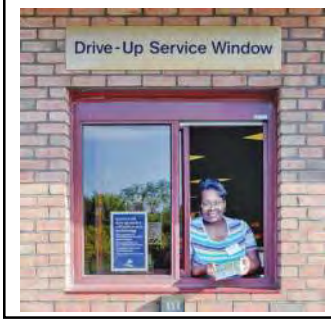
CONDITION ASSESSMENT UPDATE

- 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

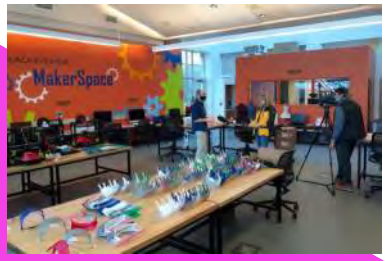


12

OUTDOOR SPACE VISION AND FUNCTION

13

MEDIA CENTER & MAKERSPACE



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

PROGRAM SPACES

17

08 / TIMELINE

SCHEDULE

- SPARK Session workshop TODAY!
- Conceptual design, renderings, and recommendation to be presented in December 2021

18

19

20

FEH DESIGN

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

MEETING MINUTES

ISSUE DATE	3 December 2021

MEETING INFORMATION

MEETING DATE	9 November 2021	MEETING TIME	2-4:30PM
MEETING NAME	Next Chapter Team Meeting	MEETING LOCATION	Zoom

PROJECT NAME	Sun Prairie Public Library (SPPL) Conceptual Design
FEH PROJECT NUMBER	2021411
MINUTES PREPARED BY	Aaron Davis

	ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
☒	Christy Monk	**FEH** DESIGN	563.583.5900	christym@fehdesign.com
☒	Aaron Davis	**FEH** DESIGN	262.968.2055	aarond@fehdesign.com
☒	Anders Dahlgren	Library Planning Associates (LPA)	309.846.2836	libraryplanningassoc@gmail.com
☒	Svetha Hetzler	SPPL Director	608.825.0900	shetzler@cityofsunprairie.com
☒	Rex Owens	SPPL Board President		rexowens00@gmail.com
☒	Scott Semroc	Sustainability Coordinator	608.825.0707	ssemroc@cityofsunprairie.com
☒	Kate Hull	SPPL – Tech Services		khull@cityofsunprairie.com
☒	Lynn Montague	SPPL – Youth Services		lmontague@cityofsunprairie.com
☒	Erin Williams Hart	SPPL – Adult Services		ewilliamshart@cityofsunprairie.com
☒	Theresa Stevens	SPPL Foundation Exec Director		execdirector@sunlibfoundation.org
☒	Steev Baker	SPPL – Access & Circulation		sbaker@cityofsunprairie.com
☒	Mike Beale	Economic Development Specialist	608-825-0994	mbeale@cityofsunprairie.com
☒	Jeff Robbins	Sun Prairie Media Center	608-837-4193	jrobbins@cityofsunprairie.com

DISTRIBUTION	Attendees, Project Design Team
PURPOSE	Review SPARK Session Design Options
DISCUSSION	

1. Review SPARK Meeting Minutes
    a. There were no edits or comments about the notes.
2. Review Goals for Success
    a. The goals were reviewed, there were no revisions.
3. Sustainability - Solar Panel Efficiencies (Scott)
    a. The solar panel mounting depends on the slope of the roof and whether ballast-mounted panels would be feasible. Otherwise the panels would be mounted to the roof.

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

b. The efficiency of solar panels continues to go up; a review of the cost versus efficiency should be conducted.
c. There is an option for ground-mounted solar panels – potentially in outdoor programming space.
d. Solar panels do not need to move with the sun; a fixed system is less maintenance.

4. Review SPARK Comments
    a. Comments were received by a patron regarding stormwater runoff and pervious pavers. This patron also requested a storm-resilient building (shelter) and would like to lose as little prairie as possible.
    b. There was a suggestion for educational programming related to sustainability. The dashboard could be leveraged from the website.
    c. There is concern that the staff area is not fully developed. It was also noted that the building program is not fully complete, which would provide additional detail on the development of the staff area.
    d. The bookstore and café are shown as separate spaces. It was questioned whether these could be co-located.
    e. There is a need for small meeting rooms to check out.
    f. There is a need for another conference room so there is less competition for large meeting rooms.

5. Review SPARK Concepts
    a. Multiple entries to the library were discussed. The atrium will serve to funnel people. It was questioned whether this should be extended to the east for people parking in the new lot.
    b. When considering patron flow into and out of the building, it is recommended to put borrowing on the east side of the entrance and returns on the west side of the main entry. This prevents people from crossing paths.
    c. It was suggested that maintaining the current Storytime room for something, since it was recently renovated, be considered.
    d. What was liked about options:
        i. Option 1
            1. The maker's space connected to the media center.
            2. The flow of pre-school to teen in the Youth Services space.
            3. The computers near the service desk.
            4. Study rooms that create a barrier between teen and adult spaces.
            5. The story time room off the young kids' area.
        ii. Option 2
            1. The strong axial connection is very intriguing.
            2. Liked how the entry had collections – make these merchandising displays.
            3. Liked the staff entrance being separate from the primary.
        iii. Option 3
            1. Like the separate staff entrance from the primary entry.

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

2. Liked book drop and the 'stretching out' of the staff space.
3. The cluster of computers is liked.
4. The staff entrance, media center entrance, and book drop off were nice.

iv. Option 4
1. The info desk is angled to see down both the circulation corridors and is backed up to the staff space.
2. Teens are near the café
3. Liked that there is storage near the media center.

v. Option 5
1. Like the outdoor program space. It is preferred to have the outdoor space wrap around the east end of the building.
2. Like the atrium and that the plan is interesting.
3. The media center entrance off the atrium should work fine.

e. What revise about options

i. Option 1
1. Visibility of the computers
2. No Adult Services 'island' of offices behind the service desk.
3. This was discussed as a 'barebones concept'.
4. Provide a door into the media center from the outdoors.
5. Have more "library" visible when entering, rather than office functions – shift the staff space along the west wall to provide more books on the main aisle.

ii. Option 2
1. Don't like the staff being all in one area in the building, they should be dispersed.
2. Too little space designated for Youth Services.
3. Don't want media right as you come in.
4. The addition could be portrayed as being mostly for staff.
5. Staff will be disconnected from the primary entrance. Many patrons want to come in and talk to staff, so they need to be more accessible.

iii. Option 3
1. Don't like the location of the teen space because the teens are isolated. Could move the teens where the maker's space is located. The large meeting room could go by the eastern door and maker's space could be in the current meeting room.
2. Computers are too far from the staff desk.

iv. Option 4
1. Staff is located all the way on one end of the building and are not spread out.
2. Would like to see windows between the café and maker's space.
3. Consider study rooms between teen and adult spaces.

v. Option 5
1. The flow of the children's space should be revised similar to option 1.

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

2. Don't like the maker's space as an island.
3. Move the café adjacent to the bookstore.
4. Eliminate the small blue space northwest of the maker's space.
5. Provide a makerspace entry off the atrium.
6. Expand the atrium to the east.
7. Provide outdoor space for everyone, wrap to the east.
8. There could be a concern with the children's proximity to an exit and 'runners'.
9. Provide a separate staff entrance.

6. **Poll of top three options**
    a. The first preference is Option 5.
    b. The second preference is Option 1.
    c. The third preferred is Option 3.

7. **Library Board Option Recommendation**
    a. Options 5, 1, and 3 will be refined with the comments above and presented to the library board for consideration.

8. **Review Schedule and Timeline**
    a. Review Timeline. The preferred options will be presented to the library board on Thursday.
    b. (3) Three concept renderings are being developed for the end of the month.

9. **Maker's Space contents**
    a. There was a discussion that a commercial kitchen would be too much for library staff to manage.
    b. A demonstration kitchen is an option. The demo kitchen at the Fond Du Lac library was not as well utilized as they had hoped.
    c. A mobile kitchen could be a good option because it does not take up as much permanent space
    d. The Sun Prairie team would like to take a few library field trips to see other makers' spaces.
    e. An additional reservable meeting space is needed. The makerspace allocation will be reduced to accommodate another conference room.

10. **Assignments and Other Items**

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

ARCHITECTURE / ENGINEERING / INTERIORS

FEH DESIGN

SUN PRAIRIE PUBLIC LIBRARY

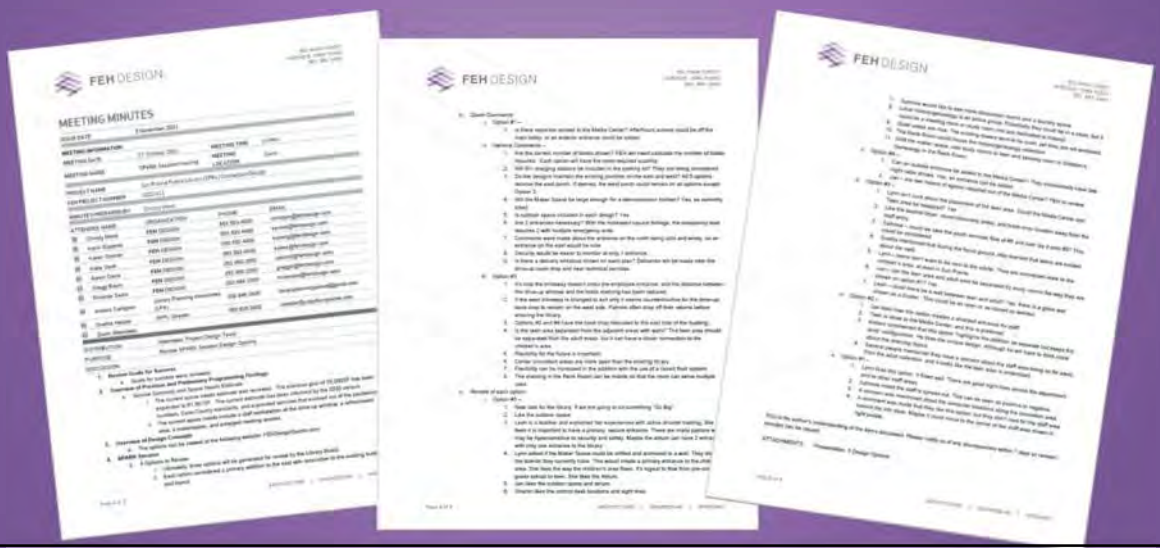
NEXT CHAPTER TEAM MEETING
9 NOVEMBER 2021

SUN PRAIRIE PUBLIC LIBRARY

1

01 / SPARK MEETING MINUTES

Any additional comments from the group about the SPARK meeting discussion?



2

02/ 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

03/ SUSTAINABILITY

Sustainable features:

1. Solar panels (update) – Concern about efficiencies
2. Wind (new if we decide to add this)
3. Geothermal horizontal test well
4. HVAC (update)
5. HVAC controls (not sure if this is included in the HVAC equipment line)
6. Lighting (update)
7. All-electric facility (new line, if we decide to add this)
8. Permeable concrete (new line, if we decide to add this)
9. Water reclamation (new line, if we decide to add this)
10. LEED certification (update)
11. Hybrid technology for meeting rooms (Quote for our current spaces (community room, storytime room & conference room) from AVI: $192,711, new line, if we decide to add this)
12. Microgrid (study will provide cost, June 2022, new line, if we decide to add this)
13. E-vehicle charging stations (new line, if we decide to add this)
14. Stormwater management & mitigation (update)

4

04/ SPARK COMMENTS - STAFF

1. Design must generate enthusiasm
2. Wayfinding should be easy. Feels like too much of a walk before you find staff?
3. Any new restrooms should be single user, no gender assigned, and room for an adult and caregiver.
4. Should have another meeting space for public to reserve - can we reduce the size of the maker space to accommodate this and accommodate office space for technology staff?
5. Can we have two outdoor spaces - front and side (just off the YS program space and off the front (as in #3&5)
6. Staff spaces need to be more fleshed out. YS is more fleshed out than other departments. YS and AS staff spaces adjacent to service desks and collection. TS near delivery. Circ near drive up window, ask desk, and sorter. Admin near Board Room. Sorter noise is a concern.
7. RBBS/Cafe/Art Gallery should be co-located
8. I like the computers closer near the ask desk, closer to the front/nosier area, but should not disrupt sight lines
9. Design should allow for merchandising and displays as patrons enter and throughout the library
10. Teen space should be near YS but distinct
11. Can we keep existing driveway as is and make it one-way?
12. Need a safe separate staff entrance
13. Garage, book return and drive-up window location should be clearly defined.
14. What can we access via the atrium? delivery lockers, can entrance to cafe, bookstore, community room, maker space and SPMC. Or separate outdoor entrance to SPMC. (Will this be 24/7? Operational question)
15. Local history and genealogy in Renk Room works well. Can the Renk Room also be reserved as a meeting space? (Not really a design question, more operational)
16. Sound proofing for makerspace
17. Can we keep one enclosed porch space?
18. Concerned RBBS is oversized. Can café occupy some of this space?

5

04/ SPARK COMMENTS- ANDERS

1. Two-entry options and also the idea of expanding the atrium so that all entries funnel into the atrium (the two-entry is on the list but not with the idea that all visitors connect to one main entrance, like the atrium)
2. Staff blocks (I think this is already on the list)
3. Flow - clean & effective flow for wayfinding (this is on the list)
4. Teen space (on the list)
5. Flow of returns and check-out - balance of self-service and human contact

6

FEHDESIGNSPARKS.COM

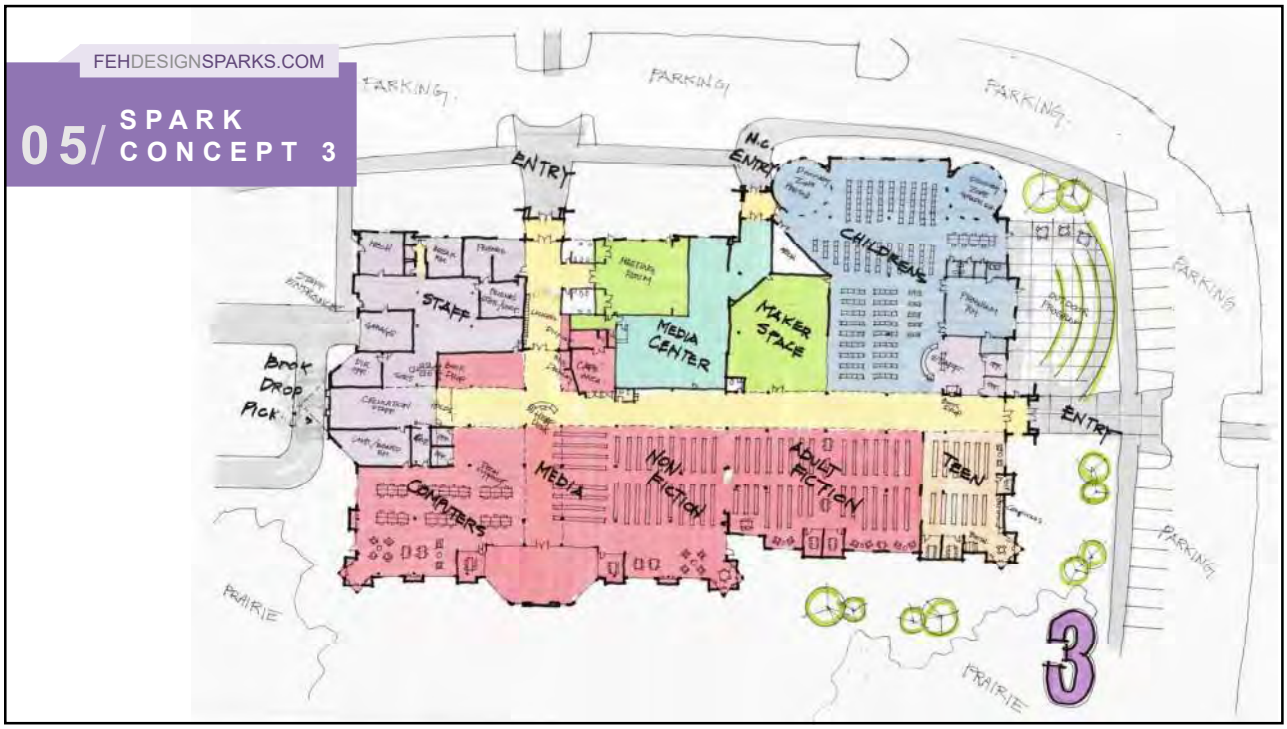
05/ SPARK CONCEPT 1

7

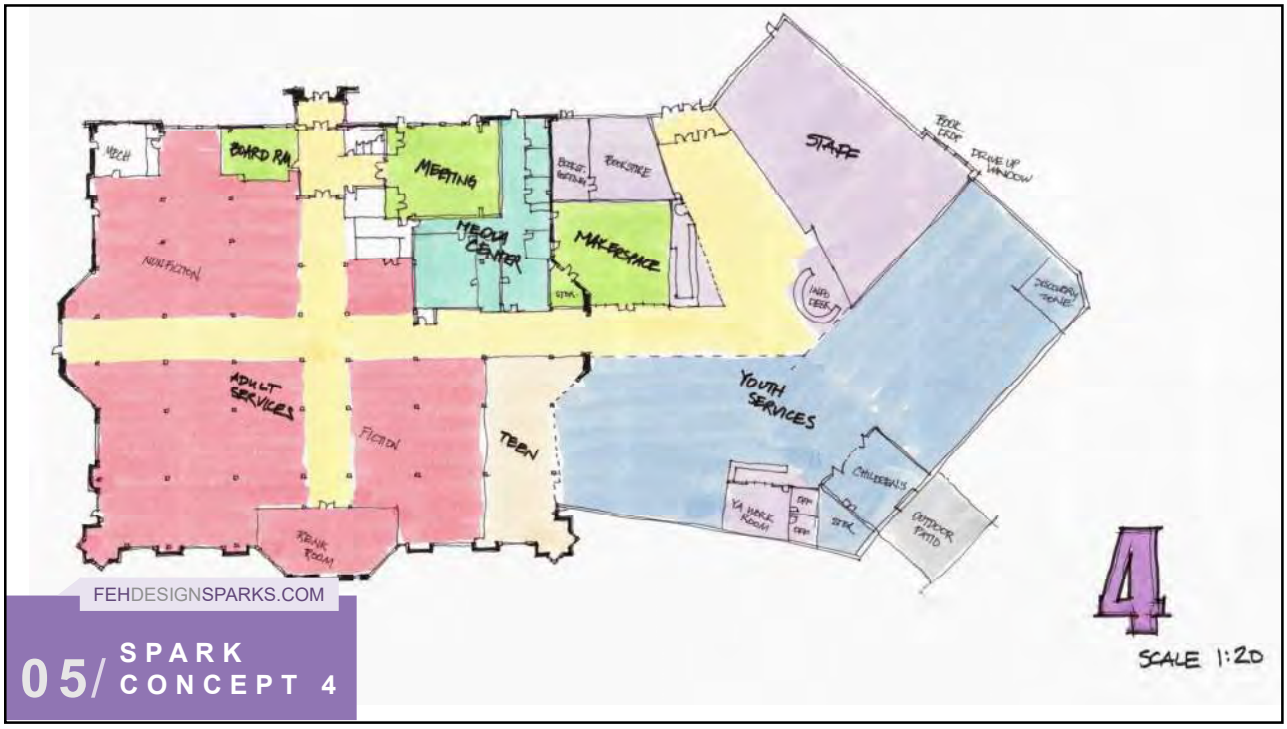
FEHDESIGNSPARKS.COM

05/ SPARK CONCEPT 2

8


FEHDESIGNSPARKS.COM
05/ SPARK CONCEPT 3
PARKING
ENTRY
M.C. ENTRY
CHILDRENS
STAFF
MEDIA CENTER
MAKER SPACE
BOOK DROP PICK
MEDIA
NON FICTION
ADULT FICTION
TEEN
COMPUTERS
PRAIRIE
3

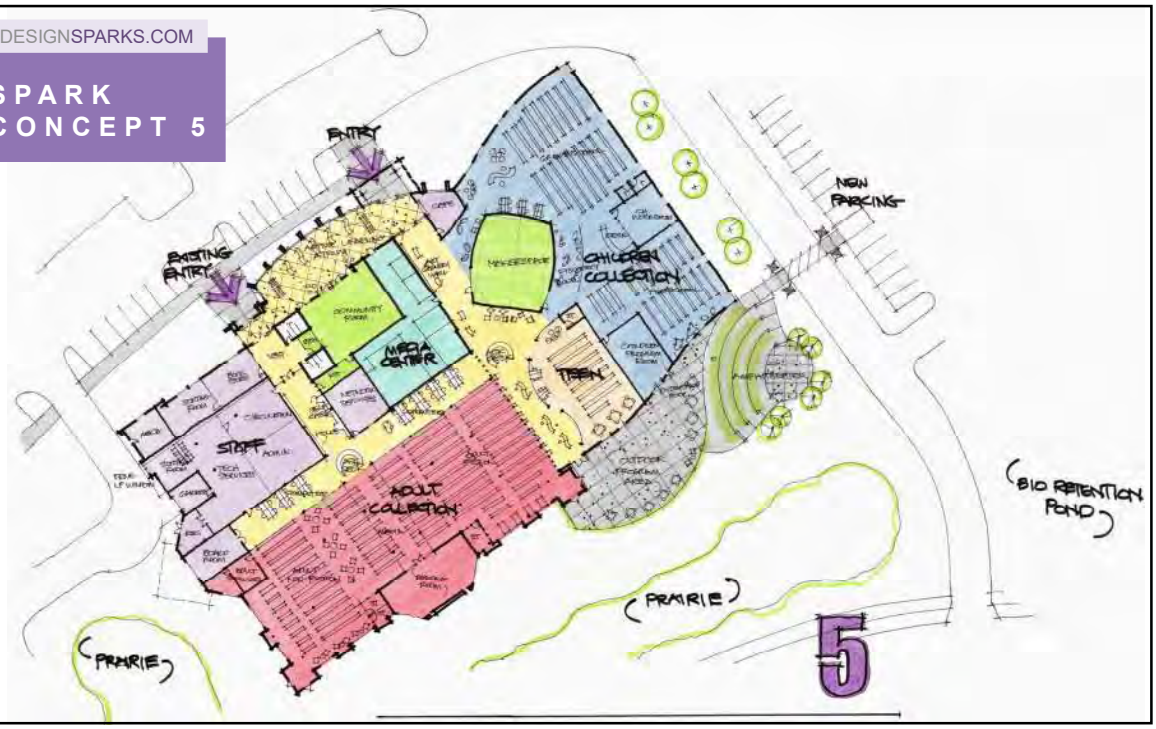
9


FEHDESIGNSPARKS.COM
05/ SPARK CONCEPT 4
BOARD RM
MEETING
MEDIA CENTER
MAKERSPACE
STAFF
BOOK DROP
DRIVE UP WINDOW
NON FICTION
ADULT SERVICES
FICTION
TEEN
YOUTH SERVICES
OUTDOOR PATIO
4
SCALE 1:20

10

FEHDESIGNSPARKS.COM

05/ SPARK CONCEPT 5



11

06/ POLL

Which options are your favorite?!
Use the poll to select your first three

12

08 / TIMELINE

SCHEDULE

- Conceptual design computer model generation
- Basic color and material selections
- 3 sets of renderings
- Construction cost estimate

13

Questions?

14

15

FEH DESIGN

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

MEETING MINUTES

ISSUE DATE	13 December 2021

MEETING INFORMATION

MEETING DATE	3 December 2021	MEETING TIME	12-1:30PM
MEETING NAME	Next Chapter Team 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
☒	Christy Monk	**FEH** DESIGN	563.583.5900	christym@fehdesign.com
☒	Aaron Davis	**FEH** DESIGN	262.968.2055	aarond@fehdesign.com
☒	Miranda Seals	**FEH** DESIGN	262.968.2055	mirandas@fehdesign.com
☐	Anders Dahlgren	Library Planning Associates (LPA)	309.846.2836	libraryplanningassoc@gmail.com
☒	Svetha Hetzler	SPPL Director	608.825.0900	shetzler@cityofsunprairie.com
☒	Rex Owens	SPPL Board President		rexowens00@gmail.com
☒	Scott Semroc	Sustainability Coordinator	608.825.0707	ssemroc@cityofsunprairie.com
☒	Kate Hull	SPPL – Tech Services		khull@cityofsunprairie.com
☒	Lynn Montague	SPPL – Youth Services		lmontague@cityofsunprairie.com
☒	Erin Williams Hart	SPPL – Adult Services		ewilliamshart@cityofsunprairie.com
☒	Theresa Stevens	SPPL Foundation Exec Director		execdirector@sunlibfoundation.org
☒	Steev Baker	SPPL – Access & Circulation		sbaker@cityofsunprairie.com
☐	Mike Beale	Economic Development Specialist	608-825-0994	mbeale@cityofsunprairie.com
☐	Jeff Robbins	Sun Prairie Media Center	608-837-4193	jrobbins@cityofsunprairie.com
☒	Rachel Packard	Sun Prairie Media Center	608-837-4193	rpackard@cityofsunprairie.com

DISTRIBUTION	Attendees, Project Design Team
PURPOSE	Review Computer-Generated Conceptual Model and Discuss Rendering
DISCUSSION	

1. Review Goals for Success
    a. The goals were reviewed, there was a suggestion to revise the last goal to read: "Provide broad and diverse collection access for the community."
2. Review Floor Plan (see attached)
    a. A staff sidewalk is needed as a buffer from patron cars; a crosswalk should also be added.

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

b. With returns using the Automated Materials Handling system (AMH), it was questioned whether the exterior return would be too slow.
c. In technical services, a length of shelving is needed for the pages, similar to the current shelving quantity.
d. It was suggested to show the book carts at each tech services workstation.
e. It was questioned how receiving would enter the building - through the garage for larger deliveries. This will likely need fine-tuning.
f. The Foundation Director space looks adequate. A door should be added between the foundation and the library director offices.
g. Some additional labeling of the administrative workstations is needed.
h. A door should be added to adult services between the office and the workroom.
i. It was questioned whether the art walls would encompass an eventual library art collection.
j. The aquarium should be labeled in youth services near the staff space.
k. It was suggested to add a door into the adult services workspace from the reference station.
l. In the teen space, two study rooms are needed to accommodate 4-6 individuals each.
m. The media center space should not significantly change from its current configuration. Two studio spaces and two radio spaces are necessary. Only the computers in the smaller studio should be relocated into the makerspace.
n. The existing kitchen off the large meeting room should remain. Access from this space to the media center should remain. Access from the kitchen space to storage to the south should be provided.
o. The large meeting room must have table and chair storage.
p. The bookstore should be located off the main library entrance (not the lobby / atrium). The bookstore and café spaces should replace the boardroom in the current layout. The space shown as the bookstore and café should become a toilet room and a conference room.
q. Youth services should have a sink and casework in the Storytime room.
r. The sensory and study room in youth services should be swapped to provide more privacy for the sensory room.
s. In the preschool space, book swill be provided in bins instead of shelves. These should be shown to match the shelving program numbers.
t. Some HVAC considerations (from Scott Semroc) are to plan for climate change in Wisconsin. This would typically mean smaller heating load and larger cooling load, which can have a cost impact (since cooling load is larger and can drive the sizing of the overall system).

3. Review 3D View Options (see attached)
   a. Providing exterior trees and prairie into the rendering will be important. If possible, picnic space should be shown.
   b. Renderings to consider include a slightly elevated view looking at the new east lobby/atrium entrance (NE view). Also, a view from the outdoor amphitheater (SE view).
   c. The exterior renderings under development will contain color and more detail than those reviewed today.

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

4. Review Enhanced Rendering Options
    a. A proposal for enhanced renderings including a building fly-through was reviewed.
    b. This deliverable would take 4-5 weeks from approval.
    c. Depending on the software used, the people could be selected. Often the software limits the available people to place in a video.

5. Review Schedule and Timeline
    a. Review Timeline
        i. The conceptual plan view and 2 exterior renderings will be presented to the Library Board. These deliverables will also be presented to the City of Sun Prairie Committee of the Whole.

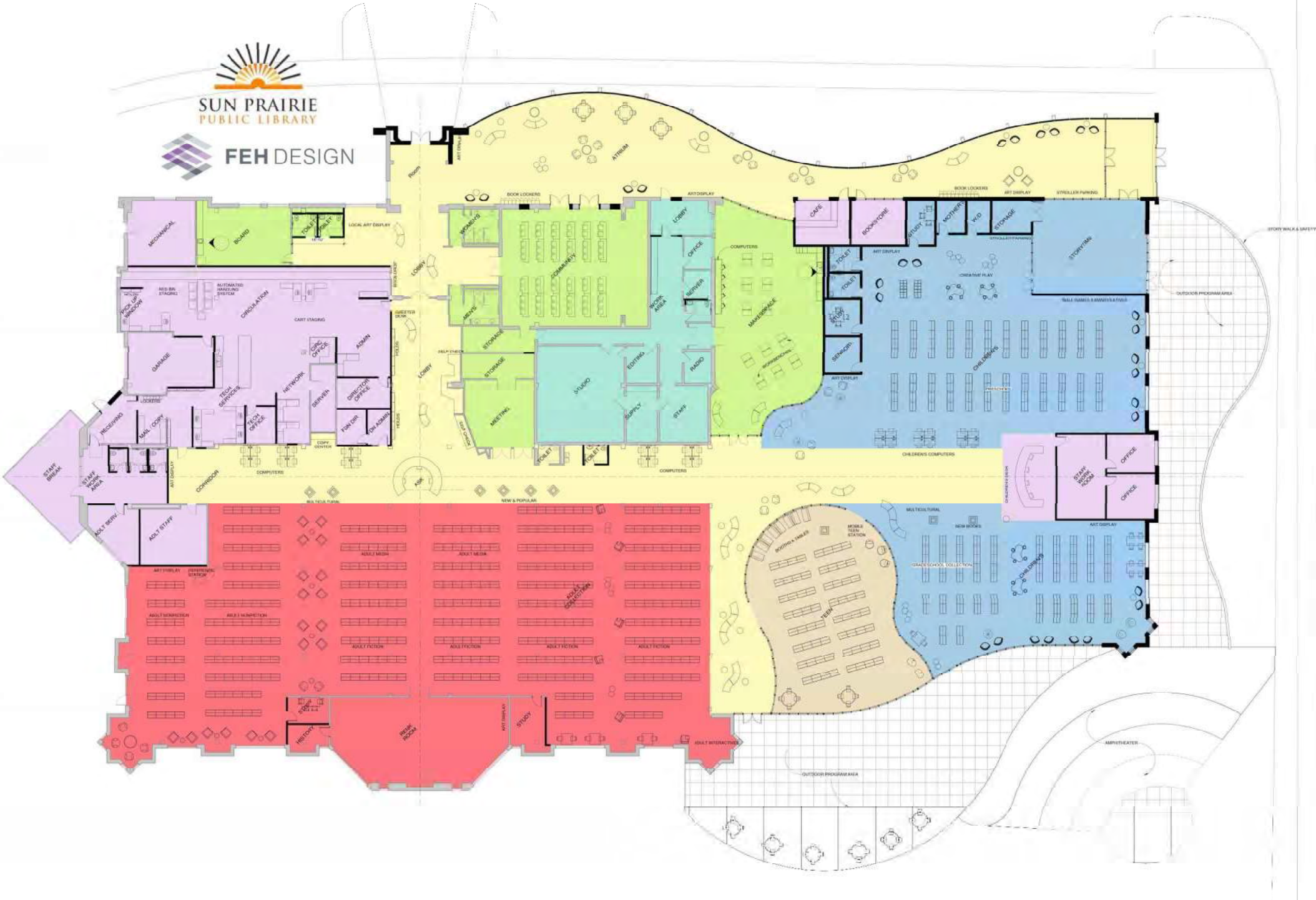
6. Assignments and Other Items

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 Conceptual Plan, Basic Exterior Renderings

SUN PRAIRIE
PUBLIC LIBRARY

FEH DESIGN



FEH DESIGN

FEH DESIGN

APPENDIX 07
FOCUS GROUP MINUTES

FEH DESIGN

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

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
☒	Christy Monk	**FEH** DESIGN	563.583.4900	christym@fehdesign.com
☒	Aaron Davis	**FEH** DESIGN	262.968.2055	aarond@fehdesign.com
☒	Anders Dahlgren	Library Planning Associates (LPA)	309.846.2836	libraryplanningassoc@gmail.com
☒	Svetha Hetzler	SPPL Director	608.825.0900	shetzler@cityofsunprairie.com
☒	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

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

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

ARCHITECTURE / ENGINEERING / INTERIORS

FEH DESIGN

SUN PRAIRIE PUBLIC LIBRARY

SUN PRAIRIE PUBLIC LIBRARY
STAFF IN SERVICE

1

TEAM

Aaron Davis, AIA
Principal in Charge

Christy Monk, AIA, LEED AP
BD+C
Project Manager

Anders Dahlgren,
Library Planner

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

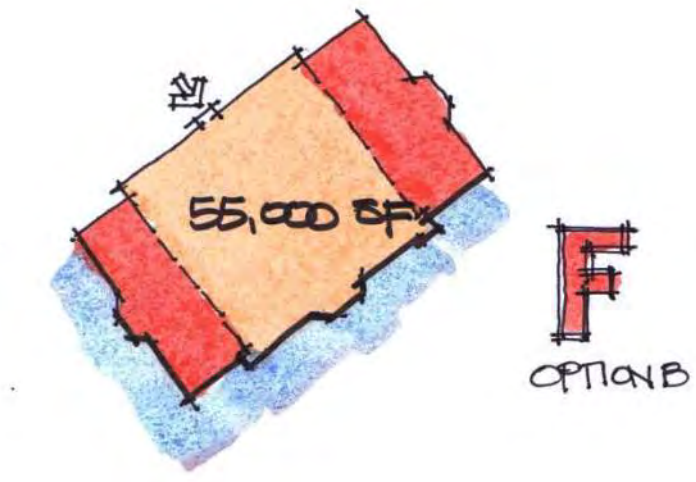
Dedicated allowances for Sun Prairie Media Center, Friends bookstore + sorting, children's discovery zone, 24/7 delivery lockers

Recommended space need = 55,500 square feet

7

04/ 2020 CONCEPT

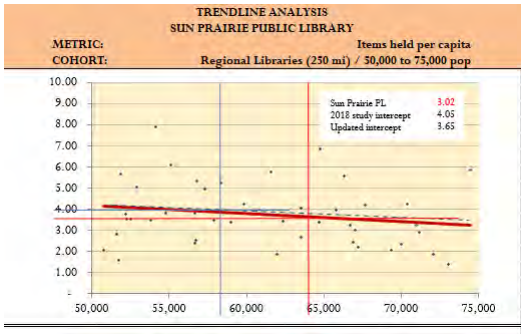
FEBRUARY 2020 LIBRARY BOARD RECOMMENDATION



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

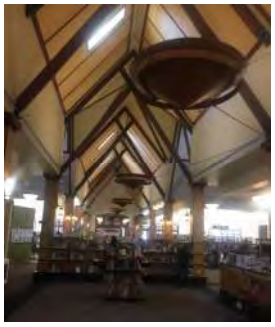
CURRENT STUDY

10

06/ 2021 FINDINGS

CONDITION ASSESSMENT UPDATE

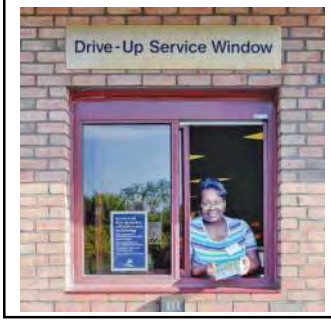
- HVAC Equipment is at its end-of-life
- Light fixture levels are inadequate with low energy efficiency
- Power distribution equipment is at its end-of-life
- Roof membrane is at its end-of-life
- Repair to locations with water intrusion
- Parking lot repair and lighting upgrades are needed
- ADA upgrades 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
  - Daycares
  - Healthcare
  - Food Service
  - Non-Profits
  - Community Organizations
  - Workshop/Training for Companies
- Other Services
  - 24-hour Lobby

16

PROGRAM SPACES

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

FEH DESIGN

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

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
☒ Christy Monk	**FEH** DESIGN	563.583.4900	christym@fehdesign.com
☒ Svetha Hetzler	SPPL Director	608.825.0900	shetzler@cityofsunprairie.com
☒ 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

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

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

ARCHITECTURE / ENGINEERING / INTERIORS

FEH DESIGN

SUN PRAIRIE PUBLIC LIBRARY

CITY OF SUN PRAIRIE
YOUTH & FAMILIES COMMISSION

SUN PRAIRIE PUBLIC LIBRARY

1

TEAM

Aaron Davis, AIA
Principal in Charge

Christy Monk, AIA, LEED AP
BD+C
Project Manager

Anders Dahlgren,
Library Planner

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

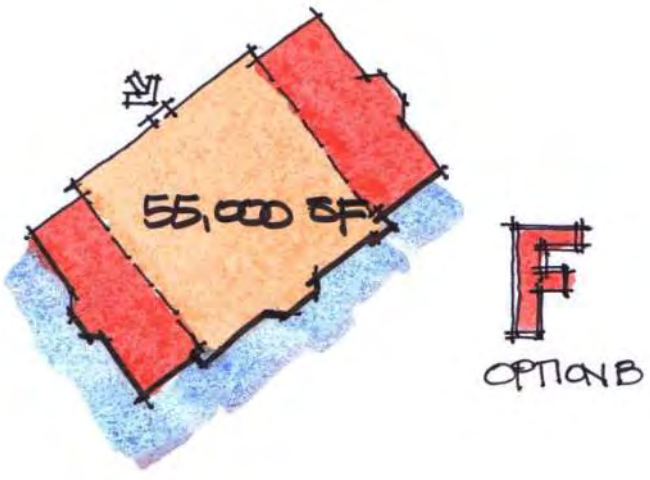
Dedicated allowances for Sun Prairie Media Center, Friends bookstore + sorting, children's discovery zone, 24/7 delivery lockers

Recommended space need = 55,500 square feet

7

04/ 2020 CONCEPT

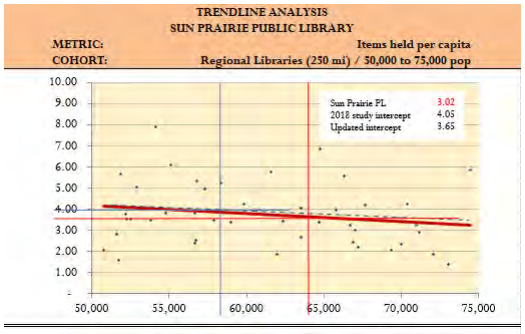
FEBRUARY 2020 LIBRARY BOARD RECOMMENDATION



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

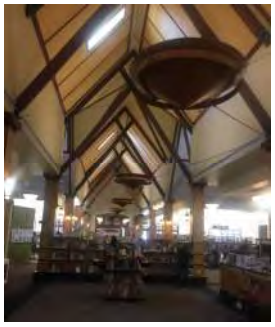
CURRENT STUDY

10

06/ 2021 FINDINGS

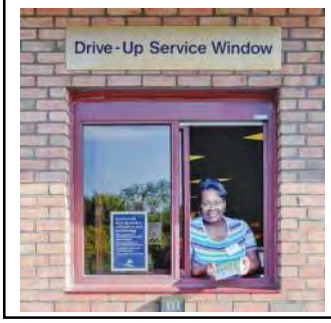
CONDITION ASSESSMENT UPDATE

- 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

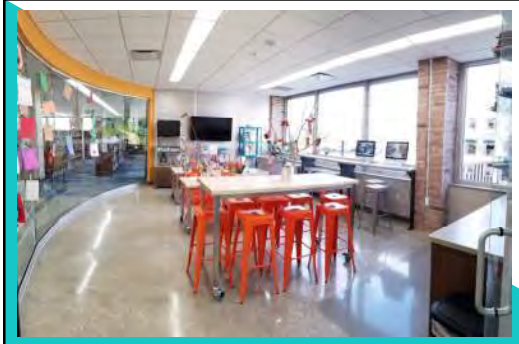
DRIVE UP SERVICES



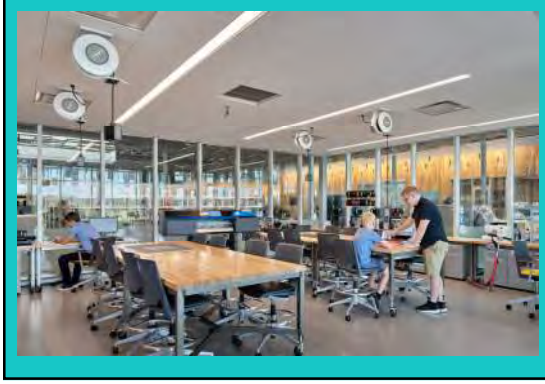
12

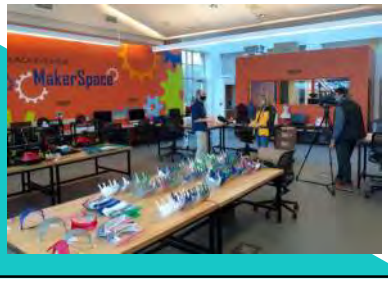
OUTDOOR SPACE VISION AND FUNCTION

13



MEDIA CENTER & MAKERSPACE



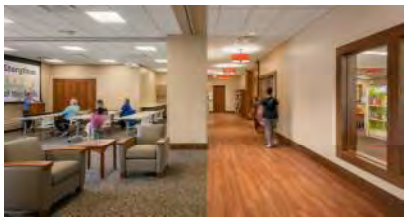


14

PARTNERSHIPS & OTHER SERVICES

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

15



PROGRAM SPACES

16

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

17

18

19

FEH DESIGN

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

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
☒	Christy Monk	**FEH** DESIGN	563.583.4900	christym@fehdesign.com
☒	Svetha Hetzler	SPPL Director	608.825.0900	shetzler@cityofsunprairie.com
☒	Scott Semroc	Sustainability Coordinator	608.825.0707	ssemroc@cityofsunprairie.com
☒	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 determined 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.

951 MAIN STREET
DUBUQUE, IOWA 52001
563 583 4900

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

ARCHITECTURE / ENGINEERING / INTERIORS

FEH DESIGN

SUN PRAIRIE PUBLIC LIBRARY

CITY OF SUN PRAIRIE
SUSTAINABILITY COMMITTEE

SUN PRAIRIE PUBLIC LIBRARY

1

TEAM

Aaron Davis, AIA
Principal in Charge

Christy Monk, AIA, LEED AP
BD+C
Project Manager

Anders Dahlgren,
Library Planner

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

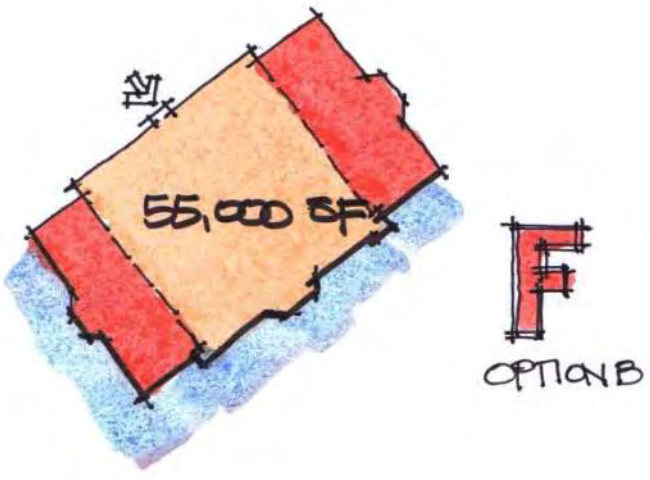
Dedicated allowances for Sun Prairie Media Center, Friends bookstore + sorting, children's discovery zone, 24/7 delivery lockers

Recommended space need = 55,500 square feet

7

04/ 2020 CONCEPT

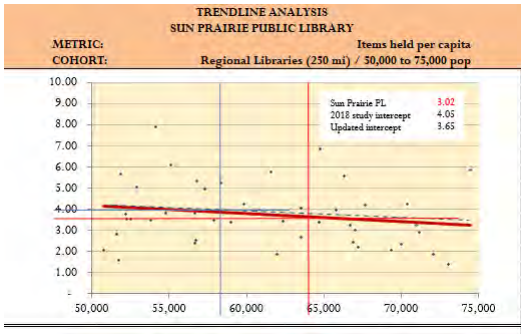
FEBRUARY 2020 LIBRARY BOARD RECOMMENDATION



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

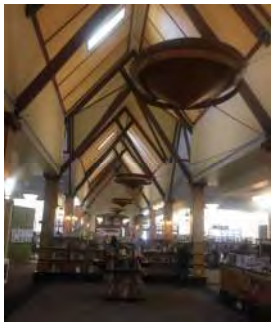
CURRENT STUDY

10

06/ 2021 FINDINGS

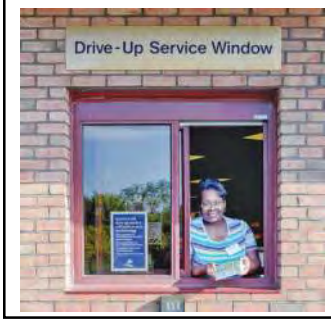
CONDITION ASSESSMENT UPDATE

- 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

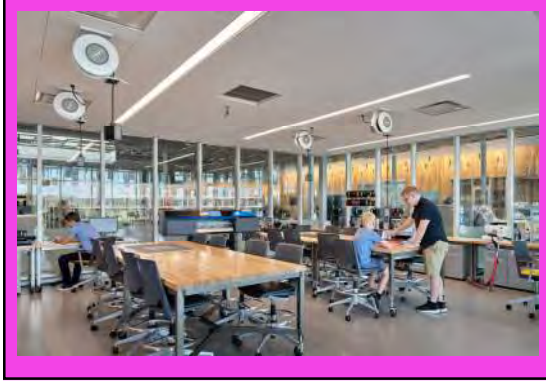


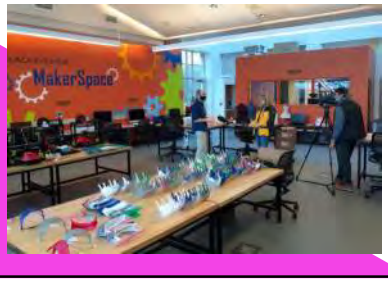
12

OUTDOOR SPACE VISION AND FUNCTION

13

MEDIA CENTER & MAKERSPACE





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

PROGRAM SPACES

17

08 / TIMELINE

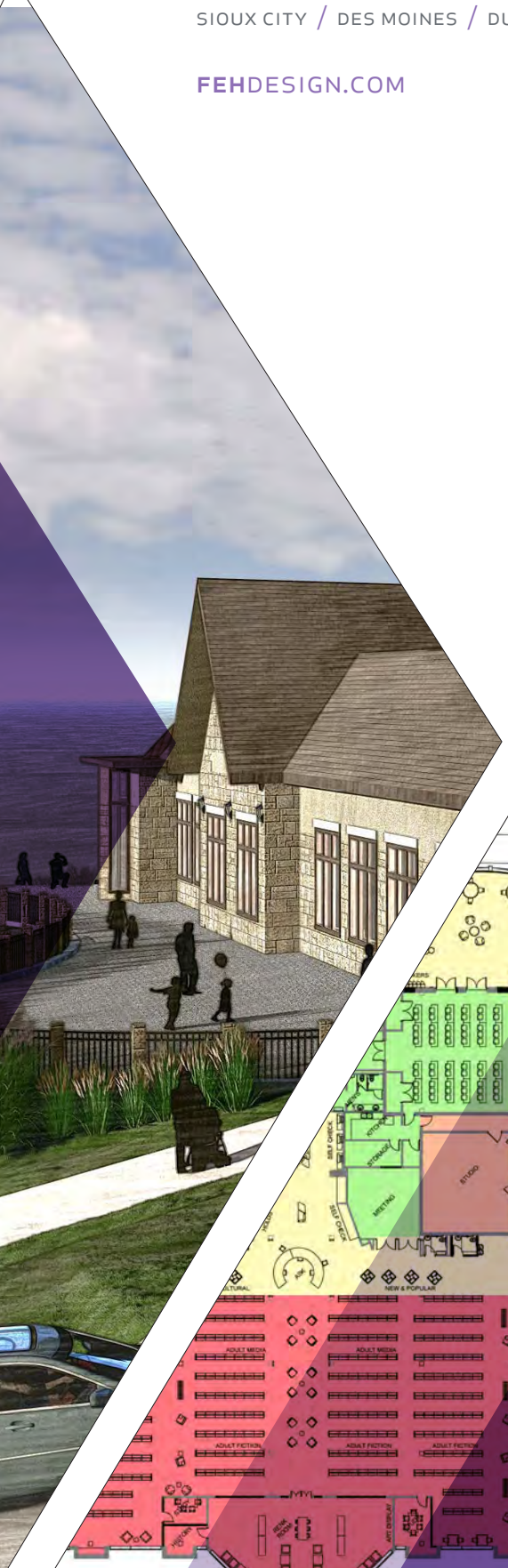
SCHEDULE

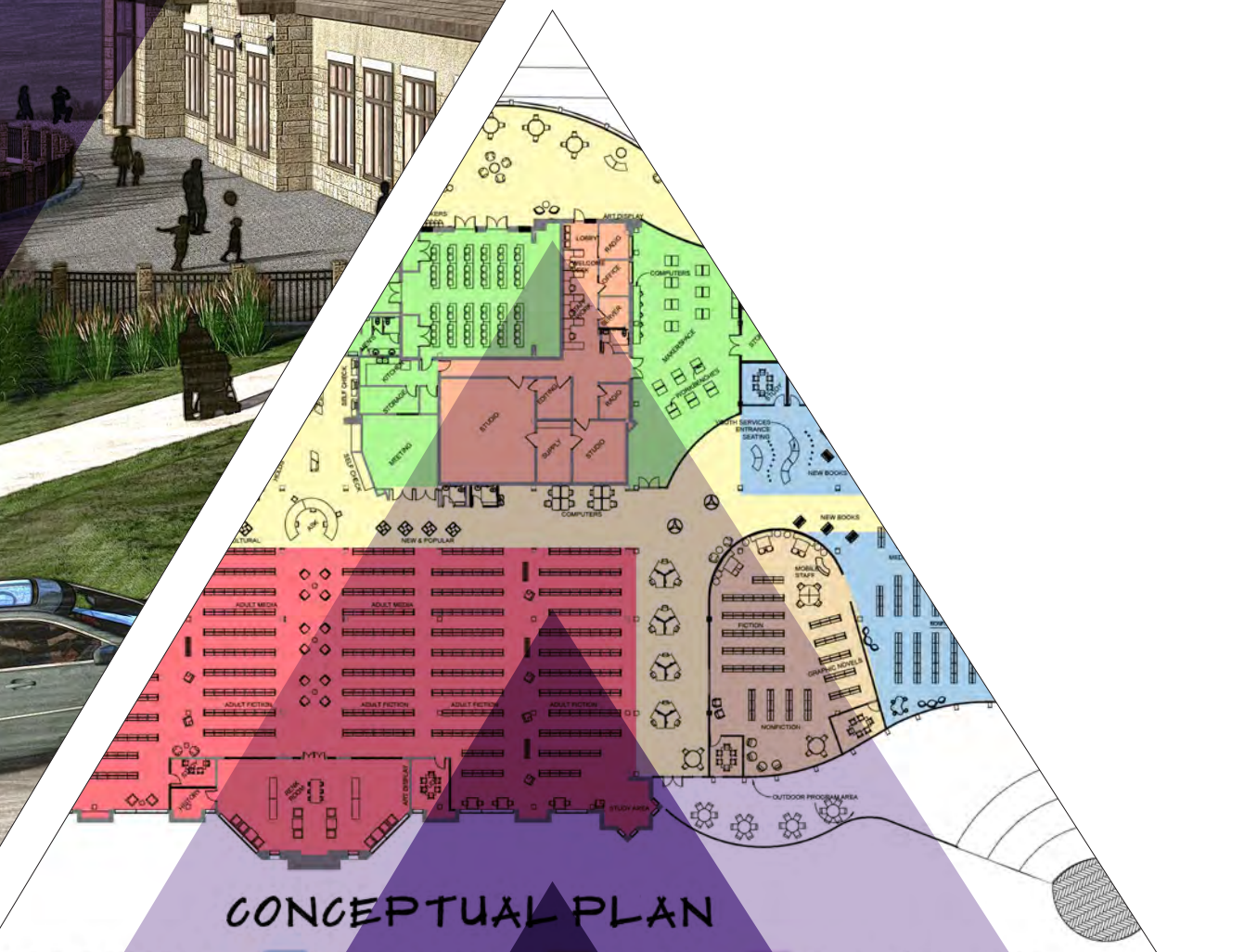
- SPARK Session workshop to explore three selected options with an overall building size of approximately 55,000sf
- Scheduled for October 27 from 9:00 am to 5:00 pm
  - Public Presentation via Zoom from 5-7pm
- SPARK will illustrate building configuration and spaces in more detail, including shelving layouts
- Conceptual design, renderings, and recommendation to be presented in December 2021

18

19

20





CONCEPTUAL PLAN

ADULT SERVICES | YOUTH SERVICES | TEEN / YA | STAFF / SUPPORT

COMMUNITY | MEDIA CENTER | CIRCULATION