

# MEETING MINUTES

## MEETING INFORMATION

**MEETING NAME** SPPL Kickoff Meeting **MEETING LOCATION** Sun Prairie Public Library

**MEETING DATE** 12 April 2023 **MEETING TIME** 2:30PM-4:30PM

**PROJECT NAME** Sun Prairie Public Library Remodel and Addition

**FEH PROJECT NUMBER** 2023402

**PROJECT ADDRESS** 1350 Linnerud Drive  
Sun Prairie WI 53590

| ATTENDEE NAME  | ORGANIZATION  | PHONE             | EMAIL                              |
|--|---|-------------------|------------------------------------|
| <input checked="" type="checkbox"/> Svetha Hetzler     | SPPL Director   | 608.825.0900      | shetzler@cityofsunprairie.com      |
| <input checked="" type="checkbox"/> Rex Owens          | SPPL Board President                                      | 608.513.1551      | rexowens00@gmail.com               |
| <input checked="" type="checkbox"/> Scott Semroc       | Sustainability Coordinator                                | 608.381.5553      | ssemroc@cityofsunprairie.com       |
| <input checked="" type="checkbox"/> Theresa Stevens    | SPPL Foundation Exec Director                             | 608.886.0718      | execdirector@sunlibfoundation.org  |
| <input checked="" type="checkbox"/> Aaron Davis        | FEH Design  | 262.968.2055      | aarond@fehdesign.com               |
| <input checked="" type="checkbox"/> Christy Monk       | FEH Design  | 563.583.4900      | christym@fehdesign.com             |
| <input checked="" type="checkbox"/> Anders Dahlgren    | Library Planning Associates (LPA)                         | 309.846.2836      | libraryplanningassoc@gmail.com     |
| <input checked="" type="checkbox"/> Kevin M. Johnson   | Hunzinger – Owner’s Rep                                   | 414.416.3377      | kevinjohnson@hunzinger.com         |
| <input checked="" type="checkbox"/> Phil Vetterkind    | Hunzinger   | 414.531.1127      | pvetterkind@hunzinger.com          |
| <input checked="" type="checkbox"/> Steev Baker        | SPPL  | 262.365.4614      | sbaker@sunlib.org                  |
| <input checked="" type="checkbox"/> Lynn Montague      | Youth Services - SPPL                                     | 608.825.0903      | lmontague@cityofsunprairie.com     |
| <input checked="" type="checkbox"/> Jan Holmes         | Tech coordinator - SPPL                                   | 608.837.7323x2032 | jholmes@cityofsunprairie.com       |
| <input checked="" type="checkbox"/> Kate Hull          | Tech services - SPPL                                      | 608.825.0901      | khull@cityofsunprairie.com         |
| <input checked="" type="checkbox"/> Erin Williams Hart | SPPL  | 608.825.0902      | ewilliamshart@cityofsunprairie.com |
| <input checked="" type="checkbox"/> Steve Stocker      | City of Sun Prairie Alderperson,<br>Library Board Liaison | 608.354.8511      | sstocker@cityofsunprairie.com      |

## DISCUSSION

### 1) Introductions

- a) Core Committee
  - i) The group will retain the name 'Next Chapter Team' moving forward
- b) Owner’s Representative
  - i) Hunzinger is fulfilling this role
- c) Design Team
  - i) Additional design team members will start in the schematic phase of the project.
  - ii) FEH Design team members will include Gregg Baum, Kevin Eipperle, production staff, and structural
- d) Consultants
  - i) Library Planning Associates (Anders Dahlgren) is providing the programming element.
  - ii) FEH Design will team with MEP and Civil consultants.



**2) Goals for Success**

- a) Goals for success were read with no changes were made.

**3) Expectations**

a) Scope of Work

i) Programming / Space Needs

- (1) The building program will quantify and describe the library's functional space needs based on the anticipated use and service goals. The program is a high-level look at the overall space that will be used by the architectural team to layout and begin design of the building. Additional information is provided in the 'Programming Kick-Off Notes' provided by LPA (attached).
- (2) Dane County is looking at standards that might affect the collection size. The final numbers will not be determined until 2024. Some preliminary numbers might be available before that, but the exact date is unknown. The physical collection size will likely get smaller, and the digital collection will grow.
- (3) Q1 and Q5 from the 'Programming Kick-Off Notes' are more urgent.
- (4) Q2, Q3, and Q4 from the 'Programming Kick-Off Notes' can be reviewed when Anders is onsite.

ii) Schematic Design

- (1) This consists of refining the conceptual design with the input from the Space Needs.

b) Budget

- i) The previous cost opinion was reviewed. No comments or concerns were voiced.
- ii) Hunzinger ran an updated cost (updated with inflation) on the FEH opinion of probable cost. Some of the contingency was used, but the numbers came in close to the original budget. There is no reason to reduce the building program at this time.
- iii) The CIP budget will be reviewed by the City of Sun Prairie and approved in November. This project is included in the City budget.

c) Sustainability

- i) There is a grant for a microgrid. Ballpark numbers for pricing are currently being used. The more accurate / detailed pricing and grid size will need to be determined in the schematic design phase.
- ii) The geothermal well testing should be done in the schematic design phase.
- iii) Soil borings should be done in the schematic design phase.
- iv) A new sustainability coordinator for the City of Sun Prairie will start in May.
- v) Sustainability goals
  - (1) All electric facility design
  - (2) LEED Gold at minimum
  - (3) Energy Star certified
  - (4) Renewable energy on-site with geothermal
  - (5) Microgrid
  - (6) The overall goal is to reduce energy usage as much as financially reasonable to achieve a Net Zero facility
  - (7) Focus on Energy and WPPI will be leveraged to assist with the energy reduction goals.
  - (8) Hunzinger has experience with LEED projects and will assist with the process. It will be important to determine which team member will be doing what – managing grants, LEED credits, specifications, etc.
  - (9) There was group consensus regarding pursuing LEED Gold status.

d) Funding Source Requirements

- i) FEH requested any updates, if any, that have happened since the last meeting
- ii) Funding sources can have requirements (prevailing wage, documentation, Buy American, etc.) that can impact the project design or specifications.
- iii) The microgrid grant has Buy American, Davis-Bacon, and other requirements associated with a federal grant. This will be reviewed in more detail in an upcoming sustainability meeting.



- e) Communication
  - i) Communication to / from the owner be via Kevin and Svetha.
  - ii) Communication to / from the design team will be via Aaron and Christy.
  - iii) The group would like the agendas and documents sent to them digitally. Each team member can decide whether they would like to print the documents.
- f) Other
  - i) SPPL requested FEH Design help them find someone to do an Environmental and Historical Survey. It was suggested that a Phase 1 survey may have been part of the purchase documents when the land was bought from the school district for the original building.
  - ii) There is interest from staff to learn about the spaces in the project. It was suggested that a meeting be scheduled with staff at the end of July to review.

**4) Timeline**

- a) Review Planning Effort Timeline
  - i) April 26 - Initial Planning Meeting to review the 'Programming Kick-Off Notes' questions.
  - ii) For those who cannot attend the April 26<sup>th</sup> meeting (Kate and Scott), a Zoom meeting will be set up.
  - iii) May 8 – Review the Space Needs, this will be more departmentally focused.
  - iv) June 8 – Board Meeting at 6PM
  - v) A meeting with the Sustainability Coordinator, FEH Design, and Hunzinger will be scheduled prior to May 1 (*this has been scheduled for April 24 at 9AM*). The sustainability efforts and grant requirements will be discussed.
  - vi) Svetha will be unavailable on May 30.
- b) Set Every-Other-Week design meetings for every other Thursday, starting on May 25 from noon-2PM. A Zoom invitation will be provided with the calendar invitation in case a team member needs to attend virtually.
- c) It was discussed that the last core planning meeting in October is the last day that a grant can be pursued if it has a design impact, to avoid project delays.

**5) Other questions**

- a) The Media Center / Makerspace and the Bookstore were invited to be part of the programming meetings on April 26 and May 8 to provide input on those elements. The café may also be invited. If those dates do not work for those individuals, a Zoom invite can be sent out. It is anticipated these meetings would be approximately half an hour.
- b) A meeting will be set up in mid-July to review the amphitheater design with potential donors.

**6) Next steps and assignments**

- a) See action items below.

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**ACTION ITEMS**

Sun Prairie Public Library

- 1) Provide collection inventory and service population information to Anders
- 2) Send the anticipated, updated Dane County standards to Anders
- 3) Consider the 5 questions from the LPA Programming Kick-Off Notes

FEH Design + Hunzinger

- 1) Review sustainability efforts for project with Scott Semroc prior to his departure

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For meeting minutes 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. No response will indicate acceptance by all parties.

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**WRITTEN BY** Aaron Davis / Christy Monk

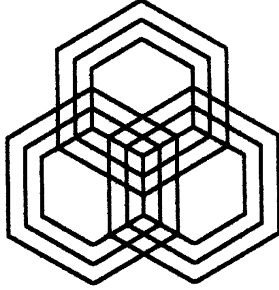
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**NEXT MEETING** April 26, 2023 – Programming Meeting

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**ATTACHMENTS** Sun Prairie Public Library Programming Kick-Off notes, Design schedule

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## SUN PRAIRIE PUBLIC LIBRARY PROGRAMMING KICK-OFF NOTES

**TO:** Sun Prairie PL planning team  
**FROM:** Anders C. Dahlgren  
**PHONE:** 309-846-2836  
**DATE:** April 12, 2023  
**ABOUT:** Five questions to get us started

These notes are intended to jump-start our planning process, to orient you to the questions and issues we need to work through to set the stage for FEH's design process. There's a short description of what a building program is, and I'll pose a handful of questions that will start us on our way.

**What is a building program?** A couple decades ago, when I was chin-deep into revising Joseph Wheeler's publication *Planning the Small Public Library Facility* for ALA Editions, I described the building program as "a practical description of the library's functional space needs based on its projected use and service goals." In simpler terms, a building program statement is the library's instructions to an architect. Just as a computer program is a series of instructions that tells a computer what to do, a building program is a set of instructions that tells an architect what the design for an expanded building must accommodate.

At its core, a building program addresses four essential questions:

- what service and resource inventories are to be housed in the building?
- what departments, rooms, areas and spaces need to be created to organize and operate the library effectively and efficiently?
- how big does each of those spaces need to be? and
- how do these spaces need to relate one to the other?

These are the essential questions an architect needs to have answered to initiate the design process. A program can (and should!) address other, additional issues, a program can (and should!) provide more detailed, thorough instruction to the architect, but these four simple questions constitute the very essence of what the program is about.

A building program is a written report that documents the spatial and environmental parameters that are to be realized in the design for an expanded library building. It's a checklist of the features and elements; the departments, rooms, offices, areas, and spaces that need to be provided in the design for an expanded library. It becomes a touchpoint, a point of common reference, between the library and the architect.

Ultimately, the program is about the *services* the library seeks to provide for its community. The services determine the quantities and the qualities of the space to be supported by the building design. Because the program, of necessity, is rooted in the library's resource and service inventory – what the library wants to *do* in the space – it is appropriate and suitable that the program be developed from a librarian's perspective, which is why Library Planning Associates, Inc. is part of the FEH team.

**Five questions.** In our planning efforts thus far, we've used a broad brush, we've operated at a high elevation to fashion a broad view of the library's service goals and space needs. As we enter into the

schematic design phase with FEH, this is precisely the time to review our prior planning assumptions and either confirm them or adjust them. The following five questions can begin our programming process.

**Q1: since the initial needs assessment study, has the library's projected service population changed?** Over the course of our planning efforts together, we've repeatedly revisited projections for Sun Prairie PL's service area, updating the estimates as needed. The most recent forecast calls out a year 2040 population of 60,100 (the combined "extended" population including 50,100 municipal residents and 10,000 county). To the degree that service population forecasts have changed, we should work those updates into the next question, which involves revisiting and updating the service goal analyses we've completed to date. *Svetha, let me know of any adjustments we should make to our population estimates (top priority).*

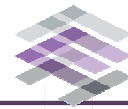
**Q2: How has the service landscape shifted since we were last actively engaged?** Acknowledging that the broad service landscape for any U.S. public library continues to change and evolve, we should revisit the various benchmarking studies that formed the foundation of the 2018 report, updating those analyses and exploring how outcomes and recommendations might have shifted over the last five years. Benchmarking studies should also reflect any updates to the library's projected service population. *When I have in hand any recommended updates to the library's projected service population, I can dive into the benchmarking update.*

**Q3: In light of updates to the library's projected service population and the benchmarking studies that comprise the foundation of our plans, are adjustments warranted to any of the fundamental resource and service inventory goals espoused in prior planning?** Our most recent expression of those parameters and goals appeared in Planning Memo #7 dated Sept 6, 2021. In the run-up to the SPARK community planning session in October, 2021, these resource and service inventory goals were further revised and refined and summarized in two handouts that were distributed at the SPARK session. We should revisit and update as needed the goals expressed in Memo #7 and the SPARK handouts in light of new findings derived from updated benchmarking studies, and our current-day understanding of the library service landscape, not to mention lessons learned over the course of the COVID pandemic. Do the parameters and goals expressed in Memo #7 and the SPARK handouts still apply? Do any need to be changed and updated? Pay special attention to the proposed inventory of staff work stations – operational needs regarding staff work stations are often challenging to pin down.

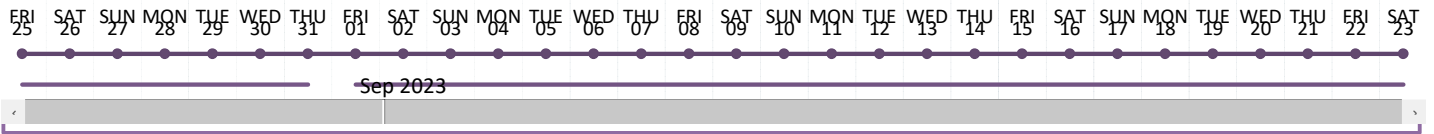
**Q4: Are the departmental blocks defined for the SPARK session still the basic blocks of space that should comprise the expanded SPPL building?** As we consider the library's space needs at an ever more granular level, what distinct functional areas and rooms and offices should be created within the departmental blocks? The emerging list of departments and functional areas come together to form the outline around which the program for the library's expansion will be organized.

**Q5: As we prepared for the SPARK planning session in 2021, we defined in specific terms preferred storage and display environments for different parts of the collection; do those preferences and priorities still apply?** Or do shelving strategies need to be revised? If overall collection inventory recommendations change as a result of updated benchmarking studies (see Q3), how should those changes percolate through the proposed distribution of collection inventory prepared for the SPARK planning session? *Svetha, please send me an updated report on the library's current holdings.*

# SPPL PROJECT TIMELINE



FEH DESIGN



ENTER START DATE:

4/17/2023

Board meetings second Thursday of the month

| ACTIVITY                                   | START            | NOTES  |
|--|------------------|--|
| Client Project Kickoff Meeting Start       | 4/12/2023        |  |
| Program meeting                            | 4/26/2023        | 9am  |
| Program meeting                            | 5/8/2023         | 9am  |
| <b>Schematic Design (3 months)</b>         | <b>5/16/2023</b> |  |
| Core Planning Meeting                      | 5/25/2023        |  |
| <b>Finalize programming/space planning</b> | <b>6/8/2023</b>  |  |
| Core Planning Meeting                      | 6/8/2023         |  |
| Core Planning Meeting                      | 6/22/2023        |  |
| Core Planning Meeting                      | 7/6/2023         |  |
| Core Planning Meeting                      | 7/20/2023        |  |
| Internal Quality Review                    | 8/3/2023         |  |
| <b>Schematic Design Complete</b>           | <b>8/10/2023</b> | <b>Amphitheater and Maker's space layout for fundraising</b> |
| Design Development Start                   | 8/10/2023        |  |
| Core Planning Meeting                      | 8/22/2023        |  |
| Core Planning Meeting                      | 9/5/2023         |  |
| Core Planning Meeting                      | 9/19/2023        |  |

| ACTIVITY                           | START            | NOTES |
|------------------------------------|------------------|-------|
| Core Planning Meeting              | 10/3/2023        |       |
| Core Planning Meeting              | 10/17/2023       |       |
| Internal Quality Review            | 11/1/2023        |       |
| <b>Design Development Complete</b> | <b>11/8/2023</b> |       |
| Contract Documents Start           | 11/8/2023        |       |
| Core Planning Meeting              | 11/21/2023       |       |
| Core Planning Meeting              | 12/5/2023        |       |
| Core Planning Meeting              | 12/19/2023       |       |
| Core Planning Meeting              | 1/2/2024         |       |
| Core Planning Meeting              | 1/16/2024        |       |
| Internal Quality Review            | 1/25/2024        |       |
| <b>Contract Documents Complete</b> | <b>2/8/2024</b>  |       |
| Board Approval to issue drawings   | 2/8/2024         |       |
| <b>Issue drawings to Bid</b>       | <b>2/19/2024</b> |       |
| Receive Bids                       | 3/18/2024        |       |
| Award Contracts                    | 4/11/2024        |       |
| City Council to approve to award   | 4/16/2024        |       |
| Construction process (13 months)   | 5/11/2025        |       |