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01

EXECUTIVE SUMMARY

SUMMARY

In 2018, the Sun Prairie Public Library decided it should look to the future to determine how to maximize the delivery of library services to the community. The City of Sun Prairie has a current population of 41,400 and projections for the year 2040 is 58,250 persons. As a result, this is the perfect time to look at growth patterns and determine if the current library building is sized appropriately and located in the right place within City limits to best serve all citizens. Answers to these important questions will provide the foundation to explore potential expansion concepts.

INFORMATION

Information was gathered from multiple sources relating to collections and current inventory of library resources and focus groups were held with a broad cross section of the community to gain valuable insight; how the library is used, what is important, what is broken, and what works very well. We also inquired if the library is easy to access within the City. We consistently heard the time it takes to get to the library was between 5 and 15 minutes. The long-term space needs of the library was projected to grow from the library's current space allotment (±36,000 square feet) and the library's long-term space needs (89,100 square feet). The substantial delta between what the library has and what the library needs, space-wise, was based on the underlying service goals. Our recommendation is for a collection inventory of 250,000 items (versus 134,100+ items today) with additional meeting / programming spaces.

The differential between the space the library has today and the space it needs tomorrow is made up of three distinct categories.

The library's current inventory of resources and services SHOULD occupy more space than is used to house the library today. Given the current service inventory, the library's building should provide more than 48,300 square feet today. Like many libraries contemplating an expanded building, Sun Prairie Public Library has managed to crowd more resources and services into its present building than that present building by rights should contain.

A second kind of space need lies beyond this estimate of immediate space need. This second category of space need includes services or resources or spaces that you SHOULD offer today, but don't because there isn't enough space in the present building. For example, the storytime room today is smaller than it should be, it needs to support a larger audience. The current-day space need of 48,300 square feet takes into account only the storytime room that happens to be in place today; the library's immediate space need would grow beyond 48,300

square feet if a larger, suitably-sized storytime room were in the mix.
Likewise, the current inventory of collection or technology stations today is probably somewhat lower than what it should be. Based on today's population, the Tier 3 recommendation in the Wisconsin public library standards says SPPL should have a collection of 178,000+ items – versus your current inventory of 134,100+ items. Based on Sun Prairie's current population you should have 144 reader seats, versus the 122 presently on offer. All of these adjustments to the current-day resource and service inventory serve to increase the library's immediate space need further.

Finally, the third category of space covers space to accommodate future resource and service inventory needs based on future population growth. As the community grows from today's population of 41,400+ to the year 2040 population of 58,250, the collection will need to grow, the seating inventory will need to grow, and so on. Collections will round out to the 250,000 items we've projected, seating will round out to the projected 170. Based on the resource and service inventory the library should support to meet the library service needs of a community of 58,250, the library will need to be housed in a building of 89,100 square feet.

Should the library provide that building in a single location or should the library be deployed in multiple locations (branches) – this was an important question raised by local planners. Service patterns among libraries nationwide offer little guidance. The library's projected population – 58,250 – falls in an inconclusive range. Below 50,000 population, a clear majority of libraries operates a single facility; above 60,000, a clear majority operates multiple facilities. Between 50,000 and 60,000, maybe its one, maybe it's more. On a pragmatic level, during the community input sessions, participants were asked directly as to drive time and accessibility, and only three interviewees responded with a drive time of more than 15 minutes. Certainly, drive times will increase as the community grows, but the current evidence provides no compelling, service-based, access-driven reason to introduce branching in the near term.

PUBLIC ENGAGEMENT

An advisory task force committee was established from a cross section of community residents with the purpose of providing input and evaluating potential options. This group met five (5) times in 2018. They confirmed the recommended libraries service goals, developed project goals for success, established decision making criteria, prioritized and weighted the criteria to evaluate options and participated in a two-day on-site workshop. The workshop was held in the large meeting room at the library and advisory committee members and interested citizens shared their thoughts and ideas.

The effort of the design workshop resulted in 12 possible library expansion options located on the current site on Linnerud Drive. All the options addressed the projected library space needs as well as space for the Media Center which shares space in the library building.
The community provided real time feedback throughout both days and during evening presentations provided direction on which options they preferred. At the end of the workshop, the advisory task force evaluated and ranked the expansion options against decision making criteria. There were 4 concepts that rose to the top, option B, D, F, and G. The total project cost for all four options were in the $22,000,000 to $24,000,000 cost range.

A description of the four concepts is as follows;

OPTION B

Option B is a linear building with an angled building expansion to the east. Parking will expand to the east and require a second driveway entrance at Linnerud Drive. The library will maintain the existing building entrance and add a second one at the end of the east building entrance. The user will experience the space sequentially and that will help the user understand, read and decode the space.

OPTION D

Option D is a rectangular building with a wrap-around building addition to the south and east. Parking will expand to the east and have a second driveway entrance at Linnerud Drive. The library will maintain the existing building entrance and add a second one on the east side of the library. The compacted building footprint allows for outdoor program space adjacent to the meeting rooms and children's library. The scale of the rectangular building footprint is compounded by the lack of definition among the major components of the space-fiction, nonfiction, and youth/teen. This option presents the user with a large, open space and it will be difficult to create distinct areas within the large space.

OPTION F

Option F is a linear building with additions to both the west and east side of the library. Parking will expand to the east and west and require a second driveway entrance at Linnerud Drive. The linear building shape will help the user experience, read, and decode the space. The main building entrance will remain centered on the building and that always helps the user. A second entrance at the east end of the building provides direct access to the children's area. Upon arrival through the main entrance, the interior layout of departments unfolds in a reasonable manner, adult fiction and media collections in the center with adult non-fiction in the west end of the building and children's, teens, technology at the east end. Expanded meeting rooms with outdoor program space is located in the center of the building and the Media Center is relocated to the east end of the building with an exterior entrance.

OPTION G

Option G is a multi-story building with an exposed lower level addition on the east end. Parking will expand around the east side of the building and have a second driveway entrance at Linnerud Drive. It preserves the main building entrance and features a second entrance at the east end. This option takes advantage of a slope on the site to provide direct entry and natural light to the lower level. There would be direct access to outdoor program space at the lower level to the children's collection. This solution completely isolates youth services from the remainder of the library to allow for a completely different look and feel for youth services.

In a separate meeting, library staff was asked to determine which option made the most sense from an operational perspective. They chose option B, D, and F. At the final advisory task force meeting each task force member and the public in attendance cast ballots for the option they preferred. The result of that tally was an equal number of votes for option B, D, F, and G. This tally was the recommendation of the task force to the library board. They also recommended the following be considered in any library expansion.

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
- Remove barriers to serve all members of our community
- Provide more flexible access
- 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

03

RECOMMENDATION

The final recommendation of the design team to the library board is option F. Four variations of this option were developed during and after the design workshop. Specifically, option F.4 captured most of the desires of the Advisory Task Force and Library Steering Committee. This option best satisfies the project goals for success, especially maintaining the current integrity of the "GEM" both inside and out. The special south facing reading room remains intact and the two "wing" building additions to the east and west maintain the current library entrance. The man-made prairie and sculpture in front of the library along Linerud Street is also preserved. The reallocation of departments within the library will allow for an intuitive and organized experience for the user. The vaulted ceiling areas of the building will become major circulation spines between departments and will act as an organizer. The existing building will re-organized to include the bookstore, a café with outdoor patio space, staff help desk, multiple meeting rooms with an outdoor gathering and activity space, and the adult fiction collection. The east wing will feature technology, a makerspace, the media center, teen center, and youth services. This department will also have an outdoor program space. The west wing will house the adult non-fiction collection, quiet study and collaboration space, and staff services. A patron drive-up book return will be available for customer convenience.

This option exemplifies and clearly places the Sun Prairie Public Library as an essential destination within the community while delivering forward thinking expanded library services

PARKING
NEW PARKING
MAIN ENTRANCE
MEDIA CENTER ENTRANCE
COMMUNITY ENTRANCE
MEDIA CENTER
TEEN AREA
YOUTH SERVICES
ELEMENTARY
PRESCHOOL
DISCOVERY ZONE
OUTDOOR READING SPACE
MEETING #1
MEETING #2
COMPUTERS / TECHNOLOGY
ADULT FICTION
ADULT NON FICTION
QUIET READING
OUTDOOR SCULPTURE
PRAIRIE
STAFF PARKING
STAFF ENTRY
F.4

NEW PARKING
MEDIA CENTER ENTRY

04

DESIGN CHARRETTE WORKSHOP

CHARRETTE\SHAR-RET (fr: cart) n. an interactive process where on-site architects take community input and hand sketch designs based on your ideas. The goal is to discover what ideas work within the parameters you set for us before formal design work begins.

PRELIMINARY SCHEMATIC DESIGN PROCESS

The Design Process may begin in a Traditional manner or in a more interactive Design Charrette process that FEH DESIGN has developed and refined over a period of years. The charrette involves bringing our Design Team to you and working directly in and with your community. While not appropriate for all projects, this approach has proven successful for many public clients and deserves consideration for your project. A description of the process follows.

THE FEH DESIGN CHARRETTE

A unique service offered by FEH DESIGN is our well-refined Charrette Process. While others in our region try to copy our success, FEH continues to set the standards for this intense and interactive design workshop. The result is client and community confidence built by working side-by-side with the FEH architectural design team.

OUR DESIGN COMES TO YOU

As the French definition of charrette implies, we "cart" our design services to you. Our team of architects and landscape designers come and set up shop in your community. There we can focus all our attention on listening and responding to your suggestions. The flexibility of the charrette enables us to structure the workshop to meet your needs. Thus, input can come from your building committee or from the collective thoughts of your entire community.

We bring our tools, our creativity but no preconceived notions as we work with you. Through the Charrette Process, concept moves to consensus. Along with creating a conceptual drawing in a short span of time, the Charrette creates awareness and enthusiasm not felt in a traditional client / architect relationship. This translates into a project which has a broad base of support, reflects the needs and desires of the community, and has built-in community ownership.

At FEH DESIGN, we firmly believe our Design Charrettes are a major reason we have been so successful in developing community-based projects.

WE START BY ...

- Evaluating needs and priorities
- Defining the scope of the project
- Developing a building program that charts the specifics of the project
- Developing space requirements and other issues
- Conducting site visits

WE MOVE IN AND THE FUN BEGINS

We bring our design team to your community and begin a dynamic design workshop that draws input and ideas from all interested parties.

SITE PLANNING

Site development is the first step on the agenda. Whether there is one or many options, we work out as many scenarios as can be conceived.

BUILDING PLANNING

As the site concept begins to take shape, the building follows along. The design team is constantly consulting the written program for sizes of spaces and relationships of areas.

A CONCEPT EVOLVES

We explore the pros and cons of each configuration. User groups involved in the process express their ideas and begin to take ownership in the project. New configurations and concepts are continually put on display for public review and input.

STEPPING BACK

Periodically, everyone steps back, takes a deep breath, and reviews all drawings and progress to ensure it's headed in the right direction.

COMING TOGETHER

From a basic concept, ideas come together. Options are considered as a community effort takes shape.

A RUNNING START

By the end of the two or three-day charrette, the concept for your project will be clearly defined. With conceptual drawings in hand, we return to the office to develop and refine.

AHEAD OF TIME

- Do Our Homework

STEP ONE

- Site Analyses
- Circulation Issues
- Square Footage Requirements
- Site Development Concepts
- Formal Review

STEP TWO

- Bubble Diagrams
- Block Planning
- Floor Plan/Site Plan Relationships
- Formal Review

STEP THREE

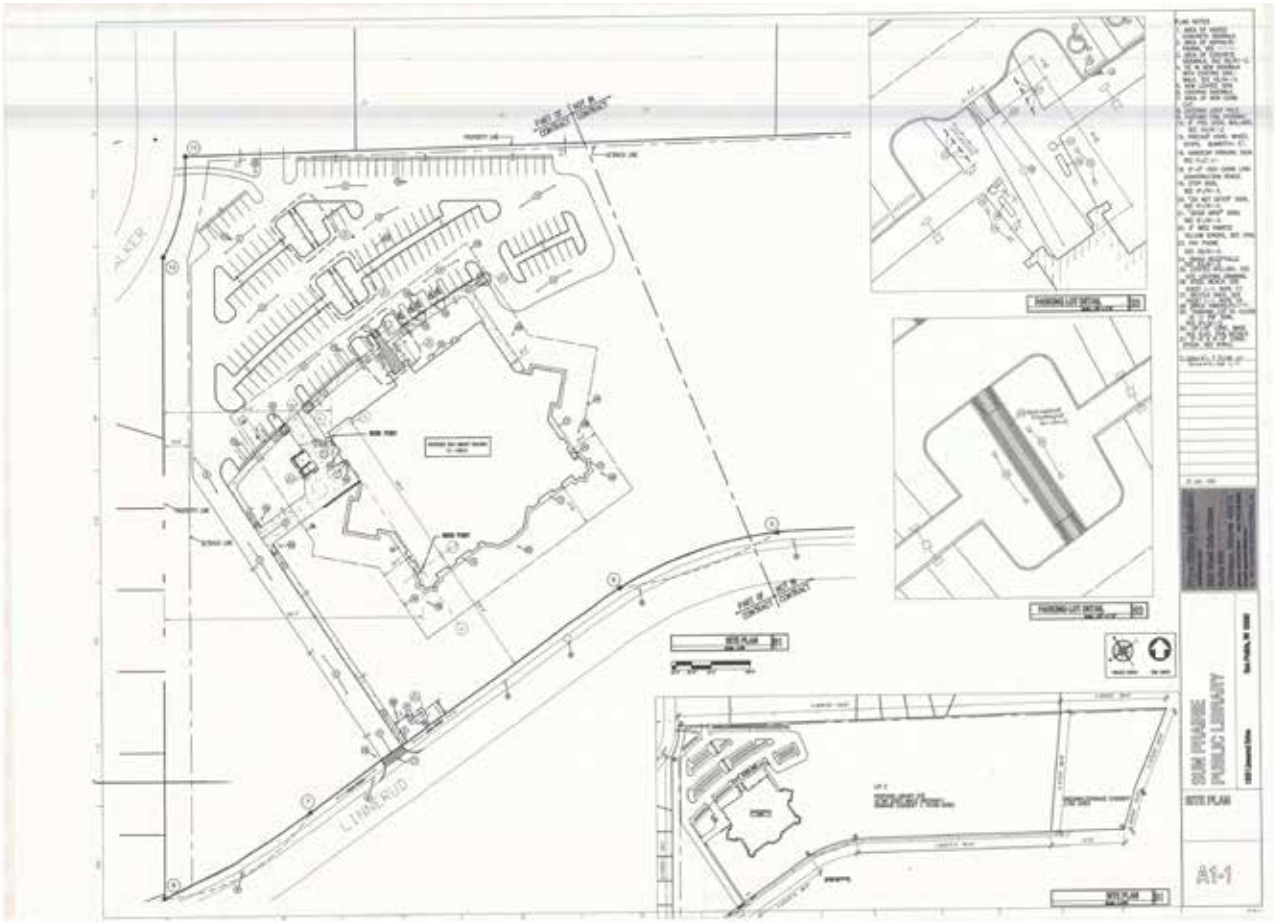
- Conceptual Floor Plans
- Site Plan Refinements
- Site Amenities
- Building Massing Studies
- Exterior Elevation Sketches
- Formal Review

STEP FOUR

- Floor Plans
- Site Plans
- Sections
- Feature Sketches
- Formal Review

STEP FIVE

- Final Charrette Color Artwork!


LITHIA RD
SITE PLAN
PARKING LOT DETAIL
PARKING LOT DETAIL
SITE PLAN
SITE PLAN
DUNN PRAIRIE PUBLIC LIBRARY
SITE PLAN
A1-1

ZONING NARRATIVE

FEH Design met with Tim Semmann with the Planning Department from the City of Sun Prairie on June 27, 2018 to discuss the city ordinances, the zoning of the existing and surrounding sites, and the city's design requirements. Also discussed was the future growth of the city as well as identifying the lower income areas throughout the community. All the matters discussed were used to influence the design decisions as well as to assess the impact throughout the community.

CITY GROWTH

It was determined that there is land within the current city limits that has the potential to be developed over the next twenty years. The city is unable to expand the western border due to the presence of the City of Madison. Expansion to the north is also unlikely due to an agreement with Bristol. The future growth of the city is limited to the south and west.

ZONING AND PROPERTY

As it exists currently, the Sun Prairie Library site falls under the Suburban Residential (SR-4) zone and the construction of a non-residential facility under this zoning ordinance was and is only available under the issuance of a conditional use permit. With the existence of the prairie on the property directly to the west and the community gardens further down, the city planning department expressed that the property line would be able to shift to accommodate an addition to the eastern side of the existing library. This would need to be surveyed out, but, as both properties are city-owned, it would be possible.

PARKING, SITE ACCESS, AND LANDSCAPING REQUIREMENTS

The city prefers that all parking medians be green-scaped, rather than filled in with gravel as the current parking lot exists.

An additional entrance to the parking lot would be preferred. However, if the additional entrance were to be located on Linnerud Street, the location would need to be approved by the City Engineer so that it does not interfere with existing sight lines around the curve. An additional entrance from the west was not advised. An entrance from the north would be negotiable if an agreement could be reached with the VFW, who currently owns the parking lot to the direct north of the existing library property.

The prairie landscaping at the existing entrance of the library is not a city requirement, but a design decision that was made when the library was built. The area is not currently used for storm water management, but rather aesthetic purposes only. Onsite storm water management would need to be evaluated by the City Engineer based on the change of permeable area on the site. As it exists now, all storm water enters the city's system.

ZONING REQUIREMENTS

See chart on next page.

CITY CODES AND ZONING REQUIREMENTS

BULK STANDARDS:

Max # of floors	1	2
Minimum lot width	200 ft	200 ft
Setback from street	30 ft	30 ft
Setback from side (res)	30 ft	35 ft
Setback from side (non res)	20 ft	25 ft
Setback from rear (res)	30 ft	35 ft
Setback from rear (non res)	20 ft	25 ft
Setback from paved area	5 ft *	5 ft *
Minimum building separation	30 ft	30 ft
Maximum building height	35 ft	35 ft

**Minimum 25' of landscaped area measured from r.O.W.*
**1.00 Plant units per 100' of street frontage*

INTENSITY STANDARDS:

Max # of floors	1	2
Minimum landscape surface ratio*	25%	30%
Maximum floor area ratio**	0.250	0.275
Minimum lot area	1 acre	1 acre
Maximum building size	n/a	n/a

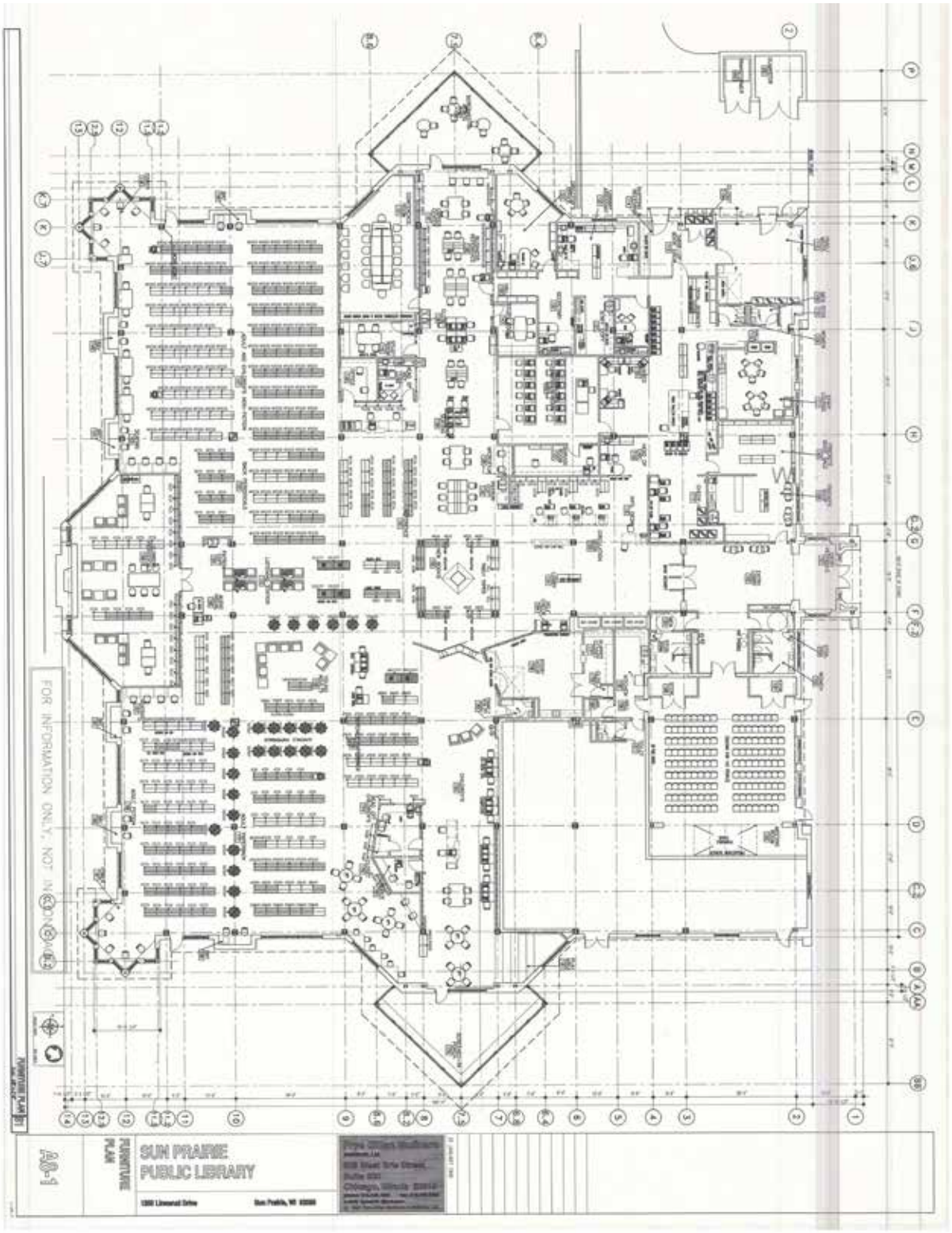
**Minimum percentage of the site that must be preserved as permenantly protected landscape area. Landscape area/gross site area*
***Gross floor area (of all buildings on site)/gross site area*

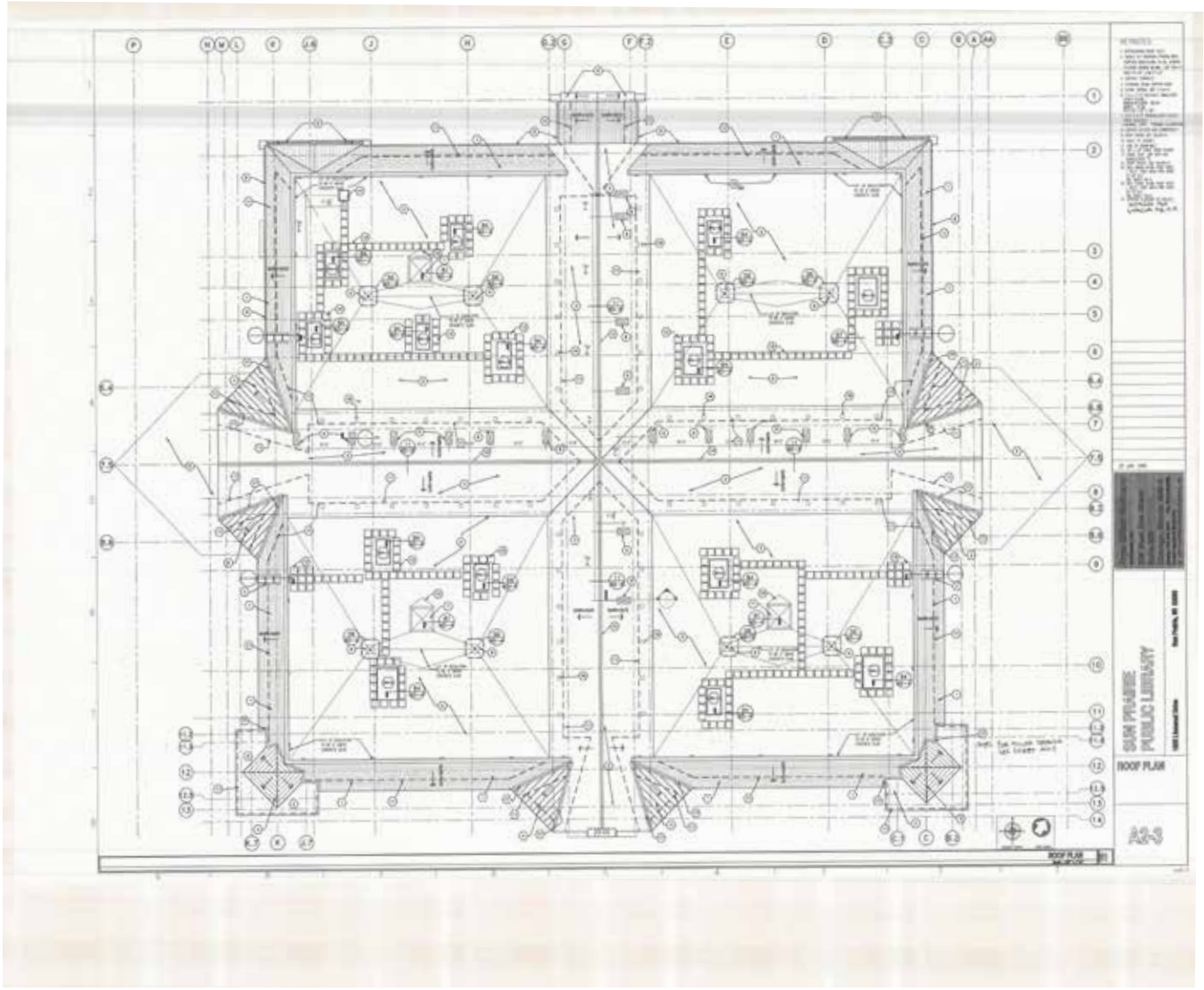
Bulk standard and intensity standard requirements may be reduced through approval of a conditional use permit.

- Front or street yard setback may not be reduced to less than 20'. If reduced to 20', no parking shall be allowed in the setback area
- Public benefit resulting from flexibility in design standards must be justified vs. The benefit of a private individual or entity.

PARKING:

- 2 Plants per 20 parking stalls or 10,000sf of paved area
- Every required parking space must be within 500' of the access to the area it serves.
- Generally, one space per 3 expected patrons @ max capacity + 1 per employee


FOR INFORMATION ONLY, NOT IN CONTRACT
SUN PRAIRIE
PUBLIC LIBRARY
A0.1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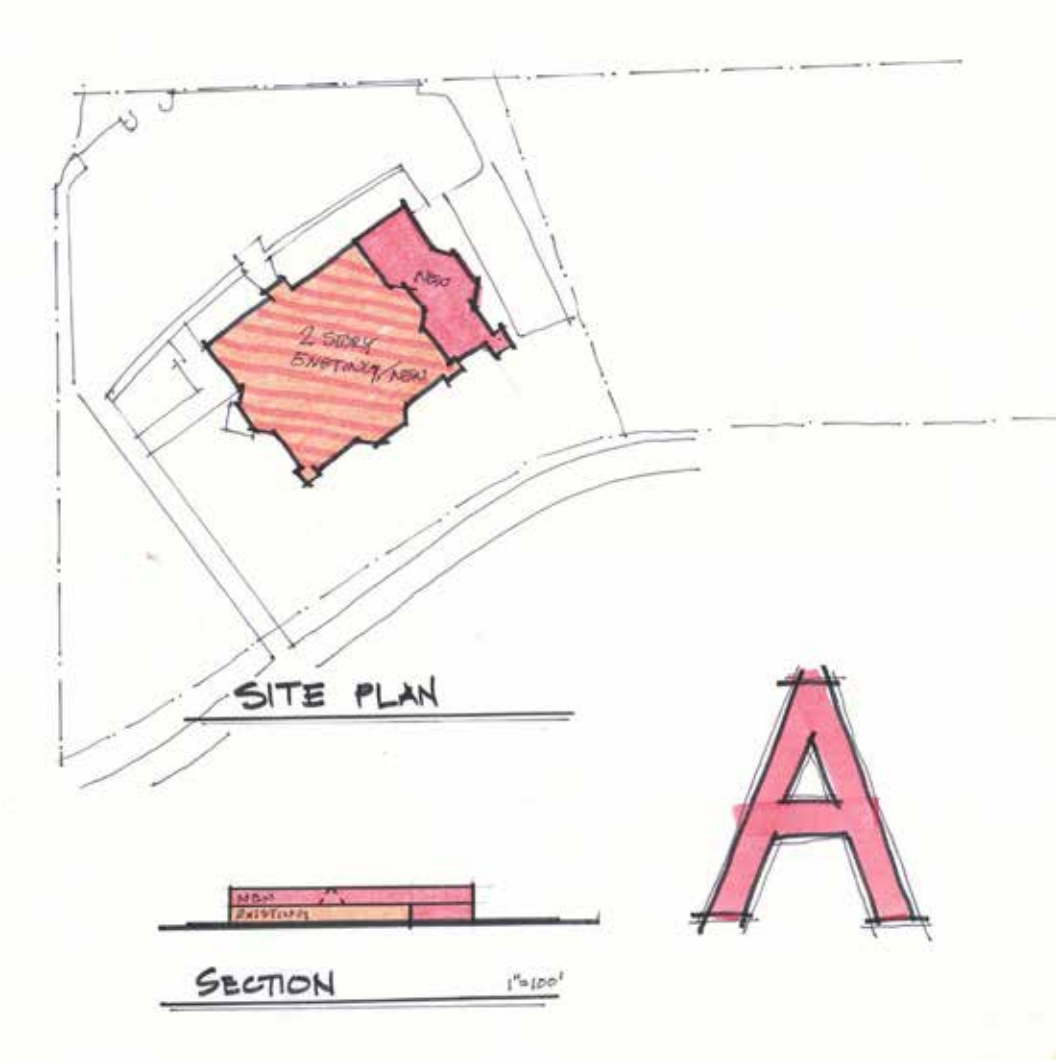
PUBLIC LIBRARY
ROOF PLAN
A2.3

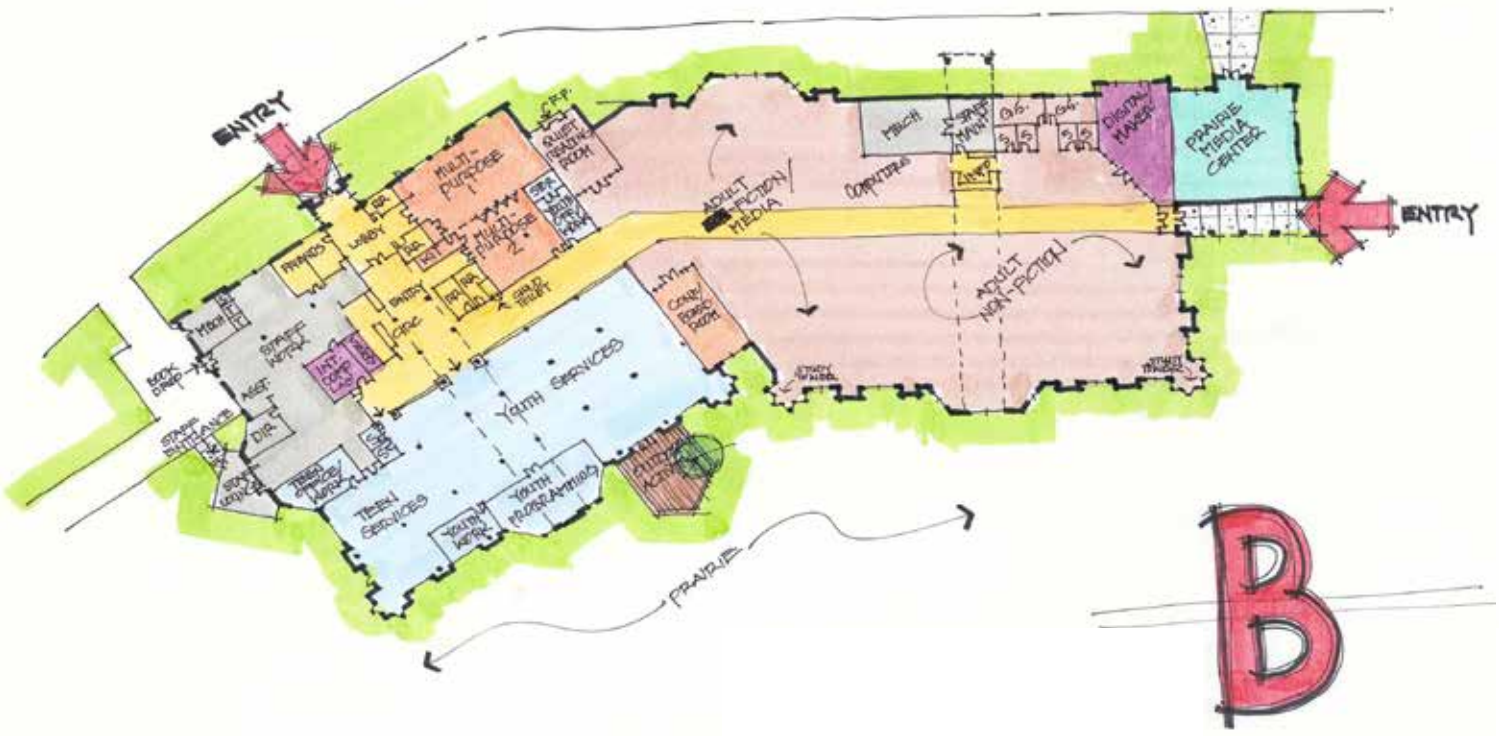

NEW
2 STORY
SITE PLAN
SECTION
1"=100'

SITE PLAN

B

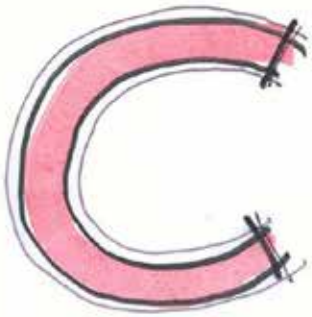
SECTION 1"=100'

PARKING EXPANSION
PARKING EXPANSION
EXISTING PARKING
ENTRY
MEETING
MEETING
ADULT FICTION/ MEDIA
MECH
PRAIRIE MEDIA CENTER
ADULT NON-FICTION
FUTURE
FUTURE DRIVE CONNECTION TO STREET
STAFF
CIRC
YOUTH SERVICES
TEEN
GROUTBAND OPPORTUNITY
PRAIRIE
FUTURE
B


ENTRY
MULTI-PURPOSE 1
MULTI-PURPOSE 2
QUIET READING ROOM
ADULT FICTION/ MEDIA
COMPUTERS
PRAIRIE MEDIA CENTER
ENTRY
ADULT NON-FICTION
YOUTH SERVICES
TEEN SERVICES
PRAIRIE
B

PRAIRIE
PATIO
NEW PARKING
MEDIA CENTER
B

SITE PLAN



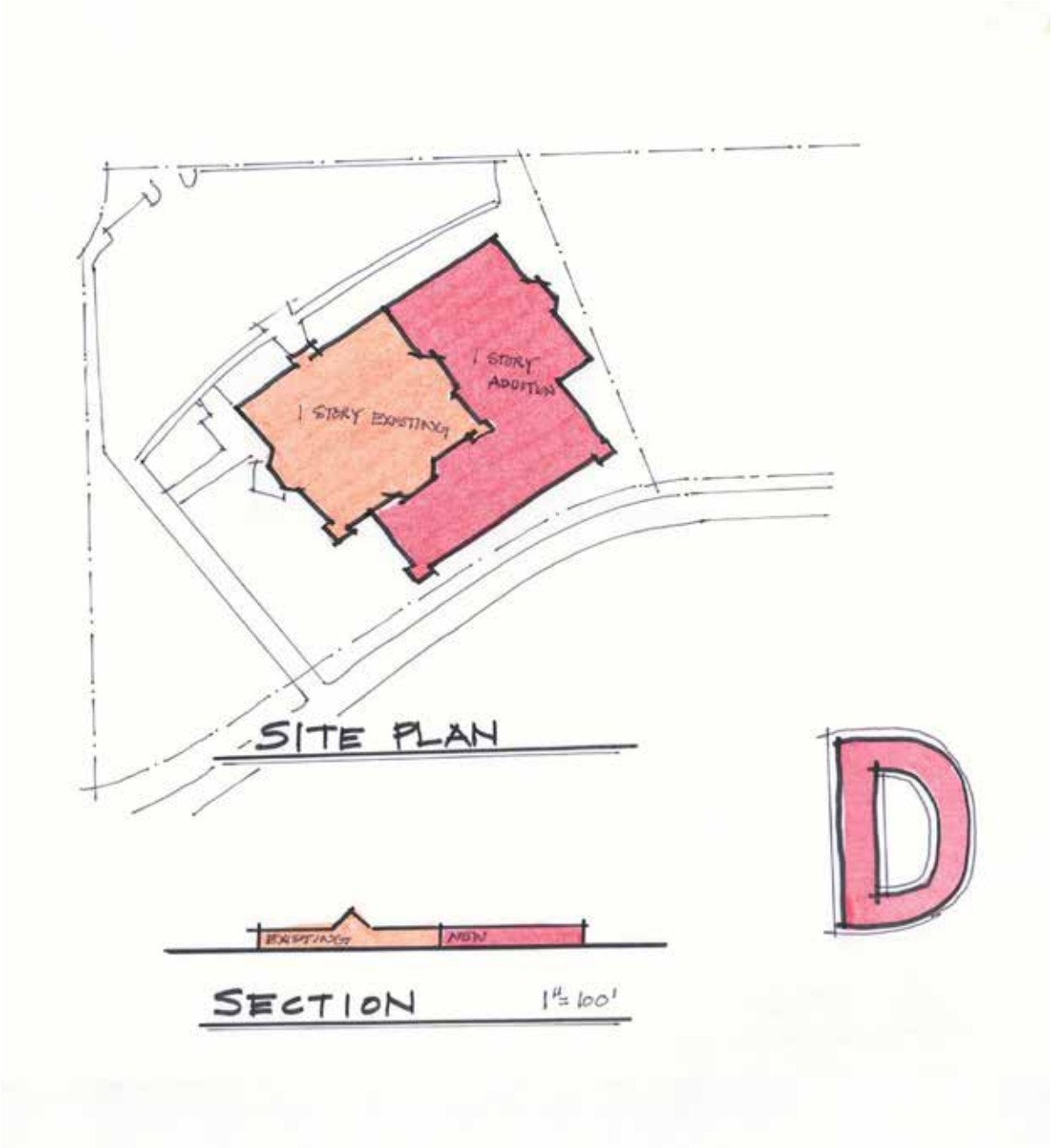
SECTION 1"=100'

ADDITIONAL PARKING
STORAGE
CHILD PREM.
MEET. RM.
MEETING RM.
MEDIA CENTER
CHILDREN'S AREA
STAFF
TECH SERVICES
ART + HISTORY
QUIET READ.
FIRST FLOOR
TEENS
ADULTS
OPEN
2ND FLOOR
SCALE
1" = 40'
N

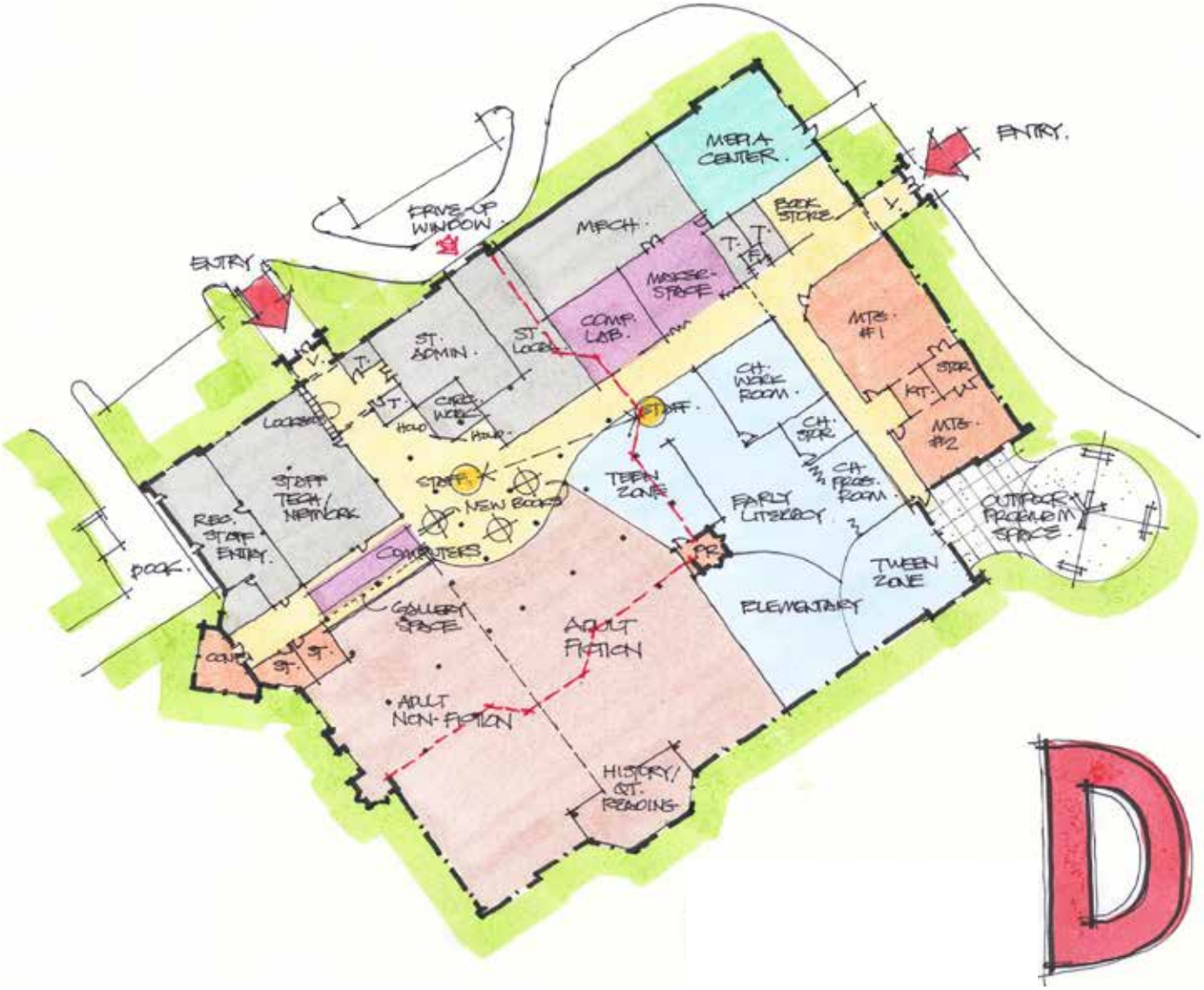
C

1" = 40'

FEH DESIGN


1 STORY ADDITION
SITE PLAN
D
SECTION
1" = 100'

EXISTING PARKING (137)
ENTRY
ENTRY
PARKING (130)
RELOCATED COMMUNITY GARDENS
NEW SITE ACCESS
STAFF
STAFF
DIGITAL
DIGITAL
FICTION
CHILDREN'S COLLECTION
ADULT COLLECTION
NON-FICTION
TEEN ZONE
RETENTION POND
LINNE RUD.
46'
55,000 SF. EXPANSION.
D


MEDIA CENTER
ENTRY
DRIVE-UP WINDOW
ENTRY
MERCH
BOOK STORE
MAKER SPACE
COMP. LAB
ST. ADMIN
ST. LOUNGE
CIRC. WORK
HOLD
HOLD
LOCKERS
STAFF
CH. WORK ROOM
CH. STOR.
MTG. #1
STOR.
KIT.
MTG. #2
STAFF TECH/ NETWORK
REC. STAFF ENTRY
BOOK
STAFF
NEW BOOKS
COMPUTERS
TEEN ZONE
EARLY LITERACY
CH. PROG. ROOM
OUTDOOR PROGRAM SPACE
PR
TWEEN ZONE
ELEMENTARY
GALLERY SPACE
ADULT FICTION
COUCH
ST.
ST.
ADULT NON-FICTION
HISTORY/ ST. READING
D

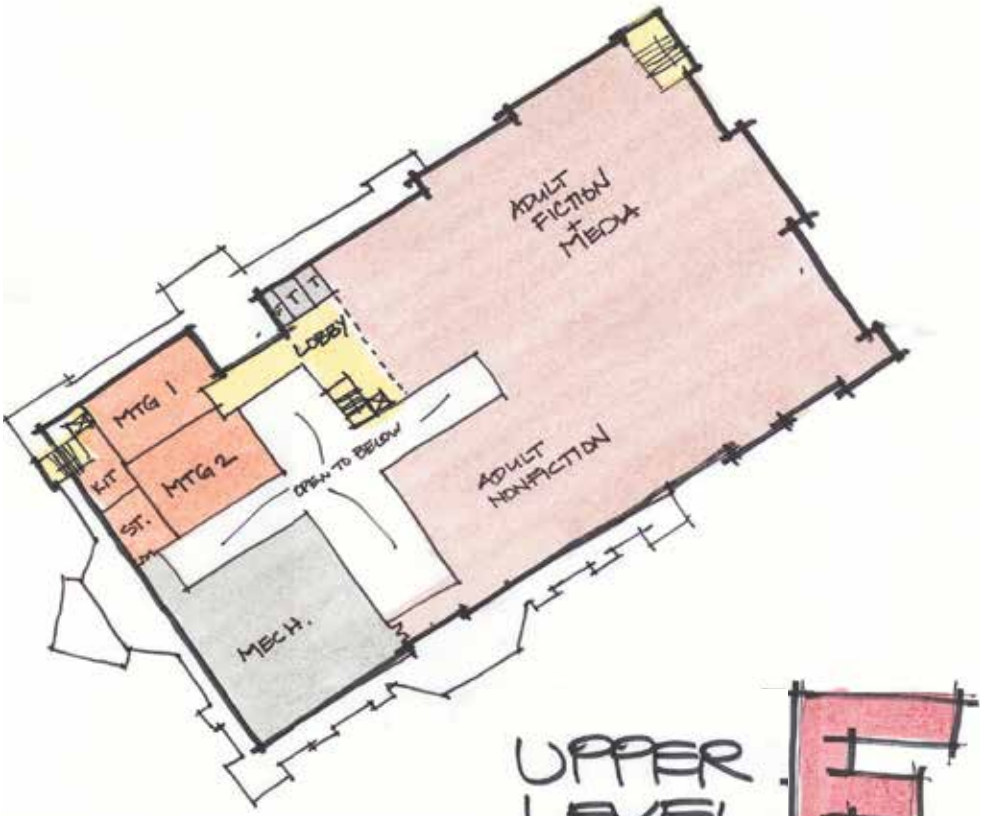
ENTRY
ENTRY
ENTRY
MECHANICAL
STORAGE (SHARED MEDIA CENTER EXP.)
DIGITAL/ MAKER
COMP LAB
CANE
STAFF ADMIN
PRAIRIE MEDIA CENTER
MULTI-PURP. 1
MULTI-PURP. 2
YOUTH WORK ROOM
YOUTH STAFF
YOUTH PODS
TEEN SERVICES
STAFF WORK ROOM
ADULT FICTION
ADULT NON-FICTION
COMPUTERS
YOUTH SERVICES
OUTDOOR PROGRAM SPACE
TO QUIET READING
D2

MEETING ROOMS
NEW PARKING
OUTDOOR ACTIVITY SPACE
D

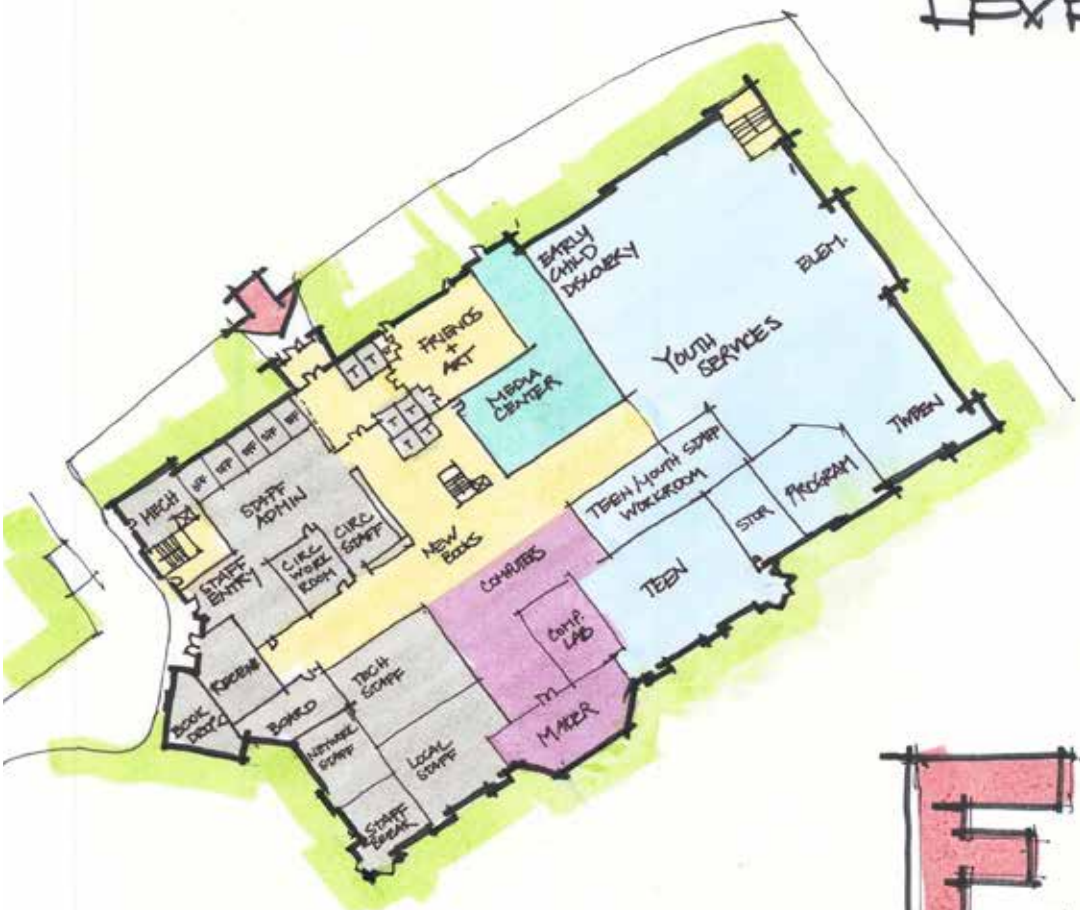
SITE PLAN

SECTION 1"=100'

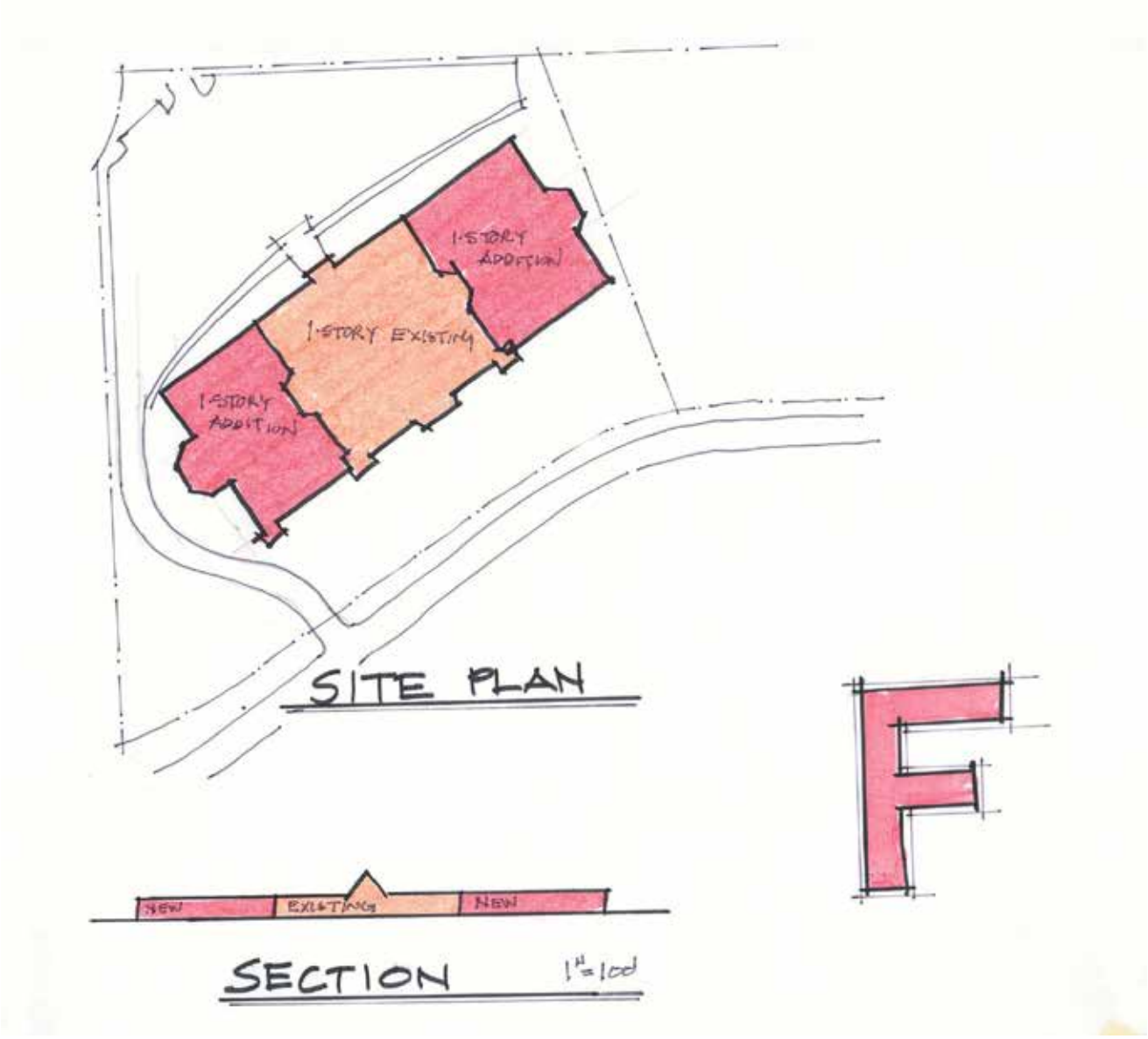
UPPER LEVEL
TEEN
NEW BOOKS
ADULT FICTION + MEDIA
ADULT NONFICTION
STAFF NETWORK LOCAL
PARKING 96 SPACES
YOUTH SERVICES
MEDIA CENTER
MTG
MTG
DIGITAL SERVICES + STAFF
READ



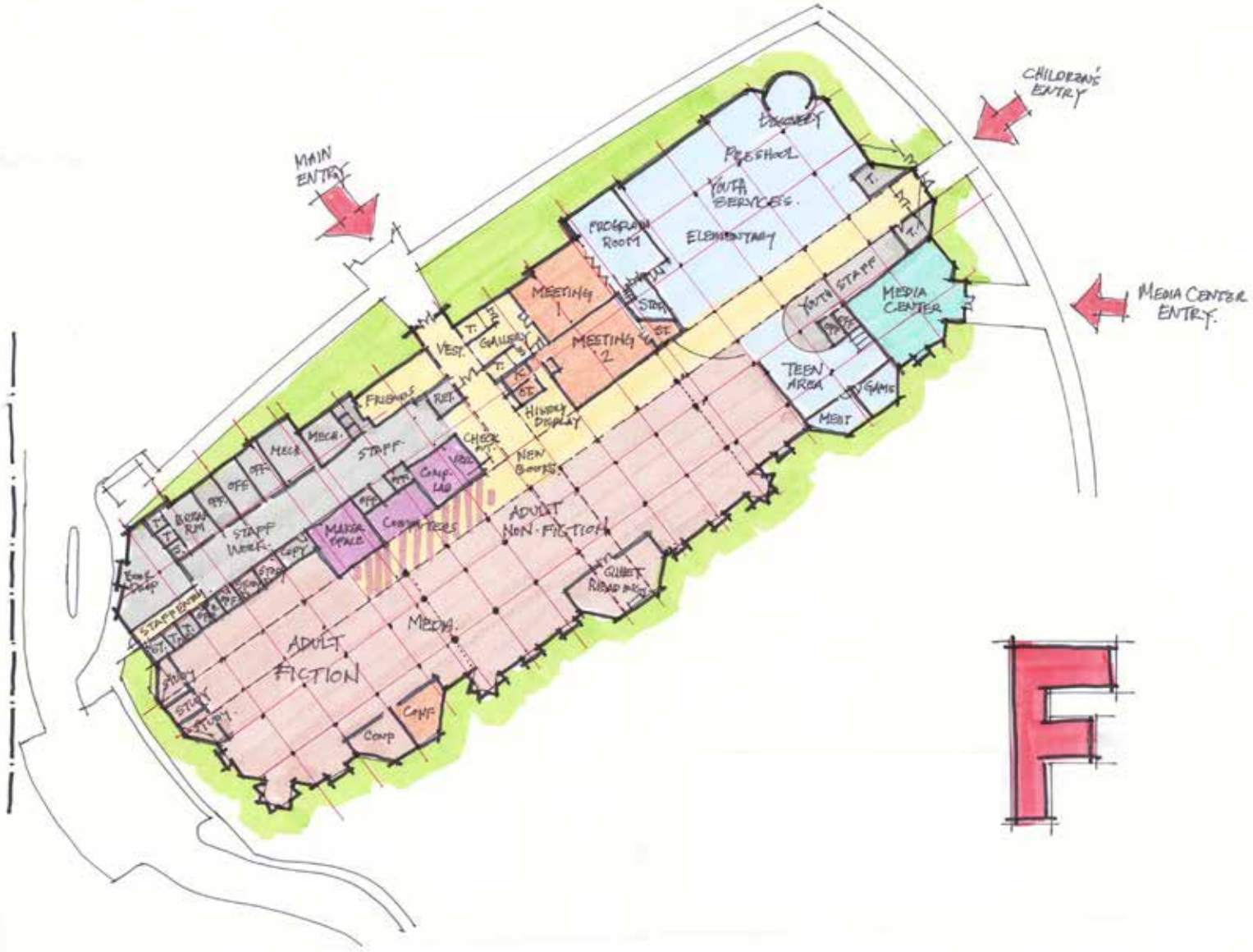
UPPER LEVEL

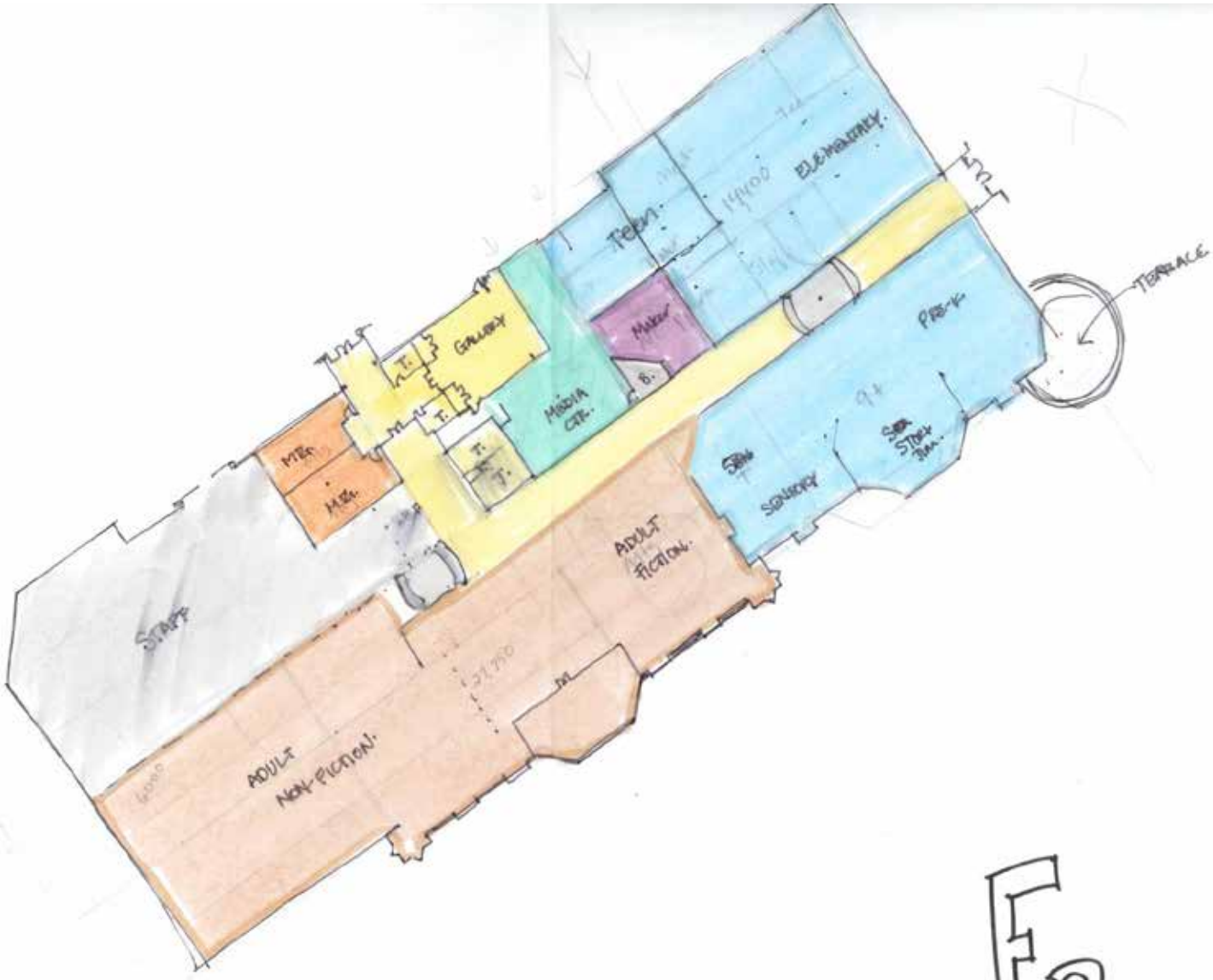


MAIN LEVEL

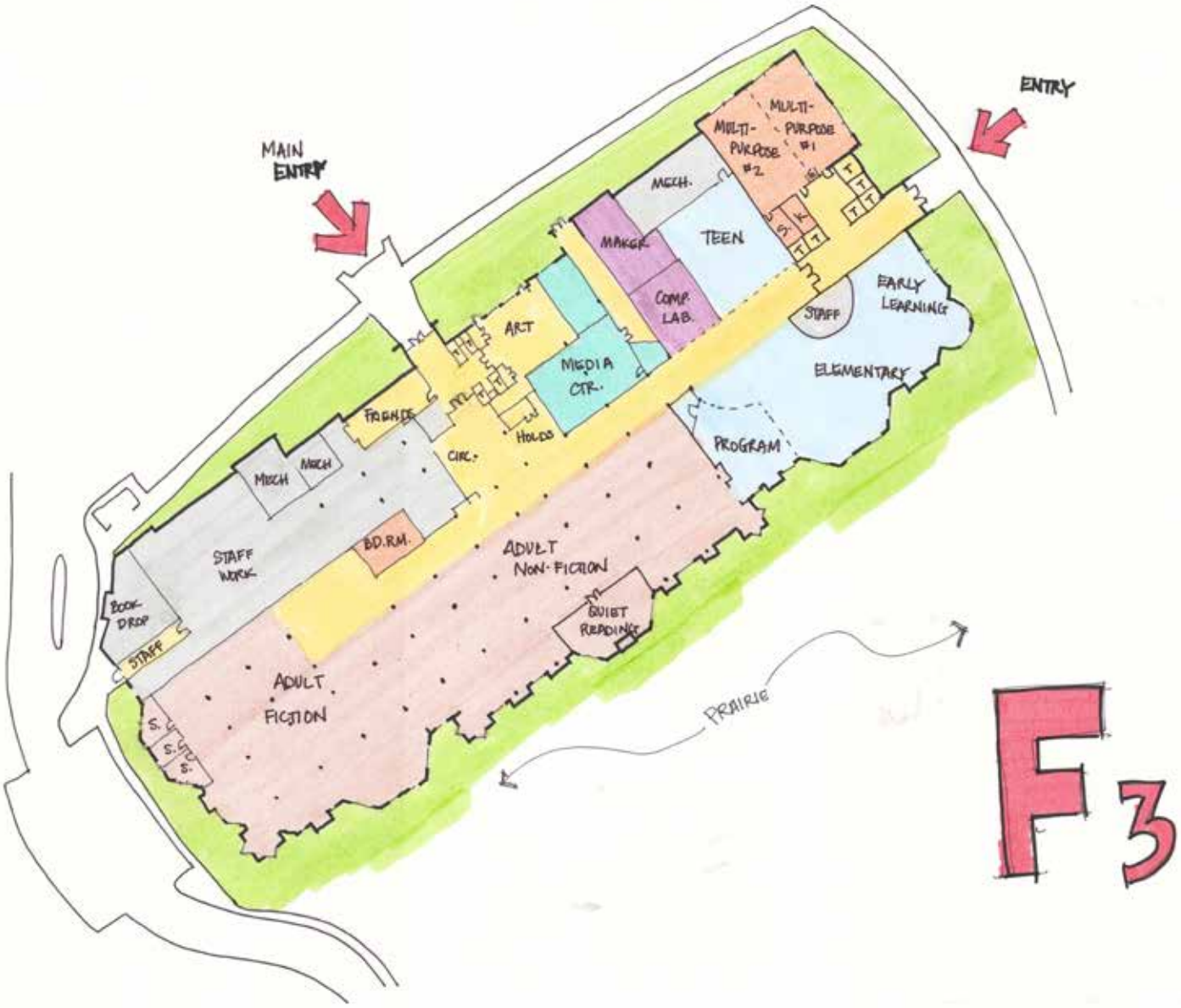

1-STORY ADDITION
1-STORY EXISTING
1-STORY ADDITION
SITE PLAN
NEW
EXISTING
NEW
SECTION
1"=100'

NEW ACCESS
PARKING 90 SPACES
CHILDREN'S SERVICES
STORY
MEETING 1
LOBBY
MTG 2
MEDIA CENTER
CONF.
ADULT NON-FICTION
READ
STAFF
DIGITAL SERVICES
BOOK DROP-OFF
TEEN SERVICES
ADULT FICTION
MEDIA
CONF.
STAFF PARKING 22 SPACES.
F
1"=40'

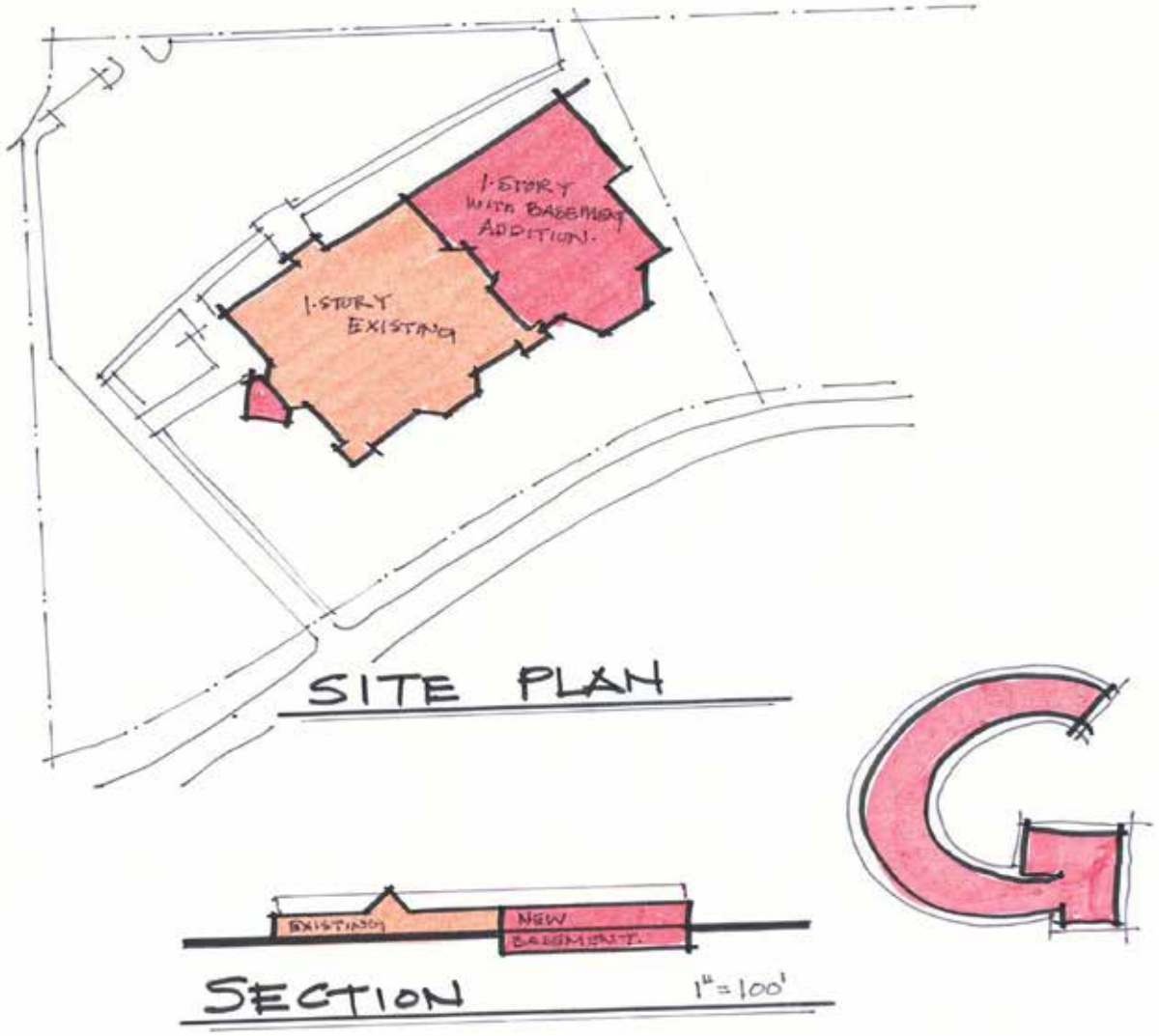

MAIN ENTRY
CHILDREN'S ENTRY
MEDIA CENTER ENTRY
PRESHOOL
YOUTH SERVICES
ELEMENTARY
PROGRAM ROOM
MEETING 1
MEETING 2
VEST.
GALLERY
FRIENDS
RET.
HIVERY DISPLAY
NEW BOOKS
STAFF
MECH.
OFF
BREAK RM
STAFF WORK
MAKER SPACE
COMPUTERS
ADULT NON-FICTION
QUIET READING
MEDIA
ADULT FICTION
CONF
STUDY
YOUTH STAFF
MEDIA CENTER
TEEN AREA
GAME
MEET


ELEMENTARY.
TEEN.
TERRACE
GALLERY
MAKER
MEDIA CTR.
STAFF
ADULT FICTION.
ADULT NON-FICTION.
SENSORY
STUDY

F2


MAIN ENTRY
ENTRY
MULTI-PURPOSE #2
MULTI-PURPOSE #1
MECH.
MAKER
TEEN
COMP. LAB.
ART
MEDIA CTR.
STAFF
EARLY LEARNING
ELEMENTARY
PROGRAM
FRONT
HOLDS
CIRC.
MECH
MECH
BD.RM.
STAFF WORK
ADULT NON-FICTION
BOOK DROP
STAFF
QUIET READING
ADULT FICTION
PRAIRIE
F3

NEW PARKING
MEDIA CENTER ENTRY


1-STORY
WITH BASEMENT
ADDITION.
1-STORY
EXISTING
SITE PLAN
EXISTING
NEW
BASEMENT.
SECTION
1" = 100'

LOWER LEVEL
STAFF
MEDIA
DIGITAL
ADULT FICTION
ADULT NON-FICTION
COURT
PATIO
G

FEH DESIGN

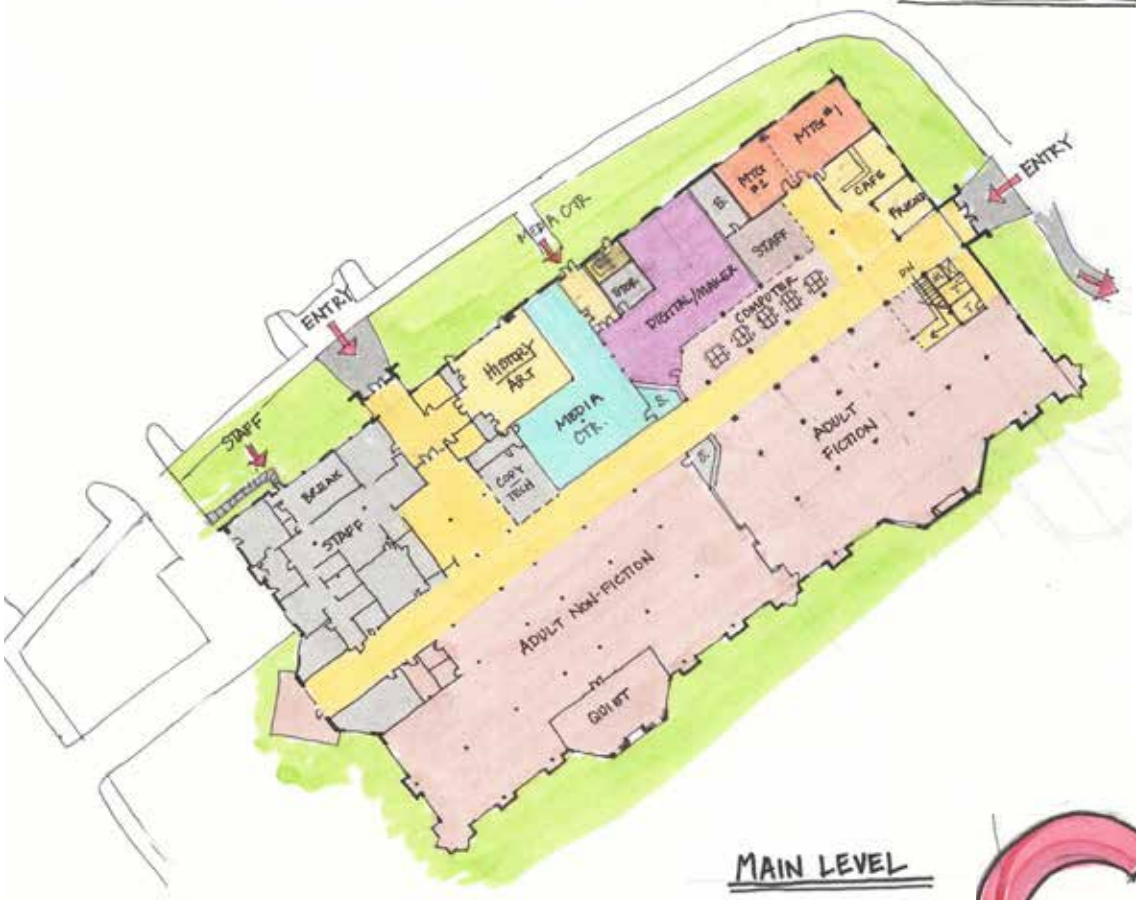
LOWER LEVEL

MAIN LEVEL

G

LOWER LEVEL
G1
1"=40'

LOWER LEVEL

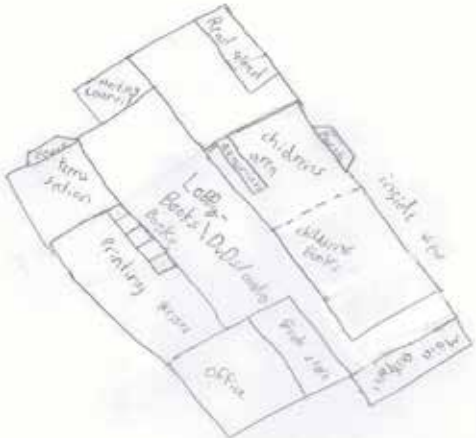


MAIN LEVEL

G2

PRAIRIE
TERRACED WALL
LOWER LEVEL ENTRANCE
G

Children's participatin during the workshop



FEH DESIGN

W31[illegible]5525 CHRISTOPHER WAY
DE[illegible]FIELD WISCONSIN 53018
[illegible]262 968 2055

Sun Prairie Public Library

Pros and Cons Sheet

Pros/Likes	Cons/Dislikes
like that it doesn't take up much of the natural area around the library	Don't want interrior look taken away Dislike the most. Don't take away inside look least favorite

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Sun Prairie Public Library

Pros and Cons Sheet

Pros/Likes

Cons/Dislikes

Concerned with moving the media Center and the costs involved. Where would the costs come from?

Concern over moving of media ctr
Concerned about children being able to depart unnoticed.

* I think the large space of the addition allows for the possibility of interesting interior spaces, and innovative areas

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Sun Prairie Public Library

Pros and Cons Sheet

Pros/Likes

Cons/Dislikes

* I love the flexibility of the open space, but would flip youth & adult - leave the Rock Room - and add the outdoor space somehow!

Could the children's area be on the East side? so that it is more out of the way?

Swap adult w/ Children/Teen - Put Children+Teen in New Space

Bad idea - stop the Sprawl!

The original library took into account the outdoor setting and the option of surrounding the building with native plantings and prairie. Any of these designs that ignore the value of the natural landscape and open space are misguided even if most respondents fail to take that into consideration. Build up or down but keep the footprint of the building as original as possible.

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Sun Prairie Public Library

Pros and Cons Sheet

Pros/Likes	Cons/Dislikes
I like media center & makerspace together, but off to the side	Don't like disruption/ movement of reading room - seems like unnecessary expense - prefer keeping adjacent in this area
I like two entry areas, the large childrens/teen area restrooms in library	Sad to lose fireplace

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Sun Prairie Public Library

Pros and Cons Sheet

Pros/Likes	Cons/Dislikes
All on one level	Main entrance is at one end of the building - "F" accomplishes the same goal while keeping the main entrance more centrally located.
- children's section too close to main entrance - too easy to escape!	Looks awkward - long? lean
- like this design the best	The children's section is too open to everything else - everyone would be walking through it. Also children's space looks akward
- I really like this one	↑ ↑ I agree! ↓ Yes I agree
- I like the parking area that doesn't wrap around	↑ Yup
- proximity of children's area to entrance	- Like the potential for future expansion
- flexible meeting room space	- teen space so far from maker space; they may be big users of it
- options for future space seems prudent.	- [illegible]
- like 2nd entrance	
- move childrens to east to keep reading room	
- like future expansion area	
- like maximize 3 side views	
- like continuity of horizontal single story	

ARCHITECTURE / ENGINEERING / INTERIORS

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Sun Prairie Public Library

Pros and Cons Sheet

Pros/Likes	Cons/Dislikes
- Like Media Ctr staying same location - Like teen/children proximity to each other - put teen and childrens in same area - move tech services to 2nd floor if necessary	- "cafe" idea a losing proposition allocate cafe space to media ctr for expansion - get rid of all porches - convert space to 12 month usable area

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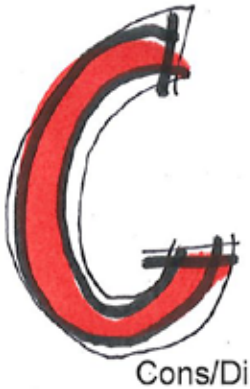
Sun Prairie Public Library

Pros and Cons Sheet



Pros/Likes	Cons/Dislikes
Design C adds enough space while not sacrificing the landscape.	Feels like it buries the beauty of the building and architecture of the bldg.
I would like the media center to stay in its current space and also have possible room for expansion	-A courtyard would still be nice.
	-No entrance directly to Children's area
	- teens unattended = loud teen desk?
	-

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Sun Prairie Public Library

Pros and Cons Sheet

Pros/Likes	Cons/Dislikes

2 floors, keeps enough green space & can we combine teen/ youth?

also, can we keep the patios & fire place room from the current design? with natrual light & quiet spaces/ Study spaces

keep the Porches ⇒ they are the reason I fell in love with this library!

Children's Area on 2nd floor? Dedicated so there is less noise spilling to other space

I really like the art + history wing

- this design and #2 are the most creative and original of the proposed plans.

Love the art and cafe areas! large children/teen space w/ outdoor patio.

I think for a 2nd floor to keep for non-fiction, and having Large Print and at least adult fic on a low level.

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Sun Prairie Public Library

Pros and Cons Sheet

Pros/Likes | Cons/Dislikes

I like second story, but am concerned about strollers + wheelchair access.

This appears an awesome design with the ability to have a view and keep the prairie. I think an elevator?
Also could there be coordination w/ the VFW for some additional parking (and not "pave over paradise")?
USE/RENOVATE porches! I like "C".

- Keeps the footprint smaller while keeping the main area ceilings/features
  - Like the large childrens area in its own area
  - I like the quiet read area
  - 2nd FLOOR
  - Children's AREA

- Teen section shouldn't be on a separate floor from childrens.

Don't like Teen separate from Youth

A space to display art could be an asset to this area the birthplace of Georgia O'Keeffe

ARCHITECTURE / ENGINEERING / INTERIORS

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Sun Prairie Public Library

Pros and Cons Sheet

Pros/Likes	Cons/Dislikes

Do not like the idea of moving the media center

like the footprint

- Like the side extra parking + 2nd entrance from Linnerud front

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Sun Prairie Public Library

Pros and Cons Sheet

Pros/Likes

We are losing the beautiful prairie.

- All on one level
- more space all around (not lopsided)
- Some Prairie is kept
- like the 2 entrances

Put Teen between Children's & Digital
- Staffing
- Developmental reasons

- Good to have the media center by the digital center - with some way to access in addition to the out door entrance to allow the potential for collaboration
- Love outdoor space for programming ← me as well!

Cons/Dislikes

→ Would like to see kids area more self-contained

- The location of Community Garden is excellent w.i.

Where will the sculpture be relocated?

The Read Before Bookstore location would attract far fewer customers if located @ a second entrance used significantly less than main most popular entrance

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Wow! Drive up window yes! Outdoor patio space!

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Sun Prairie Public Library

Pros and Cons Sheet

Pros/Likes	Cons/Dislikes
If Teen is moved to to close/right next to Children's, then this one is pretty cool!	Don't like that it comes all the way out to Linnerud
Let's do it!	Would prefer not to remove windows (natural light) from Martha Rentz room.
Like the outdoor activity area that opens from Children's / yes! Also like potentially opening meeting space to the outdoor area	Would like to see the Friends Bookstore centrally located.
- second access to Linnerud - centrally located staff desks	
I love It!!!	
Lecture Space?	

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Sun Prairie Public Library

Pros and Cons Sheet

Pros/Likes	Cons/Dislikes
Outdoor Program Space for Children! Yay! 500-600 kids.	No retention pond - makes for an ugly safety fence.
Seems to optimize views on 3 sides + minimize residential. Like the single story.	Prefer to have staff desk @ Children's in front of restroom.
• Keep Media Center where it is - expand it to Community Room if possible.	

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D2

Sun Prairie Public Library

Pros and Cons

Pros/Likes	Cons/Dislikes
Love design	Do not like staff entrance @ book drop
– I'm concerned that the children/ youth are is too small/open.	Agreed!
Like the outdoor program space.	
I like the media Center's location and the room for expansion also like how it is close to a Conference room and the media maker lab	
– like the expandable multi-purpose room	
– Good idea - Meeting Rooms + Dividable to be 2 or 1 large	
– open/close youth room is nice	
– Love Youth area!	

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Sun Prairie Public Library

Pros and Cons Sheet

Pros/Likes	Cons/Dislikes
Like the Space. I personally prefer the Library to have just one level so people will have enough space to run around	Cost? More space - cost more
- I like the idea of going ↑ to protect the current outside green spaces.	
- like the expanded Maker space	
- love maker space near teen/childrens area! add the cafe and outdoor space to this and it's my favorite. Adult space upstairs makes a lot of sense.	

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Sun Prairie Public Library

Pros and Cons Sheet

Pros/Likes	Cons/Dislikes
Love this idea the best. Keep the inside and add Space	Don't get rid of Library "design" : "prairie"
Great design, but	Seems to lose outside aesthetics of building
Could be very attractive	need elevators – don't want to lose the arch design
like the 2 entries & parking lots	Noise is likely to travel between sections patrons report this from other libraries with open upper level.
I love it.	Don't like Teen upstairs needs to be part of Youth Services
• The balcony concept will create a cool sense of space.	Feels like it buries the beautiful architecture & "feel" of the building
I love the idea but adding an outdoor area would make it even better.	This design does not allow for the media center to expand.
love it	

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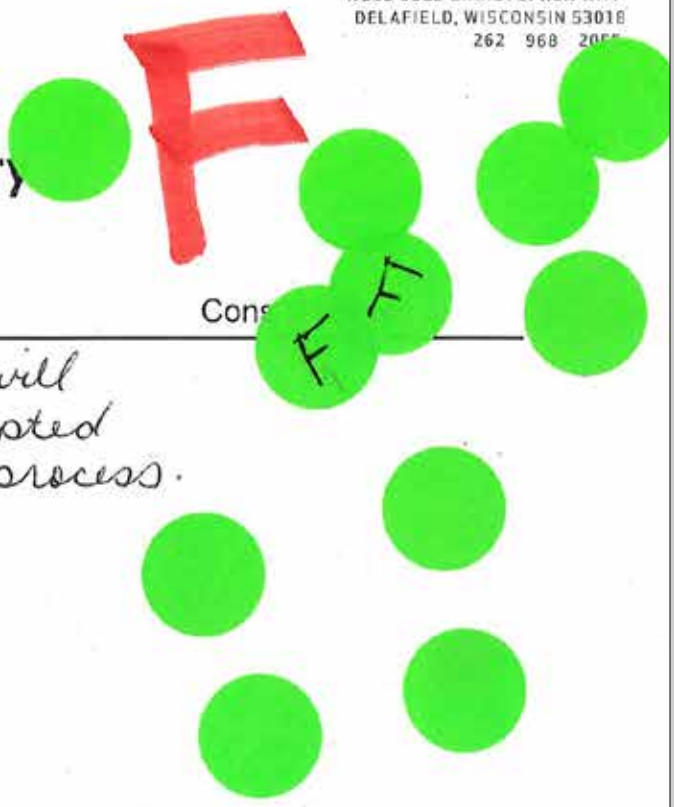
Sun Prairie Public Library

Pros and Cons Sheet

Pros/Likes	Cons
Love that library will be minimally disrupted during renovation process.	



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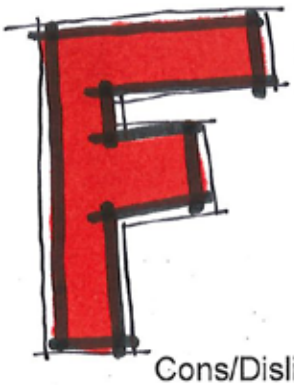

Sun Prairie Public Library

Pros and Cons Sheet

Pros/Likes	Cons/Dislikes
I like this second best after C which preserves much more of the site.	I don't like the way you split out services
I would like to preserve the existing reading area	I like the operation of childrens into their own area – add. an entrance for children
? Cost impact of moving the media area	I like this one because it has its own teen program room and the most teen space.
childrens entrance is nice, wish maker space was near teen area.	moving the media center is a concern for me
I love that the teen area is more secluded than some of the other designs	
Good teen + kids area teen "separate" - defined yet where staff can see Sep. entry for #'s + volume noise to stay in that area - pupil flow	

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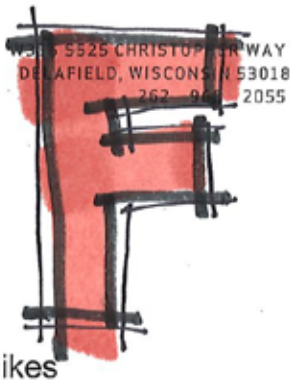

Sun Prairie Public Library

Pros and Cons Sheet

Pros/Likes	Cons/Dislikes
• Allows for a "phase" approach to adding on if cost is an issue.	– wish there was cafe
• Accomplishes the same as "B" but has the benefit of a central entrance.	– outdoor space for kids area would be nice
• All on one level	– teen area needs to be closer to childrens area
• Allows for future expansion over 1 story additions if they are built to allow for it.	Teen space needs to be by youth space
– like the ability for expandable meeting room	
– Love the moveable walls between meeting rooms. Add door to childrens area (w/ circulation control) for ease of entrance/exit w/ strollers	• Does storytime room need to open up to adult meeting rooms? ~~That~~ I don't think adults should be able to access the storytime ro
• Love how children's section is separate from the rest of the library Could there be an entrance there?	
1 The childrens sections is big! far from childrens	

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Sun Prairie Public Library

Pros and Cons Sheet

Pros/Likes | Cons/Dislikes

I like the multiple parking lot access points & the staff parking.

I love the single level formats. ☆ I vote for F.!!

-long walk to entrance from new street entrance
since only side entrance is to media center
(easy)
Sorry - hadn't looked at smaller redesign that does add 2nd entrance

Outdoor space somewhere?

I believe this plan allows for the most flexible future use of the space.

Space for an art gallery near art / fix would enhance the new structure

Dislike a movable wall between Children Program Space + Mtg Room

Way too big a footprint!!! Do not build over the natural areas and prairie. There is no need to do that - even if it is the natural inclination to discount the importance of the landscape and prairie. That is as much a part of the uniqueness of the library as its architecture.

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ARCHITECTURE / ENGINEERING / INTERIORS

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Sun Prairie Public Library

Pros and Cons Sheet

Pros/Likes	Cons/Dislikes
AS THE HEAD OF THE MEDIA CENTER, I APPRECIATE HOW THIS DESIGN MAINTAINS ITS SPACE AND SAVES THE EXPENSE OF MOVING EXPENSIVE INFRASTRUCTURE AND EQUIPMENT. I ALSO LIKE THE ADDITION OF THE MAKER SPACE. I ALSO REALLY LOVE THE IDEA OF MOVING DOWN AND NOT UP, WHO'S PAYING FOR THIS?	Depending on use of maker space, should it be next to conference rooms
	Both G & G1 are good designs for the media Allows for more space and keeps it in the same spot
- like maker space - ~~D~~	- Don't like Childrens in basement → way too inconvenient to get holds in adult area w/ stroller / kids

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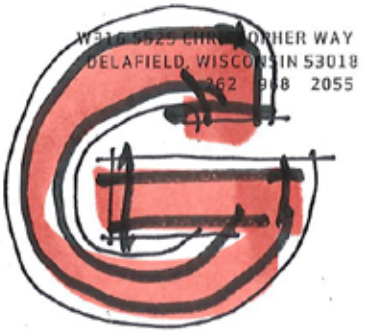

Sun Prairie Public Library

Pros and Cons Sheet

Pros/Likes	Cons/Dislikes
• Would allow for storm shelter	? would basement be damp
• has good main level area	- No natural light / windows in basement ?
• like the idea of a basement area	- Basement non-fiction / quiet work room would be great!
Like this one the best... but What would go in basement? Not sure about Children's in basement Storage?	- Switch the children's + nonfiction sections
• I like this idea because expansion is a good idea but maintaining green space is important too. Plus the basement is practical for a tornado or bomb shelter	- Love the cafe idea w/ possible outdoor seating. Maybe ran by Local Beans n Cream.
• love cafe!	- Assuming the lines are full walls, It seems too partitioned.
• love the cafe idea!	Comment: Couldn't you go with a ramp along with the stairs to the lower level.
• like that this would keep the tall ceilings + character of original 1st floor	
- Indoor STORY - Kids separate	

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ARCHITECTURE / ENGINEERING / INTERIORS

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Sun Prairie Public Library

Pros and Cons Sheet

Pros/Likes	Cons/Dislikes

Great idea to have lower level! Good use of space and very efficient non-Sprawl design.

I like moving the kids area downstairs if we could have designated quiet areas built into the children's area. Sometimes after-school studying gets loud!

don't like the basement idea, little natural light, especially not good for kids/parents to navigate steps. adults upstairs would work. like the cafe

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Sun Prairie Public Library

Pros and Cons Sheet

Pros/Likes

Cons/Dislikes

- love the cafe!
- I like the setup of the Waukesha Library. Kids are on the second floor. the noise + the gatherings don't interrupt the rest of the library. This concept + model is closest to that design. (can you just copy their building? - Just Kidding.)

Make sure the children's section has windows in basement and feels like their library too

- I love how the Media Center would get more room. I think it would be beneficial for the Library is there was a mini-coffee shop or lunch area where people can stay at the library instead of leaving to sit and eat elsewhere.

PROS

I like the idea of the basement

I like preserving as much of the landscape and current building exterior

↑ yes, exactly!

- It should call it an exposed lower level

CONS

NOT SO SURE ABOUT LOCATION OF BOOKSTORE & NOT SURE ABOUT CAFE

Basements are expensive...

GI-

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Sun Prairie Public Library

Pros and Cons Sheet

Pros/Likes	Cons/Dislikes

I like the use of space & the café with outdoor seating!

Does the media center have a separate entrance? I like the additional space for the media center and keeping it in the same spot. How are the costs being covered?

Like the Media Center NOT moving & Teen + Children Spaces

I like the footprint of design

- So children's + teens take over?
- Dont like digital separating teen from children - should abut each other w/ digital on one side or other.

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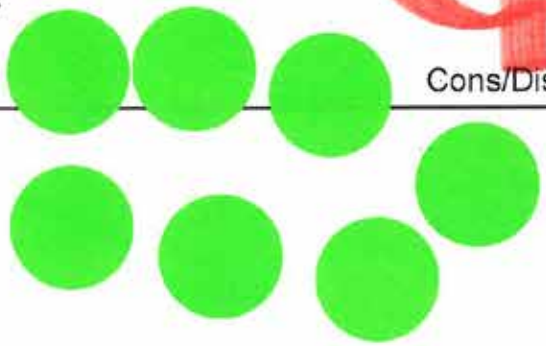
G2

Sun Prairie Public Library

Pros and Cons Sheet

Pros/Likes	Cons/Dislikes



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G2

Sun Prairie Public Library

Pros and Cons Sheet

Pros/Likes	Cons/Dislikes
I like the cafe ~~Love design~~	Do not like basement concept
Really like the way this is developing.	
The plan conserves the site - has less sprawl - has an exposed patio - like the expanded Maker space	Also ok with the media center's location. Is there room for expansion?
	OK design except remove cafe and reallocate space

AS THE HEAD OF THE MEDIA CENTER, I APPRECIATE HOW THIS DESIGN MAINTAINS ITS SPACE AND SAVES THE EXPENSE OF MOVING EXPENSIVE INFRASTRUCTURE AND EQUIPMENT. I ALSO LIKE THE IDEA OF MOVING DOWN AND THE ADDITION OF THE MAKER SPACE. WHO'S PAYING FOR THIS?

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Sun Prairie Public Library

General Comments

Comments

- Would suggest a perimeter addition for expanded services
Put a walkway w/ materials around the building.
- like addition of maker space
- Yay maker space & more bathrooms in library
- Room to support voting & lines associated with it
- like multiple entrances
- like having a decently large multi-purpose/community room
- Imperative to maintain a) existing roof gables + (? term)
- Strong need for additional entrances/exits b) Big fireplace in Book for adults - does not make sense to relocate w/a less inviting space.
into the parking lot

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Sun Prairie Public Library

General Comments

Comments

- Perhaps add a mini-coffee shop or lunch room where we can sit and stay at the library instead of leaving.

- I'm not a designer, but (if cost is not prohibitive) it seems like a 2nd story would make more efficient use of land? And if so, I like the idea of removing the (very noisy) childrens programming to where it would be less disruptive.

- More ~~Video~~ Video Games

- Retro games i.e. Nes, snes, gamecube

- Children & teen stay close to each other

- Lots of considerations for mobility & access need to be made if doing a 2nd story

- Keep in mind use of library as election polling place

- I like the designs that include a split level, especially the upper level idea (& housing adult materials there), However, I would really like the Rank Room left as is, & the new materials left right where they are as they are easy to notice & browse through

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Sun Prairie Public Library

General Comments * Separation of kids + teen spaces

Comments * Access to parking from another driveway + street

* More meeting rooms that can be flexibly used (joined / subdivided - kind of like hotel ballrooms)
* Larger designated space for kids programming
* I ~~don't~~ don't think the media center MUST stay in its current location. Nothing there is impossible to move. It must have its own entrance. It would actually be nice for the MC space to be expanded and/or reconfigured to meet needs.
* Children's area near an entrance, not on upper floor. Many parents come with strollers and/or need to get in and out quickly.
* Coffee shop / cafe - with Friends store?
* Keep / Add quiet work / study / read areas for adults + teens
* Keep / Expand connections to outdoors (like existing reading porches)
* Outdoor performance space or band shell?

General Comments

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Sun Prairie Public Library

General Comments

Comments

* Children's area location – considerations for access for patrons w/ strollers; volume of people for storytime, etc

* really like fish or animals incorporated

* Teen space should stay by children's space – Youth services! Not by adult space

- Like the idea in "G" to add a cafeteria space by the bookstore
- Liked the idea of a cafe (possibly run by local Beans n/ cream)
- Would like to see more outdoor space both Adults and childrens
- Liked the idea of quiet workspace in the basement for adults → but would rather it be one story

* Kids want an upstairs

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Sun Prairie Public Library

General Comments

Comments

Good for Sun Prairie!

- Maintain the beautiful architecture, windows, sitting with a view – "turrets" porches
- Single entrance for staffing, security, flow cohesive feel
- Integrate digital media space & Media center an awesome community resource
- Include childrens or mixed performance space
- Let it be part of the landscape
- B & F are my favorite
- Consider LEED certification

→ *much prefer one story
– < issues w/ stair/elevator

- I think that another branch makes sense with the expansion of S.P.

Concept B - Total Project Budget

	DESCRIPTION	QTY	UNIT	COST/SF	TOTALS
Building Construction Costs:					
	New construction				
1	New Addition	53,308	SF	223.00	11,887,684
2	Renovation of existing Library building:	34,717	SF	68.00	2,360,756
3	Renovation of existing Library restrooms: 2 public , 4 private, from previous study	975	SF	336.00	327,600
4	Code, Maintenance & ADA	1	LS	334,390.00	334,390
5	Elevator	0	LS	0.00	0
				SubTotal	14,910,430
				Design / Bid Contingency 10%	1,491,043
				Building Construction Costs SubTotal	16,401,473
				Construction Contingency 5%	820,074
				BUILDING CONSTRUCTION COST TOTAL	**$17,221,547**
Site Work Construction Costs					
11	Structure Deconstruction - porch	625	SF	7	4,375
12	Relocate trees	11	EA	750	8,250
13	Remove foundations - porch	625	SF	1	625
14	Hazard Material survey, sample, test	0	LS	7500	0
15	Hazardous material abatement	0	SF	6	0
16	New Parking Spaces & Drive Lane	64,200	SF	9.00	577,800
17	Improve existing parking and drive	1	LS	200,000.00	200,000
18	Concrete Curb and Gutter	2,445	LF	12.00	29,340
19	Children's Outdoor Program area	1,000	SF	8.00	8,000
21	Storm Sewer	360	LF	32	11,520
22	Domestic Water	360	LF	26	9,360
23	Sanitary Sewer	360	LF	38	13,680
24	Electrical service, transformer	1	LS	24,000	24,000
25	Relocate power lines & poles	0	LS	20,000	0
26	Fill material	0	CY	27	0
27	Retaining Walls	0	LF	120	0
28	Pedestrian Paving,	2,700	SF	2.00	5,400
29	Lawns & Landscaping	90,500	SF	1	90,500
30	Benches and site furniture, donated	0	LS	4,000	0
31	Roof canopy	1,400	LS	30	42,000
32	Flag pole	0	LS	2,800	0
33	Directional & Informational Signage - signage, electronic site sign and building	1	LS	24,000	24,000
34	Storm Water Detention - underground	0	SF	12.00	0
35	Parking lot lighting	6	EA	1,900	11,400
36	Solar Panels - 100 KW	100	KW	1,730	173,000
				SubTotal	1,233,250
				Design / Bid Contingency 10%	123,325
				Site Work Construction Costs SubTotal	1,356,575
				Construction Contingency 5%	67,829
				SITE WORK CONSTRUCTION COST TOTAL	**$1,424,404**
37	Land Acquisition	1	LS		0
38	Legal Fees	1	LS		10,000
39	Architectural & Engineering Design Fees	1	LS		1,631,521
40	Information & Technology Design Fees	1	LS		25,588
41	Furnishing Design, selection, bidding Fees	1	LS		166,321
42	Geo Thermal Horizontal Test Well	1	LS		12,000
43	Site Survey (utilize existing facility documents)	1	LS		6,500
44	Printing Costs for Construction Documents	1	LS		8,500
45	Construction documents review Fees	1	LS		10,000
46	Builders Risk Insurance	1	LS		7,000
47	Quality Control Material Testing & Inspections	1	LS		30,000
48	Construction Utility by Owner	1	LS		10,000
49	Fixtures, Furnishings & Equipment Allowance $24/SF new	53,308	SF	24.00	1,279,392
49.5	Fixtures, Furnishings & Equipment Allowance $12/SF existing	35,692	SF	12.00	428,304
50	Technology & Computer Equipment Allowance	53,308	LS	6.00	319,848
51	Energy & Utility Rebates	1	LS		(15,000)
52	Geotechnical subsurface investigation	1	LS		7,500
53	Moving	1	LS		12,000
54	Ground breaking and dedidcation ceremonies	1	LS		3,000
55	LEED certification services	1	LS		0
56	Library Programming	1	LS		30,000
57	Commissioning	1	LS		0
58	Reimbursable expenses	1	LS		18,000
59	Referendum Campaign Facilitation	1	LS		30,000
60	Fundraising Consultanting & grant writing	1	LS		75,000
				Soft Cost SubTotal	4,105,473
				Site Work Construction Cost Total	1,424,404
				Building Construction Cost Total	17,221,547
				PROJECT TOTAL COST	**$22,751,424**
	Inflation 3% per year				$24,116,509.29

FEH DESIGN

Concept C - Total Project Budget

	DESCRIPTION	QTY	UNIT	COST/SF	TOTALS
Building Construction Costs:					
	New construction				
1	New Addition, two story	55,400	SF	228.00	12,631,200
2	Renovation of existing Library building:	34,717	SF	68.00	2,360,756
3	Renovation of existing Library restrooms: 2 public , 4 private, from previous study	975	SF	336.00	327,600
4	Code, Maintenance & ADA	1	LS	334,390.00	334,390
5	Elevator	1	LS	80,000.00	80,000
				SubTotal	15,733,946
				Design / Bid Contingency 10%	1,573,395
				Building Construction Costs SubTotal	17,307,341
				Construction Contingency 5%	865,367
				BUILDING CONSTRUCTION COST TOTAL	**$18,172,708**
Site Work Construction Costs					
11	Structure Deconstruction - porch	625	SF	7	4,375
12	Relocate trees	11	EA	750	8,250
13	Remove foundations - porch	625	SF	1	625
14	Hazard Material survey, sample, test	0	LS	7500	0
15	Hazardous material abatement	0	SF	6	0
16	New Parking Spaces & Drive Lane	40,200	SF	9.00	361,800
17	Improve existing parking and drive	1	LS	200,000.00	200,000
18	Concrete Curb and Gutter	1,415	LF	12.00	16,980
19	Children's Outdoor Program area	2,000	SF	8.00	16,000
21	Storm Sewer	360	LF	32	11,520
22	Domestic Water	360	LF	26	9,360
23	Sanitary Sewer	360	LF	38	13,680
24	Electrical service, transformer	1	LS	24,000	24,000
25	Relocate power lines & poles	0	LS	20,000	0
26	Fill material	0	CY	27	0
27	Retaining Walls	0	LF	120	0
28	Pedestrian Paving,	2,000	SF	2.00	4,000
29	Lawns & Landscaping	90,500	SF	1	90,500
30	Benches and site furniture, donated	0	LS	4,000	0
31	Roof canopy	1,400	LS	30	42,000
32	Flag pole	0	LS	2,800	0
33	Directional & Informational Signage - signage, electronic site sign and building	1	LS	24,000	24,000
34	Storm Water Detention - underground	0	SF	12.00	0
35	Parking lot lighting	6	EA	1,900	11,400
36	Solar Panels - 100 KW	100	KW	1,730	173,000
				SubTotal	1,011,490
				Design / Bid Contingency 10%	101,149
				Site Work Construction Costs SubTotal	1,112,639
				Construction Contingency 5%	55,632
				SITE WORK CONSTRUCTION COST TOTAL	**$1,168,271**
37	Land Acquisition	1	LS		0
38	Legal Fees	1	LS		10,000
39	Architectural & Engineering Design Fees	1	LS		1,692,336
40	Information & Technology Design Fees	1	LS		25,588
41	Furnishing Design, selection, bidding Fees	1	LS		166,321
42	Geo Thermal Horizontal Test Well	1	LS		12,000
43	Site Survey (utilize existing facility documents)	1	LS		6,500
44	Printing Costs for Construction Documents	1	LS		8,500
45	Construction documents review Fees	1	LS		10,000
46	Builders Risk Insurance	1	LS		7,000
47	Quality Control Material Testing & Inspections	1	LS		30,000
48	Construction Utility by Owner	1	LS		10,000
49	Fixtures, Furnishings & Equipment Allowance $24/SF new	53,308	SF	24.00	1,279,392
49.5	Fixtures, Furnishings & Equipment Allowance $12/SF existing	35,692	SF	12.00	428,304
50	Technology & Computer Equipment Allowance	53,308	LS	6.00	319,848
51	Energy & Utility Rebates	1	LS		(15,000)
52	Geotechnical subsurface investigation	1	LS		7,500
53	Moving	1	LS		12,000
54	Ground breaking and dedidcation ceremonies	1	LS		3,000
55	LEED certification services	1	LS		0
56	Library Programming	1	LS		30,000
57	Commissioning	1	LS		0
58	Reimbursable expenses	1	LS		18,000
59	Referendum Campaign Facilitation	1	LS		30,000
60	Fundraising Consultanting & grant writing	1	LS		75,000
				Soft Cost SubTotal	4,166,288
				Site Work Construction Cost Total	1,168,271
				Building Construction Cost Total	18,172,708
				PROJECT TOTAL COST	**$23,507,267**
	Inflation 3% per year				$24,917,703.03

Concept D - Total Project Budget

	DESCRIPTION	QTY	UNIT	COST/SF	TOTALS
Building Construction Costs:					
	New construction				
1	New Addition	53,308	SF	223.00	11,887,684
2	Renovation of existing Library building: less restrooms	34,717	SF	68.00	2,360,756
3	Renovation of existing Library restrooms: 2 public , 4 private, from previous study	975	SF	336.00	327,600
4	Demo exsting exterior wall	6,290	SF	40.00	251,600
5	Code, Maintenance & ADA	1	LS	334,390.00	334,390
6	Elevator	0	LS	0.00	0
				SubTotal	15,162,030
				Design / Bid Contingency 10%	1,516,203
				Building Construction Costs SubTotal	16,678,233
				Construction Contingency 5%	833,912
				BUILDING CONSTRUCTION COST TOTAL	**$17,512,145**
Site Work Construction Costs					
11	Structure Deconstruction - porch	625	SF	7	4,375
12	Relocate trees	13	EA	750	9,750
13	Remove foundations - porch	625	SF	1	625
14	Hazard Material survey, sample, test	0	LS	7500	0
15	Hazardous material abatement	0	SF	6	0
16	New Parking Spaces & Drive Lane	40,200	SF	9.00	361,800
17	Improve existing parking and drive	1	LS	200,000.00	200,000
18	Concrete Curb and Gutter	1,415	LF	12.00	16,980
19	Children's Outdoor Program area	5,626	SF	8.00	45,008
21	Storm Sewer	360	LF	32	11,520
22	Domestic Water	360	LF	26	9,360
23	Sanitary Sewer	360	LF	38	13,680
24	Electrical service, transformer	1	LS	24,000	24,000
25	Relocate power lines & poles	0	LS	20,000	0
26	Fill material	0	CY	27	0
27	Retaining Walls	0	LF	120	0
28	Pedestrian Paving,	2,700	SF	2.00	5,400
29	Lawns & Landscaping	114,174	SF	1	114,174
30	Benches and site furniture, donated	0	LS	4,000	0
31	Roof canopy	200	LS	30	6,000
32	Flag pole	0	LS	2,800	0
33	Directional & Informational Signage - signage, electronic site sign and building	1	LS	24,000	24,000
34	Storm Water Detention - underground	0	SF	12.00	0
35	Parking lot lighting	6	EA	1,900	11,400
36	Solar Panels - 100 KW	100	KW	1,730	173,000
				SubTotal	1,031,072
				Design / Bid Contingency 10%	103,107
				Site Work Construction Costs SubTotal	1,134,179
				Construction Contingency 5%	56,709
				SITE WORK CONSTRUCTION COST TOTAL	**$1,190,888**
37	Land Acquisition	1	LS		0
38	Legal Fees	1	LS		10,000
39	Architectural & Engineering Design Fees	1	LS		1,636,515
40	Information & Technology Design Fees	1	LS		25,588
41	Furnishing Design, selection, bidding Fees	1	LS		222,000
42	Geo Thermal Horizontal Test Well	1	LS		12,000
43	Site Survey (utilize existing facility documents)	1	LS		6,500
44	Printing Costs for Construction Documents	1	LS		8,500
45	Construction documents review Fees	1	LS		10,000
46	Builders Risk Insurance	1	LS		7,000
47	Quality Control Material Testing & Inspections	1	LS		30,000
48	Construction Utility by Owner	1	LS		10,000
49	Fixtures, Furnishings & Equipment Allowance $24/SF new	53,308	SF	24.00	1,279,392
49.5	Fixtures, Furnishings & Equipment Allowance $12/SF existing	35,692	SF	12.00	428,304
50	Technology & Computer Equipment Allowance	53,308	LS	6.00	319,848
51	Energy & Utility Rebates	1	LS		(15,000)
52	Geotechnical subsurface investigation	1	LS		7,500
53	Moving	1	LS		12,000
54	Ground breaking and dedidcation ceremonies	1	LS		3,000
55	LEED certification services	1	LS		0
56	Library Programming	1	LS		30,000
57	Commissioning	1	LS		0
58	Reimbursable expenses	1	LS		18,000
59	Referendum Campaign Facilitation	1	LS		30,000
60	Fundraising Consultanting & grant writing	1	LS		75,000
				Soft Cost SubTotal	4,166,148
				Site Work Construction Cost Total	1,190,888
				Building Construction Cost Total	17,512,145
				PROJECT TOTAL COST	**$22,869,181**
	Inflation 3% per year				$24,241,331.33

FEH DESIGN

Concept E - Total Project Budget

	DESCRIPTION	QTY	UNIT	COST/SF	TOTALS
Building Construction Costs:					
	New construction				
1	New Addition, two story	58,138	SF	228.00	13,255,464
2	Renovation of existing Library building: less restrooms	34,717	SF	68.00	2,360,756
3	Renovation of existing Library restrooms: 2 public , 4 private, from previous study	975	SF	336.00	327,600
4	Renovation of existing Library Porch	625	SF	87.00	54,375
5	Code, Maintenance & ADA	1	LS	334,390.00	334,390
6	Elevator	1	LS	200,000.00	200,000
				SubTotal	16,532,585
				Design / Bid Contingency 10%	1,653,259
				Building Construction Costs SubTotal	18,185,844
				Construction Contingency 5%	909,292
				BUILDING CONSTRUCTION COST TOTAL	**$19,095,136**
Site Work Construction Costs					
11	Structure Deconstruction - porch	625	SF	7	4,375
12	Relocate trees	11	EA	750	8,250
13	Remove foundations - porch	625	SF	1	625
14	Hazard Material survey, sample, test	0	LS	7500	0
15	Hazardous material abatement	0	SF	6	0
16	New Parking Spaces & Drive Lane	40,200	SF	9.00	361,800
17	Improve existing parking and drive	1	LS	200,000.00	200,000
18	Concrete Curb and Gutter	1,415	LF	12.00	16,980
19	Children's Outdoor Program area	1,000	SF	8.00	8,000
21	Storm Sewer	360	LF	32	11,520
22	Domestic Water	360	LF	26	9,360
23	Sanitary Sewer	360	LF	38	13,680
24	Electrical service, transformer	1	LS	24,000	24,000
25	Relocate power lines & poles	0	LS	20,000	0
26	Fill material	0	CY	27	0
27	Retaining Walls	0	LF	120	0
28	Pedestrian Paving,	2,000	SF	2.00	4,000
29	Lawns & Landscaping	114,174	SF	1	114,174
30	Benches and site furniture, donated	0	LS	4,000	0
31	Roof canopy	100	SF	30	3,000
32	Flag pole	0	LS	2,800	0
33	Directional & Informational Signage - signage, electronic site sign and building	1	LS	24,000	24,000
34	Storm Water Detention - underground	0	SF	12.00	0
35	Parking lot lighting	6	EA	1,900	11,400
36	Solar Panels - 100 KW	100	KW	1,730	173,000
				SubTotal	988,164
				Design / Bid Contingency 10%	98,816
				Site Work Construction Costs SubTotal	1,086,980
				Construction Contingency 5%	54,349
				SITE WORK CONSTRUCTION COST TOTAL	**$1,141,329**
	[illegible]				
37	Land Acquisition	1	LS		0
38	Legal Fees	1	LS		10,000
39	Architectural & Engineering Design Fees	1	LS		1,770,691
40	Information & Technology Design Fees	1	LS		25,588
41	Furnishing Design, selection, bidding Fees	1	LS		166,321
42	Geo Thermal Horizontal Test Well	1	LS		12,000
43	Site Survey (utilize existing facility documents)	1	LS		6,500
44	Printing Costs for Construction Documents	1	LS		8,500
45	Construction documents review Fees	1	LS		10,000
46	Builders Risk Insurance	1	LS		7,000
47	Quality Control Material Testing & Inspections	1	LS		30,000
48	Construction Utility by Owner	1	LS		10,000
49	Fixtures, Furnishings & Equipment Allowance $24/SF new	53,308	SF	24.00	1,279,392
49.5	Fixtures, Furnishings & Equipment Allowance $12/SF existing	35,692	SF	12.00	428,304
50	Technology & Computer Equipment Allowance	53,308	LS	6.00	319,848
51	Energy & Utility Rebates	1	LS		(15,000)
52	Geotechnical subsurface investigation	1	LS		7,500
53	Moving	1	LS		12,000
54	Ground breaking and dedidcation ceremonies	1	LS		3,000
55	LEED certification services	1	LS		0
56	Library Programming	1	LS		30,000
57	Commissioning	1	LS		0
58	Reimbursable expenses	1	LS		18,000
59	Referendum Campaign Facilitation	1	LS		30,000
60	Fundraising Consultanting & grant writing	1	LS		75,000
				Soft Cost SubTotal	4,244,643
				Site Work Construction Cost Total	1,141,329
				Building Construction Cost Total	19,095,136
				PROJECT TOTAL COST	**$24,481,109**

Inflation 3% per year $25,949,975.11

Concept F - Total Project Budget

	DESCRIPTION	QTY	UNIT	COST/SF	TOTALS
Building Construction Costs:					
	New construction				
1	New Addition	53,308	SF	223.00	11,887,684
2	Renovation of existing Library building: less restrooms	34,717	SF	68.00	2,360,756
3	Renovation of existing Library restrooms: 2 public , 4 private, from previous study	975	SF	336.00	327,600
4	Code, Maintenance & ADA	1	LS	334,390.00	334,390
5	Elevator	0	LS	0.00	0
				SubTotal	14,910,430
				Design / Bid Contingency 10%	1,491,043
				Building Construction Costs SubTotal	16,401,473
				Construction Contingency 5%	820,074
				BUILDING CONSTRUCTION COST TOTAL	**$17,221,547**
Site Work Construction Costs					
11	Structure Deconstruction - porch	1,250	SF	7	8,750
12	Relocate trees	22	EA	750	16,500
13	Remove foundations - porch	1,250	SF	1	1,250
14	Hazard Material survey, sample, test	0	LS	7500	0
15	Hazardous material abatement	0	SF	6	0
16	New Parking Spaces & Drive Lane	46,900	SF	9.00	422,100
17	Improve existing parking and drive	1	LS	200,000.00	200,000
18	Concrete Curb and Gutter	2,060	LF	12.00	24,720
19	Children's Outdoor Program area	1,000	SF	8.00	8,000
21	Storm Sewer	360	LF	32	11,520
22	Domestic Water	360	LF	26	9,360
23	Sanitary Sewer	360	LF	38	13,680
24	Electrical service, transformer	1	LS	24,000	24,000
25	Relocate power lines & poles	0	LS	20,000	0
26	Fill material	0	CY	27	0
27	Retaining Walls	0	LF	120	0
28	Pedestrian Paving,	5,550	SF	2.00	11,100
29	Lawns & Landscaping	127,000	SF	1	127,000
30	Benches and site furniture, donated	0	LS	4,000	0
31	Roof canopy	1,400	LS	30	42,000
32	Flag pole	0	LS	2,800	0
33	Directional & Informational Signage - signage, electronic site sign and building	1	LS	24,000	24,000
34	Storm Water Detention - underground	0	SF	12.00	0
35	Parking lot lighting	8	EA	1,900	15,200
36	Solar Panels - 100 KW	100	KW	1,730	173,000
				SubTotal	1,132,180
				Design / Bid Contingency 10%	113,218
				Site Work Construction Costs SubTotal	1,245,398
				Construction Contingency 5%	62,270
				SITE WORK CONSTRUCTION COST TOTAL	**$1,307,668**
	[illegible]				
37	Land Acquisition	1	LS		0
38	Legal Fees	1	LS		10,000
39	Architectural & Engineering Design Fees	1	LS		1,621,306
40	Information & Technology Design Fees	1	LS		25,588
41	Furnishing Design, selection, bidding Fees	1	LS		166,321
42	Geo Thermal Horizontal Test Well	1	LS		12,000
43	Site Survey (utilize existing facility documents)	1	LS		6,500
44	Printing Costs for Construction Documents	1	LS		8,500
45	Construction documents review Fees	1	LS		10,000
46	Builders Risk Insurance	1	LS		7,000
47	Quality Control Material Testing & Inspections	1	LS		30,000
48	Construction Utility by Owner	1	LS		10,000
49	Fixtures, Furnishings & Equipment Allowance $24/SF new	53,308	SF	24.00	1,279,392
49.5	Fixtures, Furnishings & Equipment Allowance $12/SF existing	35,692	SF	12.00	428,304
50	Technology & Computer Equipment Allowance	53,308	LS	6.00	319,848
51	Energy & Utility Rebates	1	LS		(15,000)
52	Geotechnical subsurface investigation	1	LS		7,500
53	Moving	1	LS		12,000
54	Ground breaking and dedidcation ceremonies	1	LS		3,000
55	LEED certification services	1	LS		0
56	Library Programming	1	LS		30,000
57	Commissioning	1	LS		0
58	Reimbursable expenses	1	LS		18,000
59	Referendum Campaign Facilitation	1	LS		30,000
60	Fundraising Consultanting & grant writing	1	LS		75,000
				Soft Cost SubTotal	4,095,259
				Site Work Construction Cost Total	1,307,668
				Building Construction Cost Total	17,221,547
				PROJECT TOTAL COST	**$22,624,474**
	Inflation 3% per year				$23,981,942.04

FEH DESIGN

Concept G - Total Project Budget

	DESCRIPTION	QTY	UNIT	COST/SF	TOTALS
Building Construction Costs:					
	New construction				
1	New Addition with lower level	55,640	SF	210.00	11,684,400
2	Renovation of existing Library building: less restrooms	34,717	SF	68.00	2,360,756
3	Renovation of existing Library restrooms: 2 public , 4 private, from previous study	975	SF	336.00	327,600
4	Renovation of existing Library Porch	625	SF	87.00	54,375
5	Code, Maintenance & ADA	1	LS	334,390.00	334,390
6	Elevator	1	LS	80,000.00	80,000
				SubTotal	14,841,521
				Design / Bid Contingency 10%	1,484,152
				Building Construction Costs SubTotal	16,325,673
				Construction Contingency 5%	816,284
				BUILDING CONSTRUCTION COST TOTAL	**$17,141,957**
Site Work Construction Costs					
11	Structure Deconstruction - porch	625	SF	7	4,375
12	Relocate trees	11	EA	750	8,250
13	Remove foundations - porch	625	SF	1	625
14	Hazard Material survey, sample, test	0	LS	7500	0
15	Hazardous material abatement	0	SF	6	0
16	New Parking Spaces & Drive Lane	40,200	SF	9.00	361,800
17	Improve existing parking and drive	1	LS	200,000.00	200,000
18	Concrete Curb and Gutter	1,500	LF	12.00	18,000
19	Children's Outdoor Program area	2,827	SF	8.00	22,616
21	Storm Sewer	360	LF	32	11,520
22	Domestic Water	360	LF	26	9,360
23	Sanitary Sewer	360	LF	38	13,680
24	Electrical service, transformer	1	LS	24,000	24,000
25	Relocate power lines & poles	0	LS	20,000	0
26	Fill material	0	CY	27	0
27	Retaining Walls	450	LF	120	54,000
28	Pedestrian Paving,	2,500	SF	2.00	5,000
29	Lawns & Landscaping	82,400	SF	1	82,400
30	Benches and site furniture, donated	0	LS	4,000	0
31	Roof canopy	1,400	LS	30	42,000
32	Flag pole	0	LS	2,800	0
33	Directional & Informational Signage - signage, electronic site sign and building	1	LS	24,000	24,000
34	Storm Water Detention - underground	0	SF	12.00	0
35	Parking lot lighting	6	EA	1,900	11,400
36	Solar Panels - 100 KW	100	KW	1,730	173,000
				SubTotal	1,066,026
				Design / Bid Contingency 10%	106,603
				Site Work Construction Costs SubTotal	1,172,629
				Construction Contingency 5%	58,631
				SITE WORK CONSTRUCTION COST TOTAL	**$1,231,260**
	[illegible]				
37	Land Acquisition	1	LS		0
38	Legal Fees	1	LS		10,000
39	Architectural & Engineering Design Fees	1	LS		1,607,656
40	Information & Technology Design Fees	1	LS		25,588
41	Furnishing Design, selection, bidding Fees	1	LS		166,321
42	Geo Thermal Horizontal Test Well	1	LS		12,000
43	Site Survey (utilize existing facility documents)	1	LS		6,500
44	Printing Costs for Construction Documents	1	LS		8,500
45	Construction documents review Fees	1	LS		10,000
46	Builders Risk Insurance	1	LS		7,000
47	Quality Control Material Testing & Inspections	1	LS		30,000
48	Construction Utility by Owner	1	LS		10,000
49	Fixtures, Furnishings & Equipment Allowance $24/SF new	53,308	SF	24.00	1,279,392
49.5	Fixtures, Furnishings & Equipment Allowance $12/SF existing	35,692	SF	12.00	428,304
50	Technology & Computer Equipment Allowance	53,308	LS	6.00	319,848
51	Energy & Utility Rebates	1	LS		(15,000)
52	Geotechnical subsurface investigation	1	LS		7,500
53	Moving	1	LS		12,000
54	Ground breaking and dedidcation ceremonies	1	LS		3,000
55	LEED certification services	1	LS		0
56	Library Programming	1	LS		30,000
57	Commissioning	1	LS		0
58	Reimbursable expenses	1	LS		18,000
59	Referendum Campaign Facilitation	1	LS		30,000
60	Fundraising Consultanting & grant writing	1	LS		75,000
				Soft Cost SubTotal	4,081,609
				Site Work Construction Cost Total	1,231,260
				Building Construction Cost Total	17,141,957
				PROJECT TOTAL COST	**$22,454,826**
	Inflation 3% per year				$23,802,115.62

All New One Story - Total Project Budget

	DESCRIPTION	QTY	UNIT	COST/SF	TOTALS
Building Construction Costs:					
	New construction				
1	New Library	89,000	SF	223.00	19,847,000
2	Renovation of existing Library building:	0	SF	68.00	0
3	Renovation of existing Library restrooms: 2 public , 4 private, from previous stud	0	SF	336.00	0
4	Code, Maintenance & ADA	0	LS	334,390.00	0
5	Elevator	0	LS	0.00	0
				SubTotal	19,847,000
				Design / Bid Contingency 10%	1,984,700
				Building Construction Costs SubTotal	21,831,700
				Construction Contingency 5%	1,091,585
				BUILDING CONSTRUCTION COST TOTAL	**$22,923,285**
Site Work Construction Costs					
11	Structure Deconstruction - porch	0	SF	7	0
12	Relocate trees	0	EA	750	0
13	Remove foundations - porch	0	SF	1	0
14	Hazard Material survey, sample, test	0	LS	7500	0
15	Hazardous material abatement	0	SF	6	0
16	New Parking Spaces	267	SF	3,000.00	801,000
17	New Drive Lane	1	LS	200,000.00	200,000
18	Concrete Curb and Gutter	5,000	LF	12.00	60,000
19	Children's Outdoor Program area	1,000	SF	8.00	8,000
21	Storm Sewer	360	LF	32	11,520
22	Domestic Water	360	LF	26	9,360
23	Sanitary Sewer	360	LF	38	13,680
24	Electrical service, transformer	1	LS	24,000	24,000
25	Relocate power lines & poles	0	LS	20,000	0
26	Fill material	2,500	CY	27	67,500
27	Retaining Walls	500	LF	120	60,000
28	Pedestrian Paving,	8,000	SF	2.00	16,000
29	Lawns & Landscaping	127,000	SF	1	127,000
30	Benches and site furniture, donated	0	LS	4,000	0
31	Roof canopy	1,400	LS	30	42,000
32	Flag pole	1	LS	2,800	2,800
33	Directional & Informational Signage - signage, electronic site sign and building	1	LS	24,000	24,000
34	Storm Water Detention - underground	0	SF	12.00	0
35	Parking lot lighting	16	EA	1,900	30,400
36	Solar Panels - 100 KW	100	KW	1,730	173,000
				SubTotal	1,670,260
				Design / Bid Contingency 10%	167,026
				Site Work Construction Costs SubTotal	1,837,286
				Construction Contingency 5%	91,864
				SITE WORK CONSTRUCTION COST TOTAL	**$1,929,150**
	- - - - - -				
37	Land Acquisition	1	LS		0
38	Legal Fees	1	LS		10,000
39	Architectural & Engineering Design Fees	1	LS		2,174,588
40	Information & Technology Design Fees	1	LS		25,588
41	Furnishing Design, selection, bidding Fees	1	LS		166,321
42	Geo Thermal Horizontal Test Well	1	LS		12,000
43	Site Survey (utilize existing facility documents)	1	LS		9,000
44	Printing Costs for Construction Documents	1	LS		8,500
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54	Ground breaking and dedidcation ceremonies	1	LS		3,000
55	LEED certification services	1	LS		0
56	Library Programming	1	LS		30,000
57	Commissioning	1	LS		0
58	Reimbursable expenses	1	LS		18,000
59	Referendum Campaign Facilitation	1	LS		30,000
60	Fundraising Consultanting & grant writing	1	LS		75,000
				Soft Cost SubTotal	4,656,541
				Site Work Construction Cost Total	1,929,150
				Building Construction Cost Total	22,923,285
				PROJECT TOTAL COST	**$29,508,976**
	Inflation 3% per year				$31,279,514.76

FEH DESIGN

GOALS BASED CRITERIA

Prior to the beginning of the design charrette voting a list of criteria and weighting factors were created to help determine which of the sketched options would better address the goals. Once the options were sketched the Advisory Task Force (ATF) was asked to evaluate each option to see if they met the criteria. The following is the criteria chart with the options listed from A-G. The higher the number the more it falls in line with the designated goals/criteria. The first chart is the ATF's weighting of the criteria. The second chart is the staff. They only scored for convenience/function.

CRITERIA CHART									
Advisory Task Force									
	Goals Based Criteria	Weighting Factor	A	B	C	D	E	F	G
1	Sustainability								
2	Adaptability/Flexibility	3		3	3	3	2	3	3
3	Access/Location	3		3	3	3	3	3	3
4	Aesthetics/Inspiring	3		2	0	2	1	2.5	1.5
5	Promote Citizen Involvement								
6	Implementation Schedule	3		3	2	2	1	3	2
7	Convenience/Function	3		3	3	3	1	3	3
8	Operating Cost								
9	Disruption of Services	3		2	2	1	1	3	2
10	Longevity								
11	Capital Cost								
12	Safety and Security	3		2	2	1	3	2	1
13	Parking and Vehicle Access	3		2	2	2	2	2	2
14	Support Technology								
15	Expandable								
	Total Score	24		20	17	17	14		
	Ranking		*						
	*Decision not to study further at this time								

CRITERIA CHART										
Library Staff										
	Goals Based Criteria	Weighting Factor	A	B	C	D	E	F	G	G.1 G.2
7	Convenience/Function	3		2.25	1	2.5	1	2.5	1	.5

VOTING RESULTS CHARRETTE DAY ONE AND TWO

Each night the public and members of the Advisory Task Force are asked to come to a public meeting and vote on the options that were created during the day. Each option is presented during the meeting explaining the aspects of the design. From there the participants are asked to vote. The participants are given colorful dots to place on the options. Each night they are given different dots so that you can see the process from one day to the other.

The following is the result from both nights.

VOTING RESULTS			
Sun Prairie Public Library - ATF			
Options	Night One Yellow Dots	Night Two Green Dots	Total
A			
B	5	10	15
C	2		2
D	8		8
D.2		11	11
E	4		4
F	15	12	27
G	2	4	6
G.1			
G.2		7	7

VOTING RESULTS FINAL MEETING

The Advisory Task Force, Library staff, and community participated in the final voting/recommendation for their favorite option. This vote/recommendation to the Library Board was handled differently than at the design workshop. All the top vote getting options and costs were presented followed by a question and answer session. From there ballots were distributed to each person and a different color was used for library staff, ATF members, and the public. The outcome of this process resulted in a 4-way tie between option B, D, F, and G. See the tabulation below.

SUN PRAIRIE VOTING OUTCOMES					
Options	Library Staff	MTG #5			total
		Public	ATF	Staff	
A					0
B - East Addition	11		1		12
B2		3	6	1	10
			7		22
C					
D - East and South Addition					0
D2	12	3	7	1	23
			7		23
E					0
F - East and West addition	7				7
F2		1	2		3
F3		2	5		7
			7		17
G - East Addition with lower level		1	2		3
G1			2		2
G2	1	4	3		8
			7		13

VOTING RESULTS FINAL MEETING (CONTINUED)

The ATF concluded the meeting by sharing the additional following comments that they want to make sure get incorporated in the library expansion project as it moves forward to the next phase.

1. Meeting rooms adjacent/convenient to adult spaces
2. Café and bookstore combined and adjacent to the meeting rooms
3. Energy efficient building and alternative energy sources
4. Outdoor space near the café
5. Permeable paving for on-site storm water management
6. The teen area distinctly separated from youth
7. Preserve the character of the "GEM"
8. Flexibility in layout to accommodate change
9. Consider building automation systems
10. Get input from City maintenance department
11. Engage the Media Center in the planning process

05

THANK YOU PARTICIPANTS

We want to thank the Sun Prairie Public Library Board of Trustees and the citizens of Sun Prairie, Wisconsin who came and participated in the public meetings and the design charrette.

Everyone's input and guidance was invaluable in the design charrette review and concept selection process.

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NEXT STEPS

Next Steps for the Library Board should include:

1. Present this information to the City Council and communicate the overwhelming support for this project.
2. Develop a funding strategy of how the funding will be put in place and from what sources.
3. Keep the public informed about the process and each step you are taking. Develop a communication plan for the public.
4. Contact the People that volunteered to assist in a funding campaign. Get them engaged.
5. Develop schematic design for the preferred concept that integrates the best preferred aspects of the options.
6. Research adjacent property availablity and conduct a title search.
7. Conduct a broad based survey for community input and support.

07

APPENDIX

The following pages include the facility assessment provided by FEH Design. The preliminary assessment of library services and space needs provided by Anders Dahlgren. Also included is the meeting minutes for each meeting from the kick-off meeting till the printing of this booklet.

FACILITY CONDITION ASSESSMENT NARRATIVE
SUN PRAIRIE PUBLIC LIBRARY
MAY 2018

ARCHITECTURAL ASSESSMENT

The 1998 Sun Prairie Public Library is one story, slab on grade 35,692 GSF building comprised of metal stud framing with masonry veneer in brick, stone, and limestone. Continuous gable roof forms intersect to create an open, vaulted interior aesthetic with low-slope roof quadrants to house mechanical equipment. Porches are location on the west and east ends of the building. A portion of the building northeast corner is occupied by the Sun Prairie Media Center; this is an acoustically separated space.

The Sun Prairie Public Library is in reasonably good shape but will require work to update accessibility, resolve some issues, and address maintenance due to end of life-expectancy on systems & equipment. The following is a report of the condition of the current building along with estimated costs for corrections needed.

EXTERIOR

The exterior of the building is primarily constructed of brick, stone, limestone veneers. The main entrance is on-grade centered on the south façade. Entrances on the west and east are provided for staff and the media center, respectively.

The mix of materials on the exterior create a complex aesthetic but there is little visible evidence of differential movement. There is some discoloration on the stone and mortar, which is mostly due to weathering and natural dirt build up. Cleaning the stones with as mild a solution as possible is a good way to both keep them looking good, but also to keep them safe from deteriorating due to oil and dirt residue. There are minimal instances of rust visible at masonry cracks; this

should be repaired. There are a few instances around the chimney where mortar is missing or deteriorated; this should be repointed.

The current concrete sidewalks around the building and parking lot to the north are suffering some chipping and cracking, which can become a tripping hazards for occupants. As these elements move and settle they will cause increasing problems for occupants trying to safely enter and exit the building. These should be monitored and corrected to maintain safety.

Sealant around windows and doors is cracking and contracting. It is at the end of its expected life and should be replaced at all exterior locations. There are some locations of pipe penetrations that are not sealed at the exterior, allowing entrance to pests and moisture; these should be sealed.

The porches provided on the west and east sides of the building have cedar siding and a cedar-trimmed fascia. This has weathered and has started cupping, with nails sticking out. The boards should be re-fastened and replaced if necessary. The stain finish has also deteriorated due to exterior exposure and should be reapplied. If these porches were to be occupied year-round, new siding material should be provided, they would require little structural modification, and should be evaluated for egress and code compliance.

The existing roof is a mix of forms and materials. The gables are asphalt shingles, cement tile roofing, copper standing seam roofing, with copper flashing and stone copings. The low slope roof quadrants that house mechanical equipment are covered with black EPDM roof membrane. The gable roofing portions are weathering well, but the roof membrane is nearing the end of its life expectancy. The sealant seams are contracting and in need of replacement. There are some punctures in the membrane that could allow water infiltration; these should be sealed. Exposed roof termination bars should be re-sealed. The walkway pavers are deteriorating and spalling, which is interrupting the water path to the roof drains and allowing water to pond. It is expected that fixes will help maintain the roof for a few

more years whereupon it should be replaced. A non-ballasted system is recommended with a light-colored membrane with a long warranty.

INTERIOR

The existing library interior is in good condition. Lack of space appears to be a primary issue, but there are few condition items that require attention.

There is evidence of water infiltration in the main entrance vestibule. The acoustical fabric in the gable is stained and becoming unglued. There are instances around the building where the fabric in the gables is loose and bubbling. This should be evaluated in closer detail to verify the substrate is sound and the fabric re-adhered.

Door hardware now requires free egress, so when an occupant exits a space, the person does not need to make more than one motion to exit or unlock a door to exit a space. The existing door exit hardware does not provide proper egress at the media center main doors.

ADA

Providing universal access to public spaces is required by the Americans with Disabilities Act (ADA). This law sets guidelines for clearances, reach ranges, and the extent that an object can project into the path of travel, among other requirements.

In libraries, the minimum space between shelving units is 36" clearance with a 5-foot circle or t-shaped turning space at the end of the aisle. 42-inches is the recommended clearance. There are locations where the stacks are arranged with book spinners in the main aisle, providing less turning clearance than what is required.

All publicly accessed water fountains are required to be installed in pairs at two mounting heights to allow for occupants of different reach ranges to use them. The current drinking fountains at the main entrance and the children's area are in pairs, but they are mounted in the path of egress travel, protruding too far from the face of the wall into the corridor. The drinking fountain in the Media Center is not accessible.

Generally, all doors in use by the public must have 1'-0" of clearance beside the door on the push side and 1'-6" on the pull side. There are instances of insufficient clearances adjacent to doors, specifically in the bathrooms and the door exiting the staff area. Proper clear space is also required where walls are greater than 8-inches thick. The exterior walls and acoustically-rated walls have door frames that are justified to the exterior plane of the wall, resulting in insufficient clearances at doors in the community room, the exterior, and the back entrance to the media center.

None of the six toilet rooms are fully accessible. Accessibility is not only the large toilet stall, but also includes the door clearances, grab bar locations, clear space in front of the sink, maneuvering spaces, and toilet accessories. The public bathrooms do not have the proper door clearances, insufficient space is provided between the stalls and the edge of the vanity, are missing a grab bar installed vertically above the 42" bar on the wall parallel to the toilet. The toilet paper dispenser protrudes too far into the accessible stall clear area. The staff toilet rooms are not required to be accessible since they are not open to the public. But, they do not have sufficient space around the toilet. The media center toilet room and youth toilet room are too small, without the proper clear space, improper grab bar sizes, and toilet accessories mounted too high. Shrouds are also required at piping below the sink.

The interior, automated book drop does not have the proper 30-inch by 48-inch accessible clearance in front of the drop for a person in a wheelchair.

Signage is not provided in all areas and must be accessible, with raised characters and braille.

The AED cabinet protrudes into the path of travel in a manner that presents a hazard. It should protrude no more than 4-inches or have detection below the cabinet.

The exterior curb ramps are required to have flared sides with a maximum slope of 1:10 and a 3-foot landing at the top of the ramp. These requirements are not met in the current configuration.

It was requested that FEH provide reasonable recommendations beyond the baseline guidelines of the ADA. Primary areas of expanded focus are entrances/doors, bathrooms, and paths of travel. Accessible design in this instance would include 48-inch wide doors or double doors opened by a single door operator. Five-foot aisles and common paths of travel would be recommended with a 6-foot turning radius. Bathrooms would include the enlarged turning radius with extra wall reinforcement at grab bars and floor-mounted toilet fixtures.

STRUCTURAL

The building is steel framed with exterior metal stud framing and with masonry veneer. Decorative wood trusses are exposed in the primary open gable at the entrance. The community room is designed with reinforced masonry walls and designated as a tornado shelter. Structurally, there is little evidence of settling or movement at the exterior. The building was designed to expand vertically and support a second floor with library floor loading, a 150 psf live load, which is consistent with the current code. Two knock-out panels were provided in the floor slab for future elevator hoistways. The elevator hoistway pits are indicated on the construction drawings to be 4'-0" deep, which is less than the current code-specified depth of 5'-0". If vertical expansion of the library were to be considered, current code requirements may necessitate lateral load support modifications to the first floor of the library. The second-floor exterior wall construction would be limited to metal stud and masonry veneer.

ENGINEERING SUMMARY

The purpose of this study is to investigate and evaluate the existing plumbing, fire, mechanical, and electrical systems for the existing library facility. The evaluation is to make general assessments of the condition of the systems, identify code related items, and establish equipment useful life and expectations. This also provides recommended strategies on the systems for operation and service. This evaluation shows that a good portion of the library's infrastructure in plumbing, mechanical and electrical systems are in reasonably good condition. Maintaining the existing equipment in the coming years is important with regular on-going maintenance.

PLUMBING SYSTEM

WATER HEATER

Domestic hot water is supplied from a 50 gallon, gas high efficiency storage type water heater, located in the mechanical room. The installed water heater (01/09/2008) appeared to be in excellent condition. The original water heater only lasted 10 years from 1998-2008, which would point to a water quality issue.

NATURAL GAS

Natural gas piping is steel welded and threaded with fittings which serves the rooftop units, boilers and water heater. The gas meter is located on the north side of the building. There are no known issues with this system. The rooftop gas piping should be painted to minimize the rusting and deterioration.

DOMESTIC WATER

Domestic water piping systems are copper with sweat fittings. Domestic hot water and cold water are insulated with fiberglass insulation. The hot water system has a hot water recirculation line. These piping systems appear to be in good condition; however visual observations do not reveal potential internal issues. It is unknown if there are issues with this piping system, although the calcium deposits present at the chemical feed system could be indicative of hard water. A water softener is installed on the system. The softener has a 15-year life expectancy and now is on its 20th year of service.

SANITARY

Sanitary waste and vent piping is a mixture of PVC and cast iron, with the majority being PVC. The sanitary system should be inspected with camera to determine the condition of the interior of the piping system and to determine if any remedial action would be required.

STORM

Storm drainage is accomplished by perimeter gutters and downspouts away from the building. These all appear to be in good condition. Some settling on the exterior concrete walkways has occurred and can be addressed during future work. There are internal roof drains. Piping on this system could not be verified.

PLUMBING FIXTURES

Plumbing fixtures are vitreous china (bathroom fixtures) or stainless steel (sinks, water fountains) and appear to be in good condition. Accessible fixtures are available. Water coolers are past their useful life. The dual water cooler in the children's area does not stop running. Wall hydrants, floor drains and clean outs are in good condition from visual inspection. The mop sinks appear to have water damage around the surrounding walls. These walls need protection from water intrusion. Water fountains and mop sinks should be replaced.

FIRE PROTECTION SYSTEM

FIRE SERVICE/SPRINKLER

This building is sprinkled for the fire suppression system. The system is a dry type system with an operational compressor, concealed heads and exposed pendant heads. There have been issues with the system due to freezing or below-freezing conditions in the porch areas. The building does have the fire alarm and detection system, which is addressed in the electrical narrative. NFPA 25 does require that a number of heads be replaced every 20-25 years. That number could be as high as 2 percent. The cost of this maintenance item and possible fixes for other issues should be considered as part of any remodel. The fire system is monitored at its entrance in the mechanical room. Certifications are current.

AIR DISTRIBUTION SYSTEM

The air distribution system to the spaces is served with fourteen commercial rooftop units by Trane which provide the cooling and heating to library as well as the support spaces. These are forced air unit systems to temper the air. Furnace output has an AFUE 80% efficiency unit. The heating mode has no modulation. The building system is a variable air volume supply (VAV) air to the space. The return air is a ducted return system. Life expectancy of rooftop units is 15-20 years depending on service, maintenance and changing filters. These rooftop units were installed 1998. Annual service checkups are recommended. The existing exhaust fans should be regularly inspected, fan belt checked, cleanliness and tested for system operation expectancy. It is recommended the supply and return air ducts be cleaned as an indoor air quality improvement measure. The outside air cannot be measured or assured due to the lack of economizer fans on the system. Addressing indoor air quality can be assured in a new design, if applicable.

The rooftop units can be replaced with curb adapters to a higher efficiency type unit with the necessary controls to bring them up to present-day code. Another option is to reduce the number of units to take advantage of the diversity in the system. Additional equipment added to the system can bring the building up to current code compliance.

VAV UNITS

The VAV units are original. The life of these units can extend to 30 years. Coil cleaning is recommended. Each unit should be assessed at the time of remodel or expansion, if applicable.

BOILERS

The three (3) boilers are original to the 1998 building and are at the end of their expected life. The boilers serve finned radiation, unit heaters, cabinet unit heaters, and VAV boxes. Boiler pumps are installed at the ceiling joist and are not serviceable. The boiler pumps should be moved to a serviceable location. The chemical feed system is rusted shut and has not been utilized in some time. A water quality test should be done to assess the need for treatment.

CONTROLS (DDC)

The main control panel has been replaced. The new panel is serving the existing equipment. Parts for the existing Direct Digital Control (DDC) system still in use will be hard to purchase as the system ages. The original control panel was abandoned in place and should be removed. Economizer and humidity control need to be added to the system and the equipment to guarantee air quality throughout the building.

RECOMMENDATIONS:

A replacement strategy should be used for DDC, VAV, boiler, finned radiation and other mechanical equipment as they are near the end of service. Finned radiation is controlled separately on standalone style thermostats. The radiation units were running at the time of inspection with the control system not

responding. There is no humidity control or outdoor air control in the space. An overall new design should be implemented to address the code compliance of the building in response to new energy and air quality requirements.

ELECTRICAL SYSTEMS

SERVICE ENTRANCE

A 1200A – 208y/120V, 3 phase, 4 wire service is provided underground to the building from Sun Prairie Utility by way of a pad mount transformer on the west side of the building. The transformer is located in a screening enclosure near the dumpsters. The utility meter is mounted to the side of the transformer. All components related to the service entrance are in good condition. The power reliability in Sun Prairie is said to be very good with minimal outages. When occurring, they are very brief.

GROUNDING SYSTEM

Grounding electrode conductor is present and the building water main. No other grounding electrodes were visible or reviewed. It is assumed that all branch circuit raceway contain an equipment grounding conductor.

DISTRIBUTION EQUIPMENT

The Siemens Type SB style circuit breaker switchboard is located in a common mechanical room on the west side of the building. The switchboard is original to the building (19 years old) and good condition. There is limited physical space to expand the switchboard or provide additional breakers. The switchboard has 2 sets of meters. Analog current and voltage meters are built into the main breaker section of the switchboard along with a digital EMON DMON kilowatt-hour meter attached to the distribution section. All meters appeared to be in working condition. At some point a few of the breakers looked to have been taped off for maintenance. When the tape was removed, it removed the breaker label. A surge protective device is not installed on the service entrance equipment.

Life expectancy for molded case circuit breakers in the industry is generally expected to be about 30 years, given favorable environment and regular maintenance. Required maintenance, especially for older breakers, includes annual exercising—OFF, ON, TRIP, RESET, ON. This will help to ensure that the mechanism remains operable. Conditions of service, including number of on-off cycles, number of load operations, overloads, short circuits, environmental conditions, and maintenance may affect the time of useful service.

Given the switchboard's good condition it seems reasonable to expect, under normal operating conditions, it will continue to serve the building reliably for an additional 10 years. Future expansion projects will need to consider the physical expansion limitations along with the increased demand.

RECOMMENDATIONS:

Exercise breakers per manufacturer's recommendations. If not already done annually, thermally scan bus and cable connections or consider de-energizing the switchboard for a brief period to allow the mechanical connections to be retorqued to ensure no loose connections exist which can lead to arcing and premature equipment failure.

BRANCH PANELBOARDS

Siemens Type S1/S2 branch circuit panelboards are located throughout the library to serve local branch circuit loads. All panels are original (19 years old) and good condition. Except for panel AR/AL, there are very few spare breakers or bus provisions available in the branch panels. All panels appeared to have updated directories. Based upon the branch circuit panels supplying primarily receptacles and lighting, there are no overloading concerns. As future lighting upgrades are made with possibly conversion to LED, the lighting power will be reduced, creating opportunities for additional receptacle load if necessary.

Life expectancy for molded case circuit breakers in the industry is generally expected to be about 30 years, given favorable environment and regular maintenance. Required maintenance, especially for older breakers, includes annual exercising—OFF, ON, TRIP, RESET, ON. This will help to ensure that the mechanism remains operable. Conditions of service, including number of on-off cycles, number of load operations, overloads, short circuits, environmental conditions, and maintenance may affect the time of useful service.

Given the panelboard's good condition it seems reasonable to expect, under normal operating conditions, it will continue to serve the building reliably for an additional 10 years. Future expansion projects will need to consider the physical expansion limitations along with the increased demand.

RECOMMENDATIONS

Exercise breakers per manufacturer's recommendations. If not already done annually, thermally scan bus and cable connections or consider de-energizing the panelboards for a brief period to allow the mechanical connections to be retorqued to ensure no loose connections exist which can lead to arcing and premature equipment failure.

MOTOR STARTERS / DISCONNECTS

Siemens equipment and is original (19 years old) to the building. All equipment appeared in good condition.

EXTERIOR LIGHTING SYSTEM

The lighting system consists primarily of metal halide lamps with a few LED ground mounted flood lights. All building-mounted and pole-mounted lights are in very good condition considering they are original to the building. Other than some paint fading from UV exposure, the pole mounted fixtures have held up extremely well to the weather and sidewalk salt.

At some point the ground-mounted floods on the south side of the building were replaced with LED. They are in good condition.

The cluster of flags on the site, which include the US Flag, are illuminated.

INTERIOR LIGHTING SYSTEM

The lighting system consists of 3 primary concepts within the stacks, public circulation and back of house. Luminaires utilize a variety of lamps from compact fluorescent, linear T8 and retrofit LED. It was noted that the linear T8 standard is now to use 5000K. The facility is currently working towards retrofitting existing sources to LED where it can easily be done. Upgrading the linear T8 to LED is currently not being considered. All of the luminaires were found to be in good working condition.

Stacks – Suspended direct/indirect fluorescent with T8 lamps. Fixtures are in good condition. Illumination levels within the stacks is appropriate and consistent with current illumination standards. Lamp color temperature (CCT) is varied unintendedly and very noticeable against the ceiling. It is likely the case of those replacing the lamps being unaware of the differences associated with CCT values. [Photo Right]

Public Circulation – A mixture of suspended direct/indirect bowl style pendants, decorative wall sconces and a custom catenary style vessel to indirectly illuminate the exposed beam structure. The layered lighting approach and decorative fixture seems to meet the spaces needs along the entry axis corridor which extends from the front door to the fire place. The suspended bowls in spaces perpendicular to the entry axis appear dated and do not provide sufficient illumination. These areas include the reference seating carrels and the children's area. These particular areas are also a concern of the library staff. [Photos Right]

Back of House – Recessed and Suspended T8 luminaires with local controls

Community Meeting Room – A mixture of suspended direct/indirect bowl style pendants, decorative wall sconces and recessed downlights. The room could be adequately illuminated for meeting functions with multiple zones of control to support AV functions.

Media Center – In addition to the back of house type lighting in the corridors and offices, there is a theatrical lighting system within the production rooms which utilizes the ETC Unison dimming racks. All components appeared to be in good condition. Date of installation unknown.

EMERGENCY LIGHTING & EXIT SIGNS

The emergency egress lighting system utilizes standalone battery packs which appear to be original to the building. Battery life on these types of products is 3-5 years. The units should be tested monthly with a 30-second test and annually with a 90-minute test. It was not possible to determine if the emergency units installed have self-test feature of if facility staff was performing the maintenance tests. Coverage of the units was infrequent but assumed to meet the code minimum requirements.

Exit signs utilize standalone internal batteries. The signs appeared to be original to the building. Battery life on these types of products is 3-5 years. The units should be tested monthly with a 30-second test and annually with a 90-minute test. It was not possible to determine if the emergency units installed have self-test feature of if facility staff was performing the maintenance tests. Coverage of the exit signage was adequate.

WIRING DEVICES

All receptacles, light switches and similar devices were found to be in good condition with no obvious signs of failure or excessive wear. Devices mounted near sinks and located outside are GFCI type. Floorboxes within the stacks area have held up well and remain in good condition. It was noted that a few of the covers have required replacement.

LIGHTING CONTROL SYSTEM

A Hubbell CX relay-based control panel was installed in the spring of 2017 as a replacement for the original control system, which used lighting contactors with timed control from the original Trane system. The new panel is astronomical-time-based with dedicated sequences which are not interfaced with the Trane temperature controls system. The panel controls public area interior lighting and exterior lighting. It is in new condition as is said to be working very well. There are 2 spare relays for future loads.

Staff and back of house areas utilize occupancy sensors. No daylight sensors were found. Many spaces have adequate natural light. Additional daylight responsive controls would provide some energy savings.

FIRE ALARM

The main control panel is a FireLIte Alarms MS-9200UDLS addressable control panel which does not appear to be original to the buildings. The date of installation was not available at the time of the survey. All systems are shown as normal on the display with no trouble conditions. The time on the control panel was not correct and was a few hours behind. The remote annunciator is located in the main entry vestibule. Notification devices are horn-strobe type and located to provide adequate coverage throughout the library. Pull stations are located at building exits. The system is integrated with the dry pipe sprinkler system. There are a series of what looks to be legacy smoke detectors installed throughout the stack areas. It was difficult to tell if these were in operation or even associated with the fire alarm system.

CONCLUSION

As noted in the assessment, generally, the library is in good shape. There are some items throughout the building that require attention. There are also items that are reaching the end of their life expectancy and the library should plan to budget to replace items as needed.

LOOKING TO THE FUTURE

As designs and expectations are reviewed related to the existing library, there are some considerations to keep in mind. Many of the items listed in the architectural exterior and interior assessment will need to be addressed in the near future, since they are maintenance and upkeep items due to the age of the building. The engineering assessment highlighted items that are nearing the end of their life expectancy or that should be considered upon renovation or expansion.

The ADA or accessibility - specific items are related to a law and must be revised or a reasonable accommodation made for patrons or staff with disabilities. Any new space would be designed to meet ADA requirements.

When exploring an expansion, code compliance is a consideration. The building met code requirements upon construction in 1998.

Any renovation of the existing, single-fire-area building that is less than fifty percent of the floor area, does not require the building to be completely brought up to current code standards. If more than fifty percent of the floor area is renovated, the entire building must be brought up to the current code standards. This would apply to egress, door hardware, occupancies, structural loading and lateral design, requirements for a sprinkler system due to building size, mechanical equipment and controls, and energy efficiency.

These considerations will play into expansion options and can be reviewed in more specifics at the upcoming charrette design workshop.

LIBRARY SERVICE GOALS & SPACE NEEDS: A WORKING PAPER

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DATE: June 28, 2018

This working paper describes briefly the mechanism developed by Library Planning Associates, Inc's founding principal, Anders Dahlgren, for assessing a library's space needs. That methodology is then applied to the Sun Prairie Public Library's service setting to develop an estimate of the library's overall, or gross, space needs. Next, a planning model is developed to explore how the library's gross area is likely to be deployed into departments.

Service goals determine a library's space needs

A direct connection exists between the resource and service inventories a library seeks to house and the amount of space it needs. To greatly oversimplify the equation, all other things being equal a library will need more floor space to house a collection of 250,000 volumes versus 100,000 volumes; all other things being equal, a library will require more floor space if it seeks to provide 200 reader seats rather than 120.

Library Planning Associates's recommended space needs assessment methodology is organized around seven kinds of floor space to be found in most libraries:

- *Collection space:* for the library's traditional print and nonprint collections.
- *Technology space:* for the library's inventory of computers for public use to access e-content.
- *Reader seating space:* to provide a variety of comfortable seating for library patrons to use the library's resources in-house.
- *Staff space:* to provide staff work stations as needed to support the library's various routines and operations (circulation, public services, technical services, administration, etc.).
- *Programming / meeting space:* to accommodate library programming for the general public, meetings of the library board and/or staff, as well as meetings of other community groups.
- *Special use space:* to house those pieces of unique library furniture or special library functions that have not been accounted for in previous types of space (e.g., small group study rooms, photocopiers, microform readers, a public lounge or coffee bar, staff lounge, and the like).
- *Nonassignable space:* to house those spaces which must be provided to support a functioning building but which cannot be assigned directly to library purposes (e.g., vestibules, restrooms, stairwells, furnace rooms, etc.).

In some cases, this methodology can be adapted to make one or more specific, "dedicated" allowances to accommodate a feature or service that the library wants to identify at this early stage in planning.

Regarding each of these types of space, the library's program of service can be defined using an assortment of planning tools, and a unit space allowance can be applied to translate the service goals into the corresponding spatial requirements, using the factors summarized in the following Figure.

Several of the unit space allocations are described in a range from low to moderate to optimum, reflecting the fact that locally-determined preferences and priorities will impact how much space a library needs. For example, collection space needs are conditioned not solely by the quantities in the inventory, but by factors including aisle widths, and the height of the shelving units. The application of these factors accounts for the unit space variations from low to moderate to optimum.

UNIT SPACE ALLOCATIONS

	SPACE ALLOCATION		
Collection space	Opt	Mod	Low
Books -- volumes per square foot	10.0	11.5	13.0
Magazine display -- titles per square foot	1.0	1.0	1.0
Magazine backfiles -- square feet per title per year held	0.5	0.5	0.5
Nonprint -- items per square foot	10.0	12.5	15.0
Technology space			
Public network stations -- square feet per terminal	50.0	40.0	35.0
Reader seating space			
Reader seats -- square feet per reader seat	35.0	32.5	30.0
Staff work space			
Staff desks / stations -- square feet per work station	150.0	137.5	125.0
Meeting room space			
Auditorium -- square feet per seat + allowance for stage	12.5	12.5	12.5
Program room -- square feet per seat + allowance for stage	10.0	10.0	10.0
Storytime room -- square feet per seat + allowance for stage	15.0	15.0	15.0
Conference room -- square feet per seat + gallery	30.0	30.0	30.0
Computer training room -- square feet per seat + instructor	50.0	50.0	50.0
Special use space			
Calculated as a percentage of gross building area	17.5%	15.0%	12.5%
Nonassignable space			
Calculated as a percentage of gross building area	32.5%	30.0%	27.5%
Dedicatred / special allowances			
Factored in as needed			

When these allowances are applied to a library's recommended service parameters, an estimate of the library's space needs can be made ranging from an optimum level to a minimum level. Within this range, a recommended estimate is defined based on expectations of density of housing the library's resources and economies of scale in the eventual building layout.

Collections – print and nonprint

A key ingredient of any library's future space needs revolves around the collection it should plan to house to meet the future needs of its community. Collection inventories can be considered in two distinct ways:

- *By component parts*, addressing print, audio and video separately, or
- *Holistically*, combining print, audio and video inventories into a single whole

LPA prefers the latter approach because of its underlying conceptual basis that treats the collection as an organic whole – the balance between print and nonprint is always shifting. Considering the collection as an organic whole encourages planners to think of the inventory more dynamically.

Multiple resources offer guidance to help establish a collection resource inventory goal for the Sun Prairie Public Library:

- Wisconsin public library standards
- Dane County standards
- Peer comparative / trendline analyses

Wisconsin public library standards

The Wisconsin state library agency periodically issues standards for public library service in the state. Selected quantitative standards offer recommendations for collection size, hours of operation, staffing

levels, and such. Regarding collections, the standards take the form of X items per capita. The standards define a minimum recommended level of service (Tier 1). The standards also define more assertive levels of service (Tier 2 and Tier 3) that a local library may adopt in response to more assertive local demands.

In the case of a library serving Sun Prairie's projected population (58,250), the WI standards say the library should have a minimum / Tier 1 collection of 192,225 items (print + nonprint); the moderate / Tier 2 collection recommendation is 215,525 items; and the Tier 3 recommendation is 250,475 items.

Dane County standards
Beyond the Wisconsin public library standards, Dane County issues its own minimum service standards for libraries that operate in the county. These cover operating hours, staffing levels, and – relevant to our space planning efforts – total items held. The minimum standard regarding collections for the Sun Prairie Public Library when it reaches its projected service population of 58,250 is 3.2 items per capita – 186,400 items total (print + nonprint). This is slightly below the Tier 1 minimum from the Wisconsin public library standards.

Peer comparative / trendline analyses
The experience of a selection of "peer" libraries from the region serving 50,000 to 75,000 population (see Highly Important Memo #5) was analyzed to identify selected service benchmarks that apply to a library that serves 58,250 population. Based on the experience of this peer cohort, a library serving 58,250 population should expect to maintain a collection of 236,000 items. Alternately, if we come at this from the vantage point of items held per capita, the experience of the regional peer cohort suggests an expected collection of 4.05 items per capita, times 58,250 produces a recommended collection of 235,900 items – almost identical to the initial recommendation. Both of these recommendations lie within the range of the WI public library standards, falling between the Tier 2 and Tier 3 recommendations, producing a kind of triangulation.

If we choose, we have an opportunity to allocate the inventory into print and nonprint, noting that today, Sun Prairie Public Library deploys about 19.0% of its current inventory to nonprint. The experience of the library's regional peer cohort suggests a library serving 58,250 population could expect to deploy16.5% of its collection into nonprint. If we feel compelled to allocate the collection into print and nonprint, we might set that nonprint split somewhere between 16.5% and 19.0%.

Discussion
These various planning tools – the state-level and county-level service standards, the peer comparative / trendline analyses – offer a range of possibilities to consider regarding the library's collection inventory. The most modest recommendation comes from the county standards (186,400 items); the most assertive recommendation comes from the WI public library standards (Tier 3: 250,475 items). As of its 2017 annual report, the library maintains a collection of 134,186 items.

As staff considered this range, we were drawn to the Tier 3 recommendation of the WI public library standards – a collection of roughly 250,000 items – noting the municipality's core stance to position Sun Prairie in a place of excellence, that the middle of the pack is not for Sun Prairie.

A collection of 250,000 items translates into a ratio of 4.29 items per capita (250,000 ÷ 58,250). Against the regional peer cohort, this ratio ranks at the 67th percentile, a result that's above the middle of the pack.

In establishing a collection development goal, it's important to consider acquisition patterns. Over the last ten years, Sun Prairie Public Library has added roughly 3,000 items *net* per year. Extending that net rate of addition through 2040 grows the combined inventory to 203,000 items. At first blush, it appears that the library is not likely to achieve a collection goal of 250,000 items. Except that constraints within the existing building have obligated the library to undertake extensive weeding each year to create shelf space for new acquisitions. Over the last ten years, withdrawals have averaged more than 75% of adds. Over the last ten years, the *gross* rate of addition has averaged 13,700+ items per year. Extending *that* rate of addition to the year 2040 grows the collection to just under 450,000 items.

Clearly, the library has the *capability* to meet a collection inventory goal of 250,000 items. In fact, to grow the collection to 250,000 items, the library needs to maintain an annual net rate of addition of 5,050 items. Against an average gross rate of addition of 13,700 items, this results in 8,650 items withdrawn per year, a withdrawal rate in excess of 60%, still a substantial rate.

With this confirmation that SPPL can indeed meet an assertive inventory goal of 250,000 items with ease, a collection inventory goal of 250,000 is recommended.

Collections – magazines

Magazines pose a bit of a conundrum as a future target for this inventory is considered. Standards tend to recommend assertive service goals, while the practical reality is that across the country magazine inventories have been in substantial decline for more than twenty years.

WI public library standards
The WI public library standards recommend a minimum magazine inventory of 268 titles, a Tier 2 recommendation of 332 titles, or a Tier 3 recommendation of 419 titles. Presently, the library reports an inventory of 215 titles.

Dane County standards
The county standards make no recommendation re subscription lists.

Peer comparative / trendline analysis
The experience of the library's regional peer cohort suggests a library serving a population of 58,250 could expect to offer a subscription list of 391 titles.

Discussion
The state standard is based on annual report data submitted by library's across the state. As much as anything, the standard represents a snapshot of the status quo as of its date of publication. As the publication date recedes, the standards become ever more backward looking. An examination of national trends reveals a dynamic and compelling shift with regard to magazine holdings. The total number of magazines received by all U.S. public libraries peaked in 2001 and has been in decline ever since. The number of magazine titles received per capita peaked even earlier – in 1997 – and has been in decline ever since. In 2015, the total inventory recorded a substantial increase, so contrary to almost twenty years's experience to appear to be an anomaly. Setting aside the peculiar result reported for 2015 (the last year for which national data has been released by the Institute for Museum and Library Services), the number of titles held per population has decreased by more than 40% over the last 20 years. There is no meaningful indication that the trend will be reversed.

With this in mind, a moderate service goal regarding the library's magazine inventory is proposed – essentially a status quo recommendation of 200 titles. Moreover, the library should plan to accommodate a minimal backfile of one year max, which can easily be accommodated within a current issue display setting; no additional floor space need be allocated to house back issues.

Technology stations for public use

WI public library standards
The Wisconsin public library standards make a recommendation regarding how many technology stations a library should provide (see Highly Important Memo #2). In Sun Prairie's case, for a library that will serve a population of 58,250, the minimum recommendation is 45 stations; the Tier 2 recommendation is 57 stations; and the Tier 3 recommendation is 72 stations. According to the library's latest annual report (2017), the library provides 32 technology stations for public use.

Dane County standards
The Dane County standards include another minimum recommendation that is relevant to this service and space planning effort – the number of public Internet computers provided. In this case, for the Sun Prairie Public Library, when it reaches its projected service population of 58,250, the Dane County standards recommend 0.0005 stations per capita – 29.1, rounded to 29 stations.

Peer comparative / trendline analysis
Based on the experience of the library's regional peer cohort, a library that serves 58,250 population should expect to provide 66 computer stations for public use. This happens to fit within the range suggested by the WI public library standards, lodging between the Tier 2 and Tier 3 recommendation.

Discussion
As with other components of the library's service profile, these planning tools offer a range of possibilities. The recommendations range from 29 stations recommended by the Dane County standards to 72 stations recommended by the top tier of the state standards.

National trends reveal that libraries have aggressively added to the inventory of technology stations for public use, clearly in an effort meet user demands for access to e-content. Between 2000 and 2015, the combined inventory of technology stations for public use increased from just under 100,000 to just under 300,000 – an increase of 197%.

But during that period, the rate of increase has slowed over time. Between 2000 and 2005, the nation's public libraries increased their combined inventory of technology stations by 85,000+; between 2005 and 2010, 60,000+ stations were added nationwide; between 2010 and2015, just under 50,000 stations were added. This may indicate that a saturation point approaches. Anecdotally, staff at Sun Prairie and other libraries report that more and more users are bringing their own technologies – laptops, tablets and smartphones – to connect to the library's network. Inasmuch as a library's space provides ready access to electrical service, general purpose reader seating (see following discussion) becomes an adjunct to technology stations for public use.

Echoing the spirit of the collection inventory discussion, the management staff favored the more assertive service goal expressed by the top tier of the state standards – 72 stations – noting that a more extensive inventory reserves a greater option to deploy stations into specialized environments such as a maker space.

Reader seating

In reviewing the literature on public library space planning, one finds multiple, variant formulas as to how many reader seats a library should provide. Most take the form of X seats per 1,000 population with X decreasing as population grows – economies of scale for larger populations, and such. Some of the formulas factor in an allowance that takes into account the number of staff. Some factor in the impact of meeting room capacities.

Over the years LPA has sought to consolidate those variant formulas into a single "Grand Unified Theory (GUT) of Public Library Seating". For a community of 58,250 population, LPA's GUT recommends 170 reader seats.

As a point of comparison, the library today offers 122 reader seats. Be aware of a certain looseness in this tally. Take the seating area in the middle of the new book area. There are four benches back to back, each of which can support two people, but how likely is it that two people will sit there at the same time? In the tally of 122 seats, those were counted as four places. Or, look at all of the perimeter seating that leaves the user's back exposed. This is a notoriously uncomfortable setting for users, people don't like to sit with their backs to the room, they feel vulnerable. About 30 of the 122 seats – one-quarter of the total – are presented in this configuration. Probably those seats "underperform." They were all included in the above tally. And what about those seats at the index tables? Do those count as general-purpose reader seats? Or special-purpose seats? The laptop internet stations? In any case, an asterisk next to the tally of 122 reader seats is in order.

In discussion with the management staff, there was agreement to take the recommendation of 170 reader seats as a starting point. As planning proceeds to more a detailed, programmatic level and the seating inventory is deployed into the functional areas to be created within the library, the total inventory may be adjusted.

(Remember: general reader seating does NOT include seating that happens to be provided at a technology station, those seats are considered special purpose / dedicated use seating, not general reader seating – see technology stations, above. General reader seating does NOT include seating that happens to be provided in a small group study room. That seating, too, is considered special-use application and will be accommodated in an allocation that will be made for "special use" space – see discussion following.)

Staff work stations

It would be convenient if only the space needed for staff work stations corresponded directly to the number of FTE on the payroll or the number of individuals on the payroll. But each library organizes operations according to local priorities. A library that emphasizes self-service will deploy staff in a certain way. Another library that takes pride in maintaining an accurate catalog may deploy more staff in support of the technical services function. The space needed to support staff functions is determined by the number of stations – places – staff needs to complete the work routines of the library.

In discussion with management staff, the following public service points will be needed, modeled to a degree on the current distribution of public service in the present building:

- Welcome / wayfinding
- Circulation
- Adult services
- Youth services

- Teen services (future)

The library does not presently support a public services desk for teens; this is included as a placeholder for future development. As self-service circulation becomes more and more the norm in public libraries, the circulation desk may evolve into more of a trouble-shooting / self-service support station, and the welcome / wayfinding desk will become the more prominent public service point at the library's entry.

Also, note that LPA strongly recommends consideration of a design for these public service desks modeled after the desks used at the public library in Gothenburg, Sweden (see image, at right). It's compact, not monumental. The wavy form suggests approachability. The desk can be raised and lowered to function in a stand-up or sit-down setting. It's on wheels so can be moved around, if needed. This one has an integrated power pole that reaches up almost to the ceiling and through which power can be routed to bring it to the desktop (in new building, the design might accommodate a raised floor system, allowing the library to deliver that service to the desktop from below. Most importantly it can be placed on the floor in a way that defines a staff side and a public side (which is needed sometimes), but it can also be placed in a way that blurs that line so we can easily look at the same screen at the same time (this kind of collaborative setting is needed more and more).

In administration, the following work stations are needed:

- Director's station
- Administrative librarian
- Technology coordinator
- Library foundation
- Friends of the library

In circulation / access services, the following work stations are needed:

- Department head (Steev)
- 1 station FT staff (current)
- 1 station Phone / reception
- AMH tender
- 2 stations clerical support
- Assembly table

In adult services, the following work stations are needed:

- Department head (Erin)
- 2 stations FT staff (current)
- 1 stations PT staff (current)
- 1 station FT staff (future)
- 1 station PT staff (future)
- Assembly table

In youth / teen services, the following work stations are needed:

- Department head (Lynn)
- 2 stations FT staff (current)
- 2 stations PT staff (current)
- 1 station PT seasonal (current)
- 1 station FT staff (future)
- 1 station PT teen (future)
- Assembly table

In technical services, the following work stations are needed:

- Department head (Debbie)
- 1 station FT staff (current)
- 1 station PT staff (current)
- 1 station volunteers
- 2 stations sorting / shelving
- 2 assembly tables

Additional work stations needed that don't fall under any of these named departments:

- 2 stations for city access computers
- 1 station maintenance

This is a total of 44 staff work stations.

As noted above, selected stations are designated for specific functions (phone / reception, AMH tender). During the course of a given workweek several individual staff members will cycle through these stations. The same is true of the public service positions.

Most back-of-house stations are assigned according to the following protocol: a full-time staff member is assigned to a designated station while part-time staff share each designated station, two to a station.

An assembly table is a large (3' x 6' or 3' x 8') flat-top work area where staff can work on a project, sort incoming and outgoing materials and so on.

Some of these stations listed above (administrative stations and department head stations) may be provided in an enclosed office. But note that staff is interested in exploring the possibility of supporting these work stations in a more open setting, to promote greater equality and collaboration among staff. If the future design evolves in that way, this inventory of staff work stations will likely need to be adapted with a selection of small staff conference rooms that can be used for confidential exchanges among staff.

Meeting rooms

The library presently has three meeting / program rooms: the multi-purpose room to the left as one enters the building, a conference room, and a storytime room within the children's department.

There was clear interest in providing a multi-purpose room with a larger audience capacity than the present room, and a second multi-purpose room with an audience capacity that's maybe slightly smaller than the present space, maybe a little larger.

There was also clear interest in providing a larger children's program room, the better to accommodate more of the department's routine program activities without having to shift programs into the main meeting room(s).

The present conference room appears to be right-sized.

In discussion with the library's management team, consensus soon emerged around the following menu of meeting spaces to accommodate the library's and the community's need for programming and events:

- a flat-floor, multi-purpose room to seat 200 in theater-style seating
- a second, smaller, flat-floor multi-purpose room to seat 120 in theater-style seating
- a conference / board room to seat 14, with room for an additional 10 in a galler
- a children's multi-purpose room (storytime room) to accommodate up to 65

Both multi-purpose rooms should be divisible into two smaller spaces using demountable partitions to accommodate two smaller concurrent events. Audience capacities cited above anticipate seating in a theater-style setting. Seating in rows with a shallow seminar table will require roughly double the unit space allocation per seat, effectively reducing the audience capacity by about half. Seating in a banquet setting (larger, round tables) will require roughly three times the unit space allocation per seat, effectively reducing the audience capacity of each multi-purpose room to about one-third of the stated scale. A shared kitchen facility should support the two multi-purpose rooms. Both multi-purpose rooms should be equipped with as much AV / technology support as the project budget will allow.

As the design proceeds give careful consideration to whether the library wishes (or needs) to make any of these meeting spaces available outside of the library's customary operating schedule. If so, it will likely affect where within the building these features should be located, in order to accommodate after-hours egress from these spaces.

The children's storytime room should offer roughly twice the capacity as the current space (note that the audience typically includes a child, *plus* the child's caregiver). The storytime room should also be scaled in consideration of the fact that children's programs often include movement and/or craft activities.

Special use space

To calculate a library's space needs, an allowance is included for special use space. This accommodates functions and spaces that most libraries choose to provide but that haven't been accounted for in the types of spaces discussed to this point. Special use space can support functions such as:

- small group study rooms
- a copy / production center
- a maker space
- a staff lounge
- a public refreshment area or library café

Nonasssignable space

An allowance is made for nonassignable space, which includes restrooms, lobbies, stairwells and elevator shafts, mechanical rooms, and wall thicknesses.

Dedicated allowances

For Sun Prairie, additional, dedicated allowances are recommended. The Sun Prairie Media Center presently occupies just under 2,700 square feet in the existing building. The media center will remain in the expanded library building, so an allowance to accommodate that function will be included in the estimate of space need.

Further dedicated allowances are suggested for the Friends bookstore, for a discovery zone in the youth services department, delivery lockers with 24/7 access, plus an allowance for the display in the library maintained by the local historical society.

Finally, a dedicated allowance is recommended to reserve space in the expanded building for display of art.

SUN PRAIRIE PUBLIC LIBRARY SPACE NEEDS ESTIMATE

	Units	SPACE ALLOCATION			
A. Collection space		Optimal	Moderate	Low	*Recommend*
Print + media(NOTE: 0% in circulation)					
Opt: @ 10.0 vol / sq.ft.	250,000	25,000			*25,000*
Mod: @ 11.5 vol / sq.ft.	250,000		21,739		
Low: @ 13.0 vol / sq.ft.	250,000			19,231	
Periodical display					
@ 1.0 titles per sq.ft.	200	200	200	200	*200*
B. Public network stations					
Opt: @ 50.0 sq.ft. / terminal	72	3,600			
Mod: @ 40.0 sq.ft. / terminal	72		2,880		*2,880*
Low: @ 35.0 sq.ft. / terminal	72			2,520	
C. Reader seating space					
Opt: @ 35.0 sq.ft. / seat	170	5,950			
Mod: @ 32.5 sq.ft. / seat	170		5,525		*5,525*
Low: @ 30.0 sq.ft. / seat	170			5,100	
D. Staff work space					
Opt: @ 150.0 sq.ft. / station	++	6,600			
Mod: @ 137.5 sq.ft. / station	++		6,050		*6,050*
Low: @ 125.0 sq.ft. / station	++			5,500	
E. Meeting room space					
Multi-purpose room 1					
@ 10.0 sq.ft. per seat + speakers area	200	2,200	2,200	2,200	*2,200*
Multi-purpose room 2					
@ 15.0 sq.ft. per seat + presenter	120	1,850	1,850	1,850	*1,850*
Board / conference room					
@ 30.0 sq.ft. per seat + 10 gallery	14	520	520	520	*520*
Children's multi-purpose room					
@ 15.0 sq.ft. per seat + presenter	65	1,025	1,025	1,025	*1,025*
SUBTOTAL (A+B+C+D+E)		+6,945	+1,989	38,146	+5,250

F. Special use space (calculated against SUBTOTAL)	Optimal	Moderate	Low	*Recommend*
Opt: @ 17.5% of gross building area	17,258			
Mod: @ 15.0% of gross building area		11,992		*12,687*
Low: @ 12.5% of gross building area			8,310	
G. Nonassignable space (calculated against SUBTOTAL)				
Opt: @ 32.5% of gross building area	31,458			
Mod: @ 30.0% of gross building area		23,436		*25,374*
Low: @ 27.5% of gross building area			17,780	
H. Percent for art allowance (calculated against SUBTOTAL)				
Opt: @ 1.50% of gross building area	1,452			*1,269*
Mod: @ 1.25% of gross building area		976		
Low: @ 1.00% of gross building area			647	
I. Dedicated allowances				
Sun Prairie Media Center (current space)	2,699	2,699	2,699	*2,699*
Bookstore + sorting	925	925	925	*925*
Children's discovery zone	500	500	500	*500*
Delivery lockers / dispenser device?	250	250	250	*250*
Historical museum display	150	150	150	*150*
GROSS BUILDING AREA	*101,318*	*82,643*	*69,178*	*89,103*

Space needs

The unit space allowances described at the beginning of this working paper can be applied to the resource and service inventory parameters discussed above. A chart on the following page summarizes the results.

When the unit space allowances are applied to a library's recommended service parameters, an estimate of the library's space needs can be made ranging from an optimum level to a minimum level. Within this range, a recommended estimate is defined based on expectations of density of housing the library's resources and economies of scale in the eventual building layout.

The chart on the preceding page applies these calculations to the resource and service parameters described above. Given this menu of resource and service inventory goals, the space needs of the Sun Prairie Public Library range from 67,100+ square feet to over 100,000 square feet. If the most generous, optimum unit space allowance were applied at every instance, the result would be at the high end of the range; if the lowest unit space allowances were applied at every instance, the result would be at the low end of that range.

The most likely result will involve a blend of optimum, moderate and low allocations. Based on LPA's experience and observations, the calculation in the "recommended" column on the preceding page applies just such a blend, and produces a "talking point" estimate of just over 89,100 square feet. For discussion purposes, the library should use this as the estimate for its long-term space needs.

Beyond the service and space needs assessment

This overall finding is an important milestone: based on the resource and service inventory the library should pursue to meet the long-term needs of the community, the library will need a building of roughly 89,000 square feet. This expression of the broad scale of the library's facilities needs starts to inform budgetary considerations for the project, site development considerations, expansion configuration options, and more.

As useful as this milestone is, this result will need to be developed in greater and greater detail. Following this needs assessment / concept plan study, architectural planning will proceed to schematic design. Schematic design will present a more carefully considered and detailed plan. As schematic design begins, this next phase will be guided by a companion to this current study – a building program statement. A building program statement is a detailed description of the spatial and environmental parameters to be realized in the design. It's a kind of checklist of elements to be accommodated in the design. It builds on the foundation of the needs assessment study and elaborates upon it.

The program answers four key questions that will guide the architect's design efforts:

- How large does the building need to be?
- How should it be divided and organized into spaces, rooms, and departments?
- How large does each of those functional areas needs to be?
- How do these functional areas need to be organized, which functional areas need to be proximate to each other?

Program development starts with the findings of this needs assessment. From there, program specifications are developed by:

- VERIFYING the essential resource and service inventory developed during the needs assessment, adjusting it as may be needed after taking time to assimilate and reflect
- QUANTIFYING additional resources and services that may be needed – the needs assessment methodology is organized around selected core service components and calculates the space needs of those core areas with a certain maneuvering room that's meant to capture specific needs of the individual library
- IDENTIFYING the departments, rooms, spaces, and areas into which the library should be organized to support easy patron use and effective, efficient operations
- CLASSIFYING the resources and services into groupings that will be found in the actual building
- SPECIFYING the particular environments housing the various components of the library's service program
- CODIFYING the interrelationships and adjacencies among the individual functional areas within the building to optimize user access and convenience and staff efficiency and effectiveness

Development of program will come as Sun Prairie's expansion planning moves into its next phase, and yet in the context of the current study, the design workshop to explore concept plan options for expansion would benefit from a deeper understanding of how space distribution. It's not enough to know that Sun Prairie's building needs to be 89,000 square feet, it would be helpful to know something of how the space within should be deployed. And yet a full program is beyond the scope of the current work.

In lieu of developing a full program, LPA examined five recent programs prepared for public libraries of similar size in other communities. The communities included

- Dundee, IL
- Barrington, IL
- Crystal Lake, IL
- Ames, IA
- Matteson, IL

The five buildings range in gross area from 70,900 square feet to 93,000 square feet; the average size was 78,500+ square feet.

The departmental distributions among these five libraries were relatively similar. Minor adjustments were made to the allocation and arrangement of internal spaces into the respective departments to increase the consistency of the patterns among the five. The chart on the following page summarizes the average proportionate share of gross building area allocated to each department.

"Entry + Orientation" brings together functions that typically occur at the front of the library: an entry lobby, check-out and check-in, public restrooms, sometimes new book displays. The planning model assumes that a workroom for circulation staff is part of this block.

The adult services department is presented n two large blocks – Fiction + Media and Nonfiction. A workroom for adult services staff is expected to be part of the Nonfiction block.

A separate departmental block for "Digital Services" is created to highlight these resources and to reflect the growing importance of maker spaces and content creation areas.

"Teen Services" seeks to create an inviting, welcoming space for teens, one of the management staff's highest priorities.

In this departmental planning model "Youth Services" includes an expanded storytime room. A workroom for youth services and teen staff is part of the "Youth Services" block.

The "Meeting Rooms" include the large multi-purpose room to seat 200 and the smaller room to seat 120, along with various spaces to support those rooms (a kitchen, table and chair and equipment storage). This allocation also includes the conference room for the present, although subsequent detailed program planning might relocate that room to the administrative block.

SUN PRAIRIE PUBLIC LIBRARY / DEPARTMENT SPACE ESTIMATE

	Base share	Adjusted sq.ft.
ENTRY + ORIENTATION	10.80%	10,745
ADULT SERVICES -- FICTION & MEDIA	12.30%	10,244
ADULT SERVICES -- NONFICTION	13.64%	11,781
DIGITAL SERVICES	3.92%	3,265
TEEN SERVICES	3.93%	3,276
YOUTH SERVICES	18.54%	16,368
MEETING ROOMS	6.98%	5,818
STAFF -- ADMINISTRATION	4.09%	3,403
STAFF -- TECHNICAL SERVICES	2.11%	1,760
STAFF -- NETWORK SERVICES	1.11%	927
STAFF -- LOCAL	1.53%	1,275
STAFF -- MAINTENANCE	0.99%	821
STAFF -- OTHER	1.76%	1,468
DESIGNATED NONASSIGNABLE	3.49%	2,908
Sum of all department totals	85.19%	74,059
Sun Prairie Media Center		2,700
Allowance for nonassign / .mech	4.81%	4,011
Allowance for nonassign / .other	10.00%	8,331
GROSS AREA NEEDED		89,100

Blocks of space for Administration, Technical Services, Network Services and Maintenance should be largely self-explanatory as to function. "Staff – Local" refers to the fact that some of the libraries examined for this model created departmental blocks that were not common to the others – a block for outreach in two instances, one for volunteers in another, and one for graphics in yet another. The block for "Staff – Local" sets aside space should Sun Prairie opt for such a distinction. If Sun Prairie doesn't create an additional departmental block that reflects some locally-driven service or configuration, the space set aside here (about 1,200 square feet) can be redistributed to other departments.

"Staff – Other" includes a miscellany of staff-related spaces that haven't been accommodated thus far, in particular a staff break room, staff restrooms, staff lockers, maybe a staff wellness room and/or showers.

"Designated Nonassignable" includes such spaces as a staff entry, a receiving room / loading dock, various kinds of storage (for office supplies, for maintenance supplies and equipment, for book donations for the Friends store), a recycling center, and so on.

An allowance of just over 4,000 square feet is provided to accommodate the library's mechanical systems.

The base share ratios are applied against an allowance of 83,300 square feet, which represents the 89,100 gross square foot estimate for the library *less* the dedicated allowances described in the overall estimate (for the media center, the Friends bookstore and so on). This creates a base estimate of space need for each department. The base estimates are then adjusted by adding in the dedicated allowances to create the departmental estimates reported on the chart on the preceding page.

For example, the base estimate for "Entry + Orientation" is 8,999 square feet. It's likely that the Friends bookstore, the delivery lockers and the Historical Society display will be included within that departmental block, so those dedicated allowances are folded into the block. This planning model also assumes that the

allocation for public art will be deployed into three areas of the library, one of which being "Entry + Orientation". The combined allocation for this block works out to 10,745 square feet:

8,999 sq.ft.	Base allocation
420 sq.ft.	1/3 of the total public art allowance
925 sq.ft.	Friends bookstore
250 sq.ft.	Delivery lockers
150 sq.ft.	Historical Society display
10,745 sq.ft.	TOTAL

The base allocation for "Adult Services – Nonfiction" is adjusted with a dedicated allowance for public art (11,360 square feet + 420 = 11,781 square feet). And the base allocation for "Youth Services"is adjusted with a dedicated allowance for public art and another for the children's discovery zone (15,447 + 420 + 500 = 16,368 square feet).

The dedicated allowance for the Sun Prairie Media Center (2,700 square feet) stands alone.

Looking ahead

The departmental allocations listed in the last chart above are offered in support of the upcoming design charrette at the end of July. To complete the design workshop, FEH staff needs to know the overall scale of the building, and they need an idea of how that space might be deployed within the building.

At the same time, it's important to keep in mind that these figures are estimates. As the planning process continues into increasingly more detailed phases, the library's underlying service goals described in this working paper will be re-examined and could be adjusted, affecting the library's overall space needs. During the programming phase, the library staff and board may decide to reconfigure public or staff spaces in a way that's not reflected in this current list of departments. Note that the dedicated allowance for the Sun Prairie Media Center is based on the center's current space allocation; if the Media Center wants or needs to add more studio or editing capacity, this allocation will be adjusted accordingly.

While this paper reports the library's space needs in what appears to be some detail, it's important to remember that these estimates are in fact dynamic and subject to further refinement and adjustment as the process proceeds.

Looking ahead to the design workshop, the departmental space model could be further refined by identifying what functions and departments should go on what level. The scale of Sun Prairie's space need suggests a two-level design is likely for the expansion; it would be unlikely (though not impossible) that the library would sprawl out horizontally. Moreover, the existing building was apparently designed to bear a second story. If the site presents a condition that constrains the footprint of the building, it's even possible to think of a building of this scale spread over three levels – focusing public service departments on two levels and reserving a third level for staff / back-of-house functions.

As the array of departments is examined, do any naturally belong on an entry level or an upper level? Entry + Orientation is a natural, logical choice for the entry level. The meeting rooms are another likely choice for an entry level, especially if the library is interested in providing after-hours access to those facilities; if after-hours access is not a priority, it creates more options to consider locating some or all of the meeting rooms *off* the entry level. Some libraries prefer to locate Technical Services on the entry level

to accommodate a strong relationship between the receiving area and this department.

Does the Sun Prairie Media Center want to be on the entry level?

Do the three segments of adult services (Fiction + Media, Nonfiction, Digital) prefer to be located together, in a combined jumbo block? That would be the traditional approach, to organize and group these segments by age, but over the last 20-40 years, libraries have increasingly co-located Fiction + Media with Youth Services, while separating Nonfiction. That makes sense inasmuch as it creates a combined family friendly zone for parents and children and keeps a distance between the noise and bustle in that zone and the studious elements of Reference + Nonfiction.

Do Youth and Teen belong together? Sometimes, as soon as a young adult self-identifies as no longer a child, they are eager to put the children's department in the rear view. Some libraries prefer to separate these departments. Is there a preference at Sun Prairie?

FEH: what counsel do you have regarding the distribution of library space over two floors? Some architects LPA has worked with have preferences regarding the scale of one floor in comparison with another. Are there site conditions that limit the building floorplate, that will encourage us toward a more vertical solution?

Any guidance on these (or similar) concerns will offer useful guidance during the design workshop. Otherwise, if no strong preferences exist, we can have a more open-ended exploration, either way can work!

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MEETING MINUTES

ISSUE DATE	04/23/2018

MEETING INFORMATION			
MEETING DATE	04/19/2018	MEETING TIME	5:30 PM
MEETING NAME	Kick-off Meeting	MEETING LOCATION	Sun Prairie Library

PROJECT NAME	Sun Prairie Library
FEH PROJECT NUMBER	2018304
MINUTES PREPARED BY	Karen Greiner

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
☒ Gregg Baum	FEH	262-9682055	greggb@fehdesign.com
☒ Kevin Eipperle	FEH	563-583-4900	kevine@fehdesign.com
☒ Karen Greiner	FEH	563-583-4900	kareng@fehdesign.com
☒ Svetha Hetzler	Library Director	608-825-0900	shetzler @sunlib.org
☒ Rex Owens	Library Board President		Rexowens00@gmail.com
☒ Brian Berninger	Library Board		morelove@sbcglobal.net
☒ Judy Eisinger	Library Board		Jeisin2003@yahoo.com
☒ Lucien Adams	Library Board		Kelka71@gmail.com
☒ Mary Bell	Library Board		rapidsbell@charter.net
☒ Emily Lindsey	Library Board		elindsey@cityofsunprairie.wi
☒ Tiffany Thiede	Library Board		tnthiede@uwalumni.com
☒ Sarah Michaelis	Library Board		smichaelis@sunlib.org
☒ Kenneth Wenzel	Library Board		Kenneth.wenzel@im.life

DISTRIBUTION	Design Team and Attendees
PURPOSE	Kick-off Meeting
DISCUSSION	

1. Capital Improvement Plan – Svetha listed off the following items and their associated timeline. She requested advice from FEH Design prior to Friday so that she can updated for finance. Gregg agreed to review the timing of each item.
    a. Parking Lot
    b. Roof Replacement
    c. HVAC/Boiler
2. Introductions were made
3. Kevin directed the group's discussion of the Project Goals for Success and the following were outlined as a draft
    a. Ensure that we serve the community needs for the next 20 years.
    b. Grow with Sun Prairie socio- economic needs
    c. Improve infrastructure for comfort and aesthetics
    d. Core Values tied to physical space to reflect culture
    e. Provide adequate space to support collections and programs
    f. Remove barriers to serve all members of our community

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g. Provide more flexible access
h. Be an example by being good stewards - financially, environmentally and culturally sustainable
i. Library as "third place", an attraction (activity center)
j. Promote and foster life-long learning
k. Create an environment that continues to be comfortable…maintain current integrity of our "GEM" inside and outside
l. Exposure to Art – local and national

4. FEH described the Advisory Task Force Process
    a. Approximately 100-150 people will be personally invited to 5 meetings. These meetings are open to the public, but a personal invite ensures a better turnout and continuity for all 5 meetings. We understand most will not attend all five meetings. FEH has a standard letter template that the board can use. Svetha read several lists of names that she had collected as possible ATF members, and the group added some additional names. (see attached list)
5. Timeline
    a. May 14 and 15 - Gregg explained that Anders Dalgren will be with him onsite May 14th Svetha and the library staff should be available for the day. Gregg will send the agenda. On May 15th, there will be 8-10 focus group meetings from 9a.m.-5p.m. The groups can be a mix of people from different user groups. Saturday, May 5th Gregg will be available to meet with the Teen group during their book club meeting.
    b. April 24th – Christy Monk and a representative from Henneman Engineering will be on site to analyze the existing building. This includes mechanical systems, lighting, code assessment. They will arrive at 9a.m. and will need access to the roof. Svetha will let Chad know so that he can be available. Svetha will send a copy of the recent roof report prior to the visit on the 24th.
    c. May 8 – Core Planning Meeting at 5:30 p.m. will consist of 4 board members and possible department heads (Rex and Mary, possibly Ken and Brian)
    d. May 29 – ATF Meeting #1 6:30-7:30 to review goals and educate the group on the process and the project
    e. June 19 – ATF Meeting #2 6:30-7:30 to review the space needs, results of focus groups, review next steps & solicit input
    f. June or early July – Core planning meeting date to be set at May 8th meeting. Mary will be out of town June 20-July4.
    g. July 24 and 25 –will consist of all day design workshops. FEH will be drawing ideas and posting them up on walls for user feedback. ATF Meetings #3 and #4 will be held each evening. This may take place at the entry lobby.
    h. Aug 15 – ATF Meeting #5 FEH will review preferred concept and finalize drawings for the groups recommendation to the board.
    i. Sept 13 – Time TBD (5p.m. prior to board meeting or 6p.m. after board meeting) FEH to present recommendation to the board
6. Scope & Process
    a. FEH deliverable will be in booklet form. An example was passed around.
    b. Svetha asked how much a survey would cost. Kevin told her to budget $2600 for an electronic survey. The cost would be more if it was mailed out and postage would also be required. Svetha explained that anything under $2500 would not need to be bid. The proposed cost was lowered to $2499.
    c. The library should add a placeholder on their website for public updates…"Create the Vision for your library".
7. Next meeting date
    a. May 14th Gregg and Anders with Svetha and staff

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 **ATF List**

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MEETING MINUTES

ISSUE DATE	05/11/2018

MEETING INFORMATION			
MEETING DATE	05/09/2018	MEETING TIME	5:30 PM
MEETING NAME	Core Committee Meeting	MEETING LOCATION	Sun Prairie Library

PROJECT NAME	Sun Prairie Architectural Analysis
FEH PROJECT NUMBER	2018304
MINUTES PREPARED BY	Gregg Baum

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
☒ Gregg Baum	FEH	262-9682055	greggb@fehdesign.com
☒ Kevin Eipperle	FEH	563-583-4900	kevine@fehdesign.com
☒ Christy Monk	FEH	563-583-4900	christym@fehdesign.com
☒ Svetha Hetzler	Library Director	608-825-0900	shetzler @sunlib.org
☒ Rex Owens	Library Board President		Rexowens00@gmail.com
☒ Brian Berninger	Library Board		morelove@sbcglobal.net
☒ Judy Eisinger	Library Board		Jeisin2003@yahoo.com
☒ Mary Bell	Library Board		rapidsbell@charter.net
☒ Katie Stork	Library Board		katies@fehdesign.com
☒ Steev Baker	Library Staff		sbaker@sunlib.org

DISTRIBUTION	Design Team and Attendees
PURPOSE	Review project progress
DISCUSSION	

1. Introductions
2. Review agenda and today's goals
3. Review Goals for Success
    a. Change one goal to read: Library as an essential destination.
    b. Change another goal to read: Promote and foster life-long learning and creativity.
4. Recruitment of public Advisory Task Force
    a. A list has been generated and FEH will change meeting location to SPL on all ATF agendas.
5. Review draft of the Building Condition Assessment
    a. The Building Condition assessment will be used in conjunction with the space needs analysis at the design workshop.
    b. The existing building is in good condition. There are some building components that are nearing the end of their useful life and there are some ADA code violations that need to be addressed. All building deficiencies will be included in our summary report and the toilet room analysis the library had done will be referenced. Highlights include:

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i. ADA clearances in toilet rooms, beside doors, and at the end of ranges of books are not in compliance. It was suggested that ADA recommendations include the required changes and also include 'above and beyond' accessibility items.
ii. HVAC equipment is nearing the end of its useful life. The report may reference life expectancy of elements.
iii. Roof/window leaks.
iv. It was suggested that the condition assessment mention whether long-term use for the porches is possible.

6. Review Schedule and Timeline
    a. Anders Dahlgren will be on site May 14 for a building tour and staff meetings. Anders/Gregg will be on site May 15 to conduct focus groups. A list of groups for each time slot has been developed for May 15.
    b. ATF #1 is set for May 29.
    c. The next Core Planning Committee meeting is set for July 10 at 5:30 p.m. We will identify volunteers in 2 hour time slots to work at the design workshop.
    d. The timing of the presentation of the findings to the Council and the Mayor may be influenced by annual budget hearing schedules.
7. Other Issues
    a. This Committee wants our study to recommend whatever delivery system makes the most sense for the City of Sun Prairie looking forward 20 years. That could be a full-service branch, express or self-serve kiosk in addition to a main library.
    b. Staffing level is not a driving source to determine the best delivery method. Customer service is most important.
    c. Sun Prairie is exploring partnership opportunities with Dane County Library System.
8. Next meeting agenda, assignments, date & time: Advisory Task Force Meeting #1 is on May 29.

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 (Revised per meeting comments)

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MEETING MINUTES

ISSUE DATE	05/29/2018

MEETING INFORMATION			
MEETING DATE	05/29/2018	MEETING TIME	6:30 PM
MEETING NAME	Advisory Task Force #1	MEETING LOCATION	Sun Prairie Library

PROJECT NAME	Sun Prairie Architectural Analysis
FEH PROJECT NUMBER	2018304
MINUTES PREPARED BY	Miranda Seals/Gregg Baum

	ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
☒	Gregg Baum	FEH	262-9682055	greggb@fehdesign.com
☒	Kevin Eipperle	FEH	563-583-4900	kevine@fehdesign.com
☒	Miranda Seals	FEH	563-583-4900	mirandas@fehdesign.com
☒	Anders Dahlgron	LPA		
☒	Svetha Hetzler	Library Director	608-825-0900	shetzler @sunlib.org
X	Advisory Task Force Members	See List Below		

DISTRIBUTION	**Owner,** Design Team, and Attendees
PURPOSE	Kick off process with the Advisory Task Force
DISCUSSION	

1. Introductions
2. Review agenda and today's goals
    a. Make Agenda and other meeting materials available before the meeting
3. Advisory Task Force Role
    i. Participate in the process and make a recommendation to the Library Board on how the library can best serve the needs of the community for the next 20 years.
4. Review Goals for Success
    a. Add a goal for communication as it is the main reason for a library.
    b. Add a goal for technology. Possibly combine with the communication goal to read "Facilitate communication using technology"
    c. Add "safety" to Goal #3
5. Review Project Approach
    a. Facility assessment
        1. Overall the library is in good condition for a 20 year old building. The building was designed for adding a second floor but lateral bracing and the elevator shaft need to be upgraded for this to occur. Specific areas in need of attention include; the roof, wood porches, plumbing equipment, lighting, and HVAC units. ADA concerns include; door clearances, grab bars, book return and aisle widths.
    b. Space Needs and Program update

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i. Incorporate a lending system for tools and other resources. Examples given are cake pans, tools, sewing kits.
ii. Makerspace for content creation for all
iii. Incorporate better outdoor spaces and add to sculpture garden

c. Advisory Task Force input on what we should study.
i. What are we doing now that we can do less of?
ii. Are there community partnerships we could incorporate in the library experience?
iii. Flexibility of library space is key
iv. Update the kitchen area and increase the size of toilet rooms
v. Rework the parking lot

d. Determine & weigh decision making criteria. This will be discussed at the next AFT meeting. All AFT members will be asked to come to the meeting with criteria they think we should use to evaluate concepts developed at the design workshop.

e. Design Workshop/ July 24 and 25. Stop in the library anytime during the two days and share your ideas and what you like and dislike about the concepts developed.

6. Relevance of the 21st Century Library
   i. The 21st Century library is user-centric, welcoming, bustling, collaborative, innovative, production creation, multi-use space which emphasizes the quality of user spaces and emphasizes connections, not collections.
7. Review Schedule
   a. Dates and Location for future meetings and workshops
      i. June 19th - Advisory Task Force #2
      ii. July 24th & 25th - Design Workshop and Advisory Task Force #3, #4
      iii. August 15th - Advisory Task Force #5
8. Next Meeting Assignments
   a. Think about Needs, Criteria, and bringing others.

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 Attendance List

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ATTENDANCE:

Present:

Sharyn Alden
Ginger Baier
Tina Bohling
Sally Campbell
Joe Chase
Jay Chatterjee
Christine Congdon
Maureen Crombie
John DeBacher
Mona Deming
Analiese Eicher
Bill Eisinger
Paul Esser
Ti Gauger
Deborah Greiveldinger
Dr. Angelika Gulbis
Mary Ellen Havel-Lang
Don Hooser
Bob Host
Mark Ibach
Marcie Johnson
Michelle Jones
Jo Kiesow
Sue Ann Klein
Sue Ann Larson
Branch Caryscine
Barbra Loftus
Jacki Martindale
Joy Mathews
Terry McIlroy
Aaron Oppenheimer
Christina Outlay
Jake Robbins
Jenny Ruark
Glenn Schmidt
Sarah Smith
Neil Stechschulte
Theresa Stevens
Benita Thomas
Kristine Zadrazil
Pat Zastrow
Sharon Zindars
Emily Lindsey
Ann Semman
May Bell

Absent:

Stacy Darga
Bryn Horton
Jon Landsverk
Nan Olson
Mary Polenske
Emilie Rabbitt
Julie Schwellenbach
Steve Stocker
Martha Van Pelt
Brian Willison

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MEETING MINUTES

ISSUE DATE	06/21/2018

MEETING INFORMATION			
MEETING DATE	06/19/2018	MEETING TIME	6:30 PM
MEETING NAME	Advisory Task Force #2	MEETING LOCATION	Sun Prairie Library

PROJECT NAME	Sun Prairie Architectural Analysis
FEH PROJECT NUMBER	2018304
MINUTES PREPARED BY	Miranda Seals

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
☒ Gregg Baum	FEH	262-9682055	greggb@fehdesign.com
☒ Kevin Eipperle	FEH	563-583-4900	kevine@fehdesign.com
☒ Miranda Seals	FEH	563-583-4900	mirandas@fehdesign.com
☒ Christy Monk	FEH	563-583-4900	christym@fehdesign.com
☒ Svetha Hetzler	Library Director	608-825-0900	shetzler @sunlib.org
☒ Advisory Task Force Members	See List Below		

DISTRIBUTION	**Owner**, Design Team, and Attendees
PURPOSE	Informational meeting and input sessions for the Advisory Task Force members and general public
DISCUSSION	

1) **Introduction of team members**
2) **Review Agenda**
3) **Advisory Task Force Role**
4) **Timeline and Agendas**
   a) July 24th and 25th Charrette/ATF Meeting #3 and #4 at the Library
   b) August 15 Task Force meeting #5 – Recommendation
5) **Review Goals for Success**
   a) Review Communication Goal
      i) Should the Library be a place for information or a space for technology? Or should the communication goal market the Library?
      ii) There are concerns for better security. The term "security" will be added to Goal 3.
      iii) The Library should reach out to and serve less fortunate families, minorities, and those who need the library but do not necessarily believe it can serve their needs.
      iv) There are some issues with the schools encouraging the students to use the school library rather than the public library but this is cannot be stated as a goal.
      v) The Library should provide the community with access to academic collections and materials. An additional goal will be added to reflect this.
6) **Design Workshop Volunteer Sign-up**
   a) Volunteer responsibilities will include directing visitors to the work produced and help them to understand what they are looking at so they are able to provide Pros and Cons for each of the concepts developed.
7) **Quick summary of facility condition assessment and space needs program**
   a) Lighting. The public would like to improve light levels where functions have changed in the library. This will be considered but it is important to note that changing the light levels may affect the aesthetic of the building.
8) **What would you like the architects to study?**
   a) Renovation of the Library
      i) Changing tables are needed in all restrooms.
      ii) Enable the porches to be usable year-round rather than just seasonal.
      iii) The cedar porches could be used for regular library functions.

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iv) Expanding the Library's service hours. This will be considered in the operational cost.

b) Expansion to the South
c) Expansion to the West
d) Expansion to the East
   i) This option is favorable to allow the Library to operate as normal during construction and avoid the cost of temporary relocation.
   ii) There is concern about how an expansion to the East would impact the Media Center.
e) Expansion to the North
f) Expansion vertically
   i) This option is favorable to save room for a parking expansion and maintain the prairie and surrounding green space.
   ii) Expanding vertically requires temporary relocation during construction and may require additional staff.
   iii) It was discussed that the second level could hold all non-essential library functions, such as storage, meeting rooms, offices, and staff while the lower level houses the collection.
   iv) A partial second level was also discussed, with the idea of a catwalk for the staff to be able to monitor the library from above.
g) Parking
   i) With an expansion on the current site, there would need to be a significant increase in the amount of parking.
   ii) The parking lot should be evaluated to provide better flow, another potential entrance, and replacement of the rocks in the medians
h) Others, branch, micro branch, express facility
   i) Communicate with the City Planner to determine where the city is growing and use the information to determine the best location of a branch facility.
   ii) Environmental friendliness should be a heavy influence on the design. Solar and geothermal strategies should be studied.
   iii) The Library should provide voltage meters for the public to check out to study the environmental impact of the appliances their own homes.
   iv) All expansions/additions should preserve the architecture and aesthetic of the existing building.
   v) Storage is a high priority.
   vi) A branch location and a partnership with a community program(s)
      (1) Potential partnerships include the school, the Boys and Girls club, the senior center, West Side Community Center, YMCA, Parks and Recreation, and Sunshine Place
   vii) A "Bookmobile" was discussed.
   viii) Add drop locations throughout the community but maintain the program functions at the main location.
   ix) A branch location that only houses the Children's and Teen spaces.
   x) Various specific program elements were discussed.
      (1) Children's theater
      (2) Visual arts creative space
      (3) An A/V studio
      (4) Makerspace
      (5) Programming to keep older adults and seniors active
      (6) A circulation drive-thru and a drive-up book drop.

9) Identify Decision Making Criteria

a) Criteria were discussed and developed. They will be listed on a chart.
b) Weight criteria was not done at this meeting and will be done at ATF #3 on July 24th.

10) Opportunity for general input on the process

11) Next meeting date & time – July 24th and 25th, 6:00PM

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 Attendance List, Criteria Chart

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ATTENDANCE:

Present:

Sharyn Alden
Carysine Branch
Sally Campbell
Jay Chatterjee
Christine Congdon
John DeBacher
Mona Deming
Analiese Eicher
Ti Gauger
Deborah Greiveldinger
Bryn Horton
Bob Host
Mark Ibach
Marcie Johnson
Michelle Jones
Jo Kiesow
Sue Ann Klein
Jon Landsverk
Sue Ann Larson
Joy Mathews
Terry McIlroy
Nan Olson
Emilie Rabbitt
Melody Riedel
Jenny Ruark
Julie Schwellenbach
Ann Semmann
Sarah Smith
Benita Thomas
Martha Van Pelt
Brian Willison
Pat Zastrow
Sharon Zinsars

Absent:

Ginger Maier
Mary Bell
Tina Bohling
Joe Chase
Maureen Crombie
Stacy Darga
Bill Eisinger
Paul Esser
Dr. Angelika Gulbis
Mary Ellen Havel-Lang
Tracy Herold
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Emily Lindsey
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Steve Stocker
Kristine Zadrazil

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MEETING MINUTES

ISSUE DATE	07/23/2018

MEETING INFORMATION			
MEETING DATE	07/12/2018	MEETING TIME	3:00 PM
MEETING NAME	Core Committee Meeting	MEETING LOCATION	Sun Prairie Library

PROJECT NAME	Sun Prairie Architectural Analysis
FEH PROJECT NUMBER	2018304
MINUTES PREPARED BY	Miranda Seals

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
☒ Miranda Seals	FEH	563-583-4900	mirandas@fehdesign.com
☒ Kevin Eipperle	FEH	563-583-4900	kevine@fehdesign.com
☒ Christy Monk	FEH	563-583-4900	christym@fehdesign.com
☒ Svetha Hetzler	Library Director	608-825-0900	shetzler @sunlib.org
☒ Rex Owens	Library Board President		Rexowens00@gmail.com
☒ Brian Berninger	Library Board		morelove@sbcglobal.net
☒ Judy Eisinger	Library Board		Jeisin2003@yahoo.com
☒ Mary Bell	Library Board		rapidsbell@charter.net
☒ Steev Baker	Library Staff		sbaker@sunlib.org

DISTRIBUTION	Design Team and Attendees
PURPOSE	Review Space Needs analysis, criteria, and charrette process
DISCUSSION	

1) **Review agenda**
2) **Timeline & Agendas**
   a) July 24 & 25 Charrette/ meeting #3 & #4 at the Library, methods of informing the public about the workshop/charrette.
      i) It was mentioned that there would be NBC15 news and the Sun Prairie Star at the charrette. The library is coordinating with the media center to do live radio as well. A Facebook live event was discussed, and it was determined that it would be valuable too.
   b) Logistics-member introductions, comments at the end of the meeting, sticky notes, and identifying the purpose of the meeting
      i) Brief introductions of all the ATF Members will take place at those meetings and the discussions will be facilitated so that all voices are heard.
   c) August 23 Task Force meeting #5 – recommendation by ballot
      i) The time of this meeting was changed to 6:30-8:00. Discussion will be facilitated at this meeting.
3) **Review Goals for Success**
   a) Review new Goals and discuss how the goals are tied to the evaluation criteria
      i) The Goals for Success will be posted and referred to during the design workshop.

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4) **Design Workshop Volunteer Sign-up**
   a) All volunteer slots have been filled.
5) **Review Summary Space needs program**
   a) Recommendation of space needs to library board
      i) It was determined that approval of the Space Needs program was needed by the Library Board. The Library Board will consider the item at the upcoming Library Board meeting. If the Library Board decides to work with the space needs assessment presented by Anders Dahlgren, the Design Team will move forward using the program.
   b) How does the Space Needs program factor into the charrette process?
      i) The design team will use the program to determine the appropriate sizes for the library functions and lay them out in diagrams, floor plans, etc. The design team will develop a number of various options to be evaluated by those who attend the workshop, the public, and the Advisory Task Force.
6) **What would you like the architects to study?**
   a) All expansions/additions should preserve the architecture and aesthetic of the existing building.
   b) Environmental friendliness should be a heavy influence on the design. Solar and geothermal strategies should be studied.
      i) An electric vehicle charging station should be explored as an addition to the parking lot.
   c) Renovation of the Library
      i) Porches could be used for regular library functions.
   d) Expansion to the South
   e) Expansion to the West/East
      i) The Library can operate as normal during construction and avoid the cost of temporary relocation.
      ii) Expansion to the East would impact the Media Center
   f) Expansion to the North
   g) Expansion vertically
      i) Saves room for a parking expansion and maintain the prairie and surrounding green space.
      ii) Requires temporary relocation during construction and may require additional staff.
      iii) The second level could hold all non-essential library functions, such as storage, meeting rooms, offices, and staff while the lower level houses the collection.
      iv) A partial second level, with the idea of a catwalk for the staff to be able to monitor the library from above.
      v) The current library is already at the maximum vertical capacity.
   h) Parking
      i) There would need to be a significant increase in the amount of parking.
      ii) The parking lot should be evaluated to provide better flow, another potential entrance, and replacement of the rocks in the medians
   i) Others, branch, micro branch, or express facility
      i) Identify where the city is growing and use the information to determine the best location of a branch facility.
      ii) A branch location and a partnership with a community program(s)
      iii) Potential partnerships include the school, the Boys and Girls club, the senior center, West Side Community Center, YMCA, Parks and Recreation, and Sunshine Place
      iv) A "Bookmobile" was discussed.
      v) Add drop locations throughout the community but maintain the program functions at the main location.
      vi) A branch location that only houses the Children's and Teen spaces.
   j) Discussion
      i) Young Adult and Children's spaces should be a priority in all the design concepts.
      ii) New restrooms are a priority. Flexible staff spaces are also key program elements.

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iii) Housing the youth services department in a separate facility is not favorable.
iv) It was discussed that the part-time staff could share a workstation.
(1) Concerns about the inconvenience of this were raised.
v) A phased approach with 5 year and 10 year plans should be explored.
vi) A partnership with the historical museum was discussed and should be explored.
vii) It was discussed whether the Friends bookstore could be located offsite so it may function more as a retail facility. It was determined that this option is not favorable.

7) Weight decision making criteria

a) Identify additional criteria
b) Weight criteria 1-10
i) It was decided that the criteria would be rated on a scale of 0-3.
ii) It was also discussed that a way for the library staff to rate the options separately would be beneficial as well. This will be done at the Staff In-Service meeting on August 10th.

8) Next meeting date & time – July 25, 7:15-8:15PM

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.

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MEETING MINUTES

ISSUE DATE	07/30/2018

MEETING INFORMATION

MEETING DATE	07/25/2018	MEETING TIME	7:00 PM
MEETING NAME	Core Committee Meeting	MEETING LOCATION	Sun Prairie Library

PROJECT NAME	Sun Prairie Architectural Analysis
FEH PROJECT NUMBER	2018304
MINUTES PREPARED BY	Miranda Seals

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
☒ Miranda Seals	FEH	563-583-4900	mirandas@fehdesign.com
☒ Gregg Baum	FEH	262-968-2055	greggb@fehdesign.com
☒ Karen Griener	FEH	563-583-4900	kareng@fehdesign.com
☒ Christy Monk	FEH	563-583-4900	christym@fehdesign.com
☒ Svetha Hetzler	Library Director	608-825-0900	shetzler @sunlib.org
☒ Rex Owens	Library Board President		Rexowens00@gmail.com
☒ Brian Berninger	Library Board		morelove@sbcglobal.net
☒ Judy Eisinger	Library Board		Jeisin2003@yahoo.com
☒ Mary Bell	Library Board		rapidsbell@charter.net
☒ Steev Baker	Library Staff		sbaker@sunlib.org

DISTRIBUTION	Design Team and Attendees
PURPOSE	Review the results of the charrette process and discuss the next steps

DISCUSSION

1. There was great community and volunteer participation. The volunteers were incredibly helpful in facilitating the discussion throughout both days, which allowed the design team to focus on producing the drawings and concepts.
2. Options B, F, and G got the most votes. All the options were sent to Anders for review. His comments need to be reviewed before conveying them to the library. He had low confidence in Option G and time is needed to digest his comments.
3. We should explore having access to the meeting rooms from the exterior so they can be used as an event space.
4. The August 23rd ATF meeting will cover the results from the charrette, vote on options, and make a recommendation to the Library Board.
5. Phasing
    a. Need to revise the cost in the "Do Nothing" option to align with the planned improvements at the library.
6. Members of the committee want to retain the character of the building.
7. There is a dislike of the heaviness and darkness of the existing space.
8. Upcoming projects at the library may help build momentum for a larger expansion project.
9. Next Steps:
    a. Scanning of the drawings from the workshop.

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b. Conference call with Anders and the Core Committee to discuss the results of the charrette and his comments.
c. Staff input will be facilitated at a separate meeting on August 10th
d. If desired, a survey can be conducted in the fall and the results will be reported to the city council in January of 2019.
e. ATF Meeting #5 on August 23rd from 6:30-8:00PM

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.

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MEETING MINUTES

ISSUE DATE	08/01/2018

MEETING INFORMATION			
MEETING DATE	07/24/2018	MEETING TIME	6:00 PM
MEETING NAME	Advisory Task Force #3	MEETING LOCATION	Sun Prairie Library

PROJECT NAME	Sun Prairie Architectural Analysis
FEH PROJECT NUMBER	2018304
MINUTES PREPARED BY	Miranda Seals

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
☒ Gregg Baum	FEH	262-9682055	greggb@fehdesign.com
☒ Kevin Eipperle	FEH	563-583-4900	kevine@fehdesign.com
☒ Miranda Seals	FEH	563-583-4900	mirandas@fehdesign.com
☒ Christy Monk	FEH	563-583-4900	christym@fehdesign.com
☒ Karen Griener	FEH	563-583-4900	kareng@fehdesign.com
☒ Denny Sharp	FEH	563-583-4900	dennys@fehdesign.com
☒ Svetha Hetzler	Library Director	608-825-0900	shetzler @sunlib.org
☒ Advisory Task Force Members	See List Below		

DISTRIBUTION	**Owner,** Design Team, and Attendees
PURPOSE	Informational meeting and input sessions for the Advisory Task Force members and general public
DISCUSSION	

1. The Design Workshop drawings were reviewed.
2. The adult reading room needs natural light.
3. All the options should be expanded to include a space for art displays.
4. It is important to maintain the existing building's look and roofline.
5. On the options with a second floor, it is important to be mindful of the visual impact it would have on the gable look and the windows on the lower level.
6. Determine whether elevated or recessed parking is a possibility.
7. There is a concern about housing collection space in the basement.
8. Find out how often the existing meeting spaces are in use or overflowing and have a synopsis.
9. The options that are the most flexible are the ones that show the most open floor spaces.
10. Provide a storm shelter space for patrons.
11. The ATF was polled and their votes went on the following options for further review: B, D, and F

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 Attendance List

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ATTENDANCE:

Present:

Sharyn Alden
Ginger Baier
Mary Bell
Sally Campbell
Joe Chase
Jay Chatterjee
Bill Eisinger
Ti Gauger
Dr. Angelika Gulbis
Mary Ellen Havel-Lang
Bryn Horton
Mark Ibach
Marcie Johnson
Michelle Jones
Jon Landsverk
Sue Ann Larson
Joy Mathews
Terry McIlroy
Nan Olson
Melody Riedel
Glenn Schmidt
Ann Semmann
Martha Van Pelt
Brian Willison
Kristine Zadrazil
Sharon Zindars
Debbie Bissonnette

Absent:

Tina Bohling
Carysine Branch
Christine Congdon
Maureen Crombie
Stacy Darga
John DeBacher
Mona Deming
Analiese Eicher
Paul Esser
Deborah Greiveldinger
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Theresa Stevens
Steve Stocker
Benita Thomas
Pat Zastrow

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MEETING MINUTES

ISSUE DATE	08/01/2018

MEETING INFORMATION			
MEETING DATE	07/25/2018	MEETING TIME	6:00 PM
MEETING NAME	Advisory Task Force #4	MEETING LOCATION	Sun Prairie Library

PROJECT NAME	Sun Prairie Architectural Analysis
FEH PROJECT NUMBER	2018304
MINUTES PREPARED BY	Miranda Seals

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
☒ Gregg Baum	FEH	262-9682055	greggb@fehdesign.com
☒ Miranda Seals	FEH	563-583-4900	mirandas@fehdesign.com
☒ Christy Monk	FEH	563-583-4900	christym@fehdesign.com
☒ Karen Griener	FEH	563-583-4900	kareng@fehdesign.com
☒ Svetha Hetzler	Library Director	608-825-0900	shetzler @sunlib.org
☒ Advisory Task Force Members	See List Below		

DISTRIBUTION	**Owner,** Design Team, and Attendees
PURPOSE	Informational meeting and input sessions for the Advisory Task Force members and general public
DISCUSSION	

1. A conversation was held with the director of the Media Center and it was expressed that it would be preferable if the media center space remained where it currently is due to the existing infrastructure. The size of the space cannot get smaller, but it would be able to expand. The idea of having the library maker space adjacent to the media center would be favorable, but not a requirement. These comments were not incorporated into the designs as presented, but were recorded on the comment sheets.
2. In Option B, the adult and children's sections should be swapped.
3. The criteria chart was filled out and there was a definite preference for maintaining the aesthetic.
4. The design options were polled with green dots and the following options got the broadest support: F, D2, and G/G2.
5. The next ATF Meeting is Thursday, August 23rd at 6:30PM.

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 Attendance List, Criteria Chart

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ATTENDANCE:

Present:

Ginger Baier
Mary Bell
Sally Campbell
Joe Chase
Jay Chattergee
Bill Eisinger
Ti Gauger
Dr. Angelika Gulbis
Mary Ellen Havel-Lang
Mark Ibach
Sue Ann Klein
Barbra Loftus
Joy Mathews
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Julie Schwellenbach
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Martha Van Pelt
Kristine Zadrazil
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Absent:

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Aaron Oppenheimer
Christina Outlay
Emilie Rabbitt
Jake Robbins
Jenny Ruark
Sarah Smith
Neil Stechschulte
Theresa Stevens
Steve Stocker
Brian Willison
Pat Zastrow

CRITERIA CHART

Sun Prairie Public Library

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	Goals Based Criteria	Weighting Factor	A	B	C	D	E	F	G
1	Sustainability								
2	Adaptability/Flexability	3		3	3	3	2	3	3
3	Access/Location	3		3	3	3	3	3	3
4	Aesthetics/Inspiring	3		2	0	2	1	2.5	1.5
5	Involvement								
6	Implementation Schedule	3		3	2	2	1	3	2
7	Convenience	3		3	3	3	1	3	3
8	Operating Cost								
9	Disruption of Services	3		2	2	1	1	3	2
10	Longevity								
11	Capital Cost								
12	Safety and Security	3		2	2	1	3	2	1
13	Parking and Vehicle Access	3		2	2	2	2	2	2
14	Support Technology								
15	Expanable								
16									
	Total Score	24		20	17	17	14	21.5	17.5
	Ranking								

*Decision not to study further at this time

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MEETING MINUTES

ISSUE DATE	08/24/2018		
MEETING INFORMATION			
MEETING DATE	08/23/2018	MEETING TIME	6:30 PM
MEETING NAME	Advisory Task Force #5	MEETING LOCATION	Sun Prairie Library
PROJECT NAME	Sun Prairie Architectural Analysis		
FEH PROJECT NUMBER	2018304		
MINUTES PREPARED BY	Miranda Seals		

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
☒ Gregg Baum	FEH	262-9682055	greggb@fehdesign.com
☒ Kevin Eipperle	FEH	563-583-4900	kevine@fehdesign.com
☒ Miranda Seals	FEH	563-583-4900	mirandas@fehdesign.com
☒ Svetha Hetzler	Library Director	608-825-0900	shetzler @sunlib.org
☒ Advisory Task Force Members	See List Below		

DISTRIBUTION	Owner, Design Team, and Attendees
PURPOSE	Informational meeting and input sessions for the Advisory Task Force members and general public
DISCUSSION	

1. Introduction of team members
2. Review Agenda
3. Advisory Task Force and Participant Role
4. Review Goals for Success
5. Review ATF Meetings 1-4
    a. Information
    b. Input
    c. Criteria and Weighting
    d. Rating options
6. Review the preferred final options and budgets
    a. A second parking entrance can and should be added to any of the concepts.
    b. A question was asked about which option, between D2 and F, would disrupt the everyday Library Functions the least during construction and it was determined that F would be less disruptive than D2.
    c. **There were concerns raised about the size of the media center remaining the same.**
    d. **New, faster computers should be added and a computer space dedicated to the Teens should also be considered.**
7. **Voting/Polling for preferred options**
    a. **A - 0**
    b. **B - 1**
    c. **B2 - 10**
    d. **C - 0**

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e. D-0
f. D2-11
g. E-0
h. F-0
i. F2-3
j. F3-7
k. G-3
l. G1-2
m. G2-7

8. Recommendations to the Library Board of Trustees
   a. Make the meeting rooms easily accessible for patrons of all ages
   b. Combine the bookstore and café, make sure it is adjacent to the meeting rooms, and include an outdoor patio
   c. Energy efficiency and alternative energy sources
   d. Consider permeable concrete for the parking lot and hard surfaces
   e. Ensure the teens have a distinct space from the elementary kids
   f. Preserve the character of the building, inside and out
   g. Flexibility for the future
   h. Consider a building automation system
   i. Gather input from the maintenance staff
   j. Engage the media center in planning efforts
   k. Being open on Sundays year-round should be a consideration
   l. More technology stations and a dedicated space for the Teens

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 Attendance List

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ATTENDANCE:

Present:

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MEETING MINUTES

ISSUE DATE	09/10/2018

MEETING INFORMATION

MEETING DATE	09/05/2018	MEETING TIME	3:30 PM
MEETING NAME	Core Committee Meeting	MEETING LOCATION	Sun Prairie Library

PROJECT NAME	Sun Prairie Architectural Analysis
FEH PROJECT NUMBER	2018304
MINUTES PREPARED BY	Miranda Seals

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
☒ Miranda Seals	FEH	563-583-4900	mirandas@fehdesign.com
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☒ Svetha Hetzler	Library Director	608-825-0900	shetzler @sunlib.org
☒ Rex Owens	Library Board President		Rexowens00@gmail.com
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DISTRIBUTION	Design Team and Attendees
PURPOSE	Review the results of the charrette process and discuss the next steps

DISCUSSION

A. Review Goals for Success

B. Review results from the Design Workshop

C. Review criteria chart and results
   a. Results from ATF#3 – Top options were B, D, F, G
   b. Results from ATF#4 – Top options were B, D, F, G
   c. Results from the Staff – Top options were B, D, F
   d. Results from ATF#5 – Top Options were B, D, F, G
      i. The secret ballot process resulted in an even tally of B, D, F, and G. No single option was a clear winner.

D. Recommendations from the ATF
   a. Make the meeting rooms easily accessible for patrons of all ages
   b. Combine the bookstore and café, make sure it is adjacent to the meeting rooms, and include an outdoor patio
   c. Energy efficiency and alternative energy sources
   d. Consider permeable concrete for the parking lot and hard surfaces
   e. Ensure the teens have a distinct space from the elementary kids

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f. Preserve the character of the building, inside and out
g. Flexibility for the future
h. Consider a building automation system
i. Gather input from the maintenance staff
j. Engage the media center in planning efforts

    i. The Media Center has been involved in the process of planning. It was determined that they would only need 500-1000SF in addition to their current space.

    ii. It would be preferable to have the makerspace and the computer area near the media center.

k. Being open on Sundays year-round should be a consideration

E. Recommendations from the Design Team

a. The design team evaluated each option using the criteria chart and the goals for success and ultimately determined that F would be the best option. The Core Committee agreed with this recommendation.

b. FEH will re-draw an ideal version of the F expansion with the recommendations that were made.

F. Presentation to the Library Board

a. Overall, the presentation will consist the top four (4) options: B, D, F, G. Most of the time will be spent discussing option F.

b. Further details of the community survey will also be discussed.

G. Next meeting date & time
a. Library Board Meeting September 13, 6:00pm

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