

MEETING MINUTES

MEETING INFORMATION

MEETING NAME	SPPL SD Meeting	MEETING LOCATION	Sun Prairie Public Library Community Room and Zoom
MEETING DATE	22 June 2023	MEETING TIME	12:00PM
PROJECT NAME	Sun Prairie Public Library Remodel and Addition		
FEH PROJECT NUMBER	2023402		
PROJECT ADDRESS	1350 Linnerud Drive, Sun Prairie WI 53590		
ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
<input checked="" type="checkbox"/> Svetha Hetzler	SPPL Director	608.825.0900	shetzler@cityofsunprairie.com
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<input checked="" type="checkbox"/> Theresa Stevens	SPPL Fdn Exec Director	608.886.0718	execdirector@sunlibfoundation.org
<input checked="" type="checkbox"/> Kim Bellmann	FEH Design	563.583.4900	kimb@fehdesign.com
<input checked="" type="checkbox"/> Brady Ludvik	FEH Design	262.968.2055	bradyl@fehdesign.com
<input checked="" type="checkbox"/> Christy Monk	FEH Design	563.583.4900	christym@fehdesign.com
<input checked="" type="checkbox"/> Scott Anderson	Snyder & Associates, Inc.	608.838.0444	sanderson@snyder-associates.com
<input checked="" type="checkbox"/> Andy Meessmann	Snyder & Associates, Inc.	608.838.0444	ameessmann@snyder-associates.com
<input checked="" type="checkbox"/> Kevin M. Johnson	Hunzinger – Owner's Rep	414.416.3377	kevinjohnson@hunzinger.com
<input checked="" type="checkbox"/> Steev Baker	SPPL	262.365.4614	sbaker@sunlib.org
<input checked="" type="checkbox"/> Lynn Montague	Youth Services - SPPL	608.825.0903	lmontague@cityofsunprairie.com
<input checked="" type="checkbox"/> Jan Holmes	Tech Coordinator - SPPL	608.837.7323x2032	jholmes@cityofsunprairie.com
<input checked="" type="checkbox"/> Kate Hull	Tech Services - SPPL	608.825.0901	khull@cityofsunprairie.com
<input checked="" type="checkbox"/> Erin Williams Hart	SPPL	608.825.0902	ewilliamshart@cityofsunprairie.com
<input checked="" type="checkbox"/> Steve Stocker	City of Sun Prairie Alderperson, Library Board Liaison	608.354.8511	sstocker@cityofsunprairie.com
<input checked="" type="checkbox"/> Jeff Robbins	Sun Prairie Media Center		jrobbins@cityofsunprairie.com

1. Goals for Success

- A. The goals were reviewed.

2. Amphitheater

A. Inspiration Images

- i. Snyder & Associates presented some inspiration images (attached) for the group to provide input on what they liked and what they didn't for the amphitheater.
- ii. The current layout is based off the initial design rendering.
 - a. There are 5 levels and the height between tiers is 18-inches. Each tier has a 12-inch-deep stone edge that can be used for a seat.
 - b. There will be a band shell on the 'stage' level.
- iii. The group stated the strong need to have shade for the outside spaces, to be usable during the morning and afternoon in the summer.
 - a. Large children's programs will use the amphitheater. No sit-down programs will use the children's patio.
 - b. The amphitheater is south facing, which will make it sunny and hot.



- c. The design team will work to create shading options for the amphitheater.
- d. There was discussion about adding shade structures. There was concern about the size of the foundations for the poles. The poles and shades could block views in the amphitheater too. Adding large evergreens south / southwest of the band shell would create shade and buffer sound.
- e. It was ultimately decided to add trees south of the band shell to create shade. Smaller trees are to be added to the tiers to create shade. It will take a few years for the trees to mature.

B. Landscaping

- i. It was determined that there should be softscape on the tiers. There was discussion on whether it should be natural grass or synthetic turf.
 - a. Turf would reduce the long-term maintenance but would still need some occasional cleaning. Food and drink should be limited on the turf.
 - b. There is currently no irrigation planned for the project. A hose bib is recommended to be on the southeast side of the building for use at the amphitheater.
 - c. Kevin mentioned the company Forever Lawn. This type of turf is not the same as athletic turf with rubber pellets.

C. Layout

- i. It was initially decided to make all levels accessible. There will need to be an area for handicap seating at the end of each tier.
- ii. An 8' wide path will be added to the band shell from the parking lot so bands/performers can get equipment down to the stage.
- iii. There is already a donor for the stage.
- iv. The seats are just starting to be sold. There are to be 200 donor seats. The names of the donors will be engraved on the stone seats.
 - a. The stone edge may have to increase to 18" deep.
- v. A sidewalk from the street to the amphitheater is to be added. There was discussion on where this should be located if people are coming from the park to the library. There was a recommendation that the city should plan in the future to create a crosswalk to help with pedestrian traffic.

3. Site Plan Review

- A. Snyder and Associates presented the overall site layout (see attached).
 - i. Parking will be added to the northeast and will follow the property line.
 - ii. The new entrance lane will have a 'traffic calming' curve.
 - iii. It was discussed to make the existing drive one-way. The book drop will remain on the west side of the building; it would be a long drive though the whole parking lot to enter or exit. It was determined that the corner of the existing drive into the parking lot will be reworked and the drive will remain two-way.
 - iv. Accessible parking will be at both entrances (new and existing).
 - v. An off-loading zone has been added at the new / east entrance. There will be a speed table here to slow down traffic.
 - vi. There will be dedicated bike parking.
- B. It was asked where the geothermal will be located. It will be under the east parking lot.
- C. Prairie areas were discussed. Since the building will be located on the existing prairie, Synder is showing an area southwest of the amphitheater that will replace what has been developed.
 - i. It was suggested to extend the existing sculpture path to connect to amphitheater paths.
- D. Stormwater drainage will run along the north to the east detention basin. The basin will have native plants that can withstand the water.
- E. Site Amenities
 - i. Bike racks
 - ii. 2 locations for vehicle charging – 4 spots total



- a. Check with the utility on rapid chargers and what type of chargers can be provided.
- F. Parking lot islands are intended to be filled with low height prairie grass and trees.
 - i. Make sure the long grass is not too tall, to avoid visibility issues.
 - ii. The city has a forestry individual who may get involved in the project.
- G. Synder will look at the staff building entrance on the west side of the building and make suggestions regarding how that can be improved for the safety of staff with the book drop traffic.

4. Design Review

- A. Café Space
 - i. There is to be a door between the bookstore / café and back-of-house.
 - ii. 2 to 3 café tables should be provided.
 - iii. An awning or element should be added to make the space feel like a café.
- B. Library of Things (LoT)
 - i. The LoT will remain by teens for now. It was requested that area also have teen books for non-teen patrons.
 - a. This can be standard shelving for now, as it still needs to be determined what type of items will be part of the LoT.
 - b. A seed library was mentioned.
- C. Staff Space
 - i. It is ideal to have the red bins by the sorter.
 - ii. Adding more natural light to the spaces should be considered – via skylights or light tubes.
 - iii. It was requested to have the desks in youth services face the door.
 - iv. The self-check and print release in the Adult space should be swapped and the self-check near reference should be removed.
 - v. The Adult Services reference station should be moved south of the computers and the rows of computers should be shifted north.
 - a. The desks in the Adult Services office will need to be rearranged for sight lines.
 - b. The door into Adult Services should be moved to the east wall and the door alcove removed.
 - vi. The drive-up window will protrude out from the exterior wall, since the book drop wall is further west.
- D. Unsupervised space / surveillance
 - i. Surveillance camera locations will be reviewed at a future meeting.
 - a. An entirely new camera system should be provided.
 - b. The storage capacity will need to be determined – currently have 12 days' worth before rewriting.
- E. Makerspace
 - i. Jeff stated he got a commitment from the Friends group to purchase equipment in the Makerspace studios.
 - ii. The layout should be retained with two studios.
 - iii. Plenty of outlets will need to be provided in the Maker Space.
- F. Furniture
 - i. Examples of furniture for the Library of Things, Periodicals, and Renk Room were briefly discussed. (see attached images)
 - ii. Options for the Read Before Book Store and face-out shelving were briefly reviewed. Low face-out shelving could be provided outside of the bookstore for after-hours browsing and sales.

5. Other items

- A. Sustainability and Focus on Energy
 - i. FEH Design will have the exterior elevations done by the end of month to send to Focus on Energy.
- B. Funding Source Requirements
- C. Community Room Rendering
 - i. This meeting will be sometime in August. FEH Design will send information to Svetha.

6. Next steps and assignments

- A. Next Chapter Team Meeting July 6 @ 12PM
- B. Meetings with staff to be on July 24th afternoon (1:00pm) and 27th morning (9:00am).

ACTION ITEMS

- A. FEH Design
 - i. Update plans and provide exterior elevations
- B. Snyder
 - ii. Update site plan
- C. SPPL
 - iii. Provide preferred browser bin info to verify unit quantities.

For meeting minutes, this is the author's understanding of the items discussed. Please notify us of any discrepancies within 7 days so revised minutes can be issued. No response will indicate acceptance by all parties.

WRITTEN BY Brady L / Christy Monk

NEXT MEETING July 6, 2023, at 12PM

ATTACHMENTS Goals for Success, Amphitheater Inspiration Images, Site Plan, Floor Plans, Furniture Image

Sun Prairie Public Library

GOALS FOR SUCCESS

Updated April 2023

- 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
- Tie core values to physical space to reflect culture
- Provide adequate space to support collections and programs
- Consider flexible indoor spaces
- Include outdoor spaces
- Include collaborative Makerspace with the Sun Prairie Media Center
- Include space for Foundation Executive Director
- Include storage space
- Remove barriers to serve all members of our community
- Provide more flexible and equitable access
- Enhance the drive up window to serve patrons
- Be good stewards of financial, environmental, and cultural sustainability
- Ensure the Library is 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
- Create opportunities for exposure to local and national art
- Facilitate communication using technology
- Provide broad and diverse collection access for the community



IMAGE 1



IMAGE 2



IMAGE 3



IMAGE 4



IMAGE 5

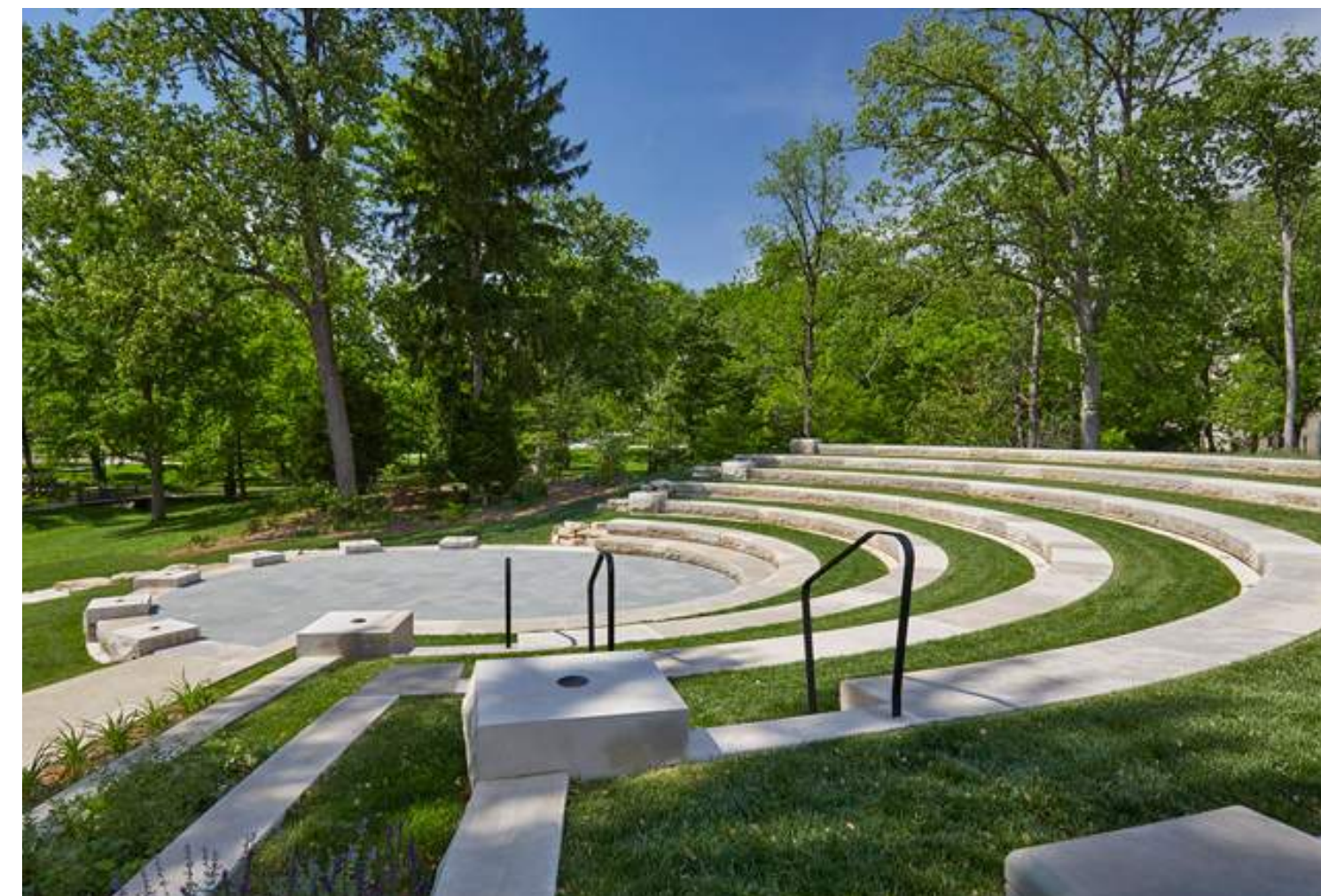


IMAGE 6



IMAGE 10



IMAGE 7



IMAGE 8



IMAGE 9



IMAGE 10



IMAGE 1 - RAMMED EARTH CONCRETE



IMAGE 2 - GROUTED NATURAL STONE



IMAGE 3 - NATURAL CUT STONE BLOCK



IMAGE 4 - FORMED CONCRETE



IMAGE 5 - BOARD FORMED CONCRETE



IMAGE 6 - ACID ETCH CONCRETE



IMAGE 7 - CONCRETE FORMLINER



IMAGE 8 - BRICK VENEER

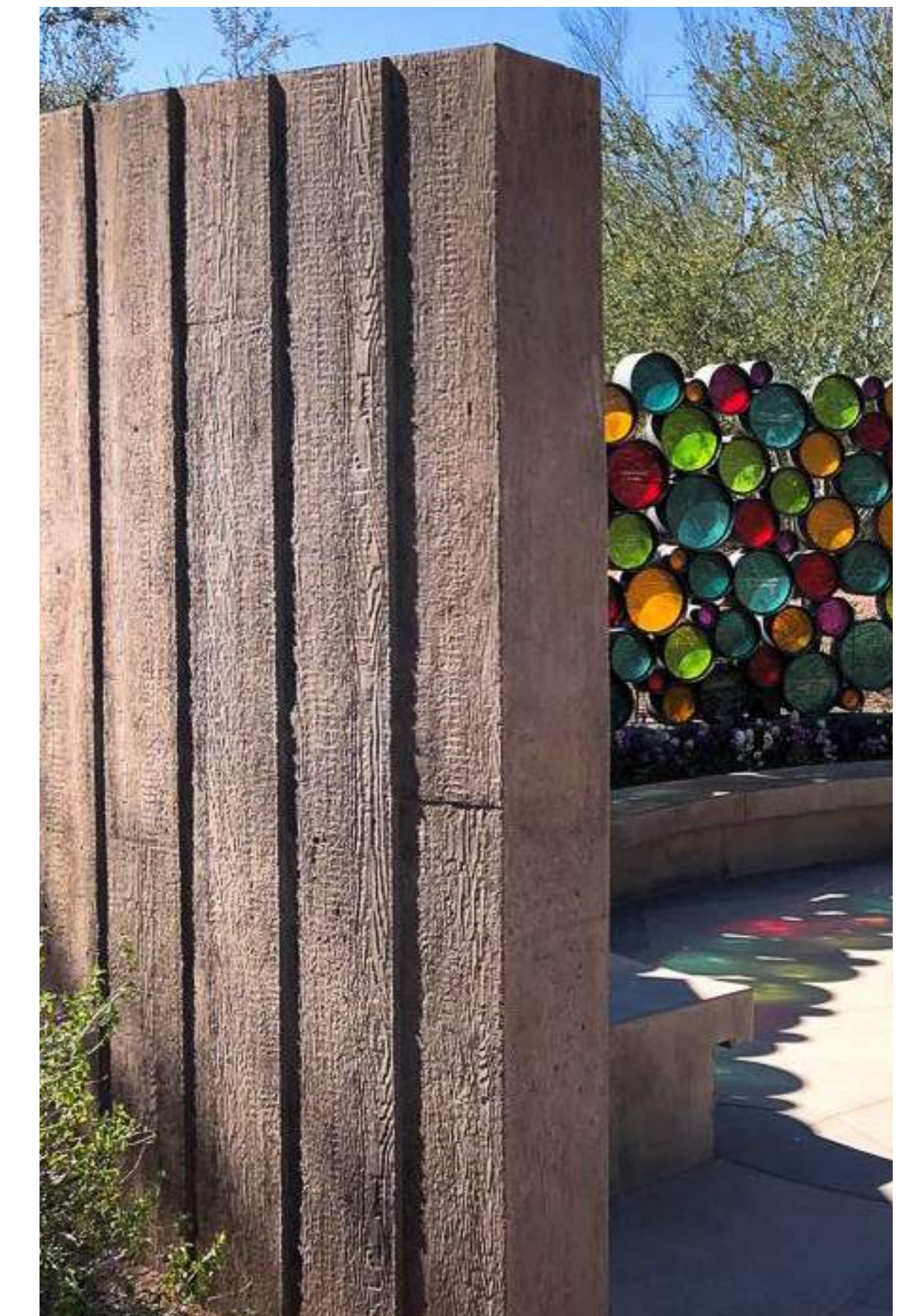
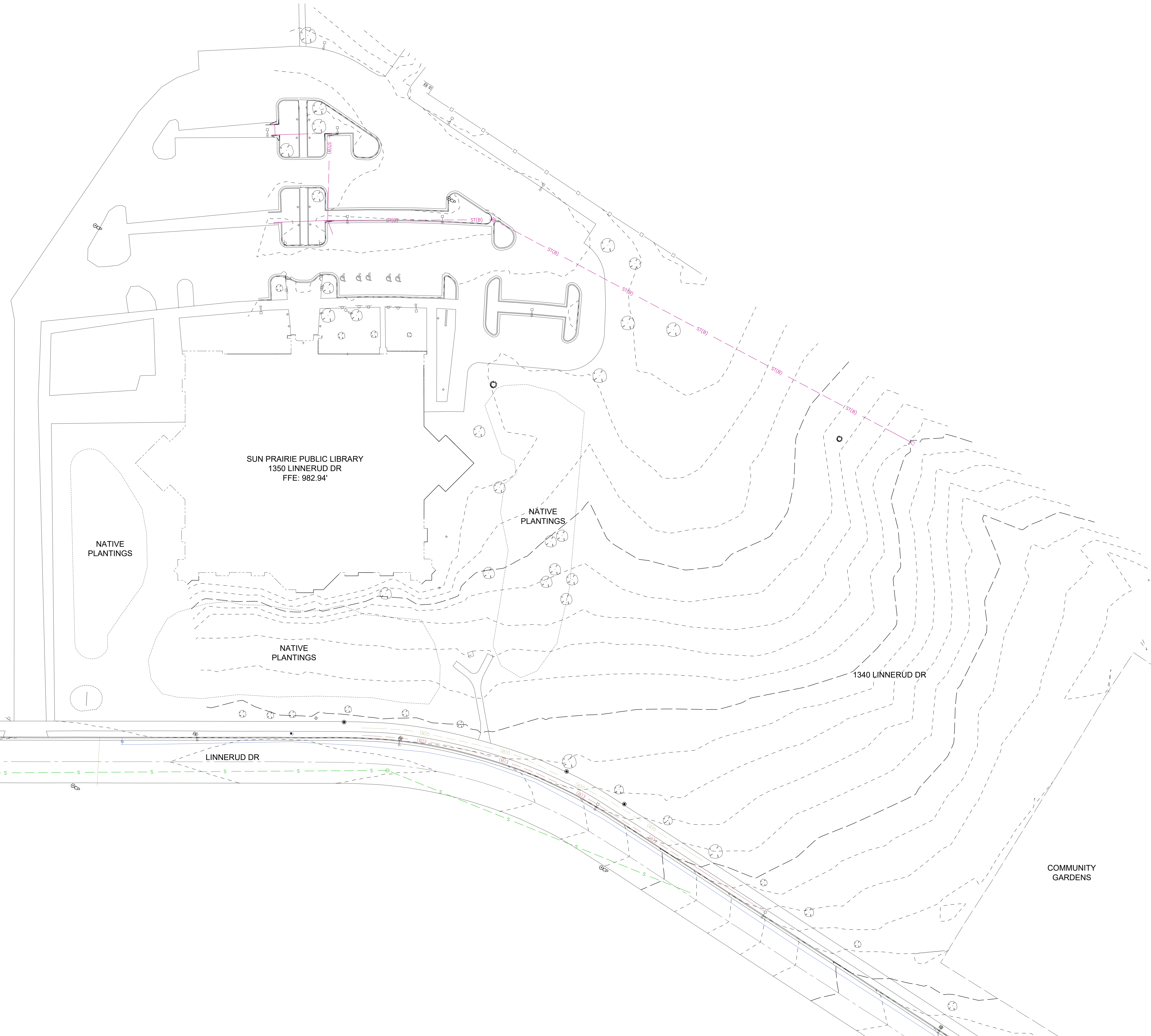


IMAGE 9 - BOARD FORMED CONCRETE

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LEGEND	
FEATURES	FOUND
Section Corner	●
1/2" Rebar, Cap # 11579 (Unless Otherwise Noted)	○
ROW Marker	■
ROW Rail	■
Control Point	○
Bench Mark	○
Platted Distance	—
Measured Bearing & Distance	—
Recorded As	—
Deed Distance	—
Calculated Distance	—
Minimum Protection Elevation	—
Centerline	—
Section Line	—
1/4 Section Line	—
1/4 1/4 Section Line	—
Easement Line	—
EXISTING	PROPOSED
Spot Elevation	X 1225.25
Contour Elevation	X 1225.25
Fence (Barbed, Field, Hog)	—
Fence (Chain Link)	—
Fence (Wood)	—
Fence (Sill)	—
Tree Line	—
Tree Stump	—
Deciduous Tree \ Shrub	○
Coniferous Tree \ Shrub	○
Communication	○
Overhead Communication	OC()
Fiber Optic	FO()
Underground Electric	UE()
Overhead Electric	OE()
Gas Main with Size	G()
High Pressure Gas Main with Size	HPC()
Water Main with Size	WM()
Sanitary Sewer with Size	SS()
Duct Bank	DUCT()
Test Hole Location for SUE w/D	—
(*) Denotes the survey quality service level for utilities	
Sanitary Manhole	ST()
Storm Sewer with Size	SS()
Storm Manhole	—
Single Storm Sewer Intake	—
Double Storm Sewer Intake	—
Fire Hydrant	—
Fire Hydrant on Building	—
Water Main Valve	—
Water Service Valve	—
Well	—
Utility Pole	—
Guy Anchor	—
Utility Pole with Light	—
Utility Pole with Transformer	—
Street Light	—
Yard Light	—
Electric Box	—
Electric Transformer	—
Traffic Sign	—
Communication Pedestal	—
Communication Manhole	—
Communication Handhole	—
Fiber Optic Manhole	—
Fiber Optic Handhole	—
Gas Valve	—
Gas Manhole	—
Gas Apparatus	—
Fence Post or Guard Post	—
Underground Storage Tank	—
Above Ground Storage Tank	—
Sign	—
Satellite Dish	—
Mailbox	—
Sprinkler Head	—
Irrigation Control Valve	—
Soil Boring	—
Elevation	EL: 1225.25
Section Number	●
Drawing Number	□
Removal Items	□

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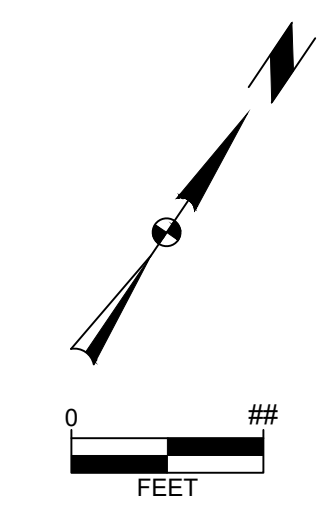
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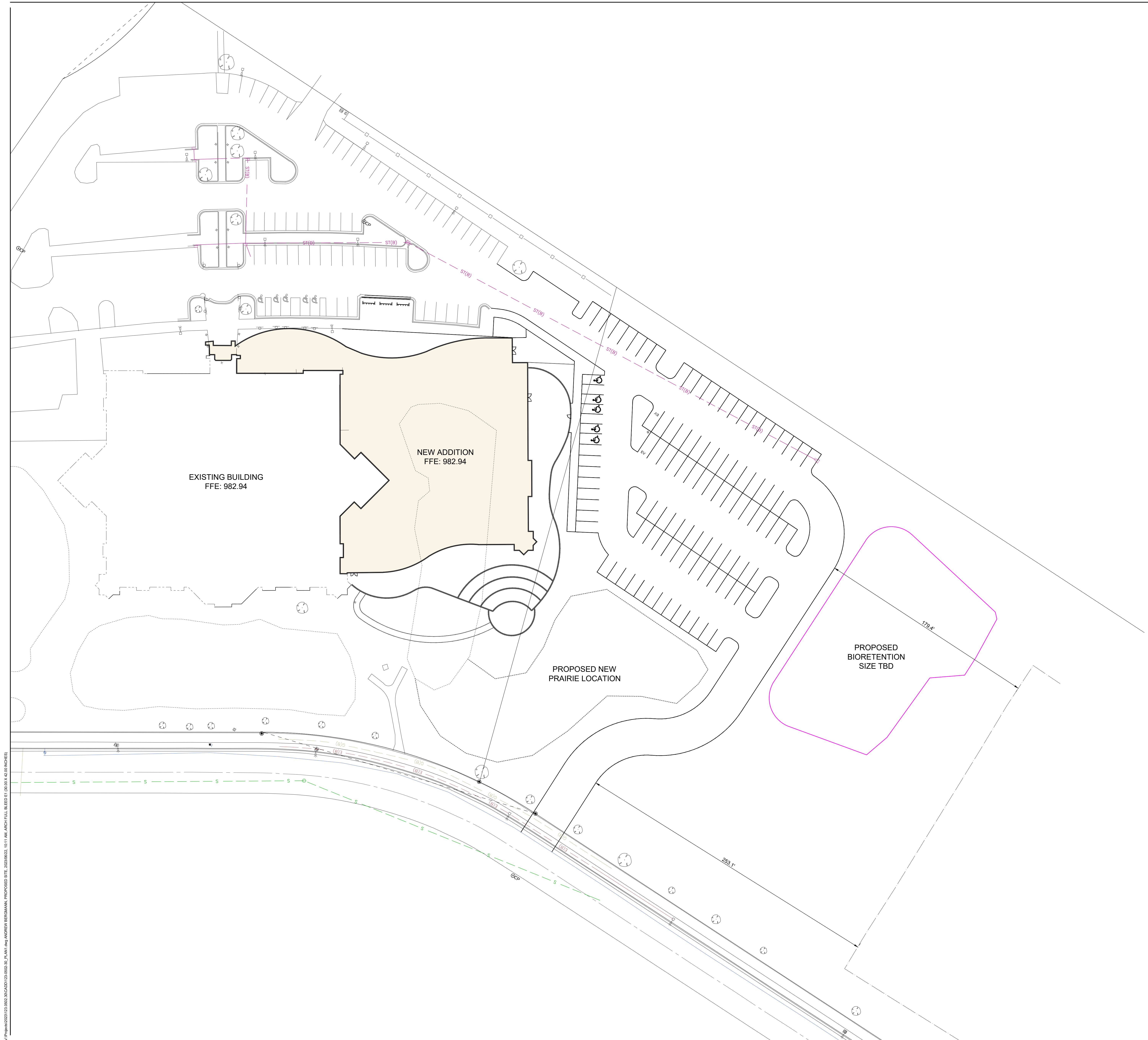
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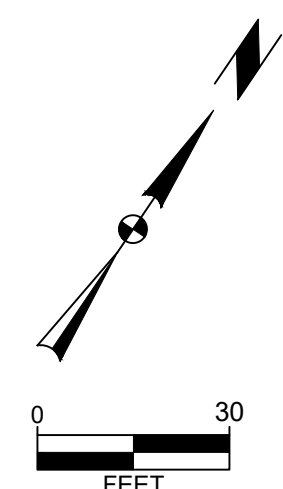


EXISTING PARKING: 142 SPOTS
 REMOVED PARKING: 6 SPOTS
 ADDED PARKING: 105 SPOTS
 NET PARKING: 241 SPOTS

EXISTING PARKING RATIO: 1 STALL / 264 SF
 PROPOSED PARKING RATIO: 1 STALL / 273 SF

EXISTING BUILDING: 37,537 SF
 PROPOSED ADDITION: 28,257 SF
 TOTAL BUILDING AREA: 65,794 SF

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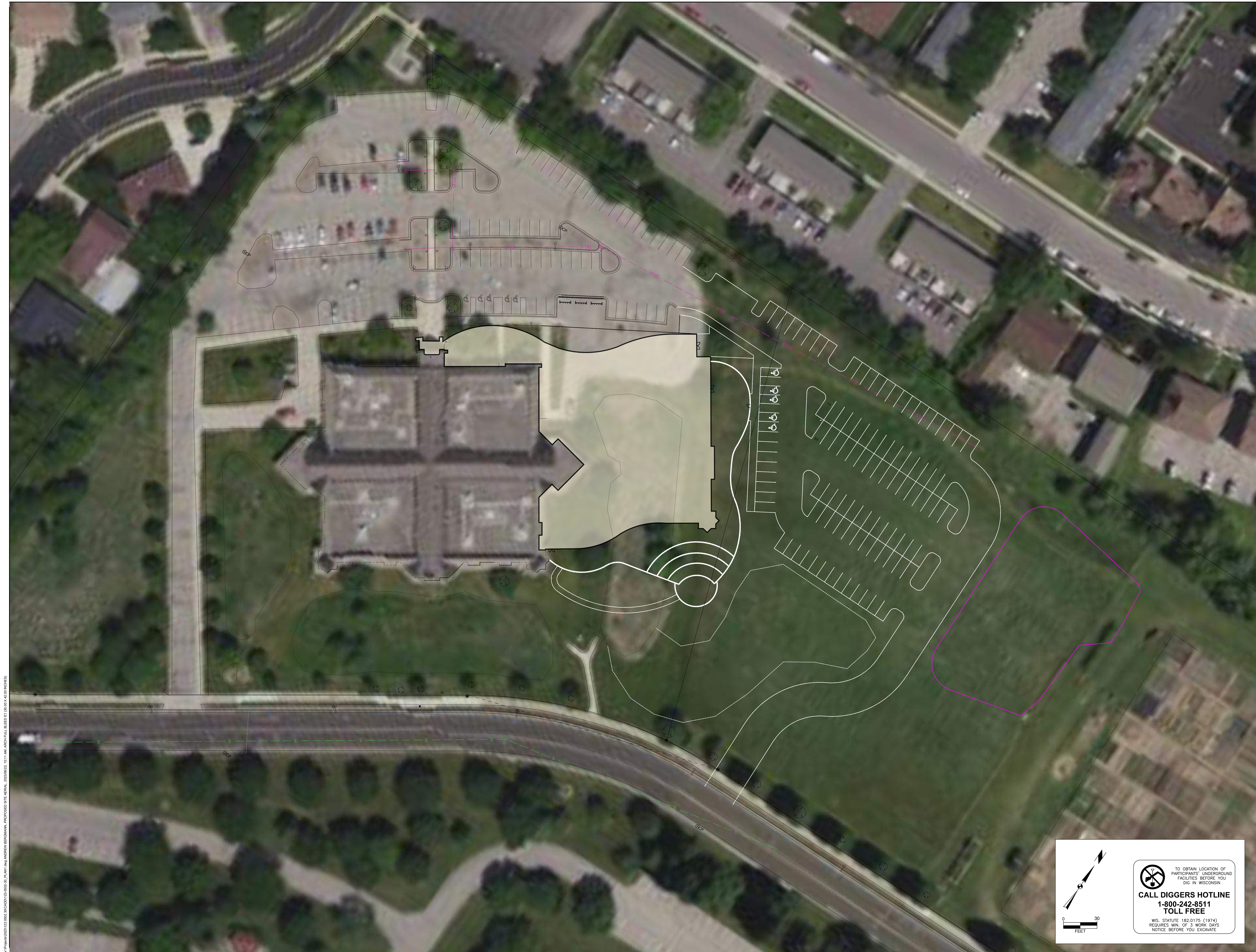
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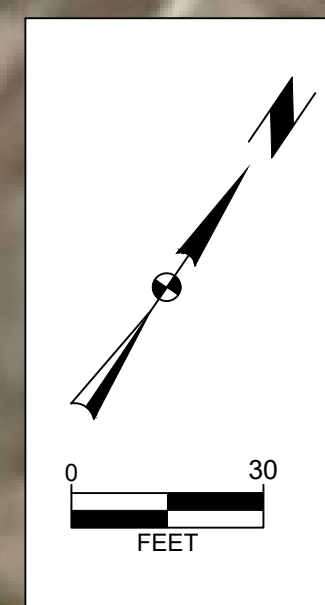
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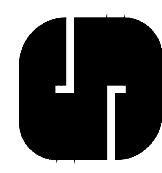
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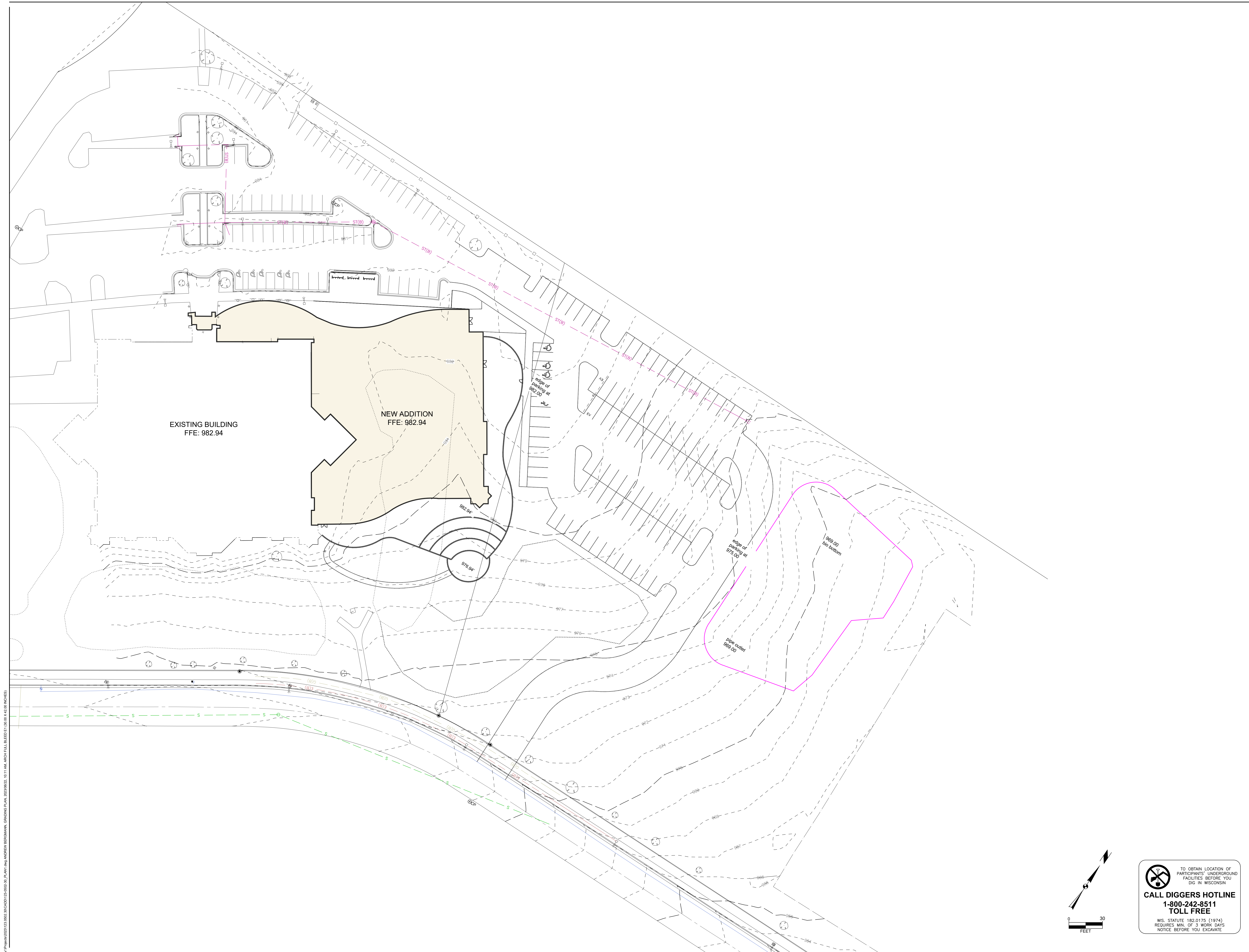
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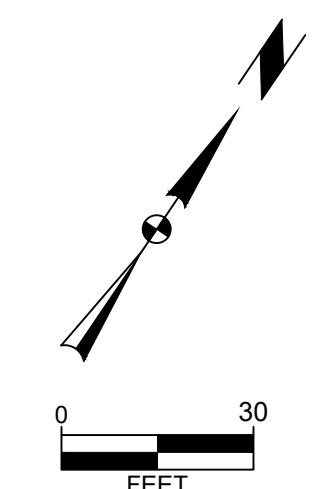
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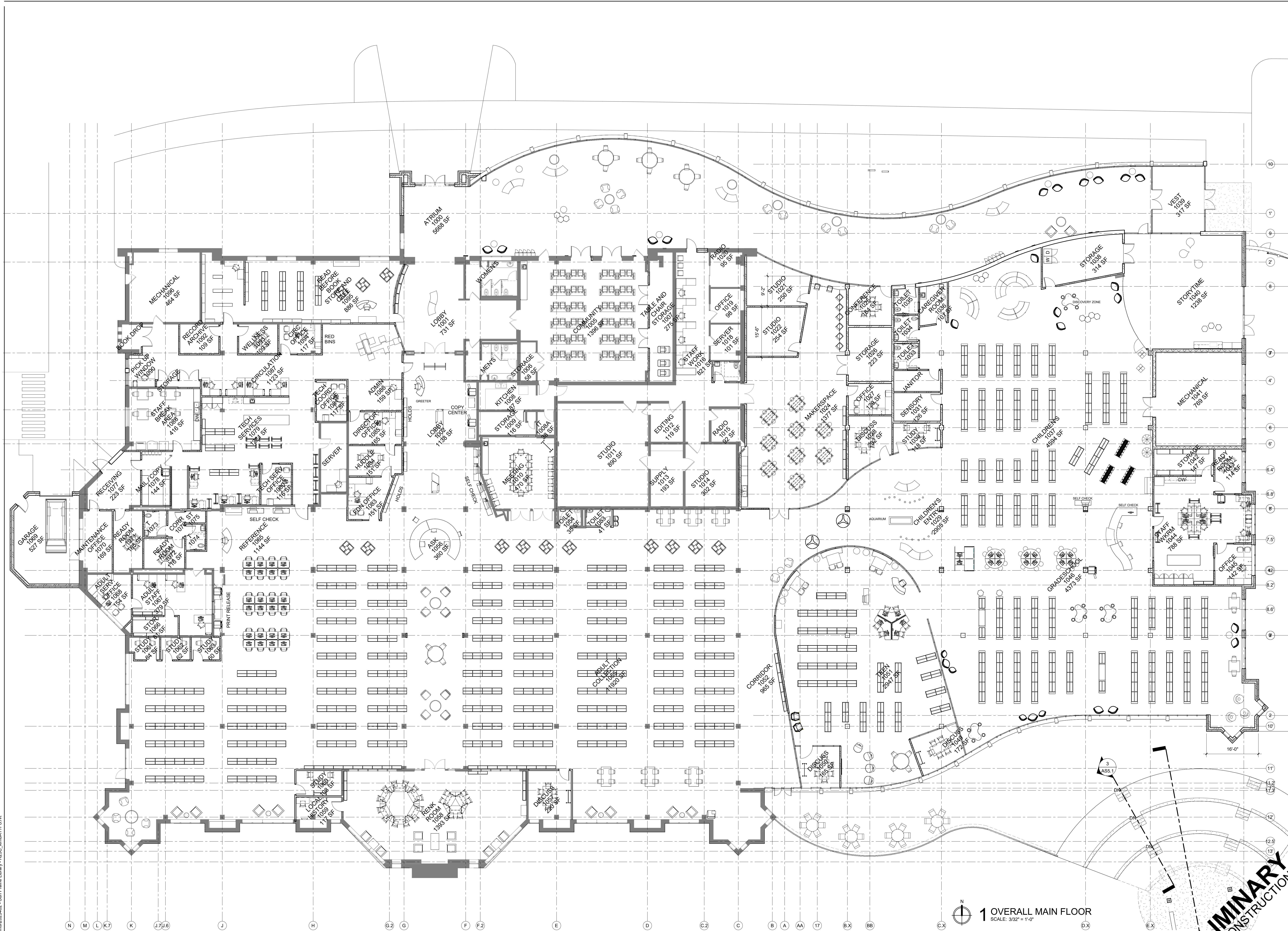
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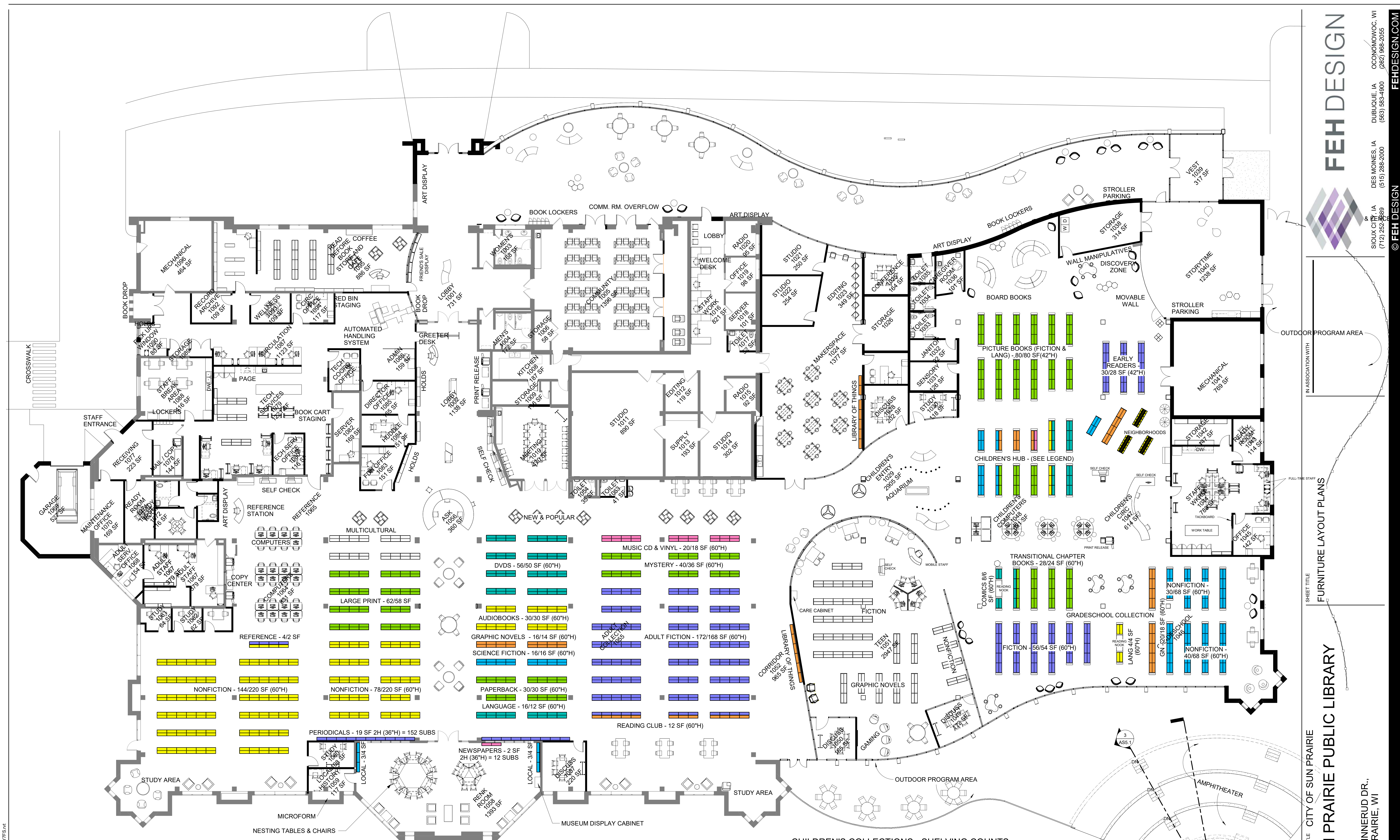



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1 OVERALL MAIN FLOOR
 SCALE: 3/32" = 1'-0"

PRELIMINARY
 NOT FOR CONSTRUCTION



ADULT COLLECTIONS - SHELVING COUNTS

- | | |
|-----------------------------------|-------------------------------------|
| PRINT COLLECTIONS | NONPRINT COLLECTIONS |
| FICTION - 220/220 SF (60"H) | MUSIC CDS & VINYL - 20/18 SF (60"H) |
| MYSTERY - 36 SF (60"H) | AUDIOBOOKS - 30/30 SF (60"H) |
| SCIENCE FICTION - 16/16 SF (60"H) | DVDS/VIDEO - 56/50 SF (60"H) |
| PAPERBACK - 30/30 SF (60"H) | LIBRARY OF THINGS - 13 SF (60"H) |
| GRAPHIC NOVELS - 16/14 SF (60"H) | |
| WORLD LANGUAGES - 16/12 SF (60"H) | PERIODICALS & NEWSPAPERS |
| LARGE PRINT - 62/58 SF (60"H) | MAGAZINES - 8 SF 2H = 64 SUBS |
| REFERENCE - 4/2 SF (60"H) | NEWSPAPERS - 8SF 2H = 48 SUBS |
| NONFICTION - 222/220 SF (60"H) | |
| READING CLUB KITS - 17 SF (60"H) | |
| LOCAL - 6/4 SF 4/5H (60"H) | |

CHILDREN'S COLLECTIONS - SHELVING COUNTS

- | | |
|---|---------------------------------------|
| PRE-SCHOOL COLLECTIONS | HUB (NONPRINT) |
| BOARD BOOKS - 18 BINS | PARENTING - 2/2 SF (60"H) |
| PICTURE BOOKS - 80/80 SF (60"H) | KITS (HANGING BAGS) - 15/14 SF (60"H) |
| PICTURE BOOK NEIGHBORHOODS - 6 BINS | AUDIO-ENABLED BOOKS - 8/8 (60"H) |
| EARLY READERS - 30/28 SF (60"H) | MUSIC CDS - 4/4 SF (60"H) |
| GRADE SCHOOL COLLECTIONS | AUDIOBOOKS - 15/16 SF (60"H) |
| TRANSITIONAL CHAP BKS - 32/32 SF (60"H) | DVD/VIDEO - 18/18 SF (60"H) |
| FICTION - 56/54 SF (60"H) | SOFTWARE/VIDEO GAMES - /8 SF (60"H) |
| COMIC BOOKS - 8/6 SF (60"H) | BIG KID KITS - 6/6 SF (60"H) |
| GRAPHIC NOVELS - 20/18 SF (60"H) | |
| NONFICTION - 70/68 SF (60"H) | |
| LANGUAGES - 4/4 SF (60"H) | |

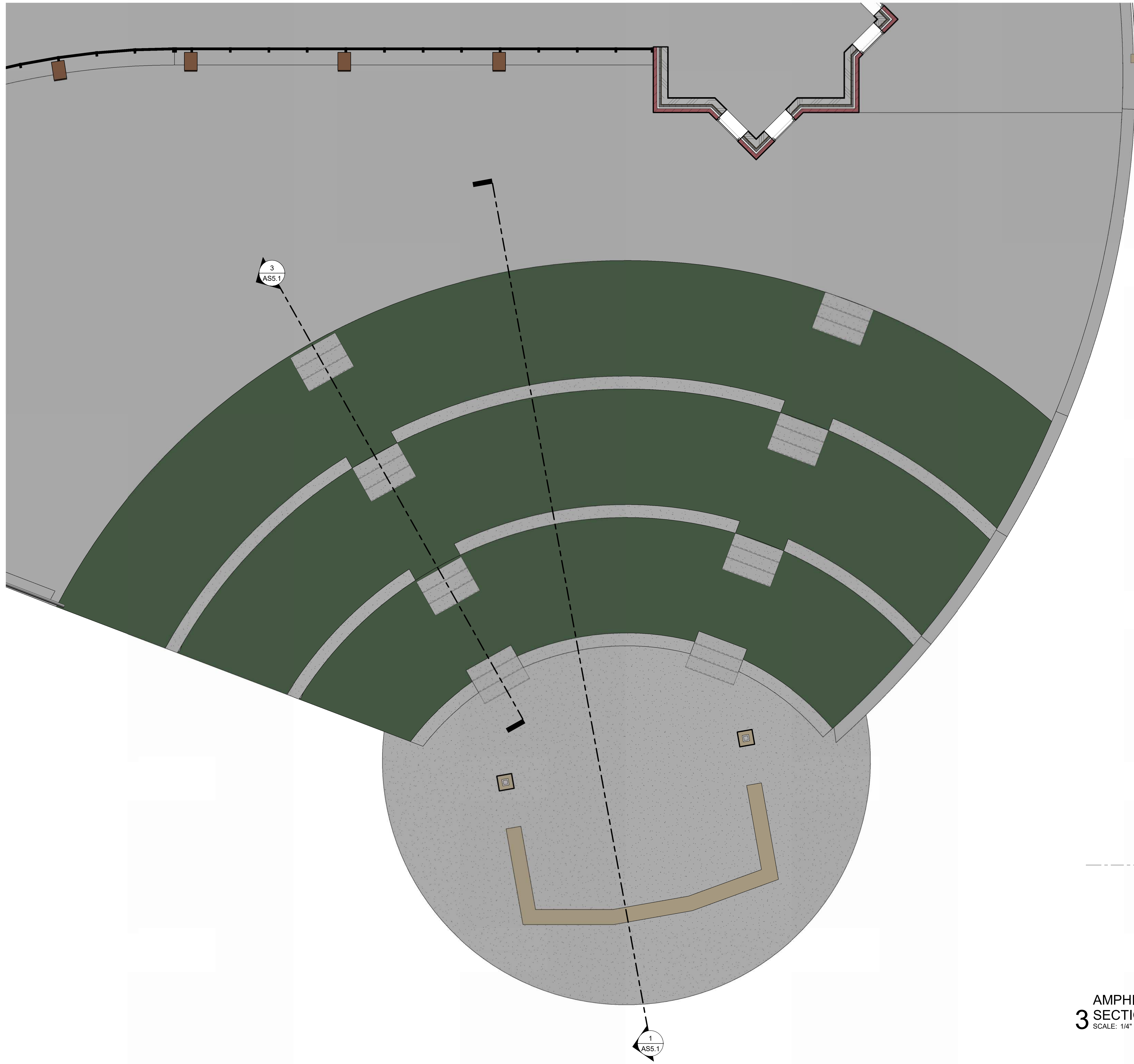
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SCALE: 3/32" = 1'-0"

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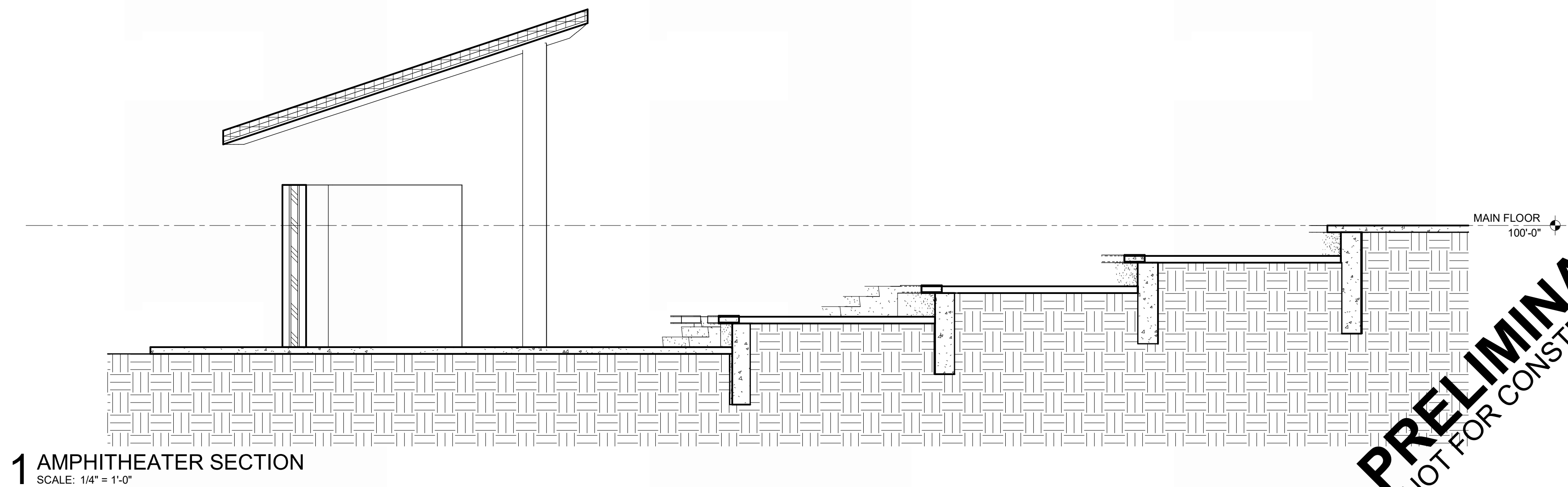
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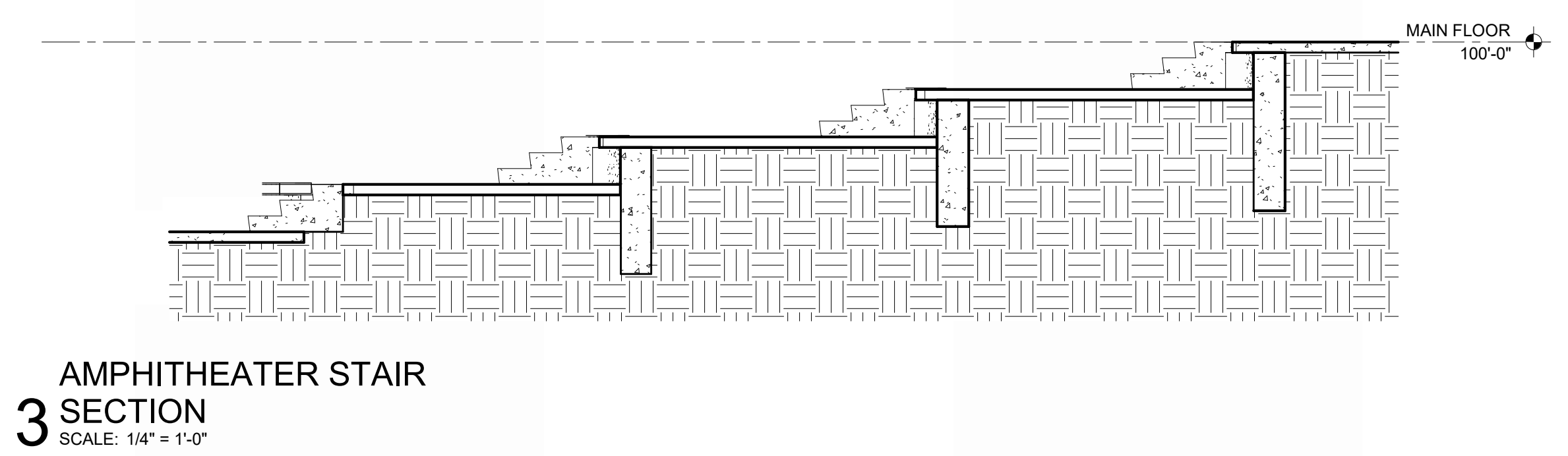
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 REV. NO.: DATE



2 AMPHITHEATER PLAN
SCALE: 1/4" = 1'-0"



1 AMPHITHEATER SECTION
SCALE: 1/4" = 1'-0"



3 AMPHITHEATER STAIR SECTION
SCALE: 1/4" = 1'-0"

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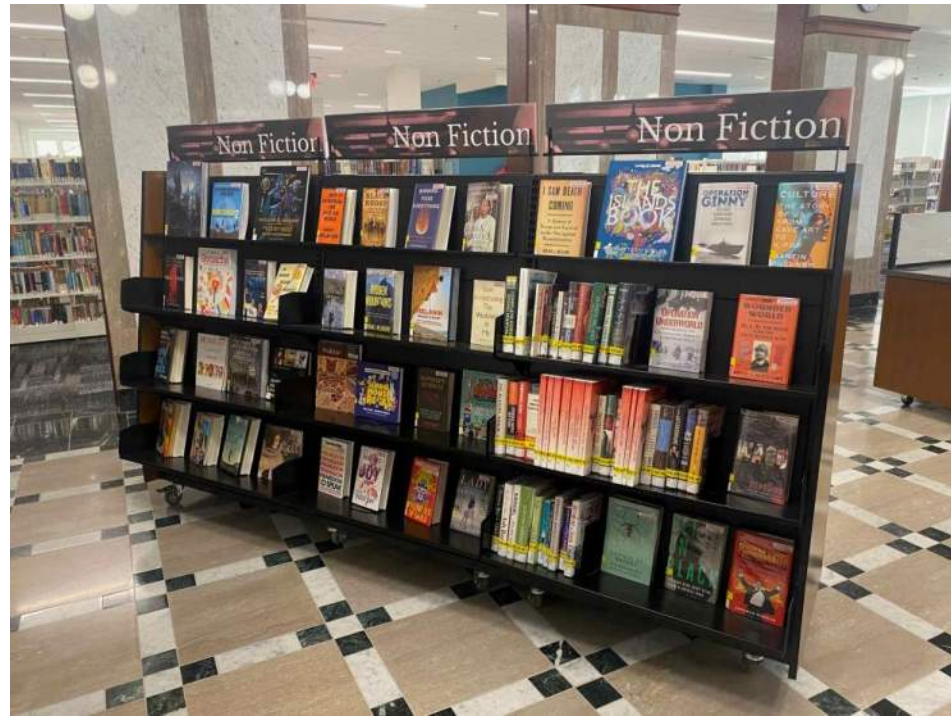
A – Retail Style Display for library of things



B – Periodical and Newspaper Shelving, with magboxes



C – Nesting Table configuration example



A – Mobile A-Frame Shelf, spine-out shelves with face-out display



B – Mobile A-Frame Shelf, face-out displays with zig-zag inserts



C – A-Frame Shelf, face-out displays