

MEETING MINUTES

MEETING INFORMATION

MEETING NAME	SPPL SD Meeting	MEETING LOCATION	Sun Prairie Public Library Community Room and Zoom
MEETING DATE	17 August 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
<input checked="" type="checkbox"/> Rex Owens	SPPL Board President	608.513.1551	rexowens00@gmail.com
<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"/> Sarah Jansen	FEH Design	262.968.2055	sarahjj@fehdesign.com
<input checked="" type="checkbox"/> Christy Monk	FEH Design	563.583.4900	christym@fehdesign.com
<input checked="" type="checkbox"/> Allison Clemens	Design Engineers	608.424.8815	allison.clemens@designengineers.com
<input checked="" type="checkbox"/> Anders Dahlgren	Library Planning Associates	309.846.2836	libraryplanningassoc@gmail.com
<input checked="" type="checkbox"/> Kevin M. Johnson	Hunzinger – Owner’s Rep	414.416.3377	kevinjohnson@hunzinger.com
<input checked="" type="checkbox"/> 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"/> Steve Stocker	City of Sun Prairie Alderperson, Library Board Liaison	608.354.8511	sstocker@cityofsunprairie.com
<input checked="" type="checkbox"/> Terry McIlroy	City of Sun Prairie	608.354.8513	District1b@cityofsunprairie.com
<input checked="" type="checkbox"/> Sandy Xiong	City of Sun Prairie	608.825.0893	sxiong@cityofsunprairie.com
<input checked="" type="checkbox"/> Rose Daily	City Sustainability Coordinator	608.825.0931	rdaily@cityofsunprairie.com
<input checked="" type="checkbox"/> Erin Williams Hart	SPPL	608.825.0902	ewilliamshart@cityofsunprairie.com
<input type="checkbox"/> Jeff Robbins	Sun Prairie Media Center	608.837.4193	jrobbins@cityofsunprairie.com

1) Introductions

2) Goals for Success

- i) The goals were reviewed.
- ii) The goals are to be kept in mind for the cost discussion today.

3) Timeline

- a) The timeline will be updated when decisions have been made to proceed into Design Development.
- b) The August 31 meeting will be moved to 1:00pm.

- c) The September 14 meeting may have City IT staff and Library Systems, Jan will need to be present. The meeting will be moved to 1:00pm.

4) Library Board Meeting Recap

- a) The Opinion of Probable cost was higher than the 2021 concept budget.
- b) The library board has reservations about the higher cost and also about reducing the size of the expansion.

5) Opinion of Probable Cost

- a) Inflation was higher in 2022 than anticipated, which was not accounted for in the concept budget.
- b) The microgrid was not included in the concept design. This requires a cost share by the library.
- c) The schematic design opinion of probable cost does not include a geothermal system but plans for one in the future.
- d) Inflation to the conceptual budget should be broken out for the board meeting.

6) Cost Saving Measures

- a) The Owner's Representative distributed a Project Value Analysis Worksheet for use during the cost saving measures conversation.
- b) It was questioned whether it is possible for the City to bond for more money.
 - i) The current budget request is for the City to bond for \$16M with a privately fundraised \$3.5M.
- c) It was requested that geothermal and net zero be considered as alternates, contingent on the test well.
 - i) Net zero is not the same as geothermal. Net zero requires all electricity to be from renewable sources.
 - (1) May need to increase photovoltaics / on-site electricity generation.
- d) On August 31 the library board needs to approve the plan and the budget, in order to set a date to present to the COW.
- e) The updated building floor plan is more square, for a reduction of 1,814 square feet.
- f) It is not cost-effective to replicate the design of the existing building.
 - i) The proposed atrium bridges the gap between the new and existing buildings.
 - ii) If the atrium was reduced more, it could eliminate access to the conference room and single user restrooms.
- g) Collection Count reduction
 - i) Anders' program opted on the side of user ease and comfort.
 - ii) The maximum shelving height currently is 60".
 - iii) Adult and Teen collections are not using the bottom shelf, the Youth collection is using bottom shelf.
 - (1) Add one shelf by using bottom shelf or adding height.
 - (2) Did not look at non print collection, since those are relatively small.
 - (3) Adult Non-Fiction did not have any percent of the collection in circulation. 5% in circulation should be utilized.
 - (4) It was questioned whether using the bottom shelf allows the collection to grow.
 - (5) The current formula plans for 75% full shelves; this could go up to 80%.
 - (6) The formula rounds up to the nearest even number of shelves, since it is often provided in pairs.
 - (7) There is a preference to keep teen at 60".
 - (8) The group likes the user-friendly plan. The goals for success point to lower shelving without using the bottom shelf. The bottom shelf is there for expansion.
 - (9) There is a preference to maintain adjacency of Teen to the maker space.
 - iv) The collection count space reduction would need to be significant enough to shift teen into the existing building. This would be difficult to do while maintaining the user-friendliness of the plan and shelving height. It was determined not to revise the collection parameters at this time, other than 5% in circulation of the nonfiction collection.
- h) Reduce the amount of parking and retention basin, plan for future expansion.
 - i) The group prefers more cuts outside versus inside.
 - ii) Remove the east entrance lane and widen the existing entrance lane, confirm this approach with city.

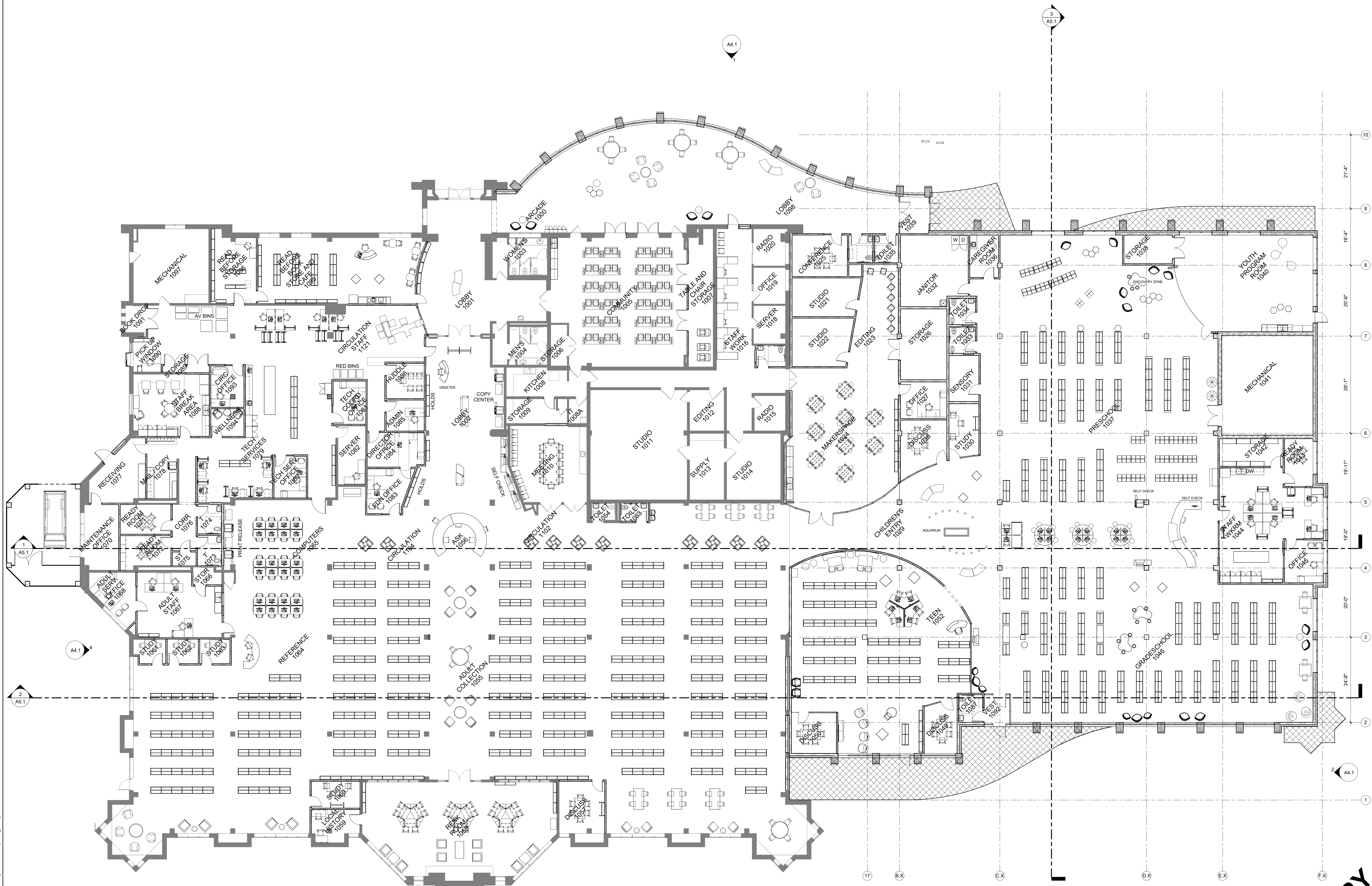
- iii) Site access will need to accommodate buses and some large delivery trucks.
 - iv) Reduce story walk width to more of a sidewalk from the storytime door to the amphitheater.
 - v) \$250,000 had been donated for the stage/bandshell. The current cost of the band shell is \$350,000, this is to be reduced, the construction is to remain durable and permanent.
 - i) The existing shelving could be reused and cut down for a cost. New end panels would be needed. The group was not in favor of this idea.
 - i) The existing furniture could be sold to offset the cost of the new.
 - j) With all of the changes made at the meeting, the intent is to have reduced the project cost by \$1 million.
 - i) FEH Design will update the budget.
 - k) Building Systems
 - i) To provide an energy recovery unit by the restrooms does add some cost.
 - ii) High efficiency boilers and chillers are in the base design.
- 7) Other items**
- a) Sustainability and Focus on Energy Meeting (22 August 2023 at 10AM)
 - i) Focus on Energy look at energy recovery units.
 - b) The Next Chapter Team is willing to make concessions to the plan and the layout while not hurting patron service and meeting the Goals for Success.
 - c) The project will simply get more expensive over time. Lead times are getting better.
- 8) Next steps and assignments**
- a) Next Chapter Team Meeting August 31 at **1:00pm**
 - i) This will be a dress rehearsal for the board meeting.
 - b) Special Library Board Meeting August 31 at 6:00pm

ACTION ITEMS

- 1. FEH Design
 - a. Update plans based on changes.
 - b. Revise SD booklet, send to the library by the end of the day on August 29.
 - c. Update budget based on changes.
- 2. SPPL
 - a. Field Trips to libraries and makerspaces

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.

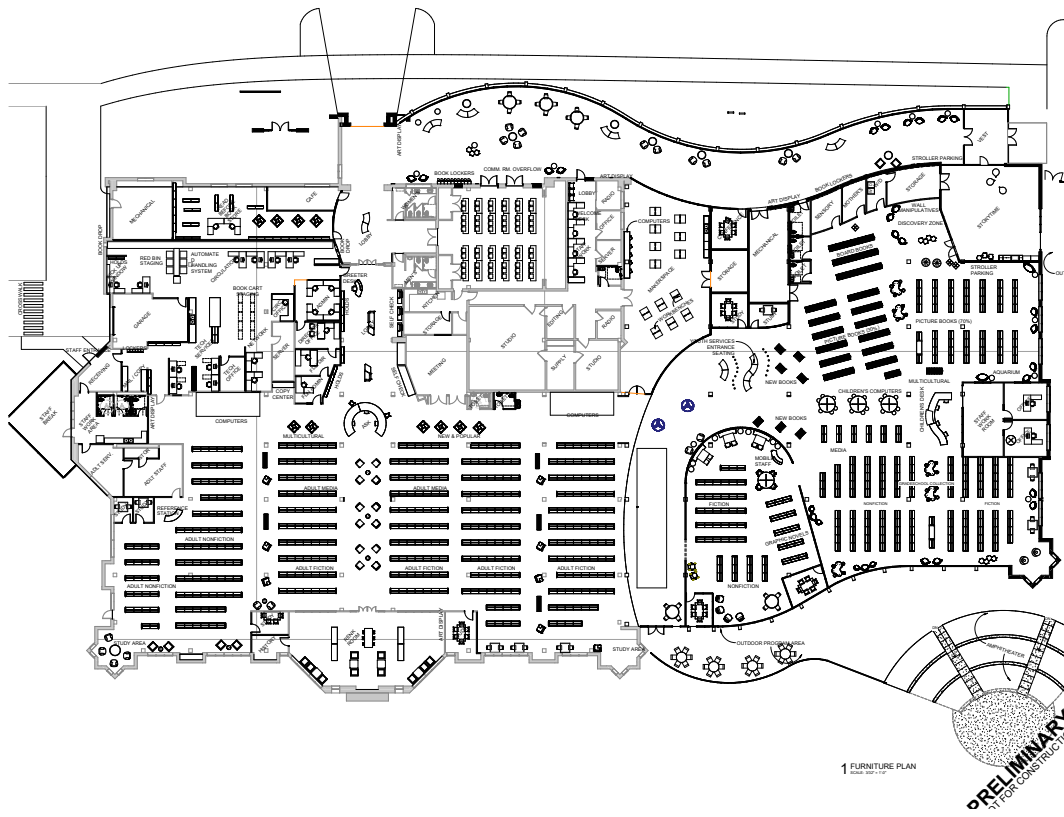
WRITTEN BY	Kim Bellmann
NEXT MEETING	31 August 2023, at 1PM
ATTACHMENTS	VE Plan, Comparison Plans, Collection Reduction Calc, Project Value Analysis Worksheet



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

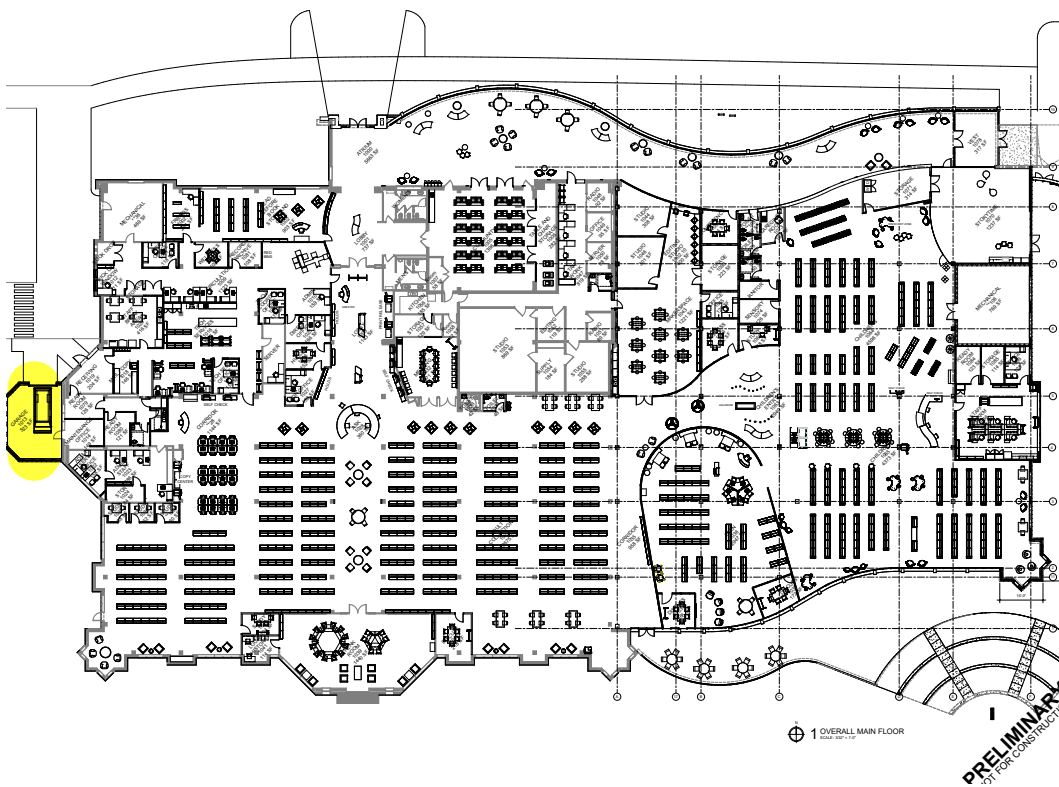
PRELIMINARY
NOT FOR CONSTRUCTION

SUN PRAIRIE PUBLIC LIBRARY PLAN ITERATIONS 2023.08.16



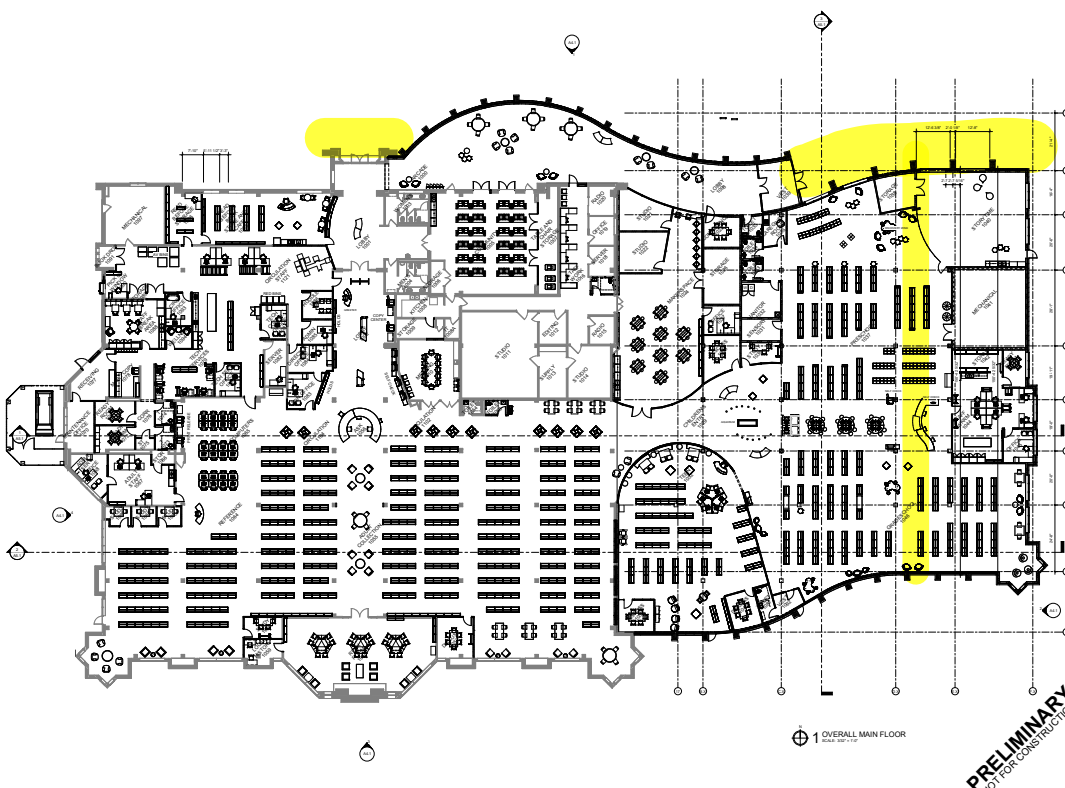
ATRIUM = 5,900SF
ADDITION = 23,000SF

CONCEPTUAL DESIGN



ATRIUM = 5,900SF
ADDITION = 23,656SF

EARLY SCHEMATIC DESIGN



ATRIUM = 3,600SF
ADDITION = 23,400SF

LATE SCHEMATIC DESIGN

7,455			Adult collection start
6,783	672	672	Fiction +1 shelf
6,321	462	1,134	Nonfiction +1 shelf
5,859	462	1,596	Fiction +2nd shelf
5,544	315	1,911	Nonfiction +2nd shelf
<hr/>			
1,527			Teen collection start
1,254	273	273	Teen +1 shelf
1,107	147	420	Teen +2nd shelf
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7,455			Adult collection start
7,329	126	126	NF 5% in circ
7,224	105	231	NF 10% in circ

Cumulative totals

