



## MEETING NOTES **BARABOO PUBLIC LIBRARY EXPANSION & REMODEL**

Baraboo, Wisconsin

MSA Project #: 18603000  
Meeting Type: Project Kick-Off Meeting and comparable facility tours  
Date/Time: October 18-19, 2018 (see times below)  
Present: See summary below for the varied meetings

Notice: These notes are issued to serve as a general overview of the items discussed at the subject meeting. Any discrepancies should be brought to the writer's attention.

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Kick-Off meetings were held on October 18<sup>th</sup> and 19<sup>th</sup>, 2018 with the overall itinerary of these sessions as follows:

### **Thursday – Onsite Sessions**

#### **Staff Kick-Off Sessions**

8:10-9:00 Entire Staff Kick-Off  
Individual  
9:00 Director  
9:30 Adult Services  
10:00 Circulation Supervisor  
10:30 Youth Services

#### **Facility and Site Review**

11:00-12:00 MSA/QEA/Maintenance Representatives  
12-12:30 Lunch  
12:30-1:45 MSA/QEA Review

#### **Library Board Kick Off Session (City Hall Committee Rm 205)**

2:30 – 5:00 Board Kick-Off

### **Friday – Offsite Facility Tour**

7:10 Leave  
Approximate Tour Schedule  
9:00 Jack Russel Library- Hartford  
10:30 Cedarburg Public Library  
11:45 Lunch (to go from Panera-1300 W Mequon Rd, Mequon)  
1:30 Stoughton Public Library  
3:15 Fitchburg Public Library  
5:00 Arrive back-in Baraboo

1230 South Boulevard  
Baraboo, WI 53913

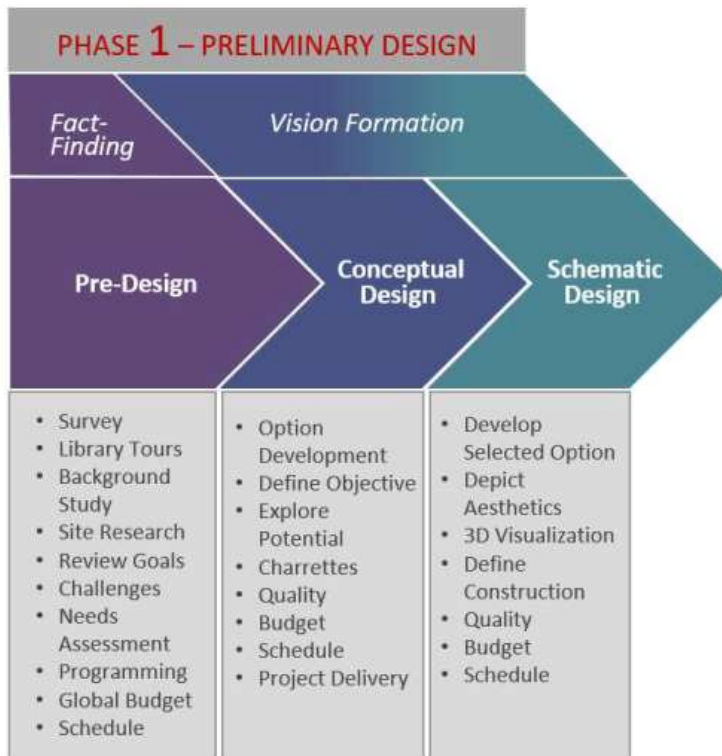
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The detailed meeting notes are as follows:

**I. Staff Kick-Off Session 8:15am - 9:00am**

1. Present: Jessica Bergin, Ann Dilcher, Carter Arndt and the majority of staff.
2. Project Introduction by Jessica Bergin.
3. Project First Steps by Carter Arndt.



4. Staff Observations will inform the process. Data collection methods will be directed as the process proceeds.
5. Planning Exercise:
  - a. Staff participated in Toss – Keep – Create exercise.
  - b. The results will be tallied for future reference.

## II. Department Head Discussions

1. **Library Director** – Jessica (with Ann & Carter)
  - a. Friends Group
    - i. Collect books and store them on and offsite.
    - ii. Processing books from collection for sale.
  - b. Discussed managing staff expectations and incorporation of change management strategies.
  - c. Discussed in general the **biggest opportunities and biggest challenge** with this project.
  - d. Miscellanies
    - i. There is not a staff break room – away space
    - ii. HVAC control is a problem.
    - iii. Frozen alley in the winter.
  
2. **Adult Services Librarian/Assistant Director**– Nathan Rybarczyk, and Jessica (with Ann & Carter)
  - a. Managing staff expectations and incorporation of change management strategies.
    - i. Longtime employee; know of the building and the failed past expansion efforts.
    - ii. Some staff and public burnout regarding a process that has stalled previously.
  - b. Discussed the **biggest opportunity** for change in how you provide library services and change in your department with this project?
    - i. Need spaces for collaboration.
    - ii. Space for people that work from home to spend time.
    - iii. Ability for folks to video conference.
    - iv. Overall, there is a net need for more collection space.
    - v. Need more space for the adult & DVD collections.
    - vi. Non-fiction is shrinking and need more space for large print & media. Massive non-fiction weeding underway.
    - vii. Narrow aisles, tall shelving, the do shelf the bottom shelf.
    - viii. Weed large print annually.
    - ix. Periodical collection is shrinking.
  - c. Discussed the **biggest challenge** for your department with this project?
    - i. Existing Circulation desk with service from all directions.
    - ii. Staff Safety...they do not feel secure.
    - iii. Two people staff each circulation desk.
    - iv. Back office space is completely dysfunctional.
    - v. Departmental division fostered by their isolation on separate floors. This reveals itself in rivalry relative to getting adequate new accommodations.
    - vi. Basic needs from restrooms, parking, to easy access into the building.
    - vii. Defacto daytime shelter for the needy population. Brings with it some mental health challenges. May lead to opportunities to foster some aspect of social services.
  - d. Miscellaneous
    - i. Most traffic comes through front door. 5:1 use of the front door.
    - ii. Tech coordinator
      1. Good Wi-Fi.
      2. Community demand for this service was seen with recent AT&T outage.

3. **Circulation Supervisor** – Zach Ott and Jessica (with Ann & Carter)
  - a. Discussed managing staff expectations and incorporation of change management strategies.
  - b. Discussed the **biggest opportunity** for change in how you provide library services and change in your department with this project?
    - i. Effective workspace. Real moral issue.
    - ii. Added workspace areas.
    - iii. Added efficiencies to the flow & process.
    - iv. Designs should indicate process routes.
  - c. Discussed the **biggest challenge** for your department with this project?
    - i. Learning and understand the operations flow.
    - ii. Remote circulation service points.
    - iii. Incoming book donations.
    - iv. Lack of storage. Includes book donations and processing new and deaccessioned materials.
  - d. Miscellaneous
    - i. Recent complete weeding of non-fiction
    - ii. SCLS – South Central Library System
      1. Inter-loan library system.
      2. Morning get bin of incoming holds and returns. 10-14.
      3. Come in and out elevator
    - iii. Book returns at Circulation desks and exterior book drops
    - iv. Staff shelvers for adult services and a staff shelver for youth service along with volunteer shelvers that re-shelve twice a day.
  
4. **Youth Services Librarian** – Carey Kipp (with Ann & Carter)
  - a. Managing staff expectations and incorporation of change management strategies.
    - i. Previous exercises cut out space from the design and it became non-functional.
    - ii. Concern staff is checked out
    - iii. 2009 charrette was good.
  - b. Discussed the the **biggest opportunity** for change in how you provide library services and change in your department with this project?
    - i. If all on one floor.
    - ii. Children’s program room adjacent to the Children’s collection
    - iii. Staffing changes
    - iv. Staff have separate work stations
    - v. Staff break room.
  - c. Discussed the the **biggest challenge** for your department with this project?
  - d. Program Room
    - i. Manage the program room.
      1. Outside groups can use it.
      2. Schedule Children programs.
      3. Non-profits up to 6 times a years.
      4. Warming kitchen needed.
      5. Afterhours access beneficial
    - ii. Regular week programming events
      1. Story time...10-15
      2. Multi-Age Puppy club 40
      3. Family Programs
      4. Elementary program -10
      5. Friday Morning Playgroup 20-35, need much more space.



- iii. Some expected members:
  1. Tony
  2. Becka
  3. Ex Officio Member: Jessica
  4. Others to be determined.
- c. Phase I oversight by the Library Board
6. Discussed Goals, Setting Clear Expectations for the Process:
  - a. Board
  - b. Building Committee
  - c. City engagement to be considered
  - d. Community Engagement
    - i. Gain feedback and build excitement.
    - ii. Conceptual Design - Once mid-stream to share big picture options and gain feedback.
    - iii. Schematic Design – TBD; mid-late stream of this phase is anticipated.
7. Budget and Planned Funding
  - a. 10 million total City project budget cap, but the City prefers less. We shall use a 2021 construction start.
  - b. Library contribution is yet to be considered is but maybe 1 million and reduce the City's portion.
  - c. Maybe a smaller fundraising contribution that can further reduce City's portion.
8. Consider Unique Special Enhancements; potential shopping list such as rooftop garden and extra sustainable (green) features. This will be discussed further
9. Toss/Keep/Add
  - a. Toss
    - i. Really small and inadequate existing Kid's space.
    - ii. Parking/entry issues.
  - b. Keep
    - i. Carnegie Building
    - ii. Proximity to downtown.
  - c. Opportunity
    - i. More study Rooms
    - ii. Outdoor Space
    - iii. Roof-Top Garden
    - iv. Kids Area
    - v. Tech & people that work at home. Idea Co-Working space.
    - vi. Keep Green; Such as geo-thermal, green roof.
10. Reviewed the Logistics for the Friday Library tours.

### III. Friday Library Tours

1. Present: Jessica Bergin, Anthony Kujawa, Beth Persche, Bekah Stelling, Nathan Rybarczyk, Zach Ott, Carey Kipp, Ann Dilcher, Carter Arndt
2. Take aways:
  - a. Relative Observations will be used to inform future planning considerations.
  - b. General
    - i. New facilities have drive-up returns with automated book sorters.
    - ii. Two had program rooms that are accessible after hours
    - iii. Youth on first level in all visited
    - iv. None had loading dock. Deliveries through regular door.
    - v. All had staff break rooms

- c. Jack Russel Library- Hartford
  - i. New
  - ii. HVAC system with heated and cooled floors do not work.
  - iii. Nice design and detail.
  - iv. Concrete floors are higher maintenance.
  - v. Great interior design.
  - vi. Central circulation desk upon entry with adjacent work/office areas
  - vii. Program rooms seemed too small but is accessible after hours
  - viii. Sight line issues.
  - ix. Liked the Friends Room off staff workroom.
  - x. Inter library Flow in Staff room seemed inefficient.
  - xi. Nice outdoor areas.
- d. Cedarburg Public Library
  - i. New
  - ii. Decentralized staff areas.
  - iii. Single program room not what is desired for Baraboo.
  - iv. Teen area not defined enough to allow teens to be teens.
  - v. Two story building.
  - vi. Program room not accessible after hours.
- e. Stoughton Public Library
  - i. Carnegie on a small difficult site for 1990's expansion that resulted in tight spaces and awkward spaces due to constrained site. Example of "what not to do".
  - ii. Recent small refresh (remodel).
  - iii. Program room far too small on lower windowless floor.
  - iv. Liked the use of the old Carnegie as an adult reading room.
  - v. Four levels is difficult to manage.
- f. Fitchburg Public Library
  - i. New
  - ii. Lots of seemingly wasted circulation space. Mall-like feel.
  - iii. Underground parking for 36.
  - iv. Non-functional delivery entrance in poor weather.
  - v. Had a public address paging system.
  - vi. Sight line issues.
  - vii. Two story.
  - viii. Program room is accessible afterhours but required a second elevator and second large stair.
  - ix. Very separate teen area.
- g. Comparable facility data:

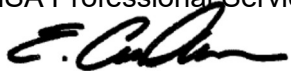
Library	City and County	Resident Population	Service Population	Annual Operating Expend.	Resident Per Capita Support	Building Date	Building Sq Ft
Baraboo Public Library	Baraboo / Sauk	11993	19583	\$905,918	\$49	1903 / 1982	15000
Jack Russell Library- Hartford	Hartford / Washington	15057	24549	\$812,640	\$39	2011	35500
Cedarburg Public Library	Cedarburg / Ozaukee	11537	18302	\$899,264	\$53	2014	25500
Stoughton Public Library	Stoughton / Dane	12834	19281	\$881,181	\$47	1908 / 2015	16000
Fitchburg Public Library	Fitchburg / Dane	27936	30284	\$1,861,450	\$63	2011	38000

Library	Total Collection Size	Total Circulation Yr	Library Visits Yr	# of Programs per Yr	Total Staff FTE
Baraboo Public Library	82688	249916	151161	765	10.92
Jack Russell Library- Hartford	137310	208389	n/a	349	10
Cedarburg Public Library	74066	197786	128970	386	12.89
Stoughton Public Library	76899	229131	129885	371	12.15
Fitchburg Public Library	104618	381453	197392	481	18.25

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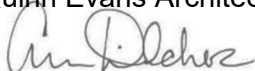
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