

Project: Middleton Public Library Space Needs Study PN 14068 *revised 3.31.2015*

Meeting Location: Middleton Public Library (MID)

Date of Meeting: 3.25.2015 at 12:30 pm

In Attendance: Pamela Westby, Svetha Hetzler, Amanda Struckmeyer, Rebecca Van Dan, Brendan Faherty, Sally, Amy (MID); Mark Goad, Scott Ellarson (City of Middleton); Deb Haeffner (SCLS), Tina Gordon, Jim Gersich (Dimension IV Madison aka D4M)

These notes are the writer's interpretation of what was discussed at the meeting. If you have any changes, clarifications or additions to the notes, please contact the writer. Thank you.

These meetings were detailed, staff-level meetings to discuss specific space needs by "department" or grouping.

Children's, HelpDesk, Storytime and Meeting Rooms:

1. We had a general conversation about 'what's going well' and areas of improvement.
2. Self-check station in Children's area has been good, possibly consider lowering it for use by little ones.
3. "Serendipity" shelving for Teen collection has been well-received.
4. Quantity and quality of Children's programming has been positive.
5. Existing windows along the railroad tracks, and the location of toilets vis a vis Children's, are good.
6. The Children's Library is generally perceived as welcoming and has a "homey-ness" feel, especially as compared to some other area PLs.
7. Staff and other patrons generally don't care if the kids are a little "loud" – that's OK.
8. Generally, parents do not take toddlers downstairs.
9. The Help Desk has been utilized in its current situation since 2004:
 - a. Has substitute staff so most of the time it gets good coverage.
 - b. Because of proximity to the Circ Desk, can be confusing at times for patrons wishing to check out their materials.
 - c. Orientation to the main entry has been good.
 - d. Formerly was the Youth Services Desk but now used for helping with anything related to the upper level.
 - e. Has been nice for adults coming in with children.
 - f. Also functions as the Information Desk.
 - g. At times there are senior patrons looking for special needs items that are located downstairs.
 - h. When a patron is looking for an item or area, ~50% of the time, staff walks along with the patron to find it.
 - i. In a pinch, Circ Desk supervisors will help staff the Help Desk.
 - j. Usually staffed just by one person at a time but during summer reading program times, 2 will be needed to staff it.
 - k. Good visibility down the aisles.

10. Terminology:

- a. "Subs" are assigned to specific departments and also work in regular weekend rotation, a few also float among various departments.

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- b. Interns (practicum students) are here as a part of the Master's degree coursework. The number can vary by semester but usually is just one at a time.
- 11. Some new furnishings have been well-received, e.g. bench next to elevator, bench with pillows.
- 12. Generally, the upper level upholstered chairs are poor, uncomfortable.
- 13. Not enough space: there is constant use of the children's PCs along the windows, and glare is a problem; bulletin board above the PCs is in a poor location for visibility, not enough display space and what there is, is poorly located.
- 14. Storytime Room:
 - a. Out of necessity, the Storytime Room has been used as a comfort room for young Moms who are breastfeeding, i.e., there is no Family Room.
 - b. The Storytime Room is "open" until 7 pm, equipped as a non-tech oriented space by design, as the parents prefer it that way, get the kids away from their devices.
 - c. Inadequate quantity of seat; have some stacking kids-size chairs but not enough tables-chairs or chairs that encourage reading.
 - d. Having a designated space for Storytime has been good, with natural light and coziness. If a bit larger, more comfortable and flexible...looks too business-like and not very aesthetical or whimsical.
 - e. Will have up to 50 participating in Storytime, average is in the high-20's to 30's per session. These numbers include the parent(s) and their 8 chairs. Some parent(s) sit on the floor next to their child(ren.)
 - f. Typically, Storytime sessions will include a take-home sharing sheet of paper, therefore no arts-crafts are done therein.
 - g. There are generally two Storytime sessions a day on Tuesdays, Wednesdays and Thursdays.
 - h. Round pads that kids sit have, sometimes turn into Frisbees.
 - i. Need to move furniture to have it function as a "play-and-learn" space, having the option to do some crafts. At that time, need to stuff everything into the closet. Tables that fold-up against a wall? Have magnetic walls?
 - j. The Storytime Room is often shared with the public, so a different setup is needed.
 - k. Like the straight-shot circulation path to Storytime.
 - l. The Storytime Room is not near the toilets or the Board Books.
 - m. Not able to see into Storytime...sliding doors? Windows? Dutch doors?
- 15. Picture Book and Easy readers are on low shelving ranges. Graphic Novels are on higher shelving.
- 16. Positive responses re built-in toys and Literacy Wall.
- 17. Lack of personal study space, collaboration space, or just to hang out with your kid(s.)
- 18. The "DIY Corner" could be more visible and better-utilized.
- 19. Outdoor space for children's programming away from the railroad tracks and parking lot is needed.
- 20. We discussed commonly found Children's Library theming (such as castle at Verona, Riverboat at La Crosse) and noted durable themes (Oz?) vs trendy themes (Frozen?) preferred. Also noted, the theming could be located outside and therefore more-readily changeable as a "project."
- 21. Storage seems to be the key element to doing "discovery" such as at Children's Museum or a LEGO wall or a themed bench area for families to take a photo; musical instruments, microscopes, telescopes, framed art. Interactive displays, toys, puzzles, more discovery packs in denim bags for checkout, big wheels, mini-kitchens, gaming.

Archer Rooms

- 1. There are always set-up issues when Storytime sessions need to be conducted in the Archer Rooms. Unable to access the closets in the Archer Rooms when they are being used for meetings by the public.

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2. Families of all ages attend Archer Rooms programs such as 100+ with presenters, Kids Book Club, ~12 at station-activities such as iPads, family nights, pajamas Storytime, Haunted House walk-thru route using the sink and multiple configurations. Frozen singalongs, Lego's on tarps 40-50.
3. Also used for regular and staff in-service meetings.
4. Need more of a full-size Kitchen including a washer-dryer. Would be used for healthy cooking demonstrations etc.
5. A mini-stage would be good...soundproof. Flexible seating, but also adjacent to the collections for a holistic approach.
6. If patrons continue to walk thru the Library-proper to gain access to Storytime (or Archer Rooms) then we may need a way for outside groups after-hours to use the spaces.
7. Art Studio: would require hardsurface flooring for arts-crafts. Some such programs like jewelry etc generate heat that needs exhaust, ventilation, and/or operable windows.
8. Many patrons are sensory-sensitive therefore, for example, dimmable light fixtures are needed.
9. Tornado Shelter? Is there storage required for its use in that manner, e.g., bottled water? (See FEMA P-361 Safe Rooms guidance http://www.fema.gov/media-library-data/1427459107161-81f0dd5f7a9dcbccb3fe2c21118fcd/FEMA_P-361_2015_508.pdf)
10. Unisex Toilet with a Family Lounge is needed.
11. Children's toilet rooms need 2-height toilet, one lower for kids potty-training and one at typical height.
12. Biking including staff? LEED® Sustainable Sites credit would require changing rooms with showers.

Teens and Tweens:

1. The Teens group is also known as Young Adults. The ages are 8 to 19 year-olds, pretty well split 50-50 male-female. Teens have their own space, collection and programs. Post high-schoolers are considered a part of Adult Services, 20-Somethings Book Club, etc.
2. Generally, the 12-13 year-olds (and older) do not come in with their parents.
3. Tweens are the ages 8 to 12 year-olds. They have their own collection.
4. Some (a few) 8-9-10 year-olds come independently but only a small minority.
5. Summertime walking and biking to MID is common but the elementary schools are quite far away.
6. Adults will frequently use the Teens' comfy chairs.
7. Roberta aka Norbert the Bearded Dragon separates the Children's Library from the Teen section.
8. Programming:
 - a. More hands-on types of activities in general, mostly in Archer Rooms.
 - b. Theme Bands, tech programs, Yoga, engineering, food, music, movies, bugs (80 participants), snakes, UW Creative Writing programs, cartooning, knitting, Hip-Hop this summer, etc. Just not as many performer-type programs as for littler kids.
 - c. More space needed for Teens discussion groups, 2 or 3 such rooms/areas. Typically ~10 attending, all depends.
 - d. Tweens have a Monday Night Book Club ~10 attending.
 - e. "LibCon" (similar to ComicCon) ~60 attending, could be like Hunger Games programming.
 - f. Making pancakes, picnicking outside while masquerading.
 - g. Therapy Dog session conducted in Storytime Room, ~12 attending.
 - h. Space needed for props and supplies, prizes for Summer Reading Programs etc.
9. A smartboard would be useful for both Teens and Adults.
10. Expanding technology, more lighting options, better sound system.
11. Existing sightlines are good thru the shelving for Teens and Tweens.
12. Need age-appropriate displays e.g., the Barnes & Noble model where books on display are trending toward out-facing books to see the entire cover.

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13. Collection: Teens' academic non-fiction is shelved downstairs within Adult Non-Fiction.
14. Aside from Easy readers, there is some intershelving of books for older-younger, i.e., children-teens.
15. There is some duplication of DVDs, i.e., Children's-Teens vs Teens-Adults. For example, Harry Potter can be found in all three areas. MID has a Teen Advisory Committee for procurements.
16. Rhetorical question: What if the entire collection were all on one floor?
17. Integrating non-fiction media in with the hardback books, e.g., travel, gardening, Spanish...example, Janesville PL has "pods" arranged for these areas, each with their own seating-table, etc.
18. Seating in Teens is inadequate and also need a table.
19. Study Corral or gaming area, Study Pods also needed.
20. Soundproofing needed! Walls.
21. Chicago PL has developed a Digital Literacy model YouMedia based on the research that teens learn in three ways: Hanging Out vs Messing Around vs Geeking Out.
22. MID has been using tutor.com and not presently equipped for (or demand) for Go-To-Meeting for things like tutoring, meeting participation, etc.

Facility Management:

1. Currently, janitorial services are being contracted-out to a vendor as opposed to being provided by City Hall staff. Would be good to know if this vendor has any comments.
2. Mark Goad (supervised by City Hall Building Inspection Scott) has been responsible for MID's mechanical systems. Example, repair-replace leaking AHU coil this winter.
3. The rule has been capital projects of an MEP nature <\$20K have been taken care of by Mark with or without outside contractor(s) assistance.
4. Replacement boilers have a ~\$50K overall estimate however, City will acquire and furnish the "parts" for a contractor to install therefore the formal bid process is not required.
5. A list of maintenance items is upcoming; it reflects annual maintenance requirements, 10-year look-ahead. Example: the existing roof is original equipment due for replacement soon, 2-3 years being left on the warranty.
6. The existing sewer and water laterals should be adequate for a sizable building expansion.
7. Focus On Energy has been in the building; e.g., T12 lamps had been replaced with T8s.
8. The upper level public toilets and faucets have sensors.
9. Some portions of the controls system are run by pneumatics. Baseboard heat utilizes pneumatic controls, and there are some pneumatic actuators on dampers in air handling units.
10. Air Handling Unit controls were changed in 2014 to digital VAVs and remote monitoring BAS.
11. Hot water heating valves were also changed to digital controls.
12. The existing security camera system belongs to and is monitored by MID. No interface with City Hall.
13. Two existing hydraulic elevators: maintenance contract with Skip Dreyfus of Choice Elevators.
14. Occasional electrical power outages...MG&E.
15. The existing genset at City Hall powers the communications tower.
16. The fencing around the dumpsters has been removed.
17. Brief discussion of Tornado Shelter.

Action Items:

1. Further discussion about short-term improvements, e.g., ramp at Staff Entry and carpet replacement.

Next Meeting:

1. Wednesday, March 25th 12:30 to 4 pm.

Copies: All Attending, Ray White

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