

MEETING MINUTES

MEETING NAME	Advisory Task Force Meeting #1	MEETING LOCATION	Oconomowoc PL
MEETING DATE	10 December 2024	MEETING TIME	6:00 pm
PROJECT NAME	Oconomowoc Public Library Conceptual Planning		
FEH PROJECT NUMBER	2024405		
PROJECT ADDRESS	200 W. South Street, Oconomowoc, WI 53066		
ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
<input checked="" type="checkbox"/> Jen Puccini	Oconomowoc Public Library - Director	262.569.2193 x207	jpuccini@oconomowoclibrary.org
<input checked="" type="checkbox"/> Christy Monk	FEH Design	563.583.4900	christym@fehdesign.com
<input checked="" type="checkbox"/> Mark Taylor	FEH Design	414.231.4726	markt@fehdesign.com
<input checked="" type="checkbox"/> Kevin Eipperle	FEH Design	563.583.4900	kevine@fehdesign.com
<input checked="" type="checkbox"/> Advisory Task Force Members			

DISCUSSION

1. **Introductions**
2. **Review agenda and today's goals**
3. **Advisory Task Force (ATF) Role**
4. **Review Draft Goals for Success**
 - a. The goals were reviewed.
 - b. The question was raised about the definition of 'community' related to the goals.
 - c. The goal of 'Support Local Artists' was suggested.
5. **Relevance of a 21st Century Public Library**
 - a. Modern libraries are much more than a space for books.
 - b. Libraries are incorporating a merchandising / display feel.
6. **Current Library Usage**
 - a. Jen, the library director, reviewed the current statistics.
7. **Review process**
 - a. Space Needs Evaluation & Program of Spaces
 - i. Sensory rooms / spaces were suggested.
 - ii. Room for patrons to move and 'be'.
 - iii. Furniture with cubbies was suggested.
 - iv. It was suggested that the proposed makerspace square footage was not adequate.
 - v. A preference for quiet and non-quiet dedicated spaces was noted.
 - b. Advisory Task Force input, what would you like us to study?
 - c. Design workshop – SPARK (January 8 and 21)
8. **Site & Study Options**
 - a. Main Location, Branch Options
 - i. Consider expansion or a new site.
 - ii. Consider an unstaffed branch location.



b. Considerations

- i. The large meeting room could have a demonstration kitchen.
- ii. The Oconomowoc Senior Center needs space for Arts & Crafts, Food & Nutrition programming
- iii. The Community Center / Senior Center / Library can feel like they are competing. Collaborate.
- iv. The library provides space to 'be' while the community center is an event space.
- v. Create a library as learning space for connection and personalization.
- vi. The library should be welcoming, adaptive, with artist space(s).
- vii. To facilitate local art displays, an art wall with picture hanging system was suggested.
- viii. The implications of what is built need to be considered related to staffing.
- ix. A space that caters to the neurodivergent community in a creative way.
- x. Consider support for homeschooling.
- xi. A Friends gift shop could also support local art.
- xii. It was questioned whether a coffee shop with snacks should be considered.
- xiii. Parking must be addressed for patrons. Consider parking on a lower level.
- xiv. The library location should be walkable.
- xv. Space for play in the library and outdoors should be considered.
- xvi. The library should be an attraction. The group was interested in drawing people downtown.
- xvii. The library should be a way to connect 'great' spaces in the community.
- xviii. Archive and genealogy space should be provided.
- xix. The library should have an identifiable entrance.
- xx. Modifications should be a wise investment that can be afforded in the future.
- xxi. The space should be forward-planning.

9. Review Schedule

- a. Dates & location for future meetings & workshops, virtual & hybrid

10. Next steps, assignments, and next meeting

- a. **January 8, 2025 SPARK all day, meeting at 6:00 PM**

ACTION ITEMS

- 1. Prepare for SPARK workshop.**

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 Christy Monk

NEXT MEETING **January 8, 2025 at 6PM**

ATTACHMENTS Goals for Success, ATF Meeting Schedule, Space Needs, Presentation Slides, Attendee List

MEETING AGENDA

MEETING INFORMATION

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Oconomowoc Public Library

Goals for Success

10 December 2024

- Provide ample space to meet the current and future needs of the community.
- Expand and reinforce OPL as a community hub.
- Be culturally, financially, and environmentally sustainable.
- Showcase services being provided inside the library.
- Improve space dedication for all age groups.
- Provide barrier free access for everyone.
- Provide programable outdoor space.
- Provide flexible and adaptable infrastructure.
- Increase technology access for the community.
- Develop a flexible space that optimizes use by staff and future needs for the community.

Advisory Task Force Meeting Schedule

All meetings will be held in the Oconomowoc Public Library Meeting Room

Advisory Task Force (ATF) meeting #1	6:00PM	10 December 2024
Public Design SPARK Workshop Day 1 <ul style="list-style-type: none">• Explore options with community• Noon and evening presentations	All Day (drop in as your schedule permits)	8 January 2025
ATF meeting #2	6:00PM	8 January 2025
Public Design SPARK Workshop Day 2 <ul style="list-style-type: none">• Explore options with community• Noon and evening presentations• Develop project budgets	All Day (drop in as your schedule permits)	21 January 2025
ATF meeting #3	6:00PM	21 January 2025
ATF meeting #4 <ul style="list-style-type: none">• Make recommendation of preferred option(s)	6:00PM	5 February 2025

The Advisory Task Force meetings will be in person and virtual. Depending on your preference, the Zoom information for the meetings is as follows: Meeting ID: 635 872 2023, Passcode: 808198, Dial by your location: 312 626 6799 (Chicago).

Oconomowoc Public Library

Space Needs

2024-12-10 design service population 39,854



Program	Area in SF		
	Existing	Proposed	department subtotals
City of Fennimore Public Library			
Adult Collection		10,660	
Adult casual and study seating - 72		3,228	
Adult desktop computer workstations - 9		405	
Friends Gift Shop		756	
			15,049
Children's Collection		5,851	
Children's casual and study seating - 36		1,255	
Children's desktop/early literacy workstations - 2		80	
Children's Creative Play space - 35		700	
Family Restroom at children's			
Children's Program area - 50 people		700	
Children's Program Storage		90	
Children's service desk		330	
			9,006
Young Adult Collection		997	
Young Adult casual and study seating - 36		1,614	
Young Adult desktop computers - 4		180	
Laptop bar stations - 4		96	
			2,887
Directors office		220	
Enclosed Offices - 7 at 190SF each		1,330	
Circulation Workstation - 4 Spaces including self-check		720	
General staff workspace		2,280	
Staff break area		640	
Copy machine, printer area		50	
Friend's book sorting storage, work area		1,891	
Supply storage		221	
General Storage		1,128	
Self-Checkout - 3		180	
Drive up book drop			
			8,660
All-purpose room - 200 people		2,700	
All-purpose room - 50 people		600	
Meeting room storage		200	
Meeting room kitchenette		250	
Conference Room - 15 People		510	
Makerspace - 20 People		700	
Tutoring Spaces - 12 people in 2 person rooms		470	
Group Study Spaces - 30 people in 4-6 person rooms		1,100	
Nursing / Lactation Area		90	
			6,620
Entrance Vestibule and Lobby		1,218	
Service entrance		406	
Receiving, Trash, Recycling			
Mechanical room			
Fire Sprinkler entrance			
Janitors closet with mop sink			
Public restrooms - 2			
Electric water cooler			
			1,624
	Total	43,846	
	Gross Multiplier for walls and Corridors (25%)	10,962	
	Library Gross Total Area	24,124	54,808

ARCHITECTURE / ENGINEERING / INTERIORS

ATF MEETING #1

OCONOMOWOC PUBLIC LIBRARY
PUBLIC PLANNING



FEH DESIGN

INTRODUCTION

- Continuous operation since 1898
- Offices in Sioux City, Des Moines, Dubuque (Iowa) and Milwaukee (Wisconsin)

Extensive experience throughout the Midwest Region, over 150 library projects

Outstanding record for cost and schedule control

- Design approach that focuses on the owner, staff and community involvement



FEH Design offers experience provided by our four offices including architecture, structural engineering, interior design, WELL and LEED accredited professionals.

THE FEH TEAM



Christy Monk, AIA, LEED AP
BD+C
Principal



Mark Taylor
Project Manager



Kevin Eipperle, AIA, LEED AP
Principal



FEH DESIGN

03 / ADVISORY TASK FORCE ROLE

The Advisory Task Force serves as a sounding board, providing guidance, advice, and feedback to the Board. Task Force members will gain knowledge of, or experience with, the facilities, and are capable of articulating the views of the community. They understand the Goals for Success for the Library, can evaluate possible implementation options, will consider the potential cost of proposed options, make advisory recommendations to the Board.



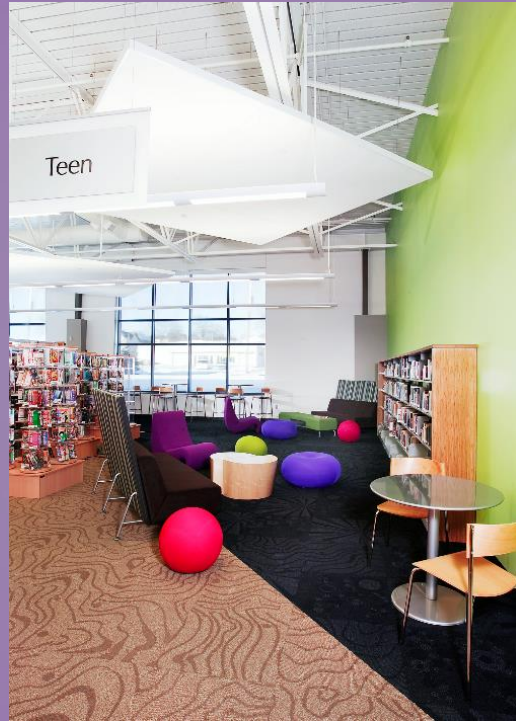
04/ GOALS FOR SUCCESS

- Provide ample space to meet the current and future needs of the community.
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 1. Main Location, Branch Options
9. **Review Schedule**
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 - a. **January 8, 2025 SPARK all day, ATF meeting at 6:00 PM**

05 / 21ST CENTURY LIBRARIES



- Young adult, youth spaces
- Flexible spaces & furnishings
- Integrated technology
- Collaboration, gathering



05 / 21ST CENTURY LIBRARIES



- Makerspaces
- Community Living Room
- Integrated technology
- Marketplace/neighborhood



05 / COMMUNITY MEETING SPACES



- Celebration venues
- Quiet places
- Classroom and training spaces



06 / CURRENT LIBRARY USAGE

Registered Users: 6,896 (City Residents) and 6,272 (Non-Resident)

Circulation: 304,445

Library Visits: 125,466

Programming: 154 programs

Programming attendance: 5,338

Public Computers: 21

Computer Uses: 6,364

Website Visits: 121,367

Wireless Visits: 7,183

Materials Owned: 109,018 (books, audio, DVD, magazines/newspaper, kits, etc.)

Library of Things: 190 items

Community Room Uses: 215



*2023 Data

07 / SPACE NEEDS PROGRAM

- Existing Square Footage – 24,125 GSF

- Projected Square Footage – 54,808 GSF

SUMMARY OF ESTIMATED SPACE NEEDS - FEH DESIGN

BASIC INFORMATION	
Library Name	Oconomowoc Public Library
Year Space Needs Analysis Performed	2024
Space Needs Calculation Target Year	2044
Design Population Applied	39,854

COLLECTION SPACES		Square Footage
Adult Collection Space Required		10,660
Children's Collection Space Required		5,851
Young Adult Collection Space Required		997
TOTAL COLLECTION SPACE REQUIRED		17,508

SEATING SPACES		User Seats	Square Footage
Recommended Total User Seating Base (not including computer or meeting rooms seating).			
		143	143
NOTE: Total number of seats may differ from sum of counts for individual areas due to rounding.			

CASUAL AND STUDY SEATING		
Adult Casual and Study Seating Suggested Based on Population Served	72	3,228
Children's Casual and Study Seating Suggested Based on Population Served	36	1,255
Young Adult Casual and Study Seating Suggested Based on Population Served	36	1,614
TOTAL CASUAL AND STUDY SEATING REQUIRED		6,098

COMPUTER/ TECHNOLOGY SEATING		
Adult Desktop Computer Workstations	9	403
Children's Desktop/ Early Literacy/ Educational Game Workstations	2	80
Young Adult Desktop Computer Workstations	4	189
Laptop Bar Stations	4	98
TOTAL COMPUTER/ TECHNOLOGY SPACE REQUIRED		761
TOTAL USER SEATING SPACE REQUIRED		6,859

STAFF SPACES		Square Footage
Director's Office		220
Other Enclosed Offices		1330
Circulation Workstations		720
Reference/ Information Desk Workstation(s)		0
Children's Service Desk Workstation(s)		330
Young Adult Service Desk Workstation(s)		0
Other Service Desks		0
General Staff Workspace		2280
Staff Lunch/ Break Room		640
TOTAL STAFF WORKSPACE REQUIRED		5,520

RUNNING TOTAL
54,808 GSF

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54,808 GSF

MEETING AND GATHERING SPACES		
	Occupancy	Square Footage
Conference Room #1	15	510
Conference Room #2	0	---
All Purpose Room #1	200	3,000
All Purpose Room #2	50	750
Children's Program Area	50	750
Children's Craft Area	0	---
Children's Creative Play Space	35	700
Maker Space	20	700
Computer Lab	0	---
Tutoring Space(s)	12	470
Group Study Space(s)	30	1,100
Other Meeting Space #1	0	---
Other Meeting Space #2	0	---
TOTAL MEETING & GATHERING SPACE		7,930

RUNNING TOTAL
54,808 GSF

SPECIAL USE SPACES		Square Footage
Coffee Bar		---
Café		---
Art Gallery		---
Friends' Book Sale Area		---
Friends' Gift Shop		750
Friends' Office/ Book Sorting Area		2,070
Call Working Space		---
Office for partner organization/ agency		---
Nursing/ Lactation Area		100
ADA (IFIG) seating equipment		---
TOTAL SPECIAL USE SPACES		2,737

RUNNING TOTAL
54,808 GSF

MISCELLANEOUS SPACES		Square Footage
Self Checkout Unit(s)		180
Copy Machine(s)		50
Dictionary Stand(s)		0
Atlas Stand(s)		0
Map Case(s)		0
Microform Cabinet(s)		0
Vertical File Cabinet(s)		0
Lateral File Cabinet(s)		0
TOTAL MISCELLANEOUS SPACES		230

UNCATEGORIZED SPACE		Square Footage
Supply Storage		225
General Storage		1218
Entrance (lobbies)		1218
Service/ Loading Entrance		406
TOTAL UNCATEGORIZED SPACE		3,067

TOTAL FUNCTIONAL SPACE 43,847

STRUCTURAL SPACE/ NON-ASSIGNABLE SPACE PERCENTAGE APPLIED 25 %

GRAND TOTAL ESTIMATED TOTAL SPACE NEED (GROSS SQUARE FEET) 54,808 GSF

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Questions?



FEH DESIGN



FEH DESIGN

SPARK SESSION



WHAT IS A SPARK SESSION?

It is a **F**ast-paced, **E**ngaging, **H**ighly-focused **D**esign Session.



FAST-PACED

In a 1 or 2 day session we create concept drawings in a short span of time based on your ideas. These concepts are then presented creating awareness and enthusiasm.



ENGAGING

Input comes from your selected committee or from the collective thoughts of your entire community or business. Having a broad base of support, reflects the needs and desires of the community, school or business, and develops built-in ownership.



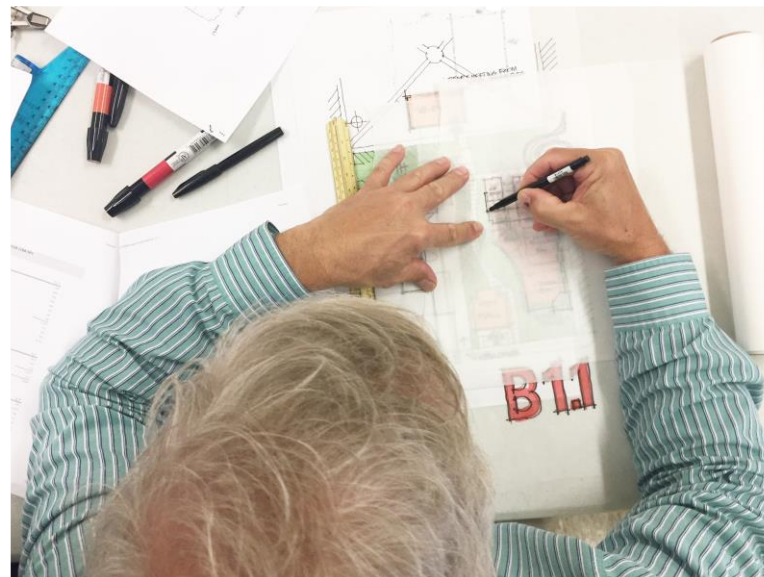
HIGHLY-FOCUSED

Our team of designers set up shop in your space with their design toolkits. There, we focus all our attention on listening and responding to your suggestions. We bring our tools, our creativity but no preconceived notions as we work with you.



DESIGN

Through the Spark Session, multiple design concepts are created. During the day we step back, reflect and then refine the designs. The best move forward and a concept moves to a more refined design.



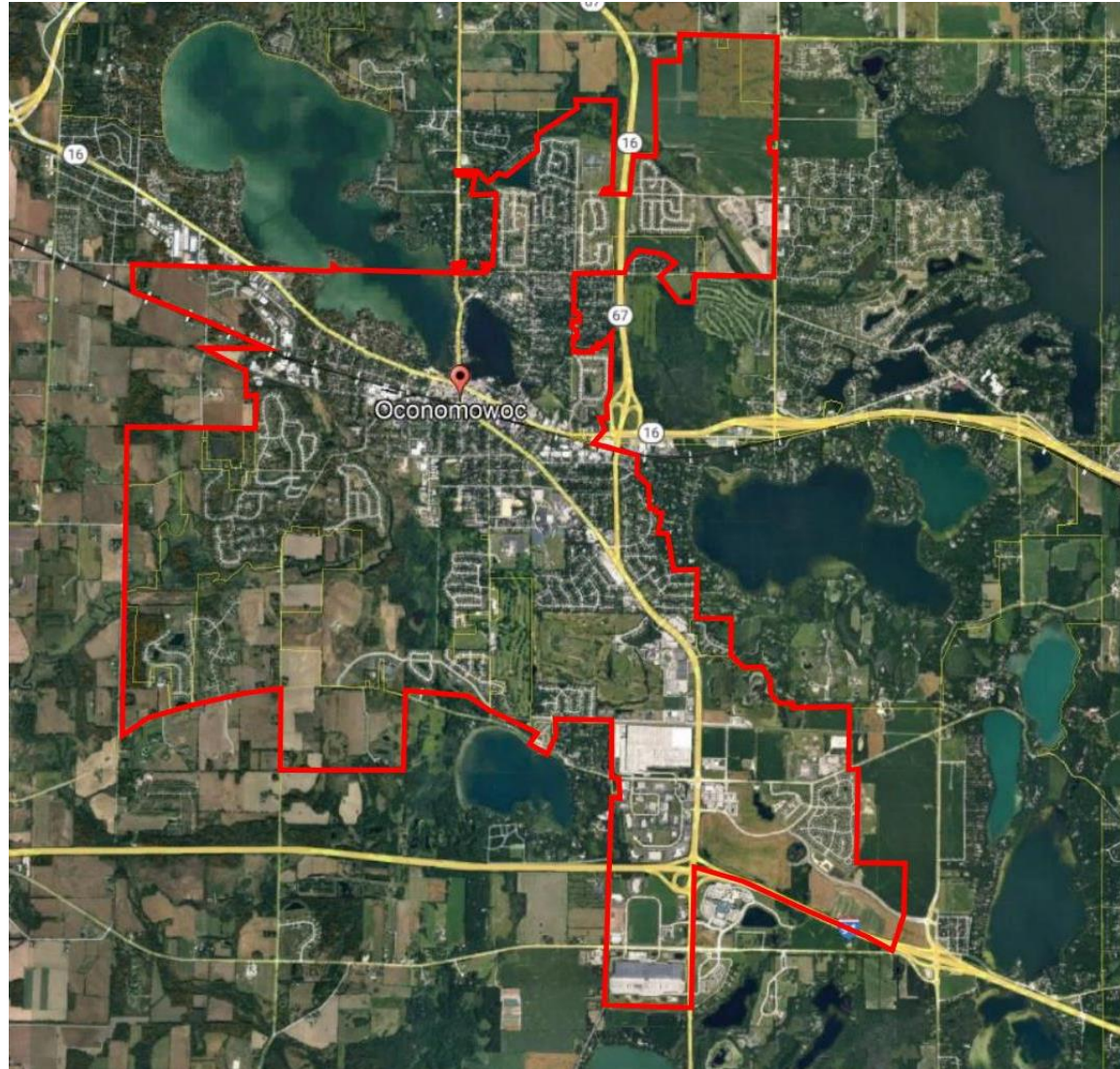
08 / SITE OPTIONS

MAIN SITE OPTIONS:

1. Existing Library
2. Downtown locations
3. Others?

BRANCH SITE OPTIONS:

1. Storefront
2. Near new development
3. Others?



08 / EXISTING SITE OPTIONS



09 / REVIEW SCHEDULE & TIMELINE

- Advisory Task Force (ATF) Meeting #1 – 6:00PM Tues December 10, 2024
- Advisory Task Force (ATF) Meeting #2 – 6:00PM Weds January 8, 2025
 - All Day SPARK Design Workshop (9AM-5:30PM)
- Advisory Task Force (ATF) Meeting #3 – 6:00PM Tues January 21, 2025
 - All Day SPARK Design Workshop (9AM-5:30PM)
- Advisory Task Force (ATF) Meeting #4 – 6:00PM Weds February 5, 2025
 - To make recommendations of preferred option

Questions?



FEH DESIGN



Next Meeting:
Wednesday January 8, 2025
@ 6:00 PM

**THANK
YOU**