Neenah Public Library Board of Trustee Meeting Minutes – June 20, 2018

Call to Order
With Codner in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:00 p.m. in the Alyward Conference Room. Members present: Carol Codner (vice president), Patricia Rickman, Randy Fieldhack, George Scherck, Beth Irish, Tim Kachur (Neenah Joint School District Representative), Tami Erickson (Aldermanic representative) and Kylee Miller (teen representative). Members excused: Jan Sarnecki (president), Merry Whipple, and Lisa Hemes.

Also present: Gretchen Raab, director, Nicole Hardina-Wilhelm, assistant director, Nancy Baird, circulation services manager, Jodi Schultz, youth services librarian, and Alex Ramsey and Eric Blowers from Engberg Anderson Architects.

Minutes
On motion of Fieldhack, seconded by Irish, the Board approved the minutes of the Library Board meeting of May 16, 2018.

Statistical Report
May circulation was down 5% (physical materials) and 3% (all materials). WiFi usage continues to increase. Programming numbers remain strong.

Bills for Consideration
On motion of Irish, seconded by Fieldhack, the Board unanimously approved payment of the June bills.

Director's Report
A temporary custodian has resigned. Interviews for a replacement will be held in July.
The director discussed the graph "Annual Library Visits 2000-2017." The statistics show a 26% increase in visits since 2000, when the new Library opened.
The Library has partnered with Neenah Joint School District to distribute free lunches to those under 18 as part of the Summer Food Service Program. The program is funded by the U.S. Department of Agriculture and administered by the Wisconsin Department of Public Instruction. 43 lunches were served the first day (June 11); on the fourth day, 124 lunches were served.

Kachur arrived at 4:06 p.m.

Department Reports
Circulation Services: In order to get a sense of how the new hours are affecting circulation, Baird looked at statistics for the first 18 days of June, which shows that circulation is 4.6% higher in 2018 over the same time period in 2017.

Youth Services: Wulff reported that the summer library program is on track to match last year's record number of registrations. The youth department is offering additional programs for children and tweens this summer. Wulff introduced the new teen representative, Kylee Miller.

Adult & Technical Services: Hardina-Wilhelm shared fishing photos from the June Memory Café. All participants caught fish with assistance from the Neenah High School Fishing Team. Hardina-Wilhelm received a thank you note from a patron in Missouri who had received an NPL item through interlibrary loan.

Space planning and concept design
Alex Ramsey and Eric Blowers from Engberg Anderson reported on their brainstorming sessions with staff as well as their findings based on collection size, current trends, etc. Alex Ramsey presented a timeline of the process and asked for board feedback. The report from Engberg Anderson is attached.

Miller left at 4:44pm.

Donation of note
On motion of Rickman, seconded by Irish, the board approved using Trust Funds to purchase an ADA-compliant podium at a cost not to exceed $3,000 in honor of Keith Niemuth.

Ramsey, Blowers, and Fieldhack left at 5:20 p.m.

CIP budget 2018-2022
The Common Council approved the CIP budget on June 6.

Library Board By-laws
The library board by-laws will be reviewed at the July 18 meeting.

Wisconsin Public Library Standards
Director Raab recalculated the Wisconsin Public Library Standards using revised criteria to determine service population and the Library falls into the tier 3 (highest level) in most categories.

Next regularly scheduled meeting
Wednesday, July 18 at 4:00 p.m.

Adjournment
On motion of Rickman, seconded by Erickson, the library board adjourned at 5:37 p.m.

Respectfully submitted,

Gretchen Raab

June 21, 2018

MEETING NOTES | Workshop 1

Neenah Public Library | Neenah, WI
Engberg Anderson Project No. 182860

DATE & TIME	June 20, 2018
LOCATION	Neenah Public Library
PRESENT:	Neenah PL Staff
	Neenah PL Board
	Engberg Anderson Architects

Item	Description
1	**PRESENTATION:** Engberg Anderson started each workshop with a brief presentation covering library trends and information on the current state of the Neenah Public Library. Several charts were included that are attached here for reference: 1. **Existing Space Use Calculations**: Each space in the library was assigned to a use category and calculated to assess the overall space use for the building. The total area is calculated as just under **55,000 sf** with the majority of the space used for open collections and seating (59%). The percentage of space allocated for gathering (8.2%) is below current standards. It was noted that the staff allocation (7,831 sf) is greater that the public children's area (6,471 sf). 2. **Collections Calculator**: used to determine if the library has an adequate number of shelves to house the collection. This data requires additional consideration as the conclusions do not appear to be accurate, likely the estimated percentage in circulation is low. 3. **Peer Comparisons:** Data from the DPI Annual Reports was analyzed to see how the Neenah Public Library compares to others when considering the following metrics per capita: size, items, visits and program attendance. After the presentation, the group discussed current aspects of the library using the categories keep, toss and create which were defined as follows with comments in the following section; 1. **KEEP:** Services and spaces within the library that are well used by current patrons, things that should be preserved as they are now as they work well. 2. **TOSS:** Services and spaces that are underutilized or not working as intended. These may be either tossed out or amended to correct the identified deficiencies. 3. **CREATE:** Ideas about what can be added to the library to better serve the community, whether current or potential library patrons. Ways in which existing spaces and services can be improved.

Item	Description
2	**STAFF WORKSHOP at 9:30:** **1. Keep** o Second floor reading area adjacent north curtainwall for daily newspaper readers o Access to natural daylight o Children's interactive play spaces o Computer stations o Active DVD and Lucky Day collections **2. Toss** o Open to below acoustic separation issue (solve architecturally) o Large adult circulation desk (location & size) o Large lobby (reallocate space) o Circulation desk & cashier area adjacency (desire for greater degree of privacy) o Kids desk geometry (awkward shape for effective child/staff interaction) o Staff break room size (can be reduced) **3. Create** o More meeting rooms: mid-sized meeting room (20-30 occupants) o Attractive teen destination (balance of seclusion & supervision) o Efficient wayfinding strategies (signage & other) o Usable patron space along east windows on Level two o Popular adult content area at entry o Volunteer space (balance of social & private work space for volunteers & staff) o Optimized staff workflow layouts
3	**STAFF WORKSHOP at 11:00:** **1. Keep** a. Shelving quantity b. Meeting room space (general use & exam proctoring) c. Access to natural daylight 2. **Toss** a. Large adult circulation desk (location & size) b. Kids desk geometry (awkward shape for effective child/staff interaction) 3. **Create** a. Additional meeting rooms with integrated technology & white boards i. Mid-sized meeting room (75 occupants) ii. Small meeting rooms (2-4 occupants)- "phone booth" use b. Attractive teen destination (balance of seclusion & supervision) i. Designated quiet group work space w/ integrated technology ii. Variety of flexible seating c. Efficient wayfinding strategies to meeting rooms, elevators, checkout, sections, and other key library locations (signage & other methods) d. Tables & seating with access to power e. Computer stations catering to group use f. Usable patron space along east windows on level two g. Additional youth space & shelving h. Bring new large print books to entry level

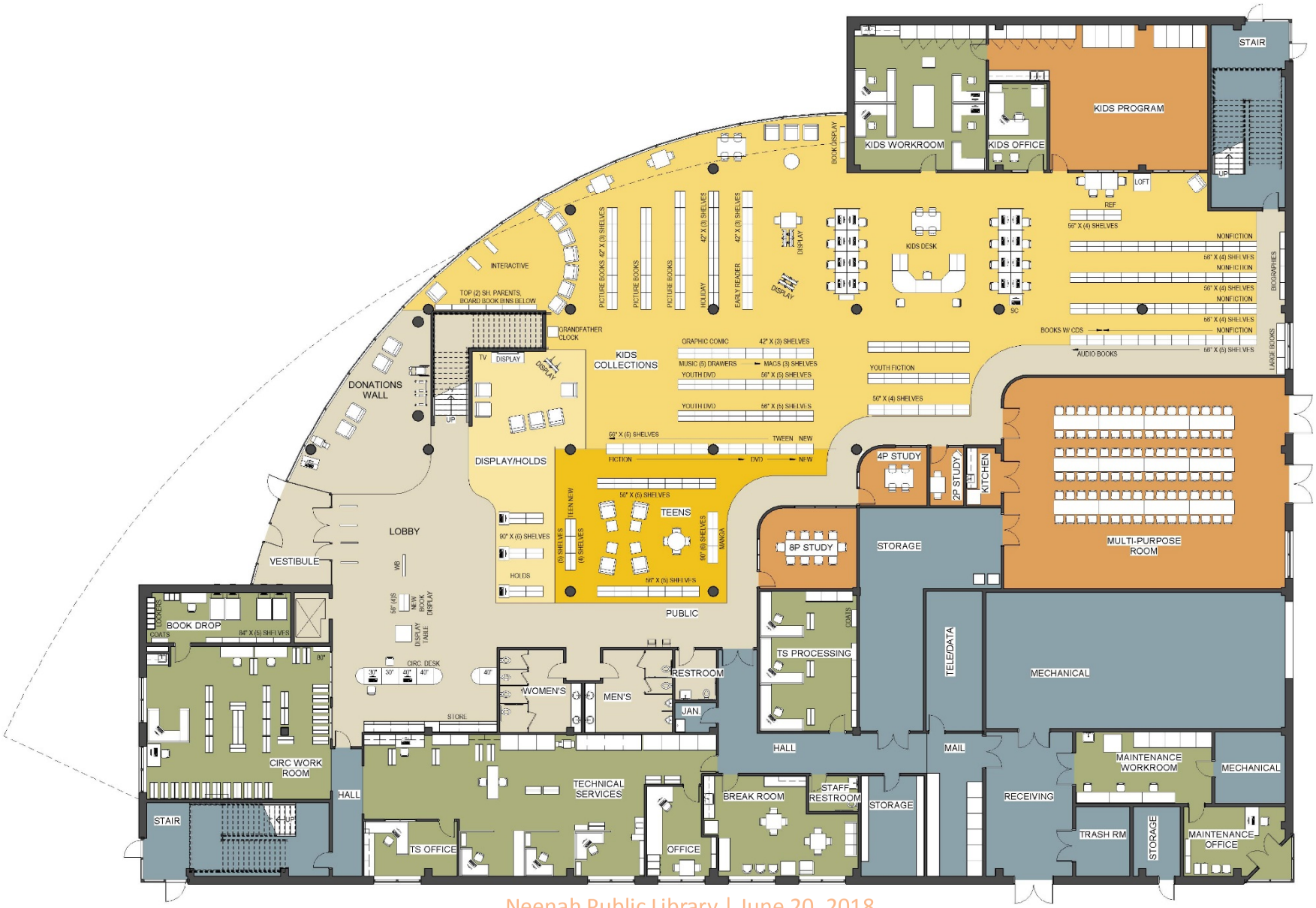
Item	Description
4	**LIBRARY BOARD:** 1. Engberg Anderson presented conceptual plans that illustrated ideas generated by the staff at the morning meetings. These diagrams are attached for reference. **2. Comments** a. Potential for meeting/study room naming rights b. Game room or similar amenity to attract teens c. Maker spaces and green screen content creation spaces should be explored - support in conjunction with high school resources and requirements.
5	**NEXT STEPS:** • Engberg Anderson to schedule future Workshop meeting dates & times, ideally to coincide with Board Meeting dates. • Engberg Anderson to create conceptual plan options integrating items of discussion from Workshop 1.
	Attachments: • Existing Floor Plans • Existing Space Use Calculations • Collections Calculator • Peer Comparisons • Idea Diagrams

These meeting minutes constitute the author's understanding of the issues discussed and the decisions reached. Please contact the undersigned with any additions, deletions or changes.

Prepared by

Alex Ramsey, AIA
Partner

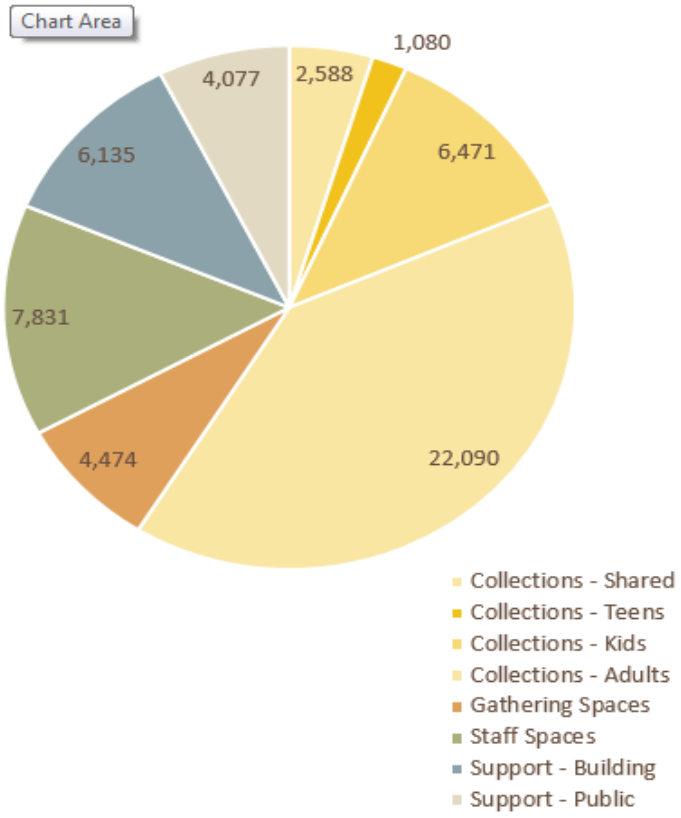
FIRST FLOOR PLAN



SECOND FLOOR PLAN

NEENAH PUBLIC LIBRARY 20-Jun-18

EXISTING SPACE USE	AREA (sf)		
TOTAL AREA (1-5)	**54,746**	**100.00%**	
ASSIGNABLE AREA (1-3)	44,534		100.00%
1 GENERAL COLLECTIONS SPACES	**32,229**	**58.90%**	**72.40%**
DISPLAY LOUNGE AREA	1,790		
DISPLAY/HOLDS	798		
SPECIAL COLLECTIONS	730		
ADULT COLLECTIONS	21,360		
TEENS	1,080		
KIDS COLLECTIONS	6,471		
2 GATHERING SPACES	**4,474**	**8.20%**	**10.00%**
KIDS PROGRAM	958		
MULTI-PURPOSE ROOM	2,186		
KITCHEN	72		
2P STUDY	72		
4P STUDY	140		
8P STUDY	284		
12P MEETING ROOM	399		
12P MEETING ROOM	363		
3 STAFF SPACES	**7,831**	**14.30%**	**17.60%**
MAINTENANCE OFFICE	274		
MAINTENANCE WORKROOM	354		
BREAK ROOM	473		
OFFICE	200		
TECHNICAL SERVICES	1,372		
CIRC WORK ROOM	1,025		
BOOK DROP	267		
KIDS WORKROOM	695		
KIDS OFFICE	182		
TS PROCESSING	501		
AS OFFICE	251		
ADULT SERVICES	996		
ADMIN WORKROOM	372		
ADMIN OFFICE	236		
ADMIN WAITING	121		
DIRECTORS OFFICE	327		
TS OFFICE	185		
4 PUBLIC SUPPORT SPACES	**4,077**	**7.40%**	
RESTROOM	77		
MEN'S	245		
WOMEN'S	227		
VESTIBULE	230		
WOMEN'S	250		
MEN'S	243		
RESTROOM	61		
PUBLIC	2,120		
HALL	624		
5 BUILDING SUPPORT SPACES	**6,135**	**11.20%**	
MECHANICAL	182		
STORAGE	118		
TRASH RM	137		
RECEIVING	453		
MAIL	291		
HALL	420		
STORAGE	233		
STAFF RESTROOM	65		
HALL	141		
TELE/DATA	291		
STORAGE	754		
MECHANICAL	1,508		
JAN.	44		
ELEV EQUIP	84		
STORAGE	165		
STAIR	502		
STAIR	508		
STAIR	118		
STAIR	121		



Collection Calculator

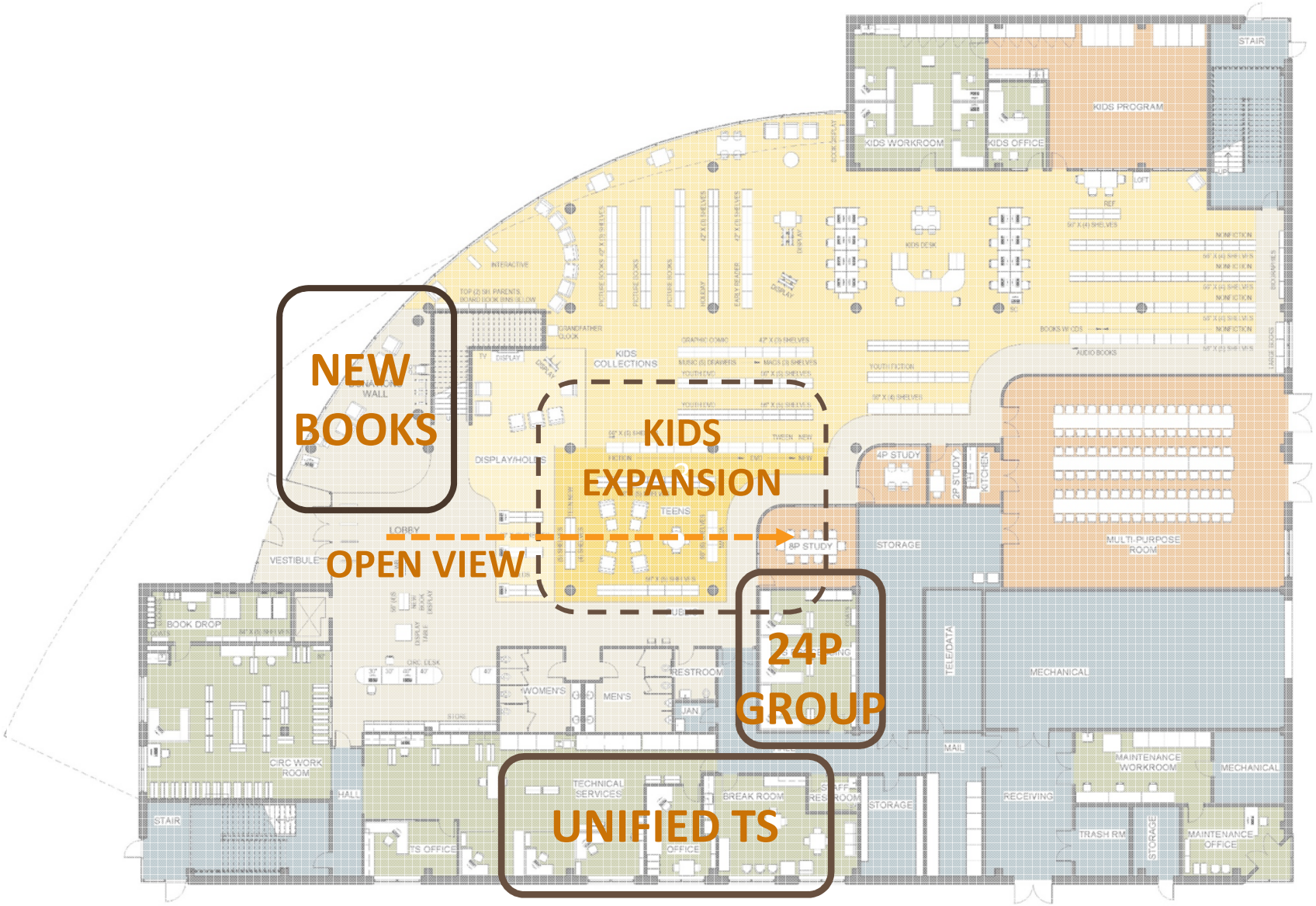
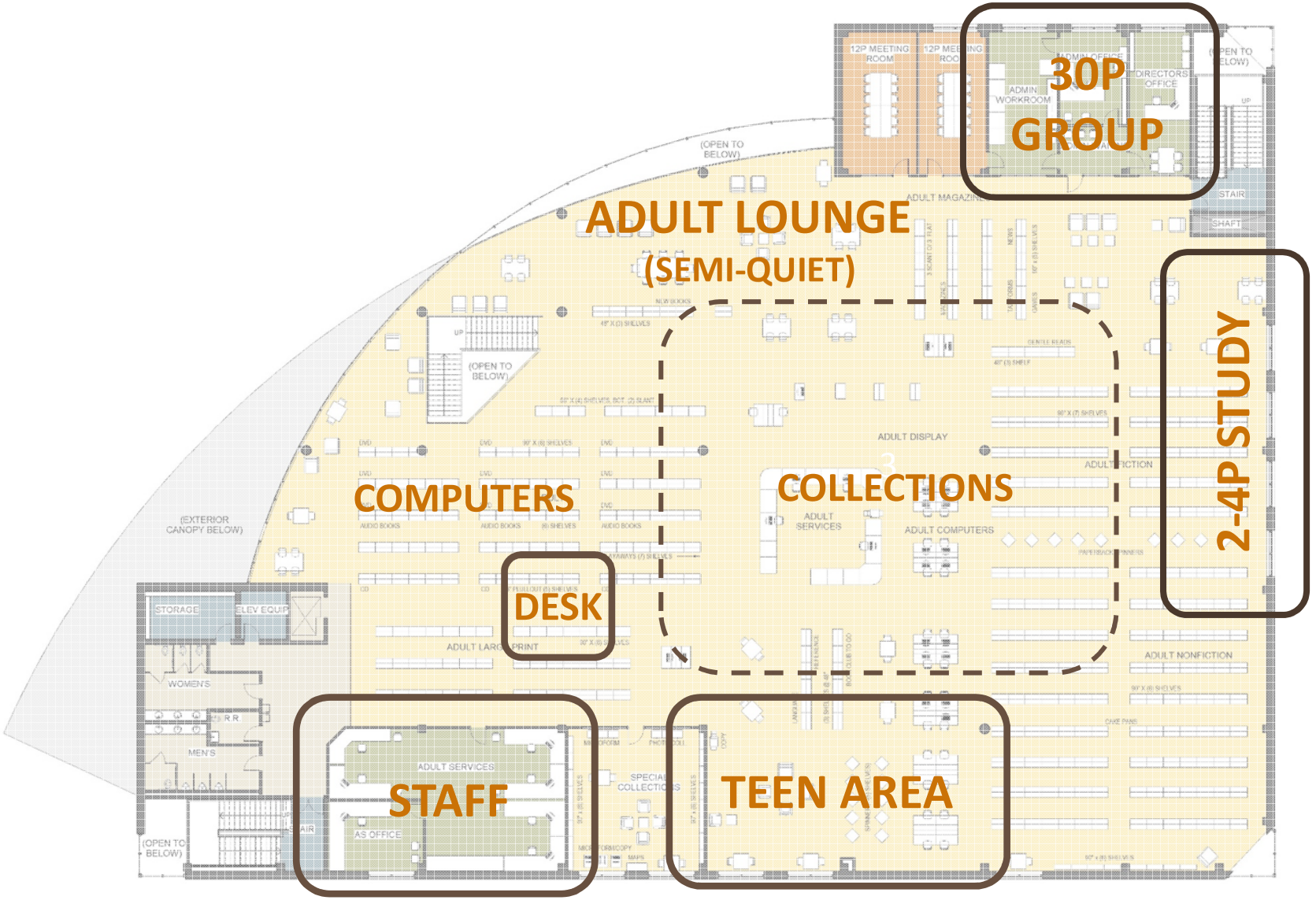
Zone | Space | Item	Qty	Height	Effective Unit	# Shelves / Unit	Length of Each Shelf	Fill Rate per Shelf	Max Titles per Foot	Capacity per section	Percent to shelve	Total Capacity	Typical Items to Shelve	2,017
Arrival										**2,534**	**0**	**0**
Display	4	56"	SF56	4	3	0.8	12	115.2	90%	461	0	0
Open Holds	12	90"	SF72	6	3	0.8	12	172.8	90%	2,074	0	0
Youth Services										**45,706**	**53,871**	**61,880**
Youth Print Collections	**206**									**38,866**	**45,854**	**51,543**
J-New Books		tables	SF66	5	3	0.8	12	144	75%	0	1,245	1,660
J-Non-Fiction	84		SF66	5	3	0.8	18	216	90%	18,144	16,016	17,796
J-Paperback			SF66	5	3	0.8	18	216	90%	0	2,573	2,859
J-E-Board Book Bins			SF48	3	3	0.8	25	180	75%	0	1,430	1,906
J-E-Picture Books	52	42"	SF48	3	3	0.8	30	216	90%	11,232	12,801	14,223
J-E-Readers & Series	14	42"	SF48	3	3	0.8	29	208.8	90%	2,923	4,351	4,834
J-Fiction	36	56"	SF56	4	3	0.8	12	115.2	90%	4,147	4,769	5,299
J-Tween	12	56"	SF66	5	3	0.8	12	144	90%	1,728	1,219	1,354
J-Graphic Novels	8	42"	SF48	3	3	0.8	12	86.4	90%	691	1,451	1,612
Youth Media Collections	**51**									**6,840**	**8,017**	**10,337**
J-DVDs & Blueray (Shelves)	32	56"	SF66	5	3	0.8	9	108	75%	3,456	4,892	6,523
AS-Music CDs	5	42"	SF66	5	3	0.8	30	360	90%	1,800	1,009	1,121
J-CD Audiobooks	11	56"	SF66	5	3	0.8	12	144	90%	1,584	1,754	1,949
J-AV-Play Aways			SF66	5	3	0.8	10	120	90%	0	362	402
J-Periodicals	3	42"	SF48	3	3	0.8	1	7	100%	22	342	342
Young Adult Services										**8,942**	**6,638**	**7,419**
Young Adult Print Collections	**43**									**8,482**	**6,638**	**7,419**
YA-New	3	5S	SF66	5	3	0.8	10	120	75%	360	195	260
YA-Fiction & Paperbacks	34	5S	SF66	5	3	0.8	18	216	90%	7,344	3,663	4,070
YA-Graphic Novels			SF66	5	3	0.8	9	108	90%	0	319	354
YA-Manga	6	6S	SF72	6	3	0.8	9	129.6	90%	778	1,238	1,376
YA-Non Fiction			SF66	5	3	0.8	21	252	90%	0	1,223	1,359
Young Adult Media Collections	**0**									**461**	**1,378**	**1,723**
AS-CD Audiobooks (Shelves)			SF66	5	3	0.8	12	144	80%	0	463	579
AS-AV-Play Aways			SF66	5	3	0.8	12	144	80%	0	119	149
YA-DVDs & Bluerays (Shelves)	4		SF66	5	3	0.8	9	108	80%	432	796	995
YA-Current Periodicals	3	4S	SF66P	4	3	0.8	1	10	100%	29	233	233
Adult Services										**111,278**	**76,681**	**100,295**
Adult Print Collections	**533**									**91,694**	**64,999**	**86,983**
AS-New Fiction	30	56"	SF56	4	3	0.8	11	106	90%	3,168	853	948
AS-Fiction	145	90"	SF84	7	3	0.8	10	168	90%	24,360	21,212	23,569
AS-Book Club To Go	12	48"	SF48	3	3	0.8	10	72	90%	864	880	978
AS-Large Type	84	90"	SF72	6	3	0.8	11	158	85%	13,306	7,152	8,414
AS-Non Fiction	276	90"	SF72	6	3	0.8	12	173	90%	47,693	32,597	38,779
AS-Special Collections	16	90"	SF72	6	3	0.8	10	144	100%	2,304	*2,304*	0
AS-Paperbacks	9	spinners		0	3	0.8	12	0	85%	0	5,229	6,152
Periodicals - Newspapers	39	56"	SF48	3	3	0.8	1	5	100%	211	8,143	8,143
Adult Media Collections	**248**									**19,584**	**11,682**	**13,312**
AS-DVD & Blueray (Shelves)	176	56"	SF66	5	3	0.8	20	240	75%	42,240	20,387	27,182
AS-CD Audiobooks (Shelves)	26		SF66	5	3	0.8	12	144	75%	3,744	4,889	6,518
AS-AV-Play Aways	10		SF66	5	3	0.8	12	144	75%	1,440	1,493	1,991
AS-Music CDs	36		SF84	7	3	0.8	30	504	90%	18,144	10,189	11,321

NEENAH PUBLIC LIBRARY | Peer Comparisons

20-Jun-18

Municipality	Resident Population	Additional County Population	**Extended County Population**	Square Footage of Library	**SF PER CAPITA**	Total Print Items	Total Media Items	Total Print and Media Items	**ITEMS PER CAPITS**	Library Visits	**VISITS PER CAPITA**	Total Programs	Total Attendance	**ATTENDANCE PER CAPITA**
Neenah	26,050	27,485	**53,535**	50,000	**0.93**	152,495	59,522	212,017	**3.96**	290,954	**5.43**	867	32,701	**0.61**
Middleton (expanding)	19,317	8,171	**27,488**	32,000	**1.16**	88,329	27,956	116,285	**4.23**	334,192	**12.16**	943	32,174	**1.17**
Wisconsin Rapids	18,630	20,004	**38,634**	45,787	**1.19**	88,589	21,437	110,026	**2.85**	244,775	**6.34**	635	21,534	**0.56**
Wauwatosa	47,160	68	**47,228**	52,000	**1.10**	171,460	32,130	203,590	**4.31**	381,932	**8.09**	836	36,051	**0.76**
La Crosse (2 branches)	52,377	0	**52,377**	84,610	**1.62**	146,644	44,697	191,341	**3.65**	524,925	**10.02**	980	33,269	**0.64**
Manitowoc	33,783	22,465	**56,248**	53,000	**0.94**	160,778	28,614	189,392	**3.37**	217,045	**3.86**	657	11,616	**0.21**
West Bend	31,676	26,958	**58,634**	62,000	**1.06**	182,604	23,300	205,904	**3.51**	226,648	**3.87**	448	19,282	**0.33**
Sheboygan	48,653	16,525	**65,178**	88,000	**1.35**	229,661	39,177	268,838	**4.12**	335,999	**5.16**	746	19,285	**0.30**
Fond du Lac (1 branch)	43,381	26,653	**70,034**	65,100	**0.93**	167,462	42,402	209,864	**3.00**	339,788	**4.85**	639	18,514	**0.26**
Janesville	63,470	17,907	**81,377**	65,000	**0.80**	201,619	58,148	259,767	**3.19**	487,911	**6.00**	1,023	41,618	**0.51**
Eau Claire	67,381	17,338	**84,719**	59,700	**0.70**	188,696	45,981	234,677	**2.77**	418,290	**4.94**	597	26,956	**0.32**
Average of 10 peers					1.08				3.50		6.53			0.51
Fitchburg (2010)	27,635	2,416	**30,051**	38,000	**1.26**	87,417	15,484	102,901	**3.42**	209,924	**6.99**	490	14,994	**0.50**
Oak Creek (2017)	35,206	7	**35,213**	41,847	**1.19**	64,341	15,320	79,661	**2.26**	198,319	**5.63**	244	11,690	**0.33**
Sun Prairie (study)	32,613	8,836	**41,449**	36,000	**0.87**	108,018	25,291	133,309	**3.22**	236,526	**5.71**	643	27,704	**0.67**
Beloit	36,657	9,074	**45,731**	55,000	**1.20**	151,759	35,774	187,533	**4.10**	223,730	**4.89**	639	22,591	**0.49**
Appleton (expanding)	74,286	38,441	**112,727**	86,600	**0.77**	267,646	72,534	340,180	**3.02**	487,795	**4.33**	1,280	41,054	**0.36**
Average of 15 peers					1.06				3.25		5.68			0.48

IDEAS | FIRST FLOOR



IDEAS | SECOND FLOOR