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 ADAcompliant 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:

- 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.

320 E Buffalo St, Suite 500 | Milwaukee, WI 53202 | (414) 944-9000 | www.engberganderson.com

3

ltem	Descrip	otion	
2	STAFF	WORKSH	IOP at 9:30:
	1.	Кеер	
		0	Second floor reading area adjacent north curtainwall for daily newspaper readers
		0	Access to natural daylight
		0	Children's interactive play spaces
		0	Computer stations
		0	Active DVD and Lucky Day collections
	2.	Toss	
		0	Open to below acoustic separation issue (solve architecturally)
		0	Large adult circulation desk (location & size)
		0	Large lobby (reallocate space)
		0	Circulation desk & cashier area adjacency (desire for greater degree of privacy)
		0	Kids desk geometry (awkward shape for effective child/staff interaction)
	-	0	Staff break room size (can be reduced)
	3.	Create	Mana marting an and disad marting around (20,20 according to)
		0	More meeting rooms: mid-sized meeting room (20-30 occupants)
		0	Attractive teen destination (balance of seclusion & supervision)
		0	Efficient wayfinding strategies (signage & other)
		0	Usable patron space along east windows on Level two
		0	Popular adult content area at entry
		0	Volunteer space (balance of social & private work space for volunteers & staff) Optimized staff workflow layouts
		0	Optimized staff workflow layouts
3	STAFF	WORKSH	HOP at 11:00:
	1.	Кеер	
	1.	-	Shelving quantity
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Item	Descrip	otion
4	LIBRAF	RY 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 S	TEPS:
	•	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.
	Attach	ments:
	•	Existing Floor Plans
	•	Existing Space Use Calculations
	•	Collections Calculator
	•	Peer Comparisons
	•	Idea Diagrams

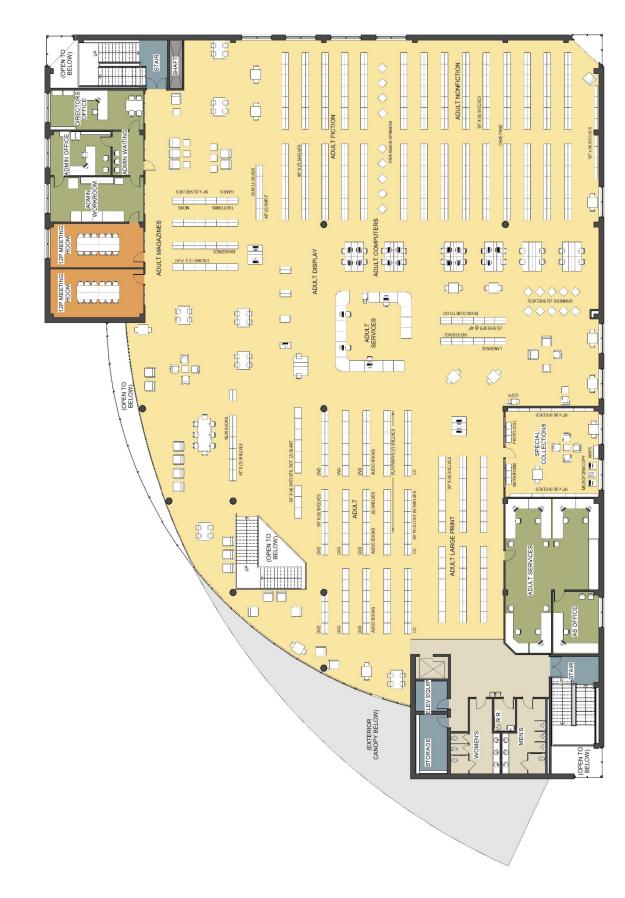
These meeting minutes constitute the author's understanding of the issues discussed and the decisions reached. Please contact the undersigned with any additions, deletions or changes.

Prepared by

Alex Ramsey, AIA Partner FIRST FLOOR PLAN



SECOND FLOOR PLAN

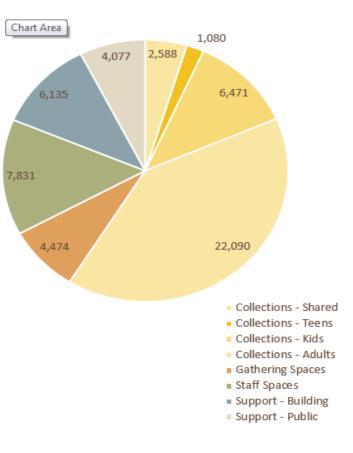


Neenah Public Library | June 20, 2018

NEENAH PUBLIC LIBRARY

20-Jun-18

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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 RESTROOM 77 MEN'S 245 WOMEN'S 220 VESTIBULE 230 WOMEN'S 250 MEN'S 243 RESTROOM 61 PUBLIC 2,120 HALL 624 5 BUILDING SUPPORT SPACES 6,135 11.20% 11.20% MECHANICAL 182 STORAGE 118 TRASH RM 137 RECEIVING 453 MAIL 291 HALL 420 STORAGE 233 STAFF RESTROOM 65 HALL 141 TEL/DATA 291 STORAGE 754 MECHANICAL 1,508	KIDS WORKROOM	695		
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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	PUBLIC	2,120		
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MECHANICAL 1,508 JAN. 44				
JAN. 44				
STORAGE 165				
STAIR 502	STAIR	502		
STAIR 508				
STAIR 118				
STAIR 121	STAIR	121		



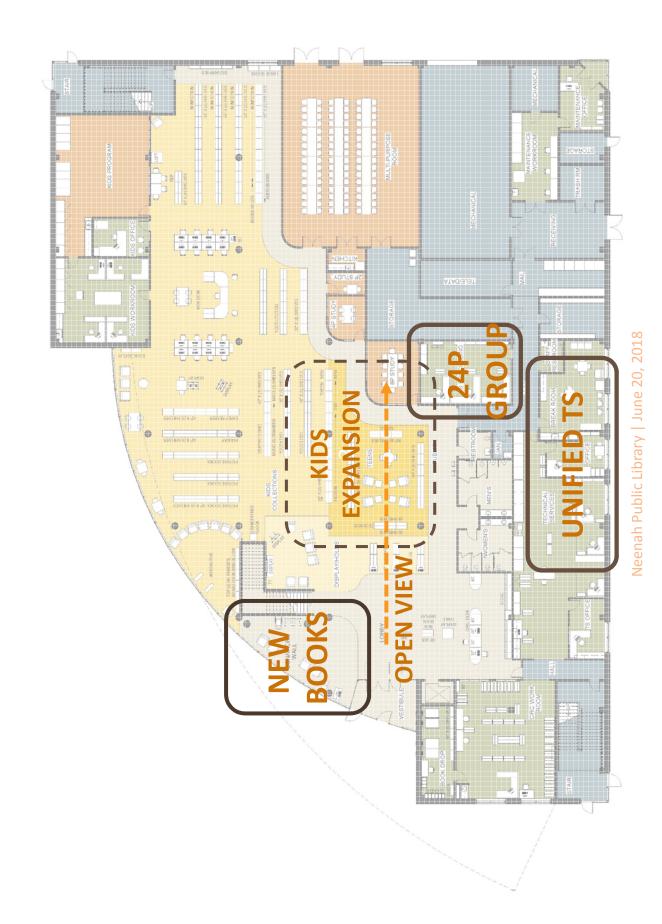
Collection Calculator

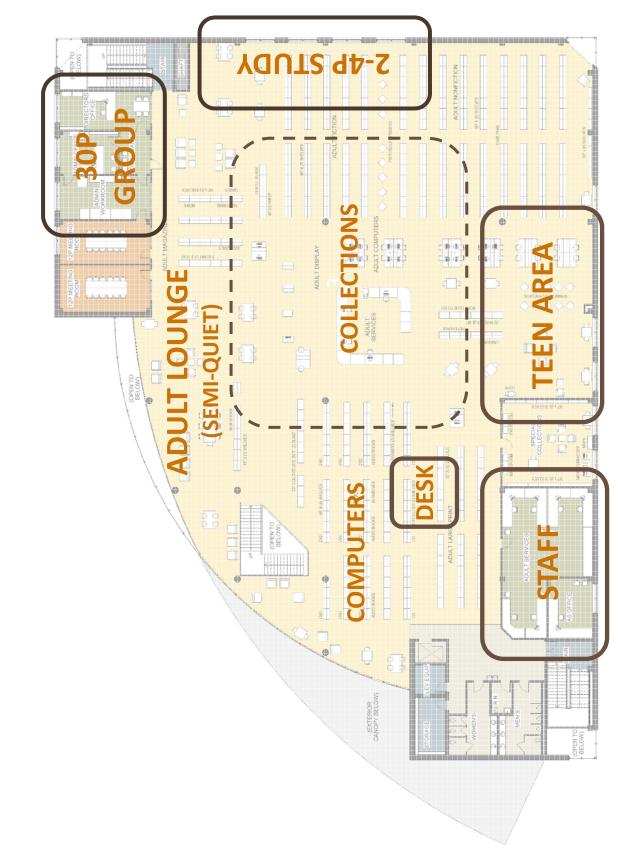
Zone Space Item	Qty	Height	Effective Unit	# Shelves / Unit	Length of Each Shelf		Max Titles per Foot	Capacity per section	Percent to shelve	Total Capacity	Typical Items to Shelve	2,017
Arrival										2,534	0	0
Display	4	56"	SF56	4	3	0.8	12	115.2	90%	461	0	0
Open Holds	12	90"	SF72	6	3	0.8	12	172.8	90%	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 & Bluerays (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	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
										111,278	76,681	100,295
Adult Services										91,694	64,999	86,983
Adult Services Adult Print Collections	533									51,054		
	533 30	56"	SF56	4	3	0.8	11	106	90%	3,168	853	948
Adult Print Collections		56" 90"	SF56 SF84	4	3	0.8	11 10	106 168	90% 90%		853 21,212	
Adult Print Collections AS-New Fiction	30									3,168		
Adult Print Collections AS-New Fiction AS-Fiction	30 145	90"	SF84	7	3	0.8	10	168	90%	3,168 24,360	21,212	23,569
Adult Print Collections AS-New Fiction AS-Fiction AS-Book Club To Go	30 145 12	90" 48"	SF84 SF48	7 3	3 3	0.8 0.8	10 10	168 72	90% 90%	3,168 24,360 864	21,212 880	23,569 978
Adult Print Collections AS-New Fiction AS-Fiction AS-Book Club To Go AS-Large Type	30 145 12 84	90" 48" 90"	SF84 SF48 SF72	7 3 6	3 3 3	0.8 0.8 0.8	10 10 11	168 72 158	90% 90% 85%	3,168 24,360 864 13,306	21,212 880 7,152	23,569 978 8,414
Adult Print Collections AS-New Fiction AS-Fiction AS-Book Club To Go AS-Large Type AS-Non Fiction	30 145 12 84 276	90" 48" 90" 90"	SF84 SF48 SF72 SF72 SF72	7 3 6 6	3 3 3 3	0.8 0.8 0.8 0.8	10 10 11 12	168 72 158 173	90% 90% 85% 90%	3,168 24,360 864 13,306 47,693	21,212 880 7,152 32,597	23,569 978 8,414 38,779
Adult Print Collections AS-New Fiction AS-Fiction AS-Book Club To Go AS-Large Type AS-Non Fiction AS-Special Collections	30 145 12 84 276 16	90" 48" 90" 90" 90"	SF84 SF48 SF72 SF72 SF72	7 3 6 6 6	3 3 3 3 3	0.8 0.8 0.8 0.8 0.8	10 10 11 12 10	168 72 158 173 144	90% 90% 85% 90% 100%	3,168 24,360 864 13,306 47,693 2,304	21,212 880 7,152 32,597 <i>2,304</i>	23,569 978 8,414 38,779 0
Adult Print CollectionsAS-New FictionAS-FictionAS-Book Club To GoAS-Large TypeAS-Non FictionAS-Special CollectionsAS-Paperbacks	30 145 12 84 276 16 9	90" 48" 90" 90" 90" spinners	SF84 SF48 SF72 SF72 SF72	7 3 6 6 6 0	3 3 3 3 3 3 3	0.8 0.8 0.8 0.8 0.8 0.8 0.8	10 10 11 12 10 12	168 72 158 173 144 0	90% 90% 85% 90% 100%	3,168 24,360 864 13,306 47,693 2,304 0	21,212 880 7,152 32,597 2,304 5,229 8,143	23,569 978 8,414 38,779 0 6,152 8,143
Adult Print Collections AS-New Fiction AS-Fiction AS-Book Club To Go AS-Large Type AS-Non Fiction AS-Special Collections AS-Paperbacks Periodicals - Newspapers	30 145 12 84 276 16 9 39	90" 48" 90" 90" 90" spinners	SF84 SF48 SF72 SF72 SF72 SF72 SF48	7 3 6 6 6 6 0 3	3 3 3 3 3 3 3 3	0.8 0.8 0.8 0.8 0.8 0.8 0.8 0.8	10 10 11 12 10 12 1	168 72 158 173 144 0 5	90% 90% 85% 90% 100% 85% 100%	3,168 24,360 864 13,306 47,693 2,304 0 211 19,584	21,212 880 7,152 32,597 2,304 5,229 8,143 11,682	23,569 978 8,414 38,779 0 6,152 8,143 13,312
Adult Print Collections AS-New Fiction AS-Fiction AS-Fiction AS-Book Club To Go AS-Large Type AS-Non Fiction AS-Special Collections AS-Paperbacks Periodicals - Newspapers Adult Media Collections AS-DVD & Blueray (Shelves)	30 145 12 84 276 16 9 39 39 248	90" 48" 90" 90" spinners 56"	SF84 SF48 SF72 SF72 SF72	7 3 6 6 6 6 0 3 5	3 3 3 3 3 3 3 3 3 3 3	0.8 0.8 0.8 0.8 0.8 0.8 0.8	10 10 11 12 10 12 1 20	168 72 158 173 144 0	90% 90% 85% 90% 100% 85% 100%	3,168 24,360 864 13,306 47,693 2,304 0 211 19,584 42,240	21,212 880 7,152 32,597 2,304 5,229 8,143 11,682 20,387	23,569 978 8,414 38,779 0 6,152 8,143 13,312 27,182
Adult Print Collections AS-New Fiction AS-Fiction AS-Book Club To Go AS-Large Type AS-Non Fiction AS-Special Collections AS-Paperbacks Periodicals - Newspapers	30 145 12 84 276 16 9 39 39 248 176	90" 48" 90" 90" spinners 56"	SF84 SF48 SF72 SF72 SF72 SF48 SF48	7 3 6 6 6 6 0 3	3 3 3 3 3 3 3 3	0.8 0.8 0.8 0.8 0.8 0.8 0.8 0.8	10 10 11 12 10 12 1	168 72 158 173 144 0 5 5 240	90% 90% 85% 90% 100% 85% 100%	3,168 24,360 864 13,306 47,693 2,304 0 211 19,584	21,212 880 7,152 32,597 2,304 5,229 8,143 11,682	23,569 978 8,414 38,779 0 6,152 8,143 13,312

Γ	ATTENDANCE PER CAPITA	0.61	1.17	0.56	76	0.64	21	0.33	30	0.26	51	32	0.51	0.50	0.33	0.67	0.49	0.36	0.48
	ATTEN PER C												0						Ö
	Total Attendance	32,701	32,17	21,534	36,051	33,269	11,616	19,282	19,285	18,514	41,618	26,956		14,994	11,690	27,704	22,591	41,05	
_	Total Programs	867	943	635	836	980	657	448	746	639	1,023	597		490	244	643	639	1,280	
	VISITS PER CAPITA	5.43	12.16	6.34	8.09	10.02	3.86	3.87	5.16	4.85	6.00	4.94	6.53	6.99	5.63	5.71	4.89	4.33	5.68
	Library Visits	290,954	334,192	244,775	381,932	524,925	217,045	226,648	335,999	339,788	487,911	418,290		209,924	198,319	236,526	223,730	487,795	
	ITEMS PER CAPITS	3.96	 4.23	2.85	4.31	3.65				3.00			3.50	-	2.26			3.02	3.25
	Total Print and Media Items	212,017	116,285	110,026	203,590	191,341	189,392	205,904	268,838	209,864	259,767	234,677		102,901	79,661	133,309	187,533	340,180	
	Total Media ltems	59,522	27,956	21,437	32,130	44,697	28,614	23,300	39,177	42,402	58,148	45,981		15,484	15,320	25,291	35,774	72,534	
	Total Print Items	152,495	88,329	88,589	171,460	146,644	160,778	182,604	229,661	167,462	201,619	188,696		87,417	64,341	108,018	151,759	267,646	
ſ	SF PER CAPITA	0.93	1.16	1.19	1.10	1.62	0.94	1.06	1.35	0.93	0.80	0.70	1.08	1.26	1.19	0.87	1.20		1.06
	Square Footage of Library	50,000	32,000	45,787	52,000	84,610	53,000	62,000	88,000	65,100	65,000	59,700		38,000	41,847	36,000	55,000	86,600	
	Extended County Population	53,535	27,488	38,634	47,228	52,377	56,248	58,634	65,178	70,034	81,377	84,719		30,051	35,213	41,449	45,731	112,727	
	Additional County Population	27,485	8,171	20,004	68	0	22,465	26,958	16,525	26,653	17,907	17,338		2,416	7	8,836	9,074	38,441	
	Resident Population	26,050	19,317	18,630	47,160	52,377	33,783	31,676	48,653	43,381	63,470	67,381		27,635	35,206	32,613	36,657	74,286	
20-Jun-18	Municipality	Neenah	Middleton (expanding)	Wisconsin Rapids	Wauwatosa	La Crosse (2 branches)	Manitowoc	West Bend	Sheboygan	Fond du Lac (1 branch)	Janesville	Eau Claire	Average of 10 peers	Fitchburg (2010)	Oak Creek (2017)	Sun Prairie (study)	Beloit	Appleton (expanding)	Average of 15 peers

NEENAH PUBLIC LIBRARY | Peer Comparisons

IDEAS | FIRST FLOOR





IDEAS | SECOND FLOOR

Neenah Public Library | June 20, 2018