

Project: New Glarus Public Library (NGPL)
Meeting Location: New Glarus Village Hall
Date of Meeting: 7.07.2015 at 1:00 pm
In Attendance: Lauren White (NGPL); Deb Haeffner (SCLS); Tina Gordon, Jim Gersich (Dimension IV Madison)

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.

This meeting was a staff-level meeting for review of collection projections and other space needs over the 20-year planning horizon.

General comments:

1. We noted in general that, for a wide variety of components of the collection, that weeding/purging has reduced the numbers of volumes significantly when comparing the 2011 statistics against the 2015 SCLS data. We assume this was due to lack of space moreso than any other major factor.
2. We field-verified several elements of the collection:
 - a. Juvenile Books-on-CD are shown to be 101 now, whereas in 2011 the count was 243. We counted the number on the shelf to exceed 150 therefore the 101 is incorrect and, due to items in circulation, we assume a count closer to 243 is accurate.
 - b. We measured various elements in the Library Storage Room and miscellaneous storage such as adjacent to the Library Director's Office and in cabinets in the Staff Workroom behind the Circ Desk. Examples include Technical Services materials and Friends t-shirts being stored in the space adjacent to the LD Office, local history items in the Staff Workroom behind the Circ Desk, and boxes of donated books in the Library Storage Room.
3. The category of the collection labeled as "Adult Local History/Material" is not entirely "historical" but rather is a combination of various types of things such as yearbooks, Swiss architecture and culture, etc.

Review of Collection:

1. The Children's Library Board Books are now on a cart and we prefer they be stored in bins.
2. Children's Picture Books will be in a combination of bins and shelving such as at Fitchburg PL.
3. The Children's Library Holiday Books collection is almost entirely Picture Books and now stores outside of the main library area due to space constraints. Preference is to have them always within the Children's Library, stored in bins.
4. It was noted that Children's Chapter Books and Easy Readers had been weeded significantly. Also, this category of the collection is likely to be a focus of new purchases, targeted-donations, etc.
5. New Materials displays (popular materials) will be developed for Children's, YA/Teens, and for Adults. These will be more like display modules than shelving per-se.

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6. We also noted staff preference for DVDs and BluRays to be in slimline cases rather than the standard cases which are thicker and fewer per linear foot.
7. The Gaming Software is not in slimline cases; expecting this category of the collection to phase-out over time.
8. We discussed the atlases and maps, etc and see photo below.
9. NGPL defines "Browser DVDs" as intended for walk-ins only as these will not be on-hold for patrons calling in. This is an effort to get people to come into the library and experience other goings-on.
10. Tina will convert the chart to a spreadsheet and the number of assumed double-faced shelves and bins will correlate to square footage needs for the 20-year collection, assuming shelves are approximately 2/3rds full. Our intention is to have neither the lowest shelf nor the highest shelf be utilized at the outset, but they will be filling up over the 20-year planning horizon.

Review of other space needs:

1. We reviewed the List of Spaces in the 2012 Concept & Budget Report and went line-by-line.
2. After a lengthy discussion about the Multi-Purpose/Community Meeting Room we concluded:
 - a. The original Space Needs had included the Multi-Purpose/Community Meeting Room sized at 7 square feet per person (sufficient for folding chairs in rows) at a capacity of ~150 people; in addition, a small side room sufficient for carts holding the 150 chairs, and for collapsed tables, was included. These spaces at this size (a little over 1,200 SF) should continue to be considered.
 - b. If space needs driven by the collection and other elements exceeds in total 12,000 GSF, then a smaller the Multi-Purpose/Community Meeting Room could be considered. Tina recommended that the combination of the room itself and the Table-Chair Storage should not be less than 1,000 SF.
 - c. If the Library Board's comment that the Multi-Purpose/Community Meeting Room could be sized for 100 people, at 7 square feet each that room would only be 700 square feet, smaller than a traditional classroom...thus compromising its use for larger groups/gatherings.
 - d. All three options will continue to be considered as the design moves forward.
3. We went through each line item and removed no-longer needed elements like the two custodian closets, the larger size of the Lobby, etc. Various small yet necessary elements we added as well.

Action Items (in addition to as-noted above):

1. Jim will scan the material loaned by Lauren and return same.
2. Lauren will review the updated collection analysis with other NGPL staff members.
3. Tina will update the Program Statement list of spaces for the next Building Committee meeting.

Next Meetings:

1. *For the next Library Board meeting on 7/14, a brief Building Committee meeting would be needed, to review advancing work products.*
2. Additional off-line meetings are not scheduled yet.

CC: Lauren White (NGPL – for further distribution as desired); Deb Haeffner (SCLS); Mike Hein (HEIN Engineering); Arlen Ostreng (Edge Consulting Engineers); James Hall (OTIE); Tina Gordon, Ray White (Dimension IV Madison Design Group)

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Maps-Atlases

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