

## **MINUTES FOR THE MEETING OF THE BARABOO PUBLIC LIBRARY BOARD OF TRUSTEES**

**Date and Time:** Friday, October 19, 2018, 7:00 am

**Location:** Baraboo Public Library 230 4<sup>th</sup> Ave. Baraboo, WI

### **I. Call to order (7:00am)**

- A. Present: Jessica Bergin, Anthony Kujawa, Beth Persche, Bekah Stelling, Ann Dilcher, Carter Arndt, Nathan Rybarczyk, Zach Ott, Carey Kipp
- B. Approval of the Agenda – approved by consensus

### **II. Public Hearings/Appearances** none

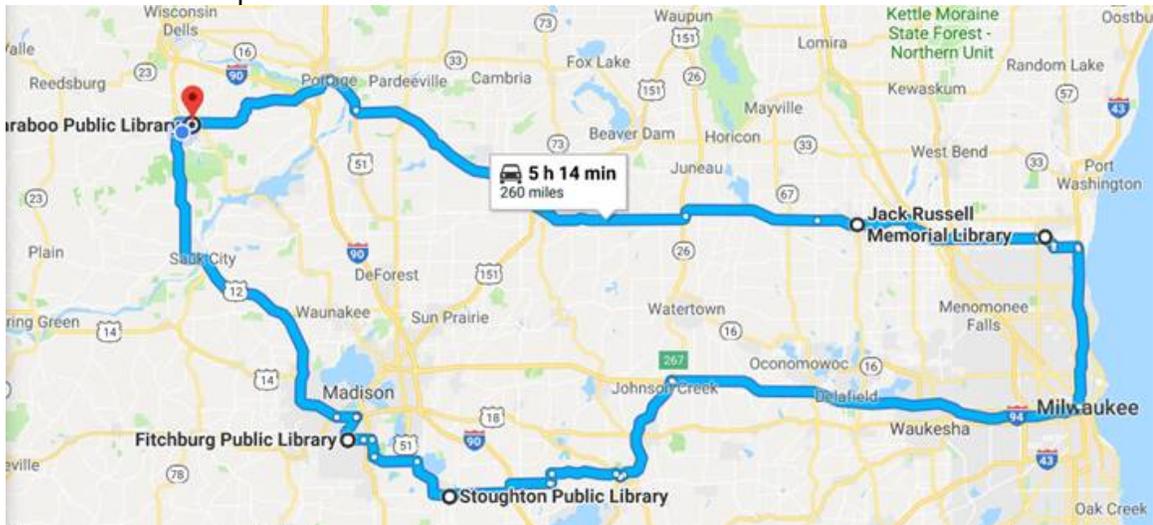
### **III. Action items**

- A. Gather at Baraboo Public Library 7:00am
- B. Tour at Jack Russell Library (Hartford, WI) 9:00am
  - a. New
  - b. ii. HVAC system with heated and cooled floors do not work.
  - c. iii. Nice design and detail.
  - d. iv. Concrete floors are higher maintenance.
  - e. v. Great interior design.
  - f. vi. Central circulation desk upon entry with adjacent work/office areas
  - g. vii. Program rooms seemed too small but is accessible after hours
  - h. viii. Sight line issues.
  - i. ix. Liked the Friends Room off staff workroom.
  - j. x. Inter library Flow in Staff room seemed inefficient.
  - k. xi. Nice outdoor areas.
- C. Tour at Cedarburg Public Library (Cedarburg, WI) 10:00am
  - a. New
  - b. ii. Decentralized staff areas.
  - c. iii. Single program room not what is desired for Baraboo.
  - d. iv. Teen area not defined enough to allow teens to be teens.
  - e. v. Two story building.
  - f. vi. Program room not accessible after hours.
- D. Tour at Stoughton Public Library (Stoughton, WI) 1:30pm
  - a. Carnegie on a small difficult site for 1990's expansion that resulted in tight spaces and
  - b. awkward spaces due to constrained site. Example of "what not to do".
  - c. ii. Recent small refresh (remodel).
  - d. iii. Program room far too small on lower windowless floor.
  - e. iv. Liked the use of the old Carnegie as an adult reading room.
  - f. v. Four levels is difficult to manage.
- E. Tour at Fitchburg Public Library (Fitchburg, WI) 3:15pm

- a. New
  - b. ii. Lots of seemingly wasted circulation space. Mall-like feel.
  - c. iii. Underground parking for 36.
  - d. iv. Non-functional delivery entrance in poor weather.
  - e. v. Had a public address paging system.
  - f. vi. Sight line issues.
  - g. vii. Two story.
  - h. viii. Program room is accessible afterhours but required a second elevator and second large
  - i. stair.
  - j. ix. Very separate teen area.
- F. General observations
- a. New facilities have drive-up returns with automated book sorters.
  - b. ii. Two had program rooms that are accessible after hours
  - c. iii. Youth on first level in all visited
  - d. iv. None had loading dock. Deliveries through regular door.
  - e. v. All had staff break rooms

**IV. Information items**

- A. Information packet on libraries to be toured
  - 1. See attached
- B. Kick Off Session Overview schedule
  - 1. Map of tour route



**V. Board Member Comments**

None

**VI. Adjourned 5:00**

<b>Library</b>	<b>City and County</b>	<b>Resident Population</b>	<b>Service Population</b>	<b>Annual Operating Expend.</b>	<b>Resident Per Capita Support</b>	<b>Building Date</b>	<b>Building Sq Ft</b>
Baraboo Public Library	Baraboo / Sauk	11993	19583	\$905,918	\$49	1903 / 1982	15000
Jack Russell Library- Hartford	Hartford / Washington	15057	24549	\$812,640	\$39	2011	35500
Cedarburg Public Library	Cedarburg / Ozaukee	11537	18302	\$899,264	\$53	2014	25500
Stoughton Public Library	Stoughton / Dane	12834	19281	\$881,181	\$47	1908 / 2015	16000
Fitchburg Public Library	Fitchburg / Dane	27936	30284	\$1,861,450	\$63	2011	38000

<b>Library</b>	<b>Total Collection Size</b>	<b>Total Circulation Yr</b>	<b>Library Visits Yr</b>	<b># of Programs per Yr</b>	<b>Total Staff FTE</b>
Baraboo Public Library	82688	249916	151161	765	10.92
Jack Russell Library- Hartford	137310	208389	n/a	349	10
Cedarburg Public Library	74066	197786	128970	386	12.89
Stoughton Public Library	76899	229131	129885	371	12.15
Fitchburg Public Library	104618	381453	197392	481	18.25