

MEETING MINUTES

MEETING INFORMATION

MEETING NAME Advisory Task Force Meeting #5 **MEETING LOCATION** Plymouth Public Library

MEETING DATE 03 June 2024 **MEETING TIME** 6:30PM

PROJECT NAME Plymouth Public Library – Conceptual Planning

FEH PROJECT NUMBER 2024402

PROJECT ADDRESS 130 Division St, Plymouth, WI 53073

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
<input checked="" type="checkbox"/> Cole Henson	FEH Design	414.200.9660	coleh@fehdesign.com
<input checked="" type="checkbox"/> Brady Ludvik	FEH Design	414.200.9660	bradyl@fehdesign.com
<input checked="" type="checkbox"/> Kevin Eipperle	FEH Design	563.583.4900	kevine@fehdesign.com
<input checked="" type="checkbox"/> Leslie Jochman, Director	Plymouth Public Library	920.892.4416	ljochman@monarchlibraries.org
<input checked="" type="checkbox"/> Advisory Task Force		See attached sign in sheets	

DISCUSSION

1. Goals for Success
 - a. ATF members were reminded of the goals for success.
2. FEH Design described all design options explored during the SPARK sessions.
 - a. Options A, F, and 7B were voted for the most by community members during ATF meeting #4.
 - b. Option A
 1. This option would require the acquisition of the Frontier property's garage and some city parking lot area to the southwest.
 2. An atrium at the south side of the building changes the primary entrance that allows certain functions like meeting rooms to be available after hours.
 3. This option includes an outdoor patio space at grade and a roof patio.
 4. An ATF member asked if this addition would change existing roof lines.
 1. Original roof lines will stay the same.
 5. Leslie stated that the library is expecting to hear from a Frontier contact by June 4th to determine if the garage and east lot are available for purchase.
 - c. Option B



1. This option also requires the acquisition of the Frontier property's garage, but not the city parking lot.
- d. Option C
 1. This option has been excluded since the owner of the needed property to the west has expressed disinterest in selling their property.
- e. Option D
 1. This option requires the acquisition of the larger Frontier building to the south of the library and building a smaller addition to connect these two buildings.
- f. Option E
 1. This option requires the acquisition of the Frontier property's garage and adds additional square footage on the West, South, and East sides of the building out to the property lines.
- g. Option F
 1. This option requires the closure of Division St. for half a block so that the Library may expand further to the East. As it is currently drawn, the option would require the acquisition of the Frontier property's parking spots. Division St. would reconnect with Main St. using the Library's parking lot drive.
 2. An ATF member asked if the alley would be a two-way street or one-way.
 1. This alley would be about 18 feet wide. This could be designed to be either two-way or one-way.
 3. An ATF member asked if this change to the city plan would need to be approved by the city.
 1. Yes, this option would require the city's approval.
 4. An ATF member asked if this option would remove street parking in the area of the Library.
 1. Yes, this option would remove street parking locations, but add a few back on Main St. as well.
 5. This option would also slow traffic down in the area of the Library.
- h. Option 3
 1. This is the alternate site located next to the Generations Building.
- i. Option 7



1. This alternate location would require the acquisition of the current Willowglen Academy property which is currently for sale.
 2. The lot is about 4 acres of land and would easily fit a one-story library and site amenities.
 3. This option would include the removal of the existing structure and the flattening of landscaping to accommodate a new structure.
 4. An ATF member asked how this option could qualify for a horticulture and parks grant.
 1. The ample amount of land on this site would allow us to incorporate a community garden in the design which would allow for this option to qualify for the horticulture and parks grant.
- j. Option 10
1. This alternate location would require the acquisition of the current Plymouth Inn and Eagles Club properties so that they can be combined to create a larger lot for the library to occupy.
 2. It was expressed that this site was being considered by other developers.
3. Space Needs Evaluation
- a. The library's current square footage is 16,790 square feet.
 - b. The proposed new building or addition would need a square footage of 26,086 square feet.
 1. This new building or addition design would allow the library to meet its projected community needs for the next 20 years.
4. Condition Assessment
- a. An investment of about 3 million dollars is needed to bring the existing building up to current code standards as well as fix any maintenance, code, and ADA issues that the building has.
5. Decision Making Criteria - Criteria chart review
- a. After reviewing the level of importance of each criterion established by the advisory task force, each building option got a score of 0 to 3 on how well it accomplished each criterion.
 1. It was observed that the new site options scored higher on these criteria overall.



6. Review Capitol and Operating Costs

- a. The current total annual operating cost for the library is \$572,446.70.
 1. Staffing alone costs \$395,661 annually.
- b. Option A has an FTE of 9
- c. Option F has an FTE of 8.8
- d. Option 7B has an FTE of 7.8
- e. A new building will meet new energy codes more efficiently and will be able to accommodate more solar panels.
- f. An ATF member asked if option 7 will reduce labor costs.
 1. Not noticeably, but the library's usage will grow exponentially. The current FTE is 8.15.
- g. An ATF member commented that it is important to ensure the community doesn't need to go through this process again in another 20 years.
- h. Option A project budget is \$13,421,219.28
- i. Option B project budget is \$13,421,219.28
- j. Option C project budget is \$13,132,341.74
- k. Option D project budget is \$14,691,006.90
- l. Option E project budget is \$15,260,976.65
- m. Option F project budget is \$13,247,297.14
- n. Option 7B project budget is \$13,865,372.75
- o. A 15% contingency is built into the design budget and a 7% contingency is built into the construction budget. This total contingency budget is about 2.3 million dollars.

7. ATF recommendations other than selecting an option

- a. An ATF member asked how much they should expect to receive from a grant.
 1. This number is different with every library. The state of Wisconsin is currently offering a 107 million dollar grant to public libraries and community centers. It is very competitive and the money a community can match is worth 10 points toward winning the grant.
 2. A promise of 9 million dollars would be needed to receive 4.25 million dollars from the state. 4.25 million dollars would be the maximum amount Plymouth or any applicant could receive.
 3. A design proposal for this grant must be ready by June 21st.



- b. An ATF member asked how long would the library not be in use during construction if it were decided for the library to stay in its current location.
 - 1. That would depend on the option that is chosen. For example, option E could require four phases of construction and moving. This also affects costs.
- c. An ATF member asked if the library director could share some of her thoughts on the options presented.
 - 1. Leslie stated that option 7B offers a better location for future expansion, though there is a sentimental value in keeping the old, historic library.
 - 2. The teen librarian stated that teens are starting to appear in the library in higher numbers. She worries that if the teen area isn't able to grow, the number of teens attending the library may plateau or shrink.
- d. An ATF member asked when the project would be completed by.
 - 1. September of 2026 would be the required completion date if this Wisconsin libraries grant is obtained.
 - 2. The construction process would take about 9 to 12 months depending on the season of the start date
- e. An ATF member asked about the life expectancy of their current library building.
 - 1. A typical mechanical system will last about 20 years. Theirs has a few years left.
 - 2. A typical electrical system will last about 40 years.
 - 3. The structure of the building could last another 50 to 70 years. It is sound.
- f. An ATF member asked if a large library will be needed in 20 years as he felt printed books are going away and being replaced with digital formats.
 - 1. The data on this topic shows that readers like to read everything, including digital formats and physical books. Printed books are not going away.
 - 2. Many digital formats have come and gone as well, so it isn't safe to assume certain digital formats will stay forever either.
 - 3. The high school librarian expressed students' preference to have a physical book to read as they currently look at screens for too long each day.
 - 4. Shelving units are furniture that can be moved so if different collection sizes do shrink, these shelving units can be removed or reorganized to fit a new set of needs.



- g. An ATF member asked if it would be possible to use certain elements from the current building in the new library location.
 - 1. Yes, elements can be installed in the new library location, but it is important to think about the affects of removing these elements from the existing building as it will hopefully have future owners and uses.
 - h. An ATF member asked for the library to make sure the existing building is put to good use if the library were to change location.
 - i. An ATF member asked for the library to only change location if the new site is also walkable.
8. ATF member voting results for top options
- a. Option A received 7 first choice votes and 8 second choice votes
 - b. Option B received 0 first choice votes and 2 second choice votes
 - c. Option C received 0 first choice votes and 0 second choice votes
 - d. Option D received 0 first choice votes and 0 second choice votes
 - e. Option E received 0 first choice votes and 0 second choice votes
 - f. Option F received 9 first choice votes and 15 second choice votes**
 - g. Option 3 received 0 first choice votes and 0 second choice votes
 - h. Option 7 received 21 first choice votes and 6 second choice votes**
 - i. Option 10 received 0 first choice votes and 0 second choice votes
 - j. It was later confirmed that Frontier will not sell the garage building, but they would consider selling the parking lot area to the east. This eliminates options A and B.
9. Document Reference
- a. If ATF members would like to view any of the documents discussed above, please visit fehdesignsparks.com and click SPARKS to find the Plymouth Public Library information.
10. **Next steps, assignments, and next meeting – June 10, 2024, Library Board Meeting.**
ATF Members welcome to join