**JPL 2021 ARCHITECTURAL FEASIBILITY STUDY COMMITTEE**

2nd MEETING December 2, 2021

Meeting called to order at JPL at 6:45 pm in the City Hall 2nd Floor Meeting Room. Technical difficulties caused a delayed start.

17 committee members present, plus Architects Pete Franks and Ri Tobin of Franks Design Group.

ATTENDING: 19 Members

(see list below)

Jane Millard welcomed all and called the meeting to order.

Pete Franks opened with the goal of tonight’s meeting is to begin to discover “programming” and “circulation” - not in a Library sense, but as in the functionality of space and “where the carpet gets dirty” from foot traffic. Pete wants the Study Committee to consider the “ingredients list” in terms of square footage needs. Any building (new, retro-fitted or remodeled) must hold that list as a test to compare the needs of the Library to any considered space.

The next step will begin to consider drawn plans, but for now, there is a need to re-cap information on hand: photos, video footage, staff input, “Wish Lists”, Lawson Needs Assessment and our own visions of what the Library may need in the future.

Pete showed the Library organization chart and spoke about adjacencies. Example: Director’s Office needs to be adjacent to Administrative Assistant. Front check-out counter needs to be accessible to Director’s and Administrative Assistant’s Offices. Children’s Staff needs to be adjacent to children’s activities, etc. Teen area does NOT belong within Children’s area.

Attached is a color-coded EXISTING PROGRAM scaled diagram prepared by Franks Design Group. Summarily the color-coded areas show existing 8,226 total sq ft: 3,772 sq ft in the 1966 addition (Adult space) and 1,812 Children’s area (the original Carnegie building), plus 1,812 sq ft in the basement of same building. Question is how to “commoditize” the Library program adjacencies and visual adjacencies.

Discussion of cons of existing library space and guesstimate of needed square footage of next space.

The proposed square footages are flexible. Based on the org chart, but room to adjust that square footage, for example if if another Librarian position is filled. Currently, the Library has one open position to be filled.

Following are proposed (starting point) square footage increases:

Existing sq ft Proposed sq ft

Director’s Office 158 180

Administrative Assistant

(separate from Director’s office) Shared w/ Dir 130

Adult Area:

Circulation 330 500

Staff Work Room Non-existing 200

Teen Area 90 500

Computer Space 250 450

Genealogy (combined up & down) 285 ???

Adult Fiction 760 1500

Adult Reading Area 840 1700

(basically that doubles the large Adult area from 665 sq ft to 1200 sq ft)

Children’s Area:

Youth Librarian’s Office 120 Increase

Circulation Desk area 70 Increase

Total area with staff 440 600

Reading area 500 800

Activity area 400 800

Janitorial (combined in 4 places now) 60 Increase dedicated space

Restrooms (combined 5) 360 500

Assisted/Family

Staff (with coded access)

Storage (non-existent/squeezed in) 1000

Staff Work Space (non-existent) 800

Staff Break Room (non-existent) 175

IT Room (locked and secured) ???

Meeting Rooms

Large – accommodate up to 200 people (big enough to hold events like ToddlerFest), conferences

Medium – to hold speaker presentations, Board meetings, 4-H clubs (one Greene Co. club has 40 members)

Small – for 4-5 people

Extra Small – for 2 persons

Large and Medium meeting rooms (at least) need to be accessible through separate entrance, have kitchen and public restrooms, adequate parking and useable if Library is closed so people are not wandering around in the Library from the meeting room.

Could/should these meeting rooms be rented for a fee? e.g. private wedding receptions, etc. Deposit only?

Discussion of other large meeting rooms available in Jefferson: Golf Course, Rec Center, fellowship halls in churches.

Question: Are movable walls a solution? In some situations, like meeting rooms, yes. We’ll talk about that more when we get to room drawings.

Currently the Teen area is 90 sq ft in the Adult area. Their programs are orchestrated through the Youth (Children’s) Director. The teen area has 500 sq ft proposed as a “place holder”. Teen space needs to be larger, sound proof, visible and adaptable to provide charger and plug-ins for them to bring their own devices, as well as access to Library WiFi, safe space and a place to talk and laugh with their peers and technology. Need to include some small work/study rooms to accommodate team projects, one-on-one tutoring and quiet study time. Pete asked Gavin (one of the students who sits on the committee) if he would use the Teen area if it included a 3-D printer or a vending machine. Gavin acknowledges that teens are not using the Library as their first choice for spending time due to the small area available to them and that space being in the open area of the Adult side. He admits teens are not big readers, but spend more time on their school-provided ChromeBooks, listening to music, social media “talking”, playing games etc. Library access can provide faster network, newer games and faster printers than the usual home applications. The space needs to be very fluent and change with technology and focus. It could be quite different 5 years from now and a space that is large enough to change with the needs.

Children’s Area: Need for curated (not online) children’s use computer.

Need two sinks: 1) kid size for washing up and 2) adult size …. craft clean-up.

Mother’s Room (lactation room)

Restroom: changing table, jump seat for toddler, sturdy wall hooks

Designated stroller parking

Expansion in the computer/technology area is not about more computers, but more space to do innovative things. Size of the Library’s collection (items, including books, games, puzzles, movies) numbers to stay fairly static – around 35K-40K. Expansion is needed for people and technology, not more items in the collection to check out.

Need more square footage in the shelving stacks, so that books will not need to be shelved on highest or lowest shelves, and wider aisles for accessibility (ADA guidelines)

Think of adjacencies and separations: for example, building mechanicals and janitorial access need to be separate from the main patron areas.

Reminder for all committee members to visit other libraries. Jane Millard will arrange a tour of the Perry Public Library and will send out the date for those who would like to along – probably on a Saturday. Give Jane a call if you are interested.

Check out our Library website (<https://www.jefferson.lib.ia.us>). Click on the 2021 Architectural Feasibility Study box. There you can find the Study Committee member names, dates of the Study Committee meetings, history of the Jefferson Public Library, public news releases and visual tours of the additions to Carroll and Knoxville additions.

Other needs:

A quiet adult study room aside from the Library activity

Two spaces for genealogy

Laptops or tablets available for check-out.

Jane clarified that the Genealogical room downstairs is rented by the Greene County Genealogical Society and they have their own collection, pay their own insurance and staff with their own research assistants. They staff the Genealogy area on Wednesday afternoons and Saturday mornings.

The Library has additional genealogy materials, but no space to shelve, store and use them, making them “out of sight, out of mind”. A lot of local history resources and county newspapers have been digitized. The microfiche machine is in the adult section, but unused due to digitization of most materials.

Discussion ensued about local history not being taught in our schools and a pertinent need to do so.

Reminder from Pete this committee has three options to consider:

* Re-vamp existing Library buildings
* Retro-fit an existing building in Jefferson
* Build new

A walk-through of the Wells Fargo building may be possible, but not scheduled at this time. Pete will be looking at the blueprints/architectural drawings to evaluate the building capacity first. Discussion ensued that sometimes to compare a workable space with a non-workable space might be beneficial.

Review other available meeting spaces for the public. Compare Jefferson Rec Center in size, square footage and usage of their facility to the current Jefferson Public Library. Those numbers will be researched.

Going forward we need to focus on “Why expand the Library?”

* It’s not the 1950’s anymore – now we need to plan for 21st Century, and beyond (50 years)
* The value an expanded Library brings to the community
* Clear need for a plan working statement
* Relevancy of an “updated” vision of the Library

Next meeting to be January 13th @ 6:30 pm on Zoom.

Meeting adjourned at 8:30 pm.

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ATTENDEES:

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| **Architect Pete Franks, Franks Design Group, Glenwood IA** |
| **Ri Toben, Architect, Franks Design Group, Glenwood IA**  Amy Milligan  Beth Vander Wilt  Carole Custer  Chad Stevens, City Bldg Official  Cindi Daubendiek via ZOOM  Connie Boyd  Craig Hertel via ZOOM  Gavin Vander Linden  Ginny Showman via ZOOM  Jane Millard, Library Director  Jerry Roberts, Trustee  Jo Byriel, Library Administrative Assistant  Mary Pedersen  Nancy Teusch  Stephanie Hall, Youth Librarian  Susan Laehn, Trustee  Tracy Deal |
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