

MEETING MINUTES

MEETING INFORMATION

MEETING NAME	Carnegie-Stout Public Library ATF Meeting #2	MEETING LOCATION	C-SPL Auditorium
MEETING DATE	September 6, 2023	MEETING TIME	6:00 PM – 7:30 PM
PROJECT NAME	Carnegie-Stout Public Library Conceptual Planning		
FEH PROJECT NUMBER	2023341		
PROJECT ADDRESS	360 W. 11 th Street, Dubuque, Iowa 52001		

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
<input checked="" type="checkbox"/> Christy Monk	FEH Design	563.583.4900	christym@fehdesign.com
<input checked="" type="checkbox"/> Kevin Eipperle	FEH Design	563.583.4900	kevine@fehdesign.com
<input checked="" type="checkbox"/> Andrew McCready	FEH Design	563.583.4900	Andrewm@fehdesign.com
<input checked="" type="checkbox"/> Ema Kuhlmann	FEH Design	563.583.4900	emak@fehdesign.com
<input checked="" type="checkbox"/> CSP-L Core Committee			
<input checked="" type="checkbox"/> CSP-L Public Advisory Task Force			
<input checked="" type="checkbox"/> General Public			

DISCUSSION

1. **The meeting opened with introductions and presented a slideshow.**
2. **The Goals for Success were reviewed.**
3. **The role of the Advisory Task Force (ATF) was reviewed.**
4. **The relevance of a 21st Century Public Library was reviewed.**
5. **The space needs program was reviewed.**
 - a. The comparison of existing square footage to recommended square footage was reviewed.
 - b. The library is smaller than it should be based on collection size and service population.
 - c. Questions, comments and responses:
 - i. I have a concern about preserving the historical elements inside of the building as well as on the exterior including the rotunda. Would like to see us keep the art and beauty of the space and not sacrifice it for utilitarian gain.
 - ii. Could we put shelving up on the mezzanine to create more space?
 1. We absolutely can, we would just need to plan accordingly and put in a lift to make it accessible. We can explore this more in the spark session.
6. **The building condition assessment was reviewed.**
 - a. Questions, comments and responses:
 - i. In the condition assessment recommendations, there are a number of water infiltration issues that are not listed as required or urgent. This is a concern to me and I do not agree with the categorizations.
 1. If you believe something should be recategorized, please come speak to a design team member after the meeting.
7. **A heat map of library card holders in the area was reviewed.**



- a. It appears that the densest area of users is the downtown area, but it is fairly spread out across Dubuque.
 - b. Questions, comments and responses:
 - i. Is this map of library usage or card holders?
 - 1. Card holders
 - ii. It appears that the library is centrally located not geographically in Dubuque but in the population density of users.
 - 1. It was pointed out that there may be a denser population of card holders because the library is downtown where housing is more tightly packed.
 - iii. Have we considered a satellite location?
 - 1. There have been considerations in the past for an additional branch but there were a lot of considerations and it ultimately did not move forward.
- 8. Library usage data was reviewed.**
- a. Questions, comments and responses:
 - i. It seems that teen programming is lower in usage than youth or adults, is this accurate and how do we plan on increasing teen usage?
 - 1. This is accurate and a large barrier is noise. The library would like to create a space that teens can use and be noisy.
- 9. A comparison of the Carnegie-Stout library to other libraries in Iowa was reviewed.**
- a. Questions, comments and responses:
 - i. How many of these cities have multiple physical locations?
 - 1. Cedar Rapids, Des Moines, West Des Moines, Ankeny, Ames, Sioux City all have multiple locations.
 - 2. Some libraries consider book mobiles to be an additional physical location.
 - ii. Dubuque is good about having resources for teens outside of the library. Can we partner with them and what data do those organizations have that they could share on usage?
 - 1. The library partners with a number of organizations and wants to make sure not to replicate what others do with their programming.
- 10. A SPARK session was reviewed and how that will work.**
- a. What would you like FEH to study?
 - i. More efficient fit in existing site (shift collections and strategically access shrinking/growth areas)
 - ii. Expansion of existing site (up and or out)
 - iii. Build new, more efficiently at central location
 - iv. Move into old DB&T building
 - v. Build a branch library
 - vi. Add stacks to the mezzanine
 - vii. Move makers space to the coffee bar area (or other use)
 - viii. Tier by loudness levels (Loras was cited as an example)
 - ix. Have clear barrier at rotunda floor opening and other spaces (to help with noise dampening)
 - x. Replace desktop computers with laptops
 - xi. Libraries that are not staffed
 - xii. How can we merge loud and quiet areas better
 - xiii. DVD vending machine (like Red Box)
 - xiv. Have a nearby annex location (Masonic Temple)
 - xv. Repurpose the art gallery space
 - b. Questions, comments and responses:
 - i. Can we reduce the collection size?
 - 1. Library staff responded that adult collection is aggressively being weeded and the old materials are being removed to make room for the new, but they need more space regardless. The bookshelves are too tall to reach and the collection is not close to being downsized.



- ii. Do we need all of the stairwells that we have?
 - 1. We need the enclosed stairwells as a means of egress and there is really only one main public staircase.
- iii. How can we better merge loud and quiet areas?
- iv. What is the fire partition like in the building?
 - 1. There are shutters that come down from overhead that separate the historic portion from the addition.
- v. Bottom shelves in other libraries are not used for permanent books and shouldn't be used. How many linear feet do we have to add to be able to achieve this?
- vi. Is the DVD usage still robust? Should we rip off the band aid and get rid of DVDs?
 - 1. There is some downturn in DVD usage, same with audio books. Music CDs are still going strong. Something to consider.
- vii. Can people just check out laptops and find a place in the library to sit and work?
- viii. There are some non-staffed libraries where you can go in 24/7 with your library card and check out books. Could this keep costs down?
- ix. We are looking for more enclosed small spaces for zoom meetings, etc.

11. It was questioned what criteria will be used to judge which designs are favored.

- a. If there is delight or beauty in the plan
- b. Looking for inexpensive solutions in the short term and more costly solutions down the road (cost/time)
- c. Level of disruption during renovation or building
- d. Phasing and bonding requirements
- e. Long-term financial sustainability
- f. Improve parking / access
- g. Flexibility of the design so that the program can pivot in the future as needs change
- h. Something that is sellable to the public to be able to raise funds
- i. Criteria that is in line with the goals for success
- j. Environmental impact (urban sprawl, land usage, making the current systems more sustainable with less energy usage, emissions and resource use).

12. The next meetings – SPARK and ATF meeting Sept. 13, 2023, at 9:00 AM – 5:00 PM and 6:00 PM – 7:30 PM

- a. Attendees were invited to speak to the design team after the meeting for additional comments.
- b. The SPARK design concepts will be displayed on the website FEHDesignSparks.com. There will be a link to this on the library website

For meeting minutes this is the author's understanding of the items discussed. Please notify us of any discrepancies within 7 days so revised minutes can be issued. No response will indicate acceptance by all parties.

WRITTEN BY	Ema Kuhlmann
NEXT MEETING	September 13 th , 2023; SPARK 9:00 AM – 5:00 PM and ATF #3 6:00 PM – 7:30 PM
ATTACHMENTS	Sign-In Sheets, ATF Presentation Slides, Space Needs, Condition Assessment

ATTENDANCE SHEET

MEETING INFORMATION			
MEETING DATE	September 6, 2023	MEETING TIME	6:00 – 7:30PM
MEETING NAME	C-SPL Advisory Task Force Meeting #2	MEETING LOCATION	Carnegie -Stout Public Library Auditorium
PROJECT NAME	Carnegie-Stout Public Library Conceptual Planning		
FEH PROJECT NUMBER	2223341		
NAME	COMPANY	PHONE # / EMAIL	

JOHN B. DONOVAN	DuTrac Community Credit Union	
Sherric Keating		
Susan Kuester		
Thea Dement		
Thomas Welu		
Becky Heil		
Kelsey Meckart	DCSD - DAVID	
Victor Lieberman		
GARY Stoppelma	Duma	
Kathy Seigenthaler		

ATTENDANCE SHEET

MEETING INFORMATION

MEETING DATE September 6, 2023

MEETING TIME 6:00 – 7:30PM

MEETING NAME C-SPL Advisory Task Force Meeting #2

MEETING LOCATION Carnegie -Stout Public Library Auditorium

PROJECT NAME Carnegie-Stout Public Library Conceptual Planning

FEH PROJECT NUMBER 2223341

NAME COMPANY PHONE # / EMAIL

Michelle Overhoffer CSPL

Natalee Drostel Medicine

Paula Connors N/A

Jack Studier ECIA

Coni Burbach City of DBQ

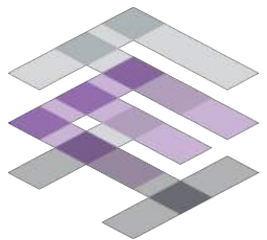
AnnMarie Samette City of DBQ

Susan Whitte

ARCHITECTURE / ENGINEERING / INTERIORS

ATF MEETING #2

CARNEGIE-STOUT PUBLIC LIBRARY



FEH DESIGN

INTRODUCTION

- Continuous operation since 1898
- Offices in Sioux City, Des Moines, Dubuque (Iowa) and Oconomowoc (Wisconsin)

Extensive experience throughout the Midwest Region, over 150 library projects

Outstanding record for cost and schedule control

- Design approach that focuses on the owner, staff and community involvement



FEH Design offers experience provided by our four offices including architecture, structural engineering, interior design, WELL and LEED accredited professionals.

THE FEH TEAM



Christy Monk, AIA, LEED AP
BD+C
Principal



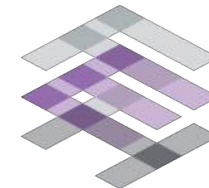
Ema Kuhlmann
Architectural Designer



Kevin Eipperle, AIA, LEED AP
Principal in Charge



Andrew McCready
Architect



FEH DESIGN

04 / GOALS FOR SUCCESS

A Library that...

- Is welcoming to all and serves the needs of all, especially teens and underserved populations.
- Is efficiently and functionally organized for staff, service, programming, patrons, and a curated collection.
- Utilizes all existing and future spaces to the full extent of their capabilities with flexibility and multipurpose use in mind.
- Maintains and respects the historic character of the building.
- Allows for all types of uses, quiet and loud, without causing disruptions from one to another.
- Is timeless in its design and use of low maintenance materials, finishes, furniture, and equipment.
- Has updated infrastructure to support new and future technologies and building systems.
- Creates awareness, enthusiasm, attracts more users and increases use.

A Process that...

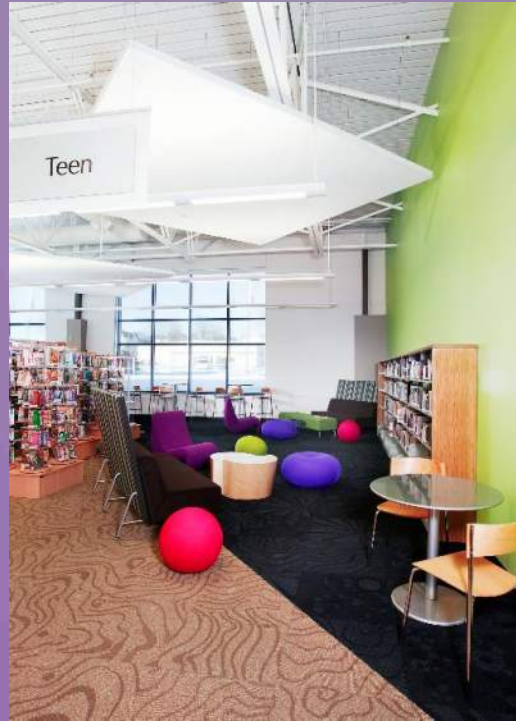
- Develops and evaluates a variety of solutions.
- Gathers, considers, and utilizes input from staff, patrons, public, and planners.
- Builds upon partnerships with local and regional organizations.
- Identifies a long-term vision and prioritizes short-term steps that are implementable and fundable.

03 / ADVISORY TASK FORCE ROLE

The Advisory Task Force serves as a sounding board, providing guidance, advice, and feedback to the Board. Task Force members will gain knowledge of , or experience with, the facilities, and are capable of articulating the views of the community. They understand the Goals for Success for the Library, can evaluate possible implementation options, will consider the potential cost of proposed options, make advisory recommendations to the Board.



05 / 21ST CENTURY LIBRARIES



- Young adult, youth spaces
- Flexible spaces & furnishings
- Integrated technology
- Marketplace/neighborhood
- Makerspaces
- Collaboration, gathering



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05 / COMMUNITY MEETING SPACES



- Meeting rooms
- Gathering spaces
- Event spaces
- Celebration venues
- Quiet places
- Classroom and training spaces

05 / SPACE NEEDS PROGRAM

- Existing Square Footage – 53,723 GSF
- Projected Square Footage – 71,975 GSF



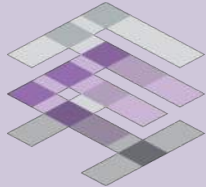
SUMMARY OF ESTIMATED SPACE NEEDS - FEH DESIGN		
BASIC INFORMATION		
Library Name	Covington-Stout Public Library	
Year Space Needs Analysis Performed	2023	
Space Needs Calculation Target Year	2043	
Design Population Applied	61,900	
COLLECTION SPACES		
	Square Footage	
Adult Collection Space Required	11,779	
Children's Collection Space Required	5,323	
Young Adult Collection Space Required	644	
TOTAL COLLECTION SPACE REQUIRED	17,746	
SEATING SPACES		
	User Seats	Square Footage
Recommended Total User Seating Base (not including computer or meeting room seating). NOTE: Total number of seats may differ from sum of counts for individual areas due to rounding.	175	
CASUAL AND STUDY SEATING		
Adult Casual and Study Seating Suggested Based on Population Served		4,188
Children's Casual and Study Seating Suggested Based on Population Served	52	1,571
Young Adult Casual and Study Seating Suggested Based on Population Served	17	698
TOTAL CASUAL AND STUDY SEATING REQUIRED		6,457
COMPUTER/ TECHNOLOGY SEATING		
	Computer Seats	Square Footage
Adult Desktop Computer Workstations	18	720
Children's Desktop/ Early Literacy/ Educational Game Workstations	10	450
Young Adult Desktop Computer Workstations	5	225
Laptop Bar Stations	0	-
TOTAL COMPUTER/ TECHNOLOGY SPACE REQUIRED		1,395
TOTAL USER SEATING SPACE REQUIRED		7,854
STAFF SPACES		
	Square Footage	
Director's Office	250	
Other Enclosed Offices	1520	
Circulation Workstations	540	
Reference/Information Desk Workstation(s)	300	
Children's Service Desk Workstation(s)	300	
Young Adult Service Desk Workstation(s)	120	
Other Service Desks	810	
General Staff Workspace	6480	
Staff Lunch/ Break Room	1360	
TOTAL STAFF WORKSPACE REQUIRED	11,280	
MEEING AND GATHERING SPACES		
	Occupancy	Square Footage
Conference Room #1	20	600
Conference Room #2	30	900
All Purpose Room #1	120	1,800
All Purpose Room #2	80	1,200
Children's Program Area	65	880
Children's Craft Area	40	540
Children's Creative Play Space	12	240
Maker Space	20	700
Computer Lab	4	220
Tutoring Space(s)	16	610
Group Study Space(s)	12	870
Other Meeting Space #1	0	-
Other Meeting Space #2	0	-
TOTAL MEETING & GATHERING SPACE		8,280
SPECIAL USE SPACES		
	Square Footage	
Coffee Bar	-	-
Cafe	-	-
Art Gallery	-	1,800
Friends' Book Sale Area	-	270
Friends' Gift Shop	-	-
Friends' Office/ Book Sorting Area	-	2,310
Co-Working Space	-	600
Office for another organization/ agency	-	-
AMM (MID) sorting equipment	-	483
TOTAL SPECIAL USE SPACES		5,863
MISCELLANEOUS SPACES		
Space for areas such as restrooms, mechanical rooms, janitorial storage are included in the percentage that is applied in the Structural Space/ Non-Assignable Space category. However, there are some important spaces that are not included in the functional categories above that are important to library operations. These are broken out below.		
	Square Footage	
Self Checkout Unit(s)	240	
Copy Machine(s)	150	
Dictionary Stand(s)	50	
Atlas Stand(s)	35	
Map Cart(s)	0	
Microform Cabinet(s)	0	
Vertical File Cabinet(s)	34	
Lateral File Cabinet(s)	0	
TOTAL MISCELLANEOUS SPACES	509	
UNCATEGORIZED SPACE		
	Square Footage	
Supply Storage	447	
General Storage	1520	
Entrance Lobby(ies)	1520	
Service/ Loading Entrance	300	
TOTAL UNCATEGORIZED SPACE	3,997	
TOTAL FUNCTIONAL SPACE	54,980	
STRUCTURAL SPACE/ NON-ASSIGNABLE SPACE PERCENTAGE APPLIED 28 %		
GRAND TOTAL ESTIMATED TOTAL SPACE NEED (GROSS SQUARE FEET)		71,975 GSF

05 / SPACE NEEDS PROGRAM

Existing Square Footage Comparison to Recommended Square Footage

FUNCTIONAL AREA	Minimum Acceptable User-Friendliness	Ample User-Friendliness	Mean Value	Existing	Difference From Minimum	Difference From Mean
COLLECTION SPACES						
Adult Collections (108,000 vol.)	5,678	11,949	10,201	7,451	1,773	(2,750)
Children's Collections (52,600 vol.)	2,764	5,346	4,625	3,009	245	(1,616)
Young Adult Collections (5,800 vol.)	369	649	659	375	6	(284)
SEATING SPACES						
Adult Casual & Study (105 seats)	3,142	4,189	3,928	3,413	271	(515)
Children's Casual & Study (52 seats)	1,047	1,571	1,440	409	(638)	(1,031)
Young Adult Casual & Study (17 seats)	524	698	655	639	115	(16)
Adult Computer/Technology (16 seats)	560	720	680	656	96	(24)
Children's Computer/Technology (10 seats)	300	400	375	345	45	(30)
Young Adult Computer/Technology (5 seats)	175	225	213	135	(40)	(78)
MEETING & GATHERING SPACES						
Conference Room #1 (20 seats)	660	660	660	581	(79)	(79)
Conference Room #2 (30 seats)	960	960	960	0	(960)	(960)
All-Purpose Room #1 (120 seats)	1,800	1,800	1,800	1,480	(320)	(320)
All-Purpose Room #2 (80 seats)	1,200	1,200	1,200	0	(1,200)	(1,200)
Children's Program Area (65 seats)	880	880	880	697	(183)	(183)
Children's Craft Area (40 seats)	540	540	540	0	(540)	(540)
Children's Creative Play Space (occupancy 12)	240	240	240	439	199	199
Maker Space (20 seats)	700	700	700	492	(208)	(208)
Teen Gaming (4 seats)	220	220	220	0	(220)	(220)
Tutoring Spaces (16 seats distributed)	610	610	610	0	(610)	(610)
Group Study Space (12 seats)	470	470	470	118	(352)	(352)
Whisper Room				172		
SPECIAL USE SPACES						
Art Gallery	1,273	1,779	1,645	978	(295)	(667)
Friend's Book Sale Area	159	222	206	305	146	100
Friend's Office/Sorting Space	1,591	2,224	2,057	381	(1,210)	(1,676)
Co-Working Spaces/Zoom Room (6 seats total)	600	600	600	0	(600)	(600)
Automated Materials Handling	483	483	483	0	(483)	(483)

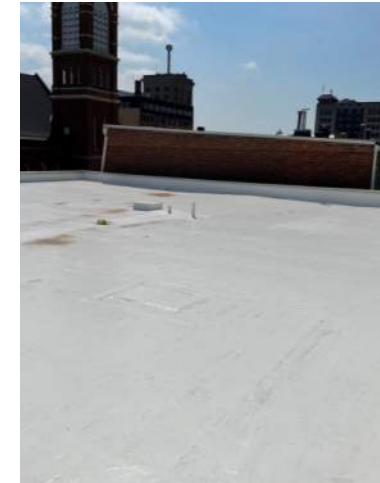
Questions?



FEH DESIGN

04 / CONDITION ASSESSMENT

	Building Area	Code/ Maintenance Item	Recommendation to Correct	Urgency Level	Costs
INTERIOR					
1	Second and Third Floor	Building not fully sprinklered	Consider providing sprinklers in the building for full coverage	Recommended	To Be Determined
2	Upper Level	Water issue in Children's Program Room	Provide waterproofing at building exterior, below grade	Recommended	\$5,000
3	Upper Level	Door sweep missing at roof access door	Provide door sweep	Urgent	\$150
4	Lower Level	Raised floor slab into third floor mechanical room	Provide threshold at door frame	Required	\$150
5	Lower Level	Drive up book drop return room has moisture issues and freezing in the winter	Provide air circulation in the room, provide perimeter waterproofing to prevent water infiltration	Urgent	See Line 23
6	Lower Level	Water infiltration noted at exterior wall finish in children's area, adjacent to book drop	Provide perimeter waterproofing to prevent water infiltration through foundation wall	Urgent	\$15,000
7	Interior	After-hours movable, security partitions are at their end of life and no longer have parts available	Replace movable, security partitions with new units that are serviceable.	Recommended	\$65,000
	SUBTOTAL				\$85,300
EXTERIOR					
8	Historic Building	Exterior masonry corbels and detail elements have periodic failures due to age	Conduct annual review of the exterior masonry elements to evaluate for loose elements	Recommended	\$1,000
9	Building Addition	No roof overflow drains	Provide overflow scuppers	Required	See Line 28
10	Building Addition	Water drainage concerns at main entrance with trench drain, water directed towards building	Consider rework of the sidewalk slope at this entrance and overall drainage strategies	Recommended	\$27,000
11	Perimeter	Deterioration at stone mortar and gaps in mortar at pipe penetrations	Repair mortar and seal around pipe penetrations	Urgent	\$1,500
12	East Façade	Soffit finish deterioration	Repair paint finish	Recommended	\$300
	SUBTOTAL				\$29,800
ACCESSIBILITY (ADA)					
13	Interior	Drinking fountains are not dual-height and do not have detectable aprons	Where possible, install dual-height drinking fountains. At all locations, install detectable aprons under the drinking fountains to meet ADA requirements	Required	\$2,500 and line item 27
14	Upper Level	Basement space is not ADA compliant and still has door knobs	When updates are made to the basement equipment, consider providing ADA compliant spaces. This is currently a staff-only space and, as such, is not required to be compliant	Recommended, Staff-Only Space	\$50,000
	SUBTOTAL				\$50,000



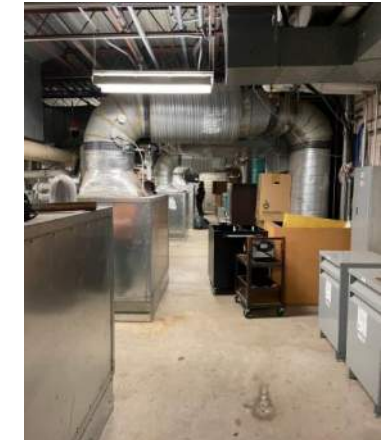
04 / CONDITION ASSESSMENT

MECHANICAL

15	Boilers	Capacity and maintenance	De-couple heating and humidification to separate systems, improve capacity requirements, increase redundancy. Revise boilers to be hot water and remove steam to hot water heat exchanger to simplify	Recommended	\$200,000
16	Chilled Water Pumps	Capacity	Increase capacity to have improved redundancy	Recommended	\$50,000
17	Condenser Water Pump	Redundancy	Add 2nd pump to provide redundancy	Recommended	\$60,000
18	Humidifiers	Maintenance and redundancy	Provide separate dedicated humidifiers(steam generator) for each AHU to improve redundancy and remove from boilers. (qty=5)	Recommended	\$100,000
19	Heat Stratification	Space Comfort	Revise space heating equipment to reduce stratification where current heating components are high in the space and trap the heat. (qty=4)	Recommended	\$50,000
20	Temperature control	Space Comfort	Revise thermostat locations and add space heating equipment at exterior envelope load (qty=1)	Recommended	\$6,000
21	IT Equipment cooling	Failure and Redundancy	Install new cooling equipment and add redundancy	Recommended	\$25,000
22	Mechanical Room Exhaust	Refrigerant leak exhaust	Install exhaust for temperature relief and refrigerant leak exhaust.	Required	\$10,000
23	Book Drop	Temperature and Moisture Issues	Add ventilation and heat source at book drop area.	Urgent	\$5,000
24	Maker's Space	Ventilation	Add ventilation to improve space conditions.	Recommended	\$5,000
SUBTOTAL					\$511,000

PLUMBING

25	Domestic Water Piping	Build up	Replace domestic water piping due to build-up inside pipes, provide allowance	Recommended	\$75,000
26	Domestic Water Heater	Age	Replace domestic water heater due to age.	Recommended	\$5,000
27	Electric Water Coolers	Non-ADA compliant	Install ADA compliant water coolers	Required	\$30,000
28	Roof Drainage	No overflow drains/scuppers on low roof (east)	Add overflow roof drains.	Required	\$10,000
SUBTOTAL					\$120,000



04 / CONDITION ASSESSMENT

ELECTRICAL

29	Circuit Breakers	Recommended Maintenance	Exercise breakers per manufacturer's recommendations. If not already done annually, thermally scan bus and cable connections or consider de-energizing the switchboard for a brief period to allow the mechanical connections to be retorqued to ensure no loose connections exist which can lead to arcing and premature equipment failure	Required	\$1,000 ANNUALLY
30	Arc Flash Labeling	Recommended Safety Improvement	Have an arc flash and short circuit current study performed and label equipment with working hazards.	Recommended	\$10,000.00
31	Generator Distribution	Code Requirement	Separate emergency and standby loads onto dedicated transfer switches.	Recommended	\$10,000.00
32	Panelboard Working Clearances	Code Requirement	Future renovations should remove original panel in staff breaker area on Level 3. It is behind a refrigerator.	Recommended	\$5,000.00
33	Lighting	Energy upgrade	As fixtures fail, replace with LED versions	Recommended	\$250 per location
SUBTOTAL					\$25,000.00
ANTICIPATED TOTAL					\$821,100
Total Cost Expectation (includes General Conditions, Overhead and Profit & 1 year inflation, excludes design fees, FF&E)					\$985,320



04 / CONDITION ASSESSMENT

LIBRARY NEEDS:

URGENT = \$21,650

REQUIRED = \$51,150

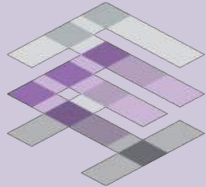
RECOMMENDED = \$749,300

TOTAL INVESTMENT = \$985,320

* Total Cost Expectation (includes General Conditions, Overhead and Profit & 1 year inflation, excludes design fees, FF&E)

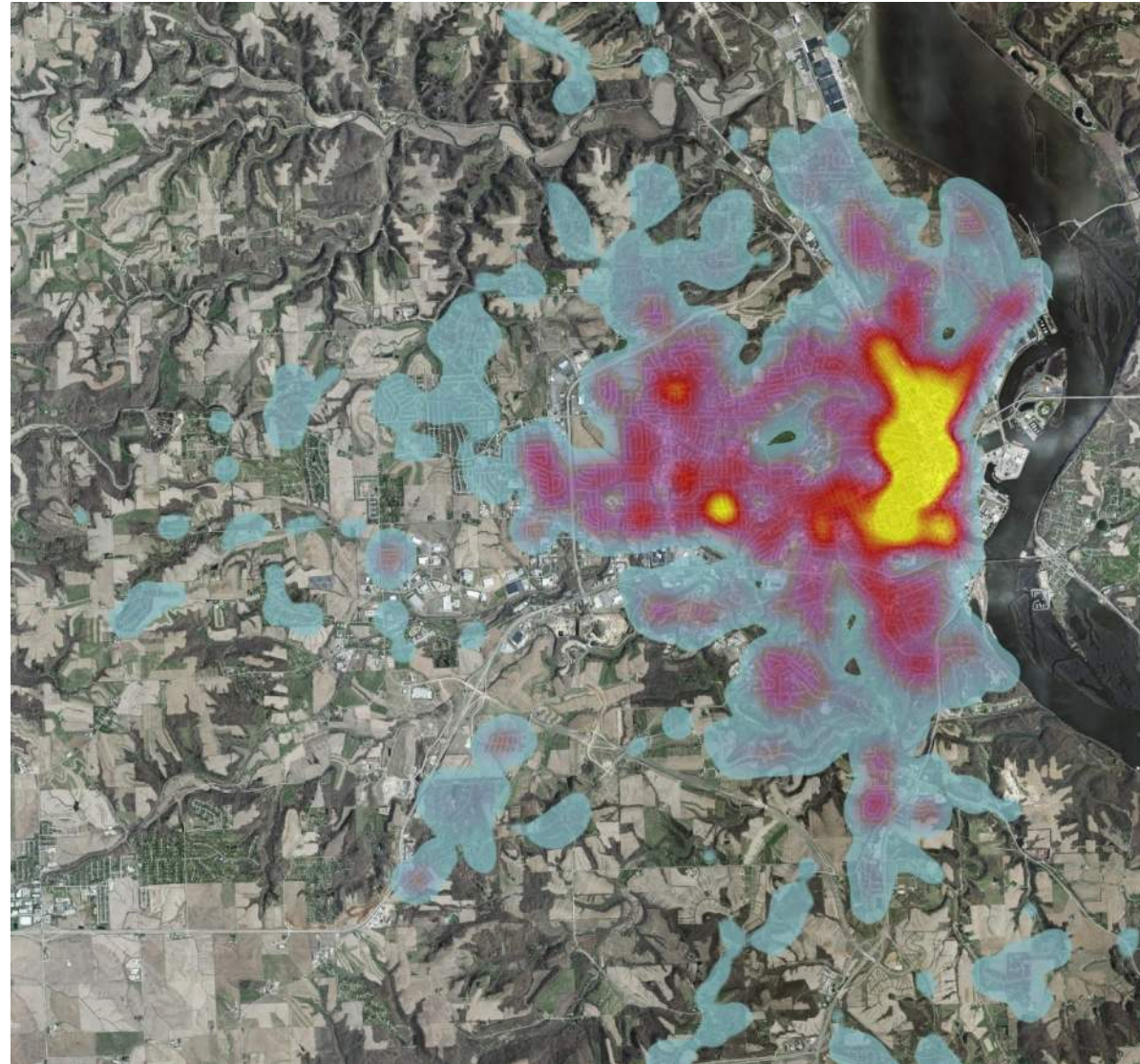


Questions?



FEH DESIGN

04 / USER HEAT MAP



04 / LIBRARY USAGE

GENERAL LIBRARY ACTIVITIES	Jun 23	Jun 22	YTD	YTD
			FY-23	FY-22
Total Library Circulation	47,860	46,058	450,653	433,532
<i>Percentage Change</i>	4%		4%	
Total Reference Inquiries	940	740	9,282	8,357
<i>Percentage Change</i>	27%		11%	
Library Registrations (New)	427	374	3,961	7,710
(5,498 School Library Cards Added 03/2022)				
Library Registrations (Total)			44,178	47,771
Visitor Count	19,534	18,881	184,852	162,178
<i>Percentage Change</i>	3%		14%	
Curbside Visits	70	108	1,067	1,300
Total Internet and Wireless Usage				
Total Number of Uses	11,231	8,684	97,310	83,152
<i>Percentage Change</i>	29%		17%	
Social Media Engagements				
YouTube	378	1,549	14,739	9,504
Facebook	835	1,932	18,631	20,427
Twitter	88	183	3,142	3,427
Instagram	142	148	1,657	2,540
Pinterest	27	10	308	420
Good Reads (Total # in Book Club & Friends)	350	327		
New Adult e-Newsletter Registrations	3	4	37	30
New Children's e-Newsletter Registrations	0	0	8	520
New Teen e-Newsletter Registrations	0	0	4	96

Maker Space	Jun 23	Jun 22	YTD	YTD
			FY-23	FY-22
Patron Use Only:				
Number of Activities/Programs	9	7	107	87
Number of Attendees	189	73	2,345	1,236
Number of New Certified Makers	0	0	0	20
Number of Visitors	886	589	6,175	3,642
Number of Events Outside the Library	0	0	6	0
Interactions Outside the Library	0	0	1,252	0
Whisper Room Total Minutes Used	4,579	3,450	32,938	25,825
Number of Whisper Room Uses	39	27	284	212
Staff Use Only:				
Whisper Room Total Minutes Used	100	90	1,570	1,890
Number of Whisper Room Uses	2	2	29	33

04 / LIBRARY USAGE

ADULT SERVICES	Jun 23	Jun 22	YTD	YTD
			FY-23	FY-22
Total Reference Questions	694	474	7,398	5,457
Internet Use				
Total Number of Desktop Uses	1,141	969	12,970	11,008
Total Number of Wireless Uses	9,647	7,170	79,976	70,020
Programs				
Number Held in the Library	6	5	80	79
Number of Attendees	130	84	2,542	1,285
<i>Percentage Change</i>	55%		98%	
Number Held Outside of the Library	0	1	5	3
Number of Attendees	0	20	183	438
Bicycle Library				
Number of Stops	2	4	4	36
Number of Interactions	15	74	70	465
Number of Circulations, all materials	0	0	36	134

YOUTH SERVICES	Jun 23	Jun 22	YTD	YTD
			FY-23	FY-22
Total Reference Questions	246	266	1,884	2,900
Desk Top Internet Usage Children				
Total Number of Uses	341	479	3,361	1,939
Desk Top Internet Usage Young Adult				
Total Number of Uses	102	66	1,003	185
Children's Programs				
Number Held in the Library	46	22	403	272
Number of Attendees	1,934	991	12,996	6,114
<i>Percentage Change</i>	95%		113%	
Number Held Outside of the Library	14	22	198	180
Number of Attendees	1,122	1,068	7,405	4,059
Teen Programs				
Number Held in the Library	13	11	106	90
Number of Attendees	77	78	942	658
<i>Percentage Change</i>	-1%		43%	
Number Held Outside of the Library	1	2	47	37
Number of Attendees	19	85	2,232	400

04 / LIBRARY USAGE

CIRCULATION SERVICES			YTD	YTD
	Jun 23	Jun 22	FY-23	FY-22
Library Circulation				
Dubuque Residents	41,018	38,173	389,942	370,581
Non-residents	6,842	7,885	60,711	62,951
TOTAL CIRCULATION	47,860	46,058	450,653	433,532
Adult Circulation				
Print Materials	9,666	9,787	100,432	101,033
Other Materials	1,268	1,406	13,875	15,759
Lap Tops	23	38	350	442
Digital Material	9,779	7,602	105,938	89,455
DVD-Blu-ray Materials	5,529	6,258	68,427	74,330
Total Adult Circulation	26,265	25,091	289,022	281,019
<i>Percentage Change</i>	5%		3%	

Teen Circulation				
Print Materials	1,214	1,212	8,081	8,189
Other Materials	8	9	79	93
Digital Material	679	619	6,818	5,809
Total Teen Circulations	1,901	1,840	14,978	14,091
<i>Percentage Change</i>	3%		6%	
Children Circulation				
Print Materials	17,080	16,392	122,478	111,718
Other Materials	180	127	1,451	1,327
DVD-Blu-ray Materials	1,672	1,857	15,435	17,670
Digital Material	762	751	7,289	7,707
Total Children Circulation	19,694	19,127	146,653	138,422
<i>Percentage Change</i>	3%		6%	

04 / LIBRARY COLLECTION - PEERS

Size	City	Printed Books	Audio Items	Video Items	Other Phys Items	Total Phys Items	Ebooks	Audio DL Items	Video DL Items	Total DL Items	Total DL and Phys Items	Lic. Dbases
G	Bettendorf	135,223	19,338	14,920	7,967	177,448	15,134	0	0	18,046	195,494	34
G	Cedar Falls	106,427	8,083	15,558	1,392	131,460	10,460	0	0	13,587	145,047	27
G	Marion	110,616	315	20,657	209	131,797	20,115	0	0	30,744	162,541	28
G	Marshalltown	104,405	5,605	8,649	545	119,204	100,059	39,766	683	141,007	260,211	13
G	Mason City	75,721	3,139	6,596	11,504	96,960	98,048	39,766	683	138,532	235,492	20
G	Ottumwa	39,839	2,404	4,982	5	47,230	97,973	39,766	683	138,422	185,652	5
G	Urbandale	119,531	16,462	15,620	1,568	153,181	98,320	39,766	683	139,025	292,206	9
H	Ames	195,173	16,156	27,684	2,197	241,210	122,564	39,766	683	176,180	417,390	23
H	Ankeny	112,830	7,769	17,050	1,692	139,341	98,349	39,766	683	138,995	278,336	11
H	Cedar Rapids	175,203	13,918	16,777	2,463	208,361	20,115	0	0	30,744	239,105	23
H	Council Bluffs	110,186	9,297	17,231	6,394	143,108	108,622	39,766	683	152,626	295,734	25
H	Davenport	143,386	16,675	22,892	5,635	188,588	19,833	0	0	24,577	213,165	19
H	Des Moines	374,556	40,587	28,910	1,511	445,564	28,474	0	0	55,576	501,140	19
H	Dubuque	131,736	12,987	29,532	7,308	181,563	15,063	0	0	24,218	205,781	23
H	Iowa City	173,914	19,022	20,667	1,467	215,070	32,673	0	0	51,310	266,380	33
H	Sioux City	140,289	8,190	9,024	31	157,534	100,485	39,766	683	142,764	300,298	41
H	Waterloo	79,224	8,474	10,313	167	98,178	10,879	0	0	14,616	112,794	18

04 / LIBRARY COLLECTION - PEERS

Size	CITY	Pop	ILL Rec'd	ILL Sent	Reg'd Users	Total DB Use	CIRC OF PHYSICAL ITEMS					USE OF DL ITEMS					TOTAL USE	
							Books	Video	Audio	Mag & Other	Total	Ebook	DL VID	DL Aud	DL Mag	DL Total	Total Use	Per Cap
H	Ames	66,427	2,882	4,165	44,927	215,484	655,833	133,858	36,276	19,304	845,271	88,229	15,398	88,730	5,602	197,959	1,043,230	15.70
H	Ankeny	67,887	371	635	49,116	55,224	335,226	59,103	13,622	8,804	416,755	51,136	63	48,703	5,242	105,144	521,899	7.69
H	Cedar Rapids	137,710	47,924	29,435	102,094	244,124	379,654	86,366	21,268	11,551	498,839	98,635	0	89,222	16,684	204,541	703,380	5.11
H	Council Bluffs	62,799	1,557	2,172	42,117	205,407	171,013	48,291	14,732	17,130	251,166	38,502	23	31,645	2,775	72,945	324,111	5.16
H	Davenport	101,724	52,716	40,390	47,800	112,434	248,438	68,024	17,701	14,761	348,924	38,055	0	31,112	5,648	74,815	423,739	4.17
H	Des Moines	214,133	270	1,858	109,857	153,598	743,509	49,530	54,542	13,417	860,998	131,011	0	139,519	17,472	288,002	1,149,000	5.37
H	Dubuque	59,667	303	2,063	47,771	186,710	208,067	91,724	15,651	7,683	323,125	43,907	105	39,310	4,384	87,706	410,831	6.89
H	Iowa City	74,828	3,122	1,086	44,929	191,964	706,726	173,266	43,617	19,229	942,838	118,636	57,962	105,833	27,300	309,731	1,252,569	16.74
H	Sioux City	85,797	622	581	34,164	54,833	165,848	24,240	10,592	7,767	208,447	32,809	27	28,979	2,169	63,984	272,431	3.18
H	Waterloo	67,314	15,976	9,615	36,308	80,378	121,219	34,519	6,908	2,420	165,066	56,459	158	34,206	4,628	95,451	260,517	3.87
H	West Des Moines	68,723	4,695	6,697	42,296	196,577	531,509	72,185	16,566	10,519	630,779	54,140	46	50,917	5,765	110,868	741,647	10.79
	Total Size H	1,007,009	130,438	98,697	601,379	1,696,733	4,267,042	841,106	251,475	132,585	5,492,208	751,519	73,782	688,176	97,669	1,611,146	7,103,354	84.65
	Average	91,546	11,858	8,972	54,671	154,248	387,913	76,464	22,861	12,053	499,292	68,320	6,707	62,561	8,879	146,468	645,759	7.70
	Minimum	59,667	270	581	34,164	54,833	121,219	24,240	6,908	2,420	165,066	32,809	0	28,979	2,169	63,984	260,517	3.18
	Maximum	214,133	52,716	40,390	109,857	244,124	743,509	173,266	54,542	19,304	942,838	131,011	57,962	139,519	27,300	309,731	1,252,569	16.74
	Number of Libraries	11																
	25Th Percentile	66,871	497	1,472	42,207	96,406	189,540	48,911	14,177	8,286	287,146	41,205	12	32,926	4,506	81,261	367,471	4.64
	50Th Percentile	68,723	2,882	2,172	44,929	186,710	335,226	68,024	16,566	11,551	416,755	54,140	46	48,703	5,602	105,144	521,899	5.37
	75Th Percentile	93,761	10,336	8,156	48,458	200,992	593,671	89,045	28,772	15,946	738,025	93,432	132	88,976	11,225	201,250	892,439	9.24



FEH DESIGN

SPARK SESSION



WHAT IS A SPARK SESSION?

It is a **F**ast-paced, **E**ngaging, **H**ighly-focused **D**esign Session.



FAST-PACED

In a 1 or 2 day session we create concept drawings in a short span of time based on your ideas. These concepts are then presented creating awareness and enthusiasm.

ENGAGING

Input comes from your selected committee or from the collective thoughts of your entire community or business. Having a broad base of support, reflects the needs and desires of the community, school or business, and develops built-in ownership.

HIGHLY-FOCUSED

Our team of designers set up shop in your space with their design toolkits. There, we focus all our attention on listening and responding to your suggestions. We bring our tools, our creativity but no preconceived notions as we work with you.

DESIGN

Through the Spark Session, multiple design concepts are created. During the day we step back, reflect and then refine the designs. The best move forward and a concept moves to a more refined design.



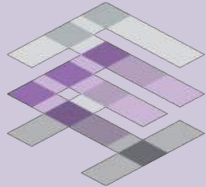
07 / SPARK WORKSHOP

- What would you like to have studied by the architects?
- What criteria will you use to decide which options to recommend on October 3?

07 / REVIEW SCHEDULE & TIMELINE

- Advisory Task Force (ATF) Meeting #1 – 6:00PM Wed August 23, 2023
- Advisory Task Force (ATF) Meeting #2 – 6:00PM Wed September 6, 2023
- Advisory Task Force (ATF) Meeting #3 – 6:00PM Wed September 13, 2023
 - All Day SPARK Design Workshop (9AM-5PM)
- Advisory Task Force (ATF) Meeting #4 – 6:00PM Wed September 20, 2023
 - All Day SPARK Design Workshop (9AM-5PM)
- Advisory Task Force (ATF) Meeting #5 – 6:00PM Tues October 3, 2023
 - To make recommendations of preferred option

Questions?



FEH DESIGN



Next Meeting:
Wednesday September 13, 2023
@ 6:00 PM

**THANK
YOU**



SUMMARY OF ESTIMATED SPACE NEEDS - FEH DESIGN

BASIC INFORMATION	
Library Name	Carnegie-Stout Public Library
Year Space Needs Analysis Performed	2023
Space Needs Calculation Target Year	2043
Design Population Applied	61,900

COLLECTION SPACES	Square Footage
Adult Collection Space Required	11,779
Children's Collection Space Required	5,323
Young Adult Collection Space Required	644
TOTAL COLLECTION SPACE REQUIRED	17,745

RUNNING TOTAL
71,975 GSF

SEATING SPACES	User Seats	Square Footage
Recommended Total User Seating Base (not including computer or meeting room seating). NOTE: Total number of seats may differ from sum of counts for individual areas due to rounding.		
	175	
CASUAL AND STUDY SEATING		
Adult Casual and Study Seating Suggested Based on Population Served	105	4,189
Children's Casual and Study Seating Suggested Based on Population Served	52	1,571
Young Adult Casual and Study Seating Suggested Based on Population Served	17	698
TOTAL CASUAL AND STUDY SEATING REQUIRED		6,459
COMPUTER/ TECHNOLOGY SEATING		
	Computer Seats	Square Footage
Adult Desktop Computer Workstations	16	720
Children's Desktop/ Early Literacy/ Educational Game Workstations	10	450
Young Adult Desktop Computer Workstations	5	225
Laptop Bar Stations	0	-
TOTAL COMPUTER/ TECHNOLOGY SPACE REQUIRED		1,395
TOTAL USER SEATING SPACE REQUIRED		7,854

RUNNING TOTAL
71,975 GSF

STAFF SPACES	Square Footage
Director's Office	220
Other Enclosed Offices	1520
Circulation Workstations	540
Reference/ Information Desk Workstation(s)	300
Children's Service Desk Workstation(s)	330
Young Adult Service Desk Workstation(s)	120
Other Service Desks	310
General Staff Workspace	6480
Staff Lunch/ Break Room	1360
TOTAL STAFF WORKSPACE REQUIRED	11,180

FUNCTIONAL AREA	Minimum Acceptable User-Friendliness	Moderate User-Friendliness	Ample User-Friendliness	Hyper User-Friendliness	Mean Value	Existing	Difference From Minimum	Difference From Mean
COLLECTION SPACES								
Adult Collections (108,000 vol.)	5,678	7,762	11,949	15,416	10,201	7,451	1,773	(2,750)
Children's Collections (52,600 vol.)	2,764	3,627	5,346	6,761	4,625	3,009	245	(1,616)
Young Adult Collections (5,800 vol.)	369	525	649	1,093	659	375	6	(284)
SEATING SPACES								
Adult Casual & Study (105 seats)	3,142	3,666	4,189	4,713	3,928	3,413	271	(515)
Children's Casual & Study (52 seats)	1,047	1,309	1,571	1,833	1,440	409	(638)	(1,031)
Young Adult Casual & Study (17 seats)	524	611	698	786	655	639	115	(16)
Adult Computer/Technology (16 seats)	560	640	720	800	680	656	96	(24)
Children's Computer/Technology (10 seats)	300	350	400	450	375	345	45	(30)
Young Adult Computer/Technology (5 seats)	175	200	225	250	213	135	(40)	(78)
STAFF SPACES								
Director's Office (1 office)	180	190	210	220	200	439	259	239
Other Enclosed Offices (8 offices)	1,280	1,360	1,440	1,520	1,400	1,407	127	7
Circulation Workstations (3 Checkout Positions)	450	480	510	540	495	190	(260)	(305)
Reference/Information Desk (2 Positions)	240	260	280	300	270	274	34	4
Children's Service Desk (2 positions)	270	290	310	330	300	127	(143)	(173)
Young Adult Service Desk (1 position)	90	100	110	120	105	74	(16)	(31)
Other Service Desks (2 positions)	250	270	290	310	280	237	(13)	(43)
General Staff Workspaces (Distributed Among Departments)	4,860	5,400	5,940	6,480	5,670	3,367	(1,493)	(2,303)
Staff Lunch/Break Room	1,360	1,360	1,360	1,360	1,360	521	(839)	(839)
MEETING & GATHERING SPACES								
Conference Room #1 (20 seats)	660	660	660	660	660	581	(79)	(79)
Conference Room #2 (30 seats)	960	960	960	960	960	0	(960)	(960)
All-Purpose Room #1 (120 seats)	1,800	1,800	1,800	1,800	1,800	1,480	(320)	(320)
All-Purpose Room #2 (80 seats)	1,200	1,200	1,200	1,200	1,200	0	(1,200)	(1,200)
Children's Program Area (65 seats)	880	880	880	880	880	697	(183)	(183)
Children's Craft Area (40 seats)	540	540	540	540	540	0	(540)	(540)
Children's Creative Play Space (occupancy 12)	240	240	240	240	240	439	199	199
Maker Space (20 seats)	700	700	700	700	700	492	(208)	(208)
Teen Gaming (4 seats)	220	220	220	220	220	0	(220)	(220)
Tutoring Spaces (16 seats distributed)	610	610	610	610	610	0	(610)	(610)
Group Study Space (12 seats)	470	470	470	470	470	118	(352)	(352)
Whisper Room						172		
SPECIAL USE SPACES								
Art Gallery	1,273	1,467	1,779	2,062	1,645	978	(295)	(667)
Friend's Book Sale Area	159	183	222	258	206	305	146	100
Friend's Office/Sorting Space	1,591	1,834	2,224	2,578	2,057	381	(1,210)	(1,676)
Co-Working Spaces/Zoom Room (6 seats total)	600	600	600	600	600	0	(600)	(600)
Automated Materials Handling	483	483	483	483	483	0	(483)	(483)
MISCELLANEOUS SPACES								
Self Checkout Units (4)	240	240	240	240	240	100	(140)	(140)
Public Copy Machines (3)	150	150	150	150	150	38	(112)	(112)
Dictionary Stands (2)	50	50	50	50	50	25	(25)	(25)
Atlas Stands (1)	35	35	35	35	35	25	(10)	(10)
Genealogy/Microform Cabinets (4)	60	60	60	60	60	80	20	20
Genealogy/Vertical Files (2)	24	24	24	24	24	81	57	57
UNCATEGORIZED FUNCTIONAL SPACE								
Supply Storage (Distributed Among Departments)	359	388	418	447	403	37	(322)	(366)
General Storage (Distributed Throughout Building)	1,087	1,247	1,503	1,736	1,393	1105	18	(288)
Entrance Lobby/Lobbies	1,087	1,247	1,503	1,736	1,393	524	(563)	(869)
Service/Loading Entrance	362	416	501	579	465	0	(362)	(465)
TOTAL FUNCTIONAL SPACE								
TOTAL FUNCTIONAL SPACE	39,379	45,104	54,269	62,600	50,338		(8,825)	(19,784)
NET TO GROSS PERCENTAGE APPLIED	28%	28%	28%	28%	28%			
SQUARE FOOTAGE RESULTING FROM 28%	11,026	12,629	15,195	17,528	14,095			
VERTICAL CIRCULATION (STAIRS & ELEVATOR)	2,500	2,500	2,500	2,500	2,500			
STRUCTURAL/NON-ASSIGNABLE SPACE	13,526	15,129	17,695	20,028	16,595			
TOTAL GROSS SQUARE FEET	52,905	60,233	71,964	82,628	66,933	53,723		

Carnegie-Stout Public Library

Space Comparison Summary
2023.08.23



	Building Area	Code/ Maintenance Item	Recommendation to Correct	Urgency Level	Costs
INTERIOR					
1	Second and Third Floor	Building not fully sprinklered	Consider providing sprinklers in the building for full coverage	Recommended	To Be Determined
2	Upper Level	Water issue in Children's Program Room	Provide waterproofing at building exterior, below grade	Recommended	\$5,000
3	Upper Level	Door sweep missing at roof access door	Provide door sweep	Urgent	\$150
4	Lower Level	Raised floor slab into third floor mechanical room	Provide threshold at door frame	Required	\$150
5	Lower Level	Drive up book drop return room has moisture issues and freezing in the winter	Provide air circulation in the room, provide perimeter waterproofing to prevent water infiltration	Urgent	See Line 23
6	Lower Level	Water infiltration noted at exterior wall finish in children's area, adjacent to book drop	Provide perimeter waterproofing to prevent water infiltration through foundation wall	Urgent	\$15,000
7	Interior	After-hours movable, security partitions are at their end of life and no longer have parts available	Replace movable, security partitions with new units that are serviceable.	Recommended	\$65,000
SUBTOTAL					\$85,300
EXTERIOR					
8	Historic Building	Exterior masonry corbels and detail elements have periodic failures due to age	Conduct annual review of the exterior masonry elements to evaluate for loose elements	Recommended	\$1,000
9	Building Addition	No roof overflow drains	Provide overflow scuppers	Required	See Line 28
10	Building Addition	Water drainage concerns at main entrance with trench drain, water directed towards building	Consider rework of the sidewalk slope at this entrance and overall drainage strategies	Recommended	\$27,000
11	Perimeter	Deterioration at stone mortar and gaps in mortar at pipe penetrations	Repair mortar and seal around pipe penetrations	Urgent	\$1,500
12	East Façade	Soffit finish deterioration	Repair paint finish	Recommended	\$300
SUBTOTAL					\$29,800
ACCESSIBILITY (ADA)					
13	Interior	Drinking fountains are not dual-height and do not have detectable aprons	Where possible, install dual-height drinking fountains. At all locations, install detectable aprons under the drinking fountains to meet ADA requirements	Required	\$2,500 and line item 27
14	Upper Level	Basement space is not ADA compliant and still has door knobs	When updates are made to the basement equipment, consider providing ADA compliant spaces. This is currently a staff-only space and, as such, is not required to be compliant	Recommended, Staff-Only Space	\$50,000
SUBTOTAL					\$50,000

MECHANICAL

15	Boilers	Capacity and maintenance	De-couple heating and humidification to separate systems, improve capacity requirements, increase redundancy. Revise boilers to be hot water and remove steam to hot water heat exchanger to simplify	Recommended	\$200,000
16	Chilled Water Pumps	Capacity	Increase capacity to have improved redundancy	Recommended	\$50,000
17	Condenser Water Pump	Redundancy	Add 2nd pump to provide redundancy	Recommended	\$60,000
18	Humidifiers	Maintenance and redundancy	Provide separate dedicated humidifiers(steam generator) for each AHU to improve redundancy and remove from boilers. (qty=5)	Recommended	\$100,000
19	Heat Stratification	Space Comfort	Revise space heating equipment to reduce stratification where current heating components are high in the space and trap the heat. (qty=4)	Recommended	\$50,000
20	Temperature control	Space Comfort	Revise thermostat locations and add space heating equipment at exterior envelope load (qty=1)	Recommended	\$6,000
21	IT Equipment cooling	Failure and Redundancy	Install new cooling equipment and add redundancy	Recommended	\$25,000
22	Mechanical Room Exhaust	Refrigerant leak exhaust	Install exhaust for temperature relief and refrigerant leak exhaust.	Required	\$10,000
23	Book Drop	Temperature and Moisture Issues	Add ventilation and heat source at book drop area.	Urgent	\$5,000
24	Maker's Space	Ventilation	Add ventilation to improve space conditions.	Recommended	\$5,000

SUBTOTAL**\$511,000****PLUMBING**

25	Domestic Water Piping	Build up	Replace domestic water piping due to build-up inside pipes, provide allowance	Recommended	\$75,000
26	Domestic Water Heater	Age	Replace domestic water heater due to age.	Recommended	\$5,000
27	Electric Water Coolers	Non-ADA compliant	Install ADA compliant water coolers	Required	\$30,000
28	Roof Drainage	No overflow drains/scuppers on low roof (east)	Add overflow roof drains.	Required	\$10,000

SUBTOTAL**\$120,000**

ELECTRICAL

29	Circuit Breakers	Recommended Maintenance	Exercise breakers per manufacturer's recommendations. If not already done annually, thermally scan bus and cable connections or consider de-energizing the switchboard for a brief period to allow the mechanical connections to be retorqued to ensure no loose connections exist which can lead to arcing and premature equipment failure	Required	\$1,000 ANNUALLY
30	Arc Flash Labeling	Recommended Safety Improvement	Have an arc flash and short circuit current study performed and label equipment with working hazards.	Recommended	\$10,000.00
31	Generator Distribution	Code Requirement	Separate emergency and standby loads onto dedicated transfer switches.	Recommended	\$10,000.00
32	Panelboard Working Clearances	Code Requirement	Future renovations should remove original panel in staff breaker area on Level 3. It is behind a refrigerator.	Recommended	\$5,000.00
33	Lighting	Energy upgrade	As fixtures fail, replace with LED versions	Recommended	\$250 per location

SUBTOTAL**\$25,000.00****ANTICIPATED TOTAL****\$821,100****Total Cost Expectation (includes General Conditions, Overhead and Profit & 1 year inflation, excludes design fees, FF&E)****\$985,320**