

## **CEDARBURG PUBLIC LIBRARY TOUR NOTES**

TUESDAY, JULY 24, 2018

GUIDE-Linda Pierschalla

### **INFORMATION:**

BUILT 2014 at new location, site was previous Police Department

25,500 SQUARE FT, old location was 10,500

POPULATION CITY 11,500 RESIDENTS

PREVIOUS LIBRARY SERVED VILLAGE OF CEDARBURG AND CITY OF CEDARBURG, NOW ONLY CITY OF CEDARBURG

TOOK 15 YEARS IN PLANNING

CITY DID A REFERENDUM, 7M FOR COST OF LIBRARY, CITY PAID 6.2M FOR EXTERIOR, RAISED 750,000 BY FRIENDS OF THE LIBRARY FOR ALL INTERIOR

NO BASEMENT, COULD HAVE USED BASEMENT FOR STORAGE, FRIENDS OF THE LIBRARY STORAGE, MECHANICALS, NOT ALLOWED TO BUILD BELOW DUE TO DNR.

ARCHITECT: ENBRID ANDERSON MILWAUKEE HAS DONE MANY LIBRARIES AND ALSO BROUGHT IN INTERIOR DESIGNER FORRER.

128,000 PEOPLE USED LIBRARY LAST YEAR

RESPONSIBLE FOR OWN MAINTENANCE

SUNDAY OPENED NOON TO 4, OPEN 7 DAYS A WEEK

### **EMPLOYEES:**

- 20 STAFF
- 8 FULL TIME INCLUDING DIRECTOR
- DIRECTOR FULL TIME
- 12 PART TIME
- PREVIOUS 7 FULL TIME 9 PART TIME

### **ENTRANCE AREA:**

- SMALL ENTRANCE
- FRIENDS OF THE LIBRARY DONATION ROOM
- COMMUNITY BULLETIN BOARD
- TV MESSAGE BOARD
- COMPASS ART
- TILE FLOOR

### **LOBBY AREA:**

- MEDIUM AREA INTO OPEN CONCEPT
- TILE FLOORS INTO CARPET SQUARES
- COPY ROOM AREA ENCLOSED WITH BULLETIN BOARDS/COMMUNITY EVENTS FOR PUBLIC
- OPEN STAIRCASE TO SECOND FLOOR
- FRIENDS OF THE LIBRARY CONTINUOUS USED BOOKS AND MAGAZINE SECTION LOCATED

### **COMMUNITY ROOM:**

- LOCATED AT BACK OF ENTRANCE AREA
- 100 MAX
- 900 SQ FT
- ALL GLASS DOORS AND WALLS TO SEE INTO COMMUNITY ROOM
- COAT RACK AREA
- SMALL SINK, CABINETS, MICROWAVE, KERUIG, REFRIGERATOR ALL BEHIND SLIDING WOOD DOORS
- FLOOR SQUARES DIFFERENT COLORS, NO PROBLEMS
- LARGE WINDOWS FOR NATURAL LIGHTING
- PROJECTOR, PODIUM WHITE BOARD, AND LARGE SCREEN
- HEARING LOOP IS UNDER FLOOR CONNECTS TO MICROPHONE
- LARGE STORAGE AREA FOR PLASTIC CHAIRS AND TABLE. CUSHIONS FOR CHAIRS, STORAGE AREA HAS CLOSET FOR WATER SOFTENER ROOM AND A CLOSET FOR ELECTRICAL ROOM
- FIREPLACE
- LARGE QUILT FROM WI QUILT MUSEUM LOCATED IN CEDARBURG
- ART DISPLAYED FROM LOCAL ART CONTEST WINNERS FROM FESTIVAL
- RENT \$30 AN HOUR FOR NON RESIDENTS AND BUSINESSES, RESIDENTS ARE FREE
- LIBRARY MADE \$700 FROM RENTALS
- THEY WOULD LIKE THEIR OWN ROOM NOT A SHARED COMMUNITY ROOM, LIBRARY USES COMMUNITY ROOM FOR ALL THEIR PROGRAMS

### **CHILDREN'S AREA:**

- SEPARATE CHILDREN'S AREA
- YOUTH SERVICE DESK
- ASK ME SIGN ON DESK
- 2 COMPUTERS ON DESK
- YOUTH WORK AREA LOCATED BEHIND DESK
- ONE FULL TIME YOUTH SERVICE PERSON AND 3 PART TIME
- YOUTH WORK AREA HAS LARGE ROOM, MANY WINDOWS, 2 DESKS ONE FOR FULL TIME AND OTHER FOR PART TIME
- NATURAL LIGHTING
- CARPET SQUARES
- YOUTH SERVICE WORK AREA GOES TO COMMUNITY ROOM FOR IMMEDIATE ACCESS
- SMALL TABLES AND CHAIRS WITH COLORFUL RUG

- SMALL KITCHEN PLAY AREA AND ACTIVITY TABLES
- CLOTH BENCHES OUTLINE THE WALL AREAS
- LARGE WINDOWS FOR NATURAL LIGHTING
- CPL RADIO STATION LOCATED IN ROOM IN YOUTH AREA
- RADIO STATION ON 24/7
  - LOCAL PROGRAMMING
  - ONE FULL TIME PERSON
  - FRIENDS OF THE LIBRARY BOUGHT EQUIPMENT
  - AFFILIATED WITH VOICE OF AMERICA FOR NEWS AND STORY WHICH NORMALLY IS ONLY OVERSEES NOT IN U.S., WAS GRANTED DUE TO LIBRARY CONNECTION.
  - TUNE IN TO RADIO STATION ON IPOD
  - PROGRAMMING, LIVE FROM CONCERTS IN PARK, HISTORICAL PIECES, HAS OTHER MEDIA COME IN AND TALK ABOUT STORIES, PROMOTES LIBRARY EVENTS, WORKS WITH YOUTH FOR PROGRAMMING, MULTICULTURAL SHOWS, YOUNG WRITERS.
  
- FAMILY RESTROOM
- WALL CLOCK WITH BOOKS FOR NUMBERS ON WALL
- YOUTH/JUVENILE FICTION AND NON FICTION SECTIONS
- WALL MURAL BROUGHT FROM OLD LIBRARY WHICH HAS TWO PARTS THE CITY AND THE VILLAGE, LONG WALL DESK AREA LOCATED BELOW THE MURAL
- BOOKS, MEDIA AND MAGAZINES ALL FOR KIDS
- 4 COMPUTER AREAS
- MONARCH SYSTEM IS AT END CAP OF BOOKCASE
- SELF CHECK OUT IN KIDS AREA

**MAIN LIBRARY AREAS:**

- 2 CHECK OUT STATIONS AT CIRCULATION DESK, TOTAL OF 4 CHECK OUT STATIONS THROUGHOUT THE ENTIRE LIBRARY
- THEY DO HAVE ONE STANDING COMPUTER STATION BEHIND CIRCULATION DESK.
- SEPARATE AREA DESK WITH 2 SELF CHECK OUT STATIONS
- NEXT TO SELF CHECK OUT IS LARGE SELF EXPRESS HOLD AREAS FOR PICK UPS, TICKETS ARE LARGE PRINT WITH INITIALS OF LAST NAME AND FIRST NAME. USED REGULARLY.
- DVD RENTALS/GAME SECTION
- RETURN BOX ON WALL BY DESK
- RESTROOMS LOCATED WITH DOUBLE BUBBLER IN BETWEEN, WOMEN'S RESTROOM 3 STALLS ONE STALL FOR HANDICAP AND CHANGING TABLE, DYSON HAND DRYER, GREAT COLOR SCHEME, TILE FLOORS
- TV MESSAGE BOARD LOCATED NEXT TO DONOR WALL
- DONOR WALL
- ELEVATOR NEAR BATHROOMS
- LOCAL ARTIST DONATED THEIR COLLECTION FOR LIBRARY WALLS

- “TOWN SQUARE” IS A FIREPLACE AREA WITH 4 CHAIRS AND TABLE, CARPET SQUARE LOCATED OUTSIDE OF COMMUNITY ROOM
- FRIENDS HAVE CHEATER BASKETS LOCATED AROUND LIBRARY FOR PATRONS
- 4 INTERNET COMPUTERS
- USED OLD CATALOG DESK PIECES AS ART/DISPLAY PIECES
- CHANGE WOULD BE TO HAVE CIRCULATION DESK SAME LEVEL ALL THE WAY AROUND, THEIR’S IS HIGHER AND THEN OPEN IN THE MIDDLE.
- WINDOWS IN LIBRARY HAVE ELECTRONIC BLINDS INSIDE, NATURAL LIGHTING THROUGHOUT
- PARENTS LOUNGE AREA WAS CONVERTED TO TECHNOLOGY ARE WITH DIGITAL LAB FOR TRANSFERRING OLD SLIDES TO DIGITAL, ALSO 3 D PRINTER, DONATED BY FRIENDS GROUP
- EVERY AREA IN LIBRARY HAS DONOR SIGN ON WALLS ALL THE SAME
- SIGNAGE FOR EACH AREA IS HANGING FROM THE CEILING
- BEVERAGE POLICY IS AS LONG AS IT IS COVERED, SMALL SNACKS ALLOWED

#### **OFFICE SPACE:**

- LOCATED BEHIND CIRCULATION DESK ON FIRST FLOOR
- LARGE OFFICE WORK SPACE
- 2 DESKS BY WINDOWS
- 2 DESK STATIONS BY CARTS
- SEPARATE AUTOMATED LIBRARY RETURN ROOM FROM DRIVE DROP OFF WHICH SEPERATES INTO 3 BINS FROM RFI TAGS WITH MACHINE AND GIVES PATRON RECEIPT OF RETURN
- WALL NEXT TO RETURN ROOM WITH TOTES FOR MEAD SYSTEM
- ANY FINES CAN BE PAID BY PAY PAL
- LARGE WINDOW NEXT TO RETURN AREA AND WALL TOTES
- BACK AREA OF WORK OFFICE SPACE HAS OWN REFRIGERATOR, SMALL SINK, CUPBOARDS.
- SMALL STORAGE AREA
- STAFF MAIL BOXES
- PRIVATE STAFF ENTRANCE
- COAT AREA
- STAFF LOCKERS
- NO STAFF BATHROOM
- ELEVATOR ACCESS WITH KEY FAB FOR SECURITY

#### **SECOND FLOOR STAFFING AREA:**

- ELEVATOR GOES TO SECOND FLOOR STAFF AREA
- CARPET SQUARE
- ADMINISTRATIVE HALLWAY
- 2 SEPARATE STAFF BATHROOMS
- STAFF MEETING ROOM
  - REFRIGERATOR, DISHWASHER, SINK, CUPBOARDS, MICROWAVES
  - TILE
  - LARGE TABLE AND CHAIRS
  - LARGE BULLENTIN BOARD

- LARGE WINDOW
  - COUCH, CHAIR
- THEY WOULD HAVE LIKED A STAFF BOARD ROOM VERSES KITCHEN AREA FOR MEETINGS
  - MECHANICAL ROOM OFF OF KITCHEN AREA
  - DOOR AREA LEADS TO OFFICE FOR FULL TIME INCLUDING DIRECTOR
  - STORAGE ROOM WITH SHELVING
  - LARGE WINDOW LOOKING INTO EMERGENCY EXIT AREA
  - OTHER AREAS IS DIRECTORS OFFICE
  - DIRECTORS OFFICE HAS LARGE WINDOW, SMALL TABLE AND CHAIR, LARGE BULLENTIN BOARD
  - ALSO IS FULL TIME PERSON DESK AREA LOCATED OUTSIDE OF DIRECTORS OFFICE, LARGE AREA, WINDOWS, MANY SHELVES, WORK AREA
  - ASSISTANT DIRECTOR OFFICE HAS LARGE WINDOW NEXT TO DIRECTORS OFFICE, ASSISTANT DIRECTOR ALSO HANDLES MECHINCAL AND TECHNOLOGY
  - ALSO ON FLOOR IS NETWORK CLOSET ROOM WITH NETWORK SERVER ALL ON CHIP, ALL AUTOMATED
  - DOOR GOES TO SECOND FLOOR

**SECOND FLOOR INFO:**

- ANOTHER COPY ROOM
- WASTE CAN IS 3 SEPARATE SECTION FOR WASTE, PAPER AND BOTTLES
- TV MESSAGE BOARD
- MODERN HANGING LAMP WITH LEAF DESIGN
- HIGH WOODEN CEILING
- TWO SEPARATE RESTROOM ENCLOSED
- INFORMATION DESK WITH FULL TIME STAFF PERSON
- 8 COMPUTER STATION AREAS ON 4 DESKS IN A GROUP BACK TO BACK
- LIGHT IS AUTOMATED
- LARGE WINDOWS FOR NATURAL LIGHTING
- CARPET SQUARES
- TWO PUZZLE TABLES AND ADULT COLORING TABLE ON HIGH TOP TABLES
- TEEN ZONE IS LOCATED ON THIS FLOOR
- HIGH TOP TABLES WITH FOUR CHAIRS
- EACH TABLE IS WIRED
- MOST FURNITURE UPSTAIRS IS WIRED
- WOOD CELINGS
- WINDOW SEATING WITH MOVABLE TABLES
- ART BOXES WITH DISPLAY ART
- LARGE TABLE WITH CHAIRS, WIRED AND SKINNY LIGHT IN THE MIDDLE ARE MOST POPULAR, THEY COULD HAVE USED MORE OF THEM.
- WALL PLUG IN AREAS AND FLOOR ELECTRICAL PLUG IN COVERED
- ADULT NON FICTION, PAPER BACK SECTION
- MANY COUCH AND CHAIR AREAS ALONG WALL

- NEWS PAPER AND MAGAZINE AREA HAS 6 HIGH BACK CHAIRS WITH SMALL TABLE IN BETWEEN IN CIRCLE SETTING WITH STANDING LAMPS
- CHARGING AREA TABLE
- LARGE ADULT BOOK DISPLAYS
- ADULT SERVICE OFFICES
- CUSTODIAL CLOSET
- REFERENCE AREA IS LARGE AND BEING REEVALUATED, TOO MUCH WASTED SPACE
- FOUR STUDY ROOMS ON BACK WALL WITH ALL GLASS WINDOWS WITH A TABLE AND FOUR CHAIRS
- ONE MEDIA ROOM WITH LARGE TABLE AND CHAIRS FOR GROUP COLLABORATION WITH SCREEN FOR PLUG INS.
- LIBRARY HISTORY CASE OF PAST ARTICLES AND PIECES OF INFORMATION ABOUT LIBRARY. THE LIBRARY WAS FOUNDED IN 1911 BY THE WOMEN'S CLUB.
- OLD WOODEN CHAIRS BROUGHT OVER FROM PREVIOUS LIBRARY AND REFINISHED AND FOR \$1000 YOU CAN HAVE YOUR NAME PLATE ON THE BACK AS DONATING THE CHAIR.

**OTHER INFO:**

- PARKING IS AN ISSUE
- SHARE WITH HISTORICAL SOCIETY
- PATRONS CAN USE BANK PARKING AREA ACROSS THE STREET
- LOCATED DOWNTOWN NEXT TO OLD LIBRARY THAT HAS BEEN PURCHASED BY PRIVATE BUSINESS
- WHITE LANNON STONE EXTERIOR
- BRONZE LEAF FOR ORNMENTATION
- SIGNAGE ON BUILDING