OPEN MEETING NOTICE
River Falls Public Library
Library Board of Trustees
May 1, 2023 at 6:30 PM

AGENDA

1. Call to order
2. Welcome Councilman Jeff Bjork
3. Establish a quorum
4. Certify compliance with Open Meeting Law
5. Approve agenda
6. Approve minutes from last meeting
7. BTR Presentation (Space Needs Assessment)
8. Wayne Roen Presentation
9. Director’s Report
10. President’s Report & Announcements

11. Action Items
   o Except final draft of BTR space needs report
   o Approve March Library Expense Report ($16,731.81)
   o Approve elevator repair quote $23,583 (quote expires May 1, 2023)
   o Approve donor drive for up to $1,000 to develop Children’s Spanish Language Collection

10. Next meeting: June 5, 2023 at 6:30 p.m. – Library Board Room

11. Adjourment

River Falls Public Library will attempt to provide accommodations to members of the public who wish to attend meetings, provided reasonable notice of need is given. To request such accommodation, please contact Kim Kiiskinen at (715) 425-0905.

Please join meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/970372861

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United States: +1 (224) 501-3412
Access Code: 970-372-861

Join from a video-conferencing room or system.
Dial in or type: 67.217.95.2 or inroomlink.goto.com
Meeting ID: 970 372 861
Or dial directly: 970372861@67.217.95.2 or 67.217.95.2##970372861

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https://global.gotomeeting.com/install/970372861
River Falls Library Board of Trustees
Open Meeting
April 3, 2023 6:30

Present: Rebecca Ferguson, Tanya Misselt, Wayne Roen, Sean Downing, Kari Heinselman, Lorraine Davis, Mike Metro, Whitney Rudesill, Jean Ritzinger and Tiffany Alexander. Special guest: Betsy Westerhaus

1. Call to Order: The meeting was called to order by President Ferguson at 6:30.

2. Quorum: A quorum was established.

3. Open Meeting Law: Library Director Misselt confirmed the meeting was properly noticed.

4. Approval of Agenda: A motion was made by Metro, seconded by Roen to approve the agenda. Motion carried.

5. Approval of Minutes from March meeting: A motion was made by Heinselman, seconded by Metro to approve the minutes. Motion carried.

6. Directors Report:
   a. Website Update: Kim’s demonstration and report was postponed until next month.
   b. Staff Update: Clio McLagan has retired. Position filled by Katherine Ainsworth.
   c. Anniversary celebration report.
   d. BTR Updates
   e. Solar Roof Updates
   f. CIP- discussion followed.

7. Presidents Report and Announcements:
   a. Evaluation of Library Director: Board was satisfied with current evaluation form. Evaluations will be sent to the board the second or third week in May.
   b. Call for the board to attend City Council meetings.
   c. Reminded to be in touch with city council members.
   d. Follow up discussion regarding last months presentation on CIP. Budget and funding discussion followed.

8. Action Items:
   a. Approve 2023- 2024 CIP Funding: a motion was made by Roen, seconded by Metro to table this motion until the next meeting since the board requires more information. Motion carried.
   b. Approve $2000 from Robert Enstad Memorial Trust to be spent to add photos to honor him and to update damaged historical photos in the lower level.
c. Approve application for $300,000 EBSCO solar roof grant: Alexander moved, Downing seconded, motion carried.


Adjournment: Motion made by Alexander to adjourn at 8:15, Heinselman seconded. Motion carried.

Respectfully submitted, Jean Ritzinger (secretary)
Library Donations

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<td>Donations:</td>
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<td>Book Sale: $23.35</td>
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What's next: After the Bentz Thompson Rietow (BTR) Masterplan

We need professional help for:
- 3-D rendering (print or video or both)
- Marketing tools
- Feasibility Study
- Capital Campaign

I will start calling the following businesses for advice and bids this summer. Below is a list of businesses that have been recommended.

3-D Renderings
Ayres has the Library CAD Drawings. BTR has the space needs plan.
- BTR
- Ayers

Crescendo Fundraising Professional, LLC (Scandia, MN)
- Capital Campaign Management
- Fundraising & Development
- Marketing Services
  https://www.crescendoconsultingllp.com/

Baker Street Consulting Group (Stevens Point, WI)
- Planning and Feasibility Studies
- Major Gift Development
- Capital Campaigns
  https://www.bakerstreetconsultinggroup.com/

The Sweeney Group (Madison, WI)
Works with libraries:
- Feasibility & Campaign
- Campaign Planning & Campaign Implementation
- Resource Development
  https://sweeney-group.com/

Library Strategies (St. Paul, MN)
Resource Development and Community Investment
- Feasibility Study
- Capital Campaign
  https://www.librarystrategiesconsulting.org/services/
Children's Spanish Collection
In response to a request made by a participant in the new River Falls 101 program (citizens academy), we wish to start a donor drive to raise up to $1,000. If cash is collected and checks are written to the River Falls Public Library for that purpose, we would like approval to use those funds for this.

2023 MORE Passport Program
As you know, the River Falls Public Library is part of the IFLS Library System that covers a 10 county area. In the IFLS system, most libraries participate in the MORE consortium, sharing an online catalog and materials. Materials that are on hold for patrons from other MORE libraries get transported back and forth through a business called WALTCO.

This is the second year of the MORE Passport Program. The purpose of the program is to promote libraries and tourism. Participants who come to the RFPL will receive a biodegradable swag bag with coupons donated from local businesses. We work with the River Falls Chamber of Commerce to collect coupons. We are still accepting coupons, even though the program started on April 24.
Earth Fest
The Library participated in Earth Fest at UWRF this past weekend. We gave away almost 375 bags (200 reusable food storage bags and 175 reusable totes that read “Share Resources – River Falls Public Library”.

Community Art Base (CAB)
At Earth Fest, I was able to have a follow-up conversation with Cheryl Maplethorpe regarding Alderman Sean Downings discussion with her a couple of months ago. Cheryl expressed interest in having paintings from local artists displayed on the walls of the first floor of the library. Artist would display pieces for sale. She is considering using volunteers from other organizations to hang them. If the Library staff are not accepting money, I think this is something that the Library Board could consider after a careful review of existing display policies. Perhaps, some amendments to policies could be made.

$300,000 EBSCO Solar grant
This grant was submitted on April 20, 2023. Winners will be announced in June. We received outstanding letters of support from:
- Mike Noreen – River Falls Conservation and Efficiency Coordinator
- Mark Klapatch-Mathias – UWRF Sustainability Coordinator
- Amy White – River Falls Community Services Director/Clerk
- Tom Schwalen – River Falls Facilities Maintenance Supervisor
- Rebecca Ferguson – President of the River Falls Library Board of Trustees

For the grant, I had to provide goals, objectives and activities that we will commit to if we win the grant. Those commitments will be outlined in our next strategic plan if we win.

Coming Soon....
Em Loerzel
Thursday, May 4 (6:30-7:30pm) in-person and virtual
A discussion of domestic and sexual violence in Native communities to bring awareness for missing and murdered Native women and girls.

The Illiterate Daughter, Chia Gounza Vang
Thursday, May 18 (6:30pm), virtual only
A thirteen-year-old girl’s survival in war-torn Laos
How to Plan a Small Vegetable Garden
Wednesday, May 31 (6:30pm), in person
Learn how to choose materials, plant and maintain a small vegetable garden in this hands-on class.

Summer Library Program Kick-off Party for children and families
Monday, June 12 from 4pm – 6pm

100 Year Anniversary/Centennial Party
Monday, June 12 from 6pm-8pm
Winsome Hollow String Band (6pm – 7:30pm)
Vanilla Ice Cream and Apple Pie

Volunteers Needed for the Centennial Party on Monday, June 12
We need 6 volunteers from the Library Board and Foundation. A sign-up sheet will be available at the May 1 meeting. There are two shifts available for three volunteers. The shifts are 5:45 - 7pm and 7pm - 8:15pm. The assignment for those volunteers is to serve apple pie and vanilla ice-cream. Please wear your name tag.

Local History Display
I’m hoping to have all our displays ready by no later than June 1.

River Falls Preservation Commission is working on filling the lower level display cases with local history. They are also helping us find old local black and white photos to replace the faded and damaged photos on the walls in the lower level. Those replacement photos will be paid for by the Robert Enstad funds. Heidi Heinze and Jayne Hoffman from the Commission are heading up this effort.

Mary Baumgartner, a local historian for the Tuesday Club has also been looking for artifacts for display that pertain directly to Library and Club history.

Meanwhile, we found Katie Chaffee’s (former library employee) local history display in storage. Katie will work with Alice Olson to get those hung in the Gallery.

Jon George then drug these old record books out of storage for display as well. Below is a photo of a log book of library holdings (materials) from 1927.

I’ve also been doing some late-night scheming of my own to find old library artifacts to put on display. More on this later....
## Library Board Approval Report

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# Library Board Approval Report

## Vendor Links

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### INGRAM LIBRARY SERVICES

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<td><strong>Grand Total:</strong></td>
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Schindler Elevator Corporation
895 Blue Gentian Road
Suite 12
Eagan, MN 55121-1568
Phone:
Fax:

UPGRADE ORDER AGREEMENT

Date: 03/31/2023

To:
River Falls City Hall
222 Lewis St
River Falls, WI 54022-2127

Estimate Number: JBAR-CQCFX8 (2022.5.1)

Customer:
River Falls Public Library
140 Union St
River Falls, WI 54022-3604

Attn: Tom Schwalen

Schindler hereby proposes to furnish and install the following with respect to the equipment located at the above building:

Schindler to propose the following work.
- Drain and dispose of old oil.
- Remove and dispose of old valve
- Remove and dispose of old motor
- Remove and dispose of old pump
- Wipe and clean the inside of the tank of any debris
- Install new valve
- Install new motor
- Install new pump
- Add new oil
- Return car back to service.

Replacing pump, motor, valve and oil

Price: $23,583.00, plus applicable taxes. (Quotations valid for 30 days; price based upon work during regular working hours of regular working days.)

*Financing available (see below)
**Payment:** 50% of the price is due upon acceptance of this proposal; 40% of the price is due as work progresses within 30 days of invoice; Balance due upon completion, within 30 days of invoice.

Schindler reserves the right not to source material or schedule labor for the above quoted work until initial payment has been received.

Schindler retains title to any equipment furnished hereunder until final payment is made. Late or non-payment will result in assessment of interest charged at a rate of 1 1/2% per month or the highest legal rate available, and any attorneys' fees, expenses, and costs of collection. The customer understands that this is a fixed price proposal. Supporting documentation for materials and/or labor shall not be a condition precedent for payment in full to be made to Schindler.

**Available Financing:** Schindler understands that the cost of capital improvements can put a strain on a property's budget. For this reason, Schindler has teamed with leading financial organizations (Lender) in an effort to help our customers sort through the best options to fund these capital improvements. The financing is done directly between the Lender and you, our customer. In return, Schindler requires that you enter into a new 5-year maintenance agreement with Schindler.

Often times, other building systems will need upgrades as a part of the elevator or escalator improvements. The cost of the related work can be rolled into the total finance package with the Lender.

**As an example, if you finance $25,000.00 for 60 months, your monthly payment would be approximately $510.00 plus any applicable state and federal tax.** The monthly finance payment is an approximation and will be finalized between you and the Lender.

Financing is subject to the borrower's qualifications, including income, property evaluation, sufficient equity and final credit approval. Approvals are subject to underwriting guidelines, interest rates, and program guidelines. Loans are subject to change without notice based upon eligibility and market conditions. This is not a commitment to make a loan as financing options are subject to credit checks and approval.

This program is offered and provided through third-party financial organizations and are dependent upon those entities' rules, regulations, and restrictions.

If the maintenance agreement is cancelled for any reason prior to the 60-month term, all remaining balances become due immediately.

Your sales representative will be happy to facilitate the process moving forward if you are interested in our financing option. The finance credit approval form can be found attached to this document.
The attached terms and conditions are incorporated herein by reference.

Acceptance by you as owner’s agent or authorized representative and subsequent approval by our authorized representative will be required to validate this agreement.

Proposed:

________________________________________

By:  James Barker

For:  Schindler Elevator Corporation

Title:  Sales Representative

Date:  3/31/2023

Accepted:

________________________________________

By:  

For:  River Falls City Hall

Title:  

Date:  

Approved:

________________________________________

By:  Kenneth Groll

Title:  General Manager

Date:  

TERMS AND CONDITIONS

1. Any changes to the building to meet local or state codes are to be made by Purchaser. Any changes in the Work required due to building conditions discovered in the performance of the Work will be paid by Purchaser.

2. No work, service materials or equipment other than as specified hereunder is included or intended.

3. Purchaser retains its normal responsibilities as Owner of the equipment which is subject of this Agreement.

4. Schindler will not be liable for damages of any kind, in excess of the Price of this Agreement, nor in any event for special, indirect, consequential or liquidated damages.

5. Any cutting and patching is by others and not included in this work.

6. Neither party shall be responsible for any loss, damage, detention or delay caused by labor trouble or disputes, strikes, lockouts, fire, explosion, theft, lightning, wind storm, earthquake, floods, epidemics, pandemics, storms, riot, civil commotion, malicious mischief, embargoes, shortages of materials or workmen, unavailability of material from usual sources, government priorities or requests or demands of the National Defense Program, civil or military authority, war, insurrection, failure to act on the part of either party's suppliers or subcontractors, orders or instructions of any federal, state, or municipal government or any department or agency thereof, acts of God, or by any other cause beyond the reasonable control of either party. Dates for the performance or completion of the work shall be extended by such delay of time as may be reasonably necessary to compensate for the delay.

7. We warrant that the work will comply with the specifications and that there will be no defects in materials or workmanship for one year after completion of the work or acceptance thereof by beneficial use, whichever is earlier. Our duty under this warranty is to correct nonconformance or defect at our expense within a reasonable time after the receipt of notice. THE EXPRESS WARRANTIES CONTAINED HEREIN ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Purchaser's remedies hereunder are exclusive.

8. Purchaser agrees to defend, indemnify and hold Schindler harmless from and against any claims, lawsuits, demands, judgments, damages, costs and expenses arising out of this Agreement except to the extent caused by or resulting from the sole and direct fault of Schindler.

9. For non-maintenance contract customers, Customer hereby agrees, without limitation, to defend, indemnify, release and hold harmless Schindler and its employees, affiliates, divisions, parent entities, predecessors and successors, representatives and agents from and against all claims, liabilities, losses, injuries, death, damages, fines, penalties, payments, costs, and expenses (including reasonable attorneys' fees and expenses) arising out of or relating to the Work performed by Schindler under this Agreement.

INSURANCE: At a minimum, Customer shall provide to Schindler, insurance coverages as set forth within, and a certificate of insurance evidencing such coverage: Comprehensive General Liability (including Products Liability, Completed Operations, Broad Form Property damage, and Blanket Contractual Liability) in the amounts of $2M per occurrence, $5M aggregate. Schindler Holding, Ltd., Schindler Elevator Corporation, and Schindler Enterprises, Inc. shall be named as additional insureds on the above referenced policies, pursuant to ISO Form CG 2010 11/85, and shall appear as such on the Certificate of Insurance. Insurance shall provide a waiver of subrogation in favor of the entities named as additional insureds. Insurance shall be primary over any other valid and collectible insurance. Any deductible / retentions is the responsibility of the Named Insured.

10. Any proprietary material, information, data or devices contained in the equipment or work provided hereunder, or any component or feature thereof, remains our property. This includes, but is not limited to, any tools, devices, manuals, software, modems, source/ access/ object codes, passwords. In the event Schindler's maintenance obligation is terminated, the Schindler Ahead features ("SA") (if applicable) will be deactivated and Schindler reserves the right to remove the Schindler Ahead hardware. If Schindler is no longer the maintenance provider, Customer is responsible for obtaining alternative telephone service for the elevator phones.

11. In the event of governmental changes to applicable tariffs, tax rates, including but not limited to sales tax, use tax, excise tax, privilege tax, transaction tax and similar changes, or loss of tax exempt status, Schindler reserves the rights to adjust the contract price accordingly to account for all additional cost impacts.

12. We reserve the right to modify price and schedule without penalty due to material or component shortages, increases in inflation and/or material price increases based upon the S&P Material Price Index (MP1).
River Falls Public Library: 2021-2022 Strategic Planning Outcomes
Submitted by Tanya Misselt 04/13/2023

1) Inspiring Civic Engagement
Maintaining a Safe Library: COVID-19 Response
In 2021, the Library Board of Trustees received monthly reports that included carefully plotted out COVID-19 recovery efforts. Recovery was always in line with recommendations of the Pierce County Health Department. All efforts were made to balance library access with public health.

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Beautiful and Comfortable Interior Décor: Carpet, Paint and Furniture
The target was to create a long-range CIP to include carpet, paint and furniture. In 2022, the Library embarked on a space needs assessment with Bentz Thompson Rietow architectural firm. This includes plans for carpet, paint, furniture and much more. A five-year Capital Improvement Plan with no funding certainty is scheduled for 2023-2027.

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Efficient Use of Teen Space: Explore Needs and Options
This was completed in the BTR Space Needs Study. This included meetings with a selected group of teenagers.

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Use of Gallery Space: Explore Options and Implement When Able
We have considered renting the Gallery, but the Library Board has agreed that renting the Gallery during regular library hours would interfere with the space needs of regular library programs and services.

The library does have a policy for public/private rental of the lower level when the library is closed. Thus far, profits have been only a few hundred dollars a year. We can explore more aggressive promotion of the lower level as rental space during closed hours. The cost of cleaning should be built into fees.

BTR has presented us with several options to improve connectivity between the main floor, the Gallery and the outdoors. We have explored pros and cons of three options. Loss of space for collections and loss of meeting room space is undesirable.
With school district volunteers to help supervise, the River Falls School Art Show is open in the Gallery during specific hours. The Gallery will also be open for the 100-year anniversary of River Falls Public Library with numerous historic photos of River Falls on display.

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**Big Fun Lab: Explore Options and Implement When Able**

The Big Fun Lab, which used to be in the Gallery during January – March, will be set-up annually in the main floor meeting room. During those months, meetings will be redirected to the Gallery. It was up in the main meeting room in 2021 and 2022. From January to March of 2022, we estimate that 125 individuals used it every week. During spring break, we had over 700 individuals use the Big Fun Lab.

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**2) Diverse Programs**

**Target Diverse Populations: Seniors**

Our goal was to create 9 new activity kits for community nursing homes. There are 19 kits that already have purchased supplies in them, but none are ready for circulation yet. Each kit needs a content checklist, individual item tags, and activity guide.

The Library hosted two Identity Theft programs for Seniors in 2022.

BTR staff, Library staff, Aging & Disability Resource Center (ADRC) of St. Croix County met with members of River Falls Senior Center to discuss programming for seniors and allowing the River Falls Senior Center to use the Library on a regular basis for gaming. We identified ways to market our regular adult programs with Senior groups. We started having the River Falls Senior Center use or lower level for gaming, but when Wellhaven opened its building to them again after COVID, they returned to Wellhaven.

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**Target Diverse Populations: Adults**
The goal was to provide a minimum of 12 adult programs per year. We had 29 in 2021 and 42 in 2022.

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**Target Diverse Populations: Children grade 1-3**
While closed during the pandemic, we lost contact with school age students doing fieldtrips. We could no longer run the very popular Lego Club and we never had a book club for that age. It is very hard to reach this age group online. We were able to provide take home crafts as well as a virtual summer reading program with some online elements. However, we really wanted to reach out to this group again after the pandemic. In September of 2022 the library launched a new 2-3 grade Book Club. Children’s Services also started an after-school program called K-5 Monday Explorer which includes Legos, games and art sessions. Of course, school field trips and the annual school art show are back.

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**Target Diverse Populations: At Home Learners**
In 2021, Children’s Services started an online newsletter using Mailchimp. Those newsletters stopped in 2022 because of a staffing change. In 2021, we also had digital subscriptions to Tumble Math and Tumblebooks to help at home learners. In 2023, (outside the range of this strategic plan) Children’s Services started a Homeschool Club that quickly became extremely popular, reaching families as far as the Twin Cities.

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**Target Diverse Programs: Adult Online Book Clubs**
In 2021, the library launched an online book club for adults but never got much participation. Instead, we now participate in the St. Croix Valley Traveling Book Club.

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**Target Diverse Programs: Book Clubs for Middle and High School**
The goal was 9 meetings a year for both book clubs with at least 8 attendees. We have achieved 8 meetings a year. The book club for teens is not attracting the goal of 8 attendees because the high school and Fox Den Books both have their own teen book clubs now.

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**Target Diverse Populations: Economic Regeneration**
In the beginning of the pandemic, people needed employment, but by the end of the pandemic it was employers who needed employees. This shift in the labor market impacted our plans. The target was two job fairs a year. The library had two in 2021, but only one in 2022. The Library webpage called Careers and Education were updated. The non-fiction collection on job hunting, writing resumes and cover letters, and preparing for interviews was updated when newer material was available.

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**Target Diverse Populations: Diversity, Equity & Inclusion (DEI)**
The goal was to integrate DEI in two programs a year for adults and youth. The framework for a presentation relating to DEI means that the program has at least one of the following:

- a presenter who represents a diverse group
- an author presentation about a book that has diverse characters
- a presenter whose topic speaks directly to the topic of DEI (historical, current, or both)

In 2021, the library hosted six adult programs that fit in this EDI framework. They were:

- Dr. Shawn Anthony Robinson - author of a graphic novel series called Doctor Dyslexia Dude!
- Lea Tran – author of I Did Not Miss the Boat: Memoir of a Vietnam Hoa Refugee.
- Jennifer Chiaverini – author of Resistance Women
- Diane Wilson – author of The Seed Keeper
- A two-part program called "The Making of a Better Life: Immigrations, Migrations and Refugeeism in the United States". This was part of the Jacob Riis exhibit titled Revealing How the Other Half Lives
- Callie Trautmiller – author of Becoming American

In 2021, the library had a Self-Guided Reading Challenge for all ages called Diverse Stories.

In 2022, the library hosted six adult programs that fit in this EDI framework.

- Dr. Christopher Lehman – author of Slavery’s Reach: Southern Stakeholders in the North Star State
- Kate More – author of The Woman They Could Not Silence
- The Story of Dr. James H. Laue
- Jenny Kalvaitis and Kristen Whitson – authors of We Will Always Be Here, a history of LGBTQ+ Wisconsin Activism
- Patty Loew – Seventh Generation Earth Ethics: Native Voices of Wisconsin

In 2022, the Children’s Librarian identified a list of books for Book Clubs to select from. In many cases, the Book Clubs selected books that fit this EDI framework.

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3) Professional Selection and Deselection of Collections

Assign Collection Selection Responsibilities

Prior to 2021, Librarians did not have any formally defined collections to be responsible for. Much of the ordering had been done by one or two librarians. In 2021 and 2022, all librarians were assigned collections to purchase for. All were given a budget each month. All achieved their selection goals.

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4) Local Businesses

Build Relationship with the River Falls Chamber of Commerce.

The target was for the Director to attend four Chamber meeting a year. While I have not met this goal, I did work with the Chamber and local businesses to collect coupons for the 2022 MORE Passport Program that encourages tourism to communities with public libraries in the IFLS Library System. That annual partnership will continue.

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5) Purpose Driven Partnerships

Mental Health Programs and Partnerships

The goal was to develop relationships with organizations and businesses that promote mental health. In 2021, the specific target was to have one mental health program for adults, one for children, parents or teachers, and one for seniors. In 2021, the Library partnered with NAMI for one adult program. In 2021, we had one program for parents and teachers about Childhood Mental Health, presented by Morgan Miller, MS, Licensed Professional Counselor - Western Wisconsin Health. Children’s Services also developed a Self-Guided Reading Challenge for all ages on the topic of mindfulness. No specific program for seniors was achieved.
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**City of River Falls – Equity, Diversity and Inclusion Committee**
The goal was to have one library staff member serve on that new committee. In 2021, Youth Librarian served on that committee. In 2022, the Library Director served on that committee.

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**4) Breakdown Barriers to Library Access**
*Promote Curbside Pickup and Browsing Collections*
In 2020, patrons used curbside pickup service 13,403 times. After the library was opened for limited hours, many patrons returned to browse collection. In 2021, patrons used curbside pickup 4,426 times while we offered it. In 2020, circulation dropped by more than half to 101,018 physical items. In 2021, circulation went up to 163,335, In 2022, circulation increase again to 206,395. We have still not returned to the pre-pandemic circulation in 2019, of 272,135 but we are heading in the right direction.

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**Access Programming Online**
Soon after the start of the pandemic, the library moved to an online presentation platform called Streamyard that allows us to broadcast live on Facebook and YouTube from several remote locations at the same time. Since then, we have continued to offer adult programs in multiple formats including: in-person, live virtually, and recorded for virtual viewing later. This has made it easier for patrons to participate in the format that works best for them. It also allows us to host presenters from long distant locations for a price that is affordable.

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</table>
**Access Book Clubs Online**
We attempted this format during the pandemic for adults and teenagers. In the beginning we had a few adults attending but participation dropped too low to continue offering this format. The online format for teens became more of a social connection hour during the pandemic, rather than a book club. The Youth Librarian thought this was more meaningful during the pandemic anyway. These online book club programs are no longer offered.

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<th>5</th>
<th>Exceeded Targets</th>
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<th>3</th>
<th>Achieved Some Targets</th>
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<th>Did Not Achieve – Continue Effort</th>
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<th>Did Not Achieve – Discontinue Efforts</th>
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</table>

**Study Website Redesign**
In 2021, the library requested participation in an online survey about our website design. Prizes were given to public participants. The website was modified based on survey results. However, in 2022, the website could not be moved to an updated version of the platform we were using. After some research, we decided to rebuild our website with a grant funded service for Wisconsin Public Libraries called LeanWI [https://leanwi.org/website-service/](https://leanwi.org/website-service/). They rebuilt our website with us and will continue to help us maintain it at a very low cost.

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<th>5</th>
<th>Exceeded Targets</th>
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<th>Achieved Targets</th>
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</table>

**Create Access to Technology Equipment**
In 2022, the library received a $17,800 T-Mobile Hometown grant to purchase 25 additional hotspots on a two-year contract. All 25 went into circulation. This reduced the waiting list for hotspots and allowed us to extend the checkout period.

<table>
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<tr>
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<th>Exceeded Targets</th>
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</table>

**5) Technology and Information Literacy**
*Promote online information literacy video series*
During the pandemic it became increasingly clear that the public needed help navigating technologies that had become more mainstream, like Zoom. Our initial target was to create 6 video tutorials in-house per year. However, we later learned of a professionally procured database called Niche Academy that offers patrons step-by-step video tutorials about all kinds of online services. That service is now available through our website. We now promote 44 of their tutorials.

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<tr>
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<th>Exceeded Targets</th>
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<th>Achieved Targets</th>
<th>3</th>
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</tbody>
</table>
6) Explore Emerging Technologies

**Explore Locker System**
The target was to explore various locker systems for library patrons so that they could pick up holds after hours. In 2021, librarians researched several companies that sold self-serve locker systems. We weighed the pros and cons of each system. In the end, we decided that we could not provide the staff time necessary to maintain this service. The decision was made not to move forward.

<table>
<thead>
<tr>
<th>5 Exceeded Targets</th>
<th>4 Achieved Targets</th>
<th>3 Achieved Some Targets</th>
<th>2 Did Not Achieve – Continue Effort</th>
<th>1 Did Not Achieve – Discontinue Efforts</th>
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**Identify New Technology Emerging During Pandemic**
Since 2020, the world became even more aware of the need for digital connectivity. The limits of local broadband internet connection became a significant barrier for everyday life. In response, we sunset all library policy statements about use of circulating library technology that prevented us from serving the public during this time of need. We changed procedures to make circulation easier. We also, received a grant for 25 additional hotspots that are now in circulation.

The need for training on how to use certain online digital resources that were growing in popularity also became apparent. We met that need by subscribing to Niche Academy.

With millions of people relying more heavily on the internet, the need for cybersecurity grew too. In 2022, the library hosted two classes on identity theft. Several cyber security library video tutorials have been added to our library website as well. They are:
- Creating Strong Passwords
- Mobile Apps and Privacy
- Avoiding Common Online Scams and Threats
- Addressing your Digital Footprint

**Artificial Intelligence (AI)** is the next frontier. In the future, libraries will need to invest in resources that offer Insight As A Service (IAAS). We will need to identify and invest in tools that match community user groups. An example of this might be birdwatching AI that can recognize individual birds. This system is being developed by biologists. Some think it could be adapted for people to identify individual birds in their surroundings.

Below is an interesting article on this subject matter:
7) **Maintain Relevancy to Community**

The River Falls Public Library continues to be relevant to the community by providing programming that responds to community interests. The Library is using new technologies to reach patrons who cannot attend in-person programs. We continue to identify needs in the community (such as hotspots and online tutorials) to help people with their work, school or personal online connections. The Big Fun Lab is another example of responding to a specific identified need in the community. The River Falls Public Library also strives to maintain excellent physical and digital collections. The Library staff purposefully build and maintain collaborative relationships with community partners. Our work with BTR will help us inspire the community with beautiful and useful spaces for years to come.

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<tr>
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<td>Did Not Achieve – Continue Effort</td>
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### 2023 Library Statistics

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<th></th>
<th>January</th>
<th>February</th>
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<td>% Self Check</td>
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<td>Flipster Usage</td>
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<td>NicheAcademy /$2200</td>
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<td>MORE Lent (from or to?)</td>
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<td>ILL Sent</td>
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<td>Birth to Five</td>
<td>3</td>
<td>6</td>
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<td>School Age</td>
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<tr>
<td><strong>YS PROGRAM ATTENDANCE</strong></td>
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<tr>
<td>Birth to Five</td>
<td>74</td>
<td>146</td>
<td>276</td>
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<tr>
<td>School Age</td>
<td>204</td>
<td>155</td>
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<tr>
<td>Young Adult</td>
<td>28</td>
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<tr>
<td>Adult</td>
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<tr>
<td>General Interest</td>
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<tr>
<td>Total Attendance</td>
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<td>311</td>
<td>414</td>
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<tr>
<td><strong>ADULT PROGRAMS (ALL)</strong></td>
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<tr>
<td>Total Events</td>
<td>9</td>
<td>5</td>
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<tr>
<td><strong>ADULT PROGRAM ATTENDANCE (IN PERSON)</strong></td>
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<tr>
<td>Total Attendance</td>
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<td>109</td>
<td>109</td>
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<tr>
<td><strong>ADULT PROGRAM ATTENDANCE (LIVE - VIRTUAL Facebook)</strong></td>
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<tr>
<td>Total Attendance</td>
<td>83</td>
<td>24</td>
<td>24</td>
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<tr>
<td><strong>ADULT PROGRAMS ATTENDANCE (RECORDED Facebook and YouTube)</strong></td>
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<tr>
<td>Total Attendance</td>
<td>565</td>
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<td>165</td>
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<tr>
<td><strong>SELF-DIRECTED ACTIVITIES</strong></td>
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<tr>
<td>Birth to Five (1000 Books)</td>
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</tr>
<tr>
<td>School Age</td>
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</tr>
<tr>
<td>Young Adult</td>
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</tr>
<tr>
<td>Adult</td>
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<td>0</td>
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</tr>
<tr>
<td>General</td>
<td>4</td>
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<td>8</td>
</tr>
<tr>
<td>Total Activities</td>
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<td>11</td>
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<tr>
<td><strong>SELF-DIRECTED ACTIVITY PARTICIPANTS</strong></td>
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<tr>
<td>Birth to Five (1000 Books)</td>
<td>30</td>
<td>26</td>
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</tr>
<tr>
<td>School Age</td>
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<td>133</td>
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<td>Young Adult</td>
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<tr>
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<tr>
<td>General</td>
<td>303</td>
<td>278</td>
<td>515</td>
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<tr>
<td>Total Participants</td>
<td>333</td>
<td>316</td>
<td>821</td>
</tr>
</tbody>
</table>
# Table of Contents

A  **Table of Contents**  
B  **Project Team**  
C  **Executive Summary**  
D  **Master Plan Projects**  
E  **Site and Exterior Projects**  
F  **Alternate Projects**  
G  **Project Phasing**  
H  **Appendices**
  - Appendix 1 - Shelving Analysis  
  - Appendix 2 - Meeting Notes  
  - Appendix 3 - Other Schemes Considered
RIVER FALLS PUBLIC LIBRARY BOARD
- Tiffany Alexander
- Lorraine Davis
- Sean Downing (City Council Representative)
- Rebecca Ferguson (President)
- Kari Heinselma
- Mike Metro
- Jean Ritzinger
- Whitney Rudesill
- Wayne Roen (Vice-President)

RIVER FALLS LIBRARY FOUNDATION
- Katie Chaffee
- Linda Jacobson
- Kay Montgomery (President)
- Tony Pedriana
- Callie Trautmiller
- Betsy Westerhaus (Vice President)
- Mae Wolfe

RIVER FALLS PUBLIC LIBRARY
- Tanya Misselt Library Director

BENTZ THOMPSON RIETOW INC.
- Ann Voda AIA, CID, LEED AP BD+C
- Rodrigo Lozada AIA
- Randy Moe AIA, CID, NCARB, LEED AP

GAUSMAN AND MOORE
- Paul Haslach PE, LEED AP BD+C
- Matt Tisdell PE, LEED AP BD+C

INSPEC
- Cynthia Long Assoc. AIA Roofing Consultant

LERCH BATES
- Todd Cina, LEED Green Assoc. Elevator Consultant

MARKET & JOHNSON
- Jonathan Murray LEED AP Cost Estimating
River Falls Public Library is a critical resource for the City of River Falls and surrounding communities. It is a member of the IFLS 10-County Library System. Since its opening as a new facility in 1997, it has functioned well and has grown to be the largest library (in circulation, size, and collections) within both St. Croix and Pierce Counties. Additional renovations in 2002 and 2008 have supported and improved the library as needs have changed. Its location at the heart of River Falls, together with the sense of history embodied by the building contribute to the library’s vitality and its beloved place in community life.

Beginning in April 2022, the work to prepare a Facility Assessment and Library Master Plan followed a collaborative process including the Library Board and staff, the City of River Falls, and the full set of stakeholders with an interest in the library and its services. The process included an analysis of the existing space and collections, focused listening sessions with patron groups (parents, seniors, teens, families), a community brainstorming workshop to set the vision, and multiple site visits. The master plan presents projects aimed to refresh the aesthetics of the original building, align with current and future goals for the library, and provide flexibility to adapt for many uses, optimizing the efficient delivery of library services.

Each project includes a brief analysis of the work to be completed as well as a basic cost estimate of the project costs. The project cost estimates assume construction costs and soft costs as if each project stands alone; cost savings can be realized by bundling several projects into one construction package.

In addition to the master plan projects both inside and outside the building, alternate projects (listed as Project C2 and K2) are presented beginning on page 25. These projects are beyond the scope of the initial master plan but present potential future projects that with additional funding can provide additional means of inclusivity and accessibility to library patrons.

**FAST FACTS**

**Building**

Main Floor .................. 23,850 GSF
Gallery Floor ................. 9,000 GSF

**TOTAL GSF ................. 32,850 GSF**
Through the workshops and listening sessions several observations about the strengths of the library were reinforced. There was consensus that these strengths should guide the plan for the future:

- Library programming and events
- Library staff
- A strong, large library collection
- Overall promotion of sustainability, inclusivity, and accessibility
- Welcoming community space for all

Areas were identified for improvement:

- The lower level is significant area that is underutilized.
- The collection could be more accessible.
- Sightlines from the service desk to the children’s librarian and the teen area, as well as the extents of the public service area are hindered
- The staff work area is too small and not conducive to work flow. The service desk is overly large and yet inadequate in size for some business functions and privacy
- There are too few study and meeting rooms
- The outdoor areas adjacent to the building are potential program areas. The Gallery space is underutilized. Both of these functions would be improved with accessible access from the west.

The concepts presented on the following pages represent projects that address these goals and aspire to the vision established by the River Falls Library community.
EXISTING FLOOR PLANS

EXISTING TO REMAIN
LIMITED RENOVATION, NEW FINISHES
EXTENSIVE RENOVATION

(See page 22 for Site plan and potential exterior projects)
PROPOSED MASTER PLAN PROJECTS

- PROJECT A - Meeting Room Renovation
- PROJECT B - Security Gate Relocation
- PROJECT C - Restroom Finishes (*)
- PROJECT D - Office Renovation
- PROJECT E - Service Area Improvements
- PROJECT F - Library Stacks Area Improvements
- PROJECT G - Teen Area Relocation
- PROJECT H - Children’s Area Renovation
- PROJECT I - Meeting Room Improvements
- PROJECT J - Cafe/Kitchen Option at Gallery Level
- PROJECT K - Gallery Room Improvements (**)

* - Alternate projects C and K described on pages 25 and 26
PROJECT A - MEETING ROOM RENOVATION

The meeting room is located outside of the security perimeter near the two main entrances to the library. It is the largest meeting space located on the main level of the library and is frequently scheduled for meetings ranging from interactive play events to formal community events. The room is an L-shaped room and the back corner of the room is underutilized. A separate closet is used for storage and also supports a display case visible to the entry lobby, which is rarely used.

A renovation project for the meeting room space would include the following:

- Demolish existing display cabinet
- Add wall between meeting room and a new 200-250 SF meeting room
- Provide more open entrance into updated meeting room
- Consider options during design for the wall between the meeting rooms to be a sliding glass wall or movable wall
- Consider options during design for providing after-hours access to the meeting room
- ESTIMATED PROJECT COST: $220,000

FLOOR PLAN LEGEND

- Finish Improvements/ Limited Renovation
- Extensive Renovation
- No Work in Project

Existing Meeting Room

Meeting Room Space used for “Big Fun Lab”
PROJECT B - SECURITY GATE RELOCATION

The secured area of the library features a ceiling mounted, coiling door that is used during times when the library is closed. Its current location is in front of the staff door. This requires staff to use the coiling door to access the library when it is closed. Relocation of the security gate would allow for continuous and convenient access for staff. A replacement coiling door with power functions would also be included.

A renovation project for the security gate relocation would include the following:

- New security gate behind the staff door
- Finish updates/repair ceiling and soffits
- Consider replacement of lobby flooring and entry area in Project C
- **ESTIMATED PROJECT COST: $37,500**

FLOOR PLAN LEGEND

- Finish Improvements/Limited Renovation
- Extensive Renovation
- No Work in Project
PROJECT C - RESTROOM FINISHES

There are two restrooms and a janitor’s closet located across from the meeting room in the entry lobby of the library. Both are in fair condition and fixtures were recently replaced. This cosmetic improvement includes wall and floor finishes, new lighting, as well as paint and toilet partitions. A future renovation for the restrooms is considered as a future addendum to this project.

This project for the restrooms would include the following:

- Finish updates to existing restrooms
- Consideration for replacement of ceramic tile in library lobby and entry area in tandem with flooring replacement in this project
- ESTIMATED PROJECT COST: $162,750
PROJECT D - OFFICE SUITE RENOVATION

The office suite for staff at the library is efficiently organized but does have issues with circulation and limitations for future expansion. Priority issues in the office suite would be addressed with weatherproofing improvements for the exterior door and the exterior book drop area, optimization of the break room area/restrooms/locker rooms, and the addition of several offices for library staff that are currently housed outside of the existing office suite.

A renovation project for the staff office area would include the following:

- Renovation and expansion of office suite
- Remove interior walls around book drop, weatherproof book drop and provide additional heating, improve entry area
- Renovated restroom and locker room; provide new entry from work room rather than from break room for both lockers and restroom
- Refresh two existing offices and include three new offices
- Relocate 21 linear feet of displaced stacks (see shelving schemes)

**ESTIMATED PROJECT COST: $400,000**
PROJECT E - SERVICE AREA IMPROVEMENTS

The existing service area at the front of the library includes a fixed service desk, a fixed self-checkout desk, holds, and a local history section. Improvements to the front area allow for the relocation of the public computers to a prominent, public area. The use of systems furniture for the service desk and the self-checkout station allows for change and adaptation to new requirements in the future. The relocation of the Holds section closer to the main entrance provides more convenient access for patrons and allows staff to help when needed.

An improvement project for the service area would include the following:

- New information desk with additional storage and flexible systems furniture
- Relocate public computers to center of library for improved visibility and access (technology and power updates)
- Consolidate self-checkout into smaller area convenient to exit
- Relocate holds area and coffee station next to office suite doors
- New business center for copier and fax machine
- ESTIMATED PROJECT COST: $279,000

FLOOR PLAN LEGEND

- Finish Improvements/ Limited Renovation
- Extensive Renovation
- No Work in Project

Existing Fixed Circulation Desk
Project F - Library Stacks Area Improvements

Improvements will be made to the library stacks area. Along with other adjacent renovation projects that will impact the location of stacks (reviewed in the shelving analysis section), the work consists of new carpet, paint and lighting improvements and new furniture options for patrons.

The improvement project for the library stacks area would include:

- Relocation of shelving
- Relocated media area and history collection
- Provide new seating options, new study rooms

**Estimated Project Cost: $800,000**

Floor Plan Legend:
- Finish Improvements/ Limited Renovation
- Extensive Renovation
- No Work in Project

Existing Seating Area and Periodicals
PROJECT G - TEEN AREA RELOCATION

The teen area is currently located behind the non-fiction area near an emergency exit. Although the natural light is seen as a positive, the focus group for teens revealed some issues with the space including: the lack of a defined space, and how other user groups interact with the space unintentionally (adults using the teen computers). The teen area will be relocated in the existing media area and will feature an enclosed space, lounge area, and improved sight lines for the main service desk and the children’s librarian desk.

A relocation and renovation project for the teen area would include the following:

- Relocation of teen area into existing media area
- Create enclosed area using full-height glass walls
- Maintain access to study rooms and Board Room
- Provide a variety of lounge seating options
- **ESTIMATED PROJECT COST: $146,000**
PROJECT H - CHILDREN’S AREA RENOVATION

The children’s area is one of the more optimized collection areas and minimal work is needed for the stacks. With the relocation of the public computers out of this area, the vacated space would be renovated to include a youth librarian office, a new service desk, a new quiet room, and potential improvements to the single-occupant restroom. Finish improvements in the children’s area would also be included.

A renovation project for the children’s area would include the following:

- New quiet room, relocation of youth librarian office and desk
- Optimization of collection area
- New finishes
- Consider removing wall in former office for expanded children’s area, flexible programming

- **ESTIMATED PROJECT COST: $246,000**

**FLOOR PLAN LEGEND**

- Finish Improvements/ Limited Renovation
- Extensive Renovation
- No Work in Project

---

Existing Children’s Area Librarian Desk
PROJECT I - MEETING ROOM IMPROVEMENTS

Improvements will be made to the large meeting room in the gallery level. The main component of the renovation will be the installation of a movable glass wall that will provide noise separation from the hallway and continue to provide space flexibility and visibility for larger events.

An improvement project for the meeting room would include:

- New paint and patch floor and ceiling
- New movable glass wall separating the meeting room and the hallway

**ESTIMATED PROJECT COST: $120,000**
PROJECT J - CAFÉ/KITCHEN OPTION AT GALLERY LEVEL
This project is an exploration of renovating an existing kitchen located in the gallery level into a café space.

A renovation project to create a café at the gallery level would include the following:

- Enlarge and renovate existing kitchen adjacent to meeting room for potential café
- Provide door at hallway to separate café from meeting room
- Service windows from north wall (new) and west wall (use existing)
- **ESTIMATED PROJECT COST: $160,000**

FLOOR PLAN LEGEND
- Finish Improvements/ Limited Renovation
- Extensive Renovation
- No Work in Project
PROJECT K - GALLERY ROOM IMPROVEMENTS

The gallery room serves as additional community meeting space for River Falls.

A renovation project for the gallery area would include the following:

- Finish improvements for the gallery room
- Improved technology
- Consider replacing the south exit stair with an ADA lift to outside. See project K2 (Alt).

- ESTIMATED PROJECT COST: **$120,000**

FLOOR PLAN LEGEND

- Finish Improvements/ Limited Renovation
- Extensive Renovation
- No Work in Project

Existing Gallery Room
Potential Exterior Projects

1 - Gathering Place/Plaza at SW corner of library

2 - Plaza/Meetup Area at NE corner of library near main entries

3 - Develop city-owned site east of library for gathering space, parking relocation
Exterior Project #1

- Provide benches, seating around fire pit or water feature
- Gathering area, connections with activity at gallery
- Provide an accessible ramp in lieu of one of the stairwells to the gallery. See K2 (Alt).
- ESTIMATED PROJECT COST: TBD

Exterior Project #2

- Provide seating for meetups, outdoor lunch
- Option for enclosed pavilion
- ESTIMATED PROJECT COST: TBD
Exterior Project #3

- Available area for outdoor events, gathering area, expanded parking if needed
- ESTIMATED PROJECT COST: Not Available
PROJECT C2 (ALT) - RESTROOM SUITE RENOVATION

This project is for a complete renovation of the restrooms in the library entry lobby to meet accessibility requirements and add a family restroom. Currently there are two gendered restrooms and an impractical janitor’s closet. This would encompass replacing the restrooms with two new gendered restrooms and an additional family restroom.

A renovation project for the restrooms area would include the following:

- Remove janitor’s closet and relocate to meeting area
- Create new single-use restroom
- Renovate men’s and women’s restroom with new finishes and improved accessibility
- **ESTIMATED PROJECT COST:** $400,000
If the gallery Room had an accessible entrance to the west, the programming of the space could include off-hours events for outside groups or temporary tenants. Consider with Exterior Project #1: West patio.

A renovation project for the gallery area would include the following:

- Improved technology
- Replacement of adjacent stair run with an elevator lift to outside
- ESTIMATED PROJECT COST: $80-$95,000 TBD

**FLOOR PLAN LEGEND**

- Finish Improvements/ Limited Renovation
- Extensive Renovation
- No Work in Project

Example of Elevator Lift
PROJECT PHASING

In order to construct the master plan projects while maintaining library functions, the following project phasing plan highlights one possible sequence of operations and construction. These could take place as phased construction under one contract or as separate contract periods as funding allows. The phasing plan must be developed with the design of the project(s).

PROJECT PHASE 1A

- Remodel of Projects A, B, C
- Maintain access to Gallery Level, entry for library
- Restrooms at Gallery Level to be used in lieu of restrooms being remodeled; meeting rooms downstairs to be used in lieu of meeting room being remodeled

FLOOR PLAN LEGEND

- Area not in phase
- Area in phase
- Work Completed
PROJECT PHASE 1B

- Remodel of Projects D, G, H, portion of F
- Staff Area to be relocated to remodeled meetings room (Project A area)
- Teen and Children’s Area to be relocated to Gallery Level or consolidated in open space of remaining library area
- Access to be maintained to the rest of the library during construction
- Mechanical work for new and substantially renovated spaces should occur at this phase
PROJECT PHASE 1C

- Remodel of Projects E, rest of Project F
- Remaining Collections and reading areas relocated to Gallery Level
- Maintain access to library during construction

FLOOR PLAN LEGEND

- Area not in phase
- Area in phase
- Work Completed
**PROJECT PHASE 2**
- Remodel of Projects I, J, K
- No public access to Gallery Level during construction
- Potential for elevator refurbishment work to occur in this phase

**PROJECT PHASE 3**
- Remodel of Exterior Projects (if being pursued)
- Maintain access to library during construction if impacting points of entry

**PROJECT PHASE 4**
- Option to remodel projects highlighted as alternates (Projects C2, K2, other misc.)

**FLOOR PLAN LEGEND**
- Area not in phase
- Area in phase
- Work Completed
SHELVING ANALYSIS

An important goal of the master plan is to build on the strength of the current collections to make them more accessible and with capacity for future growth/change. To meet that goal, it was deemed desirable to lower the height of the shelves where possible and spread them out for greater accessibility. The planning process included an analysis of collection development trends and the space needed to accommodate the current materials and change for the future.

Overall, the collection size is projected to remain relatively static, growing only slightly and slowly. Collections that are growing will be the juvenile and young adults. The holds and pick-up area is expected to grow too, as patrons are more comfortable using remote reservations. Collections that will naturally be reduced over time are periodicals, reference, mysteries, and media (as technology becomes obsolete).

Though overall use of e-books is still relatively low compared to print books and other types of digital content, libraries across the country have seen significant growth in patron demand for e-book titles, especially new releases and bestsellers. This trend may affect collection size over time in River Falls as well.

The following layout represents the shelving needed for the current optimized collections with room for circulation and anticipated growth.
## APPENDIX 1 - SHELVING ANALYSIS

<table>
<thead>
<tr>
<th>Books</th>
<th>total volumes</th>
<th>volume per lineal foot factor</th>
<th>linear feet</th>
<th>Existing Shelving Units</th>
<th>Shelf Height (in)</th>
<th>Shelf Capacity (%)</th>
<th>shelving unit factor (IN LF)</th>
<th>total shelving units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Nonfiction</td>
<td>14,162</td>
<td>10</td>
<td>1,417</td>
<td>138</td>
<td>90</td>
<td>75%</td>
<td>12</td>
<td>119</td>
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<tr>
<td>Adult Fiction</td>
<td>16,355</td>
<td>8</td>
<td>2,045</td>
<td>122</td>
<td>90</td>
<td>75%</td>
<td>12</td>
<td>171</td>
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<tr>
<td>New Books</td>
<td>1,400</td>
<td>10</td>
<td>140</td>
<td>8</td>
<td>56</td>
<td>75%</td>
<td>7</td>
<td>20</td>
</tr>
<tr>
<td>Large Print</td>
<td>3,657</td>
<td>8</td>
<td>458</td>
<td>26</td>
<td>56</td>
<td>75%</td>
<td>7</td>
<td>66</td>
</tr>
<tr>
<td>Holds</td>
<td>800</td>
<td>25</td>
<td>32</td>
<td>24</td>
<td>90</td>
<td>75%</td>
<td>12</td>
<td>3</td>
</tr>
<tr>
<td>Young Adult/Teens</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Young Adult Fiction</td>
<td>2,059</td>
<td>12</td>
<td>172</td>
<td>10</td>
<td>56</td>
<td>75%</td>
<td>7</td>
<td>25</td>
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<tr>
<td>Young Adult Nonfiction</td>
<td>198</td>
<td>12</td>
<td>17</td>
<td>8</td>
<td>90</td>
<td>75%</td>
<td>12</td>
<td>2</td>
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<tr>
<td>Young Adult Graphic Novels</td>
<td>2,152</td>
<td>25</td>
<td>87</td>
<td>12</td>
<td>90</td>
<td>75%</td>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>Juvenile/Childrens</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Juvenile Nonfiction</td>
<td>4,155</td>
<td>13</td>
<td>320</td>
<td>31</td>
<td>42</td>
<td>75%</td>
<td>7</td>
<td>46</td>
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<tr>
<td>Juvenile Fiction</td>
<td>3,298</td>
<td>13</td>
<td>254</td>
<td>29</td>
<td>42</td>
<td>75%</td>
<td>7</td>
<td>37</td>
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<tr>
<td>Juvenile Easy Readers</td>
<td>1,411</td>
<td>20</td>
<td>71</td>
<td>4</td>
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<td>75%</td>
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<td>6</td>
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<tr>
<td>Juvenile Chapter Books</td>
<td>1,038</td>
<td>20</td>
<td>52</td>
<td>4</td>
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<td>Picture Books</td>
<td>5,606</td>
<td>20</td>
<td>281</td>
<td>48</td>
<td>42</td>
<td>75%</td>
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<td>Board Books</td>
<td>237</td>
<td>25</td>
<td>10</td>
<td>1</td>
<td>42</td>
<td>75%</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>Juvenile Graphic Novels</td>
<td>1,274</td>
<td>25</td>
<td>51</td>
<td>5</td>
<td>42</td>
<td>75%</td>
<td>7</td>
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<td>Media</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Adult Fiction Audiobook</td>
<td>1,456</td>
<td>10</td>
<td>146</td>
<td>11</td>
<td>66</td>
<td>75%</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>Juvenile Audiobooks</td>
<td>445</td>
<td>10</td>
<td>45</td>
<td>4</td>
<td>66</td>
<td>75%</td>
<td>12</td>
<td>4</td>
</tr>
<tr>
<td>Young Adult Audiobooks</td>
<td>143</td>
<td>10</td>
<td>15</td>
<td>1</td>
<td>56</td>
<td>75%</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>DVDs</td>
<td>9,169</td>
<td>30</td>
<td>306</td>
<td>44</td>
<td>66</td>
<td>75%</td>
<td>12</td>
<td>26</td>
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<tr>
<td>Adult Music CDs</td>
<td>3,439</td>
<td>30</td>
<td>115</td>
<td>20</td>
<td>66</td>
<td>75%</td>
<td>12</td>
<td>10</td>
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<tr>
<td>Miscellaneous</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Puzzles</td>
<td>N/A</td>
<td>N/A</td>
<td>36</td>
<td>2</td>
<td>90</td>
<td>75%</td>
<td>N/A</td>
<td>3</td>
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<tr>
<td>Book Club Bags</td>
<td>N/A</td>
<td>N/A</td>
<td>18</td>
<td>2</td>
<td>90</td>
<td>75%</td>
<td>N/A</td>
<td>2</td>
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<tr>
<td>Wyman History Collection (*)</td>
<td>1,050</td>
<td>10</td>
<td>105</td>
<td>6</td>
<td>90</td>
<td>75%</td>
<td>N/A</td>
<td>6</td>
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<tr>
<td>Periodicals</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>40</td>
<td>56</td>
<td>75%</td>
<td>N/A</td>
<td>40</td>
</tr>
</tbody>
</table>

(*) Wyman History Collection will remain intact and identifiable, co-located with the other non-fiction volumes.
BTR met with library team members, library board members, and library foundation members to kickoff the master plan for River Falls Public Library.

Present were:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tanya Misselt</td>
<td>River Falls Public Library, Library Director</td>
</tr>
<tr>
<td>Kathy Larson</td>
<td>River Falls Public Library, Youth Services Librarian</td>
</tr>
<tr>
<td>Kim Kiiskinen</td>
<td>River Falls Public Library, Technology Librarian</td>
</tr>
<tr>
<td>Heather Johnson</td>
<td>River Falls Public Library, Circulation and Services Librarian</td>
</tr>
<tr>
<td>Tom Schwalen</td>
<td>City of River Falls, Facility Maintenance Supervisor</td>
</tr>
<tr>
<td>Rebecca Ferguson</td>
<td>River Falls Public Library Board, President</td>
</tr>
<tr>
<td>Wayne Roen</td>
<td>River Falls Public Library Board, Member</td>
</tr>
<tr>
<td>Whitney Russo</td>
<td>River Falls Public Library Board, Member</td>
</tr>
<tr>
<td>Kay Matthews Montgomery</td>
<td>River Falls Public Library Board, Member</td>
</tr>
<tr>
<td>Callie Trautmiller</td>
<td>River Falls Public Library Legacy Foundation, Member</td>
</tr>
<tr>
<td>Ann Voda</td>
<td>BTR, Project Lead</td>
</tr>
<tr>
<td>Randy Moe</td>
<td>BTR, Design Principal</td>
</tr>
<tr>
<td>Rodrigo Lozada</td>
<td>BTR, Project Architect</td>
</tr>
</tbody>
</table>

**Topic 1: Discussion of Potential Stakeholders for Library**

- The following is a list of potential stakeholders that the library would serve for the project, as determined by the members of the kickoff meeting:
  - New people to River Falls – in order to provide a sense of community
  - Grandparents
  - Inclusivity – need to reflect those who aren’t at the table
  - Writers and authors – provide author talk, creative writing opportunities
  - Elderly – meet and greet
  - Kids
Meeting Notes Begin

- Teenagers
- Teachers and School Groups
- Parents, parents of young children
- Long time residents
- People who need meeting rooms
- People without access to high-speed internet – common in surrounding areas to River Falls
- People without a place to go
- People who don’t go to libraries
- University Community (University of Wisconsin, River Falls)
- Arts Community – used to have an arts librarian for the lower level but not currently at library

**Topic 2: Discussion of Planning Issues at Library**

- Children’s area should be attractive to kids, colorful
- Teen area currently cut off from other parts of library, design was an afterthought; preference to concept designed at Plymouth Library
- Plan for sustainable design and sustainable practices, preference for City of River Falls
- Potential to focus on tourism; work on Kinnickinnic River
- There are great resources in River Falls, library should provide complementary to other uses and not be an end all-be all
- There is a need to make materials easy to find
- Library is currently outgrowing spaces, not much room for growth in collections as shelves are full
- Circulation numbers shown to kickoff meeting members were from 2019; since then about 20,000 items have been weeded out; more non-circulation items to come
- Salaries for positions are higher than average in area; library is a larger space that is currently operated with fewer people, especially with changes during the COVID-19 pandemic

**Topic 3: Discussion on the Library Space**

- There used to be three service desks in library, currently there are two. There is a need for at least one service desk
- Self-checkout stations are set up at location of former information desk; about 80% of patrons check out using self-checkout stations
- There is a lot of space at the front of library, but much of it is not useful space; would be good to utilize larger space better
- History collection nook intimidating and underutilized; especially next to larger space
- Greenhouse space (addition next to children’s area) used for smaller groups, such as painting class
- Computer space seems closed off, intimidating
- Teen area designed as afterthought (was originally non-fiction area); features beautiful windows
- Improvements possible for vaulted space
Meeting Notes Begin

- Lighting is old and modular (replaced with fluorescent about ten years ago); too much wood in materials, dated circus-themed colors at top of vault

This memo substantially documents the discussion and decisions made in the meeting. Please report additions or corrections to Rodrigo Lozada at (612)-332-1234 or by e-mail to rodrigol@btr-architects.com
MEETING NOTES

DATE: April 7, 2022
FROM: Rodrigo Lozada
SUBJECT: River Falls Public Library Master Plan
Focus Group - Staff
BTR Commission # 19046

COMPILED BY: Ann Voda/Rodrigo Lozada

BTR met with library staff members as part of a focus group for the River Falls Public Library Master Plan.

Present were:

Tanya Misselt          River Falls Public Library, Library Director
Alice Olson            River Falls Public Library, Library Assistant – Marketing
Sally Burkhardt        River Falls Public Library, Library Assistant – Youth Services
Anita Slate            River Falls Public Library, Library Assistant
Jon George             River Falls Public Library, Technical Services
John Parsons           River Falls Public Library, Clerk
Clio McLagan           River Falls Public Library, Library Assistant
Catherine Flowers      River Falls Public Library, Library Assistant
Heather Johnson        River Falls Public Library, Circulation and Services Librarian
Ann Voda               BTR, Project Lead
Rodrigo Lozada         BTR, Project Architect

Summary of Notes

• Staffing – currently there are a minimum of three librarians during weekdays and two on evenings and weekends. Since the pandemic, staffing has been short; everyone is essential for operations of library
  - Usually there is one at the circulation desk, and one in the children’s area. Sometimes there will be a backup.
• Circulation Desk
  - Old service desk was converted to self-checkout; about 80% of patrons use self-checkout
  - Circulation desk has ample storage for equipment, laptops, hot spots, storage for items not part of River Falls Public Library, lost and found
• Work Area
  - AMH was installed during pandemic
Functionality inside work area has altered due to AMH, tape used to show directionality and movement on floor, currently functions as needed but very tight
- AMH is loud when operating, especially at night
- Staff entrance door behind
- Manual unload from book drop outside to belt; room with bookdrop has water intrusion, no protection from cold during winter
- Sink with DVD cleaner is part of workflow
- Fax/Copy at service desk – evaluate whether they could be public facing rather than taking up space in work area; does need card access for use
- Limited storage in library, especially in work area; afterthought in design of library

- Outdoor seating for patrons needed? – maybe during summer but there are ample benches plus additional ones to be installed
- Blind spots for librarians in circulation desk include the young adults and the entrance, requires occasional movement to surveil library
- Events taking place at library
  - Elections
  - Play groups on Tuesdays
  - Rentable space – possibly
  - Theatre group/music group
  - Fun Lab in small meeting room – usually in February to March, can be loud though
  - Used to be art gallery downstairs but functionality required additional librarian downstairs – position curtailed prior to pandemic

- Comments on layout of library
  - Need for mud room, no place to undress during winter, long walk from front door to locker room area
  - Locker capacity should be for staff who don’t have office space
  - Break room can currently serve about 4-5 max
  - Less than ideal placement for a staff restroom adjacent to break room
  - Location of coiling security gate not ideal, during after-hour events the gate needs to be raised since service area door is right behind; security sensors are non-functional
  - History area underutilized, takes up prominent space
  - Meeting area in children’s area underutilized, only used for school gatherings
  - Additional office space at outside near John and Kim’s office
  - Storage area for carts in area designated as reading, not ideal but out of necessity

This memo substantially documents the discussion and decisions made in the meeting. Please report additions or corrections to Rodrigo Lozada at (612)-332-1234 or by e-mail to rodrigol@btr-architects.com
DATE: April 21, 2022
FROM: Rodrigo Lozada
SUBJECT: River Falls Public Library Master Plan Focus Group - Seniors
BTR Commission # 19046

BTR met with library team members as part of a focus group for the River Falls Public Library Master Plan.

Present were:

- Tanya Misselt, River Falls Public Library, Library Director
- Katie Chaffee, River Falls Public Library Foundation, Outreach
- Kristin Newton, St. Croix County Social Services, ADRC Social Worker
- Amy Roemhild, St. Croix County Social Services, ADRC Social Worker
- Jennifer Smith, City of River Falls, Associate to the City Administrator
- Wayne Roen, River Falls Public Library Board, Member
- Greg Elliott, Senior Center, Member
- Liz Kreibich, Senior Center, Member
- Ann Voda, BTR, Project Lead
- Rodrigo Lozada, BTR, Project Architect

**Use of Library Among Focus Group Members**
- Reading the newspapers in the morning
- Bring grandchildren
- Use computer and printing
- Critical resource of internet access
- History Center – not a priority, not really advertised for seniors
- Usage of library varies considerably between those who use it frequently versus not at all

**Senior Center Discussion**
- Members of Discussion
  - Aging and Disability Resource Center – part of St. Croix County, WI
River Falls Senior Center – organization that provides activities for seniors, partners for meals on wheels

Wellhaven Senior Apartments – Senior independent living and assisted living apartment across the street from the library; current host to the senior center

- Several branches of the senior center (example in Baldwin) share a facility with the library; alternatively, facilities are shared with city offices (example in Ellsworth which recently opened)
- Senior Center is looking for technology improvements, potential for research and entertainment options
- Location of Senior Center has floated around in recent years, was under Pierce County for a time
- Senior Center is in transition back to activities recently after two years of the COVID-19 pandemic
- Currently there is a meals program being run at Wellhaven, sponsored by Senior Center and ADRC; current assurances that the meals will not shut down due to COVID, will operate with isolation measures as needed
- River Falls Public Library had a librarian back in 2018 who would go to Senior Center events although there are no staff right now to fill the role; a kit has been made to provide resources at Senior Center events
- Additional 55+ facilities have been constructed recently in River Falls
- Current operations at Wellhaven have benefits (meals program) and limitations (lack of technology)
- Concern with branding of senior center, due to stigmatization and stereotypes (Senior Center in New Richmond rebranding as “Club 55+
- ADRC currently has an office at Wellhaven – staffs a nutrition manager
- Senior board – currently can write grants, petition for events
- There is potential for after-hours use of libraries for senior events; also potential for more long-term room booking compared to other groups

This memo substantially documents the discussion and decisions made in the meeting. Please report additions or corrections to Rodrigo Lozada at (612)-332-1234 or by e-mail to rodrigol@btr-architects.com
Teen Focus Group - Spectrum Chart on Library Activity
Teen Focus Group - Spectrum Chart on Library Activity
MEETING NOTES

DATE: April 26, 2022
FROM: Rodrigo Lozada
SUBJECT: River Falls Public Library Master Plan
Focus Group - Parents
BTR Commission # 19046

COMPILED BY: Ann Voda/Rodrigo Lozada

BTR met with local parents as part of a focus group for the River Falls Public Library Master Plan.

Present were:
Tanya Misselt River Falls Public Library, Library Director
Kathy Larson River Falls Public Library, Youth Services Librarian
Jessica Rein Local Parent
Sarah Truso Local Parent
Ann Voda BTR, Project Lead
Rodrigo Lozada BTR, Project Architect

**Items/Programs to Keep:**
- Storytime – for various age groups; one of the parents had a kid between age groups although a program for would be coming in the future for in between age groups (between early literacy and teens)
- Big Fun Lab – successful interactive program during the winter months; helps serve a gap with no access to a play area or YMCA locally
- Interactives, technology/STEM items
- Ability to meet, varying types of meeting spaces
- Restroom availability in children’s area
- Ability for children to check out their own books
- Access to natural lighting in Children’s area, plenty of windows
Items/Programs to Improve:

- More interesting seating, having some nooks to read with your child
- Allow for creativity in play spaces but not static; built-in interactives are engaging at first use but children would tire of it over time

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BTR met with the library work group on the first meeting regarding the River Falls Public Library Master Plan.

Present were:

- Tanya Misselt, River Falls Public Library, Library Director
- Kathy Larson, River Falls Public Library, Youth Services Librarian
- Tom Schwalen, City of River Falls, Facility Maintenance Supervisor
- Rebecca Ferguson, River Falls Public Library Board, President
- Wayne Roen, River Falls Public Library Board, Member
- Whitney Russo, River Falls Public Library Board, Member
- Kay Matthews Montgomery, River Falls Public Library Board, Member
- Callie Trautmiller, River Falls Public Library Legacy Foundation, Member
- Ann Voda, BTR, Project Lead
- Rodrigo Lozada, BTR, Project Architect

**New Business:**

- A schedule update was provided; maintains most of the current milestones
- Opportunity brought up with advertising presence of library from Main Street; potential for outdoor activities
- Concern with lack of activity at bay window of children’s area
- Potential wishlist items:
  - Additional study rooms
  - Resumption of gallery functions in lower level
  - Health and wellness activities, exacerbated due to lack of YMCA, other local services
- Discussion with senior program on co-locating programs currently hosted at Wellhaven Senior Center
  - Crossover with additional housing places
  - Concerns with transportation
  - Mix-up with goals of senior center activities
Focus group with teens provided significant information about usage of library from very active users; “We should be following [their] lead”; approaches to redesign of teen area should allow for proper design but also should factor in safety

Could AMH operate at night; major concern with book jams happening at night; current function where books are manually loaded works well

Important to maintain lines of sight

Carts and dollies are used frequently; although currently out of storage in the library space they should be stored on the first floor

Outdoor space – maybe at main street
  - One for staff area not useful, public uses it often

Next meeting - Community Brainstorming Workshop – 6/28/2022 at 6:30 PM
  - Anticipate at least forty (40) participants from the community to attend

This memo substantially documents the discussion and decisions made in the meeting. Please report additions or corrections to Rodrigo Lozada at (612)-332-1234 or by e-mail to rodrigol@btr-architects.com
MEETING NOTES

DATE: June 28, 2022
FROM: Rodrigo Lozada
SUBJECT: River Falls Public Library Master Plan
Community Brainstorming Session
BTR Commission # 19046

COMPILED BY: Ann Voda/Rodrigo Lozada

BTR facilitated a community brainstorming session with members of the public regarding the River Falls Public Library Master Plan.

Present were:

Tanya Misselt River Falls Public Library, Library Director
Rebecca Ferguson River Falls Public Library Board, President
Wayne Roen River Falls Public Library Board, Member
Kay Matthews Montgomery River Falls Public Library Board, Member
Cheryl Maplethorpe Community Member
Marylin Plansky Community Member
Helen Schmidt Community Member
Chris Gatti Community Member
Christy Gatti Community Member
Amber Hahn Community Member
Katie Chaffee Community Member
Susan Pesheck Community Member
Ellen Fredrich Community Member
Betsy Westerhaus Community Member
Sarah Smith Community Member
Aleisha Miller Community Member
Jean Ritzinger Community Member
Nancy Sculer Community Member
Meg Starkey Community Member
Erin Maruska Community Member
Whitney Rudesill Community Member
Ryan Hyun Community Member
Nick Seebach Community Member
Nancy Miller Community Member
Linda Kirk Community Member
New Business:

- The overall group was shown a presentation with basic information on the library, library statistics, and the process of the master plan. Two main questions were asked for input during the meeting.
- Question 1 – What are strengths and challenges of your community and your library?
  
  **Strengths of Library**
  
  - Diversity of programs at library
  - Children’s programs – although not as much on evenings and weekends
  - Staff – patient and amazing
  - Variety of available programming (author’s visits, diverse populations, art and music programs, reading groups)
  - Availability of programming online (critical during library closure)
  - Open nature of library
  - Active support of sustainability
  - Internet access provided at the library
  - Library collaboration with community groups
  - Availability of meeting room
  - Variety of study spaces (for individuals and groups, community gathering)
  - History center (great for people to learn about River Falls, would be good too as interactive, online)
  - Progressive thinking of library
  - Being able to grow up into library

  **Challenges of library**

  - People/groups who don’t care or utilize the library
    - “I don’t need the library”
    - College students (some do use to fill in gap with books not being available at University library)
    - New residents
    - Pre-K parents (before school-library collaboration happens)
    - English as Second Language
• People experiencing poverty, no transportation access available
  ▪ Visually impaired people, especially at media collection
  ▪ Being able to access meeting room at non-library hours
  ▪ Having a designated teen area
  ▪ Outdoor meeting space
  ▪ Lowering shelves – maintain access from shelves not at current floor

• Question 2 – What are the programs and services that you want to be offered at the library?
  o Group 1 Content:
    ▪ Appreciate open space, natural light, plants
    ▪ Appreciate children’s space
    ▪ Provide key-code access for meeting space (example was at a local bank that has code access for their community room)
    ▪ Provide better emphasis on STEM programs (coding for children, VR for art and modeling, computers for programming and gaming)
    ▪ Continued access to Wi-Fi
    ▪ Flexible Seating (including sit to stand, wobble board)
    ▪ Book trailers (similar to museums to create interest in content)
    ▪ Provide a nursing/quiet room space
    ▪ Gender neutral restroom
    ▪ Expanded or built out Big Fun Lab
  o Group 2 Content:
    ▪ Gallery – technology solution for security; big exhibits challenging to afford and staff
    ▪ Expanded and more flexible hours – better match to working families
    ▪ Study areas – better infrastructure outlets, ventilation
    ▪ Maintain open feel of the space, two views of shelf height
    ▪ Move historical photos to main areas
    ▪ Teen area – larger and more variety of materials
    ▪ Prioritize newer/broader digital collection
  o Group 3 Content:
    ▪ Unifying and supporting place for the community
    ▪ Include area for contemplative thought
    ▪ Provide larger teen area
    ▪ Improved sound system for the gallery spaces
    ▪ Technology training
    ▪ Tables with chess boards
    ▪ Study Rooms with various sizes
  o Group 4 Content:
    ▪ Revitalization of lower level area and gallery; find ways to creatively use lower level, open gallery
    ▪ Outdoor meeting space, play space, garden
- Small spaces for small meetings (public, impromptu, no reservations)
- Intro spaces for new technology

**Group 5 Content:**
- Keep or expand book groups, art gallery, children’s, teen area, open atrium, large print collection
- Use natural materials including lights
- Improve sound system in community room
- Concern about age of existing elevator
- Need play area for small children
- Charging station for devices
- Small rooms for those working remotely; coffee and conversation space
- Keep and use gallery and traveling exhibits
- Have a directory at the entrance of inside space
- Could teen area move downstairs?
- Could reference books move down?
- Children’s area should be a high priority
- Some abridged audiobooks
- More parking, is disability entry efficient?
- Jump start to literacy, renew this program

This memo substantially documents the discussion and decisions made in the meeting. Please report additions or corrections to Rodrigo Lozada at (612)-332-1234 or by e-mail to rodrigol@btr-architects.com
MEETING NOTES

DATE: July 19, 2022
FROM: Rodrigo Lozada
SUBJECT: River Falls Public Library Master Plan Work Group #2
COMPILED BY: Ann Voda/Rodrigo Lozada

BTR met with the library work group on the second meeting regarding the River Falls Public Library Master Plan.

Present were:

Tanya Misselt River Falls Public Library, Library Director
Kim Kiiskinen River Falls Public Library, Reference and Technology Librarian
Heather Johnson River Falls Public Library, Adult Services and Circulation Librarian
Tom Schwalen City of River Falls, Facility Maintenance Supervisor
Rebecca Ferguson River Falls Public Library Board, President
Wayne Roen River Falls Public Library Board, Member
Kay Matthews Montgomery River Falls Public Library Board, Member
Callie Trautmiller River Falls Public Library Legacy Foundation, Member
Ann Voda BTR, Project Lead
Rodrigo Lozada BTR, Project Architect

New Business:

- A schedule update was provided; maintains most of the current milestones
- Takeaways from Community Brainstorming Session
  - Helpful information although most of audience skewed older or have considerable involvement with library; younger and diverse voices would have helped
- Takeaways from various library and bookstore site visits
  - Feeling of place is very strong at the libraries although there was a contrast to seeing elements live versus in staged images
  - Many libraries have continuous and full row of stacks, can be intimidating
  - Library staff should have some clarity on how design operates, should be implemented in post-construction
  - Places with teen areas still had issues with adults using space
Bookstores provide unique but haphazard approach to book organization, may be for marketing purposes.

- **Program Space Needs** – discussion on various areas of the library on major program needs that should be considered for the master plan:
  - Public Entry and Lobby
    - Relocation of janitor's closet to area near meeting room is a great idea; frees up space for creation of family restroom.
    - No current need for display case; a more efficient one can be considered to have available in the future.
    - Storage is desperately needed in first floor; good consideration of carving portion of meeting room for storage but presents some issues:
      - Noise of carts at tile floor in lobby
      - Elimination of prime real estate; larger events get use of additional space.
    - Security barrier was originally designed correctly but installed incorrectly; definitely a focus to repair.
    - Consideration should be made to explore use of glass sliding doors for entry; better for accessibility purposes.
    - Flyers are currently stored on both sides of vestibule, could be made more efficient?
  - Service Area
    - Current workroom is not big enough, need for additional workspace for clerks and to maneuver with carts in space.
    - There are concerns with moisture and weather intrusion with book drop; potential to improve with removing enclosed walls.
    - Workspace for clerks needed near AMH.
  - Information Services
    - Open to idea of reforming information desk to better integrate with flow of traffic, angled approach. Not open to putting information desk at center of library (similar to other library examples) or have a split approach with the information desk.
    - Computers and media could be located in central area in middle, where holds are currently located.
    - If service desk were to move to center or away from current location, consideration to move holds to that location in order to provide easy access.
  - General Space (Adult)
    - Line of sight is important to maintain clear, open feeling and is very compelling feature.
    - Three tables near bay window in center are underutilized, could be removed for additional stack space.
    - There is a need for additional furniture with charging stations available throughout the library.
  - Teen Space
    - Compelling move to relocate teen area to area currently occupied by media area.
    - Previous consideration to occupy area in conference room to allow for window access to teen area – not considered.
    - Window space was a top consideration for teen area; lack of window can be supplanted by other hang out areas.
  - Children's Area – no further comment on options shown.
• Meeting Area
  o There is a need for additional 2-4 person study rooms, some 4-6 study rooms
  o Existing study rooms have poor ventilation, need to be evaluated by MEP
• Lower Level/Gallery
  o Idea can be explored with punching hole into lower level, open up connection with library level
  o Glass door for gallery space appealing but there is need for overflow space all the way to the back of the room; could be movable but would also supplant existing movable partition that is rarely used
• Outdoor Meeting Spaces
  o Potential use of space along Main Street could be considered; loud and unappealing during afternoon with direct sun
  o Larger option with expanding zone 1 into parking lot and using zone 3 lot to create new parking entrance
• Next meeting – Work Group Meeting #3 – 8/30/2022 at 6:30 PM

This memo substantially documents the discussion and decisions made in the meeting. Please report additions or corrections to Rodrigo Lozada at (612)-332-1234 or by e-mail to rodrigol@btr-architects.com
BTR met with the library work group on the third meeting regarding the River Falls Public Library Master Plan.

Present were:

Tanya Misselt  
River Falls Public Library, Library Director

Kim Kiiskinen  
River Falls Public Library, Reference and Technology Librarian

Heather Johnson  
River Falls Public Library, Adult Services and Circulation Librarian

Tom Schwalen  
City of River Falls, Facility Maintenance Supervisor

Rebecca Ferguson  
River Falls Public Library Board, President

Wayne Roen  
River Falls Public Library Board, Member

Kay Matthews Montgomery  
River Falls Public Library Board, Member

Callie Trautmiller  
River Falls Public Library Legacy Foundation, Member

Jon George  
River Falls Public Library, Technical Services Librarian

Whitney Rudesill  
River Falls Public Library Board, Member

Ann Voda  
BTR, Project Lead

Rodrigo Lozada  
BTR, Project Architect

New Business:

- A schedule update was provided; maintains most of the current milestones
- Takeaways from Community Brainstorming Session
  - Helpful information although most of audience skewed older or have considerable involvement with library; younger and diverse voices would have helped
- Takeaways from various library and bookstore site visits
  - Feeling of place is very strong at the libraries although there was a contrast to seeing elements live versus in staged images
  - Many libraries have continuous and full row of stacks, can be intimidating
  - Library staff should have some clarity on how design operates, should be implemented in post-construction
- Places with teen areas still had issues with adults using space
- Bookstores provide unique but haphazard approach to book organization, may be for marketing purposes

- Program Space Needs – discussion on various areas of the library on major program needs that should be considered for the master plan:
  - Public Entry and Lobby
    - Relocation of janitor’s closet to area near meeting room is a great idea; frees up space for creation of family restroom
    - No current need for display case; a more efficient one can be considered to have available in the future
    - Storage is desperately needed in first floor; good consideration of carving portion of meeting room for storage but presents some issues:
      - Noise of carts at tile floor in lobby
      - Elimination of prime real estate; larger events get use of additional space
    - Security barrier was originally designed correctly but installed incorrectly; definitely a focus to repair
    - Consideration should be made to explore use of glass sliding doors for entry; better for accessibility purposes
    - Flyers are currently stored on both sides of vestibule, could be made more efficient?
  - Service Area
    - Current workroom is not big enough, need for additional workspace for clerks and to maneuver with carts in space
    - There are concerns with moisture and weather intrusion with book drop; potential to improve with removing enclosed walls
    - Workspace for clerks needed near AMH
  - Information Services
    - Open to idea of reforming information desk to better integrate with flow of traffic, angled approach. Not open to putting information desk at center of library (similar to other library examples) or have a split approach with the information desk.
    - Computers and media could be located in central area in middle, where holds are currently located.
    - If service desk were to move to center or away from current location, consideration to move holds to that location in order to provide easy access
  - General Space (Adult)
    - Line of sight is important to maintain clear, open feeling and is very compelling feature
    - Three tables near bay window in center are underutilized, could be removed for additional stack space
    - There is a need for additional furniture with charging stations available throughout the library
  - Teen Space
    - Compelling move to relocate teen area to area currently occupied by media area
    - Previous consideration to occupy area in conference room to allow for window access to teen area – not considered
    - Window space was a top consideration for teen area; lack of window can be supplanted by other hang out areas
• Children’s Area – no further comment on options shown
• Meeting Area
  o There is a need for additional 2-4 person study rooms, some 4-6 study rooms
  o Existing study rooms have poor ventilation, need to be evaluated by MEP
• Lower Level/Gallery
  o Idea can be explored with punching hole into lower level, open up connection with library level
  o Glass door for gallery space appealing but there is need for overflow space all the way to the back of
    the room; could be movable but would also supplant existing movable partition that is rarely used
• Next meeting – Work Group Meeting #3 – 8/30/2022 at 6:30 PM

This memo substantially documents the discussion and decisions made in the meeting. Please report additions or
 corrections to Rodrigo Lozada at (612)-332-1234 or by e-mail to rodrigol@btr-architects.com
MEETING NOTES

DATE: March 20, 2023
FROM: Rodrigo Lozada
SUBJECT: River Falls Public Library Master Plan
Work Group #5
BTR Commission # 19046

COMPILED BY: Ann Voda/Rodrigo Lozada

BTR met with the library work group on the fifth meeting regarding the River Falls Public Library Master Plan.

Present were:

Tanya Misselt River Falls Public Library, Library Director
Kim Kiiskinen River Falls Public Library, Reference and Technology Librarian
Kathy Larson River Falls Public Library, Youth Services Librarian
Heather Johnson River Falls Public Library, Adult Services and Circulation Librarian
Tom Schwalen City of River Falls, Facility Maintenance Supervisor
Rebecca Ferguson River Falls Public Library Board, President
Wayne Roen River Falls Public Library Board, Member
Kay Matthews Montgomery River Falls Public Library Board, Member
Callie Trautmiller River Falls Public Library Legacy Foundation, Member
Jon George River Falls Public Library, Technical Services Librarian
Whitney Rudesill River Falls Public Library Board, Member
John Thompson IFLS Library System Director
Ann Voda BTR, Project Lead
Rodrigo Lozada BTR, Project Architect

New Business:
• A schedule update was provided; maintains most of the current milestones
• Discussion of updated floor plan,
  • Confirmation was made from a building official that the walls surrounding the existing book drop can be removed
  • Concern about placement of shelves and furniture in center atrium, clarification that these items are for inventory purposes and can move around as needed
  • Comment on AV collections, when library opened it was at several thousand, currently around 12,000 volumes
• Response to updated floor plans and integrated scheme
  o Kim – there are good ideas with merit to opening library up, but there are also clear tradeoffs to losing space in gallery
  o Heather – there would be no circulating collection downstairs with integrated scheme, would be interesting to create mezzanine above with a plaza; access to outside would improve library, needs to be seen as a clear community asset
  o John – people take up more space than the collections
  o Kathy – “wow” factor for library can be dealt with using improved paint and finishes
  o Additional investigation should be made into adding gender-neutral restrooms once project comes online, at a location away from the children’s area (or in addition to the restroom in the children’s area)
  o Kay – gallery should be a focus for the local community
  o Wayne – balance is needed between the collection size versus the community space, concept has merit but the gallery question has still not been answered yet

• Library Board and Foundation to support moving forward with recommendations in master plan
• BTR to present final presentation to the Library Board at the May meeting.

This memo substantially documents the discussion and decisions made in the meeting. Please report additions or corrections to Rodrigo Lozada at (612)-332-1234 or by e-mail to rodrigol@btr-architects.com
OTHER CONCEPTS CONSIDERED

During the investigative process of the master plan, a challenge was presented to provide an integrated scheme that would connect both floors of the library. Currently, the library floor and the gallery floor are only connected via an elevator and stairwell near the entry and both floors function completely independent from each other. The rendering above and the floor plans on the following page demonstrate a concept where a large opening is placed on the floor, connecting the reading space on the west of the library with the gallery room below. A stairwell and an elevator provide vertical circulation to the two spaces within the library and outside, providing additional accessible and functional connectivity.

Although there were merits to this design concept, concerns were brought up including the following:

- The expense of cutting through an existing floor
- The expense of a second elevator including the maintenance
- The loss of valuable shelving and library programming space above, and some meeting space below
- Acoustical concerns between the two floors