

Item 25-0239: Space Use Policy and Library Rental Fee Schedule Updates **Item 25-0241: New Building Update**

Library Board Meeting

Tue, Mar 18, 2025 5:00PM

Margaret Mann (Library Board Member) 15:00

Alright, so that takes us to item 25-0239, and that is our space use policy and library rental fee schedule updates. Need a motion to approve. Sorry, second, okay. Alright, so we have—I don't know if you want to take everyone through the—

Executive Director Colleen Rortvedt (Library) 15:26

Sure. So, the Space Use Policy is one that we brought to you relatively recently, within the past four months or so, and it was a complete rework of the meeting room use policy that has been kind of on hiatus for the last few years while we were in a temporary library. And the first iteration that you got of this a few months ago was kind of our best guess of the things we would need to have in place before we open the library. And then, as we've been open for the past month, we realized there are things that needed to be clarified either through kind of repeated things that Maureen has needed to communicate to folks who are interested in booking rooms. Primarily that basically, like, making sure that our intent came through clearly.

Executive Director Colleen Rortvedt (Library) 16:17

So, I think one of the biggest areas of clarification has been what's a free use of the meeting room versus one that tips into a fee use of the meeting room, and the free use must be open to the public and free of charge. So, we've now provided some examples of what that means, and also clarify that any after hours accessed before or after the library is either open or after we're closed, does require a rental fee even if it is a free meeting. So that is—and also subject to our ability to do it.

Executive Director Colleen Rortvedt (Library) 17:02

As you might not be—well, you won't be surprised, because you know how important meeting room space is, but it's been very popular. There's a lot of interest in using the space. It's a beautiful space. It's a very effective space for use. So, providing those clarifications will be really helpful.

Executive Director Colleen Rortvedt (Library) 17:22

And then one of the things we've realized in the fee use that we really needed to clarify is things that maybe we did very rarely before, like somebody wanting to do a retreat, like a staff retreat, like all day retreat at the library, like maybe we had, like, one or two people in a year want to do that, and we might have been able to offer that before. We've had, I think, at least 15 requests for retreats, and those are not open meetings, so they're not free for use. So, one example would be you have a open meeting for the school district for parents wanting to learn about the school—free meeting, open to the public, free use. We have a staff retreat, closed meeting, all day, meeting training, great place to do it. That one would require a fee. So that's kind of the distinction.

Executive Director Colleen Rortvedt (Library) 18:23

Otherwise, I think, also ensuring that people know that those prohibited uses that are way back on page one for the fee-based ones, those still apply. You can't rent the room and do something that's strictly a sales pitch. You can't rent the room and have your wedding, your birthday party, your bachelorette party, whatever it is. We just

don't do those kinds of things right now. Will we ever? Who knows. But right now, it's definitely not in the cards. So hopefully these updates clarify that.

Executive Director Colleen Rortvedt (Library) 18:56

And then on the events, the event fee schedule, we were smart enough to put the rate for one of three divided rooms, but not two of three divided rooms. So, we added that. I will say these capacities are actually under the actual like actual code capacity. So those might get bumped up, but I—right now we're just kind of using those as guidelines. We have developed a meeting room rental agreement. We've worked with the city attorney's office on that, and so all of that highlighted text is the additional clarification we have for this rental fee schedule. So, any questions?

Unnamed Board Member 19:47

[...] policy, but let's say it's a full day, full room, 300-person entry. Will we at least ask them to not all use parking lot? Right? The other thing, that would be—

Executive Director Colleen Rortvedt (Library) 20:02

Well.

Unnamed Board Member 20:02

—for our normal patrons. Like encourage them to use one of the ramps maybe is a better way to say it.

Executive Director Colleen Rortvedt (Library) 20:07

Well, they really can't be out there for that long without major inconvenience, because the meters turnover. The app will eventually cut you off from renewing your time.

Unnamed Board Member 2 20:18

They'll cut you off if you've reached the max for that area.

Unnamed Board Member 20:20

I did not know that. Okay, I don't have the app, so.

Executive Director Colleen Rortvedt (Library) 20:23

Yeah. And we do have somewhere, I think on the website, there is information about where to park that describes the lot, describes the additional metered spaces on the street, as well as the ramp.

Aldersperson Katie Van Zeeland (District 5) 20:40

I'm sure our parking utility would love to install them a day pass.

Unnamed Board Member 3 20:44

The alcohol prohibition is for after hours events only, and this part of library, sort of like fundraising events for the library specifically, is what this means?

Executive Director Colleen Rortvedt (Library) 20:58

Yes. So that means if we want to do our annual fundraiser here it would have to be after hours. It could allow alcohol, assuming, you know, we got to follow all the other rules about that. Um, but it's very limited right now. We are not getting into license—alcohol licensing and any of that, and not at all during when the library is open. So, for example, the Friends fundraiser, it's a Sunday night in the summer. We're closed. It would be a good way to also kind of pilot how these things work here to see if it is something that we can offer more of in the future,

but nothing that we do—I won't recommend anything that will just become too difficult for us to manage. We need to be able to operate the space. We're a library. We're not an event center. We just happen to have a very nice space where [...]

Margaret Mann (Library Board Member) 22:00

Good? All right, any other questions? Comments? Go ahead and vote. All those in favor of approving 25-0239, say aye. Any opposed? All right. Motion carries.

Margaret Mann (Library Board Member) 22:14

Okay, so this takes us on to our information items, and the first area is our administrative report. It's a new building update.

Executive Director Colleen Rortvedt (Library) 22:22

Yeah, so things are still going pretty swimmingly. Continued tons of positive feedback. We've had major events with large crowds in the Mary Beth Nienhaus community meeting room. I'd really, actually like to open it up for the full—the different sections to share anything. Nicole just shared a really good collections and shelving update the other day. So.

Nicole Casner (Materials Management Supervisor - Library) 22:50

It's been very exciting. So last time we talked about how many returns have been coming in. So, we are currently at about four—four or five days behind in shelving, which is great, because that means is all of the pallets of books have been processed, and so all of that is out of storage and out of in-processing status and on its way to the shelves again, which is very exciting. Our title paging lists were also very large—right?—because that had been closed and shut down so we couldn't send holds out to other libraries. Patrons couldn't—

Margaret Mann (Library Board Member) 23:32

Title paging?

Nicole Casner (Materials Management Supervisor - Library) 23:33

Oh, yes, so the holds—the holds are title paging. So, we could not send holds out to other libraries. We cannot—obviously couldn't pick up holds for us for quite a while, so all of that was in a queue waiting for us to Title Page all of those holds. So, we had to turn those lists back on one day, and we did, and we've been slowly moving—we've been slowly working through them. So it was, it was, they were very large lists. They have now gone back to their sort of typical level of about 400 to 500 a day. So, we—and we're keeping up with all of that and sending it out—so people are—staff is just cruising through stuff and getting used to spaces and all that stuff. So, it's been it's been good. You know, the—even after that initial excitement and all the good stuff, you know, it's like we're still keeping up good energy and getting things out. So.

Staff Member 24:26

So, we have a lot of happy families coming through and playing. The sensory room has been very, very popular. We have a lot of questions about that. We have a lot of people coming through for the first time. So, we have a lot of all ages really coming to walk through and ask questions. And oftentimes they have their building map with them. And so, yeah, we're about through with our first month of programs. And so those have been really fun, and I think we're doing a lot of seeing how the space is being used, which is also very fun to see. So yeah, lot of happy kiddos.

Staff Member 24:58

So, we continue to see a lot of young people, teens and younger adults, just using the space, you know, gathering together at tables, booking meeting rooms, which has been very exciting, and our teen and adult programming continue throughout the building. Also testing out the spaces for staff and engagement across unconference room, the Vira Stoner Flex Box, Cornerstone Conference room, and having our Fox Cities Reads program in the Mary Beth Nienhaus community meeting rooms. That program had had kind of 282 between the seats and literally walking around and counting numbers, and it was fun to estimate—to map out how people would move through the space, not only to find their seat and sit, but then to take part in a book signing with the author and book sales with the bookstore selling copies of the book. So, we did a test of having folks go out one door to stand in line to have their book signed, and folks who wanted to purchase a book go out the other door and come back to loop around and stand in line. So, the book signing line lasted an hour and a half. Was wrapped around the entire community meeting rooms, and it worked very smoothly thanks to staff and volunteers that supported and a great design. So, you know, to be able to accommodate that volume and to move people through in a really smooth, efficient way. I mean, efficient. There was a lot of chatter beyond there, you know, an hour and a half of book signing, but it was really exciting to have a big event. And I'll share a little bit more about Fox Cities Reads in my updates. But yeah.

Margaret Mann (Library Board Member) 26:54

Anybody else?

Staff Member 26:59

So, circulation, I know, continues to be a hot spot for people getting new library cards, updating their cards, seeing the new library card and wanting a replacement. So just a quick share from public services, they continue to be busy at that front information desk.

Executive Director Colleen Rortvedt (Library) 27:19

And as we mentioned last month, there are still lots of little details being completed in the building, some not so little details that will be completed as well. So, we have had meetings here today to talk about—er yesterday, to talk about learning stairs and some, some work that needs to be done on the learning stairs. Again, the work out front that will need to be done. That'll probably be the most visible and disruptive work, including some of that concrete rework, and then the installation of the railings, so we can get rid of those. The changing the front, add the rubberized surface to the Children's Garden, donor signage, things like that. So there's still a lot of little things to be done, but we're chipping away at those things one bit at a time. You will see that there are now signs mounted on the ends of bookends.

Margaret Mann (Library Board Member) 28:16

They're straight today.

[Cross talk]

Back to straight now,

Executive Director Colleen Rortvedt (Library) 28:21

So, you know, be able to put some numbers on—numbers and letters, so people will know what's down each row, which is highly anticipated. So, yes, very exciting.

Margaret Mann (Library Board Member) 28:33

Well, I mean, I'll just—I keep getting lots of compliments from people who've been through the library. And every time I'm here, there's either people waiting to get in the doors when they open up. I went to a program last weekend, and it was really—it was just lovely. So, the only thing I've heard is, I had one grandmother requests for a wall clock in the children's.

Staff Member 28:52

We're working on clocks.

Margaret Mann (Library Board Member) 28:54

That was the only thing. But everyone seems to just love it. So, it's great. Yeah, so. Anything else on new building update? Any questions? I'm assuming the numbers remain really good.

Executive Director Colleen Rortvedt (Library) 29:11

Yeah, we'll have to send those out. I forgot Owen wasn't going to be here. He's usually the numbers guy. Yeah.

Assistant Director Tasha Saecker (Library) 29:17

We can do the two week—we just got them finished today, the two week stats for February, so we can bring those next month, so you can see what our first two weeks [...]

Margaret Mann (Library Board Member) 29:28

Great. Great

Unnamed Board Member 29:29

[...] volunteer at the front still with, like, information about. How—how often is somebody there to offer information about how to get it around.

Margaret Mann (Library Board Member) 29:38

As much as they can get people scheduled. I know I've got to sign up for my hour. So.

Assistant Director Tasha Saecker (Library) 29:44

We do tours regularly. So, groups—there's a form on the website that groups can sign up for a free tour, and usually it's one of us doing it. So, yeah, we have a lot of fun.

Executive Director Colleen Rortvedt (Library) 29:54

And there are a lot of libraries that are asking for tours which has been exciting. Some just out of curiosity to see the space, and others that have their own projects. So, some are driving a fair distance to come see it and kind of pick our brains on whatever their thing is with furniture, this that.

Margaret Mann (Library Board Member) 30:18

All right, anything else on the building update? Again, congratulations everyone. Still pretty, pretty darn exciting.