



June 16, 2010

Theodore C. Widder III, President
Madison Public Library Board of Trustees
201 W. Mifflin St.
Madison, WI 53703

Dear Mr. Widder:

As you know, the Dane County Library Service has been a tenant of the Madison Public Library for many years. This co-occupancy at the central library has enhanced coordination and lead to efficiencies for both libraries. This mutually beneficial relationship is one that the Dane County Library Board hopes to continue.

Some months back, our board began searching for new quarters – a move we understood would be necessary when a new library on West Washington was ready for occupancy and the existing library needed to be vacated. Since that date was estimated to be in 2012, we were looking, but not with too much urgency. Then, when plans for a new central library re-focused on renovations at the current site, we realized we might have to move as early as the spring of 2011. It was happy news, however, when we learned that it might be possible for the Dane County Library Service to continue as a tenant at the central library once renovations are complete.

We are interested in exploring this possibility with you and your board. We do understand that the library facility will need to be vacated for at least a year, necessitating the expense of two moves and relocation during the construction period. Nonetheless, we believe that continued co-location offers sufficient benefits to merit exploration of this possibility.

In order for such a possibility to become reality, we understand that Dane County Library Service's space needs would need to be incorporated into the planning that you are now in the midst of, and believe that it would be best for both parties if it was determined soon whether Dane County Library Service's presence can be accommodated in the renovated central library. To that end, I am enclosing the space needs summary that we developed as we began our search for an alternative location. I have also asked our director, Julie Chase, to continue dialog with Barbara Dimick about how such an arrangement might work.

We would be happy to meet with your board in the near future to discuss this possibility. Alternatively, we could include such a discussion on our own meeting agenda. Please let me know how you would like to proceed in order to move this discussion along.

Sincerely,

Dreux J. Watermolen
President, Dane County Library Board

JULIE ANNE CHASE
Director

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Madison, Wisconsin 53703
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Dane County Library Service Space Needs

Needed by: Spring 2011 (planning estimate for the beginning of reconstruction at the Central Library)

Context: The Dane County Library Service has rented space in the Central Library of Madison since 1966. The City is currently planning a major renovation of the Central Library which will require vacating the building.

Current Lease Cost: Currently the Dane County Library Service has an annual contract for space rental, running from January to December of each year. In 2010, we will pay \$39,500 in rent. This includes all costs for office, stack, and garage space. It also includes utilities, cleaning services, access to a photocopier, receptionist during office hours, staff lounge, and meeting rooms at no additional cost.

Space Needs Specifics

1. **Stack Space**, approximately 5,000 square feet. Currently the library owns and houses a physical collection of:
 - 40,000 book volumes
 - 10,000 AV volumes (books on CD, Playaways, DVDs, etc)
 - 2,500 items in curriculum and programming kits

In:

- 106 double faced sections of shelving, a total of 1500 shelves. This shelving is owned by the Library Service.

It is highly desirable that this shelving be in close proximity to both work space and the garage space described below.

2. **Office/work space**, approximately 1,500 square feet. The Library currently has the following positions:
 - Library Director (1)
 - Outreach Librarian (1)
 - Library Assistant (5)
 - Clerk Typist I-II (1)
 - Library Clerks – LTE (4)

One Library Assistant works closely with the Library Director; the clerk-typist I-II works closely with the Outreach Librarian. The remaining library assistants and clerks work with the collection and bookmobile/daycare programs.

Delivery access and space:

Materials are shared among libraries in 7 counties. This creates a need for delivery 2-3 times daily that involves 4-10 bins of materials leaving and arriving on a daily basis (the monthly count ranges from 10,000 to 13,000 items). In addition, our outreach service involves another 15,000 items delivered and received each month. All items must be checked in or out on the shared ILS (integrated library system). Staff work space must provide access to a delivery dock to accommodate this volume, as well as space for computer workstations necessary to access the ILS.

Technology:

In addition to the county network, which the Library Director and one Library Assistant access, the Library maintains 10 workstations that access the ILS (including the workstations used on the bookmobile). More detail on the space needs of the network equipment has been requested from the South Central Library System, provider of the ILS.

The Library also maintains telephone landlines:

1 fax (266 5257)

4 voice (266-6388/Director, 266-4419/Outreach Libn, 266-4462/General Office, 266-9297/Bookmobile office).

3. Garage space and other parking:

The Library must garage two service vehicles:

1. Bookmobile. This vehicle is 35' long, 96" wide and 11.5' high. It has two doors on the passenger side, one of which must line up with a dock and through which, using a gang ramp, carts can be rolled from the bookmobile office and stack area onto the bookmobile.
2. Readmobile. A retrofitted cargo van, this vehicle is 16' long and 9' high. It has a lift on the rear which is used for loading carts.

Other Parking:

Depending on the location, it will necessary to provide parking for up to 10 personal cars of staff. Bookmobile staff work between the hours of 8 a.m. and 9:30 p.m.; bus service may not be sufficient. In addition, the Director and the Outreach Librarian frequently use their personal cars to attend meetings and meet with clients and service partners.

MOHS, MACDONALD, WIDDER & PARADISE

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June 22, 2010

Mr. Dreux J. Watermolen
Dane County Library Board
201 West Mifflin Street
Madison, WI 53703

RE: Dane County Library Service-Inclusion in Rebuilt Central Library

Dear Mr. Watermolen:

I am in receipt of your letter dated June 16, 2010, in which you include Dane County Library Service's space needs.

I appreciate the long relationship that the Dane County Library Service has had with the Madison Public Library. We will certainly consider your request and vet that with both staff and the design team for the new Central Library.

In my quick review of the space needs, and since one of our stated objectives with the rebuilding is increasing the amount of public space, the garaging of the Bookmobile and Readmobile may be problematic as I suspect that the space that is currently used as garage space may be devoted to more efficient uses.

In any event, we will consider your request and get back to you.

Sincerely,

Mohs, MacDonald, Widder & Paradise


Theodore C. Widder, III

TCW: eeh
Cc: Barb Dimick