

Ellsworth Public Library Next Steps

Revised 9/17/2012

Steps	Status	Date to Complete
Building Committee	Completed	
Municipal Approval to Form Committee and Hire Architect	Completed	
Community/Village Board Awareness	Ongoing	
Selection of Architect	Completed	November 2012
Library Visits	Completed	October 20, 2012
Development of Building Program Statement	Completed	January 2013
Evaluation of Options		
Preliminary Sketches		
Project Cost/Funding		
Municipal Approval to proceed with option selected		
Detailed Bidding/Construction Drawings		Date Unknown
Bidding		Date Unknown
Construction		Date Unknown
Moving		Date Unknown
Celebration		Date Unknown

(Dates are subject to change; additional steps may be added to aid the building committee and library board)

Building Committee

A building committee has been established by the Library Board.

Municipal Approval

- ***Authorized to proceed with committee appointment and architect selection using impact fees (August 2012)***
- By statute the board needs formal authority by the municipal board to proceed with a building project and the library board will seek this approval when an option is selected.
- The library board should lay out the formal process that it will be undertaking for the building.

Community Awareness

- The Village board should be kept informed on a regular basis.
- Increase the visibility and share the value/needs of the library which is essential for garnering community support for the building project.
 - Promote the need for additional library space
 - Update the community on activities
 - Promote the fundraising campaign
 - Develop informational/fundraising brochure (Friends)
 - Promote space needs in newspaper articles and Facebook postings
 - Create webpage on space needs
 - Summary of space needs report
 - Growth trends of the community and library
 - History of library and building
 - How to support the project
 - Photos of current building and other libraries

Selection of Architect (In Process)

- Selection of an architect should be modeled upon established process such as the Quality-Based Selection (QBS) method <http://www.qbswi.org> of the AIA Wisconsin <http://www.aia.org>.
- The basic process would be:
 - Compile a list of architects with library experience
 - Invite firms to submit credentials
 - Evaluate the credentials
 - Visit projects completed by the architect and/or firm and/or contact references for projects
 - Interview the top 3 candidates
 - Reevaluate the top candidates and make selection.

Library Visits

- It is recommended that the board, staff and other interested individuals tour new or expanded libraries to see what design elements could be incorporated into a larger facility.
 - Focus should be paid to the general arrangement, entrances, work areas, seating, children's area, young adult areas, layout of shelving, reading lounge areas, computer space and other special areas.
 - It is important to take notes and pictures of those features.
 - The essential design elements and arrangement should be incorporated into a building program statement.
 - Ask questions about what they were glad they did and what they wish that they had done differently?

Development of Building Program Statement

- A building program statement should be drafted by either library staff and/or a consultant and approved by the library board.
- Provides direction to the architect in design development.
- May be further refined depending on site selection and input from the architect.
- Details collection sizes and specific space allocations.
- May also be modified if a new building option is selected for the library.

Evaluation of Options

Alternatives could include:

- *Construction of a new facility*
 - More efficient use of space
 - Designed with flexibility
 - Plan for future expansion
 - Can be more costly than remodeling
 - Energy efficient including integration of green building principles based upon cost effectiveness
 - Parking
 - ADA Compliant
- *Renovation/Expansion of the Present Facility*
 - Single story most effective to operate from a staffing viewpoint
 - Lack of parking
 - Would require acquisition of adjacent properties
 - Code/ADA requirements would need to be met
 - Topography presents a challenge for expansion
- *Conversion of an existing facility in the community.*
 - Please note that the floor load requirement for libraries is 150 pounds per square. Very few existing buildings meet this requirement especially ones with basements.
 - Existing vacant buildings in the Village will need a separate evaluation based on the projected space needs; location; remodeling costs and other factors. Some of that evaluation can be done by IFLS staff while other parts should be done by an architect.
 - Might be a more cost effective solution.

Site Selection Considerations

- The location of the library is important for current and future growth of the library and the village.
- The site should be easily accessible and have potential room for expansion.
- Sufficient parking should be located on or near the site.
- Criteria for Site Selection
 - Size of Lot
 - Shape of Lot
 - Visibility
 - Accessibility
 - Future Expansion
 - Suitable Topography
 - Adjacent Uses
 - Zoning
 - Environmental Issues
 - Existing Easements and Right of ways
 - Access to Utilities and other Infrastructure Needs
 - Ownership and Acquisition Costs

Preliminary Sketches

- These sketches would include an exterior sketch and interior sketch including furnishings.
- These sketches will be reviewed and revised many times to ensure that the project is functional and meets the needs of the library.
- The final draft of the preliminary sketch can be used to help market and raise funds for the project.

Project Cost/Funding

- The cost of the project will vary depending on site selection and option choice.
- Estimates can be obtained from the architect.
- Renovation and expansion of existing facilities are more complicated than estimating construction of a new building.
- Projects may be funded totally with public funding, private funding, or a combination of public and private funding.
 - There is no one way that projects have been funded.
 - Most successful projects are either city funded or joint funded projects.

Sources of Funding

- Village Borrowing

- Grants
 - Wisconsin Foundations Online <http://www.wifoundations.org>
 - Minnesota Council on Foundations <http://www.mcf.org>
 - Foundation Center Collection at L.E. Phillips Memorial Library
<http://www.ecpubliclibrary.info/research/grants-a-nonprofits.html>

- Fund Raising Events
 - Bake sales
 - Golf Tournaments

- Donations
 - Community Wide mailing
 - Business
 - Individual

- Friends of the Library

Additional steps will include:

- Detailed Bidding/Construction Drawings
- Bidding
- Construction
- Moving
- Celebration