

Ellsworth Public Library Next Steps

Revised 9/17/2012

Steps	Status	Date to Complete
Building Committee	<i>Completed</i>	
Municipal Approval to Form Committee and Hire Architect	<i>Completed</i>	
Community/Village Board Awareness	Ongoing	
Selection of Architect	<i>Completed</i>	November 2012
Library Visits	<i>Completed</i>	October 20, 2012
Development of Building Program Statement	<i>Completed</i>	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