



Making Sense & Cents of a Library Building Project: the Library Trustee Role

The Building Process

The Role of the Library Board



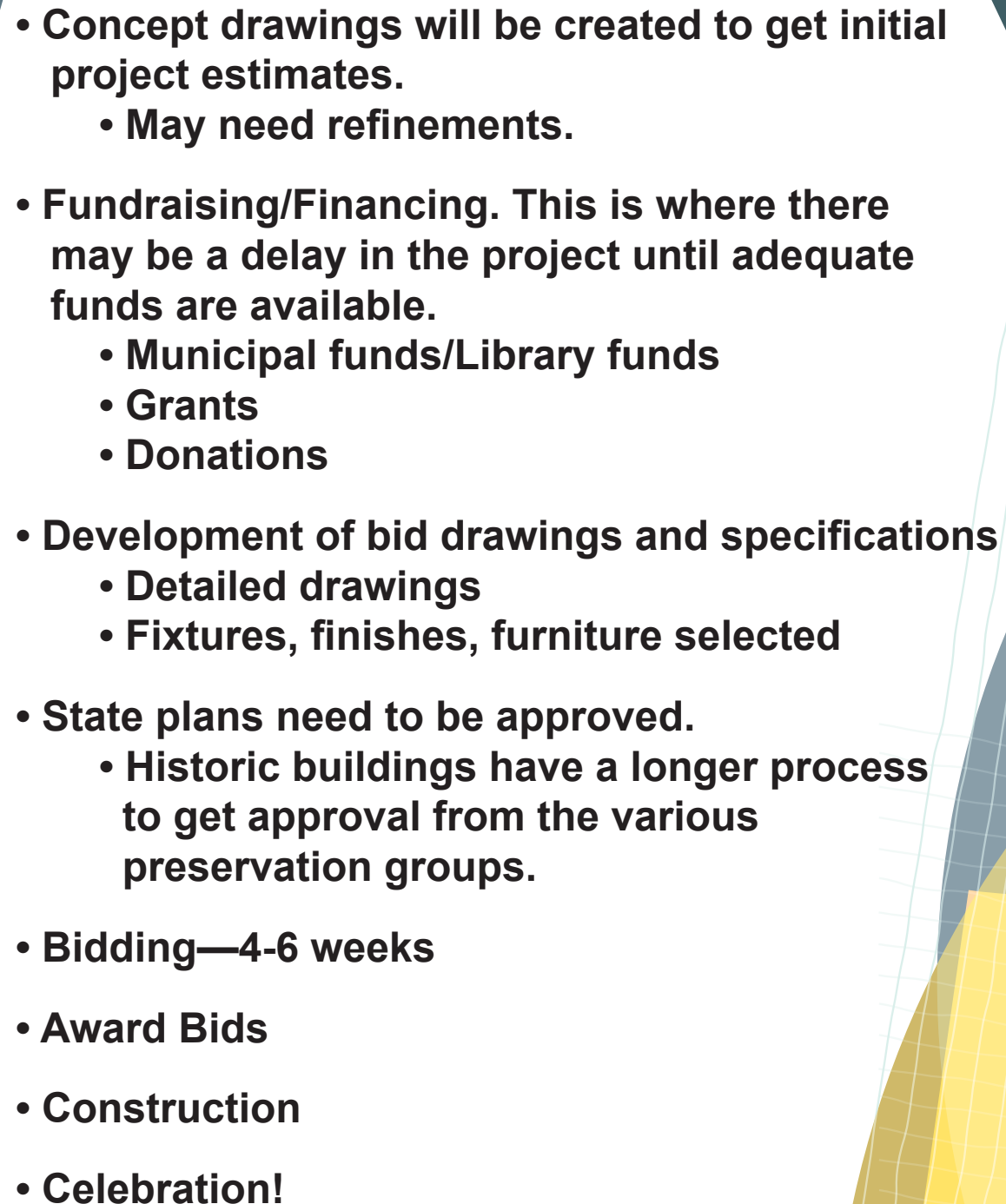
**There is a need for more space.
Now what?**

Do a space needs assessment.

- Space deficiency identified (i.e., more meeting room, no room for staff, more collection)
- Refine the Space needs.
 - Look at other libraries and see what you like or don't like about them.

Overview of the Building Process:


- Hire an architect.
 - Use municipal or library funds
 - The architect needs to be easy to work with and have library design experience.
- Site Selection
 - Community will have opinions on site. You need to be ready to address those.

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- **Concept drawings will be created to get initial project estimates.**
 - **May need refinements.**
 - **Fundraising/Financing.** This is where there may be a delay in the project until adequate funds are available.
 - **Municipal funds/Library funds**
 - **Grants**
 - **Donations**
 - **Development of bid drawings and specifications**
 - **Detailed drawings**
 - **Fixtures, finishes, furniture selected**
 - **State plans need to be approved.**
 - **Historic buildings have a longer process to get approval from the various preservation groups.**
 - **Bidding—4-6 weeks**
 - **Award Bids**
 - **Construction**
 - **Celebration!**




The role of the Library Board during the building process:

- **Encourage the director to evaluate the space needs every 3-5 years and to make sure the building can accommodate the Strategic Plan. Make sure the Strategic Plan is kept up to date.**
- **As the project begins, the Board needs to let the staff and community input direct the plan. But, if the designs come back and the board doesn't like it, you can ask questions and say you don't like it.**
- **We are building a COMMUNITY Library.**
 - **Develop shared vision.**
 - **Involve key individuals and stakeholders.**
 - **Listen to all ideas and opinions.**
 - **Respond respectfully to differences.**
- **Establish and maintain relationships with community.**
- **Be transparent about design decisions and costs.**

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- Plan for today without sacrificing tomorrow.
 - Express thanks and gratitude.
 - To community and staff.

How can the Board support the project?

- Be supportive!
 - Dream not damper—think big.
- Be an advocate
 - Share key talking points with community leaders and public.
- Acknowledge the library staff are already busy.
 - A building project is a full time job
 - Do you need to hire extra staff?
- Consider hiring a construction manager as owner's rep.

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- **Policy Makers—what policies need to be established or updated prior to the new facility?**
 - **Naming rights**
 - **The Board has to set the parameters for those rights.**
 - **Meeting Room Policy**
 - **Establish CLEAR expectations of the spaces so the community knows how they can be used.**
 - **Communicate expectations in fundraising materials.**
 - **Fundraising Support**
 - **Consider volunteering to help fundraise. Board members are not expected to be part of the campaign.**
 - **Contribute - even if it's a small amount, it shows your support of project.**
 - **Help identify donors or other key stakeholders who could lend support.**