

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

Trustee Training Week 2022

August 25, 2022



Introduction

Your Library Director or Building Consultant is recommending to the board the need for additional library space. Now What?

What is the role of the library board?

How can the library board support the project?

Today will share an overview of the process and some tips and insights regarding your role.

Overview of the Process

- Ideally the process moves along a path like this
 - Space deficiency identified
 - <https://dpi.wi.gov/sites/default/files/imce/libraries/Publib/Planning/plspace.pdf>
 - Space needs refined
 - The library director/staff/library board determine priorities for the new space
 - Tour different libraries—Discover your likes and dislikes

Overview of the Process

- Approval to hire an architect
 - Municipal funds or Library funds
 - Select firm with library experience
- Further refine space needs with the selected architectural firm
 - Community/Stakeholder feedback
 - May occur prior to any concept work or in reaction to initial concepts
- Selection of Site
- Concept drawings approved and project cost estimates
 - Refinements might be needed

Overview of the Process

- Fundraising/Financing
 - Municipal funds and/or Library funds
 - Grants
- Development of Bid Drawings and Specifications
 - Detailed drawings
 - Fixtures and finishes selected
- Bidding
- Award of Bids
- Construction
- Celebration



Overview of the Process

- Library Boards should know that:
 - Projects take different paths
 - Learn from others
 - Focus on the big picture
 - Understand the broad concepts -- Let the library consultants, library staff and designers worry about the very specific details

Overview of the Process

- Who has the authority for construction of a new library in Wisconsin?
 - The Municipality unless they grant authority to the Library Board
 - So yes, the municipality can move the library from one building into a different one that could be less efficient than your current space
 - The library could be part of a shared municipal building to improve their chances of getting a grant

Overview of the Process

- Statute References

- 43.52(3) **(3)** Any municipality may purchase or acquire one or more sites, erect one or more buildings and equip the same for a public library or any library already established; or may adopt, take over and acquire any library already established, by consent of the authorities controlling the same.
- 43.58(1) **(1)** The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. The library board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes.
- 43.58(7)(e) **(e)** In the case of a gift for a library building, the library board of the municipality shall have the exclusive right to select and contract for the purchase of a site

Overview of the Process

- Wisconsin Public Library Standards
 - https://dpi.wi.gov/sites/default/files/imce/libraries/Public/Planning/Wisconsin_Public_Library_Standards_6th_edition_2018_FINAL.pdf
- Tier 1
 - Adequate space to implement the services prioritized in the strategic plan
- Tier 3
 - Director provides a space needs assessment to the board at least every 5 years



Overview of the Process

You are hoping for a smooth process, but be prepared for

Overview of the Process



Building a COMMUNITY Library

- Develop a shared vision for the project. This includes:
 - Involving key individuals and stakeholders
 - Listening to all ideas and opinions
 - Responding respectfully to differences
- Establish and maintain relationships with the community
- Be transparent
 - Share regular updates even if it is bad news
- Plan for today without sacrificing for tomorrow
- Express thanks and gratitude

Role of the Library Board

- Have a Strategic Plan/Vision
 - Does the library have a current plan?
 - Has there been significant community changes since the plan was approved?
 - Does the building impact the development and/or implementation of the plan?
 - Would an updated plan benefit the building project?

Role of the Library Board

- Be Supportive!
 - Dream not damper
 - During the initial planning stages, it is time to dream/think big picture and less so about can we afford it
 - Be an advocate!
 - Share key talking points with community leaders
 - Acknowledge that the library director and staff are already busy!
 - A building project/fundraising campaign is an additional full-time job.
 - Can you hire extra staff or identify strong individuals to run a campaign
 - Consider hiring a construction manager or owner's representative in addition to an architect

Role of the Library Board

- Policy Maker—What policies need to be established or updated prior to starting the project?
 - Naming Rights Policy
 - Is the building or individual spaces available to be named? If so, what will be the expected donation?
 - Library Board and Donor mutually agreeing to the name for the space
 - Conditions which allow the library board to remove the name from the space
 - Meeting Room Policy
 - Establish CLEAR expectations for use of the spaces so the community knows how the spaces can be used
 - Communicate those expectations in fund raising materials

Role of the Library Board

- Fundraising Support
 - Consider volunteering to help with fundraising
 - Should not be the expectation that all library board members are part of the capital campaign
 - Contribute what you can afford to the capital campaign
 - Help identify donors or other key stakeholders who could lend support to the project

Tips

- Avoid conflicts of interest
- Be prepared for delays or unexpected events
- Fundraising takes time
 - Buildings are not built on bake sales



Common Questions

- Why is this project so expensive? My house only cost me \$300,000 to build.
 - A quality architect costs money. Fees will range. Typically, about 7-9+% of the construction cost.
 - The building site often must be purchased and improved including adding electrical, water, sewer/stormwater, and other utilities before construction can begin.
 - Construction materials, finishes, and furnishings need to withstand heavy use from the public.
 - Books are heavy
 - A single lounge chair may cost \$1,200.
 - Delivery and installation of furnishing
 - Moving Costs

Common Questions

- Do we need to hire the cheapest architect?
- No- In Wisconsin contracts for architect/engineering work is considered a professional services and doesn't need to be bid.
 - Reference <https://www.lwm-info.org/866/Contracts-FAQ-4>



Common Questions

- Can we select a local contractor?
- No—The lowest responsible bidder must be awarded the contract.
 - Reference <https://www.lwm-info.org/874/Contracts-FAQ-12>



Common Questions

- Can we use design build for the project?
- No-Hiring someone to design and build the project would not be consistent with needing to use a competitive bid process.
- <https://www.lwm-info.org/878/Contracts-FAQ-16>



Questions?



Resources

Library Planning

<https://dpi.wi.gov/libraries/public-libraries/planning-evaluation>

Contracts (League of Wisconsin Municipalities)

<https://www.lwm-info.org/862/Contracts>

Contact Information

John Thompson, Director, IFLS Library System

1-715-839-5082 ext 116

thompson@ifls.lib.wi.us

JT Library Planning

<https://www.facebook.com/jtlibraryplanningwi>

jtlibraryplanning@gmail.com