

## FACILITIES TIMELINE

DATE	WHAT	WHO?	HOW PUBLICIZED?	DESCRIPTION
February 10, 2015	Regular Board Meeting	Board; Public invited	In-library flyers and local news	In light of 2012-2017 Long Range Strategic Plan, Board planned to review Facilities goals and objectives in terms of fulfilling the Library's Mission Statement through a series of public work sessions. Director evaluated progress on all goals and objectives to discuss at first workshop. Board began reading assigned current professional articles on the future of libraries. Board also reviewed results of last community survey on Library services. Updated levy projections
April 15, 2015	Staff Visioning Session	Library Staff	Internal for staff only	Asked to envision the Library in the future--what are ideas and dreams for the Library? What are needs vs. wants?
May 2015	Staff Assessment Survey	Library Staff	Internal for staff only	Asked to answer: 1) What's working well? 2) What could be better?
May 26, 2015	Special Board Work Session #1	Board; Public invited	In-library flyers and local news	<u>Focus: Create library building program based on needs assessment of facility, services, and long-range plan. Develop broad objectives and Action Plan of building program, including public involvement.</u> Reviewed community survey results and comments from last Long Range Strategic Plan process. Reviewed progress of Long Range Strategic Plan objectives. Reviewed Staff Visioning results. Discussed a "Long-Range Building Vision." Discussed steps for involving the public in facilities evaluation and planning process. Assignments: Are there goals in current Mission Statement and Values that cannot be fulfilled in current building? Do the Mission Statement and Values need to be updated to reflect a future vision? Examine demographics data on library patrons. Examine circulation changes over time by collecton. Visit other local libraries (similarly sized) to determine common needs, changes, and trends. Find survey design consultant to help with developing facilities survey for public. Determine current facility operating costs and trends
June 5, 2015	Facilities Web Page	Available for all to view	See August 2015	Created new page on Library website for storing and accessing Facilities information, meeting minutes, principles, etc.

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June 9, 2015	Regular Board meeting	Board; Public invited	In-library flyers and local news	Board developed Principles for Facilities Process
July 13, 2015 August 17, 2015 August 19, 2015	Board visited 5 local libraries	Board only	Internal only	Board visited Burlington Public Library, La Conner Regional Library, Anacortes Public Library, Lopez Island Library and Orcas Island Public Library to tour and speak with directors and staff about their current and projected needs, what they're doing to meet them, and what they would envision doing with the appropriate resources. Learned about Orcas Library expansion plans and process
August 2015	Library Annual Report	Every island postal patron	Mailed to every postal patron; available in Library and on website	Looking Ahead! Facility Needs--blurb on back page which described facility needs project and invited public to participate. Directed them to latest facilities news on Library website
September 15, 2015	Special Board Work Session #2	Board; Public invited	In-library flyers and local news	<u>Focus: Continue to develop public input Process and Actions begun at May 26, 2015 Work Session.</u> Reviewed actions taken since last workshop, library demographics, current Mission/Values to assess likelihood of fulfillment in current facility, current facility operating expenses and trends. Studied pros and cons of staying in current building as maintenance costs rise and expand, or expand or replace building with associated costs of new construction. Determined objectives and approach to surveying public. Discussed formation of Facilities Committee which would include community members. Discussed financial considerations of a building project, including public process. Assignments: Draft public survey questions. Draft letter for Facility Committee recruitment. Consider nominations for committee. Gather data on meeting room requests, computer class attendance, space needs, electrical outlets, etc. Research population trends for county. Develop FAQs about facility exploration project

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DATE	WHAT	WHO?	HOW PUBLICIZED?	DESCRIPTION
December 15, 2015	Special Board Work Session #3	Board; Public invited	In-library flyers and local news	<p><u>Focus: Continue to develop public input process as part of Library Facility Exploration begun at May 26, 2015 Work Session.</u></p> <p>Reviewed actions taken since last workshop, edited FAQs, committee recruitment letter, survey, and nominations for committee. Discussed steps for public process and committee (advisory group) goals, meetings, etc. Discussed Friends vs. Foundations for fundraising for capital projects. Assignments: Refine FAQs, develop graph showing trends in maintenance and service call costs, explore what ballot measures are coming up, update survey questions, explore Friends vs. Foundations for capital fundraising</p>
September 7, 2016	Special Board Work Session #4	Board; Public invited	In-library flyers and local news	<p><u>Focus: Continue to develop public input process and information for any facility solutions, as part of Library Facility Exploration begun at Work Session #1 on May 26, 2015.</u></p> <p>Reviewed actions taken since last workshop. Decided to form focus groups to test survey before sending out to public. Selected names from broad demographic segments in our community to have wide representation: older families, seniors, singles, business, government, Latino, nonprofit, service groups, community leaders, schools, young parents, old island families, service workers, library lovers, library non-users. Developed plans to hold three focus groups led by staff and board members. Developed rough cost estimates for facility options. Discussed foundation development. Assignments: Conduct focus groups and gather input on ways to improve public survey. Develop visual timeline of Library history--services, facilities, improvements, events, repairs, etc. Refine survey based on focus groups' input. Administer survey to public. Analyze survey results and develop report for public posting. Hold public meeting to take public responses</p>

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October 24, 26 and 29, 2016	Survey Focus Groups	56 community stakeholders (see Description for 9/7/16 above for criteria in selection of participants)	By email invitation	Held three focus groups to test library facilities survey intended for distribution to the community. Feedback largely indicated the public needed more detailed information from the Library about current state of the facilities, what services were prohibited due to facilities issues (including size and space), and what solutions the Library board and staff had explored and would recommend
November 2016	Regular Board Meeting	Board; Public invited	In-library flyers and local news	Board discussed next steps and decided, based on the overwhelming responses from the focus groups, to delay the public survey and to gather information about the current condition of the building to share with the public. Discussed methods for distributing information to public. Discussed having a complete building assessment conducted by an engineer to determine building maintenance costs for the next several years, and possibilities for expansion or renovation
January 10, 2017	Regular Board Meeting	Board; Public invited	In-library flyers and local news	Director compiled other recommendations from focus groups to later on improve the survey, and outlined information the focus groups indicated was needed by the public to make informed decisions about Library's future. Director to identify possible building consultants to carry out building assessment
May 9, 2017	Regular Board Meeting	Board; Public invited	In-library flyers and local news	Board authorized the Director to issue a Request for Qualifications for an architectural firm to conduct a Library facilities assessment and feasibility study

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July 11, 2017	Regular Board Meeting	Board; Public invited	In-library flyers and local news	Liz Leroy was introduced to the board. She served as owner's representative for the Orcas Library expansion project. She offered her services pro bono to help us develop the RFQ to solicit responses from architects for our facilities assessment. She advised on the RFQ, and prepared RFQ packets for architects
August 2017	Facilities RFQ Posted	Open to all qualified architectural firms in the region	Posted in regional and local newspapers (print and online); contacted some firms directly	The RFQ requested eligible firms to submit their qualifications to conduct an assessment and feasibility study of the library facilities. Liz Leroy contacted several local and regional architects to solicit their submissions. Architectural firms were offered tours of the facilities in September
October 6, 2017	Facilities Assessment Committee	Committee members only	Internal for committee only	Ten firms submitted qualifications. The Facilities Assessment Committee, consisting of 2 staff, 2 trustees and a community member reviewed all submissions and discussed their merits. Four firms were selected for interviews
October 24, 2017	Facilities Assessment Committee	Four architectural firms	Direct invitations to selected firms	The top four architectural firms were interviewed by the Facilities Assessment Committee
October 24, 2017	Facilities Assessment Committee	Two selected firms	Direct invitations to selected firms	Qualifications were discussed, and two finalists were invited to submit fee proposals for consideration
October 30, 2017	Facilities Assessment Committee	Committee members only	Internal for committee only	Committee reviewed fee proposals and selected one firm to recommend to the Board to negotiate a contract with
October 30, 2017	Special Board Meeting	Board; Public invited	In-library flyers and local news	Committee recommend one firm to hire. Board made final selection of firm to negotiate contract with
November 14, 2017	Hired SHKS Architects	SHKS Architects	Direct contact with firm	Contract was negotiated and signed

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Fall 2017 (early December)	Library's Community Newsletter	Every island postal patron	Mailed to every postal patron; available in Library and on website	Full front-page message from Director on facilities assessment project and hiring of architects to evaluate the building and conduct a feasibility study, directed to the community
December 12, 2017	Regular Board Meeting; Data Collection	Board; SHKS Architects; Public invited	In-library flyers and local news	SHKS Architectures were introduced to full board. The structural engineering consultant accompanied the architects to begin observations and data collection
January - February 2018	Data Collection; Report Writing	SHKS Architects and consultants	N/A	Consultants included structural engineering, mechanical, electrical and cost estimation. SHKS began collating data and writing report
March 26, 2018	Special Board Meeting; Special Staff Meeting	Board; SHKS Architects; Public invited; Staff	In-library flyers and local news	SHKS Architects presented a preliminary draft report and presentation, gathered more information from Board and staff members about building concerns, discussed community outreach meetings planned for May 2018
April 10, 2018	Regular Board Meeting	Board; Public invited	In-library flyers and local news	Board reviewed another draft report and discussed specifics of community meetings to share results and gather community input
May 20-21, 2018	3 Community Meetings	Public invited	Press releases, Library newsletter, newspaper ads, email blasts, website, social media, banners, posters, flyers	Community invited to attend one of three meetings to view final report from SHKS Architects, view presentation, interact with display boards, discuss with architects, board members and staff members, and give input on future direction for Library facilities
June 12, 2018	Regular Board Meeting	Board; Public invited	In-library flyers and local news	Board will review SHKS final report, review public input from community meetings, and subsequent reactions to publicity.

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TBD	Board			Board will make a series of decisions that will be codified in the next Long Range Strategic Plan. Decisions will be shared with public.
TBD	Board			If no community support for expansion or replacement, will develop priority list of which services/activities will be cut as diminishing space and increasing budget for maintenance dictate
TBD	Board			If community supports concept of expansion or replacement of library building (and is willing to increase financial contribution as part of funding the project), Board will: a) work with architects to consider details of costs of options, b) firm up availability and cost of next-door property and/or explore other site options, c) begin campaign to solicit private contributions, d) search out government grants or subsidies. Then decide which option to pursue and ramp up funding campaign efforts. Direct architects to begin developing detailed plans for facility