

# So You Are Thinking About A Building Project:

## A RACE Webinar



### Funding

1. Referendum
  - a. State law
    - i. 6-8B defines the rules for issuing bonds.
    - ii. 10-52-2.10 allows for the issuance of municipal non-ad valorem tax revenue bonds without an election being required.
  - b. Two ways
    - i. General obligation (GO) bonds require 60% voter approval. GO bonds require voter approval because they are secured by “the full faith & credit” of a city. That means a GO bondholder has claim on any money a city has (not just the revenue from the special tax levy for those bonds) in order to be repaid.
    - ii. Sales tax revenue bonds do not require voter approval because only the revenues from the city’s sales tax are pledged and used to repay the bonds.
2. Foundations
3. Capital Campaigns

### Decisions before starting

4. Guiding principles
  - a. Who decides—recorded as a motion in the board minutes
5. Building Task Force/Consultant
  - a. To gather and interpret data about the current status of the library
  - b. To anticipate future needs
  - c. To gather community input
  - d. To present data and community input to Board
  - e. To educate public if/when vote is needed

6. Community Focus Groups
  - a. Like demographics/interests
  - b. Brief overview
    - i. Library programs and services
    - ii. Circulation/traffic/collection/patron stats
    - iii. Service area population/future growth
7. Focus Group Questions (Sample Questions to consider)
  - a. What are library's strengths?
  - b. What are library's weaknesses?
  - c. What is your vision of what a library should look like?
  - d. What additional services would you like?
  - e. What additional programs would you attend?
  - f. What principles should be used to site a library?

### **Selecting the architect**

8. Selecting an architect
  - a. RFP
  - b. Committee makeup
    - i. Library board
    - ii. City council people
    - iii. Yourself
    - iv. City Finance Officer
    - v. Make it an odd number
    - vi. Have the committee agree up front that it will be by majority vote.
  - c. Negotiating the contract
    - i. Include in your team the city finance officer and city attorney
    - ii. Yourself and a member of the board
    - iii. Not to exceed

### **During construction**

9. Things to check during construction
  - a. Are the plans really what you decided?
  - b. Hire a "Frank"
  - c. "Change order" versus "proposal request"
  - d. Field orders
    - i. Clarifications or changes to the plans by the Architect that do not change the price or the contract time.
  - e. Architect's Field Report (a list of what was done and what was talked about during a walk through) – is it complete?

## 10. Furnishings

- a. Shelving
  - i. Check local suppliers first!
  - ii. You can make the manufacturer's representatives bring and setup samples of what they are proposing to sell you.
- b. Tables, chairs, etc.
- c. Fund for "other"
  - i. Shades
  - ii. End of range signs
  - iii. Signs for the rooms
  - iv. More signs
  - v. Making changes after you move in

### **After construction**

## 11. Dealing with issues after construction

- a. Warrantee
  - i. Check with SDCL 15-2A-1 on what is covered and how long
- b. Bite the bullet and just fix it.

## **Presenter information**

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## **Resources**

### **South Dakota State Library—Library Development**

800 Governors Drive  
Pierre, SD 57501  
800-423-6665 or 605-773-3131

Library development can help you locate space planning resources and other information to use when planning a building or remodeling project.

### **Books**

*Countdown to a New Library: Managing the Building Project* by Jeannette Woodward (second edition)  
Owned by the SD State Library (Z679.2 U54 W66 2010). Request via ILL.

*Checklist of Library Building Design Considerations* by William W. Sannwald (fifth edition)  
Owned by SD State Library (Z679.2 U54 S36 2009). Request via ILL.

### **Online**

*Inventing the Future of the Upper Dublin Public Library—Space Planning Study*  
<http://www.upperdublinlibrary.org/cms/about.aspx>

(scroll down to the “library planning section” to see the study links)

This space planning study contains online survey and focus group questions along with other details in the planning process.

*Practical Tips for Library Building Design*

<http://www.webjunction.org/space-planning/-/articles/content/454912>

Collection of tips to consider when building a library that were gathered from the PubLib listserv in 2008 from various librarians.

Facilities Design and Construction

<http://library.sd.gov/forlibrarians/development/building.htm>

Resources listed on the SD State Library website, including a link to the state of Wisconsin’s guide to determining space needs for public libraries.

**Consultants and Planning Assistance mentioned in the training.**

This list is provided as a resource and should not be view as an endorsement of the organizations and individuals listed.

**Planning and Development Districts**

Yankton is part of "Planning and Development District III

List of South Dakota Planning & Development Districts:

<http://denr.sd.gov/dfta/wwf/techassistance.aspx#Planning>

Map to see if your city or county is located in a P&D District:

<http://denr.sd.gov/dfta/wwf/PlanDistMap10.pdf>

The Planning and Development District may provide planning assistance, along with other help such as grant writing.

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[http://www.nextstep.state.mn.us/member\\_detail.cfm?memberid=503](http://www.nextstep.state.mn.us/member_detail.cfm?memberid=503)

Evaluation of spaces and services

Long range and strategic planning

Building program development

Native American libraries and archives

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client list: <http://libraryplan.com/public.html> (Watertown is listed)