

Thomas Memorial Library Study Committee

Minutes of meeting: Thursday, Jan 17, 2008 @ 6:30 P.M.

In Attendance:

Evan Roth, Ed Nadeau, Pat Bredenberg, Penny Olsen,
Nancy Marshall and Nancy O'Sullivan
Anne Swift-Kayatta
Ellie Vuilleumier
Norman R. Jordan
Jay Scherma

Representing:

TML Board of Trustees
CE Town Council
TML Foundation
CE Historical Preservation Society
Library Director

Absent: Robert Chatfield (business related conflict) TML Board of Trustees

New Business:

- A. Introduction of members:
- B. Review committee's mission: (see attached)
 - o Request for proposal (RFP) process to recommend a consultant to the Town Manager:
 - No Town standard. Jay has a template from a fellow librarian. Scan and distribute with minutes. (copy attached)
 - As the representatives of the community at large, we should informally gather information from community members regarding their library needs and expectations.
 - Educate ourselves by formally tour libraries that have recently undertaken major expansion, renovation, or new building, and interview participants if possible.
 - Jay has a list of possible tour sites. He and Ed will get together to put together a proposed schedule for available members to tour.
 - The tour schedule will be distributed to all committee members. All are welcome to attend tours.
 - Form an RFP subcommittee: Including, Nancy Marshall, Jay Scherma, Ellie Vuilleumier, and Ed Nadeau

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C. Determine committee structure:

- o Nomination of officers: Nancy Marshall, Chair
Ed Nadeau, Secretary

Motion: to elect officers as nominated

Result: unanimously approved

- o Our monthly meeting will be held on the 3rd Thursday of each month (except August) at 6:30 in the community room of TML.

February 21, 2008

March 20, 2008

April 17, 2008

May 15, 2008

June 19, 2008

July 17, 2008

September 18, 2008

October 16, 2008

November 20, 2008

December 18, 2008

Meeting: Our next meeting is scheduled for Thursday, February 21, 2008 @ 6:30 P.M.

Adjournment: 7:37 P.M.

**Source: “Determining Your Public Library’s Future Size,
A Needs Assessment and Planning Model”
Published by “American Library Trustee Association”**

Appendix B: Sample Request for Proposal (RFP)

CITY OF STERLING

Sterling, Anystate

STERLING PUBLIC LIBRARY

REQUEST FOR PROPOSALS

**NEEDS ASSESSMENT AND
LONG-RANGE PLAN
FOR SERVICES, STAFFING,
AND LIBRARY FACILITY**

[Sample Cover Page]

The City of Sterling is soliciting proposals for contracting with professional library consultants and a library-experienced architect to prepare a Long-Range Plan for Library Services, Staffing, and Expanded Library Space based on the prescribed needs assessment and analysis.

Subject to future voter approval for library facility improvements the Sterling Public Library will consider additional proposals to prepare a building program and to review architectural/ interior design plans for the library facility. Consultants are asked to provide proposals for these future phases. Enclosed find information relative to submitting the proposals.

Submission Date

Sealed bid proposals will be received at the Sterling Public Library, Business Office, 290 Main Street, Sterling, Anystate, 02344-5566 until Wednesday, June 12, 1997, at 2 p.m. or mailed to the same address by the same date and time. Immediately following the closing for receipt of proposals, those proposals received will be opened and publicly read. No proposals received after that date and time will be considered.

All proposals must be clearly marked on the envelope as follows: **"BID PROPOSAL FOR LIBRARY CONSULTATION."**

Within two weeks following the bid proposal opening, two or more of the final candidates will be invited for personal interviews. It is anticipated that a consultant/architect team or firm will be selected within four weeks following the bid proposal opening. The City of Sterling reserves the right to accept or reject any and all proposals, to waive any bid formalities, and re-advertise for bids when deemed in the best interest of the City of Sterling. For additional information contact Mrs. Donna Morris, Library Director, Sterling Public Library, at the above address. Phone (908) 754-2965; Fax (908) 754-3689.

Joan Jester
Business Manager
Sterling Public Library

I. Background

In January 1996 the Sterling City Council adopted guidelines for updating the City's master plan including the City's commitment to providing library services and facilities consistent with library planning standards and concurrent with the City's population growth, demographics, and changing library and information needs. In February 1997 the Sterling City Council approved \$30,000 for the Needs Assessment and Long-Range Plan Study and delegated selection of the consultant or consulting firm to the Sterling Library Board and the Library Director. The Council noted that subsequent library building consultation will be needed if voters approve proposed improvements to the library facility at the next scheduled Capital Improvements Program tentatively scheduled in November 1998.

II. Description of the Library

The Sterling Public Library serves a city population of 73,400 people (1995 projection), including 4,700 students at Wharton College. In addition, the library serves approximately 6,400 people in surrounding towns via a contract with Hemstead County. Built-out projections call for a city population of 81,300 (with approximately 8,000 other county residents) by the year 2015.

The present library was constructed in 1976 on a 5.9-acre site in the central business district. The one-level masonry building includes 36,200 gross square feet. It was planned for future expansion on the one level with no provision for a second level. The site includes 201 parking spaces including 8 dedicated parking spaces for staff. The library collection includes about 130,000 adult materials and 43,000 children's materials. It has 87 adult reader seats, 30 children's reader seats, 85 meeting room seats, and a storytelling room for 20 children. The library staff (excluding city maintenance staff) totals 21 FTE. The library is open 53 hours a week.

The library is a department of the City of Sterling. The City Manager appoints the Library Director in consultation with a nine-member advisory library board appointed by the City Council. The current library budget totals \$1,156,779 or \$15.61 per capita with approximately 87% from the City (Funding sources: City \$1,007,855, County \$91,424, State funds/other \$57,500).

Sterling Public Library

Mission Statement

The mission of the Sterling Public Library is to maintain and improve the quality of life for the citizens of our communities by providing access to information, cultural resources, and opportunities for personal growth and enrichment in the most efficient manner possible.

Revised Mission Statement adopted by Sterling
Public Library Board, 1994.

The library annually circulates about 435,000 materials and offers year-round programming with an emphasis on children's services. The library participates in a cooperative automation network with eight other area libraries (includes six public libraries, a college library, and a high-school library); the network uses the TOPS automation program, which provides: cooperative cataloging; an integrated circulation/borrower registration system; a combined database of holdings; and on-line public access catalogs (OPACs). The TOPS Technical Planning Committee is currently studying the costs and feasibility for adding a dial-access component.

III. Consultation for Building Needs Assessment

The Sterling Public Library has outgrown its existing library space. The library seeks a Consulting Team to conduct a three-phased needs assessment study with recommendations to include:

PHASE I

1. Conferring with library staff, Needs Assessment Team, Library Board, city officials, Friends of the Library and others to be designated regarding present and needed services, finances, staffing, and library spaces and staff spaces.
2. Conferring with the Needs Assessment Team to solicit, compile, and analyze library reports, statistics, service data, library organization, etc. for the past five years with regard to finances, library budget allocations, materials holdings, staffing, circulation, reference/ information services, programming and related activities.
3. An analysis of the library's staffing, financing, expenditures, materials collection, Public Library Development Program (PLDP) annual statistics.
4. An analysis of the library with at least nine other comparable libraries in the state using PLDP performance measures.
5. Evaluation of at least ten focus groups regarding library services. Focus groups to include: pre-school parents and children; elementary-school parents and children; middle-school students; high-school students; home-school parents and children; Senior citizens; business and professional representatives. The Needs Assessment Team shall contact and arrange the focus groups. The Consultant(s) shall conduct some of the groups and shall orient volunteers (selected by the Needs Assessment Team) in how to conduct the other focus groups and record the results. The Consultant(s) shall analyze and report the results and findings.
6. In consultation with the Needs Assessment Team prepare a telephone interview form to be used to conduct a random scientific telephone survey of at least 384 (sample size based on Krejcie and Morgan's "Table for Determining Sample Size from a Given Population . . .") adult residents. Orient volunteer callers on the procedures for conducting the telephone survey calling and recording the results. The Needs Assessment Team will obtain the volunteer callers, coordinate the calling, and tabulate the results. The Consultants shall analyze and report the results and findings.
7. Assess the existing library in terms of site, size, structural stability, soundness, aesthetics, electrical and mechanical systems, lighting, compliance with ADA standards, functional layout, flexibility, and related criteria in terms of the its useful life

Based on the above studies and data Consultants shall prepare and submit a draft needs assessment that incorporates the findings and proposes recommendations for:

- Phased recommendations with cost estimates for improving library services, finances, materials development, staffing, etc., over the next ten years.
- Library space needs for the next ten years.
- Long-range library space needs for the next twenty years.

PHASE II

1. Upon approval of the draft report for Phase I, prepare a draft report that includes an assessment and evaluation including cost estimates for three alternative sites and facilities to meet the library's ten-year and twenty-year expansion or space needs. The three alternative facilities to be evaluated:
 - Rearrange, renovate, and expand the existing library.
 - Convert to library use an existing two-level former furniture store building with 23,000 gross square feet on each level located on a 3.4-acre site with possible acquisition of a 2-acre adjoining site.
 - Construct—on a 4.3-acre donated site—of a new two-level library building. Site constraints limit the maximum first-floor size for the new library building to 41,000 gross square feet. Additional library space would be on the second level.
2. Prepare and submit a draft report that incorporates the assessment and evaluation of the three alternatives and recommends the most effective site to serve the long-range needs of the library.

PHASE III

Upon approval of the Phase II draft report proposing the most effective site, the Consultants) shall prepare two or three preliminary schematic floor plans of the expanded library for critique by the Needs Assessment Team.

The Consultant(s) shall prepare a draft report incorporating the reports from Phases I and II including the most effective schematic floor into a final draft report and submit five copies of it in loose-leaf binders and meet with the Needs Assessment Team and others to review it.

Upon approval of the final draft, the Consultants shall submit twenty-five (25) bound copies of the final report along with a "reproduction-ready" copy of the report and a computer disk with the report to the library and the Consultants shall present a formal summary presentation of the report and recommendations to the Library Board and the City Council.

IV. Qualifications for Consultants

The Consultant(s) or consulting firm must include one principal member with a master's degree in library science and relevant experience in library administration, consulting, and planning that incorporates library needs assessment and building planning with public library projects of a similar size.

The Consultant(s) or consulting firm must have knowledge of modern public library services, trends, and functions, current library furnishings/fixtures, and equipment industry and markets.

The Consultants) shall include an architectural consultant with experience in planning public library buildings. The architectural consultant shall participate in the assessment of the three library alternatives and shall prepare the preliminary schematic floor plans.

V. Proposal Organization and Submission Requirements

The proposal shall conform to the following outline and shall not exceed twenty-five (25) 8.5" X 11" typewritten, single-spaced pages: resumes and examples of related work are not included in the 25-page limit. The proposal shall include:

Overflow /Scope of work To convey the Consultant(s) understanding of the study objectives and requirements.

Description of Consulting Team Provide listing of all team contractors and/or subcontractors with description of qualifications and experience.

Plan of work and technical approach A description of the proposed course and sequence of action or tasks including methodologies and a time-phased statement of project milestones.

Staff-time breakdown/proposed site visits A breakdown of the estimated staff time for each task outlined in the Plan of Work including proposed site visits with the chargeable rates for each staff person.

References Provide at least three references for similar studies; include summary of the study and name, address, and telephone number of person to contact.

Cost estimate The total inclusive proposed cost for accomplishing the work program. Include the name, title, address, and telephone number of individuals with authority to negotiate and contractually bind the company to a proposal.

Signature The proposal must be signed by a person authorized to negotiate and execute contracts on behalf of the Consultant(s) or company and must be binding for 60 days.

Submission requirements Please submit the original and four copies of the proposal. Consultants or consulting firms shall be totally responsible for the cost of preparing and submitting the proposals.

VI. Criteria for Evaluation of Proposals

The proposals will be reviewed by a Selection Committee consisting of the City Manager, Chair of the Library Board, the Library Director, and a library staff member from the Needs Assessment Committee. Applicants will be interviewed the second or third week in June. If the Selection Committee is unable to negotiate an acceptable agreement with the initial Consultant[^]) or firm, negotiations may be initiated with the next candidate in rank order or the Selection Committee may propose to re-advertise for proposals. The Sterling City Council reserves the right to confirm the Selection Committee's selection or recommendation.

Criteria which will be used in evaluating proposals and selecting the Consultant(s) or firm include:

1. The responsiveness, comprehension, and quality of the proposal in response to the RFR.
2. The technical quality of the work plan and methodology.
3. Experience and qualifications of the consultant(s).
4. Ability to document and present recommendations clearly in written format.
5. Demonstrated knowledge of planning, management, interview, and evaluation skills, and experience in utilizing them.
6. References from previous clients.
7. The proposed cost to conduct the needs assessment study in relation to the other proposals received and relative to the number of hours of professional consulting services to be received and the overall expertise of the consulting personnel proposed to perform the work.



Thomas Memorial Library Study Committee

Committee Purpose

The Thomas Memorial Library was founded in 1919 as a consequence of a donation from William Widgery Thomas. The library consists of a former school house first built in 1849, another former school house built in 1859, the former Pond Cove School Annex constructed in 1912, various additions built in the 1950's and 1960's and a connecting link built in the 1980's.

The Trustees of the Thomas Memorial Library have asked for a study of library space needs as space has become more limited in recent years.

The Thomas Memorial Library Study Committee is hereby created and is requested to accomplish the following:

- Recommend to the town manager a consultant to assist with library planning.
- Seek funding from the Thomas Memorial Library Foundation to assist with the study and provide funding recommendations for the study from existing library funds.
- Conduct a library needs assessment
- Define a library program projected to serve the patrons of the Thomas Memorial Library and the community of Cape Elizabeth for the next 30 years.
- Develop a conceptual plan for any proposed improvements to library facilities
- Include as part of the program and plan, an analysis of the opportunities to continue to utilize space for records preservation activities
- Recommend a funding plan for any proposed improvements including the potential for both private and public funding.
- Provide regular updates to the Cape Elizabeth Town Council and provide opportunities for public participation in the committee process.
- Develop a plan for any proposed rehabilitation of the structure and for any site changes.
- Provide a final report to the Cape Elizabeth Town Council no later than May 1, 2009.

Committee Structure

The Thomas Memorial Library Study Committee shall consist of the Trustees of the Thomas Memorial Library, a designee of the Thomas Memorial Library Foundation, a designee of the Cape Elizabeth Historical Preservation Society, and a Town Council member who shall be chosen by the Town Council Chairman. The Library Director of the Thomas Memorial Library shall be an ex-officio non-voting member of the committee.

Committee Resources

The Library Director shall be the primary in house staff resource for the committee.