

**BIG RAPIDS COMMUNITY LIBRARY
JULY 17, 2008
STATUS REPORT**

Week 1 – June 9-June 13, 2008 – Information gathering and compilation

- Letter of Agreement signed by both parties by Friday, June 6.

ACTION: COUNCIL RESOLUTION RECEIVED

- First meeting with library director, library staff and Library Committee will be scheduled for the week of June 16-20, 2008; a full-day visit is anticipated.

ACTION: MEETING HELD ON JUNE 19, 2008

- Consultants prepare a peer comparison chart of public libraries in Michigan in the Class IV population category (12,000-25,999) using libraries closest to the 20,853 Big Rapids library service population; this will provide appropriate comparisons of services, finances, technology, building size, and other relevant categories.

ACTION: PROVIDED TO LIBRARY COMMITTEE

- Consultants review all information that has been produced or gathered by the Library Committee, including minutes, reports, public sessions (e.g., the Community Ideas session wish list and challenges of Feb. 19, 2008).

ACTION: ONGOING

- Consultants obtain library state aid reports and/or library annual reports for the past five years.

ACTION: COMPLETED

- Consultants gather all information about any facility work that has been done concerning building plans, renovations, structural, and condition reports (e.g., Fishbeck, Thompson, Carr & Huber work and reports).

ACTION: COMPLETED

- Consultants gather demographic information for the service area covered by the library.

ACTION: COMPLETED

- Consultants obtain property tax information figures from the city and townships and downtown development authority information.

ACTION: COMPLETED

- Consultants obtain the legal establishment documents for the Big Rapids Community Library and any contracts between the library and the townships or the city and the townships for library services.

ACTION: COMPLETED

Week 2 – June 16-June 20, 2008 – First Meetings

- Consultants make a full-day visit to Big Rapids; meet with library director Gaylynn Rorabaugh and her staff, the Library Committee, City Manager Stephen Sobers, and others as needed.

ACTION: MEETING HELD ON JUNE 19, 2008

- The agenda for the first meeting with the Library Committee will include a discussion of the project, clarifications and expectations of the Committee; distribution of the peer comparisons report; the process for gathering community input; and establishment of a specific project calendar.

ACTION: MEETING HELD ON JUNE 19, 2008

- Obtain committee member assistance in developing questions for the public input sessions, individual interviews, and focus group sessions discussed in Week 3.

ACTION: COMPLETED

- The first visit will include a complete tour of the library building; and the consultants will visit other potential buildings or library sites that may be under consideration.

ACTION: COMPLETED

Week 3 – June 23-June 27, 2008 – Community Input

- Consultants will gather public input through community forums or focus group sessions (a total of three) to gather information about the services the library should provide, the problems and challenges that exist, and the likelihood of additional community support for growth of the library.

ACTION: 3 PUBLIC SESSIONS AND A STAFF SESSION WERE HELD JUNE 26th

- Consultants will conduct individual interviews with key community leaders as necessary.

ACTION: COMPLETED

- A summary of these sessions will be provided.

ACTION: DISTRIBUTED TO THE LIBRARY COMMITTEE ON JULY 17TH

Weeks 4 and 5– June 30-July 11, 2008 – Data Review and Report Generation

- Consultants will complete notes from public input sessions / focus groups, and individual interviews and provide summary information to the Library Committee.

ACTION: COMPLETED

- Consultants will develop space requirements based upon peer comparisons, population and community service needs.

ACTION: IN PROGRESS

- Consultants will prepare capital and operational cost estimates.

ACTION: IN PROGRESS

Week 6 – July 14-July 18, 2008 – Meeting with Library Committee

- Consultants review “appropriate next steps” as outlined in the proposal; discuss the development of an appropriate funding plan to support the project including a possible capital campaign, bond issue/millage initiative or both; examine the timeline of essential activities; and identify the methodology for securing a public library experienced architectural firm.

ACTION: AWAITING ADDITIONAL INFORMATION FROM THIRD PARTIES BEFORE FINALIZING; FINAL REPORT TO BE PRESENTED JULY 31

- Based on the information that has been gathered this meeting will concentrate on Facility Outcomes as outlined in the Project Statement.

ACTION: AWAITING ADDITIONAL INFORMATION FROM THIRD PARTIES BEFORE FINALIZING; FINAL REPORT TO BE PRESENTED JULY 31

Week 7 and 8 – July 21-August 1, 2008 – Wrap up and Final Meeting with Committee

- Final wrap-up work on the project.
- Final report and recommendations provided to the Library Committee.

ACTION: MEETING SCHEDULED FOR JULY 31ST