

Updated Timeline for Library Building Committee – January 26, 2015

Key: **completed**
postponed

July

Conduct informal user testing (Kevin)
Transfer survey to Survey Monkey for online deployment (Kevin).
Attend Selectboard meeting on July 29th to communicate progress so far (John).

August

Finalize survey and authorize its printing (committee).
By Aug. 26 begin publicity, including articles in Addison Independent, Eagle and Valley Voice, WFAD, and discussion on Midd 5-0 (John and Kevin). Talking points to focus on needs, then potential renovation/expansion as a result of needs. Emphasize that a survey will be available Sept. 1.

Focus group of teens and tweens on the August 19th; decide whether to hold focus group w/parents of young children (Kevin and Tricia),

Meet with MCTV staff (committee)

Ilsley Staff Q & A (Aug. 26th, 1-2PM) with members of the committee present.

Distribute and collect surveys at THT, Aug. 30 and 31. Two volunteers needed.

(Kevin)

Develop plan to distribute surveys at CCV. (Nick)

Create links to survey and information in town and Ilsley email, newsletters, and websites, plus Facebook and Front Porch Fora. (Kevin and Kathleen)

Plan testimony from organizations and leaders. Develop list of questions. (Kevin and John)

Begin visits to other libraries. (committee)

September

Roll out survey for one month, with paper copies available at Ilsley, S. Partridge, CCV, and where else? (Kevin)

Continue visits to other libraries. (committee)

Sept. 30: Close survey. (Kevin)

October

Hold meetings to present results of survey and visits to libraries; and seek ideas:
Meet with Middlebury Economic Development Officials (10/15: 2:00 PM); Eastview residents (10/20: 7:00 PM); Friends of Ilsley (10/9: 9:30 AM)

Testify on the draft RFP for the EDI project (10/3: 10:00 AM)

Analyze results of surveys.

Refine Case Statement. (Dennis and Kevin)

Make initial contact with foundations (Kevin)

Further develop list of space needs and wants. (committee)

Begin to prepare RFP for architects. (Kathleen and Nick)

November 2014 – February 2015 (Committee to meet on November 17 at 5:00 PM)

- Stay involved with EDI project.
- Interview/hire library building consultant, if committee so decides.
- Decide whether to make capital budget request to Selectboard.
- December-January: Kevin to supply committee with readings, videos, etc., on exemplary library programs, community support, and architecture. Committee will discuss these readings at its December and January meetings.
- Create list of attributes of great community libraries.
- In December and January, receive updates from Ilsley Trustees on their development of programmatic goals/vision for next 25+ years.
- In January, receive reports from trustees on their community analysis and self-study.
- Launch PR campaign about what happens at Ilsley.
- Prepare report for Town Meeting (Kevin, John & Maria).

Continue public meetings to present results of survey and visits to libraries and seek ideas:

Schools at IPL (11/4: 3:30 PM)

Public at IPL (11/4: 7:00 PM)

Public at Municipal Building: (11/10: 10:30 AM)

Public at Sarah Partridge (11/13: 5:30 PM)

Public at Residence at Otter Creek (11/14: 3:30 PM)

March-April 2015

- **Make report at Town Meeting.**
- **Hold meetings to inform public about our progress and gather their ideas.**
- **Write RFPs for architectural services (Nick, Kathleen, & Kevin).**
- **Develop list of architectural firms to query.**
- **Decide whether to seek a bond vote to fund architectural and engineering design services in September.**

May-June 2015

- **Continue meetings to inform public about our progress and gather their ideas.**
- **Work with Barbara Doyle-Wilch, Rob Geiszler, or another to finalize list of space needs and write building program.**
- **Finalize Case Statement -- the story behind our goals. (Dennis and Kevin)**
- **Seek support of Selectboard for project.**
- **Determine whether to conduct fund drive (May).**
- **Prepare RFP for fund-raising campaign consultants (May).**
- **Develop list of firms to query about doing campaign feasibility study and of local individuals to be interviewed (May).**
- **Distribute RFPs to fund-raising campaign consulting firms (May).**
- **Interview and select campaign consultant.**
- **Start quiet phase of fund drive.**
- **Distribute RFPs to architectural firms (early June).**
- **Interview and select architect.**
- **Work with architect and public on development of conceptual design, cost estimates, timeline for construction, and bond vote – to be paid by Ilsley.**
- **Get dependable cost estimates of project. (Is this realistic at this time, or do we need to wait for more detailed architectural and engineering plans?)**
- **Make certain we have all information necessary to conduct a fund drive.**

July-December 2015

- **Educate public about committee's proposal and continue to solicit public's ideas.**
- **Conduct fund raising campaign.**
- **Promote project.**

2016

January- February

- **Continue to educate public about committee's proposal.**

March

- **Bond Vote on cost of construction.**
- **Work with Selectboard and Iisley Trustees to solicit bids on construction.
(Who selects the contractor?)**