



City Commission & Newton Public Library Board
Joint Work Session
4:00 P.M.
Tuesday, July 16, 2019
Newton Public Library, Bessmer Room
Agenda

1. Receive a recommendation from the Library Visioning Task Force
2. Adjournment.



MEMO

DATE: July 16, 2019

TO: City Commission and Bob Myers, City Manager

FROM: Angela Becker, Library Visioning Task Force Chairperson

SUBJECT: Library Visioning Task Force Recommendations

Background

Since 2006 the Newton Public Library has been working towards improvements for their facility. Attached is a Planning Process Timeline. This document and other materials regarding the building and operational assessments can be found online at: www.newtonkansas.com/visiting-newton/newton-public-library/library-visioning-process.

The Library Visioning Task Force was formed in the summer of 2018 to determine the best next steps for the Library and then to make recommendations to the City Commission.

After many meetings, discussion, field trips to other libraries, and considerations for our community, the task force has the following recommendations:

1. Consider the attached RFP and approve sending this out to obtain a consultant to address the four phases of the report: I.) Site Selection, II.) Feasibility Review & Concept Development, III.) Public Campaign, IV.) Construction Drawings/Design & Bidding.
2. Hire a consultant by September 10, 2019.
3. The city will pay for Phase I and Phase IV of the consultant's work, and the Library will pay for Phases II and III.
4. The city should budget to move forward with construction improvements brought forward by the consultant by December 2020-January 2021.
5. The Newton Public Library will commit \$65,000 per year beginning in January 2021 towards the debt service payments on improvement bonds for the construction project for the 20-year life of the bonds.

Recommendations

Receive the recommendation from the Library Visioning Task Force, consider approval of the recommendations and moving forward with the RFP by directing staff to place the item on the July 24th Commission agenda.



July 16, 2019

Dear Consultant:

The City of Newton and the Newton Public Library are requesting proposals for a multi-faceted project including: site selection, review of past assessments and concepts including preparation of new options if deemed necessary, information preparation and implementation of a public campaign for education regarding the project and for funding the improvements, and design of a library improvement project. The details and minimum scope of the project are shown on the attachment with associated site maps.

The consultant for this project will be chosen directly by a project review committee. Some of the factors that will be considered when choosing a consultant for the project are as follows:

1. Project Approach to Each Phase
2. Project Team
3. Experience on Projects of this Nature
4. Ability to Meet Project Schedule
5. Office Location

Please be sure to include details regarding project leaders, team members, and their associated man-hours and costs in your proposal.

If you are interested in submitting a proposal for this project, please submit twelve (12) hard copies of your proposal and one (1) digital copy for the Library Expansion Project by 9:00 a.m. on Tuesday, August 20, 2019 to the City of Newton Engineering Office, 201 E. 6th, P.O. Box 426, Newton, KS 67114-0426.

If you have any questions, please feel free to contact me at 316-284-6020.

Sincerely,

Suzanne C. S. Loomis, P.E.
City Engineer/Director Public Works

REQUEST FOR PROPOSALS
By the
Newton Public Library
for
Architectural Services
for the
Newton Public Library Project

BASIC PROJECT OVERVIEW

Introduction: The Newton Public Library Board requests proposals from qualified architectural firms for site selection, public campaign preparation, and design of a new library facility. Upon review of proposals received in response to this Request for Proposal (RFP), the Board anticipates awarding a single contract for services required.

Project Site: The City of Newton owns the existing library building at 720 N. Oak and the Military Park surrounding the existing building. The city previously gave permission to the library to expand the library facility into the park, including parking for the new facility, but are wanting a site selection analysis performed to be sure this location is best. There are several historic items in the park that may be designed around or considered for relocation to other sites. However, if relocations are considered, the costs to relocate should be considered a part of the project. Attached are maps and aerials of the existing site, surrounding properties, and Military Park area.

The proposing firm should either have the capabilities in-house or plan to work with an engineering company familiar with preparing drainage plans, stormwater NPDES permits, reviewing parking conditions, etc. that will be required for a new development site. They should also have the capabilities to advise and assist with site selection and have the ability to lead the Library Board in a public campaign to educate the public on the need for and about the proposed library improvements.

Past Project Work:

This project has been in the making since 2006 as is evidenced by the Planning Process Timeline attached. Focus groups, building assessments, studies, etc. were performed and are available for use and review at www.newtonkansas.com/visiting-newton/newton-public-library/library-visioning-process .

Project Phasing:

I. Site Selection (September-October 2019)

- a. The consultant will perform site selection analysis and engage the citizenry and users through at least one public meeting regarding potential locations and best options.
- b. The recommendations based on analytical data, and input from the public, will be presented to the Library Board and the City Commission in a joint meeting.
- c. The city commission will then vote to approve the selected location by Oct. 31, 2019.

II. Feasibility Review and Concept Development (Sept. 2019-December 2019)

- a. The consultant will review all previous programming studies, updates, and existing data and determine if any re-envisioning is necessary based on current trends and updated staff & community needs.
- b. Assist Library Board with re-envisioning if necessary.
- c. Review building assessments and update them where applicable. Also, verify that a new building is the appropriate direction for the future.
- d. Be sure to consider technology needs (for library operations & building equipment) and requirements for any options reviewed and considered moving forward.
- e. Consider funding options for building proposals. Out of the box options that pursue grants, private foundations and donations, etc... will be important for moving the project forward. Present options to the Library Board and the City Commission.
- f. Review of 2008-10 concepts & preparation of new building concepts if necessary and construction estimate ranges. Then present information to the Library Board, City Commission, and the public.
- g. Prepare a final report for use by the City Commission and the Library Board by Dec. 31, 2019.

III. Public Campaign (November 2019-February 2020)

- a. Develop a plan to educate & inform the public about the building proposal.
- b. Prepare all documents to be used for the plan, including assistance developing questions regarding the library for the city survey.
- c. Implement public plan.
- d. Present all data and information from the public campaign to the Library Board and the City Commission.
- e. The city commission will then consider moving forward with building improvements and approve funding authority by February 25, 2020.

IV. Construction Drawings/Design & Bidding (March 2020-October 2020)

- a. Design the Project and prepare construction drawings and specifications (topographic survey will be necessary).
- b. Present final drawings and interior design finishes to the Library Board and the City Commission for approval.
- c. Prepare bid documents and perform project administration through the bidding process.
- d. Present final bids to the City Commission for consideration.
- e. Be available for Project inspection and oversight during construction should the bids be awarded. (Timeline Nov. 2020-September 2021)

Project Milestone Dates: The following is a preliminary milestone date list for this project:

Aug. 20, 2019	Proposals Due to City Engineer by 9:00 a.m.
Aug. 21-23, 2019	Committee Review Proposals
Aug. 26, 2019	Consultant Interviews at City Hall, 201 E. 6 th , Newton, KS
Aug. 28, 2019	Begin Contract Negotiations
Sept. 10, 2019	City Commission & Library Board Approve Consultant Selection

Sept.16, 2019	Project Kick-off Meeting at Library
Oct. 24, 2019	Site Selection Summary to Library Board
Nov. 1, 2019	City Commission approves location by this date
Dec. 2, 2019	Preliminary Building Concepts to Library Board
Dec. 10, 2019	Final Concepts to Library Board
Dec. 17, 2019	Final Concepts to City Commission for Consideration
Feb. 25, 2020	City Commission consider Proposed Building Project
March. 2020	Potential Addendum to Contract for Construction Plan Development

Consultant Review Committee:

Ann Adrian, Library Board President
 Angela Becker, Library Visioning Task Force Chairperson
 Marianne Eichelberger, Library Director
 Suzanne Loomis, City Engineer/Director Public Works
 Barth Hague, City Commissioner
 Leroy Koehn, City Commissioner

Building Task Force:

A Building Task Force will be formed to review consultant ideas during the project with the consultant’s point of contact being Marianne Eichelberger, Library Director.

PROPOSAL INFORMATION

Proposal Format: A written proposal must be submitted in the format outlined herein. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. A total of twelve (12) hard copies and one (1) digital copy of the proposal shall be submitted to the City of Newton Engineering Office by the due date. Additional copies maybe requested from the successful consultant following selection.

Proposal Content: The written proposal should provide background information about the company, its employees, and its experience with related projects and related clients. It should cover the experience of the firm, as well as any consultants on the proposed team. For the purposes of the RFP, the term “company” shall refer to the prime respondent of this RFP, or in other words, the company with whom the City of Newton and the Newton Public Library will contract.

The term “consultant” shall refer to all consultants with whom the prime respondent will be including on the project team. The proposal shall clearly delineate any experience, background, etc. between the prime “company” and “consultants”.

Specifically, the proposal should address the following information in order:

1. Proposed approach to each of the four phases of this project by the company.
2. Company profile listing: name, address, year established, type of ownership, size of company and staff, and an organization chart. If company has multiple offices, please list where the work for this project will be performed.

3. Information about the overall makeup of the project team, including: the identity of all key personnel, a description of their respective responsibilities and duties, and each team member's experience with Library design projects.
4. Information about any consultants to be included on the team. Identify consultant company name, address, telephone number, contact person, and names and job descriptions of key personnel. Identify consultants experience with Library projects and relative experience to each of the four phases described above.
6. Company's experience as prime designer on a project team.
7. Summary of at least twelve (12) similar projects for which the designer was responsible. Each of the project summaries should include the following:
 - a: Description of the facility, including: size, functions housed, and year completed.
 - b: Degree of involvement (principals or consultant).
 - c: Consulting firms involved and their assigned responsibilities.
 - d: Project references including names, addresses, and telephone numbers.
7. Current company workload, and ability to perform work for this project given the schedule listed above.
8. Company proximity to, and familiarity with the area where the project is located.
9. Please provide references of clients for whom company and consultants have provided site selection, programming review, building layout & architectural design, and public campaign services. Include name, title, company or agency, and telephone number for each reference.
10. Proposed man-hour rates for services.
11. Proposed schedule that meets the milestone dates as presented and preferred by the Library.
12. Additional information the respondent believes to be relevant to the selection efforts of the City of Newton and the Newton Public Library for this project.

Proposal Submission: Submit twelve (12) copies of the written proposal no later than 9:00 a.m. on August 20, 2019. No proposals will be accepted after this time. Submit proposals to:

Public Library Project
City of Newton Engineering Office
201 E. 6th
P.O. Box 426
Newton, Kansas 67114-0426

All questions regarding this project should be directed to Suzanne Loomis 316-284-6020.

SCOPE OF SERVICES

Scope of Services for Phases I, II, & III:

1. Review all existing building plans, surveys, previous concepts and other available project relevant documentation including completed Needs Assessment and Building Assessment.
2. Conduct a public meeting to discuss site location options and associated costs.
3. Depending on the outcome of earlier project phases, either recommend use of existing concepts or prepare new design concepts and cost estimates for the building project, including site development, vehicle and pedestrian access, and parking lot layout.
4. Prepare artists renderings of conceptual design and provide a budget range.
5. Conduct a public meeting for input from interested stakeholders prior to beginning design concepts and then facilitate a public meeting to show the final design concept.
6. Prepare a plan for a public campaign, provide all written materials, drawings, pamphlets, displays, etc...
7. Upon request, enter into negotiated contract for full blown construction design services.

Scope of Services Should the Project Move Past Feasibility/Concept and Public Campaign Stage:

1. Provide construction plans and specifications for the proposed project.
2. Provide a detailed cost estimate for construction of the project.
3. Provide an accurate schedule for the project from design through construction completion.
4. Prepare and submit all necessary state, federal, and local permits for the work.
5. Coordinate with all utility companies in the project area.
6. Provide artist renderings of the structure and site for the board to share with the public prior to construction.
7. Inspect and provide construction administration of the project.

GENERAL COMMENTS & INFORMATION

Site Selection General Comments:

1. In 2009-10 when the library went through a concept design process, the commission asked if the current location was the best for an improved facility. The architect reviewed options with a small focus group that included community members, staff, and a city commissioner. Military Park was determined the best location. However, since then, there continues to be questions like the following:
 - a. Is this the best location?
 - b. Should we consider something on the south side of town where the town is growing? Should we site with a new school on the south side?
 - c. What about other city owned properties or privately held properties like:
 - i. 320 N. Main—city owned
 - ii. SE corner of 1st & Boyd—city owned
 - iii. Old Alco location on Old 81 Highway, N. end of town—privately held

iv. Chisholm Trail Mall, S. 36th—privately held

Many have discussed the need to keep it in the core area of town, so it is accessible to the “walking” percentage of the community & midway between all the elementary schools so kids on foot are better able to access this community resource. Some say if the library moves, the property could be used to expand the park, others say it could be used for a future Police Station Expansion, and some say it would be a great spot for a farmer’s market. Specific discussion was given in 2009 to the parking problems downtown and how this location would be great to expand parking options.

The consultant should assist in determining the best site location options, gathering data, hearing from the community, and analyzing the information to make a recommendation to the City and the Newton Public Library.

2. A downtown master plan is available for Newton. The consultant may wish to be familiar with this document. It is available online at: www.newtonkansas.com/home/showdocument?id=164.
3. There is also a South-Side I-135 corridor plans available online at: <http://www.newtonkansas.com/home/showdocument?id=1171>, should consideration be given to a southside siting location.
4. There is a city comprehensive plan called ReNewton that maybe of value as a location is considered. An update to this will likely occur in the next year or two, but the information is still relevant and can be found at: www.newtonkansas.com/departments-services/community-development-planning/plans-and-reports/renewton-2030-comprehensive-plan.

Feasibility and Concept Phase General Comments:

1. Much work has already been done in this regard and the public/users were engaged through several meetings. Some of the things that were recurring themes that should positively be captured in a new facility are the following:
 - a. Drive-up window for drop-off and pick-up of materials.
 - b. Create a space that is more than a space to house books, like a destination-gathering place for the community that has the feel of a friendly bookstore/coffee shop, with natural lighting, plenty of comfortable seating, etc.
 - c. Small rooms/quiet spaces for studying or small group meetings.
 - d. Advanced technology opportunities for checking out materials, working and operating in the space, for plugging in while using and playing in the space, and while providing classes and training in the facility. Maybe even consider how the library could assist with bringing technology to the entire community that is missing.
 - e. Opportunities for taking the library outside the facility, whether on the grounds for reading, participating in gardening groups, or taking library materials off-site to service other community partners.
 - f. Explore collaborative opportunities with other community partners when laying out a new facility. Make space for start-up businesses to use an office for a temporary period of time and have space for entrepreneurs, including the Make

Harvey-- Marker's Space group. They provide opportunity and resources for creativity, sharing talents, dreaming and making things.

- g. Make sure there is space for the great Genealogy Collection because our community is rich in history and our community/family roots. This could be in partnership with Harvey County Historical Society.
2. The issue of whether a new building is needed for the library is not just about the structural condition of the building and equipment. It is also about the following:
 - a. Does the space fit the collections?
 - b. Is the facility appropriate for the meeting space needs of the community—meeting spaces available without fees/charges?
 - c. Can an older pre-stress concrete building meet the climate control needs of a Library and the contents?
 - d. Are the ceiling heights appropriate for the desired uses?
 - e. Can the space meet the ADA requirements and needs of today and future users without significant reconstruction?

Public Campaign General Comments:

1. During this phase, the consultant must help the Library Board determine their message to the public. The consultant will need to serve as a marketing arm of the board.
2. They should also give guidance on when to use social media platforms and what is best shared.
3. As well as developing a plan to deliver the message regarding a new or upgraded facility, they should assist in getting the correct partners at the table and the best spokespeople lined up to lead the charge.
4. The ability to assist with and advise on a public campaign for the project funding will be essential, including how to gain donations for improvements.
5. Consultant experience in and ability to assist in gaining grant and foundation funding for the expansion project would be beneficial. Experience in developing and guiding a public campaign to educate the community about the library and possibly gain donations for improvements is mandatory.
6. The City has contracted with Wichita State University's Public Policy and Management Center to conduct a comprehensive community survey to determine the community's priorities for budgeting and to update the City's comprehensive plan, ReNewton. The process will include a combination of stakeholder focus groups and a random sample survey assessment, and topics will include recreation facilities and other community amenities, including the library. The library consultant may be asked to help develop questions on the survey regarding the library and how the community would support a new facility.

General Comments:

1. Any costs incurred by respondents in preparing or submitting a proposal for the project shall be the respondents' sole responsibility.
2. All responses, inquiries, or correspondence relating to this RFP will become the property of the Library Board and City of Newton when received.

3. The City of Newton and the Newton Public Library reserves the right to refuse any or all proposals received.
4. Upon selection for the project, by August 28th during contract negotiations, the Consultant will be expected to promptly provide their expected costs for each phase of the project along with a draft contract for services.
5. The Newton Public Library Needs Assessment Report prepared by Paul Hawkins in May of 2006 is available.
6. The Newton Public Library performed an Aspen Re-Envisioning Study via the Action Guide for Re-Envisioning Your Public Library in April 2016-17 with a final report in 2018. It is available at <http://www.newtonkansas.com/visiting-newton/newton-public-library/library-visioning-process>.
7. The library also has Newton Public Library Technology Brainstorming Session Findings and Young Adult Focus Group Responses available.
8. The Newton Public Library had a building assessment for correcting existing building deficiencies completed by Hans Fischer in 2008 that is available.
9. The existing library building is owned by the City of Newton. Any improvements, or demolition, to the structure or grounds will need to be approved by the city.
10. The existing structure is a single-story building with a partial basement containing approximately 24,000 gross square feet. The size of the new facility (extg. + new) may approach 40,000 square feet.
11. If expansion of the library is considered, it may be planned to occur in phases, subject to space needs ultimately determined, and based on availability of funds.
12. During site location discussions and decision making, consideration could be given to co-location with other community partners like USD373 facilities (existing or proposed), the Senior Center (existing or new), Newton Recreation Center, Ember Hope, Chisolm Trail Mall, etc. The city may also entertain locating on other city owned properties.
13. Considering how North Newton residents use the facility and their desire to participate in the project would be appropriate.
14. Experience by the consultant in leading public meetings will be beneficial. The Library Board will want to gain additional public input and provide a project overview in a public setting for AT LEAST the meetings shown on the schedule and listed in the phases, maybe more.
15. The Library Board may be interested to see options for “green” construction on this project. The consultant could be expected to provide detailed specifications on all equipment for the facility with city staff input on preferred vendors and options.

16. No site or building tours will be offered prior to the submittal date. However, prospective consultants are welcome to visit the existing site and the library on their own, during business hours.
17. If the Project progresses to development of construction drawings, building plans should adhere to all current adopted codes, there may be updates in the near future:
 - 2012 International Residential Code (IRC)
 - 2012 International Building Code (IBC)
 - 2012 International Mechanical Code (IMC)
 - 2009 International Plumbing Code (IPC)
 - 2011 National Electrical Code (NEC)
 - 2009 International Fuel Gas Code (IFGC)
 - 2006 International Property Maintenance Code (IPMC)
18. In the event the project moves to construction, all contractors who bid on the project will be expected to be licensed in the City of Newton, Kansas.
19. The construction project must also have a Storm Water Pollution Prevention Plan filed with the city and State of Kansas.
20. Newton Public Library is an equal opportunity employer.
21. The selected firm must maintain insurance coverage at a minimum of \$1,000,000 per occurrence, \$2,000,000 aggregate, and \$1,000,000 professional liability insurance.

Newton Public Library Planning Process Timeline - July 2018 Update

- South Central Kansas Library System (SCKLS) Director/Consultant Paul Hawkins, conducted Newton Public Library Board and Staff interviews in March & April 2006 to assess library needs for the future - *“Newton Public Library: Past, Present and Future: Board and Staff Needs Assessment Report, May 2006.”*
- August 3, 2006 SCKLS Consultants Larry Papenfuss and Paul Hawkins held a community session on current and future technology needs for the library - *“Newton Public Library Technology Brainstorming Session Findings”* August 8, 2006.
- SCKLS Consultant Paul Hawkins conducted community young adult focus group - *“Young Adult Focus Group Responses, August 2006.”*
- August 27, 2007 NPL Board hired consulting architect Hans J. Fischer and engineer Myron C Reed as planning process consultants.
- *“Building Assessment of the Newton Public Library”* presented by consultants Hans J. Fischer and Myron C. Reed, May 19, 2008 to NPL Board.
- The Fischer/Reed NPL assessment documents and Wray Roofing letter about NPL roof system were included in the 2009 NPL Budget packet presented to the City
- September 17, 2008 on-site schematic design workshop moderated by Hans J. Fischer and Myron C. Reed with representatives of City Commission and staff, library staff, trustees and members of the general public. Results: *“Schematic Plans for Renovation & Expansion of the Newton Public Library”* December 2008.
- USD 373, Harvey County, City of Newton & Newton Public Library Parking Summit, hosted by NPL, April 22, 2009.
- Newton City Commission Work Session, with NPL Board at NPL April 28, 2009. Public invited to NPL Board presentation of the findings from the public assessments and a schematic plan was presented to the City Commission. (Distributed *History of the Newton Public Library Planning Process* with *Newton Public Library Case Statement* and showed slides about NPL and needs assessment.) Upon Commissioner Ken Hall questioning the location of library facility in Military Park, the Mayor appointed a City-Library Task Force to investigate/review other possible downtown locations for the library. Task Force members: James Nickel, City Commissioner; Ken Hall, City commissioner; Tim Johnson, Asst. City Manager; Suzanne Loomis, City Engr./Dir. Public Works; Robert Grant, Newton Public Library Board President; Monty Fey, Newton Public Library Board, Treas./Facility Chair; Marianne Eichelberger, Library Director.
- City-Library Task Force met May 8, 2009. Ken Hall could not attend the meeting and said to proceed without him. Other locations were reviewed, including former Axtell Hospital and south Dillons.
- May 20, 2009 Memo to City Commission was presented May 26, 2009: *Newton Public Library Renovation and Expansion - DESIGN PHASE*. Included City-Library Task Force Findings and Recommendations: *“Approve use of Military Park for library expansion; direct City staff to send out RFP’s for architectural services for the library renovation and expansion design phase with possibility of developing construction plans; and, assign a Commissioner to be a member of the Library Design Phase Task Force composed of representatives of City staff, Library Board, library director and other Newton Public Library public appointments.”*
- May 29, 2009 second Parking Summit arranged by County Administrator Craig Simons. Area business representatives were added to the participants.
- June 9, 2009, City Commission approved use of Military Park for the expansion of NPL, for NPL to enter the design phase of the proposed expansion and City staff directed to prepare request for proposals.
- August 3, 2009, City Engineer Suzanne Loomis distributed letter requesting proposals for a design concept of a library expansion project. Ten proposals were received. September 2, NPL Project Review Committee (NPL Board reps Monty Fey & Bob Grant, Suzanne Loomis - City, Byron Warta - citizen, Marianne Eichelberger - Library Director) interviewed four architectural firms and selected Gossen Livingston with Holzheimer Bolek + Meehan.
- August 26, 2009, Library Director participated in the Northeast Kansas Library System tour of 10 libraries of various sizes.

Newton Public Library Planning Process Timeline - July 2018 Update

- August 27, 2009, Library Director participated in SCKLS X8 (Major Service Center I library directors) meeting and tour of Haysville Public Library new facility which opened in July.
- September 14, 2009 NPL Board approved contract with Gossen Livingston Associates, subject to final review by Library Director, City Engineer and City Attorney, with contract not to exceed \$125,000.
- September 22, 2009, City Commissioner James Nickel volunteered to be on the Library Design Task Force. September 23 Concept Design Phase kick-off meeting with architects Kirk Jurgensen (GL) and Dan Meehan (HB+M). September 24, architects interviewed NPL staff. October 19, NPL staff completed questionnaire from Meehan. Six public focus groups were held October 20 and 22. November 3, 2009, Meehan distributed summary and compilation of focus groups and staff questionnaire. November 20, 2009, A/E consultants performed on-site evaluations.
- November 19, 2009, NPL Board and Staff toured new Haysville, Derby, and Haysville public libraries and recently remodeled McPherson Public Library.
- December 2009, architects presented three concept diagrams for addition / remodel solutions and a 4th diagram for a new facility. Some reasons they recommended a new facility to the Task Force: projected cost for a new facility would be the same, or less than, an addition / remodel; without need to relocate library resources and services during building process; and, it would eliminate concern about various issues with current facility structure. NPL Board decided to move forward with the concept design for a new facility.
- January 14, 2010, Dan Meehan presented latest NPL concept design to NPL Board and staff. Concept Design was presented to City Commission at February 23, 2010 work session and to the public February 24, 2010.
- Spring 2010, Library Director and Monty Fey gave presentations to various groups, Harvey County Commission and North Newton City Council about NPL and the Concept Design.
- June 22, 2010, Monty Fey presented request for City Commission to approve moving forward with next phases of the NPL facility project through development of the construction documents. City administration added NPL's request to fund the next phases of the NPL facility project through development of the constructions documents to the NPL 2011 proposed budget. July 13, City Commission instructed City staff to remove the funds from the 2011 budget and place the NPL project on hold. August 10, Mayor Willis Heck met with Library Director about presenting the NPL facility project for consideration during the 2012 budget process.
- July 13, 2010, brainstorming session held with New Boston Creative Group, City, NPL Board and staff representatives on what next steps might be in telling the NPL story and vision for the future.
- October 11, 2010, NPL Board accepted marketing research and discovery proposal from New Boston Creative Group. New Boston held two focus group meetings November 16 & 17, one group to represent a broad spectrum of the community and one to target adults between 18-40 years.
- November 19, 2010, NPL staff met to brainstorm what is "Plan B:" what to do in the mid-term to address public needs since plans for facility project were on hold.
- January 10, 2011, received New Boston Creative Group "*A Report on Public Perceptions Regarding a New Library Facility.*"
- May 2011, GLMV compiled architectural/structural, mechanical, plumbing and electrical issues bullet list with timeline and estimated costs were presented to the City Commission with the other 2012 NPL Budget documents: November 2009 *Visual Condition Assessment Report* by Professional Engineering Consultants, P.A. and *Structural Condition Assessment Newton Public Library* by DWA Structural Engineers; and, "Estimate of Probable Construction Cost for Correcting Building Deficiencies" section of the *Building Assessment of the Newton Public Library Report* compiled by Hans J. Fischer, AIA and Myron C. Reed, P.E. May 2008. NPL Board requested the City Commission approve \$100,000 non-library mill to build capital improvement reserves for library building deficiencies. The request was not included in the 2012 City budget.
- April 4, 2011, at the direction of the NPL Board, NPL Board member Barth Hague organized a NPL marketing committee composed of community members who had expertise in marketing field and NPL public relations staff.

Newton Public Library Planning Process Timeline - July 2018 Update

- June 22, 2011, at the recommendation of the Marketing Committee, NPL Board approved The Research Partnership proposal for conducting a quantitative NPL research project in the Newton community. The survey was conducted via telephone and explored perceptions of NPL and its services. Survey of 403 residents was conducted October 15 - November 15. The results were presented to the NPL Board and Marketing Committee on January 16, 2012.
- *City Capital Improvement Program 2011-2015* presented at the October 11, 2011 City Commission work session listed highest ranked projects which included proposed NPL projects: small air handler - 2011, design library expansion - 2013, and library expansion with parking lot - year unknown.
- June 1, 2012, NPL 2013 proposed budget was presented at City Commission budget work session, highlighting facility concerns and need for plans for next steps. Holding a bond election on a new library was suggested by some Commissioners.
- July 10, 2012, NPL Board hosted City Commission work session: tour of facility issues with Kirk Jurgensen - GLMV; review of the NPL planning process and development of concepts for the new facility with Dan Meehan - HBM; NPL marketing survey results - Barth Hague; and, discussed bond issue vote requirements/cost/plans/ timeline/etc.
- August 8, 2012, met with Harvey County Farmers Market representatives about having market facility as part of the library/park project.
- September 8, 2012, NPL Board met with City staff to discuss the future of the library facility; clarification on funding for informational campaign; time frame; estimated tax per household for the project; and, methods to inform the community about library project prior to ballot initiative.
- August - December 2012, information was gathered and contacts made with other libraries and consultants about planning a community initiative/referendum. All noted for a campaign to be successful, there needs to be elected officials who will champion the initiative.
- June 7, 2013, NPL Board members Pat Duffy, Ann Adrian and Joe Loganbill spoke to the City Commission during the 2014 Budget Work Session about NPL facility needs. Commission noted receiving letters/contacts from residents in support of a new library. Moving forward with the next steps in planning for a new facility, as listed in the City capital improvement plans, was not included in 2014 budget.
- A NPL Staff Development Day was held at SCKLS on August 16, 2013. SCKLS Director Paul Hawkins led sessions on library services, goal setting and brainstorming about reconfiguring the existing library space to meet service needs.
- November 4, 2013, a NPL Board & Staff retreat was held to discuss planning next steps for NPL with SCKLS Director as meeting facilitator. The “My Ideal Library for 2014” and “Ideal Library for the Future” Staff Development Day notes and 2013 NPL Goals and Plan of Action were reviewed to begin developing a draft of 2014 Goals. Some projects to replace worn chairs, install additional electrical outlets for patrons, and develop creativity space were underway at the end of 2013.
- NPL Board and staff researched ways to revitalize the interior appearance, provide additional seating and meeting/creative/technology maker spaces. NPL staff shifted and rearrange collections to open more space in Adult and Youth Service areas.
- September 2014, NPL Board discussed facility updates to provide additional creative spaces and ways to market NPL current and possible future services. Regier Construction was contacted about furnishings reconfiguration possibilities for Adult/YA Services area.
- December 2014, a floor plan for rearranged Adult/YA Services area was received from Regier Construction. Cost estimates for the project were presented to the NPL Board March 9, 2015.
- March and July 2015, discussions were held with Grand Central, Meals on Wheels and USD 373 representatives to explore program and facility collaboration. Peace Connections expressed interest in future talks about collaborative space.
- April 3, 2015, a major portion of the NPL roof over the original building, vents and computer room air conditioning unit were blown off during a storm which resulted in interior damage due to water, etc. NPL was closed to the public for 5 days and then 4 days with limited access to lower level, followed by months of restoration projects. City approved replacing the entire roof over the original building, which

Newton Public Library Planning Process Timeline - July 2018 Update

was completed April 23, 2015. Regier Construction replaced 191 ceiling tiles, south window area counters and two stacks cork end caps. Living Rooms by Gayle installed new window shades and installed new floor tile in Bessmer hall and restroom. (Water infiltration continues to appear on first and lower level interior ceiling tiles, walls, windows, and floors into 2018.)

- During restoration breaks, NPL Staff discussed possible rearrangement of Adult / YA Services to allow for an enclosed meeting/creative/technology maker space; use of Genealogy and Bessmer rooms; and, creating other flexible spaces in Youth Services. Outcomes included adding strip of outlets, new adjustable tables and a high table in Adult Services alcove and table and seating rearrangements and new DUPLO table in Youth Services.
- August 2015, NPL's 2010 concept design architect Dan Meehan provided information on a variety of successful collaborative library facilities they developed. Library Director met with Regier Construction to review Adult Services concept design shelving count.
- November 13, 2015, NPL Board representatives met with City Commissioner Barth Hague to discuss NPL Flexible Makerspace and Facility next steps.
- December 10, 2015, NPL Board President, Library Director and Hague met with Vera Bothner, Bothner and Bradley, Inc. a communication and consulting firm, about public relations strategies for NPL.
- January 8, 2016, NPL Board President and Library Director met with Wichita Public Library Foundation Board member Mark Chamberlin, Armstrong Chamberlin, to discuss possible strategies for NPL and WPL's campaign for a new library.
- January 2016, installed a new wireless server to improved network connections for patrons who used their own devices inside NPL to access resources, conduct business, study, etc.
- January 2016 - March 2017, NPL Board and Staff read the Aspen Institute *Rising to the Challenge: Re-Envisioning Public Libraries* (Oct. 2014). NPL Board and staff representative held sessions to work through the *Action Guide for Re-Envisioning Your Public Library* (Version I, January 2016) activities.
- September 23, 2016, a combined Re-Envisioning and continuing education opportunity was held for NPL staff and board members as part of NPL 130th anniversary celebration. They toured 2016 remodeled Winfield Public Library, the new Mulvane Public Library and Derby Public Library which opened in 2009. During the visits they discussed each library's resources, services and programs offered, procedures and policies, along with their planning process which resulted in new or remodeled facilities.
- January 26, 2017, NPL Board President and Library Director toured Topeka Shawnee County Public Library including their maker space and new teen room, and ongoing remodeling plans.
- April 16, 2017, Board and staff representatives watched and discussed the Demco "Libraries = Education: Your Key to Success" webinar, presented by Valerie Gross, Howard County Library System President & CEO. Most of the NPL staff and two Board members attended the October 25 Kansas Library Pre-Conference presented by Gross and her keynote session. The strategies recommended are being implemented as part of NPL's Re-Envisioning plan.
- May 5, 2017, NPL Board President Pat Duffy met with Newton Mayor Barth Hague to give an update on the planning process and summary of the Re-Envisioning work session findings.
- August 31, 2017, NPL Board representatives and Library Director met with Newton Mayor Hague, City Manager Bob Myers, Public Works Director Suzanne Loomis and Community Planning & Development Director Kelly Bergeron to discuss Re-Envisioning findings and next steps. City Manager proposed establishing a NPL Visioning Task Force of community representatives.
- November 21, 2017 NPL Board President and Library Director met with USD 373 Superintendent Deborah Hamm to share about NPL re-envisioning process next step, such as a possible task force formed by the City and exploring new ways to collaborate.
- November 28, 2017, NPL Board President Ann Adrian sent to the City Manager the "Re-Envisioning Newton Public Library - Why does this matter?" pamphlet and a list of suggested NPL Visioning Task Force members.
- December 12, 2017, NPL Board approved NPL new mission and vision statements: **Mission:** *To be a cornerstone in the lifelong learning process for each member of the Newton community and a key component in Newton's education system. NPL delivers equal access and opportunities for all.* **Vision Statement:** *Newton Public Library is a*

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community pillar of education, advancing the economy and quality of life. The 21st Century Newton Public Library is the family room of the community, alive with people from all walks of life engaging in self-directed learning, research, enlightening experiences, and enjoyment through books, e-resources and other materials. The Library serves as a place that provides assistance and instruction to its community members. The impact of a strong library in the community strengthens the lifestyle and education of individuals, families, businesses, and government.

- January 10, 2018, NPL Board President met with City Commissioner Barth Hague to get an update on his meeting with City Manager Bob Myers about next steps for NPL.
- January 17, 2018, NPL Board President and Library Director met with Val Gleason, Newton Medical Center President and CEO, to discuss support and partnership opportunities.
- January 23, 2018, NPL Board reps and Director toured Topeka Shawnee County Public Library and discussed TSCPL remodel process/plans.
- April 10, 2018, City Commission approved authorizing “the City Manager, in cooperation with library leadership, to appoint members to the task force.” April 18, NPL Board President and Library Director met with City Manager Myers to discuss Newton Public Library Visioning Task Force composition, reviewing City suggested list of members.
- April 30, 2018, NPL Board member, Library Director and USD 373 NHS Media Specialist attended SCKLS “School Redesign and My Library” workshop on public/school libraries collaboration.
- July 16, 2018, City Manager Myers organized the first Newton Public Library Visioning Task Force meeting at the new Wichita Advanced Learning Library. Wichita Public Library Director Cynthia Berner discussed the WPL planning process and led a tour of the new facility highlighting resources and services.



Action Guide for Re-Envisioning Your Public Library - 1 People

Activity 3

- A community is a network of many interconnected relationships. Consider the library as one node on the community relationships, and not necessarily at the center. How would you design a diagram (drawing of sorts) representing the many relationships among the audiences in our community?

