


Schreiner Memorial Library and Lancaster Community Center

Brief History of Steps Leading to a Building Project

July, 2003	The Library Director presented the Board with a list of issues for future discussion. The list included a recommendation the Board undertake a strategic planning process to include, among other things, "long term building needs (maintenance as well as possible expansion)." The Board also approved a library survey to gain input from patrons about the library's collections and services.
September, 2003	As part of the 2004 Budget request to the City, the Library Board adopted a set of goals which included: "Engage in a process of strategic planning and continuous improvement of library services." The Board also reviewed the results of the patron survey.
Oct. – Nov., 2003	The Library Board authorized the beginning of new audio-visual collections of music on compact disc and movies on dvd in addition to new packaging for the existing collection of books on tape.
April, 2004	The Board approved new shelving for the audiobook collection (books on tape and cd).
May-June, 2004	The Board began a long range planning process by reviewing the publication <i>Wisconsin Library Standards</i> and determining where Lancaster stood in comparison with other libraries of similar size. At the same time, the Lancaster Public Library Foundation Board began discussing space needs and signaled its intention to commit funds to hire a consultant to assist the Library Board in analyzing space needs if the Board so desired.
July, 2004	The Library Board reviewed a list of "Public Library Roles" and ranked them in priority order for Schreiner Memorial Library. The Board also authorized the Library Director to contact a well-known library building consultant from Wisconsin and ask for a proposal to conduct a space needs assessment.
September, 2004	The Board reviewed the consultant's proposal and decided it wished to have a second proposal for comparison. It authorized the Director to contact a second consultant to obtain an alternate proposal.

October, 2004	The Board chose the proposal of George Lawson for a space needs analysis for Schreiner Memorial Library, to be funded by the Lancaster Public Library Foundation.
November, 2004 – March, 2005 	The consultant met with the Board, conducted a survey of library customers, compiled data, reviewed library blueprints, and submitted his report, titled “Needs Assessment and Space Utilization Recommendations, Schreiner Memorial Library.”
April, 2005	At the suggestion of the City Administrator, the Library Board approved the hiring of Strand Associates to review the Needs Assessment and address in particular issues related to structure and mechanical systems. The Library Foundation agreed to fund the review.
May, 2005	Strand issued its report, which basically affirmed the consultant’s report and added some detail on structural and mechanical issues. The Library Board then met with the City Council to discuss the library’s space needs and the two reports and a “Special Library Committee” was formed to review and make recommendations as to how to proceed.
June, 2005	The Special Library Committee began to meet and continued to do so until November, 2007. At its first meeting, Mayor Wehrle challenged the group to consider expanding the project to address other community needs in a center that might include a museum, a band shell and a visitor’s center staffed by the Chamber of Commerce. Invitations were extended to several community groups to join the committee meetings and provide input. Discussions continued for several months.
January, 2006	The Library Board authorized the retention of consultant George Lawson to proceed with a detailed building program statement for the library portion of the project. The cost of the effort was again borne by the Library Foundation.
September, 2006	The Library Board, the Grant County Historical Society and the Chamber of Commerce all provided written confirmation of their intent to participate and contribute funds toward the selection of an architect and preparation of a “pre-funding design” for a community center including an expanded library, a history center, a visitor’s center and an outdoor performance venue.
October, 2006	The Library Board gave final approval to its “Building

	Program Statement” prepared by George Lawson. This would provide an outline for the architect to use in designing the library portion of the project.
November, 2006	The Special Library Committee became dormant, replaced by two subcommittees: a “Library /Cultural Center Review Committee” to select an architect for the project and oversee the preparation of a design; and, a “Library/Cultural Center Fund Raising Committee” to select a fund raising consultant and oversee a fund raising feasibility study.
December, 2006	The review committee approved a “Request for Qualifications” document to invite architects to compete for the project.
February, 2007	Following a rigorous review process, including site visits to projects designed by the contenders and interviews with three finalists, the committee selected Durrant as architects for the pre-funding design.
March – August, 2007	The committee met regularly with the architectural firm, conducted two town hall meetings to gain public input, approved a site location and finally approved a pre-funding design for the project. During the same time, the fund raising committee issued requests for proposals for a fund raising feasibility study, interviewed finalists and selected Church Street Associates to conduct the study.
November, 2007	Church Street submitted its report. A joint meeting was held by the Library Board, the original Special Library Committee and the two subcommittees. By consensus, the groups determined to move forward and try to raise private funds to complete the project. The group also decided to retain Church Street to oversee the fund raising campaign. The Library Foundation committed up to \$45,000 toward the cost of the campaign.
January, 2008 -	An ad hoc campaign committee held meetings to organize a fund raising campaign. The Grant County Historical Society committed \$5,000 toward the campaign. A campaign booklet was produced.