

# Schreiner Memorial Library

April 22, 2015

Presentation for Library Trustees

# Breakdown of Funding sources

Breakdown of Funding Sources for Lancaster Public Library				
*based on end-of-2014 data				
Source	Notes	Amount Raised	Percent of total funding (including City Portion)	Percent of total funding (not including City Portion)
Individual/Local Business Donations (under \$25,000)	roughly 420 individuals and businesses, mostly local	\$ 618,330.00	21.70%	33.44%
Benefactors: Large Donors, Businesses (over \$25,000)			34.76%	53.56%
Families and individuals	8 different families	\$ 757,750.00		
Businesses	4 businesses	\$ 150,000.00		
Land donation (amount made after sale)	2 of 3 lots sold:	\$ 82,400.00		
Fundraising Events			1.10%	1.70%
Bunny Hop 5K/1 mile Run (4 years)		\$ 15,000.00		
Sale of bags, shirts, etc		\$ 1,240.00		
Donation Jar money		\$ 4,000.00		
Other events (suppers, bake sales, etc)	various events over last 3-4 years	\$ 11,200.00		
Grants			3.82%	5.89%
CDBG		\$ 102,900.00		
Lancaster Community Fund	*will likely get more in coming years	\$ 2,000.00		
Alliant Energy		\$ 1,000.00		
Premier Co-op		\$ 3,000.00		
Municipality			38.61%	
City of Lancaster		\$ 1,000,000.00		
Lancaster Public Library Foundation	funds for building raised by Foundation and Library Board for a building project	\$ 100,000.00		5.41%
	<b>Total including City Portion:</b>	<b>\$ 2,848,820.00</b>	<b>Total Not including City:</b>	<b>\$ 1,848,820.00</b>

# Timeline of Events

- July 2003

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.

# Timeline continued

- 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.

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# Timeline continued

- 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 tane.

# Timeline continued

- April 2004

The Board approved new shelving for the audiobook collection (books on tape and cd).

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# Timeline continued

- **May-June 2004**

The Board began a long range planning process by reviewing the publication *Wisconsin Library Standards* 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.

# Timeline continued

- 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.



# Timeline continued

- 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.

# Timeline continued

- 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.

Tall plastic spinning rack for movies	1	Very Poor	No
wood/plastic spinning rack for graphic novels	1	Very Poor	No
wooden book truck used for display	2	Very Poor	No
Children's new book end cap	1	Good Condition	Yes
plastic bin for board book storage	1	Good Condition	Yes
computer desks for children's computers	2	Poor Condition	No
Desk Corralls with high backs		Fair to average	No
Desk corralls with low backs		Fair to average	No
wood/ metal filing cabinets	5	Acceptable but ugly	?
Puzzle piece shelves	3	Good	Yes
Microfilm file drawer cabinet	1	Acceptable but ugly	Yes
Director's desk	1	Poor-- bad setup	No
Map/Atlas Stand	1	Fair, could be refinished	Yes
CD drawer stand	1	Fair, drawers are too full	?
Book fabric bench	1	Fair, could be cleaned	Yes?
Rolling technology cart (front desk)	1	Average Condition	No
Printer stand table		Poor	No
Teen folding chair	1	Poor	No
Projector Cart	1	Average Condition	Yes?
Story Time table		Poor	No
Throne	<u>1</u>	Poor	Refinish, ye
Small Round Tables		all in basement	No
Square table, metal leg		all in basement	No
Graphic Novel browsing bins (basement)	2	Good	No

Description of item	Quantity	Condition	Keep in New Facility?
Rolling basket carrier	1	Good	Yes
Baskets (blue)	12?	Good	Yes
Tabletop Display Case	1	Fair Condition	?
School style metal desk	2	Good Condition	No
Floor standing dictionary stand	1	Fair Condition	Refinish, yes
Standing Display Case	1	Average Condition	No
A-Frame Shelving Units	2	Fair Condition	?
Small wooden display tables w/ removable tops	2	Average Condition	No
Double sided metal shelving carts	4	Refinish and Keep	Refinish, yes
Single sided metal shelving carts	2	Refinish and Keep	Refinish, yes
Red Picture Book Display shelving cart	1	Keep	Yes
Large round wooden/laminate tables	3	Fair Condition	Not desired but possible
Large rectangle oak tables	6	Poor surface conditions	Not desired but possible
Computer chairs- Leather seat w/arms	3	Poor condition	No
Computer chairs- fabric w/ arms	1	Poor condition	No
Computer chairs- fabric, no arms	8	Poor condition	No
Counter height green chair	1	Sturdy but very scuffed	No
Roll-out book drop carts	2	Poor usability	No
Freebie book rack	1	Poor	No
Wooden magazine display racks	4	Fair Condition	Not desired but possible
Standing wooden brochure display	1	Good Condition	Yes
Round coffee table	1	Fair Condition	No
"Comfy" chairs by newspapers	3	Very Poor	No
Newspaper rods and stand	1	Very Poor	No (want different display layout)
Beige wood/vinyl square chairs	24	Fair Condition, ugly	No
Green wood/vinyl chairs no arms	105	Fair Condition, ugly	No
Beige fabric and wood chairs with arms	6	Fair Condition, ugly	No
Kid wooden chairs	9	Good	Yes
Two person rocking chair	1	Good Condition	Yes
Kid 4/22/2015	4	Fair, could be refinished	Yes



Shelving not attached to walls

Stacks in Alcove

Large print (old one)

Large Print (new one)

C-shaped BOCD cases

Picture Book Stacks

Tall Juvenile stacks

Short YA/Ref stacks

wall ref stack

Board Book bookshelf

Wooden book shelves in basement

Metal storage shelving in basement

Keep

Keep

Keep?

?

# Collection size and shelving

Collection Size and Shelving Capacities					
Collection	Existing Number of Volumes	Projected Number of Volumes	% to Shelve	Projected Volumes to Shelve	Projected Shelving Capacity
<b>Adult</b>					
<b>New, Display, and Paperbacks</b>					
New Books	Included in other counts	Included in other counts	50	Included in other counts	Included in other counts
Topical Display	Included in other counts	Included in other counts	50	Included in other counts	Included in other counts
Paperback Exchange	300	300	65	200	240
<b>Total</b>	<b>300</b>	<b>300</b>		<b>200</b>	<b>240</b>
<b>Young Adult</b>					
Fiction, Nonfiction, Biography	1,490	2,235	96	2,145	2,160
Recorded Books – Digital Device and CD	37	88	90	80	120
Periodicals	5 titles	5 titles	100	5 titles	9 Titles
Graphic Novels	602	903	92	835	840
<b>Total</b>	<b>2,134</b>	<b>3,226</b>		<b>3,060</b>	<b>3,120</b>
<b>Media</b>					
Video – BluRay and DVD	1,624	3,500	80	2,800	2,880
Recorded Books – Digital Device and CD	781	1,720	85	1,465	1,560
Music – CD	1,236	2,000	92	1,840	1,920
<b>Total</b>	<b>3,641</b>	<b>7,220</b>		<b>6,105</b>	<b>6,360</b>
<b>Periodicals</b>					
Current Magazines	50 titles	50 titles	100	50 titles	50 Titles
Current Newspapers	8 titles	10 titles	100	10 titles	10 Titles
Back Issue Magazines	39 @ 1 year	39 @ 1 year	100	39 @ 1 year	39 @ 1 year
Back Issue Newspapers	7 at 1 month 1 at 60 month	7 at 1 month 1 at 60 month	100	7 at 1 month 1 at 60 month	7 at 1 month 1 at 60 month
<b>Reference</b>					
General Reference	300	300	100	300	384
<b>Total</b>	<b>300</b>	<b>300</b>		<b>300</b>	<b>384</b>
<b>Local History / Genealogy</b>					
Local History / Genealogy	700	800	100	800	840
<b>Total</b>	<b>700</b>	<b>800</b>	<b>100</b>	<b>800</b>	<b>840</b>
<b>General Adult Collections</b>					
Large Print – Fiction and Nonfiction	1,060	1,484	94	1,395	1,440
Fiction	7,000	9,450	95	8,975	9,072
Nonfiction and Biography	6,326	8,540	96	8,200	8,208
<b>Total</b>	<b>14,386</b>	<b>19,474</b>		<b>18,570</b>	<b>18,720</b>

# Timeline continued

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.”



# Timeline continued

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.
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# Timeline continued

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.

# Timeline continued

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.

# Timeline continued

- 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.

# Timeline continued

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.

# Timeline continued

- 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 designing the library portion of the project.

# Timeline continued

- 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.

# Timeline continued

- December, 2006
- The review committee approved a “Request for Qualifications” document to invite architects to compete for the project.

# Timeline continued

- February 2007
- Following a rigorous review process, including site visits to projects designed by the contender and interviews with three finalists, the committee selected Durrant as architects for the pre-funding design.



# Timeline continued

- 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 finalist and selected Church Street Associates to conduct the study.

# Timeline continued

- 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 Streey to oversee the fund raising campaign. The Library Foundation committed up to \$45,000 toward the ocst of the campaign.

# Timeline continued

- January 2008
- An ad hoc campaign committee held meetings to organize a fund raising campaign. The Grant County Historical Society committed \$5000 toward the campaign. A campaign booklet was produced.

# Timeline continued

- The fund raising campaign began, the steering committee identified a list of potential lead donors and conducted private meetings with several to solicit large donation.
- Targeted mailings were sent to potential out of town donors.
- Steering committee members visited numerous local businesses in search of support

# Timeline continued

- Many small donations were received, but additional major donations were not forthcoming.
- A family helped launch the campaign with a gift of real estate, estimated value of \$300,00; the Library Foundation pledged \$100,000.
- The City applied for, but did not receive, a significant planning grant from the Kresge Foundation.
- The economy began a downward slide that discouraged fund raising efforts and the campaign was tabled.
  
- I joined the effort in 2010.

# Lancaster Public Library

## Library Expansion Project Fact Sheet

### When was the library in Lancaster started?

- In 1902, the Lancaster Women's Club started the first public library by state law in Grant County.

### Does Anyone Still Use the Library?

- YES! Circulation of library materials has tripled in the past decade:  
2003: 31,978    2013: 94,054
- Library public computers were used just under 13,000 times last year

### How Much Space Is Being Added?

- The current building has 5,860 square feet on the main floor
- The proposed plan adds 10,550 square feet for a total of 16,410
- The current basement is 3,240 square feet and will not be expanded (it is not accessible to the public)

### Where is the project now?

- We have raised over 2.8 million dollars in cash and pledges so far. This includes a 1 million dollar contribution from the City of Lancaster. *That means that the rest has been raised through private donors and area businesses.* We also won a Community Development Block Grant from the State.
- The library is moving into temporary quarters in May of 2014.
- Our official groundbreaking ceremony is July 5<sup>th</sup>.
- **We hope to be in our new building by the end of summer in 2015!**

### For more information, contact:

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Schreiner Memorial Library in Lancaster and Potosi  
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608-723-7304

## Fact Sheet

# Questionnaire

APRIL 2012

SCHREINER MEMORIAL LIBRARY  
CAMPAIGN PLANNING STUDY  
SURVEY QUESTIONNAIRE

Name: \_\_\_\_\_

QUESTIONS:

(1.) Are you or your family regular patrons of the library?  
Yes \_\_\_ No \_\_\_  
Comments:

(2.) Are you familiar with the *revised* plans for the remodeled and expanded building for the Schreiner Memorial Library?  
Yes \_\_\_ No \_\_\_  
Comments:

(3.) Do you think the library expansion is needed?  
Yes \_\_\_ No \_\_\_ Unsure \_\_\_\_  
Comments:

(4.) What are the most compelling reasons to support the library project these reflected in the initial case statement you received with this survey?

(5.) How will the expanded library benefit the Lancaster community?  
(A.) Will it serve as a community gathering place?  
Yes \_\_\_ No \_\_\_ Unsure \_\_\_\_  
Comments:

# Questionnaire

(B.) Will it increase the attraction of Lancaster to individuals moving to Southwest Wisconsin?  
Yes \_\_\_ No \_\_\_ Unsure \_\_\_  
Comments:

(6.) Do you feel that the residents of Lancaster will financially support a remodeled and expanded library?  
Yes \_\_\_ No \_\_\_ Unsure \_\_\_  
Comments:

(7.) What level of private donations do you think can be raised?  
\_\_\_ \$3,000,000 \_\_\_ \$2,500,000 \_\_\_ \$2,000,000 \_\_\_ \$1,500,000 \_\_\_ Other  
Comments:

(8.) What length of fund raising campaign will be needed to raise the amount your answer to #7 above?  
\_\_\_ 12 months \_\_\_ 18 months \_\_\_ 2 years

(9.) Do you agree with the idea of using "naming rights" for large contributions? What areas are appropriate for naming rights, if any?

(10.) Which individuals, corporations, foundations would be most likely to contribute a leadership gift (\$100,000 pledged over 5 years) to the campaign?



# Questionnaire

(11.) Do you know of any individuals or families who have moved from the area but still have ties to the Lancaster area?

(12.) In addition to those who have already volunteered for the project, who do we need on the campaign committee to make this successful? Who would be the *best* person or persons to chair the campaign?

(13.) *This is in no way a request for a gift*, but where do you see yourself in this picture in terms of both volunteerism and a gift to the campaign? Where does the library rank among your personal interests in terms of making a gift?

(14.) What other factors might affect the success of the campaign?

(15.) Who else should be interviewed as part of this study?

Additional comments: (please also use the back if needed)

Thank you so much for your participation.