Minnesota Department of Education

LIBRARY BUILDING CONSTRUCTION PLANNING CHECKLIST

A grant application preferably begins two years before the first blank line is completed.

Whether it is the city council or county board, the library board, or a building planning committee, community representatives have the responsibility to plan for and provide a public library that fulfills the community needs. The local public library director or a library consultant guides decision-makers in identifying community needs and determining library services and programs. This outline serves as a planning activities checklist. If a renovated or new library building is part of the solution, the planning will provide the information needed for a construction grant application.

State Library Services staff are available to explain how to accomplish these activities. Call 651-582-8890 for assistance.

I. Eligibility and procedures

A. Member in good standing with appropriate regional public library system
B. State Rules 3530.0200 (Grant Application)
C. State Rules 3530.0400 (Notification, Review, and Request for Additional Information)
D. State Rules 3530.0500 (Grant Awards)

II. Regional Public Library System

A. Determine involvement in planning
B. Determine involvement with building design

III. Community Involvement

A. Identify community library needs with meetings for suggestions on desired library services, needed improvements
   1. General public hearings
   2. Targeted meetings, for example:
      i. New Americans
      ii. Non-traditional higher education student
      iii. Parents
      iv. Seniors
      v. Students
      vi. Underserved

IV. Staff Involvement

A. Obtain ideas from staff
B. Staff reviews plans as they develop

V. Strategic Plans

A. City/County development plan
   1. Population trends

    2. Business and industry trends
B. Library
    1. History
    2. Mission
    3. Goals and roles
    4. Strategic plan based on community involvement (Item III) and city/county development plan (Item V. A).
    5. Objectives and activities for strategic plan
        i. What services are to be offered?
            a. Form follows function /services dictate space needs
        ii. Building decisions
            a. Construct new building
            b. Renovate existing library building
            c. Renovate existing building into library
C. Regional Public Library System
    1. Does local library plan fit within the regional system's strategic plan?

VI. Future Operating Budget

A. Additional services
B. Additional hours
C. Additional staff
D. Additional overhead
E. Cost savings from new/renovated building efficiencies

VII. Local Government

A. Support trend (Past 3-5 years)
B. Future increased commitment
C. Grant agreement
    1. Reviews prior to submission
    2. Understands state requirements

VIII. Public Support

A. Attendance at planning meetings
B. Submission of public comments
C. Library usage trends (Past 3-5 years)
D. Newspaper editorials, letters to the editor, and online social networking forums
E. Fundraising

IX. Architect

A. Selection
B. Informed of potential use of state bonding money
C. Knowledgeable on accessibility building code requirements

X. Review Construction Laws, Rules, and Other Documents

A. *State Capital Grants Manual* (2002)
B. Sustainability building guidelines for new buildings
    1. Minnesota Statutes, section 16B.325 (Susstainability Builidng Guidelines)
    2. *Sustainable Building Guidelines* (Version 2.1)
C. Minnesota Statutes, section 134.45 (Library Accessibility and Improvement Grants)
D. Public Library Building Accessibility Survey.
E. Minnesota Statutes, sections 177.41 through 177.43 (Prevailing Wages)

F. Minnesota Statutes, sections 216C.19 - 216C.20 (Energy conservation)
G. Flowing and surface water
   1. Minnesota Statutes, Chapter 103F (Floodplain Management)
   2. State Rule, Chapter 6105 (Wild, Scenic, and Recreational Rivers)
   3. State Rule, Chapter 6120 (Shoreland Management)
H. State Library Services accessibility and improvement grant guidelines
I. State Library Services accessibility and improvement grant applications

XI. Review Requirements for Projects Costing $1.5 Million or More

A. Minnesota Statutes, section 16B.335 (Review of Plans and Projects)
B. Predesign Manual (Fifth Edition, 2010)

XII. Architectural design requirements

A. Applicable state architectural design requirements
B. Square footage based on population trends
C. Flexibility for evolving technology
D. Library site considerations
   1. Room for expansion
   2. Proximity to retail business center
   3. Proximity to schools
   4. Proximity to residential complexes
   5. Accessible by pedestrians, bicyclists, motorized carts
E. Special needs
   1. Accessibility
   2. Children
   3. Underserved populations
F. Possibility of meeting rooms with exterior entrances
G. Exterior lighting
H. Parking

XIII. Fundraising

A. Need
B. Schedule
C. Leaders
D. Identify potential large donors
E. Grants other than from state
   1. Identify sources
   2. Identify submission dates

XIV. Additional Resources

A. *Public Library Space Needs: A Planning Outline*
   An on-line planning guide by Division for Libraries, Technology and Community Learning, Wisconsin Department of Public Instruction
B. WebJunction Space Planning
   The online portal for library information provides resources in a section devoted to space planning.

The *Planning Checklist* was developed April 2006 by Bruce Pomerantz, Library Development Specialist, State Library Services, Minnesota Department of Education, 1500 Highway 36 West, Roseville, MN 55113. Revised June 2008, November 2012.