

**Westfield Washington Public Library
Board of Trustees Working Session
Westfield Washington Public Library
Sumner Room
January 21, 2012
10:00 am – 2:00 pm**

- I.** Needs
 - a. State of Facilities – carpet, wall coverings, bathrooms, etc. ...
 - b. Space allocation and additional space requirement
 - c. Usage Trends
 - i. Survey data
 - ii. Long Range Plan
 - iii. County-wide reciprocal Borrowing and Evergreen
- II.** Solutions
 - a. Renovation
 - i. Space reallocation/refurbish existing building
 - 1. Timeline
 - 2. Process
 - 3. Funding
 - b. Additional space
 - i. Prospects for a new building
 - 1. Timeline
 - 2. Process
 - 3. Funding
 - 4. Location
 - ii. Expand current location
 - 1. Timeline
 - 2. Process
 - 3. Funding
- III.** Financing
 - a. Bond or no Bond
 - i. If bonding, prioritize and justify components of project
 - ii. Next steps
 - 1. Vote to move forward
 - 2. Library open house and project presentation
 - 3. City Council approval
 - 4. Design and Construction Management
 - 5. Bond Counsel
 - b. Fundraising
 - i. Session with Danny Dean
 - ii. Plan with goals, assignments and deliverables