

I. Introduction / History of Need

History:

During the past several years, the Irondequoit Public Library began evaluating space and facility needs for the library system in their town. The Library and Board recognized a need to expand and update current facilities to accommodate a very robust library / patron user group in the community. They maintain that Irondequoit Public Library has consistently maintained the highest volume of users / circulation of any library within the Monroe County Library System.

The Board noted that the existing two (2) branches were originally constructed in 1963, and both underwent additions, renovations and expansions in 1986. Both current facilities are approximate 12,000 square feet each, for a total library space in the community of approximately 24,000 square feet.

They understood that the current facilities do not meet minimum standards per generally accepted library space planning guidelines, either for current needs or for growth / expansion needs in the future.

The Board indicated that the ultimate goal of this exercise should be to project anticipated space / facility needs for the next 15 to 20 years.

Request for Proposals: Architectural / Engineering Consultant Selection:

In June of 2004, the Library prepared a Request for Proposal for “Master Facilities Plan” consulting services. The Thomas Group was among many firms invited to submit a proposal. Thomas responded and submitted a proposal in August of 2004. We were short-listed and interviewed in September. The Board evaluated the short-listed firms, and Thomas was notified of their selection in October. Thomas began working with the IPL on November 2, 2004.

Per the Library’s original Request for Proposal, the original charge was to:

Provide a feasibility study for the following facility options:

- *Refurbish the two existing branches without increasing square footage to accommodate program needs.*
- *Extensively renovate and provide additions at each of the two branches, increasing square footage to accommodate program needs.*
- *Construct two (2) new larger branches on either their existing or new site(s).*
- *Construct and / or renovate a building to house one library facility of approximately 50,000 square feet at a site to be determined.*

Subsequent to the development of the above original four options, a fifth option was determined to be worthy of evaluation, and Thomas was directed to include. Description of the 5th option is “Do Nothing”, and described to include only repairs and upgrades necessary for the on-going operations for the years ahead. “Asset Preservation” is the term / phrase used to describe this option.

- *Do Nothing / Asset Preservation*

Library Consultant:

After Thomas was selected, the Library Board requested that Thomas provide the services of a Library Consultant as an addition to the team. Various individuals firms were discussed, and ultimately, Richard Panz of ***Panz Library Consulting*** was selected to provide specialty-consulting services.

Panz’s charge was to work with the Library to develop various building program and space needs, and to provide an evaluation of operating costs, in conjunction with, and parallel to, the various building options previously identified.

Evaluations to include:

- Building program requirements
- Building / space square footage requirements
- Adjacency requirements
- Furniture and furnishing needs
- Volume / Collection needs
- Staffing needs for various options
- Operating Budget implications of a single library system, versus a two-branch system.

Panz was engaged under contract with The Thomas Group in January 2005, and prepared and presented their final report in May of 2005.

A copy of this report is included ***by reference only***, as noted in the Appendix documents.

“Thank You”

The Thomas Group would like to express our sincere appreciation for the cooperation and dedication of all the individuals that contributed information throughout the Feasibility Study process. Community leaders, library staff and Irondequoit residents alike all showed dedication to their community by providing vital input to this process, resulting in a true collaborative effort.

A special “*Thank You*” goes out to the Board of Trustees and the Library Director for their input and efforts throughout the entire process.

Sincerely,

Victor Tomaselli

The Thomas Group

Michael Ebertz

The Thomas Group

Matthew Monaghan

The Thomas Group

Daniel Balto

The Thomas Group

Brandi Jerry

The Thomas Group

Richard Panz

Panz Library Consulting