



# A LIBRARY BUILDING CHECKLIST

## 24 WAYS TO CHANGE YOUR COMMUNITY

# LIBRARY BUILDING CHECKLIST

## BUILDING LIBRARIES; FOR EVERYONE

1. Visit your local public library
2. Ask a librarian about programs and resources (remember the role of the librarian from “The Extinction of Libraries” article)
3. Visit the Every Library website <http://everylibrary.org>
4. Attend a library board meeting and ask how you can help.
5. Learn about what you can make at your library and what you can make at other libraries.
6. Learn about knowledge creation; knowledge acquisition & knowledge application
7. Contact your local city and/or county political representatives about what they are doing to support your library and ask what you can do to help.
8. Join or start a Friends of the Library non-profit group.
9. Read, Play, Explore, Discover, Experience at the library.
10. Bring a friend to the library.
11. Donate to your library or to help libraries be built everywhere [https://votelibraries.nationbuilder.com/one\\_time\\_donation](https://votelibraries.nationbuilder.com/one_time_donation)
12. Share the list below for library leaders with your librarian, or politician.

## BUILDING LIBRARIES; FOR LIBRARY LEADERS

1. Make sure you are doing the 11 things in above list: Building Libraries; for Everyone.
2. Statistics; What is the comparison of total building square feet compared to the population of the service area. This usually (but not always) wants to be 1:1
3. Review or commission your systems wide needs assessment and master plan.
4. Identify potential funding sources including, budgets, grants, bonds, fundraising, and philanthropy.
5. Complete a building, cost, and fundraising feasibility study.
6. Engage community, political, and influential leaders about their views of the library.
7. Secure a feasible financing route and set it in motion.
8. Begin a SEED (Social Economic Environmental Design) certified public outreach process for the library’s service area.
9. Align community visions and library services that come out of the SEED process.
10. Complete a building program with a library programming consultant.
11. Engage a Library Architect and Contractor to design and build your inspiring library.
12. Be inspired by your new library!

Libraries are centers for people to gather, to reach, and to experience. They are icons in their communities. They affect the lives of millions of people. They are a necessity in our culture of learning and gathering. They have the potential to inspire us all in so many ways regardless of who we are or what we do. Libraries are for everyone.

Whether you are a mayor, a city council member, a library director, a library user or anyone else, you all have the ability to have a great impact on your community and your library. Building a Library could mean many things to many people and may mean building programs, or creating hands on learning maker spaces. It may mean rehabilitating an old library or building a new one.

This document contains two checklists, one geared towards everyone, and one geared more toward those in public office or public service who are looking for steps to engage in library building.