

## Timeline on how to start a library from scratch

Many dedicated people worked for 6 years to get this issue on the ballot, if you were one of those people we the current and past staff wish to thank you!

1998

Library Consultant George Lawson was brought on to assist in planning the library.

September 1998

Clive Library to go to referendum

Clive City Council approved language of a resolution for a \$1.75 million library bond referendum, the motion was approved by Councilmember John Edwards

November 1998

Large voter turn out for library referendum, vote passed with 68.9%

2,834 Yes 1,275 No

Breakdown of costs:

\$1.7million

\$945,000 for startup costs: automation, books, furnishings, & equipment

\$112,000 insurance, professional fees

December 1998

Library plan: 9000 square feet of the Clive City Hall were earmarked for the library

Library Board was established

Library Board will contain 7 board members, Library ordinance created

First board members: Ronnie Begleiter, Crystal Faux, Vicki Waters, Kay Elliott, Dennis Walker, Stephanie Petti, Connie Klug

March 1999

City Manager developed recruitment ad and salary range for library director position

City Manager worked with Library Board member Kay Elliott to develop library by-laws

Development of the Friends of the Clive Public Library

April 1999

City Manager development of the library director job description

Started receiving and reviewing of resumes for director position

Review of architect contract with FEH and contract with Lakeview Construction

Review of demolition plans

May 1999

Began telephone interview with library director semi-finalists

Issued first round of flush letters to director applicants

Vicki Hibbert received her phone interview on 5/5/99

June 1999

Final five candidates interviewed for Library Director

Plans for library not complete- City Manager Dennis Henderson wants Library Director to have a hand in developing the facility they will oversee

Vicki Hibbert given contingent offer 6/3/99, accepted offer on 6/8/99  
Vicki Hibbert named first Clive Public Library director "It's not often that a Director gets to start a library from scratch"  
City Manager met with demolition crew to discuss demolition planning  
Received a LSTA (Library Services & Technology Act) grant to cover expenses for library consultant George Lawson

#### July 1999

Vicki Hibbert starts work at the City  
Plans for library are finalized  
Projected groundbreaking ceremony to celebrate construction in September  
Development of a library mission statement  
Creation of job descriptions for Reference Technical Services Librarian & Childrens Librarian  
Interviews for additional staff in early spring  
All staff hired by summer of 2000, expected start date July 1, 2000 for training

#### August 1999

FEH Architech Dennis Sharp, Engineer David Wray and City staff start the process of building the Clive Public Library  
An RFP (request for proposal) is sent to major library vendors to put together a 30,000 item library for opening day: materials will be shipped with full cataloging and processing.

#### September 1999

Development of Library Technology Services job description

#### October 1999

Footing for addition are poured

#### November 1999

Clive Jaycees donate \$20,000 to new library for the technology area  
Furnishings for library are beginning to be selected

#### December 1999

Bids for exterior work are opened

#### January 2000

Review of library book vendor contract

#### March 2000

Initial planning for grand opening

#### April 2000

Vicki and Marie developed internet provider RFP (Request for Proposals)  
Vicki developed and provided for review a list of periodicals to be subscribed to  
Review of library policy documents  
Brick work quote and furnishings bid opening  
Reviewed and edited remaining job descriptions

Discussed internet filtering with Vicki and Marie  
Review of door key plan

#### May 2000

Discussed minimum entry salary and wage numbers  
City Council discussed internet filtering  
Lakeview (construction company) was foreclosed upon which caused the project to come to a standstill that morning. The city manager with the elected officials and recommend that the City take over the construction management work and to hire Tom Tell (nor former Lakeview employee/project manger) as a temporary full-time employee to continue oversight of the project. Permission was granted by the elected officials to proceed. City Manager called an emergency meeting of all the contractors, explained what the city was going to do and kept the project moving forward.

#### June 2000

Hiring of children's librarian- Jeri Heid  
Fireplace was installed and all of the cabinetry/millwork arrived

#### July 2000

Worked off of punch lists of what still needed to be done or fixed  
All staff report to empty library for training  
Office supplies have to be purchased  
Library shelves are installed  
Library books arrive on pallets  
"Shelving parties" are held to put books on the shelves  
Received quotes for all the computer system hardware

#### August 2000

Staff are trained on library circulation system  
Library technology area computers are installed by staff  
Books still arriving  
Pam Shannon (City Clerk) made sure the phone company had a listing for the Clive Public Library  
Fireplace lit for the first time  
Library shelving arrived  
Grand opening planning

#### September 2000

Library programming being created  
Vicki was a guest on the WHO radio Jan Michaelson radio show  
Library staff training on security alarm system

#### October 2, 2000

Library doors open to patrons for the first time  
Toddler time programming

