



Delmar Public Library
Capital Campaign Renovation and Building Project
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CASE STATEMENT
Revised March 2016

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PROJECT SUMMARY

The Delmar Public Library seeks support for its capital campaign renovation and building project. As planned, the Library will grow from approximately 4,980 square feet to 15,000 square feet, increasing its available space for programs, collections, and technology. Additionally, the Library's overall infrastructure will be modernized to meet current building code requirements, including ADA accessibility. Space will be available to display objects relating to the history of the town and its connection to the railroad in Delaware and Maryland. The Delmar Public Library is unique in its location, serving residents of Delaware and Maryland in "The Little Town Too Big for One State."

MISSION STATEMENT

The Delmar Public Library seeks to enhance the quality of life within our community by providing free access to ideas, information, and materials through research, education, service and entertainment in a friendly and welcoming environment. The library will encourage lifelong learning and nurture a love of reading.

HISTORY OF THE DELMAR PUBLIC LIBRARY

In 1940, the New Century Club, under the leadership of President Mrs. Samuel M. Ellis, recognized the need for a public library. The Club enlisted local community support and gained the approval of the Delaware State Library Commission. The Library was formally organized under the auspices of the Delmar Public Library Commission, Inc., and the one-room library was dedicated on April 24, 1940. For nearly 30 years, the Library occupied two rooms in the same building as the town's doctor. In 1970, the library moved into more spacious quarters rented from the United Methodist Church. That location provided 1,836 square feet of space and seating for 27 patrons. In 1980, the Library Commission purchased land and built its own facility. Completed in 1982, the building serves as a memorial to the Hayman family whose fondest hope was that a library building would eventually be constructed. Additions, including a new children's room, and a meeting room, were dedicated in April 1990.

In 2015, the Delmar Public Library celebrated 75 years of service to the community. The Library has become an increasingly important asset to the town. In addition to its collections of materials for the community, the library offers public access computers, free Wi-Fi, and fax and copy services, as well as educational and entertainment programs for children, teens, and adults. In an effort to address increased demand for programs and services, the Library's Commissioners are moving ahead with an expansion and renovation project to add 10,000 square feet to the existing building.

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THE NEED FOR EXPANSION

The current Delmar Public Library is located in Delmar, Delaware, one block from the Maryland state line. The Library serves residents of both states. Currently the number of registered borrowers for the library is 4,807; 59% are from Delaware and 41% from Maryland.

The dual population is expected to grow from the current 6,500 to more than 12,000 by the year 2026. The current 4,980 square footage of the Delmar Library is inadequate to serve the 20-year population projection, according to the Delaware Division of Libraries' *Delaware Public Library Construction Guidelines: Recommendations for Facilities and Services*.

Expansion of the library will allow for a significant increase in space to provide programs and services for patrons as identified in eight focus groups of local residents.

- **YOUTH EDUCATION OPPORTUNITIES:** The current space available for children's collections is a small room at one end of the building. The new facility will allow staff to increase the collection materials and equipment to provide hands-on educational and cultural opportunities.
- **COMMUNITY SERVICE EVENTS:** The library would like to offer important programs requiring more space than has been available. These include: free tax return preparation for low-income and elderly residents provided by AARP volunteers, summer feeding programs for youth under 18 and their families, exercise and movement programs for youth and adults, nutrition education and meal preparation, and MakerSpace programs including sewing, gardening, crafts, and technology topics.
- **COMMUNITY HISTORY:** Delmar is very proud of its railroad heritage. While the library currently houses some artifacts and materials related to this history, the space is very limited. The new facility will provide an appropriate area to display this collection.
- **ACCESS TO TECHNOLOGY:** Plans for the new library include an increase in the number of public computers in a separate, expanded area plus an area dedicated for laptops, smart phones, and other personal tech items.
- **MEETING SPACE:** Community meeting space is sorely lacking in the Delmar area. For decades, residents have had to rely on schools, churches, the fire department, and the VFW hall for community gatherings. The new library will feature an expanded community room for larger gatherings, as well as a smaller room for meetings and workshops. There will also be two private tutor rooms.
- **ACCESSIBILITY:** Library services will be significantly impacted by the availability of an expanded parking area, away from the street, which will provide safer access for patrons.

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THE NEED FOR SUSTAINABILITY

Along with the benefits that will come with the completion of the building project, there will also be new challenges facing the Library's Commissioners and staff. An increase in the number of patrons and programs will require the Library to expand the number of staff members and increase the overall operating budget to provide funds for additional materials, programs, equipment, staff training, utility bills, and building maintenance.

As it is located geographically in Delaware but on the border of Maryland, the Delmar Public Library serves patrons from both states but does not receive any financial support from the State of Maryland or Wicomico County. The Town of Delmar, Maryland, annually provides some funds for the operating budget while the Town of Delmar, Delaware, provides in-kind services by waiving the taxes and providing water, sewer, and garbage services at no cost.

Having a patron base of 41% living in a different state and not annually purchasing a library card is definitely a unique situation requiring an explanation. Delmar has a long history of establishing agreements between states, dating back to the town's beginning in 1859. Rail companies needed to work together in order to link tracks between the two states. That effort continues today as Delmar strives for unity. The towns' governing bodies are elected separately, but work together to govern the town and have since 1947. The towns' governance has shared a police force since 1956 and also shares a wastewater treatment facility. The Delmar (Delaware) Middle and High School educates Maryland children and the Delmar (Maryland) Elementary School educates Delaware children through a formal agreement known as the Bi-State Agreement.

Delmar Public Library's established patron base is the Delmar School District. With the adoption of the Bi-State Agreement, the Commissioners extended the patron base to include the entire school district which includes the Delmar, MD Elementary School attendance area. The Delmar Public Library serves the entire population of Delmar, whether a resident lives in Delaware or Maryland.

The breakdown of the FY16 operating budget is as follows:

- 63% is from the Sussex County Government.
- 10% is from the State of Delaware Division of Libraries.
- 9% is from the Delmar Public Library Board of Commissioners
- 3.5% is from the Town of Delmar
- The remaining 15% is from donations, fines, printing, faxing, and copying fees.

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With no funding available from the State of Maryland or Wicomico County, the operating budget will not provide for the increased costs of a new facility unless funds for sustainability are included in the capital campaign. With that in mind, the Library's Commissioners built \$450,000 into the campaign budget for the increase in funds needed to cover the cost of expanding operations once the new library is completed.

THE CAPITAL CAMPAIGN

The expected cost of the capital campaign is \$6,775,000 with construction costs anticipated to be \$4,600,000. State government agencies have committed funding of \$2,275,000. The plan for raising the remainder of the funds has three main priorities:

- Contacting foundations, corporations, businesses, individual donors, and civic groups.
- Developing effective outreach via direct mail and media.
- Sponsoring area events.

From the start, the campaign has been managed by a members of the Delmar Public Library Commission, Inc., the Friends of the Delmar Library, community residents, business owners, and library staff. In 2016, the Advisory Board will be expanded to include members of the community who have displayed interest in the campaign through personal or business financial gifts, or by contributing their time and ideas to the campaign. The Library Commissioners secured the services of the *Building in the Spirit* consulting firm to help oversee project development and fundraising for the campaign. The Library is proud to have Delaware State Representative Tim Dukes advocating for our project.

Chapter 1 of the Capital Campaign included securing the State of Delaware Bond Bill Allocations from FY 11 through FY 13 for \$2,275,000. The bond bill provides reimbursement of one-half of construction-related expenses. Chapter 2 included a focus on pre-construction fundraising and obtain financing for construction to begin. An additional \$1,000,000 has been raised through foundation grants, business and patron appeals, individual donations, pledges and events. Investment income has also been earmarked to the project by the Library's Commissioners. During Chapter 3, the construction will begin. In order to have funds for the gap between the NCALL construction loan and the USDA permanent financing, \$1.5 million has to be raised during this time. Chapter 4 will be dedicated to paying off any permanent financing and raising sustainability funds.

In December 2014, \$3.5 million was secured with NCALL Loan Services for bridge financing. The Library has also submitted application for permanent financing of up to \$2 million through the rural development program at USDA.

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Since 2013, the library has participated in community events to create awareness, solicit community feedback, and conduct fundraising for the building project. Events included dine-out events, direct mail appeals, a Delmarva Shorebirds baseball night, a competitive community holiday decoration display, and a dinner theater event. In the fall of 2014, the library's Director, Susan Upole, was named citizen of the year by the Greater Delmar Chamber of Commerce, an award given for leadership, reflecting the community's confidence that library operations are being well managed during this period of transition.

In 2015, the library held events to mark its 75th anniversary. These events continued to raise community awareness of the history of the library, highlighting the benefits of the library in the community and addressing the need for an updated facility. The year culminated with a very successful dinner/dance gala in November. The evening attracted over 200 people and raised much needed funds for the campaign. The gala was so popular it has already been scheduled as a 2016 event. All fundraising events are being evaluated for success in order to enhance sustainability funding once the new building project is complete.

NCALL/USDA/DEBT SERVICE

With the reality of having to obtain loan financing, The Library's Commissioners have secured a \$3.5 million line of credit/construction loan through the National Council on Agricultural Life & Labor Research Fund (NCALL) with the assistance of Karen Kollias, Loan Fund Director.

There are several NCALL requirements which need to be met including approval of USDA financing up to \$2 million and satisfactory implementation of the capital campaign. Currently, we are awaiting final application approval from USDA. Thereafter, construction bids will be obtained and approved for construction to begin.

Over the years, the Library's Commissioners have contributed cash to the building checking account as well as made other investments. The current investment funds will be used to pay debt service as well as future unrestricted interest income from the Lyndall Hayman Trust.

CONCLUSION

The Delmar Public Library's renovation and expansion project will create an environment that facilitates new patterns of interacting, learning and accessing information and will be sufficiently flexible to accommodate changes that inevitably will come. The Delmar community will be able to meet information needs of the 21st century. Today, libraries are a key hub for learning, innovation, creativity, and transformation.

