



WASHINGTON FREE PUBLIC LIBRARY FOUNDATION  
115 W. WASHINGTON  
WASHINGTON, IA 52353  
(319) 653-2097 - FAX: (319) 653-3095

## CALL TO ARTISTS/DESIGNERS

### Donor Wall Re-design Project – Issued June 21, 2022

**Project Overview:** The Washington Free Public Library Foundation is seeking proposals for the redesign of donor wall signage at the entrance of the Washington Public Library. The structure of the current donor wall consists of 8 almost square panels (29.5 in W X 32 in H) in the Library entryway and an additional 8 panels (same size) on the opposite side of the wall facing the children's room recognizing donors for children's services. On each wall there is also a rectangular panel (73" W X 10" H) at the top of a stained glass window. The Library is seeking a new design utilizing the existing panels that will recognize the original capital campaign donors and will also recognize ongoing (and past) donors and allow for cost-effective revision in the future. The redesign will follow a theme appropriate for a library setting (such as libraries, knowledge, education, community, reading, art or history) and will complement the existing stained glass window. See attached specifications and photographs of the current panels. For more information about the library visit: <http://www.washington.lib.ia.us>.

**Deadline:** Proposals can be mailed or hand delivered to the Library, or can be e-mailed to the Library Director, and must be received by 5:00 p.m. CST, Tuesday, August 2, 2022.

**Contact:** Cary Ann Siegfried, Library Director at #319-653-2097  
([cary.siegfried@washington.lib.ia.us](mailto:cary.siegfried@washington.lib.ia.us))

**Address:** Washington Free Public Library, 115 W. Washington St., Washington, IA 52353

### Application Guidelines:

Proposals should include the following:

- 1.) Letter explaining the artist's interest in the project.
- 2.) Current resumé/list of projects including professional references.
- 3.) Up to 10 images of recent relevant work including a brief description of each project with title, date, medium, dimensions and location.
- 4.) Description and sketch/drawing of design concept for this project, schedule, pricing, anticipated print production process and materials and any other pertinent information that may be helpful to the Foundation pertaining to your proposal.

### Timeline:

June 20, 2022 – Announcement of competition

August 2, 2022 | 5:00 p.m. CST – Deadline for receipt of application materials

August 31, 2022 – Notification of selection

November 30, 2022 – Installation completion deadline

### Selection:

Selection will be made by a committee made up of members of the Washington Free Public Library Foundation board and the Library Board.



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### **Selection Criteria:**

The committee will use the following criteria in the selection process:

- Originality: creativity and uniqueness of proposed theme for this project;
- Ability to work with print vendors on producing the revised panels;
- Ease of adding new donors and reprinting the panels;
- Feasibility: artist's proven track record/ability to complete the work on time and within the artist's proposed budget.
- Price: artist's compensation, estimated cost of producing the panels and future costs for revision of the panels.

### **SPECIFICATIONS:**

1. Artists/Designers interested in submitting a proposal should make an appointment with the Library Director to visit the Library, investigate the structure of the panels and confirm measurements for their design. Following that meeting, any questions or requests for clarification should be submitted in writing to the Library Director.
2. The format of all proposals should be exactly as follows:
  - a. Letter introducing the artist/designer and expressing interest in the project
  - b. Resume and/or list of similar design projects
  - c. Up to 10 images of recent relevant work including a brief description of each project with title, date, medium, dimensions and location
  - d. Description and sketch/drawing(s) of design concept for this project
  - e. Schedule for project completion
  - f. Artist/designer requested compensation for the project
  - g. Estimated pricing for print production of the panels, including the name/contact information of the vendor providing the quote
  - h. Description of the process for adding names and reproducing the panels in the future
  - i. Any additional pertinent information (limited to 1 8 ½ X 11 page)
3. Proposals not adhering to the order/format requested in Specification #2 will not be considered.
4. The front entryway panels will continue to contain the names of general Capital Campaign donors as well as ongoing donors.
5. The panels facing the children's department will contain names of capital campaign donors to the children's area, as well as ongoing donors to children's services.



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6. The panels are numbered in the attached photographs. Proposals submitted should utilize this same numbering system.
7. The monetary divisions for the capital campaign donors in the front entryway are listed below. The number of names in each category can be determined by the attached photographs. It is not required for the larger amounts to receive a larger font size, but this is an option.
  - a. \$500,00 & above
  - b. \$100,000 - \$499,999
  - c. \$50,000 – \$99,999
  - d. \$25,000 - \$49,999
  - e. \$10,000 – \$24,999
  - f. \$2,500 - \$4,999
  - g. \$1,000 - \$2,499
8. The monetary divisions for the capital campaign donors in the children’s area are:
  - a. \$10,00 and above
  - b. \$5,000 - \$9,999
  - c. \$2,000 - \$4,999
  - d. \$1,000 - \$1,999
9. Ongoing donors on both sides of the wall will not be labelled and categorized by monetary level, only by name with differences in size of font (largest font: \$50,000 & above, medium \$5,000 - \$49,999, smaller \$1,000 - \$4,999). The designer is expected to present a concept that arranges this information in a tasteful and cohesive manner.
10. The ongoing donor section of the wall should be prefaced by the following note: “We appreciate the donors, past and present who have contributed to library services, programs and collections.”
11. The capital campaign section of the wall should be prefaced by the following note: “We thank these major contributors who made our current library building possible:”
12. Panels 8 & 9 currently contain information regarding the Chilcote Society and previous planned giving to the library. This information will be incorporated into the ongoing donor organization since it does not involve the capital campaign by a note that says "Upon her death in 1901, Jane A. Chilcote donated her home to the City of Washington to house the Washington Free Public Library. The Chilcote Society exists to honor those who have remembered the Washington Public Library at the end of their lives and those names are denoted by an “\*” (As an option Chilcote Society donors could also be a different color or stylistic treatment)



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13. The number of donors on the ongoing donor section of the wall is expected to be around 35 names (Including Chilcote Society donors) to begin with but the concept presented should allow for the constant expansion of that number by adjusting font sizes and spacing.
14. Designers are encouraged to include graphical/decorative elements to the donor wall panels that are creative and include a theme appropriate to the library setting and which complements the existing stained glass art. The theme of the children's wall could be different in concept than the entryway wall.
15. Any stock images used in the design which must be purchased/licensed should be noted as such, with the price of obtaining the license.
16. If images/artwork contained in the work are original to the artist, this should be noted. Copyright for any artistic works shall remain with the artist, provided that the artist enters into a written agreement for limited usage of copyright by the Library. The artist grants to the library an irrevocable license to make reproductions of the artwork as necessary.
17. Proposals should include information regarding the materials and print production process for the panels and should include pricing from a recommended printing vendor for production. The Library will pay a printer (not necessarily the proposer's recommended vendor) directly for producing the panels.
18. The chosen artists/designer will turn over print ready files for production of the panels within the timeline specified and will also provide the library with files that can be easily edited and reproduced in the future. The designer should specify in their proposal the design software program they will be utilizing.
19. The chosen designer will work in collaboration with the print vendor in producing the panels.
20. Payment to the chosen designer will be made as follows:
  - a. 75% of the contracted amount paid when the design is finalized and design files turned over to the Library.
  - b. 25% of the contracted amount paid when the new panels are installed.



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### Entry Way Panels





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### Children's Wall Panels





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**Panel view:**

**Note that the metal cylinders can be unscrewed and the glass cover removed, allowing the print media underneath to be replaced. Different layers of media with varying transparency can also be added as needed.**

