



Memorandum

Date: January 16, 2014

To: John Kovash, Mayor
Members, West Linn City Council

From: Chris Jordan, City Manager *CJ*

Subject: Library Capital Improvement Plan

Attached is a memorandum from Library Director Holly Mercer.

As the memorandum notes, from the original \$1 million capital contribution from Clackamas County, we currently have a balance of approximately \$250,000. It has become apparent that upgrades to building and material security is contingent upon a coordinated approach with the other libraries in the County, which is unlikely to occur soon. Therefore, Holly is recommending that we reserve the remaining funds as we continue to evaluate our needs.

Please let us know if you have any questions.

Attachment

Memorandum

Date: January 15, 2014
To: Chris Jordan, City Manager
From: Holly Mercer, Library Director
Subject: Library Capital Improvement Plan

Purpose

To provide an update on completed library capital improvement project and outline anticipated future plans.

Background

The library received a one-time capital improvement contribution from the County of \$1,000,000. The library's capital improvement plans for the funds are based on the West Linn Public Library Strategic Plan. The IGA stipulates that "the City shall expend the Capital Contribution solely for library purposes such as library construction, remodel, expansion, building and site improvements, library construction bonded debt service, and/or collection development."

New information and priorities have adjusted the capital expenditures since Council approval. Here is a status summary of projects listed in the "Six Year Capital Improvement Plan" and their standing:

Building and Materials Security (part of the approved Plan): I recommend this project wait until it is feasible for the other libraries in the county to install RFID.

Library Generator (part of the approved Plan): As there have been no recent and very few previous instances of power outages in the library, I recommend that funds for this project be held for another library project of higher priority.

Library Parking Lot Construction (part of the approved Plan): This project is completed, except for the installation of lighting.

Public Art (part of the approved Plan): A mural in the stairwell of the library will be unveiled in March as part of the Percent for Art program.

Technology Lab (part of the approved Plan): Technology lab improvements have been made under the amount budgeted for this project. The updating of equipment will continue to be done as new hardware and software is developed.

Roof expenses: This was not part of the approved Plan, but became necessary.

Building improvements: These funds are to be used for upgrades to wiring, cabling, remodeling of the circulation area, fireplace upgrades, and opening of an additional small group meeting space.

Financial Summary

Funds spent:

Parking lot purchase: \$241,646.10 (includes newspaper ads, fees, etc)

Parking lot construction: \$191,458.50

Roof: \$239,969.90

Foundation project: \$17,027.29

Other (internal improvements): \$8,879.70

Total: \$698,981.40

Estimated future expenditures:

Fireplace upgrade: \$2,000

Phase II (teen room) of youth services remodel: \$8,000

Parking lot lighting: \$15,000

Small group meeting space renovations: \$5,000

Parking lot final construction payment: \$10,000

Lower level handicap door installation: \$5,000

Circulation desk upgrades and remodel: \$7,000.00

Public art installation (mural): \$8,000

Building improvements: \$10,000

Total: \$70,000

Remaining funds: \$250,018.60

(takes into account the \$20,000 contribution from the Library Foundation)

Recommendation

I recommend that the remaining Capital Improvement Funds be reserved for the future needs of the library.