

Memorandum

Date: July 2, 2015

To: Russ Axelrod, Mayor
Members, West Linn City Council

From: Chris Jordan, City Manager *CJ*

Subject: Miscellaneous Items

Police Station

We have been informed that the new police station has been LEED Gold certified. We will be issuing a press release discussing this early next week.

Library Capital Projects

As part of the transition to the Clackamas County Library District, the County provided each city library with \$1 million for capital projects. The West Linn Library has \$258,000 remaining in its allocation.

This week, the Library Advisory Board reviewed two projects that would utilize a portion of the available remaining funds. These two projects are:

West Linn Library Installation of High Speed Fiber Optic Internet Cable

The City of West Linn has a unique opportunity to partner with Clackamas County, and the West Linn - Wilsonville School District to install a fiber optic network to the West Linn Library. This partnership would bring network & internet services to the West Linn Library operating at 100 times the speed that private sector services are rated at, with half the monthly cost. The intergovernmental partnership involves linking the West Linn Library into an existing Clackamas County managed fiber optic network. The West Linn - Wilsonville School District approached the City of West Linn to split the cost of installation of the private fiber optic network in order to bring the service to the West Linn High School. This partnership is a onetime opportunity to share installation cost and share in the benefits of high speed secure internet service free from the constraints of private sector investment. Investment now in these services will ensure that the West Linn Library is not constrained by the lack of private sector investment in the City of West Linn.

Mobile Learning Lab

The Library is developing a Mobile Learning Lab to revitalize their computer instruction program and keep West Linn positioned as a leader among Clackamas County libraries. The state-of-the-art cart, equipped with Windows & Apple laptops, will help us leap beyond current limitations and reach a more diverse group of patrons.

The Library Advisory Board supported the use of the funds for both of these projects. (More information about each is attached.) Staff will begin implementation of each as soon as possible.

Council Agenda Items

After speaking with the Mayor yesterday, we are making the following changes to upcoming Council agendas:

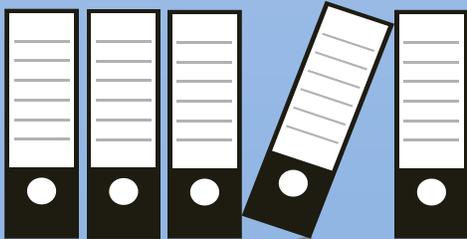
July 13 -- discussion of Planning fees has been postponed until the fall. The only agenda item is the zone change request.

July 20 -- We are adding the following:

- 1) Executive session at 5:45
- 2) Under Report from the City Manager: Status Report of House on Hillside Ct;
- 3) Under Business from the City Council: Arch Bridge Area Concept Plan

Attachment

ULTRA HIGH SPEED LIBRARY NETWORK SERVICES



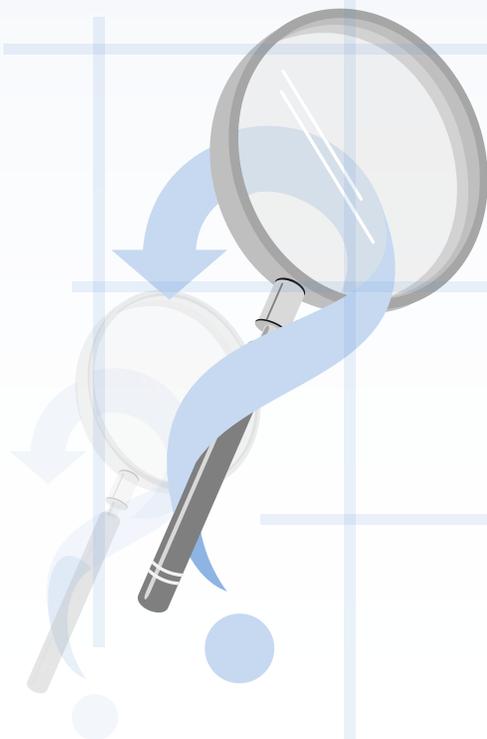
Created By Shane Boyle

Introduction



The City of West Linn Library has a unique opportunity to invest in ultra-high speed network and internet connectivity. This ultra-high speed network is based upon fiber optic communications, the standard in network communications for the next twenty years. Joining the Clackamas County fiber infrastructure would connect the West Linn Library Staff & Patrons resources at an unprecedented Ten Gigabit communication speed.

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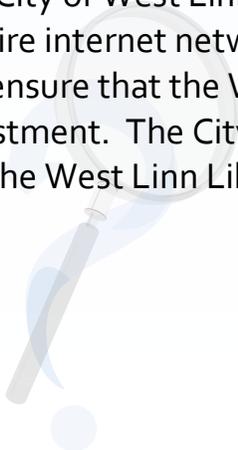
Executive Summary

The West Linn Library has been relying on Comcast internet and private institutional network for communication services. These services have been very reliable and have contributed to a stable staff and patron computing experience. Internet service providers like Comcast have limited their investment in West Linn creating an opportunity for intergovernmental partnerships to thrive.

The lack of investment by private sector in West Linn has left the city with few choices in service providers. Furthermore the private sector firms providing service in West Linn do not offer the networking service products that enable “web 3.0”. The City of West Linn has a unique opportunity to partner with Clackamas County, and the West Linn - Wilsonville School District to install a fiber optic network to the West Linn Library. This partnership would bring network services to the West Linn Library operating at 100 times the speed that private sector services are rated at, with half the monthly cost.

The intergovernmental partnership involves linking the West Linn Library into an existing Clackamas County managed fiber optic network. This network is a government agency operated network and provides services to many other government agencies within Clackamas County. The West Linn - Wilsonville School District approached the City of West Linn to split the cost of installation of the private fiber optic network in order to bring the service to the West Linn High School. This partnership is a onetime opportunity to share installation cost and share in the benefits of high speed secure internet service free from the constraints of private sector investment.

The City of West Linn in order to have the most modern patron facing library services will require internet network services that support that goal. Investment now in these services will ensure that the West Linn Library is not constrained by the lack of private sector investment. The City of West Linn staff support this intergovernmental partnership and we ask the West Linn Library Board to stand with us and grant us your support.



Financial Summary

Clackamas County has implemented hundreds of miles of fiber optic cables connecting a larger amount of the cities and other government agencies within Clackamas County. The installation of these backbone services greatly reduces the cost to implement fiber optic networks within the City of West Linn. The West Linn - Wilsonville School District in their strategic planning need to connect the West Linn High School to the high speed fiber optic network. Since the West Linn Library is within close proximity to West Linn High School the opportunity to cost share the install became a once in a lifetime opportunity.

Estimated One Time Installation Expenses

Expense Type	Expense Total	West Linn Share	WL-WV Share
Fiber Optic Cable	\$65,000	\$32,500	\$32,500

Ongoing Annual Expenses Comparison

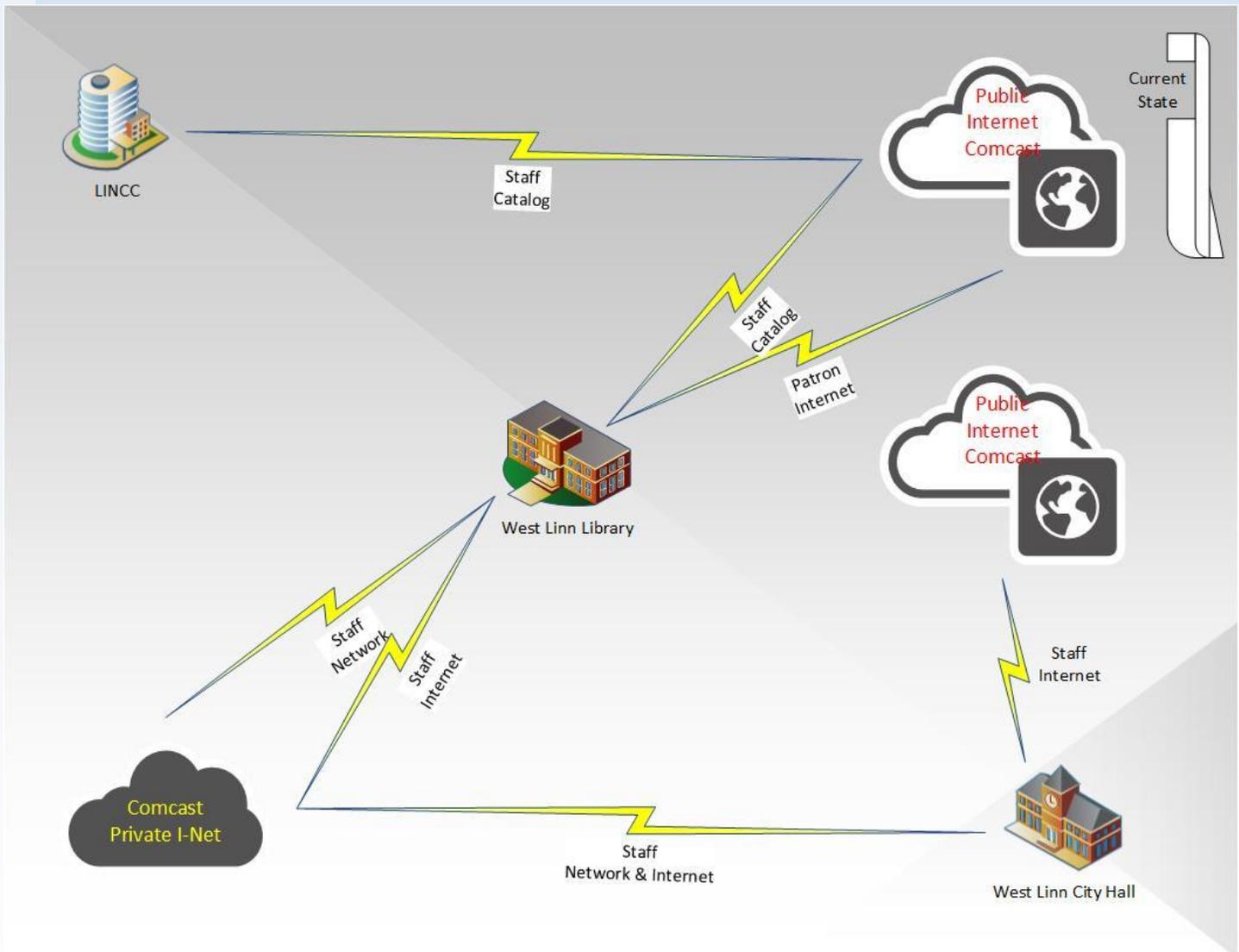
Expense Type	Annually	Network Speed
Comcast Services	\$7284.00	100 megabits
County Fiber Services	\$3060.00	10,000 megabits

Estimated Installation Cost Recovery

Expense Type	Overall Cost	Annual Savings	Recovery Years
Install Expenses	\$32,500	\$4,224	7.6 years

The cost recovery period does exceed 5 years, which in most cases with technology is near obsolescence. The useful life of the fiber optic cable is a minimum of 20 years and with advancements in optical networking equipment may extend as far as 30 years of functional serviceable life for the city. The recovery period of 7.6 years is very respectable given a 20-30 year overall useful life.

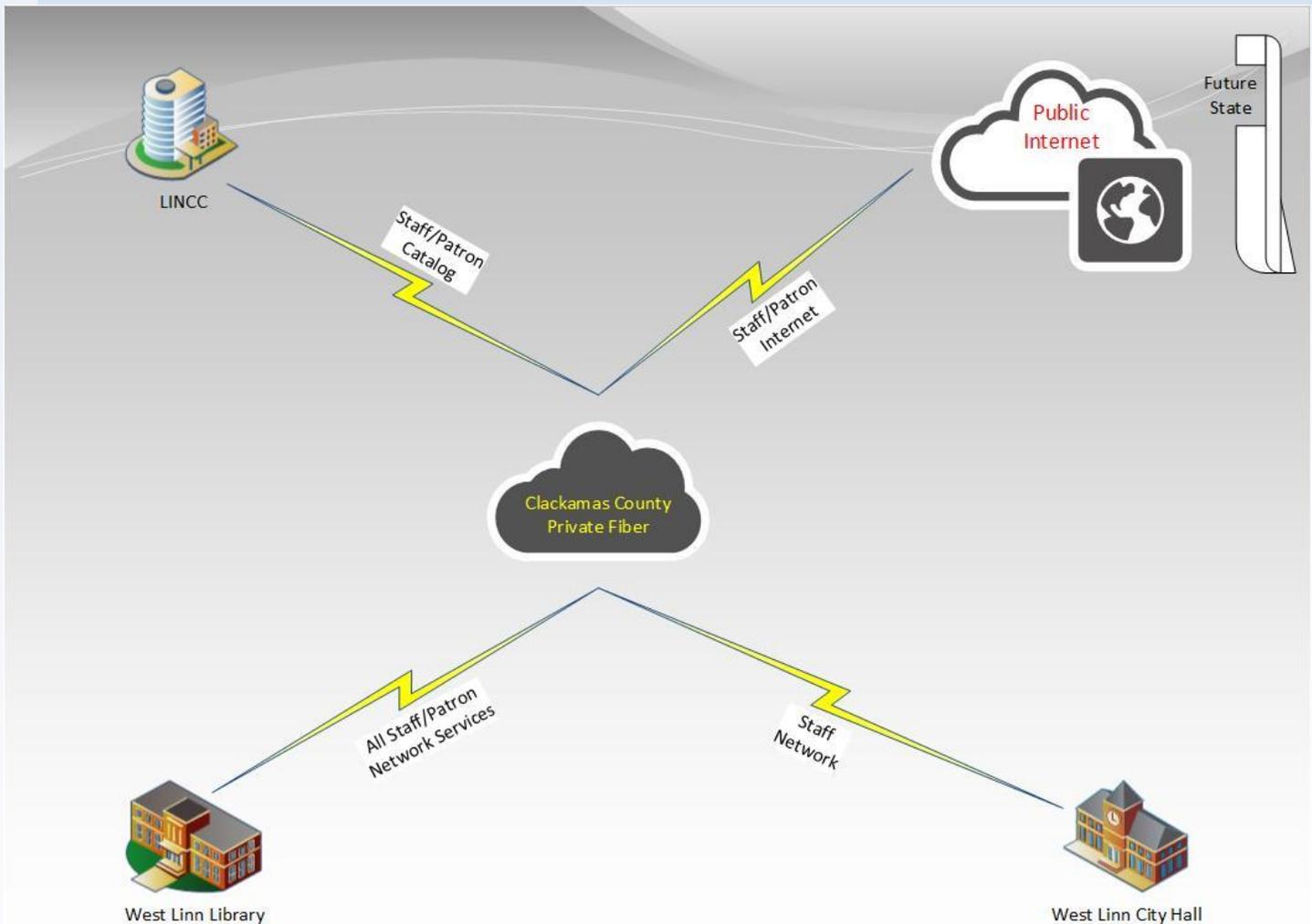
Current State Design



Current State Points of Concern

- The Library has 3 different Comcast Internet products installed which requires a very complex network setup to deliver the current staff and patron services.
- Internet Service Providers on the east coast have been shutting down their I-net services requiring governments to source more expensive and slower internet products.
- LINCC is encouraging partner libraries move to Clackamas County Private fiber as a cost saving and performance improving measure.
- The Comcast Private I-net service monthly cost is linked to the Oregon Comcast franchise agreement providing limited cost containment for this service in the future
- Comcast speed on their services are limited to the infrastructure installed in West Linn at this time

Future State Design



Future State Points of Improvement

- The speed of staff and patron computing would jump to 10,000 megabit from the current 100 megabit services
- The West Linn Library will have fewer points of failure in its network, fewer pieces of equipment to replace periodically, and have enough network speed capacity for the next decade
- West Linn Library Staff would have a direct connection to LINCC bypassing the internet for access to the catalog and other LINCC resources
- West Linn Library Staff and Patrons would have a direct connection to future resources LINCC may offer to its participating Libraries
- Cost sharing the installation with the West Linn - Wilsonville School District would save the city \$32,000 and help the school district bring Ultra High Speed Internet to West Linn High School

References

Organization Name: Clackamas County Network Services
Address Line 1: 121 Library Court | Oregon City, OR 97045
Project Key Contact: Duke Dexter
Phone: (503) 722-6663
Fax: _____
Website Address: Http://www.clackamas.us/ts/

Organization Name: West Linn - Wilsonville School District
Address Line 1: 22210 SW Stafford Road | Tualatin, OR 97062
Project Key Contact: Curt Nelson
Phone: (503) 673-7013
Fax: (503) 673-7044
Website Address: http://www.wlww.k12.or.us/domain/28

Organization Name: Library Network of Clackamas County
Address Line1: 16239 SE McLoughlin Blvd, Suite 208 | Oak Grove, OR 97267
Project Key Contact: Greg Williams
Phone: (503) 723-4889
Fax: _____
Website Address: Http://www.linnc.org

Organization Name: City of West Linn
Address Line1: 22500 Salamo Road | West Linn, OR 97068
Project Key Contact: Shane Boyle
Phone: 503-722-5506
Fax: 503-650-9041
Website Address: Http://www.westlinnoregon.gov

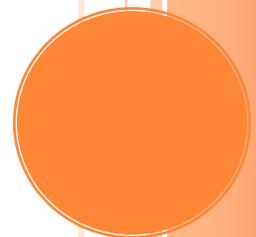


MOBILE LEARNING LAB

Moving the Library's computing resources into the future (and around the building)

Prepared by Rick Peterson

6/24/2015



Mobile Learning Lab

Moving the Library's computing resources into the future (and around the building)

INTRODUCTION

The West Linn Public Library has developed an impressive set of popular computer classes that give patrons an opportunity to learn new skills and gain confidence with unfamiliar technology in a low-pressure environment.

These classes have been dormant for the past year and demand for their return is strong, especially without anything similar at other LINCC libraries.

A mobile lab will allow us to revitalize our instruction program, leap beyond current limitations, and reach a more diverse group of patrons.

Topics covered in past classes:

- Computer Basics
- Microsoft Office (Word, Excel, Access, PowerPoint, Publisher)
- Photo Editing
- Web Design
- Computer Programming

THE NEED

In the past, computer classes have been held in our existing lab. This has been problematic for patrons and staff. In addition to working with IT for configuration changes, instructors need to manually prepare each computer prior to class. Staff must also move monitors and furniture to arrange presentation equipment.

Patrons who need our computers for general use are faced with a lab that is inaccessible for an entire evening. While we want to fill the need for those looking to bolster their computer skills, we don't want to deny another need in the process.

THE OPPORTUNITIES

A state-of-the-art cart with laptop computers will address these issues. We will suddenly be able to hold classes in the Community Room, the Bamboo Room, or even downstairs in the Teen Room or near the 3D printer.

Other patrons will still be able to use the existing lab during courses and configuration on training computers will be preset. Moving classes to a separate room should also minimize distractions and help patrons feel more comfortable asking questions.

A mobile lab can even help us reach new groups of users. Wheeling the lab downstairs can help us target teens who have expressed interest in training on PowerPoint and Excel, but may not have felt comfortable attending sessions with adults.

Other patrons have told staff that they missed out on classes because they don't drive in the evenings. Scheduling classes during daylight hours becomes an option if we don't need to worry about blocking access to the existing lab.



Adding Apple hardware could attract new audiences, too. Mac users who may have been reluctant to attend Windows-specific classes will be happy to see courses offered on their platform of choice.

The move from desktop computers to laptops also opens up an opportunity to expose patrons to different technology. If we can offer introductory classes on laptop basics or an orientation to the Apple environment, users can build confidence with a wider variety of technology they may encounter in their personal or professional lives.

In general, this Mobile Learning Lab will give us flexibility to address evolving needs. While the primary objective will be supporting computer classes, this could be part of outreach beyond the Library or be used for meetings and other events in the building.

THE COST

- Storage and networking infrastructure: \$12,000
- Windows equipment and software: \$14,000
- Apple equipment and software: \$24,000

Total estimated cost: \$50,000