



FOR COUNCIL MEETING OF:
AGENDA ITEM

November 23, 2009
4.3 (d)

TO: MAYOR AND CITY COUNCIL
THROUGH:  LINDA NORRIS, CITY MANAGER
FROM:  SEAN O'DAY, DEPUTY CITY MANAGER
SUBJECT: TEEN LIBRARY RELOCATION

ISSUE:

Shall City Council authorize the renovation of the existing Technical Services area in the Library to accommodate the relocation of the teen library using funds from a gift from the Salem Public Library Foundation and the Salem Public Library Trust & Agency account?

RECOMMENDATION:

The City Council:

- A. Authorize the renovation of the existing Technical Services area in the Library to accommodate the relocation of the teen library;
- B. Accept a gift of \$121,338 from the Salem Public Library Foundation to assist with the construction cost of the renovation; and
- C. Fund the remaining teen library construction costs and renovation of CCTV area with \$143,342 from the Salem Public Library Trust & Agency account, as authorized by the Salem Public Library Advisory Board.

BACKGROUND:

Young adults between the ages of 10 and 19 account for 13.7 percent of the city's population (20,382 residents). Approximately 16,500 teens hold library cards. Although the library maintains a teen collection and programming, the current location of the teen library constrains the ability to effectively manage the collection and conduct teen library programming. (See Attachment A, existing teen library floor plan). The existing teen library is 1,083 square feet of space and adjacent to the Children's Room (see attached floor plan). Computer access is shared with preschoolers and elementary students who sit at adjoining stations.

Recognizing the need for additional teen library space, in 2009, the Salem Public Library Advisory Board approved the use of \$122,122 from the Library Trust & Agency account for the relocation and renovation of the teen library and an additional \$21,220

for the renovation of the CCTV area to house the Technical Services staff.¹ In addition, the Salem Public Library Foundation (Foundation) has given \$121,338 (\$21,338 of which was donated to the Foundation specifically for a teen library) to the city for a teen library. The Friends of Salem Public Library (Friends) have also pledged additional support. The amount is unspecified at this time, but discussion has been in the range of \$30,000.

FACTS AND FINDINGS:

A. Project Description

If approved, the renovation will convert the current Technical Services work area on the lower level of the Library in to a dynamic and engaging teen library where middle and high school students can study, socialize, and do research in a safe and welcoming environment. This location was chosen because it is easily visible through large-panel windows from the Peace Plaza, offers a direct outside entrance from the Peace Plaza, and can be renovated to provide easy access from inside the Central Library. The new teen library will house an expanded version of the current young adult collection to include new homework and research resources, and career and college planning resources. The physical space will offer flexible seating areas for individual or small-group study, and become the focal point of expanded cultural programs specifically targeted to the needs of teens. A proposed floor plan of the teen library is attached. (Attachment B.) A floor plan of the entire Plaza level is attached (Attachment C) to aid in locating referenced spaces.

Once the renovation is complete, the concept of operations is to staff the teen library with the Teen Services Librarian (supplemented by existing staff from Youth Services) and two additional part time Library Assistant employees at the circulation desk during non-school hours when teens are available (after 3:00 PM weekdays and all library hours on weekends). During school hours, a glass panel wall will be closed to secure computers and equipment, but keeping the teen collection available for other patrons. To ensure safety, the area will have security gates, multiple security cameras, and be part of the regular walking route of the library security guard. Two staff members will be working in the area during open hours.

B. Fiscal Impact

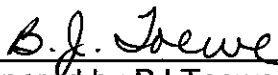
Funding for both the teen library construction and associated improvements to the proposed new Technical Services area will be entirely paid with the allocation from the Library Trust and Agency account, and gifts from the Foundation. Funds will be used to renovate the look and feel of the physical space, and purchase furnishings, computers, and equipment that will create an attractive, welcoming, flexible teen library. These

¹ In 1971, Council adopted Resolution No. 71-43, which delegates to the Library Advisory Board the authority to make distributions from the Library Trust and Agency account. The Trust and Agency account is comprised of moneys donated to the City for library purposes. Specifically, Resolution No. 71-43 provides in part: "all monies and property, both real and personal, within said account shall not be expended, disbursed or used except upon the approval and written order of the Salem Public Library Board."

funds will also be used to convert the former CCTV studios into permanent work space for the Technical Services staff. A construction budget for the Teen Library and renovation of CCTV is attached as Attachment D. The current Library operating budget includes a full time Teen Services Librarian. The costs for the two new half-time Library Assistant I employees is expected to be \$48,561. Because the new teen library is not expected to open until July 1, 2010, staff proposes that funding for those positions come from a reduction in next year's Library's book budget, which is currently \$552,240. This proposed reduction is not expected to have a significant impact on the current delivery of library services.

C. Next Steps

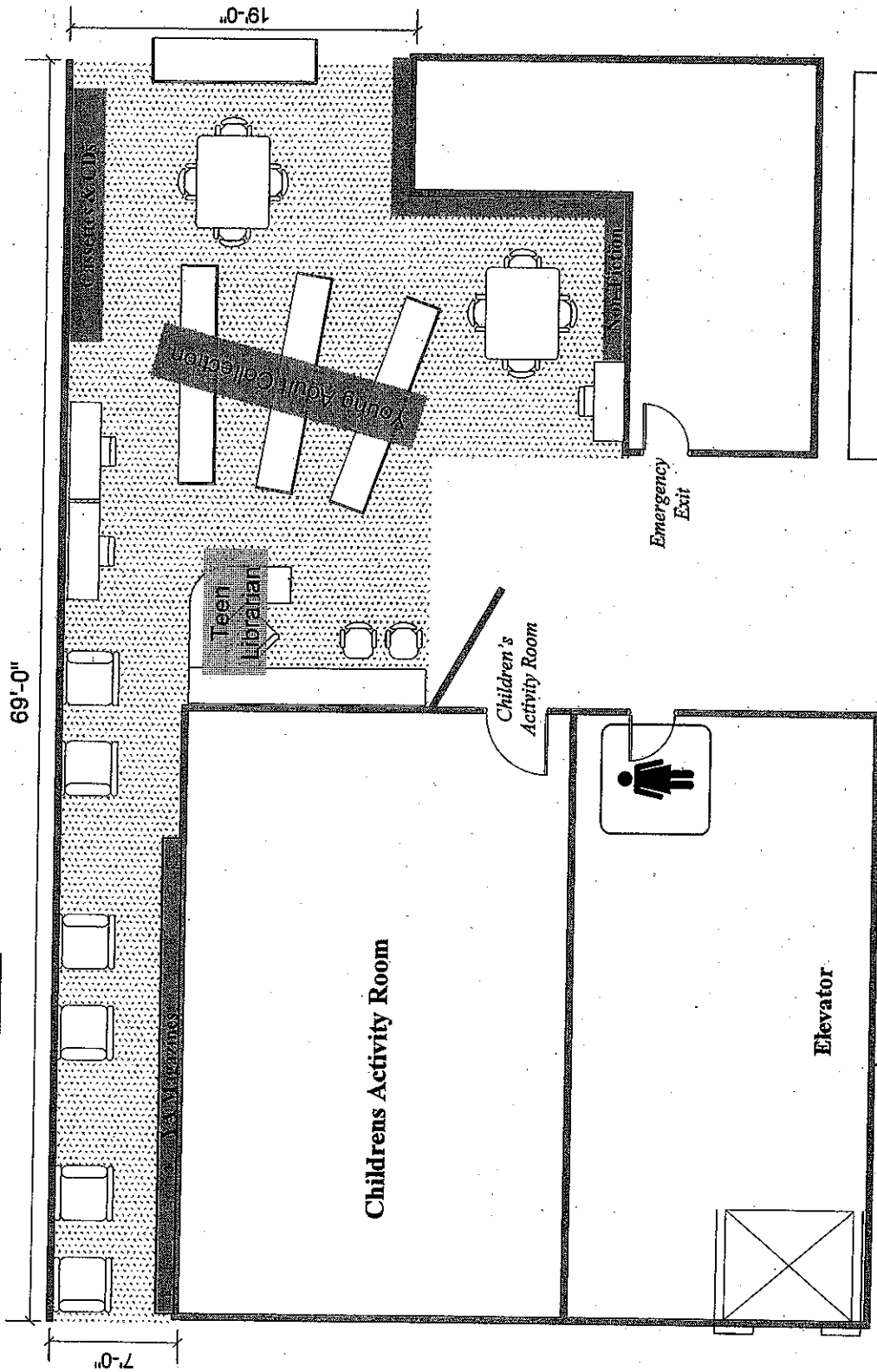
If approved, staff will return to Council with a supplemental budget. Then, work on the teen library project will begin on March 1 following completion of the asbestos removal project. The estimated completion date is June 1, 2010. Staff anticipates recruiting Library Assistants, moving in furniture and relocating the teen collection by June 30, 2010. The proposed date for opening the teen library would be July 1, 2010 for the start of the new fiscal year.


Prepared by BJ Toewe,
Interim Library Manager

Attachments:

- A: Current Teen Scene Floor Plan as of Oct. 16, 2009
- B: Proposed Teen Library Area
- C: Plaza Level Floor Plan
- D: Teen Library and CCTV Renovation Budgeted Costs

**Teen Scene as of
Oct. 16, 2009**



Space Information:
Approx. 1,083 sq. ft.
Seating Capacity = 20
Shelving Capacity = 950 cu. Ft.

Childrens Activity Room

*Children's
Activity Room*

**Teen
Librarian**

**Young Adult
Collection**

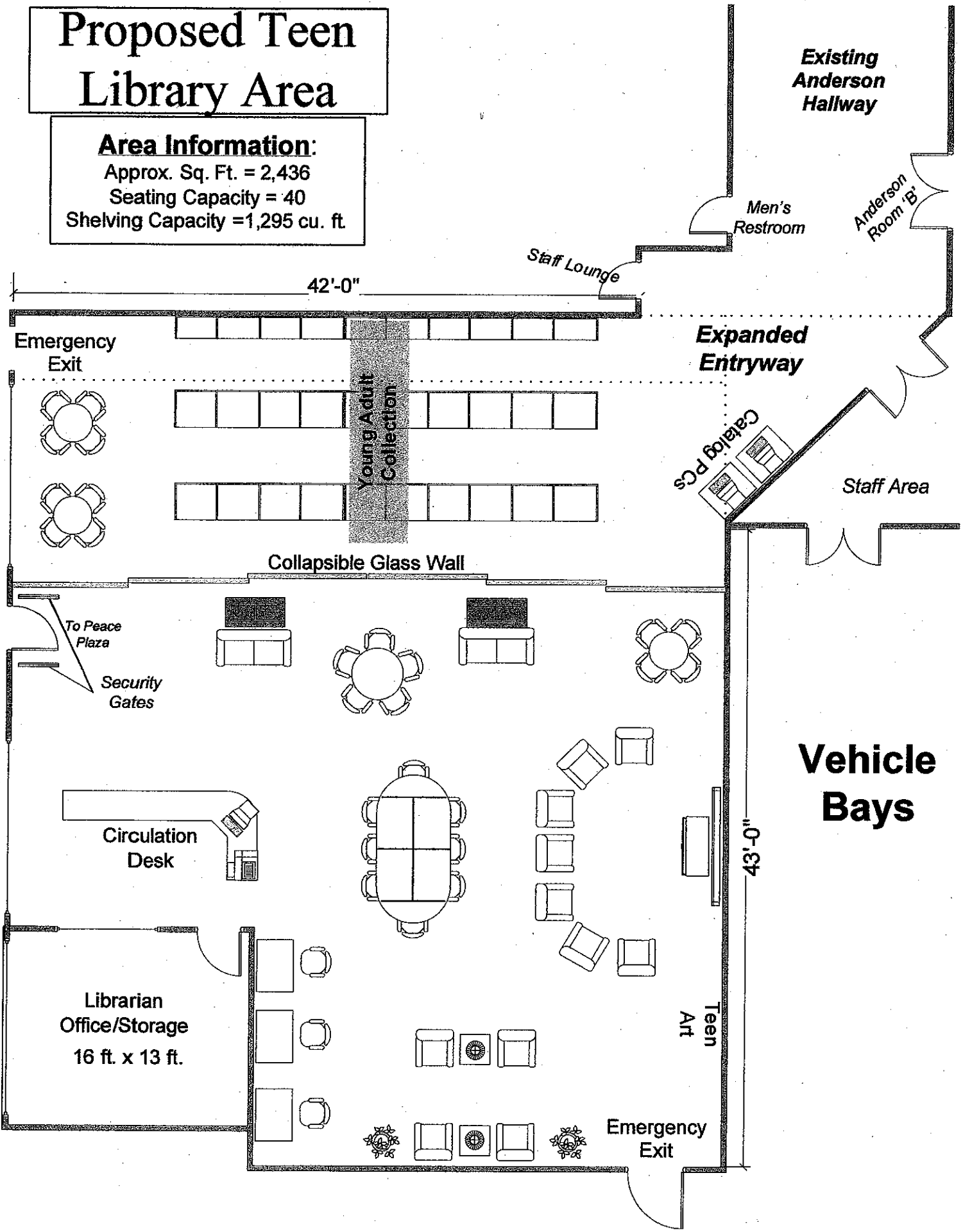
*Emergency
Exit*

Elevator

Childrens Magazines

Proposed Teen Library Area

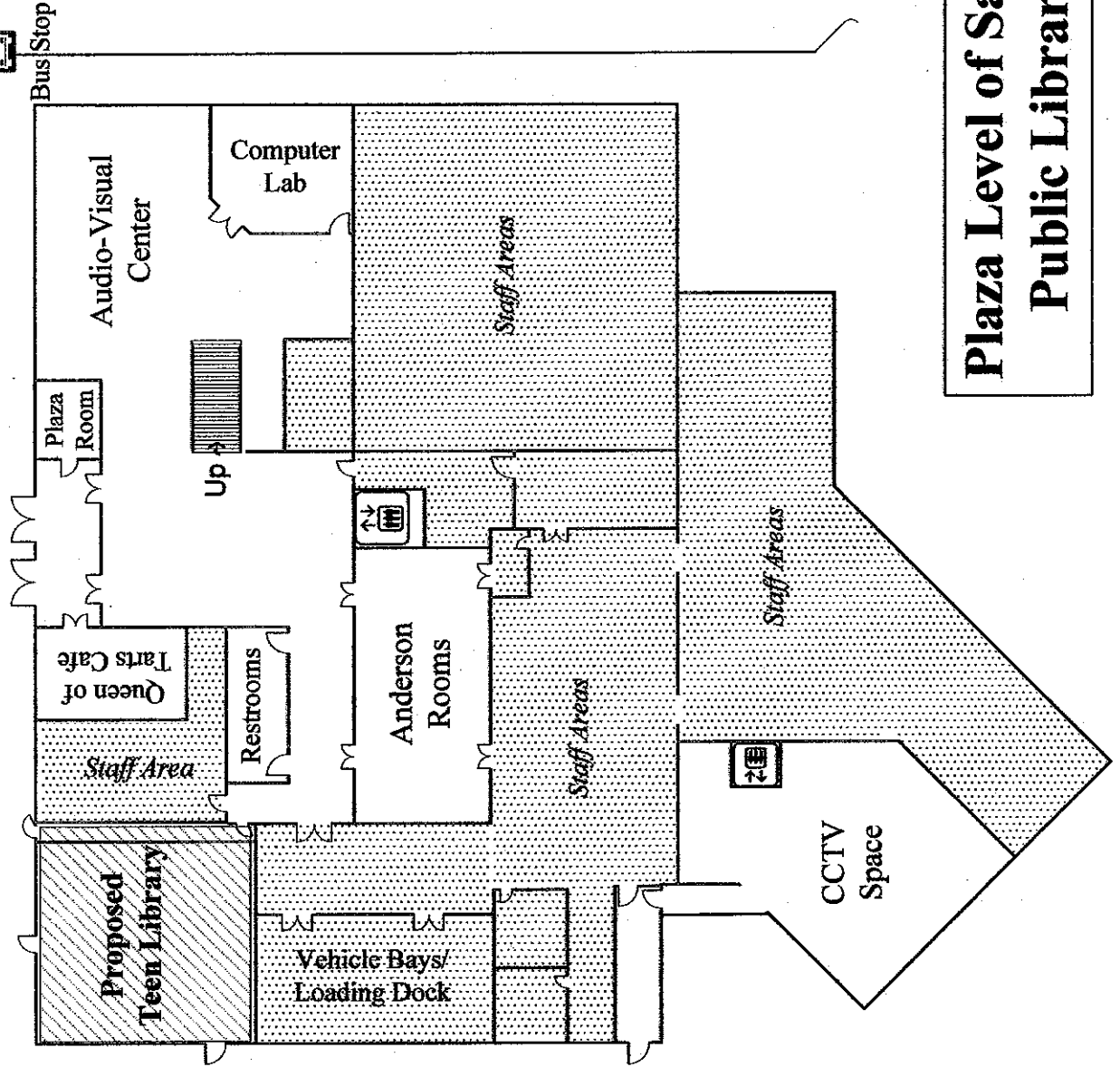
Area Information:
Approx. Sq. Ft. = 2,436
Seating Capacity = 40
Shelving Capacity = 1,295 cu. ft.



LIBERTY STREET

**Plaza Level of Salem
Public Library**

PEACE PLAZA



COMMERCIAL STREET

Bus Stop

Bus Stop

Teen Library Renovation Budgeted Costs (*DRAFT*)

Funding for Teen Library Renovation Project

Salem Public Library Foundation	\$121,338.00
SPL Trust & Agency	\$122,122.00
SPL Trust & Agency for CCTV Space Renovation	\$21,220.00
<i>Friends of the Library</i>	<i>TBD</i>
Total Funding Available for Teen Library Renovation	\$264,680.00

<u>Construction Work</u>	<u>Cost</u>
Engineer (hours)	\$20,000.00
Flooring Install (sq. feet)	\$12,000.00
Telescoping Glass Wall/Partition	\$30,000.00
<i>Install Telescoping Wall (Est. hours)</i>	<i>\$4,000.00</i>
Paint walls (sq. feet of walls)	\$2,736.00
Install network drops	\$3,000.00
Facilities staff assistance with installation/oversight	\$3,000.00
Convert West entrance to emergency exit	\$200.00
Permits (est.)	\$1,000.00
Renovation of CCTV space for Technical Services	\$30,000.00
Security gate for entryway	\$15,000.00
Demo and install new entryway interior - Plaza level	\$15,000.00
Total Construction Work	\$135,936.00

<u>Furnishings & Equipment</u>	<u>Cost</u>
Furniture	\$59,310.00
Technology Equipment	\$50,550.00
Total Furnishings/Equipment	\$109,860.00

Contingency	\$18,884.00
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Grand Total Budget	\$264,680.00
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