



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Scott Bauer, Library Director
MEETING DATE: February 21, 2018
SUBJECT: Update on Pacific Grove Library Renewal Project and Capital Campaign
CEQA: Does Not Constitute a “Project” per California Environmental Quality Act (CEQA) Guidelines Section 15378

RECOMMENDATION

Authorize the City Manager and Library Director to continue to pursue private fundraising for additional funding for the Library Renewal Project, and establish the following two-year plan:

1. The transfer of \$40,000 from the Library Trust Fund to the Library Book Fund in Fiscal Years 2018-19, and 2019-20 (each); and
2. Assign an additional \$250,000-\$500,000 from the General Fund to support the Library Renewal Project as part of the FY 2018-19 budget process, as a challenge to match future private donations, and to ensure completion of the Library Renewal Project.

DISCUSSION

Background

At the December 20, 2017 City Council meeting, a Library Renewal Project status was provided. At that time, it was noted that there was a major gap between the money set aside for the project within the FY 2017-18 Capital Improvement Project budget and the architect’s estimate for creating a remodel that will meet all the needs of the community:

	Basic Option	Comprehensive Option
Estimated Cost (Permits, City direct costs, moving and relocation expenses are <i>not</i> included)	\$1,271,447	\$2,038,661
Estimate vs. Budget Gap	\$535,447	\$1,302,661

Council provided direction to the City Manager through the Library Director designee to work with Library supporters to raise additional funds to bridge the funding gap, and to meet with the architect to review conceptual designs and commence design drawings.

Library Renewal Project Design Goals

On Friday, February 9, 2018, Public Works Director Daniel Gho and Library Director Scott Bauer met Karin Payson, the Library Renewal Project architect. The following Library Renewal Project goals were discussed:

- Restoration of the original Carnegie reading room and sensitive re-connection with the various building remodels that surround it, so that the building experience “flows” and provides greater functionality;
- A clean, fresh, welcoming appearance - most frequently mentioned is the need for improved, hygienic and fully accessible restrooms, and fresh paint;
- New modular carpeting in a design that reflects the historic character, yet can stand up to 500 patrons a day;
- Improved and expanded connectivity and electrical infrastructure throughout the building to allow for multiple users with multiple devices in multiple areas - now and whatever may be used 10-20 years down the road (note: the best option for flexible functionality is *not* a separate hardwired computer room that will be hard for staff to oversee and likely to become obsolete);
- A new central public service desk that allows patrons to orient themselves when they first enter, and positions staff to provide a welcoming presence while visually monitoring the main areas of the library;
- A history room off the reading room that can allow the community’s irreplaceable archives to be properly stored and made available, within an area that can be closed with glass doors and within oversight of the Director;
- Increasing patron access to physical collections through better orientation of shelving for ADA access, use of natural light and upgraded lighting, improved ADA signage and wayfinding; and
- Flexibility of space achieved through opportunities to easily and ergonomically reconfigure furnishings, with close off areas (the history room could be a quiet space for patrons when children’s story hours are going on in the open building, the art gallery could be reserved for meetings during specified times, etc.).

Public Works Director Gho and Library Director Bauer agreed to have Ms. Payson begin working on the design to meet these goals.

Capital Campaign Cabinet

Volunteers from all of the Library support organizations (Friends of the Library, Library Foundation and Library Advisory Board) are working together to raise the needed funds for a comprehensive renovation. The “Cabinet” of Library supporters directing the Capital Campaign is: Kim Bui-Burton, Linda Pagnella, Alison Jones-Pomatto, Carol Greenstreet, Linda Vogt, Noreen Nance, Mary Ann Whitten and the Library Director, as a staff resource. Ms. Bui-Burton will chair the group, as the Friends are the lead group in the Capital Campaign fundraising effort.

To assist the fundraising efforts, the Friends of the Library would like to suspend their annual donation of \$40,000 to the Library Book Fund for purchasing materials so that all of the Friends’ fund-raising efforts can be focused exclusively on the Renewal Project. By transferring \$40,000 from the Library Trust Fund to the Library Book Fund at the start of Fiscal Years 2018-19 and 2019-20, the Library’s budget for purchasing new material will be kept whole.

In addition, the Friends of the Library and the Library Foundation have each already pledged to donate \$150,000 towards matching donations to the Library Renewal Project from the Community. If the City provides its own funds in the range of \$250,000 - \$500,000 to be used for matching private donations to the project as well, this would assure at the lower end of that

range that the Renewal Project will be able to meet the amount necessary to complete a minimal, functional renovation of the Library including bathrooms, carpet, wiring and other fundamental essentials, and at the upper end of that range will assure that additional key features can be completed such as interim facilities during the renovation, enhanced lighting, demonstration gardens, display areas for historical collections and other special exhibits, clustered areas for conversation and study, furnishing, renewing bookshelves, etc.

At the upper end of the range, the City funding could be spread over two budget years.

Capital Campaign Timeline

The committee of Library supporters working on fundraising for the Library Renewal Project will kick-off the public fundraising with a reception on Friday, May 11, 2018 at the Library and at a 110th “birthday party” for the Library on Saturday, May 12, 2018 at Jewell Park. The campaign will run through Labor Day.

FISCAL IMPACT

Authorizing the transfer of \$40,000 per year for the next two years from the Library Trust Fund to the Library Book Fund would lower the Trust Fund by \$80,000. The amount that Council designates for the City’s contribution to the Renewal Project will impact the General Fund over one budget cycle (for a \$250,000 commitment) or over two years (for funds in excess of the \$250,000).

GOAL ALIGNMENT

Goal 4: Cultural Heritage: Implement the Library Renewal Project

OPTIONS

1. Take no action.
- 2a. Direct staff to transfer \$40,000/year for the next 2years to supplement the Library’s book fund for purchasing new library materials, and/or
- 2b. Direct staff to include a placeholder in the draft FY 2018-19 budget of at least \$250,000 to be used to as matching funds for donations to the Library Renewal Project.
3. Provide alternate direction.

RESPECTFULLY SUBMITTED:

REVIEWED BY:



Scott Bauer
Library Director

Ben Harvey
City Manager