

MEMO



Engineering Department

To: Board of Public Works
From: John Neumeier, Director of Public Works/City Engineer
Date: 7/15/2024
Re: Authorization to seek proposals for A/E services for library offices redesign

Background information:

The library will be adding a new sorting machine as an innovative solution to help relieve some issues caused by staff shortages. To accommodate the installation of the sorting machine, several office/desk spaces will need to be relocated. In addition, the current office/desk space is less than what is needed when the library is fully staffed. As part of the 2024 Capital Improvement Plan, funds were allocated for the sorting machine upgrade in the current office spaces up to five new/replacement office spaces, and if feasible, a separate meeting room, to be located within the adult fiction area.

Strategic Plan: This combination of innovative improvements will help the library to complete more timely and error free work with the current staffing level. Innovation is one of the foundational elements in our Strategic Plan, as it offers a better way of checking in materials, and improves existing processes with a reduction in errors. It will also help improve workplace culture in offering staff proper places to complete their work. Further, the separate meeting room, if feasible, helps us in creating our community of choice, as gathering spaces are important to thriving communities for engagement.

Budget: Total for all phases was budgeted in in the 2024 Capital Improvement Plan for \$400,000. Estimated engineer/architectural services for this first phase is estimated at \$10,000.

Staff Recommended Action:

Authorize staff to seek proposals for Architectural/Engineering services related to the Library Offices Redesign.

