



LIBRARY

To: Mayor and Town Council

From: Leslie Scott, Director of Library Services

**Through: Mario Canizares, Town Manager
Robyn Battle, Executive Director**

Re: Library Master Plan Proposal

Town Council Meeting – April 30, 2024

Strategic Visioning Priority: 4. Provide Excellent Municipal Services

Agenda Item:

Consider and act upon authorizing the Town Manager to execute a Proposal for Services with 720 Design for the preparation of a Library Master Plan for \$98,375.00.

Description of Agenda Item:

This is the first assessment of needs for a Library Master Plan the Town has conducted since the creation of the Library in approximately 2001. The Master Plan will provide a foundation for future expansion and growth of the Library.

The CIP Subcommittee approved the proposal and allocated \$130,000 from the Capital Dedicated Fund for the proposed Master Plan, which covers Part 1, the Master Planning Summary of Needs.

Town staff is recommending we proceed with only Part 1 of the attached proposal at a cost of \$98,375.00. Parts 2 and 3 include a more detailed conceptual design and programming information, which is not necessary at this time. The Town may choose to implement Parts 2 and 3 in the future under a separate agreement with the vendor to prepare for a potential bond election.

The Library Board reviewed and approved the Proposal for Services at their March 27, 2024, meeting.

Budget Impact:

The original estimated budget for this project was \$130,000.00. The total cost of services is \$98,375.00. Funding is available in account 750-5410-10-00-2406-FC.

Legal Obligations and Review:

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the attached documents as to form and legality.

Attached Documents:

1. Proposal for Services
2. Fee Proposal

Town Staff Recommendation:

Town Staff recommends the Town Council authorize the Town Manager to execute a Proposal for Services with 720 Design for the preparation of a Library Master Plan for \$98,375.00.

Proposed Motion:

I move to authorize the Town Manager to execute a Proposal for Services with 720 Design for the preparation of a Library Master Plan for \$98,375.00.