

To: Lawrence Public Library Board of Trustees

From: Brad Allen, Director

Date: August 1, 2012

I recommend that the library lease the property at 700 New Hampshire (the former Borders Building) for a period of 20 months during construction and renovation of our current library. We would occupy the 20,000 square foot building on premises and have temporary modular offices in the parking lot while the new library is under construction. This move can be accomplished within the Development Costs of the budget with minimal effect on the project contingency (see attached spreadsheet and appendix). The project contingency fund remains at least \$700,000 if we move, \$769,000 if we stay.

Moving the library off site during construction is the best option for the following reasons:

- **Reduced construction timetable.** The building can be built more quickly when workers don't have to work around staff and the public. B.A. Green estimates that the building will be ready at least two or three months earlier, possibly more. **This timetable would have us in the building for Summer in the City 2014!**
- **Better customer service.** Relocating would allow us to move only twice and cause less disruption of service. Staying in the building would cause us to constantly shift operations around the building which is frustrating and confusing to library users. We estimate that it will take a minimum of eight separate moves within the building if we stay during construction.
- **Better parking.** There will be few to no parking spaces in the immediate vicinity of the library while the parking garage is under construction. The Borders location will have at least 80 spaces if not more.
- **Minimized risk.** Vacating the building during construction could save a considerable amount of money with regard to subcontractor bids. An occupied building could result in the possibility of unexpected cost increases.
- **Improved building warranty.** When a construction project is phased, sometimes the warranty on the building is issued in stages. Vacating the building would allow us to take possession of the building at completion of the project, resulting in the entire building being under warranty at the same time.

Thank you for considering this request. I believe it allows us to provide the best service to our community that we can during this historic transition.