



CITY OF LONG BEACH

DEPARTMENT OF LIBRARY SERVICES

101 PACIFIC AVENUE ▪ LONG BEACH CA 90822 ▪ 562-570-7500 ▪ FAX 562-570-7408

December 6, 2016

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Authorize the City Manager, or designee, to renew a permit for use of space in the Main Library by the Long Beach Public Library Foundation, a California non-profit public benefit corporation, for a period of one year, with the option to renew for two additional one-year periods. (District 2)

DISCUSSION

The Long Beach Public Library Foundation (Foundation), a non-profit corporation, was created in 1996 to provide funding for services and programs beyond what is provided by the General Fund for the Library Services Department (Department). Since the inception of the Foundation, the Department has received support for 12 Family Learning Centers, book and material resources and special programming for youth. The support that the Foundation provides has tremendously assisted the Department in providing services and materials to library users. The success of the Family Learning Centers is due to the support of the Foundation and its goals to promote literacy and enhance opportunities for the entire community.

To assist the Foundation in fulfilling its goals, the Department is requesting that the City Council approve the permit renewal for use of space in the Main Library by the Foundation for an office and meeting room. The Foundation will continue to pay for telephone and internet service and will provide insurance coverage. The use of the space by the Foundation is beneficial because it allows staff in the Department to work closely with the Foundation, particularly on issues regarding the Family Learning Centers, grant applications and related issues.

The proposed permit for use of space contains the following major provisions:

- Address: 101 Pacific Avenue, Long Beach (the former book selection room), approximately 1,120 square feet (SF).
- Length of term: One year, with the option to renew for two additional one-year periods.
- Rent: The monthly base rent shall be \$1.65 per SF, for a total of \$1,848 per month, or \$22,176 annually. This rate is taken from the Quarterly Downtown Office Market Survey conducted by Cushman & Wakefield. Rent shall be due annually in arrears. In consideration of the financial assistance and community services provided annually to the Long Beach community by Foundation, the financial assistance and community services may be credited against annual rent due only within the lease year in which they were provided.

- Security Deposit: None.
- Use: General office and meeting space.
- Utilities: Foundation will pay for telephone service and internet.
- Improvements: No alterations, improvements or repairs by the Foundation are permitted.
- Other: City will maintain the site. Foundation will provide insurance.

This matter was reviewed by Deputy City Attorney Amy R. Webber on November 1, 2016 and by Budget Analysis Officer Julissa Jose-Murray on November 4, 2016.

TIMING CONSIDERATIONS

City Council action is requested on December 6, 2016, to ensure the Foundation has no lapse in authority to use office and meeting room space in the Main Library as the current permit expired on November 30, 2016.

FISCAL IMPACT

As a result of rental credits for financial assistance and community service, it is anticipated that there will be no fiscal or local job impact associated with this recommended action. Any future revenues that should arise in the event of a lack of rental credits shall accrue to the General Fund (GF) in the Library Services Department (LS).

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



GLEND A WILLIAMS
DIRECTOR OF LIBRARY SERVICES

APPROVED:


PATRICK H. WEST
CITY MANAGER