



# Board of Library Trustees

City of Arts & Innovation

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**TO: BOARD OF LIBRARY TRUSTEES** **DATE: JULY 25, 2016**

**FROM: RIVERSIDE PUBLIC LIBRARY**

**SUBJECT: UPDATE ON EASTSIDE LIBRARY LEASE AGREEMENT AND IMPROVEMENTS**

## **ISSUES:**

Provide an update on the financial cost of the City leased space and facility improvements of the Eastside Library since August 2004.

## **RECOMMENDATIONS:**

That the Board of Library Trustees receive and file this update.

## **BACKGROUND:**

On October 1, 2004, the City entered into a fifteen year lease agreement (Attachment 1) for office space located in a shopping center at 4033 Chicago Avenue Unit C, Riverside, consisting of 10,816 square feet. The agreed monthly rent cost was \$12,500. This lease payment is subject to adjust annually by an amount equal to a percentage difference in the Consumer Price Index between the prior year and the current year. Historically, this results in an annual increase of between 1.5% to 3.5%. The annual lease costs are included in Attachment 2.

The City is also required to pay for Common Area Maintenance (CAM) cost. These are costs paid directly by the property owner and passed on to the lessee.

Examples of these costs are:

1. Parking lot maintenance
2. Roofing repair
3. Exterior plumbing
4. Landscape maintenance
5. Fire sprinkler maintenance, etc.

CAM costs amount to 6.4% of the total annual amount, which equates to an additional \$3,500 to \$4,000 added to the monthly lease payment.

In addition to monthly lease payments, the City also pays for utilities, part-time security guard services and custodial services. These annual costs are also included in the Eastside Costs spreadsheet. The City has also invested in various building projects to improve the interior appeal and overall comfort of the library for the benefit of the public. Examples of improvements completed over the years are new public computers, carpet, paint and added air conditioning

units. A list of these projects are also included in the Eastside Costs sheet (Attachment 2).

**DISCUSSION:**

The current lease agreement is due to expire on October 1, 2019. The Eastside Library is the only library location that is not a city owned property. The City will need to decide where to locate a future library location for the residents of this community. The Eastside Library is an important community gathering space. It draws nearly 200,000 annual visitors, and has an annual circulation of almost 80,000 items. It is the third busiest location in the Riverside Public Library System, with programs for children, teens and adults. However, the layout of the 10,816 square feet of building space presents many limitations such as safety and security, public seating, and staff workspace which limit our ability to maximize our programs and services.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Tonya Kennon, Library Director  
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Attachments:

1. Lease Agreement
2. Cost Summary