

**CITY OF LOWELL**  
**COMMONWEALTH OF MASSACHUSETTS**

**VOTE**

**IN CITY COUNCIL:**

**ORDER,**

To fund restoration services at Pollard Memorial Library.

**ORDERED,**

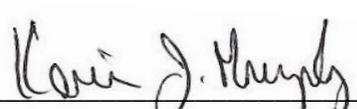
By the City Council of the City of Lowell, as follows:

That the amount of **One Hundred Fifty Thousand (\$150,000.00) Dollars** be transferred:

**FROM:** Manager's Contingency Fund, more fully described in Attachment A:

**TO:** Library State Aid, more fully described in Attachment A.

**ORDER RECOMMENDED AND INTRODUCED BY:**

  
\_\_\_\_\_  
Kevin J. Murphy, City Manager





Conor Baldwin  
 Chief Financial Officer

## MEMORANDUM

**TO:** Kevin J. Murphy, City Manager

**FROM:** Conor Baldwin, Chief Financial Officer 

**CC:** Vicky Woodley, Library Director  
 Kerran Vigroux, Health and Human Services Director

**DATE:** February 1, 2018

**SUBJECT:** Transfers from Manager's Contingency

In order bring the Pollard Memorial Library back to its original condition prior to the water damage, a considerable amount of work has been done by the Administration and the staff of the library since the damage was discovered on January 8<sup>th</sup>. Remediation work began immediately and, after receiving an emergency waiver from DCAMM on January 18<sup>th</sup>, the city engaged a vendor to immediately remove the damaged hardwood and carpeting without having to wait the typical one-month bid process and then install new carpeting.

While the total cost of the remediation when all the work is complete will be approximately \$300,000, the finance team has been working to secure all necessary funds to finance each and every item. I have worked with the law department to prepare a vote to transfer \$150,000 from the manager's contingency account into the library grant budget which is currently funding the initial purchase orders. The remaining balance will come from library state aid account, which has accumulated a significant balance to date. After the transfer, \$50,000 will remain in the manager's contingency budget for unforeseen circumstances that may occur through June 30<sup>th</sup>.

State aid is available to all municipalities and their libraries that apply and are certified annually by the Massachusetts Board of Library Commissioners (MBLC) as meeting a municipal appropriation requirement (a local funding requirement) and certain minimum standards (including hours of opening & expenditures for library materials) of free public library service per M.G.L. c.78, s.19A & 19B. In FY2018, the city received \$169,307 as an offset receipt. For the past several years, the appropriation has been about same amount. It has been used to fund part-time library staff. A sufficient balance will remain after funding the restoration services.

Below is a summary of the affected accounts.

Account Name	Original Budget	Previous Transfers	Revised Budget	YTD Expenditures		Balance Before		Balance After
				(Actual)	Encumbrances	Transfer	Transfer	
Manager's Contingency	\$ 400,000	\$ (200,000)	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ (150,000)	\$ 50,000
Library State Aid	\$ 20,000	\$ 191,913	\$ 211,913	\$ 7,978	\$ 62,818	\$ 141,116	\$ 150,000	\$ 291,116



Kevin J. Murphy  
*City Manager*

February 1, 2018

Mayor William J. Samaras  
And  
Members of the Lowell City Council

Dear Mayor Samaras and Members of the Lowell City Council,

I am hereby requesting that the City Council vote to transfer \$150,000 from the City Manager's Contingency budget into the Pollard Memorial Library's state grant account. The amounts to be transferred are needed to complete the financing plan to fund the full restoration of the library after the water damage.

It is likely that the total cost at the library is over \$300,000 and the balance to fund the work will initially come from accumulated library state aid that the city receives each year pursuant to Massachusetts General Laws Chapter 78 § 19A specifically for use by municipal libraries. However, I have tasked my finance team with identifying any and all outside sources of funding from grants and private donations in order to mitigate the costs and reimburse the monies from the state aid account. The Chief Financial Officer is currently pursuing potential opportunities with the Commonwealth's Division of Capital Asset Management and Maintenance (DCAMM), Operational Services Division (OSD), and the Massachusetts Emergency Management Agency (MEMA).

Enclosed with this is a memorandum from the Chief Financial Officer which outline the details of the transfer. Please do not hesitate to let me know if there are any questions.

Sincerely,

Kevin J. Murphy  
City Manager

CC: Conor Baldwin, Chief Financial Officer