

PROJECT ACTION PLAN

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community.

Lead Department:	Library
City Council Goal / Tactic:	Goal 3 – Livable and Safe Community
Project Summary:	Creation of a Library Makerspace – Phase I
Estimated Completion:	September 2020

ACTION PLAN

1. Background of Project:

- The St. Helens Public Library's makerspace will provide a permanent home for the Library's Make It! program which offers STEM, creative art, and do-it-yourself programs for elementary school age youth.
- As the resources of this space are enhanced, the offerings will include equipment, programs, and expanded hours to serve older youth and adults to aid their skill development and creative endeavors.

2. Current Status of Project:

- The remaining renovation steps include new ceiling tiles, new door hardware, and sidewalk installation.
- Furniture and equipment will be moved into the space afterwards.

3. Strategic Steps to Accomplish Project:

- The Creation of a Library Makerspace represents the first phase in the development of a community resource that can be expanded to include more equipment and programs to serve older youth and adults. As this is enhanced, the funding of additional personnel to support and staff it will be required.

4. Estimated Cost of Project:

- \$3,600 in annual rental
- \$35,175 to renovate the space – flooring, data/electrical, plumbing, sidewalk, door openers/hardware, cabinetry, furniture
 - \$28,750 from the Library Facility Fund
 - \$6,425 from the Library's FY19/20 General Fund Budget

5. Barriers to Complete:

- None - Public Works will plan the remaining work as their scheduling priorities allow.