Sacramento Public Library Authority

February 24, 2011 **Agenda Item 10.0: Colonial Heights Library Improvements**

TO: **Sacramento Public Library Authority Board Members**

FROM: **Denise Davis, Deputy Library Director**

RE: **Colonial Heights Library Improvements**

RECOMMENDED ACTION(S):

Adopt Resolution 11-09**,** A Resolution Approving Improvements to Colonial Heights Library in an amount not to exceed $147,000.

BACKGROUND

As mentioned at the January 27, 2011, Authority Board meeting, a refresh of the Colonial Heights Library has been planned for the current fiscal year, contingent upon sufficient funds being available for the improvements identified.

With savings realized from mid-year budget adjustments, staff has identified funding to support this capital improvement project, utilizing Library Facilities staff to complete the enhancements.

The cosmetic improvements are designed to enhance services to the public, and include the relocation of shelving, computers and materials; a refresh of the teen and children's areas to increase usability and seating; resurfacing tables and reupholstering seating; enclosure of two study spaces for quiet study; consolidation to a single service desk; refreshing signage; and painting walls and cleaning/replacing carpet squares as necessary.

The Colonial Heights Library will temporarily close for not more than three weeks to effect these improvements. Staff will return with specific closure dates once the project is scheduled.

The Library Director will authorize the necessary purchases to complete this project in accordance with the Authority's Procurement and Contracts Policy.

ATTACHMENT(S)

Resolution #11-09, A Resolution Approving the Improvements to Colonial Heights Library in an amount not to exceed $147,000

Sacramento Public Library Authority

RESOLUTION NO. 11-09

Adopted by the Governing Board of the Sacramento Public Library Authority on the date of:

February 24, 2011

A RESOLUTION APPROVING IMPROVEMENTS TO THE COLONIAL HEIGHTS LIBRARY IN AN AMOUNT NOT TO EXCEED $147,000

BE IT HEREBY RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO PUBLIC LIBRARY AUTHORITY AS FOLLOWS:

1. The improvements of the Colonial Heights branch to enhance services, including: the relocation of shelving, computers and materials; refresh of the teen and children's area to increase usability and seating; resurface tables and reupholster seating; enclose two study spaces for quiet study; consolidate service to a single service desk; refresh signage; and paint walls and clean/replace carpet squares as necessary are approved.

2. The use of current Library Facilities staff to complete these enhancements at a labor and benefits cost not to exceed $12,000 is approved.

3. The use of mid-year budget adjustment savings from City of Sacramento ($85,000) and Special Tax Assessment ($50,000) funds for expenditures associated with the enhancements is approved.

4. The temporary closure of the Colonial Heights branch of not more than three weeks for the purposes of these improvements is approved.

5. The Library Director is authorized to execute the purchases referenced in this Resolution on behalf of the Authority in accordance with the Authority's Procurement and Contracts Policy.

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Sandy Sheedy, Chair

ATTEST:

Rivkah K. Sass, Secretary

By:_____
Brenda Haggard, Assistant Secretary

ATTACHMENTS:
None.