



Agenda Date: 9/13/2005
Agenda Placement: 6S

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Janet McCoy - Director
Library
REPORT BY: Janet McCoy, Library Director, 253-4242
SUBJECT: Professional Services Agreement for Library Planning with Group 4

RECOMMENDATION

Library Director requests approval of and authorization for the Chair to sign an agreement with Group 4 Architecture, Research + Planning, Inc., for a maximum of \$142,130 for the term September 13, 2005 through December 31, 2006 to assist the Napa City-County Library in preparing a 20-year Facilities Master Plan.

EXECUTIVE SUMMARY

One of the library's goals in the 2005/06 budget is to Develop a Library Facilities Master Plan that will identify long range needs and standards for library services. This planning is essential for the library to be positioned to apply for State grants for library construction, should such funds be made available in the next few years.

The Library Director worked with the County Purchasing Agent to solicit proposals from firms providing planning services to libraries. Group 4 was selected by library administration and a Library Planning Steering Committee made up of representatives of the library's support groups and service area jurisdictions.

The services to be provided include assessing the library's current and future needs in each community by conducting focus groups and surveys, evaluating the existing facilities, current patterns of use and the demographics of the service areas. The completed Facilities Master Plan will summarize each facility's general condition, general code compliance, site constraints and opportunities, and functional issues. It will include demographic information and "patron mapping" of existing library card holders, identification of needs based on community input, current patterns of use, and standards for the appropriate levels of library service (such as collection size per capita, technology goals, etc.), and will identify strategies to meet those standards. The Master Plan will also include an implementation plan that includes prioritization, phasing, and estimated costs.

This planning process is expected to take approximately 12-15 months at a maximum cost of \$142,130.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Library
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Because the Napa City-County Libraries are aging, and the demographics have changed dramatically over the years, it is important to conduct a thorough assessment of the needs in order to prepare for the future. There will be a proposition on the June 2006 ballot for a State-wide Library Construction Bond. If it passes, this Master Facilities Plan will be essential for a viable grant application.
Is the general fund affected?	No
Future fiscal impact:	The Master Facilities Plan will identify and recommend facility and service improvements for the future, which, if implemented would have a cost impact.
Consequences if not approved:	The future needs of the county's libraries would be less well defined.
Additional Information:	None

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Library Planning Steering Committee's role is to advise Library Administration on the planning process. It is made up of three Library Commissioners, one Library Foundation/NVUSD representative, and appointees from each of the jurisdictions that the library serves (City of Napa, American Canyon, Calistoga, Yountville, and Napa County). It includes one high school student and one college student.

The Steering Committee reviewed and provided input on the Request for Proposals, and reviewed and evaluated the proposals that were received. The Steering Committee interviewed the top two proposers. The Committee will continue to be involved in the development of the Library Facilities Master Plan as the process continues.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey