

Sixth Amendment to the Memorandum of Understanding
Between the County of Contra Costa, the City of San Ramon and
the Contra Costa Community College District

This sixth amendment ("Sixth Amendment") is dated as of July 1, 2015, and is between the County of Contra Costa, a political subdivision of the State of California (the "County"), the City of San Ramon, (the "City"), and the Contra Costa Community College District (the "College District").

Recitals

- A. The County, the City, and the College District are parties to a Memorandum of Understanding (C2007-88) dated June 26, 2007, (the "MOU"). The MOU relates to the operation and maintenance of the Dougherty Station Library located at 17017 Bollinger Canyon Road, San Ramon.

- B. The MOU was amended (i) July 1, 2009 for Fiscal Year 2009/10 and 2010/11; (ii) June 21, 2011, for Fiscal Year 2011/12; (iii) June 11, 2013, for Fiscal Year 2012/13; (iv) July 1, 2013 for Fiscal Year 2013/14 and; (v) July 1, 2014 for Fiscal Year 2014/15. The parties now desire to further amend the MOU to reflect the schedule of costs and hours of operation for Fiscal Year 2015/16.

The parties therefore mutually agree as follows:

Agreement

- 1. The MOU is hereby amended to include the terms set forth in Attachment A-6, which is attached to this Sixth Amendment.

- 2. All other terms of the MOU remain unchanged.

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The parties are signing this Sixth Amendment as of the date set forth in the introductory paragraph.

COUNTY

COUNTY OF CONTRA COSTA, a political subdivision of the State of California

~~JESSICA A. HUDSON~~ TERRY SPEIKER
County Librarian

By Alison McKee
Alison McKee
Deputy County Librarian

RECOMMENDED FOR APPROVAL:

By _____
Julia R. Bueren
Public Works Director

By Karen Laws
Karen Laws
Principal Real Property Agent

APPROVED AS TO FORM:

SHARON L. ANDERSON
County Counsel

By Kathleen M. Andrus
Kathleen M. Andrus
Deputy County Counsel

CITY OF SAN RAMON

CITY OF SAN RAMON, a municipal corporation

By Bill Clarkson 6-20-16
Bill Clarkson, Mayor

By Greg Rogers
Greg Rogers, City Manager

The Foregoing Agreement Has Been Reviewed and Approval is Recommended

By Ene Figueroa 6/17/16
Karen McNamara Date
Director Parks & Community Services

APPROVED AS TO FORM

By Robert Saxe 6/20/16
Robert Saxe Date
Interim City Attorney

ATTEST:

By Renee Beck 6/21/16
Renee Beck Date
City Clerk

City Council Resolution # 2015-074

COLLEGE DISTRICT

CONTRA COSTA COMMUNITY COLLEGE DISTRICT, a community college district duly organized and existing under and by virtue of the laws of the state of California

By David Wetmore 6-9-16
David Wetmore Date
Director of Purchasing

HOURS OF OPERATION AND SCHEDULE OF COSTS

A. INTRODUCTION

The City of San Ramon (the “City”), Contra Costa County (the “County”), and the Contra Costa Community College District (the “College District”), are the responsible parties in the administration, funding, and continuing development of the Dougherty Station Library (the “Library”) located at 17017 Bollinger Canyon Road in San Ramon, California.

B. HOURS OF OPERATION

The Library’s base level for hours of operation is thirty-five (35) hours per week. In order to better meet the needs of College students and faculty, as well as the general public, the parties agree to increase the Library Service Hours above the base level to fifty (50) hours per week beginning July 1, 2015, and continuing through June 30, 2016, as follows:

Days	Hours of Operation	Number of Hours
Monday	10:00 a.m. – 8:00 p.m.	10
Tuesday	12:00 p.m. – 8:00 p.m.	8
Wednesday	12:00 p.m. – 8:00 p.m.	8
Thursday	10:00 a.m. – 8:00 p.m.	10
Friday	10:00 a.m. – 5:00 p.m.	7
Saturday	10:00 a.m. – 5:00 p.m.	7
Sunday	Closed	
TOTAL HOURS		50

C. ADDITIONAL HOURS OF OPERATION

The main San Ramon Library will be closing as of August 17, 2015 for an expansion and renovation, with an anticipate closure of approximately 18 months until March 2017. During this time, the Dougherty Station Library will be open an additional 8 hours per month, paid for by the City. The hours, beginning August 17, 2015, and continuing through June 30, 2016, are as follows:

Days	Hours of Operation	Number of Hours
Monday	10:00 a.m. – 8:00 p.m.	10
Tuesday	10:00 ^a p.m. – 8:00 p.m.	10
Wednesday	10:00 ^a p.m. – 8:00 p.m.	10
Thursday	10:00 a.m. – 8:00 p.m.	10
Friday	10:00 a.m. – 5:00 p.m.	7
Saturday	10:00 a.m. – 5:00 p.m.	7
Sunday	1:00 p.m. – 5:00 p.m.	4
TOTAL HOURS		58

Payment for these additional 8 hours, as well as an additional 2.5 FTE of staff to cover additional use of the Dougherty Station Library by the general public, will be paid for by the City. This cost is covered in a separate letter, between the County and the City, sent by the County on March 25, 2015.

D. SCHEDULE OF COSTS FOR HOURS OF OPERATION

- D. 1. The County shall pay for personnel costs to operate the Library for 35 hours of Library service, estimated to be \$ 499,171 for FY 2015/16.
- D. 2. The College shall pay for a portion of the personnel costs, including one half-time Library Specialist, to increase hours of operation for the Library from thirty-five (35) hours to fifty (50) hours, at a cost not to exceed \$100,000.
- D. 3. The City shall pay for a portion of the personnel costs to increase hours of operation for the Library from thirty-five (35) hours per week to fifty (50) hours per week, at a cost not to exceed \$23,416.
- D. 4. If the College brings funding beyond the \$100,000 stated in C.2 through a mid-year budget augmentation, the City's contribution shall be reduced by the same amount not to exceed the City's total FY 2015/16 commitment.

E. SCHEDULE OF COSTS FOR LIBRARY MATERIALS

- E. 1. The County shall provide annual funding for materials at the Dougherty Station Library, with a single amount determined using a formula that considers the total population of San Ramon and combined circulation of both the San Ramon and Dougherty Station libraries as a percentage of Contra Costa County Library's service area population and total circulation. The Senior Community Library Manager will then allocate this funding.
- E. 2. The College shall spend a minimum of Fifteen Thousand Dollars (\$15,000) for materials in FY 15/16. The College will spend these funds, in Consultation with the San Ramon Senior Community Library Manager, for materials including, but not limited to:
 - Payment for annual subscriptions to serials and standing orders specifically selected by the College in support of the curriculum.
 - Payment to College vendors for books purchased in support of College curriculum.

- Payment for online databases, e-books and other electronic resources available only to College students and faculty.

County Library

1750 Oak Park Boulevard
Pleasant Hill, California 94523-4497
(925) 646-6423
FAX (925) 646-6461

Contra Costa County

Jessica A. Hudson
County Librarian



March 25, 2015

Greg Rogers, City Manager
City of San Ramon
2226 Camino Ramon
San Ramon, CA 94583

Dear Mr. Rogers:

The Library's FY 2015/16 budget has been submitted to the Board of Supervisors for their consideration. Contra Costa County will continue to provide 35 open hours at all community libraries in 2015/16 when the city provides and funds the facility-related costs.

The cost to maintain the existing 58 hours at the San Ramon Library (19 additional hours Monday through Saturday and 4 hours on Sunday) for a full year would be **\$213,210**. However, the San Ramon Library is scheduled to close for a renovation and remodel in Fall 2015. Estimated costs for 54 Monday-Saturday hours at the San Ramon Library for July 2015-September 2015, Sunday hours (4) for the full year starting at the San Ramon Library and migrating over to the Dougherty Station Library, as well as some additional staffing moving over to the Dougherty Station Library during the San Ramon Library's closure is **\$144,414**.

A separate letter outlining the costs to maintain additional open hours at the Dougherty Station Library will be mailed to Diablo Valley College.

I am enclosing the 2014 Annual Report that has information about the Contra Costa County Library on the Dougherty Station and San Ramon Libraries recent statistics and successes.

Thank you for your continued support.

Feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Jessica A. Hudson".

Jessica A. Hudson
County Librarian

cc: Nancy Kreiser, Acting Senior Community Library Manager, San Ramon and Dougherty Station Libraries
Linda Martinez, Administrative Services Officer: Budget and Finance

County Library

1750 Oak Park Boulevard
Pleasant Hill, California 94523-4497
(925) 646-6423
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Contra Costa County

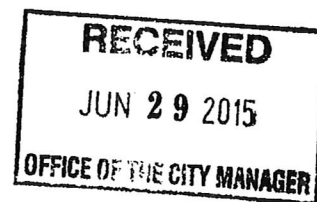


ATTACHMENT A-6A

Jessica A. Hudson
County Librarian

June 25, 2015

Greg Rogers, City Manager
City of San Ramon
2226 Camino Ramon
San Ramon, CA 94583



Dear Greg,

Enclosed please find a copy of the Board Order from the Board of Supervisors' agenda of June 16, 2015 authorizing the closure of the San Ramon Library as of August 17, 2015.

The Board of Supervisors has also authorized that the operational savings resulting from the closure of the Library and the less expensive operations of the small outlet library in the San Ramon Community Center be spent to benefit library services in San Ramon. In September 2015, we will provide you with an estimate of the anticipated savings from the date that staff have vacated the facility until the opening of the renovated and expanded facility. We will then provide you with the actual figures either annually or on a schedule that meets your needs. At this time, a very loose estimate of savings for 18 months of closure generates approximately \$500,000.

This is an exceptionally exciting time! We are grateful for City Council and City staff that sees the value in an updated and renovated library that truly meets the needs of San Ramon. We look forward to continuing to work with you, your staff, and the library support groups on this project. We will continue to deliver quality services from Dougherty Station Library and the outlet library at the Community Center while work on the main San Ramon Library is underway.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Jessica A. Hudson".

Jessica A. Hudson
County Librarian

cc: Karen McNamara, Interim Director, Parks and Community Services, City of San Ramon
Nancy Kresier, Senior Community Library Manager, Contra Costa County Library
Linda Martinez, Administrative Services Officer: Budget/Finance, Contra Costa County Library

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C.140

To: Board of Supervisors
From: Jessica Hudson, County Librarian
Date: June 16, 2015



Contra
Costa
County

Subject: Closing the San Ramon Library for Renovation

RECOMMENDATION(S):

AUTHORIZE the County Librarian to temporarily close the San Ramon Library for approximately 18 months to complete an expansion and remodel, closing from August 17, 2015 through February 28, 2017, and open an interim, smaller outlet service on August 17, 2015.

FISCAL IMPACT:

The cost to operate a small library in the San Ramon Community Center, as well as to temporarily increase staffing at the Dougherty Station Library during the 18-month construction period, is significantly less than the cost to operate the full service library. The operational savings will be redirected to open a smaller outlet library in the San Ramon Community Center rather than the full service existing library for approximately eighteen months and for other library needs agreed to by the County Librarian and the City of San Ramon to benefit library services in San Ramon.

- APPROVE
- RECOMMENDATION OF CNTY ADMINISTRATOR
- OTHER
- RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 06/16/2015

- APPROVED AS RECOMMENDED
- OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor
ABSENT: Federal D Glover, District V Supervisor

Contact: 925-927-3201

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: June 16, 2015

David J. Twa,

BY: , Deputy

BACKGROUND:

The City of San Ramon and the San Ramon Library community have been actively working on the process of an updated the main San Ramon Library facility for many years. The City has been looking at ways to update the existing facility to make it more inviting, spacious, and usable for the population for all ages. In 2014, the City formed a San Ramon Library Working Group, comprised of City staff, County Library staff, City Council members, members of the San Ramon Library Commission, members of the San Ramon Parks and Recreation Board, Foundation members, and an architectural firm. This group has spent the last year developing plans for a 3,500 square foot expansion of the second floor and a complete remodel of the first floor. Major improvements and changes will include a new technology zone, teen space, and Jazz listening rooms on the second floor, as well as an expandable community room through roll-top doors opening into the public space. The first floor will feature an updated Children's space, a dedicated Foundation sale area, and newly created study rooms. The City of San Ramon allocated \$4.24 million to the main phase of the construction process in May 2015.

In order to complete the project, the Library will need to close for approximately eighteen months. Although the schedule could change as the project moves forward, the current timeline anticipates that the main San Ramon Library will be closed from August 17, 2015 through February 28, 2017.

Due to the closure, San Ramon Library staff will be deployed to cover vacant positions at other community libraries. Some staff will be redeployed for additional coverage at the Dougherty Station Library, also located within the City of San Ramon; staff at the Dougherty Station Library will also be staffing, on a rotational basis, the small outlet Library planned for the San Ramon Community Center. Resulting salary savings are estimated to be approximately \$496,883 over the full 18-month period. These operational savings will be spent to benefit library services in San Ramon in a way agreed to by the County Librarian and the City of San Ramon. Possibilities include funding additional open hours once the library reopens, enhancing the collections or purchasing furniture or equipment for the San Ramon Library.

In the past, operational savings resulting from closed libraries have been used to benefit library services in that community, most recently in Walnut Creek and Martinez.

CONSEQUENCE OF NEGATIVE ACTION:

The City of San Ramon has allocated \$4.24 million towards the expansion and renovation process; if not approved, the renovation process would be unable to move forward and the City's funding towards the effort will be stalled.

CHILDREN'S IMPACT STATEMENT:

The newly expanded and renovated Library will feature a larger children's area with additional programming spaces, computers, and seating.