



# AGENDA REPORT

Library and Community Services

<b>DATE:</b>	January 27, 2026
<b>TO:</b>	Mayor Martinez and Members of the City Council
<b>FROM:</b>	LaShonda White, Deputy City Manager of Community Services Kate Eppler, Deputy Director of Community Services-Library
<b>Subject:</b>	Contract Amendment No. 1 with Nor-Cal Moving Services for Additional Moving and Storage Services
<b>FINANCIAL IMPACT:</b>	The proposed \$44,500 expenditure is included within the approved fiscal year 2025-2026 General Capital Fund budget/Library Remodel (20136031-400708-AR231).
<b>PREVIOUS COUNCIL ACTION:</b>	None.
<b>STATEMENT OF THE ISSUE:</b>	Richmond Public Library's Main Library, which houses the bulk of the Library's collection and all of its administrative services, is relocating to prepare the building for a major renovation. As part of the relocation project, the Library seeks to expand its contract with Nor-Cal Moving Services to accommodate the moving and storage of select portions of the library collection.
<b>RECOMMENDED ACTION:</b>	APPROVE the first contract amendment with Nor-Cal Moving Services increasing the payment limit to \$44,500, and modifying the service plan to include storage services, and extending the contract expiration date to June 30, 2028 - Community Services (Kate Eppler 510-610-5452/LaShonda White 510-620-6828).

## **DISCUSSION:**

The Richmond Main Library is preparing for a \$34 million renovation project, supported by general funds from the City of Richmond and a \$9.7 million grant from the California State Library. The project has an estimated completion date in late 2027. All Library staff, materials and services must vacate the historic building located at 325 Civic Center Plaza so that work on the project can begin.

To prepare for the renovation, Public Works and Library staff established a temporary library in the conference rooms of the Richmond Memorial Auditorium, which opened on September 15, 2025. Library staff selected books and media from the Main Library collection to offer in the temporary library, which is smaller (4,000 square feet) than the Main Library space (30,000 square feet). Books and materials were chosen for the temporary library based on available space, age of the item, condition of the item, core collection needs, and popularity of the item.

After selected titles were relocated, a portion of the adult collection remained in the Main Library and staff are taking several actions to address this remaining collection. Library staff have worked with community organizations and locations to establish “Richmond Public Library (RPL) Bookspots” which are temporary homes for parts of the collection in publicly accessible locations around Richmond, such as community centers or other community hubs. Staff plan to retrieve the collection items in time for the Main Library re-opening in 2027. Per the Library’s Collection Development Policy, librarians also continuously review the collection and evaluate material for withdrawal using a variety of factors, including usage information, physical condition, age, and accuracy of the material (Attachment 1). City staff will continue to apply these criteria to the remaining collection items to determine if they are due for withdrawal.

After these steps have taken place, some portion of the remaining collection in the 325 Civic Center Plaza building will need to be stored for future use. However, these materials cannot stay in place during construction, and the Library does not have sufficient space in the temporary library, the branch libraries, or in the relocated staff offices, to store the remaining useful material. In addition, to preserve their usability, books must be stored in a dry environment that is safe from humidity and pests.

To pack and store these books, the Main Library solicited quotes from three local moving and storage companies. Because library staff are in the process of evaluating how many books should be stored and time is of the essence, City staff sought quotes for the biggest-case storage scenario (Attachment 2). Although they were not the lowest quote, Nor-Cal Moving Services was selected for its comprehensive approach to book storage, which ensures that the books will be stored in shelf-order (saving time when unpacking) and kept in a climate-controlled facility that will protect their physical condition (Attachment 3).

The Library now seeks to amend its current contract with Nor-Cal Moving Services, a company which has helped other local libraries, including Sonoma County Library,

complete book moving and storage projects. The value of the current contract (\$9,500) would be increased by \$35,000, for a total contract value of up to \$44,500 (Attachment 4). This figure still represents an overestimate of the actual spend, as the proposed contract amendment provides that the Library will be charged only for supplies and storage space that are used. The proposed contract amendment also extends the term to June 30, 2028, and expands the contract scope to specifically include storage services.

**DOCUMENTS ATTACHED:**

Attachment 1 – Library Collection Development Policy

Attachment 2 – Quote Matrix

Attachment 3 – Original Contract

Attachment 4 – Contract Amendment