

MEETING DATE: May 20, 2021

TO: Library Board of Trustees

FROM: Ken Homsley, Adult Services Division Manager

SUBJECT: FURNISHINGS PURCHASE

SUMMARY

The tables used for room set-ups are heavy and difficult to set-up. The addition of training/flip/nesting tables will make room set-ups in the conference room more manageable. Additionally, we would like to add these tables to the Teen area, which would allow us more flexibility in the room.

RECOMMENDATION:

1. Approve and authorize the Library Director to purchase new training tables for a total cost not to exceed \$32,000, from the city approved Source Well contract.

FISCAL IMPACT

Funding for this project would come from the Friends Restricted Funds.

LIBRARY IMPACT

The replacement of the library's tables with flip tables for use in the Library Conference Center and Teen space will provide staff with a more manageable, and safer way to reconfigure room set-ups. The new tables will also allow for a single staff member to set-up a room without assistance, which extremely important considering current staffing levels. It will also allow for other city departments to set-up the rooms without assistance from library staff.

DISCUSSION

Training tables can be easily configured and reconfigured, are ideal for our large spaces, and can be stored efficiently. By switching to training tables, the library will be able to better accommodate groups of any size more nimbly.

The Allsteel Aware training tables can be purchased off the city approved Source Well contract for a 67.20% discounted cost of \$753.99 per table. Library staff also obtained a quote for Haworth training tables, which were quoted at a discounted cost of \$895 per table.

Below is a screenshot of the Allsteel Training Table.



Below are the current tables being used in the Conference Center Room.



Attachment:

- Reg Bus Item Number 4 - Attachment 1 – Allsteel Tables Quote.pdf