

**MOORPARK CITY COUNCIL  
AGENDA REPORT**

**TO:** The Honorable City Council

**FROM:** Mary Lindley, Parks, Recreation & Community Services Director *me*

**DATE:** July 7, 2006 (Meeting of July 19, 2006)

**SUBJECT:** Consider a Consultant for Library Transition Services, Formation of a Library Task Force, Establishment of a Library Commission, and a Budget Amendment

**DISCUSSION**

On June 21, 2006, the City Council elected to withdraw from the Ventura County Library Agency effective January 1, 2007, and adopted Resolution No. 2006-2479, consistent with state law. Pursuant to Council direction and in accordance with the Library Memorandum of Understanding (MOU), the City notified all other parties to the MOU and the State Board of Equalization prior to June 30 regarding the City's intent to withdraw.

In addition to the withdrawal action, the Council requested that the following items be agendized for the July 19 meeting: recommendation on a consultant or third party to coordinate the transition period and the ongoing operation of the Moorpark Library after January 1, 2007, the formation of a library task force, and the establishment of a library commission.

The City received a formal proposal from Library Systems & Services, LLC (LSSI) to coordinate the transition period leading up to the City's assumption of the Moorpark Library on January 1, 2007, and to operate the Moorpark Library on an annual basis thereafter. LSSI is the firm that operates the Calabasas Library under contract with the City of Calabasas. The City of Thousand Oaks also expressed interest in possibly presenting the City with a proposal to provide library operational services under contract to Moorpark. Representatives from each city are scheduled to meet on July 21 to open discussions.

Staff is recommending that the City secure the services of LSSI to coordinate the transition period only. A recommendation for ongoing library operations will be made at a later time when staff has had an opportunity to evaluate available options. LSSI has

experienced staff in its Riverside office that can be made available immediately to handle the Moorpark Library transition. As noted previously, LSSI handled the Calabasas Library transition from the County of Los Angeles to the City of Calabasas and now operates that Library. They also operate the Riverside County Library System, and a number of public libraries in Tennessee, Texas, and Kansas. Because there are still a number of unknowns about the condition of the collection and equipment in the Moorpark Library, LSSI is recommending a monthly retainer of \$5,000 (\$30,000 for August through January). This will cover LSSI's staff time and travel. The City will have the option to negotiate the purchase of collection materials and library equipment through LSSI or independently, whichever method proves to be most cost effective. Such purchases include, but are not limited to:

An Integrated Library Automation System (ILS) – \$100,000: Besides the collection, this is the most important library purchase. The ILS catalogs and tracks a library's collection (books, periodicals, DVD's, etc.) and manages the collection's circulation and patron's data base.

Automated Checkout System - \$90,000: The use of an automated checkout system is an option the City may want to consider. Library patrons would be able to check books out using automated scanners. It has been suggested that the City would realize on-going cost savings by utilizing such a system. In addition to the checkout stations (two at \$30,000 each), the City would need to purchase magnetic book tags (approximately \$26,000).

Security Gates - \$15,000: Placed at the public entrance to prevent theft.

Library Collection Processing - \$5,000: It is recommended that the City process its collection through authority control before loading them into a new ILS system. The authority control processing will produce records that will create cross references in the ILS. This process is optional.

Plastic Library Patron Cards - \$6,000: Cards issued to library patrons for checking out collection materials.

Library Equipment - \$30,000: Depending on what the City is able to retain in regards to the existing equipment in the Moorpark Library, it may need to purchase staff computers and printers, public and staff copy and fax machines, file cabinets, a safe, cash register, book carts, etc.

Library Webpage - \$5,000: The City could contract with LSSI or another vendor to create a webpage for the library to provide easy access to library information, which would allow patrons to view the Library collection catalog online.

Setting aside \$19,000 for contingencies, staff recommends the Council approve a budget of \$300,000 for library transition expenditures. The FY 2006/07 budget includes \$60,000. Staff recommends that the Council appropriate an additional \$240,000 from the City's Library Fund be used for this purpose by adopting the attached budget resolution. This budget figure does not include any ongoing operational costs. An operations budget will be presented for Council consideration in November or December.

Library Task Force: The expressed purpose of the library task force is to advise staff on transition issues, not operational issues like staffing and budget. The task force will serve as a sounding board to staff for such things as evaluating the library collection, days and hours of operation, number of public computers, and library programs such as children and teen reading programs. It is envisioned that the task force will be comprised of individuals representing different segments of the Moorpark's population, as well as representatives from community groups with an interest in library services. The term of the task force would end on December 31, 2006.

Library Commission: It is also proposed that establishment of a library commission be considered. It would be similar to the existing Planning Commission and Parks and Recreation Commission. If so directed, staff would prepare a future agenda item to address the commission's composition and responsibilities.

**STAFF RECOMMENDATION** (Roll Call Vote)

- 1) Authorize the City Manager to execute an agreement with LSSI Inc., to provide library transition services, subject to final language approval by the City Attorney and City Manager;
- 2) Approve the establishment of a library task force for the purpose outlined in the Agenda Report; and
- 3) Adopt Resolution No. 2006 - \_\_\_, amending the FY 2006/07 budget

Attachment A – Resolution

RESOLUTION NO. 2006-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AMENDING THE FY 2006/07 BUDGET TO ALLOCATE \$240,000 FROM THE LIBRARY FUND (2154) TO THE LIBRARY FACILITY EXPENDITURE BUDGET

WHEREAS, on June 21, 2006, the City Council adopted the budget for Fiscal Year 2006/07; and

WHEREAS, a staff report has been presented to said Council requesting a budget amendment allocating \$240,000 to the Library Facility expenditure budget from the Library Fund Balance; and

WHEREAS, Exhibit "A" hereof describes said budget amendment and its resultant impacts to the budget line item(s).

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. A budget amendment allocating \$240,000 to the Library Facility expenditure budget as more particularly described in Exhibit "A" attached hereto is hereby approved.

SECTION 2. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this 19th day of July, 2006.

\_\_\_\_\_  
Patrick Hunter, Mayor

ATTEST:

\_\_\_\_\_  
Deborah S. Traffenstedt, City Clerk

Attachment: Exhibit A

Resolution No. 2006-\_\_

EXHIBIT A  
Budget Revision

A. Fund Allocation:

Fund No.	Fund Name	Amount
2154.5500	Library Fund Balance	\$240,000

B. Budget Appropriation:

BUDGET NUMBER	BUDGETED	REVISION	NEW BUDGET
2154.7640.0000.9103	\$20,000	\$80,000	\$100,000
2154.7640.0000.9205	\$40,000	\$160,000	\$200,000

Approved to Form: DE