

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: The Honorable City Council

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

BY: Jennifer Mellon, Senior Management Analyst 

DATE: October 10, 2006 (Meeting of October 18, 2006)

SUBJECT: Consider Waiving City Purchasing Procedure for Procurement of Library Materials and Library Transition Status Report

DISCUSSION

On July 19, 2006 the City Council approved the use of Library Systems & Services, LLC (LSSI) to coordinate the transition of the Ventura County Library Moorpark to the City of Moorpark Public Library as well as the formation of a Library Task Force. The transition is proceeding smoothly and, as promised, staff is back with an update.

To date, the Library Task Force has met twice. At the last meeting on October 1st the group discussed the condition of the existing library collections. Staff and LSSI proposed options for purchases in two phases. Phase 1 (prior to January) – purchase a visible, attractive collection of “high demand” items to include Adult Bestsellers in fiction and non-fiction; a variety of children’s materials including books, CD’s, and DVD’s; books-on-CD; DVD’s; and Spanish language materials. Phase 2 (after January) – develop an “in-depth collection plan” with input from Moorpark schools, Library Commission, friends of the library, City and Library staff, Neighborhoods for Learning, and other community groups. After reviewing and discussing the suggestions the Library Task Force members concurred with the recommendations.

Therefore, staff is requesting Council waive the City’s purchasing procedures to allow this first purchase of circulating library materials without a formal bid. Current Moorpark Municipal Code Section 3.04.120 states the following regarding exceptions to competitive bidding requirements:

“In its discretion, the city council may at any time, by a majority vote and without amending this chapter, waive the purchasing procedures or alter these proceedings to fit a specific purchase, when such a waiver is not in violation of state law.” (Ord. 16 § 1, 1984)

Staff, with the assistance of LSSI, will purchase circulating materials from recognized large, value added vendors that can provide necessary processing services while offering the deepest discounts available to public libraries. Staff will return at a later date to address the Council regarding future Library material purchases.

Also, on July 19, 2006, Council adopted Resolution No. 2006-2504 amending the FY 2006/07 budget; appropriating \$240,000 to the Library (\$60,000 was previously available) making the total library transition budget \$300,000. Additionally, the City anticipates the receipt of revenue from the Moorpark Library Service Area Property Tax fund balance through calendar year 2006 in the estimated amount of \$250,000. These funds can only be used for Library purposes.

During the July meeting Council was presented with a budgetary overview for the \$300,000 city allocation prepared to the best of Staff's ability with limited knowledge of transitional activities. Staff also indicated they would present additional information when available and, working closely with LSSI, staff has modified the list below to identify library items that they believe should be funded prior to January. The following are the original identified purchases with revisions and additions (italicized):

Opening Day Collection - \$70,000: New collection materials are important to how the public perceives the Library. Much of the current collection is outdated or worn and needs to be weeded to make room for new material. This opening day collection consists of new adult fiction, new adult non-fiction, books on CD, DVD's, Spanish materials, Children's materials, and music CD's.

Furniture - \$40,000: The current furniture and storage options at the library are antiquated and do not make a good use of space. As part of our agreement with LSSI their design team is working to maximize space at the library, allowing for better flow, increased volume, and relaxing atmospheric enhancements. New media storage, paperback storage, magazine storage, computer and study carrels, tables and chairs are some of the items proposed for purchase.

An Integrated Library Automation System (ILS) - \$70,000: The automation system is still the most important purchase, besides the collection. Upon further evaluation of size of collection, data conversion, and necessary system functionality it has been determined to adjust the cost of the system accordingly.

An RFP is being developed by LSSI to be reviewed by staff and will be released for bid around October 20, 2006.

Automated Checkout System - Phase 1 \$15,000: This process will become a three-phase acquisition and implementation.

During the transition process the City will begin the purchase of the radio-frequency Identification (RFID) tags for the collection and begin tagging the materials (approximately \$15,000).

The second phase, which will occur between January and June 2007, is additional purchase of tags and scanner equipment. (\$20,000)

The third phase of implementation, to commence in Fiscal Year 2007-08 will be the purchase of checkout stations and additional resources for full use of the RFID security and checkout system. The Library will continue to use the barcode checkout system until the RFID system implementation is complete. (\$55,000)

Security Gates - \$10,000: Two (2) RFID compatible gates 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.

Plastic Library Patron Cards - \$3,750: It is recommended that the City purchase cards during the transition process to accommodate issuing to 20% of the population or approximately 7500 cards.

Library Equipment - \$30,000: This item incorporates the purchase of new computers for patrons and staff as well as monitors, software, printers, and multi-function print/copy/scan/fax machines.

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. The webpage will be accessible directly or from the City website via a link.

Miscellaneous Supplies and Contingency - \$21,250 *Includes a monument sign similar to the existing Active Adult Center and City Hall signs, promotional material, postage, interior signage, programming materials, book covers, barcodes, book processing supplies, library property stamps, and start-up office supplies (pens, pencils, paper, etc).*

The budget figures above, including the \$30,000 retainer for LSSI's contractual services during the transition process, totals the overall appropriated budget of \$300,000. An operations budget for January 1, 2007 through June 30, 2007 will be presented for Council consideration in December. Also, it is the intent of staff to continue to provide Council with status reports throughout the Library transition process.

STAFF RECOMMENDATION (Roll Call Vote)

- 1) Waive city purchasing procedure for procurement of library material not to exceed \$70,000.00.