



STAFF REPORT

TOWN COUNCIL MEETING OF OCTOBER 29, 2015

To: Town Council

From: Town Manager
Town Attorney

Subject: Presentation and Request from the Loomis Library Ad hoc Committee Report; Possible Action to Award Grant to Friends of Loomis Library to Retain Election Consultant

Date: October 24, 2015

RECOMMENDATIONS:

Hear presentation, discuss and direct staff.

DISCUSSION:

At the October 13, 2015 Town Council meeting the Council set a special meeting date for October 29, 2015 to hear a request from the Loomis Library Ad hoc Committee. The report from the committee is attached for your review.

In the report there are several requests of the Town Council. After review, the following are a summary and order/date of actions by the Council in response to the requests by the Ad-Hoc Committee:

Town Council Actions Needed to Implement Ad Hoc Committee Recommendations

Re-ordered to reflect staff and attorney recommended sequence of actions

Action	Date	Est. Cost	Comment
Approve grant to Friends of Loomis Library to retain election consultant	10/27/15	\$20,000	Grant should be a not to exceed amount, and specify that Town Manager must approve consultant selected and scope of work
Direct staff to initiate negotiations with County concerning:	10/27/15 and ongoing		

<p>-- Keeping library open until after June vote on tax measure <u>and</u> Town begins to receive tax revenue</p> <p>-- Acquiring library building and land</p> <p>-- Terms under which County will provide library services</p>		<p>unknown</p> <p>unknown</p> <p>unknown</p>	<p>If vote is successful in June, Town will likely not receive revenue from measure until first quarter 2017</p> <p>Options include transfer of ownership, or lease arrangement</p> <p>Terms should be agreed to prior to Town Council vote to place tax measure on ballot</p>
<p>Adopt resolution placing Transaction and Use Tax measure on June 2016 ballot; approve ordinance proposing tax</p> <p>Full cost staffing</p>	<p>~ January 2016</p> <p>~ January 2016 – September 2016</p>	<p>\$24,606.00 to \$41,010.00</p> <p>\$13,965.00</p>	<p>2/3 vote of Council to adopt. Special tax measure -- 2/3 voter approval General tax measure -- majority vote General tax measure could be accompanied by advisory measure</p> <p>The figure will probably be larger as it could take until 2017 to receive funds from the sales tax measure</p>
<p>Consider amendments to Loomis Code Section 12.24.010(E) (Community Facilities Development Impact Fee)</p>	<p>early 2016</p>		<p>Community Facilities Impact Fee can currently be used "to defray the cost of constructing community facilities, as new development occurs." May be possible to use a portion of this fund for acquisition or improvement of library building, but only to the extent Town can demonstrate nexus between new development that has paid into the fund, and the proposed expenditures. Cannot be used for maintenance.</p>
<p>Consider formation of new commission (Library Advisory)</p>	<p>early-mid 2016</p>		<p>May require amendment to Title 2 of Loomis Code; new commission will be a Brown Act body, regardless of extent of authority.</p>
<p>Develop procedures to allow Friends of Loomis Library and Loomis Basin Chamber to develop and implement community enhancement programs</p>	<p>early-mid 2016</p>		<p>Extent of Council action requested or required uncertain at this time</p>
<p>Dedicate plaque recognizing Friends and Gates family contribution</p>	<p>fall 2016</p>	<p>\$500.00</p>	

There are several areas which still need clarification and additional research, and which the Council should be aware of.

- While the cost of the ballot measure was initially estimated at \$6,000, they have been re-estimated at \$24,606.00 to \$41,010.00.

- Additionally, there may be an issue with a ¼ cent sales tax increase. After further review, the proposed tax may have to be revised to be a "transaction and use tax" rather than sales tax. The Town already levies the maximum permitted local "sales and use tax" per Chapter 3.26 of Muni Code (1%).
- The County has not yet agreed to fund the library through the date of the Ballot Measure (June 2016) nor through the first quarter of 2017 when the Town would receive the first funds from an approved Ballot Measure. The estimated cost of keeping the Library open could be up to \$150,000 to \$200,000, depending on a number of factors.
- Additional costs such as contracting with the County are unknown at this time, including who would be responsible for the costs.
- The timeline assumes that the Town and County have the authority to agree to a transfer of "ownership" of the library. Additional research is needed to determine whether, for example, such an arrangement needs approval by Placer County LAFCO.

CEQA :

The proposed presentation and possible action to approve a grant are exempt from CEQA; at this time it is unclear the extent to which a transfer of "ownership" of the library would require environmental review.

FINANCIAL IMPLICATIONS:

The financial implications for the Town range from \$20,000 to \$61,000 for the election alone (including possible grant to the Friends of Loomis Library). Additional costs such as keeping the library open for 18 months could bring the total up to \$250,000 - \$300,000. Unknown future costs could include contracting with the County.

The Loomis Library Ad hoc Committee Report Recommendations The Loomis Town Council

A report to the Loomis Town Council making recommendations
regarding the continuing operation of the Loomis Library

Committee Members:

Rhonda Morillas – Mayor

Miguel Ucovich – Councilmember

Jennifer Knisley – Loomis Basin Chamber of Commerce

Walt Scherer- Loomis Basin Chamber of Commerce

Linda Sandahl – Friends of the Loomis Library

Bonnie London – Public Member

Ramona Brockman – Public Member

With significant contributions from:

Jean Wilson

Susan Taubman

Jan Chimera

October 21, 2015

Loomis Library Ad hoc Committee Report

Executive Summary

The Loomis Town Council

In March of 2015, the Director of Placer County Library Services, informed the Loomis Town Council that in accordance with Initiatives developed to implement the adopted recommendations from the Strategic Plan for the Placer County Library, the Loomis Branch of the Placer County Library would be closed in June. The closure will allow the Library District to reallocate resources into a "Magnet" library service model, concentrating library services into three large centrally located facilities with branch libraries remaining in Granite Bay, Foresthill and Lake Tahoe areas.

The council meeting at which this announcement was made drew one of the largest attendances of any council meeting in the history of The Town of Loomis. Many in attendance spoke of the importance of the town library to the fabric of our community. In response to the announcement, the Mayor formed an Ad hoc Committee to research options for keeping a library in Loomis. After developing a work plan, the Ad hoc Committee submitted their plan to the Placer County Board of Supervisors, requesting a postponement of the order to close the Loomis Library until the committee could complete the work plan, the product of which would be recommendations that would provide an option or options for keeping a library operating in Loomis.

During the course of their research, the committee members interviewed key county staff, reviewed the county library strategic plan, budgets and policies. While it is not clear that the closure of the Loomis Branch of the library system is the best way to implement the Goals of the county's strategic plan, it is their preferred option, as a means to free up county resources and concentrate staffing into a "Magnet" library service model.

The Loomis Library Ad hoc Committee firmly believes that keeping the library open in Loomis best serves both the Goals of the Placer County Library Strategic Plan, and the community served by this valuable resource. However, merely keeping the doors open at the current library will not provide the Loomis Library community with a library that meets the needs of our community. Nor will it function as current library models do to serve all sectors of the community with the programs and services that today's libraries provide. The committee's research into model libraries shows that libraries of today are no longer simple reading rooms with research capabilities. They are opportunities for community and civic engagement. They present programs that provide community enhancement, benefiting the quality of life for the entire community. They prepare people for employment, and they are economic drivers that create the jobs within their communities.

During the course of surveying over 800 members of the Loomis Library Community, the committee found that while there is incredibly strong support for the traditional library services that our small town library provides. They also want the programs and services found commonly in today's libraries. So, while the county program is to move to "Magnet" libraries, the community served by this library wants this small town library to remain, developing and providing the programs and services found at today's libraries.

We as the Loomis Library Ad hoc Committee believe that adopting and implementing the recommendations in this report will allow the county to move to the "Magnet" library model that it desires, while also providing the Loomis Library Community with the small town library they want and deserve.

This report is one of three reports resulting from the work-plan implemented by the Loomis Library Ad hoc Committee. The committee will provide reports with recommendations to the Friends of the Loomis Library, The Loomis Town Council and the Placer County Board of Supervisors. Each report will address recommendations for each individual body. While each report is focused on the recommendations applicable to the entity to which it is addressed, the recommendations must be taken as a whole to maximize the effectiveness and financial stability of this library.

The recommendations to the Placer County Board of Supervisors are:

1. Transfer the ownership, control and operation of the Loomis Library facility parcel, and operations to The Town of Loomis, so that the Loomis Town Council can guide the future of this library, making it a community hub in the town center.
2. Develop a contractual agreement between The Town of Loomis and Placer County in order to continue to provide the traditional library services such as book circulation and internet services.
3. Continue to operate the library until the electorate in The Town of Loomis provides a sufficient and sustainable source of funding on the June ballot.
4. Work with The Town of Loomis to modify the hours of operation to provide the convenient library services that best serve this library community.

The recommendations to the Loomis Town Council are:

1. Place a 1/4¢ sales tax measure on the June Ballot in order to provide sustainable funding to maintain and operate a Community Library in Loomis.
2. The Town Council should negotiate with Placer County to modify the hours of operation of the Loomis Library sufficient to meet the needs of the library community for the

immediate six month period, between the time that the ballot measure is being developed and the June election.

3. Negotiate with the county to transfer the ownership, control and operation of the Loomis Library facility parcel, and operations to The Town of Loomis, so that the Loomis Town Council can guide the future of this library, making it a community hub in the town center.
4. The Loomis Town Council should create, and appoint members to, a standing Library Advisory Board/Commission as liaison between the Friends of the Loomis Library, organizations that interface with the library and The Town of Loomis regarding issues that relate to the library and The Town of Loomis.
5. The Town should contract for traditional library services with Placer County, in order to provide for book circulation and internet connectivity.
6. Amend the Community Facility Fee Fund in order to make these funds available for use in certain long-term maintenance and improvements of the existing facility and to construct a future community facility.
7. Allow the Friends of the Loomis Library and Loomis Basin Chamber of Commerce to develop and implement community enhancement programs through the Loomis Library.
8. Dedicate a plaque at the entry to The Loomis Library, recognizing the Friends of The Loomis Library and The Gates family for their instrumental roles in establishing a library for the people of the greater Loomis community.

The recommendations to the Friends of the Loomis Library are:

1. Expand Existing Programs and develop new community enhancement programs
2. Develop a long term strategic plan
3. Build affiliations with organizations that currently provide educational and community engagement programs in Placer County.
4. Identify, within the membership of The Friends of the Loomis Library, a person to function as volunteer coordinator.
5. Explore creative fundraising methods and opportunities

In summary, implementing these recommendations will provide the Loomis Library Community with a traditional library that will grow to provide the services that the community wants, through a locally guided partnership of schools, local organizations and the local government.

It will provide the Placer County Library system with an additional service outlet, while still allowing the county to implement the magnet service model they envision. The Loomis Library will also compliment the three main initiatives of the Placer County Library Strategic Plan.
(Reviewed below)

It will also bring the Friends of the Loomis Library into the role that was found operating at all successful, efficient and community-oriented libraries that were visited during the research for this report.

Finally, while the tasks required to complete the work plan that produced these recommendations were often limited to the committee members, we look to building larger community participation in guiding the implementation of these recommendations.

The Loomis Library Ad hoc Committee

Report to The Loomis Town Council

Purpose:

The purpose of this report is to convey recommendations regarding the future operations of the Loomis Branch of the Placer County Library to The Loomis Town Council.

Background:

The Loomis Library first opened in 1910, and operated in a storefront location on Taylor Road, in downtown Loomis. In October of 1976, the Friends of the Loomis Library approached the Gates family, a multi-generation Loomis Family, requesting a donation of land for the construction of a permanent library in Loomis. On May 24, 1977, The Placer County Board of Supervisors adopted resolution No. 77-202 acquiring the property for the purpose of constructing a County Branch Library with related parking for both the Library and Justice Court. On August 23, 1980, the Loomis Library opened its doors at the current location. At the monthly town council meeting, on March 10, 2015, the Placer County librarian informed the Loomis Town Council that the Placer County Library Department will be reconfiguring the county-wide operations, and would be closing the Loomis Branch of the Placer County Library. The Mayor for the Town of Loomis, Rhonda Morillas, convened an Ad hoc committee to make recommendations to the Loomis Town Council regarding options that can keep the Loomis Library operating and serving the Loomis Community.

The Loomis Library Ad hoc Committee

The committee of eight persons was composed of two representatives from The Loomis Town Council, The Chamber of Commerce, The Friends of the Loomis Library and the public at large. The Director of the county library department was invited, but declined to participate. The Town of Loomis Library Ad hoc committee developed a Work Plan that would identify the library services and programs that the Loomis Library Community would like their library to provide, and identify any potential revenue sources that would provide sustainable funding to the ongoing operations. The Work Plan also included a schedule for the completion of tasks and the presentation of the report with recommendations to the relative bodies. The Work Plan was presented and approved by the Friends of the Loomis Library and the Town of Loomis. While the Work Plan was not formally approved by the Placer County Board of Supervisors, at their June meeting, the board directed county staff to delay any decision regarding closure of the Loomis Branch until the report emanating from the proposed Work Plan was formally presented.

The Loomis Library Ad hoc Committee began meeting in May of 2015. They held weekly meetings until August, when they began meeting twice weekly. The first task to be conducted was to review and discuss the Placer County Strategic Plan.

Review of the Placer County Library Strategic Plan

The Placer County Library Strategic Plan was begun in 2011, under a grant provided by The California State Library. In December 2013, The Placer County Board of Supervisors adopted the completed Strategic Plan. The Ad hoc Committee fully agrees with the contents of the county's strategic plan. However, while this Strategic Plan was cited as the reason for closure of the Loomis Branch of the Placer County Library System, the Loomis Library Ad hoc Committee could find no direct recommendation to close any libraries. The citation most often provided by county staff for closing libraries is found on page 14 of the 2011 document, where it states as a Strategy to Reverse the Erosion of Library Services, "Ensure residents' access to Library resources and provide a venue for community identity and engagement by: Moving beyond an interconnected system of small "town" libraries to a fully interdependent network of County library service outlets". The Loomis Library Ad hoc Committee fully agrees with this Goal and Strategy. Where the committee finds disagreement, it is with the county staff recommendation of an unstated implementation methodology, which we believe conflicts with many statements within the plan.

The rationale or "initiative" to close libraries emanates from the discussion section in the Placer County Library Strategic Plan entitled "PATTERNS OF USE", wherein it states, "Fully 24% of the loan transactions that took place during the sample period were not in a resident's "home" library". To put this statement into a more appropriate context, simply replace "fully" with "only". We suggest this change shows that closing this library will create an inconvenience and obstacle for 76% of the library users. To support this contention, you will also find, in another section of the plan, where in a discussion entitled, "CONVENIENCE", the clear support for more convenient services, "Placer County's busy consumers choose their day-to-day service providers based largely on perceived convenience. When forced to choose between quality and convenience, they generally opt for convenience." The survey conducted by the Ad hoc Committee shows that the 11,000+ residents currently being served by the library in Loomis do not want to travel farther for library services, they want a convenient service provided where they, and their families live, during times that they can use it. They want the libraries near where they live open for more hours...not less. The survey of 800 residents showed that the largest reason for not using the local library was the limited hours of operation. For those families living within ¼ mile of the Loomis library, fully 40% cited this as the reason for not using the library. For families living more distant 31% cite this as the problem keeping them from using the local library. That 24% of residents currently put up with traveling further distances for library services does not justify depriving the other 76% of conveniently located services offered at a time convenient to the potential library user.

When surveyed for the most convenient time to provide library services, the 800 Loomis and County residents responded consistently that they would like the library services available weekday afternoons and evenings, and weekend mornings and afternoons.

It should be noted that the section relating to the hours of operation in the strategic plan states:

“Hours “

Library hours are at minimum acceptable levels according to State Library guidelines with at least 20 open hours at every branch location. However, the Library's available schedule of hours does not meet the local demand for evening and weekend availability, a high priority identified in the needs assessment by the county's younger residents and working families.”

This report recommends continuing the operation of the Loomis Library and modifying the hours of operation. Both of these actions are consistent with both the county's Strategic Plan and the findings of the survey of over 800 Town and County residents that was conducted by the Ad hoc Committee.

In December of 2013, when the Board of Supervisors adopted the strategic plan, they were told that the three main initiatives of the specific plan are:

- Reverse the Erosion in Library Services by recognizing that, like many County departments, the Library was hit hard by the Great Recession and must invest as the economy improves in the facilities, collection, staffing, and programming in order to meet the expectations of savvy Library customers. To remain viable, the Library must move beyond the interconnected system of “small” town libraries to a fully interdependent network, sharing and concentrating resources and services where customers are using them.
- Modernize Operations to Improve Efficiency and Expand Services by anticipating the needs of Library users, reducing the unit cost of routine customer transactions, improving the Library's website content and access, and making self-service easy, fun, and preferred by customers.
- Building Capacity for the Future by identifying new revenue sources and building prudent reserves.

While it should be noted that the above was taken directly from the memo to the board on this issue, the emphasis in the memo differs from the strategic plan in one aspect that is important to the issue at hand. In the staff memo, it is stated that the relevant initiative directs the library system to move away from “small” town libraries, while the specific plan initiative directs the system to move from small “town” libraries. The difference here is significant and should not be overlooked. Moving away from small libraries requires significant capital investment, large

structures and conflicts with many of the values stated by the community leaders of Placer County whose input was instrumental in developing the recommendations to the county. The strategic plan initiative, to move away from small “town” libraries, was intended to direct the expansion of the areas of coverage of libraries from “town” focus, to an operational model that identified the services needed and wanted by the larger library community.

Overwhelmingly, (90%) the respondents to the survey indicated that a library is a Very Important or Important place to serve as a community gathering place and serve as a Source of information for local news, events and services. Over half of the people living near the library stated they would be interested in programs about local history and genealogy. These are characteristics of a small town library.

Finally, adopting the recommendations of this report will better carry out the three primary initiatives set out in the county’s strategic plan. *It will reverse erosion of services* by providing the services that the community wants in a convenient location during times that the community can and will use them. *It will provide for modern operations and reverse the cost per unit* by increasing the volume of transactions. *It will also build capacity* by creating new revenue sources. Most importantly, it will provide for the continuing operation of a small town library while allowing the county to move forward with their chosen “magnet” service model.

Developing the Recommendations

Committee members educated themselves with internet research and visits to libraries operating in the surrounding jurisdictions and areas visited during their travels. The purpose of this research was to ascertain how libraries function and to examine the various funding sources available to libraries today. The committee conducted visits to libraries and Friends of the Library groups in in Roseville, Lincoln, Folsom, Sacramento, Fort Bragg and Reno. They also visited the newly established Hacker Lab operating in Rocklin and interviewed community leaders and educators, as well as meeting with various officials for information and assistance. Two members attended the annual American Library Association conference to learn more about current library directions and to gather information, resources, and contacts.

One of the most important tasks completed by the Loomis Library Ad hoc Committee was to survey the current and potential Loomis Library community. The surveys were conducted over a four month period. The surveys were used to identify what services and programs the Loomis Library community like in today’s library, what they would like to see in the future, and for those who do not use the library, what prevents them from using it today. Surveys were conducted at the library with persons who were using the library. Volunteers walked the neighborhoods within ¼ mile walking distance of the library. Visitors to special events held in Loomis were surveyed at the events. The Loomis Community at large was invited to take the survey on-line. Finally, the students attending the Loomis elementary schools, Del Oro High

School and being home schooled were asked to take the survey on-line. Over the four month period 866 surveys and/or interviews were conducted.

Recommendations:

The Loomis Town Council

- 1. Place a 1/4¢ sales tax measure on the June Ballot in order to provide sustainable funding to maintain and operate a Community Library in Loomis.**

Virtually every library visited that was dependent on General Fund revenue for any significant portion of their continuing operations stated that General Fund Revenue is unreliable, difficult to obtain and sought after competitively by many other users. All libraries discouraged this use of funds to support ongoing services. Based on current Town sales tax income, a ¼ cent tax would bring in sufficient revenue to fund the library, at a cost to the consumer of 25 cents on a hundred dollar purchase.

The measure should be a general use sales tax that is deposited into the Town's General Fund requiring 50% +1 majority for approval. In order to place this measure on the June ballot as such, the town will be required to declare a "fiscal emergency". The fiscal emergency is that without this funding, the town's library will be closed. These funds will then enable the town to fund the costs of establishing and operating the library and other civic uses.

Establishing a property tax assessment to support the library is not recommended. The limited number of parcels within the Town of Loomis boundaries would require a significant assessment per parcel in order to provide adequate funding for the operation and maintenance of the library. There are 2,400 parcels in the town limits. Funding the existing library operations would require the levy of at least \$50 per parcel. This amount would not provide for additional expansion of the library, programs or services. One of the major political obstacles to passing this type of funding measure is the fact that the assessment would only be applied to the properties within Loomis, while almost half of the library service would be used by many who live outside the town limits.

Survey Considerations-

Over 90% of the survey respondents who live within ¼ mile of the Loomis Library either Strongly Agree, or Agree on the importance of access to community arts and cultural programs, access to community parks and recreational programs and the importance of increasing quality jobs and new businesses in our community.

The strong support for traditional library services is reflected in the survey respondents: 90+% state that providing materials; books, magazines, DVDs, CDs, online content,

computers, printer, Internet and Wi-Fi are all Very Important or Important aspects of the library operation.

Financial Considerations-

Without demonstrating that The Town of Loomis is committed to developing a significant new and sustainable source of funding, the Loomis Library will be closed in December. Providing this funding is essential to providing a community directed library that continues the traditional library services which are highly valued by the Loomis residents, while also providing sufficient sustainable funding to develop the services that a library operating consistent with our community values and current library standards requires.

The exact cost of placing this measure on the June ballot cannot be determined at this time. This is because: the County Elections Office will allocate the cost of producing the Sample Ballot, arguments for and against and actual Ballot to the various measures being proposed on the ballot. Prior election costs have run from \$6 to \$10 per registered voter. There are currently 4,101 registered voters.

Prior to placing any ballot measure on the June ballot, a professional advisor should be engaged to ascertain and define the appropriate measure to place before the Loomis residents for their consideration. This will cost approximately \$20,000.00 to complete. However, it is necessary to ensure the proper wording and legal compliance in a highly technical field. These funds can be recovered with the funds from successful ballot measure.

Summary of Potential Costs:

Advisor to poll & draft the initiative for the ballot	\$20,000.00
Place initiative on the ballot.....	\$24,606.00 to 41,010.00
Election Consolidation Fee	
(To consolidate Loomis election with County ballot)	\$750.00

Source of funds: General Fund/Reserves
(Reimbursable from future sales tax revenue)

- 2. The Town Council should negotiate with Placer County to modify the hours of operation of the Loomis Library sufficient to meet the needs of the library community for the immediate six month period, between the time that the ballot measure is developed and the first distribution of funding from the State Treasurer.**

The hours of operation were far below the state recommended standard before this past January. The reductions applied in January only worsened the gap. The hours of operation were by far the largest issue preventing citizens in the Loomis Library

community from using the services of the Loomis Library, with 49% of the survey respondents who live within walking distance and 32 % of all others cited this as the reason they don't visit the Loomis library. Modifying the hours of operation will avail the library services to a broader spectrum of the population. Increasing the number of users will create scales of efficiency and lower the per-unit cost of the services provided.

Survey Considerations-

The times most desired for increase in services by the survey respondents were weekday afternoons/evenings and weekend afternoons.

Financial Considerations-

The most recent records of staffing costs show that the staffing cost for the full year were \$83,000.00, with varying staffing levels during that period. This funded a 32 hour week. The committee believes that it is possible to shift hours of operation within the current funding structure to accommodate the necessary adjustments. Volunteers may be available to provide the necessary staffing to accommodate making the Community Room accessible for tutoring and/or study hall after currently scheduled library hours. Operating a library that is open during convenient times will increase the usage, decrease the per-unit cost and encourage residents to support a measure that will retain this valuable community asset.

Summary of Potential Costs:

Shift hours and supplement with volunteers	\$0
Return open hours to at least 32 hours per week from January until September when the town receives the first sales tax distribution from the state with Town paying full cost for staffing in the interim	\$13,965.00

Source of Funds, General Fund/Reserve
(Reimbursable from future sales tax revenue)

- Negotiate with the county to transfer the control and operation and ownership of the Loomis Library facility parcel, and operations to The Town of Loomis, so that the Loomis Town Council can guide the future of this library, making it a community hub in the town center.**

This library operates as a small town library that serves the surrounding greater Loomis community. The county reconfiguration of their library services will eliminate these small town libraries. Closing the library will have a significant impact on an important component of the fabric of our small town community. Many of the programs, operations and services that will strengthen the role of the library may not be possible while the facility is owned and operated by Placer County. Local ownership and control

of this facility will allow the community served by this facility to tailor the programs, operations and services in a manner that best reflect the needs and values of this community.

Survey Considerations-

The survey respondents show strong support for the traditional library services. They also support a library that provides opportunities for recreation, arts and cultural programs and services that are designed to meet the needs of our local community.

Financial Considerations-

Basic transfer costs would include standard fees such as title, escrow and possible survey fees. Any other considerations or costs would depend on negotiations between the Town and County. This action would be a "Real Estate Negotiation" subject to closed meeting negotiations by the Loomis Town Council and Placer County. It is the committee's impression that Placer County is willing to work with the town to implement this recommendation.

The estimated costs to operate the library vary. One cost figure provided by the County Library Department allocates costs including all direct and indirect costs associated with the branch (including community room) as a square footage percent of the library system's total square footage. This figure is \$233,866.00 per year, including all direct and indirect costs associated with the branch (including community room) as a square footage percent of the library system's total square footage. Alternatively, the direct costs of operating the library, which includes the staffing and utilities, are approximately \$99,084.41 per year. The indirect costs to run the branch and the library system supporting this branch are allocated by the County on a circulation check-out basis of \$2.63 cents per item, or \$124,167.00 per year. By either calculation the overall cost would be between about \$224,000 and \$234,000. However, we believe there could be significant savings negotiated through contracting specific services such as circulation, internet, and staffing (as the Town already does for Sheriff and Animal Control services), rather than paying system overhead including all branches.

Offsetting these costs are revenues that derive from various sources. The current property tax associated with properties located within The Town of Loomis is \$53,819.21 per year. This is an amount based on assessed values and is currently collected by Placer County for the County Library District. These funds will increase with future development. The future funds attributable to The Village Project can be as much as \$10,976.00 depending on the number of units and housing price.

The operation of the library itself generates revenue. The revenue derived from room rental and late fees produces somewhere around \$11,926.00 per year. The funds

generously donated by The Friends of The Loomis Library have been substantial in some years. The Friends contributed \$79,245.00 to the expansion to the library structure and have contributed thousands of dollars toward items such as computers, furnishings, carpeting, materials and programs.

Summary of Potential Costs:

Purchase/Acquisition,

Depending on Real Estate Negotiations anywhere from \$0 to appraised value or cost	
Actual cost approximately	\$200,000.00 to \$350,000.00
Escrow Title and Transfer Fees	\$5,000.00
Annual Grounds & Building Maintenance	\$ 3,600.00
Utilities	\$16,164.00

Sources of Funds:

Purchase, Acquisition, Escrow.....	Community Facilities / Parks Fee Accounts
Ongoing Maintenance, Operations and Utilities.....	¼% Sales Tax

The town may be given credit for the money (\$143,200.00) the town and the Friends of the Loomis Library contributed in 2007, when the county expanded the facility:

Town of Loomis Impact Fees	\$63,955.00
Friends of Loomis Library	\$79,245.00

- 4. **The Loomis Town Council should create, and appoint members to, a standing Library Advisory Board/Commission as liaison between the Friends of the Loomis Library, and The Town of Loomis regarding issues that relate to the library and The Town of Loomis.**

Several libraries have an operating format where a committee represents the town to outside bodies. This insures that the town’s interest is represented to the various groups that interact with the operations and functions of the library. This also provides the Loomis Town Council with advice from a group of individuals who have knowledge of the wider interests of the town, while also having a focused interest in the library and the services that it can provide to the citizens of Loomis.

Survey Considerations-

Depending on the composition of the committee, it can reflect the value that showed strong support of: school, local government, non-profit and private institutions to work together in providing educational and enrichment programs. It can also facilitate implementing many of the programs that the survey indicated this community values and desires.

Financial Considerations-

Minimal funds will be required to comply with the requirements of the Ralph M. Brown Act. Additional staffing may be required to maintain records of the meetings, recommendations and actions of the committee.

Summary of Potential Costs:

No budget increase is anticipated. In the event there are unforeseen costs, they can be included as costs of the library operations covered by the sales tax.

5. The Town Council should contract for traditional library services with Placer County, in order to provide for book circulation and internet connectivity.

- ❖ The Town of Loomis operates as a “contract city”, contracting for services instead of staffing and operating all community services in-house. This has provided flexibility in levels of service, while allowing the town to adjust costs in response to changes in the economy and revenue. The town currently contracts with Placer County for Police and Animal Control services. The county’s charter allows the county to contract for these services. The town also contracts out for facilities maintenance, building inspection and website development, among many other services.
- ❖ Contracting with the county will provide the Loomis Library with access to the Placer County book catalog, and internet system, providing an efficient economy of scale for the overall operation of the library.
- ❖ Contracting with the county provides a source of funding not otherwise available. The property tax assessment, established by law for the library operation, is the largest component of the county library budget. Funds generated from properties located in The Town of Loomis currently contribute \$ 53,819.21, to the county library budget. With the build-out of The Village, that amount is estimated to grow to \$81,567.00, at project build out. So long as The Town of Loomis stays in the Placer County Library system, those funds will be available to support the operation of the Loomis Library. If Loomis should opt-out of the county system, then, according to state law, those funds may no longer be collected from properties within The Town of Loomis.

Survey Considerations-

Almost 100% of the survey respondents believe that it is important for local governments to work together in providing educational and enrichment programs for our community.

Financial Considerations-

The latest figures available showed staffing costs at \$83,000.00, when the library was open 32 hours per week. Folsom Library pays Sacramento County \$50,000.00 per year for circulation services. These costs can be covered using ¼% sales tax and funds from the library tax assessment attributable to properties within the Town of Loomis. While only costing one penny for every four dollars, a ¼% Sales tax is estimated to generate approximately \$250,000.00 per year.

The operation of the library itself generates revenue. The revenue derived from room rental and late fees produces somewhere around \$11,926.00 per year. The properties in Loomis contribute \$58,665.00 toward the county system today.

Summary of Potential Costs:

Depending on negotiations with Placer County.

Library Staffing at 32 hr. /wk.	\$76,554.24
Library materials and internet	50,000.00

Sources of Funds:

Property Tax Assessment Allocation from properties in Loomis	\$53,819.21
Balance from 1/4¢ sales tax	\$ 73,930.79

- 6. Amend the Community Facility Fee Fund in order to make these funds available for use in certain long-term maintenance improvements of the existing facility and to construct a future community facility.**

The Community Facility Fee, currently collected by the town on all applicable new construction can be used to construct the community facilities enumerated in the purposes for which the fee is established. This fee was originally established to provide funding for town hall, which has now been built. However, this fee does not currently include the library as one of the allowable uses for these funds. If the town obtains the library as one of their properties, adding the library to one of the designated uses for this fund will make those funds available for improvements and additions to this community facility. The projected balance of the Community Facility Fee Fund is \$762,525 for this fiscal year budget.

Survey Considerations-

The survey respondents consistently indicated that they want the services and programs that current libraries provide. Many of these services and programs cannot be developed and provided to the community in the current library structure. An architectural consultant consulted during the research believes that the current layout

of the library can be modified, without structural alterations, to provide some additional programs, such as tutoring and some training programs. However, in the long term, an additional community center facility will be necessary in order to accommodate the many new programs and new mode of operations, while retaining the traditional small town library.

Financial Considerations-

This recommendation will require the largest capital outlay. However, funds for this recommendation are currently available. These funds, by their nature, are restricted to uses such as this. The funds are collected by the town whenever a building permit is issued. As previously stated, there is currently is \$762,525 available in this account. The build-out of The Village Project will provide a very significant amount of additional funds for the construction of this facility.

Summary of Potential Costs:

There is minimal cost to amending the stated purpose of the fee and fund.
Depending on design of the project \$0 to \$750,000.00

- 7. Allow the Friends of the Loomis Library and Loomis Basin Chamber of Commerce to develop and implement community enhancement programs through the Loomis Library.**

While the survey shows that our community highly values the traditional functions of the Loomis Library, community libraries today are much more than research facilities, early literacy programs and sources for borrowing books. Today’s libraries bridge the digital divide, provide forums for social interaction and function as economic drivers in their communities.

Survey Considerations-

The survey conducted by the Ad hoc committee, shows that 83% to 84% of all respondents are Very Interested/Interested in having the library provide workspace, instruction and use of technology and equipment such as 3D printer, scanner, iPads, computer programs, sewing machines, and electronics workbench maker space. Additionally, 92% to 93% of the respondents indicated they are interested in seeing established literary events, such as the Speaker’s Series and book clubs.

Financial Considerations-

The operators of the Hacker Lab said that a survey of their participants provided that their maker lab in Sacramento generated \$7.5 million in revenue to the local economy over a two-year period and created 150 jobs in one year. The new Speaker’s Series, hosted by The Friends, Town and Chamber brought hundreds of people into downtown Loomis, while also providing an excellent forum for social engagement and created a

new source of funds for their organization. The town should not incur any additional expense implementing this recommendation. This recommendation will result in new revenue sources for The Friends of the Loomis Library, while contributing to the vibrancy and revitalization of our downtown.

Summary of Potential Costs:

None.

- 8. Dedicate a plaque at the entry to The Loomis Library, recognizing the Friends of The Loomis Library and The Gates family for their instrumental roles in establishing a library for the people of the greater Loomis community.**

Research into the origins of The Loomis Library revealed that it was contact from The Friends of the Loomis Library to the Gates family that convinced the seven members of the Gates family to divide their downtown property so that Placer County could build a county library in downtown Loomis. While the county eventually paid \$14,506.80 for the land, after deductions for road improvements, the seven members of the Gates family netted \$4,956.80 for the property. In the letter Earl Gates wrote to The Friends, and the resolution adopted by the Placer County Board of Supervisors acquiring the land, it is clear that the reason that the Gates family was selling the land was to build a library. This significant contribution to the greater Loomis community should stand as an example of our values, and should be recognized as such by The Town of Loomis.

Survey Considerations-

One need not conduct a survey to know that our community stands out because we have a long history of individuals who care about the betterment of our community. It is one of the attractive values of our community. Taking advantage of opportunities to herald this community value is important.

Financial Considerations- \$500.00 or less.

Summary of Potential Costs:

Purchase Plaque or Monument \$500.00

Source of Funds:

Community Facilities, Park Fund or General Fund/Reserve