



STAFF REPORT

TOWN COUNCIL MEETING OF APRIL 12, 2016

To: Town Council

From: Town Manager

Subject: Presentation by Library Ad Hoc Committee on status of Library Plan

Date: April 1, 2016

RECOMMENDATION:

Hear presentation, take public comment and discuss. There is no action requested on this item at this time.

DISCUSSION:

The Loomis Library Ad Hoc Committee has requested to make a presentation to the Town Council regarding their plan for establishing a Municipal Library in Loomis. Attached is information from the Ad Hoc Committee on the alternatives they are proposing. This item is anticipated to be on the May 10, 2016 Town Council meeting for action. Town staff will give an update at the April 12, 2016 Town Council meeting on the status of the negotiations with Placer County for the Library building.

CEQA :

The proposed presentation is exempt from CEQA.

FINANCIAL IMPLICATIONS:

There is no financial impact to the Town at this time. Approximately \$23,000 of Town funds have been spent on Library issues to date (Political Polling, Legal research).

Attached: Ad Hoc paper.

LIBRARY UPDATE FOR TOWN COUNCIL

April 12, 2016

Based on feedback regarding County negotiations and review of alternatives with a Library Consultant, the Loomis Library Ad hoc Committee will make the following recommendations for consideration at the May 10th, 2016 Town Council meeting. This update is for informational purposes and no action is requested.

PLAN A: WITHDRAW FROM COUNTY SYSTEM, KEEP BUILDING, PASS TAX

- 1. Negotiate lease for the current library facility**
 - Request shelving to remain
 - Request for assets donated to the library by community organizations and members
- 2. Withdraw from the County library system and establish municipal library for local control: Loomis Library & Community Learning Center**
 - Municipal library increases eligibility for grants, contracting, Universal Borrowing, joint venture, and revenue opportunities
 - Withdrawal must be done while Loomis Library is still a Placer County Branch.
 - Follow State withdrawal procedures: enact ordinance, submit letter to County
 - Appoint 5 unpaid members to library board
 - Develop contract with a Non Profit Organization to manage the Loomis Library & Community Learning Center.
 - Set budget at \$150,000 (See sample budget)
 - Friends of Loomis Library to increase use of volunteers for programs and services
- 3. Place 1/4c transaction and use tax on the November ballot with an advisory measure**
 - Filing deadline July 6, 2016
 - Projected Ballot Measure Cost –\$6000
 - Bridge funding from July 1, 2016 to November 30, 2016 - \$6,000
 - To support programs such as summer reading, speaker series, youth workshops, and community events.
 - To be paid back if ballot measure passes
 - Long term bridge funding December 1 to the time revenue is received - \$80,000.00.
 - Only requested if ballot measure passes.
 - Funds used for library operations.
 - Overage will be given to Town for reimbursement of bridge funding and establishing a reserve fund.

LOOMIS LIBRARY & COMMUNITY LEARNING CENTER

CONTINGENCY OPTIONS - PLANS B, C & D

PLAN B: LEASE BUILDING BUT TAX MEASURE DOES NOT PASS

- Volunteer dependent, Friends of the Loomis Library coordinate management
- Basic book services including computers, WIFI, small collection and consider flexibility of space for community programs and uses (history museum, art gallery, etc.)
- Develop lean budget that is funded by fundraising, donations and grants.
- Partner with community organizations and businesses.
- Generate revenue from room rental, enhanced programs and book sales

PLAN C TAX MEASURE PASSES BUT UNABLE TO RETAIN BUILDING

- Follows Plan A
- Identify another location for library and community learning center
- Adjust budget to include space lease
- Establish reserve fund for future site

PLAN D TAX MEASURE FAILS AND UNABLE TO RETRAIN BUILDING

- Look for other space to lease
- Volunteer dependent, Friends of Loomis Library coordinate management
- Provide basic services: computers, WIFI, small collection and consider flexibility of space for community programs and uses (history museum, art gallery, etc.)
- Develop lean budget that is dependent on fundraising, donations and grants.
- Partner with community organizations and businesses.
- Consider another ballot measure in the future

Estimated Loomis Library Budget

Operating Income

Transaction Tax Revenue	\$150,000.00
Community Room Fees	\$2,300.00
Donations	

Operating Income Total **\$152,300.00**

Operating Expenditures

Wages	\$38,000.00	Permanent Part Time 30 hours a week
	\$10,000.00	Extra Help 1000 hours
Payroll Liabilities	\$3,600.00	
Telephone/Internet	\$1,500.00	
General Liability & Directors Insur:	\$4,700.00	
It Services/Computer updates	\$1,400.00	
Printer Contract	\$2,400.00	
Operating Supplies	\$1,500.00	Office supplies, janitorial and cleaning supplies, misc. supplies, marketing materials
Postage	\$300.00	
Professional Services	\$3,500.00	Bookkeeping, Payroll, Catalog, Alarm
Library Materials	\$6,500.00	\$5000 Books, periodicals, newspapers, videos,
Utilities	\$14,400.00	PG&E, PCWA, SPMUD
Website/ Maintenance	\$1,200.00	
Building Maintenance	\$6,000.00	Janitorial, Pest, Restroom Supplies, Window Washing, Carpet, Air Conditional Maintenance

Facilities **\$95,000.00**

Profit/Loss **\$57,300.00**