



STAFF REPORT

TOWN COUNCIL MEETING OF MAY 10, 2016

To: Town Council

From: Town Manager
Town Attorney

Subject: Potential Actions regarding the Loomis Library including, Ordinance and Resolution, Authorization to Expend Funds, Ballot Language, Lease Terms, Potential Building Costs, Notice to withdraw from the County Free Library System

Date: May 2, 2016

RECOMMENDATION:

Hear staff presentation, Loomis Library Ad Hoc Committee Presentation, hold discussion and hear public testimony. Hear 1st Reading of an ordinance imposing a ¼% Transaction and Use Tax; direct staff on future actions.

DISCUSSION:

At the April 12, 2016 Town Council meeting, The Loomis Library Ad Hoc Committee made a presentation to the Council to obtain feedback on their request to the Council to take actions at the May 10, 2016 Town Council meeting. The Loomis Library Ad Hoc Committee has now refined the presentation and request for action (see attached Report and PowerPoint).

The Town Attorney and Town Manager have set out the required actions and timeline for proceeding with the proposed action by the Ad Hoc Committee.

SCHEDULE FOR COUNCIL ACTION AND DISCUSSION:

May 10:

- Review and Direct Staff on:
 - Placing ¼ cent general transaction and use tax on November 2016 ballot, together with a companion advisory measure.(See Attachment A, Ordinance and B, Resolution)
 - Proposed language for both the tax measure and the companion advisory measure. **Measure would come to Council for approval June 14.** (see Attachment B, Resolution)

- Review Library building lease terms and potential costs to lease the library building and grounds. Lease would come to Council for approval June 14. (see Attachment C)
- Withdrawal from the County Free Library System. Action items will come to Council at a future meeting, in time to effectuate withdrawal before January 1, 2017.
- First reading of ordinance imposing a Transaction and Use Tax to be administered by the State Board of Equalization. (See Attachment A) 2/3 vote required (4 affirmative votes).

June 14:

- 2nd reading of ordinance establishing transaction and use tax 2/3 vote required (4 affirmative votes)
- Adopt resolution ordering election on tax and advisory measures and authorizing Mayor to prepare ballot arguments in favor of measures.
- Approve \$6,000 for election and \$6,000 for gap funding until November election.
- Approve Lease agreement with Placer County.

Future Actions:

- Withdraw from County Free Library System:
 - Two week published notice of date and time when Council will consider withdrawal.¹
 - Approve ordinance withdrawing.² Ordinance requires 2 readings, 30 days to be effective.
 - Notify Board of Supervisors of withdrawal from County system.³ Notice must be accompanied by a statement of boundaries on State Board of Equalization form, and must include certified copy of the ordinance.⁴
- Appoint Library Board. Appointed by Mayor "with the consent" of the Town Council.⁵ Timing not specified in statutes.
- Contract with non-profit to provide library services.
- Negotiate property tax allocation.⁶

The Council had previously directed staff to prepare the necessary resolution and ordinance to place a general tax measure on the June, 2016 election. Attached is the Resolution and Ordinance necessary to place the general tax measure on the November, 2016 election.

¹ Ed Code §19106

² Ed Code §18900

³ Ed Code §19104(a)

⁴ Ed Code §19104; Govt Code §§54900, 54901

⁵ Ed Code §18910

⁶ Rev and Tax Code §§99(a)(1), 95(a) and (m)

RESOLUTION AND ORDINANCE:

Attachment A and B are the Ordinance and Resolution needed to place the Transaction and Use Tax on the November election. The Ballot Measure language is contained in the Resolution, which will need approval at the June 14 Town Council meeting. Although the ordinance does not require urgency findings, it still will require 4/5 affirmative votes at both the 1st and 2nd reading. In order to be timely, the Ordinance needs to have its first reading at the May 10 Town Council meeting.

FUTURE NON-TIME SPECIFIC REQUIRED ACTIONS:

- Withdraw from County Free Library System:
 - Two week published notice of date and time when Council will consider withdrawal.
 - Approve ordinance withdrawing. Ordinance requires 2 readings, 30 days to be effective.
 - Notify Board of Supervisors of withdrawal from County system. Notice must be accompanied by a statement of boundaries on State Board of Equalization form, and must include certified copy of the ordinance.
- Appoint Library Board. Appointed by Mayor "with the consent" of the Town Council. Timing not specified in statutes.
- Contract with non-profit to provide library services. See Attached Letter of Intent.
- Negotiate property tax allocation.

POTENTIAL BUILDING COSTS:

Following the last Town Council meeting, Town staff hired a Commercial Property Inspection Company, Eagle Spec Inspections, to inspect the Library building and grounds. On April 21, 2016, Town staff and the Inspection Company met with several Placer County staff at the Library building to inspect the property. Attached is the report from Eagle Spec Inspections (See Attachment D). While the building and grounds are at this point in fair to good shape, there are several components which will require potential significant expenditures in the near future (next 5 years or sooner).

- **HVAC System:**

There are 5 existing units inside the building with 5 corresponding condensers on the outside. The current units are original equipment installed in 1980 making all of them 36 years old - Industry standards and guidelines for HVAC equipment place the useful life span of these types of units at 18 -20 years placing these units 16 years past their industry rated life spans. The current condition shows that the interior of these units is very dirty and need of a through cleaning and tune up at each unit (cost unknown at this time). Estimated cost to replace the units over time is **\$75,000 - \$90,000**. In addition the report recommends the insulation of pipes on the current external condensers (**\$800**).

- **ADA exterior upgrades to entry walk / path of travel and parking slots**

The current ADA parking stalls are not up to standards with regard to size, striping and cross slope. A regrade of the parking lot will be needed along with a seal coat and restriping.

Estimate: ADA - \$75,000.00 - Seal Coat and Re-striping - \$4,800.00.

Note: Interior Upgrades were not evaluated at this time (Entry, Bathroom doors).

- **Sewer Line Relocation:**

It was stated in discussion with Placer county maintenance that there is a serious sag in the sewer line under the Monument Rock to the left of the entrance. Estimate was placed at 40' in length, apparently line was scoped / TV - Can cause sewer line clogs and backups - **Cost**

Estimate: \$25,000.00.

- **Pests/Termites:**

Pest such as ants observed and nest appears to be located in roof areas - Rodents entering interior through the opening in the wall where the line sets enter room - All openings such as this should be properly sealed to eliminate further rodent entry. **Cost Estimate: \$500.00.**

Termite infestation observed in the stump and the fencing located on the SE side of the structure - Repairs to fencing and complete removal of any and all stumps recommended - **Cost Estimate: \$3,500.00.**

- **Water Heater:**

Unit appears to be older (1982) and could fail at any time due to age (34 years) -**Cost Estimate: \$900.00.**

- **Front Entry Trellis:**

The Trellis is in very poor condition - Under normal industry standards when in this condition it would be required to be completely removed and replaced - Cost to completely replace could range from **\$45,000.00 - \$55,000.00**, however, the consultant states that it could be repaired in place with pressure washing, wood treatment and painting at a much lower cost.

- **Tree and Brush Removal:**

This can be done by Town staff.

- **On-going Costs:**

Annual ongoing costs to the Town would include Janitorial (**\$2,280/year**); Landscaping Maintenance (**\$4,920/year**); and general public works maintenance (graffiti removal, trash pickup, general maintenance, changing light bulbs, etc) (**\$6,000/year**)

CEQA :

The proposed actions are exempt from CEQA. (Class 1 – Existing Facilities)

FINANCIAL IMPLICATIONS:

Financial impacts to the Town will be dependent on the actions taken.

Attachments:

Attachment A: Ordinance

Attachment B: Resolution placing a Ballot Measure on the November, 2016 Election

Attachment C: Proposed Lease Terms

Attachment D: Property Condition Report

Attachment E: Loomis Library Ad Hoc Committee Handout

Attachment F: Loomis Library Ad Hoc Committee PowerPoint

Attachment G: Loomis Friends of the Library Letter of Intent

ORDINANCE NO. _____

**AN ORDINANCE OF THE TOWN OF LOOMIS
IMPOSING A TRANSACTIONS AND USE TAX TO BE
ADMINISTERED BY THE STATE BOARD OF EQUALIZATION**

Section 1. **TITLE.** This ordinance shall be known as the Loomis Transactions and Use Tax Ordinance. The Town of Loomis hereinafter shall be called "Town." This ordinance shall be applicable in the incorporated territory of the Town.

Section 2. **OPERATIVE DATE.** "Operative Date" means the first day of the first calendar quarter commencing more than 110 days after the adoption of this ordinance, the date of such adoption being as set forth below.

Section 3. **PURPOSE.** This ordinance is adopted to achieve the following, among other purposes, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

A. To impose a retail transactions and use tax in accordance with the provisions of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code and Section 7285.9 of Part 1.7 of Division 2 which authorizes the Town to adopt this tax ordinance which shall be operative if a majority of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose.

B. To adopt a retail transactions and use tax ordinance that incorporates provisions identical to those of the Sales and Use Tax Law of the State of California insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code.

C. To adopt a retail transactions and use tax ordinance that imposes a tax and provides a measure therefore that can be administered and collected by the State Board of Equalization in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from, the existing statutory and administrative procedures followed by the State Board of Equalization in administering and collecting the California State Sales and Use Taxes.

D. To adopt a retail transactions and use tax ordinance that can be administered in a manner that will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the burden of record keeping upon persons subject to taxation under the provisions of this ordinance.

Section 4. CONTRACT WITH STATE. Prior to the operative date, the Town shall contract with the State Board of Equalization to perform all functions incident to the administration and operation of this transactions and use tax ordinance; provided, that if the Town shall not have contracted with the State Board of Equalization prior to the operative date, it shall nevertheless so contract and in such a case the operative date shall be the first day of the first calendar quarter following the execution of such a contract.

Section 5. TRANSACTIONS TAX RATE. For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated territory of the Town at the rate of .25% of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in said territory on and after the operative date of this ordinance.

Section 6. PLACE OF SALE. For the purposes of this ordinance, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or his agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery charges, when such charges are subject to the state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the State or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the State Board of Equalization.

Section 7. USE TAX RATE. An excise tax is hereby imposed on the storage, use or other consumption in the Town of tangible personal property purchased from any retailer on and after the operative date of this ordinance for storage, use or other consumption in said territory at the rate of .25% of the sales price of the property. The sales price shall include delivery charges when such charges are subject to state sales or use tax regardless of the place to which delivery is made.

Section 8. ADOPTION OF PROVISIONS OF STATE LAW. Except as otherwise provided in this ordinance and except insofar as they are inconsistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part 1 (commencing with Section 6001) of Division 2 of the Revenue and Taxation Code are hereby adopted and made a part of this ordinance as though fully set forth herein.

Section 9. LIMITATIONS ON ADOPTION OF STATE LAW AND COLLECTION OF USE TAXES. In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code:

A. Wherever the State of California is named or referred to as the taxing agency, the name of this Town shall be substituted therefor. However, the substitution shall not be made when:

1. The word "State" is used as a part of the title of the State Controller, State Treasurer, State Board of Control, State Board of Equalization, State Treasury, or the Constitution of the State of California;

2. The result of that substitution would require action to be taken by or against this Town or any agency, officer, or employee thereof rather than by or against the State Board of Equalization, in performing the functions incident to the administration or operation of this Ordinance.

3. In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:

a. Provide an exemption from this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use or other consumption remain subject to tax by the State under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, or;

b. Impose this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the state under the said provision of that code.

4. In Sections 6701, 6702 (except in the last sentence thereof), 6711, 6715, 6737, 6797 or 6828 of the Revenue and Taxation Code.

B. The word "Town" shall be substituted for the word "State" in the phrase "retailer engaged in business in this State" in Section 6203 and in the definition of that phrase in Section 6203.

Section 10. PERMIT NOT REQUIRED. If a seller's permit has been issued to a retailer under Section 6067 of the Revenue and Taxation Code, an additional transactor's permit shall not be required by this ordinance.

Section 11. EXEMPTIONS AND EXCLUSIONS.

A. There shall be excluded from the measure of the transactions tax and the use tax the amount of any sales tax or use tax imposed by the State of California or by any Town, Town and county, or county pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or the amount of any state-administered transactions or use tax.

B. There are exempted from the computation of the amount of transactions tax the gross receipts from:

1. Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft to be used or consumed principally outside the county in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of this State, the United States, or any foreign government.

2. Sales of property to be used outside the Town which is shipped to a point outside the Town, pursuant to the contract of sale, by delivery to such point by the retailer or his agent, or by delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this paragraph, delivery to a point outside the Town shall be satisfied:

a. With respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code by registration to an out-of-Town address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and

b. With respect to commercial vehicles, by registration to a place of business out-of-Town and declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.

3. The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.

4. A lease of tangible personal property which is a continuing sale of such property, for any period of time for which the lessor is obligated to lease the property for an amount fixed by the lease prior to the operative date of this ordinance.

5. For the purposes of subparagraphs (3) and (4) of this section, the sale or lease of tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

C. There are exempted from the use tax imposed by this ordinance, the storage, use or other consumption in this Town of tangible personal property:

1. The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax ordinance.

2. Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this State, the United States, or any foreign government. This exemption is in addition to the exemptions provided in Sections 6366 and 6366.1 of the Revenue and Taxation Code of the State of California.

3. If the purchaser is obligated to purchase the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.

4. If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the operative date of this ordinance.

5. For the purposes of subparagraphs (3) and (4) of this section, storage, use, or other consumption, or possession of, or exercise of any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

6. Except as provided in subparagraph (7), a retailer engaged in business in the Town shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the Town or participates within the Town in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the Town or through any representative, agent, canvasser, solicitor, subsidiary, or person in the Town under the authority of the retailer.

7. "A retailer engaged in business in the Town" shall also include any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code. That retailer shall be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the Town.

D. Any person subject to use tax under this ordinance may credit against that tax any transactions tax or reimbursement for transactions tax paid to a district imposing, or retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the Revenue and Taxation Code with respect to the sale to the person of the property the storage, use or other consumption of which is subject to the use tax.

Section 12. AMENDMENTS. All amendments subsequent to the effective date of this ordinance to Part 1 of Division 2 of the Revenue and Taxation Code relating to sales and use taxes and which are not inconsistent with Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, shall automatically become a part of this ordinance, provided however, that no such amendment shall operate so as to affect the rate of tax imposed by this ordinance.

Section 13. ENJOINING COLLECTION FORBIDDEN. No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action or proceeding in any court against the State or the Town, or against any officer of the State or the Town, to prevent or enjoin the collection under this ordinance, or Part 1.6 of Division 2 of the Revenue and Taxation Code, of any tax or any amount of tax required to be collected.

Section 14. SEVERABILITY. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

Section 15. EFFECTIVE DATE. This ordinance relates to the levying and collecting of the Town transactions and use taxes and shall take effect immediately.

Section 16. TERMINATION DATE. The authority to levy the tax imposed by this ordinance shall expire [ten years] .

PASSED AND ADOPTED by the Town Council of the Town of Loomis, State of California, on _____, by the following vote:

AYES:

NOES:

ABSENT:

Brian Baker, Mayor

Attest: _____
(Signature)

Crickett Strock, Town Clerk

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS CALLING A SPECIAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 8, 2016, FOR THE PURPOSES OF APPROVING AN ORDINANCE IMPOSING A ONE-QUARTER PERCENT TRANSACTION AND USE TAX FOR LIBRARY AND OTHER GENERAL COMMUNITY SERVICES; APPROVING AN ADVISORY BALLOT MEASURE; REQUESTING THAT THE PLACER COUNTY BOARD OF SUPERVISORS CONSOLIDATE THE ELECTION WITH THE STATEWIDE ELECTION; AUTHORIZING THE TOWN COUNCIL TO PREPARE A WRITTEN ARGUMENT IN SUPPORT OF THE TAX AND ADVISORY MEASURES; AND DIRECTING THE TOWN ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS OF THE MEASURES

WHEREAS, on March 10, 2015, the Director of Placer County Library Services informed the Town Council that Placer County intended to close the Loomis branch of the County library system (the "Loomis Library") in June, 2015, in response to which the Town Council adopted Resolution 15-01 in support of keeping the Loomis Library open; and

WHEREAS, in further response to the proposed closure of the Loomis Library, the Mayor appointed an ad hoc committee of Town residents (the "Committee") to explore options for keeping the Loomis Library in operation beyond the end of the fiscal year; and

WHEREAS, at the Town Council's meeting of October 24, 2015, the Committee recommended that the Council place a one-quarter cent general transaction and use tax on the next available regular election date to provide the Town with a source of funding for community services, including the Loomis Library; and

WHEREAS, on December 8, 2015, the Placer County Board of Supervisors agreed to keep the Loomis Library open until July 1, 2016; and

WHEREAS, Town general fund revenues are inadequate to provide for the continued operation of the Loomis Library and other community services desired by the residents of the Town of Loomis, and additional long-term revenues are necessary to keep the Loomis Library open after July 1, 2016; and

WHEREAS, the Loomis Library has been operated and maintained for the use, benefit, and enjoyment of all residents of the Town, and the Loomis Library is a critical asset to the community by providing books and reading rooms, as well as gathering spaces that foster community and civic engagement for Town residents.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Loomis hereby resolves, declares, determines and orders as follows:

Section 1. The foregoing recitals are true and correct, and hereby incorporated by reference.

Section 2. Pursuant to California Constitution Article XIII C, section 2 and Elections Code section 9222, the Town Council of the Town of Loomis

submits to the qualified voters of the Town, the Loomis Library and General Services Tax Measure (the "Tax Measure"), which if approved, would adopt a general transactions and use tax, as authorized by revenue and Taxation Code section 7285.9. This Tax Measure shall be designated by letter by the Placer County Elections Department. Pursuant to Election Code section 10400, et seq., the election for this Tax Measure is hereby called and shall be considered with the regular election to be conducted on November 8, 2016.

Section 3. The Tax Measure to be presented to the voters shall be as set forth below. This question requires the approval of a majority of qualified electors' casting votes:

<p>PROPOSITION "___": To support the continued operation of the Loomis library, and for other general fund purposes, shall a quarter percent transactions and use tax ("sales tax") be adopted for a period of ten years, subject to annual audits?</p>	<p>Yes</p> <p>No</p>
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Section 4. The ordinance authorizing the general tax to be approved by the voters pursuant to Sections 2 and 3 of this resolution is set forth in full in Exhibit A, attached hereto.

Section 5. Pursuant to California Constitution Article XIII C, section 2; and Elections Code section 9222, the Town Council of the Town of Loomis also submits to the qualified voters of the Town, the Loomis Library and General Services Advisory Measure (the "Advisory Measure"). This Advisory Measure shall be designated by letter by the Placer County Elections Department. Pursuant to Election Code section 10400, et seq., the election for this Advisory Measure is hereby called and shall be considered with the regular election to be conducted on November 8, 2016.

Section 6. The Advisory Measure to be presented to the voters shall be as set forth below. This question requires the approval of a majority of qualified electors' casting votes:

<p>PROPOSITION "___": ADVISORY VOTE ONLY: If a local transactions and use tax is enacted in the Town of Loomis, should its revenue be used predominantly to support the continued operation of the Loomis library?</p>	<p>Yes</p> <p>No</p>
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Section 7. The Town Clerk is authorized, instructed and directed to work with the Placer County Registrar of Voters, as needed, in order to properly and lawfully conduct the election. The ballots to be used in the

election shall be in the form and content as required by law. The Placer County Registrar of Voters is authorized to canvass the return of the municipal election. In all Particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

Section 8.

The Board of Supervisors is requested to instruct its Registrar of Voters to provide such services as may be necessary for the holding of the consolidated election. The election shall be held in all respects as if there were only one election. The Town of Loomis recognizes that the county will incur additional costs because of this consolidation and agrees to reimburse the county for those costs. The Town Manager is hereby authorized and directed to expend the necessary funds to pay for the Town's cost of placing the Tax Measure and the Advisory Measure on the election ballot. Such services provided by the county may include, but are not limited to, the following:

- Publication of notices calling the election
- Publications of notices calling for ballot arguments
- Provision of voter lists
- Obtaining and staffing polling places
- Provision and delivery of precinct supplies
- Counting of ballots and certification of election
- Other election activities authorized by law
- All aspects of election not specified above may be agreed upon by the County Clerks and the Town Manager

Section 9.

- a. Pursuant to California Elections Code section 9282, on behalf of the Town Council, the Mayor is hereby authorized to prepare a written argument in favor of the proposed Tax Measure and the proposed Advisory Measure, not to exceed three hundred (300) words each. At the Mayor's discretion, the arguments may also be signed by members of the Town Council or a bona fide association of citizens, or by individual voters who are eligible to vote on the Tax Measure and the Advisory Measure. In the event that an argument is filed against the Tax Measure and/or Advisory Measure, the Mayor is also authorized to prepare rebuttal argument(s) on behalf of the Town Council, which may also be signed by members of the Town Council or bona fide association of citizens, or by individual voters who are eligible to vote on the Measures.

- b. Pursuant to California Elections Code section 9280, the Town Council hereby directs the Town Clerk to transmit a certified copy of the Tax Measure and the Advisory Measure to the Town Attorney. The Town Attorney shall prepare an impartial analysis of the Tax Measure and of the Advisory Measure, each not to exceed five hundred (500) words in length, showing the effect of the Tax Measure and the Advisory Measure on the existing law and the operation of the Tax Measure, and transmit the impartial analyses to the Placer County Registrar of Voters.

- c. Pursuant to California Election Code section 9285, when the Town Clerk has selected the arguments for and against the Tax Measure and the Advisory Measure, which will be printed and distributed to the voters, the Town Clerk is directed to send copies of the arguments in favor of the Tax Measure and the Advisory Measure to the authors of the arguments against, and copies of the arguments against to the authors of the arguments in favor.

Section 10. The Town Clerk is directed to file certified copies of this resolution with the Board of Supervisors and the Registrar of Voters of the County of Placer, together with the attached ballot measures.

Section 11. The jurisdictional boundaries of the Town of Loomis have not changed since the last General Municipal Election.

Section 12. This resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED, this ___ day of _____, 2016 by the following vote:

AYES:	Council Members:
NOES:	Council Members:
ABSENT:	Council Members:
ABSTAIN:	Council Members:

Brian Baker, Mayor

ATTEST:

Crickett Strock, Town Clerk

EXHIBIT A

Ordinance Authorizing General Transaction and Use Tax



COUNTY OF PLACER

BOARD MEMBERS

JACK DURAN District 1	JIM HOLMES District 3
ROBERT M. WEYGANDT District 2	KIRK UHLER District 4
JENNIFER MONTGOMERY District 5	

OFFICE OF COUNTY EXECUTIVE

David Boesch, County Executive Officer

175 FULWEILER AVENUE / AUBURN, CALIFORNIA 95603
TELEPHONE: 530/889-4030
FAX: 530/889-4023
www.placer.ca.gov

April 12, 2016

Rick Angelocci, Town Manager
Town of Loomis
3665 Taylor Road
Loomis, CA 95650

Sent via e-mail & USPS

Re: Loomis Library

Dear Rick,

This letter is provided as follow-up to the February 18, 2016 meeting between you and Town of Loomis Treasurer Roger Carroll and County staff regarding the Loomis Library. During this meeting the potential repurposing of the Loomis Library building subsequent to the forthcoming recommended closure of the Library was discussed, with the county agreeing to explore possible alternatives for the Town's consideration. County staff has completed an initial evaluation of alternatives for repurposing of this building and associated grounds, including the possibility of the Town operating the facility. After careful consideration I am prepared to recommend that the Loomis Library be leased to the Town for community/public use, subject to Board of Supervisors approval. The following are key deal points for the potential lease:

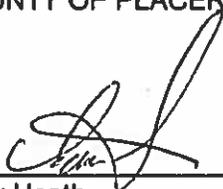
- Ten year term.
- Town to pay County \$1.00 per year for rent.
- Leased Premises to include the Library building, surrounding grounds and disabled parking spaces serving facility and be used for a community/public use.
- Town to bear all costs and responsibilities associated with maintenance, repair, trash removal and utilities, including any obligations necessary to comply with the Americans with Disabilities Act (ADA).
- Subject to County prior approval, Town may perform improvements/alterations at Town's sole cost.
- The County's parking lot is shared between the Library and the Memorial Hall. Therefore, the lease would address shared use and responsibility for maintenance and repair of the parking lot and other shared infrastructure (e.g., pavement, striping, lighting, driveway, amenities). The lease would include language requiring coordination of events to ensure availability of parking.
- Town to hold County harmless from liability and provide insurance coverage.

April 12, 2016
Rick Angelocci, Town Manager
Town of Loomis
Re: Loomis Library

If the Town of Loomis wishes to pursue this proposal I will ask Ken Grehm, Director of Public Works and Facilities to prepare documents for review and seek approval of the Placer County Board of Supervisors.

Sincerely,

COUNTY OF PLACER



Andy Heath
Assistant County Executive Officer

Cc: Placer County Board of Supervisors
David Boesch, Placer County Executive Officer
Roger Carroll, Town of Loomis, Finance Director/Treasurer
Mary George, Placer County Director of Library Services
Ken Grehm, Director of Public Works & Facility Services



Eagle Spec Inspections
 1246 Crocker Dr.
 El Dorado Hills CA 95762
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Report: 1022 - Angelocci - Loomis Town Manager Address: 6050 Library Road

Property Condition Report

**6050 Library Road
 Loomis, CA 95650**



Prepared for: Rick Angelocci - Town Manager

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Notes:



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EXECUTIVE SUMMARY

1.1 - Property Summary

Property Complex Name: "Loomis Library"

Property Address: 6050 Library Drive

County / City / State / Zip: Placer - Loomis - CA - 95650

Legal Description:

APN:

Number of Buildings: 1

Year of Original Construction: 1980

Owner of Record Tax Roles:

Property Zoning: PI - Public - Institutional

FEMA Flood Zone:

Wind Zone: 1 - (Wind speeds that can reach gust up to 130 miles per hour).

Seismic Zone: 3 (In area of lower levels of ground shaking less frequently and in turn potentially less damage)

EPA Radon Zone: 3 (Have EPA predicted average indoor radon screening level less than 2 pCi/L)

Universal Land Use / General Plan - Town of Loomis

County Use Code:

Current Property Usage: Public Library

Proposed Property Usage: Public Library

Parcel Area: 1.3073 acre

Building Sq. Footage: 4,872 as stated plus or minus

Net Rentable Area: N/A

Number of Suites: N/A



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Information sources deemed to be reliable: Placer County Website - Placer County Assessor - USGS - EPA - United States Wind Zone Map.

1.2 - Property Description

Structure was constructed as a Library in the Town of Loomis within the county of Placer in 1980 and is still being used as a Library that is tentatively scheduled for closure by Placer county. It is an all wood structure with a composition roof and overall the structure has received what could be called Fair care and maintenance from Placer county due to the current condition of the wood decorative beams, main entry trellis located at the front main entry area of the Library and the HVAC systems.

1.3 - General Physical Condition

Reading this "Property Condition Report" and understanding and its content:

Observations may be explained within a narrative statement describing the condition of the structure or component more in depth rather than Good, Fair or Poor, or may have an emboldened "Note:" listed before the narrative to draw attention to a particular statement .

The condition of the building structure, components and surrounding grounds evaluated may be broken down on occasion into one of three of the following descriptions: Good, Fair or Poor.

Good - "Serviceable" - Item is functional and did not observe conditions that would lead us to believe problems existed with this system or component. Some serviceable items may show wear and tear. Other conditions may be noted in the body of the report.

Fair - "Marginal/Maintenance" - Item warrants attention or monitoring, or has a limited remaining useful life expectancy in its current state and may require replacement in the not too distant future. Further evaluation or servicing may be needed by a qualified licensed contractor or specialty tradesman dealing with that component or system.

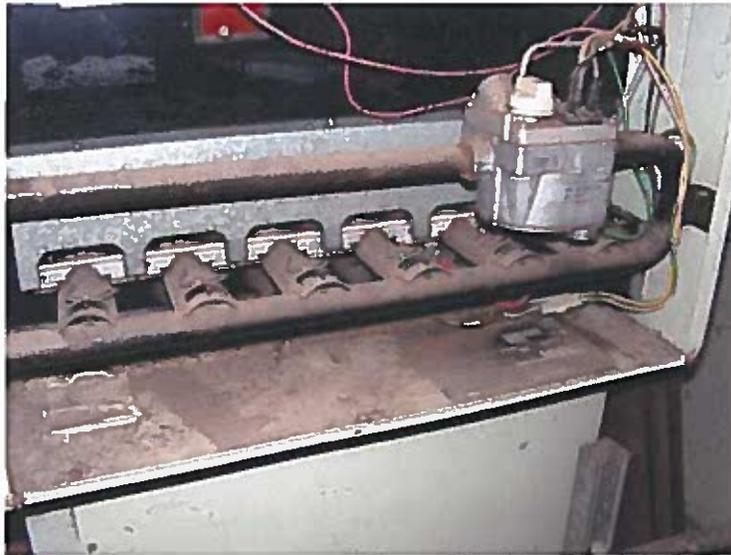
Poor - "Repair or Replace" - Item, component, or unit is not functioning as intended and needs repair or replacement is recommended in the not too distant future. Further evaluation is recommended by a qualified licensed contractor or specialty tradesman dealing with that item or system to determine the full scope of the repair or replacement and the estimated cost.

Note: It is imperative you the client(s) read the entire report and its contents to fully understand the property assessment process.

1.4 - Items Listed Here May Warrant "Further Evaluation and Additional Discussion:"



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1. The HVAC systems both the Inside unit and the exterior condensers and ducting and mechanical dampering systems in place is one of the largest potential expenditures for this structure if the systems fail, 5 units inside with 5 condensers on the outside - The current units are original equipment installed in 1980 making all of them 36 years old - Industry standards and guidelines for HVAC equipment place the useful life span of these types of units at 18 - 20 years placing these units 16 years past their industry rated life spans - Be informed that failure is possible on any given day - The current condition shows that the interior of these units is very dirty and need of a through cleaning and tune up at each unit - Conversely I have observed units like these continue on well beyond their industry rated life spans with no intension here to offer a false sense of security - **Cost Estimate for replacements of failed units: Up to \$75,000.00 - \$90,000.00 for replacement of all units**

Additionally the in slab HVAC ducting could have some issues depending on what materials were used in 1980 at original construction - Some air quality contamination could be taking place if moisture has destroyed the ducting to the point that mold or other fungi is growing within the failed areas - The easiest way to determine the air quality inside the structure is via proper indoor air testing - The more expensive way of assessing the in slab duct condition is via TV camera to see the actual current condition - If their is ducting breach or failure the cost could rise substantially - It is difficult to place an amount at this time since the actual condition of these ducts has yet to be determined - You may want to consider further evaluation and have the ducts checked out via TV to know conclusively.

Industry and Life Expectancy Standards provided by ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers)



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2. Tied into the HVAC systems mentioned above is the AC Condensers located at the exterior - Looks as if some replacements have taken place to one of the units - Per the serial number all except one are original from 1980, units actually manufactured in 1979 making these units 37 years old well beyond their industry rated useful life span as discussed previously - The efficiency of these cooling units is greatly diminished by not having the cooling line set piping insulation in place - Currently almost none existent on many of the line sets - Removal and replacement of all of the line set insulation with new - Recommended - **Cost Estimate: \$800.00.**



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3. The front entry trellis work has received little maintenance and is in very Poor condition - Under normal industry standards when in this condition it would be required to be completely removed and replaced - Cost to completely replace could range from \$45,000.00 - \$55,000.00 - Alternatively some rehabilitative measures could be taken via carefully pressure washing and removal of all loose paint and then properly fill all open gaps in the wood to close off future water penetration and ultimately more deterioration - Once completed then properly prime and paint with a minimum of two separate coats of finish three coats of finish being the preferred being sure each coat has dried before application of next coat.



4. Trees and shrubs encroaching onto structure and should be cut back away from roof and structure - Cost Estimate: \$1,200.00.



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Excrement on floor to right of HVAC

5. Pest such as ants observed and nest appears to be located in roof areas - Rodents entering interior through the opening in the wall where the line sets enter room - All openings such as this should be properly sealed to eliminate further rodent entry. **Cost Estimate: \$500.00.**



Arrow shows active ant trails



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Termite activity and damage

6. Termite infestation observed in the stump and the fencing located on the SE side of the structure - Repairs to fencing and complete removal of any and all stumps recommended - **Cost Estimate: \$3,500.00.**

7. ADA exterior upgrades to entry walk / path of travel and parking slots - Seal coat and re-stripping - **Cost Estimate: ADA - \$75,000.00 - Seal Coat and Re-stripping - \$4,800.00.**



8. Curbside Bulletin Board renewal - **Cost Estimate: \$1,200.00.**

9. Water heater is all electric and properly secured as required with all of the safety devices in place and operational with a pan under unit - **Note:** Unit appears to be older (1982) and could fail at any time due to age (34) - **Cost Estimate: \$900.00.**

10. It was stated in discussion with Placer county maintenance that there is a serious sag in the sewer line - Estimate was placed at 40', apparently line was scoped / TV - Can cause sewer line clogs and back ups - **Cost Estimate: \$25,000.00.**



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PURPOSE, SCOPE AND LIMITATIONS

2.1 - Purpose and Scope of Work

Eagle Spec Inspections was retained to conduct a Property Condition Assessment of the subject property listed in this report. The purpose of the assessment is to provide an objective, independent, professional 3rd party opinion of the current condition of the property and any potential repairs or replacements and in some cases cost associated with the subject property. The Assessment was conducted in accordance with the American Society for Testing and Materials (ASTM) Standard Guide for Property Condition Assessment: Baseline Property Condition Assessment Process E 2018- 08 and generally accepted standards.

This process included but was not limited to Document Reviews including building / construction plans when available, Interviews as efforts were made to review assessor records, city building and planning information, city and planning officials, fire department officials, onsite service and repair logs if readily available and accessible. Many times city and fire officials are not readily available to meet on such a short notice or to offer any information until a formal permit application has been applied for or proof of property ownership has been ascertained. So in turn not all information with regard to this property may be available during the short period of time provided to perform this Property Condition Assessment and to create a Property Condition Report. A diligent effort was made to discover any recorded building code violations with regard to structure, health and safety and material fire code violations.

This Property Condition Report (PCR) is based upon visual observations and impressions arrived at during the "Walk-Through" inspection. Arrival to the site was on 4/21/2016 at 9:30 AM - Departure from site 4/21/2016 at 11:30 - PM. There was no disassembly or investigations behind walls, inside plenums or in any generally inaccessible areas. No physical sampling of building materials were taken for further evaluation in a lab nor was there any engineering analysis. No verification of square footage measurements taken on site.

A visual survey for mold was conducted and limited to visual observations and should not be considered a comprehensive survey of the property, with no inspection or investigation behind walls or in any other generally inaccessible areas. If there is a conclusion that no mold exist on the property, this statement should not be taken as the property is mold free or concerns do not exist in areas that were not accessible or able to be viewed.

2.2 - Limitations

Eagle Spec Inspections has performed the services and prepared this report in accordance with generally accepted consulting practices, and makes no other warranties, either expressed or implied, as to the character and nature of such services or product. No PCA can eliminate the uncertainty regarding the presence of physical deficiencies and the performance of a subject properties building systems. This report is prepared in accordance with the ASTM guide and is intended to reduce, but not eliminate, the uncertainty regarding the potential for component or system failure and to reduce the potential that such component or system may not be initially be observed. ASTM also recognizes the inherent subjective nature of a consultant's opinions as to such issues as workmanship, quality of original installation, and when estimating the useful life of any given component or system and any associated cost. This report has been prepared and observations determined under time constraints, formed without the aid of engineering calculations, testing, exploratory probing, the removal of materials, or design. Furthermore there may be other alternative or more appropriate schemes or methods to remedy any of the physical deficiencies noted in this report.



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2.3 - Property Access and Non-Access Disclosure

Inspector: Mark Leclere - Holds a current California General Building Contractors B license and has been actively involved in the industry since 1977 approximately 38 years.

Weather Conditions on The day of The Inspection: Dry

Areas Accessed: Sampling of Interior of tenant spaces; storage; utility or electrical rooms; fire riser rooms - Roof and exterior of the structure including the immediate grounds included within the property boundaries along with some public sidewalks and street areas surrounding the property.

Inaccessible Areas: None

Exceptions / Deletions: None.

2.4 - User Reliance

This report is for the use and benefit of, and may be relied upon by the Loomis Town Manager, Rick Angelocci and any of his affiliates and board members, third parties authorized by these entities and Eagle Spec Inspections including the Brokers for, along with any Lender(s) in connection with secured financing of the property, and their respective successors and assigns.



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PROPERTY DESCRIPTION

3.1 - Permit Search:

No current permit violations or expired permits as of the day of this inspection - Original permit for construction received a final and structure approved for occupancy first quarter in 1980.

3.2 - Municipal Departments / Service Providers:

Municipal department information not necessary for Town of Loomis

Service Providers to this specific structure are as follows:

SOBON Fire Control: 800-758-1124

Accurate Fire Protection, Inc.: 916-381-4101

JB Fire Systems, Inc.: 775-843-3559.



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PROPERTY GROUNDS

4.1 - Topography, Site Drainage & Landscaping:

Property is a flat site with multiple drainage inlets installed in the parking area - These inlets very likely have never been flushed and cleaned to assure proper flows during the wet winter months - A proactive approach to this type of necessary maintenance is to have system thoroughly flushed in the Spring time - This will avert a clogged and flooded parking area during the wet winter months - It would be proactive to have system thoroughly flushed and cleared of all built up silt.

Landscaping in place with in ground automatic irrigation in place - **Note:** No testing or operation of the irrigation was apart of this inspection - Checking with Placer County Parks maintenance can provide you with a perspective as to the current condition of this irrigation system if desired? Alternatively bring in your own private service provider to assess irrigation system and timers.

Note: Currently there are areas where overhanging trees need to be cut back and away from roof material and structure creating a positive space.

4.2 - Paving, Parking, Curbing, Bollards, Exterior Lighting and Video Surveillance

Paving is asphalt and has been addressed previously in this report - Curbing and bollards Video Surveillance - N/A

Pole lighting in place in parking area - Mercury vapor type bulbs in place - Inspection took place during daylight hours so no statement as to proper operation can be made.

4.3 - Exterior Wall / Foundation Construction:



Exterior wall construction all wood and in most all areas viewed in Good condition relative to the age of the structure - **Note:** Some areas of deterioration may be in place and not able to be seen located behind the lower 2x12 wood trim - No statement can be made for areas behind this trim.

Foundation is a steel reinforced poured in place cement slab - Typical construction for the time this structure was originally constructed - No plans or other documents provided or available for review during this review - No obvious



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observations made as to any serious structural issues or indications of impending failure.

4.5 - Flatwork

Cement walks in Good condition - **Note:** Do not meet current ADA path of travel specifications.

4.6 - Onsite Trash Disposal:

No onsite refuse disposal bins or enclosures viewed on the day of this walk through - **Note:** Refuse disposal is another cost factor to consider?

4.7 - Fencing / Gates:

No fencing or gates close by to structure to comment on.



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FRAME AND ENVELOPE

5.1 - Roofing, Drainage, Flashings, Vents & Parapet Walls:

Roofing is a composition material and has been installed approximately 10 years ago - Exact dates could not be established or provided by Placer county personal upon request - **Note:** There is a roof material warranty on the material and should be provided in addition to checking if warranty is transferable to Town of Loomis?

Roof drainage accomplished by sheet flow off roof.

Flashings and vents observed are in Good condition.

Parapet walls - N/A.

5.2 - Windows & Skylights:

Anodized aluminum commercial frame - No broken or cracked glazing observed on the day of this walk through - Windows in Good condition.

16 skylights in place on roof and provides natural lighting to the interior - All installed 10 years ago same time as new roof - All in Good condition with no evidence or indications of any water leakage taking place.



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INTERIOR ELEMENTS

6.1 - Interior Spaces:

Interior in Good condition - Addition was added approximately 10 years ago from the fireplace and back - Adequate lighting and window exposures - Some old water staining of wood interiors from past water leaks that have been previously repaired - Especially around skylight curbs.



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PLUMBING, MECHANICAL, AIR CONDITIONING & ELECTRICAL

7.1 - Plumbing

Potable water lines are copper - No evidence of any leakage and appears in Good condition.

Sewer vents - ABS and cast with possible use of some copper and all in Good condition with no evidence of failure.

Sewer lines addressed previously.

Water heaters addressed previously.

Large Municipal Gas meter located on front left corner as faced - Operational.

7.2 - HVAC

HVAC and ducting addressed previously.

7.3 - Electrical

Gould ITE Switchboard MFG. Date February / 1980 making it original equipment - Operational - 120 / 208 400 AMP
3 phase 4 wire

Meter into building located on front left corner as faced - Operational

Utility transformer located to the immediate left as you enter parking area - Travel underground to structure and enters structure at Switchboard and wall meter - Operational



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LIFE SAFETY- FIRE PROTECTION - ENVIRONMENTAL - ADA

8.1 - Fire Protection Systems / Extinguishers / EXIT Signage:

Fire Sprinkler system added to structure on or about December 2008 - Inspections current and system appears pressurized and ready for operation.

Fire extinguishers observed with current inspection tags in place.

All EXIT signage in place and properly illuminated as required - All appear operational.

8.2 - Environmental

Microbial growth sites such as visible surface mold or fungus typically occur when excess moisture is present within porous building materials such as drop ceiling tiles, gypsum board, insulation in walls and ceilings, and carpeting to name a few - Moisture sources if not controlled can and will have microbial growth present, many times visible on the surface usually within 24 - 48 hours after the introduction of a moisture source - Water intrusion sources can be caused by roof leaks, plumbing leaks, HVAC system leaks, overflow drains and gutter systems etc. - Microbial growth can be clearly visible or may be concealed with no visible evidence of its existence such as inside a wall or ceiling area as examples - **Note:** This survey for microbial activity should not be construed all an inclusive study of the building being assessed - If there is further concern then a qualified mold assessment company should be contracted for a more in depth survey.

As apart of the walk through survey of this structure a limited visual survey was performed within the accessible spaces with no destruction investigation or sampling - No areas of microbial growth was located or viewed as of the day of the walk through inspection.

A complete Pest inspection was performed by a California licensed Pest Inspector and a Report has been included for your review - See attachment in the email.

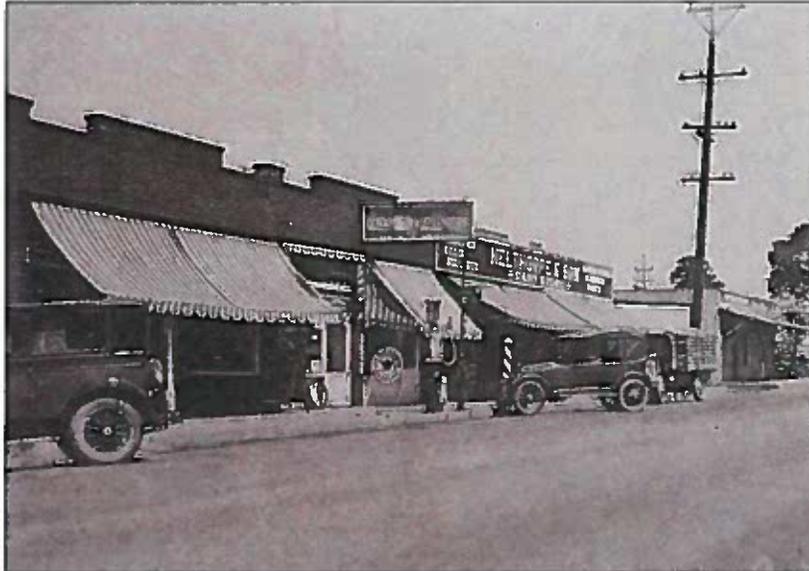


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CODE COMPLIANCE

This Property Condition Assessment does not include a regulatory or Code Compliance Audit of the structure and grounds. This statement does not preclude any obvious Code Observations that may be viewed during the Walk-Through inspection and mentioned in this report. It does identify the individual municipalities associated with this property. In addition, an earnest effort was made to discover current or outstanding Recorded Code Violations with regard to the building, planning; health and fire departments who are the governing bodies of this property.

No information was provided or discovered as to any outstanding violations for this complex with regard to Building , Planning and the Fire Department.



A New Page for the Loomis Library: The Loomis Library Community Learning Center

For: The Loomis Town Council

By: The Loomis Library Ad Hoc Committee

Date: May 10, 2016

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Introduction

The first Loomis library began in the Blue Bird Tea Room in 1910. It grew and occupied various spaces around town, surviving the Great Depression and joining the County system in 1937. It was finally housed in the new redwood library building in 1980, with an expansion in 2004. This 105 year heritage was threatened in February 2105 when the County announced imminent closure of the Loomis branch. The Supervisors have given the Town time to develop an alternative, with the first choice being to contract with the County for services. When this proved infeasible, Mayor Brian Baker appointed a new library ad hoc committee to study and recommend alternatives.

Recommendation to Withdraw and form a Municipal Library, with supporting Tax Measure

After much research, including assistance from State Library Department, many interviews and document searches, hiring a respected library consultant, and discussing the situation with the County library director, our recommendation for the best alternative for Loomis is:

1. To withdraw from the County system
2. To establish a municipal library
3. For sustainable library funding, to place a 10-year general quarter cent transaction and use (sales) tax on the November 2016 ballot, along with an advisory measure that the funds be used predominantly for the library. Cost is approximately \$6000. All paperwork is due by July 6.

Council Actions Requested

(See Appendix A for more detail on process)

1. Action to withdraw from the Placer County Library system, including proper newspaper noticing, notification to County of decision, and any other required notifications, which may require Resolution.
2. Establish a municipal library by ordinance. (Not immediate: create library board of trustees)
3. Approve ballot measures and expenditure (approximately \$6,000). Paperwork due July 6, 2016.
4. Approval to develop a Memorandum of Understanding with the nonprofit Friends of the Library for their role in library services.
5. Direct continued negotiations for the library building and related items.

Vision of a New Future

Current Status of the Loomis Library

- The library is currently a branch of the Placer County Library System.
- The Loomis Branch is currently open 24 hours a week, reduced from 32 hours in early 2015.
- Staffing is by a branch manager (with benefits) and part-time assistant (no benefits).
- Salary, payroll taxes, and benefits for 32 hours totaled about \$83,000 in 2014 (perhaps \$90,000 now).
- Town library proposal offers no benefits, a considerable savings.
- This branch is 4th highest in the County for visits per year and 5th in items checked out.

Today's Libraries

Libraries today are not just about books. Materials that circulate also include CDs, DVDs, eBooks and e-periodicals. Libraries are computer centers offering Internet access, WiFi, and help in using those technologies. Literacy tutoring is still important, but so are programs and activities for all ages. Today's libraries are more often seen as community hubs and learning centers, gathering places for lifelong learning and enjoyment, for socializing as well as for education. Today's libraries are community learning and activity centers, geared to the needs of the communities they serve.

Vision

The **vision** of the Loomis Library Learning Center can be expressed by defining a set of goals and objectives that, as they are achieved, will make our community a better place to live:

1. The Loomis Library will support the educational goals of both students and non-students by providing resources that correspond to their diverse needs.
2. The Loomis Library will encourage children, including pre-scholars, to develop a love of reading, learning, and libraries by providing materials and programs for children and parents alike.
3. The Loomis Library will provide materials of high interest in a variety of formats -- e.g., books, magazines, electronic data, videos and recordings -- for people of all ages.
4. The Loomis Library will provide citizens with information about their community, acting as a clearing-house for current data on community organizations, issues and services.
5. The Loomis Library will provide a variety of programs for the community to inform, teach skills, develop literacy, and enrich.
6. The Loomis Library will continue to develop as a community gathering place.
7. The size and ambience of the Loomis Library complements the small town atmosphere of the Town, and offers an inviting place to be and learn.

A Community Space. The library itself is a community space, and many library-sponsored events are held in the Jesse Helms Community Room. The room also offers space for local groups and individuals to gather for a low rental fee. Bookings include groups such as Scout meetings, Scout Council adult trainings, County MAC meetings, Tax Aid, and the weekly current events discussion group. But it is also a venue for small private gatherings such as birthday parties, anniversaries, and wedding receptions. The grounds provide a pleasant place for friends to meet or do homework using the library WiFi.

Market Analysis – Is there really a need for a library in Loomis?

Does anybody use a library anymore? Yes.

- Over 61,000 visits in FY 2014-15, fourth most visited library of County's 11 branches
- Population: Town residents comprise 6,700 of the more than 11,000 in the County's Loomis Branch service area.
- In a recent informal survey, 1/2 of library patrons are from outside the Town, coming into Loomis specifically for the Library and often staying to dine or shop.
- With anticipated development of 300-400 homes plus eventual apartments in the adjacent Village at Loomis, even more people will be within a few minutes walking distance of their library community center.

Yes, there are customers, and libraries are not obsolete. People need and use this library.

Do people read books anymore? Yes. There is a trend towards use of digital materials. However:

- The Library offers audio books, DVDs, and CDs, not just books.
- E-books will continue to be available online through Direct Loan programs with area libraries.
- There is an increasing trend towards e-books, but still a need for print editions.
- Age demographics – we have older readers.
- Some people simply prefer print books.
- Studies show reading comprehension is better with print than digital.
- 47,137 non-digital items were checked out 2013-14, fifth in the Placer County Library system.

Customers' Expressed Needs

Petition. When the library was threatened with closure, a petition circulated in only a few weeks yielded over 2,000 signatures to keep the Library open, indicating very strong support.

Survey. A written and online survey in Summer 2015 netted over 800 responses

- Nearly 50% visit the Library at least once a month.
- Clear satisfaction and support for traditional services.
- 85% cited providing printed and digital collections as most important.
- 65% also cited the importance of providing computers, printers, Internet, WiFi. Further inquiry has found these uses include not only research, surfing the net, searching the library catalog, but also such necessities as job search and printing resumes, internet access for those with no computer or no internet, and students who may have a high school Chromebook but no internet access at home.
- 83% cited the library as a place to research or study,
- Over 90% supported literacy work at the library.
- Expanded library programs for educational enrichment activities were also desired, such as the Summer Speaker Series. Children's Summer Reading program, STEAM activities (science, technology, engineering, arts, and math), and the recently added Book Club.

60% see the library as an important gathering place, such as the Current Events discussion group, attracting 30 to 50 per week, often lunching together afterwards as well. People come every day to read the newspaper and see their friends. Both parents and area preschools bring children to

weekly "Storytime," for stories, activities, songs, and games. Respondents also wanted the library open more hours.

Professional Voter Poll (November 2015)

- Willing to pay 1/4 cent sales tax
- When first asked, 59% supported the tax.
- This rose to 66% when they considered the uses of the Library
- 49% of respondents didn't have a library card but still supported the library.
- 74% agreed that having to go to Rocklin would reduce the ability of town residents to use library services.
- 75% reported funding of the Loomis Library was a high priority.

Friends of the Library membership. The Friends' membership grew from 23 to over 800 when faced with library closure. They have an active Facebook page with over 1300 "likes" and have been building a coalition of support in the community. The Friends website and newsletter also inform members about other educational and cultural activities in the area.

Given the clear community support, how would this proposal work?

Organization and Management of a Town Library

How it would work organizationally

- Managed by a Library Director employed by a nonprofit organization.
- Friends of the Library has offered a Letter of Intent to take on this role and develop an MOU with the Town.
- Administered for the Town by a Library Board of Trustees.

Library Director

Duties

- Manages the library.
- Assists patrons.
- Acquires and processes new books and media.
- Tracks maintenance needs.
- Books rentals and receive funds for the community room use.
- Interfaces with Friends of the Library, especially on programs, fundraising, and volunteers.
- Supervises volunteers working in the library (check-out, shelving, book preparation, etc.).
- Reports to the Library Board of Trustees.

Qualifications

- Adequate library experience
- College degree

No health or retirement benefits proposed

Friends of the Library (non-profit organization)

- Employ the library staff.
- Handle library payroll and expenses.
- Fundraising.
- Primary responsibility for programs.
- Recruit volunteers for programs and library help.
- Works with Director in meeting needs of the library.

Library Board of Trustees

A five-member board, required by the California Education Code (Sec. 18910), appointed by the Mayor and approved by the Town Council, supervises administration of the library on behalf of the Town.

- Provides supervision of taxpayer funds.
- Serves as liaison between the Town, and the library director and Friends of the Library.
- Recommends the annual library budget to the Town Council for approval.

Consultants Recommended by the Committee

Friends of the Library have agreed to hire:

1. **Nonprofit Consultant.** The ad hoc committee recommends that Friends of the Library hire a non-profit consultant familiar with non-profit/government partnerships to assist in the MOU and in defining relationships between the Town, the Library Board, the Library Director, and the Friends of the Library. Government agencies commonly contract with non-profits for services. Some familiar local services include Sacramento Zoo and Fairytale Town, Koinonia Foster Homes, and Effie Yeaw Nature Center.
2. **Library Consultant.** The committee also recommends Karen Bosch Cobb, the Library Consultant it has have been using, to assist in the library transition and start-up.

Budget and Contingency Plans

Regular Annual Budget (once tax measure is producing income)

Income Projections from ¼ cent sales tax

- ¼ cent tax for 10 years. (Library sales taxes usually renewable, property tax less so)
- Income estimate up to \$250,000 but budgets based on less to be conservative
- Excess over budget for repaying any bridge funding, establishing prudent reserves, and planning for expanded hours and services
- Sales tax begins to be collected beginning April 1, 2017
- Monthly revenue to Town begins July 2017

Other Revenue Streams – existing or to be developed

- Community room rental—could increase under town with policy revisions
- In-library expanded used book sale area (“mini-bookstore”)
- Community fundraising
- Grants or special donations (usually special project, not operational ongoing expenses)
- Individual donations
- Donations from community and business partnerships
- Friends of the Library donations and underwriting of certain programs and expenses
- Possible town grants or bridge funding prior to tax revenue being received
- Possible negotiation for library property tax after withdrawal

Use of the Funds

- **Facility expenses**, such as maintenance, landscape, janitorial, utilities, furnishings, insurance
- **Operating Expenses**, such as staff, payroll (no benefits), books and materials, book processing, programs, circulation software, Direct Loan membership, computers, IT, printer expense, office supplies

Adjusting the Budget to fit the income. The intent is that the library expenses will be flexible enough that in the initial stages until there is steady revenue flow, savings can be made if necessary by opening for fewer days, additional fundraising efforts, appeals to larger donors, and increasing rental income. There may also be opportunities for income from re-purposing some of the space within the library.

Estimated Loomis Library Operating Budget

Operating Income

Transaction Tax Revenue	150,000	
Community Room Fees	2,300	
Donations		
Fines and Fees	250	
Operating Income Total		\$152,550

Operating Expenditures

Wages	38,000	Permanent part-time 30 hr/wk
	10,000	Extra Help
Payroll Liabilities	5,142	Soc. Sec. 48,000 x .0620 = \$2976
		Medicare 48,000 x.029 = \$1392
		SDI \$432, FUTA \$294, ETT \$48
Professional Development	500	Confer., training, periodicals
Telephone, Internet, WiFi	5,000	
Liability, Director Insur., Wkr. Comp	4,700	
IT Services / Computer updates	1,400	
Apollo Library Software	1,800	Annual fee
Printer Contract	2,400	Partially offset by copy fees
Operating Supplies	3,000	Office supplies, janitorial and cleaning supplies, misc. supplies, marketing materials
Advertising	1,000	
Postage	300	
NorthNet Library System Member	500	Allows Direct Loans from other member libraries
Professional Services	1,980	Bookkeeping \$1560, Alarm \$420
Library Materials	6,500	\$5000 Books, periodicals, newspapers, videos
Utilities	14,400	PG&E, PCWA, SPMUD
Website/ Maintenance	1,200	
Building, Landscape Maintenance	9,000	Janitorial, Pest, Restroom Supplies, Window Washing, Carpet, HVAC Maintenance
Facilities	1	Annual lease fee to County
Total Operating Expenditures		\$106,823
Profit/Loss		\$45,727
Set Aside for Reserves		\$45,727
Net Profit/Loss		\$0

This plan represents a basic budget. A preferred operating budget would be \$150,000 - \$200,000. This would allow for more library materials, staffing for increased hours, and more enrichment programs for children, youth, and adults. Additional tax revenue beyond that can be used to build a prudent reserve. (This budget does not include up to \$60,000 from possible negotiated library property tax revenue, not under discussion at this time.)

Is the 1/4 cent tax revenue adequate?

Yes. Based on current sales tax revenue to the Town of Loomis, the additional 1/4 cent will bring in approximately \$200,000 - 250,000 per year. A conservative library budget is planned for less than the full amount, allowing for payback of any start-up bridge funding from the Town, building a prudent reserve, and planning for expanded programs and services.

Start-up and Bridge Funding

Start-up funds will be needed to transition from County to Town use. The most likely source is from fundraising and donations of money or goods, including individual, business and corporate. While some expenses are known (software, utilities, office), other information is still being gathered for start-up expenses. It is also unknown what if anything the County might be willing to leave us. The Library Director has indicated she is unable to discuss this until the Council has acted on withdrawal and establishing a municipal library. It is premature to make a start-up request until we have more information. If the County keeps us open for the full fiscal year, we will close about the time the first tax revenue starts arriving. We will also have more time to gather funds and prepare for the transition.

Bridge Funding. Any bridge funding in the form of loans and/or grants from the Town would be used for initial start-up, and facility and operational expenses until tax revenue is being received. An appropriate repayment plan for any bridge loans can be approved by the Town.

Contingency Plans

Based on the Town Manager's April 12th report to Council, we are likely to have use of the library building in each of the following scenarios.

1. Continued County Funding in 2016-17

Assumptions:

1. Town obtains use of the library building.
2. Passage of the ballot measure for library funding.
3. Loomis Branch is kept in 2016-17 County Budget, per public statements (1) by Mary George, County Library Director, to the Joint Friends of the Library meeting, to the County Library Advisory Board, and to Jean Wilson; and (2) by Andy Heath, County CFO to Board of Supervisors (March 22, 2016 public meeting). There is not a line item for the Loomis and Meadow Vista Branches, but they are included in the overall Library Department budget. This will be subject to approval by the Supervisors as part of the overall County budget in June.

Impact:

- The impact of continued County funding is that, to the extent Loomis Branch is kept open in the 2016-17 budget year, it will delay our operational and financial responsibilities. This allows time to work out a smooth transition and requires less bridge funding, due to reduced time between library transition and receipt of sales tax funding beginning July 2017.

2. County Closes Loomis Branch in Mid-2016

Assumptions:

1. Town obtains use of the library building.
2. Passage of the ballot measure for library funding.

3. Supervisors remove funding from the 2016-17 County Library Dept. Budget (which is not part of the County General Fund).

Impacts and Proposed Strategies:

- Probability of minimal paid staff, supplemented by volunteers.
- Less time to prepare for transition.
- More fundraising, room rentals, needed to cover costs.
- Greater sense of urgency in the community to support the library.
- State Direct Loan program for access to library materials from surrounding areas.
- Any bridge funding would be needed sooner than in scenario 1.

3. Ballot Measure Does Not Pass

If the County keeps us open in 2016-17, the impacts are delayed until county closure.

Assumptions:

1. Town obtains use of the library building.
2. Ballot measure does not pass.

Proposed Strategies

- Maintain a library presence necessary to qualify for any library property tax (which could cover building costs).
- Basic services including computers, WiFi, and a small book collection; flexibility of space for community programs and uses.
- State Direct Loan program for access to library materials from surrounding areas.
- Primarily dependent on volunteers, with some paid staff time based on revenue.
- Lean budget, fewer days open; funding from increased room rental, fundraising, donations, and grants.
- Funding for library and community services from fundraising, Friends of the Library, grants, and partnerships with community organizations and businesses.
- Community center uses will be emphasized.
- Re-evaluate use of the building to cover building expense

Miscellaneous

Library Management Software

We propose using Apollo Library Automation Software, which automates new book processing and most library circulation functions. Apollo hosts the service, which includes an online catalog and reservations. This costs an initial \$1,200 start-up fee and \$1,800 annual fee, which includes upgrades and servicing. Other processing costs include scanner (\$40 to \$180) and processing supplies (labels, covers, etc.)

Public Computers

Public computers don't need large storage or memory, since patrons do not store materials on these computers. However, they need to run the same operating system and software so that library personnel can help patrons. Currently there are five public computers. Source of these computers will be one or more of the following, in order of preference: (1) request donation of computers from Intel, as suggested by the county library director, or other company, (2) public donation of funds for computers, (3) donation of new computers by the Friends of the Library, or (4) individual donations of PC computers capable of running Windows 10 operating system. Printing is available for a fee.

Library Collection

We have been told by withdrawing libraries that building the collection is the easiest part of starting a library.

The sources of the library collection are still to be determined due to ongoing county negotiations. Any negotiation with the County Library awaits Council action to withdraw from the County Library system.

The initial collection is likely to be made up of books from a variety of sources such as:

1. For the past year, the Friends of the Library has been collecting books suitable for the collection should they be needed.
2. Fundraising for the collection.
3. Donations of popular books and DVD, new or gently used.
4. Negotiation with the County to keep parts of the current Loomis collection, if possible.
5. Purchases from library budget or Friends donations.

E-books will continue to be available to Loomis residents through Placer County and other local library systems. Direct Loan organization membership (\$500/year) allows direct borrowing from most Northern California libraries.

Down Time (Temporary Closure)

It is usual for a withdrawing library to be closed for a period of weeks or months for a time of transition.

Benefits of the Loomis Library Learning Center

- Meets stated needs of community
- Freedom to develop a variety of programs and events to benefit the community
- Increased use of the community room under revised policies
- More volunteer opportunities than allowed by County policy and restrictions
- Acts as a community center hub for current population, but also to the Village residents
- Makes the Village a more desirable place to live
- Brings additional traffic to future commercial development in the Village project
- Creates a community center space without the Town having to fund and oversee it
- Continues the long-standing heritage of a library in Loomis
- Advances the Mission and Strategic Goals of the Town, March 12, 2016 (See Appendix B)

Summary

The committee was tasked with presenting a plan for community-based, long-term sustainable funding for the Loomis Library. We believe this plan meets that requirement and is the best alternative for the Loomis Library and the Town. While providing valuable service to the residents in the Loomis Basin, preserving a Town legacy since 1910, enhancing the Town's attraction as a historical destination that is family-friendly and promoting a walkable downtown district where people can live, shop, learn and play, the Loomis Library Learning Center is an incredible asset to the community residents, the local businesses and Town operations.

We thank you once again for this opportunity. Also, many thanks for significant help from Carol Mason and Danielle Hardesty, and appreciation for the Loomis Chamber of Commerce staff and volunteers.

Mayor's Ad Hoc Committee

Ramona Brockman

Jenny Knisley

Bonnie London

Linda Sandahl

Jean Wilson

Appendices

Appendix A. Steps the Town Must Take: Withdrawal, Establishing the Library, and Tax Measure

The following notes are subject to recommendations of legal counsel.

1. Required Procedures for Withdrawal

To withdraw from Placer County Library system (Educ. Code 19106 et seq.). Procedures include:

- Two weeks local newspaper notice of the Council meeting at which withdrawal will be contemplated.
- If Council approves withdrawal, the Council must notify the County supervisors that the town wishes to withdraw from the County system. (Notification must also be accompanied by a statement of compliance with Government code 54900 et seq. regarding any changes in district boundaries. A resolution is required for such notification.) County is then responsible for other notifications.

2. Required Procedures for Establishing a Municipal Library

To establish a municipal library (Educ. Code 18900-01, 18910 et seq.). Procedures include:

- Ordinance required
- Must establish a library board of trustees (mayor appoints with Council approval. Terms, responsibilities etc. spelled out in Education Code. (Board does not need to be appointed at this point.) This is not an advisory board.

3. Placing a 1/4 cent sales tax measure on the November 2016 Ballot.

Similar to steps in Staff Report of January 12, 2016 – Resolution and Ordinance.

- Approval needed to place on the November 2016 ballot a 1/4 cent transaction and use tax on taxable sales within the Town of Loomis. Per January 12 staff report; the proposal is for a general tax (requiring 50% plus one voter approval) along with an advisory measure asking that the Town use this money predominantly to support the Loomis Town Library. Deadline for all paperwork is July 6, 2016.
- Approve expenditure for ballot measure, approximately \$6,000.

Appendix B. Relation to Town's Mission and Strategic Goals, March 12, 2016

In addition to being a priority for residents in the Loomis Basin region, as well as a valuable institution that supports educational, cultural and social support for all demographics, the Loomis Library Learning Center also advances the mission and strategic goals of the Town of Loomis.

Town of Loomis Mission Statement

The Town of Loomis is committed to preserving: a quality of life in which families can grow and enjoy the small town atmosphere; a town in which there are concerns for all segments of society, including businesses and residents; a town that encourages the participation of all of its citizens in civic and community activities; a council and town staff that responds courteously and respectfully to the concerns and needs of the town's residents; and a plan that calls for slow, quality growth while preserving the financial integrity of the town.

The Loomis Library Supports the Town's Strategic Goals

Build an involved community. The Loomis Library is the hub of the community. It is a trusted place where open access to information is available and everyone is welcome. Libraries are often used for local leaders to meet with constituents because it is a neutral, community gathering spot.

The Friends of Loomis Library would like to partner with the Town and host informal, monthly get-togethers, such as "Coffee with a Council Member" or "Lunch with Loomis Staff" to provide an opportunity for residents to meet with the Town Manager, Council Members and Town Staff in a casual, comfortable setting that will promote dialogue to increase awareness about the needs of town operations and challenges, along with residents sharing their vision of the community they want to live in. Community outreach and engagement are the most effective tools in building an involved community and the library is useful for this purpose.

Brand Loomis as a Historical Destination & Small Town Experience. Loomis residents established library services in 1910. As Loomis grew, so did the Library. It is as much part of the history of Loomis as is the Gold Rush, the Union Pacific Railroad, and the fruit packing industry, yet it survived the course of time when others did not. Loomis residents that came before us made the library a priority and preserved its existence to serve the community. Honoring this tradition and legacy is the truest way to brand Loomis as a historical destination with a small town experience.

Supports the concept of Loomis as a pedestrian, family-friendly Town. The library building location is within walking distance to schools, homes and the downtown district. The library is a wholesome, safe place for families and children to pursue educational and personal enrichment.

A social place for seniors to read, talk and connect. Loomis has an aging population. Many seniors are not comfortable or able to drive and they can walk to the library for personal pleasure. For many, the library provides entertainment and social connection which greatly enhances their quality of life.

Technology. The library offers free WiFi, computer access and an office printer to people in the community who either have limited or no access at home. The four computer terminals in the library are frequently used and people bring their digital devices to the library for faster internet connection. The library is also used to find jobs online, build resumes and find online resources for job development.

Village Development. The location of the current library facility is central to the Village

Development and within walking distance from three schools (Loomis Grammar, H. Clarke Powers and Del Oro HS), from Loomis downtown district and from downtown residential. The Gates family recognized the value of the location of the library when they were solicited by the Friends of Loomis Library and Placer County. The father, Earl Gates, who was principal at Loomis Grammar School in 1923 and owned much of the property that is to be developed as the Village, had a vision of Loomis Grammar School being surrounded by residential homes and a civic center that included a park, library and Veteran's Memorial Hall, which was on property donated by the Gates family.

Attract Visitors to Loomis. The Library is a draw to bring people from outside of Loomis into the Town for library and cultural purposes. This was discovered last year during the speaker series and validated during data analysis of the petition signing of library and community room users. Review of some of the data shows 40% of Loomis Library patrons are within Loomis Town limits but 60% are from outside. The Loomis library itself is an attraction that brings people into town and strongly supports the goal of the Loomis Town Council to increase visitors to Loomis.

The Friends of Loomis Library have met with the Loomis Basin Historical Society to discuss partnership opportunities. The Loomis Basin Historical Society has expressed interest in co-hosting programs, speakers and workshops. There are limited places in Town where people can learn about the history of Loomis. The Loomis Basin Historical Society has valuable documents, pictures and resources to offer but few places to put them on display. The Loomis Library Learning Center is a natural place to have some of these valuable items on display for residents and visitors to appreciate. It will support the Town's branding as a historical destination and allow visitors an additional Town attraction to learn more about the rich history and tradition of Loomis.

Appendix C. History of the Library and Building

The Town of Loomis has had a library for over one hundred years. In 1910, a lending library was established and as the town grew, so did demand for books and services. The Loomis library became part of the County library system in 1937. The library location moved several times and the Friends of Loomis Library approached the Gates family in 1976 seeking support to build a permanent Loomis Library. The father, Earl Gates, was a principal at Loomis Grammar school. His son, Francis Gates, and daughter, Marcia Gates Woods, became law librarians. The Gates family generously donated property for the Veteran's Memorial Hall and at the request of the County and Friends of Loomis Library, sold additional property to the County for a modest amount so the Loomis Library could be built in 1980. It was a community effort with people and organizations coming together to put in the landscape and provide interior furnishings and books. In 2006, the Town of Loomis and Friends of Loomis Library contributed almost \$150,000 towards the library expansion, bringing the building to 4488 square feet. The Friends of Loomis Library has provided ongoing financial support toward the building maintenance, equipment and collection development, in addition to sponsoring educational programs for the community.

Appendix D. Programs and Activities

A municipal library not only has the opportunity to preserve the favorite activities for which the library is known, but also respond to the current needs of the community. (Presently there are some restrictions due County policies and required approvals.) Some events have been co-sponsored with the Loomis Chamber of Commerce. We would like to create more such partnerships in the community.

Current recent or continuing activities include:

- Quarterly book sales
- Summer reading program including craft day and two other events
- Summer speaker series, 3 speakers, last of which brought 200 participants, many from out of town
- PodPi children's electronics workshop
- Lego Robotics (programming Legos) for different age levels
- Family Scarecrow Contest
- Christmas Bazaar and Lasagna Dinner
- New Book Club
- New Friends website and Social Media (Facebook, Twitter, etc.)
- Introduction of the new Owl mascot, with current naming contest

Other activities that occur at the library or community room, such as:

- Literacy tutoring
- Tax assistance
- Current Events Discussion group (30-50 members weekly)
- Government and organizational meetings (e.g., Horseshoe Bar-Penryn MAC)
- Girl Scout troops meetings
- Girl Scout Council adult trainings
- Private and family celebrations (birthday parties, small wedding receptions, etc.)

The Friends of the Library will be having a programs and fundraising planning workshop in May.

Some ideas that have been suggested:

- Genealogy workshop or club
- After school tutoring by William Jessup education students (contacts made)
- Youth council to advise and help plan on activities of interest to teens
- Lend a Heart (Read to a Dog) program for shy readers, PTSD sufferers and others (ready)
- Lego club (donated Legos)
- New speaker series, including local authors and children's speaker
- Create a larger book sale area in the library (Mini-Bookstore)
- Health and Wellness series
- Various groups or classes: crafts, cards, knitting, photography, art
- Volunteer skills workshops or classes (how-to activities)
- More STEAM (science and art) for kids
- Create more display space for local artists
- Provide display space for Loomis Historical Society

Appendix E. The Library Ad Hoc Committee

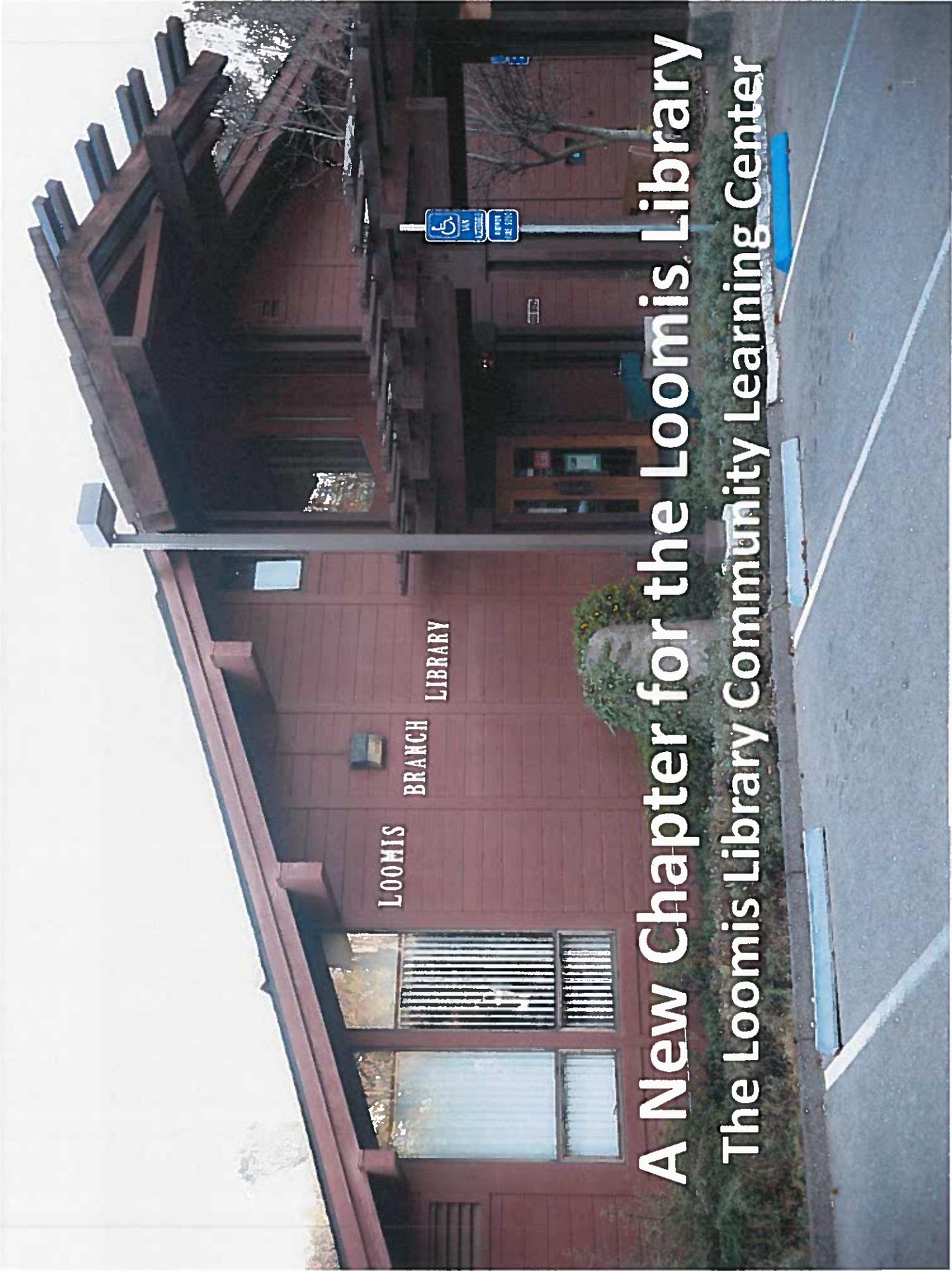
The first Loomis Library Ad Hoc Committee was formed by Mayor Rhonda Morillas shortly after closure of the library was announced by the County. This committee completed its work with the report to the County Supervisors in December 2015. After it was learned that contracting with the County for library services was not feasible, a second committee was appointed by Mayor Brian Baker in February 2016 to develop a community-based solution to keep the library open.

Committee Scope of Work, individually or as a group:

- Incorporated work of previous Ad Hoc, such as community needs survey, outreach, and research of alternatives.
- Researched other small libraries, including interviews and examination of budgets.
- Researched libraries that had withdrawn, including interviews and examination of documents.
- Visited local libraries to learn more about how they were administered and whether there were any contracting services possible.
- Spoke or met with people in a number of departments of the California State Library including the State Librarian and assistants.
- Met with the consultant who wrote the County Library's Strategic Plan.
- Met with a former library board of trustees member to learn about trustee boards.
- Hired a highly recommended Library Consultant to assess our situation and make recommendations. The Friends of the Library have agreed to hire her to assist in start-up and transition needs.
- Met with a nonprofit consultant, whom the Friends agreed to hire, to assist in developing the MOU with the Town, including relationships between the Town, Library Board, Director, and Friends.
- Researched and re-researched State law on libraries, including Education Code, Civil Code, and BOE.
- Studied government documents such as BOE publication on transaction and use taxes, State Library on How California Libraries Work, manual on Library Board of Trustees, publication on nonprofits (for how they can work with government agencies), and others.
- Researched what local government agencies contract with nonprofits for services.
- Talked to various agencies such as BOE, County auditor-controller, and County administration.
- Researched what other libraries are doing in terms of activities and services.
- Researched how Loomis residents can get Direct Loan and eBook services at other libraries.
- Met with two County supervisors.
- Met with school administrators and school board members.
- Met with community and civic organizations.
- Attended Chamber of Commerce "Coffee" and mixers.
- Kept Friends of the Library updated.
- Met with Council members Dave Wheeler and Mayor Baker.
- Attended several Supervisor meetings.
- Attended joint Friends of the Library meetings and County Library Advisor Board meetings
- Conversations with Library Director Mary George and her financial assistant Kelly Heikela

The committee has found incredible help and support from the broader library community in our search for a solution. We offer our work in sincere hope that it will help the Loomis community to have a vibrant library for many generations to come.

Bonnie London, Jenny Knisley, Jean Wilson, Linda Sandahl, Ramona Brockman



A New Chapter for the Loomis Library

The Loomis Library Community Learning Center

When the County announced that the library would be closing, the townspeople instantly rose up to support keeping a library in Loomis.

Recommendations

After extensive research, the Committee recommends:

1. Withdrawing from Placer County Library System
2. Establishing a municipal library
3. Placing a ¼ cent “sales” tax measure on the November 2016 ballot to support the library

- 4. Develop a Memorandum Of Understanding with the Friends of the Loomis Library for their role in library services, including employing a Library Director**
- 5. Direct continued negotiations for the library building and related items**

Organization and Management

- **Managed by Library Director employed by Friends of the Library**
- **Administered for the Town by a Library Board of Trustees**

Operating Budget Income

- Budget is based on operation when income is flowing from sales tax measure
- Anticipated \$200,000 to \$250,000 annually
- Revenue to Town begins July 2017
- Conservative projected budget is less than projected income

Operating Income

Transaction Tax Revenue	\$150,000
Community Room Fees	2,300
Fines and Fees	2,500

Total	\$152,550

Operating Expenses

Wages (Director, extra help)	\$48,000
Payroll Liabilities	5,142
Professional Development	500
Telephone, Internet, WiFi	5,000
Liability, Director Insur, Wkrs Comp	4,700
IT Services / Computer Updates	1,400
Apollo Library Software	1,800

Printer Contract	2,400
Operating Supplies	3,000
Advertising	1,000
Postage	300
NorthNet Library System Member	500
Bookkeeping, Alarm Services	1,980
Library Materials	6,500
Utilities	14,400
Website / Maintenance	1,200

Building, Landscape Maintenance	9,000
Facilities	1

Total Operating Expenses	\$106,823
Profit / Loss	\$45,727
Set Aside for Reserves	\$45,727

Net Profit / Loss	\$0

If revenue exceeds budget ...

- **Expanded hours and services**
- **Build prudent reserves**
- **Repay bridge funding**

Interim / Start-up Funding

- Uncertain date for County closing influences our transition date and interim funding needed
- Until regular funding kicks in:
 - Reduce hours (affects utility costs)
 - Reduce staff time
 - Increase community room rental income
 - Donations from community (cash or materials)
 - Community fundraising, business partnerships
 - Possible bridge funding from Town with appropriate repayment plan

Contingency Plans

1. Continued County Funding in 2016-17
2. County Closes Loomis Branch in Mid-2016
3. Ballot measure doesn't pass
 1. Maintain library presence for possible library property tax that would cover building costs
 2. Community center uses emphasized
 3. Largely volunteer staffing

Benefits of Library to Loomis

- Provides essential library services
- Brings people into town
- Meets expressed community needs
- Creates a community center hub
- Makes Loomis a more desirable place to live
- Local control of programs, services, budget
- Advances Strategic Goals of Town

May 2, 2016

To:
Loomis Town Council
Rick Angelocci, Loomis Town Manager
3665 Taylor Road
Loomis, CA 95650

From:
Friends of the Loomis Library

Subject: Statement of Intent regarding the Town of Loomis Library Community Learning Center

At the April 28, 2016 Friends of the Loomis Library general meeting, a presentation about the future of the Loomis Library was made by Jean Wilson, a member of Mayor Baker's library ad hoc committee. This presentation outlined the recommendations that the ad hoc committee will make to the Town Council at the May 10, 2016 meeting. The recommendations presented included: 1) withdrawal of the Loomis Library from the Placer County Library System; 2) establishment of a municipal library whereby the Town enters into a Memorandum of Understanding (MOU) with a non-profit organization to manage the library; and 3) placing a tax measure on the November 2016 ballot to provide sustainable funding for the municipal library.

In the event that the Loomis Town Council votes in favor of establishing a municipal library with a tax measure for funding on the November 2016 ballot, the Friends of the Loomis Library voted on the following actions:

- 1). The Friends of the Loomis Library voted to approve the negotiation of a Memorandum of Understanding with the Town of Loomis agreeing to be the non-profit organization that will be contracted to oversee the operations of the Loomis Library Community Learning Center.
- 2) The Friends of the Loomis Library also voted to approve contracting with a library consultant and a non-profit consultant to aid in establishing the MOU and the transition to a municipal library.

Sincerely,



Bonnie London
President



Linda Sandal
Vice President



Ramona Brockman
Secretary



Danielle Hardisty
Treasurer

ATTACHMENT G