



County of Los Angeles Public Library ■ www.colapublib.org
7400 East Imperial Hwy., Downey, CA 90242 ■ (562) 940-8400



Margaret Donnellan Todd
County Librarian

August 6, 2015

Elisa C. Cox
Assistant City Manager
232 W. Sierra Madre Blvd.
Sierra Madre, California 91024

Dear Ms. Cox:

The County of Los Angeles Public Library appreciates the City of Sierra Madre's consideration to provide library services to your residents. The data and information obtained from Ms. Thomas was extremely helpful in developing this proposal. As a provider of public library services, it is our mission to afford all customers access to information services, resources and programs to support their cultural, educational, and recreational needs. The County delivers the highest quality of library services and employs innovative approaches that would be of great value to the 11,000 residents of Sierra Madre.

We propose to keep the same days and hours (6/47), at a cost of \$856,000 per year (adjusted annually for inflation). An alternate model may be considered at cost of \$806,000. Described below are the service level assumptions tied to this proposal. A more specific implementation plan will be necessary if approved by your City.

Staffing

Staffing model A – Six Days/47 hours - \$856,000

- (1) Librarian III – Community Library Manager (CLM)
- (2) Librarian I
- (1) Library Assistant
- (5) Library Aides
- (3) Library Pages

Staffing model B – Six Days/47 hours - \$806,000

- (1) Librarian III – Community Library Manager (CLM)
- (2) Librarian I
- (1) Library Assistant
- (5) Library Aides

To realize additional cost savings, this proposal does not include the 3 Page positions, but assumes that a more robust volunteer program is maintained to perform duties such as shelving and sorting. Our service policy does not allow for volunteers to perform functions such as opening the building (unless accompanied by a full-time staff member) or handling of any cash. We can further discuss this topic.

Master's Level Librarians/Staffing - All full-time librarians and library administrators possess a Master's Degree in Library Science, ensuring that our system attracts and retains those with higher educational levels to deliver the highest quality programs and services.

The Community Library Manager is in charge of the library building and is responsible for all library operations, including attending Council meetings, Friends Groups, etc. The proposal assumes no Library Director position.

Access to Materials

The advantage of this service proposal is that Sierra Madre residents will have greater access to the County's vast collection of over 7 million print items and our electronic databases. The County's investment in e-Books (50,000 items) from Overdrive will also be available to customers. Additionally, access to our digital music and magazine collections, DVDs, CDs, audiobooks and other resources like Live Homework Help is an enhanced level of service for your residents. Our virtual library (the highest circulating in terms of check-outs) reflects the County's responsiveness to the growing demands of our customers for digital content. With a digital content and electronic materials budget of over \$2.5M, residents will have access to a larger base of materials from which to choose. Our print and virtual collections represent a significant increase over the 70,000 catalogued items in the City's existing collection.

We understand the importance of maintaining and limiting access to the City's local historical archives, rare books, art and California collection. While these materials will be accessible to all residents, the County and City can work together on establishing the appropriate policies to ensure that use of these materials are limited to in-library use only.

Integrated Library System/Information Technology

It is our understanding that the City library recently entered into an agreement with Biblionix for a new ILS. Notwithstanding your implementation efforts, the County Library uses Sirsi-Dynix and thus, it is necessary to transfer all the City's holdings and patron accounts onto our platform. Preliminary discussion between our staff suggests that the conversion of this data does not represent a challenge and would not incur any additional cost to the City.

This proposal also assumes that the City will continue to manage the computer replacement program for the Sierra Madre Library. Upon request, we are willing to

Elisa C. Cox, Assistant City Manger

August 6, 2015

Page 3

manage any necessary replacement and installation of computers and leverage our jurisdictional pricing. We could then bill the city for the costs, excluding any overhead.

Programming/Training

Your 2014-2015 annual report reflects an array of dynamic programming provided by the City. In a system of our size, you will have greater access to expert and specialized program coordinators (e.g. children's services, teen services, etc.). This affords an opportunity for staff to obtain specialized training and support for programs.

Library Policies

The City and the County can meet to further discuss the applicability and appropriateness of library policies such as computer and internet use policy. Such matters are highly sensitive and warrant a more extensive dialogue.

Maintenance/Utilities/Security

Maintenance of the facility, both internal and external, will remain the City's responsibility.

We understand that the City is faced with budgetary decisions regarding library services. With that in mind, the County could enter into a short-term service agreement with the City (e.g. 3-years) in order to determine the ongoing value of being under the County's library model. This approach allows the City Council and City management to assess the cost-benefit while deferring any long-term commitments. As part of any potential service agreement, County would arrange to meet with the City's principals on an annual basis to discuss operations, service levels, as well as fully disclose financial information.

My staff will be happy to have a more detailed meeting to discuss the details of this proposal or provide additional cost information. We look forward to future dialogue on this matter.

Sincerely,


Margaret Donnellan Todd
County Librarian

MDT:Ydr:sm

Attachment

c: Lori Glasgow, Board Deputy, Fifth District Supervisory District
Carolyn Thomas, Sierra Madre City Librarian