

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: COMMUNITY SERVICES – Approve an amendment to an existing contract to provide personnel services to staff the Katy Geissert Civic Center Library on Sunday afternoons in FY 2008-09

Expenditure: Not to exceed \$32,000, for a revised not to exceed amount of \$64,000

RECOMMENDATION

Recommendation of the Community Services Director that the City Council authorize an amendment extending the contract (C2007-141) with Advanced Information Management (AIM) for an additional year to provide contract personnel to staff the Katy Geissert Civic Center Library on 32 selected Sundays beginning September 14, 2008, and ending June 14, 2009, at a cost of \$32,000 per year, increasing the total not to exceed amount to \$64,000.

Funding

Funds are available in the Community Services Department operating budget for FY 2008-09.

BACKGROUND

In previous years, the Katy Geissert Civic Center Library has been open on Sundays under a variety of staffing conditions. In September 2006, the City Council and the Library Commission conducted a joint meeting during which topics of community concern were raised, including the possible restoration of Sunday hours of service. Subsequently, the City Council, at its meeting of May 22, 2007, voted to fund Sunday hours at the Library as a component of the City's 2007-2009 operating budget. At its meeting of August 7, 2007, the City Council approved a contract with Advanced Information Management (AIM) to provide personnel to adequately staff the Library for 32 selected Sundays, with an option to renew the contract for a second year based on the success of the program.

ANALYSIS

Working with incumbent Library Division employees, AIM staff provided professional and capable library service to Torrance residents as well as individuals from the South Bay at large during the term of the contract agreement in FY 2007-08. AIM personnel were punctual, dependable, and performed their tasks with accuracy and skill. Torrance Public Library supervisors and the AIM project manager/supervising librarian, as well as library workers, expressed satisfaction with the arrangement and rated the program a success based on employee input and evaluation.

Advanced Information Management has submitted a proposal for 2008-09 to extend the terms of its present contract with the City for an additional year. Services provided will include adult and juvenile reference and reader's advisory to "walk in" patrons, circulation of books and audiovisual materials, and use of the microcomputer center. Based on staff input, the Library will also offer telephone reference and circulation services to individuals calling in for assistance during Sunday hours of operation, a service not provided in FY 2007-08.

The same staffing plan that was in place last year will be used: 3 professional librarians, 7 para-professional and clerical employees to staff the service desks, and 5 library pages to provide check-in and reshelving of materials. This configuration insures a minimum of three staff members present on each of the building's three floors. A Senior Librarian will serve as Sunday supervisor, and both a custodian and security guard will also be present.

The proposed schedule of open Sundays was considered by the Library Commission at their meeting on August 11, 2008. Excerpts from the minutes of that meeting and the proposed open Sundays for FY 2008-09 are attached.

Renovations to the Katy Geissert Civic Center Library main level began in July 2008. From September to December 2008, the building's main reading room and portions of the non-fiction collection will be inaccessible. Staff will work closely with AIM personnel to mitigate service limitations.

Resumption of Sunday hours of operation at the Katy Geissert Civic Center Library has insured that individuals and families have greater access to library resources and services during the school year. Patrons have expressed gratitude for the expanded hours. In FY 2007-08, a total of 12,664 patrons visited the Library on Sundays and checked out approximately 20,000 items. Library staff, in conjunction with AIM personnel, also answered over 3,000 reference inquiries and look forward to assisting patrons with their lifelong learning needs in the coming year and beyond.

Respectfully submitted,

JOHN JONES
COMMUNITY SERVICES DIRECTOR

By 
Paula J. Weiner
City Librarian

CONCUR:


John Jones
Community Services Director


LeRoy J. Jackson
City Manager

Attachments: A. Excerpt from August 11, 2008 Library Commission meeting minutes
B. Schedule of open Sundays 2008-09

EXCERPT OF MINUTES

~~Minutes Approved~~
 Minutes Subject to Approval

August 11, 2008

**MINUTES OF A REGULAR MEETING OF THE
 TORRANCE LIBRARY COMMISSION**

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:00 p.m. on Monday, August 11, 2008 at the Katy Geissert Civic Center Library.

2. ROLL CALL

Present: Commissioners Chappell, Gerber, Lang, Wang, and Vice-Chairperson Grogan.

Absent: Chairperson Haig.

Also Present: City Librarian Weiner and Principal Librarian Theyer.

Due to the absence of Chairperson Haig, Vice-Chairperson Grogan led the meeting.

5. NEW BUSINESS

5b. SUNDAY SERVICE FY 2008-09

City Librarian Weiner reported that an item would be going to City Council next week asking them to extend the present contract with Advanced Information Management for one more year for supplemental staffing on Sundays. She noted that the Library is very satisfied with Advanced Information Management, that they are willing to use the same terms and conditions as last year, and that the contract would not go up in price. She presented and reviewed the list of proposed 32 'open' Sundays in FY 2008-2009 included in the material of record. She noted that, even though the remodel is going on, there will be service on all three floors and that telephone reference will be offered. She presented usage statistics on Sundays for last year: 12,664 patron visits, 20,000 items checked out, and 3,000 reference inquiries.

MOTION: Commissioner Gerber moved to recommend to City Council the amended contract with Advanced Information Management and the proposed 'open' Sunday schedule for FY 2008-2009 as presented. Commissioner Lang seconded the motion; a voice vote reflected unanimous approval (absent Chairperson Haig).

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**PROPOSED 'OPEN' SUNDAY SCHEDULE
FY 2008-2009**

2008

September 14	March 1
September 21	March 8
September 28	March 15
October 5	March 22
October 12	March 29
October 19	April 5
October 26	April 19
November 2	April 26
November 9 ?**	May 3
November 16	May 17
November 23	May 31
December 7	June 7
December 14	June 14
December 21	

2009**Holiday Sundays**

January 11	Thanksgiving	Nov. 30
January 25	Christmas	Dec. 28
February 1	New Year's	Jan. 4
February 8	MLK Birthday	Jan. 18
February 22	Presidents' Day	Feb. 15
	Easter	April 12
	Mother's Day	May 10
	Memorial Day	May 24
	Father's Day	June 21

****NOTE:** Tuesday, November 11, 2008 is a City holiday

