



Sacramento Public Library Authority

August 27, 2009

Agenda Item 13.0: Evaluation Criteria for New and Expanded Libraries

TO: Sacramento Public Library Authority Board Members

FROM: Rick Teichert, Deputy Director of Administrative Services

**RE: Evaluation Criteria for Proposals for New and Expanded Library
Facilities by Member Agencies**

RECOMMENDED ACTION(S):

1. **Approve** the proposed criteria for evaluating proposals for new and expanded library facilities per the recommendations in the attached Report (Attachment A, Table 1).
2. **Authorize** the Library Director to invite member agencies to submit proposals for new and expanded library proposals on an annual basis.
3. **Authorize** the Library Director to prepare an annual evaluation of proposals for new and expanded library facilities, based on the evaluation criteria contained in the Report, for consideration by the Authority Board.
4. **Authorize** the Library Director to include the impact of new and expanded facilities on the Library's operating funds and the amount of supplemental funds available for existing libraries.

REASON FOR RECOMMENDATION

The Sacramento Public Library Authority Joint Exercise of Powers Agreement (JPA) provides a general framework for considering future proposals for new and expanded facilities. The JPA-member Finance Advisory Committee (FAC) has proposed specific evaluation criteria for the factors listed in the JPA document.

The attached report summarizes the recommendations of the Finance Advisory Committee regarding the criteria for considering new and expanded library facilities, based on the factors outlined in Section 13 of the JPA.

FISCAL IMPACT

The adoption of the criteria for review and evaluation of proposals for new and expanded libraries will not have a direct fiscal impact. Subsequent consideration and approval of proposals for new and expanded libraries will have an impact on the Library Authority's operating budget. Capital costs for new or expanded library facilities are generally borne by the member agency or funded by grant funds.

ATTACHMENTS:

Exhibit A: Report and Recommendations to the Sacramento Public Library Director regarding proposals for New Libraries and Expansion of Existing Libraries – Pursuant to SECTION 13 of the Sacramento Public Library Authority Joint Exercise of Powers Agreement

SUBJECT:

REPORT AND RECOMMENDATIONS TO THE SACRAMENTO PUBLIC LIBRARY DIRECTOR REGARDING PROPOSALS FOR NEW LIBRARIES AND EXPANSION OF EXISTING LIBRARIES – PURSUANT TO SECTION 13 OF THE SACRAMENTO PUBLIC LIBRARY AUTHORITY JOINT EXERCISE OF POWERS AGREEMENT

PREPARED BY:

JPA MEMBER AGENCIES' FINANCE ADVISORY COMMITTEE

DATE:

August 27, 2009

I. PURPOSE OF THIS REPORT

The Sacramento Public Library Authority Joint Exercise of Powers Agreement (JPA) Section 13 confirms the Governing Board's responsibility to approve new libraries and the expansion of existing libraries. The JPA provides a general framework for considering future proposals for new and expanded facilities.

During the drafting of the JPA, the parties acknowledged that the Governing Board would need to adopt more specific measurement criteria for the factors listed in the JPA document.

The JPA authorized the formation of a Finance Advisory Committee (FAC) to make recommendations to the Library Authority Director regarding the implementation of financial provisions of the JPA. All member agencies were invited to appoint a representative to the Finance Advisory Committee; representatives from the County of Sacramento and the cities of Citrus Heights, Elk Grove, Rancho Cordova and Sacramento have participated in some or all of the meetings. The FAC has gathered data, analyzed options and developed recommendations to implement this section of the JPA.

This Report summarizes the Finance Advisory Committee's recommendations regarding the criteria for considering new and expanded library facilities, based on the factors outlined in Section 13 of the JPA.

II. JPA SECTION 13: ADDITIONAL AND EXPANDED LIBRARIES

Section 13 of the JPA states: "The Governing Board shall approve the planning for, and operation of, new libraries and expansions of existing libraries. The Governing Board shall annually consider proposals for new libraries and expansions of existing libraries. The Governing Board shall measure and compare existing library square footage per capita, population growth, service demand factors, existing facilities, growth in property tax revenues, the status of other future library capital development proposals, and other appropriate factors for the library service areas of the proposed new and expanded facilities. The Governing Board shall base its decision whether to approve new libraries

or expansions of existing libraries on these measurements and other factors related to the availability of capital and operating funds for the proposed new and expanded libraries.”

This section applies to libraries funded by the property taxes allocated to the county free library system (“Fund 11”) and libraries funded by other sources, except for City of Sacramento libraries. New and expanded libraries funded by all funding sources impact system-wide library support services and the allocation of indirect support costs among all libraries.

The following table identifies the factors listed in the JPA, and recommended measurement criteria for each factor. While the criteria are not proposed as a formula, they are designed to assist the Governing Board in its annual evaluation of proposals for new and expanded library proposals.

Table 1: Criteria for evaluating new and expanded library proposals

JPA FACTORS	PROPOSED MEASUREMENT CRITERIA
Existing library square footage per capita	Existing library square footage in the service area divided by the service area population.
Population growth	Numerical growth in service area population since December 2004 (which is the earliest date that service area population data is available), based on Library Authority/County of Sacramento Municipal Service Agency GIS Division data and service area maps.
Service demand factors	A profile of existing service demands, using current and historical trend information, based on Library Authority data, County of Sacramento Municipal Service Agency and GIS Division data and service area maps: circulation per service area population, questions per service area population, visits per service area population and percentage of available computer time used.
Existing facilities	As described in the most recent Library Authority Facilities Master Plan, and updated by new information since the most recent Master Plan.
Growth in property tax revenues	Based on the numerical increase in property tax revenue received by the JPA from the jurisdiction, compared to the base FY 2003-04 property tax revenues.
Status of other future library capital development proposals	List of all proposals for new and expanded facilities, including the proposed first year of operation for each facility.
Availability of capital for the proposed new library or expanded facility	Estimate of facility cost. Description of committed and uncommitted sources of funding.
Availability of operating funds for the new library or expanded facility	Estimated annual operating cost. Proposed sources of operating funds (base funding, other sources).
Other appropriate factors	To be determined.

The JPA requires the Governing Board to consider proposals for new and expanded facilities annually. To facilitate this annual process, the Finance Advisory Committee recommends the following actions:

Recommendation #1:

The Library Director should propose that the Governing Board adopt the criteria for evaluating new and expanded library proposals recommended in this Report (Table 1).

Recommendation #2:

The Governing Board should authorize the Library Director to invite member agencies to submit proposals for new and expanded library proposals on an annual basis.

Recommendation #3:

The Governing Board should authorize the Library Director to prepare an annual evaluation of proposals for new and expanded library proposals, based on the evaluation criteria contained in this report, for consideration by the Governing Board.

Recommendation #4:

The Governing Board should authorize the Library Director to include the impact of new and expanded facilities on the Library's operating funds and the amount of supplemental funds available for existing libraries.