



CITY OF MARTINEZ

PARKS, RECREATION, MARINA & CULTURAL
COMMISSION

DATE: July 14, 2010
TO: Parks, Recreation, Marina & Cultural Commission
FROM: Mitch Austin, Recreation Manager
SUBJECT: Interim Library Services Proposal

RECOMMENDATION

Recommend to City Council interim library services of 24 hours per week be provided at the Old Train Depot funded by savings County Library savings earmarked for City Use and Measure H funds to pay for shelving.

BACKGROUND

The Library Subcommittee along with City Staff, Library Staff and Friends of the Library have reviewed options for interim library service and cost elements in order to make a recommendation to the PRMCC and City Council for continued library services during the eight month closure of the library due to Measure H improvements.

At the last report of the Library Subcommittee to PRMCC in June, the report indicated that the subcommittee favored having a location with library books and services versus just a pick-up and drop off location. The options included:

- A. Drop off, ordering and pick up service of about 4 hours per week
- B. Maintaining a scaled down version of library's services for approx. 30 hours/week
 - a. Select books for adults and children
 - b. Possibly children's programs
 - c. Internet access and stations

Because the cost of the 30 hours was impacting the City's ability to preserve savings for future use to support library services, scaled down hours and services were reviewed. This was done in an effort to provide interim services while saving the majority for funds from the closure for future use. Attached are options for hours shown that reflect the level of service provided to the public. Option #3 is the preferred option with option #2 coming as the alternate selection. Option #3 allows for an additional day of service and keeps hours on Tuesday which is the day the Wee Ones program is held and is very popular in the community. The days and hours chosen were based on statistical information provided by the Library Staff to reflect the most desired days and times. The cost for Option #3 is approximately \$70,000 and Option #2 is estimated at \$56,000 for the eight months of service. The difference of \$14,000 and benefit to the public makes

sense given the level of effort by the City, Library Staff and Friends of the Library to provide an interim library to the community.

The Friends of the Library have offered to paint and spruce of the space to make it inviting to the public. They also are providing carts to support the volume of books that can be provided to the public. They are willing to organize work parties with other volunteer groups to perform tasks that help keep cost down and improve the experience at the interim library.

There will be some start-up costs and ongoing costs that are not covered by the County Library savings pool of money. The costs are as follows:

Start –up:

Repair of facility, moving furniture by City Staff approximately \$2,000

Installation of Bookshelves \$3,500

Ongoing Costs:

Cleaning, utilities, alarm monitoring approximately \$1,500/mo, \$12,000 total

The repair and preparation costs can be absorbed in current City budget. Installation of bookshelves would be paid by Measure H funds using the money that would have been spent storing the books. Lastly, the ongoing costs, \$12,000 will come out of the City's Library Maintenance Fund which will realize savings due to the closure of the library.

In order to keep in time with opening the interim library after Labor Day, this report is being presented to Council on July and PRMCC recommendations will be presented orally to the Council for their consideration.

Attached: Options for Hours/Days of Service

MARTINEZ LIBRARY

Option One - 20 Hours per Week - hours on busiest days - Mon, Fri, Sat

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
FTE						
	12-8	closed	closed	closed	12-5	11-5
Positions						
0.2 Community Library Manager						
0.25 Library Asst - Journey	12-4					11-5
0.15 Library Asst - Journey					11-5	
0.1 Librarian - for programs	4-8					
LSA Hours - 6 per week						

Option Two - 20 Hours per Week - hours Mon/Fri, longer day on Tues for programs

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
FTE						
	12-5	10-8	closed	closed	12-5	closed
Positions						
0.2 Community Library Manager						
0.5 Library Asst - Journey	11-5	11-8			11-5	
0.1 Librarian - for meals and program		4-8				
LSA Hours - 6 per week						

Option Three - 24 Hours per Week - retain Monday, Friday hours; shorter hours on Tuesday and Saturday

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
FTE						
	12-8	11-5	closed	closed	12-5	11-5
Positions						
0.2 Community Library Manager						
0.5 Library Asst - Journey	11-8	11-5				11-5
0.25 Librarian - for meals and programs	4-8				11-5	
LSA Hours - 8 hours per week						