



**CITY OF SANTA CLARITA
AGENDA REPORT**

NEW BUSINESS

CITY MANAGER APPROVAL:

Ken Stripling

DATE: January 9, 2018

SUBJECT: SANTA CLARITA PUBLIC LIBRARY TRANSITION

DEPARTMENT: Neighborhood Services

PRESENTER: Rebecca Widdison

RECOMMENDED ACTION

Board of Library Trustees:

1. Adopt a resolution delegating authority over Library personnel to the Santa Clarita City Council.

City Council:

1. Authorize staff to proceed with the Santa Clarita Public Library transition to in-house operation and staffing, effective July 1, 2018, and to take all necessary administrative steps prior to that time to ensure readiness to serve the public as of July 1, 2018.
2. Adopt a resolution amending the Classification Plan and Salary Schedules to add classifications for City Library employees.
3. Introduce and pass to second reading an Ordinance entitled, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTA CLARITA, CALIFORNIA, AMENDING SANTA CLARITA MUNICIPAL CODE SECTIONS 2.75.030 AND 2.75.040 TO ADD CERTAIN LIBRARY CLASSIFICATIONS TO THE PERSONNEL SYSTEM BUT EXCLUDE THE CITY LIBRARIAN AND PTS LIBRARY AIDE FROM THE COMPETITIVE SERVICE."
4. Adopt a resolution amending the Personnel Rules to provide for a 10-step salary range for Library Classifications and to make definition changes consistent with changes to the Santa Clarita Municipal Code regarding Library Classifications.
5. Amend the budget for Fiscal Year 2017-18 to do the following: appropriate \$175,241 from fund balance of the Public Library Fund (Fund 309) to expenditure Account 12050-5161.002

(\$89,500), and to personnel Accounts 12050-5001.001 through 5011.006 (\$85,741) for one-time Santa Clarita Public Library transition-related costs; and authorize full-time equivalent positions as detailed herein below.

BACKGROUND

The Santa Clarita Public Library (SCPL) commenced operation as a City-provided service on July 1, 2011. The purpose of the transition was to improve public library services for the citizens of Santa Clarita. Among the changes implemented were the expansion of library hours, an increase in the annual budget for books and materials, and the opening of the Old Town Newhall Library. Since inception, SCPL has been operated and staffed through a contract with a private vendor, Library Systems & Services, LLC (LSSI), but in accordance with the Municipal Libraries Act (Education Code Section 18900 et seq.) the SCPL is managed by the Library Board of Trustees.

During the first four years of operation, SCPL performance improved as measured by key library metrics, and progress was made to achieve desired service quality. However, over the past two-and-a-half fiscal years, service has not met the City's high expectations.

On September 12, 2012, Governor Brown signed AB 340, the Public Employee Pension Reform Act of 2012 (PEPRA), which reduced pension costs for new public employees by capping pensionable salaries, establishing equal pension cost sharing, rolling back pension formulas and increasing retirement ages. As a result of PEPRA, it is now cost effective to operate and staff SCPL with City employees. The net cost estimate to operate SCPL in-house for FY 2018-19, at the same staffing level as the LSSI contract, is \$3,388,409, for estimated first-year savings of \$393,931. Some of this savings will be reinvested to address service issues. The City's insourcing estimate includes a competitive pay and benefits structure to attract and retain talented public library professionals to provide Santa Clarita residents with high quality public library services.

The Municipal Libraries Act grants discretion to the Board of Trustees to "prescribe the duties and powers of the librarian, secretary, and other officers and employees, and fix their compensation," and provides that such "officers and employees shall hold their offices or positions at the pleasure of the board." The Act also authorizes the Board of Trustees to "make and enforce all rules, regulations, and bylaws necessary for the administration . . . of the libraries under its management . . ." Under Section 45002 of the Government Code, the City Council separately has discretion whether to include or exclude library classifications in the City's personnel system, with duly established duties and compensation. To the extent that the Board of Trustees would have any authority over City employees in positions in the SCPL that are established by the City Council with duties and compensation prescribed in the City's classification and compensation plan, Staff recommends that the Board of Trustees delegate that authority to the Council to ensure uniform administration of personnel provisions.

Staff recommends that the City Council then adopt a resolution to amend the City's position classification plan to add the classifications of City Librarian, Library Administrators, Senior Librarians, Librarians, Library Assistants, and PTS Library Aides, and establish the salary ranges for each classification. Following establishment of these classifications, staff recommends a first

reading of an ordinance to clearly document that all of the library classifications will be included in the City's personnel system, with the classifications of Library Administrator, Senior Librarian, Librarian, and Library Assistant included in the City's Competitive Service under Section 2.75.040 and the City Librarian and PTS Library Aide excluded from the City's Competitive Service under Section 2.75.040. The ordinance includes a non-substantive revision to Section 2.75.030 of the Municipal Code to clarify the City Manager's authority over the City's entire personnel system, both the Competitive Service and those excluded from the Competitive Service. Staff recommends that the City Council then adopt a resolution to make revisions to the City's Personnel Rules that are consistent with the revised Municipal Code and position classification plan to be effective on the effective date of the ordinance.

Upon approval of these recommendations, including the appropriation of one-time transition costs, staff would commence recruitment of library personnel and select an integrated library catalog system. The full-time equivalent positions required for operation of SCPL are one (1) City Librarian; three (3) Library Administrators; three (3) Senior Librarians; thirteen (13) Librarians; ten (10) Library Assistants; and one (1) Mail Clerk. Individuals currently staffing SCPL will be given full consideration in the City's recruitment, as will any applicants meeting the minimum qualifications for the positions. SCPL facilities and technology are already owned and administered by the City.

ALTERNATIVE ACTION

Other action as determined by the City Council.

FISCAL IMPACT

There is no impact to the General Fund and adequate funds will be available upon approval of the requested appropriation to the following accounts:

12050-5161.002 \$89,500

12050-5001.001 \$63,063

12050-5011.001 \$8,133

12050-5011.002 \$117

12050-5011.003 \$290

12050-5011.004 \$1,105

12050-5011.005 \$1,728

12050-5011.006 \$11,305

ATTACHMENTS

Resolution Delegating Authority Over Library Personnel

Resolution Amending Classification Plan and Salary Schedules

Ordinance Amending Santa Clarita Municipal Code to Add Library Classifications
Resolution Amending Personnel Rules to Provide 10-Step Salary Range
SCPL In-House Cost Estimate