

# Agenda Report

**TO:** CITY COUNCIL **DATE:** JUNE 22, 1998

**FROM:** ACTING CITY MANAGER

**SUBJECT:** AGREEMENT BETWEEN THE CITIES OF GLENDALE AND PASADENA  
REGARDING THE CONTINUED OPERATION OF A JOINT LIBRARY AUTOMATED  
CONTROL SYSTEM

## RECOMMENDATION

It is recommended that the City Council approve a new agreement with the City of Glendale to continue the operation, maintenance, and administration of the joint library automated control system.

## BACKGROUND

Since 1980, the cities of Glendale and Pasadena have operated a Joint Library Automated Control System under the terms of a Joint Powers Agreement (JPA). The system serves patrons and staff at 16 library facilities in Pasadena and Glendale, through more than 250 computer terminals and remotely via the Internet. By combining the resources of the two cities into one shared system the citizens of both communities are able to easily access materials that might not be available in their local library. The annual combined circulation of the two cities exceeds 2.7 million items annually.

Under the terms of the existing JPA, the Pasadena Public Library acts as the "lead agency" and provides the necessary staffing and infrastructure resources required to operate the joint system. The Glendale Public Library is billed on a quarterly basis for all costs incurred by Pasadena on their behalf. While this collaborative approach has served the two cities well over the past eighteen years, the current JPA is scheduled to expire on June 30, 1998.

Over the last few months, the Library Directors of the two cities have been meeting regularly to negotiate the terms of a revised agreement that would allow for continued operation and maintenance of the joint systems through June 30, 2008. The substantive changes contained in the new agreement are summarized below:

### 1. **TERMS OF THE AGREEMENT**

The current agreement has a fixed term of eight years ending on June 30, 1998. The new agreement is scheduled to remain in force for a period of five years ending on June 30, 2003. However, the agreement includes a provision allowing for the extension of the agreement "upon the same terms and conditions" for an additional period of five years ending on June 30, 2008 "upon mutual agreement of the Parties and without further action of either the Pasadena or Glendale City Councils".

### 2. **SHARED COST FORMULA**

In the current agreement, the portion of the shared costs attributable to each city is determined by a formula based on actual usage of the system by each agency. In the new agreement, the

calculations are based on a weighted formula involving the number of registered borrowers, the annual circulation, the number of library facilities, and the number of networked devices. It is believed that the new formula more accurately reflects the diverse technology activities which are a part of the current operation and will be less sensitive to annual fluctuation.

**3. EQUIPMENT FUNDS**

The new agreement retains language requiring each agency to make annual contributions to the equipment funds in order to prepare for the orderly replacement of the system at the end of its useful life. The level of contributions to the funds are established in the agreement and are based on an estimated five to seven year life expectancy.

**4. OPERATING BUDGET**

Language has been added to the new agreement formalizing the timeline for preparation and distribution of the annual recommended operating budget. The draft budget would be distributed for review and comment during February each year and would then be formally adopted by the Library Directors of the two cities at their quarterly meeting in March of each year.

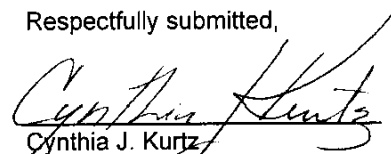
**5. STAFFING**

The new agreement retains the concept of the Pasadena Public Library as the "lead agency" for all purposes related to the agreement. However, a new clause has been added which indicates that the determination of appropriate staffing levels will be determined by the Pasadena Library Director in consultation with the Glendale Library Director.

**FISCAL IMPACT**

It is anticipated that as a result of the modifications to the shared cost formula contained in the new agreement and discussed earlier in this report, Pasadena will realize an annual increase in recovered costs from the City of Glendale of approximately \$90,000 during the ten year term of the agreement. Sufficient funds are available in the Department of Information Services operating budget (Account # 604000) to continue to meet Pasadena's obligations to the Joint Library Automated Control System.

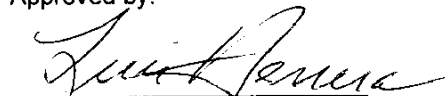
Respectfully submitted,

  
Cynthia J. Kurtz  
Acting City Manager

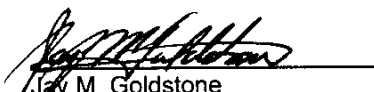
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