

AGENDA ITEM SUMMARY

FORT COLLINS CITY COUNCIL

ITEM NUMBER: 35 A-B

DATE: May 18, 1999

STAFF: Brenda Carns

SUBJECT:

Items Relating to Library Services.

RECOMMENDATION:

Staff recommends adoption of the Resolution and the Ordinance on First Reading.

EXECUTIVE SUMMARY:

- A. Resolution 99-60 Authorizing the Mayor to Enter into an Intergovernmental Agreement with Larimer County for the Purpose of Providing Library Services to Residents of Larimer County.
- B. First Reading of Ordinance No. 88, 1999, Appropriating Unanticipated Revenue in the General Fund for the Library Outreach Program.

Larimer County provides funds to six library service providers in the County. This year, the County is paying \$119,340 to the City for library services for County residents. Of this amount, \$29,835 will be used for the City's library outreach program, which provides library services to the homebound, the economically disadvantaged and services remote bookdrops throughout the community. The Resolution authorizes the Mayor to enter into the Agreement to provide library services to County residents and for outreach service. The Ordinance appropriates \$29,835 for outreach services. The remaining \$89,505 goes into the General Fund and represents an 8.7 percent decrease over the projected amount in the 1999 budget.

BACKGROUND:

The County's payment is taken into the General Fund and per the Intergovernmental Agreement, 10 to 25 percent of the funds are returned to the Library to fund the outreach program. Prior to 1986, the City entered into two annual agreements with Larimer County for the provision of general library services and for Library outreach services. Since that time a single agreement is used to address both aspects of service. Under the outreach program, the City provides a homebound service for the elderly or disabled, pick-up of books at 10 remotely located bookdrops, and maintains 12 yellow book shelves for the economically disadvantaged. As a part of general library services, the City Library offers library cards and service to any County resident. In 1998, the City served 16,622 County residents. The number of City and non-resident library cardholders is tracked and annually reported to the County. The amount paid to the City by the County is based upon the number of county residents served.

Larimer County has the most unincorporated area in the State and is the only county with a significant reimbursement program. Other counties either encompass municipal jurisdictions or have library districts that tax all the residents within their service area. This year's contribution represents a decrease in the amount paid by the County to the City:

1999	\$119,340
1998	\$127,400
1997	\$116,382
1996	\$113,957
1995	\$102,482

RESOLUTION 99-60
OF THE COUNCIL OF THE CITY OF FORT COLLINS
AUTHORIZING THE MAYOR TO ENTER INTO AN INTERGOVERNMENTAL
AGREEMENT WITH LARIMER COUNTY FOR THE PURPOSE OF
PROVIDING LIBRARY SERVICES TO RESIDENTS OF LARIMER COUNTY

WHEREAS, the City of Fort Collins has historically provided general library services and library outreach services to the residents of Larimer County; and

WHEREAS, the City can provide such services to County residents on a cost-effective basis in conjunction with its provision of services to City residents; and

WHEREAS, the County could not as effectively provide these same services, and the intergovernmental nature of this arrangement furthers a spirit of cooperation between the two governments; and

WHEREAS, Article II, Section 16 of the Charter of the City of Fort Collins provides that the Council may enter into contracts with other governmental bodies to furnish governmental services and make charges for such services; and

WHEREAS, the County wishes the Fort Collins Public Library to continue providing library services to County residents in 1999 and has agreed to pay One Hundred Nineteen Thousand Three Hundred Forty Dollars (\$119,340) to the City for these services.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FORT COLLINS that the Mayor be, and hereby is, authorized to enter into an intergovernmental agreement with Larimer County (which is attached as Exhibit "A") for the provision of general library services and library outreach services to residents of Larimer County through the Fort Collins Public Library during 1999, for which services the City will receive the sum of One Hundred Nineteen Thousand Three Hundred Forty Dollars (\$119,340).

Passed and adopted at a regular meeting of the City Council held this 18th day of May, A.D. 1999.

Mayor

ATTEST:

City Clerk

LIBRARY SERVICES AGREEMENT

This Agreement, entered into this 18th day of March, 1999, by and between the Board of Commissioners for Larimer County, Colorado, hereinafter referred to as the "County" and the **City of Fort Collins**, Colorado, a municipal corporation, hereinafter referred to as the "City".

WITNESSETH:

WHEREAS, the County desires to support equal library services and access for all Larimer County citizens regardless of place of residence, geographic isolation, literacy levels, disability, or economic status, and,

WHEREAS, library services provided directly by the County would not be cost effective or further a spirit of cooperation, and the City is able to provide such services on a cost effective basis;

NOW THEREFORE, in consideration of the mutual covenants herein contained, the County and the City agree to the following:

Section 1 Term of Agreement: This Agreement shall be effective from **January 1, 1999, to and through December 31, 1999.**

Section 2 Scope of Services: The City shall provide substantially the same library services to residents of unincorporated areas of Larimer County as are provided for residents of the City. Residents of the unincorporated areas shall not be assessed charges for these services unless such charges are applicable to all library users.

Section 3 Outreach Services: The City shall provide outreach services to those persons who are not able presently to access existing library services, through such means as publicity, specialized services and materials, or other means as appropriate. Outreach services funds shall not be used for capital improvements, building repairs, or building maintenance with the exception of handicapped accessibility improvements.

Section 4 Meetings: In the interest of furthering coordination and cooperation to improve library services to all residents of the County for the

taxpayer dollars spent, the City librarian or his/her designated representative shall participate in quarterly meetings during the term hereof, with all librarians who are recipients of County funds. The librarians shall provide an annual report to the County as to topics discussed and progress made through these coordinating meetings prior to April 15, 1999.

Section 5 Representation: The City library shall appoint a representative from the unincorporated part of the County to its citizen library board if it does not currently provide for representation of out-of-City users.

Section 6 Standards: The City library shall meet Basic Service Library Standards which are attached hereto, as Appendix A, and incorporated herein by this reference. Where conditions of Appendix A cannot be met without undue hardship or expense, the parties shall negotiate lesser standards.

Section 7 Non-Discrimination: The City library will comply with all pertinent and prevailing laws, regulations and ordinances of Federal, State and Local Governments in regard to employment and services, including without limitation: **(A)** Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), Non-discrimination on the basis of handicap), and the Americans with Disabilities Act of 1990 (Public Law 101-336). **(B)** Title VI and VII of the Civil Rights Act of 1964 (Public Law 88-352, relating to non-discrimination on the basis of race, color, religion, sex, age, handicap or national origin or any other classification or category that is illegal or impermissible pursuant to applicable federal or state statutory or decisional law).

Section 8 Budgets: The City shall provide the County a copy of the City library's 1999 budget and 1998 annual report to Larimer County Commissioner's Office.

Section 9 Payment: The County agrees to pay the City the sum of **One hundred and nineteen thousand, three hundred and forty dollars (\$119,340)** for City services hereunder.

This amount is to support access to library services to residents from the unincorporated area of the County. At their discretion, libraries are to use 10 - 25% of the allocation for outreach services.

Payment to be made in four (4) equal quarterly installments; the first payment to be made upon Larimer County Finance Department receiving a fully executed copy of this Agreement. Each installment thereafter will be due and payable within ten (10) days after the end of the quarter for when such installment is owed; and the final installment due December, 1999.

This contract and the obligations of the County hereunder are expressly contingent upon adequate funds being budgeted and appropriated or otherwise made available therefor.

CITY OF FORT COLLINS, COLORADO

LARIMER COUNTY, COLORADO

BY: _____
Chairperson, Library Board
or Chief Elected Official

BY: _____
Chair
Larimer County
Board of Commissioners

(SEAL)

(SEAL)

ATTEST: _____
City Clerk

ATTEST: _____
Deputy County Clerk

APPENDIX A

BASIC SERVICE LIBRARIES IN LARIMER COUNTY

ADMINISTRATION

1. The libraries and their board shall have written and on file Bylaws or procedures for governance of the library.
2. The library shall have written operation procedures which address issues such as censorship, weeding, gift policies, and others.
3. The library shall maintain membership in the High Plains Regional Library System.
4. The library's municipality should show a level of financial support at least equal to the level of county support.
5. The library shall use standard and nationally accepted cataloging methods for collections (with Dewey Decimal Classification being the preferred system for public libraries).
6. The library shall establish and maintain reciprocal borrowing with other municipal libraries in Larimer County.
7. The library shall file with Larimer County Department of Human Development yearly financial reports, goals and objectives and a formal application form for County reimbursement monies.

BASIC PHYSICAL FEATURES

1. The library shall provide adequate shelving for housing materials.
2. The library shall provide separate work space and a clearly defined circulation desk, typewriter and access to running water.
3. The library shall provide access to toilets for staff and patrons.
4. The library shall provide access (but preferably in same room) to telephone.
5. The library shall provide access to some seating and tables for patrons.
6. The library should be easy to use and free of physical barriers to the handicapped.

COLLECTION AND SERVICES

1. The library shall provide public access hours for communities less than 2,000:
15 hours per week.

Public access hours for communities of greater than 2,000 population:
25-30 hours per week.

Hours of public access must include daytime, evening and some weekend hours.

2. The library shall provide current, relevant collection of 5,000-10,000 volumes or three books per capita (whichever is greater) and 15-25 periodical titles.
3. The library shall purchase new volumes at a yearly rate of 1/3 volume per capita.
4. The library shall weed at least 5% of collection annually.
5. The library shall have access to or directly provide up-to-date information about all aspects of the community it serves.

PERSONNEL

1. The Library Director shall have 9-12 hours of library science courses or two years experience in a library or a combination of the two.
2. The library should have clerical backup for technical processing.
3. The public contact hours for all libraries should be at least 15 hours per week, with additional hours for clerical tasks.
4. Volunteers are welcome to serve. Guidelines for volunteer supervision should be written by the Librarian. The Librarian is the supervisor for all volunteers and sets the standards for work.
5. The Librarian should be on salary.

CG/slw

ORDINANCE NO. 88, 1999
OF THE COUNCIL OF THE CITY OF FORT COLLINS
APPROPRIATING UNANTICIPATED REVENUE IN THE GENERAL FUND
FOR THE LIBRARY OUTREACH PROGRAM

WHEREAS, on May 18, 1999 Council passed Resolution 99-60, authorizing an Intergovernmental Agreement with the County to provide library services to residents of Larimer County (the "Agreement"); and

WHEREAS, pursuant to the Agreement, the City will receive \$119,340 from Larimer County, of which \$29,835 will be for the provision of library outreach services to serve the disabled, elderly, and other isolated persons in the County; and

WHEREAS, said funds in the amount of \$29,835 were not previously budgeted or appropriated; and

WHEREAS, Article V, Section 9, of the Charter of the City of Fort Collins permits the City Council to make supplemental appropriations by ordinance at any time during the fiscal year, provided that the total amount of such supplemental appropriations, in combination with all previous appropriations for that fiscal year, do not exceed the then current estimate of actual and anticipated revenues to be received during the fiscal year; and

WHEREAS, the appropriation of the unanticipated revenue from Larimer County referenced herein will not cause total appropriations to exceed the current estimate of actual and anticipated revenues for fiscal year 1999.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FORT COLLINS that there is hereby appropriated for expenditure from unanticipated revenue in the General Fund the sum of TWENTY NINE THOUSAND EIGHT HUNDRED THIRTY FIVE DOLLARS (\$29,835) for library outreach services in Larimer County, upon receipt of such funds from Larimer County.

Introduced and considered favorably on first reading and ordered published this 18th day of May, A.D. 1999, and to be presented for final passage on the 1st day of June, A.D. 1999.

Mayor

ATTEST:

City Clerk

Passed and adopted on final reading this 1st day of June, A.D. 1999.

Mayor

ATTEST:

City Clerk