



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Community Services
Department No.: 057
For Agenda Of: October 17, 2017
Placement: Administrative Item

Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: 4/5 Vote

TO: Board of Supervisors
FROM: Department George Chapjian, Community Services Director (805) 568-2467
Director:
Contact Info: Ryder Bailey, CPA, Chief Financial Officer (805) 568-3526
SUBJECT: Library Consultant selection update

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors on October 17, 2017:

- a) Approve the library consultant selection committee's recommendation of Management Partners, Inc., to provide countywide library consultant services and direct staff to enter into a contract (Majority vote required); and
- b) Approve Budget Revision Request 0005359 which increases appropriations by \$57,000, to be used towards library consultant services (Attachment 1) (4/5 vote required); and
- c) Determine that the above recommendation actions are exempt from California Environmental Quality Act (CEQA) review per CEQA Guideline Section 15378(b)(4), finding that the action is a creation of government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant impact on the environment, and direct staff to file a Notice of Exemption (NOE) (Attachment 2) (Majority vote required).

Summary Text:

At the May 2, 2017 Board of Supervisors hearing, the Board directed staff to engage a library consultant for the purpose of evaluating the current County library service delivery system and funding model and recommending improvements to the system and/or alternative service delivery methods for the County

to consider. The County request for proposals (Attachment 3) were open from July 1 – August 16, 2017 and four eligible submissions from across the County were received and considered. The library consultant selection committee, (“selection committee”) which is made up of the Library Advisory Chair, five library advisory committee members, and three County staff, including participation from the Auditor-Controller’s Office evaluated and ranked the submissions. The two top finalists were invited in house for in person interviews. The result of this comprehensive search and interview process yielded Management Partners, Inc. as the recommended choice of the selection committee.

Background:

Library services in the County are provided via the Cities’ main libraries and various branch locations as a way to efficiently use existing facilities and prevent the creation of County-operated duplicate establishments. The County currently provides funding to the Cities of Santa Barbara, Lompoc and Santa Maria, which in turn provide library services within three Zones as follows:

- Zone 1: Santa Barbara. Services provided to the cities and unincorporated areas located within or in close proximity to Santa Barbara, Carpinteria, Montecito, Isla Vista, Goleta, Solvang, Buellton, Santa Ynez and Los Olivos.
- Zone 2: Lompoc. Services provided to the cities and unincorporated areas located within or in close proximity to Lompoc, Vandenberg Village and Vandenberg Air Force Base.
- Zone 3: Santa Maria. Services provided to the cities and unincorporated areas located within or in close proximity to Cuyama, Guadalupe, Los Alamos, Orcutt and Santa Maria.

While the County has been administering libraries in the above mentioned fashion for over fifty years, ongoing funding issues, recent changes in overhead allocation methodology and the potential new Goleta Municipal library and its impact to the current system are driving the need for an outside consultant to evaluate the County’s role in funding countywide library services.

After a nationwide search, the library consultant selection committee, made up of the Library Advisory Chair, five library advisory committee members, and three County staff, including participation from the Auditor-Controller’s Office, evaluated and ranked the proposals. The selection committee ranked the proposal from Management Partners, Inc. the highest based on the consultant’s qualifications and prior experience, scope of services covered within their proposal, interview performance and reference checks. Staff recommends Management Partners, Inc. to the County Board of Supervisors and seeks the Boards to direction for staff to enter into a service contract.

Estimated Timeline:

Late October – Execute Contract with Management Partners, work to commence.

January - Draft Report due.

February – Final Report due.

March - BOS Presentation.

In addition to approving the selection committee’s consultant recommendation, Staff is seeking the Board’s approval of the accompanying budget revision request. The proposed consultant fees are anticipated to be approximately \$75,000. In FY2016-17, CSD was able to designate \$57,000 in salary

savings to be used for the study, with the remaining contract balance, up to an additional \$18,000, coming out of one time library funding already budgeted.

Fiscal and Facilities Impacts:

Not budgeted, Community Services Department is requesting approval of Budget Revision Request 0005359 (4/5ths vote required), which increases appropriations by \$57,000, to be used towards library consultant services.

Fiscal Analysis:

N/A

Special Instructions:

N/A

Attachments:

- Attachment 1 – Budget Revision Request 0005359
- Attachment 2 – CEQA Notice of Exemption
- Attachment 3 – Library Consulting Services Request for Proposals