

Schedule A
2018-19
City of Leander
Agreement for Library Management and Operations

A. Statement of Work

LS&S will administer the operations of City's library facilities (collectively, "Library"), including the accounting for, purchase of and payment for payroll services and goods and services from vendors for budgeted utilities, supplies, repairs, maintenance, Library Materials (as defined below) and Capital Items (as defined below) sufficient to operate the Library in accordance with the policies and guidelines approved by the City.

LS&S shall provide, by and through its own employees or independent contractors ("LS&S Staff") any labor LS&S deems necessary for the operation of the Library. The cost of the LS&S Staff shall be paid by LS&S and is included in the Operating Budget (as defined below). LS&S shall have the sole and absolute right to hire and/or terminate the employment of the Library Staff from time to time to perform work under this Agreement. LS&S will provide the appropriate staffing levels to keep the Library open to the public 74 hours per week. The Parties will mutually agree upon the actual hours the Library will be open to the public each day of the week.

In addition, upon the City's request, LS&S will update the long range plan for the Library in cooperation with City, elected and appointed local officials, other community stakeholders and the Library Staff ("Plan"). Using current professional standards and practice, the Plan will identify challenges and opportunities for the Library staff and corresponding strategic responses, including specific, measurable goals and objectives. The Parties recognize the Plan will take approximately six-months to complete.

This Plan, when approved by City, will help govern the direction and focus of the Library Staff in fulfillment of their mission of providing effective and efficient Library service to meet the personal, professional and lifelong learning needs of the citizens served by the Library.

B. Scope of Work

1. Governance- Develop and maintain effective working relationships with local staff, elected officials, other appointed officials and community groups such as the Friends of the Library.

2. Fiscal Responsibility-

- a. Develop and maintain effective and efficient financial procedures.
- b. Review all aspects of Library operation and service for efficiency and cost effectiveness, while making changes as appropriate.
- c. Lead preparation of annual operating and capital budget requests.

d. Continue to seek innovative means of adding value to City at little or no additional cost including the procurement of grants.

3. Management and Reporting-

- a. Prepare and provide regular reports to City, describing Library activities and recommending changes in policies, procedures and operations as necessary and appropriate.
- b. Prepare and provide timely statistical reports to the City on Library activities.

4. Staff Development and Coaching-

- a. Support orientation, training and professional development of all Library Staff.
- b. Provide leadership and guidance to maximize Library Staff effectiveness in Library operations.

5. Public Services-

- a. Provide prompt, friendly and accurate assistance in the use of the Library.
- b. Provide prompt and accurate circulation, information and reference services.
- c. Provide requested materials promptly.

6. Collections- Provide high quality materials on a wide variety of subjects in varied formats for all age groups present in the community, according to established collection management plans.

7. Programming- Provide high quality, effective educational, recreational and cultural programs of interest to all age groups present in the community.

8. Information Technology- Advise the City as to recommendations, when necessary, to replace software, hardware and related peripherals, for both the use by Library Staff and for the service of the general public. The City will provide, maintain and service computer networks and equipment. Advise the City as to recommendations regarding guidelines on measurable IT service level objectives.

ILS System:

- a. Be responsible for providing and supporting the Library's Integrated Library System (ILS) required to effectively operate the Library.
- b. Be responsible for acquisition and maintenance of any servers and related hardware required for proposed ILS system.
- c. Advise the City as to recommendations in the area of automation that would enhance service and/or decrease overall operating costs.

9. Marketing- Effectively disseminates information and promotes use of the Library, resources and services.

10. Facilities- Work with Library Staff and local officials to ensure effective building maintenance by promptly identifying and reporting problems with the physical plant.

C. Excluded Services

LS&S shall have no responsibility for the administration, purchase or payment of, or any liability or duty to defend claims for:

1. Any goods or services, including payroll, that were rendered to Customer prior to the Effective Date.
2. Unfair labor practices, grievances, or any claims or litigation whatsoever arising out of the hiring and/or firing, layoff, subcontracting, assignment, reassignment or discipline of the Library Staff not employed by LS&S, provided that such claims have not resulted from negligence or wrongful acts of LS&S under federal, state, or municipal law.
3. Any worker's compensation claims arising from injuries sustained prior to the Effective Date from any Library Staff not employed by LS&S at the time of such injuries.
4. Any costs of any voluntary retirement incentives, employee buyouts or other similar programs adopted by the City.
5. Any Capital Items, which shall mean any capital acquisitions, improvements or replacements of any of the properties, facilities, equipment, furniture, furnishings, fixtures or leasehold improvements of the Library, except that such Capital Items proposed by LS&S for its benefit (i.e. coffee bar, etc.) shall be approved by City and paid for by LS&S.
6. Any amount of costs for unbudgeted repairs, maintenance and/or upkeep of Capital Items owned by the City.
7. Any increases in the cost of insurance, utilities, rent, fuel and any state or federal tariff Items over the rate for such Items prevailing as of the date of execution of this Agreement.
8. Any patron accommodations regarding the Library facilities required by the Americans with Disabilities Act (ADA) or any similar federal, state or local regulations.

D. Library Materials and Materials Handling Fee

On behalf and for the benefit of City, LS&S will negotiate favorable discounts and prices from Library suppliers for the purchase of all Library materials, which shall include books, periodicals, newspapers, microfilms, electronic database subscriptions, standing orders, audio and video materials and cases, automated reference services, binding, cataloging and processing costs and the Materials Handling Fee (as defined below) (collectively, "Library Materials"). The responsibility for Library collection development policies will remain with City, and all Library Materials selections will be the responsibility

of LS&S, LS&S will place orders with the suppliers and perform the accounting functions related to those orders, including prompt payment of the invoices. In accounting for the cost of the Library Materials, LS&S shall include a fee of five percent (5%) of the cost of the Library Materials ordered ("Materials Handling Fee"). It is specifically provided that LS&S shall comply with State law with respect to all such purchases for and on behalf of the City.

E. Operating Budget and Charges

Period	Personnel	Telecom	Automation Support	General Operations	Total General Operations	Special Projects	Materials*	Total Operations & Materials	Monthly Bill
Oct 1, 2015 - Sept 30, 2017	\$364,680	\$11,028	\$34,369	\$58,091	\$466,168	\$1,500	\$100,199	\$569,867	\$47,489
Oct 1, 2017 - Sept 30, 2018	\$390,820	\$11,359	\$35,400	\$57,774	\$495,153	0	\$103,205	\$598,388	\$49,865.66
Oct 1, 2018 - Sept 30, 2019	\$417,789	\$11,700	\$36,462	\$59,507	\$525,458	0	\$84,125 *{27,900}	\$609,583	\$50,799
Oct 1, 2019 - Sept 30, 2020	\$430,322	\$12,051	\$37,556	\$61,292	\$541,221	TBD by City	TBD by City		
Oct 1, 2020 - Sept 30, 2021	\$443,232	\$12,412	\$38,683	\$63,131	\$557,458	TBD by City	TBD by City		

* Total cost of Library Materials is not included in the General Operating Budget and shall include the Materials Handling Fee. The funding of the purchase of all such Library Materials shall be subject to the prior appropriation of funds for the Library Materials by the City Council of the City.

Pricing Notes:

- A materials invoice of \$27,900.00 will be supplied to the City in the 4th quarter of the City Fiscal Year (Oct.1 - Sept. 30)
- Personnel cost for 2018 includes the addition of 1.15 FTE library staff.
- LS&S will invoice 1/12th per month of the annual price for operations and Materials expenditures, and will include LS&S's Material Handling Fee of 5%.
- All fines & fees, determined solely by the City and collected by the Library, will be remitted to the City.
- Any increases in the minimum wage mandated by federal, state or local governments are not included in the above Operating Budget and Charges.

At least six months before the end of the Term or Agreement to which the amount of charges have been agreed upon, the parties will begin to negotiate in good faith the amount of charges that will apply to the next Term, if any.

The Operating Budget is contingent on other existing contractual terms, obligations and responsibilities remaining the same except as expressly noted herein.

Intending to be legally bound, the parties have amended this Schedule A this ^{NOVEMBER} 16th day of ~~September~~, 2018 and executed by their duly authorized representatives.

Library Systems & Services, LLC

By: 

Greg Toth, ~~CEO~~ CEO

City of Leander

By: 

Kent Cagle, City Manager