

APPENDIX 4.12.4

Communication with the City Librarian

From: Reed Strege <rstrege@ci.azusa.ca.us>
Sent: Thursday, February 26, 2015 3:31 PM
To: Kathleen King
Subject: RE: Azusa TOD Specific Plan EIR Information Request
Attachments: data.xls

Between FY 2010-11 and FY 2013-14, total circulation has increased by 35 percent. Total visits have increased by 26 percent. You can see the attached data on the spreadsheet.

I generally like using circulation and visits as leading indicators of how busy the library is, because these numbers are captured automatically by our security gate and by our software. (In other words, very little chance of human error). I can confirm this with my own eyes - we are much busier now than we were five years ago.

On pages 1-6 of this document from the State Library, you can see that library use is flat, or slightly up or down, across the state. Unfortunately, State data lags far behind our own.

<http://www.library.ca.gov/lids/docs/StatsPub12.pdf>

What else do you need?

Thanks!
Reed

City Librarian
Azusa City Library

>>> "Kathleen King" <KKing@impactsociences.com> 2/26/2015 1:20 PM >>>

Thanks Reed-

If you could provide me with the some numbers that would be great. I am hoping to have the section wrapped up by Monday (at the latest) does that give you enough time to track down the data? Also thanks for speaking with the Director- I'll make sure the section reflects his input.

Best,
Kathleen

From: Reed Strege [mailto:rstrege@ci.azusa.ca.us]
Sent: Thursday, February 26, 2015 1:10 PM
To: Kathleen King
Subject: RE: Azusa TOD Specific Plan EIR Information Request

Hi, Kathleen. I found the page that I believe you are referring to. I've attached it to this email. Sorry for the confusion - this plan was far before my time.

I spoke with my Director, and I can tell you that the first two bullet points under the "Planning Issues" remain the same. The third bullet point is no longer accurate and can be discarded.

The fourth bullet point is still true. According to my Director, you can also include the word "remodeling" along with "modernizing and expanding."

We do NOT have a service guideline based on number of items, or any other. We just keep an eye on State Averages, and compare ourselves to those averages. Over the past four years, we have experienced some amazing growth here - far faster than the California average. I would love to provide you with those types of numbers if you are interested. We certainly have performance and outcome goals, but I think we can that we do not have service guidelines like the ones described in these plans.

Thanks,
Reed

City Librarian
Azusa City Library

>>> "Kathleen King" <KKing@impactsociences.com> 2/24/2015 1:56 PM >>>

Not a problem at all- and it might be that the City no longer relies on these guidelines. As the General Plan was adopted in 2004 I am trying to confirm with the respected departments if the info included in the Plan is still current. In this case it seems like it might not be. We've found that including a service guideline (if available) in the EIR provides the best analysis and a clear picture for the public in terms of impacts. That being said if you could sort out whether a City guideline exists (as you mentioned the reference to a guideline in the General Plan seems unclear and I have never come across a City/County with a service ratio of 5:1) that would be great.

If the City has not established a service guideline we can go ahead and include the best information available which I think would be the reference to the existing collection and state median. We'll go ahead and include the staffing numbers and number of computers/lap tops. If your boss is able to answer the question regarding understaffing please let me know.

Thank you again for the information and your help. I'll keep an eye out for your email regarding a service guideline.

From: Reed Strege [<mailto:rstrege@ci.azusa.ca.us>]
Sent: Tuesday, February 24, 2015 1:45 PM
To: Kathleen King
Subject: RE: Azusa TOD Specific Plan EIR Information Request

Thanks. I'm unaware if the City's General plan has recommended guidelines for books per capita. I am not sure who issued those guidelines. It might be the State Library or the American Librarian Association? I'm afraid I am also unclear what that sentence is implying. If 2.2 is up to 2.8 BELOW recommendations, than that means the recommendations are as high as 5.0. That would be an enormous collection - more like a University library.

We do, however, track this information each year and report it up to the state. Our total collection per capita is 2.25, which is just under the state median of 2.26 collection per capita.

If you think it will be useful to include this information, I can guide you to the State Library, which is easily accessible.

Yes, residents can check out books at events hosted by the bookmobile. We do four stops at schools per week, as well as special events.

1) We currently have 14.25 FTE. That is 7 full-time people, and 17 part-time people. When all the hours get added up, we come out with 14.25 FTE. I would need to get clearance from my boss to answer the question if we are understaffed or underfunded. Let me know if you would like to speak to someone higher up.

2) We have 16 public desktop computers, plus 15 laptops that be checked out and used in the library with our wi-fi network..

Reed

City Librarian
Azusa City Library

>>> "Kathleen King" <KKing@impactsciences.com> 2/24/2015 1:28 PM >>>

Thanks for the quick response Reed- its much appreciated.

In regards to question four, we have come across some municipalities that have established a service guideline based on the number of resources to residents (# of volumes to resident). For example I believe the County of LA Public Library has a materials-to-resident ratio of 2.75:1 (i.e., 2.75 volumes/resources for every resident). They also maintain a service level guideline of 1.0 public access computers per 1,00 residents. Do you know if the City maintains any type of ratio for the Library?

Right after I emailed you I came across some info in the City's General Plan stating that the library, "has over 104,000 books, with 2.2 volumes per capita. The number of books is 0.8 to 2.8 volumes per capita below recommended guidelines."

That being said I'm not clear on whether this is saying that the City's guideline is 2.2 volumes/resident? If you have any additional information or can provide some clarification on this please let me know.

Regarding the bookmobile, are residents able to check out books at the events hosted by the bookmobile?

A couple of additional questions:

- Can you provide the number of library staff? (is the library understaffed, underfunded etc.)
- How many public computers are available for the residents to use?

Thank you again for your help with gathering this information.

-kathleen

From: Reed Strege [mailto:rstrege@ci.azusa.ca.us]
Sent: Tuesday, February 24, 2015 1:12 PM
To: Kathleen King
Subject: Re: Azusa TOD Specific Plan EIR Information Request

Hi, Kathleen - thanks for reaching out.

- 1) The Library is 18,500 square feet.
- 2) Yes, we have one bookmobile. It is a converted Dodge Sprinter Van.
- 3) 104,829 total physical items in our collection for the public

4) Sorry, what do you mean by a service/guideline ratio?

5) As far as I know, there is nothing currently planned. You might want to check with planning to be sure.

6) Yes, we operate a grant funded Adult Literacy Program. Those grants come from the State, the Federal Government, the local Canyon City Foundation, and the American Library Association.

Let me know if you need more info, especially about question 4.

Reed

City Librarian
Azusa City Library

>>> "Kathleen King" <KKing@impactsociences.com> 2/24/2015 12:39 PM >>>

Reed-

Our firm is working with the City's Planning Department on the Azusa TOD Specific Plan Environmental Impact Report (EIR). We will be including a library section in the EIR to determine impacts from the TOD Specific Plan to the Azusa Public Library. Could you please answer the questions below so that we can make sure to include the most current information in the EIR. If you have any questions please feel free to contact me.

- How many square feet is the Azusa public library?
- Does the library offer bookmobiles or is the public library facility on Dalton Ave the only facility currently offered?
- How many resources are housed at the library (please include books, audio, periodical, public computers etc)?
- Does the Library maintain a service guideline/ratio?
- Are any new facilities or expansion of the existing facility planned?
- Does the library maintain additional funding sources other than revenue from the general fund and late fines?

If there is an additional information that should be included in this section of the EIR please feel free to include it. Thank you for your time and assistance.

Best,

Kathleen King
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Total Circulation 35 percent increase

FY 2010-2011	100731
FY 2011-2012	107906
FY 2012-2013	131477
FY 2013-2014	136128

Total Visits 26 percent increase

FY 2010-2011	153419
FY 2011-2012	170882
FY 2012-2013	184059
FY 2013-2014	194191