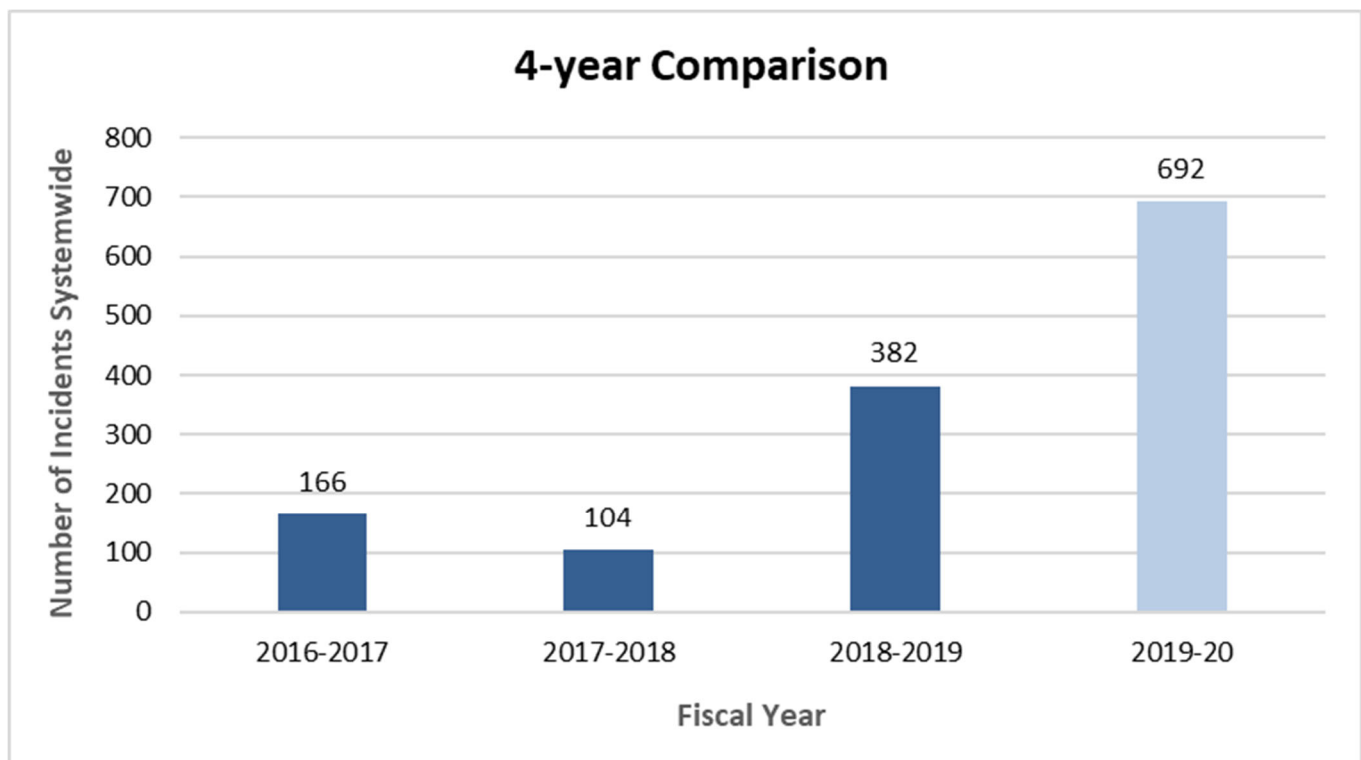




**DISCUSSION:**

The Riverside Public Library has established Rules of Library Conduct (adopted by the Board of Library Trustees on September 20, 1982 and amended February 27, 2017) for successful running of its facilities, to maintain an appropriate library environment, and to ensure customers enjoy their Library visits. Library employees, in consultation with their supervisor, are authorized to issue warning and exclusion notices and the incidents are reported to the Board of Library Trustees at their regularly scheduled meetings. The incident reports are available on the city’s agenda website at <https://riversideca.legistar.com/Calendar.aspx>. Staff monitor the incidents reported and prepared a 4-year comparison for reference.

The 4-year comparison in the chart below reflects a 91% increase in incidents reported in FY 2018/19 from the prior year. With 346 incidents reported from July through December for FY 2019/20 the Library is projected to have approximately 692 incidents. The incidents are not only increasing in quantity but also in severity of infractions. For example, some individuals in the Library have been excluded for assaulting, threatening and harassing staff or Library customers, brandishing weapons, public intoxication, etc. There is also evidence each morning of incidents throughout the evening at the Main Library including alcohol and drug paraphernalia, significant trash and debris, etc.



Staff have determined that the presence of additional unarmed security guard services, panic buttons and additional security cameras would allow the Riverside Public Library to continue providing a positive library environment and to achieve its goal in creating a safe and welcoming public space. The following categories for security guard services, panic buttons and security cameras provide further detail.

**Category: Security Guard Services**

Unarmed security guard services for FY 2019/20 are provided at the following library facilities with funding from the General Fund in the amount of \$160,646 and Measure Z funds in the amount of \$122,000; a total amount of \$282,645 allocated for security guard services:

1. Arlanza Library (part-time)
2. Arlington Library (full-time)
3. Main Library (full-time and evening external patrol)
4. Marcy Library (part-time)
5. La Sierra Library (full-time and evening external patrol)
6. SPC Jesus S. Duran Eastside Library (full-time)

Due to the unforeseen increase in incidents at the Library facilities, funding for additional security guard services is being requested for additional services and to maintain unarmed security guard services at the following facilities.

1. Arlanza (add 1 full-time guard and remove part-time)
2. Arlington (maintain 1 full-time guard and add evening external patrol)
3. Main (add 24-hour guard service and maintain 1 full-time guard)
4. Marcy (add 1 full-time guard and remove part-time)
5. La Sierra (maintain 1 full-time guard and evening external patrol)
6. SPC Jesus S. Duran Eastside Library (maintain 1 full-time guard)

<b>Security Guard Annual Estimates</b>					
<b>Library Facility</b>	<b>Service</b>	<b>FY 2019/20</b>	<b>FY 2020/21</b>	<b>FY 2021/22</b>	<b>Total</b>
Arlanza	(1) Full-time	\$24,635	\$44,928	\$44,928	\$114,491
Arlington	(1) Full-time	-	\$44,928	\$44,928	\$89,856
Arlington	Evening Patrol	-	\$14,235	\$14,235	\$28,470
La Sierra	(1) Full-time	-	\$56,456	\$56,456	\$112,912
La Sierra	Evening Patrol	\$14,235	\$14,235	\$14,235	\$42,705
Main	(1) Full-time	\$28,228	\$56,456	\$56,456	\$141,140
Main	24-hours	\$67,036	\$178,765	\$178,765	\$424,566
Marcy	(1) Full-time	\$24,635	\$44,928	\$44,928	\$114,491
Orange Terrace	No Service	-	-	-	-
SPC Jesus S. Duran Eastside	(1) Full-time	-	\$44,928	\$44,928	\$89,856
SSGT Salvador J. Lara Casa Blanca	No Service	-	-	-	-
<b>Total Estimated Costs</b>		<b>\$158,769</b>	<b>\$499,859</b>	<b>\$499,859</b>	<b>\$1,158,487</b>

Budgeted in Neighborhood Services Professional Services Account	-	\$127,030	\$127,030	\$254,060
<b>Total Unbudgeted</b>	<b>\$158,769</b>	<b>\$372,829</b>	<b>\$372,829</b>	<b>\$904,427</b>

\* Security Guard services would be increased in FY 2019/20 in addition to increases implemented with the previously approved supplemental appropriation of Measure Z funds.

**Category: Panic Buttons**

Panic buttons are usually placed in a discreet location such as under a desk and are a hardwired or wireless device that can assist staff in alerting the police to an emergency. No library facilities currently have this device. The cost is estimated at \$36,950 and is provided in the following table. The annual monitoring rate of \$1,656 will be absorbed in the Library Departments operating budget.

Panic Buttons Estimate from Stanley Convergent Security Solutions, Inc.		
Library Facility	Wireless Units	Purchase and Installation
Arlanza	4	\$3,600
Arlington	4	\$2,750
La Sierra	4	\$2,750
Main	8	\$7,650
Marcy	4	\$3,600
Orange Terrace	4	\$6,500
SPC Jesus S. Duran Eastside	4	\$6,500
SSGT Salvador J. Lara Casa Blanca	4	\$3,600
<b>Total</b>	<b>36</b>	<b>\$36,950</b>

**Category: Security Cameras**

Additional security cameras may deter crime and provide protection or useful surveillance footage to police officers during a crime. Most library facilities have security camera coverage, however La Sierra and SPC Jesus S. Duran Eastside Library have inadequate camera coverage. The estimated cost per security camera and installation is \$2,000 to \$3,000 and is outlined in the table below.

Library Facility	Security Cameras FY 2019/20
Arlanza	-
Arlington	-
La Sierra	(1) \$5,000
Main	-
Marcy	-
Orange Terrace	-
SPC Jesus S. Duran Eastside	(1) \$5,000
SSGT Salvador J. Lara Casa Blanca	-
<b>Total</b>	<b>\$10,000</b>

**FISCAL IMPACT:**

The total fiscal impact for FY 2019-22 of the recommended action is \$951,377, as shown in the table below.

<b>Fiscal Impact</b>				
<b>Item</b>	<b>FY 2019/20</b>	<b>FY 2020/21</b>	<b>FY 2021/22</b>	<b>Total</b>
Panic Buttons (purchase and install)	\$36,950	-	-	\$36,950
Security Cameras (purchase and install)	\$10,000	-	-	\$10,000
Security Guard Services	\$158,769	\$372,829	\$372,829	\$904,427
<b>Total Fiscal Impact</b>	<b>\$200,719</b>	<b>\$372,829</b>	<b>\$372,829</b>	<b>\$951,377</b>

Sufficient funding is available in the Measure Z unallocated fund balance for this item. Currently, Measure Z is projected to end FY 2019/20 with an unallocated fund balance of approximately \$12.9 million (Attachment 1). If the full allocation toward Library security of \$951,377 is approved for FY 2019-2022, Measure Z is projected to end FY 2021/22 with an unallocated fund balance of approximately \$16.8 million.

Prepared by: Erin Christmas, Library Director  
 Approved as to: Erin Christmas, Library Director  
 Availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer  
 Approved by: Carlie Myers, Deputy City Manager

- Attachments:
1. Measure Z
  2. Presentation