

**LOMPOC PUBLIC LIBRARY SYSTEM
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA**

TUESDAY, MARCH 10, 2015, 10:00 AM
501 E. NORTH AVE., LOMPOC, CA
PRESIDING: ANN RUHGE, PRESIDENT

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT CALENDAR

All items on the Consent Calendar are considered to be routine and will be enacted, after one motion, in the form listed below. There will be no separate discussion of these items unless a Trustee, staff member, or other attendee requests separate discussion.

- A. Minutes of the February 10, 2015 regular meeting
- B. Approval of the February 2015 invoices

4. PRESENTATIONS

Support the Village Library Group's Co-Chair, Marell Brooks, will provide a report on the group's proposed fundraising efforts for FY2015/16.

5. PUBLIC COMMENT

The public comment period is reserved for comment on matters within the subject matter jurisdiction of the Board of Trustees. Comments related to non-agenda items are appropriate at this time. Public comment on agenda items will be invited by the Chair as they are introduced. Each person may address the Board for up to 5 minutes.

6. LIBRARY SUPPORT ACTIVITIES

- A. Friends of the Library
- B. Library Foundation

7. CORRESPONDENCE

Letter from Buena Vista

8. BUSINESS

A. APPROVE BUELLTON LIBRARY TRANSFER TO ZONE 1.

A staff report is included in the Board packet.

STAFF RECOMMENDATION: The Library Board of Trustees vote to support transferring Buellton to Zone 1.

B. APPROVE CHANGE OF DATE NEW LIBRARY FEE SCHEDULE TAKE EFFECT

A staff report is included in the Board packet.

STAFF RECOMMENDATION: The Library Board of Trustees vote to approve having the new \$.25 DVD fee go into effect July 1, 2015.

9. LIBRARY DIRECTOR'S FEBRUARY 2015 REPORT

Any documents produced by staff and distributed to the Trustees regarding any item on the Agenda will be made available for public inspection in the lobby of Lompoc City Hall at 100 Civic Center Plaza between 9 AM and 5 PM. Monday through Friday, and the Lompoc Library Information Desk at 501 E. North Avenue between 10:00 AM and 7:00 PM Monday through Thursday, and 1:00 PM and 5:00 PM Friday and Saturday.

10. ROUNDTABLE

Remarks by Trustees and Staff

11. ADJOURNMENT

Adjourn to a Special meeting to be held on Thursday, March 12, 2015 at 11:00 AM. The next Regular meeting will be held on Tuesday, April 14, 2015 at the Lompoc Public Library, 501 E. North Ave., Lompoc, at 10:00 AM.

Any documents produced by staff and distributed to the Trustees regarding any item on the Agenda will be made available for public inspection in the lobby of Lompoc City Hall at 100 Civic Center Plaza between 9 AM and 5 PM. Monday through Friday, and the Lompoc Library Information Desk at 501 E. North Avenue between 10:00 AM and 7:00 PM Monday through Thursday, and 1:00 PM and 5:00 PM Friday and Saturday.

**Lompoc Library Board of Trustees
Lompoc Public Library Grossman Gallery
501 E. North Ave., Lompoc, CA 93436
Tuesday, February 10, 2015, 10:00 AM
Regular Meeting Minutes**

1. Call to Order

President Ruhge called the meeting of the Lompoc Library Board of Trustees to order at 10:00 AM.

Trustees Present: Luella Knowles, Barry Marks, Ann Ruhge, and Linual White

Trustees Absent: None

Staff Present: Jessica Cadiente, Library Director; Lee Edie, Library Administrative Aide

Others Present: Councilmember Victor Vega

2. Adoption of Agenda

MOTION: It was moved, seconded (Knowles/White), and unanimously carried to discuss the agenda items in order as presented.

3. Consent Calendar

MOTION: It was moved, seconded (Knowles/White), and unanimously carried to approve the Consent Calendar as presented.

4. Presentations

None

5. Public Comment

None.

6. Library Support Activities

A. Friends of the Lompoc Public Library System

Cathy Rudolph, President of the Friends of the Library, was unable to attend. In her written correspondence she reported that the Friends book sale was very successful and raised in excess of \$2,600. Donations in memory of Fran Houston and Nancy Perry now total \$3,200 and plans are to use it to enhance the Library's north patio. Trustee Ruhge indicated that the Alpha Club may be interested in assisting with the patio project.

B. Library District Libraries Foundation

Melinda Aguirre, President of the Lompoc District Libraries Foundation, was unable to attend. In her written correspondence she reported that Robyn Small has accepted the position of Foundation treasurer, planning is underway for the outdoor August concerts at the Library, their Endowment Committee met and minutes from that meeting are available, and their next board meeting will be at 4:30 PM on February 12, at the Lompoc Library.

7. Correspondence

A letter from City of Buellton Mayor Holly Sierra stating her opposition to the fee reductions for DVDs was read.

8. Business

A. Election of Officers

By acclamation, the following officers were unanimously approved:

President: Ann Ruhge

Vice President: Luella Knowles

Secretary: Barry Marks

CPLA (California Public Library Advocates) representative: Ann Ruhge

B. Discussion on the use of the Lompoc Library Reserves.

At the January 13, 2015 meeting, Trustees requested that the Library Director provide an expanded list of spending opportunities for the reserve funds. Following discussion regarding items on the list, the following motion was made.

MOTION: It was moved, seconded (White/Marks), and unanimously carried to use Lompoc Library reserves to fund items on the new updated list.

C. Approval of the Revisions to the Library Rules of Conduct Policy.

Library Director Jessica Cadiente presented information regarding the need to revise the Library Rules of Conduct to maintain a consistent and fair progressive discipline policy for staff to follow. She recommended adding a one month suspension after the seven day suspension and before the up-to-one-year suspension. During discussion, Trustees agreed with the need of an incremental rule and would like to see the final suspension changed from up-to-one-year to one year.

MOTION: It was moved, seconded (White/Knowles) and unanimously carried to approve the staff recommendation to add a new rule of a one month suspension of library privileges and to change the wording of the now Fifth Violation to read: Library privileges suspended for one year to be effective immediately.

Any patrons displaying these behaviors will be addressed in the following manner:

- FIRST VIOLATION: Initial warning, given copy of Library Rules of Conduct.
- SECOND VIOLATION: Library privileges suspended for one day.
- THIRD VIOLATION: Library privileges suspended for seven days.
- FOURTH VIOLATION: Library privileges suspended for one month.
- FIFTH VIOLATION: Library privileges suspended for one year.

EXCEPTION: Notwithstanding the progressive action described above, if a patron cannot or does not cease the behavior immediately upon direction from Library staff, the Library staff shall direct the patron to leave the Library immediately and not to return to the Library until the behavior ceases.

D. Consideration of Changes to the Library Fee Schedule

The Library Director shared that there has been extensive discussion at the Black Gold Administrative Council level during the past year related to standardizing the fee schedule within the consortium for all non-rental items. She added that many patrons that have high fines do not always return library materials nor return to use the library as they're unable to pay their fines. She recommended a fine of \$.25 per day for all non-rental materials to be effective March 1, 2015.

Trustees discussed the many aspects related to the recommendation before them. They expressed concern with the number of accounts in collection and related library property not being returned. Staff provided background information on the collection process and how with the current fee structure, patrons can quickly accrue fines.

Members of the audience, Judith Dale (Buellton) and Sally Prentiss (Vandenberg Village) spoke in support of the \$.25 fee and consistency between Black Gold consortium libraries.

MOTION: It was moved, seconded (Marks/Knowles) and unanimously carried to approve the following changes to the Library Fee Schedule as presented effective March 1, 2015.

To ensure the prompt return of materials, Lompoc Library System assesses fines on all late materials.

1. Fines on books, audiobooks, DVDs and music CDs are \$.25 per day per item. Fines on Rental Books and Rental DVDs are \$1.00 per day per item. Fines for ILLs and Reference books are \$.50 per day per item.
2. The maximum fine on all items is \$8.00
3. Once a patron accrues over \$10.00 in fines/fees, payment must be made before the Patron can check out any more library materials or use the library computers.

Trustee Marks would like to see a discussion on Library zones at a future meeting.

9. Library Director's December report and updates

In addition to the written report, the following information was shared.

- Meeting with Sid Harrow LUSD afterschool self-directed learning shared resources
- Bilingual storytime doing well with dual immersion schools; there are more non-Spanish speakers interested
- Will be meeting with Tech logic to discuss automated materials handling
- City department official goal date is July 1
- Lompoc door count verge of breaking 200,000 visitors in one year
- Planning for National Library Week held in April
- An application for the Library Trustee vacancy has been provided to Buellton Councilman Dan Bowman
- Community surveys will be provided in house and online to Village residents to give input on the best way to minimize Village Library hours from 41 to 28.

10. Roundtable

Trustee Marks commended staff for being patient and resourceful; he thanked Councilmember Victor Vega for attending the meeting.

Trustee White reported that the Turducken Dinner Group will be making a presentation at the February 17, 2015 City Council meeting of a \$10,000 donation to the Friends of the Library.

Councilmember Vega thanked Trustees for their volunteer time serving on the Library Board. He stated that the Library is a great resource of education for our children.

11. Adjournment

The meeting was adjourned by Trustee Ruhge at 11:10 AM. The next meeting will be held on Tuesday, March 10, 2015 at the Lompoc Public Library, 501 E. North Ave., Lompoc at 10:00 AM.

Barry Marks, Secretary

Hello Michelle,

Thank you all so much for allowing us to come for a wonderful library visit! The children couldn't stop talking about their trip all day! I had to literally take their library cards from them for safe keeping because they wanted to wear them during recess and lunchtime recess. One little boy asked his grandmother after school if they could stop and visit the library on their way home.

The tour was very organized with lots of obvious preparation and effort to gear the presentation to first grade level. The children loved the backpacks and the opportunity to color and individualize each one. They carefully hung the packs off the backs of their desk chairs when we arrived back in the classroom. Very cute to see them all neatly displayed with pride. I think the students will feel very comfortable and welcome during each visit to our jewel - the Village Library!

Thank you again for this wonderful opportunity.

Gail Sherry
Buena Vista Elementary

8A. DISCUSSION OF LIBRARY ZONES

BACKGROUND

During the Library Board of Trustees meeting on February 10, 2015 Trustee Marks requested a discussion of the current Santa Barbara County Library Zones. In particular, he asked staff to report on the zones and how they impact the Buellton Library.

The Solvang, Los Olivos and Santa Ynez Libraries are part of Zone 1, under the administration of the Santa Barbara Public Library. The Los Olivos and Santa Ynez Libraries do not provide services other than loaning of materials, each open three hours per week and are usually staffed by volunteers. The Buellton Library is part of Zone 2, administered by the Lompoc Public Library. For a better understanding of the geography of the above mentioned libraries refer to 8A.2

It has been proposed several times that these libraries be administered by the same zone. Several options have been discussed including a creation of a Zone 4, transferring Solvang, Los Olivos and Santa Ynez Libraries to Zone 2, and shifting the Buellton Library into Zone 1. The creation of a Zone 4 was examined by former Lompoc Library Director, Molly Gerald and current Library Director of Santa Barbara, Irene Macias in 2010. It was determined that the administrative costs would be too steep to create a new zone. Alternatively, absorbing Solvang, Santa Ynez and Los Olivos into Zone 2 was also dismissed because of the rich programming opportunities that the Solvang Library would lose if it left Zone 1. The transfer of Buellton into Zone 1 remains the only viable option. This option was also previously examined and dismissed because Santa Barbara staffing costs were much higher than Lompoc's. However, as a part of the transfer of the Lompoc Library to the City of Lompoc all classifications for the Library system have been examined. The Lompoc Library System will be correcting several classification issues and this will result in a new higher classification that will be in charge of the branch libraries. Thus, Buellton staffing costs will rise whether they stay in Zone 2 or transfer to Zone 1.

DISCUSSION

The residents of Buellton and Solvang view their community libraries as "theirs," rather than part of a larger jurisdiction. The input of community leaders, city administrators, and city councils is an important part of the evaluation of possible changes to the current model of service for Buellton and Solvang. The Library Director has met with the Buellton City Manager and Library Advisory Committee 3rd District Representative, Judith Dale. Both were in favor of the transfer if the Buellton Library is able to maintain current hours and retain a separate library in Buellton.

The goal of the Library Directors is to provide the best possible service to library users in Buellton, Los Olivos, Santa Ynez and Solvang. The current separation of the libraries allows for confusion and frustration on the part of patrons as policies and procedures are often different between Solvang and Buellton branches. Correspondingly, if Solvang and Buellton were under the same administration they could offer programming to complement one another verses competing with each other. Finally, the possible fiscal impacts of the transfer of Buellton into Zone 1 overwhelmingly support this change.

As noted above, the Buellton and Solvang libraries are currently in separate jurisdictions and as a result they currently operate under different administrative models.

ADMINISTRATION

Buellton Model: The Buellton Library operates with a FT lead clerk with a classification of Library Clerk III. This position is a lead position but not one with any administrative responsibility. The position is not required to have a college degree. The Buellton FT staff operate with less autonomy than Solvang and requires guidance from the main library. Staff members are City of Lompoc employees. The structure of the Buellton model will be changing for FY 15/16. The new classification that can operate a small branch Library is the Library Tech II. The clerical series (Clerk I – III) will no longer exist within the Lompoc Library System.

The Lompoc Library has in place a cost allocation structure for staff who provide branch support at a cost of \$20,913. This covers computer support, cataloging, acquisitions, collection development, programming, and support from the Library Director, Administrative Aide, and Adult and Youth Services Managers at the Lompoc Library. The City of Lompoc also charges an administrative fee of \$4,982.

Solvang Model: The Solvang Library operates with a FT manager classification of Senior Library Technician. The manager has a high level of autonomy and responsibility for branch operations. The Solvang Branch Manager oversees the Los Olivos and Santa Ynez libraries which are primarily staffed with volunteers. Solvang Branch Manager tasks include staff supervision and evaluation, programming, and implementation of all library policies and procedures.

The Santa Barbara Library assesses a 9% administrative fee that is deducted from the County per capita allocation.

FUNDING

Current Proposed County Funding FY15/16				
Library	Total Population of city	Population used to calculate per capita	Per Capita Rate	County Funds
Buellton	4,858.00	5,505.00	6.803	\$37,450.52
Solvang	5,363.00	16,336.00	6.803	\$111,133.81

The Santa Barbara Library Director has indicated that if the zone lines were re-drawn and Buellton was included in Zone 1 that she would have the census tracts studied to determine a fair division between Solvang and Buellton.

Other Funding Sources FY 14/15				
Library	City	Friends	Fines/ Fees	Misc
Buellton	\$ 91,641.00	\$ 5,358.00	\$ 10,000.00	\$ 5,050.00
Solvang	\$ 74,000.00	\$ 23,900.00	\$ 17,000.00	\$ 9,700.00

FISCAL IMPACT

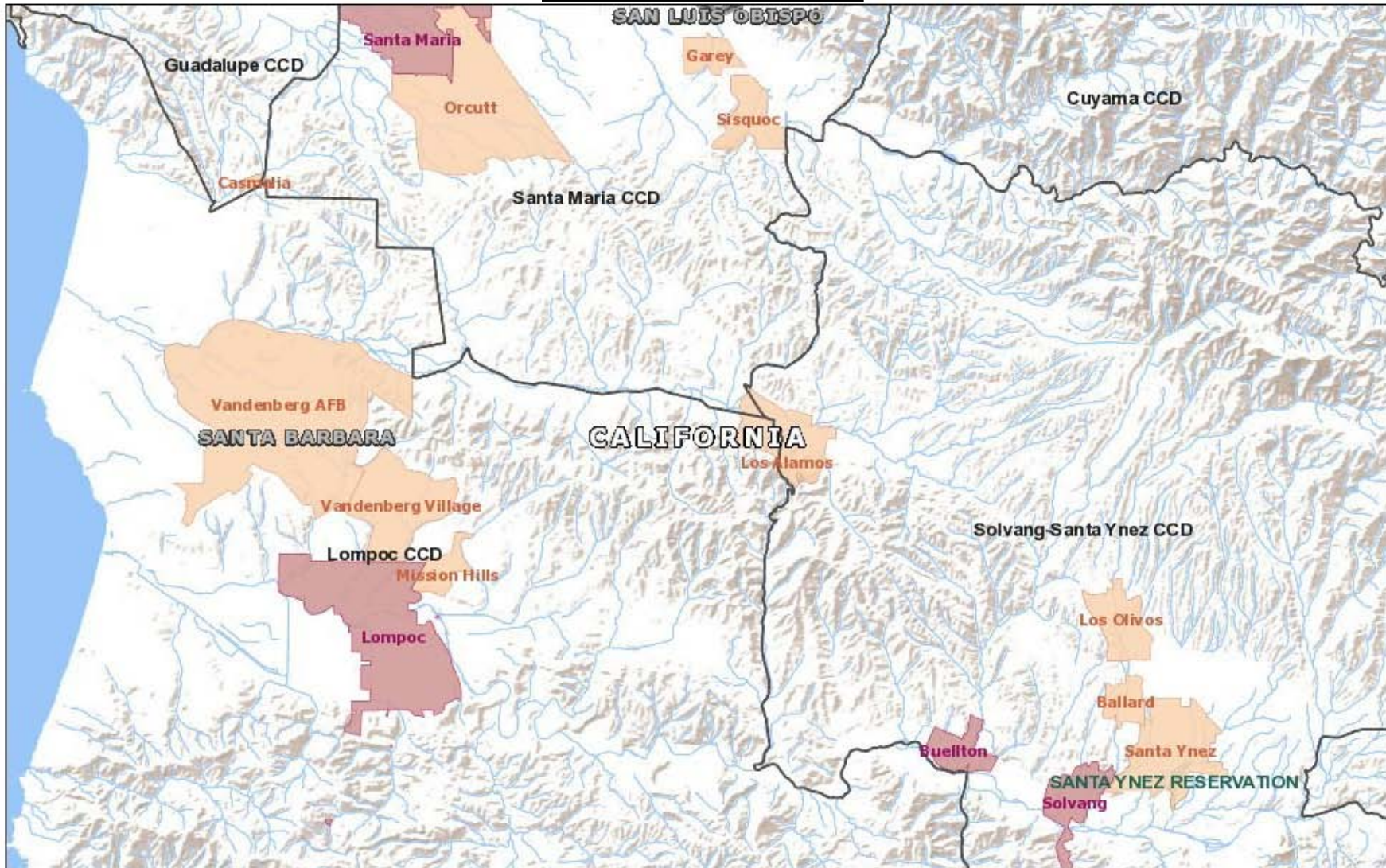
There is a small fiscal impact to the remaining two branches within Zone 2. However, the Black Gold base fee will be offset in future budgets due to the addition of the Charlotte Web Mobile Library.

Total Fiscal Impact to Zone 2		
	Lompoc	Village
Admin Fee to Lompoc	\$20,913.00	
% Black Gold Base Fee	\$4,134.50	\$4,134.50
Total	\$ 25,047.50	\$4,134.50

RECOMMENDATION

The Library Board of Trustees approve the Library Director to move forward with the transfer of Buellton into Zone 1.

Map of Library Zones



February 26, 2015

County Subdivisions

Consolidated Cities

Incorporated Places

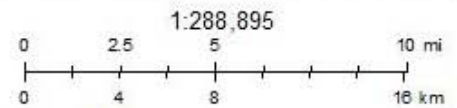
Census Designated Places

Alaska Native Regional Corporations

Tribal Subdivisions

Federal American Indian Reservations

Off-Reservation Trust Lands



Source: U.S. Census Bureau
Sources: Esri, USGS, NOAA

Created with: TIGERweb
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8B. CONSIDERATION OF REVISED EFFECTIVE DATE FOR THE LIBRARY FEE SCHEDULE

BACKGROUND

The new fee schedule, approved by the Library Board of Trustees on February 10, 2015, reduced DVD fines from \$1.00 per day to \$.25 per day effective March 1, 2015.

At the February 27, 2015 Black Gold Administrative Council meeting Santa Barbara jurisdiction indicated they could not implement the new fee schedule until July 1, 2015. Council unanimously voted to amend the new fee schedule to begin July 1, 2015.

STAFF RECOMMENDATION

The Library Board of Trustees approve the revised effective date of July 1, 2015 for the new fee schedule.

LOMPOC PUBLIC LIBRARY SYSTEM FEBRUARY 2015 STAFF REPORT

BLACK GOLD COOPERATIVE LIBRARY SYSTEM

Black Gold Cooperative Library System meetings attended by staff for the month of February are listed below:

Date	Black Gold Committee	Attended By
02.04.15	ATS OPS	Jessica Cadiente
02.11.15	Reference and Adult Services	Jessica Cadiente; Sara Doehring
02.13.15	Personnel Committee	Jessica Cadiente
02.25.15	OPAC	Sara Doehring
02.27.15	Admin Council	Jessica Cadiente

CHARLOTTE'S WEB MOBILE LIBRARY

The Library Director had a pre-construction meeting with LDV and hired consultant, Michael Swendrowski. The construction phase of the project will take six to nine months. There were no major change orders during the pre-construction meeting. The Library Director did request a more robust internet set up and extra solar panels.

The Library Director is still working towards writing a narrative of scope of the 211 S. I Street property.

LIBRARY OPERATIONS

The City received two bid proposals for the Library Electrical Improvement construction project last week. Both proposals were within the budget and once the bid is awarded the work will begin at the Lompoc Library. Work is expected to begin late March or early April.

Staff are still examining the customized library services proposal from Baker & Taylor. The print portion of the proposal is within budget but the A/V costs are still being discussed. The goal is to switch to shelf ready items at the start of the new fiscal year.

Library staff attended an informational webinar to learn about the *Learning Express Library* database. The staff who have tested the database are in support of adding the database to the Lompoc Library System. As a reminder, *Learning Express Library* includes hundreds of practice exams and remedial courses for 4th graders through high school students in the areas of math, reading and writing skills improvement. The resource also includes practice exams and courses for tests such as the GED, ACT and SAT. The database offers tests, tutorials, and e-books. After the initial webinar staff will vet the database for 30 days, at that point the Library will decide if it is a viable resource for the community.

The Library's Art Advisory Committee met in February to select upcoming artists and discuss other relevant matters.

Lompoc staff have prepared very elaborate displays to celebrate Black History month in February and for March a wonderful display featuring Women's History Month has been constructed.

The teen computing section received a replacement computer in February.

The Human Services Commission approved a grant in the amount of \$3,000 for the Lompoc Literacy program FY 2016-2017.

PROGRAMMING AND OUTREACH SERVICES

Ms. Doehring participated in Career Day at LVMS. She presented on the career of the Librarian and she also facilitated mock interviews for eighth grade students.

Six class visits were facilitated by Lompoc Library staff, including three First Grade First Card visits.

SUPPORT AND FUNDRAISING

Date	Meeting	Attended By
02.12.15	Lompoc District Libraries Foundation	Jessica Cadiante
02.13.15	Village Support Group	Jessica Cadiante
02.19.15	Friends of the Buellton Library	Jessica Cadiante
02.24.15	Friends of the Lompoc Library System	Jessica Caidente

BUELLTON LIBRARY

Lompoc staff sent Buellton staff lists of items that could be pulled from the collection. Buellton staff also worked to clear the back wall of the adult section for a future laptop ledge. Buellton Library Supervisor, Liz Chapman, attended the City of Buellton's State of the City Luncheon on February 19. The Library Director met with City of Buellton staff and the new circulation desk has been approved by the county. The next phase is to go out for bid for the project. New carpet will be installed in conjunction with the circulation desk. The two word processor computers were replaced with new internet computers.

VILLAGE LIBRARY

Library staff will start surveying Village patrons for possible operating hours in March. The survey will be online and in house.

Lompoc Public Library System
2014-2015 Reference and Program Statistics

LOMPOC LIBRARY	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Yr. Total					
	2014						2015											
Adult Reference Questions	1,126	1,203	1,243	1,181	966	1,276	1,468	1,175					9,638					
Adult Computer Questions	723	741	756	869	516	832	856	1,023					6,316					
Youth Services Questions	656	461	250	495	388	569	509	609					3,937					
WiFi Users	565	534	599	523	508	528	667	564					4,488					
Computer Sessions	4,314	4,002	4,284	4,975	3,800	4,119	4,809	4,274					34,577					
Adult Volunteer Hours	163	173	257	210	138	216	208	170					1,535					
Youth Volunteer Hours	32	0	0	0	25	25	0	0					82					
Total Circ	22,936	18,535	20,327	20,349	17,617	19,382	19,095	18					138,259					
ILL - In	3	1	1	0	1	0	0	0					6					
ILL - Out	0	0	0	1	0	1	0	0					2					
GG (Grossman Gallery): Rentals	0	11	6	5	3	0	2	1					28					
GG: Library mtgs & progrms	18	12	22	18	8	6	9	12					105					
People Counter	15,426	16,361	17,886	19,218	15,455	16,341	17,140	17,953					135,780					
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attendance
Adult	3	22	6	131	3	61	7	133	1	5	0	0	1	10	0	0	21	362
Young Adult	4	17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	17
School	8	586	1	181	7	14	5	36	12	417	5	290	4	68	10	288	52	1,880
Preschool	9	185	0	0	13	261	13	261	10	331	1	19	11	249	12	263	69	1,569
People Count: 5 days no reading																		
BUELLTON LIBRARY	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Yr. Total					
	2014						2015											
Adult Reference Questions	57	52	60	54	39	34	49	55					400					
Adult Computer Questions	60	67	64	60	43	43	57	60					454					
WiFi Users	184	165	201	227	160	169	224	207					1,537					
Computer Sessions	908	939	909	984	669	832	802	792					6,835					
Volunteer Hours	8	6	14	16	12	12	19	19					104					
Total Circ	5,981	4,755	4,820	4,728	4,382	4,722	4,313	4,184					37,885					
People Counter	5,281	4,928	5,109	4,910	4,276	4,869	4,857	4,770					39,000					
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attendance
Adult	0	0	0	0	0	1	7	0	0	0	0	0	0	0	0	0	1	7
Young Adult	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
School	6	156	1	45	0	2	69	4	119	1	25	1	28	1	21		16	463
Preschool	0	0	0	0	6	80	7	101	5	76	4	57	6	92	6	87	34	493
People Count: 5 days no reading																		
VILLAGE LIBRARY	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Yr. Total					
	2014						2015											
Adult Reference Questions	143	286	257	168	216	189	332	288					1,879					
Adult Computer Questions	50	63	43	32	57	67	86	115					513					
WiFi Users	67	74	85	81	81	70	98	78					634					
Computer Sessions	484	447	415	445	669	390	434	414					3,698					
Volunteer Hours	209	212	105	80	73	52	78	48					856					
Total Circ	3,721	3,405	3,702	3,566	3,316	3,484	3,098	2,814					27,106					
People Counter	2,633	3,691	3,607	3,465	2,664	2,025	2,695	3,163					23,943					
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attendance
Adult	1	0	0	0	1	20	1	3	0	0	0	0	1	13	0	0	4	36
Young Adult	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
School	0	0	0	0	0	0	0	0	0	0	0	0	0	2	62		2	62
Preschool	9	342	1	16	9	220	10	206	7	106	0	0	7	123	7	135	50	1,148