

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

TUESDAY, MAY 12, 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 April 14, 2015 regular meeting
- B. Approval of the April 2015 invoices

**4. PRESENTATIONS**

**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**

**8. BUSINESS**

**A. UPDATE ON LIBRARY'S TRANSITION TO CITY DEPARTMENT STATUS**

A staff report is included in the Board packet.

**B. UPDATE ON CHARLOTTE WEB FUNDING**

A staff report is included in the Board packet.

**C. APPROVE NEW OPERATING HOURS FOR THE VILLAGE LIBRARY AND AMEND START DATE FOR NEW HOURS**

A staff report is included in the Board packet.

**STAFF RECOMMENDATION:** The Library Board of Trustees approve the new operating hours at the Village Library to be effective June 13, 2015 and amend the start date for the new hours at the Village Library from July 1, 2015 to June 13, 2015 in order to align with the fiscal year pay periods.

**D. UPDATE ON THE TRANSFER OF BUELLTON LIBRARY TO ZONE 1**

A staff report is included in the Board packet

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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. The agenda and related staff reports are available on the City's website: [www.cityoflompop.com](http://www.cityoflompop.com) the Friday before the Library Trustees meetings between the hours of 9:00 AM and 5:00 PM.

**E. UPDATE ON THE LITERACY PROGRAM**

A staff report is included in the Board packet

**9. LIBRARY DIRECTOR'S APRIL 2015 REPORT**

**10. ROUNDTABLE**

Remarks by Trustees and Staff

**11. ADJOURNMENT**

The next Regular meeting will be held on Tuesday, June 9, 2015 at the Lompoc Public Library, 501 E. North Ave., Lompoc, at 10:00 AM.

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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. The agenda and related staff reports are available on the City's website: [www.cityoflompoc.com](http://www.cityoflompoc.com) the Friday before the Library Trustees meetings between the hours of 9:00 AM and 5:00 PM.

**Lompoc Library Board of Trustees  
Lompoc Public Library Grossman Gallery  
501 E. North Ave., Lompoc, CA 93436  
Tuesday, April 14, 2015, 10:00 AM  
Regular Meeting Minutes**

**1. Call to Order**

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

Trustees Present: Dan Baumann, Barry Marks, Ann Ruhge, Linual White

Trustees Absent: Luella Knowles

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

**2. Adoption of Agenda**

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

**3. Consent Calendar**

Upon her arrival, President Ruhge presided over the remainder of the meeting.

MOTION: It was moved, seconded (White/Marks), 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, reported that she attended a recent City Council meeting and spoke in support of the Library, their next Board meeting will be held on April 27, 2015 at 2:00 PM, the Village Library Support group's meeting to assess whether they wanted to form a separate Friends group was cancelled until the fall, on June 28, 2015 Lompoc Civic Theater will do a benefit performance of "I Do, I Do", and the spring book sale is this week.

**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 the Assistant City Administrator and City Administrator requested to meet with LDLF's board regarding Charlotte's Web Book Mobile and a meeting will be scheduled after May 7, Endowment meeting will be scheduled in May to discuss library fund distribution, and the Saturday August Concerts on the Library Lawn have been scheduled. We are thinking of having a "wine" concert and will get back to the Trustees for approval. We wanted to invite three wineries for wine tasting. Will find out which wineries would be interested. LDLF's next board meeting will be Wednesday May 13, 4:30 at Grossman Gallery.

Trustees asked the Library Director for information on the meeting with City Administration concerning the book mobile. Although she was not contacted about the meeting, the last she knew the City was considering replacing the CDBG funds with other funds possibly from the General Fund.

With an agreement in place, Trustees expressed concern that funding does not go away and asked the Library Director to get clarification.

## **7. Correspondence**

Letter sent by Santa Maria, Lompoc, and Santa Barbara Library Directors to County of Santa Barbara Supervisors requested increasing the allocations in Library funding.

## **8. Business**

### **A. Recommend the Approval of New Job Classifications and Salary Schedules**

At the direction of Trustees in 2014, the Library Director reported on the process of modifying library operations and staffing. In anticipation of becoming a City Department and with the assistance of City Human Resources (HR) and Finance departments and the blessing of City Administration, the creation of job classifications and salary schedules that represent a 21<sup>st</sup> Century library operation and align with other organization within the Black Gold Cooperative Library System have been prepared.

Trustees Marks asked if staff were aware of this process and if the City was ok with the salary schedule. The Library Director answered that the process was brought up at each staff meeting since she became Director and yes, City Administration supported the creation of new salary schedules.

Trustee Baumann gave praise to the Library Director for the work involved in this process. He asked if there was consideration for current staff in the system with their positions being defunct and Trustee White asked about an in-house recruitment versus open recruitment. The Library Director advised that with the dissolution of certain classifications an open recruitment is based on getting the best available candidate. . HR does not focus on the individuals but looks at the job description and from an operational point of view to allow the library or any department to be successful.

Sally Prentiss: how many will be laid off and what kind of training is available for clerks to meet requirements? The Library Director shared that on-line webinars, staff prepared documents on answering reference questions, computer fixes, etc. are provided but there are limited funds for other training opportunities. .

Liz Chapman, Buellton Library supervisor shared that the clerical class has been wrong all along. In her capacity she developed work schedules, acted as liaison with city and schools, and would evaluate other staff for the first 5 of 7 years of work. Buellton Library staff have the ability to answer questions, work independently, etc. and are in the Clerk classification.

Trustee Ruhge conveyed that when the previous Library Director resigned, Ms. Cadiente was appointed Interim Director and there was an open competitive recruitment and she had to apply for the position.

Trustee White understands the process but it is their job to provide oversight to library staff. He affirmed that the decisions Trustees make could be changed by the city as well, the decisions affecting Buellton could change if they became part of Zone 1 so today's decision may or may not affect the Buellton situation.

The Library Director advised that the Library Advisory Committee meets again on April 29, 2015. Proposals for library services within the Santa Ynez Valley will be presented by the Santa Barbara Library Director and the Lompoc Director will provide a report based on services if Buellton stays

under Lompoc jurisdiction. If it is determined to include Buellton in Zone 1, Santa Barbara HR rules will determine job classifications and some of this discussion may be a moot point.

MOTION: It was moved, seconded (Marks/Ruhge) and unanimously carried to recommend for approval to Lompoc City Council the following as presented:

1. The elimination of the Library Clerk series
2. The updated Library Assistant classifications
3. The new Library Technician classifications
4. The updated job specifications for the Librarian series
5. The salary schedules
6. The personnel summary forms for Lompoc, Buellton, Village and Charlotte's Web Libraries

**B. Review of Literacy Program**

The Library Director reviewed the requirements for literacy services that are to be provided under the contract with Central Coast Literacy Council (CCLC). A quarterly report and projected budget for 2015-16 was provided by CCLC. In March, the Library Director asked for a review of the current fiscal year budget as well as an explanation of administrative costs in the projected budget with no response to date. There has been no progress reported related to the expanded ESL classes nor the computer-assisted training software during the past nine months and expansion of the program is crucial to funding at the State level.

Trustees concurred their concern that participant numbers have dropped, there is discontent with some volunteers in the program, and non-response to requests for detailed information from staff is unacceptable. Staff was requested to send a letter to CCLC strongly recommending they comply with staff's requests for information.

When asked if there were alternatives out there, the Library Director added that an alternative cannot be offered at this time however there may be an in-house opportunity with approval of new full time positions. She will provide an update next month.

**C. Review of County Allocation Formula**

As requested at the last meeting, a report on the allocation formula for County funds was provided. The Library Director reiterated that the County does not determine how the funds are to be disseminated and leaves it up to each library zone. She also reported that the City of Lompoc is currently doing a user fee study and looking at the distribution of County funds as well as Black Gold costs and addressing the administrative fee.

The Library Director also corrected a statement made by Marell Brooks at last month's meeting where she asked for transparency by alluding that the administrative fee for the Village Library be listed as a separate line item. The Director reported that the administrative fee for each library is a separate line item and not a hidden cost.

The Library Director recommended revisiting the allocation formula once a decision is made regarding the Zone boundaries by the County.

**D. Consideration of a change to the Adult, Children's and Teen Policies Regarding the Time Limit for Computer Usage**

The Library Director conveyed the reasoning behind the need to update the time limit for computer usage policy as indicated in her report.

MOTION: It was moved, seconded (Marks/Baumann) and unanimously carried to approve the change to the Adult, Teen and Children's Internet policies to edit the time limit for computer use to 120 minutes per person per day effective June 1, 2015.

#### Lompoc Public Library System Adult Internet Policy

Internet use is restricted to educational, informational, and recreational purposes only. Unauthorized, illegal, or unethical use or sending, displaying, or receiving text or graphics which may reasonably be construed as pornographic is NOT ALLOWED and will result in loss of Internet privileges.

Internet users are NOT allowed to:

1) install or run software not already on computer; 2) modify, unplug, or remove equipment; 3) reconfigure systems or software, or in any way interfere with current system set-up; 4) reboot or turn off equipment.

Adult Internet stations are available, with the following guidelines:

- Adult Internet stations are available for patrons 18 years of age and older.
- A Black Gold library card is required to access the Internet. You must use your own library card.
- Fines on your library card must not exceed \$10.00 in order to use the Internet computers.
- If you have forgotten your library card, staff at the information desk will look up your barcode number a maximum of one time and you must provide ID.
- Visitors may receive a one hour guest pass issued by staff.
- Use of the Internet is limited to 120 minutes per person per day.
- Internet reservations for a specific future time or date cannot be made. You must physically be present at the library to make a reservation. You will have five minutes to log in to your computer before your reservation time will expire and your computer will become available to other patrons.
- Up to 2 people are allowed to use an Internet station at one time, unless their conversation is disturbing other library users. A parent and child may use an adult station together, but the adult must remain with the child during the entire session.
- Internet stations are turned off 10 minutes prior to closing.
- A business/job searching computer is available and is scheduled in 2 hour increments. You must reserve this computer at the Information desk and your activities on the unit must relate to business or job searching at all times. The time on this unit is in addition to your 120 minute session using the adult internet stations.

Note: The Library has no control over the information on the Internet and cannot be held responsible for its content.

Disregard for these guidelines will mean loss of Internet privileges.

Approved by Library Board of Trustees – February 19, 2013; Revised April 14, 2015

#### Lompoc Public Library System Teen Internet Policy (for ages 13 -17)

- You must have a Black Gold Library card or an Internet Only card. You must use use your own library card. (For visitors, staff can place a request through the Library's reservation software).
- If you forget your library card, Youth Department staff will look up your barcode number a maximum of one time.
- Maximum Internet use is 120 minutes per day.
- One person per chair per computer is allowed.
- All group work must be approved by the Youth Department Librarian.
- The monitoring of a minor's use of the Internet, like other Library materials and services, is the responsibility of the parent/legal guardian.
- The teen Internet stations are filtered.\*
- Younger siblings may sit at a table in the Teen Zone, but are not allowed to view Internet screens.

- Internet stations are turned off 10 minutes prior to closing.

Internet users are NOT allowed to:

1) install or run software not already on computer; 2) modify, unplug, or remove equipment; 3) reconfigure systems or software, or in any way interfere with current system set-up; 4) reboot or turn off equipment.

Violation of this policy will result in suspension of Internet privileges for a period of time determined by the Youth Services Librarian. Repeated violations will result in loss of Internet privileges.

\* Note to parents: The Library has no control over the effectiveness of its filtering software. The Library does not guarantee that its filtering software is effective or error-free. Neither is the Library responsible for the inadvertent restriction of access to desirable or necessary information that may result from the use of filtering software.

Approved by Library Board of Trustees, February 12, 2013; Revised April 14, 2015

Lompoc Public Library System Children's Internet Policy (for ages 12 and below)

- Children who have a Black Gold Library card may use the Internet for up to 120 minutes per day. You must use your own library card.
- For visitors and non-library card holders, staff can place a request through the Library's reservation software for a 30 minute session.
- Adults are allowed to use the children's Internet area only if they are parents or caregivers working directly with a child in their care.
- One person per chair per computer is allowed.
- All group work must be approved by the Youth Department Librarian.
- The Children's Internet computers are filtered.\*
- Internet stations are turned off 10 minutes prior to closing.

Internet users are NOT allowed to:

1) install or run software not already on computer; 2) modify, unplug, or remove equipment; 3) reconfigure systems or software, or in any way interfere with current system set-up; 4) reboot or turn off equipment.

Violation of this policy will result in suspension of Internet privileges for a period of time determined by the Youth Services Librarian. Repeated violation will result in loss of Internet privileges.

\*Note to parents: The Library has no control over the effectiveness of its filtering software. The Library does not guarantee that its filtering software is effective or error-free. Neither is the Library responsible for the inadvertent restriction of access to desirable or necessary information that may result from the use of filtering software.

Parents and legal guardians have the responsibility to oversee their child's exposure to and use of the Internet. Parents and children are encouraged to seek guidance from Library staff, visit [www.netsmartz.org](http://www.netsmartz.org) (National Center for Missing and Exploited Children), and visit the Youth Services section on the Library's website regarding websites of interest to children.

Approved by Library Board of Trustees, February 12, 2013; Revised April 14, 2015

**E. Consideration of a Change to the Unattended Child Policy**

The Library Director elaborated on the reasoning behind the need to update the unattended child policy as indicated in her report.

MOTION: It was moved, seconded (White/Marks) and unanimously carried to approve the change to the Unattended Child Policy as recommended effective May 1, 2015.

#### Lompoc Public Library System Rules of Conduct

Welcome to the Lompoc Public Library System. Library users expect each of our facilities to be clean, comfortable, and safe places. The library is responsible for establishing rules of conduct to protect the rights and safety of library patrons, volunteers, and staff. The rules are also designed to maintain the library's peaceful atmosphere, facilitate library usage, and protect library property.

Behavior becomes unacceptable when it interferes with the rights of others, when it could result in injury to one's self or others, when it could result in damage to library materials, buildings, or equipment, and when it does not align with the library's mission.

Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff and/or City of Lompoc Police Officers will intervene to stop prohibited activities and behaviors. Failure to comply with the library's established rules, regulations, and policies could result in removal from the premises and exclusion from the library for a period of one day to one year, or in arrest or prosecution. Individual patrons have the right to request an administrative review of exclusion orders.

The following actions are examples of conduct NOT allowed on library property:

1. Engaging in any activity in violation of federal, state, or local or other applicable law, or library policy, including but not limited to:
  - Carrying firearms and dangerous weapons of any type (except by law enforcement officers)
  - Being under the influence of alcohol/illegal drugs, or selling, using, or possessing alcohol/illegal drugs inside the library or outside on library grounds
  - Stealing, damaging, altering, or inappropriate use of library property in library facilities or on library grounds, including computer hardware and software, printers, copiers, and other equipment, and books or other library material
2. Engaging in disruptive behavior that disturbs others or interferes with library operations and services including but not limited to:
  - Creating disruptive noises such as loud talking, screaming, or banging on computer keyboards
  - Using cell phones, pagers, and other communication devices in a manner that disturbs others
  - Using audible devices without headphones or with headphones set at a volume that disturbs others
  - Using the library with offensive body odor and/or lack of personal hygiene
  - Fighting or challenging to fight, running, pushing, or shoving
3. Verbally or physically threatening or harassing other library patrons, volunteers, or staff, including but not limited to:
  - Stalking, staring, lurking, invading personal space
  - Offensive touching and obscene acts such as sex acts and indecent exposure
  - Use of obscene or abusive, sexually-oriented or racially-charged language
4. Failing to observe Internet and computer use guidelines
5. Leaving unattended persons in the library who see or need personal assistance for other than library services and where staff has a reasonable basis to be concerned for the safety of the unattended person. Examples may include:
  - Persons less than 9 years of age (see Unattended Child Policy)
  - Persons needing supervision because of physical or mental conditions
6. Soliciting money or donations
7. Using restrooms for bathing, shaving, or doing laundry
8. Smoking within enclosed patios or within 20 feet of library entrances/exits or operable windows
9. Using the library barefoot or without a shirt
10. Eating or drinking (except from containers with protective lids), except for approved library events
11. Bringing in personal belongings that measure more than 14"x17"x20"
12. Leaving packages, backpacks, luggage, or any personal items unattended; the library is not responsible for personal property

13. Using wheeled devices in the library (except for motorized ADA assistive devices, wheelchairs, walkers, and strollers); skating, skateboarding, bicycling, or riding scooters on library property; skates, skateboards and collapsible scooters must be carried and may not be ridden on Library grounds
14. Leaving bicycles in any place other than a bicycle rack
15. Lying down or sleeping in the library or sleeping on library grounds; having feet on furniture; or blocking aisles, exits, or entrances
16. Vandalizing or littering library grounds
17. Media or commercial photographing without prior permission from library staff
18. Bringing animals, other than service animals, inside the library or within 20 feet of any door (except for authorized library activities)

Any individual or group wishing to use library grounds to gather signatures or for similar purposes may request permission from library staff. Such activities must be outside the facility and at least 20 feet from the entrance to the building.

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.

Approved by the Library Board of Trustees 4/14/98. Revised 10/11/11; 8/10/12; 9/10/13; 02/10/15; 4/14/15

#### **UNATTENDED CHILDREN**

In order to provide for the general welfare of all persons using the library and in order to provide for the general safety of children using the library:

1. All children age 8 or younger shall be attended and adequately supervised by a responsible person (e.g., a parent or other responsible caregiver age 12 or older).
2. Children ages 3 through 8 attending a library program must be brought into the building by a parent or other responsible caregiver who must remain in the building until the conclusion of the program when they again resume supervision of their charge.
3. Children 9-17 years old may use the Library unattended for an amount of time appropriate to their age and maturity.
4. Parents are responsible for children's behavior in the library whether or not a parent is present.
5. It is not the function of the librarian to deal with disruptive children. Children using inappropriate behavior will be informed of the rules. If inappropriate behavior continues, the child shall be asked to leave for the day after one warning.
6. The library assumes no responsibility for children left unattended on the premises. Procedures to be taken when unaccompanied children are still in the library at closing time are covered in the Library Use section of the Procedures Manual.

Adopted by Library Board of Trustees, April 14, 1998; Revised: February 8, 2011; Revised February 12, 2013; Revised April 14, 2015

#### **9. Library Director's December report and updates**

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

- The Notice to Proceed for the Library's Electrical Improvement Project will be issued tomorrow and the contractor has 45 days to complete.

- Trustee Marks was thanked for accepting the National Library Week proclamation at the April 7 City Council meeting.
- There were no bids for the Buellton Library circ desk and so the work will be provided by the vendor - Demco
- Judith Dale was thanked for representing the Library Director during the March 18, 2015 Library Advisory Committee.

#### **10. Roundtable**

Trustee Ruhge inquired about the projects funded by Library Reserves. The Library Director advised that some of the projects will need to go out bid as part of the budget process and that the reserves will be encumbered for this purpose.

Trustee Marks commended staff for supporting Ms. Cadiente during her post surgery recuperation. He also commented on the condition of the exterior grounds where he recently found medical dressings and trash bags, and asked if the assigned department could be more vigilant of addressing the safety and aesthetics of the grounds, to include occasionally bringing in a street sweeper to clean the parking lot. Trustee Ruhge added that leading up to the north entrance looks especially bad with weeds and two half dead trees and gives a bad impression of this popular City facility.

Trustee White thanked staff for providing updated reporting.

Trustee Baumann praised the Library Director on the commendable work involved in moving the Library System from where it was forward.

#### **11. Adjournment**

The meeting was adjourned by Trustee Ruhge at 11:44 AM. The next Regular meeting will be held on Tuesday, May 12, 2015 at 10:00 AM at the Lompoc Public Library.

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**Barry Marks, Secretary**

by Lee Edie, Library Administrative Aide







April 24, 2015

Jessica Cadiante, Interim Library Director  
Lompoc Public Library  
501 E. North Ave.  
Lompoc, CA 93436-3404

Dear Jessica:

Within 15 years, one in five Californians will be 65 years of age or older. That means more and more of our residents will find it difficult to be able to read print books, magazines, and newspapers.

The California State Library has established a new, one-stop discovery resource for Californians interested in free library services to people with print disabilities.

The new web page, Library Services for People with Print Disabilities, allows California's blind, low-vision and otherwise print-disabled individuals — and the organizations and institutions who serve them — to select a county of residence and be directed to the appropriate National Library Service for the Blind and Physically Handicapped Network Regional or Subregional library serving their geographical area.

These libraries provide Braille and audio books and magazines, audio playback equipment and descriptive videos at no charge to blind, visually impaired or otherwise print-disabled individuals — such as people with dyslexia and other organic reading disabilities or those physically unable to read conventional print.

To assist in this campaign, please include the following link on your library's website:  
<http://pd.library.ca.gov>

Here's a descriptor you can use with the URL:

"California's Library Services for People with Print Disabilities, in association with the Library of Congress, provides free Braille and audio books, magazines and playback equipment to all eligible Californians unable to read standard print. Follow the link to find your local braille and talking book library and sign up for free library service."

Please share this URL with your branch staff, your Friends organizations, your library trustees and commissioners, and relevant stakeholders in your service area. Contact my office for further information.

Please let us know when the web link is up. Thanks in advance for your help.

Respectfully yours,

  
Greg Lucas  
California State Librarian

Library – Courts Building  
P.O. Box 942837  
Sacramento, CA 94237-0001

916-323-9759  
csl-adm@library.ca.gov  
www.library.ca.gov

## **8A. UPDATE ON LIBRARY'S TRANSFER TO CITY DEPARTMENT STATUS**

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### **BACKGROUND**

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During the Library Board of Trustees meeting on July 8, 2014 the Trustees voted unanimously to direct staff to move forward with the Library becoming a City department. Since this meeting the Library Director and City staff have worked to align the Library with the City's operation. This includes but is not limited to the Library's budget, personnel rules and facility and computer maintenance.

### **DISCUSSION**

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The following people will attend the meeting to discuss the progress of the transition in further detail:

City Administrator, Patrick Wiemiller

Assistant City Administrator, Teresa Gallavan

## 8B. UPDATE ON CHARLOTTE WEB FUNDING

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### BACKGROUND

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Charlotte Benton donated her property at 211 South I Street in 1997 to be remodeled as a children's library. The 1997 deed states, "...the above-described real property is hereby granted to the City of Lompoc on condition that it shall be used exclusively and in perpetuity as part of a free public library for the children of the Lompoc Valley..." Ms. Benton set aside funds in trust for the library's operation and maintenance and also donated funds for construction.

Following Charlotte Benton's death at the end of 2005, the Charlotte Benton Trust began meeting with City officials and developed a memorandum of understanding (MOU) to move the Project forward. Parties to the MOU included the Lompoc District Libraries Foundation, the City of Lompoc, and the Benton Trustees.

In 2012, after many years of unsuccessful attempts to find funding for the construction and completion of Charlotte's Web Children's Library Project, Library staff began looking for alternate ways to complete the project. After discussions with various concerned parties such as the Library Board of Trustees, Benton Trustees, and the Lompoc District Libraries Foundation about the future of the project, City Council was approached on November 20, 2012 with the idea of turning the children's library into a children's bookmobile.

At the November 20, 2012 Council meeting, the following actions were taken by City Council:

- 1) Approve the purchase of a bookmobile to complete the Charlotte's Web Children's Library Project, and
- 2) Direct staff to rescind the 2006 Memorandum between the City of Lompoc, Benton Trustees, and Lompoc District Libraries Foundation, and
- 3) Direct staff to facilitate a new agreement between these parties in order to complete the Project.

At the November 5, 2013 Council meeting City Council approved the MOU between Charlotte Benton Trust, the Lompoc District Libraries Foundation and the Friends of the Lompoc Public Library System, and the City of Lompoc.

At the December 2, 2014 City Council meeting the award to purchase the mobile library was authorized. The construction of the bookmobile is currently underway and the next phase of the project is to make the necessary site improvements at the 211 S. I Street property. The \$250,000 in Community Development Block Grant funds have been earmarked for this purpose. However, City Administration are proposing that the current MOU be amended to state City funds of \$250,000 instead of CDBG Funds of \$250,000. City administration have had a preliminary meeting with Trustee Barbara Holt and Trustee Holt was supportive of this proposal.

As last reported during the November 20, 2014 Library Board of Trustees meeting the available funding sources for the Charlotte Web Mobile Library include:

Charlotte Web Funding-APPROXIMATE funds available	
Monies received from Benton Trust and Lompoc District Libraries Foundation	\$140,301
August 23, 2013 Foundation Ck. # 10002	\$285,015
Impact Fees	UNKNOWN
CDBG	\$250,000
<b>TOTAL</b>	<b>\$675,316</b>

#### DISCUSSION

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The following people will attend the meeting to discuss the amendment to the MOU in further detail:

City Administrator, Patrick Wiemiller

Assistant City Administrator, Teresa Gallavan

To Be Filed



# CITY OF LOMPOC

November 19, 2013

The Charlotte Benton Trust  
Att: Barbara Holt, Trustee  
432 South A Street  
Lompoc, CA 93436

The Friends of the Lompoc Public Library  
Attn: President  
501 East North Avenue  
Lompoc, CA 93436

Subject: **Memorandum of Understanding – Charlotte’s Web Library**

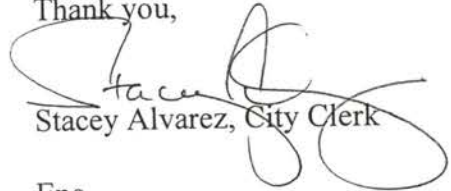
Enclosed is one fully executed original of the Memorandum of Understanding (MOU) between the City of Lompoc and The Charlotte Benton Trust and The Friends of the Lompoc Library, for your files.

Please note, Item No. 12 on page 4 of the MOU has been revised as shown below:

City Administrator Authority. Unless otherwise specifically stated, whenever this MOU requires an approval of City, such approval, at ~~her~~ his/her sole discretion, may be given by City’s City Administrator or ~~her~~ his/her designee, if so designated in writing; provided, that the City Administrator, in ~~her~~ his/her sole discretion, may decide to bring any matter to the City Council.

If you have any questions or require additional information, you may contact me at (805) 875-8241 or Library Director Ashlee Chavez at (805) 875-8789.

Thank you,

  
Stacey Alvarez, City Clerk

Enc.

cc: City Administrator  
City Attorney  
Library



CITY OF  
**LOMPOC**

November 19, 2013

The Lompoc District Libraries Foundation  
PO Box 2833  
Lompoc, CA 93438-2833

Subject: **Memorandum of Understanding – Charlotte's Web Library**

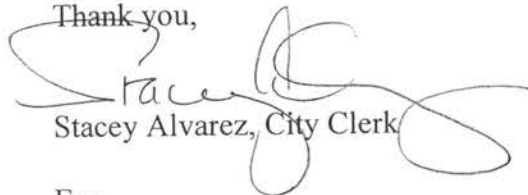
Enclosed is one fully executed original of the Memorandum of Understanding (MOU) between the City of Lompoc and The Charlotte Benton Trust and The Friends of the Lompoc Library, and the Lompoc District Libraries Foundation, for your files.

Please note, Item No. 12 on page 4 of the MOU has been revised as shown below:

City Administrator Authority. Unless otherwise specifically stated, whenever this MOU requires an approval of City, such approval, at ~~her~~ his/her sole discretion, may be given by City's City Administrator or ~~her~~ his/her designee, if so designated in writing; provided, that the City Administrator, in ~~her~~ his/her sole discretion, may decide to bring any matter to the City Council.

If you have any questions or require additional information, you may contact me at (805) 875-8241 or Library Director Ashlee Chavez at (805) 875-8789.

Thank you,



Stacey Alvarez, City Clerk

Enc.

cc: City Administrator  
City Attorney  
Library

MEMORANDUM OF UNDERSTANDING  
Charlotte's Web Library

This Memorandum of Understanding ("this MOU") is entered into by and among The Charlotte Benton Trust, created December 3, 1997 (the "Trust"), acting through Barbara L. Holt, Trustee and Rita Mae Madden, Trustee (the "Trustees"), the Lompoc District Libraries Foundation, a California nonprofit corporation ("Foundation"), the Friends of the Lompoc Public Library System, a California nonprofit corporation (the "Friends") and the City of Lompoc, a municipal corporation ("City") (collectively, the "Parties").

RECITALS

- A. City is owner of that certain real property commonly known as 203, 209 and 211 South I Street, Lompoc, CA, being more particularly identified as Santa Barbara County Assessor's Parcel No. 091-153-03, 091-153-04 and 091-153-05 (the "Property").
- B. City, the Trust and Foundation entered into that certain MEMORANDUM OF UNDERSTANDING REGARDING CHARLOTTE'S WEB on November 21, 2006 (the "Previous MOU").
- C. Due to changed circumstances outside the control of the Parties, the purpose of the Previous MOU, which is for the construction and operation of a "brick and mortar" facility on the Property to provide a children's library for the Lompoc community, cannot be achieved.
- D. City, Foundation, Friends and the Trust continue to desire to fulfill Charlotte Benton's bequest for a children's library for the Lompoc Community.
- E. The same purpose can be achieved with a specialized vehicle providing a bookmobile throughout the Lompoc community (the "Bookmobile"), periodically being located on the Property.
- F. At its meeting of November 21, 2012, City's City Council agreed with the Trust's decisions to implement Charlotte Benton's bequest by means of purchase and operation of the Bookmobile.
- G. On October 14, 2013, the Trustees approved entering into this MOU.
- H. At its meeting of October 10, 2013, Foundation approved entering into this MOU.

- I. At its meeting of September 3, 2013, Friends approved entering into this MOU.
- J. City, Friends and the Trust desire to memorialize their understanding and agreement to fulfill Charlotte Benton's dream by proceeding with the purchase and operation of the Bookmobile.

Now, therefore, in consideration of the foregoing and the terms set forth below, the Parties agree as follows:

1. Recitals Incorporated. The foregoing Recitals are incorporated into this MOU.
2. Rescission of Previous MOU. The Parties agree this MOU rescinds the Previous MOU and providing the Bookmobile will meet the exclusive use requirements established by the Trust and that certain grant deed dated December 22, 1997, recorded as document number 97-079379 in the Official Records of the County of Santa Barbara, whereby Charlotte Benton conveyed ownership of the Property to City.
3. Consultant Assistance and Features of the Bookmobile. City will engage the services of a consultant with previous experience with public bookmobiles to assist with the design and purchase the Bookmobile (the "Bookmobile Consultant") at a cost of approximately Fifteen Thousand Dollars (\$15,000.00). City and the Trust anticipate the Bookmobile will be custom designed with ambient and low-energy LED lighting systems, alternative fuel capabilities, minimized exhaust emissions, solar panels, WiFi and ADA accessibility.
4. Storage of the Bookmobile. The Bookmobile will be stored at a location approved by City's Library Director, after consultation with representatives of the Trust.
5. Use and Improvement of the Property. Except as provided in this Paragraph 5., the Property shall only be used and shall be improved to provide accessible parking for the Bookmobile at certain times of the week, as reasonably determined by City's Library Director, after consultation with Trustees. Such use may include separate restroom facilities accessible to the public at various times of the day, even if the Bookmobile is not in use on the Property.
6. Community-wide Operation of Bookmobile. In addition to its operation at the Property, the Bookmobile will be operated throughout the community at locations and times reasonably determined by City's Library Director, after consultation with Trustees.

7. City's Maintenance Obligations. City shall maintain the Bookmobile in working condition.
8. City's Financial Obligations. City agrees to use the following resources for implementation of this MOU:
  - (a) City staff time,
  - (b) \$140,300.95 previously received from the Trust and Foundation,
  - (c) To the extent needed, part of the money held by City in its Library Development Impact Fees account,
  - (d) \$285,015.18 has been provided by Foundation, by check number 10002, dated August 23, 2013 (As a side note but not as part of any party's obligations pursuant to this MOU, with other contributions Foundation has made over several years the total amount contributed for the Charlotte's Web Project is \$656,683.),
  - (e) The Parties understand Foundation desires not to administer the mortgage Foundation holds on the property located at 517 West Chestnut Avenue and 300 and 306 North M Street, Lompoc (APN# 091-013-11-00) ("the Mortgage"). The Parties also understand and acknowledge Foundation will use good faith efforts to transfer or sell, as soon as possible, the Mortgage and immediately upon receipt of the money from such sale, pay that amount to City for use as part of the resources described in this Section.
  - (f) \$250,000 reserved in City's CDBG account for children's library purposes.
9. The Trust Financial Obligations. Except for the money identified in subparagraph 8. (b), above, the Trust shall, for as long as the assets in the Trust are not fully exhausted, fund only all the operation and maintenance costs for the Bookmobile (the "Bookmobile O&M Costs"). The Bookmobile O&M Costs may include administrative costs that are assigned, through City's normal administrative cost allocation, to City staff who provide services directly to the Bookmobile's operations and maintenance. Except for unusual or emergency circumstances, the amounts to be expended annually by the Trust for the Bookmobile O&M Costs (the "Annual O&M Amount") shall be determined bi-annually as part of the City's 2-year budget process. Each 2-year Annual O&M Amount shall be presented to the City Council by the Library Director, through the City Administrator, only after the Library Director has consulted, in good faith, with the Trustees regarding the Annual O&M Amounts. In addition to each Annual O&M Amount, but only upon mutual agreement of the Trustees and the Library Director, the Trust shall also provide funding for unusual and emergency circumstances or replacement of the Bookmobile, if funds are available.

The Trustees are acting on behalf of the Trust and shall not under any circumstances be personally liable for any of the operation and maintenance costs or Litigation Costs described in Paragraph 15, below; provided, that the Trustees manage the Trust in a manner consistent with reasonable customs and practices applicable to trustees.

10. Foundation Obligations. Once Foundation has provided the money identified in Subparagraph 8.(e), above, Foundation's obligations pursuant to this MOU shall be deemed completed and Foundation will have no rights and other obligations pursuant to this MOU.
11. Payment of the Financial Obligations of the Trust and Friends.
  - (a) After July 1 and on or before July 31 of each year, the Trust shall pay to Friends the then applicable Annual O&M Amount. Within 5-working days after Friends' receipt of each Annual O&M Amount from the Trust, Friends shall pay City that Annual O&M Amount.
  - (b) Any payment of all or a portion of an Annual O&M Amount due, pursuant to subparagraph 11 (a), and not received by City on or before August 31 of the year the payment is due, shall incur interest at the compounded rate of seven percent (7%) per annum; provided, that such interest shall only be due from and payable by the party responsible for the late payment; and such interest shall continue to accrue until all unpaid principle and interest are paid in full.
12. City Administrator Authority. Unless otherwise specifically stated, whenever this MOU requires an approval of City, such approval, at his/her sole discretion, may be given by City's City Administrator or his/her designee, if so designated in writing; provided, that the City Administrator, in his/her sole discretion, may decide to bring any matter to the City Council.
13. Notices.
  - (a) Any formal notice, request, approval or other communication to be provided by either party shall be in writing and dispatched by first class mail, registered or certified mail, postage prepaid, return-receipt requested, or by electronic facsimile transmission followed by delivery of a "hard" copy, or by personal delivery (including by means of professional messenger service, courier service such as United Parcel Service or Federal Express, or by U.S. Postal Service), to the addresses of the Parties, as set forth below. Such written notices, requests, approvals or other communication may be sent in the same manner to such other addresses as either party may from time to time designate.

(b) Any notice that is transmitted by electronic facsimile transmission followed by delivery of a "hard" copy, shall be deemed delivered upon its transmission; any notice personally delivered (including by means of professional messenger service, courier service such as United Parcel Service or Federal Express, or by U.S. Postal Service), shall be deemed received on the documented date of receipt and any notice that is sent by registered or certified mail, postage prepaid, return-receipt requested shall be deemed received on the date of receipt thereof.

(c) If to City:

City of Lompoc  
Attn: City Administrator  
100 Civic Center Plaza  
P O Box 8001  
Lompoc CA 93438-8001  
Telephone – 805.875.8212  
Facsimile – 805.875.8302

With a copy to

Aleshire & Wynder, LLP  
Attn: Joseph W. Pannone  
2361 Rosecrans Avenue, Suite 475  
El Segundo CA 90245-4916  
Telephone – 310.527.6663  
Facsimile – 310.532.7395

(d) If to the Trust:

The Charlotte Benton Trust  
Attn: Barbara L. Holt, Trustee  
Rita Mae Madden, Trustee  
432 South A Street  
Lompoc CA 93436

(e) If to Friends:

The Friends of the Lompoc Public Library System  
Attn: President  
501 East North Avenue  
Lompoc CA 93436-3404

14. Indemnification. Except as provided in Paragraph 15, below, City hereby agrees to fully indemnify the Trust and the Trustees from any and all

damages, awards and liability and costs, including reasonable attorney's fees and court costs, arising from the maintenance and operation of the Bookmobile and shall obtain liability and risk of loss insurance, as City deems appropriate in its sole discretion. The foregoing indemnification shall not be effective if the Trustees fail to manage the Trust in a manner consistent with the reasonable customs and practices applicable to trustees.

15. Litigation Costs. If any legal action or any mediation or arbitration or other proceeding is brought for the enforcement or interpretation of this MOU, or because of an alleged dispute, breach, default, or misrepresentation in connection with any provision of this MOU, then the successful or prevailing party or parties will be entitled to recover reasonable attorneys' fees and other costs (including experts' fees and costs) incurred in that action or proceeding, in addition to any other relief to which they may be entitled.
16. Successors. The terms and conditions, covenants, and agreements set forth herein shall apply to and bind the heirs, executors, administrators, assigns and successors of the parties hereto. This MOU cannot be assigned without the written agreement of City and the Trust.
17. Cooperation of City and Trust. City and the Trust shall cooperate in good faith to carry out the purposes of this MOU and promote the achievement of the public purposes of City and the Trust.
18. Governing Law. This MOU shall be governed, construed, interpreted and enforced in accordance with and under the laws of the State of California.
19. Entire Agreement. This MOU represents the entire agreement of the Parties regarding the Charlotte's Web library and supersedes all negotiations or previous agreements between the Parties with respect to development of the Charlotte's Web library. This MOU may not be amended unless agreed to in writing and certified by the signatures of City, Friends and the Trust.

20. Effective Date. It is understood and agreed this MOU shall not be effective until it has been signed by all the Parties and shall be effective as of the date is signed on behalf of City.

THE CITY OF LOMPOC, a municipal corporation

Date: 11/13, 2013 By: Teresa Gallavan  
Teresa Gallavan, Interim City Administrator

ATTEST

APPROVED AS TO FORM:

Stacey Alvarez  
Stacey Alvarez  
City Clerk

Aleshire & Wynder, LLP

By: Joseph W. Pannone  
Joseph W. Pannone, City Attorney

THE CHARLOTTE BENTON TRUST

Date: 12/25/13, 2013 By: Barbara L. Holt  
Barbara L. Holt, Trustee

Date: 10/31/13, 2013 By: Rita Mae Madden  
Rita Mae Madden, Trustee

[Signatures continued on page 8]

[Signatures continued from page 7]

THE FRIENDS THE LOMPOC PUBLIC LIBRARY  
SYSTEM, a California non-profit corporation

Date: 10/18/13, 2013 By: Cathy Rudolph  
Cathy Rudolph, Co-President

Date: 10/18/13, 2013 By: Roberta Mitchell  
Roberta Mitchell, Co-President

LOMPOC DISTRICT LIBRARIES FOUNDATION, a  
California non-profit corporation

Date: 10/23/13, 2013 By: Suzanne Schwark  
Suzanne Schwark, President

Date: 10/22/13, 2013 By: Gail Meehan  
Gail Meehan, Secretary

# MEMORANDUM OF UNDERSTANDING REGARDING **CHARLOTTE'S WEB**

THIS MEMORANDUM OF UNDERSTANDING is made on November 21, 2006, by and between The Charlotte Benton Trust, created December 3, 1997 ("the Trust"), acting through Barbara L. Holt, Trustee and Rita Mae Madden, Trustee ("the Trustees"); the Lompoc District Libraries Foundation, a California nonprofit corporation incorporated on April 28, 1997 ("the Foundation"); and the City of Lompoc, a California municipal corporation incorporated on August 13, 1888 ("the City"), (collectively, "the Parties"), with reference to the following facts:

The City is the owner of that certain real property commonly known as 203, 209, and 211 South I Street in Lompoc, California, being more particularly identified as Santa Barbara County Assessor's Parcels No. 091-153-03, 091-153-04, and 091-153-05 ("the Project Site"); and

The purpose of this MOU is to set forth the binding agreements of the parties regarding their respective rights and duties related to the disbursement of the assets of the Trust, so as to achieve and carry out the goal of creation and operation of the Charlotte's Web Children's Library Learning Center ("the Project" or "Charlotte's Web").

NOW, THEREFORE, FOR GOOD AND VALUABLE CONSIDERATION, the receipt of which is hereby acknowledged, the Trust, the Foundation, and the City agree as follows:

1. Project Ownership and Operation. The City will retain ownership of the Site, and will design, construct, operate, and maintain the Project as a public facility that is part of the Lompoc Library District, so long as all of the terms and conditions of this MOU are fully and satisfactorily performed, as determined solely by the City Council of the City of Lompoc, and so long as adequate Project funding is available to City. The Foundation, the Trust, and the City specifically acknowledge that the gift of the Project Site was accepted by the City Council on condition that Charlotte's Web be operated at no expense to the City, other than the contribution of reasonable and necessary staff work required by Project construction. Monies that may be available for the Project through loans and grants from Redevelopment Agency funds, Community Development Block Grant programs, or similar sources shall not be deemed an expense to the City, unless City's General Fund is used to repay any such loans.

2. Charlotte's Web Construction Funding.

A. Definition. "Construction of the Project" means any and all activities and expenses that are reasonable and necessary, in the discretion of the City Council of the City of Lompoc, after appropriate consultation with the Library Director and the Library Board of Trustees, to create the physical facility for Charlotte's Web. Such activities and expenses include, but are not limited to, the performance of (or the contracting for the performance of) preliminary planning, Project interior and exterior design, landscape design, environmental reviews, bid solicitations, public works contracting, permitting and licensing, construction management, construction inspection, etc.

## B. Initial Construction Funding.

(1) Not later than December 15, 2006, the Trustees will disburse to the Foundation the sum of Two Hundred Thousand Dollars (\$200,000); not later than ten business days after receipt, the Foundation will disburse to the City the sum of Two Hundred Thousand Dollars (\$200,000). At the same time, Foundation will disburse to City, from Foundation's own funds, an additional sum of Two Hundred Thousand Dollars (\$200,000), for a total disbursement from Foundation to City of Four Hundred Thousand Dollars (\$400,000) ("the Initial Construction Funds").

(2) City agrees to place the Initial Construction Funds in a segregated and interest-bearing account, to be used solely for design and construction of Charlotte's Web. Subject to the laws of the State of California and the City's Investment Policy, City's Treasurer shall have the sole discretion to choose the type(s) of investment for the Initial Construction Funds, prior to their use for construction of the Project.

(3) Should any uncommitted balance remain in the Initial Construction Funds account after occupancy of the Project, City shall use any such monies solely for Project-related purposes.

(4) In the event of direct disbursement of funds from the Trust to the City, for convenience or any other reason, Foundation hereby consents to such disbursement by the Trustees and waives any rights against City, the Trustees, or any other person or party, to challenge the powers of the Trustees to make such direct disbursement. Foundation further agrees that any distribution by the Trustees to the Foundation and/or to the City is in compliance with all of the terms and conditions of the Trust.

C. Balance of Construction Funding. The Parties expect that completion of the construction of Charlotte's Web will be funded by grants arranged by the Library Director through Redevelopment Agency programs, Community Development Block Grant programs, donations, and other sources. The Parties shall cooperate in obtaining funds from these and similar sources, and further agree that any uncommitted funds remaining after occupancy of the Project shall be used by City solely for Project-related purposes.

## 3. Funding of Charlotte's Web Operations and Maintenance.

A. At least one hundred and eighty (180) days prior to the projected completion date of construction of Charlotte's Web, or at such other date to which the Parties agree in writing, the Trustees shall disburse to the Foundation such portion of the property held in trust as the Trustees deem sufficient, after consultation with the City Treasurer, to operate and maintain Charlotte's Web for approximately three (3) years. Not later than ten (10) days after receipt of said property, the Foundation shall disburse all such assets to City ("Initial O&M Funds").

B. At the same time as the funds described in Paragraph 3.A, above, are disbursed by Foundation to City, Foundation shall assign and/or transfer to City all of the assets that Foundation previously has received from Charlotte Benton and/or The Charlotte Benton Trust. Such funds shall be administered by City in accordance with Paragraph 3.E, below.

C. As additional cash thereafter becomes available to the Trustees through their prudent liquidation of the various real properties held in Trust, Trustees shall disburse to Foundation additional monies, in amounts deemed sufficient by the Trustees after consultation with the City Treasurer, to fund the continuing operation and maintenance of Charlotte's Web. Not later than ten (10) days after receipt of any disbursement of cash or other liquid assets from the Trustees, Foundation shall disburse all such funds and/or liquid assets to City ("Additional O&M Funds"). In the event that real property or other non-liquid assets are transferred by Trustees to the Foundation, the parties shall confer and agree to an approximate date for Foundation's transfer of such assets to the City. Such transfer shall be as expeditious as is fiscally prudent, and shall not be unreasonably delayed.

D. If for convenience or any other reason, property of any kind whatsoever is disbursed, assigned, or transferred by the Trustees directly to City, Foundation hereby consents to such disbursement, assignment, and/or transfer by Trustees and waives any right against City, the Trustees, the Trust, or any other person or party to challenge the powers of the Trustees to directly disburse, assign, and/or transfer such assets.

E. City agrees to place the Initial and Additional O&M Funds in a segregated and interest-bearing account, to be used solely for the operations and maintenance of Charlotte's Web. Subject to the laws of the State of California and the City's Investment Policy, City's Treasurer shall have the sole discretion to choose the type(s) of investments for all O&M Funds.

F. The Parties agree that the Foundation and the City may be reimbursed from the Project Assets for the actual and necessary costs and expenses of the transfer, investment, and administration of the Project Assets, so long as such costs and expenses are usual and customary for the transfer, investment, and administration of the types of assets similar to the Project Assets. Such reimbursements shall be identified, itemized, and documented in the respective permanent records of the Foundation and of the City.

G. Any contributions to Charlotte's Web that the City may receive from time to time, including but not limited to extra voluntary contributions from The Benton Trust and/or the Foundation, shall be administered in accordance with Paragraph 3.E, above.

4. Project Accounting. Not later than February 1 of each year, City shall provide to the Foundation and to the Trustees, while the Trust exists, an annual accounting (as of the last prior fiscal year) of the Project's development and/or operations. Not later than February 1 of each year while the Trust exists, the Trustees shall provide to the City and to the Foundation an annual accounting (as of the last prior fiscal year) of the assets held in trust. Not later than February 1 of each year, the Foundation shall provide to City and to the Trustees, while the Trust exists, an annual accounting (as of the last prior fiscal year) of any assets, under Foundation's control, that are earmarked for Project use.

5. Cooperation by Parties. The parties to this MOU shall cooperate in good faith to carry out the terms of this MOU and to support and promote the achievement of the public purposes of the Trust and of Charlotte's Web.

6. Amendments. This MOU may be modified only by a writing signed by the City and the Foundation and, while the Trust exists, the Trustees. The City Administrator is authorized to sign amendments, on behalf of the City, containing nonsubstantive or minor changes. The Parties agree to review this MOU annually during the month of March.

7. Complete Understanding of the Parties. This MOU contains the entire understanding of the Parties with respect to the subject hereof and supersedes any written or oral agreements to the contrary. The Parties certify that the signatories of this MOU possess the authority to legally obligate the respective Party for whom they are acting to perform the terms and conditions of this MOU.

8. Dispute Resolution. In the event of any dispute by the Parties or any of them over the interpretation or enforcement of the terms and conditions of this MOU, or the terms of the Trust as they relate to this MOU, the Parties agree to resort first to nonbinding mediation. The Party or Parties prevailing in any subsequent arbitration, litigation, or other formal legal proceedings to interpret or enforce the terms of this MOU, or the terms of the Trust as they relate to this MOU, shall be entitled to the costs thereof and to reasonable attorneys' fees (including the costs of in-house counsel) and expert witness fees.



## **8C. APPROVE NEW OPERATING HOURS FOR THE VILLAGE LIBRARY AND AMEND START DATE FOR NEW HOURS**

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### BACKGROUND

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During the October 14, 2015 Library Board of Trustees meeting the Trustees unanimously voted to reduce the hours of the Village Library by 13 hours to a total of 28 hours per week effective July 1, 2015. Since that decision Library staff have performed usage surveys and collected data to identify the best operating hours for the Village Library. Library staff have also been made aware that the last pay period of the 14/15 fiscal year will end June 12. Therefore, the new hours for the Village Library need to go into effect on June 13, 2015 and not July 1, 2015 as was originally approved by the Library Board of Trustees.

### DISCUSSION

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There are many issues to consider when making decisions related to operating hours at a community library. The information in this report will support the recommended operating hours at the Village Library.

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### SURVEY RESULTS

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There were a total of 91 responses to the open hours survey that was available to the public during the month of April 2015. According to the Vandenberg Village Community Services District, there are 6,497 residents in Vandenberg Village. Thus, the 91 respondents represent an extremely small sampling of the Village community. Consequently, usage data was also studied to support the proposed operating hours.

1. Thinking about your personal schedule and commitments, what is the best time for you to visit the library? For each day, please check the time slot that works best for you.

	Before 10 am	10am – 1pm	<b>1pm – 6pm</b>	After 6pm	never
Monday	10.71%	26.19%	<b>54.76%</b>	8.33%	0
Tuesday	7.06%	29.41%	<b>51.76%</b>	10.59%	1.18%
Wednesday	9.64%	30.12%	<b>49.40%</b>	10.84%	0
Thursday	8.43%	24.10%	<b>50.60%</b>	16.87%	0
Friday	10.00%	26.25%	<b>55.00%</b>	7.5%	1.25%
Saturday	10.26%	37.18%	<b>48.72%</b>	3.85%	0
Sunday	7.94%	25.40%	<b>49.21%</b>	3.17%	14.29%

2. In general, what time of day do you most often need to use the library?:

Morning	31.87%
<b>Afternoons</b>	<b>52.75%</b>
Evenings	14.29%
I do not use the Library	1.10%

3. When do you most often need to use the library?:

<b>Weekdays</b>	<b>78.02%</b>
Weekends	21.98%

4. If the Library could be open only one weekend day, choose the day you would prefer:

<b>Saturday</b>	<b>80.22%</b>
Sunday	19.78%

5. What would be the best time for you to attend children’s programs? For each day, please check the general time of day that works best for you:

	<b>Mornings</b>	Lunchtime	Afternoon	Evenings
Monday	<b>57.89%</b>	0%	36.84%	5.26%
Tuesday	<b>60.00%</b>	5.00%	36.84%	5.26%
Wednesday	<b>61.11%</b>	5.56%	27.78%	5.56%
Thursday	<b>52.94%</b>	5.88%	35.29%	5.88%
Friday	<b>46.67%</b>	0%	40.00%	13.33%
Saturday	<b>46.67%</b>	0%	46.67%	6.67%
Sunday	<b>53.85%</b>	0%	30.77%	15.38%

**\*67 out of the 91 respondents indicated they would not attend children’s programming**

6. What would be the best time for you to attend adult programs? For each day, please check the general time of day that works best for you:

	Mornings	Lunchtime	Afternoon	Evenings
Monday	21.43%	4.76%	16.67%	57.14%
Tuesday	19.05%	4.76%	16.67%	59.25%
Wednesday	19.51%	4.88%	19.51%	56.10%
Thursday	12.20%	4.88%	21.95%	60.98%
Friday	15.79%	5.26%	21.05%	57.89%
Saturday	19.44%	2.78%	30.56%	47.22%
Sunday	22.22%	0%	33.33%	44.44%

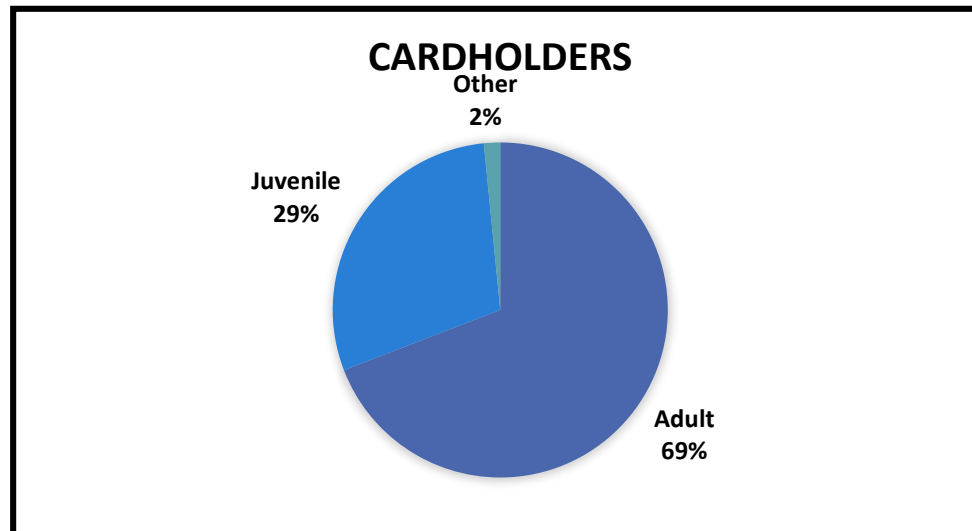
\*45 out of the 91 respondents indicated they would not attend adult programming

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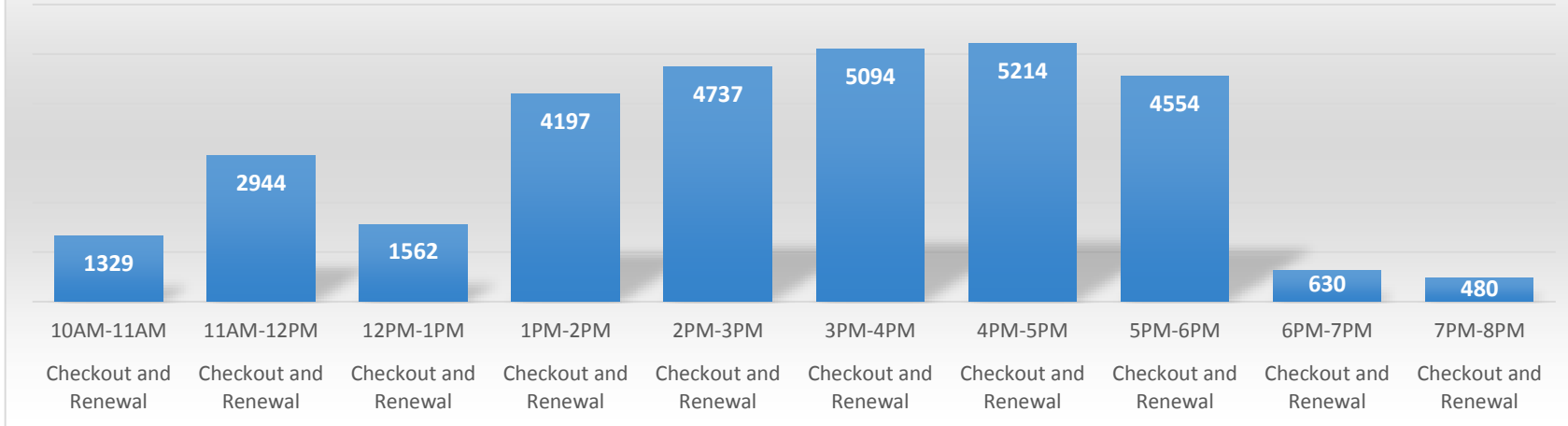
USE PATTERNS DERIVED FROM LIBRARY DATABASE

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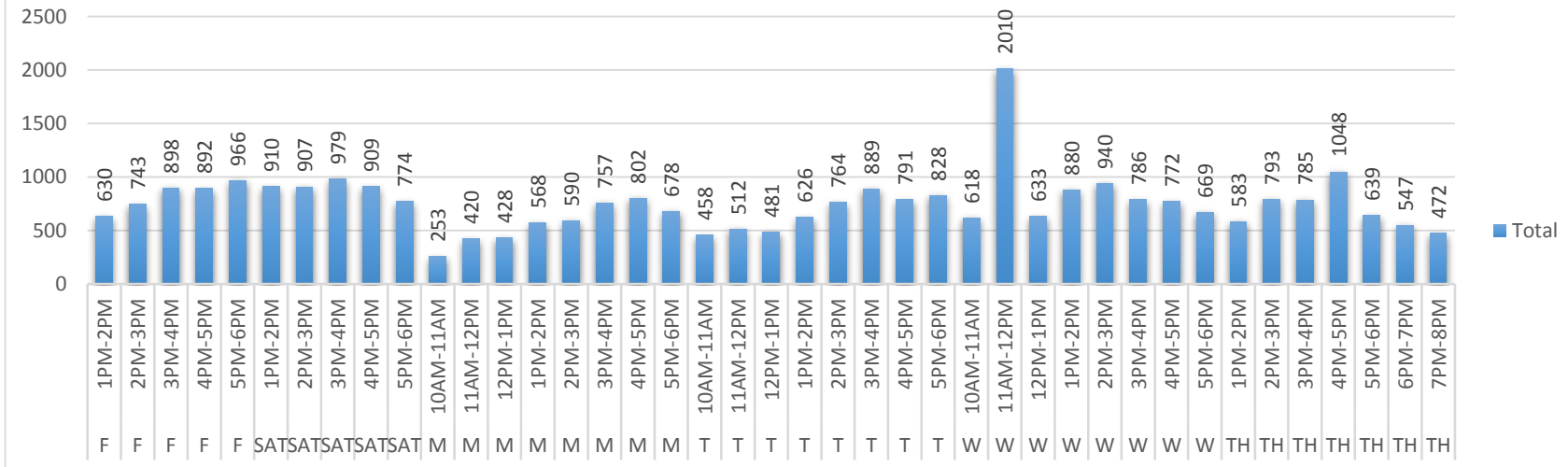
The following charts are examples of data used to formulate the decision for what hours to be open at the Village Library.



## Village Library Total Check-out and Renewal by Hour August 1, 2013 - August 1, 2014



## Total Check-out by day and hour from August 1, 2013 - August 1, 2014



## Hourly Patron Count for April 2015

Date	Day of Week	Daily Total	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
1-Apr-14	Wednesday	83	0	24	8	7	4	9	15	16		
2-Apr-14	Thursday	50				3	7	21	9	10	7	0
3-Apr-14	Friday	24				4	8	6	4	2		
4-Apr-14	Saturday	33				2	4	8	9	10		
5-Apr-14	Sunday	0										
6-Apr-14	Monday	65	4	6	11	7	2	11	12	12		
7-Apr-14	Tuesday	49	1	12	4	3	3	13	8	5		
8-Apr-14	Wednesday	71	1	24	3	3	6	23	8	3		
9-Apr-14	Thursday	50				6	11	13	12	8	6	6
10-Apr-14	Friday	37				5	2	12	12	6		
11-Apr-14	Saturday	19				3	5	4	3	4		
12-Apr-14	Sunday	0										
13-Apr-14	Monday	49	3	4	7	6	4	5	6	14		
14-Apr-14	Tuesday	58	7	6	1	3	8	8	13	12		
15-Apr-14	Wednesday	73	2	21	7	6	6	8	9	14		
16-Apr-14	Thursday	56				4	9	12	19	12	8	5
17-Apr-14	Friday	40				7	7	8	6	12		
18-Apr-14	Saturday	29				4	12	3	6	4		
19-Apr-14	Sunday	0										
20-Apr-14	Monday	68	5	8	5	3	5	9	15	18		
21-Apr-14	Tuesday	63	1	17	3	6	7	7	12	10		
22-Apr-14	Wednesday	71	1	20	5	4	4	9	17	11		
23-Apr-14	Thursday	30				2	4	11	8	5	6	8
24-Apr-14	Friday	41				1	8	14	12	6		
25-Apr-14	Saturday	22				2	6	7	2	5		
26-Apr-14	Sunday	0										
27-Apr-14	Monday	57	2	8	3	8	10	6	8	12		
28-Apr-14	Tuesday	59	4	15	2	0	0	13	15	10		
29-Apr-14	Wednesday	58	2	13	4	2	1	8	13	15		
30-Apr-14	Thursday	50				1	9	15	17	8	12	8

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## SUGGESTED HOURS

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- The survey as well as the use patterns suggest that the Village community utilizes the afternoon hours at the Library the most. The hours of 3 p.m. to 5 p.m. are the most popular hours of the day for check out.
- Morning story time is very popular, but over two-thirds of the survey respondents indicated they would not participate in child's programming.
- In-house patron counts are also very low for the current morning hours.
- Charlotte Web Mobile Library will also be able to plan stops and story time in the coming months.
- Because of staffing levels the library can only be open five days per week and not more than six hours per day.
- The hours should be easy to remember, so consistency is important.

PROPOSED NEW HOURS	
Monday	CLOSED
Tuesday	11:00 a.m. – 5:00 p.m.
Wednesday	11:00 a.m. – 5:00 p.m.
Thursday	12:00 p.m. – 6:00 p.m.
Friday	12:00 p.m. – 6:00 p.m.
Saturday	1:00 p.m. – 5:00 p.m.
Sunday	CLOSED

## RECOMMENDATION

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The Library Board of Trustees approve the new hours as presented. The Library Board of Trustees approve the new hours going into effect June 13, 2015.

## **8D. UPDATE ON TRANSFER OF BUELLTON LIBRARY FROM ZONE 2**

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### **BACKGROUND/DISCUSSION**

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During the Library Board of Trustees meeting on February 10, 2015 Trustees requested a report on the current Santa Barbara Library Zones and how they impact the Buellton Library operation and budget.

Subsequently, on February 18, 2015 the Library Director met with Supervisor Doreen Farr to discuss the possibility of moving the Buellton Library into Zone 1. The Library Director then reported the history and obstacles related to this transfer to the Library Board of Trustees at the March 10, 2015 meeting.

On March 18, 2015 the Santa Barbara County Library Advisory Committee (LAC) held their quarterly meeting. The transfer of Buellton into Santa Barbara Zone 1 was an agenda item. During this meeting the LAC responded favorably to the idea of the transfer. Thus, a special meeting of the LAC was held on April 29, 2015. During this meeting the LAC voted to recommend to the Board of Supervisors that the Buellton Library be transferred to Zone 1. The decision of the LAC was unanimous, with both Buellton City Council representative Dan Baumann and 3<sup>rd</sup> District representative Judith Dale in support.

During the month of May the cities of Solvang and Buellton will place the item on their City Council agendas so that any public comment on the item may be heard. The item is then slated to be on the County Board of Supervisor's agenda on June 2.

## **8E. REVIEW OF LOMPOC LITERACY PROGRAM**

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### **BACKGROUND**

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During the Library Board of Trustees meeting on April 14, 2015 the Library Director provided the Trustees with a report on the Lompoc Literacy Program. During this report it was brought to the attention of the Trustees that Central Coast Literacy Council (CCLC) was not promptly responding to the Library's requests for information. Item 8E.2 is the certified letter sent to CCLC requesting a response. Item 8E.3 is the letter received in response by CCLC, the FY 14/15 budget and CCLC's explanation of the administrative costs.

### **DISCUSSION**

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Based on the reports found on 8E.2 and 8E.3, library staff would like to know if there are any questions or concerns that can be addressed for the Library Board of Trustees.



# Lompoc Public Library System

501 E. North Ave., Lompoc, CA 93436-3404  
(805) 875-8775 Fax: (805) 736-6440

April 21, 2015

CERTIFIED MAIL

Laura Davidson  
Central Coast Literacy Council  
421 S. McClelland St.  
Santa Maria, CA 93454-5116

RE: Request for Information

Dear Ms. Davidson:

On March 17, 2015 Central Coast Literacy Council submitted to the Lompoc Public Library the March 2015 quarterly report and a projected budget for FY 15/16.

- On March 27, 2015 (via email addressed to [ldavidson@mypowerpipe.com](mailto:ldavidson@mypowerpipe.com)) a request for a more detailed breakdown and explanation of the administrative costs for the FY 15/16 projected budget was submitted to Central Coast Literacy Council by the Lompoc Library Director.
- On April 8, 2015 (via email addressed to [ldavidson@mypowerpipe.com](mailto:ldavidson@mypowerpipe.com)) a request was submitted by the Lompoc Library Director to Central Coast Literacy Council for a review of the current fiscal year budget.

The purpose of this letter is to confirm receipt of the above requests for more information and to formally request a reply to those requests. During the April 14, 2015 Library Board of Trustees meeting the Lompoc Library Director was instructed to send a certified letter to Central Coast Literacy Council requesting an answer to the previously submitted inquiries. Please respond in writing by May 1, 2015.

I look forward to working with you to resolve this matter.

Respectfully,

A handwritten signature in black ink that reads "Jessica Cadiente". The signature is written in a cursive style with a large, looping initial "J".

Jessica Cadiente  
Library Director



April 27, 2015

Jessica Cadiente  
Library Director  
501 E. North Ave.  
Lompoc, CA 93436-3404

RE: Response to Certified Letter Dated April 21, 2015

Dear Ms. Cadiente,

In reponse to your certified letter regarding your email inquiries for fiscal year 2014/15 and 2015/16 budgets on March 27, 2015 and April 8, 2015, I would like to apologize for the delay in delivery of such documents.

Our staff became aware that our emails to your staff were not being delivered and I was in communication with Lee Edie to inform her of the occurrence. Ms. Edie informed me that after research from the Lompoc City staff, the error was due to a malfunction in our system. We notified our vendor and I was informed that the error was fixed. I proceeded to re-send the documents and assumed you received them.

In the future, I would hope that we could resolve any outstanding matter with a follow-up phone call. I understood the urgency of the budget review and worked with our staff to ensure we submitted it to you.

My goal is to make our partnership the best possible and submit whatever information is needed in a timely manner. Again, my apologies for the delay! I have asked Tom Rutherford to deliver the documents in person to Lee Edie today.

Kind regards,

A handwritten signature in cursive script that reads "Laura A. Davidson".

Laura Arteaga Davidson  
Director

Enclosure (3)

Lompoc Literacy Program  
Projected Budget FY 14/15

<b>REVENUE</b>		
CLLS (\$15,000 baseline + \$9,869 per capita/match per CLLS letter dated 12/1/14)	\$	24,869
Health & Human Services Grant		6,181
Lompoc Library Contract Fee (\$1,450 x 11 mo.) less Human Services Grant		9,769
Lompoc Library Staff (per Carla this represents revenue)		3,927
<b>TOTAL REVENUE</b>		<b>\$ 44,746</b>
<b>EXPENSES</b>		
<b>Operations</b>		
Admin. Cost (fee paid to CCLC per Financial Statements)	\$	14,500
Staffing		24,352
Other Operating Expenses		5,383
<b>Total Operations</b>		<b>\$ 44,235</b>
<b>Literacy Materials</b> (per 2/28/15 Financial Statements)		<b>511</b>
<b>TOTAL EXPENSES</b>		<b>\$ 44,746</b>

## Additional Response to Jessica Cadiente's Inquiries

The \$17,400 "admin. costs" represents the compensation paid to Central Coast Literacy Council (CCLC) per the contract ( $\$1,450 \times 12$  months). CCLC charges an administrative fee to its Workplace Partners for organizational administrative purposes.

## LOMPOC PUBLIC LIBRARY SYSTEM APRIL 2015 STAFF REPORT

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### BLACK GOLD COOPERATIVE LIBRARY SYSTEM

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

Date	Black Gold Committee	Attended By
04.22.15	OPAC Committee	Sara Doehring
04.24.15	Admin Council	Jessica Cadiente

### COUNTY OF SANTA BARBARA LIBRARY SERVICES

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The Board of Supervisors appointed George Chapjian as the next Community Services Director. His first day with the county will be June 29, 2015.

### LIBRARY OPERATIONS

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The Library Electrical Improvement Project is on schedule and will be completed by the end of May. As part of this project there have been new outlets installed in public areas to provide for better service to our patrons.

*Learning Express Library* database debuted on May 1, 2015. Staff are working to publicize the new product with articles in the Lompoc Vision and the Lompoc Record. Staff have also prepared eye catching displays and are using social media to promote the new service.

The Library Director met with the Superintendent of Fleet, Facilities and Parks to discuss how to move forward with the items approved for expenditure of the reserve funds. A bid specification has been submitted for the Library vehicle and the other items on the list are now in progress. The Library Director submitted bids to the Superintendent for carpeting and new entry doors.

The Library Rules of Conduct and suspension letters for parents have been translated into Spanish. The goal is to have all polices available in both English and Spanish.

The 2014 annual report was created using an info-graphic style and can be found on the library's website: [www.cityoflompoc.com/library](http://www.cityoflompoc.com/library).

### PROGRAMMING AND OUTREACH SERVICES

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During the month of April over 230 children participated in the special Community Storytimes. These storytimes introduced children to the careers in veterinarian medicine, nursing, government, firefighting and police work.

Library staff participated in the YMCA Healthy Kids Day. Staff distributed free books and promoted Library services to the community.

Planning for youth, teen and adult Summer Reading programs are underway. The theme this year is “Read to the Rhythm”. The Lompoc Library will also participate in Lunch at the Library sponsored by the Lompoc Unified School District during the summer reading program.

April is a busy month for school visits to the Library. Staff provide tours and explained Library services to classes of varying ages.

#### SUPPORT AND FUNDRAISING

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Date	Meeting	Attended By
04.09.15	Lompoc District Library Foundation	n/a
04.28.15	Friends of the Lompoc Library	n/a

#### BUELLTON LIBRARY

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The staff at Buellton accepted the National Library Proclamation at the Buellton City Council meeting on behalf of the Library Director.

See full report in 8D.

#### VILLAGE LIBRARY

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The Village Library staff have successfully completed tagging the entire Village collection. Library staff prepared displays advertising April as National Sexual Assault Awareness Month.

See full report related to new operating hours in 8C.

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	1,192	1,133			11,963													
Adult Computer Questions	723	741	756	869	516	832	856	1,023	805	676			7,797													
Youth Services Questions	656	461	250	495	388	569	509	609	813	762			5,512													
WiFi Users	565	534	599	523	508	528	667	564	495	582			5,565													
Computer Sessions	4,314	4,002	4,284	4,975	3,800	4,119	4,809	4,274	5,080	1,931			41,588													
Adult Volunteer Hours	163	173	257	210	138	216	208	170	813	187			2,535													
Youth Volunteer Hours	32	0	0	0	25	25	0	0	37	25			144													
Total Circ	22,936	18,535	20,327	20,349	17,617	19,382	19,095	17,953	20,444	19,864			196,502													
ILL - In	3	1	1	0	1	0	0	0	1	0			7													
ILL - Out	0	0	0	1	0	1	0	0	0	0			2													
GG (Grossman Gallery): Rentals	0	11	6	5	3	0	2	1	1	2			31													
GG: Library mtgs & progrms	18	12	22	18	8	6	9	12	21	21			147													
People Counter	15,426	16,361	17,886	19,218	15,455	16,341	17,140	22,241	21,463	19,713			181,244													
<b>Programs: # of &amp; attendance</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attendance</b>								
Adult	3	22	6	131	3	61	7	133	1	5	0	0	1	10	0	1	12	1	6	23	380					
Young Adult	4	17	0	0	0	0	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	12	225	9	111	73	2,216				
Preschool	9	185	0	0	13	261	13	261	10	331	1	19	11	249	12	263	18	452	17	502	104	2,523				
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	65	66			531													
Adult Computer Questions	60	67	64	60	43	43	57	60	70	73			597													
WiFi Users	184	165	201	227	160	169	224	207	279	240			2,056													
Computer Sessions	908	939	909	984	669	832	802	792	563	832			8,230													
Volunteer Hours	8	6	14	16	12	12	19	19	23	20			147													
Total Circ	5,981	4,755	4,820	4,728	4,382	4,722	4,313	4,184	4,786	4,526			47,197													
People Counter	5,281	4,928	5,109	4,910	4,276	4,869	4,857	4,770	5,311	4,055			48,366													
<b>Programs: # of &amp; attendance</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attendance</b>								
Adult	0	0	0	0	0	1	7	0	0	0	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	1	13	0	0	0	0	13					
School	6	156	1	45	0	2	69	4	119	1	25	1	28	1	21	29	1	7	1	7	19	499				
Preschool	0	0	0	0	6	80	7	101	5	76	4	57	6	92	6	87	6	87	7	97	47	677				
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	368	331			2,578													
Adult Computer Questions	50	63	43	32	57	67	86	115	116	111			740													
WiFi Users	67	74	85	81	81	70	98	78	101	87			822													
Computer Sessions	484	447	415	445	669	390	434	414	906	517			5,121													
Volunteer Hours	209	212	105	80	73	52	78	48	58	63			977													
Total Circ	3,721	3,405	3,702	3,566	3,316	3,484	3,098	2,814	3,585	3,341			34,032													
People Counter	2,633	3,691	3,607	3,465	2,664	3,247	2,695	3,093	3,731	3,368			32,194													
<b>Programs: # of &amp; attendance</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attendance</b>								
Adult	1	0	0	0	1	20	1	3	0	0	0	0	1	13	0	0	0	0	0	4	36					
Young Adult	0	0	0	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	0	2	62	1	28	0	0	3	90				
Preschool	9	342	1	16	9	220	10	206	7	106	0	0	7	123	7	135	9	141	9	131	68	1,420				