



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

TUESDAY, JUNE 9, 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 May 12, 2015 regular meeting
- B. Approval of the May 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

Letter to County Board of Supervisors regarding Transfer to Zone 1

8. BUSINESS

- A. **UPDATE ON THE TRANSFER OF THE BUELLTON LIBRARY TO ZONE 1**
A staff report is included in the packet.
- B. **APPROVE ASSIGNMENT OF AGREEMENTS TO THE CITY OF LOMPOC**
A staff report is included in the 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, July 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. The agenda and related staff reports are available on the City's website: www.cityoflompop.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, May 12, 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

Trustees Absent: Dan Baumann, Linual White

Staff Present: Jessica Cadiente, Library Director; Lee Edie, Library Administrative Aide; Patrick Wiemiller, City Administrator; Teresa Gallavan, Asst. City Administrator

2. Adoption of Agenda

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

3. Consent Calendar

MOTION: It was moved, seconded (Marks/Knowles), 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 their April book sale was very successful and plans continue for the June 28 Lompoc Civic Theater benefit performance at 2 PM.

B. Library District Libraries Foundation

No report was submitted. Judith Dale reported that she attended the Endowment Committee meeting and they are recommending to their Board a 5% payout from the endowment funds.

7. Correspondence

None.

8. Business

A. Update on Library's Transition to City Department Status

City Administrator Patrick Wiemiller provided reassurance that the process is continuing in a positive direction to incorporate the Library as a complete City Department. During the process many challenges are being faced and worked through including personnel rules and classifications, facility and computer maintenance, and a new budget approach for all departments. When asked if Trustees would need to apply for a position on the proposed Library Commission, Mr. Wiemiller indicated that the details related to dissolving the Library Board of Trustees and instituting a Library Commission had yet to be addressed but hoped Trustees would want to continue their role and indicated that they would need to complete an application.

B. Update on Charlotte Web Funding

City Administrator Patrick Wiemiller provided information related to the decision of a modification to the Charlotte's Web MOU which would earmark/reserve \$250,000 in city funds and free up the same amount currently set aside in Community Development Block Grant funds. As expressed by Teresa Gallavan, Assistant City Administrator, historically CDBG funds were originally allocated when the project was bricks and mortar and the General Fund dollars have more flexibility. Library Trustees supported the amendment.

C. Approve New Operating Hours for the Village Library and Amend Start Date for New Hours

Library Director Jessica Cadiente provided survey results and data statistics related to the recommended change in hours for the Village Library. She added that routes will be arranged for the Charlotte's Web Mobile Library to encompass the Village Library and school sites to augment Village Library programs. As evening programs are developed special hours would be planned.

MOTION: It was moved, seconded (Marks/Knowles) and unanimously carried to approve the change to new operating hours at the Village Library as presented on Page 6 of the staff report to be effective June 13, 2015. The new hours will be Tuesday and Wednesday, 11AM-6PM; Thursday and Friday, 12-6PM; Saturday, 1-5PM; closed Sunday and Monday.

D. Update on the Transfer of Buellton Library to Zone 1

The Library Director conveyed the recent action of the Library Advisory Committee meeting on April 29, 2015 which supported the transfer of the Buellton Library to Zone 1. Since that date, the Solvang City Council conditionally supported it and has asked for more firm budget costs. Library Directors for both zones have discussed a complimentary service plan to offer the best service for the people of both communities and surrounding areas. This item will be discussed at the Buellton City Council meeting on May 14, 2015 and the Santa Barbara Board of Supervisors meeting on June 2, 2015.

Judith Dale suggested that a letter from the Lompoc and Santa Barbara City Council's to the Board of Supervisors would be helpful.

Trustees thanked Ms. Cadiente and Irene Macias, Santa Barbara Library Director for the countless hours spent on this opportunity.

E. Update on the Literacy Program

The Library Director presented the information requested by Trustees at their last meeting and elaborated with answers to questions asked during the meeting. She did refer to the uniqueness of this one-on-one tutoring program versus others available in the community but that the current costs are very high. She suggested this item be discussed again at a future meeting.

Trustee Marks expressed that there seems to be a lot of waste with a 32% administrative cost based on his experience serving on large non-profit boards. He relayed another concern with information offered by program participants that indicated information about outreach conducted for tutors is provided but no input of outreach to beneficiaries of the program. He would like to see details of the outreach provided.

9. Library Director's December report and updates

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

- The Park Maintenance department has made some effort to improve the appearance of the Library's exterior and they are working on a master plan for scheduled maintenance versus on-demand requests.
- The County is looking at a raise to the allocation to libraries and considering categorizing libraries by size re: small, medium, large. Fundraising revenue in support of the Village Library now totals \$17,036. The Support the Village Library group has disbanded.
- A Lunch-at-the-Library program coordinated with and sponsored by LUSD will be held Monday-Friday.
- All Library Board of Trustees meeting reports are now available online via the City of Lompoc website
- The Black Gold Administrative Council meeting will be held on June 5 and the State librarian may be attending

10. Roundtable

Trustee Marks thanked staff for their professionalism and the energy expended and during the electrical work transition period. He commented on the exterior maintenance and the need to keep everything at a decent level. He also reported that two of last three times he has visited the Library, the dog poop bag dispenser has been empty.

Trustee Knowles reflected that once the decision regarding the Buellton Library is made, that the board position held by Buellton City Councilman Dan Baumann may need to be filled.

11. Adjournment

The meeting was adjourned by Trustee Ruhge at 11:43 AM. The next Regular meeting will be held on Tuesday, June 9, 2015 at 10:00 AM at the Lompoc Public Library.

Barry Marks, Secretary

by Lee Edie, Library Administrative Aide



Lompoc Public Library

Date: June 1, 2015

To: Santa Barbara County Board of Supervisors

Subject: Buellton Transfer to Zone 1

The Library Director representing Zone 2, Jessica Cadiente, is unable to attend the Meeting of the Board of Supervisors due to an injury that has prohibited her from driving. The Library Director did want to provide a statement explaining the lay-off and reclassification of positions within the Lompoc Public Library System.

1. The existing public Library located in Lompoc is in a transition to become a City department.
2. Part of that transition is a reconfiguration of staffing, toward more full-time staffing and away from intensely part-time staffing, and toward professional career-path job classifications with professional minimum requirements.
3. Layoff notices were delivered to many of the personnel to provide adequate notice to anyone that would be impacted or might be impacted. As the transition is still in progress, the precise final impacts are as yet unknown.
4. If the decision to transfer Buellton is postponed the City of Lompoc will open recruitments for positions at the Buellton Library.
5. If the decision to transfer Buellton Library is made later, staff at the Buellton Library will be laid off again.

The classification issues within the Lompoc System should not play a major role in the decision regarding the transfer of the Buellton Library to Zone 1. They do not impact the location of the Buellton Library in relation to the Solvang community and they do not impact how the per capita funding is split between Buellton and Solvang.

If there are additional questions, they may be directed to Lompoc City Administrator, Patrick Wiemiller.

Sincerely,

Jessica Cadiente

8A. UPDATE ON TRANSFER OF BUELLTON LIBRARY FROM ZONE 2

BACKGROUND/DISCUSSION

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 3rd District representative Judith Dale in support.

On May 11, 2015 Solvang City Council conditionally approved the transfer. On May 14, 2015 the Buellton City Council unanimously approved the transfer of the Buellton Library to Zone 1.

During the Santa Barbara County Board of Supervisor's meeting on June 2, 2015 the Supervisors unanimously approved the transfer of Buellton Library to Zone 1. As a result, the Buellton Library will be closed from June 13 – June 30 while Santa Barbara Library makes the necessary changes associated with the transfer.

The 2015 Summer Reading Programs will run from July 1 – July 30 at Buellton. The performances of Zoo to You and Franklin Haynes Puppets will happen as scheduled.

8B. APPROVE ASSIGNMENT OF LIBRARY AGREEMENTS TO THE CITY OF LOMPOC

DISCUSSION

As part of the process of the Library becoming a full City department outstanding contracts currently assigned to the Library must be assigned to the City. The contracts that must be assigned to the City include: Unique Management Services, Central Coast Literacy Council and the Federal Correction Complex. The Library Director will execute a letter to the holders of the subject agreements immediately upon the Library Board of Trustee's approval. The letters will explain that as a result of the disestablishment of the Library the City is taking over the responsibility of operating the Library as a City department. Therefore, the agreement will need to be assigned to the City.

STAFF RECOMMENDATION

The Library Board of Trustees approve the assignment of the subject agreements to the City subject to and effective upon the City accepting those assignments and the disestablishment of the separate Public Library entity.

LOMPOC PUBLIC LIBRARY SYSTEM MAY 2015 STAFF REPORT

BLACK GOLD COOPERATIVE LIBRARY SYSTEM

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

Date	Black Gold Committee	Attended By
05.06.15	ATS Ops	Jessica Cadiente; Sara Doehring
05.13.15	Reference and Adult Services	Sara Doehring

Donn Adolfo from the City of Lompoc IS Department will be the new ATS Ops Committee Representative for the Lompoc Public Library System effective July 1, 2015.

COUNTY OF SANTA BARBARA LIBRARY SERVICES

During the June 2, 2015 Santa Barbara Board of Supervisors meeting the Supervisors unanimously approved the transfer of the Buellton Library to Zone 1. The FY 2015-16 Library Agreement will be amended to reflect this change.

The next Library Advisory Committee meeting is scheduled for June 17 at 10AM. The Board of Supervisors will be discussing the Library Budget on June 10, tentatively scheduled to begin at 10:30AM. The County CEO is recommending an increase to bring the per capita back to \$6.90. The Board asked for other funding options which staff will provide. Library funding issues will be a discussion point and policy decision. The Board of Supervisors will make the final decision either on Wednesday if they wrap up the whole budget early, or Friday. The Supervisors will be notified that the Community Services Department will be evaluating different ways to allocate existing budget beyond per capita (i.e., the operating hours of small, medium and large libraries, etc.) and will bring their findings to Library Advisory Committee and BOS for consideration.

LIBRARY OPERATIONS

Library Director, Jessica Cadiente, announced her resignation from the Lompoc Public Library System. Molly Gerald has accepted the Library Director position as a part-time temporary staff until a permanent director is in place.

The Library Director requested an update from the City Attorney related to the Rachel Williams Trust. There is a mediation scheduled for June 11. The other parties involved want the mediator to re-visit the issue of Rachel Williams' competence at the time she changed the trust. The Library has nothing to add to the issue of Mrs. Williams competency. It is unclear at this time if the mediator will also address the division of the assets, it is not anticipated that will happen at this meeting.

The First Grade, First Library Card program is nearing the end of its first year. Two families won tickets to Knott's Berry Farm in a participation raffle. 413 new Library cards were issued to first grade students due to this program.

The Library's CDBG funded electrical upgrade project has been completed. This project fixed code violations and installed additional outlets and USB ports throughout the Library.

PROGRAMMING AND OUTREACH SERVICES

Library staff participated in the Literacy in Lompoc event sponsored by Lompoc Unified School District.

Staff now have the capability of making Library cards and handling patron issues thanks to a 4G Verizon Modem borrowed from Black Gold.

May was another busy month for school visits to the Library. Staff provide tours and explained Library services to seven classes and a total of 199 students at the Lompoc Library.

Book Club kits will be available for checkout in June. They will consist of eight books and questions to assist patrons running their own book clubs.

SUPPORT AND FUNDRAISING

Date	Meeting	Attended By
05.28.15	Lompoc District Libraries Foundation	n/a

BUELLTON LIBRARY

The CDBG funded circulation desk construction contract was awarded to Demco during the May 14, 2015 Buellton City Council Meeting.

VILLAGE LIBRARY

The Staff at the Village Library have been working to assign accelerated reader information to all juvenile books in the Library. This number helps students and parents select required reading material for their Lompoc Unified School District classes.

Staff created slides for the TV and other flyers to advertise the new hours that will be effective June 13.

Lompoc Public Library System
2014-2015 Reference and Program Statistics

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun														
LOMPOC LIBRARY	2014						2015						Yr. Total													
Adult Reference Questions	1,126	1,203	1,243	1,181	966	1,276	1,468	1,175	1,192	1,133	955		12,918													
Adult Computer Questions	723	741	756	869	516	832	856	1,023	805	676	713		8,510													
Youth Services Questions	656	461	250	495	388	569	509	609	813	762	663		6,175													
WiFi Users	565	534	599	523	508	528	667	564	495	582	508		6,073													
Computer Sessions	4,314	4,002	4,284	4,975	3,800	4,119	4,809	4,274	5,080	4,455	3,677		47,789													
Adult Volunteer Hours	163	173	257	210	138	216	208	170	813	187	191		2,726													
Youth Volunteer Hours	32	0	0	0	25	25	0	0	37	25	5		149													
Total Circ	22,936	18,535	20,327	20,349	17,617	19,382	19,095	17,953	20,444	19,864	18,340		214,842													
ILL - In	3	1	1	0	1	0	0	0	1	0	0		7													
ILL - Out	0	0	0	1	0	1	0	0	0	0	0		2													
GG (Grossman Gallery): Rentals	0	11	6	5	3	0	2	1	1	2	0		31													
GG: Library mtgs & progrms	18	12	22	18	8	6	9	12	21	21	15		162													
People Counter	15,426	16,361	17,886	19,218	15,455	16,341	17,140	22,241	21,463	19,713	TBD		181,244													
Programs: # of & attendance	#	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	1	12	1	6	0	0		23	380	
Young Adult	4	17	0	0	0	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	12	266		85	2,482	
Preschool	9	185	0	0	13	261	13	261	10	331	1	19	11	249	12	263	18	452	17	502	15	315		119	2,838	
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	72		603													
Adult Computer Questions	60	67	64	60	43	43	57	60	70	73	75		672													
WiFi Users	184	165	201	227	160	169	224	207	279	240	232		2,288													
Computer Sessions	908	939	909	984	669	832	802	792	563	832	766		8,996													
Volunteer Hours	8	6	14	16	12	12	19	19	23	20	17		164													
Total Circ	5,981	4,755	4,820	4,728	4,382	4,722	4,313	4,184	4,786	4,526	4,509		51,706													
People Counter	5,281	4,928	5,109	4,910	4,276	4,869	4,857	4,770	5,311	4,055	4,426		52,792													
Programs: # of & attendance	#	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	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	0	0	0		0	13
School	6	156	1	45	0	2	69	4	119	1	25	1	28	1	29	1	7	2	36						21	535
Preschool	0	0	0	0	6	80	7	101	5	76	4	57	6	92	6	87	6	87	7	97	2	64			49	741
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	211		2,789													
Adult Computer Questions	50	63	43	32	57	67	86	115	116	111	69		809													
WiFi Users	67	74	85	81	81	70	98	78	101	87	82		904													
Computer Sessions	484	447	415	445	669	390	434	414	906	517	442		5,563													
Volunteer Hours	209	212	105	80	73	52	78	48	58	75	76		1,065													
Total Circ	3,721	3,405	3,702	3,566	3,316	3,484	3,098	2,814	3,585	3,341	3,444		37,476													
People Counter	2,633	3,691	3,607	3,465	2,664	3,247	2,695	3,093	3,731	3,368	2,970		35,164													
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attendance										
Adult	1	0	0	0	1	20	1	3	0	0	0	0	0	1	13	0	0	0	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	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	0	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	8	133		76	1,553	