



**LOMPOC PUBLIC LIBRARY SYSTEM
LIBRARY COMMISSION
REGULAR MEETING AGENDA**

TUESDAY, SEPTEMBER 8, 2015, 10:00 AM
501 E. NORTH AVE., LOMPOC, CA
PRESIDING: ANN RUHGE, CHAIRPERSON

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 Commissioner, staff member, or other attendee requests separate discussion.

- A. Minutes of the July 14, 2015 regular meeting
- B. Minutes of the August 21, 2015 special meeting - closed session

4. PRESENTATIONS

Certificates of Appreciation to staff members Michelle Davenport, Sara Doehring, Sierra Gasch, Jessica Jackson, Dominic Keen, Maria Parker, and Rosie Razo for a successful Summer Reading Program

Introduction of new Youth Services Librarian, Xochitl Rocha

5. PUBLIC COMMENT

The public comment period is reserved for comment on matters within the subject matter jurisdiction of the Commission. 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

None

8. BUSINESS

- A. **Consideration of vehicle storage options for the Charlotte's Web Mobile Children's Library**
A staff report is included in the Commission packet.
- B. **Consideration of approval of policies/procedures specific to children in the foster care system**
A staff report is included in the Commission packet.
- C. **Consideration of approval of revisions to the Grossman Gallery Display Policy and Rules for Artists**
A staff report is included in the Commission packet.

Any documents produced by staff and distributed to the Commissioners 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 Patron Services 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 the Friday before the Library Commission meetings between the hours of 9:00 AM and 5:00 PM.

D. Consideration of revisions to the Village Library budget

A staff report is included in the Commission packet.

9. LIBRARY DIRECTOR'S JULY-AUGUST 2015 REPORT

10. ROUNDTABLE

Remarks by Commissioners and Staff

11. ADJOURNMENT

The next regular meeting will be held on Tuesday, October 13, 2015 at the Lompoc Public Library, 501 E. North Ave., Lompoc, at 10:00 AM.

Any documents produced by staff and distributed to the Commissioners 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 Patron Services 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 the Friday before the Library Commission 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, July 14, 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, Linual White

Trustees Absent: None

Staff Present: Molly Gerald, Interim Library Director; Lee Edie, Library Administrative Aide;

2. Adoption of Agenda

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

3. Consent Calendar

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

4. Presentations

Central Coast Literacy Council Quarterly Report

Laura Davidson and Tom Rutherford of Central Coast Literacy Council provided an update on the literacy program, which included information on their accomplishments, community outreach, and statistics. As questions were asked of Ms. Davidson, she expressed that some aspects of the Santa Maria program could be offered in Lompoc too. Trustee Knowles suggested a mentoring program for tutors. Mr. Rutherford said that it is something he had considered but not as yet acted upon. When discussing the budget, Ms. Davidson said that her Board defines the monthly charge of \$1,450 as an administrative fee for providing the program. It is placed in their reserves to build up their reserves as they are struggling financially. If unknown costs are incurred, those funds are available. Trustee Marks asked that a financial breakdown be included in the quarterly reports. Ms. Davidson shared that Mr. Rutherford, Lompoc program coordinator, has resigned his position effective 7/23/15. She is currently interviewing for someone to work half time in the Santa Maria office and half time in the Lompoc office.

5. Public Comment

Whitney Uyeda, Buellton resident, asked questions related to the decision to layoff the staff at the Buellton Library.

Cheryl Uyeda, former Buellton Library employee, asked what she could do, as her hearing was denied by the City.

6. Library Support Activities

A. Friends of the Lompoc Public Library System

Cathy Rudolph, President of the Friends of the Library, reported that the summer book sale will be held July 16-18 at the Lompoc Library. The benefit Lompoc Civic Theater performance fundraiser on

June 28 was well received with an attendance of 30+. The Friends really appreciate the encouragement and support from Library Trustees.

B. Library District Libraries Foundation

Melinda Aguirre reported 2014/15 disbursements from the book endowment will be \$4,850 to Lompoc Library, \$2,350 to the Buellton Library, \$5,850 to the Village Library, and \$1,700 for the Book Mobile. They are also paying \$4,150 for eBooks available online through the Black Gold Cooperative Library System.

The three Saturday concerts in August will be held on the north Lompoc Library lawn as in past years, with the serving of wine during the August 8 event.

Their next board meeting date will be held August 13, 2015 at the Lompoc Library.

7. Correspondence

None.

8. Business

A. Consideration of a request from the Lompoc District Libraries Foundation to serve wine at a concert on the lawn of the Lompoc Library on Saturday, August 8, 2015

Interim Library Director Molly Gerald stated that wine service during the Foundation sponsored concerts has been approved in the past. The Foundation wine service and consumption will be limited to the walled north patio that adjoins the north lawn area. Melinda Aguirre, Foundation President, advised that the wine will be provided by Grocery Outlet and the required insurance and Department of Alcoholic Beverage Control (ABC) permit have been requested.

Motion: It was moved, seconded (White/Marks) and unanimously carried to approve the request for the serving of wine in the enclosed north patio of the Lompoc Library on August 8, 2015 from 1:00-3:00 PM.

Trustee Knowles was excused to another appointment.

B. Consideration of approval of the FY 2015-2016 Agreement for Operation of a County-wide Library System

Interim Library Director Molly reported that the County per capita library allocation was increased from the FY14/15 level of \$6.8695 to \$7.80 for library services in FY15/16. This is an increase of \$39,400 for the Lompoc Library and \$8,200 for the Village Library. The contract has been reviewed by Lompoc City Attorney and agrees with it as to form.

MOTION: It was moved, seconded (Marks/White), and unanimously carried to approve the 2015/16 Agreement for Operation of a Countywide Library System and to forward the contract to the Lompoc City Council with a recommendation for approval.

C. Consideration of a Compensation Plan Language Amendment for Lompoc Public Library Unrepresented Employees

Interim Library Director Molly Gerald, provided a revision to the Compensation Plan language for Lompoc Public Library Unrepresented Employees, to include the new full time budgeted positions of Library Assistant I and II and the Library Technician I and II. The amendment has no fiscal impact to the Library budget because funding for the positions was approved as part of the 2015/17 City of Lompoc budget.

Motion: It was moved, seconded (Marks/White), and unanimously approved to amend the Compensation Plan for Library Unrepresented employees effective July 1, 2015 to include the positions of Library Assistant I and II and the Library Technician I and II as written.

9. Library Director's June report and updates

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

- Youth Librarian intake process is almost complete, with a new employee start date of 7/21/15.
- Mary Graham and Mary Fahning are volunteering their assistance with the Homebound program
- Part-time Library Page and PT Library Assistant I interviews upcoming
- Chief of police has met with Library Director to assist with people sleeping in the library or library grounds. They can help if patron violates suspension of library rules.
- Sub-Committee of the County Library Advisory Committee looking at alternatives for supporting library branches and aligning the methodology used by the three library zones to charge library branches. Aug 4 first meeting then August 18. This is an important process.
- There are currently 10 applicants for Library Director recruitment.

10. Roundtable

Trustee Marks thanked Library administrative staff for their continued good work.

11. Adjournment

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

Barry Marks, Secretary

by Lee Edie, Library Administrative Aide

Lompoc Public Library Commission
100 Civic Center Plaza, Lompoc, CA 93438
Friday, August 21, 2015, 9:00 AM
Special Meeting Minutes

Call to Order

President Ruhge called the meeting of the Lompoc Library Board of Trustees to order at 9:00 AM.

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

Trustees Absent: None

Staff Present: Molly Gerald, Interim Library Director

Public Comment

None.

CLOSED SESSION

Business

Library Director Interviews

Closed session was held on this item. There was no reportable action.

Adjournment

The meeting was adjourned at 12:45 PM. The next Regular meeting of the Library Commission will be held on September 8, 2015 at 10:00 AM at the Lompoc Public Library, 501 E. North Avenue, Lompoc.

Barry Marks, Secretary
by Lee Edie, Library Administrative Aide

8A. CONSIDERATION OF VEHICLE STORAGE OPTION FOR THE CHARLOTTE’S WEBMOBILE CHILDREN’S LIBRARY

BACKGROUND

When the decision was made to complete the Charlotte’s Web Children’s Library project as a mobile library, the question of where to store the vehicle came under discussion. Several sites were considered. The ideal site would have been the library carport, with some type of protective enclosure. However, the carport roof is too low to accommodate the vehicle. The northeast corner of the grassy area north of the library parking lot was considered next. In fall 2012, City Facilities staff provided an estimate of \$250,000 for a storage space with an automatic door on this site, but this option was considered too expensive. Staff at the Water Treatment plant just east of the Library offered to store the vehicle on a temporary basis at that time.

The option of storage at the Lompoc Unified School District (LUSD) bus storage facility on North A St at Central Ave. was also considered in 2012, and the City signed a Memorandum of Understanding (MOU) with LUSD in July 2014. Materials for the required structure within the District facility were purchased. This project bid was awarded at \$44,212. The MOU was later considered to be unfavorable by the Library and City, and the agreement was cancelled by City Council in January 2015. Materials purchased for the required shelter on the District lot were stored at the City Yard at V St and Laurel Ave. The City Manager, Patrick Wiemiller, advised Library staff earlier in 2015 that storage space could be found for the vehicle within the City Yard.

In July 2015, Interim Library Director, Molly Gerald, spoke with Mr. Wiemiller about the possibility of repurposing the materials purchased for the overhead shelter on the LUSD property and using them at the site considered several years ago on the Library lawn property. The feasibility of using the existing fence bordering the Water Treatment Plant and adding two sides to enclose a structure was considered by the Public Works Department during August 2015. The estimate for this solution to the vehicle storage issue was provided on August 28, 2015, at \$80,000 to \$100,000.

On September 3, 2015, City officials visited the Water Treatment Plant to consider this site for temporary storage of the vehicle again. The options for short term and permanent storage remain open and under discussion.

DISCUSSION

The factors being weighed in the current decision-making process for vehicle storage are provided below:

A list of current options with comments follows:

Site	Cost	Protection/security	Impact on other City departments	Efficiency of location for library operations
Library lawn	up to \$100,000	Fencing security questioned	Could impact Water Plant?	Most efficient option
Water Plant	Unknown if fee to use	Very secure	Staff must have access to secure site	Very efficient option
City Yard	Unknown if fee to use	Very secure	Crowded now with other dept. needs	Adds time to operations going back and forth to site
Fire Station 2	Unknown	Very secure	Unknown	Very efficient option after the site is decommissioned

Financial Considerations

Mobile Library funding sources as cited in the 2013 Memorandum of Understanding between City, Benton Trustees, Library Foundation, and Friends of the Library:

\$140,300 - received from the Trust and the Foundation

\$285,015 - received from the Foundation

\$425,315

\$250,000 in reserved CDBG funds was removed from the project in a revision to the 2013 MOU in August 2015. The understanding is that this amount was shifted to a project that would otherwise have been a cost to the general fund. The CDBG funding was thus transferred to a general fund cost subject to City Council approval. A copy of this MOU is provided in the packet. *This funding was assigned to development of the 211 South I St. site.*

Expenditures for Vehicle to date:

\$294,000 - estimated total for completed vehicle

\$ 12,900 - estimated total cost for consultant services

\$306,900 - estimated bookmobile cost

\$118,415 - estimated funding available for vehicle storage and other costs, not including 211 South I St.

Storage construction costs to date:

\$11,800 - charged for costs incurred during implementation of project at LUSD in 2014/15 FY

STAFF RECOMMENDATION

That the commission review the storage options and consider recommendations to Library and other City staff.

AMENDMENT NO. 1 TO
MEMORANDUM OF UNDERSTANDING
Charlotte's Web Library

This Amendment No. 1 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 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").

WHEREAS, effective November 13, 2013, the Parties entered into a Memorandum of Understanding (the "MOU") regarding Charlotte's Web Library; and

WHEREAS, the Parties wish to make one amendment to the MOU.

NOW, THEREFORE, the parties hereby agree to amend the MOU as follows:

1. Subsection 8 (f) of the MOU is Amended to read as follows:

8. City's Financial Obligations. City agrees to use the following resources for implementation of this MOU:

(f) \$250,000 as approved by the City Council as part of the City's budget, as may be adopted or amended. The Parties understand and agree (i) pursuant to Section 17, the intent is for City to participate in financing some of the costs required by this MOU and (ii) unless approved by the voters, the City Council cannot commit to that financing if, within the same fiscal year as the commitment is made, the expenditure will not occur or the benefits, for which the commitment is made, are not received. It is also recognized, City has already approved an agreement with a third party to purchase the Bookmobile, as defined in the MOU, which is expected to be delivered in December 2015.

2. In all other respects, the MOU shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, this Amendment No. 1 has been executed on the dates written below and shall become effective when executed on behalf of all the Parties, but as of the date executed on behalf of City.

THE CITY OF LOMPOC, a municipal corporation

Date: _____, 2015

By: _____
Patrick Wiemiller, City Administrator

(Signatures continued on Page 2.)

(Signatures continued from Page 1.)

ATTEST

APPROVED AS TO FORM:

Aleshire & Wynder, LLP

Stacey Alvarez,
City Clerk

By: _____
Joseph W. Pannone, City Attorney

THE CHARLOTTE BENTON TRUST

Date: _____, 2015

By: _____
Barbara L. Holt, Trustee

Date: _____, 2015

By: _____
Rita Mae Madden, Trustee

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

Date: _____, 2015

By: _____
Cathy Rudolph, Co-President

Date: _____, 2015

By: _____
Roberta Mitchell, Co-President

8B. CONSIDERATION OF CIRCULATION POLICIES/PROCEDURES SPECIFIC TO MINORS IN THE FOSTER CARE SYSTEM

BACKGROUND

County Supervisor Janet Wolf approached library directors at the three main libraries in Santa Barbara County about the possibility of developing a uniform policy that would encourage foster parents to provide children under their care with library cards. The library directors met with Supervisor Wolf on July 29, 2015. Also attending the meeting were representatives affiliated with Court Appointed Child Advocates (CASA) and Devin Drake, Deputy Director, Adult & Children Services, County Department of Social Services.

The agency representatives shared the barriers foster care children and providers face to accessing library services. The primary problem reported is that some foster parents are reluctant or unwilling to assume responsibility for fines and fees associated with a foster child's library card. Consequently, they do not bring the child to the library to get a card. Another problem is that the movement between a foster home environment and parental care can happen repeatedly; this can also discourage foster parents from getting a card for the child in their care.

The professionals at the meeting pointed out that foster children could benefit from having access to library materials during a time in their development when they face many challenges within their home life. They requested that public libraries in the county facilitate getting a library card for minors in the foster care system by implementing policies that are welcoming to this population and that alleviate the financial burden a foster parent might face if fines accrued. Mr. Drake advised that there are approximately 60 children in foster care in Lompoc at any given time; currently there are 67.

DISCUSSION

The outcome of the meeting was that the three libraries agreed on the importance of this issue and want to help. Mr. Drake from County Social Services advised that his department is willing to set up a special fund to reimburse public libraries for lost materials. This solution is already followed in many California counties, including Merced, Los Angeles, and San Diego, according to the SMPL Director.

The Library Directors advised that historically a very small number of minors who apply for a library card are in the foster care system. In light of the fluid nature of foster child placement and the financial uncertainty that foster parents may face in assuming responsibility for a minor's library card, the group discussed the following policies specific to foster families:

Policies specific to foster child cards	Impact on children & foster parents	Impact on library
<i>1. No late fees accrue</i>	Removes anxiety about costs that family could incur during or after foster care	Could delay return of materials; is a potential loss of revenue.
<i>2. Accounts not sent to collections agency</i>	Removes anxiety about credit reporting during or after foster care	Could remove an incentive to pay for materials.
<i>3. No fee for card replacement</i>	Provides easy access to new card if lost due to disruption in residence with foster family, etc.	Each card costs about \$3 to provide. Small loss in revenue possible.

Procedure specific to foster child cards	Impact on children & foster parents	Impact on library
<i>4. Lost items are submitted to County Social Services for payment when a \$100 fee threshold is reached on a foster child's card at Lompoc Library. *</i>	Assures foster parents that County Social Services will assume responsibility when books are lost.	Places responsibility for library materials with the agency that administers the foster care system. Library recovers value of lost items. Some recordkeeping and reporting to County Social Services is required.

SBPL has already approved these policies and procedures for minors in the foster care system. SMPL has had a foster child policy since 2011; their decision is to continue to apply fines for overdue materials, but they agree to items 2-4. The \$100 threshold is specific to Lompoc*. SBPL approved a \$200 threshold.

STAFF RECOMMENDATION

Recommendation: that the Lompoc Public Library System accept these policies, with the understanding that they will be reviewed after one year to assess the impacts on the library and to consider any revisions to the policies/procedures that are deemed advisable by library staff.

8C. CONSIDERATION OF REVISIONS TO THE GROSSMAN GALLERY DISPLAY POLICY AND ART EXHIBIT RULES

BACKGROUND

The Library Art Advisory Committee has for many years guided the policies related to art work that is shown in the Grossman Gallery. The volunteers who serve on the Art Advisory Committee are very knowledgeable regarding the local art environment and their guidance has been greatly appreciated by Library staff and the Library Board of Trustees, now Library Commission.

DISCUSSION

At the Library Art Advisory Committee meeting on July 2, 2015, Chairperson Al Thompson recommended changes to the Grossman Gallery Display Policy in order to clarify the policy regarding how many works of art should be included in a given show to provide the most pleasing aesthetic effect. The Committee rewrote and approved policy #2. The Library Director reviewed the document after this meeting. Ms. Gerald then recommended several other changes which were reviewed and accepted by the Committee at their September 2, 2015 meeting. The red lined changes from both Committee meetings are a part of this staff report.

At its meeting on September 2, 2015, the Committee reviewed the Art Exhibit Rules, which are provided to artists as part of the Artist Agreement. Changes were approved by the Committee as shown in the red lined changes that are part of this staff report.

STAFF RECOMMENDATION

That the Commission approve the changes recommended by the Library Art Advisory Committee to the Grossman Gallery Display Policy and the Art Exhibit Rules.

ART ADVISORY COMMITTEE

The Lompoc Library Art Advisory Committee has been formed for the purpose of arranging and scheduling all art exhibits in the Grossman Gallery, and to make recommendations to the Library ~~Commission~~Board of Trustees regarding gifts offered to the Library and on other acquisitions of art work.

The Committee is made up of five members appointed by the Library ~~Board~~Commission in January for terms of three years. There is no limit to the number of terms a member may serve. When openings occur on the Art Advisory Committee, the Committee will recommend to the Library ~~Board~~Commission one or more names for consideration to fill the vacancy.

The Committee will meet at least twice a year, in February and September, to review materials for display. During the February meeting, the Committee will elect one of its members to act as Chairperson during the year.

The Library Director will participate on the Committee as an ex officio member, and will act as Secretary to the Committee.

GROSSMAN GALLERY DISPLAY POLICY

The Art Advisory Committee is charged with arranging for the display of high quality local art in the Grossman Gallery. The Committee is responsible for the review, selection and scheduling of all displays, and for determining the appropriateness of the quality and content of all works. ~~Two exceptions are the annual display of arts by students of the Lompoc Unified School District each March and the Best of the Best show in November.~~ During the month of March each year, the Gallery hosts the display of art by students of the Lompoc Unified School District, curated by District art teachers.

The following policies will guide the committee in discharging their duties.

1. The Grossman Gallery is for the display of professional quality artwork.
2. All work must be original, with the ~~exception that up to 25% of any artist's work may include limited edition fine art prints.~~ Artists must be a minimum age 18 years; possible exceptions would be at the Art Advisory Committee's discretion. An artist is expected to mount an appropriate show using the full space of the room, ~~but must curate in a manner that avoids an overcrowded look or an imbalance of works.~~ If more than one artist is presenting during one showing, all artists are expected to have their work approved by the Committee.
3. No show may interfere with the normal use of the gallery for other programs except with specific permission of the Library Director.
4. No artist may display more frequently than once every two years, with the exception of group shows. Normal exhibit time will be ~~one - two months.~~
5. All artists must abide by the Art Exhibit Rules, which are reviewed regularly by the Art Advisory Committee.

Procedures for displaying art in the Gallery will be found in the **Rooms & Public Displays** section of the **Procedures Manual**.

Revised July 2015

LOMPOC PUBLIC LIBRARY SYSTEM

Art Exhibit Rules

1. All artwork must be original or include no more than 25% limited edition fine art prints. All artwork must be in the style and medium approved by the Library's Art Advisory Committee. If more than one artist is presenting during one exhibit, all artists are expected to have their work approved by the Committee. If exhibitor wishes to display a copy of another artist's work, visible credit must be given to the original artist.
2. The number of pieces, depending on size, shall use the full space of the room, and must be curated in a manner that avoids an overcrowded look or an imbalance of works.
3. A list of the artwork and value of each piece is required at the time the exhibit is installed. The Library provides insurance coverage up to \$5,000 with a \$250 deductible. If you are mounting works of high value, you may secure them to the Gallery walls.
4. The normal exhibit time shall be one – two months. Each artist accepts total responsibility for hanging his/her display and for removing it on time. When ready to hang/display/remove exhibit, artists must schedule dates and hours with the Library Administrative Aide to avoid schedule conflicts.
5. Each artist is also expected to exhibit a selection of their artwork in the condensed 15' space at the Village Library. This exhibit will follow the show in the Lompoc Library's Grossman Gallery.
6. Each artist shall maintain a continuity in the presentation of their artwork. If the artwork are unframed, the edge of each must be a continuation of the artwork, i.e., on a wrap around canvas. A standard stretched canvas with stapled or tacked edges cannot be shown unframed.
7. Each artist will be required to pay to the Lompoc Public Library the amount of 15% of the money generated from exhibited art sales; this also applies to auxiliary sale items available during receptions, such as note cards. Each ARTIST is responsible for all taxes and fees associated with the sale of their artwork.
8. Only standard and removable nails, staples, and hangers can be used. During the months of January, April, July and October, when the Friends of the Library have their quarterly book sale, individual pieces should be hung so that the bottom edge is at least 45" above the floor.
9. The Library reserves the right to remove any and all works which may be found objectionable.
10. A separate price list may be posted including the name and address of the artist. Individual artwork may include a label that lists a price.
11. The scheduling of exhibits that require floor space will be handled on an individual basis and coordinated with the scheduling of the Grossman Gallery for Library related events.
12. Artists must be a minimum age of 18 years; possible exceptions would be at the Art Advisory Committee's discretion.

Exception to the above rules may be granted by the Art Advisory Committee and the Library Director.

8D. CONSIDERATION OF REVISIONS TO THE VILLAGE LIBRARY BUDGET

BACKGROUND

The 2015-17 Village Library budget, as approved by the Library Board of Trustees and adopted by the City of Lompoc, was balanced by the use of over \$48,000 in reserves (over the two fiscal years) and reduction from 41 to 28 open hours per week. While the City budget was being finalized, the County of Santa Barbara's allocation to public libraries was increased from \$6.8695 per capita to \$7.80 per capita in the 2015-16 County budget adopted in June 2015.

The newly appointed Interim Director reviewed the Village Library 2015-17 budget in light of the County funding increase. The Director also reviewed the Lompoc Library's methodology for charging fees to branch libraries, comparing it to the methodology used in County Library Zones 1 and 3. Both the County increase and a revision in the methodology for determining branch costs could have a favorable impact on the Village Library budget for 2015-17.

DISCUSSION

The County Board of Supervisors' vote to increase the per capita by almost \$1.00 was driven in part by concern for lack of funding for libraries that rely on the County allocation only. These County libraries include Montecito in Zone 1; Village in Zone 2; and, Los Alamos, Orcutt, and Cuyama in Zone 3. At the Library Advisory Council meeting on June 17, 2015, Supervisor Farr thanked library supporters for their advocacy. She specifically requested that some hours be added back to the Village Library with the per capita increase, if at all possible. At that meeting a sub-committee was appointed to review how each zone charges its branches and to recommend alternatives to the current funding structure.

During the recent sub-committee meetings, the three zone library directors explained how charges were applied to the main library and branches. A chart describing the funding methodology for the three County zones follows:

Zone	City Admin fee	Black Gold (BG) charge	Main Library Cost Allocation
Zone 1 Santa Barbara	Charged by city to cover payroll, HR, and other city services to each branch.	100% of BG base fee of \$19,187 paid by main library; City libraries pay 40% and Goleta 40% of other BG costs. Four small branches pay 5% each.	Salary of library manager overseeing all branches paid from County allocation to the main library. Small branches pay 9% of their County allocation as admin fee. Goleta pays 9% of its total budget as admin fee.
Zone 2 Lompoc	Charged by city to cover payroll, HR, and other city services to each branch.	Village pays 14% of BG costs + 1/3 of the BG base fee. CW library pays 1/3 of the BG base fee + as yet undetermined % of other BG costs.	Cost allocation based on staff time provided to branch by Library Dir., Admin. Aide, Lib. Manager, Youth Services Librarian, & acquisitions/cataloging staff.
Zone 3 Santa Maria	No fee charged.	100% of base fee paid by main library. Branches share 14% of other BG costs as a group – cost per branch unknown.	Extension services budget sheet covers inter-branch delivery, materials budget for all branches.

Based on the information supplied at the sub-committee meeting, Zone 2 (Lompoc) is the only zone charging a percentage of the Black Gold base fee of \$19,187 per jurisdiction to branch libraries. The base fee was established by Black Gold member libraries as one requirement for each of its six jurisdictions to be part of the Black Gold Cooperative Library System. It was first implemented in FY 2014-15.

RECOMMENDATION

The Library Commission recommend to City staff the removal of the \$6,396 share of the Black Gold base fee from the Black Gold charges to the Village Library. Funds from the Lompoc Library Black Gold account will be used to cover this charge.

`LOMPOC PUBLIC LIBRARY SYSTEM JULY-AUGUST 2015 STAFF REPORT

BLACK GOLD COOPERATIVE LIBRARY SYSTEM

Black Gold Cooperative Library System meetings attended by staff for the months of July-August are listed below:

Date	Black Gold Committee	Attended By
07-01-15	Automated & Tech Services	Sara Doehring
07-17-15	Capira Mobile PAC - new mobile app service	Sara Doehring
07-20-15	Outcome based planning and evaluation workshop	Sara Doehring
07-24-15	Administrative Council	Molly Gerald
08-12-15	Reference meeting	Sara Doehring
08-26-15	OPAC Committee & webinar	Sara Doehring
08-28-15	Administrative Council	Molly Gerald

COUNTY OF SANTA BARBARA LIBRARY SERVICES

The three zone library directors met with George Chapjian, Head of County Community Services Department, and other County staff on July 10th to begin a process of evaluating different ways to allocate budgeted funds to public libraries and branches other than the per capita basis currently used. The directors were also asked to provide the methodology used to allocate the per capita allocation to their branches.

A sub-committee appointed within the Library Advisory Committee (LAC) then met on August 4th and August 18th to consider the funding question and alternatives. Library directors reviewed the actual costs to main libraries in managing branches with the sub-committee and detailed how each zone's main library charges branches. Consideration was given to setting up thresholds of funding based on the size of branches, with the county funding keyed to this threshold for small, medium, and large outlets. Funding for extra hours, programs, etc. above the threshold would be supplied by support groups or other sources. It was suggested that unincorporated area branch libraries that rely solely on the county for revenue could receive a higher level than other outlets. Ways to increase county funding in general were discussed, with the idea of bringing a county-wide parcel tax option back to the full LAC at its September 16th meeting. The recommendations of the LAC would then be delivered to the Board of Supervisors in December, as planning for the 2016-17 budget begins.

LIBRARY OPERATIONS – LOMPOC AND VILLAGE

Xochitl Rocha began her tenure as Youth Services Librarian I on July 21st. Office space was made for the Youth Services Librarian in the administrative area, just past Lee Edie's desk. The office/storage area in the back of the Children's Room is now shared by Library Assistants and Library Technician II for use during off-desk hours. Ms. Doehring met with Patron Services Staff to assign specific responsibilities to each staff person. She trained several new staff members.

Staff set up the budget funds for books and other materials in Polaris so that ordering could begin. Library Manager, Sara Doehring, began implementation of the library contract with Baker & Taylor to provide shelf ready materials. She has worked with vendor staff to complete all preliminary tasks and vendor staff is scheduled to meet with library staff on September 22nd to finalize preparation for the Custom Library Service (CLS) to begin. Cataloger Kathy Merrill is working on this project as well.

The Interim Library Director met with Facilities staff several times in July regarding library grounds improvements and maintenance. The planting beds were covered with bark and bender board was placed in some planting borders by volunteers from the local faith-based group that is working on various community projects. Both patios were cleared of weeds and debris prior to the Library Foundation Concerts in August.

Several large fallen Sycamore limbs near the entrance to the Lompoc Library parking lot were removed by Facilities staff. Lee Edie advised Facilities that low growing Sycamore limbs in the entry area were a hazard for drivers. Lee received the "Above and Beyond Safety Award" for 4th quarter 2014-15. She requested installation of signage to alert delivery truck drivers to the carport height, to avoid damage to the building and vehicles.

Ms. Gerald and Ms. Doehring met with Pastor Doug Conley of City of Hope shelter regarding services that may be available for food, showers, etc. for homeless library patrons in July. This led to a meeting on August 19th at the library with two leaders of the Central Coast Collaborative on Homelessness (C3H), attended by Ms. Gerald, Ms. Doehring, and Ms. Rocha. Ms. Gerald attended the monthly meeting of C3H at the Chamber that day. Staff plans to attend the monthly meetings in future so that the library staff will be apprised of resources and developments related to the homeless population that visits the library and uses its grounds. This will also help staff to better serve all library patrons.

The Lompoc Record provided coverage of the new digital library service called Comics Plus on August 20th. This is a Black Gold purchase that allows patrons access to thousands of digital comics and graphic novels on computers, tablets, and smartphones.

Ms. Doehring developed Lompoc's display that will appear on the Black Gold library app. This will go live soon, allowing patrons to view the Black Gold catalog on smartphones and other devices. She updated the library webpage to highlight new digital services. The online magazine service, Zinio, has just added a group of high interest magazines that will be available free to patrons. These include GQ, Vanity Fair, Glamour, and the New Yorker.

An all-staff meeting was held on August 14th to review task assignments and discuss operations.

Ms. Rocha reviewed all materials to implement year 2 of the First grade, First Card project. She and Ms. Gerald plan to meet with the Lompoc Unified School District Librarian, Michael Spenser on September 10th to plan the 2015-16 program.

The Village Library operations have been staffed by Dominic Keen and other Lompoc Library Assistant level staff for the past two months. Recruitment is in progress for a 50% time Library Technician II as Supervisor and PT Temporary Library Assistant to staff the branch. Ms. Doehring and Ms. Rocha have begun collection development assessments, including withdrawal of worn and unused titles. New materials are on order.

Volunteer Coordinator, Maria Parker, attended a webinar, “Engaging the Volunteer of the Future,” in August. Library Assistant, Michelle Davenport, listened to parts 1-2 of “Understanding and Serving People Experiencing Homelessness.”

PROGRAMMING AND OUTREACH SERVICES

Summer Reading Program totals:

Location	Youth sign up	Teen sign up	Adult sign up	Ice Cream Social
Lompoc PL	644	55	40	120 Attended
Village PL	131	17	17	Included in Lompoc party

Age Group	Books read	Prize opportunity tickets turned in	Reading hours	Books reviewed
Youth	4,820	482	N/A	N/A
Teen	N/A	196	980	N/A
Adult	N/A	22	N/A	66

One adult and eighteen teen volunteers assisted during the 6-week program. Their volunteer hours totaled 172 at Lompoc Library and 14 at the Village Library. The program closed on July 31st, with an ice cream social for all children who participated. Opportunity drawings for youth, teens, and adults were held. Winners in each age group won Samsung tablets. Two American Girl dolls were also given away in the drawings. A wrap-up meeting of all SRP staff was held on August 21st, led by Ms. Doehring.

Preschool story times are on the library calendar on Mondays and Tuesdays at 10:30 AM with a craft to follow, beginning September 1st. Bilingual story time will be the third Thursdays of the month at 10:30 AM, also starting in September. La Honda State Preschool story times will be on Tuesday afternoons at 1:30 PM and Wednesday mornings at 10 AM, beginning September 1st.

Ms. Doehring spoke to the Lompoc Kiwanis Club about library services at their lunch meeting on Tuesday, August 25th. One member of the group set up his mobile eBook service while she was speaking. Others advised that there were unaware of the library’s new services. More outreach to community organizations is planned.

Ms. Rocha has begun representing the library on the Healthy Lompoc Coalition, and she attended her first meeting on August 27th. She has also begun a 4-week online class, STEAM in the Library: Engaging Children in Learning, offered through Infopeople, the training arm of the California State Library.

CHARLOTTE'S WEB MOBILE CHILDREN'S LIBRARY

Barbara Holt met with Ms. Gerald on August 18th and signed the amendment to the 2013 Charlotte's Web MOU. The document has been signed by all parties, and is included in the Commission Packet.

Ms. Gerald was in contact with bookmobile consultant Michael Swendrowski and bookmobile vendor LDV throughout the July-August timeframe, working on details of the vehicle's production. The library engaged the services of Michael Palam & Partners to design the exterior artwork for the vehicle. This was approved by LDV and Mr. Palam worked with the vendor on this part of the project. The completed design was delivered to the vendor digitally in late August.

The contract with LDV includes travel for 2 city employees to LDV to inspect the vehicle. An employee from the Fleet Division will accompany the new library director to Wisconsin in mid-October. The Association of Bookmobile and Outreach Services (ABOS) is held this year in St. Charles, Illinois, near the LDV facility. The company would like to showcase the vehicle at the ABOS meeting on October 14-16th. This would coincide with the Lompoc inspection of the vehicle. The bookmobile would be delivered from the ABOS meeting to Lompoc by an LDV staff person.

Recruitment of staff for Charlotte's Web Mobile Children's Library is underway. Plans for the 211 South I St. site are also in development. \$250,000 is set aside for the site development. The most basic components are a driveway and pad for the vehicle and an entry gate for the vehicle and patrons.

As noted in agenda item 8A, consideration is being given to various options for storing the vehicle.

