

**Lompoc Library Board of Trustees**  
**Lompoc Library, 501 E. North Ave., Lompoc, CA**  
**Tuesday, April 13, 2010**  
**Regular Meeting Minutes**

**1. Call to Order**

President Clark called the meeting of the Lompoc Library Board of Trustees to order at 6:04 PM.

Trustees Present: Allan Clark, Lu Knowles, Wickie Rodenhi, Holly Sierra

Trustees Absent: Diane Lawrence

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

**2. Adoption of Agenda**

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

**3. Consent Calendar**

MOTION: It was moved, seconded (Sierra/Knowles), and unanimously carried to approve the consent calendar, with a correction to the Minutes of March 9, 2010 as follows: Item 6A, last sentence should read: The Friends will submit a Letter of Inquiry to the Santa Barbara Foundation, due April 1, in support of Literacy Program funding for FY 2011-12.

**4. Presentations**

Honoree not present; see after 8C.

**5. Public Opinion**

Nina Taylor thanked Trustees for approving the Internet-only library card. As a staff member she appreciates that it makes that part of her job easier and allows more time to devote to the needs of other patrons.

**6. Library Support Activities**

**A. Friends of the Library**

Nina Taylor reported that the final proceeds from the Eagle Scout book sale project were \$1,106.15. The Friends sponsored the honorarium for the National Library Week program speaker Fred Friedman held on April 12 and provided refreshments. The program was fun with lively discussions from those attending. To honor volunteers, the Friends have donated \$1,500 to purchase children's materials for all three libraries. Three new tables needed for this week's book sale were purchased and will be donated to the Library for future book sales and rental users. David and Lisa Karys-Schiff have assumed jointly the chairmanship of the book sales. Tickets can be purchased for \$1 each for a Mother's Day murals of Lompoc coverlet giveaway; the drawing will be held April 30. Funds were donated for a refurbished unit to replace the Lompoc Library's inoperative microfilm reader/printer. The next Friends Board meeting is scheduled May 6; the budget for the fiscal year ending April 30 will be finalized. The Friends and Library Foundation are considering a joint application to the Santa Barbara Foundation for a Board Development grant.

**B. Library Foundation**

Molly Gerald reported that a disbursement of funds from interest earned on the Book Endowment Funds will be made soon to purchase books for all three libraries during the current fiscal year.

**7. Correspondence**

As part of National Library Week, today is National Library Workers Appreciation Day and staff members wore badges and enjoyed snacks provided by Ashlee Chavez, Adult Services Manager.

A letter of appreciation was received for the Library's participation in Make A Difference Day. The California Library Literacy office prepared a custom report comparing our Literacy Program with others in the State serving populations similar in size. The written report and phone conversation that followed confirmed that our program is outstanding in providing good service with a low level of staffing. State Library staff advised that the program qualifies for a new streamlined annual grant application process based on its track record of successfully program administration.

## **8. Old Business**

### **A. Charlotte's Web Children's Library Learning Center**

The Library Director reported that a complete set of construction documents has been sent to Enviroplex, a modular construction firm based in California. The firm seems very interested in providing a quote for construction of Charlotte's Web.

The Library Director and Trustee Clark met with Linda Demmers, a library consultant who has been affiliated with the State Library for many years. She was the Libris Design instructor for training that the Library Director attended in 2006. Currently Ms Demmers is working on a building project for the Solvang Library. She was asked for her assessment of the costs projected for the Charlotte's Web Library project. She thinks it is a wonderful project and was familiar with the capital grant application submitted by the City of Lompoc to the State Library in 2004. She suggested reducing costs to under \$300 per square foot. To this end she recommended that the committee review items by group – opening day collection, interior furnishing and finishes, etc., and recommended ways to lower those costs. She advised that in the current economy many bids are coming in 30% lower than estimated, but that is an unknown until a project goes to bid. Ms Demmers advised that she thought going with modular construction would be a mistake. She said in the library world modular buildings are viewed as transitional structures, and it would be difficult to fundraise for a more permanent structure later. She felt that if funding cannot be found at this time, it would be preferable to put the project on hold until the economy recovers and develop a plan forward with conventional construction as planned.

Regarding funding information, the Library Director asked the Community Development Block Grant (CDBG) Coordinator for more information about a Section 108 loan option and was advised that such a loan would need to be coordinated with the County of Santa Barbara CDBG administrator, since our local program operates within the County CDBG administration. The Library Director advised that she is corresponding with staff of the Roy and Ida Eagle Foundation informally about the project, and that they have shown interest.

### **B. Consideration of the joint meeting with City Council on July 20**

Trustee Rodenhi agreed to present information related to Library accomplishments. Staff was asked to provide information in the coming months so that Trustees can prepare for the joint meeting.

### **C. Review of the 2009-2011 Literacy Program Budget.**

The Library Director presented the 2009-10 Literacy Program budget. Projected costs through June 30 result in a projected shortfall of \$3,248.96 after adding in the fund balance from 2007-09. It is anticipated that the fundraising revenue from the April 2010 Scrabble Mania event and part of the June 2010 Flower Festival revenue will be needed to cover the shortfall for 2009-10.

The budget proposed for 2010-11 shows a shortfall of \$15,687.85. Based on fundraising efforts during 2009-10 and grant awards secured to date, it is unrealistic that this amount can be raised. Staff offered a number of options: fill the shortfall with Lompoc Library reserve funds, use Literacy funds raised in 2010-11 to balance the budget, convert the Literacy Coordinator position to a "job share" position in which the employee's salary and benefits are prorated to

cover the percentage of the full time salary that is actually allocated in the budget. At the current level, working with an hours allocation of 80% to the Literacy budget and 20% or 12 hours per pay period for the Lompoc Library, an approximate saving of \$3,675 would be realized for each 5% of salary increment reduced.

Nina Taylor spoke as a supporter of the Literacy program stating that illiteracy is not just an immigrant problem and we will have to deal with it as it's not going away. She asked that the Trustees not just look at the numbers but at the benefit to the community. The Literacy Coordinator, Christina Chill, added that the illiterate population has been failed by the system; Literacy is referred to as a silence crisis. Statistics in 1993 showed that 20-25% of the population in California is functionally illiterate, and this number has remained unchanged. She shared that the Library's Literacy program has seen a 40% increase in those seeking assistance this past year.

Trustee Rodenhi asked that when funds from reserve accounts are put into the budget they should be put in the Cont. from Reserves line provided under revenue. She asked for the employee cost that is charged to the Lompoc Library, and the Library Director indicated that it is approximately \$11,000. Trustee Rodenhi would like to see the total salary and the portion charged to Fund 87 and Fund 85. Trustee Knowles stated that Literacy is a stepchild of the Lompoc Library where it is part of regular service at other libraries. Trustee Sierra expressed concern that a valuable program struggles for funding.

Trustee Clark requested that more complete budget information be brought to the next meeting. Trustee Rodenhi requested a firm recommendation from staff.

**4. Presentations** (addressed out of order per Item 4 above)

Fran Houston received the President's Volunteer Service Award at the 4/6/10 City Council meeting and she was honored and thanked by Trustees for over 33,000 volunteer hours to the Lompoc Library since 1984.

**D. Review of the 2009-2010 budgets for Lompoc, Buellton, and Village libraries.**

The Library Director reviewed the regular budget report prepared by staff. She advised that spreadsheets detailing revenue/expenditures by outlet would be provided at the May Board meeting.

**9. New Business**

**A. Consideration of the addition of a fee for short term use of the Grossman Gallery to the Gallery use policy.**

Staff continues to look for revenue sources and proposed an additional fee to prospective renters that want to hold brief meetings. Meeting room charges by other libraries were provided as well as comparable fees charged by the Lompoc Recreation Department.

MOTION: It was moved, seconded (Sierra/Knowles), and unanimously carried to add the following fees for a short term rental option, with maximum of 1.5 hours, to the Grossman Gallery Use Policy to be effective 4/13/10, with a report of revenue to be provided in 3 months and 6 months.

	<u>First Hour</u>	<u>Additional ¼ hour</u>	<u>2<sup>nd</sup> Additional ¼ hour</u>
Nonprofit	\$20	\$5	\$5
For-profit	\$30	\$10	\$10

**B. Consideration of revision of the loan policy for Books on CD, increasing the number of Books on CD a patron is allowed to check out from 3 to 7.**

The Library Director advised that increasing the number of Books on CD that can be checked out from 3 to 7 would be another way to maximize use of all collections and still maintain well stocked shelves. The library's collection is adequate and with this policy change all audio-visual items will share the limit of 7 checked out at a time. Trustee Rodenhi asked several questions regarding extent of use and percentage of the collection on the library shelves vs. checked out. She was advised that responses would be provided after follow up research by staff.

MOTION: It was moved, seconded (Knowles/Sierra), and unanimously carried to approve a revision of the loan policy for Books on CD, increasing the number of Books on CD a patron is allowed to check out from 3 to 7.

**10. Other Business**

**A. Library Update**

The Library Director advised Trustees that there are two budget impacts that are being closely watched. The Transaction Based Ratio (TBR), which is one of two ways that the State gives money to libraries, has gone down this year and will have a greater impact than the withdrawal of Ventura from the consortium. We won't know the TBR impact until August 2010. The Black Gold budget impact from Ventura leaving Black Gold is minimal, as the consortium has had time to plan and has a healthy reserve fund. Staff will update the Board as information is available. Trustee Rodenhi asked for a report comparing the TBR lending- to-borrowing. Staff will provide a report but added that there was a 10-week period in fall 2009 during which new books were received with wavy pages and staff worked with the vendor. The problem lowered the number of new titles available for loan to other libraries during this time.

Another budget item at the Lompoc Library is related to the heating system. The best option to date is to install a heating system at ground level with an estimated cost of \$300,000-\$350,000. Redevelopment Agency (RDA) or CDBG funds may be available. The City Management Services Director is exploring options. Another consideration would be a filtration system that would cost about \$30,000 and come from the Library reserves.

**B. Director's Activities and Update**

No further information was provided. Trustee Rodenhi asked why the Boys & Girls Club Dr. Seuss's birthday attendance was so much higher than the Lompoc Library's for the same program. Trustee Knowles shared that children are bussed from the schools to the Boys & Girls Club for afterschool child care, and that this is a large after school program with a predetermined audience.

**C. Roundtable**

Trustee Rodenhi asked if the County of Ventura had withdrawn from the Black Gold Cooperative Library System. Staff advised that the move is effective June 30, 2010 and that the Black Gold System Director has been proactive to save funds on technology costs and is negotiating other services to save money. Trustee Rodenhi would like to recognize Christina Chill in some way for her fundraising efforts.

**11. Adjournment**

The meeting was adjourned at 8:18 PM. The next scheduled meeting will be held on Thursday, May 11, 2010, 6:00 PM at the Lompoc Public Library.

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Diane Lawrence, Secretary  
by Lee Edie