



**LOMPOC PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA**
TUESDAY, JANUARY 14, 2014, 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 December 10, 2013 regular meeting
- B. Approval of the December 2013 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. CONSIDERATION OF LOMPOC LIBRARY CLOSURE FROM FEBRUARY 13-15, 2014 FOR FICTION COLLECTION CHANGES

A staff report is included in the Board packet.

STAFF RECOMMENDATION: The Library Board of Trustees approve a request to close the Lompoc Library from February 13-15, 2014 to give staff the opportunity to make changes to the fiction collection.

B. CONSIDERATION OF REVISIONS TO THE GIFT POLICY

A staff report is included in the Board packet.

STAFF RECOMMENDATION: The Library Board of Trustees approve suggested revisions to the Lompoc Public Library System's Gift Policy.

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.

C. CONSIDERATION OF REVISIONS TO THE AFFILIATIONS POLICY

A staff report is included in the Board packet.

STAFF RECOMMENDATION: The Library Board of Trustees approve suggested revisions to the Lompoc Public Library System's Affiliations Policy.

D. PROVIDE FEEDBACK ON LIBRARY ELEMENTS OF THE CITY OF LOMPOC 2030 GENERAL PLAN COMPREHENSIVE UPDATE -- PHASE 2

A staff report is included in the Board packet.

9. LIBRARY DIRECTOR'S DECEMBER 2013 REPORT

10. ROUNDTABLE

Remarks by Trustees and Staff

11. ADJOURNMENT

The next Regular meeting will be held on February 11, 2014 at the Lompoc Public Library, 501 E. North Ave., Lompoc, at 10:00 AM.

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

Lompoc Library Board of Trustees
City of Buellton Council Chambers, 140 W. Hwy. 246, Buellton, CA
Tuesday, December 10, 2013, 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: Maria Aguiniga, Judith Dale, Luella Knowles, Ann Ruhge, Linual White

Trustees Absent: None

Staff Present: Ashlee Chavez, Library Director; Lee Edie, Library Administrative Aide, Elizabeth Chapman, Buellton Library Branch Supervisor

2. Adoption of Agenda

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

3. Consent Calendar

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

4. Presentations

Liz Chapman provided further details to her written report on the programs and outreach for the Buellton Library.

5. Public Comment

None.

6. Library Support Activities

A. Friends of the Library

Cathy Rudolph and Roberta Mitchell, Friends Co-Presidents, reported:

- October book sale broke the last book sale profit record;
- Used books for sale on the lobby shelves continue to be a good money maker;
- the Lompoc Civic Theater's performance of "Looking for Kitty" held on November 3 netted a \$600 profit;
- the raffle of a two-pound box of See's Candies \$300;
- current fundraiser is the Decorated Christmas trees;
- completed the process to change their fiscal year to match the library's and updated bylaws;
- Roberta Mitchell will be stepping down as Co-President but will remain on the Board for 2014.

B. Library Foundation

No report was provided. The Library Director reported that the Foundation's December meeting has been cancelled.

7. Correspondence

A letter of congratulations and appreciation to the Turducken Dinner Group from the Library Board of Trustees for their recent successful fundraising event on November 9, 2013 and the benefit their efforts provide to the Lompoc Library System.

MOTION: It was moved, seconded (Knowles/Dale), and unanimously carried to approve the letter as written.

8. Business

A. Consideration of the Literacy Program's Community Development Block Grant request

The Library Director reported that should funding be in place to continue the Literacy program into the next fiscal year, that it is imperative to submit the CDBG grant.

MOTION: It was moved, seconded (Dale/White), and unanimously carried to approve a request of \$10,000 in CDBG funds to cover salary and instructional materials for the Literacy's Adult Reading Program for FY 2014-15 and authorize Trustee Ruhge to sign a letter confirming the approval.

B. Consideration of early closure at the Lompoc, Buellton, and Village Libraries on New Year's Eve.

The Library Director reported on reasoning for the early closure and recommendation that it be an ongoing special closing time.

MOTION: It was moved, seconded (Knowles/White), and unanimously carried to approve an ongoing special closing time of 5:00 PM at the Lompoc, Buellton and Village libraries on New Year's Eve (if New Year's Eve falls on a day when the Library is open and the normal hours of operation extend past 5:00 PM) effective immediately.

C. Discussion and planning of joint meeting between City Council and Library Board of Trustees

The Library Director and Trustees discussed a number of topics and manner in which to make the presentation. Trustee White recommended to defer to the Library Director's discretion for content and felt that a short video followed by the Library Director's presentation and concluding statement from the Library Trustees' President. Trustees agreed.

The joint meeting is scheduled for 6:00 PM, February 18, 2014.

9. Library Director's October report and updates

The Library Director reported that the purchase order authorizing work to begin by the bookmobile consultant has been completed. A timeline will be provided at the next Trustees meeting. The sign at the 211 South I Street property will be replaced with one that references the location to be a future stop of the mobile library. Regarding the structure to be located on LUSD property, an estimate was received for \$45,000.

10. Roundtable

Trustee Ruhge announced that as a member of the Alpha Club, she requested that the Library's Literacy Program be one of the three recipients of proceeds from their annual fashion show fundraiser. A check for \$500 is forthcoming. She also mentioned that her term as a Trustees was expiring. Staff will check with the City Clerk's office to see when letters are scheduled to be mailed.

Trustee Dale congratulated Literacy staff on their hand-made card for the non-tea fundraiser. With all the solicitation of donations at this time of year, she felt that people would be more willing to give with the obvious extra care.

11. Adjournment

The meeting was adjourned at 11:17 AM. The next Regular meeting will be held on January 14, 2014 at 10:00 AM at the Lompoc Public Library, 501 E. North Ave., Lompoc, CA.

**Library Invoices
December 2013**

Vendor	Amount	Acct. No.	Notes	Vendor	Amount	Acct. No.	Notes
The Gas Co.	306.52	85000-53110		Unique Management Svs	313.25	40085-46129	
	2.88	86000-53110		Vons	12.96	87000-52410	
PG&E	331.76	86000-53110		World Book, Inc.	992.53	85000-52140	
VVCSD	187.79	86000-53110		Walmart	20.23	40087-48234	
Verizon	16.32	85000-53202					
	21.76	86000-53202					
	131.26	88000-53202	2 mos.				
Waste Management	36.99	86000-53110					
Amazon.com	573.36	85000-52140					
	292.89	85000-52142					
	77.93	85000-52201					
	24.83	86000-52140					
	3.00	40085-46102					
	30.22	88000-52140					
	627.38	88000-52237					
99 cents Store	17.28	87000-52410					
	34.56	40087-48234					
Albertson's	73.11	85000-52201					
Brodart Co.	61.31	88000-52201					
California Electric Supply	1131.20	85000-53525					
City of Lompoc - Warehouse	298.64	85000-52408					
Dell	1568.56	85000-52237					
	255.99	88000-52237					
Demco	410.81	85000-52201					
Dollar Tree	4.32	87000-52410					
	6.48	40087-48234					
Foods Co.	30.63	87000-52410					
Fred Pryor Seminars	158.00	85000-54101					
	79.00	88000-54101					
Graphic Systems Printers	136.62	89000-52201					
Home Depot	17.23	85000-52408					
Moeller's Copier Repair	118.13	85000-52132					
	43.38	86000-52131					
Office Depot	191.44	85000-52201					
	319.97	85000-52237					
	84.92	85000-52408					
	87.80	86000-52237					
	8.23	88000-52201					
	87.80	88000-52237					
Jim Palam & Partners	100.00	85000-53340					
Santa Maria Times	149.75	85000-52140					
	101.40	86000-52140					
Sears	6.47	86000-52408					
Staples	258.29	85000-52237					
	60.25	85000-53340					
Systeme, Inc.	265.00	87000-52237					
Toshiba Business Solutions	146.02	85000-52131					
Traditional Paint	129.46	85000-53525					
	9,106.94			Total	10,445.91		

8A. CONSIDERATION OF LOMPOC LIBRARY CLOSURE FROM FEBRUARY 13-15, 2014 FOR FICTION COLLECTION CHANGES

BACKGROUND

Currently fiction books are shelved alphabetically by author within various genres (mystery, romance, science fiction, westerns). Staff has been considering for some time the idea of interfiling all of fiction thereby eliminating genre shelving. Performing this task will take several days of dedicated work and the need to remove many of the books from Library shelves. To do this while the Library is open would prove challenging.

DISCUSSION

Based on experience in switching the fiction and nonfiction shelving, along with several other areas, in 2012, it was determined that a period of 3 days should be enough time to complete this project. February 13-15 is a Thursday, Friday and Saturday.

Since the Library is closed on Sundays and will be closed the following Monday (in observance of Presidents' Day), this provides staff a two-day cushion to finish any remaining work that was not completed. This will mean that the Library is closed for five days in a row. Due to the holiday weekend and Valentine's Day, Library traffic is expected to be slightly less than usual.

During closure, Library pages will remain working to collect items from the Library book drops, check in items, and deal with Black Gold and branch transit deliveries.

FISCAL IMPACT

While some revenues may be lost due to collection of fines and fees while the Library is closed, this impact should be minimal. FT staff will continue working during these days and PT staff will be utilized heavily in the coordination of the project.

STAFF RECOMMENDATION

The Library Board of Trustees approve a request to close the Lompoc Library from February 13-15, 2014 to give staff the opportunity to make changes to the fiction collection.

8B. CONSIDERATION OF REVISIONS TO THE GIFT POLICY

BACKGROUND

The Library Director is currently working to compile a complete and updated policy manual. Some of the policies have not been revised in over 10 years and some routine updating is needed in order to accurately reflect the Library's current operations.

DISCUSSION

Few revisions have been made to the gift policy. The attached policy was revised using Track Changes so that all revisions are noted. The only changes of significance include the updating of programs available for "adoption" and the usage of nameplates/bookplates for donations. Although the Library frequently does affix bookplates for donations, in some instances it can prove challenging and may not always be done. Donors who make a specific request for recognition in such a fashion can typically be accommodated.

FISCAL IMPACT

The proposed revisions would have no fiscal impact upon the Library system.

STAFF RECOMMENDATION

The Library Board of Trustees approve suggested revisions to the Lompoc Public Library System's Gift Policy.

GIFT POLICY

Funded by tax money from the City, ~~and County~~ ~~and State~~, the Lompoc Public Library System depends upon voluntary support and assistance from the community to enhance library services. Zone II includes the Lompoc Main Library, the Buellton Branch Library and the Vandenberg Village Branch Library. The Library Board of Trustees encourages and appreciates donations of all kinds. The Library Board of Trustees and Library Director work with two 501(c)(3) nonprofit organizations that are chartered to support the libraries by developing and implementing donations of all types to provide supplemental funding to the library community. The two organizations are the Friends of the Lompoc Public Library, commonly called the Friends, and the Lompoc District Libraries Foundation, commonly called the Library Foundation. The Friends and the Library Foundation also assist the library administration in providing ideas for special projects, programs, equipment, and collection needs which would benefit from private support. Within the guidelines that follow, the Library Board of Trustees works with the Friends and the Library Foundation in receiving donations.

CONTRIBUTIONS OF MATERIALS

General Policy: All books, materials, personal property items, furniture, and equipment donated to the library become the sole property of the library (public property). All donations are irrevocable. The library shall determine how best to utilize, handle, shelf or display any item in accordance with library standards and practices and in accordance with legal requirements set forth for "Public Property" disposal. Donors are responsible for transporting items to the library. No conditions may be imposed on the library in its acceptance of any gift or donation.

BOOKS

The library welcomes books in good condition. Items deemed unsuitable for any reason for the library collection shall be given to the "Friends of the Lompoc Public Library" for use in library fund raising projects.

OTHER MATERIALS

Weekly magazines are welcomed if they are less than one month old. Monthly magazines not more than three months old are also accepted. All categories of audiovisual items in good condition are also accepted.

EQUIPMENT

Donations of equipment are appreciated if the item(s) satisfies a definite need or deemed necessary for the development of a program or establishment of a collection.

PERSONAL PROPERTY

Art objects, portraits, antiques, and museum quality objects are considered for acceptance on a case-by-case basis. If accepted, the library is not able to guarantee permanent display or ownership of an item.

REAL ESTATE

Gifts of Real Estate are encouraged but are considered for acceptance on a case-by-case basis. Without a guaranteed source of monetary support, the library is not able to ensure the library's permanent ownership of donated real estate. The donor is urged to arrange a secure source of funding of operations and maintenance or the library retains the option to distribute the Real Estate to benefit the library.

MONETARY CONTRIBUTIONS

GENERAL POLICY

Monetary donations are most welcome by the library. Gifts may be made toward the purchase of library materials or for support of operations, programs, or facility enhancement. The library reserves the right to decline a monetary donation if the conditions of the donation are deemed unsuitable or inappropriate for the library.

DONATIONS

Monetary gifts are welcomed from individuals, businesses/corporations, non-profit/for-profit organizations and other entities. Matching gifts by employers are encouraged. Gifts of securities received by the library shall be sold as soon as practicable at market rate, and the proceeds used as deemed best for library needs.

MEMORIALS/HONORARIUMS/~~BEQUESTS~~

Donations made to honor an individual or an event, are encouraged.

BEQUESTS & ENDOWMENTS

Endowments to provide continuing support of programs, collections or facility enhancements are welcomed. Information and special giving programs are available through the Library Foundation; e.g. charitable remainder trusts, charitable lead trusts, donor advised funds, insurance options, etc. The Endowment Management Committee of the Library Foundation has experienced advisors to help donors.

~~PROGRAMS: MONETARY GIFTS OF ALL TYPES MAY BE DEDICATED TO PROGRAM SUPPORT. ADOPT-A-MAGAZINE, ADOPT-A-LITERACY PROGRAM, AND ADOPT-A-CHILDREN'S PROGRAM ARE EXAMPLES OF DEDICATED GIVING.~~

ACKNOWLEDGEMENTS

All donations for which the donor does not request anonymity shall be acknowledged by the Library Director or appropriate Department Head with a letter of appreciation. The library cannot provide appraisals. It is the responsibility of the donor to assign a monetary value to the gift for tax purposes. For a monetary gift given in memorial, tribute, bequest, or in recognition of someone, a letter shall be sent to the person or family of the person being honored.

~~BOOKS AND MATERIALS: BOOKS AND MATERIALS DELIVERED TO THE LIBRARY SHALL BE ACKNOWLEDGED, IF REQUESTED, AT THE TIME OF DELIVERY WITH A STANDARD "BOOK DONATION" CARD THAT ACKNOWLEDGES RECEIPT. GIFTS OF HARDCOPY BOOKS SUITABLE FOR THE LIBRARY COLLECTION SHALL BE ACKNOWLEDGED BY AFFIXING A BOOKPLATE. A NAMEPLATE AFFIXED TO THE MAGAZINE COVER SHALL IDENTIFY THE DONOR OF AN ADOPTED MAGAZINE.~~

~~EQUIPMENT: FUNDING OF EQUIPMENT, FURNITURE, OR ARTWORK VALUED AT \$500 OR MORE SHALL BE RECOGNIZED WITH A PLAQUE ENGRAVED WITH THE DONOR'S NAME.~~

~~PERSONAL PROPERTY: IF A DONATED ITEM ACCEPTED BY THE LIBRARY IS PERSONAL PROPERTY, A PIECE OF EQUIPMENT, ART OBJECT, ANTIQUE, ETC., A RECOGNITION PLAQUE SHALL BE PLACED ON OR NEAR THE ITEM WHILE ON EXHIBIT OR IN USE.~~

MAJOR CONTRIBUTIONS

Gifts of \$10,000 or more by individuals, organizations, or businesses shall be recognized with permanent individual wall plaques prominently displayed in the library to include appropriate signage other than permanent individual wall plaques.

BENEFACTOR CONTRIBUTIONS

Gifts of such magnitude that change the course of library services may be considered for naming privileges on a case-by-case basis.

8C. CONSIDERATION OF REVISIONS TO THE AFFILIATIONS POLICY

BACKGROUND

The Library Director is currently working to compile a complete and updated policy manual. Some of the policies have not been revised in over 10 years and some routine updating is needed in order to accurately reflect the Library's current operations.

DISCUSSION

Major changes to the affiliations policy include removal of some affiliations due to the organizations no longer existing. Some organizations have changed names and one organization has been added. The attached policy has revisions attached via Track Changes.

FISCAL IMPACT

The proposed revisions would have no fiscal impact upon the Library system.

STAFF RECOMMENDATION

The Library Board of Trustees approve suggested revisions to the Lompoc Public Library System's Affiliations policy.

AFFILIATIONS

DATE OF BOARD APPROVAL: 03/10/1998; REVISED: 1/2014

BLACK GOLD COOPERATIVE LIBRARY SYSTEM

The Lompoc Public Library has been a member of the Black Gold Cooperative Library System since its inception in 1964. Black Gold is funded by state and local funds and is made up public libraries in Santa Barbara, San Luis Obispo and Ventura Counties. Participation is based upon a continuing commitment to the mission as stated below.

The Black Gold Cooperative Library System and its programs help Member libraries share resources to provide and enhance services to their users.

Much of the structure of the Black Gold Cooperative is mandated by statute. The Lompoc Library Director participates as a member of the Administrative Council. ~~A library patron is appointed to the System Advisory Board by the City Council after recommendation by the Library Board. The appointment is for no more than two consecutive four year terms. An Alternate is also appointed.~~ The Library Director appoints library staff to various Black Gold Committees as appropriate.

Programs of Black Gold in which Lompoc participates include Interlibrary Loans, Cataloging Center, ~~Union Database, Black Gold Information Center,~~ Delivery Service, and Automated Circulation System. Although programs may change from time to time, the Lompoc Public Library is committed to Black Gold as the primary vehicle for sharing resources and knowledge.

~~(TIE) TOTAL INTERLIBRARY EXCHANGE~~

~~AS A MEMBER OF BLACK GOLD, THE LOMPOC PUBLIC LIBRARY IS A MEMBER OF TIE.~~

~~THIS IS A COOPERATIVE ORGANIZATION OF PUBLIC, SCHOOL, ACADEMIC AND SPECIAL LIBRARIES IN SANTA BARBARA, SAN LUIS OBISPO, AND VENTURA COUNTIES. THE PURPOSE IS TO INCREASE RESOURCE SHARING AND COOPERATION AMONGST ALL TYPES OF LIBRARIES.~~

~~(CLASS) COOPERATIVE LIBRARY AGENCY FOR SYSTEMS AND SERVICES~~

~~CLASS IS MADE UP OF ACADEMIC, PUBLIC AND SPECIAL LIBRARIES IN CALIFORNIA FOR THE PURPOSE OF IMPROVING LIBRARY SERVICES THROUGH COOPERATIVE EFFORTS. AMONG THEIR PROGRAMS AND ACTIVITIES ARE THE MAINTENANCE OF THE CALIFORNIA UNION LIST OF SERIALS AND THE PROVISION OF GROUP DISCOUNTS FOR ON LINE SERVICES AND WITH LIBRARY VENDORS.~~

~~(CLA) CALIFORNIA LIBRARY ASSOCIATION~~

The Lompoc Library maintains an institutional membership in CLA. This organization, which is open to all libraries, library staff and interested persons, provides educational opportunities, publications and legislative monitoring to help support all aspects of library service. The Library Board supports the professional involvement of the Lompoc Library staff in this organization by providing paid work-time, registration and travel for all full-time librarians to attend the annual conference.

~~(CALTAC) CALIFORNIA ASSOCIATION OF LIBRARY TRUSTEES AND COMMISSIONERS (CPLA)
CALIFORNIA PUBLIC LIBRARY ADVOCATES~~

One member of the Library Board of Trustees is provided with a membership in ~~CALTAC~~PLA. This organization provides educational material, newsletters and annual workshops for library trustees, ~~and~~ administrators, and Friends and Foundation members.

(ALA) AMERICAN LIBRARY ASSOCIATION

The Library Board of Trustees supports participation by library staff in this national organization through paid time, registration and travel for the Library Director to conferences of the American Library Association or its divisions up to a specified budget amount. Participation beyond this level will be reviewed on an individual situation basis.

~~CALIFORNIA COUNCIL OF CITY LIBRARIANS~~

~~THE CALIFORNIA COUNCIL OF CITY LIBRARIANS ADDRESSES THE UNIQUE CONCERNS OF CITY LIBRARIANS IN THE STATE. THE LOMPOC LIBRARY SUPPORTS AN ANNUAL MEMBERSHIP FOR THE LIBRARY DIRECTOR. MEETINGS ARE HELD IN CONJUNCTION WITH THE ANNUAL CALIFORNIA LIBRARY ASSOCIATION CONFERENCE.~~

VANDENBERG VILLAGE ASSOCIATION

The Village Library is a member of the Vandenberg Village Association. This ~~e~~insures a voice in the organization and receipt of the newsletter.

GOLD COAST LIBRARY NETWORK

The Lompoc Library maintains an institutional membership in the Gold Coast Library Network. This organization, which is open to all libraries in San Luis Obispo, Santa Barbara or Ventura Counties, entitles its members to participate fully in resource sharing and activities. The Library Board supports the professional involvement of the Lompoc Library staff in this organization by providing paid work-time, registration and travel for all full-time librarians to attend any of the organization's professional development workshops.

8D. PROVIDE FEEDBACK ON LIBRARY ELEMENTS OF THE CITY OF LOMPOC 2030 GENERAL PLAN COMPREHENSIVE UPDATE – PHASE 2

BACKGROUND

The attached memo from the City of Lompoc’s Planning Commission provides some brief background on the City of Lompoc’s 2030 General Plan, along with information the status of where the City Council and Planning Commission are regarding the General Plan.

DISCUSSION

The Planning Commission is asking for feedback from the Lompoc Library Board of Trustees regarding the General Plan Elements related to the Lompoc Library. The Library Director will ensure that the feedback provided by the Trustees is forwarded to the Planning Commission in an accurate and timely manner.

**CITY OF LOMPOC
PLANNING COMMISSION STAFF REPORT**



MEETING DATE: January 14, 2014
TO: Members of the Library Board
FROM: Ron Fink, Planning Commission Chair
RE: City of Lompoc 2030 General Plan
Comprehensive Update – Phase 2

As you may all be aware, the City Council adopted the 2030 General Plan Comprehensive Update – Phase 1 on November 19, 2013 (Land Use and Circulation Elements, the Housing Element was adopted in 2010 as required by State law). The General Plan is the City's long-range planning document and sets goals and policies for the next 20 years. The next step in the process is to adopt the Phase 2 Elements: Resource Management, Open Space, Noise, Safety, Parks and Recreation, Urban Design, and Public Services Elements.

The City Council and Planning Commission will hold a joint meeting on January 28, 2014 to generally discuss any input the Council may want to provide on the Phase 2 Elements. During the month of January, I will be representing the Planning Commission and reaching out to the various Commissions and Committees and request that they review the Element that specifically provides Goals, Policies, and Implementation Measures that have to do with their special area of responsibility. We request your assistance and welcome your input on how to make this document stronger and more representative of how we see our community developing in the future.

Language in the 1997 General Plan Public Services Element, Goal 6, Policies 6.1 through 6.6, and Implementation Measures 4, 5, and 6, specifically address Library facilities and services (attached). Please review and provide any feedback to staff.

The existing 1997 General Plan Elements are listed on the City website at http://www.cityoflompoc.com/comdev/plan_docs_maps.htm. The new Phase 1 Elements and Maps are on the same web page. If you would like hard copies of any of the documents, please contact Lucille T. Breese, AICP, Planning Manager at lbreese@ci.lompoc.ca.us or 805.875.8273.

Attachment (1)

C: Teresa Gallavan, Interim City Administrator
Brandon Ward, Assistant City Attorney
Planning Commission

1997 General Plan - Public Services Element

Goal 6 and Policies 6.1 through 6.6

- Goal 6** Provide high quality library facilities and services.
- Policy 6.1** The City shall assist the Library Board of Trustees in making improvements to the City of Lompoc library system and expansion of the facilities to maintain the system's quality and capacity.
- Policy 6.2** The City shall assist the Library Board of Trustees in providing sufficient capacity in the City of Lompoc library system prior to approval of new development projects.
- Policy 6.3** The City shall cooperate with the Library Board of Trustees to ensure that improvements to the City of Lompoc library system necessitated by new development within the City are proportionately financed by the project sponsor.
- Policy 6.4** The City shall continue to assist the Library Board of Trustees in upgrading and maintaining the currency of the collection of materials and electronic resources.
- Policy 6.5** The City shall continue to work with the County of Santa Barbara and the Library Board of Trustees in providing regional library facilities and services which serve all segments of the population.

Implementation Measures 4, 5, and 6

- Measure 4** The City shall review the City Code regulations for fire sprinklers for additional requirements. [Policy 5.3]
- Measure 5** The City shall assist the Library Board of Trustees in preparing a facility plan for the main library, which includes consideration of an additional entrance to existing parking area. [Policy 6.3 & 6.5]
- Measure 6** The City will strive to increase funding levels for the library to meet the average funding levels for City of Lompoc library facilities on a statewide basis. [Policy 6.1 & 6.4]

**LOMPOC PUBLIC LIBRARY SYSTEM
DECEMBER 2013 STAFF REPORT**

BLACK GOLD COOPERATIVE LIBRARY SYSTEM

Black Gold Cooperative Library System has purchased OverDrive FrontLine services. This provides specialized and fast online customer service to patrons who need assistance using Library downloadables, such as eBooks.

It was also voted at the last Administrative Council meeting to start the new free holds system in July with a new maximum hold limit of 10 holds. This will be reviewed for effectiveness and the need for extra delivery days.

Black Gold meetings attended by staff during the month of December are listed below:

Date	Black Gold Committee	Attended By
December 6	Administrative Council	Ashlee Chavez

CHARLOTTE’S WEB MOBILE CHILDREN’S LIBRARY

Library Director, Ashlee Chavez, met with Benton Trustees to discuss the project on December 17. A meeting with the Benton Trust’s financial advisor will take place on January 7.

A new sign has been placed on the lot at 211 S. I St., to educate the public on the new purpose of the lot and raise enthusiasm for the project.

Ms. Chavez continues to correspond with the hired consultant – a kick off meeting is scheduled for the third week of January. A timeline of events will be available soon after the meeting.

COUNTY OF SANTA BARBARA SERVICES

Ms. Chavez and Trustee Dale attended a County Library Advisory Committee meeting on December 11.

There will be a tax measure that will be placed on the upcoming ballot regarding oil production taxing. Because the vote from the County Board of Supervisors on this matter was split 3-2, this means that, if the ballot were passed, the revenues from the tax would have to go to specific purposes. The Library was identified as one of these specific items.

Ms. Chavez will be meeting with Santa Barbara Public Library System’s Library Director, Irene Macias and Santa Maria Public Library System’s, City Librarian, Mary Housel, on January 21 to begin working towards a consistent and unified model to “chargeback” branch libraries for the administrative services provided by the central libraries of each County zone.

GRANT SEEKING

A grant application to California Council for the Humanities for a California Reads 2014 grant was awarded to the Lompoc Public Library System in the amount of \$5,000. The Community Read program will take place in the fall and the Library will collaborate with many partners, including Allan Hancock College. Whether or not Lompoc will be the recipient of an author visit is still unknown, although it has been requested.

California Reads 2014 provides funding for a community read program, this year's selected title is *What It Is Like to Go to War* by Karl Marlantes (author of *Matterhorn* and *Black Hawk Down*). The programming would focus on returning home from war and veterans. The Library has received a grant from California Council for the Humanities in 2011 for the programming that occurred in fall 2012 centered around the book *Farewell to Manzanar*.

Ms. Chavez is also working with the Lompoc Valley Lions Club and Rotary Club regarding funding of future projects at the Lompoc Library.

LIBRARY OPERATIONS

Ms. Cadiente worked with Black Gold System Administrator, Kim Hunter, to modify settings in Polaris to allow for Hold Slips and Transit slips to print at the Lompoc Library. Ms. Cadiente will be visiting the branches to turn these features on for them as well. This feature has increased workflow dramatically.

Ms. Cadiente worked to create a circulation schedule that allows for cross over staff between the Village Branch and Lompoc Public Library. Beginning February 1, 2014 Village and Lompoc circulation staff will be under the purview of the Adult Services Manager.

LITERACY SERVICES

Literacy Coordinator, Christina Chill, submitted a grant application requesting \$10,000 for Literacy services in FY 2014-15 to the City of Lompoc Human Services CDBG program. She also distributed PR materials and sold almond brittle at the City of Lompoc EDA Craft Bazaar on December 7.

Donations from the annual mail solicitation are exceeding expectations with a current collection of \$3,732. Contact was made with the Pastor from Foursquare Church who has recommended that Ms. Chill submit a written donation request for funding.

LITERACY STATISTICS

New student intakes: 0; Tutors/Learners matched: 0; Referrals: 14; Books distributed: 55.

PROGRAMMING

Youth Services Manager, Lezlee Hurtado, performed her second year of special school visits during the month of December. She visited Miguelito, Olive Grove, La Canada, Hapgood, Los Berros, Buena Vista, Christian School, Dorothy Jackson Center, and La Honda State Preschool along with a volunteer dressed as the llama from *Llama, Llama, Red Pajama*. This programming reached over 1,570 kids! In addition to reading a story and meeting a llama, kids are educated about services the Library offers and encouraged to visit.

Date	Program	Attendance
December 9	Young at Heart bookclub	8
December 17	Leadership Lompoc Valley Tour	20
December 19	Dorothy Jackson Center Outreach	27
December 20	Smurfs 2	10
December 21	Special Holiday Storytime	40
December	Llama, Llama, Red Pajama School Storytimes	1,570
December	Storytime (only met 1 time due to holidays)	47
Wednesdays in December	Homework Club (only met 3 times; holidays)	21
December	Read to a Dog	On hiatus
December	Spanish Storytime	On hiatus
TOTAL:		1,723

SUPPORT AND FUNDRAISING

Ms. Chavez, Ms. Cadiente, and Administrative Aide, Lee Edie, are working with the Friends and Foundation groups to implement a new way to manage and administer funds from these groups.

Meetings with Library support groups or fundraisers held for the month of December are listed below:

Date	Meeting	Attended By
December 13	Support the Village Library Group	Ashlee Chavez; Stacy Brigman

VOLUNTEER SERVICES

Volunteer applications received: 4; Volunteers assigned: 0; Volunteer hours: 180.

COMPUTER SESSIONS/WI-FI USERS

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2,339	2,225/ 405	2,107/ 589	3,297/ 631	3,477/ 568	3,427/ 510	3,917/ 506	3,524/ 558	3,123/ 481	3,576/ 520	3,462/ 390	3,389/ 465

PEOPLE COUNTER

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
12,301	11,233	12,069	12,676	13,267	12,984	13,803	12,838	12,211	14,427	10,354*	9,427**

*Nov: 6 days no reading @ parking lot entrance/** Dec: 4 days no reading @ parking lot entrance & 6 days no reading @ street entrance

BUELLTON LIBRARY

BUILDING AND FACILITY

Baby changing stations were installed in both bathrooms of the Library. The Library Director worked to receive quotes on new carpeting for the building.

A new OPAC (Online Public Access Catalog) was installed at the library.

PROGRAMMING

Date	Program	Attendance
December	Storytime	30
October	Head Start outreach visits	50
TOTAL:		80

COMPUTER SESSIONS/WI-FI USERS

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
?	?/ 72	928/ 121	1166/ 133	981/ 121	1,208/ 153	1,065/ 147	1,107/ 126	1,026	1,127/ 132	936/ 170	873/ 113

PEOPLE COUNTER

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
5,336	5,854	6,073	6,148	5,518	6,714	5,590	4,765*	5,096	5,830	5,006	4,386

*Aug: 5 days no reading

VILLAGE LIBRARY

BUILDING AND FACILITY

Baby changing stations were installed in both bathrooms. A request for smoke alarm detectors to be installed was sent to the County of Santa Barbara.

COLLECTION MAINTENANCE

The biography section at the Village Library has been completed, with all books now possessing new and updated call numbers. This project at all three Libraries in the system has led to an easier to access and find collection that has been highly requested for many years.

Ms. Cadiente has been performing deselection duties at the Village branch. Ms. Cadiente will also be looking to remove the reference collection by discarding old volumes and interfiling volumes that still have use with regular non-fiction. The A/V sections are growing and more space is required to accommodate this growth.

PROGRAMMING

Date	Program	Attendance
December 12	Speaker Series – Barry Marks	14
December	Storytime	93
TOTAL:		107

VOLUNTEER SERVICES

Volunteer hours for the month at the Village Library totaled 157.50 hours.

COMPUTER SESSIONS/WI-FI USERS

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
NA	NA/53	124*/100	365/115	383/8 2	373/68	405/82	419/66	366/85	452/ 92	363/50	360/70

*Began tracking on March 17

PEOPLE COUNTER

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2,758	2,546	2,779	2,354	3,005	3,216	3,000	2,806	2,595	2,897	2,572	2,583