

Lompoc Library Board of Trustees
501 E. North Ave., Lompoc, CA 93436
Tuesday, March 11, 2014, 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: Judith Dale, Luella Knowles, Ann Ruhge, Linual White

Trustees Absent: Maria Aguiniga

Staff Present: Ashlee Chavez, Library Director; Lee Edie, Library Administrative Aide

2. Adoption of Agenda

MOTION: It was moved, seconded (Knowles/Dale), 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

None.

5. Public Comment

None.

6. Library Support Activities

A. Friends of the Library

The Library Director advised that since the Friends board meeting had been postponed until the end of the month, President Cathy Rudolph had no new information to report.

B. Library Foundation

No communication was provided.

7. Correspondence

A letter from Dorene Welck sharing her opinion of the Literacy Program's status.

8. Business

A. Review of the FY2013/14 Budget for Lompoc, Buellton and Village Libraries

The Library Director shared that there were no line item revisions in the budget documents provided but that staff is preparing for the mid-year budget review with the City Council on March 25, 2014. Trustee Ruhge asked about the grounds maintenance budget for the library and expressed sadness with the unsightly appearance of the library grounds. Staff shared that the lawn is usually mowed once a week and requests are made for specific needs if they go neglected for a period of time.

B. Consideration of the Library's Adult Literacy Program's Future

The Library Director provided a comprehensive report of the Library's Adult Literacy Program and options for its future. Trustees were interested in selecting an option geared to success. Pursuing Option 3, a 501(c) 3 nonprofit organization status, consideration of selecting a board of directors should be in the forefront. Directors will want to drive the organization to move forward if no longer library supported.

Trustee White thanked staff for the report and would like to recommend that a decision be deferred to the April meeting to give more time for consideration of all options. All Trustees agreed.

C. Discussion of a Reserve Fund Balance Use Policy

The Library Director reported that the policy provided has been reviewed and approved by the City Attorney, Joe Pannone, and Finance Management Services Director, Brad Wilke.

MOTION: It was moved, seconded (White/Knowles), and unanimously carried to adopt the Reserve Fund Balance Use Policy as presented.

RESERVE FUND BALANCE USE POLICY

Purpose

The Lompoc Public Library System Board of Trustees considers that it is prudent to establish a policy for its reserve fund balances. There are four reserve funds currently under the control of the Library Board of Trustees.

- Lompoc Library
- Buellton Library
- Village Library
- Adult Literacy (this reserve balance will be addressed in a separate policy)

The purpose of the Reserve Fund Balance Use Policy is threefold: to enable realistic long-term planning, to assist with effective development of annual budgets, and to promote clear communications with the general public, staff, and administration.

The establishment of this policy will provide financial stability, cash flow for operations and assurance that the Library will be able to respond to emergencies with fiscal strength.

The elements of the policy are created by the Library Board of Trustees for its own purposes and may, therefore, be revised by the Trustees as needed in the future.

Policy

The reserve fund balances for each library in the system are all managed separately and apart from each other. Each library maintains its own budget and reserve fund. At no point do the funds become comingled or used for any library or program other than their own.

At the end of each fiscal year, if in any of the various library's budgets there is a surplus of operating funds, said funds will be applied to the appropriate reserve fund. If surplus funds at the end of the fiscal year are the result of a large contribution or sudden one-time allocation, they could temporarily and artificially inflate reserve fund balances and are therefore not included in or affected by this policy.

The Reserve Fund Usage Policy requires that a minimum balance of 25% of allocated Library fund ongoing expenditures be maintained in any given year. The 25% should be determined after deducting the City's insurance deductible (\$25,000).

The reserve balance should be reported annually with fund transfers to be made annually prior to the closing of the fiscal year.

Intended uses for reserve fund balances

- Interruptions in Cash Inflows
Examples include reductions in the City of Lompoc or Santa Barbara County allocations or a significant economic slowdown. If the cash flow interruption is of an ongoing nature, reserve fund use is limited to a consecutive two-year period, not to exceed 40% of the beginning reserve balance.

- Emergencies

In the event of an emergency or disaster such as earthquakes, fires, floods or other such emergencies, the entire balance may be used to temporarily fund library recovery costs. It is understood that all aid assistance options will be sought to fund recovery efforts or reimbursement of the Library Reserve for front of recovery costs.

- Capital Purchases

Up to one-third of the Library Reserve balance may be used to finance capital purchases. If applicable, alternative financing options shall be presented for consideration along with the use of Library Reserves.

- One-Time Operational Expenditures

Up to 20% of the required reserve balance may be expended on one-time operational expenses.

Other criteria for use

A majority vote from the Library Board of Trustees is required to determine that it is necessary to use the Library Reserve Funds for any of the uses listed above. No County or City approval is needed to expend Library Reserve Funds. Per Education Code section 18953, the Library Board is empowered to issue orders to expend money kept in the Library's account, but only for expenditures to carry out the purposes authorized by Education Code sections 18900 *et seq.*

With the exception of the emergency scenario, the reserve contingency balance allocated for other intended uses shall not exceed 50% of the required balance in any given year.

D. Consideration of a Program Change to Eliminate the Budgeted Clerk III Position at the Village Library

The Library Director discussed the continuing financial struggles of the Village Library and dependency on fundraising each year while still needing to draw on Reserves. She reported reasons that a Clerk III position is no longer needed and the budget would realize an approximate savings of \$18,860 annually. Should Trustees approve this item, the employee in the position will be offered an alternate position at the Clerk I classification level to be effective immediately after the position elimination takes place.

Public Comment:

Chris Pauley said that he understands the reasoning and administrative need to stay within the budget. The Library's financial dilemma is communicated through letters of request for donations each year. He felt more consistency in dealing with patrons can be offered through staff with same qualifications. More programming at the Village Library would be welcomed.

Pam Burke expressed that she also understands the reasoning behind the decision but is concerned with the stability of service as there has always been one person in charge. Residents may be unhappy since they were given no notice of the change being considered.

Ms. Chavez expressed that the change is a financial decision and residents should be aware of the fundraising efforts due to the budget struggles for over eight years. The change will not affect the level of service. In fact the Library may be receiving higher levels of service at times than are presently available.

Trustees agreed that the library is the first obligation, to maximize reserves and to keep the library open as efficiently as possible. Rules exist to protect employees and debating a personnel issue should not take place in a public forum.

MOTION: It was moved, seconded (Ruhge/White), and unanimously carried to approve a program change to be submitted to the City council for FY14/15 to eliminate the budgeted Library Clerk III position at the Village Library effective the first payroll of FY14/15.

E. Consideration of Changes to the Art Exhibit Rules

The Library Director provided recommended changes from the Library Art Advisory Committee to the art Exhibit Rules.

MOTION: It was moved, seconded (White/Knowles), and unanimously carried to approve the Art Exhibit Rules as presented.

Art Exhibit Rules

1. All artwork must be original and in the style and medium approved by the Library's Art Advisory 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 be consistent with the space available.
 3. A list of the artwork and the value of each piece is required at the time the exhibit is installed. The Library provides insurance coverage up to \$5,000 with a \$1,000 deductible. If exhibitor is mounting works of high value, they may be secured to the Gallery walls.
 4. The normal exhibit time will not exceed one month at each library. The 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 Assistant to avoid schedule conflicts.
 5. Each artist shall maintain a continuity in the presentation of their artwork. If the paintings are unframed, the edge of each must be a continuation of the painting, i.e., on a wraparound canvas. A standard stretched canvas with stapled or tacked edges cannot be shown unframed.
 6. The ARTIST will be required to pay to the Lompoc Public Library the amount of 15% of the money generated from exhibited art sales. The ARTIST is responsible for all taxes and fees associated with the sale of their artwork.
 7. Only standard and removable nails, staples, and hangers can be used.
 8. The Library reserves the right to remove any and all works which may be found objectionable.
 9. A separate price list may be posted including the name and address of the artist. Individual paintings may include a label that lists a price.
 10. 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.
 11. Artists must be a minimum age of 18 years; possible exceptions would be at the Art Advisory Committee's discretion.
- Exceptions to the above rules may be granted by the Art Advisory Committee and the Library Director.

F. Consideration of Changes to the Library Circulation Policy

The Library Director reported that a video game collection will be added to the Village Library to help increase the usage of and circulation of items along with creating more interest from younger library patrons. The Village Library has received a consistent amount of very large donations for their materials collection to help facilitate the funding of this new collection and several related policy changes such as checkout limits and replacement fees are needed.

MOTION: It was moved, seconded (Ruhge/White), and unanimously carried to approve the Library Circulation Policy as presented.

CIRCULATION POLICIES

CHECKOUT AND RETURN OF LIBRARY MATERIALS

LOAN LIMITS/LOAN PERIODS

In order to maintain an adequate selection of materials in all areas of the library, limits have been placed on the number of items that may be checked out to patrons at one time.

<u>Item</u>	<u>Limit</u>	<u>Loan Period</u>
Total Items allowed	50	
Book (printed material)	50	3 weeks
Book on CD	50	3 weeks
Music CD	50	3 weeks
DVD	50	1 week or 3 weeks
Rental DVDs	50	3 or 7 days
Rental/Express Books	50	7 days
Video Game – Disc	1	3 weeks
Video Game – Cartridge	1	3 weeks

RENEWAL OF MATERIALS

1. Patrons may renew their library material three (3) times for items checked out on an individual's library card that are not on hold for others.
2. Once the item has reached its renewal limit, it must be returned and checked in for at least twenty-four (24) hours before borrowing it again. This gives other patrons the opportunity to check out the item.
3. Video Games and Rental Items cannot be renewed.

FEES/FINES

DAMAGED ITEMS – REPLACEMENT FEES-LOST OR DAMAGED

Adult Non-Fiction Book	\$30	Magazine	\$8
Adult Fiction Book	\$30	Music CD	\$10
Book on CD	\$10	Paperback	\$10
Book on CD: full set	\$50	Reference Book	\$60
DVD/Blu-ray (two or less discs)	\$20	Trade Paperback	\$20
DVD Set/Blu-ray Set (Three or more discs)	\$30	Video Games-Disc	\$50
ILLs: Outside of Black Gold	Cost of item	Video Game-Cartridge	\$30
Juvenile Book	\$30		

HOLDS

In order to ensure equal access to library materials, patrons may place a hold on materials.

1. If an item is requested by a patron, it may not be renewed by the patron who currently has it checked out.
2. Patrons are notified by email or telephone when an item is available. It will be held at the circulation desk for seven (7) business days.
3. If the item is not picked up within seven (7) business days, it will go to the next person on the hold list or be returned to the shelf/lending library.
4. A fee of \$1.00 will be assessed on the patron's card per item placed on hold. Fee must be paid at the time of pick up. The \$1.00 fee is still due regardless of whether or not the hold is picked up by the patron.
5. Rental books, Rental DVDs, Rental/Express books, Video Games and Reference items may not be placed on hold.

9. Library Director's February report and updates

The Library Director reported on

- Black Gold preliminary budget with changes
- SB1455 Library bond matching grant
- Update on State budget \$2.25 million included high speed internet at low cost
- Progress on programming for National Library Week April 20-27
- Library Director's evaluation is due in April. Trustees agreed to hold a closed session at 9:00 AM before the start of next month's meeting.

10. Roundtable

None

11. Adjournment

The meeting was adjourned at 11:38 AM. The next meeting will be a Closed Session to discuss the Library Director's performance evaluation at 9:00 AM on April 8, 2014 at the Lompoc Public Library, 501 E. North Ave., Lompoc followed by the Regular meeting at 10:00 AM

Linual White, Secretary
by Lee Edie, Library Administrative Aide