

**LOMPOC PUBLIC LIBRARY SYSTEM
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA**
TUESDAY, JULY 8, 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 June 10, 2014 regular meeting
- B. Approval of the June 2014 invoices

4. PRESENTATIONS

5. PUBLIC COMMENT

The public comment period is reserved for comment on matters within the subject matter jurisdiction of the Board of Trustees. Comments related to non-agenda items are appropriate at this time. Public comment on agenda items will be invited by the Chair as they are introduced. Each person may address the Board for up to 5 minutes.

6. LIBRARY SUPPORT ACTIVITIES

- A. Friends of the Library
- B. Library Foundation

7. CORRESPONDENCE

Letter of thanks from author Jeffrey Geiger for hosting a book discussion event.

8. BUSINESS

A. CONSIDERATION OF CHANGING CHECKOUT PERIOD TO THREE WEEKS FOR ALL A/V ITEMS

A staff report is included in the Board packet.

STAFF RECOMMENDATION: The Library Board of Trustees approve changing the check-out period on all regular circulating DVDs and Blu-rays to three weeks.

B. REVIEW OF THE FY 2014/15 BUDGET FORECAST FOR THE VILLAGE BRANCH LIBRARY AS PREPARED BY THE INTERIM LIBRARY DIRECTOR

A staff report is included in the Board packet.

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 LITERACY CONTRACT

A staff report is included in the board packet.

D. CONSIDERATION OF LIBRARY BECOMING A CITY DEPARTMENT

A staff report is included in the board packet.

STAFF RECOMMENDATION: The Library Board of Trustees approve to move forward with the Library becoming a city department.

D. LIBRARY DIRECTOR'S MAY 2014 REPORT

E. ROUNDTABLE

Remarks by Trustees and Staff

F. ADJOURNMENT

Meeting will be adjourned to a Closed Session immediately following the meeting. The next Regular meeting will be held on Tuesday, August 12, 2014 at 10:00 AM at the Lompoc Public Library, 501 E. North Ave., Lompoc.

CLOSED SESSION – IMMEDIATELY FOLLOWING JULY 8, 2014 REGULAR MEETING ADJOURNMENT

1. CALL TO ORDER

2. BUSINESS ITEM

PUBLIC EMPLOYMENT – Library Director

3. ADJOURNMENT

The next regular meeting will be held on Tuesday, August 12, 2014 at 10:00 AM at 10:00AM at the Lompoc Public Library, 501 E. North Ave., Lompoc.

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
501 E. North Ave., Lompoc, CA 93436
Tuesday, June 10, 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 10:13 AM.

Trustees Present: Judith Dale, Luella Knowles, Ann Ruhge, Linual White

Trustees Absent: None

Staff Present: Jessica Cadiente, Interim Library Director; Lee Edie, Library Administrative Aide

2. Adoption of Agenda

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

3. Consent Calendar

MOTION: It was moved, seconded (Knowles/Dale), and unanimously carried to approve the Consent Calendar with a correction to the minutes of May 13, 2014 adding the name of Trustee Aguiniga to those present.

4. Presentations

None.

5. Public Comment

None.

6. Library Support Activities

A. Friends of the Library

Friends President Cathy Rudolph reported that they are working on their budget for the new fiscal year that begins July 1, 2014. Their next meeting will be held on June 24, 2014 at 2:00 PM.

B. Library Foundation

Foundation President Suzanne Schwark provided a written report that their book endowment disbursements have been approved and funds will be submitted to the library. In August, the outdoor concerts on the library lawn will change from Sunday to Saturday, when the library is open, and be held the first three Saturdays. The next Foundation board meeting is scheduled for June 12, 2014 at 5:00 PM in the Library's Grossman Gallery.

7. Correspondence

A letter from Library Literacy Coordinator Christina Chill in support of the Trustees moving forward with a contract with the Central Coast Literacy Council for library literacy services.

8. Business

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

Laura Dawson, Central Coast Literacy Council's Executive Director, provided a PowerPoint presentation with an overview of literacy services provided by their organization along with an exchange of information to Trustee questions. After some deliberation the following action was taken.

MOTION: It was moved, seconded (Dale/White), and unanimously carried that it is the intent to contract with Central Coast Literacy Council for provision of literacy services for FY 14-15 at the Lompoc Library and that staff work on a formal contract for services.

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

The Library Director provided a written report of current budget information which was accepted as presented.

C. Consideration of Salary Adjustment for Lompoc Public Library Limited Miscellaneous Part-Time Employees

The Library Director advised that based on State legislation to increase California's minimum wage, it is necessary for formal approval by the Library Board of Trustees and City Council. The Library Page position is the only one directly impacted by the minimum wage increases.

MOTION: It was moved, seconded (White/Knowles), and unanimously carried to approve the salary adjustment for Lompoc Public Library Limited Miscellaneous Part-Time Employees affected by the State mandated minimum wage increases effective July 1, 2014; and approve use of salary savings in Fund 85 from the vacant Librarian II position to cover the additional cost; and a recommendation to the City Council for approval.

D. Consideration of the Selection of Two Library Board of Trustees Member to Join the Sub-Committee to Research the Library's Status as a City Department

Trustees Ruhge and Knowles agreed to be on the sub-committee with the other two Trustees as alternates.

9. Library Director's May report and updates

In addition to the Library Director reported,

- A consultant, hired by the City will be reporting to the City Council on her finding after meeting with three departments. She was impressed with the proactive approach library staff took with in-house recordkeeping and statistics used for financial decisions.
- Due to upcoming personnel changes at the Black Gold administrative level, there will be some savings in that budget line item.
- Will be attending the American Library Association conference June 25-30.

10. Roundtable

None.

11. Adjournment

The meeting was adjourned at 11:40 AM. The next Regular meeting will be held on July 8, 2014 at the Lompoc Public Library, 501 E. North Ave., Lompoc.

Linual White, Secretary
by Lee Edie, Library Administrative Aide

JEFFREY GEIGER
P.O. Box 1421
Santa Maria, CA 93454-1421

June 17, 2014

Lompoc Library Board of Trustees
Lompoc Public Library
501 East North Avenue
Lompoc, CA 93436


Dear Board Members:

I want to thank the Lompoc Public Library for generously hosting my book discussion and signing on June 11, 2014. Based on the positive comments I received afterwards from the attendees the event was a success and was greatly appreciated.

Interim Library Director Jessica Cadiente did an extraordinary job of planning and executing the event from start to finish. She ensured that word got out to the public, and on the day of the event set up the computer equipment needed for visual images. Despite having already worked 11 hours that day, she sat through the presentation to be sure that no technical glitches occurred. Her professionalism and eagerness to assist throughout the process was exemplary.

Please pass along my appreciation to Jessica.

Sincerely,

A handwritten signature in black ink that reads "Jeffrey Geiger". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Jeffrey Geiger

8A. CONSIDERATION OF CHANGING CHECKOUT PERIOD TO THREE WEEKS FOR ALL DVDs AND BLU-RAY DISCS

BACKGROUND

Library staff continually examine library services in the hopes of discovering new methods that are patron friendly and streamline processes. This led to a discussion regarding DVD and Blu-ray checkout periods. Currently all circulating and holdable items offered by Lompoc Public Library System checkout for three weeks, excluding DVDs and Blu-Rays. DVDs and Blu-Rays currently checkout for seven days if it is two discs or less and three weeks for any item with more than two discs.

Black Gold Administrative Council members and ATS Committee members have discussed the DVD check-out periods several times throughout the last year and at the Council meeting on June 6, 2014, the Council voted unanimously to change the check-out period to three weeks for all DVDs and Blu-Rays.

DISCUSSION

Black Gold Administrative Council's decision was based on the shift in 21st Century Librarianship of proving patron driven policies. Library use-patterns and user expectations are changing, and by responding with policies that are more reflective of a 21st century library, we can ensure that our users find the library a welcoming, user-friendly place. Businesses such as Netflix and Amazon have raised the bar for service and we must respond accordingly. DVDs were at one time a unique collection that required a quick turnaround to ensure they were available for all patrons. Today, the Black Gold Cooperative Library System provides access to an excess of 32,000 unique titles. The same sense of urgency that once guided this check-out policy no longer exists. As of July 1, 2014 all Lompoc Public Library patrons may place a hold on any of these items for free.

Secondly, patrons who are confused by our current loan period policy often face extremely steep late fees and many are eventually sent to collections. For example, under the current policy if a patron checks out ten DVDs and is four days late he/she will be sent to collections. This is not the message we wish to send to our users. We do not want fines and over-dues to keep people from using the library. We are not an enterprise institution and should never attempt to impose user fees to alleviate financial pressures, as this will result in a long term cost to institutional integrity and public confidence in our libraries.

Changing the check-out period to three weeks also aligns this check-out policy with all other check-out policies for holdable materials in the system. This streamlines the information necessary to print on our informational pamphlets, allows the cataloger to easily and quickly catalog all media, and allows staff to easily explain the Library's loan periods policy.

In anticipation of the passing of this new policy, previous Library Director Ashlee Chavez recently presented the Library Board of Trustees with a checkout policy for video games. This policy allows for a three week check-out. The Library Board of Trustees approved this policy at their March 11, 2014 meeting. The loan period policy with the requested change is listed on the following page.

POLICY 1: 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.

Item	Limit	Loan Period
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 Games_Disc	1	3 weeks
Video Games_Cartridge	1	3 weeks

FISCAL IMPACT

There is expected to be little or no fiscal impact as a result of this policy change. Patrons will still be charged \$1 per item for all overdue items.

STAFF RECOMMENDATION

The Library Board of Trustees approve the new three week check-out period commencing on August 1, 2014.

8B.1 REVIEW OF THE FY 2014/15 BUDGET FORECAST FOR THE VILLAGE BRANCH LIBRARY AS PREPARED BY THE INTERIM LIBRARY DIRECTOR

BACKGROUND

In March of 2014 former Library Director, Ashlee Chavez, analyzed the potential cost savings for the elimination of the budgeted Clerk III position at the Village Library. This was done for various reasons, but most importantly it was done to reduce costs at the Village Library. With the resignation of Library Director Ashlee Chavez in May 2014, and in order to prepare for FY 14-15, Interim Library Director, Jessica Cadiente, went through the projected budget prepared by the former Library Director. Ms. Cadiente noticed a discrepancy in the amount for part-time salaries which was not consistent with the amount projected at the beginning of the 13-15 biennial budget process. When performing her own projections, Ms. Cadiente discovered that there were three errors in the preparation of the cost analysis for part-time salaries and requested new numbers from the City's Finance Department. The three errors are explained below under Discussion. It should be noted that the aim was to save the Village Library money and that has still been accomplished. The amount of money saved is however significantly less than originally projected.

DISCUSSION

Former Library Director, Ashlee Chavez, submitted a part-time hours request to the City of Lompoc's Finance department on February 21, 2014. The request stated, "Eliminate Clerk III classification for program 86000- S. Brigman. Replace with 25 hours part-time Clerk I." This program change was processed and Ms. Chavez received attachments 8B.3 and 8B.4. This is error number one. Ms. Brigman worked 50 hours per pay period, not 25. Thus, only half the hours needed were accounted for.

The second error is in the use of a Clerk I Step A or B. The clerks in this range represent the newest additions to our circulation team. Staff who are seasoned and have a full understanding of all departmental processes, policies, and procedures should be staffed at the Village Library. These staff are all currently at the Step E level or they are Library Assistants.

The third error occurred both during the original budget process and during this program change. The amount of hours calculated did not allow for any overages in staff time. For example, time is needed for opening, special programming, and transit. In speaking with the Finance department the Interim Library Director was also alerted to an overage in the 13/14 part-time salary allocation. To date, the Village Library is over by \$3,484.54 for part-time salaries for fiscal year 13/14. In an effort to determine actual costs Ms. Cadiente requested a part-time salary report for a Clerk I Step E for 86.5 hours per pay period. The 86.5 hours represents 82 open hours plus overage for opening the building, special programs, and transit.

FISCAL IMPACT

Several documents follow this report, including the original budget's part-time salary request for the fiscal year 2013-2015 (8B.5) and a new part-time salary request (8B.6). The total budgeted for 14/15 with a budgeted Clerk III was \$43,053. The new part-time salary budget as presented in 8B.6 is \$36,148.

$\$43,053 - \$36,148 = \$6,905$

\$6,905 is the actual savings due to the program change. Attachment 8B.2 illustrates the original budget for 14/15 as presented to the city of Lompoc, the projections offered by former Library Director Ashlee Chavez and the new projects as presented by Interim Library Director Jessica Cadiente.

The Interim Library Director met with four members of the City Finance Department and they all confirmed Ms. Cadiente's findings.

FUND 86 VILLAGE LIBRARY FINANCIAL REPORT FY 14/15 PROJECTED	14-15			Changes to Projected budget as presented by Ashlee Chavez Additions by Jessica Cadiente
	ADOPTED	5/2/2014	6/26/2014	
	BUDGET	REVISED BUDGET	REVISED BUDGET	
REVENUES				
40086 44110 INTEREST INCOME	440.00	-	-	
40086 45520 SBCO SERVICE CHARGE	53,154.00	61,450.00	61,450.00	
40086 46102 BOOK FINES	7,000.00	8,500.00	4,957.00	Projected 8500.00 did not allow for loss of Hold revenue
40086 46115 COPIER CHARGES	750.00	1,000.00	1,000.00	
40086 48152 CONTRIB-VV LIB OPR SUPPORT	16,300.00	-	20,194.00	Amount now needed
40086 48227 CONTRIBUTIONS-FRIENDS			10,944.00	Friends released their budget numbers
40086 48299 MISCELLANEOUS REVENUE	100.00	100.00	100.00	
40086 48999 **CONTRIB FROM RESERVES	15,859.00	-	4,958.00	Amount now needed
TOTAL REVENUES	93,603.00	71,050.00	103,603.00	
EXPENDITURES				
86000 51110 SALARIES FULL TIME	-	-	-	
86000 51140 SALARIES PART TIME	32,072.00	18,807.00	36,150.00	Clerk I Step E 86.5 hours
86000 51149 SALARIES LIBRARY CUSTODIAN	1,698.00	1,698.00	1,698.00	
86000 51232 PT MEDI-CARE/WC/UNEMP INS	1,082.00	822.00	822.00	
86000 51241 PT RETIRE-NON PERS COVERED	493.00	732.00	732.00	
86000 52110 POSTAGE	50.00	50.00	50.00	
86000 52120 OFFICE SUPPLIES	100.00	100.00	100.00	
86000 52130 PRINTING	60.00	60.00	60.00	
86000 52131 COPY MACHINE EXPENSE	200.00	400.00	400.00	
86000 52140 PUBLICATIONS	5,000.00	3,500.00	3,500.00	
86000 52141 PUBLICATIONS-YOUTH	-	1,500.00	1,500.00	
86000 52142 BOOKS/AUDIO VISUAL RENTALS	-	-	-	
86000 52201 OPR SUP-SUPPLIES	1,500.00	300.00	300.00	
86000 52237 OPR SUP-COMPUTER EQUIPMENT	500.00	1,700.00	1,700.00	
86000 52408 OTHER SUP-BUILDING MAINT	300.00	500.00	500.00	
86000 53111 UTILITIES-WATER	778.00	778.00	778.00	
86000 53112 UTILITIES-ELECTRIC	4,584.00	3,524.00	3,524.00	
86000 53113 UTILITIES-SEWER	789.00	1,568.00	1,568.00	
86000 53114 UTILITIES-REFUSE	476.00	476.00	476.00	
86000 53115 UTILITIES-GAS	351.00	351.00	351.00	
86000 53202 COMMUNICATIONS-TELEPHONE	489.00	489.00	700.00	
86000 53301 PROF SVC-ADMINISTRATION	3,137.00	3,137.00	3,137.00	
86000 53460 SERVICES-LIBRARY BLACK GOLD	13,832.00	16,552.00	15,227.00	Decrease due to CLSA money. Could decrease more.
86000 53472 SERVICES-MAIN LIBRARY	19,805.00	18,614.00	18,614.00	
86000 53478 SVC-BACKGROUND SCREENING	100.00	100.00	100.00	
86000 53502 REPAIR&MAINT-OFFICE EQUIP	150.00	150.00	150.00	
86000 54101 TRAINING	100.00	100.00	100.00	
86000 54120 TRAVEL	300.00	300.00	300.00	
86000 59399 RESERVE-CONTRIBUTION TO	-	-	-	
TOTAL PROGAM 86000 EXPENDITURES	93,481.00	76,308.00	92,537.00	
86200 VILLAGE LIBRARY-GROUNDS MAIN				
86200 51140 SALARIES PART TIME	105.00	105.00	105.00	
86200 51232 PT MEDI-CARE/WC/UNEMP INS	13.00	13.00	13.00	
86200 51241 PT RETIRE-NON PERS COVERED	4.00	4.00	4.00	
TOTAL PROGAM 86200 EXPENDITURES	122.00	122.00	122.00	
86500 VILLAGE LIBRARY-FRIENDS CONTRIBS				
86500 52140 PUBLICATIONS			5,000.00	Friends Contribution
86500 52410 OTHER SUP-MISCELLANEOUS			5,944.00	Friends Contribution
86500 54167 CONTRIB TURDUCKEN DINNER GROUP				
TOTAL PROGAM 86500 EXPENDITURES	-	-	10,944.00	
TOTAL EXPENDITURES	93,603.00	76,430.00	103,603.00	
REVENUES OVER (UNDER) EXPENDITURES	-	(5,380.00)	-	
PROJECTED FUND BALANCE		(5,380.00)		

8B.2

**CITY OF LOMPOC
PART-TIME HOURS REQUEST FORM**

8B.3

13/15

DEPARTMENT NAME: Village Library
PROGRAM NUMBER: 86000
PROGRAM NAME: Library Clerk I/Step B

JOB CATE-GORY #	POSITION TITLE	AUTH.	HOURS		HOURLY RATE		ANNUAL REPORT		TWO YR REQUEST
			PROP. 1	PROP. 2	YEAR 1	YEAR 2	YEAR 1	YEAR 2	
430	Library Clerk I Step B (25 hours)		100	650	13.051	13.505	1,305	8,778	10,083.42
	Year 1 - 25 hours a payroll x 4 payrolls Year 2 - 25 hours a payroll x 26 payrolls					Totals	1,305	8,778	10,083.42
						PTRS	49.00	329.00	378.00
						Ins	34.00	232.00	266.00
					Acct. No.				
					51140	SALARY	1,305	8,778	10,083.42
					51241	PTRS	49	329	378.00
					51230	INS	34	232	266.00
TOTALS							1,388	9,339	10,727.42

**SALARY SAVINGS FOR THE VILLAGE LIBRARY
ELIMINATE CLERK III AND REPLACE WITH CLERK I
EFFECTIVE 1ST PAYROLL IN JULY 2014**

FISCAL YEAR 2014/2015

<u>DESCRIPTION</u>	<u>SALARY</u>	<u>RETIREMENT</u>	<u>INSURANCE</u>	<u>TOTAL</u>
Budget for Clerk III	21,653.00	5,905.00	641.00	28,199.00
Cost for Clerk I	(8,778.00)	(329.00)	(232.00)	(9,339.00)
Savings for FY 14/15	12,875.00	5,576.00	409.00	18,860.00

**CITY OF LOMPOC
PART-TIME HOURS REQUEST FORM**

13/15 Projection

DEPARTMENT NAME: Library
PROGRAM NUMBER: 86000
PROGRAM NAME: Village Library

JOB CATE-GORY #	POSITION TITLE	AUTH.	HOURS		HOURLY RATE		ANNUAL REPORT		TWO YR REQUEST
			PROP. 1	PROP. 2	YEAR 1	YEAR 2	YEAR 1	YEAR 2	
									0.00
440	Library Clerk III Stacy Brigman - Step B (1st)/Step C (2nd)		1300	1300	15.863	16.656	20,622	21,653	42,275.00
430	Library Clerk I Kate Busarow-Tracy - Step B (1st)/Step C (2nd)		390	390	13.051	13.704	5,090	5,345	10,435.00
7.5 hrs a wk	Barbara Krupenas - Step D (1st)/Step E (2nd)		442	442	14.389	15.108	6,360	6,678	13,038.00
8.5 hrs a wk			832	832			11,450	12,023	13,038.00
443	Library Custodian - 2 hrs/wk (4 hrs a payroll) Karen Odom - Step D		104	104	16.330	16.330	1,698	1,698	3,396.00
					51140	SALARY	32,072	33,676	65,748.00
					51147	SALARY	0	0	0.00
					51149	SALARY	1,698	1,698	3,396.00
					51241	PTRS	493	515	1,008.00
					51242	PERS	5,535	5,905	11,440.00
					51232	INS	1,082	1,259	2,341.00
TOTALS							40,880	43,053	83,933

**CITY OF LOMPOC
PART-TIME HOURS REQUEST FORM**

8B.6

13/15

DEPARTMENT NAME: Village Library
PROGRAM NUMBER: 86000
PROGRAM NAME: Library Clerk I/Step B

JOB CATE-GORY #	POSITION TITLE	AUTH.	HOURS		HOURLY RATE		ANNUAL REPORT		TWO YR REQUEST	
			PROP. 1	PROP. 2	YEAR 1	YEAR 2	YEAR 1	YEAR 2		
430	Library Clerk I Step E (86.50 hours) Year 2 - 86.50 hours a payroll x 26 payrolls			2249		15.108	0	33,978	33,977.89	
						Totals	0	33,978	33,977.89	
						PTRS	0.00	1,274.00	1,274.00	
						Ins	0.00	897.00	897.00	
					Acct. No.					
					51140	SALARY	0	33,978	33,977.89	
					51241	PTRS	0	1,274	1,274.00	
					51230	INS	0	897	897.00	
TOTALS								0	36,149	36,148.89

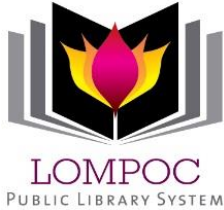
8C.1 CONSIDERATION OF LITERACY CONTRACT WITH CENTRAL COAST LITERACY COUNCIL

BACKGROUND

During the Library Board of Trustees meeting on June 10, 2014 the future of the Literacy program was decided. The Library Board of Trustees voted to move forward with contracting services to Central Coast Literacy Council. The Trustees requested that Interim Library Director, Jessica Cadiente, prepare a letter of intent and begin drafting a contract. The Interim Library Director's letter of intent and the contract that has been vetted by City Attorney Joe Pannone are attached.

STAFF RECOMMENDATION

It is recommended that the Trustees approve the provided contract.



LOMPOC PUBLIC LIBRARY SYSTEM

501 E. North Ave., Lompoc, CA 93436-3404

805.875.8775 Fax: 805.736.6440

Central Coast Literacy Council
421 S. McClelland Street
Santa Maria, CA 93454

June 12, 2014

Dear Central Coast Literacy Council,

Discussions of contracting literacy services with Central Coast Literacy Council began in January of 2014. Since that time representatives from the Lompoc Public Library (the "Library") and Central Coast Literacy Council (the "Council") have discussed expansion of literacy services in Lompoc. Both agencies are committed to strengthening, and growing the Lompoc Literacy Program. It has also become apparent both organizations have a shared vision for literacy.

On June 10, 2014, the Library Board of Trustees directed staff to seek obtaining literacy services from the Council. As the Interim Library Director for the Library I am submitting this letter as evidence of the Board's intent to negotiate that contract. It is the hope of the Library to deliver a seamless transition into this new program.

The Board's understanding is the Council would provide onsite staff, perform volunteer scheduling, student tracking, and report administration. The Council would provide quarterly reports that will include information on program utilization and outcomes, volunteer training, and budget considerations. In addition, the service provided would include, but not be limited to, one-to-one tutoring, access to English literacy software, ESL services and the opening of community based centers. Onsite staff hours and where training takes place are yet to be determined.

In consideration for the above services, the Library could consider providing the Council 100% of the Lompoc California Library Literacy Services Grant the Library may receive. The Library would also consider a monthly service fee payment of \$1,450. Both agencies would participate in local fundraising and grant seeking activities.

Please understand, this letter cannot represent an official contract or binding offer. All items will need to be negotiated and approved by the Library Board of Trustees and evidenced by an agreement signed by both parties. It is anticipated a formal contract will be negotiated, approved and executed over the next several weeks.

Sincerely,

Jessica Cadiente
Interim Library Director



DRAFT

EXPANDED WORKPLACE ENGLISH LITEARCY AGREEMENT

This Workplace English Literacy Partnership Agreement (“this Agreement”) is entered into as of July 1, 2014 , by and between the Central Coast Literacy Council, a California _____ (the “Council”) and the Lompoc Public Library System, a public (the “Library”) with a principal place of business at the Lompoc Public Library located at 501 E. North Ave., Lompoc, CA.

1. Services.

1.1 Nature of Services. The Council will perform the services, as more particularly described on Exhibit A, for the Library as an independent contractor (the “Services”). The Services have been specially requested the Library. The Council will perform the Services in a diligent and workmanlike manner and in accordance with the schedule, set forth in Exhibit A. The content, style, form and format of any work product of the Services shall be completely satisfactory to the Library and shall be consistent with the Library’s standards. The Council hereby grants the Library the right, but not the obligation, to use the Council’s, and the Council’s employees’, name, voice, signature, photograph, likeness and biographical information in connection with and related to the Services.

1.2 Relationship of the Parties. The Council enters into this Agreement as, and shall continue to be, an independent contractor. The Services shall be performed only by the Council’s employees and volunteers. Under no circumstances shall the Council, or any of its employees, look to the Library as its/his/her employer, or as a partner, agent or principal.

1.3 Compensation and Reimbursement. The Council shall be compensated and reimbursed for the Services as set forth on Exhibit B. No other fees or expenses will be paid to the Council, unless such fees and/or expenses have been approved in advance by the Library in writing.

1.4 Personnel. The Council represents and warrants to the Library that its employees performing Services hereunder will have (a) sufficient expertise, training and experience to accomplish the Services and (b) executed agreements which state (i) all work done by the employee will be a work made for hire, as that term is defined under U.S. copyright law, and will be owned by the Council and (ii) the employee assigns all rights in and to all work done by the employee to the Council. The Council agrees all its personnel shall be compensated, taxes withheld, and other benefits made available as required by applicable law and regulations.

2. Termination of Agreement.

2.1 Term. This Agreement shall be effective from the date first listed above for the period set forth on Exhibit A, or until completion of the Services, as applicable, unless sooner terminated by either party in accordance with the terms and conditions of this Agreement. This Agreement is terminable by either party at any time, with or without cause, effective upon notice to the other party. If the Library exercises its right to terminate the Agreement, then any obligation it may otherwise have under this Agreement shall cease immediately, except the Library shall be obligated to compensate the Council for work satisfactorily performed up to the time of termination. If the Council exercises its right to terminate the Agreement, then any obligation it may otherwise have under this Agreement shall cease immediately.

3. Additional Provisions.

3.1 Governing Law and Attorney's Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of California, without regard to its choice of law principles. The parties consent to exclusive jurisdiction and venue in the federal and state courts sitting in Santa Barbara County, California.

3.2 Indemnification. The Council shall indemnify, defend and hold harmless the Library, the City of Lompoc and each of their officers, employees and agents from any and all claims, liabilities, damages, judgments, awards and costs (including reasonable attorney's fees and court costs) ("Damages") arising out of Council's or any of its officers', employees', agents' or contractors' acts or omissions related to this Agreement; provided, that the obligation to indemnify and hold harmless is only to the extent Council or any of its officers, employees, agents or contractors cause Damages.

3.3 Severability. If any provision of this Agreement shall be found invalid or unenforceable, then the remainder of this Agreement shall be interpreted so as best to reasonably affect the intent of the parties.

3.4 Entire Agreement. This Agreement, including the Exhibits, constitutes the entire understanding and agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous agreements or understandings, inducements or conditions, express or implied, written or oral, between the parties.

3.5 Agency. The Council is not the Library's agent or representative and has no authority to bind or commit the Library to any agreements or other obligations.

3.6 Amendment and Waivers. Any term or provision of this Agreement may be amended, and the observance of any term of this Agreement may be waived, only by a writing signed by the party to be bound. The waiver by a party of any breach or default in performance shall not be deemed to constitute a waiver of any other or succeeding breach or default. The failure of any party to enforce any of the provisions hereof shall not be construed to be a waiver of the right of such party thereafter to enforce such provisions.

3.7 Time. Contactor agrees that time is of the essence in this Agreement.

3.8 Notices. Any notice, demand, or request with respect to this Agreement shall be in writing and shall be effective only if it is delivered by personal service, by air courier with receipt of

delivery, or mailed, certified mail, return receipt requested, postage prepaid, to the address set forth above. Such communications shall be effective when they are received by the addressee; but if sent by certified mail in the manner set forth above, they shall be effective five (5) days after being deposited in the mail. Any party may change its address for such communications by giving notice to the other party in conformity with this section.

THE COUNCIL HAS READ THIS AGREEMENT CAREFULLY AND UNDERSTANDS ITS TERMS AND HAS COMPLETELY FILLED OUT EXHIBITS A AND B TO THIS AGREEMENT.

Central Coast Literacy Council

Lompoc Public Library

Administrator (Print Name)

Administrator (Print Name)

SIGNATURE

SIGNATURE

EXHIBIT A
Description of Services

Services to be provided by the Council:

Additional Services may be added by both parties through mutual agreement in writing.

Term of Agreement: Completion of Services from July 1, 2014 to June 30, 2017

Work product to be delivered by the Council:

- [] Staffing and Operation: The Council will provide an on-site contracted staff member at the Lompoc Public Library Literacy Office at 501 E. North Ave., Lompoc as follows: Monday, Wednesday and Thursday from 10:00 a.m. – 3:30 p.m.; provided, that the time and day of on-site contracted staff member availability will meet the needs of the Lompoc community, as reasonably determined by the Library's Director, in consultation with the Council's Director.

- [] Quarterly reports to the Library's Director, commencing on December 31, 2014. The reports will include information related to program utilization and outcomes, volunteer training, and budget considerations. All state reporting will be administered by the Council.

- [] Tutoring
 - [] On-Site One-To-One Tutoring
 - [] Access to Computer Assisted Language Learning Software
 - [] ESL Class Instruction at Community Based Centers in Lompoc

EXHIBIT B
Payment

Compensation

The Library shall pay the Council \$1,450.00 per calendar month (the “Stipend”), which shall be due and payable to the Council on the _____ of each month.

In addition, the Library shall pay the Council the total amount the Library actually receives from the California Library Literacy Services Grant (CLLSG); provided, that the Library shall reduce the Stipend so the total the Council actually receives, per fiscal year, from the Library from the aggregate of the LCLSG and the Stipend shall not exceed \$35,000.

The Council will also organize at least six Fundraising programs for the Literacy Program during the term of this Agreement.

Additional Expenses

The Library agrees to continue the purchase of curriculum for tutors and learners for one-to-one tutoring and expanded community based learning center classes, as reasonably determined by the Library’s Director after consultation with the Council’s Director.

8D. CONSIDERATION OF THE LOMPOC PUBLIC LIBRARY BECOMING A CITY DEPARTMENT

BACKGROUND

During the Library Board of Trustees meeting on June 10th, 2014 the Trustees voted to select two members for the Library Ad Hoc Committee designed to research the Library becoming a city department. The Trustees chosen for this committee were Ann Ruhge and Lu Knowles. This committee was tasked with researching the possibility of the Library becoming a city department. On Monday, June 23, 2014 Trustee Ruhge and Trustee Dale (filling in as alternate) met with City Administrator Patrick Wiemiller, City Administrative Aide Laura Candy, and Interim Library Director Jessica Cadiente.

DISCUSSION

The meeting was held in the Grossman Gallery in the Lompoc Public Library. The aim of the meeting was to gain a better understanding of the city's stance on the Library and Mr. Wiemiller's expectations for a work product from this committee. During the meeting Mr. Wiemiller and the Trustees discussed questions and concerns. Mr. Wiemiller expressed his major concern as being his own personal liability for the Library. He explained that as the City Administrator he should have authority over all Department Heads. He also expressed concerns over being accountable for issues relating to workman's comp claims, but he currently has no authority to correct any of those issues at the Library.

Mr. Wiemiller clarified that he does not expect the library to be self-supporting, as it is a service and not an enterprise fund. He does expect the Library to aggressively go after revenue. He also recognized that the Library requires funding to stay current and relevant.

The work involved in researching and then preparing a presentation for city council will be extremely challenging. Prior to embarking on this massive task, the Library Board of Trustees must express a decision for or against the Library becoming a city department.

RECOMMENDATION

The Library Board of Trustees approve to move forward with the Library becoming a city department.

LOMPOC PUBLIC LIBRARY SYSTEM JUNE 2014 STAFF REPORT

BLACK GOLD COOPERATIVE LIBRARY SYSTEM

Date	Black Gold Committee	Attended By
June 4	Cataloging	Jessica Cadiente, Kathy Merrill
June 6	Administrative Council	Jessica Cadiente

CHARLOTTE'S WEB CHILDRENS MOBILE LIBRARY

The floor plans that were sent to purchasing by former Library Director, Ashlee Chavez, had not been approved by the City of Lompoc's Fleet Superintendent, Anthony Garcia. Mr. Garcia requested several changes to the specifications provided by the hired consultant, Michael Swendroski. Ms. Cadiente worked with Mr. Garcia and the consultant to create a final product. The specifications were approved on June 19th, 2014 and have officially gone out to bid. During the American Library Association conference the Interim Library Director met with various bookmobile vendors and attended programs on managing and funding mobile libraries for outreach services. Several bookmobiles were available for touring at the conference and Ms. Cadiente gained valuable insight into the various options for bookmobile organization and design.

The Interim Library Director visited the Lompoc Unified School District property where the bookmobile will be stored. Ms. Cadiente worked with city facility maintenance department and finalized the specifications for the storage pad. These have been submitted to the city purchasing department. Once the final specifications have been approved by the city, the Interim Library Director will meet with Sheldon Smith from the Lompoc Unified School District to discuss the project's progress.

The Interim Library Director has also began the process of creating the necessary codes in the Polaris ILS. The Charlotte's Web Library will become the fourth branch in the Lompoc Public Library System and this will require database work to be completed.

GRANT SEEKING

All final reports for the Books4U program were submitted by Interim Library Director, Jessica Cadiente. M also completed the final narrative and financial reporting for the LSTA Pitch an Idea Grant. Youth Services Manager, Lezlee Hurtado distributed and collected a survey of the program to several elementary schools in Lompoc. The survey results were very positive and 100% first grade participation is still anticipated in the 2014-2015 school year.

The Interim Library Director had several discussions with the Santa Barbara Foundation regarding various ways the two organizations could collaborate for a successful CA Reads program at Lompoc Public Library. The Interim Director also met with Library Assistants Michelle Davenport and Maria Parker to begin planning programming for the CA Reads grant.

LIBRARY OPERATIONS

The library shelving stabilization project has been completed. All shelving over six feet tall have been bolted to the ground and X braces have been applied to half of this shelving. Volunteers and staff will now work to shelf read the entire adult area. Once the entire area has been properly shelf read new end cap signage will be put into place. Library Assistant, Maria Parker has been working on signs for the new end cap sign holders. Two new circulation shelving units have arrived and have been assembled by a library volunteer.

Four new library card designs debuted at all Lompoc Public Libraries in June. They have been very well received by staff and the public.

A new OPAC or catalog computer is being planned for the end of the Adult Non-Fiction area. The Interim Library Director worked with facility maintenance staff for the planning of conduit and electrical outlets for the project. Mr. Fabela moved two OPACs to the prior location of the reference desk. The New Items shelving unit will be relocated to the old OPAC space. This will allow for a clear view from the front desk to the kiosks and youth services.

The Interim Library Director participated in the American Library Association Conference. This conference allowed the director to make several new vendor and colleague contacts. It also allowed the Interim Director to follow up with old vendors such as Bibliotheca. Bibliotheca will now be taking a much more serious approach to the open support cases at the Lompoc Public Library.

LITERACY SERVICES

Tuesday, June 10th a reception was held in Christina Chill's honor. She was presented with a certificate of appreciation from the California State Library, a city plaque, and other various gifts. Friday, June 13th was Christina Chill's last day as Literacy Coordinator. The Interim Library Director submitted a letter of intent to the Central Coast Literacy Council. The Interim Library Director worked with the City of Lompoc attorney Joe Pannone to create the final draft that will be presented to the Library Board on Tuesday, July 8th.

LITERACY STATISTICS

The program is on hiatus until a contract is approved.

PROGRAMMING AND OUTREACH SERVICES

Youth Services Manager, Lezlee Hurtado, organized the Library's entry into the Flower Festival Parade. Several staff participated and the Friends of the Library sponsored the flower blanket on the parade car for the Library. Summer reading signups have been extremely successful with almost 600 total sign-ups.

Date	Program	Attendance
June 10	Camp Cooke	32
June 18	Zoo to You	350
June 12	Young at Heart Book Club	8
June 13	Family Movie Night	96

June 25	Olivia	176
June 28	Sisters in Crime	20
June	Class Visits	161
Mondays in May	Preschool AM Storytime	105
Mondays in May	Read to a Dog	10
Tuesdays in May	Preschool AM Storytime	144
Tuesdays in June	Spanish bilingual PM Storytime	n/a
Tuesdays in June	La Honda State Preschool Storytime	n/a
TOTAL:		1,102

SUPPORT AND FUNDRAISING

The Library Foundation held a fundraiser on June 1st in the Grossman Gallery. Dennis Headrick was the guest performer.

Date	Meeting	Attended By
June 12	Library Foundation	Jessica Cadiente
June 24	Friends of the Lompoc Public Library System	Jessica Cadiente

COMPUTER SESSIONS/WI-FI USERS

JAN	FEB	MAR	APR	MAY	JUN
4,169/473	3,491/375	4,182/450	4,291/483	4,235/494	3,944/528

PEOPLE COUNTER

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
14,525	12,632	14,932	15,345	14,934	15,344						

BUELLTON LIBRARY

A design for the circulation desk at Buellton was received from Demco. Ms. Chapman and Ms. Cadiente will meet to discuss any necessary modifications. Mr. Fabela replaced a Buellton circulation computer. The carpet is an ongoing issue at the Buellton Branch and once a permanent Library Director is named, he/she will work with the City of Buellton to determine how best to proceed. Ms. Chapman organized a Reading in the Garden Storytime. Summer Reading has had a total of 125 sign-ups.

Date	Program	Attendance
June	Preschool Storytime	n/a
June	Head Start outreach visits	n/a
June 18	Zoo to You	147
June 25	Olivia	61
June	Reading in the Garden	12
TOTAL:		220

COMPUTER SESSIONS/WI-FI USERS

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
926/131	929/128	1,164/147	953/144	882/164	972/138						

PEOPLE COUNTER

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
4,855	4,701	5,536	5,487	5,236	5,589						

VILLAGE LIBRARY

The Village Library has started transitioning into a library managed by Lompoc Librarians. Interim Library Director is working hard to ensure streamlined reporting occurs with the use of Google Docs. Stat sheets, programming sheets, and a maintenance log have been created. All Lompoc staff work at least one shift at the Village Library. In July Ms. Cadiente will prepare a tagging station for the library and begin the tagging process. Once the tagging process has been completed Ms. Cadiente will work with Black Gold ATS to start floating various collections between Lompoc and the Village.

Date	Program	Attendance
Wednesdays in June	Preschool Storytime - AM	170
June 12	Speaker Series	12
June 18	Farr	11
June 18	Zoo to You	85
June 25	Olivia the Pig	75
TOTAL:		353

COMPUTER SESSIONS/WI-FI USERS

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
422/61	386/61	364/51	432/97	418/64	420/43						

PEOPLE COUNTER

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2,914	1,858	2,997	3,158	2,775	2,633*						

*4 days out of service