

**Lompoc Public Library
Library Board of Trustees
Regular Meeting Agenda
Tuesday, June 11, 2013, 10:00 AM
Lompoc Public Library, 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 May 14, 2013 regular meeting
- B. Approval of the May 2013 invoices

4. Presentations

Marell Brooks, of the Support the Village Library Campaign, will present the results of this year's fundraising efforts.

Certificates of Appreciation will be presented to the members of the Support the Village Library Campaign.

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

- A. Letter from Lompoc District Libraries Foundation regarding endowment disbursements.

8. Business

- A. **Report on the completion of Charlotte's Web Children's Library Project**
A staff report is included in the Board packet.

- B. **Report on the status of the Library's re-roofing project**
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 AM and 5 PM Monday and Tuesday, 1 PM and 8 PM Wednesday and Thursday, and 1 PM and 5 PM Friday and Saturday.

- C. Report on the 2012-13 budget**
A staff report is included in the Board packet.

- D. Report on the 2013-15 budget for Buellton Library**
A staff report is included in the Board packet.

Staff Recommendation: The Library Board of Trustees will provide direction to Library staff regarding how they would like to proceed with the Buellton Library budget for FY13-14, including decisions on the use of reserves and asking the City of Buellton for an increased contribution.

- E. Report on the 2013-15 budget for Village Library**
A staff report is included in the Board packet.

Staff Recommendation: The Library Board of Trustees approve the reduction of service hours at the Village Library from 41 to 31 hours to take effect in November 2013. The new hours of service will be brought to the Trustees in September for approval and to be forwarded to the County Library Advisory Committee for their October meeting.

- F. Approval of an Amendment to Article 1 of the Compensation Plan for Library Unrepresented (UR) employees.**
A staff report is included in the Board packet.

Staff recommendation: The Library Board of Trustees approve the amendment to Article 1 of the Compensation Plan for Library Unrepresented (UR) employees.

- G. Approval of an Amendment to Article 1 of the Compensation Plan for Management, Supervisory, and Confidential (MS&C) employees.**
A staff report is included in the Board packet.

Staff recommendation: The Library Board of Trustees approve the amendment to Article 1 of the Compensation Plan for Management, Supervisory, and Confidential (MS&C) employees.

- H. Benchmarking of Salaries**
A staff report is included in the Board packet.

Staff Recommendation: The Library Board of Trustees repeal the previous action taken on July 22, 1995 by the Library Board of Trustees that identifies the benchmarking of library employee's salaries, with the exception of the Library Custodian, which should have the same salary schedule as the Custodian classification.

- I. Discussion of July 2013 meeting**
Trustees will determine if a July 2013 meeting is necessary due to the Library Director's scheduled maternity leave and schedule the next Library Board of Trustees meeting accordingly.

9. Library Director's May report and updates

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 AM and 5 PM Monday and Tuesday, 1 PM and 8 PM Wednesday and Thursday, and 1 PM and 5 PM Friday and Saturday.

10. Roundtable

Remarks by Trustees and staff

11. Adjournment

The next Regular meeting will be held on the date determined by agenda item 8I at the Lompoc 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 AM and 5 PM Monday and Tuesday, 1 PM and 8 PM Wednesday and Thursday, and 1 PM and 5 PM Friday and Saturday.

**Lompoc Library Board of Trustees
Lompoc Public Library, 501 E. North Ave., Lompoc, CA
Tuesday, May 14, 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

2. Adoption of Agenda

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

3. Consent Calendar

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

4. Presentations

Library Trustees awarded a Certificate of Appreciation to Charles Zimmer for his five years of service to the community as a volunteer at the Lompoc and Village libraries.

5. Public Comment

None

6. Library Support Activities

A. Friends of the Library

Friends Co-Presidents Cathy Rudolph and Roberta Mitchell were present and reported approval of their budget for 2013-14 in which \$24,000 is being used from reserves to fund projects for the library. They will be meeting with the Benton Trustees regarding consideration of becoming their new pass-through agency.

B. Library Foundation

No representative was present. When asked, the Library Director advised that the Foundation rep indicated a report would be sent but none was received. They have a meeting today at 4:00 PM.

7. Correspondence

A. Letter from National Endowment for the Arts regarding The Big Read grant application.

B. Secret Shopper review of the Lompoc Public Library

Trustee Dale stated that she was especially pleased with the positive comments related customer service and the library's interior and that the negative points were related to items that staff has little control over – such as location. Trustee Aguiniga suggested contacting Lompoc In Bloom to enhance the appearance of the entrance. Staff advised that the Parks Maintenance Department responsible for

library grounds has a limited amount of time they can spend and anything labor intensive would not be doable.

C. Memo from Acting State Librarian, Gerry Maginnity, regarding Books4U program and award
Staff advised that the library qualified, with the lowest per capita, for the full \$10,000 and required to spend the funds in 30 days.

D. Memo from Mike Dillion, CLA Lobbyist regarding Budget Ask and Literacy Funding
Trustee Aguiniga suggested a sample letter for lobbying and staff shared that this is sometimes available depending upon the topic in question.

8. Business

A. Consideration of the FY2013-15 budget and the use of reserves or elimination/reduction of staff positions.

The Library Director reported on several issues related to the upcoming budget culminating with the fact that every year since 2007 there has been a deficit requiring the use of Reserves. Bob Cross, City Finance Department rep, was available to answer questions from Trustees related to increased personnel costs for this budget and looking forward to FY15-17 and beyond. Even though staff has made many cost saving concessions to reduce the use of Reserves, a large deficit continues to remain. The Library Director provided a number of options for consideration. Trustees, while discussing the options, agreed that Reserves are for emergencies and not operations.

MOTION: It was moved and seconded (White/Dale), and unanimously carried to accept staff's recommendation to eliminate the full time Library Assistant I position and reduce the full time Computer Technician position to a 75% job-share, moving the Lompoc Library forward without the use of reserves and preserving a balanced budget.

B. Consideration of the "chargeback" to branch libraries for professional services

As requested at the April 2013 meeting, Trustees requested staff to provide more detailed information regarding the number of hours spent by Lompoc Library administrative staff for duties related to branch libraries. After discussing a number of items with supervisory staff, an updated chart was provided. Buellton Library Branch Manager Liz Chapman expressed some ideas that have been shared with the Library Director which would allow branch staff to take on some new tasks. She also would like a tracking of the time spent by the professional staff to make sure branch libraries are appropriately charged. The Library Director has also consulted other Santa Barbara County libraries and directors are interested in exploring ways to be consistent with each other in the way the chargeback is handled. Trustee Dale said that she agreed with the chargeback and that there is a need for the County to accept responsibility.

MOTION: It was moved, seconded (Aguiniga/Dale) and unanimously carried to increase the chargeback to the Buellton Library and Village Library in FY13-14 using year one of the originally suggested three year phase-in and the costs can be adjusted in FY14-15 to reflect the new methodology that will be determined. While unlikely, if the branches are overcharged in FY13-15, the cost in FY14-15 can be adjusted to reflect that. The fiscal impact of that decision for both branches in FY13-14 would be: Buellton: \$3,568.35 and Village: \$2,343.47.

C. Consideration of the future of the Literacy Program

With no apparent support from the City Council, the Library Director and Literacy Coordinator want what is best for the program. With limited revenues available for FY13-14 based on state funding, grants, and support from the Friends, the Literacy program can begin moving forward on a "month-to-month" status with the funding that is available.

MOTION: It was moved, seconded (Dale/White), and unanimously carried to change the status of the Literacy program to a "month-to-month" program in FY13-14 using available grant funds, fundraising, the Friends of the Library, and state funding. The Board and staff work to find a solution to keep it ongoing. The Literacy Coordinator will begin working with the community to determine how the program may continue in FY14-15 and beyond in a different capacity, potentially without a Literacy Coordinator running the program.

D. Report on the completion of the Charlotte's Web Children's Library Project

At their meeting of April 11, 2013, the Lompoc District Libraries Foundation voted to not be party to a new MOU, except to rescind the prior MOU from 2006. They also decided that they no longer wanted to act as a pass-through for the Benton Trust and that they would transfer all monies they had raised for the project to the City. These decisions were shared with the Benton Trustees at a meeting on April 25, 2013. As a result of that meeting, the Benton Trustees contacted the Library Director to discuss potential ideas for a new 501(c)3 organization to act as a pass-through for the Benton Trust monies. The Friends of the Library was indicated as a possibility. A meeting between the Benton Trustees and Friends will be arranged. Until a new MOU is completed, the project is delayed.

E. Report on the status of the Library's re-roofing project

The project is on track with anticipated construction in fall 2013.

F. Report on the 2012-13 budget

The report was accepted as presented.

9. Library Director's April report and updates

The Library Director reported on a preliminary meeting with the Santa Barbara Library Director and Herman Parker from Santa Barbara County relative to transferring operation oversight of a few of the branch libraries in Black Gold's Zone 1, under the direction of the Santa Barbara Library, into Lompoc's Zone 2. Trustees will be briefed as additional information becomes available.

The Library Director reported that the library parking lot project is being funded with a one-time funding allotment and that CDBG money is available for the shelving retrofit.

10. Roundtable

Trustee Aguiniga commended the Library Director on a great job related to some very tough budgetary decisions.

11. Adjournment

The meeting was adjourned at 11:40 AM. The next regular meeting will be held at 10:00 AM on Tuesday, June 11, 2013 at the Lompoc Public Library, 501 E. North Ave., Lompoc, CA

Library Invoices
May 2013

Vendor	Amount	Acct. No.	Notes	Vendor	Amount	Acct. No.	Notes
City of Lompoc	2,821.93	85000-53110		Smart & Final	165.47	40087-48234	
The Gas Co.	67.96	85000-53110		Toshiba Business Solutions	126.98	85000-52131	
	9.69	86000-53110		Unique Management Svs.	259.55	40085-46129	
VVCSD	105.36	86000-53110		Walmart	10.74	85000-52201	
Verizon	51.15	88000-53202					
Waste Management	35.40	86000-53110					
Allposters.com	19.98	85000-52410					
Amazon.com	612.15	85000-52140					
	1248.30	86000-52140					
	83.65	88000-52140					
Baker & Taylor	1936.91	85000-52140					
	171.29	86000-52140					
	192.96	88000-52140					
Stacy Brigman	18.08	86000-54120					
Jessica Cadiante	4.52	86000-54120					
	21.47	88000-54120					
Ashlee Chavez	67.80	85000-54120					
	21.47	88000-54120					
Demco	263.07	85000-52201					
	88.32	86000-52201					
	88.32	88000-52201					
Dinn Bros.	36.20	40087-48234					
Adam Fabela	25.99	85000-54120					
	4.52	86000-54120					
	21.47	88000-54120					
Fresh & Easy	6.63	87000-52410					
	49.63	40087-48234					
Foods Co	44.86	40087-48234					
Gale	269.13	85000-52140					
	49.58	86000-52140					
Grocery Outlet	11.97	40087-48234					
Judy Hernandez	53.67	85000-54120					
	53.67	88000-54120					
Lezlee Hurtado	14.69	85000-54120					
Iron Mountain Shredding Serv	30.21	85000-53489					
Lil' Caesars	44.45	87000-52410					
LHS Yearbook	75.00	85000-52140					
Moeller's Copier Repair	112.32	85000-52132					
	43.77	86000-52131					
Karen Odom	11.30	85000-54120					
	11.30	86000-54120					
Office Depot	54.00	87000-52120					
Random House, Inc.	375.84	85000-52140					
The Right Stuff	60.91	85000-52140					
Santa Barbara News Press	182.35	88000-52140					
Scholastic	340.66	87000-52140					
	<u>9,913.90</u>						
				Total	<u>10,476.64</u>		

Account Breakdown (revised)

Reference						
Lompoc Library	85x00-xxxx & 40085-xxxx					
Village Library	86x00-xxxx & 40086-xxxx					
Buellton Library	88x00-xxxx & 40088-xxxx					
Literacy	87x00-xxxx & 40087-xxxx					
Account Totals			Lompoc	Village	Buellton	Literacy
Postage	xxxx-52110					
Office Supplies	xxxx-52120					54.00
Printing	xxxx-52130					
Copy Machine Expense	xxxx-52131	126.98	43.77			
Copier Charges-Rental	xxxx-52132	112.32				
Publications	xxxx-52140	3,329.94	1,469.17	458.96		340.66
Book Rental	xxxx-52142					
Operating Supplies	xxxx-52201	273.81	88.32	88.32		
Computer Equip.	xxxx-52237					
Bldg. Maint. Supplies	xxxx-52408					51.08
Other Supplies	xxxx-52410	19.98				
Utilities	xxxx-53110	2,889.89	150.45			
Telephone	xxxx-53202					
Prof Svs-Advertising	xxxx-53340					
Black Gold Services	xxxx-53460					
Background Screening	xxxx-53478					
Shredding Service	xxxx-53489	30.21				
Office Equip Maint.	xxxx-53502					
Special Equip Maint.	xxxx-53503					
Training	xxxx-54101					
Travel	xxxx-54120	173.45	38.42	118.08		
Membership	xxxx-54130					
Meetings/Training	xxxx-54140					
UMS Collection Contract	40085-46129	259.55				
Misc. Donation	4008x-48299					
Women's Fund	85000-79941					
Grounds Maintenance	85200-53408					
Literacy Fund Raiser	40087-48234					308.13
CA Council for Humanities grant	85120-xxxx					
Christian Science Society gran	88310-73044					
Total		7,216.13	1,790.13	665.36	753.87	

CERTIFICATE OF APPRECIATION

In recognition of outstanding achievements on behalf of the Lompoc Public Library System and its patrons, the Library Director and the Library Board of Trustees wish to express their appreciation to

MARY ELLEN BROOKS

for another year of spearheading the successful fundraising efforts on behalf of the Support the Village Library Campaign. Marell remains one of the Village Library's most consistent and hardworking advocates and her work ensures that the Village Library is able to continue serving the needs of the Vandenberg Village community to the best of its ability. Marell's dedication and passion has resulted in the Support the Village Library Campaign always reaching its goals and continuing on into the future. Our libraries would not be the same without her.

Given this 11th day of June, 2013



Library Director

Library Board of Trustees

CERTIFICATE OF APPRECIATION

In recognition of outstanding achievements on behalf of the Lompoc Public Library System and its patrons, the Library Director and the Library Board of Trustees wish to express their appreciation to

NEIL BAKER

for his efforts on behalf of the Support the Village Library Campaign. Neil is one of a small group of focused and dedicated individuals that helps raise over \$16,000 each to maintain the services that are offered by the Village Library. The Support the Village Library Campaign continues to find success because it has a core group of enthusiastic and committed supporters who volunteer their free time to organize events, write letters, make phone calls, collect donations and so much more. Neil's assistance makes all of these efforts easier and more efficient and we cannot thank him enough for his work on behalf of our libraries.

Given this 11th day of June, 2013

Library Director



Library Board of Trustees

CERTIFICATE OF APPRECIATION

In recognition of outstanding achievements on behalf of the Lompoc Public Library System and its patrons, the Library Director and the Library Board of Trustees wish to express their appreciation to

EMILIE GALVIN

for her efforts on behalf of the Support the Village Library Campaign. Emilie is one of a small group of focused and dedicated individuals that helps raise over \$16,000 each to maintain the services that are offered by the Village Library. The Support the Village Library Campaign continues to find success because it has a core group of enthusiastic and committed supporters who volunteer their free time to organize events, write letters, make phone calls, collect donations and so much more. Emilie's assistance makes all of these efforts easier and more efficient and we cannot thank her enough for her work on behalf of our libraries.

Given this 11th day of June, 2013

Library Director



Library Board of Trustees

CERTIFICATE OF APPRECIATION

In recognition of outstanding achievements on behalf of the Lompoc Public Library System and its patrons, the Library Director and the Library Board of Trustees wish to express their appreciation to

ROB GLASGOW

for his efforts on behalf of the Support the Village Library Campaign. Rob is one of a small group of focused and dedicated individuals that helps raise over \$16,000 each to maintain the services that are offered by the Village Library. The Support the Village Library Campaign continues to find success because it has a core group of enthusiastic and committed supporters who volunteer their free time to organize events, write letters, make phone calls, collect donations and so much more. Rob's assistance makes all of these efforts easier and more efficient and we cannot thank him enough for his work on behalf of our libraries.

Given this 11th day of June, 2013

Library Director



Library Board of Trustees

CERTIFICATE OF APPRECIATION

In recognition of outstanding achievements on behalf of the Lompoc Public Library System and its patrons, the Library Director and the Library Board of Trustees wish to express their appreciation to

CHRIS PAULEY

for his efforts on behalf of the Support the Village Library Campaign. Chris is one of a small group of focused and dedicated individuals that helps raise over \$16,000 each to maintain the services that are offered by the Village Library. The Support the Village Library Campaign continues to find success because it has a core group of enthusiastic and committed supporters who volunteer their free time to organize events, write letters, make phone calls, collect donations and so much more. Chris's assistance makes all of these efforts easier and more efficient and we cannot thank him enough for his work on behalf of our libraries.

Given this 11th day of June, 2013

Library Director



Library Board of Trustees

CERTIFICATE OF APPRECIATION

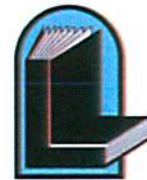
In recognition of outstanding achievements on behalf of the Lompoc Public Library System and its patrons, the Library Director and the Library Board of Trustees wish to express their appreciation to

SALLY PRENTISS

for her efforts on behalf of the Support the Village Library Campaign. Sally is one of a small group of focused and dedicated individuals that helps raise over \$16,000 each to maintain the services that are offered by the Village Library. The Support the Village Library Campaign continues to find success because it has a core group of enthusiastic and committed supporters who volunteer their free time to organize events, write letters, make phone calls, collect donations and so much more. Sally's assistance makes all of these efforts easier and more efficient and we cannot thank her enough for her work on behalf of our libraries.

Given this 11th day of June, 2013

Library Director



Library Board of Trustees

CERTIFICATE OF APPRECIATION

In recognition of outstanding achievements on behalf of the Lompoc Public Library System and its patrons, the Library Director and the Library Board of Trustees wish to express their appreciation to

NINA TAYLOR

for her efforts on behalf of the Support the Village Library Campaign. Nina is one of a small group of focused and dedicated individuals that helps raise over \$16,000 each to maintain the services that are offered by the Village Library. The Support the Village Library Campaign continues to find success because it has a core group of enthusiastic and committed supporters who volunteer their free time to organize events, write letters, make phone calls, collect donations and so much more. Nina's assistance makes all of these efforts easier and more efficient and we cannot thank her enough for her work on behalf of our libraries.

Given this 11th day of June, 2013

Library Director



Library Board of Trustees



Library Foundation

Mailing address: P.O. Box 2833, Lompoc, CA 93438

Lompoc District Libraries Foundation
(501 (c) 3, IRS Tax I.D. #77-0443696)
supports zone 2 libraries of Santa Barbara County
Lompoc - Buellton - Village

"A great community starts with a solid foundation and an active community partnership."
- the Library Foundation Board

May 20, 2013

Ms. Ashlee Chavez, Library Director
Library Board Trustees of the Lompoc District Libraries
501 E. North Avenue
Lompoc, CA 93436

Dear Director Chavez & Library Board Trustees:

The Library Foundation is pleased to inform the Library Board of Trustees that at the regular meeting, May 14, 2013, the Library Foundation unanimously approved disbursements from total return of funds invested for 2013 directed toward designated libraries and their book collections. Books and materials is defined as the following: **4/11/13 "Book endowment money will include books and materials in all formats." Dorian/Arleen; passed unanimously.**

In addition, after consideration and discussion with the Library Director the following was agreed upon for use of General Endowment disbursements earned from total return of funds invested for 2013. **5/14/13 "The disbursement from the General Endowment of \$3,200 will be used at the discretion of the Library Director for Interior Improvements." Robin/Dorian; passed unanimously.**

- Buellton Books & Materials Endowment \$ 1,550 General use selections
- Lompoc Books & Materials Endowment \$ 3,550 General use selections
- Village Books & Materials Endowment \$ 4,450 General use selections
- General Endowment \$ 3,200 Interior Improvements

Book and supply vendors will be paid directly by the LDLF treasurer following verification of invoices by library staff.

Quarterly, a report on the status of purchases and balances per library will be forwarded to the LDLF treasurer for review by the Library Foundation.

The total distribution for 2013 is \$12,750. This contribution is meant to enhance library services beyond government funding within zone 2 of Santa Barbara County.

Cordially,

Arleen Lewis, President
Lompoc District Libraries Foundation

C: Lompoc District Libraries Foundation, Treasurer, Robin Dunaetz
Endowment Management Chair, Suzanne Schwark

8A. Completion of the Charlotte's Web Library project

Memorandum of Understanding

The Benton Trustees have shared several concerns of theirs regarding the MOU and the Foundation's level of participation. The Library Director has shared these communications via email to the President and Vice-President of the Foundation. It is likely these items will be discussed at the next Foundation meeting on June 20, 2013. We are beginning to reach a challenging point in time, since the Library Director will not be available in July due to maternity leave and one of the Benton Trustees will be unavailable during the month of August.

Friends of the Library

The Friends of the Library met with the Benton Trustees and Library Director in May. The Friends unanimously voted to be a party to the MOU and to act as a conduit for funds from the Benton Trust to the City for the Charlotte's Web Project.

Storage of Vehicle

City Facilities Manager, Mark Magers, has provided the Library Director with a preliminary plan for a structure to protect the bookmobile while it is stored on LUSD property. These plans have been shared with LUSD, they have provided feedback, and the Library Director is now working further with Mr. Magers to finalize the plans and begin working on a pricing estimate for the project.

The Library Director has also spoken with the Assistant Superintendent at LUSD and the staff there is working on crafting an MOU for the Library and LUSD to enter into regarding the storage of the vehicle on school grounds.

8B. Report on the status of the Library's re-roofing project

Bidding for the roofing project began on June 4 and four bids were received for the project. The bids are currently being reviewed by City Engineering and official results should be available soon. The schedule remains to seek City Council award for the project on July 2nd and construct from August into October.

**Budget Update Summary
Fiscal Year 2012-2013**

Lompoc	2012	16%	25%	33%	41%	50%		Revised		% of
Revenue	July	August	September	October	November	December	YTD	Budget	Balance	budget
Government Support	0.00	0.00	0.00	34,108.84	34,108.84	184,686.34	252,904.02	782,708.00	529,803.98	32.31%
Fines & Fees	3,498.46	3,354.60	2,760.28	4,796.28	2,214.48	2,331.66	18,955.76	55,700.00	36,744.24	34.03%
Contributions	0.00	1,037.50	135.00	706.28	867.26	1,092.97	3,839.01	8,340.00	4,500.99	46.03%
Contributions from Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	57,070.00	57,070.00	0.00%
Total	3,498.46	4,392.10	2,895.28	39,611.40	37,190.58	188,110.97	275,698.79	903,818.00	628,119.21	30.50%
Expenses										
Personnel*	86,920.44	47,348.35	47,576.62	46,103.47	64,475.75	40,057.38	332,482.01	622,530.03	290,048.02	53.41%
Office Operations	1,064.53	7,170.89	1,674.30	1,368.82	3,076.30	986.82	15,341.66	38,028.90	22,687.24	40.34%
Publications	4,807.14	988.63	714.33	7,620.79	3,618.03	3,490.71	21,239.63	53,971.53	32,731.90	39.35%
Utilities/Services/R&M	154.94	4,554.14	3,334.31	8,048.53	37,515.63	8,112.98	61,720.53	185,348.52	123,627.99	33.30%
Training/Insurance/Other	0.00	70.48	934.86	537.92	615.46	6,379.24	8,537.96	18,009.08	9,471.12	47.41%
Total	92,947.05	60,132.49	54,234.42	63,679.53	109,301.17	59,027.13	439,321.79	917,888.06	478,566.27	47.86%
Village										
Revenue	July	August	September	October	November	December	YTD	Budget	Balance	% of
Government Support	0.00	0.00	0.00	0.00	0.00	26,645.00	26,645.00	53,290.00	26,645.00	50.00%
Fines & Fees	797.96	856.84	567.10	938.40	179.50	752.26	4,092.06	7,750.00	3,657.94	52.80%
Contributions	0.00	0.00	0.00	-82.71	0.00	238.31	155.60	545.00	389.40	28.55%
Village Library Opr Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,300.00	16,300.00	0.00%
Contributions from Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,487.00	9,487.00	0.00%
Total	797.96	856.84	567.10	855.69	179.50	27,635.57	30,892.66	87,372.00	56,479.34	35.36%
Expenses										
Personnel*	5,255.09	3,660.57	3,698.45	3,839.68	3,805.39	4,378.09	24,637.27	41,726.23	17,088.96	59.05%
Office Operations	0.00	43.10	43.10	48.16	246.72	388.05	769.13	930.82	161.69	82.63%
Publications	601.71	27.38	255.02	217.09	44.54	191.18	1,336.92	6,614.92	5,278.00	20.21%
Utilities/Services/R&M	0.00	533.89	510.26	2,199.32	7,031.74	2,063.88	12,339.09	35,671.27	23,332.18	34.59%
Training/Insurance/Other	0.00	17.76	37.74	22.20	22.20	19.98	119.88	479.26	359.38	25.01%
Total	5,856.80	4,282.70	4,544.57	6,326.45	11,150.59	7,041.18	39,202.29	85,422.50	46,220.21	45.89%
* No. of Pay Periods re Personal Service:	3	2	2	2	2	2				

Budget Update Summary Fiscal Year 2012-2013

Buelton	2012	16%	25%	33%	41%	50%		Revised		% of
Revenue	July	August	September	October	November	December	YTD	Budget	Balance	budget
Government Support	0.00	78,278.00	0.00	0.00	0.00	16,103.50	94,381.50	108,291.00	13,909.50	87.16%
Fines & Fees	1,000.25	958.35	1,133.25	900.65	1,451.70	716.65	6,160.85	12,800.00	6,639.15	48.13%
Contributions	0	0	0	-70.23	100	-38.11	-8.34	606.00	614.34	-1.38%
Contributions from Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,201.00	2,201.00	0.00%
Total	1,000.25	79,236.35	1,133.25	830.42	1,551.70	16,782.04	100,534.01	123,898.00	23,363.99	81.14%
Expenses										
Personnel*	10,347.88	6,686.82	6,590.07	7,164.12	6,478.60	6,667.47	43,934.96	77,353.83	33,418.87	56.80%
Office Operations	0.00	116.03	587.62	7.19	133.13	197.48	1,041.45	4,686.40	3,644.95	22.22%
Publications	585.54	660.00	274.51	339.06	272.82	378.45	2,510.38	8,946.99	6,436.61	28.06%
Utilities/Services/R&M	0.00	77.97	0.00	1,897.82	7,837.26	1,850.31	11,663.36	30,711.09	19,047.73	37.98%
Training/Insurance/Other	0.00	52.73	31.63	63.27	52.73	52.72	253.08	808.71	555.63	31.29%
Contributions from Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,390.98	1,390.98	0.00%
Total	10,933.42	7,593.55	7,483.83	9,471.46	14,774.54	9,146.43	59,403.23	123,898.00	64,494.77	47.95%
Literacy										
Revenue	July	August	September	October	November	December	YTD	Budget	Balance	% of
Government	9,473.00	0.00	0.00	0.00	11,272.00	0.00	20,745.00	41,931.00	21,186.00	49.47%
Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,181.00	10,181.00	0.00%
Contribution-Friends	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00	0.00%
Fund Raisers	-776.76	1,000.00	-289.86	1,216.00	75.00	0.00	1,224.38	5,000.00	3,775.62	24.49%
Donations/Contributions	0.00	0.00	0.00	-4.95	25.00	7.13	27.18	750.00	722.82	3.62%
Total	8,696.24	1,000.00	-289.86	1,211.05	11,372.00	7.13	21,996.56	61,862.00	39,865.44	35.56%
Expenses										
Personnel*	6,422.71	4,332.64	4,329.10	4,329.10	4,329.09	4,246.45	27,989.09	54,489.84	26,500.75	51.37%
Office Operations	0.00	27.47	0.00	112.75	0.00	230.73	370.95	2,326.73	1,955.78	15.94%
Publications	0.00	467.30	0.00	192.00	105.00	1,520.12	2,284.42	6,057.63	3,773.21	37.71%
Services	0.00	0.00	16.00	0.00	38.29	16.00	70.29	2,523.50	2,453.21	2.79%
Training/Insurance/Other	0.00	0.00	247.90	0.00	0.00	17.76	265.66	491.80	226.14	54.02%
Total	6,422.71	4,827.41	4,593.00	4,633.85	4,472.38	6,031.06	30,980.41	65,889.50	34,909.09	47.02%
* No. of Pay Periods re Personal Service:	3	2	2	2	2	2				

**Budget Update Summary
Fiscal Year 2012-2013**

Lompoc	2013	66%	75%	83%	91%	100%		Revised		% of
Revenue	January	February	March	April	May	June	YTD	Budget	Balance	budget
Government Support	68,217.68	184,686.82	34,108.84	34,108.84	68,217.68		642,243.88	746,637.00	104,393.12	86.02%
Fines & Fees	5,384.79	1,596.05	6,138.57	2,029.77	9,288.54		43,393.48	55,500.00	12,106.52	78.19%
Contributions	2,671.84	912.75	755.45	959.54	1,929.45		11,068.04	8,220.00	-2,848.04	134.65%
Contributions from Reserves	0.00	0.00	0.00	0.00	0.00		0.00	14,897.00	14,897.00	0.00%
Total	76,274.31	187,195.62	41,002.86	37,098.15	79,435.67	0.00	696,705.40	825,254.00	128,548.60	84.42%
Expenses										
Personnel*	61,392.05	42,385.48	42,478.00	42,125.11	40,244.66		561,107.31	623,305.35	62,198.04	90.02%
Office Operations	5,386.93	2,221.34	4,158.45	2,740.74	1,093.18		30,942.30	38,028.90	7,086.60	81.37%
Publications	2,580.97	1,806.52	3,091.20	5,360.30	4,233.38		38,312.00	53,971.53	15,659.53	70.99%
Utilities/Services/R&M	26,733.33	5,982.78	8,795.84	11,549.03	27,161.49		141,943.00	185,348.52	43,405.52	76.58%
Training/Insurance/Other	1,019.24	803.27	571.24	668.20	5,791.18		17,391.09	18,009.08	617.99	96.57%
Total	97,112.52	53,199.39	59,094.73	62,443.38	78,523.89	0.00	789,695.70	918,663.38	128,967.68	85.96%
Village										
Revenue	January	February	March	April	May	June	YTD	Revised	Balance	% of
Government Support	0.00	26,644.50	0.00	0.00	0.00		53,289.50	52,239.00	-1,050.50	102.01%
Fines & Fees	1,439.10	290.10	1,783.28	201.50	2,013.96		9,820.00	7,750.00	-2,070.00	126.71%
Contributions	-141.71	-21.28	-32.57	150.69	-34.02		76.71	540.00	463.29	14.21%
Village Library Opr Support	0.00	0.00	0.00	0.00	0.00		0.00	16,300.00	16,300.00	0.00%
Contributions from Reserves	0.00	0.00	0.00	0.00	0.00		0.00	3,284.00	3,284.00	0.00%
Total	1,297.39	26,913.32	1,750.71	352.19	1,979.94	0.00	63,186.21	80,113.00	16,926.79	78.87%
Expenses										
Personnel*	5,272.33	3,439.83	2,602.92	3,841.85	3,515.91		43,310.11	41,726.23	-1,583.88	103.80%
Office Operations	89.37	67.90	174.24	142.61	1,165.77		2,409.02	930.82	-1,478.20	258.81%
Publications	347.56	142.43	426.17	125.94	1,464.85		3,843.87	6,614.92	2,771.05	58.11%
Utilities/Services/R&M	7,409.00	1,688.10	2,343.31	2,453.23	6,212.29		32,445.02	35,671.27	3,226.25	90.96%
Training/Insurance/Other	13.32	22.60	27.04	27.12	24.94		234.90	479.26	244.36	49.01%
Total	13,131.58	5,360.86	5,573.68	6,590.75	12,383.76	0.00	82,242.92	85,422.50	3,179.58	96.28%
* No. of Pay Periods re Personal Services	3	2	2	2	2	2				

**Budget Update Summary
Fiscal Year 2012-2013**

Buellton	2013	66%	75%	83%	91%	100%		Revised		% of
Revenue	January	February	March	April	May	June	YTD	Budget	Balance	budget
Government Support	0.00	16,103.52	0.00	0.00	0.00		110,485.02	108,291.00	-2,194.02	102.03%
Fines & Fees	1,758.60	442.70	1,619.70	382.35	2,716.47		13,080.67	12,800.00	-280.67	102.19%
Contributions	258.55	0.00	143.77	50.14	-47.97		396.15	606.00	209.85	65.37%
Contributions from Reserves	0.00	0.00	0.00	0.00	0.00		0.00	2,201.00	2,201.00	0.00%
Total	2,017.15	16,546.22	1,763.47	432.49	2,668.50	0.00	123,961.84	123,898.00	-63.84	100.05%
Expenses										
Personnel*	10,005.90	6,510.88	6,273.57	6,619.80	6,510.40		79,855.51	77,353.83	-2,501.68	103.23%
Office Operations	15.29	23.01	81.26	113.21	1,429.80		2,704.02	4,686.40	1,982.38	57.70%
Publications	398.34	203.97	616.82	261.93	465.17		4,456.61	8,946.99	4,490.38	49.81%
Utilities/Services/R&M	8,645.32	1,802.40	1,855.50	1,981.71	7,277.16		33,225.45	30,711.09	-2,514.36	108.19%
Training/Insurance/Other	31.64	85.88	74.59	85.88	118.65		649.72	808.71	158.99	80.34%
Contributions from Reserves	0.00	0.00	0.00	0.00	0.00		0.00	1,390.98	1,390.98	0.00%
Total	19,096.49	8,626.14	8,901.74	9,062.53	15,801.18	0.00	120,891.31	123,898.00	3,006.69	97.57%
Literacy										
Revenue	January	February	March	April	May	June	YTD	Budget	Balance	% of
Government	0.00	0.00	0.00	0.00	3,090.50		23,835.50	41,931.00	18,095.50	56.84%
Grants	0.00	0.00	0.00	0.00	0.00		0.00	10,181.00	10,181.00	0.00%
Contribution-Friends	0.00	4,000.00	0.00	0.00	0.00		4,000.00	4,000.00	0.00	100.00%
Fund Raisers	120.00	0.00	0.00	-695.46	3,211.27		3,860.19	5,000.00	1,139.81	77.20%
Donations/Contributions	-3.46	3,000.00	-1.14	97.39	-97.08		3,022.89	750.00	-2,272.89	403.05%
Total	116.54	7,000.00	-1.14	-598.07	6,204.69	0.00	34,718.58	61,862.00	27,143.42	56.12%
Expenses										
Personnel*	6,369.57	4,182.95	3,995.43	3,957.86	3,798.79		50,293.69	54,489.75	4,196.06	92.30%
Office Operations	125.10	74.64	79.44	0.00	291.09		941.22	1,491.25	550.03	63.12%
Publications	272.46	0.00	40.00	30.00	32.00		2,658.88	3,942.00	1,283.12	67.45%
Services	0.00	0.00	24.86	0.00	14.69		109.84	1,530.00	1,420.16	7.18%
Training/Insurance/Other	19.42	0.00	176.05	0.00	367.91		829.04	409.00	-420.04	202.70%
Total	6,786.55	4,257.59	4,315.78	3,987.86	4,504.48	0.00	54,832.67	61,862.00	7,029.33	88.64%
* No. of Pay Periods re Personal Services:	3	2	2	2	2	2				

2012-13
FUND 87 LITERACY PROGRAM
REVENUE TRACKER

2012-13 Budget	FUND 87 LITERACY PROGRAM REVENUE TRACKING												2012 YTD ACTUAL	2012 BUDGET	(OVER) UNDER YTD BUDGET	
	JUL		AUG		SEP		OCT		NOV		DEC					
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual				
11,272													7 13	0 00	2 18	(2 18)
9,473													11,272 00	11,272 00	11,272 00	0 00
6,181													11,272 00	9,473 00	9,473 00	0 00
21,186													1,545 25	1,545 25	1,545 25	0 00
4,000													187 50	21,186 00	21,186 00	0 00
750													25 00	0 00	0 00	0 00
4,000													187 50	375 00	25 00	350 00
800														0 00	0 00	0 00
1,200														0 00	0 00	0 00
3,000														1,200 00	1,291 00	(91 00)
														1,000 00	1,000 00	0 00
														0 00	0 00	0 00
														11,684 05	46,051 25	23,063 18
61,862													23,063 18	46,051 25	23,063 18	22,988 07
																(OVER) UNDER YTD TOTAL

2012-13 Budget	FUND 87 LITERACY PROGRAM REVENUE TRACKING												2013 YTD ACTUAL	2013 BUDGET	(OVER) UNDER 2012-13 BUDGET	
	JAN		FEB		MAR		APR		MAY		JUN					
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual				
4,000													2 92	0 00	(4 29)	2 11
4,000													(2 61)	0 00	0 00	0 00
4,000													0 20	0 00	0 00	0 00
4,000													1,545 25	4,635 75	4,635 75	1,545 25
4,000													1,545 25	0 00	0 00	0 00
4,000													187 50	4,000 00	4,000 00	0 00
4,000													4,000 00	4,000 00	4,000 00	0 00
4,000													4,000 00	3,000 00	3,000 00	(2,275 00)
800													800 00	4,000 00	0 00	4,000 00
120 00														800 00	0 00	800 00
														0 00	120 00	(211 00)
														3,211 27	2,000 00	(515 81)
														800 00	0 00	0 00
														800 00	15,810 75	14,267 27
														37,330 45	61,862 00	24,531 55
																(OVER) UNDER YTD TOTAL

8D. Report on the 2013-15 Budget for Buellton Library

Background Information

The Buellton Library has continually remained one of the healthiest libraries financially speaking in the Lompoc Library System throughout the economic downturn. In the FY13-15 budget cycle, for the first time the Buellton Library is facing a deficit.

Most of Buellton's costs have remained stable and a few costs have slightly increased, such as the chargeback for services from the main library and the city. PT salary costs have also increased due to a change made in the last year regarding staffing classifications and a new accountability in hours used for substituting when FT staff is on furlough, sick or vacation.

Just as the Lompoc and Village Libraries, Buellton also faces a large increase in the membership costs of the Black Gold Cooperative Library System, which in FY13-15 is an increase of \$23,357.

A brief summary of the FY13-15 budget is below:

Revenues	Expenses	Variance
\$ 248,580	\$ 298,472	\$ 49,892

The above reflects expenses without the use of furloughs for the Buellton Library Branch Manager, though it is likely furloughs will continue depending upon Board approval of the amended compensation plans (identified in 8F and 8G of this packet).

The Buellton Library also has a healthy reserve fund of \$67,058 and the standard level of reserves desired (25% of the operating budget) means that the reserve fund should at least maintain a balance of \$37,309.

Moving Forward

Since the largest increase in the Buellton Library's budget is Black Gold costs, it should be noted that it is possible that extreme changes in the Black Gold contribution formula are on the horizon for the next year. This could drastically change the way Buellton's budget is affected and the situation may not be so extreme in FY14-15. Trustee Dale may also have further information about a possible parcel tax measure that Buellton and Solvang would like to pursue in the coming years, which would also change funding measures quite drastically. The Library Director is focused on a short term solution to proceed through FY13-14 with the use of reserves while maintaining current service levels and then making firm strategic decisions in the following year when looking at FY14-15, after many of the "unknowns" are resolved.

There are several ways to address the budget deficit at the Buellton Library. Those options include: slightly lowering their healthy materials budget, asking the City of Buellton for an increase in funding; and/or reducing open hours at the Buellton Library.

The Library Board of Trustees can indicate if they would like to ask the City of Buellton to provide a larger contribution in the coming years to help offset these rising costs. The current allocation from the City of Buellton per year is \$78,278. The City of Buellton approved a 5% increase to Library funding in FY12-13, though it was noted at the time that costs were very uncertain for FY13-15. It is also possible

to ask the City of Buellton for one-time funds, rather than making a permanent increase in the contribution to the library.

Because the future regarding Black Gold costs is extremely hard to predict at this moment, one option prepared by the Library Director is presented below, though there are many options and ways to move forward.

Revenues FY13-14	\$	124,308
Expenses FY13-14	\$	148,629
Furloughs*	\$	2,000
Materials reduction	\$	1,500
Total	\$	145,129
Deficit	\$	(20,821)
Reserves Balance	\$	46,237

*waiting on Finance for a final number

Staff Recommendation

The Library Board of Trustees will provide direction to Library staff regarding how they would like to proceed with the Buellton Library budget for FY13-14, including decisions on the use of reserves and asking the City of Buellton for an increased contribution.

8E. Report on the 2013-15 budget for Village Library

Background Information

The Village Library has struggled financially for many years. After the failure to pass Measure O – a special tax measure to support the Village Library in 2006, a large donation of \$50,000 was made to the Village and spread out over four years. Since that donation was depleted in 2010, the Support the Village Library group (working under the umbrella of the Friends), made it their goal to fundraise \$16,300 each year in order to maintain the library’s current level of service. Despite the hard work and efforts of the group and continually meeting their fundraising goals, the Village Library has continued to pull small amounts from their reserves to balance the budget at the end of the year, and approximately \$10,000 will be needed to cover the gap in 2012-13.

That growing gap along with higher Black Gold costs and the loss of State funding has continued to impact the budget at the Village Library. This gap should be addressed now to help mitigate the need to draw from reserves so heavily in the future.

FY13-15 Budget Outlook

A brief summary for the two years is as follows and assumes a static fundraising goal of \$16,300 that is continually achieved:

Revenues	Expenses	Variance
\$ 155,493	\$ 187,325	\$ 31,832

The reserves balance prior to the end of FY12-13 is \$70,802. To maintain a reserves level with at least 25% of the library’s operating budget, the balance would need to remain at \$23,415. Assuming a deduction of approximately \$10,000 for FY12-13, if no changes are made to the Village Library’s budget for FY13-15, a reserve balance of \$28,970 will remain after FY13-15 is over.

Service Levels

The position of Library Page has been eliminated and work related to that position will be performed by current staff and volunteers. No employees were laid off as a result of this decision, the previous page had resigned and it was decided to not fill the position.

A reduction in service hours is one of the very few ways to save money for the Village Library. A chart below indicates service levels at a few comparable Black Gold Libraries that are serviced with in Santa Barbara County.

<u>Branch</u>	<u>Hours per Week</u>	<u>Annual Circulation</u>	<u>Service Population</u>	<u>Funding Sources</u>
Village	41	42,836	8,905	County
Buellton	47	65,277	5,460	County & City
Lompoc	36	215,713	50,910	County & City
Solvang	36	65,145	14,615	County & City
Orcutt	32	64,827	34,569	County
Guadalupe	32	9,440	7,115	County
Cuyama	11	9,230	1,328	County

Despite the Village Library having a lower annual circulation and service population than Lompoc, Solvang, and Orcutt they are still open more hours. Comparatively amongst other libraries, even ones that are of a larger size and have other funding sources besides the County, the Village Library still has more open hours.

Moving Forward

The Library Director and Village Library Branch Manager have met and discussed various options. They both agree that a reduction in service of 10 hours, bringing total open hours to 31 would be an appropriate way to move forward with the budget. While the numbers are preliminary, this would save approximately \$18,000 in FY13-15 and would reduce the need to use reserves to a modest \$14,000 (as opposed to nearly \$32,000) for FY13-15.

There are many potential changes on the horizon for the upcoming budget cycle that could affect the Village Library's budget in way one or another. County funding levels could change, the chargeback from the main library could change after new methodology is determined in the next year, and the contribution formula used by Black Gold could potentially change. The goal in FY15-17 would be to find a way to move the Village Library forward without the use of reserves.

All changes in service levels to County branches need to be approved by the County Library Advisory Committee and the County Community Service Director, as per the contract between the County and the various City zones. The next best time to approach this would be during the October 2013 meeting. Library staff can bring the new hours forward to the Library Board of Trustees to be approved in September, bring the proposed new service levels to the County Library Advisory Committee in October and new service hours could then take effect in November 2013. This small gap between the change in service and the beginning of the new fiscal year would have a considerably low effect on the budget and allow staff to research what the potential best new hours of service would be for the community. It also gives staff time to prepare for the change in service levels and identify any further changes that need to be made.

Staff Recommendation

The Library Board of Trustees approve the reduction of service hours at the Village Library from 41 to 31 hours to take effect in November 2013. The new hours of service will be brought to the Trustees in September for approval and to be forwarded to the County Library Advisory Committee for their October meeting.

Village Library FY13-15 Budget: Another Option

After further discussion with the Support the Village Library group, another option for moving forward with the budget for the FY13-15 budget is being presented for consideration to the Library Board of Trustees.

1. Make no changes to the service levels in FY13-14 and use reserves to meet any budget gap. Approximate use of reserves in 13-14 with no service level changes: \$17,000
2. Set a new fundraising budget for FY14-15 for the Support the Village Library group to reduce the need to pull from reserves, keeping the use of reserves similar to the proposed numbers in the staff report. Approximately \$7,000 yearly in the use of reserves; meaning a fundraising goal each year of approximately \$27,000.

Reasons to consider this option

- Donors to the Support the Village Library campaign in the last year were donating with the understanding that they were helping maintain service levels for the upcoming year
- This option uses approximately \$11,000 more in reserves (leaving approx. \$36,000 in reserves for FY15-17); but maintains service levels of 41 open hours, assuming fundraising goals are met.

If fundraising goals for the future are not met, then FY15-17 faces more serious budget problems, with fewer reserves to help.

8F. Approval of an Amendment to Article 1 of the Compensation Plan for Library Unrepresented (UR) employees.

Background Information

The Lompoc Library System operates under its own compensation plan. Traditionally the Board of Trustees has voted to accept changes to the plan to align with the City of Lompoc compensation plan for like employee groups.

Unrepresented (UR) employees are Elizabeth Chapman, Christina Chill, Adam Fabela, and Patricia Phillips.

Furloughs

Since the Library Board of Trustees decision to proceed with a balanced budget for FY13-15 without the use of reserves, the furlough hours that have been in place for the last four years need to remain in effect. The City's negotiations with unions have not yet been completed, therefore changes to the compensation plan for FY13-15 for City employees is unknown.

The Library Board of Trustees may wait until negotiations have been completed to review the changes made and then decide on whether or not they would like to continue mirroring the City of Lompoc's compensation plans for employees at that time, potentially as late as August.

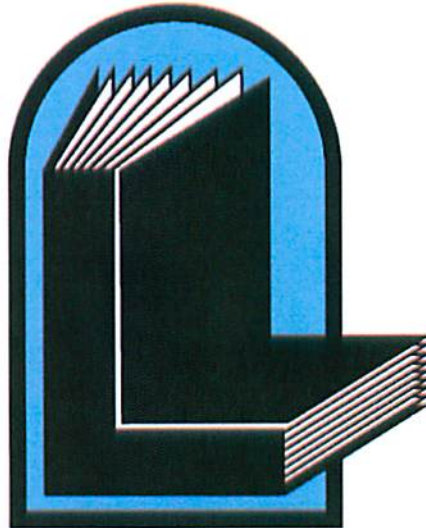
However the Library Board of Trustees may want to proceed with approving the continuing use of furloughs and amending the compensation plans at this current point in time so that staff may begin using furlough hours immediately when the new fiscal year begins. These furlough hours remain consistent at 64 hours each year for employees that were hired prior to July 1, 2011.

If there are other changes to the compensation plan identified during negotiations that relate to items other than furlough, those changes will be presented to the Library Board of Trustees at that time.

Staff recommendation

The Library Board of Trustees approve the amendment to Article 1 of the Compensation Plan for Library Unrepresented (UR) employees.

**COMPENSATION PLAN
AMENDMENT
FOR
LOMPOC PUBLIC LIBRARY
UNREPRESENTED EMPLOYEES**



Amendment Effective July 1, 2013

PREAMBLE

The purpose of this Amendment is to memorialize modifications to the existing Compensation Plan. All other terms and conditions of the existing Compensation Plan shall continue unless expressly modified herein.

ARTICLE 1

SALARIES AND COMPENSATION

1-1 Cost-of-living Increase:

Furlough Days – Miscellaneous

Upon adoption of this Compensation Plan through June 15, 2015, an employee hired prior to July 1, 2011 or until such time as the City can affect a change in its CalPERS contract implementing a second tier, shall receive eight (8) unpaid furlough days (the total equivalent of sixty-four (64) work hours). Prior to March 1, 2014, and with two weeks' notice to their immediate supervisor, employees may request unpaid furlough hours/days. Requests must be made in a minimum of eight (8) hour increments and shall be granted based on the operational need of the department. An employee who fails to schedule off the required amount of unpaid furlough hours/days by March 1, 2014 shall be unilaterally assigned such remaining days by the department prior to June 14, 2014.

Upon adoption of this Compensation Plan through June 15, 2015, an employee hired prior to July 1, 2011 or until such time as the City can affect a change in its CalPERS contract implementing a second tier, shall receive eight (8) unpaid furlough days (the total equivalent of sixty-four (64) work hours). Prior to March 1, 2015, and with two weeks' notice to their immediate supervisor, employees may request unpaid furlough hours/days. Requests must be made in a minimum of eight (8) hour increments and shall be granted based on the operational need of the department. An employee who fails to schedule off the required amount of unpaid furlough hours/days by March 1, 2015 shall be unilaterally assigned such remaining days by the department prior to June 14, 2015.

An employee may not use/substitute paid leave (e.g., ATO, vacation, etc.,) to cover the above-unpaid time off.

Part-time/job share employees shall be assigned a pro-rated number of unpaid vacation or unpaid hours in each of the above periods which shall be subject to the above scheduling requirements.

Miscellaneous employees hired on or after such time as the City can affect a change in its CalPERS contract implementing a second tier wherein they will be paying all of the Employee Member Paid Contribution, will not be required to take furlough time off.

ARTICLE 13

RATIFICATION AND IMPLEMENTATION

Upon acceptance by the Library Board of Trustees this Compensation Plan will be amended with an effective date of July 1, 2013.

IN WITNESS WHEREOF, the parties hereto agree to the language of this Compensation Plan. Executed on this 11th day of June, 2013.

LOMPOC LIBRARY BOARD OF TRUSTEES:

Ann Ruhge, President

8G. Approval of an Amendment to Article 1 of the Compensation Plan for Management, Supervisory and Confidential (MS&C) employees.

Background Information

The Lompoc Library System operates under its own compensation plan. Traditionally the Board of Trustees has voted to accept changes to the plan to align with the City of Lompoc compensation plan for like employee groups.

Management, Supervisory and Confidential (MS&C) employees are Jessica Cadiente, Ashlee Chavez, Lee Edie and Lezlee Hurtado.

Furloughs

Since the Library Board of Trustees decision to proceed with a balanced budget for FY13-15 without the use of reserves, the furlough hours that have been in place for the last four years need to remain in effect. The City's negotiations with unions have not yet been completed, therefore changes to the compensation plan for FY13-15 for City employees is unknown.

The Library Board of Trustees may wait until negotiations have been completed to review the changes made and then decide on whether or not they would like to continue mirroring the City of Lompoc's compensation plans for employees at that time, potentially as late as August.

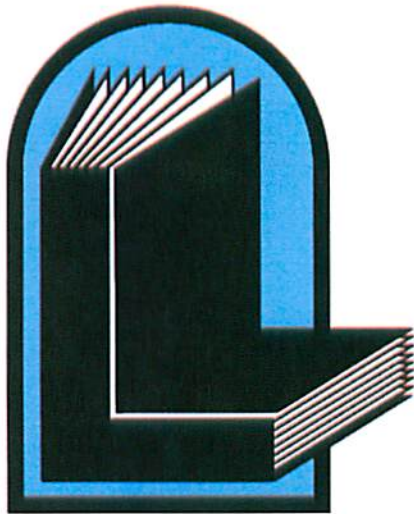
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If there are other changes to the compensation plan identified during negotiations that relate to items other than furlough, those changes will be presented to the Library Board of Trustees at that time.

Staff recommendation

The Library Board of Trustees approve the amendment to Article 1 of the Compensation Plan for Library Management, Supervisory and Confidential (MS&C) employees.

**COMPENSATION PLAN
AMENDMENT
FOR
LOMPOC PUBLIC LIBRARY
MANAGEMENT, SUPERVISORY, AND
CONFIDENTIAL EMPLOYEES**



Effective July 1, 2013

PREAMBLE

The purpose of this Amendment is to memorialize modifications to the existing Compensation Plan. All other terms and conditions of the existing Compensation Plan shall continue unless expressly modified herein.

ARTICLE 1

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LOMPOC LIBRARY BOARD OF TRUSTEES:

Ann Ruhge, President

8H. Benchmarking of Salaries

Background Information

It was recently discovered by the Library Director that the Library Board of Trustees previously approved the salary benchmarking of several library positions. The minutes from the July 22, 1995 meeting are extremely vague and do not provide much information or reasoning behind the decision to do this.

The minutes read: All board members were given a copy of the LIBRARY SALARY ADJUSTMENTS INCLUDED IN THE BUDGET APPROVED BY THE LIBRARY BOARD, prepared by the City Finance Department. Karin Jamison moved the library board approve the library salary adjustments for each position beginning with Step A through ending Step E. The pay adjustments included in the 1995-97 budget will begin July 22, 1995.

The referenced document was not included. After checking with Human Resources, it is clear that the established procedure has not been followed since very likely, the late 1990s. There is now a considerable gap in salaries when comparing the benchmarked positions and in many cases, the benchmarked position is no longer a good fit as a comparison to positions held at the library.

The affected positions and the gaps in salary are indicated in the below chart, pay indicated is monthly at Step A.

Library Position	Salary	Benchmarked Position	Salary	Difference in Pay
Librarian I	\$3,400.80	Computer Programmer	\$3,641.37	\$ (240.58)
Library Admin. Aide	\$2,962.77	Secretary to City Administrator	\$3,113.13	\$ (150.37)
Library Clerk I	\$2,154.48	Office Staff Assistant I	\$2,300.63	\$ (146.15)
Library Custodian	\$2,445.15	Custodian	\$2,463.15	\$ (18.00)
Library Director	\$6,167.96	Planning Manager	\$6,730.07	\$ (562.11)

After further discussion with Human Resources, the position of Library Custodian should be benchmarked with the position of Custodian. The positions are nearly identical except for the location of the work performed. The difference in salary is extremely minimal and parity between these two positions should be maintained.

The other identified positions should be re-evaluated with a "job analysis" to identify the correct positions to be benchmarked with. In many instances, this is best done with other similar agencies, however; because Lompoc is geographically isolated, there are no similar agencies to compare salaries with (such as Santa Maria and Santa Barbara, which are both much larger library systems). When there are no external agencies to use for comparisons, the job analysis is performed internally within the City.

Because of the current lack of economic and financial stability in both the atmosphere of the Library and the City, it would not be recommended by HR or the Library Director to move forward with such actions as job analysis and benchmarking at this time, with the exception of the Library Custodian position. Not only could the budget not withstand such changes drastic changes in salary for most employees, but it would be challenging to justify increases in salary while layoffs and furlough are ongoing.

This should however be recognized as a future goal, after service levels are returned an acceptable level and employee concessions are no longer necessary.

Staff Recommendation

The Library Board of Trustees repeal the previous action taken on July 22, 1995 by the Library Board of Trustees that identifies the benchmarking of library employee's salaries, with the exception of the Library Custodian, which should have the same salary schedule as the Custodian classification.

**Lompoc Public Library System
May 2013 Staff Report**

Black Gold Cooperative Library System

Black Gold meetings attended by staff for the month of May are listed below. The Library Director is attending an Administrative Council meeting in Goleta on June 7 and will have further information from the consultant hired by Black Gold to analyze the contribution formula.

<u>Date</u>	<u>Black Gold Committee</u>	<u>Attended by</u>
5/1/2013	Automated Technical Services & Operations	Jessica Cadiente
5/8/2013	Reference and Adult Services	Jessica Cadiente

Community Outreach

Library Director, Ashlee Chavez, was present at Cabrillo High School on May 16 to help judge senior projects.

Youth Services Manager, Lezlee Hurtado, visited all LUSD elementary schools, Olive Grove Charter School, the Lompoc Recreation Center, Manzanita Charter School and Trivium Charter School to distribute Summer Reading Program flyers to all classrooms. The Summer Reading Program will begin on June 6, 2013.

Grant seeking

Ms. Chavez, "pitched" an idea to the California State Library on May 21 regarding the "First Grade, First Card" program, which requested funds of \$4,500. The Library has since been informed that it has been selected as a successful applicant and will now move forward in the process by completing a final application and working with a grant monitor towards completing the goals of the grant.

Library Operations

CDBG funds for 2013 were allocated to the shelving stabilization project that was previously identified as a top need for the library. There are other projects that the Library submitted for CDBG funding, including recarpeting and the installation of a new dumbwaiter – however, there were not enough CDBG funds available to cover the costs of these projects.

Ms. Chavez and Ms. Cadiente met with a representative from Ingram Content Group, which is Baker and Taylor's largest competitor. Library staff will try out the services of Ingram to potentially replace or highly supplement the services provided by Baker and Taylor.

This was an extremely busy month for acquisitions. All of the large end of fiscal years orders that were submitted in April were received and invoiced in May. Ms. Cadiente was responsible for spending the \$10,000 given to us by CALIFA. This amount has been completely spent. A large portion was spent on teen non-fiction, teen fiction, and job force/college prep. Ms. Cadiente ran reports and visited both branches to give her a better understanding of what the needs of the branches were.

Key library staff members met with Dave Noll, a representative from Bibliotecha, another popular RFID vendor. This is the vendor that Santa Barbara Library uses and has reported good interactions with.

Literacy Services

For the third consecutive year, Thrivent Financial for Lutherans issued \$1,000 matching grant to Literacy for the Scrabble/BBQ fundraiser. Tutor Training for May had to be cancelled due to lack of registrants. It has been rescheduled for June 24, July 1, and July 8.

Reach Out and Read activities are ongoing at the County Health Clinic. During well child visits, doctors encourage library usage and reading aloud to children. Book distribution was 96 for May.

Literacy Statistics

3 new student intakes; 2 student/tutor matches assigned; 28 Referrals made

Reference and Adult Services

Newly promoted to Library Assistant, Maria Parker organized the government documents section by discarding outdated held items, storing other items in the basement, and relabeling faded/damaged labels on folder spines. She will also be in charge of a new book club that will be held at the library. The theme Ms. Parker has picked for the book club is “Young at Heart” – adults reading teen books. She made selections for the upcoming book discussions for the next 5 months. Ms. Parker has prepared a flyer and bookmarks for the July discussion and has created a sign-up binder for patrons.

Programming

The chart below lists all of the library’s May events and attendance. Wednesday morning storytimes provided by volunteer Tom Gerald are on hiatus for the summer and ended on May 8. Programming for June and July will be at some of the highest numbers the library experiences all year and over 12 flyers and publications were created in preparation for marketing the events.

Date	Event	Attendance
May	Homework Club	on hiatus
May	Storytime	250
May	Spanish storytime	50
May	Writer's Group	20
May	Read to a Dog	20
May	Class Visits	337
5/10/2013	2nd Friday Flix	19
Total May Program Attendance		696

Support and Fundraising

Ms. Chavez accepted a donation of \$300 for juvenile materials made by the California Retired Teachers Association of Lompoc and Santa Maria. A \$350 donation was made in memory of long-time volunteer Virginia Babayan.

Meetings attended during the month of May are listed below.

Date	Support Group	Attended by
5/10/2013	Village Support the Library Group	Ashlee Chavez
5/14/2013	Lompoc District Libraries Foundation	Ashlee Chavez
5/14/2013	Friends of the Buellton Library	Ashlee Chavez, Liz Chapman
5/21/2013	Friends of the Library special meeting	Ashlee Chavez
5/23/2013	Foundation President and VP	Ashlee Chavez

Volunteer Services

New volunteers are being recruited for Summer Reading Program and vacancies in circulation.

Volunteer Statistics:

8 Applications received; 6 Volunteer assigned; 294 Volunteer Hours

Library Circulation was up 3.5%

Lompoc Public Library Computer Sessions/Wi-Fi Users

2013

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							

People Counter (Meter installed 4/1/06)

2013

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
12,301	11,233	12,069	12,676	13,267							

Buellton Library

A new digital security system will soon be installed at the Buellton Library. This need was smartly identified by Branch Manager, Liz Chapman, as their current system still uses VHS tapes and is not recording enough data to satisfy its legal requirements. The new system is a DVR with a 500GB hard drive that will be easy to use, require very little work on staff's part and take up little space.

Ms. Chapman made her last visit to the Headstart class until next September and was invited to attend the Headstart graduation ceremony on May 4 where she accepted a Certificate of Appreciation for her efforts during the year.

The Vista de Las Cruces first grade class visited the library on May 15 and enjoyed an information tour from Ms. Chapman.

Ms. Cadiente visited the Buellton Library to help with collection development and maintenance.

Storytime attendance for May was 75 and is now on hiatus until September.

Library Circulation was up .01%

Buellton Library Computer Sessions/Wi-Fi Users

2013

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
?	?/72	928/121	1166/133	981/121							

People Counter (Meter installed 3/17/06)

2013

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
5,336	5,854	6,073	6,148	5,518							

Village Library

Library Operations

Ms. Cadiente visited the Village Library to help with collection development and maintenance. Ms Cadiente also met with Branch Manager, Stacy Brigman, on May 10 to show her how the acquisitions process at the main library works. This was not for any training purposes, but to demonstrate the workflow of ordering items from the time they are received at the Lompoc Library and the processes they go through before arriving at the branch libraries.

Programming

The Village Speaker Series on May 9 featured Claudia Jayne who gave a presentation entitled "Life Is Calling: How Far Will You Go?" speaking about her time in the Peace Corps with 5 attendees.

Storytime attendance for the month of May was 216.

Library Circulation was up 13%

Village Library Computer Sessions/Wi-Fi Users

2013

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
?	?/53	124*/100	365/115	383/82							

*Began tracking on March 17

People Counter (Meter installed 4/1/06)

2013

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2,758	2,546	2,779	2,354	3,005							