

**Lompoc Public Library  
Library Board of Trustees  
Regular Meeting Agenda  
Tuesday, August 13, 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 June 11, 2013 regular meeting
- B. Minutes of the July 12, 2013 special meeting
- C. Approval of the June and July 2013 invoices

**4. Presentations**

None.

**5. Public Comment**

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

**6. Library Support Activities**

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

**7. Correspondence**

**8. Business**

- A. 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 and parking lot resurfacing project**  
A staff report is included in the Board packet.
  
- C. Report on the 2013-14 budget**  
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.

**D. Consideration of a change to Item Replacement Costs**

A staff report is included in the Board packet.

**Staff recommendation:** The Library Board of Trustees approves new item replacement costs.

**E. Consider adopting a policy regarding the use of library computers by patrons with fines/fees over \$10.00**

A staff report is included in the Board packet.

**Staff recommendation:** The Library Board of Trustees approve the suggested policy regarding the use of library computers by patrons with fines/fees over \$10.00.

**F. Report on the funding allocations formulas for County monies**

A staff report is included in the Board packet.

**9. Library Director's June & July report and updates**

**10. Roundtable**

Remarks by Trustees and staff

**11. Adjournment**

The next Regular meeting will be held on September 10, 2013 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, June 11 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, Ann Ruhge, Linual White

Trustees Absent: Luella Knowles

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

**2. Adoption of Agenda**

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

**3. Consent Calendar**

MOTION: It was moved, seconded (Dale/Aguiniga), and unanimously carried to approve the Consent Calendar with the addition to the minutes of adding Buellton Branch Manager Liz Chapman under Staff Present.

**4. Presentations**

Marell Brooks presented the results of the Village Library Support Committee's fundraising campaign this year in support of 2013-14. Certificates of Appreciation were presented to the members of the Village Library Support Committee: Marell Brooks, Neil Baker, Emilie Galvin, Rob Glasgow, Chris Pauley, and Sally Prentiss, who help raise over \$16,000 each year to maintain the services that are offered by the Village library.

**5. Public Comment**

None.

**6. Library Support Activities**

**A. Friends of the Library**

Friends Co-President Cathy Rudolph reported that they have met with the Charlotte Benton Trustees and by motion voted to serve as a pass-through for them. The Friends are continuing work on their budget and looking into changing their fiscal year to match the City/Library's which will require a bylaw change.

**B. Library Foundation**

No report was provided.

**7. Correspondence**

Letter from Lompoc District Libraries Foundation informing Trustees of book endowment disbursements of \$3,440 for Lompoc, \$1,550 for Buellton and \$4,450 for the Village Library. In addition a general endowment of \$3,200 was also reported to be used for interior improvements at the discretion of the Library Director.

A site visit to the Literacy program was made by members of the City of Lompoc Human Services Commission CDBG committee. The Literacy program received two commendations.

An approval letter was received for the grant "Created Equal" and plans are in place to use the funds for Black history month programming.

The library has been informed by the State Library that it has been selected as a successful applicant of an award of \$4,500 "Pitch an Idea" grant for the First Grade, First Card program. In addition, they awarded an additional \$1,500 to be spent for the bookmobile collection.

## **8. Business**

### **A. Report on the completion of Charlotte's Web Children's Library Project**

The Library Director advised that the written report includes the most updated information and staff is still awaiting completion of a new MOU.

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

The Library Director reported on the project's progress indicating that the lowest bidder has asked to be relieved of their bid and that there is a significant gap between the lowest and next bid leaving a large gap and lowering the contingency available. The bid award is schedule to go to City Council on July 2. Trustees Ruhge and White plan to be present at that meeting.

### **C. Report on the 2012-13 budget**

The Library Director advised that the written report includes the most updated information.

### **D. Report on the 2013-15 budget for Buellton Library**

The Library Director reported that one of the contributing factors to the budget deficits is related to the Black Gold cost. As reported at last month's meeting, Black Gold has hired a consultant to review how library contributions are formulated and the BG Council reviewed the report findings at its last meeting. The final compilation will be presented on July 25 and costs are likely to change the Zone 2 libraries contribution significantly and result in savings. Those savings would be applicable to the FY14-15 budget. The Library Director agreed to write a staff report for the July 13 Buellton City Council meeting and provide said report to Trustee Dale.

MOTION: It was moved, seconded (Dale/Aguiniga), and unanimously carried to ask the Buellton City Council for an increased contribution and to use Reserves to cover any deficit.

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

The Library Director provided a report on the Village Library budget showing a variance of \$31,832 short of expenditure totals. As with the Buellton Library, the Black Gold cost is a contributing factor along with the growing gap each year not met by the fundraising efforts. Staff presented a number of options for Trustees to consider. Marell Brooks, spokesperson for the Village Library Support Committee, stated that when the group was initially formed, they had to raise \$25,000 and with the anonymous donation of \$50,000 in 2009, were told by the then library director that less was needed. She is comfortable with the amount and feels that they could raise the \$27,000.

MOTION: It was moved, seconded (Aguiniga/White), to make no changes to the service levels in FY13-14 and use reserves, approximately \$17,000, to meet any budget gap, and set a new fundraising

budget of \$27,000 for FY14-15 of 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.

Trustee White asked Ms. Chavez about which option she thought was best for moving forward with the budget for the Village Library. Ms. Chavez shared that she believe the new fundraising goal could be achieved, but that it was important to recognize that even with the \$27,000, funds are still needed from reserves. She expressed that adequate funds from the County should be an advocacy goal.

Trustee Ruhge called for the question and the motion was unanimously approved.

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

The Library Director stated that Trustees made the decision to proceed with a balanced budget for FY13-15 without the use of reserves which included furloughs. The amendment to the compensation plan allows staff to begin using their furlough hours with the first payroll of the new budget.

MOTION: It was moved, seconded (White/Dale), and unanimously carried to 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.**

The Library Director stated that Trustees made the decision to proceed with a balanced budget for FY13-15 without the use of reserves which included furloughs. The amendment to the compensation plan allows staff to begin using their furlough hours with the first payroll of the new budget.

MOTION: It was moved, seconded (Dale/White), and unanimously carried to approve the amendment to Article 1 of the Compensation Plan for Library Management, Supervisory, and Confidential (MS&C) employees.

**H. Benchmarking of Salaries**

After reviewing the information provided in the staff report, Trustees were comfortable with staff's recommendation.

MOTION: It was moved, seconded (Dale/White), and unanimously carried to 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**

MOTION: It was moved, seconded (Dale/Aguiniga), and unanimously carried to cancel the July 9, 2013 meeting due to the Library Director's scheduled maternity leave and lack of business.

**9. Library Director's May report and updates**

The Library Director shared that staff developed a new Suggestion Form as a means for patrons to share their needs and comments. Answers to some of the questions will be posted on the TV behind the public service desk for all to view.

Ms. Chavez talked about the meeting she attended where results were presented by the consultant hired by Black Gold to review formulas on how libraries in the consortium contribute. One of the items discussed was a sharable materials offset and that a percentage of each library's budget should be spent on materials. It was suggested that 2% of the budget should be used to buy materials or pay that amount into Black Gold. The Lompoc Library System already meets the requirements of the shareable materials offset.

**10. Roundtable**

None.

**11. Adjournment**

The meeting was adjourned at 11:32 AM. The next Regular meeting will be held on August 13, 2013 at 10:00 AM at the Lompoc Library, 501 E. North Ave., Lompoc.

---

Linual White, Secretary  
by Lee Edie, Library Administrative Aide

**Lompoc Library Board of Trustees  
Lompoc City Hall Administrative Conference Room  
100 Civic Center Plaza, Lompoc, CA  
Friday, July 12 2013, 2:30 PM  
Special Meeting Minutes**

**1. Call to Order**

President Ruhge called the meeting of the Lompoc Library Board of Trustees to order at 10:00 AM.

Trustees Present: Judith Dale, Luella Knowles, Ann Ruhge

Trustees Absent: Maria Aguiniga, Linual White

Staff Present: Jessica Cadiente, Adult Services Manager; Lee Edie, Library Administrative Aide

Others: Molly Gerald

**2. Adoption of Agenda**

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

**3. Business**

**Discussion of a possible change with the MS&C and Unrepresented Compensation Plans.**

City Administration is recommending changes to MOU and compensation plans for Police, Fire and MS&C and Unrepresented City employees at the July 16, 2013 City Council meeting. These compensation changes are not being extended to library employees.

Former Library Director Molly Gerald shared that during the past two budget processes the City has demanded a balanced budget and as Library Director she was advised by city administration that all full-time employees of the Lompoc Library System, including branch libraries, should be furloughed because they are employees of the city and should be subject to the same salary, benefits, and constraints other employees in the city face.

Trustees discussed the past history demonstrating that the City has provided additional funding in the past related to compensation plan changes and even reduced their allocation to the library when furloughs were put in place. The cost of \$17,649 to include the six city employees that work at the library equates to about 1% in comparison to the amount being considered at the July 16 meeting. Trustees agreed that the same respect provided to other city employees should be extended. Trustee Ruhge will represent the Trustees at the upcoming City Council meeting; Trustees Knowles and Dale are unable to attend due to previous commitments but plan to talk with City Council members prior to the meeting.

**4. Adjournment**

The meeting was adjourned at 3:10 PM. The next Regular meeting will be held on August 13, 2013 at 10:00 AM at the Lompoc Library, 501 E. North Ave., Lompoc.

---

Linual White, Secretary  
by Lee Edie, Library Administrative Aide





**Account Breakdown (revised)**

<b>Reference</b>					
Lompoc Library	85x00-xxxxx & 40085-xxxxx				
Village Library	86x00-xxxxx & 40086-xxxxx				
Buellton Library	88x00-xxxxx & 40088-xxxxx				
Literacy	87x00-xxxxx & 40087-xxxxx				
<b>Account Totals</b>		<b>Lompoc</b>	<b>Village</b>	<b>Buellton</b>	<b>Literacy</b>
Postage	xxxxx-52110			88.00	
Office Supplies	xxxxx-52120	9.69			34.11
Printing	xxxxx-52130				
Copy Machine Expense	xxxxx-52131	365.17		78.78	
Copier Charges-Rental	xxxxx-52132	243.01			
Publications	xxxxx-52140	5,471.61	706.43	113.39	
Book Rental	xxxxx-52142	73.98			
Operating Supplies	xxxxx-52201	169.78	12.95	30.77	
Computer Equip.	xxxxx-52237	1,017.71		125.00	
Bldg. Maint. Supplies	xxxxx-52408	230.32			
Other Supplies	xxxxx-52410				
Utilities	xxxxx-53110	3,085.98	872.07		
Telephone	xxxxx-53202	31.99	47.44	102.37	
Prof Svs-Advertising	xxxxx-53340				
Black Gold Services	xxxxx-53460	221.50	41.71	51.92	
Background Screening	xxxxx-53478				
Shredding Service	xxxxx-53489				
Office Equip Maint.	xxxxx-53502				
Special Equip Maint.	xxxxx-53503				
Training	xxxxx-54101				
Travel	xxxxx-54120	269.49	45.20	53.68	24.29
Membership	xxxxx-54130				
Meetings/Training	xxxxx-54140				
UMS Collection Contract	40085-46129	662.30			
Misc. Donation	4008x-48299				
Women's Fund	85000-79941	344.03			
Grounds Maintenance	85200-53408				
Literacy Fund Raiser	40087-48234				
CA Council for Humanities grant	85120-xxxxx				
Christian Science Society gran	88310-73044				
<b>Total</b>		12,196.56	1,725.80	643.91	58.40

**Library Invoices  
July 2013**

Vendor	Amount	Acct. No.	Notes	Vendor	Amount	Acct. No.	Notes
City of Lompoc	2,860.93	85000-53110		WT Cox	2678.79	85000-52140	
The Gas Co.	31.56	85000-53110			626.83	86000-52140	
	0.00	86000-53110			617.78	88000-52140	
PG&E	180.29	86000-53110					
VVCSD	185.29	86000-53110					
Verizon	17.26	85000-53202					
	24.51	86000-53202					
	57.46	88000-53202					
Waste Management	35.96	86000-53110					
Baker & Taylor	808.15	85000-52140					
	89.31	86000-52140					
	116.73	88000-52140					
	1216.15	88000-52141					
Black Gold Coop Lib System	16796.00	85000-53460					
	3458.00	86000-53460					
	4,446.00	88000-53460					
Stacy Brigman	15.82	85000-54120					
	15.82	86000-54120					
Brodart Co.	222.49	85000-52201					
Kate Busarow-Tracy	75.14	85000-54120					
	75.14	88000-54120					
Jessica Cadiente	67.80	85000-54120					
City of Lompoc Police Dept.	16.00	87000-53478					
Coastal Copy, LP	103.38	88000-52131					
Lee Edie	42.94	85000-54120					
Adam Fabela	28.25	85000-54120					
	6.78	86000-54120					
	21.47	88000-54120					
Home Depot	432.11	85000-52408					
	38.82	86000-52408					
LA Times	546.00	85000-52140					
Moeller's Copier Repair	117.22	85000-52132					
	43.20	86000-52131					
New Readers Press	496.10	87000-52140					
Office Depot	62.66	85000-52201					
	698.71	85000-52237					
	85.56	85000-52408					
	17.77	86000-52201					
	17.92	88000-52201					
	249.87	88000-52237					
Santa Barbara News Press	182.35	85000-52140					
	182.35	86000-52140					
Staples	302.39	85000-52237					
Toshiba Business Solutions	146.02	85000-52131					
Traditional Paint & Coatings	197.72	85000-52408					
	34,831.40			Total	38,754.80		



## **8A. Report on the completion of Charlotte's Web Children's Library Project**

### Lompoc District Libraries Foundation

On June 25, several members of the Lompoc District Libraries Foundation met with Councilmember Bob Lingl, several city staff members including, Assistant City Administrator, Teresa Gallavan; Management Services Director, Brad Wilkie; and City Attorney, Joe Pannone and Library Director, Ashlee Chavez, along with Library Board of Trustees President, Ann Ruhge. The Foundation discussed wanting to turn over monies related to the Charlotte's Web project. City staff discussed with the Foundation the best way to move forward in matters related to funds for the Charlotte's Web project. The Foundation is now working on preparing to transfer the related funds to the City in the near future and making a presentation at a City Council meeting regarding the matter.

### Memorandum of Understanding

The MOU has been revised by Mr. Pannone and is currently being reviewed by the Benton Trustees and the Friends of the Library. Both groups are awaiting feedback from their legal counsel. Trustee Barbara Holt has shared with the Library Director that she is unavailable during the month of August.

## **8B. Report on the status of the Library's re-roofing project & parking lot resurfacing project**

### Re-roofing project

On July 2 City Council awarded the construction contract, the consulting contract for Asbestos Abatement Monitoring and the contract for Inspection and Supplemental Construction Management. The July 2, 2013 award staff report prepared by City Engineer Craig Dierling has more details on all three of those contracts. The construction contract was fully executed in late July.

A conference call was held on July 30 to accomplish initial coordination between the City, contractor, design consultants, asbestos monitoring consultant, inspection consultant, and roofing material manufacturers. The conference call helped ensure the contractor, manufacturers, and consultants were all informed and on the same page regarding contract communication, initial submittals and requirements.

The contractor has shared his plans to begin setting up a job trailer, storage containers, and possibly other items as early as August 14 after the pre-construction meeting, and he plans to begin demolition on August 20 or 21.

### Parking Lot Resurfacing

The City has received bids for the FY-12-S-3 3-Step, Cape Seal and Slurry Seal project (parking lot resurfacing), and it likely that City Council will award the contract on August 6. The slurry seal portion of construction will likely occur in October.

The \$8,454 for the Library parking lot includes:

- \$6,154 for construction based upon the estimated volume of slurry seal planned for the Library parking lot
- \$300 for quality assurance testing by the City's testing consultant
- \$500 for City staff costs to inspect and manage the work, and
- \$1,500 for construction contract contingency in case the actual placed quantities are higher or additional work becomes necessary.

Prior to the above FY-12-S-3 work beginning, the areas having potholes, ruts, or depressions should be filled, as was planned in the initial \$12k budget estimate from last fall.

## 8C. Report on the 2013-14 budgets

### General Information

Library staff will begin working with staff from City Finance to have new budget documents to share with Trustees in September/October.

### Increase in Funding from Santa Barbara County

During the Santa Barbara County budget hearings that took place in June, the County Board of Supervisors voted to increase the allocation to the library by changing the per capita from \$5.97 to \$6.90. This is significant to all library's 2013-14 budgets. The increases are as follows:

	<b>Lompoc</b>	<b>Village</b>	<b>Buellton</b>
13-14 Budgeted Allocation*	\$ 303,889.57	\$ 53,154.84	\$ 32,588.60
13-14 New Allocation	\$ 351,282.11	\$ 61,444.50	\$ 37,670.90
Increase in Funding	\$ 47,392.54	\$ 8,289.66	\$ 5,082.30
*The 13-14 Budgeted Allocation reflects the allocation that was presented in the 13-14 preliminary budgets that were recently adopted and viewed by the Trustees.			

Suggested uses for this funding are as follows and recommended by the Library Director.

### Lompoc Library

- 1) Increase service hours to the Lompoc Library by restoring 8 hours of service. The exact hours will be brought forward to the Library Board of Trustees at the September 2013 meeting for approval.

Approximate fiscal impact of restoring 8 service hours: \$25,500

- 2) Hire a PT Library Assistant I to act as a utility staff member (19 hours per week). This person would be trained to work the Information Desk, Youth Services Desk and Circulation Desk. They would have very few or no "on-desk" scheduled hours, would be available to cover lunch breaks and shift shortages and be assigned higher levels tasks to work on by staff librarians. Hiring a staff member at this level would give both staff librarians more time to work on programming, collection development and supervising their departments.

Approximate fiscal impact of hiring a PT Library Assistant I: \$18,500

### Buellton

The additional money will be used to meet the existing budget gap. Approximately \$10,237 will still need to be pulled from reserves.

### Village

The additional money will be used to meet the existing budget gap. Approximately \$6,078 will still need to be pulled from reserves.

## 8D. Consideration of a change to Item Replacement Costs

### Background

The current item replacement costs were approved by the Library Board of Trustees on April 14, 2009 as part of an effort to standardize costs across the Black Gold Cooperative Library System. Since then, other libraries have changed their costs and the hope for a consistent standard across Black Gold has not been met. Attached are the current item replacement costs across the Black Gold system.

### Proposed Changes

The chart below shows the proposed changes to the item replacement costs for the Lompoc Library System. Staff feels that many of the current costs need to be changed, with two end goals in mind:

- 1) Make pricing easier and more consistent for both staff and patrons to understand and;
- 2) Propose realistic costs that encourage the payment of fines and fosters goodwill between staff and patrons.

<b>Item Type</b>	<b>Current Cost</b>	<b>Proposed Cost</b>	<b>Difference in Pricing</b>
Adult Non-Fiction Book	\$ 35.00	\$ 30.00	\$ (5.00)
Adult Fiction Book	\$ 40.00	\$ 30.00	\$ (10.00)
Book on CD	\$ 10.00	\$ 10.00	\$ -
Book on CD: full set	\$10 x # of discs in set	\$ 50.00	varies
DVD (two or less discs)	\$30 per disc	\$ 20.00	varies
DVDS (three or more discs)	\$30 per disc	\$ 30.00	varies
ILLs - Outside of Black Gold	cost of item	cost of item	\$ -
Juvenile Book	\$ 25.00	\$ 30.00	\$ 5.00
Magazine	\$ 8.00	\$ 8.00	\$ -
Music CD	\$ 30.00	\$ 10.00	\$ (20.00)
Paperback	\$ 10.00	\$ 10.00	\$ -
Trade Paperback	cost of item + \$5	\$ 20.00	varies
Reference Book	\$ 60.00	\$ 60.00	\$ -

### Staff Recommendation

The Library Board of Trustees approves new item replacement costs.

**Black Gold Cooperative Library System  
Circulation Policies Manual**

**SPECIFIC AGENCIES' REPLACEMENT COSTS  
REPLACEMENT FEES FOR LOST ITEMS**

All member libraries charge replacement fees for lost items. Information about replacement costs is available online in the ILS Circulation System.

	<b>SP</b> , , , <sup>4</sup>	<b>LM</b> , ,	<b>PR</b>	<b>SLO</b>	<b>SB</b> , , ,	<b>SM</b> ,
Adult Fiction	35.00	35.00	35.00	30.00 <sup>1</sup>	35.00	35.00
Adult Non- Fiction	40.00	40.00	40.00	35.00 <sup>1</sup>	40.00	40.00
Audio Cassettes	10.00 @ cassette	10.00 @ cassette	10.00 @ cassette	15.00 @ cassette	10.00 @ cassette	10.00 @ cassette
Blu-ray <sup>6</sup>	40.00	40.00	40.00	40.00	40.00	40.00
Book on CD	10.00/ disc	10.00/ disc	50.00	20.00/ disc	50.00	50.00
Book on Tape	10.00 @ cassette	10.00 @ cassette	10.00 @ cassette	15.00 @ cassette	10.00 @ cassette	10.00 @ cassette
Compact Discs (music)	30.00	30.00	30.00	20.00/ disc	30.00	30.00
DVDs	30.00	30.00/ disc	30.00	35.00/ disc	30.00	30.00
Juvenile Fiction	25.00	25.00	25.00	22.00 <sup>1</sup>	25.00	25.00
Juvenile Non-Fiction	25.00	25.00	25.00	22.00 <sup>1</sup>	25.00	25.00
Laptops	n/a	n/a	n/a	n/a	replacement cost	n/a
Lease Book Fiction	35.00	n/a	35.00	n/a	n/a	35.00
Lease Book Non- Fiction	40.00	n/a	n/a	n/a	n/a	40.00
Pamphlets	n/a	n/a	5.00	n/a	n/a	3.00
Paperbacks Chargeable	10.00	10.00	10.00	7.00	10.00	10.00
Periodicals	8.00	8.00	8.00	8.00	8.00	8.00
Reference	60.00	60.00	60.00	65.00 <sup>1</sup>	60.00	60.00
Video Cassettes	25.00	25.00	25.00	25.00/ cassette	25.00	25.00

<sup>1</sup> Uses list price if higher

<sup>2</sup> Standard practice to not offer refund after six months

<sup>3</sup> Laptops loaned to SB in-house patrons only

<sup>4</sup> If the entire set of multi-disc items needs to be replaced, then the replacement cost will be charged.

<sup>5</sup> Lompoc manually adds a \$5 processing fee for A/V items and Reference books when replacing.

<sup>6</sup> Effective June 4, 2010, Administrative Council approved a \$40 standard replacement cost for Blu-ray.

**8E. Consider adopting a policy regarding the use of library computers by patrons with fines/fees over \$10.00**

Background

Some library patrons are unable to pay their account balance so that it reaches a point where it is at or below \$10.00 in order to use a computer. Current library policy does state that library adult users must owe \$10.00 or less in order to utilize library internet computers.

Many library patrons become frustrated by this and will leave instead of using the library or making payments to their accounts. The below suggested policy should encourage patrons to make small continuous payments towards their accounts and encourage use of the library at the same time.

Proposed policy

Patrons owing over \$10.00 may pay \$5.00 towards their account and be granted a temporary internet pass for that day. There is no limit as to how many times a patron may take advantage of this policy.

Staff Recommendation

The Library Board of Trustees approves the suggested policy regarding the use of library computers by patrons with fines/fees over \$10.00.



## 8F. Report on the funding allocations formulas for County monies

### Background

At the June 2013 Library Board of Trustees meeting, Trustees requested that the Library Director provide a report explaining the current funding allocation formulas used for county monies, along with a report on the future direction of said formulas.

The County of Santa Barbara does not provide explicit direction on how to appropriate county funds to libraries. A per capita amount is multiplied by a library's population served to determine that library's allocation. How to determine the library's population served is left to be determined by the contracting library.

### Current Funding Allocation Formulas

The current funding allocation formula has been in place for several years and was frequently reevaluated by previous Library Director, Molly Gerald.

The current formula is shown below:

<b>County Fiscal Calculations, Lompoc Public Library System</b>				
Population: 65,275; Per Capita: \$6.90				
<b>Population Calculations for SB County and Allocation:</b>				
<u>Population Source</u>	<u>% to</u>	<u>Library</u>		
City of Lompoc	Total to	Lompoc		
City of Buellton	Total to	Buellton		
VVCSD	Total to	Village		
VAFB	60% to	Lompoc		
	40% to	Village		
Mission Hills CSD	70% to	Lompoc		
	30% to	Village		
Other Unincorporated Areas	85% to	Lompoc		
	15% to	Buellton		
<b>Fiscal Year Allocations:</b>				
		<u>Lompoc</u>	<u>Village</u>	<u>Buellton</u>
City of Lompoc	42,854	42,854		
City of Buellton	4,833			4,833
VVCSD	6,497		6,497	
VAFB	3,338	2,002.80	1,335.20	
Mission Hills CSD	3,576	2,503.20	1,072.80	
Other Unincorporated Areas	4,177	3,550.45		626.55
<b>Total</b>	<b>65,275</b>	<b>50,910</b>	<b>8,905</b>	<b>5,460</b>
<b>County Allocation</b>		<b>\$ 351,282.11</b>	<b>\$ 61,444.50</b>	<b>\$ 37,670.90</b>

It should be noted that the grand total population number as indicated in the first line is provided by the State and it is noted in the County contract for library services that the previous fiscal year's population numbers will always be used.

#### Moving Forward

Library patron records will now have a field that needs to be filled in by staff that will identify what area a patron lives in. Then staff will be able to run a report that would show how many patrons, for example, live in Mission Hills and are registered Village Library patrons. Staff would be able to use this report to determine if the percentages identified in the previous chart are accurate.

This project has just been started and will be completed by the end of the calendar year.

## **Lompoc Public Library System June and July 2013 Staff Report**

### **Black Gold Cooperative Library System**

Black Gold meetings attended by staff for the months of June and July are listed below.

<b>Date</b>	<b>Black Gold Committee</b>	<b>Attended By</b>
6/26/2013	OPAC Committee	Jessica Cadiente
7/7/2013	Black Gold Council	Ashlee Chavez
7/10/2013	Automated Technical Services and Operations	Jessica Cadiente
7/25/2013	Black Gold Council	Jessica Cadiente

Library Director, Ashlee Chavez, was on an interview panel for the Santa Maria Public Library on June 5, to assist in their search for a new Youth Services Manager.

Adult Services Manager, Jessica Cadiente, was on an interview panel for the Santa Barbara Public Library on July 18, to assist in their search for a Librarian II position.

### **County Services**

Ms. Chavez and Trustee Dale attended the County Library Advisory Committee meeting in Solvang on June 19.

The County Contract for Library Services has been prepared and reviewed by legal counsel by all three library zones. The contract is currently being presented by the County Board of Supervisors and will then be presented to be approved by the City of Lompoc City Council.

### **Grant seeking**

Ms. Chavez completed the application for the "Pitch an Idea" grant through the California State Library for the "First Grade, First Card" program, which requested funds of \$6,000.

### **Library Operations**

Ms. Chavez was on maternity leave from June 28 – August 12.

Ms. Cadiente worked with the city webmaster to create two new fillable forms on the website. The volunteer application and the Grossman Gallery Rental Application are both now available online. As well as updates to the website, Ms. Cadiente maintains the Facebook page, event calendar, and TV for promotional items for all libraries.

### **Literacy Services**

The California Library Literacy Services (CLLS) grant renewal application for FY 13/14 was submitted in June. Awards will be determined once the State budget process is complete; however we have been informed to expect the same as last year.

Final invoices for both the City and County CDBG/Human Service grants have been submitted. Tutor Training was held on June 24 with 7 participants in attendance. Tutor training ended July 8 with six volunteers completing the course. They will be matched once they complete background processing.

Reach Out and Read activities are ongoing at the County Health Clinic. Doctors continue to encourage library usage and reading aloud to parents during well child visits. Book distribution was 100 for June and 100 for July.

A \$2,000 reimbursement check was received from Pacific Library Partnership Program for materials as well as \$300 donation from the Soroptimist Society. Final invoices for CDBG City and County grants were submitted.

Literacy Statistics

3 new student intakes; 7 student/tutor matches assigned; 70 Referrals made

**Programming**

<b>Date</b>	<b>Event</b>	<b>Attendance</b>
June	Writers Group	10
June	Class Visits	113
June	Storytime	120
6/10/2013	Summer Movie Fun	110
6/12/2013	Zoo to You	300
6/13/2013	Junk Food Sculptures	19
6/14/2013	2nd Friday Flix	9
6/19/2013	Garcia Dance Studio	150
6/20/2013	Bottle Cap Craft for Teens	16
6/21/2013	Family Movie Night	95
6/22/2013	Everybody's Buzzin' About Bees	33
6/26/2013	Summer Movie "Foodfight"	150

**Total June Attendance** 1,125

<b>Date</b>	<b>Event</b>	<b>Attendance</b>
July	Storytime	150
7/3/2013	Magician	215
7/10/2013	Kim Brown author visit	120
7/13/2013	Jamie's Games and Comics game tutorials	13
7/17/2013	Craft and Free book	145
7/30/2013	Family Movie Time	28
7/11/2013	Young at Heart book discussion	9
7/24/2013	Herb Gardening and Healing	35

**Total July Attendance** 715

**Support and Fundraising**

Meetings attended during the month of June and July are listed below.

<b>Date</b>	<b>Support Group</b>	<b>Attended by</b>
6/20/2013	Lompoc District Libraries Foundation	Ashlee Chavez, Trustee Ruhge
6/21/2013	Friends of the Lompoc Library	Ashlee Chavez, Jessica Cadiente
6/25/2013	Lompoc District Libraries Foundation/City	Ashlee Chavez, Trustee Ruhge
6/25/2013	Friends of the Lompoc Library	Ashlee Chavez

**Volunteer Services**

All circulation vacancies have been filled and more than a dozen volunteers have been recruited for the RFID project.

Volunteer Statistics:

10 Applications received; 13 Volunteer assigned; 510 Volunteer Hours

**Library Circulation for June was up 0.4% and up 10.8% for July.**

**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	3,427/510	3,917/506					

**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	12,984	13,803					

**Buellton Library**

Summer Reading Programming continued to be incredibly successful at the Buellton Library. Branch Manager, Liz Chapman, continued to meet with the Buellton Friends of the Library in June and July.

**Programming**

Date	Event	Attendance
June	Class Visits	79
June	Zoo to You	135
June	Garcia Dance Studio	49
June	Cookie Cook-off	72
July	Magician	127
July	Healthy Snacks	67
July	Craft and a free book	38

**Total June and July Attendance**            567

**Library Circulation for June was down 10.8% and at 0% for July.**

**Buellton Library Computer Sessions/Wi-Fi Users**

2013

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
*	*/72	928/121	1,166/133	981/121	1,208/153	1,065/147					

\*Began tracking in March

**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	6,714	5,590					

**Village Library**

Summer Reading Programming was at all time high at the Village Library this year. The Village Support the

Library Campaign group is on hiatus and will meet again in September.

**Programming**

Date	Event	Attendance
June	Storytime	140
July	Storytime	126
June	Speaker Series	12
July	Speaker Series	9
June	Zoo to You	105
June	Garcia Dance Studio	100
June	Movie and Popcorn	53
July	Magician	105
July	Kim Brown author visit	56
July	Craft and a free book	48
<b>Total June and July Attendance</b>		<b>754</b>

**Library Circulation for June was down 2.7% and down 9.3% for July.**

**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	373/68	405/82					

\*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	3,216	3,000					