



**LOMPOC PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA**

TUESDAY, OCTOBER 8, 2013, 6:00PM
VILLAGE LIBRARY, 3755 CONSTELLATION RD, 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 September 10, 2013 regular meeting
- B. Approval of the September 2013 invoices

4. PRESENTATIONS

5. PUBLIC COMMENT

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

6. LIBRARY SUPPORT ACTIVITIES

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

7. CORRESPONDENCE

8. BUSINESS

A. REPORT ON THE COMPLETION OF THE CHARLOTTE'S WEB CHILDREN'S LIBRARY PROJECT

A staff report is included in the Board packet.

B. REPORT ON THE STATUS OF THE LIBRARY RE-ROOFING 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 ELIMINATING THE \$1.00 HOLD FEE

A staff report is included in the Board packet.

STAFF RECOMMENDATION: The Library Board of Trustees approve eliminating the \$1.00 hold fee for all materials effective July 1, 2014.

E. CONSIDERATION OF REVISION TO THE LIBRARY CARDS POLICY

A staff report is included in the Board packet.

STAFF RECOMMENDATION: The Library Board of Trustees approve the Library Cards policy effective immediately.

F. CONSIDERATION OF A NEW STAFF USE OF LIBRARY MATERIALS POLICY.

A staff report is included in the Board packet.

STAFF RECOMMENDATION: The Library Board of Trustees approve the new Staff Use of Library Materials policy effective immediately.

G. CONSIDERATION 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 for the Compensation Plan for Library Unrepresented (UR) employees.

H. CONSIDERATION OF AN AMENDMENT TO ARTICLE 1 OF THE COMPENSATION PLAN FOR LIBRARY MANAGEMENT, SUPERVISORY & 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 for the Compensation Plan for Management, Supervisory & Confidential (MS&C) employees.

I. CONSIDERATION OF CLOSURE DATES FOR 2014

A staff report is included in the Board packet.

STAFF RECOMMENDATION: The Library Board of Trustees approve the presented 2014 Closure Dates.

9. LIBRARY DIRECTOR'S SEPTEMBER REPORT

10. ROUNDTABLE

Remarks by Trustees and Staff

11. ADJOURNMENT

The next Regular meeting will be held on November 12, 2013 at the Lompoc Public Library, 501 E. North Ave., Lompoc, at 10:00AM.

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, September 10, 2013, 10:00 AM
Regular Meeting Minutes

1. Call to Order

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

Trustees Present: Maria Aguiniga, Judith Dale, Luella Knowles, Ann Ruhge, Linual White
Trustees Absent: None
Staff Present: Ashlee Chavez, Library Director; Lee Edie, Library Administrative Aide

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

Certificates of Appreciation were presented to Library staff members Jessica Cadiente and Lezlee Hurtado for taking on additional tasks due to the elimination of a full time staff position, and Patricia Phillips for her dedicated service as Circulation Supervisor which is ending due to budget cuts and her new role in a different capacity. A certificate was also presented to Richard and Nina Taylor for their dedicated volunteer service in many capacities throughout the years and best wishes for their move to Tennessee.

5. Public Comment

None.

6. Library Support Activities

A. Friends of the Library

Friends Co-President Cathy Rudolph reported:

- Current membership is at 717 members plus 17 junior members
- Updating bylaws due to changing fiscal year end from April 30 to June 30
- Progress continues on fundraiser play "Hello Kitty" scheduled for Nov. 10, 2013
- Green light from legal counsel regarding Charlotte Web MOU
- Next Board meeting is scheduled for October 29 and new officers will be elected.

B. Library Foundation

President Suzanne Schwark reported that the Foundation is still planning to present the City with a check for \$285,015.18 for the Charlotte's Web project at the September 17, 2013 City Council meeting. (See further discussion regarding the Library Foundation's role in the new MOU under 8A.)

7. Correspondence

None.

8. Business

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

The Library Director provided a timeline of the history and process of the MOU. Discussion ensued regarding the Library Foundation's role in the new MOU. Trustees requested staff to set up one more meeting between the parties of the MOU asking for a finalization to the agreement at that meeting.

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

The Library Director advised that the written report includes the most updated information and that the project is on schedule.

C. Consideration of approval of the FY 2013-14 Agreement for Operation of a Countywide Library System

The Library Director advised that the County Board of Supervisors approved the agreement on August 20, 2013. The per capita support allocated by the County was increased from the 2012-2013 level of \$5.98 to \$6.90 for library services in FY 2012-2013.

MOTION: It was moved, seconded (Dale/Knowles), and unanimously carried to approve the Agreement for Operation of a Countywide Library System, and forward the agreement to the City Council with a recommendation for approval.

D. Scheduling of meetings at Buellton and Village libraries

MOTION: It was moved, seconded (White/Knowles), and unanimously carried to hold the October 8, 2013 meeting at the Village Library at 6:00 PM and the December 10, 2013 meeting at the Buellton City Council Chambers at 10:00 AM.

E. Consideration of revisions to the schedule of open hours for the Lompoc Library

At last month's meeting Trustees provided input during discussion about restoring 8 hours of service at the Lompoc Library as a result of additional funding from the County of Santa Barbara. The new hours proposed will work for the operational needs, patron needs and have regularity to be easily remembered.

MOTION: It was moved, seconded (Dale/Knowles), and unanimously carried to approve the revisions to the schedule of open hours for the Lompoc Public Library effective October 21, 2013. The new schedule will be Monday through Thursday, 10 AM to 7 PM, Friday and Saturday, 1-5 PM, and closed on Sunday.

F. Approval of revisions to the Library Rules of Conduct policy

The Library Director addressed the need to deal with repeat offenders of the Library Rules of Conduct in a fair and consistent way and recommended adding additional language to the policy.

MOTION: It was moved, seconded (Dale/White), and unanimously carried to add the following language to the end of the Library's Rules of Conduct.

Any patrons displaying these behaviors will be addressed in the following manner:

- FIRST VIOLATION: Initial warning, given copy of Library Rules of Conduct.
- SECOND VIOLATION: Library privileges suspended for one day.
- THIRD VIOLATION: Library privileges suspended for seven days.
- FOURTH VIOLATION: Library privileges suspended for up to one year.

EXCEPTION: Notwithstanding the progressive action described above, if a patron cannot or does not cease the behavior immediately upon direction from Library staff, the Library staff shall direct the patron to leave the Library immediately and not to return to the Library until the behavior ceases.

9. Library Director's May report and updates

The Library Director gave an update on the progress being made with the new inventory control system. It was suggested that a reception be held when the system is operational. The parking lot is being prepared for slurry seal in October. The City Finance department's goal is to close the last budget cycle by end of September. As soon as the final audit is complete, Trustees will be provided with the information. At the conclusion of the meeting, Trustees were invited to view the newly arranged quiet reading lounge area of the library. Memorial funds from a past library volunteer's family were used to purchase two tables to blend with the furnishing in that area.

10. Roundtable

Trustees Ruhge and Dale congratulated staff for the good attendance at the Rally for Literacy event and the great publicity.

11. Adjournment

The meeting was adjourned at 11:21 AM. The next Regular meeting will be held on October 8, 2013 at 6:00 PM at the Village Library, 3755 Constellation Rd., Lompoc.

Linual White, Secretary
by Lee Edie, Library Administrative Aide

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			3.30	
Office Supplies	xxxx-52120	65.16	8.24	4.67	
Printing	xxxx-52130				
Copy Machine Expense	xxxx-52131				
Copier Charges-Rental	xxxx-52132				
Publications	xxxx-52140	2,515.91	30.99	150.72	
Publications- Youth	xxxx-52141			630.81	
Book Rental	xxxx-52142				
Operating Supplies	xxxx-52201	134.01		163.38	
Computer Equip.	xxxx-52237	1,238.41	443.39	331.19	
Bldg. Maint. Supplies	xxxx-52408	1,264.67			
Other Supplies	xxxx-52410				17.86
Utilities	xxxx-53110	3,131.31	588.68		
Telephone	xxxx-53202			63.69	
Prof Svs-Advertising	xxxx-53340				
Black Gold Services	xxxx-53460				
Background Screening	xxxx-53478				45.00
Shredding Service	xxxx-53489				
Office Equip Maint.	xxxx-53502				
Special Equip Maint.	xxxx-53503				
Training	xxxx-54101				
Travel	xxxx-54120	233.89	31.64	139.56	50.29
Misc. License Fee	xxxx-54122	1,465.00			99.00
Membership	xxxx-54130				
Meetings/Training	xxxx-54140				
UMS Collection Contract	40085-46129	366.95			
Misc. Donation	4008x-48299				
Women's Fund	85000-79941				
Grounds Maintenance	85200-53408				
Literacy Fund Raiser	40087-48234				328.01
CA Council for Humanities grant	85120-xxxx				
Christian Science Society gran	88310-73044				
RFID Tech Equipment	84000-73102	30,532.65			
Total		40,947.96	1,102.94	1,487.32	540.16

8A. COMPLETION OF THE CHARLOTTE’S WEB CHILDREN’S LIBRARY PROJECT

On Tuesday, September 17, a check from the Lompoc District Libraries Foundation in the amount of \$285,015.18 was presented to the Library Director for the Charlotte’s Web Project at a City Council meeting.

The Library Director has reinitiated communication between the Library and Lompoc Unified School District (LUSD) to determine the status of a MOU regarding using the school lot for storage of the bookmobile. The MOU is currently being drafted by staff at LUSD.

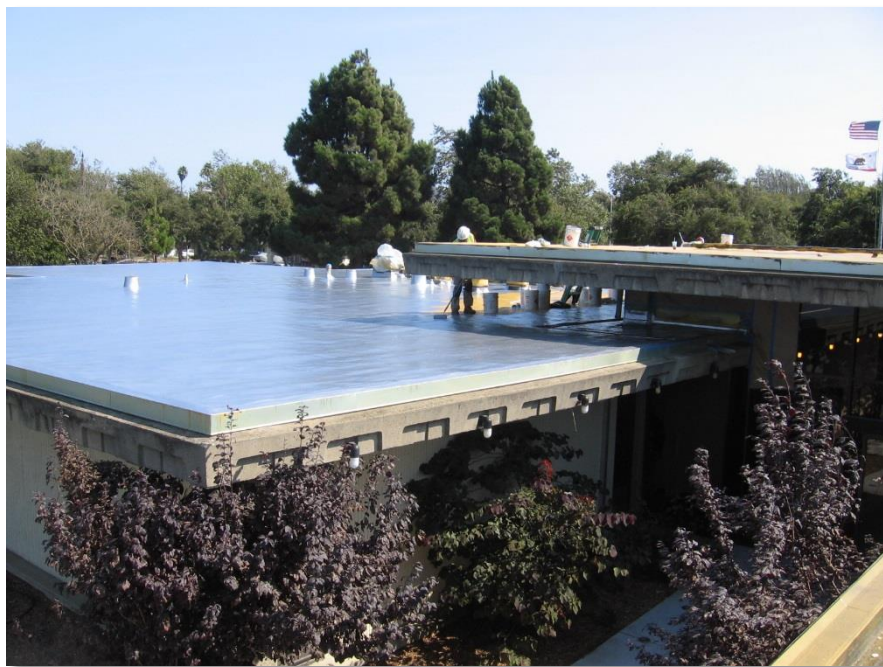
The Memorandum of Understanding continues to be discussed by the Lompoc District Libraries Foundation. The Benton Trustees and Friends of the Lompoc Public Library System have both approved the currently drafted MOU.

8B. STATUS OF THE LIBRARY’S REROOFING PROJECT

During the month of September the installation of the new Library roof was almost entirely completed. The contractor sprayed foam insulation over the existing concrete roof deck to insulate the building and provide slope to drain water off the roof. Then the roofing membrane was sprayed on, followed by the reflective wear surface coating.

The contractor anticipates finishing the remaining detail and cleanup items with a small crew during the first week of October.

The project is being completed within the budget and schedule provided. A picture of the top coat being rolled on to the new roof is below.



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

Lompoc	2013	16%	25%	33%	41%	50%	YTD	Adopted	Balance	% of budget
	Revenue	July	August	September	October	November		December		
Government Support	0.00	0.00	0.00				0.00	725,195.00	725,195.00	0.00%
Fines & Fees	0.00	0.00	10,923.02				10,923.02	52,521.00	41,597.98	20.80%
Contributions	0.00	0.00	5.70				5.70	8,220.00	8,214.30	0.07%
Total	0.00	0.00	10,928.72	0.00	0.00	0.00	10,928.72	785,936.00	775,007.28	1.39%
Expenses										
Personnel*	0.00	0.00	157,752.37				157,752.37	490,858.05	333,105.68	32.14%
Office Operations	0.00	0.00	5,318.31				5,318.31	27,508.00	22,189.69	19.33%
Publications	0.00	0.00	6,929.19				6,929.19	45,000.00	38,070.81	15.40%
Utilities/Services/R&M	0.00	0.00	23,707.10				23,707.10	175,575.00	151,867.90	13.50%
Training/Insurance/Other	0.00	0.00	241.81				241.81	32,406.00	32,164.19	0.75%
Contributions from Reserves	0.00	0.00	0.00				0.00	14,588.00	14,588.00	0.00%
Total	0.00	0.00	193,948.78	0.00	0.00	0.00	193,948.78	785,935.05	591,986.27	24.68%
IMPACT FEES: RFID Tech Equip	0.00	0.00	0.00				0.00	133,000.00	133,000.00	0.00%
Village										
Revenue	2013	16%	25%	33%	41%	50%	YTD	Adopted	Balance	% of budget
	July	August	September	October	November	December		Budget		
Government Support	0.00	0.00	0.00				0.00	53,154.00	53,154.00	0.00%
Fines & Fees	0.00	0.00	2,785.93				2,785.93	7,750.00	4,964.07	35.95%
Contributions	0.00	0.00	0.00				0.00	540.00	540.00	0.00%
Village Library Opr Support	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	15,859.00	15,859.00	0.00%
Total	0.00	0.00	2,785.93	0.00	0.00	0.00	2,785.93	93,603.00	90,817.07	2.98%
Expenses										
Personnel*	0.00	0.00	11,973.91				11,973.91	41,002.00	29,028.09	29.20%
Office Operations	0.00	0.00	535.55				535.55	2,710.00	2,174.45	19.76%
Publications	0.00	0.00	1,100.12				1,100.12	5,000.00	3,899.88	22.00%
Utilities/Services/R&M	0.00	0.00	4,686.23				4,686.23	44,491.00	39,804.77	10.53%
Training/Insurance/Other	0.00	0.00	54.24				54.24	400.00	345.76	13.56%
Total	0.00	0.00	18,350.05	0.00	0.00	0.00	18,350.05	93,603.00	75,252.95	19.60%
* No. of Pay Periods re Personal Services:	3	2	2	2	2	2				

Budget Update Summary
Fiscal Year 2012-2013

Buellton	2013	16%	25%	33%	41%	50%		Adopted		% of
Revenue	July	August	September	October	November	December	YTD	Budget	Balance	budget
Government Support	0.00	0.00	0.00				0.00	110,866.00	110,866.00	0.00%
Fines & Fees	0.00	0.00	3,510.92				3,510.92	12,800.00	9,289.08	27.43%
Contributions	0.00	0.00	295.06				295.06	642.00	346.94	45.96%
Contributions from Reserves	0.00	0.00	0.00				0.00	29,223.00	29,223.00	0.00%
Total	0.00	0.00	3,805.98	0.00	0.00	0.00	3,805.98	153,531.00	149,725.02	2.48%
Expenses										
Personnel*	0.00	0.00	23,040.31				23,040.31	89,890.77	66,850.46	25.63%
Office Operations	0.00	0.00	539.22				539.22	5,291.00	4,751.78	10.19%
Publications	0.00	0.00	2,834.53				2,834.53	8,000.00	5,165.47	35.43%
Utilities/Services/R&M	0.00	0.00	4,578.19				4,578.19	49,600.00	45,021.81	9.23%
Training/Insurance/Other	0.00	0.00	99.45				99.45	750.00	650.55	13.26%
Total	0.00	0.00	31,091.70	0.00	0.00	0.00	31,091.70	153,531.77	122,440.07	20.25%

8D. CONSIDERATION OF ELIMINATING THE \$1.00 HOLD FEE

BACKGROUND

A “hold” is any item that is requested by a library patron. The reasons a patron may want to place a hold are varied – the item might be located at another library and needs to be transferred to the patron’s home library, the item is highly popular and not currently on the shelves, or the item is not yet published and patrons want to wait for its release. The Lompoc Public Library System has charged for holds for many years and until 2011, charged \$.50 per hold.

In March 2011, due to various economic factors, including the possibility of defunding from the state, the Black Gold Administrative Council voted to increase the \$.50 hold fee to \$1.00 effective July 2011. This was approved unanimously when it was presented to the Library Board of Trustees in April 2011.

In 2006-07 there was a Black Gold total of 415,841 hold transactions for the year. In 2012-13 there were 259,095 hold transactions, a 38% decrease from years prior.

Black Gold Administrative Council members have discussed the hold fee several times throughout the last year and at their September 26 Council meeting, voted 4-1 to eliminate the hold fee beginning July 1, 2014. This change must also be approved by each jurisdiction’s governing body. It was determined that this decision would impose the following ramifications:

- Automated charging for holds will no longer happen (staff would have to manually charge for each hold brought in to the library)
- The message on the website informing patrons that they will be charged for holds will be removed
- Hold limits will be reduced (currently at 20) and will be discussed at the next Black Gold Administrative Council meeting
- Potentially a fourth day of delivery will be added to the delivery route

Essentially a governing body can reject the elimination of the hold fee, but it will be a jurisdictional decision and a decision apart from the Black Gold Cooperative Library System.

DISCUSSION

Black Gold Administrative Council’s decision was based on the core morals and ethics of librarianship. To demonstrate: Article I of the Library Bill of Rights states, “Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves.”

Article V states, “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.”

The American Library Association’s interpretation of these articles is as such: Librarians and governing bodies should look for alternative models and methods of library administration that minimize

distinctions among users based on their economic status or financial condition. They should resist the temptation to impose user fees to alleviate financial pressures, at long term cost to institutional integrity and public confidence in libraries.

The revenues from hold fees have steadily increased in the last three years, while the number of hold transactions in a year has steadily decreased. As stated above, a library's intention is not to make money by charging its users for services.

Also, the Santa Barbara County FY13-14 Agreement for Operation of a Countywide Library System (unanimously approved by the Library Board of Trustees and Lompoc City Council in September), states, "Each of the Cities agree that all books in its library belonging either to the Cities or the County shall be equally available to all of the inhabitants within the zone designated to the Cities regardless of the inhabitants' residence regardless of whether said books are drawn through a branch or through a City's main library; and that the interchange of books and materials be continued among all parties in the three library zones." While it has not been an issue, charging for holds is a clear violation of the contract.

FISCAL IMPACT

The below table represents the revenues received in 2012-13 from hold fees. If the hold fee is eliminated, the Lompoc, Village and Buellton Libraries have the option of charging for holds not picked up (could be set at \$1.00 like it currently is) and that may help recuperate some of the lost revenues. There have been two other changes to the Black Gold contribution formula that will be implemented in 2014-15 that add up to approximately \$8,000 in savings.

Hold Fee Revenues 2012-13		
Lompoc	Village	Buellton
\$8,092	\$3,543	\$4,261

Black Gold transit delivery costs have been covered with CLSA monies from the California State Library for the past two years. While this money cannot be counted on, it has paid for the deliveries in the past.

STAFF RECOMMENDATION

The Library Board of Trustees approve eliminating the \$1.00 hold fee for all materials effective July 1, 2014.

8E. CONSIDERATION OF THE "LIBRARY CARDS" POLICY

BACKGROUND

The Library Director, Adult Services Manager and other staff are working on creating a new and complete policy manual. Over the years, there have been many changes to existing policies that are only present in Library Board of Trustee minutes. It is the intent of Library staff to compile all policies, make necessary changes to ensure that policies are reflective of current needs and technology and then approved by the Library Board of Trustees. This allows supervisors to easily share information with staff and patrons. It also allows for easy changes in the future, as everything will be in one place. Included in this staff report is the new suggested "Library Cards" policy, which encompasses a variety of policies previously put in place. Also included is an outdated policy that covers a large majority of the issues in the new suggested policy.

The intention is that the new policy manual and the policies that it contains, supersede any other policies that have been previously approved, denied or enacted by the Library Board of Trustees.

LIBRARY CARDS POLICY

DATE OF BOARD APPROVAL: _____

In order to borrow library materials from the Lompoc Library System, patrons must register for a Lompoc Library System card. Library cards are issued in order to maintain accurate records of materials that are checked out, and to gather library usage data so the library can evaluate and improve collections and services. Library cards are issued free of charge. By applying for a library card, applicants agree to comply with all borrowing rules of Lompoc Library System, pay all charges to the card, and notify the library immediately if their card is lost or stolen, or if their address or contact information changes. Patrons may only have one Lompoc Library System account. Library users may NOT have different Lompoc Library System accounts under variant names. Children may not have multiple cards with different parents or guardians.

The library may, at any time, require that current picture identification and/or current address verification be shown. Borrowers should bring appropriate identification in addition to the Lompoc Library System card.

ADULT LIBRARY CARD

Any adult patron may receive a library card with provision of valid photo identification (ID) and proof of current address.

VALID PHOTO ID INCLUDES:

- Government issued driver's license
- Government issued photo identification card
- Government issued photo passport or visa
- School issued identification card
- Matrícula Consular

VALID PROOF OF ADDRESS INCLUDE:

- Personal checks
 - Utility bill
 - Current mail
 - Hunting or fishing license
 - Voter registration card
 - Lease or mortgage papers
 - Car insurance or registration
1. Patrons who **cannot** provide identification with their current address at the time of application cannot obtain a card until proof of address is shown.
 2. If a notice is returned in the mail, the patron **MUST** show proof of **CURRENT** address. The proof of address must be something besides a driver's license.
 3. No patron may have more than one library card from any Black Gold library. A patron who has moved from the jurisdiction of another member library to Lompoc will have his registration updated after providing current verification of address.

JUVENILE LIBRARY CARD

1. All children and teens under the age of eighteen (18) are eligible for a Lompoc Library System card.
2. The minor's parent or legal guardian's Lompoc Library System card must be in good standing. A library card in good standing is one with less than \$10 in fines/fees.
3. The minor's parent or legal guardian must appear in person to take financial responsibility for all fines and fees accrued on the minor's card. Proper picture identification and proof of residence are required from parents or guardians.
4. Only the parent or guardian whose name is on the account may change the information on the minor's record, or have access to information about the minor's record, including materials checked out. *See privacy policy for further information.*
5. Children are issued only one card. Lompoc Library System understands there are circumstances such as divorce or separation where a parent or legal guardian may wish the Library to issue multiple cards for their child. However, in order to keep accurate records and statistics, Lompoc Library System cannot issue multiple cards for individuals.
6. **Lompoc Library System does not act *in loco parentis*. It is the parent or legal guardian, and only the parent or legal guardian, who may restrict their children, and only their children, from access to library materials and services. Parents and legal guardians who wish to restrict their children's access to certain materials or services should advise their children of the restriction.**

INTERNET ONLY CARD

1. If you cannot provide proof of your address you can still apply for an Internet Only Card.
2. A valid picture ID is required to be issued an Internet Only Card.
3. This type of card gives a patron access to the library's public computers, but cannot be used to check out materials.

NAME OR ADDRESS CHANGE

1. Patrons whose name and/or address have changed must update their account information. Acceptable picture ID and address verification must be presented to update an account.

LOST OR STOLEN CARDS

1. The Library Card is to be treated as if it were a credit card.
2. If a library card is lost or stolen, it is important that the Library be notified IMMEDIATELY so that the library card account can be blocked.
3. Patrons are responsible for all materials checked out on a lost, stolen, or loaned library card along with any fines, fees, or damages incurred, until the library has been notified of the loss.

REPLACEMENT CARDS

1. A \$1.00 fee and presentation of a photo I.D. are required for card replacement. \$1.00 must be paid at time of replacement. It cannot be charged to patron's account.
2. Minors who wish to replace a lost card must present a valid photo ID or have a parent or guardian present to obtain a new library card.

BLOCKED ACCOUNTS

Patron checkout or Internet usage privileges may be suspended for the following reasons:

1. Additional information (such as address, phone number, or email verification) is needed.
2. Library card has been reported lost or stolen.
4. Fines/Fees exceed maximum of \$10.00. Patrons must resolve the identified issue before a card can be unblocked.

PREVIOUS POLICY

California Education Code, section 18919, states “the board of library trustees may make and enforce all rules, regulations, and bylaws necessary for the administration, government and protection of the libraries under its management, and all property belonging thereto.” The Lompoc Library Board of Trustees establishes the following rules to insure the best possible management of the libraries and their materials while providing high quality service to the public.

Registration:

1. All residents whether permanent or temporary, of the Lompoc area are eligible to obtain a library card and borrow materials from the Lompoc Public Library. For temporary residents see below.
2. All applicants must fill out a registration form and provide all requested information.
3. All applicants must provide identification (photo and/or signature) and current proof of address.
4. No patron may have more than one library card from any Black Gold library. A patron who has moved from the jurisdiction of another member library to Lompoc will have his registration updated after providing current verification of address. A patron who has lost or damaged his library card will be issued a replacement card, for which there is a fee. If the lost card is later found. It will be invalid and should be destroyed. Cards that are damaged through normal wear and tear will be replaced free.
5. All patrons must abide by library rules and regulations concerning proper behavior in the library and the use of its materials.
6. No patron will be discriminated against because of race, color, creed, sex, age, economic condition, or belief. All rules and regulations will be enforced uniformly for all library users.

Juveniles:

1. A parent or guardian of a juvenile aged 17 or younger must sign the registration form and provide identification and proof of address as above.
2. The parent or guardian’s signature indicates acceptance of financial responsibility for the juvenile and approves the use of all library materials by the child. If a parent wishes to restrict a child’s access to materials, he may do so by denying the child a separate card and monitoring the child’s selections for check out on the parent’s card.
3. Exceptions to the policies for juveniles are those persons on active duty in the military and those who are legally emancipated.
4. If the parent/guardian has fines in excess of \$5.00 or more than 2 items overdue, a new child’s card cannot be issued

Institutions:

Library cards will be issued to institutions with proper institutional ID. A contact person who represents the institution must be assigned to accept responsibility for the pick-up and return of all materials and for any charges for lost or damaged material

Internet Only Cards:

“Internet Only” cards can be issued to all library patrons in order to provide a more efficient and customer service-effective model of providing library patrons Internet access.

Patrons will need to complete a library card application and have a government or state issued photo ID with them. They **do not need** to provide their address or proof of their address. If their children currently have cards with fines, they can still receive an Internet only card. Library staff may still use temporary card numbers for patrons who are just passing through town. If somebody is visiting and plans to be in Lompoc longer than a week or so, and has plans to use the Internet every day, library staff should suggest an Internet only card to them. Internet only cards can be converted into a full use library card by provision of proof of address to the library circulation staff.

Temporary Residents:

1. Temporary residents must provide identification (photo and/or signature), a local mailing address, and proof of permanent address. The expected date of departure from Lompoc should be indicated on the registration form.
2. Temporary residents have checkout limits of 5 items and no videos.

Replacement Cards:

1. Juveniles may replace a library card without a parent present and without a photo ID, if information in the application matches the information in the patron record. An address change will be accepted without verification. However, a change in responsible parent at juvenile's address will require that parent to come in, show ID, and sign for the card.
2. An adult patron must show photo ID to replace a library card, but an address change will be accepted without verification.
3. A patron may replace a library card without paying old fines. A \$1.00 replacement fee must be paid.

Use of Library:

1. Patrons must have a library card or their own photo ID to check out (library materials).
2. Patrons must have the appropriate library card to pick up a hold.
3. Juveniles may not check out R rated videos by using their parent's card and parents may not check out R rated videos by using their children's cards.
4. Patrons present at the circulation desk may renew items with their library card, even if items are not present.
5. Temporary patrons may check out library videos.

Confidentiality:

The Board of Trustees of the Lompoc Public Library believes that it is the basic right of every individual to read what he or she wishes without fear of censure or legal consequence. It also affirms the right of every person to privacy. * The library will protect each user's right to privacy with respect to all information required for registration and for information sought or received, and materials consulted, borrowed or acquired. Such records will not be made available to any individual, organization or government agent except pursuant to Government Code 6267.

* This right is protected by the Constitution. The Privacy Act of 1974 and California Government Code, Section 6267.

California Law, Inspection of Public Records, Government Code, Section 6267

All registration and circulation records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed to any person, local agency, or state agency except as follows:

- (a) By a person acting within the scope of his or her duties within the administration of the library.
- (b) By a person authorized, in writing, by the individual to whom the records pertains, to inspect the records.
- (c) By order of the appropriate superior court.

As used in this, the term section "registration records" includes any information which a library requires a patron in order to become eligible to borrow books and other materials, and the term "circulation records" include any information which identifies the patron borrowing particular books and other materials. This section shall not apply to statistical reports of registration and circulation nor to records of fines collected by the library.

Adopted by the Library Board of Trustees, April 14, 1998.

STAFF RECOMMENDATION

The Library Board of Trustees approve the "Library Cards" policy effective immediately.

8F. CONSIDERATION OF THE “STAFF USE OF LIBRARY MATERIALS” POLICY

While there has been much discussion amongst staff, there has never been a formal written policy regarding staff use of Library materials. Now that a policy manual is being compiled, Library staff feel it would be beneficial to have these regulations outlined in a formal manner and approved by the Library Board of Trustees. The below suggested policy was written with several key concepts in mind.

- Staff members should not receive advantages over the public
- Library materials should always remain equally accessible to all members of the public
- A check and balance system should be in place so that staff members are not administering their own accounts

If approved, the below policy would take effect immediately.

STAFF USE OF LIBRARY MATERIALS

1. Library staff members who wish to borrow Library materials must have a library card from a Black Gold Library.
2. Library staff may not issue cards to themselves or to members of their families. Another library staff member must perform this process.
3. Library staff may not clear fines or fees from their own account or from their family member's accounts. Another library staff member must perform this process.
4. Library staff members may place requests on materials for themselves or for their family members. They may not alter their place in the request queue.
5. Library staff may not remove items from processing shelves for early check out.
6. Library staff members are charged standard fees for fines, lost, or damaged materials.
7. Library staff may not extend check out periods or renew items past the renewal limit.

STAFF RECOMMENDATION

The Library Board of Trustees approve the “Staff Use of Library Materials” policy to be effective immediately.

8G. CONSIDERATION OF AN AMENDMENT TO ARTICLE 1 OF THE COMPENSATION PLAN FOR LIBRARY UNREPRESENTED (UR) EMPLOYEES.

BACKGROUND

Related to matters discussed at the special meeting of the Library Board of Trustees on July 12, 2013 – it was recommended to City Council by the Library Board of Trustees to provide funding for Library employees to have compensation plans that mirror other City employees. For FY13-15 this specifically refers to changes in salary, PERS payments and elimination of furloughs. This was presented to Lompoc City Council on their consent calendar and unanimously approved on August 20, 2013.

The action that was taken by City Council is as follows: Increase in City of Lompoc's Support for the Lompoc Public Library (Library) to Provide Resources to Modify Library Compensation Plans. Council adopted Resolution No. 5867(13) approving the one-time additional support for the Library in the amount of \$17,649 for the FY 2013-15 budget cycle.

DISCUSSION

There is no fiscal impact to the Library budget for these changes because of the one-time funding being provided as noted above.

Due to the delay in the changes in the compensation plans taking effect, City Finance has said that retroactively applying the changes would provide to be very time-consuming and difficult. Instead, the following is suggested:

In lieu of a 1% retroactive pay for pay period beginning 6/15/2013, a pay increase effective 12/28/2013 to 2/21/2014 (4.48% for four pay periods), will be equal to a 1% per pay period for period 6/15/2013 to 2/21/2014. During these four pay periods identified above, employees will not be responsible for their PERS contributions. Effective 2/22/2014 all CalPERS members will be responsible for their PERS contribution.

Unrepresented employees include: Stacy Brigman, Elizabeth Chapman, Christina Chill, and Adam Fabela.

AMENDMENT TO ARTICLE 1 OF THE COMPENSATION PLANS

The section Furlough Days – Miscellaneous will be removed and in its place the following language will be added:

In consideration of paying the full PERS contribution, employees in this group will receive a 4.48% percent increase in base pay, effective with the payroll period beginning December 28, 2013, to be paid on January 17, 2014.

Effective with the payroll period beginning February 22, 2014, CalPERS Members will pay the entire PERS retirement employee contribution (currently eight percent for 1st tier, seven percent for 2nd tier, and 50

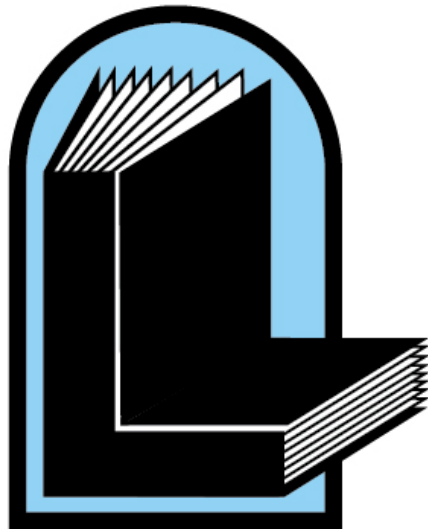
percent of "normal cost" for 3rd tier).

The suggested amendment is included in this staff report for review.

STAFF RECOMMENDATION

The Library Board of Trustees approve the amendment to Article 1 for 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:

In consideration of paying the full PERS contribution, employees in this group will receive a 4.48% percent increase in base pay, effective with the payroll period beginning December 28, 2013, to be paid on January 17, 2014.

Effective with the payroll period beginning February 22, 2014, CalPERS Members will pay the entire PERS retirement employee contribution (currently eight percent for 1st tier, seven percent for 2nd tier, and 50 percent of "normal cost" for 3rd tier).

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 8th day of October, 2013.

LOMPOC LIBRARY BOARD OF TRUSTEES:

Ann Ruhge, President

8H. CONSIDERATION OF AN AMENDMENT TO ARTICLE 1 OF THE COMPENSATION PLAN FOR LIBRARY MANAGEMENT, SUPERVISORY & CONFIDENTIAL (MS&C) EMPLOYEES.

BACKGROUND

Related to matters discussed at the special meeting of the Library Board of Trustees on July 12, 2013 – it was recommended to City Council by the Library Board of Trustees to provide funding for Library employees to have compensation plans that mirror other City employees. For FY13-15 this specifically refers to changes in salary, PERS payments and elimination of furloughs. This was presented to Lompoc City Council on their consent calendar and unanimously approved on August 20, 2013.

The action that was taken by City Council is as follows: Increase in City of Lompoc's Support for the Lompoc Public Library (Library) to Provide Resources to Modify Library Compensation Plans. Council adopted Resolution No. 5867(13) approving the one-time additional support for the Library in the amount of \$17,649 for the FY 2013-15 budget cycle.

DISCUSSION

There is no fiscal impact to the Library budget for these changes because of the one-time funding being provided as noted above.

Due to the delay in the changes in the compensation plans taking effect, City Finance has said that retroactively applying the changes would provide to be very time-consuming and difficult. Instead, the following is suggested:

In lieu of a 1% retroactive pay for pay period beginning 6/15/2013, a pay increase effective 12/28/2013 to 2/21/2014 (4.48% for four pay periods), will be equal to a 1% per pay period for period 6/15/2013 to 2/21/2014. During these four pay periods identified above, employees will not be responsible for their PERS contributions. Effective 2/22/2014 all CalPERS members will be responsible for their PERS contribution.

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

AMENDMENT TO ARTICLE 1 OF THE COMPENSATION PLANS

The section Furlough Days – Miscellaneous will be removed and in its place the following language will be added:

In consideration of paying the full PERS contribution, employees in this group will receive a 4.48% percent increase in base pay, effective with the payroll period beginning December 28, 2013, to be paid on January 17, 2014.

Effective with the payroll period beginning February 22, 2014, CalPERS Members will pay the entire PERS

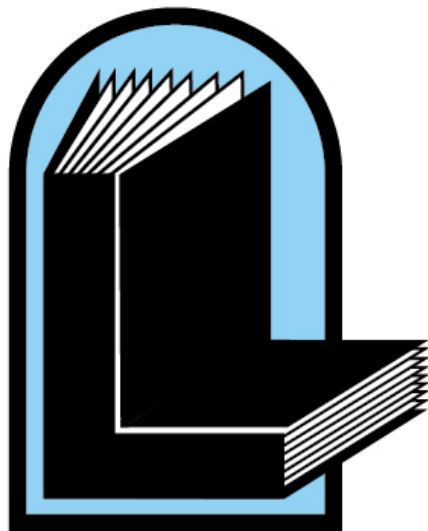
retirement employee contribution (currently eight percent for 1st tier, seven percent for 2nd tier, and 50 percent of "normal cost" for 3rd tier).

The suggested amendment is included in this staff report for review.

STAFF RECOMMENDATION

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

**COMPENSATION PLAN
AMENDMENT
FOR
LOMPOC PUBLIC LIBRARY
MANAGEMENT, SUPERVISORY AND
CONFIDENTIAL (MS&C) 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:

In consideration of paying the full PERS contribution, employees in this group will receive a 4.48% percent increase in base pay, effective with the payroll period beginning December 28, 2013, to be paid on January 17, 2014.

Effective with the payroll period beginning February 22, 2014, CalPERS Members will pay the entire PERS retirement employee contribution (currently eight percent for 1st tier, seven percent for 2nd tier, and 50 percent of "normal cost" for 3rd tier).

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 8th day of October, 2013.

LOMPOC LIBRARY BOARD OF TRUSTEES:

Ann Ruhge, President

81. CONSIDERATION OF CLOSURE DATES FOR 2014

The City of Lompoc has released the 2014 holiday closure schedule. The schedule includes 11 holidays and matches the City of Buellton's schedule. The proposed schedule below aligns with the City's schedule and indicates the days that all libraries in the Lompoc Public Library System will be closed:

PROPOSED 2014 CLOSURE DATES

Wednesday, January 1	New Year's Day
Monday, January 20	Martin Luther King Day
Monday, February 17	Presidents' Day
Monday, May 26	Memorial Day
Friday, July 4	Independence Day
Monday, September 1	Labor Day
Tuesday, November 11	Veterans Day
Thursday, November 27	Thanksgiving Day
Friday, November 28	Day after Thanksgiving
Wednesday, December 24	Christmas Eve Day
Thursday, December 25	Christmas Day

STAFF RECOMMENDATION

The Library Board of Trustees approve the presented 2014 Closure Dates.

LOMPOC PUBLIC LIBRARY SYSTEM
SEPTEMBER 2013 STAFF REPORT

BLACK GOLD COOPERATIVE LIBRARY SYSTEM

Black Gold Cooperative Library System meetings attended by staff for the month of September are listed below:

Date	Black Gold Committee	Attended By
September 4	ATS Operations	Jessica Cadiente
September 23	Ad Hoc Cataloging Work Group	Jessica Cadiente
September 26	Administrative Council	Ashlee Chavez

COUNTY SERVICES

Library Director, Ashlee Chavez, attended a County Library Advisory Committee meeting on September 18. These meetings include reports from all of the Library Zones Library Director's on activities from the last quarter. It was also reported that the Friends of the Los Alamos Library have formed and are working towards reopening the Los Alamos Library.

The Lompoc City Council approved two items related to County services in the month of September:

- 1) Renewed the appointment of Alice Down as the City's representative on the County Library Advisory Committee
- 2) Approved the contract for Operation of a Countywide Library System.

GRANT SEEKING

The First Grade, First Card grant monies of \$6,000 were received and Library staff will now begin working towards administering the grant. The program will be ready to launch with the next school year.

LIBRARY OPERATIONS

RFID installation and implementation is ongoing. During September almost the entire 60,000 items in the Lompoc Library were tagged. Self-check kiosks and security gates were delivered on October 1 and City Facilities Maintenance crew have been working with the Library staff to ensure that data cables and power is available in the areas needed for the new equipment.

Bibliotheca installers will be here the week of October 7 to work on the project and it is possible that everything will be ready to go by the following week.

Computer Technician, Adam Fabela, also serves as the Safety Officer for the Lompoc Library. He has scheduled a fire drill for the morning of November 8, 2013.

Ms. Cadiente created a new form that is available on the library's website and encourages users to "Ask a Librarian" their reference questions online.

The Library's Art Advisory Committee met on September 12 to select artists for upcoming shows in the Grossman Gallery, along with discussing changes to current policies. Administrative Assistant, Lee Edie, attended this meeting and acted as recorder in place of the Library Director who was unavailable.

LITERACY SERVICES

Literacy Coordinator, Christina Chill, submitted the Literacy program's year-end report to the California State Library; contacted local literacy providers to update class listings of ESL services, and held the annual Literacy Meeting which informs tutors and learners of library changes and literacy updates. Ms. Chill also met with Eddie Taylor, CEO of Santa Maria's United Way, to discuss a Community Literacy Initiative to make "Power Reading" a highly effective computer based reading program available to every child/adult in Lompoc. Further discussions will take place regarding implementation in the future.

Ms. Chill also coordinated a booth at the Mexican Independence Day fair. While only \$200 was fundraised, Ms. Chill reported the event was a great opportunity for publicity and recruitment.

The annual CDBG/Human Services Grant Workshop was held on September 18 and agencies were also provided with an opportunity to network and promote program services. Grants are due in December and if Literacy applies will require approval from the Library Board of Trustees.

Ms. Chill is working in conjunction with the Library Director to discuss the Literacy program's budget and is working on forming a committee comprised of tutors, students and interested citizens to discuss best options for the future of the Literacy Program. The first meeting will be held on October 28.

LITERACY STATISTICS

New student intakes: 2; Tutors/Learners matched: 2; Books distributed: 133.

Date	Program	Attendance
September 8	Rally for Reading	50
September 28	Families for Literacy Game Night	26
TOTAL:		125

PROGRAMMING

Date	Program	Attendance
September 12	Young at Heart bookclub	6
September 13	2 nd Friday Flix	6
Thursdays in September	Spanish Storytime	8
Mondays in September	Read to a Dog	2
September	Storytime	103
TOTAL:		125

September marked the last of the Second Friday Flix series that has been ongoing for the last two years. The attendance numbers have dropped and staff would like to try out new programming opportunities to replace the program.

SUPPORT AND FUNDRAISING

On September 17, a check of \$285,015.18 from the Library Foundation was presented to the Charlotte’s Web project at the City Council meeting. An article in the Lompoc Record on September 22 covered the story.

Date	Meeting	Attended By
September 3	Lompoc Friends Board	Ashlee Chavez
September 10	Friends of the Buellton Library	Ashlee Chavez, Liz Chapman, Trustee Dale
September 12	Library Foundation	Ashlee Chavez
September 24	Library Foundation – Endowment Cmte	Ashlee Chavez

VOLUNTEER SERVICES

There were 16 volunteers who worked diligently with staff to accomplish the huge task of putting RFID tags on the entire collection of materials (almost 60,000 items). This was completed in less than a month. A thank you party with refreshments and certificates for volunteers will be held in October.

Volunteer Applications received: 5; Volunteers assigned: 2; Volunteer Hours: 345.

COMPUTER SESSIONS/WI-FI USERS

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

PEOPLE COUNTER

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
12,301	11,233	12,069	12,676	13,267	12,984	13,803	12,838				

BUELLTON LIBRARY

Branch Supervisor, Liz Chapman, has been working on preparing and organizing crafts for storytime throughout October. She has also made contact with the new principal at Oak Valley Elementary school and has requested a meeting with the principal to ensure a good working relationship. She is also continuing her storytime for the Headstart program.

Attendance at September storytimes totaled 37.

COMPUTER SESSIONS/WI-FI USERS

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

PEOPLE COUNTER

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

*Aug: 5 days no reading

VILLAGE LIBRARY

Branch Supervisor, Stacy Brigman, created biography shelves in both the juvenile and teen sections of the library. She also came up with the idea of a new sale for Friends books, “More Books for Your Bucks” a ½ off book sale on the first Saturday of the month. The first sale was very successful – and the revenues from one day matched what is typically brought in for an entire month.

Volunteer hours for the month at the Village Library totaled 151 hours.

The Emmett R. Quady Foundation made a substantial donation to the Village Library which will help boost the Large Print collection and start an Express collection.

Date	Program	Attendance
September 12	Speaker Series – History of Vandenberg Village	6
September	Storytime	138
TOTAL:		144

COMPUTER SESSIONS/WI-FI USERS

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
?	?/53	124*/100	365/115	383/82	373/68	405/82	419/66	366/85			

*Began tracking on March 17

PEOPLE COUNTER

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