



**LOMPOC PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA**
TUESDAY, NOVEMBER 12, 2013, 10:00AM
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 October 8, 2013 regular meeting
- B. Approval of the October 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

- A. Letter of Congratulations from Congresswoman Lois Capps

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 2013-14 BUDGET

A staff report is included in the Board packet.

C. CONSIDERATION OF THE MAXIMUM NUMBER OF EACH MATERIAL ALLOWED OUT PER PATRON

A staff report is included in the Board packet.

STAFF RECOMMENDATION: The Library Board of Trustees approve changing the maximum number of each material type allowed out per patron to match the library's maximum total item limit effectively immediately.

Any documents produced by staff and distributed to the Trustees regarding any item on the Agenda will be made available for public inspection in the lobby of Lompoc City Hall at 100 Civic Center Plaza between 9 AM and 5 PM. Monday through Friday, and the Lompoc Library Information Desk at 501 E. North Avenue between 10:00 AM and 7:00 PM Monday through Thursday, and 1:00 PM and 5:00 PM Friday and Saturday.

D. CONSIDERATION OF INCREASING THE INTERLIBRARY LOAN (ILL) FEE FROM \$10.00 TO \$15.00.

A staff report is included in the Board packet.

STAFF RECOMMENDATION: The Library Board of Trustees approve increasing the Interlibrary Loan fee from \$10.00 to \$15.00 effective Monday, December 2, 2013.

9. LIBRARY DIRECTOR'S OCTOBER REPORT

10. ROUNDTABLE

Remarks by Trustees and Staff

11. ADJOURNMENT

The next Regular meeting will be held on December 10, 2013 at the City of Buellton Council Chambers, 140 W Hwy 246, Buellton, 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 10:00 AM and 7:00 PM Monday through Thursday, and 1:00 PM and 5:00 PM Friday and Saturday.

Lompoc Library Board of Trustees
Village Library, 3755 Constellation Rd., Lompoc, CA
Tuesday, October 8, 2013, 6:00 PM
Regular Meeting Minutes

1. Call to Order

President Ruhge called the meeting of the Lompoc Library Board of Trustees to order at 6:00 PM.

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

Trustees Absent: Maria Aguiniga

Staff Present: Ashlee Chavez, Library Director; Lee Edie, Library Administrative Aide; Stacy Brigman, Village 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 (Knowles/Dale), and unanimously carried to approve the Consent Calendar as presented.

4. Presentations

Stacy Brigman, Village Library Branch Manager, gave the Village Library's annual report to Trustees which highlighted programs, donations, the initiation of monthly book sales of Friends encore items, and an upcoming rental book section. Trustees expressed their satisfaction and thanked Ms. Brigman for the report.

5. Public Comment

None.

6. Library Support Activities

A. Friends of the Library

Friends Co-President Cathy Rudolph provided a written report with the following information:

- Upcoming fundraisers:
 - o Lompoc Civic Theater's performance of "Looking for Kitty." The corrected date for the play is Nov. 3, 2013
 - o Raffle of a two-pound box of See's Candies (nuts and chews)
 - o Decorated Christmas trees
- Next Board meeting is scheduled for October 29 and new officers will be elected.

B. Library Foundation

No report was provided. The Library Director advised that the next Foundation meeting is scheduled for October 10, 2013.

7. Correspondence

None.

8. Business

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

The Library Director reported progress with the Lompoc Unified School District. They are finalizing the MOU regarding the potential site where the bookmobile could be stored on LUSD grounds. Once the document is received from LUSD, it will be reviewed by the City Attorney.

Trustee Knowles inquired about the Library Foundation's status in the new MOU. The Library Director advised that the most recent draft has been approved by both the Friends of the Library and the Benton Trustees. It has not yet been approved by the Library Foundation; however, it is the only item on the agenda for the October 10th Foundation meeting. She will share information as it presents itself.

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

The Library Director advised that the contractor is working on a punchlist and cleanup. Completion of the drain pipe and section of sidewalk should be completed by the end of the week.

C. Report on the 2013-14 Budget

The Library Director advised that the City Finance Department has closed out FY 2012-13. She emphasized that the provided report is based on the adopted budget but that future reports will reflect additional funding from the County of Santa Barbara as well as the Literacy budget. With the current Federal budget situation, she shared that the Federal Correction Complex's contract is on hold and the revenue projection for that service, included under fines/fees, may be affected. Expenditures for the RFID project have yet to be posted. Staff will present a report on the project to the City Council at their November 5th meeting.

D. Consideration of eliminating the \$1.00 hold fee

The Library Director reported on action and reasoning undertaken by the Black Gold Administrative Council to eliminate the hold fee system-wide effective July 1, 2014. Although the loss of revenue is challenging, there is an offset to a portion of it through a decision to evaluate and change the contribution formula of the cost of the eBook service which, for the Lompoc System, has been reduced by \$7,000.

Trustee White conveyed that he will support staff's recommendation but is concerned with the loss of revenue generated by elimination of this fee.

MOTION: It was moved, seconded (Dale/Knowles), and unanimously carried to eliminate the \$1.00 hold fee for all materials effective July 1, 2014.

E. Consideration of revisions to the Library Cards Policy

After discussion of the staff report, Trustees were satisfied and took the following action.

MOTION: It was moved, seconded (White/Dale), and unanimously carried to approve the Library Cards policy effective October 9, 2013.

LIBRARY CARDS POLICY

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.
3. Fines/Fees exceed maximum of \$10.00. Patrons must resolve the identified issue before a card can be unblocked.

F. Consideration of a new staff use of library materials policy

After discussion related to information in the staff report, Trustee Ruhge asked about volunteers and staff advised that this would extend to them as well. Trustees were satisfied and took the following action.

MOTION: It was moved, seconded (Dale/White), and unanimously carried to approve the Staff Use of Library Materials policy to be effective October 8, 2013.

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.

G. Consideration of an amendment to Article 1 of the Compensation Plan for Library Unrepresented (UR) employees

MOTION: It was moved, seconded (Knowles/Dale), and unanimously carried to approve the amendment to Article 1 for the Compensation Plan for Library Unrepresented (UR) employees effective July 1, 2013.

H. Consideration of an amendment to Article 1 of the Compensation Plan for Library Management, Supervisory & Confidential (MS&C) employees

MOTION: It was moved, seconded (White/Knowles), and unanimously carried to approve the amendment to Article 1 for the Compensation Plan for Library Management, Supervisory & Confidential (MS&C) employees effective July 1, 2013.

I. Consideration of closure dates for 2014

MOTION: It was moved, seconded (Knowles/White), and unanimously carried to approve the 2014 Library 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

9. Library Director’s September report and updates

The Library Director gave an update on the progress being made with the new inventory control system with an anticipated “live” date of October 14th. A reception will be held the morning of October 21st to thank staff and volunteers for the part they played organizing and readying library materials for the new system. The Lompoc Library’s parking lot will be closed for slurry seal on October 11th and restriped shortly thereafter. The Library Director recently completed a California State broadband survey which may provide potential funding in the future; all but six libraries in the state completed the survey. The Library Director and Literacy Coordinator will meet next week to discuss the program’s budget and future.

10. Roundtable

Trustee White announced that for the group’s 10th anniversary, the Turducken Dinner Group is holding a Turducken Speakeasy Roaring 1920’s fundraiser dinner on November 9th to benefit the libraries in Lompoc, Buellton and Vandenberg Village. He asked staff to provide a wish list for specific needs fundraising attention at the event.

Trustee Ruhge announced that the Alpha Club is holding a Fashion Show on November 2nd with a portion of the proceeds to benefit the Library’s Literacy program.

Trustee Dale announced that on November 3rd the Solvang and Buellton Friends groups are hosting a “Birdies, BBQ, and Books” Golf Tournament at the Zaca Creek Golf Course.

11. Adjournment

The meeting was adjourned at 7:05 PM. The next Regular meeting will be held on November 12, 2013 at 10:00 AM at the Lompoc Public Library, 501 E. North Ave., Lompoc.

Linual White, Secretary
 by Lee Edie, Library Administrative Aide

Account Breakdown (revised)

Reference					
Lompoc Library	85x00-xxxxx & 40085-xxxxx				
Village Library	86x00-xxxxx & 40086-xxxxx				
Buellton Library	88x00-xxxxx & 40088-xxxxx				
Literacy	87x00-xxxxx & 40087-xxxxx				
Account Totals		Lompoc	Village	Buellton	Literacy
Postage	xxxxx-52110				
Office Supplies	xxxxx-52120				
Printing	xxxxx-52130				
Copy Machine Expense	xxxxx-52131	142.60			
Copier Charges-Rental	xxxxx-52132				
Publications	xxxxx-52140	2,143.98	59.83	82.88	
Publications- Youth	xxxxx-52141	3,638.70		59.64	
Book Rental	xxxxx-52142	214.78			
Operating Supplies	xxxxx-52201	548.35			
Computer Equip.	xxxxx-52237	1,469.32	113.00	534.69	
Bldg. Maint. Supplies	xxxxx-52408	581.24			
Other Supplies	xxxxx-52410				
Utilities	xxxxx-53110	2,250.70	627.64		
Telephone	xxxxx-53202				
Prof Svs-Advertising	xxxxx-53340				
Black Gold Services	xxxxx-53460				
Background Screening	xxxxx-53478		31.00		32.00
Shredding Service	xxxxx-53489				
Office Equip Maint.	xxxxx-53502				
Special Equip Maint.	xxxxx-53503				
Training	xxxxx-54101				
Travel	xxxxx-54120	150.28	42.94	118.09	63.84
Membership	xxxxx-54130				
Meetings/Training	xxxxx-54140				
UMS Collection Contract	40085-46129	340.10			
Misc. Donation	4008x-48299				
Women's Fund	85000-79941				
Grounds Maintenance	85200-53408				
Literacy Fund Raiser	40087-48234				
CA Council for Humanities grant	85120-xxxxx				
Christian Science Society grant	88310-73044				
RFID Inventory System	84000-73109	573.73			
Total		12,053.78	874.41	795.30	95.84

LOIS CAPPS
23RD DISTRICT, CALIFORNIA

2231 RAYBURN HOUSE OFFICE BUILDING
WASHINGTON, DC 20515-0522
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www.capps.house.gov

COMMITTEE ON
ENERGY AND COMMERCE



Congress of the United States
House of Representatives

October 24, 2013

DISTRICT OFFICES

- 1411 MARSH STREET, SUITE 205
SAN LUIS OBISPO, CA 93401
(805) 546-8348
- 301 EAST CARRILLO STREET, SUITE A
SANTA BARBARA, CA 93101
(805) 730-1710
- 2675 NORTH VENTURA ROAD, SUITE 105
PORT HUENEME, CA 93041
(805) 985-6807

Lompoc Public Library
501 E North Ave
Lompoc, CA 93436

Lompoc Public Library Administrators and Staff,

Please accept my most sincere congratulations on being awarded a *Created Equal: America's Civil Rights Struggle* grant through the National Endowment for the Humanities (NEH), in collaboration with the Gilder Lehrman Institute of American History.

Securing this award demonstrates the library's excellent programming, important role in the Lompoc community, and commitment to the values behind the *Created Equal* initiative. I am confident the library's effort to explore and commemorate the history of civil rights in America through the screening of award-winning NEH-funded films will spark an important, community-wide discussion on the gravity of this critical time in our nation's history.

You may also be interested to know that as a member of the Congressional Humanities Caucus and enthusiastic supporter of the National Endowment for the Humanities, I have long been a strong advocate for federal support for the arts and humanities. I know that robust arts and humanities programs in our schools and libraries not only enrich our citizens' lives on a daily basis but also can be major drivers of local economic development.

Again, please accept my most heartfelt congratulations on your impressive achievement. I am confident that the Lompoc Public Library will continue to be a source of pride and a wonderful resource for the people of the Central Coast and California. Please feel free to call on me if I can be of assistance, and please do not hesitate to contact Chantelle Tolliver in my Washington, D.C. office at (202) 225-3601 should you have any questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads "Lois Capps".

LOIS CAPPS
MEMBER OF CONGRESS

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

On Tuesday, November 5, City Council approved the Memorandum of Understanding with a unanimous 3-0, 2 absent vote. The Library Director will begin moving forward with this project with the goal of completing the bookmobile and site upgrades within the next year.

The Charlotte's Web project will no longer be an item presented on future Library Board of Trustees meeting agendas to report routine progress as requested by a previous Library Trustee. Major milestones with the project will be reported to the Library Board of Trustees as needed. The Library Director maintains and updates a tracking document regarding the status of the project and will provide it directly to Library Trustees upon request.

FUND 85 LOMPOC LIBRARY FINANCIAL REPORT FY 12-14	12-13				13-14				
	ADOPTED BUDGET	REVISED BUDGET	6/30/2013	(Over)	ADOPTED BUDGET	REVISED BUDGET	11/5/2013	Projected	(Over)
			YTD	Under			YTD	Revenues &	Under
			ACTUAL	Budget			ACTUAL	Expenditures	Budget
REVENUES									
40085 44110 INTEREST INCOME	2,140.00	2,140.00	(41.80)	2,181.80	2,020.00	2,020.00	-	-	2,020.00
40085 44138 INT INC - CHEVRON ESCROW	-	-	-	-	-	-	-	-	-
40085 45301 STATE GRANT-OTHER	-	-	7,250.00	(7,250.00)	-	-	6,000.00	6,000.00	(6,000.00)
40085 45465 USP CONTRACT	5,700.00	5,700.00	5,719.00	(19.00)	5,871.00	5,871.00	-	5,871.00	-
40085 45520 SBCO SERVICE CHARGE	305,907.00	305,907.00	301,155.48	4,751.52	303,889.00	303,889.00	-	303,889.00	-
40085 45521 SBCO SUPPLEMENTAL REV	-	-	-	-	-	-	-	-	-
40085 45526 SB 358 PLF	-	-	-	-	-	-	-	-	-
40085 45615 GRANT-WOMEN'S FND OF NORTH SB	-	-	1,221.44	(1,221.44)	-	-	-	-	-
40085 46101 LOST BOOK REIMBURSEMENTS	-	-	-	-	-	-	-	-	-
40085 46102 BOOK FINES	42,000.00	42,000.00	35,781.20	6,218.80	39,000.00	39,000.00	13,067.09	39,201.27	(201.27)
40085 46105 COMM ON SALES-GROSSMAN GALL	750.00	750.00	413.25	336.75	750.00	750.00	138.70	416.10	333.90
40085 46115 COPIER CHARGES	5,000.00	5,000.00	4,592.05	407.95	4,000.00	4,000.00	1,728.41	5,185.23	(1,185.23)
40085 46116 COPIER CHARGES - RENTAL	1,550.00	1,550.00	1,143.80	406.20	1,200.00	1,200.00	299.80	899.40	300.60
40085 46129 COLLECTIONS SERVICE FEE	(1,800.00)	(1,800.00)	(3,091.10)	1,291.10	(1,800.00)	(1,800.00)	(711.35)	(2,845.40)	1,045.40
40085 46589 SALE OF RECYCLABLE MATERIAL	-	-	-	-	-	-	-	-	-
40085 46700 FACILITY RENTAL	2,500.00	2,500.00	3,163.00	(663.00)	3,500.00	3,500.00	858.00	2,574.00	926.00
40085 48150 CONTRIB-LIBR/BKS-PERIODICALS	-	-	-	-	-	-	-	-	-
40085 48153 CONTRIB-LIBRARY MISC TRUST	-	-	-	-	-	-	-	-	-
40085 48156 THOMPSON MEMORIAL DONATION	-	-	-	-	-	-	-	-	-
40085 48222 DONATIONS BY UTILITY CUSTOM	5,500.00	5,500.00	10,114.21	(4,614.21)	5,500.00	5,500.00	819.91	9,838.92	(4,338.92)
40085 48223 SPEC CTY CONTRIB-CHEVRON LEASE	11,099.00	11,099.00	11,099.00	-	11,099.00	11,099.00	924.92	11,099.04	(0.04)
40085 48225 CITY CONTRIBUTION	398,207.00	398,207.00	398,207.00	-	398,207.00	398,207.00	33,183.91	398,206.92	0.08
40085 48227 CONTRIBUTIONS-FRIENDS	-	-	-	-	-	-	-	-	-
40085 48230 CONTRIBUTIONS	350.00	350.00	2,241.29	(1,891.29)	700.00	700.00	253.71	761.13	(61.13)
40085 49172 TRANSFER FROM INSURANCE FUND	72,247.00	72,247.00	29,014.41	43,232.59	12,000.00	12,000.00	-	12,000.00	-
40085 48285 PROCEEDS FROM LEASE FINANCI	-	-	-	-	-	-	-	-	-
40085 48299 MISCELLANEOUS REVENUE	350.00	350.00	-	350.00	-	-	-	-	-
40085 48999 **CONTRIB FROM RESERVES	-	-	-	-	-	-	-	-	-
TRANSFER FROM 2009-10 TO 2010-11 contrib from reserves	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	851,500.00	851,500.00	807,982.23	43,517.77	785,936.00	785,936.00	56,563.10	793,096.61	(7,160.61)
85000 51110 SALARIES FULL TIME	315,996.00	315,996.00	313,108.47	2,887.53	250,127.89	250,127.89	99,204.72	286,591.41	(36,463.52)
85000 51131 SALARIES-OVERTIME	-	-	-	-	-	-	26.23	26.23	(26.23)
85000 51126 SALARIES RETIREMENT PAYOUT	56,071.00	56,071.00	-	56,071.00	-	-	-	-	-
85000 51140 SALARIES PART TIME	98,596.00	98,596.00	108,947.41	(10,351.41)	91,009.00	91,009.00	36,385.28	105,113.03	(14,104.03)
85000 51147 SALARIES LIBRARY PAGE	25,520.00	25,520.00	20,421.60	5,098.40	22,819.00	22,819.00	8,451.71	24,416.05	(1,597.05)
85000 51149 SALARIES LIBRARY CUSTODIAN	18,329.00	18,329.00	17,565.22	763.78	19,788.00	19,788.00	4,432.12	12,803.90	6,984.10
85000 51177 CR-SAL/BEN VV SUPPORT	(16,272.00)	(16,272.00)	(16,271.55)	(0.45)	(19,805.00)	(19,805.00)	(1,650.42)	(19,805.04)	0.04
85000 51178 CR-SAL/BEN-BUELLTON SUPPORT	(17,346.00)	(17,346.00)	(17,345.81)	(0.19)	(25,816.00)	(25,816.00)	(2,151.33)	(25,815.96)	(0.04)
85000 51230 INSURANCE BENEFITS	64,023.00	64,023.00	74,848.13	(10,825.13)	70,918.56	70,918.56	20,865.32	60,277.59	10,640.97
85000 51232 PT MEDI-CARE/WC/UNEMP INS	5,131.00	5,131.00	-	5,131.00	5,586.00	5,586.00	-	-	5,586.00
85000 51240 RETIREMENT BENEFITS	83,954.00	83,954.00	71,115.69	12,838.31	66,022.60	66,022.60	26,719.00	77,188.22	(11,165.62)
85000 51241 PT RETIRE-NON PERS COVERED	4,957.00	4,957.00	5,103.64	(146.64)	4,650.00	4,650.00	1,648.85	4,763.34	(113.34)
85000 51242 PT RETIRE-PERS COVERED	2,183.00	2,183.00	-	2,183.00	1,797.00	1,797.00	-	-	1,797.00
85000 52110 POSTAGE	2,816.00	2,816.00	1,190.15	1,625.85	2,100.00	2,100.00	127.32	1,190.15	909.85
85000 52120 OFFICE SUPPLIES	750.00	750.00	139.13	610.87	750.00	750.00	65.16	139.13	610.87
85000 52130 PRINTING	400.00	400.00	994.01	(594.01)	1,400.00	1,400.00	-	1,400.00	-
85000 52131 COPY MACHINE EXPENSE	2,600.00	2,600.00	1,699.04	900.96	2,198.00	2,198.00	442.17	1,768.68	429.32
85000 52132 COPY MACHINE SVC/MAINT	1,450.00	1,450.00	1,296.88	153.12	1,560.00	1,560.00	470.64	1,411.92	148.08
85000 52140 PUBLICATIONS	45,000.00	45,000.00	44,161.65	838.35	45,000.00	31,200.00	11,196.62	33,589.86	(2,389.86)
85000 52141 PUBLICATIONS-YOUTH	-	-	-	-	-	13,800.00	4,190.74	12,572.22	1,227.78
85000 52142 BOOKS/AUDIO VISUAL RENTAL(S)	1,000.00	1,000.00	(85.43)	1,085.43	-	-	(1,138.40)	(3,415.20)	3,415.20
85000 52201 OPR SUP-SUPPLIES	18,000.00	18,000.00	17,655.38	344.62	12,000.00	12,000.00	1,199.31	3,597.93	8,402.07
85000 52237 OPR SUP-COMPUTER EQUIPMENT	2,000.00	2,000.00	2,672.29	(672.29)	3,000.00	3,000.00	1,970.14	3,000.00	-
85000 52408 OTHER SUP-BUILDING MAINT	4,500.00	4,500.00	6,753.53	(2,253.53)	4,500.00	4,500.00	4,588.47	6,753.53	(2,253.53)
85000 52410 OTHER SUP-MISCELLANEOUS	-	-	629.12	(629.12)	-	-	-	-	-
85000 52413 OTHER SUP-BOOK REPAIR	-	-	-	-	-	-	-	-	-
85000 53111 UTILITIES-WATER	5,127.00	5,127.00	7,190.27	(2,063.27)	6,121.00	6,121.00	2,038.03	8,152.12	(2,031.12)
85000 53112 UTILITIES-ELECTRIC	23,655.00	23,655.00	20,655.63	2,999.37	22,652.00	22,652.00	5,096.19	20,384.76	2,267.24
85000 53113 UTILITIES-SEWER	3,348.00	3,348.00	3,348.00	-	2,998.00	2,998.00	837.00	3,348.00	(350.00)
85000 53114 UTILITIES-REFUSE	2,160.00	2,160.00	1,839.12	320.88	2,052.00	2,052.00	459.78	1,839.12	212.88
85000 53115 UTILITIES-GAS	4,100.00	4,100.00	2,299.77	1,800.23	5,304.00	5,304.00	100.82	302.46	5,001.54
85000 53202 COMMUNICATIONS-TELEPHONE	2,008.00	2,008.00	1,576.10	431.90	1,986.00	1,986.00	165.50	1,986.00	-
85000 53210 COMMUNICATIONS-INTERNET	-	-	-	-	830.00	830.00	69.20	830.40	(0.40)
85000 53301 PROF SVC-ADMINISTRATION	60,029.00	60,029.00	60,029.00	-	59,629.00	59,629.00	4,969.08	59,628.96	0.04
85000 53340 PROF SVC-ADVERTISING	200.00	200.00	476.67	(276.67)	200.00	200.00	297.00	476.67	(276.67)
85000 53364 PROF SVC-CREDIT CARD CHGS	700.00	700.00	572.05	127.95	500.00	500.00	(78.36)	-	500.00
85000 53383 PROF SVC-FIRE ALARM SYS TES	-	-	-	-	2,658.00	2,658.00	2,657.45	2,657.45	0.55
85000 53390 PROF SVC-OTHER	-	-	-	-	-	-	-	-	-
85000 53446 SVC-SECURITY SYSTEM	-	-	-	-	-	-	-	-	-
85000 53460 SERVICES-LIBRARY BLACK GOLD	51,700.00	60,180.00	58,709.05	1,470.95	67,185.00	67,185.00	16,796.00	67,184.00	1.00
85000 53478 SVC-BACKGROUND SCREENING	310.00	310.00	122.00	188.00	310.00	310.00	-	120.00	190.00
85000 53489 SVC-SHREDDING/RECORD DISPOS	65.00	65.00	59.92	5.08	65.00	65.00	-	60.00	5.00
85000 53502 REPAIR&MAINT-OFFICE EQUIP	260.00	260.00	137.40	122.60	185.00	185.00	-	140.00	45.00
85000 53503 REPAIR&MAINT-SPECIAL EQUIP	2,000.00	2,000.00	1,180.64	819.36	2,000.00	2,000.00	327.12	981.36	1,018.64
85000 53511 REPAIR&MAINT-RADIO EQUIP	-	-	-	-	-	-	-	-	-
85000 53525 REPAIR&MAINT-BUILDING	-	-	-	-	-	-	-	-	-
85000 54101 TRAINING	300.00	300.00	328.50	(28.50)	300.00	300.00	-	300.00	-
85000 54120 TRAVEL	1,000.00	1,000.00	2,433.27	(1,433.27)	1,600.00	1,600.00	475.70	1,902.80	(302.80)
85000 54122 MISC LICENSE FEE(S)	-	-	-	-	1,465.00	1,465.00	1,465.00	1,465.00	-

FUND 85 LOMPOC LIBRARY FINANCIAL REPORT FY 12-14	12-13				13-14				
	ADOPTED BUDGET	REVISED BUDGET	6/30/2013	(Over)	ADOPTED BUDGET	REVISED BUDGET	11/5/2013	Projected	(Over)
			YTD	Under			YTD	Revenues &	Under
			ACTUAL	Budget			ACTUAL	Expenditures	Budget
85000 54130 MEMBERSHIPS	150.00	150.00	100.00	50.00	310.00	310.00	-	100.00	210.00
85000 54140 MEETINGS-TRVL,MEALS,ROOM FE	200.00	200.00	122.71	77.29	200.00	200.00	-	120.00	80.00
85000 54174 EMPLOYEE AWARD PINS	-	-	-	-	-	-	-	-	-
85000 54203 INSURANCE-FIRE & PROPERTY	3,568.00	3,568.00	3,568.00	-	4,934.00	4,934.00	411.16	411.16	4,522.84
85000 56115 INTRL SVC-ENGINEERING	-	-	219.50	(219.50)	-	-	-	-	-
85000 56117 INTRL SVC-ENVIRONMENTAL	-	-	132.39	(132.39)	-	-	1.58	1.58	(1.58)
85000 58145 INT-ENERGY EFFIC IMPR PROJ	5,377.00	5,377.00	5,376.94	0.06	5,114.00	5,114.00	283.82	5,114.00	-
85000 59119 CALCARD DISPUTED BILLING	-	-	661.18	(661.18)	-	-	-	-	-
85000 61145 PRIN-ENERGY EFFIC IMPR PROJ	5,710.00	5,710.00	5,710.10	(0.10)	5,973.00	5,973.00	-	5,973.00	-
85000 79926 LIB PARKING LOT IMPROV	-	-	-	-	12,000.00	12,000.00	-	8,820.00	3,180.00
85000 79941 LIB GRT-TEEN AREA FURN/EQUI	-	-	1,221.44	(1,221.44)	-	-	-	-	-
85000 80211 ENRGY EFFIC-FIRE+SECURTY AL	-	-	-	-	-	-	-	-	-
TOTAL PROGRAM 85000 EXPENDITURES	891,625.00	900,105.00	832,668.20	67,436.80	766,176.05	766,176.05	253,415.72	779,865.85	(13,689.80)
85120 LOMPOC LIBRARY-CA COUNCIL FOR HUMAN									
85120 53340 PROF SVC-ADVERTISING	-	-	4,553.38	(4,553.38)	-	-	-	-	-
85120 53390 PROF SVC-OTHER	-	-	2,254.20	(2,254.20)	-	-	-	-	-
85120 54120 TRAVEL	-	-	345.15	(345.15)	-	-	-	-	-
TOTAL PROGRAM 85120 EXPENDITURES	-	-	7,152.73	(7,152.73)	-	-	-	-	-
85170 LOMPOC LIBRARY-SUPPLEMENTAL SB									
85170 52140 PUBLICATIONS	-	-	-	-	-	-	-	-	-
85170 52201 OPR SUP-SUPPLIES	-	-	-	-	-	-	-	-	-
85170 52237 OPR SUP-COMPUTER EQUIPMENT	-	-	-	-	-	-	-	-	-
85170 53346 SVC-SECURITY SYSTEM	-	-	-	-	-	-	-	-	-
85170 79939 LIB-REDESIGN CIRCULATION AREA	-	-	-	-	-	-	-	-	-
TOTAL PROGRAM 85170 EXPENDITURES	-	-	-	-	-	-	-	-	-
85180 LOMPOC LIB-ROBERTA THOMPSON MEMORIAL									
85180 80160 CIP-CHILDREN'S COMPUTER CENTER	-	-	-	-	-	-	-	-	-
TOTAL PROGRAM 85180 EXPENDITURES	-	-	-	-	-	-	-	-	-
85200 LOMPOC LIBRARY-GROUNDS MAINT									
85200 51140 SALARIES PART TIME	3,230.00	3,230.00	3,096.90	133.10	3,230.00	3,230.00	922.00	2,663.56	566.44
85200 51230 INSURANCE BENEFITS	-	-	597.54	(597.54)	-	-	112.44	324.83	(324.83)
85200 51232 PT MEDI-CARE/WC/UNEMP INS	351.00	351.00	-	351.00	410.00	410.00	-	-	410.00
85200 51241 PT RETIRE-NON PERS COVERED	121.00	121.00	116.92	4.08	121.00	121.00	34.59	99.93	21.07
85200 52406 OTHER SUP-GROUNDS MAINT	-	-	-	-	-	-	-	-	-
85200 53408 SERVICES-GROUND MAINT	900.00	900.00	675.00	225.00	900.00	900.00	-	-	900.00
85200 55129 FLEET REPLACEMENTS	716.00	716.00	716.00	-	510.00	510.00	42.50	510.00	-
TOTAL PROGRAM 85200 EXPENDITURES	5,318.00	5,318.00	5,202.36	115.64	5,171.00	5,171.00	1,111.53	3,598.31	1,572.69
85350 LOMPOC LIBRARY- LSTA GRANT									
85350 53751 SVC-LIVE HOMEWORK HELP	-	-	-	-	-	-	-	-	-
TOTAL PROGRAM 85350 EXPENDITURES	-	-	-	-	-	-	-	-	-
85500 LOMPOC LIBRARY-FRIENDS CONTRIBUTION									
85500 52140 PUBLICATIONS	-	-	-	-	-	-	-	-	-
85500 52141 EXPRESS BOOKS	-	-	-	-	-	-	-	-	-
85500 52237 OPR SUP-COMPUTER EQUIPMENT	-	-	-	-	-	-	-	-	-
85500 54166 CONTRIB-DEWEES MEMORIAL	-	-	-	-	-	-	-	-	-
85500 54167 CONTRIB-TURDUKEN DINNER GRO	-	-	-	-	-	-	-	-	-
85500 73005 CONTRIB-MICROFILM SCANNER	-	-	-	-	-	-	-	-	-
TOTAL PROGRAM 85500 EXPENDITURES	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	896,943.00	905,423.00	845,023.29	60,399.71	771,347.05	771,347.05	254,527.25	783,464.15	(12,117.10)
REVENUES OVER (UNDER) EXPENDITURES	(45,443.00)	(53,923.00)	(37,041.06)	(16,881.94)	14,588.95	14,588.95	(197,964.15)	9,632.46	4,956.49
PROJECTED FUND BALANCE			300,174.22			314,763.17		309,806.68	
FUND BALANCE @ 6/30/12		337,215.28							
Change in Fund Balance for FY 12-13		(37,041.06)							
FUND BALANCE 6/30/13		300,174.22							
Deferred Revenue for SB Co Supplemental Revenue for 13-14		\$ 12.03							
Total Deferred Revenue at 6/30/13		\$ 12.03							

8C. CONSIDERATION OF THE MAXIMUM NUMBER OF EACH MATERIAL TYPE ALLOWED OUT PER PATRON

BACKGROUND

The Lompoc Public Library System has always limited the checkout limit per patron for certain formats of materials. One of the reasons for this was due to small collection sizes. For example, 10 years ago the Library had a very small collection of DVDs and it was a very high demand collection. Patrons were limited to only checking out three DVDs at any one time. Over the years as the collection and demand of DVDs continued to grow, so did the checkout limit per patron - going from three to seven and then from seven to ten. It currently remains at ten. This is also true for audiobooks and music CDs.

DISCUSSION

Collection sizes at the Library have grown significantly over the years and limiting checkout by material type is no longer necessary. It is suggested that the Lompoc Library System follow the lead of other libraries in the Black Gold System and not place limits on materials types. Library patrons have a grand total item limit of 50 items and this would still apply.

The current collection sizes of DVDs, audiobooks and music CDs are listed below for reference.

Format:	DVDs	Audiobooks	Music CDs
# of items held:	13,036	3,940	1,484
Current checkout limit:	10	10	10

The major benefits of removing the material type limits would be as follows:

- Patron satisfaction
- Higher circulation rates at all libraries
- Consistency across Black Gold Libraries
- Self-check machine errors would be reduced

A chart of Black Gold Cooperative System Libraries and their checkout periods follows this staff report.

FISCAL IMPACT

While it is challenging to determine any fiscal impact this change might have, it is possible that more DVD fines will be accrued by patrons, therefore slightly raising fines collected by the libraries.

STAFF RECOMMENDATION

The Library Board of Trustees approve changing the maximum number of each material type allowed out per patron to match the Library's maximum total item limit effective immediately.

From the Black Gold Cooperative Library System Circulation Policies Manual:

MAXIMUM NUMBER OF EACH MATERIAL TYPE ALLOWED OUT PER PATRON

There is no common practice concerning maximum number of items allowed to be checked out. Current maximum limits are listed on the following chart. When there is a slash between numbers (i.e. 2/6) the first number refers to the daily limit, the second to the total limit.

	SP	LM	PR	SLO	SB	SM
Total # of All Items	30	50	20	99	no limit	20/45
Audio Cassettes	4	n/a	20	no limit	no limit	6
Books on CD	2	10	20	no limit	no limit	6 ²
Books on Tape	4	n/a	20	no limit	no limit	6
CDs	2	10	20	no limit	no limit	6
DVDs/DVD5	2	10	20	no limit	no limit	6
Encyclopedia	2	No limit ³	20	no limit	no limit	2
Pamphlets/Vertical Files	no limit	no limit ¹	4/subject 20 max	no limit	no limit	5
Periodicals (Same Title)	6	n/a	20	no limit	no limit	5A 5J
Periodicals (Total)	6	n/a	20	no limit	no limit	5A 5J
Videos	2	n/a	20	no limit	no limit	6
¹ Does not supersede total number of items ² SM – Children’s book with CDs, 3 per family ³ LM – Encyclopedias that are part of reference do not circulate.						

8D. CONSIDERATION OF INCREASING THE INTERLIBRARY LOAN (ILL) FEE FROM \$10.00 TO \$15.00

BACKGROUND

Interlibrary loan (ILL) processes at the Lompoc Library have went through a variety of changes from 2009 to the present. During budget cuts in 2009, previous Library Director, Molly Gerald, recognized several ways to cut costs in the ILL process and made several changes. In 2010, the ILL Clerk resigned and ILL duties were absorbed into the reference department which resulted in further changes now that there was not a dedicated person assigned to the task. In 2011, the cost of an ILL was increased from \$3 to \$10 to account for the changes that had occurred in past years.

In 2012, the Lompoc Public Library System withdrew its membership from OCLC, the standard system for which libraries conduct ILL business. The reasoning for the withdrawal was varied – low usage due to changes in ILL procedures and OCLC raising membership costs. In 2013, Black Gold Cooperative Library System left OCLC as well and moved to Skyriver – which allows for cataloging but not ILL services. This change saved Black Gold over \$10,000 annually.

In FY12-13, there were 14 incoming ILLs. In the few months of FY13-14, there have been 2 incoming ILLs.

DISCUSSION

Now that Lompoc Library System is no longer part of OCLC, ILL requests must all be completed manually which is much more time consuming than it was previously. \$10 does not even begin to recover the costs of an ILL, which includes time from reference staff, the Adult Services Manager and shipping. Library staff does not want to discourage Library patrons from making use of ILL services. However, it is important that the ILL fee reflect the more challenging and work intensive process that comes along with an ILL request. This is a very specialized service that is not frequently requested and is often related to high levels of academic or scholarly research.

Black Gold Interlibrary Loan fees vary by jurisdiction and are provided below.

Lompoc	Santa Barbara	Santa Maria	San Luis Obispo	Paso Robles
\$10	\$15	\$3	\$3	\$2

FISCAL IMPACT

This will not have any significant impact on the library's revenues.

STAFF RECOMMENDATION

The Library Board of Trustees approve increasing the Interlibrary Loan fee from \$10.00 to \$15.00 effective Monday, December 2, 2013.

LOMPOC PUBLIC LIBRARY SYSTEM OCTOBER 2013 STAFF REPORT

BLACK GOLD COOPERATIVE LIBRARY SYSTEM

Date	Black Gold Committee	Attended By
October 9	Youth Services Committee	Lezlee Hurtado
October 23	OPAC Committee	Jessica Cadiente

GRANT SEEKING

A grant application to California Council for the Humanities for a California Reads 2014 grant was submitted in the amount of \$5,000. California Reads 2014 provides funding for a community read program, this year's selected title is *What It Is Like to Go to War* by Karl Marlantes (author of *Matterhorn* and *Black Hawk Down*). The programming would focus on returning home from war and veterans. The Library has received a grant from California Council for the Humanities in 2011 for the programming that occurred in Fall 2012 centered around the book *Farewell to Manzanar*.

LIBRARY OPERATIONS

RFID tagging was finished, under the supervisor of Ms. Hurtado. This required Library Pages working extra hours and 8 very dedicated volunteers. Ms. Hurtado has organized for there to be volunteers present during most hours of the day nearby the new self-check kiosks to provide assistance to Library patrons as they adjust to the new technology.

Ms. Cadiente managed the installation of three Bibliotheca self-check kiosks, circulation management software, cash and coin mechanisms, and RFID gates. Many critical errors outside the control of Lompoc Library occurred. These errors resulted in many hours of troubleshooting and testing by Ms. Cadiente. Ms. Cadiente worked with Bibliotheca and Black Gold ATS to solve many of the issues.

Several fun and interested book displays were put up during the month of October on the following topics: Banned Books Week, National Bake and Decorate Month, National Bullying Prevention Awareness.

Ms. Cadiente is the audiobook purchaser for Black Gold this month and also assisted in purchasing the opening collection of Zinio magazines for Black Gold. Zinio is a new service offered by the Library which allows patrons to download popular magazines onto their PC, tablet or various other reading devices.

LITERACY SERVICES

Literacy Coordinator, Christina Chill, was a guest speaker at the Eta Sorority Group on October 9 and spoke to 12 attendees; she also spoke to the National Association for Retired Federal Employees on October 10 with 37 in attendance. Ms. Chill spoke with the Lompoc Adult School staff who will begin referring students they encounter who lack basic skills to the Literacy program.

Ms. Chill is also working with the Executive Director of the Central Coast Literacy Council regarding the future of the Literacy program. She will report their progress as appropriate.

The committee formed to consider the future of Literacy had their first meeting on October 28 and consisted of 11 tutors. The Library Director will continue to work with this committee and the Literacy Coordinator to further define the efforts and goals of the committee while encouraging the involvement of outside parties to join the committee.

The annual Literacy mail campaign will begin mid-November to fundraise monies for the program.

Ms. Chill is currently working on three grants that need to be submitted prior to the end of the year.

LITEARCY STATISTICS

New student intakes: 2; Tutors/Learners matched: 3; Books distributed: 121.

Date	Program	Attendance
October 30	Families for Literacy – Halloween	27
	TOTAL:	27

PROGRAMMING

After a four month hiatus, La Honda State Preschool storytime resumed on Tuesdays and Wednesdays, averaging 26 students at each storytime.

October 26 marked the last meeting of the Lompoc Library Writer’s Group. Twelve amazing writers have attended the workshop for over 6 months working on their novels. They are now all participating in NaNoWriMo (National Novel Writing Month) and hope to complete their books! Certificates of Completion were presented to all attendees by the Library Director and celebratory potluck was enjoyed by all.

Date	Program	Attendance
October 2	Save Your House (foreclosure)	8
October 10	Young at Heart bookclub	7
October 24	Dorothy Jackson Center Outreach Storytime	29
October 25	Decorate a Haunted Gingerbread House	40
October 26	Writers Group	17
Wednesdays in October	Homework Club	45
October	Storytime	234
	TOTAL:	380

SUPPORT AND FUNDRAISING

Meetings with Library support groups or fundraisers held for the month of October are listed below:

Date	Meeting	Attended By
October 8	Friends of the Buellton Library	Liz Chapman
October 10	Library Foundation	Ashlee Chavez
October 10	Support the Village Library Group	Stacy Brigman
October 23	Library Foundation	Ashlee Chavez
October 23	Friends of the Buellton Library	Liz Chapman
October 29	Friends of the Lompoc Library	Ashlee Chavez

VOLUNTEER SERVICES

A thank you reception to honor the hard work of library volunteers who dedicated time and efforts towards the RFID project were honored on October 21. The reception featured coffee and pastries and the Library Director provided Certificates of Appreciation to all of the volunteers.

Training was provided to Library volunteers from Ms. Hurtado regarding processing and retrieving holds.

Volunteer Applications received: 6; Volunteers assigned: 3; Volunteer Hours: 378.

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	3,576/ 520		

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	12,211	14,427		

BUELLTON LIBRARY

Branch Supervisor, Liz Chapman, met with Dayana Zepeda of People Helping People to set up an evening informational presentation for the Hispanic community of Buellton. She also designed a simplified registration form and basic rules translated into Spanish for this event.

Ms. Chapman also met with Stacia Lenger, a teacher at Oak Valley Elementary school and principal, Lisa Maglione to schedule a field trip for all first grade students that do not have a library card. Ms. Chapman met with Wendy Campbell from the Oak Valley PTA about providing donated materials for a holiday book fair.

A special Halloween storytime allowed for decoration of mini pumpkins. Children came in costume and were able to see the staff dressed as Wizard of Oz characters. Ms. Chapman also took the time to decorate a Library scarecrow to participate in the Santa Ynez Valley annual Scarecrow Fest.

Date	Program	Attendance
October	Storytime	92
October	Head Start outreach visits	51
TOTAL:		143

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	1,127/132		

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*	5,096	5,830		

*Aug: 5 days no reading

VILLAGE LIBRARY

Branch Supervisor, Stacy Brigman, in conjunction with Ms. Cadiente have been working towards creating a new "rental" book space at the Village Library. This should allow for more new books to be on the shelf at the Village Library and will also be more consistent with the Lompoc and Buellton Libraries.

Volunteer hours for the month at the Village Library totaled 192 hours.

Date	Program	Attendance
October 12	Speaker Series – Photographer/Naturalist	6
October	Storytime	205
TOTAL:		211

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	452/92		

*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	2,595	2,897		