



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

TUESDAY, DECEMBER 10, 2013, 10:00AM
140 W HWY 246, BUELLTON, 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 November 12, 2013 regular meeting
- B. Approval of the November 2013 invoices

4. PRESENTATIONS

- A. Liz Chapman, Buellton Branch Manager, will present an update on the Buellton Library

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 Appreciation to the Turducken Dinner Group from Trustees

8. BUSINESS

A. CONSIDERATION OF THE LITERACY PROGRAM'S COMMUNITY DEVELOPMENT BLOCK GRANT REQUEST

A staff report is included in the Board packet.

STAFF RECOMMENDATION: The Library Board of Trustees approve a request of \$10,000 in CDBG funds to cover salary and instructional materials for the Literacy's Adult Reading Program for FY2014-15 and authorize Trustee Ruhge to sign a letter confirming the approval.

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.

B. CONSIDERATION OF EARLY CLOSURE AT THE LOMPOC, BUELLTON AND VILLAGE LIBRARIES ON NEW YEARS EVE

A staff report is included in the Board packet.

STAFF RECOMMENDATION: The Library Board of Trustees approve an ongoing special closing time of 5:00 PM at the Lompoc, Buellton and Village Libraries on New Year's Eve (if New Year's Eve falls on a day when the Library is open and the normal hours of operation extend past 5:00PM) effective immediately.

C. DISCUSSION AND PLANNING OF JOINT MEETING BETWEEN CITY COUNCIL AND LIBRARY BOARD OF TRUSTEES

9. LIBRARY DIRECTOR'S NOVEMBER REPORT

10. ROUNDTABLE

Remarks by Trustees and Staff

11. ADJOURNMENT

The next Regular meeting will be held on January 14, 2014 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 10:00 AM and 7:00 PM Monday through Thursday, and 1:00 PM and 5:00 PM Friday and Saturday.

Lompoc Library Board of Trustees
Lompoc Public Library, 501 E. North Ave., Lompoc, CA
Tuesday, November 12, 2013, 10:00 AM
Regular Meeting Minutes

1. Call to Order

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

Trustees Present: Maria Aguiniga, Judith Dale, Luella Knowles, Linual White

Trustees Absent: Ann Ruhge

Staff Present: Ashlee Chavez, Library Director; Lee Edie, Library Administrative Aide

2. Adoption of Agenda

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

3. Consent Calendar

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

4. Presentations

None.

5. Public Comment

None.

6. Library Support Activities

A. Friends of the Library

The Library Director reported that the Lompoc Civic Theater's performance of "Looking for Kitty" held on November 3 and the raffle of a two-pound box of See's Candies when very well. Proceeds are in the \$600 range. The Friends current fundraiser is the Decorated Christmas trees.

B. Library Foundation

The Library Director reported that the Foundation is holding a Chamber mixer at Surf Connection on November 21, their next meeting is scheduled for November 14, and a cabaret fundraiser is tentatively scheduled for January 18, 2014.

7. Correspondence

A letter of congratulations was received from Congresswoman Lois Capps on being awarded a *Created Equal: America's Civil Right Struggle* grant through the National Endowment for the Humanities.

8. Business

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

The Library Director reported the MOU between the City and the Lompoc Unified School District has been approved by the City Attorney and is currently being reviewed by the LUSD. She advised that this project will no longer be an agenda item unless necessary. After discussion, it was decided that the Library Director would report progress in the staff report and only if contrary to the last report. Since

the MOU has been approved, the existing sign at the 211 South I Street location will be replaced with something more accurate.

B. Report on the 2013-14 Budget

The Library Director advised that the City Finance Department has provided the spreadsheets for each library's budget. It was pointed out that only \$37,000 was used from Fund 85 Reserves last year versus the proposed \$60,000. After the discussion on line item questions, Trustees asked to have the report presented on a quarterly basis and each month during the last quarter. The financial documents that have been previously presented to Trustees on a monthly basis will be replaced by the line item report.

C. Consideration of the maximum number of each material allowed out per patron

The Library Director reported on reasoning for changing the maximum number of each material allowed out. Concern was expressed with the new limits and discussion included having staff evaluate and report back at a future meeting.

MOTION: It was moved, seconded (White/Dale), and unanimously carried to approve changing the maximum number of each material type allowed out per patron to match the Library's maximum total item limit effective immediately, and to report back in six months on the outcome of implementation.

D. Consideration of increasing the interlibrary loan (ILL) fee from \$10.00 to \$15.00

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

MOTION: It was moved, seconded (Dale/Aguiniga), and unanimously carried to approve increasing the Interlibrary Loan fee from \$10.00 to \$15.00 effective December 2, 2013.

9. Library Director's October report and updates

The Library Director reported that at the City Council meeting of November 5, 2013 she provided an update on the RFID implementation. A small staff committee is working on establishing a comfortable space for employees to use for their breaks. The City Clerk was contacted to see when the joint meeting between the Library Trustees and City Council will be held and was advised to plan on the second meeting in February 2014. When asked, Trustees provided input for the Library Director to consider regarding the presentation at that meeting. It was decided that the subject of the joint meeting would be presented for further discussion at the next meeting.

10. Roundtable

Trustee Aguiniga, although unable to attend, was pleased to know that other Trustees attended the Turducken Dinner Group fundraiser dinner on November 9th and expressed that she thought it important for Trustees to be present and support Library fundraising events and programs.

Trustee Dale reported that the Solvang and Buellton Friends groups co-sponsored golf tournament on November 3rd was very successful and a good collaborative venture between the two groups.

11. Adjournment

The meeting was adjourned at 11:28 AM. The next Regular meeting will be held on December 10, 2013 at 10:00 AM at the City of Buellton Council Chambers, 140 W. Hwy. 246, Buellton, CA.

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	212.62	43.78	56.28	
Office Supplies	xxxxx-52120				
Printing	xxxxx-52130				
Copy Machine Expense	xxxxx-52131	146.02	43.20	78.78	
Copier Charges-Rental	xxxxx-52132	118.48			
Publications	xxxxx-52140	2,265.70	205.15	294.12	610.26
Publications- Youth	xxxxx-52141	133.78		1241.00	
Book Rental	xxxxx-52142	375.43			
Operating Supplies	xxxxx-52201	710.22			
Computer Equip.	xxxxx-52237	587.44	203.92		
Bldg. Maint. Supplies	xxxxx-52408	486.75	50.23		
Other Supplies	xxxxx-52410			59.35	
Utilities	xxxxx-53110	3,640.88	626.82		
Telephone	xxxxx-53202	16.09	21.28	68.03	
Prof Svs-Advertising	xxxxx-53340				
Black Gold Services	xxxxx-53460	16,844.00	3,464.00	4452.00	
Background Screening	xxxxx-53478				
Shredding Service	xxxxx-53489	29.88			
Office Equip Maint.	xxxxx-53502				
Special Equip Maint.	xxxxx-53503				
R&M-Building	xxxxx-53525	213.48			
Training	xxxxx-54101				
Travel	xxxxx-54120	246.90	31.64	88.72	33.90
Membership	xxxxx-54130				
Meetings/Training	xxxxx-54140	34.29		16.20	
UMS Collection Contract	40085-46129	331.15			
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	92,767.81			
Total		119,160.92	4,690.02	6,354.48	644.16

4A. PRESENTATION ON THE BUELLTON BRANCH LIBRARY BY ELIZABETH CHAPMAN

GENERAL INFORMATION

Hours of Operation

Open 6 days a week; 47 hours per week

Mon & Tues 11:00 – 8:00

Wed, Thurs, Fri 10:00 – 6:00

Saturday 12:30 – 5:30

Staff

Branch Manager – 40 hours per week

4 Clerks – 31.25 per week

Volunteers

4 regular volunteers work 5 to 6 hours weekly. Volunteers have specific areas assigned to them to maintain within the library.

- 1 story time assistant (story time set-up, crafts and clean-up);
- 1 volunteer who tutors patrons on computers Thursday mornings upon request;
- 1 special projects volunteer currently working on labeling juvenile picture books with Accelerated Reader points and reading levels.

Public Computers

4 adult desktops and 4 laptops

1 word processor in the main room, available to all ages

4 teen desktops

3 Children's internet/game computers

1 Children's word processor

1 OPAC (Online Public Access Catalog)

Programming

Weekly story time on Thursdays at 11:00 AM include stories, songs, flannel boards, puppetry and crafts presented by Liz Chapman.

NOTEWORTHY EVENTS OF 2013

Seven new all-in-one, large screen computers were purchased with a grant from the Santa Ynez Christian Science Society.

A story time, library tour and library card holder craft was presented to the local Daisy Scout troop in March, during which eleven of the 14 girls attending received library cards.

The library's connection with Oak Valley School continued with an outdoor story time during the dedication of their school garden in April, talking to Wendy Campbell of Oak Valley's PTA about donating used books that haven't sold to their fundraiser and class visits.

In April there was an evening presentation to Head Start families about available library resources. Staff is currently planning another with Dayana Zepeda from People Helping People.

In May, Ms. Chapman was invited to attend the Head Start graduation. The library's association with Head Start continued this school year starting in September with two story times a month.

The library had another record breaking Summer Reading Program turn-out for the events this past summer. There was a 35.1% increase in attendance to the events and a 7.3% increase in participant sign-ups. Thanks to the Friends of the Lompoc Library System for sponsoring the events and Youth Services Manager, Lezlee Hurtado, for arranging the performers. Program handouts were delivered to Oak Valley School prior to summer vacation.

In October, the Santa Ynez Valley Scarecrowfest was expanded to include Buellton and the library participated with our own version lounging on the walkway wall – reading a book, of course.

In November, the Friends of the Buellton Library presented a joint fundraising golf tournament, "Birdies, Barbeques and Books," with the Friends of the Santa Ynez Valley.

GOALS FOR 2014

- Reorganize or move the Teen section to allow more space for books on CD & DVDs.
- Replace the carpet in the main room of the Library.
- Complete fundraising to redesign and expand the circulation/processing/manager's office; currently this project has approximately 60% of its funding goal.
- Extend connection to local Boy Scout troops.
- Find room for tables specifically set up for laptop use and tutors which includes convenient access to power.

Lompoc Library Board of Trustees

Administrative Board of Trustees for the Library Zone 2
Communities of Lompoc, Buellton and Vandenberg Village
501 E. North Ave.
Lompoc, CA 93436

Ann Ruhge, President
Luella Knowles, Vice President
Linual White, Secretary
Maria Aguiniga
Judith Dale

December 10, 2013

DeWayne Holmdahl, Chair
Turducken Dinner Group
421 N Poppy
Lompoc, CA 93436

Dear DeWayne,

The Library Board of Trustees would like to extend their thanks to the Turduckens for their extraordinary efforts to raise funds for the Lompoc Public Library System. The Turducken Dinner Event was a unique, special and fun evenings for all attendees. Your contributions will allow the Lompoc, Buellton, and Village Libraries to purchase necessary materials, equipment and other items that help service our communities to the best of the Library's abilities. You may expect an update from Library Staff later that will provide examples to your group of the wonderful things that were able to be accomplished with the enhanced resources made possible by the Turduckens.

Thank you for the belief in public libraries that your donation represents.

Respectfully,

Ann Ruhge, President

Luella Knowles, Vice President

Linual White, Secretary

Maria Aguiniga, Trustee

Judith Dale, Trustee

8A. CONSIDERATION OF THE LITERACY PROGRAM'S COMMUNITY DEVELOPMENT BLOCK GRANT REQUEST

BACKGROUND

Federal Community Development Block Grant funds are allocated annually by the Human Services Commission, a five-member group appointed by City Council. The Literacy Coordinator last applied and was awarded funding in the 2011-12 budget cycle. Funds were not applied for in 2012-13, due to difficulties in finding staff time to complete the application.

DISCUSSION

The Lompoc Public Library System is the agency that provides the program for which funds are being requested. The Library Board of Trustees is asked to approve the submittal of the Literacy Program application which will request \$10,000 in support of salary and instructional materials for the Adult Reading Program for FY14-15.

This application assumes the Literacy Program is able to find funding to progress past March 2013, as the program is currently month-to-month.

A copy of the draft letter documenting the Board's approval of the Literacy Program application follows this report.

FISCAL IMPACT

The \$10,000 for FY14-15 could greatly improve the Literacy's Program's chances of survival at its current level through FY14-15, giving it another opportunity for increased funding from the City of Lompoc in FY15-17, if that is the desire of the Library Board of Trustees at that time.

STAFF RECOMMENDATION

The Library Board of Trustees approve a request of \$10,000 in CDBG funds to cover salary and instructional materials for the Literacy's Adult Reading Program for FY2014-15 and authorize Trustee Ruhge to sign a letter confirming the approval.

8B. CONSIDERATION OF EARLY CLOSURE AT THE LOMPOC, BUELLTON AND VILLAGE LIBRARIES ON NEW YEAR'S EVE

BACKGROUND

Closure times on New Year's Eve for the Lompoc Public Library System has varied over the years, depending on what day of the week New Year's Eve has fallen on and what the typical closing time is for a particular library. For example, in 2012, New Year's Eve was on a Monday – the Lompoc Library closed at its normal 5:00 PM closing time, the Buellton Library was granted permission to close at 6:00 PM by the Library Board of Trustees (normal Buellton Library closing time on Mondays is 8:00 PM) and the Village Library closed at their normal 6:00 PM closing time.

DISCUSSION

For the sake of consistency for staff and patrons, Library staff is suggesting a special closing time of 5:00 PM for New Year's Eve at all Libraries. This means that Library staff will not need to request a special closing time for the libraries from the Board in the future and allows staff to plan ahead for holiday scheduling.

FISCAL IMPACT

While this change would allow for some small salary savings for each library, those savings are minimal. Also, there may be some years when the holiday falls on a day that the library is already closed, which would result in no savings. The approximate numbers below are based on averages.

	Lompoc	Buellton	Village
Anticipated Annual Savings	\$160	\$45	\$30

STAFF RECOMMENDATION

The Library Board of Trustees approve an ongoing special closing time of 5:00 PM at the Lompoc, Buellton and Village Libraries on New Year's Eve (if New Year's Eve falls on a day when the Library is open and the normal hours of operation extend past 5:00 PM) effective immediately.

LOMPOC PUBLIC LIBRARY SYSTEM NOVEMBER 2013 STAFF REPORT

BLACK GOLD COOPERATIVE LIBRARY SYSTEM

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

Date	Black Gold Committee	Attended By
November 6	Automated Technical Services	Jessica Cadiente
November 13	Reference and Adult Services	Jessica Cadiente
November 22	Cataloging Work Study Group	Jessica Cadiente
November 25	Personnel (Council subcommittee)	Ashlee Chavez

BUILDING PROJECTS

Library Director, Ashlee Chavez, met with representatives from Otojoy, the only company in Santa Barbara County that installs hearing loops. Ms. Chavez is hopeful that a local group will sponsor the installation of a hearing loop in the Grossman Gallery. Hearing loops interact with a piece of equipment commonly found in hearing aids to help improve sound and hearing quality in larger rooms that have sound systems already installed.

The parking lot slurry seal and restriping was completed in mid-November. A kickoff meeting regarding an electrical assessment project occurring at the Lompoc Library was held on November 15. The project will take approximately less than one year to complete.

LIBRARY OPERATIONS

Adult Services Manager, Jessica Cadiente, and Library Reference Staff recently completed two very helpful forms – one is a PR checklist for staff to use to ensure that staff are effectively marketing programs and library events; the other document is a social services pamphlet that can be given to patrons who may need to know about the resources available in Lompoc.

Ms. Cadiente also worked with Bibliotheca (the Library's RFID vendor) and outside sub-contractors to correct several issues with the self-check kiosks. The kiosks were upgraded to the latest software that now prevents patrons from by-passing via the My Account button. The configuration of the coin hoppers were fixed to allow for quicker reconciliation. Additionally, the first month of circulation statistics for the self-checkout kiosks are now available. Self-check accounted for slightly over 30% of total library checkouts in November. The Library Director's future goal for self-checkout once the practice has been established is between 80-90%.

Youth Services Manager, Lezlee Hurtado, worked with Santa Maria United Way to ensure that the Library has applications for the Dolly Parton Imagination Library available to library patrons.

A mandatory staff fire drill training session was completed by the Library's Safety Officer and Computer Technician, Adam Fabela. Administrative Assistant and supervisor of Library Custodians, Lee Edie, received mandatory training on Global Harmonized System (GHS) which is replacing MSDS.

The California Libraries annual State Report was completed and submitted in November.

Twenty-seven patron requests were filled in November via the Suggest a Purchase Link on the Library's website.

LITERACY SERVICES

With 30 tutors/students contributing 111 volunteer hours, the Literacy Program's Annual Mail Solicitation successfully went out to 900 residents. The Friends were a big help, providing their member labels and also allowing us to use their bulk mail permit, saving \$269 in postage fees. The donations have begun to pour in with \$475 collected in the first few days!

The Literacy Committee met November 25 with seven in attendance. The Literacy Coordinator gave an update of literacy budget and the Library Director provided information about the City budget process/procedures for requesting city funds. Action items: 1) The committee members will begin a letter writing campaign, 2) They will encourage learners and family members to participate, 3) They will seek community businesses, churches, organizations, to speak or write letters on behalf of literacy should a request for funding go before council in 2014, and 4) Explore branching out to provide literacy services in the Buellton area.

Two big events were scheduled for early 2014. Instead of having the Literacy's annual Awards Dinner in December, they have opted to wait until January 12 to prepare for a special 25th Anniversary celebration. The Annual Scrabble event was moved up from April to February 23.

LITEARCY STATISTICS

New student intakes: 1; Tutors/Learners matched: 1; Books distributed: 106.

PROGRAMMING

Library staff are preparing for a "Design a Library Card" contest, which is related to the First Grade, First Library Card grant. Preliminary details are still being discussed.

In what is becoming an annual tradition, Youth Services Manager, Lezlee Hurtado, has rented a character costume to make the holiday celebrations especially memorable. This year, Ms. Hurtado has rented the character costume "Llama Llama Red Pajama." The costume is used for outreach storytime to local elementary age students December 16-20. Ms. Hurtado has contacted all principals to set up a visit and has heard back from five principals so far.

Date	Program	Attendance
November 1	Family Movie Night – Monsters University	38
November 7	New Life Christian Academy class visit	12
November 8	La Canada 3 rd Grade class visit	26
November 14	Young at Heart bookclub	8

November 21	Dorothy Jackson Center Outreach	28
November 22	Family Movie Night: Planes	100+
Mondays in November	Read to a Dog	3
Wednesdays in November	Homework Club	23
November	Storytime	312
TOTAL:		550

SUPPORT AND FUNDRAISING

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

Date	Meeting	Attended By
November 1	Support the Village Library Group	Stacy Brigman
November 2	Alpha Club Fashion Show	Jessica Cadiente; Ashlee Chavez; Lezlee Hurtado; Trustee Ruhge
November 3	Birdies, Barbeque and Books Golf Tournament	Liz Chapman; Trustee Dale
November 3	Looking for Kitty Benefit Performance	Ashlee Chavez; Trustee Ruhge
November 9	Turducken Dinner Event	Ashlee Chavez; Lee Edie; Trustees Dale, Knowles and White
November 12	Friends of the Buellton Library	Liz Chapman; Trustee Dale

VOLUNTEER SERVICES

Volunteer Applications received: 4; Volunteers assigned: 0; Volunteer Hours: not available.

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	3,462/390	

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	10,354*	

*Nov: 6 days no reading @ parking lot entrance

BUELLTON LIBRARY

The Buellton Library received two new thermal printers during the month of November. These receipt printers are faster, quieter, and the paper is less expensive.

The Birdies, Barbeque and Books Golf Tournament fundraiser was held on November 3 and was a great event.

PROGRAMMING

Date	Program	Attendance
November	Storytime	92
November	Head Start outreach visits	51
November	Class Visit	35
TOTAL:		178

COMPUTER SESSIONS/WI-FI USERS

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
NA	NA/ 72	928/ 121	1166/ 133	981/ 121	1,208/ 153	1,065/ 147	1,107/ 126	1,026	1,127/ 132	936/170	

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	5,006	

*Aug: 5 days no reading

VILLAGE LIBRARY

The Village Library will now have best-selling books in the form of a rental collection and their Foundation Funds will be used to purchase bestselling DVDs. The hope is these new collections will increase circulation for the Village Library.

PROGRAMMING

Date	Program	Attendance
November 14	Speaker Series – Author, Larry Skahill	15
November	Storytime	116
TOTAL:		131

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	TBA/50	

*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	2,572	

REFERENCED ATTACHED REPORT FOR ITEM 8A

Below is the draft letter documenting the Library Board of Trustee's approval of the Literacy Program's application. It will be printed on Library Board of Trustee letterhead.

December 10, 2013

City of Lompoc
Human Services Commission
100 Civic Center Plaza
Lompoc, CA 93438

Dear Human Services Commission members,

At the December 10, 2013 meeting of the Library Board of Trustees, the Board approved the Literacy Coordinator's request to submit a grant proposal to the Community Development Block Grant and Human Services program in the amount of \$10,000. The grant will be used to fund salaries and instructional materials for the Adult Reading Program.

Respectfully,

Ann Ruhge, President
Library Board of Trustees