

**Lompoc Library Board of Trustees**  
**Lompoc Public Library, 501 E. North Ave., Lompoc, CA**  
**Tuesday, October 9, 2012, 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: Judith Dale, Luella Knowles, Ann Ruhge, Linual White

Trustees Absent: Maria Aguiniga

Staff Present: Molly Gerald, Library Director; Ashlee Chavez, Adult Services Manager;  
Lee Edie, Library Administrative Aide

Others Present: Benton Trustees Barbara Holt and Rita Madden

**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**

None.

**5. Public Comment**

None

**6. Library Support Activities**

**A. Friends of the Library**

Friends President Roberta Mitchell shared that the Friends will hold their next meeting on October 25, 2012 at 4:00 PM. It is their annual meeting and new officers will be elected. The fall book sale will be held October 18-20, 2012.

**B. Library Foundation**

No representative was present. The Library Director shared that the Foundation meets the second Thursday of each month at 5:00 PM at the Veterans' Memorial building, with the next meeting scheduled October 11, 2012.

**7. Correspondence**

None.

**8. Business**

**A. Completion of the Charlotte's Web Children's Library Project**

The Library Director reviewed information provided in the staff report and project recommendations. Benton Trustees Barbara Holt and Rita Madden expressed their hope that the 211 South I Street property could be used as the primary site for the mobile library schedule. Mrs. Holt mentioned that the City could consider doing something similar to what was presented at the last City Council meeting for the Lompoc Museum with an inviting environment and outdoor seating.

Trustee Dale noted that UCSB might facilitate a landscape project with native plants. She stated that the mobile library would be a good compromise to complete the project; it would be an asset to the community and allow enhanced use of the Benton property. Trustee Ruhge said that the Wastewater Treatment Plant has a native plant demonstration garden along the road in front of their facility with plant names displayed.

Trustees discussed having specific plans for the property as part of their recommendation to Council but decided that a basic plan to put the mobile library in place was the best option at this time. The Library Director agreed that it would be best to develop the plans for the vehicle and its storage first and to wait until all costs are accounted for before thinking beyond the basics. Options for development of the 211 South I Street site can follow with funds available.

Trustee White stated that the results of the special meeting show the public favors a bookmobile and suggested that the Library Board of Trustees recommend this option to City Council, including a conceptual agreement between the parties of the MOU.

MOTION: It was moved, seconded (White/Dale), and unanimously carried that the Library Board of Trustees is in favor of purchasing a custom bookmobile to provide children's library services citywide in lieu of construction of a children's library facility, with the property at 211 South I Street as the primary site access for the mobile library.

Trustees recommended that staff meet with the City Attorney to discuss the legal steps related to the bookmobile recommendation to City Council and revision of the MOU. Trustees noted that the upcoming election and budget process may cause delays in Council's consideration of their recommendation for completion of the project. They advised the Library Director to convey their request that the Charlotte's Web project be a priority before the budget hearings.

Trustee Ruhge suggested that following the Council decision on project completion, a sign should be placed at the I Street property announcing that a mobile library is coming. Trustee Knowles added that there is already excitement in the community about a mobile library.

**B. Report on the 2012-13 budget**

The Library Director reported that the budget is on track. Regarding the Literacy budget, she shared that because of the special funding allocation from the City, the Literacy Coordinator is able to focus on recruitment of new tutors for the program this year. The Literacy Coordinator will provide her revised budget in the November Board packet.

**C. Consideration of a revision to the audiovisual (AV) policy increasing the AV check out limit per patron from 7 to 10 items in the following formats: music CDs, DVDs and Books on CD**

The Library Director advised that with the increase in library holdings in AV formats, an increase in the check out limit from 7 to 10 items per patron is a way to improve library services with no financial impact to the library system.

MOTION: It was moved, seconded (Dale/White), and unanimously carried to approve a revision to the AV policy increasing the AV check out limit per patron from 7 to 10 items in the following formats: music CDs, DVDs, and books on CD.

**D. Consideration of the 2013-15 budget development process**

The Library Director reviewed guidelines provided by City Finance in relation to the budget process. The first step is to develop a budget narrative which is due to the City Administrator in

mid-November. Staff would like to keep the mission statement and values developed during the 2011-13 budget process and will be working on revising the performance areas and specific objectives in the week ahead. The draft 2013-15 draft narrative will be provided for review by the Board at the November 13, 2012 meeting.

At the budget orientation meeting on October 4, 2012, Management Services Director, Brad Wilkie, advised that departmental expenditures should remain at 2011-13 levels, with no increases except as required in contracts, etc. Staff will develop the line item budget within the timeframe required by the City. Staff will make clear to Council that the Library is operationally a part of the City and participates fully with other departments in the budget development process.

There is concern regarding County of Santa Barbara funding in FY 2013-14. Library directors from Zones 1-3 have met with County staff, and were asked about impacts of changing the service model to save costs. The next meeting of directors and Community Services Department Director, Herman Parker, will be held on October 30. Library directors are preparing documentation of the cost associated with administration of branches within their jurisdictions.

As part of budget development, staff is looking at efficiencies with salary savings and technology improvements. The first improvement would be implementation of RFID (radio frequency identification) technology. This technology includes a materials security system; self check out, where fees/fines can be paid; and inventory control. The cost for this system for the Lompoc Library was estimated at \$80,000 in July 2011. The second change would be in the way library materials are cataloged and processed. Pre-cataloged materials service is available through the current vendor used to procure materials. Items arrive shelf ready, thus reducing staff time to perform cataloging and processing. The cost is between \$3 and \$4 per book; the service entitles the customer to a greater price discount, offsetting part of the cost.

In 1977-78, the Lompoc Library materials budget was \$46,000; in 2012-13 it is \$45,000. Open hours are important but the library is just a meeting place if the items people want and need are not available. As a member of the Black Gold Library System, the library has a responsibility to purchase materials and share as well as borrow materials. We cannot rely on the larger Black Gold libraries to supply our needs. Trustee Dale said it would be interesting to look at the CPI then and now, thinking that we're probably getting half the value for the same amount spent 34 years ago.

The Library Director advised that the library's position on reserves reflects the City's decision to retain 25% of its operating cost as minimum reserve amount. If Lompoc Library reserve funds are used at the current level in 2013-15, approximately \$100,000 in reserves would be used during the upcoming cycle. The reserve level in 2015 would drop to approximately 18% of operating costs, or \$192,500. Applying the same 25% guideline to the branch libraries, reserves in 2015 would be 47% for the Village Library and 38% for the Buellton Library.

Trustee Dale suggested advocacy from Trustees in support of a higher allocation from the City and County in support of the libraries. She plans to meet with Supervisor Farr.

## **9. Library Director's July report and update**

The Library Director advised that October 24 is the tentative date for interviews for the upcoming vacancy in the Adult Services Manager position.

## 10. Roundtable

Trustee Ruhge asked about attendance of 6 persons at Second Friday Flicks programming and if it warranted continuing the program. Staff advised that the program is operated by a volunteer and is one of few offered for adults. Hopefully continuing the program will make others aware and attendance will increase; staff will monitor this program in the months ahead.

Trustee Knowles thanked staff for the *Farewell to Manzanar* Community Reads program series. She has attended the first two weeks and is looking forward to the final date to hear the author speak; she considers the program series very worthwhile. She also asked about response to the new hours. Ashlee Chavez, Adult Services Manager, shared that there have been a few challenges but overall the public has been very supportive.

Trustee Dale reiterated that with money being tight, Trustees need to talk with elected officials and support the library through advocacy.

Trustee Ruhge commended Molly Gerald for her dedicated work as Library Director. She stated that she appreciated her communication skills and their working relationship. Mrs. Gerald thanked Trustees and feels confident that Library Administration is going forward with a very capable staff.

## 11. Adjournment

The meeting was adjourned at 11:32 AM. The next Regular meeting will be held at 10:00 AM on Tuesday, November 13, 2012 at the Lompoc Library.

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Linual White, Secretary  
by Lee Edie