

**Lompoc Public Library
Library Board of Trustees
Agenda
Tuesday, September 11, 2012, 6:00 PM
Village Library, 3755 Constellation Rd., Lompoc, CA
Presiding: Ann Ruhge, President**

- 6:00 **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 August 14, 2012 regular meeting
 B. Approval of the August 2012 invoices
- 6:05 **4. Presentations**
 Village Library Manager, Stacy Brigman, will provide a status report on the Village Library.
- 6:15 **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.
- 6:20 **6. Library Support Activities**
 A. Friends of the Library
 B. Library Foundation
- 7. Correspondence**
- 6:25 **8. Business**
 A. Charlotte's Web Children's Library Learning Center
 Trustees will:
 1) review the goals of the upcoming September 13, 2012 Special Meeting of the Board, at which the Charlotte's Web project's status and options for completion will be considered, and.

 2) review materials prepared by library staff.
- 6:40 **B. Report on the 2012-13 budget**
 The Library Director will provide an update.

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 12 and 7 PM Monday through Thursday and 1 and 5 PM Friday and Saturday.

6:45 **C. Consideration of approval of the Agreement for Operation of a Countywide Library System**

A staff report is included in the Board Packet.

Staff recommendation: that the Board of Trustees:

- 1) approve the Agreement for Operation of a Countywide Library System, and
- 2) provide direction to the Library Director to forward the contract to Lompoc City Council with a recommendation for approval.

6:50 **D. Consideration of revisions to the schedule of open hours for the Lompoc Library**

A staff report is included in the Board packet.

Staff recommendation: that the Board of Trustees approve the revisions to the schedule of open hours for the Lompoc Library, effective October 1, 2012.

6:55 **9. Library Director's August report and updates**

10. Roundtable

Remarks by Trustees and staff

7:00 **11. Adjournment**

A special meeting of the Board of Trustees will be held at the Lompoc Library, 501 E. North Ave., Lompoc, at 6:00PM on September 13, 2012.

Purpose of the Special Meeting: to update the public on the status of the Charlotte's Web Children's Library project and consider alternatives for moving forward to complete the project.

The next Regular meeting will be held at the Lompoc Library, 501 E. North Ave., Lompoc, at 10:00 AM on October 9, 2012.

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 12 and 7 PM Monday through Thursday and 1 and 5 PM Friday and Saturday.

**Lompoc Library Board of Trustees
Lompoc Library, 501 E. North Ave., Lompoc, CA
Tuesday, August 14, 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 10:00AM.

Trustees Present: Maria Aguiniga Judith Dale, Luella Knowles, Ann Ruhge

Trustees Absent: Linual White

Staff Present: Molly Gerald, Library Director; Ashlee Chavez, Adult Services Manager; Lee Edie, Library Administrative Aide; Lezlee Hurtado, Youth Services Manger; Christina Chill, Literacy Coordinator; Stacy Brigman, Village Library Branch Manager

2. Adoption of Agenda

MOTION: It was moved, seconded (Dale/Knowles), 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

A Certificate of Appreciation was provided to Library Assistant - Circulation and Acquisitions manager, Barbara Cooper, in honor of her retirement after 28 years of service to the City.

Certificates of Appreciation were presented to volunteers that assisted with the Summer Reading Programs at the Lompoc and Village Libraries. Those honored were: Karen Cobb, Mollie Cobb, Olga Aguiniga, Jazmin Morales, Coraima Morales, Kavindika Wimalasoma, Binuki Wimalasoma, Haley Calderon, Jayza Calderon, Madeline (Mattie) Means, Yvonne Labato, Amy (Hana) Rojas, Anjele Hurtado, Faith Hurtado, Jana Georgieva, Jan Griffin, Teresa Galvin, Sally Prentiss, and Steve Straight.

5. Public Comment

None

6. Library Support Activities

A. Friends of the Library

Friends President Roberta Mitchell reported that they made \$2,362 at their July book sale.

B. Library Foundation

No representative was present. The Library Director shared that the Library Foundation's final Concert on the Library lawn will take place on August 19.

7. Correspondence

A letter from the Certified Public Library Administrator Program Director documenting Adult Services Manger Ashlee Chavez' enrollment and progress was shared with the Board. Ms. Chavez plans to complete the program to enhance her managerial competencies by the end of 2012, even though the program allows enrollees up to five years to complete the coursework.

8. Business

A. Charlotte's Web Children's Library Learning Center

Trustees reviewed the progress report provided by the Library Director. She advised that the architect, Ravatt, Albrecht, & Associates, has yet to complete the City's requirements for the construction drawings and specifications; the status remains pending.

The Library Director provided more information about the possible option of purchasing a green children's bookmobile and presented three successful bookmobile concepts that are in place in other communities, along with an estimated budget. She shared that the Benton trustees view this option favorably and, if it moves forward, may explore using the property at 211 South I St. as one of the bookmobile destinations. Trustee Knowles inquired about revenue from fine/fees collected by the bookmobile and was advised that the estimated budget was very preliminary at this time. Trustee Knowles suggested local parks as bookmobile destinations. Trustee Aguiniga noted that the bookmobile option fulfills the intent of donor Charlotte Benton's donation.

Further discussion centered on scheduling a special meeting on Thursday, September 13, 2012 at 6:00 PM. The purpose of the meeting will be to provide an opportunity to inform the public regarding the project status and options and receive public input. Councilmember Bob Lingl, who is this quarter's City Council liaison to the Trustees, is available. Staff will meet with the Library Foundation, Benton Trustees, and City staff to obtain information to include in the special meeting presentation. Trustee Dale advised that she is unavailable to attend the special meeting and suggested that a flyer be developed and circulated through the schools with the project background and the reason for the public meeting. Those attending the meeting could be encouraged to provide contact information to be alerted to a future city council meeting concerning the project.

Staff reviewed funding available to the project, noting that \$250,000 in CDBG funds is still reserved for the project, whereas CDBG funds allocated in July 2011 to recarpet the Lompoc Library have been shifted to the reroofing project. Trustee Dale showed concern with the estimated cost of \$652,000 to reroof the Library. Staff provided detailed information regarding the project steps, including the design and construction phases of the project. The Library Director will provide information from the City Engineering staff regarding the reroofing project budget at a future meeting.

B. Review FY 2011-2012 budget

The Library Director reviewed the budget spreadsheets provided by City Finance. She advised that this type of financial reporting is generally not provided to other City departments. Library Trustees expressed their thanks and appreciation to City Finance for their provision of the budget spreadsheets.

There was some discussion regarding boundaries used to determine populations served by each Zone 2 library. The Library Director advised that Campbell Road has been used in the past to separate the unincorporated area population attributed to Buellton and Lompoc libraries. She offered to work with Trustee Dale to review the 2010 census data and come closer to an exact population figure. Trustee Dale indicated that it would be good information to have to share with Buellton City Council. Staff will also send a PDF version of the Buellton Library budget to Trustee Dale to share with her Council colleagues.

C. Report on the 2012-13 budget

In FY 2012-13, the major change in the projected budget will be an increase in the Black Gold contribution due to defunding from the State. The County allocations for Lompoc and Buellton will be slightly lower than budgeted due to a decrease in the unincorporated population of these

areas. The Library Director advised that she will be working with Adult Services Manager, Ashlee Chavez, on goals and needs for the FY 2013-15 budget.

Trustee Dale said she attended a Black Gold Cooperative Library System strategic planning meeting for the tri-counties and now understands that Black Gold is invaluable.

Trustee Aguninga inquired about the use of Lompoc Library reserves for capital projects or needs such as the Literacy Program as an alternative mentioned by City Council during discussion of Library project funding. Staff advised that the Lompoc Library is not officially a City department, and that the Education Code provides for an administrative board to oversee library finances. The Board has the responsibility to maintain a reserve to secure a reasonable number of operating hours and adequate staffing for the library. Without the use of library reserves in the current budget cycle the Lompoc Library would be open fewer days per week. If the reserve is depleted, the library hours and staffing cannot be supplemented.

Literacy Coordinator, Christina Chill, provided a status report to the Board regarding Literacy Program funding. She advised that an allocation is expected soon due to the restoration of a portion of the State of California funding for public library literacy programs. An update will be provided to the Board when the level of this funding is known.

D. Schedule of meetings at Buellton and Village libraries

MOTION: It was moved, seconded (Knowles/Dale), and unanimously carried to hold the September 11, 2012 regular meeting at 6:00 PM at the Village Library and the December 11, 2012 regular meeting at 10:00 AM at the City of Buellton Council Chambers. Trustees agreed that the customary annual dinner for staff and trustees would follow the September meeting.

E. Revisions to Library Rules of Conduct to incorporate Rules of Conduct on Library grounds.

The Library Director shared concerns regarding a problem with people sleeping for extending periods on the Library lawn alone or in groups. Staff has found associated litter in hedges on the perimeter of the property. Problems with skateboard and scooter riders on entrance sidewalks and in the parking lot, and bicycles being left in the planters were also reported.

MOTION: It was moved, seconded (Dale/Knowles), and unanimously carried to approve the revised Rules of Conduct with an amendment to #14 to remove *unless there is no space available*.

Library Rules of Conduct

Welcome to the Lompoc Public Library System. Library users expect each of our facilities to be clean, comfortable, and safe places. The library is responsible for establishing rules of conduct to protect the rights and safety of library patrons, volunteers, and staff. The rules are also designed to maintain the library's peaceful atmosphere, facilitate library usage, and protect library property.

Behavior becomes unacceptable when it interferes with the rights of others, when it could result in injury to one's self or others, when it could result in damage to library materials, buildings, or equipment, and when it does not align with the library's mission.

The following actions are examples of conduct NOT allowed on library property:

1. Engaging in any activity in violation of federal, state, or local or other applicable law, or library policy, including but not limited to:
 - a) Carrying firearms and dangerous weapons of any type (except by law enforcement officers)

- b) Being under the influence of alcohol/illegal drugs, or selling, using, or possessing alcohol/illegal drugs inside the library or outside on library grounds
 - c) Stealing, damaging, altering, or inappropriate use of library property in library facilities or on library grounds, including computer hardware and software, printers, copiers, and other equipment, and books or other library material
2. Engaging in disruptive behavior that disturbs others or interferes with library operations and services including but not limited to:
 - a) Creating disruptive noises such as loud talking, screaming, or banging on computer keyboards
 - b) Using cell phones, pagers, and other communication devices in a manner that disturbs others
 - c) Using audible devices without headphones or with headphones set at a volume that disturbs others
 - d) Using the library with offensive body odor and/or lack of personal hygiene
 - e) Fighting or challenging to fight, running, pushing, or shoving
 3. Verbally or physically threatening or harassing other library patrons, volunteers, or staff, including but not limited to:
 - a) Stalking, staring, lurking, invading personal space
 - b) Offensive touching and obscene acts such as sex acts and indecent exposure
 - c) Use of obscene or abusive, sexually-oriented or racially-charged language
 4. Failing to observe Internet and computer use guidelines
 5. Leaving unattended persons in the library who see or need personal assistance for other than library services and where staff has a reasonable basis to be concerned for the safety of the unattended person. Examples may include:
 - a) Persons less than 9 years of age (see Unattended Child Policy)
 - b) Persons needing supervision because of physical or mental conditions
 6. Soliciting money or donations
 7. Using restrooms for bathing, shaving, or doing laundry
 8. Smoking within enclosed patios or within 20 feet of library entrances/exits or operable windows
 9. Using the library barefoot or without a shirt
 10. Eating or drinking (except from containers with protective lids), except for approved library events
 11. Bringing in personal belongings that measure more than 14"x17"x20"
 12. Leaving packages, backpacks, luggage, or any personal items unattended; the library is not responsible for personal property
 13. Using wheeled devices in the library (except for motorized ADA assistive devices, wheelchairs, walkers, and strollers); skating, skateboarding, bicycling, or riding scooters on library property; skates, skateboards and collapsible scooters must be carried and may not be ridden on Library grounds
 14. Leaving bicycles in any place other than a bicycle rack ~~unless there is no space available~~
 15. Lying down or sleeping in the library or sleeping on library grounds; having feet on furniture; or blocking aisles, exits, or entrances
 16. Vandalizing or littering library grounds
 17. Media or commercial photographing without prior permission from library staff
 18. Bringing animals, other than service animals, inside the library or within 20 feet of any door (except for authorized library activities)

Any individual or group wishing to use library grounds to gather signatures or for similar purposes may request permission from library staff. Such activities must be outside the facility and at least 20 feet from the entrance to the building.

Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff and/or City of Lompoc Police Officers will intervene to stop prohibited activities and behaviors. Failure to comply with the library's established rules, regulations, and policies could result in removal from the premises and exclusion from the library for a period of one day to one year, or in arrest or prosecution. Individual patrons have the right to request an administrative review of exclusion orders.

Approved by the Library Board of Trustees 4/14/98
 Revised 10/11/11; 8/10/12; 8/14/12

9. Library Director's July report and update

The Library Director informed Trustees that the Friends of the Buellton Library worked with her to submit a grant application to the Chumash Foundation, requesting \$9,300 for a new circulation desk at the Buellton Library. The Friends also plan to apply for Santa Ynez Valley Foundation funds in the near future. The recruitment bulletin for the Library Assistant-Circulation Supervisor position has been posted and staff is working with HR on the recruitment brochure for the Librarian II-Adult Service Manager position. The Library Director also advised that work continues on the restructuring of the part-time Library Page staff schedule.

The Community Read event publicity is coming together. The event is scheduled on Mondays at 7:00 PM, September 24-October 15, 2012.

10. Roundtable

Trustee Aguiniga complimented part-time Library Clerk III, Letha Pena, for enthusiastic assistance provided to her family in the Youth Services Department.

11. Adjournment

The meeting was adjourned at 11:40 AM. The next Regular meeting will be held at 6:00 PM on Tuesday, September 11, 2012 at the Village Library, 3755 Constellation Rd., Lompoc, CA

Linual White, Secretary
by Lee Edie

Lompoc Public Library
501 E. North Avenue
Lompoc, CA 93436

Catherine Braxton
formerly
Lompoc, CA 93436

Hello. My name is Catherine Braxton. I used to live in Lompoc and was a library member. When we moved the enclosed 2 books weren't returned and ended up with us in Nebraska. I also had a small fine that when I tried to pay the credit card machine wasn't working.

Enclosed please find a check for \$40. Please use the money to pay off my fines. Any leftovers, please use to purchase more children's books.

I want to thank you so much for our beautiful library and your wonderful staff. My family loved the library. It was a real treat for them anytime we visited. Being on a budget, I can't buy books like I used to as a single person. My four children (10, 7, 3, and 1) read constantly on a variety of topics. Your books were up to date with the latest trends so my kids really got into reading. The library is critical to a community. Hopefully the city realizes this. It is a real gem for Lompoc.

Have a great day!


Cathy Braxton

PS—My apologies that we are so delinquent in returning. Moving cross country has been a lot more difficult than anticipated.

Staff Report

Item 8C. Consideration of approval of the Agreement for Operation of a Countywide Library System

Staff recommendation: that the Board of Trustees:

- 1) approve the Agreement for Operation of a Countywide Library System, and
- 2) provide direction to the Library Director to forward the contract to Lompoc City Council with a recommendation for approval.

Background:

The County of Santa Barbara contracts with city libraries in Santa Barbara, Lompoc, and Santa Maria to provide library services to County residents. The Agreement for fiscal year 2012-2013 was approved by the County Board of Supervisors on August 14, 2012.

In the course of Fiscal Year 2012-13, County staff anticipates working in conjunction with Library Directors, the Library Advisory Committee, and other interested stakeholders to initiate the following strategic actions:

- Review of the Library Service delivery structure to determine if the zone model continues to be the most effective service model.
- Analysis of the per capita funding distribution to ensure funding is consistent with usage and circulation.

Library Directors who administer the County funds look forward to working with the County in this effort. The per capita support allocated by the County was increased from the 2011-2012 level of \$5.87 to \$5.98 for library services in FY 2012-2013.

Discussion

Lompoc City Attorney, Joseph W. Pannone, has advised he has concerns regarding several items within the Agreement. Those concerns are ultimately business decisions for the Council, as they were when he raised the same concerns the last two years this contract was before the Council. The Council accepted the agreements as provided by the County.

Mr. Pannone's concerns include:

1. Per section 4, the County or City could terminate the Agreement on six-month's notice, but nothing explains what happens if the City has made expenditures in anticipation of being paid by the County and the Agreement terminates before the County payment is made.

Response from County staff: The County and cities have operated under this Agreement in good faith for many years.

2. Per Section 6e, there is no specific date by which installments must be paid, other than they are made after the Agreement is signed, and not before January 1.

Response from County staff: Delays have been experienced due to the number of boards and councils to which the Agreement is submitted for approval. As in Item #2, the Agreement has worked well in good faith.

3. Per the last paragraphs of Sections 7 and 8 and Sections 9 through 11, the City must provide certain maintenance and repair, and must operate the County branches within the City's zone, no matter what that cost may be.

Response from library staff: the 2012 -2013 contract states in Section 9: *For maintenance or repairs to a County-owned branch that exceed the funds available to a responsible city, the responsible Cities shall send written notice to the Community Services Director.* The added sentence makes it clear that if a repair is needed that goes beyond the resources available in the budget or reserve of that branch, the zone head librarian will contact the county. However, the action that the County would take upon learning of a shortfall is not addressed.

The County staff, as on prior occasions, has agreed to address those and any other concerns over the coming months as the next agreement is prepared. Library Directors will meet with Herman Parker, County Community Services Department Head, on September 12, 2012.

Impact:

Approval of the 2012-2013 Agreement for Operation of a Countywide Library System will trigger the first payment of the County allocation to the City of Lompoc for the Lompoc Library System.

Staff Report 8D. Consideration of revisions to the schedule of open hours for the Lompoc Library

Staff recommendation: that the Board of Trustees approve the revisions to the schedule of open hours for the Lompoc Library, effective October 1, 2012.

Background:

Due to budget reductions in the 2009-2011 budget cycle, the schedule of open hours at the Lompoc Library was reduced from 50 per week to 44. Morning open hours were eliminated at that time. Open hours were reduced to 36 to achieve a balanced budget in the 2011-2013 budget cycle.

The current Lompoc Library open schedule is:

DAYS OF THE WEEK	OPEN TIME	CLOSE TIME
Monday-Thursday	12:00 noon	7:00pm
Friday-Saturday	1:00pm	5:00pm

Discussion:

After low attendance for two years at preschool storytime scheduled during early afternoons, the Youth Services Manager received permission from the Library Director in February 2012 to try opening the library on Tuesdays at 10:30am for the purpose of preschool storytime only.

Within a few weeks, awareness of the morning storytime spread by word of mouth, along with local publicity, and the program has continued to gain attendees since that time. Parents can be seen talking together in groups outside the library following storytime. The library staff believes that morning hours are a vital learning resource for families with young children, and supports adding morning hours on Mondays and Tuesdays.

Library staff has also heard from older patrons that morning open hours are needed. In order to serve these residents within the limited number of open hours budgeted, staff supports providing open hours two mornings per week.

In addition to requests for morning hours, commuters and students who are active in after school activities have requested later open hours during the week. Staff supports providing extended evening hours two evenings per week to serve more patrons.

The schedule developed by staff maintains the 36 open hours budgeted for the 2011-2013 cycle. It is designed to provide morning hours early in the week and evening hours toward the end of each week when students are more likely to be completing assignments. The schedule is also designed to be easy to remember, as follows:

DAYS OF THE WEEK	OPEN TIME	CLOSE TIME
Monday-Tuesday	10:00am	5:00pm
Wednesday-Thursday	1:00pm	8:00pm
Friday-Saturday	1:00pm	5:00pm*

* There is no change to the current open hours on Friday – Saturday.

Impact:

There is no fiscal impact, but the changes would require adjustments to staff schedules. Adequate time to inform the public of the changes and effective date would be required to minimize inconvenience to patrons.

To ensure that the public is notified, a banner with updated hours would be displayed on the lawn with the effective date, bookmarks and signage would be prepared for library users, and announcements would be provided to local newspapers.

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

Lompoc	2011							YTD	Adopted		% of budget
	Revenue	July	August	September	October	November	December		Budget	Balance	
Government Support	0.00	0.00					0.00	782,708.00	782,708.00	0.00%	
Fines & Fees	3,498.46	3,354.60					6,853.06	55,700.00	48,846.94	12.30%	
Contributions	0.00	1,037.50					1,037.50	8,340.00	7,302.50	12.44%	
Contributions from Reserves	0.00	0.00					0.00	57,070.00	57,070.00	0.00%	
Total	3,498.46	4,392.10	0.00	0.00	0.00	0.00	7,890.56	903,818.00	895,927.44	0.87%	
Expenses											
Personnel*	86,920.44	47,348.35					134,268.79	644,844.00	510,575.21	20.82%	
Office Operations	1,064.53	7,170.89					8,235.42	33,516.00	25,280.58	24.57%	
Publications	4,807.14	988.63					5,795.77	45,000.00	39,204.23	12.88%	
Utilities/Services/R&M	154.94	4,554.14					4,709.08	163,437.00	158,727.92	2.88%	
Training/Insurance/Other	0.00	70.48					70.48	17,021.00	16,950.52	0.41%	
Total	92,947.05	60,132.49	0.00	0.00	0.00	0.00	153,079.54	903,818.00	750,738.46	16.94%	
Village											
Revenue	2011							YTD	Adopted		% of budget
	July	August	September	October	November	December	Budget		Balance		
Government Support	0.00	0.00					0.00	53,290.00	53,290.00	0.00%	
Fines & Fees	797.96	856.84					1,654.80	7,750.00	6,095.20	21.35%	
Contributions	0.00	0.00					0.00	545.00	545.00	0.00%	
Village Library Opr Support	0.00	0.00					0.00	16,300.00	16,300.00	0.00%	
Contributions from Reserves	0.00	0.00					0.00	9,487.00	9,487.00	0.00%	
Total	797.96	856.84	0.00	0.00	0.00	0.00	1,654.80	87,372.00	85,717.20	1.89%	
Expenses											
Personnel*	5,255.09	3,660.57					8,915.66	44,815.00	35,899.34	19.89%	
Office Operations	0.00	43.10					43.10	2,080.00	2,036.90	2.07%	
Publications	601.71	27.38					629.09	5,000.00	4,370.91	12.58%	
Utilities/Services/R&M	0.00	533.89					533.89	35,077.00	34,543.11	1.52%	
Training/Insurance/Other	0.00	17.76					17.76	400.00	382.24	4.44%	
Total	5,856.80	4,282.70	0.00	0.00	0.00	0.00	10,139.50	87,372.00	77,232.50	11.60%	
* No. of Pay Periods re Personal Services	2	3	2	2	2	2					

Budget Update Summary Fiscal Year 2012-2013

Buellton	2011							YTD	Adopted		% of budget
	Revenue	July	August	September	October	November	December		Budget	Balance	
Government Support	0.00	78,278.00						78,278.00	110,485.00	32,207.00	70.85%
Fines & Fees	1,000.25	958.35						1,958.60	12,800.00	10,841.40	15.30%
Contributions	0	0						0.00	7,106.00	7,106.00	0.00%
Contributions	0.00	0.00						0.00	3,708.00	3,708.00	0.00%
Total	1,000.25	79,236.35	0.00	0.00	0.00	0.00	0.00	80,236.60	134,099.00	53,862.40	59.83%
Expenses											
Personnel*	10,347.88	6,686.82						17,034.70	79,819.00	62,784.30	21.34%
Office Operations	0.00	116.03						116.03	3,950.00	3,833.97	2.94%
Publications	585.54	660.00						1,245.54	8,000.00	6,754.46	15.57%
Utilities/Services/R&M	0.00	77.97						77.97	26,269.00	26,191.03	0.30%
Training/Insurance/Other	0.00	52.73						52.73	650.00	597.27	8.11%
Contributions from Reserves	0.00	0.00						0.00	3,045.00	3,045.00	0.00%
Total	10,933.42	7,593.55	0.00	0.00	0.00	0.00	0.00	18,526.97	121,733.00	103,206.03	15.22%
**City: \$74,550; SBCo: \$33,741; State: \$0											
Literacy											
2011											
Revenue	July	August	September	October	November	December	YTD	Adopted		% of budget	
								Budget	Balance		
Government							0.00	23,018.00	23,018.00	0.00%	
Grants							0.00	19,601.00	19,601.00	0.00%	
Contribution-Friends							0.00	4,000.00	4,000.00	0.00%	
Fund Raisers							0.00	5,568.00	5,568.00	0.00%	
Donations/Contributions							0.00	750.00	750.00	0.00%	
2012-13 Carryover							0.00	6,432.00	6,432.00	0.00%	
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59,369.00	59,369.00	0.00%	
Expenses											
Personnel*							0.00	54,113.75	54,113.75	0.00%	
Office Operations							0.00	3,316.25	3,316.25	0.00%	
Publications							0.00	1,530.00	1,530.00	0.00%	
Training/Insurance/Other							0.00	409.00	409.00	0.00%	
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59,369.00	59,369.00	0.00%	
* No. of Pay Periods re Personal Services:	2	3	2	2	2	2					

Lompoc Public Library System August 2012 Staff Report

The Library met with the City Administration and Assistant Administrator on August 2 to consider the status of the Charlotte's Web Children's Library project and the appropriate next steps. The direction from City staff was to hold a special meeting of the Board of Trustees to inform the community and invite input. Trustees affirmed this course at their regular meeting on August 14, scheduling the special meeting for September 13 at 6pm.

The Library Director and Adult Services Manager met with former Lompoc mayor, Joyce Howerton on August 3 to share information about the donated building and book mobile alternatives for the children's library project. At the Library Foundation meeting on August 9, the Library Director shared information about the Charlotte's Web project, and the Foundation then met with the Director and Trustee Ruhge on August 23 to review project related information further. The Foundation also updated Library staff on the level of funding available for the project and agreed to participate in the special meeting scheduled September 13. The Library Director met with the Benton Trustees on August 23 to review funding and prepare for the upcoming meeting.

The promotional materials for the Community Read events scheduled from September 24 – October 15 were finalized. The Library Director met several times with marketing consultant, Jim Palam, during August. Posters have been placed in coffee shops and other locations, along with free copies of the featured book, *Farewell to Manzanar*. Other California Libraries participating in the CA Reads grant funded programming donated 155 copies of the book for use by Lompoc patrons and 50 copies were purchased with grant funds. A banner is in place on the library lawn. A donation enabled staff to order event themed T-shirts for employees as part of the promotion. A special website, www.LompocReads.com, is in place, and the programming is featured on the library and city websites. The Friends of the Library Facebook pages are promoting the events as well. The Library Director staffed a table at the final Old Town Market event on August 31 to inform residents about the community read.

The County Board of Supervisors approved the 2012-13 Agreement for Operation of a Countywide Library System at their August 14, 2012 meeting. Staff from the Santa Barbara, Santa Maria, and Lompoc libraries attended the meeting and thanked Supervisors for stable funding in the current FY. Library Directors will attend a meeting with Community Services Department Head, Herman Parker, on September 12th to provide him with information regarding how County funding is allocated in each zone and to hear his concerns and ideas regarding provision of library services. Ashlee Chavez will join the Library Director in representing Lompoc at this meeting.

The Countywide Day of Caring scheduled September 15, includes public libraries as work sites. Volunteers will weed the perimeter planting beds and clear out overgrown plantings at the Lompoc Library. A flyer with event details is included in the Board packet.

A local young man has chosen to improve the library grounds to earn the rank of Eagle Scout. City Forester Cindy McCall will supervise the work on Saturday, October 6.

Adult Services Manager, Ashlee Chavez, reported that Second Friday Flicks was held on August 10; 8 attendees viewed and discussed the Dickens classic, *Oliver Twist*.

Ms. Chavez attended and acted as recorder for Black Gold Reference and Adult Services Committee meetings in Lompoc on August 8. She attended a Library Foundation meeting on August 9 and met with City Recreation Coordinator, Sue Slavens, to arrange and discuss holding eBook instructional courses at the Dick DeWees Senior and Community Center. The first class will be held on September 21. Ms. Chavez taught three eBook learning courses on August 30 at the Lompoc Library – attendance totaled 13 (Nook – 3, iPad – 3, Kindle – 7).

Throughout August, Ms. Chavez assumed the library acquisitions duties in addition to her own tasks in Adult Services. She also traveled several times to the Buellton Library to work on collection development and deselection of outdated and little used materials.

Youth Services Manager, Lezlee Hurtado, made several visits to the Village Library to guide branch staff in deselection and marketing of the children's collection.

Ms. Hurtado reported that the Summer Reading Program ended with 516 youth participants and 115 successful completions (25 or more books read); 69 teens signed up and 15 completed the reading goal. Ms. Hurtado assisted the Village Library Manager with the campfire program there on August 10.

Throughout August, Ms. Hurtado assumed the duties of circulation supervisor in addition to her own tasks in Youth Services.

Statistics: Celebrate Art – 8/11, 13 participants; 8/23, 11 participants. Family movie night on 8/31 - 16 attendees.

Computer technician, Adam Fabela, replaced 3 Lompoc Internet stations with newer donated units. He installed 2 newer donated units at the Village Library.

People Counter (Meter installed 4/1/06)

2012

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
11,324	11,712	11,259	11,739	12,567	11,841*	12,579	12,288**				

*One unit down for 3 days; **One unit down 14 days

2011

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
14,003	13,144	15,113	14,315	13,042	Not available	12,002	12,701	11,732	12,355	11,338	10,554

Christina Chill received notification of the California Library Literacy Services grant award for 2012/13 in the amount of \$11,272 via email August 27.

A 3-part tutor training was held August 15, 22, 29 with 8 volunteers completing the course.

Literacy Statistics: 4 new student intakes, 3 student/tutor pairs matched, 20 students on waiting list, 14 referrals made to other programs

Volunteer Statistics: 9 applications received, 1 volunteer assigned, 247 adult volunteer hours and 14 youth.

Branches:

Buellton Manager, Liz Chapman, reported that the closing Summer Reading program on August 10 was a big success; 35 children who completed reading goals were treated to s'mores, and total family attendance was 53. Preschool storytime has resumed.

Statistics: volunteer hours – 32.5, storytime attendance – 11, total SRP signup total – 186.

People Counter (Meter installed 3/17/06)

2012

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
5,735*	8,086	8,557*	9,388	7,651	9,029	2,876**	7,851***				

*One unit down for 7 days; **One unit down all month; ***one unit down 5 days

2011

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

7,465	8,000	9,594	8,123	7,900	8,611	9,018	8,359	8,178	8,022	7,406	7,343
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Library photographs by Bob Hamilton are on display at the Village. Branch Manager, Stacy Brigman, advised that the Poetry Group has decided to discontinue meeting. The Speaker Series featured Evelyn Baxter, a CAPA Board member, who spoke to 3 attendees. The September speaker is Dean Thompson, who will show slides and talking about his recent cruise to the Mediterranean.

Statistics: volunteer hours 194; active homebound patrons – 9, Storytime average attendance – 28

Summer Reading Program closed on August 10 with a campfire event attended by 40. The total number of children completing the reading goal was 56; 2 teens completed the goal.

People Counter (Meter installed 4/1/06)

2012

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2,659	2,667	2,955	2,736	2,756	3,242	2,891	3,012				

2011

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2,913	2,518	2,979	2,872	2,885	3,578	3,158	3,165	2,955	3,013	2,471	2,487

BLACK GOLD COOPERATIVE LIBRARY SYSTEMS
 AUTOMATION & TECHNICAL SER
 TOTAL CHECKOUT AND RENEWAL STATISTICS

Loc.	Aug-11	% Change	Aug-12	Jul-12	Jun-12	May-12	Apr-12	Mar-12	Feb-12	Jan-12	Dec-11	Nov-11	Oct-11	Sep-11	Aug-11
SP	7,072	-16.6%	5,901	7,874	7,404	5,941	5,695	6,660	6,260	5,888	5,356	6,205	6,337	5,783	7,072
LB	5,311	0.8%	5,355	5,807	6,070	5,658	5,907	5,995	5,789	5,857	5,164	5,680	5,295	5,256	5,311
LM	19,296	-8.4%	17,672	19,464	19,208	18,087	17,515	17,962	18,159	18,093	16,355	17,620	18,362	18,234	19,296
LV	3,544	-6.7%	3,308	3,497	3,800	3,130	3,265	3,672	3,121	3,115	2,947	3,393	3,250	2,840	3,544
	28,151	-6.5%	26,335	28,768	29,078	26,875	26,687	27,629	27,069	27,065	24,466	26,693	26,907	26,330	28,151
PR	28,195	-2.3%	27,539	30,886	29,120	24,283	25,798	27,247	24,566	25,196	22,845	24,916	25,295	25,168	28,195
BA	50,464	5.2%	53,102	57,492	53,523	50,301	47,380	52,321	47,013	48,959	45,077	47,781	46,699	48,311	50,464
BC	6,819	5.9%	7,224	8,527	8,743	6,455	7,045	7,595	7,212	8,067	6,246	6,458	6,162	6,481	6,819
BE	5,685	8.0%	6,138	7,202	6,368	6,599	6,076	6,561	6,282	6,879	6,349	6,358	7,192	6,520	5,685
BG	48,854	0.3%	48,977	55,993	54,097	47,927	48,425	51,629	47,379	47,998	43,320	46,220	47,188	46,799	48,854
BM	10,428	-1.1%	10,309	10,813	10,761	9,370	8,858	9,801	9,163	9,195	8,748	9,019	10,042	9,345	10,428
BS	4,917	1.2%	4,977	6,363	6,670	5,525	4,815	5,563	5,216	4,880	3,966	4,342	4,581	4,672	4,917
	127,167	2.8%	130,727	146,390	140,162	126,177	122,599	133,470	122,265	125,978	113,706	120,178	121,864	122,128	127,167
OA	29,030	0.3%	29,108	31,061	29,612	28,499	27,137	30,767	27,490	27,078	26,484	28,900	26,328	27,853	29,030
OB	1,320	-8.2%	1,212	985	1,348	820	964	1,344	1,194	1,249	1,217	983	1,472	1,371	1,320
OC	10,107	1.4%	10,251	9,503	9,445	8,628	8,619	9,864	8,319	9,125	8,791	8,988	8,162	9,035	10,107
OD	224	-37.1%	141	131	127	140	110	141	138	176	152	222	179	234	224
OE	2,201	3.3%	2,274	2,970	2,692	2,810	2,493	2,860	1,932	2,108	2,128	2,090	1,813	2,350	2,201
OG	753	-33.9%	498	435	410	422	425	640	493	622	698	754	623	654	753
OH	625	-53.3%	292	379	444	321	365	392	406	363	563	423	490	696	625
OI	384	-53.6%	178	195	203	246	167	203	170	171	170	293	377	333	384
OL	2,055	-19.6%	1,653	1,861	1,592	1,621	1,626	1,783	1,854	1,825	1,908	1,674	1,589	1,734	2,055
OM	23,868	-6.5%	22,305	22,579	22,357	22,016	20,295	23,832	20,295	21,220	21,460	22,048	19,596	21,550	23,868
ON	12,478	3.8%	12,956	13,612	13,647	11,108	10,607	12,563	11,057	11,075	10,868	10,303	9,883	10,704	12,478
OO	47,263	4.2%	49,226	52,359	49,751	46,038	43,793	48,587	41,279	44,799	43,750	44,842	41,973	44,510	47,263
OR	2,759	-4.6%	2,632	3,231	2,696	2,887	2,571	3,007	2,081	2,161	2,354	2,565	2,158	2,546	2,759
OS	49,860	-4.1%	47,798	51,594	49,107	47,116	45,909	51,437	44,664	45,223	42,647	47,016	43,685	46,300	49,860
OT	1,354	-20.5%	1,076	1,675	1,666	1,916	1,831	1,836	1,835	1,619	1,892	1,773	1,383	1,297	1,354
OU	3,144	-10.7%	2,809	2,996	2,649	2,611	2,585	2,737	2,755	2,612	2,392	2,406	2,077	2,255	3,144
OY	22,519	-0.4%	22,427	22,686	22,838	23,016	20,646	23,366	21,921	21,784	22,218	22,358	20,145	21,529	22,519
	209,944	-1.5%	206,836	218,252	210,584	200,215	190,143	215,359	187,883	193,210	189,692	197,638	181,933	194,951	209,944
MC	197	69.0%	333	310	143	132	212	144	149	172	156	178	160	208	197
MG	790	-6.7%	737	908	640	720	730	1,017	786	975	762	800	773	651	790
MM	34,847	-5.2%	33,037	38,424	35,420	32,131	34,612	35,860	32,473	34,783	32,933	32,568	32,175	32,618	34,847
MO	5,748	-3.7%	5,534	6,238	5,443	5,416	5,351	5,410	5,328	5,391	4,780	5,645	5,571	5,081	5,748
	41,582	-4.7%	39,641	45,880	41,646	38,399	40,905	42,431	38,736	41,321	38,631	39,191	38,679	38,558	41,582
TOTAL	442,111	-1.2%	436,979	478,050	457,994	421,890	411,827	452,796	406,779	418,658	394,696	414,821	401,015	412,918	442,111

* conversion to CarX 10/9/07

* conversion to Polans on 5/22/09

Status report and cost estimate

Library Re-roofing project

Provided by: Craig Dierling, Project Manager, City Engineering Department

September 4, 2012

Library Re-roofing estimated costs (only at a concept level of accuracy since design hasn't started yet):

\$439,700 - Remove and replace existing roofing for entire library, including asbestos removal and abatement, tapered new system, working with equipment screens and utility piping, etc.

\$30,000 – Improvements/addition of roof drains including piping to outlet to street or parking lot, and improvements to existing drain outlets so they all function and they don't flow over sidewalks.

\$70,455 – Contingency for construction contract.

\$55,000 – Design consulting + contingency (architect and team).

\$40,000 – City Engineering PM & contract administration from design through construction, including management of construction.

\$17,066 – Asbestos testing, special inspection, building permit, City environmental staff time, bid phase printing and advertising.

\$652,221 – Total estimated cost with contingencies

The project is still generally following the schedule anticipated in the CDBG Budget staff report from July 17th:

Currently selecting a design consulting team based on proposals received.

Anticipate complete design in February 2013.

Anticipate advertising for construction bids in March 2013.

Anticipate construction from late summer to early fall 2013.