

**Lompoc Public Library
Library Board of Trustees
Agenda
Tuesday, August 9, 2011, 4:00 PM
Lompoc Public Library, 501 E. North Ave., Lompoc
Presiding: Ann Ruhge, President**

- 4:00** **1. Call to Order**
- 2. Adoption of Agenda**
- 4:05** **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 July 9, 2011, special meeting
B. Approval of the July 2011 invoices
- 4. Presentations**
Certificate of Appreciation to the City of Lompoc Facilities Maintenance staff
- 4:10** **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.
- 4:15** **6. Library Support Activities**
A. Friends of the Library
B. Library Foundation
- 7. Correspondence**
- 8. Business**
- 4:20** **A. Charlotte's Web Children's Library Learning Center**
1. Update on the project
The Library Director will provide an update
- 4:25** **2. Consideration of the project campaign levels of giving**
A staff report is included in the Board packet
- Staff recommendation:** that the Board of Trustees approve the levels of giving developed for the Charlotte's Web Children's Library fundraising campaign.
- 4:35** **B. Review FY 2010-2011 budget**
Review of the budgets for the Lompoc, Village, and Buellton libraries and the Literacy Program

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 a.m. and 5 p.m. Monday through Friday, and the Lompoc Library Reference Desk at 501 E. North Avenue between 12 and 6 p.m. Monday through Thursday and 1 and 5 p.m. Friday and Saturday.

- 4:40 C. Review FY 2011-2013 budget**
 1) Review of the budgets for the Lompoc, Village, and Buellton libraries
 2) Review of the Lompoc Library reserve fund balance
- 4:50 D. Consideration of the Literacy Program budget**
 A staff report is included in the Board packet.
- Staff recommendation:** that the Board approve the Literacy Program budget for 2011-2012.
- 5:00 E. Consideration of allocating Lompoc Library reserve funds to City Project No. FY-10-LB-1 – Retrofitting the Public Library Heating and Ventilation System**
 A staff report is included in the Board packet.
- Staff recommendation:** that the Board of Trustees approve the allocation of Lompoc Library reserve funds to City Project No. FY-10-LB-1 – Retrofitting the Public Library Heating and Ventilation System.
 with the following stipulations:
 1) Library reserves will be used only after Community Development Block Grant funding allocated for the project has been expended; and
 2) the reserve fund allocation will not exceed \$4,000.
- 5:10 F. Revision of the Library Board of Trustees regular meeting start time from 6:00pm to 4:00pm.**
 A staff report is included in the Board packet.
- Staff recommendation:** that the Board of Trustees approve changing the regular board meeting start time from 6:00pm to 4:00pm or an agreed upon an alternative time.
- 5:15 G. Revision of the Compensation Plans for Library Unrepresented (UR), and Management, Supervisory, and Confidential (MS&C) employees**
 A staff report is included in the Board packet.
- Staff recommendation:** that the Board of Trustees approve changes to the existing Compensation Plans for Library Unrepresented (UR), and Management, Supervisory, and Confidential (MS&C) employees in alignment with changes approved by City Council on August 2, 2011 for these employee groups.
- 5:20 H. Review of the Board Development Workshop and consideration of next steps**
 A staff report is included in the packet.
- Staff recommendation:** that the Board of Trustees review the priorities identified at the Board Development Workshop of August 9, 2011 and provide direction to staff.
- 5:35 9. Library Director's July report and update**
 Remarks by Trustees and Staff
- 5:40 10. Roundtable**
 Remarks by Trustees and staff

 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 a.m. and 5 p.m. Monday through Friday, and the Lompoc Library Reference Desk at 501 E. North Avenue between 12 and 6 p.m. Monday through Thursday and 1 and 5 p.m. Friday and Saturday.

5:50 11. Adjournment

The next regularly scheduled meeting will be held on Tuesday, September 13, 2011, at the Lompoc Public Library, 501 E. North Ave., Lompoc, CA at a time approved by the Board of Trustees at the August 9, 2011 meeting.

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 a.m. and 5 p.m. Monday through Friday, and the Lompoc Library Reference Desk at 501 E. North Avenue between 12 and 6 p.m. Monday through Thursday and 1 and 5 p.m. Friday and Saturday.

**Lompoc Library Board of Trustees
Lompoc Library, 501 E. North Ave., Lompoc, CA
Saturday, July 9, 2011
Special Meeting Minutes**

1. Call to Order

President Ruhge called the meeting of the Lompoc Library Board of Trustees to order at 8:32 AM

Trustees Present: Allan Clark, Lu Knowles, Ann Ruhge, Holly Sierra, Linual White

Trustees Absent: None

Staff Present: Molly Gerald, Library Director

2. Adoption of Agenda

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

3. Consent Calendar

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

4. Public Comment

None

5. Consideration of reduction of hours at the Lompoc Library

Staff recommended that the Board of Trustees approve the reduction of Lompoc Library open hours from 44 to 36 hours per week as follows:

Open to the public Monday–Thursday from 12:00 Noon to 7:00pm, and open to the public Friday–Saturday from 1:00pm to 5:00pm in order to achieve a balanced budget in the 2011-2013 budget cycle.

MOTION: It was moved, seconded (Clark/Knowles), and unanimously carried to approve the reduction of Library open hours from 44 to 36 as follows: open to the public Monday – Thursday from 12:00 Noon to 7:00pm, and open to the public Friday-Saturday from 1:00pm to 5pm.

6. Workshop presented by the California Association of Library Trustees and Commissioners

CALTAC staff member Jane Jones conducted the CALTAC workshop. She provided a workbook entitled, Library Board Effectiveness Training and Workshop Report.

7. Directors Report

Trustees were provided a copy of the Black Gold Cooperative Library System's Automation & Technical Services Total Checkout and Renewal Statistics.

The Library Director reported on funding donated to the Friends of the Library from the Women's Fund of Northern Santa Barbara County in the amount of \$14,000.00 to cover 8 new computers and improvements to furnishings in the teen area of the Lompoc Library, along with a renewal of the movie license contract for one year.

8. Trustee Requests

President Ruhge requested staff to report at the next meeting the following:

- A. the meeting schedules for The Friends and The Foundation so that member(s) of the Board of Trustees can attend these meetings;

- B. schedule a meeting/presentation with the City attorney to discuss the uniqueness of our relationship with the Council.

Trustee Clark requested staff to clarify the 2010-11 expenditures above the budgeted amount related to operational costs.

9. Adjournment

The meeting was adjourned at 12:19 PM and the regular meeting of July 12, 2011 is cancelled due to lack of business.

The next scheduled meeting will be held on Tuesday, August 9, 2011, at 6:00 PM at the Lompoc Public Library, 501 E. North Ave., Lompoc, CA

Secretary by Linual White

Account Breakdown (revised)

Reference														
Lompoc Library	85x00-xxxx & 40085-xxxx													
Village Library	86x00-xxxx & 40086-xxxx													
Buellton Library	88x00-xxxx & 40088-xxxx													
Literacy	87x00-xxxx & 40087-xxxx													
Charlotte's Web	89x10-xxxx													
Account Totals		Lompoc	Village	Buellton	Literacy	CW	Lompoc	Village	Buellton	Literacy	CW			
Postage	xxxx-52110	8.23												
Office Supplies	xxxx-52120													
Printing	xxxx-52130													
Copy Machine Expense	xxxx-52131													
Copier Charges-Rental	xxxx-52132	116.55												
Publications	xxxx-52140	777.12	627.57	9.20			100.45							
Book-A/V Rental	xxxx-52142													
Operating Supplies	xxxx-52201	3,779.95	237.96	70.00										
Computer Equip.	xxxx-52237	80.48												
Bldg. Maint. Supplies	xxxx-52408	254.02					95.00							
Other Supplies	xxxx-52410													
Book Mending Supplies	xxxx-52413													
Utilities	xxxx-53110	34.96	34.91				2,662.95	525.27						
Telephone	xxxx-53202	14.47	25.04	42.83										
Prof Svs - Other	xxxx-53390													
Black Gold Services	xxxx-53460	1,950.00					372.67	58.43	62.79					
Background Screening	xxxx-53478						31.00			166.00				
Shredding Service	xxxx-53489													
Office Equip Maint.	xxxx-53502													
Special Equip Maint.	xxxx-53503													
Training	xxxx-54101													
Travel	xxxx-54120	43.29	22.20	21.09		17.76								
Membership	xxxx-54130													
Intrl Svc - Engineering	xxxx-56115													
UMS Collection Contract	40085-46129						241.65							
Misc. Donation	4008x-48299													
Robby's Learning Lab	85180-80160													
Grounds Maintenance	85200-53408	150.00												
Friends	8x500-52140													
Literacy Fund Raiser	40087-48234													
CW Grounds Maint.	89000-53408					150.00								
CW-City Planning Dept.	89110-54320													
Total		7,209.07	947.68	143.12	0.00	167.76	3,503.72	583.70	62.79	166.00			4,316.21	
Year Totals						8,467.63							12,783.84	

CERTIFICATE OF APPRECIATION

In recognition of outstanding achievements on behalf of the Lompoc Public Library System and its patrons, the Library Director and the Library Board of Trustees wish to express their appreciation to

CITY OF LOMPOC FACILITIES MAINTENANCE STAFF

for outstanding customer service. The Lompoc Library interior improvements were made possible in large part by the Facilities staff, who listened to what the Library staff wanted to achieve and advised about what was possible and within our budget. They moved and deconstructed shelving and desks, wired new areas, patched carpeting, refurbished signage, and created new furnishings out of discarded items. Most recently they enclosed the materials transit area of the lobby and painted the lobby and hallways. The cooperative outlook and willing assistance of the Facilities staff is greatly appreciated.

Given this 9th day of August, 2011



Library Director

Library Board of Trustees

Charlotte's Web project: next steps

Action needed	Responsibility	Timeframe	Progress/completion
Apply to City Building Dept. for 6 mo. extension of building permit.	City Engineering & Library staff	5/11	Request submitted to Building Dept. on 5/3/11.
Submit construction drawing comments to Ravatt	City Engineering	Week of 1/16/11 Week of 7/25/11	Submitted 1/28/11; Ravatt has not provided the response to comments. City comments on the cistern provided to Ravatt.
Review of gray water use plan	Library staff – Trustee White/City Engineering	5/11	Removed from the project, as too expensive to maintain required testing.
Work with RDA staff	Library staff	ongoing	Library Director reports monthly to RDA staff.
CDBG funds	Library staff	7/19/11	\$250,000 reserved but not allocated.
Project advocacy	Library Foundation / Library Trustees & Library staff	Immediately & ongoing 7/11	City authorized \$1,426,000 in project funding on 5/3/11. Library Foundation committee renewed grantseeking./fundraising. Wood-Claeyssens grant application submitted Weingart Foundation contact begun.
project financing	Library staff	6/11 7/11	discussed with Trustee White, who followed up with City staff and others. Library Director contacted City of Sacramento; waiting for response from Sacramento school district re financing of joint use branch library.

**Budget Update Summary
Fiscal Year 2011-2012**

Lompoc		2011						Adopted			% of
Revenue	July	August	September	October	November	December	YTD	Budget	Balance	budget	
Government Support	0.00						0.00	719,269.67	719,269.67	0.00%	
Fines & Fees	3,162.24						3,162.24	55,500.00	52,337.76	5.70%	
Contributions	232.00						232.00	8,220.00	7,988.00	2.82%	
Contributions from Reserves	0.00						0.00	14,897.00	14,897.00	0.00%	
Total	3,394.24	0.00	0.00	0.00	0.00	0.00	3,394.24	797,886.67	794,492.43	0.43%	
Expenses											
Personnel *	52,500.22						52,500.22	596,778.31	544,278.09	8.80%	
Operational Costs	1,031.25						1,031.25	33,416.00	32,384.75	3.09%	
Publications	600.15						600.15	45,000.00	44,399.85	1.33%	
Utilities	0.00						0.00	39,544.00	39,544.00	0.00%	
Services	97.47						97.47	93,564.00	93,466.53	0.10%	
Training/Meetings/Insurance	0.00						0.00	5,864.00	5,864.00	0.00%	
Total	54,229.09	0.00	0.00	0.00	0.00	0.00	54,229.09	814,166.31	759,937.22	6.66%	
Village											
2011								Adopted			% of
Revenue	July	August	September	October	November	December	YTD	Budget	Balance	budget	
Government Support	0.00						0.00	52,239.00	52,239.00	0.00%	
Fines & Fees	607.86						607.86	7,750.00	7,142.14	7.84%	
Contributions	25.00						25.00	540.00	515.00	4.63%	
Village Library Opr Support	0.00						0.00	16,300.00	16,300.00	0.00%	
Total	632.86	0.00	0.00	0.00	0.00	0.00	632.86	76,829.00	76,196.14	0.82%	
Expenses											
Personnel *	3,439.24						3,439.24	43,815.00	40,375.76	7.85%	
Operational Costs	226.24						226.24	1,580.00	1,353.76	14.32%	
Publications	182.35						182.35	5,000.00	4,817.65	3.65%	
Utilities	0.00						0.00	6,808.00	6,808.00	0.00%	
Services	0.00						0.00	22,390.23	22,390.23	0.00%	
Training/Meetings/Insurance	0.00						0.00	400.00	400.00	0.00%	
Total	3,847.83	0.00	0.00	0.00	0.00	0.00	3,847.83	79,993.23	76,145.40	4.81%	
* No. of Pay Periods re Personnel Costs	2	2	2	2	3	2					
Buellton											
2011								Adopted			% of
Revenue	July	August	September	October	November	December	YTD	Budget	Balance	budget	
Government Support	0.00						0.00	108,291.00	108,291.00	0.00%	
Fines & Fees	723.00						723.00	12,800.00	12,077.00	5.65%	
Contributions	0.00						0.00	642.00	642.00	0.00%	
Total	723.00	0.00	0.00	0.00	0.00	0.00	723.00	121,733.00	121,010.00	0.59%	
Expenses											
Personnel *	6,324.60						6,324.60	79,819.98	73,495.38	7.92%	
Operational Costs	0.00						0.00	3,950.00	3,950.00	0.00%	
Publications	0.00						0.00	8,000.00	8,000.00	0.00%	
Utilities	0.00						0.00	832.00	832.00	0.00%	
Services	0.00						0.00	25,436.96	25,436.96	0.00%	
Training/Meetings/Insurance	0.00						0.00	650.00	650.00	0.00%	
Cont-Reserves	0.00						0.00	3,045.00	3,045.00	0.00%	
Total	6,324.60	0.00	0.00	0.00	0.00	0.00	6,324.60	121,733.94	115,409.34	5.20%	

Staff report

Item 8D. Consideration of the Literacy Program budget

Staff recommendation: that the Board approve the Literacy Program budget for 2011-2012.

Consideration of the Literacy Program budget has been deferred pending information from the State Library regarding the grant funding that has traditionally anchored California Library literacy programs. On July 8th, the State Library advised literacy program coordinators as follows:

As you know, the 2011/12 state budget recently passed, and included \$3.7 million for CLLS, HOWEVER this funding is contingent on whether or not the state's revenue meets a targeted amount by December 15, 2011. If the state's revenue turns out to be less than the targeted amount, then the CLLS funding will be eliminated.

This means that the state library cannot release any CLLS funds until January 2012, and if the targeted revenues are not met, no CLLS funds will be available for 2011/12.

In light of these recent state budget developments, the State Librarian is offering a one time only temporary emergency LSTA grant for CLLS libraries that ARE AT RISK of losing their adult literacy program before January 2012.

Grants will be given to those libraries that are most at risk of closing their programs before the State Library can release CLLS funding. Please see attached instructions and application form. **Due date is July 29, 2011.**

The Lompoc Library Literacy Coordinator, Christina Chill, submitted an application for emergency funds in the amount of \$9,556 on July 29th. Award decisions on the one-time funding will be announced in August. Programs that receive this one-time funding will keep the funds regardless of the decision on funding California Library Literacy Services (CLLS) in December. If the CLLS allocation is funded in December, programs that received emergency funds will be funded, but the allocation will be reduced by the amount of the prior emergency funding through the Library Services and Technology Act (LSTA).

The Literacy Program budget projections for 2011-2012 are based on revenue already secured through grants and an allocation from the Friends of the Library, and on realistic fundraising projections. The unknown components of the revenue picture are the amount of state funding available for the program and a grant that will be submitted soon.

The budget that accompanies this report includes two scenarios. Column one is based on funding by the State Library at 81% of the 2010-2011 allocation, or \$23,018; this funding will not be confirmed until December. In this scenario the budget is \$59,369.

Column two is based on receiving only the one-time funding request for \$9,556; this funding will be awarded by the end of August. In this scenario revenue is boosted by increased fundraising and a possible \$10,000 grant award. Reduced expenditures lower the budget to \$57,942.75.

Without one of the state funding options or the pending grant, the program will not be adequately funded for the entire year. Staff recommends that the Literacy Program budget be approved at the \$59,369 level and then monitored closely in the months ahead as state and grant funding revenues become clear.

**Lompoc Public Library
Literacy Budget
FY 2011-12**

REVENUE		#1	#2
State (CLLS)	23,018.00 (19% reduction)	13,462.00	0.00
LSTA Grant	9,556.00 * (proposed)	9,556.00	9,556.00
Wish You Well	10,000.00	10,000.00	10,000.00
SB County Human Svs	6,181.00	6,181.00	6,181.00
Friends of the Library	4,000.00	4,000.00	4,000.00
City of Lompoc CDBG	3,420.00	3,420.00	3,420.00
Fundraising	5,567.81	5,567.81	7,603.56
Contributions	750.00	750.00	750.00
Pending Grant	10,000.00 * (pending)	0.00	10,000.00
Fundraising Carryover	6,432.19 (unaudited)	6,432.19	6,432.19
Total	59,369.00 * not included in total	59,369.00	57,942.75

EXPENSES		#1	#3
Salaries	32,623.03 **	32,623.03	32,623.03
Retirement	8,804.90 **	8,804.90	8,804.90
Insurance	12,685.82 **	12,685.82	12,685.82
Postage	175.00	175.00	175.00
Office Sup	200.00	200.00	200.00
Publication	1,525.00	1,525.00	1,525.00
Other	416.25	416.25	100.00
Background Screening	1,530.00	1,530.00	1,020.00
Travel	250.00	250.00	250.00
Membership	159.00	159.00	159.00
Computer Equipment	1,000.00	1,000.00	400.00
Total	59,369.00	59,369.00	57,942.75

** Total Personnel costs \$54,113.75 or \$2,081.30 per pay period

#1: LSTA Grant proposed to fund until State budget is decided; amount reflects full funding from State

#2: One-time LSTA funding only; expenses reduced; pending grant award included

Staff Report

Item 8E. Consideration of allocating Lompoc Library reserve funds to City Project No. FY-10-LB-1 – Retrofitting the Public Library Heating and Ventilation System

Staff recommendation: that the Board of Trustees approve the allocation of Lompoc Library reserve funds to City Project No. FY-10-LB-1 – Retrofitting the Public Library Heating and Ventilation System, with the following stipulations:

- 1) Library reserves will be used only after Community Development Block Grant funding allocated for the project has been expended; and
- 2) the reserve fund allocation will not exceed \$4,000.

The Lompoc City Council is scheduled to consider approval of a bid for City Project No. FY-10-LB-1-Retrofitting the Public Library Heating and Ventilation System on August 16, 2011. The staff report prepared by City Engineering Associate III, Craig Dierling, is included in this report.

As noted in Mr. Dierling's report, the total project budget is \$544,000. The Community Development Block Grant (CDBG) allocation for the project is \$540,000. CDBG funding has already been awarded for the 2011-2012 fiscal year. A request for additional CDBG funding for the project would delay the bid award and the project. City engineering staff has asked that the Library Board of Trustees consider approval of the use of \$4,000 from the Library reserves to be budgeted as part of the contingency funds for the project, allowing the total project funding to match the proposed project budget of \$544,000. The \$4,000 would be used only after all CDBG funds allocated to the project have been expended.

Fiscal impact: \$14,897 from the Lompoc Library reserve fund was used to balance the 2011-2012 library budget; \$45,443 is proposed for use in 2012-2013 to balance the library budget. The use of \$4,000 in reserve funds for the heating project further depletes library reserves. It should be noted, however, that almost all of the project funding is supplied by a CDBG allocation approved in 2010, and that library reserve funds would be the last funds used for project completion. If the \$30,000 construction contract contingency and the construction management contingency of \$9,400 for change orders are adequate, the \$4,000 will not be needed, and it is possible that the CDBG allocation will be more than adequate to cover project costs.

LOMPOC CITY COUNCIL/RDA AGENDA REPORT TRANSMITTAL FORM
 (Reports due Friday Before Agenda Packets Distributed)

Date Submitted for Review: 07/27/2011

Council Meeting Date: August 16, 2011

Report From (Title/Name/E-Mail): Civil Engineering Associate III/Craig Dierling, P.E.
c.dierling@ci.lompoc.ca.us

Subject/Title: Award of Project No. FY-10-LB-1, Retrofitting the Public Library Heating & Ventilation System

(Include Property location if applicable)(Used for Agenda Title)
City Attorney (Friday before Agenda Packets distributed)
Administration Review/Approval

Estimated # of minutes for Staff's Oral Report: _____

Check (x): **City Council** or **RDA** and recommended Agenda Category:

Presentation		Public Hearing		New Business	
Council Request		Legislative		POWER POINT/AUDIO VISUAL PRESENTATION*	
Consent Calendar	X	Unf. Business		*Please email PowerPoint presentation to: a_erland@ci.lompoc.ca.us 48 hours prior to meeting	

1. **Finance Review.** If your request involves major financial items or items requiring a budget adjustment or budget allocation, contact the Mgt. Svcs./Finance Director Brad Wilkie.

2. **CEQA Compliance.** Have you complied with CEQA, if applicable to this project? Y.

3. **Legal Publications:** Contact the City Clerk for Public Hearing Notices and other legal publications. Summary of Ordinances are published twice (5 days prior to adoption; and 15 days after adoption). Please coordinate the Summary wording with City Attorney's Office.

4. **Names/Addresses interested persons** who should be provided Staff report/Agenda (if public hearing land use item, provide to City Clerk mailing labels and legal notice for surrounding property owners in advance to meet CEQA and 10-day notice requirements).

5. **Contracts/Agreements:** Three sets of duplicated original Contracts/Agreements that have been approved by City Attorney should be signed by contracting party before submittal to City Council. City Clerk: please mail approved contracts to (list names/addresses): After originals are approved and signed by all parties; they are distributed to City Clerk, Contracting party, and the applicable department. Copy to Finance.

6. **Resolutions/Ordinances:** (Indicate how many Certified Copies and/or Copies, your department or other parties require and to whom the City Clerk should mail them).

() Certified Copies to: _____

() Copies to: _____

NOTE: No later than Thursday 5:00 P.M. or as soon as the City Administrator has approved it, COPY your Staff report and attachments to the "I\Clerk\agenda folder so it may be added to the City's Web Site. Agenda folders are arranged by the meeting date. If your report can not be submitted electronically, please let City Clerk know so it can be scanned.

Lompoc City Council Agenda Item

City Council Meeting Date: August 16, 2011

TO: Laurel M. Barcelona, City Administrator

FROM: Craig Dierling, P.E., Civil Engineering Associate III
c_dierling@ci.lompoc.ca.us



**SUBJECT: AWARD OF PROJECT NO. FY-10-LB-1 –
RETROFITTING THE PUBLIC LIBRARY HEATING & VENTILATION SYSTEM**

RECOMMENDATION:

Staff recommends the City Council take the following actions:

1. Adopt the Plans and Specifications for Project No. FY-10-LB-1, as required by Section 22039 of the Public Contract Code. Copies of plans and specifications are on file in the City Engineer's Office.
2. Award the Construction Contract in a total contract amount of \$294,960.00 to J.R. Barto Heating, Air Conditioning & Sheet Metal, Inc., authorize the Mayor to execute the necessary agreements for this Contract, and authorize the City Engineer to approve additional construction costs and construction contract change orders in an amount not to exceed \$30,000.00.
3. Award the Construction Management Consulting Contract in an amount not to exceed \$96,600.00, to Bachini-Deferville Management, Inc., authorize the City Administrator to execute the necessary agreements for this Contract, and authorize the City Engineer to approve Contract Change Orders in an amount not to exceed \$9,400.00.
4. Upon approval by the Library Board of Trustees, approve a budget adjustment of \$4,000 of reserves from the Library Fund to the project budget.

DISCUSSION:

PURPOSE:

City Project No. FY-10-LB-1 will install a new heating and ventilation system at the Lompoc Public Library and remove and abandon elements of the old heating and ventilation system being replaced. The replacement of the library heating and ventilation system is necessary due to severe damage to the existing underground ducts, which has made the existing system no longer usable. The existing ducts were buried during the original construction of the library in 1967, and have deteriorated to the point of failure. The new system will install three new heating and ventilation units on the library roof, and run new ducts hung from the library ceiling. The project is planned to allow the library to remain open to the public during construction with only limited potential closures. If awarded now, then the project should begin construction in October 2011, and should be completed in or by March 2012; however, physical work within the library might not occur during the first one to two months of the construction period as the heating units and other elements are being manufactured.

ENVIRONMENTAL:

The project has been determined to be Categorically Excluded under NEPA and Categorically Exempt under CEQA.

AUGUST 16, 2011
AWARD OF PROJECT NO. FY-10-LB-1 –
RETROFITTING THE PUBLIC LIBRARY HEATING & VENTILATION SYSTEM
PAGE –2-

CONSTRUCTION ADVERTISEMENT:

The Project was noticed, advertised and bid in accordance with the procedures of the Uniform Public Construction Cost Accounting Act (Public Contract Code Sections 22000-22045). The Uniform Public Construction Cost Accounting Act has been incorporated as a part of the City of Lompoc Purchasing and Public Project Procedures (Chapter 3.36 of the Lompoc City Code).

The Office of the City Clerk was available to receive bids for this project until 2:00 p.m., Tuesday, July 26, 2011, at which time five (5) bids were publicly opened and read. The bids received ranged from \$294,960.00 to \$378,590.00 (See attached Bidders List). The design consultant's construction cost estimate for the base bid was in the range of \$200,000.00 to \$275,000.00.

The project specifications require that the award of construction contract, if made, be made within 45 days after the bid opening, unless an extension is agreed upon in writing between the City and the Bidder concerned. The bid opening was held on Tuesday, July 26, 2011, and the 45th day after the bid opening will be Friday, September 9, 2011.

CONSTRUCTION MANAGEMENT:

During the construction bid advertisement, staff also publicly advertised a request for proposals from professional construction management firms to provide construction management and inspection for this project. Staff has reviewed and ranked the five proposals received using qualifications-based selection procedures, and has selected Bachini-Deferville Management, Inc., of Santa Maria, CA, as the first-ranked proposing consultant. The construction management firm will provide an experienced construction manager to be present on-site during much of the construction operation, who will review the contractor's work to ensure that it is being performed in accordance with the bid documents, and will interface between the City's project manager and the contractor in order to accommodate the needs of the construction work while relieving the City's project manager of the majority of the construction management workload. The construction management firm will also provide general inspection of the work, and will check and document the Contractor's compliance with various laws including prevailing wage laws, on behalf of the City. The estimated (time and materials) fee for Bachini-Deferville Management's proposed construction management services for this project is \$96,600.00, and \$9,400.00 is proposed as a contingency for Contract Change Orders.

FISCAL IMPACT:

Engineering staff worked with the City's Community Development Block Grant (CDBG) staff and with the City's Finance staff to prepare the following budget for this project.

Project Budget for Retrofitting the Public Library Heating & Ventilation System

Design Consultant	\$70,500
City Staff Costs Design & Construction	\$31,239
Construction Management Consultant	\$106,000
Construction Contract	\$294,960
Construction Contract Contingency	\$30,000
Miscellaneous – Special Inspection, Permits, etc.	\$11,301
Total Project Budget	\$544,000

The project is proposed to be funded with \$540,000.00 of CDBG funding previously allocated with authorization from the CDBG's county consortium prior to beginning design work on the project.

AUGUST 16, 2011
AWARD OF PROJECT NO. FY-10-LB-1 –
RETROFITTING THE PUBLIC LIBRARY HEATING & VENTILATION SYSTEM
PAGE –3-

Additionally, pending approval by the Library Board of Trustees, \$4,000.00 of reserves from the Library Fund is proposed to be budgeted as a part of the contingency funds for this project, allowing the total project funding to match the proposed project budget of \$544,000.00. The Library Board of Trustees is scheduled to vote on this item on August 9, 2011.

SUMMARY:

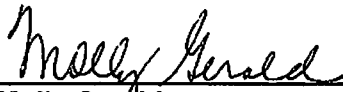
The Lompoc Public Library needs a new heating and ventilation system. City Project No. FY-10-LB-1 will accomplish providing a new heating and ventilation system, and abandoning and demolishing the existing system. The City has available funding equal to the proposed construction budget for this project.



Craig Dierling, P.E.
Civil Engineering Associate III

Attachment: Bidders List

APPROVED FOR SUBMITTAL TO THE CITY ADMINISTRATOR:



Molly Gerald
Library Director



Lucille F. Breese, AICP
Acting Community Development Director/Planning Manager



Larry A. Bean, P.E.
Public Works Director



Brad Wilkie
Management Services Director

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL:

Laurel M. Barcelona
City Administrator

BIDDERS LIST

**PUBLIC LIBRARY HVAC RETROFIT PROJECT
PROJECT NO. FY-10-LB-1
BID OPENING: 2:00 p.m., Tuesday, July 26, 2011**

CONTRACTOR	BASE BID AMOUNT
J.R. Barto Heating, Air Conditioning & Sheet Metal, Inc. 300 North G Street Lompoc, CA 93436	\$294,960.00
Brannon Inc. DBA Smith Electric Service 1340 W. Betteravia Road Santa Maria, CA 93455	\$307,550.00
Newton Construction & Management, Inc. PO Box 3260 San Luis Obispo, CA 93403	\$357,000.00
Los Angeles Air Conditioning, Inc. 1714 Lindbergh Court La Verne, CA 91750	\$377,268.00
Boneso Brothers Construction, Inc. 2758 Concrete Court Paso Robles, CA 93446	\$378,590.00

**Engineer's Construction Cost Estimate for The Base Bid/As Advertised:
\$200,000.00 to \$275,000.00**

Staff Report

Item 8F. Revision of the Library Board of Trustees regular meeting start time from 6:00pm to 4:00pm.

Staff recommendation: that the Board of Trustees approve changing their regular meeting start time from 6:00pm to 4:00pm or an alternative time.

At the June 6, 2011 meeting of the Board of Trustees there was discussion regarding the possibility of changing the start time of board meetings from 6:00pm to 4:00pm. Trustees agreed that they would prefer a 4:00pm start time, and the Library Director advised that she would follow up on this with city administration.

City Administrator Laurel Barcelona advised that there should be no problem with changing to an earlier start time. The start time for other boards and commissions follows:

Airport Commission - 7:00pm

Beautification Commission - 7:00pm

Citizens Committee to oversee the park maintenance and city pool assessment district – meets at least once a year; no specified time

Human Services Commission – 6:30pm

Mobile home rent stabilization board – times and dates not specified

Parks & Recreation Commission – 7:00pm

Planning Commission – 6:30pm

Public Safety Commission – 6:30pm

Senior Commission – 11:15am

Utility Commission – 6:00pm

Youth Commission – 7:00pm

Staff Report

Item 8G: Revision of the Compensation Plans for Library Unrepresented (UR), and Management, Supervisory, and Confidential (MS&C) employees.

Staff recommendation: that the Board of Trustees approve changes to the existing Compensation Plans for Library Unrepresented (UR), and Management, Supervisory, and Confidential (MS&C) employees. The set terms of the plan will continue until such time as the Library Board of Trustees adopts a new Compensation Plan.

Background: The Lompoc Library System operates under its own compensation plan. Traditionally the Board of Trustees has voted to accept changes to the plan to align with the City of Lompoc compensation plan for like employee groups. The Library Compensation Plans were amended most recently on July 8, 2009; these changes were aligned with compensation plan revisions approved by the City Council for City employees during the 2009-2011 budget cycle.

Recent City Council action: At the August 2, 2011 Council meeting, the Lompoc City Council voted to approve the Unrepresented (UR), and Management, Supervisory, and Confidential (MS&C) Compensation revisions stated in Resolution No. 5741(11). The set terms of the plan will continue until such time as the City Council adopts a new Compensation Plan.

The following changes are recommended:

- Upon adoption of the Compensation Plan through June 15, 2012 an employee covered under this plan shall be required to take ten and a half (10.5) unpaid furlough days off (the equivalent to eighty-four (84) hours).
- From June 16, 2012 through June 14, 2013 an employee covered under this plan shall be required to take eight (8) unpaid furlough days off (the equivalent of sixty-four (64) hours).
- Beginning the first pay cycle following adoption of this plan, employees under this plan hired prior to July 1, 2011 shall pay one percent (1%) of the Employee Member Paid Contribution (EPMC).
- Effective the pay period beginning June 16, 2012, employees under this plan hired prior to July 1, 2011 or until such time as the City can affect a change in its CalPERS contract implementing a second tier retirement formula, shall pay a total of two percent (2%) of the EPMC.
- Effective July 1, 2011, or as soon thereafter that the City can affect a change in its CalPERS contract, all employees hired after the contract change effective date shall receive the "2% at age 60 Full Formula" (Government Code Section 21353) PERS retirement plan with their final compensation calculated based upon the average full-time monthly pay rate for the highest thirty-six (36) consecutive months. In conjunction with this formula, these new employees shall pay the entire employee CalPERS contribution, currently at seven percent (7%).
- Employees hired after July 1, 2011 or as soon as the City can affect a change in its CalPERS contract implementing a second tier retirement plan and the requirement that those employees will pay the entire Employee Member Paid Contribution will not be assigned furlough time off.

Financial impact: The proposed revisions have no impact on the Village Library, which has no full-time employees. The 5% savings in salary/benefits costs for full-time employees of the Buellton and Lompoc libraries that will be achieved through the compensation plan changes have already been incorporated in the budget projections for these two libraries.

Management, Supervisory, and Confidential (MS&C) employees are Ashlee Chavez, Lee Edie, Molly Gerald, and Lezlee Hurtado. Unrepresented (UR) employees are Elizabeth Chapman, Christina Chill, Barbara Cooper, and Adam Fabela.

Staff Report

Item 8H. Review of the Board Development Workshop and consideration of next steps.

Staff recommendation: that the Board of Trustees review the priorities identified at the Board Development Workshop of August 9, 2011 and provide direction to staff.

A chart that identifies the priorities selected by trustees and library director is included in this report. (enclosure #1)

1) Strategic planning was identified as the highest priority. During FY 2010-11 the Library Director canvassed other California libraries on use of reserve funds as a critical part of strategic planning and shared information with Trustee Clark mid-year; Trustee Clark and the Library Director attended a webinar on strategic planning in October 2010; the Director also contacted the Seattle Public Library and received their survey used in strategic planning. The CALTAC workshop presenter, Jane Jones, recommended Joan Frye Williams as a strategic planning consultant. Library staff is ready to go forward with strategic plan development in cooperation with Trustees.

2) Formation of a speaker's bureau was the second highest priority. The Library Director is glad to work with Trustees to develop talks of various lengths that can be used in presentations or informal talks with organizations.

Following the workshop discussion of advisory/administrative boards, Trustee Ruhge requested that the City Attorney meet with trustees to clarify the library/city relationship. The Library Director met with Lompoc City Attorney, Joe Pannone, on July 27th to review this matter. A report from that meeting is included in this staff report. (enclosure #2) Mr. Pannone advised the Director regarding his weekly availability in Lompoc. The Director also met with City Administrator, Laurel Barcelona, at her request. The City Administrator advised that she is glad to move forward in consideration of this matter if that is the desire of the Library Board of Trustees. Her request is that the matter be included for discussion during the joint meeting between the Library Board and City Council in July 2012.

The Library Director sent a message on the California library listserv asking directors in general law cities to respond to five questions. Library Directors in Benicia, Glendora, Lodi, Rancho Cucamonga, and Yorba Linda responded. The questions and responses follow:

- 1) Is the library recognized as a city department? Benicia – yes; Glendora – yes; Lodi – yes; Rancho Cucamonga – yes; Yorba Linda – yes.
- 2) Does the library director work at the pleasure of the library board or is the director hired by and responsible to the city administrator? Benicia – reports to city manager; Glendora – reports to both; Lodi – director hired by and reports to the board; Rancho Cucamonga – responsible to city manager; Yorba Linda – reports to the city manager.
- 3) Does the library have a separate compensation plan? Benicia – no; Glendora – no; Lodi – no – in the early '80's the library board turned over the library's HR function to the city –library employees have the same compensation and benefit plans as other city employees; Rancho Cucamonga – no; Yorba Linda – no.
- 4) Does the library have a separate reserve fund that cannot be used without library board approval? Benicia – library general fund monies and PLF are part of the general fund.

Separate funds through a sales tax measure and TBR funds are not commingled with the city general fund; Glendora – funded through the city general fund – PLF and TBR go directly into the city general fund; Lodi – unexpended library monies are kept in a reserve fund and are not returned to the city general fund; Rancho Cucamonga – the library has its own reserve fund, but the library board has no authority over its use. Yorba Linda – the library existed as a district before the city was incorporated and has its own funding stream that is restricted and kept separate from city funds. City council is the administrator of library funds.

- 5) Is the library board administrative or advisory? Benicia – advisory; Glendora – administrative; Lodi – administrative; Rancho Cucamonga – advisory; Yorba Linda – was an administrative board when funded through a special district, but became advisory when the district was dissolved in 1985.

The Escondido Public Library Director sent documentation of correspondence during 1993 between the California State Library and the City of Oceanside related to this matter. The opinion provided by the State Library and the response from the Oceanside City Attorney is included in this report. (enclosure #3)

CALTAC representative Jane Jones saw the online questions. She wrote to the Library Director and expressed thanks for review of matters she discussed at the workshop and requested that information gathered from other libraries be shared with CALTAC for their use in future workshops.

Six areas reviewed by Trustees at the Board Development Workshop
 (six attendees' votes for three highest priority items noted)

Planning	Finance	Organizational operations	Advocacy	Human Resources	Community relations
Update policies (0)	Assess consequences of using reserves (0)	All Trustees are approved/attend workshops (0)	Find 3 community members to speak at council meetings (3)	Interviews (0)	Current library materials, equipment, Internet (0)
Complete strategic plan (6)	Demystify budget (0)	Meetings publicized (0)	Attend City Council meetings (1)	Staff reports (0)	City website, Facebook, etc. (0)
Meet with Friends & Foundation to coordinate efforts (2)	Better support from City Council (1)	Annual review of Director (0)		Open, diversified board (0)	Speakers bureau – reach all organizations (5)
				Certificates of recognition & tea for volunteers (0)	
				Director evaluation (0)	
				Personal and board assessments (0)	

Meeting report – July 27, 2011

Prepared by Joseph Pannone, City Attorney, and Molly Gerald, Library Director

We reviewed the provisions of the CA State Education Code (CEC) that relate to municipal libraries and Joe believes the structure in place in Lompoc is legally correct. We reviewed the following:

Pursuant to the CEC, the City Council appoints the members of the Library Board of Trustees. The Library Board is the decision making body for the Library.

The Library has its own compensation plan – the Library Director and employees work at the pleasure of the Board. The Board leaves appointment of Library staff to the Director and staff. Guidance is provided by the City, but the City does not make hiring decisions for any Library employees. The Trustees have traditionally mirrored the City compensation plan for FT Library employees.

The Library has a reserve fund separate from the Library's operating funds, the City's General Fund and other City funds. Any unexpended monies in the budgeted operating funds at the close of the FY go into the reserve fund and the uses of the reserve fund monies are determined by Trustees, rather than City Council. The Trustees review and vote on the Library budget and monitor it throughout the year. The City Council determines the level of the City allocation to the Library as part of the City's budget deliberations.

Again pursuant to the CEC, solely from a legal perspective Joe believes the Library is not a City department, but a separate entity under the fiscal oversight of Council due to the budget deliberations discussed above. Molly thinks this is a matter that needs to be clarified. John Walk always said the Library is a City department, but one with exceptions to the structure of other departments. Molly believes it is in the best interest of the Library to be considered a department and to work whenever possible within the structure of the City's administrative framework.

Joe stated it seems to him, in the same way the City Council works with the City Administrator, the Library Board works with the Library Director. Therefore, he thinks reasonable lines of communication are Board to Council and Library Director to City Administrator.

State of California

State Library

To: Gary E. Strong
State Librarian

Date: June 30, 1993

From: Paul G. Smith
General Counsel



Subject: Duties, Responsibilities of
Municipal Library Trustees

QUESTIONS

You asked me to advise you concerning questions raised by the Library Director, Oceanside Public Library. Her questions concern the authority of the library's board of trustees over the library budget and staff, and whether the Library Director was under the supervision of the trustees or the City Manager.

RESPONSE

A municipal library established pursuant to Education Code section 18900, et seq., "shall be managed" by its board of trustees. The trustees are authorized to prescribe the duties and powers of all library staff. Library staff members, including the librarian, hold their offices or positions at the pleasure of the board. The comprehensive statutory authority of the trustees to manage a municipal library and to direct its staff does not allow a city manager or the legislative body of the municipality to alter this arrangement. Consequently, the Library Director, appointed by the trustees, reports to the trustees, not the City Manager. Furthermore, the budget enacted by the legislative body of the municipality for operation of the library is administered by the trustees as well.

DISCUSSION

We are advised that the Oceanside Public Library was established in 1904 pursuant to the 1901 Municipal Libraries Act (Stats. 1901, ch 170.) which is currently found, with minor modifications, in Education Code sections 18900-18965. Section 18910 provides that a municipal library "shall be managed by a board of library trustees to be appointed by the mayor, president of the board of trustees, or other executive head of the municipality, with the consent of the legislative body of the municipality." (Emphasis added.)

Section 18919 provides that the board of trustees "may make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the libraries under its management, and all property belonging thereto." In addition, section 18921 gives the trustees authority to prescribe the duties of all library staff who "shall hold their offices and positions at

page 2, Gary Strong

the pleasure of the board."

In Friends of the Library of Monterey Park v. City of Monterey Park (1989) 211 Cal.App.3d 358; 259 Cal.Rptr.358, the court of appeal held that the Municipal Libraries Act (Education Code section 18900 et seq.) was the governing law, with no other statutes providing independent authority from it for the establishment and operation of public libraries by general law cities, and that compliance with its provisions respecting library boards of trustees was mandatory. Although the case dealt with a city's attempt to disband a library board of trustees by ordinance, its reasoning would surely apply to any attempt by city management or its legislative body to limit the authority of a board of trustees over management of the library.

Given the parameters of the applicable law which clearly designate the board of trustees as responsible for managing the library, and with the supporting case authority, there is no support for the conclusion that a library director, absent consent by the trustees, may be required to report to a city manager, or that administration of the library's budget lies anywhere but with the trustees.



CITY OF OCEANSIDE

OFFICE OF THE CITY ATTORNEY

July 12, 1993

Gary Strong
California State Librarian
California State Library
1001 Sixth Street, Suite 300
Sacramento, CA

RE: June 30, 1993

Dear Mr. Strong,

A copy of the legal memorandum prepared by Paul G. Smith in response to the letter dated June 28, 1993 to you from Helen M. Nelson, Library Director for the City of Oceanside has been delivered to me for review. Based upon my review of that memorandum, it is apparent that Mr. Smith was not provided with all of the information necessary to provide a full analysis of the matter.

The Oceanside Library is operated as what is sometimes commonly called an "Education Code" library. Pursuant to the California Education Code and implementing provisions of the Oceanside City Code, the power to "manage" the library is vested in a "board of library trustees". The board of library trustees has those powers specified by Education Code §§ 18910 et seq. However, as noted by the court in one reported California opinion dealing with the relationship between City's and their libraries, "it is quite evident that a municipal library is entirely dependent upon the city...and although it may be said to be completely autonomous as to the manner of its internal operation, nevertheless it is not independent of the city." City of Ukiah v. Board of Trustees of Municipal Library of City of Ukiah (1961) 195 Cal. App. 2d 344, 15 Cal. Rptr. 811, 812. Mr. Smith fails to cite this case in his memorandum even though it bears directly on certain points raised in the letter from the City's Library Director.

Under the City's personnel system, library employees are actually city employees and the City's Library Director is a city department head. This practice is authorized pursuant to Government Code Section 45002. The California Attorney General has found that the manner of designating employees of a City Library is entirely within the discretion of the particular municipality. 58 Ops. Cal. Atty. Gen 104, 106 (1975). It is my understanding that this practice applies to the current Library Director, which was the reason for the City Manager's "consent" to her selection by the Board of Trustees.

Gary Strong
Re: Oceanside Library
July 12, 1993
Page 2

Over the years, this office has had the opportunity to address several matters relating to the authority of the Library Board of Directors. For example, with respect to the budget of the City library, we have determined that the Library Board has no authority to set the amount of money appropriated from the city to the library. Once money is appropriated to the library the manner of expenditure ~~is~~ of that money is generally within the discretion of the Library Board. The Board also has discretion over grants, bequests, gifts and trust funds accepted by the city or the library for library purposes. However, pursuant to Section 2.10 of the Oceanside City Code, the City Manager is the administrative head of the government of the city under the direction and control of the city council. It is the duty of the City Manager to prepare and submit a budget to the city council. The City Manager's duty and authority in this regard extends to recommending appropriations for library operations and for compensation of library employees. The Library Board of Trustees may, if it chooses to do so, also provide a recommendation to the City Council for library appropriations.

As to the issue of library management, there is no dispute with the general proposition that the management of the library is vested in the Board of Trustees. The authority to manage includes the general authority, subject to certain limitations, to administer any trust declared or created for the library, receive and use property for the benefit of the library and, where not otherwise provided, dispose of property for the benefit of the library. However, with respect to employment matters, the authority of the Library Board of Trustees is constrained. The Library Director and library employees are city employees pursuant to Chapter 23 of the Oceanside City Code and the personnel system adopted pursuant thereto. The City of Oceanside Salary Schedule adopted by the City Council lists library employees as city employees and establishes the compensation for those employees. Thus, while the Library Board of Trustees can establish rules and procedures for the operation of the library and for the conduct of city employees assigned to the library, ultimate authority to hire, fire, discipline and otherwise control library employees is vested in the City. This practice is consistent with the Ukiah case cited above.

Thus, under the ordinances of the City of Oceanside, and in accordance with the provisions of the Government Code and the Education Code this office has determined that the Oceanside City Council is authorized to appoint the Library Board of Trustees, to levy taxes to support the library, to appropriate funds to support the library, to establish a personnel system that includes library employees, and to discontinue the library by repealing the ordinance creating it (subject, of course, to the limitations imposed by statute, see Friends of the Library of Monterey Park v.

Gary Strong
Re: Oceanside Library
July 12, 1993
Page 3

City of Monterey Park 211 Cal App 3d 358 (1989)). Consistent with those same provisions of law, we have also advised the City Council that it does not have the power directly to determine matters relating library operations because that authority is vested in the Board of Trustees.

I would welcome the opportunity to discuss this matter with you or with Mr. Smith.

Very truly yours,

Daniel S. Hentschke
City Attorney

cc: Mayor and Members of the City Council
City Manager
→ Library Director

July Staff Report

The pre-bid walk through for the Lompoc Library heating project was held on Wednesday, July 6th. Following bid opening, a meeting was held on July 29th with City Engineering staff. City Council will consider approval on August 16th. Further information about the project activity is provided in the staff report on agenda item 8E.

The Library Supervisors' quarterly retreat was held on July 8th, and staff reviewed a Public Library Association list of the "Top Ten Benefits of Tough Economic Times," considering how the list could be used in our work environment. The list is included in the Board packet. We also planned how to absorb extra duties that continue to emerge for full-time staff due to reductions in support staff hours. A regular staff meeting was held on July 15th. The Library Foundation met on July 14th. The Library Director met with the Foundation events committee on July 19th and the Charlotte's Web Fundraising Committee on July 27th. Black Gold Council met on July 22nd; the Library Director serves as council chair during this fiscal year.

Trustees participated in Board Development training provided by Jane Jones of the California Association of Library Trustees and Commissioners (CALTAC) on July 9th. City Attorney Joe Pannone met with the Library Director on July 27th to discuss the relationship between the City of Lompoc and the Lompoc Library.

At the July 19th City Council meeting, Council allocated \$248,000 in Community Development Block Grant (CDBG) funding to the Lompoc Library for carpet replacement. The \$250,000 reserved for the Charlotte's Web project in CDBG funds remains in place.

The Library Director met with Santa Barbara Foundation staff in Santa Maria on July 13th to review the grant application process for a strategy grant. The program grant would fund a coordinator and library materials selected to provide life skills to pregnant teens and teen moms and develop their interest in and use of the library for themselves and their children. The Police Activities League (PAL) has identified this as a unique and needed program effort in Lompoc. Pal staff and a Lompoc High School student met with the Library Director on July 27th. The application is due August 8th, with grants awarded in December.

The Weingart Foundation hosted the first collaborative grant information meeting held in several years to advise North County agencies about foundation funding priorities. The Library Director and Friends President Nina Taylor attended the meeting on July 14th and spoke with several foundation representatives. The Charlotte's Web project is under initial review by Weingart staff.

A representative from 3M Company met with library staff on July 21st to present the company's Radio Frequency Identification (RFID) products. He provided costs based on several different product lines following the meeting, and products are being compared with those recommended by Bibliotheca, a competing firm. A report will be provided to Trustees at the September 13th Board meeting.

The Library Director participated in Nature's Wonders evening at Old Town Market on July 22nd with a display of books and materials in other formats that matched the theme.

Reader's advisory displays were created in July and helped to circulate approximately 300 books in the adult collection. An adult Summer Reading program was launch with 3 events, including a movie and two book discussions, with 6 participants. On July 6, Adult Services Manager, Ashlee Chavez, attended a Black Gold Operations Committee meeting and brought all staff up to date on system wide changes.

Ms. Chavez provided a tour to the Adult Education School on July 12th. Over 25 students and their children were present. More than 15 library cards were issued and patrons had a chance to check out materials. Staff from the Adult Ed School was very pleased with the tour and are planning on future tours for other classes.

The Interlibrary (ILL) Loan Clerk II resigned in July, and these duties are now being shared between reference staff member, Chris Lauer and the Adult Services Manager. ILL procedures are being reworked to achieve maximum efficiency. Ms. Chavez made improvements to the library website, assisted with cataloging of DVDs, contacted the County Workforce Resource Center about adding another job help computer to the Lompoc Library, and continued leadership of the workroom committee. She met numerous times with the Library Director to work on efficiencies in cataloging, acquisitions, circulation, and reference.

Circulation services were very busy this month. Reduced hours the library is open to the public became effective July 18th. The circulation supervisor, Barbara Cooper, has streamlined library card application procedures to save staff time and paper and to provide better customer service.

For several years the library staff has tried to locate a therapy dog/owner for a program in which children read to a dog. A local resident has volunteered to provide this service at the Lompoc Library with her two Whippets. Another resident has volunteered with her Springer Spaniel to serve the Village Library. The owners have participated in the *Love on a Leash* certification program for therapy dogs and have experience in settings with very young children. The documentation is on file in the Youth Services Department. Both "read to a dog" programs will open in September as part of children's programming. This service is very popular in public libraries.

Youth Services Manager, Lezlee Hurtado, continued outreach to the Boys & Girls Club during the Summer Reading Program; on July 22nd, 10 children from the club toured the library. Celebrate Art drew 37 attendees in July. Two family movie night showings drew 93 viewers.

Summer Reading Program statistics for all three libraries follow:

Youth Pre K – 6/7 th grade sign up for summer reading program	Lompoc 509 Village 184 Buellton 179 = 872 total children
Teen 7 th – 12 th grade sign up for summer reading program	Lompoc 43 Village 34 = 77 total teens
Adults	Lompoc 6 Village 16 = <u>22</u> total adults 971 SRP participants

June 15 th – Zoo to You program:	Lompoc 300 in attendance Village 173 Buellton 67 = 540 total program attendance
---	---

June 22 nd storyteller Kirk Henning	Lompoc 100 Village 82 Buellton 53 =235 total program attendance
--	---

June 29 th magic show	Lompoc 200 Village 147 Buellton 71 = 418 total program attendance
----------------------------------	---

July 6 th dance group	Lompoc 120 Village 105 Buellton 77 =302 total program attendance
----------------------------------	--

July 13 th Family Movie	Lompoc 65 Village 56 Buellton 52 (craft) =173 total program attendance
------------------------------------	--

July 20th craft & free book

Lompoc 107

Village 101

Buellton 65 =273 total program attendance

1,941 total program attendance

The Literacy Program closed the year with about 60 volunteers helping at the Flower Festival booth, which netted about \$4,760. Christina Chill, Literacy Coordinator, and volunteers raised more than \$13,000 in fiscal year 2010-11.

The County Board of Supervisors has restored funding for the Human Services Program in the 2011-12 budget. The \$6,181 allocation for literacy is part of the funding scheduled for approval by the County Board of Supervisors in early August.

California Library Literacy Services (CLLS) grants are on hold. If funds are made available, they will be distributed after the first of the year, putting most small programs in jeopardy. In an effort to save programs from closing, the California State Library is providing an opportunity for libraries to apply for emergency Library Services and Technology Act (LSTA) funds to cover staffing until the state budget revenues are reassessed in December. A proposal for \$9,556 has been submitted to cover expenses for the Lompoc Literacy Program prior to the mid-year funding decisions. Awards will be announced in August.

Literacy statistics: 8 new student/tutor pairs matched; 15 students on waiting list; 30 referrals made.

Volunteer Statistics: 13 applications received; 10 new volunteers assigned; Volunteer Hours: June - 378, July - 345 + 43 in Youth Services.

Computer Services Technician, Adam Fabela, assembled new furnishings at the Buellton Library purchased through the Friends of the Library, set up computers in the workroom, and made numerous repairs and upgrades to individual computers.

People Counter (Meter installed 4/1/06)

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					

2010

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
12,603	12,483	14,180	8,651*	8,692*	12,606**	13,788	13,473	13,933	14,235**	12,269	12,190

* due to misreported malfunction, no reading at one entrance / **no reading for 7 days

Performance reviews due system wide: 1 due, completed on time and with satisfactory or higher rating.

Branches:

Buellton Library Manager, Liz Chapman attended Buellton City Council on July 14th to thank Council for monetary support of their library, which enabled this branch to continue open hours at 47 hours per week. The City was also thanked for the installation of a water fountain outside the building installed for the community's use.

The Library Director and Branch Manager met with four Buellton area residents on July 28th to consider launching the Friends group; the decision was made to formalize the group and attendees accepted positions of responsibility enthusiastically.

Watercolor paintings by Santa Ynez Valley artists are on display.

Statistics: volunteer hours - 47.5; Storytime attendance - 194.

People Counter (Meter installed 3/17/06)

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					

2010

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
6,621*	4,944**	6,084**	5,279**	5,083**	7,033***	8,889	9,062	8,677	7,456	7,618	7,340

*Children's room unit 12 days out of service / **No data for Children's room-unit sent in for repair / ***Children's room unit 15 days out of service

Village Library Manager Lara Schnick, who is moving to Wala Wala, Washington, resigned effective July 30th and Village Library Clerk I Stacy Brigman was selected as the new Branch Manager effective August 1st. Village Friends Chair, Marell Brooks, hosted a party honoring Lara on July 31st.

Village Speaker Series: July 14th topic on the Peace Corps (Lawrence Lihosit) had 12 attendees; several attendees came in another day and commented on how much they enjoyed the event. August 11th will feature County Parks Director Brian Roney.

Statistics: 11 active homebound patrons (1 new); 1 inactive. Storytime attendance: 6th:27; 13th: 34; 20th: 42. Summer Reading completion numbers as of July 23rd: 56 children; 6 teens: 16 adults. Volunteer hours: 184.5 (Jun 28-Jul 23)

Grow the Village Library donations for FY 2011-12 campaign: \$4,190.65

People Counter (Meter installed 4/1/06)

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					

2010

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2,401	2,692	3,220	3,001	2,831	3,403	3,093	2,792	2,792	2,868	2,563	2,367

The PLA preconference, Top Ten Benefits of Tough Economic Times, was presented by Cathy Hakala-Ausperk and Kim Bolan Cullin. Cathy and Kim started the session by talking about the importance of the CASE philosophy. If you're unfamiliar with the CASE it stands for Copy and Steal Everything.

In that vein, I am going to present to you a summary of their top ten benefits of tough economic times in reverse order;

10. Refresh Your Organization- This is the opportunity to look at the positions in your organization to see if the needs can be met through making positions more diversified or by changing the roles and services provided by the positions. You should be asking yourself if there is a need for the position, how else it can be filled, what else can be done? How much of the work is really relevant and how much is just filler? Its important to make the positions more fulfilling and satisfying by utilizing the talent that the employees.

9. Developing Staff Skills – Tough times can give libraries the opportunity to learn and grow from each other. Instead of paying for coaches and consultants, you can utilize the knowledge of your staff to train other staff members. Its important to allow staff to cross train other staff in a various roles and positions to give them the opportunity to grow and help people on multiple levels. Allowing staff to work together to teach each other can also help staff work more effective in teams, improve moral, or to work more collaboratively.

8. Make New Friends- In the good times, all these good friends existed out there but we weren't talking to them. Now, in the hard times, we need to renew these friendships and make new friends. It's important that you rely on local organizations and that you encourage them to rely on you for the resources that both can share. For example, the library can supply the community space for a food or hunger organization and the organization can provide the program.

7. Finally Write That Grant – Get someone who has an affinity for writing, has attention to detail, and most importantly has an interest in writing a grant. It would be helpful to get someone on your staff to help review state and federal grants so that they get trained (for free) about the grant writing process. You can also utilize volunteers who are looking to keep their work experience solid while they are unemployed to write grants.

6. Say It Better (Improve Communications) – good old fashion face-to-face communication. These times we have gone through have created so much fear and libraries are relearning the importance of communicating effectively to staff. Simple things, like leaving your door open, can help staff change their perception of you.

5. Kill Mission Creep – The most important skill a manager has is to demonstrate confidence with a clear message and knowing what they want. You want staff to get behind your initiatives and know where the library is headed. It's important to revisit the strategic plan to make sure that all staff is working towards the same goals. Bad things start to happen if the only thing your working towards is keeping the doors open. Figure out what is it you really want to do and do it really well instead of trying to do to many things part way. In order to accomplish this, you should figure out how to say no to things that lie outside of goals of the strategic plan.

4. **Enjoy Spring Cleaning (Leaner Facilities)** – There is a lot you can do to fix up and change your facility for little to no money. Take this opportunity to clean out and throw away what you don't need and to create a leaner space. Remember the adage, there is a place for everything and everything in its place and having too much "stuff" around the building leads to less efficiency. Explain the why's of why a leaner space is a better space. For example, decrease the number of flyers on the desks and teach staff to be better salesman with face-to-face interactions.

3. **Weed'em and Reep** – Many libraries are weeding significant portions of their non-fiction collections to make room for more computers and chairs or other resources that patrons may need at a higher level. Perform a turnover analysis on all of your collections and anything that is low should be considered for downsizing.

2. **Meet New Needs and Create New Users** – Its important to have fun and change with the needs of the community to gain a new set of users. If people had an experience that is relevant to their lives, its more likely that they will vote in favor of the library when it comes time to go to the taxpayers for funding. We have created many rules to preclude patrons from using the facilities and we should be starting to change to more welcoming spaces.

1. **Adjust Your Attitude** – A fish stinks from the head down. Managers and leaders who are up against the challenges of the economic downturn and are negative will not inspire staff to rise above the challenges to solve the problems. By solving the problems from a positive space the manager creates a sense of team and comradely. Even if you're not in a leadership position its possible to lead through your attitude towards staff and situations.

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

Loc.	Jul-10	% Change	Jul-11	Jun-11	May-11	Apr-11	Mar-11	Feb-11	Jan-11	Dec-10	Nov-10	Oct-10	Sep-10	Aug-10	Jul-10
SP	8,547	-3.0%	8,293	8,892	5,909	6,331	7,305	5,196	5,860	5,655	6,025	6,179	6,012	7,484	8,547
LB	5,097	2.0%	5,200	5,778	4,848	4,759	5,843	5,217	4,912	4,822	5,077	4,879	5,246	5,269	5,097
LM	19,613	-5.4%	18,560	21,561	18,191	18,512	19,977	17,732	18,775	17,574	18,864	19,642	19,247	18,584	19,613
LV	3,496	1.9%	3,561	3,808	3,123	3,109	3,374	2,944	3,249	3,063	3,200	3,341	3,227	3,431	3,496
	28,206	-3.1%	27,321	31,147	26,162	26,380	29,194	25,893	26,936	25,459	27,141	27,862	27,720	27,284	28,206
PR	31,264	-5.3%	29,607	30,106	25,667	26,805	29,458	25,507	27,758	24,797	25,799	26,910	27,394	29,439	31,264
BA	53,190	0.0%	53,199	52,946	46,328	48,155	51,886	44,548	48,379	32,638	46,020	50,622	48,713	48,676	53,190
BC	8,940	-0.1%	8,931	9,351	6,250	6,898	7,927	7,108	7,363	6,921	6,876	6,666	7,422	7,094	8,940
BE	6,546	-6.3%	6,134	6,298	5,484	5,868	6,314	5,840	6,281	4,133	6,448	7,845	6,048	5,689	6,546
BG	56,647	-2.1%	55,485	57,202	45,541	47,288	52,452	47,032	47,665	46,918	47,345	48,656	47,795	52,965	56,647
BM	10,881	-2.8%	10,575	10,977	8,530	9,071	10,144	8,698	9,479	9,249	8,801	9,196	8,991	10,914	10,881
BS	7,825	-16.8%	6,513	7,187	4,862	5,160	6,039	5,032	5,466	4,927	5,270	5,726	5,828	5,855	7,825
	144,029	-2.2%	140,837	143,961	116,995	122,440	134,762	118,258	124,633	104,786	120,760	128,711	124,797	131,193	144,029
OA	33,021	-4.9%	31,405	31,597	26,556	29,495	33,156	26,767	27,156	28,779	28,856	29,812	28,626	30,622	33,021
OB	846	123.4%	1,890	1,271	1,028	1,052	551	598	653	640	541	719	729	672	846
OC	12,000	-15.5%	10,135	10,611	8,171	9,591	10,413	8,409	9,700	10,689	9,292	9,183	9,412	11,155	12,000
OD	254	-18.5%	207	193	193	211	261	182	171	252	238	279	314	239	254
OE	1,814	31.6%	2,387	2,442	2,023	2,183	1,861	1,276	1,316	1,474	1,308	1,659	1,580	1,562	1,814
OG	717	-6.6%	670	741	602	723	621	406	493	465	561	560	638	750	717
OH	728	-15.8%	613	583	618	731	807	473	640	620	491	565	691	676	728
OI	267	48.7%	397	334	279	274	429	193	256	416	169	244	315	252	267
OL	1,975	11.0%	2,192	2,015	1,518	1,874	2,201	1,742	1,793	1,852	1,488	1,771	1,830	1,906	1,975
OM	23,555	2.8%	24,208	25,579	20,987	22,576	25,390	20,977	21,048	22,324	22,063	22,329	21,349	22,698	23,555
ON	14,330	-7.5%	13,262	13,929	10,698	12,239	13,320	10,969	11,132	12,382	12,146	12,225	11,428	12,414	14,330
OO	51,081	-2.9%	49,603	49,614	42,016	45,534	50,503	42,829	42,454	44,520	43,986	44,689	41,738	46,488	51,081
OR	2,740	3.3%	2,830	3,039	2,467	2,465	3,015	2,413	2,643	2,838	2,264	2,109	2,287	2,691	2,740
OS	49,682	1.8%	50,553	54,266	42,513	47,862	52,912	42,536	44,420	46,546	45,483	46,810	44,911	47,083	49,682
OT	1,501	-11.9%	1,322	1,699	1,594	1,545	1,839	1,629	1,664	1,492	1,666	1,553	1,545	1,891	1,501
OU	3,131	-15.4%	2,648	3,300	2,627	2,699	3,593	2,818	2,829	2,974	2,636	2,312	2,587	3,325	3,131
OY	22,844	-0.1%	22,823	24,344	20,119	21,382	23,394	18,813	19,162	21,131	19,645	19,141	19,373	21,195	22,844
	220,486	-1.5%	217,145	225,557	184,009	202,436	224,266	183,030	187,530	199,394	192,833	195,960	189,353	205,599	220,486
MC	278	-26.3%	205	227	254	211	269	301	320	269	382	223	279	403	278
MG	665	19.7%	796	771	681	681	875	818	908	532	524	507	415	543	665
MM	42,159	-15.0%	35,847	38,735	33,732	37,796	41,444	36,764	39,290	36,865	37,970	38,136	37,529	39,008	42,159
MO	7,420	-23.7%	5,663	6,437	5,365	5,636	6,590	5,269	5,695	5,571	5,748	6,023	6,037	6,865	7,420
	50,522	-15.9%	42,511	46,170	40,032	44,324	49,178	43,152	46,213	43,237	44,624	44,889	44,260	46,819	50,522
TOTAL	483,054	-3.6%	465,714	485,833	398,774	428,716	474,163	401,036	418,930	403,328	417,182	430,511	419,536	447,818	483,054

* conversion to CircX 10/9/07

* May '09 numbers CARL thru 21st and then Polans 22nd on

Gerald, Molly

From: csl_info-bounces@lists.infopeople.org on behalf of Habbestad, Sandy
[shabbestad@library.ca.gov]
Sent: Tuesday, August 02, 2011 11:00 AM
To: csl_info@lists.infopeople.org
Subject: [CSL_Info] PLF estimates for 2011-12
Attachments: 15429_2.pdf; ATT00001.txt

Public Library Directors:

The attached table presents the California State Library's preliminary allocation estimates for funds to be distributed to all public library jurisdictions for the 2011-12 fiscal year. These estimates are subject to revision as part of the certification process. As authorized in the Governor's budget, the appropriation for PLF this year is \$3,000,000; however, the budget appropriation also called for a Trigger Bill, AB 121, that would enact a mid-year cut to the PLF program possibly eliminating the entire \$3 million if state revenue does not meet determined levels by December 15, 2011.

Section 18021 of the California Education Code specifies how population figures are to be determined for use in Public Library Fund allocations. The population figures used for this year's certification show a decrease for California's total population of 1,137,324 from 2010 to 2011, and only 37 library jurisdictions show increased populations in 2011. *

In October we will mail to Fiscal Officers of Public Library jurisdictions the annual certification packet which includes the PLF Annual Certification form and the Waiver Request form, due at the State Library on or before December 1, 2011. The final determination of fund allocations will be made following confirmation of eligibility based on the submission of the annual certification of local revenue appropriations by all public libraries.

If you have any questions, please don't hesitate to contact me.

Sandy Habbestad
California State Library
Library Development Services
P.O. Box 942837
Sacramento, CA 94237
Ph: (916) 653-7532
Fax: (916) 653-8443

* Lompoc System's certified population in 2010-2011 was 66,761.

PUBLIC LIBRARY FUND
 FY 2011/2012 Estimates
 (Payment Based on Population)

Public Library	1	2	3	4	5
	Population FY 11/12	Meets MOE Y/N	Percentage of Total Population	At 100% Funding Total Cost of PLF Program 1 x \$3.078	Proportionally Funded Estimate 1 x .07997800071
El Segundo	16,708	Y	0.0004454	51,427	1,336
Escondido	145,196	Y	0.0038708	446,913	11,612
Folsom	72,439	Y	0.0019312	222,967	5,794
Fresno Co	912,571	Y	0.0243285	2,808,894	72,986
Fullerton	135,574	Y	0.0036143	417,297	10,843
Glendale	192,473	Y	0.0051312	592,432	15,394
Glendora	50,260	Y	0.0013399	154,700	4,020
Hayward	145,839	Y	0.0038880	448,892	11,664
Hemet	79,607	Y	0.0021223	245,030	6,367
Humboldt Co	135,263	Y	0.0036060	416,340	10,818
Huntington Beach	190,377	Y	0.0050753	585,980	15,226
Imperial	15,089	Y	0.0004023	46,444	1,207
Imperial Co	53,643	Y	0.0014301	165,113	4,290
Inglewood	110,028	Y	0.0029333	338,666	8,800
Inyo Co	18,634	Y	0.0004968	57,355	1,490
Irwindale	1,426	Y	0.0000380	4,389	114
Kern Co	846,883	Y	0.0225773	2,606,706	67,732
Kings Co	153,365	Y	0.0040886	472,057	12,266
Lake Co	64,784	Y	0.0017271	199,405	5,181
Larkspur	12,014	Y	0.0003203	36,979	961
Lassen Dist	34,577	Y	0.0009218	106,428	2,765
Lincoln	43,248	Y	0.0011530	133,117	3,459
Livermore	81,687	Y	0.0021777	251,433	6,533
Lodi	62,473	Y	0.0016655	192,292	4,996
Lompoc	64,612	Y	0.0017225	198,876	5,168
Long Beach	463,894	Y	0.0123671	1,427,866	37,101
Los Angeles	3,810,129	Y	0.1015755	11,727,577	304,726
Los Angeles Co	3,340,309	Y	0.0890504	10,281,471	267,151
Los Gatos	29,651	Y	0.0007905	91,266	2,371
Madera Co	151,949	Y	0.0040509	467,699	12,153
Marin Co	139,822	Y	0.0037276	430,372	11,183
Mariposa Co	18,261	Y	0.0004868	56,207	1,460
Mendocino Co	88,197	Y	0.0023513	271,470	7,054
Menlo Park	32,319	Y	0.0008616	99,478	2,585
Merced Co	257,984	Y	0.0068777	794,075	20,633
Mill Valley	14,064	Y	0.0003749	43,289	1,125
Mission Viejo	93,483	Y	0.0024922	287,741	7,477
Modoc Co	9,705	Y	0.0002587	29,872	776
Mono Co	14,308	Y	0.0003814	44,040	1,144
Monrovia	36,686	Y	0.0009780	112,920	2,934
Monterey	29,440	Y	0.0007849	90,616	2,355
Monterey Co	219,527	Y	0.0058524	675,704	17,557

5th Year
The Library Foundation presents

CONCERTS ON THE LIBRARY LAWN

501 E. North Ave., Lompoc
Bring lawn chairs or a blanket for the family)



August 2011
Sundays
1:00 pm Showtime

12:30-3:00
Lompoc Host Lions
BBQ Sandwich sale

- August 7 - "Jazz Divine Quartet"
Mix of trumpet, guitar, bass & drums
- August 14 - "Eclectic5"
Jazz standards to swinging spirituals
- August 21 - "The Southside Bluegrass Band"
Lively mosaic of mandolin, guitar & banjo



Lompoc District
Libraries Foundation
PO Box 2833
Lompoc, CA
a 501 (c) 3 public nonprofit supporting
Buellton - Lompoc - Village



Rabobank

"A great community starts with a solid foundation and an active partnership." ~ the Foundation Board