



Library Advisory Committee

Meeting, Wednesday, May 30, 2018 at 10:00 AM
Cachuma Lake Recreation Hall
2225 Highway 154, Santa Barbara, CA

SANTA BARBARA COUNTY

**LIBRARY ADVISORY
COMMITTEE**

Members

1st District Representative
Patricia Manuras

2nd District Representative
Claire B. VanBlaricum

3rd District Representative
Judith Dale

4th District Representative
Barbara Raggio

5th District Representative
Laura Selken

City Representatives

Carpinteria Representative
Gaby Edwards

CSA 3 Representative
Pamela Holst

Buellton Representative
Dave King

Goleta Representative
Patricia Kistler

Guadalupe Representative
Amelia Villegas

Lompoc Representative
Alice Down

Santa Barbara Representative
Milt Hess

Santa Maria Representative
Marilyn Ayers

Solvang Representative
Shirley Stacy

Library Directors

Lompoc Library Director
Sarah Bleyl

Santa Barbara Library Director
Jessica Cadiente

Santa Maria Library Director
Mary Housel

Goleta Library Director
Allison Gray

**Board of Supervisors
Representative**

1st District Supervisor
Das Williams

County Staff

Community Services Director
George Chapjian

Executive Assistant
Natasha Garduno

Chief Financial Officer
Ryder Bailey

AGENDA

May 30, 2018

Cachuma Lake Recreation Hall
2225 Highway 154
Santa Barbara, CA
10:00 AM

ADMINISTRATIVE AGENDA

- I. Meeting Called to Order:** *by Chair, Supervisor Das Williams.*
- II. Roll Call:** *by Secretary*
- III. Public Comment:** *Public Comment period is set aside to allow public testimony on items not on today's agenda. The time allocated to each speaker will be set at the discretion of the Chair.*
- IV. Minutes:** The minutes of April 25, 2018 will be considered.

STANDARD AGENDA

- 1. 5% Budget Requests for Zones 1, 2, 3 & 4- Action**
- 2. Review of June 5th Board of Supervisors Library Staff Report- Informational**
- 3. Directors Report**
The Director will report on items of general interest to the Library Advisory Committee Members and members of the public, including items that have been or will be considered by the Santa Barbara County Board of Supervisors.
- 4. Member Reports/Roundtable Discussions:**
Library Advisory Committee Members may present brief reports on library issues, such as seminars, meetings, events and literature that would be of interest to the public and/or Committee, as a whole.

Adjourn.

The next Library Advisory Committee Meeting will be held on June 20, 2018 from 10:00 AM – 12:00 PM at the Cachuma Lake Recreation Hall located at 2225 Highway 154, Santa Barbara, CA. To place an item on the agenda, please contact Natasha Garduno at (805) 568-2467 at least two weeks prior to the scheduled meeting date.

MINUTES

**APPROVAL OF THE MINUTES OF
APRIL 25, 2018**

LIBRARY ADVISORY
COMMITTEE

Members

1st District Representative
Patricia Manuras

2nd District Representative
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3rd District Representative
Judith Dale

4th District Representative
Barbara Raggio

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Laura Selken

City Representatives

Carpinteria Representative
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Buellton Representative
Dave King

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ACTION SUMMARY

April 25, 2018

Buellton Recreation Center
301 Second Street
Buellton, CA
10:00 AM

Meeting officially convened at 10:02 a.m.

Roll Call

Members Present: Patricia Manuras, Judith Dale, Gaby Edwards, Pamela Holst, Patricia Kistler, Milt Hess, Shirley Stacy

Members Absent: Claire VanBlaricum, Barbara Raggio, Laura Selken, Dave King, Amelia Villegas, Alice Down, Marilyn Ayers

Directors Present: Jessica Cadiente, Sarah Bleyl, Mary Housel, Allison Gray

County Staff Present: George Chapjian, Natasha Garduno, Darcél Elliott

ADMINISTRATIVE AGENDA

I. Meeting Called to Order: *by Chair Williams.*

II. Roll Call: *by Secretary*

III. Public Comment: None was made.

IV. Approval of Minutes of April 25, 2018

ACTION: A motion was made by Milt Hess and seconded by Judith Dale to approve the minutes of April 25, 2018. All approved. Motion passed.

STANDARD AGENDA

1. Outcome of 4/3/18 Board of Supervisors Meeting-For Discussion

George Chapjian, Director of CSD, reviewed the actions taken by the Board of Supervisors at the April 3rd meeting:

i) Approved Management Partners' Recommendation 1;

ii) Approved Management Partners' Recommendation 2 as reflected in the map on page 10 of Community Services PowerPoint presentation dated April 3, 2018. Further directed that the new City of Goleta Zone 4, work with the cities of Buellton and Solvang with the intent that they would incorporate into Zone 4 within 1 year;

iii) Approved Management Partners' Recommendation 3, as follows:
Maintain the current County funding allocation with the recommendation that 5% of the total funding allocation be earmarked for distribution as determined by the Library Advisory Committee (LAC). Further directed that the LAC develop a policy for the allocation of those funds;

iv) Approved Management Partners' Recommendation 4, as follows:
Directed staff to meet with each of the 4 individual zones and to remove 'Friends' or other individual donations from administrative fees in the zones. Further directed that administrative fees be capped at 20% of the County funding allocation in each zone; and

2. Policy Process of 5% Funding Distribution- Action

The members of the LAC held a lengthy conversation regarding the 5% allocation that the Board of Supervisors earmarked out of the per capita for distribution by the LAC. The library zone directors expressed their concerns over the action due to the fact that it will have a negative impact on all libraries and branches as it will reduce funds that have already been budgeted for. Furthermore, the library directors stated that this action will force a reduction in hours, service levels, and staffing levels for almost all libraries and branches. Sarah Bleyl, Mary Housel, and Jessica Cadiente all stated that they would recommend to keep the funding for this coming year status quo.

After further discussion the LAC members took the following action:

ACTION: Motion was made by Judith Dale and seconded by Shirley Stacey to have the three Library Directors of Zones 1,2 & 3, with the Zone 4 Library Director sitting in, to bring back to the LAC recommendations on how to disperse the 5% earmarked money All moved to approve. Motion passed.

3. Funding and Budgets- Zones, 1, 2, 3, and 4-For Discussion

The Zone Directors all briefly reviewed their budgets with the committee.

Jessica Cadiente shared that City of Santa Barbara Library staff would be taking an item to its upcoming Council meeting of May 15th regarding the action taken by the Board of Supervisors at the April 3rd meeting.

Sarah Bleyl stated that her two year budget was approved last year and that the only way to deal with the 5% reduction in per capita to her libraries was going to be by reducing staff and service hours. Ms. Bleyl

also shared that she would be meeting with Supervisor Hartmann and Supervisor Adam to discuss the impact the 5% reduction from the per capita would have on libraries.

Mary Housel stated that in past years the City of Santa Maria has directed cuts to be on materials but that this coming year it could be staff that will need to be cut due to the 5% reduction from the per capita money. She also shared that the Orcutt branch hours may need to be reduced by a day.

4. Countywide Library Agreement -Quarterly Budgets- For Discussion

The LAC briefly discussed issues of transparency with the budget review process. The LAC members came to an agreement that they would like to have mid-year budgets brought back for a review in order to compare to the adopted budgets at a time that is convenient for the zone administrators.

5. Directors Report

None.

6. Member Reports/Roundtable Discussions:

None.

Adjourned at 12:12 PM

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ITEM NO. 1

5% BUDGET REQUESTS FOR ZONES 1, 2, 3 & 4

ACTION



City of Santa Barbara
Library Department

Memorandum

DATE: 05/25/2018
TO: George Chapjian, Community Services Director
FROM: Jessica Cadiente, Zone 1 Library Director
SUBJECT: 5% per capita reduction FY19

Zone 1 recommends status quo per capita distribution for FY19. The decision to maintain the current County funding allocation and distribute 5% of this funding to the Library Advisory Committee (LAC) for distribution will reduce the budgets of all zone 1 libraries. Currently all zone 1 libraries are experiencing revenue shortfalls that this 5% loss is now creating a larger gap. Additionally, the decision to approve the new zone 4 with the recommended population figures as presented by the consultants will reduce the available unincorporated population to distribute to the remaining zone 1 County branches. The population figures used in the presentation were not consistent with what the County and State have used to certify population figures. Zone 1 needs an updated and certified population in order to finalize FY19 budgets. Zone 1 cannot prepare new budgets until updated population figures are provided.

The second issue to address is the decision to limit administrative fees to 20% of the county per capita. The City of Santa Barbara manages zone 1 on behalf of the County. The decision by the Board to cap the administrative fee at 20% of the County Per Capita funding means the City of Santa Barbara will have to increase contributions from the general fund to provide these services to non-city branches.

As you may recall, the City of Santa Barbara made a commitment to phase in increases to library administrative fees during the FY18 budget process. The City of Santa Barbara agreed to administer County libraries at a reduced negotiated rate of 13.5% of each branch's total budget in FY18. In an effort to minimize budget issues for County libraries during the FY19 budget process the City of Santa Barbara agreed to hold the administrative fee at a status quo rate of 13.5%. This reduced negotiated rate is only a fraction of the true costs to manage County libraries and the decision by the County to cap administrative fees will impact the City of Santa Barbara's budget and its ability to manage County libraries at the level expected by each branch community. The cap on administrative fees is a \$150,000 revenue loss to the City of Santa Barbara.

The Santa Barbara City Council heard a presentation on this item on May 15, 2018. The City Council subsequently sent a letter to the County Board of Supervisors requesting to be made whole on these losses.

Zone 2 Recommendations

Recommendation: keep status quo budget for FY1819

Background: On 4/3/18 the Board of Supervisors voted to create an equity fund consisting of 5% for the LAC to distribute. The library director, interim city manager, and city council members met with both Supervisor Hartmann and Supervisor Adam, as the losses to the Zone 2 libraries are not acceptable.

Supervisor Hartmann stated that she believed the recommendation made in the meeting was coming from the LAC and not an individual. During the meeting, it was revealed to her that the recommendation had not been vetted by any county staff, the library directors, or the LAC as a whole. The library director also explained that the LAC group is not functioning as a cohesive group.

Supervisor Adam stated in the meeting that he is now aware that the recommendation came only from one individual and that he believed status quo was the best choice in this situation.

Alternate recommendation: return 5% reduction to Zone 2 to avoid loss of library hours and services to the public

Not recommended: reducing library hours and services to the public by 9 hours

	Population	per capita 7.80	5% reduction 7.41	1819 funding
Lompoc	50,978	397,628.40	19,881.42	377,746.98
Village	9,194	71,713.20	3,585.66	68,127.54

Lompoc: reduce 5 hours.

Village: reduce 4 hours. As actual costs are charged to the Village, and not a flat administration fee, those costs are greater than the 20% cap on the admin fee, and more hours will need to be reduced to make up for that loss.

Zone 3 Request for 5% Funds

Zone 3 Population 2018-19 (153,283)

	Pop.	Co. funding @ 7.80 per cap	5% reduction	20% Admin fee *	Funding to branch
Cuyama	1100	\$8,580	\$429	\$1,716	\$8,151
Guadalupe	7604	\$59,311	\$2,966	\$11,862	\$56,346
Los Alamos	2016	\$15,725	\$786	\$3,145	\$14,939
Orcutt	34093	\$265,925	\$13,296	\$53,185	\$252,629
Santa Maria	108470	\$846,066	\$42,303		\$803,763
Total	153283	\$1,195,607	\$59,780	\$69,908	\$1,135,827

* Admin fee for 2018-19 was based on actual staff time and estimated at 24% of per cap. Fee did not include time of City Attorney, Finance, IT, Facilities. (\$82,209 vs \$69,908)

The chart above shows 1.) the population for 2018-19 for each location in Zone 3, 2.) the total county funding per capita by location, 3.) 5% of the funding by location, 4.) 20% of the funding for administrative overhead by location, 5.) the remaining funding to each location after the 5% is deducted. In reality, Cuyama is not sustainable due to low population and insufficient funding to support the branch without subsidization from other branches.

Proposal: Zone 3 is requesting the 5% funds as follows:

Cuyama: \$429 to maintain staffing level and open hours at 11 hours weekly. Otherwise hours will reduce to 10 hours weekly. The branch already operates in the red and actually needs \$11,283 to balance the projected budget. However we are only asking for the 5% or \$429.

Guadalupe: \$2966 to maintain weekly hours at 32. Otherwise hours will reduce 5 hours/week to 27. In addition, \$7680 is needed to fund rent through the lease agreement ending November 30, 2018. After that, if the library renews the lease agreement, rent will increase \$200/monthly from \$1800 to \$2000. To date, the City of Guadalupe does not have rent funds for the remainder of the lease period, or a new lease. Request is for \$10,646 to pay rent through November lease and maintain 32 hours weekly. If no funds for rent are found prior to November 30, 2018, close the branch.

Los Alamos: \$786 to maintain materials budget at \$2775 instead of \$1989. Or \$786 to maintain hours at 23. Otherwise reduce hours to 21 weekly. The Friends of the Library support staffing for 7 additional open hours. Otherwise the county funded hours would only be 16/or 14 if reduced.

Orcutt: \$13,296 to retain a 19 hour Assistant Clerk and maintain hours at 36 weekly. Otherwise reduce 10 hours weekly to 26.

Main: 5% represents \$42,303 however the current 20% admin fee is below the estimated overhead to provide services to branches. The actual fee was calculated at 24% of the per capita and did not include the time of City Attorney, IT, Finance, Facilities, HR. The total needed to not subsidize branches would be \$54,303. A full time library clerk currently sorting, bagging and searching holds would be eliminated to meet the \$54,303. The work would be done by other library clerks creating a higher workload for all and no doubt impacting morale.

ITEM NO. 2

REVIEW OF JUNE 5TH BOARD OF SUPERVISORS LIBRARY STAFF REPORT

INFORMATIONAL

ITEM NO. 3

DIRECTORS REPORT

INFORMATIONAL

ITEM NO. 4

MEMBER REPORTS/ROUNDTABLE

FOR DISCUSSION