

SANTA BARBARA COUNTY

LIBRARY ADVISORY COMMITTEE

Members

1st District Representative
Patricia Manuras

2nd District Representative
Claire B. VanBlaricum

3rd District Representative
Neil Baker

4th District Representative
Barbara Raggio

5th District Representative
Laura Selken

City Representatives

Carpinteria Representative
Gaby Edwards

CSA 3 Representative
Pamela Holst

Buellton Representative
Judith Dale

Goleta Representative
Margaret Connell

Guadalupe Representative
VACANT

Lompoc Representative
Alice Down

Santa Barbara Representative
VACANT

Santa Maria Representative
Maureen Theobald

Solvang Representative
Shirley Stacy

Library Directors

Lompoc Library Director
Ashlee Chavez

Santa Barbara Library Director
Irene Macias

Santa Maria Library Director
Mary Housel

Board of Supervisors Representative

3rd District Supervisor
Doreen Farr

County Staff

ACEO and
Interim Community
Services Director
Renee Bahl

Administrative Professional
Jessica Rauch

AGENDA

September 17, 2014

Solvang Courtroom
1745 Mission Drive
Solvang, CA

10:00 AM

ADMINISTRATIVE AGENDA

- I. Meeting Called to Order: *by Chair, Supervisor Doreen Farr.*
- II. Roll Call: *by Jessica Rauch*
- 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 June 18, 2014 will be considered for approval.

STANDARD AGENDA

1. **Value of Community Libraries Statement – For Action**
Recommendation: That the Library Advisory Committee approve a statement about the value of community Libraries.
2. **County-owned Library Facilities – For Discussion**
Recommendation: That the Library Advisory Committee have a discussion on the County-owned library buildings and the responsibilities of the landlord and tenant.
3. **Library Directors Zone Updates**
 - i. Zone 1 – Irene Macias
 - ii. Zone 2 – Ashlee Chavez
 - iii. Zone 3 – Mary Housel
4. **Member Reports/Roundtable Discussions**

Adjourn.

The next Library Advisory Committee Meeting will be held on Wednesday, December 17, 2014 from 10:00AM - Noon at the Solvang Courtroom, 1745 Mission Drive, Solvang, CA. To place an item on the agenda, please contact Jessica Rauch at (805) 568-2467 at least two week prior to the scheduled meeting date.

MINUTES

APPROVAL OF THE MINUTES OF JUNE 18, 2014

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Community Services Director
Herman Parker

Administrative Professional
Jessica Rauch

ACTION SUMMARY

June 18, 2014

**Solvang Superior Courtroom
1745 Mission Drive
Solvang, CA**

Meeting officially convened at 10:07AM.

Roll Call

Members Present: Patricia Manuras, Claire VanBlaricum, Neil Baker, Laura Selken, Gaby Edwards, Pamela Holst, Judith Dale, Margaret Connell, Maureen Theobald and Shirley Stacy.

Members Absent: Babara Raggio, Alice Down, and Marc Tosches.

Directors Present: Jessica Cadiente and Mary Housel.

County Staff Present: Supervisor Doreen Farr, Renee Bahl, Jessica Rauch.

Other Representatives: Heidi Aten, Senior Management Analyst, Goleta City; Margaret Esther, Library Services Manager; and Vicki Gill, Friends of the Los Alamos Library.

ADMINISTRATIVE AGENDA

- I. Meeting Called to Order: by Chair, Supervisor Doreen Farr.
- II. Roll Call: Committee Members Raggio, Markolf, and Down were absent.
- III. Public Comment: None.
- IV. Approval of Minutes of March 12, 2014.

ACTION: A motion was made by Baker and seconded by Connell to approve the minutes of March 12, 2014.
Motion passed.

STANDARD AGENDA

1. **Goleta Proposed Special Tax Survey – For Action**
Recommendation: That the Library Advisory Committee make a recommendation to the Board of Supervisors to:

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- a) Proceed with ballot measure going in November 2014; or
- b) Do not proceed with the ballot measure at this time.

ACTION: A motion was made by Dale and seconded by Holst to explore putting this measure on the November 2016 ballot. Motion passed.

2. 2014-2015 Countywide Library Agreement – For Action

Recommendation: That the Library Advisory Committee recommend that the Board of Supervisors approve the 2014 – 2015 Agreement for Operations of a Countywide Library System.

ACTION: A motion was made by VanBlaricum and seconded by Holst to recommend that the Board of Supervisors approve the 2014-2015 Agreement for Operations of a Countywide Library System. Motion passed.

3. Value of Community Libraries Statement – For Discussion

Recommendation: That the Library Advisory Committee discuss a statement about the value of community Libraries.

ACTION: The Committee would like to move forward with creating a statement. A subcommittee was formed consisting of, Shirley Stacy, Claire VanBlaricum, Patricia Manuras and Vickie Gill. The subcommittee will create a statement and bring it to the Committee for approval in September.

4. Library Directors Zone Updates – Receive and File

- i. Zone 1 – Irene Macias
- ii. Zone 2 – Jessica Cadiente
- iii. Zone 3 – Mary Housel

ACTION: The Committee received and filed these reports.

5. Member Reports/Roundtable Discussions

Vicki Gill, Friends of Los Alamos Library, announced a fundraiser event happening on July 5th called “Barks for Books.” Maureen Theobald announced that 2014 is the 50th Anniversary of Black Gold. Also, there are two new downloadable projects starting July 1st; Enki, which is a program for downloadable e-books and Indie Flix, which is a program for downloadable videos. Judith Dale commented that the Committee needs a PR person to help get the word out on Libraries.

Adjourned at 11:12AM.

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ITEM NO. 1

VALUE OF COMMUNITY LIBRARIES STATEMENT

FOR ACTION



STAFF REPORT

STANDARD AGENDA ITEM #1

DATE: September 17, 2014
TO: Library Advisory Committee
FROM: Shirley Stacy, City of Solvang Representative
CC: Renée E. Bahl, Interim Community Services Director
SUBJECT: Statement about the Value of Community Libraries

RECOMMENDATION:

That the Library Advisory Committee approve a statement about the value of community libraries.

BACKGROUND:

On June 18, 2014, the Friend's groups asked the committee if a statement about the value of community libraries could be discussed. Friends groups throughout Santa Barbara County increasingly face a shortage of funds to keep the doors of their libraries open; we need to address the issue of the importance of the local library in each of our communities. If we can produce a statement from this committee that supports the unique and important role of a community library it would help us make the case for funding from our cities, community groups and foundations. Several articles have appeared lately in our local newspapers that support this concept and have helped to build awareness. Our common experience and shared commitment to this cause need to be expressed in writing so that we can add the endorsement of a county committee to support favorable votes on key measures.

STATEMENT FOR APPROVAL:

One of the first institutions to be built, along with churches and schools as our ancestors moved west, was the free public library. An American invention, the library epitomizes democracy by opening its doors to all and providing opportunities that can change lives. Today, our local libraries are endangered. State and federal funding is gone and libraries need the support of public and private institutions, as well as dedicated individuals to raise the money necessary to keep their doors open.

Libraries empower our communities by providing the tools individuals need to realize their full potential. More than collections of books, they offer safe places for those in search of a quiet space to read or think. Libraries also provide meeting places for community groups comprised of people of all ages and from all walks of life.

In spite of the challenges of limited funding and advancing technology, libraries have embraced innovation by providing ever-increasing resources of e-books, e-magazines, and digital resources. Libraries continually offer classes to the public to help utilize the latest devices.

Libraries have a special place in our hearts. We can all remember visiting our local library as a child and the helping hand offered by a friendly librarian. Communities bend over backwards to support even the smallest libraries because they realize what an important role *libraries* play in the life of the community.

Libraries safeguard our history and mold our futures. Libraries give us the resources for lifelong learning regardless of where *we* are in *our journey*. Libraries connect our communities with the fast moving world around us. They are the most democratic of institutions. Libraries are not just part of our past but critical to our future.

ITEM NO. 2

COUNTY-OWNED LIBRARY FACILITIES

FOR DISCUSSION



STAFF REPORT

STANDARD AGENDA ITEM #2

DATE: September 17, 2014
TO: Library Advisory Committee
FROM: Renée E. Bahl, Interim Community Services Director
SUBJECT: County-owned Library Facilities

RECOMMENDATION:

That the Library Advisory Committee have a discussion on the County-owned library buildings and the responsibilities of the landlord and tenant.

BACKGROUND:

There have been many comments as to what the County's responsibilities regarding maintenance for County-owned library facilities are. Staff met with General Services and discussed the maintenance responsibilities of the County for County-owned library facilities. The big question is what do the landlord and tenant do?

FOR DISCUSSION:

In the recently approved 2014-2015 Countywide Library Agreement, it states the following for the County's responsibilities to County-owned library facilities:

7. COUNTY BUILDINGS.

Ownership of branch library buildings and the land on which such buildings are situated or are to be situated, if situated on County land or purchased with County funds, shall be vested in County, and no City or library zone shall have exclusive rights to any such County-owned branch library building in any zone. County may designate any such County building for use by a particular City or Cities to serve a particular zone or zones, or a portion thereof. In making designations of County buildings, County shall consider the recommendations of the Library Advisory Committee, as well as public comments and other relevant information.

Each City to which a branch building is designated shall maintain, repair and operate such branch library building; to the extent funding is available. Upon a change or termination of such building designations, City shall vacate said building and return that building to County in the same condition as the City received it, usual wear and tear excepted.

9. FACILITY MAINTENANCE AND REPAIR.

To the extent funding is available, each City shall perform maintenance, repair and replacement work at the various branch libraries located within the Cities respective zone. All maintenance and repair work shall be done in a competent and workmanlike manner. For maintenance or repairs to a County-owned branch that exceed the funds available to a responsible City, that City shall send written notice to County's Community Services Director. For maintenance and repair responsibilities that are the responsibility of County hereunder, each City shall send a written request for service of those facilities to County at the address noted below:

County of Santa Barbara, General Services Department

Attn: General Services Facilities Manager, Scott Hosking

1105 Santa Barbara Street, 2nd Floor

Santa Barbara, CA, 93101

Email: shosking@co.santa-barbara.ca.us

Phone: 805.568.2533

Cities are allowed to use the funds herein made available for the stated purpose of facility maintenance and repair for its branch locations.

10. JANITORIAL SERVICES.

Each City shall be responsible for directly managing and paying costs for janitorial services at each branch location under each respective zone. Each City is allowed to use the funds herein made available for the stated purpose of janitorial services.

11. UTILITIES.

Each City shall be responsible for paying the utilities and connection costs associated with the branch locations under its respective zone. The utility service costs shall include charges for electricity, water, natural gas, telephone, cable and sewer services. Each City is allowed to use the funds herein made available for the stated purpose of paying utilities at its branch locations. Since County is assuming responsibility for paying utilities (electricity, natural gas, refuse and water) at the Solvang branch (located within Zone 1) and the Cuyama branch (located within Zone 3), County will withhold \$5,000 from its allocations to both Santa Barbara (Zone 1) and Santa Maria (Zone 3) to cover the costs of utilities. In June, County will deduct the actual cost of the utilities from the \$5,000 withholding and then transfer any remaining balance to Santa Barbara (Zone 1) and Santa Maria (Zone 3), as applicable. Any additional utility costs that are incurred at Solvang or Cuyama branch locations that are not directly charged to County will be paid by each City responsible for administering that zone (*i.e.*, Santa Barbara for Solvang and Santa Maria for Cuyama).

Also, attached are two documents, which delineate which party is responsible utilities, janitorial services and maintenance. Attachment 1 explains each branch library included in the Agreement of Operations of a Countywide Library System. Attachment 2 lists the maintenance and repair responsibilities for library facilities. This document is draft and staff would like the committee to discuss and comment on these responsibilities.

ATTACHMENTS:

Attachment 1 – Branch Library Facilities Included in the Agreement of Operations of a Countywide Library System

Attachment 2 – DRAFT - Maintenance and Repair Responsibilities for Library Facilities

Attachment 1 - Branch Library Facilities Included in the Agreement of Operations of a Countywide Library System

Branch Location	Zone Administrator	Ownership of Building	Carrier of insurance- building/contents	Responsible Party - utilities*	Responsible Party - Janitorial Services*	Responsible Party - Maintenance (See Attachment 2)
Carpinteria - 5141 Carpinteria Ave	1 - Santa Barbara	County	Carpinteria Historical Society	Santa Barbara	Santa Barbara	County/Carpinteria
Goleta - 500 North Fairview Ave	1 - Santa Barbara	Goleta	Goleta	Santa Barbara	Santa Barbara	Goleta
Los Olivos - Grange Hall 2374 Alamo Pintado Ave	1 - Santa Barbara	Private	Building - Private Contents - Santa Barbara	Santa Barbara	Santa Barbara	Private/Santa Barbara
Montecito - 1469 East Valley Rd	1 - Santa Barbara	County	County	Santa Barbara	Santa Barbara	County/Santa Barbara
Santa Ynez - 3598 Sagunto	1 - Santa Barbara	Private	Building - Private Contents - Santa Barbara	Santa Barbara	Santa Barbara	Private/Santa Barbara
Solvang - 1745 Mission Drive	1 - Santa Barbara	County	County	Santa Barbara (County pays from allocation to zone)	Santa Barbara	County/Santa Barbara
Central - 40 East Anapamu Street	1 - Santa Barbara	Santa Barbara	Santa Barbara	Santa Barbara	Santa Barbara	Santa Barbara
Eastside - 1102 East Montecito Street	1 - Santa Barbara	Santa Barbara	Santa Barbara	Santa Barbara	Santa Barbara	Santa Barbara
Buellton - 140 West Highway 246	2 - Lompoc	Buellton	Buellton	Buellton	Buellton	Buellton
Lompoc - 501 E. North Ave	2 - Lompoc	Lompoc	Lompoc	Lompoc	Lompoc	Lompoc
Vandenberg Village - 3755 Constellation Road	2 - Lompoc	County	County	Lompoc	Lompoc	County/Lompoc

Branch Location	Zone Administrator	Ownership of Building	Carrier of insurance- building/contents	Responsible Party - utilities*	Responsible Party - Janitorial Services*	Responsible Party - Maintenance (See Attachment 2)
Cuyama - 60 Newsome Street	3 - Santa Maria	County	County	Santa Maria (County pays from allocation to Zone)	N/A	County/Santa Maria
Guadalupe - 719 W. Main Street, Ste D	3 - Santa Maria	Private	Building - Private Contents - Santa Maria	Guadalupe	Guadalupe	Private/Santa Maria
Orcutt - 1157-K East Clark Ave	3 - Santa Maria	Private	Santa Maria	Santa Maria	Santa Maria	Private/Santa Maria
Santa Maria - 421 S. McClelland Street	3 - Santa Maria	Santa Maria	Santa Maria	Santa Maria	Santa Maria	Santa Maria

Attachment 2 - Maintenance and Repair Responsibilities for Library Facilities

Category	Not Applicable	Library/City	County
<u>Building Exterior</u>			X
Repair Walls			X
Painted Surfaces			X
Door and Window Trim			X
Doors and hardware			X
Locks			X
Roof			X
Rain Gutters			X
Flashing			X
Down Spouts			X
Pest Control (tenting only)			X
<u>Lighting</u>			
Bulbs		X	
Fixtures			X
Transformers			X
Fluorescent bulbs		X	
Ballast			X
<u>Handrails</u>			X
<u>Signs (County designation)</u>		X	
<u>Timers</u>		X	
<u>Sewer Pipes</u>			X
<u>Decking</u>		MAINTAIN	REPLACE
<u>Exterior Patios</u>	X		
<u>Water Softner, Filter and Conditioners</u>	X		
<u>Stairs</u>			X
<u>Roof Drains</u>			X
<u>Gates</u>	X		
<u>Gas/Water Pipe Heaters</u>			X
<u>Electrical Lines</u>			X
<u>Phone/Computer lines</u>		X	
<u>Building Interior</u>			
Structural Walls			X
Painted Surfaces		X	
Door Hardware		X	
Locks		X	
General Cleaning		X	
Floor, Sweeping and Cleaning		X	
Carpet, Vacuum and Cleaning		X	
Window Coverings		X	
<u>Lighting</u>			
Bulbs		X	
Fixtures			X

Category	Not Applicable	Library/City	County
Transformers			X
Fluorescent bulbs		X	
ballast			X
<i>Handrails (ADA)</i>			X
<i>Signs</i>		X	
<i>Timers</i>	X		
<i>Drinking Fountains</i>	X		
<i>Ceiling</i>		X	
<i>Showers</i>	X		
<i>Toilet/Urinals</i>		MAINTAIN	REPLACE
<i>Sink and Faucets</i>		MAINTAIN	REPLACE
<i>Gas Pipe Lines</i>			X
<i>Water Pipe Lines</i>			X
<i>Sewer Pipe Lines</i>			X
<i>Phone Lines and Jacks</i>		X	
<i>Computer Lines and Jacks</i>		X	
<i>TV Cables and Jacks</i>		X	
<i>Phones</i>		X	
<i>Towel Racks</i>		X	
<i>Garbage Disposal</i>	X		
<i>Refrigerator/Microwave</i>	X		
<i>Stove</i>	X		
<i>Counter Tops</i>		REPLACE	
<i>Cabinets</i>		REPLACE	
<i>Dish Washer</i>	X		
<i>Trash Compactor</i>	X		
<u>Grounds</u>			
Drinking Fountains	X		
Mail Boxes		X	
Fences			X
Trash bins		X	
Trash Enclosures			X
Bike Racks		X	
Signs		X	
Litter Pick-up		X	
Lighting			
Parking Lot		X	
Driveway		X	
Walkway		X	
Timers-external		X	
Timers-internal		X	
Signs		X	
Cleaning, sidewalks, walkways, parking lots		X	
<u>Landscaping</u>			
Trees		X	

Category	Not Applicable	Library/City	County
Shrubs		X	
Flowers		X	
Lawn		X	
Watering		X	
Sprinkler, Repair and Replace		X	
Headers		X	
Rodent/Pest Control (limit to \$5,000/yr)		X	
Seeding		X	
Fertilizer		X	
Plant Trimming		X	
Plant Removal		X	
Plant Replacement		X	
Tree Care and Trimming		X	
<u>Mechanical Systems</u>			
Electrical Panels, break and interiors			X
Electrical fuses, interior		MAINTAIN	REPLACE
Electrical receptacle, switches, interior			X
Electrical central switches			X
Elevator	X		
Heating		MAINTAIN	REPLACE
Air Conditioning		MAINTAIN	REPLACE
Water Heater		MAINTAIN	REPLACE
<u>Roadways/Parking Lots Repair and Maintenance</u>			
Striping			X
Handicap Signage			X
Asphalt Surface, Curbing			X
Cement Surface, Curbing			X
Wheel Stops			X
Drainage			X
Signs		X	
<u>Fire Equipment</u>			
Sprinklers			X
Hoses	X		
Extinguishers (interior)		X	
Alarm Systems	X		
Smoke Detectors		MAINTAIN	REPLACE
<u>Other Items</u>			
Paper supplies, dispensers, waste containers, soap in restrooms and kitchens		X	
Interior Janitorial Products and supplies		X	
Interior floor waxing and sweeping		X	
Window Washing (interior/exterior)		X	
Exterior sweeping entry, sidewalk, walkways		X	
Janitorial services for public areas or common use areas		X	

Category	Not Applicable	Library/City	County
Broken Window glass or door glass		X	
Refuse, rubbish and garbage disposal		X	
Cleaning storage room, utility room		X	
Exterminating		X	
carpet/linoleum/title replacement		X	
Library drop box		X	
Building Foundation			X
Flooring (wood/concrete)			X
Utility mains and appurtenances			X

DRAFT