



Library Advisory Committee

Meeting, Wednesday, December 13, 2017 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

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

December 13, 2017

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 October 30, 2017 will be considered.

STANDARD AGENDA

- 1. Library Directors Zone Updates – Receive and File**
 - i. Zone 1 – Jessica Cadiente
 - ii. Zone 2 – Sarah Bleyl
 - iii. Zone 3 – Mary Housel
- 2. Management Partners- County of Santa Barbara Library System Organization Review-Presentation**
 - I. Provide Overview of Data Collection efforts to Date
 - II. Report on Case Studies (see Attachment B)
 - III. Review Summary of Focus Group Results (see Attachment C)
 - IV. Next Steps
- 3. 2018 Library Advisory Committee Meeting Schedule-Action**
- 4. 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.
- 5. 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 March 21, 2018 from 10:00 AM – 12:00 PM at the Buellton City Council Chambers located at 140 West Highway 246, Buellton, 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
OCTOBER 30, 2017**

SANTA BARBARA COUNTY

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Ryder Bailey
Chief Financial Officer

ACTION SUMMARY

October 30, 2017

Buellton City Council Chambers
140 West Highway 246
Buellton, CA
1:00 PM

Meeting officially convened at 1:05 p.m.

Roll Call

Members Present: Supervisor Das Williams, Patricia Manuras, Claire VanBlaricum, Judith Dale, Laura Selken, Pamela Holst, Dave King, Patricia Kistler, Alice Down, Milt Hess, Marilyn Ayers, Shirley Stacy

Members Absent: Barbara Raggio, Gabby Edwards, Amelia Villegas

Directors Present: Jessica Cadiente, Sarah Bleyl, Mary Housel

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

ADMINISTRATIVE AGENDA

I. Meeting Called to Order: *by Chair, Supervisor Das Williams.*

II. Roll Call: *by Secretary*

III. Public Comment: None was made.

IV. Approval of Minutes of May 10, 2017

ACTION: A motion was made by Patricia Kistler and seconded by Claire VanBlaricum to approve the minutes of May 10, 2017. All approved. Motion passed.

STANDARD AGENDA

1. Library Directors Zone Updates- Receive and File

The committee received and filed the Library Director Zone Updates.

Zone 1

Jessica Cadiente introduced the new City of Santa Barbara LAC Representative Milt Hess, and new City of Santa Barbara Assistant Library Director Vanessa Christman.

Ms. Cadiente highlighted from her report a meeting that was held with all Zone 1 City Managers and City of Santa Barbara Administration on October 9th and reviewed with the LAC the items that were discussed which included:

- draft budgets
- new County agreement for FY19
- Zone 1 branch estimated reserves
- Zone 1 administrative fee (which will remain status quo at 13.5% for FY 19)
- the closure of all libraries in Zone 1 from 12/23/17-1/1/2018 (with the exception of the Goleta Library)
- the acceptance of contribution money from support groups.

Supervisor Williams highlighted with the LAC member the issue of branch reserves and that other branches will most likely experience the depletion of their reserves in the coming years as well.

Zone 2

Sarah Bleyl shared that the Lompoc Library was nominated for the Valley of the Flower Peace Prize and the winner will be chosen in January 2018.

Ms. Bleyl also shared that the Summer Reading Program participation increased across the board this year, and the bookmobile attended Lompoc's Old Town Market from June through August and had over 1700 visitors during the eight week event.

Lastly, Ms. Bleyl reported that the Lompoc library budget was reduced by approximately \$100k.

Zone 3

Ms. Housel shared that she had distributed copies of the first Black Gold Annual Report as well as information for an upcoming fundraiser for the Santa Maria Library Foundation.

2. Management Partners (Library Consulting Firm – Discussion)

I. Introductions

The committee were introduced to Andy Belknap, Brett Lear, and Amy Paul of Management Partners.

II. Review Work Plan

The consultants of Management Partners reviewed the work plan handout that was distributed with the Committee. (See attached handout)

Expectations & Concerns

- Establish a sense of equity amongst all library branches
- Establish a fiscally stable funding source
- Per capita allocation (fair and equitable)
- Transparency with administrative fees
- Communication

Stakeholders

- Library Friends Groups/Foundations
- Library Administrative Staff
- City Managers

3. Member Reports/Roundtable Discussions:

None were discussed.

Adjourned at 3:00 P.M.

The next Library Advisory Committee will be held on Wednesday, December 13, 2017 from 10AM – 12PM at the Cachuma Lake Recreation Hall, 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.

ITEM NO. 1

LIBRARY DIRECTORS ZONE UPDATES

RECEIVE AND FILE



STAFF REPORT

DATE: December 6, 2017
TO: Library Advisory Committee
FROM: Jessica Cadiente, Library Director, Santa Barbara Public Library
CC: George Chapjian, Community Services Director, County of Santa Barbara
SUBJECT: Zone 1 Report

All Zone 1 Libraries

- Successful Santa Barbara Reads Events at all Santa Barbara Public Libraries and culminating with an Author Talk on 12/5/2017 at the Marjorie Luke Theater in Santa Barbara.
 - Book Groups
 - Museum of Civilization displays in Central Library
 - Station Eleven Trivia Night
 - Documentary Screenings
 - Drama Dogs Performances
 - Station Eleven themed Comic Arts and Crafts event night for teens
 - Station Eleven Essay contest sponsored by the Santa Barbara Independent
 - A panel discussion on pandemics and our local emergency management systems
 - Game Night with the games Pandemic and Contagion.
 - Interactive boards, engaging patrons to contribute ideas about things that matter to them (what they would miss if our infrastructure were to disintegrate)
 - Children's storytimes based on the companion book, Blackout, about what one family chooses to do when the electricity goes out
- The Central Library hosted an Adult Literacy Tutor/Learner Brunch on December 2nd. Tutors and learners from all over the SBPL system came to celebrate a year of learning.
- On December 8th the Central Library will host a Morning All Staff Training day. Staff were trained on a range of topics, including: readers' advisory, social media, early literacy, online calendaring, and marketing tools.
- Received \$12,000 Google Ready to Code grant to implement coding classes.
- Received \$15,000 zip books award from the state to supplement interlibrary loan requests and purchase requests throughout the system.
- The Technology Supervisor position was vacated and a full recruitment has been completed and interviews scheduled.
- Two tutor in-service classes on "Getting Started with an ESL Student" were taught.

Central

- Five Central Library Staff Members presented at the 2017 California Library Association Conference. Staff presented on a wide range of topics from student learning initiatives,

adult literacy, library student engagement, library management, and statewide leadership development.

- A team of three Central Library staff members are working with Black Gold and other jurisdictions to evaluate options for the online catalog and patron database.
 - The Central Library was the consummate venue for the Santa Barbara Public Library Foundation's Cocktails and Culture fundraising event on November 4th. Staff worked at stations throughout the beautifully decorated library and presented on the library's history and future goals.
 - The third edition of the lecture series, "Fast & Curious: ED Talks from UC Santa Barbara's Gevirtz School," featuring faculty members discussing their education-related research, took place on November 6.
 - Dyslexia Dialogue, hosted by the Santa Barbara Public Library and Dyslexia Santa Barbara, took place on November 6th. It focused on creative uses of technology to help struggling readers.
 - Santa Barbara Public Library and UCSB Arts & Lectures hosted an event at the Central Library on November 13 at 7:00 PM with Professor John Woolley. Woolley, Professor of Political Science at UCSB and Co-Director of the American Presidency Project website, spoke on Jon Meacham's book, *American Lion*, President Andrew Jackson's place in history, and what the past can teach us about current times.
 - On November 15th the library hosted a forum with League of Women Voters of Santa Barbara to update and inform the community on the current situation of immigration in Santa Barbara.
 - Staff started to offer expanded Programming in the Technology Lab, including coding classes, maker lab classes and social media, digital research, and google applications tutorials.
 - The bi-monthly history lectures came to a close in November, but they were so popular, there may be a continuation of them as a regular monthly event in 2018.
 - Visual Poetry workshop taught by poet, Alexandra Lytton Regalado, author of *Matria* (Black Lawrence Press, 2017) and winner of the St. Lawrence Book Award. This class explored intersections of poetry and the visual arts, including: ekphrastic writing (a verbal representation of a visual representation), concrete and blackout poetry; broadsides, letterpress and hand-made books; graphic poetry; and various multimedia including video poetry & Instagram poetry.
 - The new book clubs continue to gain traction and awareness.
 - Through the partnership with UCSB's Arts & Lectures, author Emily Esfahani Smith gave an engaging talk, based on her book *The Power of Meaning*. These author talks are promoted through Arts & Lectures as well as through the library, bringing in new patrons and patrons who haven't been to the library in a long time. This particular talk will be the springboard for a new series in the new year, based on *Ben Franklin Circles*, designed to support people in improving themselves and the world around them.
 - Homework Center continues to grow in unique users and we continue to receive positive feedback from families:
 - *Two different Spanish-speaking Homework Help families sought out staff to report positive parent/teacher conferences. Said one, "Now I know it's been worth it to bring my children to the library to do their homework every day."*
 - The SB Reads Drama Dog performance was very well received by Central Library patrons. Reactions from two patrons:
 - *One woman expressed how she was recently diagnosed with cancer, with a short time to live. Valuing each moment of every day, she spent that Sunday morning at an event at UCSB, then in the afternoon attended the Santa Barbara Symphony, then stayed downtown to attend the DramaDog performance at the*
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Central Library. The DramaDog performance moved her to great lengths and it was by far one of the most powerful experiences she's had in a long time. The performance celebrated life's fleetingness—a concept with which she has become intimately familiar.

- *Another patron mentioned, that she had been attending plays since she was 7 years old, and now at 67, in all of these years she has never felt so much a part of the play. She expressed her appreciation for how the actors and story drew the audience in--how the audience actually became part of the performance--how the atmosphere was intimate and personal.*
- The new Youth Services Librarian started at Central and now all vacant librarian positions are filled at the Central Library.
- Started an ESL group for parents during Homework Help on Wednesdays.
- Food for Fines is happening December 1 – 14. Santa Barbara Public Library members will be able to pay down overdue fines on their accounts between December 1 and December 14, 2017 by bringing items of food to the library to be donated to the Unity Shoppe of Santa Barbara. \$2 will be waived for each donated item.

Buellton

- Buellton branch staff meeting was held in October. Staff discussed Library Service Model and how to implement the behaviors and anticipate patron needs.
- A new copier was delivered and installed in November. Patrons now have the ability to print in color and scan to email and flash drives. Patrons are pleased with all of the new options.
- Storytime has had a steady increase in attendance. Over the summer, there was low attendance, so it is encouraging to see families coming on a more consistent basis.
- The branch lead continues monthly story time visits to Zaca Preschool Center. The Director is very supportive of the library and will soon be walking her class to the library for story time visits. There has been success with this partnership last year and has provided an opportunity to teach students how to treat library materials and show them the basics of check out and returns.
- In October, staff began visiting the Oak Valley Head Start classroom for monthly story time visits. In November, the Library was asked to come to a parent-teacher meeting and discuss upcoming programs. This resulted in new families coming to the library's weekly story time and signing up for the Maker Workshop.
- Buellton Library participated in Santa Barbara Reads. Reactions and feedback from patrons were all very positive and some of the events sparked conversation about future programs. Patrons engaged in a Trivia Night, Book Discussion led by Central's Research Librarian, Brent Field, "Bard in the Backcountry" screening, and Board Game Day.
- A new outside book drop is needed. The current outside book drop does not meet fire safety standards as it is attached to the building.

Carpinteria

- Santa Barbara Reads came to Carpinteria Library and three programs were hosted surrounding Station Eleven. Drama Dogs performed "The Three." Using Station Eleven as a point of departure, they integrated original stories, the words of Shakespeare, music, and movement in a theatrical performance. A special storytime was held surrounding the book Blackout, as well as a discussion of the book led by Central's Research Librarian, Brent Field. After the Drama Dogs performance a Carpinteria patron noted:
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- the stories of loss and family reminded him of his own loss—wife and child by divorce, and then his job and “normal” life. And how he carries that loss within him, always, but that it’s not always accessible. This play helped him feel those losses again.
- A tabletop Bibliotheca self-check machine is currently on loan at the Library for demonstration purposes. It allows patrons to check out and renew their own materials, view their account, and view Library events and book recommendation. They may even print and email Library events to themselves. This machine not only reduces customer wait time to complete simple transactions and creates another access point for patrons to their account and special Library events, it also frees up time for staff to have more meaningful interactions with patrons such as teaching them how to use resources or running programs.
- The Library received an upgrade in lighting as new LED lights were installed inside the library and new light fixtures were replaced outside as well.
- The new copier has been installed at the Library and features continue to be improved. Patrons now have the ability to print in color, scan directly to their email or flash drive. Staff can now print directly to the machine and release public prints as well. This should allow staff to eventually remove their old printer to create more space and improve workflow by printing to one location.
- An additional recruitment has just closed for a full-time Librarian for the Carpinteria Branch. Staff from both Central and Goleta continue to assist with operations to maintain a quality level of service.
- Internet speed at Carpinteria upgraded from 5Mbps download/1 Mbps upload to 50/10.
- Weekly storytime continues to grow. Due to increasing popularity, we are considering adding an additional session for storytime.
- Upcoming events for staff in December include: a new Think It Ink It: Comic book art program, and holiday origami card making.
- The current check-out desk is dated and not an efficient design. A new more user friendly and ADA compliant desk is needed.
- There is no A/C in the main library of this building and we received many verbal and written complaints over the summer from patrons.

Eastside

- Lotería, funded by a California Humanities Grant, continued each Saturday and grew in participation. Radio Bronco provided free PSAs, which helped build awareness. The branch is now averaging about 40 people each Saturday afternoon, all ages, playing Lotería together.
 - Partnering with the Legal Aid Foundation of Santa Barbara, Eastside Library hosted a first time homebuyers workshop designed to educate the community about pros and cons of buying a home, as well as tips to prevent foreclosure and information about substandard practices to watch out for when buying a home.
 - A “Know Your Rights” workshop was held. Information was provided on basic rights and the importance of having a completed Caregiver's Authorization Affidavit. Forms were provided as well as assistance in completing the form for those who requested it. An immigration lawyer was available to answer legal questions.
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- Eastside hosted a Hispanic heritage storytime for school aged children with author Jennifer Torres. The next day, author Torres taught a writing workshop for teens and adults.
- Other children's programming include crafts, magician Chris Lopez, and ongoing early literacy education through weekly storytimes.
- MTD bus pass kiosk has been delivered to the Eastside Library. Patrons are excited about it and it should be set up and working soon.
- Eastside was the location for a Black Gold meeting and was also the site for an Integrated Library System demo, bringing staff from most of the Black Gold Libraries to Santa Barbara.
- Food for Fines is happening December 1 – 14. Santa Barbara Public Library members will be able to pay down overdue fines on their accounts between December 1 and December 14, 2017 by bringing items of food to the library to be donated to the Unity Shoppe of Santa Barbara. \$2 will be waived for each donated item.

Goleta

- Goleta staff attended "Run-Fight-Hide" training with Sheriff Deputy Dave Valadez
- Family Place Parent/Child Workshop served 15 families, and several of them have become regular Library users. Two spring sessions are already planned for Jan/Feb and Apr/May 2018
- Children's Librarian gave a presentation highlighting services and programming for the Goleta Parks & Recreation Commission meeting on the evening of October 25.
- Attendance was strong at all activities including Baby & Me, storytimes, science for children, and crafts for all ages.
- The Library was transformed for "Star Wars Month" in October, to the delight of patrons of all ages.

Montecito Library

- Montecito Branch Library participated in several Santa Barbara Reads programs this year. Similar to the novel Station Eleven, a Museum of Civilization was on display and patrons could add items that they would miss the most in the event of a pandemic. Three boxes of the selected book were given out, which patrons really appreciated. Other programs that we offered include a Drama Dog theatrical performance, a read aloud, book discussion, and a gaming afternoon.
 - A new lobby bulletin board was installed, prominently displaying Library posters and flyers for the public, receiving much positive feedback from patrons entering the building and discovering special programs that the Library offers. A second board is still needed to display local community events.
 - New outdoor signage has arrived, and has been placed at the bottom of the stairs at the back entrance. It has large and clear lettering that patrons can easily read from the parking lot. Patrons have been entering the library with questions about programs that are being advertised on it. For example, many were not familiar with the concept of STEAM (Science, Technology, Engineering, Art, Math) programs. A permanent sign for the front of the building is still needed to highlight library hours and events.
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- Snap circuit sets have arrived at the Library and will be incorporated in afterschool STEAM programs, providing kids and teens an introduction to electronics and opportunities to create numerous projects using circuit components.
- The exterior of the Library has been painted.
- The new copier has been installed at the Library. Patrons now have the ability to print in color, and scan directly to their email or flash drive. Staff can now print directly to the machine and release public prints as well.
- The computer furniture currently in the branch is not an efficient use of space and smaller more flexible seating should be considered.
- WIFI use at this location continues to grow and as a result new seating and electrical outlets to accommodate people bringing in their own devices is needed in the Reppy Reading Room and the children's room.

Solvang

- A 3D Printer on loan from BlackGold was set up on the staff desk and generated much interest from patrons of all ages, as well as facilitating staff training on the printer. The Library is able to demonstrate how 3D printing technology works and show a multitude of creative designs.
- The new copier has been installed at the Library. Patrons now have the ability to print in color, and scan directly to their email or flash drive. Staff can now print directly to the machine and release public prints as well.
- The Solvang Library is teaming up with the Buellton Branch Library to offer Maker workshops. The next project will focus on making LED cards and ornaments using paper circuitry and folding techniques to make pop up and light up designs.
- An ADA ramp is needed behind the Library for improved access. A staff member from the Senior Center, at upper end of parking lot from the branch, reported that it is difficult to bring seniors to the library from the Senior Center because there is no ramp access to the library from that direction, only stairs. They noted that it is a long walk to the library entrance from designated Handicapped parking at the other, far end of the Veterans hall parking lot.
- The Solvang Branch Library is in need of a dedicated programming space. Currently programs in the one-room library disturb patrons wishing to enjoy quiet space. The library has for many years borrowed space from the Superior Court (in the same building) and from the City of Solvang in the Veteran's Hall, but these spaces are not always available and take staff away from the library, creating staffing level issues. Programs such as Homework Help and technology/computer classes, which have been regularly requested by patrons over the past years have not been fully implemented at the branch due to limited space.
- Solvang Branch Library Participated in Santa Barbara Reads offering programs such as a theatrical performance by Drama Dogs, book discussion of Station Eleven, and three read alouds.
- The A/C needed to be serviced and a replacement should be scheduled.

Santa Ynez

- The branch had 32 visitors and docents noted that they had visits from two former preschool teachers that were extremely enthusiastic about the Library.
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- Lack of air conditioning continues to be an issue at the Branch. Suggestions were made to possibly change the branch hours to mornings in the months of May through October.
- New items were added to the collection.

Los Olivos

- Two adult events were co-sponsored by the Library and the Santa Ynez Valley Natural History Society, featuring hiking in the San Rafael wilderness and cultural markings in blue stone.
 - The “Second Saturday Art Show” and the annual “Day in the County” event in the community brought extra visitors to the branch.
 - Volunteers are working on cleaning in the facility.
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STAFF REPORT

DATE: December 7, 2017
TO: Library Advisory Committee
FROM: Sarah Bleyl, Library Director, Lompoc Public Library System
CC: George Chapjian, Community Services Director, County of Santa Barbara
SUBJECT: Zone 2 Report

All Zone 2 Libraries

- The Friends of the Library raised \$3000 during their October booksale.
- The director attended the California State Library Public Library Director Forum in November.
- The Lompoc District Libraries Foundation held their annual mixer on November 9. Approximately 60 people attended. The Foundation presented the library with a check for \$7800 to purchase new publications for all locations. A portion of the money will be spent on electronic materials.
- An intern from Cuesta College will begin at the library in January and will work at both libraries and the bookmobile during the course of the internship.

Lompoc

- Page interviews were conducted on December 7 to fill a vacancy.
- The Librarian II/Library Manager position remains vacant. A recruitment is underway.
- The non-fiction section of the library is being weeded and shifted to provide more space for the library's popular biography collection. Additional space has also been allocated to the non-fiction DVD collection.
- The carpet in the children's area of the library will be replaced early next year. Preliminary plans have been made and the area will be closed for approximately one week while the work is being done. The Grossman Gallery area will be reserved for children's activities that week, once a firm date has been established.

Village

- The supervisor has resigned his position. A recruitment is underway. Staff from the Lompoc Library will temporarily fill in until a replacement has been hired.

Charlotte's Web Mobile Children's Library

- The bookmobile appeared in the Children's Christmas parade on December 2.
- Approximately 900 children and families visited the bookmobile in November/early December.
- New programs are in development for afterschool classes, including bilingual offerings.



STAFF REPORT

DATE: December 13, 2017
TO: Library Advisory Committee
FROM: Mary Housel, City Librarian, Santa Maria Public Library
CC: George Chapjian, Community Services Director
SUBJECT: Zone 3 Library Report

All Zone 3 Libraries

- The library staff are asking local medical and dentist offices to feature filmmaker Larry Nimmer's Santa Maria Library movies on their waiting room video displays and to provide information on the library's RBdigital magazine collection (formerly called Zineo) available to read on mobile devices with a library card.
- Wireless printing from mobile devices is now possible at the main library using the PrinterOn app available from iTunes or the Play Store. Plans include rolling out the wireless printing service to the branch libraries next.
- Black Gold Cooperative member libraries obtain their shared Integrated Library System (ILS) database of holdings and users from Innovative Interfaces/Polaris. Recently, library staff have been attending demonstrations of other Integrated Library Systems such as Sirsi/Dynix and Koha to evaluate and determine interest in moving to a new ILS.
- Visit the Library's Event Calendar online for a list of all our upcoming branch programs <http://engagedpatrons.org/eventscalendar.cfm?siteid=9521>
- The Santa Maria Public Library Foundation is busy planning their next fundraiser, *For the Love of Books*, to benefit all library locations on Sunday, February 11, 2018 at 12:30 p.m. featuring a Rooney's catered lunch with authors Wendelin Van Draanen and Mark Parsons.

Santa Maria Library

- Santa Maria Public Library received a \$30,000 *Libraries Illuminated* grant from the CA State Library in November to fund laptops and mobile hotspots that will be available for check out by library patrons as well as library offered computing classes.
- Makerspace continues every Saturday from 10 a.m. to 1 p.m. with about 50 attendees weekly. A holiday makerspace extravaganza on Saturday, December 9th from 10 a.m. to 3 p.m. will be held by all Maker grant partners to offer holiday gift and decoration making at the Library and Discovery Museum. New expanded Saturday Makerspace hours and added Monday afternoon hours funded by the AHC grant are planned to start in 2018.
- Library staff participated in the Santa Maria Parade of Lights on December 2 with a decorated flatbed truck carrying staff and their children/grandchildren. Other

staff pushed lighted, decorated book carts distributing candy and flyers advertising the Holiday Makerspace event on December 9.

- IT is executing a plan for improved cell and radio receptivity in the main library.
- Library staff attended a bilingual school outreach at Arrelanes Junior High on 10/25 and at El Camino Jr. High on 11/18, with about 500 people in attendance.
- The library security guard's presence is helping families feel safer and possibly contributing to the 8.2% increase in the main library circulation in October compared to one year ago, and 6.1% in September.
- Assistant City Manager Jason Stilwell was appointed City Manager and began his assignment on December 5 when former City Manager Rick Haydon retired. Lompoc's City Manager, Patrick Wiemiller, will become the new Assistant City Manager after the first of the year.

Cuyama Library

- Simple quarterly family programs such as Coloring Club are offered at the branch however we have not been able to attract any participants. We will continue trying since the programs are easy for branch staff to execute.

Guadalupe Library

- Participation in quarterly programs at the branch has brought varied attendance.
- Computer access and use, particularly after school by students, continues to be very popular among locals.

Los Alamos Library

- Nearly two years since the Los Alamos Library branch opened, a new exterior sign has been crafted by a local artisan and installed on 10/15.
- Friends of the Los Alamos Library have planned upcoming programs including *Artists of the Golden West: Higher than High, Wider than Wide, Deeper than Deep* presented by a docent from the Community Speakers Program through the Santa Barbara Museum of Art Docent Council on December 6 and a Ho Ho Holiday Party & Volunteer Recognition on December 13. See the Friends of the Los Alamos Library Facebook page for a list of all Friends and branch activities.

Orcutt Library

- Orcutt programs for children are offered quarterly by main library staff and are generally well attended with about 15-25 attendees.
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ITEM NO. 2

MANAGEMENT PARTNERS- COUNTY OF SANTA BARBARA LIBRARY SYSTEM ORGANIZATION REVIEW

PRESENTATION



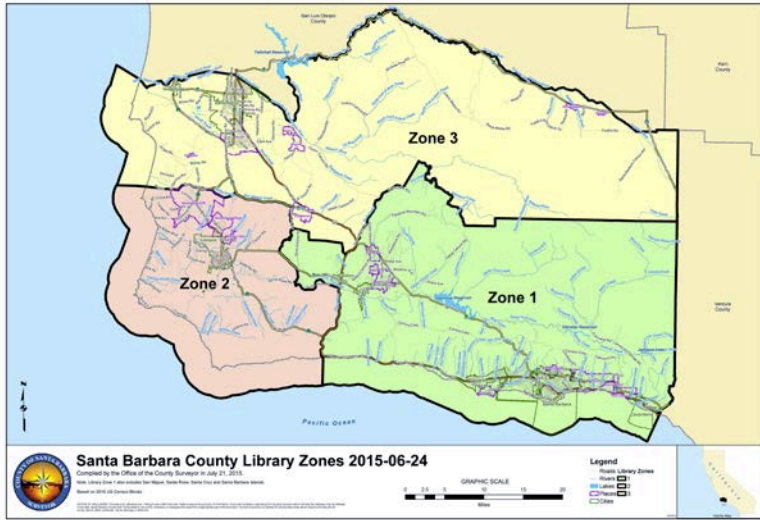
**Library Advisory Committee
County of Santa Barbara Library System Organization Review
December 13, 2017
10:00AM**

Agenda

1. Provide Overview of Data Collection efforts to Date
 - Seeking some missing data
 - Reviewing primary funding streams for each library
 - Reviewing county funding for each library
 - Reviewing reserve balances of each library
 - Developing profiles for each existing zone, including a possible Goleta Zone (see Attachment A)
2. Report on Case Studies (see Attachment B)
3. Review Summary of Focus Group Results (see Attachment C)
4. Next Steps
 - Complete data collection and profiles
 - Complete case study research
 - Complete Goleta Analysis
 - Meet with library staff (December 13)
 - Conduct phone interviews with elected and appointed officials requesting interviews
 - Develop report with recommendations

**Cachuma Lake Recreation Hall
2225 Highway 154
Santa Barbara, CA**

Zone 2 Profile



Key Facts

- Zone 2 includes 2 libraries: Lompoc (Central) and Village (Branch); also includes one mobile library
- Lompoc is the contract city for Zone 2
- Services are provided to the cities and unincorporated area within or in close proximity to Lompoc, Vandenberg Village, and Vandenberg Air Force Base
- Lompoc Library has a Board of Trustees with five members

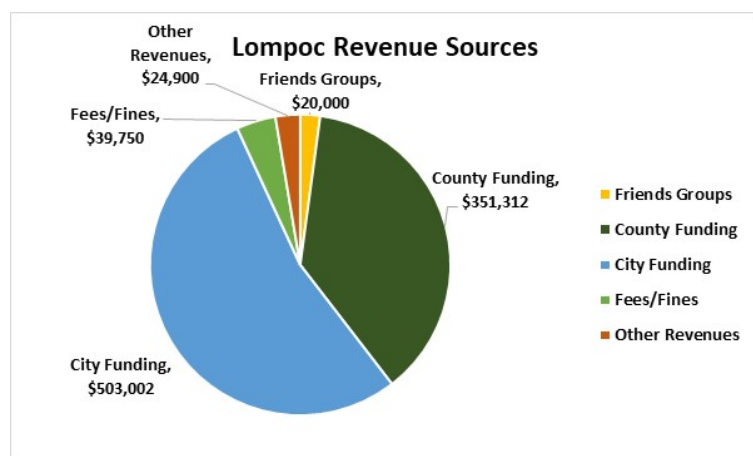
	FY2015-16
Zone 2 Population	58,823
Zone 2 County Funds Allocation	\$458,947
Zone 2 Allocation per Capita	\$7.80

Zone 2 – Lompoc Library



	FY2015-16
Population Served	49,859
Registered Users	20,515
City Population (2016)	56,928
Population Density per Square Mile (2016)	152
Print Circulation	276,000
Volumes Held	49,335
Facility Owned By	City
Central or Branch Library	Central
Located in City or Unincorporated County	City
Square Footage	19,170
Hours Open (per week)	44.00
Number of FTEs	12.00
Programs & School Visits	365
Program Attendance	8,325
Area Median Income (Zip Code, 2016)	\$54,634

Budget Information



Revenues per Capita: \$18.83

Total Revenues: \$938,964

	FY2015-16
Total Expenditures	\$942,481
Salaries & Benefits	\$550,000
Admin Overhead	\$0
Other Expenditures¹	\$392,481
Total Expenditures per Capita	\$18.90
Total Revenues per Capita	18.83
Net Revenues and Expenditures	(\$3,517)
% of Expenditures Funded by County Revenue	37.28%
% of Expenditures Funded by Friends Groups	2.12%
Staff Expenditures as a % of Total Expenditures	58.36%

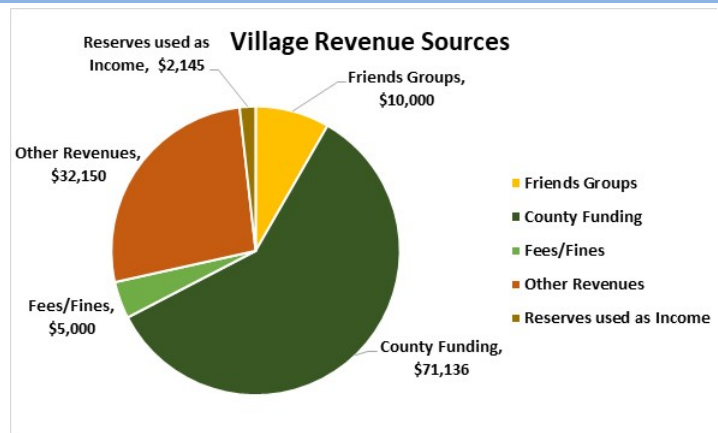
¹ Expense categories include: supplies and services, Black Gold fee, utilities/fees, and book acquisitions

Zone 2 – Vandenberg Village Library



	FY2015-16
Population Served	9,357
Registered Users	2,560
City Population (2016)	56,928
Population Density per Square Mile (2016)	152
Print Circulation	45,500
Volumes Held	11,173
Facility Owned By	County
Central or Branch Library	Branch
Located in City or Unincorporated County	County
Square Footage	3,760
Hours Open (per week)	28.00
Number of FTEs	0.75
Programs & School Visits	62
Program Attendance	1,408
Area Median Income (Zip Code, 2016)	\$54,634

Budget Information



Revenues per Capita: \$12.64

Total Revenues: \$118,286

	FY2015-16
Total Expenditures	\$120,431
Salaries & Benefits	\$47,913
Admin Overhead	\$0
Other Expenditures²	\$72,518
Total Expenditures per Capita	\$12.87
Total Revenues per Capita	\$12.64
Net Revenues and Expenditures	(\$2,145)
% of Expenditure Funded by County Revenue	59.07%
% of Expenditures Funded by Friends Groups	8.30%
Staff Expenditures as a % of Total Expenditures	39.78%

² Expense categories include: Professional services (\$21,907), Black Gold fee, utilities and telecommunications, book acquisitions, and supplies and services



Attachment B

To: Mr. George Chapjian, Director, Community Services Department
 Mr. Ryder Bailey, Chief Financial Officer, Community Services Department
 Ms. Natasha Garduno, Executive Assistant
 County of Santa Barbara

From: Amy Paul, Corporate Vice President
 Andy Belknap, Regional Vice President

Subject: Case Study Selections for the Library System Organization Review

Date: December 1, 2017

The County of Santa Barbara engaged Management Partners to conduct an organizational review of the library system. As part of this project, Management Partners is collecting information from six library systems on their organizational structure, governance, budget, number of branches/libraries served, service delivery mechanisms, and other qualitative information. Information is being collected through phone interviews. The document summarizes the results of this research. An overview of the library systems selected is provided in Table 1, below.

Table 1. Proposed Case Study Library Systems

Library System	Population Served	Number of Branches	Funding
Siskiyou County	43,500	12	General Fund
Stockton - San Joaquin County Library	661,500	13	The City of Stockton has an agreement to operate the county libraries; City provide funding from General Fund and a ¼ cent sales tax; the county provides property tax revenues, but there is no fixed formula
Monterey County	227,000	17	County allocates 1% of property tax revenue from the library service area and contributes General Fund support
San Luis Obispo County	135,868	7	Being researched
Santa Cruz Public Libraries	109,287	10	Being researched
San Diego County	45,295	24	Begin researched

Source: Institute of Museum and Library Services



Attachment C

Summary of Comments from Friends' Group Meetings

Management Partners facilitated three conversations with Friends from Libraries in Zones 1, 2, and 3 on November 15 and 16, 2017. The meetings were held in Santa Maria, Solvang, and Santa Barbara. Approximately 36 individuals participated. Many of the comments focused on challenges with funding and fundraising, communication issues with the three large libraries, lack of local control, and a lack of transparency around funding allocations and administrative fees. A summary of the input received during the three meetings is provided below.

What does success look like for this project?		
Zone 1	Zone 2	Zone 3
<p>Restructure the system.</p> <p>Friends feel valued by Santa Barbara Public Library leadership.</p> <p>Find a fair funding model. (Some Friends groups provide 25% of their libraries' funding. One group provides 57%.)</p> <p>Create more transparency in the budget process. Show Friends their individual library's budget.</p> <p>Understand what libraries are getting in return for the administrative fees being charged.</p> <p>Conduct an audit of the library systems' finances. Invite the Civil Grand Jury to take a look at the three zones.</p> <p>Realize that any new governance model needs to be mindful of the unique characteristics of each community.</p>	<p>Determine how to get more funding, either at the local or countywide level.</p> <p>Administer the three zones evenly/equally.</p> <p>Improve communication from the county and from the Lompoc Public Library to the Friends and other partners.</p> <p>Find political will to make some changes and give local libraries some local control.</p> <p>Achieve transparency about how much it costs to operate each library. Share details as to what services administrative costs deliver.</p> <p>Develop a detailed invoice for administrative fees.</p> <p>Get input from branch staff.</p>	<p>Change the zone system. Strive for equity.</p> <p>Educate Friends as to how the zone system works.</p> <p>Understand how the study recommendations will be implemented.</p> <p>Understand where the various library funding streams comes from and what that that money pays for.</p> <p>Establish some local decision making for libraries throughout Zone 3.</p>



Summary of Comments from Friends' Group Meetings

<p>Initiate a public education campaign about library services and funding following this process so the Friends can more effectively raise funds.</p> <p>Improve communication between Central/Santa Barbara Public Library and the other libraries and Friends groups.</p> <p>Motivate the Santa Barbara Public Library director to attend more Friends meetings.</p>		
<p><i>What issues should we be considering?</i></p>		
<p>Figure out how to achieve some equity in the north part of the county compared to services and funding in the south part of the county.</p> <p>Consider whether policy changes at the Santa Barbara Public Library should affect policy at all Zone 1 libraries. Allow other libraries to have input into policies.</p>	<p>Consider funding, local decisions, and staff morale.</p> <p>Share more library funding data around budget time. This would help the Friends know how much fundraising they need to do year to year.</p> <p>Talk to the community college to see if it wants to enter into any sort of cooperative agreement with the public libraries in the county.</p>	<p>Create a public document that explains the current countywide structure.</p> <p>Let the public know where library funding comes from.</p> <p>Find a funding model that establishes equity.</p> <p>Improve countywide information so residents know what library materials and resources are available countywide.</p> <p>Create a true, countywide library system. Realize that the small libraries actually help the large city libraries by providing services to residents beyond Santa Barbara, Lompoc, and Santa Maria.</p> <p>Identify common library needs across the county and collaborate on those things.</p> <p>Create quality services and establish equitable services and funding.</p>



Summary of Comments from Friends' Group Meetings

<i>What options and recommendations do you want to suggest?</i>		
<p>Undo the current system. End the contracting process. Set up a true county system. Have the county run the system or pursue a JPA.</p> <p>Investigate forming a library taxing district.</p> <p>Acquire more per capita funding from the county.</p> <p>Give all Zone 1 libraries more autonomy with service models, collections, hours, etc.</p> <p>Give Friends and branch staff more input into staff hires for their libraries.</p> <p>Improve communication between Santa Barbara Public Library and local Friends groups.</p>	<p>Get the county to take over and run the libraries. There would be some economies of scale (would need one HR unit, one IT unit, etc.) instead of various cities providing these services to libraries.</p> <p>Consider forming a library district.</p> <p>Give policy-making authority and budget authority to Library Advisory Committee (LAC).</p> <p>Provide training and orientation to members of the LAC.</p>	<p>Acknowledge the funding crisis. Investigate additional revenue streams.</p> <p>Explore a modest sales tax. Friends could band together to advocate for an additional tax.</p> <p>Provide Friends groups with summary notes of Library Advisory Committee meetings.</p> <p>Conduct more fundraising and advocacy and get more residents involved in these endeavors.</p> <p>Educate Friends on what they can do to help their libraries.</p> <p>Provide Friends with fundraising and advocacy training.</p> <p>Convene all Friends groups share ideas, accomplishments, best practices, etc.</p>
<i>Is the community zone structure conducive to maximizing community support? Is it an impediment to fundraising?</i>		
<p>It's a mixed bag. Some people from Goleta, Montecito, etc. might make a donation to the Santa Barbara Public Library, thinking their library is part of that system. These monies would then be expended on services at Central and Eastside.</p> <p>Friends are burning through their reserves to maintain hours, book collection, etc. Their current rate of giving is not sustainable.</p> <p>Friends never see the record-keeping on their "reserves" that the county holds.</p>	<p>Most members of the public aren't even aware of the zone structure.</p> <p>The zone structure is very imbalanced. Some zones have few libraries, other zones have many libraries.</p> <p>North and South County are very different and have different service needs.</p> <p>Some foundations won't give money to northern parts of the county.</p> <p>Most donors assume that the money they donate locally will</p>	<p>Some Friends worry that their local libraries will become privatized if their funding doesn't make up for a lack of public funding.</p>



Summary of Comments from Friends' Group Meetings

<p>Currently, the Santa Barbara Public Library Director may notify the Friends at some point in the year that hours will need to be cut because of revenue shortfalls, and then the Friends work to provide the needed money. This approach makes budgeting for the Friends very difficult.</p> <p>Fundraising is difficult because Friends do not have financials on hand to show the public what the needs of the library are.</p> <p>Friends don't get reports on what value their donations bring in terms of materials purchased, events produced, children who participated in the summer reading program, etc.</p> <p>Friends must add an administrative fee to any donation they give. If they want to donate \$100 for books, they have to donate \$118 for Santa Barbara's overhead costs of buying and processing the books for their library.</p> <p>All the strife and confusion with library services makes it harder to fundraise because the public has reservations about the health and stability of the library system.</p> <p>Santa Barbara says they are subsidizing the smaller libraries, but no financial documentation has been produced to verify this.</p> <p>Some of the checks that get sent to Santa Barbara never get cashed. This is very frustrating to the Friends.</p>	<p>stay local. The Friends are not convinced that this always happens.</p> <p>Zone structure results in the large libraries applying for grants and not including the smaller libraries in these grants.</p> <p>Some of the Friends groups are told what they need to contribute each year. They are given no data about the budget, so they give on faith.</p> <p>Friends and elected officials from some of the cities and unincorporated areas don't know what their local library funding will be until Santa Barbara or Lompoc release their budgets</p>	
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ITEM NO. 3

2018 LIBRARY ADVISORY COMMITTEE MEETING SCHEDULE

ACTION

2018 Library Advisory Committee Meeting Schedule

March 21, 2018	10AM – 12PM	Buellton City Council Chambers
June 20, 2018	10AM – 12PM	Cachuma Lake Recreation Hall
September 19, 2018	10AM - 12PM	Cachuma Lake Recreation Hall
December 12, 2018	10AM - 12PM	Cachuma Lake Recreation Hall

*Meeting times and locations are subject to change.

ITEM NO. 4

DIRECTORS REPORT

INFORMATIONAL

ITEM NO. 5

MEMBER REPORTS/ROUNDTABLE

FOR DISCUSSION