



Library Ad Hoc Committee Meeting

Date: Monday, March 23, 2020

Time: 9:00AM – 11:00AM

Location: <https://global.gotomeeting.com/join/755648973>

Dial in: +1 (872) 240-3212

Access Code: 755-648-973

Administrative Agenda:

- I. **Meeting Called to Order**
- 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.*
- IV. **Minutes:** *The minutes of the February 3, 2020 meeting will be considered.*

Standard Agenda:

1. Minimum Standards for Branch Libraries
2. County Budget Request
3. Public Private Partnerships
4. Taxes Subcommittee
5. Reflection on Purpose, Accomplishments and Next Steps
6. Adjourn



Library Ad Hoc Committee Meeting

February 3, 2020 ACTION MINUTES

Committee Members Present:

Mary Housel
Patricia Saley
Judith Dale
Allison Gray
Jessica Cadiente
Das Williams, 1st District Supervisor
Joan Hartmann, 3rd District Supervisor
Darcel Elliot, 3rd District Chief of Staff
Gina Fischer, 3rd District Representative

Committee Members Absent:

Sarah Bleyl
George Chapjian, Director
Ryder Bailey, CSD CFO

County Staff Present:

Eva Camarena, Executive Assistant
Sherman Hansen

Legacy Works Group Facilitators:

Megan Miley
Carrie Kappel
Carl Palmer

Administrative Agenda:

- I. **Meeting Called to Order:** *Meeting officially convened at 9:04am.*
- II. **Roll Call:** *by Secretary*
- III. **Public Comment:** *None was made.*
- IV. **Approval of Minutes of October 14, 2019**

ACTION: A motion was made by Patricia Saley and seconded by Judith Dale to approve the minutes of October 14, 2019. All approved. Motion passed.

Standard Agenda:

1. Meeting Overview and Objectives
 - The purpose of this meeting is to present updates and potential decision making with recommendations from the Benchmarking subcommittee.
 - The Taxes subcommittee is bringing questions for discussion and seeking direction from the Library Ad Hoc Committee.
 - Set a date for the next Library Ad Hoc Meeting.
 2. Benchmarking Subcommittee – Library Standards – Megan Miley
 - Santa Barbara County was compared to other Counties similar in population, square miles and number of branches. Setting minimum standards and service levels will provide a measurable framework, set expectations for funding and improve services to the community.
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- Committee participated in a poll to assess the minimum standards set by the Benchmarking subcommittee. Minimum Standards were separated in four categories; Staff, Hours, Programs, Technology and Collections.
 - Staff – All voted “*agreed with minor contention*”.
 - Phase 1 minimum standards - 2 paid staff at all times. One hired at a higher level and a second paid staff.
 - Hours – Majority voted “*support with reservations.*”
 - Committee was in agreement to set minimum standard as total hours per week and give Directors flexibility in setting hours/days, instead of the minimum standard recommended of 4 hours per day.
 - Collections – Committee was divided between “*Whole hearted endorsement*” and “*agreement with minor contention*”.
 - It was suggested to set separate standards for digital and print. The suggested minimum standard of \$2 per capita is too low for Phase 1.
 - Programs – Majority voted “*agreed with minor contention*”.
 - Technology – Majority was in agreement with the minimum technology standards.
 - It was suggested to include the Integrated Library System (ILS) as a minimum standard to guarantee funding.
- The Goleta Library received a State appropriation to service Isla Vista. There’s no programming for the allocations this current fiscal year. Isla Vista population is 23,000 (Small II Level Library).

3. Taxes Subcommittee – Pathways to Increased Public Funding – Darcel Elliot

- Funding options varied from implementing parcel or sales taxes on countywide or unincorporated areas. A Countywide parcel tax would need a $\frac{2}{3}$ votes to pass. General sales tax option would require a 4 of 5 BoS votes and 50% + 1 of ballot votes. A Special sales tax requires 3 of 5 BoS votes and $\frac{2}{3}$ ballot votes.
 - To obtain $\frac{2}{3}$ votes, it will required an extensive campaign and a massive effort with a very low outcome success. Supervisors suggested combining library efforts with Parks could generate better support.
- The Local Control Funding formula option was recommended by the Taxes subcommittee. This means each Library would receive a base grant, plus supplemental grants for specific purposes. A Tiered Funding formula was created for supplemental grants. The total County investment would be \$1 million to increase the libraries’ per capita as follows:
 - Doubled for unincorporated libraries (\$15.60 per capita) – Montecito, Village, Cuyama, Los Alamos, Orcutt
 - Increased by 50% for small city libraries (\$11.70 per capita) – Carpinteria, Guadalupe, Buellton, Solvang
 - Increased by \$1 for main libraries (\$8.80 per capita) – Santa Barbara, Lompoc, Santa Maria, Goleta

4. Next Steps

- Schedule a presentation for the Board of Supervisors.
- Submit a proposed Budget request for this program.
- Library Ad Hoc Committee will meet on March 23rd at 9:00am at Cachuma Lake Recreational Hall, before the presentation to the Board of Supervisors.

5. Adjourn

The meeting adjourned at 10:45am.

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Or dial in using your phone +1 (872) 240-3212

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Carrie Kappel, Facilitator
carrie@legacyworksgroup.com

Megan Miley
megan@legacyworksgroup.com

Library Ad Hoc Committee Meeting

March 23, 2020

AGENDA

Welcome and administrative agenda

Minimum standards for branch libraries

County budget request

Public private partnerships

Taxes subcommittee

Reflection on purpose, accomplishments and
next steps

Benchmarking Working Group

*Establish realistic, equitable standards for library service
under current and future funding scenarios*

Allison, Jessica, Mary, Sarah - supported by Megan

Minimum standards for County branch libraries

Changes from last meeting:

- Slides include current level of all branches relative to the standard (colored red where standards are not met) and benchmark data
- HOURS standard changed to weekly total and raised for all size branches
- ILS added to COLLECTIONS standard
- PROGRAMS standard renamed PROGRAMS & OUTREACH; early childhood literacy added as minimum for all size branches
- 5-year device replacement cycle added to TECHNOLOGY standard
- FACILITIES standard created for items with annual costs: rent, safety/security and cleaning
- One-time facilities needs listed separately
- Proposed phase I minimum standards highlighted in yellow - can we vote to adopt?

How can standards / service levels help us?

- Provide a measurable framework for discussing equity across the county
- Set expectations for funding levels
- Help communities understand what to expect at different size branches
- Clarify funding responsibility and decision making authority for core services and opportunities for enhanced services
- Assist libraries in short- and long-term planning
- Contribute to greater accountability in the use of public funds
- Communicate a shared vision of quality public libraries and library services
- Highlight strengths and weaknesses, and aid in the prioritization of services
- Provide a driving mechanism for support of libraries

Staff

Estimated Increase \$350K

	SMALL I CUYAMA LOS ALAMOS VILLAGE	SMALL II BUELLTON GUADALUPE MONTECITO SOLVANG	MEDIUM CARPINTERIA EASTSIDE ORCUTT
CURRENT RANGE	Cuyama Asst Clerk / < 2 Los Alamos Asst Clerk / < 2 Village / < 2	Buellton FT Lead / 2+ all hours ✓ Guadalupe Asst. Clerk / < 2 Montecito .8 Lead / 2+ all hours Solvang FT Lead / < 2	Carpinteria MLIS / 2+ all hours ✓ Eastside MLIS / 2+ all hours ✓ Orcutt Clerk II/III / < 2
BENCHMARK DATA (4 county average)	2.8 FTE		4.2 FTE
PHASE 1 (targets for 2020-2021)	Raise lowest hourly wage to reduce staff turnover 2 paid staff at all times	1 FT lead staff 2 paid staff at all times	Prof. Librarian (FT MLIS) 2 paid staff at all times
PHASE 2 (future goals and ideas)	Budget for professional development	Budget for professional development	Budget for professional development

Hours

Covered by increased staff + \$2K

	SMALL I CUYAMA LOS ALAMOS VILLAGE	SMALL II BUELLTON GUADALUPE MONTECITO SOLVANG	MEDIUM CARPINTERIA EASTSIDE ORCUTT
CURRENT RANGE	Cuyama 11 Los Alamos 16 (+8 friends) Village 24	Buellton 35 ✓ Guadalupe 32 ✓ Montecito 36 ✓ Solvang 38 ✓	Carpinteria 47.5 ✓ Eastside 46.5 ✓ Orcutt 36
BENCHMARK DATA (4 county average)	30 HOURS		37 HOURS
PHASE 1 (minimum standards)	25 HOURS Min 4 hours/day	32 HOURS Min 4 hours/day	42 HOURS Min 4 hours/day
PHASE 2 (future goals and ideas)	Re-evaluate after current increase in hours, staff and programs		

Collections

Estimated Increase \$80K

	SMALL I CUYAMA LOS ALAMOS VILLAGE	SMALL II BUELLTON GUADALUPE MONTECITO SOLVANG	MEDIUM CARPINTERIA EASTSIDE ORCUTT
CURRENT RANGE	Cuyama \$1.79 ILS Los Alamos \$1.47 ILS Village \$0.80 ILS	Buellton \$3.56 ILS ✓ Guadalupe \$0.47 ILS Montecito \$4.50 ILS ✓ Solvang 3.56 ILS ✓	Carpinteria \$4.57 ILS ✓ Eastside \$6.30 ILS ✓ Orcutt \$0.47 ILS
BENCHMARK DATA (4 county average) *data not available at the outlet level	\$2 - \$4 per capita / 7.8% - 9.6% of total operating expenditures ** Ventura recently raised \$ to increase system wide per capita collection budget to \$4.37 per capita (2018 CA average expenditure on collections)		
PHASE 1 (minimum standards)	\$2 per capita ILS (Integrated Library System e.g. BlackGold)		
PHASE 2 (future goals and ideas)	\$4.37 per capita	\$4.37 per capita	\$4.37 per capita

Programs & Outreach

Estimated Increase \$107K

	SMALL I CUYAMA LOS ALAMOS VILLAGE	SMALL II BUELLTON GUADALUPE MONTECITO SOLVANG	MEDIUM CARPINTERIA EASTSIDE ORCUTT
CURRENT RANGE	Cuyama Los Alamos Village -currently run by volunteers	Buellton Guadalupe Montecito Solvang	Carpinteria Eastside Orcutt
BENCHMARK DATA (4 county average)	NA		
PHASE 1 (minimum standards)	Early Childhood Literacy Youth Summer Reading	Early Childhood Literacy Youth Summer Reading Occasional School-age/Teen/Adult	Early Childhood Literacy Youth Summer Reading Regular School-age/Teen/Adult
PHASE 2 (future goals and ideas)	Early Childhood Literacy Youth Summer Reading	Early Childhood Literacy Youth Summer Reading Occasional School-age/Teen/Adult Technology Assistance	Early Childhood Literacy Youth Summer Reading Regular School-age/Teen/Adult Technology Assistance Educational Classes

Technology

Estimated Increase \$42K*

	SMALL I CUYAMA LOS ALAMOS VILLAGE	SMALL II BUELLTON GUADALUPE MONTECITO SOLVANG	MEDIUM CARPINTERIA EASTSIDE ORCUTT
CURRENT RANGE	Cuyama substandard internet Los Alamos substandard internet Village ✓	Buellton - 12 outdated computers Guadalupe ✓ Montecito - outdated devices Solvang - 16 outdated computers	Carpinteria - outdated devices Eastside - outdated devices Orcutt ✓
BENCHMARK DATA (4 county average)	7 public access computers		12 public access computers
PHASE 1 (minimum standards)	Improve Internet Connectivity / Connect to CENIC 5-year device replacement cycle	Computers, wifi, internet 5-year device replacement cycle	
PHASE 2 (future goals and ideas)	Improve internet connectivity Facility/electrical upgrades for technology and automation Increase technology/devices available for staff use and security		

* annual costs only, does not include CENIC to Cuyama or Los Alamos

Facilities

Estimated Increase \$88K

	SMALL I CUYAMA LOS ALAMOS VILLAGE	SMALL II BUELLTON GUADALUPE MONTECITO SOLVANG	MEDIUM CARPINTERIA EASTSIDE ORCUTT
CURRENT RANGE	Guadalupe, Orcutt and Los Alamos have no dedicated facility All branches have needs related to safety, technology, space and maintenance		
BENCHMARK DATA (4 county average)	NA		
PHASE 1 (minimum standards)	Rent Security and safety Annual deep clean including windows and carpets		
PHASE 2 (future goals and ideas)	Needs assessment and prioritization: (e.g., maintenance, ADA compliance, electrical upgrades, theft protection, automation, book return, energy, furniture, parking lots, bike racks)		

Where minimum standards are/are not currently met

		# STAFF & LEVEL	HOURS	COLLECTIONS	PROGRAMS	TECHNOLOGY	FACILITIES
Zone 1	Eastside	Y	Y	Y	N	N	N
	Montecito	N	Y	Y	N	N	N
	Carpinteria	Y	Y	Y	N	N	N
Zone 2	Village	N	N	N	N	Y	N
Zone 3	Cuyama	N	N	N	N	N	N
	Guadalupe	N	Y	N	N	Y	N
	Los Alamos	N	N	N	N	N	N
	Orcutt	N	N	N	N	Y	N
Zone 4	Buellton	Y	Y	Y	Y	N	N
	Solvang	N	Y	Y	Y	N	N

Estimated annual increase needed to meet minimum standards

		# STAFF & LEVEL	HOURS	COLLECTIONS	PROGRAMS	TECHNOLOGY	FACILITIES*	TOTALS	
Zone 1	Montecito	\$30,000	Y	Y	\$30,707	\$13,000	\$1,900	\$75,607	\$121,214
	Carpinteria	Y	Y	Y	\$30,707	\$13,000	\$1,900	\$45,607	
Zone 2	Village	\$31,000	covered by staff ↑ ¹	\$11,262	\$9,500	Y	\$1,900	\$53,662	\$53,662
Zone 3	Cuyama	\$42,215	\$1,960 ²	\$281	\$1,500		\$1,200	\$47,156	\$471,176
	Guadalupe	\$84,707	Y	\$11,648	\$2,000	Y	\$22,200 ³	\$120,555	
	Los Alamos	\$51,003	covered by staff ↑	\$1,005	\$1,500		\$1,200	\$54,708	
	Orcutt	\$108,596	covered by staff ↑	\$55,087	\$2,500	Y	\$54,400 ⁴	\$220,583	
	Bookmobile				\$28,174 ⁵			\$28,174	
Zone 4	Buellton	Y	Y	Y	Y	\$7,200	\$1,400	\$8,600	\$24,100
	Solvang	\$5,100	Y	Y	Y	\$9,000	\$1,400	\$15,500	
	TOTALS	\$352,621	\$1,960	\$79,283	\$106,588	\$42,200	\$87,500		\$670,152

Notes: 1) Increase hours from 24 to 28. 2) Increase hours from 11 to 25 covered by staff increase + more frequent delivery of books. 3,4) Includes rent. 5) Staff/mileage for SM City bookmobile to go to unincorporated areas of Casmalia, Sisquoc, Tanglewood and Bonita School

Safety, Technology and Facilities Needs

		SAFETY	TECHNOLOGY					FACILITIES					
		SECURITY AND FIRE ALARMS	IMPROVED WIFI	THEFT SECURITY GATES	SELF CHECK	PRINT TO PAY	NEW PUBLIC COMPUTERS AND TABLETS	ELECTRICAL PLUMBING HVAC REPAIR OR UPGRADE	ADA COMPLIANCE	BOOK DROP	DEDICATED FACILITY	ADDITIONAL SPACE FOR PROGRAMS	PARKING LOT REPAIR AND/OR BIKE PARKING
Zone 1	Montecito	X		X			X	X	X	X		X	X
	Carpinteria	X		X			X	X	X			X	X
Zone 2	Village	X						X	X	X			X
Zone 3	Cuyama	X	X	X	X	X						X	
	Guadalupe	X	X	X	X	X					X	X	
	Los Alamos	X	X	X	X	X					X	X	
	Orcutt	X				X					X	X	
Zone 4	Buellton	X		X	X		X	X				X	
	Solvang	X		X	X		X	X				X	



Highest priorities identified by library directors

Zone 1 Facility Needs

	Highest Priority	Medium	Lower
Carpinteria	<p>Plumbing</p> <p>Wiring (Flickering even after bulb replacement)</p> <p>ADA Accessible Circ Desk</p> <p>Desk Configured with 2 entry/exit routes (for safety)</p> <p>ADA accessible pathways between furniture and shelves</p> <p>Charging areas for devices (usb)</p> <p>Security Cameras</p>	<p>Air Conditioning in Library</p> <p>Panic Button (to Sheriff's station)</p> <p>Secure inside bookdrop</p> <p>Security gates (theft prevention)</p> <p>Updated Meeting Room Technology</p> <p>Mobile shelving to allow for more flexible space</p> <p>Soiled furniture/carpet</p> <p>Automatic Door (ADA)</p> <p>Pest Control</p>	<p>Interior Paint</p> <p>AED</p> <p>Replacement of outdoor book drop</p> <p>Eventual replacement of door handles/locks-Access Control</p> <p>Additional bike racks</p> <p>Lower shelving that is more accessible</p>
Montecito	<p>ADA Accessible or mobile Circ Desk</p> <p>ADA Accessible Pathways around shelves and other furniture</p> <p>Charging areas for devices (usb)</p> <p>Parking lot entrance causing damage to cars</p> <p>New phone lines</p>	<p>HVAC (many comments about heat/ac)</p> <p>Security gates (theft prevention)</p> <p>Soiled Carpet</p> <p>Panic Button (to sheriff's station)</p> <p>Signage in parking lot to enforce loitering or overnight parking</p> <p>Security Cameras</p> <p>Mobile shelving to allow for more flexible space</p> <p>Automatic Door (ADA)</p> <p>Upgraded meeting room space with technology</p> <p>Storage for Library program needs</p>	<p>AED</p> <p>Visible signage from East Valley Road</p> <p>Changing tables in both restrooms</p> <p>Improved outside lighting in evening</p>

Zone 2 Facility Needs

	Highest Priority	Medium	Lower
Village	Alarm System ADA Compliance (door and parking) Parking lot repair Bike parking Bookdrop replacement	Restroom flooring	Spigot under Women's bathroom sink (for mop bucket) Landscaping Furniture replacement

Zone 3 Facility Needs

	Highest Priority	Medium	Lower
Cuyama	Improved Wifi	Self check machines Security gates	Burglar alarm Larger facility Print to pay station
Los Alamos	Improved Wifi	Self check machines Security gates	Burglar alarm Print to pay station
Guadalupe	Self check machines Security gates Larger, dedicated facility	Print to pay station	Improved Wifi Burglar alarm
Orcutt	Larger, dedicated facility Print to pay station	Burglar alarm	

Zone 4 Facility Needs

	Highest Priority	Medium	Lower
Buellton	Upgraded computers Self-check machines Security gates Burglar alarm	Air conditioning Storage room Dedicated program space	Changing table in restrooms Improved parking
Solvang	Upgraded computers Self-check machines Larger, dedicated facility Security gates Burglar alarm	Air conditioning Storage room Dedicated program space	Changing tables in restrooms

Taxes

Working Group

*Identify the most feasible option for increasing public revenue
for the countywide library system*

Judith, Pat, Darcel, Allison, Ryder - supported by Carrie

Recommendations of the subcommittee

- **Countywide tax** to address equity issues and raise funds systemwide
- **Special tax**, if feasible, to secure dedicated funds for libraries
- **Countywide parcel tax or sales tax? Including cities or just unincorporated?**
 - Parcel tax options
 - **Via SBCAG (special tax) - JPA would also enhance library system governance**
 - **Via BoS - for unincorporated areas only**
 - Sales tax options
 - **Via the Board of Supervisors (special or general tax)**
 - General requires 4 of 5 BoS and 50%+1 of voters
 - Special requires 3 of 5 BoS and $\frac{2}{3}$ of voters

Necessary steps

- Discuss whether a new tax is a viable route to pursue at this time
- Decide which public funding option to pursue and whether to try for November ballot
- Refine revenue target and purpose (e.g., libraries only? + parks?)
- Identify who would lead this effort
- Identify funding to finance the campaign
- Consider using polling (digital or door-to-door survey) to inform options
 - Friends groups could provide volunteers for door-to-door polling and campaigning
- Work to build political support from the Board of Supervisors
- Campaign for popular support (marketing, door-to-door canvassing)
- ...

Revenue potential

- Sales tax
 - Sales tax rates within the County vary from 7.75% (unincorporated areas) to 9% (City of Carpinteria)
 - Some cities currently considering sales tax increases
 - 0.25% increase just in the unincorporated areas could generate roughly \$1.9M
 - 0.50% increase - roughly \$3.8M
 - 1% increase - roughly \$7.6M
- Parcel tax
 - 122,792 parcels in the county
 - Some parcels would likely be exempt, e.g., unimproved property, churches, CSA3 (because they already have a library parcel tax), etc.
 - Revenue generation would equal the number of non-exempt parcels times the dollar amount to be taxed per parcel