



Library Ad Hoc Committee Meeting
Date: Wednesday, December 2, 2020
Time: 9:00AM – 10:30AM
Location: Virtual - [Click Here](#) to Join
Dial in: 1(669) 900-6833
Meeting ID: 810-7128-1574
Passcode: 430333

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: March 23, 2020**

Standard Agenda:

- I. Welcome and Framing**
- II. Ad Hoc Committee Progress to Date**
- III. Budget Updates and Need**
- IV. Zone 1 Update**
- V. Governance Challenges & Opportunities**
- VI. Plan for Working Groups**
- VII. Closing, Next Steps**



Library Ad Hoc Committee Meeting

March 23, 2020 ACTION MINUTES

Committee Members Present:

Das Williams, 1st District Supervisor
Joan Hartmann, 3rd District Supervisor
George Chapjian, CSD Director
Sarah Bleyl, Zone 2 Library Director
Mary Housel, Zone 3 Library Director
Patricia Saley, Friends Representative
Judith Dale, LAC Representative

Committee Members Absent:

Jessica Cadiante, Zone 1 Library Director
Allison Gray, Zone 4 Library Director

County Staff Present:

Eva Camarena, Executive Assistant
Ryder Bailey, CSD Chief Financial Officer
Darcel Elliot, 3rd District Chief of Staff
Gina Fischer, 3rd District Representative

Legacy Works Group Facilitators:

Megan Miley
Carrie Kappel
Carl Palmer

Administrative Agenda:

- I. Meeting Called to Order:** *Meeting officially convened at 9:04am via video conference.*
- II. Roll Call:** *by Secretary*
- III. Public Comment:** *None was made.*
- IV. Approval of Minutes of February 3, 2020**

ACTION: A motion was made by Judith Dale to approve the minutes of February 3, 2020, Patricia Saley seconded. All approved. Motion passed.

Standard Agenda:

1. Benchmarking Subcommittee – Minimum Standards for Branch Libraries – Megan Miley
 - Changes to the Minimum Standards from last meeting:
 - The Hours standard changed to weekly instead of daily and raised for all library size branches. The Programs standard was renamed to “PROGRAMS & OUTREACH”, early childhood literacy was added as minimum standard for all library size branches. A 5-year device replacement cycle was added to the Technology standard. The Facilities standard was added to cover items with annual costs such as rent, safety/security and cleaning.
 - The staff in Orcutt are currently a Clerk II and Clerk III. A Professional level staff is needed at Orcutt.
 - It was proposed to raise the small branches’ lowest hourly wage, to reduce staff overturn.
 - Cuyama will have the greatest impact by doubling the hours when the minimum hour standard is met.
 - It was recommended to evaluate Orcutt in the future, due to the size of the population they serve.
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- The Collections Standard is set at \$2 per capita, planning to increase it in the future. The \$2 per capita minimum standard does not include digital materials. Black Gold is a shared resource between all Libraries. Other larger libraries with higher demands have a system called Overdrive Advantage.
- Programs & Outreach - the Library Directors added the Early Childhood Literacy to all branches as a minimum standard. The cost associated with these programs are staff compensation and/or contractor fees.
- The Technology standard includes a 5-year device replacement cycle for Phase I. The \$42,000 covers 1/5 of the cost to replace or upgrade technology.
- The Facilities Standard includes an annual amount to cover rent, security/safety, annual deep clean including windows and carpets. Some of the libraries have identified ADA compliance needs. Will be looking at CBDG funding options to meet those needs.

Action: Judith Dale motioned to (1) approve the report and minimum standards recommended by the Benchmarking Subcommittee and (2) schedule a LAC Special Meeting next week to share the recommendations before taking formal action with the Board of Supervisors. Joan Hartmann seconded, all approved, motion passed.

The targeted date for the presentation to the Board is April 15th, it will be presented as a Special Issue due to the Library funding being a major expansion request.

2. County Budget Request

The FY 20/21 Status Quo deficit from all branches combined is \$658,664.

The total, including the proposed increased funding is \$996,300 minus the benchmarking proposed standards projected costs of \$641,978, reflects a deficit of \$304,342.

It was recommended for the extra \$1 allocated to City main branches to be used to pay for admin costs. The admin fee charged between branches varies within Zones. It was suggested to CAP the admin fee.

Next Steps

- Carrie will send an email with goals and objectives and Carl's updates.
- Schedule a LAC Special Meeting to present the Library Ad HOC progress.
- Budget presentation to the Board in April.

3. Adjourn

The meeting adjourned at 10:45am.