

SANTA BARBARA COUNTY

**LIBRARY ADVISORY
COMMITTEE**

Members

1st District Representative
Patricia Saley

2nd District Representative
Sharon Hoshida

3rd District Representative
Judith Dale

4th District Representative
Barbara Raggio

5th District Representative
Carol Gregor

City Representatives

Buellton Representative
Holly Sierra

Carpinteria Representative
Gaby Edwards

CSA 3 Representative
Alex Rodriguez

Goleta Representative
Patricia Kistler

Guadalupe Representative
Amelia Villegas

Lompoc Representative
Alice Down

Santa Barbara Representative
Milt Hess

Santa Maria Representative
Betty Rose Gunn

Solvang Representative
Shirley Stacy

Library Directors

Santa Barbara Library Director
Jessica Cadiente

Lompoc Library Director
Sarah Bleyl

Santa Maria Library Director
Mary Housel

Goleta Library Director
Allison Gray

**Board of Supervisors
Representative**

1st District Supervisor
Das Williams

County Staff

Community Services Director
George Chapjian

Executive Assistant
Eva Camarena

Chief Financial Officer
Ryder Bailey

AGENDA

September 16, 2020

Zoom Meeting

Meeting ID: 833 3792 6527

Passcode: 626691

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 June 17, 2020 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
- iv. Zone 4 – Allison Gray

2. Ad Hoc Phase 3 – Ryder Bailey

3. CSD Directors Report

The Director of Community Services will report on items of general interest to the Library Advisory Committee Members and members of the public, including items that have been or will be considered by the Santa Barbara County Board of Supervisors.

4. Member Reports/Roundtable Discussions

Library Advisory Committee Members may present brief reports on library issues, such as seminars, meetings, events and literature that would be of interest to the public and/or Committee, as a whole.

5. Adjourn

The next Library Advisory Committee Meeting will be held on December 9, 2020 from 10:00 AM – 12:00 PM via Zoom. To place an item on the agenda, please contact Eva Camarena at (805) 568-2467 at least two weeks prior to the scheduled meeting date.

SANTA BARBARA COUNTY

LIBRARY ADVISORY COMMITTEE

Members

1st District Representative
Patricia Saley

2nd District Representative
Sharon Hoshida

3rd District Representative
Judith Dale

4th District Representative
Barbara Raggio

5th District Representative
Carol Gregor

City Representatives

Buellton Representative
Holly Sierra

Carpinteria Representative
Gaby Edwards

CSA 3 Representative
Alex Rodriguez

Goleta Representative
Patricia Kistler

Guadalupe Representative
Amelia Villegas

Lompoc Representative
Alice Down

Santa Barbara Representative
Milt Hess

Santa Maria Representative
Betty Rose Gunn

Solvang Representative
Shirley Stacy

Library Directors

Santa Barbara Library Director
Jessica Cadiente

Lompoc Library Director
Sarah Bleyl

Santa Maria Library Director
Mary Housel

Goleta Library Director
Allison Gray

Board of Supervisors Representative

1st District Supervisor
Das Williams

County Staff

Community Services Director
George Chapjian

Executive Assistant
Eva Camarena

Chief Financial Officer
Ryder Bailey

MEETING MINUTES

June 17, 2020

Virtual Participation Only
Zoom Meeting ID 812 9310 3547
Password 372840

ADMINISTRATIVE AGENDA

I. Meeting Called to Order: by Chair, Supervisor Das Williams – Meeting officially convened at 10:03am via Zoom due to Governor Newsom social distancing order.

II. Roll Call: by Secretary

Members Presents: Patricia Saley, Alex Rodriguez, Judith Dale, Barbara Raggio

Members Absent: Carol Gregor

City Representatives Present: Holly Sierra, Gaby Edwards, Amelia Villegas, Alice Down, Milt Hess, Betty Rose Gunn

City Representative Absent: Patricia Kistler, Shirley Stacy

Library Directors Present: Sarah Bleyl, Mary Housel, Allison Gray

Directors Absent: Jessica Cadiente

County Staff Present: Supervisor Das Williams, George Chapjian, Darcel Elliot, Ryder Bailey, Eva Camarena

County Staff Absent:

III. Public Comment: None

IV. Minutes: The minutes of September 18, 2019 were considered as follow, Judith Dale moved, Carol Gregor seconded. All approved. Motion passed.

STANDARD AGENDA

1. Library Directors Zone Updates – Receive and file

Zone 1 – Jessica Cadiente was not present. Milt Hess, City of Santa Barbara Representative, reported on behalf of Zone 1.

The Santa Barbara City Council approved a capital expenditure of \$1,115,000 as the City's contribution to a project to create a new Library Plaza adjacent to the Central Library. The SB Library Foundation will leverage this for a fund-raising campaign to complete the Plaza project.

The Library has started the process to reopen after the pandemic closure. Books that are due to be returned can be placed in the drop boxes on Mondays and Fridays, and books on hold can now be picked up outside the Central Library.

Director Cadiente and her staff did a fantastic job creating online resources for the public during the shutdown.

The Library took a mandated 5% budget cut. Director Cadiente has identified the impacts and communicated them with her budget update. The Library budget is balanced. The figure is about a \$350,000 decrease.

Supervisor Williams explained when city decision-makers decrease funding, the County might have a concern increasing Library funding.

Zone 2 – Sarah Bleyl – There are no Library Budget cuts in Lompoc. Only curbside service available as of today. To limit the number of people, the Library will be scheduling appointments for patrons. The budget will remain as is for FY 20/21.

Zone 3 – Mary Housel – During the last night’s meeting, all five City Council members supported keeping the Libraries open. Library staff is having a small gathering today to celebrate the good news.

Zone 3 is working with the City on drafting the reopening plan. The plan must include detailed and specific instructions on curbside safety precautions for all five locations.

The reduction of staff is no longer a concern. Staffing will remain as is.

Zone 4 – Allison Gray – Curbside service started yesterday. There were about 400 hold requests this morning. Staff was split into two teams. Each team will alternate weeks working at the Library. There were no cuts in their budget.

2. Fiscal YR 20/21 Budget Update-Ryder Bailey

The Board of Supervisors adopted the County of Santa Barbara’s Fiscal year 2020-21 Budget during the Board Meeting on June 9, 2020. The approved budget included approximately \$4.2M for libraries, with about \$1.5M or 35% going towards County Branch Library operations. It is unknown if the one-time funding of \$658,664 for County Branches will continue in the future.

Holly Sierra asked about the difference in the amount of the one-time funding between Buellton and Solvang if they both have the same population and same per capita.

- The amount of funding that was allocated, was based on the status quo and need for each library. No branch received the same amount. Solvang has one more extra staff than Buellton does.

Supervisor Williams reported the one-time funding of \$658,664 is independent of the Ad Hoc Committee funding recommendations. The County Budget took a loss of about \$54M due to the COVID-19 impact. The County is using a combination of cannabis money, reserves, and SCE settlement to make up for the loss. It is also expecting a State reimbursement that will help with economic recovery. The Board of Supervisors decided to wait until the CARES funding is received to allocate it.

Both, Patricia Saley and Holly Sierra recognized and thanked Supervisor Williams for his support during the Budget Hearings.

Milt Hess asked; how are the population numbers determined and assigned to Libraries and Zones?

- CSD receives the population numbers from the four Librarians and an annual state report. GSI mapping is also used to determine the population in Zones. The Board of Supervisors voted on the current map parameters.
- Supervisor Williams suggested a meeting between the Zone 3 Director and Milt Hess to discuss map boundaries. Milt Hess is interested in creating a small workgroup to determine how the population is assigned to the different Zones.

3. Ad Hoc Library Report Update – Ryder and the Legacy Group will be presenting the Ad Hoc Library update to the Board of Supervisors.

4. Black Gold Update –Libraries are not able to send their materials to the other libraries. Libraries are circulating their materials to their patrons. Black Gold lost half of its funding from the State and canceled shipments until November 2020.

5. CSD Directors Report – George Chapjian

The Community Services Department general fund can potentially take a 2%, 4%, or 6% cut. CSD is working with the CEO's office to prevent reductions. Half of the CSD general fund is pass through to Libraries and other Human Services functions. Ryder will update the Library Advisory Committee as more information becomes available.

A presentation to the Board of Supervisors is scheduled to provide an update on the Library Ad Hoc Committee's work and to ask direction from the Board on future Library funding.

6. Adjourn

Supervisor Williams welcomed Sharon Hoshida to the Library Advisory Committee.

The meeting adjourn at 10:45 A.M.

The next Regular Library Advisory Committee Meeting will be held virtually on September 16, 2020, from 10:00 AM – 12:00 PM. To place an item on the agenda, please contact Eva Camarena at (805) 568-2467 at least two weeks prior to the scheduled meeting date.



LIBRARY DIRECTORS ZONE UPDATES

DATE: September 16, 2020
TO: Library Advisory Committee
FROM: Jessica Cadiante, Library Director, Santa Barbara Public Library
CC: George Chapjian, Community Services Director, County of Santa Barbara
SUBJECT: Zone 1 Report

All Zone 1 Libraries

- The 2020 virtual Summer Reading Program, *On the Same Page* ran June through August. All ages were encouraged to participate by signing up, setting reading goals, and completing summer challenges. SBPL supported local businesses by asking community members to purchase gift cards from businesses to give away as prizes during SRP. Almost 700 kids completed over 1000 reading challenges and read over 3500 books!
- In preparation for SBPL's new mobile outreach van that will visit locations all over zone 1, outreach staff including the Carpinteria Branch Librarian participated in the State Library virtual meeting for California Mobile Library and Outreach staff via Zoom to discuss what's happening with mobile and/or outreach services in the pandemic; challenges and bright spots; and to share resources and information. CLA's Mobile Libraries Interest Group leaders led the discussion.
- As part of the Shared Vision Early Learning Grant preparations are being made to expand the *Stay and Play* program to offsite locations by distributing early literacy kits and offering socially distanced storytimes.
- Local materials delivery among all SBPL Libraries resumed in July to allow patrons to place holds and return items across our jurisdiction.
- Staff participated in a virtual training with Patrick Lyra Lanier from Pacific Pride Foundation, taking a deeper dive into issues impacting our LGBTQ+ community including identity content and understanding the nuances in specific populations such as teens vs. adults.
- Memory Kits have been added for check out at all SBPL locations. They are grant funded and intended to be a resource to use with people with Alzheimers. The kits include materials for caretakers, relatives, and friends to learn more, for reminiscence with audio plays, music, and other items, and for stages with sensory material and items to discuss various stages of alzheimer's.
- SBPL Librarians have continued to present virtually at the City of Santa Barbara's New Employee Orientation, bringing awareness of Library resources to new City employees and fostering collaboration among departments.
- Although the Library remains closed to indoor activities, staff are working on plans to offer a browsing experience during Sidewalk Service, making more of the collection accessible beyond placing holds.
- SBPL has secured 6 additional scholarships as part of the Career Online High School program in which adult participants can work through a self-paced 18 month long accredited program to achieve a High School diploma.
- SBPL has been investigating a method to provide delivery of materials to homebound patrons. Options like partnering with a volunteer organization or using staff to make home deliveries are not feasible given liability concerns and risks involved.

During the initial closure of the Library in March, April, and May of 2020, the Library was able to offer delivery of books, audiobooks, and DVDs through USPS media mail with funding from the Santa Barbara Public Library Foundation. The Library discontinued this service when the public health order changed and

the Library was able to provide Sidewalk Service for pickup of materials. However, there have been many inquiries about the continuation of some form of homebound delivery service.

The Library developed a policy outlining how delivery of materials to homebound patrons, including patron eligibility and details of use. This service was approved by the Library Board on 9/3/20.

- The latest SB County Health Order did specify that libraries can reopen at 25% capacity. Santa Barbara Public Libraries will expand services to the public without opening for in-house use at this time. We have ordered (June 2020) but not received critical safety equipment that would allow us to offer limited in person, in the building services - Plexiglass barriers are still on backorder, and cleaning supplies remain difficult to keep in stock in the volumes that we would need in order to allow people in the building. When we do, we anticipate offering appointments for some services in the building and we have plans to offer outdoor, socially distant storytimes when gatherings are allowed.

We have adapted to offer our most critical and in demand services in modified ways that get patrons what they need, while operating in a safe way:

New Sidewalk Service Hours effective 9/8/20

Central

Wednesdays 10 am – 4 pm

Thursdays 2:30 pm – 6:30 pm

Fridays 10 am – 4 pm

Saturdays 10 am – 4 pm

Eastside

Wednesdays 2:30 – 5:30 pm

Saturdays 10 am – 1 pm

Montecito

Tuesdays 2 pm – 5 pm

Thursdays 10 am – 1 pm

Carpinteria

Wednesdays 2 pm – 5pm

Saturdays 10 am – 1 pm

Book Browsing @ Central

Wednesdays 10 am – noon Books for Younger Kids (board/picture/readers)

Wednesdays 2 pm – 4 pm Nonfiction Books for Adults

Thursdays 2 – 4 pm Books for Older Kids (in between/middle grade/NF topics)

Fridays 10 am – noon Fiction Books for Adults

Fridays 2 pm – 4 pm Books for Younger Kids

Saturdays 10 am – 4 pm with a little bit of everything

Book drops will be open 24/7 starting 9/8

Personalized, curated checkout of materials for all ages using our Book Match service

Chromebooks for checkout for those who need computer access

Mobile Printing services to resume for pick-up at side-walk service.

- Local materials delivery among all SBPL Libraries resumed in July to allow patrons to place holds and return items across our jurisdiction.

Central

- Central Library launched *Cover to Cover*, a podcast that explores the spirit of Santa Barbara through the voices, stories, and personalities of our local community.
- A Spanish outreach team was formed to find strategies that can increase attendance and awareness of the library's resources and programs to the Spanish speaking community.
- The Adult Education team hosted Tutor forums to keep adult literacy tutors connected with each other and engaged with their learners as well as held the first virtual Tutor Training series to prepare new tutors to be matched with learners.
- Foodbank provided daily Lunch @ the Library throughout the summer. Library staff also created grab and go craft and activity kits that families could take home with lunch.
- The SBPL BookMatch Service prepared curated bundles for almost 300 kids and teens in June and July.
- The marketing team kicked off a monthly Spanish Newsletter that will be sent out the first day of every month. It will include all the resources that are available and upcoming events.
- The Pacific Pride Teen Summer Program kicked off with a Book to Action visit from author and activist, Kate Bornstein. The teen participants interviewed Kate, and expressed gratitude that the Library gave them the opportunity to meet her. A community conversation with Kate Bornstein was also held as part of Book to Action. She was phenomenally engaging and brought an interested audience of all ages.
- Older computers that were replaced with new Dell Windows 10 All-In-One computers were cleaned and then donated to the SB County Partners in Education organization, part of the SB County Education Office.
- Central Library turned the ability to place holds back on and started Sidewalk Service on June 8th. Once notified that a hold is available, patrons use *Curbside Communicator* to notify the Library that they are at the service. Items are checked out and left on a table outside the library to be safely retrieved by patrons.
- Library technology staff continues to print face shield and ear saver PPE for the Bucket Brigade using the library's 3D printers.
- Virtual Spanish Conversation group launched in July.
- Central staff are creating physical cards via Zoom and have worked to make the eCard registration more seamless.
- Student Success Cards were activated for new SBUSD students. To date, over 10,000 library cards have been activated.
- SBPL received a \$10,000 grant from the SB Foundation to help fund digital content and this will be used to enhance Overdrive and Hoopla collections. All SBPL locations use these resources.

Carpinteria

- Carpinteria's Librarian assisted for 3 months with the County of Santa Barbara's Mutual Aid by completing in-takes at the non-congregate shelter for high risk individuals experiencing homelessness. She is now back at the Branch Library full time and is leading Sidewalk Service in Carpinteria. Hourly Technicians have also resumed duties to assist at the Branch.
 - Craft activity kits were distributed to kids in Carpinteria during Foodbank's Lunch @ the Library pickup at various sites including Canalino and Carpinteria Middle School.
 - Virtual Teen Karaoke was offered in August as part of the Summer Reading Program, in which solo songs were performed as well as with the Librarian.
 - The Carpinteria Librarian is making preparations to lead SBPL's Crime Book Club starting in Early September.
-

-
- All public access computers as well as staff computers were upgraded to new Dell Windows 10 All-In-One computers. The older equipment was cleaned and then donated to the SB County Partners in Education organization, part of the SB County Education Office.
 - Sidewalk Service kicked off at the Carpinteria Branch. Patrons use the *Curbside Communicator* tool to send a text message to alert staff they have arrived to pick up their hold. There has been an overwhelmingly positive response to Sidewalk Service. Staff report that patrons are excited to come to the Library to pick up materials and see staff in person.

Eastside

- Older Windows 7 computers that were replaced with new Dell Windows 10 All-In-One computers were cleaned and then donated to the SB County Partners in Education organization, part of the SB County Education Office.
- The Eastside Librarian worked with the Adult Education Team to secure an Emergency COVID-19 grant to assist with employment related resources during the pandemic. The Library was awarded \$10,000 for the purchase of Adult Education Hotspots as well as ServSafe course certifications for patrons wanting to work in the food industry.
- Eastside Children's Librarian attended a Fun in the Sun Camp counselor introductory meeting and shared library resources in preparation for summer camp. She has been able to host 4 virtual Reader's Theater classes for the camp attendees.
- Sidewalk Service started at the Eastside Library in early July, allowing patrons to safely pick up holds. Hours were modified to include Saturdays, offering a weekend option that is more convenient for many patrons.
- Art activity kits targeted at teens and kids were ordered as part of an Arts and Culture grant to distribute during Sidewalk Service. Future plans may include programming in conjunction with the kits that were distributed.
- Staff attended the SB County Chamber presentation on Reopening Your Business to learn about the process and the checklist of completed items needed to reopen a business, with the goal of assisting local business owners through the process.

Montecito

- Montecito's Senior Library Technician assisted for over 3 months with the County of Santa Barbara's Mutual Aid by compiling timely statistics and reports for Public Health used for daily reports and updates to the general public. She is now back to regular duties at the Branch. Hourly Technicians have also resumed duties to assist with operations.
 - Public access and staff computers were upgraded to new Dell Windows 10 All-In-One computers. The older equipment was cleaned and then donated to the SB County Partners in Education organization, part of the SB County Education Office.
 - Sidewalk service started in early July and patrons are excited to be able to pick up their holds. There were approximately 300 pickup appointments just for the month of August.
 - Book drops hours were extended to include Sidewalk Service days, giving patrons more options to return items. Due dates were extended through the end of July and normal check out periods will resume on August 1st.
 - The Montecito Library continues to be featured in the *Montecito Journal* with Focus on Sidewalk Service, book drop hours, and making book recommendations.
 - Montecito staff were trained on chat reference services to begin assisting patrons via chat in addition to telephone reference.
-



LIBRARY DIRECTORS ZONE UPDATES

DATE: September 16, 2020
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

- As of March 16, all Zone 2 libraries were closed to the public due to the COVID-19 pandemic.
- All part-time staff is furloughed, with the exception of two pages that came back to work on Monday, June 1.
- Staff continues to provide reference services, digital resources, and online programming through social media and the library's website, and by phone.
- All in-person library programming has been cancelled through December 31.
- No overdue fines are being charged at this time.
- Holds pickup continues. Patrons from any of the Zone 2 libraries can place holds in the catalog, schedule an appointment at the Lompoc Library, and come pick them up.
- Patrons may request book bundles for youth (5 items curated by staff to meet the child's interests) and movie bundles for all ages (5 movies curated by staff to meet the individual's expressed preferences).
- Digital collections use continues to grow during this time of closure.
- Printing Pickup started in July. Patrons can email a document to the library, staff will print it out and schedule a time for the patron to pick up the item.
- The library started a monthly newsletter in July. It currently has over 7,000 subscribers.
- The Summer Reading Challenge finished on August 31st. On the new reading app, Beanstack, 422 patrons participated and read 1,871 books.
- The Fall Reading Challenge started September 1 and will include different ways for patrons to earn tickets by participating in 31 Dreadful Days of Terrifying Treats: a month-long Halloween celebration that will feature something new every day in October.
- Library and city staff are working on a plan to safely reopen following current guidelines.

Lompoc

- The Lompoc Library remains closed to the public.
- The book drops are opened limited hours to accept returns. Returns can be made from Monday at 8am to Friday at 5pm. All returned items are quarantined for a minimum of 72 hours before being checked in and reshelved/recirculated.
- Holds pickup of materials is available Monday – Friday, from 10am – 5pm. Evening pickups are Thursday until 6pm.
- During the closure, the few remaining staff continue to answer reference questions by phone, email, and social media; assist patrons with getting a digital library card and using the digital collections; search

for missing items and checked the entire collection in; weed old and damaged materials; pull out empty shelves; paint; reconfigure the circulation desk, and prepare for recarpeting.

- The recarpeting project is scheduled for the month of October.

Village

- The Village Library remains closed to the public. Village Library patrons may place holds on library materials to be picked up at the Lompoc Library.
- Due to a lack of staff and the space to safely quarantine materials, there are no immediate plans to have items returned to or a holds pick up at the Village Library.
- For safety reasons, when the Village Library is able to reopen safely, a minimum of two staff will be required during all open hours.
- A complete inventory of all collection materials is in process and should be finished by the end of September.

Charlotte's Web Mobile Children's Library

- The bookmobile remains closed to the public. Bookmobile patrons may place holds on library materials to be picked up at the Lompoc Library.
- An inventory of all bookmobile materials was completed in August.
- Bookmobile items are now available for holds.



LIBRARY DIRECTORS ZONE UPDATES

DATE: September 16, 2020
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

- Sidewalk pickup of library materials began at all Zone 3 locations on June 29th. Hours of pickup increased on August 1st. Zone 3 patrons are limited to holding items owned by Zone 3 libraries only. Branch staff were called back from furlough to provide service at branches.
- During the libraries' closure, staff learned to create children's and adult programs on YouTube and using conference calling. The City recently approved using Zoom for programming and the Library staff is planning more interactive, visual programs and presentations. The Library's website had to be largely made over to remove precovid offerings and highlight remote services available to job hunters, students, and those seeking library materials online.
- The Tiny Libraries on loan from the County Office of Arts & Culture and SBPL have been very appreciated by the public during Covid. The loan was extended to early 2021.
- The Black Gold Overdrive collection of children's materials have been made accessible to local schools for student use with their student identification cards rather than a library card. This will enable the many children who do not have library cards to access library ebooks online. Zone 3 is working with local school districts to implement and configure access.
- Library patron and former teacher Beverly Bosch passed away on July 9th and a memorial book fund was established in her name for the purchase of non-fiction books. To date, \$600 has been donated in her memory.
- The library has submitted a safe reopening plan to the City Risk Manager and City Manager for all locations. The plan limits capacity to 25% per the County Public Health Department's directive issued 8/31. Capacity will be 100 at main, 12 at Orcutt, 6 at Guadalupe and 4 at Cuyama and Los Alamos. The plan is to offer limited grab and go service allowing patrons to enter buildings for 20 minutes to browse and check out items or use computers. Masks will be required and all chairs and tables will be roped off. The library is working with the City and County to install germ guards on all service counters prior to reopening. Sanitizing routines and signage is in place for reopening. The Library's rules of conduct have an addendum with Covid safety requirements (limited time to visit, mask requirement, etc.) No date has been set however we hope to open by mid-September.
- The Library has many vacant positions due to retirements of several full time staff and/or part time staff finding alternate work during the library's furlough period. Additionally, many staff are working limited hours due to childcare needs caused by the return to school remotely. Consequently, reopening hours for all locations will be reduced from pre-Covid schedules.
- The Library's popular zip books program has been renewed and funded by the CA State Library for the current 2020-21 year. Funding is for \$12,500. Since the State Library budget is being reduced, this year will most likely be the last year of zip funding.

- The Library held its annual all staff training day over two days this year on August 26 and 27th to achieve social distancing. All staff participated in a SWOT analysis of the library's services for purposes of library strategic planning. Information on the Library's Safe Grab and Go Reopening Plan was also discussed. Staff selected two additional trainings designed and presented by librarians including Diversity and Inclusion goals in Library Services and collections, Library program planning and making, and Microsoft Office refresher training.
- The main library won the Santa Maria Sun's Best Place to Geek out award for 2020.
- The City is working with the County Registrar of Voters on installing ballot boxes in Santa Maria including one in the lower library garage as a drive through.

Branches

- Most of the Friends groups have been foregoing meetings during Covid (Guadalupe and Orcutt).
- Los Alamos Friends are reducing their contribution from \$8,000 annually to \$6,000 annually for materials. Their funding of additional staff and utilities for 8 more open hours is on hold until the library is able to reopen more hours. The Friends continue to fund pest control, window cleaning and landscape maintenance for the branch.
- The Library manager who oversees Cuyama Branch has been actively participating in the Cuyama Economic Development Group's online meetings. The group sends out a monthly e-newsletter on community activities and includes a section on the Cuyama Branch.
- The Orcutt Friends continue to publish an e-newsletter advertising the library's sidewalk pickup services. In 2020, they are funding \$8175 for books, media, and programming, and \$12,000 additional grant funded books.
- The Guadalupe Friends received \$5000 from a Woods Family grant and \$2500 donation from Chevron.

Bookmobile

- The new "SMPL To Go" bookmobile, a 24' 9" long, 8' 4" wide, 9' high Freightliner Sprinter 3500 van customized by Summit Bodyworks in Colorado, arrived on June 25th. A ribbon cutting and private reception was held on August 5th in Lavagnino Plaza and was followed by a town tour/drive by at some of the planned stops. Limited service is scheduled to begin four afternoons a week in mid-September. Sites include four Santa Barbara County Housing Authority properties, the Boys and Girls Club, Good Samaritan Shelter, and two city parks.
-



LIBRARY DIRECTORS ZONE UPDATES

DATE: September 16, 2020
TO: Library Advisory Committee
FROM: B. Allison Gray, Library Director, Goleta Valley Library
CC: George Chapjian, Community Services Director, County of Santa Barbara
SUBJECT: Zone 4 Report All Zone 4 Libraries

- The three branches have been working very closely during this period and therefore this report is presented in its entirety for all three; we have tried to offer the same services and the same hours at all three to keep everything simple for the patrons.
- All branches continue to provide Sidewalk Service Wednesday through Saturday, 11 am to 5 pm. The widget we are using took a bit of time for everyone (staff and patrons) to get used to but it now is working well. Sidewalk Service is staff intensive, leaving little time for other jobs. All branches are seeing steady business; Goleta is extremely busy. Staff works at the libraries on Tuesdays but are not open to the public. We have experienced such high hold request numbers and patron questions via email and voice mail that we found we needed a full day to deal with them at the beginning of each week. Goleta frequently has over 400 holds to pull each Tuesday.
- We do have shipment between Goleta, Buellton and Solvang two days a week so we can share materials between our patrons.
- We have been quarantining all returns for 7 days since we began opening our book drops again. We feel very good about this decision as OCLC and CDC have been doing a series of studies on how long COVID stays on library materials. The results from the 4th test just arrived and they now suggest library materials be quarantined for 5 days at return.
- Goleta split the staff into 2 separate teams. Each team spends one week working at the library and the next week working from home. This is so that if one team is exposed to COVID and must quarantine at home, the other team can run the library. It allows for maintaining the programs we instituted when we were all working from home in March through June while supporting the Sidewalk Service.
- The Craft Kits for Kids Program continues to be a huge success. We have over 1,400 children signed up for the program at the three libraries. Each child receives two free craft kits each month. An anonymous donor gave us \$1,000 for the purchase of supplies to support the program. 3,998 kits have been distributed May through August.
- Virtual programming by staff at all three branches continues to increase. There is great variety in what we offer: story times for all ages and in Spanish, craft programs, informational programs, lectures, writing workshops, performers, Tech Tutoring, Check in with a Librarian, and more. Staff is becoming quite proficient at using a variety of online programs.
- We now have a YouTube channel.
- Many more staff-created Staff Picks Bibliographies were added to the website to help people find books and movies now that they can no longer physically browse collections for new titles and authors.
- We continue to offer Personal Reading Lists to patrons.
- Zip Books really helped during the period we were closed. CA State Library, which runs the program, understood that most libraries were closed and loosened the rules for what items could be purchased under the program. It was the only way to get physical materials to patrons during the closure period.
- Use of downloadable materials continues to increase.
- We were able to adapt the Book to Action from live programs to virtual ones. Our social action activity changed from adoption events at all the branches to Pet Supplies Donation Drives at all the branches. The Drives were very successful and resulted in donations to all local shelters.

-
- Goleta did not receive the first State grant money for Isla Vista until September 2. Therefore, we are behind the grant timeline. Once the City Council accepts the funds, our first steps will be to order the vehicle and little libraries. We are trying to arrive at a form of service in this period of COVID that will be safe for staff and patrons in Isla Vista ensuring social distancing and mask wearing. We do not provide services at the libraries to anyone who neglects to follow the above two rules. Also, Sidewalk Service is contactless so we need to figure out an initial form of service during the COVID crisis that is safe for everyone yet still fulfills the need for borrowing materials in Isla Vista.
 - There have been a couple of COVID scares requiring deep cleaning of the library buildings. However, all staff has remained healthy, fortunately.
 - We are working on a plan for re-opening but do not plan to do so soon. The 25% capacity presents too many questions in terms of ensuring everyone's safety, quarantining returns (patrons would try to hand returns to staff), controlling the number of patrons in the building (and policing the time they were allotted to be there), having to simultaneously provide Sidewalk Service to those who could not get in the building. We are also talking to the Santa Barbara Library System about their plans in the hopes that we can have similar opening dates, which only makes sense due to our close proximity.