

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
Gail Marshall

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

June 16, 2021

Zoom Meeting

Meeting ID: 884 2391 0647

Passcode: 237758

ADMINISTRATIVE AGENDA

I. Meeting Called to Order: *by George Chapjian, CSD Director*

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 March 17, 2021 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. Budget Update – Library Directors/Ryder Bailey

3. Library Ad Hoc Update – Ad Hoc Committee Members/Ryder Bailey

4. Black Gold Update – Glynis Fitzgerald, Black Gold Director of Operations

5. 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.

6. 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.

7. Adjourn

The next Library Advisory Committee Meeting will be held on September 15, 2021 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. To address the Library Advisory Committee, send an email to ecamarena@co.santa-barbara.ca.us prior to commencement of the meeting.

ADMINISTRATIVE AGENDA
MINUTES

IV. APPROVAL OF THE MINUTES OF
March 17, 2021

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 (Joanne Britton)

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

March 17, 2021 – 10:00am

Virtual Participation

ADMINISTRATIVE AGENDA

I. Meeting Called to Order: by Supervisor Williams – Meeting officially convened at 10:00am virtually via Zoom due to Governor Newsom Social Distancing Order.

II. Roll Call: by Secretary

- Members Presents: Patricia Saley, Judith Dale, Barbara Raggio, Carol Gregor, Sharon Hoshida
- Members Absent:
- City Representatives Present: Holly Sierra, Gaby Edwards, Amelia Villegas, Milt Hess, Betty Rose Gunn, Shirley Stacy, Patricia Kristler
- City Representative Absent: Alice Down, Alex Rodriguez
- Library Directors Present: Kristina Hernandez for Jessica Cadiente (late arrival), Sarah Bleyl, Allison Gray, Joanne Britton for Mary Housel
- Library Directors Absent:
- County Staff Present: Supervisor Das Williams, Director George Chapjian, Darcel Elliot, Ryder Bailey, Eva Camarena
- County Staff Absent:

III. Public Comment: None

IV. Approval of Minutes:

Action: The minutes of March 17, 2021 were considered as follows, Judith Dale moved to approve the minutes, Patricia Kistler seconded. Motion passed, 3 abstentions, 2 absents.

STANDARD AGEND

1. Library Directors Zone Updates – Received and filed

Zone 1 – Kristina Hernandez for Jessica Cadiente. Grab and go services are continued to be offered at each location allowing customers to browse for 15 minutes at a time. Planning on the next steps of reopening phases.

Zone 2 – waiting on germ guards to be installed in order to plan for a reopening date for the Village and Lompoc Libraries. The Zone 2 budget was submitted after the LAC agenda was distributed thus Zone 2 Budget to be included on the agenda for June 16th.

Zone 3 – the Main library germ guards will be installed on March 22nd. Anticipating a soft reopening on March 29th with a formal opening on April 1st. The branches library hours will be increasing which means offering a grab and go service. The Grab and go service is available for customers to browse for 20 minutes.

Zone 4 – Possible selection of the van for the Isla Vista Book Van project will likely happen this week. The goal is to start this project on July 1st. Buellton and Solvang libraries are expecting lower expenses next fiscal year.

2. Budget Update – Budget reports received from Zone 1 and Zone 3 and included on today’s Agenda Packet. There was a question about budgeted amount for part time salaries and possible savings on the Carpinteria branch library.

Kristina for Jessica Cadiente, Zone 1 Director – the budgeted amount was approved prior of the acknowledgment that the County would be closed due to COVID. Around March 2020, most hourly employees were furloughed and a few hourly employees were hired back around October 2020. The budgeted amount for FY 20/21 hourly salaries was \$99,490. The projected actual amount for hourly salaries could be about \$35,000 by the end of the fiscal year.

Funding savings from individual branches are required to be placed in reserves at City level for those libraries to use in the future.

There will not be a Library special budget presentation this year. Supervisor Williams is working with the CEO to use a percentage of cannabis revenue to fund libraries on an ongoing basis rather than a one-time funding request.

3. Library Ad Hoc Update – The Library Ad Hoc committee created two working groups: The Governance Work Group and the Agreements Work Group both led by Legacyworks.

The Agreement Working Group is updating the agreement with the Cities and County for better clarity on funding, expectations, roles and sharing of resources.

The Governance Work Group is identifying options to oversee Libraries. The group is focusing on two options to manage libraries better, creating a Joint Powers Authority or hiring a Library consultant.

4. Black Gold update – LAC Members expressed their point of view on Zone 1 potentially leaving the current catalog system. The advantages and disadvantages of weighted voting were also discussed.

Jessica Cadiente, Zone 1 Director, will be reaching out to San Luis Obispo County to find out if they are doing a presentation on a future Black Gold meeting.

5. CSD Director’s Report – Budget hearings are scheduled for June 8th and 10th.

6. Roundtable – Supervisor Williams asked to increase advertising and communication of the reopening of library branches to the public.

Adjourn

Meeting Adjourned at 11:35 am.

The next Regular Library Advisory Committee Meeting will be held virtually on June 16, 2021, 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.

STANDARD AGENDA

ITEM NO. 1

LIBRARY DIRECTORS ZONE UPDATES

RECEIVE AND FILE



STAFF REPORT

DATE: June 7, 2021
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

- On June 1, 2021, as part of the next phase of reopening, SBPL kicked off *Library Express*, offering expanded library services and increased access to all SBPL facilities. Stacks are opened for browsing, self-service holds pick up are available, as well as computers, printing, reference, and account services. Patrons are welcome to use the library for 30 minutes at a time and all COVID-19 safety protocols including building capacity limits, social distancing, and mask requirements remain in place.
Library Express Hours:
Central
Tuesday 10-2, Wednesday 10-4, Thursday 12-6, Friday 10-4, Saturday 10-4
Eastside
Tuesday 10-1, Wednesday 2:30-5:30, Thursday 10-1, Friday 2-5, Saturday 10-1
Carpinteria
Tuesday 12-5, Thursday 12-5, Saturday 10-3
Montecito
Tuesday 2-5, Wednesday 2-5, Thursday 10-4, Friday 2-5
- SBPL has officially launched its Library On the Go outreach van, a mobile library branch delivering more than just books to South County residents. The van is fully equipped with technology, books, and other equipment and will bring pop up programming and library services out into the community. The LOTG Van was made possible thanks to the generous support of the Women's Fund of Santa Barbara and the Santa Barbara Public Library Foundation. The Library on the Go van was debuted at the Summer Kick-Off Party on June 5th at Alameda Park. Over 300 participants browsed books, and those that needed to create new library cards, turn in materials, or check out a good book did so onsite at the event.
- SBPL will begin migration to a new catalog in September of 2021. The Black Gold Cooperative will move to the same vendor along a similar time frame. This will allow SBPL to administer its own catalog but both the cooperative and the standalone SBPL catalog will speak to one another allowing for resource sharing.
- SBPL's annual Summer Reading Program, *On the Same Page*, began June 1 and will run through July 31. All ages are encouraged to participate in the program which features an online reading tracking program, a paper-chain physical book tracking activity, coloring pages for adults and youth, free books for all youth participants, and a number of virtual and outdoor summer events for children and teens. This year there is also a special summer community scavenger hunt that will lead participants on an adventure to businesses and fun locations around town, with participation from 15 Santa Barbara businesses, 1 Montecito business, and 9 Carpinteria businesses. Participants that figure out the clues by the end of summer can earn a free book. As part of the summer program launch, a promotional video went out to all schoolchildren in the area.

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- All library public-access computer's EnvisionWare parameters were changed to authenticate SBPL patrons and also limit usage to 30 minutes due to reopening Covid-19 safety precautions.
 - All libraries' public Wi-Fi access was restored and programmed to correspond with public access hours.
 - An updated Internet Use & Safety policy was approved by the Library Board and instituted at all libraries, with policy uploaded to library website.
 - Cisco Umbrella web content filter installed for all libraries, in order to maintain compliance with the Internet Use & Safety Policy and CIPA (Child Internet Protection Act).
 - Preparations have begun for Aspen integration with the Black Gold Polaris integrated library system.
 - Preparations have begun for designing the library subsite of the upcoming new City website.
 - Storywalks® re-launched in March 2021 to serve patrons of all library branches. Twenty-one events at 8 locations have served over 800 people. Community members have been excited to engage with a book in an active, outdoor setting.
 - Bilingual Virtual Caregiver Classes launched in March and have been gaining traction with caregivers of young children for the past few months. A growing group of both Spanish-speaking and English-speaking caregivers tune in monthly for workshops from Library staff and/or community partners to support their work with young children. Classes are available on YouTube after the live event, and currently have almost 500 total views. Caregivers have expressed gratitude for the opportunity to learn and several have mentioned that the examples of situations or lessons have been helpful. Radio Bronco played radio ads to promote the series in March and currently has a promotional ad running for the month of June. This promotional effort is successfully reaching monolingual Spanish-speaking caregivers, as evidenced by the high numbers of Spanish speaking class participants. Many Spanish speaking participants have also been taking advantage of the hotspot and computer circulating kits to tune in to the classes.
 - CPR classes for caregivers of young children launched in late May. The library was able to provide this class, free of charge, to 24 childcare providers-to-be in the Santa Barbara area. The majority of the 16 hours of classes will be provided virtually during the months of June and July. Childcare providers are required to show evidence of completing this class to obtain their license to provide care.
 - All branches have provided hundreds of Maker Challenge kits for school age children, which have been eagerly received by children and families.
 - Staff participated in Cultural Humility Training with Lakesha Kimbrough, along with Adult Education tutors, and OG readers volunteers. LaKesha explored cultural humility and how engaging with the principles of the cultural humility framework can aid in creating and maintaining healthy spaces that support equity, learning, and growing for both tutors and learners.
 - SBPL partnered with local organizations and leaders as part of the library's Book to Action programming, designed to inspire the community to read and discuss a book around important themes, then take action to address community issues. This year's featured title, *The Yellow House* by Sarah M. Broom, and related events explored family history, environmental impacts on place and people, racial justice, housing insecurity, community investment/divestment, and what all of these mean for Black and marginalized communities, and specifically, Black women. The first Book To Action event focused on Community Asset Mapping, the process of drawing a map of what is valuable in our communities, and participants learned how to contribute to an online map for the Santa Barbara Region.
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- Youth Services staff were awarded a \$13,000 Virtual Program grant from the California State Library to purchase materials for hands-on, safe, virtual experiences for youth from all jurisdictions over the summer.
- All staff participated in a special training on inclusive practices for patrons with autism. The training was presented by a guest speaker from the Koegel Autism Center at UCSB.
- SBPL is preparing to launch a new “Welcome” library card that will increase access to library materials for houseless individuals by allowing them to obtain a library card.
- The Santa Barbara Public Library is exploring partnerships with the Zoo, the Natural History Museum, and the Botanic Garden to create circulating passes that target caregivers of young children. Providing passes to this specific group is a goal of the Early Learning Grant. Passes would potentially be available in the Fall after all logistics have been ironed out.
- One new part time bilingual YS Library Technician is in the final stages of receiving an offer of employment to support the Early Learning grant work happening at all branches (Nurturing Know-How Caregiver Classes and Storywalks). Pending livescan clearance she will be trained to replace the hours lost when the previous candidate was promoted to be a full time Library Technician at the Eastside Library.
- SBPL added *Consumer Reports* to its list of available online resources for patrons. Library users can now gain online access to thousands of product reviews and ratings.
- Public-access computers and print release stations were reconfigured to maintain Covid-19 safety protocols for reopening.

Central

- The Library Department budget was presented to Santa Barbara City Council on 5/3/21. The budget included needed budget reductions to balance to a COVID reduction target. This will result in the Central Library reducing open hours from 55 to 36 a week and moving to five days open to the public instead of seven in FY22.
 - The Library was awarded an NEA Big Read grant for \$20,000 to support reading materials and programming for the annual SB Reads initiative. This will be in addition to the annual support from the Santa Barbara Public Library Foundation.
 - A special Storywalk was held at La Colina Jr High for Special Education students. The participants really engaged with the activities and the teachers expressed interest in return visits in the future. It was exciting to see the Storywalk materials used to promote reading for special needs youth.
 - Youth Services, Outreach Van, Patron Services, and Staff iPads were provisioned in the library’s own mobile device management system.
 - Adult Education staff successfully applied for and were awarded a \$5000 Innovation Lab grant from the National Endowment for the Humanities to support public humanities programs for immigrants and immigrant communities.
 - Another Adult Education learner participating in Career Online High School successfully graduated in April, receiving their High School Diploma.
 - Aging Ubiquiti Controller server for Wi-Fi access points was migrated to a refurbished computer with Windows 10 operating system.
 - Bibliotheca self-checks were reinstalled for reopening and spaced accordingly to maintain Covid-19 safety protocols for reopening.
 - Two Youth Services staff members were trained in the State Library funded Touchpoints training to optimize their interactions with children and families.
 - Youth Services Staff compiled a summary of focus group findings about Summer Programs. The primary advisory point was that families are eager to participate in in-person, outdoor programs to keep kids active and engaged this summer.
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- A diversity audit of juvenile fiction early readers began in March 2021 and is ongoing. This audit is a pilot to plan methodology and staff time needed to conduct an audit of all children's materials.
- Early literacy classes for toddlers and babies relaunched at Alameda Park in April and have been attracting new and familiar children. Families were happy to be back, and some kids have been singing and dancing to the music from the playground.
- The Library will be partnering with various agencies to bring STEAM experiences to children this summer. Partnerships target groups that need the most summer enrichment after this COVID year and include: SB Unified School District, United Way's Fun in the Sun Program, the Summer Programs from People's Self Help Housing and the Turner Foundation, Just Communities' Summer Learning Pod, Girls' Inc., and Parks and Recreation Summer Fun Program.
- Seven teen interns interviewed successfully for the Library's Teen Summer Intern Program and will be hired pending review of their work permit or LiveScan. Teens will work on either supporting the Children's Summer Reading Program, supporting the Teen Space Remodel Project, or both.
- Hundreds of preschool packets have been given out to various partner agencies in the community to support early learning through the Early Learning Grant. Partner agencies include the Family Service Agency, Storyteller Preschool, Small Home Daycares, and American Indian Health and Services, among others.
- Staff presented on SBPL Summer Equity work as a mentor library at the State Library's "Planning for Equity-Based Library Summer Services and Decision-Making" Webinar in April
- The Summer kick-off party successfully launched summer programs on June 5th. Besides signing up and picking up materials and their free book, participants could visit the Library on the Go van, create a printed bookmark with print power, learn about bones and fossils with the Natural History Museum, get started on a sewing project for the June Maker Challenge, and enjoy a snow cone from Kona Ice. Over 300 people participated.

Carpinteria

- With the Carpinteria Branch Librarian as lead, County Branch staff applied for and received the 2021 Dia de los Niños/Dia de los Libros \$2000 grant for all SBPL locations. All locations were able to give away maker kits and books as well as host a virtual concert with Nathalia, who gave an exciting and engaging bilingual performance.
 - Carpinteria staff hosted a TED & Joe program featuring a discussion surrounding Online Toxicity. Plans are also currently being made for a future TED & Joe program on the topic of Latinx Identity.
 - A recruitment was completed for two hourly Library Technicians at the Carpinteria Library. New staff are expected to be on board within the next month.
 - In partnership with the teen activist group, Diversify Our Narrative Carpinteria, the Carpinteria Librarian facilitates a monthly Diversify Our Narrative Book Club discussion.
 - Wi-Fi printing at the branch has been restored.
 - Carpinteria's Branch Librarian, along with the Adult Education Librarian, presented to Carpinteria Children's Project, Thrive Network, to discuss library programming and resources.
 - Plans are currently in the works to host a Create a Hanging Planter program at the Carpinteria Community Garden next month.
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- City of Santa Barbara staff continue to meet with City of Carpinteria and County staff to help facilitate the move to a zone 5.

Eastside

- The Library Department budget was presented to Santa Barbara City Council on 5/3/21. The budget included needed budget reductions to balance to a COVID reduction target. This will result in the Eastside Library reducing open hours from 46.5 to 29 a week and moving to five days open to the public instead of six in FY22.
- In-person SBPL Works! appointments were relaunched at the Eastside Branch Library. Clients may receive bilingual assistance with employment benefits, job searching and other career readiness needs.
- Eastside staff collaborated with Cottage health representatives to discuss loaning out hotspots to partner organizations that will be registering and signing people up for Covid-19 Vaccine appointments.
- Library business resources were presented to a Women's Economic Ventures class and since the presentation staff report a steady stream of students scheduling 1 on 1 business research consultations.
- The Eastside Branch Librarian, was selected to participate in the California Library Association Leadership program and is preparing for the final workshop.
- Eastside staff are working with WEV leadership to discuss custom curriculum for caregivers as well as possibly contracting them out to have office hours at the library.
- Wi-Fi printing was installed as well as Bibliotheca security gates reinstalled as preparation for reopening.
- Eastside Youth Services staff was trained in the State Library funded Touchpoints training to optimize their interactions with children and families.

Montecito

- Montecito Library has received a \$3000 *Libraries Transforming Communities* grant from the American Library Association to host a *Members Only* book discussion and author talk for a meaningful discussion surrounding equity, diversity, and inclusion. Staff are planning for a fall event.
 - Montecito Local History Talk with Hattie Beresford titled *Wintering in Montecito* was a big hit drawing 42 participants that logged into Zoom. Hattie shared a slideshow of photographs with colorful commentary of how Montecito and Santa Barbara were luxurious destinations for people from the East Coast. We got some really wonderful feedback, including from someone who said it was one of the best talks she had heard in the last 13 years since moving to Santa Barbara from LA.
 - English Conversation Group hosted by Montecito staff continues to meet for weekly sessions. The group has become more informal and supportive, with people sharing more about challenges in their lives as well as encouraging each other. Topics of conversation have included the challenges of immigration, the embarrassments of speaking a new language and sharing about traditions.
 - Staff helped host a new *TED & Joe* discussion, focusing on Women in Leadership.
 - Montecito staff participated in California Library Literacy Services (CLLS) workshop *Learners as Conversation Leaders*. Staff heard from learners, coordinators, volunteers, and staff throughout the state to gain insight about how ESL learners are engaged at the library.
 - One-on-one outdoor Tech Tutoring for Library Resources began on May 11th. Staff are working with patrons for up to 30 minutes on things such as troubleshooting Libby to get
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MP3s to work for bicycling long distances, setting up an Amazon account and learning the basics of composing and sending an email.

- An additional hourly Library Technician was rehired at the Montecito Branch Library.
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STAFF REPORT

DATE: June 8, 2021
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

- Zone 2 libraries are now reopened with limited hours and services. Patrons are able to visit the library to browse, make copies, send faxes, and access the computers for short periods of time. Masks are required and alternative services such as book holds and sidewalk pick up are still available for those who aren't able or willing to wear a mask.
- All staff have returned to working at the library, with the exception of some part-time positions that are not needed at this time.
- The Summer Reading Program is themed "Reading Colors Your World," runs from June 1 – August 31, and is primarily virtual on the Beanstack Tracker app. While supplies last, Take and Make kits will be available for children, teens, and adults. The library also purchased a month-long series of virtual programs, Page Turner Adventures, which in July will provide online content, such as videos, crafts, author visits, and virtual field trips, to youth and their caregivers.
- The library is partnering with the Lompoc Unified School District (LUSD) to give away free children's and teens' books at lunch sites this summer. This program is funded by a grant from the California State Library.
- LUSD recently signed up for Sora, which will enable all students in the school district to access the Overdrive digital collection.
- Interviews will be held in the coming weeks to hire for two vacant full-time positions.

Lompoc

- The Lompoc Library is currently open from 10am – 5pm, Monday – Friday.
- Items are quarantined overnight at this time. This will be discontinued in the near future.
- Library staff partnered with the city's Utility Conservation staff to create and distribute Water Conservation kits to community members of all ages. Kits included items such as coloring pages, picture books, stickers, seed starters, pool passes, water aerators, and showerheads. Over 200 kits have been distributed.
- Staff made and distributed 70 stress ball kits to teens and adults.
- Saturday hours will resume on June 19.

Village

- The Village Library is currently open from 11am – 4pm on Tuesday and Wednesday, and 1pm – 5pm on Thursday and Friday.
- Items are quarantined overnight at this time. This will be discontinued in the near future.

Charlotte's Web Mobile Children's Library

- The bookmobile has resumed service to local area homeless shelters.
- Bookmobile librarian Rachell Frazian received a \$1,000 community grant from Walmart. With these funds, she has created a series of early literacy programs aimed at caregivers of children from birth to age 5, featuring videos available on Animal Crossing New Horizons and YouTube that provide tools to teach pre-Kindergarten skills to their children at home.



STAFF REPORT

DATE: June 16, 2021
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 main Library reopened on April 1st and numbers of visitors are slowly increasing. As of June 1, daily visits average about 125-150 people at main, 45-50 people at Orcutt, 6-10 at Guadalupe, 5-8 at Los Alamos, and 4-5 at Cuyama. Currently all locations are open with no capacity or time limits and with restrooms open. The bookstore at main is open and volunteers at all locations are slowly returning to sort donations and clean library equipment. Distanced seating is available in all locations.
- The Black Gold Library Cooperative is facilitating the move to a new catalog “discovery” layer which will enhance usability and customization of the library catalog for each jurisdiction. The layer is due to be completed in July 2021. The number of holds that can be placed was increased from 10 to 20 in March. Black Gold materials sharing will restart on July 1, 2021.
- The main Library released a “Request for Proposal” to operate the Library Café in May. Rent will start at \$400 with an annual CPI adjustment. The target date to have a new tenant is mid-July or August.
- Recruitments have been held to fill vacant limited service 19-hour Assistant Clerk and Assistant Library Technician positions that were vacated because of the pandemic library closure and hiring freeze. Once filled, the library plans to expand open hours at all locations. A full-time library management analyst position was recently filled.
- All staff have been trained and are using Microsoft TEAMS which was implemented during the pandemic. It has enabled virtual meetings (much like zoom) and file sharing by various work groups (Teams).
- The City will receive American Rescue Plan Act (ARPA) funding and the library hopes to benefit from a small portion of that approximately \$40 million. Some ideas submitted for consideration by the City include an Automated Materials Handling Machine, Solar roof panels, office/computer chairs for the public, and a replacement Security camera system in the library.
- The bookmobile travels to local sites within the City of Santa Maria four days weekly including parks, housing authorities, Boys and Girls Club, and special events like Downtown Friday Night. Stops are being evaluated and may be changing as we emerge from the pandemic lockdown. Replacement sites are being considered including Rotary Park, Albertson’s parking lot on South

Broadway, Waller Park, and a farm site. County funding would enable outreach to unincorporated areas such as Tanglewood, Sisquoc, and Casmalia.

- The Library has stopped quarantining and cleaning returned items and all locations began accepting donations which will be offered in the Library Bookstore at main, and the various branch library sales areas.
- The Library Foundation fundraiser held online in February raised a total of \$2462.50. \$1471.50 was from donations and \$991 was from auction items.
- The Library Director attended a series of weekly California State Library (CSL) Director's Forums held in April. The topics discussed included "Cultivating racial equity and inclusion in library services, disaster library preparedness particularly for wildfire, developing community partnerships and telling the library story.
- The Library is conducting a survey for strategic planning. It is available on the library's website and has been advertised in the bimonthly newsletter.
- Altrusa International of Santa Maria, Inc recently granted \$1,000 to the Library Foundation for summer reading program incentives.
- A California State Library (CSL) Virtual programs grant will provide \$12,000 for equipment and supplies to continued filming of virtual library programs with expanded offerings.
- A Dia de los Niño's grant of \$3,000 from the CSL funded books and take-home kits at all locations in April.
- The Library is currently spending the \$10,000 CSL grant for Teen Steam programs.
- A hot spot grant from the CSL is funding 66 mobile hot spots with one year of service at a value of nearly \$14,000.
- The Summer Reading program theme is "Reading Colors Your World" and began June 1 continuing through July 31. The program is for all ages, at all locations with continuing weekly activity kits for "at home" fun. All children will receive a book and other small prize for completion. Adults will receive an activity packet and be entered into a grand prize drawing upon completion.
- Youth Services has initiated a "1000 Books before Kindergarten" campaign to reward children and their caregivers for actively reading books toward the goal of school readiness and love of reading.
- The CSL provided an extra \$2,250 in funding for Zip books bringing the total grant to \$14,750 this year. The program has been funded again for next fiscal year and provides patron with books that are not in the library's collection delivered to their home via Amazon.
- The CSL has awarded \$4,000 for Summer Lunch at the Library 2021 pop up programs to be delivered to four non-library community meal sites.

Branches

- Friends of the Library donations for materials and programs this year include \$7,500 from the Friends of the Santa Maria Public Library, \$7,000 from the Friends of the Los Alamos Library, \$2,202 from the Guadalupe Friends of the Library and \$7,700 from the Orcutt Friends.
 - The County is working with the Orcutt Friends and Library Director on possible new library sites for Orcutt and funding avenues for a new location. The current library is in a rented property and rent is \$4,956/month.
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- The Los Alamos Friends held a plant sale fundraiser on May 8th and are reinstating their annual “Eat, Play, Love Los Alamos” fundraiser for August 21st. The event features a wine and hors d’oeuvre tasting and walking tour of town.
 - Library staff will join the Guadalupe Friends of the Library to participate in the City’s 75th anniversary event to be held Sunday, August 8th. The Library is considering button making and/or rock painting to help celebrate the event.
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STAFF REPORT

DATE: June 16, 2021
TO: Library Advisory Committee
FROM: B. Allison Gray, Library Director, Goleta and Santa Inez Valley Libraries
CC: George Chapjian, Community Services Director
SUBJECT: Zone 4 Library Report

All Zone 4 Libraries

- All branches began offering limited in-library service on June 2, 2021 from 11 am – 4 pm.
- Goleta allows 25 people in the library for 15-minute increments.
- As of July 3, all branches will increase hours to 10 am – 5 pm and be open on Tuesday – Saturday. Most likely we will increase the time people are allowed in the library from 15 minutes to 25 minutes.
- The three branches continue to provide Sidewalk Service on Wednesdays through Saturdays from 11 am to 4 pm.
- For those who are still not comfortable coming into the library building we still offer the Newbies program, which allows patrons to check off genres they like and staff then choose a number of new books in that genre to check out for them. This is offered for all ages.
- We offer live tutors to virtually help children grades K – 8 on Tuesday and Thursday afternoons. The tutors are trained in all of the homework help databases to which the library subscribes.
- The Book to Action grant we received is winding down. Focusing on the graphic novel by George Takei titled “They Called us Enemy” turned out to be a very timely thing given all the anti-Asian sentiment we’ve been experiencing even at our library. We held a number of programs about local citizens whose families were held at local American Japanese and American German internment camps.
- Budgets for the 2-year budget season for FY 21/22 and 22/23 have been completed. Council has seen them but not yet voted to approve them.
- The Library presented its Work Plan on March 11 and it was approved.
- The Goleta and Santa Ynez Valley Libraries are now fines free.
- We have established online volunteer opportunities for teens so they can get their community service credits necessary for high school graduation.
- Goleta continues to offer the following programs virtually: Storytimes, Tech Tutoring, Spanish Book Club, Spanish Storytime, Mystery Book Club.
- All branches participated in the Winter Reading Club from January through February offered online by Simon & Schuster publishers. Participation was robust.
- Goleta created a video of Allison Gray showing items of particular interest on the Library website and how to use them.

- Allison began posting “Allison’s Top Pick of the Day” on Facebook and the Library’s YouTube channel. Books for all ages are being book-talked and recommended.
 - A team of 4 Goleta staff members are attending the weekly Aspen training sessions so that we will be able to create our ideal catalog sites for our patrons.
 - We have been posting slides of the covers of all new adult books we are purchasing for all of the branches on Facebook and Instagram for those patrons who can’t come in and browse collections. This has proved to be very popular.
 - After much searching, we finally found a Sprinter Van for Isla Vista. It was delivered to the Library on June 6. Now it needs some modification before it will be ready to go out. Many materials have been ordered for it, including: items for circulation, craft kits for children to take home, book carts for displaying the items for circulation, 2 tables and 2 chairs, and office supplies. We need to buy laptops, a scanner, a wireless printer, and a few other items.
 - New computers have been installed at both Buellton and Solvang libraries.
 - Buellton has a new Library Assistant and is getting another one as Craig Clevenger has been promoted to a Library Technician and is joining the Goleta staff. He will be bringing his much-lauded Writing Workshop to Goleta. He has participants from as far away as Australia.
 - Buellton had rodent issues which have now been resolved.
 - Buellton continues to do virtual displays which are very popular with their patrons.
 - Buellton is now allowing 5 people in the library at a time for 15-minute increments.
 - Solvang continues to hold the following programs virtually: Role Quest, Bring Your Own Book Club, Storytimes, Cooking Conversations, craft programs, and the Investors Roundtable.
 - Solvang is now allowing 6 people in the library at a time for 15-minute increments.
 - Solvang did a tremendous amount of work on the Book to Action grant, finding 3 excellent speakers.
-

STANDARD AGENDA

ITEM NO. 2

BUDGET UPDATE

Village Library

Service Population 9,381 Sq. Feet 3,760 Active Card Holders 1,462 Inactive cards purged every year

	Actuals FY2019-20	Adopted FY2020-21	Projected FY2021-22	Notes
Revenues				
Main Branch Revenues				
General Fund				
Grants				
Measure L				
City				
County				
Development Fees				
Administration Revenue				
Main Branch Revenue	-	-	-	
Intergovernmental Revenue				
County Per Capita - Base	\$ 67,603.00	\$ 51,425.00	\$ 73,172.00	
County Funding- Additional	34,028.00	34,028.00	38,127.00	
City Contribution	-	-	-	
Total Intergovernmental Revenue	101,631.00	85,453.00	111,299.00	
Friends and Donation Revenue				
Friends Group Contributions	8,570.00	16,300.00	-	No operational support provided; all Friends contributions are restricted Includes only operational support sources
Donations	6,200.90	250.00	17,282.00	
Total Friends and Donation Revenue	14,770.90	16,550.00	17,282.00	
Other Revenue				
Fines and Fees	1,174.94	2,540.00	2,540.00	
Room Rentals	-	-	-	
Copier	535.26	1,000.00	1,000.00	
Grant Revenue	-	-	-	
Miscellaneous	543.24	600.00	850.00	Includes interest
Total Other Revenue	2,253.44	4,140.00	4,390.00	
Total Revenue	118,655.34	106,143.00	132,971.00	
Expenditures				
Salaries and Benefits				
Permanent Staff S&B	53,601.06	61,688.04	62,969.00	
Part Time Salaries	5,656.94	16,994.00	16,388.00	
Total Salaries	59,258.00	78,682.04	79,357.00	
Services and Supplies				
Black Gold Fee	12,612.69	15,000.00	12,600.00	
Materials	6,226.77	5,965.00	4,215.00	
Programming	-	-	-	
Utilities	4,971.75	6,409.00	5,655.00	
Professional Services	-	-	-	
Other	4,011.85	4,888.00	3,990.00	
Total Services and Supplies	27,823.06	32,262.00	26,460.00	
Administration Fee				
Admin Fee	-	8,103.00	8,420.00	
Allocated Costs	-	-	-	
Total Administration Fee	-	8,103.00	8,420.00	
Rent				
Rent	-	-	-	
Capital Equipment				
Capital Equipment	-	-	-	
Total Expenditures	87,081.06	119,047.04	114,237.00	
Net Income/ Addition to (Use of) of Reserves	\$ 31,574.28	\$ (12,904.04)	\$ 18,734.00	
Existing Reserve Balance (Ending)	\$ (45,066.82)	\$ (13,492.54)	\$ (26,396.58)	\$ (7,662.58)
Circulation				
Print	29,575	1,000	15,000	These numbers have been adjusted based on COVID closures
Online	4,524	4,600	5,000	
Total Circulation	34,099	5,600	20,000	
Sessions				
Computer Sessions	1,328	-	1,000	
Wifi Sessions	2,148	-	1,000	
Total Sessions	3,476	-	2,000	
Programs				
Programs	61	-	85	Open hours will drop to 18, two staff required at all times
Program Attendance	1,429	-	2,000	
Hours open per Week	24	24	18	
Days open per Week	4	4	4	
Door Count	14,387	-	5,000	
Staff FTE	0.5	0.5	0.5	

Lompoc Public Library

Service Population **50,026** Sq. Feet **19,710** Active Card Holders **12,537** Inactive cards purged every year

	Actuals FY2019-20	Adopted FY2020-21	Projected FY2021-22	Notes
Revenues				
Main Branch Revenues				
General Fund	\$ 726,651.72	\$ 746,084.80	\$ 727,117.00	City of Lompoc contribution (net funding requirement)
Grants	66,941.90	17,400.00	17,400.00	State PLF for Literacy program
Measure L	-	-	-	
City	-	-	-	
County	-	-	-	
Development Fees	-	-	-	
Administration Revenue	31,863.04	24,129.00	31,379.00	Library administrative charges to the Village branch and to the Charlotte Web program
Main Branch Revenue	825,456.66	787,613.80	775,896.00	
Intergovernmental Revenue				
County Per Capita - Base	398,019.00	440,000.00	400,000.00	Based on per capita funding formula
County Funding- Additional	-	-	-	
City Contribution	-	-	-	
Total Intergovernmental Revenue	398,019.00	440,000.00	400,000.00	
Friends and Donation Revenue				
Friends Group Contributions	-	-	-	All Friend contributions are restricted - no operational support
Donations	10,153.35	14,266.50	11,700.00	Foundation & memorial contributions are restricted; only operational support shown
Total Friends and Donation Revenue	10,153.35	14,266.50	11,700.00	
Other Revenue				
Fines and Fees	11,423.95	19,750.00	19,750.00	
Room Rentals	574.00	5,000.00	5,000.00	
Copier	6,571.70	10,500.00	10,500.00	
Grant Revenue	-	-	-	No operational grants received or anticipated
Miscellaneous	7,513.03	3,090.00	(276.00)	Includes collection costs
Total Other Revenue	26,082.68	38,340.00	34,974.00	
Total Revenue	1,259,711.69	1,280,220.30	1,222,570.00	
Expenditures				
Salaries and Benefits				
Permanent Staff S&B	699,356.67	864,212.30	803,437.00	2021-22 is net of anticipated vacancy savings
Part Time Salaries	78,535.91	114,820.00	114,820.00	
Total Salaries	777,892.58	979,032.30	918,257.00	
Services and Supplies				
Black Gold Fee	107,012.37	106,561.00	106,561.00	
Materials	76,373.95	77,671.00	77,671.00	
Programming	5,060.18	11,000.00	11,000.00	
Utilities	34,821.42	44,140.00	44,140.00	
Professional Services	72,324.00	17,000.00	17,000.00	Includes Literacy program going forward
Other	60,569.34	61,372.00	72,609.00	
Total Services and Supplies	356,161.26	317,744.00	328,981.00	
Administration Fee				
Admin Fee	-	-	-	
Allocated Costs	-	-	-	
Total Administration Fee	-	-	-	
Rent				
-	-	-	-	
Capital Equipment				
-	-	-	-	
Total Expenditures	1,134,053.84	1,296,776.30	1,247,238.00	
Net Income/ Addition to (Use of) of Reserves	\$ 125,657.85	\$ (16,556.00)	\$ (24,668.00)	
Existing Reserve Balance (Ending)	\$ (84,433.85)	\$ 41,224.00	\$ 24,668.00	\$ 0.00
Any operational surplus returned to the City against net contribution provided				
Circulation				
Print	170,569	180,000	200,000	These numbers have been adjusted based on COVID closures
Online	22,282	24,000	25,000	
Total Circulation	192,851	204,000	225,000	
Sessions				
Computer Sessions	23,830	100	20,000	
WiFi Sessions	10,514	12,000	15,000	
Total Sessions	34,344	12,100	35,000	
Programs				
Program Attendance	310	-	200	
Program Attendance	6,494	-	1,000	Two programming librarians separated, reducing programing capacity
Hours open per Week	44	44	44	
Days open per Week	6	6	6	
Door Count	108,964	-	100,000	
Staff FTE	9	9	9	Includes only Full Time staff; additional FTEs provided thru PT staffing

Goleta Valley Library

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	Actuals FY 19/20	Adopted FY 20/21	Projected FY 21/22	Projected FY 22/23	Notes
Revenues					
Main Library Revenue					
Measure L - City	309,531	321,500	328,000	330,000	
Measure L - County	201,310	210,200	214,500	217,700	
Development Impact Fees	40,028	120,500	28,800	184,400	
Total Library Revenue	\$ 550,870	\$ 652,200	\$ 571,300	\$ 732,100	
Intergovernmental Revenue					
County Per Capita - Base	742,794	752,358	720,580	720,580	
County Funding - Additional	-	-	-	-	
City Contribution	262,377	301,840	287,900	353,900	This is the net difference of General Fund Revenues and Expenditures
Total Intergovernmental Revenue	\$ 1,005,171	\$ 1,054,198	\$ 1,008,480	\$ 1,074,480	
Friends and Donation Revenue					
Friends Group Contribution	20,000	48,000	48,000	48,000	
Donations	41,773	5,000	5,000	5,000	
Total Friends and Donation Revenue	\$ 61,773	\$ 53,000	\$ 53,000	\$ 53,000	
Other Revenue					
Fines and Fees	19,996	13,000	5,500	8,000	
Room Rentals	5,005	5,000	1,500	18,000	
Copier	3,695	1,500	-	500	
Grant Revenue	-	-	-	-	
Miscellaneous	-	-	-	-	
Total Other Revenue	\$ 28,696	\$ 19,500	\$ 7,000	\$ 26,500	
Total Revenue	\$ 1,646,510	\$ 1,778,898	\$ 1,639,780	\$ 1,886,080	
Expenditures					
Salaries and Benefits					
Permanent Staff	957,134	1,093,500	1,107,400	1,158,700	
Part Time Salaries	36,197	37,100	40,500	40,500	
Total Salaries and Benefits	\$ 993,331	\$ 1,130,600	\$ 1,147,900	\$ 1,199,200	
Services and Supplies					
Black Gold Fee	19,163	23,500	254,600	254,600	
Materials	150,286	141,683	194,400	224,900	
Programming/Outreach	878	1,467	1,000	1,000	
Utilities	40,369	52,600	52,600	52,600	
Professional Services	267,403	280,400	95,100	64,700	
Other	158,062	153,521	136,900	106,700	
Total Services and Supplies	\$ 636,161	\$ 653,171	\$ 734,600	\$ 704,500	
Administration Fee					
Admin Fee	-	22,303	-	-	Represents Staff Time spent on a Gra
Total Administration Fee	\$ -	\$ 22,303	\$ -	\$ -	
Total Expenditures	\$ 1,629,492	\$ 1,806,074	\$ 1,882,500	\$ 1,903,700	
Addition to (Use of) Reserves	\$17,018	-\$27,176	-\$242,720	-\$17,620	
Beginning Fund Balance		178,933	151,757	(90,963)	
Fund 208 (County Per Capita-Goleta)	178,933				
Fund 501 (Measure L)					
Ending Fund Balance*	178,933	151,757	(90,963)	(108,583)	*Combines Fund 208 County Per Capita-Goleta, Fund 501 (Measure L)

Buellton Library

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Notes

	Actuals FY 19/20	Adopted FY 20/21	Projected FY 21/22	
Revenues				
<u>Intergovernmental Revenue</u>				
County Per Capita - Base	83,140	83,140	83,140	
County Funding - Additional	20,412	68,359	68,359	
City Contribution	193,729	193,729	193,729	
Total Intergovernmental Revenue	\$ 297,280	\$ 345,228	\$ 345,228	
<u>Friends and Donation Revenue</u>				
Friends Group Contribution	-	-	-	
Donations	145	193	-	
Total Friends and Donation Revenue	\$ 145	\$ 193	\$ -	
<u>Other Revenue</u>				
Fines and Fees	1,884	1,500	750	
Room Rentals	-	-	-	
Copier	1,080	1,361	-	
Grant Revenue	-	2,200	-	
Miscellaneous	4,045	1,190	-	
Total Other Revenue	\$ 7,008	\$ 6,251	\$ 750	
Total Revenue	\$ 304,433	\$ 351,672	\$ 345,978	
Expenditures				
<u>Salaries and Benefits</u>				
Permanent Staff	143,543	181,400	184,000	
Part Time Salaries	-	-	-	
Total Salaries and Benefits	\$ 143,543	\$ 181,400	\$ 184,000	
<u>Services and Supplies</u>				
Black Gold Fee	19,163	23,887	22,300	
Materials	19,794	46,273	45,200	
Programming/Outreach	-	-	-	
Utilities	1,588	1,648	1,700	
Professional Services	26,644	34,205	31,400	
Other	3,875	27,016	10,200	
Total Services and Supplies	\$ 71,063	\$ 133,029	\$ 110,800	
<u>Administration Fee</u>				
Admin Fee	35,382	37,241	39,300	
Total Administration Fee	\$ 35,382	\$ 37,241	\$ 39,300	
Total Expenditures	\$ 249,987	\$ 351,670	\$ 334,100	
Addition to (Use of) Reserves	\$54,446	\$2	\$11,878	

Solvang Library

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	Actuals FY 19/20	Adopted FY 20/21	Projected FY 21/22	Notes
Revenues				
<u>Intergovernmental Revenue</u>				
County Per Capita - Base	83,140	83,140	83,140	
County Funding - Additional	31,597	91,572	91,572	
City Contribution	184,855	184,855	184,855	
Total Intergovernmental Revenue	\$ 299,591	\$ 359,567	\$ 359,567	
<u>Friends and Donation Revenue</u>				
Friends Group Contribution	20,000	20,000	20,000	
Donations	6,164	-	-	
Total Friends and Donation Revenue	\$ 26,164	\$ 20,000	\$ 20,000	
<u>Other Revenue</u>				
Fines and Fees	2,497	2,950	1,000	
Room Rentals	-	-	-	
Copier	630	620	-	
Grant Revenue	-	-	-	
Miscellaneous	6,423	4,422	-	
Total Other Revenue	\$ 9,550	\$ 7,992	\$ 1,000	
Total Revenue	\$ 335,306	\$ 387,559	\$ 380,567	
Expenditures				
<u>Salaries and Benefits</u>				
Permanent Staff	165,336	200,400	199,900	
Part Time Salaries	9,158	11,700	11,700	
Total Salaries and Benefits	\$ 174,493	\$ 212,100	\$ 211,600	
<u>Services and Supplies</u>				
Black Gold Fee	19,163	23,500	22,300	
Materials	22,086	38,764	38,900	
Programming/Outreach	-	103	100	
Utilities	1,931	2,500	2,500	
Professional Services	26,644	33,492	30,600	
Other	15,243	33,961	24,000	
Total Services and Supplies	\$ 85,066	\$ 132,320	\$ 118,400	
<u>Administration Fee</u>				
Admin Fee	35,382	37,241	39,200	
Total Administration Fee	\$ 35,382	\$ 37,241	\$ 39,200	
Total Expenditures	\$ 294,941	\$ 381,661	\$ 369,200	
Addition to (Use of) Reserves	\$40,365	\$5,898	\$11,367	

STANDARD AGENDA

ITEM NO. 4

BLACK GOLD UPDATE



BLACK GOLD

COOPERATIVE LIBRARY SYSTEM

580 Camino Mercado
Arroyo Grande, CA 93420
805 543 6082
Blackgold.org

Black Gold Update – June 2021

Black Gold member libraries will begin sharing physical items again in July 2021. Courier services will start Friday, July 2 and deliveries will be made to and from every jurisdiction on Monday, Wednesdays, and Fridays each week.

Black Gold is currently working with ByWater Solutions to implement Aspen Discovery System. Aspen combines our Black Gold library catalog with e-content, digital archives, and enrichment from all major third-party providers. This product also allows each of our libraries to continue to share the Black Gold catalog as well as adding their individual resources that have always been available to their patrons, but now, patrons will have access to all of them in one place. Each library is currently designing their own catalog pages. Our libraries are looking forward to introducing this to the public during the summer.