



**Agenda Item B.2**  
**PRESENTATION**  
**Meeting Date: February 3, 2020**

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**TO:** Library Advisory Commission

**FROM:** Allison Gray, Library Director

**SUBJECT:** Goleta Valley Library, Report on branches managed by the Goleta Valley Library.

**RECOMMENDATION:**

- A. Receive a presentation from the Library Director about the branches managed by the Goleta Valley Library.

**DISCUSSION:**

Until July 1, 2018 the Goleta Valley Library was managed by the Santa Barbara Public Library System pursuant to an agreement between the County of Santa Barbara and the City of Santa Barbara until. On that date, the City of Goleta assumed management of its library, which serves as the main library for the greater Goleta Valley area, including unincorporated areas of the County that are outside City Boundaries.

Subsequently, the City Councils of Buellton and Solvang expressed interest in also leaving the Santa Barbara Public Library System and coming under the administration of the Goleta Valley Library.

During Fiscal Year 2018/19, staff from the City Manager's Office and the Library worked with the County of Santa Barbara and the City Managers of Buellton and Solvang to create workable service plans and budgets for the assumption of management of the library branches in those areas. On July 1, 2019 the Buellton, Solvang, Los Olivos, and Santa Ynez Libraries joined the Goleta Valley Library in the new County Library Service Zone 4, managed by the City of Goleta.

This report will describe the partnership between the City of Goleta, its Library and the new northern branches.

**Review By:**

  
Allison Gray  
Library Director

**Approved By:**

  
Kristine Schmidt  
Assistant City Manager

**ATTACHMENTS:**

1. Goleta Valley Library, Director's PowerPoint Presentation on Branches Managed by the Goleta Valley Library

## **Attachment 2**

Goleta Valley Library, Director's PowerPoint Presentation on Branches Managed by the Goleta Valley Library.



# **Report on Branches Managed by the Goleta Valley Library**

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FEBRUARY 3, 2020

LIBRARY ADVISORY COMMISSION

PRESENTED BY: ALLISON GRAY, LIBRARY DIRECTOR



# Introduction

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As of July 1, 2019, the Goleta Valley Library staff and City of Goleta took over the management of the Buellton, Solvang, Los Olivos, and Santa Ynez branch libraries which were formerly part of the Santa Barbara Public Library System.

# Buellton Library





## Buellton Library Operations

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- ❖ Open five days a week
- ❖ Open 35 hours each week
- ❖ @274 patrons visit each day
- ❖ 1,607 computer uses July – Dec. 2019
- ❖ 98 programs held July through Dec. 2019
- ❖ 448 attendees

# Solvang Library







## Solvang Library Operations

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- ❖ Open five days a week
- ❖ Open 43 hours each week
- ❖ @297 patrons visit each day
- ❖ 1,689 computer uses July-Dec. 2019
- ❖ 109 programs held July through Dec. 2019
- ❖ 1,403 attendees

# Los Olivos



# Santa Ynez





## Los Olivos Library Operations

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- ❖ Open Saturday 10 am – 1 pm
- ❖ Open 3 hours each week
- ❖ @1.48 patrons visit each Saturday
- ❖ @ .14 checkouts each Saturday



## Santa Ynez Library Operations

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- ❖ Open Saturday afternoon 1-4
- ❖ Open 3 hours each week
- ❖ @2 patrons visit each Saturday
- ❖ @ .4 checkouts each Saturday

## Buellton Building

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- ❑ The Library is housed in a City building which it shares with the Courthouse. It shares parking with the Post Office and Sheriff's Department
- ❑ While there is no dedicated library programming room, they have access to the Courthouse for holding programs.

## Solvang Building

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- ❑ The Library is housed in a County building which it shares with the Courthouse. It is part of a complex including a Sheriff's office and County Supervisor Joan Hartmann's Office. County retains 5% of per capita to pay building expenses & returns any excess to City at end of year.
- ❑ While there is no dedicated library programming room, they have a patio and access to other sites for holding programs.

## Los Olivos & Santa Ynez Buildings

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- ☐ Neither building has computers for public or volunteer use
- ☐ Neither has paid staff
- ☐ Solvang staff provides donated materials to stock the branches and drop off hold items each week
- ☐ Los Olivos shares a building with a number of other groups

# Buellton Library

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- ☐ B & W/Color Photocopier/fax/printer
- ☐ Public Internet & Children's computers
- ☐ Wi-Fi
- ☐ Book Sale in lobby
- ☐ Friends group serves Library and other educational organizations in Buellton



# Solvang Library

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- ☐ B & W/Color Photocopier/fax/printer
- ☐ Public Internet & Children's computers
- ☐ Wi-Fi
- ☐ Large Book Sale in lobby
- ☐ Friends of Santa Ynez Libraries

# Buellton Programming

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- ☐ Preschool Storytime
- ☐ Tail Waggin' Tutors
- ☐ Book Discussion Group
- ☐ Writers' Workshop
- ☐ Special Performers
- ☐ Special Craft Programs



# Solvang Programming

- ☐ Adult Crafts
- ☐ Preschool Storytime
- ☐ Wiggly Storytime
- ☐ Tail Waggin' Tutors
- ☐ BYO Book Discussion Group
- ☐ Investors' Round Table
- ☐ Special Performers, Crafts, Lectures
- ☐ Dungeons and Dragons



## Santa Ynez Valley Libraries

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☐ The Friends from Buellton and Solvang opted to have a joint library card





## Name for Library System

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**The 2 Friends groups are currently mulling over possible names for our new library system. It will be “The Goleta and \_\_\_\_\_ Library System”. After their February meetings, they will give me their recommendations which I will bring to you for your consideration.**

## Name for Library System

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**A name for the System is important for publicity and website branding purposes.**

**We want the Cities to feel that their identities are clearly indicated in our system name rather than forcing them to be members of the Goleta Valley Library System.**

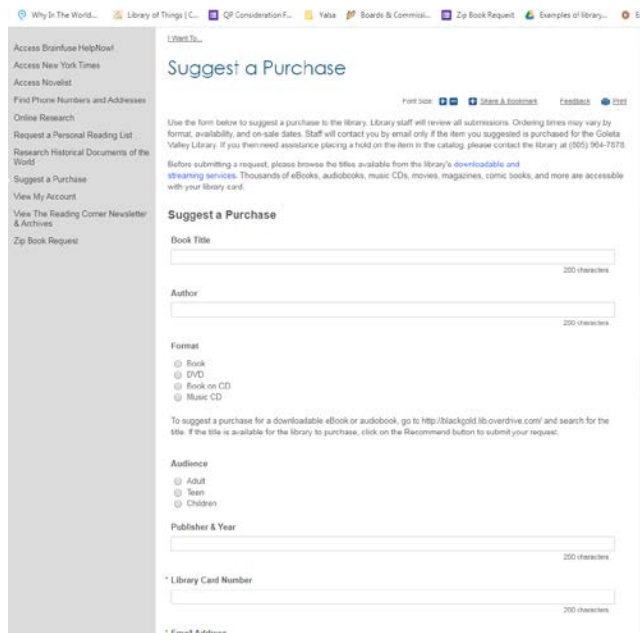
# Management Philosophy

- ❑ The City of Goleta aims to give the branches as much autonomy as possible.
- ❑ They now have the freedom to add any items they like, such as donations. They have been trained in doing this in the Black Gold automated library system.



# Management Philosophy

- ❑ Through website forms such as “Suggest a Purchase” and “Zip Book Requests”, we give their patrons opportunities to directly request specific items.



Why In The World... Library of Things (C... QP Consideration F... Yala Boards & Commis... Zip Book Request Examples of library... Euf

Access Brainfuse HelpNow  
Access New York Times  
Access Novelist  
Find Phone Numbers and Addresses  
Online Research  
Request a Personal Reading List  
Research Historical Documents of the World  
Suggest a Purchase  
View My Account  
View The Reading Corner Newsletter & Archives  
Zip Book Request

**Suggest a Purchase**

Use the form below to suggest a purchase to the library. Library staff will review all submissions. Ordering times may vary by format, availability, and on-sale dates. Staff will contact you by email only if the item you suggested is purchased for the Goleta Valley Library. If you then need assistance placing a hold on the item in the catalog, please contact the library at (805) 964-7875.

Before submitting a request, please browse the titles available from the library's [downloadable and streaming services](#). Thousands of eBooks, audiobooks, music CDs, movies, magazines, comic books, and more are accessible with your library card.

**Suggest a Purchase**

Book Title  200 characters

Author  250 characters

Format

☐ Book  
☐ DVD  
☐ Book on CD  
☐ Music CD

To suggest a purchase for a downloadable eBook or audiobook, go to <http://blackgold.lib.overdrive.com/> and search for the title. If the title is available for the library to purchase, click on the Recommend button to submit your request.

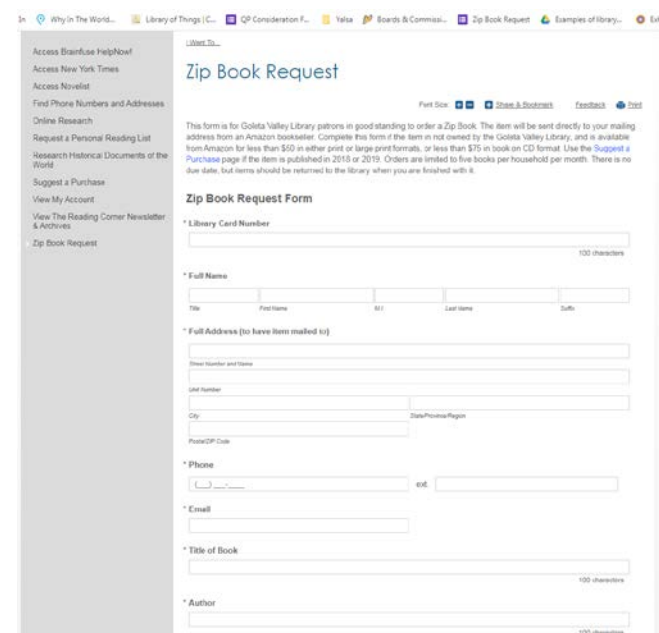
Audience

☐ Adult  
☐ Teen  
☐ Children

Publisher & Year  200 characters

\* Library Card Number  200 characters

\* Email Address



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Access Brainfuse HelpNow  
Access New York Times  
Access Novelist  
Find Phone Numbers and Addresses  
Online Research  
Request a Personal Reading List  
Research Historical Documents of the World  
Suggest a Purchase  
View My Account  
View The Reading Corner Newsletter & Archives  
Zip Book Request

**Zip Book Request**

This form is for Goleta Valley Library patrons in good standing to order a Zip Book. The item will be sent directly to your mailing address from an Amazon bookseller. Complete this form if the item is not owned by the Goleta Valley Library, and is available from Amazon for less than \$50 in either print or large print formats, or less than \$75 in book on CD format. Use the [Suggest a Purchase](#) page if the item is published in 2018 or 2019. Orders are limited to five books per household per month. There is no due date, but items should be returned to the library when you are finished with it.

**Zip Book Request Form**

\* Library Card Number  100 characters

\* Full Name  100 characters

Title  First Name  MI  Last Name  Suffix

\* Full Address (to have item mailed to)

Street Number and Name

Unit Number

City  State/Province/Region

Postal/ZIP Code

\* Phone  ext.

\* Email

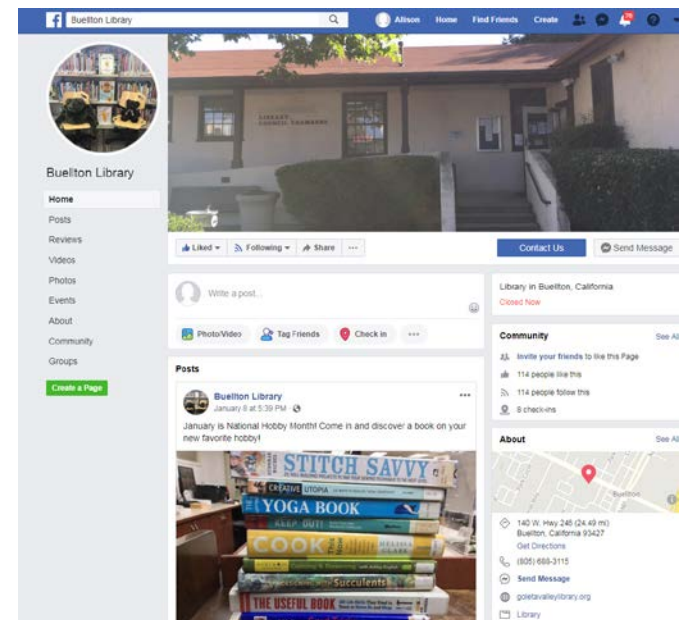
\* Title of Book  100 characters

\* Author  100 characters



# Management Philosophy

- ❑ Branches have full freedom to schedule and select all their own programming.
- ❑ Branches are in control of their own social media and public relations efforts.





# Goleta Valley Library Staff Responsibilities

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- ☐ Establish the annual budget for each branch
- ☐ Each branch operates at a deficit (for 19/20, the City of Buellton made up the difference while Solvang received extra money from the County)

**Exhibit D**  
**Proposed Operating Budget for Fiscal Year 2019-20**  
(July 1, 2019 - June 30, 2020)

Buellton - Library	FY 19-20 Proposed
<b>Revenues</b>	
Donations	\$ 2,050.00
Fees and Service Charges	\$ 3,160.00
County Per Capita	\$ 82,438.00
City Contribution	\$ 141,641.00
Library Fines	\$ 3,000.00
Other Revenue	\$ 4,300.00
<b>Total Revenues</b>	<b>\$ 236,579.00</b>
<b>Expenditures</b>	
Salary and Benefits	<b>Total Salary and Benefits \$ 145,700.00</b>
Supplies and Services:	
Black Gold	\$ 19,163.00
Office Supplies & Expense	\$ 2,065.00
Special Supplies and Expense	\$ 4,115.00
Facilities Maint.	\$ 7,000.00
Non-Contractual Services (Custodial/Copier)	\$ 2,400.00
Advertising	\$ 200.00
Printing & Binding	\$ 150.00
Messenger/Delivery	\$ 8,790.00
Postage/Delivery	\$ 500.00
Telephone	\$ 1,600.00
Internet/Cable	\$ 2,800.00
Vehicle Fuel and Maintenance	\$ 265.00
IT Services and Software (Direct Costs)	\$ 18,646.26
<b>Total Supplies and Services</b>	<b>\$ 68,466.26</b>
Capital Equipment:	
Book Acquisitions	\$ 39,119.00
<b>Total Capital Equipment</b>	<b>\$ 39,119.00</b>
<b>Subtotal Expenditures</b>	<b>\$ 253,285.26</b>
Support Time and Materials (Mgmt. Fee):	
Deer Gro	\$ 13,076.45
Finance	\$ 4,305.85
Library	\$ 17,997.45
<b>Total Support Staff Time and Materials</b>	<b>\$ 35,381.55</b>
Conversion to Admin Fee Rate	13.97%
<b>Total Expenditures</b>	<b>\$ 288,666.81</b>
<b>Net Revenues Over Expenditures</b>	<b>\$ (52,087.81)</b>

City of Goleta  
Buellton Library Lease and Library Management Services Agreement  
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# Goleta Valley Library Staff Responsibilities

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- ☐ **Staff code their timesheets any time they spend time working on branch matters so the branches are charged only true costs for management**
- ☐ **Branches are charged a percentage of all Black Gold costs, including Hoopla**

**Exhibit D**  
**Proposed Operating Budget for Fiscal Year 2018-20**  
**(July 1, 2019 - June 30, 2020)**

City of Solvang (DRAFT)	City of Goleta (7) FY 18/20 Solvang Adjusted
Solvang - Library	FY 18/20 Proposed
Revenues:	
Donations	\$ 21,800.00
Fees and Service Charges	\$ 2,600.00
County Per Diem	\$ 60,438.00
City Contributions	\$ 441,534.00
Library Fines	\$ 4,800.00
Other Revenues	\$ 7,000.00
<b>Total Revenues</b>	<b>\$ 538,172.00</b>
Expenditures	
Salary and Benefits	
<b>Total Salary and Benefits</b>	<b>\$ 179,300.00</b>
Supplies and Services	
Black Ops	\$ 18,783.00
Office Supplies & Expense	\$ 2,888.00
Specs & Supplies and Expense	\$ 4,115.00
Facilities Maint.	\$ 7,338.00
Non-Contractual Services	\$ 2,400.00
Meals and Travel	\$ 60.00
Training	\$ 200.00
Reprinting	\$ 150.00
Printing & Binding	\$ 500.00
Mailings/Delivery	\$ 6,760.00
Postage/Delivery	\$ 100.00
Telephones	\$ 900.00
WiFi/Fax	\$ 5,000.00
Internet/Cable	\$ 2,800.00
Contractual	\$ 7,015.00
Vehicle Fleet and Maintenance	\$ 265.00
IT Services and Software (Direct Costs)	\$ 16,648.35
<b>Total Supplies and Services</b>	<b>\$ 81,489.25</b>
Capital Equipment	
Book Acquisitions	\$ 38,119.00
<b>Total Capital Equipment</b>	<b>\$ 38,119.00</b>
<b>Subtotal Expenditures</b>	<b>\$ 288,748.25</b>
Support Time and Materials (Admin. Fee)	
Gen Gov	\$ 13,076.45
Finance	\$ 4,305.65
Library	\$ 17,687.45
<b>Total Support Staff Time and Materials</b>	<b>\$ 35,069.55</b>
Contribution to Admin. Fee (20%)	\$ 11,803.66
<b>Total Expenditures</b>	<b>\$ 336,197.83</b>
<b>Net Revenues Over Expenditures</b>	<b>\$ (74,897.83)</b>

City of Goleta  
Solvang Library Management Services Agreement  
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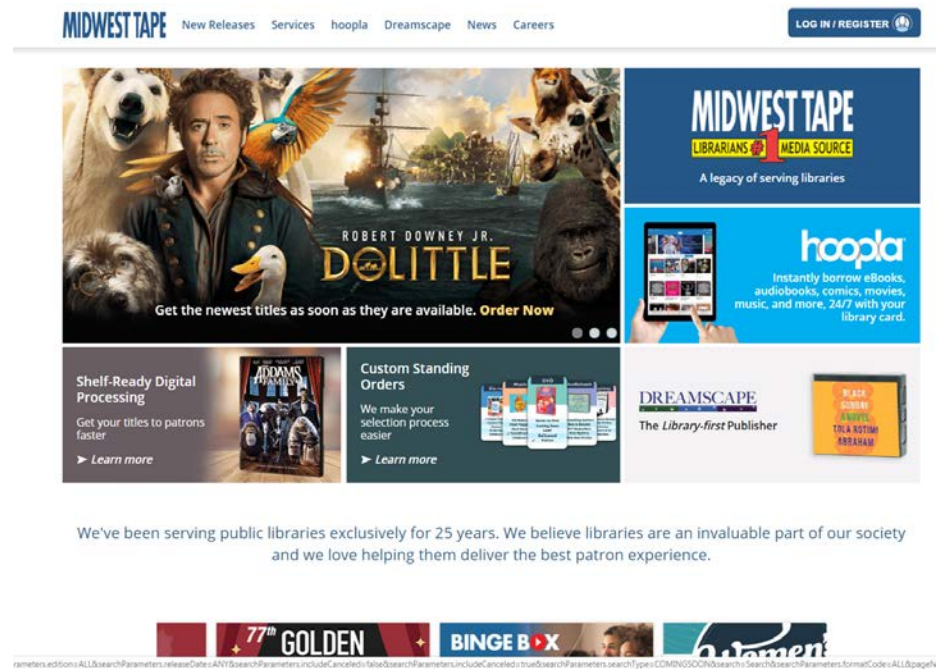
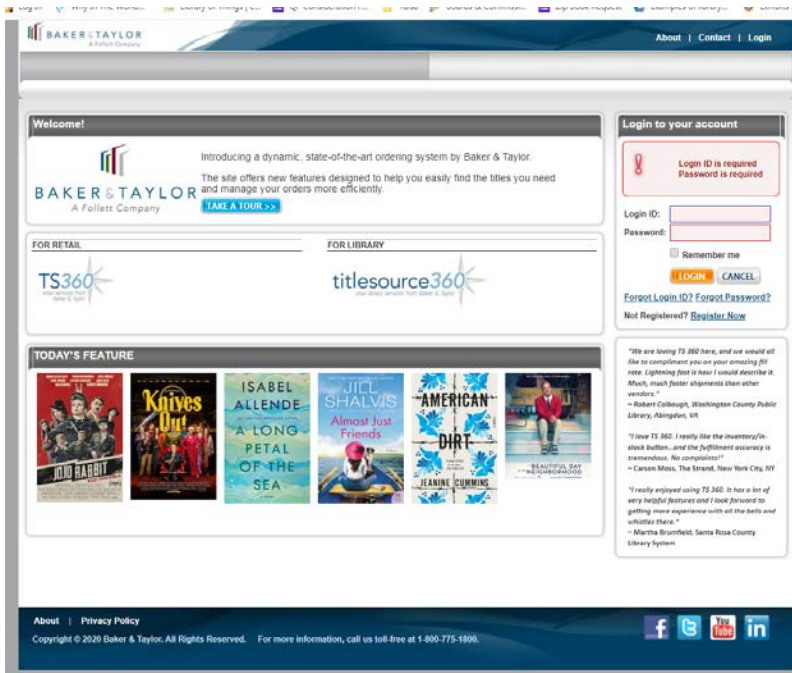
# Goleta Valley Library Staff Responsibilities

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- ☐ Branches are charged a percentage based on population for all paid databases such as Brainfuse HelpNow! and upcoming Kanopy
- ☐ Handle the shipment of materials that comes from Black Gold, sorting Goleta, Buellton and Solvang items and then separately shipping up to Buellton and Solvang the items for their patrons. This happens three times a week.

# Goleta Valley Library Staff Responsibilities

## ☐ Goleta Librarians select all materials for Buellton and Solvang



# Goleta Valley Library Staff Responsibilities

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- ☐ A Goleta Library Technician orders the materials through the Polaris Acquisition module
- ☐ Goleta Library Assistants process the materials and ready them for shipment to the branches





# Goleta Valley Library Staff Responsibilities

- ☐ **City of Goleta's contracted computer services provider also provides service to the branches when Black Gold is not the appropriate party for such services**





# Goleta Valley Library Staff Responsibilities

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- ☐ **The Library Director attends some Buellton and Solvang Friends and City Council Meetings.**
- ☐ **The Director oversees the Branch Supervisors**
- ☐ **The Director and City Manager work with the northern City Managers**
- ☐ **Buellton has already indicated its wish to extend the partnership for FY 20/21**