



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Community Services  
**Department No.:** 057  
**For Agenda Of:** February 28, 2023  
**Placement:** Administrative Item  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department  
Director: George Chapjian, Community Services Director (805) 568-2467  
Contact Info: Ashley Watkins, Division Chief (805) 568-3514

**SUBJECT:** First Amendment to the FY 22-23 Agreement for Operation of a Countywide Free Library System – Orcutt County Branch Rent Increase

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Risk Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and authorize the Chair of the Board of Supervisors to execute a First Amendment to the FY 22-23 Agreement for Operation of a Countywide Free Library System (Attachment 1) by and between the County and the Cities of Santa Maria, Carpinteria, Lompoc, Santa Barbara, and Goleta (“Cities”) and increase the contract amount by \$27,042 with a total amount not to exceed \$4,423,471; and
- b) Determine that the above recommended actions are not the approval of a project that is subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(5), finding that the action involves government organizational or administrative activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

**Summary Text:**

Staff is seeking approval and authorization of the Chair to execute a First Amendment to FY 22-23 Agreement for Operation of a Countywide Free Library System (Agreement) between the County and Cities of Santa Maria, Carpinteria, Lompoc, Santa Barbara, and Goleta. The amendment would allocate an additional \$27,042 in funding to the City of Santa Maria. The increased funding would be used to cover

a rent increase at the Orcutt library, which the City operates on behalf of the County. Not approving the amendment would impact the Orcutt library's ability to continue operating.

**Background:**

Agreement for Operation of a County-wide Free Library System

The County has contracted with local cities to administer County Branch Libraries for over 50 years. Library services in the County are provided via the cities' main libraries and various County Branch Libraries as a way to efficiently use existing facilities and prevent the duplication of services provided by County-operated libraries. The following cities provide library services within the five Zones as follows:

- Zone 1: Santa Barbara. Services provided to the City of Santa Barbara and unincorporated areas located within or in close proximity to Santa Barbara, Montecito, Summerland, and Mission Canyon.
- Zone 2: Lompoc. Services provided to the City of Lompoc and unincorporated areas located within or in close proximity to Lompoc, Mission Hills, Vandenberg Village, and Vandenberg Space Force Base.
- Zone 3: Santa Maria. Services provided to the cities and unincorporated areas located within or in close proximity to Cuyama, Guadalupe, Los Alamos, Orcutt, and Santa Maria.
- Zone 4: Goleta. Services provided to the cities and unincorporated areas located within or in close proximity to Goleta, Solvang, Buellton, Eastern Goleta Valley, Community Service Area 3, Hope Ranch, Isla Vista, Gaviota, Santa Ynez, and Los Olivos.
- Zone 5: Carpinteria. Services provided to the City of Carpinteria and unincorporated areas located within or in close proximity to Carpinteria and Toro Canyon.

Rent Increase at the Orcutt County Branch Library

The City of Santa Maria operates the Orcutt County Branch Library, one of two County libraries that occupy rental space. The previous ten-year lease between the City of Santa Maria and The John J. Will Family Limited Partnership has expired and a new three-year lease is being entered into by the City. The new lease reflects a rent increase from \$4,507 to \$9,014 a month with annualized costs of \$108,000 (previously \$54,000) per year. Per the new agreement, the rent is to be annually adjusted at 2.5% and includes one option to renew the lease for an additional three-year term.

At the December 14, 2022 County Library Advisory Committee meeting, staff and committee members discussed the Orcutt library rental increase and reviewed the budgetary implications thereof. Staff have determined the new rental amount is within current market rate.

The Orcutt Branch Library's service population, at 37,164, is the largest in unincorporated County jurisdiction. The County is the primary funder of the library, accounting for 97% towards its annual operational budget. Staff recommends that \$27,042 in County Branch Small Library Funds be used to cover the rent increase. The amendment to the Agreement only impacts County Library Zone 3—administered by the City of Santa Maria, who administers the Orcutt County Branch Library on the County's behalf.

**Table 1: Revised County Library Funding by Library Zone – FY 2022-23**

Library Zones	Population Estimates (Source: CA State Librarian)	FY22-23 Per Capita (\$8.34)	Cannabis Funding for County Branch Libraries	County Branch/ Small Library Fund Allocations	FY22-23 Total Amount by Zone
<b>Zone 1 - Santa Barbara</b>	111,276	\$928,042	\$195,518	\$31,399	\$1,154,959
<b>Zone 2 - Lompoc</b>	58,314	\$486,339	\$38,127	-	\$524,466
<b>Zone 3 - Santa Maria*</b>	158,581	\$1,322,566	\$180,156	\$27,042*	\$1,529,764
<b>Zone 4 - Goleta</b>	108,779	\$907,217	\$159,931	-	\$1,067,148
<b>Zone 5 - Carpinteria</b>	17,642	\$147,134	-	-	\$147,134
<b>Unallocated</b>	-	-	84,968	55,359	-
<b>Total</b>	454,592	\$3,791,298	\$658,700	\$113,800	\$4,423,471

\*Note: Impacts only Zone 3 – Santa Maria, increasing their Small Library Fund allocation by \$27,042 to cover six months of rent increase. Funds were shifted from the ‘Unallocated’ row.

**Fiscal Analysis:**

Budgeted: Yes. Unallocated Small Branch Library funds are available to cover the rent increase at the Orcutt County Branch Library for the remainder of the Fiscal Year 2022-23, spanning January 2023 through June 2023. Upon increasing the Countywide Library Contract, the total amount of funding provided by the County Board of Supervisors towards the Countywide Library System for Fiscal Year 2022-23 is \$4,423,471 (Previously \$4,396,429, an increase of \$27,042), covering free library services for the fiscal year.

After addressing the rental increase at Orcutt Branch Library for the remainder of the FY 2022-23, a total of \$140,327 remains unallocated from funding earmarked exclusively for County Branch Libraries derived from Cannabis revenues (\$658,700), and the Small Library Fund annual set aside (\$113,800). This is driven by; 1) the library in Carpinteria becoming a municipal library, precluding it from exclusive County Branch funding set-asides, and; 2) the accumulation of library reserves during the pandemic driven by reduced hours and staffing at most County Branch Libraries, which subsequently reduced the need for utilization of the small County Branch Library Fund.

**Performance Measures:**

The County has contracted with city municipal libraries over fifty years. The cities have met their goals of operational hours, book circulation, visitation, and internet use by patrons.

**Special Instructions:**

- 1) Please send a copy of the minute order to Eva Camarena at [ecamarena@countyofsb.org](mailto:ecamarena@countyofsb.org).
- 2) Please execute 7 (seven) original copies of Attachment 1 and return 6 (six) original copies to Eva Camarena, CSD Executive Assistant, ext. 82467.
- 3) Upon execution by all parties, the Community Services Department will return a fully executed agreement to the Clerk of the Board for retention in the record.

**Attachments:**

- Attachment 1 – First Amendment to the FY2022-23 Countywide Library Annual Agreement
- Attachment 2 – FY2022-23 Countywide Library Annual Agreement with All Exhibits