



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:** June 2, 2015  
**Placement:** Administrative  
**Estimated Tme:** N/A  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Renée Bahl, Interim Director of Community Services (805) 568-2467  
Director(s)  
Contact Info: Renée Bahl, Interim Director of Community Services (805) 568-2467  
**SUBJECT:** Library Zone Change – Move the Buellton Branch from Zone 2 into Zone 1

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: N/A

**Recommended Actions:**

- a. Approve, for future inclusion in the FY 2015-2016 Library Agreement, a change to the Library Zone configuration that moves the Buellton Branch out of Zone 2 and into Zone 1.
- b. Determine that the action(s) 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 actions are organizational or administrative activities of governments which are political and are not physical changes in the environment, and direct staff to file a Notice of Exemption (Attachment 4).

**Summary Text:**

Library services in the County are provided via the main libraries of Santa Barbara, Lompoc and Santa Maria (“Cities”) and various branch locations as a way to efficiently use existing facilities and prevent the creation of County-operated duplicate establishments. Every year the County and the Cities of Santa Barbara, Lompoc and Santa Maria enter into an “Agreement for Operation of a County-Wide Library System” (“Agreement”). This agreement creates geographical zones in which the Cities agree to provide library services. The County also provides funds through this agreement to the Cities on a per capita basis. The library service Cities are grouped into three zones as follows:

Zone 1: Santa Barbara. Services provided to the cities and unincorporated areas located within or in close proximity to Santa Barbara, Carpinteria, Montecito, Goleta, Solvang, Santa Ynez, Eastside and Los Olivos.

Zone 2: Lompoc. Services provided to the cities and unincorporated areas located within or in close proximity to Buellton, Lompoc, and Vandenberg Village.

Zone 3: Santa Maria. Services provided to the cities and unincorporated areas located within or in close proximity to Cuyama, Guadalupe, Orcutt and Santa Maria.

The Library Advisory Committee (LAC) is charged with reviewing services and operations and making advisory recommendations to the Board of Supervisors. The LAC continually looks for ways to maximize hours of operations for all branches given limited resources. To this end, the LAC is recommending that the Buellton branch be moved out of Zone 2 into Zone 1 so there can be joint and complementary management of the Solvang and Buellton branches. The existing Zone map is Attachment 1, the proposed boundary change is Attachment 2 and the population analysis is Attachment 3. The population for Zone 3 will remain the same at 33.84%, while 1.42% of the population will shift from Zone 2 into Zone 1 with this boundary change. If your Board approves the recommended actions, the Zone boundary changes will be included in the new Agreement for FY 2015-2016, which will be presented to the Board for approval at a later date. The LAC will also include these boundary changes in its calculation of each City's share of County funds.

### **Background:**

In 2014-2015 the Library Zone Directors advised the LAC that due to depleting fund balances and continual increases to operating costs, many libraries will see reduction in operating hours. One way to mitigate these impacts to the public would be to have nearby libraries share a branch supervisor and complement operating hours. The LAC discussed having the Solvang and Buellton be managed this way as they are 3 miles apart. To effectuate this, these two branches need to be in the same zone.

The Lompoc Library System is undergoing a reorganization that will transfer governance of the Library System to the City of Lompoc. The complete transfer to a full City of Lompoc department presented an opportunity to create and modify job classifications to better align with 21st century Library operations. In support of these changes the current governing body, the Lompoc Library Board of Trustees, approved the elimination of the Library Clerk classification at the April 14, 2015 Library Board of Trustees meeting. These changes are scheduled to take place on June 13, 2015, the first payroll of the 15/16 fiscal year.

All current staff at the Buellton Library fall within the Clerk classification. As a result, all staff at Buellton have received notice of an impending layoff effective June 12, 2015. If the Buellton Library stays within Zone 2, the City of Lompoc would need to have an immediate open recruitment to meet its staffing needs. Whenever the Buellton Library is moved to Zone 1, the City of Santa Barbara will have to initiate its own recruitment process. Therefore, now is the best time to move Buellton from Zone 2 to Zone 1. If this change is made now, the City of Santa Barbara will be able to fill the vacancies created by Lompoc's elimination of the Library Clerk position; if the change is made later, the new staff recruited by Lompoc will need to be terminated and Santa Barbara will initiate its own recruitment.

On April 29, 2015 the LAC voted to recommend this Zone change. To this end, both the Cities of Buellton and Solvang brought this action to their City Council for discussion. On May 11, the City of Solvang voted to support this Zone change (Attachment 5). On May 14, the City of Buellton voted to

support this Zone change as well (Attachment 6). The Cities of Santa Barbara and Lompoc are aware of these proposed changes and attended the Solvang and Buellton Council meetings.

Additionally, County staff and Library Directors will work this year to propose options to operate the countywide library system especially in relation to the distribution of the County General Fund distribution. The team will present options to the LAC toward the end of the calendar year and the LAC may make recommendations to the Board of Supervisors. These changes will not affect the allocation of funds pursuant to the FY 2015-2016 Library Agreement.

**Fiscal Analysis:**

Narrative: Changes to the Zone boundaries will not have a new fiscal impact to the County. The General Fund Contribution will be allocated to the Zones by per capita. If the boundary lines are adjusted, the population per zone will also be adjusted and the Zone directors will allocate to braches to maximize resources.

**Special Instructions:**

Send minute order to Marie Gensler, Community Services Department.

**Attachments:**

- Attachment 1 - Current Library Zone Map
- Attachment 2 - Proposed Library Zone Map
- Attachment 3 - Population Analysis
- Attachment 4 – CEQA
- Attachment 5 – Letter from City of Solvang
- Attachment 6 – Letter from City of Buellton

**Authored by:** Renée Bahl, Interim Community Services Director