

LIBRARY SERVICES COMMISSION

Thursday, September 30, 2010, 6:30 p.m.

Camarillo Public Library, Community Room
Camarillo, CA 93010
Tel: (805) 388-5222

Minutes

Present:

Supervisor Kathy Long, County of Ventura, District 3; Chair & Mayor Pro Tem, Carol Smith; Mayor, Kevin Kildee; Mayor Pro Tem, Sylvia Muñoz Schnopp; Councilmember Steve Conaway; Library Director, Jackie Griffin; Mayor Bill Fulton (arrived at approximately 6:50 p.m.)

1. Call to Order

The meeting was called to order at 6:35 p.m.

2. Roll Call

3. Pledge of Allegiance

4. Approval of Minutes

Motion: To approve the minutes of the April 15, 2010 Library Commission meeting.

Approved

5. Public Communications

One member of the public was heard.

6. Commission Member Comments

NONE

7. Item 9 was presented first.

9. Possible Relocation of Ventura County Library Internal Services

The county of Ventura is negotiating on behalf of the Ventura County Library System to lease a building in east Ventura that would house all of the system's internal services.

Report

Director Griffin reported that Ventura County Library has been looking for one location in which to house Administration, Support Services and Youth Services.

Currently negotiations are in progress for procuring a lease at 5600 Everglades in Ventura. The building has 12,000 square feet. The cost will be 71 cents a square foot, plus utilities and janitorial service.

- Currently Library Administration rents 2,000 square feet at 646 County Square Dr., Ventura for \$1.00 per square foot.
- Information Technology, Acquisitions, and Adult Literacy rent 9,000 square feet on Fir Street in downtown Ventura for \$1.36 per square foot.
- Youth Services rents a 500 sq foot office in Oak View for 50 cents a square foot.

The consolidation of these three departments to one location, would net an annual savings of approximately \$35,000. This move would also result in a savings for mileage reimbursement.

The Director asked the Commission to authorize \$100,000, from the funds left over from the RFID project, be appropriated for use to complete the move of all staff, furnishings, and IT equipment.

Motion: To authorize the Director's request to allocate \$100,000 from the RFID project surplus funds, be appropriated for use to complete the move of all staff, furnishings, and IT equipment.

Passed: unanimously by a vote of 6 to 0.

8. Item 7

Peer Benchmarking Report - The County CEO Authorized and Funded a

Peer Benchmarking Report comparing Ventura County Library's internal service costs to those of libraries of similar size throughout the state.

Report

Background: During the MOU Subcommittee meetings there were questions about the internal costs of running Ventura County Library. Ventura County CEO, Marty Robinson contracted with Andy Belknap from Management Partners, Inc. to run a Peer Benchmarking Report.

Cathy Standiford, Senior Manager for Management Partners Inc. (MPI) presented a summary of their study.

Management Partners, Inc. found that Ventura County Library is operating with less staff, and less funds than their library peer counterparts. The report compared Ventura County Library with six other California County libraries with a similar number of branches and population.

Summary:

- Ventura County Library operates with a relatively low level of resources
- Spending in all aspects of operations is relatively low compared with peers
 - Central services costs
 - Costs per employee
 - Overall spending per capita
- Ventura County's full-cost recovery policy results in the highest overhead charge as a percentage of library operating expenditures
- Ventura is the only county to allocate significant general fund dollars to library operations
 - Support provided exceeds county overhead collected by about \$85,000 per year.

Commissioners made comments and asked questions about the report.

9. Item 8

Request that the Ventura County Library Commission receive the report from the Ventura County Library Commission Subcommittee on possible revisions to the MOU under which Ventura County Library operates. Discussion of Options.

Report

Public Communications

Two members of the public were heard.

Supervisor Long stated that the City Managers have been working diligently to try to come to a unanimous agreement, which is required in the MOU.

Regarding Camarillo City withdrawing from the Ventura County Library System: Commissioner Kildee stated that nothing has been determined about Camarillo Library. He announced that there will be a Public Hearing to discuss this matter on Wednesday, October 13th.

Director Griffin explained that if Camarillo City withdraws the Camarillo Library from the Ventura County Library System the results will be:

1. A 25% decrease of internal support services.
2. The Camarillo Library staff will no longer have union funds or benefits.
3. Cuts to hours and staffing will have to be made, across the county, in order to balance the budget.
4. The Camarillo Library patrons will experience a longer waiting period for Inter Library Loans (ILL).

Supervisor Long stated that the first Library MOU Subcommittee Meeting convened on July 2009 and have taken place regularly since that date. There is an inequity in the system in the MOU, which was a proposed agreement to run the library as a system.

The MOU Subcommittee is trying to get information that could be used for the delta for Camarillo to remain in the system. The City Managers will meet to discuss where they will get the \$200,000.

Supervisor Long called for the following Action Items for the October 21st meeting:

1. The Commissioners should come to the table with ideas about what is the Commission's future as a Confederacy of Libraries.
2. What decisions will the Commission need to make to ensure the future of the Ventura County Library?

The Commissioners agreed that meetings for the remainder of the calendar year, will be held at Camarillo Library in the Community Room at 6:00 p.m. on the following Thursdays:

October 21, 2010

November 18, 2010

December 9, 2010

Meeting adjourned at 8:05 p.m.