



**LOMPOC PUBLIC LIBRARY SYSTEM
LIBRARY COMMISSION
REGULAR MEETING AGENDA**

TUESDAY, NOVEMBER 13, 2018, 10:00 AM
501 E. NORTH AVE., LOMPOC, CA
PRESIDING: ANN RUHGE, CHAIRPERSON

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. APPROVAL OF MINUTES

Minutes of the September 11, 2018 regular meeting

4. PRESENTATIONS

NONE.

5. PUBLIC COMMENT

The public comment period is reserved for comment on matters within the subject matter jurisdiction of the Commission. Comments related to non-agenda items are appropriate at this time. Public comment on agenda items will be invited by the Chair as they are introduced. Each person may address the Board for up to 3 minutes.

6. LIBRARY SUPPORT ACTIVITIES

- A. Friends of the Library
- B. Library Foundation

7. CORRESPONDENCE

NONE

8. BUSINESS

- A. **Late Fines for Youth Materials**
An update will be provided at the meeting.
- B. **Library Advisory Committee Update**
An update will be provided at the meeting.
- C. **Budget Update**
An update will be provided at the meeting.

9. LIBRARY DIRECTOR'S SEPTEMBER/OCTOBER 2018 REPORT

10. ROUNDTABLE

Remarks by Commissioners and Staff

11. ADJOURNMENT

The next regular meeting will be held on Tuesday, December 11, 2018 at the Lompoc Public Library, 501 E. North Ave., Lompoc, at 10:00 AM.

Any documents produced by staff and distributed to the Commissioners regarding any item on the Agenda will be made available for public inspection in the lobby of Lompoc City Hall at 100 Civic Center Plaza between 9 AM and 5 PM. Monday through Friday, and the Lompoc Library Patron Services Desk at 501 E. North Avenue between 10:00 AM and 7:00 PM Monday through Thursday, and 1:00 PM and 5:00 PM Friday and Saturday. The agenda and related staff reports are available on the City's website: www.cityoflompoc.com the Friday before the Library Commission meetings between the hours of 9:00 AM and 5:00 PM.

**Lompoc Library Commission
Lompoc Public Library
501 E. North Ave., Lompoc, CA 93436
Tuesday, September 11, 2018, 10:00 AM
Regular Meeting Minutes**

1. Call to Order

Chairperson Ruhge called the meeting of the Lompoc Library Commission to order at 10:03 AM.

Commissioners Present: Chairperson Ann Ruhge, Maricela Barraza, Molly Gerald, Luella Knowles,
Ron Stassi

Commissioners Absent: None

Staff Present: Library Director Sarah Bleyl, Library Administrative Aide Lee Edie

Others Present: Janelle Osborne, City Councilwoman; Judith Dale, County Library Advisory
Committee member

2. Adoption of Agenda

ACTION: Motion/Second: Gerald/Stassi. By a 5-0 vote, Commission approved discussion of agenda items in order as presented.

3. Approval of Minutes

ACTION: Motion/Second: Knowles/Gerald. By a 5-0 vote, Commission approved the minutes of the August 14, 2018 regular meeting.

4. Presentations

None.

5. Public Comment

Councilwoman Osborne thanked members of the commission and staff for all they do.

Judith Dale shared that she has been doing articles on the history of libraries in the county and her next article will be on banned books. She was also pleased to announce that the new Buellton Library manager is past Lompoc Library staff member Dominic Keen.

6. Library Support Activities

A. Friends of the Lompoc Public Library System

Although unable to attend the meeting, Friends President Cathy Rudolph submitted a report that they donated their first disbursement of \$12,000, the next book sale is set for October 18-20, and a special thanks to Ron Stassi who has volunteered to pick up donations when someone is unable to deliver theirs to the library.

B. Library District Libraries Foundation

No report was provided by the Foundation. Their next meeting is scheduled for Thursday, September 13, 2018.

7. Correspondence

None.

8. Business

Late Fines for Youth Materials

The Library Director reviewed information in the staff report. She also reported that for the first eight months of 2018, revenue of around \$13,700 for fines has been received and approximately 25% of this amount is related to youth materials. This includes the cost of lost or damaged items so the actual amount would be further reduced.

Commissioners offered the following suggestions as a means to create/encourage users and teach responsibilities.

- Forgiveness days where youth materials could be returned and late fees waived.
- Suggested an arrangement with school staff and afterschool care programs such as the YMCA and Boys and Girls Club, to allow youth materials to be returned at their locations. Parents work all day and the child may lose items while at daycare. Commissioners volunteered to pick up returned books at school sites on a rotating basis, but it was suggested that Bookmobile staff could pick up returned materials on a monthly basis when they are scheduled for a visit. Fines for these items would be waived.
- Encourage return of materials versus no fines charged for youth materials or use of their library card would be disallowed until materials are returned
- There may be language barriers where parents don't always know what they are signing up for when applying for a library card and may not understand the loan concept.

9. Library Director's May report and updates

The Library Director presented the staff report. In addition to the written report, the Director informed the Commission of:

- Upcoming NASA ICESat2 Delta launch program on September 13, 2018 at 1:00 PM
- Lompoc Library restroom project: final architect plans completed; preparing for the bid process.
- Conversation with Lee Central Coast News and meeting with Lompoc Valley Historical Society regarding digitizing the Lompoc Record.
- Partnership formed with Lompoc Adult School and Career Center. Staff provided with a tour to become familiar with courses and resources available.
- Considering special programming for 18-22 year olds
- A donation to the Village Library of \$500 for a capital item purchase was received from the Vandenberg Village Association; a shelving unit for the information desk is being considered.

10. Roundtable

Commissioner Gerald thanked staff for all the great work accomplished which is very visible in the community.

11. Adjournment

The meeting was adjourned by Chairperson Ruhge at 10:50 AM. The next Regular meeting will be held on Tuesday, October 9, 2018 at 10:00 AM at the Lompoc Public Library, 501 E. North Ave., Lompoc.

Secretary by
Lee Edie, Library Administrative Aide

**LOMPOC PUBLIC LIBRARY SYSTEM
SEPTEMBER/OCTOBER STAFF REPORT**

BLACK GOLD COOPERATIVE LIBRARY SYSTEM

Black Gold Cooperative Library System meetings attended by staff are listed below:

Date	Black Gold Committee	Attended By
9/19/18	Youth Services	Xochitl Rocha
10/3/18	Automated Technical Services and Operations	Christine Bolivar
10/10/18	Administration Council	Sarah Bleyl

COUNTY OF SANTA BARBARA LIBRARY SERVICES

The Board of Supervisors directed county staff to work with the library directors to come up with recommendations for a new funding formula for the county library system. At the Library Advisory Committee meeting on September 19, members from the LAC elected two representatives to be part of the ad hoc committee to come up with recommendations for the Board of Supervisors. This ad hoc committee consists of all four zone library directors, two county supervisors, the department head over Community Services for the county, and the two representatives from the LAC. The first meeting will be held on November 8th in Santa Barbara.

LIBRARY OPERATIONS – LOMPOC, VILLAGE AND CHARLOTTE’S WEB

General Update

The libraries will close for the Thanksgiving holiday on Wednesday, November 21st at 5pm and reopen on Monday, November 26th at 10am.

The Lompoc Public Library System received the award “Collaborators of the Quarter” from the Healthy Lompoc Coalition.

Christine Bolivar, Library Manager, has been selected by the California State Library and the California Library Association as part of their Leadership Challenge program. She will be working with librarians throughout the state to identify issues facing California libraries and their communities and help provide recommendations for action.

Xochitl Rocha, Youth Services Manager, is representing the library in the Leadership Lompoc Valley Class of 2019.

Lompoc Library

The restroom renovation had a few delays and work will now start after the first of the year.

Total children’s and teen program attendance was 958 for the months of September and October and 206 adults attended programs during that time.

An Art on Saturday program is being offered twice monthly by a volunteer in the youth area, beginning in September.

New evening storytime programs started in October with Yoga Storytime. Dance Storytime will debut in November.

Village Library

The Support the Village Library fundraising campaign letter will be mailed out to Vandenberg Village, Mission Hills, and Mesa Oaks residents after the Thanksgiving holiday.

Total children's program attendance was 166 for the months of September and October. Thirty adults attended programs.

Library staff continues working with the county to have the Village Library sign repaired or replaced.

The Village Library now offers craft programs for adults on the third Friday of the month. October's inaugural program had eight participants.

Charlotte's Web

In the months of September and October, 2,083 children and families visited the bookmobile.

Rachell Frazian, bookmobile manager, attended the Association of Bookmobiles and Outreach Services conference in North Carolina in October.

Ms. Frazian has had great success in bringing the bookmobile on bi-monthly stops at Santa Rita Village and Lompoc Terrace. Approximately fifty children and parents visit every time, signing up for library cards and checking out books.

The bookmobile made an appearance at Old Town Trick or Treat on Saturday, October 27. Over 500 children came on board during the event.

Using grant money and donated books, Ms. Frazian built a reading corner at Recovery Way Home to encourage the resident mothers to read to their children. It is located in the shelter's living quarters and gives 24-hour access to picture books, also serving as a constant visual reminder of the importance of reading to children.

PROGRAMMING AND OUTREACH SERVICES

During the months of September and October, 236 adults attended a library program, while 1,124 youth and teens attended programs.

Ms. Rocha presented an outreach storytime to 23 children and their caregivers at Early Steps to Learning Preschool and spoke with almost 100 students at Vandenberg Middle School in September.

Lompoc Public Library System
FY2018/19 Reference and Program Statistics

LOMPOC LIBRARY	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2019	2018	2019	2018
Adult Reference Questions	668	576	509	543	541	542	705	688		503		435		654		495
Adult Computer Questions	906	677	1,111	588	791	592	1,052	848		617		627		767		733
Youth Services Questions	1,426	1,805	1,257	1,688	1,146	1,568	1,492	1,684		1,537		1,877		1,400		1,273
WiFi Users	1,212	1,313	1,159	1,303	1,172	1,262	1,114	1,275		1,169		1,087		1,172		1,110
Computer Sessions	3,702	4,495	3,835	3,468	3,197	3,747	3,934	4,159		3,539		4,023		3,723		3,454
Adult Volunteer Hours	162.5	163.5	156.5	174.1	133	163	180	191.5		158		150.5		160.75		154.5
Youth Volunteer Hours	232	201.25	52.5	88.5	8	23.5	16	92.5		79.5		57.25		30		38.75
Total Circ	24,122	25,137	20,818	22,088	20,551	20,485	21,714	22,424		19,728		18,709		21,271		18,756
ILL - In	0	1	1	0	1	1	0	0		0		1		0		0
ILL - Out	0	0	0	1	1	1	0	1		0		1		0		0
GG (Grossman Gallery): Rentals	1	7	1	7	3	8	3	7		10		9		8		8
GG: Library mtgs & progrms	27	31	22	21	16	22	25	28		16		23		21		19
People Counter	14,684	16,683	13,282	15,734	11,076	14,362	TBD	14,749		11,640		10,540		12,130		11,099
Programs: # of & attendance	#	Attnd														
Adult	7	106	13	85	7	118	9	109	4	80	7	54	6	126	8	69
Young Adult	6	150	3	54	3	41	2	36	1	12	1	5	4	31	4	68
School	17	1013	55	1,848	5	441	10	557	12	74	12	89	21	224	17	174
Preschool	11	393	11	220	0	0	6	106	13	251	18	533	17	366	22	542
Adult Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Youth Outreach	1	26	1	21	4	504	1	18	2	115	1	16	1	23	0	0
VILLAGE LIBRARY	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb	
	2018	2017	2019	2018	2019	2018										
Adult Reference Questions	184	300	223	273	165	240	246	232		209		197		206		188
Adult Computer Questions	50	46	80	96	59	61	75	67		58		56		104		101
WiFi Users	300	185	320	285	327	289	309	296		262		218		247		254
Computer Sessions	209	218	262	272	241	230	221	249		190		229		271		245
Adult Volunteer Hours	38.75	37	30.5	44.25	29.5	28.25	29	38.25		37.75		18		27.25		35.75
Youth Volunteer Hours	51	5	6	0	0	0	0	0		0		0		0		0
Total Circ	4,256	3,915	4,067	3,999	4,012	3,901	4,530	3,734		3,614		3,280		3,584		3,182
People Counter	5,047	1,874	4,724	2,433	3,988	2,187	4,328	1,917		1,823		1,650		2,084		1,678
Programs: # of & attendance	#	Attnd														
Adult	0	0	1	8	1	12	1	8	1	10	1	8	2	20	1	8
Young Adult	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
School	4	443	5	195	1	103	1	48	0	0	0	0	0	0	0	0
Preschool	5	78	4	38	6	77	5	81	6	80	4	124	7	86	4	81
Adult Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Youth Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CHARLOTTE'S WEB LIBRARY	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb	
	2018	2017	2019	2018	2019	2018										
Reference Questions	109	136	90	93	209	139	237	162		158		14		150		226
Volunteer Hours	0	0	0	0	0	0	0	0		0		0		0		0
Total Circ	575	482	552	597	317	357	465	413		344		237		297		457
Honor Books	192	93	23	79	428	457	421	461		461		35		307		261
People Counter	1,335	1,068	743	731	746	700	1,337	1,174		712		369		552		779
Programs: # of & attendance	#	Attnd														
Young Adult	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
School Ages	15	1068	0	0	8	297	0	0	16	495	15	683	18	787	15	867
Preschool Ages	4	167	1	28	7	260	0	0	5	125	1	7	5	300	2	178
Adult Outreach	4	100	0	0	5	186	0	0	6	126	2	20	5	250	2	178

Lompoc Public Library System
FY2018/19 Reference and Program Statistics

LOMPOC LIBRARY	Mar		Apr		May		Jun		Current Year Total	Previous Year Total						
	2019	2018	2019	2018	2019	2018	2019	2018								
Adult Reference Questions		540		699		529		641	2,423	6,845						
Adult Computer Questions		781		961		999		1,290	3,860	9,480						
Youth Services Questions		1,312		1,285		907		1,295	5,321	17,631						
WiFi Users		1,191		1,134		1,177		1,215	4,657	14,408						
Computer Sessions		3,893		3,670		3,346		3,525	14,668	45,042						
Adult Volunteer Hours		153.25		145		171.75		150	632	1,936						
Youth Volunteer Hours		28.25		20.75		40.25		266.5	308.5	967						
Total Circ		21,857		20,966		20,670		23,067	87,205	255,158						
ILL - In		0		0		0		0	2	3						
ILL - Out		0		0		0		0	1	4						
GG (Grossman Gallery): Rentals		10		5		2		2	8	83						
GG: Library mtgs & progrms		31		24		28		28	90	292						
People Counter		14,502		12,798		13,353		15,614	#VALUE!	163,204						
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd		
Adult		4	64		9	167		5	61		6	80	24	430	81	916
Young Adult		4	82		0	0		1	15		5	67	14	234	25	403
School		16	156		14	112		26	479		17	1,093	55	1,752	230	5,300
Preschool		19	408		20	463		18	384		10	396	41	1,010	178	4,215
Adult Outreach		0	0		0	0		1	100		0	0	0	0	3	212
Youth Outreach		2	102		3	48		3	98		2	189	8	668	16	552
VILLAGE LIBRARY	Mar		Apr		May		Jun		Current Year Total	Previous Year Total						
	2019	2018	2019	2018	2019	2018	2019	2018								
Adult Reference Questions		205		172		195		218	818	2,635						
Adult Computer Questions		72		56		92		66	264	875						
WiFi Users		254		272		318		20	1,256	2,900						
Computer Sessions		266		258		332		310	933	3,070						
Adult Volunteer Hours		23.5		35		41		34.5	127.75	401						
Youth Volunteer Hours		0		0		0		9	57	14						
Total Circ		3,788		3,333		3,913		4,318	16,865	44,561						
People Counter		2,108		1,835		4,361		5,379	18,087	29,329						
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd		
Adult		0	0		0	0		0	0		0	0	4	42	6	41
Young Adult		0	0		0	0		0	0		0	0	0	0	0	0
School		0	0		0	0		2	111		3	402	5	546	11	756
Preschool		4	71		4	107		5	88		6	116	24	321	50	917
Adult Outreach		1	6		0	0		0	0		0	0	0	0	1	6
Youth Outreach		0	0		0	0		0	0		0	0	0	0	0	0
CHARLOTTE'S WEB LIBRARY	Mar		Apr		May		Jun		Current Year Total	Previous Year Total						
	2019	2018	2019	2018	2019	2018	2019	2018								
Reference Questions		271		171		132		146	645	1,798						
Volunteer Hours		0		0		0		0	0	0						
Total Circ		546		615		350		421	1,909	5,116						
Honor Books		355		278		404		59	1,064	3,250						
People Counter		860		654		892		1,125	4,161	9,616						
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd		
Young Adult		0	0		0	0		0	0		0	0	0	0		
School Ages		3	191		2	125		14	812		10	870	57	2,647	79	4,483
Preschool Ages		4	128		5	52		1	4		4	155	21	852	24	749
Adult Outreach		4	74		6	120		2	131		3	100	20	662	29	831