



**LOMPOC PUBLIC LIBRARY SYSTEM  
LIBRARY COMMISSION  
REGULAR MEETING AGENDA**  
TUESDAY, JANUARY 9, 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 November 14, 2017 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. **Library Advisory Committee Discussion**  
An oral report will be provided at the meeting.
- B. **Library Commission Vacancy Discussion**

**9. LIBRARY DIRECTOR'S NOVEMBER/DECEMBER 2017 REPORT**

**10. ROUNDTABLE**

Remarks by Commissioners and Staff

**11. ADJOURNMENT**

The next regular meeting will be held on Tuesday, February 13, 2018 at the Lompoc Public Library, 501 E. North Ave., Lompoc, at 10:00 AM.

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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](http://www.cityoflompoc.com) the Friday before the Library Commission meetings between the hours of 9:00 AM and 5:00 PM.

**Lompoc Library Commission  
Village Library  
3755 Constellation Rd., Lompoc, CA 93436  
Tuesday, November 14, 2017, 6:00 PM  
Regular Meeting Minutes**

**1. Call to Order**

Chairperson Ruhge called the meeting of the Lompoc Library Commission to order at 6:03 PM.

Commissioners Present: Molly Gerald, Luella Knowles, Chairperson Ann Ruhge

Commissioners Absent: Ron Stassi

Staff Present: Library Director Sarah Bleyl, Library Administrative Aide Lee Edie, Village Library Branch Supervisor Dominic Keen, Jason Rojas, Community Development Programs Specialist II

Others Present: County Library Committee (LAC) representative Judith Dale

**2. Adoption of Agenda**

ACTION: Motion/Second: Knowles/Gerald. By a 3-0 vote, Commission approved discussion of agenda items in order as presented.

**3. Approval of Minutes**

ACTION: Motion/Second: Gerald/Knowles. By a 3-0 vote, Commission approved the minutes of the October 10, 2017 regular meeting.

**4. Presentations**

Village Library Branch Supervisor Dominic Keen provided the annual report on programs, collection, statistics, and volunteers.

**5. Public Comment**

None.

**6. Library Support Activities**

**A. Friends of the Lompoc Public Library System**

A written report was submitted by Friends President Cathy Rudolph. In it she shared that elections were held in October with officers of President Cathy Rudolph, Vice President Leslie Sevier, and Secretary Sally Prentiss elected; the October book sale was their most successful ever with \$2,743 raised; the Lompoc Civic Theater performance of *Wally's Café* provided a profit of \$400, and the decorated Christmas tree fundraiser will start the end of this week through December 16.

**B. Library District Libraries Foundation**

No report was provided by the Foundation. Staff shared that the Foundation hosted approximately 50 people at the Lompoc Valley Chamber Mixer held in the Lompoc Library's Grossman Gallery on November 9, 2017. The bookmobile was on site for tours and the Foundation announced their upcoming donation of \$7,800 from their book endowment.

**7. Correspondence**

None.

**8. Business**

**A. Lompoc Library Restroom Project Update**

Community Development Program Specialist II Jason Rojas provided a detailed report on the status of the accessibility feasibility study as it specifically relates to the library and more notably the restrooms. It has been determined that this project is designated as the priority of the building projects and he talked about the various phases of the project which would continue into the summer of 2018.

**B. Library Advisory Committee Discussion**

The Library Director reviewed the information in the staff report. County Library Committee representative Judith Dale expressed some inconsistencies by the consultant with those selected to be interviewed from some jurisdictions but not others. The next LAC meeting will be December 13 at Lake Cachuma.

**9. Library Director's October report and updates**

The Library Director presented the staff report.

**10. Roundtable**

None.

**11. Adjournment**

The meeting was adjourned by Chairperson Ruhge at 7:13 PM. The next Regular meeting will be held on Tuesday, December 12, 2017 at 10:00 AM at the City Hall Admin Conference Room, 100 Civic Center Plaza, Lompoc.

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Secretary by  
Lee Edie, Library Administrative Aide

**LOMPOC PUBLIC LIBRARY SYSTEM  
NOVEMBER/DECEMBER 2017 STAFF REPORT**

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**BLACK GOLD COOPERATIVE LIBRARY SYSTEM**

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

<b>Date</b>	<b>Black Gold Committee</b>	<b>Attended By</b>
11/8/17	Reference and Adult Services	Sarah Bleyl
12/1/17	Administrative Council	Sarah Bleyl

**COUNTY OF SANTA BARBARA LIBRARY SERVICES**

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The Library Advisory Committee (LAC) met on December 13 at Lake Cachuma. The consultant group hired by the county, Management Partners, was present at the meeting. Information from the meeting will be reviewed at the January Library Commission meeting. The next LAC meeting will be on Wednesday, January 17 at Lake Cachuma.

**LIBRARY OPERATIONS – LOMPOC, VILLAGE AND CHARLOTTE’S WEB**

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*General Update*

The director attended California State Library’s Public Library Director’s Forum on November 1 in Riverside. Funding to attend was provided by the California State Library.

The county allocated an additional \$22,000 to the Zone 2 libraries for FY17/18. The first half has been received and will go towards replacing several computers at both libraries.

The Leadership Lompoc Valley Class of 2018 toured the library in December.

An all staff meeting was held on Friday, December 15.

Interviews for a vacant page position were held in December and the position offered to a candidate. Applications have been received and interviews are to be scheduled for the vacant Library Manager position during the month of January 2018. The recruitment for the vacant Library Technician II at the Village Library ends the first week of January, with interviews taking place soon after.

The libraries will be closed on Monday, January 15 in observance of Martin Luther King, Jr. Day.

*Lompoc Library*

Sixty-nine adults attended programs in November. Total children’s and teens’ program attendance was 595. Thirty-four adults attended programs in December. Total children’s and teens’ program attendance was 547.

Library staff has been advised that the water leak near the library’s north lawn has been taken care of and water turned back on to that area.

The non-fiction section continues to be shifted for easier shelving and patron access. When all areas in non-fiction have been shifted, the Spanish collection will be moved next to the Biographies. This will allow more room for that collection and will also free up space for the books on CD collection.

The next Friends of the Library book sale is scheduled for January 18-20 in the Lompoc Library's Grossman Gallery.

A tentative timeline has been setup for the restroom renovations to take place in August 2018, after the end of the annual Summer Reading Program.

### *Village Library*

Nine adults attended the book club in November and December. The book club will be suspended until a new supervisor has been hired and trained.

Total children's program attendance was 78.

As the DVD section is currently lacking space, some deselection of materials is necessary to free up room. Another area in need of more shelf space is the adult fiction section and that will also be taken care of in the coming months.

### *Charlotte's Web*

Approximately 1,000 children and families visited the bookmobile in November and December. Because of poor air quality due to the Thomas Fire, several stops had to be cancelled.

Bookmobile manager Rachell Frazian spoke to an audience of 50 at the Lompoc District Libraries Foundation Chamber Mixer on November 9. The theme of the evening honored Charlotte Benton and Ms. Frazian spoke about her ideas for continuing to use the bookmobile to fulfill Charlotte's dream of providing library services to the children of the community.

Over the past two months, Ms. Frazian and assistant Rebecca Flores have been shifting collections, creating displays and wayfinding materials, as well as ordering and processing new items for the bookmobile, including an increased amount of Spanish language books. The honor book collection has been refreshed, as this area sees a lot of use. They have also presented storytimes and programs and been invited to speak at various events, including a STEAM program at the YMCA, the Maple Street Head Start parent meeting, and participated in the City's Children's Parade and tree-lighting.

## **PROGRAMMING AND OUTREACH SERVICES**

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In November and December, thirteen adult programs were held with a total of 112 attendees; sixty-seven programs were held for teens and children, with a total attendance of 1,220.

Lompoc Public Library System  
FY2017/18 Reference and Program Statistics

LOMPOC LIBRARY	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar																	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016																
Adult Reference Questions	576	662	543	611	542	476	688	504	503	482	435	465		437		428		596																
Adult Computer Questions	677	522	588	550	592	463	848	640	617	582	627	532		474		459		450																
Youth Services Questions	1,805	1,545	1,688	1,496	1,568	1,106	1,684	1,315	1,537	997	1,877	1,210		1,127		952		1,489																
WiFi Users	1,313	716	1,303	865	1,262	1,164	1,275	1,239	1,169	1,194	1,087	1,158		1,277		1,305		1,294																
Computer Sessions	4,495	4,441	3,468	4,974	3,747	4,050	4,159	4,196	3,539	3,744	4,023	3,828		3,749		3,282		4,135																
Adult Volunteer Hours	163.5	119	174.1	149.75	163	140.25	191.5	186.5	158	174.25	150.5	150		162		174.5		188.5																
Youth Volunteer Hours	201.25	122.5	88.5	74.25	23.5	23	92.5	38.5	79.5	20.5	57.25	30		25		20.5		24.5																
Total Circ	25,137	24,555	22,088	23,233	20,485	21,784	22,424	23,117	19,728	21,616	18,709	20,532		22,715		20,953		23,861																
ILL - In	1	0	0	0	1	0	0	0	0	2	1	1		1		0		3																
ILL - Out	0	1	1	0	1	0	1	0	0	0	1	0		2		0		0																
GG (Grossman Gallery): Rentals	7	2	7	3	8	8	7	7	10	11	9	8		4		8		9																
GG: Library mtgs & progrms	31	59	21	38	22	20	28	32	16	18	23	25		25		26		27																
People Counter	16,683	17,031	15,734	18,436	14,362	19,203	14,749	16,809	11,640	14,177	10,540	14,189		14,183		13,874		16,758																
<b>Programs: # of &amp; attendance</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>												
Adult	13	85	1	8	9	109	6	79	7	54	6	67	8	69	7	61	6	69	8	59	5	34	6	38			4	27		7	65		8	62
Young Adult	3	54	4	51	2	36	3	34	1	5	2	17	4	68	4	38	1	13	1	4	3	39	1	19			2	13		2	33		4	38
School	55	1848	48	1321	10	557	16	797	12	89	15	91	17	174	24	492	17	157	19	141	14	297	18	383			19	214		21	162		25	353
Preschool	11	220	7	201	6	106	7	132	18	533	15	370	22	542	20	513	16	425	17	518	11	211	12	355			15	307		16	430		17	448
Adult Outreach	0	0	NA	NA	0	0	NA	NA	0	0	NA	NA	0	0	NA	NA	1	12	NA	NA	0	0	NA	NA			NA	NA		NA	NA		NA	NA
Youth Outreach	1	21	1	10	1	18	1	148	1	16	0	0	0	0	0	0	1	21	0	0	0	0	0	0			0	0		1	10		2	110
<b>VILLAGE LIBRARY</b>	<b>Jul</b>		<b>Aug</b>		<b>Sep</b>		<b>Oct</b>		<b>Nov</b>		<b>Dec</b>		<b>Jan</b>		<b>Feb</b>		<b>Mar</b>																	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016																
Adult Reference Questions	300	208	273	153	240	163	232	176	209	146	197	154		226		186		157																
Adult Computer Questions	46	72	96	39	61	37	67	43	58	29	56	39		78		41		49																
WiFi Users	185	59	285	47	289	52	296	57	262	69	218	49		50		65		76																
Computer Sessions	218	350	272	270	230	313	249	310	190	279	229	238		291		276		339																
Adult Volunteer Hours	37	61.25	44.25	53.5	28.25	32.75	38.25	29	37.75	33.25	18	29		46.25		42.5		50																
Youth Volunteer Hours	5	38.75	0	12.5	0	4.5	0	0	0	0	0	0		6		1.5		0																
Total Circ	3,915	4,096	3,999	3,856	3,901	3,595	3,734	3,889	3,614	3,802	3,280	3,775		3,531		3,630		4,126																
People Counter	1,874	2,976	2,433	2,222	2,187	2,398	1,917	2,447	1,823	2,497	1,650	1,866		1,831		1,927		2,442																
<b>Programs: # of &amp; attendance</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>												
Adult	1	8	1	11	1	8	1	13	1	8	1	10	1	8	2	17	1	8	1	9	1	1	1	11			1	15		1	13		1	13
Young Adult	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0		0	0		0	0
School	5	195	4	107	1	48	1	28	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			1	14		0	0		0	0	
Preschool	4	38	4	87	5	81	5	72	4	124	4	44	4	81	4	54	5	78	5	61	0	0	4	37			4	67		4	65		4	65
Adult Outreach	0	0	NA	NA	0	0	NA	NA	0	0	NA	NA	0	0	NA	NA	0	0	NA	NA	0	0	NA	NA			NA	NA		NA	NA		NA	NA
Youth Outreach	0	0	NA	NA	0	0	NA	NA	0	0	NA	NA	0	0	NA	NA	0	0	NA	NA	0	0	NA	NA			NA	NA		NA	NA		NA	NA
<b>CHARLOTTE'S WEB LIBRARY</b>	<b>Jul</b>		<b>Aug</b>		<b>Sep</b>		<b>Oct</b>		<b>Nov</b>		<b>Dec</b>		<b>Jan</b>		<b>Feb</b>		<b>Mar</b>																	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016																
Reference Questions	136	270	93	35	139	103	162	172	158	47	14	97		115		176		242																
Volunteer Hours	0	0	0	0	0	0	0	0	0	0	0	0		0		0		0																
Total Circ	482	1,039	597	575	357	561	413	486	344	482	237	396		450		650		928																
Honor Books	93	607	79	22	457	101	461	297	461	172	35	16		23		319		360																
People Counter	1,068	1,886	731	272	700	776	1,174	1,280	712	418	369	456		484		707		676																
<b>Programs: # of &amp; attendance</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>	<b>#</b>	<b>Attnd</b>												
Young Adult	0	0	1	8	0	0	0	0	1	23	0	0	0	0	0	0	0	0	0	0	0	0												
School	0	0	1	22	0	0	1	114	1	10	0	0	1	27	2	83	74	2	122	224	0	0			1	17		1	31		3	53		
Preschool	1	28	0	0	0	0	0	0	1	18	0	0	1	27	0	1	44	50	2	32					1	15		1	16		0	0		
Adult Outreach	0	0	0	0	2	43	1	12	0	0	1	30	63	0	0	27	0	0							0	0		0	0		1	3		

Lompoc Public Library System  
FY2017/18 Reference and Program Statistics

Apr		May				Jun				Current		Previous	
2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	Year Total	Year Total	Year Total	Year Total
	508		554		557					3,287		6,280	
	501		602		687					3,949		6,462	
	1,197		1,246		1,856					10,159		15,536	
	1,200		1,257		1,285					7,409		13,954	
	3,642		3,939		4,529					23,431		48,509	
	165		185		156.5					1,001		1,951	
	23		10		173.75					543		586	
	22,050		23,087		25,137					128,571		272,640	
	0		0		0					3		7	
	1		0		0					4		4	
	12		8		7					48		87	
	27		25		33					141		355	
	16,220		15,649		18,271					83,708		194,800	
#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd.	#	Attnd.
	8	69		10	158			13	142	48	420	84	835
	3	33		1	10			4	58	14	215	31	348
	18	204		31	661			36	1913	125	3,122	290	6,732
	15	396		18	554			10	225	84	2,037	169	4,449
	NA	NA		1	150			0	0	1	12	1	150
	2	37		3	399			3	195	4	76	13	909
Apr		May				Jun				Current		Previous	
2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	Year Total	Year Total	Year Total	Year Total
	137		263		309					1,451		2,278	
	58		53		80					384		618	
	60		109		131					1,535		824	
	338		319		307					1,388		3,630	
	43		48		44.25					204		513	
	0		0		12.75					5		37	
	3,604		3,500		4,343					22,443		45,747	
	2,078		2,388		2,888					11,884		27,960	
#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd.	#	Attnd.
	1	11		2	52			1	13	6	41	14	188
	0	0		0	0			0	0	0	0	0	0
	0	0		0	0			4	468	6	243	10	617
	4	67		5	78			4	65	22	402	51	762
	NA	NA		NA	NA			NA	NA	0	0	0	0
	NA	NA		NA	NA			NA	NA	0	0	0	0
Apr		May				Jun				Current		Previous	
2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	Year Total	Year Total	Year Total	Year Total
	162		156		80					702		1,655	
	0		0		0					0		0	
	1,262		482		890					2,430		8,201	
	379		16		0					1,586		2,581	
	1,091		652		413					4,754		9,111	
#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd.	#	Attnd.
	0	0		0	0			0	0	0	0	2	31
	0	0		0	0			0	0	2	335	11	442
	4	78		0	0			0	0	1	78	11	230
	0	0		0	0			0	0	2	133	3	45