



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

TUESDAY, FEBRUARY 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 January 9, 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. Village Library Update**

An update will be provided at the meeting.

**9. LIBRARY DIRECTOR'S JANUARY 2018 REPORT**

**10. ROUNDTABLE**

Remarks by Commissioners and Staff

**11. ADJOURNMENT**

The next regular meeting will be held on Tuesday, March 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  
Lompoc Public Library  
501 E. North Ave., Lompoc, CA 93436  
Tuesday, January 9, 2018, 10:00 AM  
Regular Meeting Minutes**

**1. Call to Order**

Chairperson Ruhge called the meeting of the Lompoc Library Commission to order at 10:00 AM.

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

Commissioners Absent: None

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

Others Present: County Library Committee (LAC) representative Alice Down

**2. Adoption of Agenda**

ACTION: Motion/Second: Knowles/Gerald. By a 4-0 vote, Commission approved discussion of agenda items in order as presented.

**3. Approval of Minutes**

ACTION: Motion/Second: Knowles/Gerald; Stassi abstained. By a 3-0 vote, Commission approved the minutes of the November 14, 2017 regular meeting.

**4. Presentations**

None.

**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 the Decorated 3' Christmas tree raffle was the most successful yet, netting \$821. It helps that Board member Sandi Scolari bought trees for half-price at an after-Christmas sale last year and then donated the cost of them. Two new volunteer decorators have come forward for next year, too. Two \$1,000 memorial donations were received in December as well as other smaller end-of-year donations.

**B. Library District Libraries Foundation**

No report was provided by the Foundation. Staff shared that the Foundation's next meeting is January 11, 2018 at the Lompoc Library.

**7. Correspondence**

None.

**8. Business**

**A. County Library Advisory Committee Update**

The Library Director reviewed the information from the December 13, 2018 Library Advisory Committee meeting. The firm, Management Partners, contracted to work on the study of the county library system, shared that due to the uniqueness of this system in comparison to others in the state, they will not be doing a benchmark summary but instead a more in-depth study since zones are so different. They have

met with stakeholders which did not include the library commission. A date for the final report has yet to be set.

Supervisor Das Williams has indicated that he will be asking for more money for libraries. County staff has indicated that the general fund is capped so even if population increases, additional funds would not be available. Library advocates should attend the April meeting.

The next LAC meeting will be January 17, 2018

#### **B. Library Commission Vacancy Discussion**

Chairman Ruhge suggested that there needs to be a more proactive approach for filling the current commission vacancy. Commissioner Gerald shared that she may have found someone interested in the vacancy. She will follow-up with an invitation to next month's meeting.

#### **9. Library Director's November/December report and updates**

The Library Director presented the staff report. In addition to the written report, it was reported that an intern from Cuesta College will be starting the end of January and assisting with adult programming and outreach, and a new State grant funded program called Zip Books will be introduced which allows patrons to request the purchase of any book or audio book not currently in the Black Gold system.

#### **10. Roundtable**

Commissioner Gerald reported that there has been nothing new for advocacy from CPLA (California Public Library Advocates) since last spring. She will see what their spring program offers. ALA (American Library Association) offers some good advocacy videos that may possibly be useful for TAP TV and social media.

Commissioner Stassi: 1) Asked if there were any physical updates to the Lompoc Library restroom upgrade project and staff advised that it is moving forward with plans to begin in August 2018, 2) He shared information from the Los Angeles Library system where kids with outstanding fines can come in a read a book to work off some of the outstanding balance, and 3) He wanted to pass on to the Friends of the Library that he is still willing to assist with the pick-up of book donations.

Commission Knowles thanked the library director for accepting an invitation to speak at the February 7, 2018 meeting of the California Retired Teachers Association.

Commissioner Ruhge thanked staff for the extra work necessitated with the vacancy of the library manager and Village Library branch supervisor.

#### **11. Adjournment**

The meeting was adjourned by Chairperson Ruhge at 10:51 AM. The next Regular meeting will be held on Tuesday, February 13, 2018 at 10:00 AM at the Lompoc Public Library, 501 E. North Ave., Lompoc.

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Secretary by  
Lee Edie, Library Administrative Aide

**LOMPOC PUBLIC LIBRARY SYSTEM  
JANUARY 2018 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>
1/12/18	Budget and Finance Committee	Sarah Bleyl
1/26/18	Administrative Council	Sarah Bleyl

**COUNTY OF SANTA BARBARA LIBRARY SERVICES**

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The Library Advisory Committee (LAC) met on January 17 at Lake Cachuma. The consultant group hired by the county, Management Partners, was present at the meeting. The process is still ongoing and no final decisions have been made. The interim Goleta Library director was introduced. The next LAC meeting will be on Wednesday, March 21 in the Buellton Council Chambers.

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

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*General Update*

On January 28, the Lompoc Library was announced as the winner of the 8<sup>th</sup> Annual Valley of the Flowers Peace Prize in a ceremony held at the Valley of the Flowers Church in Vandenberg Village. The trophy will take turns being displayed at both of the libraries over the next year.

A new Library Page started in January. Interviews were held for the Village Library branch supervisor (Library Technician II) and the Adult Services Manager (Librarian II) at the end of January. The Library Technician II position has been offered to a candidate. A second interview for the Librarian II will take place in February.

The libraries will be closed on Monday, February 19 in observance of President’s Day.

The city’s website is in the process of being revamped. Library staff has been working on simplifying and rewriting web pages.

The Lompoc Reads campaign will begin in February. Pictures of local leaders with their favorite books will appear on the city and the library’s social media sites every Thursday.

The library will again participate in Library Bingo, beginning in March. The Summer Reading Program is in the planning process.

*Lompoc Library*

Sixty-six adults attended programs in January. Total children’s and teens’ program attendance was 453.

The non-fiction section continues to be shifted for easier shelving and patron access. The Biography collection has received increased shelf space, due to its popularity. The Spanish collection has now been

moved to the final shelf on the north side of the building, right next to the reading area and the glass doors. Adult Graphic Novels are in the process of being relocated to a more appropriate spot in the Adult Collection. Using the library's collection software, some of the books on CD will be deselected and the collection shifted for easier shelving and patron access.

The carpet for the youth area is being ordered and should take approximately 6 to 8 weeks, after which a schedule will be prepared for getting that area re-carpeted.

### *Village Library*

Total children's program attendance was 102.

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.

The new Library Technician II branch supervisor is expected to begin in February.

### *Charlotte's Web*

Approximately 550 children and families visited the bookmobile in January.

In January, Bookmobile manager Rachell Frazian met with several different community members and groups including: the Healthy Lompoc Coalition, Lompoc Valley Medical Center, Good Samaritan Shelter, a caseworker for the Marks House, and representatives from Alma Cena Sana, regarding expanding bookmobile service.

Ms. Frazian continues to work on shifting and deselection of materials based on children's interest, creating new bookmarks and brochures to help entice the older kids to discover new books, and meeting with the supervisors at the various stops to collaborate on new programs. A Summer Reading Author Program is in the planning stages and Ms. Frazian is working on grants to fund that program.

## **PROGRAMMING AND OUTREACH SERVICES**

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In January, four adult programs were held with a total of 66 attendees; thirty-five programs were held for teens and children, with a total attendance of 555.

Youth Services Manager Xochitl Rocha presented an outreach storytime on January 26 at the Early Steps to Learning Preschool.

Ms. Frazian presented a special seasonal break program at the YMCA on January 3, attended the YMCA's Open House on January 6, presented a program at Fillmore's Head Start on January 18, and presented a storytime for the Just for Kids Preschool on January 26.

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	2018	2017	2018	2017	2018	2017																	
Adult Reference Questions	576	662	543	611	542	476	688	504	503	482	435	465	654	437		428		596																	
Adult Computer Questions	677	522	588	550	592	463	848	640	617	582	627	532	767	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	1,400	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	1,172	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	3,723	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	160.75	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	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	21,271	22,715		20,953		23,861																	
ILL - In	1	0	0	0	1	0	0	0	0	2	1	1	0	1		0		3																	
ILL - Out	0	1	1	0	1	0	1	0	0	0	0	0	0	2		0		0																	
GG (Grossman Gallery): Rentals	7	2	7	3	8	8	7	7	10	11	9	8	8	4		8		9																	
GG: Library mtgs & progrms	31	59	21	38	22	20	28	32	16	18	23	25	21	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	12,130	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>	<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	66	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	0	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	17	170	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	13	283	15	307		16	430		17	448	
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	0	0	NA	NA		NA	NA		NA	NA	
Youth Outreach	1	21	1	10	1	18	1	148	1	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	25	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	2018	2017	2018	2017	2018	2017																	
Adult Reference Questions	300	208	273	153	240	163	232	176	209	146	197	154	206	226		186		157																	
Adult Computer Questions	46	72	96	39	61	37	67	43	58	29	56	39	104	78		41		49																	
WiFi Users	185	59	285	47	289	52	296	57	262	69	218	49	247	50		65		76																	
Computer Sessions	218	350	272	270	230	313	249	310	190	279	229	238	271	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	21.25	46.25		42.5		50																	
Youth Volunteer Hours	5	38.75	0	12.5	0	4.5	0	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	3,584	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	2,084	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>	<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	1	9	1	1	1	11	0	0	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	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	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	5	102	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	0	0	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	0	0	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	2018	2017	2018	2017	2018	2017																	
Reference Questions	136	270	93	35	139	103	162	172	158	47	14	97	150	115		176		242																	
Volunteer Hours	0	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	297	450		650		928																	
Honor Books	93	607	79	22	457	101	461	297	461	172	35	16	307	23		319		360																	
People Counter	1,068	1,886	731	272	700	776	1,174	1,280	712	418	369	456	552	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>	<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																
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	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		0	0		1	3			

Lompoc Public Library System  
FY2017/18 Reference and Program Statistics

Apr		May				Jun				Current		Previous	
2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	Year Total	Year Total	Year Total	Year Total
	508		554		557		557		557	3,941		6,280	
	501		602		687		687		687	4,716		6,462	
	1,197		1,246		1,856		1,856		1,856	11,559		15,536	
	1,200		1,257		1,285		1,285		1,285	8,581		13,954	
	3,642		3,939		4,529		4,529		4,529	27,154		48,509	
	165		185		156.5		156.5		156.5	1,161		1,951	
	23		10		173.75		173.75		173.75	573		586	
	22,050		23,087		25,137		25,137		25,137	149,842		272,640	
	0		0		0		0		0	3		7	
	1		0		0		0		0	4		4	
	12		8		7		7		7	56		87	
	27		25		33		33		33	162		355	
	16,220		15,649		18,271		18,271		18,271	95,838		194,800	
#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd.	#	Attnd.
	8	69		10	158		13	142	52	486		84	835
	3	33		1	10		4	58	14	215		31	348
	18	204		31	661		36	1913	142	3,292		290	6,732
	15	396		18	554		10	225	97	2,320		169	4,449
	NA	NA		1	150		0	0	1	12		1	150
	2	37		3	399		3	195	5	101		13	909
Apr		May				Jun				Current		Previous	
2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	Year Total	Year Total	Year Total	Year Total
	137		263		309		309		309	1,657		2,278	
	58		53		80		80		80	488		618	
	60		109		131		131		131	1,782		824	
	338		319		307		307		307	1,659		3,630	
	43		48		44.25		44.25		44.25	225		513	
	0		0		12.75		12.75		12.75	5		37	
	3,604		3,500		4,343		4,343		4,343	26,027		45,747	
	2,078		2,388		2,888		2,888		2,888	13,968		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	27	504		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	
2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	Year Total	Year Total	Year Total	Year Total
	162		156		80		80		80	852		1,655	
	0		0		0		0		0	0		0	
	1,262		482		890		890		890	2,727		8,201	
	379		16		307		307		307	1,893		2,581	
	1,091		652		413		413		413	5,306		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