



**LOMPOC PUBLIC LIBRARY SYSTEM
LIBRARY COMMISSION
REGULAR MEETING AGENDA**
TUESDAY, APRIL 10, 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 February 13, 2018 regular meeting

4. PRESENTATIONS

Certificates of Appreciation will be presented to Facility Maintenance and Information Services Department staff.

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. Election of Chairperson and Vice Chairperson

Commissioners will elect a Chairperson, Vice Chairperson and select a CPLA (California Public Library Advocates) representative

B. County Budget Update

An oral report will be given at the meeting.

C. FY17/19 Budget Update

An oral report will be given at the meeting.

9. LIBRARY DIRECTOR'S FEBRUARY/MARCH 2018 REPORT

10. ROUNDTABLE

Remarks by Commissioners and Staff

11. ADJOURNMENT

The next regular meeting will be held on Tuesday, May 8, 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, February 13, 2017, 10:00 AM
Regular Meeting Minutes**

1. Call to Order

Chairperson Ruhge called the meeting of the Lompoc Library Commission to order at 10:02 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 Advisory Committee (LAC) representative Judith Dale
Friends of the Library President Cathy Rudolph

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: Gerald/Stassi. By a 4-0 vote, Commission approved the minutes of the January 9, 2018 regular meeting.

4. Presentations

The Library Director announced that the Lompoc Public Library System was awarded the 2018 Valley of Flowers Peace Prize.

5. Public Comment

County Library Advisory Committee representative Judith Dale shared that the study being performed by the County's consultant should be finished in March 2018.

Chairman Ruhge mentioned that at the last *Coffee with Mayor Bob Lingl*, where the public is invited to speak about items on concern, Bill Carlson spoke about his dissatisfaction with the library's literacy program. The Library Director was aware and has had a recent conversation with Mr. Carlson as well as Mayor Lingl.

6. Library Support Activities

A. Friends of the Lompoc Public Library System

Friends President Cathy Rudolph reported that their January book sale broke another fundraising record even though the open hours were decreased due to poor attendance during the last hour of certain days. Ms. Rudolph expressed that the Friends of the Library benefits from having an exceptional board of directors.

B. Library District Libraries Foundation

No report was provided by the Foundation. Staff shared that the Foundation met last week and are working on articles for their next newsletter. Their next meeting is March 8, 2018 at the Chamber of Commerce building.

7. Correspondence

None.

8. Business

A. Village Library Update

The Library Director reported that the hiring of the branch supervisor was almost finalized. She also reported that she was made aware of an article in the Vandenberg Village Association (VVA) newsletter referring to a fundraiser for the Village Library however she had not been contacted regarding the information in the article nor the fundraiser. She has had a conversation with VVA President Steve Herring as some of the information in the article was inaccurate. Since then, the February 2018 agenda for VVCSD (Vandenberg Village Community Services District) had an item of business to consider adding four services with one being the Village Library. Discussion ensued regarding advocates education and understanding of the structure, the necessity of having certified professional library staff, and benefits and authorized membership of the Black Gold Cooperative Library System.

Commissioner Stassi advised that he had attended the past two VVA meetings. He will attend the next meeting and offer an educational presentation on library services. Judith Dale, as County Library Advisory Committee representative, offered to help as needed.

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 a second interview for the Librarian II position will be held on Friday, February 16, 2018, hiring of Village Library staff is almost finalized, the carpet for youth area is on order with plans to install it before summer, and work on the restrooms will hopefully begin in August.

10. Roundtable

Commissioner Gerald reported that she renewed her membership with CPLA (California Public Library Advocates). She continues to check the website with no updates to report at this time.

Commissioner Gerald asked if there was any news on a new commissioner and no one has come across an available/interested individual.

Commissioner Stassi thanked staff for the updated statistical spreadsheet. He is interested in information for the next 3-5 years for what the library or libraries in general will look like.

Commission Knowles thanked the library director for speaking at the California Retired Teachers Association luncheon which increased their awareness of current library services.

11. Adjournment

The meeting was adjourned by Chairperson Ruhge at 11:12 AM. The next Regular meeting will be held on Tuesday, March 13, 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
FEBRUARY/MARCH 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
2/14/18	Reference and Adult Services	Sarah Bleyl
2/23/18	Administrative Council	Sarah Bleyl
3/14/18	Administrative Council Conference Call	Sarah Bleyl
3/23/18	Administrative Council	Sarah Bleyl

COUNTY OF SANTA BARBARA LIBRARY SERVICES

The Library Advisory Committee (LAC) met on Wednesday, March 21 in the Buellton Council Chambers to discuss the consultants' report on the Santa Barbara County Library System. The LAC offered suggestions and corrections on the report and gave recommendations to pass on to the Board of Supervisors. A final report will be submitted to the Board of Supervisors at their meeting on Tuesday, April 3 and a special LAC meeting will be held on Wednesday, April 25 at Lake Cachuma.

In brief, the consultants' report offered several recommended courses of action, options for changing the way the county money is divided, and the creation of a library zone 4, with Goleta taking over the Buellton and Solvang libraries.

LIBRARY OPERATIONS – LOMPOC, VILLAGE AND CHARLOTTE'S WEB

General Update

All staff meetings were held February 2 and March 2.

The director was the guest speaker at the California Retired Teachers Association luncheon on February 7.

A new Library Page and the new Village Library branch supervisor (Library Technician II) started in March. The Adult Services Manager (Librarian II) will start at the end of April.

The library's website has changed in preparation for the new city website. More changes will be forthcoming.

The Lompoc Reads campaign began in February and will continue for the next several months. Pictures of local leaders with their favorite books will appear on the city and the library's social media sites every Thursday.

The library offered Library Bingo, during the month of March. Almost sixty adults participate by reading, connecting and discovering new books, people, and activities in the community.

The director hosted a meeting with the Central Coast Literacy Council and the Lompoc Adult School and Career Center representatives on March 14 to discuss services and possibilities for collaboration.

On March 21, the director spoke at the Vandenberg Village Association's (VVA) monthly meeting to discuss the Village Library. The VVA expressed interest in fundraising for new carpet for the library.

The libraries are participating in In-N-Out's Cover to Cover Club again this year. Children ages 4 through 12 can sign up and read, earning coupons for free hamburgers.

National Library Week is April 8 – 14. The library will once again host Food 4 Fines, where patrons with outstanding fines can bring in canned food items to pay off their fines. All canned items will be donated to the Lompoc Food Pantry.

The annual Summer Reading Program will be from June 8 to August 3 and will include programs and prizes for all ages.

Lompoc Library

One hundred and fifteen adults attended programs in February and March. Total children's program attendance was 976. Twenty-four teens attended a program in February and Teen Tech Week was celebrated in March, with 82 teens attending the special programs.

The update of the non-fiction section is complete. In addition to deselection materials, the Biography collection has received increased shelf space, the Spanish collection was relocated to a larger space for browsing, and the Adult Graphic Novels are now in a more appropriate spot in the Adult Collection, with plenty of room for displays.

The library intern from Cuesta College has been working on deselection and shifting materials in the fiction section, due to lack of shelf space. When her 81 hours is up in April, the director will finish this project.

The carpet for the youth area was completed in mid-March, with the area being closed for a week for the project. Shelves and other furniture have been rearranged to better serve the children and families that use the area. Additionally, materials were deselected in the non-fiction section during the process.

A new program, Baby Storytime, started in March. This special storytime is intended for babies and their caregivers and features short stories, songs, rhymes, and lap bounces.

Village Library

Total children's program attendance was 102 for the months of February and March.

The DVD section is still receiving some deselection of materials to free up room. The adult fiction section is in the process of deselection to free up shelving, as is both the children and teen sections.

With the new Library Technician II branch supervisor starting work in March, a new part-time General Technician is being trained to work at the Village Library and will start in April.

Charlotte's Web

Approximately 1,640 children and families visited the bookmobile in February and March.

In February and March, Bookmobile manager Rachell Frazian met with several different community members and groups in order to establish new bookmobile and outreach opportunities. In March, she launched a weekly early literacy program at Recovery Way home and established a monthly visit to Alma Cena Sana during their food distribution program.

Special events attended by the bookmobile include: Literacy Night at Manzanita, the HEAL Fair, the Mom's Club, and the annual Easter Egg Hunt.

Ms. Frazian has applied for and received grants to create a Graphic Novel Book Club with kids at the YMCA and the Boys and Girls Club during the Summer Reading Program. Three graphic book authors will "visit" the library through Skype as part of the program. Other summer stops are being coordinated with the Parks and Recreation Department and the Chamber of Commerce (Old Towne Market).

PROGRAMMING AND OUTREACH SERVICES

In February and March, nine adult programs were held with a total of 115 attendees; seventy-seven programs were held for teens and children, with a total attendance of 1,184.

Youth Services Manager Xochitl Rocha presented an outreach storytime on February 14 at the Early Steps to Learning Preschool and spoke to parents at the De Colores State Preschool on March 8.

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	495	428	540	596																			
Adult Computer Questions	677	522	588	550	592	463	848	640	617	582	627	532	767	474	733	459	781	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	1,273	952	1,312	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	1,110	1,305	1,191	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	3,454	3,282	3,893	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	154.5	174.5	153.25	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	38.75	20.5	28.25	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	18,756	20,953	21,857	23,861																			
ILL - In	1	0	0	0	1	0	0	0	0	2	1	1	0	1	0	0	0	3																			
ILL - Out	0	1	1	0	1	0	1	0	0	0	1	0	0	2	0	0	0	0																			
GG (Grossman Gallery): Rentals	7	2	7	3	8	8	7	7	10	11	9	8	8	4	8	8	10	9																			
GG: Library mtgs & progrms	31	59	21	38	22	20	28	32	16	18	23	25	21	25	19	26	31	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	11,099	13,874	14,502	16,758																			
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd													
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	73	4	27	5	51	7	65	4	64	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	1	24	2	33	4	82	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	15	168	21	162	16	156	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	14	244	16	430	19	408	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	0	0	NA	NA	1	100	NA	NA	0	0	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	1	25	0	0	1	14	1	10	2	102	2	110
VILLAGE LIBRARY	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar																				
Adult Reference Questions	300	208	273	153	240	163	232	176	209	146	197	154	206	226	188	186	205	157																			
Adult Computer Questions	46	72	96	39	61	37	67	43	58	29	56	39	104	78	101	41	72	49																			
WiFi Users	185	59	285	47	289	52	296	57	262	69	218	49	247	50	254	65	254	76																			
Computer Sessions	218	350	272	270	230	313	249	310	190	279	229	238	271	291	245	276	266	339																			
Adult Volunteer Hours	37	61.25	44.25	53.5	28.25	32.75	38.25	29	37.75	33.25	18	29	27.25	46.25	35.75	42.5	14.5	50																			
Youth Volunteer Hours	5	38.75	0	12.5	0	4.5	0	0	0	0	0	0	0	6	0	1.5	8	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	3,182	3,630	3,788	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	1,678	1,927	2,108	2,442																			
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd													
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	0	0	1	15	0	0	1	13	0	0	1	13	
Young Adult	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	1	14	0	0	0	0	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	31	4	65	4	71	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	0	0	NA	NA	1	6	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	0	0	NA	NA	0	0	NA	NA	
CHARLOTTE'S WEB LIBRARY	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar																				
Reference Questions	136	270	93	35	139	103	162	172	158	47	14	97	150	115	226	176	271	242																			
Volunteer Hours	0	0	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	457	650	546	928																			
Honor Books	93	607	79	22	457	101	461	297	461	172	35	16	307	23	261	319	355	360																			
People Counter	1,068	1,886	731	272	700	776	1,174	1,280	712	418	369	456	552	484	779	707	860	676																			
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd													
Young Adult	0	0	1	8	0	0	0	0	1	23	0	0	0	0	0	0	0	0	0																		
School Ages	0	0	1	22	0	0	1	114	15	683	0	0	15	867	2	83	13	629	2	122	5	224	0	0	10	462	1	17	14	645	1	31	12	575	3	53	
Preschool Ages	1	28	0	0	0	0	0	0	1	7	1	18	2	178	1	27	2	30	1	44	1	50	2	32	2	65	1	15	2	67	1	16	2	74	0	0	
Adult Outreach	0	0	0	0	0	0	0	0	2	20	1	12	2	178	1	30	3	63	0	0	1	27	0	0	3	50	0	0	3	68	0	0	4	43	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	4,976		6,280	
	501		602		687		687		687	6,230		6,462	
	1,197		1,246		1,856		1,856		1,856	14,144		15,536	
	1,200		1,257		1,285		1,285		1,285	10,882		13,954	
	3,642		3,939		4,529		4,529		4,529	34,501		48,509	
	165		185		156.5		156.5		156.5	1,469		1,951	
	23		10		173.75		173.75		173.75	640		586	
	22,050		23,087		25,137		25,137		25,137	190,455		272,640	
	0		0		0		0		0	3		7	
	1		0		0		0		0	4		4	
	12		8		7		7		7	74		87	
	27		25		33		33		33	212		355	
	16,220		15,649		18,271		18,271		18,271	121,439		194,800	
#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd.	#	Attnd.
	8	69		10	158		13	142	61	608	84	835	
	3	33		1	10		4	58	19	321	31	348	
	18	204		31	661		36	1913	173	3,616	290	6,732	
	15	396		18	554		10	225	130	2,972	169	4,449	
	NA	NA		1	150		0	0	2	112	1	150	
	2	37		3	399		3	195	8	217	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	2,050		2,278	
	58		53		80		80		80	661		618	
	60		109		131		131		131	2,290		824	
	338		319		307		307		307	2,170		3,630	
	43		48		44.25		44.25		44.25	281		513	
	0		0		12.75		12.75		12.75	13		37	
	3,604		3,500		4,343		4,343		4,343	32,997		45,747	
	2,078		2,388		2,888		2,888		2,888	17,754		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	35	606	51	762	
	NA	NA		NA	NA		NA	NA	1	6	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	1,349		1,655	
	0		0		0		0		0	0		0	
	1,262		482		890		890		890	3,730		8,201	
	379		16		307		307		307	2,509		2,581	
	1,091		652		413		413		413	6,945		9,111	
#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd.	#	Attnd.
0	0	0	0	0	0	0	0	0	0	0	0	2	31
	0	0		0	0		0	0	84	4,085	11	442	
	4	78		0	0		0	0	13	499	11	230	
	0	0		0	0		0	0	18	449	3	45	