



**LOMPOC PUBLIC LIBRARY SYSTEM
LIBRARY COMMISSION
REGULAR MEETING AGENDA**
TUESDAY, MAY 8, 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 April 10, 2018 regular meeting

4. PRESENTATIONS

Introduction of new Library Manager

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. County Budget Update

An oral report will be given at the meeting.

9. LIBRARY DIRECTOR'S APRIL 2018 REPORT

10. ROUNDTABLE

Remarks by Commissioners and Staff

11. ADJOURNMENT

The next regular meeting will be held on Tuesday, June 12, 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, April 10, 2018, 10:00 AM
Regular Meeting Minutes**

1. Call to Order

Chairperson Ruhge called the meeting of the Lompoc Library Commission to order at 10:02 AM.

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

Commissioners Absent: Ron Stassi

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 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 February 13, 2018 regular meeting.

4. Presentations

Certificates of Appreciation were awarded to Information Services staff members Donn Adolfo and Jonathan Cardenas and Facilities Maintenance staff members Kim Coy, Sam Fast, Mark Magers, Dan Smith, and Lito Tabin for their above and beyond assistance with the Lompoc Library's youth area re-carpeting as well as regular internal customer service.

Commissioner Gerald introduced Maricela Barraza who is a potential candidate for the Library Commission vacancy and present to observe today's meeting.

5. Public Comment

None.

6. Library Support Activities

A. Friends of the Lompoc Public Library System

Friends President Cathy Rudolph reported that things are going well. The next Book Sale will be held April 19-21 and a new banner was purchased to hang outside the patio block wall to advertise each event.

B. Library District Libraries Foundation

No report was provided by the Foundation.

7. Correspondence

None.

8. Business

A. Election of Chairperson and Vice Chairperson.

ACTION: Motion/Second: Gerald/Knowles. By a 3-0 vote, Commission approved to keep the current officers of Chairperson Ann Ruhge, Vice Chairperson Luella Knowles, and CPLA (California Public Library Advocates) representative Molly Gerald.

B. County Budget Update

The Library Director reported that County Supervisors voted to give 5% of the budget, approximately \$167,000, as an equity fund to the Library Advisory Committee. This came as a complete surprise to County staff and all of the library directors. The reduction to Zone 2 libraries is approximately \$26,000 which is based on the county funding given in FY1718. For the Village Library, their portion would be approximately \$6,000 which represents almost 10% of their budget.

Library Advisory Committee (LAC) member Judith Dale felt that the supervisors were struggling with per capita and six options from consultant. Her recommendation to give extra money to the LAC to help libraries in dire need like Guadalupe or Cuyama as the LAC would take a global look at what's going on in the county where supervisors do not necessarily. LAC fairly balanced. Libraries could apply to the LAC to add back funds to your library's budget.

Commissioners felt that the decision was too close to July and the beginning of the new fiscal year. Suggestion to write letters to advocate for a one year delay in the decision and allow time for staff to respond to a budget deficit.

C. FY17/19 Budget Update

The Library Director reported that there is no city budget update. She added that the City Clerk's office will be holding public information presentations regarding the new district elections and providing them throughout the four districts.

9. Library Director's February/March report and updates

The Library Director presented the staff report. In addition to the written report, it was reported that positive compliments have been received from patrons and parents with new furniture arrangement in the Youth area of the Lompoc Library, and the Youth Services Librarian has reported that the bookmobile is fully booked for the summer. Ms. Bleyl also reported that she and a few other staff will be attending outreach training in May funded by a California state grant.

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. She mentioned that Gov. Brown has set aside \$9,000,000 for literacy for the state library and was interested to know if this could help offset the cost of literacy services.

11. Adjournment

The meeting was adjourned by Chairperson Ruhge at 11:32 AM. The next Regular meeting will be held on Tuesday, May 8, 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
APRIL 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
4/18/18	Youth Services	Xochitl Rocha
4/27/18	Administrative Council	Sarah Bleyl

COUNTY OF SANTA BARBARA LIBRARY SERVICES

The Library Advisory Committee (LAC) met on Wednesday, April 25 at Lake Cachuma to discuss the recent Board of Supervisors action that reduced library funding by 5% and gave that money (approximately \$175,000) to the LAC to determine how it is spent. The 5% is considered an equity fund but the unintended consequence is that it is not in addition to the per capita but as part of it. The LAC discussion covered over two hours and didn't resolve any of the issues. Another meeting is scheduled for May 30.

LIBRARY OPERATIONS – LOMPOC, VILLAGE AND CHARLOTTE'S WEB

General Update

An all-staff meeting was held April 6.

The Adult Services Librarian/Library Manager (Librarian II) started on April 30. The library is currently fully staffed.

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

The libraries participated in In-N-Out's Cover to Cover Club again this year. With a total of 938 signups and almost 1,300 books read, this year was even more successful than last year. The bookmobile staff are responsible for 745 of the signups.

National Library Week was April 8 – 14. The library hosted a Food 4 Fines program, where patrons with outstanding fines can bring in canned food items to pay off their fines. Almost an entire barrel-sized container was filled with non-perishable food items to 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. Staff has been busy preparing programs and materials as well as soliciting donations from local businesses for prizes.

A Volunteer Appreciation Coffee Social was held on April 27 to celebrate the many hours of time donated to the library by the hard-working volunteers. Thirty people were in attendance.

Lompoc Library

One hundred and sixty-seven adults attended programs in April. Total children's program attendance was 575.

With the county budget in flux, library staff is tracking usage by hour, computer usage, and circulation to determine hours of most and least usage. This study of usage will be used to determine which hours may need to be cut starting as of July 1, 2018 if funding is reduced.

Weeding continues in the adult fiction section.

Village Library

Total children's program attendance was 107 for the months of April.

The Village Library is now fully staffed and trained.

Weeding continues in all parts of the library to make space for newly acquired materials.

With the county budget in flux, library staff is tracking usage by hour, computer usage, and circulation to determine hours of most and least usage. This study of usage will be used to determine which hours may need to be cut starting as of July 1, 2018 if funding is reduced.

Charlotte's Web

In the month of April, approximately 654 children visited the bookmobile.

Bookmobile manager Rachell Frazian continues to present a weekly early literacy program at Recovery Way home, focusing on incorporating a family strengths approach to encourage early language and literacy development. In addition to her weekly programs, she created a Literacy Corner in Recovery Way Home's Family Room with donated items including board books, literacy posters and a children's area rug.

Special events attended by the bookmobile include: Alma Cena Sana, Fillmore Headstart, Healthy Kids Day at the YMCA, and a Seasonal Break Program at the YMCA.

Ms. Frazian has applied for and received a \$750 grant thanks to Walmart's Community Grants Initiative 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 April, nine adult programs were held with a total of 167 attendees; thirty-eight programs were held for teens and children, with a total attendance of 682.

Youth Services Manager Xochitl Rocha presented an outreach storytime at the Early Steps to Learning Preschool and spoke to parents at ELAC's bilingual parent meeting at La Canada Elementary.

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															
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																				
	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	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	23.5	50																			
Youth Volunteer Hours	5	38.75	0	12.5	0	4.5	0	0	0	0	0	0	0	6	0	1.5	0	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															
Adult	1	8	1	11	1	8	1	13	1	8	1	10	1	8	2	17	1	8	1	9	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	0	1	14	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																				
	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	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															
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	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	0	0			

Lompoc Public Library System
FY2017/18 Reference and Program Statistics

Apr		May		Jun		Current		Previous					
2018	2017	2018	2017	2018	2017	Year Total	Year Total						
699	508		554		557	5,675	6,280						
961	501		602		687	7,191	6,462						
1,285	1,197		1,246		1,856	15,429	15,536						
1,134	1,200		1,257		1,285	12,016	13,954						
3,670	3,642		3,939		4,529	38,171	48,509						
145	165		185		156.5	1,614	1,951						
20.75	23		10		173.75	660	586						
20,966	22,050		23,087		25,137	211,421	272,640						
0	0		0		0	3	7						
0	1		0		0	4	4						
5	12		8		7	79	87						
24	27		25		33	236	355						
12,798	16,220		15,649		18,271	134,237	194,800						
#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd
9	167	8	69		10	158		13	142	70	775	84	835
0	0	3	33		1	10		4	58	19	321	31	348
14	112	18	204		31	661		36	1913	187	3,728	290	6,732
20	463	15	396		18	554		10	225	150	3,435	169	4,449
0	0	NA	NA		1	150		0	0	2	112	1	150
3	48	2	37		3	399		3	195	11	265	13	909
Apr		May		Jun		Current		Previous					
2018	2017	2018	2017	2018	2017	Year Total	Year Total						
172	137		263		309	2,222	2,278						
56	58		53		80	717	618						
272	60		109		131	2,562	824						
258	338		319		307	2,428	3,630						
35	43		48		44.25	325	513						
0	0		0		12.75	5	37						
3,333	3,604		3,500		4,343	36,330	45,747						
1,835	2,078		2,388		2,888	19,589	27,960						
#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd
0	0	1	11		2	52		1	13	6	41	14	188
0	0	0	0		0	0		0	0	0	0	0	0
0	0	0	0		0	0		4	468	6	243	10	617
4	107	4	67		5	78		4	65	39	713	51	762
0	0	NA	NA		NA	NA		NA	NA	1	6	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	Year Total	Year Total						
171	162		156		80	1,520	1,655						
0	0		0		0	0	0						
615	1,262		482		890	4,345	8,201						
278	379		16		307	2,787	2,581						
654	1,091		652		413	7,599	9,111						
#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd
0	0	0	0		0	0		0	0	0	0	2	31
11	490	0	0		0	0		0	0	95	4,575	11	442
4	56	4	78		0	0		0	0	17	555	11	230
6	108	0	0		0	0		0	0	24	557	3	45