



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

TUESDAY, OCTOBER 8, 2019, 10:00 AM  
LOMPOC PUBLIC LIBRARY GROSSMAN GALLERY  
501 E. NORTH AVENUE, LOMPOC, CA  
PRESIDING: ANN RUHGE, CHAIRPERSON

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. APPROVAL OF MINUTES**

- A. Minutes of the July 9, 2019 regular meeting
- B. Minutes of the August 13, 2019 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. Fundraising for the Village Library**

A staff report is included in the commission packet.

**9. LIBRARY DIRECTOR'S AUGUST/SEPTEMBER REPORT**

**10. ROUNDTABLE**

Remarks by Commissioners and Staff

**11. ADJOURNMENT**

The next regular meeting is scheduled for Tuesday, November 12, 2019 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 Grossman Gallery  
501 E. North Ave., Lompoc, CA 93436  
Tuesday, July 9, 2019, 10:00 AM  
Regular Meeting Minutes**

**1. Call to Order**

Vice Chairperson Knowles called the meeting of the Lompoc Library Commission to order at 10:10 AM.

Commissioners Present: Vice Chairperson Luella Knowles, Maricela Barraza, Molly Gerald, Ron Stassi  
Commissioners Absent: Ann Ruhge  
Staff Present: Library Director Sarah Bleyl, Library Admin Assistant Lee Edie  
Others Present: Cathy Rudolph, Friends of the Library President  
Judith Dale, County Library Advisory Committee member

**2. Adoption of Agenda**

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

**3. Approval of Minutes**

ACTION: Motion/Second: Gerald/Barraza. By a 3-0 vote; Commissioner Stassi abstained, Commission approved the minutes of the May 14, 2019 special meeting.

**4. Presentations**

None.

**5. Public Comment**

Judith Dale shared that she has been contacted by constituents regarding the closing of the Village Library on Saturday. The library director advised that reasons for Saturday closure were specifically based on a sustainable budget. Further information was discussed under 8A Budget.

**6. Library Support Activities**

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

Friends President Cathy Rudolph reported that the upcoming book sale is set for July 18-20. With the start of the new fiscal year, their first disbursement to the library will be made in August. Lompoc Civic Theater is interested in doing another fundraiser for the Friends and more will be shared as information develops.

**B. Library District Libraries Foundation**

A report was not provided by the Foundation.

**7. Correspondence**

None.

**8. Business**

**A. Budget Update**

The Library Director reported that the Lompoc City budget passed on June 24, 2019 with no cuts to the library. A difficult decision to close the Village Library on Saturday was made after consulting with the city manager, county department head, and notifying Supervisor Hartman. The need for funding was explicit in the fundraising letter sent out in November 2018. Closing Saturday was the day of least use and the decision was

specifically based on sustainable funding. Sustainable funding is something being discussed at the County Library Advisory Committee ad hoc committee meetings.

Commissioner Gerald would like to be provided with information and asked for input allowing the share of information.

Commissioner Stassi asked for the amount raised, which was just over \$7,000, and suggested contacting service clubs for fundraising assistance. The library director appreciated the suggestion however added that this type of funding is not sustainable. She would like to discuss this further and will place this item on next month's agenda.

#### **9. Library Director's May-June report and updates**

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

- the Lompoc Library restroom renovation project began May 13, 2019 and should conclude soon.
- re-carpeting of the Lompoc Library will commence before the end of the year and will be done in three phases and will require closing the library during some of the phases. Shifting of the Spanish collection to the end of the fiction section and removing a few stacks of nonfiction will be performed during this time. The added space will be used for large programs and next year's summer reading programs as attendance for these programs exceeds the capacity of the Grossman Gallery.

#### **10. Roundtable**

Commissioner Stassi asked for the name of the new Village Library branch manager, and was answered with Sarah Starbuck.

Commissioner Gerald shared her appreciation of Ms. Bleyl and all that staff is accomplishing without the library manager position, budget workshops, etc.

#### **11. Adjournment**

Vice Chairperson Knowles adjourned the meeting at 11:13 AM. The next regular meeting is scheduled for Tuesday, August 13, 2019 at the Lompoc Public Library, 501 E. North Ave., Lompoc, at 10:00 AM.

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Secretary by  
Lee Edie, Library Administrative Aide

**Lompoc Library Commission  
Lompoc Public Library Grossman Gallery  
501 E. North Ave., Lompoc, CA 93436  
Tuesday, August 13, 2019, 10:00 AM  
Regular Meeting Minutes**

**1. Call to Order**

Library Director Sarah Bleyl called the meeting of the Lompoc Library Commission to order at 10:00 AM.

The meeting was cancelled due to lack of quorum via email notification of nonattendance from Commissioners Barraza, Knowles, and Ruhge.

The next regular meeting is scheduled for Tuesday, September 10, 2019 at the Lompoc Public Library, 501 E. North Ave., Lompoc, at 10:00 AM.

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Secretary by  
Lee Edie, Library Administrative Aide

## 8A. FUNDRAISING FOR THE VILLAGE LIBRARY

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### BACKGROUND

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For many years, a fundraising campaign has taken place to help fund hours for the Village Library. The goal of the original campaign was \$25,000 and the funds raised went to the budget for the following fiscal year. Most recently, the fundraising campaign, with a goal of \$16,500, consisted of a joint letter from the library director and the president of the Friends of the Lompoc Public Library System (Friends) requesting donations to fund four open hours each year. As donations have dwindled, this has become unsustainable. As of July 1, 2019, the Village Library is no longer open for those four hours paid for by donations.

The Village Library is funded by Santa Barbara County. Additionally monies are contributed by the Friends (as of this writing 22% of their fundraising activities) and the Lompoc District Libraries Foundation (Foundation). Money from the Friends is used in a variety of ways: books, programming, and computer equipment, among other necessities. Money from the Foundation is exclusively for purchasing items for the circulating collection.

### DISCUSSION

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What should future fundraising look like for the Village Library? How should money be spent? What projects should be funded? Who should be involved in the process?

### STAFF RECOMMENDATION

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Staff recommends that if fundraising is to continue in the historical fashion that those funds be directed towards filling needs in the collection or for programming. If funds raised differ from year to year, the amount of items purchased or programs funded will lessen or increase but will not affect the open hours of the library.

**LOMPOC PUBLIC LIBRARY SYSTEM  
JULY/AUGUST/SEPTEMBER STAFF REPORT**

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**BLACK GOLD COOPERATIVE LIBRARY SYSTEM**

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Black Gold Cooperative Library System meetings are attended on an ongoing basis. These include: Administrative Council, Reference and Adult Services, Youth Services, and Automated and Technical Services.

Maureen Theobald, the executive director of Black Gold, retired in June 2019. Glynis Fitzgerald is acting as director until a replacement can be hired. The library directors will be working with a facilitator to determine a strategy for new leadership/management of Black Gold in the next few months.

**COUNTY OF SANTA BARBARA LIBRARY SERVICES**

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The Library Advisory Committee continues to meet on a quarterly basis. The LAC ad hoc committee working on budget recommendations and the funding situation will continue to meet at least once a month for the 19/20 fiscal year. Members of the ad hoc committee will be focusing on benchmarks for county libraries and a possible tax measure.

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

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*General Update*

Summer Reading Program Final Statistics:

- Signups: 2,223 (8.8% increase from 2018)
  - Adults: 419
  - Teens: 244
  - Youth: 1,560
- Program Attendance: 7,013 (90.7% increase from 2018)
  - Adults: 435
  - Youth/Teens: 6,578
- Lunch at the Library Attendance: 1,508

New library cards made in July 2019: 254

- Lompoc: 208
- Village: 18
- Bookmobile: 28

New library cards made in August 2019: 216

- Lompoc: 190
- Village: 16
- Bookmobile: 10

New library cards made in September 2019: 213

- Lompoc: 188
- Village: 19
- Bookmobile: 6

## *Lompoc Public Library*

The restroom renovation began in May and was completed in September. The delay was due to an issue with a disputed part of the project. Additional work was needed in the basement unrelated to the original project, which was completed in August. In September, an issue with the loudness of the new toilets led to the discovery of a water pressure regulator issue, also unrelated to the original restroom renovation project. That problem means the new restrooms and water fountain will need to be out of order until repairs can be made in October, to avoid damaging the new fixtures.

A recruitment for the Librarian II/Library Manager took place in August and September. Interviews will take place in October.

Weeding work continues near the new adult study area. Finishing touches will be made to the space over the next few months, followed by a grand opening of the space.

The graphic novels and the Spanish collection have been moved to the end of the adult fiction section. As this leaves empty shelves in the non fiction section, staff is currently shifting items to fill in those spaces. This is a project that will take several months but will result in the removal of some shelves, creating more seating areas and providing better sightlines for staff to see into the back of the library.

A small storage closet was built near the entrance to the Grossman Gallery. This space allows staff to store program materials in close proximity to where programs are taking place. It also includes a space for the easels and other signs used in the lobby area.

New youth programs coming this fall include: Science Friday for tweens, Teen Slam Poetry Workshop, and Drawoleen (a daily Halloween drawing challenge).

A total of 232 summer school students from Fillmore Elementary visited the library in July.

In July, total children's and teen program attendance was 2,910; 151 adults attended programs during that time.

In August, total children's and teen program attendance was 358; 128 adults attended programs during that time.

In September, total children's and teen program attendance was 304; 86 adults attended programs during that time.

## *Village Library*

In July, the library hosted the Vandenberg Village Park & Playground Coalition for a special community outreach story time event attended by 36 youth and parents.

Because of the change in open hours, transit of library materials to and from the Village Library has been changed to Wednesdays and Fridays.

Weeding of materials is ongoing due to space limitations. The large print collection and the biography section were refreshed with some titles from the Lompoc collection. The video game collection was weeded and relocated to a more prominent space.

The LEGO club, a popular offering during the summer, will continue as a monthly program at the Village Library. In September, 31 kids and their families participated.

In July, total youth program attendance was 400; 51 adults attended programs during that time.

In August, total youth program attendance was 95; 12 adults attended programs during that time.

In September, total youth program attendance was 86; 13 adults attended programs during that time.

### *Charlotte's Web Mobile Children's Library*

The bookmobile attended the Old Town Market every Friday it was held in July and August. This event continues to be a success with many book checkouts, library cards made, and making the library visible in the community.

Several staff were trained on driving the bookmobile, to provide backup when needed.

After experiencing a few power issues, the bookmobile had all twelve of its batteries replaced. The Fleet staff will begin checking the batteries on a regular basis.

The bookmobile held a special event in September: a Lompoc Youth Film Festival that celebrated the final film projects created during the California Listens Grant this past spring. The finished films are available to watch on the Charlotte's Web YouTube channel.

In July, 1,294 children and families visited the bookmobile.

In August, 615 children and families visited the bookmobile.

In September, 540 children and families visited the bookmobile.

## **PROGRAMMING AND OUTREACH SERVICES**

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In July, 202 adults attended a library program, while 3,310 youth and teens attended programs.

In August, 140 adults attended a library program, while 453 youth and teens attended programs.

In September, 99 adults attended a library program, while 390 youth and teens attended programs.

Library staff performed outreach to the following places:

- Boys and Girls Club
- Bridge House Shelter
- Hapgood Elementary
- Lompoc Terrace and Santa Rita Housing areas
- Marks' House
- Parks and Recreation Summer Camp
- Recovery Way Home
- Vandenberg Middle School



Lompoc Public Library System  
 FY2019/20 Reference and Program Statistics

LOMPOC LIBRARY	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb												
	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2020	2019	2020	2019											
Adult Reference Questions	605	668	591	509	547	541		705		456		254		459		426											
Adult Computer Questions	915	906	956	1,111	777	791		1,052		714		533		924		801											
Youth Services Questions	1,479	1,426	1,099	1,257	1,034	1,146		1,492		1,004		836		1,210		1,245											
WiFi Users	1,109	1,212	1,031	1,159	973	1,172		1,114		986		882		1,105		1,128											
Computer Sessions	3,556	3,702	3,080	3,835	2,771	3,197		3,934		2,863		2,195		3,156		3,066											
Adult Volunteer Hours	168.75	163	144.25	157	144.25	133		180		150		96		160		151											
Youth Volunteer Hours	232.5	232		53	19.75	8		16		17		8		11		7											
Total Circ	24,026	24,122	19,384	20,818	19,332	20,551		21,714		18,954		16,905		20,957		20,275											
ILL - In	0	0	0	1	0	1		0		0		1		1		0											
ILL - Out	0	0	0	0	0	1		0		0		0		0		1											
GG (Grossman Gallery): Rentals	1	1	3	1	2	3		3		1		1		1		2											
GG: Library mtgs & progrms	29	27	23	22	19	16		25		21		13		24		21											
People Counter	16,562	14,684	12,655	13,282	12,277	11,076		13,745		11,094		8,205		12,150		11,702											
<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>											
Adult	8	151	7	85	7	128	7	109	5	86	4	54		6	69		6	69		4	34		6	73		4	51
Young Adult	5	79	6	150	4	74	3	41	1	4	1	12		4	21		1	21		3	26		4	25		3	21
School	62	2504	17	1013	14	114	5	441	17	132	12	74		21	224		17	144		15	127		20	170		19	168
Preschool	11	327	11	393	1	15	0	0	7	168	13	251		17	366		11	230		8	143		12	214		9	236
Adult Outreach	0	0	0	0	0	0	0	0	0	0	0	0		0	0		0	0		0	0		2	100		0	0
Youth Outreach	2	49	1	26	1	155	4	504	2	200	2	115		1	23		1	8		4	58		2	151		1	20
VILLAGE LIBRARY	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb												
Adult Reference Questions	173	184	153	223	153	165		246		180		194		250		243											
Adult Computer Questions	144	50	88	80	133	59		75		48		60		94		92											
WiFi Users	258	300	288	320	280	327		309		299		280		299		308											
Computer Sessions	181	209	173	262	165	241		221		201		173		290		194											
Adult Volunteer Hours	33.75	39	19	31	18	30		29		27		20		39		19											
Youth Volunteer Hours	54	51	11	6	1	0		0		0		0		0		0											
Total Circ	4,053	4,256	3,455	4,067	3,353	4,012		4,530		3,821		3,276		4,498		4,291											
People Counter	2,297	2,524	1,573	2,362	1,570	1,994		2,164		1,974		1,558		2,350		1,933											
<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>											
Adult	5	51	0	8	3	12	1	8	2	13	1	8		2	8		2	8		1	1		1	0		1	0
Young Adult	0	0	0	0	0	0	0	0	0	0	0	0		0	0		0	0		0	0		0	0		0	0
School	4	272	4	443	0	0	1	103	1	20	0	0		0	0		0	0		1	48		1	33		0	0
Preschool	5	128	5	78	4	95	6	77	3	66	6	80		7	86		6	70		0	0		6	97		5	64
Adult Outreach	0	0	0	0	0	0	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		0	0		0	0		0	0
CHARLOTTE'S WEB LIBRARY	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb												
Reference Questions	226	109	81	90	130	209		237		125		117		183		127											
Volunteer Hours	0	0	0	0	0	0		0		0		0		0		0											
Total Circ	835	575	518	552	629	317		465		407		235		461		572											
Honor Books	293	192	8	23	336	428		421		286		282		326		186											
People Counter	1,294	1,335	615	743	540	746		1,337		558		478		475		439											
<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>											
Young Adult	0	0	0	0	0	0	0	0	0	0	0	0		0	0		0	0		0	0		0	0		0	0
School Ages	26	676	15	1068	14	554	8	297	17	495	16	495		18	787		9	468		10	433		12	336		11	320
Preschool Ages	12	308	4	167	6	20	7	260	4	20	5	125		5	300		3	30		2	15		0	0		5	80
Adult Outreach	12	312	4	100	5	41	5	186	9	25	6	126		5	250		6	60		2	30		5	139		5	39

Lompoc Public Library System  
FY2019/20 Reference and Program Statistics

LOMPOC LIBRARY	Mar		Apr		May		Jun		Current Year Total	Previous Year Total								
	2020	2019	2020	2019	2020	2019	2020	2019										
Adult Reference Questions		505		469		529		610	1,743	6,131								
Adult Computer Questions		910		1,003		953		886	2,648	10,584								
Youth Services Questions		1,228		1,216		1,181		1,400	3,612	14,641								
WiFi Users		1,150		1,056		1,001		1,099	3,113	13,064								
Computer Sessions		3,336		3,138		3,260		3,253	9,407	38,935								
Adult Volunteer Hours		167		192		191		161	457.25	1,899								
Youth Volunteer Hours		13		0		72		151	252.25	587								
Total Circ		20,733		19,949		20,177		22,375	62,742	247,530								
ILL - In		1		0		0		0	0	5								
ILL - Out		0		0		0		0	0	2								
GG (Grossman Gallery): Rentals		4		2		1		1	6	21								
GG: Library mtgs & progrms		26		21		10		24	71	250								
People Counter		13,055		12,590		13,382		15,860	41,494	150,825								
<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>				
Adult	6	64			5	167			3	61			8	80	20	365	66	1,121
Young Adult	8	68			2	6			3	32			3	45	10	157	41	478
School	22	234			20	226			30	454			37	1770	93	2,750	235	5,045
Preschool	10	218			14	303			8	132			9	325	19	510	122	2,811
Adult Outreach	0	0			0	0			1	100			0	0	0	0	3	200
Youth Outreach	3	110			3	150			4	299			0	0	5	404	26	1,464
<b>VILLAGE LIBRARY</b>	<b>Mar</b>		<b>Apr</b>		<b>May</b>		<b>Jun</b>		<b>Current Year Total</b>	<b>Previous Year Total</b>								
	<b>2020</b>	<b>2019</b>	<b>2020</b>	<b>2019</b>	<b>2020</b>	<b>2019</b>	<b>2020</b>	<b>2019</b>										
Adult Reference Questions		299		224		196		117	479	2,521								
Adult Computer Questions		90		84		107		84	365	923								
WiFi Users		309		271		292		283	826	3,597								
Computer Sessions		276		250		255		211	519	2,783								
Adult Volunteer Hours		33		39		43		32	70.75	379								
Youth Volunteer Hours		0		0		14		27	66	98								
Total Circ		4,456		3,873		3,753		3,927	10,861	48,760								
People Counter		2,089		1,973		2,225		2,660	5,440	25,806								
<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>				
Adult	2	0			2	0			3	0			3	0	10	76	19	165
Young Adult	0	0			0	0			0	0			0	0	0	0	0	0
School	0	0			0	0			0	0			4	338	5	292	11	965
Preschool	4	61			4	92			5	114			3	58	12	289	57	877
Adult Outreach	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
<b>CHARLOTTE'S WEB LIBRARY</b>	<b>Mar</b>		<b>Apr</b>		<b>May</b>		<b>Jun</b>		<b>Current Year Total</b>	<b>Previous Year Total</b>								
	<b>2020</b>	<b>2019</b>	<b>2020</b>	<b>2019</b>	<b>2020</b>	<b>2019</b>	<b>2020</b>	<b>2019</b>										
Reference Questions		185		118		158		111	437	1,769								
Volunteer Hours		0		0		0		0	0	0								
Total Circ		654		752		431		317	1,982	5,738								
Honor Books		283		159		5		75	637	2,666								
People Counter		674		531		769		436	2,449	8,521								
<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>				
Young Adult	0	0			0	0			0	0			0	0	0	0	0	0
School Ages	15	491			15	267			20	498			19	380	57	1,725	168	5,840
Preschool Ages	4	134			5	85			10	62			12	20	22	348	62	1,278
Adult Outreach	6	49			10	170			11	209			13	36	26	378	78	1,394