

LOMPOC PUBLIC LIBRARY SYSTEM LIBRARY COMMISSION REGULAR MEETING AGENDA

TUESDAY, MARCH 10, 2020, 10:00 AM

VILLAGE LIBRARY

3755 CONSTELLATION RD., LOMPOC, CA

PRESIDING: LU KNOWLES, VICE CHAIRPERSON

- 1. CALL TO ORDER
- 2. ADOPTION OF AGENDA
- 3. APPROVAL OF MINUTES

Minutes of the January 14, 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. Election of Officers and appointment to positions of responsibility
 - B. Fundraising Letter for the Village Library

A rough draft is included in the commission packet for discussion.

- 9. LIBRARY DIRECTOR'S JANUARY/FEBRUARY REPORT
- 10. ROUNDTABLE

Remarks by Commissioners and Staff

11. ADJOURNMENT

The next regular meeting is scheduled for Tuesday, May 12, 2020 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 Grossman Gallery 501 E. North Ave., Lompoc, CA 93436 Tuesday, January 14, 2020, 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.

Commissioners Present: Maricela Barraza, Molly Gerald, Ron Stassi

Commissioners Absent: Luella Knowles

Staff Present: Library Director Sarah Bleyl, Library Admin Assistant Lee Edie, City Manager Jim

Throop, Dean Albro, Management Services Director

Others Present: Teresa Jansen, Friends of the Library President, Judith Dale, County Library

Advisory Committee member

2. Adoption of Agenda

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

3. Approval of Minutes

A. Minutes of the October 8, 2019 regular meeting

ACTION: Motion/Second: Gerald/Stassi. By a 3-0 vote; Commission approved the minutes as presented.

4. Presentations

A. CERTIFICATE OF APPRECIATION TO AL THOMPSON AS A MEMBER OF THE LIBRARY ART ADVISORY COMMITTEE.

Certificate of Appreciation to Al Thompson for his years of voluntary service on the Library Art Advisory Committee.

B. PRESENTATION ON SALES TAX BALLOT MEASURE BY CITY STAFF.

City Manager Jim Throop and Dean Albro, Management Services Director, provided a presentation on Measure I2020, which proposes the establishment of an additional 1% transaction and use tax ending in 15 years. The tax is a general tax requiring a 50% vote. A sales tax informational brochure was provided and commissioners and those in attendance were asked for comment. Friends President Teresa Jansen suggested including a statement which speaks to an increase in utility bills should the ballot measure not pass. When asked about advocacy, Mr. Throop advised that there are restriction of employees only when they are on the job, however there are no restrictions for commissioners.

5. Public Comment

None.

6. Library Support Activities

A. Friends of the Lompoc Public Library System

Friends President Teresa Jansen reported the following:

- -net proceeds from the December Decorated Christmas Tree raffle was better than last year
- -the second of three disbursements (\$8,500) was provided for the Lompoc and Village Libraries
- -the Encore shelves at the Village Library have been updated and are now being maintained by the Friends
- -two new individuals have joined their board as members-at-large
- -the next book sale is set for January 16-18, 2020.

B. Library District Libraries Foundation

A report was not provided by the Foundation. The library director advised that the Foundation will be providing an annual disbursement to the Lompoc Library System's three branches each January, with this year's disbursement of \$19,000.

7. Correspondence

None.

8. Business

A. Library Art Advisory Committee

ACTION: Motion/Second: Gerald/Stassi. By a 3-0 vote; Commission approved reappointments of Vicki Anderson, Sherrie Chavez, Pat Saul, and Ann Thompson to the Library Art advisory Committee for three-year terms, to end in January 2023.

B. Discussion of the Current Make-up and Meeting Days, Times, and Locations, of the Library Commission; and Provide Suggestions or Requests to Council of any Revisions to the Current Make-up or Meeting Days, Times, and Locations of the Library Commission.

After discussion of other possible days/times for the commission meeting as well as frequency, it was decided to recommend to meet bi-monthly during odd numbered months, with the ability to call a special meeting in between as needed, beginning after Commissioners Gerald and Stassi meet with the ADHOC committee from city council. Commissioners advocating to community groups on the value of the library to the community helps promote community engagement.

B. Fundraising Letter for Village Library

The Library Director reviewed the staff report. Commissioners were encouraged to email Sarah if they have any input.

9. Library Director's October, November and December report and updates

The library director presented the staff report. In addition to the written report, commissioners were informed that interviews for the Librarian I (youth librarian) will be held January 27, 2020.

10. Roundtable

None.

11. Adjournment

The meeting was adjourned at 11:23 AM. The next regular meeting is scheduled for Tuesday, February 11, 2020 at the Lompoc Public Library, 501 E. North Ave., Lompoc, at 10:00 AM.

Secretary by
Lee Edie. Library Administrative Aide



Village Library

Lompoc Public Library System
3755 Constellation Rd., Lompoc, CA 93436 Tel. 805.733.3323

Date

Greetings,

Thank you for continuing to use and support your library! If you haven't been in for some time, please stop by and check out our new carpet, and check out a new book while you're there.

Before I came to the Lompoc Public Library System, I spent nine years working in branch libraries and I know how important neighborhood libraries are in their communities. I loved working at a branch and getting to know everyone coming in and providing really targeted services, just for that branch, since all branches have their own personality. During my career, I ultimately oversaw the operation of 24 branch libraries and two bookmobiles. The Village Library is always in my thoughts, whether I'm working on budgets, trying to hire the best staff, or applying for grants to buy new books or provide new programs.

We are grateful for the County of Santa Barbara and the funding provided that allows us 24 open hours a week, computers, wifi, limited library materials for all ages, and professionally trained staff. Over the past couple of years, the county has also funded new carpeting, new computers, and a new sign out in front of the library.

Money for library programs and additional library materials is provided by the Friends of the Lompoc Public Library System and the Lompoc District Libraries Foundation. Library staff also regularly apply for grants that are split evenly between the Village Library, the Lompoc Library, and the Charlotte's Web Mobile Children's Library.

What would you like to see in your library? New books? DVDs? More programs? Financial gifts received from supporters like you ensure that the library is able to continue providing the best possible service to the community.

___New books for the collection ____Youth Summer Reading Program support ____New DVDs ____Wherever most needed ____New Books on CD ____New eBooks and eAudiobooks

Please indicate how you would like your donation to be used:

We are grateful for all past contributions in support of your library and appreciate any donation you can make at this time. When you support the Village Library, you are also supporting your community and neighbors. Thank you very much!

Sincerely,

Sarah Bleyl Library Director, Lompoc Public Library System 805.875.8785

LOMPOC PUBLIC LIBRARY SYSTEM JANUARY/FEBRUARY STAFF REPORT

BLACK GOLD COOPERATIVE LIBRARY SYSTEM

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.

COUNTY OF SANTA BARBARA LIBRARY SERVICES

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.

The library director continues to work closely with the county to secure better funding for the Lompoc libraries. A staff report will be presented to the Board of Supervisors in the near future, with suggestions to increase funding in a more sustainable way.

LIBRARY OPERATIONS - LOMPOC, VILLAGE AND CHARLOTTE'S WEB

General Update

New library cards made in January 2020: 233

Lompoc: 177Village: 24Bookmobile: 32

New library cards made in February 2019: 150

Lompoc: 106Village: 12Bookmobile: 32

Library Commission Chairperson Ann Ruhge passed away on January 4. She also served as president of the Library Board of Trustees prior to the library becoming a city department in 2015 and was a strong advocate of library services in the Lompoc community.

The Friends of the Lompoc Library System donated \$12,000 to the library in February, to pay for Summer Reading Program and other library needs.

The In-N-Out Cover to Cover Club is back from March 7 - April 18! Kids ages 3 - 12 can read books and earn a hamburger or cheeseburger. Stop by either library or the bookmobile to sign up starting March 7.

Planning for the 2020 Summer Reading Program is underway. Library staff picked the theme of "Book-cation!" and will be creating reading logs and graphics around that theme, which will help keep printing costs down and allow staff to use library branding in the design.

The library now has more than 2,000 followers on Facebook. This helps the library reach many members of the community who rely on social media for information on programs. Some recent posts have had hundreds of likes, comments, and shares, increasing awareness about the library and the services that are offered to the community for free.

Lompoc Public Library

Though interviews were held in January and February for the Librarian I/Youth Services Manager position, a suitable candidate was not found.

The Librarian II/Library Manager position will be reposted in March. The city's Human Resources staff will be expanding their efforts in advertising the position.

Weeding work continues in the non-fiction section and should be completed in March. The library director met with Facilities Maintenance staff to discuss the possibility of re-carpeting the library in May, before the beginning of the summer reading program.

Due to the popularity of the new youth collection of VOX books, new materials will be purchased on a quarterly basis. These books come with a built in audio player that will "read" the book to the child and let them know when to turn the page.

Materials in the youth collection are being deselected based on non-use and condition, with some materials being relocated to make them more visible.

In January, total children's and teen program attendance was 207; 49 adults attended programs during that time.

In February, total children's and teen program attendance was 359; 58 adults attended programs during that time.

Village Library

The library received new carpet in February. Most collections have been weeded and some materials and furnishings have been relocated to better serve the patrons. The staff area has also been rearranged for convenience.

Library staff continue to host tutoring sessions for the local charter program Inspire.

A new staff member is being trained to work at the Village Library, as the current branch manager will be taking maternity leave beginning in March.

In January, total youth program attendance was 152; 6 adults attended programs during that time.

In February, total youth program attendance was 124; 6 adults attended programs during that time.

Charlotte's Web Mobile Children's Library

There is an open recruitment through the city to replace the bookmobile assistant. Interviews will be held sometime in March 2020.

A new bookmobile stop was added at the Harvey House (transitional housing) in January.

The bookmobile librarian is working with the Central Coast Literacy Council to provide family literacy services at Maple Street Head Start.

In January, 568 children and families visited the bookmobile.

In February, 416 children and families visited the bookmobile.

PROGRAMMING AND OUTREACH SERVICES

In January, 55 adults attended a library program, while 359 youth and teens attended programs.

In February, 64 adults attended a library program, while 483 youth and teens attended programs.

Library staff performed outreach to the following places:

- Boys and Girls Club
- Bridge House Shelter
- Fillmore Head Start
- Hapgood Elementary
- Harvey House
- I Center Head Start
- Lompoc Terrace and Santa Rita Village Housing areas
- Marks' House
- Maple Street Head Start
- Recovery Way Home
- YMCA ASES

Lompoc Public Library System FY2019/20 Reference and Program Statistics

	J	ul	Αu	ıa	S	ep	0	ct	Ne	ov	De	3C	Já	an	Feb		
LOMPOC LIBRARY			2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2020	2019	2020 2019		
Adult Reference Questions	605	668	591	509	547	541	629	705	526	456	432	254	611	459	721	426	
Adult Computer Questions	915	906	956	1,111	777	791	976	1,052	814	714	686	533	1,038	924	1,067	801	
Youth Services Questions	1,479	1,426	1,099	1,257	1,034	1,146	1,385	1,492	925	1,004	694	836	987	1,210	1,059	1,245	
WiFi Users	1,109	1,212	1,031	1,159	973	1,172	1,074	1,114	1,020	986	940	882	1,279	1,105	1,210	1,128	
Computer Sessions	3,556	3,702	3,080	3,835	2,771	3,197	3,147	3,934	2,510	2,863	2,104	2,195	2,770	3,156	2,642	3,066	
Adult Volunteer Hours	168.75	163	144.25	157	144.25	133	164	180	113.75	150	116.25	96	153.75	160	127.50	151	
Youth Volunteer Hours	232.5	232		53	19.75	8	26	16	26	17	18	8	33.75	11	28	7	
Total Circ	24,026	24,122	19,384	20,818	19,332	20,551	20,363	21,714	17,102	18,954	17,327	16,905	17,384	20,957	16,981	20,275	
ILL - In	0	, 0	0	1	0	1	0	. 0	, 0	0	0	1	0	1	0	0	
ILL - Out	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	
GG (Grossman Gallery): Rentals	1	1	3	1	2	3	3	3	2	1	0	1	1	1	1	2	
GG: Library mtgs & progrms	29	27	23	22	19	16	28	25	17	21	14	13	18	24	22	21	
People Counter	16,562	14,684	12,655	13,282	12,277	11,076	13,153	13,745	10,372	11,094	9,159	8,205	11,858	12,150	11,403	11,702	
Programs: # of & attendance		# Attnd	# Attnd														
Adult	8 151	7 106	7 128	7 118	5 86	4 80	5 84	6 126	3 42	6 112	4 55	4 52	3 49	6 119	4 58	4 52	
Young Adult	5 79	6 150	4 74	3 41	1 4	1 12	6 30	4 31	6 19	1 21	2 13	3 26	1 6	4 25	2 35	3 21	
School	62 2504	17 1013	14 114	5 441	17 132	12 74	22 233	21 224	15 91	17 144	15 119	15 127	6 96	20 170	17 95	19 168	
Preschool	11 327	11 393	1 15	0 0	7 168	13 251	9 261	17 366	6 168	11 230	6 187	8 143	3 94	12 214	7 229	9 236	
Adult Outreach	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	2 100	1 25	0 0	
Youth Outreach	2 49	1 26	1 155	4 504	2 200	2 115	1 30	1 23	1 30	1 8	1 32	4 58	1 30	2 151	1 30	1 20	
VILLAGE LIBRARY	_AGE LIBRARY Jul		Aug		Sep		Oct		No	ov	Dec		Jan		Feb		
	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2020	2019	2020	2019	
Adult Reference Questions	173	184	153	223	153	165	172	246	122	180	99	194	170	250	91	243	
Adult Computer Questions	144	50	88	80	133	59	159	75	111	48	102	60	97	94	66	92	
WiFi Users	258	300	288	320	280	327	295	309	275	299	188	280	219	299	175	308	
Computer Sessions	181	209	173	262	165	241	198	221	153	201	151	173	152	290	107	194	
Adult Volunteer Hours	33.75	39	19	31	18	30	29.5	29	28	27	16.25	20	34.75	39	23	19	
Youth Volunteer Hours	54	51	11	6	1	0	4	0	4	0	3	0	2	0	2	0	
Total Circ	4,053	4,256	3,455	4,067	3,353	4,012	3,961	4,530	2,944	3,821	3,163	3,276	3,261	4,498	2,708	4,291	
People Counter	2,297	2,524	1,573	2,362	1,570	1,994	2,039	2,164	1,601	1,974	1,294	1,558	1,865	2,350	1,320	1,933	
Programs: # of & attendance	# Attnd	# Attnd	# Attnd	# Attnd	# Attnd	# Attnd	# Attnd	# Attnd	# Attnd	# Attnd	# Attnd	# Attnd	# Attnd	# Attnd	# Attnd	# Attnd	
Adult	5 51	0 0	3 12	1 12	2 13	1 10	2 6	2 20	1 8	2 18	1 9	1 7	1 6	1 10	1 6	1 8	
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	
School	4 272	4 443	0 0	1 103	1 20	0 0	0 0	0 0	0 0	0 0	0 0	1 48	0 0	1 33	0 0	0 0	
Preschool	5 128	5 78	4 95	6 77	3 66	6 80	7 178	7 86	5 137	6 70	4 89	0 0	5 152	6 97	3 124	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	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	0 0	0 0	0 0	0 0	0 0	
CHARLOTTE'S WEB LIBRARY			Aug			ep		ct				ec .	Jan		Fe		
	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2020	2019	2020	2019	
Reference Questions	226	109	81	90	130	209	173	237	127	125	101	117	224	183	209	127	
Volunteer Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Circ	835	575	518	552	629	317	845	465	592	407	303	235	455	461	483	572	
Honor Books	293	192	8	23	336	428	376	421	284	286	165	282	281	326	168	186	
People Counter	1,294	1,335	615	743	540	746	870	1,337	562	558	330	478		475	419	439	
Programs: # of & attendance			# Attnd				# Attnd										
Young Adult				-	0 0	0 0	0 0	0 0				0 0	0 0	0 0	0 0	0 0	
School Ages		15 1068	14 554						14 452	9 468		10 433				11 320	
Preschool Ages							4 80	5 300				2 15			9 50	5 80	
Adult Outreach	12 312	4 100	5 41	5 186	9 25	6 126	7 86	5 250	5 84	6 60	5 60	2 30	8 32	5 139	8 40	5 39	
I	1 1			1 1		1			1 1				1 1	1 1			
Due to Corona Virus, libraries		1 40 00															

Lompoc Public Library System FY2019/20 Reference and Program Statistics

	Mar			Apr				May				Jun				Cu	rrent	Previous		
LOMPOC LIBRARY	2020 2019		2020 20		119	2020		2019		2020		2019		Year Total		Year Total				
Adult Reference Questions		558		505		120		469		208		529				610		5,548		6,131
Adult Computer Questions		608		910		0	1	1,003		0		953				886		7,837		10,584
Youth Services Questions		506	•	,228	0		1,216		0			1,181				1,400	9,168		14,641	
WiFi Users		1,372	•	1,150			1,056		179		1,001				1,099		10,347		13,064	
Computer Sessions		1,250		3,336			3,138		0		3,260				3,253		23,830		38,935	
Adult Volunteer Hours		55.5		167			192		0		191		0		161		1188		1,899	
Youth Volunteer Hours		3		13	0		0		0		72		0			151	387		587	
Total Circ	1	1,767	20	0,733		271 19,94		9,949	241		20,177				22,375		164,178		247,530	
ILL - In		0		1		0		0	0		0				0				5	
ILL - Out		0		0	0		0		0		0				0		0		2	
GG (Grossman Gallery): Rentals		0		4	. 0		2		0		1			0		1	13		21	
GG: Library mtgs & progrms		6		26	0		21		0		10		0			24			250	
People Counter	,	5,881	13	3,055		0	12	2,590	0		13,382					15.860	_		150,825	
Programs: # of & attendance		Attnd		Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd.	#	Attnd.
Adult	2	27	6	75	0	0	5	90	0	0	3	37	0	0	8	154	41	680	66	1,121
Young Adult	1	1	8	68	0	0	2	6	0	0	3	32	0	0	3	45	28	261	41	478
School	8	43	22	234	0	0	20	226	0	0	30	454	0	0	37	1770	176	3,427	235	5,045
Preschool	4	96		218	0	0	14	303	0	0	8	132	0	0	9	325	54	1,545	122	2,811
Adult Outreach	0	0	0	0	0	0	0	0	0	0	1	100	0	0	0	0_0	1	25	3	200
Youth Outreach	0	0	3	110	0	0	3	150	0	0	4	299	0	0	0	0	10	556	26	1,464
VILLAGE LIBRARY		Ū	lar		U	_	pr	100		_	ay	200	U	_	un	Ŭ	_	rrent	Previous	
VILLAGE EIBITART	2020 2019		20	020		19	20	20		019	2	020		2019	Year Total		Year Total			
Adult Reference Questions		59		299		0		224		0		196		020		117	Tea	1,192	rear	2,521
Adult Computer Questions		34		90		0		84		0		107				84		934		923
WiFi Users		170		309		0		271		0		292				283		2,148		3,597
Computer Sessions		48		276		0		250		0		255				211		1,328		2,783
Adult Volunteer Hours		8.5		33		0		39		0		43				32		210.75		379
Youth Volunteer Hours		0.5		0		0		0		0		14				27		81		98
Total Circ		1,848		1,456		1	-	3,873		4		3,753				3,927		28,751		48,760
People Counter		828		2,089			1,973		0		2,225				2,660			14,387	25,806	
Programs: # of & attendance	#	Attnd		Attnd	#	Attnd		Attnd	# .	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd.	#	Attnd.
Adult	"	0	2	18	0	0	2	20	0	0	3	17	0	0	3	25	16	111	19	165
Young Adult	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25	0	0	0	103
School	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	338	5	292	11	965
	4	57	4	61	0	0	4	92	-	0	5		0	0	3	58	40		57	965 877
Preschool	-				-				0	_		114	-	_				1,026		
Adult Outreach Youth Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	U			U	U	_	_	U	U	_	_	U	U	_		U			-	
CHARLOTTE'S WEB LIBRARY			Apr 2020 2019			May			Jun				rrent	Previous						
Deference Overtions	2	020	20				20		2020		2019		2020		2019		Year Total		Year Total	
Reference Questions		140		185		0		118		0		158		0		111		1,411		1,769
Volunteer Hours	0		0	-		752		0		0		0						Ŭ		
Total Circ	620 654		0		752		0		431		0		317		5,280					
Honor Books		141		283		0		159		0		5		0		75		2,052		2,666
People Counter		446		674		0	1	531		0		769		0		436		5,644		8,521
Programs: # of & attendance		Attnd		Attnd		Attnd		Attnd		Attnd	#	Attnd	_	Attnd	#	Attnd	#	Attnd.	#	Attnd.
Young Adult	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
School Ages		344	15	491	0	0	15	267	0	0	20	498	0	0	19	380	136	4,281	168	5,840
Preschool Ages	4	68	4	134	0	0	5	85	0	0	10	62	0	0	12	20	58	651	62	1,278
Adult Outreach	5	34	6	49	0	0	10	170	0	0	11	209	0	0	13	36	64	714	78	1,394
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Due to Corona Virus, libraries												1								