



**LOMPOC PUBLIC LIBRARY SYSTEM
LIBRARY COMMISSION
REGULAR MEETING AGENDA**
TUESDAY, JULY 11, 2017, 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 May 9, 2017 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

FY17/19 Budget Update

A report will be given at the meeting.

9. LIBRARY DIRECTOR'S MAY/JUNE 2017 REPORT

10. ROUNDTABLE

Remarks by Commissioners and Staff

11. ADJOURNMENT

The next regular meeting will be held on Tuesday, August 8, 2017 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, May 9, 2017, 10:00 AM
Regular Meeting Minutes**

1. Call to Order

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

Commissioners Present: Molly Gerald, Luella Knowles, Chairperson Ann Ruhge, Ron Stassi
Commissioners Absent: None
Staff Present: Library Manager Sara Bankston, Library Administrative Aide Lee Edie
Others Present: Cathy Rudolph, Friends of the Library President; County Library Committee (LAC) representative Judith Dale

2. Adoption of Agenda

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

3. Approval of Minutes

ACTION: Motion/Second: Stassi/Knowles. By a 4-0 vote Commission approved the minutes of the April 11, 2017 regular meeting.

4. Presentations

None.

5. Public Comment

County Library Committee representative Judith Dale shared that there is still some controversy with the manner in which county funds are being split within Santa Barbara Zone 1 system. The next LAC meeting will be held May 10, 2017.

Commissioner Gerald advised that the funding distribution has been a struggle the same way over the years and added that the county has been fair to say that cities know their constituents and how they use their libraries.

6. Library Support Activities

A. Friends of the Lompoc Public Library System

Friends President Cathy Rudolph announced they had another successful book sale taking in \$2,299 in book sales, dues and candy sales. They are considering a benefit barbecue possibly in October.

B. Library District Libraries Foundation

No report was submitted.

7. Correspondence

Commissioner Gerald shared a thank you card to the Commission from library staff which was received at the Library Volunteer Appreciation reception she attended.

8. Business

FY17/19 Budget Update

Library Manager Sara Bankston presented the staff report. Commissioner Ruhge expressed concern with talk of tax initiatives and loosing use of the promised Library Reserves when the library became a city department.

Commissioner Stassi requested a copy of the capital improvement projects previously approved and designated for funding with Library Reserves. In addition he expressed concern with not having a fifth member on the commission. Discussion ensued and Commissioner Gerald will make contact with a possible resource.

9. Library Director's April report and updates

The Library Manager presented the staff report and added information on current and upcoming programs for the summer.

Commissioner Stassi inquired if costs had been determined regarding access to the 211 South I Street lot for use by the bookmobile. Staff advised that no update has been received from the city manager.

10. Roundtable

Commissioner Gerald reported on the April 29, 2017 workshop hosted by the California Public Library Advocates (CPLA) for library commissions, advocates, and broadened to include friends and foundation groups. The main focus of the workshop was fundraising but also touched on board development and working strategically to find the right person.

11. Adjournment

The meeting was adjourned by Chairperson Ruhge at 11:03 AM. The next Regular meeting will be held on Tuesday, June 13, 2017 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
MAY/JUNE 2017 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
5/3/17	Automated and Technical Services	Sarah Bleyl
6/2/17	Administration Council	Sarah Bleyl

COUNTY OF SANTA BARBARA LIBRARY SERVICES

The Library Advisory Committee (LAC) met on May 10. As at the meeting in April, most of the discussion focused on zone 1 issues. The library director did not attend because the City of Lompoc held an Emergency Response training at the same time.

The budget for the county was finalized in June. The library funding will remain at \$7.80 per capita. An additional \$180,000 was given to the library zones to be split up based on population.

A Request for Proposals for a library consultant was released by the county in June. The consultant will study the county's library structure and prepare a report.

The next meeting will be September 20th.

LIBRARY OPERATIONS – LOMPOC, VILLAGE AND CHARLOTTE'S WEB

General Staff Update

Library Manager Sara Bankston, led an all staff meeting on May 12 and June 9.

The director attended a Leadership Lompoc Valley meeting on Friday, May 19 and graduated from the program on Saturday, May 20. In June, the director attended the American Library Association's annual conference in Chicago from June 22 – 27.

The Lompoc and Village libraries offered Library Bingo from May 1 – 31, extending it an extra two weeks because of the interest in the program. Forty adults turned in bingo cards, with three winning gift certificates to local restaurants as prizes. Library Bingo is a program of the California Center for the Book, under the auspices of the California Library Association.

Staff finished planning the annual Summer Reading Program (SRP) for adults, teens, and children. Programs for all ages revolve around this year's theme: "Reading by Design." The program runs from June 9th – August 4th. Staff received numerous donations from local businesses to help provide prizes for those who complete their summer reading. The SRP is funded by the Friends of the Library.

The Lompoc Library will again be a host site for the Lompoc Unified School District's Food Service Program which provides lunch and afternoon snacks for children 18 years and younger and will be held on the children's patio, June 19th – August 4th.

As of June 30th, 1,080 children, 173 teens, and 199 adults have signed up for summer reading, for a total of 1,452. Last year, total sign ups were 1,822.

Lompoc Library

The weeding of the Adult Fiction collection has been finished.

In May, staff focused on SRP preparation by finalizing plans with local presenters, creating displays and fliers, and publicizing to various outlets in person and on social media. SRP started on June 9th for all ages.

New carpet has been chosen for the Grossman Gallery and will be installed the end of August.

Approximately 450 children and teens have participated in Lunch (or snacks) at the Library in June.

Village Library

The Village Library hosted a lecture entitled *New Horizons to Pluto*, bringing in a crowd of 45. Seven adults attended the book club in May, 11 attended the book club in June.

The library hosted office hours with 3rd District Supervisor Joan Hartmann on May 25, with twelve constituents stopping by to speak with Ms. Hartmann.

The Village Campaign has raised approximately \$14,000 to preserve the hours of service at the Village Library. The goal is \$25,000 and the campaign has raised over half of that amount.

In May, 130 people attended programs. In June, over 500 people attended programs.

Charlotte's Web

Over 1,050 children and families visited the bookmobile in May and June.

The bookmobile attended several regular events in May, and also attended Manzanita Charter School's Open House and a Head Start program at Fillmore Elementary. In June, regular summer stops began to the Anderson Recreation Center, the Boys and Girls Club, and the YMCA.

The bookmobile was re-wrapped in June due to issues with the previous wrap. The work was completed under the supervision of the Fleet Department.

The library is in the process of recruiting a new Youth Services Librarian for the bookmobile. Interviews will be held in July.

PROGRAMMING AND OUTREACH SERVICES

In May, nine adult programs were held with a total of 118 attendees; one program was held for teens with 10 attending and 50 programs were held for children and teens, with a total attendance of 1,225.

In June, thirteen adult programs were held with a total of 102 attendees; four programs were held for teens with 58 attending and 46 programs were held for children and teens, with a total attendance of 2,138.

Staff attended the Senior Health Expo, with an attendance of 150, on May 19 to hand out fliers and talk to the attendees about library programs and services. In June, the bookmobile attended the Touch a Truck event and received 170 visitors.

Xochitl Rocha, Youth Services Manager, conducted tours with 10 classes from local elementary schools for a total of 323 kids, parents and teachers. On May 19 and 20, she attended LUSD's STEAM Fair and talked to almost 400 students and families about the Summer Reading Program and library services. She also created SRP school flyers and distributed them to all of the pre-schools, private schools, and elementary schools in the district (about 7,000 total) and created and distributed teen SRP flyers to the Boys and Girls Club Teen Center, La Purisima Elementary School, and local home schools. In June, she facilitated teen volunteers from the Boys and Girls Club coming to clean books in the children's room and presented six additional tours to 189 students from Miguelito and Fillmore Elementary Schools.

Lompoc Public Library System
FY2016/17 Reference and Program Statistics

LOMPOC LIBRARY	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Current Year Total	Previous Year Total															
	2016						2017																						
Adult Reference Questions	662	611	476	504	482	465	437	428	596	508	554	557	6,280	8,567															
Adult Computer Questions	522	550	463	640	582	532	474	459	450	501	602	687	6,462	5,386															
Youth Services Questions	1,545	1,496	1,106	1,315	997	1,210	1,127	952	1,489	1,197	1,246	1,856	15,536	9,271															
WiFi Users	716	865	1,164	1,239	1,194	1,158	1,277	1305	1,294	1,200	1,257	1,285	13,954	7,984															
Computer Sessions	4,441	4,974	4,050	4,196	3,744	3,828	3,749	3,282	4,135	3,642	3,939	4,529	48,509	46,641															
Adult Volunteer Hours	119	149.75	140.25	186.5	174.25	150	162	174.5	189	165	185	157	1,951	1,784															
Youth Volunteer Hours	122.5	74.25	23	38.5	20.5	30	25	20.5	25	23	10	174	586	802															
Total Circ	24,555	23,233	21,784	23,117	21,616	20,532	22,715	20,953	23,861	22,050	23,087	25,137	272,640	265,124															
ILL - In	0	0	0	0	2	1	1	0	3	0	0	0	7	1															
ILL - Out	1	0	0	0	0	0	2	0	0	1	0	0	4	1															
GG (Grossman Gallery): Rentals	2	3	8	7	11	8	4	8	9	12	8	7	87	39															
GG: Library mtgs & progrms	59	38	20	32	18	25	25	26	27	27	25	33	355	257															
People Counter	17,031	18,436	19,203	16,809	14,177	14,189	14,183	13,874	16,758	16,220	15,649	18,271	194,800	196,522															
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attendance	#	Attendance											
Adult	1	8	6	79	6	67	7	61	8	59	6	38	4	27	7	65	8	62	8	69	10	158	13	142	84	835	32	433	
Young Adult	4	51	3	34	2	17	4	38	1	4	1	19	2	13	2	33	4	38	3	33	1	10	4	58	31	348	27	241	
School	48	1321	16	797	15	91	24	492	19	141	18	383	19	214	21	62	25	353	18	204	31	661	36	1913	290	6,732	134	3188	
Preschool	7	201	7	132	15	370	20	513	17	518	12	355	15	307	16	430	17	448	15	396	18	554	10	225	169	4,449	159	4111	
Adult Outreach	No past records											1	150	0	0	1	150	0	No past records										
Youth Outreach	1	10	1	148	0	0	0	0	0	0	0	0	0	0	1	10	2	110	2	37	3	399	3	195	13	909	13	352	
VILLAGE LIBRARY	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Current Year Total	Previous Year Total															
	2016						2017																						
Adult Reference Questions	208	153	163	176	146	154	226	186	157	137	263	309	2,278	2,025															
Adult Computer Questions	72	39	37	43	29	39	78	41	49	58	53	80	618	612															
WiFi Users	59	47	52	57	69	49	50	65	76	60	109	131	824	632															
Computer Sessions	350	270	313	310	279	238	291	276	339	338	319	307	3,630	3,857															
Adult Volunteer Hours	61.25	53.5	32.75	29	33.25	29	46.25	42.5	50	43	48	44	513	767															
Youth Volunteer Hours	38.8	12.5	4.5	0	0	0	6	1.5	0	0	0	13	76	145															
Total Circ	4,096	3,856	3,595	3,889	3,802	3,775	3,531	3,630	4,126	3,604	3,500	4,343	45,747	42,494															
People Counter	2,976	2,222	2,398	2,447	2,497	1,866	1,831	1,927	2,442	2,078	2,388	2,888	27,960	26,896															
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attendance	#	Attendance											
Adult	1	11	1	13	1	10	2	17	1	9	1	11	1	15	1	13	1	13	1	11	2	52	1	13	14	188	5	37	
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
School	4	107	1	28	0	0	0	0	0	0	0	0	1	14	0	0	0	0	0	0	0	0	4	468	10	617	8	556	
Preschool	4	87	5	72	4	44	4	54	5	61	4	37	4	67	4	65	4	65	4	67	5	78	4	65	51	762	49	847	
Adult Outreach	No past records											0	0	0	0	0	0	0	No past records										
Youth Outreach	No past records											0	0	0	0	0	0	0	No past records										
CHARLOTTE'S WEB LIBRARY	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Current Year Total	Previous Year Total															
	2016						2017																						
Reference Questions	270	35	103	172	47	97	115	176	242	162	156	80	1,655	569															
Volunteer Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0															
Total Circ	1,039	575	561	486	482	396	450	650	928	1,262	482	890	8,201	1,528															
People Counter	1,886	272	776	1,280	418	456	484	707	676	1,091	652	413	9,111	3,009															
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attendance	#	Attendance											
Young Adult	1	8	0	0	1	23	0	0	0	0	0	0	2	31	0	0													
School	1	22	1	114	0	0	2	83	2	122	0	0	11	442	9	172													
Preschool	0	0	0	0	1	18	1	27	1	44	2	32	11	230	1	30													
Adult Outreach	0	0	0	0	1	12	1	30	0	0	0	0	3	45	0	0													