



**LOMPOC PUBLIC LIBRARY SYSTEM  
LIBRARY COMMISSION**

**REGULAR MEETING AGENDA**

TUESDAY, MAY 10, 2016, 10:00 AM

GROSSMAN GALLERY, LOMPOC PUBLIC LIBRARY

501 E. NORTH AVE., LOMPOC

PRESIDING: ANN RUHGE, CHAIRPERSON

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. APPROVAL OF MINUTES**

- A. Minutes of the April 12, 2016 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. Charlotte's Web Mobile Children's Library update**

An update will be provided at the meeting.

**B. Agenda Items**

A staff report is included in the Commission packet.

**9. LIBRARY DIRECTOR'S APRIL 2016 REPORT**

**10. ROUNDTABLE**

Remarks by Commissioners and Staff

**11. ADJOURNMENT**

The next regular meeting will be held on Tuesday, June 14, 2016 at the Lompoc Public Library, 501 E. North Avenue, 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.cityoflompop.com](http://www.cityoflompop.com) the Friday before the Library Commission meetings between the hours of 9:00 AM and 5:00 PM.

**Lompoc Library Commission  
City Hall Admin Conference Room  
100 Civic Center Plaza, Lompoc, CA 93436  
Tuesday, April 12, 2016, 10:00 AM  
Regular Meeting Minutes**

**1. Call to Order**

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

Commissioners Present: Luella Knowles, Barry Marks, Chairperson Ann Ruhge

Commissioners Absent: Molly Gerald

Staff Present: Library Director Sarah Bleyl, Library Administrative Aide Lee Edie

Others Present: City Council Member DeWayne Holmdahl, Friends of the Library President Cathy Rudolph, Judith Dale and Barbara Raggio, County Library Advisory Committee (LAC) representatives

**2. Adoption of Agenda**

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

In reference to how commissioners may place an item on the Commission agenda, Commissioner Marks requested a written guideline for the actual way to have items placed on the agenda, which is related to a couple of his requests that were denied in the past. The Library Director stated that it is the purview of the department head to set the agenda with items which the Commission has influence over and/or the ability to change. Chairperson Ruhge referenced the City Council method which requires the support of two other members. Commissioner Marks suggested contacting the City Attorney for the procedure. The Library Director agreed to contact the City Attorney regarding agenda items and report back at the next Commission meeting.

**3. Approval of Minutes**

ACTION: Motion/Second: Knowles/Marks. By a 3-0 vote, Commission approved the minutes of the March 8, 2016 regular meeting and the March 15, 2016 joint meeting with the City Council.

**4. Presentations**

None.

**5. Public Comment**

Library Advisory Committee member Barbara Raggio reported that she attended the County Board of Supervisors meeting on April 5, 2016. The Board of Supervisors voted: 1) to allow Goleta/County Service Area 3 to pursue a parcel tax and 2) to have the Library Advisory Committee continue to pursue alternative methods to finance and provide library services in the county and to report back after an undisclosed period of time.

Library Advisory Committee member Judith Dale advised that the Board of Supervisors will be holding Budget Workshop meetings next week. She is planning to speak in support of continuance of the current amount of \$7.80 per capita and not make any cuts to the libraries.

## **6. Library Support Activities**

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

Friends President Cathy Rudolph reported their final distribution this fiscal year of \$7,000 to the library which primarily funds the Summer Reading Program. Their second quarter book sale will be held this week. On Sunday, June 19 at 2:00 PM, Lompoc Civic Theater is doing a benefit performance of "Nunsense" with tickets on sale beginning June 1<sup>st</sup> at \$12 each.

### **B. Library District Libraries Foundation**

No report was provided. The Library Director advised that the Foundation's April board meeting was cancelled and has not been rescheduled.

## **7. Correspondence**

None.

## **8. Business**

### **A. Redesignation of Commission Officer Titles**

ACTION: Motion/Second: Marks/Knowles. By a 3-0 vote, Commission approved to amend the previous approved minutes of March 8, 2016 to reflect the change of officers from President to Chairperson, Vice President to Vice Chairperson and the elimination of Secretary to comply with the City's Handbook for Commission, Committee and Board Members.

### **B. Charlotte's Web Mobile Children's Library update**

Library Director Sarah Bleyl reported that Anthony Rojas began work today as the part-time bookmobile driver and assistant to the librarian. Two school visits were successfully conducted last week, a new library card reflecting the Charlotte's Web Library are now available, the bookmobile will be available April 15-17, 2016 at SpringFest, and plans are to be part of Flower Festival in June. Staff proposed, and the Commission agreed, that the bookmobile take place in the parade rather than the event. More information was provide in answer to Commissioners' questions.

### **C. Capital Improvement Projects**

In addition to the projects provided by the Library Director, Commissioner Marks suggested a coffee bar/gathering space.

## **9. Library Director's March report and updates**

Ms. Bleyl reported a rise in statistics in the month of March with many new and popular programs. In May, a grant funded adult program Created Equal: America's Civic Rights Struggle will feature movie/book review and speakers to facilitate discussion on the civil rights movement. Commissioner Marks mentioned information on a PBS series, Eyes on the Prize, and the Southern Poverty Law Center to consider as reference tools.

## **10. Roundtable**

Commissioner Marks, after sharing that May is Older Americans Month, provided nomination forms from the Area Agency on Aging as well as a flyer regarding the upcoming Senior Health Expo to post on the Library's community events bulletin board. He expressed disappointment that Library grounds are unkempt and weed-ridden again after all the weed abatement and enhanced landscape work done months earlier.

Chairperson Ruhge commended staff for their hard work and inventive new programs.

Councilman DeWayne Holmdahl was pleased to hear that attendance and other statistics have increased. He suggested consulting with Lompoc Record to provide a weekly column to show how relevant the library is with program offering for all ages.

Commissioner Knowles was pleased with the exchange of information at the joint meeting with the City Council and expressed her content with the decision to become a City department.

**11. Adjournment**

The meeting was adjourned by Chairperson Ruhge at 11:00 AM. The next Regular meeting will be held on Tuesday, May 10, 2016 at 10:00 AM at the Lompoc Public Library, 501 E. North Ave., Lompoc.

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Secretary by  
Lee Edie, Library Administrative Aide

## 8B. AGENDA ITEMS

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### BACKGROUND

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There has been an ongoing discussion on how items are added to the agenda. The Library Director agreed to consult with the City Manager and the City Attorney as to how items are added to the agenda.

### DISCUSSION

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As discussed in the joint Library Commission/City Council meeting of March 15, 2016, the workflow in the City of Lompoc is as follows:

City Council → City Manager/City Attorney → Staff → Committees, Commissions, and Boards

To further explain this workflow, here is part of an email from the City Attorney: “Since the City’s work flow, as has been explained numerous times during the various Council/Commission joint meetings, is from Council (setting policies and priorities), through the City Manager (establishing work assignments to implement those policies and priorities) to Staff (carrying out that implementation strategy) to the Commissions (providing structured public input and assistance on carrying out those implementation strategies), if what the Commission majority is asking to be placed on its agenda does not fit that model, then it shouldn’t be added to the agenda.”

Both the City Manager and City Attorney concur that work assignments flow from Staff to the Commission, including the agenda. If a majority of the Commission recommends that an item be placed on the agenda, and the staff finds that it is valuable to do so, that item may be placed on the agenda. As it is staff’s duty to manage the agenda, staff will decide if an item should be included.

### STAFF RECOMMENDATION

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The Commission should continue to recommend agenda items to the Library Director and recognize that those items will be considered but may or may not be included on future agendas.

## LOMPOC PUBLIC LIBRARY SYSTEM APRIL 2016 STAFF REPORT

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### BLACK GOLD COOPERATIVE LIBRARY SYSTEM

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Black Gold Cooperative Library System meetings attended by staff are listed below:

Date	Black Gold Committee	Attended By
4/20/16	Youth Services	Xochitl Rocha
4/22/16	Admin Council	Sarah Bleyl
4/27/16	OPAC Committee	Sara Doehring

### COUNTY OF SANTA BARBARA LIBRARY SERVICES

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The next Library Advisory Committee meeting is scheduled for May 11<sup>th</sup>.

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

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#### **General Staff Update**

Ms. Doehring led a general library staff meeting on April 1<sup>st</sup>.

Ms. Edie attended the City’s Central Safety Committee meeting on April 20<sup>th</sup> and serves as the committee secretary.

*Food for Fines* was successful. The library collected an entire blue barrel of food for the local food bank.

Black Gold is undertaking an authority control project (behind the scenes work on the library’s catalog system) in June. This means that all of the library’s book orders for the fiscal year must be completed by May 6<sup>th</sup>. Ms. Doehring, Ms. Rocha, and Ms. Merrill have been hard at work to make sure this happens.

Sierra Gasch is the new full-time Library Assistant (previously she was part-time). Ms. Gasch will be assisting with teen and adult programs, social media, monthly displays (make sure to check out the Star Wars Post-It Note art she created in both the youth and teen departments!), as well as work at the Youth Services and Patron Services desks.

In honor of National Volunteer Week, adult volunteers from both the Lompoc and Village Libraries were recognized with a light brunch on April 8<sup>th</sup>. Teen volunteers celebrated with a pizza party on April 12<sup>th</sup>.

The *Summer Reading Program* is planned and will start in June at both libraries. *Lunch at the Library* will also start in June at the Lompoc Library.

#### **Lompoc Library**

The access point for the library’s wireless is being updated. The new system will allow for a faster, easier experience for wifi users and for better accessing of statistics for staff.

Capital Improvement Plans update: since the March Commission meeting, the director has met with other city staff to discuss projects for the 2017-2032 period.

### ***Village Library***

The director and Ms. Doehring spent some time at the Village Library to evaluate how the library space is being used. Patrons have asked for a display case similar to the one at the Lompoc Library. A display case is being added to the library for local groups and the library to create displays of interest for the community. Bulletin boards and other display materials have been reorganized for better publicizing of event information.

The Happy Village Book Club meets monthly on the third Wednesday of the month.

### ***Charlotte's Web***

The bookmobile began serving after school programs in April 2016. Every Boys and Girls Club and every YMCA school site receives at least one visit per month.

The bookmobile attended Lompoc's annual Springfest April 15-17. Almost 600 people visited the bookmobile, checked out materials, or participated in drop-in crafts and storytimes.

During the month of April, the bookmobile was invited to attend Park and Recreation's Spring Into Summer event and the YMCA's Healthy Kids Day.

Approximately 1,100 children and families visited the bookmobile during the month of April.

## **PROGRAMMING AND OUTREACH SERVICES**

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Ms. Doehring attended the C3H meeting on homeless assistance in Lompoc on April 20<sup>th</sup>. There will be a special training for the library staff on Friday, May 13<sup>th</sup> during the regular staff meeting that will address mental health concerns in the library.

The new adult programs continue to be popular. A total of 57 adults attended 5 programs in the month of April.

Beginning May 10<sup>th</sup>, the Created Equal Grant will feature programming about the civil rights movement, including film and discussion and facilitated by local scholars. This series will run for six weeks, every Tuesday at 6pm and is targeted towards adults and teens.

Ms. Rocha and Ms. Jackson created and presented 31 different children's and teen programs, with a total attendance of 689. Over the month, the Youth Service librarians did outreach at three different community events, reaching over 100 children and parents.

