



**LOMPOC PUBLIC LIBRARY SYSTEM  
LIBRARY COMMISSION**

**REGULAR MEETING AGENDA**

TUESDAY, JULY 12, 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**

Minutes of the June 14, 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. Unattended Children in the Library**

A staff report is included in the Commission packet.

**C. Strategic Planning**

An update will be provided at the meeting.

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

**10. ROUNDTABLE**

Remarks by Commissioners and Staff

**11. ADJOURNMENT**

The next regular meeting will be held on Tuesday, August 9, 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.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, June 14, 2016, 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, Barry Marks, Chairperson Ann Ruhge  
Commissioners Absent: None  
Staff Present: Library Director Sarah Bleyl, Library Administrative Aide Lee Edie  
Others Present: City Council Member DeWayne Holmdahl, County Library Advisory Committee (LAC) representative Barbara Raggio, 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: Knowles/Gerald. By a 3-0 vote, Commission approved the minutes of the May 10, 2016 regular meeting.

Commissioner Marks arrived at 10:05 AM and asked for a correction to the minutes.

ACTION: Motion/Second: Knowles/Gerald. By a 4-0 vote, Commission moved to rescind the previous action and approved the minutes of the May 10, 2016 regular meeting with the following amendment:

Item 10, first sentence of first paragraph to read: Commissioner Marks was interested in receiving handouts provided to staff from any event that might be of interest or benefit to Commissioners.

**4. Presentations**

None.

**5. Public Comment**

None.

**6. Library Support Activities**

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

President Cathy Rudolph shared that tickets sales are progressing well for the upcoming June 19, 2016 Lompoc Civic Theater benefit performance of *Nunsense*. Their next Board meeting will be held on June 28, 2016.

**B. Library District Libraries Foundation**

No report was provided.

**7. Correspondence**

None.

## **8. Business**

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

The Library Director reported over 800 visits to the bookmobile for the month of May from various stops. This summer, staff has partnered with Lompoc Parks and Recreation, YMCA, and Boys and Girls Club. The bookmobile schedule has the addition of a monthly stop at the Village Farmers market and a soon to be weekly (Friday) stop at the Old Town Market. In reference to a question from Commissioner Gerald regarding the MOU, the City Manager is reviewing the document and will be arranging a meeting with Trustee Barbara Holt.

### **B. Unattended Children in the Library**

Library Director Sarah Bleyl reported information on some problematic situations and their outcome with unattended youth in the children and teen areas of the Lompoc Library. Staff are being proactive with regard to following the Unattended Children Policy. After some discussion and agreeing that use of the library is a privilege and parents should be more involved, Commissioners decided to table the item to the next regular meeting as it appears that staff is resolving the situation. Commissioner Gerald expressed that it's amazing to see the number of children that are using the library which is a great credit to staff.

### **C. Strategic Planning**

Ms. Bleyl advised that she plans to begin a strategic planning process as a means to better guide staff decisions in terms of programming, spending, and library policies and procedures and asked for input and support from the Commission. Commissioner Gerald stated that she would be willing to assist. She imparted that the Black Gold Cooperative Library System did a strategic plan about five years ago, California Public Library Advocates (CPLA) may have helpful information, and there may be people within the county to help facilitate.

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

Ms. Bleyl reported that registration for the Summer Reading Program is already very high, the Lompoc Library will again be a host site for the Lompoc Unified School District's *Lunch at the Library* and *afternoon snacks* program, and the Created Equal grant sponsored program was very successful. She updated the Commission with regard to the Central Coast Literacy program and, after attending the state literacy conference, feels more confident having Library staff administer the program after the conclusion of FY 2016/17 versus contracting the service. The City has hired a new public information officer who has already made changes to the City's website and is very pleased with Library social media activity.

## **10. Roundtable**

Commissioner Marks commended staff's work with youth behavior issues. He asked about his inquiry last month regarding the use of cell phones in the library and Ms. Bleyl conveyed that if conversations are not kept in a normal speaking range, staff will ask the patron to step outside; otherwise instances are dealt with as needed. Commissioner Marks also shared that the City of Santa Maria is pursuing a policy to ban smoking in all park area and wondered how this would apply to their library grounds. Ms. Bleyl will see what she can find out. She conveyed that with Lompoc Library property, the City attorney has advised that she can determine under which sign to operate. Commissioner Marks was in favor of the ban for all Library property.

Commissioner Gerald asked for an update on the Williams Trust donation and Ms. Bleyl advised the final disbursement has been received for a grand total of approximately \$68,000. Staff is working on appropriate use of the funds for the children's area and patio. Commissioner Gerald had mentioned a

while back about an idea to boost library revenue and help with civic nonprofits event advertising. It would allow a couple of nonprofits per month to have a slide in the current library slide rotation on the TV screen located at library public service desks. Ms. Bleyl will survey staff for their input.

Library Advisory Committee member Barbara Raggio reported that the County has no plans to pursue a parcel tax. The LAC is considering forming a district for a graduated parcel tax; Goleta would not be part as all parcels need to be treated the same. In planning for a district, subzones would need to be formed so elections could be localized. Next step may be to set specific boundaries to clarify nebulous boundary distinction. Their next meeting is scheduled for June 15, 2016.

DeWayne Holmdahl advised that the Turducken Dinner Group will be making a presentation of \$15,000 to the Library at the July 5, 2016 City Council meeting. Chairperson Ruhge thanked Mr. Holmdahl and expressed that this is another opportunity to let the City Council and the public know how vital the Library is to the community and to counteract negative reports they otherwise hear about to the community.

DeAnne (last name not provided) suggested that Commission consider amending the order of agenda items to allow for the addition of other subjects. Chairperson Ruhge shared that the meeting agenda must meet Brown Act protocol.

#### **11. Adjournment**

The meeting was adjourned by Chairperson Ruhge at 11:23 AM. The next Regular meeting will be held on Tuesday, July 12, 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. UNATTENDED CHILDREN POLICY**

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### **BACKGROUND**

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Per Commissioners recommendation in the meeting on June 14, 2016, this topic is being brought back to give a staff update. During the months of April and May there had been some disruption in both the children's and teens' areas. Because both areas are well-used, some noise is to be expected but there had also been issues with individuals not being respectful to each other or to the staff.

### **DISCUSSION**

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At the June meeting, the library director brought up the current policy and talked to the commission about steps staff was taking to handle the situation. Staff has been able to explain to both the children and teens about behavior expectations while in the library and has asked individuals to leave, based on their misbehavior, if necessary. While the noise continues to be an issue because the library is busy, most individuals are behaving as they have been told by staff.

### **STAFF RECOMMENDATION**

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Staff will continue to monitor the situation for any further issues and will bring this back to the commission if necessary. At this time, the director believes that staff is able to control the situation.

**LOMPOC PUBLIC LIBRARY SYSTEM  
JUNE 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:

<b>Date</b>	<b>Black Gold Committee</b>	<b>Attended By</b>
6/3/16	Administration Council	Sarah Bleyl

**COUNTY OF SANTA BARBARA LIBRARY SERVICES**

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Santa Barbara County passed their 2016/17 budget. Library funding will continue to be \$7.80 per capita, but the libraries were also given an additional one time amount of \$200,000 to split among the zones.

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

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***General Staff Update***

Ms. Doehring led a general library staff meeting on June 10<sup>th</sup>.

Ms. Edie attended the City’s Central Safety Committee meeting on June 15<sup>th</sup> and serves as the committee secretary.

The *Summer Reading Program* started on June 10<sup>th</sup> at both libraries. Lompoc Unified School District sponsored *Lunch at the Library* began on June 20<sup>th</sup> at the Lompoc Library. Children 18 and under receive a free lunch between 12-1pm, Monday – Thursday, and a free snack at 3:30pm, Monday – Thursday. On Fridays, only snack will be served at 1pm.

At current count, 1,535 individuals have signed up for the Summer Reading Program, a 70% increase over last summer.

***Lompoc Library***

The access point for the library’s wireless was updated the week of June 6<sup>th</sup>. The new system provides greater coverage in the library and allows for a faster, easier experience for WiFi users and for better accessing of statistics for staff.

The broken book return receptacle in the parking lot has been repaired and put back into place.

***Village Library***

The Happy Village Book Club will be meeting on the first Thursday of the month, beginning in the month of July.

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

In June, the bookmobile started its summer service route and began popping up at parks around town on Saturdays. Additionally, the bookmobile is now at the Friday night Lompoc Old Town Market and one Sunday a month at the Village's Farmer's Market.

Some of the weekly stops for the summer include: three summer camps (the YMCA, the Boys and Girls Club, and the city's drop-in program at the Anderson Recreation Center), the summer special education group at Los Berros Elementary, and Lompoc's One-Room Schoolhouse.

The bookmobile was in the Flower Festival Parade in June. Ms. Rogness held a special "Y is for Yoga" pop-up program with partner Hunnyfly Yoga Studio; 46 children and adults attended the program.

Over 1000 children and families visited the bookmobile during the month of June. Approximately 200 of the Summer Reading Signups have been done at the bookmobile.

### **PROGRAMMING AND OUTREACH SERVICES**

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With Movie Mondays, the Adult Coloring Club, and the addition of the Created Equal series, adult programs continue to bring people into the library. A total of 109 adults attended 8 programs in the month of June. Forty adults attended the Created Equal program with John Voehl, Abraham Lincoln presenter and historian.

Youth Services Manager Xochitl Rocha provided two outreach storytimes to the Head Start at Fillmore Preschool, and connected with 29 children. Before school let out for the summer, she also conducted 6 library tours to 170 students.

Ms. Rocha and Ms. Jackson created and presented 49 different children's and teen programs, with a total attendance of 1,576. The biggest success was the ever popular Zoo to You program that drew 270 children and adults to the library's lawn to learn about and view different wild animals.

The Village Library presented 8 children's programs to 440 children and families. Eight adults attended the June book club.

The library's social media efforts continue to yield positive results, including an uptick of 21% in Facebook page views and another highly successful video (over 500 views) of library staff participating in the Running Man Challenge.

