



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

TUESDAY, APRIL 13, 2021, 10:00 AM  
LOMPOC PUBLIC LIBRARY GROSSMAN GALLERY  
501 E. NORTH AVENUE, LOMPOC, CA  
PRESIDING: MOLLY GERALD, VICE CHAIRPERSON

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. APPROVAL OF MINUTES**

Minutes of the March 10, 2020 regular meeting

**4. PRESENTATIONS**

**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**

**8. BUSINESS**

- A. Election of Chairman
- B. Reopening Discussion – an update will be provided at the meeting.

**9. LIBRARY DIRECTOR'S REPORT FOR MARCH 2020 THRU MARCH 2021**

**10. ROUNDTABLE**

Remarks by Commissioners and Staff

**11. ADJOURNMENT**

The next regular meeting is scheduled for Tuesday, May 11, 2021 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  
Village Library  
3755 Constellation Rd., Lompoc, CA 93436  
Tuesday, March 10, 2020, 10:00 AM  
Regular Meeting Minutes**

**1. Call to Order**

Vice Chairman Luella Knowles called the meeting of the Lompoc Library Commission to order at 10:08 AM.

Commissioners Present: Molly Gerald, Luella Knowles, Ron Stassi

Commissioners Absent: Maricela Barraza

Staff Present: Library Director Sarah Bleyl, Library Admin Assistant Lee Edie, Village Library  
Branch Manager Sarah Starbuck

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

**2. Adoption of Agenda**

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

**3. Approval of Minutes**

**A. Minutes of the January 14, 2020 regular meeting**

ACTION: Motion/Second: Gerald/Stassi. By a 3-0 vote; Commission approved the minutes with a correction to the first sentence in Item 8B, adding the words *to recommend* to the second line:

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.

**4. Presentations**

Sarah Starbuck, Village Library Branch Manager, provided a report on upgrades to the library with the newly installed carpet and reorganization of furnishings, as well as ongoing programs and activities.

**5. Public Comment**

None.

**6. Library Support Activities**

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

Friends President Teresa Jansen reported the following:

- The next book sale is scheduled for April 9-11, 2020.
- A final disbursement for FY2019/20 of \$12,000 was made for an annual total of \$30,500.
- The Friends have 357 members and over 700 followers on Facebook.

**B. Library District Libraries Foundation**

A report was not provided by the Foundation. The library director advised that the Library Foundation recently made this year's annual disbursement for \$12,900.

**7. Correspondence**

None.

**8. Business**

**A. Election of Officers**

ACTION: Motion/Second: Knowles/Gerald. By a 3-0 vote, the Commission appointed Commissioner Stassi as Chairperson.

ACTION: Motion/Second: Knowles/Stassi. By a 3-0 vote, the Commission appointed Commissioner Gerald as Vice Chairperson

**B. Fundraising Letter for Village Library**

The Library Director reviewed the staff report. Commissioner Stassi suggested and all agreed to a word change and to have the letter signed by the branch manager and Friends of the Library president.

**9. Library Director's January and February report and updates**

The library director presented the staff report. In addition to the written report, Ms. Bleyl announced the passing of the 1% sales tax measure, which goes into effect July 2020; and she is preparing a draft budget for the County. Related to the current Coronavirus alert, staff is pro-active about keeping surfaces wiped down.

**10. Roundtable**

None.

**11. Adjournment**

The meeting was adjourned at 11:02 AM. The next regular meeting is scheduled for Tuesday, May 13, 2020 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 PUBLIC LIBRARY SYSTEM APRIL 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. All meetings have moved online over the last year. There has been much discussion about changing the existing library catalog to better assist patrons and a new overlay is in the works. Searching for items will be easier as all titles in all formats will be shown together. For example, if a patron searches for Anne of Green Gables, they will see the book, the audiobook, the movie, the television show, and all digital resources on the same screen so they will not need to narrow their search. This change should be implemented in the next six 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 20/21 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. There has been discussion by the Santa Barbara Library of leaving the Black Gold catalog and the county system. No decisions have been made at this time. Carpentaria Library is in the process of creating their own library to operate independently from the Santa Barbara Library and this should take place in July 2022.

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

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#### *General Update*

New library cards made in March 2020- March 2021: 524

New library cards made in March 2019 – March 2020: 2,351

Projects completed during closure, includes all locations unless otherwise noted:

- All collections weeded for condition
- All collections inventoried and checked in
- Performed catalog maintenance on all item and patron records
- Extra shelving removed and walls painted (Lompoc)
- Relocated Adult Spanish, Graphic Novels, Biography, Local Author and Non-fiction DVDS and books (Lompoc)
- Replaced carpet (Lompoc)
- Dismantled and reconfigured Circulation Desk (Lompoc)
- Acquired Communicator for texting holds pickup
- Acquired Beanstack Tracker app for programming

- Established a YouTube channel for virtual programming
- Replaced worn and leaking book drop (Village)
- Created a monthly newsletter that reached 8,000 library patrons
- Applied for and received \$114,000 in grants
- Reconfigured library space to promote distancing
- Started email print service for patrons
- Reorganized website to create a more user friendly experience
- Added content to website to aid patrons while library building closed
- Installed a new PA system (Lompoc)
- VOX books added to collection (Village)
- Permanent ballot box installed (Village)
- Worn and broken benches removed (Village)
- Relocated Juvenile collections for ease of use (Village)
- Distributed book giveaways at Meals on Wheels, Partners in Caring, Recovery Way Home and LUSD lunch sites
- Presented month-long Halloween programming online
- Through Beanstack, have created 13 challenges, with 652 participants to date
- Starting in November, monthly outreach program with painted rocks hidden in different areas around community
- Staff attended all virtual California State Library meetings and other trainings as available
- Promoted new digital resources made available through the California State Library (Brainfuse JobNow/VetNow, Britannica School, Britannica Escolar, The New York Times, TeachingBooks.net)
- Basement was organized and received update lighting (Lompoc)
- Upgraded payment system and replaced cash register (Lompoc)
- Reconfigured staff workspace

Over the last year, 42,000 physical items have circulated, with over 100,000 total circulation including electronic resources.

Lompoc Public Library System  
FY2020/21 Reference and Program Statistics

LOMPOC LIBRARY	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb	
	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2021	2020	2021	2020
Adult Reference Questions	800	605	722	591	1,007	547	949	629	670	526	963	432	822	611	563	721
Adult Computer Questions	0	915	0	956	0	777	0	976	0	814	0	686	0	1,038	0	1,067
Youth Services Questions	0	1,479	0	1,099	0	1,034	0	1,385	0	925	0	694	0	987	0	1,059
WiFi Users	156	1,109	140	1,031	155	973	155	1,074	144	1,020	112	940	118	1,279	127	1,210
Computer Sessions	0	3,556	0	3,080	0	2,771	0	3,147	0	2,510	0	2,104	0	2,770	0	2,642
Adult Volunteer Hours	0	169	0	144	0	144	0	164	0	114	0	116	0	154	0	128
Youth Volunteer Hours	0	233	0	0	0	20	0	26	0	26	0	18	0	34	0	28
Total Circ	6,449	24,026	7,570	19,384	4,357	19,332	3,140	20,363	2,764	17,102	2,976	17,327	2,961	17,384	3,071	16,981
ILL - In	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ILL - Out	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GG (Grossman Gallery): Rentals	0	1	0	3	0	2	0	3	0	2	0	0	0	1	0	1
GG: Library mtgs & progrms	0	29	0	23	0	19	0	28	0	17	0	14	0	18	0	22
People Counter	0	16,562	0	12,655	0	12,277	0	13,153	0	10,372	0	9,159	0	11,858	0	11,403
<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	0	0	8	151	0	0	7	128	0	0	5	86	0	0	5	84
Young Adult	0	0	5	79	0	0	4	74	0	0	1	4	0	0	6	30
School	0	0	62	2504	0	0	14	114	0	0	17	132	0	0	22	233
Preschool	0	0	11	327	0	0	1	15	0	0	7	168	0	0	9	261
Adult Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Youth Outreach	8	321	2	49	0	0	1	155	0	0	2	200	0	0	1	30
<b>VILLAGE LIBRARY</b>	<b>Jul</b>		<b>Aug</b>		<b>Sep</b>		<b>Oct</b>		<b>Nov</b>		<b>Dec</b>		<b>Jan</b>		<b>Feb</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>	<b>2020</b>	<b>2019</b>	<b>2020</b>	<b>2019</b>	<b>2021</b>	<b>2020</b>	<b>2021</b>	<b>2020</b>
Adult Reference Questions	0	173	0	153	0	153	0	172	0	122	0	99	0	170	0	243
Adult Computer Questions	0	144	0	88	0	133	0	159	0	111	0	102	0	97	0	92
WiFi Users	0	258	0	288	0	280	0	295	0	275	0	188	0	219	0	308
Computer Sessions	0	181	0	173	0	165	0	198	0	153	0	151	0	152	0	194
Adult Volunteer Hours	0	34	0	19	0	18	0	30	0	28	0	16	0	35	0	19
Youth Volunteer Hours	0	54	0	11	0	1	0	4	0	4	0	3	0	2	0	0
Total Circ	608	4,053	376	3,455	219	3,353	104	3,961	0	2,944	0	3,163	0	3,261	0	4,291
People Counter	0	2,297	0	1,573	0	1,570	0	2,039	0	1,601	0	1,294	0	1,865	0	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	0	0	5	51	0	0	3	12	0	0	2	13	0	0	2	6
Young Adult	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
School	0	0	4	272	0	0	0	0	0	0	0	0	0	0	0	0
Preschool	0	0	5	128	0	0	4	95	0	0	3	66	0	0	7	178
Adult Outreach	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
<b>CHARLOTTE'S WEB LIBRARY</b>	<b>Jul</b>		<b>Aug</b>		<b>Sep</b>		<b>Oct</b>		<b>Nov</b>		<b>Dec</b>		<b>Jan</b>		<b>Feb</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>	<b>2020</b>	<b>2019</b>	<b>2020</b>	<b>2019</b>	<b>2021</b>	<b>2020</b>	<b>2021</b>	<b>2020</b>
Reference Questions	0	226	0	81	0	130	0	173	0	127	0	101	0	224	0	127
Volunteer Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Circ	6	835	13	518	5	629	2	845	4	592	1	303	2	455	1	572
Honor Books	0	293	0	8	0	336	0	376	0	284	0	165	0	281	0	186
People Counter	0	1,294	0	615	0	540	0	870	0	562	0	330	0	568	0	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
School Ages	0	0	26	676	0	0	14	554	0	0	17	495	0	0	14	704
Preschool Ages	0	0	12	308	0	0	6	20	0	0	4	20	0	0	4	80
Adult Outreach	0	0	12	312	0	0	5	41	0	0	9	25	0	0	7	86
Due to COVID-19, libraries closed March 16-??																

Lompoc Public Library System  
FY2020/21 Reference and Program Statistics

LOMPOC LIBRARY	Mar		Apr		May		Jun		Current Year Total	Previous Year Total						
	2021	2020	2021	2020	2021	2020	2021	2020								
Adult Reference Questions		558		120		208		758	6,496	6,306						
Adult Computer Questions		608		0		0		0	0	7,837						
Youth Services Questions		506		0		0		0	0	9,168						
WiFi Users	120	1,372		160		179		167	1,227	10,514						
Computer Sessions		1,250		0		0		0	0	23,830						
Adult Volunteer Hours		56		0		0		0	0	1,188						
Youth Volunteer Hours		3		0		0		0	0	387						
Total Circ	3,494	11,767		271		241		6,391	36,782	170,569						
ILL - In		0		0		0		0	0	0						
ILL - Out		0		0		0		0	0	0						
GG (Grossman Gallery): Rentals		0		0		0		0	0	13						
GG: Library mtgs & progrms		6		0		0		0	0	176						
People Counter		5,881		0		0		0	0	103,320						
<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		2	27		0	0		0	0		0	0		0	41	680
Young Adult		1	1		0	0		0	0		0	0		0	28	261
School		8	43		0	0		0	0		0	0		0	176	3,427
Preschool		4	96		0	0		0	0		0	0		0	54	1,545
Adult Outreach		0	0		0	0		0	0		0	0		0	1	25
Youth Outreach		0	0		0	0		0	0		0	0		20	913	556
<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>2021</b>	<b>2020</b>	<b>2021</b>	<b>2020</b>	<b>2021</b>	<b>2020</b>	<b>2021</b>	<b>2020</b>								
Adult Reference Questions		59		0		0		0	0	1,192						
Adult Computer Questions		34		0		0		0	0	934						
WiFi Users	0	170		0		0		0	0	2,148						
Computer Sessions		48		0		0		0	0	1,328						
Adult Volunteer Hours		9		0		0		0	0	211						
Youth Volunteer Hours	0	0	0	0		0		0	0	81						
Total Circ	0	1,848		1		4		824	1,307	29,575						
People Counter		828		0		0		0	0	14,387						
<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		0	0		0	0		0	0		0	0		0	16	111
Young Adult		0	0		0	0		0	0		0	0		0	0	0
School		0	0		0	0		0	0		0	0		0	5	292
Preschool		4	57		0	0		0	0		0	0		0	40	1,026
Adult Outreach		0	0		0	0		0	0		0	0		0	0	0
Youth Outreach		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>2021</b>	<b>2020</b>	<b>2021</b>	<b>2020</b>	<b>2021</b>	<b>2020</b>	<b>2021</b>	<b>2020</b>								
Reference Questions		140		0		0		0	0	1,411						
Volunteer Hours		0		0		0		0	0	0						
Total Circ	1	620		0		0		31	35	5,311						
Honor Books		141		0		0		0	0	2,052						
People Counter		446		0		0		0	0	5,644						
<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
School Ages		11	344		0	0		0	0		0	0		0	136	4,281
Preschool Ages		4	68		0	0		0	0		0	0		0	58	651
Adult Outreach		5	34		0	0		0	0		0	0		0	64	714
Due to COVID-19, libraries clc																