



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

TUESDAY, MARCH 8, 2022, 10:00 AM
LOMPOC PUBLIC LIBRARY GROSSMAN GALLERY
501 E. NORTH AVENUE, LOMPOC, CA
PRESIDING: OLIVIA MAGAÑA, CHAIRPERSON

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. APPROVAL OF MINUTES

Minutes of the September 14, 2021 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. Library Art Advisory Committee Update

Consideration of appointment of Alvin Cabral to fill vacancy due to resignation of Al Thompson.

B. Black Gold Update

An update will be provided at the meeting.

C. Report on Collection Development

A staff report is included in the commission packet.

9. LIBRARY DIRECTOR'S REPORT FOR SEPTEMBER 2021 – FEBRUARY 2022

10. ROUNDTABLE

Remarks by Commissioners and Staff

11. ADJOURNMENT

The next regular meeting is scheduled for Tuesday, May 10, 2022 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
Grossman Gallery
501 E. North Ave, Lompoc, CA 93436
Tuesday, September 14, 2021, 10:00 AM
Regular Meeting Minutes**

1. Call to Order

Chairperson Olivia Magana called the meeting of the Lompoc Library Commission to order at 10:03a.

Commissioners Present: Olivia Magana, Lu Knowles, Mary-Michelle Moore, Maricela Trenado

Commissioners Absent: Molly Gerald

Staff Present: Library Director Sarah Bleyl, Admin Assistant Hannah Wallace

Others Present: Library District Libraries Foundation President Melinda Aguirre

2. Adoption of Agenda

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

3. Approval of Minutes

A. Minutes of the (date) regular meeting

ACTION: Motion/Second: Moore/Knowles. By a 4-0 vote, Commission approved the minutes as presented.

4. Presentations

None.

5. Public Comment

None.

6. Library Support Activities

A. Friends of the Lompoc Public Library System

Library Director Sarah Bleyl representing Friends of the Library President Teresa Jansen reported the following:

- The 2 day summer book sale was a success raising over \$2500.
 - The next sale is back to 3 days: October 21 from 5-7p, October 22
- The Friends are now accepting donations without limitations.
- The Annual meeting is October 27 at 2p where they will elect a President and Secretary who will hold the position for a two-year term.
 - Nominations are open and can be taken from the floor day-of.
 - So far, Teresa Jansen is nominated as President and Lee Edie is nominated as Secretary.
- Encore sales at the Lompoc Library are picking up steadily. The Village Library sales are slow.
- The annual Christmas tree raffle is coming up in November where different community groups sponsor and decorate trees that are raffled off. \$5 buys six raffle tickets as a fundraiser for the Library. Specific dates will be announced at the next meeting.
- The Friends Treasurer's term will expire in 2022 so they are actively recruiting volunteers to fill the position. Any suggestions are appreciated.

B. Library District Libraries Foundation

Foundation President Melinda Aguirre reported the following:

- Fundraiser- the Foundation is actively looking for a few more recipes to fill out the cookbooks. Once acquired they will go to print and will make great Christmas presents for friends and family. Please send any submissions to Melinda.
- A \$155,250 check for the Charlotte's Web bookmobile garage was presented to Sarah Bleyl at the 9.7.21 City Council Meeting. Plans will now move forward the expansion of the parking lot and building of the garage on Library property.
- The next Foundation newsletter will come out in November and Chairperson Magana was asked to write a 200 word article about the commission and its involvement with the Library.
- The Foundation will sponsor a Christmas tree for the Friends of the Library fundraiser.
- The next Foundation board meeting will be on October 14 at 5p in the Grossman Gallery.

7. Correspondence

The Foundation newsletter was distributed to the Commission members that did not receive it at their home address.

8. Business

Library Director Sarah Bleyl reported the following:

- Teen Library Cards: Library cards for teens have been in the works for a long time. With school photo IDs, teens can sign up for a limited use Library card.
 - The Library age policy changed since reopening after COVID to be consistent with other City facilities; an adult must accompany anyone under the age of 12.
 - Teens are allowed to be in the Library by themselves and this card allows them to check out a maximum of three items at a time, which minimizes risk to the Library materials. All other current Library checkout policies apply. This card also allows teens to use computers in the teen area, access eBooks and other electronic resources without needing a parent present.
 - Goleta Valley Library is the latest in the Black Gold system to adopt Teen Cards. They have found it to be very good for community teens by allowing access to those who might not have a parent or guardian available to help them sign up.
 - This will be circulated internally, on the library website, thru social media and via a press release to get the word out to teens and their parents.

ACTION: Motion/Second: Trenado/Magana. By a 4-0 vote, Commission approved the implementation of Teen Cards as presented.

- Eliminating Overdue Fines: Going fine free has been a goal of this Library for many years. It has been shown that eliminating fines boosts library material circulation, cardholders and decreases late book returns.
 - Over 400 Library Systems have adopted the elimination of overdue fines including five of the seven in the Black Gold System. Lompoc is in the works and Santa Maria is also in the process of going fine free.
 - The Lompoc Library had a "Fine Free Holiday" campaign in December 2019 that resulted in the retrieval of three times as many overdue materials then received in previous months.
 - Many people with fines do not return to the library because of what they owe. Fines have shown to be a barrier to service disproportionately affecting minors, students and people with limited financial resources. The elimination of fines has seen the increased return of materials and patrons.
 - The elimination of fines saves money in multiple ways

- Materials are returned at a significant increase and do not need to be replaced.
- The cost of staff time is reduced significantly. It is a huge amount of work for staff to go through the fine process for a small amount of money. Pre-pandemic collection of overdue fines totaled \$7,506 while the staff time cost to collect those fines was approximately \$13,260. Since the incorporation of auto-renew in 2015 fine revenue has declined and material return has increased. Fine revenue represents less than 1% of total Library budget.
- People that return to the Library who still owe fines will be handled on a case-by-case basis with the Library working to protect their best interest.
- The elimination of fines will be presented to the Lompoc City Council at the next meeting and it is requested that chairperson Magana be present at that meeting to testify as to what the Library Commission is recommending.

ACTION: Motion/Second: Knowles/Trenado. By a 4-0 vote, Commission approved the elimination of overdue fines and the recommendation of this action to the Lompoc City Council.

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

Library Director Sarah Bleyl reported the following:

- **Black Gold Cooperative:** the new catalog overlay should go live in the next couple of weeks. It will be much easier to use and looks amazing. Library staff have been working very hard to get it perfected and up and running.
- **Library Advisory Committee:** Alice Down is reappointed as the City representative to the County LAC.
- **Library Operations:**
 - Summer reading ended on August 31. Numbers increased over the previous year but were nothing like what they are under normal circumstances.
 - Lompoc Unified School Lunch sites were visited over the summer with a total of 470 books distributed.
 - In person programming will not resume until January 2022 due to the continued widespread of COVID. 75% of Libraries statewide have not resumed in person programming. Artwork will display again in the Grossman Gallery in October and the artists are excited to begin showing their work.
 - The mechanical room in the basement was completely cleaned out. It is now in the process of being reorganized and inventoried.
 - Three new full time staff are in training; one Library Technician and two Library Assistants. Once they are fully trained Library hours will be extended until 7p. Two new part time Library Pages have also been hired including one for the Village Library that allows there to be two people in the facility at all times for safety purposes. Once fully trained, the Village Library will return to being open 24 hours per week.
 - The Charlotte's Web bookmobile has resumed its regular stops with schools and afterschool programs being visited on a rotating basis and when requested. Visits also include low income communities and local shelters. Bookmobile staff have an excellent, effective 'What not to do with books' training that they roll out first.
 - Outreach events yielded a total number of 872 visitors with 12 sites visited.

10. Roundtable

Commissioner Knowles was proud that we were the first in the area to recently return to the use of a bookmobile. Knowles offered congratulations to staff at the successful program and stated that bookmobiles are very valuable resources now and very memorable when she was a kid. Knowles suggested the bookmobile be in the Christmas Parade with kids walking beside dressed as their favorite literary character. Knowles suggested that the parking lot entrance be made bigger when the lot is expanded. Knowles also stated how good it is to be back at the Library after such a long break due to COVID. Commissioner Trenado expressed approval of the plans for Teen Cards and for going fine free. Chairperson Magana suggested that Library staff publish a list of book recommendations to their social media outlets. Magana expressed thanks to Foundation for the monies for the Charlotte's Web garage. It was asked if the Library would see any of the money if Measure Q passed and Bleyl answered that it would go into the general fund, mainly public safety, and that there would be a trickledown effect.

11. Adjournment

The meeting was adjourned at 10:54a. The next regular meeting is scheduled for Tuesday, November 9 at 10a at the Lompoc Public Library, 501 E. North Ave., Lompoc.



Secretary by
Hannah Wallace, Library Administrative Aide

8A. CONSIDERATION OF APPOINTMENT OF ALVIN CABRAL TO FILL VACANCY DUE TO RESIGNATION OF AL THOMPSON

BACKGROUND

The Lompoc Library Art Advisory Committee was formed for the purpose of arranging and scheduling all art exhibits in the Grossman Gallery and the art wall at the Village Library. The Committee is responsible for the review, selection and scheduling of all exhibits, and for determining the appropriateness of the quality and content of all artwork.

The Committee consists of five members appointed by the Library Commission in January for terms of three years. There is no limit to the number of terms a member may serve. When openings occur on the Art Advisory Committee, the Committee will recommend to the Library Commission one or more names for consideration to fill the vacancy.

The Committee will meet at least twice a year, in February and September, to review materials for display. During the February meeting, the Committee will elect one of its members to act as Chairperson during the year. The Library Director will participate on the Committee as an ex officio member, and will act as Secretary to the Committee.

DISCUSSION

With the recent resignation of Al Thompson, the Library Art Advisory Committee, at their February 24, 2022 meeting, discussed and recommended Alvin Cabral. Mr. Cabral's resume/biography will be presented at the Commission meeting.

STAFF RECOMMENDATION

Staff recommends appointment of Alvin Cabral to fill the vacancy due to resignation of Al Thompson.

8C. REPORT ON COLLECTION DEVELOPMENT

BACKGROUND

With the withdrawal of two member libraries from the Black Gold Cooperative Library System, some concerns from the public have been shared with staff members about the amount of materials available at the Lompoc libraries. During the COVID closure, staff were able to inventory and check in all library materials at all locations, shifted items to create a consistent appearance on all shelves, and removed superfluous shelving.

DISCUSSION

What is deselection?

Deselection, commonly referred to as weeding, is removing items from the library shelves based on several different factors such as age, condition, number of copies available, and circulation statistics.

Why is weeding important to a library collection?

Public libraries are not archives and there is simply not enough space to hold on to everything. Weeding can help a library thrive by providing materials that are current, in good condition, and relevant to the community. With older, outdated materials removed, it is easier to see the newer, more frequently requested items on the shelves. It is also a great way for librarians to learn about the collection, where they can see which materials are damaged, need replacing, or need an updated edition. In non-fiction, weeding is imperative to maintain timely information that is not obsolete or outdated.

Why were the Lompoc and Village Libraries weeded?

Prior to the weeding project undertaken in 2020, the Lompoc and Village Libraries had large collections that had resulted in packed shelves, which hinders patrons from finding materials and staff from shelving materials. The collections were overdue for weeding and because staff had the time during the closure, many items were removed from the shelves in a short timeframe.

What happens to weeded items?

If the book is falling apart, growing mold, missing pages/pieces, or has a strong odor, it is recycled. All other weeded items are given to the Friends of the Library to be sold in one of their quarterly book sales.

How full should library shelves be?

Current best practices advise that shelves be from one-half to two-thirds full, leaving space to easily browse and shelve, as well as leave room for displays.

Why are library items displayed face out on shelves?

Many patrons are visual and enjoy browsing by the cover of the book and not the spine. This draws interest to that particular shelf.

Why were shelves removed?

Three rows of shelves were removed in the non-fiction section during the closure. There were three reasons for doing so. 1) Many of the shelves in non-fiction were empty or only contained a few books, consolidating those items decreased the need for so many shelves. 2) For safety reasons, with patron seating behind the

shelves, there was no good sightline for staff to monitor what was occurring in the back of the building. 3) To provide more seating options for patrons.

How often should a library weed the collection?

Ideally, weeding should be an ongoing project. Materials should be inspected when checked in so damaged items are not on the shelves. Some collections should be evaluated more frequently, such as computers and technology, which should be looked at every year.

How are new items selected?

The library has a collection development policy that guides purchases. The current policy has not been updated for some time and will be evaluated in the near future. Staff relies on professional book reviews for most purchases. Popular authors are purchased with multiple copies purchased if demand is high.

Patrons may suggest purchases. At this time, the library also has the Zip Books grant program (from the state of California, administered by the California State Library), which allows patrons to request the purchase of an item, which is then shipped to their home, then later returned by them to add to the collection.

STAFF RECOMMENDATION

This report is provided as information for the library commission.

**LOMPOC PUBLIC LIBRARY SYSTEM
SEPTEMBER 2021 – FEBRUARY 2022 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. All meetings have moved online over the last year.

The new catalog overlay migration took place in September. Staff makes adjustments and improvements on an ongoing basis.

On January 25, 2022, the City of Santa Barbara and the County of San Luis Obispo voted to withdraw from the Black Gold Cooperative Library System. The effects of this situation are still being determined at this time. The other member libraries desire to continue cooperating.

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 in the 21/22 fiscal year, per additional funding from the County.

LIBRARY OPERATIONS – LOMPOC, VILLAGE AND CHARLOTTE’S WEB

General Update

Several reading challenges are available through the library’s Beanstack app. There are new challenges every month for all ages, with the chance to win prizes.

Monthly art installations in the Grossman Gallery began again in October 2021. Every month, local artists are chosen to exhibit in the gallery space at the Lompoc Library. Artists then move a portion of their art to the Village Library for an additional month.

School tours resumed in November.

On November 16, the Lompoc City Council unanimously voted to the elimination of late fines.

The Friends of the Library hosted their annual tabletop Christmas Tree raffle again this year, after not being able to the year before due to COVID closures.

In December 2021, long-time library cataloger Kathy Merrill retired. An existing Library Associate was able to move into the position and trained by Kathy before her departure.

The libraries, along with other city departments, closed from December 23 – January 3 in observation of the holidays.

In January, the library received two grants from the California State Library. One grant for \$10,000 is to resume the popular Zip Books program, where books the library does not own can be mailed directly to the patron's home. The second grant for \$14,940 is to create Read Together Kits designed for early readers and their caregivers.

In-person programming will resume in April for all locations.

Lompoc Public Library

In September, the Lompoc Library hosted the Landsat 9 Interactive Art Installation in conjunction with the programs 50th anniversary and launch.

For the last several months, passive program materials are available in the youth area for families and children to work on together when they come in. Take and Make craft bags have also been provided for patrons of all ages: weekly for youth and monthly for adults.

The Lompoc Library is currently open from 10am – 5pm, Monday – Thursday, and 1 – 5pm Friday and Saturday. Regular evening hours will resume in April.

Village Library

The Village Library is open 24 hours a week: Tuesday – Friday, from 11am – 5pm.

Staff is working on a project to redo call numbers on materials to make them easier for patrons to find and for staff to shelf.

Charlotte's Web Mobile Children's Library

The bookmobile has resumed normal visits to local shelters, schools, and low income housing communities.

In November, the bookmobile hosted a Sidewalk Story event at Casa La Canada Park. Over 100 people attended.

In December, the bookmobile received two community grants (Walmart \$1000 and Coast Hills Credit Union \$500, as a pass through from the Friends of the Library) to fund future programs. The bookmobile attended the Children's Christmas parade.

Because of surging COVID numbers, the bookmobile postponed stops in January and the first two weeks of February.

A new bookmobile assistant position will be available in the near future.

PROGRAMMING AND OUTREACH SERVICES

Programming statistics:

- School tours
 - Tours given: 3
 - Attendees: 113
- Passive Youth Programs and Take & Make Kits
 - Offered: 34
 - Participants: 1,122
- Beanstack Reading Challenges
 - Offered: 12
 - Participants: 200
 - Books Read: 1,504
 - Minutes Read: 51,457
 - Reviews: 182
- Bookmobile
 - Stops: 31
 - Visitors: 2,216

Library staff performed outreach to the following places:

- Boys and Girls Club ASES
- Boys and Girls Club Afterschool Program
- Bridge House Shelter
- Fillmore Head Start
- La Cañada Elementary
- Lompoc Terrace
- Marks' House
- Mission Hills Community Services District
- Santa Rita Village
- YMCA ASES
- YMCA Afterschool Program

Lompoc Public Library System
FY2021/22 Reference and Program Statistics

LOMPOC LIBRARY	Mar		Apr		May		Jun		Current		Previous		
	2022	2021	2022	2021	2022	2021	2022	2021	Year Total	Year Total			
Adult Reference Questions	0	535	0	682	0	687	0	1,410	10,538	9,810			
Youth Services Questions	0	0	0	0	0	807	0	492	2,154	1,299			
WiFi Users	0	120	0	123	0	197	0	289	3,450	1,836			
Computer Sessions	0	0	0	0	0	83	0	279	4,681	362			
Adult Volunteer Hours	0	0	0	0	0	0	0	8	252.4	8			
Youth Volunteer Hours	0	0	0	0	0	0	0	0	0	0			
Total Circ	0	3,494	0	2,930	0	4,346	0	7,852	85,339	51,910			
ILL - In	0	0	0	0	0	0	0	0	0	0			
ILL - Out	0	0	0	0	0	0	0	0	0	0			
GG (Grossman Gallery): Rentals	0	0	0	0	0	0	0	0	3	0			
GG: Library mtgs & progrms	0	0	0	0	0	0	0	2	21	2			
People Counter	0	0	0	0	0	1,252	0	3,211	34,957	4,463			
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	
Adult	0	0	0	0	0	0	0	0	0	0	0	0	
Young Adult	0	0	0	0	0	0	0	0	4	5	0	0	
School	0	0	0	0	0	0	0	0	35	1,039	0	0	
Preschool	0	0	0	0	0	0	0	0	0	0	0	0	
Adult Outreach	0	0	0	0	0	0	0	0	0	0	0	0	
Youth Outreach	0	0	0	0	0	0	0	4	900	6	146	24	1,813
VILLAGE LIBRARY	Mar		Apr		May		Jun		Current		Previous		
	2022	2021	2022	2021	2022	2021	2022	2021	Year Total	Year Total			
Adult Reference Questions	0	0	0	0	0	29	0	112	870	141			
WiFi Users	0	0	0	0	0	41	0	62	737	103			
Computer Sessions	0	0	0	0	0	7	0	18	218	25			
Adult Volunteer Hours	0	0	0	0	0	0	0	0	0	0			
Youth Volunteer Hours	0	0	0	0	0	0	0	0	0	0			
Total Circ	0	0	0	0	0	152	0	946	11,382	2,405			
People Counter	0	0	0	0	0	0	0	256	5,968	256			
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	
Adult	0	0	0	0	0	0	0	0	0	0	0	0	
Young Adult	0	0	0	0	0	0	0	0	0	0	0	0	
School	0	0	0	0	0	0	0	0	0	0	0	0	
Preschool	0	0	0	0	0	0	0	0	0	0	0	0	
Adult Outreach	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	
CHARLOTTE'S WEB LIBRARY	Mar		Apr		May		Jun		Current		Previous		
	2022	2021	2022	2021	2022	2021	2022	2021	Year Total	Year Total			
Reference Questions	0	0	0	0	0	10	0	157	941	167			
Volunteer Hours	0	0	0	0	0	0	0	0	0	0			
Total Circ	0	1	0	1	0	11	0	151	1,638	198			
Honor Books	0	0	0	0	0	0	0	293	1,608	293			
People Counter	0	0	0	0	0	15	0	461	3,297	476			
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	
Young Adult	0	0	0	0	0	0	0	0	0	0	0	0	
School Ages	0	0	0	0	0	0	0	0	0	0	0	0	
Preschool Ages	0	0	0	0	0	0	0	0	0	0	0	0	
Adult Outreach	0	0	0	0	0	0	8	1	7	0	1	15	