



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

TUESDAY, SEPTEMBER 12, 2023, 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 November 8, 2022 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 Commissioner Handbook**  
A discussion will take place at the meeting.
- B. Election of Officers and appointment to positions of responsibility**
- C. Update on the Lompoc Community Benefit Foundation**  
An update will be given by Chairperson Magaña.
- D. Collection Development Policy**  
A copy of the policy is included in the packet.

**9. LIBRARY DIRECTOR'S REPORT FOR NOVEMBER 2022 – AUGUST 2023**

**10. ROUNDTABLE**

Remarks by Commissioners and Staff

**11. ADJOURNMENT**

The next regular meeting is scheduled for Tuesday, November 14, 2023 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  
Lompoc Library  
501 E. North Ave., Lompoc, CA 93436  
Tuesday, November 8, 2022, 10:00 AM  
Regular Meeting Minutes**

**1. Call to Order**

Vice President Molly Gerald called the meeting of the Lompoc Library Commission to order at 10:03 AM.

Commissioners Present: Molly Gerald, Lu Knowles, Maricela Trenado

Commissioners Absent: Olivia Magana, Mary Michelle Moore

Staff Present: Library Director Sarah Bleyl, Library Technician Theo Farias, Administrative Assistant Hannah Wallace

Others Present: Friends of the Library President Teresa Jansen

**2. Adoption of Agenda**

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

**3. Approval of Minutes**

**A. Minutes of the September 13, 2022 regular meeting**

ACTION: Motion/Second: Knowles/Gerald. By a 3-0 vote; Commission approved the minutes with a correction to marking Lu Knowles absent at the September 13, 2022 Library Commission meeting.

**4. Presentations**

Theo Farias provided a presentation on the following:

- Job duties that include:
  - Cataloging and processing library materials.
    - Trained by Kathy Merrill before she retired.
  - Attending meetings with Black Gold consortium.
    - Participates in troubleshooting KOHA with the B.G. group
    - Participates in perfecting the reporting processes for Koha and the other B.G. libraries.
  - Monitoring and managing Zip Book orders.
  - Conducting Spanish Story Time.
  - Assisting staff with Spanish translation and helping edit Spanish language flyers.
  - 1/3 of time is spent at the reference desk with the remainder being focused on his other duties.
- Personal background- Bakersfield resident, Prison employee, Library opportunity, Marriage.

**5. Public Comment**

None.

**6. Library Support Activities**

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

Friends of the Library President Teresa Jansen reported the following:

- The Friends book sale made \$2233.75 including memberships, bookbags and donations.
- Encore has made \$2100 at the Lompoc Library and \$167 at the Village Library.

- Large, visible signage was put up over the Encore shelves in the Village Library in the hopes of drawing more attention and business.
- \$20k was recently disbursed to the Lompoc Library from the Ayers Trust Fund.
- On Oct 6 the Friends received a \$1000 memorial donation.
- Leslie Sevier remains VP; Rob Glasgow moved from interim to Treasurer.
- The annual Christmas Tree raffle is in the works and the expectation is to bring in more money this year than last.

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

A report was not provided by the Foundation.

#### **7. Correspondence**

None.

#### **8. Business**

Library Director Sarah Bleyl Reported the following:

##### **A. City Budget Update**

The budgeting process is different this year but there will be no cuts.

- The new City Manager is standardizing the process by using a new program to format the budget book which will make it easier.
- The first part of the library budget has been submitted featuring ongoing programs, services and accomplishments regarding the previous budget.
- SMART objectives and measures have been established to show how goals will be accomplished.
  - The Library is making a case for more staff, more hours, more services at both of the branches.
- Planned capital improvements include updates to the Youth Patio, HVAC, Youth Restrooms, Book Mobile garage and parking lot expansion.
- Other increases include:
  - An increase in average per capita spending at \$1.25.
  - The city is adding money into budget for Librarians to attend professional conferences.
  - There is an increase of SB County monies as well.

##### **B. Library Programming**

Library Director Sarah Bleyl reported the following:

- Post COVID the Library is looking to expand programming for all ages.
  - Numbers are increasing in attendance, participation and in checked out items.
  - Expanded programming includes:
    - Take and makes- at home crafts:
      - Offering one per week for kids and one per month for adults.
    - Passive programs-crafts at library that can be done when patrons come in:
      - All ages Puzzle Table is very popular.
      - Youth Craft Table and Scavenger Hunt are successful.
      - Teen Advisory Board, evolving Teen Zone, the 'Question of the Week', and crafts like 'Not Your Grandmother's Embroidery' have been highly successful.
    - Community programs- Library programs at the Lompoc Teen Center and Charlotte's Web/Route one Mobile Farmers Market story walk at the Community Gardens are in planning phases.

- Current programming includes Storytimes, Movie Monday, Teen Advisory Board, Teen Program, Craft Club, Village Book Club, Weekly Computer Tutoring, increased use of Beanstack for patron programming and staff training. Adult Pickling Workshops, NASA programs in English and Spanish, Tiny Art Show, Magic Show, Family Movie, Stars War Day, Harry Potter Day, Summer Reading, etc.
- Several considerations are taken when developing library programming:
  - Known interests
  - Staff time
  - Budgets and materials
  - Strategic Plan
    - When programs are tried and don't take off, they are discontinued.
    - Not all programs proposed are a good fit for our library or community (i.e., Poetry, Homework Help).
  - Grant funding for some programs.

#### 9. Library Director's September and October report and updates

Library Director Sarah Bleyl reported the following:

- In September 200 all ages Take and Make Mini Art Kits were distributed at both Libraries. 98 of those mini masterpieces were returned and displayed in the Grossman Gallery in October. 34 patrons attended the art reception on October 15 to view their art and enjoy tiny refreshments.
- A grant of \$10,628, to continue the popular ZIP book program was received from the California State Library.
- 225 community members obtained library cards during Library Card Sign-Up Month in September.
- Piggy backing on the Friends report the distribution of Ayers money is being used to replace furniture at Village Library which is much needed.
- Computer tutoring at the Lompoc Library in September on Wednesdays from 4-6p.
- The Library in conjunction with the City of Lompoc participated in a special trick or treat event on Halloween with approximately 200 youth and families stopping by to participate.
- New drinking fountain was installed at the Village Library in September.
- \$500 donated by the Alpha Club to Charlotte's Web.
- Charlotte's Web Librarian put in English/Spanish bookshelves at Savie Health and at the Lompoc Teen Center.

#### 10. Roundtable

#### 11. Adjournment

The meeting was adjourned at 11:03a. The next regular meeting is scheduled for Tuesday, January 10, 2023 at the Lompoc Public Library, 501 E. North Ave., Lompoc, at 10:00.



Secretary by  
Hannah Wallace, Library Administrative Aide

## COLLECTION DEVELOPMENT POLICY

The Lompoc Public Library System selects, organizes, and makes available materials to engage, empower, and enrich our users as stated in the library mission statement. The Library, and its collection, is adaptive to the interests of our community and reflects multiple points of view.

The Library's primary obligation is to provide the materials most frequently requested by our residents and so patron use is the most powerful influence on the Library's collection: much of the Library's use is from new and popular adult fiction books, children's materials, DVDs, and downloadable/streaming media such as eBooks, audiobooks, movies, and music.

Items in the Library collection will be organized and maintained to make it easy for patrons to find the materials they need. Materials will not be restricted, altered, or labeled because of controversy with the author or the subject matter. Parents and legal guardians, not the Library, have the responsibility to guide and direct the reading, listening, viewing, and internet browsing choices of their minor children.

### SELECTION

Professional librarian staff select all materials to be added to the collection. The final responsibility for materials selection and retention resides with the Library Director. Materials donated by the public must meet the same selection criteria as purchased materials to be considered for inclusion in the collection.

Materials are selected from reviews in professional journals and subject knowledge and expertise of Library staff. All staff members and the public are welcome to recommend materials to be considered for purchase.

### SCOPE OF THE LOMPOC LIBRARY

The Lompoc Library services the entire Lompoc Valley and serves as a resource for the Village Library and the Charlotte's Web Mobile Children's Library. A broad collection of circulating print and non-print materials is selected to accommodate the diversity of tastes, reading levels, languages, and interests of users of all ages. The Lompoc Library also provides a local history collection of materials relating to the Lompoc Valley, local author's shelves, and access to various government documents.

### SCOPE OF THE VILLAGE LIBRARY

The Village Library serves Vandenberg Village. Budget and space limits the collection to materials of high interest to its patrons: it does not duplicate the in-depth sources or special collections of the Lompoc Library. The interests and needs of the actual and potential users of the Village Library are continually evaluated so that it has a collection reflecting the community it serves.

### SCOPE OF THE CHARLOTTE'S WEB MOBILE CHILDREN'S LIBRARY

The Charlotte's Web Mobile Children's Library serves families and children through the Lompoc Valley. The bookmobile's mission of encouraging children to read guides the selection of materials, while budget and space limit the collection to the highest interest materials. The interests and needs of children and families are continually evaluated to assure the collection reflects the community it serves.

## GENERAL SELECTION CRITERIA

- Community interest
- Current demand
- Critical reception/award winning
- Timeliness and significance of subject
- Local interest (author or subject)
- Authoritativeness (reputation or qualifications of author, artist, publisher, or producer)
- Suitability in style and subject for the intended audience
- Format available and quality of production (binding, margins, quality of paper)
- Date of publication
- Budget, cost, and space considerations
- Literary merit

The Library purchases:

- Books
- Local newspapers
- Large print
- Books on CD
- DVDs/Blu-Rays
- Read Along materials
- eBooks/digital magazines
- Downloadable audio books
- Streaming media
- Spanish language materials

Materials not considered for the collection include but not limited:

- Textbooks and curriculum-related works
- Scholarly and technical materials that are carried by academic or special libraries.
- Puzzle or workbooks that encourage filling in blanks.
- Items that will not withstand regular library use.

## LOCAL HISTORY COLLECTION (CALIFORNIA CASE)

The Library actively collects works relating to the local history of Lompoc and the county of Santa Barbara. Depending on the availability of the title, some of these materials may be circulating while others are limited to use inside the building and are shelved in the California Case. Local history items in poor condition may be relocated to the basement where they will be made available by patron request.

## NEW FORMAT CRITERIA

The Library must continually assess new formats and evaluate the capabilities and enhancements that we offer over existing formats. When deciding whether to replace or augment existing formats, we consider:

- Ease of use of the product
- User demand
- Cost of the new format
- Equipment requirements
- Enhancement over the current format equivalent in terms of speed, flexibility, accessibility, or availability
- Anticipated improvements in information storage and retrieval
- Staff and space requirements

#### LOCAL AUTHOR COLLECTION

The Lompoc Library provides shelving for books written by local writers. Local authors are encouraged to share their work with the community by donating it to the Library under the following conditions:

- Authors must be Santa Barbara County residents, or the books must take place in Santa Barbara County, and must be appropriate for a popular collection.
- Loose leaf or spiral bound books will not be accepted for the collection.
- Materials that are donated become the property of the Library and as such cannot be returned to the donor.
- Items will receive a “Local Author” spine label and shelved in the Local Author Collection.
- Donated materials may be removed from the collection if they do not circulate regularly or become damaged, as per the Collection Maintenance Plan.

#### LIBRARY OF THINGS

As the Library continues to grow it may add and circulate items that do not fit into the traditionally established shelving model. These items include but are not limited to: State Park Day Passes, virtual reality equipment, Chromebooks, book kits, discovery packs, or energy savings kits. Items are selected for this collection based on community interest and the Library’s ability to maintain, store, and lend them. Use of individual items may require a liability waiver or be restricted to adult use.

#### COLLECTION MAINTENANCE PLAN

Library staff regularly evaluate and assess materials and space needs for each library collection and follow best practices for deselecting materials. This ensures its usefulness and relevance to the community. Materials determined to be damaged or no longer of value are withdrawn from the collection.

#### DISCARDING LIBRARY MATERIALS

Library materials are discarded for one or more of the following reasons:

- Obsolescence: subject matter is no longer timely, accurate, or relevant
- Damage or poor condition
- Space limitations
- Insufficient use

#### REPLACEMENTS

Replacement of materials withdrawn is not automatic. The decision to replace is influenced by:

- Availability of copies in the system
- Popular interest
- Adequacy of coverage in the subject area
- Significance in subject area
- Cost and availability

#### PROFESSIONAL COLLECTION

To keep current with trends in library services, new programming ideas, and professional development, the Lompoc Library will maintain a non-circulating collection of titles for staff. Titles will be purchased to be read by staff at any level.

#### BOOK CHALLENGES

Library users occasionally question titles that have been selected for the collection. Persons challenging the inclusion of a book, DVD, or other item in the library collection may complete a “Statement of Concern” form. Upon receipt of a completed form, the Library Director will review the item for inclusion in the collection in light of the Library mission statement, the selection criteria of the Collection Development Policy, the Library Bill of Rights, and the American Library Association guidelines on intellectual freedom. The item in question will remain in circulation until a decision has been made. An individual title can be challenged only once every five years. The person filling out the “Statement of Concern” form must reside in the Library’s service area.



## LOMPOC PUBLIC LIBRARY SYSTEM NOVEMBER 2022 - AUGUST 2023 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. Some meetings remain online, while others are now meeting again in person.

There is no update to either the sharing of materials with libraries outside of Black Gold. As for the UAL (unfunded actuarial liability), the county of Santa Barbara will cover the cost for the city of Santa Barbara on an ongoing basis, per this year's county budget discussion. The amount for fiscal year 23/24 is \$20,000.

### COUNTY OF SANTA BARBARA LIBRARY SERVICES

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The Library Advisory Committee continues to meet on a quarterly basis, meetings are now being held in person. In addition, the county will resume meeting quarterly with just the library directors, with the first meeting scheduled for July.

Long time Community Services Director George Chapjian will be retiring in 2023.

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

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#### *General Update*

The annual California State Library statistical report was completed in November 2022. This year's report is due in November of 2023.

The libraries, along with other city departments, were closed from December 23 – January 2 for the holidays. The libraries will be closed again this year from December 23 – January 2.

Staff is finalizing plans for the annual Summer Reading Program. The theme is "Find Your Voice." This year, all programs will be in person for the first time since 2019. The program took place June 1 – July 31.

The library director is currently working with the city and the county for the next year's budgets. Budgets were adopted in June 2023.

Program attendance has been increasing every month. Between September and February, total attendance grew over 400%, from under 400 monthly (September) to almost 2,000 monthly (February).

Staff continues to work with various community partners to present programs around the topic of sustainability. The goal is to hold two or three programs a month throughout the year for all age groups. At this time, both libraries are distributing compost pails for kitchen scraps, provided by the city and the county.

The libraries received more California State Parks Passes for patrons to check out. Four of these passes are "Lucky Day" Passes (two at Lompoc, two at the Village), meaning patrons can pick one up without placing a hold. With

spring coming up soon, more passes will be made available. The library also received three adventure backpacks thanks to a grant from the California State Library. The backpacks contain items such as maps, books, and binoculars to help patrons enjoy exploring nature.

All staff completed Equity, Diversity, and Inclusion (EDI) training and attended monthly meetings to discuss what was being learned.

Both the policies manual and the procedures manual are in the process of being updated. All policies have been revised with EDI principles in mind to remove as many barriers from library use as possible.

The Lompoc Library hosted its first ever Peeps Diorama Contest. Thirty-seven groups submitted their dioramas, showing Peeps working and playing in Lompoc. The People's Choice Award was given out on March 31.

The libraries had a trial subscription to BookPage, a monthly publication to help patrons learn about new and upcoming books. Because it was successful, a year subscription was purchased.

With funding from the Friends of the Library, the library purchased a pass to the MOXI museum in Santa Barbara. There are currently 26 holds on the pass and two more passes will be purchased in July. Patrons will be able to check it out for one week at a time. The pass accommodates two adults and up to five children. There are now three passes in circulation, with 31 people on the hold list.

Dolly Parton's Imagination Library is now available to all youth ages 0 – 5 in Santa Barbara County, thanks to the Dollywood Foundation, the California State Library, and the United Way of Northern Santa Barbara County. Parents can sign up their children to receive a free book monthly from birth through age 5. This program is also available for Spanish speaking children and their families.

Teen volunteers attended orientation in May and June. This summer, they will assist with programming at the Lompoc and Village Libraries and on the bookmobile at the city's weekly Old Town Market. Overall, there were 7 volunteers that donated approximately 60 hours of their time and assisted at both the Lompoc Library and on the bookmobile during Old Town Market.

Staff have been trained in the use of Narcan. The city has installed kits containing Narcan in both libraries and on the bookmobile, to be used in case of a drug overdose in the library or at a library event.

The library received a \$17,000 grant from the California State Library to fund new family programming around the great outdoors. Part of the grant will pay for a permanent story walk location in one of the city parks. The city has identified Beattie Park as the story walk location.

The library received a \$2,500 grant from NASA for youth programming. Programs will take place this fall at both the Lompoc Library and the Teen Center.

The community-wide reading goal for summer was set at 100,000 minutes. That number was surpassed by the end of June. The final total read was 282,862 minutes. 316 people participated, 22 programs had 2,450 attendees, 750 lunches were served, and over 1,100 books were given away.

### *Lompoc Public Library*

The replacement of the youth restrooms will likely take place in October or November.

Due to popular demand, the library added an additional weekly preschool story time in October 2022.

A new program, Wonder Wednesdays, was added in February for 8 – 12-year-old patrons and their families, with projects and activities based on STEAM (science, technology, engineering, art, and mathematics) principles.

Weekly teen programs have continued to pick up more participants every month. The Teen Advisory Board meets monthly to discuss new programs.

Sustainable Lompoc programs have proven popular with all ages. These programs feature guest speakers from various community groups as well as hands on activities like food preserving and gardening.

The youth librarian position is currently vacant. A first round of interviews took place in April and were not successful. A second round of interviews took place in June, where a suitable candidate was offered the position, but the candidate declined. A third round of interviews took place in June. One candidate declined the position.

The library received a \$13,080 grant from the California State Library to fund Lunch at the Library programming this summer. Lunch at the Library (with food provided by LUSD) will be from June 20 – July 14. All youth ages 0 – 18 will have access to a healthy lunch, Monday – Friday between 1 – 2 pm. 750 meals were given out during the summer.

Over 420 people attended a presentation by the Charles Paddock Zoo as part of the Summer Reading Program.

The “Legofy Yourself” program had over 120 attendees. Staff made mini-Lego figurines for youth to decorate as themselves. This program was so popular that it will be held for all ages in the fall.

Page interviews were held in August to fill a vacant position.

### *Village Library*

Staff is in the process of planning programs in addition to the weekly story times and monthly book club.

A community puzzle table was added in October 2022 and has been highly used by Village patrons of all ages.

Passive programs began in January. (A passive program is where the library supplies everything needed for the activity and patrons can sit at the library and complete it. These are usually crafts or scavenger hunt type programs.)

The library began offering Take and Make crafts in February. All thirty packs were handed out to patrons by February 17<sup>th</sup>.

Along with new furniture, the Village Library now has a new wall collage of classic book covers.

The Village’s outdated CD collection has been completely weeded. With the streaming options available through the library, the collection was not being used.

The most popular program so far this summer has been the magic show, with 92 attendees.

### *Charlotte's Web Mobile Children's Library*

The Santa Barbara Foundation will be granting \$1500 to support the bookmobile's "Honor Books" program. These high interest paperback books are available to every child that comes on board the bookmobile without a library card. Kids read the books and return them on their honor, or as soon as they can get their own card.

Coast Hills Credit Union granted \$500 to support the Honor Books program.

The bookmobile participated in Lompoc's Small Business Saturday event on November 26.

The bookmobile participated in Lompoc's annual Christmas parade on December 2.

Interviews for a new bookmobile assistant will take place the second week of March.

Walmart donated \$1,000 to the bookmobile.

A new bookmobile assistant started in June 2023.

A new weekly public stop is located at the County's Public Health Department.

The bookmobile will attend all Old Town Market evenings in July and August.

### **PROGRAMMING AND OUTREACH SERVICES**

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Programming statistics: **Please see the reference statistics report included in the packet.**

Library staff performed outreach to the following places:

- 2-1-1 Community Day Celebration
- Boys and Girls Club Afterschool Program
- Bridge House Shelter
- Clarence Ruth Elementary School
- Fillmore Elementary School
- Hapgood Elementary School
- I Center Head Start
- Kailani Village Apartments
- La Honda STEAM Academy
- Lompoc Community Garden Seed Exchange Event
- Lompoc Unified School District Offices
- Lompoc Valley Middle School
- Lompoc Teen Center
- Lompoc Terrace
- Maple Street Headstart
- Santa Rita Village
- YMCA Afterschool Program

STATEMENT OF CONCERN FORM

**Statement of Concern about Library Material**

All comments submitted will be brought to the attention of the Library Director.

**Patron:** Please include contact information should staff have additional questions.

Name \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

If you are representing an organization, please specify:

\_\_\_\_\_

**Material on which you are commenting:**

Book      DVD Other (specify) \_\_\_\_\_

Title \_\_\_\_\_

Author or Producer \_\_\_\_\_

What specific concern do you have with this material?

Please be specific and cite pages if possible. You may use the back of this form or attach additional sheets if necessary.

Did you read, see, listen, or otherwise use the material in its entirety?

If not, what parts?



Lompoc Public Library System  
FY2023/24 Reference and Program Statistics

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