

**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