

**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