



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

TUESDAY, SEPTEMBER 11, 2018, 10:00 AM
501 E. NORTH AVE., LOMPOC, CA
PRESIDING: ANN RUHGE, CHAIRPERSON

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. APPROVAL OF MINUTES

Minutes of the August 14, 2018 regular meeting

4. PRESENTATIONS

NONE.

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

NONE

8. BUSINESS

A. Late Fines for Youth Materials

A staff report is included in the Commission packet.

9. LIBRARY DIRECTOR'S AUGUST 2018 REPORT

10. ROUNDTABLE

Remarks by Commissioners and Staff

11. ADJOURNMENT

The next regular meeting will be held on Tuesday, October 9, 2018 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.cityoflompop.com the Friday before the Library Commission meetings between the hours of 9:00 AM and 5:00 PM.

**Lompoc Library Commission
Lompoc Public Library
501 E. North Ave., Lompoc, CA 93436
Tuesday, August 14, 2018, 10:00 AM
Regular Meeting Minutes**

1. Call to Order

Chairperson Ruhge called the meeting of the Lompoc Library Commission to order at 10:02 AM.

Commissioners Present: Chairperson Ann Ruhge, Molly Gerald, Luella Knowles, Ron Stassi
Commissioners Absent: Maricela Barraza
Staff Present: Library Director Sarah Bleyl, Library Administrative Aide Lee Edie
Others Present: Janelle Osborne, City Councilwoman; Barbara Raggio, County Library Advisory Committee member

2. Adoption of Agenda

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

3. Approval of Minutes

ACTION: Motion/Second: Gerald/Stassi. By a 4-0 vote, Commission approved the minutes of the June 12, 2018 regular meeting.

4. Presentations

None.

5. Public Comment

Library Advisory Committee member Barbara Raggio shared that she is part of the group tasked to work with the library directors on the county funding formula and they have yet to schedule a meeting. She shared that due to a prior commitment she will not be able to attend the September meeting.

6. Library Support Activities

A. Friends of the Lompoc Public Library System

Friends President Cathy Rudolph reported that their last book sale revenue was approximately \$2,300. She shared that the revenue generated from the Encore used book shelves in the Lompoc and Village libraries almost equals the revenue generated from the four quarterly book sales. They are pleased to be able to offer used materials for sale throughout the year.

B. Library District Libraries Foundation

No report was provided by the Foundation. The Library Director advised that they are working on Santa Barbara Foundation account management.

7. Correspondence

None.

8. Business

A. Discussion about Joint Commission meeting with City Council on June 19, 2018

There was discussion related to topics addressed at the joint Library Commission and City Council meeting held on June 19, 2018.

Councilwoman Janelle Osborne expressed that the Commission did a good job in presenting the report and talking about library services and needs. The Library Director commented on Councilman Mosby's statement that Sunday hours would be nice to have. She would be in favor if it did not take away hours from another day but was skeptical this could happen based on current budget forecast.

Commissioner Stassi asked if an organization could sponsor Sunday hours. He did agree that the statistics show usage and help with determining operation decisions. Commissioner Gerald shared that in the past when it was necessary to reduce library hours and be closed on Sunday, that the Santa Barbara Library was the only library in the Black Gold Cooperative Library System open on Sunday.

B. Summer Reading Program and Restroom Renovation Updates

The Library Director shared statistics for each library while reporting on the very successful Summer Reading Program which produced an increase of 6% over last year and 125% over the last three years.

The Library Director updated Commissioners on the Lompoc Library restroom renovation project and advised that there appears to be adequate funding to do all four restrooms.

9. Library Director's May report and updates

The Library Director presented the staff report. In addition to the written report, the Director informed the Commission of:

- The Library Advisory Committee is not meeting during the summer; next meeting in September.
- Receipt of a Workplace Development Grant through the Black Gold Library System to enhance the collection.
- Met with Library Foundation president about specific needs or signature events they might develop to fund needs other than books and received a positive response.

10. Roundtable

Commissioner Gerald shared that it's been reported to her that the Boys and Girls club is very happy with access to the bookmobile.

She asked about the rental book collection. Staff advised that it has only been used heavily by a couple of people, not as popular as in the past, and wasn't paying for itself. The decision was made to discontinue it and those books added back into the collection. Patrons are not upset with this change.

Commissioner Stassi asked about the Library Director's contact with the new City Manager. Ms. Bleyl reported that Mr. Throop has toured all three libraries and that she meets with him on a regular basis.

Commissioner Ruhge shared that she had been contact by Richard Rosen, a Vandenberg Village citizen and Village Library user regarding the damaged sign at the Village Library. Ms. Bleyl reported that she too had talked with Mr. Rosen. She shared that the County has advised that the sign no longer fits their sign ordinance and that their risk management staff are involved and will be asking for her input regarding the future of the sign.

11. Adjournment

The meeting was adjourned by Chairperson Ruhge at 10:50 AM. The next Regular meeting will be held on Tuesday, September 11, 2018 at 10:00 AM at the Lompoc Public Library, 501 E. North Ave., Lompoc.

8A. LATE FINES FOR YOUTH MATERIALS

BACKGROUND

As staff participate in community events or outreach and discuss the library, late fines are often brought up as a barrier to service. Parents are also concerned about accruing fines due to overdue materials. Once late fines are on an account, many people never return to the library, either because they are embarrassed that they owe money or they are unable to pay the amount. To encourage youth and families to come back to the library and to continue utilizing library services, staff has discussed the possibility of eliminating late fines for youth materials or implementing a “read down your fines” program. Any changes would have to be approved by the city council.

DISCUSSION

Late fines are charged when an item is not returned by the date due and currently the amount is capped at \$8. Other fines are charged for lost or damaged items and these fines would remain in force for all materials. Because of automatic renewals, where an item will renew up to five times (15 weeks of renewals, for a total of 18 weeks of check out time), fines are not being charged as often as they used to be.

Many libraries in the state and throughout the country are reducing or eliminating fines for youth materials and other specific groups. Other libraries offer programs where youth can read for a specified length of time (15 – 60 minutes) to “pay off” fines on their accounts. In order to provide service to as many youth in the community as possible, the staff desires to implement one or both of these suggestions.

The current practice of staff is to waive late fines if requested by the patron with a reasonable excuse for the lateness of the materials (e.g. illness, hospitalization, fire, etc.).

STAFF RECOMMENDATION

Staff would like to implement one or both of the above suggestions, or an alternative option suggested by the commission. When a favorable suggestion is agreed upon, staff and the commission will present this to the city council.

**LOMPOC PUBLIC LIBRARY SYSTEM
AUGUST STAFF REPORT**

BLACK GOLD COOPERATIVE LIBRARY SYSTEM

Black Gold Cooperative Library System meetings attended by staff are listed below:

Date	Black Gold Committee	Attended By
8/1/18	Automated Technical Services and Operations	Christine Bolivar
8/8/18	Reference and Adult Services	Christine Bolivar
8/24/18	Administration Council	Sarah Bleyl

COUNTY OF SANTA BARBARA LIBRARY SERVICES

The Board of Supervisors restored library funding for FY18-19 and directed county staff to work with the library directors to come up with recommendations for a new funding formula for the county library system.

The next LAC meeting is scheduled for September 19 at Lake Cachuma.

LIBRARY OPERATIONS – LOMPOC, VILLAGE AND CHARLOTTE’S WEB

General Update

In August, several staff members were recertified in CPR and basic first aid.

Final Summer Reading Program (SRP) numbers are as follow:

Adult signups: 442

Teen signups: 193

Youth signups: 1,408

Number of programs: 65

Total attendance: 3,676

Books read: 10,154

With 2,043 total signups (6% increase) and 3,676 attendees (4% increase), the popularity of the SRP continues to grow.

The new city website, featuring the library front and center, debuted in August after much work from staff. The library section features prominently because it is one of the most used pages on the city’s website. Updating some sections of the library page is still needed and staff is working on this.

Christine Bolivar, Library Manager, created an Adult Programming Think Tank Committee with staff to plan new programs for adults. With adult participation in SRP increasing (40% increase in signups, 47% increase in program attendance), more programs are being planned to engage adult patrons.

Lompoc Library

Ninety-eight adults attended programs in August. Total children's program attendance was 47 and total teen attendance was 41. (Most children's programs took a short break in August and will return in September.)

Deselection of the adult fiction section continues.

During the month of August, the California Conservation Corps and Child Protective Services hosted tables in the library to inform patrons about the services they offer.

Village Library

Total children's program attendance was 89 for the month of August. Twelve adults attended the reestablished Village Book Club.

Library staff continues working with the county to have the Village Library sign repaired or replaced.

The Village Library now offers Tuesday storytimes twice monthly, as well as the weekly Wednesday storytime.

Alex Newman, Village Library manager, met with staff at the Vandenberg Air Force Base Library to discuss and promote library programs.

Charlotte's Web

In the month of August, 743 children and families visited the bookmobile.

The Graphic Novel Book Club with kids at the YMCA and the Boys and Girls Club during the Summer Reading Program was a success. There was a total of 15 meetings, four author visits, and 74 participants.

The bookmobile will begin making afterschool stops again in September. All sites have been visited and school staff informed of policies to help the stops run smoothly.

Rachell Frazian, bookmobile manager, continues to visit Recovery Way Home twice monthly, providing pre-literacy activities the mothers can duplicate with their children. She has also created read aloud kits to be used by the residents in between her visits.

Ms. Frazian met with the staff from the Housing Authority of Santa Barbara County to plan new bi-monthly stops at Santa Rita Village and Lompoc Terrace.

PROGRAMMING AND OUTREACH SERVICES

During the month of August, 110 adults attended a library program, while 177 youth and teens attended programs.

Xochitl Rocha, Youth Services Manager, represented the library at La Honda STEAM Academy's Back to School Fair and talked to 134 children and adults about library services. Outreach to Vandenberg Middle School resulted in 350 7th graders learning about library services and teen programs.

Ms. Rocha presented an outreach storytime to 20 children and their caregivers at Early Steps to Learning Preschool in August.

Lompoc Public Library System
FY2018/19 Reference and Program Statistics

LOMPOC LIBRARY	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb											
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2019	2018	2019	2018										
Adult Reference Questions	668	576	509	543		542		688		503		435		654		495										
Adult Computer Questions	906	677	1,111	588		592		848		617		627		767		733										
Youth Services Questions	1,426	1,805	1,257	1,688		1,568		1,684		1,537		1,877		1,400		1,273										
WiFi Users	1,212	1,313	1,159	1,303		1,262		1,275		1,169		1,087		1,172		1,110										
Computer Sessions	3,702	4,495	3,835	3,468		3,747		4,159		3,539		4,023		3,723		3,454										
Adult Volunteer Hours	162.5	163.5	156.5	174.1		163		191.5		158		150.5		160.75		154.5										
Youth Volunteer Hours	232	201.25	52.5	88.5		23.5		92.5		79.5		57.25		30		38.75										
Total Circ	24,122	25,137	20,818	22,088		20,485		22,424		19,728		18,709		21,271		18,756										
ILL - In	0	1	1	0		1		0		0		1		0		0										
ILL - Out	0	0	0	1		1		1		0		1		0		0										
GG (Grossman Gallery): Rentals	1	7	1	7		8		7		10		9		8		8										
GG: Library mtgs & progrms	27	31	22	21		22		28		16		23		21		19										
People Counter	14,684	16,683	13,282	15,734		14,362		14,749		11,640		10,540		12,130		11,099										
Programs: # of & attendance	#	Attnd																								
Adult	7	106	13	85	7	118	9	109		7	54		8	69		6	69		5	34		4	73		5	51
Young Adult	6	150	3	54	3	41	2	36		1	5		4	68		1	13		3	39		0	0		1	24
School	17	1013	55	1,848	5	441	10	557		12	89		17	174		17	157		14	297		17	170		15	168
Preschool	11	393	11	220	0	0	6	106		18	533		22	542		16	425		11	211		13	283		14	244
Adult Outreach	0	0	0	0	0	0	0	0		0	0		0	0		1	12		0	0		0	0		1	100
Youth Outreach	1	26	1	21	4	504	1	18		1	16		0	0		1	21		0	0		1	25		1	14
VILLAGE LIBRARY	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb											
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2019	2018	2019	2018										
Adult Reference Questions	184	300	223	273		240		232		209		197		206		188										
Adult Computer Questions	50	46	80	96		61		67		58		56		104		101										
WiFi Users	300	185	320	285		289		296		262		218		247		254										
Computer Sessions	209	218	262	272		230		249		190		229		271		245										
Adult Volunteer Hours	38.75	37	30.5	44.25		28.25		38.25		37.75		18		27.25		35.75										
Youth Volunteer Hours	51	5	6	0		0		0		0		0		0		0										
Total Circ	4,256	3,915	4,067	3,999		3,901		3,734		3,614		3,280		3,584		3,182										
People Counter	5,047	1,874	4,724	2,433		2,187		1,917		1,823		1,650		2,084		1,678										
Programs: # of & attendance	#	Attnd																								
Adult	0	0	1	8	1	12	1	8		1	8		1	1		0	0		0	0		0	0		0	0
Young Adult	0	0	0	0	0	0	0	0		0	0		0	0		0	0		0	0		0	0		0	0
School	4	443	5	195	1	103	1	48		0	0		0	0		0	0		0	0		0	0		0	0
Preschool	5	78	4	38	6	77	5	81		4	124		4	81		5	78		0	0		5	102		4	31
Adult Outreach	0	0	0	0	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		0	0		0	0
CHARLOTTE'S WEB LIBRARY	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb											
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2019	2018	2019	2018										
Reference Questions	109	136	90	93		139		162		158		14		150		226										
Volunteer Hours	0	0	0	0		0		0		0		0		0		0										
Total Circ	575	482	552	597		357		413		344		237		297		457										
Honor Books	192	93	23	79		457		461		461		35		307		261										
People Counter	1,335	1,068	743	731		700		1,174		712		369		552		779										
Programs: # of & attendance	#	Attnd																								
Young Adult	0	0	0	0	0	0	0	0		0	0		0	0		0	0		0	0		0	0		0	0
School Ages	15	1068	0	0	8	297	0	0		15	683		15	867		13	629		5	224		1	22		1	60
Preschool Ages	4	167	1	28	7	260	0	0		1	7		2	178		2	30		1	50		1	50		2	67
Adult Outreach	4	100	0	0	5	186	0	0		2	20		2	178		3	63		1	27		3	50		3	68

Lompoc Public Library System
FY2018/19 Reference and Program Statistics

LOMPOC LIBRARY	Mar		Apr		May		Jun		Current Year Total	Previous Year Total						
	2019	2018	2019	2018	2019	2018	2019	2018								
Adult Reference Questions		540		699		529		641	1,177	6,845						
Adult Computer Questions		781		961		999		1,290	2,017	9,480						
Youth Services Questions		1,312		1,285		907		1,295	2,683	17,631						
WiFi Users		1,191		1,134		1,177		1,215	2,371	14,408						
Computer Sessions		3,893		3,670		3,346		3,525	7,537	45,042						
Adult Volunteer Hours		153.25		145		171.75		150	319	1,936						
Youth Volunteer Hours		28.25		20.75		40.25		266.5	284.5	967						
Total Circ		21,857		20,966		20,670		23,067	44,940	255,158						
ILL - In		0		0		0		0	1	3						
ILL - Out		0		0		0		0	0	4						
GG (Grossman Gallery): Rentals		10		5		2		2	2	83						
GG: Library mtgs & progrms		31		24		28		28	49	292						
People Counter		14,502		12,798		13,353		15,614	27,966	163,204						
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd
Adult		4	64		9	167		5	61		6	80	14	224	81	916
Young Adult		4	82		0	0		1	15		5	67	9	191	25	403
School		16	156		14	112		26	479		17	1,093	22	1,454	230	5,300
Preschool		19	408		20	463		18	384		10	396	11	393	178	4,215
Adult Outreach		0	0		0	0		1	100		0	0	0	0	3	212
Youth Outreach		2	102		3	48		3	98		2	189	5	530	16	552
VILLAGE LIBRARY	Mar		Apr		May		Jun		Current Year Total	Previous Year Total						
	2019	2018	2019	2018	2019	2018	2019	2018								
Adult Reference Questions		205		172		195		218	407	2,635						
Adult Computer Questions		72		56		92		66	130	875						
WiFi Users		254		272		318		20	620	2,900						
Computer Sessions		266		258		332		310	471	3,070						
Adult Volunteer Hours		23.5		35		41		34.5	69.25	401						
Youth Volunteer Hours		0		0		0		9	57	14						
Total Circ		3,788		3,333		3,913		4,318	8,323	44,561						
People Counter		2,108		1,835		4,361		5,379	9,771	29,329						
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd
Adult		0	0		0	0		0	0		0	0	1	12	6	41
Young Adult		0	0		0	0		0	0		0	0	0	0	0	0
School		0	0		0	0		2	111		3	402	5	546	11	756
Preschool		4	71		4	107		5	88		6	116	11	155	50	917
Adult Outreach		1	6		0	0		0	0		0	0	0	0	1	6
Youth Outreach		0	0		0	0		0	0		0	0	0	0	0	0
CHARLOTTE'S WEB LIBRARY	Mar		Apr		May		Jun		Current Year Total	Previous Year Total						
	2019	2018	2019	2018	2019	2018	2019	2018								
Reference Questions		271		171		132		146	199	1,798						
Volunteer Hours		0		0		0		0	0	0						
Total Circ		546		615		350		421	1,127	5,116						
Honor Books		355		278		404		59	215	3,250						
People Counter		860		654		892		1,125	2,078	9,616						
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd
Young Adult		0	0		0	0		0	0		0	0	0	0	0	0
School Ages		3	191		2	125		14	812		10	870	23	1,365	79	4,483
Preschool Ages		4	128		5	52		1	4		4	155	11	427	24	749
Adult Outreach		4	74		6	120		2	131		3	100	9	286	29	831