



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

TUESDAY, NOVEMBER 17, 2015, 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 October 13, 2015 regular meeting

4. PRESENTATIONS

Certificate of Appreciation for Linual White

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 5 minutes.

6. LIBRARY SUPPORT ACTIVITIES

- A. Friends of the Library
- B. Library Foundation

7. CORRESPONDENCE

None

8. BUSINESS

- A. **Charlotte's Web Mobile Children's Library update**
An update will be given at the meeting.
- B. **Literacy Program update**
An update will be given at the meeting.

9. LIBRARY DIRECTOR'S OCTOBER 2015 REPORT

10. ROUNDTABLE

Remarks by Commissioners and Staff

11. ADJOURNMENT

The next regular meeting will be held on Tuesday, December 8, 2015 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 Grossman Gallery
501 E. North Ave., Lompoc, CA 93436
Tuesday, October 13, 2015, 10:00 AM
Regular Meeting Minutes**

1. Call to Order

President Ruhge called the meeting of the Lompoc Library Commission to order at 10:00 AM.

Commissioners Present: Luella Knowles, Barry Marks, Ann Ruhge, Linual White

Commissioners Absent: None

Staff Present: Sarah Bleyl, Library Director; Molly Gerald, Interim Library Director; Lee Edie, Library Administrative Aide

2. Adoption of Agenda

MOTION: It was moved, seconded (Knowles/White), and unanimously carried to discuss the agenda items in order as presented.

3. Consent Calendar

MOTION: It was moved, seconded (Knowles/Ruhge), and unanimously carried to approve the Consent Calendar as presented.

4. Presentations

None.

5. Public Comment

None.

6. Library Support Activities

A. Friends of the Lompoc Public Library System

No report provided.

B. Library District Libraries Foundation

Foundation President submitted a written report. Robyn Small, Foundation Vice President was present and emphasized information from the report.

C. County Library Advisory Committee

Judith Dale reported on a roundtable discussion held at the September 16th meeting of the County Advisory Committee (LAC) meeting to discuss options on how to increase funding, including a countywide parcel tax. She requested that the funding subcommittee report presented at the September LAC meeting be provided to the Library Commission.

7. Correspondence

None.

8. Business

A. Request from Lompoc Library District Libraries Foundation (LDLF) to serve wine in Lompoc Library's Grossman Gallery during a Chamber of Commerce Mixer on November 5, 2015.

MOTION: It was moved, seconded (White/Marks), and unanimously agreed to approve the request.

B. Village Library budget update

Interim Library Director Molly Gerald reported that the County funding subcommittee met and considered options to increase funding for all County libraries with a particular look at branch funding for libraries that only receive County funds for operations. The subcommittee presented its findings to the full Advisory Committee at the September 16th meeting. Third District Supervisor Doreen Farr requested that some hours be added back to the Village Library if at all possible, following the reduction in hours from 41 to 25 in late June. The Library Director reviewed information in her written report, including the possibility of adding hours in support of an earlier start for weekly story time. She recommended an examination of the budget and staffing model by the new Library Director with the possibility of adding two hours to the schedule.

C. Charlotte’s Web Mobile Children’s Library update

Interim Library Director Molly Gerald reported that the best temporary storage site for the bookmobile will be at the Water Treatment Plant. The City Manager is aware that site improvement needs to proceed on the I Street lot and the Public Works Department has been provided with the components needed to satisfy the commitment made to the Benton Trustees. Commissioner White agreed that the original intent was to use the I Street property and stated that the recommended improvements should move forward. These include a new entry gate to the property, a driveway, and a pad for the bookmobile. A shelter for story times and Summer Reading and murals attached to the fencing were also noted as important site improvements.

Staff further reported that interviews are scheduled for the Librarian I position that will be in charge of the bookmobile and thereafter interviews will be held for a part-time Library Assistant I to drive the vehicle and share the duties of circulation, etc. during bookmobile service. Hours, schedule, routes, etc. will be determined.

D. Literacy Program update

Interim Library Director Molly Gerald provided detailed information in the written report. In her recommendation the new Library Director should meet with the Central Coast Literacy Council director to review the program and the contract and provide information to the Commission to determine the best path forward for library literacy.

E. Update on the Library entry in the Handbook for Commission, Committee, and Board Members

The updated Handbook for Commission, Committee and Board Members provided a very short “General Function” statement for the Library Commission. It was recommended that a statement that provides more detail similar to statements related to a number of other City’s commissions be considered. The Commission appointed Commissioner Knowles and Commissioner Ruhge to serve on an ad hoc committee to meet with the Library Director to develop recommended Commission functions that can then be considered for approval by the Library Commission. A recommendation can then be made to the City Manager that the Handbook be revised to reflect the changes.

9. Library Director’s September report and updates

No new information was provided.

10. Roundtable

Commissioner Marks in appreciation of Ms. Gerald serving as Interim Library Director, presented her with a book and welcomed the new Library Director, Sarah Bleyl, with a book. Commissioner Marks reported his pleasure with the cleaning of the Library’s parking lot and would like to see it cleaned on a regular basis. In addition and related to Commissioner White’s previous statement that he would not

be reapplying for his seat on the Commission, Commissioner White was urged to remain until his vacancy could be filled. He indicated that he had requested a meeting with the Library Director, Interim Director, and Commission Chairperson after today's meeting and would make an announcement. It was his intent to stay on if possible.

11. Adjournment

The meeting was adjourned by Trustee Ruhge at 11:09 AM. The next Regular meeting will be held on Tuesday, November 10, 2015 at 10:00 AM at the Lompoc Public Library.

Barry Marks, Secretary
by Lee Edie, Library Administrative Aide

Certificate of Appreciation

In recognition of outstanding achievements on behalf of the Lompoc Public Library System and its patrons, the Library Director and the Library Commission wish to express their appreciation to

Linual White

for his service originally as a Library Trustee and recently as a Library Commissioner representing the Village Library service area from February 2011 to November 2015. His experience in city government has been a valued asset and provided insight on many issues that came before the Board/Commission. During this tenure he dedicated his time and energy in the decision making process that covered library staffing issues and compensation, along with rules, regulations, and fees governing Library services. He contributed a diplomatic and collaborative approach to discussion throughout his tenure.

Specifically Linual is commended for his valued insights and political acumen, his instrumental role in establishing a Library Reserve Fund Balance Use Policy, and his respected insight during the process of transforming the Library into a full City Department and the Library Board of Trustees to a Library Commission. A proponent of the Charlotte's Web Children's Library, he worked with staff through the transformation from brick and mortar to a mobile library.

Linual has been a remarkable advocate for the Libraries in our service area with his 12+ years of fundraising in excess of \$180,000 as a member of the Turducken Dinner Group. His dedication and good humor will be greatly missed.

Given this 17th day of November, 2015

Library Director



Library Commissioner

LOMPOC PUBLIC LIBRARY SYSTEM OCTOBER 2015 STAFF REPORT

LIBRARY OPERATIONS – LOMPOC AND VILLAGE

Facility

The office space in the children's area was remodeled by Facilities Maintenance to make it into a more usable work space. A new door with a window and keypad lock was installed and now opens outward. Some cabinets were removed. The computer server will be moved from the Youth Services Manager's office into the new office space.

Village Library

Paige Harris has been offered the part-time General (Technician) position at the Village Library. She will start training in November performing the duties of a Library Assistant I.

Charlotte's Web

The director is scheduled to travel to Wisconsin to inspect the Charlotte's Web Mobile Children's Library on Wednesday, November 11th. A Fleet Division employee will also travel on the inspection trip. Lompoc Library bookmobile consultant, Michael Swendrowski will be on hand for the inspection. The vehicle will then be delivered to Lompoc.

The director, Library Manager Sara Doehring, and Xochitl Rocha, Youth Services Manager, interviewed three candidates for the bookmobile's Librarian I position. Additionally, the director and Ms. Rocha met with another candidate that had been interviewed previously.

Literacy

The director met with Laura Davidson, Central Coast Literacy Council Director, and the Literacy Coordinator, Lupe Maldonado-Alvarado, to discuss the literacy program. They will be providing a quarterly report. An updated report will be provided at the next Commission meeting.

Technical Services

Library Manager, Sara Doehring and Kathy Merrill, Library Technician I/Cataloger, participated in a conference call with specialists from materials vendor Baker & Taylor on October 15th to finalize details for new custom library services (CLS). New items will begin to arrive shelf-ready within the next few weeks.

General Staff Update

Ms. Doehring led a general library staff meeting on Friday, October 9th.

Ms. Doehring and Maria Parker, Library Technician II, attended the Volunteer Engagement Institute at the Santa Maria Library. This day long workshop focused on finding volunteers to use for specific library services and programs.

Financial

The director met with the Management Services Director to discuss encumbrance requests. These have been allowed to be carried over into the 2015-17 budget cycle.

PROGRAMMING AND OUTREACH SERVICES

The director met with Dena Hardeman, Director of the Lompoc Boys and Girls Club to discuss partnership opportunities and a possible bookmobile stop.

Ms. Doebling attended the C3H meeting on homeless assistance in Lompoc on October 21st.

Xochitl Rocha was approached by a community member for an outreach event, 4H of Lompoc's Halloween party on Saturday, October 24th. She read spooky stories to about 50 participants and handed out flyers of library programs.

The Youth Department presented 30 different programs this month, with a total attendance of 565.

Lompoc Public Library System
2015-2016 Reference and Program Statistics

LOMPOC LIBRARY	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Yr. Total								
	2015						2016														
Adult Reference Questions	1,021	916	709	757									3,403								
Adult Computer Questions	694	553	444	486									2,177								
Youth Services Questions	715	567	569	608									2,459								
WiFi Users	702	730	688	832									2,952								
Computer Sessions	4,109	3,900	3,783	4,131									15,923								
Adult Volunteer Hours	252	164	154	165									735								
Youth Volunteer Hours	167	33	23	33									255								
Total Circ	21,824	18,529	20,143	TBD									60,496								
ILL - In	0	0	0	0									0								
ILL - Out	0	0	0	0									0								
GG (Grossman Gallery): Rentals	0	2	3	3									8								
GG: Library mtgs & progrms	40	14	14	16									84								
People Counter	18,278	15,119	15,708	17,205									66,310								
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attendance	
Adult	0	0	1	9	1	1	0	0												2	10
Young Adult	6	38	0	0	1	15	0	0												7	53
School	9	669	1	18	5	19	12	156												27	862
Preschool	8	121	0	0	17	398	18	409												43	928
People Count: 5 days no reading																					
VILLAGE LIBRARY	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Yr. Total								
	2015						2016														
Adult Reference Questions	237	214	199	167									817								
Adult Computer Questions	56	82	60	71									269								
WiFi Users	54	43	62	60									219								
Computer Sessions	331	369	386	394									1,480								
Adult Volunteer Hours	68	66	65	63									262								
Youth Volunteer Hours	6	0	12	18									36								
Total Circ	3,559	2,950	3,190	TBD									9,699								
People Counter	2,584	2,000	2,444	2,421									9,449								
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attendance	
Adult	0	0	0	0	0	0	0	0												0	0
Young Adult	0	0	0	0	0	0	0	0												0	0
School	4	188	0	0	0	0	0	0												4	188
Preschool	5	55	4	70	4	80	4	52												17	257