



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

TUESDAY, DECEMBER 8, 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 November 17, 2015 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 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. **Discussion about County library system funding**
A report is included in the packet.

9. LIBRARY DIRECTOR'S NOVEMBER 2015 REPORT

10. ROUNDTABLE

Remarks by Commissioners and Staff

11. ADJOURNMENT

The next regular meeting will be held on Tuesday, January 12, 2016 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, November 17, 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

Commissioners Absent: None

Staff Present: Sarah Bleyl, Library Director; Lee Edie, Library Administrative Aide;
City Councilman DeWayne Holmdahl

2. Adoption of Agenda

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

3. Consent Calendar

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

4. Presentations

A Certificate of Appreciation was provided to outgoing Library Commissioner 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 provided valued insights and political acumen on many issues that came before the Board/Commission and he was a remarkable advocate for the libraries in our service area.

5. Public Comment

Judith Dale reported that the County is looking into a possible parcel tax and ways it might be structured whether it be county wide or regional. City Councilman Holmdahl added that a parcel tax really affects the agriculture community who own multiple parcels. Commissioner Ruhge requested this item be considered for discussion at the next meeting.

6. Library Support Activities

A. Friends of the Lompoc Public Library System

Friends President Cathy Rudolph reported that their October book sale broke previous sale records and garnered over \$400 in dues whose expiration extends through 2016. Sales of 62 tickets for the November benefit performance by Lompoc Civic Theater made the play, *Inside/Outside* a great success raising a little over \$650. The Friends were honored by library staff with a reception of appreciation on National Friends of the Library day.

B. Library District Libraries Foundation

Foundation President Melinda Aguirre reported that their Chamber Mixer, held at the Library on November 12, was well attended. She passed out their current newsletter advising that it is mailed to approximately 900 individuals. At their November 12, 2015 Board meeting there was a round

table discussion regarding dissolving the organization in June 2016 and turning over their funds to the Santa Barbara Foundation.

7. Correspondence

None.

8. Business

A. Charlotte's Web Mobile Children's Library update

Library Director Sarah Bleyl reported that she and the lead mechanic from the City's Fleet Division will be traveling to Wisconsin to meet with the consultant, inspect the bookmobile and address any concerns. It will then be driven to Lompoc and delivered to the Fleet Division for servicing before being available to Library staff. Plans for an open house are in progress. Interviews for the bookmobile librarian have been scheduled and once hired, staff will be scheduling site visits.

B. Literacy Program update

Library Director Sarah Bleyl reported that she has met with CCLC (Central Coast Literacy Council) staff to become more familiar with the program. Although the contract indicates that an ESL program is to be included, concentrating on adult literacy is the main focus. A future update will be provided after further review of the program and working towards a sustainable program.

CCLC Director Laura Davidson and Coordinator Lupe Maldonado were present. Ms. Davidson shared that a grant from Rosetta Stone was received and laptops will be purchased within the next two weeks for both the Lompoc and Santa Maria programs. She also shared that a tutor training session is scheduled for February 2016.

9. Library Director's October report and updates

Ms. Bleyl reviewed items in the staff report. After announcing that a one-time encumbrance of most balances from the 2014-15 budget has been approved, Commissioner Marks asked for a recap and status report of items designated for purchase with Library reserves.

10. Roundtable

Commissioner Knowles shared that during a recent visit, she was surprised with the number of DVDs one patron was checking out which impacted others waiting in line. The conversation shifted to the use of the self-check kiosks and that staff continue to guide patrons to the kiosks to expedite their checkout experience. Commissioners Knowles and Ruhge had helped with tutoring patrons on the use of the kiosks when they were first installed and Commissioner Ruhge offered to assist again during times when staff know there is the greatest need.

11. Adjournment

The meeting was adjourned by Trustee Ruhge at 10:56 AM. The next Regular meeting will be held on Tuesday, December 8, 2015 at 10:00 AM at the Lompoc Public Library.

Barry Marks, Secretary

by Lee Edie, Library Administrative Aide

8B. DISCUSSION ABOUT COUNTY LIBRARY SYSTEM FUNDING

BACKGROUND

Currently, the county is exploring options to help fund the libraries. One of the options they've discussed is a parcel tax. A parcel tax is a form of property tax and it is a flat tax on each parcel of real estate, regardless of the value of that property. This is considered a special tax and requires approval by 2/3rds of the voters. Many library systems have either a parcel tax or a sales tax to increase funding. These measures are worded in such a way that the money may only be used to support the library. The discussion with the county is in the early stages but there has been talk of a \$20 parcel tax that may be on the November 2016 ballot.

DISCUSSION

The most important part of this process is advocacy. The Library Commission is an important and vital part of that advocacy because library staff may not advocate, only provide information. Library staff may not collect signatures or encourage people to vote for such a measure; however, they can explain how the library would benefit from the passing of a parcel tax (more hours, more materials, more staff, more programs). Because any parcel tax would require a 2/3rds vote, advocacy is imperative to ensure success.

LOMPOC PUBLIC LIBRARY SYSTEM

NOVEMBER 2015 STAFF REPORT

LIBRARY OPERATIONS – LOMPOC AND VILLAGE

Commission

On December 1st, Molly Gerald was unanimously approved by the City Council to fill one of two vacancies on the Library Commission.

Village Library

Paige Harris (part-time General (Technician)) has been trained and is now working exclusively at the Village Library.

The director met with the Vandenberg Village Association on November 18th to discuss the Village Library.

Charlotte's Web

The bookmobile is scheduled to arrive on Friday, December 4th. If it arrives on time, the bookmobile will be in the Lompoc Children's Christmas parade that evening.

Interviews have been concluded for the Librarian I bookmobile position. A great candidate has been selected and the director is working with Human Resources to complete the hiring process.

Literacy

The Central Coast Literacy Council provided their 3rd quarter report and is included with this report.

Technical Services

Through the diligence of Library Manager, Sara Doehring and Kathy Merrill, Library Technician I/Cataloger, who have been working with our materials vendor Baker & Taylor, new library materials are now arriving shelf-ready, as the final changes have been made for our new custom library services (CLS).

General Staff Update

Ms. Doehring led a general library staff meeting on Friday, November 20th.

Financial

Per a request from Commissioner Marks, the document concerning the library reserves funds is included with this report.

PROGRAMMING AND OUTREACH SERVICES

Ms. Doehring attended the Reference and Adult Services meeting (Black Gold) on November 18th. She also attended the C3H meeting on homeless assistance in Lompoc on November 18th.

Youth Services Librarian Xochitl Rocha attended the 7th annual Boys and Girls Club Community Breakfast on November 19th. She also viewed a webinar presented by the Young Adult Library Services Association on Teen Programming.

The Youth Department presented 25 different programs this month, with a total attendance of 439. One of these programs was for International Games Day at the Library, with 60 people attending.



LOMPOC LITERACY

Program Update

Submitted November 6, 2015

Program Accomplishments

FY 2015/2016

- Provided Adult Literacy on Computer Program Training
Included Materials:
 - How to Teach Writing
 - How to Build Vocabulary
 - How to Be an Effective Tutor
 - How to Prepare Lesson Plans

- Maintained Guidelines of Learner Roles & Goals Tracking and Reporting System.
 - Tracking of learner goals by category along with the start, progress, and completion dates.

- Maintained Tutor Hours Tracking & Reporting System. For each tutor we are tracking their reported hours by month for each category:
 - Preparation hours
 - Tutoring hours
 - Travel hours
 - Training hours
 - Other hours (testing, grading, etc.)

- Initiated on-going training with tutors.

- Revised and updated tutor database.

Primary Program Accomplishments Cont.

- Administered a 12-step new learner intake and assessment process to five new learners.
- Completed three new learner/tutor matches.
- Collaborated with Lompoc Valley Chamber of Commerce to accomplish the following:
 - Attended Chamber Mixer Event
 - Attended workshop to place the Lompoc Literacy Program on "Google My Businesses in Lompoc"
 - Friday Focus Weekly e-Newsletter
 - Monthly Newsletter
 - Community Bulletin Board
- Lompoc Family YMCA
 - Meeting with staff to establish collaboration/referrals.
 - Provided updated flyers.
- Lompoc Adult Education of LUSD
 - Meeting with Ms.Coggins, Principal of Lompoc Adult Education for program overview.
 - Literacy program received referrals for one-to-one potential learners and future use of Rosetta Stone.
- Santa Barbara County Workforce Investment Board
 - Lompoc Literacy Program included in community bulletin board.
- Good Samaritan Shelter (Mark's House)
 - Establish referral system for continuous adult literacy.

Community Outreach Cont:

- Lompoc Record (delivered literacy office hours flyer).
- Provided Literacy Program overview to the Director of Education at La Purisima Church.
- Initiated contact with Life Options, Vocational, and Resource Center.
- Attended Lompoc Launchpad workshops (total of two).
- Contacted Allan Hancock College-Language and Communication Department.
- Provided flyers to staff at Transitions-Mental Health Association.

Flyers have been re-posted/distributed at:

- La Favorita Market
- Albertsons
- Vons
- FoodsCo
- Starbucks
- Yogurt Creations
- Johnson's Donuts
- Dick Dewees Center
- Anderson Recreation Center

Community Outreach Cont:

- Dorothy Jackson/Adult Education Office
- Veterans Memorial Hall
- Lompoc Public Library
- Lompoc Airport
- Misc. gas stations, shops & offices

TUTORS:

Total Tutors	New Tutors Added (included in total)	Tutor Hours
41	5	2,100

- The average number of tutors in 2005-2008 when the program had a full-time coordinator was 32.
- The statewide average is approx. 12 tutors for each Library Literacy Program (per the data provided in Gov. Brown's Literacy Proclamation).

ADULT LEARNERS:

Total Adult Learners	New Learners Added (included in total)	ESL Learners (included in total)	Additional Tutor-Learner Matches
64	5	5	6

- New students have recently been added from Korea, Guatemala, & Mexico.
- The average number of learners in 2005-2008 when the program had a full-time coordinator was 54.
- The statewide average is 27 learners per each Library Literacy Program (per the data provided in Gov. Brown's Literacy Proclamation).

ROLES & GOALS:

Total Goals (identified by learners)	Goals Completed (reported by tutors since July)	Long-Term Goals Accomplished (reported by tutors)
330	43	<ul style="list-style-type: none"> • Pass the Driver's Test • Register to vote • Learn the 100 questions & answers for the Citizenship Test. • Read medicine labels • Interact with school teachers • Pass the Food Handlers exam • Learn the alphabet & sounds • Read a 4th grade level book • Write an essay, letter, or email

The decision regarding which goals are pursued and the actual results are dependent on each learner's ambitions, ability, attendance, motivation, and the level of difficulty of their goals.

Update on Goals for 2015/2016

- Computer based learning will be expanded.
 - The Central Coast Literacy Council was awarded a grant in October to purchase laptops & Rosetta Stone software. The Santa Maria program will share the laptops and software with the Lompoc Literacy Program once the laptops have been purchased. The process is in progress.

Staff Update:

Tom Rutherford, Lompoc Literacy Coordinator's Last Day of Employment: July 23, 2015

Lupe Maldonado, Current Lompoc Literacy Coordinator's First Day of Employment: September 10, 2015

Library Reserves Expenditures
Approved by Library Board of Trustees
February 10, 2015

Item	Estimated Cost	Actual Cost
Furniture upgrade in staff offices to support ergonomics and prevent workman comp issues	\$6,000.00	
Purchase Library Vehicle	\$21,000.00	19,483.00
Lompoc Public Library Sign	\$3,040.00	
Carpet	\$120,000.00	
Entry Doors	\$24,675.00	24,875.00
Bathroom Remodel-ADA	\$125,000.00	
Total	\$299,715.00	
Concrete for trash cans and bike racks	\$20,970.00	
Dumbwaiter-replacement	\$44,100.00	
Repair Concrete Ledge	\$10,000.00	
Total	\$374,785.00	
Total Reserves as of 6/30/14	\$324,867.00	
Difference	\$49,918.00	

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	525								3,928								
Adult Computer Questions	694	553	444	486	301								2,478								
Youth Services Questions	715	567	569	608	436								2,895								
WiFi Users	702	730	688	832	510								3,462								
Computer Sessions	4,109	3,900	3,783	4,131	3,175								19,098								
Adult Volunteer Hours	252	164	154	165	114								849								
Youth Volunteer Hours	167	33	23	33	45								300								
Total Circ	21,824	18,529	20,143	23,526	21,426								105,448								
ILL - In	0	0	0	0	0								0								
ILL - Out	0	0	0	0	0								0								
GG (Grossman Gallery): Rentals	0	2	3	3	4								12								
GG: Library mtgs & progrms	40	14	14	16	15								99								
People Counter	18,278	15,119	15,708	17,205	13,899								80,209								
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attendance	
Adult	0	0	1	9	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	2	10
Young Adult	6	38	0	0	1	15	0	0	1	11										8	64
School	9	669	1	18	5	19	12	156	9	121										36	983
Preschool	8	121	0	0	17	398	18	409	15	307										58	1,235
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	79								896								
Adult Computer Questions	56	82	60	71	38								307								
WiFi Users	54	43	62	60	47								266								
Computer Sessions	331	369	386	394	246								1,726								
Adult Volunteer Hours	68	66	65	63	51								313								
Youth Volunteer Hours	6	0	12	18	10								46								
Total Circ	3,559	2,950	3,190	3,849	3,222								16,770								
People Counter	2,584	2,000	2,444	2,421	1,743								11,192								
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attendance	
Adult	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0
School	4	188	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	188
Preschool	5	55	4	70	4	80	4	52	3	49										20	306