



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

TUESDAY, MARCH 14, 2023, 10:00 AM
LOMPOC PUBLIC LIBRARY GROSSMAN GALLERY
501 E. NORTH AVENUE, LOMPOC, CA
PRESIDING: OLIVIA MAGAÑA, CHAIRPERSON

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. APPROVAL OF MINUTES

Minutes of the November 8, 2022 regular meeting

4. PRESENTATIONS

A. Rachell Frazian – Librarian I/Bookmobile Manager

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

8. BUSINESS

A. **Library Commissioner Handbook**

A discussion will take place at the meeting.

B. **Election of Officers and appointment to positions of responsibility**

9. LIBRARY DIRECTOR'S REPORT FOR NOVEMBER - FEBRUARY

10. ROUNDTABLE

Remarks by Commissioners and Staff

11. ADJOURNMENT

The next regular meeting is scheduled for Tuesday, May 10, 2023 at **the Village Library, 3755 Constellation Rd.**, 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.cityoflompoc.com the Friday before the Library Commission meetings between the hours of 9:00 AM and 5:00 PM.

**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

LOMPOC PUBLIC LIBRARY SYSTEM NOVEMBER 2022 - FEBRUARY 2023 STAFF REPORT

BLACK GOLD COOPERATIVE LIBRARY SYSTEM

Black Gold Cooperative Library System meetings are attended on an ongoing basis. These include: Administrative Council, Reference and Adult Services, Youth Services, and Automated and Technical Services. Some meetings remain online, while others are now meeting again in person.

There is no update to either the sharing of materials or the UAL (unfunded actuarial liability) issues with Santa Barbara and San Luis Obispo Libraries.

COUNTY OF SANTA BARBARA LIBRARY SERVICES

The Library Advisory Committee continues to meet on a quarterly basis, meetings are now being held in person.

LIBRARY OPERATIONS – LOMPOC, VILLAGE AND CHARLOTTE’S WEB

General Update

The annual California State Library statistical report was completed in November.

The libraries, along with other city departments, were closed from December 23 – January 2 for the holidays.

Staff is finalizing plans for the annual Summer Reading Program. The theme is “Find Your Voice.” This year, all programs will be in person for the first time since 2019.

The library director is currently working with the city and the county for the next year’s budgets.

Program attendance has been increasing every month. Between September and February, total attendance grew over 400%, from under 400 monthly (September) to almost 2,000 monthly (February).

Staff is working with various community partners to plan a series of programs around the topic of sustainability. The goal is to hold two or three programs a month throughout the year for all age groups. One of the library patios is in the process of being renovated to showcase some of the sustainable measures patrons can use at home.

The libraries received more California State Parks Passes for patrons to check out. Four of these passes are “Lucky Day” Passes (two at Lompoc, two at the Village), meaning patrons can pick one up without placing a hold. With spring coming up soon, more passes will be made available. The library also received three adventure backpacks thanks to a grant from the California State Library. The backpacks contain items such as maps, books, and binoculars to help patrons enjoy exploring nature.

All staff completed Equity, Diversity, and Inclusion (EDI) training and attended monthly meetings to discuss what was being learned.

Both the policies manual and the procedures manual are in the process of being updated. All policies have been revised with EDI principles in mind to remove as many barriers from library use as possible.

The libraries have a trial subscription to BookPage, a monthly publication to help patrons learn about new and upcoming books.

Lompoc Public Library

Due to popular demand, the library added an additional weekly preschool story time in October.

A new program, Wonder Wednesdays, was added in February for 8 – 12 year old patrons and their families, with projects and activities based on STEAM (science, technology, engineering, art, and mathematics) principles.

Weekly teen programs have continued to pick up more participants every month. The Teen Advisory Board meets monthly to discuss new programs.

Sustainable Lompoc programs have proven popular with all ages. These programs feature guest speakers from various community groups as well as hands on activities like food preserving and gardening.

Village Library

Staff is in the process of planning programs in addition to the weekly story times and monthly book club.

A community puzzle table was added in October and has been highly used by Village patrons of all ages.

Passive programs began in January. (A passive program is where the library supplies everything needed for the activity and patrons can sit at the library and complete it. These are usually crafts or scavenger hunt type programs.)

The library began offering Take and Make crafts in February. All thirty packs were handed out to patrons by February 17th.

Along with new furniture, the Village Library now has a new wall collage of classic book covers.

Charlotte's Web Mobile Children's Library

The Santa Barbara Foundation will be granting \$1500 to support the bookmobile's "Honor Books" program. These high interest paperback books are available to every child that comes on board the bookmobile without a library card. Kids read the books and return them on their honor, or as soon as they can get their own card.

Coast Hills Credit Union granted \$500 to support the Honor Books program.

The bookmobile participated in Lompoc's Small Business Saturday event on November 26.

The bookmobile participated in Lompoc's annual Christmas parade on December 2.

A community story walk is planned for the near future the Lompoc Community Garden. Community members will be able to read “Nosotros Means Us” while exploring the garden grounds. Program partner Route 1 Farmer’s Market will be there with local produce to purchase and community gardeners will provide snacks for attendees.

Interviews for a new bookmobile assistant will take place the second week of March.

PROGRAMMING AND OUTREACH SERVICES

Programming statistics:

- School Tours
 - Tours given: 3
 - Attendees: 50
- Outreach Events
 - Events attended: 2
 - Attendees: 225
- Passive Programs and Take & Make Kits
 - Offered: 72
 - Participants: 1,711
- Programs (Adult, Teen, and Youth)
 - Offered: 42
 - Participants: 1,720
- Beanstack Reading Challenges (November only, December numbers will be included in the next report)
 - Offered: 9
 - Participants: 111
 - Books Read: 930
 - Minutes Read: 91,836
 - Reviews: 70
 - Activities Completed: 399
- Bookmobile
 - Stops: 52
 - Visitors: 1,618

Library staff performed outreach to the following places:

- 2-1-1 Community Day Celebration
- Boys and Girls Club Afterschool Program
- Bridge House Shelter
- I Center Head Start
- Kailani Village Apartments
- Lompoc Community Garden Seed Exchange Event
- Lompoc Teen Center
- Lompoc Terrace
- Santa Rita Village
- YMCA Afterschool Program

Lompoc Public Library System
FY2022/23 Reference and Program Statistics

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Lompoc Public Library System
FY2022/23 Reference and Program Statistics

	Apr		May		Jun		Current		Previous	
LOMPOC LIBRARY	2023	2022	2023	2022	2023	2022	Year Total	Year Total		
Adult Reference Questions	0	1,394	0	1,284	0	1,480	9,040	16,037		
Youth Services Questions	0	407	0	298	0	370	1,733	3,660		
WiFi Users	0	580	0	603	0	530	4,649	5,693		
Computer Sessions	0	752	0	732	0	923	6,578	7,782		
Adult Volunteer Hours	0	40	0	38	0	38	234.55	410		
Youth Volunteer Hours	0	0	0	0	0	0	0	0		
Total Circ	0	6,377	0	9,120	0	10,909	91,550	118,897		
ILL - In	0	0	0	0	0	0	0	0		
ILL - Out	0	0	0	0	0	0	0	0		
People Counter	0	0	0	6,558	0	6,863	52,540	53,942		
Passive Programs: # of & at	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd
Adult Self Directed	0	0	0	0	0	0	5	143		
Adult Take and Make	0	0	0	0	0	0	8	516		
Youth Self Directed	0	0	0	0	0	0	31	1,322		
Youth Take and Make	0	0	0	0	0	0	23	1,071		
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd
General Audience (all ages)	0	0	0	0	0	0	5	278	0	0
Adult	0	0	3	21	0	0	3	22	55	361
Young Adult	0	0	1	5	0	0	5	130	0	3
School	0	0	9	277	0	0	14	543	0	3
Preschool	0	0	7	196	0	0	8	229	0	9
Adult Outreach	0	0	0	0	0	0	0	0	0	0
Youth Outreach	0	0	1	800	0	0	0	0	2	200
							9	1,135	9	1,146
VILLAGE LIBRARY	2023	2022	2023	2022	2023	2022	Year Total	Year Total		
Adult Reference Questions	0	114	0	149	0	201	1,120	1,465		
WiFi Users	0	110	0	98	0	92	741	1,149		
Computer Sessions	0	43	0	39	0	30	293	375		
Adult Volunteer Hours	0	0	0	0	0	0	0	0		
Youth Volunteer Hours	0	0	0	0	0	0	0	0		
Total Circ	0	863	0	816	0	1,306	12,763	15,219		
People Counter	0	782	0	948	0	796	7,957	9,327		
Passive Programs: # of & at	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd
Adult Self Directed	0	0	0	0	0	0	5	133		
Adult Take and Make	0	0	0	0	0	0	2	50		
Youth Self Directed	0	0	0	0	0	0	1	44		
Youth Take and Make	0	0	0	0	0	0	1	25		
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd
General Audience (all ages)			0	0	0	0	0	0	0	0
Adult	0	0	0	0	1	4	0	1	6	7
Young Adult	0	0	0	0	0	0	0	0	0	0
School	0	0	0	0	0	0	0	0	0	0
Preschool	0	0	4	119	0	0	4	98	0	4
Adult Outreach	0	0	0	0	0	0	0	0	0	0
Youth Outreach	0	0	0	0	0	0	0	0	0	0
CHARLOTTE'S WEB LIBRARY	2023	2022	2023	2022	2023	2022	Year Total	Year Total		
Reference Questions	0	182	0	134	0	157	1,553	1,579		
Volunteer Hours	0	0	0	0	0	0	0	0		
Total Circ	0	444	0	352	0	339	5,972	3,067		
Honor Books	0	370	0	197	0	338	2,343	2,699		
People Counter	0	689	0	307	0	563	5,676	5,242		
Programs: # of & attendance	#	Attnd	#	Attnd	#	Attnd	#	Attnd	#	Attnd
Young Adult	0	0	0	0	0	0	0	0	0	0
School Ages	0	0	0	0	0	0	0	0	0	0
Preschool Ages	0	0	0	0	0	0	1	21	2	49
Adult Outreach	0	0	0	0	0	0	1	7	0	0

