



**LOMPOC PUBLIC LIBRARY SYSTEM  
LIBRARY COMMISSION**

**REGULAR MEETING AGENDA**

TUESDAY, JANUARY 10, 2017, 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 December 13, 2016 regular meeting

**4. PRESENTATIONS**

Certificates of Appreciation presented in honor of volunteer work at the Village Library.

**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. **Strategic Planning**  
A staff report is included in the Commission packet.
- B. **Charlotte's Web Mobile Children's Library: Year In Review**  
An update will be provided at the meeting.

**9. LIBRARY DIRECTOR'S DECEMBER 2016 REPORT**

**10. ROUNDTABLE**

Remarks by Commissioners and Staff

**11. ADJOURNMENT**

The next regular meeting will be held on Tuesday, February 14, 2017 at the Lompoc Public Library, 501 E. North Ave., Lompoc, at 10:00 AM.

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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](http://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, December 13, 2016, 10:00 AM  
Regular Meeting Minutes**

**1. Call to Order**

Chairperson Ruhge called the meeting of the Lompoc Library Commission to order at 10:03 AM.

Commissioners Present: Molly Gerald, Luella Knowles, Chairperson Ann Ruhge, Ron Stassi

Commissioners Absent: None

Staff Present: Library Director Sarah Bleyl, Library Administrative Aide Lee Edie

Others Present: County Library Advisory Committee (LAC) representatives Judith Dale and Barbara Raggio, Friends of the Library President Cathy Rudolph

**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: Stassi/Knowles. By a 4-0 vote, Commission approved the minutes of the November 8, 2016 regular meeting.

**4. Presentations**

None.

**5. Public Comment**

None.

**6. Library Support Activities**

**A. Friends of the Lompoc Public Library System**

The following was reported by Friends President Cathy Rudolph:

- Decorated Christmas trees fundraiser is ongoing; winning tickets to be drawn on December 17, 2016
- Next Book Sale scheduled for January 19-21, 2017

**B. Library District Libraries Foundation**

No report was submitted.

**7. Correspondence**

None.

**8. Business**

**A. Strategic Planning**

The Library Director announced that the library's new mission statement will be: *The Lompoc Public Library System engages, empowers, and enriches our community.* Values listed in the staff report have been identified and work is in progress on statements regarding the values. Commissioner Gerald suggested a goal to maintain staff's professionalism; continuing education good for life-long learning.

The vision statement will be next. Thereafter a meeting will be scheduled with the sub-committee of Commissioners Ruhge and Gerald to begin the goals and objectives.

Judith Dale commented that staff should always keep in mind the diversity of people that visit the library and what the library offers, and to not ever let those two get lost and limit the collection.

#### **B. Outreach and Advocacy**

The Library Director reported that in November she had made a presentation at the Alpha Club, and provided a tour of the Lompoc Library to Leadership Lompoc Valley.

Successful publicity on library happenings and programs has been disseminated by the City's Public Information Officer. The Charlotte's Web Mobile Children's Library (bookmobile) was in the Christmas parade and will be at a community fair for Healthy Eating, Active Living.

Commissioner Stassi asked for an update regarding the issue with the bookmobile's color wrap and the Library Director reported that the contractor was working with the sub-contractor; she will request an update.

#### **9. Library Director's November report and updates**

The Library Director presented the staff report and added that the City of Goleta Library is planning on separating from the Santa Barbara System but they have yet to decide if they will remain part of the Black Gold Library System. Their decision will affect the future cost of the Lompoc Library System's Black Gold contribution. Staff is involved in the preparation of the 2017-2019 fiscal budget and will need to factor in any related increased costs.

Two future donations have come to light: the Vandenberg Village Association is interested in donating funds for the purchase of Village Library needs and the family of Roberta Thompson, who have donated the youth department computers and furnishing for the Robby's Learning Center at the Lompoc Library, have contacted staff to see if there is anything else they can do for the Library. Staff feels that an expansion of the computer center would be beneficial and will provide costs to the family for consideration.

#### **10. Roundtable**

Commissioner Stassi asked staff to advise the Friends of the Library his willingness to pick up books from donors not able to drive to the library.

#### **11. Adjournment**

The meeting was adjourned by Chairperson Ruhge at 11:12 AM. The next Regular meeting will be held on Tuesday, January 10, 2017 at 10:00 AM at the Lompoc Public Library, 501 E. North Ave., Lompoc, CA.

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Secretary by  
Lee Edie, Library Administrative Aide

## 8A. STRATEGIC PLANNING

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### BACKGROUND

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A strategic plan is a management tool used to set priorities, focus staff time and effort, and ensure that the library team as a whole is working toward common goals that benefit the community. This plan will spell out where the library system is headed for the next few years, how staff plans to accomplish those goals, and how success will be measured.

### DISCUSSION

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Per the October Commission meeting, a timeline for the strategic plan is as follows:

|                               | October 2016 | November 2016 | December 2016 | January 2017 | February 2017 | March 2017 | April 2017 |
|-------------------------------|--------------|---------------|---------------|--------------|---------------|------------|------------|
| Mission Statement             | X            | X             | Completed     |              |               |            |            |
| Values and Guiding Principles | X            | X             | Completed     |              |               |            |            |
| Vision Statement              |              | X             | X             | X            |               |            |            |
| Goals                         |              |               | X             | X            | X             |            |            |
| Objectives                    |              |               |               | X            | X             | X          |            |
| Measures and Outcomes         |              |               |               |              | X             | X          | X          |
| Strategic Plan Complete       |              |               |               |              |               |            | X          |

Work continues on the vision statement, after which staff and the subcommittee will work on goals and objectives.

The director met with the subcommittee on Wednesday, January 4 to discuss possible goals to focus on in the strategic plan and shared the following information concerning goals and objectives.

Goals relate directly to the mission statement:

- Briefly stated in a few words
- General and broad in scope
- Cover longer period of time (3 years)
- Less tangible
- Should be realistic and achievable based on library's resources
- Should be able to be tracked and evaluated
- Aligned to library's values

Goals should be seen as opportunities for staff to accomplish. (These can be established for individual units, such as circulation or the bookmobile.)

Objectives are created to achieve goals:

- Support achievement of the goal
- More descriptive, longer statement
- Specific and narrow in scope
- Covers shorter time period (1 year)
- Easily measured
- Very tangible
- Provide the target at which to aim so all activities and efforts are focused on achieving the objective
- Give staff direction
- Provide a clearly defined guide to reaching the goal
- Provide the means to evaluate progress towards the goal
- Focus on the outcomes
- Offer a guide to measure success
- Should be SMART (specific, measurable, achievable, relevant, and time-bound)

#### STAFF RECOMMENDATION

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This report is provided as an update for the library commission.

**LOMPOC PUBLIC LIBRARY SYSTEM  
DECEMBER 2016 STAFF REPORT**

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**BLACK GOLD COOPERATIVE LIBRARY SYSTEM**

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

| <b>Date</b> | <b>Black Gold Committee</b> | <b>Attended By</b> |
|-------------|-----------------------------|--------------------|
| 12/2/16     | Administrative Council      | Sarah Bleyl        |

**COUNTY OF SANTA BARBARA LIBRARY SERVICES**

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The contract between Santa Barbara County and the City of Lompoc was adopted at the December 20<sup>th</sup> City Council meeting.

The zone directors met with George Chapjian, Community Services Director for Santa Barbara County, on Wednesday, December 7<sup>th</sup>. They discussed making changes to next year's contract but nothing specific was decided.

**LIBRARY OPERATIONS – LOMPOC, VILLAGE AND CHARLOTTE'S WEB**

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***General Staff Update***

Library Manager Sara Bankston, led an all staff meeting on December 9<sup>th</sup>. Staff was trained on fire drill procedures, with the assistance of the Lompoc Fire Department. A staff and public surprise fire drill is planned for January.

The director attended a Leadership Lompoc Valley meeting on Friday, December 9<sup>th</sup>. As part of that meeting, she gave a tour of the library to the rest of the LLV class of 2017 and discussed the various library services available.

The personal hotspot service is now being called Wifi to Go.

The Teen page on the library's website has been revamped and updated.

Look for new genre reading bookmarks for adults based on materials recommended by library patrons during last year's adult Summer Reading Program.

***Lompoc Library***

With school recess over winter break, Storytime, Homework Club, and Paws to Read are suspended until the week of January 9<sup>th</sup>.

The Teen Area continues to be well-used and some changes have been made to the collections shelved in that space.

A book club for adults will debut in February. A press release has been prepared and sent out to all local media.

The De Colores State Preschool enjoyed a special storytime, tour of the library, and library card signup on December 2<sup>nd</sup>, with 82 children and family members participating.

### *Village Library*

The Support the Village Library fundraising campaign letters will be mailed out in January, due to the holidays and staff on vacation.

The newly acquired display case contains books and materials on hiking to include a local trails hiking guide created by staff.

The Happy Village Book Club continues to be well attended, with 11 adults present at the December discussion of *Dead Wake*.

### *Charlotte's Web*

A total of 459 children and families visited the bookmobile in December.

The bookmobile held an open house at the Lompoc Library on two days during the winter break. Thirty-six people attended.

Eighty-nine people visited the bookmobile at the Village Farmer's Market Holiday Hoopla on December 18.

## **PROGRAMMING AND OUTREACH SERVICES**

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In December, seven adult programs were held with a total of 49 attendees and thirty-five programs were held for children and teens, with a total attendance of 794.





## 2017 Rotation Schedule

### For Council Members Serving as Liaisons to Boards, Commissions, & Committees

|                      | Airport  | Beautification | Econ Dev      | Human    | Library  |          |
|----------------------|----------|----------------|---------------|----------|----------|----------|
| Jan – Feb -Mar 2017  | Vega     | Osborne        | Starbuck      | Lingl    | Vega     |          |
| Apr – May -Jun 2017  | Lingl    | Starbuck       | Mosby         | Starbuck | Mosby    |          |
| Jul – Aug -Sept 2017 | Mosby    | Vega           | Lingl         | Osborne  | Lingl    |          |
| Oct – Nov -Dec 2017  | Osborne  | Mosby          | Vega          | Mosby    | Osborne  |          |
|                      | P&R      | Planning       | Public Safety | Senior   | Utility  | Youth    |
| Jan – Feb -Mar 2017  | Lingl    | Mosby          | Starbuck      | Mosby    | Osborne  | Vega     |
| Apr – May -Jun 2017  | Starbuck | Lingl          | Mosby         | Starbuck | Vega     | Osborne  |
| Jul – Aug -Sept 2017 | Vega     | Osborne        | Lingl         | Osborne  | Mosby    | Starbuck |
| Oct – Nov -Dec 2017  | Osborne  | Starbuck       | Vega          | Lingl    | Starbuck | Lingl    |