



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

TUESDAY, FEBRUARY 14, 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 January 10, 2017 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. Election of Chairperson and Vice Chairperson

Commissioners will elect a Chairperson, Vice Chairperson and select a CPLA (California Public Library Advocates) representative

B. Strategic Planning

A staff report is included in the Commission packet.

C. FY17/19 Budget Update

An update will be provided at the meeting.

9. LIBRARY DIRECTOR'S JANUARY 2017 REPORT

10. ROUNDTABLE

Remarks by Commissioners and Staff

11. ADJOURNMENT

The next regular meeting will be held on Tuesday, March 14, 2017 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, January 10, 2017, 10:00 AM
Regular Meeting Minutes**

1. Call to Order

Vice Chairperson Knowles called the meeting of the Lompoc Library Commission to order at 10:00 AM.

Commissioners Present: Molly Gerald, Vice Chairperson Luella Knowles, Ron Stassi

Commissioners Absent: Ann Ruhge

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

Others Present: County Library Advisory Committee (LAC) Dst. 4 representative Barbara Raggio,
Friends of the Library President Cathy Rudolph; Virginia Bentley

2. Adoption of Agenda

ACTION: Motion/Second: Knowles/Gerald. By a 3-0 vote, Commission approved discussion of agenda items in order as presented.

3. Approval of Minutes

ACTION: Motion/Second: Gerald/Stassi. By a 3-0 vote, Commission approved the minutes of the December 13, 2016 regular meeting.

4. Presentations

Certificates of Appreciation were presented to Virginia Bentley and Emilie Galvin for their combined almost 60 years of volunteer service at the Village Library. Commissioner Gerald added to the presentation for Ms. Bentley, who was present at the meeting, that she started when everything was recorded on paper and during her tenure she was exposed to and learned everything from microfilm, DOS, and each new library system the same as an employee.

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:

- Still recruiting for a vice president
- Next Book Sale scheduled for January 19-21, 2017
- \$1,700 in donations were recently received

B. Library District Libraries Foundation

In her written report, Foundation President Melinda Aguirre reported:

- The process to transfer handling of their finances to the Santa Barbara Foundation takes about a year and they are almost finished; their Board will remain intact.
- Donations to the Library and Black Gold System are in the process.
- A fundraiser collaboration with the owner of The Book Store is being planned for a luncheon to feature six to eight local authors on March 18 or 25 from 12-2pm; cost will be \$40.
- Next LDLF meeting is January 12, 2017, 4:30 PM, Lompoc Library.

7. Correspondence

None.

8. Business

A. Strategic Planning

The Library Director presented the staff report and reported on her meeting with subcommittee members Commissioner Gerald and Ruhge. She reviewed how goals relate directly to the mission statement and objectives to achieve the goals and added that work on the Vision statement will commence.

Commission Stassi asked about development of the 2017-19 budget and if instructions are to hold to the current budget. Ms. Bleyl indicated that departments are to ask for what is needed.

Barbara Raggio inserted that at the December County Library Advisory Committee meeting, concern was expressed that the County may not keep library funding status quo.

B. Charlotte's Web Mobile Children's Library: Year In Review

The Library Director shared a draft of the letter she plans to send to the Benton Trustees. In it she provides a comparison of physical library stats using the Village Library to the mobile library. A press release is also being prepared for public dissemination. Commissioner Knowles felt the information in the letter provides positive proof of what Charlotte wanted – to touch the lives of children. Staff also reported that no update has been received regarding the bookmobile wrap.

9. Library Director's December report and updates

The Library Director presented the staff report. She added that the Lompoc Record continues to feature library programs on their website and that approval has been received to begin a Library blog which will be supported by Library Assistant Sierra Gasch.

Confirmation of a forthcoming donation from the Roberta Thompson family to expand the Robby's Learning Lab at the Lompoc Library will allow for the purchase of 4 new computers and associated furnishings.

Library staff is working on a partnership with NASA to provide space and science themed materials to circulate. A virtual meeting with their representative will be held next week.

10. Roundtable

Commissioner Gerald's contributed:

- Suggested AAUW as a group with which to make a presentation on library services.
- Jean Jacoby/Great Books Reading Group are happy with meeting room access on Sunday
- Literacy tutor discouraged with the way things are and encouraged with library program
- Jim Jimenez, who was a long time member of the Turducken's and additionally for several years provided a \$500 donation to the Lompoc Library through his employer sponsored program to match volunteer hours with dollars, passed away in December. Staff will send a sympathy card.
- Need to be proactive to fill the current commission vacancy

Commissioner Stassi asked for an update on the status of the Goleta Library. Library Director Bleyl indicated that at this point the Goleta Library has no intention to leave Black Gold Cooperative Library System and are in the process to make this happen.

Commissioner Stassi shared a picture from the LA Times which showed a library related float sponsored by UPS in the 2017 Rose Parade entitled *Books Bring Us Together*

11. Adjournment

The meeting was adjourned by Vice Chairperson Knowles at 10:53 AM. The next Regular meeting will be held on Tuesday, February 14, 2017 at 10:00 AM at the Lompoc Public Library, 501 E. North Ave., Lompoc.

Secretary by
Lee Edie, Library Administrative Aide

8A. STRATEGIC PLANNING

BACKGROUND

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

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	Completed			
Goals			X	X	X		
Objectives				X	X	X	
Measures and Outcomes					X	X	X
Strategic Plan Complete							X

Library staff have written the following Vision Statement: The Lompoc Public Library System strives to be the cornerstone of our community by providing a safe space to gather, materials and programs to nurture creativity, and access to resources that encourage our patrons to live an enriched life.

The following is a rough draft of the library's Goals and Objectives:

Engage

Goal 1: The Lompoc Public Library System is a welcoming, friendly place in our community. Library staff are a caring and approachable source for information to the public.

Objective 1.1: To provide excellent customer service, staff will attend at least two trainings per year related to: a) customer service skills, b) working with underserved populations (teens, seniors, etc.), or c) any other subject pertaining to their position as approved by their supervisor (technology instruction, government documents, etc.).

Objective 1.2: To reach as many non-library users as possible, staff will provide outreach to local community groups, schools, or service organizations at a rate of 4 hours a month. Staff will also maintain an active social media presence, updating Facebook, Instagram, Twitter, and the library's blog no less than one time a week.

Objective 1.3: To promote inclusivity, a collection development policy will be updated to guide staff in the selection, acquisition, evaluation and maintenance of information resources in electronic, print and non-print forms, which support the library's function as a major information source for the needs of the community.

Empower

Goal 2: The Lompoc Public Library System provides library collections that introduce ideas, promote learning, inspire creativity, and support democracy.

Objective 2.1: To encourage lifelong learning, the library will provide: a homework club for elementary students at least once per week during the school year, year-round literacy services either through contract or by library staff, and technology coaching to library users at least once a week.

Objective 2.2: To provide the best possible access and accessibility, library staff will continue to establish community partnerships with at least one new outside group per fiscal year. With the assistance of volunteers, the library will provide homebound service. Working with both city Information Systems staff and the Black Gold Network Administrator, the library will provide computers, internet, and wifi and will perform a yearly analysis to ensure all hardware, software, and technology is up-to-date and meets the current needs of the community.

Objective 2.3: To ensure the intellectual freedom of library patrons, patron records and computer usage will remain confidential; library collections will include a variety of subject matters, with different points of view; and weeding of the collections will be done on an annual and ongoing basis.

Objective 2.4: To promote equity and equality, everyone is invited to visit the library, as long as they follow the library's code of conduct. Programs and services, such as storytimes, bilingual storytimes, STEM programs, movie screenings, art exhibits, book clubs, craft clubs, homebound services, annual Summer Reading Programs, and bookmobile visits are provided to meet different learning and entertainment needs. Library staff will purchase a diverse selection of materials based on the collection development policy and the needs and interests of the community. Materials the library will provide include databases to learn new languages and digital eBooks and audiobooks.

Enrich

Goal 3: The Lompoc Public Library System seeks to enhance the quality of life for our community by providing technology and a safe place for individuals to meet, learn, and have fun.

Objective 3.1: To promote innovation the library will offer up-to-date technology. With assistance from city staff in Information Systems, the library will write up a plan for replacing public computers. Librarians will keep current with trends and professional development by attending state and national conferences yearly to learn about new programs and services being offered elsewhere.

Objective 3.2: To embrace diversity, library staff will create monthly displays and programs, including guest speakers and partnerships within the community, and perform monthly outreach to underserved populations, utilizing the bookmobile where beneficial.

Objective 3.3: To ensure programming needs are met, the library will present various programs for all ages, measure attendance, add at least one new program for each age group per year, and evaluate ongoing programs yearly to determine their relevance to community needs.

The next step is to decide on Measures and Outcomes. Measures are quantitative data: numbers of cardholders, programs, attendance, and circulation, for example. Outcomes are benefits to people, actual achievements or changes in skill, knowledge, attitudes, behaviors, condition or life status.

STAFF RECOMMENDATION

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

**LOMPOC PUBLIC LIBRARY SYSTEM
JANUARY 2017 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
1/4/17	Automated and Technical Services	Sara Bankston
1/27/17	Administrative Council	Sarah Bleyl

COUNTY OF SANTA BARBARA LIBRARY SERVICES

The next meeting of the Library Advisory Committee will be on March 15, 2017.

LIBRARY OPERATIONS – LOMPOC, VILLAGE AND CHARLOTTE’S WEB

General Staff Update

Library Manager Sara Bankston, led an all staff meeting on January 6th. City of Lompoc Safety Officer Jo Cavanaugh presented Drug Free Workplace Training.

The director attended a Leadership Lompoc Valley meeting on Friday, January 20th.

Representatives of the NASA program LIFTS (Library Initiative for Teachers and Students) contacted Ms. Bankston and the director to discuss a partnership. The LIFTS program provides books for the library collection, as well as supplemental posters, education guides, and other items. In exchange, the library tracks usage of the items. The Memorandum of Agreement is currently in process.

Planning for the Summer Reading Program has started. New programs are being planned for children, teens, and adults with the theme of “Reading by Design” and stresses exploring different types of creativity and encourages participants to design new worlds for themselves.

Library staff has updated the annual tax information resource sheet to provide information to patrons for this tax season.

Library staff has a new library blog that will be updated weekly with reading lists, activities, and other library information. Check it out at lompoclibrary.blogspot.com.

The Toys R Us in Santa Maria donated a large box of LEGOs to the LEGO club. Staff sent out a thank you note.

The Art Advisory Committee is looking for exhibitors for the Grossman Gallery and the Village Library for 2017-2018. The date for submissions is Thursday, February 16 from 3:30-4:00 PM.

Lompoc Library

The RFID security gates have had some issues. Ms. Bankston is working with Bibliotheca/3M on finding a fix.

A total of \$6,200 was donated by the daughters of Roberta Thompson, the namesake of Robby's Learning Lab. This money will provide four new computers, desks and chairs for the Lab.

A book club for adults will debut in February. A press release has appeared in all local media.

Village Library

The Vandenberg Village Association donated \$500 to the Village Library. Dominic Keen, the supervisor of the Village Library, attended their meeting in January to accept the donation.

Village Library staff has started posting flyers for library events at the Village Market.

The Happy Village Book Club continues to be well attended, with 15 adults present at the January discussion.

Charlotte's Web

A total of 484 children and families visited the bookmobile in January.

The bookmobile parked near Ocean Park along with others for the recent SpaceX launch, where 74 people checked out the library while waiting for the actual launch. After the launch, staff was able to show the webcast of the missile landing on the bookmobile's TV unit.

The Healthy Lompoc Coalition invited the bookmobile to attend the HEAL Fair on January 21st, which 107 people attended. Being at the event led to a new partnership with Grocery Outlet: the bookmobile will now stop at the Grocery Outlet twice a month on Saturdays to engage children shopping with the parents as well as neighborhood families.

After meeting with the Moms Club of Lompoc, the bookmobile will now provide library services once a month at a local park to engage this community group.

Another school stop was added in January, Manzanita Charter School. As the school does not have a dedicated library onsite, the bookmobile will be able to provide library services to these students.

The Village Farmer's Market stop was cancelled in January, due to rain. The bookmobile will attend again in February.

PROGRAMMING AND OUTREACH SERVICES

In January, four adult programs were held with a total of 27 attendees and thirty-six programs were held for children and teens, with a total attendance of 534.

