



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

TUESDAY, AUGUST 9, 2016, 10:00 AM
GROSSMAN GALLERY, LOMPOC PUBLIC LIBRARY
501 E. NORTH AVE., LOMPOC
PRESIDING: ANN RUHGE, CHAIRPERSON

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. APPROVAL OF MINUTES

Minutes of the July 12, 2016 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. **Strategic Planning**
An update will be provided at the meeting.
- B. **Outreach and Advocacy**
A staff report is included in the Commission packet.

9. LIBRARY DIRECTOR'S JULY 2016 REPORT

10. ROUNDTABLE

Remarks by Commissioners and Staff

11. ADJOURNMENT

The next regular meeting will be held on Tuesday, September 13, 2016 at the Lompoc Public Library, 501 E. North Avenue, 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, July 12, 2016, 10:00 AM
Regular Meeting Minutes**

1. Call to Order

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

Commissioners Present: Molly Gerald, Luella Knowles, Barry Marks, Chairperson Ann Ruhge

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: Gerald/Knowles. By a 4-0 vote, Commission approved discussion of agenda items in order as presented.

3. Approval of Minutes

ACTION: Motion/Second: Knowles/Gerald. By a 4-0 vote, Commission approved the minutes of the June 14, 2016 regular meeting.

4. Presentations

None.

5. Public Comment

None.

6. Library Support Activities

A. Friends of the Lompoc Public Library System

President Cathy Rudolph reported their quarterly book sale will be held July 21-23, 2016 and their next fundraiser will be to sell Friends of the Library book bags that were recently ordered.

B. Library District Libraries Foundation

No report was provided.

7. Correspondence

None.

8. Business

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

The Library Director reported on locations where the bookmobile makes its stops. New part-time staff member, Erin Gubser, will start on Wednesday, July 13, 2016 and will be the primary driver as well as assist the librarian. Librarian Courtney Rogness is providing great outreach and connections through social media.

Commissioner Marks asked if staff were bilingual and if any controversial comments are received from patrons regarding the history of the original donation. Ms. Bleyl answered that when bilingual skills are needed, arrangements are made with the other youth librarian, Xochitl Rocha, to accompany as needed.

Regarding questions back from citizens, Ms. Rogness has a special display on the bookmobile that addresses the history and, when speaking to groups that are on board for the first time, she conveys the history including how the original dream is encompassed with mobile outreach to those who are not able to avail themselves to a library otherwise.

Commissioner Gerald, knowing that the vehicle is run primarily on ecological resources, asked if it was doing as well as intended. Ms. Bleyl answered in the affirmative adding that it is the cleanest vehicle the city owns.

Chairperson Ruhge asked if there were plans to continue discussion regarding the 211 South I Street property and staff advised that the City Manager still plans to talk with Benton Trustee Barbara Holt.

B. Unattended Children in the Library

Library Director Sarah Bleyl updated information on some problematic situations and their outcome with unattended youth in the children and teen areas of the Lompoc Library. Frequently there are 400 people in the library at any one time and a few incidents still happen however staff continues to enforce the rules and everything is kept under control; support from the Commission is appreciated.

C. Strategic Planning

Ms. Bleyl reported that one of the classes she attended at the American Library Association conference in Florida was specifically about strategic planning. She is interested in pursuing the direction of SOAR (**S**trengths, **O**pportunities, **A**spirations and **R**esults) which focuses on the positives and is looking forward to working with Commissioner Gerald. She will continue to update commission.

Chairperson Ruhge offered to help out as needed.

9. Library Director's June report and updates

The Summer Reading Program at both libraries is doing very well. Currently there is a 75% participation increase over last year, circulation of materials is up 30% over last year, and various other programs report a 20% attendance increase. Plans for fall include incorporating information gleaned from a recent workshop on Tween programming techniques and strategies, an adult Pinterest club, STEAM (**S**cience, **T**echnology, **E**ngineering, **A**rts, **M**athematics) programming, and reviewing ideas for bookmobile classes.

Chairperson Ruhge inquired if it is possible to expand the homework club. Staff advised that there is difficulty in finding adults willing to volunteer tutor; teens have been doing the tutoring. It was suggested to contact Allan Hancock College for student volunteers.

Commissioner Marks asked about the one-time funding from the County of Santa Barbara. Ms. Bleyl advised that the Lompoc System's portion of approximately \$.45 per capita or \$40,000 will be split \$36,000 to the Lompoc Library and \$4,000 to the Village Library. Funds will be used to increase the collections for both libraries.

Ms. Bleyl shared other budget information in that she has been working with city administration regarding the 15 year capital improvement projects which will be addressed in future budgets. A copy of the final document will be distributed when available. The State of California will be providing funds for the consortium interlibrary delivery services, and that the Turducken Dinner Group donated \$10,000 to use as needed plus a Spirit of Giving Award of \$5,500 in memory of Al Walker to be used to enhance the Lompoc Library's north patio.

County Library Advisory Committee representative Judith Dale concurred with information provided last month to the Commission that the County will not have any library measures on the November ballot. Plans are to meet with LAFCO regarding procedures for county wide district and sub-district formation.

10. Roundtable

Commissioner Marks commended and thanked Barbara Raggio and Judith Dale for their work and reporting on county library advisory meetings; suggested booking another meeting venue when programs follow the Library Commission meeting so Commissioners would not have a time constraint; commended staff for their willingness to work with kids in teaching appropriate behaviors when at the library; and voiced that he understood staff's decision regarding smoking on library grounds but has a personal issue when it affects modeling for kids and budget costs for city.

Commissioner Knowles thanked the Friends of the Library for their recent fundraiser of the play *Nunsense*.

Chairperson Ruhge asked if the Library Foundation would be holding their summer concert series and staff reported that at a past meeting it was being organized. She also said that it was brought up that the city has impact fees that might be available to help fund the motorsports park. Staff will investigate the accuracy of this information.

11. Adjournment

The meeting was adjourned by Chairperson Ruhge at 10:35 AM. The next Regular meeting will be held on Tuesday, August 9, 2016 at 10:00 AM at the Lompoc Public Library, 501 E. North Ave., Lompoc.

Secretary by
Lee Edie, Library Administrative Aide

8B. OUTREACH AND ADVOCACY

BACKGROUND

At the joint meeting with the Library Commission and City Council in March, a new General Function statement was adopted for the Library Commission. Part of this statement reads: “The Commission supports the Library’s Mission and Values by outreach and advocacy in the community.”

DISCUSSION

Outreach and advocacy are important to the continued success of the library and should be a primary function of the commission. From past experiences and current anecdotes from library staff, many members of the community do not know what the library offers in terms of programs, publications, electronic resources, etc. Educating the public on what the library offers, as well as interacting with and listening to ideas the public may have about future library programs and services, and reaching out to potential donors and supporters are all important reasons why outreach and advocacy is necessary to the library’s continued growth and relevancy in the community.

Another advocacy responsibility is seeking grant opportunities to fund programming needs.

STAFF RECOMMENDATION

As members of the library commission are also active members of the community, library staff is interested in finding opportunities to speak to local community groups about the library’s offerings. Library staff is willing to speak alongside commissioner members or solo, whichever is most appropriate for the occasion.

Commission members are encouraged to start seeking grant opportunities for the library. In collaboration with library staff, commissioners may assist in writing grants.

LOMPOC PUBLIC LIBRARY SYSTEM JULY 2016 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
7/6/16	Automation and Technical Services Operations	Sara Bankston
7/22/16	Administration Council	Sarah Bleyl

COUNTY OF SANTA BARBARA LIBRARY SERVICES

The Library Advisory Committee is scheduled to meet on September 21st.

CENTRAL COAST LITERACY COUNCIL SERVICE

As per Central Coast Literacy Council's contract with the City of Lompoc, a quarterly report was delivered to the library director. A staffing change occurred in May, with the office now being run by Laura Arteaga, Adriana Garcia-Cervantes, and Diana Craig on alternating weeks. Currently, there are 52 tutors (an increase of 8 from the last reporting period) and 84 learners (an increase of 15 from the last reporting period). Three tutor trainings were held with a total of 37 attendees. Future trainings will be held in August, October, and November.

The Rosetta Stone program launched in July, with tutor training on using this new tool on July 14th.

LIBRARY OPERATIONS – LOMPOC, VILLAGE AND CHARLOTTE'S WEB

General Staff Update

Ms. Bankston led a general library staff meeting on July 8th.

Ms. Edie attended the City's Central Safety Committee meeting on July 20th and served as the committee secretary.

The Summer Reading Program continued through July at both libraries. Lompoc Unified School District sponsored Lunch at the Library began on June 20th at the Lompoc Library. Children 18 and under receive a free lunch between 12-1pm, Monday – Thursday; a free snack is provided Monday – Thursday at 3:30pm and 1:00pm on Fridays.

The Summer Reading Program will officially conclude on August 5th. Prize drawings for children and adults from all library locations will be a part of the festivities at the Lompoc Library. At current count, 1,787 individuals have signed up for the Summer Reading Program, a 96% increase over last summer.

The director and five other staff members attended a basic first aid training on July 29th, presented by City Safety Officer Jo Cavanaugh. The class will conclude with CPR training on August 12th.

The library applied for a training grant provided by the California State Library. This training is called Touchpoints in Libraries and four library staff that work with young children would learn this “evidence-based approach to understanding child development and using family engagement strategies to enhance customer services in libraries, especially for children, their families, and caregivers.” The director will be notified in September if the library has been selected.

Lompoc Library

The Lompoc Library is a Poke Stop for the Pokemon Go game, an augmented reality game available on cell phones and tablets. As this has brought new people to the library, staff has put up Pokemon book and movie displays as well as planned a Pokemon activity for August.

Also in August, the Lompoc Library is having an all-ages Harry Potter Party, complete with a movie marathon, sorting ceremony, costume party, and wand training.

The Turduckens donated a total of \$15,500 to the library in July. \$5,500 of this amount was donated in memory of Al Walker, and that money will be used to make patio improvements. The \$10,000 will be split between the Lompoc and Village Libraries.

The Friends of the Lompoc Public Library System received memorial donations totaling approximately \$3,200 (in memory of Fran Houston and Nancy Perry). After several meetings and much discussion, it has been decided that the money will purchase enhanced seating for the patio.

A Request For Qualifications will soon be posted by the City of Lompoc regarding the restroom remodel. As previously stated, being able to combine the library’s remodel with other city facility restroom remodels will save the library money. The RFQ will conclude within a month’s time. Further updates will be given as the project proceeds.

Village Library

Mr. Keen, Library Technician II at the Village Library, presented at the Village Rotary Club on July 8th. Using his cell phone and a tablet, he was able to demonstrate the ease of using the library’s Overdrive system to download eBooks and the Zinio system to download magazines.

Charlotte’s Web

In July, the bookmobile continued its summer service route and began popping up at parks around town on Saturdays. Friday nights, the bookmobile appeared at the Friday night Lompoc Old Town Market. Over a thousand people stepped foot on the bookmobile at the Old Town Market. One Sunday a month, the bookmobile stops at the Village’s Farmer’s Market.

Some of the weekly children’s stops for the summer include: three summer camps (the YMCA, the Boys and Girls Club, and the city’s drop-in program at the Anderson Recreation Center), the summer special education group at Los Berros Elementary, and Lompoc’s One-Room Schoolhouse.

Almost 1,900 children and families visited the bookmobile during the month of July. Over 375 of the Summer Reading Program signups were done at the bookmobile.

PROGRAMMING AND OUTREACH SERVICES

One Adult Coloring Club program was held in July with 8 participants. Movie Mondays starts back up in August and this fall the library will begin offering an Adult Pinterest Club, a crafting club for those ages sixteen and up.

Youth Services Manager Xochitl Rocha provided an outreach storytime to a small group at Maple Center. Ms. Jackson gave a library tour to 23 members of the Junior Giants Little League Baseball Team.

Ms. Rocha and Ms. Jackson created and presented 63 different children's programs, with a total attendance of 1,499. The biggest success was the first ever Lompoc viewing of Mad Science of LA's Fire and Ice show, with 181 children and adults, that featured a combination of chemistry and humor.

This summer, the teen Summer Reading Program was planned by the Teen Library Council, under the direction of Ms. Rocha. In July, four separate teen programs brought in over 50 teen participants. This summer, a total of 217 teens joined the Summer Reading Program, a 400% increase over last year.

The Village Library presented 9 children's programs to almost 200 children and families. Eleven adults attended the June book club.

The library's social media efforts continue to yield positive results, with the library's Facebook page reaching over 43,000 people.

