



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

TUESDAY, OCTOBER 11, 2016, 10:00 AM
501 E. NORTH AVE., LOMPOC, CA
PRESIDING: ANN RUHGE, CHAIRPERSON

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT CALENDAR

Minutes of the September 13, 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

A staff report is included in the Commission packet.

B. Outreach and Advocacy

An update will be provided at the meeting.

9. LIBRARY DIRECTOR'S SEPTEMBER 2016 REPORT

10. ROUNDTABLE

Remarks by Commissioners and Staff

11. ADJOURNMENT

The next regular meeting will be held on Tuesday, November 8, 2016 at the Village Library, 3755 Constellation Rd., Lompoc, at 9:30 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, September 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 10:00 AM.

Commissioners Present: Molly Gerald, Luella Knowles, Barry Marks, 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 Alice Down; Friends of the Library President Cathy Rudolph

Welcomed new commissioner Ron Stassi. As a resident of Vandenberg Village, Commissioner Stassi also represents the unincorporated areas of Mesa Oaks and Mission Hills.

2. Adoption of Agenda

ACTION: Motion/Second: Knowles/Gerald. By a 5-0 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 (Commissioner Stassi abstained), Commission approved the minutes of the August 9, 2016 regular meeting.

4. Presentations

Samantha Scroggins, Public Information Officer for the City of Lompoc was introduced. She provided her education and employment background and shared that she is revamping the city's website, working on a communication plan and press release program, as well as social media. She shared that the Library's social media is being emulated by the whole city. She encouraged feedback from commissioners and asked that they filter communications through the Library Director who will then contact her.

5. Public Comment

County Library Advisory Committee representative Judith Dale reported that the Committee's next meeting is scheduled for September 21, 2016 at Cachuma Lake.

6. Library Support Activities

A. Friends of the Lompoc Public Library System

President Cathy Rudolph reported the following:

- They made their first disbursement for FY 2016/17 of \$8,500
- They received \$66,000 from the Benton Trust which as stated in the MOU was passed through to the City of Lompoc.
- Their annual General Meeting will be held October 25, 2016 at 2:00 PM, Lompoc Library
- The next book sale will be held October 20-22, 2016
- Two benches and a hexagon table have been purchased for the north patio with funds received from donations in memory of Fran Houston and Nancy Perry. The furnishings should be arriving the end of September.

B. Library District Libraries Foundation

The following written report from President Melinda Aguirre was read into the record.

- Total attendance for the three August concerts was 166. Next year will be their 10th year of concerts and they hope to offer one big concert with food and wine. Commissioners expressed receiving public comments related to the lack of publicity and Sunday was a better day for some. Commissioner Stassi recommended the addition of City-owned radio station KPEG (Public Educational & Government) FM 100.9 as another resource for publicity.
- They will be hosting a Chamber mixer at the Lompoc Library on November 10, 2016 from 5:30-6:30 PM.
- Endowment payout will be 4% for each library and will be disbursed in October with a public announcement at the November Chamber mixer.
- The Foundation would like to send their newsletters to Commissioners and staff; after receiving Commission approval, staff will send home addresses to the Foundation.

7. Correspondence

None.

8. Business

A. Review of policies/procedures specific to children in the foster care system

The Library Director reported that only one circumstance occurred and it was rectified immediately. Staff recommended the policy continues as it stands.

ACTION: Motion/Second: Marks/Knowles. By a 5-0 vote, Commission approved continuation of the policy as it stands and would like an update on an annual basis.

Commissioner Marks suggested a letter of thanks be sent to Supervisor Wolf.

B. Strategic Planning

The Library Director provided an update indicating the first priority will be a mission statement with focus of being relevant to the community not only within the library walls. Input from staff is being sought and she plans to meet with the Commission sub-committee soon. She shared that the Santa Maria Library as part of their strategic plan just completed a new mission statement and values, and the Santa Barbara Library is also working on a strategic plan.

Commissioner Marks was interested in seeing a copy of the Santa Maria Library document and a draft of the Santa Barbara document, and suggested an interest survey with adult patrons.

Commissioner Knowles suggested a timeline to help track progress and keep the project moving.

C. Outreach and Advocacy

There was discussion related to setting up speaking engagements with community service groups and recommendations were received from commissioners. The Library Director talked about the library's social media team and commissioners were asked to send anything of interest to staff for review.

D. Scheduling of Meeting at the Village Library

ACTION: Motion/Second: Marks/Knowles. By a 5-0 vote, Commission approved the November 8, 2016 Library Commission meeting be held at 9:30 AM at the Village Library.

9. Library Director's August report and updates

The Library Director reported that she would be attending the Santa Barbara County Library Advisory Committee (LAC) meeting on September 21, 2016. Commissioner Marks asked if there was a roster of committee members. Staff will provide the directions to access to this information on the County website and commissioners can then avail themselves of the information.

The Summer Reading Program was extremely successful. As a point of reference, Lompoc's SRP stats were higher than the Santa Maria Library which serves a population double the size of Lompoc's.

Announced the addition of Hoopla digital content on-line service via the Black Gold website which offers free download of books, stream movies and music, and more. The software cost was made possible with funds from the State Library.

It was just announced that the Lompoc Library is one of the selected libraries to receive grant funding for a 3-day training for four staff members that will be held in April 2017. The *Touchpoints in Libraries* training is for staff that work with children 0-8 years old and their families.

Commissioner Marks expressed concern that the unpredictability of the political climate may change how library reserves and funding for approved capital improvement projects is handled. The Library Director reported that the greatest need is for renovation of the bathrooms and that process has begun with the RFP due at the end of the month. Once that project is complete then the library flooring project can begin. No timeline has been prepared for the remaining approved list of projects until the fund balance is known after completion of the first two major projects. Commissioner Gerald agreed that projects need to be addressed in order of need and that the Commission can fulfill its advocacy role as needed for use of promised reserves.

The Library Director advised that there is an issue with the bookmobile wrap and City staff are consulting with the vendor on warranty work. Commissioner Marks asked about status of the 211 South I Street property and the Library Director advised that the City Manager and Benton Trustee Barbara Holt have yet to meet.

Commissioner Marks asked if the City Manager would be available for the next commission meeting to address a couple of concerns related to the budget and I Street property.

10. Roundtable

Commissioner Stassi thanked commissioners for the warm welcome and provided them with his contact information.

As the California Public Library Advocate liaison, Commissioner Gerald provided commissioners with a copy of the August/September newsletter and suggested that other commissioners peruse the CPLA website.

11. Adjournment

The meeting was adjourned by Chairperson Ruhge at 11:17 AM. The next Regular meeting will be held on Tuesday, October 11, 2016 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 September Commission meeting, a timeline for the strategic plan is as follows:

October 2016: Mission Statement draft, introduce Values and Guiding Principles

November 2016: Finalize Mission Statement, draft of Values and Guiding Principles, introduce Vision Statement

December 2016: Finalize Values and Guiding Principles, draft of Vision Statement, introduce Goals

January 2017: Finalize Vision Statement, draft of Goals, introduce Objectives

February 2017: Finalize Goals, draft of Objectives, introduce Measures and Outcomes

March 2017: Finalize Objectives, draft of Measures and Outcomes

April 2017: Finalize Strategic Plan

Staff is currently submitting their ideas for the mission statement to the Library Director and those ideas will be incorporated into a draft. That draft will be completed at the October staff meeting and finalized at the November staff meeting.

Also per the last meeting, the library directors of Santa Barbara and Santa Maria have shared the following mission statements.

Santa Barbara's mission statement hasn't been updated since 1992. They currently use the short statement "Educate-Captivate-Connect" and are hiring a consultant to help with their plan beginning in early 2017.

Santa Maria's mission statement was written approximately five months ago by their supervisory team. "The mission of the Santa Maria Public Library is to inspire lifelong learning, embracing and strengthening our diverse community through free and equal access to information, knowledge and ideas."

STAFF RECOMMENDATION

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

**LOMPOC PUBLIC LIBRARY SYSTEM
SEPTEMBER 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
9/7/16	Automated Technical Services and Operations	Sara Bankston
9/23/16	Administration Council	Sarah Bleyl

COUNTY OF SANTA BARBARA LIBRARY SERVICES

The Library Advisory Committee met on Wednesday, September 21st in Lake Cachuma. The library director was in attendance, along with representatives Barbara Raggio and Alice Down. At the meeting, there was some discussion about changing the per capita model to a use-based model (this didn't get a lot of support, as this could potentially hurt small libraries that don't have high circulation or foot traffic). Doreen Farr pointed out that as the three zones are working under a contract with the county that neither Doreen, George (Director of Community Services for the county), the Library Advisory Committee or the Board of Supervisors can tell the library directors what to do or how to spend the county funds they are given. The subcommittee spoke about the ability to form a library district (either as a county, as individual libraries, or library zones) in order to try for a parcel or sales tax for funding. Because there may be additional rules about forming a library district from the State Library, the subcommittee will be checking into that for a future meeting discussion. A decision was made to begin a strategic plan for the county's library system, something all three of the library directors supported, as the current system has some drawbacks.

LIBRARY OPERATIONS – LOMPOC, VILLAGE AND CHARLOTTE'S WEB

General Staff Update

Library Manager Sara Bankston facilitated the monthly staff meeting, held on September 2nd.

Library management reviewed and updated the emergency action plan and all staff will be trained at the October staff meeting.

Starting September 6th, the library now offers access to Hoopla, an online streaming service for movies, books, and music available to all Black Gold Library card holders. In the first three weeks of the service, a system-wide total of 1,610 items had been checked out, 149 to Lompoc cardholders.

Youth Services Manager Xochitl Rocha set up ABCMouse.com for Lompoc and Village libraries. ABC Mouse is free for public libraries and has educational activities geared for children ages 2-7.

Black Gold Library System received additional state funding this year. Some of those funds are being used to purchase personal wireless hotspots for patrons to check out and use at home. This service is being called Mi-Fi and will be rolled out in October.

The overgrown cherry trees and hedges to the north and east of the library will be trimmed back, beginning the first week of October.

The library received a training grant for *Touchpoints in Libraries*. Four staff members will be attending this three-day training event in March 2017. This training is specifically for staff who work with children ages 0-8 and their caregivers. Over fifty California libraries are on the waiting list for this training.

Lompoc Library

The library's Homework Club began on Tuesday, September 13. Every Tuesday, Wednesday and Thursday from 3 to 5pm, elementary aged children can receive free help from volunteer tutors.

The library is participating in Santa Barbara County's fifth annual Veterans Stand Down event by collecting items such as blankets, sweatshirts, and socks to be distributed to veterans in need in the community.

Village Library

Four storytimes were held in September, with 44 children attending.

Ten adults participated in the Happy Village Book Club in September.

Charlotte's Web

A representative from 3-M will address concerns about the bookmobile wrap on Wednesday, October 12; an update will be forthcoming.

With school back in session, the bookmobile stops at every afterschool program in the Lompoc Valley. In September, the bookmobile attended the Color-thon 5K, the Village Farmer's Market, and Family Read Night at Miguelito Elementary School.

A total of 703 children and families visited the bookmobile in September.

PROGRAMMING AND OUTREACH SERVICES

In September, six adult programs were held (three Movie Mondays, two Adult Coloring Clubs, and the Adult Pinterest Club) with a total of 67 attendees.

In September, fifteen storytimes were held with a total attendance of 370. Fifteen other programs entertained 91 children. Two teen programs were offered, with 17 teens attending.

The bookmobile's outreach activities (the Color-thon 5K, the Village Farmer's Market, and Family Read Night) brought 179 visitors on board in September.

