



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

TUESDAY, NOVEMBER 8, 2016, 9:30 AM

VILLAGE LIBRARY, 3755 CONSTELLATION RD., LOMPOC, CA

PRESIDING: ANN RUHGE, CHAIRPERSON

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT CALENDAR

Minutes of the October 11, 2016 regular meeting

4. PRESENTATIONS

Dominic Keen, Library Technician II and Branch Supervisor, will provide an oral report on 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. Outreach and Advocacy

A staff report is included in the Commission packet.

C. Projects and Plans

A staff report is included in the Commission packet.

9. LIBRARY DIRECTOR'S OCTOBER 2016 REPORT

10. ROUNDTABLE

Remarks by Commissioners and Staff

11. ADJOURNMENT

The next regular meeting will be held on Tuesday, December 13, 2016, at the Lompoc Public Library, 501 E. North Avenue, 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, October 11, 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; City Manager Patrick Wiemiller
Others Present: County Library Advisory Committee (LAC) representative Judith Dale

2. Adoption of Agenda

ACTION: Motion/Second: Stassi/Knowles. By a 4-1 vote (Marks against), Commission approved discussion of agenda items in order as presented. Commissioner Marks dissatisfied with the absence of items not on the agenda that he wanted to discuss.

3. Approval of Minutes

ACTION: Motion/Second: Knowles/Gerald. By a 5-0 vote, Commission approved the minutes of the September 12, 2016 regular meeting.

4. Presentations

None

5. Public Comment

County Library Advisory Committee representative Judith Dale reported that the Library Director's report summarized the last meeting. 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

6. Library Support Activities

A. Friends of the Lompoc Public Library System

The following written report from President Cathy Rudolph was read into the record:

- 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 purchased for the north patio with funds received from donations in memory of Fran Houston and Nancy Perry are now in place.

B. Library District Libraries Foundation

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

- Commission input was appreciated regarding the concerts on the library lawn;
- Reminder of Chamber Mixer they will be hosting at the Lompoc Library on November 10, 2016 from 5:30-6:30 PM and will present their endowment disbursement check to the Library Director;
- Glossy paper was used to print the current newsletter and much feedback was received: two called and said they wanted a FoodsCo Community Rewards Card and 11 donations were received. The next newsletter will go out late November;
- The next LDLF board meeting is October 13, 2016.

7. Correspondence

None.

8. Business

A. Strategic Planning

The Library Director provided an update on work towards completion of the mission statement.

Commissioners are requested to submit their information as soon as possible. A timeline was submitted which provided deadlines for each aspect of strategic planning and it was suggested this information be provided in a spreadsheet for easy reference. As requested last month by Commissioner Marks, the new mission statement for the Santa Maria Library and the current one from Santa Barbara were provided. As a side note the Santa Barbara Library is hiring a consultant to work on their strategic plan next year.

Commissioner Stassi asked for a few mission statements from other libraries that the library director feels are well developed. Ms. Bleyl will email some examples to commissioners.

B. Outreach and Advocacy

The Library Director spoke briefly on social media and outreach and asked commissioners continued assistance with contacts for speaking engagements with community service groups or businesses. Ms. Bleyl announced a new online streaming service for books, movies, and music available to all Black Gold Library card holders called Hoopla digital, which is another great outreach tool offered by the library.

City Manager Patrick Wiemiller addressed questions related to the City owned lot at 211 South I Street. The City is still committed to the agreement in the MOU and contributions still remain in place; there is no attempt to reduce the partnership. The best use of the money for a library site is not a practical one for its location. The vision at one point was a valid one however changes have occurred with the manner in which libraries offer services as well as the location demographics, traffic flow, etc. Even minimal improvements may not be the best use of the funds for the limited application/impact of the property. He did confirm that the \$250,000 CDBG funding is now setup with the dollars better aligned to be used for what it is intended.

It may be better to turn the property over to the Trust to sell and use the funds in better ways such as continued support of the bookmobile but he is sensitive to the long and passionate feelings for the location and would like to work toward how to accomplish the most of what Charlotte envisioned.

Commissioners concur with Mr. Wiemiller's thoughts and appreciate that things are still moving forward.

Commissioner Ruhge suggested possible use of funds would be for the naming of a future children's wing of the Lompoc Library in honor of Charlotte Benton.

Commissioner Gerald conveyed that many of the people originally involved in the project with their time or money have moved away, and that there is some reluctance by the Benton Trustees to move forward into anything beyond the original vision to honor their commitment to Charlotte Benton. She suggested to continue to reach out to them with an invitation to any meetings. The sense that the CDBG funds were traded off to another use is understandable. As time goes by future Councils may feel they no longer need to commit the funds to the project now that there is no brick and mortar facility proposed, and is something the Stakeholders have issues with.

As an alternate destination location to the I Street lot Commissioner Gerald suggested an area in Ryon Park where tot lot equipment was removed but is in need of improvements and has ample parking for the Charlotte Webb Mobile Children's Library and the public, restroom facilities, and safer access by those living in the same quadrant of the city. All present felt this idea had merit.

Mr. Wiemiller plans to schedule a meeting with the Benton Trustee and Library Director and a follow-up meeting to include the stakeholders.

Commissioner Marks expressed that he was concerned with the value of his role as a commissioner and community liaison. He has had areas of concern that are bypassed and not placed on the agenda for discussion such as use of library reserves, literacy quarterly program report, youth program snacks, and simple discussion items where he wants to give his input.

The City Manager advised that the commission's role is valued as support of staff and community liaison to staff. Staff are more operation focused and designed to serve community. As City Manager he directs staff and as the department head, the Library Director has control of the content of the commission meetings. He suggested that the commission role should be advisory versus actionable; to convey meaning without emotion attached. The desire is to have the director work with the commission and receive their input. Discussion items of commission interest should be given with a purpose and reasoning behind the request presented, and to seek out a communication style that works for all with mutual respect.

Commissioners agreed that when an item was presented for consideration on a future agenda, that a majority be in favor but did not feel it needed to be a policy.

The City Manager spoke to the concern expressed regarding the decision to encumber Library Reserve funds and said that it is still committed to capital projects. He added that the City has doubled the past annual contribution to the library and feels both funding decisions confirms the city's commitment. Regarding the upcoming council/mayoral election, he stated that the city as a whole will continue on regardless of the upcoming election results.

9. Library Director's August report and updates

In addition to the written report, the following information was shared.

- Adult Restrooms – a purchase order has been issued to a consultant and will be meeting to discuss the parameters of the project. Updates will be provided as new information is available.
- The annual State report was completed on Friday; numbers are very high; have bookmobile this year too
- Schools provide meal programs at schools and with state grant offer same during summer. Resources are available through community.
- The teen zone now has the presence of a staff member in the afternoon who is available to answer reference questions and offer assistance and has mitigated some of the recent behavioral problems.

To address a couple of inquiries from Commissioner Marks, no literacy quarterly report has been submitted by Central Coast Literacy Council due to the deadline for submittal of the annual State report. Their quarterly report will be submitted this week and the information included in the next director's report. The list of capital improvement projects is unchanged from the list previously provided to commissioners at a past meeting; Commissioner Marks asked for another copy. Related to providing snacks in the afternoon for young patrons to curb behavioral problems, staff advised that programs are provided at schools during the school year and with a State grant funding offered during the summer; other resources are available

throughout the community during the school year. Commissioner Gerald shared that it might be interesting to see if there is something that might also curtail behavior problems that the Friends could sponsor.

10. Roundtable

To assist with homeless patrons, Commissioner Marks suggested inviting someone from Social Services to be at library to provide information on resources. Also, he would again like to encourage staff that attend conferences and see appropriate handouts with information beneficial to commissioners, to provide them.

In reference to the bathroom renovation, Commissioner Stassi recently read an article on bathrooms and gender neutral signage. Staff advised that the library has designated family bathrooms. Commissioner Stassi also asked about a committee to review capital improvement projects and would be interested in serving along with the Library Director. Ms. Bleyl advised that no information has been provided to date and appreciated Commissioner Stassi's offer.

As the California Public Library Advocate liaison, Commissioner Gerald advised that there was nothing new this month to report but will have location of workshops that trustees can be involved in. Most direct way for commissioners to receive information is to have librarians to bring us information; CPLA also provides information.

Commissioner Gerald asked for talking points that could be used when addressing members of the community. She asked for clarification as whether they are to speak or coordinate a speaking engagement with staff, and the Library Director advised that staff is always willing to attend any speaking engagement. Commissioner Stassi agreed that having a staff member along gives a good city representation versus having a commissioner representing the city.

Commissioner Gerald commented on the good discussion at today's meeting and appreciated the clarification to understand the budget process and commission role to alleviate staff from spending hours of time drafting documents for meetings. Commissioner Knowles felt it reinforced that the Commission is an advisory group and not tasked with setting an agenda, etc.

11. Adjournment

The meeting was adjourned by Chairperson Ruhge at 12:07 PM. The next Regular meeting will be held on Tuesday, November 8, 2016 at 9:30 AM at the Village Library, 3755 Constellation Rd., Lompoc, CA.

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					
Values and Guiding Principles	X	X	X				
Vision Statement		X	X	X			
Goals			X	X	X		
Objectives				X	X	X	
Measures and Outcomes					X	X	X
Strategic Plan Complete							X

Also per the last meeting, here is a sample of other library mission statements:

Kern County: Kern County Library provides access to resources that enrich lives.

San Francisco: The San Francisco Public Library System is dedicated to free and equal access to information, knowledge, independent learning and the joys of reading for our diverse community.

LA County: The mission of the library is to provide our diverse communities with easy access to the information and knowledge they need to nurture their cultural exploration and lifelong learning.

Santa Monica: To provide resources, services and a place to encourage the community to Read, Connect, Relax and Learn.

Fresno County: We enrich lives and build community.

Seattle: Our mission is to bring people, information and ideas together to enrich lives and build community.

Boston: The Boston Public Library's mission is to preserve and provide access to historical records of our society, and to serve the cultural, educational, and informational needs of the people of the City and the Commonwealth.

Phoenix: We connect today's community to a world of possibilities.

New York: The mission of The New York Public Library is to inspire lifelong learning, advance knowledge, and strengthen our communities.

Denver: The Denver Public Library connects people with information, ideas and experiences to provide enjoyment, enrich lives and strengthen our community.

STAFF RECOMMENDATION

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

8B. OUTREACH AND ADVOCACY

BACKGROUND

At the September Commission meeting, the topic of talking points for commissioners was brought up. To assist commissioners when talking with the community, the following are provided by library management staff. As most people are aware that the library provides books, newspapers, magazines, computers and answers questions, the following are lesser known services that often surprise people.

DISCUSSION

Programming

- Children's
 - Homework Help
 - Storytimes – English and bilingual
 - Paws to Read – one-on-one reading to a therapy dog
 - STEM programs – Science, technology, engineering and math related programs
 - Summer Reading Program
 - Video Gaming
 - Lunch at the Library (summer only)
 - Literature-based events – Harry Potter, I Survived the Lompoc Library
 - Seasonal events – Halloween, etc.

- Teens
 - Teen Library Council – programs by teens for teens
 - Summer Reading Program
 - Video Gaming

- Adults
 - Movie Mondays
 - Pinterest Club – crafts based on the popular Pinterest app
 - Coloring Club
 - Happy Village Book Club
 - Summer Reading Program
 - Homebound Book Service – delivering books to those unable to get to the library
 - Computer Coach – one-on-one assistance to learn computer skills
 - Large Print materials
 - Book Club Kits

Digital Services

- eBooks and eAudiobooks
- Hoopla – immediate streaming of movies, music, and more
- Mifi – personal hotspots to use the internet at home
- Learning Express – testing database
- RB Digital – the new name of Zinio, download hundreds of popular magazines for free
- Pronunciator – learn a new language
- Novelist – find new books and authors

Meeting room rentals - The Grossman Gallery multi-purpose room is frequently used for Library programs, educational and cultural activities, meetings, lectures, Library Commission meetings and continuing staff education, and features monthly art exhibitions by local and Central Coast artists. Rental rates are available for non-profit and for-profit organizations.

Volunteer Opportunities

- Homework Help
- Literacy
- General library help

Social Media

- Cityoflompoc.com/library
- Facebook
- Twitter
- Instagram
- Pinterest
- Coming soon! A library blog.

Displays – staff picks, historical and current events, and other special topics

Black Gold Membership – access to materials from Santa Paula to Paso Robles

Movies & TV shows – new and old, check out for free, rent brand new titles for only a \$1/3 days

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 commission 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.

8C. PROJECTS AND PLANS

BACKGROUND

Over the last year, management staff has identified physical areas in the library that require attention in order to provide better services. The library was built in the 1960's, before computers were available at the library, and some work is needed now to help maximize use. The library is now more of a community center but is not able to fill all of the functions asked by the public because of the age and the layout of the building. Some of the projects identified would be an attempt to modernize the facility for better use.

DISCUSSION

Use of the Lompoc Library continues to grow. With an average of almost 20,000 visitors a month and an increased number of programs and circulation, we expect this number to continue to increase as the library adds new programs and services. Some of the areas that need upgrading are Youth Services, the Teen Area, and the patio.

Some of the suggested projects include:

- soundproofing throughout the library
- enclosing the Youth Services area to help with noise level and security
- rearranging the Youth Services area, including a new circulation desk, and adding more power outlets for computers and personal devices (this would enable the library to make use of several older computers for the children, since computers are always in high demand)
- either enclosing or moving the Teen Area (in the past year, the teen area has experienced exponential growth and has outgrown the current space even though it was recently enlarged)
- enclosing the children's side of the patio and renovate the space for use in programming

These suggestions are in addition to the recent City Capital Improvement Plan.

STAFF RECOMMENDATION

This report is provided as an update for the library commission. Any assistance in researching or project ideas is welcome. This is all preliminary at this point.

**LOMPOC PUBLIC LIBRARY SYSTEM
OCTOBER 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
10/26/16	Online Public Access Catalog	Sara Bankston

COUNTY OF SANTA BARBARA LIBRARY SERVICES

The Library Advisory Committee will meet on Wednesday November 9th at Lake Cachuma.

LIBRARY OPERATIONS – LOMPOC, VILLAGE AND CHARLOTTE’S WEB

General Staff Update

Library Manager Sara Bankston facilitated the monthly staff meeting, held on October 14th.

Library management finished reviewing and updating the emergency action plan. An all staff meeting in December will include a fire drill with the Lompoc Fire Department. A staff and public surprise fire drill is planned for January.

The new digital platform Hoopla has been extremely popular. This new Black Gold wide digital platform has a catalog of nearly 500,000 books, movies, music, and audio books that are available 24/7 and on demand.

Black Gold Library System received additional state funding and purchased personal wireless hotspots for patrons to check out and use at home. This service is called Mi-Fi and will be available starting November 9th.

EDGE Assessment, a tool to assess the use of public access technology, identify ways to strengthen or enhance public access technology, and engage with key leaders about the role for the public library in improving communities, was completed in October.

The director will attend the California State Library Public Library Director Forum on November 2nd in Sacramento. The agenda will include strategic planning for libraries in California.

The library director, library manager, and youth services manager will attend the California Library Association conference November 3rd – 5th in Sacramento.

The budget process will begin in November.

Lompoc Library

The enhanced patio seating purchased by the Friends of the Lompoc Public Library System through memorial donations arrived and was installed in early October.

The library's expanded Homework Club has been a huge success. Tutoring is provided every Tuesday – Thursday, 3 – 5 pm. New tutors are being recruited to keep up with demand.

Interviews were held and a candidate selected for the vacant page position.

The library staff participated in Unity Day, an anti-bullying campaign, by putting up displays, wearing orange, and talking to youth about ways to prevent bullying.

Due to an increase in usage of the Teen Area, the space is now staffed weekday afternoons from 3 – 5pm.

New youth programming over the last two months includes video game days for tweens and teens, a STEM program "I Survived the Lompoc Library," movie days, and Go Noodle, a popular activity program used in local elementary schools. Halloween parties for teens and families are planned for the end of the month.

The Central Coast Literacy Council's quarterly report regarding the Lompoc Library's Literacy Program is included as reference (see last page of this report).

Village Library

A new display case to be used by both library staff and the public was installed in October.

The youth collection is in the process of being weeded due to lack of shelf space.

Recent construction work next door to the library resulted in cut phone lines. It took Frontier Communications two days to fix the problem.

Another business that shares the parking lot with the library is paying to have the entire lot slurry sealed and lines repainted in the near future.

Charlotte's Web

The bookmobile wrap was inspected in October. Fleet and library staff are waiting for an update.

The bookmobile manager attended the 2016 Association of Bookmobiles and Outreach Services Conference in Covington, Kentucky.

In addition to monthly afterschool visits, the bookmobile attended several events in the community. These events include: the Vandenberg Village Farmer's Market, the Colorthon 5K and the Disaster Prepare-a-Thon put on by the local hospital, a Family Read night event, the local Co-op Festival, and the Adult School. The bookmobile will be part of Old Town Lompoc's annual Trick-or-Treat event on Saturday, October 29th.

A total of 1,280 children and families visited the bookmobile in October.

PROGRAMMING AND OUTREACH SERVICES

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

In October, twenty storytimes were held with a total attendance of 513. Twenty four other programs entertained 492 children and their families. Four teen programs were offered, with 38 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 October. In addition, the Old Town Trick or Treat event brought in 446 visitors in two hours for a grand total of 625 outreach visitors.

Lompoc Literacy Program

QUARTERLY REPORT

Submitted November 2, 2016

Program Staffing

As of August 9, 2016 Diana Craig became part of the team as new Literacy Coordinator. Diana has extensive teaching background teaching English, Spanish and ESL language (pre-school through 8th grade and ESL with adults). She was a previous volunteer tutor as Center Director with Central Coast Literacy Council for the past four years and most recently a Workplace Instructor. The staff continues to alternate obligations every other week; Diana being the constant presence on Mondays and Adriana and Laura alternating every other Wednesday. The office hours have been adjusted to meet the requests of tutors and learners as follows: Mondays (11:00 a.m. to 6:30 p.m.) & Wednesdays (10:00 a.m. to 3:30 p.m.). The new hours allows learners and tutors to have access to staff and Rosetta Stone after their work day. The learners and tutors have provided positive feedback about the new office hours.

Tutors & Learners

TUTORS

Previous Total	New	Total	*Awaiting Training/Potential Tutors
52	2	54	3

* Awaiting Training/Potential Tutors: Not included in the total

LEARNERS

Previous Total	New	*New ESL	Total	**Awaiting Match
84	5	0	89	5

*New ESL: no new ESL Learners this quarter

**Awaiting Match: not included in the total

ROSETTA STONE

Previous Total	New	Total	*Awaiting
0	9	9	0

* Awaiting: Not included in the total

Previous Events & Training

Attendance

August 29, 2016	Tutor Training and Lunch	5
October 27, 2016	Tutor Meet and Greet	5

Upcoming: Events & Training for 2017

The schedules for Meet & Greet and Tutor Training will be released on November 21, 2016. Tutor Appreciation Luncheon will be held in February (preferred date is February 25th). The staff is awaiting quotes and availability from restaurants.

Announcement: Since the launch of the Rosetta Stone Services on July 14, 2016, the feedback provided by learners has been positive. Through this program, the learners are progressing and enjoying this new service. A total of nine (9) learners are taking advantage of the Rosetta Stone laptops.