



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

TUESDAY, DECEMBER 13, 2016, 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 November 8, 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 NOVEMBER 2016 REPORT

10. ROUNDTABLE

Remarks by Commissioners and Staff

11. ADJOURNMENT

The next regular meeting will be held on Tuesday, January 10, 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
Village Library
3755 Constellation Rd., Lompoc, CA 93436
Tuesday, November 8, 2016, 9:30 AM
Regular Meeting Minutes**

1. Call to Order

Chairperson Ruhge called the meeting of the Lompoc Library Commission to order at 9:30 AM.

Commissioners Present: Molly Gerald, Luella Knowles, Chairperson Ann Ruhge, Ron Stassi (arrived 9:50 am)
Commissioners Absent: None
Staff Present: Library Director Sarah Bleyl, Library Administrative Aide Lee Edie, Village Library Branch Manager Dominic Keen
Others Present: County Library Advisory Committee (LAC) representatives Judith Dale and Barbara Raggio

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/Knowles. By a 3-0 vote, Commission approved the minutes of the October 11, 2016 regular meeting.

4. Presentations

Village Library Branch Supervisor Dominic Keen reported on programming, the newly formed book club, centralizing public computers and copier, new racks to display magazines for sale (Friends fundraiser), increase in library card holders, greater use of reserved library materials, increased use of library by youth needing to complete their homework, and outreach. He reported that two volunteers had recently retired and another moved out of the area so they are recruiting for new volunteers. Commissioners thanked Mr. Keen for the information update on the Village Library.

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:

- October book sale was less than normal - \$1,800;
- Election of officers was held at the General meeting in October; President Cathy Rudolph, Treasurer Bob Vossler, and the vice president office is still vacant;
- Decorated Christmas trees fundraiser will be held November 21-December 17, 2016

B. Library District Libraries Foundation

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

- 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;
- Board has begun preliminary planning for a "Lunch with an Author" fundraiser in March 2017 in the Lompoc Library's Grossman Gallery; Sunday is the preferred day; more details as plans evolve;
- Next LDLF meeting is November 10, 2016.

7. Correspondence

None.

8. Business

A. Strategic Planning

In the written report, the Library Director provided mission statements from other libraries as requested at the last commission meeting. She reported that she made helpful contacts while attending the CLA (California Library Association) conference and during a library director's session, provided input for the State Library's strategic plan. A completed mission statement will be provided at the December meeting.

Commissioner Stassi asked how the Charlotte's Web Mobile Children's Library fits into the plan. Ms. Bleyl felt that it may need a separate plan and probably different goals as a bookmobile.

B. Outreach and Advocacy

In the written report, the Library Director provided a list of services and programs as talking points per commission request at the last meeting. Related to the Homebound program, staff plans to update the brochure and better publicize this service. Commissioner Gerald suggested contacting in-home care providers, senior nutrition program providers, etc. She also shared how helpful the Black Gold patron account is for tracking materials that patrons have read.

Ms. Bleyl will be speaking to members of the Alpha Literary and Improvement Club of Lompoc on Nov. 16 as arranged by Commissioner Ruhge. Commissioner Gerald has provided a list of suggested groups. Commissioner Stassi will share information with those that maintain the members' library at the Village Country Club.

Judith Dale suggested a program called Santa Barbara Reads which Lompoc may be eligible to join.

C. Projects and Plans

Ms. Bleyl presented the staff report, reviewed the list of potential projects/facility upgrades and reasons for each need. As funding sources are found, changes can be incorporated. A few suggestions such as the Santa Barbara Foundation, Women's Fund of Santa Barbara County and Chumash were noted.

Commissioner Knowles feels that the size of the community has outgrown the size of the library. Ms. Bleyl shared that the State Library is also aware that many library buildings are in need of expansion.

9. Library Director's October report and updates

The Library Director presented the staff report and added that with the recent resignation of Barry Marks from the Library Commission, the City Clerk will post a notice of vacancy and begin accepting applications. It was suggested to commissioners that if they know a community member who might be interested in the vacancy to encourage them to apply.

10. Roundtable

Commissioner Stassi recommended that a short letter thanking the city manager for attending last month's meeting to review items of concern be sent. This was agreed upon by commission.

Commissioner Stassi noted that the property at 211 South I Street, as a small isolated development, may be determined too expensive to maintain. Developing something at the main library in a non-contiguous area

and as a long range project might fulfil the basic intent of the donation and a means to increase the size of the Lompoc Public Library. Having an architectural rendering may help to move any project forward.

Commissioner Gerald noted that the 2015 amended MOU has restrictions regarding the I Street property, including the commencement of site improvement within one year from September 2015. Relocation of the project was not an option considered by the Benton Trust, due to their commitment to the donor's intent. Commissioner Gerald urged the Library Director to press for a meeting between City/Benton Trustees and decision regarding the way forward to completion of the project. She noted that delays in addressing the development of the I Street property may cause the Benton Trustees to doubt the City's intent to complete the project as directed in the amended MOU. At the October Commission meeting, Ms. Gerald mentioned the recent removal of the toddler playground at Ryon Park, suggesting this structure as a possible component of improvement at the I Street property. However, she also acknowledged a lack of funding to provide restrooms and other needed improvements to this site. Commissioner Stassi suggested that the City might designate the Library Director and Commissioner Gerald to meet with Benton Trustees.

Commissioner Gerald shared that a long-time literacy volunteer, Dick Clark, said he plans to continue tutoring and is looking forward to the time that the literacy program is back under the library's management.

11. Adjournment

The meeting was adjourned by Chairperson Ruhge at 10:50 AM. The next Regular meeting will be held on Tuesday, December 13, 2016 at 10:00 AM at the Lompoc Public Library, 501 E. North Ave., 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	Completed				
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

Staff have agreed on the following as the library's mission statement: The Lompoc Public Library System engages, empowers, and enriches our community.

Staff have identified the following as the library's values and are working on statements regarding those values.

- Access
- Diversity
- Good customer service (friendly, caring, approachable, welcoming)
- Intellectual freedom
- Lifelong learning
- Inclusive
- Innovation
- Equitable/Equality

The next step is to finish the vision statement, after which staff and the subcommittee will work on goals and objectives.

Vision Statement: this is a statement about what the library should become. Not every library has a specific vision statement, and sometimes they are included as part of the mission statement. The following are some examples of library vision statements.

Seattle Public Library: A city where imagination and opportunity thrive.

Kern County: We nurture creativity, education and imagination to inspire.

Aurora, Illinois: Our vision is to nurture an educated, enlightened and enriched diverse community.

Austin, Texas: The Austin Public Library is key to making Austin a dynamic creative center and the most livable city in the country.

Madison, Wisconsin: Madison Public Library: your place to learn, share, and create.

Brooklyn, New York: Brooklyn Public Library will be a vital center of knowledge for all, accessible 24 hours a day, and will be a leader in traditional and innovative library services which reflect the diverse and dynamic spirit of the people of Brooklyn.

After the vision statement is complete, the next step is to work on goals and objectives. Goals relate directly to the mission statement and objectives are created to help achieve those goals.

STAFF RECOMMENDATION

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

**LOMPOC PUBLIC LIBRARY SYSTEM
NOVEMBER 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
11/8/16	Hotspot Readiness Webinar	Sara Bankston
11/9/16	References and Adult Services	Sara Bankston

COUNTY OF SANTA BARBARA LIBRARY SERVICES

The Library Advisory Committee met on Wednesday November 9th at Lake Cachuma. Usually the meeting is in December but was held in November to include a brief farewell to Doreen Farr, who is retiring from the Board of Supervisors. At the meeting, the three library zone directors agreed to continue the County Agreement for another year. Changes are being proposed for the 2017-2018 contract. There was a brief discussion about additional funding through a parcel tax or sales tax measure. One suggestion is to ask for any potential measure to only need 55% approval (like the schools) instead of the current 66% required. This is a process that goes through the Board of Supervisors by asking them to ask their lobbyists. Also mentioned was that a new supervisor will be appointed to the Library Advisory Committee on January 10th.

The zone directors will meet with George Chapjian, Community Services Director for Santa Barbara County, on Wednesday, December 7th.

LIBRARY OPERATIONS – LOMPOC, VILLAGE AND CHARLOTTE’S WEB

General Staff Update

The director, Library Manager Sara Bankston, and Youth Services Manager Xochitl Rocha attended the California Library Association’s yearly conference in Sacramento from November 3rd – 5th.

The all staff meeting on December 9th 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.

The Mifi service launched November 9th and has been well received by the public. There are 140 devices, with almost as many holds. These personal internet hotspots check out for one week.

The Lompoc District Libraries Foundation announced at the chamber mixer on November 10th that they will be making a donation from their book endowments in the amount of \$15,200. This money is for publications for both library branches and the Charlotte’s Web Mobile Children’s Library.

The Friends of the Library's annual decorated Christmas Tree raffle started November 28th and will end December 17th. Tickets are \$1 each or 6 for \$5. All proceeds go to benefit the library.

Lompoc Library

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

A book club for adults is in the beginning planning stages. Look for more information after the first of the year.

Several sections of the library have been weeded, including biographies, travel books, audiobooks and the Spanish collections. There will be some changes in the teen area to expand the shelving space for teen titles. (Weeding is the systematic and deliberate removal of outdated, damaged, or unused materials in order to keep the library collection relevant.)

The rental DVD section has been expanded, due to the popularity of the collection and the amount of titles available to be rented. The money collected from the rentals is used to purchase other rental materials. This collection pays for itself with the money collected.

Some of the November displays included: Pearl Harbor Remembrance, Thanksgiving books and movies, "Bro Lit" (a collection of teen books written from the male perspective), and "2016 Best Teen Books."

Village Library

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

The parking lot has been slurry sealed and lines repainted. This project was paid for by the Vandenberg Village Community Services District as it related to their need to replace sewer lines to their new building (the old Rabobank) that required cutting through a portion of the Village Library parking lot.

The Support the Village Library fundraising campaign letters will be mailed out in early December.

Charlotte's Web

A total of 418 children and families visited the bookmobile in November.

An annual letter is being drafted for the Benton Trustees about the bookmobile's year of service, yearly statistics, and memorable events.

A meeting with Benton Trustee Barbara Holt will be scheduled after the first of the year.

PROGRAMMING AND OUTREACH SERVICES

In November, eight adult programs were held with a total of 59 attendees.

In November, thirty-seven programs were held for children and teens, with a total attendance of 663.

