

1. Agenda

Documents:

[JANUARY AGENDA \(PDF\).PDF](#)

2. Meeting Materials

Documents:

[A VISION OF PUBLIC LIBRARY SERVICES DISCUSSION ITEM NO\\_ \(PDF\).PDF](#)  
[RESOLUTION LB 2019-01 \(PDF\).PDF](#)

**BOARD OF LIBRARY TRUSTEES  
CITY OF PALMDALE, CALIFORNIA  
COUNCIL CHAMBER  
38300 SIERRA HIGHWAY, SUITE B  
PALMDALE, CA  
AGENDA NO. 486  
JANUARY 08, 2019 5:30 P.M.**

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Library Office at (661) 267-5600 at least 48 hours prior to the meeting.

1. CALL TO ORDER.
2. PLEDGE OF ALLEGIANCE.
3. ROLL CALL: PRESIDENT DAVID, TRUSTEES HENKIN, MANNING, MORRIS and MRANTZ.
4. APPROVAL OF MINUTES OF REGULAR MEETING HELD DECEMBER 11, 2018.

***Suggested Motion:*** Move to approve the Minutes of the December 11, 2018 Meeting. (Vote - Requires a majority to approve.)

5. PUBLIC COMMENTS ON AGENDA ITEMS. **PLEASE NOTE: A three-minute time limit** will be imposed on each speaker other than staff members.
6. PUBLIC COMMENTS FROM THE FLOOR. **PLEASE NOTE: A three-minute time limit** will be imposed on each speaker other than staff members. The Board can take no action on items not listed on the agenda.
7. RESOLUTION LB 2019-01 - A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF PALMDALE, CALIFORNIA, RATIFYING AND APPROVING THE PALMDALE CITY LIBRARY CHECK REGISTER FOR CHECKS DATED DECEMBER 03, 2018 TOTALING \$2,081.69.

***Suggested Motion:*** Move to adopt Resolution LB 2019-01. (Roll Call Vote - Requires three (3) affirmative votes to adopt.)

8. DIRECTOR'S REPORT.

9. DISCUSSION REGARDING THE VISION OF PUBLIC LIBRARY SERVICES.

10. STAFF COMMENTS.

11. TRUSTEE COMMENTS.

12. ADJOURNMENT. This meeting is adjourned to February 12, 2019 at 5:30 p.m. in the Council Chamber, 38300 Sierra Highway, Suite B, Palmdale, California.

Complete packets can be viewed at the Main Library, located at 700 East Palmdale Boulevard, Palmdale, California. You can also view the Agendas and Staff Reports on our website at [www.cityofpalmdale.org](http://www.cityofpalmdale.org).

To: Palmdale City Library Board of Trustees  
From: Robert Shupe, Director  
Palmdale City Library  
Re: A Vision of Public Library Services Discussion Item No. 9  
Date: January 08, 2019

A Vision of Public Library Services  
Palmdale City Library  
By Robert Shupe, Director  
January 08, 2019

Introduction: What follows is an overview of the vision of the mission and purposes of a public library in this era of time – and specifically as they might pertain to Palmdale City Library.

Determining our Why?

The Past

Traditionally, public libraries have been predominantly about “the collection,” meaning the holdings locally of the books, magazines, music, local history documents and sometimes even artifacts. Sometimes, library staff members were even referred to as the keepers of the collection and the library was described as a warehouse of books and other materials, with the staff members’ primary concern being that of acquiring new items as appropriate and ensuring that the collection was organized well and properly so that materials could be accessed and retrieved when needed. In this spirit, there was even an underlying theme or code of conduct that the materials should be collected and retaining “just in case” they were ever needed.

The Present

The library collection is probably still the most important part of library services in a public library; however, what that collection looks and feels like may be drastically different in many cases when compared to the past. Books and print magazines are still widely held, used and appreciated by large numbers of library users. Add to that the advent of the Internet and search interfaces such as Google and one quickly sees that what used to be the “Reference Collection” of books and documents have largely been replaced with easy and ample access by staff and patrons to the vast amount of information available to online researchers on various computer servers around the world. Now, when it comes to traditional “reference services,” the biggest issues and concerns are (and actually always has been – but its ramifications seem to be much greater now) how does one ensure that the information is authoritative and accurate? In other words, “fake news” is a very real concern – and librarians have known that for generations, even with traditional print sources!

It is also worth mentioning that academic libraries have seen a shift to more and more e-books and information sources being made available, sometimes exclusively in digital format. This is NOT the norm in public libraries however, and we must be vigilant to recognize the difference in purpose and mission of these two library types: academic and public (more on this later).

The bottom-line regarding the collection in a public library: it is still the single most important component of the services offered to the public, for without it one could legitimately question whether a community actually has a public library – and the same cannot be said about the other components of a public library's services.

A VERY close second to the collection in importance as a component of public library services are the staff members. It is this human element that brings the library and its services to life, from ordering new and relevant materials for the collection and withdrawing items from the same collection using professional training, judgment, standards and protocol for making such decisions, it is the staff that ensures that the collection is relevant, vibrant and most likely to be used by the patrons: for the mantra of public libraries in this era is give the patron what they want, need and desire – or “give them what they want!”

One very important distinction and improvement in best practices of collection development and management is that no longer should items be acquired and retained “just in case” they might be needed, but now the practice is to acquire and provide access to materials in a “just in time” approach, either by ownership or through the intentional use of inter-library loan (borrowing materials from another library who owns them).

Programming for all ages has become the heart and soul of what successful public libraries now engage in. At the core of this approach and philosophy is this practice's close kinship to the library collection itself. When developing a library collection, care is taken to provide a wide variety of materials and to strive for balance – meaning a representation of every genre of fiction that the patrons are interested in, and/or opposing viewpoints on every topic covered in the nonfiction collection and/or only current (i.e. not older than 2 to 5 years with science, technology, allied health topics) and/or a representation of classical literature and the humanities of the titles most likely to be requested by the local patrons (again, not everything classical – but only the titles the people are currently looking for).

I mention all of this regarding collection development because these same core principles are at the heart of what kinds of programming are to be offered in the library. Specifically, in principle, the library can and should be open to offering a program on any topic covered in the collection, which by principle should be any topic under the proverbial sun! The only things stopping us from doing so are a lack of program room space, a lack of time on the part of staff member to recruit and plan all of this programming and a lack of experts or presenters that can and are willing to present for free or for a very low price (due to limited resources in the library budget).

### In Summary

In summary, and actually at the very heart and soul of what the library is about are contained in the following positions:

1. The Palmdale City Library is “everyone’s library,” meaning that anyone is and will be welcomed to enter and receive its full services in the same manner as anyone else in the community – no matter socio-economic status, religious affiliation or lack thereof, gender orientation, political affiliation or any other potentially divisive situation. This philosophy is represented by the diversity of the collection developed for the public's use, the variety of the programs offered, and the unbiased high quality customer service provided all library users.
2. The Palmdale City Library is a community focal point, meaning that the Library administration, staff members, Library Board, Friends of the Library and City government officials are all united in striving to make the Library a place where all residents feel welcome and a place where information needs, social needs for interaction and educational, recreational or simply enjoyable and enriching programs are offered and the Library is known and seen as an unbiased place where people of all backgrounds can and do come together for mutual or individual benefit.
3. The Palmdale City Library is a community gathering place, meaning that it is seen as a place where residents from all walks of life and background can and do come together to learn, to share, to question, to debate, to interact, to engage, to discuss, to quietly study, to gather ideas ...or to sit and ponder.

It has been stated that the public library as an entity is the most democratic institution in our society. This case is strongly made because of all of the major points listed above: open and free and equal access to everyone in the community is our why ... we are, and we want to be, everyone’s public library (specifically, everyone in Palmdale).

**BOARD OF LIBRARY TRUSTEES  
CITY OF PALMDALE  
LOS ANGELES COUNTY, CALIFORNIA**

**RESOLUTION NO. LB 2019-01**

A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF PALMDALE, CALIFORNIA, RATIFYING AND APPROVING THE PALMDALE CITY LIBRARY CHECK REGISTER FOR CHECKS DATED DECEMBER 03, 2018 TOTALING \$2,081.69.

WHEREAS, payroll and general warrants which are prepared in conformance with the Fiscal Year 2018-19 Budgets and certified or approved by the City Manager or Recreation and Culture Manager and/or the Library Purchasing Agent may be issued prior to Board approval; and

WHEREAS, the Board of Library Trustees of the City of Palmdale has received for review certain check registers listing certain checks which have been issued since the last Board meeting, pursuant to Ordinance No. 535, Section 2, and certain checks which have been held for Board approval.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Palmdale, California:

SECTION 1. That the Check Registers for checks dated December 03, 2018 totaling \$2,081.69 are hereby attached and made a part of this Resolution.

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SECTION 2. That checks numbered as follows on the Check Registers are hereby ratified and approved.

DECEMBER 03, 2018
32079-32082

PASSED, APPROVED, AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
CHALLEN DAVID, President  
Board of Library Trustees  
City of Palmdale, California

ATTEST:

\_\_\_\_\_  
GRACE AMAYA, Assistant Secretary  
Board of Library Trustees  
City of Palmdale, California

City of Palmdale Library  
AP Check Register Summary  
12/3/2018

Check #	Check Date	Check Run	Vendor Name	Check Amount
32079	12/3/2018	120318L	NUPRINT	1,417.75
32080	12/3/2018	120318L	PALMDALE WATER	156.11
32081	12/3/2018	120318L	UNIQUE MANAGEMENT SERVICES INC	393.80
32082	12/3/2018	120318L	VERIZON WIRELESS	114.03

City of Palmdale Library  
 AP Detail Check Register  
 Check Dates 12/3/2018 - 12/3/2018

CK #	Ck Date Ck Run #	Vendor	Invoice	Account #	Account Description	Amount
<b>32079</b>	<b>12/3/2018</b>	<b>NUPRINT</b>				
	120318L		7015	27024001-735100-	OFFICE AND OPERATING SUPPLIES	549.58
	120318L		7031	27024001-735100-	OFFICE AND OPERATING SUPPLIES	868.17
<b>CHECK # 32079 TOTAL</b>						<b>1,417.75</b>
<b>32080</b>	<b>12/3/2018</b>	<b>PALMDALE WATER</b>				
	120318L		741265	27024001-729100-	UTILITIES-WATER	56.00
	120318L		741265A	27024001-729100-	UTILITIES-WATER	100.11
<b>CHECK # 32080 TOTAL</b>						<b>156.11</b>
<b>32081</b>	<b>12/3/2018</b>	<b>UNIQUE MANAGEMENT SERVICES INC</b>				
	120318L		476163	27024001-721417-	CONT SVCS-COLLECTION SVCS	393.80
<b>CHECK # 32081 TOTAL</b>						<b>393.80</b>
<b>32082</b>	<b>12/3/2018</b>	<b>VERIZON WIRELESS</b>				
	120318L		9818146234	27024001-726100-	TELEPHONE	114.03
<b>CHECK # 32082 TOTAL</b>						<b>114.03</b>
<b>Total</b>	<b>CHECK RUN # 120318L</b>					<b>2,081.69</b>