

SOLANO COUNTY LIBRARY ADVISORY COUNCIL

Monday, January 25, 2021

Zoom Virtual Meeting

6:30 p.m.

Consistent with Executive Order N-29-20 from the Executive Department of the State of California and the Shelter in Place Order, the Solano County Library Advisory Council is not physically open to the public, and the meeting is held via teleconference.

Join Zoom Meeting

<https://us02web.zoom.us/j/82183687097>

Meeting ID: 821 8368 7097

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 821 8368 7097

PUBLIC COMMENTS: To submit public comments, please see the option below.

The moderator will recognize you for the discussion at the appropriate time. Speakers will provide their name to the Advisory Council after which the speaker will have five (5) minutes to speak.

AGENDA

1. CALL TO ORDER
2. ROLL CALL AND ESTABLISHMENT OF QUORUM
3. INTRODUCTIONS
- ACTION 4. APPROVAL OF MINUTES AS MAILED FOR MEETING OF September 21, 2020
- ACTION 5. APPROVAL OF AGENDA
6. PUBLIC COMMENT*
7. CORRESPONDENCE
8. DIRECTOR'S REPORT – Attachment
9. NEW BUSINESS
 - a. Topics/goals of the Solano county Library Advisory Council-the Council will discuss their topics/goals for the coming year.
 - ACTION b. Election of Officers-the Council will elect a Chair and Vice-Chair for 2021.

c. Cherelyn Hunt, Literacy Program Manager, will be present to discuss the literacy services the library is currently providing.

10. ANNOUNCEMENTS/MEMBER REPORTS
11. DATE OF NEXT MEETING – March 15, 2021
12. ADJOURNMENT

Minutes of the
SOLANO COUNTY LIBRARY ADVISORY COUNCIL
Zoom Virtual Meeting
Monday, September 21, 2020

1. **CALL TO ORDER:** The meeting was called to order by Chair Clark Silveira at 6:35 p.m.

2. **ROLL CALL AND ESTABLISHMENT OF QUORUM:**

Members Present: Kathryn Clark Silveira, Dave McCallum, Stephanie Cobb, Dotty Schenk, Diane Barney, Ronald Heinrich, Maria Hernandez, Kurt Overholt, Neil Hall, Lloyd McCabe

Members Absent: Ms. Campson

Others Present: Bonnie Katz, Director of Library Services; Cathy Sheldon, clerical; Gloria Felder, Measure L Oversight Committee

Chair Clark Silveira presented some Zoom practices to facilitate the meeting in an orderly manner. She asked when members speak to state their name first especially when making a motion. She asked that members mute themselves while listening to the meeting to lower the background noise. Chair Clark Silveira asked for members to type in the chat option if they have something to share at the end of the meeting. Members on the phone will have an opportunity to share as well.

3. **INTRODUCTIONS:**

Chair Clark Silveira welcomed Mr. McCabe to the Advisory Council. Mr. McCabe gave a brief bio of himself. He represents the Dixon Unified School District Library District Governing Board. All members introduced themselves to Mr. McCabe.

4. **APPROVAL OF MINUTES AS MAILED FOR MEETING OF July 20, 2020:**

Ms. Cobb moved to approve the minutes of the July 20, 2020 meeting; seconded by Ms. Barney. Motion carried. So ordered by 10-0 vote.

Yes Kathryn Clark Silveira
Yes Stephanie Cobb
Yes Dotty Schenk
Yes Diane Barney
Yes Ronald Heinrich
Yes Neil Hall
Yes Kurt Overholt
Yes Dave McCallum
Yes Maria Hernandez
Yes Lloyd McCabe

5. **APPROVAL OF AGENDA.** Mr. Overholt moved to approve the agenda for the September 21, 2020 meeting; Ms. Barney seconded. Motion carried. So ordered by 10-0 vote.

Yes Kathryn Clark Silveira
Yes Stephanie Cobb
Yes Dotty Schenk
Yes Diane Barney
Yes Ronald Heinrich
Yes Neil Hall
Yes Kurt Overholt
Yes Dave McCallum
Yes Maria Hernandez
Yes Lloyd McCabe

6. **PUBLIC COMMENT:** None.

7. **CORRESPONDENCE:**

Ms. Campson resigned from the Solano County Library Advisory Council.

8. **DIRECTOR'S REPORT:**

In addition to Ms. Katz's written report, she stated about 50% of customers are booking their own appointments online. John F. Kennedy (Vallejo), Fairfield Civic Center, and Vacaville Cultural Center libraries are now open on Saturdays effective September 12, 2020. Mr. Overholt inquired about Sunday hours at the libraries. Ms. Katz stated not at this time. Mr. Hall inquired about the usage on Saturday and Ms. Jupitus stated it is about the same as during the week.

Mr. McCallum reported the Governor is moving the state down 1 tier and inquired how this will impact the libraries. Ms. Katz stated the library is still practicing social distancing and requiring personal protection equipment (face masks, shields). The library is looking into expanding the number of customers per hour in the branch and trying to address helping students with distant learning.

Ms. Felder asked if the library is tracking the usage of Tutor.com. Ms. Katz said yes, and the sessions have more than doubled in one year.

Mr. Overholt inquired how the library is promoting the new hours. Ms. Katz stated the library's marketing department is promoting on the website and social media. Ms. Felder asked if the library advertises on the Comcast community channel. Ms. Katz will forward the information to the marketing department. Ms. Schenk stated not all people have Comcast. Ms. Clark Silveira suggested the library check with First 5 and see if they have ad time. Ms. Jupitus reported the library does have banners going up outside however stating the library is open by appointment only. Ms. Jupitus said the library wants people to know we are open however they might have to plan since they do need to make an appointment. The library does advertise in the newspapers and KUIC also makes public service announcements. Ms. Katz thanked Mr. McCallum for the KUIC public service announcements.

9. OLD BUSINESS:

a. Budget Update-the Council will hear a budget update

Ms. Katz reported the County changed the budget procedures this year due to Covid and the uncertainty of revenues. Budget hearings start tomorrow for the Board of Supervisors to pass all revisions since June 2020; final budget needs to be passed by September 30, 2020. Ms. Katz reported since the library is non-general fund, in June the library knew there would be a decrease in sales tax however the library is still doing a few projects for FY20/21. The library is installing a generator at the Fairfield Civic Center Library building. The Library IT department is housed at 1150 Kentucky St. and is the main hub for the Solano Partners & St. Helena consortium (SPLASH). When the electricity is out in Fairfield, the whole SPLASH system is out. Installing a generator will keep the system running when the electricity goes out in Fairfield. Under the CARES Act, the library was funded an additional 100 Hotspots (the library purchase 100 Hotspots too). The Hotspots are circulating.

Ms. Schenk inquired with the recent fires, how will that effect the property taxes with the homes that were lost. Ms. Katz stated the properties will be reassessed however it won't show until two years and it isn't all of Solano County.

Ms. Felder inquired about the Hotspots. Ms. Katz explain, they are circulating and available to everyone however we are contacting the schools to let them know we have them if students need them due to distant learning. Ms. Felder inquired about if the library is doing mobile service; Ms. Katz stated no libraries are doing outreach due to Covid.

10. NEW BUSINESS:

a. Jessica Jupitus, Deputy Director of Library Services, will present to discuss the public service the library is currently providing.

Ms. Jupitus presented to the Council public service the library is providing online and in-branch.

Online Programming:

Youth:

- Take and Make kits with Zoom support
- System-wide STEAM kits for Zoom Afternoon Adventures programming
- Storytime at Home
- Facebook Live Storytimes
- Miss Your Librarian? Letter writing
- Read to a Dog on Zoom

Teen:

- Teen Writing Contest
- TAB Book Reviews
- TAB Instagram "How-To" videos
- JFK Dungeons and Dragons weekly program
- Voter Registration lawn sign creation
- Page Turners virtual book club on Zoom

Adult:

- Solano Stories series on FB: Japanese History of Vacaville and Vacaville Pruners Strike
 - The Library was represented at the Ad & Art Film Festival this year with Chris's film about the Japanese history in Vacaville. It was the first film to show at the Tolenas Winery in Suisun on Tuesday. Many people were impressed with the film and long-time residents said they had no idea about the Japanese history in Vacaville.
- Facebook Live Cooking Demos
- Zoom Book Clubs: genres, graphic novels, poetry
- Book Bingo Reader's Advisory program (in October)
- Tagalog Tuesday language learning on FB

In-branch service:

- Increased WiFi hotspots for checkout
- Automatic renewals of materials
- Appointment-based access to services, bookable by phone, text, or online scheduler
- Access to masks, face shields, and hand sanitizer
- Added hours on Saturdays in larger locations to increase availability for workers
- Quarantine of returned items for 96 hours, per current scientific recommendation
- Curbside holds pick-up to allow library users the option to avoid coming into the library
- No study room/meeting room access, to decrease chance of gathering

Focus:

- Connection
- Meeting needs instead of bringing in new ideas

11. ANNOUNCEMENTS/MEMBER REPORTS:

- a. Ms. Schenk reported all the Writer's groups are meeting via Zoom and getting new members.
- b. Ms. Clark Silveira continues to use curbside service and made appointments to visit Springstowne Library to pick up books. She stated the librarians are a huge resource in helping her choose different titles of books.

12. DATE OF NEXT MEETING: The next Solano County Advisory Council meeting will be Monday, November 16, 2020 at 6:30 p.m.

13. ADJOURNMENT: The meeting adjourned at 7:25 p.m.



BONNIE A. KATZ
Director of Library Services

**Report of the Director of Library Services
to the Solano County Library Advisory Council
January 2021**

Personnel

We continue to fill positions since my last report in September. We have promoted Cathy Sheldon to the Office Assistant III position. This replaces Tamie Tvrdik's old position which was a Clerical Operations Supervisor. We have also promoted Michelle Franzen to the Supervising Librarian position at the Springstowne Library. Michelle joined our staff in 2011 and most recently worked as a children's librarian at the Suisun City Library. Taylor Cecil has been reassigned to the children's position at the Suisun City Library.

Kevin Tolley has been reassigned to the Supervising Librarian position at Suisun City Library from the Rio Vista Library. Rhea Gardner has been hired as the new Supervising Librarian at the Rio Vista Library. She is returning to Solano County Library leaving her teen services position at the Woodland Library. She previously worked for the Library from 2008 through 2013.

David Barney has been reassigned from the Telephone Assistance Center to the Vacaville Cultural Center Library, Miguel Loeza has been reassigned from the Dixon Public Library to the Rio Vista Library and Corrine Leles has been reassigned from the Rio Vista Library to the Dixon Library. In addition, Andrea Klecki has been reassigned from the Vacaville Cultural Center Library to the Vacaville Town Square Library.

In addition we have had three retirements, Laurie Hancock, Library Branch Manager retired in December, Nanette Overholt, Library Associate retired in November and Keith Kondo, Library Information Coordinator is retiring in February.

Although it seems as if we should be fully staffed, we are recruiting for two librarian positions, a full-time children's librarian at John F. Kennedy Library (job offer pending) and at the Rio Vista Library. We also have a full time Library Associate position at Dixon (job offer pending) and a full time Office Assistant II position to fill.

We will also be filling the Information Technology Coordinator position and hope to have someone in that position in February.

Measure L

The annual celebration of the restoration of services brought about by the passage of Measure L (1/8th cent added to the local sales tax) historically has been slated for January. Because of the pandemic, we will be producing an annual report thanking the residents for their support and highlighting what we have been able to do with the sales tax revenue. Amazingly enough, this year marks the 7th year of the Measure L celebration.

We are particularly proud that we have lived up to the promises made during the Measure B and L campaigns to restore hours (when we can reopen our doors), the collection and improve services to children and youth. In fact, not only did we restore hours, we also increased them beyond what they were in the early 1990s before the cuts occurred.

Quilt Display

Throughout the month of February, the Library will be celebrating Black History Month. Although, because of the pandemic we are unable to have quilt displays in all of the branches. Instead, the branches will be hosting programs on African American History for children and adults.

Super Saturday – Free Tax Preparation

Also because of the pandemic we are unable to provide this free tax preparation service.