

SOLANO COUNTY LIBRARY ADVISORY COUNCIL

Monday, March 20, 2017

6:30 p.m.

LOCATION: Becker-Balmer Room, Fairfield Civic Center Library

NOTE: Please call Library Headquarters (784-1505) before noon on the Friday before the day of the meeting to let staff know whether or not you will attend the meeting.

The County of Solano, in compliance with the Americans with Disabilities Act of 1990, will provide accommodations for persons with disabilities who attend public meetings. If you wish to attend this meeting and you will require assistance in order to participate, please call the Supervising Librarian at 1-866-572-7587 at least 48 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting.

Non-confidential materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Fairfield Civic Center Library, 1150 Kentucky Street, Fairfield, CA during normal business hours.

AGENDA

1. CALL TO ORDER
2. ROLL CALL AND ESTABLISHMENT OF QUORUM
3. INTRODUCTIONS
- ACTION 4. APPROVAL OF MINUTES AS MAILED FOR MEETING OF January 23, 2017 – (Please bring with you)
- ACTION 5. APPROVAL OF AGENDA
6. PUBLIC COMMENT*
7. CORRESPONDENCE
8. DIRECTOR'S REPORT – Attachment
9. OLD BUSINESS
Strategic Plan Update – the Council will receive an update on the Strategic Plan
10. NEW BUSINESS
ACTION Proposed Budget FY 2017-2018 – the Council will discuss the proposed budget for next year and may take action.
11. ANNOUNCEMENTS/MEMBER REPORTS
12. DATE OF NEXT MEETING – May 15, 2017
13. ADJOURNMENT

*Members of the public may speak for up to five (5) minutes per person, not to exceed 20 minutes.

Minutes of the
SOLANO COUNTY LIBRARY ADVISORY COUNCIL
Monday, January 23, 2017

1. **CALL TO ORDER:** The meeting was called to order by Chair Overholt at 6:30 p.m.

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

Members Present: Diane Barney, Bruce DuClair, Ron Heinrich, Kurt Overholt, Dotty Schenk

Members Absent: Gloria Felder, Neil Hall, Teena Miller, Kathryn Clark Silveira

Others Present: Bonnie Katz, Director of Library Services, Tamie Tvrdik, Clerical Supervisor

3. **INTRODUCTIONS:** None.

4. **APPROVAL OF MINUTES AS MAILED FOR MEETING OF November 21, 2016:** Mr. DuClair moved to approve the minutes of the November 21, 2016 meeting; seconded by Mr. Heinrich. Motion carried. So ordered by 5-0.

5. **APPROVAL OF AGENDA.** The agenda was revised to make Item 10 b an Action Item. Upon revision, Ms. Schenk moved to approve the January 23, 2017 agenda; Mr. Heinrich seconded. Motion carried. So ordered by 5-0 vote.

6. **PUBLIC COMMENT:** None.

7. **CORRESPONDENCE:** None.

8. **DIRECTOR'S REPORT:** In addition to Ms. Katz' report, she distributed the winter Check It Out and the Solano County Annual Report. She pointed out that property taxes are about 45% of the Library's budget and Measure L is close to 30%. She added that Literacy had their tutor orientation and despite the pouring rain about 20 people came to the tutor training orientation on Wednesday evening and another 35 attended on Saturday. There are about 80 students on the waiting list. The Solano County's Annual Report features the Library's Stay and Play Center, Career Online High School and the growing media collection. Ms. Katz announced that RIO will now be part of the CENIC project and will be expanding their speed from 3mg to 100mg and access to Wi-Fi.

9. **OLD BUSINESS:**

a. Strategic Plan Update – the Council will receive an update on the Strategic Plan

All of the information has been gathered during this process and, with the help of Civic Technologies, Library staff have identified 45 different market segments served by Solano County

Library. The top two market segments are “families with children and singles and couples. The team has come up with four market strategies:

- Core Services – books, materials, children’s programming
- Seeds for Success – 21st century libraries
- Community Life – meetups anywhere, diverse programming
- Youth Services – all children prepared to enter kindergarten, children able to read at reading level, youth engaged in literature and arts

March is the target for the final plan to roll out and it will be presented to the Board of Supervisors.

- b. FY 2016-2017 Budget – The Council will receive an update on the FY 2016-2017 budget.

The Library has just completed their mid-year projections and it will be included in the County mid-year that will go before the Board of Supervisors on February 7th. The Library is right on target. Revenues are up by approximately \$350,000 and due to salary savings, expenditures are down. There is still a structural deficit but it has decreased so far this year from \$2 million to \$1 million.

10. NEW BUSINESS:

- a. Topics/goals of the Solano County Library Advisory Council – the Council will discuss their topics/goals for the coming year.

Council members suggested the following topics/ goals for the coming year:

- Strategic plan follow up
- Career Online High School (COHS)
- Literacy Program
- Security
- Automated Materials Handling
- Staff Innovation Grants

- b. Election of Officers – the Council will elect a Chair and Vice-Chair for 2017.

Mr. Heinrich moved to appoint Mr. Overholt to be Chair and Ms. Barney to be Vice-Chair; Mr. DuClair seconded. Motion carried. So ordered by a 5-0 vote

12. ANNOUNCEMENTS/MEMBER REPORTS:

- a. Ms. Schenk announced that she attended the watercolor program and that almost 50 people came to attend and Ms. Schenk has volunteered to teach the next class in May.

- b. Ms. Barney announced that Elizabeth Bell, YA Librarian, had contacted her regarding a partnership between NorthBay and teens at the Library. There are several programs she suggest and would be pleased to form another partnership with the Library.

13. DATE OF NEXT MEETING: The next Solano County Advisory Council meeting will be on Monday, March 20, 2017.

14. ADJOURNMENT: The meeting adjourned at 7:15 p.m.



BONNIE A. KATZ
Director of Library Services

**Report of the Director of Library Services
to the Solano County Library Advisory Council
March 2017**

Personnel

We had a successful recruitment for the two vacant Supervising Library Assistant positions at the Vacaville Libraries.

Junella Hays, currently the Supervising Library Assistant at the John F. Kennedy Library has filled the vacant position at the Vacaville Cultural Center Library. Dionna Campbell has been promoted to the vacant position at the Vacaville Town Square Library. Dionna began her career with the Library as a Departmental Aide. She is currently a Library Assistant at the Town Square Library. Charlie (Nikki) Hyatt has been promoted to Supervising Library Assistant at the John F. Kennedy Library filling the position that was created when Junella Hays was reassigned to the Cultural Center Library. Nikki began her career with the Library as a part time Library Associate at the Cordelia Library.

In addition we have had a successful recruitment for the Literacy Program Assistant position and are currently doing reference checks on the viable candidate.

We are currently recruiting for 1.5 FTE library aide positions and for 1.5 FTE library associate positions due to promotions and reassignments. We continue to be in the recruitment mode as we have not yet been able to fill all the vacancies that we have.

Fiscal Year 2017/18 Budget

It's that time of the year again and we will be discussing the state of the budget at our meeting.

Quilt Display

Throughout the month of February, the Library celebrated Black History Month with our fifth year of quilt displays in all of the branches. The quilts are the work of the Quilting Sisters, a group of women that has been quilting together for the last 14 years. This again was a very successful exhibit.

Women's History Celebration

Once again through the support of the Women's History Committee and the Solano County Library Foundation, we were able to present a new program celebrating Women's History month. "Women Mean Business" was a speaker series featuring women-owned and operated businesses and their success stories followed with an informational component to support and encourage future entrepreneurs. We held three different events in the cities of Fairfield, Vacaville and Vallejo.

Staff Innovation Grants

The purpose of the grants was to foster innovation by supporting staff willing to explore

and report on new ways to move forward with the library's existing and future strategic directions. Seventeen proposals were submitted and we were able to fund five of them. The proposals were individually judged by the management staff. The following proposals were funded up to \$1000.00 each:

1. Board Games – Expand the library collection beyond books and audio visual materials by creating a collection of modern board games.
2. Sensory Garden – Design and install a sensory garden and fence in the cultivated areas between the children's section and the pond at the Civic Center Library.
3. Vacaville Town Square Cruiser – A mobile cart that can make its presence at Vacaville events and festivals, but also at various library programs.
4. STEM Kits – A pilot Young Adult project that is intended to provide teens an opportunity to work with easy-to-use technology/robotics to develop STEAM related knowledge and skills.
5. Raspberry PI Computers and Programming – The project is to set up a simple, relatively portable computer using Raspberry Pi 3 computers and Scratch to teach basic coding skills for children.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Account/Description																TOTAL
2		6311	6316	6306	6307	6308	6309	6342	6343	6344	6361	6362	6363	6364	6367	6368	
3		Headtrts	Tech. Serv.	Automation	Farm For Lit	RO&Read	Literacy	TAC	Kennedy	Springs	Suisun	Fairfield	Rio Vista	Cordelia	Vac - CC	Vac - Town	
70	Utilities	26,504	1,631	6,626	0	0	4,970	3,313	104,500	12,515	41,735	130,451	25,977	86,116	86,116	60,393	592,419
71	Water	2,750	2,582	793	0	0	594	396	0	0	0	14,862	0	3,300	3,300	4,090	29,367
72	Subtotal 2000's	916,959	3,498,583	880,395	4,137	3,745	69,331	7,730	198,302	51,425	91,489	231,214	66,952	146,839	313,143	179,566	6,659,810
73	3020 Refund of Prior Year Chrg	15,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15,000
74	Interest Exp on County Pool	76,324	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
75	Inter Svs. - Sheriff (DONE USE)	77,3690	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
76	Interfund Svs - Custodial/Grounds	78,3694	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
77	Interfund Svs. - Main./Mat.	79,3695	0	3,706	0	0	4,189	2,417	155,049	87,746	42,546	282,511	0	0	0	93,064	711,347
78	Interfund Svs. - Small Projects	80,3696	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
79	Interfund Svs. - Postage	81,3697	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
80	Interfund Svs. - Main./Labor	82,3698	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
81	Contribution - Non County	83,3701	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
82	County Admin. Overhead	84,3710	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
83	CAC Bldg Chgs	85,3712	0	0	0	0	0	0	0	0	0	0	0	0	0	0	684,103
84	Subtotal 3000's	739,333	0	3,706	0	0	4,189	2,417	155,049	87,746	42,546	282,511	0	0	0	93,064	1,410,561
87	Buildings & Improvements	88,4201	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
88	Construction in Progress	89,4202	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
89	Equipment - Vehicles	90,4301	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	40,000
90	Equipment	91,4303	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
91	Computer Equipment	92,4304	20,000	0	0	0	0	0	0	0	0	0	0	0	0	0	20,000
92	Subtotal 4000's	40,000	20,000	0	0	0	0	0	0	0	0	0	0	0	0	0	60,000
94	Operating Transfers Out	96,5010	40,228	20,115	0	0	15,086	0	0	0	0	377,147	0	0	0	0	502,863
95	Transfer Out - POB's	97,5040	67,985	27,723	19,922	0	18,058	8,807	35,621	16,143	18,667	41,898	13,931	22,242	40,871	23,419	355,288
98	Contingency (9304)	98,9304	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
99	Reserves	99,9304-8301	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
100	Subtotal 5000, 8000, & 9500	108,214	78,009	40,037	4,137	3,745	33,144	8,807	35,621	16,143	18,667	419,046	13,931	22,242	40,871	23,419	858,151
101	TOTAL EXPENSES	3,952,832	4,635,921	1,618,184	4,137	3,745	741,618	308,515	1,750,878	754,650	825,099	2,540,444	602,194	1,013,585	1,876,692	1,190,022	21,818,516
102	Prop. Taxes/Secured	106,9001	5,954,668	0	0	0	0	0	0	0	0	0	0	0	0	0	5,954,668
103	Prop. Taxes/Unsecured	106,9002	400,000	0	0	0	0	0	0	0	0	0	0	0	0	0	400,000
104	Prop. Taxes/Prior	107,9003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
105	Prop. Taxes/Supplemental	108,9004	202,625	0	0	0	0	0	0	0	0	0	0	0	0	0	202,625
106	Library Sales Tax - Measure B	109,9015	4,671,398	0	0	0	0	0	0	0	0	0	0	0	0	0	4,671,398
107	Unitary	110,9018	146,987	0	0	0	0	0	0	0	0	0	0	0	0	0	146,987
108	ABX1 26 Residual	111,9019	596,313	0	0	0	0	0	0	0	0	0	0	0	0	0	596,313
109	ABX1 26 Pass through	112,9020	678,644	0	0	0	0	0	0	0	0	0	0	0	0	0	678,644
110	Interest	113,9401	56,467	0	0	0	0	0	0	0	0	0	0	0	0	0	56,467
111	Building Use Fees	114,9405	0	0	0	0	0	0	1,100	0	500	1,500	120	700	600	1,200	5,720
112	Telephones	115,9407	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
113	Homeowner's Relief	116,9507	59,328	0	0	0	0	0	0	0	0	0	0	0	0	0	59,328
114	Other Governmental Agen.	117,9511	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
115	State Other	118,9569	0	219,662	0	0	0	0	0	0	0	0	0	0	0	0	219,662
116	Photo/Microform copies	119,9603	0	0	0	0	39,345	0	0	0	0	0	0	0	0	0	39,345
117	Contract Services	120,9604	0	0	0	0	0	0	12,426	2,758	3,812	13,698	1,186	2,590	8,146	3,222	47,838
118	Library Fines	121,9605	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
119	Other Prof. Services	122,9637	4,194,713	0	0	0	0	0	38,253	11,836	13,089	48,166	3,707	23,460	47,265	23,021	208,797
120	Other Revenue	123,9703	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
121	Donations and Contributions	124,9704	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
122	Op. Transfers In	125,9803	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
123	Reserve Transfer	126,9805	1,825,869	0	0	0	0	0	0	0	0	0	0	0	0	0	1,825,869
124	Fund Balance Available	127,9806	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
125	Transfers In-County Contr.	128,9807	280,045	0	0	0	0	0	0	0	0	0	0	0	0	0	280,045
126	TOTAL REVENUES	19,077,058	0	219,662	0	0	39,345	0	51,779	14,594	17,401	63,364	5,013	26,750	56,011	27,443	19,598,420
127	TOTAL EXPENSES	3,952,832	4,635,921	1,618,184	4,137	3,745	741,618	308,515	1,750,878	754,650	825,099	2,540,444	602,194	1,013,585	1,876,692	1,190,022	21,818,516