

SOLANO COUNTY LIBRARY ADVISORY COUNCIL

Monday, March 18, 2019

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 28, 2019 – (Please bring with you)
- ACTION 5. APPROVAL OF AGENDA
6. PUBLIC COMMENT\*
7. CORRESPONDENCE
8. DIRECTOR’S REPORT – Attachment
9. OLD BUSINESS
10. NEW BUSINESS  
  
Proposed Budget FY 2019-2020 – the Council will discuss the proposed budget for next year and may take action.
11. ANNOUNCEMENTS/MEMBER REPORTS
12. DATE OF NEXT MEETING – May 20, 2019
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 28, 2019

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

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

**Members Present:** Diane Barney, Stephanie Cobb, Kathryn Clark Silveira, Neil Hall, Maria Hernandez, Kurt Overholt, Cassandra Patton, Dotty Schenk

**Members Absent:** Gloria Felder, Ron Heinrich

**Others Present:** Bonnie Katz, Director of Library Services, Tamie Tvrdik, clerical

3. **INTRODUCTIONS:** None.

4. **APPROVAL OF MINUTES AS MAILED FOR MEETING OF September 17, 2018:**  
Mr. Overholt moved to approve the minutes of the September 17, 2018 meeting; seconded by Ms. Schenk. Motion carried. So ordered by 7-0 vote, with one abstention.

5. **APPROVAL OF AGENDA.** Ms. Cobb moved to approve the agenda for January 28, 2019, with the amendment to make Item 10b an Action Item; Ms. Patton seconded. Motion carried. So ordered by 8-0 vote.

6. **PUBLIC COMMENT:** None.

7. **CORRESPONDENCE:** None.

8. **DIRECTOR'S REPORT:** In addition to Ms. Katz's report, she announced that the Library is still actively recruiting. The Library now has four librarian positions currently vacant, in addition to the Library Aide vacancy and Supervising Librarian vacancy plus the remaining extra help positions that need to be filled. Lots of these vacancies are due to retirements. Ms. Katz explained that during the library recession in the 90's, there was a gap of age where the library did not hire and therefore many staff are now within retirement age. Ms. Barney would like to send thank you letters to the retirees from the Council.

Ms. Katz distributed the library brochure, "Promises Made, Promises Kept" which celebrates the passing of Measure L and explains what the library has been able to do with some of the monies.

Ms. Katz announced that the County organizes a Wellness Challenge for all staff and the Library won the challenge. 71% of the library staff participated.

The HVAC project is almost completed; just working on some system balancing.

The Automated Material Handling (AMH) project is moving forward. FCC is the pilot library for the AMH project because the Automation division is in the same building in case of any hiccups.

The architect is writing specifications for the 5 other sites in terms of the modifications that need to happen to the other buildings including ADA standards. In response to Mr. Hall's inquiry, the AMH project will help with ergonomic issues with staff and will be a more efficient way of getting items to the customer.

The Library is still working on content for digital signage which should be completed in the next several months.

In response to Ms. Schenk's inquiry, Ms. Katz explained that the Library is still working on the expansion of the Cultural Center library.

In response to Ms. Barney's inquiry, Ms. Katz explained that one of the Staff Innovation grants is funding a citizenship Corner. This will be developed by the Literacy program and will spread to other libraries.

**9. OLD BUSINESS: None.**

**10. NEW BUSINESS:**

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

The Council discussed what Library's programs they would like to have more information about in order to better enable them to be a voice for the Library in the community. The Council agreed on the following topics for the year:

- Staff Innovation Grants
- Friends of the Library Groups (Vacaville, Fairfield, Rio Vista, Vallejo)
- Solano County Library Foundation
- Update on Literacy
- Community Groups that use the library's meeting rooms
- Safety issues

- b. Election of Officers – the Council will elect a Chair and Vice-Chair for 2019.

Ms. Patton moved to re-elect Ms. Barney as Chair of the Solano County Library Advisory Council; Mr. Hall seconded. Motion carried. So ordered by 8-0 vote.

Ms. Patton moved to re-elect Ms. Clark Silveira as Vice-Chair; Mr. Hall seconded. Motion carried. So ordered by 8-0 vote.

**11. ANNOUNCEMENTS/MEMBER REPORTS:**

- a. Ms. Katz announced that March is Women's History Month with lots of activities going on and a luncheon on March 15<sup>th</sup>. For more information go to the library's website [www.solanolibrary.com](http://www.solanolibrary.com)

- b. The pilot for the student success card starts in March.
- c. Ms. Hernandez gave many kudos to Kathryn Silveira Clark's Mindful Movement classes for preschoolers
- d. Ms. Clark Silveira thanked the libraries for supporting her Mindful Movement classes throughout the county libraries.

12. **DATE OF NEXT MEETING:** The next Solano County Advisory Council meeting will be Monday, March 18, 2019 at 6:30 pm.

13. **ADJOURNMENT:** The meeting adjourned at 7:30 p.m.

  
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**BONNIE A, KATZ**  
**Director of Library Services**

**Report of the Director of Library Services  
to the Solano County Library Advisory Council  
March 2019**

**Personnel**

We continue to be in the full blown recruitment mode. Serena Enger, long time Supervising Librarian at the Fairfield Civic Center Library has resigned. Tim Madigan has been reassigned from the Cordelia Library to fill this position. We have opened a recruitment for the vacant position.

Due to retirements and resignations we currently have 3.5 FTE Librarian positions vacant - two and a-half children's positions and one adult services position. We will be reassigning two librarians; Chris Diaz will move from Fairfield to Cultural Center as an adult services librarian and Michelle Franzen will move from Fairfield to Suisun City as a children's librarian. After these reassignments take place the vacancies remaining will be a half-time children's position at the Rio Vista Library and two full time children's positions, one at Cultural Center and one at Fairfield. The vacant adult services position will be in Fairfield. We have completed the recruitment for these positions and are in the process of interviewing.

Sharon Vigil has been promoted to a half-time Library Associate position at the Fairfield Library.

In the Library Aide/Assistant classification, Laura Medina has been promoted to the fulltime Library Aide position at the Suisun City Library, leaving a half-time vacancy at the Kennedy Library. Barbara Lara has accepted the half-time Library Aide position at the Fairfield Library. We are still recruiting for a full time position at Fairfield.

While Kristi Putz has accepted an extra help Library Aide position, we are still recruiting for extra help associates and aide positions.

**Fiscal Year 20181920 Budget**

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

**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 variety of programs celebrating Women's History month. We scheduled programs in Fairfield, Vacaville and Vallejo. There is still time to participate in some of the programs.

**Equity, Diversity, and Inclusion (EDI) Committee**

Staff is forming an EDI committee to lead/participate in project-based task forces that will improve or establish positive experiences for Solano County residents and staff that have historical inequities. Staff wants to support equity, diversity, and inclusion for the

community and the staff including addressing policies, structures and biases that can limit library access and striving to ensure people of marginalized gender, sexual orientation, race, color, creed, age, disability or place of national origin are welcomed into and supported by Library services, programs, collections and facilities.

### **25<sup>th</sup> Annual Literacy Celebration**

The celebration was held on Saturday March 9 at the County Events Center. About 150 folks attended this momentous event, including former Literacy Managers, Sandy Tosti and Joanne Wright. The literacy staff showed a five minute “history” of the program at the event. A longer version of the history of the program will soon be available on our website.

### **Automated Materials Handling (AMH)**

Finally, AMH is up and running at the Fairfield Library. We will take a “tour” of the equipment at the end of our meeting.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Account/Description	6311	6316	6306	6307	6308	6309	6342	6343	6344	6361	6362	6363	6364	6367	6368	TOTAL
		Headqtrs	Tech. Serv.	Automation	Fam For Lit	RO&Read	Literacy	TAC	Kennedy	Springs	Suisun	Fairfield	Rio Vista	Condella	Vac - CC	Vac - Town	
		29,154	1,210	7,040	0	0	4,799	3,644	80,300	12,078	37,169	136,041	24,394	87,672	89,228	49,469	562,199
		2,500	2,640	407	0	0	420	380	0	0	0	8,200	0	0	4,300	4,090	22,937
72	<b>Subtotal 2000's</b>	<b>1,203,168</b>	<b>2,822,955</b>	<b>837,929</b>	<b>4,257</b>	<b>3,740</b>	<b>86,542</b>	<b>8,669</b>	<b>185,335</b>	<b>50,565</b>	<b>73,735</b>	<b>213,014</b>	<b>55,950</b>	<b>135,895</b>	<b>212,889</b>	<b>141,891</b>	<b>6,036,535</b>
73	3020 Refund of Prior Year Chair.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
74	3242 Interest Exp on County Pool	15,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15,000
75	3690 Inter Svs. - Sheriff (DONE USE)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
76	3694 Interfund Svs. - Custodial/Grounds	32,649	0	8,162	0	6,122	4,081	173,057	97,938	47,488	343,908	0	0	0	0	103,873	817,278
77	3695 Interfund Svs. - Main./Mat.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
78	3696 Interfund Svs. - Small Projects	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
79	3697 Interfund Svs. - Postage	0	10,000	400	0	0	0	0	0	0	0	0	0	0	0	0	10,400
80	3701 Contribution - Main./Labor	928,001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	928,001
81	3710 County Admin. Overhead	126	0	0	0	0	0	0	0	0	0	0	0	0	0	0	126
82	3712 CAC Bldg Chgs	975,776	10,000	8,562	0	6,122	4,081	173,057	97,938	47,488	343,908	0	0	0	0	103,873	1,770,805
83	<b>Subtotal 3000's</b>	<b>439,500</b>	<b>25,000</b>	<b>57,287</b>	<b>0</b>	<b>6,608</b>	<b>2,986</b>	<b>12,972</b>	<b>5,982</b>	<b>6,779</b>	<b>14,226</b>	<b>4,292</b>	<b>7,801</b>	<b>14,514</b>	<b>0</b>	<b>0</b>	<b>464,500</b>
84	4201 Buildings & Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
85	4202 Construction in Progress	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
86	4301 Equipment - Vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
87	4303 Equipment	0	25,000	0	0	0	0	0	0	0	0	0	0	0	0	0	25,000
88	4304 Computer Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
89	<b>Subtotal 4000's</b>	<b>439,500</b>	<b>25,000</b>	<b>57,287</b>	<b>0</b>	<b>6,608</b>	<b>2,986</b>	<b>12,972</b>	<b>5,982</b>	<b>6,779</b>	<b>14,226</b>	<b>4,292</b>	<b>7,801</b>	<b>14,514</b>	<b>0</b>	<b>0</b>	<b>464,500</b>
90	5010 Operating Transfers Out	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
91	5040 Transfer Out - POB's	24,587	9,632	7,287	0	6,608	2,986	12,972	5,982	6,779	14,226	4,292	7,801	14,514	0	8,642	126,308
92	8101 Contingency (9304)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
93	9304-8301 Reserves	500,000	0	50,000	0	0	0	0	0	0	0	0	0	0	0	0	550,000
94	<b>Subtotal 5000, 8000, &amp; 9300</b>	<b>524,587</b>	<b>9,632</b>	<b>57,287</b>	<b>0</b>	<b>6,608</b>	<b>2,986</b>	<b>12,972</b>	<b>5,982</b>	<b>6,779</b>	<b>14,226</b>	<b>4,292</b>	<b>7,801</b>	<b>14,514</b>	<b>0</b>	<b>8,642</b>	<b>676,308</b>
100	<b>TOTAL EXPENSES</b>	<b>5,874,294</b>	<b>3,928,129</b>	<b>1,677,934</b>	<b>4,257</b>	<b>3,740</b>	<b>762,646</b>	<b>315,419</b>	<b>1,812,234</b>	<b>794,471</b>	<b>872,958</b>	<b>2,130,119</b>	<b>570,430</b>	<b>1,034,960</b>	<b>1,905,502</b>	<b>1,234,983</b>	<b>22,922,074</b>
101	9001 Prop. Taxes/Secured	6,309,324	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,309,324
102	9002 Prop. Taxes/Unsecured	606,464	0	0	0	0	0	0	0	0	0	0	0	0	0	0	606,464
103	9003 Prop. Taxes/Prior	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
104	9004 Prop. Taxes/Supplemental	182,936	0	0	0	0	0	0	0	0	0	0	0	0	0	0	182,936
105	9015 Library Sales Tax - Measure B	4,764,826	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,764,826
106	9018 Unitary	156,867	0	0	0	0	0	0	0	0	0	0	0	0	0	0	156,867
107	9019 ABX1 26 Residual	620,166	0	0	0	0	0	0	0	0	0	0	0	0	0	0	620,166
108	9020 ABX1 26 Pass through	705,790	0	0	0	0	0	0	0	0	0	0	0	0	0	0	705,790
109	9401 Interest	100,000	0	0	0	0	0	0	2,200	0	800	850	100	1,800	0	600	100,000
110	9405 Building Use Fees	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
111	9407 Telephones	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
112	9507 Homeowner's Relief	21,840	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21,840
113	9511 Other Governmental Agen.	0	0	237,100	0	0	0	0	0	0	0	0	0	0	0	0	237,100
114	9569 State Other	0	0	0	0	72,920	0	0	0	0	0	0	0	0	0	0	72,920
115	9603 Photo/Microform copies	0	0	0	0	0	0	0	10,047	2,811	3,588	13,017	1,391	2,309	7,452	3,093	43,708
116	9604 Contract Services	0	0	0	0	0	0	0	30,800	9,227	12,719	38,301	4,341	21,173	50,586	20,747	187,994
117	9605 Library Fines	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
118	9637 Other Prof. Services	4,194,713	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,194,713
119	9703 Other Revenue	123,970	0	0	0	0	0	0	0	0	0	0	0	0	0	0	123,970
120	9704 Donations and Contributions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
121	9803 Op. Transfers In	1,939,656	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,939,656
122	9805 Reserve Transfer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
123	9806 Fund Balance Available	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
124	9807 Transfers In-County Contr.	293,633	0	0	0	0	0	0	0	0	0	0	0	0	0	0	293,633
125	<b>TOTAL REVENUES</b>	<b>19,896,215</b>	<b>0</b>	<b>237,100</b>	<b>0</b>	<b>72,920</b>	<b>0</b>	<b>0</b>	<b>43,047</b>	<b>12,038</b>	<b>17,108</b>	<b>52,168</b>	<b>5,832</b>	<b>25,282</b>	<b>59,238</b>	<b>24,439</b>	<b>20,445,388</b>
130	<b>TOTAL EXPENSES</b>	<b>5,874,294</b>	<b>3,928,129</b>	<b>1,677,934</b>	<b>4,257</b>	<b>3,740</b>	<b>762,646</b>	<b>315,419</b>	<b>1,812,234</b>	<b>794,471</b>	<b>872,958</b>	<b>2,130,119</b>	<b>570,430</b>	<b>1,034,960</b>	<b>1,905,502</b>	<b>1,234,983</b>	<b>22,922,074</b>
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Use will be contiguous

3/1/08





