

SOLANO COUNTY LIBRARY ADVISORY COUNCIL

Monday, May 15, 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
March 20, 2017 – (Please bring with you)
- ACTION 5. APPROVAL OF AGENDA
6. PUBLIC COMMENT*
7. CORRESPONDENCE
8. DIRECTOR'S REPORT – Attachment
9. OLD BUSINESS
 - a. Strategic Plan Presentation – the Council will receive a presentation by Deputy Director, Mark Fink, on the Solano County Library Strategic Plan 2017-2022
 - ACTION b. Appoint members to serve on the Measure L Oversight Committee – the Council will appoint members to serve a four-year term ending December 2021 on the Measure L Oversight Committee
10. NEW BUSINESS
11. ANNOUNCEMENTS/MEMBER REPORTS
12. DATE OF NEXT MEETING – July 17, 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, March 21, 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, Kathryn Clark Silveira, Bruce DuClair, Gloria Felder, Neil Hall, Ron Heinrich, Teena Miller, Kurt Overholt, Dotty Schenk

Members Absent: None.

Others Present: Bonnie Katz, Director of Library Services, Tamie Tvrdik, Clerical Supervisor
3. **INTRODUCTIONS:** None.
4. **APPROVAL OF MINUTES AS MAILED FOR MEETING OF January 23, 2017:** Mr. Heinrich moved to approve the minutes of the January 23, 2017 meeting; seconded by Mr. Du Clair. Motion carried. So ordered by 9-0.
5. **APPROVAL OF AGENDA.** Mr. Du Clair moved to approve the agenda for March 21, 2017; Ms. Barney seconded. Motion carried. So ordered by 9-0 vote.
6. **PUBLIC COMMENT:** None.
7. **CORRESPONDENCE:** None.
8. **DIRECTOR'S REPORT:** In addition to Ms. Katz' report, she distributed the spring Check It Out. The newsletter recognizes the Library volunteers that gave 35,679 hours in the previous year, which equals to 17.5 FTE. April is volunteer month and the County Board of Supervisors will recognize all the County volunteers on April 25th. All Council members will get an invitation. Ms. Katz wanted to inform the Council about two new programs at Cordelia: Conversational Mandarin geared toward children 8-12 years old and a Chinese Family Bilingual Storytime on the third Saturday of each month. These programs have been very well received.

9. **OLD BUSINESS:**

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

Ms. Katz informed the Commission that the new strategic plan will be on the agenda of the April 25th Board of Supervisors meeting. The Library will be asking the Board of Supervisors to accept the plan. The consultant will also be at that Board meeting.

Part of the kickoff of the strategic plan for the staff was the innovation grants of which 5 have been awarded.

Mark Fink will be here at the May meeting to give a presentation on the Library's new strategic plan.

In response to Mr. Hall's inquiry of the Career On-line High School, Ms. Katz reported that the Library has had one graduate and 4-5 others that have almost graduated from the program. The program started in Vallejo and has expanded to Vacaville. The Library has about 30 students right now. The State and the Friends of the Libraries groups have funded this program.

10. NEW BUSINESS:

Proposed Budget FY 2017-2018 – the Council will discuss the proposed budget for next year and may take action.

Ms. Katz reported that the budget reflects increases in terms of health benefits and retirements. The proposed budget does not show a COLA, which may happen after union negotiations in the fall. There is a \$2.2 million structural deficit and; therefore, the Library will not be adding any new positions in the FY 17-18 budget. The Library materials line item has been increased for the purchase of more electronic resources. In addition, the Library will be using one-time monies for some special projects including an RFP for a new website, an RFP for branding/advertising and an RFP for a facilities master plan. These projects all tie in with the strategic plan in order to meet our community's needs for the next 3-5 years. Mr. Hall requested a report that showed last year's proposed property tax, sales tax, revenues and expenditures as compared to this year's. Ms. Katz explained that the Auditor has instructed the Library to anticipate an increase of 4 percent in property tax and 2 percent in sales tax; this number is usually conservative.

After further discussion, on motion of Ms. Miller, seconded by Ms. Schenk, the Council unanimously voted to recommend the Board of Supervisors approve the FY 2017-2018 proposed budget. So ordered by 9-0 vote.

12. ANNOUNCEMENTS/MEMBER REPORTS:

- a. Ms. Katz announced that Mary Bourguignon passed away on March 16, 2017. She was an active community member, loved the Library and ran both of the Library sales tax campaigns. Note: A celebration of Mary's life will be held at 11 am on April 26th.
- b. Mr. Heinrich announced that he has been involved with the literacy program for about 15 years and attended the annual literacy celebration. He added that he was very impressed with members from the Arc-Solano (ARC) that are now part of the program and spoke during the event.
- c. Ms. Miller announced that she is now practicing her laughter therapy as a Dialysis Laughter Yoga Therapy Practitioner through the HMO Nationwide.

- d. Ms. Clark Silveira shared that she has been delivering the Play to Learn bins to her family childcare providers and thanked Heather Cummins, Supervising Librarian at SPR for her part in acquiring this grant.

13. DATE OF NEXT MEETING: The next Solano County Advisory Council meeting will be on Monday, May 15, 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
May 2017**

Personnel

I am pleased to report that we have been able to fill many of our vacant positions. Elizabeth Ortega Gallardo has been hired as the new Literacy Program Assistant and began her position on April 10. Elizabeth has experience working with students in literacy as well as work force development. She will be the primary program assistant in the Vallejo and Rio Vista communities.

Jamie Nakamura is the new full time Library Aide at the Fairfield Cordelia Library. Jamie has spent the last two years in Japan teaching English to Japanese school children as well as working as a graphic artist. Sheryl Marshall is the new half-time Library Aide at the John F. Kennedy Library. Most recently Sheryl was a Departmental Aide at the JFK Library. Both began their new positions on April 24.

Cyrel Jacob Lopez is the new half-time Library Aide at the Fairfield Civic Center Library. Jacob has been a Departmental Aide at the Cordelia Library since 2013.

Eddie Carey a full time Library Assistant at the Fairfield Cordelia Library has been reassigned to the Vacaville Town Square Library.

We have completed the interview process for the three vacant Library Associate positions. We should have these positions filled by the end of June.

We have opened a recruitment for two supervising librarian positions, due to resignations, one at the Springtowne Library, the other at the Vacaville Cultural Center Library. The recruitment closes May 19 and we hope to have both the positions filled by mid-July.

National Library Week, April 9 -15, 2017

There was plenty to do at the Library during National Library Week. Activities included the Puppet Art Theater Company's presentation of "Tale of the Dragon's Tail; Rio Vista's 18th Annual Pet Parade; The Puppet Company performing "Tall Tales"; Sandplay Therapy presentation; Poetry Reading; Recycled Jar Terrariums; and Maker Mania – Helicopter Launcher.

Latino Services Committee

We have established a Latino Services Committee. The Committee has been charged with advising and implementing policy regarding service to the Latino community. The Committee will network, problem solve and collaborate with staff who work with the Latino community.

NASA Grant

Solano County Library was selected as one of 75 libraries nationwide out of a total of 513 applicants to participate in the *NASA@ My Library* initiative. The grant enables the Library to increase and enhance STEM learning opportunities. The Library will participate in the 18-month project (Phase 1) and will receive materials and training to assist staff in leading educational, fun STEM programming for all ages.

Strategic Plan

Deputy Director Mark Fink will be on hand to present the five year Strategic Plan which was accepted by the Board of Supervisors on April 27.