

SOLANO COUNTY LIBRARY ADVISORY COUNCIL

Monday, September 21, 2015

6:30 p.m.

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 July 20, 2015 – (Please bring with you)
- ACTION 5. APPROVAL OF AGENDA
6. PUBLIC COMMENT*
7. CORRESPONDENCE
8. DIRECTOR’S REPORT – Attachment
9. OLD BUSINESS
Budget Update – The Council will receive a budget update.
10. NEW BUSINESS
Presentation from the Deputy Director – The Council will hear a presentation from Mark Fink, newly appointed Deputy Director.
11. ANNOUNCEMENTS/MEMBER REPORTS
12. DATE OF NEXT MEETING – November 18, 2015
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, July 20, 2015

1. **CALL TO ORDER:** The meeting was called to order by Chair Teena Miller, at 6:30 p.m.
2. **ROLL CALL AND ESTABLISHMENT OF QUORUM:**

Members Present: Bruce DuClair, KT Graham, Ron Heinrich, Teena Miller, Kurt Overholt, Dotty Schenk, Mary Shilts, Lynne Vaughan

Members Absent: Diane Barney, Margie Russell

Others Present: Bonnie Katz, Director of Library Services, Lani Clarke and Malissa Knapp, Library Branch Managers, Tamie Tvrdik, Clerical Supervisor
3. **INTRODUCTIONS:** Bonnie introduced Lani Clarke and Malissa Knapp, Library Branch Managers, and the Council members introduced themselves.
4. **APPROVAL OF MINUTES AS MAILED FOR MEETING OF May 18, 2015:** The minutes of the May 18, 2015 meeting were unanimously approved on motion of Mr. Overholt, seconded by Mr. Heinrich. So ordered by 8-0 vote.
5. **APPROVAL OF AGENDA.** Mr. DuClair moved to approve the July 20, 2015 agenda; Mr. Overholt seconded. Motion carried. So ordered by 8-0 vote.
6. **PUBLIC COMMENT:** None.
7. **CORRESPONDENCE:** None.
8. **DIRECTOR'S REPORT:** Ms. Katz informed the Council that the Library continues to be in recruitment mode after 6 retirements and several vacancies. We are recruiting for Deputy Director, Librarian, Library Associate, Library Assistants, Office Assistant III for Literacy and Departmental Aides. Most of these positions should be filled by September. The Board of Supervisors approved three new positions: .5 Children's Librarian at Rio Vista, .5 Children's Librarian at Cordelia and 1.0 Library Associate position at the Vacaville Town Square Library. Ms. Katz added that before the economy went south the Library had 142 FTE positions; presently there are 109.

Ms. Katz informed the Council that the migration from CARL to Polaris continues and negotiations are planned for August. The actual move will happen around July 2016.

The CENIC or CalREN project that the Council discussed at the May meeting has been progressing. The equipment has arrived and automation is working on the configuration. The Library is projected to be up and running with increased speed and access to wifi sometime in September, with the exception of RIO.

The Solano County Library Foundation is in between executive directors and going through changes and regrouping by doing some fundraisers. The major part of the Foundation has always been the funding of materials for the Reach Out and Read program which costs about \$60,000 a year. Kaiser and NorthBay are now funding their own materials for their clinics. Sutter has not stepped up to the plate and those clinics may be dropped from the program.

The Foundation's major fundraiser is the Author's Luncheon which will be Sunday November 1st. More information to follow.

The Foundation is partnering with Hopkins Auto. During the week of August 10-17, for each new Honda or Acura that is sold Hopkins Auto will donate \$100 to the Foundation.

9. **OLD BUSINESS:**

Budget Update – The Council will receive a budget update.

The Board of Supervisors passed the County budget. In addition to the increase in budget for the three positions, the Library budget also was approved for:

- Increase in materials budget in order to purchase more electronic resources
- Repairs and housekeeping projects on some of the buildings

The union is in negotiation and there will be a COLA increase along with increases in health care and retirement. The Library budget is in good shape but still in a structural deficit.

The Library will be revisiting the Facility Master Plan in the next year. Ms. Katz reported that the Vacaville Library Commission is discussing an expansion of the Cultural Center library to add a meeting room. Ms. Katz is also in talks with Mayor Davis about restoring the 6 hours at JFK library.

10. **NEW BUSINESS:**

Newly Appointed Branch Managers – Newly appointed Branch Managers, Lani Clarke and Malissa Knapp, will speak about themselves and their plans for their clusters.

Lani Clarke has worked for Solano County Library for 16 years starting as a Children's Librarian in 1999. In 2007, she became the Supervising Librarian at the Vacaville Cultural Center Library and then promoted to the Branch Manager in January 2015. She manages the Fairfield cluster which includes FCC, SUI, COR and RIO. She expressed the importance of outreach, building services that appeal to a broader base, supporting adults in literacy and computer skills and developing partnerships. She added that the Library already does an outstanding job with school readiness and she'd like to see us do a better job of reaching parents through a combination of education and outreach.

Malissa Knapp started with the Solano County Library in 2014 as a Supervising Librarian at RIO, transferred to VCC and just recently has been promoted to Branch Manager. She will manage the Vacaville and Vallejo libraries. Her goals are aligned with Ms. Clarke's. She stated that she is taking time to get to know the community and staff and looking into staff development and training opportunities to ensure continued excellent customer service. She'd

like to further develop the Vallejo and Vacaville libraries as a center for community development and renew focus on community outreach and collaboration.

12. ANNOUNCEMENTS/MEMBER REPORTS:

- a. Ms. Schenk announced she is volunteering at the County Fair.
(Mary Shilts, KT Graham and Teena Miller also volunteered.)
- b. Ms. Miller will be speaking at the Vallejo Relay for Life on August 1st.

13. DATE OF NEXT MEETING: September 21, 2015

14. ADJOURNMENT: The meeting adjourned at 7:20 p.m.



BONNIE A. KATZ
Director of Library Services

**Report of the Director of Library Services
to the Solano County Library Advisory Council
September 2015**

Personnel

We are still in major recruitment mode although we have filled a number of positions. Mark Fink is the new Deputy Director of Library Services. Mark previously worked for Santa Clara County Library District first as the manager of the Cupertino Library and then as the system-wide library services manager responsible for overseeing outreach, public awareness and programming for eight branch libraries.

With the promotion of Malissa Knapp to Library Branch Manager, Nancy Redfield accepted a reassignment from Cordelia to Vacaville Cultural Center Library. Tim Madigan has been selected as the new Supervising Librarian for Cordelia. Tim has worked at Contra Costa County Library as an adult/teen librarian and acting library manager for multiple branches.

Through reassignments and recruitments we have been able to fill all of the vacant Library Aide/Assistant positions. Jasmin Malloe has accepted a full-time reassignment to Vacaville Cultural Center while Kristina Capule has accepted a full-time reassignment to Fairfield Civic Center Library. We have hired Kevin Lowe for the full-time position at Suisun, Nathaniel Mitchell for the full-time position at Cordelia, Anna Flacon for the part-time position at Fairfield and Mychal Threats for the part-time position at Kennedy. In addition we were able to hire two extra help employees, Molly Grames and Tracy Murphy.

Barbara McGee has accepted the full-time Office Assistant position with Literacy and Michelle Cleaver has accepted the full-time courier position.

Recruitments

We held interviews for the seven vacant or soon to be vacant librarian positions this past Thursday. We have a good list of candidates, including some internal candidates that have completed their master's degree in Library Science, and should be able to fill the positions.

The recruitment for the vacant Library Associate positions has closed and Human Resources is in the process of screening the applications and setting up the oral board.

The recruitment for the Supervising Library Assistant position at Vacaville Town Square is open and we hope to have that position filled by November.

Summer Reading Program

Summer Reading Program finished in August with programs for all ages and a single theme entitled "Read To The Rhythm!" We had 4,757 children sign up for the children's reading program with 12,088 children attending 82 programs. Our young adult summer reading program had 672 young adults sign up and 578 teens attending 52 programs.

Read Away Fines

I thought I would give you an update on our Read Away Fines program for children and young adults. From January through July of this year we have had 3,886 youth participate in the program. They have read for 3,521 hours. Some of the comments that we have received on the program include, "It's great - I like the way this is handled". "Appreciate this service, good motivation for learning and responsibility. Thanks". This program continues to be very successful

Deputy Director Presentation

Mark Fink, newly appointed Deputy Director for Library Services will be on hand to introduce himself and talk about his plans for the Library.

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&Head	Literacy	TAC	Kennedy	Springs	Suisun	Fairfield	Rio Vista	Cordelia	Vac - CC	Vac - Town	
79	3696 Interfund Svs. - Small Projects	0	0	0	0	0	1,300	0	0	0	0	0	0	0	0	0	0
80	3697 Interfund Svs. - Postage	0	5,000	500	0	0	0	0	0	0	0	0	0	0	0	0	6,800
81	3698 Interfund Svs. - Main/Labor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
82	3701 Contribution - Non County	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
83	3710 County Admin. Overhead	581,310	0	0	0	0	0	0	0	0	0	0	0	0	0	0	581,310
84	3712 CAC Bldg Chgs	52	0	0	0	0	0	0	0	0	0	0	0	0	0	0	52
85	Subtotal 3000's	648,538	5,000	7,918	0	0	6,846	3,709	113,967	46,884	31,282	264,764	0	0	0	68,395	1,197,303
86		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
87	4201 Buildings & Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
88	4202 Construction in Progress	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
89	4303 Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
90	4304 Computer Equipment	0	30,000	50,000	0	0	0	0	0	0	0	0	0	0	0	0	80,000
91		0	30,000	50,000	0	0	0	0	0	0	0	0	0	0	0	0	80,000
92	Subtotal 4000's	0	30,000	50,000	0	0	0	0	0	0	0	0	0	0	0	0	80,000
93		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
94	5010 Operating Transfers Out	40,546	50,882	20,273	0	0	15,205	0	0	0	0	380,114	0	0	0	0	506,819
95	5040 Transfer Out - POB's	70,282	31,012	22,263	0	0	18,764	9,902	40,843	18,016	21,149	44,616	14,419	27,858	40,330	30,515	389,969
96	8101 Contingency (9304)	10,057,560	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,057,560
97	9304-8301 Reserves	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
98		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
99	Subtotal 5000, 6000, & 9300	10,168,388	81,694	42,536	0	0	33,969	9,902	40,843	18,016	21,149	424,730	14,419	27,858	40,330	30,515	10,954,348
100	TOTAL EXPENSES	13,582,086	3,520,001	1,420,136	4,150	1,722	638,113	301,899	1,735,353	657,147	849,465	2,246,409	495,500	960,320	1,544,597	1,173,064	29,129,962
102		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
103	9001 Prop. Taxes/Secured	5,277,897	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,277,897
104	9002 Prop. Taxes/Unsecured	322,083	0	0	0	0	0	0	0	0	0	0	0	0	0	0	322,083
105	9003 Prop. Taxes/Prior	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
106	9004 Prop. Taxes/Supplemental	113,501	0	0	0	0	0	0	0	0	0	0	0	0	0	0	113,501
107	9015 Library Sales Tax - Measure B	4,165,869	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,165,869
108	9018 Unitary	125,855	0	0	0	0	0	0	0	0	0	0	0	0	0	0	125,855
109	9019 ABX1 26 Residual	322,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	322,000
110	9020 ABX1 26 Pass through	569,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	569,000
111	9401 Interest	45,096	0	0	0	0	0	0	0	0	0	0	0	0	0	0	45,096
112	9405 Building Use Fees	0	0	0	0	0	0	0	686	0	85	1,100	75	1,700	1,200	770	5,816
113	9407 Telephones	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
114	9507 Homeowner's Relief	68,361	0	0	0	0	0	0	0	0	0	0	0	0	0	0	68,361
115	9511 Other Governmental Agen.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
116	9569 State Other	0	525,557	0	0	0	0	0	0	0	0	0	0	0	0	0	525,557
117	9603 Photo/Microform copies	0	0	0	0	0	39,345	0	0	0	0	0	0	0	0	0	39,345
118	9604 Contract Services	0	0	0	0	0	0	0	8,249	2,083	2,268	8,968	807	2,334	5,557	1,934	32,200
119	9605 Library Fines	4,194,713	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,194,713
120	9637 Other Prof. Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
121	9703 Other Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
122	9704 Donations and Contributions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
123	9803 Op. Transfers In	1,837,482	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,837,482
124	9805 Reserve Transfer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
125	9806 Fund Balance Available	12,195,951	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12,195,951
126	9807 Transfers In-County Contr.	253,039	0	0	0	0	0	0	0	0	0	0	0	0	0	0	253,039
127		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
128	TOTAL REVENUES	29,490,846	0	525,557	0	0	39,345	0	51,737	16,761	19,965	67,834	5,890	32,148	71,540	33,040	30,354,663
129		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
130	TOTAL EXPENSES	13,582,086	3,520,001	1,420,136	4,150	1,722	638,113	301,899	1,735,353	657,147	849,465	2,246,409	495,500	960,320	1,544,597	1,173,064	29,129,962