

SOLANO COUNTY LIBRARY ADVISORY COUNCIL
Monday, September 19, 2016
7:00 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 July 18, 2016 – (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 – Mark Fink, Deputy Director of Library Services, will give the Council an update on the strategic planning process.
10. NEW BUSINESS
11. ANNOUNCEMENTS/MEMBER REPORTS
12. DATE OF NEXT MEETING – November 21, 2016
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 18, 2016

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

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

Members Present: Diane Barney, Bruce DuClair, Gloria Felder, Neil Hall, Ron Heinrich, Teena Miller, Kurt Overholt, Dotty Schenk,

Members Absent: Lynne Vaughan

Others Present: Bonnie Katz, Director of Library Services, Mark Fink, Deputy Director of Library Services, Johnny Parker, Supervising Librarian, Tamie Tvrdik, Clerical Supervisor

3. **INTRODUCTIONS:** All members introduced themselves including a guest, Matthew Atkins from the Vallejo Times Herald.

4. **APPROVAL OF MINUTES AS MAILED FOR MEETING OF May 16, 2016:** Mr. Heinrich moved to approve the minutes of the May 16, 2016 meeting; seconded by Ms. Barney. Motion carried. So ordered by 8-0.

5. **APPROVAL OF AGENDA.** Mr. DuClair moved to approve the July 18, 2016 agenda; Ms. Schenk seconded. Motion carried. So ordered by 8-0 vote.

6. **PUBLIC COMMENT:** None.

7. **CORRESPONDENCE:** None.

8. **DIRECTOR'S REPORT:** Ms. Katz announced that the Library is still in recruitment mode. Current recruitments are: 2.5 Library Assistants, 1.0 Library Branch Manager.

Ms. Katz distributed the adult half page collateral for the summer reading challenge. She explained that this year's summer reading is for the whole family and the goal is to get 100,000 books read. As of this report, there were 7,000 people signed up so far.

She added that the Stay and Play Center in Cordelia has been very well received; the children love it.

Ms. Katz reported that a consultant has been hired to help the Library look at an Automatic Materials Handling System as was discussed at the May meeting. Right now the consultant and our Deputy Director for Support Services are visiting other libraries that already have this type of equipment. The Library is also planning to update the Facilities Master Plan which was last done

in 2001. We need to upgrade the way our services are being provided and how our space is being used in order to meet the needs of our communities.

9. OLD BUSINESS:

Budget Update – The Council will receive a budget update.

In June 2106, the Board of Supervisors passed the county budget including the Library's. In fiscal year 16/17, the Library will be adding 1.5 positions which will add back the Library Branch Manager that was eliminated several years ago and add a .5 library aide at the Vacaville Cultural Center library. Also included in the budget are monies for the automated materials handling system. The Library still has a structural deficit which means that our ongoing revenues are less than our ongoing expenses.

As of July 1st, the library migrated from SNAP and is now SPLASH – (Solano Partner Libraries and St. Helena). The contract is in place with the Library's automation vendor and staff are working on the CARL.Connect which will allow staff to take a tablet or laptop into the community and do library card registrations, access our collection, etc.

10. NEW BUSINESS:

Strategic Plan Discussion – Mark Fink, Deputy Director of Library Services, will lead a discussion about the Solano County Library's Strategic Plan.

Mr. Fink discussed the strategic plan process. The Library has hired a consulting firm called Civic Technologies. They are a firm based out of southern CA that has completed strategic planning projects all over the country. Key elements of this process are to make sure our Library is providing the services, resources and programs that are consistent and in-line with what the community needs and wants. It is not driven by the Library; it is driven by community input. Once those needs are identified, the consultant and staff will be working on how to design library services that respond to those specific needs. The Library has a leadership team, with staff representing every division in the Library, which will be working with the consultant through several workshops. The consultant will also conduct town hall meetings, stakeholder interviews with prominent citizens throughout the county, and focus groups. The Advisory Council members will be asked to participate in parts of this process. The final plan should roll out in January or February.

12. ANNOUNCEMENTS/MEMBER REPORTS:

- a. Ms. Schenk announced that on September 20th, the Town Square Library is having their 5th celebration of their Writers Group. Author Geoff Dyer will be the main speaker.
- b. Ms. Schenk gave a shout out to David Greene. He was extremely helpful to her with a project she was doing.
- c. Ms. Schenk shared that the Sacramento Library on I Street has a super Xerox expresso machine that cranks out an entire 200-page book in five minutes.

- d. Ms. Miller announced that she will be a keynote speaker for the Vallejo Relay for Life on August 6th.
- e. Ms. Miller announced that she is the 2016 CA Hero of Hope for the American Cancer Society. So far she has spoken in ten different cities.

13. DATE OF NEXT MEETING: September 19, 2016, which will be preceded by the annual meeting of the Measure L committee.

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 2016**

Personnel

We continue to fill positions through our various recruitments. Ida Danielson has accepted the full time Library Aide position at the Kennedy Library. Ida began as a Departmental Aide at the Fairfield Civic Center Library in 2011. She then transferred to the Vacaville Cultural Center Library. In addition, she has been working as an extra help Library Assistant at the Napa County Library for the last two years.

Kiana Allen has accepted an extra help Library Aide position. Kiana began as a Departmental Aide at the Fairfield Civic Center Library in 2009. She also transferred to the Vacaville Cultural Center Library where she worked until her promotion.

Corrie Pawley has accepted an extra help Library Aide position. Corrie worked for Solano County Library from 1996 to 2001 when she relocated. She has since returned to California and the Library is pleased to welcome her back.

Matthew Welz has been hired as a college intern to help in our marketing department. Matthew is currently working on his BA degree in Marketing studying at the California State University Sacramento.

David Barney has accepted a full-time reassignment to Suisun City Library while Tyler Cavett has accepted a part-time reassignment to Vacaville Cultural Center Library.

Recruitments

We are continuing to recruit to fill the last three library aide positions, a full time position at Cordelia, a full time position at Fairfield Civic Center and a half time position at the Kennedy Library.

We will hold interviews for the Library Branch Manager position on Monday September 19.

The recruitment for the vacant Administrative Services Manager position has been extended for two weeks and will close on September 26.

Summer Reading Program

Summer Reading Program finished in August with programs for all ages. This was the first year that we had a component for adults as well. Overall the program was successful for its inaugural year. Our goal was to have 100,000 books read during the summer months – one for every household in Solano County. We had over 6,400 folks sign up for the program with 34,114 books read. We still need to include the statistics for Benicia and Dixon which we haven't received.

Career Online High School

I am pleased to report that we have had our first graduate of this program. One of the six original students, one has completed all her work and now has a high school diploma.

Strategic Plan Presentation

Mark Fink, Deputy Director for Library Services will be on hand to discuss the strategic planning process with the Council.