

SOLANO COUNTY LIBRARY ADVISORY COUNCIL
Monday, September 21, 2020
Zoom Virtual Meeting
6:30 p.m.

Consistent with Executive Order N-29-20 from the Executive Department of the State of California and the Shelter in Place Order, the Solano County Library Advisory Council is not physically open to the public, and the meeting is held via teleconference.

Join Zoom Meeting

<https://us02web.zoom.us/j/8960327132>

Meeting ID: 896 032 7132

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 896 032 7132

PUBLIC COMMENTS: To submit public comments, please see the option below.

The moderator will recognize you for the discussion at the appropriate time. Speakers will provide their name to the Advisory Council after which the speaker will have five (5) minutes to speak.

AGENDA

1. CALL TO ORDER
2. ROLL CALL AND ESTABLISHMENT OF QUORUM

Ms. Clark Silveira will present Zoom practices to facilitate the meeting in an orderly manner.
3. INTRODUCTIONS
- ACTION 4. APPROVAL OF MINUTES AS MAILED FOR MEETING OF July 20, 2020
- ACTION 5. APPROVAL OF AGENDA
6. PUBLIC COMMENT*
7. CORRESPONDENCE
8. DIRECTOR'S REPORT – Attachment
9. OLD BUSINESS

Budget Update – the Council will hear a budget update
10. NEW BUSINESS

Jessica Jupitus, Deputy Director of Library Services, will be present to discuss the public service the library is currently providing.
11. ANNOUNCEMENTS/MEMBER REPORTS

12. DATE OF NEXT MEETING – November 16, 2020
13. ADJOURNMENT

Minutes of the
SOLANO COUNTY LIBRARY ADVISORY COUNCIL
Zoom Virtual Meeting
Monday, July 20, 2020

1. **CALL TO ORDER:** The meeting was called to order by Chair Clark Silveira at 6:01 p.m.

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

Members Present: Kathryn Clark Silveira, Deborah Campson, Dave McCallum, Stephanie Cobb, Dotty Schenk, Diane Barney, Ronald Heinrich, Maria Hernandez, Kurt Overholt

Members Absent: Neil Hall

Others Present: Bonnie Katz, Director of Library Services, Cathy Sheldon, clerical

3. **INTRODUCTIONS:** None

4. **APPROVAL OF MINUTES AS MAILED FOR MEETING OF May 18, 2020:**
Ms. Schenk moved to approve the minutes of the May 18, 2020 meeting; seconded by Mr. Heinrich. Motion carried. So ordered by 9-0 vote.

5. **APPROVAL OF AGENDA.** Ms. Barney moved to approve the agenda for the July 20, 2020 meeting; Mr. Overholt seconded. Motion carried. So ordered by 9-0 vote.

6. **PUBLIC COMMENT:** None.

7. **CORRESPONDENCE:** None.

8. **DIRECTOR'S REPORT:** Ms. Katz's reviewed her written report and will give the Council an update on the phased reopening of the library branches.

9. **OLD BUSINESS:** None

10. **NEW BUSINESS:**

a. The Council will receive an update on the phased reopening of library branches

Ms. Katz reported every library is open except Springstowne Library. Springstowne Library was set to open on July 27, 2020 however this has been delayed. Ms. Katz reported tests have been performed nationwide on the library materials to see how long the virus could possibly live on materials. The library has been quarantining materials for 72 hours before processing them however new test results show materials need to be quarantined for 96 hours. With this new quarantine of materials Springstowne does not have the room for storing materials. The library is trying to be very careful and trying not to spread the virus. Ms. Katz reported until more information on the virus is received, the decision is to delay the opening of Springstowne. The library wants to keep the public and staff safe as possible. Ms. Katz stated staff are not handling

materials. The materials are returned through the bookdrops into bins. After the quarantine of 96 hours, then the materials are checked in. All other branches (8) are able to quarantine the materials for 96 hours and practice social distancing. Cordelia, Suisun and Vacaville Town Square libraries opened on July 13th. Depending on the size of the library up to 10 customers can come in by appointment each hour. Masks are required. The library offers masks if someone does not have one and/or a face shield if they can't wear a mask. All libraries continue curbside hold service. The curbside hold service is very popular and has increased over the last few weeks.

Ms. Katz reported the library is fine free effective July 1st. This is for fines not fees. There are no overdue fines for materials if you return them late. If you lose materials you still have to pay. The library has automatic renewals now. Your materials will automatically renew. All service desks in the library have safety shields. The library has software for staff to log onto the public computers to help customers remotely if they need help. The library is looking into scheduling software to be able to book library appointments for customers and customers will be able to make their own appointments too.

Ms. Katz reported the budget was passed by the Board of Supervisors and the County will review the budget again on September 22nd for final budget approval.

Ms. Katz stated the library is purchasing Wi-Fi hotspots for checkouts. The library will have 100 for check out. They should be available in the next few weeks. The checkout period is 3 weeks. Schools are getting hotspots too for children that do not have connectivity. Ms. Katz stated the County has upgraded their wireless services during the pandemic.

Ms. Barney inquired if the library has seen an increase in customers using Libby and Hoopla. Ms. Katz stated the library has seen a significant increase in usage of the library e-resources. Ms. Barney stated there was an article in The Reporter about the library. She also inquired if the signups for Summer Reading have decreased this year. Ms. Katz stated signups for Summer Reading are low however we are still offering a Summer Reading Program (SRP) but in a different way. The library has SRP virtual programs. One way Summer Reading is promoted is in the schools and with the closing of schools we were not able to promote the program; this was another contributing factor for decreased signups. The library continues to offer services but in a different way and people are adapting to the new way of service.

Ms. Katz reported all regular staff is working (full and part-time). All extra-help were laid off in March and there is no plan as to when they will return; the library is not operating at full capacity.

11. ANNOUNCEMENTS/MEMBER REPORTS:

- a. Ms. Clark said she reopened her childcare for essential workers in March and has 10 children. She is contracted through October (County program). She stated it has been a transition. She continues to use the curbside pickup at Springstowne Library. She said her children are watching the online SRP performers.
- b. Ms. Schenk reported her VTS Writer's group is meeting via Zoom.
- c. Mr. McCallum said the radio station is trying to promote SRP as much as possible. He questioned if participation is down because people are not familiar with the way the online


program works. Ms. Katz said part of the problem could be that the publicity is not getting out. People are not realizing we are still doing summer reading programs. Mr. McCallum shared a story about a school librarian on the east coast delivering books via drone to his/her students.

Ms. Katz shared a pilot program, Libraries Unlocked. This is funded by the State Library and will allow Solano County Library to install a book locker in Vallejo. This will provide additional access to library materials for residents who don't live near a library or are unable to access the library during regular business hours. The locker will be installed in front of First Five Solano. The locker is for everyone.

Mr. McCallum said that he is noticing more mini libraries are popping up in neighborhoods. Ms. Clark shared she started her mini library.

12. DATE OF NEXT MEETING: The next Solano County Advisory Council meeting will be Monday, September 21 at 6:30 p.m. Independent Citizens Oversight Committee for Measure L will be at 6:00 p.m.

13. ADJOURNMENT: The meeting adjourned at 6:40 p.m.



BONNIE A. KATZ
Director of Library Services

**Report of the Director of Library Services
to the Solano County Library Advisory Council
September 2020**

Personnel

We have completed the interviews for the Office Assistant III position and hope to make a job offer shortly.

We have also completed the interviews for the children's librarian position. Mark Flowers requested and was reassigned to the vacant supervising librarian position at the Kennedy Library. We have opened a recruitment for the Springstowne position.

Laurie Hancock, Library Branch Manager for the Vallejo and Rio Vista libraries has announced her retirement in December.

Summer Reading Challenge

The Summer Reading Challenge finished at the end of July with programs for all ages. We had 1,508 folks sign up for the program who read over 740,986 minutes or 1.41 years!! If you recall from last year, instead of "books" read, we calculated how many minutes were read. The new Summer Reading Challenge format, which includes all age groups, has been a very successful program for the Library even during the pandemic.

Appointment Scheduling

Beginning in July customers were able to schedule their own appointments via our website. Beginning in September we implemented text message service. Customers can book appointments with us by texting "book" to 707.604.9700. This has dramatically decreased how much time staff spend answering the phones which frees them up to provide additional customer service and has made scheduling the appointments a whole lot easier for the customers. We have almost reached the 50% mark of customers scheduling their own appointments and that percentage keeps climbing weekly.

Additional Hours

On Saturday, September 12 we opened our three large branches on Saturdays. The Kennedy Library, Fairfield Library and Vacaville Cultural Center Library are now open on Saturday from 9 am to 5 pm. In addition we were able to open the Springstowne Library during the week for in person visits.

Library Program Updates

Jessica Jupitus, Deputy Director for Public Service, will be present to give you an update on some of the plans and programs that are happening in public service.