



Library Advisory Board

Meeting Minutes

Meeting Location:

Central Services

226 Buckeye Street, Woodland, CA 95695

Wednesday, February 13, 2019

6:30 – 8:30 P.M

CALL TO ORDER: 6:30 PM

PRESENT:

- Stephanie Chavez, District 1
- Anthony Wright, District 2
- Diane Adams, District 3
- Holly Bishop, District 4
- Rosie Ledesma, District 5
- Sharon Hallberg, Chair, City of Davis
- Mark Fink, County Librarian & Chief Archivist
- Sharon Tani, Assistant County Librarian
- Margaret Bailey, Friends of Winters Library
- Gary Sandy, Yolo County Supervisor, District 3

1. INTRODUCTIONS: Roll call of Library Advisory Board members

Vacant Seat: City of West Sacramento

Vacant seat: City of Winters

2. PUBLIC COMMENT:

- None.

3. APPROVAL OF LIBRARY ADVISORY BOARD MINUTES FROM DECEMBER 12, 2018

- Holly Bishop moved, Diane Adams seconded. Motion passed.

4. COUNTY LIBRARIAN'S REPORT

a. Yolo County Library in the news: Yolo County has approved a one-time waiver for the Library to forgive the overdue fines for youth under 18 years old. Approximately \$123,000 fines were forgiven for 7,000 student accounts.

A brief discussion ensued regarding the cause of non-returned items and how to ensure that youth can access library materials with less barriers, while still encouraging a sense of responsibility. Students are often hindered by not being able to visit the library before loan due dates, relying upon a caregiver's transportation or are unable to pay accrued fees. By waiving those fines, the emotional shame and blocked access is removed, even if the book is returned up to 100 days late. After that time period, numerous notices will be sent and eventually a bill for book replacement is issued. Studies by libraries who have forgiven fines have seen an increase in library usage and the number of items borrowed which will ultimately lead to more equitable access and better learning opportunities for Yolo County students.

Also, the Library is looking into the possibility of notifying students about overdue materials via text, a method often preferred by school-age children. They'll also continue to offer the "Read Off Your Fines" option during the upcoming Summer Reading Program (this year, adults will have a similar opportunity to reduce overdue fine amounts) and in November-December 2019, a program that enables Library users to donate canned food to reduce their overdue fines.

Student Success: The Student Success initiative is working towards increasing library usage for all Esparto students and the issuing of library cards has received a positive response from the community thus far. The Library is planning to take this successful pilot program and replicate it in other areas of Yolo County.

b. Facilities

- Archives/Central Services renovation update:** Much work is underway for the Archives and Central Services, including sidewalk modifications to be ADA compliant and parapet improvements to allow for more water drainage from the roof. The break room in Central Services is done, the conference room is almost done, and the lobby upgrade is in the works. The Archives is still planning to reopen on May 1, 2019, pending further construction progress.
- Yolo Branch Library update:** Several community meetings were held in order to gather input regarding the interior and exterior architectural design. The next step is to develop finalized plans in order to better estimate the total cost, which will help target

fundraising. Capital campaign consultants are assisting with strategies to obtain funding that isn't covered by the County, tribal or state, local and other groups. The Friends of the Yolo Library have committed to raise \$110,000 for the community, and make a \$40,000 contribution over three years to the project.

One \$15 bid for the existing building has been received by the County and negotiations are underway regarding the greater costs associated with building relocation. If the building isn't sold, demolition of the old library will be scheduled. Discussions regarding public art for the new building have also begun.

The Board of Supervisors have given a green light for the County to submit a \$3 million County Block Grant application for the new Yolo Library, but this application is dependent upon the current spending amounts being processed for their existing block grant. If the County meets their goal, this new application can be submitted soon. If it isn't, the new application will have to wait to be submitted during the next funding cycle in late Spring.

- iii. **Esparto Regional Library Wintun Community Room enhancements:** The Library received a \$40,000 combined grant from Friends of the Esparto Regional Library and the Yocha DeHe Wintun Nation to upgrade the Wintun Community Room. The Library bought new chairs and will be scheduling audio/visual upgrades, plus a digital screen for the community room.
- iv. **Winters Community Library enhancements:** The library team is working to complete the Friends of the Winters Library project, which will feature improvements to the Children's Room and nearby garden, developing a dedicated Teen space, and a \$30,000 community room refresh, per a joint agreement between the school and the city.
- v. **Clarksburg Branch Library updates:** This branch is the recipient of a California Library Association McGyver grant which will enable the library to switch the current children's space with the adult space and benefit from the expertise of a professional interior designer to upgrade the room layout and furnishings. The intent is to make the adult area more accessible (some library users are unable to use the stairs) and to make the children's room larger and more conducive to daily programs and activities.
- vi. **Davis Education and Community Center update:** Despite several school, city and library meetings, there's some reluctance towards moving forward with a new library in this location due to funding costs. The County has hired an architect to better assess community needs through conceptual drawings and are preparing a staff report for the city's review as a next step. The general plan would include modular furniture to enable flexibility in usage,

study rooms, and meeting rooms with keycard access (to regulate appointments and reduce staff costs).

Three Library Advisory Board members attended a recent meeting and reported that it was productive, though city and county leaders were hesitant to commit to this project. They also commented that the data collected for the meeting was very useful towards demonstrating how loved, but overused, the current Stephens-Davis Branch Library is with all of its library programs, activities, collections, and limited parking options.

- b. **HR and Operations:** The Library has several open positions due to four staff retirements under the County incentive program that occurred at the end of 2018. For the Stephens-Davis positions, the Library is seeking bilingual candidates with relevant experience, which will help serve community needs but also narrows the pool of qualified candidates. The Library received applications from many skilled candidates, but hasn't yet found the ideal candidate. Recent hires have come to their position with multiple education degrees, but the Library wants to be selective in choosing candidates that the community can relate to, who possess great communication and customer skills as well as having experience managing projects and branches.

The Library's Administrative Services Analyst position was reallocated to a 1.0 FTE Outreach Specialist to coordinate the YoloReads program (a permanent position was needed to handle anticipated growth potential, due to its ongoing program success) and a .5 FTE Account Clerk (to support bookkeeping tasks and the Library's financial complexity).

Current open positions:

- i. 1.0 FTE Library Associate vacancy – Knights Landing Branch Library
- ii. 1.0 FTE Library Associate vacancy – Mary L. Stephens Davis Branch Library
- iii. 1.0 FTE Outreach Librarian vacancy – Mary L. Stephens Davis Branch Library
- iv. 1.0 FTE Office Support Specialist – Central Services, fulfilled 2/4/19
- v. 1.0 FTE Library Assistant vacancy – Central Services
- vi. 1.0 FTE Outreach Specialist I added – Central Services
- vii. .50 FTE Account Clerk I added – Central Services
- viii. 1.0 FTE Administrative Services Analyst - position deleted

- c. **FY 2018-19 Goals Update:** County Librarian Mark Fink will be presenting to the Board of Supervisors the status of the Library's annual goals on February 19, 2019 in preparation for the County's Budget Update. Many goals from last year will continue into next year and the process will be much like a two-year goal setting cycle. His strategy will be to normalize

operations to help retain staff, many of whom are feeling overloaded, and to provide continuity between last and next year's goals. Also, a focus for the coming year is to support the Museum Curator, Iulia Bodeanu, in conducting community outreach with County partnerships, visually branding the Gibson House collection and highlighting interesting artifacts and items for the public.

Some of the other goals that will be highlighted are:

"Everyone is Welcome" initiative: A survey of 500 Esparto residents about which library services they wanted resulted in identifying the need for ESL classes. The use of this data led to the development of a grant-funded program that provided instruction during the evenings as well as childcare with meals for enrollees. Forty residents registered, completed the class and enjoyed a graduation that included food, music, photos and family attendance. Following this success, 9 of these students enrolled in a 1-unit course offered in at the Esparto Regional Library by the Woodland Community College. It's been a good relationship among partners and the California State Library is offering more funds to the Library to expand the program.

Adverse Childhood Experiences: The Library was involved with the Resilient Yolo program and helped to provide strategies for families to better provide support for their children by offering storytimes, activities and online resources and promoting the idea of overcoming challenges to create a sense of resilience. They also participated in the "Be the One" campaign during the month of December 2018 and offered book displays and recommended readings that were popular at several branch libraries. In May, the Library will be working with other County agencies to present Mental Health Awareness. Board member Anthony Wright is the Executive Director of Health Access CA and mentioned that he is working with the new Governor and State Surgeon General to implement new initiatives about this subject around the state. Supervisor Gary Sandy expressed an interest in bringing some of these projects to Yolo County.

New Yolo County Library website: The new website receives approximately 4,500 visits per week and response has been favorable.

- d. **FY 2019-20 Proposed Goals:** For the Archives, the upcoming goals center around completing the renovation, continuing ongoing preservation, collection development and expanding our reach. Archives Coordinator Heather Lanctot is planning to launch an oral history project and is seeking funding for a digital asset management system.

For the Gibson House, Board member Sharon Hallberg relayed community concern about steering the Gibson House into an art gallery rather than a historic site. County Librarian

Mark Fink acknowledged the complaints and outlined some of the next steps, including the processing of 11,000 collection items, deselecting duplicate and irrelevant materials, scheduling school tours, recruiting community volunteers, working with Yolo Arts and creating a collection review committee.

Statistics from the state reveal that only 42% of Yolo County students are reading at grade level by 3rd grade. The Library is currently working towards encouraging children to read more and improve their reading skills through a grant-funded family literacy project. The Library is planning to hire a grant-funded program coordinator in the coming months.

Some of the long range Library goals include strategic planning and increasing Summer Reading Program participation.

Another initiative is the “We Miss You” campaign which invites 30,000 inactive library card users to renew their library account status and to visit branch libraries again. After some time has passed, the Library will conduct routine housekeeping and purge those old records from the system, which hasn’t been updated since 2005. The result should enable the Library to obtain more accurate usage numbers and look at ways to appeal to existing and non-library users in the future. Board members offered numerous new ideas, such as re-introducing books and library services to seniors who haven’t used the library for a while, expanding book groups and afternoon tea at branches, promoting the Books by Mail service around the county, and a mobile app which asks users, “What would you like to do?” and presents services in this Q & A format instead of static categories for users to search.

- 5. YOLO COUNTY LIBRARY FOUNDATION REPORT:** Board Chair Sharon Hallberg announced the Foundation’s kickoff event on the evening of May 1, 2019 at The Palms Playhouse in Winters that will feature James and Deborah Fallows, renown authors of the book, *Our Towns*. Tickets will be available soon. The event will include a no host bar and attendees will receive a signed book.

6. OLD BUSINESS

Strategic Planning Survey – the updated survey will be emailed to Board members for a further round of feedback.

7. NEW BUSINESS

- a. **Strategic Plan Survey – Yolo County:** Yolo County issued a four question survey to stakeholders to help develop the direction of its Strategic Plan. Answers from the Library Advisory Board will be submitted as a group answer. The County Librarian will send a draft response to the Board for review by March 22nd.

Following an extended discussion, the responses were:

Question 1: Name: **Library Advisory Board**

Question 2: What is Yolo County's greatest strength and how should the County build on this strength? **Location is our greatest strength. The County can build on this through responsible planning to protect the land and to channel a sense of community in service to this strength** (Other ideas proposed by the group: inclusion, collaboration, small county but everyone shares the workload, location is close to other things, educational opportunities via local colleges, positive attitude towards education and recreation, adaptability, human scale, a sense of community, agriculture and science, volunteerism and caring for your neighbors).

Question 3: What is an area that Yolo County could improve on and how should the County do so? **Expand equitable and more inclusive educational opportunities** (Other ideas proposed by the group: centralized learning centers for information and jobs, language support, legal information, homelessness, access to medical information and health services, recognizing that we are a leanly-resourced and diverse county so no one size fits all).

Question 4: Based on your field of interest, what is the biggest challenge the County will face in 3 to 5 years and what is the best approach for the County to tackle this challenge? **Population growth. There will be a need for more housing and support for the homeless. Reach out to other communities who have had success to gather ideas and solutions and adapt those to Yolo County. Include community input and promote civic awareness.** (Other ideas proposed by the group: the County will face lots of growth and the challenge is how to prevent new residents from being isolated or disconnected and to get them involved, high speed internet access for all, food security, different language resources, increase technology availability, especially in further areas that can't get cell coverage, access to alternative means of transportation).

8. LIBRARY ADVISORY BOARD MEMBER REPORTS

9. BOARD OF SUPERVISORS REPRESENTATIVES: Opportunities to comment

10. ACTION ITEMS

11. ADJOURNMENT

NEXT MEETING

Wednesday, April 10, 2019 at 6:30 p.m.

Arthur F. Turner Community Library

1212 Merkley Avenue

West Sacramento, CA 95691