



**YOLO COUNTY
LIBRARY**

Library Advisory Board

Meeting Minutes

Meeting Location:

Wednesday, August 12, 2020

6:00 – 8:30 P.M.

Virtual Meeting via Zoom, due to COVID-19 public health concerns:

<https://yolocounty.zoom.us/j/98388583292>

CALL TO ORDER: 6:11 PM

PRESENT:

- Stephanie Chavez, District 1
- Anthony Wright, District 2
- Holly Bishop, District 4
- Sharon Hallberg, Chair, City of Davis
- Margaret Bailey, City of Winters
- Mark Fink, County Librarian & Chief Archivist
- Sharon Tani, Assistant County Librarian

1. INTRODUCTIONS: Roll call of Library Advisory Board members

- Absent: Diane Adams, District 3 and Rosie Ledesma, District 5
- Vacant Seat: City of West Sacramento

2. PUBLIC COMMENT: None.

3. APPROVAL OF LIBRARY ADVISORY BOARD MINUTES FROM JUNE 24, 2020

Anthony Wright moved. Stephanie Chavez seconded. Margaret Bailey abstained. Motion passed.

4. COUNTY LIBRARIAN'S REPORT

- A. COVID-19 Status Update:** The Library received positive feedback regarding curbside pickup and was ready to expand service hours when a staff member exhibited symptoms to COVID-19. Due to the circumstances of the exposure, the Library team responded by requiring all staff to self-quarantine in order to prevent possible spread. As a result, all library locations were temporarily closed and the affected sites were deep cleaned. The Library worked with the County Administrator's Office and Human Resources to follow the COVID-19 protocol and to follow their recommendations. During the closure, the Library promoted the "What to Read Next?" program and reminded cardholders that Link+ was resuming soon in order to continue providing access to library materials.

Anthony Wright inquired if staff sent home to self-quarantine were able to telework with assigned tasks or if they were required to use their own leave. Mark Fink responded that it depends upon their classification, but generally, when they were sent home, they were assigned tasks such as virtual programming, social media posting and monitoring, responding to reference questions, conducting translation work for library communications and marketing, etc. If staff were ill and not able to telework, they would use leave balances. For all permanent staff, there are telecommuting agreements on file, per the County's guidelines.

All libraries will reopen on Friday, August 14, 2020. As a next step, the team will change schedules to minimize staff sharing and crossover between locations in order to avoid closing the entire system if a similar exposure reoccurs. Due to increased demand, the Library is planning to bring back some Extra Help staff to assist with expanded curbside hours at several branches after the reopening.

The County's interim public health officer Dr. Larissa May gave an update at a recent Board of Supervisor's meeting that Yolo is still on California State Watchlist for the time being. The backlog caused by the data reporting system glitch is still being resolved and may change the county status. Once the most current numbers are recorded, the County can assess if Yolo has transitioned off the Watchlist and more services and businesses can resume.

- B. FY 2020-21 Goals Update:** The Library is in a holding pattern right now. A draft of new strategic plan is underway, but will need to wait until more staff are available to participate. Some initial areas of focus include a racial equity audit and improved customer service. The Library will have more details around the time we can reopen library buildings.
- C. FY 2020-21 Budget Update:** Yolo County received federal Coronavirus Aid, Relief and Economic Security Act (CARES) funding which could offset the current revenue deficit. What remains is a \$4M gap and departments were instructed to plan to make some additional budget cuts, though the Library's portion has yet to be determined. There was significant savings from the last fiscal quarter of the year because the Library used less part-time, non-benefitted Extra Help during the Stay At Home order and this can carry over to the next fiscal year. Budget hearings and presentations to the Board of Supervisors would normally be held right now. Instead they are being pushed back until September or October.

The Library will be receiving First 5 funding this year, but the agency is changing its focus towards Friends, Family and Neighbors (FFN) and is aiming to provide these caregivers and support networks with literacy training and early learning resources. The Library will also receive additional funds to provide 95 new WiFi hotspots for program participants and is planning to encourage them to sign up for library cards. In addition, the Library has purchased a subscription to Ready Rosie (to see their Welcome Video, visit <https://www.youtube.com/watch?v=aw8b6FFyxus>). To achieve this year's newly defined program goals, the Library is well positioned for working on these areas.

Anthony Wright asked about Proposition 15 on the November 2020 ballot. If it passes, he suggested looking at funding projections for the coming years and to see if the Library would be entitled to some of that money. Also, he thought that creating a Library Wish List to have handy if the opportunity presents itself would be useful.

Holly Bishop was in discussion with community members and mentioned that the District Attorney's Office receives \$62M per year for mental illness support. She asked why the Library can't receive some funding for the work they do in surrounding mental illness? Anthony Wright said the Measure might've

included restrictions of where funding streams are applied. Holly put forth the argument that the mentally ill use Library services regularly and receive important support through Library programs. Mark Fink said he will look into this question.

Margaret Bailey was also having community conversations about schools starting the year with distance learning. She was concerned that many families do not have internet access at home and will need it to complete homework assignments. She asked if conversations between the Library and School Districts have addressed this issue? Mark Fink replied that back in March 2020 the Library loaned some of our hotspots to families with schoolchildren. He also said that T-Mobile had offered hotspots to schools and many districts conducted a mass purchase to provide internet access to their students. Right now the Library is looking to provide other supports, like virtual class visits, continuing the Student Success initiative, expanding curbside and potentially having a student curbside at Winters and maybe Clarksburg. The team is still determining what teachers and learners will need as the school year begins.

D. Virtual Program and Curbside Service Updates and Statistics:

The Library received 808 phone calls and 138 email requests in July 2020, which means over 900 were assisted during that month. During April, May and June of 2020, 61,654 eBooks and eAudiobooks were borrowed, which is a 50% increase since this same timeframe last year. During two weeks of offering curbside services in June 2020, system-wide cardholders borrowed 28,000 hold items. Over 65,000 cardholders maintained an active account during the past 3 years and this increased to 72,000, with new cardholders joining the Library in the last year. The Library attributes this increase to the Student Success Initiative, new students attending UC Davis, perhaps more seniors staying at home, the availability of instant digital cards (660 people signed up during the past 3 months), and increased awareness through Library's outreach and email marketing.

For Library programs, some noteworthy statistics include: 623 preschool programs were conducted in three quarters and was attended by 30,000 people. 788 children's programs were conducted and more than 17,000 attend, 361 teen programs were conducted and 7,000 people attended, 621 adult programs were conducted and 8,000 people attended. As a quick analysis, the Library is offering 2,000 programs within 9 months and has attracted 60,000 people to attend!

E. Email Newsletter Statistics:

The Library is also seeing an increase in online activity: There are 2,233 followers on the Library's Facebook page. During June, the Library's posts reached 37,024 unique users and 90,000 people visited the Library's website. These numbers indicate that even though the buildings are closed, the Library is still busy and supporting the community through programs. The Library will experience a slow reopening before gaining momentum but like other businesses, will forge on and adapt as we go along.

Holly Bishop suggested publicizing these calendar programs through email so people can learn about what the Library has been doing.

F. Facilities

- i. **New Yolo Branch Library update:** The application for the \$3.5M Community Block Grant has been submitted although it does not look promising that this request will be funded this grant cycle. The septic system for the old library will be removed tomorrow. Site monitors and an archaeological expert will be present to identify any Native American artifacts. The Public Art Committee will be drafting up a plan in the coming months in conjunction with YoloArts. The

team is awaiting approval for demolition of the old building in order to begin the notification and scheduling process.

- ii. **South Davis Library and Education Center update:** Since the last Advisory Board meeting, meetings between the city and school district have taken place. All parties are interested in pursuing the project, but need to still determine the finances. The current plan involves a 15,000 sq. ft. facility with an estimated \$20M construction cost. To decrease the “sticker shock” of the projected cost, Holly Bishop suggested reducing the initial size to a 10,000 sq. ft. facility and to include plans for increasing in the future. She calculated that that the City of Winters has a population of 8,000 and their Library is about 10,000 sq. ft. which could be a useful guide for South Davis. Mark Fink mentioned that the Library is currently a small part of this footprint (less than a third of the proportion of conceptual plans) and most of the plans are focused on community meeting spaces. After these preliminary discussions, there will be scheduled community discussions where some of these concerns can be addressed. In looking at the similar size of the Arthur F. Turner Community Library, the cost estimate to operate the facility would be \$1M, though the group is not planning to mirror a current library, but rather to envision something more modular and flexible.
- iii. **Stephens Davis Branch Library Maker Space update:** There are no updates to this project yet, as staff have been deployed to operate curbside pickup services at this time.
- iv. **Clarksburg Broadband:** The Library is continuing to work with the California State Library and CENIC to install a fiber connection. A vendor came through with a \$2.1M bid and this would be the largest project that CENIC has funded thus far. AT&T requires a separate review but the early news seems promising and this project may move through the process a whole year faster.

G. Human Resources and Operations

- i. Recruitment in Progress – 1 full time Librarian, Mary L. Stephens Davis Branch Library
- ii. Recruitment waiting HR Approval – 1 full time Librarian, Arthur F. Turner Community Library
- iii. Recruitment waiting HR Approval – 1 full time Librarian, Mary L. Stephens Davis Branch Library
- iv. Hiring Freeze – 2 part time Library Assistants and 1 part time Account Clerk

6. YOLO COUNTY LIBRARY FOUNDATION REPORT

Sharon Hallberg reported that the Foundation has been receiving some donations beyond the funds raised from the Big Day of Giving. They also add a new member to the Foundation team. The group attended a 3-day United Way conference that provided support and ideas for Foundation activities during the pandemic, including how to conduct data analysis and reframe their advocacy approach. She mentioned that the groups would like to resume hosting their successful events in the future.

7. OLD BUSINESS

- a. Strategic Planning update: Mark Fink said that the staff survey and public survey comments have been compiled by the Data Analyst and the stakeholder comments are almost complete as well. The Library

has a working document and is awaiting some work from staff to take the next step of setting some concrete goals.

8. NEW BUSINESS

9. LIBRARY ADVISORY BOARD MEMBER REPORTS

Anthony Wright was glad to hear that calls to local school districts were made to offer Library resources and asked if any supplemental programs could be provided, particularly for families and the unemployed. Mark Fink responded that the team has been discussing with the Yolo County Office of Education a series of webinars for parents and caregivers with tips for homeschooling and distance learning, possible book bundle delivery in Clarksburg based on AR reading levels, expanded curbside service for students in Winters and connecting with teachers in Esparto to get input about how the Library can support curriculum. Also, back in March, the Library worked with Health and Human Services to help people file for unemployment through a hotline and has offered resume and interview workshops to assist with job searching.

Holly Bishop reported that the first Pop Up Booksale at the Mary L. Stephens Davis Branch Library was scheduled on the same day that the library had to close. They will try again this Friday when services resume.

10. BOARD OF SUPERVISORS REPRESENTATIVES: Opportunities to comment

11. ACTION ITEM

12. ADJOURNMENT

The meeting was adjourned at 7:33 PM.

Next Meeting:

October 14, 2020 from 6:00 – 8:30 PM

Meeting format to be determined