Library Advisory Board Minutes
December 8, 2021 via Zoom

Meeting called to order at 6:02 p.m.

Land Acknowledgement: We acknowledge that we are on the traditional territory and homelands of the Yocha Dehe Wintun Nation. For more information, visit: https://yochadehe.org.

1. Library Advisory Board Roll Call and Introductions
   a) District 1: vacant
   b) District 2: Anthony Wright, Member, not present
   c) District 3: Diane Adams, Member, present
   d) District 4: Holly Bishop, Vice Chair, present
   e) District 5: Rosie Ledesma, Member, present
   f) City of Davis: Sharon Hallberg, Chair, present
   g) City of West Sacramento: Kristin Peacock, Member, present
   h) City of Winters: vacant
   i) Kathleen Trepa, City Manager, Winters, guest
   j) Mark Fink, Yolo County Librarian, present
   k) Anna Toloma, Librarian, Arthur F. Turner Community Library, guest
   l) Rachel Poutasse, Library Assistant II, Archives and Records Center, guest

1. Public Comment – None.

   Bishop made the motion, Peacock seconded the motion. Motion passed unanimously.

3. Action Item – Vote to authorize remote (teleconference/videoconference) meetings by finding, pursuant to Assembly Bill 361, that, local officials continue to recommend measures to promote social distancing as a result of the COVID-19 pandemic.
   Peacock made the motion, Hallberg seconded the motion. Motion passed unanimously.
4. County Librarian’s Report

a) Recognize and thank Stephanie Chavez (District 1) and Margaret Bailey (City of Winters) for their service on the Library Advisory Board.

Chair Hallberg recognized Chavez and Bailey for their service on the Library Advisory Board. Board members will send thank you cards and token gift cards to both former Board members.

b) FY 2020-21 Statistics filed with the State Library (Appendix 1).

Fink presented the Yolo County Library annual statistics for FY20-21 which were filed with the California State Library in October 2021.

c) FY 2019-20 Statistics filed with the State Library (Appendix 2).

Fink presented the Yolo County Library annual statistics for FY 2019-20 which were filed with the California State Library. Fink noted the difference if service levels due to the COVID-19 pandemic between FY 2019-20 and FY 2020-21.

d) Personnel updates

i) Welcome Anna Toloma, Full-time Librarian, Arthur F. Turner Community Library, West Sacramento.

Toloma introduced herself to the Board and shared information about her professional background. Chair Hallberg and the Board members welcomed her to Yolo County Library.

ii) Welcome Rachel Poutasse, Part-Time Library Assistant II, Shipley Walters Center for Yolo County Archives and Library Services.

Poutasse introduced herself to the Board and shared information about her professional background. Chair Hallberg and the Board members welcomed her to Yolo County Library, Archives and the Records Center.

e) Library Service updates

i) 2022 Systemwide Programming Calendar (Appendix 3).

Fink presented the Yolo County Library Annual Programming Calendar to the Board. Fink noted that Library staff plan in advance for upcoming events and staff from throughout the County work together to create systemwide programs.

ii) Shared Histories Learning Kits from the Yolo County Historical Collection

Fink shared the following information with the Board about the Shared Histories kits: The kits contain books, lesson plans, archival resources, and hands-on learning activities to connect youth with local history. Items included are from the Yolo County Historical Collection and Yolo County Archives. Themes include Yolo County agriculture, Native American history and culture, and Victorian dress and etiquette. Perfect for classrooms, homeschoolers, or any child interested in learning more
about life in Yolo County. For ages 5 to 12. These kits are targeted toward educators, which include teachers and parents, interested in expanding students’ knowledge of history in our community.

These kits will circulate out of the Davis branch and can be requested via the catalog by searching “Shared Histories” as well as available to download via the Yolo County Historical Collection webpage: [https://yolocountylibrary.org/research/yolo-county-historical-collection/](https://yolocountylibrary.org/research/yolo-county-historical-collection/)

City Manager Trepa noted that she promoted the kits in her weekly community newsletter. She noted that she loves history and was happy to share this resource with residents. Peacock noted that the kits were very detailed and she was impressed with the quality of the content included in the kits.

iii) Coursera and Northstar Digital Literacy

1) **Coursera (Appendix 4):** A learning platform that offers access to world-class, job-relevant content and credentials from 200+ business, government, and university partners, including Yale, Johns Hopkins, and Google.

2) **Northstar Digital Literacy (Appendix 5):** defines basic skills needed to perform tasks on computers and online. Provides assessments and curriculum in multiple areas.

   Fink shared this information with the Board: These digital literacy resources are learning platforms that will help our communities develop skills to meet their goals. They are funded by the California State Library with America Rescue Plan dollars through October 2022. Peacock asked how the Library was promoting these resources. Fink responded that the resources will be promoted on the Library’s social media platforms, website homepage and in its email newsletter. Peacock noted that she had not seen the information in the newsletter, and Fink noted that the Library will feature the resources in a future edition.

f) Yolo County Library’s **Strategic Priorities**

Fink noted that he is working on an updated version of the Strategic Priorities document that will include notable survey findings. In addition, Fink noted that that the February 2022 LAB meeting, he will share some of the specific and measurable goals that Library staff are working on that are tied to the Library’s new strategic priorities.

g) Facilities

i) New Yolo Branch Library update

Fink noted that the foundation had been poured for the new library. Fink also mentioned that Library staff are working on a plan to move out of the modular by the end of March 2022 to provide temporary library services after the modular is
removed, which is necessary to complete construction of the new facility.

ii) Knights Landing Branch Library update
Fink noted that the renovations are complete, and the library has new flooring, new paint, a newly paved parking lot, and new furniture and that the space is “bright and airy”. Fink recognized Regional Manager Dana Christy and Hope Saldivar, Library Associate for the Knights Landing Branch Library, for their work on the renovation.

iii) Stephens Davis Library – Maker Space update
Fink informed the Board that the project “is in the queue” with General Services and that they are having a difficult time getting contractors to bid on the project. The Davis Maker Space volunteer organization will provide equipment and programming for the Maker Space. In addition, the Friends of the Davis Public Library have donated $15,000 for the project.

iv) South Davis Library and Community Center update
Fink informed the Board that LAB Vice Chair Bishop, interim County Administrator Rinde, Analyst VanHoosear, Librarian Fink, Fiscal Administrative Officer Beales, Regional Manager Love, Supervisor Saylor, Supervisor Provenza, Davis City Councilmember Chapman, Davis City Manager Mike Webb and interim DJUSD Superintendent Matt Best met to discuss next steps for the South Davis Library project. The County will work on a couple of new options for the project and bring them back to the City of Davis for review.

h) Major Grant Opportunities
i) Library Infrastructure Bill – Funding opportunity with the California State Library
Fink informed the Board that the preliminary application was filed by the County Administrators Office in October 2021 for gap funding for the new Yolo Branch Library. Fink also informed the Board that comprehensive applications will be submitted for the new Yolo Branch Library and the South Davis Library project.

ii) Stronger Together: Improving Library Access – Funding opportunity with the California State Library (mobile outreach services).
Fink noted that the application was filed November 15, 2021.

iii) English as a Second Language Programming
The current funding opportunity draws from the $15 million total approved by the legislature to be spent over a five-year period.
Fink noted that the first round of applications are due December 24, 2021 and the Yolo County Library will be applying for this funding to offer ESL Classes for Caregivers at several rural branches.
i) Publicity (as of November 22, 2021)

   i) **Yolo County Now Offers Residents 24/7 Online Access to Historic Collections**

   ii) **Yolo County Library Launches New “Dial-A-Story/Telecuento” Program**

5. Yolo County Library Foundation Report

   Chair Hallberg noted that the Foundation was sending out letters to previous donors for its end of the year giving campaign. Hallberg noted how the Foundation’s grants to the Library benefitted the community, specifically addressing its top funding priority, early literacy.

6. Old Business – None.

7. New Business

   a) Hosting an online LAB, Friends and Foundation Forum.

      *Fink asked the Library Advisory Board if it would like to host a Forum for Friends of the Library groups and the Library Foundation in 2022. The preference was to host an in-person event so that attendees could socialize, exchange ideas and network, and to bring in an engaging speaker. Vice Chair Bishop and Member Adams volunteered to work with Fink on developing a plan for this event.*

8. Library Advisory Board Member Reports

   a) **Member Peacock noted that the West Sacramento Friends of the Library held its annual dinner on December 1st which was a virtual event and included bingo. Assistant County Librarian Tani was the featured speaker at the event. Kristen Burns was elected as the new WSFOL president.**

   b) **Member Ledesma did not have anything to report.**

   c) **Member Adams noted that the Friends of the Yolo County Archives is currently raising funds to support the Archives and provided information on how interested parties could donate.**

   d) **Vice Chair Bishop noted that the Friends of the Davis Public Library have continued to host weekly outdoor book sales at the Stephens Davis Branch Library and they average about $2,000 each sale. Bishop informed the Board that the last sale of the year will be December 17th and then they will resume on January 28, 2022. Bishop noted that between the Logos bookstore and the outdoor sales, the Friends raised $18,290 dollars during the month of November 2021. Bishop also provided information about new branded bookbags that will be available for sale ($5 each).**

   e) **Chair Hallberg noted that “the Davis Library is hoppin!” and she frequently sees parents borrow “stacks of books” during their visits.**
9. County and City Officials/Staff Reports and Comments – None.

Meeting adjourned at 7:16 p.m.

Next Meeting:
Wednesday, February 9, 2022 at 6 p.m.
Meeting format to be determined
The library had 1,369 open hours in 2020/2021!

47,879 people have a card at our library

17,272 people walked through our doors last year

In addition to 412,447 website visits

Print materials totaled 287,385

The collection contained 515,736 items

There were 225,461 electronic materials circulated

Contributing to a total of 668,923 checkouts!

We lent our items to libraries outside of our system 4,759 times

Our service is delivered by 37.42 dedicated FTE staff

1,178 Reference questions were asked

And brought in 5,354 items upon patron request

319 total programs offered

4,453 people attended in total!

https://yolocountylibrary.org/
226 BUCKEYE ST.
WOODLAND, CA, 95695

For questions or comments, please email support@countingopinions.com

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The library had 9,836 open hours in 2019!

63,805 people have a card at our library

476,869 people walked through our doors last year

In addition to 490,163 website visits

Print materials totaled

The collection contained 350,414 items

There were 192,975 electronic materials circulated

Contributing to a total of 927,459 checkouts!

We lent our items to libraries outside of our system times

Our service is delivered by 48.63 dedicated FTE staff

48,243 Reference questions were asked

And brought in items upon patron request

2,479 total programs offered

63,465 people attended in total!

https://yolocountylibrary.org/
226 BUCKEYE ST.
WOODLAND, CA, 95695

For questions or comments, please email support@countingopinions.com

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### Appendix 3

#### YOLO COUNTY LIBRARY PROGRAM CALENDAR 2022

<table>
<thead>
<tr>
<th>Month</th>
<th>Dates</th>
<th>Annual Programs at YCL</th>
<th>Promotional materials available</th>
<th>Point person</th>
<th>Other Annual Program not adopted system wide</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>2/1/2022</td>
<td>Lunar New Year</td>
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<td>Shu, Hualing, Joan</td>
<td>President’s Day, Your Library Loves You (Valentine’s Day)</td>
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<td></td>
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<td></td>
<td>Margaret, Ana, Steve, Katrina, Lana, Ruby, Kate</td>
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<tr>
<td>February</td>
<td></td>
<td>Black History Month</td>
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<td>Katrina, Ruby, Jillian, Toni</td>
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<td></td>
<td></td>
<td>Blind Date with a Book or Movie</td>
<td></td>
<td>Amy, Sue</td>
<td></td>
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<td>March</td>
<td></td>
<td>Cover to Cover In and Out Promotion</td>
<td></td>
<td>Sue</td>
<td>Teen Tech Week • International Transgender Day of Visibility Mar. 31</td>
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<tr>
<td></td>
<td></td>
<td>Women’s History Month</td>
<td>bookmarks, bibliography</td>
<td></td>
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<tr>
<td>April</td>
<td></td>
<td>National Library Week</td>
<td>Resolution to BeS</td>
<td>Katrina, Margaret</td>
<td>Earth Day Apr. 22 • Math Education • Zoo and Aquarium • Autism Awareness • Child Abuse Prevention • National Poetry Month • Day of Silence Apr. 17 (LGBTQIA anti-bullying) • Ramadan begins Apr. 12 • Arab American Heritage Month</td>
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<tr>
<td></td>
<td>Día de los Niños</td>
<td></td>
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<td>Dia committee</td>
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<tr>
<td>May</td>
<td>through June 19</td>
<td>Asian Pacific American Heritage Month</td>
<td>APAH bibliography</td>
<td>Anna, Shu</td>
<td>Memorial Day • Free Comic Book Day • Bike Month • Korean Children’s Day • Harvey Milk Day May 22</td>
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<tr>
<td></td>
<td></td>
<td>Mental Health Awareness</td>
<td>Materials provided by HHSA/Maternal Mental Health?</td>
<td>Jillian, Amy</td>
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<tr>
<td>June</td>
<td>through June 19</td>
<td>Juneteenth</td>
<td></td>
<td>Katrina, Scott, Ruby</td>
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<td></td>
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<td>Pride Month</td>
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<td></td>
<td></td>
<td>Summer Reading Program</td>
<td>LGBTQIA+ bibliography, buttons, bookmarks</td>
<td>Crista, Ioan, Maria</td>
<td></td>
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<tr>
<td>July</td>
<td></td>
<td>Summer Reading Program</td>
<td></td>
<td>SRP Team</td>
<td>Independence Day</td>
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<td></td>
<td></td>
<td>Disability Pride Month</td>
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<tr>
<td>August</td>
<td></td>
<td>Summer Reading Program</td>
<td></td>
<td>SRP Team</td>
<td>Neighbors Night Out</td>
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<td>September</td>
<td>Sept. 15-Oct. 15</td>
<td>Banned Books Week</td>
<td>Banned books week bookmarks, posters, book list</td>
<td>Katrina, Anna, Toni</td>
<td>Grandparents Day • Labor Day • Back to School Night • World Suicide Prevention Day Sept. 10</td>
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<td></td>
<td></td>
<td>National Library Card Sign-up Month</td>
<td>bookmarks and posters</td>
<td>Anna, Dana</td>
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<td></td>
<td></td>
<td>Latin Heritage Month</td>
<td>Latin Heritage Month bibliography</td>
<td>Gaby, Hope, Cristina, Maria</td>
<td>Family History Month • Halloween • Visit a Park Month • National Bullying Prevention • Breast Cancer Prevention • Teen Read Week • Filipino American Heritage Month • National Coming Out Day Oct. 11 • Learning Disabilities Awareness • International Pronouns Day Oct. 17 • Upstander Carnival/Anti-bullying</td>
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<tr>
<td>October</td>
<td>Sept. 15-Oct. 15</td>
<td>Latin Heritage Month</td>
<td>Latin Heritage Month bibliography</td>
<td>Gaby, Hope, Cristina, Maria</td>
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<td>Voting Page on Website</td>
<td></td>
<td>Elizabeth</td>
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<td></td>
<td></td>
<td>Facebook Halloween Costume Contest</td>
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<td>Social Media Team</td>
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<tr>
<td>November</td>
<td></td>
<td>Día de los muertos</td>
<td></td>
<td>Ashleigh, Ruby, Maria</td>
<td>Thanksgiving • Veteran’s Day • International Game Day • Transgender Awareness</td>
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<td></td>
<td></td>
<td>Native American Heritage Month</td>
<td>Display materials from Yoche dehe, NAH bibliography</td>
<td>Tony, Hope</td>
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<td></td>
<td></td>
<td>Literacy Month &amp; Celebration</td>
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<td>Elizabeth, Nancy, Toni</td>
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<tr>
<td></td>
<td></td>
<td>Community Donation Drive</td>
<td></td>
<td>Dana, Anna, Sue, Ashleigh</td>
<td></td>
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<tr>
<td>December</td>
<td></td>
<td>Kindness Month/Be the One</td>
<td></td>
<td>Joan, Cristina, Ashleigh</td>
<td>Hanukkah • Kwanzaa • Christmas • Learn a Foreign Language Month</td>
</tr>
</tbody>
</table>

**Note:** The table above lists various library programs with their respective dates and details, including the point person responsible for each program. The calendar includes a variety of events such as holidays, awareness days, and other educational programs. The point persons listed are typically the individuals responsible for coordinating or leading these programs. The calendar is designed to provide a comprehensive overview of the year’s programming offerings at the Yolo County Library.
Appendix 4

**Coursera Registration Process**

1) Begin by clicking on Coursera from the Research page at [www.yolocountylibrary.org](http://www.yolocountylibrary.org). Sign up using only Name and Email.

2) Then get this welcome/agreement screen.
3) After clicking on “agree”, I was asked to enter my name and email again before I got to this second agreement screen:

![Join the learning program](image)

4) By pressing “Join program” you will get to the course catalog and can navigate from there.

I got a “Welcome” email from Coursera that looked like this:

![California State Library has invited you to start learning on Coursera.](image)

“Join Now” brings me back to the Coursera home page and I'm still logged in.

I hope this helps you understand what patrons will experience when signing up for this resource.

It contains a lot of great learning opportunities. You are more than welcome to try it out yourself. We have an unlimited capacity for signups.
Here is a small sample of the courses available:
Appendix 5

North Star Digital Learning Assessments
Learners are entered under Location info. Staff could be both. You can select Northstar Online Learning in the dropdown by your name to access as a Learner.
Want to find out more? Here’s how to navigate the registration process:
1) Go to the “Research” tab on the YCL homepage and click on Northstar Digital Literacy

2) Click on “Sign up as a learner”
3) Then you will login to Northstar and see the following welcome page:

The areas of digital literacy covered in Northstar are:

If people want more information, they are welcome to call Yolo Reads Adult & Family Literacy Services for individual assistance:
At some point we may have the capacity to offer proctoring so that people can get certificates:

Why take an assessment at a Northstar testing location?

1. You can earn a certificate when you successfully pass each assessment.

2. Northstar locations offer assistance in setting up and taking assessments.

3. Most Northstar locations offer computer classes, so you’ll be able to master skills that will help you pass assessments.

4. You have the option of setting up a learner account where you can track all of your Northstar activity.

5. When you complete an assessment at a Northstar location, you’ll receive links to lessons for practice where you may need work.