

Library Advisory Board
MINUTES
October 15, 2020, 4:30-5:30 p.m.
Via Zoom (COVID-19)
Stanislaus County Library, 1500 I Street, Modesto, CA 95354

Present: Board Members –Sue Henderson, Lise Talbott, Joshua Vander Veen; Library Staff Members – Patti Boardrow, Sarah Dentan, John Fleming, JoAnn Henley, Curtis Lee, Susan Lilly, Maria Solis, Bryan Sontag; Library Foundation Representative – Susan Thomas; Friends of the Library Representatives – Friends of the Modesto Library President Denise Nordell; CEO Representative Kelly Covello

Absent: Sheridan Beuving, Dorothy Finnegan

I. Call to Order, Welcome & Introductions – Chairman Josh Vander Veen called the meeting to order at approximately 4:30 p.m.

II. Approval of Minutes of Meetings held: 2019 - 4/11, 7/11, & 10/17, and 2020 - 1/16 & 7/16
(Note: We did not have a quorum so we will seek approval when all members are present.)

III. Public Comment – None

IV. Correspondence – None

V. Report from County Librarian Sarah Dentan

Timeline – COVID-19 Modifications

March 13, 2020	Canceled public programs
March 16	Reduced computer times, eliminated public seating, and restricted volunteer activity
March 20	Closed libraries to the public
March 23	Implemented modified services
April 6	Implemented virtual programming
May 26	Expanded Wi-Fi hours available from the Modesto Library parking lot.
June 22	Resumed acceptance of returned materials and implemented mobile printing.
Oct. 5	Opened most locations* for computer use appointments

* Denair, Keyes and Waterford are not currently open for appointments. Denair is not big enough to social distance since they are handling most business coming from Turlock since that library is closed for remodel, Keyes is not busy enough, and Waterford has a door that needs to be fixed and will open when it's been fixed.

Computer Appointment Safety Measures

- Full-time staff returned from alternate assignments so all branches open to the public have at least 2 staff members
- Face coverings are required to be worn by customers, and also by staff working in public areas
- Computer sessions limited to one hour per day, per customer
- Social distancing is being accomplished by having space between computers
- Hand sanitizer is available to all
- Staff is cleaning high-touch areas regularly
- Disinfecting wipes are available for the public if anyone wishes to wipe the area they will be using

Programming: Story Times, Story Breaks, Special Guests

Some programs are live on Facebook and not recorded so you have to be there when those are happening. Others are recordings that are left up for some period of time.

- We recently had special guest, Supervisor Chiesa, who read *Don't Let the Pigeons Drive the Bus* to our young customers.
- Oct. 16 at 4 p.m. We will have a Virtual Live Program with Python Ron – sign-ups are required to attend via Zoom.
- Oct. is Teentober –Focus is on programs of interest to teens. One of our librarians did a Candy Sushi demonstration. People are invited to share their candy creations to our Facebook page.
- Grab-'n-Go Kits – A wide variety of kits are available. Salida is focusing on teen kits. They are being distributed from the Library and at schools in conjunction with the meal distribution at various county sites. One Grab-'n-Go activity shared during the meeting was the “Balancing Joker” activity. It comes with cutout paper and paper clips.
- Book Distribution – Books are being distributed at meal distribution sites during Summer and Fall
- Read to me! Kits – These can be checked out for use. You get a number of books, a sheet with early childhood literacy information, an audio CD, and a puppet or toy. These were intended for Child Care groups and kits were large so we have scaled down kits for family use.
- Trivia events – Friday night (live & asynchronous). Play against others and see how you do in competition with others.
- Escape Rooms - You can find on our website
- Book discussion groups are continuing.
- Story Walks – A picture book is taken apart and each page is attached to a stake so you read a page and continue your walk to the next page.

Statistics – Circ – 2019/2020 comparison. Physical circulation is going up (July/August) during a time when it usually slows down. E-Circulation peaked in April and then started slowing down again. We expect this to pick up again as we move forward.

We've applied for some additional money from the State of California for eBooks, additional copies, since the eBooks holds list is quite long.

Checkout period for materials is now 6 weeks. Many people did not want to check things out until they could return their borrowed materials.

Reopening date to be decided.

We're in the red zone and looking to open early November. We want to make sure we're completely ready.

Stage 1 – Retain current hours (5 days a week). We'll stick to a short day with reduced capacity, practice social distancing, require that masks are worn, have hand sanitizer and sanitizing wipes available, as well as having a regular cleaning schedule in place. If someone can't wear a mask, staff can help them outside.

Stage 2 - We will look at adding Saturdays and evenings.

Questions?

Zip books? They are back. We got our funding for the next year. After expanding the number people could take but we have scaled that back again.

LQ and Kids Quest tutoring? We are looking at doing the tutoring in the Community Room since social distancing can be attained in that location. Tutoring had been taking place on the portico.

VI. Reports from Library Support Groups

Friends of the Library

Patterson FOL - Sue Henderson – The Friends of the Patterson Library missed another book sale they had hoped to have so they haven't had any income for the year. They hope to have a book sale in the spring.

Modesto FOL – Denise Nordell – Friends of the Modesto Library piggy-backed on Josh Harder’s reading challenge program at a couple of the schools and they passed out 400 age-appropriate books to children. The Friends are doing a virtual book sale through Scholastic. Denise wants to commend the library staff for their programs. Children are picking up STEAM kits and read-to-me packages. The furniture in children’s area and new fish tank was provided from funds donated by FOML. Chris Moreno has done a great job communicating with Friends of the Library and keeping them up to date on how projects are coming along.

Stanislaus Library Foundation – Susan Thomas – As she mentioned at last meeting, the Library Foundation had to cancel their annual party at the library, which is a thank you to library staff, an update on what’s going on, and they also had to cancel the gala. They did a mail campaign instead and have raised \$28,000 so far! Their next activity will be a thank you activity via Zoom to donors. They are sending out invitations. “Party at Your House” will be the name of this event and all those who RSVP will receive a small gift. It is strictly a thank you activity. Send an email to the Foundation to get a link to Zoom program.

Denise Nordell reminded us that yesterday was our beloved Sarah Dentan’s one-year anniversary as Stanislaus County Librarian. Sarah said it has been rewarding as well as challenging, and she thanked everyone for their support.

Construction – Thomas Kaps is away so Sarah Dentan reported on Empire project. Empire Library is moving along. External construction should be done this calendar year! We have been looking at shelving, selecting carpet, and roof tile.

Sarah reported that the Modesto Library MakerSpace hit a snag. It was delayed due to Asbestos abatement being a little more complicated than anticipated. It is still happening but not quite as quickly as we had hoped.

Bryan Sontag reported that Turlock Library project is moving along. Construction was supposed to start April 6 but was delayed about 6 weeks due to COVID. The construction firm and team is doing a great job and they’ve made up most of the time. We anticipate opening sometime in spring, 2021. The framing is up on the expansion, and they’re putting up trusses for the roof on the expansion. They’ve taken off the roof from the old part of the building and they’re repairing dry rot. The first week of November the roof should be completed and shingled. They’re trying to finish the outside to move inside for the winter. The Turlock project is just a few weeks behind Empire. We hope to have a grand opening when it’s finished. We’ll need a month or so after the completion date to get the library ready once the building is finished.

Library Strategic Planning – Our current plan runs through 2021. In a normal year, we would be doing focus groups, surveys, interviews and meetings, etc. We are building off of strategic goal areas that were defined with the last strategic plan. A fifth goal area has been added: Fiscal sustainability. We are doing a 2-year plan to get us through this time and refocus in the situation we are currently in. Managers have met, and we held the first all-staff meeting since COVID, via Zoom, and there were about 65 people. We reached out to staff during the meeting using Mentimeter during that meeting, and staff were able to provide input anonymously. We polled staff to find out who key audiences are since that was not identified in the last strategic plan. We will do a 2-year interim plan.

VII. Old Business

Library Advisory Board By-Laws - Josh Vander Veen – The committee, which includes Sheridan Beuving, Dorothy Finnegan and Joshua Vander Veen, hasn’t done much yet on the revision of the By-Laws.

VIII. New Business

Budget Report –. Curtis gave a recap of FY 2019/20, then a comparison of 2019/20 to 2020/21, and a history of library financials dating back to 2010/11 and going forward to current year. We looked forward to projections going through 2024/25.

Sales tax – ended fiscal year up at 96.8% of what we budgeted for sales tax income. We thought back in March that our revenue would decrease by 15% when we had to shut down for Coronavirus but we ended up closer to original projections.

Revenues from fines, passports, copies, book sales, etc. ended up very low 64% of budget due to closure.

Miscellaneous revenues were up substantially due to a large donation from the Barbara Wright trust.

Total revenues over all ended up at 98%

CRF Coronavirus Relief Fund – County received money and distributed to various agencies throughout the county and county departments that has Coronavirus expenditures to cover payroll for staff (\$185,000). Staff were deployed to emergency operations command center for various jobs that developed due to Coronavirus. Remainder was used for face-masks, gowns, hand sanitizer, etc.

We were running close on salaries and labor costs before Coronavirus. Staff used accruals to get paid during the pandemic so we still had most of labor expenses.

Books and materials – spent 15% lower than budgeted. Stopped purchasing in March.

Special Programs – We didn't do any special programs.

Summer Reading – did online activities. It didn't equal to what a normal year would add up to.

Services and Supplies - Other – We spent less (15% lower than what we budgeted)

CAP charges \$1.5 million (this was increased since everything was trending high) – We had originally budgeted \$1.3 million. Curtis asked for increase of about \$400,000 mid-year to cover overages. We did exceed what we had originally budgeted.

Fixed Assets - Oakdale fence was pushed into 2021 year so we didn't use that money.

Library's contribution for the Empire and Turlock Library building projects amounted to \$4.8 million: \$2.4 million Empire /\$2.4 million Turlock -

\$16.8 million in expenditures

Fund balance started 2019/20 with \$9.2 million and we used \$4.2 million. We ended the year with \$5 million. However, the Auditor-Controller will be reclassifying \$1 million in FY2019-2020 sales tax revenue received in FY 2020-2021 to FY 2019-2020 books. This will increase fund balance to approximately \$6 million.

IX. Announcements – None

X. Next meeting date: Jan. 21, 2021, 4:30-6:00 p.m. *(via Zoom)*

XI. Adjournment – Chair

Materials related to an item on this Agenda submitted to the Library Advisory Board after distribution of the agenda packet are available for public inspection at the Modesto Library Reference Desk during normal business hours. Such documents are also available on the Library website at www.stanislauslibrary.org/about_advisory_board.shtml subject to staff's ability to post the documents before the meeting.