

Library Advisory Board
MINUTES
October 12, 2017, 4:30-5:30 p.m.
Modesto Library Conference Room
1500 I Street, Modesto, CA 95354

Present: Board Members Sheridan Beuving, Dorothy Finnegan, Lise Talbott and Joshua Vander Veen; Library Staff Members Patti Boardrow, John Fleming, Curtis Lee, Diane McDonnell, Natalie Ochoa (LearningQuest); CEO Representative Patrick Cavanah; Others Carmen King.

Absent: Sue Henderson, Jon Rodriguez

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

Carmen King introduced herself, gave some background information, and expressed interest in helping promote the library. She was previously appointed to the Chamber for the 100 year celebration and she promoted the art contest. She does social media and is interested in volunteering to work for the library. She would like to get signed up as a volunteer and work with the Children’s department on some of her ideas (paint rocks, origami, etc.).

- II. Approval of Minutes of Meeting of April 13, 2017 – Minutes were unanimously approved.
- III. Public Comment – None
- IV. Correspondence – None
- V. Report from County Librarian

Turlock Library Expansion: The much-needed additional space will support added services such as the addition of a teen area, a community room, study rooms and a larger children’s area. Meetings with the Turlock Library Planning Committee began in late 2016. Discussions showed strong community support for the project and a consensus to remain in the current location.

The project was officially launched in March 2017 at a community Visioning and Planning Workshop, followed by two additional meetings held to seek public input. A Visioning Plan was created, which includes an initial phase expanding the current Library and a second phase which will renovate and update the existing facility.

There will be a presentation on the project on Oct. 17 at an evening meeting with the Board of Supervisors.

Next a design team will be selected for the project, and a design and funding plan will be presented to the Board of Supervisors in spring 2018. Phase 1 of the project could be completed by fall of 2019 and Phase II could be completed by spring 2020.

Possible funding sources under considered include library fund balance, PFF (Public Facility Fees) tobacco tax, donors, county funding and possible partnerships.

HR Updates: JoAnn Henley has been selected to serve as the new HR person for the library starting Oct. 23, 2018. Our accountant has accepted a promotion to a position with another county department so we have an opening in our Accounting Department. New library

supervisors have recently started in Denair (Paden Hardy) and Keyes (Christine Ryu), and a new supervisor (Diane Ramirez) has been selected for Empire Library.

Facilities projects: We recently updated the interior of the Denair Library with fresh paint, new LED lighting and furniture, and an updated floor plan.

A new work space is being created for the Youth Services Outreach Department's staff of four in the Modesto Library.

New metal fencing is planned for the Newman Library patio area to provide additional seating space.

Additional lighting will be installed in a particularly dim area shelving at the Salida Library.

At the Waterford Library, an existing service desk will be removed to make way for a more functional and ergonomic desk.

Makerspace: The selected design group Gyroscope dropped out after many months of negotiating due to a disagreement in contract terms. The Library will begin considering other options for design services.

In the meantime, staff are being trained on the use of the Makerspace equipment, starting with the 3D printer.

Sunlight Giving: This Bay Area Foundation offers grant funding to organizations that provide innovative services to underserved families and children, and the Library was offered an opportunity to apply for a grant. We identified the Grayson community as an area that meets the Foundation's criteria and submitted a grant proposal for the development of a pop-up library at the Grayson Community Center to provide library services.

Library Funding: Measure S, which renews the 1/8 cent sales tax funding, is on the November 7 ballot. This revenue represents almost 90% of Library funding.

Veterans Services: The grant-funded veterans' information desk at the Modesto Library, staffed by volunteers, continues to serve as a valuable resource of information on benefits and services to local residents. In addition, we now have VA Medical Mobile Outreach visiting the Library once a month. Walk-in medical services are provided to veterans and their families in this fully-equipped truck.

The Library continues to receive positive feedback from customers regarding the "no smoking" rule that applies to library grounds as well as inside the libraries.

VI. Reports from Library Support Groups – none

VII. Old Business

Board Vacancies – All five districts are currently represented. Thanks to all for your continued service and support. Sheridan will extend his term for the At-Large position representing the business community. We continue to have vacancies in At-Large Agriculture, Education and Youth Advisory.

VIII. New Business

Natalie Ochoa of LearningQuest adult literacy program gave information about the services they provide. They recruit adult volunteer tutors to teach English to students 18 years of age and older. Classes are available for HSE (High School Equivalency) preparation. They held a training class for ten tutors in September and have added an online training option for potential volunteers who prefer that method of training. There are currently 100 matched student/teacher pairs who meet in the Stanislaus County Library. They ask for a 6-month commitment of meeting twice per week for 1.5 hours. Tuesday, Oct. 17 there will be a student/teacher appreciation, giving thanks for their years of service. The library LearningQuest program handles students at the 7th grade level and below. Most of the students are learning English as their second language. On average, students are in the program for 1.5 years.

Curtis Lee, the Business Manager at Stanislaus County Library, presented the 2017-2018 Fiscal Year Budget. \$10,091,080 is the budgeted sales tax income for Fiscal Year 2017/2018, and \$231,925 was budgeted in sales tax received from the prior year, due to the typical two-month delay in receiving the tax once it's been collected by the County. Rents, FED/State Government monies (Public Library Fund, Literacy, etc.), book sales, donations, deferred revenue and County General Fund contributions, combined with the sales tax income, adds up \$11,610,599 in total budgeted revenue for Fiscal Year 2017/2018.

Salaries and benefits are the largest expenses, budgeted at \$8,044,417 for 2017/18. The library's collection will be supplemented with over \$914,000 of new books, materials, and digital database services. Approximately \$2.5 million in services and supplies will be needed to run the library effectively for the year. Total budgeted expenditures for Fiscal Year 2017-2018 are \$14,186,316. Budgeted expenditures also include fixed assets/improvements, and County overhead charges, (maintenance, custodial and County legal and administrative services). Budgeted expenditures exceed revenues by approximately \$2.5 million. The \$2.5 million deficit will be funded by the Library's fund balance. Fund Balance is the Library's savings account. The Library's fund balance is projected to be \$8.9 million at the end of Fiscal Year 2017-2018.

Approximately \$4.8 million in fund balance will be used for the Turlock expansion project which is expected to begin in 2018. Quarterly updates are made to the budget and every change is approved by the Board of Supervisors. As of Sept. 30, 2017, we had received 8.6% of the expected revenue for the fiscal year, and we had spent 20.5% of the anticipated expenditures for the fiscal year.

John Fleming, Virtual Services Manager of the Stanislaus County Library, gave an update on IT (Information Technology). New computers and checkout kiosks have been installed at library branches and computers are currently being installed in the Reference area of Modesto Library. Public areas were upgraded before staff computers. Virtual desktops for employees come next.

RFID (Radio Frequency Identification) inventory ID and security system has been completed. This is a big step in moving forward.

The library and other county departments will eventually be on a common email and office platform. Paul Gibson of SBT is doing a great job. The conversion to Office 365 will start January of 2018 and hopefully be completed by July, 2018.

Makerspace equipment is being readied for use, including the two 3D printers and the Oculus Rift, a virtual reality device. Training is being offered two hours per day to employees who wish to learn about the new equipment. There will be nine sewing machines and a 601-piece Lego Mindstorm set. PLA filament is used in the 3D printers and does not generate much smoke. It is flexible and usable and comes in a big spool. We will establish rules and regulations for the use of the equipment. Stockton charges by the gram (5 cents per gram) for items made with the 3D printer. Based on the selected pattern, it will tell you the number of grams it will take to make the item. (Note: Hickman Charter School has Lego Mindstorms. Erin is a home-school teacher who knows how to program and build, per Lise. She may be able to assist as staff is learning to use this).

IX. Announcements – None

X. Next meeting date: Jan. 11, 2018, 4:30-5:30 p.m.

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.