

Library Advisory Board
MINUTES
April 14, 2016, 4:30-5:30 p.m.
Modesto Library Conference Room
1500 I Street, Modesto, CA 95354

Present: Board Members Sheridan Beuving, Sue Henderson, Dorothy Finnegan, and Josh Vander Veen; Library Staff Members Patti Boardrow, John Fleming, and Diane McDonnell; CEO Representative Patrick Cavanah.

- I. Call to Order, Welcome & Introductions – Chairman Josh Vander Veen called the meeting to order at 4:35 p.m.
- II. Approval of Minutes of Meeting of January 14, 2016 – No vote was taken due to the lack of quorum.
- III. Public Comment – None
- IV. Correspondence – None
- V. Report from County Librarian – Diane McDonnell

The Library will offer a new Interlibrary Loan (ILL) service called Link + with a target start date of July, 2016. Link + serves cooperative library systems and currently contracts with 75 libraries. The service will have a stand-alone catalog and our Salida Library will be used as a clearinghouse for the delivery of the ILL items.

The 49-99 Library Consortium includes Stanislaus County, plus Tuolumne, Calaveras, Amador County Library systems, and Lodi and Stockton-San Joaquin Libraries. 49-99 receives funds annually from the CA State Library. This year, the State Library's focus is on resource sharing, and our 49-99 group has voted to fund the Link + service for each of our member libraries.

The Library began working with consultants on the Strategic Planning, using a 3-step approach that maximizes community input.

1. Customer and staff survey
2. Key informant (leaders in the communities) interviews
3. Town Hall meetings (community forums)

These processes will be conducted in the summer months into early fall.

Turlock Library is undersized and lacking basic amenities such as a community room and teen area, and is in need of expansion. Future funding options could include Public Facility Fees (PFF) or contributions from the City of Turlock and other local entities. The Ferrari family generously matched the \$25,000 that the Friends of the Turlock Library have raised to date toward the development of a new library.

The library received BOS approval to hire additional staff in anticipation of opening on Fridays in July. Five full-time Library Assistants and one Librarian will be recruited, hired and trained.

Online appointment service has been added for passport applications for Modesto and Salida libraries.

An event was held April 4 to promote our Veterans Connect service in the Modesto Library. Volunteers staff the Veterans Connect center which is focused on helping veterans get the services they are entitled to receive.

Patricia Portwood and Ryan Dziadosz are co-chairpersons of the Library Sales Tax campaign committee. The tax measure will be on the ballot in June of 2017. The current tax will sunset June 2018. There will be a poll in November to gauge voter opinion regarding a 5-year versus a 10-year tax measure. Fundraising will be the focus in 2016. Early 2017 the library will ask for Modesto Bee's endorsement. We will educate the public about our diverse revenue sources from grants, etc. The eighth cent sales tax represents 87% of the library's budget.

There are two vacancies on the Library Advisory Board that we are actively seeking to fill.

VI. Reports from Library Support Groups - Friends of the Library

Sue Henderson reported that Friends of the Patterson Library will be holding a book sale that begins Wednesday, April 20. They also have a carousel of books for sale that stays up at Patterson Library. It is a self-serve sale that has generated a fair amount of revenue. The honor system is working well there.

Dorothy Finnegan shared that Friends of the Turlock Library has two book stores. One is located at the Turlock Library and the second one, the Book Bin, is in downtown Turlock at Gallery Finesse, an antique furniture and fine art store. The books for sale at Turlock Library are 50 cents for paperbacks and \$1.00 for hardbacks.

VII. Old Business

- LAB Terms - The vacancies are in District 1 – Empire, Oakdale, Riverbank, Waterford; and District 3 – Salida.

VIII. New Business

- Budget Update – Vicki Peitz
Vicki went over the Mid-Year Budget. \$498,000 was added to expenditures:
 - IT staff will receive on-call pay
 - Minimum wage went up (\$23,000 for Pages for half a year)
 - Adjustments were made for other County Department charges
 - Dock gate at Modesto Library
 - Salida floor expense
 - Restored a Librarian II for Modesto Children's and five full-time LA I/II for Fridays.
 - \$50,000 was added for materials

\$526,559 added to revenue. StanislausREADS received more funding. There has been an increase in passports and service fees, lost/late fees, and small grants.

Vicki went over the fiscal year 2016-2017 Proposed Budget.

Projects that have been delayed will be rolled over into next budget year.

Expenses are projected at \$11.2 million. Revenues are about \$10.7 million. Fund balance will be used to make up the difference.

Library subs are needed while Library Supervisors are working on Strategic Planning.

County funds will be used for 80% of the cost of repairs for two Deferred Maintenance Projects and the Library will pay 20%.

- Modesto Basement – Remove tile floors and refinish cement.
- Paint Modesto Library inside and out.

Other budgeted Maintenance Projects include:

- Combining two children's restrooms to make a family restroom.
- Modifying outdoor patio areas at some libraries to add more space.
- IT Updates – John Fleming
 - Tech Innovations Grant – John shared some details of a grant the Library received to get people out of line and online. We will put in self-check/one-stops where customers can check out, pay fines, etc. all without having to stand in line to wait for someone to assist. \$125,000 was awarded. This will cover every library. The machines will be able to take payments in the form of cash, with an option to add credit cards. These will work directly with RFID to enhance the check-out and check-in processes.
 - IT has created 2 Mobile Circ Grab and Go Kits which offer the ability to check-out and check-in with a wireless scanner, wireless printer, iPad or iPhone. Used by Outreach, these greatly enhance the library's ability to provide services at remote locations.
 - VDI – Virtual Desktop Infrastructure – A desktop environment that reduces support requirements and lasts longer. Over time there is a savings. We have the hardware in place. The bid was awarded to KIS, Fremont Ca. Windows 10 and Office 2016 will be put on staff equipment, as well as the equipment used by the public.
 - Online payments for overdues and other fees owed, will be an option through our website after the first phase of the upgrade has been completed.
 - Staff cash registers are being installed May 2.
 - Radio Frequency Identification (RFID) is a huge project. Design is focused on having vendor do most of the work on this and also provide training. February we'll be tagging our collection. Benefits are multifaceted: Stack of ten books can be checked out all at once. Staff will be alerted on their computers if someone walks out without checking out an item. Tagging inventory can be done at rate of 1,200 items per day, per person. We will use equipment we're already purchasing to tag items. Books can be purchased with tags already on them. We don't know the cost yet.

IX. Announcements – The volunteer appreciation event will be held at Salida Library on April 16.

X. Next meeting date: July 14, 2016, 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.