

Library Advisory Board
MINUTES
July 15, 2021, 4:30-6:00 p.m.
Via Zoom (COVID-19)
Stanislaus County Library, 1500 I Street, Modesto, CA 95354

Present: Board Members – District 3 Rep Stella Beratlis, District 2 Rep Dorothy Finnegan (joined by phone for first portion of meeting/approval of minutes/approval of incoming At-Large candidate Shanyn Avila), District 5 Rep Sue Henderson, District 1 Rep Lise Talbott, District 4 Rep/Chairman Joshua Vander Veen; Library Staff Members – Patti Boardrow, Sarah Dentan, Thomas Kaps, Curtis Lee, Susan Lilly, Diane Ramirez, Friends of the Library Representative(s) – Friends of the Modesto Library President Denise Nordell; CEO Representative Patricia Lord; At-Large Candidate Shanyn Avila (by phone)

- I. Call to Order, Welcome & Introduction of Board Members – Josh Vander Veen, Chair
- II. Approval of Minutes - Motion was made, and passed unanimously, to approve all minutes of meetings held 2019 - 4/11, 7/11, & 10/17; 2020 - 1/16, 7/16 & 10/15; and 2021 – 1/21 & 4/15, that had been submitted but we had not had a quorum present until today.
- III. Appointment of New Board Member – A motion was made and passed to appoint Shanyn Avila as an At-Large member representing Education, to the Library Advisory Board.
- IV. Public Comment - none
- V. Report from County Librarian – Sarah Dentan
 1. Where we've been and where we are, in terms of reopening.
 - i. March of 2020 - Libraries closed to the public.
 - ii. Throughout the year, we implemented modified services and programming
 - iii. November, 2020 we opened briefly for walk-in service, then returned to curbside service due to increase in COVID cases.
 - iv. March 22, 2021 we opened for browsing and checkout with limited capacity, except Keyes and Denair, doing curbside service only.
 - v. June 15, 2021 The library opened for browsing and checkout with no capacity limits (the tiered system went away at this point)
 - vi. July 2021 Volunteers were allowed to return along with Friends of the Library, and are held to same standards as employees. First outdoor programs for adults have started up again. We're getting ready for community meeting rooms to be available to the public. Customers booking rooms will need to accept responsibility for following COVID rules relevant for whatever group they are meeting with.
 - vii. August 2021 – Resuming standard Circulation policies. No more extended checkout periods. We will be resuming some weekend and evening hours in August, as well.
 2. Grants
 - i. Staff has been fantastic getting money from the State Library. A number of first-time grant writers have stepped up and we have gotten almost all the money we have applied for. *Welcome to Reading* program has circulating kits for emerging readers. We are working with Learning Quest to put these kits together. They are geared for first through third graders and each kit targets a specific skill. There are before and after tests. It includes information for parents. We're doing some promotion of early childhood activities. This ties in with our strategic goal of having all of our early childhood resources under one umbrella so it's easy to find/see what we have to offer. Some cataloging enhancements make it easier for staff and members of the public to identify what we have for emerging readers. The State is giving us about \$19,000! The California State Library came back to us asking us to create a toolkit. The State thinks this is something they want to replicate, so kudos to these first-time grant writers! It builds on the work that a lot of our staff were already doing. *Welcome to Reading* is very similar to *Read to Me*,

- but it has a skill based focus. *Read to Me* kits are intended to create a story time experience at home or with a small group.
- ii. 2021/22 California State Budget was passed with \$389 million for local library facilities, infrastructure and things like broadband. Potentially money for new and improved buildings. There is also \$50 million in matching grants for local library infrastructure improvements. Also \$3 million for bookmobiles and vans, and \$5 million for early learning and after school programs. Sarah has been working on a capital improvement plan to prepare for these facilities grants.
 - iii. Capital Improvements Plan with Public Works and other parts of the county, a consultant, Capital Projects, and our management consultant, Patricia Lord. They are putting together a report of listed projects, along with cost estimates and recommendations. We have a big list of ADA corrections that we have been working on. They are also doing site visits. All this information will help with development of a list of recommendations and cost estimates. This will help us be more prepared to apply for available monies. Other monies may be coming available at the federal level, as well.
 - iv. Finalized Interim Strategic Plan: This was built off the previous strategic plan that was developed using a lot of public input. With COVID we were not able to do that kind of work but we didn't want to be without a plan, particularly when things are chaotic. Sarah worked with a group of staff and looked at the original four priorities and within each priority they have identified strategic goals and action items. (Strategic plan is included with the minutes). This is an interim plan. Within each strategic plan priority, there is a goal. Then each goal has an action plan.
 1. Demonstrate fiscal responsibility – This is a new priority for us. It was not listed in the previous plan
 - Revenues and expenditures are balanced.
 - Fund balance is managed appropriately.
 - Budget is transparent and visible to stakeholders

Expenditures are overseen by an independent citizen board, which is this Library Advisory Board, as part of the tax measure. Please ask if you need an additional understanding of the budget.
 2. Ensuring library is a welcoming environment.
 3. Creating community connections and partnerships: 2-way communication.
 4. Aligning with larger community goals (specific to programming) – Cradle to Career
 5. Expanding reach of library to key populations (staff helped identify those groups because those were not listed in previous years). Looking to align our goals with larger community goals.

A tracking document was put together to use internally, and some version of this will be brought to this group quarterly. Official start date was July 1, 2021. The library will be using this to keep us moving forward.

- v. Statistics – Physical Circulation – 2019-20 was going along just fine and then suddenly drops off in March, when we closed to the public. By July of 2020 we hit a steady stride and then opened March, 2021 and started heading up again. Things are picking up. Hoopla and Cloud Library - E-books jumped up and then went back down but we are holding steady now. Door counts are finally going up since reopening. Many more people are coming back into library buildings and we're anticipating that this will continue to go up.
- vi. New Schedule for Libraries – We will resume evening and weekend hours, but we are not returning to the pre-COVID hours. We had been discussing this before COVID hit. We had a structural deficit and we were already looking at ways to reduce our operating expenses. Modesto will be open 6 days per week, and all others will be open 5 days per week with the exception of Denair and Keyes at four days per week. Turlock and Denair hours will be effective Aug. 10, 2021. All other branches will observe new hours effective Aug. 1, 2021. A flier will be going out with new hours. Grayson Community Center will reopen; also the library at JJC (Juvenile Justice Center). Conversations are beginning

and we want to return to these locations when we can. This reduction in hours is not what we want to be doing, but it is necessary to work within the budget we have. Sarah is open to questions if we get questions about these changes.

VI. Reports from Library Support Groups

1. Friends of the Library – Sue Henderson reported that Patterson Friends of the Library had an in-person meeting for the first time in close to a year, at the Friends President’s yard, in June. They want to have a book sale but there’s not an appropriate place to do it. They would like to do a regular book sale in October at the Community room in Patterson. They have a lot of books.
Denise Nordell, Friends of Modesto Library President shared that they held their used book sale in June instead of May. They brought in \$4,800, a record setting revenue amount! They gathered last night and held an ice cream social, welcoming new members, and welcoming back others. They are welcoming a new member onto their Board of directors, Maria Hernandez. She is a young person involved with the Stanislaus Community Foundation’s *Next Gen On Board* program that fosters development among young leaders to take on responsibilities in the non-profit sector in their community. When can Friends groups gather again as a whole? Sarah mentioned that decision is in under discussion with the Foundation, since they generally host that event. A date has not been set yet for this event.
2. Library Foundation – Susan Lilly mentioned the Annual Party at the Library, the donor thank you event, will be August 20 and the Gala is set for September 25. The Graffiti Parade is going to be held the same day as the Annual Party at the Library. They will make arrangements to make it work as smoothly as possible.
3. Library Advisory Board openings are At-Large Education, At-Large Business, and Youth Advisory (non-voting) position. We are thrilled with our two new successful recruitments! Sarah would like to have discussions with the Next Gen Board about potential Board members.

VII. Staff Reports

1. Building Projects – Thomas Kaps – Empire is up and running and furniture is state of the art! Empire Friends of the Library met on Tuesday in the Community Room at the new library. Their first day open for service, they had 85 or 86 visitors, which included youngsters coming in with a chess set. Many teens and youngsters have come over from the pool, or heading to the pool, to check out the new library. There were some great comments about the lovely new library in Empire. Sarah Dentan reported on the new Turlock Library. The building is built, carpet is in, walls are painted, books are on the shelves, and we’ll be ready to open in August. August 9 in the morning there will be a dedication ceremony but the library won’t be open for business that day. It will be live-streamed if you want to watch, or you can go in person if you’d like. They will be open starting Tuesday, August 10, for normal business! It is a beautiful building. This project has been supported, in large part, by community donors. Friends of the Turlock Library raised over a million dollars to support upkeep, etc. Funds will be rolling in for the next 5 to 10 years to help support this building. Maker Space in Modesto is finished, as far as construction. We are waiting on furnishings to come in. This is going to be a great space for interactive programming on the main floor. It will not have carpet so it will be easier to clean, and messy, fun projects can be held with no worries!
2. IT – Sarah Dentan reporting for John Fleming – Sarah mentioned that Network and Broadband sorts of wiring are not funds we are going to apply for through the State Library. We are currently re-networking all of our library buildings with financial help from the eRate program. We’ve only had very minor disruption to services to this point, due to the rewiring project. All of computers will be delivered this week to the Turlock Library. This networking project will be a great benefit to us when it’s completed.

- VIII. Budget – Curtis Lee shared the Library Income Summary, and Fund Balance Summary, as of May. There is a two-month lag on sales tax. June numbers are still being finalized. Our sales tax revenue is at approximately \$10 million, 95% of what we budgeted. We have been averaging \$1.1 million per month, so we anticipate ending up at \$13 million in sales tax for the full fiscal

year. The taxes came in much better than expected, due to the economic stimulus package that was passed, and boosted spending during the pandemic. Government Funding, our second largest source of funding, for this fiscal year – \$300,000 for Learning Quest literacy grant for tutoring services offered at our library, and about \$400,000 for the Coronavirus Relief Fund (CRF) reimbursement, for costs incurred for library staff being deployed in response to Coronavirus. We budgeted \$900,000 and we are at \$768,000. We've realized 87% of what we budgeted. This will go up a little bit once June numbers are finalized. Revenues from services are way down for the 2020/21 year, due to lack of passport services, copies/printing, and fines collection. We normally get \$250,000 to \$300,000 in revenues for this category. We adjusted the budget down to \$25,000 for the fiscal year, and we have realized \$14,000 as of May. This will tick up from postings in June. For Miscellaneous Revenue, which is primarily from donations, we budgeted \$112,000 and we are at \$143,000, which is 27% above budgeted amount. Public Facility Fees (PFF) is revenue transferred over to the library to offset our Turlock Library loan. The library took out a \$6,000,000 loan from Tobacco funds that the county holds, to fund a portion of the Turlock library construction. \$200,000 in PFF was dedicated on an annual basis to help offset the annual payment. County General fund contribution, \$491,000, is the amount the county contributes annually. It's transferred monthly, and on target. The whole amount was realized for June. Total revenues are \$12.2 million for the fiscal year budgeted. We are at 95% currently for revenues. We expect to be close to 125% range when the remaining 3 months of sales tax comes in.

Expenditures: Salaries and benefits are the biggest expenditure at \$7.5 million budgeted for salaries. We are at \$6.5 million. We should end the year at about \$7.1 million. Books, materials and databases, we budgeted \$793,000 and we've used 72% of budget. Special programs, we budgeted \$160,000 and utilized \$60,000. We are at 37%. Special programs are primarily donor-funded by library support groups: Friends of the Library, Library Foundation. Unexpended donations are rolled over into 2021/22 FY budget. Services and Supplies: utilities, rents, supplies, are at \$2.5 million budgeted. We realized 1.2 million as of May. Network infrastructure upgrade, budgeted at \$383,000 for the rewiring cost is included in that number, but 85% will be discounted since the library will benefit from eRate discount. We still budget for the total project. The County Cost Allocation Plan (CAP) Charges charged by other county departments for services provided to the library. We have budgeted \$2.1 million, and have been charged \$1.4 million so far so we're at 65% of budget. We will probably end year at \$1.8 million. Fixed Assets and improvements budgeted \$71,000 and we're at \$31,000. We will utilize most of budget. This consists of an Oakdale fence, security door installed in Ceres that will allow customers in before we open for a program that will be offered at Ceres Library. Newman Library's HVAC system was replaced and an electrical box is being replaced there, totaling \$30,000. Turlock Library loan payment of \$444,000 is paid annually, with \$244,000 coming out of the Library's budget and \$200,000 being paid with PFF funds. Total operating expenditures \$13.7 million budgeted, and we've realized \$10.2 million. Total revenues are \$12.2 million. We are at 95% of budget. We should end up \$1.4 million in the positive, taking the fund balance (library savings) from \$6 million at beginning of the year, to \$7.4 million.

Sarah Dentan is anticipating questions about the reductions in hours since we are currently in the black. This is just a snapshot. Originally we were expecting a deficit. We use 5-year term projections, and we contract with people who do projections. We want to maintain a sustainable budget and fiscal responsibility.

Discussion

1. Library Advisory Board Recruitment
2. Updating By-Laws – Lise Talbott and Stella Beratlis both volunteered to help Joshua Vander Veen with updating the By-Laws. Dentan will provide support, as needed.
3. We rearranged the order of the meeting to more closely align with the meetings of the County Board of Supervisors.

IX. Action

1. Appointment of At Large Member - Shanyn Vitti-Avila was appointed to the Stanislaus County Free Library Advisory Board for a three-year term ending July 30, 2024. This was passed and we welcome Shanyn to the Board!
- X. Announcements – The Foundation’s Gala is on August 25 and Party at the Library is August 20. Turlock dedication is Aug. 10. A grant we received this past year is for Virtual Programming. As part of this we will be hosting virtual author visits. Friday, July 23 at 10 a.m., author Nikki Grimes will be doing a program on Zoom, and taking questions from youth and librarians. She is an award winning authors. There will be two more virtual author visits coming up!
- XI. Agenda Building – Next meeting: Oct. 21, 2021
- XII. Correspondence – None
- XIII. 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.