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to enrich people's lives
with books and information.*

**NAPA COUNTY LIBRARY COMMISSION
REGULAR PUBLIC MEETING
May 5, 2016
5:00 p.m.
American Canyon Branch Library
300 Crawford Way, American Canyon CA 94503**

AGENDA

1. Call to Order: Roll Call
2. Adoption of Agenda Order
3. Approve minutes of the March 3, 2016 meeting
4. Public Comment
5. Old Business
 - a. Update on the Pope Valley Library project
 - b. Update on the joint meeting with the Friends of the Library, Library Foundation and Library Commission
 - c. Update on the Calistoga branch remodel and the main library remodel projects
6. New Business
 - a. Discussion on the library of things
 - b. Presentation and discussion on library inputs and outputs
 - c. Library statistics reporting
7. Library Director's comments and announcements
8. Legislation
9. Commissioner's Comments
10. Agenda building
11. Set date, time, and place of next meeting:
12. Adjournment

**Thursday, July 7, 2016
4:00 p.m.
Calistoga Branch
1108 Myrtle St., Calistoga, CA 94515**

If requested, the agenda and documents in the agenda packet shall be made available in appropriate alternative formats to persons with a disability. Requests for disability related modifications or accommodations, aids or services may be made to the Library Business Office no less than 72 hours prior to the meeting date by calling (707) 253-4242.

Note: Agenda closes at 5:00 p.m. on Friday 10 days preceding the Commission Meeting. Support materials for the agenda are available for review at the Napa County Library headquarters, 580 Coombs Street, Napa, CA 94559, and all branch libraries. Telephone: (707) 253-4242. FAX (707) 253-4615.

LIBRARY COMMISSIONERS

Appointed by

Scott Owens, Jr. Chair	Town of Yountville
Patricia Krueger, Vice Chair	City of American Canyon
Pamela Kindig	City of Napa
Dina Greenberg	Napa County
Lonnie Payne-Clark	Napa County
Rodolfo Perez Arroyo	Napa County
Jean DeLuca	City of Calistoga
Stacy Barrett	City of Napa
Dianne Saba	Teen representative

LIBRARY DIRECTOR

Danis Kreimeier

SENIOR OFFICE ASSISTANT

Teresa Abeyta

NAPA COUNTY LIBRARY COMMISSION MINUTES

March 3, 2016

Draft summary of proceedings

CALL TO ORDER:

Commission chair Kindig called the meeting to order at 5:03 p.m., in the Napa County Library, 580 Coombs St., Napa, CA.

ROLL CALL:

Present: Pam Kindig, Scott Owens, Jr., Patti Krueger, Lonnie Payne-Clark, Rodolfo Perez Arroyo, Danis Kreimeier and Teresa Abeyta. Commissioner Greenberg arrived a little late.

Excused Absence: Dianne Saba

Absent: Stacy Barrett

ADOPTION OF THE AGENDA ORDER:

A request was made by the Director to move item 6b., Introduction of the new staff analyst, forward to right after Public Comment. A motion was made by Commissioner Payne-Clark and seconded by Commissioner Owens to accept the agenda order as revised. Motion passed 5-0 with Commissioners Kindig, Owens, Krueger, Payne-Clark, and Perez Arroyo voting yes. Commissioner Greenberg had not yet arrived.

APPROVAL OF THE MINUTES:

There were two corrections to the January 7, 2016, minutes. Item 11, correct the date to *March 3, 2016*. Under Library Director's Comments and Announcements, second paragraph, the fourth sentence should read, *The Director and several staff members traveled there to review the collection, and worked with them on what to keep and what to discard*. A motion was made by Commissioner Krueger and seconded by Commissioner Payne-Clark to approve the minutes of the January 7, 2016, meeting as amended. Motion passed 4-0 with Commissioners Kindig, Owens, Krueger, and Payne-Clark voting yes; Commissioner Perez Arroyo abstained.

PUBLIC COMMENT:

Mr. Tim Brinkman, library volunteer and treasurer for the Friends of the Library in Yountville, and Ms. Carol Fink, library volunteer and board member of the Friends of the Library in Yountville were introduced.

6b. Ms. Danielle Clayton, the new library Staff Services Analyst was introduced. She comes to the library with extensive experience in city and county government finance.

Ms. Jean DeLuca, the new Calistoga Library Commissioner was introduced. She will be appointed to serve on the Library Commission at the Board of Supervisors meeting on March 8, 2016. She will be touring the main and branch libraries with the Director tomorrow.

OLD BUSINESS:

- a. Update on the Calistoga Branch remodel, main library remodel and the Polaris migration

Calistoga Branch - The new roof is finished. During renovation, contractors found unexpected dry rot damage in several studs. Due to the damage, several windows will be replaced along with stucco removal and repair in

the back of the building. At this point the job is still within budget. Due to commitments at the temporary location at the fairgrounds, the library will be moving back into the renovated building by the end of May.

Napa remodel – The architect and furniture designer have been on site preparing for the upcoming remodel. The Director and a few staff members will travel to San Francisco libraries to look at automated materials handling systems. Commissioner Krueger asked if the automated machines damage library materials. The Director stated that the new machines have really improved and do not damage library materials. Two new machines will be installed: one in the drive-through area in the remodeled garage, and one in the circulation work room. The garage remodel will include new heating and air conditioning and a larger more efficient work area for the Friends of the Library and circulation. The children’s room and the administration offices on the second floor will also be included in the remodel.

Polaris migration – The migration begins at 9:00 p.m. tonight. The catalog will not be available until March 9, when Polaris goes live. The library will be working on two ILS systems simultaneously until March 31, 2016. Commissioner Kindig noted that an acquaintance had concerns about SNAP going away. After talking to library staff and having all of her concerns addressed, the patron is now happy and looking forward to the new ILS system. The Director stated that library staff is very happy to assist patrons with all of their questions and concerns. Moving over to Polaris is a huge undertaking; the first change is starting with the basics. Exciting features will be added as we move forward.

In April, the library may have a discoverable catalog with Innovative Linked Data. When the community uses a search engine like Google, Napa County’s library materials will be a site for discovery in the search results. The Napa County Library would be the first library in California to have an internet information search linked to the library. The Director will keep everyone updated on the progress.

The Director stated the library staff is doing a fantastic job working together on the Polaris migration. Library staff is also busy getting ILS migration information out to the public. All of the Napa County library materials are being returned to the library from SNAP. Patrons are very excited to see so many books, DVDs and other library materials available on the shelves.

Polaris Link+ resource sharing with access to materials from public and academic libraries will become available in July. Until that time, patrons will be able to request materials through ILL or the library can purchase requested materials if available.

Pope Valley Library update – Meetings are scheduled the third Thursday of the month. Once the MOU is signed, the Director and the school superintendent will be able to move forward with the volunteer library.

b. Discussion on the joint meeting with the FOL groups and the Library Foundation

After a discussion on scheduling, it was decided to hold the joint meeting on May 10, from 11 a.m. to 2:00 p.m. The Foundation Board members, the Friends of the Library(s) board members, and the Library Commission members will be invited. Each organization will be asked to prepare a five-minute presentation about their group. A Polaris demonstration and information on the Calistoga remodel will be presented. The Director will send out invitations to save the date.

NEW BUSINESS:

a. Election of officers

Every March, elections of officers are held. Commissioner Payne-Clark made a motion to nominate Commissioner Owens for Chairman of the Library Commission; Commissioner Greenberg seconded the nomination, and Commissioner Owens accepted the nomination. A vote was taken and the motion passed 6-0

with Commissioners Kindig, Owens, Krueger, Greenberg, Payne-Clark, and Perez Arroyo voting yes. The Chairmanship was turned over to Commissioner Owens.

Commissioner Owens made a motion to nominate Commissioner Krueger for Vice Chairman of the Library Commission; Commissioner Kindig seconded the nomination, and Commissioner Krueger accepted the nomination. A vote was taken and the motion passed 6-0 with Commissioners Kindig, Owens, Krueger, Greenberg, Payne-Clark, and Perez Arroyo voting yes.

Commissioner Kindig stated that she was pleased to serve as Chairman of the Commission, and thanked the members for taking on such a positive role; she offered her congratulations to Commissioner Owens.

c. Discussion and possible action on the library of things

Due to the absence of Commissioner Barrett, this item is tabled until next month.

d. Discussion and possible action on in-lieu travel payment for Library Commissioners

A thoughtful discussion was held concerning travel stipends for commissioners. Some of the ideas/comments discussed:

- Volunteering on a board is part of doing a service to the community
- Travel stipends would impact the library budget
- Support for a travel stipend for the teen representative if necessary
- Concern for non-Napa representatives, if the travel expense was cost prohibitive
- A recommendation for no remuneration for volunteering. Volunteering is giving of yourself, your time, your energy and a financial commitment.
- Look into making arrangements with public transportation like the Vine Express.
- The Planning Commission is the only County Commission that receives a travel allowance

After discussion, the Commission decided to leave travel stipends as is, and bring up the subject in the future if it becomes necessary.

e. Discussion on the meeting schedule

Moving the meeting time to 5:00 p.m., except the yearly meeting at the Calistoga Branch at 4:00 p.m., works well for everyone. Holding six meetings a year also works well for everyone. Commissioner Payne-Clark noted that the work with the governance piece and revisions to the bylaws is now in order and working well. The Commissioners agreed that the agendas are manageable, and if necessary an additional special meeting can be scheduled.

LIBRARY DIRECTOR'S COMMENTS AND ANNOUNCEMENTS:

The Director noted that the move to Polaris is four years in the making, and begins tonight. She is very proud of everyone involved working very hard getting ready for the transition. There have been a few hiccups along the way and staff has been patiently working through them with a positive attitude. The collections will be rebalanced at the main and branch libraries. She noted that there will be some glitches, but together we will work through them.

The Director attended a Polaris Directors meeting and training where she met the CEO of the company. She also talked to the Senior Vice President and she feels like we are in good hands. The Director has been meeting with Solano Community College and Napa Valley College library directors; they will be moving over to Polaris in July.

The Director had a meeting with the Pacific Union College, PUC library director. Their ILS is Millennium which is a sister ILS to Polaris. Once Link+ is fully operational there will be more integration and materials sharing with PUC and the residents of Angwin.

The old library cards and the new anniversary library card work at the main and all branch libraries. When the colleges transition to Polaris the cards can be used at those locations as well. To check out materials at SNAP libraries, patrons will need to get a new library card at one of their locations, including the St. Helena library. Federated search on the library website will search books, databases and will also link to any library programs on the same subjects. The Director said that Commissioners could call her anytime with questions or concerns about Polaris. Commissioner Krueger noted her strong feelings about the new reporting for library statistics and how they relate to the CAM.

LEGISLATION:

There is not much happening right now. The governor's revised budget comes out in May. The Director noted that writing letters to officials in support of libraries makes a difference.

COMMISSIONER'S COMMENTS:

Commissioner Payne-Clark thanked Commissioner Kindig for her leadership and continuing efforts while serving as the Chairman of the Commission this past year. He also recognized her for her speech at the Library's 100th Birthday celebration.

Commissioner Greenberg noted that she and her family are regular library visitors. Lately they have had several encounters with very helpful library staff. She is happy to find more materials on the shelves available for check out, instead of using the holds system and waiting for the materials to arrive. The Director noted that a new Polaris feature will link children's and parent's accounts for better management. Currently, Library Elf helps patrons manage their library accounts with loans and holds. Commissioner Greenberg recommended the user-friendly library app in the app store.

Commissioner Perez Arroyo thanked Commissioner Owens for taking on the Chairmanship for the Commission and welcomed Commissioner DeLuca to the Commission.

Commissioner Krueger thanked the Director for the wonderful job on the 100th birthday party. The Director noted that the door count was 600 over the normal attendance for the day. After the ceremony people stayed and enjoyed the food, games and entertainment. Commissioner Krueger is attending American Canyon City Council meetings and presenting a monthly library update. Council members are very interested in the library's budget and options for an Art in the Library program. A well-attended financial wellness program was recently held at the library.

Commissioner Kindig noted that she remembers when the County of Napa upgraded their financial system to a financial management software program called PeopleSoft. The Director said that tonight the old ILS system goes dark and Polaris takes over remotely. Commissioner Kindig attended the Napa City Council meeting to invite the members to the 100th birthday celebration.

Commissioner Owens noted that the Library's 100th birthday party was great fun. He noted that Commissioner Kindig's speech, and the poet laureate's presentation were really great. The Town of Yountville recently held a dinner for their Board and Commission members and community volunteers to recognize them for their community service.

Commissioner Owens is working with the Yountville Town Manager and staff analyst to prepare a citizen's satisfactory survey to get quantitative analysis from the community. Questions on the survey will help promote the library. On April 5, Commissioner Owens will be presenting to the Town Council on the CAM and what it may look like in the future.

The Director said that with Danielle coming on board, she will really be looking at the current cost accounting system and reviewing all of the financial data. Currently she is working on the budget, and may not be ready for a budget presentation at the next meeting. Commissioner Kindig stated that when she is ready she will be welcome at the meeting to have a good conversation on the budget. Some of the topics that will be discussed are capturing good data and statistics, looking at formulas and how it serves the main library and the branch libraries, except Calistoga which has a different financial model.

The library statistics report was not available tonight because library staff is very busy working on the Polaris transition. Commissioner Krueger has some concerns with the reporting of the American Canyon statistics.

The Director noted that a lot of patrons at the American Canyon branch come from Vallejo, and they will not be able to use their SNAP library cards to check out materials. All patrons that live in Vallejo are welcome and encouraged to get a new library card. The old cards will still work at all Solano County libraries and the St. Helena library.

AGENDA BUILDING:

- Update on the Pope Valley Library; Commissioner Payne-Clark would like to visit the library with the Director
- Discussion on the library of things, carried over from the March 2016, meeting
- Update on the plans for the Friends of the Library, Library Foundation and Library Commission group meeting
- Update of the Calistoga branch remodel and the main library remodel projects
- Presentation from the staff analyst on the updated CAM model and distribution of funding
- Yountville Branch: Discussion on library funding
- Library statistics report

SET DATE, TIME, AND PLACE OF NEXT MEETING:

The next Library Commission meeting will be held on May 5, 2016, at 5:00 p.m. at the American Canyon branch library.

ADJOURN:

A motion was made by Commissioner Kindig and seconded by Commissioner Krueger to adjourn the meeting. Motion passed 6-0 with Commissioners Kindig, Owens, Krueger, Greenberg, Payne-Clark, and Perez Arroyo voting yes. The meeting was adjourned at 6:20 p.m.

Teresa Abeyta
Senior Office Assistant



**NAPA
COUNTY
LIBRARY**

Presentation
and
Discussion on
Library Inputs
& Outputs

Background

- Previous to July 1, 2012, the Library budget was one budget for all locations.
- Upon the implementation of a new financial system that went live in July of 2012, a budget was formed for each branch, along with a general unit.

Budget

- Each library location's budget includes:
 - Individual Branch Revenue (*finer, fees, copies and FOL donations. For Yountville this includes extra hours revenue*).

NOTE: Individual branch revenue does not include property tax revenue, except for Calistoga

- Staff costs (including benefits)
- Services and Supplies
- Other Charges (including equipment considered fixed assets)

Budget

- Library Budgets DO NOT include:
 - Property Tax Revenue (except for Calistoga)
 - General Operating Unit (Overhead)
- Where does Property Tax Revenue end up?
- What is the General Operating Unit?

General Operating Unit

- General Operating Unit (a.k.a. administrative unit) includes:
 - Property Tax Revenue (except for Calistoga)
 - Technical Services
 - All other administrative staff (Director and Community Services Staff which are reimbursed by CEO's office)
 - Book Budget
 - Library System (catalog) costs
 - County overhead for various offices

Methodology

How do we spread revenue and overhead?

- Behind the budget scenes using the current methodology:
 - Revenue is spread using circulation (except for Calistoga).
 - Indirect costs (such as overhead) are spread using a factor based upon personnel costs at each location.

Factors

Are these factors still applicable?

- The Napa County Library is not just about books and circulation. We offer digital collections, research databases, programs, expanded literacy assistance, homework help, etc.
- Personnel costs do not accurately reflect the amount of administrative staff time spent on each location. Nor does it reflect the amount of time spent supporting the library system or collection at each branch.

The Future

What does that mean for the future?

- Is there a need to find new factors for both allocating revenue and expenditures? Are they one and the same? Or are they different?
- And what factors really drive library operations?

Cardholders

For cardholder count by City, cardholder may not live within city limits, but does list city in address.

	Napa	American Canyon	Calistoga	Yountville	Unincorporated	Cardholders outside of Napa County	Total Cardholders
Cardholder count by city listed in address	41,081	9,133	2,380	1,179	304	5,578	59,655
% Cardholder count by city listed in address	68.86%	15.31%	3.99%	1.98%	0.51%	9.35%	100.00%

	Napa (94558, 94559, 94581)	American Canyon (94503)	Calistoga (94515)	Yountville (94559)	Unincorporated/ St. Helena	Cardholders outside of Napa County	Total Cardholders
Cardholder by zip code	41,079	7,817	2,380	1,178	547	6,654	59,655
% Cardholder by zip code	68.86%	13.10%	3.99%	1.97%	0.92%	11.15%	100.00%

Circulation

Circulation represents total circulation of NCL system.

	Napa	American Canyon	Calistoga	Yountville	Total
Circulation	708,737	127,829	46,064	30,009	912,639
% of Circulation	77.66%	14.01%	5.05%	3.29%	100.00%

Population

- County population - 141,667
- Service population – 135,680

(Service population does not include City of St. Helena: 5,987)

2014 Population Estimate taken from American Fact Finder (US Census Bureau) website

	Napa	American Canyon	Calistoga	Yountville	Unincorporated	Total
Population	80,011	20,470	5,303	3,014	26,882	135,680
% of Population	58.97%	15.09%	3.91%	2.22%	19.81%	100.00%

Activity

Activity is denoted by an account being created, logged into, having an item checked out or renewed, being paid on, placing a hold, accessing an e-book and some types of database use.

	Napa	American Canyon	Calistoga	Yountville	Total
March 9 - April 9, 2016 Activity #	5,642	1,209	243	155	7,249
# of Activity by city name of addressee at this location	5,004	1,020	208	109	6,341
% of Activity by city name of addressee at this location	88.7%	84.4%	85.6%	70.3%	87.47%
# of Activity outside of city name of addressee at this	638	189	35	46	908
% of Activity by Outside City at this Location	11.3%	15.6%	14.4%	29.7%	12.53%



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Questions/Discussion

FY15/16

6.c

	July	August	September	October	November	December	January	February	March	April	May	June	Annual
Library to Go (Overdrive)	2932	2889	2750	2802	2726	2750	3068	2672	3184				25773
Discover & Go	79	80	38	20	29	59	69	71	68				513
Zinio	523	468	413	298	304	357	460	370	458				3651
Tumblebooks*	846	2,793	6,001	7,121	4,911	3585	4255	12,049	5861				47,422
Bookflix*	334	289	667	678	911	830	1172	1052	1109				7042
Tutor.com*									273				273
Total visitation **	46350	35328	50195	51822	46362	45132	40390	38777	50405				404,761
Napa visitation	32386	31918	35865	37128	34277	32423	31669	38777	36004				310,447
American Canyon visitation****	10191		10831	10929	7559	8102	8721	9036	9615				74,984
Calistoga visits***	3773	3410	3499	3765									14,447
Yountville visitation****					4526	4607	4629	5247	4786				23,795
Total circulation	82847	76656	74490	73124	64714	65081	71060	63564	64526				636,062
Napa circulation	66987	62177	58899	61194	56008	54659	59988	54108	48444				522,464
American Canyon circulation	9433	8542	9286	5664	4753	5042	5585	4902	9629				62,836
Calistoga circulation	3966	3593	3802	3789	2018	2693	2856	2374	3081				28,172
Yountville circulation	2461	2344	2503	2477	1935	2687	2631	2270	3372				22,680

* Total visitation for does not include Calistoga's which were not available at the temporary location

**Unable to collect visitation statistics at the temporary Calistoga location.