



How to Watch or Listen to the Napa County Library Commission Meeting

The Napa County Library Commission will continue to meet pursuant to the 2021 calendar available at the following link:

<https://www.countyofnapa.org/AgendaCenter>

The commission realizes that not all County residents have the same ways to stay engaged, so several alternatives are offered. Please watch or listen to the Library Commission meeting in one of the following ways:

1. Listen on your cell phone via Zoom at

- One tap mobile *+1 669 900 6833 US (San Jose)*
- then enter Meeting ID **849 7107 6393** once you have joined the meeting
- Password: **488518**

2. Watch via the Internet – view the Live Stream via Zoom at the following link:

- <https://countyofnapa.zoom.us/j/84971076393?pwd=RIp3ZWZjTzIUCG5PbTATHanwUis5d2tSZz09>
- then enter Meeting ID **849 7107 6393**
- Password: **488518**

You may submit public comment for any item that appears on the agenda or general public comment for any item or issue that does not appear on the agenda, as follows:

3. Via email: send your comment to the following email address: library@countyofnapa.org

Please provide your name and indicate the agenda item upon which you are commenting. Email messages received after 4:00 p.m. may be read into the record following public comment provided in person or via telephone as directed by the Commission Chair.

Note: Please mute all audio on your devices and do not use the speakerphone function prior to calling in to prevent echoing.

The above-identified measures exceed all legal requirements for participation and public comment, including those imposed by the Ralph M. Brown Act and Executive Order N-29-20. If you have any questions, contact us via telephone at: 707-253-4241

anthony.halstead@countyofnapa.org



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

NAPA COUNTY LIBRARY COMMISSION

Thursday May 6, 2021

5:00 p.m.

American Canyon Library

300 Crawford Way

American Canyon, CA 94503

LIBRARY COMMISSIONERS

Appointed by

Halley Lauer, Chair	Napa County
Stephanie J. Allan, Vice Chair	City of Calistoga
Sarita Lopez	Napa County
David Steele	Napa County
Myrna David	Town of Yountville
Evy Warshawski	City of Napa
Kate W. Graham	City of Napa
Ashley Taylor Almond	City of American Canyon
Christopher Olivier	Teen Representative

LIBRARY DIRECTOR

Anthony Halstead

SENIOR OFFICE ASSISTANT

Betty Figueroa

AGENDA

Any member of the audience desiring to address the Commission on a matter on the agenda please proceed to the rostrum and, after receiving recognition from the Chair, give your name and your comments or questions. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the specific subject under discussion. Time limitations shall be at the discretion of the Chair or Commission, and has been set at 3 minutes per speaker.

1. Call to Order: Roll Call
2. Adoption of Agenda Order
3. Approval of the minutes
 - a. Discussion and Possible Action for the Approval of the Thursday March 4, 2021 Library Commission Meeting Minutes. (Members Halley Lauer, Sarita Lopez, David Steele, Stephanie J. Allan, Myrna David, Evy Warshawski, Kate W. Graham, and Ashley Taylor Almond were present)
4. Public Comment

At this time, anyone may address the Library Commission regarding any subject over which the Commission has jurisdiction but which is not on today's posted agenda. In order to provide all interested parties an opportunity to speak, time limitations shall be at the discretion of the Chair. As required by Government Code, no action or discussion will be undertaken on any item raised during this Public Comment period.

5. Old Business
 - a. Report by Adhoc Committee Addressing Napa Library's creation of Privacy Guidelines When Considering Third Party Vendors
 1. Staff report
 2. Public comment
6. New Business
 - a. Overview of Adult Programming - Presentation by Information Services Supervisor, Breanna Feliciano
 1. Staff report
 2. Public comment

7. Library Director's comments and announcements
8. Legislation
9. Commissioners' comments
10. Agenda building
11. Set date, time and place of the next meeting:

**Thursday July 8, 2021
5:00 p.m.
Calistoga Library
1108 Myrtle St, Calistoga, CA 94515**

12. Adjournment

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.

NAPA COUNTY LIBRARY COMMISSION MINUTES

March 4, 2021

Draft Summary of Proceedings

Prior to roll call, I would like to make clear for the record of this meeting, and it should be reflected in the minutes, that at least a portion of this Napa County Library Commission meeting is conducted pursuant to California Government Code Section 54953 and Governor's Executive Order N-25-20, in that Halley Lauer, Stephanie J. Allan, Sarita Lopez, Kate W. Graham, Myrna David, Evy Warshawski, David Steele, and Ashley Taylor Almond are participating by videoconference.

[All votes will be done by roll call]

CALL TO ORDER; ROLL CALL

The Library Commission of the County of Napa met on Thursday March 4, 2021 at the Napa Library. The meeting was called to order at 5:05 p.m. with the following commissioners present: Halley Lauer, Sarita Lopez, David Steele, Stephanie J. Allan, Myrna David, Evy Warshawski, Kate W. Graham, teen representative Christopher Olivier, and Ashley Taylor Almond arrived at 5:12 p.m.

ADOPTION OF THE AGENDA ORDER:

Motion moved by Commissioner David and seconded by Commissioner Allan to accept the agenda order as presented, motion passed 7-0, with Myrna David, Evy Warshawski, Halley Lauer, Sarita Lopez, David Steele, Stephanie J. Allan and Kate W. Graham voting yes.

APPROVAL OF THE MINUTES:

1. Thursday January 14, 2021 (Members Sarita Lopez, Stephanie J. Allan, Scott Owens, Jr., Halley Lauer, Ashley Taylor Almond, David Steele, and Kate W. Graham were present.)

Motion moved by Commissioner Lauer and seconded by Commissioner Lopez to approve the minutes as amended. Motion passed 5-0, with Halley Lauer, Sarita Lopez, David Steele, Stephanie J. Allan, and Kate W. Graham voting yes.

PUBLIC COMMENT: none

OLD BUSINESS:

- a. Update on Adhoc Committee to Address Napa Library to Create Privacy Guidelines When Considering Third Party Vendors

No updates reported. The committee is working with county counsel to address questions and concerns.

NEW BUSINESS:

- a. Presentation to Honor Commissioner Davina Rubin and Commissioner Scott Owens Jr.

The Library Commission thanked the commissioners for their dedication and time served.

b. Election for Art in the Library Judge

Motion moved by Commissioner David and seconded by Commissioner Graham to elect Commissioner Warshawski as the 2021 Art in the Library Judge. Motion passed 7-0, with Myrna David, Evy Warshawski, Halley Lauer, Sarita Lopez, David Steele, Stephanie J. Allan and Kate W. Graham voting yes.

c. Election for Chairman for the Napa County Library Commission

No nominations made.

d. Election for Poet Laureate

On March 16, the Arts Council voted and elected our new Poet Laureate.

e. Discussion and Possible Action to Begin Video Recording Bimonthly Library Commission Meetings

Motion moved by Commissioner David and seconded by Commissioner Graham to not record bimonthly Library Commission meetings. Motion passed 7-0 with Halley Lauer, Sarita Lopez, David Steele, Stephanie J. Allan, Myrna David, Evy Warshawski, and Kate W. Graham voting yes.

f. Discussion to Plan Library Advertising within Each Commissioners Municipality

A formal commissioners meeting will be created to discuss community outreach, library services, and programming. The goal is to hear from the public and understand what services each town and city would like to see more of.

LIBRARY DIRECTOR'S COMMENTS AND ANNOUNCEMENTS:

With the movement in tiers, the library is able to increase capacity at all locations.

Phone banking (COVID call center) is anticipated to decline.

LEGISLATION:

Please write to your legislators to help support state and federal legislation to provide equitable broadband and hotspot services at the Napa Library.

COMMISSIONER COMMENTS:

Commissioner Allan commented that she looks forward to updates regarding the backup generators for Calistoga.

Commissioner David commented that she is impressed with the services the Napa Library has provided; she hopes they can leverage and communicate the wonderful efforts out.

Commissioner Lauer commented that she loves all the online options the library has provided, and she cannot wait for in person events to return.

AGENDA BUILDING:

- 1) Representative from First Five and Rainbow Action
- 2) Anti-Racist parenting project
- 3) Poet Laureate
- 4) Promotional information

SET DATE, TIME, AND PLACE OF NEXT MEETING:

**Thursday May 6, 2021 5:00 p.m.
American Canyon Library
300 Crawford Way
American Canyon, CA 94503**

ADJOURN:

Meeting adjourned at 6:41 p.m.

Betty Figueroa

Senior Office Assistant

DRAFT

FY20/21													
	July	August	September	October	November	December	January	February	March	April***	May	June	Annual
Napa visitation	-	-	2,610	3,720	6,403	7,207	7,092	7,902	9,055	8720			52,709
American Canyon visitation **	-	-	750	810	683	839	864	724	975	1022			6,667
Calistoga visitation	-	-	450	486	789	1,058	1,046	1,013	1,092	1286			7,220
Yountville visitation	-	-	132	138	311	355	234	246	289	349			2,054
Total visitation *	-	-	3,942	5,154	8,186	9,459	9,236	9,885	11,411	11,377	-	-	68,650
American Canyon circulation	1,013	3,401	2,496	2,260	3,437	3,782	2,731	2,855	2,671				24,646
Calistoga circulation	683	1,590	1,083	1,022	1,646	2,463	1,955	1,773	2,021				14,236
Napa circulation	9,266	25,616	20,083	19,273	31,262	31,555	28,084	30,266	29,715				225,120
Yountville circulation	327	773	551	602	653	859	582	620	649				5,616
Pope Valley circulation	(94)	-	-	-	94	40	49	101	133				323
Total physical material circulation	11,195	31,380	24,213	23,157	37,092	38,699	33,401	35,615	35,189	-	-	-	269,941
Library to Go (Overdrive)	9,653	9,665	8,773	8,568	8,113	8,392	9,139	8,581	9,602				80,486
Kanopy	1,690	1,352	1,584	1,323	1,288	1,687	1,834	1,663	1,455				13,876
Hoopla	3,766	3,723	3,548	3,434	3,435	3,449	3,925	3,597	3,727				32,604
RB Digital (formerly Zinio - e-magazines)	1,348	1,518	1,624	1,858	1,679	882	862	670	389				10,830
Total digital circulation	16,457	16,258	15,529	15,183	14,515	14,410	15,760	14,511	15,173	-	-	-	137,796
Discover & Go	0	0	0	2	2	0	0	0	1				5
Tutor.com	48	127	204	192	179	97	117	148	210				1,322

*Visitation uses manual counts until November due to reservation-based access in first part of FY.

**American Canyon Visitation is based on sensor "In" readings, as of November 2, 2020. All other sites, sensor "Out".

*** This DOES NOT include Friday, April 30. July meeting will include full April visitation figures.

Visitation Graphs 20-21







