



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

The Napa County Library Commission will continue to meet pursuant to the adopted 2020 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 939 5767 9457 once you have joined the meeting
- Password: 363191

2. Watch via the Internet – view the Live Stream

- via Zoom at the following link:
- <https://countyofnapa.zoom.us/j/92258681774?pwd=SEdoVFlYd3FKY0tXZW42SElQUkFNdz09>
- then enter Meeting ID 939 5767 9457
- Password: 363191

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 July 9, 2020

5:00 p.m.

Napa Library

580 Coombs St. Napa, CA 94558

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 March 5, 2020 Library Commission meeting minutes (Members Davina Rubin, Scott Owens, Jr., Patricia Krueger and teen representative Christopher Olivier were present.)
 - b. Discussion and Possible Action for the Approval of the Thursday May 7, 2020 Library Commission meeting. (Members Halley Lauer, Scott Owens, Jr., Stephanie J. Allan, Sarita Lopez, Patricia Krueger, David Steele, Kate W. Graham and teen representative Christopher Olivier 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

LIBRARY COMMISSIONERS

Appointed by

Halley Lauer, Chair	Napa County
Sarita Lopez, Vice Chair	Napa County
David Steele	Napa County
Stephanie J. Allan	City of Calistoga
Scott Owens, Jr.	Town of Yountville
Davina Rubin	City of Napa
Kate W. Graham	City of Napa
Patricia Krueger	City of American Canyon
Christopher Olivier	Teen representative

LIBRARY DIRECTOR

Anthony Halstead

SENIOR OFFICE ASSISTANT

Betty Figueroa

a. None

6. New Business

a. Update on reopening of library branches

1. Staff report
2. Public comment

b. Update on adhoc committee to address Napa Library to create privacy guidelines when considering third party vendors

1. Staff report
2. Public Comment

c. Statistics on current fiscal year and year end closure

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 September 3, 2020
5:00 p.m.
Yountville Library
6516 Washington St, Yountville, CA 94599

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

May 7, 2020

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, Patricia Krueger and Kate W. Graham, are participating by videoconference; Scott Owens, Jr., and David Steele are participating in person.

[All votes will be done by roll call]

CALL TO ORDER; ROLL CALL

The Library Commission of the County of Napa met on Thursday May 7, 2020 at the Napa Library. Commission Chair Halley Lauer called the meeting to order at 5:05 p.m. with the following commissioners present: Scott Owens, Jr., Stephanie J. Allan, Sarita Lopez, Patricia Krueger, David Steele, Kate W. Graham and teen representative Christopher Olivier. Excused absence: Davina Rubin

ADOPTION OF THE AGENDA ORDER:

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

APPROVAL OF THE MINUTES:

1. March 5, 2020 (Members Patricia Krueger, Davina Rubin, Scott Owens, Jr., and Halley Lauer were present.)

Due to the lack of quorum, the minutes for the March 5, 2020 meeting will continue to the next meeting.

OLD BUSINESS:

None.

PUBLIC COMMENT: None.

NEW BUSINESS:

- a. Discussion regarding service changes during shelter at home

The Director reported that on Monday March 20, the Napa Library and all four of its library branches closed to the public. The library staff has been working on placing items on hold for patrons, these items will be distributed through curbside pick-up. During the library closure, staff have also worked on various projects with the county's Emergency Operations Center such as, county chat support, and phone lines. The library book drops continued to run until they filled to capacity; for safety reasons, items are placed in quarantine before re-shelving or lending. The Napa library reached out to patrons by telephone to ask if they had any questions or concerns.

- b. Discussion and possible action to form an adhoc committee to address Napa Library to create privacy guidelines when considering third party vendors

Commission Chair Halley Lauer motioned to form an adhoc committee to address Napa Library to create privacy guidelines when considering third party vendors.

Motion passed 7-0, with Halley Lauer, Scott Owens, Jr., Stephanie J. Allan, Sarita Lopez, Patricia Krueger, David Steele and Kate W. Graham voting yes.

LIBRARY DIRECTOR'S COMMENTS AND ANNOUNCEMENTS:

The Director commented that he is currently waiting for direction regarding reopening of the four Napa Library branches. Once libraries can reopen, there will likely be low to no touch services, such as books by mail, curbside pickup, computer use by reservation only, required PPE, mailers, etc. The American Library Association confirmed that about 98% of libraries are currently closed. As the library awaits materials guidance, staff continue to support the community through virtual programming such as virtual story time.

LEGISLATION:

None.

COMMISSIONER COMMENTS:

Stephanie J. Allan commented that Althea has become a big hit in her household! She appreciates everything everyone is doing at the library.

Patricia Krueger commented that American Canyon book club has continued through zoom, books were selected through Hoopla! She appreciates that the library is doing everything they can to get back up and running.

Scott Owens Jr. commented that he was pleased to see the library getting important information out to the public, such as the commission meeting agenda.

Sarita Lopez commented that she really enjoyed reading Teen representative, Christopher Olivier's article on his personal book drive.

Halley Lauer commented that her household is very appreciative of the library holds and Hoopla!

AGENDA BUILDING:

- 1) Updates on library services and re-opening of the library branches
- 2) Update on Adhoc committee
- 3) Statistics in current fiscal year

SET DATE, TIME, AND PLACE OF NEXT MEETING:

**Thursday July 9, 2020
Calistoga Library 4:00 p.m.
1108 Myrtle St. Calistoga, CA 94559**

ADJOURN:

Meeting adjourned at 6:12 p.m.

Betty Figueroa

Senior Office Assistant

DRAFT

FY19/20													
	July	August	September	October	November	December	January	February	March	April	May	June	Annual
Napa visitation *	41,097	37,615	36,282	41,229	32,715	32,338	35,528	33,509	19,535	0	0	0	309,848
American Canyon visitation	5,191	5,933	5,115	5,254	4,609	4,169	5,191	5,192	2,751	0	0	0	43,405
Calistoga visitation***	3,084	2,867	2,576	1,985	3,423	2,694	2,769	2,855	1,731	0	0	0	23,984
Yountville visitation	3,600	3,342	3,150	4,704	2,698	3,019	3,419	3,546	1,635	0	0	0	29,113
Total visitation	52,972	49,757	47,123	53,172	43,445	42,220	46,907	45,102	25,652	0	0	0	406,350
American Canyon circulation	11,446	10,260	10,224	10,571	9,781	8,913	10,150	9,436	5,647	143	117	1,123	87,811
Calistoga circulation	4,020	3,780	3,513	3,170	3,889	3,850	3,531	3,581	2,555	22	46	557	32,514
Napa circulation	75,421	70,176	66,220	68,880	64,968	61,522	64,618	64,253	36,751	1,138	1,851	6,482	582,280
Yountville circulation	2,530	2,536	2,624	2,866	2,374	2,442	2,420	2,331	1,341	29	74	284	21,851
Pope Valley circulation	CLOSED	57	183	107	81	41	106	109	3	-	-	-	687
Total physical material circulation **	93,417	86,809	82,764	85,594	81,093	76,768	80,825	79,710	46,297	1,332	2,088	8,446	725,143
Library to Go (Overdrive)	6,610	6,304	6,246	6,115	5,838	6,131	6,680	6,340	7,267	9,453	9,948	10,060	86,992
Kanopy	549	613	727	687	784	731	1,022	1,011	1,217	1,877	1,946	1,528	12,692
Hoopla	2,294	2,364	2,223	2,167	2,197	2,188	2,364	2,324	3,555	4,360	4,143	3,807	33,986
RB Digital (formerly Zinio - e-magazines)	758	1,123	889	982	1,093	822	806	1,014	1,229	1,173	1,230	1,129	12,248
Total digital circulation	10,211	10,404	10,085	9,951	9,912	9,872	10,872	10,689	13,268	16,863	17,267	16,524	145,918
Discover & Go	123	73	55	46	48	55	67	70	22	7	2	0	568
Tutor.com *****	44	34	76	94	115	162	53	170	114	143	288		1,293

* Visitation is calculated based on sensor "out" readings.

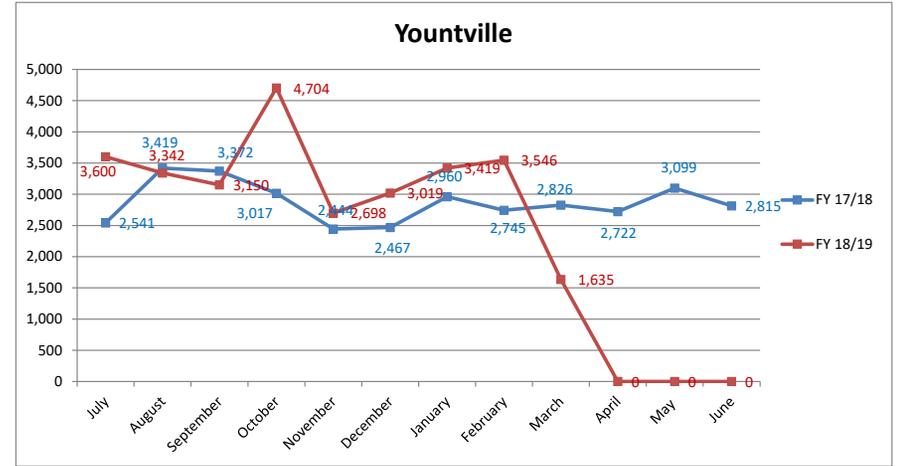
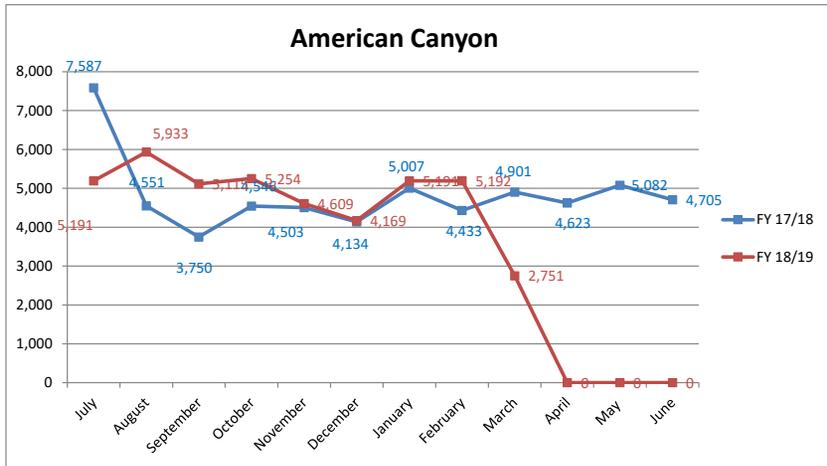
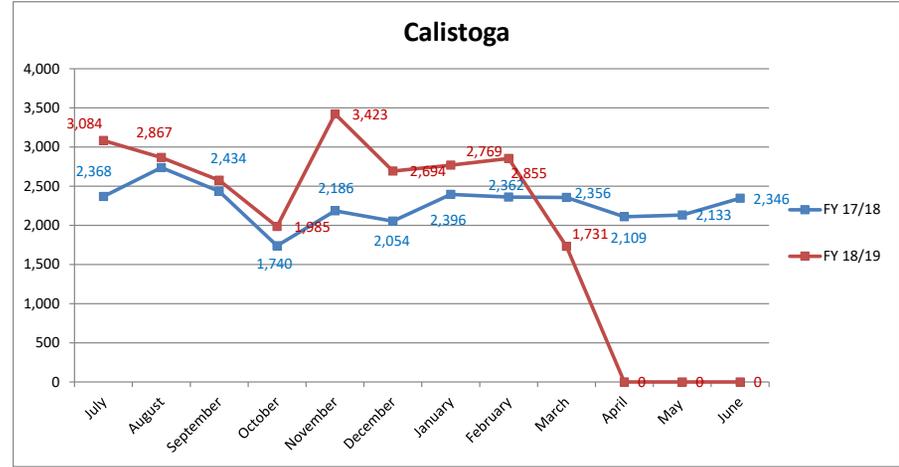
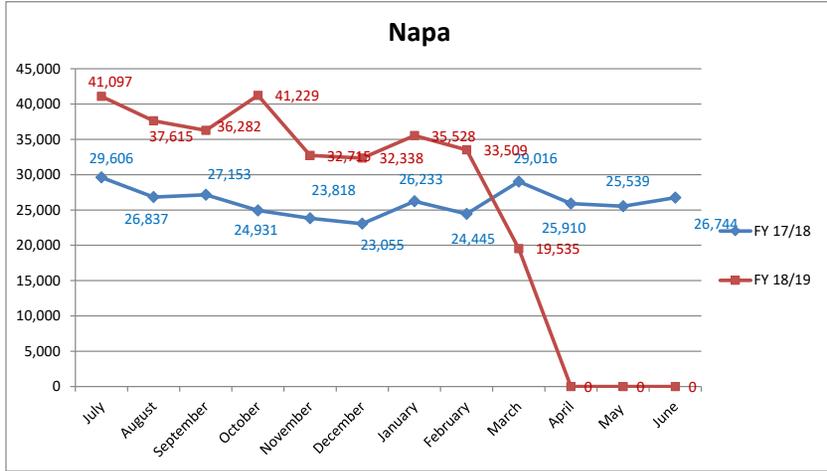
** This figure also includes Napa County items (by location) that are sent for loan to Link+ libraries

*** Calistoga had multiple power outages in October, 2019 that impacted door count - due to both power issues as well as full closure for multiple days

**** Fluctuations from norms due to March 20, 2020 Covid-19 Library Closure

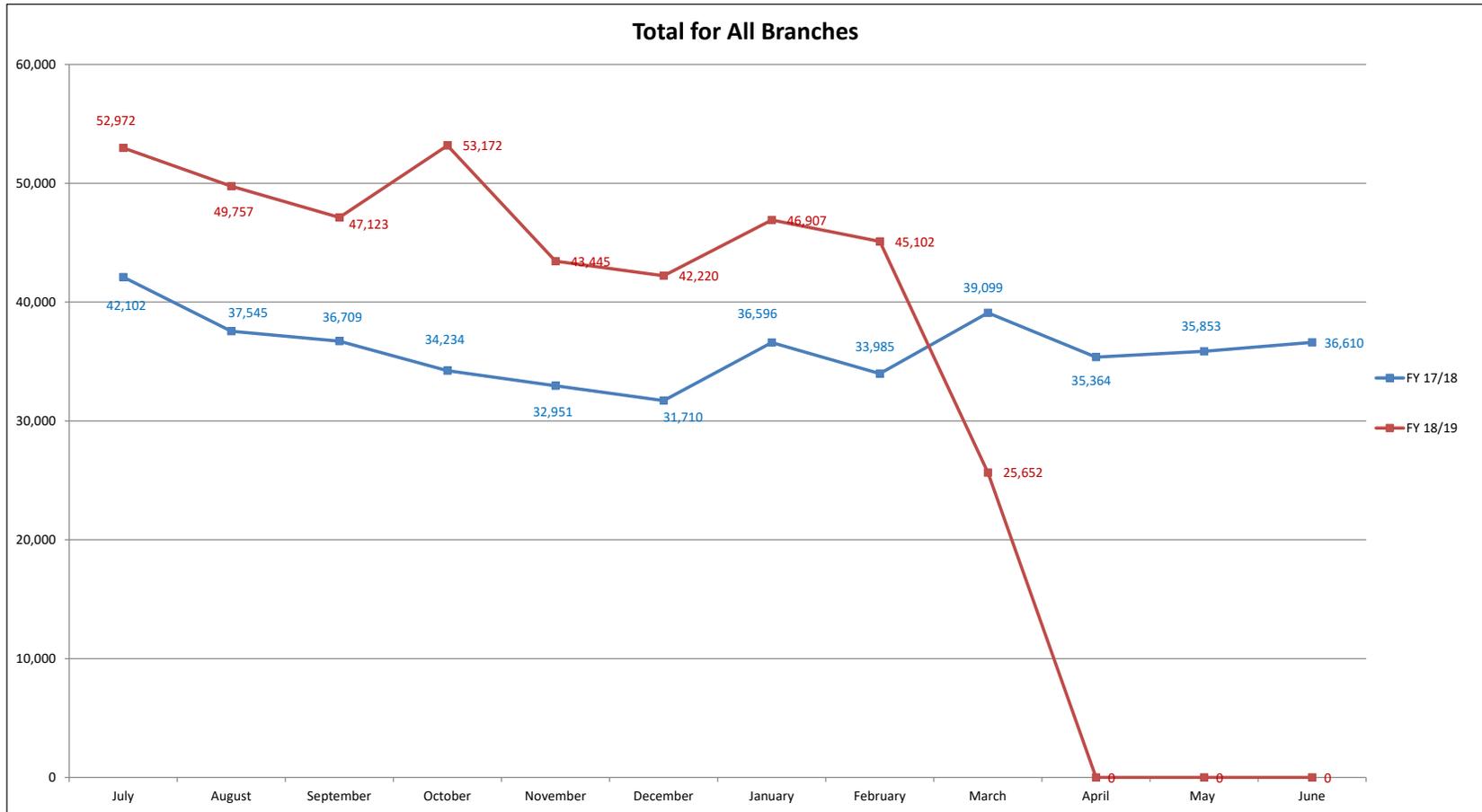
***** Tutor.com excludes out of area Zip code contacts

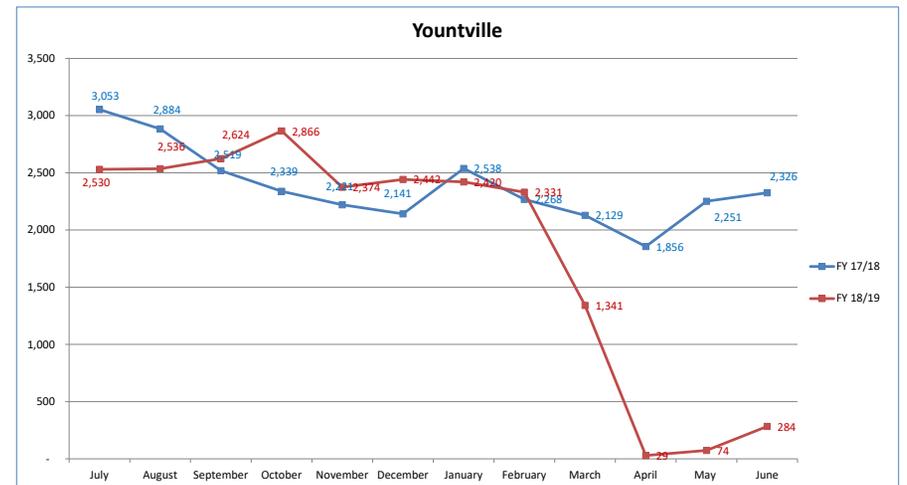
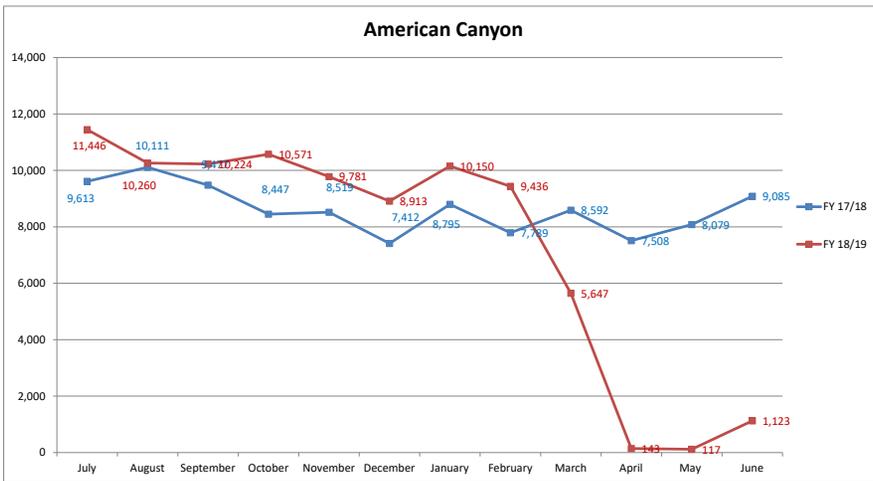
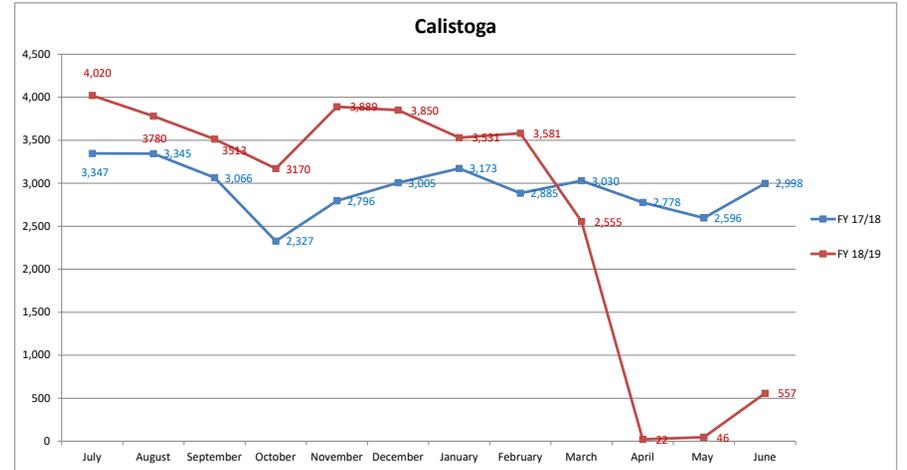
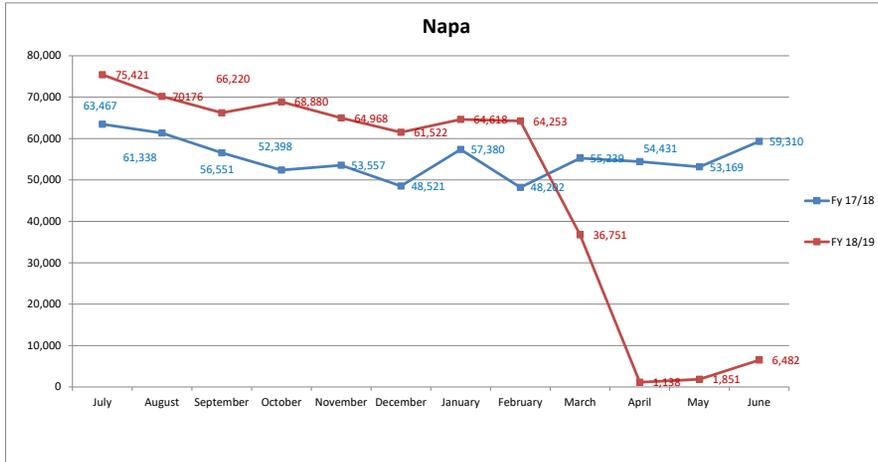
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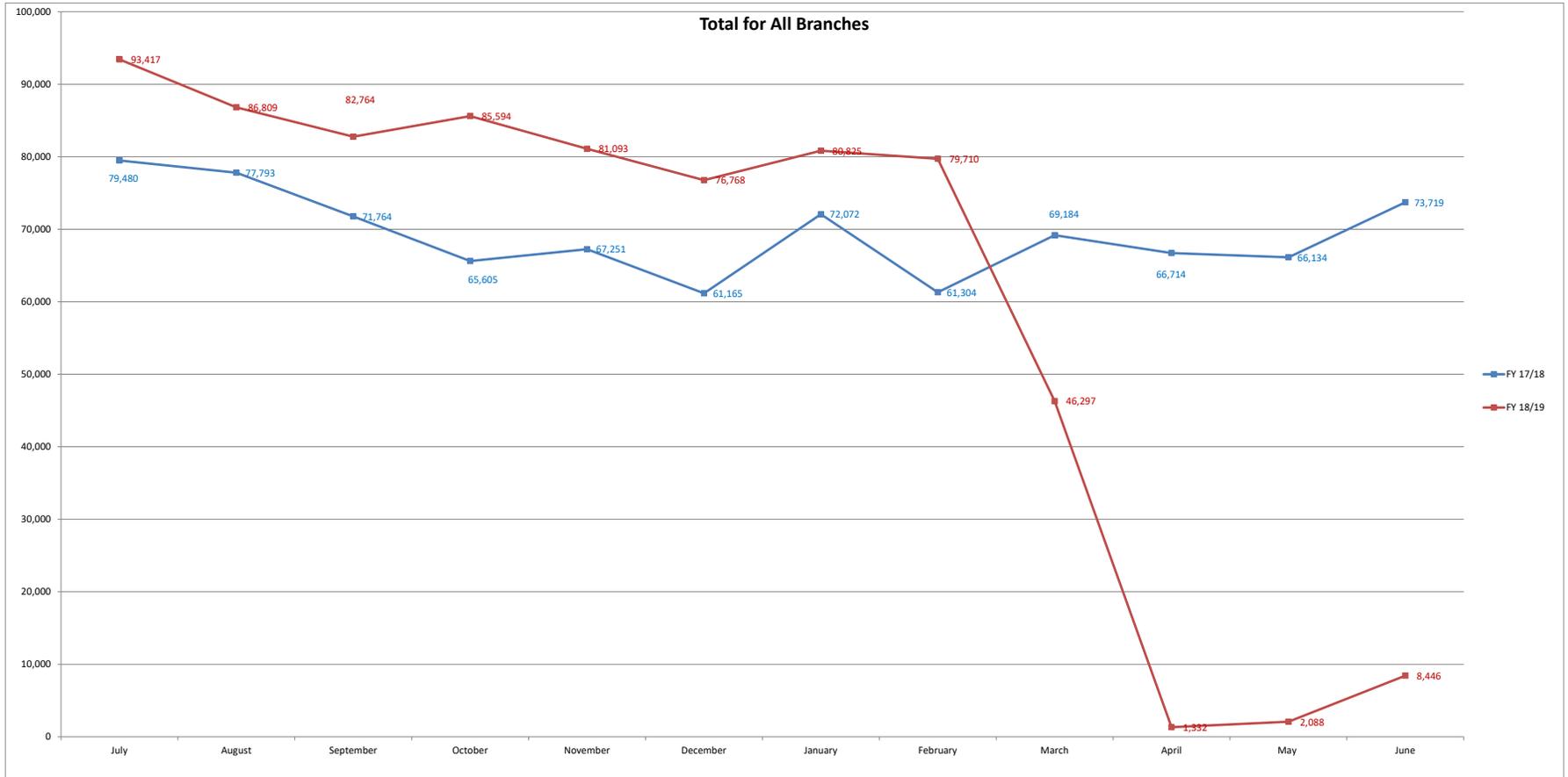
Visitation

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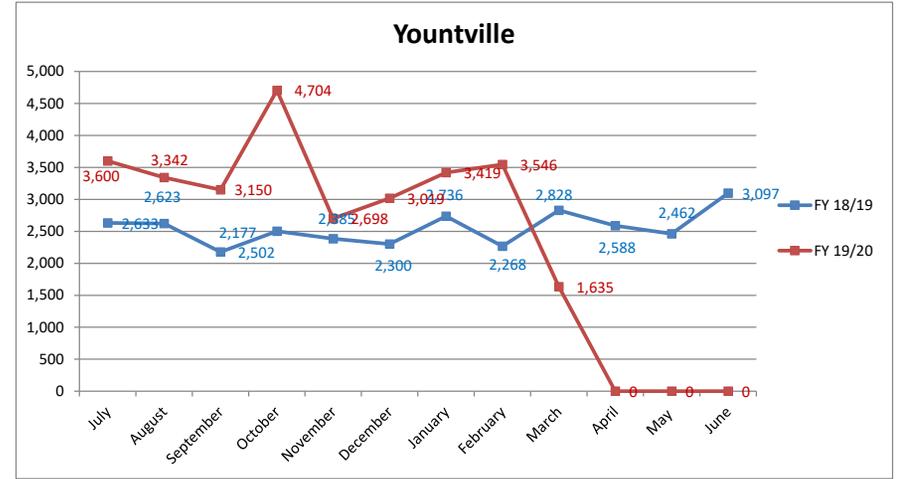
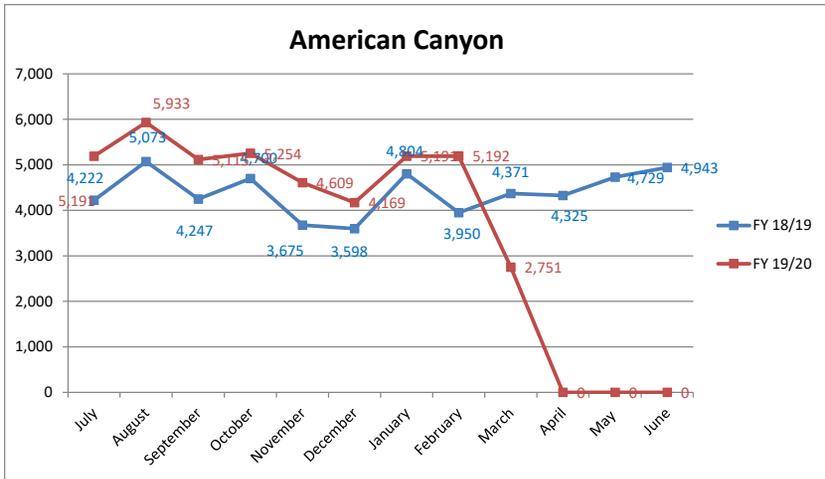
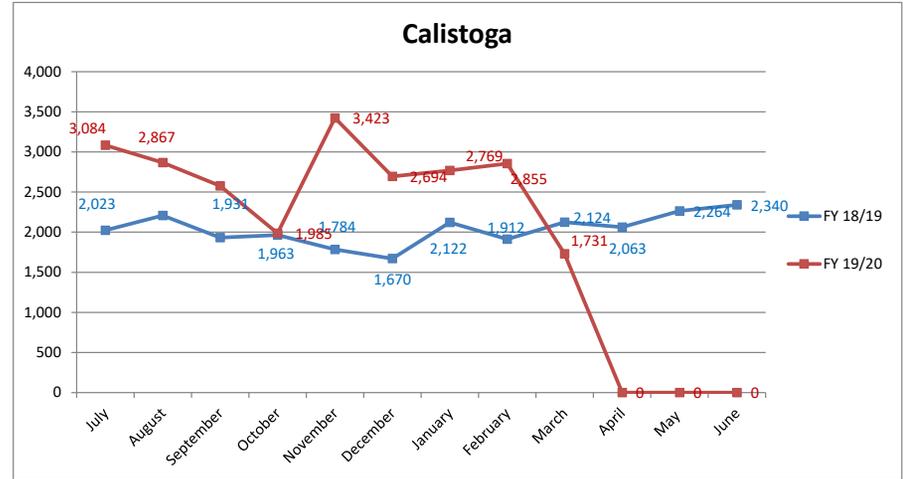
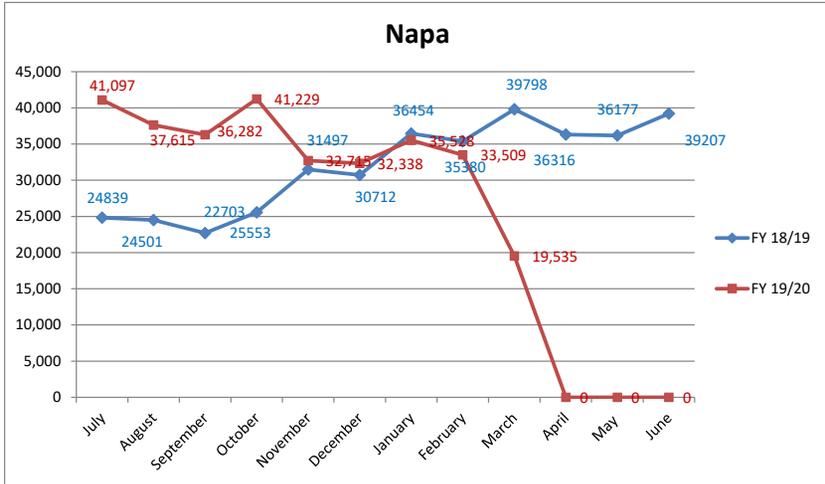




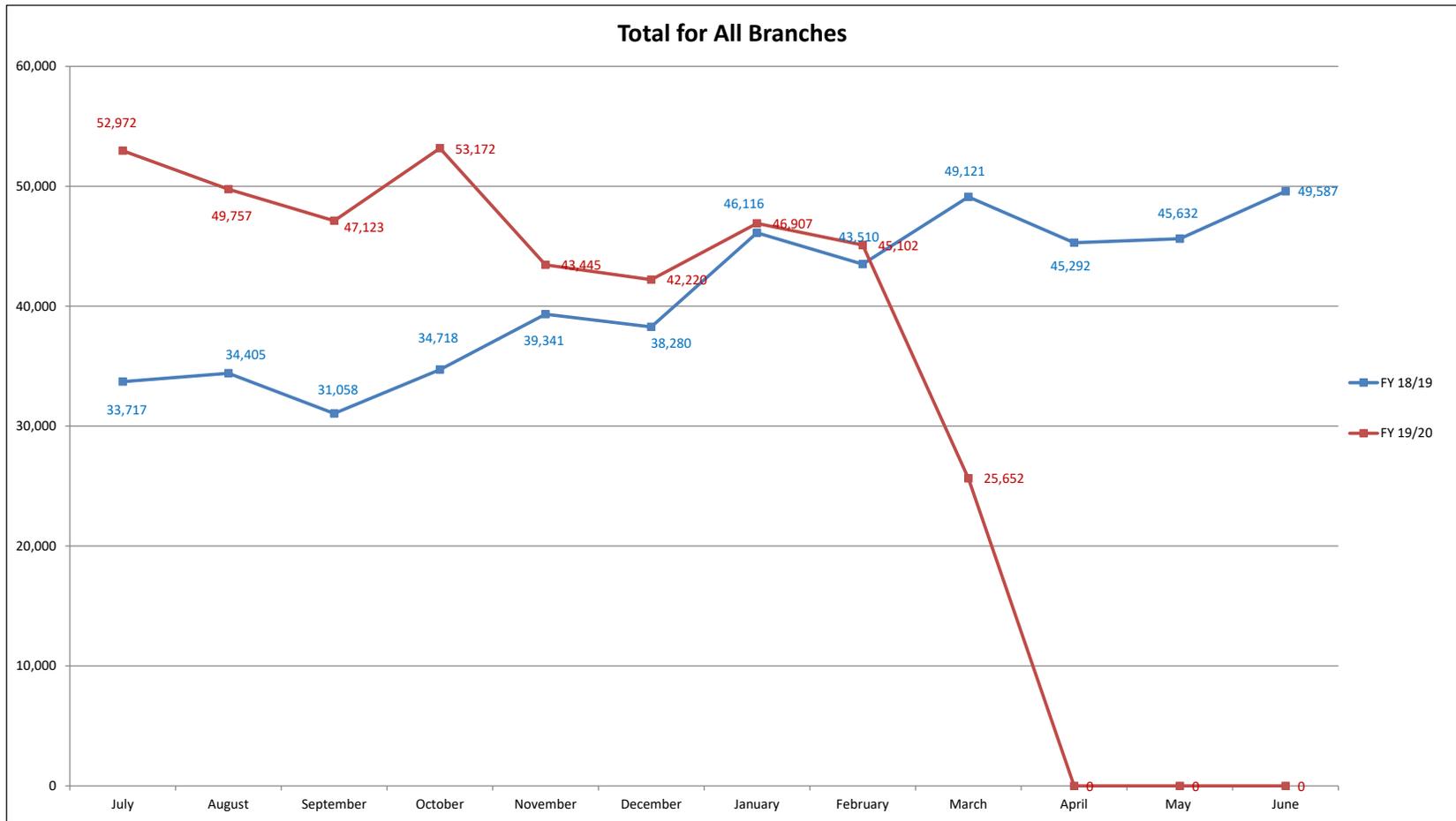
Circulation



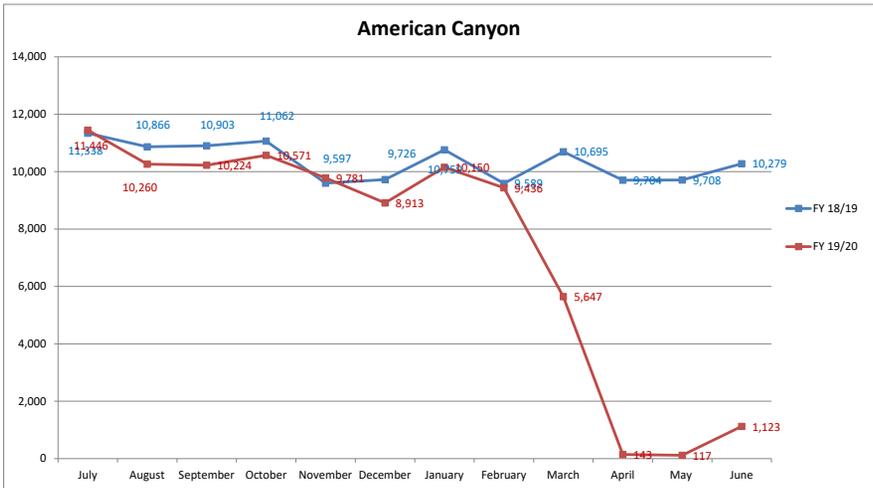
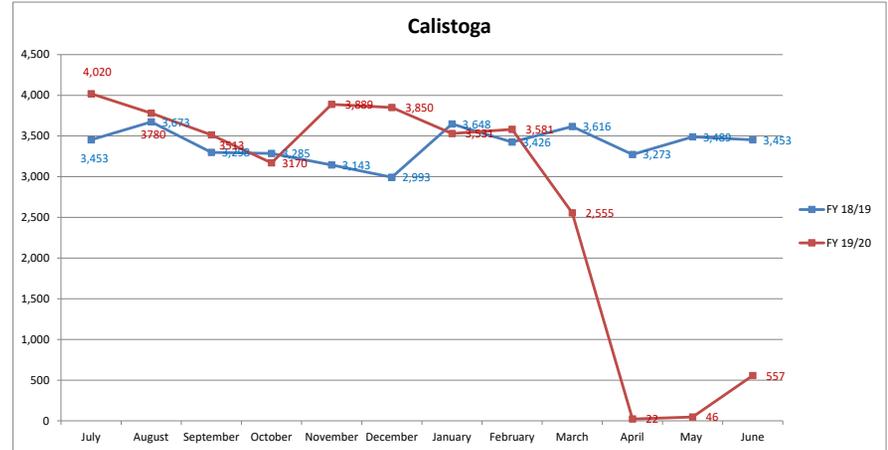
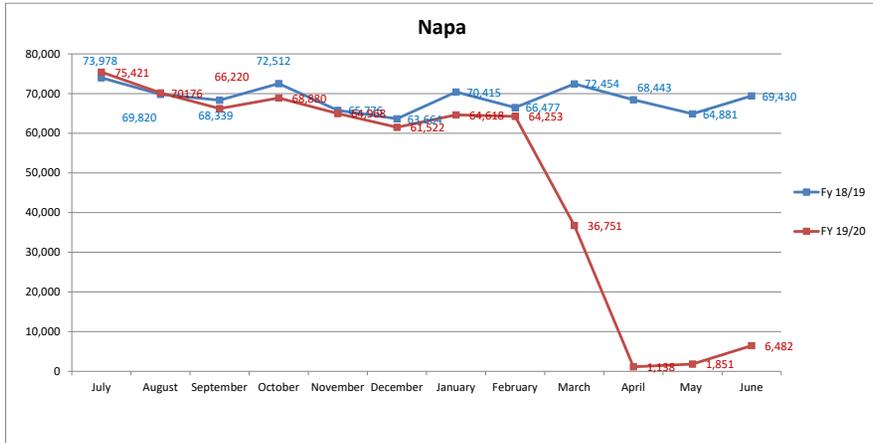
Visitation



Visitation



Circulation



Circulation

