

CITY OF RICHMOND
LIBRARY COMMISSION MINUTES
SPECIAL MEETING
MAIN LIBRARY
MADELINE F. WHITTLESEY COMMUNITY ROOM
325 CIVIC CENTER PLAZA, RICHMOND, CA
April 14, 2015
6:30 P.M.

- 1) **Call to Order:** The meeting was called to order at 6:32 p.m.
- 2) **Roll Call:** Library Commissioners in attendance were Chairperson Tyrone Weems, Maude DeVictor, Ron Shoop and Kavaragu Mtambuzi. Also in attendance was Katy Curl, Library & Cultural Services Director. Commissioner Chloe Mosqueda was absent.
- 3) **Public Comment:** There were no public comments made at this meeting.
- 4) **Approval of Order of Agenda:** No comments were made on this item.
- 5) **Presentation:** Budget Preparation Update (Katy Curl)

Library and Cultural Services Director Katy Curl provided the report for this item. Katy advised that the Library's scheduled budget hearing with the Finance Department is planned for Friday, April 17th. The Director submitted a status quo budget with one request for additional funds — an increase to the library materials budget. With a status quo budget, adjustments are made to specific line items up and down, but the total expenditures remain the same as the current year. For example, cost savings by changing the Library's bibliographic utility vendor offset necessary increases for upgraded Integrated Library System (ILS).

The materials budget has not increased over the past few years. With the transition to vendor-provided shelf-ready processing, the total cost of materials has increased by 30%. Staff time has been greatly reduced and materials get to the patrons much faster. The efficiencies resulted in cost savings in other areas, but savings were not passed on to offset the increased cost of the shelf-ready program. Jane Pratt, Head of Reference, presented to the commission on the shelf-ready program's cost benefit. Jane had items on hand to demonstrate what goes into pre-processing versus in-house processing and explained the cost breakdowns for various formats.

- 6) **Consent Calendar:** Approval of January 20, 2015 Meeting Minutes: Commissioner Shoop moved to approve the January 20, 2015 Meeting Minutes; seconded by Commissioner Mtambuzi. Motion passed by all in attendance.

7) **Discussion/Action**

- a. How the Library can help students be prepared for the next grade level
(Commissioner Weems) – *no written report*

Chairperson Weems provided the report for this item. Mr. Weems stated that he had worked with Administrative Librarian Wylendia Eastman, and Kathy Haug, Administrative Librarian in the Children's Department on this item in the past with a focus on books and workbooks in use by grade level – with common core standards per grade level having changed, causing adjustments in curriculum. One possible option is to have books available at the library on the new common core standards for each grade level. Students and/or parents could review the standards for the upcoming school year. The chair requested ideas and input from the commission on the formation/continuation of this program.

#10c [Per the meeting audio recording] Status of the Pen Pal Project was moved up on the agenda due to the connection between topics. Item notes are below:

Chair Weems indicated that the Pen Pal Project idea came out of concerns that children's declining writing skills impact their readiness for the next grade level. Youth are not getting enough practice with writing especially in this age of texting. The Pen Pal Project provides the opportunity to practice writing in the summer. Chair Weems has been in discussion with a library in Atlanta and has a goal of partnering with a total of three libraries to be involved in the pen pal exchange. There was discussion by the commission about the details of execution, for example, whether letters will be mailed by participants or collected for bulk return. Library is willing to cover cost of postage.

Commissioner Shoop advised that he knows a published author who has a book coming out in the fall which is basically rediscovering the lost art of writing notes, letters and postcards. This author does a lot of work with libraries; if there were an opportunity for a workshop he believes the author would be interested.

Commissioner DeVictor emphasized the importance of better marketing including social media in order to reach a wider audience in the community.

The Library Director requested clarification on next steps. Discussion followed about the role of the commission and of staff in regards to expanding programs and services. Commissioner Mtambuzi stated the purpose of the commission is to create or come up with ideas (including appropriate research), present it to the Library, and see if the Library wants to implement it going forward.

Commissioner Mtambuzi suggested a subcommittee contact the author about the workshop, including cost and availability and report back at the next commission meeting. Chair Weems appointed Commissioner Mtambuzi and Commissioner Shoop to the subcommittee. Chair Weems suggested the sub-committee also take

on plans for the pen pal project. Commissioner Mtambuzi questioned making long term plans as several commissioner terms end in July 2015.

- b. Improve marketing of Library services and resources including website and Summer Reading Program (Commissioner Weems) – *no written report*

Chairperson Weems provided the report for this item. The focus was on increasing the visibility of services on the website and on increased outreach to students. One example was Link+ (the statewide resource sharing system) which is part of the online catalog search. Mr. Weems suggested placing a Link+ information button on the Library's homepage similar to the visibility of the museum pass program.

In order to push the use of eBooks especially among youth, a link be placed on the website as well. The Chair suggests more outreach where Junior High and High School students are spoken with or presentations are given when they visit the Library.

8) **Director's Report – January, February and March 2015**

Katy Curl provided the staff report for this item. In addition to the hard-copy report previously provided in the Library Commission packet, the Library Director briefly reviewed state-level funding and ground work on the CENIC broadband/ high-speed internet grants.

- 9) **Reports for Information:** The following reports were received and filed with no additional discussion.

a. Library Reports for January and February 2015

- i) Adult, Teen and Children's Services
- ii) Circulation and Acquisitions
- iii) Branches
- iv) Circulation Statistics

b. Reports from Supporting Organizations

- i) LEAP Services

c. Library Reports for March 2015

- i) Adult Reference Librarian
- ii) Teen Services
- iii) Circulation and Acquisitions
- iv) Branches
- v) Circulation Statistics

d. Reports from Supporting Organizations

- i) LEAP Services

10) **Commission Member Information Items**

- a. Contra Costa County (CCC) Library Commission Board Vacancies (Commissioner DeVictor): Information regarding Contra Costa Library Commission vacancies and application process was provided.
- b. City Arts and Culture Commission Vacancy (Commissioner DeVictor): Information regarding the Richmond Arts and Culture Commission vacancies and application process was provided.
- c. Status of Pen-Pal Project (Commissioner Weems) – *no written report*: Discussion of the Pen Pal Project was moved up on the agenda immediately following item # 7a to coordinate with Chair Weems’s item regarding preparing students for the next grade level.

11) **Agenda Building for Future Meetings**

- a. Commissioner DeVictor advised of a movement to change the boundaries of Richmond and North Richmond; the commission that deals with this is LAFCO. What are the possible financial and service impacts on the Library? The Library Director will advise if information can be found.
- b. Commissioner Shoop; subcommittee (Shoop is the lead) to connect with Karen Benke regarding a letter writing workshop. Commissioner Mtambuzi is also on the subcommittee.
- c. Chairperson Weems; Pen Pal Campaign update.
- d. The Mayor will be announcing Library Commission vacancies. The commissioners were requested to connect with one person to help recruit for upcoming vacancies.

12) **Date and Time of the Next Meeting**: (2nd Tuesdays) May 12, 2015 meeting at 6:30 p.m. in the Madeline F. Whittlesey Community Room.

Commissioner Mtambuzi advised that she will not be in attendance at the May 12th meeting.

13) **Adjournment**: The meeting adjourned at 7:46 p.m.

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