

SOLANO COUNTY LIBRARY ADVISORY COUNCIL

May 15, 2023, 6:30 p.m.

LOCATION: Meeting Room-Vacaville Town Square Library

1 Town Square Place, Vacaville, CA 95688

The County of Solano, in compliance with the Americans with Disabilities Act of 1990, will provide accommodations for persons with disabilities who attend public meetings. If you wish to attend this meeting and you will require assistance to participate, please call the Supervising Librarian at 1-866-572-7587 at least 48 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting.

Non-confidential materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Fairfield Civic Library, 1150 Kentucky St., Fairfield, CA during normal business hours.

AGENDA

1. CALL TO ORDER
2. ROLL CALL AND ESTABLISHMENT OF QUORUM
3. INTRODUCTIONS
4. APPROVAL OF MINUTES of March 20, 2023 - Attachment 1 **ACTION**
5. APPROVAL OF AGENDA **ACTION**
6. PUBLIC COMMENT
Members of the public may speak for up to five (5) minutes per person, not to exceed 20 minutes.
7. CORRESPONDENCE
8. DIRECTOR’S REPORT – Attachment 2
9. OLD BUSINESS
 - a. The Council will receive a budget update.
10. NEW BUSINESS
 - a. The Council will receive a presentation on Staff Innovation Grants
11. ANNOUNCEMENTS/MEMBER REPORTS
12. DATE OF NEXT MEETING: July 17, 2023
John F. Kennedy Library
505 Santa Clara Street, Vallejo, CA 94590
13. ADJOURNMENT

**Minutes of the
SOLANO COUNTY LIBRARY ADVISORY COUNCIL**

March 20, 2023 6:30 p.m.

1. **CALL TO ORDER**

The meeting was called to order by Chair McCallum at 6:32 p.m.

2. **ROLL CALL AND ESTABLISHMENT OF QUORUM**

Members Present: Noah Dove, Stephanie Cobb, Dotty Schenk, Lloyd McCabe, Neil Hall, Dave McCallum, Diane Barney

Members Absent: Ariel Ortila, Sergio Maciel, Kelli Mahoney

Others Present: Suzanne Olawski, Solano County Library Director of Library Services; Mike Eitner, Solano County Library Assistant Director; Lisa Lin, Solano County Library Admin Services Manager, Cathy Sheldon, Solano County Library Office Assistant

3. **INTRODUCTIONS**

None.

4. **APPROVAL OF MINUTES** of January 23, 2023- Attachment 1

Mr. Hall moved to approve January 23, 2023, meeting minutes; Mr. McCabe seconded. Motion carried. So ordered by 6-0 vote. (Ms. Barney not present)

5. **APPROVAL OF AGENDA**

Mr. McCabe moved to approve the march 20, 2023, agenda; Ms. Cobb seconded. Motion carried. So ordered by 6-0 vote. (Ms. Barney not present)

6. **PUBLIC COMMENT**

None.

7. **CORRESPONDENCE**

None.

8. **DIRECTOR'S REPORT** – Attachment 2

The Council reviewed Ms. Olawski's written report. Ms. Olawski reported the library will acquire 300 hotspots, 25 Chromebooks, 250 tablets, and 1 mobile router from ARPA funding allocated by the County. The New York Times electronic resource is available with access to NY Times Cooking, Games, and Athletic (sports). The library's annual report was distributed along with the Solano County's 2022 annual report. Ms. Olawski shared changes to the Brown Act.

Mr. Dove inquired about the circulation statistics (graph); he also inquired about the budget and revenue received from Fish and Game. Mr. Eitner explained some statistics are reported as year-to-date and as opposed to an annual compilation.

Mr. McCallum inquired about the new library computer software, Polaris, and how it is going. He also inquired about fundraising to acquire additional mobile hotspots because of their popularity. Ms. Olawski reiterated the library will be adding 300 more hotspots.

Mr. McCallum inquired about job specifications for librarian and library associate. He asked if degrees are required for those positions or can someone be hired if they are working on their degree. Ms. Olawski stated degrees are required for those positions. The library hopes in near future to review job specifications and required minimum qualifications to allow greater flexibility for hiring and promoting.

This process would involve Human Resources, Civil Service Commission, and Unions. Mr. Eitner stated Solano County Human Resources requires a copy of a degree/diploma during the application process for the position of librarian and library associate, and if not attached, the application is denied.

Ms. Barney inquired about facilities with the damage at the JFK Library due to the fire and with the heavy rainstorms. Ms. Olawski stated an insurance claim was submitted for the JFK Library damage and the City of Vallejo is working on repairs. There were some water leaks at the Dixon Library and Vacaville libraries but nothing significant. Ms. Lin is on top of facility issues at the different library locations.

9. OLD BUSINESS

None.

10. NEW BUSINESS

- a. The Council will discuss the FY 2023/24 requested budget and may take action-Attachment 3

Mr. Hall moved to approve the FY2023/24 requested budget; Ms. Barney seconded. Motion carried. So ordered 7-0 vote.

11. ANNOUNCEMENTS/MEMBER REPORTS

Mr. Dove shared the window at JFK Library is still broken. He inquired about the damage to the library by the unsheltered people outside the library. Ms. Olawski stated the JFK Library is a City of Vallejo building and Mr. Dove would need to contact the City about issues concerning the unsheltered population outside the building.

Ms. Schenk shared the Vacaville Town Square Writers will hold a book sale/book event on May 5th & 6th.

Ms. Barney shared is happy to be back attending the meetings.

Mr. McCallum shared about the Banned Book movement across America.

12. DATE OF NEXT MEETING:

May 15, 2023
Vacaville Town Square Library
1 Town Square Place, Vacaville, CA 95688

13. ADJOURNMENT

7:45 p.m.

Suzanne Olawski
Director of Library Services

**Report of the Director of Library Services
to the Solano County Library Advisory Council
May 2023**

PERSONNEL

The Library is pleased to share the following staff announcements:

- **Teresa Shellmon** has accepted the position of **Librarian** at the **Vacaville Cultural Center Library**. Teresa previously worked as a Library Aide at the Mitchell Memorial Library at Travis Air Force Base, as well as at Touro University and has volunteered with Solano County Historical Society.
- **Tyler Cavett** has been promoted to the position of **Library Associate** in the **Marketing and Community Relations** division. Tyler previously worked as a Library Assistant at the Vallejo John F. Kennedy Library and the Vacaville Cultural Center Library.
- **Joan Fabricante** has accepted the position of **Library Associate** at **Fairfield Civic Center Library**. Joan previously worked as an Extra-Help Library Associate for Solano County Library and as a Park Ranger Assistant for Sacramento County.
- **Madison Evans** has accepted the position of **Library Associate** at **Vallejo John F. Kennedy Library**. Madison previously worked as a Graduate Assistant at the University of North Carolina at Chapel Hill, a program manager for Rush Arts in Philadelphia and as a Postgraduate Assistant at Yale University.
- **Kaitlin Price** has accepted the position of **Library Aide** at **Vacaville Cultural Center Library**. Kaitlin previously worked as a Departmental Aide at Fairfield Civic Center Library.
- **Karla Rios** has accepted the position of **Library Aide** at **Dixon Library**. Karla previously worked as a Recreation Specialist for the City of Suisun.

The Library is in the process of filling the following vacancies:

Vacaville Town Square Library

- 1.0 Library Assistant

Vallejo John F. Kennedy

- 1.0 Library Assistant
- (2) 0.4 Library Aide

Vallejo Springstowne Library

- 0.4 Library Aide

COLLECTIONS, RESOURCES & SERVICES

Technology

The Library will be implementing a new marketing software tool, Savannah by OrangeBoy. This software will allow the library to reach out to people in our service population who do not have library cards. Savannah will be used to help the library target non-cardholders in our service area and coordinate mail and email marketing campaigns highlighting library services in hopes of raising awareness of the library in the community.

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Collections

Digital circulation continues to climb and accounts for nearly 25% of year-to-date circulation.

| FY2022/2023 | | | | | |
|--------------------|---------------|---------------|------------------|----------------|----------------|
| | Hoopla | Kanopy | Overdrive | Freegal | Totals |
| Jul-22 | 6,263 | 885 | 20,426 | 2,210 | 29,784 |
| Aug-22 | 7,160 | 887 | 20,431 | 3,066 | 31,544 |
| Sep-22 | 7,743 | 769 | 22,336 | 4,064 | 34,912 |
| Oct-22 | 7,922 | 781 | 22,784 | 3,940 | 35,427 |
| Nov-22 | 7,836 | 708 | 21,824 | 3,959 | 34,327 |
| Dec-22 | 7,145 | 866 | 22,617 | 4,442 | 35,070 |
| Jan-23 | 8,764 | 790 | 26,027 | 6,560 | 42,141 |
| Feb-23 | 7,835 | 783 | 26,521 | 8,461 | 43,600 |
| Mar-23 | 7,961 | 783 | 27,812 | 7,471 | 44,027 |
| Apr-23 | | | | | |
| May-23 | | | | | |
| Jun-23 | | | | | |
| Totals | 68,629 | 7,252 | 210,778 | 44,173 | 330,832 |

Student Access Cards

Student records were only recently added to Polaris, the new ILS. There were difficulties loading the records into the new software system so the circulation numbers from January through April are low. Additionally, we weren't accepting new student records during that time, but existing students were still able to check out.

We are waiting for Vallejo City Unified School District to send over their records for an initial upload to Polaris and Travis Unified School District to send over their data for new student so their records may be updated. Once those records are uploaded, we will likely see a bump in circulation transactions.

River Delta Unified still has not responded to our inquiries.

| SAC - FY 2022-2023 | Jun – Dec 2022 | Jan – Apr 2023 |
|--|-----------------------|-----------------------|
| Dixon Unified School District | 3,581 | 148 |
| Fairfield-Suisun Unified School District | 31,799 | 3,746 |
| Griffin / MIT Academies | 1,299 | 166 |
| Travis Unified School District | 7,629 | 26 |
| Vacaville Unified School District | 15,013 | 363 |
| Vallejo City Unified School District | --- | |

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ADULT LITERACY PROGRAM

Adult Literacy: Currently 101 adult literacy students have been matched with tutors and 189 students are on the waiting list. New tutors are being trained and will be matched with students on the waiting list. The next tutor training will take place in September.

ESL: There are four (4) weekly Zoom ESL classes and in-person English Conversation groups at Fairfield Civic Center Library, Vacaville Cultural Center Library, and Dixon Library. Samsung tablets will be loaded with literacy apps and loaned to ESL students. The ESL database Transparent Language is now available for remote access.

Reach Out and Read: There are 19 clinics in Solano County participating in the Reach Out and Read Pediatric Literacy Program. 330,000 books have been distributed since its inception and 13,592 books were distributed in 2022. This number was down about 15% over previous years due to Covid-19 barriers in clinics and children not attending all Well-Child visits.

PROGRAMS & PARTNERSHIPS

Solano County Fair - June 16 -19, 2023

Solano County Library will participate in the 2023 Solano County Fair from June 16 -19 by having a pop-up site in the First 5 Solano Kids Zone. Staff will provide fun story times and crafts between 12 noon and 6 p.m.

First Partner's Summer Book Club

The California Library Association, in partnership with the California State Library, is providing all California library outlets with free diverse children's books, which include a mix of titles with characters from a variety of backgrounds and experiences, titles written or illustrated by California authors/illustrators, and titles with a focus on diversity and wellbeing. The books celebrate the First Partner's Summer Book Club which encourages and inspires Californians to take part in public library summer reading and learning programs and to keep reading all summer long. The Book Club features titles for children and teens from preschool to 12th grade, selected by the First Partner of California and nominated by California public librarians. Solano County Library should be receiving approximately 180 free books to add to its collection.

2023 Summer Reading Challenge (June – July)

The 2023 Summer Reading Challenge runs from June 1 through July 31 and is open to all ages. Participants will receive a booklet with reading activities suitable for readers and non-readers and set their reading goal by determining how many activities they'd like to complete for the summer. The Library will also offer fun events at each location from magic shows, craft programs, to touch-a-truck events.

There are incentives for the Summer Reading Challenge. All children will receive a book at registration. All registrants receive a book tote. Children and teens will earn a book prize and adults a commemorative enamel pin for completing their goals. Participants are automatically entered into weekly drawings for tickets to Oakland A's and SF Giants ballgames. Book prizes are sponsored by the Solano County Library

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Foundation. For more information about the program: <https://solanolibrary.com/services/summer-reading/>.

2023 Lunch at the Library Program

Solano County Library was awarded \$83,577 from the CA State Library to provide free summer meals and programming at its library sites, take pop-up libraries to other community-based meal sites, connect children, teens, and families to locally sourced, sustainable food and provide hands-on food education activities. Meal sites include Dixon Library, Fairfield Civic Center Library, Vacaville Town Square Library and Vallejo John F. Kennedy Library. A library must qualify to participate as a meal site and must be in the attendance area of an elementary, middle or high school where at least 50 percent of students are eligible for free or reduced-price lunches through the National School Lunch Program, or the site must be within a Census Block Group in which at least 50 percent of students are eligible for free or reduced-price lunches.

Mental Health Awareness Month (May)

The Library has partnered with Solano County Health and Social Services' Behavioral Health division to offer two events: "1 Degree of Separation: A Look at Depression". The aim is to bring dialogue, awareness, and acceptance those suffering from depression through laughter and vulnerability. After the show, there will be a panel discussion with the audience. Program dates are

| | | |
|--------------------------------|----------------------|--------------------|
| Vallejo John F. Kennedy | May 24 th | 4 p.m. - 5:30 p.m. |
| Fairfield Civic Center Library | May 24 th | 6:30 p.m. – 8 p.m. |

Solano Reads 2023

The annual Solano Reads Year-Long Reading Challenge is open to all ages and runs from January through December. The goal is to broaden reading horizons. Participants are challenged to read 20 books from 50 categories (reading prompts and are automatically entered into a monthly drawing for gift cards, generously supported by the Solano County Library Foundation. As of May, 907 readers are registered.

Asian American and Pacific Islander (AAPI) Heritage Month (May)

The Library is hosting a range of cultural events from Bollywood dancers, Filipino-American filmmakers panel, to cooking demonstrations to just name a few. Event information is posted on the Library's website: <https://solanolibrary.com/services/book-to-action-2023>. The children's art contest winners have their artwork displayed in digital frames at all branches, posted on the Library's website and promoted via social media. Submissions were from lower elementary, upper elementary, middle, and high school categories.

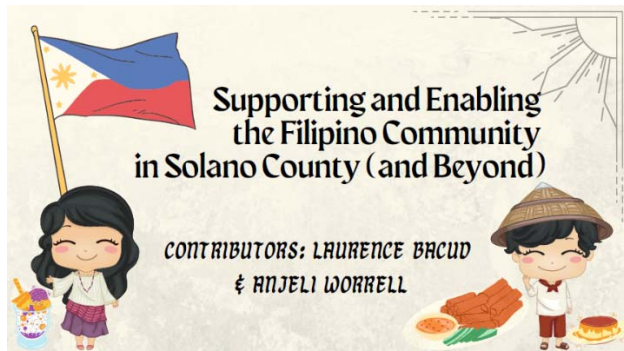
The 2023 Book to Action theme is Stop Asian Hate and the featured event is an author talk with New York Times bestselling author and award winner, Kelly Yang. She is the author of this year's Book to Action book, *New From Here*. Through a CA State Library grant, the Library can host the author event and provide free copies of the book to program attendees. The event will take place Saturday, May 20th from 2 - 4pm at the Vacaville Ulatis Community Center.

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Staff Innovation Grant Awards

The Staff Innovation Grant program fosters innovation by supporting staff willing to research and recommend new ways to advance library services and strategic directions. This can be in the form of new or enhanced services, technology, or activities. This program started in 2017 but paused during the pandemic years. This program is open to all library staff. Selected projects receive a \$1,000 stipend to develop the idea. Proposed projects should a) have significant systemwide impact; b) be fiscally feasible; c) be able to be implemented within a year of award; and d) be sustainable.

2023 AWARDS



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Previous Staff Innovation Grant awards:

| Year | Innovation | Team |
|-------------|--------------------------------|--|
| 2020 | Citizen Science Kits | Jennifer La Riviere, Kevin Tolley, Taaren Samuelson, Andrea Klecki |
| | Circulating Video games | Andrea Klecki, Chris Diaz |
| 2019 | Instagram Frames/Props | Sabrina Alipate |
| | Citizenship Corner | Latinx Services |
| | SPR Duplo Table | Mychal Threats |
| | Nintendo Switch | Kevin Lowe, David Barney |
| | Public Charging Kiosks | Johnny Parker |
| 2018 | Chalk Sandwich Boards | Laura Sandoval |
| | RIO STEM Mobile Maker Station | Kevin Tolley |
| | Musical Instrument Circulation | Jamie Nakamura |
| | WiFi Hotspots | David Greene |
| 2017 | Board Game Circulation | Mike Perkins |
| | Sensory Garden | Serena Enger, Teresa Lavell |
| | STEAM Kits | Andrea Klecki |
| | Raspberry Pi | Charles Hargrove |
| | VTS Cruiser Outreach Cart | Delilah Wilson |

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STATISTICS YEAR TO DATE: FY 2022/23 YTD

| Month | Circulation | Reference | Registration | Gate Count | Volunteer Hours | Adult Programs / Attendance | YA Programs / Attendance | School Programs / Attendance | Pre-School Programs / Attendance | Tutor.com |
|----------|-------------|-----------|--------------|------------|-----------------|-----------------------------|--------------------------|------------------------------|----------------------------------|-----------|
| Mar 2023 | 1,440,147 | 55,766 | 12,052 | 535,100 | 11,240 | 497/ 11,456 | 280 / 4,600 | 784 / 21,539 | 798 / 21,751 | 4,201 |
| Mar 2022 | 1,365,959 | 45,686 | 13,026 | 387,887 | 6,633 | 203 / 7,623 | 117 / 2,549 | 361 / 12,742 | 406 / 9,025 | 7,114 |

- Circulation: Number of check outs including renewals. Total includes Law Library circulation.
- Reference: The number of questions asked. Total includes Law Library reference questions.
- Registration: The number of new library cards issued. The total includes e-cards.
- Gate Count: The number of visits to the libraries.
- Volunteer Hours: The total includes adult literacy program volunteer hours.
- Adult Programs / Attendance: The total includes seniors, outreach and in-library programs / attendance.
- YA Programs / Attendance: The total includes grades 6-12, outreach and in-library programs / attendance.
- School Programs / Attendance: The total includes grades K-5, outreach and in-library programs / attendance.
- Pre-School Programs / Attendance: The total includes ages 0-5, outreach and in-library programs / attendance.
- Tutor.com (live online tutoring): The total includes cumulative total of sessions for fiscal year.

Social Media Statistics

| FY Website Visits | FY Website Page Views | Facebook Friends | Twitter Followers | Instagram Followers | TikTok Followers |
|-------------------|-----------------------|------------------|-------------------|---------------------|------------------|
| 529,971 | 1,243,675 | 9,400 | 2,965 | 3,376 | 8,160 |

- Website Visits: Number of visits to solanoliberalary.com
- Website Page Views: Total number of library website pages visited. One visitor can view multiple solanoliberalary.com webpages.