

SOLANO COUNTY LIBRARY ADVISORY COUNCIL

November 21, 2022 - 6:30 p.m.

LOCATION: Becker-Balmer Meeting Room-Fairfield Civic Center Library
1150 Kentucky St. Fairfield, CA 94533

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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 September 19, 2022 - 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
10. NEW BUSINESS
 - a. Library Marketing & Community Relations - Receive a presentation on Solano County Library marketing, communications, and outreach from Mychal Threets, Digital Community Librarian.
 - b. Discuss meeting locations for 2023
11. ANNOUNCEMENTS/MEMBER REPORTS
12. DATE OF NEXT MEETING: January 23, 2023
13. ADJOURNMENT

Minutes of the
SOLANO COUNTY LIBRARY ADVISORY COUNCIL
Monday, September 19, 2022

1. CALL TO ORDER:

The meeting was called to order by Chair McCallum at 6:30p.m.

2. ROLL CALL AND ESTABLISHMENT OF QUORUM:

Members Present: Noah Dove, Stephanie Cobb, Dotty Schenk, Diane Barney, Sergio Maciel, Kelli Mahoney, Dave McCallum, Lloyd McCabe, Ariel Ortila

Members Absent: Neil Hall

Others Present: Suzanne Olawski, Solano County Library Director of Library Services; Mike Eitner, Solano County Library Assistant Director of Library Services; Jamie Poirier, Deputy Director of Library Services; Cathy Sheldon, Solano County Library Office Assistant III

3. INTRODUCTIONS:

None.

4. APPROVAL OF MINUTES FOR MEETING July 18, 2022

Mr. McCabe moved to approve the July 18, 2022 meeting minutes; Ms. Barney seconded. Motion carried. So ordered by 7-0 vote. (Mr. Dove and Ms. Mahoney not present)

5. APPROVAL OF AGENDA.

Ms. Barney moved to approve the September 19, 2022 agenda; Mr. Maciel seconded. Motion carried. So ordered by 7-0 vote. (Mr. Dove and Ms. Mahoney not present)

6. PUBLIC COMMENT:

None.

7. CORRESPONDENCE:

None.

8. DIRECTOR'S REPORT:

In addition to Ms. Olawski's written report, she reviewed the Measure L committee reports with Council; the Solano County Library received \$6.6 million in sales tax revenue. The Measure L report will go to the Board of Supervisors at end of October for acceptance. Several library staff members volunteered to work at Rio Vista, Dixon and Fairfield Civic Center libraries on Labor Day from 1-6 p.m. so those libraries could be open to serve as a cooling center for those communities. Ms. Olawski stated there were 250 people counted at Fairfield, 50 at Dixon and 12 at Rio Vista. Ms. Olawski highlighted from her report the grant the library received from the Bay Area Air Quality Management District for portable air cleaners so the libraries may serve as community clean air centers during OES (Office of Emergency Services) declared hazardous air days.

9. OLD BUSINESS:

a. Agenda Building - Receive an update on the Council's request to add "agenda building" to the regular meeting agenda.

Ms. Olawski stated she inquired about adding Agenda Building to the business order of the agenda and was informed that the Board of Supervisors will be reviewing all board/council/commission agendas for consistency.

Ms. Olawski stated according to Robert Rules, under announcements/member reports, members can add agenda topics for the next meeting.

10. NEW BUSINESS:

- a. Library Programs and Outreach - Receive a presentation on Solano County Library programs and outreach from Jamie Poirier, Deputy Director of Library Services for Public Services.

Ms. Poirier shared updates on programming and outreach throughout Solano County Library branches. Please see attached presentation.

11. ANNOUNCEMENTS/MEMBERS REPORTS:

Ms. Barney inquired which authors will be featured at the Solano County Library Author's Luncheon this year.

Mr. McCabe reported the Dixon Library Board of Library Trustees will tour the library at a future meeting; he suggested the Council tour some of the libraries.

Mr. Ortilla like the suggestion made by Mr. McCabe to tour the different libraries.

Ms. Schenk announced she will be one of the authors at the Solano County Library Foundation's annual Authors Luncheon, November 6, 2022. She also stated her children's book about earthquake safety will be published soon.

Mr. McCallum announced the upcoming schedule of the Solano Symphony. He mentioned maybe the library can partner with the symphony somehow since the library checks out musical instruments. Ms. Olawski stated the libraries do outreach and promote musical instruments for check out. Mr. Eitner stated the library has a database, ArtistWorks, that instructs how to play different instruments. Mr. McCabe stated Prop 28 is on the November ballot which if passes, will provide additional funding from state General Fund for arts and music education in all K-12 public schools (including charter schools).

12. DATE OF NEXT MEETING:

November 21, 2022

13. ADJOURNMENT:

The meeting adjourned at 7:25 p.m.

Suzanne Olawski
Director of Library Services



Programming & Outreach

Updates for Solano County Library Advisory Council
September 2022

1

Youth Programs

July 2022	Age group	Number of events	Number of attendees
	School age (K-5)	137	6010 (61%)
	Preschool (up to K)	86	2976 (84%)

July 2019	Age group	Number of events	Number of attendees
	School age (K-5)	130	9527
	Preschool (up to K)	128	3561

2

Youth Programs



3

Teen Programs

Year	Number of events	Number of attendees
2022	29	216 (33%)
2019	30	664

4

Teen Programs



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5

18+ Programs

Year	Number of events	Number of attendees
2022	59	3625 (326%)
2019	70	111

6

18+ Programs



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7

Student Access Cards

- Dixon Unified
- Fairfield Unified
- Griffin Technology Academies (charter)
- Travis Unified
- Vacaville Unified
- Vallejo Unified

Visits

- Back to school nights
- Classroom visits
- Partnerships with school library/media staff
- Teacher meetings / trainings

Outreach: Schools

8

New partners / event locations:

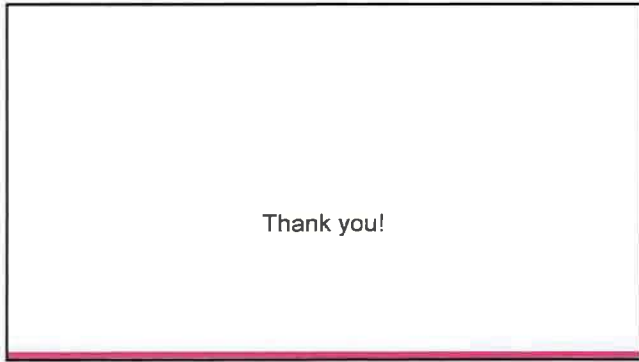
- PIP Wine Bar (Dixon)
- Heritage Brewing (Fairfield)
- Village 360 (Fairfield/Cordelia)
- Solano Mall
- Children's Wonderland (Vallejo)

Other outreach & partnerships

- National Night Out (Vallejo)
- WIC book bundle pick up (DIX, FCC, JFK, VTS)
- SolanoConnex (mental health kiosks)
- Vacaville Heritage Council (true crime walking tour)

Outreach: Partnerships

9



Thank you!

PERSONNEL

The Library is pleased to share the following staff announcements:

- **Kevin Tolley** has been promoted to **Library Branch Manager** overseeing the **Fairfield** and **Vallejo** libraries. Kevin previously was Supervising Librarian at Suisun City Library.
- **Nancy Redfield** has accepted a transfer as **Library Branch Manager** overseeing the **Vacaville, Dixon** and **Rio Vista** libraries. Nancy previously managed the Fairfield and Vallejo libraries.
- **Taylor Morris** has accepted a full-time **Library Assistant** position at **Dixon Library**. Taylor previously worked as a half-time Library Assistant at this location.
- **Erika Amaya** has accepted a full-time **Library Assistant** position at **Fairfield Civic Center Library**. Erika previously worked as a half-time Library Assistant at this location.
- **Donna Fyfe** has accepted the position of **Library Assistant** at the **Vallejo Springstowne Library**. Donna previously had worked for Touro University as an administrative coordinator and was an extra-help Library Assistant for Solano County Library.
- **Alex Chellsen** has accepted a **Library Aide** position at the **Dixon Library**. Alex previously worked as a Departmental Aide at this location.
- **Dejah Furr** has accepted a **Library Aide** position at the **Fairfield Civic Center Library**. Dejah previously worked at Safeway in customer services.
- **Andrew Ibarra** has accepted a **Library Aide** position at the **Fairfield Civic Center Library**. Andrew previously worked as a Departmental Aide at this location.
- **Desiree Lozada** has accepted a **Library Aide** position at the **Vallejo John F. Kennedy Library**. Desiree previously worked as a Departmental Aide at this location.
- **Bernadette Boss** has accepted a **Library Aide** position with **Adult Literacy program**. Bernadette previously worked as a Departmental Aide at this location.

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

Dixon Library

- 0.5 Library Assistant

Fairfield Civic Center Library

- 1.0 Supervising Librarian
- 1.0 Library Associate
- 0.5 Library Assistant
- 0.4 Library Aide

Suisun City Library

- 1.0 Supervising Librarian

Vacaville Cultural Center

- 1.0 Librarian
- 0.4 Library Aide (2)

Vallejo John F. Kennedy

- 1.0 Librarians (2)
- 0.4 Library Aide

Vallejo Springstowne

- 1.0 Librarian
- 0.4 Library Aide (2)

Adult Literacy Program

- 1.0 Literacy Program Assistant

OPERATIONS

Facilities

Fairfield Civic Center Library: the solar canopies have been installed, structural boring completed, and wiring continues. Underground boring for electrical conduit will continue through the month. Installation of electric vehicle (EV) charging stations is planned to begin in December and will consist of five (5) double-port charging stations (4-hour charge). It is anticipated that the Library will receive four (4) single-port charging stations (30-min) sometime in 2023 through a PGE sponsored program. In all, there will be 14 ports available for staff and public use. There will be a fee to charge, which hasn't been determined yet, and a possible employee discount.

COLLECTIONS, RESOURCES & SERVICES

Technology

- The Library goes live with its new integrated library system (ILS) Polaris on Wednesday, January 11, 2023. The ILS is the library's patron database and public catalog of records. It's also the software used for the acquisition of materials. In conversations with the company, Polaris has recommended the library open a few hours later than usual that day to ensure the system is operating as expected.

Despite months of testing in a training database, there are some aspects of the new system we are unable to simulate in a test environment. For example, we cannot test the five automated material handling systems, user notices, the Envisionware payment system, as well as EZ Proxy and SIP connections with databases and electronic resources. A delayed opening will allow us to test these features and reconfigure all self-check machines. Additionally, we will have used Polaris's offline circulation module from January 4-10. The morning of January 11, we will need to upload thousands of offline transactions into the live database.

We have begun a marketing campaign of the new software and catalog and will begin notifying customers in December of the delayed opening.

All Library branches will open at 11 AM on Wednesday, January 11, 2023.

- The Library has received and is now testing the Zoom Rooms conferencing software for the Becker-Balmer Room at Fairfield Civic Center Library. Zoom Rooms is a conference room solution that is designed for hybrid meetings, like virtual storytime or online meetings.
- The Library is exploring using LibCal software as an easy-to-use web platform designed to handle the library's calendaring needs, inclusive of hours and locations management; room and equipment reservations; event registration and management; and librarian appointment scheduler. Customers wanting to book a meeting room or study room will be able to do so online, up to a week in advance.

PROGRAMS

2022 Annual Reading Program: Solano Reads

Solano Reads is the 2022 year-long reading program. It is an all-ages, community-wide celebration of all kinds of reading and encourages reading for just twenty minutes per day. Commemorative pins will be available for each milestone: 1K, 3K, 5K, 7K minutes. There currently are 2,301 registrations and 3,048,000 minutes read.

Solano Reads 2023

The annual Solano Reads Year-Long Reading Challenge is open to all ages and runs from January through December.

- Directions: Read 20 books from 50 categories to complete the Challenge. Each book read must fit a single category prompt.
- Incentives: Earn a commemorative Solano Reads completion pin after you've read 20 books. Extra: read more than 20 books and earn a bonus pin. All registrants receive a Challenge pin at sign up. Everyone registered is automatically entered into monthly prize drawings for gift cards courtesy of Solano County Library Foundation.
- More Info: Visit solanolibrary.com/solano-reads for registration details and reading recommendations. Remember all types of books count: eBooks, audiobooks, comic books, etc!
- Website will be live in January.

Book to Action 2023

We've selected author Kelly Yang's book "New From Here" as a springboard to develop a series of family programming that center around the theme "Stop Asian Hate". The NYT bestselling book is a story "...about courage, hope, and resilience that follows an Asian American boy fighting to keep his family together and stand up to racism during the initial outbreak of the coronavirus." The Library will offer programs and discussions that support learning about the history, identity, and experiences of Asian American and Pacific Islanders (AAPI). The Library will provide opportunities to amplify AAPI voices and stories to foster empathy, understanding, and broaden the community's perspectives. The programs will be designed to:

- helps others understand the varied experiences and challenges of AAPI,
- encourage all ages to talk about anti-Asian racism, and
- celebrate AAPI culture.

The Kelly Yang author event will take place in May (Asian American Pacific Islander Heritage Month) and kick off the Book to Action programs which will run through June.

PARTNERSHIPS

Yocha Dehe Wintun Nation: Native American Heritage Month

In partnership with the Yocha Dehe Wintun Nation, the Library celebrates Native American Heritage Month by having displays and programs that promote the cultures and heritage of Native Americans. The Yocha Dehe generously donated 700 family activity kits.

Food Bank of Contra Costa and Solano – Food Drive November-December 2022

Food barrels will be in place at every branch during our annual Fall food drive. Library customers who donate food can fill out entry forms for chances to win Discover & Go prizes including passes and gift items from the Charles M. Schultz Museum.

Solano County Health and Social Services

The Library is partnering with Solano County Health and Social Services Department's Public Health - Nutrition Services Bureau: Women, Infant, and Children Supplemental Nutrition Program (WIC). The Library assists with the WIC Program's early learning initiative by providing book bundles provided by WIC to eligible clients (parents/caregivers and children 5), offering enrollment in an early literacy program and offering library cards. The program sites are Dixon Library, Fairfield Civic Center Library, Vacaville Town Square Library and Vallejo John F Kennedy Library. These branches are the closest in proximity to a WIC office.

October statistics provided by HSS:

Distributions

Dixon:	15 distributions
Vacaville:	06 distributions
Vallejo:	02 distributions
Fairfield:	47 distributions

Number of distributions per bundle:

0-2 book bundles:	49
3-5 book bundles:	51

Enrollment into 1,000 Books before Kindergarten Program:

60% enrolled
40% did not enroll

Did the family sign up for a library card:

Yes:	20%
No:	45.7%
Already has a card:	34.3%



**Report of the Director of Library Services
to the Solano County Library Advisory Council
November 2022**

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
Oct. 2022	710,968	23,772	7,228	251,316	5,134	235 / 6,739	104 / 2,192	387 / 13,742	356 / 10,054	2,021
Oct. 2021	605,092	19,126	6,654	162,818	2,202	89 / 2,720	60 / 1,379	170 / 7,702	149 / 4,546	2,117

- Circulation: Number of check outs including renewals. Total includes Law Library circulation.
- Reference: The number of questions asked; including 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 session for fiscal year.

Social Media Statistics: FY 2022/23 YTD

Website Visits	Website Page Views	Facebook Friends	Twitter Followers	Instagram Followers	TikTok Followers
603,492	1,573,104	9,214	2,911	3,025	7,749

- 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.