

SOLANO COUNTY LIBRARY ADVISORY COUNCIL

July 18, 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 May 16, 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. Strategic Plan Update and Discussion - Receive a presentation on Solano County Library’s Strategic Plan from Mike Eitner, Assistant Director of Library Services.
11. ANNOUNCEMENTS/MEMBER REPORTS
12. DATE OF NEXT MEETING: September 19, 2022
13. ADJOURNMENT

Minutes of the
SOLANO COUNTY LIBRARY ADVISORY COUNCIL
Monday, May 16, 2022

1. CALL TO ORDER:

The meeting was called to order by Chair McCallum at 6:31p.m.

2. ROLL CALL AND ESTABLISHMENT OF QUORUM:

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

Members Absent: Sergio Maciel, Kelli Mahoney

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

3. INTRODUCTIONS:

Ms. Olawski introduced Mike Eitner, Assistant Director of Library Services, Solano County Library.

4. APPROVAL OF MINUTES FOR MEETING MARCH 21, 2022

Mr. Hall moved to approve the March 21, 2022, meeting minutes; Ms. Schenk seconded. Motion carried. So ordered by 7-0 vote.

5. APPROVAL OF AGENDA.

Ms. Cobb moved to approve the May 16, 2022, agenda; Mr. Hall seconded. Motion carried. So ordered by 7-0 vote.

6. PUBLIC COMMENT:

None.

7. CORRESPONDENCE:

None.

8. DIRECTOR'S REPORT:

In addition to Ms. Olawski's written report, she reported the Library in partnership with First 5 Solano will have a presence at the Solano County Fair, which runs June 17-19. The Fair's theme is carnival-storytimes and the Library will feature information on services, popcorn, and bubbles, are some of the items that will be featured at the booth.

Chromebooks and Wi-Fi hotspots are now circulating at the branches. They are in demand and very popular. There are a total of 54 backpacks, which have had 109 checkouts so far. The book locker located in Vallejo at First 5 has had 124 checkouts.

Ms. Olawski reported the HVAC system at the Springstowne Library needs to be replaced. The City of Vallejo is aware of this issue. Ms. Olawski will keep the Council updated on this facility issue.

The S.F. Giants and Oakland A's contributed 300 tickets each for Summer Reading Program prizes this year.

In July, Ms. Olawski will update the Council on the Vacaville Cultural Center Library expansion project.

9. OLD BUSINESS:

- a. The Council will discuss *Article VI: Amendment to Bylaws* of the Solano County Library Advisory Council Bylaws and may take action regarding adding "Agenda Building" to future agendas (Article IV, Section 4). After recommended change has been approved by the Council, such change will be presented to the Board of Supervisors at a regular meeting for their approval (Amendment #5, February 10, 2009). (Attachment) **ACTION**

Mr. Dove moved to approve adding Agenda Building to the Bylaws of the Solano County Advisory Council (*Article VI: Amendment to Bylaws*); Ms. Cobb seconded. Motion carried. So ordered, 8-0 vote.

10. NEW BUSINESS:

- a. Collection Development - Receive a presentation on Solano County Library's materials selection policy and procedures from Mike Eitner, Assistant Director of Library Services.

Mr. Eitner gave a presentation on the Library's Materials Selection Policy and collection practices based on the American Library Association's Library Bill of Rights, Universal Right to Free Expression, and Labeling and Rating Systems. He explained to the Council the policy and procedures for a customer's request for reconsideration of library material or display.

11. ANNOUNCEMENTS/MEMBERS REPORTS:

- a. Ms. Schenk reported a new store at the Solano Mall, Airspot 99, opened offering entertainment for children -teaching kids how to shoot air guns. She stated the kids need to be in the library and not learning how to shoot guns. Ms. Schenk also reported she attended the Fairfield Citizen Academy and recommends others to attend as it is very educational and informative.
- b. Ms. Barney shared she is looking forward to attending the Solano County Library Foundation's Juneteenth event. This event is sold out.
- c. Mr. McCallum stated the City of Fairfield is hosting a Juneteenth event on June 18 on The Green next to the old courthouse at Texas and Jefferson streets.

- d. Mr. McCabe on behalf of the Dixon School District thanked the library system for the student library access cards and for offering free tutoring for children.

12. DATE OF NEXT MEETING:

July 18, 2022.

13. ADJOURNMENT:

The meeting adjourned at 7:25 p.m.

Suzanne Olawski
Director of Library Services

DRAFT



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

PERSONNEL

The Library is pleased to share the following staff announcements:

- **Brenda Welch** has been promoted to **Supervising Librarian** at the Vallejo Springstowne Library. Brenda previously was a Librarian for collection development in the Technical Services Division.
- **Taaren Samuelson** has been promoted to **Supervising Librarian** at the Rio Vista Library. Taaren previously was a Librarian for teen services at the Vallejo Springstowne Library.
- **Zachary Craig** has been promoted to **Senior Library Assistant** at the Vallejo JFK Library. Zachary previously was a Library Assistant at the Vallejo JFK Library.
- **Gabrielle Rosario** has been promoted to **Library Associate** at the Rio Vista Library. Gabrielle previously was a Library Assistant at Dixon Library.
- **Laura Barrow** has accepted the position of **Library Associate** at the Vacaville Town Square Library. Laura previously worked for the City of Vacaville parks and recreation division.
- **Karina Ortega-Delgadillo** has accepted the position of fulltime **Library Assistant** at the Dixon Library. Karina previously worked as a part-time Library Assistant at the Dixon Library.
- **Tyler Cavett** has accepted the position of fulltime **Library Assistant** at the Vallejo JFK Library. Tyler previously worked as a part-time Library Assistant at the Vacaville Cultural Center Library.
- **Francesca Bains** has accepted the position of **Library Associate** at the Vallejo Springstowne Library. Francesca previously worked as an assistant manager at Enterprise Rent-a-Car in Richmond and at St. Dominic's School in Benicia as a teacher's aide.
- **Laurence Bacud** has accepted a transfer to the Technical Services division as the **Librarian** for collection development.
- **Joan Fabricante** and **Allison Hansford** have accepted extra-help **Library Associate** positions. Joan works as a park ranger assistant for Sacramento County and Allison works for an insurance brokerage company.
- After **six years of service** to Solano County, Cherelyn Hunt has retired. Cherelyn was the adult Literacy Program Manager.
- After **22 years of service** to Solano County, **Teresa Stevens** has retired. Teresa was a Librarian at the Vacaville Cultural Center Library.
- **Makayla Walker**, Library Associate at the Suisun City Library, is the recipient of a (2022-2023) Spectrum Scholarship from the American Library Association (ALA). This is a highly competitive scholarship program. Makayla also received the (2022-2023) California Library Association's Edna Yelland Scholarship, which supports students in the attainment of a graduate degree in library or information studies and encourages commitment to the improvement of library services to BIPOC (Black, Indigenous, and people of color) communities. Makayla is earning her MLIS through the University of Denver graduate degree program.

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

Vallejo John F. Kennedy Library

- 1.0 Supervising Library Assistant

- 1.0 Librarian

Vallejo Springstowne Library

- 1.0 Librarian
- 0.5 Library Assistant

Vacaville Cultural Center

- 0.5 Library Assistant
- 1.0 Librarian

Fairfield Civic Center Library

- 0.5 Library Assistant

Dixon Library

- 0.5 Library Assistant

Adult Literacy Program

- 1.0 Literacy Program Manager
- 1.0 Literacy Program Assistant

Fairfield/Vallejo Cluster

- 1.0 Library Branch Manager

OPERATIONS

Facilities

- Video Conferencing for Library Meeting Rooms
Library IT has purchased the hardware (state-of-the-art cameras and microphones) and is working with Zoom to integrate our new hardware with their conference room solution, Zoom Rooms. Zoom Rooms will give our staff and/or patrons the ability to easily run or join a meeting and is perfect for a hybrid environment. We will roll out Zoom Rooms at the Fairfield Civic Center Library, using it as a pilot site, in September followed by Fairfield Cordelia Library, Suisun City Library then Vacaville Town Square Library and training staff on how to use both the hardware and software.
- Vallejo Springstowne Library
A new air conditioner unit was installed in early June. Springstowne staff and users are incredibly happy with this improvement. A 10x10 exterior storage container is on backorder. Once installed, it will be used to store season items, overstock, and program equipment thus freeing up workroom space and securing items currently stored outside.
- Vacaville Cultural Center Library
The Vacaville Unified School District/Library District Board received a presentation at their June meeting on infrastructure needs, cost estimates, and possible expansion options for meeting room space at the Vacaville Cultural Center Library. No action was taken at the meeting and further conversations will ensue.

FY2022-23 Budget

The Board of Supervisors passed the County's FY2022-23 budget of \$1.3B on June 23, 2022, inclusive of the Library's \$27.8M budget, which your Council approved in March 2022. Projects of note in the Library's budget include

acquiring an outreach van, microfilm/microfiche reader replacement, smart (tele)conference meeting room technology, exterior signage replacement and systemwide library information technology infrastructure upgrades.

CA STATE LIBRARY

Library Programs funded in the FY2022-23 Budget:

- **\$5 million in ongoing funding for Lunch at the Library.** Funding was increased this year from \$1 million to \$5 million and the fact that the funding will now be “ongoing” in nature (rather than a one-time appropriation) allows public libraries to be able to plan their programs year-to-year.
- **\$50 million (one-time funding) in public library infrastructure grants for Budget year 2022-23.** This funding is on the heels of last year’s Budget, which provided \$439 million for library infrastructure grants. The \$50 million will have a \$10 million grant cap per project and will require a local match. The Budget also includes language indicating legislative intent to provide an additional \$100 million in library infrastructure grants in Budget year 2023-24 as well.
- **\$10 million (one-time funding) for online job training and workforce development resources at public libraries.** The \$10 million would continue to fund popular online programs, such as Coursera, LinkedIn Learning, VetNow, JobNow, etc.
- **\$68 million to create the “Statewide Imagination Library, a California iteration of Dolly Parton’s Imagination Library under the administration of the State Librarian.”** This program registers children ages 0-5 to receive free books, which are sent to their home via the Dolly Parton Imagination Library. Libraries and others would partner with non-profits to provide the service. A corresponding bill, SB 1183 (which will implement the program), is making its way through the legislature with strong, bi-partisan support. The bill is authored by former Republican Leader Senator Shannon Grove, and her co-author, the Senate President pro Tem Toni Atkins.
- **State Parks Passes**—an increase of **\$13.5 million** one-time General Fund for the California Department of Parks and Recreation to expand availability of state parks passes offered via local libraries, in partnership with the California State Library.

CALIFORNIA LIBRARY ASSOCIATION (CLA)

- **Solano County Library Wins a CLA PRExcellence Award**
Solano County Library has won a 2022 California Library Association PRExcellence Award! The award was bestowed upon the Library for a video game “commercial” directed by librarian Chris Diaz and starring several members of our phenomenally talented library staff. The *PRExcellence* Awards honor the highest quality efforts of California libraries in promoting and communicating their message to their customers. The video can be viewed at <https://www.youtube.com/watch?v=AbU3tS2Gdmg&t=34s>. This is the Library’s second PRExcellence Award.
- Thirteen staff members attended the 2022 CLA Conference, which was held in-person from June 2-4 in Sacramento. This annual conference serves as the foremost professional development opportunity in the state for librarians and library staff. Five of the 13 staff members were presenters at the conference.

COLLECTIONS, RESOURCES & SERVICES

Career Online High School (COHS)

Staff have partnered with Solano County CalWORKs Welfare-to-Work program to promote COHS and have received several inquiries from new students due to referrals from case workers. Welfare-to-Work can provide students with computers, Wi-Fi access, and other resources while they are working on their education, which makes this a very beneficial partnership.

Solano County Library has been identified by Career Online High School as being a “Partner with GUTS,” which is defined as being a high-volume partner with the **Greatest Utilization of Their Scholarships**.

An in-person graduation for COHS students was held on June 22, 2022, at the County Events Center. Fifteen students were eligible to attend the event and those graduates who were able to attend all expressed how happy they were to have had the opportunity to earn their high school diplomas. Having a graduation event was very meaningful to them.



Number of active students: 17
 Total number of graduates: 23
 # of 2022 graduates: 15
 # of remaining scholarships: 14

PROGRAMS

2022 Annual Reading Program: Solano Reads

Solano Reads is the 2022 year-long reading program. It’s an all-ages, community-wide celebration of all kinds of reading and encourages reading for just twenty minutes per day. Registration is online or at any Solano County Library branch. Commemorative pins will be available for each milestone: 1K, 3K, 5K, 7K minutes. All registrants will be eligible for quarterly prizes which will include donated gift cards and other giveaways. There currently are **1,983 registrations** and **2,252,7107 minutes read**.

JUL 2022	COR	DIX	FCC	JFK	RIO	SPR	SUI	VCC	VTS
REG #	210	170	232	318	61	218	174	428	172
MINUTES	192,787	203,067	397,241	357,784	32,852	278,754	203,134	457,209	129,279

Student Access Card Program Update

- Completed: Dixon Unified School District
- Completed: Fairfield-Suisun Unified School District
- Completed: Travis Unified School District
- Completed: MIT / Griffin Academies (Vallejo Charter School)
- Completed: Vacaville Unified School District (April 5, 2022)
- In-progress: Vallejo City Unified School District
 - o The Memorandum of Agreement has been signed by all parties. VCUSD and Library IT staff are working on data export/import.
- Contacted: River Delta Unified School District
 - o No response

As of June 30, 2022 there were **53,536 student access cards** registered. From July 1, 2021 to June 30, 2022, users with student access cards checked out 11,448 physical items. Circulation cannot be broken out by district. During the same period, 14,221 e-Books/Audiobooks were checked-out from Overdrive either from the Library (Libby) app or through Sora, a District’s Overdrive app. Sora is the reading platform (app and website) that schools use to access eBooks and audiobooks from OverDrive. Additionally, there were 10,335 checkouts from Hoopla, a digital media service which provides access to movies, music, audiobooks, e-books and comics/graphic novels.

2022 Summer Reading Program: Go Anywhere from Here (June 1 - July 31)

Participants of all ages are welcome to pick up an activity passport beginning June 1 and set their goals for the number of passport activities they plan to complete over the summer. For each activity completed, participants come into the library to get their passport stamped. Everyone receives a tote bag at registration. There will be prize drawings each week for ferry passes, baseball tickets, and Jelly Belly gifts. Goal prizes: Adults/commemorative pin, Children/YA/Book Prize. Book prizes sponsored by the Solano County Library Foundation. **There currently are 5,432 registrants who have completed 268 personal goals.**

JUL 2022	COR	DIX	FCC	JFK	RIO	SPR	SUI	VCC	VTS
REG #	432	666	735	1,071	152	287	366	1,099	624
COMPLETIONS	23	35	33	30	11	11	14	69	42

2022 Lunch at the Library

The Library will be participating in the CA State Library 2022 Lunch at the Library program. All branches will be participating as either a library meal site, pop-up library at a community meal site and/or a farm to summer site. The following branches serve as meal sites and to date **6,320 meals** have been served to-date at the Library.

2022 L@L	DIX	FCC	JFK	RIO	VTS
Meals Served	1,400	3,420	400	300	800

STATISTICS YEAR TO DATE: FY2021/22

Month	Circulation	Reference	Registration	Gate Count	Volunteer Hours	Adult Programs / Attendance	YA Programs / Attendance	School Programs / Attendance	Pre-School Programs / Attendance	Tutor.com
February	1,165,728	40,403	11,540	331,680	5,678	180 / 7,232	101 / 2,028	258 / 10,955	323 / 6,808	5,701
March	1,366,022	45,686	13,026	387,887	6,703	203 / 7,623	117 / 2,549	361 / 12,742	406 / 9,025	7,114
May	1,689,956	56,589	15,862	492,475	9,122	307 / 11,090	147 / 4,034	529 / 18,264	580 / 13,983	7,734

- 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.

End of Year (2021-2022) Social Media Statistics

Website Visits	Website Page Views	Facebook Friends	Twitter Followers	Instagram Followers	TikTok Followers
622,287	1,541,448	8,800	2,926	2,866	7,710

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