

## SOLANO COUNTY LIBRARY ADVISORY COUNCIL

September 19, 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 July 18, 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
  - a. Agenda Building – Receive an update on the Council's request to add "agenda building" to the regular meeting agenda.
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
11. ANNOUNCEMENTS/MEMBER REPORTS
12. DATE OF NEXT MEETING: November 21, 2022
13. ADJOURNMENT

Minutes of the  
**SOLANO COUNTY LIBRARY ADVISORY COUNCIL**  
**Monday, July 18, 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, Sergio Maciel, Neil Hall, Kelli Mahoney, Dave McCallum, Lloyd McCabe

**Members Absent:** Ariel Orilla

**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:**

None.

**4. APPROVAL OF MINUTES FOR MEETING May 16, 2022**

Mr. McCabe moved to approve the May 16, 2022 meeting minutes; Ms. Schenk seconded. Motion carried. So ordered by 7-0 vote.

**5. APPROVAL OF AGENDA.**

Mr. Hall moved to approve the July 18, 2022, agenda; Mr. Maciel seconded. Motion carried. So ordered by 8-0 vote.

**6. PUBLIC COMMENT:**

None.

**7. CORRESPONDENCE:**

None.

**8. DIRECTOR'S REPORT:**

In addition to Ms. Olawski's written report, she reported the Vacaville Unified School District Library District Board did not act on the Vacaville Library Commission's expansion recommendation for the Vacaville Cultural Center Library. The Board may hold a special workshop in August to discuss the project.

The Library currently has 37 state park passes for check out (156 holds for the passes) and more will be forthcoming from the California State Library.

The Civil Grand Jury has posted their report about library operations to their website. Ms. Olawski needs to respond by August 29.

Ms. Cobb stated the meeting room reservations process needs to be consistent; make sure all library branches are doing the same. Ms. Cobb also stated when the Library discontinued LibraryElf, she noticed she is not getting text message notifications. Mr. Eitner stated he will research this issue.

Mr. McCallum inquired if the Grand Jury report included financial review; Ms. Olawski stated it was an operational review.

9. **OLD BUSINESS:**

None.

10. **NEW BUSINESS:**

Strategic Plan Update and Discussion - Receive a presentation on Solano County Library's Strategic Plan from Mike Eitner, Assistant Director of Library Services.

Mr. Eitner reported the Library began stakeholder input in late 2021, which has included community conversation groups, a phone survey, website survey, stakeholder forums, meetings with elected officials, staff and town hall meetings, and engagement boards in the libraries. Mr. Eitner asked the Council for their feedback by asking three questions of the Council: What are the greatest assets in the City/District you represent? What are the greatest needs in your City/District? How can the Library help better serve your City/District? Mr. Eitner will compile the responses from the Council which will inform the plan.

11. **ANNOUNCEMENTS/MEMBERS REPORTS:**

Mr. Dove reported the City of Vallejo installed a new air conditioning unit at Springstowne Library.

Ms. Cobb attended the Solano County Library Foundation's Juneteenth event; she enjoyed the event and would like to see more events like this.

Ms. Barney attended the Solano County Library Foundation's Juneteenth event; she stated it was a wonderful event.

Mr. McCallum stated St. Mark's School in Fairfield will be holding their annual back to school resource fair on Saturday, August 13, 2022 from 10am to 1 pm; backpacks will be distributed to about 1500 students (PreK-12<sup>th</sup> Grade - students need to be present). He also stated he sees the library staff out in the community at different local events.

Mr. McCabe thanked the library for involving Dixon Unified School District.

12. **DATE OF NEXT MEETING:**

September 19, 2022.

13. **ADJOURNMENT:**

The meeting adjourned at 7:45 p.m.

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**Suzanne Olawski**  
**Director of Library Services**

## PERSONNEL

The Library is pleased to share the following staff announcements:

- **Tim Madigan** has been promoted to **Literacy Program Manager** of the Adult Literacy program. Tim previously was the Supervising Librarian at the Fairfield Civic Center Library.
- **Lisa Delgado** has been promoted to **Supervising Library Assistant** at the Vallejo JFK Library. Lisa previously was a Library Assistant at the Vallejo Springstowne Library.
- **Jim Rice** has accepted the position of part-time **Librarian** at the Fairfield Civic Center Library. Jim previously worked as an extra-help librarian for the cities of Benicia and Richmond.
- **Alexa Minasian** has accepted the position of fulltime **Librarian** at the Fairfield Civic Center Library. Alexa has recently worked as a children’s librarian in the state of Iowa.
- **Emily Sutherland** has accepted the position of part-time **Library Assistant** at the Vallejo Springstowne Library. Emily also works for the Vacaville Unified School District.
- **Shawn Bacud** has been promoted to part-time **Library Assistant** at the Vacaville Cultural Center Library. Shawn previously had worked as a Library Aide.
- **Vanessa Quesada** has accepted a transfer to the Suisun City Library as the **Librarian** for children’s services. Vanessa previously worked as a Librarian at the Fairfield Civic Center Library.

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

### Vallejo John F. Kennedy Library

- 1.0 Librarian (2)
- 0.4 Library Aide (2)

### Vallejo Springstowne Library

- 1.0 Librarian
- 1.0 Library Assistant
- 0.4 Library Aide (2)

### Vacaville Cultural Center

- 1.0 Librarian
- 0.4 Library Aide (2)

### Fairfield Civic Center Library

- 1.0 Supervising Librarian
- 1.0 Library Assistant
- 0.4 Library Aide (3)

### Dixon Library

- 1.0 Library Assistant
- 0.4 Library Aide

### Adult Literacy Program

- 1.0 Literacy Program Assistant

- 0.4 Library Aide

Fairfield/Vallejo Cluster

- 1.0 Library Branch Manager

## OPERATIONS

### Facilities

The Library received a grant from the Bay Area Air Quality Management District (Air District) as part of their *Clean Air Centers* program. The Clean Air Center Program is a grant program designed to provide funding to purchase portable air cleaners and retrofit ventilation systems to create a network of clean air centers where people in vulnerable communities with high documented smoke burden can find respite from wildfires and other smoke events. This grant program is funded by Assembly Bill 836 as part of the California Air Resources Board's *Wildfire Smoke Clean Air Centers for Vulnerable Populations Pilot*.

Funds will be used to purchase portable air cleaners and supplies for all Solano County Library branches. The branches will serve as *clean air centers* during hazardous air events as determined by the County's Office of Emergency Services.

## COLLECTIONS, RESOURCES & SERVICES

### Collections

- Social Justice Kits

Earlier this year, the library introduced Social Justice Kits into our collection. These kits provide an overview of each topic with the aim to promote discussion and encourage learning on social justice topics. The library added three new kits in August: Stop AAPI Hate (for children), Migrant Workers, and Dreamers.

- eResources

Freegal is the library's digital music service which offers free downloads for our patrons. In August, Freegal increased our download limit from three to five, so now patrons may enjoy five downloads each day.

Hoopla, an eBook provider that offers simultaneous use of eBooks, curated a collection of banned eBooks and eAudiobooks. The intention is to highlight challenged books and offer patrons the ability to read or listen to them instantly, without having to wait in a queue.

### Technology

- The library's WiFi project is nearly complete. Library patrons can expect to access fast and seamless WiFi in the library parking lot and also extended throughout the library. Coverage is much better, and users need only accept the terms (which are good for 24 hours) rather than entering a password. The final piece of the project will see coverage extend to staff areas in the libraries as well as technical services.
- The Becker-Balmer Room at Fairfield Civic Center Library is getting state-of-the-art audio-visual hardware installed in September. This new equipment will accommodate our forthcoming Zoom Rooms licenses. Zoom Rooms is a conference room solution that is designed for hybrid meetings, like virtual storytime or online meetings.
- Polaris. The library's new database is configured in a test environment. Staff are currently testing the data as well as the database structure and are preparing for training coming in late September. We will begin our marketing campaign, alerting the public to the forthcoming changes, also in late September.
- Public PCs. New public PCs have been deployed at all the public library branches. Patrons can expect to see bigger monitors and faster, more modern computers.

- Nine new Citizenship Corner iPads will be installed in each branch in September. As well, 25 new floating Literacy iPads will be deployed at Fairfield Civic Center, Vacaville Cultural Center, and the John F. Kennedy libraries.
- Borrowing limits have increased for “regular” library card holders. Customers now enjoy an increased borrowing and hold limit of 75 (up from 50). Temporary library card patrons have an increased borrowing and hold limit of 15 (up from five).

### Literacy

The Library has been awarded a grant through the CA State Library to fund two part-time (20 hours/week) AmeriCorps positions. These positions are expected to be filled this fall and will add additional support to the program.

## **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 **2,225 registrations** and **3,048,000 minutes read**.

### 2022 Summer Reading Program Wrap Up

The Summer Reading Program had **6,119 registrants** of which 26% completed their personal participation goals. Registration by age group was: 857 preschoolers, 3,081 school-age children, 654 teens and 1,527 adults.

### 2022 Lunch at the Library Wrap Up

The Library distributed **13,813 meals** through participation in the CA State Library 2022 Lunch at the Library program and distributed approximately **2,000 books** and **1,000 craft kits** at off-site meal locations as part of the grant program. Dixon Library was the only meal site in the city; whereas there were multiple meal sites within the other districts. Meals served: DIX: 4,798; FCC: 6,491; JFK: 1,425; RIO: 560 and VTS: 539.

### Author Visit & Book Signing with Jamie Ford

New York Times bestselling author **Jamie Ford** will be at the Fairfield Civic Center Library on **Thursday, October 6th** 6:00pm to 7:30pm for a presentation and book signing. The Northwest native is best known for his novel “Hotel on the Corner of Bitter and Sweet,” which tells a story of friendship between a Chinese boy and Japanese girl during the Japanese internment in America during World War II. His latest novel, "The Many Daughters of Afong Moy" has recently been selected as a Today Show Read with Jenna Book Club Pick. Books will be available for purchase before and after the author talk.

### Library Card Sign Up Month

September is Library Card Sign-Up Month. Solano County Library wants to remind parents, caregivers, and students that signing up for a library card is the first step towards academic achievement and lifelong learning. Children, ages 6 and under, who sign up for their first library card this month will receive a free book tote.

### Banned Books Month

Banned Books Week is an annual event celebrating the freedom to read. Banned Books Week was launched in 1982 in response to a sudden surge in the number of challenges to books in schools, bookstores and libraries. Typically held during the last week of September, it highlights the value of free and open access to information. The Library is celebrating the freedom to read the entire month of September. Banned books displays are set up at the branches and library staff have compiled a list of banned books which can be checked out in eBook, eAudiobook, or print format.

### Teen Writing Contest: September 5 to October 31, 2022

Solano County Library’s annual teen writing contest is a chance for local teens to showcase their work in a supportive environment and to win prizes and publication. Open to ages 12 through 18, teens are invited to submit original poetry or short story to be judged by a panel of Solano County Library’s expert young adult staff for creativity, style and voice.

#### Lawyers in the Library

This popular program is resuming in a hybrid format. Local attorneys offer free legal advice and referral. Lawyer consultations last up to 20 minutes and there is no “attorney-client” relationship. Lawyers will be virtual and customers will be in the Library connecting with an attorney through a library Chromebook and WiFi. Lawyers have been more receptive to participating as they do not have to drive to a location and can connect from anywhere. The program currently is available at the Fairfield Civic Center (3<sup>rd</sup> Thursday) and Vallejo JFK libraries (1<sup>st</sup> and 3<sup>rd</sup> Wednesdays).

#### **PARTNERSHIPS**

Solano County Library is proudly partnering with **SolanoConnex**, a partnership between the County and Touro University, to improve access to existing mental and emotional health services. **SolanoConnex** has provided mental health kiosks in the Dixon Library, Fairfield Civic Center Library and the Vallejo JFK Library. The kiosks have an app loaded on them that guides users to over 100 mental and emotional health services available throughout the county. The app offers live support in English, Spanish, and Tagalog.

**FY 2021/2022 End of Year Statistics**

Year	Circulation	Reference	Registration	Gate Count	Volunteer Hours	Adult		YA		School Age		Pre-School	
						Programs / Attendance	Programs / Attendance	Programs / Attendance	Programs / Attendance	Programs / Attendance	Programs / Attendance		
June 2022	1,856,623	62,040	17,876	552,804	10,570	378	12,818	180	4,305	668	23,842	673	17,543
June 2021	1,335,346	32,995	6,354	306,870	3,923	73	1,753	159	1,513	306	10,981	109	2,899
June 2020	1,398,840	125,263	18,918	1,016,124	21,568	724	13,617	264	7,416	657	42,103	1,042	2,687
June 2019	1,889,095	155,153	32,891	1,454,986	31,741	1,026	25,264	302	11,674	1,210	72,785	1,371	42,993

**FY 2021/2022 End of Year Digital Statistics** (included in total circulation)

Year	Overdrive	Hoopla	Kanopy	Freegal Music	Platform	Material
					June 2022	223,760
June 2021	176,380	80,749	9,537	--	Hoopla	eBooks, audiobooks, comics, movies, TV, magazines, and music
June 2020	118,661	57,417	6,124	--	Kanopy	documentaries, foreign films, classic cinema, independent films and educational videos
June 2019	119,751	34,313	--	--	Freegal Music	Streaming music and five downloads a week

- Circulation: Number of check outs including digital and 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.

**FY 2021/2022 End of Year Social Media Statistics**

Year	Website Visits	Website Page Views	Facebook Friends	Twitter Followers	Instagram Followers	TikTok Followers
June 2022	622,287	1,541,448	8,800	2,926	2,866	7,710
June 2021	631,079	1,236,329	8,398	2,879	2,615	5,985
June 2020	--	1,172,134	7,258	2,855	2,200	--
June 2019	--	1,217,661	5,900	2,800	1,700	--

- 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.