

SOLANO COUNTY LIBRARY ADVISORY COUNCIL

Monday, March 21, 2022

6:30 p.m.

LOCATION: Becker-Balmer Meeting Room, Fairfield Civic Center Library
1150 Kentucky Street, 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 Center Library, 1150 Kentucky Street, Fairfield, CA during normal business hours.

AGENDA

1. CALL TO ORDER
2. ROLL CALL AND ESTABLISHMENT OF QUORUM
3. INTRODUCTIONS
4. APPROVAL OF MINUTES AS MAILED FOR MEETING OF JANUARY 24, 2022 - Attachment - **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
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**
 - b. The Council will discuss and may take action on correspondence to the Vacaville Friends in support of space for a bookstore as part of the Vacaville Cultural Center Library expansion project. **ACTION**
10. NEW BUSINESS
 - a. The Council will discuss the FY2022/23 requested budget and may take action. (Attachment) **ACTION**

- b. The Council will discuss *Article II, Section 4: Members of Advisory Council* of the Solano County Library Advisory Council Bylaws. The Chair of the Council may request a new appointment be made to represent the City of Vallejo. (attachment)

11. ANNOUNCEMENTS/MEMBER REPORTS

12. DATE OF NEXT MEETING – May 16, 2022

13. ADJOURNMENT

Minutes of the
SOLANO COUNTY LIBRARY ADVISORY COUNCIL
Monday, January 24, 2022

1. CALL TO ORDER:

The meeting was called to order by Chair Hall at 6:34 p.m.

2. ROLL CALL AND ESTABLISHMENT OF QUORUM:

Members Present: Noah Dove, Dave McCallum, Kelli Mahoney, Sergio Maciel, Dotty Schenk, Neil Hall, Stephanie Cobb

Members Absent: Ariel Ortila, Maria Hernandez, Lloyd McCabe, Diane Barney

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

3. ADOPT RESOLUTION 2022-01 OF THE SOLANO COUNTY LIBRARY ADVISORY COUNCIL REMOTE TELECONFERENCE MEETINGS PURSUANT TO ASSEMBLY BILL 361 AND MAKE FINDINGS AND DETERMINATIONS REGARDING THE SAME.

Ms. Cobb move to adopt Resolution 2022-01; seconded by Ms. Schenk. Motion carried. So ordered 6-0 vote.

Yes Noah Dove
Yes Dave McCallum
Yes Sergio Maciel
Yes Dotty Schenk
Yes Neil Hall
Yes Stephanie Cobb

4. INTRODUCTIONS:

Sergio Maciel introduced himself to the Council and gave a brief bio. Mr. Maciel was appointed by Supervisor Mashburn and represents District 5.

5. APPROVAL OF MINUTES AS MAILED FOR MEETING OF November 15, 2021:

Mr. McCallum moved to approve the November 15, 2021, meeting minutes as amended with the correct spelling of *Mishka's Dream: A Christmas Story*; seconded by Ms. Cobb. Motion carried. So ordered by 6-0 vote.

Yes Noah Dove
Yes Dave McCallum
Yes Sergio Maciel
Yes Dotty Schenk
Yes Neil Hall
Yes Stephanie Cobb

6. APPROVAL OF AGENDA.

Mr. Dove would like to add Agenda Items for Next Meeting to the agenda after New Business. Mr. Maciel moved to approve the agenda for the January 24, 2022, meeting as amended; Mr. McCallum seconded. Motion carried. So ordered by 6-0 vote.

Yes Noah Dove
Yes Dave McCallum
Yes Sergio Maciel
Yes Dotty Schenk
Yes Neil Hall
Yes Stephanie Cobb

7. PUBLIC COMMENT:

None.

8. CORRESPONDENCE:

None.

9. DIRECTOR'S REPORT:

Ms. Olawski highlighted various items from her written report.

Mr. Hall inquired about if the library has a good relationship with the school districts. Ms. Olawski stated the Children's librarians have the strongest connection with the schools and overall, the library has a good relationship with the school districts.

Mr. Hall also inquired if the library is working on a new strategic plan. The one on the website is dated 2017-2023. Ms. Olawski stated the library is starting the process of developing a new strategic plan and will be taking a contract to the Board of Supervisors in February for services to conduct phone surveys and collate the results. Community stakeholders meetings will take place as part of the process, too.

Mr. Hall and Ms. Schenk complimented Ms. Olawski on her written report.

10. OLD BUSINESS:

a. Ms. Olawski presented the resolution of the Solano County Library Advisory Council recognizing the service of Ronald Gustav Heinrich who served with distinction on the Solano County Library Advisory Council from April 2005 until October 2021.

11. NEW BUSINESS:

a. Topic/goals of the Solano County Library Advisory Council: The Council will discuss their topic and goals for the coming year.

The Council discussed what Library programs/outreach they would like to have more information about to better enable them to be a voice for the library in the community. The Council agreed on the following topics for the year:

- Strategic Planning
- Community Relations and Marketing
- Library Programs
- School Outreach

b. Election of Officers: Council will elect a Chair and Vice-Chair for 2022.

Mr. Hall moved to elect Dave McCallum as Chair of the Solano County Library Advisory Council; Mr. Maciel seconded. Motion carried. So ordered 7-0 vote.

Yes Noah Dove
Yes Dave McCallum
Yes Kelli Mahoney
Yes Sergio Maciel
Yes Dotty Schenk
Yes Neil Hall
Yes Stephanie Cobb

Mr. Hall moved to elect Noah Dove as Vice-Chair; Ms. Mahoney seconded. Motion carried. So ordered 7-0 vote.

Yes Noah Dove
Yes Dave McCallum
Yes Kelli Mahoney
Yes Sergio Maciel
Yes Dotty Schenk
Yes Neil Hall
Yes Stephanie Cobb

12. ANNOUCEMENTS/MEMBERS REPORTS:

- a. Mr. Dove reported a focus group for the library's Strategic Plan will be on January 29, 2022, in Vallejo.

Mr. Dove inquired about an update on the repair of the windows at the JFK Library. Ms. Sheldon stated she contacted the City of Vallejo's maintenance department and the City stated they are working with a vendor to schedule repairs; Ms. Olawski stated there are windows that need repairing at City Hall, as well; the City is coordinating the repairs of both. Ms. Sheldon will follow up with the City of Vallejo.

- b. Ms. Mahoney stated she is looking forward to the Amy Tan event in March. In February tickets will be available for all if you didn't already have a ticket from the cancelled event. Ms. Mahoney stated there is a documentary on Netflix about Amy Tan.

- c. Mr. Dove suggested the Council draft a letter to the Friends of the Vacaville Libraries in support of space for a bookstore with the expansion project of the Vacaville Cultural Center Library.

13. DATE OF NEXT MEETING:

March 21, 2022.

14. ADJOURNMENT:

The meeting adjourned at 7:30 p.m.

Suzanne Olawski
Director of Library Services

DRAFT

PERSONNEL

The Library is pleased to share the following staff announcements:

- **Megan Wong** has accepted the position of **Deputy Director for Support Services**. She currently works as the Technical Services and IT Manager at Burlingame Public Library. Before joining Burlingame Public Library, Megan worked at HealthRIGHT 360, Santa Clara County Library District, and Sacramento Public Library. She earned her master's degree in Library and Information Science from San Jose State University.
- **Jamie Poirier** has accepted the position of **Deputy Director for Public Services**. She previously worked as a Division Head at San Rafael Public Library. Before joining San Rafael Public Library, Jamie worked at Roseville Public Library. She earned her master's degree in Library and Information Science from the University of Washington.
- **Shazia Wilson, Supervising Librarian**, has accepted a transfer to the Technical Services division, joining the Collection Development, Acquisitions, and Link+ team. She currently works at Fairfield Cordelia Library.
- **Michelle Franzen, Supervising Librarian**, has accepted a transfer to the Fairfield Cordelia Library. She currently works at Vallejo Springstowne Library.
- **Lisa Delgado** has accepted the position of fulltime **Library Assistant** at the Vallejo Springstowne Library. She previously worked as an extra-help Library Assistant for Solano County and is a freelance writer and editor.
- **Amanda Raver** has accepted a transfer to the Technical Services division as the **Library Associate** for cataloging. She was previously the Library Associate for acquisitions.
- **Delilah Wilson** has accepted a transfer to the Technical Services Division as the **Library Associate** for acquisitions. She previously was a Library Associate at Vacaville Town Square Library.
- **Rhea Gardner** has accepted a transfer to the Dixon Library as **Supervising Librarian**. She previously was the Supervising Librarian at the Rio Vista Library.
- After **22 years of service** to Solano County, **Junella Hays** has retired. Junella was the Supervising Library Assistant at the Vallejo John F. Kennedy Library.
- After **15 years of service** to Solano County, **Beth Molyneux** has retired. Beth was the Supervising Librarian for the Technical Services division.
- After **15 years of service** to Solano County, **Jana Craig** has retired. Jana was the Library Associate in charge of circulation services at the Vallejo Springstowne Library.

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

Rio Vista Library

- 1.0 Supervising Librarian

Vacaville Town Square Library

- 1.0 Library Associate

Vallejo John F. Kennedy Library

- 1.0 Supervising Library Assistant

Vallejo Springstowne Library

- 1.0 Supervising Librarian
- 0.5 Library Assistant

OPERATIONS

COVID-19: Operational Impacts Update

The California Department of Public Health (CDPH) issued new face mask use guidance, some of which went into effect on March 1, 2022, the remainder of which went into effect on March 11, 2022. Overall, the new guidelines relax face masking requirements but still urge caution in indoor spaces:

- Effective March 1, 2022, the requirement that unvaccinated individuals mask in indoor public settings changed to a strong recommendation that all persons, regardless of vaccine status, continue indoor masking.
- Effective March 12, 2022, the universal masking requirement for K-12 and childcare settings terminated, although CDPH strongly recommends that individuals in these settings continue to mask.
- Universal masking shall remain required in specified high-risk settings, consistent with CDC recommendations: public transit, stations, terminals, and airports; healthcare; emergency shelters; jails/prisons; homeless shelters; and long-term care.
- CDPH is maintaining the requirement that any individual who wants to wear a mask may do so if they desire.

Employers are still subject to the Cal/OSHA COVID-19 Emergency Temporary Standards, and the County still has PPE available and safety practices in place for staff. Supplemental Paid Sick Leave (SPSL), approved by Governor Newsom (SB114), is available to staff through September 30, 2022 for when an employee is unable to work for reasons related to COVID-19. All library locations are fully accessible without restriction and indoor programs have resumed at all locations.

Strategic Planning

Strategic planning efforts are underway. Staff have met with 22 community groups throughout the county and the Library has contracted with a communications firm to conduct 600 phone surveys with the option to conduct the survey in Spanish. An online survey is being translated into Spanish and will be posted soon and likely run for four (4) weeks. Town hall meetings and key stakeholder interviews are being planned and will occur over the next several months. We are hoping to complete the engagement process by the end of summer and the plan drafted by the end of the of calendar year.

COLLECTIONS, RESOURCES & SERVICES

Social Justice Book Kits

Staff created Social Justice Book Kits, which are intended to spark conversations around current social justice movements. Library staff have selected books, films, and other resources to inspire deeper learning for individuals, families, and the greater community. There are eight (8) adult/teen kits and five (5) children’s kits, inclusive of such topics as disability rights, immigration, race equity, Native American rights, and Black Lives Matter. More information can be located on the Library’s [Equity, Diversity, and Inclusion](https://solanolibrary.com/services/scl-edi/) web page (<https://solanolibrary.com/services/scl-edi/>). The page also includes resources and materials that library users have access to with their Solano County Library card, such as Words for Change, “I See Me” booklists for children and their caregivers and Solano Stories.

Chromebooks and WiFi Kits

To-go kits consisting of a Chromebook and WiFi hotspot will be available to check-out this spring. While the Library has been circulating hotspots since 2020, we are now pairing some with Chromebooks for checkout. Currently

Chromebooks may be checked out for in-library use only. 50 kits will be available for circulation. WiFi hotspots circulated 1,152 times in FY2020/21 and 997 times to date in FY 2021/22.

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 899 registrations and 709,441 minutes read.

	COR	DIX	FCC	JFK	RIO	SPR	SUI	VCC	VTS
REG #	83	59	153	125	26	92	127	147	87
MINUTES	44,416	76,755	129,559	123,210	9,638	57,220	83,129	143,300	42,214

Student Access Card Program Update

- Completed: Dixon Unified School District
- Completed: Fairfield-Suisun Unified School District
- Completed: Travis Unified School District
- Completed: MIT Academies (Vallejo Charter School)
- In-progress: Vacaville Unified School District
 - o The VUSD and Library IT teams are working on data export/import and testing; expect to “go live” by June 2022
- In-progress: Vallejo Unified School District
 - o A Memorandum of Agreement has been reached and is in process for signatures. Next steps include setup, data export/import and testing. We hope to complete the process and “go live” by August 2022.
- Contacted: River Delta Unified School District
 - o Waiting on response

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

Participants will receive a passport filled with challenges and choose their own goals (the number of challenges they want to complete). Each time they complete a challenge, they’ll get their passport stamped. Most challenges are reading related but also include ventures like go for a hike or write a poem. When participants complete their goal, they will receive a book prize. Kids will have preselected book prizes to choose from. Teens will get to order book prizes under \$10 from Amazon. Adults will receive an enamel pin. There will be weekly drawings for Jelly Belly prizes, ferry passes, and gift certificates donated by the Solano Town Center. Every participant will receive a reading bag when they sign up. Prize books are funded by a generous donation from the Solano County Library Foundation.

2022 Book to Action: Groundbreaking Women (March – June)

The Library is developing a series of programs around Stacey Lee’s historical fiction “The Downstairs Girl,” a story about an inspirational young Chinese-American woman who challenges racial and gender issues during the Gilded Age. A companion novel by Kelly Yang, “Front Desk,” has been selected for younger readers. “Front Desk” is a powerful tale loosely based on the author's experience as an immigrant growing up in America. Both authors are from the Bay Area. Programming will include stories and accomplishments of local women of color and celebrate multiculturalism to promote a sense of community for teens and adults and reflect the diversity within our county. Book groups, school outreach, food programs and an author event are being planned.

PARTNERSHIPS

Solano County Parks

The Library is partnering with the Solano County Parks department to promote outdoor learning and (re)introduce individuals and families to the many wonderful parks and outdoor recreation facilities in Solano County. The Library will be lending (40) themed backpacks to explore local trails and parks. Backpacks include:

- California Hiking with Kids: 50 Hiking Adventures for Families (book)
- California Nature Set: Field Guides to Wildlife, Birds, Trees & Wildflowers of California
- 52 Weekend Adventures in Northern California: My Favorite Outdoor Getaways (book)
- Binoculars
- Magnifying Glass
- Bay Area Ridge Trail in Solano County (pamphlet)
- Explore the Carquinez Strait Scenic Loop Trail (pamphlet)
- Solano County Parks (pamphlet)
- Solano County Outdoor Guide (booklet)

Solano County Parks staff, including rangers and docents, will host public presentations, lead walks and other outdoor activities, and provide print materials at low or no cost. The Library already works closely with the Solano Land Trust and city parks and recreation agencies, attending outreach events and providing storytimes and storywalks in support of outdoor learning.

California State Parks/State Library: Outdoor Access for All

Through this initiative, California State Park parking/day-use hangtags will be distributed to public libraries throughout California for check-out by library patrons. Passes will provide free day use admission to select state parks. This program is expected to launch in April 2022. The intent is to encourage quality time in nature -which is good for one's body, mind and heart- and leverage California's great outdoors.

Solano County Library Foundation

The Library Foundation will be holding a fundraiser event in June in celebration of Juneteenth: *Migrating and Moving Forward* inspired by the book *The Warmth of Other Suns: The Epic Story of America's Great Migration* by Pulitzer Prize winning author Isabel Wilkerson. The event will be held June 25th at the Hilton Garden Inn in FF and feature (former SF mayor) Willie Brown as keynote speaker and an art exhibit inspired by the Great Migration by artist Bruce Graves. The Library will be hosting a youth art contest based on the theme: "What Does Freedom Mean to You" and the judges will include Library staff, the Fairfield Suisun Visual Arts Association, and a Foundation member.

First 5 Solano

The book locker for 24/7 contactless holds pick-up located at the First 5 Solano Center in Vallejo is "live," effective March 14, 2022. The book locker allows library users the flexibility to pick up holds any time of day or night, like an Amazon drop box. The book locker was funded through a grant from the California State Library. A library card is needed to use place and retrieve materials. There have been no holds placed yet.

PROJECTS

Integrated Library System (ILS) Update

The SPLASH libraries (Solano, Benicia, and St. Helena) have selected Polaris/Innovative Interfaces as the SPLASH libraries Integrated Library System (ILS) and have completed contract negotiations with the vendor. Once the contract is approved, there will be about a six-month migration process with no disruptions to the catalog. The intent is to launch the Polaris ILS to users in October or November.

Security Cameras

The Video Security Policy and vendor contract with Honeywell for camera installation has been approved by the Board of Supervisors. Cameras will be placed inside library lobbies capturing customer ingress/egress images. The Library will work with the vendor on a project timeline but anticipates some project delays due to lingering supply chain issues.

Wifi Upgrade

All access points have been installed and we are waiting on the switches needed to complete the project, which have been delayed several times due to supply chain issues. The vendor remains hopeful the switches will arrive in May or June.

Public Computer Upgrade

All computer components for the public access computers upgrade have arrived and Library IT intends to deploy the first computers at the Fairfield Civic Center Library in late April and then move onto the remaining branches.

FACILITIES

Adult Literacy Program Office Expansion (Fairfield Civic Center Library)

The project combines the current office space with the former computer center, expanding the space to allow for a private student intake room, a small conference room for staff and learner groups, a gathering area for literacy families and expanded space for the Reach Out and Read program.

The design firm is at 95% design development, which means that all details are added to the plan, such as materials and finishes, lighting and technology designs, and furniture and equipment layout. Construction documents are developed next and once completed, we go out to bid. Once a firm is selected, the contract goes to the Board of Supervisors for approval before construction begins, which we hope will be early summer. The project is expected to be completed by early 2023.

ENGIE Energy Project (Fairfield Civic Center Library)

Planning and design work are underway with the following projected timeline: April: lighting retrofit at 1150 Kentucky Street; May-June: ceremonial project “groundbreaking” and lighting retrofit at 601 Kentucky Street; late summer: solar canopies (FCC public parking area), microgrid, and four (4) electric charging stations; 2023: natural gas generator with solar battery back-up.

Vacaville Cultural Center Library Expansion

The design team is soliciting public input to help inform the development of physical spaces needs at the branch through visioning boards and a survey which will run through April 2, 2022. Staff meetings and a community engagement meeting will be held in April. The community meeting will be held on Tuesday, April 5 at 5:00pm at the Vacaville Cultural Center Library. The priorities for this project are to address infrastructure needs (new HVAC), build a meeting room addition, and refresh interior spaces.

Vallejo John F. Kennedy Library

All vandalized windows have been replaced as of the week of March 7, 2022.

STATISTICS YEAR TO DATE: FY2021/22

Circulation	Reference	Registration	Gate Count	Volunteer Hours	Adult Programs / Attendance	YA Programs / Attendance	School Programs / Attendance	Pre-School Programs / Attendance	Tutor.com
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

- 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.

Library Fund 4 Preliminary Budget Fiscal Year 2022/23

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1		6311	6316	6306	6307	6308	6309	6343	6344	6361	6362	6363	6364	6365	6367	6368	Grand Total
2		Headqrtrs	Tech Svc	IT	Fam For Li	R0&Read	Literacy	Kennedy	Springs	Suisun	Fairfield	Rio Vista	Cordelia	Dixon	Vac - CC	Vac - Town	
3	1110 Salary/Regular	1,369,033	861,809	513,930	-	-	506,352	941,421	428,273	517,732	1,131,947	372,211	602,110	481,988	1,066,793	612,559	9,406,158
4	1121 Salary/Extra Help	239,025	27,521	-	-	-	13,761	55,041	13,761	13,761	96,322	13,761	55,041	41,281	110,082	41,281	720,638
5	1131 Salary/OT/Call back	2,330	2,000	1,530	-	-	-	4,905	3,360	4,906	5,740	3,546	4,130	6,332	9,908	4,755	53,442
6	1141 Salary/Premium	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	1142 Standby Pay	-	400	1,872	-	-	-	-	-	-	-	-	-	-	-	-	2,272
8	1210 Retirement	404,244	257,335	153,458	-	-	146,649	262,918	118,547	150,047	324,117	102,046	175,243	139,375	300,354	178,364	2,712,697
9	1211 PARS Retirement Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	1212 Deferred Comp	1,188	650	414	-	-	650	358	547	704	1,285	373	505	497	721	765	8,657
11	1213 OPEB costs	27,381	17,237	10,280	-	-	10,129	18,830	8,567	10,355	22,640	7,445	12,044	9,642	21,337	12,252	188,139
12	1214 PARS-SRP rates	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	1220 FICA	123,195	68,218	39,576	-	-	39,789	76,605	34,073	41,035	94,402	29,799	50,588	40,515	90,789	50,383	778,967
14	1230 Health	226,246	224,827	65,709	-	-	66,461	197,155	100,220	93,912	185,570	84,476	121,011	111,256	217,123	138,539	1,832,505
15	1231 Vision	2,011	1,937	745	-	-	745	1,861	745	894	2,009	745	1,192	1,032	1,862	1,192	16,970
16	1240 Comp Insurance	27,198	15,078	9,550	-	-	8,918	13,942	6,408	7,544	18,394	5,235	10,320	7,339	18,488	10,445	158,859
17	1241 Long Term Disability Ins.	2,659	-	469	-	-	477	-	-	-	445	-	-	-	424	-	4,474
18	1250 Unemployment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
19	1260 Dental	12,299	12,248	5,915	-	-	5,167	9,923	6,385	6,889	8,895	5,167	4,738	6,539	11,257	6,771	102,193
20	1270 Accrued Leave CTO	25,000	4,000	3,000	-	-	20,000	5,000	1,000	1,500	8,000	1,000	1,500	1,000	2,000	2,000	75,000
21	1290 Life Insurance	2,477	831	582	-	-	635	974	337	446	1,046	325	520	452	1,039	538	10,202
22	Subtotal 1000's	2,464,286	1,494,091	807,030	-	-	819,733	1,588,933	722,223	849,725	1,900,812	626,129	1,038,942	847,248	1,852,177	1,059,844	16,071,173
23																	
24	2011 Clothing & Personal Supplies	-	400	-	-	-	-	-	-	-	-	-	-	-	-	-	400
25	2021 Telephone/County	4,026	5,341	9,497	-	-	560	6,599	2,264	3,012	6,059	695	13,760	-	3,954	5,158	60,925
26	2022 Telephone/AMC's	320	320	640	-	-	160	160	160	160	320	160	160	160	320	160	3,200
27	2025 Cellular Phone Service	-	120,000	-	-	-	-	-	-	-	-	-	-	-	-	-	120,000
28	2028 Telephone/Non County	-	135,000	15,000	-	-	-	-	-	-	-	1,200	-	-	-	-	151,200
29	2035 Household Expenses	2,900	5,100	200	-	-	320	63,648	20,665	28,229	12,600	20,546	36,142	27,673	74,602	38,298	330,923
30	2050 Liability/Risk Management	529,789	-	-	-	-	-	-	-	-	-	-	-	-	-	-	529,789
31	2051 Liability Insurance	105,388	230,085	42,560	4,212	2	3,984	18,439	3,491	9,072	12,382	6,211	10,132	8,664	15,381	11,430	481,433
32	2120 Equipment Maintenance	1,000	20,000	10,000	-	-	-	2,000	500	500	2,000	500	500	500	2,000	500	40,000
33	2122 Fuels & Lubricants	-	11,815	-	-	-	-	-	-	-	-	-	-	-	-	-	11,815
34	2140 Maintenance/Buildings	54,000	50,000	1,600	-	-	1,500	4,000	1,000	2,000	25,000	1,000	80,000	45,000	64,500	62,500	392,100
35	2170 Memberships	41,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	41,500
36	2176 Fees and Permits	-	38	-	-	-	-	-	-	-	38	-	-	-	50	50	176
37	2178 Cash/Inventory Shortage	-	-	-	-	-	-	20	20	20	20	20	20	20	20	20	180
38	2200 Office Expense	20,000	20,000	2,000	-	-	6,000	4,000	2,000	3,000	4,000	2,000	3,000	3,000	4,000	3,000	76,000
39	2201 Office Equipment	20,000	5,000	500	-	-	1,500	3,000	5,250	1,000	3,800	1,000	3,000	6,000	2,000	2,000	54,050
40	2202 Controlled Asset (>1500<5000)	-	80,000	-	-	-	-	-	-	-	-	-	-	-	-	-	80,000
41	2203 Computer Componets <1500	-	10,000	1,000	-	-	-	-	-	-	-	-	-	-	-	-	11,000
42	2204 Computer Related Items < \$500	-	1,000	500	-	-	-	-	-	-	-	-	-	-	-	-	1,500
43	2205 Postage	100	250	50	-	-	-	-	-	-	-	-	-	-	-	-	400
44	2207 Ergonomic Under \$1500	3,000	-	-	-	-	-	1,400	-	-	4,500	-	-	-	1,400	-	10,300
45	2210 Central Duplicating	10,000	-	1,000	-	300	2,000	-	-	-	-	-	-	-	-	-	13,300
46	2215 Managed Print Services Charges	-	13,000	-	-	-	-	2,257	951	956	2,707	733	560	1,658	1,888	867	25,577
47	2216 Maintenance/Service Contracts	-	81,821	10,000	-	-	-	-	-	-	-	-	-	-	-	-	91,821
48	2221 Recprds Strpage	-	-	-	-	-	5,000	-	-	-	-	-	-	-	-	-	5,000
49	2236 Consulting Services	250,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	250,000
50	2250 Other Professional Svs.	877,950	114,300	61,100	-	2,500	7,900	500	700	3,300	13,600	5,700	2,300	15,500	12,800	16,200	1,134,350
51	2261 Software Licenses/Mnt Agrmnt	3,800	255,800	424,900	-	-	17,000	-	-	-	-	-	-	4,000	-	-	705,500
52	2266 Central Data Processing	167,757	-	-	-	-	-	-	-	-	-	-	-	-	-	-	167,757
53	2270 Software	-	17,500	-	-	-	-	-	-	-	-	-	-	-	-	-	17,500
54	2271 Software Rental / Subscription	1,500	-	-	-	-	800	-	-	-	600	-	-	-	-	-	2,900
55	2280 Publications/Legal Notes	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000
56	2281 Advertising/Marketing	115,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	115,000
57	2285 Rent/Lease - Equipment	6,939	1,650	1,125	-	-	1,917	6,437	4,846	5,114	6,437	3,254	4,846	1,704	6,706	4,846	55,821
58	2295 Rents and Leases-Building and Ir	-	-	-	-	-	500	-	-	-	-	-	-	-	-	-	500
59	2310 Education/Training	30,000	-	15,000	-	-	1,500	-	-	-	-	-	-	-	-	-	46,500
60	2312 Special Depart. Expense	50,000	35,000	100	-	-	-	100	100	100	100	100	100	100	3,750	100	89,650
61	2327 Library Materials Process.	-	144,287	-	-	-	-	-	-	-	-	-	-	-	-	-	144,287
62	2328 Library Materials	-	1,500,000	215,500	29,000	-	26,000	-	-	-	-	-	-	-	-	-	1,770,500
63	2335 Travel Expense	10,000	-	-	-	-	4,500	-	-	-	-	-	-	-	-	-	14,500

Library Fund 4 Preliminary Budget Fiscal Year 2022/23

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1		6311	6316	6306	6307	6308	6309	6343	6344	6361	6362	6363	6364	6365	6367	6368	Grand Total
2		Headqtrrs	Tech Svc	IT	Fam For Li	R0&Read	Literacy	Kennedy	Springs	Suisun	Fairfield	Rio Vista	Cordelia	Dixon	Vac - CC	Vac - Town	
64	2336 Travel - Out-of-state	20,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000
65	2337 Refreshments	3,318	-	-	-	-	2,000	-	-	-	-	-	-	-	-	-	5,318
66	2338 Employee Recognition	5,125	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,125
67	2339 Management Expense	1,300	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,300
68	2350 County Garage Services	-	27,493	-	-	-	-	-	-	-	-	-	-	-	-	-	27,493
69	2354 Car Allowance	6,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,500
70	2355 Personal Mileage	1,500	200	2,000	-	100	1,500	1,500	1,000	350	800	1,000	500	500	-	500	11,950
71	2360 Utilities	26,707	2,221	5,527	-	-	4,145	121,377	12,237	41,446	106,082	20,822	72,826	30,591	92,267	45,394	581,642
72	2361 Water	1,577	4,457	342	-	-	254	-	-	-	6,318	-	-	4,291	5,090	4,827	27,156
73	Subtotal 2000's	2,371,996	2,892,078	820,141	33,212	2,902	89,040	235,437	55,184	98,259	207,363	64,941	227,846	149,361	291,228	195,850	7,734,838
74																	
75	3020 Refund of Prior Year Chrg.	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000
76	3694 Interfund Svs -Custodial/Grounds	41,363	-	9,192	-	-	6,894	234,025	194,002	-	419,504	-	-	-	-	194,002	1,098,982
77	3696 Interfund Svs. - Small Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
78	3697 Interfund Svs. - Postage	-	1,000	-	-	-	2,500	-	-	-	-	-	-	-	-	-	3,500
79	3710 County Admin. Overhead	782,165	-	-	-	-	-	-	-	-	-	-	-	-	-	-	782,165
80	3712 CAC Bldg Chgs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
81	Subtotal 3000's	873,528	1,000	9,192	-	-	9,394	234,025	194,002	-	419,504	-	-	-	-	194,002	1,934,647
82																	
83	4201 Buildings & Improvements	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
84	4202 Construction in Progress	500,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	500,000
85	4301 Equipment - Vehicles	60,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	60,000
86	4303 Equipment	-	-	-	-	-	-	-	-	-	-	10,000	-	-	-	-	10,000
87	4304 Computer Equipment	-	600,000	-	-	-	-	-	-	-	-	-	-	-	-	-	600,000
88	Subtotal 4000's	560,000	600,000	-	-	-	-	-	-	-	-	10,000	-	-	-	-	1,170,000
89																	
90	5040 Transfer Out - POB's	21,377	13,607	8,115	-	-	7,754	13,903	6,269	7,933	17,138	5,397	9,267	7,370	15,881	9,432	143,443
91	8101 Contingency (9304)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
92	9304-8301 Reserves	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000
93	Subtotal 5000,8000 & 9300	71,377	13,607	8,115	-	-	7,754	13,903	6,269	7,933	17,138	5,397	9,267	7,370	15,881	9,432	193,443
94																	
95	TOTAL EXPENSES	6,341,187	5,000,776	1,644,478	33,212	2,902	925,921	2,072,298	977,678	955,917	2,544,817	706,467	1,276,055	1,003,979	2,159,286	1,459,128	27,104,101
96																	
97	9001 Prop. Taxes/Secured	7,405,099	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,405,099
98	9002 Prop. Taxes/Unsecured	247,054	-	-	-	-	-	-	-	-	-	-	-	-	-	-	247,054
99	9003 Prop. Taxes/Prior Unsecured	5,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000
100	9004 Prop. Taxes/Supplemental	108,317	-	-	-	-	-	-	-	-	-	-	-	-	-	-	108,317
101	9005 Prop. Taxes/Prior Secured	2,300	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,300
102	9015 Library Sales Tax - Measure B	5,774,673	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,774,673
103	9018 Unitary	164,338	-	-	-	-	-	-	-	-	-	-	-	-	-	-	164,338
104	9019 ABX1 26 Residual	1,092,905	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,092,905
105	9020 ABX1 26 Pass through	1,218,211	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,218,211
106	9401 Interest	49,306	-	-	-	-	-	-	-	-	-	-	-	-	-	-	49,306
107	9405 Building Use Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
108	9502 Federal CARES Act Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
109	9507 Homeowner's Relief	63,388	-	-	-	-	-	-	-	-	-	-	-	-	-	-	63,388
110	9511 Other Governmental Agencies	-	-	162,816	-	-	-	-	-	-	-	-	-	-	-	-	162,816
111	9569 State Other	-	-	-	63,000	-	64,188	-	-	-	-	-	-	-	-	-	127,188
112	9603 Photo/Microform copies	-	-	-	-	-	-	6,238	1,845	1,490	5,200	624	1,205	770	2,605	612	20,589
113	9605 Library Fines	-	-	-	-	-	-	2,523	542	421	2,332	131	379	508	2,971	1,085	10,892
114	9637 Other Prof. Services	7,082,972	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,082,972
115	9704 Donations and Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
116	9803 Op. Transfers In	2,703,871	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,703,871
117	9805 Reserve Transfer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
118	9807 Transfers In-County Contr.	332,651	-	-	-	-	-	-	-	-	-	-	-	-	-	-	332,651
119	TOTAL REVENUES	26,250,085	-	162,816	63,000	-	64,188	8,761	2,387	1,911	7,532	755	1,584	1,278	5,576	1,697	26,571,570
120																	
121	TOTAL EXPENSES	6,341,187	5,000,776	1,644,478	33,212	2,902	925,921	2,072,298	977,678	955,917	2,544,817	706,467	1,276,055	1,003,979	2,159,286	1,459,128	27,104,101
122																	
123																	
124																	

This will be contingency → 532,531
(including \$50,000 for Reserve)

**BYLAWS OF THE
SOLANO COUNTY LIBRARY ADVISORY COUNCIL**

ARTICLE I: PURPOSE

The Council shall act in an advisory capacity to the Director of Library Services and to the Board of Supervisors in all matters pertaining to library service.

ARTICLE II: MEMBERS OF ADVISORY COUNCIL

Section 1: The Council shall consist of the following members: (a) five such members representing and residing within a different county supervisorial district, to be appointed by the supervisor representing such district, plus (b) a number of members equal to the number of cities or other public agencies within Solano County operating a public library, and which are a part of the Solano County Library system, each such member representing and residing within the boundaries, and to be appointed by the governing body of each such city or public agency.

Section 2: Each Council member is appointed for a term, determined by the appointing body.

Section 3: A Council member whose term has expired may serve until a replacement has been appointed.

Section 4: Unexplained absence of members for **two** (2) consecutive meetings of the Council shall be considered as an expression of lack of interest in this program. The Chair of the Council may then request that a new appointment be made to represent this area.

Section 5: Members of the Library Advisory Council shall serve without compensation.

Section 6: Vacancies in the office of a member shall be filled for the unexpired term by the appointing body.

ARTICLE III: MEETINGS

Section 1: Regular meetings of the Library Advisory Council shall be held on the third Monday of every other month at 6:30 p.m. in a designated area of a Solano County Library branch.

Section 2: Exceptions to the regular meeting time and place may be made by appropriate motion or resolution.

Section 3: If all necessary business cannot be accommodated at a regularly scheduled meeting, an adjourned regular meeting may be scheduled. In such an instance, the regular meeting is adjourned to a time and place specified before the close of the regular meeting. Appropriate public notice shall be posted for the adjourned meeting following the provisions of the Brown Act, Government Code 354.

Section 4: Seventy-two (72) hours notice shall be given for all regular meetings.

Section 5: Special meetings may be called by the Chair or a majority of the members of the Council or the Director of Library Services, providing that notice has been given to all Council members and others as noted in Article V, Section 7 (2) and the news media at least twenty-four (24) hours in advance of the special meeting.

Section 6: A quorum shall consist of a majority of the filled seats on the Council.

Section 7: The annual meeting shall be held at the time of the first regular meeting after the first of October each year.

ARTICLE IV: CONDUCT OF BUSINESS

Section 1: No business shall be transacted at any meeting of the Library Advisory Council other than those matters named in the publicly posted agenda. (See Article IV, Section 4.

Section 2: All meetings shall be conducted under Robert's Rules of Order, unless in violation of applicable codes.

Section 3: All meetings of the Library Advisory Council shall be called to order by the Chair, or in the Chair's absence, by the Vice-Chair, or in the Vice-Chair's absence, by a Council member designated for that purpose by the Chair or Vice-Chair.

Section 4: The order of business at the regular meetings shall be as follows:

- (1) Call to order
- (2) Roll call and establishment of quorum
- (3) Introductions
- (4) Approval of minutes of prior meeting
- (5) Approval of agenda
- (6) Public comment*
- (7) Correspondence
- (8) Report from Solano County Director of Library Services
- (9) Old business
- (10) New business
- (11) Announcements/Member reports
- (12) Date of next meeting
- (13) Adjournment

*Members of the public may speak for up to five (5) minutes per person, not to exceed 20 minutes.

Section 5: An affirmative vote of the majority of all members of the Council present (quorum) at the time shall be necessary to approve any action before the Council. The Chair or any member of the council may call for a roll call vote or qualified ballot vote. Unless such vote is called for, action may be taken by voice vote.

Section 6: The Chair shall vote on all matters and shall have equal privileges as a member including the right to surrender the chair for purpose of making motions, introducing resolutions or making nominations.

Section 7: Action shall be taken only by resolution or motion of the Library Advisory Council.

ARTICLE V: OFFICERS AND ELECTIONS

Section 1: The elected officers of the council are the Chair who will chair all meetings, and the Vice-Chair who will preside in the Chair's absence. The Solano County Director of Library Services will serve as Secretary.

Section 2: Election of the Chair and Vice-Chair shall be held at the annual meeting.

Section 3: The Chair and Vice-Chair of the Library Advisory Council can hold office for not more than two consecutive one-year terms.

Section 4: In the event that the office of Chair becomes vacant prior to any annual meeting, an election to fill such vacancy for the unexpired term shall be held at the next meeting at which a quorum is present.

Section 5:

(1) The Chair shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of the presiding officer. The Chair may appoint committees of one or more members each or representatives, delegates or spokespersons for such specific purposes as the council may require or recommend. The committee or individuals thus appointed shall be considered to be discharged upon the completion of its purpose and after the final report is made.

(2) The Vice-Chair shall act as Chair in the latter's absence.

Section 6:

(1) The Secretary in conjunction with the Chair shall prepare an agenda for each meeting, posting it in a location freely accessible to the public at least 72 hours before each regular meeting and at least 24 hours before each special meeting. The agenda must include a brief description of each item of business to be transacted or discussed at the meeting together with the time and location of the meeting.

(2) Copies of the agenda shall be sent to each library branch to post, and the City Editor of each of the major newspapers currently publishing in Solano County. The agenda and the minutes of the previous meeting with pertinent information shall be sent to all members of the Library Advisory Council, the Director of Library Services and the Librarian's Council, the County Administrator, the California State Library Consultant, the Vacaville Library Commission, the Vallejo Library Board, and each library branch manager to be made available to all library staff.

(3) The Secretary of the Library Advisory Council shall keep a true and accurate record of all proceedings and actions of the Council including those members present and absent. These minutes shall be approved at the next following meeting. The public reading of the minutes may be dispensed with and the minutes approved as published and presented.

(4) The Secretary shall notify the appointing body of any vacancies on the Council.

ARTICLE VI: AMENDMENT TO BYLAWS

Section 1: These bylaws may be recommended for amendment by presenting the proposed amendment(s) as an agenda item for full discussion and vote at a regular meeting and including this discussion in the minutes.

Section 2: After the 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.

Revised: February 10, 2009

Amendment #1- November 15, 1990

Article II, Section 3, was amended to read: A council member whose term has expired *may* serve until a replacement has been appointed.

Amendment #2- July 19, 1993

Article III, Section 1, was amended to read: Regular meetings of the Library Advisory Council shall be held on the third *Monday* of every other month at 7:00 p.m. in a designated area of a Solano County Library branch.

Amendment #3- July 17, 2000

Article IV, Section 4, was amended to change the order of business to add Public comment and Announcements/Member reports.

Amendment #4 – July 17, 2006

Article III, Section 1, was amended to change the meeting time to 6:30 pm.

Amendment #5 – February 10, 2009

Article VI, Sections 1 and 2 were amended to reflect Bylaw changes must be approved by the Board of Supervisors.