

SOLANO COUNTY LIBRARY ADVISORY COUNCIL
Monday, November 15, 2021
6:30 p.m.

LOCATION: Becker-Balmer Room, Fairfield Civic Center Library

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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
- ACTION 4. APPROVAL OF MINUTES AS MAILED FOR MEETING OF
September 20, 2021 – (Please bring with you)
- ACTION 5. APPROVAL OF AGENDA
6. PUBLIC COMMENT*
7. CORRESPONDENCE
 - a. Mr. Ron Heinrich
 - b. Vacaville Friends of the Library
8. DIRECTOR'S REPORT – Attachment
9. OLD BUSINESS
10. NEW BUSINESS
11. ANNOUNCEMENTS/MEMBER REPORTS
12. DATE OF NEXT MEETING – Due to the Martin Luther King Holiday,
the next Solano County Advisory Council meeting will be on the fourth
Monday of January - Monday, January 24, 2022.
13. ADJOURNMENT

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

Minutes of the
SOLANO COUNTY LIBRARY ADVISORY COUNCIL
Zoom Virtual Meeting
Monday, September 20, 2021

1. **CALL TO ORDER:**

The meeting was called to order by Chair Hall at 6:35 p.m.

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

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

Members Absent: Ronald Heinrich and Maria Hernandez

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

3. **INTRODUCTIONS:**

None.

4. **APPROVAL OF MINUTES AS MAILED FOR MEETING OF July 19, 2021:**

Mr. McCabe moved to approve the July 19, 2021 meeting minutes; seconded by Ms. Barney. Motion carried. So ordered by 6-0 vote. Ms. Cobb abstaining.

Yes Noah Dove
Yes Dotty Schenk
Yes Diane Barney
Yes Neil Hall
Yes Ariel Ortila
Yes Lloyd McCabe

5. **APPROVAL OF AGENDA.**

Ms. Barney moved to approve the agenda for the September 20, 2021 meeting; Ms. Schenk seconded. Motion carried. So ordered by 7-0 vote.

Yes Noah Dove
Yes Stephanie Cobb
Yes Dotty Schenk
Yes Diane Barney
Yes Neil Hall
Yes Ariel Ortila
Yes Lloyd McCabe

6. **PUBLIC COMMENT:**

None.

7. CORRESPONDENCE:

Ms. Olawski shared Mr. Overholt's resignation letter from the Solano County Advisory Council and a congratulatory letter to Ms. Olawski on her appointment as Director of Library Services.

8. DIRECTOR'S REPORT:

In addition to Ms. Olawski's written report, she reported the Solano County Library Foundation's Authors Luncheon will be held on Sunday, November 7, 2021 at The Clubhouse, Rancho Solano. Tickets are available for purchase. Ms. Schenk inquired who the authors will be at the event. Ms. Olawski stated the Foundation is in the process of updating their website with event information.

The FY21/22 budget is status-quo: no changes.

The Library has posted a Request for Proposals (RFP) for an integrated library system, which is the Library's catalog and customer database. The Library would like to explore what other systems are available and what they have to offer.

The Library is beginning the process of updating its strategic plan and will be drafting a final report of its current plan.

Ms. Cobb inquired about curbside service and why it was discontinued. Ms. Olawski stated when the library opened without reservations, there was a decrease in curbside service usage. Ms. Olawski stated the library can offer this service on an individual basis with the customer calling in or emailing a request to the library. Mr. Hall recommended to have Ms. Olawski bring data back to the group to show the decrease in curbside service usage; this is helpful to show the public why the service was discontinued.

Mr. Hall complimented Ms. Olawski on the clarity of her written report.

Ms. Barney commented on the Literacy program since it was noted in the literacy report that tutoring hours were down about 40% from pre-pandemic hours per month. Ms. Hunt stated she will talk about this in her presentation; she did state the literacy program has a strong foundation.

9. NEW BUSINESS:

- a. Literacy Services Update-Cherelyn Hunt, Literacy Program Manager, will present an update on the adult literacy program.

Ms. Hunt, Literacy Program Manager, gave a presentation on Solano County Library adult literacy services. Ms. Hunt highlighted literacy updates in her report.

10. ANNOUNCEMENTS/MEMBERS REPORTS:

- a. Ms. Cobb commented she likes the new look of the library's website and the meeting room information on the website.
- b. Ms. Schenk stated the Vacaville Writers' Group will be out at the Vacaville farmer's market on Saturday with their books. Ms. Schenk has a new book out, *Mischa's Dream: A Christmas Story*.
- c. Ms. Barney is looking forward to the Authors Luncheon being in-person.
- d. Mr. Hall would like Ms. Sheldon to include members who are not present at the meeting to be included in the minutes. Ms. Sheldon will email an updated roster to the Council.
- e. Mr. McCallum stated he is looking forward to the Authors Luncheon and commented on the library's new branding and website; it's very user friendly and welcoming.

11. DATE OF NEXT MEETING:

November 15, 2021.

12. ADJOURNMENT:

The meeting adjourned at 7:15 p.m.



Suzanne Olawski
Director of Library Services

PERSONNEL

The Library is pleased to share the following staff announcements:

- **Taylor Morris (she/her)** has accepted a half-time **Library Assistant** position at the **Dixon Library**. She had been an assistant manager for Cosmoprof.
- **Gabrielle (Gabby) Rosario (she/her)** has accepted a half-time **Library Assistant position** at the **Dixon Library**. She has worked as a Departmental Aide at the Suisun City Library since 2014.
- **Jalynn Gilmore (she/her)** has accepted a half-time **Library Assistant position** at the **Fairfield Civic Center Library**. She has worked as a Starbucks barista and an administrative assistant for the Willamette Writers in Portland, Oregon.

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

Library Administration

- 2.0 Deputy Director of Library Services

Fairfield Civic Center Library

- 1.0 Librarian

Library Branches

- 21.0 Library Aides (16 hours per week)

OPERATIONS

The SPLASH libraries (Solano, Benicia, and St. Helena) are reviewing proposals for the Library's Integrated Library System (ILS), which is a software package inclusive of the Library's customer database, collections, and transactions, and is used for such operations as checkout and check-in of materials; cataloging of new titles; acquisitions of new items; tracking of invoices for library materials; searching of materials via the online catalog; payment of fines and fees; issuing of library cards; tracking of statistics related to collection use; and other operations. The ILS includes the online public catalog and enables customers to confidentially view their library account from the Library's website and independently perform tasks such as materials renewal, placement of holds, and pay fines and fees.

The Library issued a Request for Proposals (RFP) in September 2021 to enable the SPALSH consortium to compare its current vendor's costs, products, and customer service practices with those of current competitors. The Library periodically engages in an RFP for an ILS system process as part of its fiduciary responsibility to oversee public funds; to ensure competitive pricing; to identify optimal service options, particularly in relation to the user experience; to examine cost savings associated with vendor-hosted services; and to capitalize upon the most up-to-date technology for public library services. The Library has been with its current vendor, TLC's CARL X, since 1991 and last issued an RFP for an ILS in 2014.

COLLECTIONS & RESOURCES

ArtistWorks: a music instruction library (digital resource) which provides musical instrument players world-class instruction from Grammy Award-winning music professionals and offers users a guided path of video lessons containing everything they need to reach their musical goals. All levels of player can access hundreds of hours of high-quality video instruction, studio quality play-along tracks, and downloadable written materials, tablature and sheet music. To access, users just need to log into the Libby app and go to the Extras section to select "ArtistWorks."

PROGRAMS

Homecoming / Library Card Sign Up Month

Throughout September, the Library welcomed back the public with events to celebrate Library Card Sign Up Month. Winning designs of the library card design contest were made available as limited-edition library cards and the Library's new library cards designed were premiered. 3,568 library cards were issued in September.

Financially Savvy Superheroes: Fall Reading Challenge

From October through November, the Library has partnered with Travis Credit Union to offer a financial literacy reading program for grades Kindergarten through 6th. Kids read either ten (10) books or for three (3) hours books that help them learn about money. Participants can scan a QR code or speak with library staff for reading suggestions. To date, the program has 796 registrations.

Native American Heritage Month

The Library has partnered with the Yocha Dehe Wintun Nation to celebrate Native American Heritage Month. The Yocha Dehe Wintun Nation has donated 700 craft kits for families, which will be available for pick up at all the branches. The kits include traditional Patwin games and history/information about the Patwin people. Throughout November, the Yocha Dehe Wintun Nation will share cultural information on their social media which the Library will share through its social media platforms.

Discover & Go Food Bank

Solano County Library is partnering with the Food Bank of Contra Costa and Solano through December. For every donation of nonperishable food items library users bring to a participating branch, they can enter to win prizes including rewards donated by Discover & Go's popular Bay Area attractions such as the Charles M. Schulz Museum. Discover & Go is a program that offers free and low-cost passes for museums, science centers, zoos, theatres, and other cultural destinations.

100 Years of Newberry

For 100 years, the Newbery Medal has been awarded to an author for contributions to American literature for children. Kids register via solanolibrary.com/events for a special book chat on Zoom with Children's Librarians on Wednesday, December 8th at 4:00 pm. Additionally, kids will be able to imagine they are on the Newbery Committee and visit their local library branch to cast their vote for their favorite book this year. They also will be able to participate through the Library's social media platforms.

Try 12: Yearlong Reading Program: The Challenge asks teens and adults to read a book in twelve categories that tie in with monthly cultural celebrations. November: Native American Heritage Month – stories about indigenous people; December: Human Rights Month – stories by or about human rights activists or stories on human rights.

Solano County Library Advisory Council

Neil Hall

Dave McCallum

Diane Barney

Stephanie Cobb

Noah Dove

Ronald Heinrich

Maria Hernandez

Lloyd McCabe

Ariel Ortila

Dotty Schenk

Hi Dotty!
I've tried to get
an address for
The Advisory Council
Mailings without
Success - I have
your address only so
I hope you'll share
this with the council -
THX - KAYE JUHL

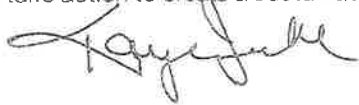
It has been brought to the attention of the board members of Vacaville Friends of the Library that remodeling work at the Cultural Center Ulatis Branch is due to begin in the near future. Over the past 20 years that I have been the secretary of Friends of the Library I have been involved with many proposed F.O.L bookstore spaces within the library, yet none of these plans have come to fruition. Prior to the mandatory Covid closing and restrictions we had a yearly projection of \$9155.00 for Town Square programs and \$8860.00 for the cultural Center branch. This programming reflects the critical role the library plays in our community: from providing inspiring and educational events for young adults to our summer reading program for school aged children.

We rely on profits from our book sales for the bulk of the program funding, with donations filling in the rest. Last year our small shelf space with books for sale at both branches provided \$200 per quarter, and that was with restrictions in place. We are also fortunate to have a volunteer who sells books on commission and has contributed another \$700 this year. This is a window into the potential profit earning of a robust Library Bookstore, with a coordinated effort to advertise its benefits to the community.

We have an incredible support base but their time and energies have limits. I am hoping that the years of assembling book shelves, storing over 150 bins of books for quarterly sales, as well as finding volunteers for five days each quarter are behind us.

We need to take action to create a sustainable solution to keep our programming alive and grow its potential.

Kaye Juhl



9/28/21

secretary, Friends of the Vacaville Library

Sam Hendershot
President

Tom Marcacci
Treasurer

Heien Vinson
former President/ lifetime member

Page Frechette
former President and Vice President

Mr. Skip Thomson

October 7, 2021

Supervisor, District Five

Solano County Administrator's Office

675 Texas Street, Ste.6500

Fairfield, CA 95433

I was appointed on April 5, 2005 to the Library Advisory Council representing District Five. It has been a great honor to serve in this position for 16 years but, sadly, I must now resign. I trust you will appoint a worthwhile person as my replacement.

Sincerely,

Ronald G. Heinrich

274 Cedar Ridge Drive

Rio Vista, CA 94571

cc: Susan Olawski, Rhea Gardner, Gail Machado, Jennifer Mershon