

SOLANO COUNTY LIBRARY ADVISORY COUNCIL

September 18, 2023, 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 17, 2023 - 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. The Council will receive a presentation on the 2023-2028 Library Strategic Plan.
11. ANNOUNCEMENTS/MEMBER REPORTS
12. DATE OF NEXT MEETING: November 20, 2023
13. ADJOURNMENT

**Minutes of the
SOLANO COUNTY LIBRARY ADVISORY COUNCIL**

July 17, 2023 6:30 p.m.

1. CALL TO ORDER

The meeting was called to order by Vice-Chair Dove at 6:30 p.m.

2. ROLL CALL AND ESTABLISHMENT OF QUORUM

Members Present: Noah Dove, Stephanie Cobb, Diane Barney, Sergio Maciel, Neil Hall, Kelli Mahoney, Jeffrey Worrell

Members Absent: Dotty Schenk, Ariel Ortila, Dave McCallum, Lloyd McCabe

Others Present: Suzanne Olawski, Solano County Library Director of Library Services; Mike Eitner, Solano County Library Assistant Director of Library Services; Megan Wong, Solano County Library Deputy Director of Support Services, Brenda Guzman, Solano County Library Office Assistant

3. INTRODUCTIONS

Mr. Jeffrey Worrell introduced himself as a new member representing the City of Vallejo. All members and staff introduced themselves.

4. APPROVAL OF MINUTES of May 15, 2023- Attachment 1

Ms. Cobb moved to approve May 15, 2023, meeting minutes; Ms. Barney seconded. Motion carried. So ordered by 7-0 vote.

5. APPROVAL OF AGENDA

Mr. Hall moved to approve the July 17, 2023, agenda; Ms. Mahoney seconded. Motion carried. So ordered by 7-0 vote.

6. PUBLIC COMMENT

None.

7. CORRESPONDENCE

None.

8. DIRECTOR'S REPORT – Attachment 2

The Council reviewed Ms. Olawski's written report. Ms. Olawski reported back to the Council from the last meeting on how an event at one of the branches was publicized. The local author event was publicized through the Vacaville Downtown Association, local businesses, churches, press releases, local bookstore, KUIC, and information was posted to the Library's website and events calendar. Ms. Olawski followed up on a query regarding call numbers in the online catalog, stating the Polaris software will be upgraded to display call numbers as part of search results.

Ms. Olawski stated there is no update yet on the Board of Supervisors merger of the Measure L Oversight Committee and the Library Advisory Council committees and she will keep the Council posted as she receives updates. Mr. Hall inquired about the purpose of the Measure L committee. Ms. Olawski explained the Measure L committee's purpose is codified and its responsibility is to review and report on the public libraries' administration of and compliance with the expenditure plan and prepare an annual report on the expenditures for the Board of Supervisors.

Ms. Olawski stated she is looking into refresher training on the Brown Act and Robert Rules of Order for the Council for a future meeting date.

Ms. Olawski also reported the libraries serve as cooling centers during heat related events. Vallejo Springstowne Library is experiencing issues with its new air conditioner. A portable air conditioner is on loan to the branch until the unit is fixed by the City of Vallejo. The Library continues to move forward with the software to allow the public to book study/meeting rooms online. There are 63 hotspots specifically designated to the Rio Vista Library which will help provide better coverage in the area.

Ms. Barney inquired when the construction will begin at the Vacaville Cultural Center Library. Ms. Olawski stated possibly late spring or early summer of 2024. Staff is exploring options for continuity of service during the branch closure.

Ms. Cobb commented she is excited to see the Library adding coding robots for kids to the collection.

Ms. Mahoney inquired how many people attended the Kelly Yang event back in April. Ms. Olawski stated the event was very well attended with 250 attendees.

9. OLD BUSINESS

None.

10. NEW BUSINESS

- a. The Council will receive a Technical Services, Collections, SPLASH, Link+ presentation.
Ms. Megan Wong, Deputy Director of Support Services, gave a presentation on Technical Services, Collections, SPLASH, and Link+.

11. ANNOUNCEMENTS/MEMBER REPORTS

Mr. Dove inquired any updates on the JFK library repairs from the fire? He understands it's a City building.

Ms. Mahoney commented the Rio Vista Library staff are fantastic and they work well with the schools in Rio Vista.

Mr. Worrell stated the Dolly Parton Imagination Library program is coming to California and inquired if Vallejo can be a part of it? Ms. Olawski stated the CA State Library is working on this project and is currently looking for community partners (non-profit organizations) to commit to additional funding support. Families can sign up on to be on a waitlist and once the program is established in the area they reside, the registered children will begin receiving free books sent directly to their homes.

- 12. DATE OF NEXT MEETING:** September 18, 2023
Fairfield Civic Center Library
150 Kentucky St., Fairfield, CA 94533

- 13. ADJOURNMENT** 7:22 p.m.



**Report of the Director of Library Services
to the Solano County Library Advisory Council
September 2023**

PERSONNEL

The Library is pleased to share the following staff announcements:

- **Desiree Lozada** accepted been promoted to the position of **Library Assistant** at the **Vallejo John F. Kennedy Library**. Desiree previously worked as a Library Aide at the same branch.
- **Aaron Mendoza** has accepted the position of **Library Aide** at the **Vallejo John F. Kennedy Library**. Aaron previously worked for the nonprofit Asian Pacific Islander American Public Affairs as the digital media manager.
- **Stephany Zajicek** has accepted the position of **Library Aide** at **Vallejo Springstowne Library**. Stephany speaks Czech and previously worked for the Contra Costa County Library as an Aide.

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

Fairfield Civic Center Library

- 0.4 Library Aide

Suisun City Library

- 1.0 Library Associate

Vacaville Cultural Center Library

- 1.0 Librarian
- 0.5 Library Assistant

Vallejo John F. Kennedy

- 1.0 Librarian
- 0.4 Library Aide

OPERATIONS

Policies

On September 12, 2023, the Board of Supervisors approved the revised meeting room policy. The meeting room application also has been revised and is available as a fillable PDF and both are available on the Library's website for public access. There are several updates to the meeting room policy, including:

- Groups renting a meeting room must include this disclaimer when promoting events: *Solano County Library facilities have been rented for this event. The viewpoints and materials presented at this event do not constitute endorsement by Solano County Library.*
- Groups renting a meeting room no longer need to submit a cleaning deposit. If a group leaves a mess in the meeting room, it will be addressed through the suspension process outlined in the policy.
- While the Library may cancel an existing reservation to offer an event, we will not do so if the reservation is less than two weeks away.

Information Technology

Savannah Marketing Tool: Savannah is an online tool that interacts with library data to allow our marketing team to send more targeted messaging. Recently the marketing team released location-specific newsletters that collate programs and events for branches that are close to each other. The hope is that patrons will receive relevant information in our newsletters. Savannah also will be used to help us identify non-cardholder addresses in our

county to send these households mailers. And finally, Savannah is being used to send new cardholders a welcome message.

Self-Check Replacement: In 2024, 28 self-check stations will be replaced with ELO touch self-checkouts. The upgrade will create a more efficient and user-friendly experience.

Digital Signage Replacement: New digital signage software, Communico Broadcast, will be implemented in early 2024, providing for more robust marketing of library services and programs within the library branches.

Measure L

Solano County Library Measure L revenues for FY2022/2023 totaled \$6,608,144, accounting for 26% of the Library's overall budget.

Expenditures:

Materials budget:	\$ 1,028,088
Salaries:	\$ 4,910,850
Database costs:	\$ 212,263
<u>Operating costs</u>	<u>\$ 456,943</u>
Total	\$ 6,608,144

STAFF DEVELOPMENT

- **Behavior Policy:** Staff received training on the Library's Behavior Policy, which included interpretation and implementation, reporting incidents and best practices.
- **Sheriff's De-Escalation:** Training was provided by Solano County Sheriff's Office deputies and included reading body language, approaching difficult situations, and tactics to de-escalate various scenarios and situations.
- **Library Policies & Procedures:** Staff received training on the Library's Mission, Vision, Values; American Library Association's (ALA) Library Bill of Rights, ALA's Freedom to Read statement; and interpretations of ALA's labeling and rating systems.
- **Library Customer Service:** Staff received training on the Library's Mission, Vision, Values; customer service expectations; and best practices.

COLLECTIONS, RESOURCES & SERVICES

Collections

1. Filipino Collection (Staff Innovation Grant): Bi-lingual (Tagalog/English) children's books are being selected for this grant. These should be in the collection by January 2024.
2. Gardening tools (Staff Innovation Grant): Tools have been selected and staff is working with County Counsel regarding waiver of liability. Tools will likely be in circulation by December 2023.
3. Dash Robot: Dash Robots are programmable robots that teach kids how to code. Kids create a code which moves the robot. Staff are readying Dash Robot kits to lend out to the public. These will likely be ready by December 2023.
4. Tonie. Tonie-box is a screen-free audio player that plays stories based on the accompanying figurine. For example, a Cars (the movie) figurine plays the cars story. These will be in circulation by November 2023.
5. Bakeware (Staff Innovation Grant). The bakeware pans and tools have been ordered. Once they arrive, they will be cataloged and readied for circulation. The hope is to have them ready by the end of October 2023, in time for the holiday baking season.

6. Video Games. Staff added video game collections at SUI and JFK this year. Eventually all branches will have video games.

PROGRAMS

2023 Annual Reading Program: Solano Reads

Solano Reads is an all-ages, community-wide celebration of all kinds of reading and encourages reading 20 books during calendar year 2023. Registration is online or at any Solano County Library branch. Commemorative pins are available at sign-up, when 20 books have been read, and if more than 20 books have been read. There currently are 2,891 registrations.

Student Access Card Program Update

- Contacted: River Delta Unified School District
 - o No response
- Contacted: Caliber Changemakers Academy (Vallejo)
 - o In process: Agreement signed
- Contacted: Dixon Montessori Charter School
 - o Preliminary discussion

As of August 2023, there were **73,941 student access cards** registered. From July 1 to August 31, 2023, users with student access cards checked out **3,097 physical items**.

August 2023	DUSD	FSUSD	TUSD	Griffin / MIT	VUSD	VCUSD
Checkouts	290	1,751	131	20	657	248

2023 Summer Reading Challenge (June 1 - July 31)

All branches participated in the annual Summer Reading program. This year, every child or teen who signed up got a free book to keep and received another free book when they completed the program. Book prizes were sponsored by the Solano County Library Foundation. The branches all hosted a wide variety of programs including petting zoos, wild animal shows, acrobats, musicians, magicians and more. The Vacaville Cultural Center branch partnered with Kiwanis Club to host COVID Catch Up tutoring for school children. The group gave 325 tutoring sessions over the summer to help students who had fallen behind.

Summer Reading Program

Total number programs	136
Total number attendees	9,135
Total Registrations	7,895
Total Completions	1,523

2023	COR	DIX	FCC	JFK	LIT	RIO	SPR	SUI	VCC	VTS
7,895	686	804	1,520	1,248	12	338	840	490	1,197	760

Children (Pre-Readers)	1284
School Age	3693
Teens	555
Adults (18+)	2363

2023 Lunch at the Library

Solano County Library participated in the State Library's Lunch at the Library program again this year and was awarded \$83,577. The money was used to fund enrichment activities including games and colorful child-sized furniture for use at the four library meal sites, for craft supplies for enriching activities for children at the lunch sites, performers to entertain, books to give away to children taking part in the lunch program. The goal is to provide educational and enriching activities and environments for the children utilizing the free lunches; to help families build home libraries so books are a regular part of the children's lives; to create a positive association with the library for these families with the goal of the families returning to use the library year-round; and to provide free summer fun and social activities for the kids. This year the grant also emphasized promoting eating fresh, local produce. To support this, branches hosted cooking programs including smoothies, sushi and pizza making. Some of the branches also choose to promote gardening as a healthy way to grow your own produce. The Rio Vista branch has a small demonstration garden that is used to show kids how to grow vegetables. The Vallejo Springstowne branch partnered with Loma Vista farms to bring storytimes and free books to the annual Farm Camp. The grant also funded gardening tools that the Library will loan out to residents who wish to start their own gardens at home.

Lunch at the Library

Total meals served	10,510*
Total number books given away	4,755
Total number programs funded	53
Total number attendees at programs	3,840
Outreach to community & meal sites	962

*Meals Served

DIX	1,793
FCC	1,779
JFK	686
VTS	Breakfast = 1,905
	Lunch = 4,347

UPCOMING

Library Card Sign-up Month – September is Library Card Sign-Up Month, which is an annual initiative from the American Library Association that highlights the value of a library card for lifelong learning. To celebrate, the Library will give special "Got My Library Card" cloth book bags to kids (ages 0-6) who sign up for their first card. While supplies last.

Hispanic Heritage Month – Each year, the Library observes National Hispanic Heritage Month from September 15 to October 15, by celebrating the histories, cultures and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean and Central and South America. Visit the Library's Hispanic Heritage page for resources and events.

Banned Books Month – Library will highlight commonly banned books and promote the freedom to read.

Teen Writing Contest - The annual teen writing contest, Write On, runs from September 5-October 31. Teens submit original short stories or poetry to be judged on creativity and originality. Prize winners will be notified by December 15. Winners will receive a gift card and their works will be published in print and online.

FY2023-2024 STATISTICS

Year	Circulation	Reference	Registration	Gate Count	Volunteer Hours	Adult Programs / Attendance	YA Programs / Attendance	School Age Programs / Attendance	Pre-School Programs / Attendance
August 2023	374,406	12,851	6,501	141,717	2,721	148	106	357	188
August 2022	340,686	11,544	3,499	124,543	2,272	105	51	187	151

Circulation: Number of check outs including renewals. Total includes digital and 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.

FY2023-2024 Digital Statistics (August 2023)

Overdrive	Hoopla	Kanopy	Freemal Music	Total
64,944	15,515	1,851	30,781	113,091

FY2023-2024 Miscellaneous Statistics (August 2023)

WiFi Hotspots	WiFi Sessions / Minutes	Public PC Bookings	State Park Passes	Discover & Go
764	35,651 / 1,102,227	23,134	514	261

FY2023-2024 Social Media Statistics (August 2023)

Website Visits	Website Page Views	Facebook Followers	Twitter Followers	Instagram Followers	TikTok Followers
98,556	171,619	19,000	3,100	4,658	12,708

Website Visits: Number of visits to solanlibrary.com

Website Page Views: Total number of library website pages visited. One visitor can view multiple solanlibrary.com webpages.



MEETING ROOM POLICY

The Solano County Board of Supervisors has endorsed Article VI of the American Library Association's Library Bill of Rights. Article VI provides that "Libraries which make . . . meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

When not in use for Library purposes, Solano County Library's meeting rooms are available for organizations to use as a public service. Rental rates are approved by the Solano County Board of Supervisors.

Permission to use a meeting room does not imply Library endorsement of the goals, policies, activities, or viewpoints expressed by the group using the meeting room.

The Library reserves the right to refuse use of its facilities for any activity that is deemed in violation of federal, state, county, and city law, code, or ordinance or for failure to comply with any of the rules or regulations associated with the use of Solano County Library.

ROOM USE PRIORITY

In accordance with Chapter 19 of Solano County Code, it is the intent of the Library to provide a uniform method for the rental and use of a Library meeting room.

When reserving a meeting room, Priority 1 shall be the highest priority and Priority 4 shall be the lowest. Priority 1 may cancel a reservation made by a lower priority group.

1. Priority 1 – Programs and activities administered and sponsored by Solano County Library; meetings or trainings of groups, agencies, or organizations with which the Library is partnering to accomplish specific goals; and uses by nonprofit organizations supporting Library programs and activities. Meetings or trainings do not have to be open to the public.
2. Priority 2 - Programs and activities administered and sponsored by Solano County departments, City departments, or State departments; meetings or trainings of groups, agencies, or organizations with which the County is partnering to accomplish specific goals; and uses by nonprofit organizations supporting County programs and activities. County, City and State Departments are not charged for use of the facilities. Meetings or trainings do not have to be open to the public.
3. Priority 3 – Local nonprofit organizations (such as county schools, churches, youth groups, clubs, sports leagues, adult clubs, service groups and organizations) offering programs and activities for which there is no fee for participation or attendance. Meetings must be open to the public.

To qualify for nonprofit rates, the organization must provide a copy of its letter of nonprofit status from the California Secretary of State's office that includes its nonprofit ID number and shall pay with a check or credit card from the organization. The organization's name shall be on the letter of nonprofit status, check or credit card, and the Library Application for Permit.



4. Priority 4 – Regional or national nonprofit and any for-profit organizations offering programs and activities for which there is no fee for participation or attendance. Meetings must be open to the public.

CONDITIONS OF USE

1. Attendance must not exceed the posted capacity of the meeting room being used.
2. All promotional materials must be reviewed by the Library in advance of publication and distribution. Printed materials must include the following disclaimer:

"Solano County Library facilities have been rented for this event. The viewpoints and materials presented at this event do not constitute endorsement by Solano County Library."

Failure to comply with this requirement may result in cancellation of the approved application/permit, forfeiture of all fees paid, and suspension from future bookings for up to twelve (12) months.

3. A meeting room is available during the hours the Library is open to the public. Groups may use the meeting room only for the hours set forth in the approved application/permit. All set-up and clean-up must be accomplished within the time approved on the application/permit. The meeting room must be returned to its original condition prior to use. Events must end 15 minutes prior to branch closure.
4. Organizations may use a meeting room up to 12 times per calendar year.
5. Damage to Library property will be paid for by the organization booking the meeting room.
6. The Library is not responsible for damage or loss to any valuables in or around a meeting room before, during, or following an event.
7. Smoking and alcohol use are prohibited on Library property.
8. Any organization using a Library meeting room agrees to indemnify and hold harmless the Library from any and all actions or suits relating to its use of such rooms and facilities.
9. It is the responsibility of the reserving organization to arrange and pay for security if necessary for its event.
10. No organization using the meeting room may charge a fee or ask for a donation. No items or services may be sold or advertised, except for Library support organizations which may collect fees from the sale of books and other items during scheduled events.
11. A meeting room is not available for fund-raising events, except for when the event is sponsored by the Friends of the Library or the Library Foundation and approved in advance by the Director of Library Services.



12. A meeting room is not available for private functions.

13. Use of a meeting room for campaign-related purposes is prohibited (CA Government Code §3207).

RESERVATIONS, PAYMENTS, AND PERMITS

Reservations may be made from one week to twelve months in advance of the event. Upon submission of a reservation, an organization is presumed to have read this policy and accepted its terms.

A reservation does not mean an organization has booked a meeting room. A completed and signed application and payment are required within two weeks from the date of making a reservation. Failure to do so will result in cancellation of the group's reservation. The organization submits its application and payment to the library branch where the event is to occur. A completed and signed application and payment receipt is the organization's permit to use the meeting room.

Applications for use of meeting rooms are available on the Library's website.

Payment may be made by check or credit card.

A meeting-room permit is nontransferable from one organization to another. The Library may revoke a permit at any time – including during the organization's event – due to violations of this or any other County or Library policy.

An organization that has had its permit revoked may be suspended from using the Library's meeting rooms for up to twelve (12) months. A suspended organization will receive a letter from the Library specifying the reason(s) for the suspension and the length of the suspension. An organization may appeal its suspension to the Director of Library Services within two weeks of receipt of the suspension letter. The Director of Library Services will respond in writing to the appeal of the suspension within two weeks of receipt of the appeal. During the pendency of the appeal, the suspension will remain in place.

FEES

Fees are approved by the Solano County Board of Supervisors. Library staff may not waive or adjust said fees. Current fees are listed in Attachment 1.

SERVICES, EQUIPMENT, REFRESHMENTS, AND CLEANING

Set-up for the room is not provided. The Library will provide tables and chairs if requested in advance by the organization. The organization is responsible for setting up the meeting room for its use and must leave the room in the same condition in which it was found, including the placement of chairs and tables.

An organization shall arrange for its own equipment, including, but not limited to laptop computers, cables, power cords, and projectors. Use of Library electronic or computer equipment must be arranged in advance. The available equipment and staff assistance to use such equipment varies by location. An organization should not rely solely upon the Library for technical assistance.



The Library does not store equipment or supplies for organizations that use its meeting rooms and is not responsible for damage to equipment used by organizations.

Beverages or light refreshments may be served. An organization must furnish all kitchen and serving utensils except as noted in the meeting room equipment lists and is responsible for cleaning the meeting room before the end of its reservation time.

Failure to clean the meeting room or return any loaned electronic or computer equipment may result in suspension of meeting room privileges.

CANCELATION

The Library location where the reservation was to occur must be notified of cancelation as soon as possible. Cancelations made at least 48 hours before the reservation will receive 100% reimbursement. Cancelations within 48 hours of the reservation are not eligible for reimbursement of rental fees.

The Library, as Priority 1, will not cancel a reservation made by an organization in Priorities 2, 3, or 4 if the reservation is less than two weeks away. Should the Library cancel an existing reservation outside this timeframe and be unable to find an alternative date for the organization, the Library will refund all fees.

Approved by the Board of Supervisors on September 12, 2023

ATTACHMENT 1

	Nonprofit 4 hours or less	Nonprofit more than 4 hours	For-profit 4 hours or less	For-profit more than 4 hours
Fairfield Civic Center Library	\$50	\$100	\$100	\$200
Fairfield Cordelia Library	\$50	\$100	\$100	\$200
Rio Vista Library	\$15	\$30	\$30	\$60
Suisun City Library	\$50	\$100	\$100	\$200
Vacaville Cultural Center Library	\$35	\$70	\$70	\$140
Vacaville Town Square Library	\$50	\$100	\$100	\$200
Vallejo John F. Kennedy Library	\$50	\$100	\$100	\$200