

DIXON LIBRARY
GOVERNING BOARD OF LIBRARY TRUSTEES
AGENDA: REGULAR MEETING
Dixon Library, 230 N. 1st Street, Dixon, CA 95620
5:00 P.M. - Tuesday, December 19, 2023

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PUBLIC COMMENT

Persons wishing to speak to an agenda item may raise their hand during Public Comment. The Governing Board President will recognize you for the discussion at the appropriate time. Speakers will provide their name to the Library Board after which the speaker will have five (5) minutes to speak.

Notice to the Public

Any member of the public wishing to address the Governing Board on a topic within the subject matter jurisdiction of the District but not on the agenda may do so during the Public Comment period identified in this agenda. By law, subjects not on the agenda cannot be acted upon by the Board except to briefly respond, clarify, or refer to staff for review and presentation at a future meeting.

5. INTRODUCTIONS

6. CORRESPONDENCE

- Ms. Pam Griffey – Dixon Library Beautification Project

7. APPROVAL OF CONSENT CALENDAR - ACTION

- a. Approve the agenda of the December 19, 2023 Dixon Library District Board of Trustees regular meeting
- b. Approve the minutes of the Dixon Library District Board of Trustees regular meeting of September 14, 2023 – Attachment 1

8. INFORMATION ITEMS

- a. Information Report – Suzanne Olawski, Director of Library Services – Attachment 2

9. OLD BUSINESS

- a. Solano County Library Advisory Council – ACTION

The Library Board will conduct interviews of candidates for appointment to the Solano County Library Advisory Council. The Board will discuss candidates interviewed and may take action to select a candidate to represent the Dixon Public Library District on the Solano County Library Advisory Council for a two-year term from January 2024 through December 2025 - Attachment 3

- b. Community Garden follow up
- c. Dixon Library – The Library Board will discuss the future growth of the Dixon Library

DIXON LIBRARY
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AGENDA: REGULAR MEETING

Dixon Library, 230 N. 1st Street, Dixon, CA 95620

5:00 P.M. - Tuesday, December 19, 2023

10. NEW BUSINESS

a. Election of Officers - **ACTION**

The Board will elect its President, Vice President, and Clerk and appoint the Solano County Librarian as secretary to the Board for the term January – December 2024.

_____ be elected President of the Library Board for the term December 20, 2023 through December 12, 2024.

_____ be elected Vice President of the Library Board for the term December 20, 2023 through December 12, 2024.

_____ be elected Clerk of the Library Board for the term December 20, 2023 through December 12, 2024.

Appoint Director of Library Services as Secretary to the Governing Board for the term December 20, 2023 through December 12, 2024.

b. Establish Quarterly Library Board Meetings - **ACTION**

Education Code Section 18380 requires library trustees to meet at least quarterly. This resolution enables the Library Board to schedule quarterly meetings accordingly and meet at a place, time, and date to be advertised in accordance with applicable regulations. – Attachment 4

It is requested that the Governing Board approve Resolution No. 1, 2023-24, Establishing Quarterly Library District Meetings.

c. Establish Library Board Meeting Dates and Locations for 2024 - **ACTION**

The following calendar dates are recommended for the regularly scheduled Library Board meetings for 2024: March 7, June 13, September 12, and December 12. Regular Library meetings are held at Dixon City Hall Council Chambers beginning at 5:00 p.m.

It is requested that the Governing Board approve the recommended Library Board meeting dates for 2024 as presented.

11. ANNOUNCEMENTS / MEMBER REPORTS

12. NEXT REGULAR MEETING OF THE DIXON LIBRARY GOVERNING BOARD OF LIBRARY TRUSTEES

March 7, 2024

13. ADJOURNMENT

Pursuant to Government Code Sections: 54953.2, 54954.1, 54954.2, individuals with disabilities who require alternative formats of the agenda and related meeting materials and/or auxiliary aides/services to participate in the meeting should please contact the Library at 707-784-1831. Notification of at least 48 hours prior to the meeting will enable the Dixon Library to make reasonable arrangements to ensure accessibility to the Library Board meeting. Meetings are held in locations which are wheelchair accessible.

DIXON LIBRARY
GOVERNING BOARD OF LIBRARY TRUSTEES

Minutes: **REGULAR MEETING**

Council Chambers, City of Dixon 600 East A St., Dixon, CA 95620 5:00 P.M.,
 Thursday, September 14, 2023

1. CALL TO ORDER

The meeting was called to order by President Cuevas at 5:06 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF TRUSTEES

Julian Cuevas, President	P
Jewel Fink, Vice-President	P
John Gabby, Clerk	P
David Bowen	A
Regina Espinoza	A

Staff: Suzanne Olawski, Director of Library Services, Solano County Library

Others Present: Lisa Lin, Admin Services Manager, Mike Eitner, Assistant Director of Library Services, Solano County Library; Cathy Sheldon, Office Assistant III, Solano County Library

4. PUBLIC COMMENT

Ms. Pam Griffin and Ms. Diane Schroder spoke about revitalizing the exterior front entry way from the sidewalk to the library to make the area more welcoming. They would like to see the concrete block structure with the broken sundial in front of the library be replaced and hope to have further discussions with the Dixon Library District.

Ms. Amy Grabish spoke about a possible community garden on the Dixon Library District property. Ms. Grabish is a business owner in Dixon and has experience with community gardens. She understands it's an expense but there are also benefits to having a community garden.

5. INTRODUCTIONS

Ms. Olawski introduced Mike Eitner, Assistant Director of Library Services, Solano County and Lisa Lin, Admin Services Manager, Solano County Library.

6. CORRESPONDENCE

See public comment.

7. APPROVAL OF CONSENT CALENDAR

- a. Approve the agenda of the September 14, 2023 Dixon Library District Board of Trustees regular meeting

Mr. Gabby moved to approve the agenda of September 14, 2023; Ms. Fink seconded. Motion carried. So ordered 3-0 vote.

- b. Approve the minutes of the Dixon Library District Board of Trustees regular meeting of June 8, 2023

Ms. Fink moved to approve the meeting minutes of June 8, 2023; Mr. Gabby seconded. Motion carried. So ordered by 3-0 vote.

Mr. Gabby: Yes
Ms. Fink: Yes
Mr. Cuevas: Yes

8. INFORMATION ITEMS

- a. Information Report - Suzanne Olawski, Director of Library Services (attached)

Ms. Olawski highlighted from her written report Dixon had a great summer reading program: 803 registrants, 127 teen volunteer hours, 1,793 free lunches distributed and 71 programs provided. The back-to-school event in collaboration with the Dixon Unified School District, Dixon Library District and the City of Dixon was a success with library staff interacting with 350 people and distributing special back-to-school tote bags. The Friends of the Dixon Library contributed \$500 toward gift cards as raffle prizes for the Dixon Unified School District teachers. Next year, the library staff would like to see the DJ engage a little bit more with audience and promote Library and City programs.

Ms. Olawski stated all Solano County libraries will open one hour later at 10 a.m. on Friday, September 29, 2023 for a staff development meeting. This will be the first in-person staff meeting since February 2020.

Ms. Fink thanked Ms. Olawski for making the library a wonderful place.

9. OLD BUSINESS

- a. Solano County Library Advisory Council - The Governing Board will receive an update.

Ms. Olawski stated the library received three applications for the Solano County Library Advisory Council. At the May 2, 2023 Board of Supervisors' meeting, the Board voted to merge the Measure L Oversight Committee with the Solano County Advisory Council; however, there is no update at this time. Ms. Olawski will report back when she has more information. Ms. Olawski stated a new appointment will be on hold until further details are provided by the Board of Supervisors. Ms. Olawski reached out to all three applicants to let them know of the status. Mr. McCabe currently serves on the Solano County Advisory Board as a representative from Dixon.

- b. Back-to-School Festival Wrap-Up

Mr. Cuevas thanked all staff that participated in the back-to-school festival. It was a very successful event; he thanked the Friends of the Library for their contribution and noted all the library tote bags and backpacks from the school district were distributed. Mr. Cuevas stated there was representation from the LGBTQ center, parent associations, and the school district. He thanked the staff at the Dixon Unified School District and library staff. He hopes to have more sponsorships and provide more resources at future events.

Ms. Fink stated it was a great way to start the year. Mr. Cuevas inquired about the cost associated with this event; Ms. Olawski stated it wasn't significant and she will provide the board with the final amount.

c. Approve the revised FY 2023-2024 budget

Mr. Cuevas moved to approve the Dixon Library FY 2023-2024 Revised Budget with the following changes: transfer \$769,526 from (8101) Contingency to (1210) Retirement to paydown the Dixon Public Library District CalPERS liability and transfer \$2,297,350 from (8101) Contingency to (8301) Reserve to save for future growth of the Dixon Library; Ms. Fink seconded. Motion carried so ordered by 3-0 vote.

Mr. Gabby: Yes
Ms. Fink: Yes
Mr. Cuevas: Yes

10. NEW BUSINESS

a. Approve surplus of old microfilm reader and remove from Dixon Library District's inventory list

Ms. Fink moved to approve the surplus of old microfilm reader and remove from inventory list; Mr. Gabby seconded. Motion carried. So ordered 3-0 vote.

Mr. Cuevas: Yes
Ms. Fink: Yes
Mr. Gabby: Yes

b. Receive and accept the 2022/2023 Public Facilities Impact Report

Mr. Gabby moved to accept the 2022/2023 Public Facilities Impact Report; Ms. Fink seconded. Motion carried. So ordered 3-0 vote.

Mr. Cuevas: Yes
Ms. Fink: Yes
Mr. Gabby: Yes

11. ANNOUNCEMENTS/MEMBER REPORTS

Mr. Cuevas announced September is Latino Heritage Month.

Mr. Cuevas requested future library expansion be a standing item under Old Business on future agendas. He stated the Dixon Library District may want to consider a bond measure but the Board should be mindful of the upcoming sales tax renewal as Measure L sunsets in 2030.

12. NEXT REGULAR MEETING OF THE DIXON LIBRARY GOVERNING BOARD OF LIBRARY TRUSTEES

Ms. Olawski stated the next library meeting scheduled for December 14, 2023 conflicts with the school board meeting. She suggested the meeting be moved to December 7, 2023. The Board agreed. The next meeting will be on Thursday, December 7, 2023 at 5:00 p.m.

13. ADJOURNMENT

Time: 6:18 p.m.

Suzanne Olawski, Director of Library Services

Date



**Report of the Director of Library Services
to the Dixon Library District Board of Trustees
December 19, 2023**

PERSONNEL

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

- 1.0 Librarian

COLLECTIONS / RESOURCES / SERVICES

Student Access Cards

Student Access Cards - Jul 2023 – Oct 2024	Checkouts
Dixon Unified School District	594
Anderson Elementary	169
Dixon High	51
Gretchen Higgins Elementary	145
John Knight Middle School	163
Maine Prairie High	9
Tremont Elementary	57

Collections

The Library recently purchased a new database called Lote4Kids, which offers over 2,700 digital picture books in many languages, including Spanish, Tagalog, Cantonese, Mandarin, and ASL. Lote4Kids is available from Solano County Library's 24/7 Digital Library under the tab Kids.

The bakeware collection began circulating in late November. The items are listed in the Library's catalog for hold placement and items will be sent to requested locations to fill those hold requests. The loan period is for three weeks with a limit of three renewals and the borrowing limit is three bakeware items at a time.

Dash robots (coding robots) and Tonies, imagination-building, screen-free, digital listening device, both for kids are available to borrow. The Library will begin circulating gardening tools in 2024. There will be 19 different types of tools, from fruit pickers to garden shears.

IT / Technology

- Dixon Library received a new microfilm reader and staff are trained to assist customers.

Upcoming IT Projects:

- Self-check replacement in 2024: IT will be replacing existing self-check stations with ELO touch self-checkouts. The upgrade will create a more efficient and user-friendly experience.
- Digital signage replacement - Communico Broadcast: IT and marketing are also working together to implement our new digital signage software, Communico. Rollout is slated for January 2024.
- AWE computer replacement: To enhance the education experience of our youngest library patrons, IT will be replacing aging Awe computers with newer more robust technology. Anticipated rollout will be completed by June of 2024.
- Library IT will be implementing a new, state-of-the-art IT infrastructure monitoring software. With this new software in place, the IT team will have real-time visibility into the health and performance of the library's entire IT infrastructure, allowing us to proactively identify and address potential issues.

PROGRAMS / PARTNERSHIPS / OUTREACH

Outreach

Library staff conducted outreach to the Dixon Migrant Center in collaboration with Solano County Office of Education and seven-time award-winning children's book author and Emmy-nominated KCRA (Sacramento) anchor/reporter Leticia Ordaz who promoted her children's books in celebration of Hispanic Heritage Month. Staff also participated in outreach at the Silveyville Cemetery for Día de Muertos and in the Dixon annual Halloween Stroll.

Food Bank of Contra Costa and Solano Food Drive

During November and December, all library locations are holding a food drive for the local food bank. In addition, Contra Costa and Solano counties compete to raise funds for the Food Bank. This friendly annual competition, spearheaded by individual county departments, has raised nearly \$2.7 million since 2003. The Library participates by holding gift basket raffles and staff donations.

Solano Reads: Year-Long Reading 2024

Solano Reads is a year-long reading challenge that offers monthly prompts to keep patrons reading books throughout the year. Participants are encouraged to read one book a month from each of the reading categories that tie in with heritage and identity months.

Mini Health Fair

Library staff held a mini health fair in partnership with Farmstead Homes, Touro University (Solano Connex) and the Solano County Office of Education focusing on health resources available to the Dixon community.

FACILITIES

- Two security cameras have been ordered and the Library will work with its vendor on installation once the cameras received.
- The patio area outside of the children's room has been re-concreted to provide for a smoother surface for outdoor programming.
- Bids are being secured to replace the air conditioning units over the 1950's addition this spring.
- There is a water leak over the children's area, which is being mitigated until it can be repaired when the AC unit is replaced and the roof resealed.

There is a growing number of teens (tweens) using the library after school and some behavior issues necessitate staff intervention, such as increased noise levels and altercations between the youths. Staff have reached out to parents and the middle school to assist with behavior problems and they also provide afternoon activities, such as board games and crafts, to engage the teens.

EVENTS

Weekly Programs

Tuesdays	10 AM	Family Storytime with a craft activity
	3 PM	Nintendo Switch Game Days for ages 10 to 18
	3:30 PM	Beginner Chess Club for kids and teens
	6:30 PM	English Conversation Group meets and practices speaking English with a literacy tutor
Wednesdays	10 AM	Bilingual Spanish Storytime with stay and play
	2 PM	Afternoon Adventures with crafts for ages 6 to 14
Thursdays	10:30 AM	Kids Yoga with Busy Bees Yoga Studio
	3 PM	Barbie and Ken Club play with your Barbies with friends

3 PM Nintendo Switch Game Days for ages 10 to 18
 6:30 PM English Conversation Group meets and practices speaking English with a literacy tutor
 Fridays 9 AM Drop in Tech Help: one-on-one support for cellphones, tablets, e-readers, and laptops
 3 PM Build-it Club: build and create for ages 6 to 12
 5:30 PM Dixon Rocks all ages are welcome to paint rocks and spread kindness in Dixon

First Mondays @2 PM Career Assistance with Goodwill career advisors. Receive job readiness training on resume writing, interviewing skills, submitting online applications, and more.

First Wednesdays @5:30 PM Poppin’ Bottles & Pop Culture Reads, themed book club at The Pip Wine Bar.

Second Wednesdays @4 PM Teen Rainbow Reads Club where teens can read about LGBTQ+ characters.

Second Thursdays @11 AM Dixon Library Book Club discussing monthly reading choice with coffee and tea.

FY2023-2024 Statistics: Dixon

YTD	Circulation	Questions	New Cards	Gate Count	Adult Programs / Attendance	Young Adult (11-17) Programs / Attendance	School-Age (5-10) Programs / Attendance	Pre-School (0-5) Programs / Attendance
Jul '23 – Oct '23	33,142	1,814	450	18,025	38 / 2,017	30 / 903	192 / 3,421	56 / 928
Jul '22 - Oct '22	17,510	1,078	395	14,152	20 / 532	12 / 765	51 / 3,136	13 / 474



Dixon Public Library District Governing Board of Trustees
Solano County Library Advisory Council Candidate Interviews
Tuesday, December 19, 2023
Dixon Library - 230 N 1st St, Dixon, CA 95620

Interview Time	Candidate
5:15 p.m.	Danielle Jones
5:30 p.m.	Luisa Nye



Solano County LIBRARY

Go Anywhere From Here

Dixon Library
230 N. 1st Street - Dixon, CA 95620
1-866-572-7587

APPLICATION FOR APPOINTMENT TO THE SOLANO COUNTY LIBRARY ADVISORY COUNCIL

The Solano County Library Advisory Council is an eleven-member council. Five members are appointed from the five supervisorial districts; the other six members are appointed from the cities/districts that the Library serves. Solano County Library Advisory Council serves in an advisory capacity to the Director of Library Services and discusses county library issues in addition to recommending the County Library budget to the Board of Supervisors. Meetings occur every other odd month on the third Monday at 6:30 p.m. at the Fairfield Civic Center Library located at 1150 Kentucky Street, Fairfield, CA 94533. The appointment is for a two-year term.

Name: Danielle Jones	Phone: -----	Email: -----
Address: -----	City: Dixon	State/Zip: CA 95620
Are you a resident of City of Dixon? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Will you be able to attend Solano County Library Advisory meetings regularly? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Employer/Occupation: Cordova Recreation & Park District / Clerk of the Board		
Education: M.A. International Studies / B.A. Political Science / Certified Special District Board Clerk, 2013		
Service on Other Boards or Commissions N/A		
Professional and/or Community Service Activities: California Special Districts Association - Elections & Bylaws Committee California Special Districts Association - Professional Development Committee		
Why are you interested in serving on the Solano County Library Advisory Council? I have lived in Dixon since 2010, and am looking for ways to serve my community more, especially in an area that I love. Personally, I have always loved reading, and currently participate in a local book club. I am a new Solano County Library cardholder and look forward to utilizing the system more and contributing effectively to the Library Advisory Council. I have years of experience working for various public sector agencies, including a county Board of Supervisors, city, and independent special district, so I feel very comfortable with political and administrative environments. I also have some experience understanding public sector budgets. I have been the Clerk of the Board at my agency for 13 years, and I would be excited for the opportunity to serve on the other side of an advisory council.		



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As a member of the Solano County Library Advisory Council, what do you think you might contribute to help the Library fulfill its mission and goals?

Part of the mission is to spark curiosity and champion learning, and I have endless passion for both! I can bring my experience of studying cultures and traveling abroad as well as higher education to discern opportunity areas in the Library and help develop enrichment in Dixon and throughout the County. I currently serve on 2 diverse, state-wide committees that make recommendations for our association's membership, so I can contribute my ability to listen, collaborate, learn and support. At my current agency, I was responsible for instituting the district's first Archive Information Management System, digitally archiving 60 years' worth of records. I bring both a comfort with digital services as well as a strong appreciation for hard copy materials, utilizing both for frequent research projects at my job.

Important Information

- This is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
- All members are required to take the following training: 1) Brown Act and 2) State Ethics Training as may be required by AB 1234.
- Members may be required to file a Statement of Economic Interest form also known as Form 700.
- Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
- Meeting dates and times are subject to change and may occur multiple days per month.

I CERTIFY that I have read and understand the information above, and that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements/omissions of material fact may cause forfeiture of my rights to serve on the Solano County Library Advisory Council.

Danielle Jones
Signature of Applicant

7/27/2023

Date

APPLICATION IS DUE BY 5:00 P.M., FRIDAY, JULY 28, 2023

Please return application to
Dixon Library
Supervising Librarian
230 N. 1st Street
Dixon, CA 95620



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Name: <i>Luisa Nye</i>	P:	Email: <i>luisa.nye@solnet.org</i>
Address:	City: <i>Dixon</i>	State/Zip: <i>95620</i>
Are you a resident of City of Dixon? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Will you be able to attend Solano County Library Advisory meetings regularly? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Employer/Occupation: <i>self-employed as a teacher</i>		
Education: <i>life is my university - I've had some college education</i>		
Service on Other Boards or Commissions <i>NO</i>		
Professional and/or Community Service Activities: <i>currently volunteering for Up to CARES (aka) Up to Hospice I am also pretty active in my religious community as Chair of activities & at times we orchestrate volunteering opportunities</i>		
Why are you interested in serving on the Solano County Library Advisory Council? <i>my children utilize the library and I would like to give back I would like to help in keeping the library with current & up to date issues</i>		
<i>Luisa Nye 6/14/23</i>		



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As a member of the Solano County Library Advisory Council, what do you think you might contribute to help the Library fulfill its mission and goals?

* As I am bilingual, I could bring a sense of diversity + ideas for the Hispanic community - we also have children/teens + could have an idea for that age group as well. 😊

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** [Handwritten Signature]*

6/14/23

Signature of Applicant

Date

APPLICATION IS DUE BY 5:00 P.M., FRIDAY, JULY 28, 2023

Please return application to

Dixon Library
Supervising Librarian
230 N. 1st Street
Dixon, CA 95620

DIXON PUBLIC LIBRARY DISTRICT

RESOLUTION NO. 1, 2023-24

**RESOLUTION OF THE DIXON PUBLIC LIBRARY DISTRICT BOARD
REGARDING QUARTERLY MEETINGS**

WHEREAS, the Dixon Unified School District Board of Trustees serves as the governing body for the Dixon Public Library when sitting as the Dixon Public Library District Board of Trustees; and

WHEREAS, according to amended Education Code Section 18380, a Board of Library Trustees shall schedule meetings quarterly at such time and place as it may fix by resolution.

NOW, THEREFORE, BE IT RESOLVED that the Dixon Public Library District Board of Trustees will meet quarterly at a place, time, and date to be advertised in accordance with applicable regulations.

PASSED AND ADOPTED by the Dixon Public Library District Board of Trustees, Dixon, Solano County, California, this 19th day of December 2023 by the following votes:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

CERTIFICATION

I, *Suzanne Olawski*, Secretary to the Dixon Unified School District Library Board, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the said Board at a regular meeting thereof at the time and by the vote above stated, which Resolution is on file in the administrative offices of Solano County Library.

Secretary