

## SOLANO COUNTY LIBRARY ADVISORY COUNCIL

January 22, 2024, 6:30 p.m.

LOCATION: 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 November 18, 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. Topics/goals of the Solano County Library Advisory Council: Council will discuss their topics/goals for the coming year.
  - b. Election of Officers: Council will elect a Chair and Vice-Chair for 2024. **ACTION**
11. ANNOUNCEMENTS/MEMBER REPORTS
12. DATE OF NEXT MEETING: March 18, 2024
13. ADJOURNMENT

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

November 20, 2023 6:30 p.m.

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**1. CALL TO ORDER**

The meeting was called to order by Chair McCallum at 6:30 p.m.

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

Members Present: Noah Dove, Diane Barney, Neil Hall, Kelli Mahoney, Dave McCallum, Lloyd McCabe

Members Absent: Stephanie Cobb, Dotty Schenk, Sergio Maciel, Ariel Ortila, Jeffrey Worrell

Others Present: Suzanne Olawski, Director of Library Services; Mike Eitner, Assistant Director of Library Services; Megan Wong, Deputy Director of Library Services; Kim Stone, IT Coordinator, Solano County Library; Cathy Sheldon, Office Assistant

**3. INTRODUCTIONS**

Ms. Olawski introduced Megan Wong, Deputy Director of Library Services and Kim Stone, Information Technology Coordinator, Solano County Library.

**4. APPROVAL OF MINUTES of September 18, 2023**

Mr. McCabe moved to approve September 18, 2023, meeting minutes; Ms. Barney seconded. Motion carried. So ordered by 6-0 vote.

**5. APPROVAL OF AGENDA**

Ms. Barney moved to approve the November 20, 2023, agenda; Mr. Hall seconded. Motion carried. So ordered by 6-0 vote.

**6. PUBLIC COMMENT**

Mr. Dennis Green Jr. shared how important libraries are to the communities they serve. Mr. Marcel Moore attended the meeting to experience how the meeting is conducted and items discussed.

**7. CORRESPONDENCE**

None.

**8. DIRECTOR'S REPORT**

The Council reviewed Ms. Olawski's written report. Ms. Olawski reported Danny Trejo event will be limited to two tickets per person.

**9. OLD BUSINESS**

None.

**10. NEW BUSINESS**

a. The Council will receive an Information Technology presentation.

Ms. Wong and Ms. Stone gave an Information Technology presentation. Please see attached.

Mr. Hall inquired about AI with the library system. Ms. Wong stated AI is moving into libraries with some book vendors and cataloging software systems.

Mr. Green inquired if the library would offer other type of computers like Apple. Mr. Moore inquired if the library would offer more programs and/or software for artists like editing software.

**11. ANNOUNCEMENTS/MEMBER REPORTS**

Mr. McCabe announce Brian Dolan, Superintendent, Dixon Unified School District, is retiring.

Mr. Dove stated the closure signs for Indigenous Peoples’ Day read Columbus Day and they were changed immediately. He stated there are outstanding building issues at the JFK library and hopes the City of Vallejo resolves them soon.

Ms. Mahoney commented on the outreach the Rio Vista library staff conducts to the schools in Rio Vista. She appreciates all they do.

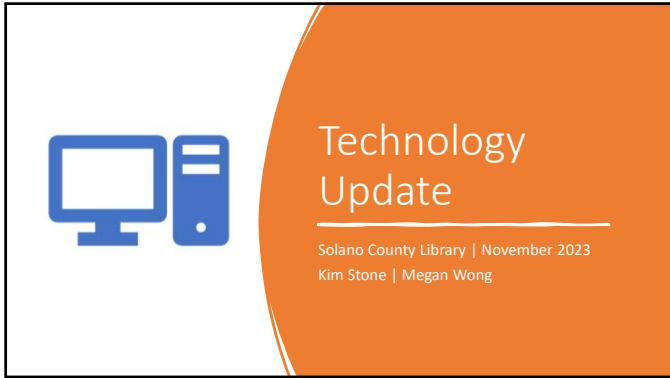
Ms. Barney attended the Solano County Library Foundation Authors Luncheon and stated it was a success and commented on guess speaker, Mychal Threets, Supervising Librarian, at Fairfield Civic Center.

**12. DATE OF NEXT MEETING:** January 22, 2024  
Fairfield Civic Center Library  
150 Kentucky St., Fairfield, CA 94533

**13. ADJOURNMENT** 7:30 p.m.

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



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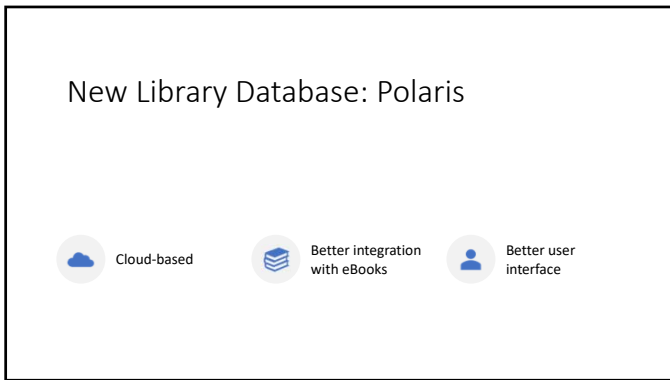
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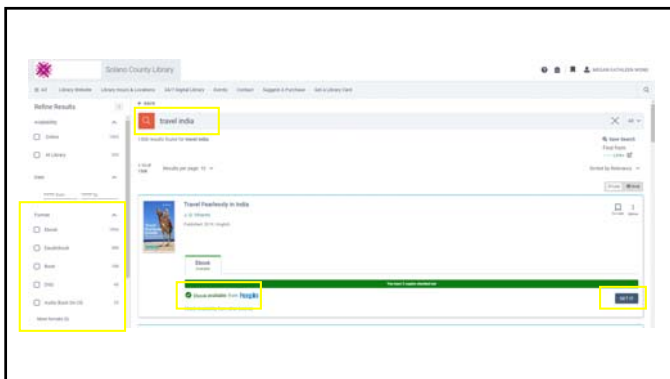
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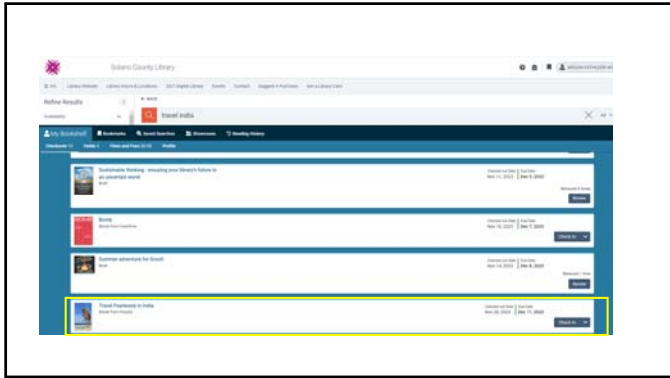
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Booking Software

ROOM-BOOKING    EVENT-BOOKING    DIGITAL SIGNAGE

The complex block contains the heading "Booking Software" at the top. Below it are three icons: an orange icon with a person at a whiteboard, a grey icon with a calendar, and a yellow icon with a computer monitor. Below each icon is its corresponding label: "ROOM-BOOKING", "EVENT-BOOKING", and "DIGITAL SIGNAGE".

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New Devices

- 30 Chromebooks (built-in hotspot)
- 300 5G hotspots
- 45 Tablets for children (built-in hotspot)
- 175 Tablets for literacy (built-in hotspot)
- 30 Tablets for adults (built-in hotspot; coming soon)

The complex block features the heading "New Devices" on the left. To the right, there is a list of five items, each preceded by a horizontal line. The items are: "30 Chromebooks (built-in hotspot)", "300 5G hotspots", "45 Tablets for children (built-in hotspot)", "175 Tablets for literacy (built-in hotspot)", and "30 Tablets for adults (built-in hotspot; coming soon)".

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Stats for New Devices

Children's: 2/3 checked out;  
Average of five checkouts.

Literacy: Over half are checked out  
to learners for a year

Hotspots: All but two checked out;  
Average of 4.8 checkouts since June

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### Public Computers

Upgraded PCs with state-of-the art performance

Usage is down. Fewer will be purchased going forward

Utilizing extra space for displays, seating, etc.

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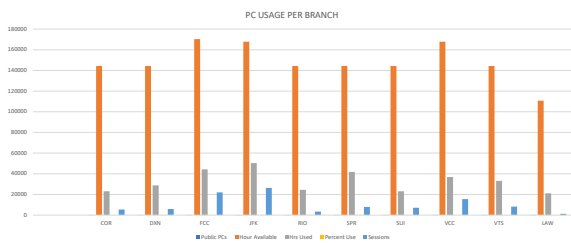
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### Public PC Stats | Jan-Oct 2023



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Zoom Rooms

- Noise cancelling, high quality sound bars and mic
- HD video
- Collaborative hybrid and virtual meetings
- Hybrid storytime
- Record meetings
- Ability to control meetings with tablet
- 6 installed
- 3 more coming

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IT Infrastructure Upgrade

What is IT infrastructure?

How will the upgrade improve our services?

What is the timeline?

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IT Infrastructure Upgrade

Servers, computers, software, networking equipment, etc.

Ensures systems run smoothly and securely; addresses vulnerabilities

Work began in July 2023 and will end in June 2024

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## New People Counters



Accurate visitor counts



Usage patterns



Powerful reports

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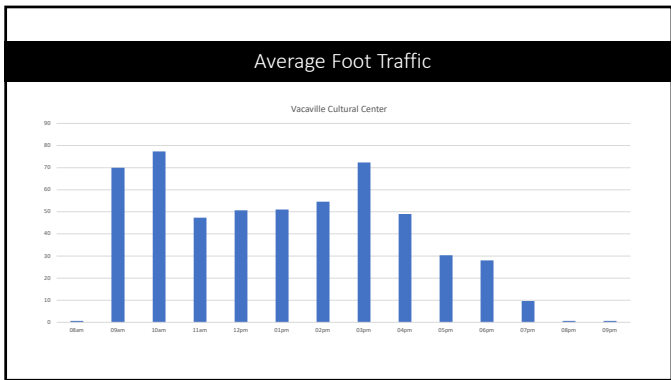
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## New Wi-Fi

- Upgraded Wi-Fi at all locations
- Faster and more reliable

Total Clients	Avg # clients per day	Avg usage per client	Pages viewed	Pages blocked
39657	693	2.68GB	36962	1924

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Questions?

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**Report of the Director of Library Services  
to the Solano County Library Advisory Council  
January 2024**

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## **PERSONNEL**

The Library is pleased to share the following staff announcements:

- **Rali Garcia** has been promoted to the position of **Librarian** at the **Dixon Library**. Rali earned her Master of Library and Information Science from the University of Denver, graduating June 2023. Rali previously worked as a Library Associate at the Suisun City Library and the Library's former Telephone Assistance Center.
- **Melinda Knowling** has been promoted to the position of **Library Associate** at the **Vallejo John F. Kennedy Library**. Melinda previously worked as a Library Aide at the Vacaville Cultural Center Library.
- **Mychal Threets**, Supervising Librarian - Fairfield Civic Center Library, is one of ten recipients of the American Library Association's (ALA) 2024 "**I Love My Librarian Award**" for outstanding public service, selected from 1,400 candidates nominated by library users nationwide. Mychal has become a social media sensation over the course of the past year, rising to the level of "library influencer" as described recently by the New York Times. Through his social media channels, Mychal promotes the value of public libraries and how everyone is welcomed and can receive help with their needs. Mychal primarily uses his TikTok and Instagram accounts (@mychal3ts) for his posts, which highlight positive experiences of library users. Mychal has put a spotlight on the value of public libraries, most especially how public libraries are community hubs that bring people together, close the opportunity gap by connecting people to essential services and resources, support vulnerable populations, and most especially how they are free and open to all. Mychal's achievement will be recognized at the ALA LibLearnX Conference in Baltimore, MD on January 19, 2024.
- **Mychal Threets**, Supervising Librarian - Fairfield Civic Center Library, **Joan Parker**, Librarian - Fairfield Civic Center Library, and **Rali Garcia**, Librarian - Dixon Library, were selected as recipients of the (Solano County) Tri-City NAACP **Unsung Hero Award** for their *unwavering dedication to fostering the love of learning, exploration, and literature in Solano County residents*. Mychal, Joan, and Rali will be recognized for their achievements at the Tri-City NAACP Gala on February 3, 2024 at the Paradise Valley Golf Course. The gala's theme: "Inspiring the Next Generation and Nurturing Young Black Leaders for a Brighter Future."

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

### Dixon Library

- 0.5 Library Assistant

### Fairfield Cordelia Library

- 0.4 Library Aide

### Suisun City Library

- 1.0 Library Associate

### Vacaville Cultural Center Library

- 0.4 Library Aide
- 0.4 Library Aide

### Vacaville Town Square Library

- 1.0 Librarian

Vallejo John F. Kennedy Library

- 0.4 Library Aide
- 0.4 Library Aide

Vallejo Springstowne Library

- 1.0 Librarian
- 0.4 Library Aide

## OPERATIONS

### Organizational Study

The Library is undergoing an organizational study conducted by an outside consultant to examine and assess current resources to plan for the future. The study will identify approaches and changes that support staff to serve a changing and diverse community. The organizational study will also conduct a review of existing personnel resources which will examine current job classifications with the goal of recommending changes, modifications and potential new descriptions that align with the nature of work required to meet the needs of the respective library communities with the resources available. The study also will focus on the organizational structure to determine any recommended changes to better leverage the library’s resource capacity. The goal will be to recommend effective ways to utilize existing management, staff, and financial resources. This process is expected to conclude mid to late summer.

### CA State Funding

The State is facing a \$68B budget shortfall and based on the Governor’s released draft budget, support for two library programs is at risk: Local Library Infrastructure Grant program and California State Library Park Pass program.

**Support for Local Library Infrastructure** – *“The Budget proposes to pull back \$131.3 million one-time General Fund of the \$439 million in one-time General Fund support provided for the Local Library Infrastructure Grant Program in the 2021 Budget Act and proposes to forgo planned one-time General Fund investments of \$33 million in 2024-25, \$33 million in 2025-26, and \$34 million in 2026-27.”*

The City of Vallejo is at risk of losing their grant award of \$4,317,967 for energy and mechanical improvements to the John F. Kennedy Library.

**California State Library Park Pass:** *About 68 million people visit California state parks every year, but getting in for free might get harder for California residents as Newsom proposes to eliminate funding for the California State Library Parks Pass, which allows Californians with a library card to get a day-use vehicle pass to 200 state parks for free (typically saving \$10-\$15 per vehicle.) Newsom’s proposal would also shift funding for the California State Park Adventure Pass, which allows fourth graders and their families free entry to state parks, to Proposition 98. These programs are part of Newsom’s Outdoors for All initiative, which received \$9.1 million for three years starting in 2021-22.*

### Facilities

#### VTS

- HVAC replacement – Checking with the manufacturer on the unit shipment date.
- Coordinating with City maintenance on schedule to paint the front entrance room.

#### SUI

- The display screen of fire alarm has been flashing letter & symbols. We got a quote from the vendor and submitted to School district maintenance for approval to replace the fire alarm annunciator in library lobby.

#### RIO

- A floor outlet nearest the public entrance has trace of frass. City's pest control company examined and verified the issue is from termites. We contacted City maintenance to schedule for treatment.

#### DIX

- HVAC replacement – Per vendor, units are in stock.
- Roof recoating for main library and children's area – HVAC replacement need to be completed before they can apply the coating to reseal the roof.
- Miller building roof leak – roofer needs to come out while pouring rain to trace the water leaks.

#### JFK

- We are following up with City groundskeeper supervisor on the status of those trees that touch the building.
- City contractor is working on fixing the plaster that's pulling away from the wall on south side of the building above the individual study nooks.
- Work has begun to repair fire damage from January 2023.

#### SPR

- HVAC unit repaired

## **COLLECTIONS, RESOURCES & SERVICES**

### Collections

#### Current Projects

1. Graphic novel reclassification is ongoing with the purpose to make them easier to find.
2. We are ordering best sellers a year in advance to see if that improves our chances of receiving books by street date. The vendor has a "first in, first out" policy, so the sooner we place our orders, the more likely we are to receive them by street date.
3. The J Bilingual opening day collection has been ordered. It will some time before this collection is released due to its specific cataloging needs. Existing bilingual picture books will be pulled in, re-cataloged, and then added to this collection.
4. Merchandising Committee meets meeting monthly and offers suggestions to each branch for optimizing space for displays and face-outs.

#### Upcoming Projects

1. Gardening tools collection release date is March 15, 2024. Fairfield Civic Center Library, Dixon Library, and Vallejo JFK Library will host this collection. Tools will not float or leave the branch to fill holds. Holds must be picked up and returned at the owning location.
2. Dash robots will be ready for circulation in mid-February.

### IT / Technology

#### Current Projects

1. The ongoing server migration project continues its transformation of 32 aging physical servers into a modern, efficient virtual environment. This strategic initiative aims to enhance operational flexibility, reduce maintenance costs, and improve security and scalability. By consolidating these servers into a virtual infrastructure, the organization anticipates streamlined management, increased resource utilization, and a reduced carbon footprint.
2. IT and marketing are also working together to implement our new digital signage software. Rollout is slated for January 2024.

3. Library IT is in the process of 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.
4. The forthcoming mobile app is currently being built out. We hope to have it ready for the public in April 2024. The app will allow patrons to reserve a room, register for an event, and manage their library account.
5. MessageBee is a new notification service that will allow us to send native text messages (fewer will get trapped in SPAM filters), customize email messages, and send phone call notices. This will be ready in early February.

#### Upcoming Projects

1. IT will be replacing 28 self-check stations with ELO touch self-checkouts this year. The upgrade will create a more efficient and user-friendly experience. RFP for this will close 01/11/2024.
2. To enhance the education experience of our youngest library patrons, IT will be replacing our aging AWE computers with newer more robust technology. Anticipated rollout will be completed by June of 2024.

### **PROGRAMS & PARTNERSHIPS**

#### WIC Books 4 Kids Distribution

Health and Social Services' (HSS) division of Women, Infants, and Children (WIC) is once again partnering with Solano County Library to provide free book bundles (three books, a book bag, and informational handouts) for participating families to pick up at four library locations: Dixon Library, Fairfield Civic Center Library, Vacaville Town Square Library, and Vallejo JFK Library. Books are available for families with kids age five (5) and under that are WIC clients starting at the end of January. This is the second year of this collaborative partnership. Funding for this project is provided by California's Department of Public Health.

#### Sustaining Solano

Solano County Library received a grant from the California State Library for the Sustainable California Libraries Project. The Library's Sustaining Solano project will offer open-air events at partner locations and invite partners to offer events in-library. The library will transport adults, children, and families to partnering open spaces and farms where they will meet experts and talk about how parks, gardening, and open spaces provide both palpable and intangible benefit to the people of Solano County. As part of this grant, all Solano County Library locations will have seed libraries. Library staff are in the process of ordering seed containers and seeds to launch the collection in the Spring.

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#### 2024 Solano Reads: Year-long Reading Program

This year Solano Reads asks the community to read a book each month related to the twelve observance months presented below. Participants will have the chance to earn commemorative enamel pins throughout the program as well as be entered into monthly drawings for chances to win gift cards sponsored by the Solano County Library Foundation. The program is designed for adults and teens but all ages are welcome to participate.

January:	International Holocaust Remembrance Day, January 27
February:	Black History Month
March:	Women's History Month
April:	Arab American Heritage Month
May:	Asian Pacific American Heritage Month
June:	Pride Month
July:	Disability Pride Month
August:	South Asian Heritage Month
September:	Hispanic Heritage Month

October: Filipino American History Month  
 November: Native American Heritage Month  
 December: Universal Month for Human Rights

Student Access Card Program Update

- Contacted: River Delta Unified School District  
 ○ No response
- Contacted: Dixon Montessori Charter School  
 ○ Preliminary discussion

As of December 31, 2023, there were **71,727 student access cards** registered. From July 1 to December 31, 2023, users with student access cards checked out **23,931 physical items**.

<b>Jul 1- Dec 31, 2023</b>	<b>DUSD</b>	<b>FSUSD</b>	<b>Change Maker (Vallejo)</b>	<b>Griffin / MIT (Vallejo)</b>	<b>TUSD</b>	<b>VUSD</b>	<b>VCUSD</b>
Checkouts	1,197	13,019	6	137	926	5,741	2,905

## **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	
December 2023	1,112,419	36,320	24,955	402,183	8,214	466	9,123	369	6,797	898	29,850	635	18,963
December 2022	986,583	36,684	9,330	361,009	7,244	327	9,002	148	2,433	542	15,988	491	13,330

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 (-December 2023)**

Overdrive	Hoopla	Kanopy	Freegal Music	Total
207,203	49,723	8,634	84,790	350,350

## **FY2023-2024 Miscellaneous Statistics (-December 2023)**

WiFi Hotspots	WiFi Sessions / Minutes	Public PC Bookings	State Park Passes	Discover & Go
1,743	123,445 / 3,193,885	67,376	1,117	438

## **FY2023-2024 Social Media Statistics (-December 2023)**

Website Visits	Website Page Views	Facebook Followers	X (Twitter) Followers	Instagram Followers	TikTok Followers
302,667	504,205	30,800	3,300	9,800	26,000

Website Visits: Number of visits to solanoliberalry.com  
 Website Page Views: Total number of library website pages visited. One visitor can view multiple solanoliberalry.com webpages.