

**DIXON LIBRARY**  
**GOVERNING BOARD OF LIBRARY TRUSTEES**  
**AGENDA: REGULAR MEETING**  
Dixon Library, 230 N. 1<sup>st</sup> St., Dixon, CA 95620  
5:00 P.M. – Tuesday, March 12, 2024

---

**1. CALL TO ORDER**

**2. PLEDGE OF ALLIEGENCE**

**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**

**7. APPROVAL OF CONSENT CALENDAR (ACTION ITEMS)**

- a. Approve the agenda of the March 12, 2024 Dixon Library District Board of Trustees regular meeting
- b. Approve the minutes of the Dixon Library District Board of Trustees regular meeting of December 14, 2023 – Attachment 1

**8. INFORMATION ITEMS**

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

**9. OLD BUSINESS**

- a. Community Garden Update – The Library Board of Trustees will receive an update on a potential community garden
- b. Dixon Library – The Library Board of Trustees will discuss the future growth of the Dixon Library

**10. NEW BUSINESS**

- a. Dixon Library District 2024 Back to School Event – The Library Board of Trustees will discuss interest in a 2024 Back to School event and may take action to approve participation in and budget for an event (**ACTION ITEM**)
- B.** Approve surplus of wooden atlas stand and remove from inventory list (**ACTION ITEM**)

**DIXON LIBRARY**  
**GOVERNING BOARD OF LIBRARY TRUSTEES**  
**AGENDA: REGULAR MEETING**  
Dixon Library, 230 N. 1<sup>st</sup> St., Dixon, CA 95620  
5:00 P.M. – Tuesday, March 12, 2024

---

**11. ANNOUNCEMENTS / MEMBER REPORTS**

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

Tuesday, June 11, 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**

Dixon Library, 230 N. 1<sup>st</sup> Street., Dixon, CA 95620

Tuesday, December 19, 2023

---

**1. CALL TO ORDER**

The meeting was called to order by President Cuevas at 5:04 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	P
Regina Espinoza	P

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

Others Present: Cathy Sheldon, Office Assistant III, Solano County Library; Rhea Gardner, Supervising Librarian, Solano County Library

**4. PUBLIC COMMENT**

None.

**5. INTRODUCTIONS**

Ms. Olawski introduced Rhea Gardner who is the supervisor at Dixon Library; Ms. Luisa Nye and Ms. Danielle Jones who are candidates for the Solano County Library Advisory Council representing Dixon Library District.

**6. CORRESPONDENCE**

Ms. Olawski followed up on an email from Ms. Pam Griffey about upgrades to the front lawn area of the Dixon Library; the land in front of library (facing N. 1<sup>st</sup> Street) belongs to the City of Dixon and not the Library District; therefore, the Women's Improvement Club will need to contact the City of Dixon regarding upgrades. Ms. Olawski referred Ms. Griffey to the City.

Ms. Fink stated the Women's Improvement Club along with the Dixon Historical Society want to purchase a bench to place in front of the library. They wrote a letter to the City of Dixon and are waiting on a response.

**7. APPROVAL OF CONSENT CALENDAR**

- 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

Mr. Gabby moved to approve the consent calendar; Mr. Bowen seconded. Motion carried. So ordered by 5-0 vote.

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

## 8. INFORMATION ITEMS

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

Updates from Ms. Olawski's report: security cameras have arrived and waiting installation. Ms. Rali Garcia (internal candidate) accepted the position as Adult/Teen Librarian, beginning January 9, 2024.

Mr. Bowen reported his daughter checked-out a Tonie Box and is enjoying using it.

## 9. OLD BUSINESS

### a. Solano County Library Advisory Council Interviews

The Library Board conducted a candidate interview for a position on the Solano County Library Advisory Council representing the Dixon Library District.

After one candidate was interviewed, Mr. Bowen moved to place Item 9a. Solano County Library Advisory Interviews after Item 9c. on the agenda allowing time for the other candidate to arrive; Ms. Fink seconded. Motion carried. So ordered 5-0 vote.

### b. Community Garden Update

After some discussion on the community garden, Ms. Olawski will follow up with Sustainable Solano for more information concerning management of volunteers; this item will be put on the March 2024 agenda.

### c. Dixon Library - Future Growth

The Library Board discussed space needs at the Dixon Library and expressed interest in a general obligation bond and timing of a bond measure to address those needs. Space for programs and meetings was identified as a top priority and either 2026 or 2028 were identified as targeted bond measure election years. Ms. Olawski will begin exploring the option of a general obligation bond and County processes, and she will bring copies of the Solano County Library Facilities Master Plan, which includes Dixon Library, to the next meeting; this topic will be a standing item on all future agendas.

## 10. SOLANO COUNTY LIBRARY ADVISORY COUNCIL INTERVIEWS (ACTION ITEM)

The Library Board continued the interviews for Solano County Library Advisory Council.

Mr. Bowen moved to appoint Ms. Danielle Jones as the Dixon Library District representative to the Solano County Library Advisory Council for a two-year term from January 2024 through December 2025; Mr. Gabby seconded. Motion carried. So ordered 5-0 vote.

Mr. Cuevas Yes  
Ms. Fink Yes  
Mr. Bowen Yes  
Mr. Gabby Yes

Ms. Espinoza            Yes

**11. NEW BUSINESS**

a. Election of Officers (ACTION ITEM)

Ms. Espinoza moved to appoint Mr. Cuevas as President, Ms. Fink as Vice-President, and Mr. Gabby as Clerk; Mr. Bowen seconded. Motion carried. So ordered 5-0 vote.

Ms. Fink            Yes  
Mr. Cuevas        Yes  
Mr. Bowen         Yes  
Mr. Gabby         Yes  
Ms. Espinoza      Yes

b. Establish Quarterly Library Board Meetings (ACTION ITEM)

Mr. Bowen moved to approve Resolution No. 1, 2023-2024, Establishing Quarterly Library District Meetings; Ms. Espinoza seconded. Motion carried. So ordered 5-0 vote.

Ms. Espinoza      Yes  
Mr. Gabby         Yes  
Mr. Bowen         Yes  
Ms. Fink            Yes  
Mr. Cuevas        Yes

c. Establish Library Board Meeting Dates and Locations for 2024 (ACTION ITEM)

After a brief discussion, the Library Board proposed moving their regular quarterly meetings from the second Thursday to the second Tuesday evening. Ms. Fink moved to approve March 12, June 11, September 10, and December 10 as regularly scheduled Library Board meetings for 2024 beginning at 5:00 p.m. at the Dixon Library; Ms. Espinoza seconded. Motion carried. So ordered 5-0 vote.

Ms. Espinoza      Yes  
Mr. Gabby         Yes  
Mr. Bowen         Yes  
Ms. Fink            Yes  
Mr. Cuevas        Yes

**12. ANNOUNCEMENTS/MEMBER REPORTS**

Mr. Cuevas requested Back to School event to be placed on the March agenda to discuss possible partnerships.

Ms. Espinoza reported the library’s partnership with the schools on Passport to Reading was a very successful event.

Ms. Fink reported the Solano County School Board Association will host a training event on current legislation addressing school expulsions and suspensions. The event will be on January 22, 2024 beginning 6 p.m. at Solano Community College in Fairfield.

**13. NEXT REGULAR MEETING OF THE DIXON LIBRARY GOVERNING BOARD OF LIBRARY TRUSTEES**

March 12, 2024 at 5:00 p.m. at the Dixon Library

**14. ADJOURNMENT**

Time: 6:36 p.m.

---

Suzanne Olawski, Director of Library Services

Date

DRAFT

**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 19<sup>th</sup> day of December 2023 by the following votes:

AYES: D. Bowen, J. Cuevas, J. Fink, J. Gabby, R. Espinoza

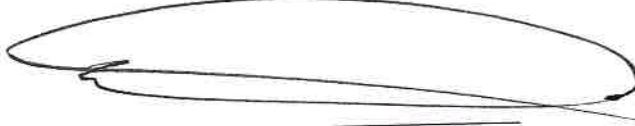
NOES: None

ABSENT: None

ABSTAIN: None

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

**PERSONNEL**

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

- 0.5 Library Assistant

**COLLECTIONS / RESOURCES / SERVICES**

Student Access Cards

<b>Student Access Cards: Jul 2023 – Feb 2024</b>	<b>Checkouts</b>
Dixon Unified School District	1,119
Anderson Elementary	290
Dixon High	117
Gretchen Higgins Elementary	286
John Knight Middle School	235
Maine Prairie High	21
Tremont Elementary	170

Collections

- The gardening tools collection release date is April 15, 2024. Dixon Library is one of three branches to house this collection and tools/holds must be picked up and returned at the owning location. Staff is working with County Counsel on policy. Tools include but are not limited to rakes, hoes, turf edgers, saws, shovels, shears, and pruners
- There is one Dash Robot in circulation as a pilot project. Staff are leaning how to program to assist customers and more may be added to the collection.
- Calm is a wellness app that offers guided meditation, sleep stories, and stress management. We will offer Calm to customers who will be able to create their own personalized Calm experience in late spring 2024.
- Using Geneva Worldwide translation services, our library system will be able to offer on-demand remote translation services (video and audio) at each of our library locations. We expect to offer this service spring-summer 2024.
- Memory Lab equipment will allow patrons the ability to save their valuable memories stored on outdated technology and convert these memories into digital content. This service is available for photos, photo negatives, 8mm, VHS, and cassette. We expect to offer this summer 2024.

IT / Technology

Upcoming IT Projects:

- Self-check – Communico Interact: IT will be replacing existing self-check stations with ELO touch self-checkouts. The upgrade will create a more efficient and user-friendly experience. Equipment should be installed by December 2024.
- Mobile App - Communico Connect: The forthcoming mobile app is currently being built out and should be ready for the public in April 2024. The app will allow customers to reserve a room, register for an event, and manage their library account. The app will be available to the public in both the Google Play and Apple app stores by searching for “Solano County Library.”
- New Firewall. IT installed a new, ultramodern firewall, which will keep our online environment more safe and secure.



- Switches: IT installed a new switch at Dixon Library, which will improve the library’s internet speed for customers.

## **PROGRAMS / PARTNERSHIPS / OUTREACH**

### Partnerships

The City of Dixon Recreation Manager updated library staff about the status of the recreation equipment lending program. The City still is interested in developing this program but to date has not received any donations but will try to actively pursue donations this year.

The City of Dixon Public Works maintains the City’s Community Fruit Tree Garden, and according to the Communications Officer, there has been a few requests for additional garden space where people could “own” and maintain a plot.

### Safety

Staff continue to monitor students in the library after school for loudness and inappropriate behavior. Students have been warned they will receive one warning before being asked to leave for the day if their behavior is not corrected. Staff have been in communication with the John Knight Middle School principal regarding student behavior in the library and he has stated that he will reach out to parents and students regarding this matter and requested staff stay in contact with him concerning any ongoing inappropriate behavior.

### Outreach

2/1 Ricky visited Dixon High School

2/1 Rhea attended Dixon’s Downtown Business Association Meeting

2/2 Ricky, Rali, and Rhea attended the Dixon’s State of the City Meeting

2/5 Corinne visited Gretchen Higgins

## **FACILITIES**

- Two new security cameras have been installed with one in the NE corner of the children’s room and the other in the NE corner of the Carnegie room. The locations were identified as part of the library’s security audit conducted by the Dixon Police Department in spring 2023.
- The Miller Building (200 1<sup>st</sup> Street) windows are in the process of being repaired. The contractor will replace the rotted window frames/trims/windowsills, add flashing tape to prevent water get behind the siding, reinstall existing windows correctly, and paint all exterior wood trims around the windows.
- It was assessed that the roof over the 1950’s addition should be replaced to meet current code, which could cost approximately \$150,000.
- There is a crack in the concrete floor between the two additions. A concrete vendor has been contacted to assess the situation and provide a quote.
- Staff is working on obtaining a quote to cut down the dead trees in the middle lot as well as trim the branches extending outside of the fence.
- The leak in the staff restroom and one public restroom has been repaired.
- The front entrance lights do not work and an electrician will be contacted to review the problem, which has been identified as electrical.
- The air conditioning units were replaced in February over the 1950’s addition.

**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
  - 11 AM Adult Coloring: coloring sheets and pencils provided or BYO
  - 2 PM Build-it Construction Club: build and create for ages 8 to 14
  - 5:30 PM Dixon Rocks all ages are welcome to paint rocks and spread kindness in Dixon

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

**March Programs**

- W, March 6 – 3 PM Floppy Disk Notebooks. Join us for a fun do-it-yourself craft: Floppy Disk notebooks! All materials will be provided; ages 12-17 encouraged to attend.
- W, March 6 - 6:30 PM Join us for a Kanopy screening of PBS documentary Not Done: Women Remaking America in honor of Women's History Month! Light refreshments will be provided. Ages 12+ encouraged. Film rated TV-PG.
- TH, March 7 – 5:30 PM Creativebug Family Art Nights: Spend an evening exploring your creativity with family, friends, and your library. We will create knotted pantry bags! This craft would be best for ages tween to adult but all ages are welcome to attend.
- W, March 13 – 3 PM St Patrick’s Day Cookie Decorating for Teens
- W, March 20 – 3 PM Mini Health Fair with Touro University. Receive free diabetes and blood pressure screenings and vaccinations.
- TH, March 21 – 5:30 PM Creativebug Family Art Nights: Spend an evening exploring your creativity with family, friends, and your library. We will make altered books and practice using gelli plates to create texture!

**FY2023-2024 Statistics: Dixon Library**

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 – Jan '24	56,784	3,226	809	31,833	59 / 3,771	60 / 1,378	263 / 4,930	101 / 1,808
Jul '22 - Jan '24	28,820	1,974	512	24,645	51 / 1,890	20 / 765	71 / 4,200	24 / 732

## JANUARY AND FEBRUARY 2024 PROGRAM HIGHLIGHTS

Family and Spanish Bilingual Storytime are going strong with increased attendance! We also have an increase in attendance for the Chess Club and the Barbie Club.



Corinne has started an Adult Storytime on the Second Fridays of the month for the Dixon Adult School for developmentally delayed adults.

In January Ricky hosted a Teen Financial Literacy program with Travis Credit Union and Yolo Community College and in February he hosted a Meet & Greet for Teens with Assemblymember Lori Wilson.





Ricky also hosted a Teen Valentine's Day Cookie Decorating for Teens with 54 people in attendance.



Our new librarian Rali is hosting a weekly Adult Coloring Hour every Friday morning from 11AM-12 PM. Rali also received the Tri-City NAACP Unsung Shero/Hero award on 2/3/2024 along with SCL librarians Mychal Threats and Joan Parker.





In honor of Black History Month, Rali organized an African Village Celebration on 2/22/2024



2/21 Randi and Taylor visited the Dixon Women's Improvement Club for a rock painting activity.

