

SOLANO COUNTY LIBRARY ADVISORY COUNCIL

March 18, 2024, 6:30 p.m.

LOCATION: Becker-Balmer Meeting Room-Fairfield Civic Center Library
1150 Kentucky St. Fairfield, CA 94533

The County of Solano, in compliance with the Americans with Disabilities Act of 1990, will provide accommodations for persons with disabilities who attend public meetings. If you wish to attend this meeting and you will require assistance to participate, please call the Supervising Librarian at 1-866-572-7587 at least 48 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting.

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 January 22, 2024 - 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 discuss the FY2024/25 requested budget and may take action – Attachment 3 **(ACTION)**
11. ANNOUNCEMENTS/MEMBER REPORTS
12. DATE OF NEXT MEETING: May 20, 2024
13. ADJOURNMENT

**Minutes of the
SOLANO COUNTY LIBRARY ADVISORY COUNCIL
January 22, 2024**

1. **CALL TO ORDER**

The meeting was called to order by Vice-Chair Dove at 6:33 p.m.

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

Members Present: Noah Dove, Stephanie Cobb, Diane Barney, Neil Hall, Ariel Ortila, Tom Baxley, Danielle Jones

Members Absent: Sergio Maciel, Dotty Schenk, Jeffrey Worrell, Kelli Mahoney

Others Present: Suzanne Olawski, Director of Library Services; Mike Eitner, Assistant Director of Library Services; Cathy Sheldon, Office Assistant III

3. **INTRODUCTIONS**

Mr. Baxley and Ms. Jones introduced themselves as representatives of the Vacaville Library District and Dixon Library District respectively; all members of the Council introduced themselves to Mr. Baxley and Ms. Jones

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

Mr. Hall moved to approve November 18, 2023 meeting minutes; Mr. Ortila seconded. Motion carried. So ordered by 7-0 vote.

5. **APPROVAL OF AGENDA**

Ms. Cobb moved to approve the January 22, 2024, agenda; Mr. Hall seconded. Motion carried. So ordered by 7-0 vote.

6. **PUBLIC COMMENT**

Mr. Green stated he appreciates what the library does for him and the community. Mr. Moore stated he attends the meeting to hear items discussed.

7. **CORRESPONDENCE**

None.

8. **DIRECTOR'S REPORT – Attachment 2**

The Council reviewed Ms. Olawski's written report.

9. **OLD BUSINESS**

None.

10. **NEW BUSINESS**

- a. Topics/goals of the Solano County Library Advisory Council: Council will discuss the topics/goals for the coming year.

The Council discussed what Library topics they would like to learn more about this year.

The Council agreed on the following topics for the year:

- Facilities
- Strategic Plan Update: Partnerships and Marketing
- Children/Youth Services
- Technology

b. Election of Officers: Council will elect a Chair and Vice-Chair for 2024.

Mr. Hall moved to appoint Mr. Dove as Chair and Ms. Cobb as Vice-Chair for 2024; Ms. Barney seconded. Motion carried. So ordered 7-0 vote.

11. ANNOUNCEMENTS/MEMBER REPORTS

Mr. Dove reported student access cards at Caliber Academy are active but waiting on login credentials; the Vallejo John F. Kennedy Library is getting painted in the area where there was fire damage.

Ms. Barney welcomed new members to the Council.

12. DATE OF NEXT MEETING: March 18, 2024
Fairfield Civic Center Library
150 Kentucky St., Fairfield, CA 94533

13. ADJOURNMENT 7:00 p.m.

Suzanne Olawski
Director of Library Services

PERSONNEL

The Library is pleased to share the following staff announcements:

- **Feliz Moreno** has accepted a transfer as **Library Associate** to the **Suisun City Library**. Feliz previously worked at the Fairfield Cordelia Library as a Library Associate.
- **Natalie Gomez** has accepted the position of **Library Associate** at the **Fairfield Cordelia Library**. Natalie has a background in customer service work.
- **Zayna Chubbs** has accepted the position of **Library Aide** at the **Fairfield Cordelia Library**. Zayna has experience in customer service, optometry, and early childhood education.
- **Laura Deal** has accepted the position of **Library Aide** at the **Vacaville Cultural Center Library**. Laura previously worked as a Departmental Aide at the Vacaville Cultural Center Library.
- **Raechel Jacala** has accepted the position of **Library Aide** at the **Vallejo Springstowne Library**. Raechel has worked as an occupational therapist and as an administrative assistant.
- **Tyler Lazzareschi** has accepted the position of **Library Aide** at the **Vallejo John F. Kennedy Library**. Tyler has a background in customer service work.

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

Dixon Library

- 0.5 Library Assistant

Rio Vista Library

- 1.0 Librarian
- 0.4 Library Aide

Vacaville Cultural Center Library

- 0.4 Library Aide

Vacaville Town Square Library

- 1.0 Librarian

Vallejo John F. Kennedy Library

- 0.4 Library Aide

STAFF DEVELOPMENT

- **Trauma-Informed Care** – Staff attended a two-day training designed for those working with the public, especially young children, to understand trauma overall as well as its impact on brain development, behavior, and learning. The training introduces a range of trauma-responsive and resilience building strategies that can be used in daily work and life and to create strength-based environments that support health, healing, and resiliency.
- **Public Library Association Annual Conference** – April 3-5, 2024 in Columbus, OH. This three-day event occurs once every other year and is the premiere conference for public library staff and a significant professional development opportunity. The 2024 PLA conference offers more than 100 educational programs—curated by

public libraries for public libraries—that demonstrate the innovation, adaptability, and diversity. Three staff members will be attending the conference. In addition to attending workshops while at the conference, staff also will visit the exhibits hall, connecting with vendors, attending product demonstrations and learning about cost-effective solutions to bring back to the library.

COLLECTIONS, RESOURCES & SERVICES

Collections

- Gardening Tools collection release date is April 15, 2024. Fairfield Civic Center, Dixon, and Vallejo John F. Kennedy libraries 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.
- There is one Dash Robot in circulation and two are reserved for library programming. More robots will be added in the future.

Upcoming Projects

- 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.
- Homebound and Alternative Delivery Exploration. A team of staff throughout the system will be convening in late March to kick off this committee's work. The committee will research peer libraries offering services to homebound patrons and/or alternative delivery methods (such as books by mail) and will be exploring the feasibility of offering both these services to our community.

New Databases

- Calm. Calm is a wellness app that offers guided meditation, sleep stories, and stress management. We will offer Calm for employees (with a focus on stress management and mindfulness) and Calm for patrons (who can create their own personalized Calm experience). ETA: Late April or early May.
- Translation services. Using Geneva Worldwide translation services, our library system will offer on-demand remote translation services (video and audio) at each of our library locations.

IT / TECHNOLOGY

Finished Projects

- Digital signage replacement (Communio Broadcast). This is dynamic signage that links to our Communico events.
- New Firewall. IT installed a new, ultramodern firewall. This firewall will keep our online environment more safe and secure.
- Switches. IT installed three new switches at Fairfield Civic Center, Vacaville Cultural Center, and Dixon. These new switches are fast and have greater functionality. The public should notice that the library's internet speed is faster.
- Library IT implemented a new, state-of-the-art IT infrastructure monitoring software by Solar Winds. With this new software now in place, the IT team has real-time visibility into the health and performance of the library's entire IT infrastructure, allowing us to proactively identify and address potential issues.

Current Projects

- 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.

- Mobile app (Communico Connect). 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.

PROGRAMS & PARTNERSHIPS

Solano LIFTS (Literacy Is Foundational To Success)

This is a new partnership between the Library, school districts, and County departments focusing on family literacy needs in Solano County. Solano LIFTS is in the process of developing long- and short-term goals with the intent of improving literacy in homes across the county.

Student Access Card Program Update

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

As of February 29, 2024 there were **72,533 student access cards** registered. From July 1, 2023 to February 29, 2024, users with student access cards checked out **25,182 physical items**.

Jul 1 '23 – Feb 29 '24	DUSD	FSUSD	Change Maker (Vallejo)	Griffin / MIT (Vallejo)	TUSD	VUSD	VCUSD
Checkouts	1,119	14,720	6	137	1,192	4,829	3,179

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	
January 2024	1,306,260	42,573	27,134	472,715	9,669	537	10,342	434	7,475	988	31,424	729	21,782
January 2023	1,118,236	43,045	9,330	414,442	8,547	375	9,414	187	2,798	589	17,285	559	15,058

- 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 (February 2024)

Overdrive	Hoopla	Kanopy	Freegal Music	Total
291,945	68,543	13,531	108,414	482,433

FY2023-2024 Miscellaneous Statistics (February 2024)

WiFi Hotspots	WiFi Sessions / Minutes	Public PC Bookings	State Park Passes	Discover & Go
2,221	166,515 / 4,285,188	91,362	1,360	559

FY2023-2024 Social Media Statistics (February 2024)

Website Visits	Website Page Views	Facebook Followers	X (Twitter) Followers	Instagram Followers	TikTok Followers
419,924	676,826	32,000	3,400	11,500	27,600

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

COUNTY OF SOLANO				
REQUESTED BUDGET - LIBRARY				
FOR THE FISCAL YEAR 24/25				
CATEGORY Subobject	Description	FY2022/23 ACTUALS	FY2023/24 ADOPTED BUDGET	Fy2024/25 REQUESTED BUDGET
1000	SALARIES AND EMPLOYEE BENEFITS			
0001110	SALARY/WAGES REGULAR	9,057,202	10,169,076	10,666,739
0001121	SALARY/WAGES-EXTRA HELP	406,532	698,008	533,999
0001131	SALARY/WAGES OT/CALL-BACK	56,051	57,625	55,968
0001141	SALARY/WAGES PREMIUM PAY	108	0	0
0001142	SALARY/WAGES STANDBY PAY	1,789	2,556	2,000
0001210	RETIREMENT-EMPLOYER	2,492,798	2,820,508	3,286,891
0001212	DEFERRED COMP-COUNTY MATCH	11,255	15,145	22,425
0001213	OPEB COSTS	169,099	203,384	213,332
0001220	FICA-EMPLOYER	739,069	835,944	861,297
0001230	HEALTH INS-EMPLOYER	1,630,635	2,005,556	2,223,873
0001231	VISION CARE INSURANCE	15,181	16,924	18,468
0001240	COMPENSATION INSURANCE	158,859	173,604	296,212
0001241	LT DISABILITY INSURANCE ER	3,907	5,477	5,189
0001260	DENTAL INS-EMPLOYER	84,629	99,732	106,732
0001270	ACCRUED LEAVE CTO PAYOFF	82,585	162,000	130,000
0001290	LIFE INSURANCE-EMPLOYER	8,427	10,750	10,846
TOTAL	SALARIES AND EMPLOYEE BENEFITS	14,918,125	17,276,289	18,433,971
2000	SERVICES AND SUPPLIES			
0002011	CLOTHING & PERSONAL SUPPLIES	314	400	500
0002021	COMMUNICATION-TELEPHONE SYSTEM	96,476	106,641	87,642
0002022	COMMUNICATION-TELEPHONE AMC	3,268	2,208	2,900
0002025	CELLULAR COMMUNICATION SERVICE	114,049	131,200	130,165
0002028	TELEPHONE SERVICES	81,143	154,120	131,750
0002035	HOUSEHOLD EXPENSE	284,417	317,898	290,820
0002050	INSURANCE-RISK MANAGEMENT	529,789	595,871	1,100,289
0002051	LIABILITY INSURANCE	481,433	595,981	1,136,874
0002120	MAINTENANCE EQUIPMENT	3,000	27,400	23,400
0002122	FUEL & LUBRICANTS	15,325	24,281	21,037
0002140	MAINTENANCE-BLDGS & IMPROVE	146,518	539,700	406,600
0002170	MEMBERSHIPS	38,665	53,500	148,500
0002176	FEES AND PERMITS	578	880	480
0002178	CASH SHORTAGE	6	180	180
0002200	OFFICE EXPENSE	47,511	64,800	56,800
0002201	EQUIPMENT UNDER \$1,500	31,804	41,150	58,600
0002202	CONT ASSETS COMPUTER RELATED	0	0	143,500
0002203	COMPUTER COMPONENTS <\$1,500	7,622	22,800	47,500
0002204	COMPUTER RELATED ITEMS:<\$500	5,805	1,000	1,000
0002205	POSTAGE	61	400	100
0002206	CONT ASSET-NON COMP RELATED	0	0	0
0002207	ERGONOMIC UNDER \$1500	817	25,500	6,800
0002210	DUPLICATING SERVICES	8,973	15,200	11,500
0002215	MANAGED PRINT COST PER COPY	20,514	22,750	24,122
0002216	MAINTENANCE/SERVICE CONTRACTS	499	90,000	90,000
0002236	CONSULTING SERVICE	0	425,000	220,000
0002245	CONTRACTED SERVICES	0	0	185,684
0002250	OTHER PROFESSIONAL SERVICES	366,734	957,750	824,270
0002261	SOFTWARE MAINTENANCE & SUPPORT	718,140	575,097	511,800

COUNTY OF SOLANO				
REQUESTED BUDGET - LIBRARY				
FOR THE FISCAL YEAR 24/25				
CATEGORY Subobject	Description	FY2022/23 ACTUALS	FY2023/24 ADOPTED BUDGET	Fy2024/25 REQUESTED BUDGET
0002266	CENTRAL DATA PROCESSING SVCE	167,757	255,751	167,009
0002270	SOFTWARE	4,734	16,500	0
0002271	SOFTWARE SUBSCRIPTION/SBITA ST	14,463	105,350	206,673
0002280	PUBLICATIONS AND LEGAL NOTICES	2,535	4,000	3,000
0002281	ADVERTISING/MARKETING	158,507	200,000	300,000
0002285	LEASE EXPENSE-COPIERS/MFD'S ST	52,372	55,420	0
0002295	LEASE EXPENSE - BUILDINGS ST	0	500	500
0002310	EDUCATION & TRAINING	18,308	51,500	36,500
0002312	SPECIAL DEPARTMENTAL EXPENSE	35,064	96,900	132,496
0002327	LIBRARY MATERIALS PROCESSING	72,178	156,600	187,298
0002328	LIBRARY MATERIALS	2,020,762	2,289,994	2,867,730
0002335	TRAVEL EXPENSE	2,908	15,500	10,500
0002336	TRAVEL OUT-OF-STATE	5,321	34,500	8,500
0002337	MEALS/REFRESHMENTS	4,275	5,318	5,154
0002338	EMPLOYEE RECOGNITION	411	6,250	6,250
0002339	MANAGEMENT BUSINESS EXPENSE	4,043	8,100	8,450
0002350	COUNTY GARAGE SERVICE	20,521	48,108	53,098
0002354	CAR ALLOWANCE	6,025	7,800	7,800
0002355	PERSONAL MILEAGE	13,540	10,100	10,700
0002360	UTILITIES	677,408	813,615	942,493
0002361	WATER	30,872	36,850	38,074
TOTAL	SERVICES AND SUPPLIES	6,315,465	9,010,363	10,655,038
3000	OTHER CHARGES			
0003020	REFUND OF PRIOR YEAR CHARGES	17,000	50,000	50,000
0003235	LEASE EXPENSE - LT LEASE-CP,MF	0	0	61,586
0003694	INTERFUND SVCES-PROFESSIONAL	735,909	1,249,884	1,369,433
0003695	INTERFUND SVCES-MNT MATERIALS	228	0	0
0003696	INTERFUND SVCES-SMALL PROJECTS	678	0	0
0003697	INTERFUND SVCES-POSTAGE	1,419	3,500	2,000
0003698	INTERFUND SVCES-MNT LABOR	5,612	0	0
0003710	COUNTYWIDE ADMIN OVERHEAD	782,165	1,083,479	1,268,051
TOTAL	OTHER CHARGES	1,543,011	2,386,863	2,751,070
4000	FIXED ASSETS			
0004201	BUILDINGS AND IMPROVEMENTS	0	470,000	470,000
0004202	CONSTRUCTION IN PROGRESS	1,547,582	3,435,000	2,833,479
0004303	EQUIPMENT	132,037	170,428	213,000
0004304	COMPUTER EQUIPMENT	789,308	0	151,000
TOTAL	FIXED ASSETS	2,468,927	4,075,428	3,667,479
5000	OTHER FINANCING USES			
0005040	TRANS OUT-POBs	134,142	159,279	162,676
0005052	TRANS OUT-FLEET	46,509	0	0
TOTAL	OTHER FINANCING USES	180,651	159,279	162,676
9000	TAXES			
0009001	CURRENT SECURED	7,907,415	8,078,152	8,406,692
0009002	CURRENT UNSECURED	254,916	253,678	276,991

COUNTY OF SOLANO				
REQUESTED BUDGET - LIBRARY				
FOR THE FISCAL YEAR 24/25				
CATEGORY Subobject	Description	FY2022/23 ACTUALS	FY2023/24 ADOPTED BUDGET	Fy2024/25 REQUESTED BUDGET
0009003	PRIOR UNSECURED	13,381	9,000	5,000
0009004	SUPPLEMENTAL SECURED	199,204	143,806	179,979
0009005	PRIOR SECURED	6,690	2,000	1,000
0009015	LIBRARY SALES TAX - MEASURE B	6,608,144	6,190,200	6,240,720
0009018	UNITARY	175,015	175,016	194,648
0009019	ABX1 26 RESIDUAL TAXES	1,198,901	1,243,032	1,285,064
0009020	ABX1 26 PASS THROUGH	1,372,153	1,341,156	1,383,446
TOTAL	TAXES	17,735,821	17,436,040	17,973,540
9400	REVENUE FROM USE OF MONEY/PROP			
0009401	INTEREST INCOME	706,143	250,000	330,000
0009405	LEASE REVENUE - BUILDINGS LT	4,815	2,215	4,150
TOTAL	REVENUE FROM USE OF MONEY/PROP	710,958	252,215	334,150
9500	INTERGOVERNMENTAL REVENUES			
0009021	LMIHF & OTHER ASSETS	24,425	0	0
0009504	FISH & GAME	559	0	0
0009505	STATE HIGHWAY RENTALS	20	0	0
0009507	HOMEOWNERS PROPERTY TAX RELIEF	63,100	61,933	62,253
0009510	FEDERAL - REVENUE SHARING	499	0	0
0009511	OTHER GOVERNMENTAL AGENCIES	123,601	100,902	88,057
0009569	STATE OTHER	202,519	174,000	196,574
0009591	STATE GRANT REVENUE	1,000	0	0
0009599	FEDERAL OTHER	571	0	0
TOTAL	INTERGOVERNMENTAL REVENUES	416,292	336,835	346,884
9600	CHARGES FOR SERVICES			
0009603	PHOTO/MICROFICHE COPIES	65,728	44,441	43,847
0009605	LIBRARY SERVICES	12,262	10,173	9,391
0009637	OTHER PROFESSIONAL SERVICES	7,029,252	7,240,399	7,960,671
TOTAL	CHARGES FOR SERVICES	7,107,242	7,295,013	8,013,909
9700	MISC REVENUES			
0009702	CASH OVERAGE	40	0	0
0009703	OTHER REVENUE	3,438	960,840	960,840
TOTAL	MISC REVENUES	3,477	960,840	960,840
9800	OTHER FINANCING SOURCES			
0009803	OPERATING TRANSFERS IN	2,781,185	3,032,873	3,233,452
0009807	TRANSFER IN-COUNTY CONTRIB	344,219	361,650	391,361
0009811	OPERATING TXR IN - ARPA	254,253	0	0
TOTAL	OTHER FINANCING SOURCES	3,379,657	3,394,523	3,624,813
TOTAL EXPENSE		25,426,179	32,908,222	35,670,234
TOTAL REVENUE		29,353,447	29,675,466	31,254,136
CHANGE IN FUND BALANCE		(3,927,268)	3,232,756	4,416,098

