

SOLANO COUNTY LIBRARY ADVISORY COUNCIL

July 15, 2024, 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 March18, 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. Facilities Update
11. ANNOUNCEMENTS/MEMBER REPORTS
12. DATE OF NEXT MEETING: September 16, 2024
13. ADJOURNMENT

**Minutes of the
SOLANO COUNTY LIBRARY ADVISORY COUNCIL
March 18, 2024**

1. **CALL TO ORDER**

The meeting was called to order by Vice-Chair Cobb at 6:54 p.m.

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

Members Present: Stephanie Cobb, Diane Barney, Neil Hall, Ariel Ortila, Danielle Jones, Kelli Mahoney

Members Absent: Sergio Maciel, Dotty Schenk, Jeffrey Worrell, Noah Dove, Tom Baxley

Others Present: Suzanne Olawski, Director of Library Services; Lisa Lin, Admin Services Manager; Cathy Sheldon, Office Assistant III

3. **INTRODUCTIONS**

None.

4. **APPROVAL OF MINUTES of January 22, 2024**

Ms. Barney moved to approve January 22, 2024 meeting minutes; Mr. Hall seconded. Motion carried. So ordered by 6-0 vote.

5. **APPROVAL OF AGENDA**

Mr. Hall moved to approve the March 18, 2024, agenda; Ms. Barney seconded. Motion carried. So ordered by 6-0 vote.

6. **PUBLIC COMMENT**

None.

7. **CORRESPONDENCE**

None.

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

The Council reviewed Ms. Olawski's written report.

Ms. Jones inquired if the new Calm app will be offered to patrons on a pay basis. Ms. Olawski stated the wellness app is free.

Ms. Barney inquired when the Memory Lab equipment will be available. Ms. Olawski stated the equipment will be available next fiscal year at the three large branches: Fairfield Civic Center Library, Vacaville Cultural Center Library and the Vallejo John F. Kennedy Library.

Ms. Barney inquired if the Council would receive more information on the Solano LIFTS (Literacy is Foundational To Success) program/partnership. Ms. Olawski stated she will get more information on this program.

9. **OLD BUSINESS**

None.

10. **NEW BUSINESS**

a. The Council will discuss the FY 2024/2025 requested budget and make take action

Mr. Hall moved to approve the FY 2024/2025 requested budget as presented; Ms. Barney seconded.
Motion carried. So ordered by 6-0 vote.

11. **ANNOUNCEMENTS/MEMBER REPORTS**

Ms. Mahoney inquired about the recruitment for a new librarian at the Rio Vista Library. Ms. Olawski stated the recruitment is underway.

Ms. Jones inquired about the materials budget and holds ratio for new materials. Ms. Olawski stated the library has a 3:1 holds ration and will order additional copies when the threshold is reached; moreover, it is working with its vendors on receiving new releases sooner.

12. **DATE OF NEXT MEETING:**

May 20, 2024
Fairfield Civic Center Library
150 Kentucky St., Fairfield, CA 94533

13. **ADJOURNMENT**

7:33 p.m.

Suzanne Olawski
Director of Library Services



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

PERSONNEL

The Library is pleased to share the following staff announcements:

Employee Name	Classification	Location
Chandar, Andrew	Librarian (Entry)	Rio Vista
Mathers, Mo	Librarian (Entry)	Vacaville Town Square
Ferrell, Wendy	Librarian (Entry)	Extra-Help
Nakamura, Jamie	Librarian (Entry)	Extra-Help
Gomez, Natalie	Library Associate	Fairfield Cordelia Library
Morris, Lawrence	Library Associate	Extra-Help
Craft, Andrea	Library Assistant	Dixon Library
Perez, Caroline	Library Assistant	Extra-Help
Greene, Alyssa	Library Assistant	Extra-Help
McCall Mizuki	Library Assistant	Extra-Help
Chubbs, Zayna	Library Aide	Fairfield Cordelia Library
Avina, David	Library Aide	Fairfield Civic Center Library
DeCaro, Ian	Library Aide	Rio Vista Library
Deal, Laura	Library Aide	Vacaville Cultural Center Library
Lazzareschi, Tyler	Library Aide	Vallejo John F. Kennedy Library
Spain, Molette	Library Aide	Vallejo John F. Kennedy Library
Jacala, Raechel	Library Aide	Vallejo Springstowne Library

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

Dixon Library

- 1.0 Librarian

Fairfield Civic Center Library

- 1.0 Supervising Librarian – conditional offer extended

STAFF DEVELOPMENT

- Library De-Escalation: Solano County Sheriff’s Office Deputies presented de-escalation techniques related to reading body language, approaching difficult situations, and other tactics to de-escalate various scenarios.

- Library Policies and Procedures: overview included the Library’s Mission, Vision, and Values as well as the American Library Association’s (ALA) Library Bill of Rights, ALA’s Freedom to Read statement, and discussion related to how these documents relate to all library classifications.
- Library’s Behavior Policy and PITS (Patron Incident Tracking System): overview includes a check-in on how front-line staff are doing with incidents, how to read and understand the Behavior Policy and accompanying suspensions, as well as how and what to include when writing incident reports.
- Law Library Introduction: overview includes a summary of the services offered at the Law Library, a tour of the space, and learn about the resources and services offered to Solano County residents.
- Customer Service: training includes the Library’s Mission, Vision, and Values, competencies, and customer service expectations.
- Literacy: overview includes a summary of the services offered by the Library’s Literacy team and how other staff can help support this important work.
- American Library Association (ALA) conference, June 28 – July 2 in San Diego, California: four (4) staff members attended the annual conference’s educational programming, vendor exhibits and award ceremonies.

COLLECTIONS, RESOURCES & SERVICES

Collections

- Gardening Tools collection release date is mid-August. 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.

Current 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. Staff are currently learning how to use the equipment to assist customers.
- Video games will be added to the Vallejo Springstowne, Rio Vista, and Fairfield Cordelia libraries in FY24-25.

Upcoming Projects

- Our newest special collection is cookware. This collection features cookware that you might use occasionally but don’t necessarily want taking up space in your kitchen, like canning supplies, a pasta maker, or a tortilla press. This project is slated to roll out in 2025.

IT / TECHNOLOGY

Current Projects

- IT is migrating the public reservation system to a new virtualized environment.
- IT is configuring 10 state-of-the-art virtual servers to handle print services for our branches.
- Wireless public printing is being migrated to a new platform.

Upcoming Projects

- In 2024, IT will be replacing 28 self-check stations with ELO touch self-checkouts. The upgrade will create a more efficient and user-friendly experience.
- AWE computer replacement. To enhance the education experience of our youngest library patrons, IT will be replacing our aging AWE computers with newer more robust technology. The anticipated rollout will be completed by September of 2024.

PROGRAMS & PARTNERSHIPS

Solano LIFTS (Literacy Is Foundational To Success)

Solano Lifts is a family literacy collaboration, which started in October 2023. The Library hosts meetings with colleagues from local school districts and other County departments focusing discussion on the literacy needs of adults and families in Solano County. Members include the Kiwanis Club, Solano County Office of Education, and (Solano County) Health and Social Services’ Women, Infants & Children (WIC).

The group prioritizes achievable projects and initiatives, such as increased collaboration between the library and local school districts to share information about library and literacy services/programs to students and families, develop workshops for parents and children to encourage family learning together, and focus on marketing and networking across the County to raise awareness of local literacy needs, assist with identifying potential adult literacy tutors, and seek out additional partners and organizations to interact with LIFTS.

Student Access Card Program Update

Contacted: River Delta Unified School District
o No response

As of June 30, 2024 there were **72,692 student access cards** registered. From July 1, 2023 to June 30, 2024, users with student access cards checked out **38,541 physical items**.

Jul 1 '23 – Jun 30 '24	DUSD	FSUSD	Change Maker (Vallejo)	Griffin / MIT (Vallejo)	TUSD	VUSD	VCUSD
Checkouts	1,869	21,665	37	195	1,415	8,421	4,939

FY2023-2024 STATISTICS

Year	Circulation	Reference	Registration	Gate Count	Volunteer Hours	Adult		YA		School Age		Pre-School	
						Programs / Attendance	Programs / Attendance	Programs / Attendance	Programs / Attendance	Programs / Attendance	Programs / Attendance		
May 2024	2,005,664	55,078	34,903	709,256	16,095	825	14,520	694	10,741	1,480	45,935	1,240	37,458
May 2023	1,791,422	65,569	36,560	667,849	14,044	652	15,512	389	8,011	1,028	31,719	1,055	28,385

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 (May 2024)

Overdrive	Hoopla	Kanopy	Freegal Music	Total
420,625	97,214	20,178	148,384	686,401

FY2023-2024 Miscellaneous Statistics (June 2024)

WiFi Hotspots	State Park Passes	Discover & Go
2,764	1,939	861

FY2023-2024 Social Media Statistics (June 2024)

Website Visits	Website Page Views	Facebook Followers	Instagram Followers	TikTok Followers
297,580	933,000	32,000	11,800	27,500

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.