

DEPARTMENTAL PURPOSE

The Solano County Library was established by the Board of Supervisors on April 6, 1914 under the County Free Library Law that was passed by the State legislature in 1909. Today, county libraries come under Education Code Title 1, Division 1, Part 11, Chapter 6, Articles 1-3, sections 19100-19180, which states, in part, that the Board of Supervisors may establish and maintain a County Free Library. There is no specific mandate related to the establishment of a County Free Library nor is a specific level of service required.

Budget Summary:	
FY2019/20 Midyear Projection:	23,733,823
FY2020/21 Recommended:	24,003,682
County General Fund Contribution:	320,827
Percent County General Fund Supported:	1.3%
Total Employees (FTEs):	129.23

FUNCTION AND RESPONSIBILITIES

The Solano County Library provides a full complement of hours, services, and programs at nine branches in the cities of Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo. In addition, the Library offers a virtual branch with online services available 24-hours a day, seven-days a week. The Department also operates the County Law Library. The Library provides free use of books, magazines, newspapers, compact discs, DVDs, electronic books, government documents, and online databases and resources; staff to assist library customers looking for information and to answer their questions; staff who develop and present reading programs for children, conduct class visits and instructional tours, and offer special informational programs for all age groups; literacy tutoring for adults and families with limited reading skills and for English-as-a-Second Language (ESL) learners; a pediatric literacy program, Reach Out and Read; access to an online catalog, information and research assistance as well as tutoring services for students and lifelong learners; access to computers for personal computing needs as well as technology training in most of the Library’s branches; and partnerships with other government agencies or community groups that directly benefit customers including Children’s Network of Solano County, Solano Childcare Planning Council, Foster Youth Education Project, Solano Community Foundation, City of Fairfield Quality Neighborhood Program, Nonprofit Partnership Program, City of Vacaville, and Vacaville Senior Roundtable. The Library staff takes great care to provide expanded hours and services. The value and services provided by the Library has had broad voter support as evidenced by approval of the passage of two sales tax measures dedicated to Library services.

Bonnie Katz, Director of Library Services
Library Services

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Challenges:

- The Department will continue exploring additional funding sources to address increasing expenditures. The Department will pursue grant opportunities and work with its Foundation and Friends groups to help support ongoing library and literacy programming.
- The Department continues to explore different service deliveries to keep up with technology changes and to address the needs of the various age groups that the Library serves. Many of the Library's customers use only their smart phones for their information needs and the Department needs to ensure that the technology available will work on these devices.
- The Department modified its services as a result of the COVID-19 pandemic, increasing online access to materials and closing its lobbies to the public. In FY2020/21, the Department will be working to expand access to library services while continuing to address social distancing requirements.

Accomplishments:

- AMH (Automated Materials Handling). The Library began the implementation of AMH equipment. AMH checks in and sorts library materials, improves efficiency of staff time and resources, and contributes to increased accuracy of library accounts. In the branches where the equipment has been installed, Fairfield Civic Center, John F. Kennedy, and Cordelia libraries. AMH makes it easier and faster for customers to check in library materials. Additional branches that will have the equipment installed include the Suisun City Library, Vacaville Cultural Center and Vacaville Town Square libraries.
- The Library expanded its collection with the introduction of WIFI hotspot lending for the home or on the go. Customers can check out the hotspots at any branch of the Library.
- The Library system partnered again with the United Way and Internal Revenue Service on the "Earn It! Keep It! Save It!" program, providing low to moderate income households with free quality tax return preparation.
- Women's History Month was celebrated with a variety of programs that were funded by the Women's History Luncheon which began in 2007. Since its inception, over \$59,000 has been donated to the Library to support women's history. The Library has been able to purchase materials for our collection and provide special programs. This year the Library used the funds to present three Paint Night programs at the Fairfield Civic Center Library, John F. Kennedy Library, and the Vacaville Cultural Center Library. The 2020 event, a special program, a Conversation with bestselling author Amy Tan, was scheduled, but had to be postponed to the fall of 2020 due to the Covid-19 pandemic.
- The Dixon Public Library Board (DPL) approached the County to explore the possibility of contracting with the County Library to operate the Dixon Public Library. After months of negotiations to work out a contract for service, DPL contracted with the County Library to have the County Library operate DPL. On January 1, Dixon Public Library employees became County employees and the Dixon Library is currently operating as a branch of the County Library.
- Musical Instruments are now available for check out. Customers of all ages can explore and try out these new instruments at no cost with a library card. Instruments include ukuleles, violins, keyboards, drum sets, and acoustic and electric guitars.

WORKLOAD INDICATORS

During the period of July 1, 2018 – June 30, 2019:

- 1,889,095 in library materials were circulated by the Library
- 1,454,986 individual visits to the library branches
- 1,217,617 people "virtually" visited the library at www.solanolibrary.com
- 31,741 hours of time donated by volunteers
- 152,716 people attended 3,909 library programs
- 159,716 digital downloads

Functional Area Summary

6300 – Fund 004-Library
Bonnie Katz, Director of Library Services
Library Services

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
LIBRARY ADMINISTRATION	21,722,717	21,452,654	22,831,628	1,378,974	6.4%
PUBLIC SERVICES	315,082	265,113	203,855	(61,258)	(23.1%)
SUPPORT SERVICES	256,127	270,720	199,650	(71,070)	(26.3%)
TOTAL REVENUES	22,293,926	21,988,487	23,235,133	1,246,646	5.7%
APPROPRIATIONS					
LIBRARY ADMINISTRATION	3,977,286	5,345,470	4,790,671	(554,799)	(10.4%)
PUBLIC SERVICES	11,596,944	11,771,306	13,197,776	1,426,470	12.1%
SUPPORT SERVICES	4,532,477	5,896,787	6,015,235	118,448	2.0%
TOTAL APPROPRIATIONS	20,106,707	23,013,563	24,003,682	990,119	4.3%
CHANGE IN FUND BALANCE					
LIBRARY ADMINISTRATION	(17,745,431)	(16,107,184)	(18,040,957)	(1,933,773)	12.0%
PUBLIC SERVICES	11,281,861	11,506,193	12,993,921	1,487,728	12.9%
SUPPORT SERVICES	4,276,350	5,626,067	5,815,585	189,518	3.4%
CHANGE IN FUND BALANCE	(2,187,220)	1,025,076	768,549	(256,527)	(25.0%)

STAFFING					
LIBRARY ADMINISTRATION	22.55	22.80	22.80	0.0	0.0%
PUBLIC SERVICES	82.0	82.0	89.4	7.4	9.1%
SUPPORT SERVICES	16.0	17.0	17.0	0.0	0.0%
TOTAL STAFFING	120.55	121.80	129.23	7.4	6.1%

DEPARTMENTAL BUDGET SUMMARY

The Preliminary Recommended Budget represents an increase of \$1,246,646 or 5.7% in revenues and an increase of \$990,119 or 4.3% in appropriations when compared to the FY2019/20 Adopted Budget. As a result, use of Fund Balance decreased \$256,527 or 25.0%.

Primary Funding Sources

The primary funding sources for the Department are property taxes and a 1/8 of a penny voter approved sales tax dedicated to library services, which are directly tied to the economy. These revenue streams seem to have stabilized and have begun to slightly increase after many years of decline. The funding source has been impacted as a result of the COVID-19 pandemic, the extent of the impact is unclear and will require further revision in FY2020/21. The Department continues to explore additional ways to minimize costs by streamlining services and programs while striving to maintain its level of services.

The FY2020/21 Recommended Budget includes a \$1,246,646 or 5.7% increase in revenues primarily due to the following:

- Property and sales tax revenues reflect an increase of \$379,550.
- Revenue from use of Money/Property reflects a decrease of \$185,402 primarily due to a decrease in interest income.
- Intergovernmental Revenues reflect a decrease of \$72,689 primarily due to a decrease in revenue received for automation services provided to Solano Partner Libraries and St. Helena (SPLASH) consortium relating to the Dixon Public Library no longer paying into this consortium.
- Charges for Services reflect an increase of \$1,199,034, primarily due to an increase in revenue for library services provided to the Vacaville Library District, Dixon Public Library and Law Library. The Dixon Public Library entered into an agreement with the County Library for the Library to provide administrator services to Dixon.
- Other Financing Sources reflect a decrease of \$78,303 primarily due to a reduction in property tax revenue Transfers-In from the four Library Zones.

**Bonnie Katz, Director of Library Services
Library Services**

- The General Fund Contribution to the Library of \$320,827 reflects an increase of \$4,456.

Primary Costs

The FY2020/21 Preliminary Recommended Budget of \$24,003,682 includes a \$990,119 or 4.3% increase in appropriations primarily due to the following:

- Salaries and Employee Benefits reflect an increase of \$747,089, or 5.3% primarily due to negotiated and approved labor contracts resulting in increases in wages, CalPERS retirement costs, and insurance rates.
- Services and Supplies reflect an increase of \$109,540 primarily due to refreshing the Library's public and staff computers; increasing property and liability insurance costs; and additional building maintenance and household expenses for the Dixon Public Library. These increases are offset by decreases in professional services and consulting services due to the awarding of the contract for the Facilities Master Plan in FY2019/20.
- Other Charges reflect an increase of \$187,706 primarily due to an increase of \$297,831 in Interfund Services, which reflects a decision to increase the level of security provided by the Sheriff at several Library branches, as well as increases in charges from facility operations, grounds maintenance and custodial services; and offset by a decrease of \$109,625 in Countywide Administrative Overhead charges.
- Fixed Assets reflect a decrease of \$60,000 primarily due to the completion of a desk replacement project in FY2019/20.

Contracts

The FY2020/21 Recommended Budget includes a total of \$1,042,490 in contracted services, which includes the following significant contracts:

- \$252,500 for maintenance on the integrated library system
- \$233,905 for custodial services at seven library branches located in non-county owned buildings
- \$214,500 for online integrated hardware and software library automation services
- \$71,734 for inter-library borrowing of materials through Link+, a library member consortium
- \$43,000 for collection services for delinquent Library accounts
- \$33,625 for fire and security alarm inspections, monitoring and maintenance services
- \$26,210 for cataloging and metadata services for library materials
- \$18,239 for maintenance services for RFID (Radio Frequency Identification) equipment
- \$15,030 for delivery services of Link+ materials

Fixed Assets

The FY2020/21 Recommended Budget includes the following fixed assets:

- \$439,500 for the enclosure and conversion of the remaining section of unused garage space at 1150 Kentucky Street, Fairfield, into office space. The garage space is no longer needed as most deliveries occur at the building located at 601 Kentucky Street. The space will be used to house the Library's Technology Division.
- \$300,000 for construction related costs at five library branches for renovations to complete the automated materials handling project.
- \$30,000 to re-budget the replacement of five library branch file servers that are at the end of their useful life.

Reserves/Contingency

The FY2020/21 Recommended Budget includes \$1,000,000 appropriation to the Library's Reserve budget (Fund 004 - BU 9104), and an equipment contingency for SPLASH of \$429,357 for upgrades to the Library's automation system.

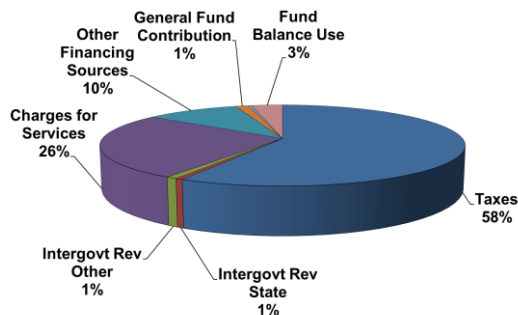
See related Budget Unit 9304 – Fund 004 Contingencies (refer to Contingencies section of the Budget).

DEPARTMENT COMMENTS

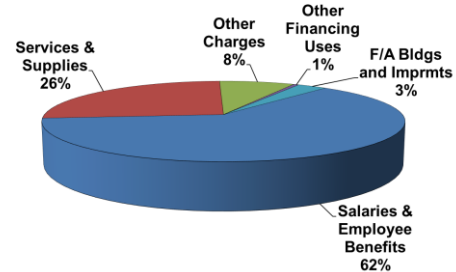
The Department began a facility needs assessment in FY2019/20 with an estimated completion for the fall of 2020. The Department anticipates a need to re-structure its organization, functions, and program service delivery models in the context of the continued implementation of the Five-Year Library Strategic Plan developed in FY2016/17 and implemented in FY2017/18. The Department is also in the process of updating its current website to provide easier access for its customers, in addition to establishing a new marketing plan to enable the Department the ability to better promote its services to library users and non-users.

During the six-year period between FY2009/10 and FY2014/15, there was a 34.1 FTE or 24% reduction in staff positions. The Recommended Budget includes 129.23 FTEs, still below the staffing level of 142.1 FTEs in FY2009/10. However, with the continuing expectation that property and sales tax revenues will decrease with the onset of the COVID-19 pandemic, the Department will continue to review staffing levels, delivery of library services, and ways to streamline or automate further. The Department anticipates having a balanced budget for the next three fiscal years.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	14,083,357	13,502,698	13,882,248	379,550	2.8%
REVENUE FROM USE OF MONEY/PROP	368,854	267,600	82,198	(185,402)	(69.3%)
INTERGOVERNMENTAL REV STATE	166,556	139,617	137,998	(1,619)	(1.2%)
INTERGOVERNMENTAL REV FEDERAL	4,858	0	0	0	0.0%
INTERGOVERNMENTAL REV OTHER	293,471	270,720	199,650	(71,070)	(26.3%)
CHARGES FOR SERVICES	4,863,066	5,054,423	6,253,457	1,199,034	23.7%
MISC REVENUE	2,580	0	0	0	0.0%
OTHER FINANCING SOURCES	2,216,733	2,437,058	2,358,755	(78,303)	(3.2%)
GENERAL FUND CONTRIBUTION	294,451	316,371	320,827	4,456	1.4%
TOTAL REVENUES	22,293,927	21,988,487	23,235,133	1,246,646	5.7%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	12,467,566	14,224,956	14,972,045	747,089	5.3%
SERVICES AND SUPPLIES	4,157,902	6,130,263	6,239,803	109,540	1.8%
OTHER CHARGES	1,634,691	1,701,628	1,889,334	187,706	11.0%
F/A BLDGS AND IMPRMTS	1,382,719	739,500	739,500	0	0.0%
F/A EQUIPMENT	352,773	90,000	30,000	(60,000)	(66.7%)
OTHER FINANCING USES	111,055	127,216	133,000	5,784	4.5%
TOTAL APPROPRIATIONS	20,106,707	23,013,563	24,003,682	990,119	4.3%
CHANGE IN FUND BALANCE	(2,187,220)	1,025,076	768,549	(256,527)	(25.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

Changes in the position allocations since the adoption of the FY2019/20 Budget are provided below. All positions are funded with property and sales tax revenue dedicated to the Library Fund.

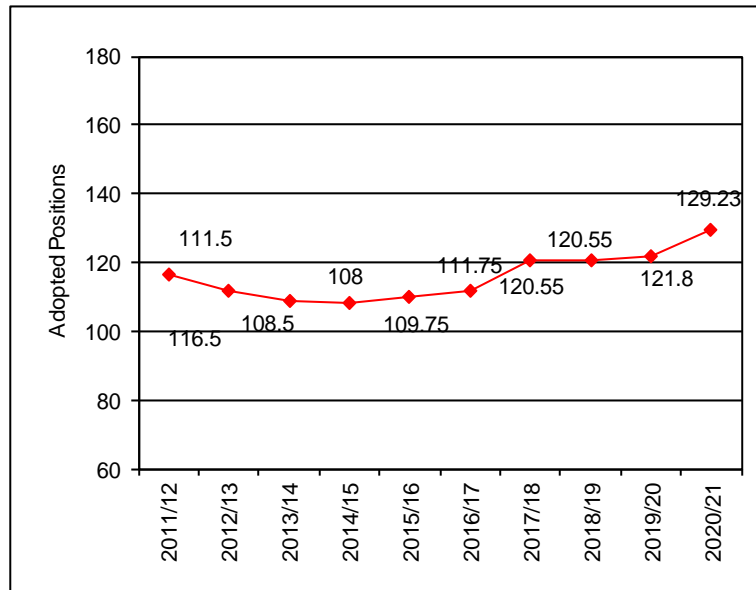
On March 10, 2020, the following position allocation changes were approved by the Board:

- Added 1.0 FTE Library Associate
- Deleted 1.0 FTE Library Assistant (Supervising)
- Added 7.43 FTE due to the acquisition of the Dixon Public Library staff

The FY2020/21 Recommended Budget includes the following position changes:

- Add 1.0 FTE Office Assistant III – This position will serve as a lead clerical worker, performing a variety of administrative and clerical tasks independently.
- Delete 1.0 FTE Clerical Operations Supervisor (C) – The Library evaluated its current administrative needs and found that the vacant Clerical Operations Supervisor position was no longer warranted as the size of the administrative clerical staff has decreased over the years.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The Library continues to address its structural operating deficit having achieved a balanced budget for the last five fiscal years. However, with increases in personnel costs, library materials costs and the restructuring of the automation consortium now known as SPLASH (Solano Partner Libraries and St. Helena), the Department will need to continue to work on keeping its budget balanced and address the structural deficit. The Department continues to rely on Fund Balance and one-time revenues to balance its annual budget.

The Department is in the process of updating its website. Since its inception, many technological changes have occurred. The new website should give staff greater flexibility to update and change the site to stay current. It will also showcase various

programs that the Library provides for the communities it serves as well as incorporate many goals in the newly developed five-year strategic plan.

The Department has issued an RFP to update its facilities master plan which it will work on this fiscal year. The existing plan was a twenty-year plan that was developed in 2000 and is at its “end of life.” The update needs to incorporate numerous changes in libraries, especially in automation, and needs to incorporate the strategies that were determined in the five-year strategic plan.

The Department also plans to issue an RFP for a new marketing strategy to help with the marketing and roll out of the five-year strategic plan.

COVID-19 – The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the Library Services budget, most specifically how patrons may continue to utilize library services, how gatherings may take place moving forward, and how these impacts may affect the revenue. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget prior to final approval of the FY2020/21 Budget.

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
6150 LIBRARY ZONE 1	1,705,053	1,544,633	1,804,588	259,955	16.8%
6180 LIBRARY ZONE 2	46,341	47,902	46,843	(1,059)	(2.2%)
6166 LIBRARY ZONE 6	20,986	21,732	21,249	(483)	(2.2%)
6167 LIBRARY ZONE 7	485,192	505,022	518,250	13,228	2.6%
2280 LIBRARY - FRIENDS & FOUNDATION	144,972	146,700	148,000	1,300	0.9%
APPROPRIATIONS					
6150 LIBRARY ZONE 1	1,696,825	1,843,277	1,804,588	(38,689)	(2.1%)
6180 LIBRARY ZONE 2	45,810	50,016	46,843	(3,173)	(6.3%)
6166 LIBRARY ZONE 6	20,571	23,910	21,249	(2,661)	(11.1%)
6167 LIBRARY ZONE 7	482,323	547,902	518,250	(29,652)	(5.4%)
2280 LIBRARY - FRIENDS & FOUNDATION	127,259	209,265	214,265	5,000	2.4%
NET CHANGE					
6150 LIBRARY ZONE 1	(8,228)	298,644	0	(298,644)	(100.0%)
6180 LIBRARY ZONE 2	(532)	2,114	0	(2,114)	(100.0%)
6166 LIBRARY ZONE 6	(416)	2,178	0	(2,178)	(100.0%)
6167 LIBRARY ZONE 7	(2,870)	42,880	0	(42,880)	(100.0%)
2280 LIBRARY - FRIENDS & FOUNDATION	(17,714)	62,565	66,265	3,700	5.9%

A summary of the budgets administered by the Library is provided on the following pages.

FUNCTION AND RESPONSIBILITIES

This budget provides revenue to offset expenses for the Solano County Library – Fairfield Civic Center Library’s services.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$259,955 or 16.8% in revenues and a decrease of \$38,689 or 2.1% in appropriations when compared to the FY2019/20 Adopted Budget.

Primary Funding Sources

The primary funding source for the Department is property tax revenues. The FY2020/21 Recommended Budget includes \$1,804,588 in revenue, which reflects an increase of \$259,955 or 16.8%. This figure was developed pre-COVID-19 pandemic and may need to be revised in FY2020/21.

Primary Costs

The FY2020/21 Recommended Budget of \$1,804,588 includes a decrease of \$38,689 or 2.1% in appropriations. The decrease is primarily due to a decrease in the Operating Transfers-Out to the County Library’s Fund 004. If there is any available Fund Balance at year end, it will be applied as an Operating Transfers-Out to the Library-Fund 004.

Contracts

None.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	1,665,080	1,524,597	1,787,667	263,070	17.3%
REVENUE FROM USE OF MONEY/PROP	12,773	5,473	2,659	(2,814)	(51.4%)
INTERGOVERNMENTAL REV STATE	14,693	14,563	14,262	(301)	(2.1%)
INTERGOVERNMENTAL REV FEDERAL	374	0	0	0	0.0%
INTERGOVERNMENTAL REV OTHER	12,133	0	0	0	0.0%
TOTAL REVENUES	1,705,053	1,544,633	1,804,588	259,955	16.8%
APPROPRIATIONS					
SERVICES AND SUPPLIES	13,154	15,246	17,770	2,524	16.6%
OTHER CHARGES	2,587	1,506	2,028	522	34.7%
OTHER FINANCING USES	1,681,084	1,826,525	1,784,790	(41,735)	(2.3%)
TOTAL APPROPRIATIONS	1,696,825	1,843,277	1,804,588	(38,689)	(2.1%)
CHANGE IN FUND BALANCE	(8,228)	298,644	0	(298,644)	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

There are no pending issues or policy considerations at this time.

FUNCTION AND RESPONSIBILITIES

This budget provides revenue to offset expenses for the Rio Vista Library’s services.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$1,059 or 2.2% in revenues and a decrease of \$3,173 or 6.3% in appropriations when compared to the FY2019/20 Adopted Budget.

Primary Funding Sources

The primary funding source for the Department is property tax revenues. The FY2020/21 Recommended Budget includes \$46,843 in revenue, which reflects a decrease of \$1,059 or 2.2%. This figure was developed pre-COVID-19 pandemic and may need to be revised in FY2020/21.

Primary Costs

The FY2020/21 Recommended Budget of \$46,843 includes a net decrease of \$3,173 or 6.3% in appropriations. The decrease is primarily due to a decrease in the Operating Transfers-Out to the County Library’s Fund 004. If there is any available Fund Balance at year end, it will be applied as an Operating Transfers-Out to the Library-Fund 004.

Contracts

None.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	45,789	47,495	46,482	(1,013)	(2.1%)
REVENUE FROM USE OF MONEY/PROP	205	72	42	(30)	(41.7%)
INTERGOVERNMENTAL REV STATE	338	335	319	(16)	(4.8%)
INTERGOVERNMENTAL REV FEDERAL	9	0	0	0	0.0%
TOTAL REVENUES	46,341	47,902	46,843	(1,059)	(2.2%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	535	712	693	- 19	0.0%
OTHER CHARGES	4,659	714	1,419	705	98.7%
OTHER FINANCING USES	40,616	48,590	44,731	(3,859)	(7.9%)
TOTAL APPROPRIATIONS	45,810	50,016	46,843	(3,173)	(6.3%)
CHANGE IN FUND BALANCE	(532)	2,114	0	(2,114)	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

There are no pending issues or policy considerations at this time.

FUNCTION AND RESPONSIBILITIES

This budget provides revenue to offset expenses for the Vallejo Library’s services.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$483 or 2.2% in revenues and a decrease of \$2,661 or 11.1% in appropriations when compared to the FY2019/20 Adopted Budget.

Primary Funding Sources

The primary funding source for the Department is property tax revenues. The FY2020/21 Recommended Budget includes \$21,249 in revenue, which reflects a decrease of \$483 or 2.2%. This figure was developed pre-COVID-19 pandemic and may need to be revised in FY2020/21.

Primary Costs

The FY2020/21 Recommended Budget of \$21,249 includes a net decrease of \$2,661 or 11.1% in appropriations. The decrease is primarily due to a decrease in the Operating Transfer-Out to the County Library’s Fund 004. If there is any available Fund Balance at year end, it will be applied as an Operating Transfers-Out to the Library-Fund

Contracts

None.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	20,697	21,539	21,088	(451)	(2.1%)
REVENUE FROM USE OF MONEY/PROP	125	48	26	(22)	(45.8%)
INTERGOVERNMENTAL REV STATE	146	145	135	(10)	(6.9%)
INTERGOVERNMENTAL REV FEDERAL	19	0	0	0	0.0%
TOTAL REVENUES	20,986	21,732	21,249	(483)	(2.2%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	251	323	314	(9)	(2.8%)
OTHER CHARGES	346	412	445	33	8.0%
OTHER FINANCING USES	19,974	23,175	20,490	(2,685)	(11.6%)
TOTAL APPROPRIATIONS	20,571	23,910	21,249	(2,661)	(11.1%)
CHANGE IN FUND BALANCE	(416)	2,178	0	(2,178)	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

There are no pending issues or policy considerations at this time.

FUNCTION AND RESPONSIBILITIES

This budget provides revenue to offset expenses for the Vallejo Library’s services.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$13,228 or 2.6% in revenues and a decrease of \$29,652 or 5.4% in appropriations when compared to the FY2019/20 Adopted Budget.

Primary Funding Sources

The primary funding source for the Department is property tax revenues. The FY2020/21 Recommended Budget includes \$518,250 in revenue, which reflects an increase of \$13,228 or 2.6%. This figure was developed pre-COVID-19 pandemic and may need to be revised in FY2020/21.

Primary Costs

The FY2020/21 Recommended Budget of \$518,250 includes a net decrease of \$29,652 or 5.4% in appropriations. The decrease is primarily due to a decrease in the Operating Transfers-Out to the County Library’s Fund 004. If there is any available Fund Balance at year end, it will be applied as an Operating Transfers-Out to the Library-Fund 004.

Contracts

None.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	478,582	500,247	514,040	13,793	2.8%
REVENUE FROM USE OF MONEY/PROP	2,746	1,083	571	(512)	(47.3%)
INTERGOVERNMENTAL REV STATE	3,725	3,692	3,639	(53)	(1.4%)
INTERGOVERNMENTAL REV FEDERAL	139	0	0	0	0.0%
TOTAL REVENUES	485,192	505,022	518,250	13,228	2.6%
APPROPRIATIONS					
SERVICES AND SUPPLIES	5,562	7,504	7,657	153	2.0%
OTHER CHARGES	1,702	1,630	1,849	219	13.4%
OTHER FINANCING USES	475,059	538,768	508,744	(30,024)	(5.6%)
TOTAL APPROPRIATIONS	482,323	547,902	518,250	(29,652)	(5.4%)
CHANGE IN FUND BALANCE	(2,870)	42,880	0	(42,880)	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

There are no pending issues or policy considerations at this time.

FUNCTION AND RESPONSIBILITIES

This budget provides revenue that is donated to the Library from the four different Friends of the Library Groups and the Foundation. The money is used to enhance programs for all age groups, particularly children, as well as to support literacy services. Programs include the Reach Out and Read component of the Literacy Program, Solano County Kids Read Program, Adult Literacy, and National Library Week and Volunteer appreciation celebrations.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$1,300 or 0.9% in revenues and an increase of \$5,000 or 2.4% in appropriations when compared to the FY2019/20 Adopted Budget.

Primary Funding Sources

The primary funding source for the Department is through donations and contributions from the four different Friends of the Library Groups and the Library Foundation. The FY2020/21 Recommended Budget includes \$148,000 in revenue, which reflects an increase of \$1,300 or 0.9%. The figures in this budget were prepared pre-COVID-19 pandemic and several fundraising events have since been canceled, the budget may need to be revisited in FY2020/21.

Primary Costs

The FY2020/21 Recommended Budget of \$214,265 includes an increase of \$5,000 or 2.4% in appropriations, which reflects increases in Office Expense and Meals/Refreshments.

Contracts

None.

Fixed Assets

None.

See related Budget Unit 9228 - Fund 228 Contingencies (refer to Contingencies section of the Budget).

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	3,497	2,200	3,500	1,300	59.1%
INTERGOVERNMENTAL REV FEDERAL	250	0	0	0	0.0%
CHARGES FOR SERVICES	2,582	0	0	0	0.0%
MISC REVENUE	138,643	144,500	144,500	0	0.0%
TOTAL REVENUES	144,972	146,700	148,000	1,300	0.9%
APPROPRIATIONS					
SERVICES AND SUPPLIES	127,259	209,265	214,265	5,000	2.4%
TOTAL APPROPRIATIONS	127,259	209,265	214,265	5,000	2.4%
CHANGE IN FUND BALANCE	(17,714)	62,565	66,265	3,700	5.9%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the Library Special Revenue budget. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget prior to final approval of the FY2020/21 Budget.

**University of California
Cooperative Extension**

UC Cooperative Extension

- Master Gardener Program
- 4-H Youth Development Program
- Nutrition, Family and Consumer Science
-Master Food Preserver Program
- Agriculture Research & Extension
- Livestock, Orchard, Vegetable Crops,
Small Grains, Delta Crops, Pest
Management, Forage Crops, Small
Farms
- Natural Resource Management

DEPARTMENTAL PURPOSE

The University of California Cooperative Extension (UCCE) Department in Solano County was established in 1915 by a cooperative agreement between the Department of Agriculture (USDA), the University of California (UC) and the County of Solano. The Department is the primary access for local residents to the resources of the University of California. UCCE's mission is to develop and share research-based knowledge to assist people in solving problems related to agriculture production, natural resources management, youth development, nutrition, and family and consumer sciences.

Budget Summary:	
FY2019/20 Midyear Projection:	328,838
FY2020/21 Recommended:	374,923
County General Fund Contribution:	374,923
Percent County General Fund Supported:	100%
Total Employees (FTEs):	0

FUNCTION AND RESPONSIBILITIES

The County UCCE program operates through an Interlocal Agreement between the Regents of the UC, Sacramento County, Solano County and Yolo County for a multi-county partnership formed in 2014. Through this agreement, UC provides various programs, including several agriculture programs, 4-H youth development programs, Master Gardener program and the Master Food Preserver program to the County. UCCE's key functions and responsibilities are to 1) assess community and industry needs, 2) develop a research agenda to address those needs, and 3) extend the research-based information through a variety of educational delivery methods.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Challenges:

- State funding for the UC Division of Agriculture and Natural Resources (ANR) has not increased while costs continue to rise. This creates a significant budget shortfall for ANR which is severely limiting our ability to fill academic positions that develop programs to serve the citizens of Solano County.

Accomplishments:

- UCCE Ag Advisors addressed agricultural productivity and marketing issues in FY2019/20 including: evaluating locally-grown barley varieties for the micro-brewing industry, providing farmers information and tools for improved nitrogen fertilization and reporting, evaluating disease resistance and economic benefit of using grafted tomato plants for both processing and market tomatoes, investigating orchard tree root stocks that are disease resistant and boron tolerant, publishing production cost studies which are necessary in obtaining farm loans, and determining the effect of climate change on crop production.

- UCCE Ag Advisors are very active in researching pest management strategies in both crop and rangeland systems. Chemical control strategies are always changing as pesticide resistance increases and new pesticides are released. Recent pest management research includes weed control in garbanzo beans; broomrape in tomato plants; nematodes in walnuts; ryegrass control in wheat; cucumber beetle in organic melons; organic weed pest control strategies; and rangeland weed control through restoration.
- UCCE Ag Advisors are addressing water efficiency and water quality, two prominent issues for the ag community as a result of the past drought and new regulations. Our Advisors have active projects on providing weekly soil moisture loss data to inform irrigation scheduling, selecting water efficient tree rootstocks, and water quality curriculum for livestock producers.
- UCCE organized workshops to enable farmers and ranchers to comply with a new law requiring them to measure and report water diversion for their agricultural operations.
- UCCE hired a Climate Smart Agriculture educator to help with farmers and ranchers apply for California Department of Food and Agriculture grants that fund practices that increase carbon sequestration and water efficiency.
- UCCE Master Gardeners are working with two public schools in Benicia providing students with hands-on education on how to grow edible plants.
- The UCCE Urban Integrated Pest Management program continued research trials on organic herbicide efficacy, specifically for use in school and other public zones.
- The Master Food Preserver (MFP) program graduated nine more volunteers who completed their MFP training and certification program.
- The MFP program held 17 public workshops on safe home food preservation, including pickling, jams and jellies, kombucha, steam juicing, and dried fruit.
- UCCE continued its 4-H Military program, a USDA grant-funded program to bring 4-H program activities to youths of families stationed at Travis AFB.
- The Solano County 4-H program was one of six county 4-H programs in the State that was compliant with mandated targets to reach underserved ethnic groups.

WORKLOAD INDICATORS

- During the Solano County Fair Youth Ag Day in 2019, 27 adult and 52 youth volunteers designed and delivered activities to teach over 3,000 third grade students about various aspects of agriculture in the county. The planned Ag Day for 2020 was cancelled because of the COVID-19 pandemic.
- The 4-H Military program provided 1,440 hours of programming to approximately 1,060 military youth.
- 4-H community clubs serve 419 youth with the help of 151 adult volunteers.
- The 4-H STEM program trained 21 teen-as-teacher volunteers who delivered STEM curriculum to over 800 youth in under-served communities at after school sites.
- The Solano County Master Gardener Program provides science-based information and advice on home gardening and landscape practices. In FY2018/19, 137 Master Gardener volunteers contributed a total of 7,239 hours of service to their communities, providing Solano County residents with information on soil health, integrated pest management, tree pruning, weed identification and control, irrigation, water-wise landscaping, and other horticultural practices.
- The Master Food Preserver (MFP) program has 24 volunteers who provide the public with information and trainings on safe home food preservation. In FY2018-19 the MFP program completed 17 workshops and events reaching 1,050 residents.
- UCCE Agricultural Advisors collectively held 85 extension meetings, gave 44 extension presentations, and wrote 56 peer-reviewed journal and audience-requested publications.

6200 – Fund 001-Cooperative Extension
Morgan Doran, Multi-County Partnership Director
Agricultural Education

Functional Area Summary

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
UC COOPERATIVE EXTENSION	311,612	328,838	374,923	46,085	14.0%
TOTAL APPROPRIATIONS	311,612	328,838	374,923	46,085	14.0%
NET COUNTY COST					
UC COOPERATIVE EXTENSION	311,612	328,838	374,923	46,085	14.0%
NET COUNTY COST	311,612	328,838	374,923	46,085	14.0%

STAFFING					
UC COOPERATIVE EXTENSION	0	0	0	0	0.0%
TOTAL STAFFING	0	0	0	0	0.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$46,085 or 14% in appropriations when compared to the FY2019/20 Adopted Budget. As a result, the Net County Cost increased by \$46,085 or 14%.

Primary Funding Source

The funding source for the service agreement with UC Cooperative Extension, Davis, is the County General Fund.

Primary Costs

The FY2020/21 Recommended Budget includes an \$8,000 increase in appropriations to the University of California and a \$38,585 increase in County A-87 charges.

Contracts

The FY2020/21 Recommended Budget includes \$300,000 to the University of California for providing University of California Cooperative Extension (UCCE) programs to Solano County through June 30, 2021, and in-kind costs of \$74,923 for a facility in Fairfield to house program operations, custodial and grounds keeping services, telephone and print services.

Fixed Assets

None.

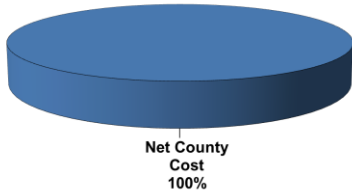
DEPARTMENT COMMENTS

On June 30, 2019, UC Cooperative Extension entered its second five-year Interlocal Agreement between the Regents of the UC, Sacramento County, Solano County and Yolo County that creates the UCCE Capitol Corridor Multi-County Partnership. This reorganization of UC Cooperative Extension offices was done to achieve efficiencies by consolidating administrative operations and sharing resources across county lines. UCCE continues to offer the same suite of programs to Solano County residents including agricultural advisors, 4-H, Master Gardener Program and the Master Food Preserver Program. A top priority is for UC ANR to approve a Youth, Families and Communities Advisor position in Solano County, which will enable a UCCE nutrition education program and enhance the 4-H Youth Development Program.

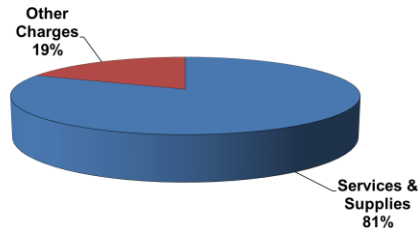
Functional Area Summary

**6200 – Fund 001-Cooperative Extension
Morgan Doran, Multi-County Partnership Director
Agricultural Education**

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SERVICES AND SUPPLIES	279,031	297,500	305,000	7,500	2.5%
OTHER CHARGES	32,545	31,338	69,923	38,585	123.1%
INTRA-FUND TRANSFERS	36	0	0	0	0.0%
TOTAL APPROPRIATIONS	311,612	328,838	374,923	46,085	14.0%
NET COUNTY COST	311,612	328,838	374,923	46,085	14.0%

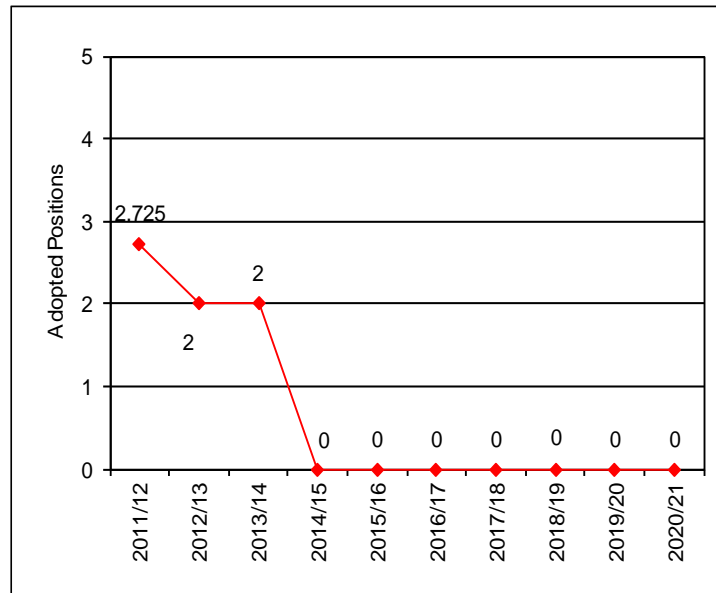
SUMMARY OF SIGNIFICANT ADJUSTMENTS

The \$46,085 or 14% increase in the Recommended Budget is primarily attributed to an increase in Countywide Admin Overhead and the service agreement with UC Cooperative Extension.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget. In 2014, the current Inter-local Agreement between the Regents of the UC, Sacramento County, Solano County, and Yolo County was approved by all members, and the two former County employees transitioned to UC employment.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

State funding for the UC Division of Agriculture and Natural Resources (ANR) continues to be flat. As a result, ANR is not filling critical academic positions, specific programs will not be provided, and State funding for 0.15 FTE for a 4-H Program Representative was eliminated; therefore, in FY2019/20, the County used additional General Fund to maintain the 0.15 FTE 4-H Program Representative, this has continued into FY2020/21.

COVID-19 – The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the Cooperative Extension budget. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget prior to final approval of the FY2020/21 Budget.