

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:	
FY2020/21 Midyear Projection:	28,096,064
FY2021/22 Recommended:	28,045,596
County General Fund Contribution:	343,832
Percent County General Fund Supported:	1.2%
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 FY2021/22, the Department will be working to expand access to library services by increasing its Wi-Fi capabilities while continuing to address social distancing requirements as long as they remain.

Accomplishments:

- Department completed the implementation of the Automated Materials Handling (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, Cordelia, Vacaville Cultural Center and Vacaville Town Square libraries, AMH makes it easier and faster for customers to check in library materials.
- The Department expanded its collection with the introduction of Wi-Fi hotspots lending for the home or on the go. Customers can check out the hotspots at any branch of the Library.
- The Department instituted curb side pickup at all libraries to address the COVID-19 pandemic impact on Library Services. Users can make an appointment to pick up their holds or other materials. Staff gets the materials prepared for the user and provides contactless pick-up.
- To continue library programming during the COVID-19 pandemic, staff recorded programs for children and youth. These programs can be attended virtually or viewed later on YouTube.
- The Department eliminated fines to enable more users to have access to the collection of materials.

WORKLOAD INDICATORS

During the period of July 1, 2019 – June 30, 2020:

- 1,390,589 in library materials were circulated by the Library.
- 1,016,124 individual visits to the library branches.
- 1,172,134 people “virtually” visited the library at www.solanoliberalry.com.
- 21,568 hours of time donated by volunteers.
- 94,252 people attended 2,687 library programs.
- 184,935 digital downloads.

Functional Area Summary

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
LIBRARY ADMINISTRATION	22,188,779	22,184,278	23,651,666	1,467,388	6.6%
PUBLIC SERVICES	342,852	119,419	97,740	(21,679)	(18.2%)
SUPPORT SERVICES	214,325	224,650	211,011	(13,639)	(6.1%)
TOTAL REVENUES	22,745,956	22,528,347	23,960,417	1,432,070	6.4%
APPROPRIATIONS					
LIBRARY ADMINISTRATION	4,072,647	4,732,131	6,046,171	1,314,040	27.8%
PUBLIC SERVICES	10,694,268	12,920,614	13,344,046	423,432	3.3%
SUPPORT SERVICES	5,094,229	10,027,285	8,655,379	(1,371,906)	(13.7%)
TOTAL APPROPRIATIONS	19,861,144	27,680,030	28,045,596	365,566	1.3%
CHANGE IN FUND BALANCE					
LIBRARY ADMINISTRATION	(18,116,132)	(17,452,147)	(17,605,495)	(153,348)	0.9%
PUBLIC SERVICES	10,351,416	12,801,195	13,246,306	445,111	3.5%
SUPPORT SERVICES	4,879,904	9,802,635	8,444,368	(1,358,267)	(13.9%)
CHANGE IN FUND BALANCE	(2,884,812)	5,151,683	4,085,179	(1,066,504)	(20.7%)

STAFFING					
LIBRARY ADMINISTRATION	22.80	22.80	22.80	0.0	0.0%
PUBLIC SERVICES	82.00	89.43	89.43	0.0	0.0%
SUPPORT SERVICES	17.00	17.00	17.00	0.0	0.0%
TOTAL STAFFING	121.80	129.23	129.23	0.0	0.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$1,432,070 or 6.4% in revenues and an increase of \$365,566 or 1.3% in appropriations when compared to the FY2020/21 Adopted Budget. As a result, use of Fund Balance decreased \$1,066,504 or 20.7%.

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; however, these funding sources have been impacted as a result of the COVID-19 pandemic. The extent of the impact is unclear and may require further revisions in FY2021/22. The Department continues to explore additional ways to minimize costs by streamlining services and programs while striving to maintain its level of services.

The FY2021/22 Recommended Budget includes a \$1,432,070 or 6.4% increase in revenues primarily due to the following:

- Property and sales tax revenues reflect an increase of \$1,481,919.
- Revenue from use of Money/Property reflects an increase of \$73,950 primarily due to an increase in interest income.
- Intergovernmental Revenues reflect a decrease of \$56,302 resulting from the use of one-time Federal CARES Act revenue in FY2020/21 to fund eligible costs in responding to the COVID-19 pandemic emergency.
- Charges for Services reflect a decrease of \$31,460, primarily due to a decrease in revenue for library services provided to the Vacaville Library District, Dixon Public Library and Law Library, and a decrease in library fee collections.

Bonnie Katz, Director of Library Services
Library Services

- Other Financing Sources reflect a decrease of \$59,042 primarily due to a reduction in property tax revenue Transfers-In from the four Library Zones.
- The General Fund Contribution to the Library of \$343,832 reflects an increase of \$23,005.

Primary Costs

The FY2021/22 Recommended Budget of \$28,045,596 includes a \$365,566 or 1.3% increase in appropriations primarily due to the following:

- Salaries and Employee Benefits reflect an increase of \$904,532 primarily due to negotiated and approved labor contracts resulting in increases in wages, CalPERS retirement costs, and insurance rates; slightly offset by a decrease in Extra Help and Overtime hours anticipated due to adjusted operating hours and limited space capacities due to COVID-19 pandemic response.
- Services and Supplies reflect an increase of \$749,670 primarily due to an increase in property and liability insurance costs, upgrade of the security systems, other professional services to launch for library rebranding, and rebudget in advertising/marketing to promote library rebranding.
- Other Charges reflect an increase of \$239,365 primarily due to an increase of \$169,063 in Interfund Services, which reflects the level of security provided by the Sheriff at several Library branches, and an increase of \$43,807 in Countywide Administrative Overhead charges.
- Fixed Assets reflect a decrease of \$1,539,500 primarily due to the completion of the AMH project in FY2020/21.

Contracts

The FY2021/22 Recommended Budget includes a total of \$1,143,102 or 4.1% in contracted services, which includes the following significant contracts:

- \$210,500 for maintenance on the integrated library system.
- \$238,092 for custodial services at eight library branches located in non-county owned buildings.
- \$204,230 for online integrated hardware and software library automation services.
- \$146,000 for inter-library borrowing and distribution of materials through statewide loan system and affiliation with the library consortium.
- \$108,400 for AMH (automated library material) equipment maintenance.
- \$43,000 for collection services for delinquent Library accounts for material replacement costs for lost and non-returned items.
- \$41,580 for fire and security alarm system inspections, monitoring, maintenance, and repair services.
- \$40,000 for collection management and development process support.
- \$29,800 for cataloging and metadata services for library materials.
- \$21,500 for maintenance services for RFID (Radio Frequency Identification) equipment.
- \$18,000 for furniture reupholster services.
- \$15,000 for delivery services on statewide inter-library materials.
- \$15,000 for children's database maintenance services.
- \$12,000 for hot spot device management service.

Fixed Assets

The FY2021/22 Recommended Budget includes the following fixed assets:

- \$250,000 associated with the continuation of space reconfiguration for Library’s adult literacy program at Fairfield Library.
- \$350,000 to rebudget the upgrade of a security project at all library branches.
- \$2,500,000 to rebudget for design and install generator back-up power at Fairfield Library to prevent interruption of the Library network servers for the Library automation system during power outages and develop resiliency planning.
- \$30,000 to rebudget the replacement of five library branch file servers that are at the end of their useful life.

Reserves/Contingency

The FY2021/22 Recommended Budget includes \$500,000 appropriation to the Library’s Reserve budget (Fund 004 - BU 9104), and an equipment contingency for SPLASH of \$429,357 (Fund 0004-9304) for upgrades to the Library’s automation system.

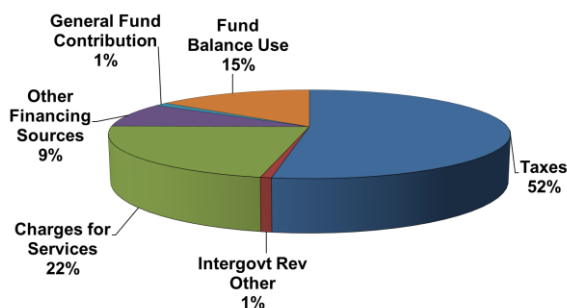
See related Budget Unit 9304 – Fund 004 Contingencies (refer to Contingencies section of the Budget).

DEPARTMENT COMMENTS

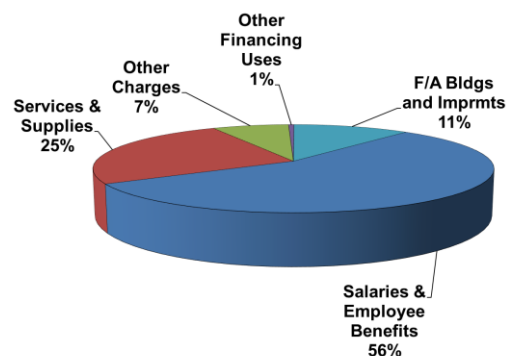
The Department completed its facility needs assessment in early 2021. The Department anticipates a need to re-structure its organization, functions, and program service delivery models in the context of the continued implementation of the Five-Year Library Strategic Plan developed in FY2016/17 and implemented in FY2017/18. The Department plans to start on the development of a new strategic plan in FY2021/22. 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 to have 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 the 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 structural deficit for the next three fiscal years and will use fund balance to ensure that the budget is balanced.

SOURCE OF FUNDS



USE OF FUNDS



Bonnie Katz, Director of Library Services
Library Services

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	13,667,032	13,104,628	14,586,547	1,481,919	11.3%
REVENUE FROM USE OF MONEY/PROP	409,848	77,848	151,798	73,950	95.0%
INTERGOVERNMENTAL REV STATE	166,218	137,998	137,524	(474)	(0.3%)
INTERGOVERNMENTAL REV FEDERAL	204,656	67,189	0	(67,189)	(100.0%)
INTERGOVERNMENTAL REV OTHER	211,195	199,650	211,011	11,361	5.7%
CHARGES FOR SERVICES	5,203,687	6,111,916	6,080,456	(31,460)	(0.5%)
MISC REVENUE	91,466	0	0	0	0.0%
OTHER FINANCING SOURCES	2,478,425	2,508,291	2,449,249	(59,042)	(2.4%)
GENERAL FUND CONTRIBUTION	313,430	320,827	343,832	23,005	7.2%
TOTAL REVENUES	22,745,956	22,528,347	23,960,417	1,432,070	6.4%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	12,972,492	14,711,737	15,616,269	904,532	6.1%
SERVICES AND SUPPLIES	4,417,366	6,376,503	7,126,173	749,670	11.8%
OTHER CHARGES	1,675,301	1,789,290	2,028,655	239,365	13.4%
F/A BLDGS AND IMPRMTS	649,556	4,639,500	3,100,000	(1,539,500)	(33.2%)
F/A EQUIPMENT	30,739	30,000	30,000	0	0.0%
OTHER FINANCING USES	115,690	133,000	144,499	11,499	8.6%
TOTAL APPROPRIATIONS	19,861,144	27,680,030	28,045,596	365,566	1.3%
CHANGE IN FUND BALANCE	(2,884,812)	5,151,683	4,085,179	(1,066,504)	(20.7%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

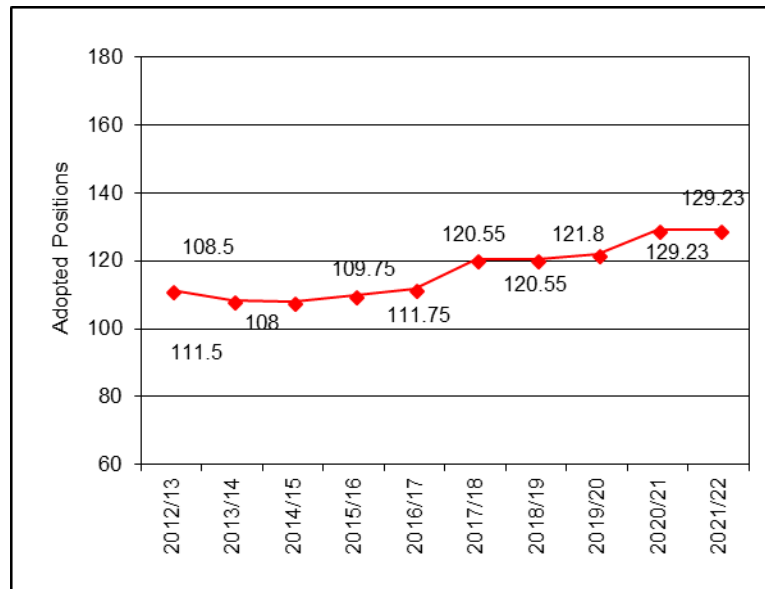
Changes in the position allocations since the adoption of the FY2020/21 Budget are provided below. All positions are funded with property and sales tax revenue dedicated to the Library Fund.

On March 9, 2021, the following position allocation changes were approved by the Board:

- Added 0.5 FTE Librarian
- Deleted 0.5 FTE Library Associate

There are no position allocation changes in the FY2021/22 Recommended Budget.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The Department continues to address its structural operating deficit having achieved a balanced budget for the past six 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 five-year strategic plan. The Department will be implementing its new branding over this fiscal year, which will update the website as well as the collateral that the Department produces.

The Department has plans to issue an RFP to explore a different ILS (Integrated Library Systems) which is the catalog of materials for library service. There have been numerous changes in the last five years since the Department signed its current contract.

The Department also plans to issue an RFP for new signage to complement the newly developed branding standards.

COVID-19 - The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19, most specifically how customers 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 monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

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

Summary of Other Administered Budgets

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
6150 LIBRARY ZONE 1	1,778,700	1,804,588	1,881,943	77,355	4.3%
6180 LIBRARY ZONE 2	45,751	46,843	47,165	322	0.7%
6166 LIBRARY ZONE 6	20,829	21,249	22,385	1,136	5.3%
6167 LIBRARY ZONE 7	513,254	518,250	534,646	16,396	3.2%
2280 LIBRARY - FRIENDS & FOUNDATION	144,606	148,000	86,337	(61,663)	(41.7%)
APPROPRIATIONS					
6150 LIBRARY ZONE 1	1,756,156	1,899,591	1,881,943	(17,648)	(0.9%)
6180 LIBRARY ZONE 2	43,663	51,044	47,165	(3,879)	(7.6%)
6166 LIBRARY ZONE 6	19,607	24,649	22,385	(2,264)	(9.2%)
6167 LIBRARY ZONE 7	508,565	565,182	534,646	(30,536)	(5.4%)
2280 LIBRARY - FRIENDS & FOUNDATION	137,058	214,265	214,265	0	0.0%
NET CHANGE					
6150 LIBRARY ZONE 1	(22,544)	95,003	0	(95,003)	(100.0%)
6180 LIBRARY ZONE 2	(2,088)	4,201	0	(4,201)	(100.0%)
6166 LIBRARY ZONE 6	(1,222)	3,400	0	(3,400)	(100.0%)
6167 LIBRARY ZONE 7	(4,689)	46,932	0	(46,932)	(100.0%)
2280 LIBRARY - FRIENDS & FOUNDATION	(7,548)	66,265	127,928	61,663	93.1%

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

Summary of Other Administered Budgets

6150 – Fund 036-Library Zone 1
Bonnie Katz, Director of Library Services
Library Services

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 \$77,355 or 4.3% in revenues and a decrease of \$17,648 or 0.9% in appropriations when compared to the FY2020/21 Adopted Budget.

Primary Funding Sources

The primary funding source for the Department is property tax revenues. The FY2021/22 Recommended Budget includes \$1,881,943 in revenue, which reflects an increase of \$77,355 or 4.3%.

Primary Costs

The FY2021/22 Recommended Budget of \$1,881,943 includes a decrease of \$17,648 or 0.9% 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	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	1,743,133	1,787,667	1,864,797	77,130	4.3%
REVENUE FROM USE OF MONEY/PROP	12,794	2,659	2,877	218	8.2%
INTERGOVERNMENTAL REV STATE	14,672	14,262	14,269	7	0.0%
INTERGOVERNMENTAL REV FEDERAL	57	0	0	0	0.0%
INTERGOVERNMENTAL REV OTHER	8,043	0	0	0	0.0%
TOTAL REVENUES	1,778,700	1,804,588	1,881,943	77,355	4.3%
APPROPRIATIONS					
SERVICES AND SUPPLIES	13,609	17,770	18,648	878	4.9%
OTHER CHARGES	2,547	2,028	2,494	466	23.0%
OTHER FINANCING USES	1,740,000	1,879,793	1,860,801	(18,992)	(1.0%)
TOTAL APPROPRIATIONS	1,756,156	1,899,591	1,881,943	(17,648)	(0.9%)
CHANGE IN FUND BALANCE	(22,544)	95,003	0	(95,003)	(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 an increase of \$322 or 0.7% in revenues and a decrease of \$3,879 or 7.6% in appropriations when compared to the FY2020/21 Adopted Budget.

Primary Funding Sources

The primary funding source for the Department is property tax revenues. The FY2021/22 Recommended Budget includes \$47,165 in revenue, which reflects an increase of \$322 or 0.7%.

Primary Costs

The FY2021/22 Recommended Budget of \$47,165 includes a net decrease of \$3,879 or 7.6% 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	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	45,241	46,482	46,818	336	0.7%
REVENUE FROM USE OF MONEY/PROP	180	42	45	3	7.1%
INTERGOVERNMENTAL REV STATE	329	319	302	(17)	(5.3%)
INTERGOVERNMENTAL REV FEDERAL	1	0	0	0	0.0%
TOTAL REVENUES	45,751	46,843	47,165	322	0.7%
APPROPRIATIONS					
SERVICES AND SUPPLIES	520	693	703	10	0.0%
OTHER CHARGES	1,993	1,419	2,199	780	55.0%
OTHER FINANCING USES	41,150	48,932	44,263	(4,669)	(9.5%)
TOTAL APPROPRIATIONS	43,663	51,044	47,165	(3,879)	(7.6%)
CHANGE IN FUND BALANCE	(2,088)	4,201	0	(4,201)	(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 \$1,136 or 5.3% in revenues and a decrease of \$2,264 or 9.2% in appropriations when compared to the FY2020/21 Adopted Budget.

Primary Funding Sources

The primary funding source for the Department is property tax revenues. The FY2021/22 Recommended Budget includes \$22,385 in revenue, which reflects an increase of \$1,136 or 5.3%.

Primary Costs

The FY2021/22 Recommended Budget of \$22,385 includes a net decrease of \$2,264 or 9.2% 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	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	20,532	21,088	22,216	1,128	5.3%
REVENUE FROM USE OF MONEY/PROP	126	26	31	5	19.2%
INTERGOVERNMENTAL REV STATE	139	135	138	3	2.2%
INTERGOVERNMENTAL REV FEDERAL	32	0	0	0	0.0%
TOTAL REVENUES	20,829	21,249	22,385	1,136	5.3%
APPROPRIATIONS					
SERVICES AND SUPPLIES	246	314	334	20	6.4%
OTHER CHARGES	361	445	283	(162)	(36.4%)
OTHER FINANCING USES	19,000	23,890	21,768	(2,122)	(8.9%)
TOTAL APPROPRIATIONS	19,607	24,649	22,385	(2,264)	(9.2%)
CHANGE IN FUND BALANCE	(1,222)	3,400	0	(3,400)	(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 \$16,396 or 3.2% in revenues and a decrease of \$30,536 or 5.4% in appropriations when compared to the FY2020/21 Adopted Budget.

Primary Funding Sources

The primary funding source for the Department is property tax revenues. The FY2021/22 Recommended Budget includes \$534,646 in revenue, which reflects an increase of \$16,396 or 3.2%.

Primary Costs

The FY2021/22 Recommended Budget of \$534,646 includes a net decrease of \$30,536 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	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	506,710	514,040	530,537	16,497	3.2%
REVENUE FROM USE OF MONEY/PROP	2,695	571	511	(60)	(10.5%)
INTERGOVERNMENTAL REV STATE	3,743	3,639	3,598	(41)	(1.1%)
INTERGOVERNMENTAL REV FEDERAL	107	0	0	0	0.0%
TOTAL REVENUES	513,254	518,250	534,646	16,396	3.2%
APPROPRIATIONS					
SERVICES AND SUPPLIES	5,763	7,657	7,959	302	3.9%
OTHER CHARGES	2,802	1,849	4,270	2,421	130.9%
OTHER FINANCING USES	500,000	555,676	522,417	(33,259)	(6.0%)
TOTAL APPROPRIATIONS	508,565	565,182	534,646	(30,536)	(5.4%)
CHANGE IN FUND BALANCE	(4,689)	46,932	0	(46,932)	(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 a decrease of \$61,663 or 41.7% in revenues and no change in appropriations when compared to the FY2020/21 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 FY2021/22 Recommended Budget includes \$86,337 in revenue, which reflects a decrease of \$61,663 or 41.7%. The figures in this budget were prepared during the COVID-19 pandemic and several fundraising events have been canceled, the budget may need to be revisited in FY2021/22.

Primary Costs

The FY2021/22 Recommended Budget of \$214,265 reflects no change in appropriations.

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	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	3,376	3,500	1,337	(2,163)	(61.8%)
INTERGOVERNMENTAL REV STATE	31,500	0	0	0	0.0%
CHARGES FOR SERVICES	13,193	0	0	0	0.0%
MISC REVENUE	96,537	144,500	85,000	(59,500)	(41.2%)
TOTAL REVENUES	144,606	148,000	86,337	(61,663)	(41.7%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	137,058	214,265	214,265	0	0.0%
TOTAL APPROPRIATIONS	137,058	214,265	214,265	0	0.0%
CHANGE IN FUND BALANCE	(7,548)	66,265	127,928	61,663	93.1%

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 continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.



- UC Cooperative Extension**
- Master Gardener Program
 - 4-H Youth Development Program
 - Nutrition, Family and Consumer Science
 - Master Food Preserver Program
 - Agriculture Research & Extension
 - Delta Crops, Forage Crops, Livestock, Orchard, Organic Crops, Pest Management, Small Farms, Small Grains, Vegetable Crops
 - 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:	
FY2020/21 Midyear Projection:	373,123
FY2021/22 Recommended:	329,513
County General Fund Contribution:	329,513
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:

- COVID-19 restrictions curtailed almost all of our normal operations and outreach activities. Work on essential research projects were able to resume in late-April 2020, and all research activities resumed in late-June 2020. All in-person outreach activities transitioned to virtual online meetings and pre-recorded videos.
- Youth enrollment in 4-H club programs dropped about 50% due to COVID-19 limitations on in-person club activities. The reduced enrollment created operational and financial stresses for 4-H staff and volunteers.
- 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.

**Morgan Doran / Rachael Long, Multi-County Partnership Director
Agricultural Education**

Accomplishments:

- UCCE Ag Advisors addressed agricultural productivity and marketing issues in FY2020/21 including: developing climate-resilient orchard systems for addressing warmer winters and dormancy needs to ensure strong fruit and nut crop production, determining the benefits and risks of biosolids in small grain farming systems, evaluating the use of drone technology for applying crop pesticides, and providing online workshops and seminars on many aspects of crop and natural resource management.
- 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 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 publishing an instructor's guide for planning ranch water quality workshops for livestock producers.
- UCCE hosted and co-organized a post-LNU Fire webinar "[After the LNU Fire: What to do on the land and what to avoid.](#)" This webinar was live attended by over 260 participants and the recorded video has had over 580 views.
- UCCE assisted 13 farmers and ranchers in Solano County apply for and receive \$748,675 in Climate Smart Agriculture grant funds offered by the California Department of Food and Agriculture.
- The UCCE Urban Integrated Pest Management program, through in-person and virtual meetings, extended information on organic herbicide efficacy, specifically for use in school and other public zones.
- The Master Gardener (MG) program graduated 13 new certified volunteers and currently has 12 volunteer trainees with most training classes held online.
- The Master Food Preserver (MFP) program graduated 8 certified volunteers who completed their MFP training and currently has 12 volunteer trainees.
- The MFP program held food safety training for people in the cottage food industry.
- The MG and MFP programs created monthly "Ask a Master Gardener/Master Food Preserver" virtual meetings to assist with public questions with an average attendance of 15 participants.
- 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 raised over \$32,000 in donations during the online fund-raising events Giving Tuesday and Big Give Day.

WORKLOAD INDICATORS

- 4-H community clubs served 217 youth with the help of 107 adult volunteers.
- The Solano County Master Gardener Program provides science-based information and advice on home gardening and landscape practices. In FY2020/21, 111 Master Gardener volunteers contributed a total of 4,875 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 provides the public with information and trainings on safe home food preservation. In FY2020/21, 22 MFP volunteers contributed a total of 1,986 hours of service to their communities and held 17 workshops reaching 429 residents.
- UCCE Academic Advisors collectively held 78 extension meetings reaching over 1,890 participants and wrote 74 peer-reviewed journal and audience-requested publications.

Functional Area Summary

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

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
UC COOPERATIVE EXTENSION	326,539	374,923	329,513	(45,410)	(12.1%)
TOTAL APPROPRIATIONS	326,539	374,923	329,513	(45,410)	(12.1%)
NET COUNTY COST					
UC COOPERATIVE EXTENSION	326,539	374,923	329,513	(45,410)	(12.1%)
NET COUNTY COST	326,539	374,923	329,513	(45,410)	(12.1%)

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 a decrease of \$45,410 or 12.1% in appropriations when compared to the FY2020/21 Adopted Budget. As a result, the Net County Cost decreased by \$45,410 or 12.1%.

Primary Funding Source

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

Primary Costs

The FY2021/22 Recommended Budget includes a \$15,000 decrease in appropriations to the University of California and a \$29,957 decrease in County Admin Overhead (formerly A-87) charges.

Contracts

The FY2021/22 Recommended Budget includes \$285,000 to the University of California for providing University of California Cooperative Extension (UCCE) programs to Solano County through June 30, 2022, and in-kind costs of \$44,513 for a facility in Fairfield to house program operations, custodial and grounds keeping services, telephone and print services.

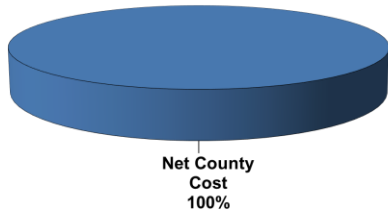
Fixed Assets

None.

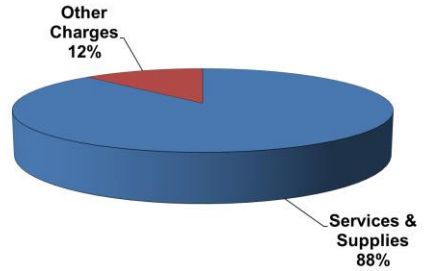
DEPARTMENT COMMENTS

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.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SERVICES AND SUPPLIES	294,556	305,000	289,547	(15,453)	(5.1%)
OTHER CHARGES	31,631	69,923	39,966	(29,957)	(42.8%)
INTRA-FUND TRANSFERS	353	0	0	0	0.0%
TOTAL APPROPRIATIONS	326,539	374,923	329,513	(45,410)	(12.1%)
NET COUNTY COST	326,539	374,923	329,513	(45,410)	(12.1%)

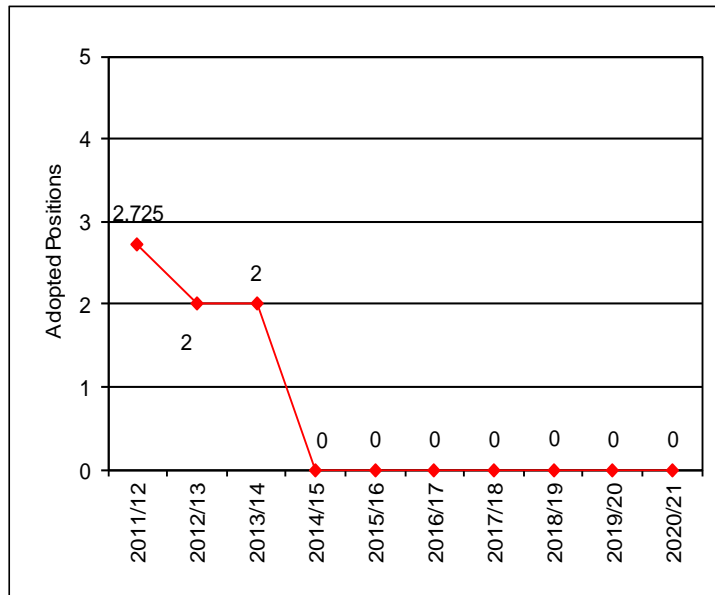
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

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.

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

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