

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:	
FY2021/22 Midyear Projection:	31,174,497
FY2022/23 Recommended:	27,827,806
County General Fund Contribution:	332,651
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 assistance in the Library's branches; and partnerships with other government agencies or community groups that directly benefit customers including Solano County Equity Collaborative, First 5 Solano, Solano County Office of Education, Yocha Dehe Wintun Nation, Touro University, UC Cooperative Extension, Solano Land Trust, AARP Foundation, League of Women Voters of Solano County, Catalyst Kids, Fairfield-Suisun Unified School District, Rio Vista Care, Solano County Library Foundation, Friends of the Libraries, Food Bank of Contra Costa and Solano, Dixon Family Services, Greater Vallejo Recreation District, and Vacaville Homelessness 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.

Suzanne Olawski, Director of Library Services
Library Services

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Challenges:

- The Department continues to explore 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 delivery models to keep up with technology changes and to address the needs of the various age groups that the Library serves. There is an increased expectation for access to smart technology available through the Department's collections and meeting spaces.
- The Department modified its services as a result of the COVID-19 pandemic, increasing online access to digital materials and online programs. In FY2022/23, the Department will be working to expand access to library services by increasing user engagement and access through expanded in-person programming and outreach opportunities in partnership with other government agencies and community groups.

Accomplishments:

- The Department completed the implementation of its first book locker as a pick-up location for library materials located at the Vallejo First 5 Center along with a convenient book drop for returned items.
- The Department restored public access without restrictions to its library branches and expanded its service hours by opening on Saturdays at all locations, restoring evening hours and resuming Sunday hours at its three largest library branches. Community meeting rooms were made available for reservations and all public access computers were brought back online with no time usage restrictions. In-person programming resumed with outdoor storytimes and afternoon adventures, while online programming continued through various reading programs for all ages. In-person literacy tutoring resumed and online tutor training continued to be an option.
- The Department implemented *auto-renewal* of customer check-outs, allowing customer items to be renewed automatically without staff intervention and giving the customer extended time to enjoy their reading material.
- The Department expanded its digital collection to include *Freegal Music* – a 24/7 streaming service, *ProQuest Historical Newspapers™Black Newspapers* database of historical Black newspapers, *BookFlix* where animated storybooks are paired with fact-based children's books, and *ArtistWorks* which provides musical instrument instruction for all levels of players; implemented laptop lending for check-out and home use; and introduced mental health kits and social justice kits for all ages.
- The Department issued an RFP for a new Integrated Library System, which is the customer database and catalog of materials, and will migrate to a new system which offers enhanced features and improved user experiences.

WORKLOAD INDICATORS

During the period of July 1, 2020 – June 30, 2021:

- 1,335,062 in library materials were borrowed from the Library
- 306,870 in-person visits to the library branches
- 58,763 curbside pick-ups of library materials provided
- 37,082 reference questions answered
- 1,236,329 people “virtually” visited the library at www.solanolibrary.com
- 8,064 Facebook followers; 2,845 Twitter followers; 2,456 Instagram followers; and 1,169 Tik Tok followers achieved
- 3,923 hours of time donated by volunteers
- 10,339 hours of adult literacy tutoring provided
- 17,146 people attended 647 library programs both online and in-person

Functional Area Summary

- 266,666 digital downloads of e-books, music, and movies completed
- 1,721 Wi-Fi hotspots were borrowed
- 35,483 computer sessions were used

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
LIBRARY ADMINISTRATION	25,035,563	24,012,278	26,250,085	2,237,807	9.3%
PUBLIC SERVICES	152,095	151,027	158,669	7,642	5.1%
SUPPORT SERVICES	300,138	211,011	162,816	(48,195)	(22.8%)
TOTAL REVENUES	25,487,796	24,374,316	26,571,570	2,197,254	9.0%
APPROPRIATIONS					
LIBRARY ADMINISTRATION	4,314,093	6,621,171	6,449,187	(171,984)	(2.6%)
PUBLIC SERVICES	10,857,331	13,467,914	14,133,365	665,451	4.9%
SUPPORT SERVICES	5,500,533	8,664,583	7,245,254	(1,419,329)	(16.4%)
TOTAL APPROPRIATIONS	20,671,957	28,753,668	27,827,806	(925,862)	(3.2%)
CHANGE IN FUND BALANCE					
LIBRARY ADMINISTRATION	(20,721,470)	(17,391,107)	(19,800,898)	(2,409,791)	13.9%
PUBLIC SERVICES	10,705,236	13,316,887	13,974,696	657,809	4.9%
SUPPORT SERVICES	5,200,395	8,453,572	7,082,438	(1,371,134)	(16.2%)
CHANGE IN FUND BALANCE	(4,815,839)	4,379,352	1,256,236	(3,123,116)	(71.3%)

STAFFING					
LIBRARY ADMINISTRATION	22.80	22.80	13.40	(9.4)	(41.2%)
PUBLIC SERVICES	89.43	88.43	97.83	9.4	10.6%
SUPPORT SERVICES	17.00	18.00	18.00	0.0	0.0%
TOTAL STAFFING	129.23	129.23	129.23	(0.0)	0.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$2,197,254 or 9.0% in revenues and a decrease of \$925,862 or 3.2% in appropriations when compared to the FY2021/22 Adopted Budget. As a result, use of Fund Balance decreased \$3,123,116 or 71.3%.

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 ongoing and may require further revisions in FY2022/23. The Department continues to explore additional ways to minimize costs by streamlining services and programs while striving to maintain its level of services.

The FY2022/23 Recommended Budget includes a \$2,197,254 or 9.0% increase in revenues primarily due to the following:

- Property and sales tax revenues reflect an increase of \$1,431,350.
- Revenue from Use of Money/Property reflects a decrease of \$102,492 primarily due to a decrease in interest income.

Suzanne Olawski, Director of Library Services
Library Services

- Intergovernmental Revenues reflect a decrease of \$48,430 primarily due to a decrease in revenue received for automation services provided to Solano Partner Libraries & St. Helena (SPLASH) consortium.
- Charges for Services reflect an increase of \$958,130, primarily due to an increase in revenue for library services provided to the Vacaville Library District, Dixon Public Library and Law Library.
- Other Financing Sources reflect a decrease of \$30,123 primarily due to a reduction in property tax revenue Transfers-In from the four Library Zones as well as a decrease in County Contribution.
- The General Fund Contribution to the Library of \$332,651 reflects a decrease of \$11,181.

Primary Costs

The Recommended Budget of \$27,827,806 includes a \$925,862 or 3.2% decrease in appropriations primarily due to the following:

- Salaries and Employee Benefits reflect an increase of \$421,832 or 2.7% primarily due to scheduled step increases, increases in CalPERS retirement costs, and Accrued Leave Payout, offset by a decrease in Extra Help hours and insurance expenses.
- Services and Supplies reflect an increase of \$583,665 or 8.2% primarily due to an increase in liability insurance costs, other professional services for signage as part of library rebranding, and consulting services for facility master plan projects.
- Other Charges reflect a decrease of \$78,303 or 3.9% primarily due to a decrease in Countywide Admin Overhead, offset by an increase in Interfund Services due to an increase in costs for Sheriff Security Services resulting from re-opening of all library branches.
- Fixed Assets reflect a decrease of \$1,910,000 primarily due to the awarding of the energy conservation contract and literacy renovation contract in FY2021/22; slightly offset by an increase in computer equipment for an infrastructure upgrade project.

Contracts

The Recommended Budget includes a total of \$1,724,323 in contracted services, which includes the following significant contracts:

- \$500,000 for library signage upgrade project
- \$305,100 for maintenance of the integrated library system
- \$250,000 for consulting services to evaluate library facilities and designs and to carry out facility master plan projects
- \$281,902 for custodial services at eight library branches located in non-county owned buildings
- \$184,000 for inter-library borrowing and distribution of materials through Link+ and membership of a library consortium
- \$38,500 for fire and security alarm system inspections, monitoring, maintenance, and repair services
- \$33,821 for AMH (automated material handling) system equipment maintenance
- \$25,000 for collection services for delinquent Library accounts
- \$36,000 for collection management and development process support
- \$27,000 for cataloging and metadata services for library materials
- \$28,000 for maintenance services for RFID (Radio Frequency Identification) equipment
- \$15,000 for delivery services of Link+ materials

Fixed Assets

The FY2022/23 Recommended Budget includes the following fixed assets:

- \$1,200,000 for Phase 1 and Phase 2 of the infrastructure upgrade project needed to replace equipment at the end of useful life.
- \$500,000 associated with the workstation reconfiguration for Library’s administrative office located at Fairfield Library’s second floor.
- \$60,000 for an outreach van equipped with secured cargo space for staff to transport equipment and supplies needed for all outreach programs. The Library will conduct a wide range of outreach programs at various locations throughout Solano County to provide services for those who are infrequent users and/or traditionally underserved.
- \$10,000 to replace a microfilm/microfiche reader at the Rio Vista Library.

Reserves/Contingency

The FY2022/23 Recommended Budget includes an equipment contingency for SPLASH of \$317,357 (Fund 004-9304) for upgrades to the Library’s automation system.

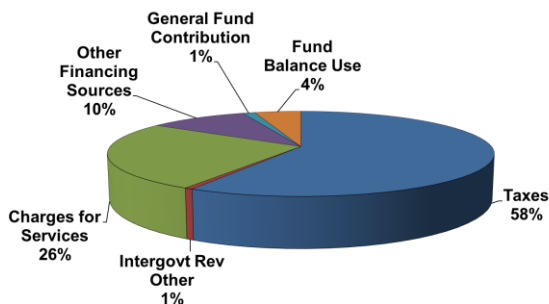
See related Budget Unit 9304 – Fund 004 Contingencies (refer to Contingencies section of the Budget).

DEPARTMENT COMMENTS

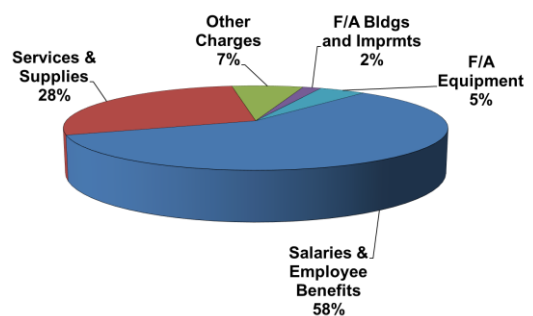
The Department is in the process of developing a new five-year strategic plan and anticipates further restructuring of its organization, functions, and program service delivery models in the context of new strategic initiatives. The Department is updating its information technology infrastructure and replacing end of life hardware which will streamline services and increase network speed. The Department expects to update the exterior signage at its facilities to reflect its new brand standards.

The Recommended Budget includes 129.23 FTEs, still below the staffing level of 142.1 FTEs in FY2009/10. The Department will continue to review staffing levels, delivery of library services, and ways to streamline or automate further.

SOURCE OF FUNDS



USE OF FUNDS



Suzanne Olawski, Director of Library Services
Library Services

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	16,293,463	14,586,547	16,017,897	1,431,350	9.8%
REVENUE FROM USE OF MONEY/PROP	198,984	151,798	49,306	(102,492)	(67.5%)
INTERGOVERNMENTAL REV STATE	173,510	190,811	190,576	(235)	(0.1%)
INTERGOVERNMENTAL REV FEDERAL	236,621	0	0	0	0.0%
INTERGOVERNMENTAL REV OTHER	320,193	211,011	162,816	(48,195)	(22.8%)
CHARGES FOR SERVICES	5,435,110	6,156,323	7,114,453	958,130	15.6%
MISC REVENUE	3,267	0	0	0	0.0%
OTHER FINANCING SOURCES	2,460,793	2,733,994	2,703,871	(30,123)	(1.1%)
GENERAL FUND CONTRIBUTION	365,855	343,832	332,651	(11,181)	(3.3%)
TOTAL REVENUES	25,487,796	24,374,316	26,571,570	2,197,254	9.0%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	13,028,179	15,749,341	16,171,173	421,832	2.7%
SERVICES AND SUPPLIES	5,423,940	7,151,173	7,734,838	583,665	8.2%
OTHER CHARGES	1,733,991	2,028,655	1,950,352	(78,303)	(3.9%)
F/A BLDGS AND IMPRMTS	329,804	3,650,000	500,000	(3,150,000)	(86.3%)
F/A EQUIPMENT	29,563	30,000	1,270,000	1,240,000	4133.3%
OTHER FINANCING USES	126,479	144,499	201,443	56,944	39.4%
TOTAL APPROPRIATIONS	20,671,956	28,753,668	27,827,806	(925,862)	(3.2%)
CHANGE IN FUND BALANCE	(4,815,839)	4,379,352	1,256,236	(3,123,116)	(71.3%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

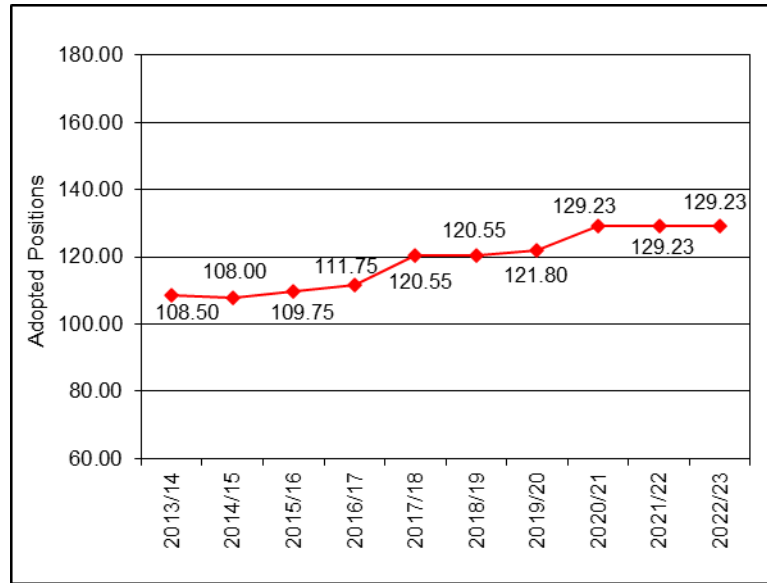
None.

SUMMARY OF POSITION CHANGES

There have been no changes in the position allocations since the adoption of the FY2021/22 Budget. All positions are funded with property and sales tax revenue dedicated to the Library Fund.

There are no position allocation changes in the FY2022/23 Recommended Budget.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The Department continues to address its structural operating deficit. However, with increases in personnel costs, library materials costs, supply and labor costs, and network upgrades, 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 migrating to a new integrative library system (ILS), a software package inclusive of the Library’s customer database and catalog of materials, which will result in cost-savings with vendor-hosted, web-based services and improved user experiences. The Department is updating its information technology network, beginning with Wi-Fi upgrades, which will streamline services, increase network speed, and provide the library with a stable, efficient network based upon library infrastructure best practices. The Department will continue to implement its new branding by updating exterior signage at all the branch libraries for improved site visibility and brand recognition. The Department is initiating an update to its strategic plan, which will inform and prioritize department programs and services over the course of several years and challenge the Department to keep its budget balanced.

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 FY2022/23 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 revenue. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

6300 – Fund 004-Library
Suzanne Olawski, Director of Library Services
Library Services

Summary of Other Administered Budgets

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
6150 LIBRARY ZONE 1	2,149,356	1,881,943	2,120,149	238,206	12.7%
6180 LIBRARY ZONE 2	47,374	47,165	47,989	824	1.7%
6166 LIBRARY ZONE 6	22,002	22,385	22,585	200	0.9%
6167 LIBRARY ZONE 7	529,217	534,646	550,364	15,718	2.9%
2280 LIBRARY - FRIENDS & FOUNDATION	99,178	86,337	85,450	(887)	(1.0%)
APPROPRIATIONS					
6150 LIBRARY ZONE 1	1,898,849	2,117,289	2,120,149	2,860	0.1%
6180 LIBRARY ZONE 2	46,709	52,032	47,989	(4,043)	(7.8%)
6166 LIBRARY ZONE 6	21,695	25,313	22,585	(2,728)	(10.8%)
6167 LIBRARY ZONE 7	527,244	576,250	550,364	(25,886)	(4.5%)
2280 LIBRARY - FRIENDS & FOUNDATION	72,422	214,265	194,265	(20,000)	(9.3%)
NET CHANGE					
6150 LIBRARY ZONE 1	(250,507)	235,346	0	(235,346)	(100.0%)
6180 LIBRARY ZONE 2	(665)	4,867	0	(4,867)	(100.0%)
6166 LIBRARY ZONE 6	(307)	2,928	0	(2,928)	(100.0%)
6167 LIBRARY ZONE 7	(1,973)	41,604	0	(41,604)	(100.0%)
2280 LIBRARY - FRIENDS & FOUNDATION	(26,756)	127,928	108,815	(19,113)	(14.9%)

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
Suzanne Olawski, 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 \$238,206 or 12.7% in revenues and an increase of \$2,860 or 0.1% in appropriations when compared to the FY2021/22 Adopted Budget.

Primary Funding Sources

The primary funding source for this Department is property tax revenues. The Recommended Budget includes \$2,120,149 in revenue, which reflects an increase of \$238,206 or 12.7%.

Primary Costs

The Recommended Budget of \$2,120,149 includes an increase of \$2,860 or 0.1% in appropriations. The increase is primarily due to an increase in the Operating Transfers-Out to the County Library’s Fund 004, offset by a slight decrease in Other Professional Services. If there is any available Fund Balance at year end, it will be applied as an Operating Transfers-Out to the Library Fund (Fund 004).

Contracts

None.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	2,064,891	1,864,797	2,104,735	239,938	12.9%
REVENUE FROM USE OF MONEY/PROP	5,329	2,877	1,500	(1,377)	(47.9%)
INTERGOVERNMENTAL REV STATE	14,614	14,269	13,914	(355)	(2.5%)
INTERGOVERNMENTAL REV FEDERAL	60	0	0	0	0.0%
INTERGOVERNMENTAL REV OTHER	64,462	0	0	0	0.0%
TOTAL REVENUES	2,149,356	1,881,943	2,120,149	238,206	12.7%
APPROPRIATIONS					
SERVICES AND SUPPLIES	15,134	18,648	17,640	(1,008)	(5.4%)
OTHER CHARGES	3,922	2,494	3,868	1,374	55.1%
OTHER FINANCING USES	1,879,793	2,096,147	2,098,641	2,494	0.1%
TOTAL APPROPRIATIONS	1,898,849	2,117,289	2,120,149	2,860	0.1%
CHANGE IN FUND BALANCE	(250,507)	235,346	0	(235,346)	(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 \$824 or 1.7% in revenues and a decrease of \$4,043 or 7.8% in appropriations when compared to the FY2021/22 Adopted Budget.

Primary Funding Sources

The primary funding source for this Department is property tax revenues. The Recommended Budget includes \$47,989 in revenue, which reflects an increase of \$824 or 1.7%.

Primary Costs

The Recommended Budget of \$47,989 includes a net decrease of \$4,043 or 7.8% 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 (Fund 004).

Contracts

None.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	46,980	46,818	47,682	864	1.8%
REVENUE FROM USE OF MONEY/PROP	83	45	15	(30)	(66.7%)
INTERGOVERNMENTAL REV STATE	310	302	292	(10)	(3.3%)
INTERGOVERNMENTAL REV FEDERAL	1	0	0	0	0.0%
TOTAL REVENUES	47,374	47,165	47,989	824	1.7%
APPROPRIATIONS					
SERVICES AND SUPPLIES	557	703	650	(53)	(7.5%)
OTHER CHARGES	2,152	2,199	2,183	(16)	(0.7%)
OTHER FINANCING USES	44,000	49,130	45,156	(3,974)	(8.1%)
TOTAL APPROPRIATIONS	46,709	52,032	47,989	(4,043)	(7.8%)
CHANGE IN FUND BALANCE	(665)	4,867	0	(4,867)	(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.

Summary of Other Administered Budgets

6166 – Fund 066-Library Zone 6
Suzanne Olawski, Director of Library Services
Library Services

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 \$200 or 0.9% in revenues and a decrease of \$2,728 or 10.8% in appropriations when compared to the FY2021/22 Adopted Budget.

Primary Funding Sources

The primary funding source for the Department is property tax revenues. The Recommended Budget includes \$22,585 in revenue, which reflects an increase of \$200 or 0.9%.

Primary Costs

The Recommended Budget of \$22,585 includes a net decrease of \$2,728 or 10.8% in appropriations. The decrease is primarily due to a reduction in the Operating Transfer-Out to the County Library's Fund 004. If any Fund Balance is available at year end, it will be applied as an Operating Transfers-Out to the Library Fund (Fund 004).

Contracts

None.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	21,779	22,216	22,440	224	1.0%
REVENUE FROM USE OF MONEY/PROP	54	31	10	(21)	(67.7%)
INTERGOVERNMENTAL REV STATE	141	138	135	(3)	(2.2%)
INTERGOVERNMENTAL REV FEDERAL	28	0	0	0	0.0%
TOTAL REVENUES	22,002	22,385	22,585	200	0.9%
APPROPRIATIONS					
SERVICES AND SUPPLIES	281	334	330	(4)	(1.2%)
OTHER CHARGES	414	283	268	(15)	(5.3%)
OTHER FINANCING USES	21,000	24,696	21,987	(2,709)	(11.0%)
TOTAL APPROPRIATIONS	21,695	25,313	22,585	(2,728)	(10.8%)
CHANGE IN FUND BALANCE	(307)	2,928	0	(2,928)	(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 \$15,718 or 2.9% in revenues and a decrease of \$25,886 or 4.5% in appropriations when compared to the FY2021/22 Adopted Budget.

Primary Funding Sources

The primary funding source for the Department is property tax revenues. The Recommended Budget includes \$550,364 in revenue, which reflects an increase of \$15,718 or 2.9%.

Primary Costs

The Recommended Budget of \$550,364 includes a net decrease of \$25,886 or 4.5% 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 (Fund 004).

Contracts

None.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	524,487	530,537	546,632	16,095	3.0%
REVENUE FROM USE OF MONEY/PROP	948	511	150	(361)	(70.6%)
INTERGOVERNMENTAL REV STATE	3,685	3,598	3,582	(16)	(0.4%)
INTERGOVERNMENTAL REV FEDERAL	98	0	0	0	0.0%
TOTAL REVENUES	529,217	534,646	550,364	15,718	2.9%
APPROPRIATIONS					
SERVICES AND SUPPLIES	6,413	7,959	7,480	(479)	(6.0%)
OTHER CHARGES	4,831	4,270	4,797	527	12.3%
OTHER FINANCING USES	516,000	564,021	538,087	(25,934)	(4.6%)
TOTAL APPROPRIATIONS	527,244	576,250	550,364	(25,886)	(4.5%)
CHANGE IN FUND BALANCE	(1,973)	41,604	0	(41,604)	(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.

Summary of Other Administered Budgets

**2280 – Fund 228-Library-Special Revenue
Suzanne Olawski, Director of Library Services
Library Services**

FUNCTION AND RESPONSIBILITIES

This budget provides revenue that is donated to the Library from 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, annual reading programs, Adult Literacy, and National Library Week and Volunteer appreciation celebrations.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$887 or 1.0% in revenues and \$20,000 or 9.3% in appropriations when compared to the FY2021/22 Adopted Budget.

Primary Funding Sources

The primary funding source for this Department is donations and contributions from four different Friends of the Library Groups and the Library Foundation. The Recommended Budget includes \$85,450 in revenue, which reflects a decrease of \$887 or 1.0% when compared to the FY2021/22 Adopted Budget. The figures in this budget were prepared during the COVID-19 pandemic and fundraising events are subject to change. The budget may need to be revisited in FY2022/23 to ensure the budget reflects changing conditions.

Primary Costs

The Recommended Budget of \$194,265 reflects a decrease of \$20,000 or 9.3% 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	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	1,670	1,337	450	(887)	(66.3%)
INTERGOVERNMENTAL REV STATE	23,600	0	0	0	0.0%
MISC REVENUE	<u>73,908</u>	<u>85,000</u>	<u>85,000</u>	<u>0</u>	<u>0.0%</u>
TOTAL REVENUES	99,178	86,337	85,450	(887)	(1.0%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	<u>72,422</u>	<u>214,265</u>	<u>194,265</u>	<u>(20,000)</u>	<u>(9.3%)</u>
TOTAL APPROPRIATIONS	72,422	214,265	194,265	(20,000)	(9.3%)
CHANGE IN FUND BALANCE	(26,757)	127,928	108,815	(19,113)	(14.9%)

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 continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 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.

**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
 - 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:

FY2021/22 Midyear Projection:	328,924
FY2022/23 Recommended:	317,637
County General Fund Contribution:	317,637
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:

- The COVID-19 pandemic continued to impact normal operations and outreach activities for UCCE within Solano County due both to restrictions on activities, as well as health impacts on staff, program participants, and volunteers. However, with the benefit of experience gained in 2020, the continued shift to virtual engagement and programming was generally successful for the majority of program areas and provided some unexpected opportunities to reach new audiences.
- Youth enrollment in 4-H club programs continued to be adversely impacted by COVID-19 restrictions on in-person club activities and dropped about 7% from FY2020/21 numbers. The reduced enrollment has continued to create operational and financial stresses for 4-H staff and volunteers.

Accomplishments:

- State funding for the UC Division of Agriculture and Natural Resources (ANR) was significantly bolstered in July 2021, increasing funding levels by nearly 50%, or \$34 million in additional support this year. Similar funding levels are anticipated going forward. Specifically, this funding will support the hiring of nearly 100 new Advisor positions, support staff and

resources, and deferred facility maintenance, all of which stand to positively impact program delivery for the citizens of Solano County.

- UCCE Ag Advisors addressed agricultural and rangeland productivity and marketing issues in FY2021/22 including: researching drought-tolerant perennial grass species and alfalfa varieties that can persist in rangeland environments and improve forage quality for livestock; evaluating approaches to managing herbicide resistance in invasive weeds; documentation of the effectiveness of spray drones for pesticide application; and assessing the costs and benefits of using electronic identification tags on sheep and the value of gene identification technologies in commercial sheep flocks.
- UCCE Ag Advisors engaged in research supporting adaptation and resilience to climate change including: documentation of the potential for California native plant hedgerows to sequester 36% more carbon than cropland, offering opportunities for income from carbon credits; continued assessment of potential benefits and risks of biosolids in small grain farming systems; and investigating the use of satellite imagery to estimate rangeland forage production associated with emergency declarations during drought events.
- UCCE Ag Advisors continue to actively participate in researching pest management strategies in both crop and rangeland systems. Ongoing pest management research includes approaches for managing broomrape in tomato plants and field trials documenting enhanced cowpea (blackeye) yields and seed quality with new pest and disease resistant varieties.
- In collaboration with UC SAREP, UCCE hosted a workshop exploring how to expand farm sales through direct-to-consumer outlets such as on-line sales, CSA, and on-farm pickup. The workshop was hosted on-farm in Solano County with 25 participants. This is the first of a three-part series to be conducted in Solano County.
- The Solano Master Gardener (MG) program provides science-based information and advice on home gardening and landscape practices. It anticipates graduating 14 new certified volunteers in 2022 with most training classes having been held online. Solano MGs hosted 5 trainings jointly with the Yolo MGs during FY2021/22 serving approximately 15 attendees per training.
- The Pena Adobe Garden Master Gardeners in Solano joined with the Pena Adobe Historical Society, the City of Vacaville, and the CA Native Plant Society to revamp the Pena Adobe garden which hosted 1,097 visitors in 2021.
- The Master Food Preserver (MFP) program conducted 6 trainings on a range of topics, developed materials and newsletters, and collaborated on a statewide project on Disaster Preparedness. Over 800 individuals participated in monthly Ask a Master Gardener/Master Food Preserver sessions during 2021.
- Solano County 4-H conducted the on-site, Interactive Leadership Lab component of the California 4-H State Youth Summit which was attended by 95 4-H youth from across the state.
- 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.

WORKLOAD INDICATORS

- Solano County 4-H certified 88 returning Adult Volunteer leaders and 13 new Adult Volunteer Leaders.
- Solano County 4-H community clubs served 205 youth with the help of 86 adult volunteers.
- In FY2021/22, 137 Master Gardener volunteers contributed a total of 2,073 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 program graduated 8 certified volunteers in August 2021 who completed their MFP training and anticipates 6 additional graduates for 2022.
- UCCE Academic Advisors collectively held 145 extension meetings reaching over 1,955 participants and wrote 72 peer-reviewed journal and audience-requested publications.

Functional Area Summary

**6200 – Fund 001-Cooperative Extension
Susan Ellsworth, Multi-County Partnership Director
Agricultural Education**

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
UC COOPERATIVE EXTENSION	373,108	329,513	317,637	(11,876)	(3.6%)
TOTAL APPROPRIATIONS	373,108	329,513	317,637	(11,876)	(3.6%)
NET COUNTY COST					
UC COOPERATIVE EXTENSION	373,108	329,513	317,637	(11,876)	(3.6%)
NET COUNTY COST	373,108	329,513	317,637	(11,876)	(3.6%)

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 \$11,876 or 3.6% in appropriations when compared to the FY2021/22 Adopted Budget. As a result, the Net County Cost decreased by \$11,876 or 3.6%.

Primary Funding Source

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

Primary Costs

The Recommended Budget includes a \$12,529 decrease in Countywide Administrative Overhead charges.

Contracts

The 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, 2023, and in-kind costs of \$32,637 for a facility in Fairfield to house program operations, custodial and grounds keeping services, telephone, and print services.

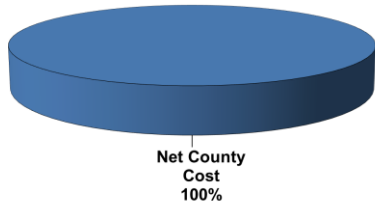
Fixed Assets

None.

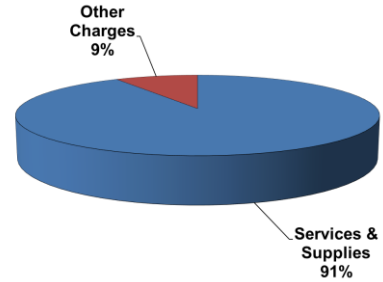
DEPARTMENT COMMENTS

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. The recent increase in State funding will support new academic Advisor positions that will serve Solano County. Three positions have already been approved, 1) Environmental Horticulture Advisor, housed in Sacramento County with service to Solano County; 2) Regional Food Systems Advisor, housed in Solano County; and 3) Human-Wildlife Interaction Advisor, housed in Napa County with service to Solano County. Three additional Advisor positions that will serve Solano County have been proposed, and if approved by UC will be filled in FY2022/23.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SERVICES AND SUPPLIES	303,185	289,547	290,200	653	0.2%
OTHER CHARGES	69,923	39,966	27,437	(12,529)	(31.3%)
TOTAL APPROPRIATIONS	373,108	329,513	317,637	(11,876)	(3.6%)
NET COUNTY COST	373,108	329,513	317,637	(11,876)	(3.6%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

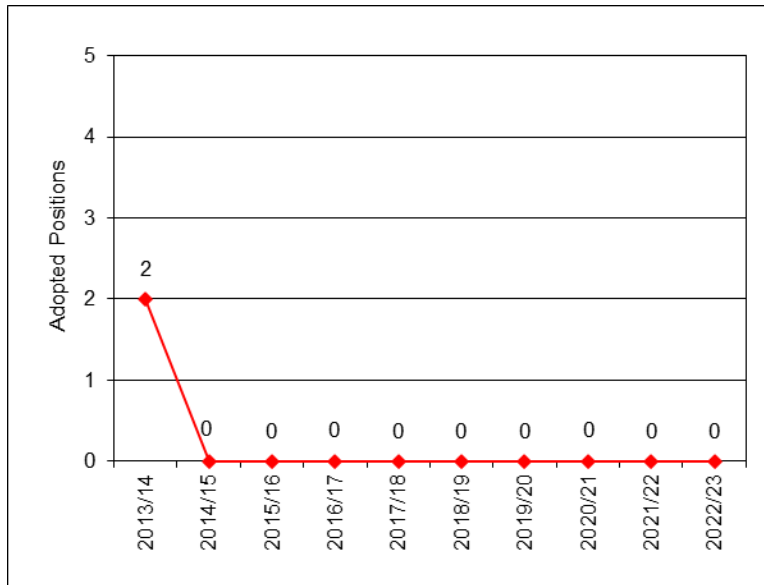
The \$11,876 or 3.6% appropriations decrease in the Recommended Budget is primarily attributed to a decrease in Countywide Administrative Overhead charges.

Due to continued COVID-related impacts and limitations in FY2021/22, the UCCE Capitol Corridor Multi-County partnership anticipates a budget carryover of approximately \$285,025. As such, the line item for Other Professional Services will be artificially reduced over the next three years as we work to reduce this carryover. As the carryover decreases, this line item will gradually increase to meet the demand of expanding operations and program costs, with a complete spend-down of the carryover anticipated by FY2024/25.

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) was increased by approximately 50% in July 2021. As a result, ANR will now be able to fill many critical academic positions and provide additional staff support and facility updates across UC ANR.

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 FY2022/23 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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