

**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.

<b>Budget Summary:</b>	
FY2023/24 Midyear Projection:	36,327,550
FY2024/25 Recommended:	35,670,234
County General Fund Contribution:	391,361
Percent County General Fund Supported:	1.1%
Total Employees (FTEs):	129.30

**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 and 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, the Dixon, Fairfield-Suisun, Vacaville, and Vallejo City Unified School Districts, Rio Vista Care, Solano County Library Foundation, Friends of the Libraries, Solano County Health and Social Services’ divisions, Food Bank of Contra Costa and Solano, Dixon Family Services, Greater Vallejo Recreation District, and Vacaville Homelessness Roundtable. Library staff takes great care to provide expanded hours and services. The value and services provided by the Library has broad voter support as evidenced by approval of the passage of two sales tax measures dedicated to Library services over the past few decades.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**Challenges:

- The department continues to address maintenance issues at the nine library branches, such as aging equipment, water intrusion problems, energy efficiencies, and lighting. The department will coordinate with other government agencies and owner jurisdictions to address facility maintenance and infrastructure needs.

Accomplishments:

- Received a grant from the California State Library for the Sustainable California Libraries project to offer onsite programs and transportation to partner locations for participants of all ages to learn about how parks, gardening, farming, and open spaces provide both palpable and intangible benefits to the people of Solano County.
- Trained over a dozen new adult literacy volunteers; graduated 11 students from the Career Online High School program; and distributed over 5,000 books to partner medical clinics in the Reach Out and Read pediatric literacy program.
- Received a grant from the California State Library to offer the Lunch at the Library program consistent with the Summer Reading Program and distributed more than 10,500 free lunches and 6,000 books to Solano County youth.
- Expanded the “library of things” collection to include gardening tools, coding robots, and audio listening devices for children; the digital collection to include the Lote4Kids resource, which offers 2,700 bilingual picture books for children in more than 50 languages; technology lending to include 300 additional mobile hotspots and 250 tablets for circulation; and the physical collection to include bilingual children’s books in Tagalog.
- Implemented new marketing software, library newsletters, and strategic campaigns to reach target audiences and raise awareness of library services among non-users, and updated digital signage software and hardware for enhanced marketing experiences in library branches.
- Partnered with Solano County Health and Social Services Department’s Public Health - Nutrition Services Bureau: Women, Infant, and Children Supplemental Nutrition Program (WIC) to assist with the WIC Program’s early learning initiative by providing book bundles to eligible clients, offering library cards, and enrollment in an early literacy program.

**WORKLOAD INDICATORS**

During the period of July 1, 2022 – June 30, 2023:

- 1,489,732 library materials borrowed from the Library.
- 741,499 in-person visits received by library branches.
- 70,471 reference questions answered.
- 1,369,244 views of the Library web page at [www.solanolibrary.com](http://www.solanolibrary.com).
- 14,000 Facebook followers; 3,000 Twitter followers; 4,300 Instagram followers; and 10,000 TikTok followers achieved.
- 15,852 hours of time donated by volunteers.
- 9,546 hours of adult literacy tutoring provided.
- 200,212 Wi-Fi sessions used.
- 104,751 people attended 3,614 library events and programs.
- 479,777 digital downloads of e-books, music, and movies completed.
- 110,312 library computer sessions used.

**Functional Area Summary**

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

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
LIBRARY ADMINISTRATION	28,734,607	28,382,895	29,951,277	1,568,382	5.5%
PUBLIC SERVICES	452,500	331,731	342,019	10,288	3.1%
SUPPORT SERVICES	166,340	960,840	960,840	0	0.0%
<b>TOTAL REVENUES</b>	<b>29,353,447</b>	<b>29,675,466</b>	<b>31,254,136</b>	<b>1,578,670</b>	<b>5.3%</b>
<b>APPROPRIATIONS</b>					
LIBRARY ADMINISTRATION	4,654,253	7,042,216	8,236,890	1,194,674	17.0%
PUBLIC SERVICES	12,482,796	19,532,899	19,599,822	66,923	0.3%
SUPPORT SERVICES	8,289,130	6,333,107	7,833,522	1,500,415	23.7%
<b>TOTAL APPROPRIATIONS</b>	<b>25,426,179</b>	<b>32,908,222</b>	<b>35,670,234</b>	<b>2,762,012</b>	<b>8.4%</b>
<b>CHANGE IN FUND BALANCE</b>					
LIBRARY ADMINISTRATION	(24,080,354)	(21,340,679)	(21,714,387)	(373,708)	1.8%
PUBLIC SERVICES	12,030,296	19,201,168	19,257,803	56,635	0.3%
SUPPORT SERVICES	8,122,790	5,372,267	6,872,682	1,500,415	27.9%
<b>CHANGE IN FUND BALANCE</b>	<b>(3,927,268)</b>	<b>3,232,756</b>	<b>4,416,098</b>	<b>1,183,342</b>	<b>36.6%</b>

<b>STAFFING</b>					
LIBRARY ADMINISTRATION	13.40	12.00	13.00	1.00	8.3%
PUBLIC SERVICES	97.83	97.93	98.30	0.37	0.4%
SUPPORT SERVICES	18.00	19.00	18.00	(1.00)	(5.3%)
<b>TOTAL STAFFING</b>	<b>129.23</b>	<b>128.93</b>	<b>129.30</b>	<b>0.37</b>	<b>0.3%</b>

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$1,578,670 or 5.3% in revenues and an increase of \$2,762,012 or 8.4% in appropriations when compared to the FY2023/24 Adopted Budget. As a result, use of Fund Balance increased by \$1,183,342 or 36.6%.

Primary Funding Sources

The primary funding sources for the department are property taxes and a 1/8 cent voter-approved sales tax dedicated to library services, which are directly tied to the economy. These revenue streams have stabilized and show a slight increase after many years of decline; however, these funding sources have been impacted by rising inflation factors. The extent of the impact is ongoing and may require budget revisions in FY2024/25. The department continues to explore additional ways to minimize costs by streamlining services and programs while striving to maintain its level of services.

The Recommended Budget represents an increase of \$1,578,670 or 5.3% in revenues primarily due to the following:

- Property tax revenues of \$11,732,820 reflect an increase of \$486,980 due to an estimated increase of 3% in assessed values.
- Library sales tax – Measure B of \$6,240,720 reflect an increase of \$50,520 based on estimated statewide growth in retail sales.
- Revenue from Use of Money/Property of \$334,150 reflect an increase of \$81,935 due to an increase in interest income.
- Charges for Services of \$8,013,909 reflect an increase of \$718,896 primarily due to an increase in revenue for library services provided to the Vacaville Library District, the Dixon Public Library, and the Law Library.

**Suzanne Olawski, Director of Library Services  
Library Services**

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- Other Financing Sources of \$3,624,813 reflect an increase of \$230,290 primarily due to an increase in Operating Transfers-In from the four Library Zones based on higher property tax revenue.
- The General Fund Contribution to the Library of \$391,361 reflects an increase of \$29,711 due to an increase in Salary and Employee Benefits for the Director of Library Services position.

**Primary Costs**

The Recommended Budget represents an increase of \$2,762,012 or 8.4% in appropriations primarily due to the following:

- Salaries and Employee Benefits of \$18,433,971 reflect an increase of \$1,157,682 primarily due to negotiated and approved wage increases, CalPERS retirement and health benefit costs, and workers' compensation rates.
- Services and Supplies of \$10,655,038 reflect an increase of \$1,644,675 primarily due to increases in costs for insurance, library materials, software, utilities, marketing, and computer replacements for library client stations; offset by decreases in building maintenance and consulting services.
- Other Charges of \$2,751,070 reflect an increase of \$364,207 primarily due to increases in security services and Countywide Administrative Overhead costs.
- Fixed Assets of \$3,667,479 reflect a decrease of \$407,949 primarily due to a decrease in facility improvement projects.

**Contracts**

The FY2024/25 Recommended Budget includes the following significant contracts:

- \$340,350 for inter-library borrowing and distribution of materials through Link+, a database system, and membership in a library consortium.
- \$241,620 for custodial services at eight library branches located in non-county owned buildings.
- \$200,000 rebudget for consulting services to evaluate library facilities and designs to carry out facility master plan recommendations.
- \$200,000 for continuation of the library signage upgrade project.
- \$104,000 for maintenance of the integrated library system.
- \$100,000 rebudget for strategic planning services.
- \$100,000 for digitization of local newspapers.
- \$85,684 for a marketing consultant for promotion of library services.

**Fixed Assets**

The FY2024/25 Recommended Budget includes the following fixed assets:

- \$1,000,000 rebudget for the continuation of space reconfiguration for the adult literacy program at the Fairfield Civic Center Library.
- \$835,000 rebudget for the roof replacement at the Fairfield Civic Center Library.
- \$500,000 rebudget for the workstation reconfiguration for the administrative offices located on the second floor of the Fairfield Civic Center Library.
- \$470,000 rebudget for parking lot and sidewalk ADA improvements at the Fairfield Civic Center Library.
- \$300,000 for a HVAC ducting upgrade at the Fairfield Civic Center Library.
- \$213,000 for a Zoom Room equipment upgrade for conference rooms.
- \$145,000 for aggregation services router and data center battery backup equipment upgrades at libraries.

- \$100,000 rebudget for carpet replacement at the Fairfield Civic Center Library.
- \$98,479 for light pole replacements at Fairfield Civic Center Library.

Reserves/Contingency

The Recommended Budget includes an equipment contingency for SPLASH (Solano Partner Libraries and Saint Helena) of \$168,195 (Fund 004 BU 9304) for upgrades to the department’s Integrated Library System (ILS).

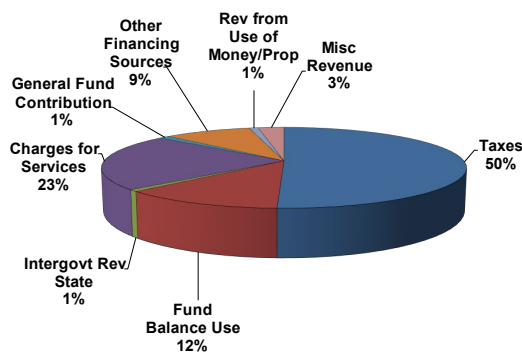
See related Budget Unit 9304 – Fund 004 Contingencies (refer to Contingencies section of the Budget).

**DEPARTMENT COMMENTS**

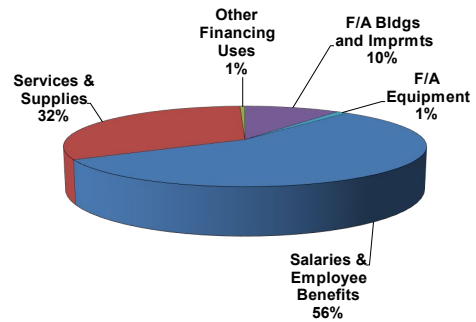
The department has implemented a new five-year strategic plan and anticipates further restructuring of its organization, functions, and program service delivery models in the context of its new strategic initiatives. The department is in the process of updating its information technology infrastructure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

The Recommended Budget includes 129.3 FTEs, and the department will continue to review staffing levels, delivery of library services, and ways to streamline or automate operations.

**SOURCE OF FUNDS**



**USE OF FUNDS**



Suzanne Olawski, Director of Library Services  
 Library Services

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
TAXES	17,735,821	17,436,040	17,973,540	537,500	3.1%
REVENUE FROM USE OF MONEY/PROP	710,958	252,215	334,150	81,935	32.5%
INTERGOVERNMENTAL REV STATE	267,198	235,933	258,827	22,894	9.7%
INTERGOVERNMENTAL REV FEDERAL	1,069	0	0	0	0.0%
INTERGOVERNMENTAL REV OTHER	148,025	100,902	88,057	(12,845)	(12.7%)
CHARGES FOR SERVICES	7,107,242	7,295,013	8,013,909	718,896	9.9%
MISC REVENUE	3,477	960,840	960,840	0	0.0%
OTHER FINANCING SOURCES	3,035,438	3,032,873	3,233,452	200,579	6.6%
GENERAL FUND CONTRIBUTION	344,219	361,650	391,361	29,711	8.2%
<b>TOTAL REVENUES</b>	<b>29,353,447</b>	<b>29,675,466</b>	<b>31,254,136</b>	<b>1,578,670</b>	<b>5.3%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	14,918,125	17,276,289	18,433,971	1,157,682	6.7%
SERVICES AND SUPPLIES	6,315,465	9,010,363	10,655,038	1,644,675	18.3%
OTHER CHARGES	1,543,011	2,386,863	2,689,484	302,621	12.7%
F/A BLDGS AND IMPRMTS	1,547,582	3,905,000	3,303,479	(601,521)	(15.4%)
F/A EQUIPMENT	921,345	170,428	364,000	193,572	113.6%
LEASES	0	0	61,586	61,586	100.0%
OTHER FINANCING USES	180,651	159,279	162,676	3,397	2.1%
<b>TOTAL APPROPRIATIONS</b>	<b>25,426,179</b>	<b>32,908,222</b>	<b>35,670,234</b>	<b>2,762,012</b>	<b>8.4%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(3,927,268)</b>	<b>3,232,756</b>	<b>4,416,098</b>	<b>1,183,342</b>	<b>36.6%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

Changes in position allocations since the adoption of the FY2023/24 Budget are provided below:

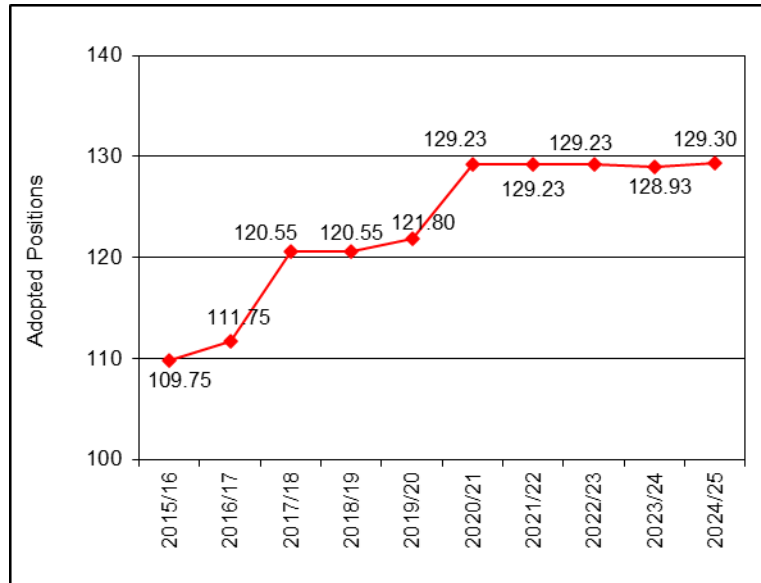
On November 14, 2023, the Board approved the following position changes:

- Added 0.375 FTE Librarian at the Dixon Library.

The FY2024/25 Recommended Budget includes the following position changes:

- Delete 1.0 FTE Library Branch Manager.
- Delete 1.0 FTE Library Associate.
- Add 1.0 FTE Librarian, Supervising in the administration division for systemwide outreach and programming oversight.
- Add 1.0 FTE Librarian in the administration division for systemwide outreach and programming planning.

**STAFFING TREND**



**PENDING ISSUES AND POLICY CONSIDERATIONS**

The department continues to address its structural operating deficit. However, with increases in costs for personnel, library materials, supplies, as well as network upgrades, the department will need to make ongoing adjustments to balance its budget and address the structural deficit. The department continues to rely on fund balance and one-time revenues to balance its annual budget.

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

**Summary of Other Administered Budgets**

<b>DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS</b>	<b>2022/23 ACTUAL</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
6150 LIBRARY ZONE 1	2,333,074	2,357,695	2,591,029	233,334	9.9%
6180 LIBRARY ZONE 2	53,271	52,712	55,981	3,269	6.2%
6166 LIBRARY ZONE 6	24,445	24,291	25,808	1,517	6.2%
6167 LIBRARY ZONE 7	601,600	597,175	604,748	7,573	1.3%
2280 LIBRARY - FRIENDS & FOUNDATION	183,710	107,030	143,961	36,931	34.5%
<b>APPROPRIATIONS</b>					
6150 LIBRARY ZONE 1	2,178,128	2,380,193	2,591,029	210,836	8.9%
6180 LIBRARY ZONE 2	48,435	56,214	55,981	(233)	(0.4%)
6166 LIBRARY ZONE 6	22,883	24,959	25,808	849	3.4%
6167 LIBRARY ZONE 7	560,198	616,969	604,748	(12,221)	(2.0%)
2280 LIBRARY - FRIENDS & FOUNDATION	152,099	174,265	150,340	(23,925)	(13.7%)
<b>NET CHANGE</b>					
6150 LIBRARY ZONE 1	(154,946)	22,498	0	(22,498)	(100.0%)
6180 LIBRARY ZONE 2	(4,836)	3,502	0	(3,502)	(100.0%)
6166 LIBRARY ZONE 6	(1,562)	668	0	(668)	(100.0%)
6167 LIBRARY ZONE 7	(41,402)	19,794	0	(19,794)	(100.0%)
2280 LIBRARY - FRIENDS & FOUNDATION	(31,611)	67,235	6,379	(60,856)	(90.5%)

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**

Library Zone 1 Fund provides revenue to offset expenses for services at the Solano County Civic Center Library in Fairfield.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$233,334 or 9.9% in revenues and an increase of \$210,836 or 8.9% in appropriations when compared to the FY2023/24 Adopted Budget.

Primary Funding Sources

The primary funding source for this Fund is property tax revenues. The Recommended Budget includes \$2,591,029 in revenue, which reflects an increase of \$233,334 or 9.9%.

Primary Costs

The Recommended Budget of \$2,591,029 includes a \$210,836 or 8.9% net increase in appropriations. The net increase is primarily due to an increase in the Operating Transfers-Out to the County Library’s Fund 004. If there is available Fund Balance at year end, it will be applied as an Operating Transfers-Out to the Library Fund (Fund 004).

Fixed Assets

None.

See related Budget Unit 9150 - Fund 036 Contingencies (refer to Contingencies section of the Budget).

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
TAXES	2,286,819	2,333,616	2,556,961	223,345	9.6%
REVENUE FROM USE OF MONEY/PROP	25,140	10,430	20,000	9,570	91.8%
INTERGOVERNMENTAL REV STATE	14,035	13,649	14,068	419	3.1%
INTERGOVERNMENTAL REV FEDERAL	126	0	0	0	0.0%
INTERGOVERNMENTAL REV OTHER	6,954	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>2,333,074</b>	<b>2,357,695</b>	<b>2,591,029</b>	<b>233,334</b>	<b>9.9%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	15,796	22,000	22,000	0	0.0%
OTHER CHARGES	3,161	4,769	4,593	(176)	(3.7%)
OTHER FINANCING USES	2,159,171	2,353,424	2,564,436	211,012	9.0%
<b>TOTAL APPROPRIATIONS</b>	<b>2,178,128</b>	<b>2,380,193</b>	<b>2,591,029</b>	<b>210,836</b>	<b>8.9%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(154,946)</b>	<b>22,498</b>	<b>0</b>	<b>(22,498)</b>	<b>(100.0%)</b>

**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**

Library Zone 2 Fund provides revenue to offset expenses for services at the Rio Vista Library.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$3,269 or 6.2% in revenues and a decrease of \$233 or 0.4% in appropriations when compared to the FY2023/24 Adopted Budget.

Primary Funding Sources

The primary funding source for this Fund is property tax revenues. The Recommended Budget includes \$55,981 in revenue, which reflects an increase of \$3,269 or 6.2%.

Primary Costs

The Recommended Budget of \$55,981 includes a \$233 or 0.4% decrease 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 available Fund Balance at year end, it will be applied as an Operating Transfers-Out to the Library Fund (Fund 004).

Fixed Assets

None.

See related Budget Unit 9180 - Fund 037 Contingencies (refer to Contingencies section of the Budget).

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2022/23 ACTUAL</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
TAXES	52,347	52,328	55,447	3,119	6.0%
REVENUE FROM USE OF MONEY/PROP	344	96	250	154	160.4%
INTERGOVERNMENTAL REV STATE	297	288	284	(4)	(1.4%)
INTERGOVERNMENTAL REV FEDERAL	3	0	0	0	0.0%
INTERGOVERNMENTAL REV OTHER	280	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>53,271</b>	<b>52,712</b>	<b>55,981</b>	<b>3,269</b>	<b>6.2%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	565	800	800	0	0.0%
OTHER CHARGES	292	2,408	2,346	(62)	(2.6%)
OTHER FINANCING USES	47,578	53,006	52,835	(171)	(0.3%)
<b>TOTAL APPROPRIATIONS</b>	<b>48,435</b>	<b>56,214</b>	<b>55,981</b>	<b>(233)</b>	<b>(0.4%)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(4,836)</b>	<b>3,502</b>	<b>0</b>	<b>(3,502)</b>	<b>(100.0%)</b>

**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**

**FUNCTION AND RESPONSIBILITIES**

Library Zone 6 Fund provides revenue to offset expenses for services at the John F. Kennedy Library in Vallejo.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$1,517 or 6.2% in revenues and an increase of \$849 or 3.4% in appropriations when compared to the FY2023/24 Adopted Budget.

Primary Funding Sources

The primary funding source for the Fund is property tax revenues. The Recommended Budget includes \$25,808 in revenue, which reflects an increase of \$1,517 or 6.2%.

Primary Costs

The Recommended Budget of \$25,808 includes a \$849 or 3.4% net increase in appropriations. The net increase is primarily due to an increase in the Operating Transfers-Out to the County Library’s Fund 004. If there is available Fund Balance at year end, it will be applied as an Operating Transfers-Out to the Library Fund (Fund 004).

Fixed Assets

None.

See related Budget Unit 9166 - Fund 066 Contingencies (refer to Contingencies section of the Budget).

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
TAXES	24,111	24,116	25,577	1,461	6.1%
REVENUE FROM USE OF MONEY/PROP	153	45	100	55	122.2%
INTERGOVERNMENTAL REV STATE	134	130	131	1	0.8%
INTERGOVERNMENTAL REV FEDERAL	47	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>24,445</b>	<b>24,291</b>	<b>25,808</b>	<b>1,517</b>	<b>6.2%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	281	400	400	0	0.0%
OTHER CHARGES	217	516	468	(48)	(9.3%)
OTHER FINANCING USES	22,385	24,043	24,940	897	3.7%
<b>TOTAL APPROPRIATIONS</b>	<b>22,883</b>	<b>24,959</b>	<b>25,808</b>	<b>849</b>	<b>3.4%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(1,562)</b>	<b>668</b>	<b>0</b>	<b>(668)</b>	<b>(100.0%)</b>

**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**

Library Zone 7 Fund provides revenue to offset expenses for services at the Springstowne Library in Vallejo.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$7,573 or 1.3% in revenues and a decrease of \$12,221 or 2.0% in appropriations when compared to the FY2023/24 Adopted Budget.

Primary Funding Sources

The primary funding source for the Fund is property tax revenues. The Recommended Budget includes \$604,748 in revenue, which reflects an increase of \$7,573 or 1.3%.

Primary Costs

The Recommended Budget of \$604,748 includes a \$12,221 or 2.0% decrease 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).

Fixed Assets

None.

See related Budget Unit 9167 - Fund 067 Contingencies (refer to Contingencies section of the Budget).

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2022/23 ACTUAL</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
TAXES	594,094	592,593	598,614	6,021	1.0%
REVENUE FROM USE OF MONEY/PROP	3,829	1,105	2,800	1,695	153.4%
INTERGOVERNMENTAL REV STATE	3,576	3,477	3,334	(143)	(4.1%)
INTERGOVERNMENTAL REV FEDERAL	101	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>601,600</b>	<b>597,175</b>	<b>604,748</b>	<b>7,573</b>	<b>1.3%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	6,619	9,000	9,000	0	0.0%
OTHER CHARGES	1,528	5,569	4,507	(1,062)	(19.1%)
OTHER FINANCING USES	552,051	602,400	591,241	(11,159)	(1.9%)
<b>TOTAL APPROPRIATIONS</b>	<b>560,198</b>	<b>616,969</b>	<b>604,748</b>	<b>(12,221)</b>	<b>(2.0%)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(41,402)</b>	<b>19,794</b>	<b>0</b>	<b>(19,794)</b>	<b>(100.0%)</b>

**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 Library Special Revenue Fund provides revenue that is donated to the Library from five different Friends of the Library Groups and the Solano County Library Foundation. The funding 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, National Library Week, and Volunteer appreciation celebrations.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$36,931 or 34.5% in revenues and a decrease of \$23,925 or 13.7% in appropriations when compared to the FY2023/24 Adopted Budget.

Primary Funding Sources

The primary funding source for this Fund is donations and contributions from five different Friends of the Library Groups and the Solano County Library Foundation. The Recommended Budget includes \$143,961 in revenue, which reflects an increase of \$36,931 or 34.5%.

Primary Costs

The Recommended Budget of \$150,340 reflects a decrease of \$23,925 or 13.7% in appropriations based on available funds to support programs.

Fixed Assets

None.

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

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2022/23 ACTUAL</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	4,229	2,030	5,000	2,970	146.3%
INTERGOVERNMENTAL REV STATE	57,610	20,000	51,151	31,151	155.8%
MISC REVENUE	121,871	85,000	87,810	2,810	3.3%
<b>TOTAL REVENUES</b>	<b>183,710</b>	<b>107,030</b>	<b>143,961</b>	<b>36,931</b>	<b>34.5%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	152,099	174,265	150,340	(23,925)	(13.7%)
<b>TOTAL APPROPRIATIONS</b>	<b>152,099</b>	<b>174,265</b>	<b>150,340</b>	<b>(23,925)</b>	<b>(13.7%)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(31,611)</b>	<b>67,235</b>	<b>6,379</b>	<b>(60,856)</b>	<b>(90.5%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

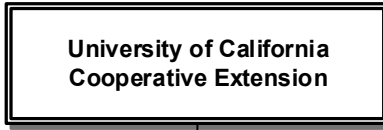
None.

**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.



**UC Cooperative Extension**

- Master Gardener Program
- 4-H Youth Development Program
- Community Nutrition and Health
  - Master Food Preserver Program
- Agriculture Research and Extension
  - Delta Crops
  - Livestock and Natural Resource Management
  - Orchard
  - Organic Crops
  - Small Farms
  - Vegetable Crops
- Regional Food Systems
- Human Wildlife Interactions
- Urban Integrated Pest Management
- Environmental Horticulture

**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 point of 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:**

FY2023/24 Midyear Projection:	356,567
FY2024/25 Recommended:	404,224
County General Fund Contribution:	404,224
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 agricultural, food systems, natural resource and pest management programs, 4-H youth development, Master Gardener, and the Master Food Preserver programs 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:

- UCCE staff in Fairfield were notified in FY2023/24 of the increasing probability of a near-term office move. At this time, a future location has yet to be determined. Staff will continue to work closely and collaboratively with the County to move this process forward.
- Staff transitions combined with impacts to enrollment from COVID-19 prevented the 4-H Military Club program from occurring in FY2023/24; however, new staff, with support of a new 4-H Regional Coordinator, are in the process of re-engaging with interested volunteers and youth to potentially re-invigorate at 4-H Military Club in the coming year. Similarly, the 4-H team in Solano is also working to put in place the resources to re-engage with afterschool STEM (Science, Technology, Engineering, and Math) programming as an extended learning component of 4-H.

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**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 light of this funding, UCCE has been busy hiring new advisors and staff across the Capitol Corridor. Solano County benefited from the addition of 4 new advisors during FY2022/23 and one new 4-H supervisor in the following program areas: Human Wildlife Interactions, Regional Food Systems, Environmental Horticulture, and Vegetable Crops. A fifth new advisor focused on Urban Integrated Pest Management will begin July 2024.
- A UCCE Livestock & Natural Resource advisor collaborated with the Solano County Department of Agriculture and other departments in the development and launch of an Ag Pass Program, designed to grant agricultural operators conditional access to evacuated areas during emergency situations to perform critical tasks. The program was approved by the Board on March 14, 2023.
- The work of UCCE Ag advisors related to rangeland productivity was ongoing in FY2023/24 and included continued investigation of strategic perennial grass seeding practices on working rangelands to improve ecosystem services, provision of high-quality forage, increased plant biodiversity, improved water infiltration, resistance to weed invasion, and improved wildlife habitat. Investigating the use of satellite imagery to estimate rangeland forage production associated with emergency declarations during drought events also continued.
- The Climate Smart Agriculture Program supported implementation of 17 CDFA-funded soil health projects and two irrigation-efficiency projects, leveraging more than \$1.03 million to support producers in Solano County. Commonly implemented practices include compost, cover crops, whole orchard recycling, mulching, hedgerow planting, soil moisture sensors, solar pump, and micro-irrigation installation. This work was often carried out in collaboration with the Dixon Resource Conservation District (RCD), Solano County RCD, and Solano County Farm Bureau as part of the Sacramento Valley Technical Assistance Provider Hub. In partnership with the Solano County Farm Bureau, the Climate Smart Agriculture Academic Coordinator is providing ongoing technical assistance to local producers for CDFA's Healthy Soils Program (HSP) and State Water Efficiency and Enhancement Program (SWEET) to improve soil health and reduce on-farm water-use.
- UCCE Ag advisors also engaged in research supporting adaptation and resilience to climate change as well as improvements to soil health. This work included ongoing studies related to helping walnuts adapt to warmer winters as well as to understanding how temperature affects bloom in prunes. Additional research has focused on supporting water use efficiency in orchards and improving understanding amongst almond growers regarding soil health practices that will also improve yield.
- Research and extension by UCCE Ag advisors related to sustainable pest management strategies in both crop and rangeland systems was ongoing. This included continued research with regard to managing broomrape in tomato plants as well as trials to assess efficacy of organic pesticide for control of thrips. Advisors and staff also provided training on best management practices for safe pesticide application with a focus on non-English speaking communities.
- UCCE Urban Integrated Pest Management advisor continued research on the efficacy of organic alternatives to glyphosate as well as collaborated with the City of Vacaville to provide education on pyrethroids and water quality. These trainings have been adapted into three online courses available to pest control audiences statewide. Work also continued with regard to invasive pest management training for landscape professionals, retail nurseries and Master Gardener volunteers, with particular focus on the glassy-winged sharpshooter.
- The Solano Master Gardener (MG) program provides science-based information and advice on home gardening and landscape practices. It anticipates graduating ten new certified volunteers in 2024 and training classes have returned to in-person. Solano MGs hosted 16 trainings jointly with the Yolo MGs during FY2023/24, serving approximately 32 attendees per training.
- The Master Food Preserver (MFP) program conducted 33 in-person trainings or events on a range of food preservation related topics and provided over 858 individuals with research-based information on safe home food preservation. Volunteers contributed 1,028 hours of service during FY2023/24.
- 26 4-H youth participated in the annual Presentation Day/Fashion revue and all qualified for Regional Presentation Day.

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- Solano County 4-H partnered with Dixon USD to provide the 4-H Cooking Academy to 36 students in the After School program for all three elementary schools. Teens from Maine Prairie High School were trained to assist with delivering this healthy nutrition program to the elementary school students throughout the six lessons.

**WORKLOAD INDICATORS**

- Solano County 4-H certified 66 returning adult volunteer leaders and 28 new adult volunteer leaders.
- Solano County 4-H included seven community clubs in FY2023/24 and served 256 youth with the help of 94 adult volunteers.
- Through March 2024, 147 Master Gardener volunteers contributed a total of 3,988 hours of service to their communities, at an in-kind value of \$133,574. This has provided Solano County residents with science-based 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 seven certified volunteers in August 2023 who completed their MFP training and anticipates two additional graduates for 2024.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$47,657 or 13.4% in appropriations when compared to the FY2023/24 Adopted Budget.

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 \$30,000 increase in professional services and an increase of \$16,951 in Countywide Administrative Overhead costs.

Contracts

The Recommended Budget includes \$345,000 to the University of California for providing University of California Cooperative Extension (UCCE) programs to Solano County through June 30, 2025, and in-kind costs of \$59,224 for a facility in Fairfield to house program operations, custodial and grounds keeping services, telephone, and print services.

Fixed Assets

None.

**DEPARTMENT COMMENTS**

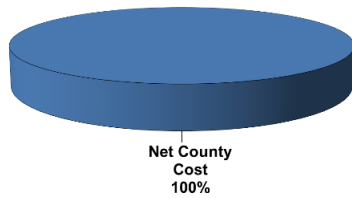
On May 14, 2024, UC Cooperative Extension entered its third five-year Interlocal Agreement between the Regents of the UC, Sacramento County, Solano County and Yolo County that creates the UCCE Capitol Corridor Multi-County Partnership. This reorganization of UC Cooperative Extension offices was done 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.



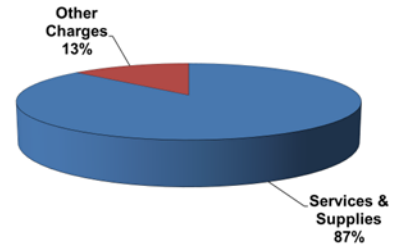
**Functional Area Summary**

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

**SOURCE OF FUNDS**



**USE OF FUNDS**



<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2022/23 ACTUAL</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	288,301	320,248	350,954	30,706	9.6%
OTHER CHARGES	27,437	36,069	53,020	16,951	47.0%
INTRA-FUND TRANSFERS	398	250	250	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>316,136</b>	<b>356,567</b>	<b>404,224</b>	<b>47,657</b>	<b>13.4%</b>
<b>NET COUNTY COST</b>	<b>316,136</b>	<b>356,567</b>	<b>404,224</b>	<b>47,657</b>	<b>13.4%</b>

**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.

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