

VACAVILLE LIBRARY COMMISSION

November 8, 2021

6:30 p.m.

LOCATION: Vacaville Cultural Center Library, Conference Room

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Non-confidential materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Vacaville Cultural Center Library, 1020 Ulatis Drive, Vacaville, CA during normal business hours.

AGENDA

1. CALL TO ORDER
2. ROLL CALL AND ESTABLISHMENT OF QUORUM
3. INTRODUCTIONS
4. APPROVAL OF MINUTES of September 13, 2021-Attachment 1 -**ACTION**
5. APPROVAL OF AGENDA – **ACTION**
6. COMMENTS FROM THE FLOOR (10-minute time limit per individual)
 - a. Items on the Agenda – Persons wishing to speak to items on the agenda should so indicate to the President of the Commission at this time. You will be given an opportunity to speak on the subject at the time the item is discussed by the Commission.
 - b. Items Not on the Agenda – Persons wishing to speak to items not on the agenda should so indicate to the President of the Commission at this time. Subjects not on the agenda may be introduced at this time, but no action may be taken on them at this meeting. Please stand and state your name and address.
7. CORRESPONDENCE
 - a. Letter from the Vacaville Friends of the Library
8. LIBRARIANS' REPORTS – The Vacaville libraries' Supervising Librarians' reports are issued in written format in the interest of time. Questions on any of the topics may be presented at the meeting – Attachment 2

9. OLD BUSINESS
10. NEW BUSINESS
11. ITEMS OF INTEREST TO THE COMMISSION
12. DATE OF NEXT MEETING: January 10, 2022
13. ADJOURNMENT

Minutes of the
Vacaville Library Commission
Zoom Virtual Meeting
September 13, 2021

CALL TO ORDER

Ms. Valdez called the meeting to order at 6:35 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM

Members present:

Cathy Valdez, President

Peggy Rollins

Dave McCallum

Beatryce Clark

Others present:

Suzanne Olawski, Director of Library Services

Johnny Parker, Supervising Librarian, Solano County Library

Cathy Sheldon, Office Assistant III, Solano County Library

INTRODUCTIONS

None

APPROVAL OF MINUTES

After a correction was made by Ms. Valdez to the meeting minutes of June 14, 2021, under Old Business, Ms. Clark moved to approve the minutes as amended, and seconded by Ms. Rollins. So, ordered by 3-0 vote.

Yes Cathy Valdez

Yes Peggy Rollins

Yes Beatryce Clark

APPROVAL OF AGENDA

The agenda was unanimously approved on motion of Ms. Rollins and seconded by Ms. Clark. So, ordered by 3-0 vote.

Yes Cathy Valdez

Yes Peggy Rollins

Yes Beatryce Clark

COMMENTS FROM THE FLOOR

Items on the agenda

None.

Items not on the agenda

None.

CORRESPONDENCE

None.

LIBRARIANS' REPORTS

Ms. Clark commented on Touro CARES Vaccination event at Vacaville Town Square Library. Mr. Parker stated it was a smaller event since the senior center didn't participate.

Ms. Rollins commented on the variety of programs for children at the libraries.

Ms. Valdez inquired about the outcome of the Summer Reading Program and how the online book club at Vacaville Town Square Library is going with attendance/participation. Mr. Parker reported about 50% finished the SRP and the book club has consistent participation.

Mr. Parker reported outdoor storytime at Vacaville Cultural Center Library is very well attended.

Ms. Valdez commented on the increase of circulation and about Mr. Wade's upcoming book talk.

Ms. Rollins commented she appreciates the library hours restoring the hours.

OLD BUSINESS

- a. FY 2021-2022 budget revision-The Commission will hear a budget revision and may take action. **ACTION**

Ms. Olawski presented the FY 2021-2022 revised budget. On motion of Ms. Clark and seconded by Ms. Rollins, the commission approved the FY 2021-2022 revised budget. So order by a 4-0 vote.

Yes Beatryce Clark

Yes Dave McCallum

Yes Peggy Rollins

Yes Cathy Valdez

ITEMS OF INTEREST TO THE COMMISSION.

Mr. McCallum inquired if the Library follows the same guidelines as the school district with going out for bids for projects. Ms. Olawski stated yes, the library follows the County guidelines regarding contracting and bidding.

Ms. Valdez inquired on the status of the student access card program. Ms. Olawski stated she will follow up with Ms. Knapp on the status of the agreement with Vacaville Unified School District.

In addition to the librarians' reports, Ms. Olawski reported the library restored hours this month at all locations. September is Adult Literacy Month and National Library Card Sign Up month.

The Vacaville Cultural Center Library had 1,248 Summer Reading Program registrants who read 2,265 books and for 98,305 minutes. Vacaville Town Square Library had 617 registrants who read a total of 53,184 minutes and over 1,080 books.

The Library will be updating public access computers at all library locations. BookFlix and Freegal Music were added to the Library's digital resources collection.

The Vacaville Cultural Center expansion projection is moving along. The Library is working together with Solano County Capital Projects division and CannonDesign. Next steps include implementing the community engagement process, developing a program and space plan, conducting a facility assessment and developing cost estimates. Ms. Olawski reported public art is not required as part of this project. Ms. Rollins thanked Ms. Olawski for following up on the public art.

Ms. Olawski inquired who will be reporting at the Vacaville Unified School District Board. Ms. Valdez stated she will attend. Ms. Olawski will forward the meeting link to Ms. Valdez.

DATE OF NEXT MEETING

The next Vacaville Library Commission meeting will be held on Monday, November 8, 2021 at 6:30 p.m.

ADJOURNMENT

Meeting adjourned at 7:10 p.m.



Malissa Knapp, Library Branch Manager

Librarian's Report to the Vacaville Library Commission
Vacaville Cultural Center Library
November 2021

Greetings, Commissioners:

It's been a busy fall! Our Storytimes continue to see a lot of participants. On both Wednesdays and Thursdays, we're getting 50-70 kids, families, and pets, so we're very thankful to be able to continue to use the outdoors. We have, however, taken steps to prepare for going indoors when the weather is bad. Our own meeting room spaces would be too cramped to hold 50+ people in the best of times, so the city is allowing us to use the Community Center's rooms when weather requires. Their spaces are large enough that we don't have to worry about the size of the audience, and each family will be able to spread out and distance as much as they need to feel comfortable.

We have spent the fall with a particular focus on our collections within the library. Space for collections is always at a premium, and where we have the extra space isn't always where we would most want it to be. We've been running out of space in the children's area, for example, but the extra space in adult non-fiction at the back of the library doesn't help that! During September and October, several staff worked tirelessly to shift around and relocate several collections, including adult non-fiction, test preparation materials, and audiobooks. In November, we'll be spreading the children's collection into the spaces vacated by the audiobooks. We're hoping these moves will give us the space we need for the children's collection to expand while also keeping its individual collections (fiction, non-fiction, graphic novels, etc.) close together and within the "children's area".

There were no suspensions during this reporting period.

Events to Highlight:

Veterans Connect continues to be at the library twice a week, on Tuesdays and Fridays from ten to noon. Linda Benoit (retired from Veterans Administration) assists veterans and families with questions about their benefits and navigating various VA forms and procedures. It will be on a brief hiatus the last two weeks of December.

Storytimes will be on a break the week of Thanksgiving. Otherwise, they continue to be every Wednesday and Thursday at 10am.

We'll also have an Afternoon Adventures on Tuesday, November 16 from 3-5 pm. This month, kids and families are invited to work on two Thanksgiving themed crafts: melted crayon leaves and turkey mosaic painting. Kids made papier-mâché pumpkins in October, which was a big hit, with over thirty-five participants at each of the two sessions.

Mike Perkins
Supervising Librarian
Vacaville Cultural Center Library

Librarian's Report to the Vacaville Library Commission
Vacaville Town Square Library (VTS)
November 8, 2021

Greetings, Commissioners:

From August to October, VTS welcomed 14,559 visitors and circulated 25,925 items.

VTS is resuming indoor programming and outreach to our community. During the reporting period, staff presented seven storytimes with 220 in attendance. 1,359 children and teens participated in library programs including the End of Summer party, Meet the Artist, Mobile Library school visits, Halloween Party, Story Walk, and Take & Make Kits.

Total attendance for 14 adult programs and two outreach programs was 1,185. These included Glitz & Glamour Book Club, Library Table on the Square, Howl-O-Ween at Andrews Park, Reading at the Barbershop, and Sunrise Rotary

Upcoming events highlights include:

- Thanksgiving Selfies: Friday, November 12th – Saturday, November 13th. Stop by the Vacaville Town Square Library and take a selfie.... or two.... or three....in front of our special Thanksgiving seasonal backdrops.
- Magic Show at VTS: Thursday, November 18th, 4:00 – 5:00 PM. Join us for some magical fun with a local teen magician and see what tricks she has up her sleeve.
- 100 Years of Newberry – Solano Celebrates on Zoom: Wednesday, December 8th, 4:00 – 5:00 PM. For 100 years, the Newberry Medal has been awarded to an author for contributions to American literature for children. Kids, register via solanolibrary.com/events for a special book chat on Zoom with Children's Librarians. Also, visit your local library branch to cast your vote for your favorite book this year.
- Gingerbread House Building Challenge: Thursday, December 16th, 4:00 – 5:00 PM. Pick up your gingerbread kit at the Vacaville Town Square Library beginning December 1st, while supplies last. Get building and join us on Zoom to share your creations and techniques!

There were no suspensions for inappropriate use of the Internet during the reporting period.

Respectfully submitted,
Johnny Parker
Supervising Librarian
Solano County Library

Vacaville Library Commission

Cathy Valdez

Beatryce Clark

Dave McCallum

Peggy Rollins

Carol Sue Robison

It has been brought to the attention of the board members of Vacaville Friends of the Library that remodeling work at the Cultural Center Ulatis Branch is due to begin in the near future. Over the past 20 years that I have been the secretary of Friends of the Library I have been involved with many proposed F.O.L bookstore spaces within the library, yet none of these plans have come to fruition. Prior to the mandatory Covid closing and restrictions we had a yearly projection of \$9155.00 for Town Square programs and \$8860.00 for the cultural Center branch. This programming reflects the critical role the library plays in our community: from providing inspiring and educational events for young adults to our summer reading program for school aged children.

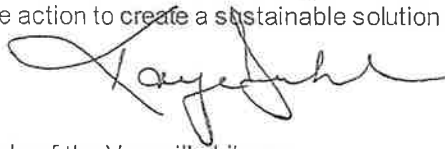
We rely on profits from our book sales for the bulk of the program funding, with donations filling in the rest. Last year our small shelf space with books for sale at both branches provided \$200 per quarter, and that was with restrictions in place. We are also fortunate to have a volunteer who sells books on commission and has contributed another \$700 this year. This is a window into the potential profit earning of a robust Library Bookstore, with a coordinated effort to advertise its benefits to the community.

We have an incredible support base but their time and energies have limits. I am hoping that the years of assembling book shelves, storing over 150 bins of books for quarterly sales, as well as finding volunteers for five days each quarter are behind us.

We need to take action to create a sustainable solution to keep our programming alive and grow its potential.

Kaye Juhl

secretary, Friends of the Vacaville Library



9/23/21

Sam Hendershot

President

Tom Marcacci

Treasurer