

# VACAVILLE LIBRARY COMMISSION

January 11, 2016

6:30 p.m.

LOCATION: Vacaville Public Library – Cultural Center, Conference Room

The County of Solano, in compliance with the Americans with Disabilities Act of 1990, will provide accommodations for persons with disabilities who attend public meetings. If you wish to attend this meeting and you will require assistance in order to participate, please call the Supervising Librarian at 1-866-572-7587 at least 48 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting.

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 Public Library – Cultural Center, 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 November 9, 2015 – 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
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

Expansion of the Cultural Center Library – the Commission will discuss the expansion to the Cultural Center Library.

10. NEW BUSINESS
11. ITEMS OF INTEREST TO THE COMMISSION
12. DATE OF NEXT MEETING:        March 14, 2016
13. ADJOURNMENT

**Vacaville Public Library-Cultural Center**  
1020 Ulatis Drive  
Vacaville, CA 95687

**Library Commission Meeting**  
November 9, 2015  
Meeting Room

CALL TO ORDER

With the absence of President Bruce DuClair, Commissioner Beatryce Clarke called the meeting to order at 6:30 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM

**Members present:**

Beatryce Clark  
Janet Matthews  
Carol Sue Robison

**Members absent:**

Bruce DuClair  
Frank Murphy

**Others present:**

Bonnie Katz, Director of Library Services  
Whit Whitman, VUSD/LDB  
Paige Frechette, Friends of the Vacaville Libraries  
Linda Havilland, Friends of the Vacaville Libraries  
John Havilland, Friends of the Vacaville Libraries  
Kate Hitchcock, Friends of the Vacaville Libraries  
Helen Vinson, Friends of the Vacaville Libraries  
Malissa Knapp, Library Branch Manager  
Nancy Redfield, Supervising Librarian  
Tamie Tvrdik, Clerical Supervisor

INTRODUCTIONS

All present introduced themselves.

APPROVAL OF MINUTES

The minutes of September 14, 2015 were unanimously approved on motion of Ms. Robison and seconded by Ms. Matthews. So ordered by 3-0 vote.

APPROVAL OF AGENDA

On motion of Ms. Robison, seconded by Ms. Matthews, the Commission unanimously approved the agenda of the Vacaville Library Commission. So ordered by 3-0 vote.

COMMENTS FROM THE FLOOR

**Items on the agenda**

None.

**Items not on the agenda**

## CORRESPONDENCE

None.

## LIBRARIANS' REPORTS

The librarians' reports were submitted in writing.

## OLD BUSINESS

Expansion of the Cultural Center Library – the Commission will discuss the expansion to the Cultural Center Library

Ms. Katz and her administrative team met with the County Architect to discuss the timeline, costs and how the expansion may fit on the property. She distributed the timeline to the Commissioners and stated that the project would take approximately two and a half to three years. Ms. Katz also distributed several preliminary architectural drawings to show three possibilities of where the Library could be expanded 15,000 square feet. In all three cases there will need to be some changes to the site; i.e. fire lane movement or additional parking, etc. When the building was built, the fire lane did not exist so the expansion was intended to go beyond the back of the building. The project manager from the Architect's Office has been in discussion with the City. The project team will find out what the City will allow and then the Library will need to make a proposal as to how they will mitigate the parking, fire lane and/or other issues. Ms. Katz stated that another possibility is perhaps expanding 10,000 square feet instead of 15,000. The plan is to have a major meeting room space, study rooms, restrooms and a separate entrance for the public to use after library hours without having to go into the library.

Due to the library needing the present meeting room for their programs, the bookstore would probably have to wait until the expansion was complete. Ms. Knapp and Ms. Redfield confirmed that the present meeting room is heavily used and always booked.

In response to an inquiry about building a third library in Vacaville, Ms. Katz explained that although the Facility Master Plan of 2001 did include a third library, it is not feasible for the District right now. The Vacaville libraries are owned by the Library District and their only revenue is property tax and sales tax and the District could not afford to build a third library and run it. The cost would be approximately \$10-12 million to build and this does not include the staff or the collection.

Ms. Katz announced that the Library will be doing some community involvement and public outreach in early 2016 involving the expansion. After community input and more facts are known, the Commission can then make a recommendation to the Board.

As Ms. Katz gets additional information, she will email the Commission.

NEW BUSINESS

None.

ITEMS OF INTEREST TO THE COMMISSION

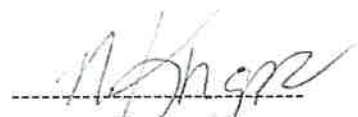
None.

DATE OF NEXT MEETING

The next VLC meeting will be held on Monday, January 11, 2016 at 6:30 p.m. at the Cultural Center Library Conference Room.

ADJOURNMENT

Meeting adjourned at 7:12 p.m.

A handwritten signature in cursive script, appearing to read "Malissa Knapp", is written over a horizontal dashed line.

Malissa Knapp, Library Branch Manager

Librarian's Report to the Vacaville Library Commission  
Vacaville Public Library-Cultural Center (VCC)  
January 11, 2016

Greetings, Commissioners:

During the months of November and December, VCC welcomed 35,218 visitors and circulated 62,717 items.

During the reporting period, staff presented 29 storytimes, with 717 in attendance. 360 elementary school-age children participated in library programs which included PAWS, Afternoon Adventures, and Frosty's Magic Hat magic show.

Staff made 2 outreach visits, and connected with 42 people. Staff hosted 1 library tour for 41 children.

Total attendance for 15 adult programs was 104. These included Road to Employment, Master Gardeners, Solano Kids Insurance Program, Knot Just Knitting, and the Genealogy program. Twenty people attended November's Delta Tunnels informational program.

Upcoming January and February programs will include:

- Promises Made Promises Kept – Davis Raptors. Tuesday January 12, 3:30pm.
- Crafts for Adults – Button Bracelets. Wednesday January 13, 7pm.
- Lawyers at the Library. Thursday January 21, 6pm.
- Inventor's Lab – Stomp Rockets. Tuesday January 26, 3pm.
- Color Yourself Peaceful – Coloring for adults. Tuesday February 16, 7pm.
- Teen Maker Program – Teen created projects. Wednesday February 24, 4pm.
- Family Night – An evening with Lawrence Hall of Science. Thursday Feb 25, 7pm.

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

Respectfully submitted,  
Nancy Redfield  
Supervising Librarian  
Vacaville Public Library-Cultural Center

Librarian's Report to the Vacaville Library Commission  
Vacaville Public Library-Town Square (VTS)  
January 11, 2016

Greetings, Commissioners:

During the months of November and December, VTS welcomed 24,390 visitors and circulated 31,376 items.

During the reporting period, staff presented 24 storytimes, with 866 in attendance. 341 children participated in library programs, including Read to Dog, Gingerbread House Making, Nutcracker Ballet, and Grandparents and Books.

135 children participated in homework help that was provided by over 20 teen volunteers.

Total attendance for 12 adult programs was 316. These included the Book Club, Writer's Group, Gadget Workshop, Spanish Conversation Club, Christmas Wish with the City of Vacaville, Peter Fletcher, and Homebuyers Workshop.

Upcoming January program Highlights include:

Libraries will be closed Monday January 18.

- ESL Conversation Club- New English speakers meet for a guided conversation and a gentle instruction to the language. Join others who speak English as a second language and learn with them. Every Thursday; 1:00
- Author Visit - Margaret Lucke flings words around for a living and she will be here to talk about writing, publishing, and the power of stories in two sessions. The first will be about writing and the second about her own path to becoming a writer. Thursday, January 14th; 3:00 and 6:00
- Afternoon Adventures: Will C Wood High School Orchestra, will be playing popular tunes at their first library performance. Many of these talented students are also involved in the Will C Wood Musical which will be the Sound of Music this year. Thursday, January 21; 4:00

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

Respectfully submitted,  
Malissa Knapp  
Branch Manager  
Solano County Library