

VACAVILLE LIBRARY COMMISSION

November 9, 2015

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 September 14, 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: January 11, 2015
13. ADJOURNMENT

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

Library Commission Meeting
September 14, 2015
Meeting Room

CALL TO ORDER

President Bruce DuClair called the meeting to order at 6:30 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM

Members present:

Beatryce Clark
Bruce DuClair
Janet Matthews
Frank Murphy
Carol Sue Robison

Members absent:

None

Others present:

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

INTRODUCTIONS

Nancy Redfield introduced herself. She is the Supervising Librarian of the Vacaville Cultural Center Library.

APPROVAL OF MINUTES

The minutes of June 8, 2015 were unanimously approved on motion of Ms. Clarke and seconded by Mr. Robison. So ordered by 5-0 vote.

APPROVAL OF AGENDA

On motion of Ms. Mathews, seconded by Ms. Clarke, the Commission unanimously approved the agenda of the Vacaville Library Commission. So ordered by 5-0 vote.

COMMENTS FROM THE FLOOR

Items on the agenda

None.

Items not on the agenda

CORRESPONDENCE

None.

LIBRARIANS' REPORTS

In response to Mr. DuClair's inquiry about the circulation number, Ms. Katz informed the Commission that the circulation is down about 16%; however the circulation number is still substantial. She added that libraries are changing the way they do business and people are using the library in different ways. Ms. Katz distributed the Fall Check It Out. She informed the Commission that the annual Solano County Library Foundation Author's Luncheon will be November 1st at Rancho Solano. She also mentioned that the second annual US Citizenship Ceremony will be at the Fairfield Civic Center Library in October. There are 57 residents of Solano County that will be getting their citizenship that day.

Ms. Katz informed the Commission that the Library is in major recruitment/reassignment mode. The Library has filled the Deputy Director, Library Branch Manager, Supervising Librarian, and several Library Aide/Assistant positions. The Library is now recruiting for Librarian and Library Associate positions.

OLD BUSINESS

- a. Revised FY 2015-2016 Budget – the Commission will discuss and may take action on the FY 2015-2016 Revised Budget. **ACTION**

Ms. Katz explained the changes to the revised budget which includes a \$300,000 increase to the fund balance, an increase of approximately \$100,000 to the sales tax projections and the contingency went up approximately \$500,000.

Ms. Mathews moved to recommend the Board approve the revised budget; Ms. Clarke seconded. Motion carried. So ordered by 5-0 vote.

- b. Bookstore – the Commission will hear an update regarding the bookstore.
- c. Expansion of the Cultural Center Library – the Commission will discuss the expansion to the Cultural Center Library

Items b and c were combined. Ms. Katz met with the County Architect and project manager for the county. They currently have plans for the Cultural Center Library and will be meeting with Ms. Katz with a conceptual design which she will bring to the Commission and the Board. The \$5 million in the budget for this project may cover the project without having to go into any debt service. Some of the conceptual ideas are to build one large conference room, several smaller ones, restrooms and possibly turn the current conference room into the bookstore. If the Board approves, the project could get started in this fiscal year.

NEW BUSINESS

None.

ITEMS OF INTEREST TO THE COMMISSION


Ms. Mathews will represent the Commission at the Board meeting on September 17th.

DATE OF NEXT MEETING

The next VLC meeting will be held on Monday, November 9, 2015 at 6:30 p.m. at the Cultural Center Library Conference Room.

ADJOURNMENT

Meeting adjourned at 7:00 p.m.

A handwritten signature in cursive script that reads "Malissa Knapp". The signature is written in dark ink and is positioned above the printed name.

Malissa Knapp, Library Branch Manager

Librarian's Report to the Vacaville Library Commission
Vacaville Public Library-Cultural Center (VCC)
November 9, 2015

Greetings, Commissioners:

During the months of September and October, VCC welcomed 43,029 visitors and circulated 71,317 items.

During the reporting period, staff presented 40 storytimes, with 1105 in attendance. 722 elementary school-age children participated in library programs which included PAWS, Afternoon Adventures, Batfest, and Bienvenidos a la Biblioteca. Batfest was once again a huge success with 219 people attending the two shows.

Staff made 2 outreach visits, and connected with 41 people. They hosted 2 library tours for 84 children.

Total attendance for 20 adult programs was 210. These included Road to Employment, Master Gardeners, Solano Kids Insurance Program, Knot Just Knitting, and Color Me Peaceful coloring program. Eighty people received free flu shots at the Flu Shot clinic October 19th.

Upcoming November and December programs will include:

- Inventor's Lab – Stomp Rockets. Tuesday November 17, 3pm.
- Delta Tunnels Informational Program. Thursday November 19, 7pm.
- Tony Borders puppeteer Tuesday, December 8, 3:30.
- Lawyers at the Library. Thursday December 3 and 17, 6pm.

The Library is offering a new e-book collection: TotalBoox. One of our reference staff members can show you how it works if you need help, but setting it up yourself is very simple. More information about this and our other ebook collections is available on our website.

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)
November 9th, 2015

Greetings, Commissioners:

During the months of September and October, VTS welcomed 30,334 visitors and circulated 34,373 items.

During the reporting period, staff presented 32 storytimes, with 1134 in attendance. 330 children participated in library programs, including Read to Dog, Halloween party, Bubble Lady, and Grandparents and Books.

Staff made 1 outreach visits, and connected with 92 middle school students.

211 children participated in homework help that was provided by over 20 teen volunteers and 34 teens participated in the annual jazz clinic. 34 students attended the SAT practice exam program.

Total attendance for 14 adult programs was 253. These included the Book Club, Writer's Group, Gadget Workshop, Spanish Conversation Club, Christmas Wish with the City of Vacaville, and Homebuyers Workshop.

Upcoming November and December programs will include:

Nutcracker Ballet

Local Ballet Company from Parthenon Classical Ballet will perform excerpts from their upcoming production of Nutcracker Ballet

Thursday, November 12: **4:00**

Music with Peter Fletcher

New York Classical Guitarist

Thursday, November 19: **4:00**

Christmas Wish

Sign up for Vacaville's program to make Christmas real for the city's financially disadvantaged children

Tuesday, November 10: **10:00**

Gingerbread house making

Afternoon Adventures: Come construct a model gingerbread house using graham crackers and frosting

Thursday, December 17: **10:00**

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

Respectfully submitted,
Malissa Knapp
Branch Manager
Solano County Library

**Report of the Director of Library Services
to the Solano County Library Advisory Council
November 2015**

Personnel

We have been able to fill five of the seven vacant librarian positions. Beth Molyneux has been promoted to the adult services position at the Fairfield Civic Center Library. Beth earned her MLS degree while working for the Library. Beth started her career with Solano County as a Library Associate at the Fairfield Civic Center Library in 2007. She then transferred to the Vacaville Cultural Center and has been responsible for all young adult programs, teen volunteers, monthly readers' advisory electronic book letters for young adults, and collection development. Prior to that Beth worked for the Natrona County Library in Wyoming and the Bellevue Public Library in Nebraska. Beth began her new position in October.

Charles Hargrove has accepted the half time children's position at the Rio Vista Library. He received his MLS degree from the University of Texas (Austin) and most recently has been working at the El Cerrito Public Library (Contra Costa County). Charles will begin his position in November 2015.

Andrea Klecki has accepted the teen librarian position at the Vacaville Cultural Center Library. Andrea has been working for the San Jose Public Library as a librarian where she was responsible for the weekly Toddler Storytime program, collection development and the summer reading program. She was a departmental aide for four years at the Cordelia Library while earning her MLS degree from San Jose State. Andrea began her position in October.

Taaren Samuelson has accepted the teen librarian position at the Springstowne Library. Taaren received her MLS degree from the University of Hawaii and has worked most recently for the Contra Costa County Library for almost three years where she has been responsible for all programming related to teen services and the collection planner for YA materials. Taaren began her position in October.

Nancy Wirt has accepted the teen librarian position at the John F. Kennedy Library. Nancy has been a librarian for the Calipatria State Prison for the last three years. Prior to that, she worked for San Joaquin Valley College and Fresno County Public Library where she assisted with the operation of four branch libraries. Nancy will begin her position in November 2015.

We will be opening another librarian recruitment to fill the remaining two positions that will become vacant in December due to impending retirements.

The recruitment for the vacant Library Associate positions has closed and the first set of interviews were held last week.

The recruitment for the Supervising Library Assistant position at Vacaville Town Square Library was not successful and we will be reopening the recruitment for this position this month.

Grant Application

The Solano Community Foundation has expressed interest in funding AWE literacy stations (one for each branch). These are computers and tablets that are loaded with games and activities that enhance early literacy skills for children ages 2-8. The Library in partnership with the Solano County Library Foundation will be submitting a grant application to the Solano Community Foundation. We are hoping that the grant is funded as this is another way to address early literacy skills.

Deputy Director Presentation

Mark Fink, Deputy Director for Library Services will be on hand to update the Council on our successful Career Online High School grant application.

Vacaville Cultural Center Library Expansion Project

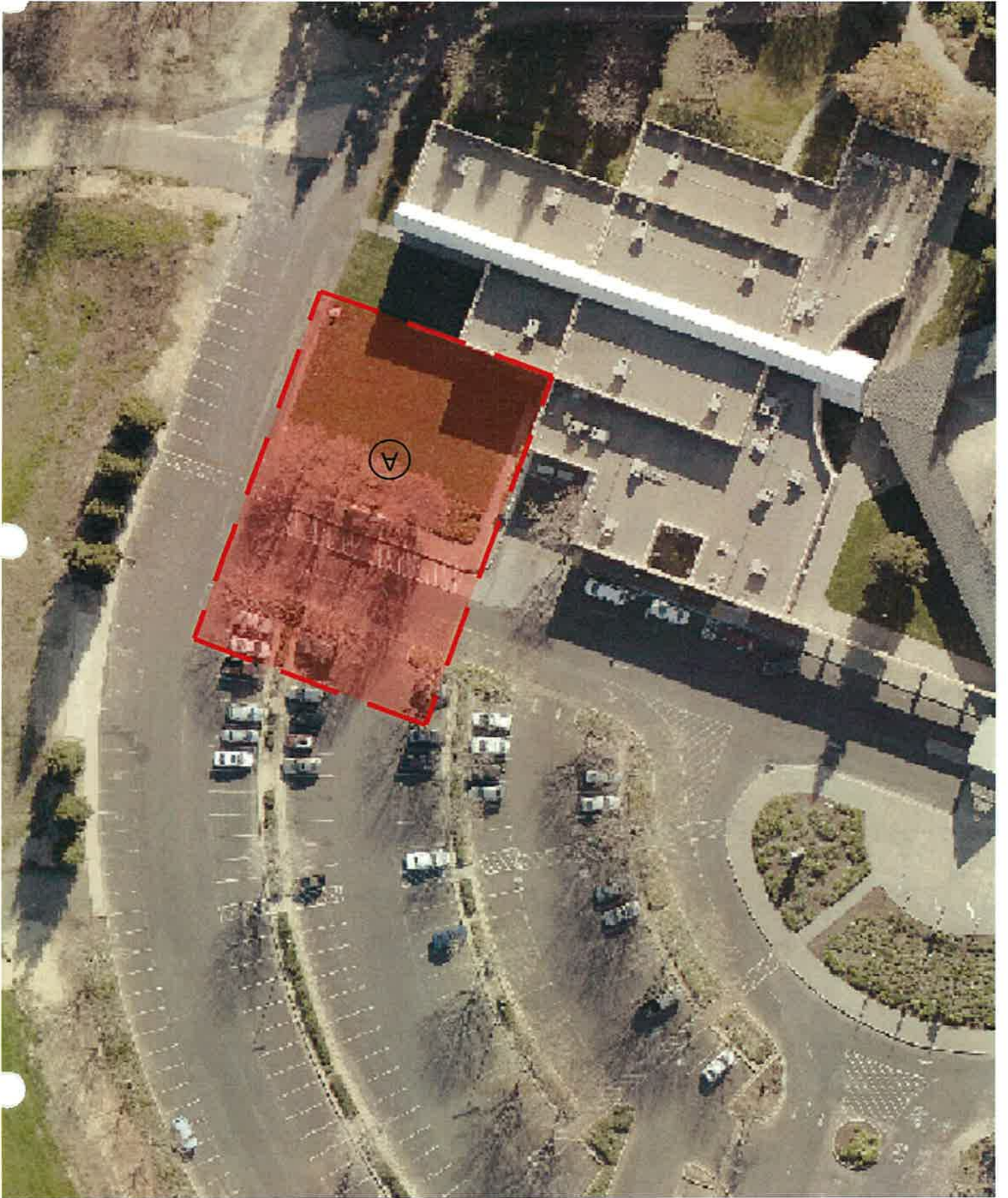
Concept-level project schedule Nov. 2015

DRAFT	2015			2016			2017							
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct
Scope definition														
Concept Development														
Commission agenda, mtg			6,9			1,8								
Public Outreach														
Board agenda, mtg						3,16								
Schematic Design														
Design Development														
Construction Documents														
Permit														
Project Financing*														
Bid														
Construction														
Close Out														
Warranty														12 mo.

* Construction contract award assumes necessary funding available

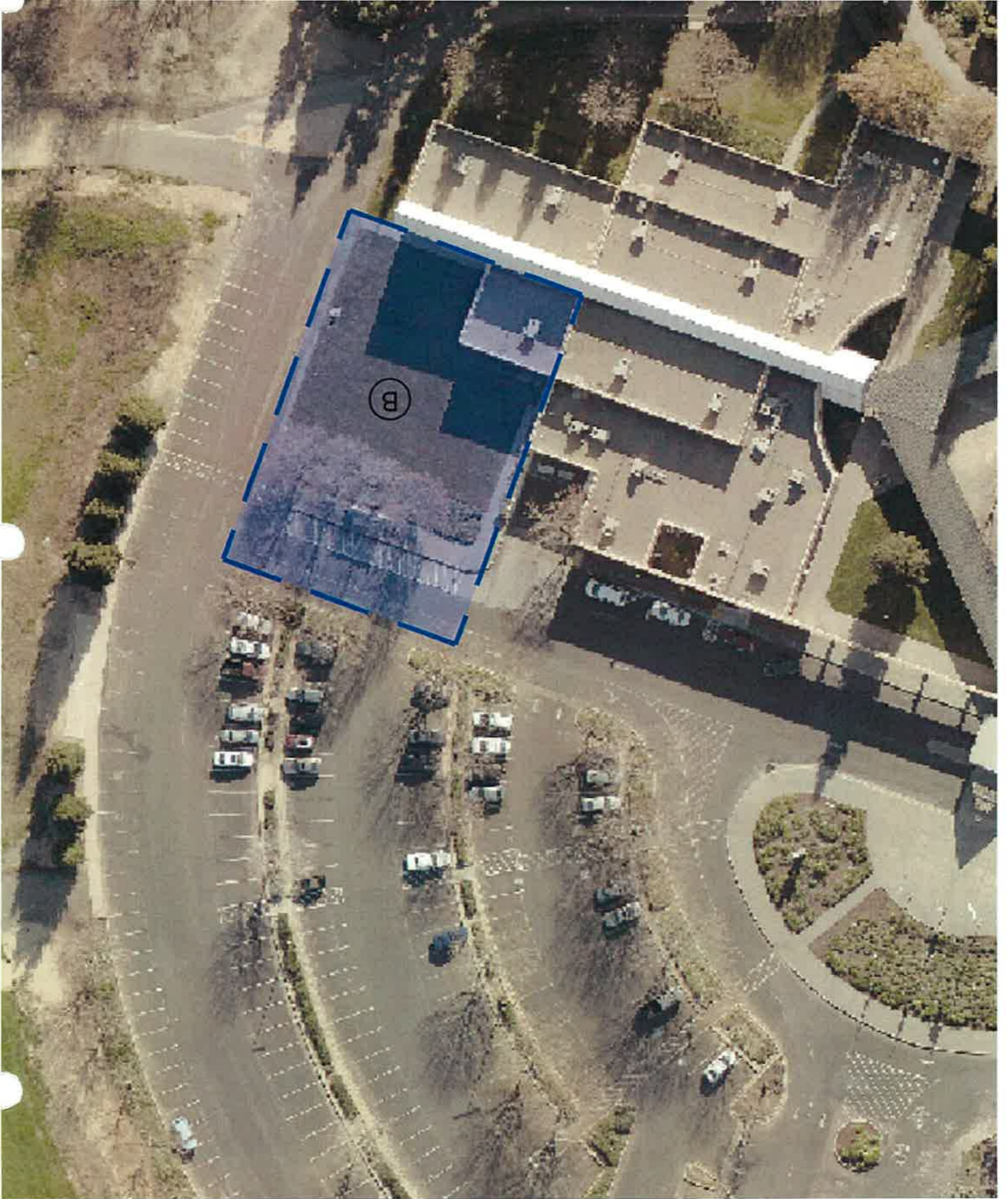
VACAVILLE CULTURAL CENTER
1020 ULATIS DRIVE, VACAVILLE
CONCEPT A

SCALE: 1" = 50'-0"
DATE: 02 NOV 2015



VACAVILLE CULTURAL CENTER
1020 ULATIS DRIVE, VACAVILLE
CONCEPT B

SCALE: 1" = 50'-0"
DATE: 02 NOV 2015



VACAVILLE CULTURAL CENTER
1020 ULATIS DRIVE, VACAVILLE
CONCEPT C

DATE: 02 NOV 2015

SCALE: 1" = 50' - 0"
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VACAVILLE CULTURAL CENTER
1020 ULATIS DRIVE, VACAVILLE
CONCEPT A - FLOOR PLAN

SCALE: 1" = 50'-0"
DATE: 02 NOV 2015

