

# VACAVILLE LIBRARY COMMISSION

March 14, 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 January 11, 2016 – 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

Tenant improvements on the second floor of Vacaville Town Square Library – the Commission will discuss and may take action regarding the tenant improvements on the second floor of the Vacaville Town Square Library. **ACTION**

11. ITEMS OF INTEREST TO THE COMMISSION

12. DATE OF NEXT MEETING: May 9, 2016

13. ADJOURNMENT

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

**Library Commission Meeting**  
January 11, 2016  
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

**Members absent:**

Carol Sue Robison  
Frank Murphy

**Others present:**

Bonnie Katz, Director of Library Services  
Malissa Knapp, Library Branch Manager  
Nancy Redfield, Supervising Librarian  
Tamie Tvrdik, Clerical Supervisor

INTRODUCTIONS

None.

APPROVAL OF MINUTES

The minutes of November 9, 2015 were unanimously approved on motion of Ms. Clark and seconded by Ms. Matthews. So ordered by 3-0 vote.

APPROVAL OF AGENDA

On motion of Ms. Clark, 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 and during the meeting Ms. Knapp and Ms. Redfield went over some highlights of the last few months.

Ms. Katz distributed the 2015 Solano County Annual Report. The Library's Reach Out and Read program is one of the features of the report mentioning that more than 200,000 books have been given out to children since 1999 at doctors' offices.

Ms. Katz also distributed the Winter Check It Outs.

The Library has opened up recruitments for the Supervising Librarian position for VTS and two vacant librarian positions – one at Cultural Center, the other at Fairfield.

#### OLD BUSINESS

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

Ms. Katz explained that since a lot of site work needs to be done, the District may not be able to afford the full 15,000 square feet expansion; however 10,000 square feet may be more doable. The main purpose of the expansion is to obtain a meeting room and 10,000 square feet would be plenty of room for that. However, Ms. Katz announced that she had received an email just prior to the meeting from the City planning division stating they may want to require additional parking. Ms. Katz believes that the parking lot was built to have more parking spaces than the code required at the time the library was built. She will be researching the original documents and further discussing this subject with the City and the County Architect. Ms. Katz will report back on the subject at the next meeting. She will also forward any information via email as she receives it. Ms. Katz also mentioned that she does not want any public involvement yet until there is more information.

#### NEW BUSINESS

None.

#### ITEMS OF INTEREST TO THE COMMISSION

None.

#### DATE OF NEXT MEETING

The next VLC meeting will be held on Monday, March 14, 2016 at 6:30 p.m. at the Cultural Center Library Conference Room.

#### ADJOURNMENT

Meeting adjourned at 7:06 p.m.



Malissa Knapp, Library Branch Manager

Librarian's Report to the Vacaville Library Commission  
Vacaville Public Library-Cultural Center (VCC)  
March 14, 2016

Greetings, Commissioners:

During the months of January and February, VCC welcomed 41,085 visitors and circulated 68,549 items.

During the reporting period, staff presented 38 storytimes, with 1128 in attendance. 615 elementary school-age children participated in library programs which included PAWS, Afternoon Adventures, and Family Night with the Lawrence Hall of Science. 176 people of all ages attended the presentation by Davis Raptors.

82 children participated in homework help that was provided by 8 teen volunteers.

Staff made 8 outreach visits, and connected with 256 people. Staff hosted 3 library tours for 69 children.

Total attendance for 19 adult programs was 239. These included Road to Employment, Master Gardeners, Earn It Keep It Save It Tax Preparation, Knott Just Knitting, and the Genealogy program among others. 69 people had their taxes filed by trained volunteers at the Super Saturday tax event on February 13<sup>th</sup>.

Upcoming March and April programs will include:

- National Library Week - The Puppet Company performs Rabbit and Coyote Are Friends. April 12, 3:30pm
- Crafts for Adults: Easter Egg Bath Bombs. March 16, 7pm
- Lawyers at the Library. Thursdays March 17, April 7 & 21, 6pm.
- Teen Maker Workshop – Sushi Beeswax Candles. Wednesday April 13, 4pm.
- Genealogy: Participants will learn to research their family history online. April 20, 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)  
March 14, 2016

Greetings, Commissioners:

During the months of January and February, VTS welcomed 29,955 visitors and circulated 32,970 items.

During the reporting period, staff presented 16 storytimes, with 564 in attendance. 248 children participated in library programs, including Read to Dog, Valentine's Day Party, Science and Engineering Time, and Grandparents and Books.

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

Total attendance for 7 adult programs was 190. These included the Book Club, Writer's Group, Gadget Workshop, Spanish Conversation Club, Foster Kinship Program, Matrix for Parents, and Homebuyers Workshop.

Upcoming program highlights include:

Afternoon Adventures: The library has been visited by a hoard of paper-thin Leprechauns! Only you can find them and bring them back in. Thursday, March 17: 4:00

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. Thursdays: 1:00 – 2:30

Get help with your gadgets. Our volunteer expert is here for you. Saturdays @: 1:00

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

Respectfully submitted,  
Malissa Knapp  
Branch Manager  
Solano County Library



Friday, March 04, 2016

Vacaville Library District  
c/o Solano County Library  
1150 Kentucky Street  
Fairfield, CA 94533

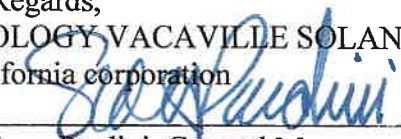
Attention: Bonnie Katz, Director of Library Services

Re: Commercial Lease Agreement dated December 11, 2002 (as amended) ("Lease") with respect to 201 Dobbins Street, 2<sup>nd</sup> Floor, Vacaville, CA ("Premises")

Dear Vacaville Library District:

As you know, you and Recology Vacaville Solano are parties to the Lease. Recology plans to remodel the existing Premises to accommodate ten new offices. The proposed work is more fully described in the enclosed plans and other materials. Recology will perform the proposed work in accordance with the terms and conditions of the Lease. In addition, Recology plans to perform the majority of the proposed work during off-hours and weekends to minimize any disturbance to the public's use of the library. I am available to meet with you at your convenience to discuss any aspect of the proposed work. Upon completion of your review and approval of the proposed work, kindly sign the acknowledgment below.

Please do not hesitate to contact me with any questions. Thank you.

Best Regards,  
RECOLOGY VACAVILLE SOLANO,  
a California corporation  
By:   
Scott Pardini, General Manager

Enclosures: Plans for Proposed Work

cc: Cary Chen (via email)



**LANDLORD CONSENTS TO RECOLOGY'S  
PERFORMANCE OF THE PROPOSED WORK**

**VACAVILLE LIBRARY DISTRICT**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

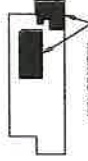
**APPROVED AS TO FORM**

\_\_\_\_\_  
County Counsel  
Date: \_\_\_\_\_





REV PLAN



APPROVALS

PROJECT

**RECOLOGY  
VACAVILLE**

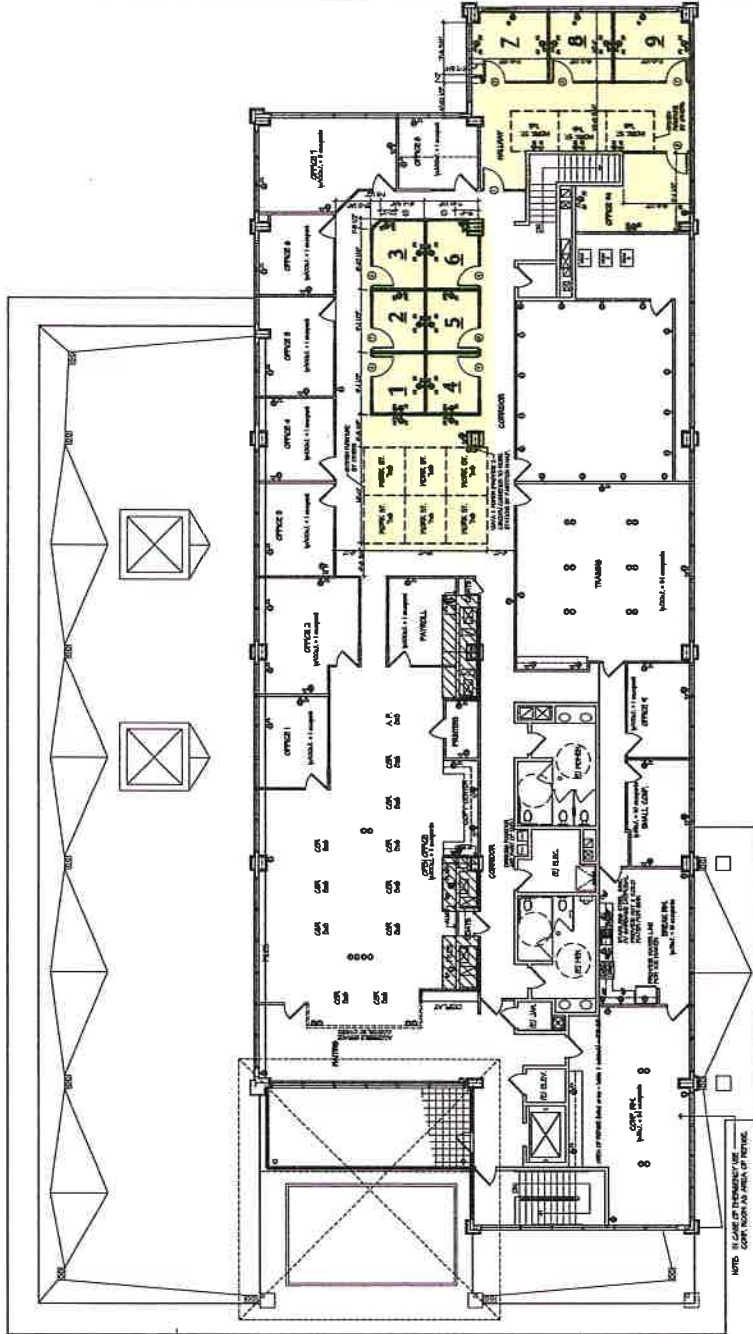
DOWNTOWN  
BRANCH BUILDING  
VACAVILLE, CA 95688

DESCRIPTION	DATE	BY	APPR

FLOOR PLAN

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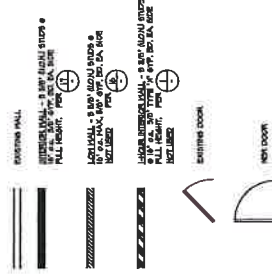
SHEET NO



**PLAN NOTES**

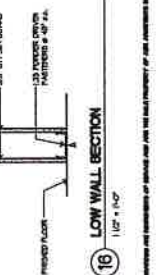
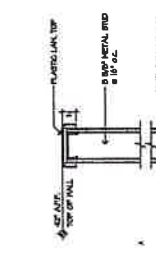
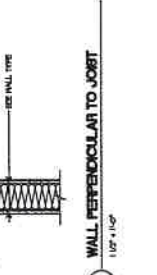
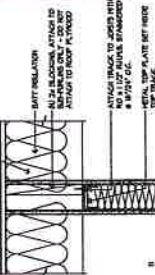
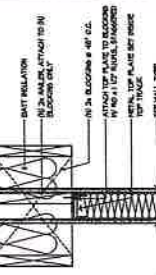
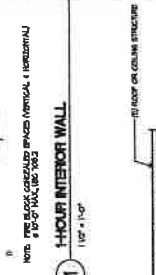
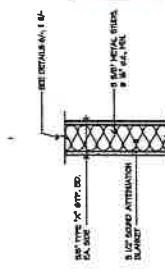
1. HALL TO HALL DOORWAY AND TOP FACE OF STD. JOST.
2. ALL OFFICE EQUIPMENT IS IN CL.
3. GENERAL CONTRACTOR TO REMOVE AND REINSTALL OVER SLOPING THE FLOOR PLANE OR AS INDICATED SUBSEQUENT TO THESE DOCUMENTS.
4. MEASUREMENTS AND WALL HEIGHTS BEYOND STANDARDS.
5. THE BUILDING IS SCHEDULED WITH AN AUTOMATIC FIRE SPRINKLER SYSTEM. THE AUTOMATIC FIRE SPRINKLER SYSTEM IS CONTROLLED BY THE BUILDING MANAGEMENT SYSTEM. THE AUTOMATIC FIRE SPRINKLER SYSTEM SHALL BE INSTALLED IN ACCORDANCE WITH THE LOCAL PERMITS AND SHALL BE APPROVED BY THE LOCAL PERMITS OFFICE. THE AUTOMATIC FIRE SPRINKLER SYSTEM SHALL BE INSTALLED TO THE FLOOR PLAN TO BE SUBMITTED TO THE LOCAL PERMITS OFFICE.
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**LEGEND**



**DEFERRED SUBMITTAL**

1. MECHANICAL SYSTEM



© 2008 ARCHITECTS AND ENGINEERS OF CALIFORNIA AND THE MECHANICAL SYSTEM SHALL BE INSTALLED TO THE FLOOR PLAN TO BE SUBMITTED TO THE LOCAL PERMITS OFFICE.