

VACAVILLE LIBRARY COMMISSION

June 8, 2015

6:30 p.m.

LOCATION: Vacaville Public Library – Cultural Center, Conference Room

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AGENDA

1. CALL TO ORDER
2. ROLL CALL AND ESTABLISHMENT OF QUORUM
3. INTRODUCTIONS
4. APPROVAL OF MINUTES OF May 11, 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
 - a. FY2015-2016 Budget update – The Commission will hear a budget update.
 - 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.

10. NEW BUSINESS
11. ITEMS OF INTEREST TO THE COMMISSION
12. DATE OF NEXT MEETING: September 14, 2015
13. ADJOURNMENT

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

Library Commission Meeting
May 11, 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:

Bruce DuClair
Janet Matthews
Frank Murphy
Carol Sue Robison

Members absent:

Beatryce Clark

Others present:

Malissa Knapp, Supervising Librarian
Bonnie Katz, Director of Library Services
Suzanne Olawski, Assistant Director of Library Services
Whit Whitman, VUSD/LDB
Shawn Windham, VUSD/LDB
Paige Frechette, Friends of the Vacaville Libraries
Jan Stevens, retired Library Branch Manager
Tamie Tvrdik, Clerical Supervisor

INTRODUCTIONS

Ms. Katz introduced Ms. Olawski, Assistant Director of Library Services and Malissa Knapp, Supervising Librarian, and Jan Stevens, retired Library Branch Manager, for the Vacaville cluster including RIO. The Council and new staff members proceeded to introduce themselves and give a brief background.

APPROVAL OF MINUTES

The minutes of March 9, 2015 were unanimously approved on motion of Mr. Murphy and seconded by Ms. Mathews. So ordered by 4-0 vote.

APPROVAL OF AGENDA

On motion of Ms. Matthews, seconded by Mr. Murphy, the Commission unanimously approved the agenda of the Vacaville Library Commission. So ordered by 4-0 vote.

COMMENTS FROM THE FLOOR

Items on the agenda

None.

Items not on the agenda

None.

CORRESPONDENCE

None.

LIBRARIANS' REPORTS

Ms. Katz distributed the summer Check It Out newsletter which promotes the Summer Reading Program. Vacaville always has lots of children and teens participating. She informed the Commission that the Library now has a new downloadable platform for books. The Vacaville library will once again be participating in the Lunch @ Your Library, free lunch program for kids throughout the summer, sponsored by the school district. She also informed the Commission that the Library has had six retirements since February so is in the recruitment process for another library branch manager, deputy director, librarian, library associates and library assistants.

OLD BUSINESS

Bookstore – the Commission will hear an update regarding the Friends and a possible bookstore

Ms. Katz reported that Ms. Clarke approached the Friends about a bookstore and they have expressed interest. Ms. Katz gave a brief history of the FCC and JFK's bookstores and how their Friends groups were apprehensive at first; however, their bookstore revenues have actually almost tripled. The cost is approximately \$60,000 which will not come out of the Friends budget. Ms. Frechette, President of the Friends, voiced her concerns about having a secure moneybox, proper signage and storage. This discussion will be continued at the June meeting.

NEW BUSINESS

- a. Expansion of the Cultural Center Library – the Commission will discuss the possible expansion to the Cultural Center Library
- b. Proposed FY 2015-2016 Budget – the Commission will discuss and may take action on the proposed budget for FY 2015-2016. **ACTION**

Items a and b were discussed together. Ms. Katz distributed the proposed FY 2015-2016 budget. She explained the line items to the Commission. She noted that the successor redevelopment agency revenues (redevelopment) have substantially increased. This is the residual money that the beneficiary agencies are now recouping. Those funds will go away eventually, probably in 4-5 years.

Since there is almost \$5 million in contingency there should be enough funds to expand the Vacaville Cultural Center Library. Ms. Katz explained that the debt is about \$148,000 and revenue from the building rental is \$227,000. In addition, Vacaville is also collecting public facility fees which can only be used for expansion. She feels that the Library District is in a pretty good position to continue with this project.

Ms. Stevens, retired Library Branch Manager, attended the meeting to advocate for the Commission's recommendation for approval of this project. She reiterated that since the building opened in 1993 it was apparent that expansion was needed for a meeting room. This building was built to expand and there is 10,000 square feet available. At the time of opening the City and the Library had an agreement to share the space in the community center; however it has become increasingly difficult to negotiate for time and space with the City. She feels that an expansion would not only make a great difference to library users but also to people in the community.

In response to Ms. Matthews inquiry, Ms. Katz informed the Commission that it would take 9-12 months to draw up the architectural design, go out to bid for a contractor, arrange for funds, etc.

Mr. DuClair expressed his desire to expand the building and feels that would be an asset to the Library and community. President DuClair would like to continue this discussion at the next meeting in June. The Commission agreed.

Mr. Murphy moved to recommend to the Library Board to approve the proposed FY2015/2016 budget; Ms. Matthews seconded. Motion carried by 4-0 vote.

ITEMS OF INTEREST TO THE COMMISSION

None.

DATE OF NEXT MEETING

The next VLC meeting will be held on Monday, June 8, 2015 at 6:30 p.m. at the Cultural Center Library Conference Room.

ADJOURNMENT

Meeting adjourned at 7:15 p.m.



Malissa Knapp, Supervising Librarian

Librarian's Report to the Vacaville Library Commission
Vacaville Public Library-Cultural Center (VCC)
June 08, 2015

Greetings, Commissioners:

During the month of May, VCC welcomed 20,225 visitors and circulated 35,075 items.

During the reporting period, staff presented 25 storytimes, with 548 in attendance. Our Grandparent and Books volunteer read to 8 children. 321 elementary school-age children participated in library programs, including PAWS, homework help, Afternoon Adventures, family night featuring Bigg Izi the Ukulele Man and Caterpillar Puppets. We also hosted 3 class tours from Edwin Markham Elementary School with 78 students.

Summer Reading promotion was in full swing. Dan, Beth, and Nancy conducted 9 outreach events to Vacaville schools, Child Start programs, and a local cultural fair, which resulted in making contact with 1,478 potential library users.

Kevin and Beth appeared in a video promoting Summer Reading Programs for the local access cable station, channel 26. If you're interested, you can see the spot on YouTube: <https://youtu.be/OnLKf04wgB0>

20 teens participated in the May Teen Advisory Board Ice Cream Social.

Total attendance for six adult programs was 52. These included Road to Employment, Master Gardeners, Solano Kids Insurance Program, Knot Just Knitting, and a Genealogy program hosted by Ellen.

Upcoming June programs include:

- Germar the Magician, June 9, 3:30
- *Scratch Art CDs, June 10, 3:30
- ZunZun Music and Fun, June 16, 3:30
- Master Gardeners-Tillandsias, June 18, 7:00
- The Puppet Company in "Fantasy on Strings", June 23, 3:30
- *Swing Dance Workshop, June 23, 7:00
- Flag Day-Make your own flag and march in the library parade, June 30, 10:30

*Teen Program

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

Respectfully submitted,
Malissa Knapp
Supervising Librarian
Vacaville Public Library-Cultural Center