

VACAVILLE LIBRARY COMMISSION

January 13, 2025 - 6:30 p.m.

LOCATION: Vacaville Town Square Library – 1 Town Square Place, Vacaville, CA 95688

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the meeting room, to access written documents being discussed at the meeting, or to otherwise participate at Commission meetings, please contact the Vacaville Cultural Center Library 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 Commission after distribution of the agenda packet are available for public inspection at the Vacaville Town Square Library, 1 Town Sq. Place 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 4, 2024 - Attachment 1 **ACTION**
5. APPROVAL OF AGENDA **ACTION**
6. COMMENTS FROM THE FLOOR (3-minute time limit per individual)
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.

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 – Attachment 2
9. OLD BUSINESS
The Commission will receive an update on the Cultural Center Library expansion project.
10. NEW BUSINESS
11. ITEMS OF INTEREST TO THE COMMISSION
12. DATE OF NEXT MEETING: March 10, 2025
13. ADJOURNMENT

Minutes of the
Vacaville Library Commission
November 4, 2024

CALL TO ORDER

Ms. Rollins called the meeting to order at 6:30 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM

Members Present

Ms. Peggy Rollins

Ms. Cathy Valdez

Mr. Steve Vidmar

Others Present

Ms. Suzanne Olawski, Director of Library Services, Solano County Library

Ms. Nancy Redfield, Library Branch Manager, Solano County Library

Mr. John Parker, Supervising Librarian, Solano County Library

Ms. Nancy Dunn, Trustee, Vacaville Unified School District Library District

Mr. Tim Reynolds, Sr. Capital Projects Coordinator, Solano County

Ms. Cathy Sheldon, Office Assistant III, Solano County Library

INTRODUCTIONS

None

APPROVAL OF MINUTES

Ms. Valdez moved to approve the meeting minutes of September 9, 2024; Ms. Rollins seconded. Motion carried. So ordered 3-0 vote.

APPROVAL OF AGENDA

Mr. Vidmar moved to approve the November 4, 2024, agenda; Ms. Valdez seconded. Motion carried. So ordered 3-0 vote.

COMMENTS FROM THE FLOOR

None.

CORRESPONDENCE

None.

LIBRARIANS' REPORTS

Ms. Redfield and Mr. Parker provided branch reports. Ms. Olawski reported the library is working on its annual report and the Cultural Center Library project continues to move forward. Project updates and photos are posted to the Library's website.

Mr. Rollins commented on the increased number of visitors at the Town Square Library. Mr. Parker stated the library is hosting a lot of programs and the library marketing department is doing a great job in promoting all the programs.

Ms. Redfield commented on the amount of outreach staff are doing at the schools and other organizations such as the Craft-Paramount House and senior living facilities. Storytimes and special programs continue at the Ulatis Center where attendance is growing.

Ms. Rollins commented on the challenges of finding space for literacy and tutors space to meet and expressed appreciation for the efforts of literacy staff who are assisting with those challenges.

OLD BUSINESS

- a. Vacaville Cultural Center Library Project Update

Mr. Reynolds shared a slide presentation (attached) and provided an update on the Vacaville Cultural Center Library expansion project.

NEW BUSINESS

- a. Lease Extension with Recology Vacaville

Ms. Olawski presented the Commission with the Second Amendment to the Commercial Lease Agreement with Recology Vacaville Solano for a Renewal Term of July 1, 2022 through June 30, 2027 for space at 1 Town Square. Ms. Olawski asked the Commission to make a recommendation to the Library Board for approval of the amendment.

Mr. Vidmar moved to recommend approval of the Second Amendment to the Commercial Lease Agreement with Recology Vacaville Solano for a Renewal Term of July 1, 2022 through June 30, 2027; Ms. Valdez seconded. Motion carried. So ordered 3-0 vote.

ITEMS OF INTEREST TO THE COMMISSION

Ms. Valdez attended the Solano County Library Foundation Authors Luncheon and shared the event is an annual fundraiser to raise money for library literacy program. She enjoyed the event and the authors presentations.

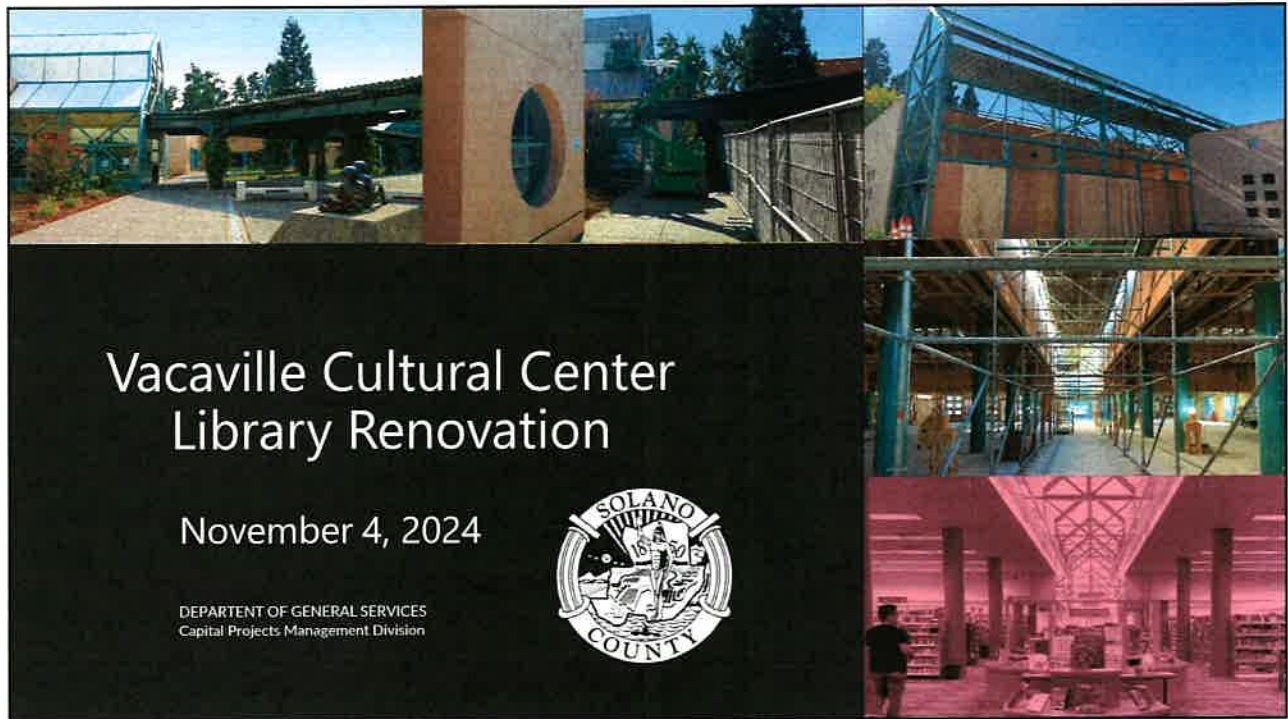
DATE OF NEXT MEETING

The next Vacaville Library Commission meeting will be held on Monday, January 13, 2025, at 6:30 p.m. at the Vacaville Town Square Library, 1 Town Square.

ADJOURNMENT

Meeting adjourned at 7:25 p.m.


Suzanne Olawski, Director of Library Services



Vacaville Cultural Center
Library Renovation

November 4, 2024


DEPARTMENT OF GENERAL SERVICES
Capital Projects Management Division



1

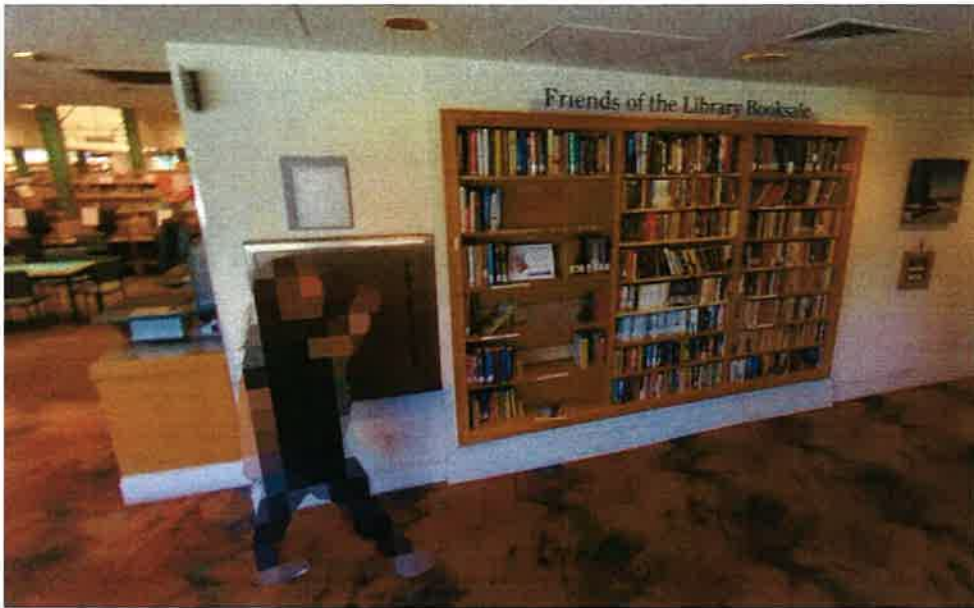
Current & Planned Activities

- Permits in place, construction underway
- Demolition 95% complete
- Parking Plan and proposed cost share under City review
- Planning & Design underway for custom millwork in the Children & Teens area
- Construction Completion anticipated November 2025



2

Interior Demolition (before)



3

Interior Demolition



4

Interior Demolition (before)



5

Interior Demolition



6

Interior Demolition



7

Exterior Sitework



8

Glazing Demolition & Steel Framing Repairs



9

Kalwall Glazing Replacement



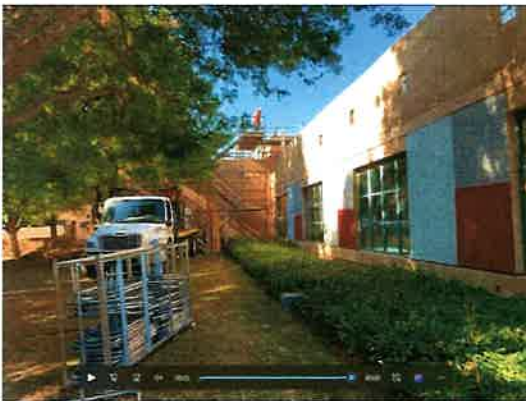
10

Interior Structural Reconfiguration

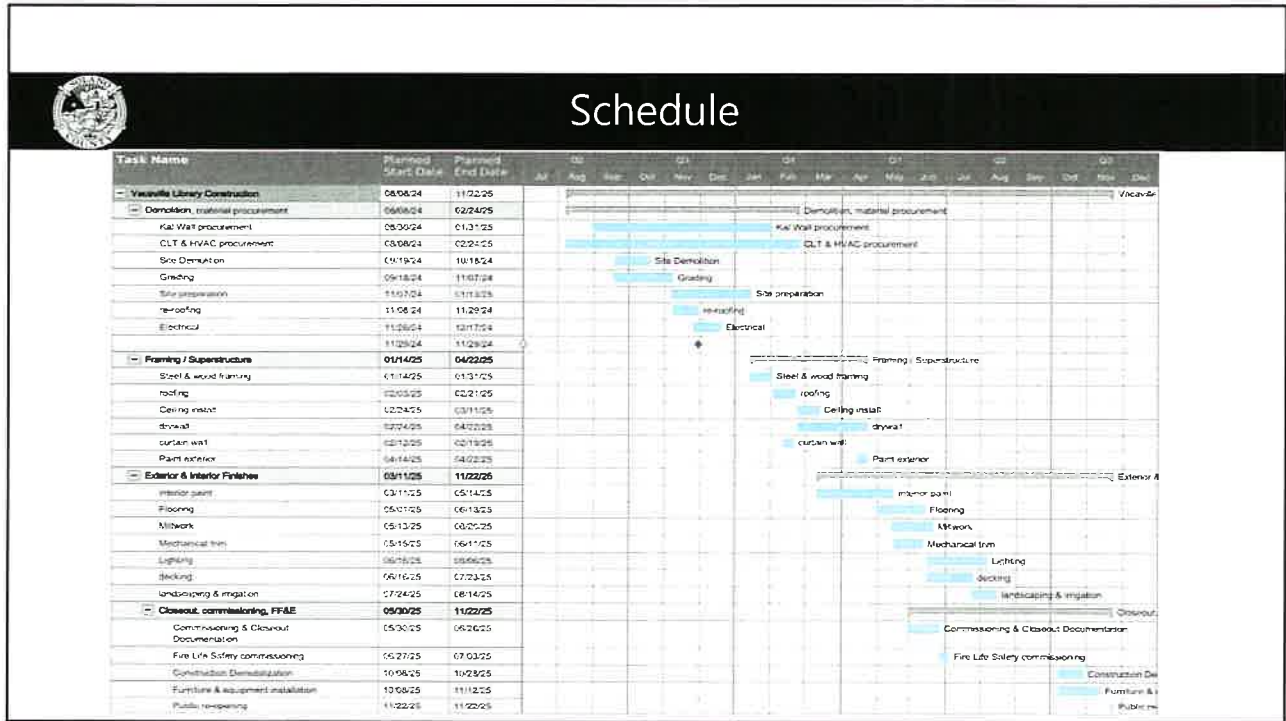


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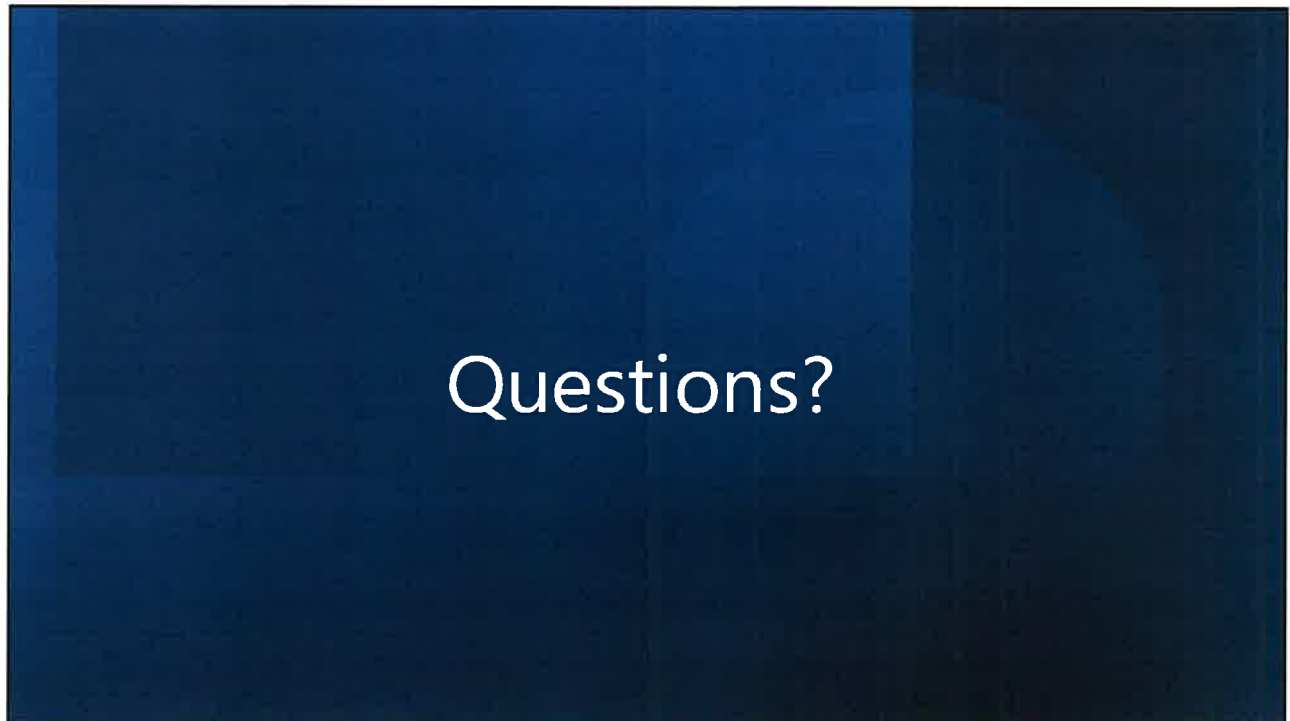
Children's & Teens Exterior Area Preparations



12



13



14

Librarian's Report to the Vacaville Library Commission
 Vacaville Public Library-Cultural Center
 January 2025

Greetings, Commissioners:

Our outreach efforts to Vacaville schools continues to grow! We began the school year delivering books to two schools (Cooper Elementary and Bethany Lutheran) while also providing weekly craft activities to a third (Shelley Dally preschool). In December, we expanded the weekly deliveries to Callison Elementary School and we have concrete plans to add Fairmont Elementary, Vaca Pena, and Cambridge (Travis USD) in January once the kids have returned from the winter break. Cooper staff also informed me just before the break that Browns Valley had contacted them about the service and seemed interested, so we're hopeful that January will see us increase from four schools to eight.

In December, we delivered 190 holds to the 4th-6th graders of Cooper and Callison; 452 grade-level appropriate books in bins to Callison and Bethany Lutheran; and made crafts with 70 kids and parents at Shelley Dally preschool. In addition to that, we offered six Storytimes at the Ulatis Community Center for a total of 72 participants. We have seen much larger audiences on Tuesday compared to Thursday, which is something we will monitor in January. We may reevaluate what type of programming to offer on Thursdays if the audience does not grow.

The library is now in possession of an official Library Outreach Van, the Reading Machine! We expect this will improve our ability to reach schools and other locations in Vacaville. Our previous van was an old County vehicle that was not the most comfortable to drive nor was it the most attractive. We hope the inviting, flashy nature of the new van will make for an attractive visitor to events across the city.



December was also a game of musical chairs for some of our staff. Dionna, our long-time Circulation Supervisor, was promoted and became the children's librarian in Dixon. Dionna has been working at one of the two Vacaville branches for more than twenty years, so we were sad to see her go—but she didn't go far! Kevin, one of our two children's librarians, who had been temporarily reassigned to Technical Services, has decided to remain there. He is now the library's Cataloging Librarian. That left our outreach efforts a little shorthanded, but luckily Dionna moving to Dixon meant Vanessa, our other children's librarian, could return to Town Square after spending many weeks helping Dixon with programming.

I am grateful for how adaptable the staff have been during this closure period. They have been happy to help wherever they have been needed.

Mike Perkins
 Supervising Librarian
 Vacaville Public Library-Cultural Center

Librarian's Report to the Vacaville Library Commission
Vacaville Town Square Library (VTS)
January 13, 2025

Greetings, Commissioners:

From November to December, VTS welcomed 27,858 visitors and circulated 65,635 items.

During the reporting period, staff presented 35 storytimes with 1,365 in attendance. 2,177 children and teens participated in library programs including Storytimes (Baby Bounce, Family, Toddler, Outdoor, Pajama, Preschool and Spooky), LEGO Club, Read To-A-Dog, Anime Club, Teen Advisory Board, Teen Crafts, Color Pages, Mini Gingerbread Houses, and Zine Craft.

Total attendance for outreach programs was 250. These included the local school visits, Mobile Library, Boy Scouts, and Reading at the Barbershop.

Upcoming events highlights include:

- After Hours Movie Night: Friday, January 17th, 5:00 – 7:20 PM. Join us at the Vacaville Town Square Library as we delve into the magical world of Studio Ghibli and watch Howl's Moving Castle. You may even be inspired to check out a copy of the book after! Feel free to bring a friend along. Snacks will be provided! **Teens Only, no registration required.**
- Free Notary Service: Monday, January 27th, 9:30 – 10:30 AM. First come, first serve. An unexpired DMV-issued ID/License or passport is required for each client. One document per client. Must be 18 years old or older.
- Master Gardeners: Wednesday, February 5th, 6:00 – 7:00 PM. Master Gardener volunteers extend horticultural information and offer educational programs and garden-related demonstrations in their communities.
- Truffle Making for Teens!: Wednesday, February 12th, 4:00 – 5:30 PM. Teens and tweens are invited to make their own decadent truffles for Valentines Day!

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

Respectfully submitted,
Johnny Parker
Supervising Librarian
Solano County Library