

VACAVILLE LIBRARY COMMISSION

June 9, 2025 - 6:30 p.m.

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

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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 Square Place, 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 May 12, 2025 - Attachment 1 (**ACTION ITEM**)
5. APPROVAL OF AGENDA (**ACTION ITEM**)
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
 - a. **Cultural Center Library Project** - The Commission will receive a presentation update on the Vacaville Cultural Center Library project.
10. NEW BUSINESS
 - a. **Election of President** – The Vacaville Library Commission will elect a President for Fiscal Year 2025-2026. (**ACTION**)
Motion: It is requested that the Commission approve _____ to serve as Commission president for Fiscal Year 2025-2026.
 - b. **Commissioner Re-appointment** – Commissioners will discuss and may take action on recommending a third term for a three-year re-appointment of Commissioner Cathy Valdez. (**ACTION**)
Motion: It is requested that the Commission recommend approval of the reappointment of Cathy Valdez to the Library Commission for a third three-year term of July 1, 2025 to June 30, 2028.

- c. **VCC Library Project Library Furniture Acquisition** - The Vacaville Library Commission will discuss and may take action to recommend approval of delegating authority to the Director of Library Services to execute purchase orders for public library furniture acquisition through Campbell Keller under existing CMAS and OMNIA cooperative purchasing agreements for \$373,457. **(ACTION)**

Motion: It is requested that the Commission recommend approval of delegating authority to the Director of Library Services to execute purchase orders for public library furniture acquisition through Campbell Keller under existing CMAS and OMNIA cooperative purchasing agreements for \$373,457.

- d. **VCC Library Project Library Shelving Acquisition** - The Vacaville Library Commission will discuss and may take action to recommend approval of delegating authority to the Director of Library Services to execute a purchase order for library shelving acquisition through Ross McDonald Company under existing CMAS cooperative purchasing agreement for \$351,293. **(ACTION)**

Motion: It is requested that the Commission recommend approval of delegating authority to the Director of Library Services to execute a purchase order for library shelving acquisition through Ross McDonald Company under existing CMAS cooperative purchasing agreement for \$351,293.

11. ITEMS OF INTEREST TO THE COMMISSION
12. DATE OF NEXT MEETING: September 8, 2025 – Vacaville Town Square Library, 1 Town Square Place
13. ADJOURNMENT

Minutes of the
Vacaville Library Commission
May 12, 2025

CALL TO ORDER

Ms. Rollins called the meeting to order at 6:29 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM

Members Present

Ms. Peggy Rollins
Ms. Cathy Valdez
Mr. Steve Vidmar
Mr. Tom Baxley
Ms. Allison Henry

Others Present

Ms. Suzanne Olawski, Director of Library Services, Solano County Library
Ms. Nancy Redfield, Library Branch Manager, Solano County Library
Ms. Megan Wong, Assistant Director of Library Services, Solano County Library
Ms. Lisa Lin, Admin Services Manager, Solano County Library
Ms. Nancy Dunn, President, Vacaville Unified School District Library District
Ms. Brenda Guzman, Office Assistant II, Solano County Library

INTRODUCTIONS

None

APPROVAL OF MINUTES

Ms. Valdez moved to approve the meeting minutes of March 10, 2025; Mr. Baxley seconded. Motion carried. So ordered 5-0 vote.

APPROVAL OF AGENDA

Mr. Vidmar moved to approve the May 12, 2025 agenda; Ms. Valdez seconded. Motion carried. So ordered 5-0 vote.

COMMENTS FROM THE FLOOR

None

CORRESPONDENCE

None

LIBRARIANS' REPORTS

Mr. Parker and Mr. Perkins provided branch reports. Mr. Vidmar commented on the Free Little Library located at the Cultural Center Library, which was built and is being stocked by Gilbane.

OLD BUSINESS

a. Vacaville Cultural Center Library Project

Ms. Olawski gave a verbal update on the Vacaville Cultural Center Library expansion project. She provided the following updates:

- Schedule of tour dates for various stakeholders
- The project is still on schedule with anticipated reopening slated for late November 2025
- The project is still on budget
- Furniture and shelving finishes are in process
- Sale of 100 commemorative bricks as a fundraiser for the Friends of the Vacaville Libraries

NEW BUSINESS

a. FY 2025-2026 Proposed Budget

Ms. Olawski reviewed the proposed FY 2025-2026 Vacaville Library District budget. The budget is balanced with a healthy contingency.

On motion of Ms. Valdez and seconded by Mr. Vidmar, the Commission approved the proposed FY 2025-2026 Vacaville Library District budget. So ordered 5-0 vote.

ITEMS OF INTEREST TO THE COMMISSION

Ms. Rollins asked what the frequency of Brown Act Training is and will forward the email she received about the training to Ms. Olawski.

DATE OF NEXT MEETING

The next Vacaville Library Commission meeting will be held on Monday, June 9, 2025, at 6:30 p.m. at the Vacaville Town Square Library, 1 Town Square.

ADJOURNMENT

Meeting adjourned at 7:39 p.m.

Suzanne Olawski, Director of Library Services

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

Greetings, Commissioners:

We are very pleased to report that the first half of 2025 has seen a dramatic increase in attendance for our events offered at the Ulatis Community Center. Prior to the new year, Storytimes were seeing 10-20 people in attendance, but since then, we have had 25-40 people at both sessions every week. It took a little perseverance, but offering a consistent, predictable schedule has given time for word of mouth to spread. This is encouraging as we head into Summer with a slate of events planned.

The school year deliveries ended around the middle of May. Classes tend to end their weekly visits to their school libraries around the middle of the month to prepare for testing and the end of the year. We saw a dip in items being requested, dropping to 563 requested items and no classrooms sets delivered. However, the final two weeks saw a huge increase in the books being returned! It took multiple trips to each school to be able to gather up all the books. We look forward to having the library open again next year, which will make coordinating the end of the year returns much easier.

The visit to Shelley Dalley Early Learning Village was a success! We had seven library staff who participated. The preschool has eight classrooms (with sixteen classes spread out across the morning and afternoon sessions), and library staff read to them all. This was something we had hoped to do earlier in the year, but finding a time when so many staff were available at the same time was a bit of a logistical nightmare. Our hope is to continue storytimes in the classrooms next year, maybe this time alternating which classes and rooms we visit each week to make it less daunting.

I am also happy to report the library took 2nd place in its category for the Fiesta Days Parade. We had almost a dozen library staff (and some Friends of the Library!) present to represent us. We had library staff dressed up as Scooby Doo characters: Scooby (Chris Diaz), Velma (Ingrid Vazquez), Daphne (Joan Parker), Shaggy (Mo Mathers), and Fred (Mike Perkins).

Summer Reading will be fully present at the Ulatis Community Center beginning the second week of June. We will have performers and activities every Tuesday at 10am, starting with the Bubble Lady (June 10), Rock Steady Juggling (June 17), and Magic Dan (June 24). Staff will be on hand to collect returned library materials, sign up kids and parents for summer reading, and have an assortment of materials that can be borrowed.



Mike Perkins
 Supervising Librarian
 Vacaville Public Library-Cultural Center

Librarian's Report to the Vacaville Library Commission
Vacaville Town Square Library (VTS)
June 9, 2025

Greetings, Commissioners:

From April to May, VTS welcomed 34,816 visitors and circulated 91,545 items.

During the reporting period, staff presented 50 storytimes with 1,720 in attendance. 3,200 children and teens participated in library programs including Storytimes (Baby Bounce, Family, Toddler, and Preschool), LEGO Club, Read-To-A-Dog, Afternoon Adventures, Master Gardeners, Build It Club, Craft Corner, Storywalk, Scavenger Hunt and the Little Explorers.

Total attendance for outreach programs was 461. These included Mobile Library visits to local elementary schools, preschool outreach visit, and Reading at the Barbershop. Upcoming events highlights include:

- Trucks of the Trade at the Creekwalk: Wednesday, June 11th, 10:00 AM – 12:00 PM. Come to the Creekwalk and get up close to a variety of work vehicles. We will have the Sheriff's BEAR, vehicles from Recology, the CHP, Medic Ambulance, OES, and many City of Vacaville departments. Talk to the vehicles' operators and learn about the different vehicles and the tasks they are used for. Bring a bike in need of repairs - the Solano County Transportation Authority will have their Bike Mobile on site!
- Breakfast in the Library: Monday, June 16th, 8:00 – 9:00 AM. Free breakfast for kids and teens. Breakfast at the Library is a project of the California State Library, supported with funds from the State of California. In collaboration with the Vacaville Unified School District, we will be hosting Breakfast at the Library and provide free lunches from 8am-9am for ages 18 years old and under while supplies last. Registration is not required.
- Lunch at the Library: Monday, June 16th, 12:00 – 1:00 PM. Free lunch meals for kids and teens. Lunch at the Library is a project of the California State Library, supported with funds from the State of California. In collaboration with the Vacaville Unified School District, we will be hosting Lunch at the Library and provide free lunches from 12PM-1PM for ages 18 years old and under while supplies last. Meals must be eaten on site. Registration is not required.
- Stay & Play @ VTS: Monday, July 7th, 2:00 – 4:00 PM. Make new friends and beat the heat at this fun play group! Families will enjoy open play with a variety of toys. Adult supervision required. Best for ages 1-6.

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

Respectfully submitted,
Johnny Parker
Supervising Librarian
Solano County Library