

VACAVILLE LIBRARY COMMISSION

November 10, 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 Town Square 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 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 September 8, 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 that are 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 Update – Attachment 3

The Commission will receive a verbal update on the Vacaville Cultural Center Library project from Solano County Director of Library Services Suzanne Olawski.
10. NEW BUSINESS
11. ITEMS OF INTEREST TO THE COMMISSION
12. DATE OF NEXT MEETING: January 12, 2026 – Vacaville Cultural Center Library, 1020 Ulatis Drive
13. ADJOURNMENT

Minutes of the
Vacaville Library Commission
September 8, 2025

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

Mr. Steve Vidmar

Mr. Tom Baxley

Ms. Allison Henry

Others Present

Ms. Suzanne Olawski, Director of Library Services, 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 Redfield, Library Branch Manager, Solano County Library

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

Mr. Johnny Parker, Supervising Librarian, Solano County Library

Ms. Brenda Guzman, Office Assistant II, Solano County Library

INTRODUCTIONS

None

APPROVAL OF MINUTES

Approval of minutes of May 12, 2025 (ACTION)

Approval of minutes of June 9, 2025 (ACTION)

Mr. Vidmar moved to approve the minutes of both the May 12, 2025 and June 9, 2025 meetings. Ms. Henry seconded. Motion carried by a 4-0 vote. So ordered.

APPROVAL OF AGENDA

Ms. Henry moved to approve the agenda for September 8, 2025. Mr. Baxley seconded. Motion carried by a 4-0 vote. So ordered.

COMMENTS FROM THE FLOOR

None

CORRESPONDENCE

None

LIBRARIANS' REPORTS

The Commission reviewed the librarian reports. Mr. Parker recognized staff for successfully running the summer meals program (breakfast & lunch), Lunch at the Library, in partnership with the Vacaville Unified School District. The Town Square Library is an eligible meal site because of its proximity to a qualifying school (criteria based on free/reduced lunch percentages). Meals are vital for children who rely on school nutrition during summer. The program also is supported by teen volunteers (approx. ages 12–14+). Total meals served Summer 2025: 7,142 (up from 6,405 last summer). Summer Reading sign-ups 2025: 2,872 (slightly down due to Cultural Center closure). Student Access Card circulation (Vacaville USD): 15,652 items checked out during 2025 academic school year.

Ms. Olawski shared that the Board of Supervisors will merge the Library Advisory Council and the Measure L Independent Citizens Oversight Committee into a single new committee. Both existing committees will dissolve after the upcoming meeting. The new committee will meet 3 times a year with an optional fourth meeting if necessary. Membership will be streamlined with fewer members and new bylaws that define criteria for appointees (e.g., library users, in good standing, supportive of public libraries). Appointments will be approved by the Board of Supervisors. The new committee's first meeting is expected in March 2026 following the Board's October action.

OLD BUSINESS

a. **FY 2025-2026 Vacaville Library District Revised Budget - (ACTION)**

Ms. Henry moved to approve the Vacaville Library District Fiscal Year 2025-26 revised budget as presented; Mr. Vidmar seconded. Motion carried 4-0. So ordered.

b. **Cultural Center Library Project**

Mr. Reynolds reported that the project is on schedule for completion with the grand reopening planned for December 13th. Exterior work including glazing, stucco, and landscaping is nearly complete, while interior finishes, lighting, HVAC, casework, and children's area installations are ongoing. Fabrication of the children's tree canopy and seating is underway, with the mural artist scheduled for October 14th. FF&E will arrive September–October, and minor adjustments to millwork and custom panels are being completed. The building is fully enclosed and waterproofed, and library staff are coordinating shelving and book organization in preparation for reopening.

NEW BUSINESS

a. **Vacaville Library District Financial Audit for Fiscal Years Ending June 30, 2022 and June 30, 2023 – (ACTION)**

Mr. Baxley moved to accept and recommended the Library District Board's acceptance of the financial audit for fiscal years ending June 30, 2022, and June 30, 2023; Ms. Henry seconded. Motion carried 4-0.

b. **Election of President - The Vacaville Library Commission will elect a President for Fiscal Year 2025-2026. (ACTION)**

Ms. Henry nominated Mr. Vidmar as Commission President for Fiscal Year 2025-2026; Ms. Rollins seconded. Motion carried 4-0. So ordered.

c. Commissioner Re-appointment – The Vacaville Library Commission will discuss and may take action on recommending a third term for a three-year re-appointment of Commissioner Cathy Valdez – (ACTION)

Mr. Vidmar moved to approve Commissioner Valdez for a third term for a three-year re-appointment; Mr. Baxley seconded. Motion carried 4-0. So ordered.

ITEMS OF INTEREST TO THE COMMISSION

None.

DATE OF NEXT MEETING

The next Vacaville Library Commission meeting will be held on Monday, November 10, 2025 at 6:30 p.m. at the Vacaville Town Square Library, 1 Town Square Place.

ADJOURNMENT

Meeting adjourned at 7:58 p.m.

Suzanne Olawski, Director of Library Services



Vacaville Cultural Center
Library Renovation

September 8, 2025


DEPARTMENT OF GENERAL SERVICES
Capital Projects Management Division



1

Current & Planned Activities

- Exterior envelope complete
- KalWall & glazing installation complete
- Drywall re-installation complete
- Interior trim-out underway – lighting installation, flooring, tile & decorative finishes
- Addendum to omit parking scope from project (Submitted 9-10-25) - under City review
- Custom millwork in the children & teens area underway
- Installation of furniture, shelving & equipment September - November
- Mural artist Mona Caron on site Oct. 14
- Construction completion anticipated November 2025 – Opening Dec.



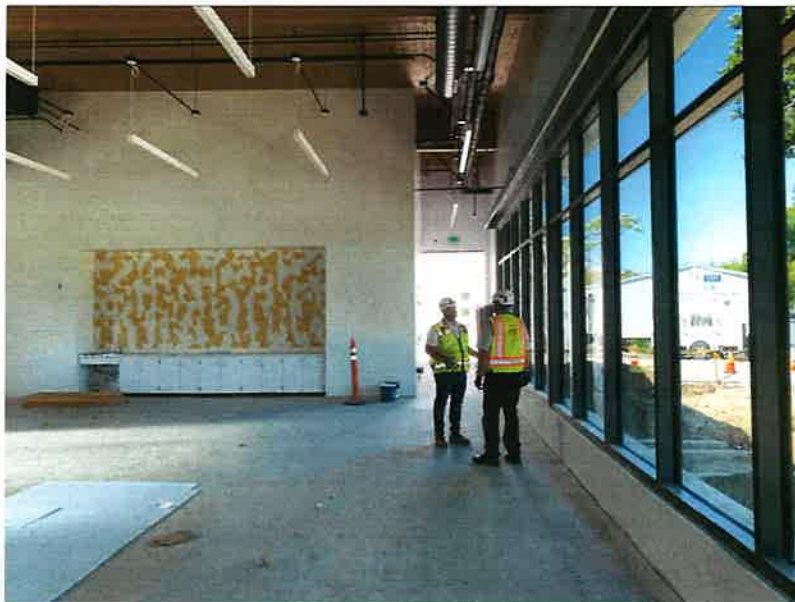
2

Library Addition



3

Library Addition



4

Main Stacks Area



5

Entry



6

Courtyard Reading Area



7

Children's & Teens Exterior Area



8

Children's & Teens Interior Area



9

Children's & Teens Fabrication

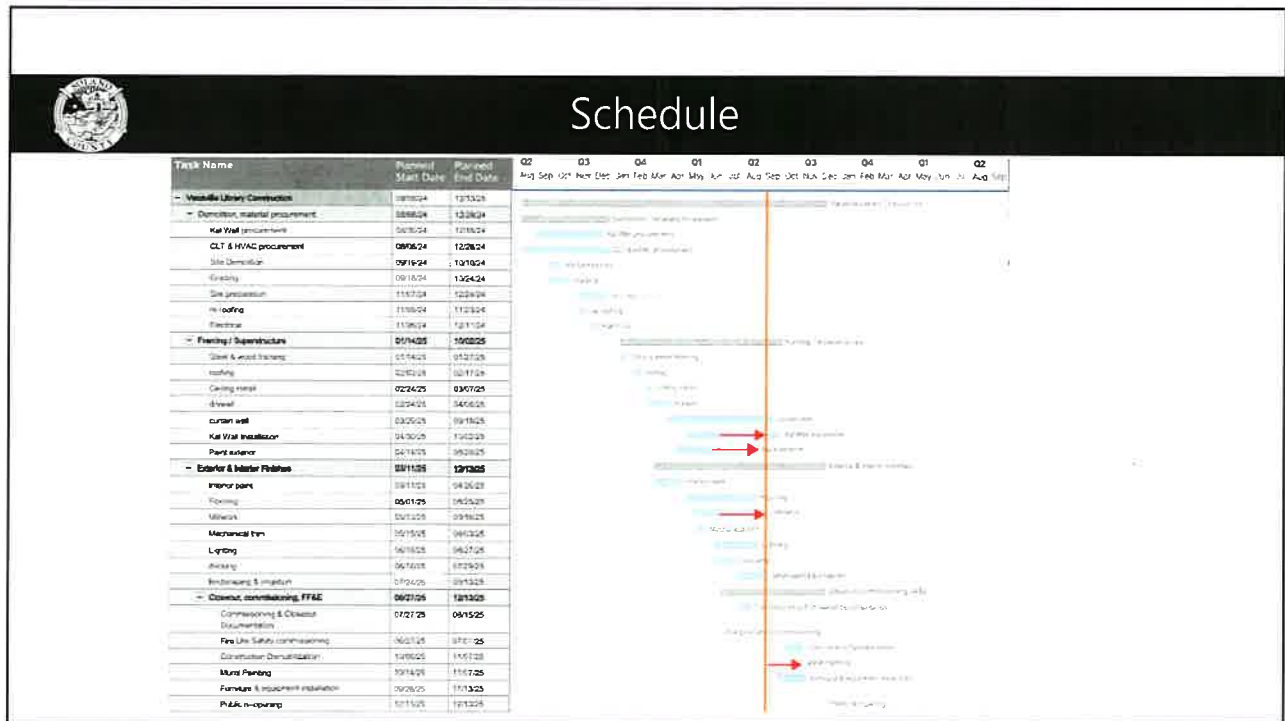


10

Mural



11



12

Significant Issues



- Closeout
- Installation of Custom Casework in Children's / Teens Area
- Mural Painting
- Remobilization – Furniture & Equipment Installation
- Exclude Accessible Parking Improvement Scope
- Re-Open to Public December 13

13

Questions?

14

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

Greetings, Commissioners:

The library's reopening is just around the corner! We are very excited to be heading into the hectic phase of the project, where staff will be scrambling to make sure everything is ready to go before we open. The collection will return to the building beginning on November 17 when the materials we had put into storage will be brought back. After that, we will assess the collection to see which sections need additional filling. Much of our collection was incorporated into other library's shelves, so we will work with the branches to get the bulk of those materials returned. Lastly (and maybe most importantly!), we have been purchasing materials for VCC while we were closed and have kept them stored at the Technical Services building, so we will have an ample supply of new materials to bolster the collection as well.

School deliveries have resumed this year. I am pleased that the schools that participated last year (Callison, Cooper, Fairmont, and Sierra Vista from VUSD as well as Bethany Lutheran) are continuing with the service again. Sierra Vista, in fact, expanded further. They are one of VUSD's K-8 schools and last year their 7th and 8th graders did not participate. We expanded the program to their middle schoolers and, so far, Sierra Vista, despite being the smallest of the four schools, has had the most books delivered. In October, we delivered 1,601 books to schools, which was up from 1,254 in September.

We met with the teachers and principal of Vaca Pena Middle School in October and they are excited to get started. We had hoped to start deliveries in October, but scheduling visits to the classrooms has been a challenge, so they will begin in November. The VUSD Librarian is excited about expanding the service to additional elementary schools beginning in January.

Ulatis Storytimes saw 188 children and parents in attendance. They get around 18 participants per session, which is up from this time last year, but down a little from what they were seeing in the Spring. On the encouraging side, the parking lot is becoming a much cleaner and more manageable proposition for visitors, so we hope to see those numbers climb as the blocked off parking lots reopen as multiple construction projects reach completion.

Roughly this time next month, the library will be open! On our opening day (December 13), we will have musical performances (Fellowship of the Ringers, Live Music Center); a capybara and friends from Wildlife Ambassadors; Lucha Libo masked wrestlers, in a ring inside the library; Kelly the Clown face painting; and, of course, Storytime. I've included a poster of events with this report but be on the lookout for a more official, higher quality poster to come!

Mike Perkins
Supervising Librarian
Vacaville Public Library-Cultural Center

Librarian's Report to the Vacaville Library Commission
Vacaville Town Square Library (VTS)
November 10, 2025

Greetings, Commissioners:

From September to October, VTS welcomed 34,607 visitors and circulated 97,271 items.

During the reporting period, staff presented 48 storytimes with 1,664 in attendance. 2,633 children and teens participated in library programs including Storytimes (Baby Bounce, Family, Toddler, and Preschool), LEGO Club, Read-To-A-Dog, After Hours Roblox, Club Creative, Family Movie Night, Family Craft, Back to School Ice Cream Party, Story Walk, NorCal Bats, Pumpkin Painting, and Ballet Folklorico.

Total attendance for outreach programs was 635. These included a Mobile Library visit to Pagan elementary school, Paramount House Senior Living visit, Reading at the Barbershop, Academy of 21st Century Learning, Miss Alyson's Preschool, National Night Out, and the Youth Roundtable.

Upcoming events highlights include:

- Road to Employment: Thursday, November 13th, 2:00 PM – 4:00 PM. Get help with your job search by meeting with a representative from Solano County's Work Force Development Board.
- Drop-In Senior Tech Help @ Vacaville McBride Senior Center *Presented by Solano County Library*: Tuesday, November 18th, 10:00 AM – 12:00 PM. **2-hour drop-in technology assistance available monthly on the 3rd Tuesdays.** No Appointment Needed. Want to read e-books but don't know how? Drop in! Just got an iPhone and need help making it work? Bring it on in! Need an email address and don't know where to start? We're here for you. 3rd Tuesdays at the Vacaville McBride Senior Center.
- Make A Mini Gingerbread House!: Friday, December 12th, 2:00 PM – 3:30 PM. This is an event for families with kids of all ages to come and spend some time constructing "houses" out of graham crackers and frosting and decorating the houses with a variety of candies, typically winter themed.
- Teens After School Movie (Gremlins): Friday, December 19th, 2:30 PM – 4:30 PM. **After school movie screening for teens and tweens!** Nothing screams Christmas like little creatures trying to take over the world! Come watch the holiday classic "Gremlins" at the Vacaville Town Square Library. Free snacks will be provided (for humans!), no registration required.

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

Respectfully submitted,
Johnny Parker
Supervising Librarian
Solano County Library



DECEMBER 13, 2025

RIBBON CUTTING CEREMONY 9:30AM-10:00AM | DOORS OPEN 10:00AM-5:00PM

Grand Reopening Celebration

VACAVILLE CULTURAL CENTER LIBRARY

LIVE MUSIC CENTER

CELEBRATE THE SEASON WITH FESTIVE MUSIC IN THE LOBBY



10:00AM-11:00AM

WILDLIFE AMBASSADORS

MEET A CAPYBARA AND ANIMAL FRIENDS IN THE MEETING ROOM



11:00AM-11:45AM

FELLOWSHIP OF THE RINGERS

ENJOY FESTIVE HOLIDAY MUSIC IN THE LOBBY



12:00PM-1:00PM

FEATURED EVENT

LUCHA LIBRO

BOOKS MEET PROFESSIONAL WRESTLING IN THIS HIGH-ENERGY, FAMILY-FRIENDLY SHOWDOWN IN THE MEETING ROOM



2:00PM-4:00PM

MISS KELLEY'S FACE PAINTING & BALLOON TWISTING



12:00PM-3:00PM

FAMILY STORYTIME

JOIN US FOR STORIES, SONGS, AND FUN FOR THE WHOLE FAMILY IN THE CHILDREN'S AREA



1:00PM-1:45PM

- KIDS CRAFTS
- SELFIE STATION
- REFRESHMENTS



ALL DAY!

Activities made possible by the generous support of the **Friends of the Vacaville Libraries**