

VACAVILLE LIBRARY COMMISSION

June 10, 2019

6:30 p.m.

LOCATION: Vacaville Public Library – Cultural Center, Conference Room

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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 May 13, 2019-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. FY2019-2020 budget update – The Commission will hear a budget update and may take action. **ACTION**
- b. Expansion of the Cultural Center Library – the Commission will discuss the expansion to the Cultural Center Library and may make a recommendation for the lot line adjustment. **ACTION**

10. NEW BUSINESS

Election of President – the Commission will elect a President for the fiscal year 2019-2020.
ACTION

11. ITEMS OF INTEREST TO THE COMMISSION

12. DATE OF NEXT MEETING: September 9, 2019

13. ADJOURNMENT

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

Library Commission Meeting
May 13, 2019
Meeting Room

CALL TO ORDER

President Carol Sue Robison called the meeting to order at 6:30 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM

Members present:

Beatryce Clark
Dave McCallum
Cassandra Patton
Carol Sue Robison
Cathy Valdez

Members absent:

None.

Others present:

Bonnie Katz, Director of Library Services
Sherie Mahlberg, Vacaville Unified School District Library District Board (VUSDLDB)
Johnny Parker, Supervising Librarian
Tamie Tvrdik, Clerical Operations Supervisor

INTRODUCTIONS

Sherie Mahlberg, VUSDLDB, and President of the VUSD, introduced herself to the Commission.

APPROVAL OF MINUTES

The minutes of the meeting of March 10, 2019 were unanimously approved on motion of Mr. McCallum and seconded by Ms. Clark. So ordered by 5-0 vote.

APPROVAL OF AGENDA

The agenda was unanimously approved on motion of Ms. Patton and seconded by Ms. Robison. So ordered by 5-0 vote.

COMMENTS FROM THE FLOOR

Items on the agenda

None.

Items not on the agenda

CORRESPONDENCE

None.

LIBRARIANS' REPORTS

Mr. Parker added that staff from VTS attended the Bunnies and Bonnets event and this event has grown every year. It is a celebration of spring and they had 582 children attend. In response to Ms. Robison's inquiry, he informed the Commission that the Radio Theatre program is very popular when they make their visit to the NorthBay Adult Center. Mr. Parker also invited the Commission to visit the Town Square library and see the new one-desk service desk. Ms. Katz added that the Library feels that the one-desk service is a value added customer service and prevents customers waiting in lines because our staff has been cross trained.

In addition to the Supervising Librarians' reports, Ms. Katz added the Library has filled all 3.5 FTE children's librarian positions throughout the County libraries. All regular positions are now filled at the Vacaville libraries; however the Library is still in recruitment mode to fill other positions.

Ms. Katz distributed the Summer Reading 2019 booklets. This covers all events at all branches for summer reading for children, tweens, teens, adults and families.

OLD BUSINESS

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

Ms. Katz informed the Commission that the City had some issues with the submittal for the legal description and the plotting so that has gone back to the contractor and the changes are due tomorrow. Then there will be a schedule update from Dan Sutton who is the civil engineer from Vacaville. Ms. Katz stated she is hoping to take a recommendation for approval for the lot line adjustment to the Library Board in July.

NEW BUSINESS

Proposed FY 2019-2020 Budget – the Commission will discuss and may take action on the proposed budget for FY 2019-2020. **ACTION**

Ms. Katz presented the FY 2019-2020 proposed budget. She said the Vacaville Library District has a healthy budget - \$10.7 million in revenue including the fund balance. She explained the expenses and revenues and how the numbers come together. She added that there will be an increase in the cost of retirement and health insurance. Ms. Katz suggested the Commission move \$2 million from contingency to reserves.

After discussion, Ms. Patton recommended moving \$2 million from contingency to reserves and then recommending approval of the proposed budget; Mr. McCallum seconded. Motion carried. So ordered by a 5-0 vote.

Ms. Katz will bring back the revised proposed budget at the June meeting for the Commission to make a recommendation to the Library Board at their June meeting.

ITEMS OF INTEREST TO THE COMMISSION


In response to Mr. McCallum's comment, Ms. Katz explained that the Library has an agreement with the City to use the community center and theatre; however the Library can only use the community center ten times a year and the theatre twice a year.

DATE OF NEXT MEETING

The next VLC meeting will be held on Monday, June 10, 2019 at 6:30 p.m. at the Cultural Center Library Conference Room.

ADJOURNMENT

Meeting adjourned at 7:15 p.m.

A handwritten signature in blue ink that reads "Stephanie Hope-Cochran". The signature is written in a cursive style with a large, sweeping flourish at the end.

Stephanie Hope-Cochran, Library Branch Manager

Librarian's Report to the Vacaville Library Commission
Vacaville Public Library-Town Square (VTS)
June 10, 2019

Greetings, Commissioners:

From April to May, VTS welcomed 25,502 visitors and circulated 22,397 items.

During the reporting period, staff presented 48 storytimes, with 2,737 in attendance. 5,459 children and teens participated in library programs, including Afternoon Adventures, Bunnies and Bonnets, In N Out Reading Program, Reading Buddies, Saturday Morning PJs, Science Fun Day, class visits for SRC signups and PAWS.

Total attendance for 20 adult programs was 592. These included the Barbershop Harmony, Book Club, Crafty Greetings, First Time Homebuyers Workshop, Gadget Class, Japanese Calligraphy, Radio Theatre, Tail Spinners Pet Talk, and the Whatever Quartet.

Upcoming program highlights include:

- Rock Steady Juggling – “Go with the Flow”: Thursday, June 20th, 4:00 – 5:00 PM. Rock Steady Juggling will be at the library to perform their “Go with the Flow” show! Join in on the fun with juggling acts, comedy bits, and magic tricks that help you learn where drinking water comes from, how to conserve it, and prevent pollution.
- Touch A Truck!: Thursday, June 27th, 4:00 – 5:00 PM. Get a close-up look at some cool vehicles and meet the important people that drive them. All ages welcome!
- Puppet Art Theatre-The Boy Who Cried Wolf: Thursday, July 11th, 4:00 – 4:45 PM. An updated zany version of the classic tale. The boy is bored watching his lamb and decides to make things more exciting by turning on his dad's wolf alarm. Tricking his dad is all fun and games until a real wolf shows up! Will the audience help the boy escape the wolf? Join us for this laugh aloud show!
- Tail Spinners Pet Talk: Tuesday, July 30th, 6:30 – 8:00 PM. Join us for our quarterly program designed for animal lovers. Pet topics will vary each season, as well as guest speakers and their specialties. For this quarterly event, we invite a non-profit rescue organization will introduce us to animals searching for their "forever homes".

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

Respectfully submitted,
Johnny Parker
Supervising Librarian
Solano County Library

Librarian's Report to the Vacaville Library Commission
Vacaville Public Library-Cultural Center (VCC)
June 10, 2019

Greetings, Commissioners:

During the months of May, VCC welcomed 19,059 visitors and circulated 35,669 items.

During the reporting period, staff presented 23 storytimes, with 811 in attendance. Four hundred and thirty six elementary school-age children participated in library programs which included PAWS, The Puppet Company, Afternoon Adventures, Homework Help, among others. Total attendance for children's programming in May was 1,247.

In May 162 people enjoyed a free comic book at Free Comic Book Day. While this program is a teen program it continues to be extremely popular with library users of all ages

Total attendance for seven adult programs was 119. These included Road to Employment, Master Gardeners, Knott Just Knitting, Veterans' Connect and the Genealogy Workshop among others.

Staff made eight outreach visits and connected with 752 people.

Upcoming June and July programs will include:

Summer Reading 2019 – Sign up and read to earn prizes! Summer Reading runs June 1 – July 31. Kids & teens read 15 hours & earn a book to keep. Adults read 15 hours & earn a \$10 fine waiver. Everyone gets a book bag for signing up! Sign up online or at the Information Desk.

Germar the Magician – Our favorite bi-lingual magician returns to kick off Summer Reading! At the Community Center. Tuesday, June 11. 4 p.m.

Tony Boarders Ventriloquist – A special ventriloquy show "Talk to Animals"! Tony will bring his magical monkey, zany zebra, enchanting elephant, and many more! At the Community Center. Tuesday, July 9. 4 p.m.

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

SOLANO COUNTY LIBRARY

FY2019/20 BUDGET
 VACAVILLE LIBRARY DISTRICT - FUND 427

ACCOUNT/DESCRIPTION	FY2017/18 <u>ACTUALS</u>	FY2018/19 <u>BUDGET</u>	FY2019/20 <u>PROPOSED</u>
<u>EXPENSES</u>			
2055 Insurance Fire	\$36,039	\$38,000	\$43,000
2140 Building Maintenance	\$0	\$25,000	\$100,000
2235 Accounting/Financial Services	\$18,456	\$5,000	\$30,000
2236 Consulting Services	\$0	\$0	\$0
2239 Legal Service	\$41	\$0	\$0
2250 Charge for Service (Operating Vacaville Library	\$4,277,944	\$4,488,537	\$4,657,887
2250 Property Tax Administration Fee	\$28,819	\$35,000	\$35,000
2250 Other Professional Services	\$20,930	\$35,000	\$35,000
2312 Special Departmental Expense	\$40,000	\$40,000	\$40,000
3020 Refund of Prior Year Charges	\$5,522	\$15,000	\$15,000
3230 Long-Term Loan Redemption	\$78,091	\$78,091	\$82,971
3244 Interest on Long-Term Debt	\$72,429	\$68,573	\$64,547
4201 Buildings and Improvements	\$0	\$0	\$0
4202 Construction in Progress	\$15,727	\$350,000	\$350,000
4303 Equipment	\$0	\$0	\$0
8101 Contingency	\$0	\$3,729,555	\$3,335,021
8301 Reserves	\$0	\$2,000,000	\$2,000,000
TOTAL EXPENSES	\$4,593,998	\$10,907,756	\$10,788,426
<u>REVENUES</u>			
9001 Property Taxes-Secured	\$1,942,694	\$2,110,461	\$2,189,603
9002 Property Taxes-Unsecured	\$101,534	\$99,246	\$101,534
9003 Property Taxes-Prior	\$5,990	\$0	\$0
9004 Property Taxes-Supplemental	\$70,374	\$59,143	\$37,186
9005 Property Taxes-Prior Supplemental	\$1,459	\$0	\$0
9015 Library Sales Tax	\$2,361,558	\$2,361,558	\$2,408,789
9018 Unitary	\$39,530	\$39,530	\$40,716
9019 ABX1 26 Residual Taxes (Redevelopment)	\$480,138	\$403,799	\$418,941
9020 ABX2 26 Pass Through	\$665,777	\$519,125	\$538,592
9021 LM1HF & Other Assets	\$0	\$0	\$0
9401 Interest	\$108,887	\$80,000	\$141,478
9405 Building Rental	\$245,226	\$250,490	\$262,762
9504 Fish and Game	\$209	\$0	\$0
9505 State Highway Rentals	\$12	\$0	\$0
9507 Homeowner's Relief	\$24,972	\$24,413	\$24,972
9604 Contract Services	\$150,000	\$150,000	\$150,000
9703 Other Revenue	\$0	\$0	\$0
9704 Developer Impact Fee Monies	\$573,303	\$328,520	\$336,496
9805 Reserve Transfer	\$0	\$0	\$0
9806 Fund Balance Available	\$0	\$4,481,471	\$4,137,357
TOTAL REVENUES	\$6,771,663	\$10,907,756	\$10,788,426

<u>CHARGE FOR SERVICE</u> <u>VACAVILLE LIBRARY OPERATING COSTS</u>	<u>FY2017/18</u> <u>ACTUALS</u>	<u>FY2018/19</u> <u>BUDGET</u>	<u>FY2019/20</u> <u>PROPOSED</u>
**EXPENSES			
Expenses in the Vacaville Library	\$3,313,449	\$3,312,950	\$3,408,727
Overhead for Fiscal Year			
Administration	\$768,699	\$783,118	\$877,058
Technical Svs. Fees	\$602,146	\$602,735	\$608,348
Automation	\$212,535	\$369,995	\$371,542
Telephone Assistance Center	\$96,967	\$97,355	\$81,793
TOTAL EXPENSES	\$4,993,796	\$5,166,153	\$5,347,468
**CREDITS			
Revenue collected in the Vacaville Library for Fiscal Year			
Library Fines/Fees	\$70,286	\$72,494	\$71,778
Building Use Fees	\$1,800	\$2,505	\$1,985
Photo/Microfiche Copies	\$11,368	\$11,617	\$6,961
Cash Overage	\$0	\$18	\$8
Other Revenue	\$0	\$0	\$0
Tax area code credit	\$459,726	\$500,978	\$530,482
Unexpended Direct Funds	\$172,672	\$90,005	\$78,367
TOTAL CREDITS	\$715,852	\$677,616	\$689,581
TOTAL CHARGE	\$4,277,944	\$4,488,537	\$4,657,887

**Per Auditor's recommendation using last full fiscal year actual costs.