

VACAVILLE LIBRARY COMMISSION

September 12, 2016

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 9, 2016 – 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. Expansion of the Cultural Center Library – the Commission will discuss the expansion to the Cultural Center Library.

- b. Revisions to the FY 2016-2017 Budget – the Commission will discuss the revisions to the FY 2016-2017 budget and may take action. **ACTION**

10. NEW BUSINESS

- a. Maintenance of the Vacaville Libraries – the Commission will discuss the maintenance of the Vacaville Libraries.
- b. Strategic Plan Discussion – Mark Fink, Deputy Director of Library Services, will lead a discussion about the Solano County Library’s Strategic Plan.
- c. Commissioner re-appointments – Commissioners will discuss and may take action on recommending a third term for a three-year re-appointment of Commissioner Frank Murphy and a second term for a three-year re-appointment of Commissioner Janet Matthews. **ACTION**
- d. Election of President – the Commission will elect a President for the fiscal year 2016-2017. **ACTION**

11. ITEMS OF INTEREST TO THE COMMISSION

12. DATE OF NEXT MEETING: November 14, 2016

13. ADJOURNMENT

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

Library Commission Meeting
May 9, 2016
Meeting Room

CALL TO ORDER

In the absence of President Bruce DuClair, Commission Member Janet Matthews called the meeting to order at 6:30 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM

Members present:

Beatryce Clarke
Janet Matthews
Carol Sue Robison

Members absent:

Bruce DuClair
Frank Murphy

Others present:

Whit Whitfield, VUSD/VLB
Bonnie Katz, Director of Library Services
Malissa Knapp, Library Branch Manager
Nancy Redfield, Supervising Librarian
Tamie Tvrdik, Clerical Supervisor
Kirk Starkey, Deputy Auditor-Controller

INTRODUCTIONS

None.

APPROVAL OF MINUTES

The minutes of March 14, 2016 were unanimously approved on motion of Ms. Clarke and seconded by Ms. Robison. So ordered by 3-0 vote.

APPROVAL OF AGENDA

On motion of Ms. Clarke, seconded by Ms. Robison, the Commission unanimously approved the agenda of the Vacaville Library Commission. So ordered by 3-0 vote.

COMMENTS FROM THE FLOOR

Items on the agenda

None.

Items not on the agenda

CORRESPONDENCE

None.

LIBRARIANS' REPORTS

The librarians' reports were submitted in writing.

Ms. Katz reported that the Solano Kids Read program was well attended. Ms. Knapp added that 108 people attended. Mac Barnett, the award-winning author, met with each of the kids individually whether they bought a book or not.

Ms. Katz reported that the Library has hired a supervising librarian, John Parker, for the Town Square library. John has worked for the Las Vegas/Clark County Library District for the last 11 years and has family ties to the Bay Area. Also, Mike Perkins, librarian at Suisun City is transferring to Cultural Center. The Library is continuing to recruit and fill open positions.

In addition, Ms. Katz announced that the Library is currently working on a contract to update the strategic plan.

OLD BUSINESS

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

Ms. Katz states that the County Architect has hired eight different firms to contract with to be able to move along some of their projects. One of these firms will be submitting a building permit to the City of Vacaville in order to find out if this site will require additional parking spaces.

NEW BUSINESS

- a. District Audit – The Commission will receive a report for the Library District for the years ending June 30, 2014 and June 30, 2015 and may take action. **ACTION**

Kirk Starkey, Deputy Auditor-Controller, presented the financial statements and audit report. He explained that the most important part of the audit is the audit opinion. This is a standard letter that the Auditor issues to the Board that indicates whether the District has accomplished their objectives from a financial standpoint. The District audit received an unqualified opinion, which is a clean opinion. In addition, Mr. Starkey added that the libraries' internal control structure reflects positively. He thanked Ms. Katz and her staff for keeping good financial records.

Ms. Clarke moved to recommend to the Library Board to accept the audit; Robison seconded. So ordered by a 3-0 vote.

- b. Proposed FY 2016-2017 Budget – the Commission will discuss and may take action on the proposed budget for FY 2016-2017. **ACTION**

Ms. Katz presented the Proposed FY 2016-2017 Budget. She explained the line items to the Commission. Ms. Katz also explained that because the present branch manager is splitting her time between the Vacaville and Vallejo libraries, she feels it's time to bring back the third branch manager that was lost several years ago. Therefore, she is proposing to add another branch manager that would be dedicated solely to the Vacaville libraries. She is also proposing to add a half time library assistant for the Cultural Center Library. In addition, Ms. Katz stated that during the lean years the Library did not have any reserves. Since there is projected to be \$7.6 million in contingencies, she suggested that some of those monies be put into reserves. The reserves are protected because it takes Board action during budget time to pull money out of reserves.

Ms. Clarke recommended the Board move \$5 million from contingency to reserves and then approve the proposed budget; Ms. Robison seconded. So ordered by 3-0 vote.

ITEMS OF INTEREST TO THE COMMISSION

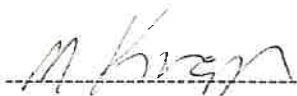
The Commission will elect a President for the coming year in June.

DATE OF NEXT MEETING

The next VLC meeting will be held on Monday, June 13, 2016 at 6:30 p.m. at the Cultural Center Library Conference Room.

ADJOURNMENT

Meeting adjourned at 7:30 p.m.



Malissa Knapp, Library Branch Manager

Librarian's Report to the Vacaville Library Commission
Vacaville Public Library-Cultural Center (VCC)
September 12, 2016

Greetings, Commissioners:

During the months of July and August, VCC welcomed 41,640 visitors and circulated 69,709 items.

During the reporting period, staff presented 44 storytimes, with 1208 in attendance. 1829 people attended children's library programs which included PAWS, Afternoon Adventures, and the various Summer Reading Challenge programs. 963 children participated in the Summer Reading Challenge. 762 children's books were awarded as prizes. 115 teens signed up and have read 625 books. 45 teens received prize books.

Staff made 11 outreach visits, and connected with 541 people. Staff hosted 2 library tours for 38 children.

Total attendance for 13 adult programs was 120. These included Road to Employment, Master Gardeners, Knott Just Knitting, and Color Yourself Peaceful among others. Fifty-two adults signed up for the Adult Summer Reading Challenge and these adults read a total of 353 books.

Upcoming September and October programs will include:

- Lawyers at the Library. Thursdays September 15, October 6 and October 20. 6pm.
- Crafts for Adults: Learn to Knit and Crochet. Wednesdays, September 21 and October 19, 7:00pm.
- Meditation for Stress Relief with Dr. Zaslove. Tuesday, October 18, 6:00pm.
- Northern California Bats. Wednesday, October 25, 3:30pm.

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

Librarian's Report to the Vacaville Library Commission
Vacaville Public Library-Town Square (VTS)
September 12, 2016

Greetings, Commissioners:

During the months of July and August, VTS welcomed 29,845 visitors and circulated 32,426 items.

During the reporting period, staff presented 40 storytimes, with 1237 in attendance. 2,556 children participated in library programs, including USDA Summer Lunch Program, Read to Dog, and Grandparents and Books.

Homework Help preparation for the upcoming school year has begun and we have 15 teen volunteer tutors.

Total attendance for 8 adult programs was 210. These included the Book Club, Writer's Group, Gadget Workshop, Spanish Conversation Club, and CHP Drive Smart.

Upcoming program highlights include:

- City of Vacaville First Time Home Buyers Workshop: Saturday, September 10, 2016, 8:30 AM – 4:30 PM. Full day event for preparation of owning a home and informational knowledge of home loan programs.
- Solano County Library Adult Literacy New Student Signup: Monday, September 13, 2016, 6:30 PM – 8:30 PM. Introduction and registration for literacy training (English, reading, and writing).
- Brain Games for Adults: Friday, September 16, 2016, 1:00 PM – 2:00 PM. Crossword puzzles and word search games for stimulating adult brain activity.
- Writers Club 5th Anniversary/Author Talk: Tuesday, September 20, 2016, 5:00 PM – 8:00 PM with local paranormal author Jeff Dwyer.
- Lullaby Storytime: Tuesday, September 27, 2016, 6:30 PM – 7:00 PM. Alternative storytime for parents/kids who can't attend in the mornings.
- Haunt-It-Yourself Para-Workshop: Thursday, October 13, 2016, 5:00 PM – 8:30 PM. The Solano County Paranormal Team will provide experiences and discussions on local haunting encounters in Vacaville.
- Vacaville Town Square Family Halloween Party: Thursday, October 27, 2016, 5:30 PM – 8:30 PM. Family games and treats with Halloween themes.

There were no suspensions and no reports of inappropriate behavior during the reporting period.

Respectfully submitted,
Johnny Parker
Supervising Librarian
Solano County Library

SOLANO COUNTY LIBRARY

TO: Vacaville Unified School Board/Library Board of Trustees
FROM: Bonnie A. Katz, ^{SLV} Director of Library Services
SUBJECT: Revised FY 2016/17 Budget for the Vacaville Public Library
DATE: September 15, 2016

Attached is a revised budget of \$12.05 million, for the Vacaville Library District for FY2016/17. This amount is approximately \$79,700 less than the FY2016/17 proposed budget which your Board passed in June 2016. The decrease occurred from various line item changes in the budget which are delineated below.

On the budget document, changes from the proposed budget to the revised budget are in bold.

Line 2236 Consulting Service shows an increase of \$175,000 in anticipation of hiring a firm to begin the process of the expansion of the Vacaville Cultural Center Library.

Line 2250 Charge for Service for Operating the Vacaville Libraries shows a decrease of \$63,670 due to underestimating the unexpended direct funds.

Line 4303 Equipment shows an increase of \$12,000 for the purchase of new microfilm/fiche reader printers.

Line 8101 Contingencies shows a decrease of \$203,084 to reflect the decrease in fund balance.

Line 9015 Library Sales Tax shows an increase of \$29,262 based on prior year actuals.

Line 9401 Interest shows an increase of \$23,595 based on prior year actuals.

Line 9405 Building Rental shows an increase of \$25,166 based on two COLA's for FY2015/16 and FY2016/17 as per the lease agreement.

Line 9806 Fund Balance Available shows a decrease of \$157,776.

SOLANO COUNTY LIBRARY

FY2016/17 BUDGET

VACAVILLE LIBRARY DISTRICT - FUND 427

ACCOUNT/DESCRIPTION	FY2014/15 ACTUALS	FY2015/16 BUDGET	FY2016/17 PROPOSED	FY2016/17 REVISED
EXPENSES				
2055 Insurance Fire	\$34,684	\$37,000	\$38,000	\$38,000
2140 Building Maintenance	\$5,799	\$25,000	\$25,000	\$25,000
2235 Accounting/Financial Services	\$474	\$15,340	\$5,000	\$5,000
2236 Consulting Services	\$0	\$0	\$0	\$175,000
2250 Charge for Service (Operating Vacaville Library	\$3,719,648	\$3,943,991	\$4,103,693	\$4,040,023
2250 Property Tax Administration Fee	\$27,476	\$35,000	\$35,000	\$35,000
2250 Other Professional Services	\$0	\$35,000	\$35,000	\$35,000
3020 Refund of Prior Year Charges	\$4,787	\$15,000	\$15,000	\$15,000
3230 Long-Term Loan Redemption	\$68,629	\$68,329	\$73,210	\$73,210
3244 Interest on Long-Term Debt	\$82,507	\$79,390	\$76,071	\$76,071
4201 Buildings and Improvements	\$34,475	\$75,000	\$75,000	\$75,000
4303 Equipment	\$0	\$0	\$0	\$12,000
8101 Contingency	\$0	\$5,444,059	\$2,655,011	\$2,451,927
8301 Reserves	\$0	\$0	\$5,000,000	\$5,000,000
TOTAL EXPENSES	\$3,978,479	\$9,773,109	\$12,135,985	\$12,056,232
REVENUES				
9001 Property Taxes-Secured	\$1,527,220	\$1,591,957	\$1,705,031	\$1,705,031
9002 Property Taxes-Unsecured	\$114,141	\$227,956	\$214,963	\$214,963
9003 Property Taxes-Prior	\$3,202	\$0	\$0	\$0
9004 Property Taxes-Supplemental	\$31,344	\$33,800	\$37,374	\$37,374
9005 Property Taxes-Prior Supplemental	\$2,004	\$0	\$0	\$0
9015 Library Sales Tax	\$2,194,007	\$2,075,968	\$2,413,408	\$2,442,670
9018 Unitary	\$31,920	\$32,149	\$34,752	\$34,752
9019 ABX1 26 Residual Taxes (Redevelopment)	\$219,322	\$344,271	\$375,034	\$375,034
9020 ABX2 26 Pass Through	\$471,144	\$524,452	\$523,696	\$523,696
9021 LM1HF & Other Assets	\$103,353	\$103,353	\$103,353	\$103,353
9401 Interest	\$20,748	\$16,405	\$16,405	\$40,000
9405 Building Rental	\$228,842	\$227,892	\$227,892	\$253,058
9507 Homeowner's Relief	\$25,518	\$25,518	\$24,872	\$24,872
9604 Contract Services	\$150,000	\$150,000	\$150,000	\$150,000
9703 Other Revenue	\$0	\$0	\$0	\$0
9704 Developer Impact Fee Monies	\$223,926	\$168,418	\$414,862	\$414,862
9705 Insurance Proceeds	\$5,799	\$0	\$0	\$0
9805 Reserve Transfer	\$0	\$0	\$0	\$0
9806 Fund Balance Available	\$2,839,150	\$4,250,970	\$5,894,344	\$5,736,568
TOTAL REVENUES	\$8,191,640	\$9,773,109	\$12,135,985	\$12,056,232

CHARGE FOR SERVICE VACAVILLE LIBRARY OPERATING COSTS	FY2014/15 ACTUALS	FY2015/16 BUDGET	FY2016/17 PROPOSED	FY2016/17 REVISED
**EXPENSES				
Expenses in the Vacaville Library Overhead for Fiscal Year	\$2,322,525	\$3,001,496	\$3,244,979	\$3,262,876
Administration	\$584,149	\$608,472	\$649,352	\$649,352
Technical Svs. Fees	\$539,395	\$569,908	\$670,259	\$670,259
Automation	\$222,745	\$246,177	\$245,596	\$245,596
Telephone Assistance Center	\$86,947	\$103,644	\$112,078	\$112,078
TOTAL EXPENSES	\$3,755,761	\$4,529,697	\$4,922,264	\$4,940,161
**CREDITS				
Revenue collected in the Vacaville Library for Fiscal Year				
Library Fines/Fees	\$116,511	\$95,119	\$94,835	\$94,835
Building Use Fees	\$1,600	\$1,970	\$2,345	\$2,345
Photo/Microfiche Copies	\$16,819	\$7,491	\$9,993	\$9,993
Cash Overage	\$0	\$0	\$14	\$14
Other Revenue	\$0	\$0	\$186	\$186
Tax area code credit	\$330,063	\$398,221	\$427,038	\$427,038
Unexpended Direct Funds	\$290,771	\$82,905	\$284,160	\$365,726
TOTAL CREDITS	\$755,764	\$585,706	\$818,571	\$900,138
TOTAL CHARGE	\$2,999,997	\$3,943,991	\$4,103,693	\$4,040,023

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

SOLANO COUNTY LIBRARY

VACAVILLE PUBLIC LIBRARY
TOWN SQUARE
BUDGET

Account/Description	FY2014/15 ACTUALS	FY2015/16 BUDGET	FY2016/17 PROPOSED	FY2016/17 REVISED
1110 Salary/Regular	453,829	558,730	512,356	512,356
1121 Salary/Extra Help	64,996	62,274	66,066	66,066
1131 Salary/OT/Call back	7,943	6,311	6,500	6,500
1141 Salary/Premium	2,109	2,003	2,104	2,104
1210 Retirement	61,911	89,264	94,094	94,094
1212 Deferred Comp County Match	783	780	780	780
1213 OPEB costs	9,119	11,175	10,248	10,248
1220 FICA	40,279	49,290	46,458	46,458
1230 Health	89,021	110,092	133,338	133,338
1231 Vision	1,005	1,260	1,260	1,260
1240 Comp Insurance	13,596	10,357	12,803	12,803
1250 Unemployment	618	406	238	238
1260 Dental	6,245	7,770	8,154	8,154
1270 Accrued Leave CTO	206	1,500	1,500	1,500
1290 Life Insurance	438	568	534	534
Subtotal 1000's	752,098	911,780	896,433	896,433
2020 Com/Radio Services	0	0	0	0
2021 Telephone/County	3,024	2,711	3,400	3,400
2022 Telephone/AMC's	0	150	150	150
2023 Voice Mail	153	151	151	151
2025 Cellular Phone Service	0	50	50	50
2028 Telephone/Non County	0	0	0	0
2035 Household Expenses	18,470	24,186	26,080	26,080
2050 Liability/Risk Management	0	0	0	0
2051 Liability Insurance	3,961	4,574	3,306	3,306
2120 Equipment Maintenance	710	500	500	500
2140 Maintenance/Buildings	13,811	22,125	22,125	22,125
2170 Memberships	0	0	0	0
2178 Cash/Inventory Shortage	0	20	20	20
2200 Office Expense	1,294	1,720	1,720	1,720
2201 Office Equipment	235	10,700	25,700	25,700
2202 Controlled Asset (>1500<5000)	0	0	0	0
2203 Computer Componets <1500	0	0	0	0
2205 Postage	0	0	0	0
2215 Managed Print Services	0	1,372	1,372	1,372
2220 Microfilm/Fiche/Photo	0	0	0	0
2235 Accounting/Financial Svs.	0	0	0	0
2236 Consulting Services	0	0	0	0

3

Account/Description	FY2014/15 ACTUALS	FY2015/16 BUDGET	FY2016/17 PROPOSED	FY2016/17 REVISED
2250 Other Professional Svs.	7,131	21,460	21,460	21,460
2260 Software (CMSI)	0	0	0	0
2261 Software Licenses	0	0	0	0
2266 Central Data Processing	0	0	0	0
2267 HRIS Infrastructure Costs	0	0	0	0
2268 CDP - Supplemental Svs.	0	0	0	0
2280 Publications/Legal Notes	0	0	0	0
2281 Advertising/Marketing	0	0	0	0
2285 Rent/Lease - Equipment	681	0	0	0
2295 Rent/Lease - Building	0	0	0	0
2301 Small Tools	0	0	0	0
2310 Education/Training	0	0	0	0
2311 Tuition Reimbursement	0	0	0	0
2312 Special Depart. Expense	30	100	100	100
2327 Library Materials Process.	0	0	0	0
2328 Library Materials	80,000	80,000	80,000	80,000
2335 Travel Expense	0	50	50	50
2336 Travel Out-of-State	0	0	0	0
2337 Refreshments	0	0	0	0
2339 Management Expense	0	0	0	0
2345 Moving/Freight	0	0	0	0
2350 County Garage Services	0	0	0	0
2355 Personal Mileage	856	776	776	776
2360 Utilities	60,972	68,275	54,903	54,903
2361 Water	3,132	3,455	3,718	3,718
Subtotal 2000's	<i>194,460</i>	<i>242,375</i>	<i>245,581</i>	<i>245,581</i>
3020 Refund of Prior Year Charg.	0	0	0	0
3231 Capital Lease-Equipment	0	0	0	0
3690 Interfund Svs. - Sheriff	33,582	68,395	75,235	93,132
3694 Interfund Svs. - Professional	23,332	0	0	0
3695 Interfund Svs. - Main./Mat.	0	0	0	0
3696 Interfund Svs. - Small Projects	0	0	0	0
3697 Interfund Svs. - Postage	0	0	0	0
3698 Interfund Svs. - Main./Labor	0	0	0	0
3701 Contribution - Non County	0	0	0	0
3710 County Admin. Overhead	0	0	0	0
Subtotal 3000's	<i>56,914</i>	<i>68,395</i>	<i>75,235</i>	<i>93,132</i>
4201 Buildings & Improvements	0	0	0	0
4202 Construction in Progress	0	0	0	0
4303 Equipment	0	0	0	0
4304 Computer Equipment	0	0	0	0
Subtotal 4000's	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
5040 Transfer Out - POB's	25,746	30,515	24,882	24,882
8101 Contingency	0	0	0	0
8301 Reserves	0	0	0	0
9304-8101 Contingency	0	0	0	0
Total - Expenses	1,029,218	1,253,065	1,242,131	1,260,028

Account/Description	FY2014/15 ACTUALS	FY2015/16 BUDGET	FY2016/17 PROPOSED	FY2016/17 REVISED
9001 Prop. Taxes/Secured	0	0	0	0
9002 Prop. Taxes/Unsecured	0	0	0	0
9004 Prop. Taxes/Supplement	0	0	0	0
9005 Prop. Taxes/Prior	0	0	0	0
9401 Interest	0	0	0	0
9405 Building Rental	1050	770	1500	1500
9407 Telephones	0	0	0	0
9507 Homeowner's Relief	0	0	0	0
9511 Other Governmental Agen.	0	0	0	0
9569 State Aide	0	0	0	0
9601 Building Use Fees- Now 9405	0	0	0	0
9603 Photo/Microform copies	3,075	1,934	2,348	2,348
9604 Contract Services	0	0	0	0
9605 Library Fines	30,678	30,336	28,064	28,064
9637 Other Prof. Services	0	0	0	0
9663 Redevelopment	0	0	0	0
9702 Cash Overage	187	0	0	0
9705 Insurance Proceeds	0	0	0	0
9803 Op. Transfers In	0	0	0	0
9805 Reserve Transfer	0	0	0	0
9806 Fund Balance Available	0	0	0	0
Total Revenue	34,990	33,040	31,912	31,912



SOLANO COUNTY LIBRARY

VACAVILLE PUBLIC LIBRARY
CULTURAL CENTER
BUDGET

<u>Account/Description</u>	<u>FY2014/15</u> ACTUALS	<u>FY2015/16</u> BUDGET	<u>FY2016/17</u> PROPOSED	<u>FY2016/17</u> REVISED
1110 Salary/Regular	683,819	709,733	843,991	843,991
1121 Salary/Extra Help	137,272	142,153	150,810	150,810
1131 Salary/OT/Call back	13,458	13,699	14,110	14,110
1141 Salary/Premium	8,571	8,535	8,962	8,962
1210 Retirement	94,221	113,208	149,643	149,643
1211 PARS Retirement Costs	0	0	0	0
1212 Deferred Comp County Match	357	260	260	260
1213 OPEB costs	13,814	14,193	16,882	16,882
1220 FICA	64,508	70,580	80,646	80,646
1230 Health	149,773	163,020	195,318	195,318
1231 Vision	1,727	1,932	2,184	2,184
1240 Comp Insurance	22,073	17,983	20,263	20,263
1250 Unemployment	987	516	394	394
1260 Dental	9,531	10,026	11,160	11,160
1270 Accrued Leave CTO	733	24,123	2,500	2,500
1290 Life Insurance	673	725	969	969
Subtotal 1000's	<i>1,201,517</i>	<i>1,290,686</i>	<i>1,498,092</i>	<i>1,498,092</i>
2020 Com/Radio Services	0	0	0	0
2021 Telephone/County	2,647	2,438	2,758	2,758
2022 Telephone/AMC's	0	150	150	150
2023 Voice Mail	153	151	151	151
2025 Cellular Phone Service	0	50	50	50
2028 Telephone/Non County	0	0	0	0
2035 Household Expenses	35,296	38,774	45,602	45,602
2050 Liability/Risk Management	0	0	0	0
2051 Liability Insurance	4,197	4,785	3,826	3,826
2120 Equipment Maintenance	436	1,000	1,000	1,000
2140 Maintenance/Buildings	20,878	37,220	37,220	37,220
2170 Memberships	0	0	0	0
2178 Cash/Inventory Shortage	303	20	35	35
2200 Office Expense	2,708	3,000	3,000	3,000
2201 Office Equipment	0	0	94,600	94,600
2202 Controlled Asset (>1500<5000)	0	0	0	0
2203 Computer Componets <1500	0	0	0	0
2205 Postage	0	0	0	0
2215 Managed Print Services	640	1,832	1,832	1,832
2220 Microfilm/Fiche/Photo	0	0	0	0
2235 Accounting/Financial Svs.	0	0	0	0
2236 Consulting Services	0	0	0	0

<u>Account/Description</u>	<u>FY2014/15</u> <u>ACTUALS</u>	<u>FY2015/16</u> <u>BUDGET</u>	<u>FY2016/17</u> <u>PROPOSED</u>	<u>FY2016/17</u> <u>REVISED</u>
2250 Other Professional Svs.	2,828	45,724	45,724	45,724
2260 Software (CMSI)	0	0		
2261 Software Licenses	0	0	0	0
2266 Central Data Processing	0	0	0	0
2267 HRIS Infrastructure Costs	0	0	0	0
2268 CDP - Supplemental Svs.	0	0	0	0
2280 Publications/Legal Notes	0	0	0	0
2281 Advertising/Marketing	0	0	0	0
2285 Rent/Lease - Equipment	714	0	0	0
2295 Rent/Lease - Building	0	0	0	0
2301 Small Tools	0	0	0	0
2310 Education/Training	0	0	0	0
2311 Tuition Reimbursement	0	0	0	0
2312 Special Depart. Expense	163	100	100	100
2327 Library Materials Process.	0	0	0	0
2328 Library Materials	150,200	150,200	150,200	150,200
2335 Travel Expense	0	50	50	50
2336 Travel Out-of-State	0	0	0	0
2337 Refreshments	0	0	0	0
2339 Management Expense	0	0	0	0
2345 Moving/Freight	0	0	0	0
2350 County Garage Services	0	0	0	0
2355 Personal Mileage	0	1,000	1,000	1,000
2360 Utilities	57,567	73,245	78,287	78,287
2361 Water	3,936	4,043	2,603	2,603
Subtotal 2000's	282,666	363,782	468,188	468,188
3020 Refund of Prior Year Charg.	0	0	0	0
3231 Capital Lease-Equipment	0	0	0	0
3690 Interfund Svs. - Sheriff	0	0	0	0
3694 Interfund Svs. - Professional	0	0	0	0
3695 Interfund Svs. - Main./Mat.	0	0	0	0
3696 Interfund Svs. - Small Projects	0	0	0	0
3697 Interfund Svs. - Postage	0	0	0	0
3698 Interfund Svs. - Main./Labor	0	0	0	0
3701 Contribution - Non County	0	0	0	0
3710 County Admin. Overhead	0	0	0	0
Subtotal 3000's	0	0	0	0
4201 Buildings & Improvements	0	0	0	0
4202 Construction in Progress	0	0	0	0
4303 Equipment	0	0	0	0
4304 Computer Equipment	0	0	0	0
Subtotal 4000's	0	0	0	0
5040 Transfer Out - POB's	39,321	40,330	36,568	36,568
8101 Contingency	0	0	0	
8301 Reserves	0	0	0	
9304-8101 Contingency	0	0	0	
Total - Expenses	1,523,504	1,694,798	2,002,848	2,002,848

<u>Account/Description</u>	<u>FY2014/15</u> ACTUALS	<u>FY2015/16</u> BUDGET	<u>FY2016/17</u> PROPOSED	<u>FY2016/17</u> REVISED
9001 Prop. Taxes/Secured	0	0	0	0
9002 Prop. Taxes/Unsecured	0	0	0	0
9004 Prop. Taxes/Supplement	0	0	0	0
9005 Prop. Taxes/Prior	0	0	0	0
9401 Interest	0	0	0	0
9405 Building Rental	1,295	1,200	500	500
9407 Telephones	0	0	0	0
9507 Homeowner's Relief	0	0	0	0
9511 Other Governmental Agen.	0	0	0	0
9569 State Aide	0	0	0	0
9601 Building Use Fees- Now 9405	0	0	0	0
9603 Photo/Microform copies	6,918	5,557	7,997	7,997
9604 Contract Services	0	0	0	0
9605 Library Fines	64,158	64,783	61,645	61,645
9637 Other Prof. Services	0	0	0	0
9663 Redevelopment	0	0	0	0
9702 Cash Overage	13	0	0	0
9703 Other Revenue	0	0	0	0
9705 Insurance Proceeds	0	0	0	0
9803 Op. Transfers In	0	0	0	0
9805 Reserve Transfer	0	0	0	0
9806 Fund Balance Available	0	0	0	0
Total Revenue	72,384	71,540	70,142	70,142

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
CODE	ACCOUNT/DESCRIPTION	6311/Hdqt's	JFK	FCC	VAC	SPR	RIO	LAW	SUI	COR	AUTO	LITERACY	TAC	Subtotal
1	A 1100 Salary/Regular	738,224	99,513	122,102	176,436	49,756	36,173	18,086	58,836	72,346	32,556	45,253	27,167	738,224
2	A 1121 Salary/Extra Help	193,073	26,026	31,934	46,144	13,013	9,461	4,730	15,388	18,921	8,515	11,835	7,105	193,073
3	A 1131 Salary/OT/Call back	1,888	254	312	451	127	93	46	150	185	83	116	69	1,888
4	A 1141 Salary/Premium Pay	1,189	160	197	284	80	58	29	95	116	52	73	44	1,189
5	A 1143 401(a) Employer	0	0	0	0	0	0	0	0	0	0	0	0	0
6	A 1210 Retirement	134,795	18,170	22,295	32,216	9,085	6,605	3,302	10,743	13,210	5,944	8,263	4,960	134,795
7	A 1211 PARS Retirement	2,387	322	395	571	161	117	58	190	234	105	146	88	2,387
8	A 1212 Deferred Comp-County Match	899	120	147	212	60	44	22	71	87	39	54	33	899
9	A 1213 OPEB Costs	19,409	2,616	3,210	4,639	1,308	951	476	1,547	1,902	856	1,190	714	19,409
10	A 1230 FICA	86,665	11,682	14,334	20,713	5,841	4,247	2,123	6,907	8,493	3,822	5,313	3,189	86,665
11	A 1230 Health	168,325	22,690	27,841	40,230	11,345	8,248	4,124	13,416	16,496	7,423	10,318	6,194	168,325
12	A 1231 Vision	1,851	250	306	442	125	91	45	148	181	82	113	68	1,851
13	A 1240 Comp Insurance	30,594	4,124	5,060	7,312	2,062	1,499	750	2,438	2,998	1,349	1,875	1,126	30,594
14	A 1241 Long Term Disability Ins.	1,620	218	268	387	109	79	40	129	159	71	99	60	1,620
15	A 1250 Unemployment	1,604	216	265	383	108	79	39	128	157	71	98	59	1,604
16	A 1260 Dental	11,269	1,519	1,864	2,693	759	552	276	898	1,104	497	691	415	11,269
17	A 1270 Accrued Leave CTO	49,643	6,692	8,211	11,865	3,346	2,432	1,216	3,957	4,865	2,189	3,043	1,827	49,643
18	A 1291 Life Insurance	1,552	209	257	371	105	76	38	124	152	68	95	57	1,552
19														
20														
21														
22														
23	A 2020 Com/Radio Services	0	0	0	0	0	0	0	0	0	0	0	0	0
24	A 2021 Telephone/County	2,065	278	342	494	139	101	51	165	202	91	127	76	2,065
25	A 2022 Telephone/AMCs	63	8	10	15	4	3	2	5	6	3	4	2	63
26	A 2023 Voice Mail	459	62	76	110	31	23	11	37	45	20	28	17	459
27	A 2025 Cellular Telephone Ser.	0	0	0	0	0	0	0	0	0	0	0	0	0
28	A 2028 Telephone/Non County	0	0	0	0	0	0	0	0	0	0	0	0	0
29	A 2035 Household Expenses	1,374	185	227	328	93	67	34	109	135	61	84	51	1,374
30	A 2050 Liability/Risk Management	164,616	22,190	27,227	39,343	11,095	8,066	4,033	13,120	16,132	7,260	10,091	6,058	164,616
31	A 2051 Liability Insurance	13,630	1,837	2,254	3,258	919	668	334	1,086	1,336	601	836	502	13,630
32	A 2055 Insurance, Other	0	0	0	0	0	0	0	0	0	0	0	0	0
33	A 2110 Ind Contractors -Travel	0	0	0	0	0	0	0	0	0	0	0	0	0
34	A 2120 Equipment Maintenance	52	7	9	13	4	3	1	4	5	2	3	2	52
35	A 2140 Maintenance/Buildings	1,067	144	176	255	72	52	26	85	105	47	65	39	1,067
36	A 2170 Memberships	9,223	1,243	1,525	2,204	622	452	226	735	904	407	565	339	9,223
37	A 2178 Cash/Inventory Shortage	0	0	0	0	0	0	0	0	0	0	0	0	0
38	A 2200 Office Expense	5,828	786	964	1,393	393	286	143	464	571	257	357	214	5,828
39	A 2201 Office Equip (un \$1500)	375	51	62	90	25	18	9	30	37	17	23	14	375
40	A 2202 Office Equip (1500-4999)	0	0	0	0	0	0	0	0	0	0	0	0	0
41	A 2203 Comput. Corn. (un 1500)	0	0	0	0	0	0	0	0	0	0	0	0	0
42	A 2205 Postage	6	1	1	1	0	0	0	0	1	0	0	0	6
43	A 2210 Central Duplicating	5,664	763	937	1,354	382	278	139	451	555	250	347	208	5,664
44	A 2215 Managed Print Cost per Copy	3,801	512	629	909	256	186	93	303	373	168	233	140	3,801
45	A 2235 Accounting/Financial Svs.	0	0	0	0	0	0	0	0	0	0	0	0	0
46	A 2236 Consulting Services	0	0	0	0	0	0	0	0	0	0	0	0	0
47	A 2250 Other Professional Svs.	112,399	15,151	18,591	26,863	7,576	5,508	2,754	8,958	11,015	4,957	6,890	4,136	112,399
48	A 2260 Data Processing Services	0	0	0	0	0	0	0	0	0	0	0	0	0
49	A 2261 Software Lic/Maint Agrmts	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal 1000's	1,444,975	194,793	238,999	346,349	97,991	70,804	35,402	115,165	141,608	63,723	88,577	53,175	1,444,975



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
CODE	ACCOUNT/DESCRIPTION	6311/Hdtrs	JFK	FGC	VAC	SPR	RIO	LAW	SUI	COR	AUTO	LITERACY	TAC	Subtotal
1	A 2266 Central Data Processing Svce	104,004	14,020	17,202	24,857	7,010	5,096	2,548	8,289	10,192	4,587	6,375	3,827	104,004
50	A 2268 Central DP Supp Ssev	0	0	0	0	0	0	0	0	0	0	0	0	0
51	A 2280 Publications/Legal Notes	2,177	293	360	520	147	107	53	173	213	96	133	80	2,177
52	A 2281 Advertising/Marketing	47,372	6,386	7,835	11,322	3,193	2,321	1,161	3,776	4,642	2,089	2,904	1,743	47,372
53	A 2285 Rental/Lease - Equipment	752	101	124	180	51	37	18	60	74	33	46	28	752
54	A 2301 Small Tools	0	0	0	0	0	0	0	0	0	0	0	0	0
55	A 2310 Education/Training	7,368	993	1,219	1,761	497	361	181	587	722	325	452	271	7,368
56	A 2312 Special Depart. Expense	0	0	0	0	0	0	0	0	0	0	0	0	0
57	A 2327 Library Materials Process.	0	0	0	0	0	0	0	0	0	0	0	0	0
58	A 2328 Library Materials	0	0	0	0	0	0	0	0	0	0	0	0	0
59	A 2335 Travel Expense	1,125	152	186	269	76	55	28	90	110	50	69	41	1,125
60	A 2336 Travel Out-Of-State	2,090	282	346	500	141	102	51	167	205	92	128	77	2,090
61	A 2337 Refreshments	358	48	59	86	24	18	9	29	35	16	22	13	358
62	A 2338 Employee Recognition	0	0	0	0	0	0	0	0	0	0	0	0	0
63	A 2339 Management Business Expense	0	0	0	0	0	0	0	0	0	0	0	0	0
64	A 2345 Moving/Freight	0	0	0	0	0	0	0	0	0	0	0	0	0
65	A 2350 County Garage Services	0	0	0	0	0	0	0	0	0	0	0	0	0
66	A 2355 Personal Mileage	1,250	188	207	299	84	61	31	100	122	55	77	46	1,250
67	A 2360 Utilities	20,972	2,827	3,469	5,012	1,414	1,028	514	1,671	2,055	925	1,286	772	20,972
68	A 2361 Water	2,454	331	406	587	165	120	60	196	240	108	150	90	2,454
69														
70														
71														
72														
73	A 3020 Refund of Prior Year Charges	46,027	6,204	7,613	11,000	3,102	2,255	1,128	3,668	4,511	2,030	2,821	1,694	46,027
74	A 3231 Capital Leases Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0
75	A 3242 Interest Exp on County Pool	0	0	0	0	0	0	0	0	0	0	0	0	0
76	A 3244 Interest on Long-term dept	0	0	0	0	0	0	0	0	0	0	0	0	0
77	A 3600 Intertund Svcs - all	41,102	5,541	6,798	9,823	2,770	2,014	1,007	3,276	4,028	1,813	2,520	1,513	41,102
78	A 3710 County Admin. Overhead	641,417	82,101	124,178	138,225	35,150	26,426	0	44,129	53,238	79,856	40,153	17,960	641,417
79														
80														
81	A 4202 Construction in Progress	0	0	0	0	0	0	0	0	0	0	0	0	0
82	A 4303 Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0
83	A 4304 Computer Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0
84	A 5010 Operating Transfers out	40,362	5,441	6,676	9,647	2,720	1,978	989	3,217	3,955	1,780	2,474	1,485	40,362
85	A 5040 Trans OUT - POB's	55,594	7,494	9,195	13,287	3,747	2,724	1,362	4,431	5,448	2,452	3,408	2,046	55,594
86														
87														
88														
89														
90														
91														
	Subtotal 8000's	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal 8000's	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total - Expenses	2,780,021	370,385	477,903	649,352	179,292	131,218	52,396	214,576	262,821	174,169	171,249	96,660	2,780,021

10

P	Q	R	S	T	U	V	W	X	Y	Z
CODE	ACCOUNT/DESCRIPTION	6316/CSS	JFK	FCC	VAC	SPR	RIO	SUI	COR	Subtotal
1	B 1100 Salary/Regular	570,492	95,615	122,314	189,917	42,559	19,397	47,237	53,455	570,492
2	B 1121 Salary/Extra Help	22,899	3,838	4,909	7,623	1,708	779	1,896	2,146	22,899
3	B 1131 Salary/OT/Call back	0	0	0	0	0	0	0	0	0
4	B 1141 Salary/Premium Pay	0	0	0	0	0	0	0	0	0
5	B 1214 PARS - SRP	0	0	0	0	0	0	0	0	0
6	B 1210 Retirement	77,562	12,999	16,629	25,820	5,786	2,637	6,422	7,268	77,562
7	B 1211 PARS Retirement	9,331	1,564	2,001	3,106	696	317	773	874	9,331
8	B 1212 Deferred Comp-County Match	783	131	168	261	58	27	65	73	783
9	B 1213 OPEB Costs	11,410	1,912	2,446	3,798	851	388	945	1,069	11,410
10	B 1220 FICA	44,177	7,404	9,472	14,707	3,296	1,502	3,658	4,139	44,177
11	B 1230 Health	156,858	26,289	33,630	52,218	11,702	5,333	12,988	14,698	156,858
12	B 1231 Vision	1,667	279	357	555	124	57	138	156	1,667
13	B 1240 Comp Insurance	16,370	2,744	3,510	5,450	1,221	557	1,355	1,534	16,370
14	B 1241 Long Term Disability Ins.	0	0	0	0	0	0	0	0	0
15	B 1250 Unemployment	788	132	169	262	59	27	65	74	788
16	B 1260 Dental	11,052	1,852	2,370	3,679	824	376	915	1,036	11,052
17	B 1270 Accrued Leave CTO	5,720	959	1,226	1,904	427	194	474	536	5,720
18	B 1290 Life Insurance	609	102	130	203	45	21	50	57	609
19										
20										
21										
22										
23	B 2011 Clothing	195	33	42	65	15	7	16	18	195
24	B 2021 Telephone/County	2,699	452	579	899	201	92	224	253	2,699
25	B 2022 Telephone/AMCs	0	0	0	0	0	0	0	0	0
26	B 2023 Voice Mail	115	19	25	38	9	4	10	11	115
27	B 2025 Cellular Telephone Ser.	0	0	0	0	0	0	0	0	0
28	B 2028 Telephone/Non County	16,687	2,797	3,578	5,555	1,245	567	1,382	1,564	16,687
29	B 2035 Household Expenses	2,594	435	556	863	193	88	215	243	2,594
30	B 2050 Liability/Risk Management	0	0	0	0	0	0	0	0	0
31	B 2051 Liability Insurance	49,446	8,287	10,601	16,461	3,689	1,681	4,094	4,633	49,446
32	B 2055 Insurance, Other	0	0	0	0	0	0	0	0	0
33	B 2110 Ind Contractors -Travel	0	0	0	0	0	0	0	0	0
34	B 2120 Equipment Maintenance	176,018	29,501	37,738	58,597	13,131	5,985	14,574	16,483	176,018
35	B 2140 Maintenance/Buildings	7,515	1,260	1,611	2,502	561	256	622	704	7,515
36	B 2142 Fuels & Lubricants	10,629	1,781	2,279	3,538	793	361	880	996	10,629
37	B 2143 Materials - road maintenance	0	0	0	0	0	0	0	0	0
38	B 2200 Office Expense	14,493	2,429	3,107	4,825	1,081	493	1,200	1,356	14,493
39	B 2201 Office Equip (un \$500)	3,321	557	712	1,106	248	113	275	311	3,321
40	B 2202 Office Equip (1500-4999)	10	2	2	3	1	0	1	1	10
41	B 2203 Comput. Corn. (un 1500)	297,893	49,927	63,868	99,169	22,223	10,128	24,666	27,913	297,893
42	B 2205 Postage	181	30	39	60	13	6	15	17	181
43	B 2215 Cost per Copy	1,021	171	219	340	76	35	84	96	1,021
44	B 2216 Maintenance/Service Contracts	0	0	0	0	0	0	0	0	0
45	B 2235 Accounting/Financial Svs.	0	0	0	0	0	0	0	0	0
46	B 2236 Consulting Services	0	0	0	0	0	0	0	0	0
47	B 2250 Other Professional Svs.	49,085	8,227	10,524	16,341	3,662	1,669	4,064	4,599	49,085
48	B 2260 Software (CMS)	0	0	0	0	0	0	0	0	0
49	B 2261 Software Lic/Maint Agmts	221,252	37,082	47,436	73,655	16,505	7,523	18,320	20,731	221,252

	P	Q	R	S	T	U	V	W	X	Y	Z
1	CODE	ACCOUNT/DESCRIPTION	6316/CSS	JFK	FGC	VAC	SPR	RIO	SUI	COR	Subtotal
50	B	2266 Central Data Processing Svc	0	0	0	0	0	0	0	0	0
51	B	2268 Central DP Supp Ssev	0	0	0	0	0	0	0	0	0
52	B	2280 Publications/Legal Notes	0	0	0	0	0	0	0	0	0
53	B	2281 Advertising Marketing	0	0	0	0	0	0	0	0	0
54	B	2285 Rent/Lease - Equipment	34	6	7	11	3	1	3	3	34
55	B	2301 Small Tools	0	0	0	0	0	0	0	0	0
56	B	2310 Education/Training	0	0	0	0	0	0	0	0	0
57	B	2312 Special Depart. Expense	17,183	2,880	3,684	5,720	1,282	584	1,423	1,610	17,183
58	B	2327 Library Materials Process.	97,471	16,336	20,898	32,448	7,271	3,314	8,071	9,133	97,471
59	B	2328 Library Materials	0	0	0	0	0	0	0	0	0
60	B	2335 Travel Expense	162	27	35	54	12	6	13	15	162
61	B	2336 Travel Out-Of-State	0	0	0	0	0	0	0	0	0
62	B	2337 Refreshments	0	0	0	0	0	0	0	0	0
63	B	2338 Employee Recognition	0	0	0	0	0	0	0	0	0
64	B	2339 Management Business Expense	0	0	0	0	0	0	0	0	0
65	B	2345 Moving/Freight	0	0	0	0	0	0	0	0	0
66	B	2350 County Garage Services	18,288	3,065	3,921	6,088	1,364	622	1,514	1,714	18,288
67	B	2355 Personal Mileage	220	37	47	73	16	7	18	21	220
68	B	2360 Utilities	1,421	238	305	473	106	48	118	133	1,421
69	B	2361 Water	3,390	568	727	1,128	253	115	281	318	3,390
70											
71		Subtotal 2000's	991,324	166,146	212,540	330,012	73,953	33,705	82,082	92,887	991,324
72											
73	B	3020 Refund of Prior Year Charges	0	0	0	0	0	0	0	0	0
74	B	3231 Capital Leases Equipment	0	0	0	0	0	0	0	0	0
75	B	3242 Interest Exp on County Pool	0	0	0	0	0	0	0	0	0
76	B	3244 Interest on Long-term dept	0	0	0	0	0	0	0	0	0
77	B	3600 Interfund Svces - all	9,837	1,649	353	118	9	0	0	0,00232	2129
78	B	3710 County Admin. Overhead	0	0	0	0	0	0	0	0	0
79		Subtotal 3000's	9,837	1,801	1,917	3,225	605	350	784	1,155	9,837
80											
81	B	4202 Construction in Progress	0	0	0	0	0	0	0	0	0
82	B	4303 Equipment	0	0	0	0	0	0	0	0	0
83	B	4304 Computer Equipment	0	0	0	0	0	0	0	0	0
84	B	5010 Operating Transfers Out	50,453	8,456	10,817	16,796	3,764	1,715	4,177	4,727	50,453
85	B	5040 Trans OUT - POBs	32,215	5,399	6,907	10,724	2,403	1,095	2,667	3,019	32,215
86											
87		8101 Contingency	0	0	0	0	0	0	0	0	0
88		8301 Reserves	0	0	0	0	0	0	0	0	0
89		9304-8101 Contingency	0	0	0	0	0	0	0	0	0
90		Subtotal 8000's	0	0	0	0	0	0	0	0	0
91		Total - Expenses	2,013,546	337,623	431,512	670,259	150,082	68,476	166,691	188,902	2,013,546

AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
CODE	ACCOUNT/DESCRIPTION	6306/AUTO	JFK	FCC	VAC	SPR	RIO	SUI	COR	Subtotal
1	B 1100 Salary/Regular	256,186	42,937	54,926	85,284	19,111	8,710	21,212	24,005	256,186
2	B 1121 Salary/Extra Help	0	0	0	0	0	0	0	0	0
3	B 1131 Salary/OT/Call back	312	52	67	104	23	11	26	29	312
4	B 1141 Salary/Premium Pay	1,006	169	216	335	75	34	83	94	1,006
5	B 1143 401(a) Employer	0	0	0	0	0	0	0	0	0
6	B 1210 Retirement	34,544	5,790	7,406	11,500	2,577	1,175	2,860	3,237	34,544
7	B 1211 PARS Retirement	686	115	147	228	51	23	57	64	686
8	B 1212 Deferred Comp	200	33	43	66	15	7	17	19	200
9	B 1213 OPEB Costs	5,124	859	1,099	1,706	382	174	424	480	5,124
10	B 1220 FICA	20,154	3,378	4,321	6,709	1,503	685	1,669	1,888	20,154
11	B 1230 Health	20,560	3,446	4,408	6,844	1,534	699	1,702	1,926	20,560
12	B 1231 Vision	469	79	101	156	35	16	39	44	469
13	B 1240 Comp Insurance	7,243	1,214	1,553	2,411	540	246	600	679	7,243
14	B 1241 Long Term Disability Ins.	199	33	43	66	15	7	16	19	199
15	B 1250 Unemployment	373	63	80	124	28	13	31	35	373
16	B 1260 Dental	2,940	493	630	979	219	100	243	275	2,940
17	B 1270 Accrued Leave CTO	17,852	2,992	3,827	5,943	1,332	607	1,478	1,673	17,852
18	B 1290 Life Insurance	277	46	59	92	21	9	23	26	277
19										
20										
21		Subtotal 1000's	61,698	78,926	122,549	27,462	12,516	30,481	34,493	368,125
22										
23	B 2020 Com/Radio Services	0	0	0	0	0	0	0	0	0
24	B 2021 Telephone/County	4,303	721	923	1,433	321	146	356	403	4,303
25	B 2022 Telephone/AMCs	104	17	22	35	8	4	9	10	104
26	B 2023 Voice Mail	63	11	14	21	5	2	5	6	63
27	B 2025 Cellular Telephone Ser.	0	0	0	0	0	0	0	0	0
28	B 2028 Telephone/Non County	56,562	9,480	12,127	18,829	4,220	1,923	4,683	5,300	56,562
29	B 2035 Household Expenses	76	13	16	25	6	3	6	7	76
30	B 2050 Liability/Risk Management	0	0	0	0	0	0	0	0	0
31	B 2051 Liability Insurance	8,414	1,410	1,804	2,801	628	286	697	788	8,414
32	B 2055 Insurance, Other	0	0	0	0	0	0	0	0	0
33	B 2110 Ind Contractors - Travel	0	0	0	0	0	0	0	0	0
34	B 2120 Equipment Maintenance	17,372	2,911	3,724	5,783	1,296	591	1,438	1,628	17,372
35	B 2140 Maintenance/Buildings	102	17	22	34	8	3	8	10	102
36	B 2170 Memberships	1,139	191	244	379	85	39	94	107	1,139
37	B 2178 Cash/Inventory Shortage	0	0	0	0	0	0	0	0	0
38	B 2200 Office Expense	339	57	73	113	25	12	28	32	339
39	B 2201 Office Equip (un \$500)	182	30	39	61	14	6	15	17	182
40	B 2202 Office Equip (1500-4999)	2,370	397	508	789	177	81	196	222	2,370
41	B 2203 Comput. Conn. (un 1500)	667	112	143	222	50	23	55	63	667
42	B 2205 Postage	109	18	23	36	8	4	9	10	109
43	B 2210 Central Duplicating	1,012	170	217	337	76	34	84	95	1,012
44	B 2215 Managed Print Cost per Copy	87	15	19	29	7	3	7	8	87
45	B 2216 Maintenance/Service Contracts	4,539	761	973	1,511	339	154	376	425	4,539
46	B 2236 Consulting Services	0	0	0	0	0	0	0	0	0
47	B 2250 Other Professional Svs.	18,860	3,161	4,044	6,279	1,407	641	1,562	1,767	18,860
48	B 2260 Software (GMSI)	0	0	0	0	0	0	0	0	0
49	B 2261 Software Lic/Maint Agmts	220,505	36,957	47,276	73,406	16,450	7,497	18,258	20,661	220,505

13

OVERHEAD FINAL FY 14/15

AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
1	ACCOUNT/DESCRIPTION	6306/AUTO	JFK	FCC	VAC	SPR	RIO	SUI	COR	Subtotal
50	B 2266 Central Data Processing Svc	0	0	0	0	0	0	0	0	0
51	B 2268 Central DP Supp Ssev	0	0	0	0	0	0	0	0	0
52	B 2280 Publications/Legal Notes	0	0	0	0	0	0	0	0	0
53	B 2281 Advertising/Marketing	0	0	0	0	0	0	0	0	0
54	B 2285 Rent/Lease - Equipment	21	3	4	7	2	1	2	2	21
55	B 2301 Small Tools	0	0	0	0	0	0	0	0	0
56	B 2310 Education/Training	1,169	196	251	389	87	40	97	110	1,169
57	B 2312 Special Depart. Expense	0	0	0	0	0	0	0	0	0
58	B 2327 Library Materials Process.	0	0	0	0	0	0	0	0	0
59	B 2328 Library Materials	0	0	0	0	0	0	0	0	0
60	B 2335 Travel Expense	0	0	0	0	0	0	0	0	0
61	B 2336 Travel Out-Of-State	0	0	0	0	0	0	0	0	0
62	B 2337 Refreshments	0	0	0	0	0	0	0	0	0
63	B 2338 Employee Recognition	0	0	0	0	0	0	0	0	0
64	B 2339 Management Business Expense	0	0	0	0	0	0	0	0	0
65	B 2345 Moving/Freight	0	0	0	0	0	0	0	0	0
66	B 2350 County Garage Services	0	0	0	0	0	0	0	0	0
67	B 2355 Personal Mileage	778	130	167	259	58	26	64	73	778
68	B 2360 Utilities	2,885	483	618	960	215	98	239	270	2,885
69	B 2361 Water	338	57	72	112	25	11	28	32	338
70										
71	Subtotal 2000's	341,996	57,319	73,324	113,851	25,513	11,628	28,317	32,045	341,996
72										
73	B 3020 Refund of Prior Year Charges	0	0	0	0	0	0	0	0	0
74	B 3231 Capital Leases Equipment	0	0	0	0	0	0	0	0	0
75	B 3242 Interest Exp on County Pool	0	0	0	0	0	0	0	0	0
76	B 3244 Interest on Long-term dept	0	0	0	0	0	0	0	0	0
77	B 3600 Interfund Svces - all	2,080	349	446	692	155	71	172	195	2,080
78	B 3710 County Admn. Overhead	0	0	0	0	0	0	0	0	0
79	C Subtotal 3000's	2,080	381	405	682	128	74	166	244	2,080
80										
81	A 4202 Construction in Progress	0	0	0	0	0	0	0	0	0
82	B 4303 Equipment	0	0	0	0	0	0	0	0	0
83	B 4304 Computer Equipment	0	0	0	0	0	0	0	0	0
84	B 5010 Operating Transfers Out	11,104	1,861	2,381	3,696	828	378	919	1,040	11,104
85	B 5040 Trans OUT - POBs	14,474	2,426	3,103	4,818	1,080	492	1,198	1,356	14,474
86										
87	8101 Contingency	0	0	0	0	0	0	0	0	0
88	8301 Reserves	0	0	0	0	0	0	0	0	0
89	9304-8101 Contingency	0	0	0	0	0	0	0	0	0
90	Subtotal 8000's	0	0	0	0	0	0	0	0	0
91	Total - Expenses	737,779	123,684	158,139	245,596	55,011	25,088	61,082	69,179	737,779

OVERHEAD FINAL FY 14/15

AL	AM	AN	AO	AP	AO	AR	AS	AT	AU	AV
1	ACCOUNT/DESCRIPTION	6342/TAC	JFK	FCG	VAC	SPR	RIO	SUI	COR	Subtotal
2	B 1100 Salary/Regular	190,627	31,949	40,870	63,460	14,221	6,481	15,784	17,862	190,627
3	B 1121 Salary/Extra Help	0	0	0	0	0	0	0	0	0
4	B 1131 Salary/OT/Call back	729	122	156	243	54	25	60	68	729
5	B 1141 Salary/Premium Pay	1,598	268	343	532	119	54	132	150	1,598
6	B 1143 401(a) Employer	0	0	0	0	0	0	0	0	0
7	B 1210 Retirement	21,217	3,556	4,549	7,063	1,583	721	1,757	1,988	21,217
8	B 1214 PARS - SRP	10,119	1,696	2,169	3,368	755	344	838	948	10,119
9	B 1212 Deferred Comp-County Match	223	37	48	74	17	8	18	21	223
10	B 1213 OPEB Costs	3,153	528	676	1,050	235	107	261	295	3,153
11	B 1220 FICA	12,741	2,135	2,732	4,241	950	433	1,055	1,194	12,741
12	B 1230 Health	34,840	5,839	7,470	11,598	2,599	1,185	2,885	3,264	34,840
13	B 1231 Vision	411	69	88	137	31	14	34	39	411
14	B 1240 Comp Insurance	4,413	740	946	1,469	329	150	365	413	4,413
15	B 1241 Long Term Disability Ins.	0	0	0	0	0	0	0	0	0
16	B 1250 Unemployment	237	40	51	79	18	8	20	22	237
17	B 1260 Dental	1,716	288	368	571	128	58	142	161	1,716
18	B 1270 Accrued Leave CTO	36,790	6,166	7,888	12,247	2,745	1,251	3,046	3,447	36,790
19	B 1290 Life Insurance	168	28	36	56	13	6	14	16	168
20										0
21										0
22										0
23	B 2020 Com/Radio Services	0	0	0	0	0	0	0	0	0
24	B 2021 Telephone/County	2,687	450	576	894	200	91	222	252	2,687
25	B 2022 Telephone/AMCs	101	17	22	34	8	3	8	9	101
26	B 2023 Voice Mail	0	0	0	0	0	0	0	0	0
27	B 2025 Cellular Telephone Ser.	0	0	0	0	0	0	0	0	0
28	B 2028 Telephone/Non County	0	0	0	0	0	0	0	0	0
29	B 2035 Household	69	12	15	23	5	2	6	6	69
30	B 2050 Liability/Risk Management	0	0	0	0	0	0	0	0	0
31	B 2051 Liability Insurance	233	39	50	78	17	8	19	22	233
32	B 2055 Insurance, Other	0	0	0	0	0	0	0	0	0
33	B 2110 Ind Contractors - Travel	0	0	0	0	0	0	0	0	0
34	B 2120 Equipment Maintenance	0	0	0	0	0	0	0	0	0
35	B 2140 Maintenance/Buildings	93	16	20	31	7	3	8	9	93
36	B 2170 Memberships	0	0	0	0	0	0	0	0	0
37	B 2178 Cash/Inventory Shortage	0	0	0	0	0	0	0	0	0
38	B 2200 Office Expense	175	29	37	58	13	6	14	16	175
39	B 2201 Office Equip (un \$500)	0	0	0	0	0	0	0	0	0
40	B 2202 Office Equip (1500-4999)	0	0	0	0	0	0	0	0	0
41	B 2203 Comput. Corn. (un 1500)	0	0	0	0	0	0	0	0	0
42	B 2205 Postage	0	0	0	0	0	0	0	0	0
43	B 2210 Central Duplicating	0	0	0	0	0	0	0	0	0
44	B 2220 Microfilm/Fiche/Photo	0	0	0	0	0	0	0	0	0
45	B 2235 Accounting/Financial Svs.	0	0	0	0	0	0	0	0	0
46	B 2236 Consulting Services	0	0	0	0	0	0	0	0	0
47	B 2250 Other Professional Svs.	0	0	0	0	0	0	0	0	0
48	B 2260 Software (GMSI)	0	0	0	0	0	0	0	0	0
49	B 2261 Software Lic/Maint Agmts	0	0	0	0	0	0	0	0	0
	Subtotal 1000's	318,982	53,461	68,390	106,189	23,796	10,845	26,412	29,889	318,982

51

1	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV
CODE	ACCOUNT/DESCRIPTION	6342/TAC	JFK	FCG	VAC	SPR	RIO	SUI	COR	Subtotal	
50	B 2266 Central Data Processing Svc	0	0	0	0	0	0	0	0	0	
51	B 2268 Central DP Supp Ssev	0	0	0	0	0	0	0	0	0	
52	B 2280 Publications/Legal Notes	0	0	0	0	0	0	0	0	0	
53	B 2281 Advertising Marketing	0	0	0	0	0	0	0	0	0	
54	B 2285 Rent/Lease - Equipment	0	0	0	0	0	0	0	0	0	
55	B 2301 Small Tools	0	0	0	0	0	0	0	0	0	
56	B 2310 Education/Training	0	0	0	0	0	0	0	0	0	
57	B 2312 Special Depart. Expense	0	0	0	0	0	0	0	0	0	
58	B 2327 Library Materials Process.	0	0	0	0	0	0	0	0	0	
59	B 2328 Library Materials	0	0	0	0	0	0	0	0	0	
60	B 2335 Travel Expense	0	0	0	0	0	0	0	0	0	
61	B 2336 Travel Out-Of-State	0	0	0	0	0	0	0	0	0	
62	B 2337 Refreshments	0	0	0	0	0	0	0	0	0	
63	B 2338 Employee Recognition	0	0	0	0	0	0	0	0	0	
64	B 2339 Management Business Expense	0	0	0	0	0	0	0	0	0	
65	B 2345 Moving/Freight	0	0	0	0	0	0	0	0	0	
66	B 2350 County Garage Services	0	0	0	0	0	0	0	0	0	
67	B 2355 Personal Mileage	0	0	0	0	0	0	0	0	0	
68	B 2360 Utilities	2,622	439	562	873	196	89	217	246	2,622	
69	B 2361 Water	307	51	66	102	23	10	25	29	307	
70											
71		Subtotal 2000's	6,286	1,053	1,348	2,092	469	214	520	589	6,286
72											
73	B 3020 Refund of Prior Year Charges	0	0	0	0	0	0	0	0	0	
74	B 3231 Capital Leases Equipment	0	0	0	0	0	0	0	0	0	
75	B 3242 Interest Exp on County Pool	0	0	0	0	0	0	0	0	0	
76	B 3244 Interest on Long-term dept	0	0	0	0	0	0	0	0	0	
77	B 3600 Interfund Svcs - all	2,499	419	536	832	186	85	207	234	2,499	
78	C 3710 County Admn. Overhead	0	0	0	0	0	0	0	0	0	
79		Subtotal 3000's	2,499	419	536	832	186	85	207	234	2,499
80											
81	A 4202 Construction In Progress	0	0	0	0	0	0	0	0	0	
82	B 4303 Equipment	0	0	0	0	0	0	0	0	0	
83	B 4304 Computer Equipment	0	0	0	0	0	0	0	0	0	
84	B 5010 Operating Transfers Out	0	0	0	0	0	0	0	0	0	
85	B 5040 Trans OUT - POBs	8,907	1,493	1,910	2,965	664	303	738	835	8,907	
86		Subtotal 4000-5000	8,907	1,493	1,910	2,965	664	303	738	835	8,907
87	8101 Contingency	0	0	0	0	0	0	0	0	0	
88	8301 Reserves	0	0	0	0	0	0	0	0	0	
89	9304-8101 Contingency	0	0	0	0	0	0	0	0	0	
90		Subtotal 8000's	0	0	0	0	0	0	0	0	0
91		Total - Expenses	336,673	56,426	72,183	112,078	25,116	11,447	27,877	31,546	336,673

16

COUNTY FREE LIBRARY - FUND 4
 VACAVILLE TRA INFORMATION
 FY 2015-16

TRA	R750307A Adjusted ETR	LESS ERAF 0.174920	ADJUSTED EQUIVALENT TAX RATE Net of ERAF	R720102A FY 15-16 FINAL ASSESSED VALUE	TAX AMOUNT
6009	0.034508	0.006036	0.028472	-	0
6011	0.036009	0.006299	0.029710	-	0
6012	0.034596	0.006052	0.028544	-	0
6014	0.035595	0.006226	0.029369	-	0
6021	0.034987	0.006120	0.028867	490,574	142
6023	0.035501	0.006210	0.029291	143,362,847	41,992
6038	0.035501	0.006210	0.029291	17,381,488	5,091
6039	0.035501	0.006210	0.029291	113,619,296	33,280
6046	0.035501	0.006210	0.029291	-	0
6085	0.039700	0.006944	0.032756	22,579,437	7,396
6086	0.040200	0.007032	0.033168	12,731,171	4,223
6088	0.039669	0.006939	0.032730	16,580,002	5,427
6093	0.035595	0.006226	0.029369	-	0
6094	0.036009	0.006299	0.029710	-	0
6095	0.035501	0.006210	0.029291	89,046,518	26,063
6097	0.035501	0.006210	0.029291	38,398,119	11,247
6098	0.036015	0.006300	0.029715	32,323,135	9,605
6104	0.034508	0.006036	0.028472	-	0
6105	0.035912	0.006282	0.029630	45,471,824	13,473
6107	0.034508	0.006036	0.028472	264,647	75
6113	0.040200	0.007032	0.033168	57,156,374	18,958
6120	0.034508	0.006036	0.028472	282,431	80
6123	0.039700	0.006944	0.032756	63,702,494	20,866
6124	0.039668	0.006939	0.032729	1,376,645	451
6128	0.039700	0.006944	0.032756	96,606,120	31,644
6129	0.040200	0.007032	0.033168	4,523,923	1,500
6130	0.040200	0.007032	0.033168	10,465,658	3,471
6133	0.034288	0.005998	0.028290	949,852	269
6134	0.035675	0.006240	0.029435	-	0
6135	0.035269	0.006169	0.029100	1,462,683	426
6136	0.035269	0.006169	0.029100	3,481,715	1,013
6137	0.034288	0.005998	0.028290	1,644,840	465
6138	0.034671	0.006065	0.028606	-	0
6152	0.034596	0.006052	0.028544	-	0
6153	0.034987	0.006120	0.028867	-	0
6154	0.039700	0.006944	0.032756	6,746,963	2,210
6155	0.040200	0.007032	0.033168	10,661,149	3,536
6163	0.035269	0.006169	0.029100	1,278,132	372
6172	0.040200	0.007032	0.033168	197,593,925	65,538
6174	0.034987	0.006120	0.028867	-	0
6182	0.039668	0.006939	0.032729	120,792,624	39,534
6196	0.039668	0.006939	0.032729	12,535,365	4,103
6199	0.034508	0.006036	0.028472	-	0
6205	0.039668	0.006939	0.032729	111,238,193	36,407
6206	0.039668	0.006939	0.032729	29,894,094	9,784
6207	0.039668	0.006939	0.032729	2,335,000	764
6213	0.039668	0.006939	0.032729	7,015,302	2,296
6214	0.039668	0.006939	0.032729	73,948,240	24,203
6218	0.039668	0.006939	0.032729	1,160,064	380
6219	0.040231	0.007037	0.033194	-	0
6220	0.040182	0.007029	0.033153	2,212,634	734
TOTAL				1,351,313,478	427,038

2015-16 ERAF RATE FOR FUND 4 - COUNTY FREE LIBRARY:

2015-16 ERAF ADJUSTMENT	=	1,595,150	
2015-16 AB 8 ALLOCATION		9,119,288	0.174920

17

NEWS

RELEASE

SOLANO COUNTY LIBRARY

June 1, 2016

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

Contact: Nancy Redfield,
Supervising Librarian
1-866-57-ASKUS
1-866-572-7587

FOR IMMEDIATE RELEASE:

The monthly meeting of the Vacaville Library Commission will be held on June 13, 2016 at 6:30 p.m., in the Conference Room, 1020 Ulatis Drive, Vacaville, CA. The meeting is open to the public, and all interested citizens are encouraged to attend. Call 1-866-572-7587 for further information.

The County of Solano, in compliance with the Americans with Disabilities Act of 1990, will provide accommodations for persons with disabilities who attend public meetings. If you have the need for an accommodation, such as, interpreters or materials in alternative format, please provide 48-hour advance notice of your requirements. To arrange for accommodations please contact:

Tamie Tvrdik
707-784-1505

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

Library Commission Meeting
May 9, 2016
Meeting Room

CALL TO ORDER

In the absence of President Bruce DuClair, Commission Member Janet Matthews called the meeting to order at 6:30 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM

Members present:

Beatryce Clarke
Janet Matthews
Carol Sue Robison

Members absent:

Bruce DuClair
Frank Murphy

Others present:

Whit Whitfield, VUSD/VLB
Bonnie Katz, Director of Library Services
Malissa Knapp, Library Branch Manager
Nancy Redfield, Supervising Librarian
Tamie Tvrdik, Clerical Supervisor
Kirk Starkey, Deputy Auditor-Controller

INTRODUCTIONS

None.

APPROVAL OF MINUTES

The minutes of March 14, 2016 were unanimously approved on motion of Ms. Clarke and seconded by Ms. Robison. So ordered by 3-0 vote.

APPROVAL OF AGENDA

On motion of Ms. Clarke, seconded by Ms. Robison, the Commission unanimously approved the agenda of the Vacaville Library Commission. So ordered by 3-0 vote.

COMMENTS FROM THE FLOOR

Items on the agenda

None.

Items not on the agenda

CORRESPONDENCE

None.

LIBRARIANS' REPORTS

The librarians' reports were submitted in writing.

Ms. Katz reported that the Solano Kids Read program was well attended. Ms. Knapp added that 108 people attended. Mac Barnett, the award-winning author, met with each of the kids individually whether they bought a book or not.

Ms. Katz reported that the Library has hired a supervising librarian, John Parker, for the Town Square library. John has worked for the Las Vegas/Clark County Library District for the last 11 years and has family ties to the Bay Area. Also, Mike Perkins, librarian at Suisun City is transferring to Cultural Center. The Library is continuing to recruit and fill open positions.

In addition, Ms. Katz announced that the Library is currently working on a contract to update the strategic plan.

OLD BUSINESS

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

Ms. Katz states that the County Architect has hired eight different firms to contract with to be able to move along some of their projects. One of these firms will be submitting a building permit to the City of Vacaville in order to find out if this site will require additional parking spaces.

NEW BUSINESS

- a. District Audit – The Commission will receive a report for the Library District for the years ending June 30, 2014 and June 30, 2015 and may take action. **ACTION**

Kirk Starkey, Deputy Auditor-Controller, presented the financial statements and audit report. He explained that the most important part of the audit is the audit opinion. This is a standard letter that the Auditor issues to the Board that indicates whether the District has accomplished their objectives from a financial standpoint. The District audit received an unqualified opinion, which is a clean opinion. In addition, Mr. Starkey added that the libraries' internal control structure reflects positively. He thanked Ms. Katz and her staff for keeping good financial records.

Ms. Clarke moved to recommend to the Library Board to accept the audit; Robison seconded. So ordered by a 3-0 vote.

- b. Proposed FY 2016-2017 Budget – the Commission will discuss and may take action on the proposed budget for FY 2016-2017. **ACTION**

Ms. Katz presented the Proposed FY 2016-2017 Budget. She explained the line items to the Commission. Ms. Katz also explained that because the present branch manager is splitting her time between the Vacaville and Vallejo libraries, she feels it's time to bring back the third branch manager that was lost several years ago. Therefore, she is proposing to add another branch manager that would be dedicated solely to the Vacaville libraries. She is also proposing to add a half time library assistant for the Cultural Center Library. In addition, Ms. Katz stated that during the lean years the Library did not have any reserves. Since there is projected to be \$7.6 million in contingencies, she suggested that some of those monies be put into reserves. The reserves are protected because it takes Board action during budget time to pull money out of reserves.

Ms. Clarke recommended the Board move \$5 million from contingency to reserves and then approve the proposed budget; Ms. Robison seconded. So ordered by 3-0 vote.

ITEMS OF INTEREST TO THE COMMISSION

The Commission will elect a President for the coming year in June.

DATE OF NEXT MEETING

The next VLC meeting will be held on Monday, June 13, 2016 at 6:30 p.m. at the Cultural Center Library Conference Room.

ADJOURNMENT

Meeting adjourned at 7:30 p.m.



Malissa Knapp, Library Branch Manager

VACAVILLE LIBRARY COMMISSION

June 13, 2016

6:30 p.m.

LOCATION: Vacaville Public Library – Cultural Center, Conference Room

The County of Solano, in compliance with the Americans with Disabilities Act of 1990, will provide accommodations for persons with disabilities who attend public meetings. If you wish to attend this meeting and you will require assistance in order to participate, please call the Supervising Librarian 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 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 9, 2016 – 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. Expansion of the Cultural Center Library – the Commission will discuss the expansion to the Cultural Center Library.

- b. Proposed FY 2016-2017 Budget – the Commission will discuss the revisions to the proposed FY 2016-2017 budget and may take action. **ACTION**

10. NEW BUSINESS

- a. Maintenance of the Vacaville Libraries – the Commission will discuss the maintenance of the Vacaville Libraries.
- b. Commissioner re-appointments – Commissioners will discuss and may take action on recommending a third term for a three-year re-appointment of Commissioner Frank Murphy and a second term for a three-year re-appointment of Commissioner Janet Matthews. **ACTION**
- c. Election of President – the Commission will elect a President for the fiscal year 2016-2017. **ACTION**

11. ITEMS OF INTEREST TO THE COMMISSION

12. DATE OF NEXT MEETING: September 12, 2016

13. ADJOURNMENT