

VACAVILLE LIBRARY COMMISSION

September 10, 2018

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 June 11, 2018-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. FY2018-2019 budget revision – The Commission will hear a budget revision and may take action. **ACTION**
- c. Vacaville Town Square roof project – the Commission will discuss the roof project at the Town Square library .

10. NEW BUSINESS

Gann Limit – the Commission will discuss the Gann Appropriations Limit.

11. ITEMS OF INTEREST TO THE COMMISSION

12. DATE OF NEXT MEETING: To be determined.

13. ADJOURNMENT

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

Library Commission Meeting
June 11, 2018
Meeting Room

CALL TO ORDER

President Beatryce Clark called the meeting to order at 6:30 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM

Members present:

Beatryce Clark
Cassandra Patton
Carol Sue Robison

Members absent:

Dave McCallum

Others present:

Bonnie Katz, Director of Library Services
Malissa Knapp, Library Branch Manager
Johnny Parker, Supervising Librarian
Tamie Tvrdik, Clerical Operations Supervisor
Cathy Valdez
Kirk Starkey, Audit Manager

INTRODUCTIONS

Cathy Valdez introduced herself to the Commission.

APPROVAL OF MINUTES

The minutes of the meeting of May 14, 2018 were unanimously approved on motion of Ms. Robison and seconded by Ms. Patton. So ordered by 3-0 vote.

APPROVAL OF AGENDA

Ms. Patton moved that item 10a be moved before Old Business - Item 9; Ms. Robison seconded. The amended agenda was unanimously approved on motion of Ms. Patton and seconded by Ms. Robison. So ordered by 3-0 vote.

COMMENTS FROM THE FLOOR

Items on the agenda

None.

Items not on the agenda

CORRESPONDENCE

None.

LIBRARIANS' REPORTS

Ms. Katz reported on the RFID project. She stated that the gates and machinery have been installed in both Vacaville libraries. Installation at the rest of the Solano County libraries including Benicia should be completed by the end of July.

Ms. Katz reported that County Counsel stated the roof project at the Town Square library does not need to go through a formal bidding process because it is actually a maintenance project. Therefore a purchase order has been processed for Crowson Roofing to do the silicon roof coating for \$74,900 with a 20 year warranty.

Summer Reading Challenge kicked off June 1st and ends on July 31st. Ms. Knapp reported as of June 8th there were over 2600 signups.

Recruiting is continuing as the Library is promoting within and filling positions behind those. The Vacaville cluster is in good shape with only one opening

NEW BUSINESS

District Audit – The Commission will receive a report for the Library District for the years ending June 30, 2016 and June 30, 2017 and may take action. **ACTION**

Kirk Starkey, Audit Manager, 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. Robison moved to recommend to the Library Board to accept the audit; Ms. Patton seconded. So ordered by a 3-0 vote.

OLD BUSINESS

FY2018-2019 budget update – The Commission will hear a budget update and may take action. **ACTION**

Ms. Katz stated that the budget has been revised to reflect the transfer of \$2 million from contingency to reserves.

Ms. Patton moved to recommend the Board approve the FY2018-2019 budget as revised; Ms. Robison seconded. Motion carried. So ordered by a 3-0 vote.

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

Ms. Katz reported that the Library has signed a contract and completed a purchase order for the Civil Engineering firm to look at the lot line adjustment. By the September meeting of the Commission, the lot line adjustment should be completed.

Commissioner appointment - The Commission will discuss and may take action on recommending the appointment of Cathy Valdez to the Vacaville Library Commission. **ACTION**

Ms. Robison moved to recommend to the Library Board the appointment of Cathy Valdez to the Vacaville Library Commission. Ms. Patton seconded. Motion carried. So ordered by a 3-0 vote.

NEW BUSINESS

Election of President – the Commission will elect a President for the fiscal year 2018-2019. **ACTION**

Ms. Patton moved to recommend that Ms. Robison serve as President; Ms. Clark seconded. Motion carried. So ordered by a 3-0 vote.

ITEMS OF INTEREST TO THE COMMISSION

Ms. Katz stated that the next meeting of the Library Board is June 28th and would like a Commission member to attend with her. She also reminded the Commission that the Vacaville Library School Board sitting as the Vacaville Library Board is the governing board of the Vacaville libraries.

Ms. Patton reported that she attended the Solano County Library Advisory Council meeting of May 18 and shared some of the info she learned.

DATE OF NEXT MEETING

The next VLC meeting will be held on Monday, September 10, 2018 at 6:30 p.m. at the Cultural Center Library Conference Room.

ADJOURNMENT

Meeting adjourned at 7:00 p.m.



Malissa Knapp, Library Branch Manager

Librarian's Report to the Vacaville Library Commission
Vacaville Public Library-Cultural Center (VCC)
September 10, 2018

Greetings, Commissioners:

During the months of July and August, VCC welcomed 42,047 visitors and circulated 57,678 items.

During the reporting period, staff presented 41 storytimes, with 1096 in attendance. Nine hundred and twenty-nine elementary school-age children participated in library programs which included PAWS, the Summer Reading Challenge programs, among others. The library hosted three class visits for a total of 64 attendees. Total attendance for children's programming in July and August was 2025.

Forty-five teens participated in four programs at VCC during the reporting period. Programs included Teen DIY T-shirt program, the Teen DIY VR program, Anime Club and the Ice Cream Party.

Total attendance for 24 adult programs was 208. These included Road to Employment, Master Gardeners, Knott Just Knitting, Veteran's Benefits Program, Veteran's Connect and Lawyer in the Library among others.

Staff made 10 outreach visits and connected with 747 people.

Upcoming October programs will include:

Solano Kids Read – Kids read books, complete challenges and earn prizes. The popular program is back again this year for elementary school children. Sign up at the Information Desk.

Ulati Cultural Center 25 Year Anniversary Celebration – The City of Vacaville, The Vacaville Performing Arts Theater and the Vacaville Public Library are all celebrating the 25 year anniversary of the Ulati Center. Music, dance and two puppet shows will headline the day. Saturday, September 15, 10am – 4pm.

Puppet Art Theater – Two shows! Tale of the Dragon's Tail and Tommy's Pirate Adventure. Saturday, September 15, 1pm and 3pm.

There 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 10, 2018

Greetings, Commissioners:

During the months of July and August, VTS welcomed 32,179 visitors and circulated 29,427 items.

During the reporting period, staff presented 32 storytimes, with 1,396 in attendance. 6,043 children and teens participated in library programs, including Afternoon Adventures, Puppet Art Theatre, Python Ron, Touch A Truck, Little Bits Science, Mike the Magician, class visits and PAWS.

Total attendance for 23 adult programs was 531. These included the Book Club, Crafty Greetings, Edible Book Contest, Gem Stone Necklace Craft, Italian Ice, Jelly Belly Tasting, Gadget Workshop, Radio Theatre, and Tasty Pages.

Upcoming program highlights include:

- Afternoon Adventures – Star Wars Scavenger Hunt & Crafts: Thursday, September 13th, 4:00 – 5:00 PM. Join us for a scavenger hunt that will be out of this world! Explore the library by following intergalactic clues to win a prize. Fun crafts too!
- Hispanic Heritage Month – Author Visit Francie Martinez Vicondoa: Thursday, September 27th, 6:00 – 7:00 PM. Celebrate Hispanic Heritage Month with a visit by author, Francie Martinez Vicondoa through a collection of photographs, recipes, and memoirs with her book: *Spanish Doors, Dishes, and Dreams*.
- Alameda Paranormal Researchers: Saturday, October 6th, 3:00 – 4:00 PM. Start the Halloween season with a spin-tingling discussion with the Bay Area's most notable paranormal researchers. They'll share with us paranormal findings from all over the globe.
- Masquerade Mask Craft: Monday, October 22nd, 2:00 – 5:00 PM. Bring your imagination and create a one-of-a-kind masquerade mask for the Halloween season. All supplies will be provided for registrants to design their very own unique mask.

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

Respectfully submitted,
Johnny Parker
Supervising Librarian
Solano County Library

SOLANO COUNTY LIBRARY

FY2018/19 BUDGET
VACAVILLE LIBRARY DISTRICT - FUND 427

ACCOUNT/DESCRIPTION	FY2016/17 <u>ACTUALS</u>	FY2017/18 <u>BUDGET</u>	FY2018/19 <u>PROPOSED</u>	FY2018/19 <u>REVISED</u>
<u>EXPENSES</u>				
2055 Insurance Fire	\$35,163	\$38,000	\$38,000	\$38,000
2140 Building Maintenance	\$0	\$25,000	\$25,000	\$25,000
2206 Controlled Asset - non computer related	\$9,626	\$0	\$0	\$0
2235 Accounting/Financial Services	\$731	\$40,000	\$5,000	\$5,000
2236 Consulting Services	\$29,480	\$200,000	\$200,000	\$0
2239 Legal Service	\$3,878	\$0	\$0	\$0
2250 Charge for Service (Operating Vacaville Library	\$4,040,023	\$4,277,944	\$4,311,213	\$4,488,537
2250 Property Tax Administration Fee	\$29,072	\$35,000	\$35,000	\$35,000
2250 Other Professional Services	\$15,319	\$35,000	\$35,000	\$35,000
2312 Special Departmental Expense	\$0	\$0	\$0	\$40,000
3020 Refund of Prior Year Charges	\$12,600	\$15,000	\$15,000	\$15,000
3230 Long-Term Loan Redemption	\$73,210	\$78,091	\$78,091	\$78,091
3244 Interest on Long-Term Debt	\$76,071	\$72,429	\$68,573	\$68,573
4201 Buildings and Improvements	\$0	\$75,000	\$150,000	\$0
4202 Construction in Progress	\$0	\$0	\$0	\$350,000
4303 Equipment	\$0	\$0	\$0	\$0
8101 Contingency	\$2,655,011	\$4,041,786	\$3,657,429	\$4,129,719
8301 Reserves	\$5,000,000	\$0	\$2,000,000	\$2,000,000
TOTAL EXPENSES	\$11,980,184	\$8,933,250	\$10,618,306	\$11,307,920
<u>REVENUES</u>				
9001 Property Taxes-Secured	\$1,657,313	\$1,723,828	\$2,021,649	\$2,110,461
9002 Property Taxes-Unsecured	\$108,219	\$106,270	\$100,154	\$99,246
9003 Property Taxes-Prior	\$6,475	\$0	\$0	\$0
9004 Property Taxes-Supplemental	\$58,857	\$67,011	\$63,735	\$59,143
9005 Property Taxes-Prior Supplemental	\$294	\$0	\$0	\$0
9015 Library Sales Tax	\$2,242,463	\$2,354,213	\$2,106,193	\$2,361,558
9018 Unitary	\$36,274	\$38,088	\$41,115	\$39,530
9019 ABX1 26 Residual Taxes (Redevelopment)	\$240,415	\$336,001	\$336,001	\$403,799
9020 ABX2 26 Pass Through	\$486,139	\$544,962	\$544,962	\$519,125
9021 LM1HF & Other Assets	\$34,005	\$68,010	\$0	\$0
9401 Interest	\$59,454	\$55,000	\$80,000	\$80,000
9405 Building Rental	\$218,996	\$240,234	\$250,490	\$250,490
9504 Fish and Game	\$209	\$0	\$0	\$0
9505 State Highway Rentals	\$8	\$0	\$0	\$0
9507 Homeowner's Relief	\$25,020	\$25,020	\$24,972	\$24,413
9604 Contract Services	\$150,000	\$150,000	\$150,000	\$150,000
9703 Other Revenue	\$0	\$0	\$0	\$0
9704 Developer Impact Fee Monies	\$580,258	\$508,644	\$352,904	\$328,520
9705 Insurance Proceeds	\$0	\$0	\$0	\$0
9805 Reserve Transfer	\$0	\$200,082	\$0	\$0
9806 Fund Balance Available	\$5,894,344	\$2,515,887	\$4,546,130	\$4,881,635
TOTAL REVENUES	\$11,798,743	\$8,933,250	\$10,618,306	\$11,307,920

SOLANO COUNTY LIBRARY

VACAVILLE PUBLIC LIBRARY
CULTURAL CENTER
BUDGET

<u>Account/Description</u>	<u>FY2016/17</u> ACTUALS	<u>FY2017/18</u> BUDGET	<u>FY2018/19</u> PROPOSED
1110 Salary/Regular	770,570	873,797	896,052
1121 Salary/Extra Help	127,420	125,396	144,517
1131 Salary/OT/Call back	8,391	14,816	8,497
1141 Salary/Premium	8,212	8,627	7,843
1210 Retirement	133,807	170,665	197,006
1212 Deferred Comp County Match	582	650	610
1213 OPEB costs	15,513	17,477	17,918
1220 FICA	70,848	92,032	82,986
1230 Health	173,563	188,548	216,804
1231 Vision	1,825	2,100	2,100
1240 Comp Insurance	19,814	13,237	16,965
2141 LT Disability Insurance	241	523	397
1250 Unemployment	394	377	725
1260 Dental	9,298	10,962	9,732
1270 Accrued Leave CTO	1,742	2,500	35,400
1290 Life Insurance	818	972	1,000
Subtotal 1000's	<i>1,343,037</i>	<i>1,522,679</i>	<i>1,638,552</i>
2020 Com/Radio Services	0	0	0
2021 Telephone/County	2,711	3,233	3,300
2022 Telephone/AMC's	0	304	304
2023 Voice Mail	158	197	200
2025 Cellular Phone Service	0	50	50
2028 Telephone/Non County	0	0	0
2035 Household Expenses	41,587	50,665	49,022
2050 Liability/Risk Management	0	0	0
2051 Liability Insurance	3,826	5,330	5,588
2120 Equipment Maintenance	0	1,400	2,400
2140 Maintenance/Buildings	32,434	40,942	44,120
2170 Memberships	0	0	0
2178 Cash/Inventory Shortage	21	35	35
2200 Office Expense	2,597	3,000	3,000
2201 Office Equipment	48	94,600	2,500
2202 Controlled Asset (>1500<5000)	0	0	0
2203 Computer Componets <1500	0	0	0
2205 Postage	0	0	0
2215 Managed Print Services	2,523	2,015	1,000
2220 Microfilm/Fiche/Photo	0	0	0
2235 Accounting/Financial Svs.	0	0	0
2236 Consulting Services	0	0	0

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<u>Account/Description</u>	<u>FY2016/17</u> ACTUALS	<u>FY2017/18</u> BUDGET	<u>FY2018/19</u> PROPOSED
9001 Prop. Taxes/Secured	0	0	0
9002 Prop. Taxes/Unsecured	0	0	0
9004 Prop. Taxes/Supplement	0	0	0
9005 Prop. Taxes/Prior	0	0	0
9401 Interest	0	0	0
9405 Building Rental	1,155	600	1,200
9407 Telephones	0	0	0
9507 Homeowner's Relief	0	0	0
9511 Other Governmental Agen.	0	0	0
9569 State Aide	0	0	0
9601 Building Use Fees- Now 9405	0	0	0
9603 Photo/Microform copies	8,230	8,146	7,452
9604 Contract Services	0	0	0
9605 Library Fines	49,655	47,265	50,586
9637 Other Prof. Services	0	0	0
9663 Redevelopment	0	0	0
9702 Cash Overage	17	0	0
9703 Other Revenue	0	0	0
9705 Insurance Proceeds	0	0	0
9803 Op. Transfers In	0	0	0
9805 Reserve Transfer	0	0	0
9806 Fund Balance Available	0	0	0
Total Revenue	59,056	56,011	59,238

<u>Account/Description</u>	<u>FY2016/17</u> ACTUALS	<u>FY2017/18</u> BUDGET	<u>FY2018/19</u> PROPOSED
2250 Other Professional Svs.	6,299	21,460	11,753
2260 Software (CMSI)	0	0	0
2261 Software Licenses	0	0	0
2266 Central Data Processing	0	0	0
2267 HRIS Infrastructure Costs	0	0	0
2268 CDP - Supplemental Svs.	0	0	0
2280 Publications/Legal Notes	0	0	0
2281 Advertising/Marketing	0	0	0
2285 Rent/Lease - Equipment	621	1,617	2,172
2295 Rent/Lease - Building	0	0	0
2301 Small Tools	0	0	0
2310 Education/Training	0	0	0
2311 Tuition Reimbursement	0	0	0
2312 Special Depart. Expense	6	100	100
2327 Library Materials Process.	0	0	0
2328 Library Materials	80,000	80,000	80,000
2335 Travel Expense	96	50	50
2336 Travel Out-of-State	0	0	0
2337 Refreshments	0	0	0
2339 Management Expense	0	0	0
2345 Moving/Freight	0	0	0
2350 County Garage Services	0	0	0
2355 Personal Mileage	670	776	525
2360 Utilities	58,124	60,393	49,469
2361 Water	3,503	4,090	4,090
Subtotal 2000's	<i>203,128</i>	<i>261,101</i>	<i>221,891</i>
3020 Refund of Prior Year Chrg.	0	0	0
3231 Capital Lease-Equipment	0	0	0
3690 Interfund Svs. - Sheriff	0	93,064	103,873
3694 Interfund Svs. - Professional	71,008	0	0
3695 Interfund Svs. - Main./Mat.	0	0	0
3696 Interfund Svs. - Small Projects	9	0	0
3697 Interfund Svs. - Postage	0	0	0
3698 Interfund Svs. - Main./Labor	508	0	0
3701 Contribution - Non County	0	0	0
3710 County Admin. Overhead	0	0	0
Subtotal 3000's	<i>71,525</i>	<i>93,064</i>	<i>103,873</i>
4201 Buildings & Improvements	0	0	0
4202 Construction in Progress	0	0	0
4303 Equipment	0	0	0
4304 Computer Equipment	0	0	0
Subtotal 4000's	<i>0</i>	<i>0</i>	<i>0</i>
5040 Transfer Out - POB's	21,712	23,419	8,642
8101 Contingency	0	0	0
8301 Reserves	0	0	0
9304-8101 Contingency	0	0	0
Total - Expenses	1,116,454	1,271,556	1,296,795

OFFICE OF THE AUDITOR-CONTROLLER

SIMONA PADILLA-SCHOLTENS, CPA
Auditor-Controller

PHYLLIS TAYNTON, CPA
Assistant Auditor-Controller




SOLANO
COUNTY

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DATE: August 31, 2018

TO: Vacaville Unified School District Library District

FROM: 
Simona Padilla-Scholtens, CPA
Auditor-Controller

SUBJECT: 2017-18 Appropriations Subject to Limitation

Pursuant to California Constitution Article XIII B, Government Spending Limitation, the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit annually. The local jurisdiction may not exceed its appropriations limit for any fiscal year. To determine if the appropriations limit of the local jurisdiction has been exceeded or not, the Appropriations Subject to Limitation (ASTL) must be calculated. The Appropriations Subject to Limitation may not exceed the Appropriations Limit (Limit).

Accordingly, your District's Appropriations Subject to Limitation for the Fiscal Year 2017-18 has been computed by this office, and is provided at Enclosure 1. Documentation to support the calculation is available upon request.

Based on the calculation, your District has exceeded the FY 2017-18 Appropriations Limit by \$598,034.49. To resolve the excess of funds for FY 2017-18, your District has the following options: 1) Return the excess to the taxpayers within two years (either by reducing taxes or fees); 2) Carry-over the excess funds into the succeeding fiscal year in order to determine whether the Limit has been exceeded (i.e., if the district exceeds its Limit in any one fiscal year, it can avoid a refund if they are below their Limit in the next succeeding year by an equal or greater amount); 3) Within the two-year period following the year the Limit was exceeded, the District may request the voters to approve an override to increase the Limit so those excess funds can be appropriated.

Please contact our office as to the option your District will use to resolve the excess of funds for FY 2017-18.

If you have any questions, please call Debbie Peirce at (707) 784-2343.

 Encl. 1

**APPROPRIATIONS SUBJECT TO LIMIT
CALCULATION OF SPECIAL DISTRICTS
as of 6/30/18 for FY 2017/18**

08/31/18

	VACAVILLE USD LIBRARY DISTRICT (Fd 427)
Total PROPERTY TAXES (a) plus HOPTR plus Other Subventions	\$ 3,332,689.77 *
divided by (/)	
Total REVENUE per IFAS LESS Interest Income	6,662,776.66
times (X)	
INTEREST INCOME	108,886.90
add (+)	
Total PROPERTY TAXES + HOPTR + Other Subventions	<u>3,332,689.77</u>
Proceeds of Taxes	3,387,154.49
Less: Exclusions (Court Orders FICA)	-
Less: Exclusions (State Mandates-UI)	-
ASTL (Appropriations Subject to Limit)	3,387,154.49
GANN Appropriations Limit - FY 2015/16	2,789,120.00
Amount Over/(Under) the Appropriation Limit	<u><u>\$ 598,034.49</u></u> ✓

Tickmarks:

* Fund 427: Exclude Measure B tax proceeds (SO 0009015) since this is voter-approved, non-discretionary proceeds.

NOTES:

(a) In FY 12/13, for districts receiving LMIHF (Low and Moderate Income Housing Funds), collections were classified as property taxes (in SO #9021);

SOURCE: IFAS MONTHLY STATUS REPORTS; ACO RECORDS/GANN LIMIT FILE FOR SPECIAL DISTRICTS