

VACAVILLE LIBRARY COMMISSION

September 11, 2023- 6:30 p.m.

LOCATION: Vacaville Cultural Center Library - 1020 Ulatis Drive, Vacaville, CA 95687

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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 Cultural Center Library, 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 12, 2023 Regular Meeting and August 9, 2023 Special Meeting (Attachments 1) - **ACTION**
5. APPROVAL OF AGENDA – **ACTION**
6. COMMENTS FROM THE FLOOR (3-minute time limit per individual)

Items on the Agenda – Persons wishing to speak to items on the agenda should so indicate to the President of the Commission at this time. You will be given an opportunity to speak on the subject at the time the item is discussed by the Commission.

Items Not on the Agenda – Persons wishing to speak to items not on the agenda should so indicate to the President of the Commission at this time. Subjects not on the agenda may be introduced at this time, but no action may be taken on them at this meeting. Please stand and state your name and address.

7. CORRESPONDENCE
8. LIBRARIANS' REPORTS (Attachment 2)
9. OLD BUSINESS

FY 2023-2024 Vacaville Library District Revised Budget - The Commission will receive a budget update and may take action. (Attachment 3) - **ACTION**
10. NEW BUSINESS

Commissioner Appointments - The Commission will discuss and make take action on recommending the appointment of Allison Henry and Thomas Baxley to the Vacaville Library Commission. (Attachment 4) - **ACTION**
11. ITEMS OF INTEREST TO THE COMMISSION
12. DATE OF NEXT MEETING: November 13, 2023
13. ADJOURNMENT

Minutes of the
Vacaville Library Commission
June 12, 2023

CALL TO ORDER

Ms. Valdez called the meeting to order at 6:40 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM

Members Present

Cathy Valdez
Peggy Rollins
Steve Vidmar

Members Absent

Beatryce Clark

Others Present

Suzanne Olawski, Director of Library Services, Solano County Library
Lisa Lin, Admin Services Manager, Solano County Library
Nancy Redfield, Branch Manager, Solano County Library
Mike Perkins, Supervising Librarian
John Parker, Supervising Librarian
Cathy Sheldon, Office Assistant, Solano County Library
Brian Nash, Auditor, Richardson & Company, LLP (via Zoom)

INTRODUCTIONS

Ms. Olawski introduced Mr. Brian Nash, Auditor, Richardson & Company, LLP.

APPROVAL OF MINUTES

Ms. Rollins moved to approve the meeting minutes of March 13, May 8 and May 11, 2023 (Special Meeting); Mr. Vidmar seconded. Motion carried. So ordered 3-0 vote.

APPROVAL OF AGENDA

Ms. Rollins moved to approve the June 12, 2023 agenda; Mr. Vidmar seconded. Motion carried. So ordered 3-0 vote.

COMMENTS FROM THE FLOOR

None.

CORRESPONDENCE

None.

LIBRARIANS' REPORTS

In addition to the librarians' reports, Ms. Olawski reported the Summer Reading Program started June 1, 2023. Vacaville libraries have 984 signups so far. Student access cards checked out 15,750 items. Ms. Olawski stated there will be a special meeting of the Vacaville Unified School Board Library Board sometime this summer, to give them an update on the Cultural Center expansion. Ms. Olawski stated library staff reached out to the City of Vacaville about moving the bike racks closer to the entrance and about EV stations at the Cultural Center plaza. The City stated there are two EV charging stations behind the community center. Library staff will follow up with the City of Vacaville.

OLD BUSINESS

New Commissioner - The Commission will discuss and may take action to fill vacancies due to the resignation of Dave McCallum and the fulfillment three consecutive three-year terms by Beatryce Clark.

After a brief discussion about the vacancies and previous candidates who interviewed, Mr. Vidmar moved to approve Ms. Olawski reaching out to Ms. Henry and Mr. Baxley regarding their interest to serve on the Commission; Ms. Rollins seconded. Motion carried. So ordered 3-0 vote.

NEW BUSINESS

- a. District Audit - The Commission will receive a report for the Library District for the years ending June 30, 2020 and June 30, 2021 and may take action.

Mr. Brian Nash, Auditor, Richardson & Company, LLP via Zoom gave the Commission a report on the audit. The auditor issued an unmodified opinion, which is a clean opinion under generally accepted auditing standards.

Ms. Rollins moved to recommend the Board accept the Library District audit for the years ending June 30, 2020 and June 30, 2021; Mr. Vidmar seconded. Motion carried. So ordered 3-0 vote.

- b. FY 2023-2024 Proposed Budget Update - The Commission will hear a budget update and make take action.

Ms. Olawski gave the Commission a brief update on the FY 2023-2024 Proposed budget.

Ms. Rollins moved to accept the updated FY 2023-2024 Proposed Budget; Mr. Vidmar seconded. Motion carried. So ordered 3-0 vote.

- c. Election of President-Commissioners will elect a President for the Fiscal Year 2023-2024.

Ms. Valdez vacated her position as chair and moved to elect Ms. Rollins for President for FY 2023-2024; Mr. Vidmar seconded. Motion carried. So ordered 3-0 vote.

- d. Commissioner Re-appointment-Commissioners will discuss and may take action on recommending a second term for a three-year re-appointment of Commissioner Peggy Rollins.

Ms. Valdez vacated her position as Chair and moved to reappoint Ms. Rollins for a 2nd three-year re-appointment to the Commission; Mr. Vidmar seconded. Motion carried. So ordered 3-0 vote.

ITEMS OF INTEREST TO THE COMMISSION

Ms. Valdez will attend the VUSDLD meeting on June 15, 2023.

DATE OF NEXT MEETING

The next Vacaville Library Commission meeting will be held on Monday, September 11, 2023 at 6:30 p.m.

ADJOURNMENT

Meeting adjourned at 7:55 p.m.

Suzanne Olawski, Director of Library Services

DRAFT

Minutes of the
Vacaville Library Commission Special Meeting
August 9, 2023

CALL TO ORDER

Ms. Rollins called the meeting to order at 5:07 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM

Members Present

Cathy Valdez
Peggy Rollins
Steve Vidmar

Others Present

Suzanne Olawski, Director of Library Services, Solano County Library
Mike Eitner, Assistant Director of Library Services, Solano County Library
Lisa Lin, Admin Services Manager, Solano County Library
Nancy Redfield, Branch Manager, Solano County Library
Mike Perkins, Supervising Librarian
Tim Reynolds, Capital Projects Coordinator, Solano County
Cathy Sheldon, Office Assistant, Solano County Library

COMMENTS FROM THE FLOOR

None.

NEW BUSINESS

None.

OLD BUSINESS

Expansion of the Cultural Center Library - The Commission will receive an update on the expansion and may take action. **ACTION**

Mr. Reynolds presented an update to the Commission on the Vacaville Cultural Center Library expansion project and discussed the revised project scope with an expanded addition to the northeastern part of the library, inclusive of an additional 660 sq. ft. multipurpose/makerspace room. Ms. Olawski discussed temporary library services during the branch closure and presented two space options with the larger space allowing for material storage as well as a small browsing collection, public access computers, and holds pickup. The Commission also discussed the design services contract and a project related signing authority limit for the Director of Library Services. The design services contract increased by \$200K due to the project's increased scope of service.

Ms. Valdez moved to recommend the Board approve the revised scope with proposed enhancements, \$1.6 million contract with Cannon Design for Architectural design spanning from Design Development through Construction Administration, conceptual scope and budget to provide temporary library facility services during construction closure (estimated August 2024-April 2025) in the amount NTE \$600K, and \$75K signing authority

limit for the Director of Library Services to execute project related contracts; Mr. Vidmar seconded. Motion carried. So order 3-0 vote.

Yes Peggy Rollins

Yes Cathy Valdez

Yes Steve Vidmar

ADJOURNMENT

Meeting adjourned at 6:45 p.m.

Suzanne Olawski, Director of Library Services

DRAFT

Librarian's Report to the Vacaville Library Commission
Vacaville Public Library-Cultural Center
September 2023

Greetings, Commissioners:

It was a very busy and successful summer at the Cultural Center Library! We had 1,197 participants in the Summer Reading Challenge and handed out nearly 800 book prizes to kids and teens. The turnout for performers and summer activities was much higher than last year. Some of the highlights include Messy Art Day (213 kids) and Solar Science (173). These were outdoor activities that involved a lot of staff, but the kids and families had a blast!

As we head into the fall, we have two major goals in preparation for the Remodel/Expansion: prepare the collection for storage/relocation and build partnerships with other organizations. We have a goal of eliminating around 15% of the collection, which is not as steep as it sounds. Most of it will be coming out of the adult non-fiction collection and will be primarily removed because of low demand, too many duplicate copies, or being outdated. Very little "in demand" materials will be cut.

Secondly, staff are looking to build relationships with other agencies and organizations this year so that we can lean on those partnerships while we are closed in 2024/25. For example, our adult services staff are contacting/visiting every retirement apartment and community in Vacaville, in the hopes of setting up routine visits to their facilities, be it to assist with digital resources or even to bring library materials directly to the residents.

Events to Highlight:

Our Storytime line-up consists of *Preschool Storytime* at 10am on Tuesdays and Wednesdays; *Baby Storytime* at 10am on Thursdays; and then *Toddler Storytimes* at 10 on Fridays.

Teen Game Night is the last Friday of every month (9/29 in September). This event has developed a dedicated following of 20+ teens. David and Kevin are working towards expanding this program into more than just video games, as many of the teens have expressed interest in some other ideas to go with it.

Master Gardeners of Solano County (every third Thursday at 6pm). Stop by the evening of the 21st to learn about Bulbs—how to grow them, maintain them, and identify them!

Mike Perkins
Supervising Librarian
Vacaville Public Library-Cultural Center

Librarian's Report to the Vacaville Library Commission
Vacaville Town Square Library (VTS)
September 11, 2023

Greetings, Commissioners:

From July to August, VTS welcomed 18,194 visitors and circulated 38,676 items.

During the reporting period, staff presented 31 storytimes with 1,034 in attendance. 7,595 children and teens participated in library programs including Storytimes (Baby Bounce, Toddler, Outdoor, Pajama, and Preschool), Summer Breakfast & Lunch, Paint Night, Ice Cream Party, Sharkii, and Dungeons & Dragons.

Total attendance for outreach programs was 161. These included the Mobile Library school visits, Reading at the Barbershop, Youth Roundtable, and the Downtown Vacaville Farmer's Market

Upcoming events highlights include:

- Teen Rainbow Reads Book Club: Wednesday, September 20th 3:30 – 5:00 PM. Join us for the first meeting of the Teen Rainbow Reads Book Club! Rainbow reads is a book club for teens where they get to read young adult books in LGBTQ+ characters. All teens are welcome to join this book club. Come have snacks, meet new friends, and learn more about the book club in the Teen Zone.
- Bullet Journaling for School Success for Tweens and Teens: Friday, September 15th 2:00 – 4:00 PM. Join us for an afternoon of learning how to use Bullet Journaling techniques to get your school project on track and your schedule tidied up! We will also discover some fun ways to dress up our journals with washi tape, fineliners, and have fun doodling as you plan.
- Saturday Family Storytime – Author Ryan Rucker: Saturday, October 7th, 10:00 – 11:00 AM. Join us for stories, songs, and craft. All ages welcome. In October we will feature guest readers. Today author Ryan Rucker will share his book *Is This Your Favorite Ice Cream?* And kids can make their own ice cream!
- Afternoon Adventures – Pumpkin Decorating: Thursday, October 19th, 4:00 – 5:00 PM. Celebrate the season and create your own pumpkin masterpiece! One free mini pumpkin per child while supplies last. Join us every Thursday at 4:00 p.m. for a different fun event!

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

Rev. 427

**FY2023/24 BUDGET
VACAVILLE LIBRARY DISTRICT - FUND 427**

ACCOUNT/DESCRIPTION	FY2022/23 ACTUALS	FY2023/24 PROPOSED	FY2023/24 REVISED
<u>EXPENSES</u>			
2055 Insurance Fire	\$88,577	\$106,044	\$119,523
2140 Building Maintenance	\$415	\$62,000	\$62,000
2235 Accounting/Financial Services	\$19,404	\$14,800	\$14,800
2236 Consulting Services	\$0	\$20,000	\$20,000
2239 Legal Service	\$0	\$600	\$600
2250 Charge for Service (Operating Vacaville Library)	\$5,340,358	\$5,881,421	\$5,249,725
2250 Property Tax Administration Fee	\$33,733	\$44,000	\$44,000
2250 Other Professional Services	\$46,152	\$80,000	\$80,000
2250 Other Professional Services (continuation of svc)	\$0	\$0	\$600,000
2312 Special Departmental Expense	\$40,000	\$40,000	\$40,000
3020 Refund of Prior Year Charges	\$8,437	\$15,000	\$15,000
3230 Long-Term Loan Redemption	\$1,068,866	\$0	\$0
3244 Interest on Long-Term Debt	\$21,615	\$0	\$0
4201 Buildings and Improvements	\$0	\$0	\$268,971
4202 Construction in Progress	\$413,203	\$2,000,000	\$2,000,000
4303 Equipment	\$0	\$0	\$0
8101 Contingency	\$0	\$4,422,772	\$4,811,129
8301 Reserves	\$0	\$3,000,000	\$3,000,000
TOTAL EXPENSES	\$7,080,759	\$15,686,637	\$16,325,748
<u>REVENUES</u>			
9001 Property Taxes-Secured	\$2,706,902	\$2,733,979	\$2,733,979
9002 Property Taxes-Unsecured	\$79,551	\$75,275	\$75,275
9003 Property Taxes-Prior	\$3,806	\$0	\$0
9004 Property Taxes-Supplemental	\$70,427	\$54,536	\$54,536
9005 Property Taxes-Prior Supplemental	\$2,501	\$0	\$0
9015 Library Sales Tax	\$3,387,875	\$3,369,256	\$3,369,256
9018 Unitary	\$46,720	\$46,720	\$46,720
9019 ABX1 26 Residual Taxes (Redevelopment)	\$645,337	\$644,582	\$644,582
9020 ABX2 26 Pass Through	\$641,921	\$603,911	\$603,911
9021 LM1HF & Other Assets	\$0	\$0	\$0
9401 Interest	\$493,063	\$250,000	\$310,000
9405 Building Rental	\$271,368	\$297,568	\$297,568
9504 Fish and Game	\$212	\$0	\$0
9505 State Highway Rentals	\$11	\$0	\$0
9507 Homeowner's Relief	\$23,924	\$23,487	\$23,487
9599 Fed Other	\$216	\$0	\$0
9604 Contract Services	\$150,000	\$150,000	\$150,000
9703 Other Revenue	\$0	\$0	\$0
9704 Developer Impact Fee Monies	\$888,421	\$300,553	\$300,553
9805 Reserve Transfer	\$0	\$0	\$0
9806 Fund Balance Available	\$0	\$7,136,770	\$7,715,881
TOTAL REVENUES	\$9,412,255	\$15,686,637	\$16,325,748

<u>CHARGE FOR SERVICE</u> <u>VACAVILLE LIBRARY OPERATING COSTS</u>	<u>FY2022/23</u> <u>ACTUALS</u>	<u>FY2023/24</u> <u>PROPOSED</u>	<u>FY2023/24</u> <u>REVISED</u>
**EXPENSES			
Expenses in the Vacaville Library Overhead for Fiscal Year	\$3,955,049	\$4,186,801	\$4,186,801
Administration	\$998,929	\$1,031,001	\$1,031,001
Technical Svs. Fees	\$831,273	\$889,506	\$889,506
Automation	\$316,963	\$308,677	\$308,677
Telephone Assistance Center	\$68,765	\$0	\$0
TOTAL EXPENSES	\$6,170,979	\$6,415,985	\$6,415,985
**CREDITS			
Revenue collected in the Vacaville Library for Fiscal Year			
Library Fines/Fees	\$2,559	\$6,168	\$6,168
Building Use Fees	\$0	\$110	\$110
Photo/Microfiche Copies	\$520	\$9,649	\$9,649
Cash Overage	\$2	\$3	\$3
Other Revenue - Federal CARES Act revenue	\$5,332	\$0	\$0
Tax area code credit	\$627,170	\$686,454	\$686,454
Unexpended Direct Funds	\$195,038	(\$167,819)	\$463,877
TOTAL CREDITS	\$830,621	\$534,564	\$1,166,260
TOTAL CHARGE	\$5,340,358	\$5,881,421	\$5,249,725

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

SOLANO COUNTY LIBRARY
rev. 6367
VACAVILLE PUBLIC LIBRARY
CULTURAL CENTER
BUDGET

<u>Account/Description</u>	<u>FY2021/22</u> ACTUALS	<u>FY2022/23</u> ACTUALS	<u>FY2023/24</u> PROPOSED
1110 Salary/Regular	996,614	1,033,085	1,170,695
1121 Salary/Extra Help	71,107	83,923	109,737
1131 Salary/OT/Call back	9,373	8,041	8,785
1141 Salary/Premium	0	0	0
1210 Retirement	261,956	272,203	312,597
1211 PARS Retirement Costs	3,557	0	0
1212 Deferred Comp County Match	805	1,023	1,654
1213 OPEB costs	19,396	18,682	23,414
1220 FICA	83,976	87,056	98,626
1230 Health	205,205	197,464	240,176
1231 Vision	1,887	1,714	1,936
1240 Comp Insurance	22,897	18,488	21,472
1241 Long Term Disability Ins	379	278	494
1250 Unemployment	3,202	0	0
1260 Dental	10,130	9,073	11,032
1270 Accrued Leave CTO	17,786	28,476	3,000
1290 Life Insurance	936	828	1,120
Subtotal 1000's	1,709,206	1,760,333	2,004,738
2020 Com/Radio Services	0		0
2021 Telephone/County	6,155	8,809	9,338
2022 Telephone/AMC's	333	79	336
2023 Voice Mail	0		0
2025 Cellular Phone Service	0		0
2035 Household Expenses	63,183	66,281	72,648
2050 Liability/Risk Management	0	0	0
2051 Liability Insurance	12,758	15,381	22,580
2120 Equipment Maintenance	1,000	1,000	2,000
2140 Maintenance/Buildings	46,195	34,782	68,000
2170 Memberships	0	0	0
2176 Fees and Permits	0	0	400
2178 Cash/Inventory Shortage	0	0	20
2200 Office Expense	1,945	3,607	4,000
2201 Office Equipment	2,090	1,039	2,000
2202 Controlled Asset (>1500<5000)	0	0	0
2203 Computer Componets <1500	0	0	0
2207 Ergonomic Under \$1500	674	0	0
2215 Managed Print Services	522	1,051	1,255
2235 Accounting/Financial Svs.	0	0	0
2240 Legal - Minors	0	0	0
2250 Other Professional Svs.	6,707	12,509	14,100
2280 Publications/Legal Notes	0	0	0
2285 Rent/Lease - Equipment	4,171	6,645	6,675
2310 Education/Training	0	0	0

<u>Account/Description</u>	<u>FY2021/22</u> <u>ACTUALS</u>	<u>FY2022/23</u> <u>ACTUALS</u>	<u>FY2023/24</u> <u>PROPOSED</u>
2312 Special Depart. Expense	0	2,512	5,000
2327 Library Materials Process.	0	0	0
2328 Library Materials	150,200	150,200	150,200
2335 Travel Expense	0	0	0
2336 Travel Out-of-State	0	0	0
2337 Refreshments	0	370	0
2339 Management Expense	0	338	600
2355 Personal Mileage	14	811	400
2360 Utilities	74,646	91,603	113,680
2361 Water	4,108	4,590	5,015
Subtotal 2000's	374,700	401,608	478,247
3690 Interfund Svs. - Sheriff	0	0	0
3694 Interfund Svs. - Professional	0	0	0
3695 Interfund Svs. - Main./Mat.	0	0	0
3696 Interfund Svs. - Small Projects	0	0	0
3698 Interfund Svs. - Main./Labor	0	0	0
3710 County Admin. Overhead	0	0	0
Subtotal 3000's	0	0	0
4201 Buildings & Improvements	0	0	0
4202 Construction in Progress	0	0	0
Subtotal 4000's	0	0	0
5040 Transfer Out - POB's	15,275	14,759	17,654
8101 Contingency	0	0	0
8301 Reserves	0	0	0
9304-8101 Contingency	0	0	0
Total - Expenses	2,099,181	2,176,699	2,500,639
9405 Building Rental	35	1,015	315
9407 Telephones	0	0	0
9502 Federal CARES Act Revenue	0	0	0
9511 Other Governmental Agen.	0	0	0
9569 State Aide	0	0	0
9603 Photo/Microform copies	6,262	10,052	6,956
9604 Contract Services	0	0	0
9605 Library Fines	4,321	3,788	2,807
9637 Other Prof. Services	0	77	0
9663 Redevelopment	0	0	0
9702 Cash Overage	3	1	0
9703 Other Revenue	0	0	0
9811 Operating Txr In - ARPA	0	32,639	0
Total Revenue	10,621	47,572	10,078

SOLANO COUNTY LIBRARY

rev. 6368

VACAVILLE PUBLIC LIBRARY**TOWN SQUARE****BUDGET**

<u>Account/Description</u>	<u>FY2021/22</u> ACTUALS	<u>FY2022/23</u> ACTUALS	<u>FY2023/24</u> PROPOSED
1110 Salary/Regular	565,342	644,367	670,462
1121 Salary/Extra Help	34,560	28,479	41,152
1131 Salary/OT/Call back	2,710	4,250	5,450
1141 Salary/Premium	0	0	
1210 Retirement	155,067	176,981	187,951
1212 Deferred Comp County Match	723	753	731
1213 OPEB costs	11,137	12,020	13,410
1220 FICA	46,977	51,401	54,856
1230 Health	129,971	135,223	153,703
1231 Vision	1,199	1,118	1,192
1240 Comp Insurance	14,588	10,445	12,064
1250 Unemployment	2,007	0	0
1260 Dental	6,116	6,352	6,922
1270 Accrued Leave CTO	738	1,568	3,000
1290 Life Insurance	468	466	551
Subtotal 1000's	971,602	1,073,423	1,151,444
2020 Com/Radio Services		0	0
2021 Telephone/County	4,663	6,130	6,359
2022 Telephone/AMC's	111	37	336
2023 Voice Mail	0	0	0
2025 Cellular Phone Service	0	0	0
2028 Telephone/Non County	0	0	0
2035 Household Expenses	31,204	33,271	37,468
2050 Liability/Risk Management	0	0	0
2051 Liability Insurance	9,525	11,430	13,583
2120 Equipment Maintenance	0	0	500
2140 Maintenance/Buildings	29,488	26,118	64,000
2170 Memberships	0	0	0
2176 Fees and Permits	0	316	400
2178 Cash/Inventory Shortage	0	0	20
2200 Office Expense	3,118	1,929	3,000
2201 Office Equipment	30	929	2,000
2202 Controlled Asset (>1500<5000)	0	0	0
2203 Computer Componets <1500	0	0	0
2205 Postage	0	0	0
2215 Managed Print Services	437	488	600
2235 Accounting/Financial Svs.	0	0	0
2250 Other Professional Svs.	7,788	9,792	16,500
2260 Software (CMSI)	0	0	0
2261 Software Licenses	479	0	0
2280 Publications/Legal Notes	0	0	0
2281 Advertising/Marketing	0	0	0
2285 Rent/Lease - Equipment	3,410	4,763	4,850
2310 Education/Training	0	0	0
2311 Tuition Reimbursement	0	0	0
2312 Special Depart. Expense	0	25	100

<u>Account/Description</u>	<u>FY2021/22</u> ACTUALS	<u>FY2022/23</u> ACTUALS	<u>FY2023/24</u> PROPOSED
2327 Library Materials Process.	0	0	0
2328 Library Materials	80,000	80,000	80,000
2335 Travel Expense	0	0	0
2336 Travel Out-of-State	0	0	0
2337 Refreshments	0	260	0
2339 Management Expense	0	0	0
2355 Personal Mileage	229	959	600
2360 Utilities	41,171	54,114	65,665
2361 Water	3,395	5,146	5,505
Subtotal 2000's	215,048	235,704	301,486
3690 Interfund Svs. - Sheriff	0	0	0
3694 Interfund Svs. - Professional	125,781	33,837	222,618
3695 Interfund Svs. - Main./Mat.	0	0	0
3696 Interfund Svs. - Small Projects	0	0	0
3697 Interfund Svs. - Postage	0	0	0
3698 Interfund Svs. - Main./Labor	0	0	0
3710 County Admin. Overhead	0	0	0
Subtotal 3000's	125,781	33,837	222,618
4201 Buildings & Improvements	0	0	0
4202 Construction in Progress	0	0	0
Subtotal 4000's	0	0	0
5040 Transfer Out - POB's	8,771	9,495	10,614
8101 Contingency	0	0	0
8301 Reserves	0	0	0
9304-8101 Contingency	0	0	0
Total - Expenses	1,321,202	1,352,459	1,686,162
9401 Interest	0	0	0
9405 Building Rental	75	200	0
9407 Telephones	0	0	0
9502 Federal CARES Act Revenue	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	3,387	4,689	3,098
9604 Contract Services	0	0	0
9605 Library Fines	1,847	1,173	1,260
9637 Other Prof. Services	0	0	0
9663 Redevelopment	0	0	0
9702 Cash Overage	0	0	0
9811 Operating Txr In - ARPA	0	20,357	0
Total Revenue	5,308	26,419	4,358

OVERHEAD FY2021/22 NUMBERS FPR FY2023/24
PROPOSED BUDGET

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	CODE	ACCOUNT/DESCRIPTION	6311/ HQ	JFK	FCC	VAC	SPR	RIO	LAW	SUI	COR	DIX	IT	LITERACY	Subtotal	CODE	ACCOUNT/DESCRIPTION
2	A	1100 Salary/Regular	1,075,308	150,328	182,265	255,816	67,207	61,830	16,022	84,197	94,842	83,336	16,560	62,906	1,075,308	B	1100 Salary/Regular
3	A	1121 Salary/Extra Help	50,321	7,035	8,529	11,971	3,145	2,893	750	3,940	4,438	3,900	775	2,944	50,321	B	1121 Salary/Extra Help
4	A	1131 Salary/OT/Call back	2,350	328	398	559	147	135	35	184	207	182	36	137	2,350	B	1131 Salary/OT/Call back
5	A	1141 Salary/Premium Pay	14	2	2	3	1	1	0	1	1	1	0	1	14	B	1141 Salary/Premium Pay
6	A	1142 Salary/Wages Standby Pay	0	0	0	0	0	0	0	0	0	0	0	0	0	B	1142 Salary/Wages Standby Pay
7	A	1210 Retirement	343,313	47,995	58,192	81,674	21,457	19,740	5,115	26,881	30,280	26,607	5,287	20,084	343,313	B	1210 Retirement
8	A	1211 PARS Retirement	20,854	2,915	3,535	4,961	1,303	1,199	311	1,633	1,839	1,616	321	1,220	20,854	B	1211 PARS Retirement
9	A	1212 Deferred Comp-County Match	1,243	174	211	296	78	71	19	97	110	96	19	73	1,243	B	1212 Deferred Comp-County Match
10	A	1213 OPEB Costs	25,302	3,537	4,289	6,019	1,581	1,455	377	1,981	2,232	1,961	390	1,480	25,302	B	1213 OPEB Costs
11	A	1220 FICA	100,579	14,061	17,048	23,928	6,286	5,783	1,499	7,875	8,871	7,795	1,549	5,884	100,579	B	1220 FICA
12	A	1230 Health	212,655	29,729	36,045	50,591	13,291	12,228	3,169	16,651	18,756	16,481	3,275	12,440	212,655	B	1230 Health
13	A	1231 Vision	2,059	288	349	490	129	118	31	161	182	160	32	120	2,059	B	1231 Vision
14	A	1240 Comp Insurance	34,387	4,807	5,829	8,181	2,149	1,977	512	2,693	3,033	2,665	530	2,012	34,387	B	1240 Comp Insurance
15	A	1241 Long Term Disability Ins.	2,265	317	384	539	142	130	34	177	200	176	35	133	2,265	B	1241 Long Term Disability Ins.
16	A	1250 Unemployment	6,016	841	1,020	1,431	376	346	90	471	531	466	93	352	6,016	B	1250 Unemployment
17	A	1260 Dental	11,033	1,542	1,870	2,625	690	634	164	864	973	855	170	645	11,033	B	1260 Dental
18	A	1270 Accrued Leave CTO	29,867	4,175	5,063	7,105	1,867	1,717	445	2,339	2,634	2,315	460	1,747	29,867	B	1270 Accrued Leave CTO
19	A	1290 Life Insurance	2,139	299	363	509	134	123	32	167	189	166	33	125	2,139	B	1290 Life Insurance
20		Subtotal 1000's	1,919,704	268,375	325,390	456,698	119,982	110,383	28,604	150,313	169,318	148,777	29,563	112,303	1,919,704		Subtotal 1000's
21																	
22	A	2011 Clothing &Personal Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0	B	2011 Clothing &Personal Supplies
23	A	2021 Telephone/County	4,538	634	769	1,080	284	261	68	355	400	352	70	265	4,538	B	2021 Telephone/County
24	A	2022 Telephone/AMC's	0	0	0	0	0	0	0	0	0	0	0	0	0	B	2022 Telephone/AMC's
25	A	2025 Cellular Telephone Ser.	0	0	0	0	0	0	0	0	0	0	0	0	0	B	2025 Cellular Telephone Ser.
26	A	2028 Telephone/Non County	0	0	0	0	0	0	0	0	0	0	0	0	0	B	2028 Telephone/Non County
27	A	2035 Household Expenses	858	120	145	204	54	49	13	67	76	66	13	50	858	B	2035 Household Expenses
28	A	2050 Liability/Risk Management	453,095	63,343	76,800	107,791	28,318	26,053	6,751	35,477	39,963	35,115	6,978	26,506	453,095	B	2050 Liability/Risk Management
29	A	2051 Liability Insurance	61,901	8,654	10,492	14,726	3,869	3,559	922	4,847	5,460	4,797	953	3,621	61,901	B	2051 Liability Insurance
30	A	2120 Equipment Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	B	2120 Equipment Maintenance
31	A	2122 Fuels & Lubricants	0	0	0	0	0	0	0	0	0	0	0	0	0	B	2122 Fuels & Lubricants
32	A	2140 Maintenance/Buildings	14,800	2,069	2,509	3,521	925	851	221	1,159	1,305	1,147	228	866	14,800	B	2140 Maintenance/Buildings
33	A	2170 Memberships	28,177	3,939	4,776	6,703	1,761	1,620	420	2,206	2,485	2,184	434	1,648	28,177	B	2170 Memberships
34	A	2175 Miscellaneous Expense	10	1	2	2	1	1	0	1	1	1	0	1	10	B	2175 Miscellaneous Expense
35	A	2176 Fees and Permits	57	8	10	14	4	3	1	4	5	4	1	3	57	B	2176 Fees and Permits
36	A	2200 Office Expense	5,089	711	863	1,211	318	293	76	398	449	394	78	298	5,089	B	2200 Office Expense
37	A	2201 Office Equip (un \$1500)	860	120	146	205	54	49	13	67	76	67	13	50	860	B	2201 Office Equip (un \$1500)
38	A	2202 Office Equip (1500-4999)	0	0	0	0	0	0	0	0	0	0	0	0	0	B	2202 Office Equip (1500-4999)
39	A	2203 Comput. Com. (un 1500)	0	0	0	0	0	0	0	0	0	0	0	0	0	B	2203 Comput. Com. (un 1500)
40	A	2204 Computer Related Items < \$500	0	0	0	0	0	0	0	0	0	0	0	0	0	B	2204 Computer Related Items < \$500
41	A	2205 Postage	32	4	5	8	2	2	0	2	3	2	0	2	32	B	2205 Postage
42	A	2206 Cont Asset-Non Comp Related	0	0	0	0	0	0	0	0	0	0	0	0	0	B	2206 Cont Asset-Non Comp Related
43	A	2207 Ergonomic Under \$1500	2,083	291	353	496	130	120	31	163	184	161	32	122	2,083	B	2207 Ergonomic Under \$1500
44	A	2210 Central Duplicating	14,008	1,958	2,374	3,333	876	805	209	1,097	1,236	1,086	216	819	14,008	B	2210 Central Duplicating
45	A	2215 Managed Print Cost Per Copy	182	25	31	43	11	10	3	14	16	14	3	11	182	B	2215 Managed Print Cost Per Copy
46	A	2216 Maintenance/Srvice Contract	0	0	0	0	0	0	0	0	0	0	0	0	0	B	2216 Maintenance/Srvice Contract
47	A	2236 Consulting Services	0	0	0	0	0	0	0	0	0	0	0	0	0	B	2236 Consulting Services
48	A	2250 Other Professional Svcs.	320,282	44,775	54,288	76,195	20,018	18,416	4,772	25,078	28,249	24,822	4,932	18,736	320,282	B	2250 Other Professional Svcs.
49	A	2261 Software Lic/Maint Agrmts	0	0	0	0	0	0	0	0	0	0	0	0	0	B	2261 Software Lic/Maint Agrmts
50	A	2266 Central Data Processing Svce	191,250	26,737	32,417	45,498	11,953	10,997	2,850	14,975	16,868	14,822	2,945	11,188	191,250	B	2266 Central Data Processing Svce
51	A	2270 Software	0	0	0	0	0	0	0	0	0	0	0	0	0	B	2270 Software
52	A	2271 Software Rental/Subscription	744	104	126	177	47	43	11	58	66	58	11	44	744	B	2271 Software Rental/Subscription
53	A	2280 Publications/Legal Notes	1,623	227	275	386	101	93	24	127	143	126	25	95	1,623	B	2280 Publications/Legal Notes
54	A	2281 Advertising Marketing	185,926	25,992	31,514	44,232	11,620	10,691	2,770	14,558	16,399	14,409	2,863	10,877	185,926	B	2281 Advertising Marketing
55	A	2285 Rent/Lease - Equipment	6,248	873	1,059	1,486	391	359	93	489	551	484	96	366	6,248	B	2285 Rent/Lease - Equipment
56	A	2310 Education/Training	7,527	1,052	1,276	1,791	470	433	112	589	664	583	116	440	7,527	B	2310 Education/Training
57	A	2312 Special Depart. Expense	18,734	2,619	3,175	4,457	1,171	1,077	279	1,467	1,652	1,452	288	1,096	18,734	B	2312 Special Depart. Expense
58	A	2327 Library Materials Process.	0	0	0	0	0	0	0	0	0	0	0	0	0	B	2327 Library Materials Process.
59	A	2328 Library Materials	0	0	0	0	0	0	0	0	0	0	0	0	0	B	2328 Library Materials
60	A	2335 Travel Expense	1,141	160	193	272	71	66	17	89	101	88	18	67	1,141	B	2335 Travel Expense
61	A	2336 Travel Out-Of-State	5,690	795	964	1,354	356	327	85	446	502	441	88	333	5,690	B	2336 Travel Out-Of-State
62	A	2337 Refreshments	210	29	36	50	13	12	3	16	19	16	3	12	210	B	2337 Refreshments
63	A	2339 Management Business Expense	1,305	182	221	310	82	75	19	102	115	101	20	76	1,305	B	2339 Management Business Expense

OVERHEAD FY2021/22 NUMBERS FPR FY2023/24
PROPOSED BUDGET

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	CODE	ACCOUNT/DESCRIPTION	6311/ HQ	JFK	FCC	VAC	SPR	RIO	LAW	SUI	COR	DIX	IT	LITERACY	Subtotal	CODE	ACCOUNT/DESCRIPTION	
64	A	2345 Moving/Freight	0	0	0	0	0	0	0	0	0	0	0	0	0		B	2345 Moving/Freight
65	A	2350 County Garage Services	0	0	0	0	0	0	0	0	0	0	0	0	0		B	2350 County Garage Services
66	A	2354 Car Allowance	6,025	842	1,021	1,433	377	346	90	472	531	467	93	352	6,025		B	2354 Car Allowance
67	A	2355 Personal Mileage	2,495	349	423	594	156	143	37	195	220	193	38	146	2,495		B	2355 Personal Mileage
68	A	2360 Utilities	22,331	3,122	3,785	5,312	1,396	1,284	333	1,749	1,970	1,731	344	1,306	22,331		B	2360 Utilities
69	A	2361 Water	1,843	258	312	438	115	106	27	144	163	143	28	108	1,843		B	2361 Water
70	A	Subtotal 2000's	1,359,064	189,997	230,361	323,321	84,941	78,146	20,250	106,415	119,869	105,327	20,930	79,505	1,359,064			Subtotal 2000's
71																		
72	A	3020 Refund of Prior Year Charges	11,963	1,672	2,028	2,846	748	688	178	937	1,055	927	184	700	11,963		B	3020 Refund of Prior Year Charges
73	A	3694 Interfund Svcs. Professional	83,565	11,682	14,164	19,880	5,223	4,805	1,245	6,543	7,370	6,476	1,287	4,889	83,565		B	3694 Interfund Svcs. Professional
74	A	3695 Interfund Svces - MNT Materials	0	0	0	0	0	0	0	0	0	0	0	0	0		B	3695 Interfund Svces - MNT Materials
75	A	3696 Interfund Svces - Small Projects	0	0	0	0	0	0	0	0	0	0	0	0	0		B	3696 Interfund Svces - Small Projects
76	A	3697 Interfund Svces - Postage	0	0	0	0	0	0	0	0	0	0	0	0	0		B	3697 Interfund Svces - Postage
77	A	3698 Interfund Svces - MNT labor	165	23	28	39	10	9	2	13	15	13	3	10	165		B	3698 Interfund Svces - MNT labor
78	C	3710 County Admin. Overhead	897,393	119,802	158,031	223,451	48,369	39,126	0	59,138	74,843	59,407	55,369	59,856	897,393		C	3710 County Admin. Overhead
79	A	3712 CAC Building Charges	0	0	0	0	0	0	0	0	0	0	0	0	0		B	3712 CAC Building Charges
80		Subtotal 3000's	993,085	133,180	174,251	246,216	54,350	44,629	1,426	66,631	83,283	66,824	56,843	65,454	993,085			Subtotal 3000's
81																		
82	A	4201 Buildings and Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0		B	4201 Buildings and Improvements
83	A	4202 Construction in Progress	0	0	0	0	0	0	0	0	0	0	0	0	0		B	4202 Construction in Progress
84	A	4303 Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0		B	4303 Equipment
85	A	4304 Computer Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0		B	4304 Computer Equipment
86	A	Subtotal 4000's	0	0	0	0	0	0	0	0	0	0	0	0	0			Subtotal 4000's
87																		
88	A	5040 Trans OUT - POB's	20,034	2,801	3,396	4,766	1,252	1,152	299	1,569	1,767	1,553	309	1,172	20,034		B	5040 Trans OUT - POB's
89		Subtotal 5000's	20,034	2,801	3,396	4,766	1,252	1,152	299	1,569	1,767	1,553	309	1,172	20,034			Subtotal 5000's
90																		
91	C	7010 Intra-Fund Transfer	0	0	0	0	0	0	0	0	0	0	0	0	0		C	7010 Intra-Fund Transfer
92		8101 Contingency	0	0	0	0	0	0	0	0	0	0	0	0	0			8101 Contingency
93		8301 Reserves	0	0	0	0	0	0	0	0	0	0	0	0	0			8301 Reserves
94		9304-8101 Contingency	0	0	0	0	0	0	0	0	0	0	0	0	0			9304-8101 Contingency
95		Subtotal 7000-8000's	0	0	0	0	0	0	0	0	0	0	0	0	0			Subtotal 7000-8000's
96		Total - Expenses	4,291,887	594,352	733,398	1,031,001	260,525	234,310	50,578	324,927	374,237	322,481	107,644	258,434	4,291,887			Total - Expenses

OVERHEAD FY2021/22 NUMBERS FPR FY2023/24
PROPOSED BUDGET

	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM
1	6316/ TSS	JFK	FCC	VAC	SPR	RIO	SUI	COR	DIX	Subtotal	CODE	ACCOUNT/DESCRIPTION	BU6306/ IT	JFK	FCC	VAC	SPR	RIO	SUI	COR	DIX	Subtotal
79	0	0	0	0	0	0	0	0	0	0	B	3712 CAC Building Charges	0	0	0	0	0	0	0	0	0	0
80	12,652	1,721	2,065	4,939	698	414	787	1,284	744	12,652		Subtotal 3000's	5,473	744	893	2,137	302	179	340	556	322	5,473
81																						
82	0	0	0	0	0	0	0	0	0	0	B	4201 Buildings and Improvements	0	0	0	0	0	0	0	0	0	0
83	0	0	0	0	0	0	0	0	0	0	B	4202 Construction in Progress	0	0	0	0	0	0	0	0	0	0
84	7,568	1,029	1,235	2,954	418	247	471	768	445	7,568	B	4303 Equipment	0	0	0	0	0	0	0	0	0	0
85	0	0	0	0	0	0	0	0	0	0	B	4304 Computer Equipment	0	0	0	0	0	0	0	0	0	0
86	7,568	1,029	1,235	2,954	418	247	471	768	445	7,568		Subtotal 4000's	0	0	0	0	0	0	0	0	0	0
87																						
88	12,591	1,712	2,055	4,916	695	412	783	1,278	740	12,591	B	5040 Trans OUT - POB's	5,055	687	825	1,973	279	165	314	513	297	5,055
89	12,591	1,712	2,055	4,916	695	412	783	1,278	740	12,591		Subtotal 5000's	5,055	687	825	1,973	279	165	314	513	297	5,055
90																						
91	0	0	0	0	0	0	0	0	0	0	C	7010 Intra-Fund Transfer	0	0	0	0	0	0	0	0	0	0
92	0	0	0	0	0	0	0	0	0	0		8101 Contingency	0	0	0	0	0	0	0	0	0	0
93	0	0	0	0	0	0	0	0	0	0		8301 Reserves	0	0	0	0	0	0	0	0	0	0
94	0	0	0	0	0	0	0	0	0	0		9304-8101 Contingency	0	0	0	0	0	0	0	0	0	0
95	0	0	0	0	0	0	0	0	0	0		Subtotal 7000-8000's	0	0	0	0	0	0	0	0	0	0
96	2,278,447	309,869	371,843	889,506	125,770	74,505	141,719	231,262	133,973	2,278,447		Total - Expenses	790,670	107,531	129,037	308,677	43,645	25,855	49,180	80,253	46,491	790,670
97																						
98																						
99												Volumes held	76.05%									

VACAVILLE LIBRARY COMMISSION
Commissioner Application

NAME Baxley Thomas Patrick
 (Last) (First) (Middle)

ADDRESS _____

TELEPHONE Home _____ Work _____ Cell _____

Are you a resident of the Vacaville Unified School District? Yes No

Please list any community service experience:

<u>Name of organization. Board or Commission</u>	<u>Position</u>	<u>Years Served</u>
Solano Symphony Orchestra	Board Chair, Community + Youth Outreach	< 1
On Stage Vacaville	Board member	< 1
St. Timothy's Church, San Mateo	School Board member	2 yrs

Please write a short statement of 100 words or less as to why you are seeking a position as Vacaville Library Commissioner and attach it to this application.

Return this application by 5 PM, Friday, July 10, 2022, to:

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


Tom Baxley

3

July 2, 2022

I have lived in Northern California my entire life. Whenever I moved, one of the first things I always did was to join the local library. I strongly believe libraries are the cultural touchstone and heart of the community. The more vibrant a library, the more vibrant the community. Of special importance is the impact libraries have on student development and education. I believe my current and past board and community experience will add value to Vacaville's Library Commission.

Sincerely,



Tom Baxley

VACAVILLE LIBRARY COMMISSION
Commissioner Application

NAME Henry Allison Nicole
(Last) (First) (Middle)

ADDRESS

TELEPHONE Home _____ Work _____

Are you a resident of the Vacaville Unified School District? Yes No

Please list any community service experience:

<u>Name of organization. Board or Commission</u>	<u>Position</u>	<u>Years Served</u>
Vacaville Museum Guild	Volunteer	2
Vacaville Youth T-Ball League	Coach	2

Please write a short statement of 100 words or less as to why you are seeking a position as Vacaville Library Commissioner and attach it to this application.

Return this application by 5 PM, Friday, July 10, 2022, to:

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

July 9, 2022

I am interested in filling the position of Vacaville Library Commissioner. I have grown up in Vacaville and attended Vacaville schools all through my elementary and secondary years, graduating from Vacaville High School in 2001. I have two children attending school in the Vacaville Unified School District. Serving in an advisory capacity to the Vacaville Library Board and the Director of Library Services helps keep me involved in my children's education. I am a self-professed 'book-worm' and would love to extend my appreciation for reading and for everything the library does for our community by serving in this position.

Allison Henry

A handwritten signature in cursive script that reads "Allison Henry". The signature is written in black ink and is positioned below the typed name.