

## VACAVILLE LIBRARY COMMISSION

June 10, 2024 - 6:30 p.m.

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

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In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the meeting room, to access written documents being discussed at the meeting, or to otherwise participate at Commission meetings, please contact the Vacaville Cultural Center Library at 1-866-572-7587 at least 48 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting.

Non-confidential materials related to an item on this agenda submitted to the Commission after distribution of the agenda packet are available for public inspection at the Vacaville 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 May 13, 2024 - Attachment 1 (**ACTION ITEM**)
5. APPROVAL OF AGENDA (**ACTION ITEM**)
6. COMMENTS FROM THE FLOOR (3-minute time limit per individual)  
Items on the Agenda – Persons wishing to speak to items on the agenda should so indicate to the President of the Commission at this time. You will be given an opportunity to speak on the subject at the time the item is discussed by the Commission.  
Items Not on the Agenda – Persons wishing to speak to items not on the agenda should so indicate to the President of the Commission at this time. Subjects not on the agenda may be introduced at this time, but no action may be taken on them at this meeting. Please stand and state your name and address.
7. CORRESPONDENCE
8. LIBRARIANS' REPORTS – Attachment 2
9. OLD BUSINESS
  - a. The Commission will receive an update on the Vacaville Cultural Center Library project.
10. NEW BUSINESS
  - a. Election of President – The Vacaville Library Commission will elect a President for Fiscal Year 2024-2025. (**ACTION ITEM**)
  - b. VCC Library Project Construction Manager at Risk Agreement - The Vacaville Library Commission will discuss may take action to recommend approval of a Construction Manager at Risk Agreement with Gilbane Building Company for the renovation and expansion of the Vacaville Cultural Center Library with a Guaranteed Maximum Price of \$18.6M dollars. (**ACTION ITEM**)
  - c. VCC Library Project Budget - The Vacaville Library Commission will discuss may take action to recommend approval of a project budget for the renovation and expansion of the Vacaville Cultural Center Library of \$24.6M dollars and delegate authority to the Director of

Library Services to transfer funds from the Vacaville Library District's Reserve Funds (730 accounts) to the Library District's Operating Fund (427). **(ACTION ITEM)**

- d. VCC Library Project Contract Amendments - The Vacaville Library Commission will discuss may take action to recommend approval of delegating authority to the Director of Library Services to approve contract amendments within the approved project budget. **(ACTION ITEM)**
- e. VCC Library Project Surplus - The Vacaville Library Commission will discuss may take action to recommend approval of authorizing the Director of Library Services to remit existing furniture, fixtures and equipment to County Surplus. Attachment 3**(ACTION ITEM)**
- f. MOU for Financial Services - The Vacaville Library Commission will discuss may take action to recommend approval of the MOU between the County of Solano on behalf of the Solano County Auditor-Controller and the Vacaville Unified School District Library District. Attachment 4 **(ACTION ITEM)**

11. ITEMS OF INTEREST TO THE COMMISSION

12. DATE OF NEXT MEETING: September 9, 2024 – **Vacaville Town Square Library, 1 Town Square**

13. ADJOURNMENT

Minutes of the  
Vacaville Library Commission  
May 13, 2024

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**CALL TO ORDER**

Ms. Valdez called the meeting to order at 6:34 p.m.

**ROLL CALL AND ESTABLISHMENT OF QUORUM**

Members Present

Ms. Cathy Valdez

Mr. Steve Vidmar

Mr. Tom Baxley

Ms. Rollins was absent due to illness.

Others Present

Ms. Suzanne Olawski, Director of Library Services, Solano County Library

Mr. Tim Reynolds, Capital Projects, Solano County

Ms. Nancy Redfield, Library Branch Manager, Solano County Library

Mr. Johnny Parker, Supervising Librarian

Ms. Lisa Lin, Admin Services Manager, Solano County Library

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

**INTRODUCTIONS**

None

**APPROVAL OF MINUTES**

Ms. Valdez moved to approve the meeting minutes of March 11, 2024; Mr. Baxley seconded. Motion carried. So ordered 3-0 vote.

**APPROVAL OF AGENDA**

Ms. Valdez moved to approve the May 13, 2024 agenda; Mr. Vidmar seconded. Motion carried. So ordered 3-0 vote.

**COMMENTS FROM THE FLOOR**

None.

**CORRESPONDENCE**

None.

**LIBRARIANS' REPORTS**

Mr. Parker and Ms. Redfield provided branch reports. Ms. Olawski mentioned the proposed State budget cuts to library programs: Lunch at the Library, CSLA, and Dolly Parton Imagination Library. She also mentioned that the Library's computer network is currently down and staff are working to resolve the issue.

**OLD BUSINESS**

- a. The Commission will receive a presentation update on the Vacaville Cultural Center Library project.

Mr. Reynolds provided an update in reference to his presentation shared in May 2023: plan check review underway by City of Vacaville, ADA parking improvements under discussion with City of Vacaville, trade bids being accepted and reviewed, backup storage option, and GMP budget being developed.

Ms. Olawski added the following action items will be brought to the Commission at their June 10 meeting: approval of CMAR agreement with a GMP, overall project budget, library director authority to approve contract amendments, surplus of existing furniture, fixtures and equipment.

**NEW BUSINESS**

- a. FY 2024/2025 Proposed Budget – The Commission will discuss and may take action on the proposed budget for FY 2024/2025.

Ms. Olawski presented the FY 2024/2025 proposed budget. On motion of Mr. Baxley and seconded by Ms. Valdez, the commission approved the FY 2024/2025 proposed budget. So ordered 3-0 vote.

**ITEMS OF INTEREST TO THE COMMISSION**

Ms. Valdez shared that the Friends of the Library had another successful quarterly book sale during the month of April.

**DATE OF NEXT MEETING**

The next Vacaville Library Commission meeting will be held on Monday, June 10, 2024 at 6:30 p.m. at the Vacaville Cultural Center Library.

**ADJOURNMENT**

Meeting adjourned at 7:45 p.m.

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Suzanne Olawski, Director of Library Services

Librarian's Report to the Vacaville Library Commission  
Vacaville Public Library-Cultural Center  
June 2024

Greetings, Commissioners:

We have arrived at another Summer Reading Challenge! This year will work similarly to last year. Kids who participate will receive a book at sign up and a book when they finish, selected from hundreds of available books selected personally by children's staff. Teens will receive a book of their choosing when they finish. All participants (including adults) will receive an enamel pin and a tote bag.

We have a variety of performances planned Tuesday mornings at 10am, beginning with Monkey Business outside on June 11, a zoo animal act that involves—you'll never believe this—monkeys! We will celebrate the end of the Challenge on Tuesday, July 30, with a pizza party. Local resident, author, and pizza aficionado Jeff Christian will haul his trailer-sized pizza oven to the library and make personal pizzas for everyone in attendance.

This month we also find ourselves at about the 3-month mark before closure. Staff have spent an exhausting amount of time preparing the collection. Between removing low demand items, decreasing duplicate copies, and removing materials that look a little worse for wear, we have pared down the collection by around 25%. The next step will be to send the most popular materials to other branches over the course of the summer. Our goal is to box up as little of the collection as we can, because it won't be accessible while it's in storage.

We have made progress towards the continuation of services to schools on this side of town while we're closed. I have met with Bethany Lutheran, Cooper Elementary, and Notre Dame Schools, all of whom are interested in setting up weekly/monthly visits of library staff to the schools. Our hope is to spend this coming year setting up a successful framework of regular visits to schools and then maintain those routines even after we have reopened.

Some of our regular programming will continue after the closure. Storytimes will continue at the Community Center next door as well as additional sessions at the Town Square Library. We will also continue Afternoon Book Club, Teen Game Night, Master Gardeners, and other monthly activities at Town Square. There may be some experimentation involved. We don't yet know what the demand for children's programming at the community center will look like when there isn't a full-sized library to go with it. Nevertheless, we will try out ideas and tweak them as needed.

Mike Perkins  
Supervising Librarian  
Vacaville Cultural Center Library

Librarian's Report to the Vacaville Library Commission  
**Vacaville Town Square Library (VTS)**  
June 10, 2024

Greetings, Commissioners:

From April to May, VTS welcomed 10,846 visitors and circulated N/A items.

During the reporting period, staff presented 63 storytimes with 2,065 in attendance. 1,518 children and teens participated in library programs including Storytimes (Baby Bounce, Toddler, Outdoor, Pajama, and Preschool), 1,000 Books Before Kindergarten, Creek Explorers, Kindergarten, Elementary, and High School Outreach, In-N-Out, Solar Eclipse, Storywalk, Turtle Music, and PAWS. We delivered a total of 239 books for the Reading at the Barbershop program!

Total attendance for outreach programs was 528. These included Kindergarten, Elementary, and High School Outreach. 239 books were delivered for the Reading at the Barbershop program!

**Upcoming events highlights include:**

- Coventry and Kaluza: Friday, June 14<sup>th</sup>, 10:30 AM – 11:15 AM. Kick off the summer with fun circus show full acrobatics, juggling, comedy and more!
- Truck Petting Zoo: Friday, June 21<sup>st</sup>, 10:00 AM – 12:30 PM. Join us for a fun morning of getting up close and hands-on with a variety of work vehicles from local public serving organizations. Vacaville Towing, Medic Ambulance, City of Vacaville Police, Fire, and Public Works, Solano County Office of Emergency Services/Sheriff's department, & Recology, and the California Highway Patrol will join us with work vehicles you may have seen patrolling, responding, building, and pulling while you've been out and about in the county.
- Bubble Lady: Friday, July 5<sup>th</sup>, 10:30 – 11:15 AM. Big bubbles! Small bubbles! Kids inside of bubbles! This show is sure to be a bubbletastic good time!
- CMC Reptiles: Friday, July 12<sup>th</sup>, 10:00 AM – 12:00 PM. Get an up-close look at some cool reptiles. Drop by any time between 10a-12p for some hands-on fun at this reptile petting zoo!

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

Respectfully submitted,  
Johnny Parker  
Supervising Librarian  
Solano County Library

**VACAVILLE CULTURAL CENTER INVENTORY FOR SURPLUS**

June 2024

<b>DESCRIPTION</b>	<b># OF ITEMS</b>
<b>MAIN WORK ROOM</b>	
Cubicle Pieces (Large) [65"]	13
Cubicle Pieces (Medium) [53"]	12
Cubicle Pieces (Small) [42"]	34
Cubicle Shelving (Long)	3
Cubicle Shelving (Medium)	16
Cubicle Shelving (Small)	14
Cubicle Shelving (Cabinet)	4
Desks (1 piece)	2
Desks (2 piece)	16
Desks (3 piece)	4
Chairs	21
<b>FRIENDS CLOSET</b>	
Wall Shelving	14
Standing Shelf	2
Desk (1 piece)	3
<b>Manager's OFFICE</b>	
File Cabinet	2
Large Desk	2
Small Shelf	1
Chairs	8
2 Sided Cart	1
Paper Shredder	1
<b>BREAKROOM</b>	
Tables	4
Armchairs	5
Chairs	9
Couch	1
Cubes	2
<b>Workroom</b>	
Safe	1
Paper storage cabinet	1
Filing cabinet large	1
Filing cabinet medium	1
Friends' cabinet	1
Plastic rolling cabinets	4
<b>Public Area</b>	
Wood table cubes	6
Round tables	1
Study room tables	2
Microfilm reader tables	2
Rectangular tables	6

Rectangular tables with lights	9
Rectangular tables with shelves	2
Rolling tables square display	3
Square tables	6
Square tables with lights	7
Typewriter table	1
Patron chairs teal	155
Patron upholstered chairs	22
Patron stacking chairs	55
Study room office chairs	7
Wooden stools tall	9
Upholstered benches	13
Service desk chairs	4
Standalone carrels	20
Catalog carrels	3
Connected carrels Hexagonal	1
Computer bank carrels	2
Atlas stand large	1
Atlas stand small	1
Paperback spinner display	4
Wood brochure display	1
Wood book display (board books)	1
Tree stump	1
Glass display case	1
Microfilm cabinet	1
Filing cabinet Literacy	2
Laminate teal display cube	1
Self-checkout machines (VCC)	6
Self-checkout machines (VTS)	4

**OFFICE OF THE AUDITOR-CONTROLLER**

**PHYLLIS S. TAYNTON, CPA**  
Auditor-Controller

**SHEILA O. TURGO**  
Assistant Auditor-Controller



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**COUNTY**

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May 9, 2024

To: Special District

From:   
Phyllis S. Taynton, CPA  
Auditor-Controller

Re: Memorandum of Understanding – FY 2024/2025

Please find enclosed an updated Memorandum of Understanding (MOU) between your District and the Solano County Auditor-Controller's Office for financial services to be provided effective July 1, 2024. This updated MOU more clearly identifies the financial services we provide.

Please review and have your District's Chairperson sign and return the MOU by June 28, 2024. If you need an extension or have any questions, please call or email Sheila Turgo, Assistant Auditor-Controller, at (707) 784-2956, [soturgo@solanocounty.com](mailto:soturgo@solanocounty.com).

We appreciate your business and look forward to providing the District financial services in the upcoming years.

Thank you for your attention.

PHYLLIS S. TAYNTON, CPA  
Auditor-Controller

SHEILA O. TURGO  
Assistant Auditor-Controller

OFFICE OF THE AUDITOR-CONTROLLER



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MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING (MOU) is made on May 8, 2024 by and between the County of Solano on behalf of the Solano County Auditor-Controller and the Vacaville Unified School District Library District (District).

**1. PURPOSE**

The purpose of this MOU is to confirm the financial services to be provided by the Solano County Auditor-Controller's Office to the District.

**2. SCOPE OF SERVICES**

The Auditor-Controller's Office shall provide the following services as described below:

**General Accounting Services:**

- A. Establish and maintain the general ledger in accordance with the State Controller's guidelines.
- B. Process payments to vendors using the form prescribed by the Auditor-Controller. All vendor payments will be reviewed for the following:
  1. Original invoice – photocopies and statements will not be accepted.
  2. Accounting classification – proper classification in accordance with the Chart of Account prescribed by the Auditor-Controller.
  3. Approval – signatures will be matched to the Signing Authorization form filed with the Auditor-Controller's Office. This form shall be updated annually or more frequently if there is a change in District staff.
  4. Fixed Asset Purchases – fixed assets will be capitalized in accordance with the District's policy. Such policy shall be filed with the Auditor-Controller. Any change to the policy shall be communicated immediately to the Auditor-Controller.
- C. Process deposit permits using the form prescribed by the Auditor-Controller.
- D. Process inter-fund transactions and adjustments (journal entries) using the form prescribed by the Auditor-Controller.

- E. Enter budgetary data and provide budgetary control through the financial system.
- F. Provide monthly financial reports or provide Finance Enterprise (FE) access, as requested.
- G. Provide Finance Enterprise (FE) and/or fiscal training as requested. The fee shall be based on actual cost/hours of providing the training. This fee shall be in addition to the financial services fee.
- H. Availability of Funds – if the District has insufficient funds to pay claims, the Auditor-Controller shall notify the District and hold such claims until funds become available.
- I. Fixed Assets - Maintain the District's fixed assets records.
- J. Generate and submit IRS Form 1099 Miscellaneous Income to the IRS using the County's business address. A copy of the IRS Form 1099 will also be mailed to the District.
- K. Sales Tax - The County is responsible for filing and submission of sales tax resulting from the District's sales transactions (if applicable).

**Financial Reporting Services:**

- A. Calculate the District's annual GANN Appropriations Limit pursuant to Article XIII B. Submit the GANN Appropriations Limit to the District, upon completion, for the District Board's approval. The District shall file the approved GANN Appropriations Limit with the Auditor-Controller's Office.
- B. Prepare the District's Annual Financial Transactions Report and submit to the State Controller's Office (SCO). Provide a copy of the Annual Financial Transactions Report to the District upon completion and submission to the SCO.

**3. TIME OF PERFORMANCE**

This MOU shall be effective July 1, 2024 and shall continue in force to June 30<sup>th</sup> and for each succeeding fiscal year thereafter unless either party gives at least ninety (90) days written notice to the other party prior to the end of each fiscal year.

**4. CHANGES AND AMENDMENTS**

Either the Auditor-Controller's Office or the District may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this MOU.

**5. BILLING**

The fees for the services described in Scope of Services are calculated as follows:

- For General Accounting services - based on the *estimated* cost for the current year based on transaction count, and shall be reviewed and adjusted annually to reflect the *actual* cost.
- For Financial Reporting services - based on the number of hours to calculate, compile, and submit the GANN Limit and the Annual Financial Transaction Report multiplied by the hourly rate as approved by the Solano County Board of Supervisors for the current fiscal year.

The fees will be billed electronically on or about March of each year. The funds will be transferred from the District's account via journal entry. The Auditor-Controller's Office will provide the District a copy of the journal entry.

**6. TERMINATION**

This MOU may be terminated by either party upon ninety (90) days written notice to the other party prior to the end of the fiscal year.

**7. ENTIRE AGREEMENT**

This MOU constitutes the entire agreement between the Solano County Auditor-Controller's Office and the Vacaville Unified School District Library District. There are no terms, conditions, or obligation made or entered into by the parties other than those contained herein.

The parties have executed this Agreement the day and year first written above.

By: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature  
Vacaville Unified School District  
Library District  
Chairperson

Date \_\_\_\_\_

By: Phyllis S. Taynton, CPA  
Print Name

  
\_\_\_\_\_  
Signature  
County of Solano  
Auditor-Controller

Date 5/8/24