

VACAVILLE LIBRARY COMMISSION

September 8, 2025 - 6:30 p.m.

LOCATION: Vacaville Town Square Library – 1 Town Square Place, Vacaville, CA 95688

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 Town Square 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 Town Square Library, 1 Town Square Place, 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 12, 2025 - Attachment 1 (**ACTION ITEM**)
5. APPROVAL OF MINUTES of June 9, 2025 - Attachment 2 (**ACTION ITEM**)
6. APPROVAL OF AGENDA (**ACTION ITEM**)

7. 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 that are 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.

8. CORRESPONDENCE
9. LIBRARIANS' REPORTS – Attachment 3
10. OLD BUSINESS
 - a. FY 2025-2026 Vacaville Library District Revised Budget - Attachment 4 (**ACTION**)

The Commission will receive a budget update and may take action.

Motion: It is requested that the Commission accept and recommend the Library District Board adoption of the Vacaville Library District Fiscal Year 2025-26 revised budget as presented.

- b. Cultural Center Library Project Update

The Commission will receive an update on the Vacaville Cultural Center Library project from Solano County Director of Library Services Suzanne Olawski and Solano County Sr. Capital Projects Coordinator Tim Reynolds.

11. NEW BUSINESS

- a. Vacaville Library District Financial Audit for Fiscal Years Ending June 30, 2022 and June 30, 2023 - Attachment 5 **(ACTION)**

The Commission will receive a presentation from Solano County Director of Library Services Suzanne Olawski and Admin Services Manager Lisa Lin on the Vacaville Library District financial audit report for fiscal years ending June 30, 2022 and June 30, 2023 prepared by Richardson & Company LLP.

Motion: It is requested that the Commission accept and recommend the Library District Board acceptance of the Vacaville Library District Financial Audit for Fiscal Years Ending June 30, 2022 and June 30, 2023.

- b. Election of President – The Vacaville Library Commission will elect a President for Fiscal Year 2025-2026. **(ACTION)**

Motion: It is requested that the Commission approve _____ to serve as Commission president for Fiscal Year 2025-2026.

- c. Commissioner Re-appointment – The Vacaville Library Commission will discuss and may take action on recommending a third term for a three-year re-appointment of Commissioner Cathy Valdez. **(ACTION)**

Motion: It is requested that the Commission recommend the Library District Board approve the reappointment of Cathy Valdez to the Library Commission for a third three-year term of July 1, 2025 to June 30, 2028.

12. ITEMS OF INTEREST TO THE COMMISSION

13. DATE OF NEXT MEETING: November 10, 2025 – Vacaville Town Square Library, 1 Town Square Place

14. ADJOURNMENT

Minutes of the
Vacaville Library Commission
May 12, 2025

CALL TO ORDER

Ms. Rollins called the meeting to order at 6:29 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM

Members Present

Ms. Peggy Rollins
Ms. Cathy Valdez
Mr. Steve Vidmar
Mr. Tom Baxley
Ms. Allison Henry

Others Present

Ms. Suzanne Olawski, Director of Library Services, Solano County Library
Ms. Nancy Redfield, Library Branch Manager, Solano County Library
Ms. Megan Wong, Assistant Director of Library Services, Solano County Library
Ms. Lisa Lin, Admin Services Manager, Solano County Library
Ms. Nancy Dunn, President, Vacaville Unified School District Library District
Ms. Brenda Guzman, Office Assistant II, Solano County Library

INTRODUCTIONS

None

APPROVAL OF MINUTES

Ms. Valdez moved to approve the meeting minutes of March 10, 2025; Mr. Baxley seconded. Motion carried. So ordered 5-0 vote.

APPROVAL OF AGENDA

Mr. Vidmar moved to approve the May 12, 2025 agenda; Ms. Valdez seconded. Motion carried. So ordered 5-0 vote.

COMMENTS FROM THE FLOOR

None

CORRESPONDENCE

None

LIBRARIANS' REPORTS

Mr. Parker and Mr. Perkins provided branch reports. Mr. Vidmar commented on the Free Little Library located at the Cultural Center Library, which was built and is being stocked by Gilbane.

OLD BUSINESS

a. Vacaville Cultural Center Library Project

Ms. Olawski gave a verbal update on the Vacaville Cultural Center Library expansion project. She provided the following updates:

- Schedule of tour dates for various stakeholders
- The project is still on schedule with anticipated reopening slated for late November 2025
- The project is still on budget
- Furniture and shelving finishes are in process
- Sale of 100 commemorative bricks as a fundraiser for the Friends of the Vacaville Libraries

NEW BUSINESS

a. FY 2025-2026 Proposed Budget

Ms. Olawski reviewed the proposed FY 2025-2026 Vacaville Library District budget. The budget is balanced with a healthy contingency.

On motion of Ms. Valdez and seconded by Mr. Vidmar, the Commission approved the proposed FY 2025-2026 Vacaville Library District budget. So ordered 5-0 vote.

ITEMS OF INTEREST TO THE COMMISSION

Ms. Rollins asked what the frequency of Brown Act Training is and will forward the email she received about the training to Ms. Olawski.

DATE OF NEXT MEETING

The next Vacaville Library Commission meeting will be held on Monday, June 9, 2025, at 6:30 p.m. at the Vacaville Town Square Library, 1 Town Square.

ADJOURNMENT

Meeting adjourned at 7:39 p.m.

Suzanne Olawski, Director of Library Services

Minutes of the
Vacaville Library Commission
June 9, 2025

CALL TO ORDER

Ms. Rollins called the meeting to order at 6:47 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUMMembers Present

Ms. Peggy Rollins

Mr. Steve Vidmar

Others Present

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

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

Ms. Nancy Dunn, Trustee, Vacaville Unified School District Library District

Mr. Tim Reynolds, Capital Projects, Solano County

Mr. Mike Perkins, Supervising Library, Solano County Library

INTRODUCTIONS

None

APPROVAL OF MINUTES

Approval of minutes of May 12, 2025 (ACTION)

- Due to lack of quorum, no action was taken.

APPROVAL OF AGENDA

- Due to lack of quorum, no action was taken.

COMMENTS FROM THE FLOOR

None

CORRESPONDENCE

Commissioner Rollins shared an invitation she received from the Vacaville Peoples' Forum, inviting the Vacaville Library Commission to the annual Pride in the Park event on Sunday, June 22, 2025 from 12-3 p.m.

LIBRARIANS' REPORTS

The Commission reviewed the librarian reports. Mr. Perkins highlighted Lunch at the Library, starting Monday, June 16th; Trucks of the Trade on Wednesday, June 11th, which is a very popular program; and the Library took 2nd place in its category for the Fiesta Days Parade.

OLD BUSINESS

a. Cultural Center Library Project

Mr. Reynolds gave an update on the Cultural Center Library project. Ms. Mona Caron presented her vision for her decorative painting/mural, “Vicia Sativa,” proposed for the Cultural Center Library. The aim of the artwork is to elevate the outdoor space with a sense of movement, wonder, and levity, while conceptually reconnecting the human-made environment to the natural landscape it stands on.

NEW BUSINESS

- **Election of President**-The Vacaville Library commission will elect a President for Fiscal Year 2025-2026. (ACTION)
 - Due to lack of quorum, no action was taken.
- **Commissioner Re-appointment**-Commissioners will discuss and may take action on recommending a third term for a three-year re-appointment of Commissioner Cathy Valdez. (ACTION)
 - Due to lack of quorum, no action was taken.

ITEMS OF INTEREST TO THE COMMISSION

None.

DATE OF NEXT MEETING

The next Vacaville Library Commission meeting will be held on Monday, September 8, 2025 at 6:30 p.m. at the Vacaville Town Square Library, 1 Town Square.

ADJOURNMENT

Meeting adjourned at 7:46 p.m.

Suzanne Olawski, Director of Library Services



Vacaville Cultural Center
Library Renovation

June 26, 2025


DEPARTMENT OF GENERAL SERVICES
Capital Projects Management Division



1

Current & Planned Activities

- Framing & site concrete complete
- KalWall sections remain shrink-wrapped but steel painting has been partially completed
- KalWall material delivery expected in June
- Glazing installation anticipated in June
- HVAC equipment installation complete, balancing trim-out under way
- Design team executing an addendum to omit parking scope from project – will require City approval
- Design & early mockup fabrication underway for custom millwork in the Children & Teens area
- Mural Artist Mona Caron has proposed a decorative mural
- Construction completion anticipated November 2025



2

Requested Actions



- Furniture Acquisition
 - Recommend Delegated Authorization to Library Director to execute purchase orders for public library furniture under cooperative purchase agreement.
 - Estimated Cost: \$373,457
- Shelving Acquisition
 - Recommend Delegated Authorization to Library Director to execute purchase orders for library shelving under cooperative purchase agreement.
 - Estimated Cost: \$427,895

3

Library Addition



4

Library Addition



5

Main Stacks Area



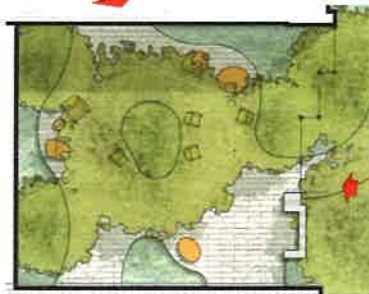
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Ceiling Trim Out



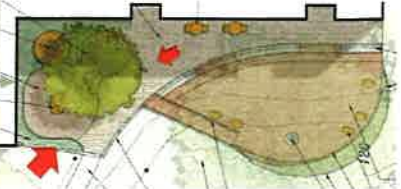
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Courtyard Reading Area



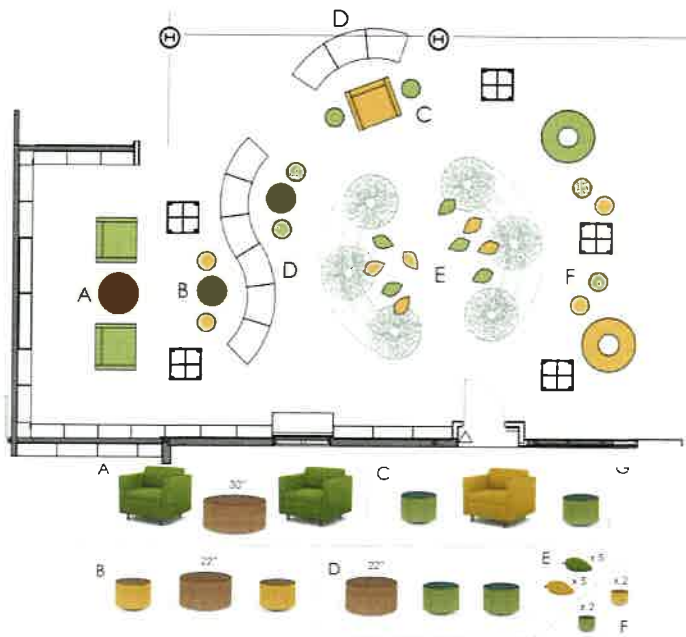
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Children's & Teens Exterior Area



9

Children's & Teens Interior Area



10

Decorative Painting **Mona Caron** Mural proposal for the Vacaville Library

"Vicia Sativa"

In this proposal, the aim of the artwork is to elevate the outdoor space with a sense of movement, wonder and levity, while conceptually reconnecting the human-made environment to the natural landscape it stands on.

At the same time, the mural aims to make a statement about the value of a closer observation of our common everyday environment, and the role such inquiry has in discovering beauty and complexity within things we might otherwise take for granted and overlook. This kind of quest mirrors the very function of the public library.

It is my wont to signify this meaning by displaying the beauty and complexity of common wild plants of no particular fame or preciousness, by magnifying them to a scale that towers over us humans.

To find the subject to carry this metaphor in Vacaville, I foraged the wild flora at the foot of the Library building, no further than a few yards from it. I looked for something ubiquitous, plentiful, and growing spontaneously.

I picked the abundantly growing wild pea or vetch, not a native but a naturalized plant that is integrated in the

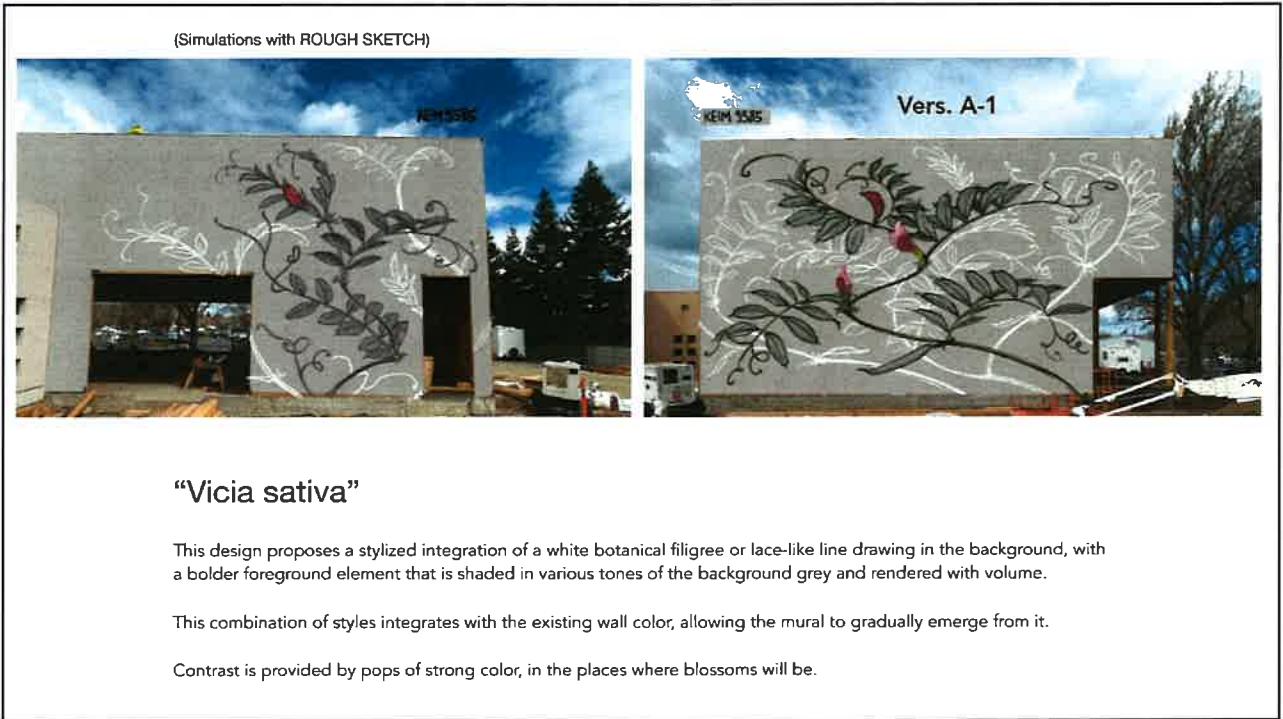
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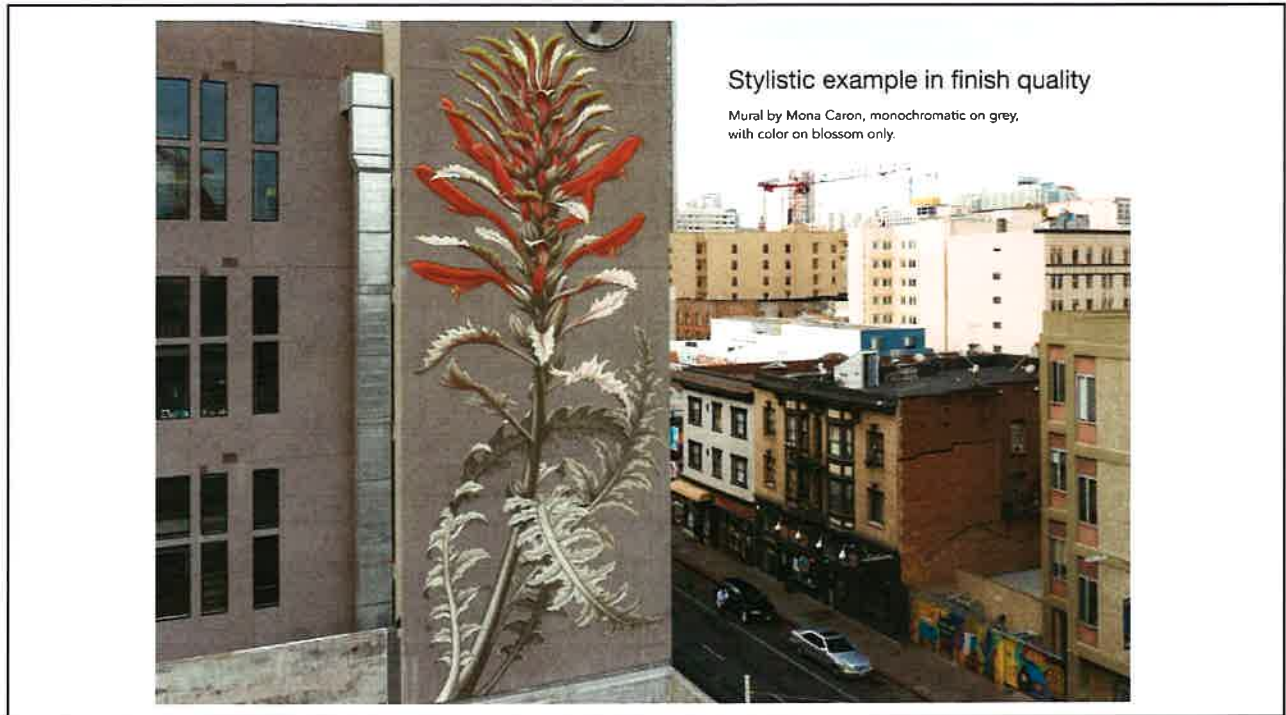
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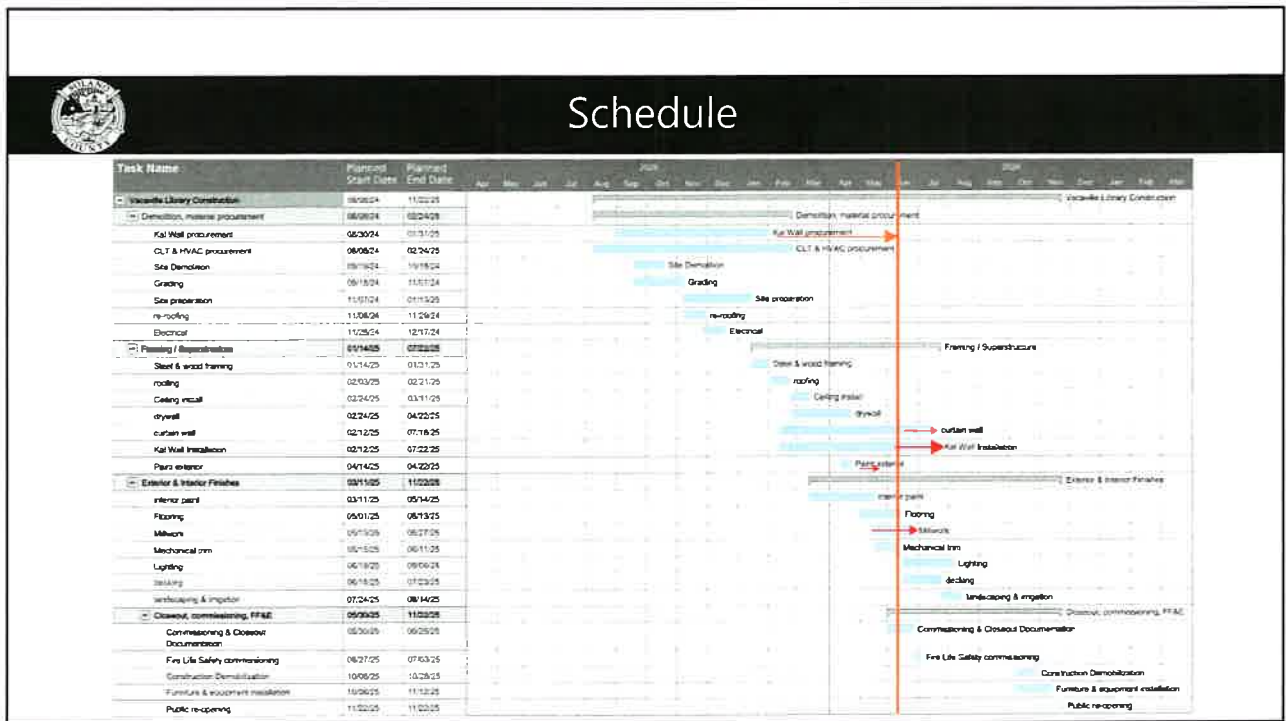
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Stylistic example in finish quality

Mural by Mona Caron, monochromatic on grey, with color on blossom only.

15



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Budget

Vacaville Cultural Center - Renovation & Expansion cost			
	Project Budget	Budget Impacts	* Current Cost
Construction Base GMP (excluding GMP allowance)	\$ 18,234,477		\$ 16,234,477
GMP allowance (for unknown conditions)	\$ 365,500	\$ (74,146)	\$ 74,146
Currently approved Change Orders (2)		\$ (134,480)	\$ 134,450
Additional security electronics		\$ (81,907)	\$ 81,907
Parking allowance	\$ 67,000		
Pre-construction Services			
Design phase total	\$ 299,165		\$ 299,165
Design & Inspection Fees:			
Design phase total	\$ 1,992,051		\$ 1,992,051
additional construction phase design		\$ (88,046)	\$ 88,046
Decorative Painting	\$ 30,000	\$ (63,419)	\$ 63,419
Misc. Soft Costs			
GMP phase allowance	\$ 253,624		\$ 253,624
additional permit fees		\$ (122,350)	\$ 122,350
additional testing & inspection fees		\$ (123,950)	\$ 123,950
<i>subtotal:</i>	\$ 21,241,817		
construction contingency	\$ 1,659,698		
SubTotal	\$ 22,901,515		\$ 21,467,615
Furniture & Fixtures allowance	\$ 1,598,485	(\$801,352)	\$ 801,352
Total Budget:	\$ 24,500,000		* Current Cost: \$ 22,268,967

*Current encumbered cost as of 6/12/25

17



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Significant Issues



- Maintaining Scheduled Completion
- Fabrication & Installation of Custom Casework in Children's / Teens Area
- Site Mobilization Encroachment Permit with City of Vacaville / Ongoing Coordination with City Parking Photovoltaic Project
- Excluding Accessible Parking Improvement Scope

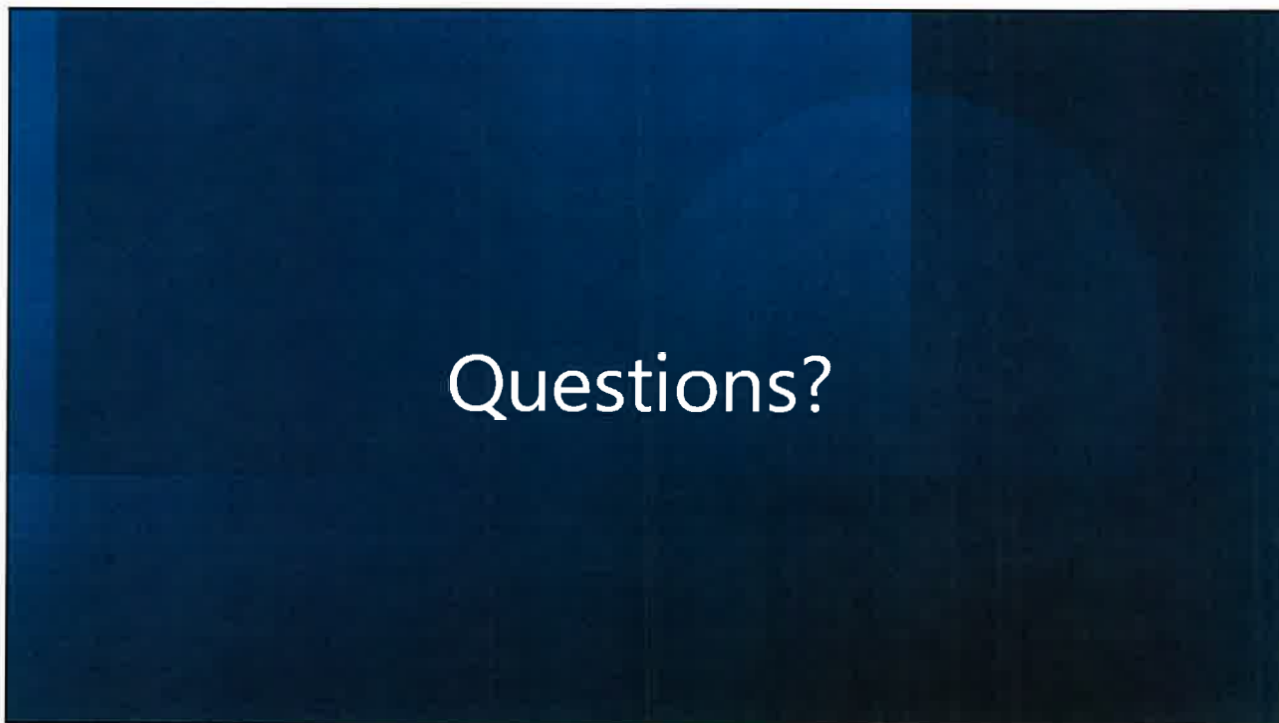
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Requested Actions



- Furniture Acquisition
 - Recommend Delegated Authorization to Library Director to execute purchase orders for public library furniture under cooperative purchase agreement.
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 - Estimated Cost: \$427,895

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Librarian's Report to the Vacaville Library Commission
Vacaville Public Library-Cultural Center
September 2025

Greetings, Commissioners:

Summer events at the Ulatis Community Center were a hit! The most popular activity was the Bubble Lady, with 308 people in attendance. We also had Magic Dan (244), Puppet Art Theater (213), Rock Steady Juggling (193), Summer Science (113), and Picnic and Games (79). The twice weekly Storytimes at Ulatis averaged 26 people in attendance. We were worried that the library's remodel and the city's solar project occupying large portions of the parking lot would cause people to avoid the community center during the summer, but we were pleased with how many families made the effort, even when it required parking across the street!

Even with the closure of one of its two libraries, Vacaville had far and away the most participants (2,872) in the Summer Reading Challenge of any community in Solano County. Despite having access to only one library, we saw an overall increase in participation among residents compared to last year.

Staff are very excited that the completion of the remodel is on the horizon! We are planning how and when branch staff will return from the other libraries and departments from which they were reassigned. The children's staff are especially excited because the new multipurpose rooms and increased programming spaces will open a significant number of possibilities our smaller rooms never accommodate. We expect to have several children's programs every week beginning in January.

The school deliveries of library books will resume this month—and will include additional schools this fall. Callison, Cooper, Fairmont, and Sierra Vista will continue from last year. We are working with the District Librarian to add Vaca Pena Middle School and Buckingham Collegiate Charter Academy this fall and then plan to open it to include all elementary schools in VUSD in January.

Although the school deliveries won't officially resume until mid-to-late September, we have eager students who have already started. During the first week of school, I received an email from Cooper Elementary School's library media technician, who informed me she had been asked by several students who wanted to know if they could start requesting books from the public library. We delivered just over 50 books to their school library the second week of school—and, say, maybe two weeks before we planned to start the deliveries again!

Mike Perkins
Supervising Librarian
Vacaville Public Library-Cultural Center

Librarian's Report to the Vacaville Library Commission
Vacaville Town Square Library (VTS)
September 8, 2025

Greetings, Commissioners:

From June to July, VTS welcomed 43,625 visitors and circulated 104,757 items.

During the reporting period, staff presented 67 storytimes with 2,138 in attendance. 10,938 children and teens participated in library programs including Storytimes (Baby Bounce, Family, Toddler, and Preschool), LEGO Club, Read-To-A-Dog, Afternoon Adventures, Build It Club, Club Creative, Family Movie Night, Harmony Monster's Music, Library Mystery Hunt, Puppet Art Theater, Soccer Shots and Xtreme Magic.

Total meals given out for the summer were 1,594 for breakfast and 5,237 for lunch.

Total attendance for outreach programs was 862. These included Mobile Library visits to local elementary schools, Camp Sunshine, Reading at the Barbershop, Vacaville Pride, and the Youth Roundtable.

Upcoming events highlights include:

- Bilingual Storytime: Tuesday, September 9th 10:30 AM – 11:30 AM. Stories, music, movement, and fun for kids 0-5 years of age every Tuesday mornings at 10:30 AM. Cuentos, música, danza, y diversión para niños de edades 0-5 cada Martes a las 10:30 en la mañana.
- Ukulele Beginner to Brilliant: Thursday, September 11th 5:30 – 7:45 PM. Come learn to play ukulele with Stanley. The course starts with simple lessons that get you playing lots of songs. It progresses steadily to more advanced skills. You'll learn playing chords to accompany singing, strumming patterns, and rhythms, playing melodies, reading simple sheet music, transcribing from what you hear in recordings onto paper, and playing all types of songs including folk, rock, country, blues, jazz, and more. Bring your ukulele if you have one or use one of our loaner ukuleles for your first session if you don't have your own.
- Master Gardeners: Wednesday, October 1st, 6:00 – 7:00 PM. Master Gardener volunteers extend horticultural information and offer educational programs and garden-related demonstrations in their communities. Come learn about gardening and horticulture with a trained Master Gardener!
- Afternoon Book Club @ VTS (The Wedding People by Alison Espach): Wednesday, October 8th, 1:00 – 2:00 PM. Join our monthly afternoon book club at Vacaville Town Square Library! Meet new friends and be exposed to new genres and books. Learn and discuss different perspectives in this safe and respectful environment.

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

**FY2025/26 BUDGET
VACAVILLE LIBRARY DISTRICT - FUND 427**

ACCOUNT/DESCRIPTION	<u>FY2024/25</u> <u>ACTUALS</u>	<u>FY2025/26</u> <u>PROPOSED</u>	<u>FY2025/26</u> <u>REVISED</u>
<u>EXPENSES</u>			
2055 Insurance Fire	\$129,997	\$149,497	\$130,474
2140 Building Maintenance	\$485	\$40,000	\$40,000
2200 Office Expense	\$557	\$800	\$800
2235 Accounting/Financial Services	\$2,165	\$12,500	\$12,500
2236 Consulting Services	\$0	\$100,000	\$100,000
2239 Legal Service	\$1,020	\$1,000	\$1,000
2250 Charge for Service (Operating Vacaville Library)	\$5,605,293	\$4,132,414	\$3,632,562
2250 Property Tax Administration Fee	\$40,787	\$45,000	\$45,000
2250 Other Professional Services	\$127,824	\$100,000	\$100,000
2250 Other Professional Services (continuation of svc)	\$141,439	\$500,000	\$500,000
2295 Lease Expense - Buildings ST	\$11,883	\$0	\$6,500
2312 Special Departmental Expense	\$40,000	\$40,000	\$40,000
2337 Meals/Refreshments	\$59	\$0	\$0
3020 Refund of Prior Year Charges	\$14,842	\$15,000	\$16,000
3230 Long-Term Loan Redemption	\$0	\$0	\$0
3244 Interest on Long-Term Debt	\$0	\$0	\$0
4201 Buildings and Improvements	\$0	\$0	\$0
4202 Construction in Progress	\$14,294,369	\$5,500,000	\$8,500,000
4303 Equipment	\$0	\$0	\$0
8101 Contingency	\$0	\$7,132,317	\$8,955,297
8301 Reserves	\$0	\$0	\$0
TOTAL EXPENSES	\$20,410,718	\$17,768,528	\$22,080,133
<u>REVENUES</u>			
9001 Property Taxes-Secured	\$2,926,409	\$2,924,725	\$2,924,725
9002 Property Taxes-Unsecured	\$128,642	\$78,097	\$78,097
9003 Property Taxes-Prior	\$385	\$0	\$0
9004 Property Taxes-Supplemental	\$154,210	\$66,882	\$66,882
9005 Property Taxes-Prior Supplemental	\$53,662	\$0	\$0
9015 Library Sales Tax	\$3,740,824	\$3,013,031	\$3,291,925
9018 Unitary	\$59,314	\$58,733	\$58,733
9019 ABX1 26 Residual Taxes (Redevelopment)	\$704,572	\$624,831	\$624,831
9020 ABX2 26 Pass Through	\$758,878	\$717,444	\$717,444
9021 LM1HF & Other Assets	\$0	\$0	\$0
9401 Interest	\$983,229	\$150,000	\$150,000
9405 Building Rental	\$313,568	\$320,060	\$320,060
9504 Fish and Game	\$210	\$0	\$0
9505 State Highway Rentals	\$13	\$0	\$0
9507 Homeowner's Relief	\$23,399	\$22,947	\$22,947
9599 Fed Other	\$116	\$0	\$0
9604 Contract Services	\$150,000	\$150,000	\$150,000
9703 Other Revenue	\$0	\$0	\$0
9704 Developer Impact Fee Monies	\$821,519	\$382,634	\$382,634
9805 Reserve Transfer	\$0	\$5,000,000	\$8,000,000
9806 Fund Balance Available	\$5,291,855	\$4,259,144	\$5,291,855
TOTAL REVENUES	\$16,110,805	\$17,768,528	\$22,080,133

<u>CHARGE FOR SERVICE</u> <u>VACAVILLE LIBRARY OPERATING COSTS</u>	<u>FY2024/25</u> <u>ACTUALS</u>	<u>FY2025/26</u> <u>PROPOSED</u>	<u>FY2025/26</u> <u>REVISED</u>
**EXPENSES			
Expenses in the Vacaville Library Overhead for Fiscal Year	\$4,410,332	\$3,776,049	\$3,776,049
Administration	\$1,001,786	\$1,177,570	\$1,177,570
Technical Svs. Fees	\$1,033,257	\$974,247	\$974,247
Automation	\$447,803	\$503,037	\$503,037
Telephone Assistance Center	\$0	\$0	\$0
TOTAL EXPENSES	\$6,893,178	\$6,430,903	\$6,430,903
**CREDITS			
Revenue collected in the Vacaville Library for Fiscal Year			
Library Fines/Fees	\$4,961	\$4,847	\$4,847
Building Use Fees	\$1,215	\$1,945	\$1,945
Photo/Microfiche Copies	\$14,741	\$14,859	\$14,859
Cash Overage	\$1	\$1	\$1
Other Revenue - Federal CARES Act revenue	\$53,073	\$0	\$0
Tax area code credit	\$733,824	\$748,500	\$753,161
Unexpended Direct Funds	\$480,070	\$1,528,337	\$2,023,528
TOTAL CREDITS	\$1,287,885	\$2,298,489	\$2,798,341
TOTAL CHARGE	\$5,605,293	\$4,132,414	\$3,632,562

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

SOLANO COUNTY LIBRARY

**VACAVILLE PUBLIC LIBRARY
CULTURAL CENTER
BUDGET (rev. 6367)**

<u>Account/Description</u>	<u>FY2023/24 ACTUALS</u>	<u>FY2024/25 ACTUALS</u>	<u>FY2025/26 PROPOSED</u>
1110 Salary/Regular	1,133,314	180,583	672,717
1121 Salary/Extra Help	60,294	6,247	28,639
1131 Salary/OT/Call back	8,531	2,021	5,500
1141 Salary/Premium	0	0	0
1210 Retirement	300,384	53,562	188,091
1211 PARS Retirement Costs	0	0	0
1212 Deferred Comp County Match	1,593	233	1,950
1213 OPEB costs	20,862	3,390	12,143
1220 FICA	93,616	14,548	54,150
1230 Health	238,741	41,454	126,420
1231 Vision	1,829	310	987
1240 Comp Insurance	21,472	34,962	17,172
1241 Long Term Disability Ins	455	58	0
1250 Unemployment	0	0	0
1260 Dental	9,274	1,803	6,534
1270 Accrued Leave CTO	7,442	16	5,000
1290 Life Insurance	987	154	453
Subtotal 1000's	1,898,794	339,339	1,119,756
2021 Telephone/County	9,800	9,187	9,189
2022 Telephone/AMC's	163	0	200
2023 Voice Mail	0	0	0
2025 Cellular Phone Service	0	0	0
2035 Household Expenses	69,789	12,331	81,470
2050 Liability/Risk Management	0	0	0
2051 Liability Insurance	22,580	45,257	33,978
2120 Equipment Maintenance	1,000	1,000	1,500
2140 Maintenance/Buildings	23,025	7,119	12,000
2176 Fees and Permits	0	0	0
2178 Cash/Inventory Shortage	0	0	20
2200 Office Expense	3,262	394	2,000
2201 Office Equipment	234	0	1,000
2202 Controlled Asset (>1500<5000)	0	0	0
2204 Computer Related Items:<\$500	0	1,566	0
2205 Postage	0	1	0
2207 Ergonomic Under \$1500	0	0	0
2215 Managed Print Services	1,135	112	482
2235 Accounting/Financial Svs.	0	0	0
2240 Legal - Minors	0	0	0
2250 Other Professional Svs.	8,847	762	16,600
2280 Publications/Legal Notes	0	0	0
2285 Rent/Lease - Equipment	0	0	0
2310 Education/Training	0	30	0

<u>Account/Description</u>	<u>FY2023/24 ACTUALS</u>	<u>FY2024/25 ACTUALS</u>	<u>FY2025/26 PROPOSED</u>
2312 Special Depart. Expense	110	2,210	9,500
2327 Library Materials Process.	0	0	0
2328 Library Materials	150,200	150,200	150,200
2335 Travel Expense	0	1,797	0
2337 Refreshments	0	0	0
2338 Employee Recognition	405	0	0
2339 Management Expense	600	63	0
2355 Personal Mileage	1,002	89	1,000
2360 Utilities	106,520	56,356	131,880
2361 Water	4,917	4,365	5,189
Subtotal 2000's	403,589	292,839	456,208
3235 Lease Expense - Lt Lease-CP, MF	6,665	6,610	6,865
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	6,665	6,610	6,865
4201 Buildings & Improvements	0	0	0
4202 Construction in Progress	0	0	0
Subtotal 4000's	0	0	0
5040 Transfer Out - POB's	16,917	2,651	0
8101 Contingency	0	0	0
8301 Reserves	0	0	0
9304-8101 Contingency	0	0	0
Total - Expenses	2,325,965	641,440	1,582,829
9405 Building Rental - long-term	0	0	0
9409 Building Rental - short-term	420	0	0
9502 Federal CARES Act Revenue	0	0	0
9569 State Aide	0	0	0
9603 Photo/Microform copies	9,854	1,032	4,500
9604 Contract Services	0	0	0
9605 Library Fines	3,190	401	1,595
9637 Other Prof. Services	0	0	0
9702 Cash Overage	1	0	0
9703 Other Revenue	0	0	0
9811 Operating Txr In - ARPA	0	0	0
Total Revenue	13,466	1,432	6,095

SOLANO COUNTY LIBRARY

**VACAVILLE PUBLIC LIBRARY
TOWN SQUARE
BUDGET (rev. 6368)**

<u>Account/Description</u>	<u>FY2023/24 ACTUALS</u>	<u>FY2024/25 ACTUALS</u>	<u>FY2025/26 PROPOSED</u>
1110 Salary/Regular	623,789	920,300	861,285
1121 Salary/Extra Help	26,211	52,996	63,366
1131 Salary/OT/Call back	9,329	12,446	8,350
1141 Salary/Premium	0	0	0
1210 Retirement	171,471	269,950	266,623
1212 Deferred Comp County Match	670	882	910
1213 OPEB costs	11,911	17,072	16,524
1220 FICA	50,663	74,401	73,179
1230 Health	141,520	211,172	207,810
1231 Vision	1,066	1,444	1,439
1240 Comp Insurance	12,064	21,060	9,351
1250 Unemployment	0	0	0
1260 Dental	5,408	8,773	9,802
1270 Accrued Leave CTO	13,344	639	2,000
1290 Life Insurance	445	609	685
Subtotal 1000's	1,067,891	1,591,743	1,521,324
2020 Com/Radio Services	0	0	0
2021 Telephone/County	4,854	4,109	3,703
2022 Telephone/AMC's	126	84	200
2023 Voice Mail	0	0	0
2025 Cellular Phone Service	0	0	0
2028 Telephone/Non County	0	0	0
2035 Household Expenses	34,887	44,841	41,355
2051 Liability Insurance	13,583	28,029	19,534
2120 Equipment Maintenance	0	0	500
2140 Maintenance/Buildings	28,017	30,812	61,000
2176 Fees and Permits	0	0	400
2178 Cash/Inventory Shortage	0	0	20
2200 Office Expense	1,771	2,870	2,000
2201 Office Equipment	113	702	28,000
2203 Computer Componets <1500	0	0	0
2206 Cont Asset-Non Comp Related	0	0	33,750
2215 Managed Print Services	567	1,287	1,235
2216 Maintenance/Service Contracts	0	1,376	0
2235 Accounting/Financial Svs.	0	0	0
2250 Other Professional Svs.	5,923	9,006	16,000
2260 Software (CMSI)	0	0	0
2261 Software Licenses	0	0	0
2281 Advertising/Marketing	0	0	0
2285 Rent/Lease - Equipment	0	0	0
2310 Education/Training	320	30	0
2312 Special Depart. Expense	21	2,320	7,000
2327 Library Materials Process.	0	0	0
2328 Library Materials	80,000	80,000	80,000

<u>Account/Description</u>	<u>FY2023/24 ACTUALS</u>	<u>FY2024/25 ACTUALS</u>	<u>FY2025/26 PROPOSED</u>
2335 Travel Expense	0	1,732	0
2336 Travel Out-of-State	0	0	0
2337 Refreshments	0	0	0
2338 Employee Recognition	243	0	0
2355 Personal Mileage	626	1,123	800
2360 Utilities	50,616	51,446	62,354
2361 Water	4,007	4,826	5,130
Subtotal 2000's	225,674	264,595	362,981
3235 Lease Expense - Lt Lease-CP, MF	4,788	4,746	4,932
3690 Interfund Svs. - Sheriff	0	0	0
3694 Interfund Svs. - Professional	60,529	81,851	303,983
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	65,318	86,597	308,915
4201 Buildings & Improvements	0	0	0
4202 Construction in Progress	0	0	0
Subtotal 4000's	0	0	0
5040 Transfer Out - POB's	9,659	13,011	0
8101 Contingency	0	0	0
8301 Reserves	0	0	0
9304-8101 Contingency	0	0	0
Total - Expenses	1,368,542	1,955,945	2,193,220
9401 Interest	0	0	0
9405 Building Rental - long-term	0	0	0
9407 Telephones	0	0	0
9409 Building Rental - short-term	1,525	1,100	550
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	5,005	10,791	4,100
9604 Contract Services	0	0	0
9605 Library Fines	1,656	5,122	1,562
9702 Cash Overage	0	0	0
9811 Operating Txr In - ARPA	0	0	0
Total Revenue	8,186	17,013	6,212

**OVERHEAD FY2023/24 NUMBERS FOR FY2025/26
PROPOSED BUDGET**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	CODE	ACCOUNT/DESCRIPTION	6311/ HQ	JFK	FCC	VAC	SPR	RIO	LAW	SUI	COR	DIX	IT	LIT	Subtotal
2	A	1100 Salary/Regular	1,271,991	176,934	214,585	306,295	79,118	72,758	18,825	99,088	111,681	99,215	19,461	74,030	1,271,991
3	A	1121 Salary/Extra Help	114,381	15,910	19,296	27,543	7,114	6,543	1,693	8,910	10,043	8,922	1,750	6,657	114,381
4	A	1131 Salary/OT/Call back	1,348	188	227	325	84	77	20	105	118	105	21	78	1,348
5	A	1142 Salary/Wages Standby Pay	-	0	0	0	0	0	0	0	0	0	0	0	0
6	A	1210 Retirement	434,366	60,420	73,277	104,595	27,018	24,846	6,429	33,837	38,137	33,881	6,646	25,280	434,366
7	A	1211 PARS Retirement	-	0	0	0	0	0	0	0	0	0	0	0	0
8	A	1212 Deferred Comp-County Match	5,193	722	876	1,250	323	297	77	404	456	405	79	302	5,193
9	A	1213 OPEB Costs	29,741	4,137	5,017	7,162	1,850	1,701	440	2,317	2,611	2,320	455	1,731	29,741
10	A	1220 FICA	124,760	17,354	21,047	30,042	7,760	7,136	1,846	9,719	10,954	9,731	1,909	7,261	124,760
11	A	1230 Health	231,533	32,206	39,060	55,753	14,401	13,244	3,427	18,036	20,329	18,060	3,542	13,475	231,533
12	A	1231 Vision	1,965	273	332	473	122	112	29	153	173	153	30	114	1,965
13	A	1240 Comp Insurance	26,453	3,680	4,463	6,370	1,645	1,513	392	2,061	2,323	2,063	405	1,540	26,453
14	A	1241 Long Term Disability Ins.	3,077	428	519	741	191	176	46	240	270	240	47	179	3,077
15	A	1250 Unemployment	-	0	0	0	0	0	0	0	0	0	0	0	0
16	A	1260 Dental	10,036	1,396	1,693	2,417	624	574	149	782	881	783	154	584	10,036
17	A	1270 Accrued Leave CTO	38,072	5,296	6,423	9,168	2,368	2,178	563	2,966	3,343	2,970	583	2,216	38,072
18	A	1290 Life Insurance	2,610	363	440	629	162	149	39	203	229	204	40	152	2,610
19		Subtotal 1000's	2,295,525	319,308	387,255	552,762	142,782	131,304	33,974	178,821	201,547	179,051	35,122	133,600	2,295,525
20															
21	A	2011 Clothing &Personal Supplies	-	0	0	0	0	0	0	0	0	0	0	0	0
22	A	2021 Telephone/County	4,652	647	785	1,120	289	266	69	362	408	363	71	271	4,652
23	A	2022 Telephone/AMC's	-	0	0	0	0	0	0	0	0	0	0	0	0
24	A	2025 Cellular Telephone Ser.	-	0	0	0	0	0	0	0	0	0	0	0	0
25	A	2028 Telephone/Non County	-	0	0	0	0	0	0	0	0	0	0	0	0
26	A	2035 Household Expenses	1,374	191	232	331	85	79	20	107	121	107	21	80	1,374
27	A	2050 Liability/Risk Management	595,871	82,886	100,523	143,486	37,063	34,084	8,819	46,418	52,317	46,478	9,117	34,680	595,871
28	A	2051 Liability Insurance	136,691	19,014	23,060	32,915	8,502	7,819	2,023	10,648	12,001	10,662	2,091	7,955	136,691
29	A	2122 Fuels & Lubricants	-	0	0	0	0	0	0	0	0	0	0	0	0
30	A	2140 Maintenance/Buildings	2,817	392	475	678	175	161	42	219	247	220	43	164	2,817
31	A	2170 Memberships	33,043	4,596	5,574	7,957	2,055	1,890	489	2,574	2,901	2,577	506	1,923	33,043
32	A	2176 Fees and Permits	-	0	0	0	0	0	0	0	0	0	0	0	0
33	A	2200 Office Expense	5,694	792	961	1,371	354	326	84	444	500	444	87	331	5,694
34	A	2201 Office Equip (un \$1500)	2,876	400	485	693	179	165	43	224	253	224	44	167	2,876
35	A	2202 Office Equip (1500-4999)	-	0	0	0	0	0	0	0	0	0	0	0	0
36	A	2203 Comput. Com. (un 1500)	-	0	0	0	0	0	0	0	0	0	0	0	0
37	A	2204 Computer Related Items < \$500	123	17	21	30	8	7	2	10	11	10	2	7	123
38	A	2205 Postage	104	14	18	25	6	6	2	8	9	8	2	6	104
39	A	2206 Cont Asset-Non Comp Related	-	0	0	0	0	0	0	0	0	0	0	0	0
40	A	2207 Ergonomic Under \$1500	984	137	166	237	61	56	15	77	86	77	15	57	984
41	A	2210 Central Duplicating	2,351	327	397	566	146	134	35	183	206	183	36	137	2,351
42	A	2215 Managed Print Cost Per Copy	-	0	0	0	0	0	0	0	0	0	0	0	0
43	A	2216 Maintenance/Srvce Contract	-	0	0	0	0	0	0	0	0	0	0	0	0
44	A	2236 Consulting Services	18,135	2,523	3,059	4,367	1,128	1,037	268	1,413	1,592	1,415	277	1,055	18,135
45	A	2239 Legal Service	21,896	3,046	3,694	5,272	1,362	1,252	324	1,706	1,922	1,708	335	1,274	21,896
46	A	2250 Other Professional Svs.	214,291	29,808	36,151	51,601	13,329	12,257	3,172	16,693	18,815	16,715	3,279	12,472	214,291
47	A	2261 Software Lic/Maint Agrmts	3,646	507	615	878	227	209	54	284	320	284	56	212	3,646
48	A	2266 Central Data Processing Svce	197,377	27,455	33,298	47,528	12,277	11,290	2,921	15,376	17,330	15,395	3,020	11,487	197,377
49	A	2270 Software	-	0	0	0	0	0	0	0	0	0	0	0	0
50	A	2271 Software Rental/Subscription	530	74	89	128	33	30	8	41	47	41	8	31	530
51	A	2280 Publications/Legal Notes	4,248	591	717	1,023	264	243	63	331	373	331	65	247	4,248
52	A	2281 Advertising Marketing	150,037	20,870	25,311	36,129	9,332	8,582	2,221	11,688	13,173	11,703	2,296	8,732	150,037

OVERHEAD FY2023/24 NUMBERS FOR FY2025/26
PROPOSED BUDGET

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	CODE	ACCOUNT/DESCRIPTION	6311/ HQ	JFK	FCC	VAC	SPR	RIO	LAW	SUI	COR	DIX	IT	LIT	Subtotal
53	A	2285 Rent/Lease - Copier/MFD's ST	-	0	0	0	0	0	0	0	0	0	0	0	0
54	A	2295 Lease Expense - Building ST	1,510	210	255	364	94	86	22	118	133	118	23	88	1,510
55	A	2310 Education/Training	15,053	2,094	2,540	3,625	936	861	223	1,173	1,322	1,174	230	876	15,053
56	A	2312 Special Depart. Expense	27,113	3,771	4,574	6,529	1,686	1,551	401	2,112	2,381	2,115	415	1,578	27,113
57	A	2327 Library Materials Process.	-	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
59	A	2335 Travel Expense	-	0	0	0	0	0	0	0	0	0	0	0	0
60	A	2336 Travel Out-Of-State	-	0	0	0	0	0	0	0	0	0	0	0	0
61	A	2337 Refreshments	1,096	152	185	264	68	63	16	85	96	85	17	64	1,096
62	A	2338 Employee Recognition	272	38	46	66	17	16	4	21	24	21	4	16	272
63	A	2339 Management Business Expense	5,918	823	998	1,425	368	338	88	461	520	462	91	344	5,918
64	A	2345 Moving/Freight/Towing	866	120	146	209	54	50	13	67	76	68	13	50	866
65	A	2350 County Garage Services	-	0	0	0	0	0	0	0	0	0	0	0	0
66	A	2354 Car Allowance	7,775	1,082	1,312	1,872	484	445	115	606	683	606	119	453	7,775
67	A	2355 Personal Mileage	995	138	168	239	62	57	15	77	87	78	15	58	995
68	A	2360 Utilities	29,506	4,104	4,978	7,105	1,835	1,688	437	2,299	2,591	2,301	451	1,717	29,506
69	A	2361 Water	2,563	356	432	617	159	147	38	200	225	200	39	149	2,563
70	A	Subtotal 2000's	1,489,405	207,176	251,263	358,649	92,641	85,194	22,043	116,025	130,770	116,174	22,788	86,683	1,489,405
71															
72	A	3020 Refund of Prior Year Charges	19,838	2,759	3,347	4,777	1,234	1,135	294	1,545	1,742	1,547	304	1,155	19,838
73	A	3235 Lease Expense - LT Lease-CP,MF	4,626	644	780	1,114	288	265	68	360	406	361	71	269	4,626
74	A	3694 Interfund Svcs. Professional	44,037	6,126	7,429	10,604	2,739	2,519	652	3,430	3,866	3,435	674	2,563	44,037
75	A	3695 Interfund Svces - MNT Materials	-	0	0	0	0	0	0	0	0	0	0	0	0
76	A	3696 Interfund Svces - Small Projects	-	0	0	0	0	0	0	0	0	0	0	0	0
77	A	3697 Interfund Svces - Postage	-	0	0	0	0	0	0	0	0	0	0	0	0
78	A	3698 Interfund Svces - MNT labor	-	0	0	0	0	0	0	0	0	0	0	0	0
79	C	3710 County Admin. Overhead	1,083,479	125,900	225,147	240,966	53,199	45,181	0	69,668	92,421	67,717	93,504	69,776	1,083,479
80		Subtotal 3000's	1,151,980	135,429	236,703	257,461	57,460	49,099	1,014	75,004	98,435	73,061	94,552	73,763	1,151,980
81															
82	A	4202 Construction in Progress	-	0	0	0	0	0	0	0	0	0	0	0	0
83	A	4303 Equipment	11,541	1,605	1,947	2,779	718	660	171	899	1,013	900	177	672	11,541
84	A	4304 Computer Equipment	-	0	0	0	0	0	0	0	0	0	0	0	0
85	A	Subtotal 4000's	11,541	1,605	1,947	2,779	718	660	171	899	1,013	900	177	672	11,541
86															
87	A	5040 Trans OUT - POB's	24,579	3,419	4,147	5,919	1,529	1,406	364	1,915	2,158	1,917	376	1,431	24,579
88	A	5052 Trans OUT - FLEET	-	0	0	0	0	0	0	0	0	0	0	0	0
89		Subtotal 5000's	24,579	3,419	4,147	5,919	1,529	1,406	364	1,915	2,158	1,917	376	1,431	24,579
90															
91	C	7010 Intra-Fund Transfer	0	0	0	0	0	0	0	0	0	0	0	0	0
92		8101 Contingency	0	0	0	0	0	0	0	0	0	0	0	0	0
93		8301 Reserves	0	0	0	0	0	0	0	0	0	0	0	0	0
94		9304-8101 Contingency	0	0	0	0	0	0	0	0	0	0	0	0	0
95		Subtotal 7000-8000's	0	0	0	0	0	0	0	0	0	0	0	0	0
96		Total - Expenses	4,973,030	666,937	881,314	1,177,570	295,129	267,663	57,565	372,664	433,923	371,102	153,014	296,148	4,973,030
97															
98															-
99															

**OVERHEAD FY2023/24 NUMBERS FOR FY2025/26
PROPOSED BUDGET**

	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1	CODE	ACCOUNT/DESCRIPTION	6316/ TSS	JFK	FCC	VAC	SPR	RIO	SUI	COR	DIX	Subtotal
2	B	1100 Salary/Regular	918,040	115,030	144,041	360,973	48,381	28,276	58,479	102,178	60,682	918,040
3	B	1121 Salary/Extra Help	29,324	3,674	4,601	11,530	1,545	903	1,868	3,264	1,938	29,324
4	B	1131 Salary/OT/Call back	3,428	430	538	1,348	181	106	218	382	227	3,428
5	B	1142 Salary/Wages Standby Pay	-	0	0	0	0	0	0	0	0	0
6	B	1210 Retirement	261,777	32,801	41,073	102,931	13,796	8,063	16,675	29,136	17,303	261,777
7	B	1211 PARS Retirement	-	0	0	0	0	0	0	0	0	0
8	B	1212 Deferred Comp-County Match	650	81	102	256	34	20	41	72	43	650
9	B	1213 OPEB Costs	18,181	2,278	2,853	7,149	958	560	1,158	2,024	1,202	18,181
10	B	1220 FICA	75,388	9,446	11,828	29,643	3,973	2,322	4,802	8,391	4,983	75,388
11	B	1230 Health	195,530	24,500	30,679	76,882	10,304	6,022	12,455	21,762	12,925	195,530
12	B	1231 Vision	1,789	224	281	703	94	55	114	199	118	1,789
13	B	1240 Comp Insurance	16,528	2,071	2,593	6,499	871	509	1,053	1,840	1,093	16,528
14	B	1241 Long Term Disability Ins.	-	0	0	0	0	0	0	0	0	0
15	B	1250 Unemployment	-	0	0	0	0	0	0	0	0	0
16	B	1260 Dental	8,414	1,054	1,320	3,308	443	259	536	936	556	8,414
17	B	1270 Accrued Leave CTO	-	0	0	0	0	0	0	0	0	0
18	B	1290 Life Insurance	735	92	115	289	39	23	47	82	49	735
19		Subtotal 1000's	1,529,784	191,682	240,023	601,511	80,620	47,117	97,447	170,265	101,119	1,529,784
20												
21	B	2011 Clothing & Personal Supplies	-	0	0	0	0	0	0	0	0	0
22	B	2021 Telephone/County	8,206	1,028	1,287	3,226	432	253	523	913	542	8,206
23	B	2022 Telephone/AMC's	-	0	0	0	0	0	0	0	0	0
24	B	2025 Cellular Telephone Ser.	108,039	13,537	16,951	42,481	5,694	3,328	6,882	12,025	7,141	108,039
25	B	2028 Telephone/Non County	-	0	0	0	0	0	0	0	0	0
26	B	2035 Household Expenses	4,991	625	783	1,962	263	154	318	555	330	4,991
27	B	2050 Liability/Risk Management	-	0	0	0	0	0	0	0	0	0
28	B	2051 Liability Insurance	277,356	34,753	43,517	109,056	14,617	8,543	17,668	30,870	18,333	277,356
29	B	2122 Fuels & Lubricants	8,984	1,126	1,410	3,533	473	277	572	1,000	594	8,984
30	B	2140 Maintenance/Buildings	20,967	2,627	3,290	8,244	1,105	646	1,336	2,334	1,386	20,967
31	B	2170 Memberships	-	0	0	0	0	0	0	0	0	0
32	B	2176 Fees and Permits	(628)	(79)	(99)	(247)	(33)	(19)	(40)	(70)	(42)	(628)
33	B	2200 Office Expense	13,599	1,704	2,134	5,347	717	419	866	1,514	899	13,599
34	B	2201 Office Equip (un \$1500)	2,367	297	371	931	125	73	151	263	156	2,367
35	B	2202 Office Equip (1500-4999)	-	0	0	0	0	0	0	0	0	0
36	B	2203 Comput. Com. (un 1500)	1,522	191	239	598	80	47	97	169	101	1,522
37	B	2204 Computer Related Items < \$500	-	0	0	0	0	0	0	0	0	0
38	B	2205 Postage	49	6	8	19	3	2	3	5	3	49
39	B	2206 Cont Asset-Non Comp Related	1,748	219	274	687	92	54	111	195	116	1,748
40	B	2207 Ergonomic Under \$1500	7,415	929	1,163	2,915	391	228	472	825	490	7,415
41	B	2210 Central Duplicating	-	0	0	0	0	0	0	0	0	0
42	B	2215 Managed Print Cost Per Copy	11,081	1,388	1,739	4,357	584	341	706	1,233	732	11,081
43	B	2216 Maintenance/Srvce Contract	94,596	11,853	14,842	37,195	4,985	2,914	6,026	10,529	6,253	94,596
44	B	2236 Consulting Services	-	0	0	0	0	0	0	0	0	0
45	B	2239 Legal Service	-	0	0	0	0	0	0	0	0	0
46	B	2250 Other Professional Svcs.	38,482	4,822	6,038	15,131	2,028	1,185	2,451	4,283	2,544	38,482
47	B	2261 Software Lic/Maint Agrmts	78,005	9,774	12,239	30,672	4,111	2,403	4,969	8,682	5,156	78,005
48	B	2266 Central Data Processing Svce	-	0	0	0	0	0	0	0	0	0
49	B	2270 Software	-	0	0	0	0	0	0	0	0	0
50	B	2271 Software Rental/Subscription	17,847	2,236	2,800	7,017	941	550	1,137	1,986	1,180	17,847
51	B	2280 Publications/Legal Notes	-	0	0	0	0	0	0	0	0	0
52	B	2281 Advertising Marketing	-	0	0	0	0	0	0	0	0	0

OVERHEAD FY2023/24 NUMBERS FOR FY2025/26
PROPOSED BUDGET

	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1	CODE	ACCOUNT/DESCRIPTION	6316/ TSS	JFK	FCC	VAC	SPR	RIO	SUI	COR	DIX	Subtotal
53	B	2285 Rent/Lease - Copier/MFD's ST	-	0	0	0	0	0	0	0	0	0
54	B	2295 Lease Expense - Building ST	-	0	0	0	0	0	0	0	0	0
55	B	2310 Education/Training	30	4	5	12	2	1	2	3	2	30
56	B	2312 Special Depart. Expense	64,283	8,055	10,086	25,276	3,388	1,980	4,095	7,155	4,249	64,283
57	B	2327 Library Materials Process.	133,910	16,779	21,010	52,653	7,057	4,124	8,530	14,904	8,851	133,910
58	B	2328 Library Materials	-	0	0	0	0	0	0	0	0	0
59	B	2335 Travel Expense	-	0	0	0	0	0	0	0	0	0
60	B	2336 Travel Out-Of-State	-	0	0	0	0	0	0	0	0	0
61	B	2337 Refreshments	-	0	0	0	0	0	0	0	0	0
62	B	2338 Employee Recognition	421	53	66	165	22	13	27	47	28	421
63	B	2339 Management Business Expense	-	0	0	0	0	0	0	0	0	0
64	B	2345 Moving/Freight/Towing	-	0	0	0	0	0	0	0	0	0
65	B	2350 County Garage Services	31,416	3,936	4,929	12,353	1,656	968	2,001	3,497	2,077	31,416
66	B	2354 Car Allowance	-	0	0	0	0	0	0	0	0	0
67	B	2355 Personal Mileage	292	37	46	115	15	9	19	33	19	292
68	B	2360 Utilities	3,146	394	494	1,237	166	97	200	350	208	3,146
69	B	2361 Water	3,026	379	475	1,190	159	93	193	337	200	3,026
70		Subtotal 2000's	931,150	116,673	146,097	366,128	49,072	28,679	59,314	103,637	61,549	931,150
71												
72	B	3020 Refund of Prior Year Charges	-	0	0	0	0	0	0	0	0	0
73	B	3235 Lease Expense - LT Lease-CP,MF	1,532	192	240	602	81	47	98	171	101	1,532
74	B	3694 Interfund Svs. Professional	-	0	0	0	0	0	0	0	0	0
75	B	3695 Interfund Svces - MNT Materials	-	0	0	0	0	0	0	0	0	0
76	B	3696 Interfund Svces - Small Projects	-	0	0	0	0	0	0	0	0	0
77	B	3697 Interfund Svces - Postage	530	66	83	208	28	16	34	59	35	530
78	B	3698 Interfund Svces - MNT labor	-	0	0	0	0	0	0	0	0	0
79	C	3710 County Admin. Overhead	-	0	0	0	0	0	0	0	0	0
80		Subtotal 3000's	2,062	258	324	811	109	64	131	230	136	2,062
81												
82	B	4202 Construction in Progress	-	0	0	0	0	0	0	0	0	0
83	B	4303 Equipment	-	0	0	0	0	0	0	0	0	0
84	B	4304 Computer Equipment	-	0	0	0	0	0	0	0	0	0
85		Subtotal 4000's	-	0	0	0	0	0	0	0	0	0
86												
87	B	5040 Trans OUT - POB's	14,744	1,847	2,313	5,797	777	454	939	1,641	975	14,744
88	B	5052 Trans OUT - FLEET	-	0	0	0	0	0	0	0	0	0
89		Subtotal 5000's	14,744	1,847	2,313	5,797	777	454	939	1,641	975	14,744
90												
91	C	7010 Intra-Fund Transfer	0	0	0	0	0	0	0	0	0	0
92		8101 Contingency	0	0	0	0	0	0	0	0	0	0
93		8301 Reserves	0	0	0	0	0	0	0	0	0	0
94		9304-8101 Contingency	0	0	0	0	0	0	0	0	0	0
95		Subtotal 7000-8000's	0	0	0	0	0	0	0	0	0	0
96		Total - Expenses	2,477,740	310,461	388,757	974,247	130,577	76,314	157,832	275,772	163,779	2,477,740
97												
98												-
99												

**OVERHEAD FY2023/24 NUMBERS FOR FY2025/26
PROPOSED BUDGET**

	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM
1	CODE	ACCOUNT/DESCRIPTION	BU6306/ IT	JFK	FCC	VAC	SPR	RIO	SUI	COR	DIX	Subtotal
2	B	1100 Salary/Regular	430,735	53,971	67,582	169,365	22,700	13,267	27,438	47,941	28,472	430,735
3	B	1121 Salary/Extra Help	-	0	0	0	0	0	0	0	0	0
4	B	1131 Salary/OT/Call back	973	122	153	383	51	30	62	108	64	973
5	B	1142 Salary/Wages Standby Pay	450	56	71	177	24	14	29	50	30	450
6	B	1210 Retirement	123,782	15,510	19,421	48,671	6,523	3,812	7,885	13,777	8,182	123,782
7	B	1211 PARS Retirement	-	0	0	0	0	0	0	0	0	0
8	B	1212 Deferred Comp-County Match	403	50	63	158	21	12	26	45	27	403
9	B	1213 OPEB Costs	8,598	1,077	1,349	3,381	453	265	548	957	568	8,598
10	B	1220 FICA	34,350	4,304	5,389	13,506	1,810	1,058	2,188	3,823	2,271	34,350
11	B	1230 Health	43,348	5,431	6,801	17,044	2,284	1,335	2,761	4,825	2,865	43,348
12	B	1231 Vision	605	76	95	238	32	19	39	67	40	605
13	B	1240 Comp Insurance	8,487	1,063	1,332	3,337	447	261	541	945	561	8,487
14	B	1241 Long Term Disability Ins.	21	3	3	8	1	1	1	2	1	21
15	B	1250 Unemployment	-	0	0	0	0	0	0	0	0	0
16	B	1260 Dental	4,077	511	640	1,603	215	126	260	454	270	4,077
17	B	1270 Accrued Leave CTO	11,989	1,502	1,881	4,714	632	369	764	1,334	792	11,989
18	B	1290 Life Insurance	254	32	40	100	13	8	16	28	17	254
19		Subtotal 1000's	668,071	83,709	104,820	262,686	35,207	20,577	42,556	74,356	44,160	668,071
20												
21	B	2011 Clothing &Personal Supplies	-	0	0	0	0	0	0	0	0	0
22	B	2021 Telephone/County	16,192	2,029	2,541	6,367	853	499	1,031	1,802	1,070	16,192
23	B	2022 Telephone/AMC's	499	63	78	196	26	15	32	56	33	499
24	B	2025 Cellular Telephone Ser.	8,141	1,020	1,277	3,201	429	251	519	906	538	8,141
25	B	2028 Telephone/Non County	23,948	3,001	3,757	9,416	1,262	738	1,525	2,665	1,583	23,948
26	B	2035 Household Expenses	580	73	91	228	31	18	37	65	38	580
27	B	2050 Liability/Risk Management	-	0	0	0	0	0	0	0	0	0
28	B	2051 Liability Insurance	51,628	6,469	8,100	20,300	2,721	1,590	3,289	5,746	3,413	51,628
29	B	2122 Fuels & Lubricants	-	0	0	0	0	0	0	0	0	0
30	B	2140 Maintenance/Buildings	241	30	38	95	13	7	15	27	16	241
31	B	2170 Memberships	-	0	0	0	0	0	0	0	0	0
32	B	2176 Fees and Permits	-	0	0	0	0	0	0	0	0	0
33	B	2200 Office Expense	877	110	138	345	46	27	56	98	58	877
34	B	2201 Office Equip (un \$1500)	1,840	231	289	723	97	57	117	205	122	1,840
35	B	2202 Office Equip (1500-4999)	159,202	19,948	24,979	62,598	8,390	4,903	10,141	17,719	10,523	159,202
36	B	2203 Comput. Com. (un 1500)	12,373	1,550	1,941	4,865	652	381	788	1,377	818	12,373
37	B	2204 Computer Related Items < \$500	10,880	1,363	1,707	4,278	573	335	693	1,211	719	10,880
38	B	2205 Postage	-	0	0	0	0	0	0	0	0	0
39	B	2206 Cont Asset-Non Comp Related	-	0	0	0	0	0	0	0	0	0
40	B	2207 Ergonomic Under \$1500	-	0	0	0	0	0	0	0	0	0
41	B	2210 Central Duplicating	-	0	0	0	0	0	0	0	0	0
42	B	2215 Managed Print Cost Per Copy	-	0	0	0	0	0	0	0	0	0
43	B	2216 Maintenance/Srvice Contract	-	0	0	0	0	0	0	0	0	0
44	B	2236 Consulting Services	-	0	0	0	0	0	0	0	0	0
45	B	2239 Legal Service	-	0	0	0	0	0	0	0	0	0
46	B	2250 Other Professional Svs.	11,163	1,399	1,752	4,389	588	344	711	1,242	738	11,163
47	B	2261 Software Lic/Maint Agrmts	143,018	17,920	22,440	56,235	7,537	4,405	9,110	15,918	9,453	143,018
48	B	2266 Central Data Processing Svce	-	0	0	0	0	0	0	0	0	0
49	B	2270 Software	-	0	0	0	0	0	0	0	0	0
50	B	2271 Software Rental/Subscription	136,111	17,055	21,356	53,519	7,173	4,192	8,670	15,149	8,997	136,111
51	B	2280 Publications/Legal Notes	-	0	0	0	0	0	0	0	0	0
52	B	2281 Advertising Marketing	-	0	0	0	0	0	0	0	0	0

**OVERHEAD FY2023/24 NUMBERS FOR FY2025/26
PROPOSED BUDGET**

	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM
1	CODE	ACCOUNT/DESCRIPTION	BU6306/ IT	JFK	FCC	VAC	SPR	RIO	SUI	COR	DIX	Subtotal
53	B	2285 Rent/Lease - Copier/MFD's ST	-	0	0	0	0	0	0	0	0	0
54	B	2295 Lease Expense - Building ST	-	0	0	0	0	0	0	0	0	0
55	B	2310 Education/Training	4,850	608	761	1,907	256	149	309	540	321	4,850
56	B	2312 Special Depart. Expense	-	0	0	0	0	0	0	0	0	0
57	B	2327 Library Materials Process.	-	0	0	0	0	0	0	0	0	0
58	B	2328 Library Materials	-	0	0	0	0	0	0	0	0	0
59	B	2335 Travel Expense	836	105	131	329	44	26	53	93	55	836
60	B	2336 Travel Out-Of-State	-	0	0	0	0	0	0	0	0	0
61	B	2337 Refreshments	71	9	11	28	4	2	4	8	5	71
62	B	2338 Employee Recognition	47	6	7	19	2	1	3	5	3	47
63	B	2339 Management Business Expense	13	2	2	5	1	0	1	1	1	13
64	B	2345 Moving/Freight/Towing	-	0	0	0	0	0	0	0	0	0
65	B	2350 County Garage Services	-	0	0	0	0	0	0	0	0	0
66	B	2354 Car Allowance	-	0	0	0	0	0	0	0	0	0
67	B	2355 Personal Mileage	3,813	478	598	1,499	201	117	243	424	252	3,813
68	B	2360 Utilities	6,557	822	1,029	2,578	346	202	418	730	433	6,557
69	B	2361 Water	569	71	89	224	30	18	36	63	38	569
70		Subtotal 2000's	593,450	74,359	93,112	233,345	31,275	18,278	37,803	66,051	39,227	593,450
71												
72	B	3020 Refund of Prior Year Charges	-	0	0	0	0	0	0	0	0	0
73	B	3235 Lease Expense - LT Lease-CP,MF	1,062	133	167	417	56	33	68	118	70	1,062
74	B	3694 Interfund Svcs. Professional	9,786	1,226	1,535	3,848	516	301	623	1,089	647	9,786
75	B	3695 Interfund Svces - MNT Materials	-	0	0	0	0	0	0	0	0	0
76	B	3696 Interfund Svces - Small Projects	-	0	0	0	0	0	0	0	0	0
77	B	3697 Interfund Svces - Postage	-	0	0	0	0	0	0	0	0	0
78	B	3698 Interfund Svces - MNT labor	-	0	0	0	0	0	0	0	0	0
79	C	3710 County Admin. Overhead	-	0	0	0	0	0	0	0	0	0
80		Subtotal 3000's	10,848	1,359	1,702	4,265	572	334	691	1,207	717	10,848
81												
82	B	4202 Construction in Progress	-	0	0	0	0	0	0	0	0	0
83	B	4303 Equipment	-	0	0	0	0	0	0	0	0	0
84	B	4304 Computer Equipment	-	0	0	0	0	0	0	0	0	0
85		Subtotal 4000's	-	0	0	0	0	0	0	0	0	0
86												
87	B	5040 Trans OUT - POB's	6,972	874	1,094	2,741	367	215	444	776	461	6,972
88	B	5052 Trans OUT - FLEET	-	0	0	0	0	0	0	0	0	0
89		Subtotal 5000's	6,972	874	1,094	2,741	367	215	444	776	461	6,972
90												
91	C	7010 Intra-Fund Transfer	-	0	0	0	0	0	0	0	0	0
92		8101 Contingency	-	0	0	0	0	0	0	0	0	0
93		8301 Reserves	-	0	0	0	0	0	0	0	0	0
94		9304-8101 Contingency	-	0	0	0	0	0	0	0	0	0
95		Subtotal 7000-8000's	0	0	0	0	0	0	0	0	0	0
96		Total - Expenses	1,279,341	160,301	200,729	503,037	67,421	39,404	81,494	142,391	84,564	1,279,341
97												
98												-
99												

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

Audited Financial Statements

June 30, 2023 and 2022

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VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

AUDITED FINANCIAL STATEMENTS

June 30, 2023 and 2022

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
Vacaville Unified School District Library District
Vacaville, California

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and the major fund of the Vacaville Unified School District Library District (the District), as of and for the years ended June 30, 2023 and 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and the major fund of the District as of June 30, 2023 and 2022, and the respective changes in financial position thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America as well as accounting systems prescribed by the State Controller's Office and state regulations governing special districts.

Basis for Opinions

We conducted our audits in accordance with auditing standards generally accepted in the United States of America, and the State Controller's Minimum Audit Requirements for California Special Districts. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Correction of Errors

As discussed in Note I to the financial statements, errors were discovered by management of the District that resulted in an increase in capital assets as of July 1, 2021. Accordingly, adjustments have been made to the capital assets and net position of the governmental activities as of July 1, 2021, to correct the errors. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

To the Board of Trustees
Vacaville Unified School District Library District

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States

To the Board of Trustees
Vacaville Unified School District Library District

of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Richardson & Company, LLP

July 28, 2025

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

Management's Discussion and Analysis June 30, 2023 and 2022

This section of Vacaville Library District's (the District) basic financial statements presents management's overview and analysis of the financial activities of the District for the fiscal year ended June 30, 2023 and 2022. We encourage the reader to consider the information presented here in conjunction with the financial statements as a whole.

Introduction to the Basic Financial Statements

This discussion and analysis is intended to serve as an introduction to the District's audited financial statements, which are comprised of the basic financial statements (pages 10-26). This annual report is prepared in accordance with the Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements — and Management's Discussion and Analysis — for States and Local Governments*.

The required financial statements include the Government-wide Statement of Net Position and Statement of Activities and the General Fund Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance. A General Fund Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual is included as Required Supplemental information.

The statements are supported by notes to the financial statements. All sections must be considered together to obtain a complete understanding of the financial picture of the District.

The Basic Financial Statements

The Basic Financial Statements comprise the Government-wide Financial Statements and the Fund Financial Statements; these two sets of financial statements provide two different views of the District's financial activities and financial position.

The Government-wide Financial Statements provide a longer-term view of the District's activities as a whole and are comprised of the Statement of Net Position and the Statement of Activities. The Statement of Net Position provides information about the financial position of the District as a whole, similar to that used by private companies. The Statement of Activities provides information about all of the District's revenues and all of its expenses, also on the modified accrual basis, with an emphasis on measuring net revenues or expenses of the District's programs. The Statement of Activities explains in detail the change in net position for the year.

All of the District's activities are reported as Governmental Activities, as explained below.

The Fund Financial Statements report the District's operations in more detail than the Government-wide statements and focus primarily on the short-term activities of the District's General Fund. The Fund Financial Statements measure only current revenues, expenditures and fund balances; they exclude capital assets, long-term debt and other long-term amounts.

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

Management's Discussion and Analysis June 30, 2023 and 2022

The Government-wide Financial Statements

Government-wide Financial Statements are designed to provide readers with a broad overview of the District's finances.

The statement of net position presents information on the District's assets, deferred outflows of resources, liabilities and deferred inflows of resources with the remaining balance reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

Fund Financial Statements

The Fund Financial Statements provide detailed information about the District's General Fund, which is the only major fund. The concept of major funds, and the determination of which are major funds, was established by GASB Statement No. 34 and replaces the concept of combining like funds and presenting them in total. Instead, each major fund is presented individually, with all non-major funds summarized and presented only in a single column. Major funds present the major activities of the District for the year and may change from year-to-year as a result of changes in the pattern of the District's activities.

Governmental Fund Financial Statements are prepared on the modified accrual basis, which means they measure only current financial resources and uses. Capital assets and other long-lived assets, along with long-term liabilities, are not presented in the Governmental Fund Financial Statements.

Comparisons of budget and actual financial information are presented for the General Fund as required supplementary information.

Government-wide Financial Analysis

2023: Net position may serve over time as a useful indicator of a government's financial position. In the case of the District, assets exceeded liabilities and deferred inflows of resources by \$27,622,218 at the close of the most recent fiscal year. Net position includes \$4,048,150 net investment in capital assets, \$2,338,836 restricted for public facility fee eligible expenses and \$21,235,232 that is unrestricted. The District's unrestricted net position increased 17% during the year due to the significant amount of property tax revenues and rents available to offset the net program expenses.

2022: Assets exceeded liabilities and deferred inflows of resources by \$24,079,983 at the close of fiscal year 2022. Net position includes \$2,783,995 net investment in capital assets, \$3,222,422 restricted for public facility fee eligible expenses and \$18,073,566 that is unrestricted. The District's unrestricted net position increased 19% during the year due to significant amount of property tax revenues and rents available to offset the net program expenses.

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

Management's Discussion and Analysis June 30, 2023 and 2022

The following table summarizes the changes in the District's Condensed Government-wide Balance Sheets:

CONDENSED STATEMENTS OF NET POSITION							
	June 30,		Change	%	June 30, 2021		%
	2023	2022			(As Restated)	Change	
ASSETS							
Current and other assets	\$ 23,212,074	\$ 20,142,369	\$ 3,069,705	15%	\$ 16,218,074	\$ 3,924,295	24%
Restricted cash and investments	1,758,372	2,738,371	(979,999)	-36%	2,122,672	615,699	29%
Capital assets, net	4,048,150	3,852,861	195,289	5%	3,900,506	(47,645)	-1%
Total assets	<u>\$29,018,596</u>	<u>\$26,733,601</u>	<u>\$ 2,284,995</u>	<u>9%</u>	<u>\$22,241,252</u>	<u>\$4,492,349</u>	<u>20%</u>
LIABILITIES							
Long-term liabilities		\$ 1,068,866	\$ (1,068,866)	-100%	\$ 1,161,599	\$ (92,733)	-8%
Other liabilities	\$ 287,397	198,526	88,871	45%	19,360	179,166	925%
Total liabilities	<u>287,397</u>	<u>1,267,392</u>	<u>(979,995)</u>	<u>-77%</u>	<u>1,180,959</u>	<u>86,433</u>	<u>7%</u>
DEFERRED INFLOWS OF RESOURCES							
	1,108,981	1,386,226	(277,245)	-20%		1,386,226	100%
NET POSITION							
Investment in capital assets	4,048,150	2,783,995	1,264,155	45%	2,738,907	45,088	2%
Restricted	2,338,836	3,222,422	(883,586)	-27%	3,153,603	68,819	2%
Unrestricted	21,235,232	18,073,566	3,161,666	17%	15,167,783	2,905,783	19%
Total net position	<u>27,622,218</u>	<u>24,079,983</u>	<u>3,542,235</u>	<u>15%</u>	<u>21,060,293</u>	<u>3,019,690</u>	<u>14%</u>
Total liabilities, deferred inflows of resources and net position	<u>\$29,018,596</u>	<u>\$26,733,601</u>	<u>\$ 2,284,995</u>	<u>9%</u>	<u>\$22,241,252</u>	<u>\$4,492,349</u>	<u>20%</u>

Current and other assets: Current assets increased by 15% and 24% during 2023 and 2022, respectively. The increase is due to favorable operations during the fiscal years resulting in an increase to the District's cash balance.

Restricted cash and investments: Restricted cash and investments reflected a significant decrease of 36% in 2023 due to use of funds on the Vacaville Cultural Center Library expansion project and an increase of 29% in 2022 due to favorable Public Facilities Fees collected.

Capital assets: Capital assets increased by 5% in 2023 due to additions on the Vacaville Cultural Center Library and decreased 1% in 2022 due to the District's depreciation expense exceeding additions.

Long-term liabilities: Long-term liabilities decreased by 100% and 8% in 2023 and 2022, respectively, due to the District repaying the remaining loan balance in 2023 and making annual principal payments on the outstanding loan for construction of the Town Square Library in 2022.

Other liabilities: The increase of 45% in 2023 was due to payables being outstanding for design of the Vacaville Cultural Center Library. The increase of 925% in 2022 results from changes in accounts payable which comprise amounts issued to vendors for payment of supplies and services.

Governmental activities increased the District's net position by \$3,542,235 and \$3,019,690 in 2023 and 2022, respectively, due to the changes discussed above.

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

Management's Discussion and Analysis June 30, 2023 and 2022

The following table summarizes the changes in the District's Condensed Government-wide Statement of Activities:

CONDENSED STATEMENTS OF ACTIVITIES							
	June 30,		Change	%	June 30,		%
	2023	2022			(As Restated)	Change	
REVENUES							
Program revenues:							
Charges for services	\$ 150,000	\$ 150,000	\$ -	0%	\$ 150,000	\$ -	0%
Operating grants and contributions	3,935,694	3,835,333	100,361	3%	4,126,107	(290,774)	-7%
Total program revenues	<u>4,085,694</u>	<u>3,985,333</u>	<u>100,361</u>	<u>3%</u>	<u>4,276,107</u>	<u>(290,774)</u>	<u>-7%</u>
General revenues:							
Property taxes	4,221,089	4,255,741	(34,652)	-1%	3,542,908	712,833	20%
Building rental income	277,246	277,244	2	0%	266,910	10,334	4%
Interest income (loss)	444,746	(171,445)	616,191	359%	46,583	(218,028)	-468%
Lease interest income	42,968	50,719	(7,751)	-15%		50,719	100%
Intergovernmental revenue	441	322	119	37%	321	1	0%
Total general revenues	<u>4,986,490</u>	<u>4,412,581</u>	<u>573,909</u>	<u>13%</u>	<u>3,856,722</u>	<u>555,859</u>	<u>14%</u>
Total revenues	<u>9,072,184</u>	<u>8,397,914</u>	<u>674,270</u>	<u>8%</u>	<u>8,132,829</u>	<u>265,085</u>	<u>3%</u>
EXPENSES							
Education	<u>5,529,949</u>	<u>5,378,224</u>	<u>151,725</u>	<u>3%</u>	<u>4,935,029</u>	<u>443,195</u>	<u>9%</u>
Change in net position	3,542,235	3,019,690	522,545	17%	3,197,800	(178,110)	-6%
Net position, beginning of year	24,079,983	21,060,293	3,019,690	14%	17,286,993	3,773,300	22%
Restatement					<u>575,500</u>	<u>(575,500)</u>	<u>-100%</u>
Net position, beginning of year - as restated	<u>24,079,983</u>	<u>21,060,293</u>	<u>3,019,690</u>	<u>14%</u>	<u>17,862,493</u>	<u>3,197,800</u>	<u>18%</u>
Net position, end of year	<u>\$ 27,622,218</u>	<u>\$ 24,079,983</u>	<u>\$ 3,542,235</u>	<u>15%</u>	<u>\$ 21,060,293</u>	<u>\$ 3,019,690</u>	<u>14%</u>

The key elements in the significant changes in net position are as follows:

Program revenues: The program revenues increased 3% and decreased 7% in 2023 and 2022, respectively, as a result of changes in Measure L Library Sales Tax and public facilities fees. The District has no control over the annual allocations received from the funding sources. Measure L sales tax fluctuates based on overall consumer spending and public facilities fees fluctuates based on development activities.

General revenues: General revenues increased approximately 13% and 14% in 2023 and 2022, respectively. Interest income increased 359% and decreased 468% in 2023 and 2022, respectively, due to changes in market rates that resulted in a negative fair value adjustment in 2022 that moderated in 2023 plus investment earnings from the County pool increased in 2023 due to the higher interest rate environment. The changes in property tax revenue resulting in a decrease in 2023 and an increase in 2022 is driven by the assessed value of properties within the District's geographical boundaries and includes both existing and new construction. The overall change was 8% in 2023 and 3% in 2022.

Program expenses: Program expenses totaled \$5,529,949 and \$5,378,224 in 2023 and 2022, respectively. The increases of \$151,725 and \$443,195 in 2023 and 2022 are due to the building improvement project.

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

Management's Discussion and Analysis June 30, 2023 and 2022

Analyses of Major Funds

Governmental Funds

At June 30, 2023 and 2022, the District's governmental fund reported an ending fund balance of \$23,574,068 and \$21,313,803, respectively. This represents an increase of \$2,260,265 and \$2,973,057 for 2023 and 2022, respectively.

Governmental revenues totaled \$9,072,184 and \$8,397,914 in 2023 and 2022, respectively. This represents an increase of \$674,270 for 2023 that is mainly due to increases of \$616,191 in investment earnings and \$96,554 in public facilities fees, respectively, offset by a decrease of \$34,652 in property taxes discussed previously. An increase of \$265,085 in 2022 is due to an increase of \$712,833 in property taxes and \$256,106 in Measure L sales tax, respectively, as described above and \$50,719 in lease interest income reported for the first time due to the implementation of GASB Statement No. 87. These changes were offset by decreases of \$546,880 in Public Facilities Fees from slower development activities and \$218,028 in investment income from market rate changes. Measure L sales tax fluctuates based on overall consumer spending, property tax is driven by the assessed value of properties within the District's geographical boundaries, Public Facilities Fees are generated from the issuance of building permits within the City of Vacaville.

Governmental expenditures totaled \$6,811,979 and \$5,424,857 in 2023 and 2022, respectively. This represents an increase of \$1,387,062 and \$643,408 in 2023 and 2022, respectively, that is primarily due to increased management costs charged by the Solano County Library, the District repaying the loan for construction of the Town Square Library in full in 2023 and increases in capital outlay for the Vacaville Cultural Center Library.

Budget Highlights

The General Fund budget (Adopted and Final versions) is reflected in the Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual – General Fund, as presented on pages 27-28 in the Required Supplementary Information (RSI) section of this report.

The 2023 budgeted revenues and expenses were \$8,341,521 and \$14,207,171, respectively, including a contingency expense budget of \$5,765,809. Actual revenues and expenditures were \$9,072,184 and \$6,811,919, respectively. Revenues recognized exceeded budget by \$730,663 and expenditures incurred were less than budget by \$7,395,252, or \$1,629,443 excluding the unused contingency budget. This was the result of the District receiving more Measure L Library sales tax and property tax than anticipated. Appropriations for capital outlay were under budget by \$1,080,443, and the professional and specialized services expenditures were under budget by \$540,401, resulting from credits from prior year overcharges of contracted services.

The 2022 budgeted revenues and expenses were \$8,373,681 and \$12,305,733, respectively, including a contingency expense budget of \$6,661,005. Actual revenues and expenditures were \$8,397,914 and \$5,424,857, respectively. Revenues recognized exceeded budget by \$24,233 and expenditures incurred were less than budget by \$6,880,876 or \$219,871 excluding the unused contingency budget. This was mainly the result of change the accounting method to record Public Facilities fees and change in market rates. Appropriations for capital outlay were under budget by \$151,265.

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

Management's Discussion and Analysis June 30, 2023 and 2022

Capital Assets

The District's investment in capital assets as of June 30, 2023 and 2022 totaled \$4,048,150 and \$3,852,861 (net of accumulated depreciation), respectively. This investment in capital assets includes land, equipment (which is fully depreciated), structures and improvements, books and materials and construction in progress. The net capital assets increased by \$195,289 in 2023 due to additions on the Vacaville Cultural Center Library expansion project and decreased by \$47,645 in 2022 due to depreciation exceeding additions on the project.

The District continues the multi-year Vacaville Cultural Center Library expansion project, adding to the construction in progress capital asset. The only other capital asset acquisitions incurred during either fiscal year were regular books and materials purchases.

Debt Administration

At June 30, 2023 all of the District's long-term liabilities had been repaid. At June 30, 2022, the District had \$1,068,866 of long-term debt made up entirely of a notes payable agreement with the former Vacaville Redevelopment Agency (administered by the City of Vacaville Successor Agency) for the construction of the Town Square Library. This amount was entirely backed by the full faith and credit of the District.

Economic Outlook and Major Initiatives

The following factors were considered in preparing the District's budget for the fiscal year 2023/24:

- The Council will continue to maintain a watchful eye over expenditures and remain committed to sound fiscal management practices to deliver the highest quality service to the citizens of the area. Excess funds resulting from the outcome of fiscal year operations will continue to be transferred to the Reserve Fund Balance account which was established for future expansion/remodel projects of the two library facilities.

Contacting the Council's Financial Management

This comprehensive Annual Financial Report is intended to provide citizens, taxpayers, and creditors with a general overview of the District's finances. Questions about this report should be directed to the Vacaville Unified School District Board of Education (District's Governing Board of Library Trustees), 401 Nut Tree Road, Vacaville, CA 95687.

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

STATEMENTS OF NET POSITION

June 30, 2023 and 2022

	GOVERNMENTAL ACTIVITIES	
	<u>2023</u>	<u>2022</u>
ASSETS		
Cash and investments - unrestricted	\$ 20,404,616	\$ 17,428,444
Cash and investments - restricted	1,758,372	2,738,371
Due from other agencies:		
Measure L sales tax receivable	579,119	599,186
Public facilities fees receivable - restricted	580,464	484,051
Credit from County on charges for services	464,018	195,038
Lease receivable - current portion	269,615	251,793
Lease receivable - noncurrent portion	914,242	1,183,857
Capital assets:		
Nondepreciable	1,601,641	1,142,284
Depreciable, net	2,446,509	2,710,577
TOTAL CAPITAL ASSETS, NET	<u>4,048,150</u>	<u>3,852,861</u>
TOTAL ASSETS	<u>29,018,596</u>	<u>26,733,601</u>
LIABILITIES		
Accounts payable	126,481	180,711
Outstanding warrants	160,916	
Interest payable		17,815
Noncurrent liabilities:		
Debt due within one year		97,613
Debt due in more than one year		971,253
TOTAL LIABILITIES	<u>287,397</u>	<u>1,267,392</u>
DEFERRED INFLOWS OF RESOURCES		
Lease receivable	1,108,981	1,386,226
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>1,108,981</u>	<u>1,386,226</u>
NET POSITION		
Net investment in capital assets	4,048,150	2,783,995
Restricted:		
Public facilities fees	2,338,836	3,222,422
Unrestricted	21,235,232	18,073,566
TOTAL NET POSITION	<u>\$ 27,622,218</u>	<u>\$ 24,079,983</u>

The accompanying notes are an integral part of these financial statements.

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

STATEMENTS OF ACTIVITIES

For the years ended June 30, 2023 and 2022

	GOVERNMENTAL ACTIVITIES	
	2023	2022
PROGRAM EXPENSES		
Professional and special services	\$ 4,894,457	\$ 4,706,816
Depreciation	494,268	496,380
Insurance	88,577	73,641
Special district expense	40,000	40,000
Property tax refunds	8,437	5,557
Interest expense	3,800	54,870
Maintenance	410	960
TOTAL PROGRAM EXPENSES	<u>5,529,949</u>	<u>5,378,224</u>
PROGRAM REVENUES		
Operating grants and contributions:		
Measure L sales tax	3,355,089	3,351,282
Public facilities fees	580,605	484,051
Charges for services	150,000	150,000
TOTAL PROGRAM REVENUES	<u>4,085,694</u>	<u>3,985,333</u>
NET PROGRAM REVENUES (EXPENSES)	(1,444,255)	(1,392,891)
GENERAL REVENUES		
Property taxes and assessments	4,221,089	4,255,741
Building rental income	277,246	277,244
Investment income (loss)	444,746	(171,445)
Lease interest income	42,968	50,719
Intergovernmental revenue	441	322
TOTAL GENERAL REVENUES	<u>4,986,490</u>	<u>4,412,581</u>
CHANGE IN NET POSITION	3,542,235	3,019,690
Net position, beginning of the year - as previously reported	24,079,983	20,461,509
Restatement		598,784
Net position, beginning of the year - as restated	<u>24,079,983</u>	<u>21,060,293</u>
NET POSITION, END OF YEAR	<u>\$ 27,622,218</u>	<u>\$ 24,079,983</u>

The accompanying notes are an integral part of these financial statements.

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

BALANCE SHEETS - GENERAL FUND

June 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>
ASSETS		
Cash and investments - unrestricted	\$ 20,404,616	\$ 17,428,444
Cash and investments - restricted	1,758,372	2,738,371
Due from other agencies:		
Measure L sales tax receivable	579,119	599,186
Public facilities fees receivable - restricted	580,464	484,051
Credit from County for charges for services	464,018	195,038
Lease receivable - current portion	269,615	251,793
Lease receivable - noncurrent portion	914,242	1,183,857
	<u>24,970,446</u>	<u>22,880,740</u>
TOTAL ASSETS	\$ 24,970,446	\$ 22,880,740
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE		
LIABILITIES		
Accounts payable	\$ 126,481	\$ 180,711
Outstanding warrants	160,916	
	<u>287,397</u>	<u>180,711</u>
TOTAL LIABILITIES	287,397	180,711
DEFERRED INFLOWS OF RESOURCES		
Lease receivable	1,108,981	1,386,226
	<u>1,108,981</u>	<u>1,386,226</u>
TOTAL DEFERRED INFLOWS OF RESOURCES	1,108,981	1,386,226
FUND BALANCE		
Restricted	2,338,836	3,222,422
Assigned	15,011,990	13,011,990
Unassigned	6,223,242	5,079,391
	<u>23,574,068</u>	<u>21,313,803</u>
TOTAL FUND BALANCE	23,574,068	21,313,803
TOTAL LIABILITIES AND FUND BALANCE	\$ 24,970,446	\$ 22,880,740

The accompanying notes are an integral part of these financial statements.

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEETS TO THE
GOVERNMENT-WIDE STATEMENTS OF NET POSITION

June 30, 2023 and 2022

Fund balance - governmental funds, June 30, 2023	\$ 23,574,068
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Amounts reported for governmental activities in the government-wide balance sheet are different because:

Long-term assets are not available to pay current year expenditures and, therefore, are not recognized in the governmental funds.

Capital assets, net	4,048,150
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Net position - governmental activities, June 30, 2023	\$ 27,622,218
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Fund balance - governmental funds, June 30, 2022	\$ 21,313,803
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Amounts reported for governmental activities in the government-wide balance sheet are different because:

Long-term assets are not available to pay current year expenditures and, therefore, are not recognized in the governmental funds.

Capital assets, net	3,852,861
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Certain liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.

Interest payable	(17,815)
Long-term debt	(1,068,866)

Net position - governmental activities, June 30, 2022	\$ 24,079,983
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The accompanying notes are an integral part of these financial statements.

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

STATEMENTS OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - GENERAL FUND

For the years ended June 30, 2023 and 2022

	2023	2022
REVENUES		
Property taxes	\$ 4,221,089	\$ 4,255,741
Measure L sales tax	3,355,089	3,351,282
Public facilities fees	580,605	484,051
Use of money and property:		
Building rental income	277,246	277,244
Investment income (loss)	444,746	(171,445)
Lease interest income	42,968	50,719
Charges for services	150,000	150,000
Intergovernmental revenue	441	322
TOTAL REVENUES	<u>9,072,184</u>	<u>8,397,914</u>
EXPENDITURES		
Current:		
Professional and specialized services	4,894,457	4,706,816
Insurance	88,577	73,641
Special district expenditures	40,000	40,000
Property tax refunds	8,437	5,557
Maintenance	410	960
Capital outlay	689,557	448,735
Debt service:		
Principal	1,068,866	92,733
Interest	21,615	56,415
TOTAL EXPENDITURES	<u>6,811,919</u>	<u>5,424,857</u>
NET CHANGE IN FUND BALANCE	2,260,265	2,973,057
Fund balance, beginning of year	<u>21,313,803</u>	<u>18,340,746</u>
FUND BALANCE, END OF YEAR	<u><u>\$ 23,574,068</u></u>	<u><u>\$ 21,313,803</u></u>

The accompanying notes are an integral part of these financial statements.

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT
 RECONCILIATION OF THE GOVERNMENTAL FUND STATEMENTS OF
 REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
 TO THE GOVERNMENT-WIDE STATEMENTS OF ACTIVITIES

For the years ended June 30, 2023 and 2022

Net change in fund balance - governmental funds, for the year ended June 30, 2023	\$ 2,260,265
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlay as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated used lives as depreciation expense.	
Capital outlay	689,557
Depreciation expense	(494,268)
Governmental funds report debt issuances as other financing sources and debt principal payments as expenditures. However, in the statement of activities, borrowings and repayments of principal on debt increase and reduce long-term liabilities in the statement of net position.	
Debt principal payments	1,068,866
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.	
Change in accrued interest payable	17,815
Change in net position - governmental activities, for the year ended June 30, 2023	\$ 3,542,235
Net change in fund balance - governmental funds, for the year ended June 30, 2022	\$ 2,973,057
Amounts reported for governmental funds in the statement of activities are different because:	
Governmental funds report capital outlay as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated used lives as depreciation expense:	
Capital outlay	448,735
Depreciation expense	(496,380)
Governmental funds report debt issuances as other financing sources and debt principal payments as expenditures. However, in the statement of activities, borrowings and repayments of principal on debt increase and reduce long-term liabilities in the statement of net position.	
Debt principal payments	92,733
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.	
Change in accrued interest payable	1,545
Change in net position - governmental activities, for the year ended June 30, 2022	\$ 3,019,690

The accompanying notes are an integral part of these financial statements.

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2023 and 2022

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Vacaville Unified School District Library District (District) have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The most significant accounting policies of the District are described below.

Description of Reporting Entity: The Vacaville School District Library District of Solano County was established on November 11, 1912 to serve as the community's library. As a Special District Library, the District operates independent of any city or county agency's political or financial control. The District operates under Division 1, Part II, Chapter 3, Article 8 of the Education Code, §18440-18452, and the general provisions of the Library Code governing the Unified School Districts and Union High School Districts Public Libraries. The District currently operates two library branches, the Cultural Center and Town Square branches.

The District is governed by a seven-member Governing Board of Library Trustees who are also the elected school board for the Vacaville Unified School District. The Board members serve a four-year term. The Board of Library Trustees appoints a five-member Board of Library Commissioners who acts for the Board of Library Trustees in reviewing and advising on matters relating to library operations and policies. The Library Commission members are appointed to a three-year term.

Basis of Presentation – Government-wide and Fund Financial Statements: The government-wide financial statements (i.e., the statement of net position and the statement of activities) display information about the primary government (the District). The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are clearly identified with a specific function. Program revenues include (a) charges paid by the recipients of goods or services offered by the programs, (b) grants and contributions that are restricted to meeting the operational needs of a particular program and (c) fees, grants, and contributions that are restricted to the financing of the acquisition or construction of capital assets. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Nonexchange transactions in which the District gives (or receives) value without directly receiving (or giving) equal value in exchange, include grants, entitlements and contributions. Revenues from grants and contributions are recognized in the fiscal year in which all eligibility requirements have been satisfied.

The accounts of the District are organized on the basis of funds. A fund is a separate accounting entity with a self-balancing set of accounts. All of the District's activities are reported in the General Fund, which is the District's primary operating fund and a major fund. It accounts for all financial resources of the District.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers all revenues to be available if they are collected within 90 days of the end of the current fiscal period or 60 days for property taxes. Expenditures generally are recorded when a liability is

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

incurred, as under accrual accounting. However, debt service expenditures and claims and judgements are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds from long-term debt are reported as other financing sources.

Secured property taxes, library sales tax, licenses, grant and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements are met. All other revenue items are considered to be measurable and available only when cash is received by the District.

Budgets: Budgets are adopted on a basis consistent with generally accepted accounting principles and in accordance with the District’s policy and procedure. Budgetary control is exercised by major object. All budgetary changes during the fiscal year require the approval of the District’s Governing Board of Library Trustees. Unencumbered budget appropriations lapse at the end of the fiscal year.

Risk Management: The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District continues to carry commercial insurance for all risks of loss, including general liability, business automobile liability, property, errors and omissions, and fraud insurance.

Restricted Cash and Investments: Restricted cash and investments consists of unspent public facilities fees (development impact fees) collected by the County of Solano on the District’s behalf. The impact fees are required to be spent on public facilities by Chapter 11, Article X of the Solano County Code and County Resolution 2019-156, including expanding library buildings, book holdings, audio/visual and computer equipment, and automation systems.

Capital Assets: Capital assets are recorded in the government-wide statements and are stated at historical cost or estimated historical cost if actual historical cost is not available. The cost of normal repairs and maintenance that do not add to the value of the asset or materially extend asset lives are not capitalized. Contributed capital assets are recorded at their acquisition value, which is the price that would be paid to acquire an asset with equivalent service potential in an orderly market transaction at the acquisition date.

Capital assets are defined by the District as assets with an initial cost of more than \$5,000 and a useful life of three years or longer. The cost of assets sold or retired are eliminated from the accounts in the year of sale or retirement and the resulting gain or loss is included in the government-wide statement of activities. In governmental funds, the sale of general capital assets is included in the statement of revenues, expenditures and changes in fund balances as proceeds from sale. Depreciation is recorded using the straight-line method over the useful lives of the assets as follows:

<u>Capital Asset Category</u>	<u>Estimated Useful Life</u>
Computer equipment	3-5 years
Office equipment	3-5 years
Specialty equipment	5-7 years
Buildings and improvements	5-30 years

Deferred Outflows and Inflows of Resources: In addition to assets and liabilities, the balance sheet will sometimes report separate sections for deferred outflows and inflows of resources. Deferred outflows of

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

resources represent a consumption of net assets by the government that is applicable to a future reporting period. Deferred inflows of resources represent an acquisition of net assets that is applicable to a future reporting period. These amounts will not be recognized as an outflow of resources (expense) or an inflow of resources (revenue) until the earnings process is complete. Deferred outflows and inflows of resources include amounts deferred related to the District's lease receivable described in Note C. Unavailable revenues in governmental funds arise when a potential revenue source does not meet both the "measurable" and "available" criteria for recognition in the current period. Revenues unavailable because they were not received in the availability period are recognized for the government-wide presentation. The District did not have any unavailable revenues at June 30, 2023 and 2022.

Fund Balance: In the fund financial statements, governmental funds report nonspendable, restricted, committed, assigned and unassigned balances.

Nonspendable Funds – Fund balance should be reported as nonspendable when the amounts cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. Nonspendable balances are not expected to be converted to cash within the next operating cycle, such as prepaid costs. The District had no nonspendable fund balance.

Restricted Funds – Fund balance should be reported as restricted when constraints placed on the use of resources are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation. Amounts reported as restricted funds represent public facility fees collected for future qualifying expenditures.

Committed Funds – Fund balance should be reported as committed when the amounts can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority, which is a Resolution of the Board of Trustees. These amounts cannot be used for any other purpose unless the Board modifies or removes the fund balance commitment with another Resolution of the Board of Trustees.

Assigned Funds – Fund balance should be reported as assigned when the amounts are constrained by the government's intent to be used for specific purposes but are neither restricted nor committed.

Unassigned Funds – Unassigned fund balance is the residual classification of the District's funds and includes all spendable amounts that have not been restricted, committed, or assigned to specific purposes.

Net Position: The government-wide financial statements report net position. Net position is categorized as the net investment in capital assets, restricted and unrestricted.

Net Investment in Capital Assets – This category groups all capital assets into one component of net position. The outstanding balance of debt that is attributable to the acquisition, construction or improvement of the assets reduces the balance in this category.

Restricted Net Position – This category presents external restrictions imposed by creditors, grantors, contributors or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Unrestricted Net Position – This category represents net position of the District not restricted for any project or other purpose.

When both restricted and unrestricted resources are available, it is the District's policy to use restricted resources first and then unrestricted resources as they are needed. In circumstances when expenditures may be made from multiple fund balance classifications, the use of fund balance will be applied in the following order: Restricted, committed, assigned and then unassigned.

Property Taxes: The County is responsible for assessing, collecting and apportioning property taxes. Article XIII A of the California Constitution (Proposition 13) provides that the combined maximum property tax rate on any given property may not exceed one percent of its assessed value unless an additional amount for general obligation debt has been approved by voters. Assessed value is calculated at 100% of market value as defined by Article XLLL A and may be adjusted upward by no more than two percent per year unless the property is sold or transferred. The State Legislature has determined the method of distributing receipts from a one percent tax levy among the counties, cities, school districts and other districts.

Property taxes become a lien on the first day of the year they are levied. Secured property tax is levied on October 1 and due in two installments, on November 1 and February 1. They become delinquent on December 11 and April 11, respectively. Unsecured property taxes are levied on July 1 and become delinquent on August 31. The District elected to receive the property taxes from the County under the Teeter Bill Program. Under this Program, the District receives 100% of the levied property taxes in periodic payments, with the County assuming responsibility for delinquencies.

Measure L Sales Tax: On June 2, 1998, voters approved Measure B which imposed a 1/8th cent sales tax within Solano County for 16 years. The sales tax revenue is restricted for use in funding public library operations, programs and acquisitions within Solano County. On June 5, 2012, voters approved the renewal of this tax under Measure L commencing October 1, 2014 for 16 years.

Use of Estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities and deferred inflows of resources at the date of the financial statements and the reported amounts of revenues and expenditures during the reported period. Actual results could differ from these estimates.

New Pronouncements: In June 2017, the GASB issued Statement No. 87, *Leases*. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. A lease is defined as a contract that conveys control of the right to use another entity's nonfinancial asset as specified in the contract for a period of time in an exchange or exchange like transaction. Examples of nonfinancial assets include buildings, land, vehicles, and equipment. Any contract that meets this definition should be accounted for under the lease guidance, unless specifically excluded in this Statement. The District implemented this Statement during the year ended June 30, 2022 and recorded a lease receivable as described in Note C.

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

In May 2020, the GASB issued Statement No. 96, *Subscription-Based Information Technology Arrangements* (SBITA). This Statement 1) defines the term SBITA; 2) establishes that a SBITA results in a right-to-use subscription asset – an intangible asset – and a corresponding subscription liability; 3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs to a SBITA; and 4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITA are based on the standards established in Statement No. 87, *Leases*, as amended. This Statement was implemented during the year ended June 30, 2023 and had no impact on the District's financial statements.

In April 2022, the GASB issued Statement No. 99, *Omnibus 2022*. This Statement enhances comparability in accounting and financial reporting and consistency in authoritative literature, including the classification and reporting of derivative instruments within the scope of Statement No. 53, *Accounting and Financial Reporting for Derivative Instruments*, that do not meet the definition of either an investment derivative instrument or a hedging derivative instrument; clarification of provisions of Statement 87, *Leases*, related to the determination of the lease term, classification of a lease as a short-term lease, recognition and measurement of a lease liability and a lease asset and identification of lease incentives; clarification of provisions in Statement No. 96, *Subscription-Based Information Technology Arrangements*, related to the subscription-based information technology arrangement term, classification as short-term and recognition of a subscription liability; extension of the period during which the London Interbank Offered Rate (LIBOR) is considered an appropriate benchmark interest rate for the qualitative evaluation of the effectiveness of an interest rate swap that hedges the interest rate risk of taxable debt; accounting for the distribution of benefits as part of the Supplemental Nutrition Assistance Program (SNAP); disclosures related to nonmonetary transactions; pledges of future revenues when resources are not received by the pledging government; clarification of provisions in Statement No. 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*, related to the focus of the government-wide financial statements; terminology updates related to provisions of Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*; and terminology used in Statement No. 53 to refer to resource flows statements. The provisions of this Statement are effective immediately through periods beginning after June 15, 2023.

In June 2022, the GASB issued Statement No. 100, *Accounting Changes and Error Corrections, an Amendment of GASB Statement No. 62*. This Statement prescribes the accounting and financial reporting for each type of accounting change, including changes in accounting principles, changes in accounting estimates and changes to or within the financial reporting entity, and error corrections. This Statement requires changes in accounting principles and error corrections to be reported retroactively by restating prior periods; requires changes to or within the financial reporting entity be reported by adjusting beginning balances of the current period; and requires changes in accounting estimates to be reported prospectively by recognizing the change in the current period. The requirements of this Statement for changes in accounting principles apply to the implementation of new pronouncements in absence of specific transition provisions in the new pronouncement. This Statement also requires the aggregate amount of adjustments to and restatements of beginning net position, fund balance or fund net position, as applicable, to be displayed by reporting unit in the financial statements. Furthermore, this Statement requires information presented in required supplementary information or supplementary information to be restated for error corrections, if practicable, but not for changes in accounting principles. The provisions of this Statement are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023.

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

In December 2023, the GASB issued Statement No. 102, *Certain Risk Disclosures*. This Statement requires a government to assess whether a concentration or constraint makes a primary government, or reporting unit that reports a liability for revenue debt, vulnerable to the risk of a substantial impact and to assess whether an event or events associated with a concentration or constraint that could cause the substantial impact have occurred, have begun to occur, or are more likely than not to occur within 12 months of the date the financial statements are issued. If the criteria in the Statement have been met for a concentration or constraint, the government should disclose information in notes to financial statements in sufficient detail to enable users of financial statements understand the nature of the circumstances disclosed and the government's vulnerability to the risk of a substantial impact. The provisions of this Statement are effective for years beginning after June 15, 2024.

In April 2024, the GASB issued Statement No. 103, *Financial Reporting Model Improvements*. This Statement improves key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability, including 1) certain topics and disclosures in Management's Discussion and Analysis; 2) requiring the display of inflows and outflows of unusual and infrequent items to be reported separately as the last presented flow(s) of resources prior to the net change in resources flows in the government-wide, governmental fund, and proprietary fund statement of resources flows; 3) changing the definition of proprietary fund nonoperating revenues and expenses to include subsidies received and provided, contributions to permanent and term endowments, revenues and expenses related to financing, resources from the disposal of capital assets and inventory and investment income and expenses and defines operating revenues and expenses as revenue and expenses other than nonoperating revenue and expenses; 4) requires major component units to be presented separately in the reporting entity's statement of net position and statement of activities if it does not reduce the readability of the statements; and 5) requires budgetary comparison schedules to be reported as Required Supplementary Information (RSI), requires the presentation of variances between original and final budget amounts and final budget and actual amounts in the RSI and requires the explanation of significant variances to be reported in notes to the RSI. The provisions of this Statement are effective for years beginning after June 15, 2025.

In September 2024, the GASB issued Statement No. 104, *Disclosure of Certain Capital Assets*. This Statement requires lease assets recognized in accordance with GASB Statement No. 87, *Leases*, right-to-use assets recognized in accordance with GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, subscription assets recognized in accordance with GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*, and other intangible assets to be disclosed separately in capital assets footnote disclosures. This Statement also requires additional disclosures for capital assets held for sale. A capital asset is a capital asset held for sale if (a) the government has decided to pursue the sale of the capital asset and (b) it is probable that the sale will be finalized within one year of the financial statement date. Governments should disclose the ending historical cost and accumulated depreciation by major class of asset and the carrying amount of debt for which the assets are pledged as collateral by major class of asset held for sale under this Statement. The provisions of this Statement are effective for fiscal years beginning after June 15, 2025.

The District is currently analyzing the impact of the required implementation of these new statements.

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE B – CASH AND INVESTMENTS

As of June 30, the District’s cash and investments consisted of the following:

	<u>2022</u>	<u>2023</u>
Cash and investments - unrestricted	\$ 20,404,616	\$ 17,428,444
Cash and investments - restricted	<u>1,758,372</u>	<u>2,738,371</u>
Total cash and investments	<u>\$ 22,162,988</u>	<u>\$ 20,166,815</u>

Investment in the County of Solano’s Investment Pool: The District is required to invest in the County of Solano (the County) cash and investment pool under Section 18450 of the Education Code. The County’s investment pool is managed by the County Treasurer. The County does not invest in any derivative financial products. The County Treasury Investment Oversight Committee has oversight responsibility for the investment pool. The value of pool shares in Solano County that may be withdrawn is determined on an amortized cost basis, which is different than the fair value of the District’s position in the pool. Investments held in the County’s investment pool are available on demand to the District and are stated at fair value. Interest is allocated quarterly based on average daily cash balances of pool participants. This investment is not subject to categorization under GASB No. 3. As of June 30, 2023 and 2022, the weighted average maturity of the investments contained in the County’s investment pool was approximately 347 and 311 days, respectively.

Interest Rate Risk: Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates.

Credit Risk: Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating issued by a nationally recognized statistical rating organization. The County’s investment pool does not have a rating provided by a nationally recognized statistical rating organization.

Custodial Credit Risk: Custodial credit risk is the risk that a government will not be able to recover its deposits or its investments that are in the possession of an outside party. Custodial credit risk does not apply to a local government’s indirect deposits or investment in securities through the use of government investment pools (such as the County’s investment pool).

NOTE C – LEASE RECEIVABLE

In December 2002, the District entered into a lease agreement with a private company for the District to provide space at 1 Town Square Place in Vacaville, California that has been extended through June 30, 2027. No further extension periods exist under the agreement. The lease provides for monthly principal and interest payments based on the previous payment plus a change each September 1 equal to the San Francisco-Oakland-San Jose All Urban Consumers Consumer Price Index. A lessor initially measures a lease receivable at the present value of lease payments expected to be received over the lease term and reports deferred inflows of resources that is amortized into income using the straight-line method. Interest was imputed at 3.25% as of July 1, 2021, which is the GASB Statement No. 87 implementation date for the District. The District received lease payments totaling \$294,761 and \$278,540 and recognized lease income consisting of lease interest income and the amortization of deferred inflows of resources of \$320,214 and \$327,963, respectively, during the years ended June 30, 2023 and 2022.

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE D – CAPITAL ASSETS

Capital asset activity for the years ended June 30 was as follows:

	Balance at June 30, 2022	Additions	Retirements	Balance at June 30, 2023
Capital assets not being depreciated:				
Land	\$ 808,302			\$ 808,302
Construction in process	333,982	\$ 459,357		793,339
Total capital assets not being depreciated	<u>1,142,284</u>	<u>459,357</u>		<u>1,601,641</u>
Capital assets being depreciated:				
Buildings and improvements	7,581,233			7,581,233
Equipment	229,497			229,497
Books and materials	1,381,200	230,200	\$ (230,200)	1,381,200
Total capital assets being depreciated	<u>9,191,930</u>	<u>230,200</u>	<u>(230,200)</u>	<u>9,191,930</u>
Less accumulated depreciation:				
Buildings and improvements	(5,446,156)	(264,068)		(5,710,224)
Equipment	(229,497)			(229,497)
Books and materials	(805,700)	(230,200)	230,200	(805,700)
Total accumulated depreciation	<u>(6,481,353)</u>	<u>(494,268)</u>	<u>230,200</u>	<u>(6,745,421)</u>
Total capital assets being depreciated, net	<u>2,710,577</u>	<u>(264,068)</u>		<u>2,446,509</u>
Capital assets, net	<u>\$ 3,852,861</u>	<u>\$ 195,289</u>	<u>\$ -</u>	<u>\$ 4,048,150</u>
	Balance at June 30, 2021 (As Restated)	Additions	Retirements	Balance at June 30, 2022
Capital assets not being depreciated:				
Land	\$ 808,302			\$ 808,302
Construction in process	115,447	\$ 218,535		333,982
Total capital assets not being depreciated	<u>923,749</u>	<u>218,535</u>		<u>1,142,284</u>
Capital assets being depreciated:				
Buildings and improvements	7,581,233			7,581,233
Equipment	229,497			229,497
Books and materials	1,381,200	230,200	\$ (230,200)	1,381,200
Total capital assets being depreciated	<u>9,191,930</u>	<u>230,200</u>	<u>(230,200)</u>	<u>9,191,930</u>
Less accumulated depreciation:				
Buildings and improvements	(5,179,977)	(266,179)		(5,446,156)
Equipment	(229,496)	(1)		(229,497)
Books and materials	(805,700)	(230,200)	230,200	(805,700)
Total accumulated depreciation	<u>(6,215,173)</u>	<u>(496,380)</u>	<u>230,200</u>	<u>(6,481,353)</u>
Total capital assets being depreciated, net	<u>2,976,757</u>	<u>(266,180)</u>		<u>2,710,577</u>
Capital assets, net	<u>\$ 3,900,506</u>	<u>\$ (47,645)</u>	<u>\$ -</u>	<u>\$ 3,852,861</u>

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE E – LONG-TERM LIABILITIES

Changes in long-term liabilities were as follows for the years ended June 30:

	Balance June 30, 2022	Additions	Repayments	Balance June 30, 2023	Due Within One Year	Due in More Than One Year
Direct Borrowing:						
Loan payable	\$ 1,068,866		\$(1,068,866)			
	<u>\$ 1,068,866</u>	<u>\$ -</u>	<u>\$(1,068,866)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

	Balance June 30, 2021	Additions	Repayments	Balance June 30, 2022	Due Within One Year	Due in More Than One Year
Direct Borrowing:						
Loan payable	\$ 1,161,599		\$ (92,733)	\$ 1,068,866	\$ 97,613	\$ 971,253
	<u>\$ 1,161,599</u>	<u>\$ -</u>	<u>\$ (92,733)</u>	<u>\$ 1,068,866</u>	<u>\$ 97,613</u>	<u>\$ 971,253</u>

The District received a loan from the Vacaville Redevelopment Agency (Redevelopment Agency) in the amount of \$3,895,000 on August 9, 2001 to provide funds for the construction of the Town Square Library facility, which was secured by a lien on the facility. The annual interest rate ranged between 4% and 5%, which was based on the overall rate the Redevelopment Agency pays on its bonds from the date of issuance of the bonds until the loan was repaid. The Redevelopment Agency was administered by the City of Vacaville until the dissolution of Redevelopment Agencies in February 2012. The District's loan from the Redevelopment Agency was being administered by the Vacaville Successor Agency. Annual principal payments ranging from \$53,687 to \$141,539 were due each September 1 through September 1, 2030 and semi-annual interest payments ranging from \$3,538 to \$49,286 were due on each March 1 and September 1 through September 1, 2030. However, in July 2022, the District paid off the loan using public facilities fees.

The District's annual interest and principal payments due as of June 30 were as follows prior to the pay-off:

Year Ended June 30,	June 30, 2023		Year Ended June 30,	June 30, 2022	
	Principal	Interest		Principal	Interest
			2023	\$ 97,613	\$ 51,003
			2024	102,494	46,000
			2025	107,375	40,754
			2026	112,255	35,263
			2027	117,137	29,528
			Thereafter	531,992	54,785
Total	<u>\$ -</u>	<u>\$ -</u>	Total	<u>\$ 1,068,866</u>	<u>\$ 257,333</u>

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE F – PUBLIC FACILITIES FEES

The County collects public facilities fees on the District behalf under Chapter 11, Article X of the Solano County Code and County Resolution 2019-156. The use of public facilities fees (i.e. development impact fees) is restricted to expanding library buildings, book holdings, audio/visual and computer equipment, and automation systems. Changes in unspent public facilities fees reported as restricted cash and investments were as follows during the years ended June 30:

	2023	2022
Cash and investments available at beginning of the year	\$ 2,738,371	\$ 3,153,603
Add fees and investment income (loss) recorded in cash	569,837	(24,267)
Less qualifying expenditures	(1,549,836)	(390,965)
Cash and investments available at the end of the year	1,758,372	2,738,371
Add public facilities fees receivable	580,464	484,051
Fund balance/net position restricted for public facilities fees	\$ 2,338,836	\$ 3,222,422

NOTE G – SERVICES AGREEMENT WITH THE COUNTY OF SOLANO

On April 20, 2006, the District entered into an agreement for a library administrator as well as managerial and related library services with the County of Solano that remains in effect until amended, modified or terminated by the parties to the agreement. The agreement provides for the District to compensate the County for the operating costs of the two Vacaville Library branches. The operating costs are offset by credits for fines and fees, grants and property taxes for area codes which fall outside the District’s boundaries, but within the city limits of Vacaville. At the conclusion of each fiscal year, the County determines the actual cost of operating the Vacaville Library and compares it to the budgeted operating expenditures for the same fiscal year. Any remaining balance is credited back to the District in the following fiscal year under the agreement, which is accrued as a credit receivable from the County each year-end. The credit receivable on charges for services for the years ended June 30, 2023 and June 30, 2022 were \$464,018 and \$195,038, respectively.

NOTE H – COMMITMENTS AND CONTINGENCIES

Contingencies: The District is a party to claims and lawsuits arising in the normal course of business. The District’s management does not believe that the ultimate liability, if any, arising from these claims will have a material adverse impact on the financial position of the District.

The District is dependent upon property tax and Measure L sales tax revenue. A significant decline in these revenue sources could have a significant impact on the District’s operations.

Commitments: In July 2016, the District approved an agreement to share property tax revenues with Dixon Public Library District. The District will pay approximately \$40,000 annually over a period of 20 years as compensation for a boundary dispute dating back to 1968 that was settled in February 2016.

Lease Agreements: In December 2021 and February 2022, the District entered into lease agreements for five public copiers and two staff copiers, respectively, that have fixed payments for 60 months and contain successive renewal periods of 12 months at the same terms. If the District defaults on the leases,

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2023 and 2022

NOTE H – COMMITMENTS AND CONTINGENCIES (Continued)

the lessor has the option to cancel the agreements and require the District to repay the unpaid balance under the agreements, including any future payments to the end of the term plus the residual value of the copiers, both discounted to present value at 2%. The lessor also has the right to recover default interest on any unpaid amount at 12% per year and may recover and sell the equipment and apply the proceeds to the unpaid balance. The District has the right to cancel the leases subject to the terms above if the Board of Trustees does not appropriate funds for the lease payments. The public copier lease payments began in February 2022 and the staff copier lease payments began in April 2022. Future lease payments at origination were as follows:

<u>Year Ended June 30,</u>	<u>2023</u>	<u>2022</u>
2023		\$ 4,163
2024	\$ 11,118	11,118
2025	11,118	11,118
2026	11,118	11,118
2027	<u>6,953</u>	<u>6,953</u>
Total	<u>\$ 40,307</u>	<u>\$ 44,470</u>

The District evaluated the leases under GASB Statement No. 87, *Leases*, and determined that the total impact was immaterial to its financial statements and chose not to record a lease payable or right-to-use assets related to the leases.

Construction Commitment: During June 2024, the District approved an agreement with a contractor for the renovation and expansion of the Vacaville Cultural Center Library with a not to exceed amount of \$18,556,409. The total project budget is \$24,500,000. Costs incurred for the project are reported as construction in process.

NOTE I – CORRECTION OF ERRORS

During the year ended June 30, 2022, the District discovered that construction in progress as of July 1, 2021 was understated by \$23,284 due to omitting construction management costs from the construction in progress recorded during the years ended June 30, 2021 and 2020. In addition, the District was not capitalizing books and other materials as required by generally accepted accounting principles. Books and other materials with a cost of \$1,381,200 and accumulated depreciation of \$805,700 were recorded as of July 1, 2021. There was no effect on previously reported change in net assets due to the correction of these errors. The impact of correcting these errors on the government-wide statement of net position as of July 1, 2021 were as follows:

	<u>Total Capital Assets</u>	<u>Total Net Position</u>
July 1, 2021 as previously reported	\$ 3,301,722	\$ 20,461,509
Restatement	<u>598,784</u>	<u>598,784</u>
July 1, 2021 as restated	<u>\$ 3,900,506</u>	<u>\$ 21,060,293</u>

REQUIRED SUPPLEMENTARY INFORMATION

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VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

SCHEDULE OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL – GENERAL FUND

For the year ended June 30, 2023

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Property taxes	\$ 4,027,128	\$ 4,027,128	\$ 4,221,089	\$ 193,961
Measure L sales tax	3,235,907	3,350,739	3,355,089	4,350
Public facilities fees	450,000	484,051	580,605	96,554
Use of money and property:				
Building rental income	284,500	267,903	277,246	9,343
Investment income	39,800	61,700	444,746	383,046
Lease interest income			42,968	42,968
Charges for services	150,000	150,000	150,000	
Intergovernmental revenue			441	441
TOTAL REVENUES	<u>8,187,335</u>	<u>8,341,521</u>	<u>9,072,184</u>	<u>730,663</u>
EXPENDITURES				
Current:				
Professional and specialized services	5,515,252	5,434,858	4,894,457	540,401
Insurance	88,370	88,370	88,577	(207)
Special district expenditures	40,000	40,000	40,000	
Property tax refunds	15,000	15,000	8,437	6,563
Maintenance	2,000	2,000	410	1,590
Contingencies	4,742,727	5,765,809		5,765,809
Capital outlay	1,770,000	1,770,000	689,557	1,080,443
Debt service:				
Principal	1,068,866	1,068,866	1,068,866	
Interest	22,268	22,268	21,615	653
TOTAL EXPENDITURES	<u>13,264,483</u>	<u>14,207,171</u>	<u>6,811,919</u>	<u>7,395,252</u>
NET CHANGE IN FUND BALANCE	<u>\$ (5,077,148)</u>	<u>\$ (5,865,650)</u>	2,260,265	<u>\$ 8,125,915</u>
Fund balance, beginning of year			<u>21,313,803</u>	
FUND BALANCE, END OF YEAR			<u>\$ 23,574,068</u>	

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

SCHEDULE OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL – GENERAL FUND

For the year ended June 30, 2022

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Property taxes	\$ 3,481,610	\$ 3,665,494	\$ 4,255,741	\$ 590,247
Measure L sales tax	2,381,567	3,172,458	3,351,282	178,824
Public facilities fees	487,840	1,020,621	484,051	(536,570)
Use of money and property:				
Building rental income	270,958	270,958	277,244	6,286
Investment income (loss)	94,150	94,150	(171,445)	(265,595)
Lease interest income			50,719	50,719
Charges for services	150,000	150,000	150,000	
Intergovernmental revenue			322	322
TOTAL REVENUES	<u>6,866,125</u>	<u>8,373,681</u>	<u>8,397,914</u>	<u>24,233</u>
EXPENDITURES				
Current:				
Professional and specialized services	4,844,314	4,759,623	4,706,816	52,807
Insurance	70,347	79,610	73,641	5,969
Special district expenditures	40,000	40,000	40,000	
Property tax refunds	15,000	15,000	5,557	9,443
Maintenance	2,000	2,000	960	1,040
Contingencies	4,307,222	6,661,005		6,661,005
Capital outlay	350,000	600,000	448,735	151,265
Debt service:				
Principal	92,733	92,733	92,733	
Interest	55,762	55,762	56,415	(653)
TOTAL EXPENDITURES	<u>9,777,378</u>	<u>12,305,733</u>	<u>5,424,857</u>	<u>6,880,876</u>
NET CHANGE IN FUND BALANCE	<u>\$ (2,911,253)</u>	<u>\$ (3,932,052)</u>	<u>2,973,057</u>	<u>\$ 6,905,109</u>
Fund balance, beginning of year			<u>18,340,746</u>	
FUND BALANCE, END OF YEAR			<u><u>\$ 21,313,803</u></u>	

INDEPENDENT ACCOUNTANTS' REPORT ON AGREED-UPON PROCEDURES
APPLIED TO APPROPRIATIONS LIMIT TESTING

To the Board of Trustees
Vacaville Unified School District Library District
Vacaville, California

We have performed the procedures enumerated below to the accompanying calculation of the Appropriations Limit of the Vacaville Unified School District Library District (the District) for the years ended June 30, 2023 and 2022. The District and the League of California Cities (as presented in the publication entitled *Agreed-Upon Procedures applied to the Appropriations Limitation Prescribed by Article XIII-B of the California Constitution*) have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose to assist the District in meeting the requirements of Section 1.5 of Article XIII B of the California Constitution. The District's management is responsible for complying with the Appropriations Limit Calculation. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures performed and our findings were as follows:

1. We obtained the District's calculation of the 2022/2023 and 2021/2022 Appropriations Limit and compared the limit and annual adjustment factors included in the calculation to the limit and annual adjustment factors that were adopted by resolution of the Board of Trustees in Appendix A and B.

Finding: No exceptions were noted as a result of our procedures.

2. We compared the methodology used to determine the cost-of-living adjustment component to Article XIII B, which states that the District may annually adjust the component for either the change in California per capita personal income or, the percentage change in the District's assessed valuation which is attributable to non-residential new construction. We recalculated the factor based on the above information.

Finding: No exceptions were noted as a result of our procedures.

3. We compared the methodology used to determine the population adjustment component to Article XIII B which states that the District may annually choose to adjust the component for either the change in population in the County in which the District is located, or the change in population within the unincorporated area of the County in which the District is located. We recalculated the factor based on the above information.

Finding: The District used the population change for unincorporated Solano County in the 2022/2023 and 2021/2022 Appropriations Limit Calculations, which is an appropriate factor to use. However, the District is able to use the factor for unincorporated Solano County or the jurisdiction in which the District is located.

To the Board of Trustees
Vacaville Unified School District Library District

Recommendation: We believe the District may use the population change for the City of Vacaville if it is higher than the population change in for the unincorporated County. Considering the population change was higher for the City of Vacaville in the California Department of Finance reports used for the 2022/2023 and 2021/2022 Appropriations Limit Calculations and the District's appropriations are close to the Appropriations Limit, the District may want to revise the factor used for those years.

4. We compared the prior year Appropriations Limit presented in the accompanying Appropriations Limit Calculation to the prior year Appropriations Limit adopted by the Board of Trustees for the prior year.

Finding: No exceptions were noted as a result of our procedures.

5. We recalculated the 2022/2023 and 2021/2022 Appropriations Limit by multiplying the product of the two above factors by the prior year Appropriations Limit.

Finding: No exceptions were noted as a result of our procedures.

6. We compared the District's budgeted and actual revenues to the computed Appropriations Limit for fiscal year 2022/2023 and 2021/2022.

Finding: The appropriations subject to the limit were over the computed Appropriations Limit for fiscal year 2021/2022 by \$67,353 and, therefore, the District was not in compliance with the Appropriations Limit. However, the appropriations subject to the limit were under the computed Appropriations Limit for fiscal year 2022/2023 by \$272,928. Article XIIB states that a government entity that exceeds the Appropriations Limit can avoid a refund if it is below the Appropriations Limit in the next succeeding year by an amount equal to or greater than the amount it exceeded the Appropriations Limit in the previous year. Consequently, the District is not required to refund the amount exceeding the Appropriations Limit for fiscal year 2021/2022. We noted the District received a letter from Office of the Auditor-Controller of Solano County indicating this on January 24, 2024.

We were engaged by the District to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We are not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on Appropriations Limit Calculation. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. No procedures have been performed with respect to the determination of the Appropriations Limit for the base year, as defined by *Article XIII-B* of the California Constitution.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the use of the Board of Trustees and management of the District and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

Richardson & Company, LLP

July 28, 2025

APPENDIX A

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT
APPROPRIATIONS LIMIT CALCULATION
For the Year Ended June 30, 2023

APPROPRIATION LIMIT

ADOPTED BY DISTRICT:

Recorded in Final 2022/2023 Budget \$ 3,629,328

APPROPRIATION LIMIT

COMPUTATION PER REVIEW:

2021/2022 Appropriation Limit	\$ 3,394,236	
Cost of Living Factor:		
Change in California per capita income	1.0755	
Population Adjustment Factor:		
Population growth in district population	0.9942	
Auditor computed limitation		3,629,328
Variance		\$ -

APPENDIX B

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT
APPROPRIATIONS LIMIT CALCULATION
For the Year Ended June 30, 2022

APPROPRIATION LIMIT

ADOPTED BY DISTRICT:

Recorded in Final 2021/2022 Budget \$ 3,394,236

APPROPRIATION LIMIT

COMPUTATION PER REVIEW:

2020/2021 Appropriation Limit	\$ 3,202,281	
Cost of Living Factor:		
Change in California per capita income	1.0573	
Population Adjustment Factor:		
Population growth in district population	1.0025	
Auditor computed limitation		<u>3,394,236</u>
Variance		<u>\$ -</u>



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GOVERNANCE LETTER

To the Board of Trustees
Vacaville Unified School District Library District
Vacaville, California

We have audited the governmental activities and major fund of the Vacaville Unified School District Library District (the District) for the year ended June 30, 2023 and 2022, and have issued our report thereon dated July 28, 2025. Professional standards require that we provide you with the information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information to you in our engagement letter dated March 11, 2022, and to a member of the Board of Directors during the audit. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note A to the financial statements. The District implemented GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*, during the year ended June 30, 2023, but determined no subscriptions meeting the scope of this Standard exist. The District implemented GASB Statement No. 87, *Leases*, during the year ended June 30, 2022. Due to the implementation of this Statement the District recorded a lease receivable and deferred inflows of resources related to the lease of space at 1 Town Square Place, Vacaville to a private company, as disclosed in Note C to the financial statements. The application of existing policies was not changed during the year. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were the depreciable lives used for capital assets, discount rate used for the lease receivable, payables accrued and the true-up entry under the County contract for library services. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were the disclosures about commitments and contingencies in Note H and the correction of errors in Note I to the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Adjustments included 25 closing entries and audit adjustments during the year ended June 30, 2022 and 19 adjustments and closing entries during the year ended June 30, 2023, including the following:

- To balance the General Fund and Government-wide Fund
- To re-post prior year adjustments to make fund balance and net position roll-forward
- To adjust assigned fund balance for the increase in the reserve for library expansion approved in the budget
- To reclassify capital outlay expenses and record eliminating entries for capital outlay and debt service for the Government Wide presentation
- To reverse prior year receivables and payables
- To adjust accrued interest payable
- To adjust restricted cash and investments for current year activity
- To adjust interest income
- To reverse the 2022 fair value adjustment in 2023
- To reclassify assigned fund balance for Government Wide purposes
- To adjust the net investment in capital assets
- To adjust the restricted net position to agree to the sum of restricted cash and investments and receivables
- To record books and materials as capital assets and record the depreciation expense
- To record the lease receivable and deferred inflows to implement GASB Statement No. 87
- Various other reclassifications for reporting purposes

Disagreements with Management

For purposes of this letter, a disagreement with management is a disagreement on financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated July 28, 2025.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principles to the District’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management’s discussion and analysis and information related to the District’s budgetary comparison schedule identified in the table of contents, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction of Use

This information is intended solely for the use of the Board of Trustees and management of the District and is not intended to be and should not be used by anyone other than these specified parties.

Richardson & Company, LLP

July 28, 2025

VACAVILLE UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT
SUMMARY OF UNADJUSTED DIFFERENCES - GENERAL FUND AND GOVERNMENTAL ACTIVITIES
YEAR ENDED JUNE 30, 2023

Description (Nature) of Audit Difference	Financial Statement Effect - Amount of Overstatement (Understatement) of:					
	Total Assets	Total Deferred Outflows	Total Liabilities	Total Deferred Inflows	Total Fund Balance	Change in Fund Balance/ Net Position
To use the 2022/23 tax area code credit in the true-up for County services rather than the 2021/22 amount.	\$ (59,284)				\$ (59,284)	\$ (59,284)
Net Unadjusted Audit Differences - This Year	(59,284)	-	-	-	(59,284)	(59,284)
General Fund						
Financial Statement Caption Totals	\$ 24,970,446	\$ -	\$ 287,397	\$ 1,108,981	\$ 23,574,068	\$ 2,260,265
Net Audit Differences as % of F/S Captions	-0.24%	0.00%	0.00%	0.00%	-0.25%	-2.62%
Governmental Activities						
Financial Statement Caption Totals	\$ 29,018,596	\$ -	\$ 287,397	\$ 1,108,981	\$ 27,622,218	\$ 3,542,235
Net Audit Differences as % of F/S Captions	-0.20%	#DIV/0!	0.00%	0.00%	-0.21%	-1.67%



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MANAGEMENT LETTER

To the Board of Trustees and Management
Vacaville Unified School District Library District
Vacaville, California

In planning and performing our audit of the financial statements of the governmental activities and the major fund of the Vacaville Unified School District Library District (the District) as of and for the years ended June 30, 2023 and 2022, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified a deficiency in internal control that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in internal control to be a significant deficiency.

Closing Procedures:

We identified numerous audit adjustments and posted several closing entries during the audits. This is an indication that additional review procedures should occur during the closing process. The Administrative Services Manager should use the audit advance preparation list as a closing checklist to review general ledger for completeness and accuracy and have adjustments posted to the general ledger to true-up any differences noted prior to providing the general ledger and prep list items to the auditor. Adjustments posted during the current year audit should be provided to the Auditor-Controller's Office for posting in the appropriate year so fund balance rolls forward and the fund balance of the General Fund should be compared to the audited financial statements to ensure all adjustments were posted. We also recommend a separate government-wide fund be established to ensure the government-wide entries balance. If the County is unable or unwilling to record all balances on the accrual basis necessary to report the District's activity in accordance with Generally accepted accounting principles, we recommend the District consider purchasing accounting software to record District activity using the County GL as a starting point.

We also have the following additional recommendations that have been presented for your consideration:

We recommend the District adopt a fund balance policy under GASB 54 that includes a discussion of the purpose of reserves and we recommend the budget include a rollforward of reserves showing the balance at the beginning of the year, additions and the balance approved at the end of the year for financial reporting purposes.

We have the following observations and recommendations related to the adjustment of the expenditures for library operations to actual under the Contract with the County:

- We recommend either reporting property tax administration and other expenses not related to the charges for services adjusted to actual in separate expenditure accounts in the District's general ledger or including the actual amounts for those expenditures in the adjustment calculation. This will allow the actual expenditures computed in the adjustment calculation to tie directly to general ledger expenditure account 427-9887-0002250 Other Professional Services after the adjustment is posted, which would ensure the adjustment was posted correctly.
- We recommend the District record any credits from prior years in a separate expense account so account 427-9887-0002250 reflects the gross charges for the current year for comparison to the amount used in the calculation of the adjustment.
- We noted budgeted library materials were used for both the budget and actual amount in the June 30, 2023 and 2022 calculations and the amounts were not recorded in the County's general ledger. We are unsure why actual library material expenditures were not included in the calculation. We recommend the District consider requesting the Solano County Library record the actual books and materials expenses in the County divisions 6367 and 6368 expense accounts used for the District so they are available in the County's general ledger for use in the District's financial statements.

The District's operations and accounting functions are performed by County of Solano personnel. It is important to document that an independent review of financial information by someone outside of the County occurred. Consequently, we recommend documenting that the Board of Trustees received and reviewed the budget vs. actual report in board minutes. The report should be reviewed for unusual items that may indicate error or fraud occurred that require follow-up actions. Many small clients also provide a list of checks cut to the board for their review. The District may consider doing that in the future and documenting that the list of checks were reviewed in the board minutes. We often see this documented in a consent item section of board minutes.

We recommend the District pursue establishing one separate web page on the Solano County Library website that contains all District information, such as board meeting agendas, board minutes, board packages, audited financial statements, budgets, agreements, the original text of Measure L, information on the authority for and purpose of public facilities fees and operating information.

The District's staff was unable to locate the original approved District by-laws during the audit. We recommend staff locate the by-laws or request them from the Secretary of State's Office and retain a physical and electronic copy for future reference. We recommend all District information, including organizational documents, agreements, policies, procedures, support for transactions, etc. be maintained in a folder on the District's server so it is together in one place and does not need to be requested from the County.

* * * * *

To the Board of Trustees and Management
Vacaville Unified School District Library District
Page 3

This communication is intended solely for the information and use of management, the Board of Directors, and others within the organization, and is not intended to be, and should not be, used by anyone other than the specified parties.

Richardson & Company, LLP

July 28, 2025