

DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING BOARD OF LIBRARY TRUSTEES  
6:00 PM, WEDNESDAY, October 24, 2012

**REGULAR MEETING**

AGENDA

MEETING LOCATION:  
COUNCIL CHAMBER, CITY OF DIXON  
600 EAST A ST., DIXON, CA

**1. CALL TO ORDER**

**2. CLOSED SESSION**

- a. Public comments regarding Closed Session items
- b. Public Employee Discipline/Dismissal/Release [Gov Code 54957]
- c. Announcements from Closed Session

**3. BUSINESS MEETING**

- a. Pledge of Allegiance
- b. Roll Call

Trustees:

1. Irina Okhremtchouk, President
2. Gil Piñon, Vice President
3. Herb Cross, Clerk
4. Joe DiPaola, Member
5. Guy Garcia, Member

Staff:

Vanessa Christman, Library Director

**4. NOTICE TO PUBLIC**

Any member of the public wishing to address the Governing Board on a topic within the subject matter jurisdiction of the District but not on the agenda may do so during the PUBLIC COMMENT period identified in this agenda. By law, subjects not on the agenda cannot be acted upon by the Board except to briefly respond, clarify, or refer to staff for review and presentation at a future meeting. The Board President will recognize you for public comment on matters on the agenda at the appropriate time.

**5. RECOGNITION OF GUESTS AND PRESENTATIONS**

**6. CORRESPONDENCE**

- |   |                   |
|---|-------------------|
| <b>7. CONSENT AGENDA</b>  | Action            |
| a. Approval of Agenda   |                   |
| b. Approval of Minutes (Regular Meeting August 22, 2012; September 26, 2012)                    |                   |
| c. Staff Attendance at California Library Association Meeting (November 2-4, 2012 San Jose, CA) |                   |
| <b>8. PUBLIC COMMENT</b>  | Receive           |
| <b>9. LIBRARY DIRECTOR REPORT</b>   | Receive           |
| <b>11. OLD BUSINESS</b>   |                   |
| a. 2012-13 Budget   | Discussion/Action |
| b. Impact Fees  | Discussion        |
| c. Review of DPLD Governance  | Discussion        |
| <b>12. NEW BUSINESS</b>   |                   |
| a. Audit Report (Fiscal Year of 2010-11)  | Discussion        |
| b. Schedule of Meetings   | Discussion/Action |
| c. Assessment of Employee Positions   | Discussion        |
| <b>13. BOARD COMMENTS/ANNOUNCEMENTS</b>   |                   |
| <b>14. ADJOURNMENT</b>  |                   |

The Library Director legally posted this agenda in accordance with the Brown Act on: October 20, 2012. In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Library Director's Office at (707) 678-1805. Notification of at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting.

**DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING LIBRARY BOARD OF TRUSTEES**

Subject: CONSENT AGENDA

Meeting Date: 10/24/2012

Agenda Item: 7 a-c

Item Submitted For:

- CONSENT
- PUBLIC HEARING
- ACTION, INFORMATION, DISCUSSION
- ACTION
- RESOLUTION
- RECEIVE
- DISCUSSION

SUBMITTED BY: Vanessa Christman

PRESENTED BY: Vanessa Christman

---

**CONSENT AGENDA**

- a. Approval of Agenda
- b. Approval of Minutes (Regular Meeting August 22, 2012; September 26, 2012)
- c. Staff Attendance at California Library Association Meeting (November 2-4, 2012 San Jose, CA)

**Financial Impact (Item c.)**

**Katrina Bergen, Children's Librarian: \$175.00**

**Catherine Dunn, Adult Services Librarian: \$250.00**

**Heather Henderson, Library Clerk/Student: \$95.00**

Total: \$520.00

**DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING LIBRARY BOARD OF TRUSTEES**

Subject: OLD BUSINESS

Meeting Date: 10/24/2012

Agenda Item: 11a

Item Submitted For:

CONSENT

PUBLIC HEARING

ACTION, INFORMATION, DISCUSSION

ACTION

RESOLUTION

RECEIVE

DISCUSSION

SUBMITTED BY: Vanessa Christman

PRESENTED BY: Vanessa Christman

---

DISCUSSION:

FY 12/13 Budget: Draft and Proposed Final

	11/12 Budget	11/12 Actual	12/13 Draft	12/13 Final	Diff. BT D&F
<b>Revenue</b>					
<b>9000: Taxes</b>					
9001: Current Secured	\$268,388.00	\$278,802.37	\$278,468.00	\$278,468.00	\$0.00
9002: Current Unsec.	\$15,749.00	\$17,376.92	\$17,483.00	\$17,483.00	\$0.00
9003: Prior Unsecured	\$565.00	\$522.15	\$0.00	\$0.00	\$0.00
9004: Supplemental Sec.	\$1,242.00	\$1,352.65	\$1,472.00	\$1,472.00	\$0.00
9005: Prior Secured	\$5,503.00	\$496.35	\$0.00	\$0.00	\$0.00
9018: Unitary	\$15,425.00	\$17,573.68	\$17,584.00	\$17,584.00	\$0.00
9015: Measure B Rev	\$500,000.00	\$573,481.37	\$559,440.00	\$565,000.00	\$5,560.00
9019: ABX1 26 Residual	\$0.00	\$10,610.52	\$0.00	\$0.00	\$0.00
<b>Total:</b>	<b>\$806,872.00</b>	<b>\$900,216.01</b>	<b>\$874,447.00</b>	<b>\$880,007.00</b>	<b>\$5,560.00</b>
<b>9400: Rev f/Use of Money</b>					
9401: Interest Income	\$4,000.00	\$2,852.55	\$2,120.00	\$2,120.00	\$0.00
9405: Income From Rentals	\$9,000.00	\$9,174.86	\$9,000.00	\$9,000.00	\$0.00
<b>Total:</b>	<b>\$13,000.00</b>	<b>\$12,027.41</b>	<b>\$11,120.00</b>	<b>\$11,120.00</b>	<b>\$0.00</b>
<b>9500: Intergovernmental Rev.</b>					
9505: State Highway Rentals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9507: Homeowners Prop. Tax Relief	\$2,000.00	\$3,771.49	\$3,826.00	\$3,826.00	\$0.00
9561: State Aid Stabilization	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9569: State Other (PLF, ILL, TBR)	\$22,000.00	\$18,148.20	\$0.00	\$0.00	\$0.00
9591: Grant Revenue	\$0.00	\$20,700.00	\$0.00	\$1,000.00	\$1,000.00
9592: Redevelopment/Other	\$25,000.00	\$26,768.97	\$26,500.00	\$26,500.00	\$0.00
<b>Total:</b>	<b>\$49,000.00</b>	<b>\$69,388.66</b>	<b>\$30,326.00</b>	<b>\$31,326.00</b>	<b>\$1,000.00</b>
<b>9600: Charges for Services</b>					
9603: Photo/Microfiche Copies	\$4,000.00	\$3,851.20	\$4,000.00	\$4,000.00	\$0.00
9605: Library Fines	\$14,500.00	\$13,379.65	\$14,500.00	\$14,500.00	\$0.00
9612: Recording Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>	<b>\$18,500.00</b>	<b>\$17,230.85</b>	<b>\$18,500.00</b>	<b>\$18,500.00</b>	<b>\$0.00</b>
<b>9663/9703: Redevelopment/Other</b>					
9702: Cash Coverage	\$0.00	\$2.22	\$0.00	\$0.00	\$0.00
9703: Misc Rev (Adult/Childrens Prog)	\$0.00	\$0.00	\$0.00	\$8,780.00	\$8,780.00

FY 12/13 Budget: Draft and Proposed Final

	11/12 Budget	11/12 Actual	12/13 Draft	12/13 Final	Diff. BT D&F
9704: Donations	\$3,930.00	\$3,425.00	\$3,930.00	\$2,500.00	-\$1,430.00
9708: Misc. sales other	\$1,500.00	\$1,411.50	\$1,500.00	\$1,500.00	\$0.00
<b>Total:</b>	<b>\$5,430.00</b>	<b>\$4,838.72</b>	<b>\$5,430.00</b>	<b>\$12,780.00</b>	<b>\$7,350.00</b>
<b>Revenue Total:</b>	<b>\$892,802.00</b>	<b>\$1,003,701.65</b>	<b>\$939,823.00</b>	<b>\$953,733.00</b>	<b>\$13,910.00</b>
Transfers from Reserve Accounts:	\$106,461.99	\$106,461.99			
<b>Grand Total:</b>	<b>\$999,263.99</b>	<b>\$1,110,163.64</b>			

FY 12/13 Budget: Draft and Proposed Final

	11/12 Budget	11/12 Actual	12/13 Draft	12/13 Final	Diff. BT D&F
<b>Expenditures</b>					
<b>1000: Emp. Salaries &amp; Benefits</b>					
1110: SALARIES AND WAGES--PERM EMP	\$374,413.00	\$345,720.51	\$339,730.00	\$293,440.00	-\$46,290.00
1121: SALARIES AND WAGES--EXTRA HELP	\$51,213.00	\$64,339.90	\$95,321.00	\$125,520.00	\$30,199.00
1131: CALL BACK	\$400.00	\$0.00	\$400.00	\$2,000.00	\$1,600.00
1210: RETIREMENT--PERS	\$85,262.00	\$73,655.95	\$81,195.00	\$71,290.00	-\$9,905.00
1220: RETIREMENT--FICA	\$32,700.00	\$32,411.11	\$33,277.00	\$29,913.00	-\$3,364.00
1230: HEALTH INS	\$61,907.00	\$46,579.41	\$39,285.00	\$42,840.00	\$3,555.00
1240: COMPENSATION INS	\$2,400.00	\$2,020.85	\$1,644.00	\$2,000.00	\$356.00
1250: UNEMPLOYMENT INSURANCE	\$0.00	\$988.96	\$2,400.00	\$2,400.00	\$0.00
1260: DENTAL INS	\$5,907.00	\$6,225.48	\$4,830.00	\$5,520.00	\$690.00
1270: ACCRUED LEAVE	\$0.00	\$15,053.91	\$0.00	\$0.00	\$0.00
<b>Total:</b>	<b>\$614,202.00</b>	<b>\$586,996.08</b>	<b>\$598,082.00</b>	<b>\$574,923.00</b>	<b>-\$23,159.00</b>
<b>2000 - Services and Supplies</b>					
2028: TELEPHONE SERVICES	\$11,560.00	\$10,695.70	\$11,560.00	\$11,750.00	\$190.00
2030: FOOD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2035: HOUSEHOLD EXPENSE	\$2,500.00	\$2,928.68	\$2,800.00	\$3,000.00	\$200.00
2055: INSURANCE-OTHER	\$13,000.00	\$12,604.18	\$12,604.18	\$12,740.00	\$135.82
2120: MAINTENANCE EQUIPMENT	\$5,000.00	\$6,577.09	\$6,000.00	\$6,500.00	\$500.00
2140: MAINTENANCE-BLDGS & IMPROVE	\$7,000.00	\$5,220.53	\$29,701.00	\$10,400.00	-\$19,301.00
2141: MATERIALS AND SUPPLIES	\$0.00	\$2,936.20	\$2,000.00	\$2,000.00	\$0.00
2170: MEMBERSHIPS	\$8,000.00	\$4,386.00	\$8,000.00	\$7,000.00	-\$1,000.00
2175: MISC EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2176: FEES AND PERMITS	\$350.00	\$324.13	\$350.00	\$500.00	\$150.00
2178: CASH/INVENTORY SHORTAGE	\$100.00	\$1.90	\$100.00	\$100.00	\$0.00
2200: OFFICE EXPENSE	\$4,726.00	\$7,268.21	\$7,000.00	\$7,000.00	\$0.00
2201: EQUIPMENT UNDER \$1,500	\$1,400.00	\$173.36	\$1,400.00	\$1,000.00	-\$400.00
2203: COMPUTER COMPONENTS <\$1,500	\$9,504.00	\$10,739.90	\$9,504.00	\$10,000.00	\$496.00
2205: POSTAGE	\$1,000.00	\$1,046.31	\$1,000.00	\$1,000.00	\$0.00

FY 12/13 Budget: Draft and Proposed Final

	11/12 Budget	11/12 Actual	12/13 Draft	12/13 Final	Diff. BT D&F
2220: MICROFILM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2235: ACCOUNTING & FINANCIAL SERVICE	\$8,500.00	\$9,247.00	\$8,500.00	\$8,500.00	\$0.00
2236: CONSULTING SERVICES	\$0.00	\$0.00	\$0.00	\$6,650.00	\$0.00
2238: ENGINEERING SERVICES	\$0.00	\$2,299.93	\$1,500.00	\$1,500.00	\$0.00
2239: LEGAL SERVICE	\$1,500.00	\$34,394.75	\$10,000.00	\$30,000.00	\$20,000.00
2245: CONTRACTED SERVICES	\$125,000.00	\$145,812.12	\$125,000.00	\$142,000.00	\$17,000.00
2250: OTHER PROFESSIONAL SERVICES	\$6,000.00	\$6,368.00	\$6,000.00	\$6,000.00	\$0.00
2255: CREDIT CARD PROCESSING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2260: DATA PROCESSING SERVICES	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00
2261: SOFTWARE MAINTENANCE & SUPPORT	\$2,400.00	\$2,785.18	\$2,400.00	\$2,400.00	\$0.00
2280: PUBLICATIONS AND LEGAL NOTICES	\$0.00	\$399.93	\$2,118.82	\$1,000.00	-\$1,118.82
2281: ADVERTISING/MARKETING	\$13,000.00	\$349.91	\$0.00	\$1,500.00	\$1,500.00
2285: RENTS & LEASES - EQUIPMENT	\$4,000.00	\$5,942.25	\$4,500.00	\$4,800.00	\$300.00
2295: RENTS & LEASES - BLDG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2301: SMALL TOOLS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2310: EDUCATION & TRAINING	\$0.00	\$0.00	\$0.00	\$1,560.00	\$1,560.00
2311: TUITION REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
2320: LIBRARY SOFTWARE	\$1,500.00	\$1,600.00	\$1,500.00	\$1,500.00	\$0.00
2322: LIBRARY ADULT BOOKS	\$20,973.00	\$16,942.03	\$21,973.00	\$21,970.00	-\$3.00
2323: LIBRARY JUVENILE BOOKS	\$18,000.00	\$18,780.92	\$18,000.00	\$18,000.00	\$0.00
2324: LIBRARY PERIODICALS/MICROFORMS	\$7,400.00	\$8,261.44	\$5,400.00	\$5,400.00	\$0.00
2325: LIBRARY AUDIO-VISUAL	\$8,000.00	\$5,735.54	\$8,000.00	\$8,000.00	\$0.00
2326: LIBRARY BOOK RENTAL	\$7,630.00	\$7,728.00	\$7,800.00	\$7,800.00	\$0.00
2327: LIBRARY MATERIALS PROCESSING	\$4,000.00	\$2,794.66	\$3,000.00	\$3,000.00	\$0.00
2328: LIBRARY MATERIALS (PROG)	\$2,022.00	\$2,750.00	\$2,022.00	\$10,780.00	\$8,758.00
2335: TRAVEL EXPENSE	\$0.00	\$59.41	\$0.00	\$250.00	\$250.00
2337: REFRESHMENTS	\$0.00	\$0.00	\$1,000.00	\$250.00	-\$750.00



FY 12/13 Budget: Draft and Proposed Final

	11/12 Budget	11/12 Actual	12/13 Draft	12/13 Final	Diff. BT D&F
2339: MANAGEMENT BUSINESS EXPENSE	\$0.00	\$167.94	\$0.00	\$250.00	\$250.00
2355: PERSONAL MILEAGE	\$0.00	\$58.83	\$0.00	\$500.00	\$500.00
2360: UTILITIES	\$15,500.00	\$13,716.39	\$15,500.00	\$16,000.00	\$500.00
2361: WATER	\$4,000.00	\$4,038.67	\$4,000.00	\$4,000.00	\$0.00
<b>TOTAL:</b>	<b>\$313,565.00</b>	<b>\$355,135.09</b>	<b>\$340,233.00</b>	<b>\$377,300.00</b>	<b>\$37,067.00</b>
3020: REFUND OF PRIOR YEAR CHARGE	\$1,500.00	\$1,477.00	\$1,500.00	\$1,500.00	\$0.00
3420: RETURNED CHECKS	\$8.00	\$0.00	\$8.00	\$10.00	\$2.00
<b>TOTAL:</b>	<b>\$1,508.00</b>	<b>\$1,477.00</b>	<b>\$1,508.00</b>	<b>\$1,510.00</b>	<b>\$2.00</b>
4101: LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4201: BUILDINGS AND IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4202: CONSTRUCTION IN PROGRESS	\$69,988.00	\$52,276.42	\$0.00	\$0.00	\$0.00
4303: EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4304: COMPUTER EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL:</b>	<b>\$69,988.00</b>	<b>\$52,276.42</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Expenditures</b>	<b>\$999,263.00</b>	<b>\$995,884.59</b>	<b>\$939,823.00</b>	<b>\$953,733.00</b>	<b>\$13,910.00</b>
			Balance		\$0.00

**DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING LIBRARY BOARD OF TRUSTEES**

Subject: OLD BUSINESS

Meeting Date: 10/24/2012

Agenda Item: 11b

Item Submitted For:

- CONSENT
- PUBLIC HEARING
- ACTION, INFORMATION, DISCUSSION
- ACTION
- RESOLUTION
- RECEIVE
- DISCUSSION

SUBMITTED BY: Vanessa Christman

PRESENTED BY: Vanessa Christman

---

DISCUSSION: