

Dixon Library Property Tax Revenue Analysis (2010-11 AV Data)

<i>TRA #</i>	<i>2010-11 Total Net AV</i>	<i>Dixon Library Tax Rate Factor</i>	<i>Dixon Library Tax Revenue</i>
006-005	\$17,920,855	0.018791%	\$3,368
006-016	\$10,623,574	0.018834%	\$2,001
006-024	\$0	0.018131%	\$0
006-041	\$660,812	0.018791%	\$124
006-063	\$0	0.018791%	\$0
006-066	\$0	0.018834%	\$0
006-168	\$1,070,235	0.022678%	\$243
006-181	\$56,394,523	0.022678%	\$12,789
006-200	\$25,373,179	0.018791%	\$4,768
006-201	\$0	0.018834%	\$0
091-007	\$63,358,397	0.022678%	\$14,368
091-029	\$27,440,478	0.020119%	\$5,521
			<u>\$43,181</u>

Dixon Library Property Tax Revenue (2013-4)

*TRA	Net Secured	Dixon Library Tax Revenue	Residential or Business
006-005	13,728,758	2,579	Both
006-016	20,531,348	3,866	Business
006-024	0	0	Unimproved
006-041	518,403	97	Both
006-063	0	0	Unimproved
006-066	0	0	Unimproved
006-168	640,000	1,451	Business
006-181	66,136,901	14,998	Both
006-200	21,901,023	4,115	Residential
006-201	0	0	Unimproved
091-007	42,258,015	9,583	Both
091-029	28,362,940	5,706	Both

POLICY AND PROCEDURE MANUAL

POLICY TITLE: Personal Vehicle Use and Cost Reimbursement
POLICY NUMBER: 3100

3100.1 When an employee is authorized to use his/her personal vehicle in the performance of Library District work, he/she will be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage. ~~Authorization for Use of a personal vehicle for Library District work shall be subject to prior written approval by the Library Director, use is made by the District Librarian and shall be in writing. Requests for mileage reimbursement shall be submitted no later than sixty (60) days from the date of travel.~~

3100.2 Proof of adequate insurance coverage for collision, personal injury, and property damage will be required by the Library District of any employee using a personal vehicle in the performance of Library District work.

Adopted 02/27/2006

~~Revised 08/00/2013~~

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Health and Welfare Benefits
POLICY NUMBER: 3110

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3110.1 The Library District provides health and dental insurance coverage for non-occupational injuries and sickness of regular probationary and full time and part-time employees working twenty (20) or more hours per week.

3110.1.1 Effective October 1, 2009, for regular and probationary full time employees, the District will cover in full the cost of any plan selected from among those offered by the District.

3110.1.1.1 In the case where a full-time employee is eligible for coverage through a spouse or domestic partner, and the ~~Library Director~~~~District Librarian~~ can verify that such coverage is substantially similar to one or more of the plans offered by the District and would result in savings to the District of at least 10%, the District ~~will~~may pay the premiums on behalf of that employee.

3110.1.2 Effective October 1, 2009, for regular and probationary part-time employees, the District will cover a pro-rata amount of the cost of any plan selected from among those offered by the District.

3110.1.2.1 In the case where a part-time employee is eligible for coverage through a spouse or domestic partner, and the ~~Library Director~~~~District Librarian~~ can verify that such coverage is substantially similar to one or more of the plans offered by the District and would result in savings to the District of at least 10%, the District ~~will~~may pay the premiums on behalf of that employee.

3110.1.3 If an employee chooses to forego medical and/or dental coverage, the District will not provide in lieu cash payments to the employee.

3110.1.4 Family coverage is available for all policies if the employee pays any additional premium cost.

3110.1.5 The Library District provides health and dental insurance coverage for a period of seven (7) years after the date of retirement for any employee hired prior to May 22, 2007 who has or had worked in that capacity for a period of ten (10) to fifteen (15) years prior to retirement and who is or was at least fifty-five (55) years of age at the time of retirement. If the employment period exceeds or exceeded fifteen (15) years, coverage extends or extended to ten (10) years. ***Is there any current employee that qualifies for this benefit? If not the Board may want to delete it. If so the Board may want to revise it to end with that employee(s).!***

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3110.1.5.1 The retired employee ~~eligible for continued health benefits as identified in 3110.1.5.~~ may choose continued coverage under one of the District's health and dental plans or may choose direct reimbursement for premium and/or direct health expenses up to the amount which would have been expended for a plan.

3110.1.6 The scope of coverage and the payment of premiums are subject to periodic review and revision by the ~~Board of Trustees~~ Library Commission.

3110.2 All Library District employees will be insured against injuries received while on the jobs as required by State law.

3110.3 All Library District employees who work twenty (20) or more hours per week are enrolled in the Library District's CalPERS retirement plan.

3110.3.1 At the District's discretion and by action of the ~~Board of Trustees~~ Library Commission, the District may choose to establish and offer a retirement cash incentive plan as a part of a specific fiscal year's budget plan subject to approval of that year's budget plan by the ~~Governing~~ Board of ~~Library~~ Trustees.

3110.4 All Library District employees are eligible to participate in the CalPERS 457 deferred compensation plan or any other such plan established by the ~~Library Commission~~ Board of Trustees. Participation is voluntary.

Adopted 02/27/2006
Revised 01/22/2007
Revised 07/16/2007
Revised 01/28/2008
Revised 05/18/2009

Revised 08/00/2013

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Educational Assistance
POLICY NUMBER: 3120

3120.1 ~~Subject to available funds, Employees of the Library District are encouraged to pursue educational opportunities that are related to their present work, that will prepare them for foreseeable future opportunities within the Library District, or that will prepare them for future career advancement in librarianship or as a para-professional. To be eligible for reimbursement of course costs, the employee must receive prior written approval for the class(es) from the Library Director/District Librarian, who shall have sole and absolute discretion to determine eligibility for reimbursement pursuant to this policy.~~

3120.2 Two types of classes are generally eligible for reimbursement per this policy:

3120.2.1 Classes that are related to the employee's present work assignment or which may prepare him or her for future foreseeable opportunities within the Library District. Such classes may be taken individually and need not be directed toward a degree or certificate.

3120.2.2 Classes that are taken as part of the requirement for a degree or certificate.

3120.3 The Library District may reimburse regular employees for approved courses of study by the following criteria:

3120.3.1 The Library District may refund the entire cost of tuition and/or required class materials ~~will be made if~~ the employee received a grade of "B" or higher for the class.

3120.3.2 The Library District may refund one-half ^(50%) of the cost of tuition and/or required class materials ~~will be made if~~ the employee received a grade of "C" for the class.

3120.3.3 The Library District will make no refund to employees who receive a grade below "C" for the class.

3120.3.4 The total amount that the Library District may reimburse an employee for educational assistance is limited to \$2,500 in any calendar year.

3120.3.5 Educational reimbursement is based on an eight (8) hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of educational reimbursement.

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3120.3.6 Class time will not be considered part of the work week.

3120.4 Requests for reimbursement must be submitted in writing prior to commencement of the class. The employee will be notified of final approval or the reasons for disapproval. Those requests for reimbursement that are received after the class begins will not be eligible for only one-half (1/2) of the annual reimbursement.

3120.5 Upon completion of the class(es) the employee is responsible for providing copies of certified the grade (transcripts slip(s)) and expense receipt(s) to the Library Director/District Librarian.

3120.6 Only campus-based or web-based courses may be considered approved for reimbursement.

Adopted 02/27/06
Revised 08/00/2013

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Compensation
POLICY NUMBER: 3150

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3150.1 It is the objective of the Library District to provide fair and equitable salaries for library employees; to maintain salary schedules which serve to recognize the contributions of, and which serve to retain the services of, long-term library employees; to offer salaries which enable the Library District to recruit and hire new employees with professional skills and abilities.

3150.1.1 Salary schedules should ensure that the Library District's salaries are ~~competitive at and remain at the mid-point in comparison with the~~ salary schedules for comparable positions of adjacent library jurisdictions in Solano, Yolo, and Napa counties ("~~Comparable Group~~").

3150.1.2 If, at the point of annual budget adoption, current salary schedules as adjusted by any approved cost-of-living adjustment factor do not serve to place the Library District's salaries at ~~a competitive level with the Comparable Group~~ the mid-point, the ~~Library Director/District Librarian~~ will ~~may~~ develop a salary equity adjustment plan for mid-year discussion and ~~approval possible implementation~~ by the ~~Board of Trustees/Library Commission~~.

3150.2 All newly appointed employees will be paid at the first step of the salary range for the position to which the employee is appointed except as provided elsewhere herein; provided, however, that if the ~~Library Director/District Librarian~~ finds that a qualified applicant cannot be successfully recruited at the first step of the salary range, he/she may authorize an appointment at an advanced step of the salary range ~~subject to approval by the Board of Trustees~~.

3150.3 All employees ~~may~~ will advance to the next highest step on the salary schedule ~~subject to approval of the Library Director~~ as follows:

3150.3.1 At the conclusion of a six (6) month period after the initial appointment, an employee ~~will~~ may advance to the next step on the salary schedule.

3150.3.2 At the conclusion of every twelve (12) month period following the six (6) month period described in section 3150.3.1, the employee ~~will~~ may advance to the next step on the salary schedule. An employee cannot advance any higher than the highest step on a salary schedule.

3150.3.3 ~~To retain and reward the services of regular employees, but subject to available funds, the Library Director may award Longevity pay is to regular employees~~ earned in the timeframes and at the rates shown below:

- Five (5) years of continuous service / 2% added to salary
- Ten (10) years of continuous service / 3% added to salary
- Fifteen (15) years of continuous service / 4% added to salary
- Twenty (20) years of continuous service / 5% added to salary

3150.4 Employees who are promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be ~~eligible~~ ~~entitled to receive~~ on the date the promotion is effective, whichever is greater, provided that an employee promoted to a salary range in excess of one range above his/her former range will receive no less than five per cent (5%), at the same step, in rate.

3150.5 The ~~Board of Trustees~~ ~~Library Commission~~ may change existing compensation schedules and/or rates of compensation or add new compensation schedules.

Adopted 02/27/2006
Revised 01/22/2007
~~Revised 08/00/2013~~

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Gifts
POLICY NUMBER: 3155

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3155.1 An employee or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the Library District, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:

- 3155.1.1 Is customary and gives no appearance of impropriety and does not have more than a nominal value (approximately twenty-five dollars (\$25) or less);
- 3155.1.2 Does not impose any sense of obligation on either the giver or the receiver;
- 3155.1.3 Does not result in any kind of special or favored treatment;
- 3155.1.4 Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at Library District expense.
- 3155.1.5 Is given and received with no effort to conceal the full facts by either the giver or receiver, and/or is reported in accordance with State law.
- 3155.1.6 Does not conflict with a state or local laws governing conflicts of interest.

Adopted 02/27/2006
Revised 08/00/2013

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Leave Of Absence Without Pay
POLICY NUMBER: 3160

3160.1 With the approval of the Library Director/District Librarian, a regular employee may request a leave of absence without pay for a period of up to thirty (30) days. This leave may not be used in combination with the California Family Rights Act, the California Family Medical Leave Act or with provisions in the California Military and Veteran's Code. An regular employee may request an additional thirty (30) days leave of absence without pay, subject to approval but such a request must be approved by the Board of Trustees, Library Commission upon the recommendation of the District Librarian.

3160.2 Such a leave of absence must be taken in conjunction with, and at the conclusion of, an authorized use of vacation if any is available.

3160.3 At the conclusion, once the employee who has been authorized leave of absence without pay has used all available vacation and any other accrued leave time, then the continuation of such leave will be without any accrual of pay and/or other benefits available to regular employees of the Library District.

Adopted 02/27/2006
Revised 08/00/2013

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Unauthorized Leave of Absence
POLICY NUMBER: 3165

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3165.1 Voluntary absence from work without permission for three (3) consecutive working days will be considered ~~as an employee's abandonment of the work position and deemed as an automatic resignation by the employee.~~

~~3165.1.1 After two consecutive days of voluntary absence from work without permission, the The Library Director or designee will provide written notice to the employee's address of record notifying the employee will be notified that the third day of unauthorized absence will be considered as the employee's abandonment of the work position and deemed a resignation from employment, if it continues consecutively through the third working day. Said The notice will provide factual evidence that the employee's absence is voluntary and unauthorized and provide the employee an opportunity to respond an invitation to the employee to present his/her version of the "facts" at a meeting with the Library Director an informal hearing before the District Librarian.~~

~~3165.1.1.1 Constructive resignation will not be deemed by the Library District determined to have occurred until after the employee has an opportunity to meet with the Library Director to respond to the notice present his/her version of the "facts" at the informal fact-finding hearing.~~

~~3165.1.1.2 The meeting fact-finding hearing will be held within ten (10) calendar days after the notice is issued to the employee end of the three (3) consecutive days of unauthorized voluntary absence.~~

3165.2 The ~~Library Director District Librarian~~ may, prior to ~~or after~~ the ~~meeting informal fact-finding hearing~~, reinstate the employee who has been voluntarily absent without leave for three (3) consecutive days if the employee provides a satisfactory explanation. ~~if (The employee shall not be eligible for is reinstated after providing a satisfactory explanation, back pay and may not use vacation or other available leave for the period of unauthorized absence may be disallowed, including the employee's use of vacation or "comp" time to cover the period of absence.~~

3165.3 If the ~~Library Director District Librarian~~ determines, as a result of the evidence presented by ~~employee at the meeting at the fact-finding hearing~~, that the employee was voluntarily absent without leave and did not have a satisfactory explanation, the employee's ~~abandonment of the work position will be deemed as the employee's resignation from the Library District, will not be entitled to a post-severance evidentiary hearing and the employee's resignation will be considered to be effective at the end of the third consecutive day of his/her unauthorized voluntary absence.~~

Adopted 02/27/2006
Revised 08/00/2013

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POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Performance Evaluation
POLICY NUMBER: 3170

3170.1 The Library Director or designee District Librarian will conduct a scheduled performance review of each employee prior to any the annual step advancement date of the such employee.

3170.2 Performance evaluations will be in writing on forms prescribed by the Library Director, District Librarian. The Said evaluation will provide recognition for effective performance, and will also identify areas that need attention and improvement. In addition to providing scaled scores in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each score.

3170.3 Completed performance evaluations will be reviewed by the Library Director or designee District Librarian with the employee. The performance evaluation will be signed by the evaluator and also by the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file.

3170.4 Unscheduled performance evaluations may be made at the discretion of the Library Director or designee District Librarian or his/her designated representative.

Adopted 02/27/2006
Revised 08/09/2012

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Grievance Procedure
POLICY NUMBER: 3180

3180.1 The purpose of this policy is to provide a procedure by which employees may resolve concerns at the lowest possible administrative level. A "Grievance" is a claim by one or more employees ("Grievant") who believe formally claim that he/she has been affected by there has been a violation, misapplication, or misinterpretation of a law, Library District policy, rule, regulation, or instruction.

3180.2 Specifically excluded from the grievance procedure are subjects involving the amendment of State or federal law; resolutions adopted by the District's Governing Board of Library Trustees or the Library Commission, ordinances or minute orders, including decisions regarding wages, hours, and terms and conditions of employment.

3180.3 The Grievance Procedure has three (3) steps which must be followed in the order shown:

3180.3.1 Level I: Preliminary Informal Conference/Resolution – The Grievant shall meet with the immediate supervisor first to discuss the Grievance in an attempt to resolve the matter informally. Any employee who believes he/she has a grievance will present the evidence thereof orally or in writing to the Administrative Support Manager or the District Librarian. The Grievant will meet with the immediate supervisor within five (5) businessworking days after the Grievant employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged gGrievance. The immediate supervisor shall respond orally during the informal conference. If an equitable solution appears possible, both parties may agree to continue working at this level until final resolution of the matter. The immediate supervisor will Administrative Support Manager or the District Librarian will hold discussions and attempt to resolve the matter within three (3) businessworking days after the presentation of the Grievance. such evidence. It is the intent of this informal meeting that at least one (1) personal conference be held between the employee and the Administrative Support Manager or the District Librarian.

3180.3.2 Level II: Formal Procedure/Hearing - If the gGrievance has not been resolved at Level I, the gGrievant may/must present the Grievance his/her grievance in writing on a statement form provided by the Library District to the Library Director or designee/District Librarian within ten (10) businessworking days after the occurrence of the act or omission giving rise to the gGrievance.

3180.3.2.1 The statement will include the following:

- (a) A concise statement of the gGrievance including specific reference to any law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;
- (b) The circumstances involved;
- (c) The decision rendered by the immediate supervisor at Level I;
- (d) The specific remedy sought.

3180.3.2.2 The Library Director or designee District Librarian will schedule a meet with the Grievant to hearing the Grievance and review any evidence in support of the Grievance, before an independent hearing officer. The Library Director or designee will issue a written decision within ten (10) business days after the meeting. hearing officer shall review the grievance statement and conduct a hearing at which the employee and the District Librarian, or their representatives, shall have the right to present evidence, including testimony. The hearing shall be held within thirty (30) days of the filing of the grievance statement. The hearing officer shall communicate his/her decision within ten (10) days after the hearing. Decisions will be in writing and shall set forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. If the hearing officer does not respond within the time limits set forth herein, the grievant may appeal to the next level. Time limits for appeal will begin the day following receipt of the hearing officer's written decision.

3180.3.3 Level III: Board of Trustees Appeal/Hearing - In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision in writing on a form provided by the Library District to the Board of Trustees Library Commission within five (5) business days of receipt of the Level II decision. The statement will include a copy of the original grievance; a copy of the Level II written decision by the hearing officer; and a clear, concise statement of the reasons for the appeal to Level III.

3180.4.3.1 The Library Director or designee Commission will schedule an appeal hearing in closed session before the Board of Trustees to occur within thirty (30) calendar days of receipt of the Level III Grievance, unless the parties mutually agree to extend the time for appeal, at the next regularly scheduled meeting to formally receive the written grievance and the answers thereto at each step and to hear evidence regarding the issue or issues. The employee and Library Director or designee will each be given the opportunity to address the Board during the appeal, stating their reasons for or against the Library Director's Level II decision. The Board of Trustees Library Commission's decision will be announced in open session immediately after the closed session appeal. The Board of Trustees will issue a written decision within fifteen (15) business days of the appeal in which it was made. The Board of Trustees Library Commission's decision is the final step in the grievance procedure.

3180.4 In addition to all procedures and timelines established above, the following basic rules apply in all situations:

3180.4.1 If a Grievant employee does not present the grievance, or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance will be considered waived by the employee.

3180.4.2 By agreement in writing, the parties may extend any and all time limitations specified above.

3180.4.3 The Library Director District Librarian may temporarily suspend grievance processing on a District-wide basis in an emergency situation, but for no more than thirty (30) days without approval of the Board of Trustees. Employees covered by this policy may appeal this decision to the Library Commission.

3180.4.4 A copy of all formal grievance decisions will be placed in the employee's permanent personnel file.

Adopted 02/27/2006
Revised 08/00/2013

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POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Drug & Alcohol Abuse
POLICY NUMBER: 3190

3190.1 It is the desire of the ~~Governing~~ Board of ~~Library~~ Trustees and the ~~Library~~ ~~Director~~ ~~Commission~~ that all work environments of Library District employees be safe and productive and free of the influence of drugs, alcohol and/or other controlled substances. The Library District is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of controlled substances.

3190.2 The use (except as prescribed by a physician), sale, possession, purchase, or transfer of drugs, alcohol and/or other controlled substances by any Library District employee or officer on Library District property or work sites or while said employee or officer is on Library District business is prohibited.

3190.2.1 Employees are also prohibited from being under the influence of drugs, alcohol and/or other controlled substances during hours of work, ~~where such substances could impair the fitness of an employee to perform his/her work.~~

3190.2.2 Commission of any of the actions described above will subject the employee to disciplinary action up to and including termination.

~~3190.3 — For the purpose of applying this policy, being under the influence of drugs, alcohol and/or other controlled substances means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.~~

~~3190.4~~ ~~3190.3~~ The decision to discipline or terminate an employee found to have used and/or be under the influence of drugs, alcohol and/or other controlled substances during working hours may be ~~waived or~~ held in abeyance by the ~~Library Director District Librarian~~ pending said employee's attempt at rehabilitation. The ~~Library Director District Librarian~~ has discretion to handle each case individually with factors such as the employee's frequency of use, commitment to rehabilitation, and type of substance taken into consideration, ~~with regard to the waiving of penalties.~~

3190.3.1 Discipline or termination that is ~~waived or~~ held in abeyance pending rehabilitation shall be done on the condition, set forth in writing, that the employee:

3190.3.1.1 Successfully complete an approved rehabilitation program;

3190.3.1.2 Faithfully comply with maintenance and therapeutic measures; and,

3190.3.1.3 Be subject to periodic random testing without further reasonable cause.

3190.3.2 Employees who are found to have brought drugs, alcohol or other non-prescription controlled substances onto Library District property or work sites and to have provided them to other employees will be terminated without recourse to a rehabilitation program.

3190.3.3 ~~Discipline or termination should not be taken until a~~ The Library Director or designee ~~may conduct a thorough~~ investigation ~~before taking disciplinary action against an employee has been completed.~~

~~3190.3.1.1.4~~ To ensure that employees, property and equipment are not endangered by other employees who are involved with, or under the influence of drugs, alcohol and/or other controlled substances, any employee whose conduct, appearance speech or other characteristics create a reasonable suspicion of involvement with, or influence of said substances will immediately be subject to an exam by a qualified physician at Library District expense. If said physician determines that a drug/alcohol test is warranted, said employee will be subject to testing for the presence of alcohol or drugs in their bodies.

3190.4.1 Presence of such substances ~~may will~~ result in disciplinary action up to and including termination, as described above.

3190.4.2 An employee who is suspected of involvement as described above and refuses to cooperate in the physician's exam and/or drug/alcohol testing ~~may be~~ subject to termination.

~~3190.4.1.1.5~~ If a qualified physician, as a part of the examination specified in Section 3190.4, above, determines that an employee is not capable of working safely, said employee will be transported to his/her home by a supervising employee and not allowed to drive himself/herself home.

~~3190.4.1.1.6~~ Immediately prior to reporting for drug/alcohol testing, all employees will complete a Consent and Release form to be kept on file in the Library District office which will conform to the general format.

~~3190.4.1.1.7~~ Library District employees are required to notify the ~~Library Director~~ District Librarian in writing of any criminal drug statute of which they are convicted for a violation occurring in the workplace no later than five ~~15~~ calendar days after such conviction.

Adopted 02/27/2006

~~Revised 08/00/2013~~

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Tobacco Use
POLICY NUMBER: 3195

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3195.1 Ample research exists demonstrating the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products ~~is prohibited~~~~will be banned completely~~ within the Dixon Public Library building ~~in accordance with State law~~. The successful implementation of this policy depends upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on Library District premises share in the responsibility of adhering to this policy.

3195.2 All District employees will be responsible for advising members of the public who are observed using tobacco products in the Library building of the Library District's policy on the matter. Said individuals will be asked by staff to refrain from using tobacco products. Members of the public who refuse to comply with this policy will be directed by the Person in Charge to leave the Library building.

3195.3 District employees who violate this policy will be subject to disciplinary action in accordance with Library District policy.

3195.4 Extra care should be taken when working around combustible materials.

3195.5 All persons who smoke outside must remain at least thirty (30) feet from any entrance or exit and at least ~~fifteen~~ (15) feet from any other part of the Library building. Smokers should use extreme caution and dispose of cigarettes in a responsible and safe manner, using ashtrays, etc.

Adopted 02/27/2006
~~Revised 08/00/2013~~

POLICY AND PROCEDURE HANDBOOK

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3150.1.1 Salary schedules should ensure that the Library District's salaries are competitive and remain at the mid-point in comparison with the salary schedules for comparable positions of adjacent library jurisdictions in Solano, Yolo, and Napa counties ("Comparable Group").

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3150.3 All employees may will advance to the next highest step on the salary schedule subject to approval of the Library Director as follows:

3150.3.1 At the conclusion of a six (6) month period after the initial appointment, an employee will may advance to the next step on the salary schedule.

3150.3.2 At the conclusion of every twelve (12) month period following the six (6) month period described in section 3150.3.1, the employee will may advance to the next step on the salary schedule. An employee cannot advance any higher than the highest step on a salary schedule.

3150.3.3 To retain and reward the services of regular employees, but subject to available funds, the Library Director may award Longevity pay to regular employees earned in the timeframes and at the rates shown below:

- Five (5) years of continuous service / 2% added to salary
- Ten (10) years of continuous service / 3% added to salary
- Fifteen (15) years of continuous service / 4% added to salary
- Twenty (20) years of continuous service / 5% added to salary

full-time and/or part-time service, or combination thereof, for only those persons currently employed by the District at the time this policy was revised in July 2014, but shall also apply to any such employees thereafter employed by the District. Longevity pay for part-time services shall be prorated.

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Minutes—Draft
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., THURSDAY, June 19, 2014,
REGULAR MEETING

MEETING LOCATION
DIXON CITY COUNCIL CHAMBERS
600 EAST A STREET, DIXON, CA 95620

1. Call to Order

Mr. Gabby called the meeting to order at 7 pm

2. Closed session

3. Business meeting

a. Pledge of Allegiance

Pledge of Allegiance said

b. Roll Call

Trustees

John Gabby, President—present

Andrew Bloom, Vice President—present

Guy Garcia, Clerk—present

Caitlin O'Halloran, Member—present

Joe DiPaola, Member—present

Staff

Steve Arozena, Library Director—present

4. Notice to the Public

None

5. Correspondence

None

6. Consent Agenda

Mr. Garcia asked that item 10A be changed from Information/Discussion Action to Information/Discussion only. Mr. DiPaola asked that item 10C be handled the same way. Mr. Garcia moved that 10A and C be handled in that way and that 10H be moved to the top of the ongoing business agenda. Seconded by Mr. DiPaola. Motion passed.

7. Public Comment

None

8. Guests & Presentations

None

9. Director's Report

■ Update on Sunday hours

- Mr. Arozena stated that the library is good to go as far as opening on Sundays starting in July. The library will be staffed by one page, one librarian and one clerk. Discussion ensued about whether publicity should be done indicating a trial period from July to December. It was agreed that publicity should be done stating that fact. Mr. Gabby stated that he thought some people might be encouraged to use the library on Sundays to show their support for the idea. Mr. DiPaola asked for feedback on Sunday usage to evaluate its usefulness. Mr. Arozena stated that publicity will start soon including notice on the website.

■ Budget report

- Mr. Arozena stated that he had the library's accountant provide a simplified as well as more detailed budget. He stated that the report reflects 92 % of the budget year. Mr. Garcia asked that the beginning cash balance be included next time. Mr. Bloom asked about the feasibility of spending the last of the grant money by the end of the month. Mr. Arozena stated that the money will be spent as there is still an outstanding computer services bill tied to the grant. Mr. Arozena stated that he is working on next year's budget and that he would like to see increases in staff development and training, additional furniture, updating computer services. Mr. Arozena said that he will budget for a new children's assistant position to cover evenings and Sundays in the children's department if Ms. Gass wants to cover those hours. Mr. Garcia asked about the public facilities fee fund. Mr. Arozena stated that it is money in a separate fund that cannot be used unless it is budgeted for and that it largely comes from property taxes on local businesses. Ms. O'Halloran asked if the budget information could be available on the website. Mr. Garcia agreed that it should be. Mr. DiPaola asked if we were still under the Switzer contract. Mr. Arozena stated that he was given his 30 day notice at the beginning of the month.

■ Children's activities

- Mr. Arozena stated that Summer Reading Club began next week and that 428 people signed up the first week. The current total is 496. The two special Thursday morning shows had high attendance (Magic Show, 84, Make a catapult, 98). Mr. Gabby asked when the next magic show would be. Mr. Arozena informed him that there wouldn't be another one this summer. Next week's activity will be the first pre-school dance party.

Storytime attendance for the week was 58 preschoolers, 30 for toddlers and 10 for the babies. 24 people have signed up for the Adult Summer Reading Club. Mr. Arozena stated that there is a bookmark where adults can submit a review of the book that they read which is then posted onto a bulletin board. Mr. DiPaola suggested that the bookmarks be done as "virtual bookmarks" and then posted onto the website.

■ **Continuing education**

- Mr. Arozena reminded the Board that Catherine Wesenfeld would be attending the ALA conference in Las Vegas at the end of the month. He then asked if the Board would be interested in funding her to attend the Guadalajara Book Fair in November/December. He explained that ALA offers support in the way of hotels, conference fees and \$100 to be applied towards airfare if you are one of the first 150 people to sign up. Mr. Garcia asked what the total cost would be. Mr. Arozena stated that if the ALA support came through that the approximate airfare would be \$425. Board gave support for that figure. Mr. Arozena said he would get back to them if cost was significantly higher. Mr. Arozena stated that he, Adrienne and Catherine had joined the California Library Association and that all three hope to attend the conference in November in Oakland. Other continuing education activities included Susan Werrin attending a workshop on book preservation. Susan also toured the State Archives and signed up for a two-day conservation workshop offered through ALA. Catherine is taking a course on social media and marketing for libraries online. Gina took courses on year-end budgeting procedures, how to prepare for next year's budget and how to run financial reports using the Solano County system. Catherine, Heather and the director toured the California State Library building and found visiting the California history room, the documents collection and the law library to be useful.
- Ginger Emerson approached the lectern to offer support for the Library Director's efforts to get new furniture for the building. Mr. DiPaolo said that it was important to make sure that ADA requirements are met by any new tables.

■ **Ongoing business**

■ **Land boundary issue between Vacaville and Dixon library school districts**

- Mr. Arozena deferred to the greater depth of knowledge of board members on the subject. Mr. DiPaolo gave a brief history of the issue and the properties it affects near Leisure Town Road. Ms. O'Halloran stated that one of the proposed ways to proceed on the issue was to form a 2x2 subcommittee to fact find and try to reach a compromise with Vacaville. It was decided that the director and Ms. O'Halloran form the subcommittee. Mr.

DiPaolo moved that said subcommittee be formed. Mr. Garcia seconded. The motion passed.

- Mr. Garcia excused himself from the proceedings.
- **Approval of amendments to District Board Policy 3000-3100**
- Mr. DiPaolo had a series of comments about the proposed policy changes. Under 3000.4, he said that it the way it reads that the Library Director doesn't have the authority to terminate at-will employees--only the board has that authority. His opinion is that the Library Director should have the authority to terminate any at-will employees with the Board having the authority to terminate the Library Director. Under 3010.5.1 he asked why the cap on overtime was 120 hours. If it is not specified under the Labor Code, he suggests it be changed to 100 or 104 hours. Under 3060.2.3 it states that we get to keep the person's jury duty pay. He suggested that we allow the employee to keep it in addition to their regular pay as it is a small amount. Under 3070.2, he would like it to read "with our without cause." Under 3070.4, he would like it to be reworded so that people terminated with cause wouldn't be eligible for rehire. He also suggested that we save sections 3100+ for future meetings. Ginger Emerson made the comment that she was concerned that employees be aware of the appeal process if they were terminated. Mr. DiPaolo stated that that segment of the policies will be addressed in the future.
- **Approval of amendment to Library Assistant job description**
- Mr. Arozena explained that the Interim Director had established pools for the page, librarian and clerk positions but not for library assistant. These positions are continually posted on the website and the library accepts resumes/cover letters from people interested in the positions. He would like to include the library assistant position in the pooling but would like to change the wording in the job description to eliminate the required college degree and to accept three years of paid library experience or a community college degree. Motion to change language made by Ms. O'Halloran. Mr. Bloom seconded. Motion passed. Ginger Emerson asked how pool worked. Mr. Arozena stated that it was established as a time-saving procedure in case there was on opening in the library.
- **Approval of amendment to District Board Policy 3150 Longevity Pay**
- Mr. Arozena requested that longevity pay be extended to part-time employees beginning July 1 as policy was vague on fact. Mr. DiPaolo pointed out that earlier in the policy that wording had been changed from salaries being set in the mid-range group of pay in the area to saying that salaries would be competitive. Seeking clarification.

- **Proposal to reroof Miller Building**

- Mr. Arozena explained that since the last meeting that the proposal had been extended and that a contract had been drawn up for the project. Mr. Bloom moved to approve the contract. Ms. O'Halloran seconded. Motion was approved.

- **Approval of library board meeting schedule**

- Mr. Arozena stated that meetings the rest of the year will be on the second Thursday of each month and that the chambers have been reserved for those times. Ms. O'Halloran moved to accept. Mr. Bloom seconded. Motion was approved.

- **Approval of past library board meeting minutes**

- Mr. Arozena stated that he typed up the minutes for the May 15 and March 20 meetings. Mr. DiPaolo abstained from voting as he was not present at the March 20 meeting. Ms. O'Halloran moved to accept the minutes. Mr. Bloom seconded. Motion was approved.

- **Approval of new Moreno Maintenance Contract**

- Mr. Arozena explained that there had been a mistake in the Moreno contract as signed and that the first contract was to amend the mistake. The signed contract only stipulated an amount of \$700 per month rather than \$2100 per month. The mistake was noticed in a prior board meeting but had not been corrected. The second contract is for \$10,000 for the next fiscal year. Mr. Arozena noted that Mr. Moreno works in a fair and timely manner and that he does cost comparisons to get the library a good deal on equipment. He also removed a falling tree from the library property last week for a fair price. Mr. DiPaolo moved to accept the contract. Mr. Bloom seconded. The motion was approved.

- **New Business**

- **Future of Miller Building and other library properties**

- Mr. Arozena stated that he is looking for ideas on how to proceed with the Miller Building. Should it be used for storage or office space? The building is in disrepair as there were plans to tear it down at one point and maintenance wasn't kept up. Mr. DiPaolo said that a prior architect's report said that the building was structurally sound, but that foundation needs work and water damage needs to be repaired. Mr. Arozena pointed out that the report doesn't state whether there are environmental standards to be met—no mention of testing for asbestos, lead-based paint, etc. Ginger Emerson said that public and library staff have strong feelings about saving historic buildings. She suggested that perhaps the building could be sold if the library didn't feel it was cost effective to renovate. Mr. Arozena then brought up the other properties the library owns. A vacant lot at the corner of 2nd and B, and an adjacent lot next to it with a house on it are both

library properties. There had been talk in the past of turning the lot into a community garden. Another suggestion was to turn it into a parking lot. Mr. DiPaolo thought the best course of action might be to hold onto the property for later sale.

■ **Approve Department of Justice resolution to perform background checks**

Mr. Arozena stated that the library would like to offer lego and gaming nights for kids that would require adult volunteers. He said he had applied to the State Department of Justice to do Livescan background checks but that a resolution needed to be approved by the Board. Andrew moved that the resolution be approved. Caitlin seconded. Motion approved

Meeting adjourned.