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News Release

SOCIAL SECURITY

Social Security Announces 1.7 Percent Benefit Increase for 2015

Monthly Social Security and Supplemental Security Income (SSI) benefits for nearly 64 million Americans will increase 1.7 percent in 2015, the Social Security Administration announced today.

The 1.7 percent cost-of-living adjustment (COLA) will begin with benefits that more than 58 million Social Security beneficiaries receive in January 2015. Increased payments to more than 8 million SSI beneficiaries will begin on December 31, 2014. The Social Security Act ties the annual COLA to the increase in the Consumer Price Index as determined by the Department of Labor's Bureau of Labor Statistics.

Some other changes that take effect in January of each year are based on the increase in average wages. Based on that increase, the maximum amount of earnings subject to the Social Security tax (taxable maximum) will increase to \$118,500 from \$117,000. Of the estimated 168 million workers who will pay Social Security taxes in 2015, about 10 million will pay higher taxes because of the increase in the taxable maximum.

Information about Medicare changes for 2015 is available at www.Medicare.gov.

The Social Security Act provides for how the COLA is calculated. To read more, please visit www.socialsecurity.gov/cola.

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NOTE TO CORRESPONDENTS: Attached is a fact sheet showing the effect of the various automatic adjustments.

Minutes—Draft
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., THURSDAY, May 14, 2015,
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. 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—absent
Caitlin O'Halloran, Member—present
Joe DiPaola, Member—absent

Staff
Steve Arozena, Library Director—present

3. Notice to the Public
None

4. Correspondence
None

5. Consent Agenda
None

6. Public Comment
None

7. Guests & Presentations

8. Director's Report

Budget report

Mr. Arozena stated that with 83% of the fiscal year completed that it is looking like the library will go over budget with personnel costs by approximately \$32,000 due to unbudgeted raises and insurance costs. He said that there is still \$155,000 left in the supply budget which can be transferred over to personnel if there is money remaining in the account, or that money may be shifted over from the surplus to cover it with Board approval.

Mr. Gabby asked if we can up the personnel budget next year to cover it. Mr. Arozena replied in the affirmative.

Mr. Arozena then stated that the audit is now 2/3 completed and the results of the audit may impact the budget as well. He also said that there should be a preliminary report on the 15/16 budget by next meeting.

Library activities

Mr. Arozena stated that local author bil paul came to the library to talk about the Carissa Carpenter case to promote his new book and that eight people attended. He stated that a copy of the book was donated to the library.

Mr. Arozena presented the Board with a list of the different Summer Reading Club programs and gave a brief explanation of each. He stated that the Friends of the Library generously gave money to cover the cost of the programs.

Ongoing business

Update on Miller Building

Mr. Arozena stated that he worked with Mr. Dipaola to come up with a preliminary proposal for the Miller Building, but that they were waiting for a copy of a previous study to arrive from Paul Roberts. Once the Roberts study is received, a local contractor will prepare drawings for the Board to examine.

New business

Revision to Internet use policy

Mr. Arozena stated that there are two computers in the Children's Department that don't have the software available to keep adults from using them and that people have been using them when their time runs out on the regular adult computers. He asked the Board to consider a policy that limits the use of computers in the Children's room to children or children accompanied by adults. Mr. Bloom asked if perhaps the age limit should be lowered from 18. Mr. Arozena said that there are no computers in the teen area and that the children's computers should be available to teens. Ms. O'Halloran moved to approve the policy. Mr. Bloom seconded. The Board approved the policy, 3-0.

Children's Librarian search update.

Mr. Arozena announced that the current Children's Librarian would be leaving at the end of the month due to personal reasons. Mr. Arozena stated that there were 48 applicants and that five were chosen to interview. He asked if the Board would like to bring in a candidate from Massachusetts for a second interview. Following discussion, it was decided that a Skype interview would suffice.

Transfer of Real Property of the Former City of Vacaville Redevelopment Agency

Mr. Arozena stated that he had received a letter from the City of Vacaville asking to transfer our interest in some properties to them for the compensation of \$1 per property. He stated that he was counseled that the Board of Education had advised that

the offer be accepted, but that he was unable to confirm that information. It was decided that no vote would be taken until all members of the Board were available and more background information on the subject be confirmed.

Approval of minutes from March 12, 2015 meeting

Mr. Bloom moved that the minutes be approved. Ms. O'Halloran seconded. The Board approved the minutes, 3-0.

Meeting adjourned.

John Gabby, Board President

Guy Garcia, Clerk

Minutes—Draft
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
5:00 P. M., THURSDAY, May 28, 2015,
SPECIAL 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 5 pm

2. Business meeting

a. Pledge of Allegiance

Pledge of Allegiance said

b. Roll Call

Trustees

John Gabby, President—present

Andrew Bloom, Vice President—absent

Guy Garcia, Clerk—absent

Caitlin O'Halloran, Member—present

Joe DiPaola, Member—present

Staff

Steve Arozena, Library Director—present

3. Notice to the Public

None

4. Correspondence

None

5. Consent Agenda

None

6. Public Comment

None

7. Guests & Presentations

None

8. Director's Report

9. Ongoing Business

10. New Business

- a. **Identify and Approve District's Labor Negotiators with Unrepresented Employees—Library Director, Steve Arozena and Gina Dupell, Accounting/Payroll Technician [Gov't Code 54967.6] Information/Discussion/Action**

Board voted to approve Gina Dupell as Labor Negotiator, 3-0

11. Closed Session

- a. **Conference with District's Labor Negotiators with Unrepresented Employees—Library Director, Steve Arozena and Accounting/Payroll Technician [Gov't Code 54967.6] Information/Discussion/Action**

12. New Business (2)

- a. **Nothing to report from closed session**
- b. **Approve transfer of funds from reserve to general fund Information/Discussion/Action**

Mr. Arozena presented the Board with a financial chart detailed how the personnel budget became \$38,000 behind for the fiscal year 14/15. Mr. Arozena stated that there were \$400,000 in the reserve fund and asked that \$40,000 be transferred over to cover the increased personnel costs. Mr. Dipaola asked to confirm that the deficit was due to insurance and raises approved by the Board that had not been budgeted for and to correct for an existing obligation. Mr. Arozena confirmed that was the case. Mr. Dipaola motioned to make the transfer from funds balance available to the general fund. Ms. O'Halloran seconded. The Board voted 3-0 to approve.

- c. **Approval of COLA increase for 2015/16 fiscal year Information/Discussion/Action**

Ms. O'Halloran asked that the item be tabled for a future meeting. Mr. Dipaola asked that it be agendaized for the next regular meeting. Mr. Arozena agreed.

- d. **2015/16 Budget Information/Discussion/Action**

Mr. Arozena asked if the Board would like a list of items to be added to next year's budget. Mr. Dipaola stated that if the items were not salary related they could be discussed. Mr. Arozena stated that next year's budget should see some savings in several areas including software and telephone/internet services. He also stated that he is expecting a refund of approximately \$4,800 from e-rate services from the prior year. Mr. Arozena listed off some upcoming expenses that would be incorporated into the 2015/16 budget including attendance for one person at the ALA Conference in Orlando, one person attending the California Library Association conference in Pasadena, an additional \$6,500 for library materials so that adult, children's and media each have \$25,000 to spend, new monitors for public and staff computers, a new iron gate for the alleyway between the Miller Building and Carnegie, a new scanner for

photographs, two new bins for board books in the children's section, three new thin clients for public computers and some miscellaneous furniture for the children's department. Mr. Dipaola asked about the iron gate and said to take into account the possible addition of an ADA ramp on that side of the Miller Building before the gate is permanently installed. Mr. Dipaola also suggested that the library look into potential problems with excess moisture in the basement storage area and consider putting a dehumidifier in the area.

Meeting adjourned.

John Gabby, President

Guy Garcia, Clerk

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Sick Leave

POLICY NUMBER: 3040

This policy will apply to probationary, regular and temporary employees in all classifications.

Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures will be charged to sick leave, subject to prior approval by the Library Director.

Full and Part-Time Regular and Probationary Employees

Full and part-time regular employees and full-time and part-time probationary employees will earn sick leave at the rate of one (1) working day per month, prorated for part-time employees.

Sick leave begins accruing on an employee's first day of employment and may be used after an employee's ninetieth (90th) day of employment. Sick leave is accrued at the start of each month and continues to be accrued during any paid leave and during holidays. There is no limit to the amount of sick leave credit which can be accrued. Upon termination, resignation or retirement, employees shall receive no payout for accrued sick leave other than that required by federal or state law.

Sick leave should be used only in case of necessity and actual sickness or disability of the employee, or because of illness in his/her immediate family.

Temporary Employees

Every Temporary Employee that works thirty (30) days or more in a calendar year during the current fiscal year shall be entitled to three (3) days of sick leave with full pay in that fiscal year. However, a new Temporary employee shall not be eligible to take personal leave until the first day of the calendar month after completion of ninety (90) days of active service with the Library. Temporary employees will accrue sick leave at the rate of one (1) hour for every thirty (30) hours worked. Unused leave for temporary employees may be carried over to the following fiscal year not to exceed a maximum of six (6) days in a given fiscal year (e.g., 3 carried over + 3 earned = 6). Temporary employees who separate from employment will not receive a cash payout for unused leave, but may use such unused leave if they return to employment in a temporary position within one year of separation. Each temporary employee shall notify his/her immediate supervisor as soon as possible prior to his/her assigned shift if the employee will be using sick leave for injury or illness. The immediate supervisor may require a physician or other verification as to a Temporary employee's claimed reason for absence if the Library Director believes there is a question of valid grounds for the claimed absence after two consecutive days.

3040.5.1 The definition of "immediate family" will be the same as specified in § 3050.4.

3040.5.2 An employee may use up to forty-eight (48) hours of sick leave in a calendar year to handle the disruption of regular childcare provider services to a dependent in his/her immediate family.

In order to receive compensation while on sick leave, the employee will notify the Library Director prior to the time for beginning the regular work day, or as soon thereafter as practical.

A medical release from the treating physician is required for all absences of three (3) or more work days, regardless of the sick leave balance; however the Library District reserves the right to request a medical release form for any absence taken.

Illness while on paid vacation will be charged to sick leave rather than vacation only under the following conditions:

3040.8.1 The illness or injury of the employee was of a nature that would preclude the effective use of vacation and would prevent the employee from performing his/her normal work duties. A physician's statement is required.

The employee must notify the Library Director within four (4) calendar days of the beginning of the illness or prior to the end of his/her vacation leave, whichever is sooner, to request that his/her illness on vacation be charged to sick leave.

3040.8.1.2 The Library District will be under no obligation to extend the vacation beyond the originally scheduled vacation ending date.

A pregnant employee will be permitted to work as long as she is able to safely perform the duties of her position as recommended by her attending physician.

3040.9.1 A pregnant employee will be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disabled because of pregnancy, miscarriage, abortion, childbirth and recovery. The total absence for disability leave may not exceed the amount of time specified by law and certified by the attending physician.

At the completion of the disability leave eligible employee may request leave under the provisions of the California Family Rights Act and/or California Family Medical Leave Act. The total absence for family medical leave may not exceed the amount of time specified by law.

Eligible employee may use sick leave and vacation for physician-certified disability absences and/or California Family Rights Act and/or California Family Medical Leave Act absences and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

An employee returning to work at the end of disability leave and/or California Family Medical Leave Act absences will return to the same position or a comparable position with no loss of salary or benefits.

All eligible employees may request leave under the provisions of the California Family Rights Act and/or California Family Medical Leave Act.

When an eligible employee elects to use the provisions of the California Family Rights Act and/or California Family Medical Leave Act the time absent runs concurrently with the Federal Family Medical Leave Act for a maximum of twelve (12) weeks.

An eligible employee may use sick leave and vacation for the California Family Rights Act and/or California Family Medical Leave Act and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.