

Dixon Public Library, Fund 426 FY16.17 New Year Budget Requests

Revenues	Fiscal years 2016-2017	
Revenue From Library Operations	\$	14,000
Revenue From State & County Govt.	\$	972,766
Revenue From Grants	\$	-
Other Revenues	\$	6,650
Other Financing (Transfer from <i>Fund Balance Available</i>)	\$	256,141
Total Revenues	\$	1,249,557
Appropriations		
Salaries & Employee Benefits	\$	790,579
Services & Supplies	\$	425,078
Other Charges & Fixed Assets	\$	33,900
Total Expenditures	\$	1,249,557

Revenues:

- ✓ Budgeted revenues are the same as last year's actuals.

Appropriations:

-Salaries and Employee Benefits:

- ✓ Increases over last year's actuals:
- \$44,000 New Clerk position, promotions & Step raises.
- \$25,000 New minimum wage law plus new Sick Leave for Extra Help .
- \$18,000 New CalPERS Unfunded Liability.
- \$ 5,000 FICA resulting from wage increases.
- \$21,000 New ER 75% share for family.

-Services and Supplies:

- ✓ Increases over last year's actuals:
- \$46,000 Carnegie, Iron Gate, Carpet/Tile, Moreno's contract.
- \$ 8,000 Ten monitors, NWN contract.
- \$24,100 Library books, audio & materials .
- \$ 2,600 Travel out of state: ALA Chicago, FIL Guadalajara.
- \$5,700 Utilities: PGE & Water.

Fixed Assets:

- \$34,000 Self-check machine & Dixon Tribune digitization.

Fund 428, FY16.17 New Year Budget Requests

Revenues	Fiscal years 2016-2017	
Revenue From Library Operations	\$	2,000.00
Revenue From State & County Govt.	\$	76,484
Other Financing (Transfer Fund Balance)	\$	(22,684)
Other Revenues	\$	-
Total Revenues	\$	55,800
Appropriations		
Salaries & Employee Benefits	\$	-
Services & Supplies	\$	55,800
Other Charges & Fixed Assets	\$	-
Total Expenditures	\$	55,800

Revenues:

- Budgeted revenues at 40% of last year's run rate, due to the February 8th, 2016 decreases in PFF rates.

Appropriations:

- Services and Supplies:*
- \$52,800 Increase for the A2R Architects contract.

FY16.17

Salaries and Benefits Assumptions:

Regular Full-Time (F-T) employees work 40 hours per week.
Regular Part-Time (P-T) employees work 20 hours per week or more.
Extra Help employee (P-T) work under 20 hours per week.

Cost of Living Adjustment (COLA) is not requested.

Federal Insurance Contributions Act (FICA) is paid 50% by employee and 50% by employer.

State Disability Insurance (SDI) is not budgeted. It is completely funded by the employee.

Workers Compensation is lower this year since we have no injuries in recent years.

CalPERS is 100% Employer funded for staff before 2013 and 50% Employer funded for staff after 2013.

Employment Development Department (EDD). DPL reimburses the Unemployment Insurance (UI) Fund on a dollar-for-dollar basis as benefits are paid. It's difficult to estimate this amount since it's an unknown. Budget is estimated, based on last year's claims.

Medical/Dental Insurance is a given per employee, includes 75% employer's share for family. Used current rate for Jul-Dec and added 10% for Jan-Jun.

Budgeted Headcounts

One Director full time with 40 hours per week.

Two full time Librarian II with 40 hours per week

Two full time Librarian Assistants II with 40 hours per week

One Accounting Tech with 20 hours per week

One Clerk desk/floater with 25 hours per week

Eight part time Librarians

Three part time Clerks

Five part time Pages

Budget by position; use today's rate and factor in a 5% Step increase for all positions excluding Director.

Do not budget for Director. Executive positions are budgeted based on current approved/contract information.

If the executive contract is changed, the Board will also approve the necessary budget money.

Weekly hours of OPERATIONS for Librarians, Clerks & Aides:

Monday-Thursday = 9 hours = 36 hours	36.0
Friday & Saturday = 14 hours	14.0
Sunday = 4 hours	4.0
Total weekly operational hours = 54 hours	<u>54.0</u>

Librarians budget 54 hours 54.0

Clerks budget 54 hours - regular	54.0
Budget 1 hours extra for Sat and Sun	1.0
Clerks budget 55 hours	<u>55.0</u>

Pages budget 54 hours - regular	54.0
Budget 9 hrs for Mon,Wed,Fri 9am-Noon	9.0
Budget 4 hrs for Mon, &Thurs, 9am-11	4.0
Pages budget 67 hours	<u>67.0</u>

COUNTY OF SOLANO
REQUESTED PROJECTION: DEPARTMENT 9886 - DIXON PUBLIC LIBRARY
FOR THE FISCAL YEAR 2016-2017

CATEGORY	Description	2017 REQUESTED BUDGET
1000	SALARIES AND EMPLOYEE BENEFITS	
0001110	SALARY/WAGES REGULAR	372,300
0001121	SALARY/WAGES-EXTRA HELP	148,834
0001210	RETIREMENT-EMPLOYER	97,453
0001220	FICA-EMPLOYER	39,867
0001230	HEALTH INS-EMPLOYER	124,173
0001231	VISION CARE INSURANCE	-
0001240	COMPENSATION INSURANCE	2,300
0001250	UNEMPLOYMENT INSURANCE	1,000
0001260	DENTAL INS-EMPLOYER	4,652
0001270	ACCRUED LEAVE CTO PAYOFF	-
TOTAL	SALARIES AND EMPLOYEE BENEFITS	\$ 790,579.00
2000	SERVICES AND SUPPLIES	
0002028	TELEPHONE SERVICES	6,000
0002035	HOUSEHOLD EXPENSE	4,000
0002050	INSURANCE-RISK MANAGEMENT	5,996
0002051	LIABILITY INSURANCE	7,713
0002055	INSURANCE-OTHER	43
0002120	MAINTENANCE EQUIPMENT	6,000
0002140	MAINTENANCE-BLDGS & IMPROVE	75,000
0002141	MATERIALS AND SUPPLIES	0
0002170	MEMBERSHIPS	6,500
0002175	MISCELLANEOUS EXPENSE	150
0002176	FEES AND PERMITS	0
0002178	CASH/INVENTORY SHORTAGE	0
0002180	BOOKS & SUBSCRIPTIONS	4,000
0002200	OFFICE EXPENSE	3,500
0002201	EQUIPMENT UNDER \$1,500	2,500
0002202	CONTROLLED ASSETS \$1500-\$4999	0
0002203	COMPUTER COMPONENTS <\$1,500	10,000
0002204	COMPUTER RELATED ITEMS:<\$500	300
0002205	POSTAGE	900
0002220	MICROFILM/FICHE/PHOTO	0
0002235	ACCOUNTING & FINANCIAL SERVICE	15,000
0002239	LEGAL SERVICE	25,000
0002245	CONTRACTED SERVICES	47,000
0002250	OTHER PROFESSIONAL SERVICES	7,000
0002255	CREDIT CARD PROCESSING FEES	0
0002260	DATA PROCESSING SERVICES	105
0002261	SOFTWARE MAINTENANCE & SUPPORT	60,000
0002270	SOFTWARE	0
0002281	ADVERTISING/MARKETING	1,000
0002285	RENTS & LEASES - EQUIPMENT	6,000
0002295	RENTS & LEASES-BUILDINGS/IMPR	0
0002301	SMALL TOOLS & INSTRUMENTS	0
0002310	EDUCATION & TRAINING	1,200
0002311	TUITION REIMBURSEMENT	500
0002312	SPECIAL DEPARTMENTAL EXPENSE	0
0002315	PURCHASES FOR RESALE	0
0002320	LIBRARY SOFTWARE	0
0002322	LIBRARY ADULT BOOKS	23,000
0002323	LIBRARY JUVENILE BOOKS	20,000
0002324	LIBRARY PERIODICALS/MICROFORMS	5,000
0002325	LIBRARY AUDIO-VISUAL	20,000

COUNTY OF SOLANO
REQUESTED PROJECTION: DEPARTMENT 9886 - DIXON PUBLIC LIBRARY
FOR THE FISCAL YEAR 2016-2017

CATEGORY SUBJECT	Description	2017 REQUESTED BUDGET
0002326	LIBRARY BOOK RENTAL	8,112
0002327	LIBRARY MATERIALS PROCESSING	5,700
0002328	LIBRARY MATERIALS	11,000
0002335	TRAVEL EXPENSE	1,220
0002336	TRAVEL OUT-OF-STATE	2,649
0002337	MEALS/REFRESHMENTS	540
0002338	EMPLOYEE RECOGNITION	0
0002339	MANAGEMENT BUSINESS EXPENSE	0
0002355	PERSONAL MILEAGE	1,450
0002360	UTILITIES	26,000
0002361	WATER	5,000
TOTAL	SERVICES AND SUPPLIES	\$ 425,078.00
3000	OTHER CHARGES	
0003020	REFUND OF PRIOR YEAR CHARGES	-
TOTAL	OTHER CHARGES	\$ -
4000	FIXED ASSETS	
0004303	EQUIPMENT	18,900
0004502	INTANGIBLE	15,000
TOTAL	FIXED ASSETS	\$ 33,900.00
5000	OTHER FINANCING USES	
TOTAL	OTHER FINANCING USES	
8000	APPROP FOR CONTINGENCIES	
TOTAL	APPROP FOR CONTINGENCIES	
8500	OTHER EXPENDITURES(NON-BUDGET)	
0008888	DEPRECIATION	-
TOTAL	OTHER EXPENDITURES(NON-BUDGET)	\$ -
9000	TAXES	
0009001	CURRENT SECURED	330,000
0009002	CURRENT UNSECURED	20,000
0009003	PRIOR UNSECURED	-
0009004	SUPPLEMENTAL SECURED	6,000
0009005	PRIOR SECURED	-
0009015	LIBRARY SALES TAX - MEASURE B	573,766
0009018	UNITARY	18,000
0009020	ABX1 26 PASS THROUGH	25,000
0009021	LMIHF & OTHER ASSETS	-
TOTAL	TAXES	\$ 972,765.88
9400	REVENUE FROM USE OF MONEY/PROP	
0009401	INTEREST INCOME	3,400
0009405	BUILDING RENTAL	2,250
TOTAL	REVENUE FROM USE OF MONEY/PROP	\$ 5,650.00
9500	INTERGOVERNMENTAL REVENUES	
0009504	FISH & GAME	-
0009505	STATE HIGHWAY RENTALS	-
0009507	HOMEOWNERS PROPERTY TAX RELIEF	-
0009591	GRANT REVENUE	-
TOTAL	INTERGOVERNMENTAL REVENUES	\$ -
9600	CHARGES FOR SERVICES	
0009603	PHOTO/MICROFICHE COPIES	4,000
0009605	LIBRARY FINES	10,000
TOTAL	CHARGES FOR SERVICES	\$ 14,000.00

COUNTY OF SOLANO
REQUESTED PROJECTION: DEPARTMENT 9886 - DIXON PUBLIC LIBRARY
FOR THE FISCAL YEAR 2016-2017

CATEGORY		2017
SUBJECT	Description	REQUESTED
		BUDGET
9700	MISC REVENUES	
0009702	CASH OVERAGE	-
0009704	DONATIONS AND CONTRIBUTIONS	-
0009708	MISCELLANEOUS SALES-OTHER	1,000
TOTAL	MISC REVENUES	\$ 1,000.00
9800	OTHER FINANCING SOURCES	
TOTAL	OTHER FINANCING SOURCES	
TOTAL EXPENSE		1,249,557
TOTAL REVENUE		993,416
GRAND TOTAL		\$ 256,141.12

COUNTY OF SOLANO
REQUESTED PROJECTION: DEPARTMENT 9428 - DIXON PUB LIBRARY
FOR THE FISCAL YEAR 2016-2017

CATEGORY		2017
SUBJECT	Description	REQUESTED
		BUDGET
2000	SERVICES AND SUPPLIES	
0002235	ACCOUNTING & FINANCIAL SERVICE	3,000
0002245	Contracted Services	52,800
TOTAL	SERVICES AND SUPPLIES	\$ 55,800.00
3000	OTHER CHARGES	
TOTAL	OTHER CHARGES	
4000	FIXED ASSETS	
TOTAL	FIXED ASSETS	
9400	REVENUE FROM USE OF MONEY/PROP	
0009401	INTEREST INCOME	2,000
TOTAL	REVENUE FROM USE OF MONEY/PROP	\$ 2,000.00
9600	CHARGES FOR SERVICES	
0009601	CAPITAL FACILITIES FEES	76,484
TOTAL	CHARGES FOR SERVICES	\$ 76,483.60
TOTAL EXPENSE		55,800
TOTAL REVENUE		78,484
GRAND TOTAL		\$ (22,683.60)

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Holidays

POLICY NUMBER: 3030

3030.1 This policy will apply to all regular full-time and part-time employees who work twenty hours or more per week.

3030.2 The following days will be recognized and observed as paid holidays:

New Year's Day	Veterans Day
Martin Luther King, Jr. Birthday	Thanksgiving Day
Lincoln's Birthday	Day after Thanksgiving
President's Day	Christmas Eve Day
Easter Sunday	Christmas Day
Memorial Day	New Year's Eve
Independence Day	
Labor Day	
Columbus Day	

3030.3 All regular work will be suspended and employees will receive one (1) day's pay for each of the holidays listed in section 3030.2 above. An employee is eligible for any paid holiday if he/she is normally scheduled to work that day.

3030.4 Holiday hours are 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 holiday hours.

3030.5 When a holiday falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday.

3030.6 If any employee works on any of the holidays listed in section 3030.2 above, he/she will be paid for all hours worked at the rate of time and one-half (1^{1/2}) his/her regular rate of pay.

3030.7 All regular employees also receive two (2) floating holidays each calendar year, as follows:

3030.7.1 The first floating holiday accrues on January 1, and the second floating holiday accrues on July 1.

3030.7.2 An employee's use of a floating holiday is subject to prior written approval of the Library Director, which shall be requested no later than thirty (30) days prior to using a floating holiday.

3030.7.3 Floating holiday hours are 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 floating holiday hours.

Adopted 02/27/2006

Revised 10/09/2014

DIXON PUBLIC LIBRARY STAFF DRESS CODE

Public image plays an important role in developing and maintaining support for the library. Because all casual clothing is not suitable for the library, these guidelines will help you determine what is appropriate to wear to work. To help present this image and foster public confidence, staff members must dress appropriately for their work assignment, when dealing with the public.

Staff shall be clean, well-groomed and demonstrate acceptable personal hygiene. They must wear clean and well-maintained attire and shoes appropriate for the type of work being done.

Clothing that works well for the beach, yard work, formal clubs or restaurants, exercise sessions and sports contests may not be appropriate for a professional appearance at work.

Guidelines for acceptable attire includes:

- Jeans, skirts, dresses or shorts that are appropriate for a work environment (i.e., must extend beyond fingertip length when standing with arms straight down at sides)
- Shirts or tops that do not expose undergarments
- Comfortable shoes appropriate for work in the library

The following types of clothing are not acceptable in the workplace:

- Except for religious or health reasons or when necessary for a library program, caps, hats, hoodies, do-rags, beanies or sunglasses may not be worn
- Tattoos that are vulgar or intentionally offensive or demeaning
- Backless, strapless, spaghetti straps, low-cut or see-through shirts
- Bare shoulders, back or midribs
- Visible undergarments (i.e., bra straps and/or underpants)
- Skirts and shorts that are excessively short
- Lounge wear, exercise wear or muscle shirts
- Attire that promotes political & religious causes, campaigns or offensive ads may not be worn. Obscenities, euphemisms or slang words for foul language and foreign phrases that could be interpreted inappropriately are also not permitted.
- Shower shoes or flip-flops

If clothing fails to meet these standards, as determined by the Director or Supervisor, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. An employee will not be paid for the time off the job for this purpose. Disciplinary action will be applied if dress code violations continue.

Minutes—Draft
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., WEDNESDAY, June 8, 2016,
REGULAR MEETING

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

1. Call to Order
Ms. O'Halloran called the meeting to order at 7 pm
2. Business meeting
 - a. Pledge of Allegiance
Pledge of Allegiance said
 - b. Roll Call
Trustees
Caitlin O'Halloran, President—present
Guy Garcia, Vice President—present
John Gabby, Clerk—present
Melissa Maseda, 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

Library Activities

Mr. Arozena stated that the Summer Reading Club has begun and the first special performer, Timothy James, a magician from Livermore, came and drew 105 attendees. At the end of the first week, 421 children have signed up for the reading club. Last year's total was 452. Mr. Arozena said that Jim, the Youth Services Librarian, has been promoting the reading club in public and private schools and signing up children at those locations. Mr. Arozena stated that he has signed up for a class on getting grants for libraries. He stated that the budget approval will be delayed until July as the library is still waiting for some estimated costs from other sources. The budget needs to be approved and submitted to Solano County by 8/31.

9. Continuing Business

Update on Miller Building and other properties

Mr. Arozena stated that he was instructed to look at options for the Miller Building and other properties that the library owns at the last Board meeting. He referred the Board to a plat map of the library's properties. He stated that the library paid \$489,000 for the Miller Building in 2008, the Lefever property in the same year for \$665,000, and the Pereira property cost \$307,000. Mr. Arozena said he talked with the Solano County Assessor's office to see what the current valuation of the properties are and was told that government buildings and properties are not assessed for value.

Mr. Arozena said that there is a conflict between the 2013 report done by Paul Roberts, Vallejo architect and ZFA, a structural engineering firm that looked at the building earlier in 2016. ZFA was concerned that the building may be built using unreinforced masonry, which is notoriously unstable in earthquakes. ZFA estimated that a retrofit of the building could cost upward of \$1 million if that is the case. Mr. Arozena said that despite a lack of recent earthquake activity near Dixon that a 6.5 temblor in 1892 caused some damage here and extensive damage in Winters and Vacaville. That quake's epicenter was only 6 miles west of Dixon. Mr. Arozena said he spoke with Fred Turner, an engineer from the State Seismic Commission about how best to determine whether a building is made of reinforced or unreinforced masonry. He said that a structural engineer should be able to tell visually, by using push-pull tests to determine support strength, or by doing radiographic or thermographic tests. Without giving specifics, he said that the tests are expensive. He suggested going to three structural engineers who do those types of tests to get estimates. He asked the engineer from ZFA if they could do the tests—he was told that he knows about the tests and would get back to us. Mr. Gabby suggested that we need to know what the structural integrity of the building is even if we decided to sell it. Mr. Arozena said that in the event of the building not being salvageable that he talked to Double D Demolition in Vacaville and that the cost of knocking down the building and taking away its remnants would be \$15-20,000. He said that when that option was raised at a library staff meeting that the reaction to the possibility of demolishing the building was quite negative and that he hopes it would be only exercised as a last resort.

Mr. Arozena said that he had a meeting with the city manager, the economic development person for the city and the community development director. The city is open to either a joint venture with the library or to perhaps purchase land from the library

to expand the park. They were also interested in the vacant library properties as a possible location for relocating the building at 1120 North First and developing it as a local history museum with the Dixon Historical Society. Mr. Arozena also discussed as another option the development of an amphitheater for public programs to be used by both the city and the library. He pointed out that it is a prime location for such a site and that there is nothing in Dixon comparable. Mr. Arozena said that the library still needs more space, more office space, study rooms, and a better place for its programs. He said that at this point the library has \$560,000 cash in treasury and that the cost of the properties that the library owns was \$1.5 million a decade ago. Mr. Gabby gave Mr. Arozena the direction to continue investigating what it would cost to find out how safe the Miller Building is and that there would be backlash against tearing down a historical building downtown. Mr. Garcia said that the future of the properties all hinges on how structurally sound the building is and that things will fall into place once that is known. Ms. O'Halloran said that the next step is to find out how structurally sound the building is. Mr. Garcia asked for public comment. Susan Werrin said it would be best to find out by a definitive test how the building was constructed. She asked Mr. Arozena what test that would be and he said thermal or radiographic tests can be done. She pointed out that the building predates the Carnegie, which is on the National Register of Historic Places and that there would be a portion of the community against tearing down the building. She also stated that the Carnegie is so close, that it could be damaged by knocking down the structure. She stated that she hopes that the initial report was correct and that the building is salvageable.

10. New business

Approval of minutes from May 12, 2016 meeting

Mr. Gabby moved that the minutes be approved. Mr. Garcia seconded. The motion passed 4-0.

Meeting adjourned.

Caitlin O'Halloran, Board President

John Gabby, Clerk