

## Dixon Public Library - Fund 426, Net Position as of April 30, 2017

|   | Actuals - Fiscal<br>years 2016-2017 |               | Actuals %<br>of Annual<br>Budget | Remaining<br>Budget |
|---|-------------------------------------|---------------|----------------------------------|---------------------|
| <b>Assets</b>                           |                                     |               |                                  |                     |
| Cash in Treasury                        | \$ 881,174                          |               |                                  |                     |
| Imprest Cash                            | \$ 700                              |               |                                  |                     |
| Other assets                            | \$ 7,531                            |               |                                  |                     |
| Future Loan Redemption Requirement      | \$ 7,366                            |               |                                  |                     |
| Land                                    | \$ 427,021                          |               |                                  |                     |
| Structures and Improvements             | \$ 1,097,826                        |               |                                  |                     |
| Equipment                               | \$ 271,753                          |               |                                  |                     |
| Intangibles                             | \$ 15,670                           |               |                                  |                     |
| Construction-in-progress                | \$ 581,339                          |               |                                  |                     |
| Allowance for Depreciation              | \$ (1,196,710)                      |               |                                  |                     |
| Total Assets                            | \$ 2,093,669                        |               |                                  |                     |
| <b>Liabilities and Equities</b>         |                                     |               |                                  |                     |
| Outstanding Warrants                    | \$ 5,436                            |               |                                  |                     |
| Other Liabilities                       | \$ 6,387                            |               |                                  |                     |
| Due to Other AGENICES                   | \$ 5,739                            |               |                                  |                     |
| Accrued Compensated Absences            | \$ 7,366                            |               |                                  |                     |
| Reserve - Other (Imprest Cash is \$700) | \$ 279,700                          |               |                                  |                     |
| Fund Balance Available                  | \$ 150,424                          |               |                                  |                     |
| Investments in General Fixed Assets     | \$ 1,196,898                        |               |                                  |                     |
| Appropriations                          | \$ 256,141                          |               |                                  |                     |
| Revenues less Expenditures              | \$ 185,577                          |               |                                  |                     |
|   | \$ 2,093,669                        |               |                                  |                     |
| <b>Revenues</b>                         |                                     |               |                                  |                     |
|   | Actuals - Fiscal                    | Annual Budget | Actuals %                        | Remaining           |
|   | years 2016-2017                     |               | of Annual                        | Budget              |
| Revenue From Library Operations         | \$ 12,264                           | \$ 14,000     | 88%                              | \$ 1,736            |
| Revenue From State & County Govt.       | \$ 1,046,784                        | \$ 972,766    | 108%                             | \$ (74,018)         |
| Revenue From Grants                     | \$ -                                | \$ -          | 0%                               | \$ -                |
| Other Revenues                          | \$ 10,204                           | \$ 6,650      | 153%                             | \$ (3,554)          |
| Total Revenues                          | \$ 1,069,251                        | \$ 993,416    | 108%                             | \$ (75,836)         |
| <b>Expenditures</b>                     |                                     |               |                                  |                     |
| Salaries & Employee Benefits            | \$ 599,326                          | \$ 790,579    | 76%                              | \$ 191,253          |
| Services & Supplies                     | \$ 256,169                          | \$ 425,078    | 60%                              | \$ 168,909          |
| Other Charges & Fixed Assets & Deprec   | \$ 28,179                           | \$ 33,900     | 0%                               | \$ 5,721            |
| Total Expenditures                      | \$ 883,674                          | \$ 1,249,557  | 71%                              | \$ 365,883          |
| Revenues less Expenditures              | \$ 185,577                          | \$ (256,141)  |                                  |                     |

## Fund 428, Net Position as of April 30, 2017

|                                     | Actuals - Fiscal<br>years 2016-2017 |               | Actuals %<br>of Annual<br>Budget | Remaining<br>Budget |
|-------------------------------------|-------------------------------------|---------------|----------------------------------|---------------------|
| <b>Assets</b>                       |                                     |               |                                  |                     |
| Cash in Treasury                    | \$ 612,433                          |               |                                  |                     |
| Due from Other Agency               | \$ -                                |               |                                  |                     |
| Land                                | \$ 1,175,043                        |               |                                  |                     |
| Construction-in-progress            | \$ 79,453                           |               |                                  |                     |
| Allowance for Depreciation          | \$ -                                |               |                                  |                     |
| Total Assets                        | \$ 1,866,929                        |               |                                  |                     |
| <b>Liabilities and Equities</b>     |                                     |               |                                  |                     |
| Fund Balance Available              | \$ 583,780                          |               |                                  |                     |
| Investments in General Fixed Assets | \$ 1,254,495                        |               |                                  |                     |
| Appropriations                      | \$ (22,684)                         |               |                                  |                     |
| Revenues less Expenditures          | \$ 51,337                           |               |                                  |                     |
|                                     | \$ 1,866,929                        |               |                                  |                     |
| <b>Revenues</b>                     |                                     |               |                                  |                     |
|                                     | Actuals - Fiscal                    | Annual Budget | Actuals %                        | Remaining           |
|                                     | years 2016-2017                     |               | of Annual                        | Budget              |
| Other Revenues                      | \$ 56,028                           | \$ 78,484     | 0%                               | \$ -                |
| Total Revenues                      | \$ 56,028                           | \$ 78,484     | 0%                               | \$ -                |
| <b>Expenditures</b>                 |                                     |               |                                  |                     |
| Salaries & Employee Benefits        | \$ -                                | \$ -          | 0%                               | \$ -                |
| Services & Supplies                 | \$ 4,691                            | \$ 55,800     | 0%                               | \$ -                |
| Other Charges & Fixed Assets        | \$ -                                | \$ -          | 0%                               | \$ -                |
| Total Expenditures                  | \$ 4,691                            | \$ 55,800     | 0%                               | \$ -                |
| Revenues less Expenditures          | \$ 51,337                           | \$ 22,684     |                                  |                     |

SELECT FUND: 426,428  
 SORT ORDER: SUBOBJ within ACCTTYPE within within FUND

| Fund | Fund Description              | Account Code | ***** Sub-Account Debits | ***** Credits | ***** Account Debits | ***** Credits |
|------|-------------------------------|--------------|--------------------------|---------------|----------------------|---------------|
| 426  | DIXON PUBLIC LIBRARY DISTRICT | 0000010      | 881,173.54               |               | 881,173.54           |               |
|      | CASH IN TREASURY              | 010          |                          |               |                      |               |
|      | CASH IN TREASURY              | 0000030      | 700.00                   |               |                      |               |
|      | IMPREST CASH                  | 030          |                          |               |                      | 700.00        |
|      | IMPREST CASH                  | 0000110      | 612.66                   |               |                      |               |
|      | ACCOUNTS RECEIVABLE           | 110          |                          |               |                      | 612.66        |
|      | ACCOUNTS RECEIVABLE           | 0000150      | 170.80                   |               |                      |               |
|      | RETURNED CHECKS               | 150          |                          |               |                      | 170.80        |
|      | RETURNED CHECKS               | 0000250      | 7,365.68                 |               |                      |               |
|      | FUTURE LOAN REQUIREMENT       | 250          |                          |               |                      | 7,365.68      |
|      | FUTURE LOAN REDEMPT REQ       | 0000310      | 427,020.70               |               |                      |               |
|      | LAND                          | 310          |                          |               |                      | 427,020.70    |
|      | LAND                          | 0000320      | 1,097,825.95             |               |                      |               |
|      | BUILDINGS AND IMPROVEMENTS    | 320          |                          |               |                      | 1,097,825.95  |
|      | BUILDINGS AND IMPROVEMENTS    | 0000336      | 15,670.00                |               |                      |               |
|      | INTANGIBLES: NON-DEPRECIABLE  | 335          |                          |               |                      | 15,670.00     |
|      | INTANGIBLES                   | 0000340      | 271,752.62               |               |                      |               |
|      | EQUIPMENT                     | 340          |                          |               |                      | 271,752.62    |
|      | EQUIPMENT                     | 0000360      | 581,339.25               |               |                      |               |
|      | CONSTRUCTION IN PROGRESS      | 360          |                          |               |                      | 581,339.25    |
|      | CONSTRUCTION IN PROGRESS      | 0000370      |                          |               |                      |               |
|      | ACCUMULATED DEPRECIATION      | 370          |                          |               |                      | 1,196,710.43  |
|      | ACCUMULATED DEPRECIATION      | 0000420      | 6,747.91                 |               |                      |               |
|      | ALLOWANCE FOR DEPRECIATION    |              |                          |               |                      | 1,196,710.43  |
|      | PREPAID EXPENSE               |              |                          |               |                      |               |



SELECT FUND: 426,428

| Fund | Fund Description                | Account Code | ***** Sub-Account Debits | ***** Credits | ***** Account Debits | ***** Credits |
|------|---------------------------------|--------------|--------------------------|---------------|----------------------|---------------|
| 426  | DIXON PUBLIC LIBRARY DISTRICT   | 4260735      |                          | 0.12          |                      |               |
|      | BUILDING FUND                   |              |                          |               |                      | 279,700.12    |
|      | RESERVE - OTHER                 | 730          |                          |               |                      |               |
|      | FUND BALANCE AVAILABLE          | 0000740      |                          | 150,424.09    |                      |               |
|      | FUND BALANCE AVAILABLE          | 740          |                          |               |                      | 150,424.09    |
|      | INVESTED IN CAPITAL ASSETS, NET | 0000770      |                          | 1,196,898.09  |                      |               |
|      | INVESTMENTS IN GEN FIXED ASSETS | 770          |                          |               |                      | 1,196,898.09  |
|      | REVENUES                        | 810          |                          |               |                      | 1,069,251.44  |
|      | EXPENDITURES                    | 820          |                          | 883,673.95    |                      |               |
|      | BUDGETED REVENUE                | 0000910      |                          | 993,415.88    |                      |               |
|      | BUDGETED REVENUE                | 910          |                          |               |                      | 993,415.88    |
|      | APPROPRIATIONS                  | 0000930      |                          | 1,249,557.00  |                      |               |
|      | APPROPRIATIONS                  | 930          |                          |               |                      | 1,249,557.00  |
|      | Total Liabilities and Equities  |              |                          |               |                      | 4,086,192.88  |

\*\* Fund Totals \*\* 5,282,903.31 5,282,903.31

428 DIXON PUBLIC LIB DISTRICT-PFF  
 SORT ORDER: SUBOBJ within ACCTTYPE within within within FUND

SELECT FUND: 426,428

| Fund                      | Fund Description               | Account Code | Sub-Account Debits | ***** Account Debits | ***** Account Credits |
|---------------------------|--------------------------------|--------------|--------------------|----------------------|-----------------------|
| Assets:                   |                                |              |                    |                      |                       |
|                           | CASH IN TREASURY               | 0000010      | 612,433.46         |                      |                       |
|                           | CASH IN TREASURY               | 010          |                    | 612,433.46           |                       |
|                           | LAND                           | 0000310      | 1,175,042.82       |                      |                       |
|                           | LAND                           | 310          |                    | 1,175,042.82         |                       |
|                           | CONSTRUCTION IN PROGRESS       | 0000360      | 79,452.62          |                      |                       |
|                           | CONSTRUCTION IN PROGRESS       | 360          |                    | 79,452.62            |                       |
|                           | Total Assets                   |              | 1,866,928.90       |                      | 0.00                  |
| Liabilities and Equities: |                                |              |                    |                      |                       |
|                           | FUND BALANCE AVAILABLE         | 0000740      |                    | 583,780.37           |                       |
|                           | FUND BALANCE AVAILABLE         | 740          |                    |                      | 583,780.37            |
|                           | INVESTED IN CAPITAL ASSETS,NET | 0000770      |                    | 1,254,495.44         |                       |
|                           | INVESTMNTS IN GEN FIXED ASSETS | 770          |                    |                      | 1,254,495.44          |
|                           | REVENUES                       | 810          |                    |                      | 56,027.59             |
|                           | EXPENDITURES                   | 820          |                    | 4,690.90             |                       |
|                           | BUDGETED REVENUE               | 0000910      |                    |                      |                       |
|                           | BUDGETED REVENUE               | 910          |                    | 78,483.60            |                       |
|                           | APPROPRIATIONS                 | 0000930      |                    |                      | 55,800.00             |
|                           | APPROPRIATIONS                 | 930          |                    |                      | 55,800.00             |
|                           | Total Liabilities and Equities |              |                    | 83,174.50            | 1,950,103.40          |

\*\* Fund Totals \*\* 1,950,103.40 1,950,103.40

SORT ORDER: SUBOBJ within ACCTTYPE within within FUND

SELECT FUND: 426,428

| Account Code | ***** Sub-Account ***** | ***** Account ***** |
|--------------|-------------------------|---------------------|
| =====        | Debits                  | Debits              |
| =====        | Credits                 | Credits             |
| =====        | =====                   | =====               |
|              | 7,233,006.71            | 7,233,006.71        |

\*\* Grand Totals \*\*

SORT ORDER: SECTION within BUREAU within DIVISION within DEPTWMT within SUBOBJ within CATEGORY within FUND  
 SELECT FUND: 426,428 ; BUDG CATEGORY: 1000-9999

| Fund    | Fund Description               | Budget     | Adjustments | Mo Actual | YTD Actual | Encumbrance | Balance    | Pct.  |
|---------|--------------------------------|------------|-------------|-----------|------------|-------------|------------|-------|
| 426     | DIXON PUBLIC LIBRARY DISTRICT  |            |             |           |            |             |            |       |
| 1000    | SALARIES AND EMPLOYEE BENEFITS |            |             |           |            |             |            |       |
| 0001110 | SALARY/WAGES REGULAR           | 372,300.00 | 0.00        | 29,433.50 | 304,030.51 | 0.00        | 68,209.49  | 82%   |
| 0001121 | SALARY/WAGES-EXTRA HELP        | 148,834.00 | 0.00        | 8,546.20  | 90,492.74  | 0.00        | 58,341.26  | 61%   |
| 0001131 | SALARY/WAGES OT/CALL-BACK      | 0.00       | 0.00        | 10.00     | 52.07      | 0.00        | -52.07     | 9999% |
| 0001210 | RETIREMENT-EMPLOYER            | 97,453.00  | 0.00        | 4,319.58  | 82,901.17  | 0.00        | 14,551.83  | 85%   |
| 0001220 | FICA-EMPLOYER                  | 39,867.00  | 0.00        | 2,906.24  | 30,185.29  | 0.00        | 9,681.71   | 76%   |
| 0001230 | HEALTH INS-EMPLOYER            | 124,173.00 | 0.00        | 8,791.50  | 85,035.08  | 0.00        | 39,137.92  | 68%   |
| 0001231 | VISION CARE INSURANCE          | 0.00       | 0.00        | 24.38     | 298.53     | 0.00        | -298.53    | 9999% |
| 0001240 | COMPENSATION INSURANCE         | 2,300.00   | 0.00        | 0.00      | 918.10     | 0.00        | 1,381.90   | 40%   |
| 0001250 | UNEMPLOYMENT INSURANCE         | 1,000.00   | 0.00        | 0.00      | 522.19     | 0.00        | 477.81     | 52%   |
| 0001260 | DENTAL INS-EMPLOYER            | 4,652.00   | 0.00        | 562.00    | 4,830.29   | 0.00        | -178.29    | 104%  |
| 1000    | SALARIES AND EMPLOYEE BEN      | 790,579.00 | 0.00        | 54,593.40 | 599,325.97 | 0.00        | 191,253.03 | 76%   |
| 2000    | SERVICES AND SUPPLIES          |            |             |           |            |             |            |       |
| 0002028 | TELEPHONE SERVICES             | 6,000.00   | 0.00        | 165.99    | 3,186.88   | 0.00        | 2,813.12   | 53%   |
| 0002035 | HOUSEHOLD EXPENSE              | 4,000.00   | 0.00        | 490.16    | 3,116.58   | 0.00        | 883.42     | 78%   |
| 0002050 | INSURANCE-RISK MANAGEMENT      | 5,996.00   | 0.00        | 0.00      | 5,696.11   | 0.00        | 299.89     | 95%   |
| 0002051 | LIABILITY INSURANCE            | 7,713.00   | 0.00        | 0.00      | 7,327.42   | 0.00        | 385.58     | 95%   |
| 0002055 | INSURANCE-OTHER                | 43.00      | 0.00        | 0.00      | 40.73      | 0.00        | 2.27       | 95%   |
| 0002120 | MAINTENANCE EQUIPMENT          | 6,000.00   | 0.00        | 832.42    | 11,243.35  | 0.00        | -5,243.35  | 187%  |
| 0002140 | MAINTENANCE-BLDGS & IMPRO      | 75,000.00  | 0.00        | 1,256.00  | 15,752.92  | 0.00        | 59,247.08  | 21%   |
| 0002170 | MEMBERSHIPS                    | 6,500.00   | 0.00        | 259.00    | 6,400.74   | 0.00        | 99.26      | 98%   |
| 0002175 | MISCELLANEOUS EXPENSE          | 150.00     | 0.00        | 0.00      | 0.00       | 0.00        | 150.00     |       |
| 0002176 | FEES AND PERMITS               | 0.00       | 0.00        | 0.00      | 367.58     | 0.00        | -367.58    | 9999% |
| 0002178 | CASH/INVENTORY SHORTAGE        | 0.00       | 0.00        | 0.00      | 12.55      | 0.00        | -12.55     | 9999% |
| 0002180 | BOOKS & SUBSCRIPTIONS          | 4,000.00   | 0.00        | 0.00      | 1,965.00   | 0.00        | 2,035.00   | 49%   |
| 0002200 | OFFICE EXPENSE                 | 3,500.00   | 0.00        | 504.54    | 2,529.04   | 0.00        | 970.96     | 72%   |
| 0002201 | EQUIPMENT UNDER \$1,500        | 2,500.00   | 0.00        | 0.00      | 445.86     | 0.00        | 2,054.14   | 18%   |
| 0002203 | COMPUTER COMPONENTS <\$1,5     | 10,000.00  | 0.00        | 0.00      | 10,349.81  | 0.00        | -349.81    | 103%  |
| 0002204 | COMPUTER RELATED ITEMS:<\$     | 300.00     | 0.00        | 0.00      | 25.78      | 0.00        | 274.22     | 9%    |
| 0002205 | POSTAGE                        | 900.00     | 0.00        | 0.00      | 622.73     | 0.00        | 277.27     | 69%   |
| 0002235 | ACCOUNTING & FINANCIAL SE      | 15,000.00  | 0.00        | 0.00      | 12,931.00  | 0.00        | 2,069.00   | 86%   |
| 0002239 | LEGAL SERVICE                  | 25,000.00  | 0.00        | 0.00      | 6,651.00   | 0.00        | 18,349.00  | 27%   |

SELECT FUND: 426,428 ; BUDG CATEGORY: 1000-9999

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 426 DIXON PUBLIC LIBRARY DISTRICT

| Object Description                 | Budget     | Adjustments | Mo Actual | YTD Actual | Encumbrance | Balance    | Pct.  |
|------------------------------------|------------|-------------|-----------|------------|-------------|------------|-------|
| 0002245 CONTRACTED SERVICES        | 47,000.00  | 0.00        | 10,420.14 | 46,236.56  | 0.00        | 763.44     | 98%   |
| 0002250 OTHER PROFESSIONAL SERVICE | 7,000.00   | 0.00        | 85.05     | 6,741.55   | 0.00        | 258.45     | 96%   |
| 0002260 DATA PROCESSING SERVICES   | 105.00     | 0.00        | 0.00      | 0.00       | 0.00        | 105.00     |       |
| 0002261 SOFTWARE MAINTENANCE & SU  | 60,000.00  | 0.00        | 270.89    | 24,817.40  | 0.00        | 35,182.60  | 41%   |
| 0002270 SOFTWARE                   | 0.00       | 0.00        | 0.00      | 599.00     | 0.00        | -599.00    | 9999% |
| 0002281 ADVERTISING/MARKETING      | 1,000.00   | 0.00        | 25.00     | 117.99     | 0.00        | 882.01     | 12%   |
| 0002285 RENTS & LEASES - EQUIPMEN  | 6,000.00   | 0.00        | 0.00      | 4,288.86   | 0.00        | 1,711.14   | 71%   |
| 0002310 EDUCATION & TRAINING       | 1,200.00   | 0.00        | 0.00      | 749.00     | 0.00        | 451.00     | 62%   |
| 0002311 TUITION REIMBURSEMENT      | 500.00     | 0.00        | 0.00      | 0.00       | 0.00        | 500.00     |       |
| 0002312 SPECIAL DEPARTMENTAL EXPE  | 0.00       | 0.00        | 0.00      | 161.87     | 0.00        | -161.87    | 9999% |
| 0002322 LIBRARY ADULT BOOKS        | 23,000.00  | 0.00        | 1,781.64  | 15,191.45  | 0.00        | 7,808.55   | 66%   |
| 0002323 LIBRARY JUVENILE BOOKS     | 20,000.00  | 0.00        | 2,031.64  | 10,162.39  | 0.00        | 9,837.61   | 51%   |
| 0002324 LIBRARY PERIODICALS/MICRO  | 5,000.00   | 0.00        | 2,000.00  | 7,192.17   | 0.00        | -2,192.17  | 144%  |
| 0002325 LIBRARY AUDIO-VISUAL       | 20,000.00  | 0.00        | 1,529.68  | 10,429.54  | 0.00        | 9,570.46   | 52%   |
| 0002326 LIBRARY BOOK RENTAL        | 8,112.00   | 0.00        | 0.00      | 6,956.04   | 0.00        | 1,155.96   | 86%   |
| 0002327 LIBRARY MATERIALS PROCESS  | 5,700.00   | 0.00        | 0.00      | 2,203.43   | 0.00        | 3,496.57   | 39%   |
| 0002328 LIBRARY MATERIALS          | 11,000.00  | 0.00        | 0.00      | 9,465.35   | 0.00        | 1,534.65   | 86%   |
| 0002335 TRAVEL EXPENSE             | 1,220.00   | 0.00        | 0.00      | 354.59     | 0.00        | 865.41     | 29%   |
| 0002336 TRAVEL OUT-OF-STATE        | 2,649.00   | 0.00        | -100.00   | 314.80     | 0.00        | 2,334.20   | 12%   |
| 0002337 MEALS/REFRESHMENTS         | 540.00     | 0.00        | 0.00      | 0.00       | 0.00        | 540.00     |       |
| 0002338 EMPLOYEE RECOGNITION       | 0.00       | 0.00        | 60.00     | 60.00      | 0.00        | -60.00     | 9999% |
| 0002355 PERSONAL MILEAGE           | 1,450.00   | 0.00        | 69.98     | 491.89     | 0.00        | 958.11     | 34%   |
| 0002360 UTILITIES                  | 26,000.00  | 0.00        | 1,534.43  | 17,946.54  | 0.00        | 8,053.46   | 69%   |
| 0002361 WATER                      | 5,000.00   | 0.00        | 458.31    | 3,023.13   | 0.00        | 1,976.87   | 60%   |
| 2000 SERVICES AND SUPPLIES         | 425,078.00 | 0.00        | 23,674.87 | 256,168.63 | 0.00        | 168,909.37 | 60%   |
| 3000 OTHER CHARGES                 |            |             |           |            |             |            |       |
| 0003020 REFUND OF PRIOR YEAR CHAR  | 0.00       | 0.00        | 512.60    | 617.35     | 0.00        | -617.35    | 9999% |
| 3000 OTHER CHARGES                 | 0.00       | 0.00        | 512.60    | 617.35     | 0.00        | -617.35    | 9999% |
| 4000 FIXED ASSETS                  |            |             |           |            |             |            |       |
| 0004303 EQUIPMENT                  | 18,900.00  | 0.00        | 11,892.00 | 11,892.00  | 0.00        | 7,008.00   | 63%   |



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 426 DIXON PUBLIC LIBRARY DISTRICT  
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 4000 FIXED ASSETS  
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Fund Fund Description

| Object Description                  | Budget     | Adjustments | Mo Actual  | YTD Actual   | Encumbrance | Balance    | Pct.  |
|-------------------------------------|------------|-------------|------------|--------------|-------------|------------|-------|
| 0004520 INTANGIBLE: DEPRECIABLE     | 15,000.00  | 0.00        | 0.00       | 0.00         | 0.00        | 15,000.00  | 0.00% |
| 0004521 INTANGIBLES: NON-DEPRECIA   | 0.00       | 0.00        | 15,670.00  | 15,670.00    | 0.00        | -15,670.00 | 9999% |
| 4000 FIXED ASSETS                   | 33,900.00  | 0.00        | 27,562.00  | 27,562.00    | 0.00        | 6,338.00   | 81%   |
| 9000 TAXES                          |            |             |            |              |             |            |       |
| 0009001 CURRENT SECURED             | 330,000.00 | 0.00        | 176,173.30 | 352,828.57   | 0.00        | -22,828.57 | 107%  |
| 0009002 CURRENT UNSECURED           | 20,000.00  | 0.00        | 74.38      | 22,754.94    | 0.00        | -2,754.94  | 114%  |
| 0009003 PRIOR UNSECURED             | 0.00       | 0.00        | 114.15     | 403.15       | 0.00        | -403.15    | 9999% |
| 0009004 SUPPLEMENTAL SECURED        | 6,000.00   | 0.00        | 2,564.12   | 7,784.61     | 0.00        | -1,784.61  | 130%  |
| 0009005 PRIOR SECURED               | 0.00       | 0.00        | 55.45      | 97.85        | 0.00        | -97.85     | 9999% |
| 0009015 LIBRARY SALES TAX - MEASU   | 573,765.88 | 0.00        | 96,350.39  | 625,616.71   | 0.00        | -51,850.83 | 109%  |
| 0009018 UNITARY                     | 18,000.00  | 0.00        | 9,327.42   | 18,654.85    | 0.00        | -654.85    | 104%  |
| 0009020 ABL1 26 PASS THROUGH        | 25,000.00  | 0.00        | 0.00       | 14,998.39    | 0.00        | 10,001.61  | 60%   |
| 9000 TAXES                          | 972,765.88 | 0.00        | 284,659.21 | 1,043,139.07 | 0.00        | -70,373.19 | 107%  |
| 9400 REVENUE FROM USE OF MONEY/PROP |            |             |            |              |             |            |       |
| 0009401 INTEREST INCOME             | 3,400.00   | 0.00        | 1,607.79   | 4,069.89     | 0.00        | -669.89    | 120%  |
| 0009405 BUILDING RENTAL             | 2,250.00   | 0.00        | 0.00       | 1,500.00     | 0.00        | 750.00     | 67%   |
| 9400 REVENUE FROM USE OF MONEY      | 5,650.00   | 0.00        | 1,607.79   | 5,569.89     | 0.00        | 80.11      | 99%   |
| 9500 INTERGOVERNMENTAL REVENUES     |            |             |            |              |             |            |       |
| 0009021 LMIHF & OTHER ASSETS        | 0.00       | 0.00        | 0.00       | 1,837.88     | 0.00        | -1,837.88  | 9999% |
| 0009504 FISH & GAME                 | 0.00       | 0.00        | 0.00       | 30.00        | 0.00        | -30.00     | 9999% |
| 0009505 STATE HIGHWAY RENTALS       | 0.00       | 0.00        | 0.00       | 1.16         | 0.00        | -1.16      | 9999% |
| 0009507 HOMEOWNERS PROPERTY TAX R   | 0.00       | 0.00        | 0.00       | 1,775.50     | 0.00        | -1,775.50  | 9999% |
| 9500 INTERGOVERNMENTAL REVENUE      | 0.00       | 0.00        | 0.00       | 3,644.54     | 0.00        | -3,644.54  | 9999% |
| 9600 CHARGES FOR SERVICES           |            |             |            |              |             |            |       |
| 0009603 PHOTO/MICROFICHE COPIES     | 4,000.00   | 0.00        | 478.15     | 3,510.65     | 0.00        | 489.35     | 88%   |

SELECT FUND: 426,428 ; BUDG CATEGORY: 1000-9999

SELECT FUND: 426,428 ; BUDG CATEGORY: 1000-9999

| Fund          | Fund Description              | Object Description | Budget       | Adjustments | Mo Actual  | YTD Actual   | Encumbrance | Balance    | Pct.  |
|---------------|-------------------------------|--------------------|--------------|-------------|------------|--------------|-------------|------------|-------|
| 426           | DIXON PUBLIC LIBRARY DISTRICT |                    |              |             |            |              |             |            |       |
| 0009605       | LIBRARY FINES                 |                    | 10,000.00    | 0.00        | 1,065.67   | 8,753.25     | 0.00        | 1,246.75   | 88%   |
| 9600          | CHARGES FOR SERVICES          |                    | 14,000.00    | 0.00        | 1,543.82   | 12,263.90    | 0.00        | 1,736.10   | 88%   |
| 9700          | MISC REVENUES                 |                    |              |             |            |              |             |            |       |
| 0009702       | CASH OVERAGE                  |                    | 0.00         | 0.00        | 0.55       | 15.26        | 0.00        | -15.26     | 9999% |
| 0009703       | OTHER REVENUE                 |                    | 0.00         | 0.00        | 0.00       | 60.00        | 0.00        | -60.00     | 9999% |
| 0009704       | DONATIONS AND CONTRIBUTIO     |                    | 0.00         | 0.00        | 3,595.00   | 3,595.00     | 0.00        | -3,595.00  | 9999% |
| 0009708       | MISCELLANEOUS SALES-OTHER     |                    | 1,000.00     | 0.00        | 82.55      | 963.78       | 0.00        | 36.22      | 96%   |
| 9700          | MISC REVENUES                 |                    | 1,000.00     | 0.00        | 3,678.10   | 4,634.04     | 0.00        | -3,634.04  | 463%  |
| Total Revenue |                               |                    | 993,415.88   | 0.00        | 291,488.92 | 1,069,251.44 | 0.00        | -75,835.56 | 108%  |
| Total Expense |                               |                    | 1,249,557.00 | 0.00        | 106,342.87 | 883,673.95   | 0.00        | 365,883.05 | 71%   |
|               |                               |                    |              |             | 185,146.05 | 185,577.49   |             |            |       |

SELECT FUND: 426,428 ; BUDG CATEGORY: 1000-9999

=====  
 Fund Description  
 =====  
 428 DIXON PUBLIC LIB DISTRICT-PFF  
 =====

| Object Description                  | Budget    | Adjustments | Mo Actual | YTD Actual | Encumbrance | Balance   | Pct. |
|-------------------------------------|-----------|-------------|-----------|------------|-------------|-----------|------|
| 2000 SERVICES AND SUPPLIES          |           |             |           |            |             |           |      |
| 0002235 ACCOUNTING & FINANCIAL SE   | 3,000.00  | 0.00        | 0.00      | 0.00       | 0.00        | 3,000.00  |      |
| 0002245 CONTRACTED SERVICES         | 52,800.00 | 0.00        | 0.00      | 4,690.90   | 0.00        | 48,109.10 | 9%   |
| 2000 SERVICES AND SUPPLIES          | 55,800.00 | 0.00        | 0.00      | 4,690.90   | 0.00        | 51,109.10 | 8%   |
| 9400 REVENUE FROM USE OF MONEY/PROP |           |             |           |            |             |           |      |
| 0009401 INTEREST INCOME             | 2,000.00  | 0.00        | 1,239.63  | 3,465.87   | 0.00        | -1,465.87 | 173% |
| 9400 REVENUE FROM USE OF MONEY      | 2,000.00  | 0.00        | 1,239.63  | 3,465.87   | 0.00        | -1,465.87 | 173% |
| 9600 CHARGES FOR SERVICES           |           |             |           |            |             |           |      |
| 0009601 CAPITAL FACILITIES FEES     | 76,483.60 | 0.00        | 0.00      | 52,561.72  | 0.00        | 23,921.88 | 69%  |
| 9600 CHARGES FOR SERVICES           | 76,483.60 | 0.00        | 0.00      | 52,561.72  | 0.00        | 23,921.88 | 69%  |
| Total Revenue                       | 78,483.60 | 0.00        | 1,239.63  | 56,027.59  | 0.00        | 22,456.01 | 71%  |
| Total Expense                       | 55,800.00 | 0.00        | 0.00      | 4,690.90   | 0.00        | 51,109.10 | 8%   |
|                                     |           |             | 1,239.63  | 51,336.69  |             |           |      |

**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.

Adopted 02/27/2006

Revised 10/09/2014

Revised 6-15-15

**2017-2018 MAINTENANCE AND REPAIR SERVICES AGREEMENT**

**THIS 2017-2018 MAINTENANCE AND REPAIR SERVICES AGREEMENT** (the “Agreement”) is made and entered into as of July 1, 2017 (the “Effective Date”) by and between the Dixon Public Library District, (the “District”), and Moreno Construction, License # 933370 (“Contractor”). The District and the Contractor are collectively referred to in this Agreement individually as “Party” and collectively as the “Parties.” This Agreement is made with reference to the following facts:

A. **WHEREAS**, the District desires to engage Contractor to perform specified maintenance and repair services at the District’s Dixon Library, Miller Building and surrounding property located at 230 North First Street, Dixon, California 95620 (“Property”) during the 2017 to 2018 fiscal year; and

B. **WHEREAS**, Contractor desires to be engaged by the District; and

C. **WHEREAS**, the District and Contractor desire to reduce to writing the terms and conditions of the District’s engagement of Contractor.

**NOW, THEREFORE**, in consideration of the mutual covenants set forth below, the Parties hereby agree as follows:

**ARTICLE I  
SERVICES TO BE PERFORMED BY CONTRACTOR**

1.1 Performance Of Services.

The Contractor’s services shall consist of those services performed by the Contractor and/or Contractor’s employees as enumerated in Exhibit A to this Agreement (“Services”), which Exhibit A is incorporated herein by this reference. All such services shall be performed during the 2017 to 2018 fiscal year as directed by the District during District business hours and/or non-business hours as determined by the District and scheduled with Contractor. All such work shall conform to the District’s requirements and shall be performed to the District’s satisfaction.

1.2 Method Of Performance And General Supervision.

Contractor shall perform the Services required by this Agreement pursuant to the methods, details and means designated by the District. Subject to the foregoing, the District retains the right to inspect, to stop work, to prescribe alterations and generally to monitor Contractor’s work to ensure its conformity with the terms of this Agreement. Contractor shall not access the Property when children are present on the Property, unless supervised and/or approved by the District.

1.3 Contractor Certifications and Warranties.

Contractor makes the following certifications, representations, and warranties for the benefit of the District and Contractor acknowledges and agrees that the District, in deciding to engage Contractor pursuant to this Agreement, is relying upon the truth and validity of the following certifications, representations and warranties and their effectiveness throughout the term of this Agreement and the course of Contractor's engagement hereunder:

(a) Contractor is qualified in all respects to provide to the District all of the Services contemplated by this Agreement and, to the extent required by any applicable laws, Contractor has all such licenses and/or governmental approvals as would be required to carry out and perform for the benefit of the District, such Services as are called for hereunder.

(b) Contractor, in providing the Services and in otherwise carrying out its obligations to the District under this Agreement, shall, at all times, comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, including worker's compensation, prevailing wage, and equal protection and non-discrimination laws.

**ARTICLE II  
TERM AND TERMINATION**

2.1 Term.

This Agreement shall become effective on the Effective Date, July 1, 2017 and shall end on June 30, 2018 (the "Term"), unless all compensation for work performed is disbursed prior to the end of the Term in accordance with Section 3.1 below in which case the Agreement may be deemed terminated by the District, or the Agreement is earlier terminated by either Party in accordance with Section 2.2, below.

2.2 Termination.

The District may elect to terminate this Agreement, in its sole discretion, with or without cause, by providing Contractor (5) days written notice of termination prior to the end of each month. Notwithstanding the above, either Party may immediately terminate this Agreement if the other Party is in default under this Agreement. The District may terminate this Agreement immediately, without any cure period, if, in the District's sole discretion, it determines there is an immediate threat to persons or property.

**ARTICLE III  
COMPENSATION**

3.1 Terms Of Payment.

In consideration for all Services to be performed by Contractor, the District agrees to pay Contractor a not to exceed amount of Thirty Thousand Dollars (\$30,000.00) total ("Compensation"), for all services provided by Contractor as specified in Exhibit A.

Contractor shall keep a log of the services performed by Contractor each day. Contractor shall submit to the District a statement of services rendered in any month during the Term of this Agreement itemizing all maintenance and/or repair work performed during that month, within ten (10) business days after the end of that month. The District agrees to pay the amount due to Contractor for the Services on or before the end of the month following the month in which Services are performed. District shall withhold five percent (5%) of each payment, which amount shall be retained until all Services are completed to the District's satisfaction in accordance with the specifications of this Agreement.

Contractor will notify the District as soon as any unexpected circumstances arise and provide an estimate of any additional services that may be necessary, which must be approved in advance and in writing by the District as an amendment to this Agreement. Contractor shall not be compensated for any work outside of the scope of Services that is not approved in advance and in writing by the District. Contractor agrees this Agreement may be deemed fulfilled and terminated by the District prior to the end of the Term of this Agreement if all Compensation provided herein is disbursed to Contractor for Services performed prior to the end of the Term of this Agreement.

3.2 No Payroll Or Employment Taxes.

No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to Contractor. The payroll or employment taxes that are the subject of this paragraph include, but are not limited to, FICA, FUTA, federal personal income tax, state personal income tax, state disability insurance tax, and state unemployment insurance tax.

**ARTICLE IV  
OTHER OBLIGATIONS OF CONTRACTOR**

4.1 Workers Compensation And Unemployment Insurance And Licenses.

Contractor shall be responsible for providing, at Contractor's own expense, disability, unemployment and other insurance, workers' compensation, training, permits and licenses for Contractor and for Contractor's employees, agents and independent contractors, as may be required by law.

4.2 Materials And Equipment.

Contractor shall supply all labor, materials, equipment, tools, and utility and transportation services, or as approved by the District, and perform and complete all work required in connection with the Services specified in Exhibit A.

4.3 Licenses, Permits, Fees And Assessments.

Contractor shall obtain at Contractor's sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the Services required by this Agreement. Contractor shall have the sole obligation to pay for any fees, assessments, and taxes,

plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for Contractor's performance of the Services required by this Agreement.

#### 4.4 Insurance.

Contractor shall purchase and maintain policies of insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to District which will protect Contractor and District from claims which may arise out of or result from Contractor's actions or inactions relating to the Agreement, whether such actions or inactions be by themselves or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

a. Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California.

b. Comprehensive general and auto liability insurance with limits of not less than \$1,000,000 combined single limit, bodily injury and property damage liability per occurrence, including:

- (1) owned, non-owned and hired vehicles;
- (2) blanket contractual;
- (3) broad form property damage;
- (4) products/completed operations; and
- (5) personal injury.

Each policy of insurance required in (b) above shall name District and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of Contractor hereunder, such policy is primary and any insurance carried by District is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to District prior to cancellation; and shall waive all rights of subrogation. Contractor shall notify District in the event of material change in, or failure to renew, each policy. Prior to commencing work, Contractor shall deliver to District certificates of insurance as evidence of compliance with the requirements herein. In the event Contractor fails to secure or maintain any policy of insurance required hereby, District may, at its sole discretion, secure such policy of insurance in the name of and for the account of Contractor, and in such event Contractor shall reimburse District upon demand for the cost thereof.

#### 4.5 Indemnification.

Contractor shall defend, indemnify and hold harmless District, and its officers, employees, agents and independent contractors from all liabilities, claims, actions, liens, judgments, demands, damages, losses, costs or expenses of any kind arising from death, personal injury, property damage or other cause based or asserted upon any act, omission, or breach connected with or arising from the progress of the work or performance of service under this Agreement. As part of this indemnity, Contractor shall protect and defend, at its own expense, District, and its officers, employees, agents and independent contractors from any legal action including attorney's fees or other proceeding based upon such act, omission, or breach.



Furthermore, Contractor agrees to and does hereby defend, indemnify and hold harmless District, and its officers, employees, agents and independent contractors from every claim or demand made, and every liability, loss, damage, expense or attorneys fees of any nature whatsoever, which may be incurred by reason of:

Liability for (1) death or bodily injury to persons; (2) damage or injury to, loss (including theft), or loss of use of, any property; (3) any failure or alleged failure to comply with any provision of law or this Agreement; or (4) any other loss, damage or expense, sustained by any person, firm or corporation or in connection with the work called for in this Agreement, except for liability resulting from the sole or active negligence, or the willful misconduct of the District.

Any bodily injury to or death of persons or damage to property caused by any act, omission or breach of Contractor or any person, firm or corporation employed by Contractor, either directly or by independent contract, including all damages or injury to, loss (including theft), or loss of use of, any property, sustained by any person, firm or corporation, including the District, arising out of or in any way connected with the work covered by this Agreement, whether said injury or damage occurs either on or off District property, but not for any loss, injury, death or damages caused by the sole or active negligence or willful misconduct of the District.

Any dispute between Contractor and Contractor's subcontractors/supplies/sureties, including, but not limited to, any failure or alleged failure of the Contractor (or any person hired or employed directly or indirectly by the Contractor) to pay any subcontractor or materialmen of any tier or any other person employed in connection with the work and/or filing of any stop notice or mechanic's lien claims.

Contractor, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

#### 4.6 Conduct of Contractor.

Contractor shall take all steps necessary to insure that Contractor, its employees or any of its subcontractors' employees do not use, consume, or work under the influence of any alcohol, tobacco or illegal drugs while performing the Services. Contractor shall not, and shall prevent any of its employees or its subcontractor employees from playing any recorded music devices or radios or wearing any radio headphone devices for entertainment while performing the Services. Likewise, Contractor shall not, and shall prevent its employees or subcontractor's employees from bringing any animal onto the Property. Contractor shall not violate any written District policies.

#### 4.7 Liens and Claims.

Contractor shall not permit any liens or claims to stand against the Property for labor or material furnished in connection with any Services performed by Contractor. Upon reasonable

and timely notice of any such lien or claim delivered to Contractor by District, Contractor may bond and contest the validity and the amount of such lien, but Contractor will promptly pay any judgment rendered, will promptly pay all proper costs and charges, and will have the lien or claim released at its sole expense.

4.8 Return Of District Property.

On the termination of this Agreement or whenever requested by the District, Contractor shall immediately deliver to the District all property in Contractor's possession or under Contractor's control belonging to the District in good condition, ordinary wear and tear and damage by any cause beyond the reasonable control of Contractor excepted.

**ARTICLE V  
PREVAILING WAGES**

5.1 Prevailing Wages.

Wage rates for these Services shall be in accordance with the general prevailing rate of holiday and overtime work in the locality in which the work is to be performed for each craft, classification or type of work needed to execute this Agreement as determined by the Director of the Department of Industrial Relations. Copies of schedules of rates so determined by the Director of the Department of Industrial Relations are on file at the administrative office of the District and are also available from the Director of the Department of Industrial Relations. The following are hereby referenced and made a part of this Agreement and Contractor stipulates to the provisions contained therein: (1) Chapter 1 of Part 7 of Division 2 of the Labor Code (Section 1720, et seq.); (2) California Code of Regulations, Title 8, Chapter 8, Subchapters 3 & 4 (Section 16000j, et seq.); and (3) District's Labor Compliance Program, if applicable.

**ARTICLE VI  
GENERAL PROVISIONS**

6.1 Default.

A Party will be considered in default of its obligations under this Agreement if such Party should fail to observe, to comply with, or to perform any term, condition, or covenant contained in this Agreement and such failure continues for ten (10) days after the non-defaulting Party gives the defaulting Party written notice thereof. In the event of default, the non-defaulting Party, upon written notice to the defaulting Party, may terminate this Agreement as of the date specified in the notice, and may seek such other and further relief as may be provided by law.

6.2 Amendments.

The Agreement may not be altered or modified except by a writing signed by the Parties.

6.3 Status Of Contractor.

Contractor enters into this Agreement, and will remain throughout the term of the Agreement, an independent contractor. Neither Contractor nor its employees, agents or independent contractors shall become an employee, joint venturer, partner, agent or principal of the District while this Agreement is in effect. Contractor's employees, agents and independent contractors shall not be entitled to the rights or benefits afforded to the District's employees, including disability or unemployment insurance, workers' compensation, medical insurance, sick leave or any other employment benefit.

6.4 Governing Law.

This Agreement shall be governed by and construed according to the laws of the State of California that would apply if all Parties were residents of California and the Agreement was made and performed in California. Venue shall be in Solano County.

6.5 Notices.

All notices and demands between the Parties hereto shall be in writing and shall be served either personally or by registered or certified mail. Such notices or demands shall be deemed given when personally delivered or seventy-two (72) hours after the deposit thereof in the United States mail, postage prepaid, addressed to the Party to whom such notice or demand is to be given or made. Such notices and demands may also be sent by telex, telegraph, telecopier or other similar electronic transmission device providing for a permanent record of the notice or demand, and, if so served, such notice or demand shall be deemed given and made at the time the device confirms to the sender delivery thereof to the addressee.

All notices and demands shall be given as follows:

|                      |                               |
|----------------------|-------------------------------|
| To the District:     | Dixon Public Library District |
| Attn: Steve Arozena, | 230 North First Street        |
| Library Director     | Dixon CA 95620                |
|                      | Facsimile: (707) 678-3515     |

|                     |                          |
|---------------------|--------------------------|
| To the Contractor:  | Moreno Construction      |
| Attn: Pedro Moreno, | 505 W. First Street      |
| Owner               |                          |
|                     | Dixon CA 95620           |
|                     | Facsimile: (707)693-0842 |
|                     | Phone: (530) 908-8094    |

Each Party may designate in writing such other place or places that notices and demands may be given.

6.6 Assignment.

This Agreement shall not be assigned by either Party without the prior written consent of the other Party.

6.7 Order of Precedence.

In the event of any conflict or inconsistency in the interpretation of this Agreement (including Exhibit), such conflict or inconsistency shall be resolved by giving precedence to the body of this Agreement, then to the Exhibit.

6.8 Agreement Interpretation.

This Agreement is the result of arm's length negotiations between the Parties, and shall be construed as drafted by all Parties such that any ambiguities shall not be construed against either Party.

6.9 Counterparts.

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and will become effective and binding upon the Parties as of the Effective Date at such time as all signatories hereto have signed a counterpart of this Agreement.

6.10 Entire Agreement.

This Agreement contains the entire agreement between the Parties with respect to the subject matter of this Agreement and it supersedes all other prior and contemporary agreements, understanding, and commitments between the Parties with respect to the subject matter of the Agreement.

**IN WITNESS WHEREOF**, the Parties hereto have entered into this Agreement as of the Effective Date of this Agreement.

DIXON PUBLIC LIBRARY DISTRICT:

By: \_\_\_\_\_

Steve Arozena  
Library Director

MORENO CONSTRUCTION:

By: \_\_\_\_\_

Pedro Moreno, Owner

**EXHIBIT A**

**MAINTENANCE SERVICES TO BE PERFORMED AT PROPERTY  
DURING THE TERM OF THE AGREEMENT**

[INSERT]

Minutes—Draft  
DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING BOARD OF LIBRARY TRUSTEES  
7:00 P. M., THURSDAY, April 13, 2017  
REGULAR MEETING

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

**1. Call to Order**

Ms. Maseda called the meeting to order at 7 pm

**2. Closed session**

3. There was nothing to report to the public out of the closed session.

**4. Business meeting**

**a. Pledge of Allegiance**

Pledge of Allegiance said

**b. Roll Call**

Trustees

**Melissa Maseda, President**—present

**John Gabby, Vice President**—present

**Luke Foster, Clerk**—present

**Guy Garcia, Member**—present

**Caitlin O'Halloran, Member**—absent

Staff

**Steve Arozena, Library Director**—present

**5. Notice to the Public**

None

**6. Correspondence**

None

**7. Consent Agenda**

None

**8. Public Comment**

None

**9. Guests & Presentations**

None

## **10. Director's Report**

Mr. Arozena stated that the historical society has received a large donation of books and the library has many deselected titles. He said that they would like to use the Miller Building as a place to store the books and to hold a one-time book sale. Mr. Arozena said that the architect involved in the project stated that there was no structural reason that the building couldn't be used for a short-term event of that nature. Mr. Arozena expressed concerns that the space might not be large enough. He asked the Board if they thought the event should take place there. Mr. Garcia said that he would leave it up to the Director's judgement. Ms. Maseda asked how long the books would be stored there. Mr. Arozena said that the timeline of a couple of months had been discussed. Mr. Garcia asked how long the event would be. Mr. Arozena said two to three days. He then expressed concern about the AC/Heating units and whether in June or July the building may be too warm. Mr. Garcia said to leave it to Mr. Arozena's discretion as to whether to hold the event. Ms. Maseda asked if it would incur costs to the library. Mr. Arozena stated that it would be run by the Friends of the Library, an all-volunteer organization and that the cost to the library should be negligible or minimal. Mr. Foster asked if there would need to be work done to the building before the event. Mr. Arozena said that he didn't think so.

### **Budget Report**

Mr. Arozena stated that with 75% of the budget year completed, that 69% of the personnel budget had been spent and only 55% of the services and supplies budget had been spent. He said that he thought that the budget should be under budget, but also stated that several large items were not accounted for in the current figures. These included \$17,000 for the Dixon Tribune microfilm conversion project, \$11,500 for the new AC/Heating unit, and \$26,000 for Moreno Construction for the maintenance bill for the year. The 2017/18 budget is being worked on. There should be a draft budget for the Board at the next meeting and a final budget in June. Some highlights of the next year's proposed budget would be a .3% COLA raise, a 10% raise for the accountant/payroll technician position, and a librarian to be 25 hours per week with benefits. The library hasn't replaced three librarians who have left with the hopes that this person would be able to work more hours and provide more consistency. Ms. Maseda asked if they would be able to see what the costs of the COLA would be. Mr. Arozena said yes and reiterated that it would only be .3%.

## **11, Ongoing Business**

### **Discussion of Future Governance of Library**

Mr. Garcia asked to table discussion until Ms. O'Halloran returns next month. Mr. Gabby seconded. The motion to table was approved 5-0.

### **Discussion of Miller Building/Other Properties**

Mr. Arozena stated that the architect involved in the project, A2R Architects has only spent \$5,250 of the \$52,000 approved by the Board to produce a conceptual plan for the Miller Building and an estimate of what it would cost to renovate the building in accordance with that plan. Mr. Arozena asked the Board to consider amending the contract to include not only an estimate for renovating Miller, but to provide a plan and estimate for a project extending from the current children's room into the former Lefever property. Mr. Arozena said that he would like to see a program room in that area and a separate computer lab for children with the proviso that it be visible from the children's desk and allow supervision. He stated that the current children's computer area is the biggest source of noise within the library. Ms. Maseda stated that her concern was that the content on the computers be regulated. Mr. Arozena stated that it was. Ms. Maseda asked if the internet and YouTube were accessible. Mr. Arozena stated that he didn't think so. (This is incorrect. A CIPA compliant filter controls access to the internet and YouTube on those computers.) Mr. Garcia asked if there would be an additional cost to get the additional plan and estimate. Mr. Arozena said no. He also said that following a visit to the Assessor's Office that he was able to determine that the easement between the existing building and the former Lefever property was owned by the library. Ms. Meseda asked what the Miller Building would be used for once it is renovated. Mr. Arozena stated that the main thing he would like to have come out of the proposed renovation is a program room for children's and adult events. Mr. Arozena also said that another possibility is just to expand the Friends of the Library bookstore into the current empty Miller space. He also explained that one of the issues with locating a program room in the Miller space was that increased usage would require an earthquake retrofit costing from \$250,000 to \$1.5 million. He said that another option was using that area for office space, but that in his opinion it would require adding an elevator for second floor access. That would be expensive, take up a lot of space and would also include the requirement of having an ADA accessible office on the first floor. Mr. Garcia said he supports the proposal if it doesn't cost additional funds. The Board agreed that since it has no fiscal impact that the directive is given to proceed and doesn't require a vote.

### **New Business**

#### **Approval of New Salary Schedule for Accountant/Payroll Technician**

Mr. Arozena asked the Board to approve a 10% raise in salary for the accountant/payroll technician. He said that she has done an excellent job on the budget and hasn't gotten a raise in recent years. It would represent an additional \$2,275 to the budget. Mr. Garcia asked if the salary schedule was comparable to others in the county. Mr. Arozena said that it was still a little less than comparable positions. Mr. Garcia motioned to approve. Mr. Foster seconded. The motion passed 4-0

#### **Approval of Minutes of March 9, 2017 Regular Meeting**

Mr. Garcia moved to approve. Mr. Foster seconded. The motion passed 4-0.

It was agreed that the item regarding future governance of the library should be on the agenda for the following month.



**Meeting adjourned.**

Melissa Maseda, Board President    Luke Foster, Clerk

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