

**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

## **Dixon Public Library**

### **Family and Medical Leave Act/California Family Rights Act/Pregnancy Disability Leave**

#### **Personnel**

##### **Policy 3040.9.1**

The Library District shall not interfere with, restrain, or deny the exercise or attempted exercise by any eligible employee of his/her right to any family care and medical leave or pregnancy leave provided through the Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), the Fair Employment and Housing Act (FEHA), or pregnancy disability leave (PDL) provided through the California Pregnancy Disability Leave Act (Cal. Gov. Code § 12945), nor shall it discharge or discriminate or retaliate against any employee for his/her involvement in any inquiry or proceeding related to any leave under this law or his/her opposition to or challenge of any unlawful Library District practice in relation to any rights granted by this laws. (Government Code 12945, 12945.2; 29 USC 2615)

#### **Eligibility**

Eligible employee for FMLA and CFRA purposes means an employee who has worked for the employer for at least 12 months and who has at least 1,250 hours of service with the employer during the previous 12-month period; and employed at the employer's worksite with 50 or more employees or within 75 miles of the employer's worksites with a total of 50 or more employees. However, these requirements shall not apply when an employee applies for PDL. (Government Code 12945.2; 29 USC 2611; 29 CFR 825.110)

The employer shall grant 12 work weeks of FMLA or CFRA leave during any 12-month period to eligible employees for any of the following reasons: (Family Code 297.5; Government Code 12945.2; 29 USC 2612; 29 CFR 825.112)

1. The birth of a child of the employee or placement of a child with the employee in connection with the employee's adoption or foster care of the child
2. To care for the employee's child, parent, or spouse with a serious health condition
3. The employee's own serious health condition that makes him/her unable to perform one or more essential functions of his/her position
4. Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty)
5. To care for a covered servicemember with a serious injury or illness if the employee is the spouse, child, parent, or next of kin, as defined, of the servicemember

An employee is entitled to up to four (4) months of PDL if her employer has five or more employees. (Cal. Gov. Code § 12945; Cal. Code Regs. tit. 2, § 11035). There is no minimum requirement for number of hours or years worked to be eligible. The employee's health care provider should recommend PDL in order to apply for it. (Cal. Code Regs. tit. 2, §§ 11035(h) & 11037).

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 due to a physical or mental condition related to pregnancy or childbirth that prevents the employee from performing essential duties of her job, or if her job would cause undue risk to her or her pregnancy's successful completion. Examples of pregnancy disability may include, but are not limited to: severe morning sickness, prenatal or postnatal care, need for bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, post-partum depression, lactation conditions such as mastitis, loss or end of pregnancy, and recovery from loss or end of pregnancy.

### **Intermittent Leave**

PDL may be taken all at once or intermittently. Intermittent PDL is taking leave in small increments, which can be hours, days, weeks or months.

### **Use/Substitution of Paid Leave**

An employee may use accrued and earned vacation time or sick leave during PDL, FMLA, or CFRA absences. An employee may also collect partial wage replacement if she qualifies under the State Disability Insurance (SDI) and Paid Family Leave Benefit programs.

At the completion of the PDL, eligible employee may request leave under the provisions of the FMLA/CFRA. The total absence for family medical leave may not exceed the amount of time specified by law. When an eligible employee elects to use the provisions of the CFRA and/or FMLA, the time absent runs concurrently for a maximum of twelve (12) weeks.

### **Maintenance of Benefits**

The Library will continue to pay the employer contribution towards the continuation of the employee's Library group health coverage for all four (4) months of PDL. (Cal. Code Regs. tit. 2, § 11044(c)). The employee may request additional unpaid leave of up to sixty (60) days under Library Policy 3160 if she is unable to return to work when her four (4) months of PDL ends. The employee may also request other accommodations at that time if she is unable to return to work full time.

### **Right to Reinstatement**

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.

## Notice

An employee shall provide timely oral or written notice sufficient to make the employer aware that the employee needs reasonable accommodation, transfer, or pregnancy disability leave, and, where practicable, the anticipated timing and duration of the reasonable accommodation, transfer or pregnancy disability leave.

An employee must provide the employer at least 30 days advance notice before the start of reasonable accommodation, transfer, or pregnancy disability leave if the need for the reasonable accommodation, transfer, or leave is foreseeable. The employee shall consult with the employer and make a reasonable effort to schedule any planned appointment or medical treatment to minimize disruption to the employer's operations, subject to the health care provider's approval.

If 30 days advance notice is not practicable, because it is not known when reasonable accommodation, transfer, or leave will be required to begin, or because of a change in circumstances, a medical emergency, or other good cause, notice must be given as soon as practicable.

The employer shall respond to the reasonable accommodation, transfer, or pregnancy disability leave request as soon as practicable, and, in any event no later than 10 calendar days after receiving the request. The employer shall attempt to respond to the leave request before the date the leave is due to begin. Once given, approval shall be deemed retroactive to the date of the first day of the leave.

If an employee fails to give timely advance notice when the need for reasonable accommodation or transfer is foreseeable, the employer may delay the reasonable accommodation or transfer until 30 days after the date the employee provides notice to the employer of the need for the reasonable accommodation or transfer. However, under no circumstances may the employer delay the granting of an employee's reasonable accommodation or transfer if to do so would endanger the employee's health, her pregnancy, or the health of her co-workers.

### Legal Reference:

#### FAMILY CODE

297-297.5 Rights, protections, and benefits under law; registered domestic partners

300 Validity of marriage

#### GOVERNMENT CODE

12940 Unlawful employment practices

12945 Pregnancy; childbirth or related medical condition; unlawful practice

12945.1-12945.2 California Family Rights Act 12946 Fair Employment and Housing Act: discrimination prohibited

#### CODE OF REGULATIONS, TITLE 2

11035-11050 Sex discrimination: pregnancy and related medical conditions

11087-7297.11 Family care leave

#### UNITED STATES CODE, TITLE 1

7 Definition of marriage

UNITED STATES CODE, TITLE 29

2601-2654 Family and Medical Leave Act of 1993, as amended

UNITED STATES CODE, TITLE 42

2000ff-1-2000ff-11 Genetic Information Nondiscrimination Act of 2008

CODE OF FEDERAL REGULATIONS, TITLE 29

825.100-825.800 Family and Medical Leave Act of 1993

COURT DECISIONS

United States v. Windsor, (2013) 699 F.3d 169

Re Marriage Cases, (2008) 43 Cal.4th 757

Faust v. California Portland Cement Company, (2007) 150 Cal.App.4th 864

Tellis v. Alaska Airlines, (9th Cir., 2005) 414 F.3d 1045

Management Resources:

FEDERAL REGISTER

The Family and Medical Leave Act; Final Rule; February 6, 2013. Vol. 78, No. 25, pages 8903- 8947

U.S. DEPARTMENT OF LABOR PUBLICATIONS

Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

U.S. Department of Labor, FMLA: <http://www.dol.gov/whd/fmla>

California Employment Development Department: <http://www.edd.ca.gov/Disability>

**Dixon Public Library - Fund 426, Net Position as of May 31, 2017  
(preliminary results)**

<u>Assets</u>		Actuals - Fiscal years 2016-2017			
Cash in Treasury	\$	860,407			
Imprest Cash	\$	700			
Other assets	\$	9,061			
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)			
<b>Total Assets</b>	<b>\$</b>	<b>2,074,432</b>			
<u>Liabilities and Equities</u>					
Outstanding Warrants	\$	13,846			
Other Liabilities	\$	6,599			
Due to Other Agencies	\$	5,106			
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	\$	158,352			
	<b>\$</b>	<b>2,074,432</b>			
<u>Revenues</u>					
		Actuals - Fiscal years 2016-2017	Annual Budget	Actuals % of Annual Budget	Remaining Budget
Revenue From Library Operations	\$	13,547	\$ 14,000	97%	\$ 453
Revenue From State & County Govt.	\$	1,132,346	\$ 972,766	116%	\$ (159,580)
Revenue From Grants	\$	-	\$ -	0%	\$ -
Other Revenues	\$	11,610	\$ 6,650	175%	\$ (4,960)
<b>Total Revenues</b>	<b>\$</b>	<b>1,157,504</b>	<b>\$ 993,416</b>	<b>117%</b>	<b>\$ (164,088)</b>
<u>Expenditures</u>					
Salaries & Employee Benefits	\$	655,244	\$ 790,579	83%	\$ 135,335
Services & Supplies	\$	316,972	\$ 425,078	75%	\$ 108,106
Other Charges & Fixed Assets & Deprec	\$	28,179	\$ 33,900	0%	\$ 5,721
<b>Total Expenditures</b>	<b>\$</b>	<b>1,000,395</b>	<b>\$ 1,249,557</b>	<b>80%</b>	<b>\$ 249,162</b>
Revenues less Expenditures	\$	157,109	\$ (256,141)		

**Fund 428, Net Position as of May 31, 2017 (preliminary results)**

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

SELECT FUND: 426,428

426 DIXON PUBLIC LIBRARY DISTRICT

Fund	Fund Description	Account Code	***** Sub-Account Debits	***** Account Credits
	CASH IN TREASURY	0000010	860,407.09	
	CASH IN TREASURY	010		860,407.09
	IMPREST CASH	0000030	700.00	
	IMPREST CASH	030		700.00
	ACCOUNTS RECEIVABLE	0000110	612.66	
	ACCOUNTS RECEIVABLE	110		612.66
	RETURNED CHECKS	0000150	170.80	
	RETURNED CHECKS	150		170.80
	FUTURE LOAN REQUIREMENT	0000250	7,365.68	
	FUTURE LOAN REDEMPT REQ	250		7,365.68
	LAND	0000310	427,020.70	
	LAND	310		427,020.70
	BUILDINGS AND IMPROVEMENTS	0000320	1,097,825.95	
	BUILDINGS AND IMPROVEMENTS	320		1,097,825.95
	INTANGIBLES: NON-DEPRECIABLE	0000336	15,670.00	
	INTANGIBLES	335		15,670.00
	EQUIPMENT	0000340	271,752.62	
	EQUIPMENT	340		271,752.62
	CONSTRUCTION IN PROGRESS	0000360	581,339.25	
	CONSTRUCTION IN PROGRESS	360		581,339.25
	ACCUMULATED DEPRECIATION	0000370		1,196,710.43
	ALLOWANCE FOR DEPRECIATION	370		
	PREPAID EXPENSE	0000420	8,277.98	
				1,196,710.43

SELECT FUND: 426,428

426 DIXON PUBLIC LIBRARY DISTRICT

Fund	Fund Description	Account Code	Sub-Account Debits	Account Credits	Account Debits	Account Credits
	PREPAID EXPENSE	420			8,277.98	
<b>Total Assets</b>						
					3,271,142.73	1,196,710.43
<b>Liabilities and Equities:</b>						
	OUTSTANDING WARRANTS	0000699		13,846.16		
	OUTSTANDING WARRANTS / EBT	505				13,846.16
	ACCOUNTS PAYABLE	0000510		4,130.50		
	ACCOUNTS PAYABLE	510				4,130.50
	DUE TO OTHER AGENCIES	0000540		6,190.36		
	DIXON LIBRARY MEDICAL	4260530	115,428.77			
	DIXON LIBRARY DENTAL	4260560		112,542.00		
	DIXON LIBRARY VISION	4260590		1,802.40		
	DUE TO OTHER AGENCIES	540			115,428.77	120,534.76
	CONTRACTS PAYABLE	0000560		2,022.44		
	CONTRACTS PAYABLE	560				2,022.44
	UNCLAIMED DEPOSITS	0000579		206.50		
	UNCLAIMED DEPOSITS	579				206.50
	SUSPENSE	0000590		239.94		
	SUSPENSE	590				239.94
	ACCRUED COMPENSATED ABSENCES	0000620		7,365.68		
	ACCRUED COMPENSATED ABSENCES	620				7,365.68
	RESERVE - IMPREST CASH	4260731		700.00		
	EMERGENCY OPERATIONS	4260732		250,000.00		
	MAJOR ASSET	4260734		29,000.00		



SELECT FUND: 426,428

Fund Description

426 DIXON PUBLIC LIBRARY DISTRICT

Account Code	Sub-Account Debits	Sub-Account Credits	Account Debits	Account Credits
4260735		0.12		
730				279,700.12
0000740		150,424.09		
740				150,424.09
0000770		1,196,898.09		
770				1,196,898.09
810				1,158,746.55
820			1,000,394.88	
0000910		993,415.88		
910			993,415.88	
0000930		1,249,557.00		
930				1,249,557.00
Total Liabilities and Equities				
				2,109,239.53
				4,183,671.83
				5,380,382.26

\*\* Fund Totals \*\*

Sort Order: SUBOBJ within ACCTTYPE within within FUND

SELECT FUND: 426,428

Fund	Fund Description	Account Code	Sub-Account Debits	Credits	Account Debits	Credits
428	DIXON PUBLIC LIB DISTRICT-PFF	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		583,780.37
	FUND BALANCE AVAILABLE	740				
	INVESTED IN CAPITAL ASSETS, NET	0000770		1,254,495.44		1,254,495.44
	INVESTMENTS IN GEN FIXED ASSETS	770				
	REVENUES	810				56,027.59
	EXPENDITURES	820		4,690.90		
	BUDGETED REVENUE	0000910		78,483.60		
	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 within FUND

SELECT FUND: 426,428

Account Code	Sub-Account	Debits	Credits	Account	Debits	Credits
=====	=====	=====	=====	=====	=====	=====
					7,330,485.66	7,330,485.66

\*\* Grand Totals \*\*

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

Object Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
<b>1000 SALARIES AND EMPLOYEE BENEFITS</b>							
0001110 SALARY/WAGES REGULAR	372,300.00	0.00	29,698.48	333,788.99	0.00	38,511.01	90%
0001121 SALARY/WAGES-EXTRA HELP	148,834.00	0.00	9,055.69	99,548.43	0.00	49,285.57	67%
0001131 SALARY/WAGES OT/CALL-BACK	0.00	0.00	0.00	52.07	0.00	-52.07	9999%
0001210 RETIREMENT-EMPLOYER	97,453.00	0.00	4,507.91	87,409.08	0.00	10,043.92	90%
0001220 FICA-EMPLOYER	39,867.00	0.00	2,964.67	33,149.96	0.00	6,717.04	83%
0001230 HEALTH INS-EMPLOYER	124,173.00	0.00	8,791.50	93,826.58	0.00	30,346.42	76%
0001231 VISION CARE INSURANCE	0.00	0.00	24.38	322.91	0.00	-322.91	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	312.99	835.18	0.00	164.82	84%
0001260 DENTAL INS-EMPLOYER	4,652.00	0.00	562.00	5,392.29	0.00	-740.29	116%
1000 SALARIES AND EMPLOYEE BEN	790,579.00	0.00	55,917.62	655,243.59	0.00	135,335.41	83%
<b>2000 SERVICES AND SUPPLIES</b>							
0002028 TELEPHONE SERVICES	6,000.00	0.00	1,295.99	4,482.87	0.00	1,517.13	75%
0002035 HOUSEHOLD EXPENSE	4,000.00	0.00	314.87	3,431.45	0.00	568.55	86%
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	464.90	11,708.25	0.00	-5,708.25	195%
0002140 MAINTENANCE-BLDGS & IMPRO	75,000.00	0.00	26,888.32	42,641.24	0.00	32,358.76	57%
0002170 MEMBERSHIPS	6,500.00	0.00	-2,602.74	3,798.00	0.00	2,702.00	58%
0002175 MISCELLANEOUS EXPENSE	150.00	0.00	150.00	150.00	0.00	0.00	100%
0002176 FEES AND PERMITS	0.00	0.00	123.89	491.47	0.00	-491.47	9999%
0002178 CASH/INVENTORY SHORTAGE	0.00	0.00	5.90	18.45	0.00	-18.45	9999%
0002180 BOOKS & SUBSCRIPTIONS	4,000.00	0.00	1,449.00	3,414.00	0.00	586.00	85%
0002200 OFFICE EXPENSE	3,500.00	0.00	371.13	2,900.17	0.00	599.83	83%
0002201 EQUIPMENT UNDER \$1,500	2,500.00	0.00	571.88	1,017.74	0.00	1,482.26	41%
0002203 COMPUTER COMPONENTS <\$1.5	10,000.00	0.00	1,282.95	11,632.76	0.00	-1,632.76	116%
0002204 COMPUTER RELATED ITEMS:<\$	300.00	0.00	119.95	145.73	0.00	154.27	49%
0002205 POSTAGE	900.00	0.00	149.07	771.80	0.00	128.20	86%
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	10,801.88	17,452.88	0.00	7,547.12	70%

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	73.35	46,309.91	0.00	690.09	99%
0002250 OTHER PROFESSIONAL SERVICE	7,000.00	0.00	37.80	6,779.35	0.00	220.65	97%
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	3,056.06	27,873.46	0.00	32,126.54	46%
0002270 SOFTWARE	0.00	0.00	-599.00	0.00	0.00	0.00	
0002281 ADVERTISING/MARKETING	1,000.00	0.00	0.00	117.99	0.00	882.01	12%
0002285 RENTS & LEASES - EQUIPMEN	6,000.00	0.00	1,021.06	5,309.92	0.00	690.08	88%
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	2,108.69	17,300.14	0.00	5,699.86	75%
0002323 LIBRARY JUVENILE BOOKS	20,000.00	0.00	1,293.99	11,456.38	0.00	8,543.62	57%
0002324 LIBRARY PERIODICALS/MICRO	5,000.00	0.00	4,418.78	11,610.95	0.00	-6,610.95	232%
0002325 LIBRARY AUDIO-VISUAL	20,000.00	0.00	3,967.05	14,396.59	0.00	5,603.41	72%
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	166.17	2,369.60	0.00	3,330.40	42%
0002328 LIBRARY MATERIALS	11,000.00	0.00	2,144.11	11,609.46	0.00	-609.46	106%
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	0.00	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	0.00	60.00	0.00	-60.00	9999%
0002355 PERSONAL MILEAGE	1,450.00	0.00	64.20	556.09	0.00	893.91	38%
0002360 UTILITIES	26,000.00	0.00	1,423.10	19,369.64	0.00	6,630.36	74%
0002361 WATER	5,000.00	0.00	240.96	3,264.09	0.00	1,735.91	65%
2000 SERVICES AND SUPPLIES	425,078.00	0.00	60,803.31	316,971.94	0.00	108,106.06	75%
3000 OTHER CHARGES							
0003020 REFUND OF PRIOR YEAR CHAR	0.00	0.00	0.00	617.35	0.00	-617.35	9999%
3000 OTHER CHARGES	0.00	0.00	0.00	617.35	0.00	-617.35	9999%
4000 FIXED ASSETS							
0004303 EQUIPMENT	18,900.00	0.00	0.00	11,892.00	0.00	7,008.00	63%

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

=====  
 426 DIXON PUBLIC LIBRARY DISTRICT

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	
0004521 INTANGIBLES: NON-DEPRECIA	0.00	0.00	0.00	15,670.00	0.00	-15,670.00	9999%
4000 FIXED ASSETS	33,900.00	0.00	0.00	27,562.00	0.00	6,338.00	81%
9000 TAXES							
0009001 CURRENT SECURED	330,000.00	0.00	0.00	352,828.57	0.00	-22,828.57	107%
0009002 CURRENT UNSECURED	20,000.00	0.00	0.00	22,754.94	0.00	-2,754.94	114%
0009003 PRIOR UNSECURED	0.00	0.00	0.00	403.15	0.00	-403.15	9999%
0009004 SUPPLEMENTAL SECURED	6,000.00	0.00	0.00	7,784.61	0.00	-1,784.61	130%
0009005 PRIOR SECURED	0.00	0.00	0.00	97.85	0.00	-97.85	9999%
0009015 LIBRARY SALES TAX - MEASU	573,765.88	0.00	71,178.12	696,794.83	0.00	-123,028.95	121%
0009018 UNITARY	18,000.00	0.00	0.00	18,654.85	0.00	-654.85	104%
0009020 ABX1 26 PASS THROUGH	25,000.00	0.00	14,384.28	29,382.67	0.00	-4,382.67	118%
9000 TAXES	972,765.88	0.00	85,562.40	1,128,701.47	0.00	-155,935.59	116%
9400 REVENUE FROM USE OF MONEY/PROP							
0009401 INTEREST INCOME	3,400.00	0.00	0.00	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	0.00	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	518.00	4,028.65	0.00	-28.65	101%

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

Sort Order: SECTION within BUREAU within DIVISION within DEPTMNT within SUBOBJ within CATEGORY within FUND

Fund	Fund Description	Object Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
426	DIXON PUBLIC LIBRARY DISTRICT	LIBRARY FINES	10,000.00	0.00	765.40	9,518.65	0.00	481.35	95%
9600	CHARGES FOR SERVICES		14,000.00	0.00	1,283.40	13,547.30	0.00	452.70	97%
9700	MISC REVENUES								
0009702	CASH OVERAGE		0.00	0.00	0.00	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	1,250.00	4,845.00	0.00	-4,845.00	9999%
0009708	MISCELLANEOUS SALES-OTHER		1,000.00	0.00	156.46	1,120.24	0.00	-120.24	112%
9700	MISC REVENUES		1,000.00	0.00	1,406.46	6,040.50	0.00	-5,040.50	604%
Total Revenue			993,415.88	0.00	88,252.26	1,157,503.70	0.00	-164,087.82	117%
Total Expense			1,249,557.00	0.00	116,720.93	1,000,394.88	0.00	249,162.12	80%
					-28,468.67	157,108.82			

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

Sort Order: SECTION within BUREAU within DIVISION within DEPTMNT within SUBOBJ within CATEGORY within FUND

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	0.00	3,465.87	0.00	-1,465.87	173%
9400 REVENUE FROM USE OF MONEY	2,000.00	0.00	0.00	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	0.00	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%
			0.00	51,336.69			



## Dixon Public Library, Fund 426 FY17.18 New Year Budget Requests

Revenues	Fiscal years 2017-2018
Revenue From Library Operations	\$ 14,000
Revenue From State & County Govt.	\$ 999,000
Revenue From Grants	\$ -
Other Revenues	\$ 4,400
Other Financing (Transfer from <i>Fund Balance Available</i> )	\$ 229,759
<b>Total Revenues</b>	<b>\$ 1,247,159</b>
<b>Appropriations</b>	
Salaries & Employee Benefits	\$ 820,153
Services & Supplies	\$ 408,006
Other Charges & Fixed Assets	\$ 19,000
<b>Total Expenditures</b>	<b>\$ 1,247,159</b>

**Revenues:**

-Budgeted revenues, no change.

**Appropriations:**

***-Salaries and Employee Benefits:***

New part-time Librarian position.

New minimum wage law \$10.50 for Library Pages effective January 1, 2018.

***-Services and Supplies:***

SPLASH increase.

**Fixed Assets:**

## Fund 428, FY17.18 New Year Budget Requests

Revenues	Fiscal years 2017-2018
Revenue From Library Operations	\$ 2,000.00
Revenue From State & County Govt.	\$ 53,800
Other Financing (Transfer Fund Balance)	\$ -
Other Revenues	\$ -
<b>Total Revenues</b>	<b>\$ 55,800</b>
<b>Appropriations</b>	
Salaries & Employee Benefits	\$ -
Services & Supplies	\$ 55,800
Other Charges & Fixed Assets	\$ -
<b>Total Expenditures</b>	<b>\$ 55,800</b>

**Revenues:**

Budgeted less revenues due to decreases in PFF rates.

**Appropriations:**

***-Services and Supplies:***

A2R Architects contract.

**COUNTY OF SOLANO  
REQUESTED PROJECTION: DEPARTMENT 9886 - DIXON PUBLIC  
FOR THE FISCAL YEAR 2017-2018**

<b>CATEGORY</b>		<b>2018</b>
<b>SUBOBJECT</b>	<b>Description</b>	<b>REQUESTED BUDGET</b>
<b>1000</b>	<b>SALARIES AND EMPLOYEE BENEFITS</b>	
0001110	SALARY/WAGES REGULAR	435,334
0001121	SALARY/WAGES-EXTRA HELP	104,415
0001210	RETIREMENT-EMPLOYER	113,126
0001220	FICA-EMPLOYER	41,290
0001230	HEALTH INS-EMPLOYER	116,038
0001231	VISION CARE INSURANCE	-
0001240	COMPENSATION INSURANCE	1,573
0001250	UNEMPLOYMENT INSURANCE	500
0001260	DENTAL INS-EMPLOYER	7,877
0001270	ACCRUED LEAVE CTO PAYOFF	-
<b>TOTAL</b>	<b>SALARIES AND EMPLOYEE BENEFITS</b>	<b>\$ 820,153.00</b>
<b>2000</b>	<b>SERVICES AND SUPPLIES</b>	
0002028	TELEPHONE SERVICES	7,592
0002035	HOUSEHOLD EXPENSE	4,000
0002050	INSURANCE-RISK MANAGEMENT	6,318
0002051	LIABILITY INSURANCE	8,567
0002055	INSURANCE-OTHER	50
0002120	MAINTENANCE EQUIPMENT	9,000
0002140	MAINTENANCE-BLDGS & IMPROVE	47,112
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	6,500
0002200	OFFICE EXPENSE	3,500
0002201	EQUIPMENT UNDER \$1,500	3,000
0002202	CONTROLLED ASSETS \$1500-\$4999	0
0002203	COMPUTER COMPONENTS <\$1,500	1,500
0002204	COMPUTER RELATED ITEMS:<\$500	300
0002205	POSTAGE	900
0002220	MICROFILM/FICHE/PHOTO	0
0002235	ACCOUNTING & FINANCIAL SERVICE	15,000
0002239	LEGAL SERVICE	15,000
0002245	CONTRACTED SERVICES	79,600
0002250	OTHER PROFESSIONAL SERVICES	7,000
0002255	CREDIT CARD PROCESSING FEES	0
0002260	DATA PROCESSING SERVICES	0
0002261	SOFTWARE MAINTENANCE & SUPPORT	33,100
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	0
0002312	SPECIAL DEPARTMENTAL EXPENSE	0
0002315	PURCHASES FOR RESALE	0
0002320	LIBRARY SOFTWARE	0
0002322	LIBRARY ADULT BOOKS	23,000

**COUNTY OF SOLANO  
REQUESTED PROJECTION: DEPARTMENT 9886 - DIXON PUBLIC  
FOR THE FISCAL YEAR 2017-2018**

<b>CATEGORY SUBOBJECT</b>	<b>Description</b>	<b>2018 REQUESTED BUDGET</b>
0002323	LIBRARY JUVENILE BOOKS	20,000
0002324	LIBRARY PERIODICALS/MICROFORMS	8,000
0002325	LIBRARY AUDIO-VISUAL	26,700
0002326	LIBRARY BOOK RENTAL	8,112
0002327	LIBRARY MATERIALS PROCESSING	5,700
0002328	LIBRARY MATERIALS	15,000
0002335	TRAVEL EXPENSE	1,200
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	6,766
<b>TOTAL</b>	<b>SERVICES AND SUPPLIES</b>	<b>\$ 408,006.13</b>
<b>3000</b>	<b>OTHER CHARGES</b>	
0003020	REFUND OF PRIOR YEAR CHARGES	-
<b>TOTAL</b>	<b>OTHER CHARGES</b>	<b>\$ -</b>
<b>4000</b>	<b>FIXED ASSETS</b>	
0004303	EQUIPMENT	18,500
0004521	INTANGIBLE	500
<b>TOTAL</b>	<b>FIXED ASSETS</b>	<b>\$ 19,000.00</b>
<b>5000</b>	<b>OTHER FINANCING USES</b>	
<b>TOTAL</b>	<b>OTHER FINANCING USES</b>	
<b>8000</b>	<b>APPROP FOR CONTINGENCIES</b>	
<b>TOTAL</b>	<b>APPROP FOR CONTINGENCIES</b>	
<b>8500</b>	<b>OTHER EXPENDITURES(NON-BUDGET)</b>	
0008888	DEPRECIATION	-
<b>TOTAL</b>	<b>OTHER EXPENDITURES(NON-BUDGET)</b>	<b>\$ -</b>
<b>9000</b>	<b>TAXES</b>	
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	600,000
0009018	UNITARY	18,000
0009020	ABX1 26 PASS THROUGH	25,000
0009021	LMIHF & OTHER ASSETS	-
<b>TOTAL</b>	<b>TAXES</b>	<b>\$ 999,000.00</b>
<b>9400</b>	<b>REVENUE FROM USE OF MONEY/PROP</b>	
0009401	INTEREST INCOME	3,400
0009405	BUILDING RENTAL	-
<b>TOTAL</b>	<b>REVENUE FROM USE OF MONEY/PROP</b>	<b>\$ 3,400.00</b>
<b>9500</b>	<b>INTERGOVERNMENTAL REVENUES</b>	
0009504	FISH & GAME	-
0009505	STATE HIGHWAY RENTALS	-
0009507	HOMEOWNERS PROPERTY TAX RELIEF	-
0009591	GRANT REVENUE	-

COUNTY OF SOLANO		
REQUESTED PROJECTION: DEPARTMENT 9886 - DIXON PUBLIC FOR THE FISCAL YEAR 2017-2018		
CATEGORY		2018
SUBJECT	Description	REQUESTED BUDGET
<b>TOTAL</b>	<b>INTERGOVERNMENTAL REVENUES</b>	<b>\$ -</b>
<b>9600</b>	<b>CHARGES FOR SERVICES</b>	
0009603	PHOTO/MICROFICHE COPIES	4,000
0009605	LIBRARY FINES	10,000
<b>TOTAL</b>	<b>CHARGES FOR SERVICES</b>	<b>\$ 14,000.00</b>
<b>9700</b>	<b>MISC REVENUES</b>	
0009702	CASH OVERAGE	-
0009704	DONATIONS AND CONTRIBUTIONS	-
0009708	MISCELLANEOUS SALES-OTHER	1,000
<b>TOTAL</b>	<b>MISC REVENUES</b>	<b>\$ 1,000.00</b>
<b>9800</b>	<b>OTHER FINANCING SOURCES</b>	
<b>TOTAL</b>	<b>OTHER FINANCING SOURCES</b>	
<b>TOTAL EXPENSE</b>		<b>1,247,159</b>
<b>TOTAL REVENUE</b>		<b>1,017,400</b>
<b>GRAND TOTAL</b>		<b>\$ 229,759.13</b>

COUNTY OF SOLANO		
REQUESTED PROJECTION: DEPARTMENT 9428 - DIXON PUB FOR THE FISCAL YEAR 2017-2018		
CATEGORY		2018
SUBJECT	Description	REQUESTED BUDGET
<b>2000</b>	<b>SERVICES AND SUPPLIES</b>	
0002235	ACCOUNTING & FINANCIAL SERVICE	3,000
0002245	Contracted Services	52,800
<b>TOTAL</b>	<b>SERVICES AND SUPPLIES</b>	<b>\$ 55,800.00</b>
<b>3000</b>	<b>OTHER CHARGES</b>	
<b>TOTAL</b>	<b>OTHER CHARGES</b>	
<b>4000</b>	<b>FIXED ASSETS</b>	
<b>TOTAL</b>	<b>FIXED ASSETS</b>	
<b>9400</b>	<b>REVENUE FROM USE OF MONEY/PROP</b>	
0009401	INTEREST INCOME	2,000
<b>TOTAL</b>	<b>REVENUE FROM USE OF MONEY/PROP</b>	<b>\$ 2,000.00</b>
<b>9600</b>	<b>CHARGES FOR SERVICES</b>	
0009601	CAPITAL FACILITIES FEES	53,800
<b>TOTAL</b>	<b>CHARGES FOR SERVICES</b>	<b>\$ 53,800.00</b>
<b>TOTAL EXPENSE</b>		<b>55,800</b>
<b>TOTAL REVENUE</b>		<b>55,800</b>
<b>GRAND TOTAL</b>		<b>\$ -</b>

## FY17.18 Salaries and Benefits

### Assumptions:

Any employee working 20 hours/wk or more is Regular (F-T or P-T)

Any employee working under 20 hours/wk or less is Extra Help (P-T)

COLA is set by the Board.

FICA is paid 50% by employee and 50% by employer. Will budget 7.65% of salary for employers share.

Medical/Dental Insurance is a given per employee. Used current rate for Jul-Dec and added 5% for Jan-Jun.

SDI is not budgeted. It is completely funded by the employee.

Workers Comp cost is lower this year.

CalPERS; Classic member is staff hired before & DPLD pays EE/ER share or 20%. New member DPLD pays only ER share or 9.9%

Unemployment Insurance is not budgeted (EDD). DPL reimburses the UI Fund on a dollar-for-dollar basis as benefits are paid. We do not anticipate any UI claims this fiscal year but we are getting activity for some of our current P-T staff who get EDD benefits and we have to contribute for them. Its difficult to estimate this amount since its an unknown.

### Budgeted Headcounts

One Director full time with 40 hours per week.

Two full time Librarian II with 40 hours per week

One part time Librarian I with 25 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

Five 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
<b>Sunday = 4 hours</b>	<b>4.0</b>
Total weekly operational hours = 54 hours	<u>54.0</u>
 <i>Librarians budget 54 hours</i>	 <u>54.0</u>
 Clerks budget 54 hours - regular	 54.0
Budget 1 hours extra for Sat and Sun	1.0
<b>Clerks budget 55 hours</b>	<b><u>55.0</u></b>
 <i>Pages budget 54 hours - regular</i>	 54.0
Budget 9 hrs for Mon, Wed, Fri 9am-Noon	9.0
Budget 4 hrs for Mon, & Thurs, 9am-11	4.0
<b>Pages budget 67 hours</b>	<b><u>67.0</u></b>

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

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OUR FILE NUMBER:  
006087.00001  
15970652.1

May 26, 2017  
**VIA EMAIL ONLY**

Steve Arozena ([ArozenaS@dixonlibrary.com](mailto:ArozenaS@dixonlibrary.com))  
Library Director  
Dixon Public Library District  
230 N. First Street  
Dixon, CA 95620

**Re: Legal Services Fees**

Dear Mr. Arozena:

Our cost of providing legal services has increased during the past year. Although our team of experienced education law attorneys makes every effort to perform work as expertly and efficiently as possible, we must increase our hourly and training rates effective July 1, 2017. Based upon market surveys, our rates continue to be below our competitors.

Our current Agreement for Special Services, Section III.A., authorizes rate increases by providing at least thirty (30) days' written notice. Please accept this as our notice that our rates effective July 1, 2017 will be as indicated below.

Hourly Rates

Senior Partners	\$260.00
Partners/Senior Counsel	\$255.00
Senior Associates	\$240.00
Associates	\$235.00
Non-Legal Consultants	\$210.00
Electronic Technology Litigation Specialist	\$195.00
Senior Paralegals/Law Clerks	\$175.00
Paralegals/Legal Assistants	\$165.00

Fixed Rates

A full day of training (up to 8 hours)	\$5,500.00
A half day of training (up to 4 hours)	\$3,500.00
A two hour training (no change)	\$2,500.00
A one hour training (no change)	\$1,750.00

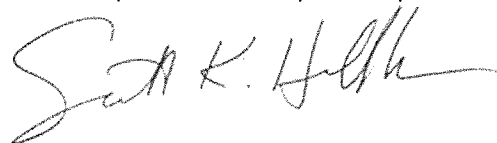
ATKINSON, ANDELSON, LOYA, RUUD & ROMO

May 26, 2017  
Page 2

We want you to know we appreciate serving your legal needs as your trusted advisors. Please do not hesitate to contact me if you have any questions or concerns.

Very truly yours,

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

A handwritten signature in black ink, appearing to read "Scott K. Holbrook". The signature is written in a cursive style with a long, sweeping underline.

Scott K. Holbrook

SKH/eb

Minutes—Draft  
DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING BOARD OF LIBRARY TRUSTEES  
7:00 P. M., Thursday, May 11, 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. Following the closed session, Ms. Maseda made the following announcement concerning the contract extension of the library director. Pursuant to Government Code 54956 (b), the term of the contract will be six months with a salary of \$8,833 per month less all statutory and other deductions. The contract provides the same levels of pensions, health benefits, sick leave and vacation time as other library employees with added payments for any related health benefit premiums costs for family coverage and separate administrative personal necessity leave. She then asked for a motion to approve the contract. Ms. O'Halloran moved to approve. Mr. Foster seconded. The Board voted to approve the contract, 4-0.

**2. Business meeting**

**a. Pledge of Allegiance**

Pledge of Allegiance said

**b. Roll Call**

Trustees

**Melissa Maseda, President**—present

**John Gabby, Vice President**—absent

**Luke Foster, Clerk**—present

**Caitlin O'Halloran, Member**—present

**Guy Garcia, 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**

### **8. Director's Report**

#### **■ Library Activities**

- Mr. Arozena directed the Board's attention to the flyer listing the programs for this year's Summer Reading Club. He noted that some of the dates and times had been changed since a previous announcement and said that while most of the programs are still on Thursday, that several have been switched to Monday. All of the shows have 10:30 start times, with the exception of Elephant and Piggie, which begins at 11 a.m. He added that he has been talking with people in the city and trying to get approval to expand the concrete pad where the events take place, noting that last summer had one program with 150 attendees with seats available for only 80 of them.
- Mr. Arozena said that the "Lunch at the Library" program will begin again in early June. It is open to anyone under 18. No proof of income is needed and it is free to citizens of other cities as well. The program goes from June 5 to July 21.
- Mr. Arozena stated that the index to the Dixon Tribune is now up and running on the library website. The Historical Society has given positive comments regarding its use and have shared articles of interest that they have found. Ms. Maseda asked if it would be continued to be updated. Mr. Arozena said that it would as new microfilm is produced.
- Ms. Maseda asked when Summer Reading Club begins. Mr. Arozena stated that it starts the last week of May.
- Mr. Foster asked about the library visit to Gretchen Higgins. Mr. Arozena said that Jim Tinder went and spoke to three different groups, a total of 500 children, to help promote the Summer Reading Club.

### **9. Ongoing Business**

#### **■ Ongoing Business**

#### **■ Budget 2017/2018**

- Mr. Arozena said that he had been asked to have some figures ready for the meeting. The proposed COLA raise would be .3 % and would cost the library \$1,300 per year for all the employees. He said that the new minimum wage law goes into effect January 2018, affects only the pages and will cost an additional \$1.100 giving them raises from \$10.00 an

hour to \$10.50. To add the librarian position mentioned at the last meeting (25 hours with benefits), it would cost an additional \$14,000, but would give the library much more continuity at the reference desk. The raise for the accountant represents \$2,275. Other projects/purchases for the following year include a new self-check machine and possibly new carpet and tile for the library. He said that the budget should be ready for approval by the next Board meeting. Ms. Maseda asked if the budget will have all of the above expenses in it. Mr. Arozena said it will. Mr. Foster asked if the current year's budget is still under projections. Mr. Arozena said that it is. With 83 percent of the fiscal year over, the library has spent 76% of the personnel budget and only 60% of the services and supplies. He mentioned that that figure doesn't include \$26K spent with Moreno Construction for library maintenance.

■ **Discussion of Future Governance of Library**

- Mr. Arozena noted that this item had been tabled at the last meeting. He submitted the Board's questions to the attorney, who answered the three questions. Ms. O'Halloran said that she found it interesting that in creating a commission the Board would waive its right to govern the library. She said that she was more interested in having a group to advise or assist the Board, not to run the library itself. She said that if they choose to split the school and library boards, that there should either be an elected library board, or that they work with the city to come up with a different way of organizing the governance. She thought that if the school and library boards remain as one entity that a subcommittee could be formed to more closely oversee the library rather than have a commission with no accountability to the voters. Ms. Maseda said that they were not looking to give up governance of the library unless a separate election were held. Ms. O'Halloran said she wasn't looking at giving up governance of the library, but seeking a way to have more eyes on the library. Ms. Maseda asked if they should reach out to the library's attorney. Ms. O'Halloran said that she would lean towards a subcommittee, but after learning about how the library commission would be set up, it would be worth asking if there could be a subcommittee set up as an advisory group. Mr. Garcia said he thought that the Board would have that power. Ms. O'Halloran agreed, but thought that they should check. Mr. Garcia asked if they should pursue separation of the school and library boards by an elected body. Ms. O'Halloran stated that the main problem is that it would cost \$30,000 to have an election. She pointed

out that it would be a problem if no one ran and that that is a significant amount out of the small library budget. She said that they can also look at other solutions, such as having the city more involved. She said that she isn't certain that the current governance is an effective model and that we are only one of three libraries in the state run in this manner. Mr. Garcia said we should explore options that don't involve \$30,000. Ms. O'Halloran asked if in the past whether Commission meetings had a Board member sit in on them. Mr. Garcia said that they did. Ms. O'Halloran said that that was a controversial time and that people didn't understand the proper role of the commission. Mr. Arozena said that from watching old DVDs, that Mr. Dipaola did serve in that capacity, but that he would remove himself from the panel, address the Commission as a member of the public and then reinsert himself on the panel. Ms. O'Halloran asked Mr. Arozena to ask the attorney about setting up a subcommittee as an advisory body on important issues. Mr. Foster said that perhaps the subcommittee report could be a running agenda item.

■ **New Business**

■ **Revision of Policy 3040.9.1 (FMLA/CFRA)**

- Mr. Arozena asked permission to talk about both the policy revision and the FMLA/CFRA request from the director at the same time. Mr. Arozena said that he thought the discussion would be of interest as many of the issues raised were due to the way that the library governance is set up. Mr. Arozena said that he had asked the attorney to prepare a revision to policy 3040.9.1 which covers FMLA/CFRA and paid family leave, but that the revision wasn't done in time for the meeting. Mr. Arozena pointed out a copy of the current policy which was revised in 2014 and 2015. He stated that the only thing that had changed in the policy was the numbering; that the wording remained the same. He pointed out that the phrase "eligible employees" appears several times in the policy. He stated that through conversations with Mr. Holbrook and the Department of Labor that there are no "eligible employees" because the library does not employ 50 or more at the same location. He said that this interpretation is based on a couple of fairly recent court decisions and that it is confusing because even the Department of Labor website has items posted that indicate that the library employees should qualify for FMLA as a public agency. Mr. Arozena stated that he didn't think that the intent of the Board when approving the policy originally was to deny library employees FMLA/CFRA. He

stated that although it is now the case that employees do not qualify that according to the Department of Labor, “Nothing in the FMLA or its regulations prevents an employer from providing an employee with greater protections and/or more leave than entitled to under the law even if the employee is not, by law, eligible and/or the employer is not covered.” He asked the Board to keep that in mind when considering revisions to the section. Mr. Arozena said that the issue was confusing because according to the Solano County Risk Assessment staff, employees at the library are covered by FMLA/CFRA, but that the Dixon Public Library will have to manage its own coverage of these programs. Ms. Maseda pointed out that we aren’t part of Solano County. Mr. Arozena stated that that was true, but that they handle our payroll records and keep track of the FMLA hours. He stated that we have had three employees in the past four years who applied for and received FMLA/CFRA

- Mr. Arozena directed the Board’s attention to copies of the CFR and stated that the basis for the library not being given coverage under FMLA was section 29 825.108 (d). He read from the section “All public agencies are covered by the FMLA regardless of the number of employees; they are not subject to the coverage threshold of 50 employees carried on the payroll each day for 20 or more weeks in a year. However, employees of public agencies must meet all of the requirements of eligibility, including the requirement that the employer employ 50 employees at the worksite or within 75 miles.” He said that it was explained to him by the attorney and the Department of Labor that the employer is covered, but that the employees themselves are not. The employer is required to post the guidelines for FMLA in the workplace as a covered employer. Ms. Maseda explained that once you have 50 employees that you can use that benefit. Mr. Arozena said that he asked the California Special District Association for help interpreting section 825.108 © of the CFR and that he was told the ‘waters were muddy’ and that they couldn’t offer an explanation. Mr. Arozena read from the CFR. “Whether two agencies of the same State or local government constitute the same public agency can only be determined on a case-by-case basis. One factor that would support a conclusion that two agencies are separate is whether they are treated separately for statistical purposes in the Census of Governments issued by the Bureau of the Census.” Mr. Arozena questioned as to whether the library could be considered part of the school district by this definition. He presented a document from the 2017 Census

of Governments that refers to the library as being the “Dixon Unified School Library.” Ms. Maseda stated that the title should be changed and that they are completely different entities as they do not share the same insurance. The only thing they do share is the Board. She said that the title would indicate that the Dixon Library would have a role in working at the school libraries, but they don’t. Mr. Garcia pointed out that the school district gets different funding from taxes. Ms. O’Halloran pointed out that the document is from the department of employment and payroll and that the school district provides neither. Ms. Maseda asked if we could look into changing the title. Mr. Foster asked if Mr. Arozena knows what the process entails to having the name changed. Mr. Arozena said he did not know. He pointed out that documents from the 2012 Census of Governments refers to public libraries operated by union high school districts and makes the sole exception as being the Santa Paula Library District. Mr. Arozena pointed out that Santa Paula was (along with Banning) one of two libraries that changed their governance from having a joint school/library board to a separate library board. He pointed out that Santa Paula was one of the libraries listed as an Independent Special Library District in a document produced by the California State Library, the same designation given to the Dixon Public Library. Mr. Arozena then pointed to a document giving a brief history of the library’s governance. It stated that when the library was first formed, that the name of the library was the Dixon Union High School District Library District of Solano County, California. The name was changed in 2006 to the Dixon Public Library District. Ms. Maseda pointed out a similar name change in the Santa Paula Library District. Ms. O’Halloran said that there had been legislation introduced by Lois Wolk to separate the school and library districts and that she was behind the name change in 2006. She said that the cases of Santa Paula and Banning involved a confusion about the governance that led to legislation separating the school and library boards. She said that all the 2006 bill did was to change the name of the Dixon Library, not separate the library from the school board. Ms. Maseda said that when it comes to the 50 employees that the library cannot consider itself part of the school district. She believes that Mr. Holbrook did look into the question. Ms. O’Halloran said that this is another case where we have different benefits than Solano County and perhaps we should re-examine the relationship with them. Ms. Maseda said that if we were to be considered part of Solano County that the

library would qualify for FMLA, but currently we do not qualify according to our attorney. Ms. Maseda asked about the policy revision of 3040.9.1 and confirmed with Mr. Arozena that that revision has not yet been completed and cannot be voted on. The vote will be tabled until the revision is complete. Ms. Maseda pointed out that there are other leaves available to people in a pregnancy including the Pregnancy Disability Act and baby bonding time which allows equal or more time than what the FMLA/CFRA gives.

- **Oral Report and Action to Approve Library Director Contract**
- The action was already taken to approve the contract as part of the statement out of closed session.
- **Renewal of Moreno Construction Contract for 2017/18**
- Mr. Arozena stated that the contract is the same as last year's. He said that Mr. Moreno does an excellent job, lives in town and is willing to respond to emergencies when needed. Mr. Foster confirmed that the \$30,000 is the same amount. Mr. Garcia moved approval. Mr. Foster seconded. The Board voted 4-0 to approve the contract.
- **Approval of Minutes of April 13, 2017 Regular Meeting**
- Mr. Garcia moved to approve the minutes. Mr. Foster seconded. The Board voted 4-0 to approve the minutes.
- **Meeting adjourned.**

Melissa Maseda, President

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Luke Foster, Clerk

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