

Dixon Public Library - Fund 426, Net Position on January 31, 2018

	Actuals - Fiscal years 2017-2018		Actuals % of Annual Budget	Remaining Budget
Assets				
Cash in Treasury	\$ 1,070,538			
Imprest Cash	\$ 700			
Other assets	\$ 13,759			
Future Loan Redemption Requirement	\$ 12,297			
Land	\$ 427,021			
Structures and Improvements	\$ 1,096,876			
Equipment	\$ 226,114			
Intangibles	\$ 17,279			
Construction-in-progress	\$ -			
Allowance for Depreciation	\$ (1,168,967)			
Total Assets	\$ 1,695,617			
Liabilities and Equities				
Outstanding Warrants	\$ 8,392			
Other Liabilities	\$ 2,356			
Due to Other Agencies	\$ 8,066			
Accrued Compensated Absences	\$ 12,297			
Reserve - Other (Imprest Cash is \$700)	\$ 279,700			
Fund Balance Available	\$ 315,326			
Investments in General Fixed Assets	\$ 598,323			
Appropriations	\$ 229,759			
Revenues less Expenditures	\$ 241,398			
	\$ 1,695,617			
	\$ -			
Revenues				
	Actuals - Fiscal years 2017-2018	Annual Budget	Actuals % of Annual Budget	Remaining Budget
Revenue From Library Operations	\$ 7,256	\$ 14,000	52%	\$ 6,744
Revenue From State & County Govt.	\$ 839,782	\$ 999,000	84%	\$ 159,218
Revenue From Grants	\$ -	\$ -	0%	\$ -
Other Revenues	\$ 6,048	\$ 4,400	137%	\$ (1,648)
Total Revenues	\$ 853,086	\$ 1,017,400	84%	\$ 164,314
Expenditures				
Salaries & Employee Benefits	\$ 413,305	\$ 820,153	50%	\$ 406,848
Services & Supplies	\$ 197,695	\$ 408,006	48%	\$ 210,311
Other Charges & Fixed Assets & Deprec	\$ 1,886	\$ 19,000	10%	\$ 17,114
Total Expenditures	\$ 612,886	\$ 1,247,159	49%	\$ 634,273
Revenues less Expenditures	\$ 240,200	\$ (229,759)		

Fund 428, Net Position as of January 31, 2018

	Actuals - Fiscal years 2017-2018		Actuals % of Annual Budget	Remaining Budget
Assets				
Cash in Treasury	\$ 699,774			
Due from Other Agency	\$ -			
Land	\$ 1,175,043			
Construction-in-progress	\$ -			
Allowance for Depreciation	\$ -			
Total Assets	\$ 1,874,816			
Liabilities and Equities				
Fund Balance Available	\$ 613,994			
Investments in General Fixed Assets	\$ 1,175,043			
Appropriations	\$ -			
Revenues less Expenditures	\$ 85,780			
	\$ 1,874,816			
Revenues				
	Actuals - Fiscal years 2017-2018	Annual Budget	Actuals % of Annual Budget	Remaining Budget
Intergovernmental & Other Revenues	\$ 85,780	\$ 55,800	154%	\$ (29,980)
Total Revenues	\$ 85,780	\$ 55,800	154%	\$ (29,980)
Expenditures				
Salaries & Employee Benefits	\$ -	\$ -	0%	\$ -
Services & Supplies	\$ -	\$ 55,800	0%	\$ 55,800
Other Charges & Fixed Assets	\$ -	\$ -	0%	\$ -
Total Expenditures	\$ -	\$ 55,800	0%	\$ 55,800
Revenues less Expenditures	\$ 85,780	\$ -		

SELECT FUND: 426,428

Fund Description		Account Code	Sub-Account Debits	Credits	Account Debits	Credits
=====		=====	=====	=====	=====	=====
426	DIXON PUBLIC LIBRARY DISTRICT					
Assets:						
	CASH IN TREASURY	0000010	1,070,538.23			
	CASH IN TREASURY	010		1,070,538.23		
	IMPREST CASH	0000030	700.00			
	IMPREST CASH	030		700.00		
	FUTURE LOAN REQUIREMENT	0000250	12,296.89			
	FUTURE LOAN REDEMPY REQ	250		12,296.89		
	LAND	0000310	427,020.70			
	LAND	310		427,020.70		
	BUILDINGS AND IMPROVEMENTS	0000320	1,096,876.42			
	BUILDINGS AND IMPROVEMENTS	320		1,096,876.42		
	INTANGIBLES: NON-DEPRECIABLE	0000336	17,279.00			
	INTANGIBLES	335		17,279.00		
	EQUIPMENT	0000340	226,114.00			
	EQUIPMENT	340		226,114.00		
	ACCUMULATED DEPRECIATION	0000370		1,168,967.22		
	ALLOWANCE FOR DEPRECIATION	370			1,168,967.22	
	PREPAID EXPENSE	0000420	13,759.00			
	PREPAID EXPENSE	420		13,759.00		
	Total Assets					2,864,584.24
						1,168,967.22
Liabilities and Equities:						
	OUTSTANDING WARRANTS	0000699				8,392.22
	OUTSTANDING WARRANTS / EBT	505				8,392.22

01/31/18

** Solano County**

FRI, FEB 02, 2018, 4:45 PM

[T R I A L B A L A N C E]

58% of Fiscal Year

Page 2

--req: GNDUPELL--leg: GL CP--loc: EXTERNAL--job:4093260 J747-----prog: GL572 <1.5 >---report id: GLSTBI01.

Sort Order: SUBOBJ within ACCTYPE within within within within within within FUND

SELECT FUND: 426,428

Fund	Fund Description	Account Code	***** Sub-Account ***** Debits	***** Account ***** Debits	***** Account ***** Credits
426	DIXON PUBLIC LIBRARY DISTRICT				
	ACCOUNTS PAYABLE	0000510		2,355.75	
	ACCOUNTS PAYABLE	510			2,355.75
	DUE TO OTHER AGENCIES	0000540	6,190.36		
	DIXON LIBRARY MEDICAL	4260530	459.59		
	DIXON LIBRARY DENTAL	4260560	651.52		
	DIXON LIBRARY VISION	4260590	765.02		
	DUE TO OTHER AGENCIES	540			8,066.49
	ACCRUED COMPENSATED ABSENCES	0000620	12,296.89		
	ACCRUED COMPENSATED ABSENCES	620			12,296.89
	RESERVE - IMPREST CASH	4260731	700.00		
	EMERGENCY OPERATIONS	4260732	250,000.00		
	MAJOR ASSET	4260734	29,000.00		
	BUILDING FUND	4260735	0.12		
	RESERVE - OTHER	730			279,700.12
	FUND BALANCE AVAILABLE	0000740	315,326.01		
	FUND BALANCE AVAILABLE	740			315,326.01
	INVESTED IN CAPITAL ASSETS,NET	0000770	598,322.90		
	INVESTMTS IN GEN FIXED ASSETS	770			598,322.90
	REVENUES	810			854,283.51
	EXPENDITURES	820		612,886.00	
	BUDGETED REVENUE	0000910	1,017,400.00		
	BUDGETED REVENUE	910		1,017,400.00	
	APPROPRIATIONS	0000930	1,247,159.13		
	APPROPRIATIONS	930			1,247,159.13

SORT ORDER: SUBOBJ within ACCTTYPE within within within within FUND

SELECT FUND: 426,428

Fund Fund Description
 =====
 426 DIXON PUBLIC LIBRARY DISTRICT

Account Code	Sub-Account	Debits	Credits	Account
=====	=====	=====	=====	=====
		1,630,286.00		3,325,903.02

Total Liabilities and Equities

** Fund Totals ** 4,494,870.24 4,494,870.24

Sort Order: SUBOBJ within ACCTTYPE within within within FUND

SELECT FUND: 426,428

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

Account Code	***** Sub-Account *****	***** Account *****
=====	Debits Credits	Debits Credits
=====	=====	=====

Assets:		
CASH IN TREASURY	0000010	699,773.64
CASH IN TREASURY	010	699,773.64
LAND	0000310	1,175,042.82
LAND	310	1,175,042.82
Total Assets		1,874,816.46

Liabilities and Equities:		
FUND BALANCE AVAILABLE	0000740	613,993.59
FUND BALANCE AVAILABLE	740	613,993.59
INVESTED IN CAPITAL ASSETS,NET	0000770	1,175,042.82
INVESTMENTS IN GEN FIXED ASSETS	770	1,175,042.82
REVENUES	810	85,780.05
BUDGETED REVENUE	0000910	55,800.00
BUDGETED REVENUE	910	55,800.00
APPROPRIATIONS	0000930	55,800.00
APPROPRIATIONS	930	55,800.00
Total Liabilities and Equities		1,930,616.46

** Fund Totals ** 1,930,616.46 1,930,616.46

SORT ORDER: SUBOBJ within ACCTYPE within within within within FUND

SELECT FUND: 426,428

Account Code	***** Sub-Account *****	***** Account *****
=====	Debits	Credits
=====	=====	=====
	6,425,486.70	6,425,486.70

** Grand Totals **

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								
1000	SALARIES AND EMPLOYEE BENEFITS								
0001110	SALARY/WAGES REGULAR		435,334.00	0.00	31,540.99	211,722.06	0.00	223,611.94	49%
0001121	SALARY/WAGES-EXTRA HELP		104,415.00	0.00	5,897.97	44,624.60	0.00	59,790.40	43%
0001131	SALARY/WAGES OT/CALL-BACK		0.00	0.00	0.00	187.16	0.00	-187.16	9999%
0001210	RETIREMENT-EMPLOYER		113,126.00	0.00	4,212.06	71,821.60	0.00	41,304.40	63%
0001220	FICA-EMPLOYER		41,290.00	0.00	2,864.07	19,624.82	0.00	21,665.18	48%
0001230	HEALTH INS-EMPLOYER		116,038.00	0.00	8,574.90	60,566.55	0.00	55,471.45	52%
0001231	VISION CARE INSURANCE		0.00	0.00	24.38	158.47	0.00	-158.47	9999%
0001240	COMPENSATION INSURANCE		1,573.00	0.00	0.00	259.28	0.00	1,313.72	16%
0001250	UNEMPLOYMENT INSURANCE		500.00	0.00	0.00	0.00	0.00	500.00	
0001260	DENTAL INS-EMPLOYER		7,877.00	0.00	635.64	4,340.28	0.00	3,536.72	55%
1000	SALARIES AND EMPLOYEE BEN		820,153.00	0.00	53,750.01	413,304.82	0.00	406,848.18	50%
2000	SERVICES AND SUPPLIES								
0002028	TELEPHONE SERVICES		7,592.00	0.00	331.98	2,437.72	0.00	5,154.28	32%
0002035	HOUSEHOLD EXPENSE		4,000.00	0.00	372.50	2,236.45	0.00	1,763.55	56%
0002050	INSURANCE-RISK MANAGEMENT		6,318.44	0.00	0.00	6,320.29	0.00	-1.85	100%
0002051	LIABILITY INSURANCE		8,567.09	0.00	0.00	8,569.60	0.00	-2.51	100%
0002055	INSURANCE-OTHER		50.00	0.00	0.00	45.64	0.00	4.36	91%
0002120	MAINTENANCE EQUIPMENT		9,000.00	0.00	661.21	3,440.07	0.00	5,559.93	38%
0002140	MAINTENANCE-BLDGS & IMPRO		47,112.00	0.00	10,222.10	16,439.56	0.00	30,672.44	35%
0002170	MEMBERSHIPS		6,500.00	0.00	0.00	4,383.00	0.00	2,117.00	67%
0002175	MISCELLANEOUS EXPENSE		150.00	0.00	0.00	7.67	0.00	142.33	5%
0002176	FEES AND PERMITS		0.00	0.00	0.00	139.94	0.00	-139.94	9999%
0002178	CASH/INVENTORY SHORTAGE		0.00	0.00	0.05	18.98	0.00	-18.98	9999%
0002180	BOOKS & SUBSCRIPTIONS		6,500.00	0.00	0.00	5,405.58	0.00	1,094.42	83%
0002200	OFFICE EXPENSE		3,500.00	0.00	294.58	2,011.37	0.00	1,488.63	57%
0002201	EQUIPMENT UNDER \$1,500		3,000.00	0.00	0.00	4,268.45	0.00	-1,268.45	142%
0002202	CONTROLLED ASSETS \$1500-\$		0.00	0.00	0.00	6,189.72	0.00	-6,189.72	9999%
0002203	COMPUTER COMPONENTS <\$1,5		1,500.00	0.00	0.00	298.17	0.00	1,201.83	20%
0002204	COMPUTER RELATED ITEMS:<\$		300.00	0.00	58.48	1,112.00	0.00	-812.00	371%
0002205	POSTAGE		900.00	0.00	0.00	501.68	0.00	398.32	56%
0002235	ACCOUNTING & FINANCIAL SE		15,000.00	0.00	0.00	700.00	0.00	14,300.00	5%

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

Object Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
0002239 LEGAL SERVICE	15,000.00	0.00	0.00	7,736.00	0.00	7,264.00	52%
0002245 CONTRACTED SERVICES	79,600.00	0.00	0.00	30,933.02	0.00	48,666.98	39%
0002250 OTHER PROFESSIONAL SERVIC	7,000.00	0.00	56.70	10,767.50	0.00	-3,767.50	154%
0002261 SOFTWARE MAINTENANCE & SU	33,100.00	0.00	1,932.94	11,915.07	0.00	21,184.93	36%
0002281 ADVERTISING/MARKETING	1,000.00	0.00	100.70	2,170.43	0.00	-1,170.43	217%
0002285 RENTS & LEASES - EQUIPMEN	6,000.00	0.00	1,021.06	3,573.71	0.00	2,426.29	60%
0002310 EDUCATION & TRAINING	1,200.00	0.00	0.00	828.00	0.00	372.00	69%
0002322 LIBRARY ADULT BOOKS	23,000.00	0.00	1,409.68	12,449.99	0.00	10,550.01	54%
0002323 LIBRARY JUVENILE BOOKS	20,000.00	0.00	3,056.16	10,920.95	0.00	9,079.05	55%
0002324 LIBRARY PERIODICALS/MICRO	8,000.00	0.00	5,730.01	6,475.16	0.00	1,524.84	81%
0002325 LIBRARY AUDIO-VISUAL	26,700.00	0.00	1,618.19	8,362.69	0.00	18,337.31	31%
0002326 LIBRARY BOOK RENTAL	8,112.00	0.00	0.00	7,949.76	0.00	162.24	98%
0002327 LIBRARY MATERIALS PROCESS	5,700.00	0.00	0.00	3,268.90	0.00	2,431.10	57%
0002328 LIBRARY MATERIALS	15,000.00	0.00	20.80	387.97	0.00	14,612.03	3%
0002335 TRAVEL EXPENSE	1,200.00	0.00	0.00	739.86	0.00	460.14	62%
0002336 TRAVEL OUT-OF-STATE	2,649.00	0.00	0.00	0.00	0.00	2,649.00	
0002337 MEALS/REFRESHMENTS	540.00	0.00	0.00	0.00	0.00	540.00	
0002355 PERSONAL MILEAGE	1,450.00	0.00	49.44	526.04	0.00	923.96	36%
0002360 UTILITIES	26,000.00	0.00	1,587.02	11,813.21	0.00	14,186.79	45%
0002361 WATER	6,765.60	0.00	418.51	2,350.87	0.00	4,414.73	35%
2000 SERVICES AND SUPPLIES	408,006.13	0.00	28,942.11	197,695.02	0.00	210,311.11	48%
3000 OTHER CHARGES							
0003020 REFUND OF PRIOR YEAR CHAR	0.00	0.00	0.00	277.16	0.00	-277.16	9999%
3000 OTHER CHARGES	0.00	0.00	0.00	277.16	0.00	-277.16	9999%
4000 FIXED ASSETS							
0004303 EQUIPMENT	18,500.00	0.00	0.00	0.00	0.00	18,500.00	
0004521 INTANGIBLES: NON-DEPRECIA	500.00	0.00	0.00	1,609.00	0.00	-1,109.00	322%
4000 FIXED ASSETS	19,000.00	0.00	0.00	1,609.00	0.00	17,391.00	8%

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							
9000	TAXES							
0009001	CURRENT SECURED	330,000.00	0.00	0.00	179,118.11	0.00	150,881.89	54%
0009002	CURRENT UNSECURED	20,000.00	0.00	0.00	21,214.64	0.00	-1,214.64	106%
0009003	PRIOR UNSECURED	0.00	0.00	0.00	525.03	0.00	-525.03	9999%
0009004	SUPPLEMENTAL SECURED	6,000.00	0.00	0.00	6,114.97	0.00	-114.97	102%
0009005	PRIOR SECURED	0.00	0.00	0.00	56.37	0.00	-56.37	9999%
0009015	LIBRARY SALES TAX - MEASU	600,000.00	0.00	97,374.18	603,481.96	0.00	-3,481.96	101%
0009018	UNITARY	18,000.00	0.00	0.00	9,740.39	0.00	8,259.61	54%
0009020	ABX1 26 PASS THROUGH	25,000.00	0.00	0.00	16,937.33	0.00	8,062.67	68%
9000	TAXES	995,000.00	0.00	97,374.18	837,188.80	0.00	161,811.20	84%
9400	REVENUE FROM USE OF MONEY/PROP							
0009401	INTEREST INCOME	3,400.00	0.00	2,685.82	4,885.95	0.00	-1,485.95	144%
9400	REVENUE FROM USE OF MONEY	3,400.00	0.00	2,685.82	4,885.95	0.00	-1,485.95	144%
9500	INTERGOVERNMENTAL REVENUES							
0009504	FISH & GAME	0.00	0.00	0.00	29.00	0.00	-29.00	9999%
0009505	STATE HIGHWAY RENTALS	0.00	0.00	0.00	1.74	0.00	-1.74	9999%
0009507	HOMEOWNERS PROPERTY TAX R	0.00	0.00	0.00	513.15	0.00	-513.15	9999%
0009591	GRANT REVENUE	0.00	0.00	0.00	2,049.07	0.00	-2,049.07	9999%
9500	INTERGOVERNMENTAL REVENUE	0.00	0.00	0.00	2,592.96	0.00	-2,592.96	9999%
9600	CHARGES FOR SERVICES							
0009603	PHOTO/MICROFICHE COPIES	4,000.00	0.00	403.80	2,596.20	0.00	1,403.80	65%
0009605	LIBRARY FINES	10,000.00	0.00	867.76	4,659.77	0.00	5,340.23	47%
9600	CHARGES FOR SERVICES	14,000.00	0.00	1,271.56	7,255.97	0.00	6,744.03	52%

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 SORT ORDER: SECTION within BUREAU within DIVISION within DEPTMNT within SUBOBJ within CATEGORY within FUND
 =====

SORT ORDER: SECTION within BUREAU within DIVISION within DEPTMNT within SUBOBJ within CATEGORY within FUND

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									
9700	MISC REVENUES									
	0009702 CASH OVERAGE			0.00	0.00	0.00	12.05	0.00	-12.05	9993%
	0009704 DONATIONS AND CONTRIBUTIO			0.00	0.00	0.00	105.00	0.00	-105.00	9993%
	0009708 MISCELLANEOUS SALES-OTHER			1,000.00	0.00	308.47	1,045.43	0.00	-45.43	105%
9700	MISC REVENUES			1,000.00	0.00	308.47	1,162.48	0.00	-162.48	116%
	Total Revenue			1,017,400.00	0.00	101,640.03	853,086.16	0.00	164,313.84	84%
	Total Expense			1,247,159.13	0.00	82,692.12	612,886.00	0.00	634,273.13	49%
						18,947.91	240,200.16			

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.
428	DIXON PUBLIC LIB DISTRICT-PFF								
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	0.00	0.00	52,800.00	
2000	SERVICES AND SUPPLIES		55,800.00	0.00	0.00	0.00	0.00	55,800.00	
9400	REVENUE FROM USE OF MONEY/PROP								
	0009401 INTEREST INCOME		2,000.00	0.00	2,059.30	3,654.28	0.00	-1,654.28	183%
9400	REVENUE FROM USE OF MONEY		2,000.00	0.00	2,059.30	3,654.28	0.00	-1,654.28	183%
9600	CHARGES FOR SERVICES								
	0009601 CAPITAL FACILITIES FEES		53,800.00	0.00	0.00	82,125.77	0.00	-28,325.77	153%
9600	CHARGES FOR SERVICES		53,800.00	0.00	0.00	82,125.77	0.00	-28,325.77	153%
	Total Revenue		55,800.00	0.00	2,059.30	85,780.05	0.00	-29,980.05	154%
	Total Expense		55,800.00	0.00	0.00	0.00	0.00	55,800.00	
					2,059.30	85,780.05			

Dixon Public Library District

POLICY AND PROCEDURE MANUAL

POLICY TITLE: Fixed-Asset Accounting
POLICY NUMBER: 5045

5045.1 As required by Government Accounting Standards Board (GASB) rules and to ensure proper accounting control procedures which result in the maintenance of accurate financial reports of fixed assets, the Library District shall maintain inventory records of its fixed assets.

5045.2 An accounting, or inventory, of all fixed assets will be conducted on an annual basis. After the conclusion of said inventory, the District Librarian will certify its completeness.

5045.3 Applicable purchases for inclusion in said accounting will be the following:

5045.3.1 Equipment and tools that individually have an original total cost of more than \$500;

5045.3.2 All land and building acquisitions regardless of price; and,

5045.3.3 Additions or major improvements to the Library District's service infrastructure.

5045.4 When any item defined in Section 5045.3.1 above is received, a tag with a unique identification number will be affixed to said item, and the number recorded in the permanent inventory records.

5045.5 Permanent inventory records will be maintained in either a paper file or electronic format. Said records will be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

5045.6 Information to be maintained in said inventory records will include at least the following:

5045.6.1 Asset number;

5045.6.2 Description;

5045.6.3 Manufacturer's serial number;

5045.6.4 Storage location;

5045.6.5 Original cost;

5045.6.6 Acquisition date;

5045.6.7 Life expectancy; and,

5045.6.8 Classification code (e.g., office equipment, electronic, etc.).

Adopted 06/19/2006

Minutes—Draft
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., THURSDAY, January 11, 2018
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. 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

Guy Garcia, Member—present

Caitlin O'Halloran, Member—present

Staff

Steve Arozena, Library Director—present

3. Notice to the Public

None

4. Correspondence

None

5. Consent Agenda

None

6. Public Comment

None

7. Guests & Presentations

None

8. Director's Report

Mr. Arozena stated that there has only been one applicant to the Library Advisory Committee. That applicant is a high school student. Mr. Foster asked if there had been any adult applicants. Mr. Arozena said that there had not been. Ms. Maseda asked if any staff members had shown interest. Mr. Arozena said that the issue had been discussed at several staff meetings, but that no one from the staff had made a formal application.

Mr. Arozena said that the plans for the 1990 remodeling of the library had been located in the basement archives along with some historical maps. He said that the plans have been delivered to the architect and that that will help him speed up cost estimates for the possible expansion of the library.

Mr. Arozena said that he invited a design consultant to come out to the library in mid-December to look at the cost of possibly redoing the lighting, acoustics, space management, tile, furniture, carpeting, paint and shelving. A proposal indicated that it would cost \$22,500 for her firm to make recommendations in all of those areas. A second designer is coming on the 29th of January to look at the building and possibly submit a proposal for the same areas.

Mr. Arozena said that Jim is going to attend a mandatory meeting in Walnut Creek regarding the Student Success Initiative.

Mr. Arozena said that he is still working with the Rotary Club to come up with a date for us to discuss a possible cooperative venture to help fund an adult literacy program in Dixon.

Mr. Arozena said that he subscribed to a legislative update service from the California Chamber of Commerce. There is also a component that will help update the policy and procedures manual.

Mr. Arozena said that Sgt. Harms from Dixon Police Department, Sandy Rose from the Solano County Social Services and Phil Lockwood from the Living Word Church came to talk with library staff about ways to assist the homeless. He said that short-term issues can be dealt with by the police department, but that Solano County Social Services will help people get counseling, provide transportation to get services and help the library try to figure out how best to get help for people. He said that in the past it was hard to know where to send people due to the lack of services in Dixon and lack of transportation to other places. Mr. Foster asked if the library had problems with the homeless or mentally ill. Mr. Arozena said there was one person before Mr. Foster joined the Board who had body odor that led to complaints by other patrons and that the Board worked with him to develop a new policy to deal with that issue. Mr. Arozena said that he didn't feel it was a large issue, but it is nice to have options for staff if the situation arises. He added that Mr. Lockwood said the churches in Dixon are trying to coordinate efforts to have food days for each day of the week where the needy can receive free food. He said that

Sgt. Harms is planning on coming back for a future staff meeting once he has a resource flyer available for the library detailing who to contact in different situations.

9. Ongoing Business

10. New Business

a. Approval of Auditor Proposal

Mr. Arozena directed the Board to look at the proposal submitted by Gilbert Associates of Sacramento to perform a three-year audit to bring the library up-to-date. Mr. Arozena said that Gilbert Associates was his choice of the four firms that submitted proposals. The other firms were Stroub, Thompson and Noble, Elder Accountancy, and Mann, Urrutia and Nelson. He said that Gilbert was competitively priced with the others and had a lot of experience working with non-profit organizations. He said that they were willing to help the library with GASB 68 requirements for no extra charge, but that the second place firm was going to charge extra for that service. He also said that Gilbert was recommended by the Yolo County Financial Officer and the state CPA organization (along with four others). He said that Elder and Stroub were both smaller and less experienced than the other two. Ms. O'Halloran moved to accept the proposal. Mr. Foster seconded. The motion passed 4-0.

b. New Photocopier Proposal

Mr. Arozena stated that he would like to change photocopier companies. He said that the library has worked with Inland for many years, but that their service has deteriorated since being bought out by Xerox. He said that the other company, Caltronics, is willing to give us a check to buy out the lease from CIT and work the payments into a new lease agreement. He said that the new machine would be much better than the old one. The proposed machine does 55 sheets per minute as opposed to 25. He also said the current machine has mechanical issues with paper jams and false error messages that take staff time to deal with. Caltronics also doesn't have a minimum service charge per month as opposed to \$63 a month from Inland. They only charge on a sheet by sheet basis and their per sheet cost is 45% cheaper than Inland. The library's accountant estimated that we would save \$525 per month on copies alone. Ms. Maseda asked about mobile printing. Mr. Arozena said that he thinks that is possible with the new copier, but that the library already has that set up at their other printer that is attached to the public computers. Mr. Foster asked if there were times when the copier was not functioning. Mr. Arozena said that the customer service as far as copier repair was good, but that he had run into problems with the billing and account management departments in that they failed to respond to multiple requests for copies of the current contract, questions about charges on bills, etc. Ms. Maseda asked if we were planning on adding some of the other options. Mr. Arozena said that the library wasn't

planning on getting the extra feeder that had stapling, three-hole punch and booklet maker or to replace the current fax machine. Mr. Foster moved to approve the new copier contract. Ms. O'Halloran seconded. The motion passed 4-0.

c. Election of 2018 Officers of Library Board

Ms. O'Halloran nominated Mr. Foster as Board President. Mr. Foster nominated Mr. Gabby. Mr. Garcia seconded Mr. Gabby's nomination. Mr. Gabby's nomination passed in a 4-0 vote. Mr. Garcia nominated Mr. Foster as Vice President. Ms. O'Halloran seconded. Mr. Foster was elected 4-0. Ms. O'Halloran nominated Mr. Garcia as Clerk. Mr. Foster seconded. Mr. Garcia was elected Clerk in a 4-0 vote.

d. Approval of Minutes of November 9, 2017 Regular Meeting

Ms. O'Halloran moved to accept the minutes. Mr. Foster seconded. The vote was 3-0 to approve the minutes, with Mr. Garcia abstaining as he was not present at the November meeting.

Mr. Foster asked what we were doing to get library cards in the hands of all students. Ms. O'Halloran and Ms. Maseda said that they would like to see if we can expand our efforts to do so. Mr. Arozena stated that that was the purpose of the Student Success Initiative. It was agreed to revisit the topic once the mandatory meeting happens.

Meeting Adjourned.

John Gabby, Board President

Guy Garcia, Clerk
