

Dixon Public Library - Fund 426, Net Position on April 30, 2018

	Actuals - Fiscal years 2017-2018			
Assets				
Cash in Treasury	\$	1,279,669		
Imprest Cash	\$	700		
Other assets	\$	4,929		
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	\$	1,895,917		
Liabilities and Equities				
Outstanding Warrants	\$	9,065		
Other Liabilities	\$	4,734		
Due to Other Agencies	\$	9,077		
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	\$	437,636		
	\$	1,895,917		
	\$	-		
Revenues				
		Actuals - Fiscal	Annual Budget	Actuals % of Annual Budget
		years 2017-2018		Remaining Budget
Revenue From Library Operations	\$	11,042	\$ 14,000	79%
Revenue From State & County Govt.	\$	1,352,877	\$ 999,000	135%
Revenue From Grants	\$	-	-	0%
Other Revenues	\$	9,921	\$ 4,400	225%
Total Revenues	\$	1,373,840	\$ 1,017,400	135%
				\$ (356,440)
Expenditures				
Salaries & Employee Benefits	\$	608,060	\$ 820,153	74%
Services & Supplies	\$	325,820	\$ 408,006	80%
Other Charges & Fixed Assets & Deprec	\$	2,324	\$ 19,000	12%
Total Expenditures	\$	936,203	\$ 1,247,159	75%
				\$ 212,093
				\$ 82,187
				\$ 16,676
				\$ 310,956
Revenues less Expenditures	\$	437,636	\$ (229,759)	

Fund 428, Net Position as of April 30, 2018

	Actuals - Fiscal years 2017-2018			
Assets				
Cash in Treasury	\$	701,999		
Due from Other Agency	\$	-		
Land	\$	1,175,043		
Construction-in-progress	\$	-		
Allowance for Depreciation	\$	-		
Total Assets	\$	1,877,042		
Liabilities and Equities				
Fund Balance Available	\$	613,994		
Investments in General Fixed Assets	\$	1,175,043		
Appropriations	\$	-		
Revenues less Expenditures	\$	88,005		
	\$	1,877,042		
Revenues				
		Actuals - Fiscal	Annual Budget	Actuals % of Annual Budget
		years 2017-2018		Remaining Budget
Intergovernmental & Other Revenues	\$	88,005	\$ 55,800	158%
Total Revenues	\$	88,005	\$ 55,800	158%
				\$ (32,205)
Expenditures				
Salaries & Employee Benefits	\$	-	\$ -	0%
Services & Supplies	\$	-	\$ 55,800	0%
Other Charges & Fixed Assets	\$	-	-	0%
Total Expenditures	\$	-	\$ 55,800	0%
				\$ -
				\$ 55,800
Revenues less Expenditures	\$	88,005	\$ -	

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	1,279,668.56			
CASH IN TREASURY		010			1,279,668.56	
IMPREST CASH		0000030	700.00			
IMPREST CASH		030			700.00	
FUTURE LOAN REQUIREMENT		0000250	12,296.89			
FUTURE LOAN REDEMPT 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	4,928.74			
PREPAID EXPENSE		420			4,928.74	
Total Assets						3,064,884.31
Liabilities and Equities:						
OUTSTANDING WARRANTS		0000699				9,064.72
OUTSTANDING WARRANTS / EBT		505				9,064.72

SELECT FUND: 426,428

Fund	Fund Description	Account Code	Sub-Account Debits	Credits	Account Debits	Credits
426	DIXON PUBLIC LIBRARY DISTRICT	0000540		6,190.36		
	DUE TO OTHER AGENCIES	4260530		1,393.97		
	DIXON LIBRARY MEDICAL	4260560		687.25		
	DIXON LIBRARY DENTAL	4260590		805.20		
	DUE TO OTHER AGENCIES	540				9,076.78
	UNCLAIMED DEPOSITS	0000579		4,734.23		
	UNCLAIMED DEPOSITS	579				4,734.23
	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		
	INVESTMENTS IN GEN FIXED ASSETS	770				598,322.90
	REVENUES	810				1,373,839.75
	EXPENDITURES	820			936,203.44	
	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 FUND

SELECT FUND: 426,428

Fund	Fund Description	Account Code	Sub-Account	Debits	Credits	Account	Debits	Credits
426	DIXON PUBLIC LIBRARY DISTRICT			1,953,603.44			1,953,603.44	3,849,520.53

Total Liabilities and Equities

** Fund Totals ** 5,018,487.75 5,018,487.75

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 Debits	Account Credits	Debits	Credits
0000010	701,998.71			
CASH IN TREASURY				
010		701,998.71		
CASH IN TREASURY				
0000310	1,175,042.82			
LAND				
310		1,175,042.82		
LAND				
Total Assets			1,877,041.53	0.00

Liabilities and Equities:

FUND BALANCE AVAILABLE	613,993.59			
0000740				
FUND BALANCE AVAILABLE				613,993.59
0000770		1,175,042.82		
INVESTED IN CAPITAL ASSETS,NET				
770				1,175,042.82
INVESTMENTS IN GEN FIXED ASSETS				
810				88,005.12
REVENUES				
0000910	55,800.00			
BUDGETED REVENUE				
910			55,800.00	
BUDGETED REVENUE				
0000930		55,800.00		
APPROPRIATIONS				
930				55,800.00
APPROPRIATIONS				
Total Liabilities and Equities			55,800.00	1,932,841.53

** Fund Totals **

1,932,841.53 1,932,841.53

** Solano County**
 PRI, MAY 04, 2018, 1:22 PM --req: GNDUPELL--leg: GL CP--loc: EXTERNAL--job:4237581 J2426----prog: GL572 <1.5 >--report id: GLSTBL01
 04/30/18 [T R I A L B A L A N C E] 83% of Fiscal Year Page 5
 SORT ORDER: SUBOBJ within ACCTTYPE within within within FUND
 SELECT FUND: 426,428

Account Code	Sub-Account	Debits	Credits	Account	Debits	Credits
=====	=====	=====	=====	=====	=====	=====
		6,951,329.28			6,951,329.28	

** Grand Totals **

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	435,334.00	0.00	33,310.27	327,496.18	0.00	107,837.82	75%
0001121	SALARY/WAGES-EXTRA HELP	104,415.00	0.00	6,954.54	67,351.93	0.00	37,063.07	65%
0001131	SALARY/WAGES OT/CALL-BACK	0.00	0.00	0.00	208.22	0.00	-208.22	9999%
0001210	RETIREMENT-EMPLOYER	113,126.00	0.00	4,537.14	87,442.25	0.00	25,683.75	77%
0001220	FICA-EMPLOYER	41,290.00	0.00	3,080.28	30,221.82	0.00	11,068.18	73%
0001230	HEALTH INS-EMPLOYER	116,038.00	0.00	9,275.64	86,991.99	0.00	29,046.01	75%
0001231	VISION CARE INSURANCE	0.00	0.00	24.38	231.61	0.00	-231.61	9999%
0001240	COMPENSATION INSURANCE	1,573.00	0.00	1,573.37	1,832.65	0.00	-259.65	117%
0001250	UNEMPLOYMENT INSURANCE	500.00	0.00	0.00	0.00	0.00	500.00	
0001260	DENTAL INS-EMPLOYER	7,877.00	0.00	671.37	6,282.93	0.00	1,594.07	80%
1000	SALARIES AND EMPLOYEE BEN	820,153.00	0.00	59,426.99	608,059.58	0.00	212,093.42	74%
2000	SERVICES AND SUPPLIES							
0002028	TELEPHONE SERVICES	7,592.00	0.00	1,151.93	5,539.30	0.00	2,052.70	73%
0002035	HOUSEHOLD EXPENSE	4,000.00	0.00	288.38	3,459.05	0.00	540.95	86%
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	803.39	5,996.53	0.00	3,003.47	67%
0002140	MAINTENANCE-BLDGS & IMPRO	47,112.00	0.00	16,550.69	35,483.25	0.00	11,628.75	75%
0002170	MEMBERSHIPS	6,500.00	0.00	213.00	5,779.00	0.00	721.00	89%
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	140.94	0.00	-140.94	9999%
0002178	CASH/INVENTORY SHORTAGE	0.00	0.00	11.10	32.08	0.00	-32.08	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	447.26	3,439.45	0.00	60.55	98%
0002201	EQUIPMENT UNDER \$1,500	3,000.00	0.00	656.93	4,937.93	0.00	-1,937.93	165%
0002202	CONTROLLED ASSETS \$1500-\$	0.00	0.00	0.00	6,270.44	0.00	-6,270.44	9999%
0002203	COMPUTER COMPONENTS <\$1,5	1,500.00	0.00	99.79	441.95	0.00	1,058.05	29%
0002204	COMPUTER RELATED ITEMS:<\$	300.00	0.00	0.00	1,112.00	0.00	-812.00	371%
0002205	POSTAGE	900.00	0.00	0.00	589.18	0.00	310.82	65%
0002235	ACCOUNTING & FINANCIAL SE	15,000.00	0.00	13,000.00	29,249.50	0.00	-14,249.50	195%

GLMSR01
 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									
		0002239	LEGAL SERVICE	15,000.00	0.00	5,974.50	20,482.75	0.00	-5,482.75	137%
		0002245	CONTRACTED SERVICES	79,600.00	0.00	6,586.25	50,205.08	0.00	29,394.92	63%
		0002250	OTHER PROFESSIONAL SERVIC	7,000.00	0.00	9.45	5,901.90	0.00	1,098.10	84%
		0002261	SOFTWARE MAINTENANCE & SU	33,100.00	0.00	1,108.59	14,550.04	0.00	18,549.96	44%
		0002281	ADVERTISING/MARKETING	1,000.00	0.00	137.00	2,562.43	0.00	-1,562.43	256%
		0002285	RENIS & LEASES - EQUIPMEN	6,000.00	0.00	550.46	5,145.23	0.00	854.77	86%
		0002310	EDUCATION & TRAINING	1,200.00	0.00	0.00	949.52	0.00	250.48	79%
		0002312	SPECIAL DEPARTMENTAL EXPE	0.00	0.00	750.00	0.00	0.00	-750.00	9999%
		0002322	LIBRARY ADULT BOOKS	23,000.00	0.00	1,855.96	17,791.96	0.00	5,208.04	77%
		0002323	LIBRARY JUVENILE BOOKS	20,000.00	0.00	2,076.74	15,600.00	0.00	4,400.00	78%
		0002324	LIBRARY PERIODICALS/MICRO	8,000.00	0.00	3,797.25	10,973.11	0.00	-2,973.11	137%
		0002325	LIBRARY AUDIO-VISUAL	26,700.00	0.00	1,789.11	12,845.19	0.00	13,854.81	48%
		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	241.87	4,711.43	0.00	988.57	83%
		0002328	LIBRARY MATERIALS	15,000.00	0.00	9,693.95	10,327.81	0.00	4,672.19	69%
		0002335	TRAVEL EXPENSE	1,200.00	0.00	18.93	753.38	0.00	446.62	63%
		0002336	TRAVEL OUT-OF-STATE	2,649.00	0.00	320.00	320.00	0.00	2,329.00	12%
		0002337	MEALS/REFRESHMENTS	540.00	0.00	0.00	0.00	0.00	540.00	0%
		0002355	PERSONAL MILEAGE	1,450.00	0.00	52.87	875.95	0.00	574.05	60%
		0002360	UTILITIES	26,000.00	0.00	1,787.49	16,909.21	0.00	9,090.79	65%
		0002361	WATER	6,765.60	0.00	399.21	3,395.37	0.00	3,370.23	50%
2000	SERVICES AND SUPPLIES			408,006.13	0.00	70,372.10	325,819.50	0.00	82,186.63	80%
3000	OTHER CHARGES									
0003020	REFUND OF PRIOR YEAR CHAR			0.00	0.00	438.20	715.36	0.00	-715.36	9999%
3000	OTHER CHARGES			0.00	0.00	438.20	715.36	0.00	-715.36	9999%
4000	FIXED ASSETS									
0004303	EQUIPMENT			18,500.00	0.00	0.00	0.00	0.00	18,500.00	0%
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%

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							
9000	TAXES							
0009001	CURRENT SECURED	330,000.00	0.00	178,997.07	358,115.18	0.00	-28,115.18	109%
0009002	CURRENT UNSECURED	20,000.00	0.00	-13.66	21,200.98	0.00	-1,200.98	106%
0009003	PRIOR UNSECURED	0.00	0.00	-75.94	449.09	0.00	-449.09	9999%
0009004	SUPPLEMENTAL SECURED	6,000.00	0.00	2,606.49	8,721.46	0.00	-2,721.46	145%
0009005	PRIOR SECURED	0.00	0.00	86.48	142.85	0.00	-142.85	9999%
0009015	LIBRARY SALES TAX - MEASU	600,000.00	0.00	63,997.42	924,038.53	0.00	-324,038.53	154%
0009018	UNITARY	18,000.00	0.00	9,740.39	19,480.78	0.00	-1,480.78	108%
0009020	ABX1 26 PASS THROUGH	25,000.00	0.00	0.00	16,937.33	0.00	8,062.67	68%
9000	TAXES	999,000.00	0.00	255,338.25	1,349,086.20	0.00	-350,086.20	135%
9400	REVENUE FROM USE OF MONEY/PROP							
0009401	INTEREST INCOME	3,400.00	0.00	3,451.10	8,337.05	0.00	-4,937.05	245%
9400	REVENUE FROM USE OF MONEY	3,400.00	0.00	3,451.10	8,337.05	0.00	-4,937.05	245%
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	1,710.50	0.00	-1,710.50	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	3,790.31	0.00	-3,790.31	9999%
9600	CHARGES FOR SERVICES							
0009603	PHOTO/MICROFICHE COPIES	4,000.00	0.00	371.80	3,780.80	0.00	219.20	95%
0009605	LIBRARY FINES	10,000.00	0.00	698.82	7,261.41	0.00	2,738.59	73%
9600	CHARGES FOR SERVICES	14,000.00	0.00	1,070.62	11,042.21	0.00	2,957.79	79%

426 DIXON PUBLIC LIBRARY DISTRICT
 SORT ORDER: SECTION within BUREAU within DIVISION within DEPTWNT within SUBOBJ within CATEGORY within FUND

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

Object Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
9700 MISC REVENUES							
0009702 CASH OVERAGE	0.00	0.00	0.00	14.20	0.00	-14.20	9999%
0009704 DONATIONS AND CONTRIBUTIO	0.00	0.00	0.00	105.00	0.00	-105.00	9999%
0009708 MISCELLANEOUS SALES-OTHER	1,000.00	0.00	92.54	1,464.78	0.00	-464.78	146%
9700 MISC REVENUES	1,000.00	0.00	92.54	1,583.98	0.00	-583.98	158%
Total Revenue	1,017,400.00	0.00	259,952.51	1,373,839.75	0.00	-356,439.75	135%
Total Expense	1,247,159.13	0.00	130,237.29	936,203.44	0.00	310,955.69	75%
			129,715.22	437,636.31			

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	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	2,225.07	5,879.35	0.00	-3,879.35	294%
9400	REVENUE FROM USE OF MONEY	2,000.00	0.00	2,225.07	5,879.35	0.00	-3,879.35	294%
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	2,225.07	88,005.12	0.00	-32,205.12	158%
Total Expense		55,800.00	0.00	0.00	0.00	0.00	55,800.00	
				2,225.07	88,005.12			

Dixon Library Project - 2nd Floor Remodel, Staff Only Space: Probable Cost

Dixon, CA



Item of work	Cost	Total	Remarks
Soft Costs:			
1 Land cost	\$ -		N/A
2 Topographic survey	\$ 3,500		Minor areas
3 Testing - Pre-Design	\$ 4,000		Existing construction components
4 Environmental survey and testing	\$ 2,500		HazMat
5 Construction testing and inspection	\$ 5,000		N/A
6 Utilities fees	\$ -		
Total:		\$ 15,000	
Hardcosts:			
7 A+E Design Fees	\$ 22,000		
8 Accounting fees	\$ 1,500		
9 Attorney fees	\$ 1,500		
10 City filing fees - entitlement phase	\$ -		N/A for interior alterations
11 Building Permit	\$ -		
12 Printing & Postage	\$ 1,000		
13 Marketing cost/expenses	\$ -		N/A
14 Moving expenses	\$ 1,500		
15 Furnishings	\$ -		N/A
Total:		\$ 27,500	
Soft Costs - Grand Total:		\$ 42,500	
Hardcosts:			
16 Site Work	\$ 18,000		Path of Travel/Sidewalks to Area of remodel
17 Remodel Second Floor	\$ 120,000		Approx. 1,600 SF + new stairs
18 Seismic Upgrade	\$ 20,000		Floor to wall connections
19 Plumbing	\$ -		In line item 29
20 HVAC System	\$ 12,000		Second floor system upgrade
Total			

Dixon Library Project - 2nd Floor Remodel, Staff Only Space: Probable Cost

Dixon, CA

34					
35	Remodel Exterior	\$	-		N/A
36	Electrical Service	\$	-		Use existing system/power
37	Staking - Construction	\$	1,500		
38	Phone system	\$	2,000		Allowances
39	Security system	\$	2,000		Allowances
40	Fire alarm system	\$	3,500		Allowances
41					
42	Hard Cost - Grand Total:	\$	179,000		
43					
44	Total - Soft Cost + Hard Costs:		221,500		
45					
46	Subtotal:	\$	221,500		
47					
48	Insurance:	\$	-		Included in Site & Bldg \$
49					
50	Sub-Subtotal:	\$	221,500		
51					
52	Escalation to mid-point of construction		17,720		
53					
54	Subtotal:	\$	239,220		
55					
56	Contingency	\$	19,138		8%
57					
58	GRAND TOTAL:	\$	258,358		
59					
60					

Notes and assumptions:

1. The estimate is conceptual in nature & was assembled based on our understanding of the scope and vision of the project
2. The estimate above does not include an elevator to the second floor. The existing stairs will require remodeling & second set constructed to comply with the code.
3. Construction costs are based prevailing wage rates
4. Construction is assumed to start in 12 months from the date of this estimate

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Employee Status

POLICY NUMBER: 3015

3015.1 A "Regular" employee is one who has been hired to fill a regular position (i.e., budgeted) in any job classification, and who has completed his/her probationary period. Regular employees may be full-time or part-time.

3015.2 A "Probationary" employee is one who has been hired to fill a regular position (i.e., budgeted) in any job classification and has less than six (6) continuous months of service with the Library District. Upon completion of six (6) months of continuous service with the Library District in said classification, and upon the Library Director's approval, said employee may be granted Regular employee status.

3015.3 A "Temporary" employee is one who is hired to work within any job classification for the purpose of relieving or augmenting Regular and/or Probationary employees, and/or for special duties and/or assignments. The duration of the work assignment of a temporary employee may range from one day to a maximum of six (6) months of continuous service; provided, however, that the Library District may enter into specific written agreements to hire temporary employees for periods exceeding six (6) months.

Adopted 02/27/2006

Revised 10/09/2014

3015.3 A "Temporary" employee is one who is hired to work on a temporary basis within any job classification for the purpose of relieving or augmenting Regular and/or Probationary employees, and/or for special duties and/or assignments. The duration of the work assignment of a temporary employee may range from one day to a maximum of three (3) months of continuous service; provided, however, that the Library District may end such employment at any time. Time spent in such an appointment shall not constitute a part of the probationary period. Temporary employees may be eligible for state-mandated sick leave as outlined in sick leave policy (3040). Temporary employees may also request bereavement leave (3050) and jury duty/call to appear/military duty leave (3060) if the absence would occur during scheduled work-time, subject to Library Director approval.

3015.4 An "Extra-help" employee is one who is employed for the purpose of relieving or augmenting Regular and/or Probationary staff in the accomplishment of assignments or duties. Extra-help employees shall not be employed to circumvent filling of regularly allocated positions except on a temporary basis and may not work more than 999 hours in a fiscal year. Extra-help employees do not have rights to regular or continued employment, and time spent in such an appointment shall not constitute a part of the probationary period. Extra-help employees may be eligible for state-mandated sick leave as outlined in sick leave policy (3040) for Temporary employees. Extra-help employees may also request bereavement leave (3050) and jury duty/call to appear/military duty leave (3060) if the absence would occur during scheduled work-time, subject to Library Director approval. Extra-help employees may also receive longevity pay (3150.3.3), subject to Board approval.

Dixon Public Library District

POLICY AND PROCEDURE MANUAL

POLICY TITLE: GENERAL
POLICY GROUP: 1000

- 1000** Establishment and Purpose of Policies and Procedures
- 1005** Free Library Service; Universal Access
- 1020** Conflict of Interest Code
- 1025** Core Principles for Provision of Library Service
- 1030** Freedom to Read
- 1035** Freedom to View
- 1040** Response to Public Complaints
- 1150** Copying of Public Documents

Dixon Public Library District

POLICY AND PROCEDURE MANUAL

POLICY TITLE: Establishment and Purpose of Policies and Procedures
POLICY NUMBER: 1000

1000.1 It is the intent of the Library ~~Commission-Board~~ to establish and maintain a Policy and Procedure Manual. Contained therein will be a comprehensive listing of the Library District's current policies and procedures, being

- the rules and regulations enacted by ~~the Library Board~~ ~~the Commission and/or the Governing Board of Library Trustees from time to time~~, and
- the procedures established by the ~~Library Director-District Librarian~~ acting with authority as the Library District's Chief Executive Officer (section 3000).

1000.2 The Policy and Procedure Manual will serve as a resource for Trustees, ~~Commissioners~~, staff and members of the public

- by presenting a cohesive and consistent picture of action taken,
- by serving to guide the consideration of new action, and
- by guiding the manner in which matters of Library District business are to be conducted.

1000.3 If any policy or procedure or portion of a policy or procedure contained within the Policy and Procedure Manual is in conflict with rules, regulations or legislation having authority over the Library District, said rules, regulations or legislation will prevail.

Adopted 01/23/2006

Revised 4/12/2018

Dixon Public Library District

POLICY AND PROCEDURE MANUAL

POLICY TITLE: Free Library Service; Universal Access
POLICY NUMBER: 1005

1005.1 By majority vote of the District voters (1911), the Library District is established to provide free, open and unrestricted library service to the residents of the District through the imposition of property taxes, the collection of other taxes and fees authorized by the Governing Board of Library Trustees and/or by vote of the District voters as permitted by law, the receipt of Federal or State library funds, and with the help of gifts, grants and other financial assistance as may be obtained by or provided to the Library District. No library user shall ever be required or asked to pay a fee, ~~pay a~~ membership or subscription for library service.

1005.1 The Library District is authorized to collect overdue fees and material replacement ~~damage costs and lost materials~~ costs from individual users whose manner of use causes such fees and costs to occur.

1005.2 In support of the philosophy that all people of the State ~~of California~~ should have free and convenient access to all library resources and services, the Library District recognizes that all residents of the State ~~of California~~ are therefore eligible to become registered Dixon Public Library users with the same borrowing and use privileges afforded to District residents.

1005.3 To strengthen and increase its ability to provide library resources and services, the Library District may enter into joint powers agreements, consortia, partnerships or other collaborative arrangements with other jurisdictions or bodies.

1005.3.1 Each agreement, memorandum of understanding, contract or agreement shall be approved by the Governing Board of Library Trustees ~~and/or the Library Commission~~.

Adopted 11/20/2006

Revised 4/12/2018

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Conflict of Interest Code
POLICY NUMBER: 1020

1020.1 Whereas the Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes, the Library District hereby adopts and incorporates by reference Title 2 California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code as established by the Fair Political Practices Commission (FPPC).

1020.1.1 Any amendments, revisions and other changes to CCR Section 18730 which are duly adopted by the Fair Political Practices Commission after public notice and hearings are hereby incorporated by reference.

1020.2 ~~All officials, officers and employees of the Library District who make or participate in the making of decisions that may have a materials effect on any financial interests shall be designated employees required to file statements of economic interests.~~ Library Trustees, ~~Library Commissioners~~ and the ~~Library Director District Librarian~~ are hereby designated as individuals who are required to file statements of economic interests each year.

1020.2.1 The above designated positions must disclose all interests in real property, as well as investments, business positions and sources of income, including gifts, loans and travel payments.

Adopted 05/15/2006

Revised 04/12/2018

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Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Core Principles for Provision of Library Service
POLICY NUMBER: 1025

1025.1 The core principles which frame, shape and guide the provision of library services for this community are most eloquently expressed in the American Library Association *Library Bill of Rights*, which the Library District hereby adopts as its statement of core principles for provision of library service.

1025.1.1 All libraries are forums ~~forums~~ for information and ideas, and the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

1025.2 The Library District hereby incorporates, by reference, those additional interpretive statements to the *Library Bill of Rights* which have been adopted by the American Library Association:

Access for Children and Young Adults to ~~Videotapes and Other~~ Nonprint Materials

Access to ~~Digital Electronic~~ Information, Services, and Networks

Access to Library Resources and Services for Minors

Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation

Access to Resources and Services in the School Library

Advocating for Intellectual Freedom

Challenged ~~Resources~~ Materials

Diversity in Collection Development

Economic Barriers to Information Access

Evaluating Library Collections

Exhibit Spaces and Bulletin Boards

Expurgation of Library Materials

~~Free Access to Libraries for Minors~~

~~Internet Filtering~~

~~Intellectual Freedom Principles for
Academic Librarians~~

~~Labelings and Rating~~ Systems

Library-Initiated Programs as a Resource

Meeting Rooms

~~Minors and Internet Activity~~

~~Politics in American Libraries~~

~~Prisoners Right to Read~~

Privacy

~~Rating Systems~~

~~Religion in American Libraries~~

Restricted Access to Library Materials

~~Services to People with Disabilities~~

Universal Right to Freedom of Expression

~~User-Generated Content in Library Discovery
Systems~~

~~Visual and Performing Arts in Libraries~~

For complete definitions of the above, please
consult the American Library Association
website.

[http://www.ala.org/advocacy/intfreedom/library
bill/interpretations](http://www.ala.org/advocacy/intfreedom/library
bill/interpretations)

Adopted 08/21/2006

Revised 04/12/2018

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Dixon Public Library District

POLICY AND PROCEDURE MANUAL

POLICY TITLE: Freedom to Read
POLICY NUMBER: 1030

1030.1 The Library District recognizes that the free and unfettered access to all information and viewpoints represents a core principle which frames the core principles for library services, and hereby adopts the American Library Association/American Association of Publishers *Freedom to Read* statement as an additional core principle for the Library District.

1030.1.1 The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical ~~judgment~~ ~~judgment~~, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward ~~conformity~~ ~~conformity~~ is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change

to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Adopted 08/21/2006

Revised 04/12/2018

Dixon Public Library District

POLICY AND PROCEDURE MANUAL

POLICY TITLE: Freedom to View

POLICY NUMBER: 1035

1035.1 The Library District recognizes that the free and unfettered access to all information and viewpoints represents a core principle which frames the core principles for library services, and hereby adopts the American Library Association/ American Film and Video Association's *Freedom to View* statement ~~as an additional core principle for the Library District.~~

1030.1.1 The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Adopted 10/16/2006

Revised 04/12/2018

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Internet Access Policy; Penalties for Violation of Policy
POLICY NUMBER: 4225

4225.1 Online information resources (both those obtained by purchase and those available for free on the Internet) and the provision of access to such resources are services provided by Library District in fulfillment of its mission of providing materials and services that satisfy the educational and informational needs of the community.

4225.2 Use of the Internet and of the various information resources found therein are governed by the *SNAP (Solano, Napa and Partners) Internet and Electronic Information Use Policy* shown below:

SNAP Internet and Electronic Information Use Policy

Introduction

SNAP provides direct, automatic access to library catalogs, databases, and other electronic resources. SNAP has a commitment to continuous improvement of the system and to expanding the range of resources available via the online system. To that end, SNAP is now providing direct access to the Internet. Through SNAP, individuals may have free and equitable access to Internet resources to empower, enrich and enhance lives. The Internet is one of the many library resources. All together, these support the independent learning of individuals and provide a variety of resources that reflect the diversity of Solano and Napa Counties' multicultural communities as well as our interconnectedness with the global village.

The Internet

The Internet, as an electronic information resource, enables SNAP to provide information beyond the confines of its own collection. It allows access to ideas, information, and commentary from around the globe. It is an unregulated medium. As such, while it offers access to a vast array of tools and resources that are personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing, and/or illegal.

Disclaimer

SNAP does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet. SNAP member libraries do not control or monitor material which may be accessible from Internet sources. The SNAP member libraries' selection policies which serve to govern the purchase of materials are not applicable to material accessed electronically. Library patrons use the Internet and electronic databases at their own risk. SNAP and its member libraries assume no responsibility and shall have no liability for any direct, indirect, or consequential damages arising from use of its database server or from its connection to the Internet. Library staff will identify and display specific starting points for searches which are appropriate to the libraries' missions and service roles. SNAP is not responsible for changes in content of the sources to which it links or for the content of sources accessed through secondary links.

User Responsibility

Each individual user must accept responsibility for determining which electronic resources they will access and determining for themselves the relative value of the content. SNAP cannot censor access to material or protect users from offensive information. Since the Internet is not secure, each user accepts personal and financial responsibility for information transmitted or received.

Children's Access and Usage

SNAP affirms the right and responsibility of parents and guardians to determine and monitor their children's use of library materials and resources. Restriction of a child's access to the Internet is the responsibility of the parent or guardian; SNAP does not have the right or responsibility to act in the place of the parent (*in loco parentis*). There will be some resources which parents or guardians may feel are inappropriate for their children. Parents or guardians should let their children know if there are materials which they do not want them to use. Parents or guardians are encouraged to work closely with their children in selecting and using materials and resources that are consistent with their own distinct family and personal viewpoints or values. Parents or guardians should supervise their children's Internet sessions. Parents or guardians and children are encouraged to read Child Safety on the Information Highway produced by the National Center for Missing and Exploited Children and Interactive Services Association. It is available at public service desks throughout the SNAP system.

Ethical and Acceptable Use

All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and

informational purposes for which they are provided. It is unacceptable to use SNAP's computer systems and Internet resources for any purposes which violate the law or SNAP member library policies. The following is a list of unacceptable uses:

- Violation of applicable federal or state laws
- Sending, receiving, or displaying text or graphics which contain extremes of sex or violence that are an end to themselves or which may reasonably be construed as obscene by contemporary state-wide standards
- Use of the computers to gain access to SNAP's network or computer systems or to any other restricted network or computer system
- Unauthorized use of computer accounts, access codes, or network identification numbers
- Violation of copyright laws or licensing agreements pertaining to software, files, and other resources obtained electronically
- Violation of another user's privacy
- Attempting to alter software configurations or to cause degradation of system performance
- Engaging in any activity which is deliberately and maliciously offensive, libelous, or slanderous
- Installing or downloading any software
- Disrupting or interfering with network users or services. Such interference or disruption includes, but is not limited to: distribution of unsolicited advertising, harassment of others, propagation of computer worms or viruses, randomly initiating interactive electronic communications, and overuse of interactive network utilities
- Tampering with, destroying, or damaging equipment, software, or data belonging to SNAP.

Violation of Policies

The Dixon Public Library's penalties for violation of these policies is found in section 4225.3.

SNAP Guidelines

The members of SNAP have worked to create universal policies and procedures that make access easier for all of their users. Therefore, throughout this document, the term SNAP refers collectively and individually, to the member libraries of the Solano, Napa and Partners consortium.

4225.2 Users of the Internet workstations must be registered users of one of the SNAP libraries, or, must qualify for a temporary computer use card.

4225.2.1 Reservations may be made at the reservation workstation in the Library, or from any computer connected to the Internet. Reservations are not required, however, and computer workstations may be available without

4225.2.2 Each user with a reservation is guaranteed up to sixty (60) minutes of uninterrupted use per session, and may continue to use the workstation for up to sixty (60) minute additional session if another patron does not already have a reservation. There is a maximum of two (2) hours use per day.

4225.2.3 No more than one (1) person per terminal, unless approved by the Reference Librarian.

4225.2.4 Downloading of materials from the Internet onto the computer hard drive is not allowed. Files may be printed (at cost) or saved to patron-supplied devices.

4225.2.5 Patrons must use a computer with a privacy screen.

4225.2.6 No personal peripherals may be attached to Library computers.

4225.3 If a registered user violates any of the ethical and acceptable use provisions of the *SNAP (Solano, Napa and Partners) Internet and Electronic Information Use Policy*, the user's computer privileges will immediately be suspended for one (1) year.

4225.4 If a temporary user violates any of the ethical and acceptable use provisions of the *SNAP (Solano, Napa and Partners) Internet and Electronic Information Use Policy*, the temporary user's computer privileges will immediately be permanently revoked.

Adopted 11/20/2006

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Internet Filtering
POLICY NUMBER: 4230

4230.1 The Library District is opposed to the use of Internet filtering software on public access computers because it violates the right of the user to unfettered and uncensored access to information.

4230.1.1 The Library District hereby incorporates the American Library Association *Resolution on the Use of Filtering Software in Libraries* as its full statement of policy concerning Internet filtering software:

WHEREAS, On June 26, 1997, the United States Supreme Court issued a sweeping re-affirmation of core First Amendment principles and held that communications over the Internet deserve the highest level of Constitutional protection; and

WHEREAS, The Court's most fundamental holding is that communications on the Internet deserve the same level of Constitutional protection as books, magazines, newspapers, and speakers on a street corner soapbox. The Court found that the Internet "constitutes a vast platform from which to address and hear from a world-wide audience of millions of readers, viewers, researchers, and buyers," and that "any person with a phone line can become a town crier with a voice that resonates farther than it could from any soapbox"; and

WHEREAS, For libraries, the most critical holding of the Supreme Court is that libraries that make content available on the Internet can continue to do so with the same Constitutional protections that apply to the books on libraries' shelves; and

WHEREAS, The Court's conclusion that "the vast democratic fora of the Internet" merit full constitutional protection will also serve to protect libraries that provide their patrons with access to the Internet; and

WHEREAS, The Court recognized the importance of enabling individuals to receive speech from the entire world and to speak to the entire world. Libraries provide those opportunities to many who would not otherwise have them; and

WHEREAS, The Supreme Court's decision will protect that access; and

WHEREAS, The use in libraries of software filters which block Constitutionally protected speech is inconsistent with the United States Constitution and federal law and may lead to legal exposure for the library and its governing authorities; now, therefore, be it

RESOLVED, That the American Library Association affirms that the use of filtering software by libraries to block access to constitutionally protected speech violates the *Library Bill of Rights*.

Adopted by the ALA Council, July 2 1997

Adopted 09/18/2006



Consumer Guide

Children's Internet Protection Act (CIPA)

Background

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

What CIPA Requires

Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors. Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.

Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

- (a) access by minors to inappropriate matter on the Internet;
- (b) the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- (e) measures designed to restrict minors' access to material harmful to minors.



Schools and libraries must certify they are in compliance with CIPA before they can receive E-rate funding.

- CIPA does not apply to schools and libraries receiving discounts for telecommunications service only.
- An authorized person may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes.
- CIPA does not require the tracking of Internet use by minors or adults.

You can find out more about CIPA or apply for E-rate funding by contacting the Universal Service Administrative Company's (USAC) Schools and Libraries Division (SLD) at www.sl.universalservice.org. SLD also operates a client service bureau to answer questions at 1-888-203-8100 or via email through the SLD website.

For More Information

For more information about this and other communications issues, visit the FCC's Consumer website at www.fcc.gov/consumers, or contact the FCC's Consumer Center by calling 1-888-CALL-FCC (1-888-225-5322) voice or 1-888-TELL-FCC (1-888-835-5322) TTY; faxing 1-866-418-0232; or writing to:

Federal Communications Commission
Consumer and Governmental Affairs Bureau
Consumer Inquiries and Complaints Division
445 12th Street, S.W.
Washington, DC 20554

###

For this or any other consumer publication in an accessible format (electronic ASCII text, Braille, large print or audio), please write or call us at the address or phone number below, or send an email to FCC504@fcc.gov.

This document is for consumer education purposes only and is not intended to affect any proceedings or cases involving this subject matter or related issues.

Last Reviewed: 2/1/13



INTERNET USE POLICY



Dixon Public Library provides public access to the Internet as part of its mission to deliver services and materials to meet the information needs of its customers.

- Dixon Public Library upholds and affirms the right of each individual to have access to constitutionally protected materials. The Library **also** affirms the right and responsibility of parents and legal guardians to determine and to monitor their children's use of Library materials and resources.
- The Library offers filtered access to the Internet by default. Unfiltered access is available on a per session basis. Juvenile customers under 17 years of age are required to obtain parental consent for unfiltered access on a session.
- The Library's workstations are in public areas. Since others may be involuntarily exposed to what is viewed, the Library asks that each user exercise good judgment and consideration of others.
- Dixon Public Library can not guarantee the quality or accuracy of electronic information via the Internet. The library does not guarantee privacy or confidentiality for the use of Library Internet stations.
- The Library's computers may not be used for any purpose that violates U.S., state or local laws. Illegal activities will be subject to prosecution by the appropriate law enforcement agencies.
- Library Internet users may not attempt to alter or damage computer hardware or software. Software may not be installed or run from any drive.
- Library equipment may not be unplugged, moved, removed, or otherwise modified. Users may not attempt to reconfigure systems or software or in any way interfere with the system set-up.
- Users may not use the network to make unauthorized entry into other computational, informational, or communication services. Users may not invade the privacy of others or engage in any activity that is harassing, defamatory, threatening, or obscene.
- All Library users must abide by the Library's Rules of Conduct. Violations may result in the loss of Internet use and/or library privileges.
- Library staff are available to facilitate use of the Internet and to answer questions or concerns.

5/16/2013



INTERNET USE & ACCESS POLICY

[home](#) > [policies](#) > [internet use & access policy](#)

The Sacramento Public Library Authority Board has approved the following Sacramento Public Library Internet Use Policy:

- The Sacramento Public Library provides public access to the Internet as part of its mission to deliver services and materials to meet the information needs of its customers.
- The Sacramento Public Library upholds and affirms the right of each individual to have access to constitutionally protected materials. The Library **also** affirms the right and responsibility of parents and legal guardians to determine and to monitor their children's use of Library materials and resources.
- The Library's workstations are in public areas. Since others may be involuntarily exposed to what is viewed, the Library asks that each user exercise good judgment and consideration of others. Please bear in mind that some materials, such as sexually graphic materials, may well be more appropriate for viewing in the privacy of your home, rather than in a Public Library setting. If Library staff become aware of subject matter that would interfere with the maintenance of a safe, welcoming and comfortable environment for the public, the Internet user will be asked to end a search or change a screen.
- The Library wishes to make the Internet and all computer resources available to anyone who respects the rights and property of others, and who abides by the Library's rules and procedures. Failure to appropriately consider the rights of others may lead to the loss of computer privileges for a finite period.
- The Sacramento Public Library offers filtered access to the Internet by default. Unfiltered access is available on a per session basis. Juvenile customers under 17 years of age are required to obtain parental consent for unfiltered access on a per session.
- The Library staff is available to facilitate use of the Internet and to answer questions or concerns.
- The Library has created home pages for children and teens that provide content and links to other Web sites that contain age-appropriate information.
- The Library provides access to the Internet for the purpose of researching electronic information resources. Users may browse, print, or transfer files to storage devices.
- The Library does not provide e-mail accounts. However, customers may access free, Web-based e-mail accounts through library Internet stations.
- Sacramento Public Library disclaims any warranty as to the quality or accuracy of electronic information via the Internet. The Sacramento Public Library shall have no liability for any direct, indirect or consequential damages related to the information contained therein. The library does not guarantee privacy or confidentiality for the use of Library Internet stations.
- The Library's Internet stations may not be used for any purpose that violates U.S., state or local laws. Users must respect all copyright laws and licensing agreements pertaining to software files and other resources obtained via the Internet.
- Library Internet users may not attempt to alter or damage computer hardware or software. Software must not be installed or run from any drive. The Library does not allow the use of personal software.
- Library equipment may not be unplugged, moved, removed, or otherwise modified. Users may not attempt to reconfigure systems or software or in any way interfere with the system set-up.

- Users may not use the network to make unauthorized entry or hack into other computational, informational, or communication services or resources. Users may not invade the privacy of others or engage in any activity that is harassing, defamatory or threatening; or receive or display text or graphics which may reasonably be construed as obscene as defined by law.
- All Library users are expected to use library resources, including the Internet, in a responsible and courteous manner, consistent with the educational and informational purposes for which the resources are provided. All Library users must abide by the Library's Rules of Conduct and Internet rules and procedures. Please read those rules and familiarize yourself with their requirements. Violations may result in the loss of Internet use and/or library privileges.
- Illegal activities will be subject to prosecution by the appropriate law enforcement authorities.

Board Approved – March 22, 2007

828 I Street • Sacramento, CA 95814
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Policies
Toll Free 800-561-4636

Site by PHC
Telephone Reference 916-264-2920

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

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(858) 485-9526

OUR FILE NUMBER:
006087.00001
19746585.1

April 20, 2018
Via Email Only

Steve Arozena (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, 2018. 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, 2018 will be as indicated below.

Hourly Rates

Senior Partners	\$265.00
Partners/Senior Counsel	\$260.00
Senior Associates	\$245.00
Associates	\$240.00
Non-Legal Consultants	\$220.00
Electronic Technology Litigation Specialist	\$205.00
Senior Paralegals/Law Clerks	\$200.00
Paralegals/Legal Assistants	\$190.00

Fixed Rates

A full day of training (up to 8 hours)	\$6,000.00
A half day of training (up to 4 hours)	\$4,000.00
A two hour training (no change)	\$3,000.00
A one hour training (no change)	\$2,000.00

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

Steve Arozena
April 20, 2018
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



Scott K. Holbrook

SKH/eb

2018-2019 MAINTENANCE AND REPAIR SERVICES AGREEMENT

THIS 2018-2019 MAINTENANCE AND REPAIR SERVICES AGREEMENT (the "Agreement") is made and entered into as of July 1, 2018 (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:

1. **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 2018 to 2019 fiscal year; and
2. **WHEREAS**, Contractor desires to be engaged by the District; and
3. **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 2018 to 2019 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, 2018 and shall end on June 30, 2019 (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]

Accounting/Payroll Technician

.3% rate increase effective July 2, 2017. Approved by Dixon Public Library Governing Board of Library Trustees on July 13, 2017.

	<u>Original</u>	<u>x</u>	<u>0.30%</u>	<u>New Hourly Rate w .3% COLA</u>
STEP 1	\$ 19.87		\$ 0.06	19.93
STEP 2	\$ 20.87		\$ 0.06	20.93
STEP 3	\$ 21.90		\$ 0.07	21.97
STEP 4	\$ 23.00		\$ 0.07	23.07
STEP 5	\$ 24.15		\$ 0.07	24.22

Based on a 40 hour work week.

Salaries posted online 11/14/2017

Solano	Solano over (under) DPL	Solano % over (under) DPL
\$ 22.89	\$ 2.96	14.85%
\$ 24.09	\$ 3.16	15.10%
\$ 25.36	\$ 3.40	15.46%
\$ 26.70	\$ 3.63	15.73%
\$ 28.10	\$ 3.88	16.02%

Accounting Clerk II - C

Salaries posted online 11/3/2017

Yolo	Yolo over (under) DPL	Yolo % over (under) DPL
\$ 20.67	\$ 0.74	3.71%
\$ 21.70	\$ 0.77	3.68%
\$ 22.79	\$ 0.82	3.74%
\$ 23.93	\$ 0.86	3.72%
\$ 25.12	\$ 0.90	3.71%

Accounting Tech - C

Librarian II

.3% rate increase effective July 2, 2017. Approved by Dixon Public Library Governing Board of Library Trustees on July 13, 2017.

	<u>Original</u>	x	0.30%	New Hourly Rate w .3% COLA
STEP 1	\$ 26.22		\$ 0.08	\$ 26.30
STEP 2	\$ 27.52		\$ 0.08	\$ 27.60
STEP 3	\$ 28.89		\$ 0.09	\$ 28.98
STEP 4	\$ 30.35		\$ 0.09	\$ 30.44
STEP 5	\$ 31.86		\$ 0.10	\$ 31.96

Based on a 40 hour work week.

Salaries posted online 11/14/2017

	Solano	Solano over (under) DPL	Solano % over (under) DPL
	\$ 29.39	\$ 3.10	11.77%
	\$ 30.76	\$ 3.16	11.43%
	\$ 32.30	\$ 3.32	11.46%
	\$ 33.91	\$ 3.47	11.40%
	\$ 35.61	\$ 3.65	11.43%

Salaries posted online 11/3/2017

	Yolo	Yolo over (under) DPL	Yolo % over (under) DPL
	\$ 26.08	\$ (0.22)	(0.84)%
	\$ 27.38	\$ (0.22)	(0.80)%
	\$ 28.75	\$ (0.23)	(0.78)%
	\$ 30.19	\$ (0.25)	(0.83)%
	\$ 31.70	\$ (0.26)	(0.81)%

Librarian I

.3% rate increase effective July 2, 2017. Approved by Dixon Public Library Governing Board of Library Trustees on July 13, 2017.

	<u>Original</u>	<u>x</u>	<u>0.30%</u>	<u>New Hourly Rate w .3% COLA</u>	Salaries posted online 11/14/2017			Salaries posted online 11/3/2017		
					<u>Solano</u>	<u>Solano over (under) DPL</u>	<u>Solano % over (under) DPL</u>	<u>Yolo</u>	<u>Yolo over (under) DPL</u>	<u>Yolo % over (under) DPL</u>
STEP 1	\$ 23.01	\$ 0.07	\$ 23.08	\$ 25.36	\$ 2.28	9.87%	\$ 21.16	\$ (1.92)	(8.31)%	
STEP 2	\$ 24.13	\$ 0.07	\$ 24.20	\$ 26.63	\$ 2.42	10.01%	\$ 22.22	\$ (1.98)	(8.20)%	
STEP 3	\$ 25.37	\$ 0.08	\$ 25.45	\$ 27.96	\$ 2.51	9.87%	\$ 23.33	\$ (2.12)	(8.32)%	
STEP 4	\$ 26.67	\$ 0.08	\$ 26.75	\$ 29.35	\$ 2.60	9.74%	\$ 24.50	\$ (2.25)	(8.43)%	
STEP 5	\$ 27.99	\$ 0.08	\$ 28.07	\$ 30.82	\$ 2.75	9.79%	\$ 25.72	\$ (2.35)	(8.38)%	

Based on a 40 hour work week.

Library Assistant II

.3% rate increase effective July 2, 2017. Approved by Dixon Public Library Governing Board of Library Trustees on July 13, 2017.

	<u>Original</u>	<u>x</u>	<u>0.30%</u>	<u>New Hourly Rate</u>
STEP 1	\$ 20.71		\$ 0.06	\$ 20.77
STEP 2	\$ 21.72		\$ 0.07	\$ 21.79
STEP 3	\$ 22.81		\$ 0.07	\$ 22.88
STEP 4	\$ 23.94		\$ 0.07	\$ 24.01
STEP 5	\$ 25.15		\$ 0.08	\$ 25.23

Based on a 40 hour work week.

Salaries posted online 11/14/2017

Solano	Solano over (under) DPL	Solano % over (under) DPL
\$ 25.85	\$ 5.08	24.46%
\$ 27.21	\$ 5.43	24.91%
\$ 28.64	\$ 5.77	25.20%
\$ 30.15	\$ 6.14	25.57%
\$ 31.74	\$ 6.51	25.82%

Supervising

Salaries posted online 11/3/2017

Yolo	Yolo over (under) DPL	Yolo % over (under) DPL
\$ 17.74	\$ (3.04)	(14.61)%
\$ 18.62	\$ (3.16)	(14.51)%
\$ 19.55	\$ (3.32)	(14.53)%
\$ 20.53	\$ (3.48)	(14.48)%
\$ 21.57	\$ (3.66)	(14.51)%

Non-supervising

Salaries posted online 11/3/2017

Yolo	Yolo over (under) DPL	Yolo % over (under) DPL
\$ 23.10	\$ 2.32	11.19%
\$ 24.25	\$ 2.47	11.32%
\$ 25.46	\$ 2.59	11.30%
\$ 26.74	\$ 2.73	11.35%
\$ 28.07	\$ 2.85	11.29%

Library Circulation Supervisor

Library Assistant I

.3% rate increase effective July 2, 2017. Approved by Dixon Public Library Governing Board of Library Trustees on July 13, 2017.

	<u>Original</u>	<u>x</u>	<u>0.30%</u>	<u>New Hourly Rate w .3% COLA</u>
STEP 1	\$ 17.26		\$ 0.05	17.31
STEP 2	\$ 18.10		\$ 0.05	18.18
STEP 3	\$ 19.01		\$ 0.06	19.09
STEP 4	\$ 19.97		\$ 0.06	20.04
STEP 5	\$ 20.96		\$ 0.06	21.04

Based on a 40 hour work week.

Salaries posted online 11/14/2017

Solano	Solano over (under) DPL	Solano % over (under) DPL	Yolo	Yolo over (under) DPL	Yolo % over (under) DPL
\$ 22.60	\$ 5.29	30.55%	\$ 15.92	\$ (1.39)	(8.05)%
\$ 23.79	\$ 5.61	30.87%	\$ 16.71	\$ (1.46)	(8.05)%
\$ 25.04	\$ 5.96	31.20%	\$ 17.55	\$ (1.53)	(8.03)%
\$ 26.36	\$ 6.32	31.53%	\$ 18.43	\$ (1.61)	(8.04)%
\$ 27.75	\$ 6.70	31.86%	\$ 19.35	\$ (1.69)	(8.03)%

Senior

Salaries posted online 11/3/2017

Solano	Solano over (under) DPL	Solano % over (under) DPL	Yolo	Yolo over (under) DPL	Yolo % over (under) DPL
\$ 22.60	\$ 5.29	30.55%	\$ 15.92	\$ (1.39)	(8.05)%
\$ 23.79	\$ 5.61	30.87%	\$ 16.71	\$ (1.46)	(8.05)%
\$ 25.04	\$ 5.96	31.20%	\$ 17.55	\$ (1.53)	(8.03)%
\$ 26.36	\$ 6.32	31.53%	\$ 18.43	\$ (1.61)	(8.04)%
\$ 27.75	\$ 6.70	31.86%	\$ 19.35	\$ (1.69)	(8.03)%

Library Clerk

.3% rate increase effective July 2, 2017. Approved by Dixon Public Library Governing Board of Library Trustees on July 13, 2017.

	Original	x	0.30%	New Hourly Rate w .3% COLA	Salaries posted online 11/14/2017			Salaries posted online 11/3/2017		
					Solano	Solano over (under) DPL	Solano % over (under) DPL	Yolo	Yolo over (under) DPL	Yolo % over (under) DPL
STEP 1	\$ 13.40		\$ 0.04	\$ 13.44	\$ 16.58	\$ 3.14	23.39%	\$ 11.63	\$ (1.81)	(13.45)%
STEP 2	\$ 14.08		\$ 0.04	\$ 14.11	\$ 17.46	\$ 3.34	23.70%	\$ 12.21	\$ (1.90)	(13.45)%
STEP 3	\$ 14.76		\$ 0.04	\$ 14.82	\$ 18.38	\$ 3.56	24.01%	\$ 12.83	\$ (1.99)	(13.44)%
STEP 4	\$ 15.54		\$ 0.05	\$ 15.56	\$ 19.34	\$ 3.78	24.32%	\$ 13.47	\$ (2.09)	(13.43)%
STEP 5	\$ 16.30		\$ 0.05	\$ 16.34	\$ 20.36	\$ 4.02	24.63%	\$ 14.14	\$ (2.19)	(13.43)%

Based on a 40 hour work week.

Library Aide			General Clerk I		

Library Aide			General Clerk II		

Library Aide			General Clerk III		

Library Page

.3% rate increase effective July 2, 2017. Approved by Dixon Public Library Governing Board of Library Trustees on July 13, 2017.

	Original	x	4.68%	New Hourly Rate w .3% COLA	Salaries posted online 11/14/2017			Salaries posted online 11/3/2017		
					Solano	Solano over (under) DPL	Solano % over (under) DPL	Yolo	Yolo over (under) DPL	Yolo % over (under) DPL
STEP 1	\$ 10.03		\$ 0.47	\$ 10.50	\$ 11.03	\$ 0.53	5.09%	\$ 10.50	\$ 0.00	0.01%
STEP 2	\$ 10.55		\$ 0.49	\$ 11.04	\$ -	\$ (11.04)	(100.00)%	\$ 11.03	\$ (0.02)	(0.17)%
STEP 3	\$ 11.05		\$ 0.52	\$ 11.57	\$ -	\$ (11.57)	(100.00)%	\$ 11.58	\$ 0.01	0.08%
STEP 4	\$ 11.61		\$ 0.54	\$ 12.15	\$ -	\$ (12.15)	(100.00)%	\$ 12.16	\$ 0.00	0.01%
STEP 5	\$ 12.22		\$ 0.57	\$ 12.79	\$ -	\$ (12.79)	(100.00)%	\$ 12.76	\$ (0.03)	(0.23)%

Library Departmental Aide

Based on a 40 hour work week.

JOB CODE	JOB TITLE	SAL PL/BU	GRADE	STEP	HOURLY	BIWEEKLY	MONTHLY	OT CODE
303010	Accountant	07	P12	1	31.261902	2,500.95	5,418.73	09
702010	Accounting Clerk I	09	A05	1	20.486298	1,638.90	3,550.96	09
				2	21.564225	1,725.14	3,737.80	09
				3	22.699647	1,815.97	3,934.61	09
				4	23.894154	1,911.53	4,141.65	09
				5	25.151743	2,012.14	4,359.64	09
70201C	Accounting Clerk I (C)	30	A05	1	20.748866	1,659.91	3,596.47	09
				2	21.840616	1,747.25	3,785.71	09
				3	22.990590	1,839.25	3,985.04	09
				4	24.200409	1,936.03	4,194.74	09
				5	25.474112	2,037.93	4,415.51	09
703020	Accounting Clerk II	09	A07	1	22.599840	1,807.99	3,917.31	09
				2	23.789551	1,903.16	4,123.52	09
				3	25.041554	2,003.32	4,340.53	09
				4	26.359822	2,108.79	4,569.03	09
				5	27.746762	2,219.74	4,809.44	09
70302C	Accounting Clerk II (C)	30	A07	1	22.889502	1,831.16	3,967.51	09
				2	24.094465	1,927.56	4,176.37	09
				3	25.362514	2,029.00	4,396.17	09
				4	26.697681	2,135.81	4,627.60	09
				5	28.102394	2,248.19	4,871.08	09
703030	Accounting Clerk III	09	042	1	23.672557	1,893.80	4,103.24	09
				2	24.919079	1,993.53	4,319.31	09
				3	26.230182	2,098.41	4,546.56	09
				4	27.610719	2,208.86	4,785.86	09
				5	29.063916	2,325.11	5,037.75	09
147310	Dep Director of Library Svcs	19E	010	1	46.720017	3,737.60	8,098.14	05
				2	49.056017	3,924.48	8,503.04	05
				3	51.508817	4,120.71	8,928.20	05
				4	54.084258	4,326.74	9,374.61	05
				5	56.788471	4,543.08	9,843.34	05
741060	Library Aide	09	A02	1	16.584176	1,326.73	2,874.59	09
				2	17.456906	1,396.55	3,025.86	09
				3	18.375943	1,470.08	3,185.16	09
				4	19.342888	1,547.43	3,352.77	09
				5	20.360932	1,628.87	3,529.23	09
743040	Library Assistant	09	A04	1	19.185589	1,534.85	3,325.50	09
				2	20.195650	1,615.65	3,500.58	09
				3	21.258409	1,700.67	3,684.79	09
				4	22.377066	1,790.17	3,878.69	09
				5	23.554802	1,884.38	4,082.83	09
744010	Library Assistant (Senior)	09	A07	1	22.599840	1,807.99	3,917.31	09
				2	23.789551	1,903.16	4,123.52	09
				3	25.041554	2,003.32	4,340.53	09
				4	26.359822	2,108.79	4,569.03	09
				5	27.746762	2,219.74	4,809.44	09
745020	Library Assistant (Spvsing)	08	A11	1	25.851997	2,068.16	4,481.01	09
				2	27.212588	2,177.01	4,716.85	09
				3	28.644236	2,291.54	4,965.00	09
				4	30.152543	2,412.20	5,226.44	09
				5	31.739102	2,539.13	5,501.44	09
78108X	Library Departmental Aide (EH)	89	002	5	11.033360			09
148010	Director of Library Services	61	045	1	67.276953	5,382.16	11,661.34	05
				2	70.640800	5,651.26	12,244.41	05
				3	74.172842	5,933.83	12,856.63	05
				4	77.881483	6,230.52	13,499.46	05
				5	81.775557	6,542.04	14,174.43	05
343010	Librarian	07	P11	1	29.293906	2,343.51	5,077.61	09
				2	30.758603	2,460.69	5,331.49	09
				3	32.296532	2,583.72	5,598.07	09
				4	33.911359	2,712.91	5,877.97	09
				5	35.606930	2,848.55	6,171.87	09

342010	Librarian (Entry)	07	P09	1	25.357342	2,028.59	4,395.27	09
				2	26.625208	2,130.02	4,615.04	09
				3	27.956468	2,236.52	4,845.79	09
				4	29.354292	2,348.34	5,088.08	09
				5	30.822006	2,465.76	5,342.48	09
345020	Librarian (Spvsing)	08	055	1	36.782600	2,942.61	6,375.65	09
				2	38.621729	3,089.74	6,694.43	09
				3	40.552816	3,244.23	7,029.16	09
				4	42.580456	3,406.44	7,380.61	09
702010	Accounting Clerk I	09	A05	1	20.486298	1,638.90	3,550.96	09
				2	21.564225	1,725.14	3,737.80	09
				3	22.699647	1,815.97	3,934.61	09
				4	23.894154	1,911.53	4,141.65	09
				5	25.151743	2,012.14	4,359.64	09
70201C	Accounting Clerk I (C)	30	A05	1	20.748866	1,659.91	3,596.47	09
				2	21.840616	1,747.25	3,785.71	09
				3	22.990590	1,839.25	3,985.04	09
				4	24.200409	1,936.03	4,194.74	09
				5	25.474112	2,037.93	4,415.51	09
703020	Accounting Clerk II	09	A07	1	22.599840	1,807.99	3,917.31	09
				2	23.789551	1,903.16	4,123.52	09
				3	25.041554	2,003.32	4,340.53	09
				4	26.359822	2,108.79	4,569.03	09
				5	27.746762	2,219.74	4,809.44	09
70302C	Accounting Clerk II (C)	30	A07	1	22.889502	1,831.16	3,967.51	09
				2	24.094465	1,927.86	4,176.37	09
				3	25.362514	2,029.00	4,396.17	09
				4	26.697681	2,135.81	4,627.60	09
				5	28.102394	2,248.19	4,871.08	09
703030	Accounting Clerk III	09	042	1	23.672557	1,893.80	4,103.24	09
				2	24.919079	1,993.53	4,319.31	09
				3	26.230182	2,098.41	4,546.56	09
				4	27.610719	2,208.86	4,785.86	09
				5	29.063916	2,325.11	5,037.75	09

Yolo County Salary Resolution

Step and Grade Version Date <= 10/1/2017

NOTE: Pay Steps 1-5 are standard merit steps with pay step 5 being the top salary step.

JOB CODE	JOB CLASS	EXEMPT	BARG UNIT	GRADE	STEP AND PAY RATE					
					1	2	3	4	5	
000865	ADMH Specialist II - AOD	No	G	52						
000055	Asst. County Librarian	Yes	H2	3						
					\$/Hour	40.8482	42.8932	45.0361	47.2890	49.6524
					\$/Month	7,080.35	7,434.82	7,806.26	8,196.76	8,606.41
					\$/Year	84,964	89,218	93,675	98,361	103,277
000258	Librarian I	No	U	75						
					\$/Hour	21.1607	22.2188	23.3296	24.4962	25.7210
					\$/Month	3,667.85	3,851.26	4,043.80	4,246.01	4,458.31
					\$/Year	44,014	46,215	48,526	50,952	53,500
000259	Librarian II	No	U	76						
					\$/Hour	26.0775	27.3814	28.7504	30.1880	31.6974
					\$/Month	4,520.10	4,746.11	4,983.40	5,232.59	5,494.21
					\$/Year	54,241	56,953	59,801	62,791	65,931
000262	Library Assistant I	No	G	19						
					\$/Hour	15.9181	16.7140	17.5528	18.4283	19.3527
					\$/Month	2,759.14	2,897.09	3,042.48	3,194.24	3,354.47
					\$/Year	33,110	34,765	36,510	38,331	40,254
000263	Library Assistant II	No	G	41						
					\$/Hour	17.7366	18.6242	19.5547	20.5343	21.5629
					\$/Month	3,074.34	3,228.19	3,389.48	3,559.28	3,737.57
					\$/Year	36,892	38,738	40,674	42,711	44,851

The following is a complete list of all job classes for Yolo County. For more information about each class, please click on the class title for which you are interested.

p

Please note: This is NOT a list of current employment opportunities. If you're interested in applying for current vacancies, please visit our Employment Opportunities page

We can notify you by e-mail the next time a recruitment is conducted for classes in which you are interested. When you find a class that you are interested in, select the class by clicking on the class title. You will then see a description of the class, the salary and benefits information. If you want to be notified when we recruit for this class, simply click on the "Email me when jobs like this become available" link and enter your information.

A|B|C|D|E|F|G|H|I|J|K|L|M|N|O|P|Q|R|S|T|U|V|W|X|Y|Z

Search

Search for class title or class code: Library

Go

10 records found.

Page # 1

of 1 GO

Class Title

Min Monthly Salary

Max Monthly Salary

Library Assistant I	\$2,759.14	\$3,354.47
Library Assistant II	\$3,074.34	\$3,737.57
Library Associate	\$3,477.38	\$4,226.77
Library Branch Supervisor -Non-MLS	\$3,667.86	\$4,458.31
Library Branch Supervisor-MLS	\$4,520.10	\$5,494.22
Library Central Services Manager	\$6,269.03	\$7,620.12
Library Circulation Supervisor	\$4,003.36	\$4,866.11
Library Regional Manager	\$5,731.08	\$6,966.20
Library Regional Supervisor	\$5,099.69	\$6,198.70
Library Specialist	\$3,732.49	\$4,536.86

Page # 1 of 1 **GO**

The following is a complete list of all job classes for Yolo County. For more information about each class, please click on the class title for which you are interested.

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[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

Search

Search for class title or class code: **Go**

5 records found.

Page # 1 of 1 **GO**

Class Title ▼	Min Monthly Salary ▲	Max Monthly Salary ▲
Assistant County Librarian	\$7,080.36	\$8,606.42
County Librarian	\$9,809.80	\$11,923.74
Law Librarian	\$5,200.00	\$5,200.00
Librarian I	\$3,667.86	\$4,458.31
Librarian II	\$4,520.10	\$5,494.22

Page # 1 of 1 **GO**

7 records found.

Page # 1 of 1 **GO**

Class Title ▼	Min Monthly Salary ▲	Max Monthly Salary ▲
Elections Aide	\$2,237.02	\$2,718.82
Engineering Aide I	\$2,874.80	\$3,493.48
Engineering Aide II	\$3,378.87	\$4,106.87
Juvenile Services Aide	\$3,345.99	\$4,068.67
Probation Aide	\$3,645.25	\$4,430.54
Therapy Aide I	\$3,277.01	\$3,982.70
Therapy Aide II	\$3,604.94	\$4,381.75

Page # 1 of 1 **GO**

000218	General Clerk I	No	G	1						
					1	2	3	4	5	
					<u>\$/Hour</u>	11.6324	12.2141	12.8263	13.4691	14.1426
					<u>\$/Month</u>	2,016.28	2,117.11	2,223.22	2,334.64	2,451.38
					<u>\$/Year</u>	24,195	25,405	26,679	28,016	29,417
000219	General Clerk II	No	G	3						
					1	2	3	4	5	
					<u>\$/Hour</u>	13.1509	13.8059	14.4977	15.2201	15.9794
					<u>\$/Month</u>	2,279.47	2,393.02	2,512.93	2,638.15	2,769.76
					<u>\$/Year</u>	27,354	28,716	30,155	31,658	33,237
000220	General Clerk III	No	G	10						
					1	2	3	4	5	
					<u>\$/Hour</u>	14.8345	15.5752	16.3528	17.1732	18.0303
					<u>\$/Month</u>	2,571.31	2,699.70	2,834.48	2,976.69	3,125.25
					<u>\$/Year</u>	30,856	32,396	34,014	35,720	37,503
000857	General Services Assistant I	No	G	14						

Other Clerks are:
 Administrative
 Assessor
 Board
 Recorder
 Legal

Page	No	X	14						
				1	2	3	4	5	
				<u>\$/Hour</u>	10.5000	11.0250	11.5763	12.1551	12.7628
				<u>\$/Month</u>	1,820.00	1,911.00	2,006.56	2,106.88	2,212.22
				<u>\$/Year</u>	21,840	22,932	24,079	25,283	26,547

Department	No	X	160							
000007	Accounting Technician	No	G	78						
					1	2	3	4	5	
					<u>\$/Hour</u>	20.0507	21.0547	22.1079	23.2159	24.3793
					<u>\$/Month</u>	3,475.45	3,649.48	3,832.04	4,024.09	4,226.74
					<u>\$/Year</u>	41,705	43,794	45,984	48,289	50,709
000855	Accounting Technician - Conf.	No	C1	8						
					1	2	3	4	5	
					<u>\$/Hour</u>	20.6690	21.7037	22.7875	23.9261	25.1201
					<u>\$/Month</u>	3,582.63	3,761.97	3,949.83	4,147.19	4,354.15
					<u>\$/Year</u>	42,992	45,144	47,398	49,766	52,250
000266	Library Circulation Supervisor	No	U	77						
					1	2	3	4	5	
					<u>\$/Hour</u>	23.0963	24.2511	25.4636	26.7369	28.0737
					<u>\$/Month</u>	4,003.36	4,203.52	4,413.69	4,634.40	4,866.11
					<u>\$/Year</u>	48,040	50,442	52,964	55,613	58,393

Minutes—Draft
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., THURSDAY, April 12, 2018
REGULAR MEETING

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

1. Call to Order

Mr. Gabby called the meeting to order at 7 pm

2. Closed Session

Public Employee Performance Evaluation—Library Director [Gov't Code Section 54957]

3. Business meeting

a. Pledge of Allegiance

Pledge of Allegiance said

b. Roll Call

Trustees

John Gabby, President—present

Luke Foster, Vice President—present

Guy Garcia, Clerk—present

Melissa Maseda, Member—absent

Caitlin O'Halloran, Member—present

Staff

Steve Arozena, Library Director—present

4. Notice to the Public

None

5. Correspondence

None

6. Consent Agenda

None

7. Public Comment

None

8. Guests & Presentations

None

9. Director's Report

Mr. Arozena gave an update on the Student Success Initiative. He said that Solano County is setting up the circulation computers (CARL) to accept student IDs. Dixon records will have a "D" in front of the records. They are planning on testing the system in fall, which isn't as quick as he would have hoped, but it is necessary to go through them to have it happen. It is proposed that there would be a limit of three items per child, books only (no DVD's or CDs), no fines or collections and that the records would be overlaid at the beginning of each school year. At the last meeting, Luke asked how many library items were considered lost. Mr. Arozena said that from 2016-18 that 332 items were lost for a total cost of \$6519.57. Mr. Foster asked if that meant that the student would just use their id card to check out books. Mr. Arozena said he wasn't sure, but that it may involve a barcode on the id. Mr. Foster asked if children from other communities would be able to use their ids to check out materials. Mr. Arozena said no. Mr. Arozena asked the Board if they were ok with the restrictions listed above and the Board concurred.

Mr. Arozena said that at the last meeting that Mr. Garcia had asked for bullet points for the upcoming 18-19 budget which will be ready to be voted on at the next meeting. Some of the large expenditures coming up include: the installation of a new patio for the summer reading program special events. Mr. Arozena said that this may come out of the 17-18 budget as there is still \$6000 in funds left in the Moreno Construction contract. He is waiting to see what the estimated cost of the project will be. He said that he had postponed the project from last year as he was waiting to see what the projected cost of adding a program room to the building would be. He then said that the library is looking at 15 to 20% raises for the staff to keep up with Solano and Yolo counties after doing a salary survey. He directed the Board's attention to a chart detailing the projected costs. He stated that a 15% raise for the staff would amount to an additional \$77,000 in personnel costs and that a 20% raise would be \$103,000. Mr. Garcia asked for confirmation that the total personnel cost is \$515,000. Mr. Arozena stated that that was the case. Mr. Foster asked when the survey comparing salaries with Solano and Yolo counties was done. Mr. Arozena said two months ago. Mr. Arozena said that he would like the Board to consider several new staff positions, as quite a few people have reached the top of their pay scale and have nowhere to advance to. He said that he would like to see Librarian III positions for those who supervise entire departments i. e. adult and youth services, Library Assistant III positions for those who supervise the circulation staff, Library Clerk II and an Accounting Assistant (Confidential) position. These positions would represent 17-37% increases in salaries. Mr. Garcia asked where the comparisons to other counties were. Mr. Arozena said that those would be included in next month's supporting documents. Another potential expense would be the approval of a design firm to help with the renovation of the

existing library. The two existing potential candidates have given figures of \$22 and \$46K, but there are others that have been approached. The firms would give recommendations for tile, furniture, space planning, carpeting, etc. Those costs are at this time undetermined. He said that he will be asking for the renewal of the Moreno contract for a cost of \$30,000. He also said that it hadn't been determined whether we would be using the run rates to determine next year's budget, or to up it by a certain percentage as had been done in the past. Mr. Arozena then showed the Board the projected and past revenues from Measure B/L. Ms. Dupell (the library accountant) approached the podium and stated that she took the lowest figures from the past to give a projection of the end of the year revenues and came up with \$1,061,000. The budget only projected \$600,000, giving the library significant surplus. Ms. Dupell suggested that we use the run rate at 90% which would give us a budget of \$900,000 for the next fiscal year. Ms. Dupell asked the Board if that is how she should present the budget. Ms. O'Halloran and Mr. Garcia agreed. Mr. Arozena said that the library is looking at adding Kanopy to its offerings. He said that the library already offers hoopla, but that Kanopy offers more educational titles including the Great Courses and more classic foreign and domestic films, including most of the Criterion Collection. He said that the service is pay as you go and that the library would set a limit on how many titles a patron can view per month. All films include public performance rights, so libraries and teachers can show them. Mr. Foster asked how a teacher could play the films. Mr. Arozena said that the teacher would use their library cards to check out the film and it would be up to them to set up a projector. Mr. Foster asked how the Great Courses would work. Mr. Arozena said that the library would pay Kanopy per viewing. He explained that the Great Courses included college professors teaching their areas of specialty. He added that he has submitted the proper forms to Solano County to remove all the items the library no longer owns from its inventory.

Ongoing Business

Discussion of Future of Library Facilities/Properties

Mr. Arozena said that the staff did a survey and staff meeting to establish what they would want out of a library expansion. The top priority for library staff, according to the survey, was a staff breakroom, followed by more office space and a private rest room. The staff thought more teen programs were desirable. He said that he had been talking with an intern and volunteer who may be interested in working with teens. He said that he received estimates from the architect as to what it would cost to renovate and expand the building. In order to redo the Miller Building the estimate was \$1.5 million for the first floor. The project to add on to the library by building a program room through the children's department had an estimated cost of \$4.5 million, which he added, was cost prohibitive at this point. Mr. Arozena said that he has also requested the architect give an estimate of what it would cost to turn the second floor of the Miller Building into office space, a staff restroom, staff breakroom and work area. He will look at the cost of that with and without an

elevator. The project would include an ADA office space on the first floor. Mr. Arozena then directed Board attention to three different design proposals. He said that Group 4 Architecture is the firm with the most library experience. Their estimate to renovate the library ranged from \$800,000 to \$2.4 million. He said that the firm hadn't been real responsive to questions. Mr. Gabby said that he believed they had submitted a proposal in the past to the library. Mr. Arozena confirmed that and said that their charge would be \$45,000—more than twice what the other firm quoted. He said that the second proposal was from Mary Ann Downey. Her firm didn't have much library experience, but was less than half the cost of Group 4 and has been very responsive. The third group, Kerrie Kelly, was eliminated after discussion with the library staff. Their proposal was the least impressive of the three. Mr. Garcia asked what the available cash was in the budget. Ms. Dupell said that the available cash is \$1.1 million. She said that the emergency reserves are \$300,000 of that. Mr. Arozena said that the staff wanted him to contact two more design firms. JK Architecture was contacted as they did remodels of the Davis and Winters libraries and Noll and Tam was also contacted. JK Architecture was trying to set up a time to meet; Noll and Tam wanted more specific information as to how much would be budgeted for the project. Mr. Arozena said that he wanted to find out what the Pereira property might be worth. The purchase price in 2008 was \$435,000. He said that the County Assessor's office said that since it is considered to be a government-owned property that it has no assessed value. Mr. Gabby suggested reaching out to Gary Archer. Mr. Arozena said that the architect has someone he works with. Mr. Gabby also said that Chuck Krouse was in Davis and has a level of expertise. Mr. Garcia stated that with the amount of money we currently have, plus money that could be gotten from the sale of property, that we should be looking at remodeling the current building, and then potentially looking at redoing the Miller Building. He would like to see us keep \$300,000 at a minimum or perhaps doubling that in reserves.

New Business

Oral Report and Action to Approve Library Director Contract Extension [Gov't Code 54956 (b)]

Mr. Gabby: "Pursuant to the Government Code Section 54953 (c) 3, the Board provides this oral summary of the salary and/or fringe benefits for the executive position of the library director. The term of the contract will be six months with a monthly salary of \$8,333 dollars and thirty-three cents less all statutory and other deductions. In addition, the contract provides the same level of pension, health, sick leave and vacation time as the other library employees with added payment for any related health care premium costs for family coverage and separate administrative personal necessity leave." Mr. Garcia moved to approve the Library Director's contract and Ms. O'Halloran seconded. The contract was approved, 4-0.

Approval of Caltronics Contract

Mr. Arozena stated that the Board approved the switch from Inland to Caltronics in January. He said that the attorneys have been working to construct a letter to get us out of the Inland contract and to make amendments to the Caltronics contract to make it acceptable. He said that if the Board approves the Caltronics contract tonight that the letter to Inland should be sent tomorrow (Friday). There are three components to the contract. The Caltronics contract itself, the contract with the leasing company and the amendment to the leasing contract which contains changes suggested by our attorney. Mr. Arozena reminded the Board that Caltronics was going to give us a check to cover the rest of the leasing period with CIT, that the library will store the old copier until it is time for us to ship it back, that there is no monthly fee with Caltronics, that the new copier does 55 sheets per minute as opposed to 25 with the current copier, that Caltronics provides automatic replacement of toner and that their costs per copy are 45% less than Inland's with an estimated savings of \$525 per month on copy costs alone. Caltronics is also throwing in a second small HP printer for use at the public computers. Mr. Garcia moved to approve the contracts. Ms. O'Halloran seconded. The motion was approved, 4-0.

Revision of Policy 3015 (Employee Status)

Mr. Arozena said that the employee status segment of the policy manual needed to be amended to include a definition for extra-help employees as they don't fit into any of the three defined statuses. The attorney went through and rewrote the temporary and extra-help definitions. Ms. Dupell wanted to know why the temporary definition was changed from six to three months. Mr. Arozena said he didn't know why the attorney changed it from six to three months. After brief discussion, it was decided to confer with the attorney to see how that number was arrived at. Mr. Garcia asked if this was something we needed to have on the books right away. Mr. Arozena said that this was spurred on when an extra-help employee asked for paid bereavement leave. It was granted, but it was unclear from the policies whether she should receive it. After conferring with an HR attorney, it was decided that it was best to grant it to her and then clarify the policy.

Revision of Policy Manual Sections 1000-1035

Mr. Arozena stated that it had been decided to redo the policy manual a little at a time. He said that he went through and redlined changes to the manual—most had to do with changing titles from Library Commission to Library Board and with updating the segments from ALA. Mr. Arozena said that the changes were based on the Employee Handbook Wizard from the California Chamber of Commerce. Policies had been reviewed by the staff, but not the attorney. Mr. Foster said that he needed more time to review the policies. Ms. O'Halloran concurred. It was

suggested that Mr. Arozena bring the next batch of policies to the May meeting and that the Board work through the project a little at a time.

Approval of Minutes of March 8, 2018

Mr. Garcia moved to approve the minutes. Mr. Foster seconded. The minutes were approved 4-0.

Meeting adjourned.

John Gabby, President

Guy Garcia, Clerk
