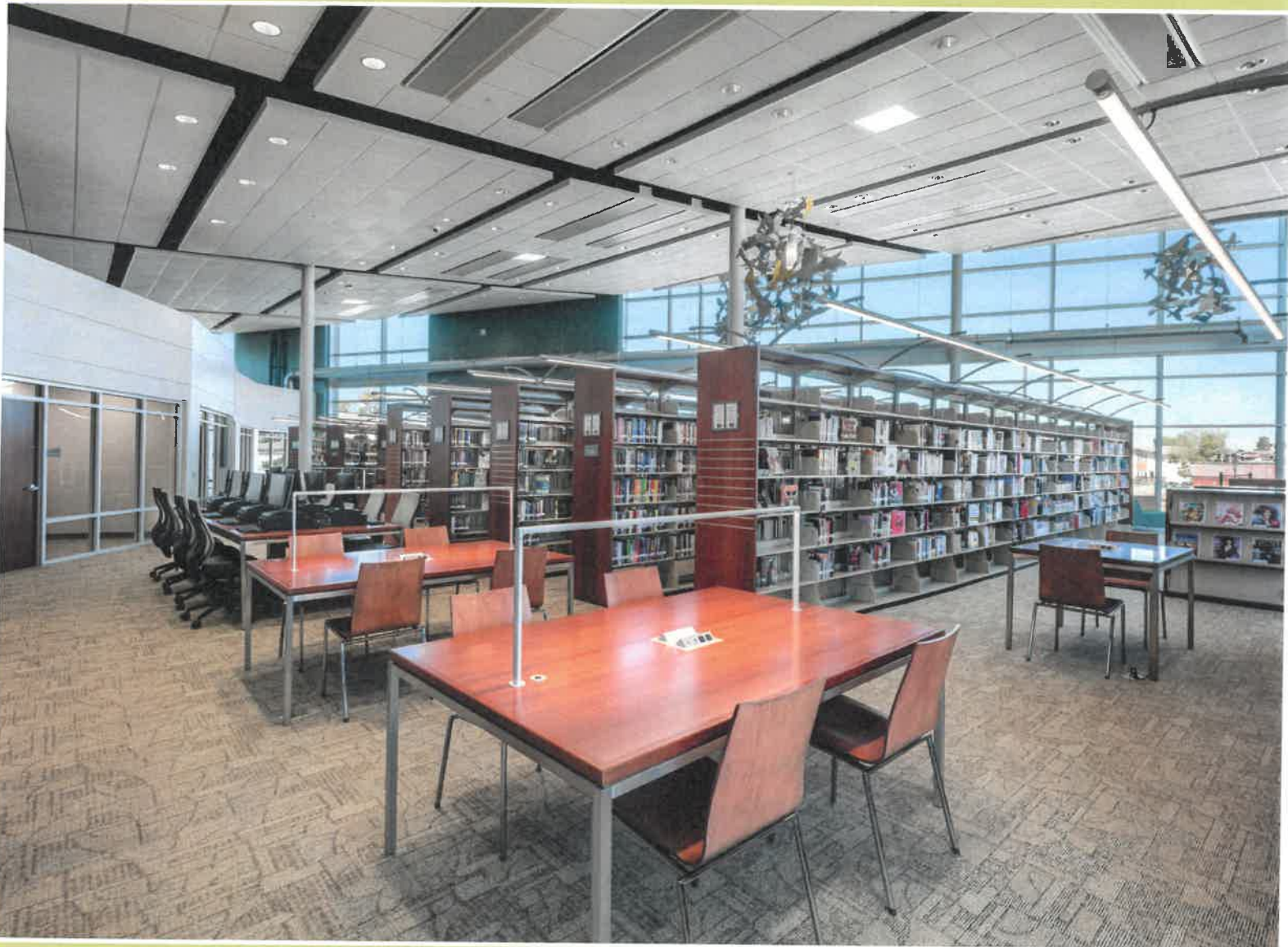


STATEMENT OF PROPOSAL | DIXON PUBLIC LIBRARY
LIBRARY MASTER VISION PLAN
May 30, 2018



JK ARCHITECTURE
ENGINEERING

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Auburn, CA 95603
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PROJECT PLAN



Tehama County
Public Library
Red Bluff, CA

OUTLINE | Approach

JKAE is excited to have the opportunity to present to the Dixon Public Library a proposal to prepare a Library Master Vision Plan. We have spent some time reviewing the various documents and prior studies that have been performed. It appears that a lot of the supporting assessment elements have been completed, however what is missing is the big picture vision for the library. JKAE has worked on many library projects and the common theme that we have embraced as part of our projects is that libraries are more than a repository of books, but a community center and a place for active learning, social engagement, and tinkering that support the whole person and the whole family.

Our Formula for Success

equals

Celebrating People + Place + Community

Our approach for the development of the Library Master Vision Plan is to:

- IMAGINE** | Capture the Big Picture "Vision" + Identify Goals & Needs
- DESIGN** | Review Existing Assets & Develop Improvement Strategies
- CREATE** | Document + Approval of a Library Master Vision Plan

We have significant skills in understanding public library facilities to compliment your vision and goals. We look forward to the opportunity to create a Master Plan document that can support the capital facility needs for the Dixon Public Library.

PHILOSOPHY

In recent years, the team at JK Architecture Engineering (JKAE) has completed over 35 Community, Civic and Educational Facility Master Plans in California. Many of these master plans contained differing levels of feasibility studies from program evaluation, to operational review and funding strategies. Fundamental to our planning efforts is our focus on community collaboration and visioning, and how each of their unique needs, wants and wishes lie within each Library facility and the Community they serve.

Our philosophy is to define and solve problems through a balance of understanding the full impact of each constraint and/or opportunity and sharing these findings and recommendations with our clients so they can make informed decisions. JKAE is committed to a value-added collaborative sustainable planning strategy for the Dixon Public Library that will seek balance between:

- SOCIAL EQUITY** | Dixon Community Vision & Library Trends
- ENVIRONMENTAL STEWARDSHIP** | Sustainable Site and Facility Assets
- ECONOMIC DEVELOPMENT** | Cost Estimate & Implementation Strategies

APPROACH + SCHEDULE

We have prepared a Preliminary Work Plan based upon our expertise in delivering Library Master Plans for your review and input. At the end of the day, every study that we have delivered has always been adjusted through the collaboration of our team and clients to assure that our process and deliverables meet the expectations and constraints of the project. We look forward to an opportunity to collaborate with you on the final scope, and schedule to deliver the Dixon Library Vision Master Plan. To achieve these goals, the following is our collaborative planning process:

IMAGINE

Step 1: Capture the Big Picture Vision | July 2018

Step 2: Identify Goals & Needs | July 2018

DESIGN

Step 3: Assess Existing Assets | August 2018

Step 4: Develop Improvement Strategies | August 2018

CREATE

Step 5: Document the Library Master Vision Plan | September 2018

Step 6: Approve the Library Master Vision Plan | October 2018

IMAGINE

"Logic will get you from A to B. Imagination will take you everywhere." Albert Einstein

STEP 1. CAPTURE THE BIG PICTURE VISION

Action 1 - Advisory Committee Workshop #1A: VISION & TRENDS | July 2018

The planning process will begin with the Advisory Committee by reviewing the Strategic Plan Vision and consider current Library Trends. The workshop will provide a foundation for a shared consensus building process that will continue through the project.

Outcomes:

- Confirm the vision for the Dixon Public Library
- Review Library Trends; Technology, Maker Space, Community & Outdoor Spaces, Joint-Use etc.

STEP 2. IDENTIFY GOALS & NEEDS

Primary Goals: Identify community goals & library needs based upon the Strategic Plan vision.

Action 1 - Advisory Committee Workshop #1B: GOALS & NEEDS | July 2018

The Advisory Committee will define the goals and needs for what should be considered within the Library Master Vision Plan.

Outcomes:

- Review recommended library guidelines.
- Identify library goals.
- Define library facility needs.

DESIGN

"First we shape our buildings...then they shape us." Winston Churchill

STEP 3. ASSESS EXISTING ASSETS

Primary Goals: Build Consensus through understanding of the Dixon Public Library.

Action 1 - Library Assessment/Review | August 2018

The facility team will utilize the prior planning and to gain an understanding of the existing conditions and constraints/deficiencies within the existing Library and associated additions. No additional assessments are anticipated as part of this scope of work.

STEP 4. DEVELOP IMPROVEMENT STRATEGIES

Primary Goals: Develop Library Master Vision Plan Strategies based upon visions and goals.

Action 1 - Library Improvement Strategies | August 2018

The team will take the vision, trends, goals & needs from the Advisory Committee Workshop and overlay them to define the improvement strategies needed for the Dixon Public Library.

Action 2 - Advisory Committee Workshop #2: STRATEGIES | August 2018

The Advisory Committee will review the concept Strategies to support the Library's Vision and Goals. Outcomes:

- Concept facility strategies to support the vision & goals.

CREATE

"The thing constructed can only be loved after it is constructed; but the thing created is loved before it exists" Gilbert Chesterson

STEP 5. DOCUMENT THE LIBRARY MASTER VISION PLAN

Primary Goals: Prepare a Library Master Vision Plan that summarizes the recommended concepts for achieving the Strategic Plan Vision.

Action 1 - Capital Cost Analysis

The JKAE team will work with Sierra West Group, LLC to prepare a conceptual cost estimate. Outcomes:

- Prepare conceptual level cost estimate that supports the Library Master Vision Plan.

STEP 6. APPROVE THE LIBRARY MASTER VISION PLAN

Action 1 - Advisory Committee Workshop #3 | September 2018

The JKAE team will meet one final time to review the final Library Vision Master Plan and its recommendations and discuss any final edits/revisions that need to be made prior to taking forward to the Board. Outcomes:

- Review final recommendations of Plan.

Action 2 - Library Board Presentation

The JKAE Team will make a presentation to the Board on the process, findings and recommendations for the Library Vision Master Plan. Outcomes:

- Approve the Library Vision Master Plan

FEE PROPOSAL



**Skyline Hills
Public Library
San Diego, CA**

We look forward to discussing this proposed approach that will build upon your prior planning efforts to establish a Library Master Vision Plan that will support your future phased improvements. Below is our proposed fee for services outlined in our Project Plan:

Imagine	\$ 6,280
Design	\$15,110
Create	\$ 6,540
Total Fee	\$27,930

We appreciate the opportunity to submit our qualifications. If the City of Dixon accepts this Project Plan and Fee Proposal, please return a signed copy to our office. Please feel free to contact me with any questions.

Sincerely,

Derek Labrecque, AIA, NCARB, LEED AP, DBIA
Partner, JK Architecture Engineering

Accepted by:

Signature

Printed Name & Title



- MASTER VISION PLANS • IMPLEMENTATION PLANS •
- LIBRARY PLANNING & DESIGN • ADVANCED LIBRARY TECHNOLOGY •
- YOUTH PROGRAMS • COMMUNITY & EVENT FACILITIES •



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

01/2007

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

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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.

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1020.2 ~~All officials, officers and employees of the Library District who make or participate in the making of decisions that may have a material effect on any financial interests shall be designated employees required to file statements of economic interests. No Library Trustee, Library Director, or committee member shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board. Other than compensation, no employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment by the Library District except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the Board.~~

Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

The existence of any such conflict and the process shall be documented in the minutes of any meeting in which the conflict was discussed or acted on.

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.

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1020.2.1 The above designated positions must ~~disclose all~~ comply with FPPC form 700 obligations, as required by law, including disclosures as required. (Filing of form 700 with Dixon Unified School District is intended to provide compliance for those sitting as Library Trustees. ~~interests in real property, as well as investments, business positions and sources of income, including gifts, loans and travel payments.~~

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: Response to Public Complaints
POLICY NUMBER: 1140

1140.1 The Library Board ~~Commission~~ desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be straightforward, logical and systematic.

1140.2 A public complaint is an allegation by a member of the public of a violation or misinterpretation of a Library District policy, or an applicable Federal or State statute or regulation, which has resulted in the individual or a class of individuals being adversely affected.

1140.3 The method of resolving complaints will be as follows:

1140.3.1 The individual with a complaint will first discuss the matter with the Library Director ~~or designee~~ ~~Administrative Support Manager~~ with the objective of resolving the matter informally. Complaints related to the Library Director shall be initially filed in writing with the Library Board.

~~1140.3.2 If the individual registering the complaint is not satisfied with the disposition of the complaint by the Administrative Support Manager, the complaint may be filed with the District Librarian. Within a reasonable time, the District Librarian will meet with the person filing the complaint to resolve the matter.~~

~~1140.3.2.1 At the option of the District Librarian~~ The Library Director or designee shall attempt to resolve the complaint to the satisfaction of the persons involved within 30 days; he/she ~~The Library Director or designee~~ may conduct conferences and take testimony or written documentation in the resolution of the complaint. The Library Director or designee shall provide individual filing the complaint may request a written decision of the complaint from the District Librarian Library Director.

1140.3.3 If the individual filing the complaint is not satisfied with the disposition of the matter by the ~~District Librarian~~ Library Director, ~~a written complaint~~ the matter may be ~~appealed to filed with~~ the Library Board ~~Commission~~ within ten (10) days of receipt of the ~~District Librarian's~~ Library Director's decision. The Library Board ~~Commission~~ may consider the matter at the next regular meeting, or call a special meeting. Before any Board consideration of a complaint, the Library Director or designee shall submit to the Board a written report concerning the complaint, including but not limited to: (a) the full name of each party involved; (b) a brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the parties as to the precise nature of the complaint and to allow the parties to prepare a response; (c) a copy of the signed original complaint; and (d) a summary of the action taken by the Library Director or designee, together with his/her specific finding(s) that the problem has not been resolved and the reasons. The Library Board may uphold the Library Director's decision without hearing the complaint.

1140.3.3.1 ~~If the Library Board decides to hear the complaint, the The Library Board Commission will expeditiously attempt to resolve address the matter within 30 days. In making the final decision, the Library Board Commission may ask the parties to the complaint to attend the Board meeting in order to clarify the issue and present all available evidence conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The Board shall provide a written decision of the complaint. The decision of the Board shall be final. individual filing the complaint may request a written decision from the Board Commission.~~

1140.4 This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Library Board ~~Commission~~ to verbally present a testimony, complaint, or statement in regard to actions of the Library Board ~~Commission~~, Library District programs and services, or impending considerations of the Board ~~Commission~~.

Adopted 10/16/2006

Revised 04/12/2018

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Copying of Public Documents
POLICY NUMBER: 1150

1150.1 The Library District supports the public right to ~~full-reasonable~~ official/public access to the District's records, and acts in full compliance with Federal and State laws and regulations covering public access to public official records and documents. Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act (CPRA) (Government Code 6250 et seq.) and other State or Federal law.

1150.1.1 Any individual who requests a copy or copies of public documents will be charged an amount that reflects the direct costs of duplication. ~~cost equal to the current price per page for the Library public-use copier plus an additional five cents (5¢) per sheet to defray the Library's expenses associated with complying with the request.~~

1150.1.1.1 In addition to maintaining public records for public inspection during District office hours, the District may comply with public records requests by posting any public record on the District's web site and, in response to a public records request, directing the member of the public to the location on the web site where the record can be found. However, if the member of the public is unable to access or reproduce the record from the web site, the District shall promptly provide an exact copy of the public record upon payment of duplication fees, if applicable, unless it is impracticable to provide an exact copy.

Commented [JDH1]: What other "expenses" does the 5 cent cost cover? The District does not get paid for the time spent searching for the record. It shall charge an amount for copies that reflects the direct cost of duplication (usually 10 cents).

1150.1.1.2 Requests must be made in writing, and must specify the document or documents requested. ~~The Library has up to ten (10) business days in which to produce the requested item(s). Within ten (10) days of receiving any request to inspect or copy a Library District record, the Library Director shall determine whether the request seeks release of a disclosable public record in the District's possession. The Library Director shall promptly inform the person making the request of his/her determination and the reasons for the decision. If the Library Director determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available.~~

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1150.1.3 In unusual circumstances, the Library Director may extend the 10-day limit for up to 14 days by providing written notice to the requester and setting forth the reasons for the extension and the date on which a determination is expected to be made.

1150.2 Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Governing Board of Library Trustees ~~and/or the Library Commission~~ at open meetings will be made available to the public no less than seventy-two (72) hours prior to a regular, scheduled meeting. A limited quantity of such documents (based on normal audience attendance) will be copied in advance of each meeting and will be available at the Library Circulation Desk for in-library use; these meeting packets will also be made available to the

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public in attendance at the meetings.

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MANAGING PATRON CONDUCT & APPEARANCE WITHOUT ABRIDGING LEGAL RIGHTS

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Introduction

Public libraries are open to all, and all are welcome. Patrons are the reason public libraries exist. Unfortunately, not all patrons are respectful of library employees and other members of the public. And some patrons are simply unaware of appropriate behavior in a library setting. Therefore, to promote an environment that is safe and inviting to all, a public library must develop a code of conduct to prohibit unacceptable conduct and conditions.

A set of well-published policies about how library visitors are expected to present themselves and behave while in the library is a useful tool for staff and patrons alike. In developing and enforcing these policies, library administrators must consider legal issues that stem from the special role public libraries play in American society.

First, library access is a constitutional right recognized by courts. Therefore, any disciplinary action that curtails an individual's right of access could be actionable in a lawsuit against a public library.

Second, public libraries, as governmental entities, are required to have procedural safeguards in place when a decision is made that limits an individual's right of access. In other words, not only must a public library consider the right of its patrons to access information, the procedure employed in decision-making about a patron's library privileges has legal implications as well.

An additional concern for librarians is the effect its policies will have on the poor and homeless. Often these patrons are ones who need library service desperately but are unable to meet the strictures of conduct, appearance, and hygiene policies. In the absence of a qualifying disability, there are no particular legal protections for these individuals, as opposed to any other library patron with respect to using a public library. Nevertheless, the library profession has recognized that these populations may be shortchanged of their rights to use the public library if care is not taken in how policies are created and implemented.

Codes of conduct and rules about appearance and hygiene are necessary in order to maintain public libraries as places for all members of the public. In crafting and enforcing these rules, library administrators and trustees must be cognizant of how their practical application will affect library users' legal rights. Additionally, promoting equitable use of the public library by all segments of the population, while not legally mandated, has evolved as a philosophical tenet of librarianship; therefore, balancing this goal of equity with the need for regulation is part of the process of policy making and implementation.

Constitutional Rights Implicated in Denying Access to a Public Library

Before considering how to draft and enforce patron conduct, appearance, and hygiene policies, directors and trustees must understand the legal rights individuals have to access a public library and the information within it. Furthermore, because public libraries are governmental entities, any action or inaction that results in depriving a person of a liberty or property interest must comply with due process requirements.

The First Amendment: Right to Receive Information

Since 1943, the United States Supreme Court has recognized that the “freedom of speech” component of the First Amendment to the United States Constitution includes the freedom to receive speech in addition to the freedom to speak.¹ In 1965, the Court interpreted the First Amendment even more broadly to encompass “the right to read. . . and freedom of inquiry.”² Four years later the Court reiterated that the First Amendment prohibits the government from denying individuals the right to receive information and ideas.³

In 1992, a Federal Court of Appeals held that under First Amendment jurisprudence, individuals have the right to some level of access to a public library,

¹ *Martin v. City of Struthers*, 319 U.S. 141 (1943).

² *Griswold v. Connecticut*, 381 U.S. 479 (1965).

³ *Stanley v. Georgia*, 394 U.S. 557 (1969).

which the court defined as “the quintessential locus of the receipt of information.”⁴ Therefore, any library rule, regulation, policy, or ad hoc decision that results in curtailing a person’s access to information within a public library implicates the First Amendment.

As with other First Amendment rights, the right to receive information is not absolute; there are circumstances in which the government may limit the right. The extent to which the right to receive information may be limited through denial of access to a public library depends on the nature of the public library as a forum.

In 1983, the Supreme Court adopted the “forum” analysis to determine whether a given curtailment of a First Amendment right is valid or whether it illegally infringes on the particular right.⁵ The forum with the highest level of protection is the “public forum;” it includes streets and parks and public sidewalks which “have immemorially been held in trust for the use of the public . . . for the purposes of assembly, communicating thoughts between citizens and discussing public questions.”⁶ On the other end of the spectrum is the nonpublic forum, which is government property that has not traditionally or by designation been used as a

⁴ *Kreimer v. Bureau of Police for Town of Morristown*, 958 F.2d 1242 (1992).

⁵ *Perry Education Association v. Perry Local Educators’ Association*, 460 U.S. 37 (1983).

⁶ *Ibid.* at 45.

place for public communication.⁷ The non-public forum receives the least protection; courts reason that the government, just like any private property owner, has a right to control its property when that property is not a place where expressive activity traditionally occurs.⁸ Examples of non-public fora are military bases, jails, and public schools.

In between the public and nonpublic fora lies the “limited public forum,” which is property the government has opened for use by the public for the exercise of specific expressive activity. Courts have consistently placed public libraries in this category. A public library is governmental property that has been designated as a place for specific type of expressive activity. The Supreme Court has defined the specific use of a public library as “a place dedicated to quiet, to knowledge, and to beauty.”⁹ More recently, the Court explained, “Public libraries pursue the worthy missions of facilitating learning and cultural enrichment.”¹⁰

As a limited public forum, a public library is obligated to permit the public to exercise only rights that are consistent with the nature of the library and with the government’s intent in creating the library. Restrictions that do not limit the First

⁷ *Ibid.* at 46.

⁸ *Cornelius v. NAACP Legal Defense & Education Fund, Inc.*, 473 U.S. 788, 799–800 (1985).

⁹ *Brown v. Louisiana*, 383 U.S. 131, 142 (1966).

¹⁰ *United States v. American Library Association, Inc.*, 539 U.S. 194 (2003).

Amendment activities that have been specifically permitted in the forum need only be “reasonable and not an effort to suppress expression merely because public officials oppose the speakers view.”¹¹ In other words, a library rule that prohibits talking on a cell phone while in the library does not directly affect a patron’s right to receive information the library has been designated to provide; rather it is a rule curtailing the right to talk out loud to another person through the phone.

Therefore, to withstand constitutional scrutiny, the rule must be reasonable and viewpoint neutral. Unquestionably, a rule prohibiting patrons from carrying on phone conversations inside a library is a reasonable effort by library officials to protect the ability to engage in “quiet contemplation” that courts have recognized as a primary purpose of public libraries. Furthermore, the rule is viewpoint neutral in that it prohibits all personal phone conversations, not just those on a specific topic. Therefore, a challenge to the no-cell-phone-use rule would likely be unsuccessful.

On the other hand, a rule that directly limits the First Amendment activities for which the forum was established receives more scrutiny. The Supreme Court has held that time, place, or manner regulations that limit the permitted First Amendment activities within a designated public forum are legal only if they are “narrowly tailored to serve a significant governmental interest, and . . . leave open ample alternative channels for communication of information.”¹² In the context of

¹¹ *Perry*, 460 U.S. at 46.

¹² *Ward v. Rock Against Racism*, 491 U.S. 781, 791 (1989)

public libraries, courts generally place hygiene and appearance restrictions in this category. This is so because an individual peacefully engaged in the First Amendment activities for which the library was established may violate a hygiene or appearance rule and therefore be expelled from the premises, which prevents his or her continued exercise of those rights.

Application of the more stringent test to time, place, and manner restrictions first requires consideration of what “significant interest” of the government is to be achieved by the rule. In public library cases, courts readily recognize that library officials have a significant interest in ensuring that all patrons can use library facilities to the maximum extent possible during the time the library is open.¹³ Therefore, policies written and enforced in order to achieve this goal will easily meet the “significant government interest” portion of the test.

The second step in applying the higher level of scrutiny to a rule limiting an individual’s right to exercise First Amendment rights consistent with the purposes of a limited public forum is to determine whether the rule is “narrowly tailored.” The Supreme Court has explained that the “narrowly tailored” requirement does not call for the “least-restrictive or least-intrusive means” of furthering the government’s interest.¹⁴ Instead, narrow tailoring is achieved “so long as the . . .

¹³ See *Kreimer*, 958 F.2d 1242, 1264.

¹⁴ *Ward*, 491 U.S. at 798.

regulation promotes a substantial government interest that would be achieved less effectively absent the regulation.”¹⁵

Finally, courts applying the third prong of the higher scrutiny test—that the rule in question leaves open alternative channels for communication—have determined that when a hygiene or appearance rule requires an individual to leave a limited public forum, the fact that he or she can be readmitted once in compliance with the rule is all that is required.¹⁶ In other words, if a public library requires a barefooted patron to leave the premises, that same patron is free to resume his First Amendment activities in the library once he dons a pair of shoes.¹⁷

An additional First Amendment attack that may be raised against a policy that in some way limits access to a public library is a vagueness argument. When a rule does not properly articulate what activity is prohibited, it may be struck down as vague. Generally, a successful vagueness challenge involves a restriction that imbues government officials with undue discretion to determine whether a given activity violates the rule. An example in the public library context is a policy stating that a patron can be denied access to the library if her or her appearance is

¹⁵ *Ibid.* at 799.

¹⁶ *Kreimer*, 958 F.2d 1242, 1264.

¹⁷ *See Neinast v. Board of Trustees of Columbus Metropolitan Library*, 346 F.3d 585, 595 (6th Cir. 2003).

“objectionable.”¹⁸ This policy was struck down by a federal court because it contained neither a legal standard nor a specific definition for “objectionable.”¹⁹ The court was concerned about the inconsistency resulting from ad hoc decision-making by library guards, employees, and supervisors as well as the public’s inability to discern what was required to gain access to the library. Therefore, public library directors and trustees must strive to make all policies explicit with objective measures that will allow anyone to understand what is prohibited.

¹⁸ *Armstrong v. District of Columbia Public Library*, 154 F. Supp.2d 67 (D.C.D. 2001).

¹⁹ *Ibid.* at 78.

Fourteenth Amendment: Due Process of Law

Before the government may deprive an individual of a property or liberty interest, it must afford due process of law. Public libraries in Georgia are governmental entities and are thus required to provide due process when a patron's property or liberty interest is affected by library action. As set forth above, courts have recognized as a liberty interest an individual's First Amendment right of access to a public library. Therefore, due process must be provided before a library denies or interferes with a patron's access to the library or some form of information within (i.e., public access computers.)

The Supreme Court has held that at a minimum, due process requires notice of the infraction and a right to defend oneself.²⁰ An example of a public library case where due process was found to be lacking is a case from a federal court in North Carolina.²¹ In that case, a patron was permanently banned from using any library computer to access the internet after a librarian witnessed a pop-up containing nudity on the monitor being used by the patron. The ban was imposed immediately after the single incident was witnessed, and the patron was given no avenue to appeal or to even explain how the image appeared on the screen.

In another scenario where a library patron challenged the denial of access to the public library on due process grounds, a court found the library provided proper

²⁰ *Goss v. Lopez*, 419 U.S. 565, 581 (1975).

²¹ *Miller v. Northwest Region Library Board*, 348 F.Supp.2d 563 (M.D. N.C. 2004).

procedural safeguards.²² In this case, the patron sought to enter the Boston Public Library with a shopping cart that contained foul smelling items. Because the library has a written policy prohibiting wheeled carts and another policy prohibiting items of offensive odor, the library's security guard refused the patron entry. At the patron's request, the head of library security met with him outside of the library to explain the rule; the patron was told that he was welcome to come into the library without the cart. The security chief listened to the patron's explanation of why he could not abandon his possessions and alternatively, suggested that he transfer the possessions to a more enclosed container such as a suitcase, which he could bring into the library. The court rejected the patron's due process challenge, finding that the explanations of the policies offered by the security guard and the supervisor were sufficient notice and the fact that the patron was allowed to explain why he wished to bring the cart into the library was an exercise of the patron's right to be heard. It was important to the court in this case that the library was not instituting a permanent ban as did the North Carolina library. Rather, the patron was free to come into the library without the cart of foul-smelling items.

²² *Lu v. Hulme*, 133 F.Supp.3d 312 (D. Mass 2015).

Specific Policies

Behavior

A public library is free to enact and enforce codes of conduct for library patrons. Regardless of constitutional rights of access to a public library, individuals have no right to behave in an unlawful manner when visiting. A federal court once stated, “Prohibiting disruptive behavior is perhaps the clearest and most direct way to achieve maximum Library use.”²³

Through policy, public libraries may prohibit conduct that is otherwise legal; those policies are generally subject to the more lenient level of scrutiny—that is, such policy must be reasonable and viewpoint neutral. Courts have reasoned that because conduct rules allow for the removal of patrons who misuse library facilities, there is no direct impact on the First Amendment rights for which public libraries have been designated. Below are examples of conduct policies imposed by public libraries that have been upheld by courts under the reasonableness standard:

- Public library policy prohibited administering corporeal punishment on library premises. A patron was permanently banned from the library after he struck another patron. The banned patron sued the library, and the court found that the library policy was fundamentally reasonable as it was enacted

²³ *Kreimer v. Bureau of Police for Town of Morristown*, 958 F.2d 1242, 1263 (3d Cir. 1992).

“to ensure the comfort and security of patrons and library staff” and that it was viewpoint neutral.²⁴

- Public library policy prohibited picketing or petitioning inside library buildings. A patron who was soliciting signatures in support of a local political issue was required to stop the activity inside the library. He sued, and the court held that in addition to being viewpoint neutral, the library’s rule was reasonable because it was enacted to make “sure the library branches are accessible and safe, that the atmosphere is not disruptive, and that such activities do not interfere with the general use of the library.”²⁵
- Public library policy prohibited disruptive behavior or behavior that constitutes a public nuisance; the court held that the library rightfully terminated a patron’s library privileges after he became belligerent and intimidating to a staff member who had refused to add a letter that he authored to the collection. The court held that the ban imposed on this patron was reasonable because it maintained the peaceful character of the library.²⁶
- Public library policy required patrons to “be engaged in activities associated with the use of a public library while in the building.” A patron who

²⁴ *Hill v. Derrick*, 2006 WL 1620226 (M.D. Penn. 2006).

²⁵ *Jaffe v. Baltimore County Board of Library Trustees*, 2009 WL 7083368 (D. Md. 2009).

²⁶ *Spreadbury v. Bitterroot Public Library*, 862 F.Supp.2d 1054 (D. Mont. 2012).

frequently engaged in loud talking to himself and others and staring at and following other patrons around the library was banned from the library. The court held the policy was viewpoint neutral and was reasonable. The reasonableness determination was based on the court's determination that the aim of the policy was to "foster a quiet and orderly atmosphere conducive to every patron's exercise of their constitutionally protected interest in receiving and reading written communications."²⁷

Conduct that Cannot be Prohibited by a Public Library

Breastfeeding

Under Georgia law, a mother has a right to breastfeed her baby in any location. O.C.G.A. 31-1-9. Therefore, a library policy prohibiting breastfeeding in the library would violate this law. Of course, library staff could request that breastfeeding occur in a designated area, but any harassment or negative reaction to the mother's choice to breastfeed in an open area would be a violation of law.

Protest or Petitioning Outside the Library Building

Solicitation is a recognized form of speech protected by the First Amendment.²⁸ And this form of expressive activity receives the highest level of protection when it occurs in a public forum. The sidewalks and parking lots surrounding government building are traditional public fora. Therefore, it is

²⁷ *Kreimer*, 958 F.2d 1242.

²⁸ *Schaumburg v. Citizens for a Better Environment*, 444 U.S. 620, 629 (1980); *Riley v. National Federation of Blind of N.C., Inc.*, 487 U.S. 781, 788–789 (1988).

unlikely that a public library could impose any regulation prohibiting protests or disallowing petitioners from soliciting signatures on its property outside the library building such as in the parking lot or on surrounding sidewalks. An exception would be if the protesters or petitioners are impeding access to the library by other patrons; in that circumstance library officials would be free to impose time, place, and manner restrictions on the activity to allow for library users' access. Moreover, if protesters or petitions become unruly or aggressive, library staff should call the police for assistance. The right to engage in protests or to solicit signatures contemplates that the actors remain peaceful and non-threatening.

Hygiene & Appearance

Public library policies that require a certain level of hygiene or appearance are subject to the heightened scrutiny test of being “narrowly tailored to achieve a significant government interest.” This is so because courts have recognized that a person utilizing a public library for precisely the First Amendment activities for which it has been designated, i.e., reading, studying, quiet contemplation, may be excluded based on odor or lack of shoes. Below are examples of how courts have addressed challenges to library appearance or hygiene policies.

- A public library policy requiring that all patrons wear shoes was upheld; the court concluded that even under the heightened level of scrutiny, the rule would pass muster because it left open alternative channels of communication and was narrowly tailored to protect a significant

governmental interest: maintaining public health and safety and the library's economic well-being by seeking to prevent tort claims brought by library patrons who were injured because they were barefoot.²⁹

- A public library policy requiring that any patron “whose bodily hygiene is offensive so as to constitute a nuisance to other persons” to leave the building was found to be narrowly tailored to protect the library’s interest in maintaining its facilities in a sanitary and attractive condition. The court further held that alternative channels of communication remained open in the sense that the patron could return to use the library once he complied with the hygiene policy.³⁰
- A public library policy under which a person was denied access because of “objectionable appearance” was struck down because “objectionable appearance” was too vague to give patrons notice of what was allowed and what was not. The court noted that without the legal term “nuisance” which was utilized in the policy discussed above, the policy allowed for subjective judgments by library employees.³¹

²⁹ *Neinast v. Bd. of Trustees of Columbus Metro. Library*, 346 F.3d 585, 592 (6th Cir. 2003).

³⁰ *Kreimer*, 958 F.2d 1242.

³¹ *Armstrong v. District of Columbia Public Library*, 154 F. Supp.2d 67 (D.C.D. 2001).

Possessions

Public library policies about what items may be brought into the establishment receive the higher level of scrutiny. Just as with hygiene and appearance policies, rules prohibiting an individual from entering with certain possessions could result in the exclusion of a person who is otherwise utilizing the library for the precise First Amendment activities for which it has been designated. Below are two examples from the Boston Public Library.

- A public library's prohibition on bringing in "articles with a foul odor which . . . impede use of the library by others" withstood a challenge. The court held that the rule was narrowly tailored to serve the library's substantial interest in ensuring that all patrons could use the library for its designated purposes. More specifically, the court concluded that the library's goal was served by excluding such foul-smelling articles "as this rule prohibits one patron from unreasonably interfering with other patrons' use and enjoyment of the library; it further promoted the library's interest in maintaining its facilities in a sanitary and attractive condition."³²
- A public library's policy disallowing wheeled carts in the library was questioned by a court because it was not narrowly tailored to serve the governmental interest in keeping passageways and browsing areas clear.

First the court noted that the policy excluded the use of all shopping carts for

³² *Lu v. Hulme*, 133 F. Supp. 3d 312, 329 (D. Mass. 2015).

any purpose in the library, regardless of their size, use, or potential for disrupting the library. Second, the court pointed out notable exceptions to the rule such as strollers, which might take more space and were less easily stowed than a shopping cart. The court suggested other less restrictive means of accomplishing the government's interest: allowing for wheeled devices "in designated areas," or allowing people to store their carts in a designated area.³³

A particular possession that libraries are eager to exclude is a weapon. Prior to 2014, most public libraries in Georgia had policies disallowing weapons of any kind being brought into a library building. To the extent that possessing a weapon is expressive activity, which some courts have found, a library policy prohibiting weapons inside a library building would pass muster under either the reasonableness test or the heightened scrutiny test discussed above. There is no question that safety and security of library staff and patrons is a significant government interest. However, in 2014, the Georgia General Assembly enacted a law widening the scope of where permit holders may bring their guns. The statute gives licensed gun owners the right to bring their firearms into "a government building when the government building is open for business and where ingress into such building is not restricted or screened by security personnel."³⁴ Because most

³³ *Ibid.* at 331.

³⁴ O.C.G.A. § 16-11-127(e)(1).

public libraries in Georgia do not have security screening, a public library falls squarely within the statute's definition of government building. Therefore, any policy that prohibits guns in a public library would be in direct contravention to this law. Accordingly, a rule disallowing guns in a Georgia public library would not be especially vulnerable to a First Amendment challenge, but it would likely be struck down under Georgia law.

Status

Policies that prohibit entry into a public library based on status are subject to the heightened scrutiny analysis. Courts have long taken a dim view of criminal statutes that target status rather than behavior.³⁵ For example, specific behavior such as drug possession or use may be criminalized, but status such as drug addiction may not. Of course, library policies are not criminal laws. Nevertheless, the analogy between prohibiting access to a public library based on status and criminal statutes making certain statuses illegal offers guidance in policy development.

An example of status being used as basis of exclusion from a public library occurred in Albuquerque, New Mexico. The city enacted a regulation prohibiting registered sex offenders from entering its public libraries. When challenged through a lawsuit, the ban received the heightened level of scrutiny, and the court held that the government did have a significant interest in maintaining safety in its public libraries. However, the court concluded that the regulation was not narrowly tailored to achieve this interest because “the wholesale ban on any and all access to public libraries burden[s] substantially more speech than is necessary to further the government's legitimate interests.”³⁶ The court went on to suggest other, less restrictive means to achieve the goal of making the libraries safe for patrons: establishing designated hours during which sex offenders are permitted to use the

³⁵ See *Robinson v. California*, 370 U.S. 660 (1962).

³⁶ *Doe v. City of Albuquerque*, 667 F.3d 1111, 1115 (10th Cir. 2012).

libraries, requiring sex offenders to check into the libraries, or designating certain areas of the libraries for use by registered sex offenders.³⁷

Many of the behavioral as well as hygiene and appearance policies discussed above directly result from an increase in public library use by homeless patrons. Often homeless patrons utilize the public library facilities for much more than the expressive activity for which libraries have been designated, such as sleeping, bathing, and clothes laundering. These activities are likely to impede the use of a public library by other patrons for the expressive activities that are the designated purpose of a public library. Likewise, the lack of access to bathing and clothes' cleaning facilities by homeless persons results in hygiene and appearance that library staff and other patrons find offensive and seek to avoid. Furthermore, it is well documented that a significant portion of the homeless population in the United States suffers from mental illness. As a result, disruptive behavior may occur regularly in public libraries, which not only is a misuse of the library, but it is a distraction to those who are utilizing the library for its traditional purposes. Accordingly, public library policies aimed at making the library and its information available to the public at large often disproportionately affect patrons of a particular status: the homeless.

³⁷ *Ibid.* at 1134.

Many of the lawsuits discussed herein were brought against public libraries by homeless individuals. For the most part, these suits have been unsuccessful. In a broader context, homeless plaintiffs have sometimes prevailed in suits that tangentially include a public library. In the early 1990s, the City of Miami enacted an ordinance that prohibited lying down, sleeping, standing, sitting in any public place including public libraries. A United States district court concluded that the government may not enact laws and regulations that punish the involuntary status of homelessness.³⁸ What mattered to the court was the fact that homeless individuals had no place to go because the ordinance covered all public areas of the city. Because anti-sleeping policies of public libraries pertain to individual public buildings and do not include all public property within a geographic region, there is no reason to believe that a library policy would be successfully challenged on the same grounds that doomed the Miami ordinance. Nevertheless, it is important for library administrators and trustees to realize that there are judicial decisions that strike down laws aimed at the status of homelessness.

Another common library policy that has a disproportionate effect on homeless individuals is disallowance of panhandling or soliciting. Two cases from New York City illustrate the distinction between prohibiting certain conduct associated with the homeless from a specific area versus a regulation pertaining to all public spaces within a municipality. In 1990, a federal appellate court for the Second Circuit

³⁸ *Pottinger v. City of Miami*, 810 F.Supp. 1551 (S.D. Fla. 1992).

found that the Metropolitan Transit Authority (MTA) could lawfully prohibit panhandling on New York City subway trains since it disturbed riders and the MTA designed the subway solely for transportation purposes.³⁹ But two years later, the same court ruled that a New York City ordinance that outlawed panhandling in all public places was unconstitutional because panhandling amounted to expressive activity and therefore fell within the ambit of the First Amendment's protection.⁴⁰ While never addressed by courts, a policy by a public library prohibiting panhandling on its property would likely be analyzed in accord with the New York City subway case. This is because the library has been designated for specific expressive activities (panhandling is not one of them), and the activity would disturb patrons who are using the library for those traditional purposes (receiving information, reading, quiet contemplation.)

Beyond the legal implications of promulgating policies that disproportionately affect people whose status is homeless, there are ethical and philosophical concerns for public library decision makers. A primary tenet of librarianship is that public libraries play a crucial role in the American democracy.⁴¹ The profession has long adhered to a commitment to put information into the hands of the citizenry for the purpose of allowing those individuals to meaningfully participate in this country's

³⁹ *Young v. New York City Transit Authority*, 903 F.2d 146 (2d Cir. 1990).

⁴⁰ *Loper v. New York City Police Department*, 999 F.2d 699 (2d Cir. 1993).

⁴¹ American Library Association, Democracy Statement, available at <http://www.ala.org/aboutala/governance/officers/past/kranich/demo/statement>.

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democratic society. Yet, many common policies of public libraries constructively exclude a specific segment of society resulting in the loss of the ability to participate in public discourse and receipt of information—what librarianship refers to as the cornerstones of democracy.

It is obvious that public libraries must have codes of conduct; a library where any behavior is tolerated could not serve any valid function. And, for the most part, policies that prohibit behavior or physical attributes that disrupt the activities for which the library has been established will withstand legal challenge. However, public librarians are struggling to address troubling societal issues resulting from an increase in homeless and mentally ill populations while they maintain their institutions as places open to all members of the public.

There are two schools of thought within library literature on the issue of homeless and mentally ill patrons' rights to access a public library as opposed to the rights of "legitimate" library patrons. Arguments in favor of reduced access for the homeless and mentally ill patrons include the goal of maintaining a pleasant atmosphere conducive to reading and studying, concern for public safety, and the stress to library workers who must work with and stay in the vicinity of those with offensive hygiene. On the other hand, many authors argue for equal access by homeless and mentally ill patrons contending that that the public library offers a place for the mentally ill to interact with normal society, the library provides a community service by identifying and connecting homeless people with the proper

social service agencies, and those with mental illness must be accorded rights under the Americans with Disabilities Act.

There are a number of solutions that a public library can employ stemming from these two points of view. More conservative, reactive solutions can include training workers to deal with homeless and mentally ill patrons and defining clear codes of conduct that help both library workers and patrons understand appropriate behavior while in the library. Positive, proactive solutions include ensuring collection development in information areas important to homeless patrons, creating space for the homeless within and outside the library, and educating the public on their lives. Ultimately, how to address the issue of homeless and mentally ill patron use of a public library is up to the library director and the governing board. Their goal in enacting policies should be attaining the maximum library use and access by all members of the community.

Practical Considerations in Implementing Patron Policies

In addition to the broad legal and philosophical concerns that library administrators must consider in creating and revising patron policies, the day-to-day implementation of these policies deserves significant deliberation. Regardless of how carefully policies are drafted, without proper enforcement these policies have no value to a public library.

First, a library must inform its users of its policies. This can be done by physically posting the policies inside the library or electronically on the library's Website. Library staff should be prepared to provide a printed copy of the library's policies to patrons upon request. And when a library user is approached about violating a library policy, giving this patron a copy of the written policy at issue is a good idea.

Second, library staff members should be well versed in the details of library patron policies, including the underlying objectives of specific policies. Often library patrons will comply with rules and regulations when they understand the reason behind them. Having library workers confer with patrons about why certain behavior and presentation is inappropriate in the library setting is often a better route to obtaining compliance than simply citing and disciplining infractions with an attitude of "rules are rules."

Third, consistent enforcement of library policies is absolutely necessary. In other words, the policy must be applicable to all patrons at all times. Failure to

apply a policy in a consistent and fair manner would be tantamount to discrimination.⁴²

Finally, imposing reasonable penalties for rule infractions is crucial to effective enforcement. For the most part, what punishment will result from violations of patron policies is discretionary on the part of library decision makers. The hallmark of a reasonable penalty is a proportional response. Factors to consider in determining an appropriate penalty for violation of patron rules include: seriousness of the wrongdoing, past infractions or pattern of misbehavior, and the value of progressive discipline in a given situation.

Agreeing on and drafting patron policies are many times the simpler tasks in managing patron behavior in a public library. Library administrators must then actually implement and uphold the policies on a daily basis. To be effective, policies must be clearly communicated to both patrons and library workers, and evenhandedness in enforcement and imposition of reasonable penalties add legitimacy to the process of managing conduct. Employing these measures will not necessarily ensure that every difficult situation is resolved smoothly; however, attention to these details will go a long way in achieving the goals that underlie a public library's patron policies.

⁴² Lee Ann Torrans, *Law and Libraries* (Westport, CT: Libraries Unlimited, 2004), 240.

Conclusion

Policies governing patron conduct and presentation are necessary to ensure the effective delivery of service and full access to facilities. In drafting and reviewing patron policies, library governing bodies must be mindful of legal constraints, particularly the First and Fourteenth Amendments. In daily implementation of such policies library workers must strive to attain openness and fairness through communication, deliberation, and response.

There is a significant government interest in maintaining a library environment that is conducive to all users' exercise of their constitutionally protected right to receive information. Thus, public libraries are free to enact policies sufficient to maintain a safe and healthy environment such as prohibitions of inappropriate behavior and offensive appearance or hygiene. In doing so, librarians should utilize the expertise of local social service agencies, advocacy groups, mental health professionals, law enforcement officials, and other community resources to develop community strategies for addressing the needs of a diverse population.

Requested changes to Dixon Public Library Internet access policies

- 1) Repeal policy #4230. Policy is inaccurate. The library filters internet access in compliance with CIPA regulations.
- 2) Section 4225 reading “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” would be stricken and replaced by the language used by the Sacramento Public Library as follows: . “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 and images depicting violence against others, 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 as to end a search or change a screen.” This language would also be added to the Internet Use Policy.
- 3) Add the following language to the above: “A computer user will receive a total of three (3) warnings from staff to curtail his/her viewing of objectionable materials before having his/her computer privileges suspended immediately for one (1) year.”

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

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



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



TEEN SERVICES LIBRARIAN

Job Description

DEFINITION

Under the direction of the Library Director and Librarian III (Youth Services Librarian), this Librarian is primarily responsible

- For the development of Library programs and services to young adults, including reference, reader's advisory, programming, and collection development
- For working with the Youth Services Librarian and other staff to monitor and evaluate services to youth
- To promote and publicize the youth services programs in local schools and the community
- For assisting with adult reference and reader's advisory, collection development, and working with members of the community
- Provides reference and reader's advisory service at both youth services desk and adult reference desk

WORKING CONDITIONS

Work is conducted primarily in an office/library setting. It includes pressure generated by frequent telephone, online and on-site customer service requests, computer assistance, on-site and off-site programs, interruptions, deadlines, maintaining decorum in a diplomatic manner, resolution of disputes concerning policies, charges, fees, etc. Conditions include regular evening and weekend duties and responsibility for the Library during a shift in the absence of the Library Director.

PHYSICAL DEMANDS

Work may include prolonged sitting and use of keyboard/mouse, as well as moderate lifting, carrying, reaching, stooping, pulling and pushing activities, manual dexterity, clear speech and visual/hearing acuity.

ESSENTIAL JOB FUNCTIONS

- Provides reference and reader's advisory services to children, teens and adults
- Responsible for the collection development of the teen section including selection and weeding
- Develops ideas and assists in the preparation of proposals for grant funds and support grant-funded programs
- Conducts and arranges Library tours and programs for teens, parents/caregivers and teachers.
- Visits local schools to provide and present information on Library programs and services
- Develops, arranges, and delivers demonstrations, craft activities, computer tutorials and programs using outside performers, and plans and conducts a variety of reading program activities such as a summer reading program

- Prepares and collects statistics, surveys and reports which measure and evaluate usage of the Library's children/youth collections, programs and goals attainment
- Assists the Library Director in assessment of budgetary, personnel, and equipment needs of the Library's youth service areas
- Responsibility for operation of the Library on assigned evenings and weekends
- Performs other duties as assigned

KNOWLEDGE AND ABILITIES

- Broad knowledge of books, literature, periodicals, and audiovisual materials for youth (12 through age 18) including knowledge of reader interest levels
- Knowledge of contemporary public library collection development and selection practices for youth services
- Ability to create programs and services for youth to meet the changing needs of the service area
- Knowledge of materials on parenting and child development
- Knowledge of the kinds of community resources and types of agencies serving youth
- Solid understanding of, and comfort with explaining and defending, principles of intellectual freedom
- Ability to develop positive library/community relationships particularly with organizations traditionally serving youth and supporting libraries, such as Friends of the Library groups
- Ability, based on direct experience, to plan, organize, direct and evaluate quality Library services and programs for youth
- Knowledge of youth literature, storytelling, programming and group activities and tours in a public library setting

EXPERIENCE

Requires MLS or MLIS. Prior library experience desirable.

Ability to speak both English and Spanish desirable.

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

	Actuals - Fiscal years 2017-2018		Actuals % of Annual Budget	Remaining Budget
Assets				
Cash in Treasury	\$ 1,191,883			
Imprest Cash	\$ 700			
Other assets	\$ 5,648			
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	\$ 1,808,851			
Liabilities and Equities				
Outstanding Warrants	\$ 5,268			
Other Liabilities	\$ -			
Due to Other Agencies	\$ 9,015			
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	\$ 359,162			
	\$ 1,808,851			
	\$ -			
Revenues				
	Actuals - Fiscal	Annual Budget	Actuals %	Remaining
	years 2017-2018		of Annual	Budget
Revenue From Library Operations	\$ 12,141	\$ 14,000	87%	\$ 1,859
Revenue From State & County Govt.	\$ 1,369,572	\$ 999,000	137%	\$ (370,572)
Revenue From Grants	\$ -	\$ -	0%	\$ -
Other Revenues	\$ 14,027	\$ 4,400	319%	\$ (9,627)
Total Revenues	\$ 1,395,741	\$ 1,017,400	137%	\$ (378,341)
Expenditures				
Salaries & Employee Benefits	\$ 667,913	\$ 820,153	81%	\$ 152,240
Services & Supplies	\$ 366,341	\$ 408,006	90%	\$ 41,665
Other Charges & Fixed Assets & Deprec	\$ 2,324	\$ 19,000	12%	\$ 16,676
Total Expenditures	\$ 1,036,578	\$ 1,247,159	83%	\$ 210,581
Revenues less Expenditures	\$ 359,162	\$ (229,759)		

Fund 428, Net Position as of May 31, 2018

	Actuals - Fiscal years 2017-2018		Actuals % of Annual Budget	Remaining Budget
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 %	Remaining
	years 2017-2018		of Annual	Budget
Intergovernmental & Other Revenues	\$ 88,005	\$ 55,800	158%	\$ (32,205)
Total Revenues	\$ 88,005	\$ 55,800	158%	\$ (32,205)
Expenditures				
Salaries & Employee Benefits	\$ -	\$ -	0%	\$ -
Services & Supplies	\$ -	\$ 55,800	0%	\$ 55,800
Other Charges & Fixed Assets	\$ -	\$ -	0%	\$ -
Total Expenditures	\$ -	\$ 55,800	0%	\$ 55,800
Revenues less Expenditures	\$ 88,005	\$ -		

Sort Order: SUBOBJ within ACCTTYPE within within within FUND

SELECT FUND: 426,428

Fund Description	Account Code	Sub-Account Debits	Credits	Account Debits	Credits
Assets:					
CASH IN TREASURY	0000010	1,191,882.87			
CASH IN TREASURY	010		1,191,882.87		
IMPREST CASH	0000030	700.00			
IMPREST CASH	030		700.00		
FUTURE LOAN REQUIREMENT	0000250	12,296.89			
FUTURE LOAN REDEMPY REQ	250		12,296.89		
LAND	0000310	427,020.70			
LAND	310		427,020.70		
BUILDINGS AND IMPROVEMENTS	0000320	1,096,876.42			
BUILDINGS AND IMPROVEMENTS	320		1,096,876.42		
INTANGIBLES: NON-DEPRECIABLE	0000336	17,279.00			
INTANGIBLES	335		17,279.00		
EQUIPMENT	0000340	226,114.00			
EQUIPMENT	340		226,114.00		
ACCUMULATED DEPRECIATION	0000370			1,168,967.22	
ALLOWANCE FOR DEPRECIATION	370				1,168,967.22
PREPAID EXPENSE	0000420	5,648.19			
PREPAID EXPENSE	420		5,648.19		
Total Assets			2,977,818.07		1,168,967.22
Liabilities and Equities:					
OUTSTANDING WARRANTS	0000699				5,268.19
OUTSTANDING WARRANTS / EBT	505				5,268.19

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		1,179.67		
	DIXON LIBRARY MEDICAL	4260560		814.52		
	DIXON LIBRARY DENTAL	4260590		830.70		
	DUE TO OTHER AGENCIES	540				9,015.25
	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				1,395,740.72
	EXPENDITURES	820			1,036,578.36	
	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
	Total Liabilities and Equities				2,053,978.36	3,862,829.21

SORT ORDER: SUBOBJ within ACCTYPE 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						5,031,796.43	5,031,796.43
** Fund Totals **								

SELECT FUND: 426,428

428 DIXON PUBLIC LIB DISTRICT-PFF

Fund Description	Account Code	Sub-Account Debits	Credits	Account Debits	Credits
CASH IN TREASURY	0000010	701,998.71			
CASH IN TREASURY	010			701,998.71	
LAND	0000310	1,175,042.82			
LAND	310			1,175,042.82	

Total Assets 1,877,041.53 0.00

Liabilities and Equities:

FUND BALANCE AVAILABLE 613,993.59

FUND BALANCE AVAILABLE 740 613,993.59

INVESTED IN CAPITAL ASSETS, NET 0000770 1,175,042.82

INVESTMENTS IN GEN FIXED ASSETS 770 1,175,042.82

REVENUES 810 88,005.12

BUDGETED REVENUE 0000910 55,800.00

BUDGETED REVENUE 910 55,800.00

APPROPRIATIONS 0000930 55,800.00

APPROPRIATIONS 930 55,800.00

Total Liabilities and Equities 1,932,841.53

** Fund Totals ** 1,932,841.53

SELECT FUND: 426,428

Account Code =====

Account Code	Sub-Account	Debits	Credits	Account	Debits	Credits
					6,964,637.96	6,964,637.96

***** Grand Totals **

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

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

Fund	Fund Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
426	DIXON PUBLIC LIBRARY DISTRICT							
1000	SALARIES AND EMPLOYEE BENEFITS							
0001110	SALARY/WAGES REGULAR	435,334.00	0.00	33,875.74	361,371.92	0.00	73,962.08	83%
0001121	SALARY/WAGES-EXTRA HELP	104,415.00	0.00	6,624.09	73,976.02	0.00	30,438.98	71%
0001131	SALARY/WAGES OT/CALL-BACK	0.00	0.00	10.53	218.75	0.00	-218.75	9999%
0001210	RETIREMENT-EMPLOYER	113,126.00	0.00	4,618.08	92,060.33	0.00	21,065.67	81%
0001220	FICA-EMPLOYER	41,290.00	0.00	3,099.01	33,320.83	0.00	7,969.17	81%
0001230	HEALTH INS-EMPLOYER	116,038.00	0.00	10,838.68	97,830.67	0.00	18,207.33	84%
0001231	VISION CARE INSURANCE	0.00	0.00	24.38	255.99	0.00	-255.99	9999%
0001240	COMPENSATION INSURANCE	1,573.00	0.00	0.00	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	762.91	7,045.84	0.00	831.16	89%
1000	SALARIES AND EMPLOYEE BEN	820,153.00	0.00	59,853.42	667,913.00	0.00	152,240.00	81%
2000	SERVICES AND SUPPLIES							
0002028	TELEPHONE SERVICES	7,592.00	0.00	-331.98	5,207.32	0.00	2,384.68	69%
0002035	HOUSEHOLD EXPENSE	4,000.00	0.00	1,167.06	4,626.11	0.00	-626.11	116%
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	249.13	6,245.66	0.00	2,754.34	69%
0002140	MAINTENANCE-BLDGS & IMPRO	47,112.00	0.00	1,101.00	36,584.25	0.00	10,527.75	78%
0002170	MEMBERSHIPS	6,500.00	0.00	118.00	5,897.00	0.00	603.00	91%
0002175	MISCELLANEOUS EXPENSE	150.00	0.00	4.26	11.93	0.00	138.07	8%
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	1.00	33.08	0.00	-33.08	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	248.36	3,687.81	0.00	-187.81	105%
0002201	EQUIPMENT UNDER \$1,500	3,000.00	0.00	0.00	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	0.00	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	90.73	679.91	0.00	220.09	76%
0002235	ACCOUNTING & FINANCIAL SE	15,000.00	0.00	17,950.00	47,199.50	0.00	-32,199.50	315%

SORT ORDER: SECTION within BUREAU within DIVISION within DEPT/MT 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							
0002239	LEGAL SERVICE	15,000.00	0.00	2,294.25	22,777.00	0.00	-7,777.00	152%
0002245	CONTRACTED SERVICES	79,600.00	0.00	7,538.24	57,743.32	0.00	21,856.68	73%
0002250	OTHER PROFESSIONAL SERVICE	7,000.00	0.00	85.05	5,986.95	0.00	1,013.05	86%
0002261	SOFTWARE MAINTENANCE & SU	33,100.00	0.00	639.94	15,189.98	0.00	17,910.02	46%
0002281	ADVERTISING/MARKETING	1,000.00	0.00	62.00	2,624.43	0.00	-1,624.43	262%
0002285	RENTS & LEASES - EQUIPMEN	6,000.00	0.00	550.46	5,695.69	0.00	304.31	95%
0002310	EDUCATION & TRAINING	1,200.00	0.00	10.00	959.52	0.00	240.48	80%
0002312	SPECIAL DEPARTMENTAL EXPE	0.00	0.00	0.00	750.00	0.00	-750.00	9999%
0002322	LIBRARY ADULT BOOKS	23,000.00	0.00	545.09	18,337.05	0.00	4,662.95	80%
0002323	LIBRARY JUVENILE BOOKS	20,000.00	0.00	1,571.76	17,171.76	0.00	2,828.24	86%
0002324	LIBRARY PERIODICALS/MICRO	8,000.00	0.00	541.60	11,514.71	0.00	-3,514.71	144%
0002325	LIBRARY AUDIO-VISUAL	26,700.00	0.00	1,043.78	13,888.97	0.00	12,811.03	52%
0002326	LIBRARY BOOK RENTAL	8,112.00	0.00	0.00	7,949.76	0.00	162.24	98%
0002327	LIBRARY MATERIALS	5,700.00	0.00	0.00	4,711.43	0.00	988.57	83%
0002328	LIBRARY MATERIALS	15,000.00	0.00	2,694.41	13,022.22	0.00	1,977.78	87%
0002335	TRAVEL EXPENSE	1,200.00	0.00	0.00	753.38	0.00	446.62	63%
0002336	TRAVEL OUT-OF-STATE	2,649.00	0.00	601.27	921.27	0.00	1,727.73	35%
0002337	MEALS/REFRESHMENTS	540.00	0.00	0.00	0.00	0.00	540.00	
0002355	PERSONAL MILEAGE	1,450.00	0.00	0.00	875.95	0.00	574.05	60%
0002360	UTILITIES	26,000.00	0.00	1,491.01	18,400.22	0.00	7,599.78	71%
0002361	WATER	6,765.60	0.00	255.08	3,650.45	0.00	3,115.15	54%
2000	SERVICES AND SUPPLIES	408,006.13	0.00	40,521.50	366,341.00	0.00	41,665.13	90%
3000	OTHER CHARGES							
0003020	REFUND OF PRIOR YEAR CHAR	0.00	0.00	0.00	715.36	0.00	-715.36	9999%
3000	OTHER CHARGES	0.00	0.00	0.00	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	
0004521	INTANGIBLES: NON-DEPRECI	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	0.00	358,115.18	0.00	-28,115.18	109%
0009002	CURRENT UNSECURED	20,000.00	0.00	0.00	21,200.98	0.00	-1,200.98	106%
0009003	PRIOR UNSECURED	0.00	0.00	0.00	449.09	0.00	-449.09	9999%
0009004	SUPPLEMENTAL SECURED	6,000.00	0.00	0.00	8,721.46	0.00	-2,721.46	145%
0009005	PRIOR SECURED	0.00	0.00	0.00	142.85	0.00	-142.85	9999%
0009015	LIBRARY SALES TAX - MEASU	600,000.00	0.00	0.00	924,038.53	0.00	-324,038.53	154%
0009018	UNITARY	18,000.00	0.00	0.00	19,480.78	0.00	-1,480.78	108%
0009020	ABX1 26 PASS THROUGH	25,000.00	0.00	15,498.25	32,435.58	0.00	-7,435.58	130%
9000	TAXES	999,000.00	0.00	15,498.25	1,364,584.45	0.00	-365,584.45	137%
9400	REVENUE FROM USE OF MONEY/PROP							
0009401	INTEREST INCOME	3,400.00	0.00	0.00	8,337.05	0.00	-4,937.05	245%
9400	REVENUE FROM USE OF MONEY	3,400.00	0.00	0.00	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	1,197.35	2,907.85	0.00	-2,907.85	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	1,197.35	4,987.66	0.00	-4,987.66	9999%
9600	CHARGES FOR SERVICES							
0009603	PHOTO/MICROFICHE COPIES	4,000.00	0.00	435.00	4,215.80	0.00	-215.80	105%
0009605	LIBRARY FINES	10,000.00	0.00	639.07	7,900.48	0.00	2,099.52	79%
0009612	RECORDING FEES	0.00	0.00	25.00	25.00	0.00	-25.00	9999%
9600	CHARGES FOR SERVICES	14,000.00	0.00	1,099.07	12,141.28	0.00	1,858.72	87%

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	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
426	DIXON PUBLIC LIBRARY DISTRICT							
9700	MISC REVENUES							
0009702	CASH OVERAGE	0.00	0.00	3.10	17.30	0.00	-17.30	9999%
0009704	DONATIONS AND CONTRIBUTIO	0.00	0.00	4,000.00	4,105.00	0.00	-4,105.00	9999%
0009708	MISCELLANEOUS SALES-OTHER	1,000.00	0.00	103.20	1,567.98	0.00	-567.98	157%
9700	MISC REVENUES	1,000.00	0.00	4,106.30	5,690.28	0.00	-4,690.28	569%
Total Revenue		1,017,400.00	0.00	21,900.97	1,395,740.72	0.00	-378,340.72	137%
Total Expense		1,247,159.13	0.00	100,374.92	1,036,578.36	0.00	210,580.77	83%
				-78,473.95	359,162.36			

SORT ORDER: SECTION within BUREAU within DIVISION within DEPTMNT 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.
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	0.00	5,879.35	0.00	-3,879.35	294%
9400 REVENUE FROM USE OF MONEY	2,000.00	0.00	0.00	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	0.00	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	
			0.00	88,005.12			

Dixon Public Library, Fund 426		FY18.19 New Year Budget Requests	
Revenues		Fiscal years 2018-2019	
Revenue From Library Operations	\$		13,251
Revenue From State & County Govt.	\$		1,396,515
Revenue From Grants	\$		-
Other Revenues	\$		14,095
Other Financing (Transfer from <i>Fund Balance Available</i>)	\$		-
Total Revenues	\$		1,423,860
Appropriations			
Salaries & Employee Benefits	\$		849,229
Services & Supplies	\$		486,462
Other Charges & Fixed Assets	\$		1,609
Total Expenditures	\$		1,337,300
SURPLUS	\$		86,560

Revenues:

- Library Sales Tax revenue of \$955k is budgeted at 90% of estimated run rate.
As of May 31st, 2018 this revenue is \$924k.
- Other revenues increased due to using 100% of current year run rates.
- Current Secured revenues are budgeted @ \$358k.

Appropriations:

- Salaries and Employee Benefits:*
-Budgeted Steps increases and new Teen Librarian position \$33k (19 hrs week unbenefited).
- Services and Supplies:*
-Increases for Design fees, and various vendors fees going up anywhere from 10% to 33%.

Fixed Assets:

Fund 428, FY18.19 New Year Budget Requests		Fiscal years 2018-2019	
Revenues		Fiscal years 2018-2019	
Revenue From Library Operations	\$		6,000
Revenue From State & County Govt.	\$		82,000
Other Financing (Transfer from <i>Fund Balance Available</i>)	\$		-
Other Revenues	\$		-
Total Revenues	\$		88,000
Appropriations			
Salaries & Employee Benefits	\$		-
Services & Supplies	\$		49,950
Other Charges & Fixed Assets	\$		-
Total Expenditures	\$		49,950
SURPLUS	\$		38,050

Revenues:

- Budgeted 100% last years run rates.

Appropriations:

- Services and Supplies:*
-A2R Architects contract.

COUNTY OF SOLANO		
REQUESTED PROJECTION: DEPARTMENT 9886 - DIXON PUBLIC LIBRARY		
FOR THE FISCAL YEAR 18-2019		
CATEGORY		2019
SUBJECT	Description	REQUESTED BUDGET
1000	SALARIES AND EMPLOYEE BENEFITS	
0001110	SALARY/WAGES REGULAR	436,456.57
0001121	SALARY/WAGES-EXTRA HELP	137,913.78
0001131	SALARY/WAGES OT/CALL-BACK	-
0001210	RETIREMENT-EMPLOYER	103,677.53
0001220	FICA-EMPLOYER	43,939.33
0001230	HEALTH INS-EMPLOYER	116,365.80
0001231	VISION CARE INSURANCE	292.56
0001240	COMPENSATION INSURANCE	1,978.00
0001250	UNEMPLOYMENT INSURANCE	-
0001260	DENTAL INS-EMPLOYER	8,605.68
0001270	ACCRUED LEAVE CTO PAYOFF	-
TOTAL	SALARIES AND EMPLOYEE BENEFITS	\$ 849,229.25
2000	SERVICES AND SUPPLIES	
0002028	TELEPHONE SERVICES	9,626.12
0002035	HOUSEHOLD EXPENSE	5,200.00
0002050	INSURANCE-RISK MANAGEMENT	7,338.89
0002051	LIABILITY INSURANCE	10,038.25
0002055	INSURANCE-OTHER	50.00
0002120	MAINTENANCE EQUIPMENT	8,581.00
0002140	MAINTENANCE-BLDGS & IMPROVE	53,420.00
0002141	MATERIALS AND SUPPLIES	-
0002170	MEMBERSHIPS	4,607.00
0002175	MISCELLANEOUS EXPENSE	100.00
0002176	FEES AND PERMITS	187.92
0002178	CASH/INVENTORY SHORTAGE	-
0002180	BOOKS & SUBSCRIPTIONS	7,875.00
0002200	OFFICE EXPENSE	4,585.93
0002201	EQUIPMENT UNDER \$1,500	3,000.00
0002202	CONTROLLED ASSETS \$1500-\$4999	-
0002203	COMPUTER COMPONENTS <\$1,500	589.27
0002204	COMPUTER RELATED ITEMS:<\$500	1,482.67
0002205	POSTAGE	589.18
0002220	MICROFILM/FICHE/PHOTO	-
0002235	ACCOUNTING & FINANCIAL SERVICE	24,250.00
0002239	LEGAL SERVICE	27,310.33
0002245	CONTRACTED SERVICES	75,700.00
0002250	OTHER PROFESSIONAL SERVICES	53,869.20
0002255	CREDIT CARD PROCESSING FEES	-
0002260	DATA PROCESSING SERVICES	-
0002261	SOFTWARE MAINTENANCE & SUPPORT	20,400.05
0002270	SOFTWARE	-
0002281	ADVERTISING/MARKETING	3,416.57
0002285	RENTS & LEASES - EQUIPMENT	11,052.00
0002295	RENTS & LEASES-BUILDINGS/IMPR	1,266.03
0002301	SMALL TOOLS & INSTRUMENTS	-
0002310	EDUCATION & TRAINING	2,000.00
0002311	TUITION REIMBURSEMENT	-
0002312	SPECIAL DEPARTMENTAL EXPENSE	1,000.00

COUNTY OF SOLANO		
REQUESTED PROJECTION: DEPARTMENT 9886 - DIXON PUBLIC LIBRARY		
FOR THE FISCAL YEAR 18-2019		
CATEGORY		2019
SUBJECT Description		REQUESTED BUDGET
0002315	PURCHASES FOR RESALE	-
0002320	LIBRARY SOFTWARE	-
0002322	LIBRARY ADULT BOOKS	23,000.00
0002323	LIBRARY JUVENILE BOOKS	20,000.00
0002324	LIBRARY PERIODICALS/MICROFORMS	14,630.81
0002325	LIBRARY AUDIO-VISUAL	29,100.00
0002326	LIBRARY BOOK RENTAL	8,100.00
0002327	LIBRARY MATERIALS PROCESSING	6,281.91
0002328	LIBRARY MATERIALS	15,000.00
0002335	TRAVEL EXPENSE	500.00
0002336	TRAVEL OUT-OF-STATE	3,500.00
0002337	MEALS/REFRESHMENTS	540.00
0002338	EMPLOYEE RECOGNITION	-
0002339	MANAGEMENT BUSINESS EXPENSE	-
0002355	PERSONAL MILEAGE	1,167.93
0002360	UTILITIES	22,545.61
0002361	WATER	4,560.00
TOTAL	SERVICES AND SUPPLIES	\$ 486,461.68
3000	OTHER CHARGES	
0003020	REFUND OF PRIOR YEAR CHARGES	-
TOTAL	OTHER CHARGES	\$ -
4000	FIXED ASSETS	
0004201	Buidlings & Improvements	-
0004303	EQUIPMENT	-
0004521	INTANGIBLE	1,609
TOTAL	FIXED ASSETS	\$ 1,609.00
5000	OTHER FINANCING USES	
TOTAL	OTHER FINANCING USES	
8000	APPROP FOR CONTINGENCIES	
TOTAL	APPROP FOR CONTINGENCIES	
8500	OTHER EXPENDITURES(NON-BUDGET)	
0008888	DEPRECIATION	-
TOTAL	OTHER EXPENDITURES(NON-BUDGET)	\$ -
9000	TAXES	
0009001	CURRENT SECURED	358,115
0009002	CURRENT UNSECURED	21,201
0009003	PRIOR UNSECURED	449
0009004	SUPPLEMENTAL SECURED	8,721
0009005	PRIOR SECURED	143
0009015	LIBRARY SALES TAX - MEASURE B	955,034
0009018	UNITARY	19,481
0009020	ABX1 26 PASS THROUGH	31,322
0009021	LMIHF & OTHER ASSETS	-
TOTAL	TAXES	\$ 1,394,465.64
9400	REVENUE FROM USE OF MONEY/PROP	
0009401	INTEREST INCOME	8,337
0009405	BUILDING RENTAL	-
TOTAL	REVENUE FROM USE OF MONEY/PROP	\$ 8,337.05
9500	INTERGOVERNMENTAL REVENUES	
0009504	FISH & GAME	-

COUNTY OF SOLANO		
REQUESTED PROJECTION: DEPARTMENT 9886 - DIXON PUBLIC LIBRARY		
FOR THE FISCAL YEAR 18-2019		
CATEGORY		2019
SUBJECT	Description	REQUESTED
		BUDGET
0009505	STATE HIGHWAY RENTALS	-
0009507	HOMEOWNERS PROPERTY TAX RELIEF	-
0009591	GRANT REVENUE	2,049
TOTAL	INTERGOVERNMENTAL REVENUES	\$ 2,049.07
9600	CHARGES FOR SERVICES	
0009603	PHOTO/MICROFICHE COPIES	4,537
0009605	LIBRARY FINES	8,714
TOTAL	CHARGES FOR SERVICES	\$ 13,250.65
9700	MISC REVENUES	
0009702	CASH OVERAGE	-
0009704	DONATIONS AND CONTRIBUTIONS	4,000
0009708	MISCELLANEOUS SALES-OTHER	1,758
TOTAL	MISC REVENUES	\$ 5,757.74
9800	OTHER FINANCING SOURCES	
TOTAL	OTHER FINANCING SOURCES	
TOTAL EXPENSE		1,337,300
TOTAL REVENUE		1,423,860
GRAND TOTAL		\$ (86,560.22)

COUNTY OF SOLANO		
REQUESTED PROJECTION: DEPARTMENT 9428 - DIXON PUB LIBRARY		
FOR THE FISCAL YEAR 2016-2018		
CATEGORY		2019
SUBJECT	Description	REQUESTED
		BUDGET
2000	SERVICES AND SUPPLIES	
0002235	ACCOUNTING & FINANCIAL SERVICE	-
0002245	Contracted Services	49,950
TOTAL	SERVICES AND SUPPLIES	\$ 49,950.00
3000	OTHER CHARGES	
TOTAL	OTHER CHARGES	
4000	FIXED ASSETS	
TOTAL	FIXED ASSETS	
9400	REVENUE FROM USE OF MONEY/PROP	
0009401	INTEREST INCOME	6,000
TOTAL	REVENUE FROM USE OF MONEY/PROP	\$ 6,000.00
9600	CHARGES FOR SERVICES	
0009601	CAPITAL FACILITIES FEES	82,000
TOTAL	CHARGES FOR SERVICES	\$ 82,000.00
TOTAL EXPENSE		49,950
TOTAL REVENUE		88,000
GRAND TOTAL		\$ (38,050.00)

FY18.19 Salaries and Benefits

Assumptions:

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

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

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

Medical/Dental Insurance is a given per employee. Used current rates.

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

Workers Comp cost is lower this year.

CalPERS; Classic member is staff hired before & DPLD pays EE/ER share or 19.774%. New member DPLD pays only ER share or 7.045%

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

Budgeted Headcounts

One Director full-time with 40 hours per week.

Two full-time Librarian III with 40 hours per week

One part-time Librarian II (Teen) with 19 hours per week

Two full-time Library Circulation Supervisors with 40 hours per week

One Accounting Assistant-Confidential with 20 hours per week

One Clerk desk/floater with 25 hours per week

Five part-time Librarians

Three part-time Clerks

Five part-time Pages

Budget by position; use today's rate and factored in normal Step increases for all positions excluding Director.

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

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

Weekly hours of OPERATIONS for Librarians, Clerks & Aides:

Monday-Thursday = 9 hours = 36 hours	36.0
Friday & Saturday = 14 hours	14.0
Sunday = 4 hours	4.0
Total weekly operational hours = 54 hours	<u>54.0</u>
 <i>Librarians budget 54 hours</i>	 <u>54.0</u>
 Clerks budget 54 hours - regular	 54.0
Budget 1 hours extra for Sat and Sun	1.0
Clerks budget 55 hours	<u>55.0</u>
 Pages budget 54 hours - regular	 54.0
Budget 9 hrs for Mon,Wed,Fri 9am-Noon	9.0
Budget 4 hrs for Mon, &Thurs, 9am-11	4.0
Pages budget 67 hours	<u>67.0</u>

Minutes—Draft
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., THURSDAY, May 10, 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. He noted that the scheduled closed session had been cancelled.

2. 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—absent

Melissa Maseda, Member—present

Caitlin O’Halloran, Member—absent

Staff

Steve Arozena, Library Director—present

3. Notice to the Public

None

4. Correspondence

None

5. Consent Agenda

None

6. Public Comment

None

7. Guests & Presentations

None

8. Director's Report

Mr. Arozena introduced Pam Griffey to the Board. She is a library volunteer who works for the Friends of the Library bookstore and has been instrumental in trying to get a literacy program established in Dixon. So far they have 11 students and have a training session scheduled for later in the month. Following the training, they will try to match up students with tutors. Mr. Arozena said that the Rotary Club wanted to be notified once we have both students and tutors lined up and that they will then consider whether to help fund the project. Ms. Griffey approached the Board and provided them with handouts detailing some of the background of the project. She explained that the handouts were the same as provided to the library staff and that, at this point, the tutors have not yet been trained. Mr. Arozena said that Ms. Griffey has done a great job getting the project started.

Mr. Arozena said that Summer Reading Club is starting at the end of the month. The first day is May 29th and it runs through August 3rd. He said that the Board was provided fliers for the SRC and that future fliers will publicize each of the special events individually. The Youth Services Librarian is doing a tour of the local schools to promote the Summer Reading Club. The library is also doing an adult summer reading club and an employee reading club at the same time. Online registration for the SRC begins a week before the club starts. There are a number of events scheduled for the summer to coincide with the SRC including a toastmasters event, an altered books event, a visit from the Drone Federation, a workshop on making jewelry out of old maps and a talk about one of the librarian's recent trip to Cuba. Various prizes will be awarded to the children as incentives for reading. Ms. Maseda asked about the teen summer reading club. Mr. Arozena said that the library is doing a teen SRC with prizes, but that we don't have teen programs lined up as of yet. Mr. Arozena said that the concrete pad for SRC programs has been expanded. The project to add DG cost \$2500. He said that the staff was disappointed that the pad wasn't bigger, so he had a tree expert come by from Davis to give his opinion. The tree person thought that the pad shouldn't be extended any further toward the large historic oak tree, but that it could be extended further into the park at the top of the circle without damaging either of the trees. He said that he has asked the city for permission to expand the circle, but hasn't gotten a decision back from them yet. He said that the tree expert is also preparing a report for the city on how to properly mulch and trim the tree.

Mr. Arozena said that the library is doing Lunch at the Library again this year from June 4-July 27th.

Mr. Arozena said that he does not have any updates on progress made by Solano County to make the database ready to accept student ids as part of the SSI program.

Mr. Arozena said that the library is presenting a resume workshop once a month and that the job search pathway is continuing every other week.

Mr. Arozena said that the new photocopier from Caltronics arrived last week and that it is much faster than the old one. He said that the library is awaiting installation of a large capacity feeder tray for 8.5 x 11 paper.

Mr. Arozena said that the library is ready to launch Kanopy, a new streaming service with increased offerings of educational and classic films.

Mr. Arozena said that the library will be closed this coming weekend as there were scheduling issues with both the May Fair and Mother's Day. He said that in the past that the library closed for May Fair only.

ONGOING BUSINESS

Discussion of Future of Library Facilities/Properties

Mr. Arozena said that he has received an estimate from the architect as to what it would cost to convert the second floor of the Miller Building to a staff-only area. He said that the estimate is much lower than the possible expansion costs raised last month and that it would cost approximately \$260,000. The figure doesn't include an elevator. The architect thought that adding an elevator would take up too much space and make the project impractical. He did think that a dumbwaiter to move books and other materials would be doable and that the cost would be an additional \$30-35,000.

At the last meeting, we decided that none of the proposals submitted by the design firms were a perfect fit. Mr. Arozena said that JK Architecture visited the library the prior week and might be a good choice. They have significant experience working with libraries and designed the Davis, Winters, Red Bluff and Lincoln libraries. Those projects are available to view on the firm's website. Two representatives came and did a thorough look at the library and surrounding properties. They will prepare a master plan on how best to proceed with renovations and in what order. The firm suggested that the library look at making the basement a public space. Ms. Maseda asked if that would increase the public space of the library. Mr. Arozena said that the basement is as large as the Carnegie section of the library. It is currently a storage space for books and other materials. Ms. Maseda asked if study rooms could be feasible in that area. Mr. Arozena said that he thought it could be feasible, but it would require a staff presence assigned to that floor. The firm thought that renovating the current building would be the logical first step, then consider redoing the basement and from there, expand into the Miller Building. Mr. Arozena said that he has no price quotes at this point as to what the development of a masterplan would cost. They are waiting to receive past reports/inspections, etc. before proceeding. Mr. Arozena said with the caveat of not knowing their price that they may be the best candidate so far.

Mr. Arozena said that he contacted several realtors about finding out the potential worth of the Pereira properties. The person suggested by our architect was going

on vacation for a month, but said he may be able to help upon return. Chuck Krouse said that his particular area of expertise is the I-80 corridor and not the downtown core, but that if no one else will help, to contact him again. Mr. Arozena said that he has talked to Gary Archer and is still waiting to set up a date and time for further discussion.

Mr. Arozena said that staff would like to be informed as to what plans are made to move the middle school closer to the library and what impact it may have. Ms. Maseda suggested that it be put on an upcoming agenda. Mr. Foster said that it would require an update, but that a general discussion of goals and timeframe is possible. Mr. Foster said that after the middle school kids are moved that Anderson kids may move to CA Jacobs and that may impact the library as well. Mr. Arozena asked if the rumor that the Teen Center may be closing was true. Mr. Foster said that the school board would support the Teen Center, but wasn't sure what their current finances were and if they might relocate. Ms. Maseda said that it should probably be added to the agenda before discussing. Mr. Gabby said that he knows the pastor who would be able to talk to the subject.

Revision of Policy 3015

Mr. Arozena said that this is the update to the employee status which defines extra-help and temporary employees. He said that last month the vote was delayed as we were looking for an explanation from the attorney as to why he changed the temporary status from six months to three. Mr. Arozena read the following from the attorney's explanation: "I revised the temporary to three months to be consistent with the new extra help status 999 limit, and my recommendation that moving forward the temporary classification is actually used for temporary positions, e.g., backfilling for person out our short term assignments. The extra help 999 limit equates to approximately 4 months so makes sense to treat temporary as a shorter time frame, i.e., three months. Keeping temporary at 6 months would also exceed the 999 hour limit." Mr. Gabby asked if that was for information only. Mr. Arozena said that no, there should be a vote on the policy revision. He pointed out that the old policy is on top and the new policy as revised by the attorney is on the bottom. Mr. Foster made a motion. Ms. Maseda seconded. The Board passed the policy revision, 3-0.

Revision of Policy Manual Sections 1000-1035

Mr. Arozena said that this section of the policy manual and suggested revisions had been tabled at the last meeting so that people would have additional time to look over the policies before voting on them. Mr. Arozena stated that he had redlined suggested changes and went over them with staff. He said that most of the changes to this section involved changing the term library commission to library board, changing the words district librarian to library director and updating some of the ALA statements on library service. Mr. Foster pointed out on policy #1000 that language should be consistent throughout. Either use the term Library

Board or Governing Board of Library Trustees. Mr. Arozena agreed. He asked if one term was preferable. Mr. Foster said he didn't think that it mattered as long as it was consistent. Mr. Arozena said that he thought it may be defined in policy section 8000. Ms. Maseda said she didn't think that the formal language was necessary. Mr. Foster moved on to policy 1020.2.1 and said that he thought the wording should be changed to "The above designated positions must comply with FPPC form 700 obligations, as required by law, including disclosures as required. (Filing of Form 700 with Dixon Unified School District is intended to provide compliance for those sitting as Library Trustees." Mr. Gabby asked if rental properties have to be declared. Discussion ensued and it was decided that it would only apply to properties that would be rented to the district, or if personal gain were to be made. Mr. Foster also asked if 1030.1.1 guaranteed the privacy of written materials as is does visual materials. Mr. Arozena said he didn't know, but that it would probably be covered in the 1030 proclamation somewhere. He did point out that the entire segment could be eliminated if so desired. Mr. Foster said he was ok with the section, but that he felt the privacy of individuals as far as written materials should be espoused. Ms Maseda had asked if we needed to revise the sections before voting on them. Mr. Foster said that he believed so. Mr. Arozena said that it was his understanding that the staff and then the Library Board would make their revisions, then pass them on to Scott and vote after a finalized policy was arrived at.

New Business

Library Internet Access Policies (4225-4230)

Mr. Arozena said that the next segment of policies that numerically would be covered would be those starting with 1140, but that he would like the Board to consider the Internet access policies next. He said that there was an incident at the library that caused some discussion. A new patron came in and asked if unfiltered access to the internet was available. He has been coming in every day, but so far has not asked for the filters to be turned off. He made other odd comments to the effect of asking why we couldn't be like Fairfield so he could see 'the good stuff.'" Mr. Arozena said that staff have been monitoring him, but haven't seen anything objectionable. Mr. Gabby asked if staff can watch what he is viewing. Mr. Arozena said that you can stand behind the computer and see what is on the screen. Mr. Gabby clarified by asking if the Director can log in and see what he has been watching. Mr. Arozena said that he couldn't, but perhaps the IT people can. Ms. Maseda said that if the computers are networked, you should be able to look it up. Mr. Arozena said that at a former place of employment had it set up where you could toggle from screen to screen to see what a person was watching. Mr. Arozena said that he checked with the Solano County library to see if they had had problems with him, as his library card gives a Fairfield address. They had not. He said he also checked the sex offender list and the patron was not on it. Ms. Maseda asked if the filtering system wouldn't keep him from looking at anything objectionable. Mr. Arozena said that yes, it should. He pointed out that there is a

conflict in the current policies. He asked that the Board consider repealing policy 4230 as it is inaccurate. It states that the library is opposed to internet filtering, when in fact the library is required to use filtering by CIPA, the children's internet protection act, in order to receive government funding and e-rate discounts. He said he would like the Board to repeal that policy tonight. He also pointed out the 2013 policy established when Vanessa Christman was director and the SNAP policy. He directed the Board to the section in the SNAP policy that states "sending, receiving, or displaying text or graphics which contain extremes of sex or violence..." He said that he would like to see the Board come up with different wording as the word "extreme" is vague and hard to define in a way that gives staff direction as to how to handle situations. Mr. Foster and Ms. Maseda both agreed that the word "extreme" should be changed. Mr. Arozena suggested alternate language based on the policies of the Sacramento Public Library. Their policy states: "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." Mr. Foster agreed that the language was better. Mr. Arozena said that he wanted to speak in more detail on the subject at the next Board meeting.

Approval of New Legal Fees from Atkinson, Andelson, Loya, Ruud and Romo

Mr. Arozena said that he had received notification of new rates from the library's legal firm. Mr. Foster moved to approve the new rates. Ms. Maseda seconded. The Board voted to approve the new fees, 3-0.

Extension of Moreno Construction Contract for 2018-19

Mr. Arozena said that the contract is for the same amount as last year, \$30,000. He said that Moreno Construction continues to do an excellent job in maintaining the library and that his is on call for emergencies. Ms. Maseda moved to extend the contract. Mr. Foster seconded. The Board voted to approve the contract extension, 3-0.

Creation of New Library Staff Positions

Mr. Arozena said that he would like the Board to consider creating several new library staff positions as several employees have reached the end of their salary ranges and have no possibility of upward mobility. He said there are two Librarian II positions that he would like to become Librarian III's, there are two Library Assistant II positions that he would like to become Library Circulation

Supervisors. He would also like to see the Accounting and Payroll Assistant become the Accounting Technician (Confidential). There would also be a Library Clerk II position created to reward experience. He said that full job descriptions will be available at the June meeting. He also said that the positions will start as Step 3 in the new salary schedules so that the new positions won't represent an additional cost to the library in addition to the proposed salary increases.

Ms. Maseda asked if the other positions would be eliminated. Mr. Arozena said no, they would remain for future staff. Ms. Maseda asked how long they had been at the top of their positions. He said he would also like the Board to consider creating the position of Teen Services Librarian. It would be 20 hours per week (non-benefitted) and largely fill in on evenings and weekends when the Youth Services Librarian is not at the library. There would be some overlap time so the two of them could work together during the week. It would be a Librarian II, step 3 position to start. The projected cost to add the position would be \$44,000 per year. Ms. Maseda asked that the position be one that one create and oversee a teen program. Mr. Arozena said that that would be part of the position and that it would also include development of the teen collection and filling in at the Reference Desk. Ms. Maseda acknowledged that she missed the last Board meeting, but that she was surprised that a 15 to 20% raise had been suggested. Mr. Arozena said that it was based on the survey of salaries between Solano, Yolo and Dixon.

Approval of Staff Raises in Line with Solano/Yolo Salary Survey

Mr. Arozena said that the salary survey was based on policy 3150.1.1 which states "Salary schedules should ensure that the Library Director's salaries are competitive with salary schedules of adjacent library jurisdictions in Solano and Yolo counties.

Mr. Arozena pointed out the packet showing each of the library's positions and the salary comparisons between Solano and Yolo counties. Mr. Foster said that he

notices that we are behind Solano, but generally ahead of Yolo. Mr. Arozena said that that is true for some positions, but not all. The accounting technician position is behind both Solano and Yolo, the Librarian I and II positions are slightly behind Yolo. Ms. Maseda asked if all other Solano County libraries were run by the County. Mr. Arozena said yes, except for Dixon and Benicia. Ms. Maseda said she would like to see comparison costs for Benicia. Ms. Maseda also said that she values the hard work our employees do, but that 20% is a lot. Mr. Gabby said that most of the positions don't warrant a 20% raise. Mr. Arozena said that figures for 15 and 20% were part of the study. Ms. Dupell said that the salary study doesn't necessarily make recommendations of 15 or 20%, that it just presents a clear comparison between comparable positions. She said that there is a great deal of variance between positions. Mr. Gabby pointed out the Library Assistant II position and that it has a 40% difference in pay between Solano and Yolo. Ms. Dupell stated that the two staff members in question both have supervisory positions and neither are being compensated for that. Mr. Arozena agreed. Ms. Maseda stated that that is the sort of information that she needs to approve any new job titles and that it should

be detailed in the new job description. Mr. Gabby asked if Dixon's benefits were equal to Solano and Yolo counties. Ms. Dupell said that was not part of the study. Ms. Maseda said to keep in mind that CalPERS costs are going up. Ms. Dupell said that was not part of the study, but that it would be an eventual cost for the library. Ms. Maseda said that we need to keep the total benefits package in mind if we are considering changing things. Ms. Dupell said that she suspected that Solano gets more benefits than Dixon, but that the hourly wage discrepancy should be the top priority to address. She pointed out that the page salaries are the same as Solano and that the California Labor Law drove that. Mr. Gabby asked when Mr. Arozena would like to see a vote. Mr. Arozena said that he would not mind a vote tonight, but that if the Board is more comfortable waiting another month, that that would be ok. The Board all said that they would be comfortable waiting another month and that the entire Board should be available. Ms. Maseda said she would like to know what the increased cost of the raises would be. Mr. Arozena said that it is included in the budget. Ms. Maseda asked for costs for 5 and 10 percent raises in addition to the 15 and 20 presented. Mr. Gabby asked how hard that would be. Ms. Dupell approached the podium and explained how to arrive at the 5 and 10 percent figures if the 15 and 20 percent figures were known. Mr. Arozena pointed out that the Board was concerned at the last meeting by the fact that the library has a large surplus. He said that he thought that rewarding the staff with raises would be the top priority of ways to spend the surplus. Ms. Maseda said that she thinks that rewarding the staff would be a positive thing, but that she has been on the Board for two years and with new homes coming into Dixon that more of a library will be required and that some of the expansion should be funded by the surplus. Mr. Arozena agreed. Ms. Maseda said that that would also make for better working conditions for the staff. Mr. Foster agreed. He stated that salaries should be in line and that each position should be examined. Ms. Maseda said that she agrees and that since the library pages are compensated at the same rate as Solano that if we gave them a raise, we would be ahead of them. Ms. Maseda asked if there was something different about the county running a library. Mr. Foster said that Woodland was also part of a county system (Yolo) and that Dixon is in many ways its own little island. Mr. Arozena agreed. Ms. Maseda said that we are small and don't have to deal with as many issues as some of the bigger cities i.e. homelessness.

Approval of 2018/19 Budget

Mr. Arozena stated that the personnel budget is a large part of the budget. Since the budget is supposed to be approved at the May meeting, he suggested that the Board consider passing the budget at the existing salary rates and then adjusting them as they see fit at an upcoming meeting. He asked Ms. Dupell for her opinion. She said that it could wait for an upcoming meeting and that if the Board voted to keep the salaries as is that it wouldn't have a big impact. Mr. Arozena asked if it would mess up the budget schedule as it wouldn't become official until the following month when the minutes are signed. Ms. Dupell said that we have an extra month to work with and that one year we didn't submit the budget until August. Ms. Maseda asked

that the new levels of salaries be included. Mr. Foster asked if Solano and Yolo have Librarian III positions. Ms. Dupell said yes, and she believes that they also have fours and fives. Mr. Foster said that he wants to see what the duties and pay would be for a Librarian III position to set it aside from a Librarian II position. Ms. Maseda said that those position, if given a 10% boost in addition to the proposed 15 or 20% could be getting a 20 to 25% raise. Ms. Dupell said that was not the case because the 10% was built into the 20% figure. She said that Mr. Arozena had planned on them starting at a different equivalent step. Mr. Foster said that they gives them room to improve to the next level. He said that he would like the Board to look at each individual position rather than do a flat rate across the board increase in salaries. Ms. Dupell said that there isn't always an exact match-up of job titles and responsibilities across the different library systems. Mr. Arozena pointed out that Yolo had a wide range of different library titles. Ms. Dupell said that trying to figure out the equivalent positions was one of the main challenges of the project. Mr. Arozena asked if they were going to table the budget until the next meeting. Mr. Foster asked if they were going to vote on the 100% as is personnel part of the budget. Ms. Maseda asked if they could wait. Ms. Dupell said that it is acceptable to have it done in June with the signed minutes coming in July. Ms. Maseda stated that they would look at the raises on a position by position basis. Mr. Foster asked to have job descriptions for each of the positions. Ms. Dupell said that the trend was to reward individuals who ran entire programs in addition to those positions with supervisory responsibilities. Mr. Foster asked if there was any sort of bonus system in place to reward outstanding employees. Ms. Dupell said that there is no bonus system or employee recognition and that she was planning on talking to the director in the future about a peer-to-peer recognition program, but that currently there is nothing. Ms. Maseda said that she thought that you can't give bonuses when dealing with tax dollars, but that a stipend for completing a particular project might be possible. Mr. Foster said that perhaps we could look into something like that. Ms. Maseda said that we need to do some sort of recognition for the employees and asked if there was longevity pay. Mr. Arozena said that there is already longevity pay. Ms. Maseda said that she thought a staff luncheon would be amazing. Ms. Dupell said she didn't think that was possible. Mr. Arozena said that he had heard of an ice cream party thrown by a County department that the supervisor had to pay out of pocket for. Mr. Gabby and Ms. Maseda said that the school district often does ice cream parties for the whole staff and that they also do a welcome-back breakfast. Ms. Dupell said she thought that seemed like an acceptable use of taxpayer money to boost staff morale. Ms. Maseda asked if we could see if other places did that sort of thing and if we could add a line-item to the budget. Ms. Dupell brought up the peer-to-peer program she had in mind. It would be a quarterly program where employees were nominated by their peers. The Director would not be part of it and a person could receive \$100 to recognize their contribution. Mr. Foster said that perhaps this could be a separate item for discussion at a future meeting after research was done. Ms. Dupell gave further examples of the sorts of positive contributions that could be rewarded. Ms. Maseda said that since the school district has a budget for employee breakfasts and luncheons that the library could do that too. Mr. Gabby said that the school district is a little different as serving

food is part of their function and the costs is cheaper for them to throw a party including food. Mr. Foster asked Mr. Arozena to ask the attorney if there are legal impediments to doing something along these lines. Ms. Maseda suggested a biannual breakfast or lunch. Ms. Dupell said that there is no guidance from Solano as to how to do that. Mr. Arozena said that it isn't addressed in the policies. He also said the first year he was at the library that there was money budgeted for a Christmas party and then he heard that Solano was cracking down on those types of events. Ms. Maseda asked if the library is allowed to do those sorts of events. Ms. Gabby said that the budget is tabled until next month.

Approval of Minutes of April 12, 2018 Regular Meeting

Ms. Maseda moved to approve the minutes. Mr. Foster seconded. The minutes were approved, 3-0.

Meeting adjourned.

John Gabby, President
President

Guy Garcia, Vice

Minutes—Draft
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., THURSDAY, May 31, 2018
SPECIAL 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. No report was made out of the closed session.

2. Business meeting

a. Pledge of Allegiance

b. Roll Call

Trustees

John Gabby, President—present

Luke Foster, Vice President—present

Guy Garcia, Clerk—present

Melissa Maseda, Member—present

Caitlin O'Halloran, Member—present

Staff

Steve Arozena, Library Director—present

3. Notice to the Public

None

4. Correspondence

None

5. Consent Agenda

None

6. Public Comment

None

7. Guests & Presentations

None

Meeting adjourned.

John Gabby, President

Guy Garcia, Clerk