

STATEMENT OF PROPOSAL | DIXON PUBLIC LIBRARY
LIBRARY MASTER VISION PLAN

May 30, 2018



JK ARCHITECTURE
ENGINEERING

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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 Dixon Public Library District 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 - Fund 426, Net Position on June 30, 2018 (preliminary results)

<u>Assets</u>		Actuals - Fiscal years 2017-2018	
Cash in Treasury	\$	1,353,267	
Imprest Cash	\$	700	
Other assets	\$	(1,489)	
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	\$	1,963,098	
<u>Liabilities and Equities</u>			
Outstanding Warrants	\$	11,866	
Other Liabilities	\$	4,033	
Due to Other Agencies	\$	7,369	
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	\$	504,425	
	\$	1,963,098	
	\$	-	

Revenues		Actuals - Fiscal years 2017-2018	Annual Budget	Actuals % of Annual Budget	Remaining Budget
Revenue From Library Operations	\$	13,697	\$ 14,000	98%	\$ 303
Revenue From State & County Govt.	\$	1,590,717	\$ 999,000	159%	\$ (591,717)
Revenue From Grants	\$	-	\$ -	0%	\$ -
Other Revenues	\$	23,148	\$ 4,400	526%	\$ (18,748)
Total Revenues	\$	1,627,562	\$ 1,017,400	160%	\$ (610,162)

Expenditures		Actuals - Fiscal years 2017-2018	Annual Budget	Actuals % of Annual Budget	Remaining Budget
Salaries & Employee Benefits	\$	726,141	\$ 820,153	89%	\$ 94,012
Services & Supplies	\$	394,395	\$ 408,006	97%	\$ 13,611
Other Charges & Fixed Assets & Deprec	\$	2,601	\$ 19,000	14%	\$ 16,399
Total Expenditures	\$	1,123,137	\$ 1,247,159	90%	\$ 124,022

Revenues less Expenditures	\$	504,425	\$ (229,759)		
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Fund 428, Net Position as of June 30, 2018 (preliminary results)

<u>Assets</u>		Actuals - Fiscal years 2017-2018	
Cash in Treasury	\$	698,902	
Due from Other Agency	\$	-	
Land	\$	1,175,043	
Construction-in-progress	\$	-	
Allowance for Depreciation	\$	-	
Total Assets	\$	1,873,945	
<u>Liabilities and Equities</u>			
Fund Balance Available	\$	613,994	
Investments in General Fixed Assets	\$	1,175,043	
Appropriations	\$	-	
Revenues less Expenditures	\$	84,908	
	\$	1,873,945	

Revenues		Actuals - Fiscal years 2017-2018	Annual Budget	Actuals % of Annual Budget	Remaining Budget
Intergovernmental & Other Revenues	\$	90,758	\$ 55,800	163%	\$ (34,958)
Total Revenues	\$	90,758	\$ 55,800	163%	\$ (34,958)

Expenditures		Actuals - Fiscal years 2017-2018	Annual Budget	Actuals % of Annual Budget	Remaining Budget
Salaries & Employee Benefits	\$	-	\$ -	0%	\$ -
Services & Supplies	\$	5,850	\$ 55,800	10%	\$ 49,950
Other Charges & Fixed Assets	\$	-	\$ -	0%	\$ -
Total Expenditures	\$	5,850	\$ 55,800	10%	\$ 49,950

Revenues less Expenditures	\$	84,908	\$ -		
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SELECT FUND: 426,428
 SORT ORDER: SUBOBJ within ACCTTYPE within within FUND

Fund	Fund Description	Account Code	Sub-Account Debits	Credits	Account Debits	Credits
426	DIXON PUBLIC LIBRARY DISTRICT					
Assets:						
	CASH IN TREASURY	0000010	1,353,266.72			
	CASH IN TREASURY	010			1,353,266.72	
	IMPREST CASH	0000030	700.00			
	IMPREST CASH	030			700.00	
	FUTURE LOAN REQUIREMENT	0000250	12,296.89			
	FUTURE LOAN REDEMPT REQ	250			12,296.89	
	LAND	0000310	427,020.70			
	LAND	310			427,020.70	
	BUILDINGS AND IMPROVEMENTS	0000320	1,096,876.42			
	BUILDINGS AND IMPROVEMENTS	320			1,096,876.42	
	INTANGIBLES: NON-DEPRECIABLE	0000336	17,279.00			
	INTANGIBLES	335			17,279.00	
	EQUIPMENT	0000340	226,114.00			
	EQUIPMENT	340			226,114.00	
	ACCUMULATED DEPRECIATION	0000370		1,168,967.22		
	ALLOWANCE FOR DEPRECIATION	370				1,168,967.22
	PREPAID EXPENSE	0000420		1,488.89		
	PREPAID EXPENSE	420				1,488.89
	Total Assets				3,133,553.73	1,170,456.11
Liabilities and Equities:						
	ACCOUNTS PAYABLE-APS GENERATED	0000500				3,418.02
	ACCOUNTS PAYABLE APS GENERATED	500				3,418.02

Sort Order: SUBOBJ within ACCTTYPE within within FUND

SELECT FUND: 426,428

Fund	Fund Description	Account Code	***** Sub-Account Debits	***** Credits	***** Account Debits	***** Credits
426	DIXON PUBLIC LIBRARY DISTRICT	0000699		11,866.23		
	OUTSTANDING WARRANTS					
	OUTSTANDING WARRANTS / EBT	505				11,866.23
	DUE TO OTHER AGENCIES	0000540		6,190.36		
	DIXON LIBRARY MEDICAL	4260530		459.69		
	DIXON LIBRARY DENTAL	4260560		15.88		
	DIXON LIBRARY VISION	4260590		702.58		
	DUE TO OTHER AGENCIES	540				7,368.51
	UNCLAIMED DEPOSITS	0000579		615.14		
	UNCLAIMED DEPOSITS	579				615.14
	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				1,627,561.72
	EXPENDITURES	820				1,123,137.05
	BUDGETED REVENUE	0000910		1,017,400.00		
	BUDGETED REVENUE	910				1,017,400.00

SORT ORDER: SUBOBJ within ACCTTYPE within within within FUND

SELECT FUND: 426,428

Fund	Fund Description	Account Code	***** Sub-Account *****	***** Account *****
			Debits	Credits
426	DIXON PUBLIC LIBRARY DISTRICT	0000930	1,247,159.13	
	APPROPRIATIONS			1,247,159.13
	APPROPRIATIONS		2,140,537.05	4,103,634.67
	Total Liabilities and Equities			5,274,090.78

** Fund Totals **

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

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

Account Code	Sub-Account	Debits	Credits	Account	Debits	Credits
=====	=====	=====	=====	=====	=====	=====
Assets:						
CASH IN TREASURY	0000010	698,901.72				
CASH IN TREASURY	010		698,901.72			
LAND	0000310	1,175,042.82				
LAND	310		1,175,042.82			
Total Assets					1,873,944.54	0.00

Liabilities and Equities:

FUND BALANCE AVAILABLE	0000740		613,993.59			
FUND BALANCE AVAILABLE	740					613,993.59
INVESTED IN CAPITAL ASSETS,NET	0000770			1,175,042.82		
INVESTMENTS IN GEN FIXED ASSETS	770					1,175,042.82
REVENUES	810					90,758.13
EXPENDITURES	820				5,850.00	
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

** Fund Totals **
 1,935,594.54 1,935,594.54

SORT ORDER: SUBOBJ within ACCTTYPE within within within FUND

SELECT FUND: 426,428

Account Code	***** Sub-Account *****	***** Account *****
=====	Debits	Debits
=====	Credits	Credits
=====	=====	=====
	7,209,685.32	7,209,685.32
** Grand Totals **		

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

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

Fund	Fund Description	Object	Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
426	DIXON PUBLIC LIBRARY DISTRICT									
1000	SALARIES AND EMPLOYEE BENEFITS									
0001110	SALARY/WAGES REGULAR			435,334.00	0.00	34,118.05	395,489.97	0.00	39,844.03	91%
0001121	SALARY/WAGES-EXTRA HELP			104,415.00	0.00	6,517.53	80,493.55	0.00	23,921.45	77%
0001131	SALARY/WAGES OT/CALL-BACK			0.00	0.00	94.74	313.49	0.00	-313.49	9999%
0001210	RETIREMENT-EMPLOYER			113,126.00	0.00	4,662.66	96,722.99	0.00	16,403.01	86%
0001220	FICA-EMPLOYER			41,290.00	0.00	3,115.87	36,436.70	0.00	4,853.30	88%
0001230	HEALTH INS-EMPLOYER			116,038.00	0.00	8,977.16	106,807.83	0.00	9,230.17	92%
0001231	VISION CARE INSURANCE			0.00	0.00	24.38	280.37	0.00	-280.37	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	717.14	7,762.98	0.00	114.02	99%
1000	SALARIES AND EMPLOYEE BEN			820,153.00	0.00	58,227.53	726,140.53	0.00	94,012.47	89%
2000	SERVICES AND SUPPLIES									
0002028	TELEPHONE SERVICES			7,592.00	0.00	569.51	5,776.83	0.00	1,815.17	76%
0002035	HOUSEHOLD EXPENSE			4,000.00	0.00	276.14	4,902.25	0.00	-902.25	123%
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	1,434.43	7,680.09	0.00	1,319.91	85%
0002140	MAINTENANCE-BLDGS & IMPRO			47,112.00	0.00	1,517.00	38,101.25	0.00	9,010.75	81%
0002170	MEMBERSHIPS			6,500.00	0.00	165.00	6,062.00	0.00	438.00	93%
0002175	MISCELLANEOUS EXPENSE			150.00	0.00	0.00	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	2.60	35.68	0.00	-35.68	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	156.73	3,844.54	0.00	-344.54	110%
0002201	EQUIPMENT UNDER \$1,500			3,000.00	0.00	2,586.89	7,524.82	0.00	-4,524.82	251%
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	23.62	1,135.62	0.00	-835.62	379%
0002205	POSTAGE			900.00	0.00	0.00	679.91	0.00	220.09	76%
0002235	ACCOUNTING & FINANCIAL SE			15,000.00	0.00	1,000.00	48,199.50	0.00	-33,199.50	321%

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							
0002239	LEGAL SERVICE	15,000.00	0.00	3,108.00	25,885.00	0.00	-10,885.00	173%
0002245	CONTRACTED SERVICES	79,600.00	0.00	0.00	57,743.32	0.00	21,856.68	73%
0002250	OTHER PROFESSIONAL SERVIC	7,000.00	0.00	37.80	6,024.75	0.00	975.25	86%
0002261	SOFTWARE MAINTENANCE & SU	33,100.00	0.00	1,851.89	17,041.87	0.00	16,058.13	51%
0002281	ADVERTISING/MARKETING	1,000.00	0.00	90.92	2,715.35	0.00	-1,715.35	272%
0002285	RENTS & LEASES - EQUIPMEN	6,000.00	0.00	1,365.38	7,061.07	0.00	-1,061.07	118%
0002310	EDUCATION & TRAINING	1,200.00	0.00	199.00	1,158.52	0.00	41.48	97%
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	676.11	19,013.16	0.00	3,986.84	83%
0002323	LIBRARY JUVENILE BOOKS	20,000.00	0.00	3,953.82	21,125.58	0.00	-1,125.58	106%
0002324	LIBRARY PERIODICALS/MICRO	8,000.00	0.00	0.00	11,514.71	0.00	-3,514.71	144%
0002325	LIBRARY AUDIO-VISUAL	26,700.00	0.00	2,332.70	16,221.67	0.00	10,478.33	61%
0002326	LIBRARY BOOK RENTAL	8,112.00	0.00	0.00	7,949.76	0.00	162.24	98%
0002327	LIBRARY MATERIALS PROCESS	5,700.00	0.00	245.60	4,957.03	0.00	742.97	87%
0002328	LIBRARY MATERIALS	15,000.00	0.00	2,218.40	15,240.62	0.00	-240.62	102%
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	0.00	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	62.68	938.63	0.00	511.37	65%
0002360	UTILITIES	26,000.00	0.00	3,801.94	22,202.16	0.00	3,797.84	85%
0002361	WATER	6,765.60	0.00	378.25	4,028.70	0.00	2,736.90	60%
2000	SERVICES AND SUPPLIES	408,006.13	0.00	28,054.41	394,395.41	0.00	13,610.72	97%
3000	OTHER CHARGES							
0003020	REFUND OF PRIOR YEAR CHAR	0.00	0.00	276.75	992.11	0.00	-992.11	9999%
3000	OTHER CHARGES	0.00	0.00	276.75	992.11	0.00	-992.11	9999%
4000	FIXED ASSETS							
0004303	EQUIPMENT	18,500.00	0.00	0.00	0.00	0.00	18,500.00	
0004521	INTANGIBLES: NON-DEPRECIA	500.00	0.00	0.00	1,609.00	0.00	-1,109.00	322%
4000	FIXED ASSETS	19,000.00	0.00	0.00	1,609.00	0.00	17,391.00	8%

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

Fund	Fund Description	Object	Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
426	DIXON PUBLIC LIBRARY DISTRICT									
9000	TAXES									
0009001	CURRENT SECURED	330,000.00			0.00	-175.42	357,939.76	0.00	-27,939.76	108%
0009002	CURRENT UNSECURED	20,000.00			0.00	-38.96	21,162.02	0.00	-1,162.02	106%
0009003	PRIOR UNSECURED	0.00			0.00	164.16	613.25	0.00	-613.25	9999%
0009004	SUPPLEMENTAL SECURED	6,000.00			0.00	1,133.28	9,854.74	0.00	-3,854.74	164%
0009005	PRIOR SECURED	0.00			0.00	43.54	186.39	0.00	-186.39	9999%
0009015	LIBRARY SALES TAX - MEASU	600,000.00			0.00	179,506.33	1,103,544.86	0.00	-503,544.86	184%
0009018	UNITARY	18,000.00			0.00	-0.77	19,480.01	0.00	-1,480.01	108%
0009020	ABX1 26 PASS THROUGH	25,000.00			0.00	0.00	32,435.58	0.00	-7,435.58	130%
9000	TAXES	999,000.00			0.00	180,632.16	1,545,216.61	0.00	-546,216.61	155%
9400	REVENUE FROM USE OF MONEY/PROP									
0009401	INTEREST INCOME	3,400.00			0.00	4,949.11	13,286.16	0.00	-9,886.16	391%
9400	REVENUE FROM USE OF MONEY	3,400.00			0.00	4,949.11	13,286.16	0.00	-9,886.16	391%
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	513.15	3,421.00	0.00	-3,421.00	9999%
0009511	OTHER GOVERNMENTAL AGENCI	0.00			0.00	40,000.00	40,000.00	0.00	-40,000.00	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	40,513.15	45,500.81	0.00	-45,500.81	9999%
9600	CHARGES FOR SERVICES									
0009603	PHOTO/MICROFICHE COPIES	4,000.00			0.00	525.60	4,741.40	0.00	-741.40	119%
0009605	LIBRARY FINES	10,000.00			0.00	1,054.69	8,955.17	0.00	1,044.83	90%
0009612	RECORDING FEES	0.00			0.00	-25.00	0.00	0.00	0.00	

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

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

Fund	Fund Description	Object	Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
426	DIXON PUBLIC LIBRARY DISTRICT	9600	CHARGES FOR SERVICES	14,000.00	0.00	1,555.29	13,696.57	0.00	303.43	98%
9700	MISC REVENUES	0009702	CASH OVERAGE	0.00	0.00	3.20	20.50	0.00	-20.50	9999%
		0009704	DONATIONS AND CONTRIBUTIO	0.00	0.00	4,000.00	8,105.00	0.00	-8,105.00	9999%
		0009708	MISCELLANEOUS SALES-OTHER	1,000.00	0.00	168.09	1,736.07	0.00	-736.07	174%
9700	MISC REVENUES			1,000.00	0.00	4,171.29	9,861.57	0.00	-8,861.57	986%
	Total Revenue			1,017,400.00	0.00	231,821.00	1,627,561.72	0.00	-610,161.72	160%
	Total Expense			1,247,159.13	0.00	86,558.69	1,123,137.05	0.00	124,022.08	90%
						145,262.31	504,424.67			

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

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

Fund	Fund Description	Object	Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
428	DIXON PUBLIC LIB DISTRICT-PFF									
2000	SERVICES AND SUPPLIES									
0002235	ACCOUNTING & FINANCIAL SE			3,000.00	0.00	0.00	0.00	0.00	3,000.00	
0002245	CONTRACTED SERVICES			52,800.00	0.00	5,850.00	5,850.00	0.00	46,950.00	11%
2000	SERVICES AND SUPPLIES			55,800.00	0.00	5,850.00	5,850.00	0.00	49,950.00	10%
9400	REVENUE FROM USE OF MONEY/PROP									
0009401	INTEREST INCOME			2,000.00	0.00	2,753.01	8,632.36	0.00	-6,632.36	432%
9400	REVENUE FROM USE OF MONEY			2,000.00	0.00	2,753.01	8,632.36	0.00	-6,632.36	432%
9600	CHARGES FOR SERVICES									
0009601	CAPITAL FACILITIES FEES			53,800.00	0.00	0.00	82,125.77	0.00	-28,325.77	153%
9600	CHARGES FOR SERVICES			53,800.00	0.00	0.00	82,125.77	0.00	-28,325.77	153%
	Total Revenue			55,800.00	0.00	2,753.01	90,758.13	0.00	-34,958.13	163%
	Total Expense			55,800.00	0.00	5,850.00	5,850.00	0.00	49,950.00	10%
						-3,096.99	84,908.13			

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

	Actuals - Fiscal years 2017-2018			
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 % of Annual Budget
		years 2017-2018		Remaining Budget
Revenue From Library Operations	\$	12,141	\$ 14,000	87%
Revenue From State & County Govt.	\$	1,369,572	\$ 999,000	137%
Revenue From Grants	\$	-	-	0%
Other Revenues	\$	14,027	\$ 4,400	319%
Total Revenues	\$	1,395,741	\$ 1,017,400	137%
				\$ (378,341)
Expenditures				
Salaries & Employee Benefits	\$	667,913	\$ 820,153	81%
Services & Supplies	\$	366,341	\$ 408,006	90%
Other Charges & Fixed Assets & Deprec	\$	2,324	\$ 19,000	12%
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			
Assets				
Cash in Treasury	\$	701,999		
Due from Other Agency	\$	-		
Land	\$	1,175,043		
Construction-in-progress	\$	-		
Allowance for Depreciation	\$	-		
Total Assets	\$	1,877,042		
Liabilities and Equities				
Fund Balance Available	\$	613,994		
Investments in General Fixed Assets	\$	1,175,043		
Appropriations	\$	-		
Revenues less Expenditures	\$	88,005		
	\$	1,877,042		
Revenues				
		Actuals - Fiscal	Annual Budget	Actuals % of Annual Budget
		years 2017-2018		Remaining Budget
Intergovernmental & Other Revenues	\$	88,005	\$ 55,800	158%
Total Revenues	\$	88,005	\$ 55,800	158%
				\$ (32,205)
Expenditures				
Salaries & Employee Benefits	\$	-	\$ -	0%
Services & Supplies	\$	-	\$ 55,800	0%
Other Charges & Fixed Assets	\$	-	-	0%
Total Expenditures	\$	-	\$ 55,800	0%
				\$ 55,800
Revenues less Expenditures	\$	88,005	\$ -	

SELECT FUND: 426,428

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

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

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				
	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

** Soliano County** 05/31/18 [T R I A L B A L A N C E] 92% of Fiscal Year Page 3
 THU, JUN 07, 2018, 1:46 PM --req: GNDUPELL--leg: GL CP--loc: EXTERNAL--job:4281477 J7664----prog: GL572 <1.5 >--report id: GLSTBL01
 SORT ORDER: SUBOBJ within ACCTTYPE within within within FUND

SELECT FUND: 426,428

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

Account Code	Sub-Account	Debits	Credits	Account	Debits	Credits
=====	=====	=====	=====	=====	=====	=====
					5,031,796.43	5,031,796.43

** Fund Totals **

Sort Order: SUBOBJ within ACCTTYPE within within within within within FUND

SELECT FUND: 426,428

Fund	Fund Description	Account Code	Sub-Account Debits	Credits	Account Debits	Credits
428	DIXON PUBLIC LIB DISTRICT-PFF					
Assets:						
	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	0000740		613,993.59		
	FUND BALANCE AVAILABLE	740				613,993.59
	INVESTED IN CAPITAL ASSETS,NET	0000770		1,175,042.82		
	INVESTMENTS IN GEN FIXED ASSETS	770				1,175,042.82
	REVENUES	810				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			55,800.00		1,932,841.53

** Fund Totals ** 1,932,841.53 1,932,841.53

** Solano County** 05/31/18 [T R I A L B A L A N C E] 92% of Fiscal Year Page 5
 THU, JUN 07, 2018, 1:46 PM --req: GNDUPELL--leg: GL CP--loc: EXTERNAL--job: 4281477 J7664-----prog: GL572 <1.5 >---report id: GLSTBL01

SORT ORDER: SUBOBJ within ACCTTYPE within within within within FUND

SELECT FUND: 426,428

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

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 SERVIC	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 PROCESS	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	546.00	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-DEPRECIA	500.00	0.00	0.00	1,609.00	0.00	-1,109.00	322%
4000	FIXED ASSETS	19,000.00	0.00	0.00	1,609.00	0.00	17,391.00	8%

SORT ORDER: SECTION within BUREAU within DIVISION within DEPTWMT within SUBOBJ within CATEGORY within FUND
 SELECT FUND: 426.428 ; BUDG CATEGORY: 1000-9999

Fund	Fund Description	Object 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%

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			

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

Fund	Fund Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
428	DIXON PUBLIC LIB DISTRICT-PFF							
2000	SERVICES AND SUPPLIES							
0002235	ACCOUNTING & FINANCIAL SE	3,000.00	0.00	0.00	0.00	0.00	3,000.00	
0002245	CONTRACTED SERVICES	52,800.00	0.00	0.00	0.00	0.00	52,800.00	
2000	SERVICES AND SUPPLIES	55,800.00	0.00	0.00	0.00	0.00	55,800.00	
9400	REVENUE FROM USE OF MONEY/PROP							
0009401	INTEREST INCOME	2,000.00	0.00	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 SUBJECT	Description	2019 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 SUBJECT	Description	2019 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	Buidligns & 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 positon; 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>

Librarians budget 54 hours	<u><u>54.0</u></u>
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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><u>67.0</u></u>

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.

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