



GOVERNING BOARD OF LIBRARY TRUSTEES

AGENDA: REGULAR MEETING

~~6:P.M.~~, 7:00 P.M., Thursday, August 9, 2018

Council Chambers, City of Dixon
600 East A St., Dixon, CA 95620

1. CALL TO ORDER

2. CLOSED SESSION

- a. Public Employee Discipline/Dismissal/Release [Gov't Code 54957]
- b. Public Employee Appointment – Acting Interim Library Director [Gov't Code 54957]
- c. Conference with legal counsel - anticipated litigation: Significant exposure to litigation [Govt. Code 54956.9(d)(2)] [one case]

3. OPEN SESSION

- a. ORAL REPORT AND ACTION TO APPROVE – Contract for Acting Interim Library Director [Gov. Code § 54956(b)]

4. BUSINESS MEETING

- a. Pledge of Allegiance

- b. Roll Call:

- Trustees:

- John Gabby, President
 - Luke Foster, Vice President
 - Guy Garcia, Clerk
 - Melissa Maseda, Member
 - Caitlin O'Halloran, Member

- Staff:

- Roxanne Brown, Acting Interim Library Director

4. NOTICE TO PUBLIC

Any member of the public wishing to address the Governing Board on a topic within the subject matter jurisdiction of the District but not on the agenda may do so during the PUBLIC COMMENT period identified in this agenda. By law, subjects not on the agenda cannot be acted upon by the Board except to briefly respond, clarify, or refer to staff for review and presentation at a future meeting. The Board President will recognize you for public comment on matters on the agenda at the appropriate time.

5. CORRESPONDENCE – Pages 1 - 3

a. Letter from bil paul, June 11, 2018

- Information –letter attached re: “digitalizing” the Dixon Tribune
 Discussion
 Action

b. Letter/donation from [REDACTED] June 2, 2018

- Information - donation letter for Adult Literacy Program attached
 Discussion
 Action

6. CONSENT AGENDA, Pages 4 - 14

A.2017/18 Actual Financial Report (2017/18 expenditures and revenues)

7. PUBLIC COMMENT, Page 15

8. GUESTS & PRESENTATIONS, Page 16

9. ACTING INTERIM DIRECTOR’S REPORT, Page 17

10. ONGOING BUSINESS, Pages 18 - 46

a. Future of Library Facilities/Properties/Proposal from JK Architecture and Group
4

- Information – JK Architecture Engineering and Group 4 packets attached
 Discussion
 Action

b. Library Advisory Committee Application

- Information – Application attached
 Discussion
 Action

c. Approval of 2018/19 Budget with Board requested changes

- 2018/19 Budget, page 3 of 3 presented to Board on July 12, 2018 (for reference only)
 - 2018/19 Budget with Board Requested changes
- Information
 Discussion
 Action

11. NEW BUSINESS, Pages 47 - 60

a. Payment to Inland Business Systems Management Print Services Agreement
Customer #: 102304

- Information
 Discussion

Action – letter dated May 22, 2018 to Mr. Steven Kott, Inland Business Systems. Liquidated damages in the amount of \$6,882.00

b. Approval of Minutes, July 12, 2018 Regular Meeting

Information

Discussion

Action – Recommend approval

c. Approval of Minutes, July 19, 2018 Regular Meeting

Information

Discussion

Action – Recommend approval

d. Approval of Acting Interim Library Director

Information

Discussion

Action – Recommend approval - Contract attached

The Library Board President legally posted this agenda in accordance with the Brown Act on: August 3, 2018. In compliance with the American's with Disabilities Act, if you need special assistance to access the Library Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Library at 707-678-5447. Notification of at least 48 hours prior to the meeting will enable the Dixon Library to make reasonable arrangements to ensure accessibility to the Library Board meeting.

5. Correspondence

June 11, 2018

Hello Steve Arozena --

I decided to use your *Dixon Tribune* online archive for the first time. I went back 100 years ago to June 14, 1918, looking at ads in that issue. I thought that digitizing the *Tribune* was a great service.

I was severely disappointed to see that most of the news articles on the pages were overexposed -- or "washed out" -- so that reading articles and regular-sized text was virtually impossible.

Is this a problem with much of the archive? If so, whoever funded this digitizing project didn't get their money's worth.

As a backup, do you still have the old microfilm archives and is the old machine to read them still available? It was cumbersome, but it worked, and one could vary the lightness and darkness of the pages, and so on.



bil paul

1300 Pembroke Way

Dixon

naturalbornwriter@hotmail.com

cell 650 267 0169

Responded
6/13



Dixon, CA 95620-2643

June 2, 2018

Steven Arozena, Library Director
Dixon Public Library
230 North First Street
Dixon, CA 95620

Dear Mr. Arozena:

Please accept my donation in the amount of \$2,500.00 for the Adult Literacy Program. I am happy to be able to help support this newly formed program.

Except for informing Pam Griffey, please keep my donation anonymous. Thank you for honoring my request.

Sincerely,





6. Consent Agenda –

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

Assets		Actuals - Fiscal years 2017-2018
Cash in Treasury	\$	1,353,267
Imprest Cash	\$	700
Other assets	\$	(1,489)
Future Loan Redemption Requirement	\$	9,552
Land	\$	427,021
Structures and Improvements	\$	741,028
Equipment	\$	69,777
Intangibles	\$	17,279
Construction-in-progress	\$	-
Allowance for Depreciation	\$	(676,183)
Total Assets	\$	1,940,951
Liabilities and Equities		
Outstanding Warrants	\$	11,866
Other Liabilities	\$	58,196
Due to Other Agenices	\$	14,493
Accrued Compensated Absences	\$	9,552
Reserve - Other (Imprest Cash is \$700)	\$	279,700
Fund Balance Available	\$	988,222
Investments in General Fixed Assets	\$	578,922
Appropriations	\$	-
Revenues less Expenditures	\$	-
	\$	1,940,951
	\$	-

	Actuals - Fiscal years 2017-2018	Annual Budget	Actuals % of Annual Budget	Remaining Budget
Revenues				
Revenue From Library Operations	\$ 14,253	\$ 14,000	102%	\$ (253)
Revenue From State & County Govt.	\$ 1,590,717	\$ 999,000	159%	\$ (591,717)
Revenue From Grants	\$ -	\$ -	0%	\$ -
Other Revenues	\$ 21,106	\$ 4,400	480%	\$ (16,706)
Total Revenues	\$ 1,626,077	\$ 1,017,400	160%	\$ (608,677)
Expenditures				
Salaries & Employee Benefits	\$ 755,735	\$ 820,153	92%	\$ 64,418
Services & Supplies	\$ 426,709	\$ 408,006	105%	\$ (18,703)
Other Charges & Fixed Assets & Deprec	\$ 19,898	\$ 19,000	105%	\$ (898)
Total Expenditures	\$ 1,202,342	\$ 1,247,159	96%	\$ 44,817
Revenues less Expenditures	\$ 423,736	\$ (229,759)		

Fund 428, Net Position as of June 30, 2018 Final

Assets		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
Liabilities and Equities		
Fund Balance Available	\$	698,902
Investments in General Fixed Assets	\$	1,175,043
Appropriations	\$	-
Revenues less Expenditures	\$	-
	\$	1,873,945

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

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

Fund Description	Account Code	Sub-Account Debits	Credits	Account Debits	Credits
426 DIXON PUBLIC LIBRARY DISTRICT					
Assets:					
CASH IN TREASURY	0000010	1,353,266.72		1,353,266.72	
CASH IN TREASURY	010				
IMPREST CASH	0000030	700.00		700.00	
IMPREST CASH	030				
FUTURE LOAN REQUIREMENT	0000250	9,551.85		9,551.85	
FUTURE LOAN REDEMPT REQ	250				
LAND	0000310	427,020.70		427,020.70	
LAND	310				
BUILDINGS AND IMPROVEMENTS	0000320	741,027.59		741,027.59	
BUILDINGS AND IMPROVEMENTS	320				
INTANGIBLES: NON-DEPRECIABLE	0000336	17,279.00		17,279.00	
INTANGIBLES	335				
EQUIPMENT	0000340	69,777.06		69,777.06	
EQUIPMENT	340				
ACCUMULATED DEPRECIATION	0000370		676,182.80		676,182.80
ALLOWANCE FOR DEPRECIATION	370				
PREPAID EXPENSE	0000420		1,488.89		1,488.89
PREPAID EXPENSE	420				
Total Assets				2,618,622.92	677,671.69
Liabilities and Equities:					
ACCOUNTS PAYABLE-APS GENERATED	0000500				50,203.92
ACCOUNTS PAYABLE APS GENERATED	500				50,203.92

** Solano County**
 FRI, AUG 03, 2018, 11:13 AM --req: GNDUPELL--leg: GL CP--loc: EXTERNAL--job:4371880 J4849---prog: GL572 <1.5 >--report id: GLSTBL01
 SORT ORDER: SUBOBJ within ACCTTYPE within within within FUND
 SELECT FUND: 426,428

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

Account Code	Sub-Account	Debits	Credits	Account	Debits	Credits
*****	*****	*****	*****	*****	*****	*****
0000010		698,901.72				
010					698,901.72	
0000310		1,175,042.82				
310					1,175,042.82	
Total Assets					1,873,944.54	0.00

Liabilities and Equities:

FUND BALANCE AVAILABLE	0000740		698,901.72			
FUND BALANCE AVAILABLE	740				698,901.72	
INVESTED IN CAPITAL ASSETS,NET	0000770		1,175,042.82			
INVESTMENTS IN GEN FIXED ASSETS	770					1,175,042.82
Total Liabilities and Equities					0.00	1,873,944.54

** Fund Totals **
 1,873,944.54 1,873,944.54

** Solano County**
 FRI, AUG 03, 2018, 11:13 AM --req: GNDUPELL--leg: GL CP--loc: EXTERNAL--job:4371880 J4849----prog: GL572 <1.5 >--report id: GLSTBL01
 SORT ORDER: SUBOBJ within ACCTYPE within within FUND
 SELECT FUND: 426,428

Account Code	***** Sub-Account *****	***** Account *****
*****	Debits *****	Debits *****
*****	Credits *****	Credits *****
	4,492,567.46	4,492,567.46

SELECT 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	51,055.79	412,427.71	0.00	22,906.29	95%
0001121	SALARY/WAGES-EXTRA HELP	104,415.00	0.00	10,061.94	84,037.96	0.00	20,377.04	80%
0001131	SALARY/WAGES OT/CALL-BACK	0.00	0.00	105.27	324.02	0.00	-324.02	9999%
0001210	RETIREMENT-EMPLOYER	113,126.00	0.00	6,977.70	99,038.03	0.00	14,087.97	88%
0001220	FICA-EMPLOYER	41,230.00	0.00	4,683.58	38,004.41	0.00	3,285.59	92%
0001230	HEALTH INS-EMPLOYER	116,038.00	0.00	13,825.74	111,656.41	0.00	4,381.59	96%
0001231	VISION CARE INSURANCE	0.00	0.00	36.57	292.56	0.00	-292.56	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	1,075.71	8,121.55	0.00	-244.55	103%
1000	SALARIES AND EMPLOYEE BEN	820,153.00	0.00	87,822.30	755,735.30	0.00	64,417.70	92%
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	377.32	5,003.43	0.00	-1,003.43	125%
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	14,409.06	50,993.31	0.00	-3,881.31	108%
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	0.00	40.78	0.00	-40.78	9999%
0002180	BOOKS & SUBSCRIPTIONS	6,500.00	0.00	7.70	5,405.58	0.00	1,094.42	83%
0002200	OFFICE EXPENSE	3,500.00	0.00	338.62	4,026.43	0.00	-526.43	115%
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	2,000.00	49,199.50	0.00	-34,199.50	328%

** Solano County**

06/30/18

(M O N T H L Y S T A T U S)

100% of Fiscal Year

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FRI, AUG 03, 2018, 11:14 AM --req: GNDUPELL--leg: GL CP--loc: EXTERNAL--job:4371883 J4851--prog: GL569 <i.16>--report id: GLSMSR01

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	11,100.50	33,877.50	0.00	-18,877.50	226%
0002245	CONTRACTED SERVICES	79,600.00	0.00	7,124.54	64,867.86	0.00	14,732.14	81%
0002250	OTHER PROFESSIONAL SERVICE	7,000.00	0.00	113.40	6,100.35	0.00	899.65	87%
0002261	SOFTWARE MAINTENANCE & SU	33,100.00	0.00	2,074.88	17,264.86	0.00	15,835.14	52%
0002281	ADVERTISING/MARKETING	1,000.00	0.00	791.00	3,415.43	0.00	-2,415.43	342%
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	298.00	1,257.52	0.00	-57.52	105%
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	878.16	19,215.21	0.00	3,784.79	84%
0002323	LIBRARY JUVENILE BOOKS	20,000.00	0.00	3,960.58	21,132.34	0.00	-1,132.34	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	2,650.31	16,539.28	0.00	10,160.72	62%
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	1,391.91	2,145.29	0.00	-945.29	179%
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	65%
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	60,367.68	426,708.68	0.00	-18,702.55	105%
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%

** Solano County**

06/30/18

[M O N T H L Y S T A T U S]

100% of Fiscal Year

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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							
8500	OTHER EXPENDITURES (NON-BUDGET)							
0008888	DEPRECIATION	0.00	0.00	4,262.05	17,296.59	0.00	-17,296.59	9999%
8500	OTHER EXPENDITURES (NON-BU	0.00	0.00	4,262.05	17,296.59	0.00	-17,296.59	9999%
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%

** Solano County**
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06/30/18 [M O N T H L Y S T A T U S]

100% of Fiscal Year
 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	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
426	DIXON PUBLIC LIBRARY DISTRICT							
9600	CHARGES FOR SERVICES	14,000.00	0.00	2,112.13	14,253.41	0.00	-253.41	102%
0009603	PHOTO/MICROFICHE COPIES	4,000.00	0.00	801.20	5,017.00	0.00	-1,017.00	125%
0009605	LIBRARY FINES	10,000.00	0.00	1,335.93	9,236.41	0.00	763.59	92%
0009612	RECORDING FEES	0.00	0.00	-25.00	0.00	0.00	0.00	
9600	CHARGES FOR SERVICES	14,000.00	0.00	2,112.13	14,253.41	0.00	-253.41	102%
9700	MISC REVENUES							
0009702	CASH OVERAGE	0.00	0.00	17.45	34.75	0.00	-34.75	9999%
0009704	DONATIONS AND CONTRIBUTIO	0.00	0.00	4,000.00	8,105.00	0.00	-8,105.00	9999%
0009707	GAIN(LOSS)-SALE OF FIXED	0.00	0.00	-2,104.76	-2,104.76	0.00	2,104.76	9999%
0009708	MISCELLANEOUS SALES-OTHER	1,000.00	0.00	217.24	1,785.22	0.00	-785.22	179%
9700	MISC REVENUES	1,000.00	0.00	2,129.93	7,820.21	0.00	-6,820.21	782%
	Total Revenue	1,017,400.00	0.00	230,336.48	1,626,077.20	0.00	-608,677.20	160%
	Total Expense	1,247,159.13	0.00	152,728.78	1,202,341.68	0.00	44,817.45	96%
				77,607.70	423,735.52			

** Solano County**

06/30/18

[M O N T H L Y S T A T U S]

100% of Fiscal Year

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FRI, AUG 03, 2018, 11:14 AM --req: GNDUPELL--leg: GL CP--loc: EXTERNAL--job:4371883 J4851--prog: GL569 <1.16>--report id: GLSMSR01

Sort Order: SECTION within BUREAU within DIVISION within DEPTWY 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.
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			

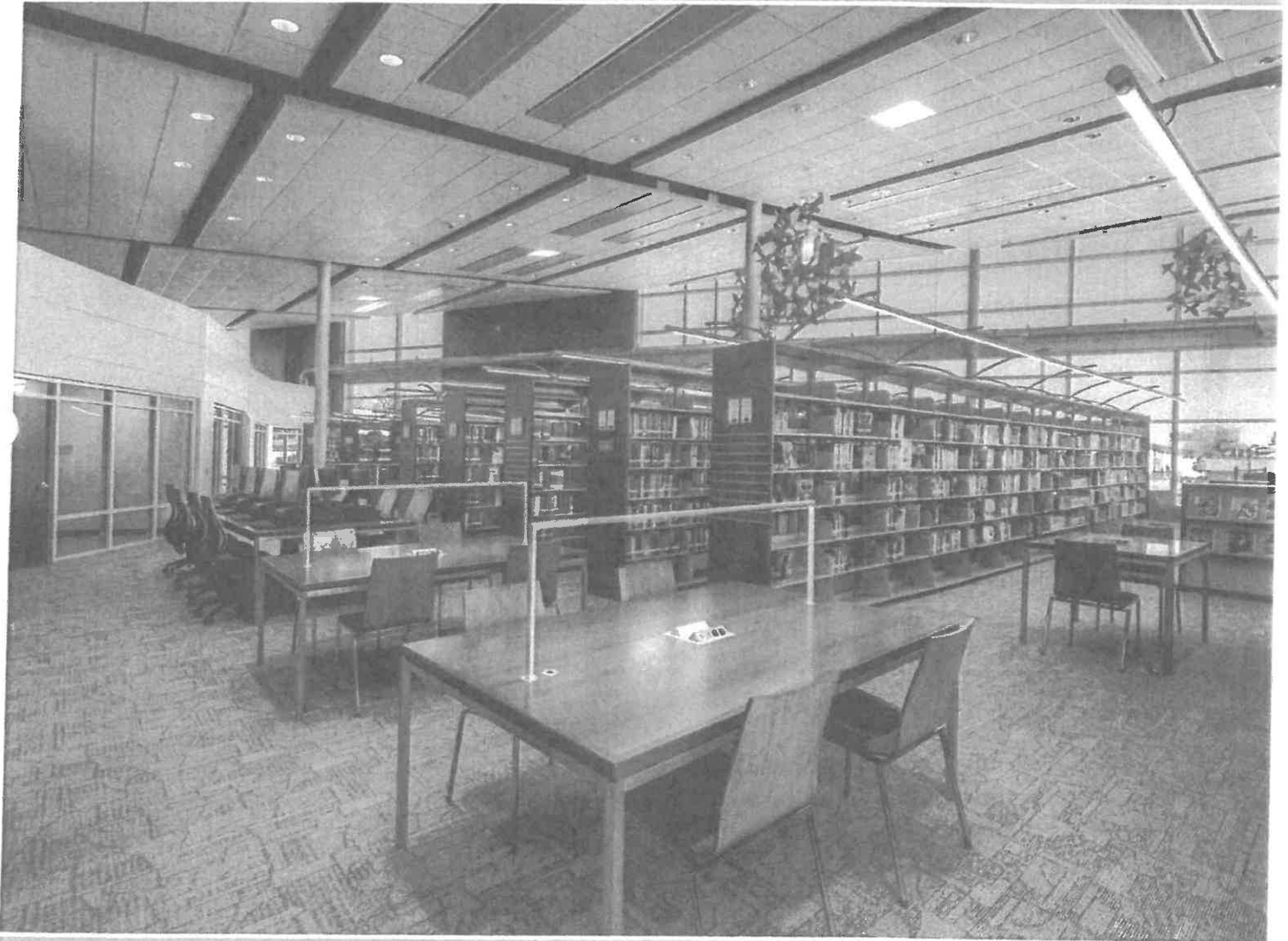
7. Public Comment –

8. Guests and Presentations –

9. Acting Interim Director's Report –

10. Ongoing Business –

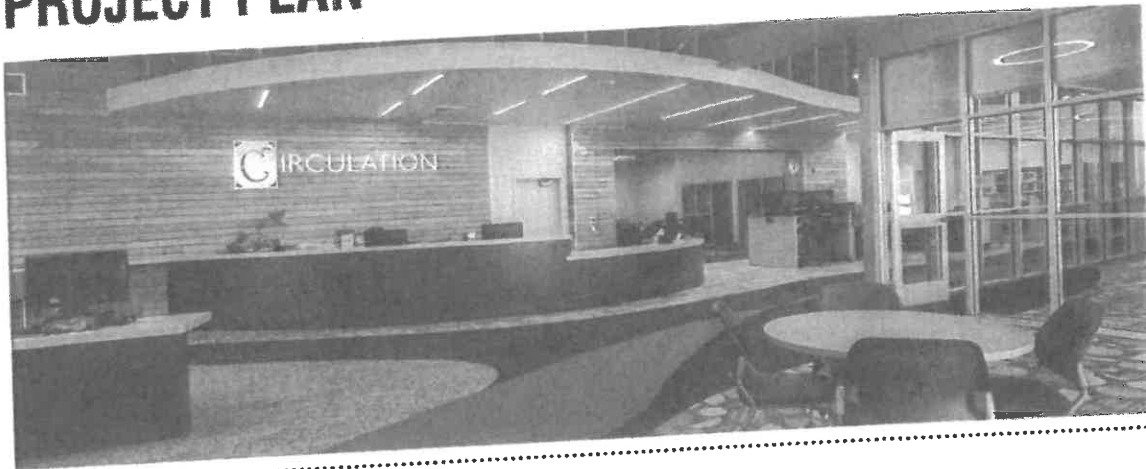
STATEMENT OF PROPOSAL | DIXON PUBLIC LIBRARY
LIBRARY MASTER VISION PLAN
May 30, 2018



JK ARCHITECTURE
ENGINEERING

11661 Blocker Drive, Suite 220
Auburn, CA 95603
www.jkaedesign.com
530.888.0998

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,

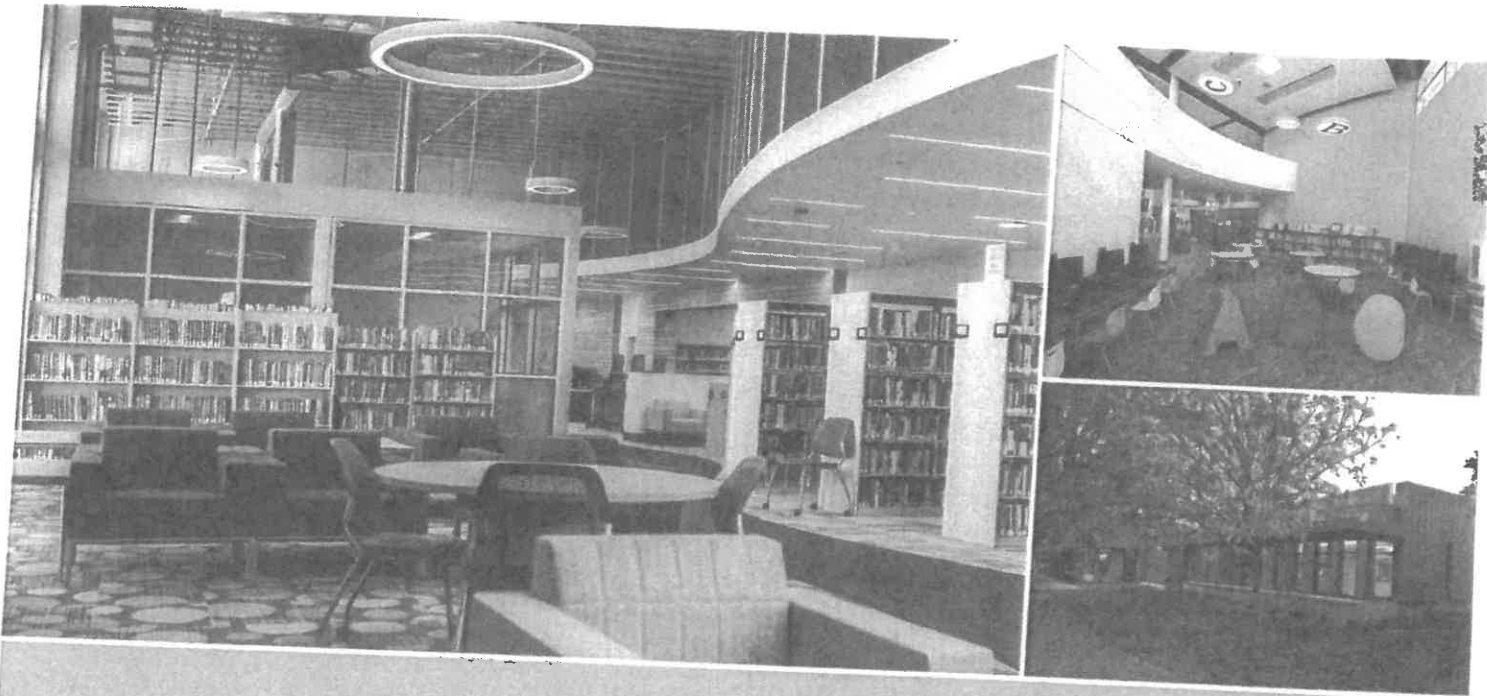
A handwritten signature in dark ink, appearing to read 'Derek Labrecque', written over a horizontal line.

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 •





GROUP 4

ARCHITECTURE
RESEARCH +
PLANNING, INC

211 LINDEN AVENUE

SO. SAN FRANCISCO

CA 94080 USA

T: 650-871-0709

F: 650-871-7911

www.g4arch.com

1 March 2018

Steve Arozena, Library Director
Dixon Public Library
230 N First St
Dixon, CA 95620

Re: DIXON LIBRARY SPACE PLANNING

Dear Mr. Arozena:

Thank you for inviting Group 4 ("Consultant") to work with the Dixon Public Library ("Client") to review the Dixon Library space planning project. This letter outlines our proposal to complete this work.

PROJECT UNDERSTANDING:

The Dixon Public Library, located at 230 N 1st Street, Dixon, is an original 1911 Carnegie building with a 1990 addition. The library is interested in exploring interior improvements to the facility to address a number of concerns and develop a cost-effective and comprehensive space plan that accomplishes a range of goals, including:

- How to best utilize the existing library space including the entry & circulation desk, restrooms, administration areas & breakrooms, information desk, computer area & card catalog computers, digital media area, children's reading area, young adult reading area, adult reading area and exterior multi-use patio.
- New finishes and fixtures including tile, carpet, LVT, partition walls, wallcovering, paint, fixed cabinetry, hardware, doors, lighting, bathroom fixtures, acoustical solutions, signage and wall décor/art
- New furniture including shelving, lounge seating, administration office furniture, children's seating area, computer desks & chairs, public work tables & chairs, occasional benches and information boards.

SCOPE OF BASIC SERVICES:

A Project Management Team (PMT) consisting of the Client's designated project manager and Group 4's project manager will provide the day-to-day coordination and guidance of the project. The PMT will meet on a regular basis in person and for on-going project coordination.

Basic Services include a cost consultant to assist with the preparation of a Conceptual Level Design Cost Plan. No other engineers or specialty consultants are included. Our Basic Services for this part of the project will include the following scope of work:

Phase One: Conceptual Design Space Planning (12-16 weeks)

- 1.1. Review existing floor plans provided by Client and convert into new electronic format suitable to use as base drawings for this study.
- 1.2. Conduct PMT #1 to confirm project goals and parameters, establish project systems and controls and review the project schedule.
- 1.3. Prepare alternative space plans addressing the identified goals.
- 1.4. Conduct PMT #2 – a collaborative session to review alternative space plans.

JONATHAN HARTMAN
ARCHITECT

DAWN E MERKES
ARCHITECT

DAVID SCHNEE
ARCHITECT

ANDREA GIFFORD
ARCHITECT

CAROLYN CARLBERG
ARCHITECT

GARY CHING
ARCHITECT

JILL EYRES
ARCHITECT

DANIEL LAROSSA
ARCHITECT

WILLIAM LIM
ARCHITECT

TERESA ROM
ARCHITECT

- 1.5. Refine the selected alternative space plan based on comments from the PMT.
- 1.6. Prepare alternative interior finish and fixture palettes addressing the identified goals.
- 1.7. Conduct PMT #3 – a collaborative session to review the draft final space plan layout and interior finish and fixture palettes.
- 1.8. Prepare final conceptual floor plan.
- 1.9. Refine the selected interior finish and fixture palette.
- 1.10. Prepare a conceptual level design project budget showing costs for construction, furniture, equipment, moving costs, professional fees, and contingencies.
- 1.11. Prepare alternative furniture options addressing the identified goals.
- 1.12. Conduct PMT #4 – a collaborative session to review final conceptual floor plan including interior finish and fixture palette, conceptual level project budget and furniture options.
- 1.13. Prepare the final interior finish and fixture palette.
- 1.14. Update the conceptual level design project budget.
- 1.15. Refine the selected furniture.
- 1.16. Prepare Conceptual Design Report.
- 1.17. Conduct PMT #5 – a collaborative session to review the final conceptual design report including conceptual floor plan, interior finish and fixture palette, furniture and project budget.

Summary of Meetings:

- (5) PMT meetings

Summary of Deliverables:

- Conceptual Design Plans, including interior finish and fixture palette and furniture
- Conceptual Level Design Project Budget

OPTIONAL ADDITIONAL MEETINGS:

If an additional follow up PMT meeting is required with the Client, we estimate the fee to be \$1,500 which includes preparation and documentation for the meeting.

ADDITIONAL SERVICES:

When approved by the Client, services not specifically included in Basic Services, including the services of engineers and consultants, will be performed and the Client shall compensate Group 4 Architecture, Research + Planning at our standard hourly rates.

PROJECT SCHEDULE:

We estimate that our services will be completed in 3-4 months. The draft project timeline associated with our proposed work plan is based on obtaining Client provided information and direction within a timely manner.

FUTURE PROJECT PHASES:

In selecting Group 4 Architecture, Research + Planning, the Client recognizes that Group 4 has the qualifications to provide full planning, architecture, and interior design services including schematic design, design development, construction documents, bidding, construction administration, and post-construction phase services. The Client, at

its discretion, may choose to amend this contract to add these services to the Consultant's Scope of Services for Additional Compensation if mutually agreed to by the Client and the Consultant.

CLIENTS RESPONSIBILITIES:

The Client shall provide information about the project including plans and other available information about the present building as reasonably needed.

COMPENSATION:

	Total Fees
Phase 1: Conceptual Design Space Planning	\$45,150
Total Project Fees	\$45,150
<i>Reimbursable Budget</i>	<i>\$ 2,400</i>

Compensation for Basic Services shall be a fixed fee of \$45,150. Invoicing will be monthly and reflect the percent complete of services performed during the past month period.

Reimbursable project expenses, such as printing, binding, shipping and handling costs, special exhibits and other expenses directly attributable to the project will be charged in addition to our fees. Project expenses will be billed to the Client at our cost plus 10%. We estimate the cost of Reimbursable Expenses associated with Basic Services to not exceed \$2,400.00.

The total estimated cost of fees for Basic Services and reimbursable expenses will not exceed \$47,550.00.

INSURANCE:

Group 4 will maintain in effect during the term of this Agreement, insurance of the types and coverage (minimum limits) designated below:

General Liability (Comprehensive Form):	\$1,000,000 Combined Single Limit
Professional Liability:	\$1,000,000
Worker's Compensation:	Statutory Limit

Group 4's general liability insurance shall contain an endorsement naming the Client as an additional insured under Group 4's policy.

TERMINATION OF AGREEMENT:

This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. The Agreement may be terminated by the Client upon written notice to the Consultant in the event that the Project is abandoned.

MEDIATION:

If a dispute arises out of or related to this Agreement, or the breach thereof, and if the said dispute cannot be settled through direct discussions, the parties agree to first endeavor to settle this dispute in an amicable manner by mediation through mutually agreed to mediation service experienced in architectural services and construction matters.

SCOPE OF AGREEMENT:

This is the entire Agreement between the parties and there are no agreements, conditions, or representations between the parties except as expressed herein.

INDEMNIFICATION:

With respect to the operation of Group 4 under this Agreement other than the performance of professional services, Group 4 shall indemnify, hold harmless, and defend the Client and its officers, directors, and employees from and against any and all claims, liabilities, damages, losses, and costs, including but not limited to reasonable attorney's fees and other costs of defense, attributable to personal injury, bodily injury, including death, or property damage, including loss of use thereof, and arising out of the negligence or willful misconduct of Group 4 or anyone for whom Group 4 is legally responsible, excepting the portion of those claims, damages, liabilities, losses, and costs caused by the Client's negligence or willful misconduct.

With respect to the performance of professional services under this Agreement, Group 4 shall indemnify and hold harmless, but shall have no obligation to defend, the Client, its officers, directors, and employees from and against liabilities, damages, losses, and costs, caused by the negligent errors or omissions of Group 4 or anyone for whom Group 4 is legally responsible. The Client shall indemnify and hold harmless, but shall have no obligation to defend, Group 4, its officers, directors, sub-consultants and employees from and against liabilities, damages, losses, and costs, caused by the negligent errors or omissions of the Client or anyone for whom the Client is legally responsible.

Notwithstanding any other provision of this Agreement, with respect to the performance of professional services under this Agreement, the Client agrees to limit its claims, if any, against Group 4 to the actual proceeds of Group 4's professional liability coverage required under this Agreement. Group 4 shall maintain professional liability coverage in the amount of at least \$1,000,000 per claim and \$1,000,000 in the aggregate for the term of this Agreement.

Please contact us if you have any questions about our proposal. Following your review, please indicate your acceptance below by signing and sending an original copy to our office.



Sincerely,
GROUP 4 ARCHITECTURE, RESEARCH + PLANNING, INC.

Andrea Gifford, Principal
Vice President

Agreed to by:
DIXON PUBLIC LIBRARY ("CLIENT")

Signature

Date

Name, Title



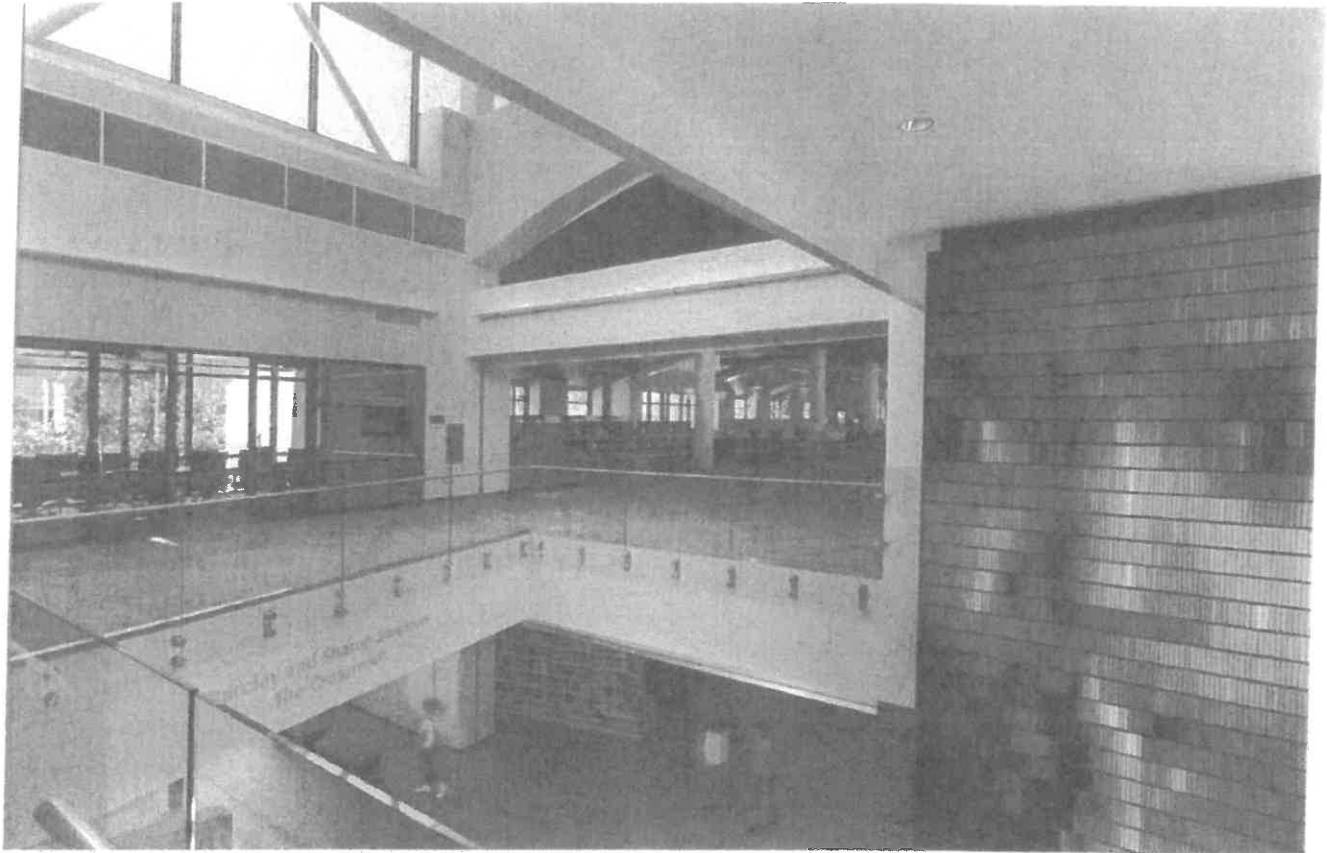
INTRODUCTION TO GROUP 4

Group 4 Architecture, Research + Planning, Inc., is a full-service architecture firm dedicated to creating vibrant public places that cultivate dynamic communities. For more than four decades, our inspired and talented staff has provided quality services to public clients and the cities, counties, and districts they serve. Our distinctly inclusive design process engages diverse public, staff, and stakeholder groups in shaping the future of their communities.

Exceeding our clients' expectations and designing facilities that create and communicate a vision for their communities are key reasons behind the success of our projects and the fact that more than half of our business is for repeat clients. The firm prides itself on forming interactive relationships with clients that incorporate the voices of user groups as well as facility managers. Group 4's priorities of excellence in planning and design result in many long-term relationships with our clients.

Our staff includes planners, architects, interior designers, and technical and construction support specialists. We are active in professional organizations such as the American Institute of Architects and the Environmental Design Research Association. Most of our professional staff are LEED accredited.

Group 4 Architecture, Research + Planning, Inc.
211 Linden Avenue, South San Francisco, CA 94080
(650) 871-0709 | www.g4arch.com



OUR SERVICES

Group 4 has extensive experience working with public agencies on complex, high-profile projects involving multiple client, consultant, and stakeholder groups. We have planned and designed hundreds of public facilities, from government offices, libraries, community centers, and public safety buildings to corporation yards and maintenance facilities. Our projects encompass new buildings, renovations, expansions, adaptive reuse, interior redesigns, tenant improvements, and furniture and signage design. We understand the unique concerns of public clients, including the multi-agency approvals process and the need to demonstrate fiscal responsibility with public funds.

Group 4 offers comprehensive architectural services, from pre-design through design, construction documents, bidding, construction administration, and post-construction support. We have strong capabilities in interior design, signage, space planning, and furniture selection and procurement.

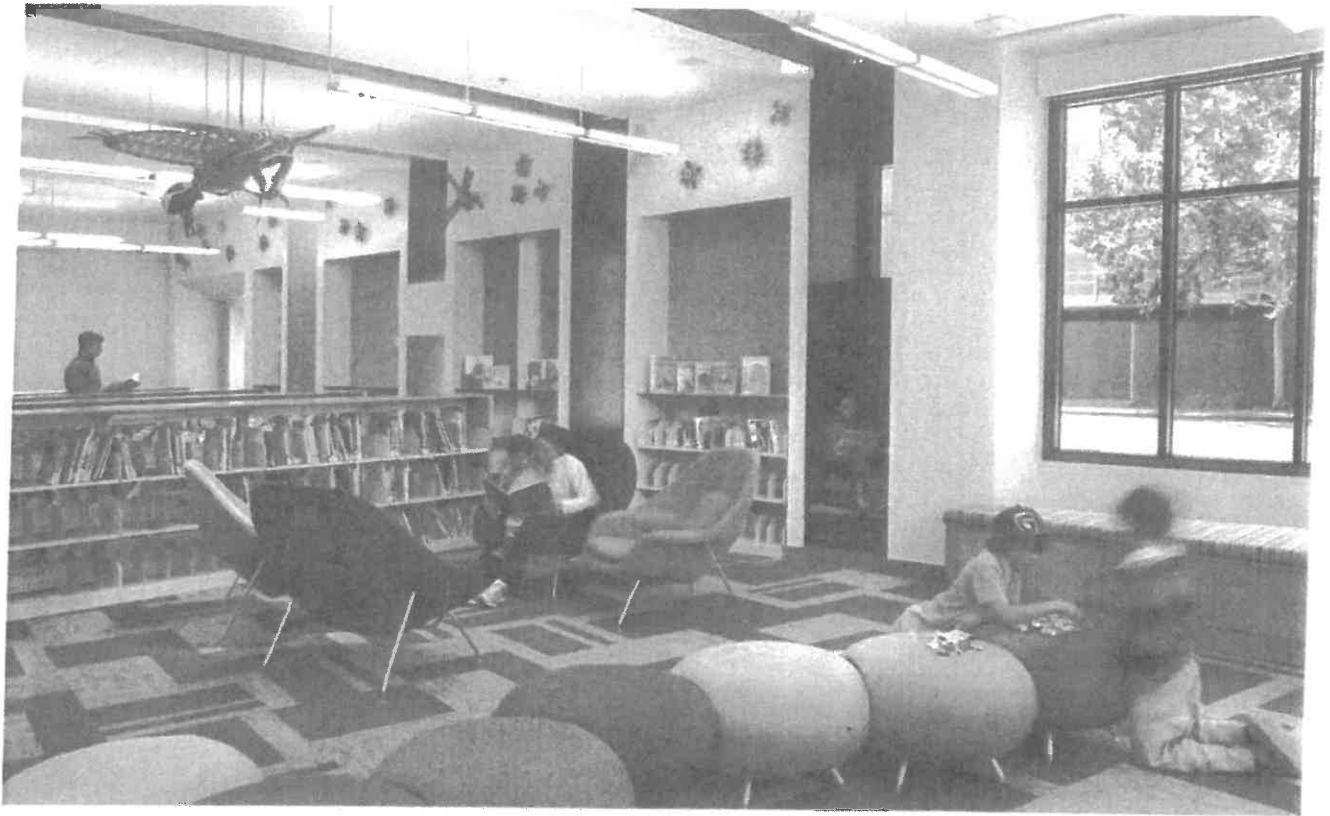
Our pre-design services include master planning, site selection and analysis, needs assessment, and programming. We provide special studies, renderings, life cycle cost analysis, value engineering, tenant services, and graphic design as needed to support our clients' project needs. Our graphic and written communications services translate complex concepts and data into information for stakeholders and the community in order to build understanding and support.



LEADERSHIP IN PUBLIC LIBRARY PLANNING + DESIGN

Group 4 is a national leader in the planning and design of public libraries, with experience on hundreds of libraries from the Pacific coast to the Midwest. Our clear vision of the future of public libraries is key to the success of our projects. Many of our library designs have received honors from professional organizations and enthusiastic praise from library staff and community members. In our library projects we strive to meet three key goals:

- **Sustainable Communities.** Public libraries are our communities' highest-used and most cherished civic institutions. In response to changing customer needs, libraries are evolving from repositories of information to centers of learning, collaboration, and civic engagement. This evolution has clear implications for the design of library facilities, which must place a new emphasis on space for people, and must be flexible and adaptable in order to continue to serve their communities well into the future.
- **Sustainable Operations.** Our libraries are recognized for highly functional and efficient operations. We work with our clients to streamline workflow, integrate public- and staff-side technology, and empower customers to manage their own library experience through self-service amenities and clear wayfinding. We also promote the ability to operate libraries in multiple modes that extend hours of service and better serve community needs.
- **Sustainable Design.** Whether new construction, renovation, or adaptive reuse, Group 4 libraries strive for comprehensive sustainable performance, promoting healthy communities and a healthy planet. We have designed library projects certified at all LEED levels including Platinum, and have experience helping clients navigate sustainability strategies such as on-site renewable energy and Zero Net Energy design. Group 4's library projects have qualified for more than a million dollars in rebates through utilities and grant programs.



INSPIRING LIBRARY INTERIORS

Group 4's in-house interior design team ensures that our projects' interiors meet our commitment to design excellence for public architecture. Our knowledge base allows us to integrate interior design at the early stages of each project and to develop and manage realistic budgets.

- **FF&E.** Library FF&E has many technical demands such as requirements of the book and media collection. Often, furniture must be designed for wiring to provide power and data connections. Because library operational budgets are often limited, we take special care in designing staff furniture to support efficient work flow, and furniture for the public (such as community room tables and chairs) for ease of setup and storage. As libraries are among communities' busiest public buildings, finishes must be highly durable and easy to maintain. For each project we develop a palette of materials, colors, textures, and patterns that not only reflect each community's unique design values, but also resist wear and minimize staining so that the library can continue to inspire and delight the community for many years.
- **Lighting.** Lighting is of critical importance in library design. Customer and staff comfort, aesthetics, energy performance, controllability, acoustics, and lamp inventory are just a few of the considerations in developing a high quality lighting program for libraries. It is important to involve library and facility maintenance staff in the selection of fixtures in order to ensure that the lighting not only supports staff and customer comfort, but also will be easy to re-lamp and maintain. Group 4's projects have received enthusiastic praise from clients and the design community for attractive and effective lighting, including honors from the Illumination Engineering Society of North America.

**ANDREA GIFFORD RA LEED
DIRECTOR OF INTERIORS**

Group 4's Director of Interiors Andrea Gifford is instrumental in the transformation of projects from architectural vision to articulated buildings aligned with client and community goals. Andrea has a keen understanding of functional building use, fluid user circulation, and simple aesthetic design solutions. She has developed unique and elegant designs for many award-winning projects. The Library Journal has featured many of Andrea's projects, including a new branch of the Chula Vista Public Library included in the "Best of the Past and Present" libraries feature, and the Mitchell Park Library & Community Center which was named a "New Landmark Library."

EDUCATION AND REGISTRATION

Bachelor of Science, Architectural Studies, University of Illinois, Urbana-Champaign

Registered Architect, State of California, C32830

LEED Accredited Professional ID+c

REPRESENTATIVE PROJECTS

AG Libraries

- *Sacramento Central Library Interiors*
- *South San Francisco Grand Avenue Library Modernization*
- *Carlsbad Dove and Georgina Cole Library Renovations*
- *Woodside Library*
- *Elk Grove Old Town Library*
- *San Leandro Washington Manor Branch Library*
- *Palo Alto Rinconada (Main) Library*
- *Palo Alto Downtown Library*
- *Palo Alto Mitchell Park Library + Community Center*
- *Anaheim Euclid + Sunkist Library Renovations*
- *San Lorenzo Library*
- *San Pablo Library*
- *Chula Vista Otay Ranch Branch Library + Community Space*
- *Dayton (OH) EC Doren Branch Library*
- *Dayton (OH) Main Library*
- *Dayton (OH) Miami Township Branch Library*
- *Dayton (OH) Northwest Library*
- *Dayton Metro Library (OH) Operations Center*
- *Walnut Creek Library*
- *Milpitas Public Library*
- *Oakland 81st Avenue Branch Library*
- *Palm Springs Library*
- *Scotts Valley Library*
- *South San Francisco Main Library Improvements*
- *Santa Clara Central Park Library*



Andrea Gifford



Woodside Library



San Pablo Library



Walnut Creek Library
CoD+A Award – Institutional Category
LEED-NC Gold



CARLSBAD DOVE LIBRARY MODERNIZATION

The City of Carlsbad recently commissioned Group 4 to renovate two of its three libraries to modernize library service, improve operations, and freshen the library experience while preserving each building's desirable qualities and character.

The 64,000 SF Dove Library, originally completed in 1999, serves as the city's main library. The renovation introduced a variety of new user group spaces, collaborative work spaces, and a 21st century service model. The project also activated an underused courtyard and refurbished a community auditorium.

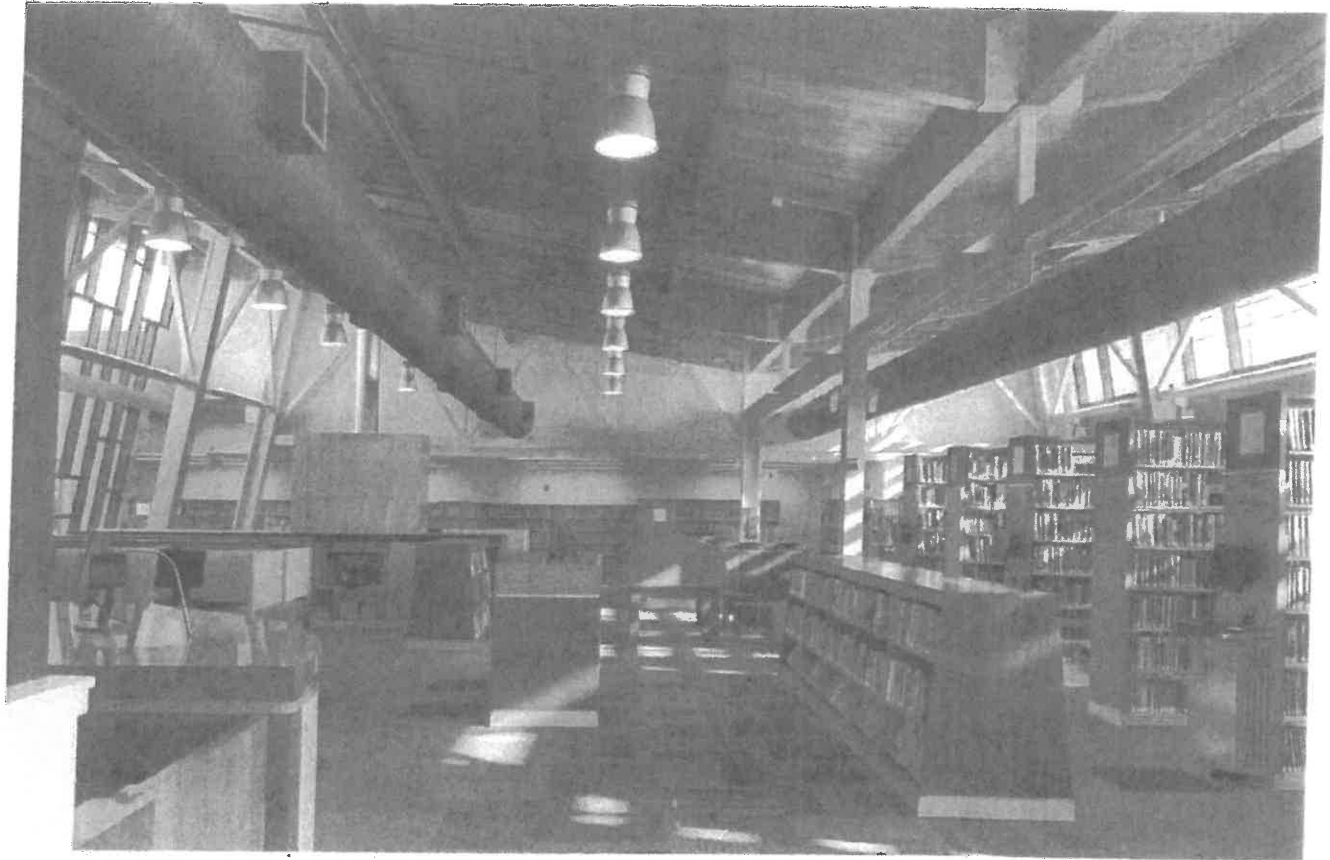
Modernization scope included replacement of finishes and carpets, reconfiguration of technology and stacks areas, construction of dedicated meeting rooms, study rooms, and teen spaces, FF&E, improvements to back-of-house spaces, exterior repairs and upgrades, ADA upgrades, and incorporation of modern mechanical, low voltage, and fire prevention systems.

The library reopened in 2016.

AWARDS

- CMAA San Diego Project Achievement Award





SAN LEANDRO WASHINGTON MANOR BRANCH LIBRARY

The Washington Manor Branch Library links a residential area with a small, vibrant commercial district in the heart of an ethnically diverse community. The challenge was to meet the community's needs – including a 30,000 volume collection, 26 computers, community program room, children's and teen spaces, group study space, and parking for 32 cars – on a compact site in a scale that complements the library's urban context.

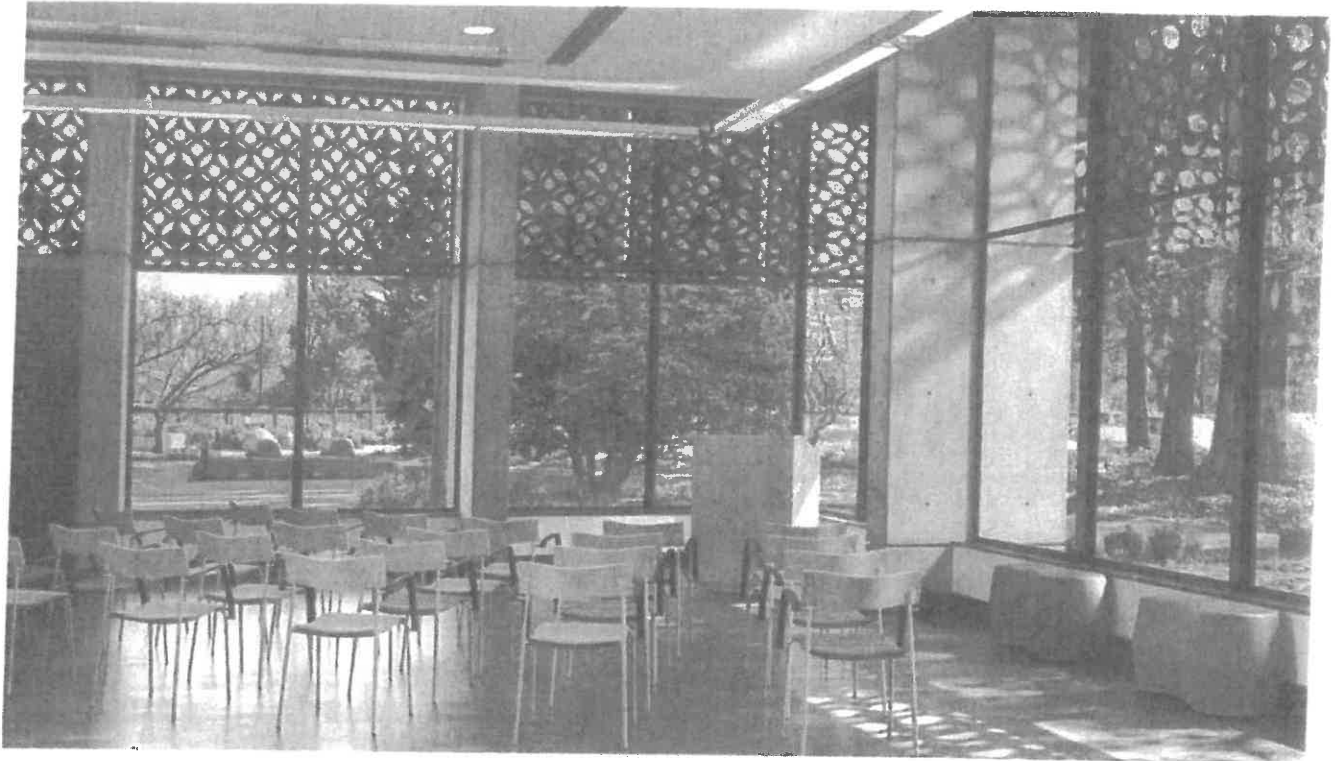
The plan is a study of efficiency, flexibility, and functionality. Features such as express checkout stations, intuitive wayfinding, logical spatial relationships, and clear circulation paths maximize customer self-sufficiency. Both the main service desk and the staff work room have excellent visibility of public areas. Returned materials are streamlined from the public drops into the sorting area, facilitating quick reshelving. The program room, which can be used independently from the rest of the library, has its own prominent entrance.

Group 4 provided comprehensive project services, beginning with a citywide library facilities master plan and a community library service needs assessment. Group 4 also provided full design and engineering services, including interior design and FF&E, as well as grantwriting assistance, helping the community secure \$3.8 million in grants for the project.

AWARDS

- *AIA San Mateo County Honor Award*





PALO ALTO RINCONADA LIBRARY RENOVATION + EXPANSION

The historic renovation and strategic modernization of Edward Durrell Stone's 26,000 SF 1958 Palo Alto Main (now Rinconada) Library preserves the architect's trademark of interlaced interior and exterior spaces and other character defining features while introducing spaces and FFE to accommodate contemporary library needs.

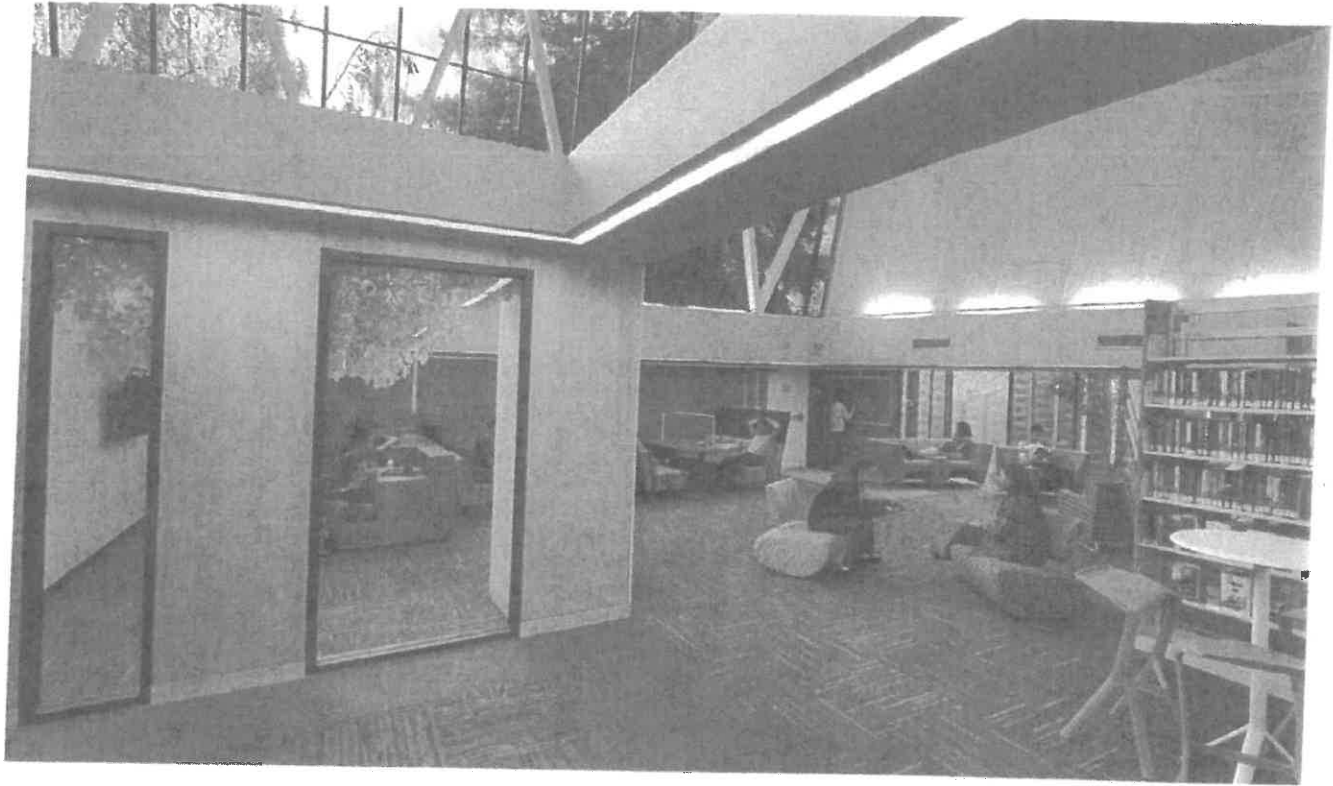
Iconic original components include a permeable terracotta veil enclosing the building and two generous courtyards, and a vast double-pitched wood shingle roof capping the building – these elements were carefully reinforced and replaced to meet current building codes. Interior elements such as the luminous ceiling panels and maple finishes were demounted and cleaned, also allowing installation of modern building systems.

Additions totaling 4,000 SF introduce two group study rooms (incorporated within the reading room's glazed walls) and a community room – these spaces are encircled by a perforated metal screen which echoes, and at times lifts, the original terracotta veil. A new lobby interiorizing outdoor components contributes to a continuation of Stone's ageless design values.

AWARDS

- *AIA San Mateo County Honor Award*
- *AIA San Francisco Merit Award*
- *APWA Silicon Valley Project of the Year*
- *CPF Preservation Award Winner, Contextual Infill*
- *Palo Alto Stanford Heritage (PAST) Institutional Restoration & Remodel Award*
- *ASHRAE Golden Gate First Place, Existing Institutional Buildings*





SAN LORENZO LIBRARY

The San Lorenzo Library modernizes and nearly doubles the size of a 1960s era library serving unincorporated Alameda County. The addition echoes the original reading room's open, light-filled design and expressive structural framing while infusing the library with new spaces to support its community-spanning mission.

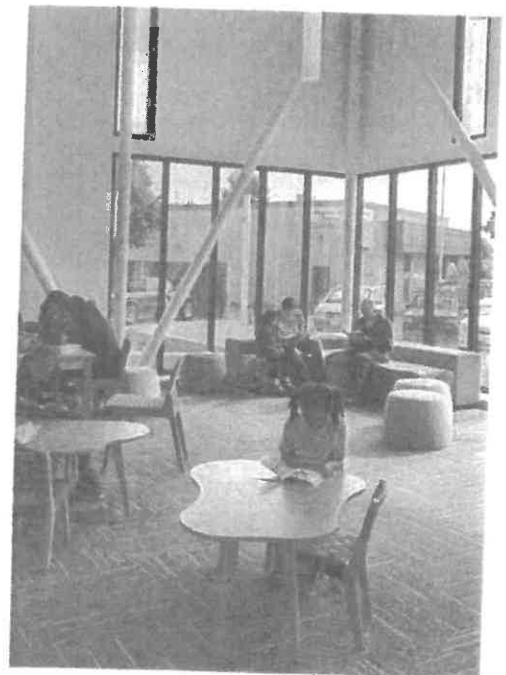
The building was designed with flexibility highest in mind, and incorporates a raised floor system allowing easy relocation of power outlets. An independently accessible community room now hosts afterhours events such as exercise classes and County meetings. The great reading room utilizes furniture on casters that can be collapsed to accommodate large events. The library's new layout places staff desks at the middle of a bowtie-shaped floor plan, permitting sight lines to all spaces from one location, and allowing the doubled-in-size facility to operate with the same sized staff.

A generous front porch formed by a dramatic butterfly roof overhang reverses the introverted orientation of the original building. The porch has become a local landmark, hosting everything from food truck picnics to mariachi and brass band performances, and bike clinics, and promising many imaginative opportunities to come.

The project was developed in coordination with extensive public feedback, and weaves San Lorenzo's cultural and built history into a destination that celebrates the area's unique identity. Since opening this project has become a model for future facility improvements within the Alameda County Library system.

AWARDS

- AIA East Bay Citation Award





WALNUT CREEK LIBRARY

The new Walnut Creek Library replaces a 9,900 SF 1961 predecessor on the same site. The design team worked closely with local stakeholders to identify opportunities to provide diverse, inviting public spaces, meet the needs of groups utilizing the library for workforce development, and more closely integrate a larger facility into its downtown and parkside settings.

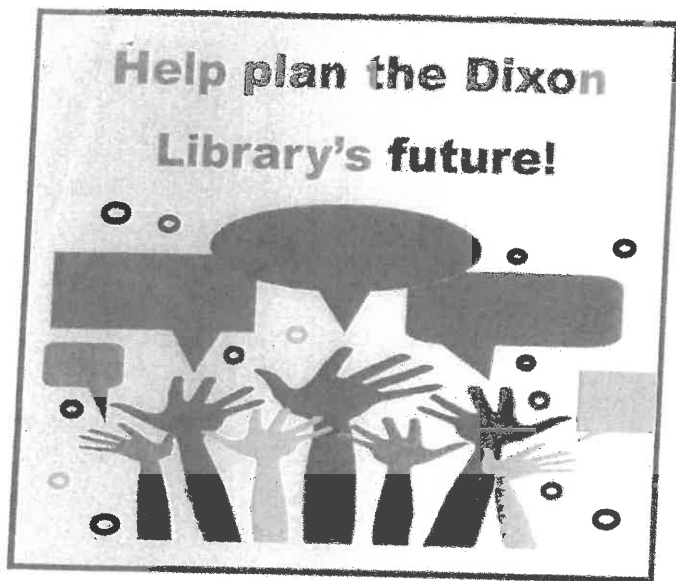
An internal boulevard connects multiple entrances and engages patrons with library services and materials. The library's array of spaces includes a divisible events space, a board style conference room, group study rooms, a technology center, a business center, a gaming space, and a café/friends/new media browsing marketplace.

The library links the downtown commercial district and Civic Park, and utilizes surface and underground parking to preserve park space and help achieve LEED Gold certification.

AWARDS

- LEED-NC Gold
- CoD+A Award – Institutional Category





Dixon Public Library District Library Advisory Committee

Thank you for your interest in the Dixon Library Advisory Committee

The Library Advisory Committee will have a total of 6 positions.

- 5 positions for anyone age 18 and over, who resides or does business within the city of Dixon.
- 1 position for a high school student who resides or attends school in the city of Dixon.

The Committee will serve in an advisory capacity to the Library Board by making recommendations for the Dixon Public Library in areas of policy reviews, annual budgeting matters, library resources and services, projects and properties and facilities.

Members of the Library Advisory Committee will serve on a voluntary and unpaid basis for two-year terms. They will attend monthly meetings and may be required to attend Library Board meetings. Members serve in an advisory role only, and will not be empowered to enforce any recommendations. All meetings of the committee will be regulated in accordance with the Ralph M. Brown Act under Government Code §54950 et seq.

Interviews for the committee will take place at a future Library Board meeting.

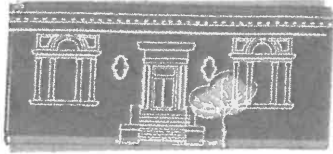
Please fill out the attached application to express interest in becoming a member of the committee.

For more information on the Library Advisory Committee and other library groups please contact Steve Arozena, Director, 707-678-5447 | arozenas@dixonlibrary.com



Dixon Public Library | 230 North 1st Street | Dixon, Ca. 95620

707-678-5447 | www.dixonlibrary.com



DIXON
PUBLIC LIBRARY
est. 1912

Dixon Public Library District Library Advisory Committee Application for Appointment

Today's Date: 12/04/2017
Name: Alondra Gomez
Street Address: 6940 Liberty Island Rd.
City, State, Zip: Dixon, CA 95620
Telephone: Home (707) 474-1616 Work N/A
E-mail: iamalondrag@gmail.com
Are you a high school student? Yes or No

Please use the area below to tell us about yourself and your interest in serving on a Library Advisory Committee (additional pages may be attached).

Applications should be returned to the Dixon Public Library's Circulation or Reference Desks.

Dixon Public Library | 230 North 1st Street | Dixon, Ca. 95620

I am currently attending Dixon High School as a junior. At school, I take mostly AP classes and I am heavily involved in multiple clubs. From my involvement in clubs, I have obtained leadership skills that are vital when working with people. I enjoy helping the community and the clubs that I am in, such as Key Club and CSF, help me reach out to others. The job I have afterschool consists of tutoring high school and middle school students. I don't consider my job as hard work because like I said before, I enjoy helping people with whatever I can, and in this case I am helping others with my knowledge. I would like to serve on the Library Advisory Committee for multiple reasons. First of all, I believe that the position will be a good experience for ~~me~~^{me} since it will provide an insight on how people work together in order to run a library efficiently. The insight could help my communication skills and help me gain a real life experience away from the high school environment. I believe I am a good candidate because I can provide a high school student perspective especially because I have an open mind and I understand how people

COUNTY OF SOLANO
REQUESTED PROJECTION: DEPARTMENT 9886 - DIXON PUBLIC LIBRARY
FOR THE FISCAL YEAR 18-2018

CATEGORY		2018
SUBJECT	Description	REQUESTED
		BUDGET
0009505	STATE HIGHWAY RENTALS	-
0009507	HOMEOWNERS PROPERTY TAX RELIEF	-
0009591	GRANT REVENUE	2,049
TOTAL	INTERGOVERNMENTAL REVENUES	\$ 2,049.07
9800	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	\$ 6,767.74
9900	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 2018-2018

CATEGORY		2018
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
9900	CHARGES FOR SERVICES	
0009801	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)

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.	\$		1,436,515
Revenue From Grants	\$		-
Other Revenues	\$		14,095
Other Financing (Transfer from <i>Fund Balance Available</i>)	\$		-
Total Revenues	\$		1,463,860
Appropriations			
Salaries & Employee Benefits	\$		819,229
Services & Supplies	\$		486,462
Other Charges & Fixed Assets	\$		1,609
Total Expenditures	\$		1,307,300
SURPLUS	\$		156,560

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.
- Shared Taxes are budgeted @ \$40k.

Appropriations:

- Salaries and Employee Benefits:**
- Budgeted Steps increases and new Teen Librarian position \$33k (19 hrs week unbenefited).
- Removed new Teen Librarian position \$30k.
- Services and Supplies:**
- Increases for Design fees, and various vendors fees going up anywhere from 10% to 33%.

Fixed Assets:

- Decrease due to budgeting only for the annual digitalization and not the initial project.

Fund 428, FY18.19 New Year Budget Requests		Fiscal years 2018-2019	
Revenues			
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	109,977.00
0001131 SALARY/WAGES OT/CALL-BACK	-
0001210 RETIREMENT-EMPLOYER	103,677.53
0001220 FICA-EMPLOYER	41,876.00
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	\$ 819,229.14
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
0002315 PURCHASES FOR RESALE	-

COUNTY OF SOLANO
REQUESTED PROJECTION: DEPARTMENT 9886 - DIXON PUBLIC LIBRARY
FOR THE FISCAL YEAR 18-2019

CATEGORY	2019
SUBJECT Description	REQUESTED BUDGET
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 Buildings & Improvements	-
0004303 EQUIPMENT	-
0004521 INTANGIBLE	1,809
TOTAL FIXED ASSETS	\$ 1,809.00
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	-
0009505 STATE HIGHWAY RENTALS	-
0009507 HOMEOWNERS PROPERTY TAX RELIEF	-

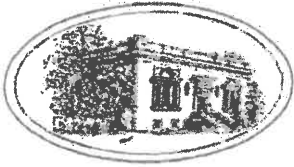
COUNTY OF SOLANO
REQUESTED PROJECTION: DEPARTMENT 9886 - DIXON PUBLIC LIBRARY
FOR THE FISCAL YEAR 18-2019

CATEGORY SUBJECT	Description	2019 REQUESTED BUDGET
0009511	OTHER GOVERNMENTAL AGENCIES	40,000
0009591	GRANT REVENUE	2,049
TOTAL	INTERGOVERNMENTAL REVENUES	\$ 42,049.07
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		1,307,300
TOTAL REVENUE		1,463,860
GRAND TOTAL		\$ (156,560.33)

COUNTY OF SOLANO
REQUESTED PROJECTION: DEPARTMENT 9428 - DIXON PUB LIBRARY
FOR THE FISCAL YEAR 2016-2018

CATEGORY SUBJECT	Description	2019 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)

11. New Business –



DIXON PUBLIC LIBRARY

230 North First Street • Dixon, California 95620
(707) 678-5447 • (707) 678-3515 Fax • dixonlibrary.com

May 22, 2018

Via First Class-Certified Mail

Steven Kott
1326 North Market Blvd.
Sacramento, CA 95834

**Re: Termination of Inland Business Systems Managed Print Services Agreement
Customer No.: 102304**

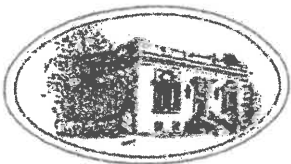
Dear Mr. Kott:

This correspondence provides notice of termination of the Managed Print Services Agreement ("Agreement") entered into between the Dixon Public Library District ("District") and Inland Business Systems ("Inland"), dated September 20, 2017. Pursuant to Paragraph 2 of the Agreement, the District has the right to terminate the Agreement without cause upon ninety (90) days' notice to Inland. Please accept this letter as the District's written notice of intent to terminate the Agreement without cause to be effective end of business August 20, 2018.

Paragraph 2 of the Agreement provides in relevant part:

CUSTOMER [District] may terminate this Agreement, with or without cause, upon (90) days written notice. However, should CUSTOMER terminate this Agreement prior to the end of its term, without cause, CUSTOMER shall: a) permit COMPANY [Inland] to remove any COMPANY owned equipment and supplies covered under this Agreement; b) pay all charges due and owing to COMPANY through the date of removal of such equipment and supplies; c) pay COMPANY the sum of remaining payments or as liquidated damages, the charges of three (3) times the Base Rate as shown on Page 1.

Accordingly, the District will permit Inland to remove any Inland-owned equipment and supplies covered under this Agreement on June 1, 2018. We have identified the only equipment owned by Inland is one (1) HP Laser Jet Pro 400 Color Printer (ID #84151). Please contact me if you disagree with our description of the inventory. With respect to Inland-owned supplies, we interpret this to mean only the supplies that have been received by the District on the date of removal of June 1, 2018 for which we have not yet remitted payment. Please contact me if you disagree with this interpretation and/or provide me with a process for identifying the supplies owed upon the date of removal.



DIXON PUBLIC LIBRARY

230 North First Street • Dixon, California 95620
(707) 678-5447 • (707) 678-3515 Fax • dixonlibrary.com

The District will continue to make payments on the foregoing equipment and supplies until the date of removal. Any delay by Inland to remove its equipment and supplies by June 1, 2018 will be at its own expense. The District will not be responsible for any charges due to Inland's delay in removing its equipment and supplies.

Additionally, the District will also pay liquidated damages in accordance with Paragraph 2(c) of the Agreement at the end of the 90-day period on August 20, 2018 in the amount as follows:

\$62.00 (Base Billing per Page 1 of Agreement) x 37 mos. (August 20 through September 20, 2021) x 3 = \$ 6,882 (Liquidated Damages).

Lastly, we have already discussed buyout of the Kyocera 2551 printer separately with CIT Finance, LLC. We are in the process of negotiating the return or storage of the device for the remainder of the term of the agreement between the District and CIT. Given that Inland is the "Supplier" under the terms of the CIT agreement, please let me know if you should be included in our future correspondences and/or discussions with CIT.

Please note that this correspondence shall not be construed as an exhaustive list of all grounds for the termination of the Agreement, and the District expressly reserves its rights to provide additional responses, comments, documents or claims. Nothing in this letter shall be construed as a waiver of the District's rights or remedies, which are expressly reserved.

Your prompt attention to this matter is appreciated. Please do not hesitate to contact me if you have any questions.

Sincerely,

DIXON PUBLIC LIBRARY DISTRICT

Steve Arozena
Library Director



GOVERNING BOARD OF LIBRARY TRUSTEES

Minutes: REGULAR MEETING

Thursday, July 12, 2018
7:00 p.m.

Council Chambers, City of Dixon
600 East A St., Dixon, CA 95620

1. CALL TO ORDER

- *Meeting called to order*

2. CLOSED SESSION

- a. Public Employee Discipline/Dismissal/Release [Gov't Code 54957]
 - b. Public Employee Appointment – Interim Library Director [Gov't Code 54957]
- *No announcements from Closed Session*

3. BUSINESS MEETING

- a. Pledge of Allegiance
- *Board and audience stood for pledge*

b. Roll Call:

Trustees:

John Gabby, President
Luke Foster, Vice President – *absent*
Guy Garcia, Clerk – *absent*
Melissa Maseda, Member
Caitlin O'Halloran, Member

Staff:

Steve Arozena, Library Director – *absent*

4. NOTICE TO PUBLIC

Any member of the public wishing to address the Governing Board on a topic within the subject matter jurisdiction of the District but not on the agenda may do so during the PUBLIC COMMENT period identified in this agenda. By law, subjects not on the agenda cannot be acted upon by the Board except to briefly respond, clarify, or refer to staff for review and presentation at a future meeting. The Board President will recognize you for public comment on matters on the agenda at the appropriate time.

5. CORRESPONDENCE

- *None*

6. CONSENT AGENDA

- *No items*

7. PUBLIC COMMENT

- *None*

8. GUESTS & PRESENTATIONS

- *None*

9. DIRECTOR'S REPORT

- *Director Arozena was absent*

10. ONGOING BUSINESS

a. Future of Library Facilities/Properties/Proposal from JK Architecture Information/Discussion/Action

- *Board members were not given a copy of the JK Architecture's proposal. Board requests at the August 9, 2018, regular board meeting JK Architecture complete packet*

11. NEW BUSINESS

a. Approval of 2018/2019 Budget Information/Discussion/Action

- *Approved with two (2) changes. Board requests at the August 9, 2018, regular board meeting a revised 2018/19 budget be presented with the two change requests*

b. Approval of new Teen Librarian position Information/Discussion/Action

- *Board requested that the Teen Librarian position be removed from the 2018/19 budget – approx. \$30,000.00*
- *Board requested that the tax sharing revenue be added into the 2018/19 budget – approx. \$40,000.00*

c. Approval of Minutes, May 10, 2018 Regular Meeting Information/Discussion/Action

- *Approved; Yes – 3; No – 0*

d. Approval of Minutes of May 31, 2018, Special Meeting

- *Approved; Yes – 3; No – 0*

The Board President legally posted this agenda in accordance with the Brown Act on: July 9, 2018. In compliance with the American's with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Library at 707-678-5447. Notification of at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting.

John Gabby, Board President

Guy Garcia, Clerk



GOVERNING BOARD OF LIBRARY TRUSTEES

Minutes: SPECIAL MEETING

Thursday, July 19, 2018
6:00 p.m.

Council Chambers, City of Dixon
600 East A St., Dixon, CA 95620

1. CALL TO ORDER

- Meeting called to order at 6:00 p.m.

a. Pledge of Allegiance

- Board and audience stood for pledge

b. Roll Call:

Trustees:

John Gabby, President
Luke Foster, Vice President – *absent*
Guy Garcia, Clerk – *absent*
Melissa Maseda, Member
Caitlin O'Halloran, Member

Staff:

Steve Arozena, Library Director – *absent*

2. NOTICE TO PUBLIC

None

3. PUBLIC COMMENT

None

4. CLOSED SESSION

- a. Public Employee Discipline/Dismissal/Release [Gov't Code 54957]
- b. Public Employee Appointment – Interim Library Director [Gov't Code 54957]
- c. Conference with legal counsel – anticipated litigation: Significant exposure to litigation [Govt. Code 54956.9(d)(2)] [one case]

5. ANNOUNCEMENTS FROM CLOSED SESSION

None

6. ADJOURNMENT

The Board President legal posted this agenda in accordance with the Brown Act on: July 18, 2018. In compliance with the American's Disabilities Act, if you need special assistance to access the Board Meeting room or to otherwise participate at the meeting, including auxiliary aids or services, please contact the Dixon Public Library at (707) 678-5447. Notification of at least forty-eight (48) hours prior to the meeting will enable the Dixon Public Library to make reasonable arrangements to ensure accessibility to the Library Board Meeting.

John Gabby, Board President

Guy Garcia, Clerk

**DIXON PUBLIC LIBRARY DISTRICT
ACTING INTERIM LIBRARY DIRECTOR
CONTRACT OF EMPLOYMENT**

PART-TIME TEMPORARY

This AGREEMENT is made and entered into on August 1, 2018, by and between the Board of Trustees (hereinafter "BOARD") of the Dixon Public Library District (hereinafter "DISTRICT" or "LIBRARY"), a political subdivision of the State of California and Roxanne Brown (hereinafter "ACTING INTERIM LIBRARY DIRECTOR"), collectively, the "Parties."

I. TERM OF AGREEMENT

The BOARD, in consideration of the promises by ACTING INTERIM LIBRARY DIRECTOR herein contained, agrees to employ, and ACTING INTERIM LIBRARY DIRECTOR hereby accepts temporary employment as ACTING INTERIM LIBRARY DIRECTOR of the LIBRARY, for a term not to exceed three (3) months beginning August 1, 2018. The term of this AGREEMENT shall not be automatically extended, but may be extended by the BOARD subject to ACTING INTERIM LIBRARY DIRECTOR's receipt of positive work performance evaluations throughout the term of this Agreement. Any such extension shall be effective only upon action by the BOARD in open session at a regular public meeting [Gov. Code § 54956(b)].

ACTING INTERIM LIBRARY DIRECTOR agrees to the best of her ability and experience that she will at all times loyally and conscientiously perform all of the services, duties and obligations required of her either expressly or implicitly by the terms of this AGREEMENT, the laws of the State of California, and rules, regulations, and LIBRARY policies.

II. DUTIES

A. ACTING INTERIM LIBRARY DIRECTOR shall serve as the temporary Chief Executive Officer and Secretary to the BOARD pursuant to California Education Code section 18402, respectively. ACTING INTERIM LIBRARY DIRECTOR shall attend all regular and special meetings of the BOARD, except as otherwise authorized or directed by the BOARD.

B. ACTING INTERIM LIBRARY DIRECTOR shall perform the duties of LIBRARY DIRECTOR as prescribed by the laws and regulations of the State of California and by the rules and regulations adopted by the BOARD. Any actions which require ratification by the BOARD shall first be presented to the BOARD President and then presented to the entire BOARD at the next scheduled BOARD meeting.

C. In addition, ACTING INTERIM LIBRARY DIRECTOR shall, under the direction and supervision of the BOARD:

1. Be responsible for the execution of BOARD policies (whereas the BOARD shall retain the responsibility for formulating and adopting said policies).
2. Represent the interests of the BOARD and the LIBRARY in day-to-day contact and interactions with citizens, community and governmental agencies and maintaining a program of public information designed to improve public understanding and support of LIBRARY objectives and operations.
3. Be responsible to the BOARD for any powers and duties delegated to other LIBRARY staff.
4. Keep the BOARD informed of significant administrative decisions, litigation, personnel issues, LIBRARY related issues and incidents, and other significant events affecting the LIBRARY or its facilities.
5. Provide leadership and direction in working directly with LIBRARY employees on site at the LIBRARY during contracted hours, and available via telephone and/or email as necessary.
6. Prepare notices of BOARD meetings, agendas in accordance with Brown Act requirements, and advise the BOARD President and BOARD regarding lawful closed session meetings and reporting out closed session actions, and maintaining all BOARD records and documents.
7. Report significant matters raised by BOARD members to the BOARD President for determination of whether they should be shared with the entire BOARD at a subsequent meeting of the BOARD.
8. Manage and administer the LIBRARY's facilities.
9. Perform the following functions:
 - a. Provide full and regular days of service on-site at the LIBRARY on a part-time basis of at least three (3) days per a work week;
 - b. Maintain a presence at the LIBRARY during contracted hours and available via telephone and/or email as necessary;
 - c. Manage, direct, and assign LIBRARY employees;
 - d. Work with appropriate staff to complete LIBRARY budget and finances;
 - e. Manage business affairs, operations, and facilities for the LIBRARY;
 - f. Administer and enforce policies established by the BOARD;

- g. Promulgate rules and procedures as necessary for the administration of the LIBRARY;
- h. Enter into contracts for and on behalf of the LIBRARY for the purchase of books, journals, publications, and/or other personal property subject to prior-BOARD approval pursuant to Education Code Section 18403;
- i. Submit financial and budgetary reports to the BOARD as required by Board policies consistent with Education Code Section 18451;
- j. Work with appropriate staff to file an annual report with the State Librarian pursuant to Education Code Section 18408;
- k. In general perform, all duties incident to the Office of the LIBRARY DIRECTOR and such other duties as may be prescribed by the BOARD from time to time;
- l. Advise the BOARD regarding financing/implementation of present or contemplated LIBRARY programs/services;
- m. Establish and maintain an appropriate community relations program;
- n. Serve as liaison/representative of the BOARD with respect to employer-employee matters, and make recommendations to the BOARD concerning those matters;
- o. Attend regular, special and closed session meetings and workshops of the BOARD.

10. Consult with the BOARD's legal counsel when necessary in furtherance of the foregoing duties.

D. BOARD/LIBRARY DIRECTOR Communications.

1. The BOARD, individually and collectively, and the ACTING INTERIM LIBRARY DIRECTOR, agree that they shall work together in a spirit of cooperation and teamwork, and shall provide each other with periodic opportunity to discuss LIBRARY business, issues, and new developments.

2. The BOARD's primary communications with the ACTING INTERIM LIBRARY DIRECTOR shall be through its President or designee, but the ACTING INTERIM LIBRARY DIRECTOR shall maintain communication and working relationships with each BOARD member.

III. COMPENSATION AND BENEFITS

A. Salary. During the term of this AGREEMENT, the ACTING INTERIM LIBRARY DIRECTOR shall be paid a salary based on a daily rate of Four Hundred Seventy-Five Dollars and No Cents (\$475.00), less all statutory and other deductions. The salary shall be payable in equal monthly installments on the last working day of each month and shall be based on actual days worked as determined by the BOARD AND ACTING INTERIM LIBRARY DIRECTOR on a part-time basis of at least three (3) days per a work week. The ACTING INTERIM LIBRARY DIRECTOR may work additional days as needed with approval of the BOARD President. The ACTING INTERIM LIBRARY DIRECTOR acknowledges and agrees she shall not be entitled to overtime or compensatory time.

B. Benefits and Expense Reimbursement.

1. Health And Welfare; Other Benefits. The ACTING INTERIM LIBRARY DIRECTOR acknowledges and agrees that she shall not be entitled to receive any health and welfare benefits, including any other benefits available to the Library's other employees, during her temporary employment.

2. Retirement. The ACTING INTERIM LIBRARY DIRECTOR acknowledges and agrees that she shall not receive any retirement plan or contribution to any retirement plan as available to the LIBRARY's other employees or under any other plan, during her temporary employment with the LIBRARY. The ACTING INTERIM LIBRARY DIRECTOR represents and agrees her temporary employment with the LIBRARY under this AGREEMENT does not violate any rule or regulation of any other employer and/or retirement plan of which the ACTING INTERIM LIBRARY DIRECTOR is currently employed with and/or participates in. [No issue here, she's a STRS retiree and the Library doesn't participate in STRS.]

3. Expense Reimbursement. The ACTING INTERIM LIBRARY DIRECTOR shall be reimbursed for reasonable business expenses, including travel, parking, business meetings, and professional dues, made and substantiated in accordance with the policies and procedures established from time to time by the BOARD. All such expenses shall be subject to BOARD approval.

IV. WORK YEAR, HOLIDAYS, VACATION AND SICK LEAVE

A. The ACTING INTERIM LIBRARY DIRECTOR shall render full and regular days of service on a part-time basis at the LIBRARY and such service shall be for at least three (3) days a week during the term of this AGREEMENT, e.g. Wednesday, Thursday, and Friday. The ACTING INTERIM LIBRARY DIRECTOR will notify the BOARD President in writing whenever she intends not to be on duty, or when she is required to be off-site for LIBRARY business.

B. The ACTING INTERIM LIBRARY DIRECTOR shall not be entitled to any paid holidays and sick leave during her temporary employment.

C. The ACTING INTERIM LIBRARY DIRECTOR acknowledges and agrees that she shall not accrue any hours of paid vacation leave or administrative leave during her temporary employment.

V. TERMINATION

A. The ACTING INTERIM LIBRARY DIRECTOR understands and agrees that her employment as the ACTING INTERIM LIBRARY DIRECTOR pursuant to this AGREEMENT is "at-will" and the BOARD may terminate this AGREEMENT at any time, with or without notice, with or without cause, except as otherwise provided by law. Nothing in this AGREEMENT shall prevent, limit or otherwise interfere with the right of the ACTING INTERIM LIBRARY DIRECTOR to resign and terminate this AGREEMENT at any time.

B. In the event there is a dispute regarding the termination of this AGREEMENT prior to the end of its Term, the maximum cash settlement that the ACTING INTERIM LIBRARY DIRECTOR may receive, at the discretion of the BOARD, shall not exceed an amount equal to the monthly salary of the ACTING INTERIM LIBRARY DIRECTOR multiplied by the number of months left on the unexpired Term of the Agreement [Government Code section 53260].

C. This AGREEMENT does not provide for any paid leave or absence or for payment of a legal defense if the ACTING INTERIM LIBRARY DIRECTOR is charged by criminal complaint, information or indictment for commission of any crime. If the ACTING INTERIM LIBRARY DIRECTOR is otherwise granted a paid leave of absence and/or provided a legal defense by the LIBRARY on any other basis and is later convicted of a crime involving abuse of office or position, the ACTING INTERIM LIBRARY DIRECTOR shall reimburse the LIBRARY for all salary paid during such leave and also reimburse the LIBRARY for any costs of legal defense [Government Code sections 53243-53243.4].

VI. EXTENSION OF CONTRACT

This AGREEMENT may be extended by the BOARD at its sole discretion.

VII. ENTIRE AGREEMENT

This AGREEMENT contains the entire agreement between the ACTING INTERIM LIBRARY DIRECTOR and the BOARD, and constitutes the complete, final and exclusive embodiment of their agreement with respect to THE ACTING INTERIM LIBRARY DIRECTOR's employment with the LIBRARY. The terms of this AGREEMENT are contractual and not a mere recital. This AGREEMENT is executed without reliance upon any promise, warranty or representation by the Parties or any representative of the Parties other than those expressly contained in this AGREEMENT, and the Parties have carefully read this AGREEMENT, and sign the same of their own free will.

VIII. SUCCESSORS AND ASSIGNS

Subject to the provision regarding assignment, this AGREEMENT shall be binding on the heirs, executors, administrators, successors and assigns of the representative Parties.

IX. APPLICABLE LAW

This AGREEMENT is subject to all applicable laws of the State of California, and rules, regulations, and policies of the BOARD, all of which are made a part of the terms and conditions of this AGREEMENT as though fully set forth therein.

X. MODIFICATION

This AGREEMENT may be modified upon mutual written consent of the Parties.

XI. INDEPENDENT LEGAL ADVICE / REPRESENTATION

The ACTING INTERIM LIBRARY DIRECTOR and the BOARD each recognize that in entering into this AGREEMENT that: (1) they have each relied upon the advice of their own representative; and (2) they have each read, understood, voluntarily accepted, and agreed to the terms of this AGREEMENT. The ACTING INTERIM LIBRARY DIRECTOR acknowledges and agrees that legal counsel for the BOARD represents the BOARD's interests exclusively and that no attorney-client relationship exists between the ACTING INTERIM LIBRARY DIRECTOR and legal counsel for the BOARD.

XII. BOARD APPROVAL OF AGREEMENT

This AGREEMENT shall be effective only upon approval of the BOARD in a regular, public meeting of the BOARD, duly noticed under the Ralph M. Brown Act. Such approval shall be recorded on the last page of this AGREEMENT. ACTING INTERIM LIBRARY DIRECTOR understands and acknowledges that this AGREEMENT is a public record which the LIBRARY may be required by law to disclose in response to a request pursuant to Government Code sections 6250, *et seq.*, and/or Government Code sections 54950, *et seq.*

XIII. WAIVER OF BREACH

No waiver of any breach of any term or provision of this AGREEMENT shall be construed to be, nor shall it be, a waiver of any other breach of this AGREEMENT. No waiver shall be binding unless in writing and signed by the Party waiving breach.

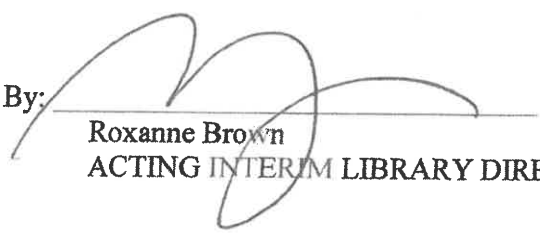
IN WITNESS WHEREOF, the Parties caused this AGREEMENT to be executed on the date indicated below.

By: _____

Dated: _____

John Gabby
President, Board of Trustees
DIXON PUBLIC LIBRARY DISTRICT

By:



Roxanne Brown
ACTING INTERIM LIBRARY DIRECTOR

Dated:

07-28-2018