



GOVERNING BOARD OF LIBRARY TRUSTEES

AGENDA: REGULAR MEETING

7:00 P.M., Thursday, September 13, 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. Conference with legal counsel - anticipated litigation: Significant exposure to litigation [Govt. Code 54956.9(d) (2)] [One case]
- c. Public Employee Performance Evaluation – Acting Interim Library Director [Gov't Code 54957]

3. OPEN SESSION

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, Page 9

None

6. CONSENT AGENDA, Page 10

- a. Resignation of three (3) employees. Job classification, Library Pages
Vidmar, Timothy – August 17, 2018
Alatorre, Jessica – August 10, 2018
Cararbajal, Beau – July 10, 2018
Wingard, Benjamin – August 10, 2016

Information only
Discussion
Action

- b. Hiring of two (2) employees. Job classification, Library Pages
Hausman, Leonel – July 30, 2018
Miller, Gabriella – July 30, 2018

Information only
Discussion
Action

- c. Approval of Board Minutes, August 9, 2018 Regular Meeting, p. 11-14
Information

Discussion
 Action – Recommend approval

Ayes _____ Noes _____

7. PUBLIC COMMENT, Page 10

8. GUESTS & PRESENTATIONS, Page 16

- a. Representatives of JK Architecture Engineering firm will be present to answer questions from the Library Board. The Contract for Library Board approval for services from JK Architecture Engineering is Agenda Item 8.b.

Information
 Discussion
Action

- b. JK Architecture Engineering Contract - Future of Library Facilities/Properties/Proposal from JK Architecture
Information

Discussion
 Action – recommend approval of JK Architecture Engineering Contract in the amount of twenty-seven thousand, nine-hundred, thirty dollars (\$27,930.00). p. 17-20

Ayes _____ Noes _____

- c. Adult Literacy Program
- X Information – written report from Pam Griffey
- Discussion
- Action

P. 21, 22

- d. Summer Reading Program, Jim Tinder, Children/Youth Services
- X Information
- X Discussion
- Action

P. 23-27

- e. Teen Program – Jim Tinder, Children/Youth Services
- X Information
- X Discussion
- Action

P. 25

Ayes _____ Noes _____

- f. Adult Services Librarian Report, Catherine Wesenfeld
- X Information – written report by Catherine Wesenfeld
- X Discussion
- Action

P. 29-31

9. ACTING INTERIM DIRECTOR'S REPORT, Page 32

- a. California Education Code 18408. Acting Interim Director's Contract, Article II. C. 9.j. reads, "Work with appropriate staff to file an annual report with the State Librarian pursuant to Education Code Section 18408." Email from Janet Coles, Assistant Bureau Chief, California State Library informed me via email Education Code Section 18408 is outdated and no longer needed. Replacing the State Report is a Public Library Survey.
- X Information – email attached
- X Discussion
- X Action – recommend approval for removing the Ed Code Section 18408 from Acting Interim Director duties. Acting Interim Director will complete the Public Library Survey.

P. 33

Ayes _____ Noes _____

- b. Measure L, Sales Tax Measure Meeting in September 17, 2018, at 6:00 p.m. at the Becker Balmer Room, Fairfield Civic Center, Fairfield, CA.
- X Information
- X Discussion
- X Action – Motion to approve one (1) of the following options;
- 1) Increase the Acting Interim Director's Contract by one (1) day on September 17, 2018 to attend Measure L meeting

P. 34

2) Work on September 17, 2018 in lieu of working October 31, 2018

Ayes _____ Noes _____

- c. Annual Measure L Expenditures Report to Solano County, P. 35-36
 Information – email attached
 Discussion
 Action

Ayes _____ Noes _____

- d. Measure L provides funds to; prevent library closures; maintain collections of books, databases, and other materials; preserve library hours and children, teen, adult, senior programs, including computer training, homework help, adult/family literacy and children's story times, with all revenues staying in Solano County.
 Information
 Discussion
 Action - recommend approval of an additional five (5) hours a week to the Library Personnel Payroll to fund a Spanish speaking Adult/Family Literacy Liaison with Measure L Funds.
- e. National Friends of Libraries Week, October 21 – 27
 Information – National Friends of Libraries Week. Currently, there are 21 members of Friends of the Library and six (6) volunteers.
 Discussion
 Action – recommend commendation (thanks for the DPL Friends of the Library and volunteers at the October 11, 2018 Library Board of Trustees.
- f. Dixon Public Library Advisory Committee Application
 Information – Called applicant twice, no return call
Discussion
Action

10. ONGOING BUSINESS, Pages 37-58

10.1 Budget Items:

- a. Fiscal Year (FY) 2018/19 Detail Budget Review – Gina Dupell, P. 38-48
Accounting/Payroll Technician
 Information
 Discussion
Action

Ayes _____ Noes _____

b. Lease Contract (equipment) with CIT Bank in the amount of thirteen thousand, six-hundred, forty-four dollars and fifty-one cents, (\$13,644.51) P. 49-50

Information – Discussion

Action – recommend approval. Caltronics, vendor, provides current copier. Caltronics wrote DPL a check in the amount of twelve thousand, two-hundred, forty-dollars (\$12,240.00) in June in order to ‘buy-out’ the CIT Equipment Lease Contract.

Information

Discussion

Action – recommend approval

Ayes _____ Noes _____

c. 2018/19 Budget Line item changes

1000	Salaries and FICA (approx.. costs)	\$
	Acting Interim Director Salary – approximately	20,000.00
	Liaison/Clerk for Adult Literacy Program/Spanish speaking	4,000.00
2000	Services and Supplies	
	EdTech – 2018/19 Contract renewal (in packet)	5,000.00
	Employee Education Board Policy increase of	8,000.00
	Self-check machine budgeted Board Approved 06/08/18 amount of 17,500.00 – Board Minutes in packet	
	Arrived August 2018	18,500.00
	Gilbert Associates, Inc., invoice (in packet)	8,424.00

P. 51-53

P. 54-56

P. 57-58

Information

Discussion

Action – recommend approval to reflect line item budget items

11. NEW BUSINESS, Policy and Procedure Review, Pages 58-59

a. Policy 1000, Policy and Procedure Manual; Establishment and Purpose of Policies and Procedures P. 60-62

Information – *first reading*

Discussion

Action – recommend approval with additional language and to place a clean copy in the DPL Policy and Procedure Manual *if Board deems appropriate*

Ayes _____ Noes _____

- b. Resolution to address language needed for "Above Allocated Hours" Pay Policy 3010 – Additional language for clarification of Above Allocated Hours P. 63
- Information
 - Discussion
 - Action – recommend approval

Ayes _____ Noes _____

- c. Policy 3010, Policy and Procedure Manual; Work Week, Work Hours, Overtime, and Above Allocated Hours P. 64-65
- Information – *first reading*
 - Discussion
 - Action – recommend approval. Above Allocated Hours are built in to the 2018/19 Budget. Recommend approval *if Board deems appropriate* ~~P. 64-65~~

Ayes _____ Noes _____

- d. Policy 3015 – Employee Status. Revision of Policy 3015 language was not added to reflect the Library Board's approval of the addition of language (approved on May 10, 2018). P. 66-68
- Information only – *final reading*
 - Library Board voted to approve new language for Policy 3015. Ayes – 3 and Noes – 0
 - Discussion
 - Action - Recommend approval *if Board deems appropriate.*

- e. Policy 3020 – Policy and Procedure Manual, Vacation Leave P. 69-71
- Information – *first reading*
 - Discussion
 - Action - Recommend approval *if Board deems appropriate*

- f. Policy 3030, Policy and Procedure Manual; Holidays 'and other Library Closure Days' P. 72-77
- Information – *first reading*
 - Discussion
 - Action - Recommend approval *if Board deems appropriate*

Ayes _____ Noes _____

- g. Policy 3120, Policy and Procedure Manual; Title: Education Assistance Created an 'Education Reimbursement Form for employees' to fill out when asking to take class (es) related to their present work assignment and/or class (es) that are required as part of a degree or certificate. P. 78-80
- Information – form, first reading

- Discussion
- Action – recommend approval

Ayes _____ Noes _____

- h. Policy 3120.3.4, Policy and Procedure Manual: “The total amount that the Library District may reimburse an employee for educational assistance is limited to \$2,500.00 in any calendar year.”

- Information
- Discussion
- Action – recommend to annually place \$10,000.00, in the budget to cover educational assistance reimbursement for regular full-time and regular part-time employees

Ayes _____ Noes _____

- i. Policy 4225, Policy and Procedure Manual; Title Internet Use and Access P. 81-86
- Information – *first reading*. Current policy language is out of date
 - Discussion – Need to address
 - Action – *if Board deems appropriate*

Ayes _____ Noes _____

- j. Dixon Public Library Business Practices. P. 87-89

- Information – Attached are three (3) pages located in the Dixon Public Library Policy Manual, Section ‘Personnel Policy Group: 3000’, approved by Library Board on September 1, 2017. The Dixon Public Library Policy and Procedure Manual does not reflect or support this document. Section ‘Personnel Policy Group: 3000’ was revised October 09, 2014, which does not reflect or include the use or implementation of ‘business practices’.
- Discussion – The Dixon Public Library is governed by the Library Board. The Dixon Public Library Policy and Procedure Manual which serves as a resource for the Trustees, staff, and members of the public. It is to guide the manner in which matters of the Library business is to be conducted.
- Action – recommend approval to direct Acting Interim Director implement the Dixon Public Library Procedure and Policy Manual and to cease any and all ‘business practices’ specifically ‘business practice/s’ dated September 1, 2017 which is in direct conflict with Policy 3030; That employees of the Dixon Public Library are to follow the Dixon Public Library Procedure and Policy Manual to present a cohesive and consistent library and work environment.

Ayes _____ Noes _____

Meeting adjourned at _____ p.m.

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

None

6. Consent Agenda

Personnel;

Resignations

New hires

August 9, 2018 – Approval of Board Meeting Minutes



GOVERNING BOARD OF LIBRARY TRUSTEES

AGENDA: REGULAR MEETING

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

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

1. CALL TO ORDER

- a. 7:00 p.m. - meeting called 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)]

Report from Closed Session: 2 b. President, John Gabby stated/read, "Pursuant to Government Code, Section 54953, subdivision (c) (3), the Board provides this oral summary of the compensation for the part-time and temporary executive position of Acting Interim Library Director. The term of the contract will be for no more than three (3) months, commencing August 1, 2018. The salary to be paid shall be at the rate of four hundred, seventy-five (475.00) dollars per day, less all statutory deductions. The contract does not provide for any other compensation or benefits."

4. BUSINESS MEETING

- a. Pledge of Allegiance

Board and audience present stood to recite the Pledge of Allegiance

- b. Roll Call:

Trustees:

John Gabby, President	<i>present</i>
Luke Foster, Vice President	<i>present</i>
Guy Garcia, Clerk	<i>present (left after Agenda Item 4b)</i>
Melissa Maseda, Member	<i>present</i>
Caitlin O'Halloran, Member	<i>present</i>

Staff:

Roxanne Brown, Acting Interim Library Director *present*

4. NOTICE TO PUBLIC

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5. CORRESPONDENCE – Pages 1 - 3

a. Letter from bil paul, June 11, 2018

- Information –letter attached re: “digitalizing” the Dixon Tribune
- Discussion
- Action
- No action taken*

b. Letter/donation, June 2, 2018

- Information - donation letter for Adult Literacy Program attached
- Discussion
- Action
- No action taken*

6. CONSENT AGENDA, Pages 4 - 14

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

Member O’Halloran made 1st motion

Member Madesa made 2nd motion

Four (4) Ayes Zero (0) Nays

7. PUBLIC COMMENT, Page 15

There were no public comments

8. GUESTS & PRESENTATIONS, Page 16

There were no guests or presentations

9. ACTING INTERIM DIRECTOR’S REPORT, Page 17

Reported on first five (5) days as Acting Interim Director

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

Action taken: Board requested that representative of JK Architecture attend the September 13, 2018 Board Meeting

b. Library Advisory Committee Application

- Information – Application attached
 Discussion
 Action

Action taken: Directed Acting Interim Director to reach out to sole applicant and the possibility of student representative serving on the Dixon Public Library Board

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

*Action taken: Approved 2018/19 Budget with revisions
Member O'Halloran made 1st motion
Member Madesa made 2nd motion
Four (4) Ayes Zero (0) Nays*

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

*Action taken: Directed Acting Interim Director to pay the \$6,882.00 liquidated damages to Inland Business for print lease
Vice-President Foster made 1st motion
Member Madesa made 2nd motion
Four (4) Ayes Zero (0) Nays*

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

- Information
 Discussion
 Action – Recommend approval

*Action taken: Approval of July 12, 2018 Board minutes
Member Madesa made 1st motion
Member O'Halloran made 2nd motion
Four (4) Ayes Zero (0) Nays*

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

- Information

Discussion
 X Action – Recommend approval
Action taken: Approval of July 19, 2018 Board minutes
Member Madesa made 1st motion
Member O’Halloran made 2nd motion
Four (4) Ayes Zero (0) Nays

d. Approval of Acting Interim Library Director

 Information
 Discussion
 X Action – Recommend approval - Contract attached
Action taken: Approval of Acting Interim Director’s Contract; August 1-October 31, 2018
Member O’Halloran made 1st motion
Vice-President Foster made 2nd motion
Four (4) Ayes Zero (0) Nays

8:45 p.m. - Meeting adjourned

John Gabby, President

Gus Garcia, Clerk

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7. Public Comment

Name

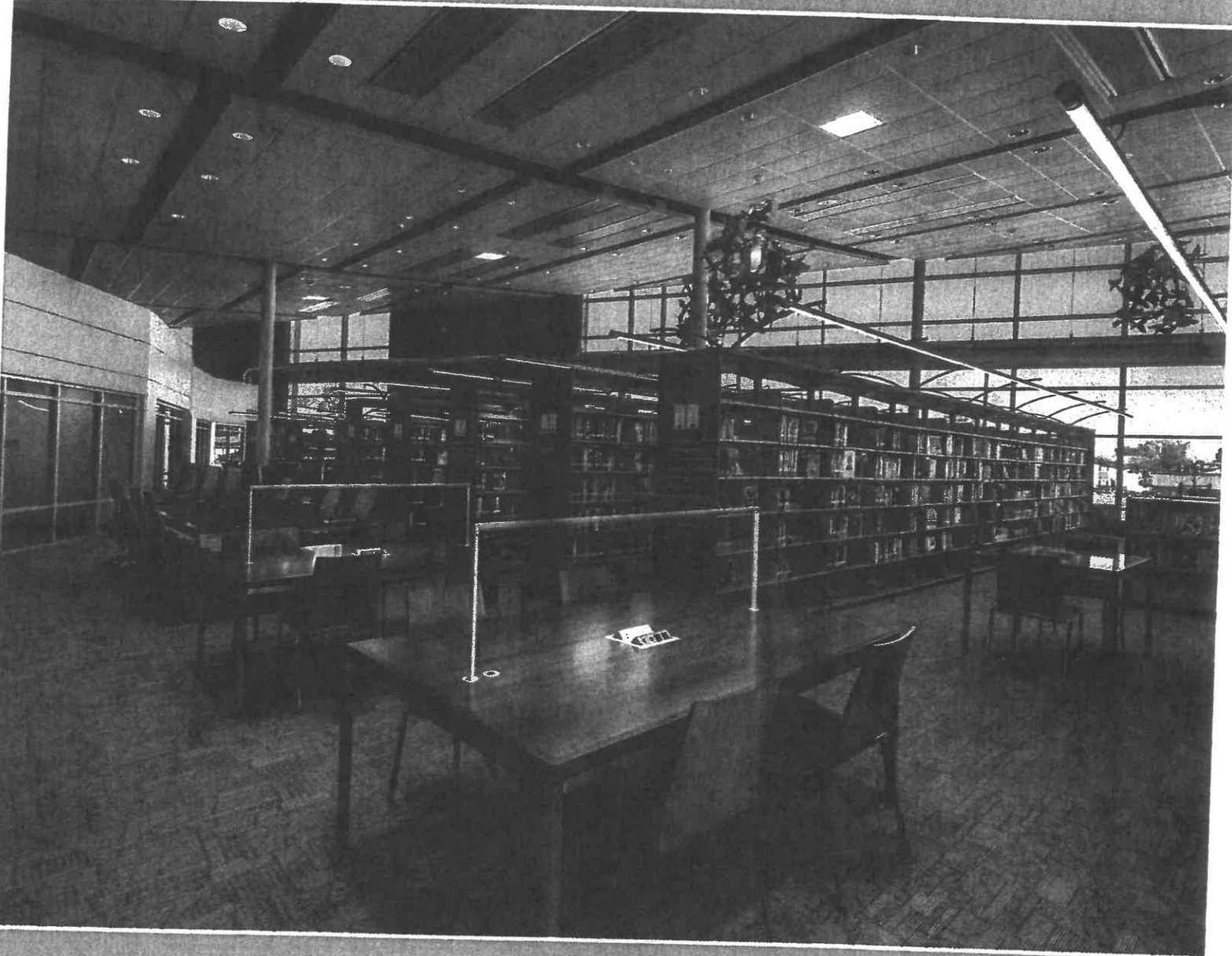
Follow-up

8. Guests and Presentations

Presentations:

- 8. a. *J K Architecture Engineering*
- 8. b. *J K Architecture Engineering Contract*
- 8. c. *Adult Literacy Program*
- 8. d. *Summer Reading Program*
- 8. e. *Teen Program*
- 8. f. *Adult Program*

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



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:

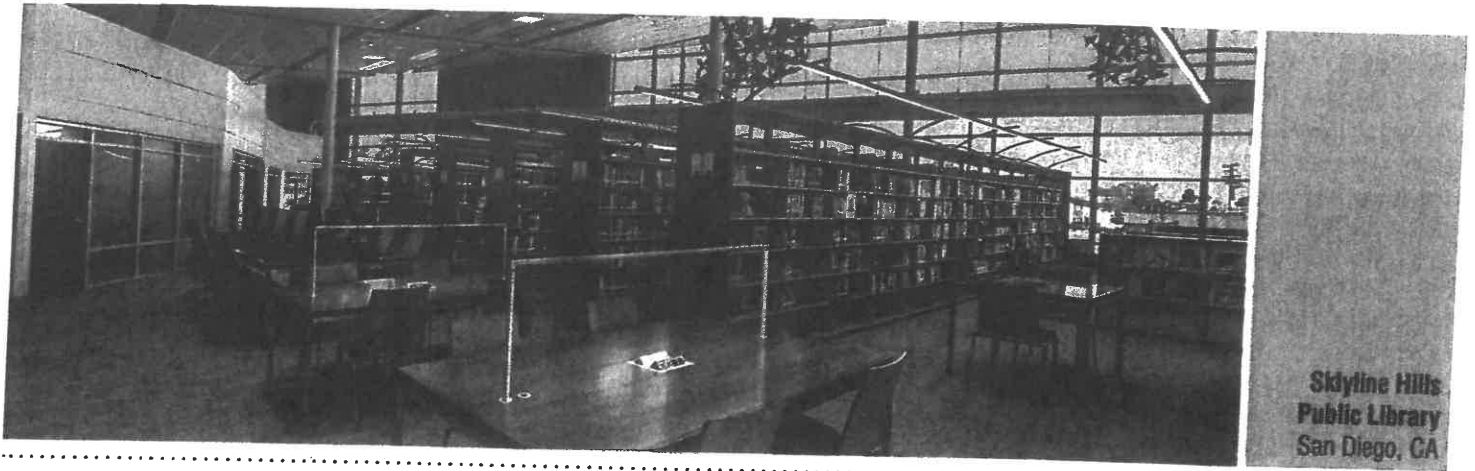
- Review final recommendations of Plan.

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



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

Dixon Adult Literacy Program Report August 31, 2018

Tutoring-

Currently, the Dixon Adult Literacy Program (DALP) has a total of 16 trained tutors. Ten of these are tutoring in a one-to-one pair, three are teaching a large group of students waiting to be placed with a tutor, and three are volunteer support staff. Most of these pairs meet in the Dixon Public Library with a few meeting in the Annex (also known as the Miller Building).

Conversation Group-

The remaining student group of 27, not having an individual tutor, are invited to join the Conversation Group. Of these, between 8 and 14 have been attending on Wednesday evenings for the past 2 months. In most literacy programs a 'Conversation Group' is basic conversation, but our volunteers have found that because of the low level of education, these students they need more of a "kindergarten" level of basic English. ABC's are taught with an emphasis on vowel sounds in English. Some are able to read very early text books. Activities such as letter BINGO are used to break up the time. Conversation practice is also included as it is one of the primary goals of the students. Conversation Group is held at the Dixon Public Library on Wednesday evenings for one hour.

ESL learning-

Our student group is entirely composed of English as a second language learners. Although we advertised with no particular group in mind, these are the people who have responded to our ads. Given that Dixon is an agricultural community composed of about 40% Latino population, this is not surprising. We welcome any learners in our community.

Training-

Our first training was completed in June 2018. All of our tutors were trained here, in Dixon, or with the Solano County Library Literacy Program in Fairfield, except for one who was trained in Yolo County. Almost all of the training materials came from the Solano County group. (They were our mentors in establishing this program).

Our next training will be in October 2018. Sign-ups are being taken now. Two orientations will be held in September to inform the public of our basic structure.

Upcoming Events-

On September 8, 2018, the Dixon Adult Literacy Program is partnering with the Dixon Public Library and Friends of the Dixon Public Library to host the first International Literacy Day

Celebration, based on the UNESCO event. This afternoon gathering will highlight groups that promote literacy in our community. Although many groups were invited, the Dixon Unified School District was the only other group that agreed to attend. We will all meet in the park in front of the library to welcome our guests. Tutors from the DALP group will be available to discuss their work with interested members of the community. Sign-ups will be taken at this time also.

2018 Summer Reading Program Report

The theme of the 2018 Summer Reading Program was "Reading Takes You Everywhere."

847 children and teens participated in the 2018 Summer Reading Program at Dixon Public Library. This was a 47% increase in participation as a result of online signups for the program and promotional saturation at schools and social media.

Early Literacy Component (0-5)

224 children were in the Early Literacy component (to age 5).

They received a reading log at signup. Parents were required to read ten picture books to their children, plus attend at least one library program and complete a few activities with the entire family.

82 children completed their reading log, and were awarded prizes including a growth chart, Play Doh, a picture book, and a pass to Lego Land. The first 35 children who finished received a "Reading Takes You Everywhere" T-Shirt.

Parents were allowed to register 6 year olds if their reading level was more appropriate for the Early Literacy program. The age breakdown was as follows:

All Libraries	
Age	Readers
1	14
2	38
3	47
4	62
5	48
6	12
older	0
younger	3
Total	224

School Age Component (6-12)

551 children (ages 6-12) participated in the School Age component. At signup, they received a timed reading log and stickers. Each sticker on the log was 10 minutes of reading. For every two rows filled with stickers (200 minutes), children received prizes. Among the prizes were binoculars, a slideshow flashlight, a Lego Land pass, and food certificates for Carl's Jr. and Round Table Pizza.

The goal of the 6-12 age group was to read a minimum of 1000 minutes during the summer. 190 children reached this goal. They were entered into a raffle to receive prizes such as a "Reading Takes You Everywhere" lunchbox, Sacramento Kings items, and tickets for the Sacramento River Cats and Sacramento Republic FC. The children that finished their reading requirements were invited to the Summer Reading Program event/party on Friday, August 3. There, they received a chapter book and additional prizes.

Parents were allowed to register 5 year olds if their reading level was more appropriate for the School Age component and 13 year olds if their reading level lagged below the Teen level. The age breakdown of the children ages 6-12 was as follows:

Ages 6-12	
Age	Readers
5	33
6	78
7	99
8	78
9	72
10	86
11	69
12	32
13	4

Total	551
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Teen Component (12-18)

72 Tweens/Young Adults (ages 12-18) were in the Teen component. They read two teen-oriented books and wrote a book review for each title. 20 youths finished their requirements. When they turned in their reviews, they received prizes including highlighters, VR headsets, and food certificates for Carl's Jr. and Round Table Pizza.

The age breakdown of the teenagers was as follows:

Teens	
Age	Readers
12	12
13	25
14	17
15	6
16	8
17	3
18	1
Total	72

Teens also attended two summer craft programs with adults, including a jewelry making program.

Final Party

200 parents and children attended the final Summer Reading Program party on Friday, August 3. Children that attended watched a free show by Magician Jack

Alexander. The first 75 children and teens that finished their reading requirements received tickets at the party for an upcoming San Francisco Giants home game. They also received refreshments and extra Summer Reading Program prizes, including water bottles. Feedback from parents and children regarding the party was positive. There was some misbehavior on the part of parents during the Giants ticket handouts, which will require thought on how to proceed with this incentive in 2019.

Special Programs

A number of special programs for children were offered at the library during the summer. They included the following:

Python Ron Animal Show (June 7) – 300 in attendance

Bri Crabree's Silly Circus (June 11) – 200

Dan and James Chan Magic (June 21) – 150

Caterpillar Puppets (June 25) – 130

Coventry and Kaluza Circus Show (July 16) – 150

Eric Rubin Bilingual Music Show (July 26) – 90

Drea Illusion Comedy Show (July 30) – 90

Magician Jack Alexander (August 3) - 200

Total special program attendees: 1,310

Lunch at the Library

For the third year in a row, DPL partnered with the Dixon Unified School District for "Lunch at the Library," a program offering free lunches to children ages 2-18. A number of California libraries offered this program last year, with great success.

"Lunch at the Library" ran from June 4 through August 3. 2,298 lunches were served, an increase of 24% over 2017.

Final numbers – Summer Reading Program (SRP) comparison 2017 to 2018

Comparison – Participation in SRP 2017 to 2018

Age Group	2017	2018	Difference
Early Literacy	98	224	+126
Children's	423	551	+128
Teens	55	72	+17
Total:	576	847	+271

Percentage of children that finished their reading requirements

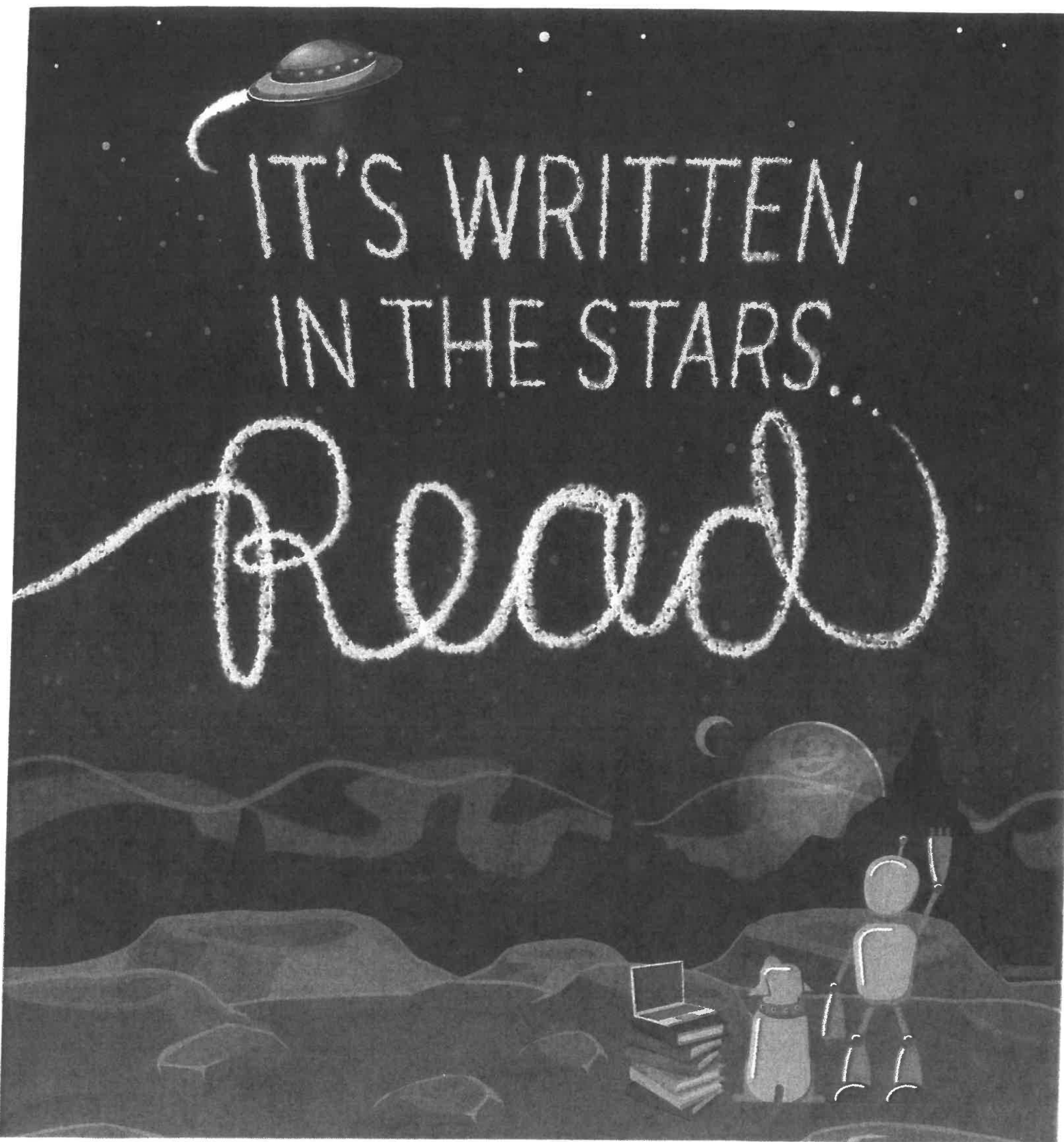
Early Literacy (0-5, Ten Picture Books) 36.61%

Children's (6-12, 1,000 minutes of Summer Reading) 34.48%

Teen (12-18, Two Teen-Oriented Books/Reviews) 27.78%

Jim Tinder

Children's Librarian



2018 TEEN READ WEEK™

October 7-13, 2018

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DIXON

MONTHLY REFERENCE (ADULT, YA, JUVENILE, CIRCULATION) STATS AND INTERNET/WORD PROCESSING STATS
 JULY 2018

MONTH/WEEK	REFERENCE QUESTIONS	YEAR (RUNNING TOTAL)	WEEKLY NOTES	INTERNET/WP	YEAR (RUNNING TOTAL)
JULY		0			0
WEEK 1	160	160	CLOSED 7/4 - INDEPENDENCE DAY PM BOOK CLUB: 6+JK BABY TIME: 2+JT TODDLER TIME: 5+JT SRP SUMMER SCHOOL VISIT: 25+JT LUNCH AT THE LIBRARY: 170 IPAD HOURS: 5	159	159
WEEK 2	218	378	7/14 - DUE TO SOL. CO. ERROR COMPUTERS WERE DOWN AM BOOK CLUB: 6+CW BABY TIME: 0+JT TODDLER TIME: 9+JT PRESCHOOL STORYTIME: 4+JT DALP CONVO GROUP: 14 SRP ADULT PROGRAM: FamilySearch: 14+DH (DOREEN H.) SRP PERFORMANCE: ASHEBA MUSIC CANCELLED DUE TO ILLNESS LUNCH AT THE LIBRARY: 230 IPAD HOURS: 11	177	336
WEEK 3	128	506	CLOSED 7/21- GRILLIN & CHILLIN COMPUTER CLASS: 0+JK BABY TIME: 0+JT TODDLER TIME: 15+JT PRESCHOOL STORYTIME: 8+JT DALP CONVO GROUP: 18 SRP ADULT PROGRAM: MAP JEWELRY: 12+JS SRP PERFORMANCE: COVENTRY&KALUZA COMEDY CIRCUS: 90 LUNCH AT THE LIBRARY: 255 IPAD HOURS: 9	202	538
WEEK 4	207	713	BABY TIME: 4+JT TODDLER TIME: 13+JT PRESCHOOL STORYTIME: 10+JT SCHOOL VISIT: 50+JT SRP PERFORMANCE: ERIC RUBIN, BILINGUAL MUSIC: 70 LUNCH AT THE LIBRARY: 170 IPAD HOURS: 22	216	754
JULY 2018 TOTALS	713				
JULY 2017 TOTALS	863			754	587
STAFF: SA = Steve Arozana CW = Catherine Wesenfeld JK = Jack Karolewski JT = Jim Tinder JS = Jennifer Springfield GH = Gretchen Higgin's Elementary School TRE = Tremont Elementary School AND = Anderson Elementary School CDC = Child Development Center NHCS = Neighborhood Christian School DMCS = Dixon Montessori DALP = DIXON ADULT LITERACY PROGRAM					

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Board Information

SUMMER READING INFO:

- **Online Registration Offered:** This year we used an online registration tool that we had used in the past, Reading Record. Patrons were able to self-register online. Registration began 1 week before the program officially began and continued throughout the program. This program also allowed staff to track readers’ progress and run reports at the end of the program. This may be one of the factors in the increase of registrants and participants. I hope that we will continue to use this tool as it streamline’s the program and registration process.
- **Tote Bag Contest:** This year we included a tote bag contest during the month of March. Adults and teens were invited to submit artwork/designs for tote bags that would be printed and provided to all registrants (adult, teen, children) of the Summer Reading Program. The designs had to include “Dixon Public Library” and “Reading Takes You Everywhere” the theme for this year’s program. The entries were posted on Facebook. The designs with the most likes won. We chose 1 teen and 1 adult winner and printed their designs on 600 tote bags, which we ran out of due to the increase in registration numbers this year. I believe we will attempt this again next year with a few changes to the instructions provided and the promotion of the contest.
- **ADULT SUMMER READING STATISTICS:** We had an increase this year of registrants and patrons that actively participated in the Summer Reading Program. We also offered four adult programs during the summer, with required registration through Eventbrite, and opened two of them up to teens. See table below for comparison between last year and this year.

<u>Adult Summer Reading Stats</u>	<u>2018</u>	<u>2017</u>
Registered Participants	89	Pre-registrations not offered
Active participants	34	22
Books Read	175	76

The programs offered this summer to adults were:

<u>Program</u>	<u>Attendees (limit of 12 due to space)</u>
Toastmasters: Storytelling Takes You Everywhere (Adults Only)	12
Altered Books Workshop (Adults and Teens)	11
FamilySearch Workshop (Adults Only)	12
You Are Here! A Jewelry Workshop (Adults and Teens)	12

- **Employee Summer Reading:** This was the second year that the Friends of the Library sponsored an Employee Summer Reading Program. This program offers employees a chance to entered weekly drawings for \$10 amazon gift cards. Based on the theme this year, Reading Takes You Everywhere, the grand prize was a \$100 Hotels.com gift card. This has been a great way for

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employees to participate in a contest as well as create excitement during the busiest time of year for the library.

- **SUMMER READING SURVEY:** We are attempting to survey Summer Reading participants through an online survey via SurveyMonkey.com (ends September 7th). We are hoping to get a better idea of what works and what doesn't. The last survey performed (children's programs only) was approximately 3-4 years ago.

SENIOR RESOURCE FAIR:

- The library has regularly attended the Dixon Senior Resource Fair and will be attending again this year on October 13. An employee from the library will be present to offer information about library services and resources. The library also provides, as requested, a door prize for the organizers to raffle off at the end of the event.

FALL PROGRAMMING FOR ADULTS:

- **Book Clubs:** The book clubs continue to be popular programs, morning and evening, and each has a stable membership. These will continue to be offered throughout the year.
- **Resume Workshops:** Earlier this year we offered two resume workshops. These were facilitated by Kyle Elliot of Kyle Elliot Consulting. We did not offer these during the summer due to the increased programming during Summer. We will be discussing the possibility of working with Kyle Elliot again or offering different employment workshops.
- **Food For Fines:** This will be the fourth year that we will offer the Food for Fines program. This program usually happens for approximately 4 weeks before Thanksgiving. Dixon Library cardholders can have up to \$10 in late fines waived based on the amount of non-perishable food items they bring in (\$1 per item). Last year the library donated 100+ lbs of food to the Food Bank of Contra Costa and Solano. This year we will looking in to organizations we can donate to locally to keep these resources in Dixon.
- **General Adult Programing:** I am currently in the process of planning adult programing for Fall 2018.

REFERENCE STATISTICS:

- In the past the board would receive monthly reference/programming statistics from the library. I have included July's as an example (August was not completed as of this report) here. **If this is something the board would like to see on a monthly basis please let me know.** These are tabulated and recorded for the annual State Library survey.

9. Acting Interim Director's Report

- 9.a. Acting Interim Director's Contract – CA. Ed Code 18408*
- 9.b. Measure L Meeting on September 17, 2018*
- 9.C. Measure L Expenditure Report*
- 9.d. Measure L Funds request to increase the Library personnel by five (5) hours in support of our Adult Literacy with a Spanish speaking/Liaison (Clerk classification)*

Roxanne Brown

From: Coles, Janet@CSL <janet.coles@library.ca.gov>
Sent: Monday, August 20, 2018 7:57 AM
To: Roxanne Brown
Subject: Re: August 30th State Report

Dear Roxanne, this portion of the code is outdated, and there's no longer a need for you to complete this report. We do ask that you complete the Public Library Survey which will begin in a few weeks. Can you send me your contact information (address, phone number, etc.) so that we can update our records?

Thanks,

Janet

Janet Coles
Assistant Bureau Chief
Library Development Services
California State Library
916-651-0981

From: Roxanne Brown <brownr@dixonlibrary.com>
Sent: Friday, August 17, 2018 10:44 AM
To: Coles, Janet@CSL
Cc: Catherine Wesenfeld; Roxanne Brown
Subject: August 30th State Report

Hi Janet,

My name is Roxanne Brown. I am the Acting Interim Director at the Dixon Public Library through October 31st.

California Ed Code, Section 18408 stipulates that I am to complete a report for the State by August 30th. I am in need of assistance in attempting to complete this report, "Can you support me in completing this report?"

Thank you,
Roxanne

Roxanne Brown

From: Roxanne Brown
Sent: Wednesday, August 22, 2018 4:34 PM
To: 'Katz, Bonnie'
Subject: RE: Measure L Oversight Committee Report

Hi Bonnie,

Thanks for the heads-up...I didn't know anything about the report. I'm looking for the information now. I work Wed. – Fri. I'm asking the Library Board if I can work Monday, Sept 17 to attend the Measure L Meeting.

Thanks,
Roxanne

From: Katz, Bonnie [mailto:BKatz@solanocounty.com]
Sent: Wednesday, August 22, 2018 11:00 AM
To: David Dodd (DDodd@ci.benicia.ca.us) <DDodd@ci.benicia.ca.us>; Roxanne Brown <brownr@dixonlibrary.com>
Subject: Measure L Oversight Committee Report

Good morning,

It's that time of the year again that we need to prepare our reports for the Measure L (sales tax) Oversight Committee.

Roxanne, I know that you are new to the position, so I enclosed last year's report in a Word document so if it would be easier for you to prepare. We need to be consistent in the format, so this is the one we use.

Please send me your drafts by September 7. The meeting of the Oversight Committee will be held on Monday September 17 at 6 pm in the Becker-Balmer meeting room at the Fairfield Civic Center Library.

Thanks, Bonnie

Bonnie A. Katz
Director of Library Services
Solano County Library
1150 Kentucky St.
Fairfield, CA 94533
707.784.1500
solanolibrary.com

Dixon Public Library
Measure L Expenditures
Measure L Oversight Meeting on September 17, 2018

The passage of Measure L by the citizens of Solano County provides local library funding to: prevent library closures; maintain collections of books, prepare and maintain databases, and other materials. It preserves library hours; children, teen, and adult programs, including computer training, homework help, family literacy and children's Storytime. All of Measure L revenues stay in Solano County that support the libraries. Measure L is one-eighth of one percent (0.125%) for a maximum of 16 years.

Revenues are earmarked for:

- (a) Maintaining local public libraries throughout the county;
- (b) Maintaining open hours at Solano County Library branches in the cities of Fairfield, Rio Vista, Suisun City, Vacaville and Vallejo; the Benicia Public Library and the Dixon Public Library District;
- (c) Maintaining funding to the books and materials budgets at Solano County Library branches, Benicia Public Library and Dixon Public Library District;
- (d) Maintaining library programs for children and young adults at Solano County Library branches, Benicia Public Library and Dixon Public Library District.

Measure L ensures that the Dixon Public Library (DPL) can meet the needs of its patrons. The DPL is committed and accountable to their patrons within the City of Dixon and to Solano County citizens. Measure L monies account for approximately 25% of the Dixon Public Library's overall spending.

The 2017/18 fiscal year the Dixon Public Library increased our Early Literacy Program by 36.61%; the Children's Summer Reading Program by 34.48%; and our Teen Program by 27.78%. Circulation continues to be strong with 50,681 items circulated. We have multiple material formats: Hoopla; downloadable; books; magazines' and DVDs. The Library continues to partner with Friends of the Library, Adult Literacy volunteers, and the Dixon Unified School District.

Please view the Measure L Expenditure Table on the proceeding page:

Dixon Public Library
Measure L Expenditures
Measure L Oversight Meeting on September 17, 2018

Measure L Expenditure Table

2017/18 Fiscal Year (FY) - Measure L Funds
9015 Library Sales Tax - \$955,034.00

Line Item	Description	Year to Date (YTD)
1110	Salaries	436,457
1121	Extra Help	109,977
2120	Maintenance of Equipment	8,581
2140	Maintenance of building	53,420
2180	Subscriptions	7,875
2201	Equipment under \$1,500.00	3,000
1123	Health Insurance	116,365
2204	Computer Related Items	1,483
2245	Contracted Services	75,700
2261	Software Maintenance	20,400
2281	Advertising and Marketing	3,417
2285	Rents & Leases of Equipment	11,052
2322	Adult Books	23,000
2323	Juvenile Books	20,000
2324	Library Periodicals	14,631
2325	Audio-Visual Material	29,100
2327	Library Materials Processing	6,282
2328	Library Materials	15,000
	Total Expenditures	\$955,740.00

Overspent by \$706.00

10. Ongoing Business

10.1. a. *Presentation of 2018/19 Budget by Gina Dupell, Account Technician
2018/19 Budget in packet*

10.1. b. *Lease Contract with CIT*

10.1. c. *2018/19 Budget Line Item Changes*

Ed Tech Contract

\$ 5,000.00

June 8, 2017 Board Minutes which reflect 'Self-Check' Machine

\$17,500.00

Gilbert Associates, Inc. – additional audit costs

\$ 8,424.00

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

Assets	Actuals - Fiscal years 2018-2019
Cash in Treasury	\$ 1,155,710
Imprest Cash	\$ 700
Other assets	\$ (2,221)
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	\$ 1,742,662
Liabilities and Equities	
Outstanding Warrants	\$ 1,009
Other Liabilities	\$ -
Due to Other Agencies	\$ 7,518
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	\$ (122,259)
	\$ 1,742,662
	\$ -

Revenues	Actuals - Fiscal years 2018-2019	Annual Budget	Actuals % of Annual Budget	Remaining Budget
Revenue From Library Operations	\$ 1,788	\$ 13,251	13%	\$ 11,463
Revenue From State & County Govt.	\$ 84,164	\$ 1,436,515	6%	\$ 1,352,351
Revenue From Grants	\$ -	\$ -	0%	\$ -
Other Revenues	\$ 299	\$ 14,095	2%	\$ 13,796
Total Revenues	\$ 86,251	\$ 1,463,860	6%	\$ 1,377,609
Expenditures				
Salaries & Employee Benefits	\$ 168,313	\$ 819,229	21%	\$ 650,917
Services & Supplies	\$ 40,198	\$ 486,462	8%	\$ 446,264
Other Charges & Fixed Assets & Deprec	\$ -	\$ 1,609	0%	\$ 1,609
Total Expenditures	\$ 208,510	\$ 1,307,300	16%	\$ 1,098,790
Revenues less Expenditures	\$ (122,259)	\$ 156,560		

Fund 428, Net Position as of August 31, 2018

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

Revenues	Actuals - Fiscal years 2017-2018	Annual Budget	Actuals % of Annual Budget	Remaining Budget
Intergovernmental & Other Revenues	\$ -	\$ 88,000	0%	\$ 88,000
Total Revenues	\$ -	\$ 88,000	0%	\$ 88,000
Expenditures				
Salaries & Employee Benefits	\$ -	\$ -	0%	\$ -
Services & Supplies	\$ -	\$ 49,950	0%	\$ 49,950
Other Charges & Fixed Assets	\$ -	\$ -	0%	\$ -
Total Expenditures	\$ -	\$ 49,950	0%	\$ 49,950
Revenues less Expenditures	\$ -	\$ 38,050		

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 Agencies	\$ 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
	\$ -

Revenues	Actuals - Fiscal years 2017-2018	Annual Budget	Actuals % of Annual Budget	Remaining Budget
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

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				
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	\$ -		

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	436,457.00	0.00	49,764.63	66,543.15	0.00	369,913.85	15%
0001121	SALARY/WAGES-EXTRA HELP	109,977.00	0.00	17,181.23	21,271.04	0.00	88,705.96	19%
0001131	SALARY/WAGES OT/CALL-BACK	0.00	0.00	75.56	75.56	0.00	-75.56	9999%
0001210	RETIREMENT-EMPLOYER	103,678.00	0.00	6,975.08	60,567.24	0.00	43,110.76	58%
0001220	FICA-EMPLOYER	41,876.00	0.00	5,127.13	6,723.58	0.00	35,152.42	16%
0001230	HEALTH INS-EMPLOYER	116,366.00	0.00	7,171.16	12,019.74	0.00	104,346.26	10%
0001231	VISION CARE INSURANCE	293.00	0.00	24.38	36.57	0.00	256.43	12%
0001240	COMPENSATION INSURANCE	1,978.00	0.00	0.00	0.00	0.00	1,978.00	
0001260	DENTAL INS-EMPLOYER	8,606.00	0.00	717.14	1,075.71	0.00	7,530.29	12%
1000	SALARIES AND EMPLOYEE BEN	819,231.00	0.00	87,036.31	168,312.59	0.00	650,918.41	21%
2000	SERVICES AND SUPPLIES							
0002028	TELEPHONE SERVICES	9,626.00	0.00	112.30	1,367.13	0.00	8,258.87	14%
0002035	HOUSEHOLD EXPENSE	5,200.00	0.00	498.21	773.25	0.00	4,426.75	15%
0002050	INSURANCE-RISK MANAGEMENT	7,339.00	0.00	0.00	6,821.32	0.00	517.68	93%
0002051	LIABILITY INSURANCE	10,038.00	0.00	0.00	9,220.65	0.00	817.35	92%
0002055	INSURANCE-OTHER	50.00	0.00	0.00	45.92	0.00	4.08	92%
0002120	MAINTENANCE-EQUIPMENT	8,581.00	0.00	7,476.66	8,810.62	0.00	-229.62	103%
0002140	MAINTENANCE-BLDGS & IMPRO	53,420.00	0.00	1,076.00	1,368.73	0.00	52,051.27	3%
0002170	MEMBERSHIPS	4,607.00	0.00	0.00	0.00	0.00	4,607.00	
0002175	MISCELLANEOUS EXPENSE	100.00	0.00	5.98	5.98	0.00	94.02	6%
0002176	FEES AND PERMITS	188.00	0.00	0.00	0.00	0.00	188.00	
0002178	CASH/INVENTORY SHORTAGE	0.00	0.00	3.40	3.40	0.00	-3.40	9999%
0002180	BOOKS & SUBSCRIPTIONS	7,875.00	0.00	0.00	0.00	0.00	7,875.00	
0002200	OFFICE EXPENSE	4,586.00	0.00	275.15	711.33	0.00	3,874.67	16%
0002201	EQUIPMENT UNDER \$1,500	3,000.00	0.00	0.00	95.70	0.00	2,904.30	3%
0002203	COMPUTER COMPONENTS <\$1,5	589.00	0.00	0.00	0.00	0.00	589.00	
0002204	COMPUTER RELATED ITEMS:<\$	1,483.00	0.00	0.00	0.00	0.00	1,483.00	
0002205	POSTAGE	589.00	0.00	106.96	106.96	0.00	482.04	18%
0002235	ACCOUNTING & FINANCIAL SE	24,250.00	0.00	0.00	0.00	0.00	24,250.00	
0002239	LEGAL SERVICE	27,310.00	0.00	0.00	399.63	0.00	26,910.37	1%
0002245	CONTRACTED SERVICES	75,700.00	0.00	189.55	189.55	0.00	75,510.45	

THU, SEP 06, 2018, 9:57 AM --req: GNDUPELL--leg: GL CP--loc: EXTERNAL--job:4406362 J3312-----prog: GL569 <1.16>--report id: GLSMSR01

17% of Fiscal Year

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							
	Object Description							
	0002250 OTHER PROFESSIONAL SERVIC	53,869.00	0.00	75.60	75.60	0.00	53,793.40	
	0002261 SOFTWARE MAINTENANCE & SU	20,400.00	0.00	1,403.63	1,453.58	0.00	18,946.42	7%
	0002281 ADVERTISING/MARKETING	3,417.00	0.00	77.00	77.00	0.00	3,340.00	2%
	0002285 RENTS & LEASES - EQUIPMEN	11,052.00	0.00	1,433.08	2,866.16	0.00	8,185.84	26%
	0002295 RENTS & LEASES-BUILDINGS/	1,266.00	0.00	0.00	0.00	0.00	1,266.00	
	0002310 EDUCATION & TRAINING	2,000.00	0.00	0.00	0.00	0.00	2,000.00	
	0002312 SPECIAL DEPARTMENTAL EXPE	1,000.00	0.00	0.00	0.00	0.00	1,000.00	
	0002322 LIBRARY ADULT BOOKS	23,000.00	0.00	508.26	804.01	0.00	22,195.99	3%
	0002323 LIBRARY JUVENILE BOOKS	20,000.00	0.00	312.04	343.39	0.00	19,656.61	2%
	0002324 LIBRARY PERIODICALS/MICRO	14,631.00	0.00	29.00	29.00	0.00	14,602.00	
	0002325 LIBRARY AUDIO-VISUAL	29,100.00	0.00	639.18	1,000.89	0.00	28,099.11	3%
	0002326 LIBRARY BOOK RENTAL	8,100.00	0.00	0.00	0.00	0.00	8,100.00	
	0002327 LIBRARY MATERIALS PROCESS	6,282.00	0.00	253.35	253.35	0.00	6,028.65	4%
	0002328 LIBRARY MATERIALS	15,000.00	0.00	147.39	147.39	0.00	14,852.61	1%
	0002335 TRAVEL EXPENSE	500.00	0.00	0.00	0.00	0.00	500.00	
	0002336 TRAVEL OUT-OF-STATE	3,500.00	0.00	0.00	0.00	0.00	3,500.00	
	0002337 MEALS/REFRESHMENTS	540.00	0.00	0.00	0.00	0.00	540.00	
	0002355 PERSONAL MILEAGE	1,168.00	0.00	0.00	50.69	0.00	1,117.31	4%
	0002360 UTILITIES	22,546.00	0.00	2,385.51	2,385.51	0.00	20,160.49	11%
	0002361 WATER	4,560.00	0.00	455.22	790.87	0.00	3,769.13	17%
2000	SERVICES AND SUPPLIES	486,462.00	0.00	17,463.47	40,197.61	0.00	446,264.39	8%
4000	FIXED ASSETS							
0004521	INTANGIBLES: NON-DEPRECIA	1,609.00	0.00	0.00	0.00	0.00	1,609.00	
4000	FIXED ASSETS	1,609.00	0.00	0.00	0.00	0.00	1,609.00	
9000	TAXES							
0009001	CURRENT SECURED	358,115.00	0.00	0.00	0.00	0.00	358,115.00	
0009002	CURRENT UNSECURED	21,201.00	0.00	0.00	0.00	0.00	21,201.00	
0009003	PRIOR UNSECURED	449.00	0.00	0.00	0.00	0.00	449.00	
0009004	SUPPLEMENTAL SECURED	8,721.00	0.00	0.00	0.00	0.00	8,721.00	
0009005	PRIOR SECURED	143.00	0.00	0.00	0.00	0.00	143.00	

THU, SEP 06, 2018, 9:57 AM --req: GNDUPELL--leg: GL CP--loc: EXTERNAL--job:4406362 J3312-----prog: GL569 <1.16>--report id: GLSMSR01

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							
	Object Description							
	0009015 LIBRARY SALES TAX - MEASU	955,034.00	0.00	0.00	83,987.08	0.00	871,046.92	9%
	0009018 UNITARY	19,481.00	0.00	163.70	163.70	0.00	19,317.30	1%
	0009020 ABX1 26 PASS THROUGH	31,322.00	0.00	0.00	0.00	0.00	31,322.00	
9000	TAXES	1,394,466.00	0.00	163.70	84,150.78	0.00	1,310,315.22	6%
9400	REVENUE FROM USE OF MONEY/PROP							
0009401	INTEREST INCOME	8,337.00	0.00	0.00	0.00	0.00	8,337.00	
9400	REVENUE FROM USE OF MONEY	8,337.00	0.00	0.00	0.00	0.00	8,337.00	
9500	INTERGOVERNMENTAL REVENUES							
0009511	OTHER GOVERNMENTAL AGENCY	40,000.00	0.00	0.00	0.00	0.00	40,000.00	
0009591	GRANT REVENUE	2,049.00	0.00	0.00	0.00	0.00	2,049.00	
0009599	FED OTHER	0.00	0.00	0.00	13.00	0.00	-13.00	9999%
9500\	INTERGOVERNMENTAL REVENUE	42,049.00	0.00	0.00	13.00	0.00	42,036.00	
9600	CHARGES FOR SERVICES							
0009603	PHOTO/MICROFICHE COPIES	4,537.00	0.00	448.20	448.20	0.00	4,088.80	10%
0009605	LIBRARY FINES	8,714.00	0.00	1,339.54	1,339.54	0.00	7,374.46	15%
9600	CHARGES FOR SERVICES	13,251.00	0.00	1,787.74	1,787.74	0.00	11,463.26	13%
9700	MISC REVENUES							
0009702	CASH COVERAGE	0.00	0.00	51.39	51.39	0.00	-51.39	9999%
0009704	DONATIONS AND CONTRIBUTIO	4,000.00	0.00	0.00	0.00	0.00	4,000.00	
0009708	MISCELLANEOUS SALES-OTHER	1,758.00	0.00	247.80	247.80	0.00	1,510.20	14%
9700	MISC REVENUES	5,758.00	0.00	299.19	299.19	0.00	5,458.81	5%

** Solano County**

08/31/18

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

17% of Fiscal Year

Page 4

THU, SEP 06, 2018, 9:57 AM --req: GNDUPELLI--leg: GL CP--loc: EXTERNAL--job:4406362 J3312----

prog: GL569 <1.16>--report id: GLSMSR01

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

=====
426 DIXON PUBLIC LIBRARY DISTRICT

Object Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
Total Revenue	1,463,861.00	0.00	2,250.63	86,250.71	0.00	1,377,610.29	6%
Total Expense	1,307,302.00	0.00	104,499.78	208,510.20	0.00	1,098,791.80	16%
			-102,249.15	-122,259.49			

SORT ORDER: SECTION within BUREAU within DIVISION within DEPTMT 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								
0002245	CONTRACTED SERVICES		49,950.00	0.00	0.00	0.00	0.00	49,950.00	
2000	SERVICES AND SUPPLIES		49,950.00	0.00	0.00	0.00	0.00	49,950.00	
9400	REVENUE FROM USE OF MONEY/PROP								
0009401	INTEREST INCOME		6,000.00	0.00	0.00	0.00	0.00	6,000.00	
9400	REVENUE FROM USE OF MONEY		6,000.00	0.00	0.00	0.00	0.00	6,000.00	
9600	CHARGES FOR SERVICES								
0009601	CAPITAL FACILITIES FEES		82,000.00	0.00	0.00	0.00	0.00	82,000.00	
9600	CHARGES FOR SERVICES		82,000.00	0.00	0.00	0.00	0.00	82,000.00	
Total Revenue			88,000.00	0.00	0.00	0.00	0.00	88,000.00	
Total Expense			49,950.00	0.00	0.00	0.00	0.00	49,950.00	
					0.00				0.00

Sort Order: SUBOBJ within ACCTTYPE within within FUND
 SELECT FUND: 426,428

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

Account Code	Sub-Account Debits	Sub-Account Credits	Account Debits	Account Credits
CASH IN TREASURY	0000010	1,155,709.93		
CASH IN TREASURY	010		1,155,709.93	
IMPREST CASH	0000030	700.00		
IMPREST CASH	030		700.00	
FUTURE LOAN REQUIREMENT	0000250	9,551.85		
FUTURE LOAN REDEMPT REQ	250		9,551.85	
LAND	0000310	427,020.70		
LAND	310		427,020.70	
BUILDINGS AND IMPROVEMENTS	0000320	741,027.59		
BUILDINGS AND IMPROVEMENTS	320		741,027.59	
INTANGIBLES: NON-DEPRECIABLE	0000336	17,279.00		
INTANGIBLES	335		17,279.00	
EQUIPMENT	0000340	69,777.06		
EQUIPMENT	340		69,777.06	
ACCUMULATED DEPRECIATION	0000370	676,182.80		
ALLOWANCE FOR DEPRECIATION	370			676,182.80
PREPAID EXPENSE	0000420			2,220.86
PREPAID EXPENSE	420			2,220.86
Total Assets			2,421,066.13	678,403.66

Liabilities and Equities:

OUTSTANDING WARRANTS	0000699			1,008.66
OUTSTANDING WARRANTS / EBT	505			1,008.66

Sort Order: SUBOBJ within ACCTTYPE within within within within FUND

SELECT FUND: 426,428

Fund	Fund Description	Account Code	Sub-Account Debits	Credits	Account Debits	Credits
426	DIXON PUBLIC LIBRARY DISTRICT	0000540		6,190.36		
	DUE TO OTHER AGENCIES	4260530		608.95		
	DIXON LIBRARY MEDICAL	4260560		15.88		
	DIXON LIBRARY DENTAL	4260590		702.58		
	DUE TO OTHER AGENCIES	540				7,517.77
	ACCRUED COMPENSATED ABSENCES	0000620		9,551.85		
	ACCRUED COMPENSATED ABSENCES	620				9,551.85
	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		988,222.01		
	FUND BALANCE AVAILABLE	740				988,222.01
	INVESTED IN CAPITAL ASSETS, NET	0000770		578,921.55		
	INVESTMENTS IN GEN FIXED ASSETS	770				578,921.55
	REVENUES	810			208,510.20	86,250.71
	EXPENDITURES	820			208,510.20	1,951,172.67
	Total Liabilities and Equities					2,629,576.33
	** Fund Totals **					2,629,576.33

Sort Order: SUBOBJ within ACCTTYPE 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	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		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	1,873,944.54
** Fund Totals **						
					1,873,944.54	1,873,944.54

** Solano County** 08/31/18 [T R I A L B A L A N C E] 17% of Fiscal Year Page 4
 THU, SEP 06, 2018, 9:54 AM --req: GNDUPELL--leg: GL CP--loc: EXTERNAL--job:4406347 J3311----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
		=====
		4,503,520.87
		=====
		4,503,520.87
		=====

** Grand Totals **



Do not send PAYMENTS to this address
 P.O. Box 550599
 Jacksonville, FL 32255-0599

INVOICE TO PURCHASE

Invoice #: 900-0237291-000 217631 BO
 Invoice Date: 08/24/2018
 CCAN #: 1001328203
 Invoice Total: \$13,644.51
 Due Date: 09/23/2018

Dixon Public Library
 230 N 1ST ST.
 DIXON, CA 95620

Contract No. / Schedule #	Asset Description	Description of Charges	Amount Due	Total Due
900-0237291-000 / 1271616	Contract #: 900-0237291-000 See Attached Asset Listing	Contractual Balance	\$10,766.56	
		Insurance	\$0.00	
		Excess Usage/Fees	\$0.00	
		Late Fees	\$0.00	
		Property Tax (incl estimated)	\$0.00	
		Purchase Price	\$1,940.76	
		Sales Tax	\$937.19	
		Contract Subtotal		\$13,644.51
		Invoice Total		\$13,644.51

Please note that Personal Property Tax and Excess Usage fees, if applicable, will be invoiced at a later date.

THIS DOCUMENT HAS A COLORED SECURITY BACKGROUND. DO NOT CASH IF THE WORD "VOID" IS VISIBLE. THIS PAPER HAS AN ARTIFICIAL WATERMARK ON REVERSE SIDE AND IS ALTERATION PROTECTED.



BUSINESS SYSTEMS
10491 OLD PLACERVILLE ROAD, SUITE 150
SACRAMENTO, CA 95827



90-39271222

202256

PAY Twelve thousand two hundred forty and xx / 100 dollars

DATE 5/31/2018
AMOUNT 12,240.00

TO THE ORDER OF
DIXON PUBLIC LIBRARY
230 N 1ST STREET
DIXON, CA 95620

Amu [Signature]

LEASE BUYOUT KYOCERA 2551C1

⑈ 202256⑈ ⑆ 122239270⑆ 48980882⑈

5/31/2018 ALTRONICS BUSINESS SYSTEMS

DIXON PUBLIC LIBRARY

Line	Vchr. No.	Type	Invoice No.	Vchr. Date	Due Date	Voucher Amount	Amount
							202256

EdTech Strategies, LLC

August 31, 2018

VIA EMAIL

Roxanne Brown
Interim Director
Dixon Public Library
230 N. First St.
Dixon, CA 95620

Dear Ms. Brown:

Thank you for the opportunity to assist you with your application for the upcoming 2019 E-rate funding year. This letter is outline our services and establish a contract engaging the services of EdTech Strategies, LLC to assist the Dixon Public Library with your E-rate application processes for the upcoming Funding Year (FY2019, which extends from July 1, 2019 through June 30, 2020). We will also be available to assist you with issues that may be outstanding from previous funding years (not covered under separate contract) at an hourly rate.

Services would be contracted at an annual rate of \$5,000. The engagement will begin immediately upon execution of this letter of engagement. Half of the total contract amount (\$2,500) will be due upon the filing of the Form 470. The other half of the contract amount (\$2,500) will be due upon the filing of one or more Form(s) 471. This rate represents a 50% discount from our standard rate for such services, and is predicated on: Dixon Public Library applying only for Category 1 (telecommunications and Internet Access) services; and Dixon Public Library not needing to release RFPs or other procurement vehicles to purchase the services supported by the E-rate program. The engagement will continue until such time that either party provides the other with 30-days notice of cancellation of this agreement or until all outstanding E-rate issues from Funding Year 2019 have been resolved.

EdTech Strategies, LLC, will work closely with Dixon Public Library throughout the entire application process. The E-rate program requires that the applicant maintain control of the procurement and application process but we will provide you with strategic guidance, program information, and assist you with the completion of forms and correspondence using information provided by you. The final application certifications and submissions will be made by Dixon Public Library. The library will provide EdTech Strategies with copies of all all forms, correspondence, and certifications for review and discussion prior to those documents being submitted to the program administrator or related entities. Also, you should know that we are not affiliated with any service providers and therefore our involvement with you does not put you at any risk for conflict of interest as it relates to your procurement processes.

EdTech Strategies, LLC, will provide advice, guidance, and application assistance to Dixon Public Library based on current E-rate program rules and other formal or informal guidance provided by the FCC/SLD. Dixon Public Library is responsible for all certifications which are made under penalty of law and in compliance with program rules. EdTech Strategies, LLC,

EDTECH STRATEGIES, LLC

WWW.EDTECHSTRATEGIES.NET • INFO@EDTECHSTRATEGIES.NET

PHONE: 202/352-5364

4805 147TH • URBANDALE, IA 50323



EdTech Strategies, LLC

does not guarantee that applications submitted by Dixon Public Library will necessarily result in funding commitments given the ever-changing rules and their interpretations by the staff of the FCC/SLD. The following activities generally describe the role of EdTech Strategies, LLC and Dixon Public Library:

EdTech Strategies, LLC will:

- Assist with the completion of forms to the best of our ability using the information provided by Dixon Public Library.
- Inform Dixon Public Library as to program rule requirements.
- Inform Dixon Public Library as to changes in the program rules and the effective dates of such changes.
- Inform Dixon Public Library of approaching known deadlines.
- Assist Dixon Public Library in completing the application and invoice processes.
- Assist Dixon Public Library in the preparation of any necessary appeals, SPIN changes and/or service substitutions.
- Assist Dixon Public Library in answering any questions that arise during PIA review or in the event of an audit on those applications for which we provided preparation assistance.
- Provide general oversight of the E-rate application process for Dixon Public Library.
- Provide general support to Dixon Public Library with all aspects of the E-rate program.

Dixon Public Library will:

- Provide all draft forms, correspondence, or any other interactions with USAC, the SLD, or the FCC to EdTech Strategies in a timely fashion for review and discussion prior to submission.
- Be responsible for the accurate certification of all items contained in the various application and invoice forms.
- Comply with all applicable FCC rules for the Schools and Libraries E-rate program.
- Maintain all documentation necessary to prove compliance with applicable rules for at whatever term is required by FCC rules within a given funding year (this period is 5 years following the last date to receive service as of the date of this letter). Such documents will include asset inventories of E-rate eligible equipment, billing records, copies of forms, winning and losing bids, bid evaluations, and all other materials related to the compliance with the program
- Provide documentation to EdTech Strategies, LLC in a timely fashion as requested.
- Comply with all state and local procurement laws.
- Comply with all E-rate competitive bidding requirements.
- Document the vendor selection process, including the criteria by which vendors were chosen including documentation showing that price was the primary factor for the eligible products/services.
- Pay the non-discounted portion of the bills (if choosing to receive discounts on bills) or the entire service provider bill (if reimbursement is being sought) in a timely fashion.
- Supply any answers requested by the SLD during application review within the time allow or ask for an extension to respond as appropriate (EdTech Strategies, LLC will be

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EdTech Strategies, LLC

available to assist in this process and review all submissions prior to their being sent to the SLD).

- Disclose before work is started whether there are any pending or past investigations or audits into the applicant's E-rate activities (or, should such an audit start during the contract period, inform EdTech Strategies immediately).
- Disclose all information related to the E-rate applications in a timely fashion to EdTech Strategies, LLC.
- Sign a letter of agency, if necessary, allowing EdTech Strategies, LLC to provide information to the SLD on behalf of the library.

We would ask that you sign this letter of engagement and email a copy to ajohnson@edtechstrategies.net. We will return a countersigned copy to you for your files. We at EdTech Strategies look forward to working with you and Dixon Public Library. Please contact me if you have any questions. I can best be reached at 202-352-5364, but don't hesitate to use my home number at 703-823-0303 if you are unable to reach me at the previous number.

EdTech Strategies, LLC

Dixon Public Library

By: Aleck S. Johnson, Vice President

By: Roxanne Brown, Interim Director

Date: _____

Date: _____

EDTECH STRATEGIES, LLC

WWW.EDTECHSTRATEGIES.NET • INFO@EDTECHSTRATEGIES.NET

PHONE: 202/352-5364

4805 147TH • URBANDALE, IA 50323

Minutes—Approved
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., THURSDAY, June 8, 2017

REGULAR MEETING

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

1. **Call to Order**
Mr. Foster called the meeting to order at 7 pm
2. **Closed session**
3. **Business meeting**
 - a. **Pledge of Allegiance**
Pledge of Allegiance said
 - b. **Roll Call**
Trustees
Melissa Maseda, President—absent
John Gabby, Vice President—present
Luke Foster, Clerk--present
Guy Garcia, Member—present
Caitlin O'Halloran, Member--absent

Staff
Steve Arozena, Library Director—present
4. **Notice to the Public**
None
5. **Correspondence**
None
6. **Consent Agenda**
None
7. **Public Comment**
None
8. **Guests & Presentations**

None

9. Director's Report

Library Activities

Mr. Arozena stated that the first Summer Reading Club program occurred this morning. The program had to take place indoors due to the extreme heat. Despite that, ventriloquist Tony Borders drew 115 people.

The Lunch at the Library program also started this week. It takes place every weekday during the summer from 1145-1215. It has been well attended—35 came the first day, 50 the second, 68 the third and 65 today. We are on pace to top the 950 meals served last summer.

Mr. Arozena said that he met twice with the mayor in the past month and that the library had articles in the Independent Voice about the Tribune index and in the Tribune about the Summer Reading Club.

Mr. Arozena stated that with more than 92% of the fiscal year done that only 83% of the salaries and benefits budget has been spent and only 75% of the supplies and services. The proposed budget for the 2017-18 fiscal year is almost the same as last year (1.247 vs. 1.249). Some of the highlighted personnel expenses from the proposed budget are: a .3% COLA raise for the entire staff at the cost of \$1,300; the new minimum wage law which goes into effect in January will cost an additional \$1,100; \$14,000 to add a new 25 hour per week position for a librarian with benefits and \$2,275 for the approved raise for the accountant. ~~Projects for next year include a new self-check machine (\$17,500) and new carpet and tile (\$6,000).~~ The approval of the budget will also authorize a transfer of \$229K from the cash in treasury to cover next year's budget. ✓

10. Ongoing Business

Discussion of Future Governance of Library

Mr. Arozena provided the Board with an opinion from the attorney that said that the establishment of a subcommittee to advise and report to the Library Board. He also stated that he had contacted the Bureau of the Census and asked that the title on the Census of Governments be changed from the Dixon School District Library to the Dixon Public Library District. Further discussion was tabled until the July meeting in hopes of having the entire Board be present.

Revision of Policy 3040.9.1 (FMLA/CFRA/PDL/PFL)

Mr. Arozena presented the policy as revised by the attorney. The Board tabled its approval until the July meeting.

New Business

Approval of 2017/18 Budget

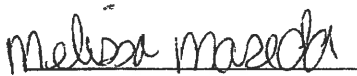
The Board voted to approve the 2017-18 budget 4-0. ✓

Approval of New Rates for AALRR Attorney

Mr. Arozena presented the Board with copies of old and new rates for the attorney. The new rates represent an increase of \$15 per hour over the old rates. The Board voted to approve the new rates 4-0.

Approval of minutes of May 11, 2017 Regular Meeting

The Board voted 4-0 to approve the minutes of the May 11 meeting.



Melissa Maseda, President



Luke Foster, Clerk



Gilbert Associates, Inc.
 CPAs and Advisors

Relax. We got this.

Dixon Public Library District
 230 N. First Street
 Dixon, CA 95620

08/31/2018

Client No. 35030.AUD

Invoice No. 323068

Current Billing (details on page 2)	\$ 500.00
Additional Billing (details below)	<u>7,924.00</u>
Total Amount Due	<u>\$ 8,424.00</u>

Additional billing due to identification of inappropriate application of accounting pronouncements, erroneous accounting records, unusual transactions related to fund balance reconciliations, unanticipated audit adjustments, and delays due to untimely responses to requests.

	<u>Rate</u>	<u>Hours Over Budget</u>	<u>Total</u>
Shareholder	\$250.00	6.00	\$1,500.00
Manager	165.00	37.00	6,105.00
Senior Associate	115.00	<u>20.00</u>	<u>2,300.00</u>
Total over budget through August 2018		63.00	9,905.00
Discounted 20%			<u>(1,981.00)</u>
Total Additional Billing			<u>\$7,924.00</u>

DATE	SERVICE	STAFF	HOURS
06/27/2018	Review of Work	Vande Vooren	0.25
06/27/2018	Client draft & entries	Freeman	1.50
06/27/2018	Management letter	Freeman	1.50
06/28/2018	Client Communications	Freeman	0.25
08/02/2018	Client Communications	Vande Vooren	0.25
08/10/2018	Client Communications	Vande Vooren	0.25
08/15/2018	Client draft & entries	Freeman	0.25
08/15/2018	Misc. - billable	Vande Vooren	0.25
08/16/2018	Confirmation follow-up	Freeman	0.25
08/16/2018	Client Communications	Freeman	0.50
08/16/2018	Client meeting	Freeman	2.00
08/16/2018	Client meeting	Vande Vooren	1.75
08/16/2018	Misc. - billable	Vande Vooren	2.00
08/16/2018	Travel - billable	Freeman	1.25
08/16/2018	Travel - billable	Vande Vooren	1.25
08/20/2018	Review of Work	Vande Vooren	0.50
08/20/2018	Board /committee minutes rev	Renard	0.75
08/20/2018	Equity	Freeman	0.75
08/20/2018	Report preparation	Freeman	0.75
08/20/2018	Report preparation	Vande Vooren	0.50
08/21/2018	Review of Work	Vande Vooren	0.25
08/21/2018	Report preparation	Freeman	0.25
08/30/2018	Client Communications	Vande Vooren	0.50
08/30/2018	Client Communications	Freeman	0.50
08/30/2018	Misc. - billable	Freeman	0.25

0 - 30	31- 60	61 - 90	91 - 120	Over 120	Balance
8,424.00	0.00	0.00	0.00	0.00	8,424.00

Invoices due upon receipt. Delinquent accounts will be assessed a finance charge of .83% per month.

Please....put your client number on your check.

Credit card payments can be made online at www.Gilbertcpa.com

**2880 Gateway Oaks Dr., Suite 100
 Sacramento, CA 95833
 916-646-6464**

11. New Business

- 11.a. *Policy 1000*
- 11.b. *Policy 3010.6 - Resolution in support of Language for Above Allocated Hours (AAH)*
- 11.c. *Policy 3010*
- 11.d. *Policy 3015*
- 11.e. *Policy 3020*
- 11.f. *Policy 3030*
- 11.g. *Policy 3120*
- 11.h. *Policy 3120.3.4*
- 11.i. *Policy 4225*
- 11.j. *Business Practices*

National Library Calendar

September:

- All month; Library Card Sign-up Month – ala.org/librarycardsignup
- 23 – 29; Banned Books Week – ala.org/bbooks
- 26 – 30; Joint Conference of Librarians of Color – bit.ly/alscinstitutue

October:

- 7 – 13; Teen Read Week – teenreadweek.ning.com
-
- 21 – 27; National Friends of Libraries Week
- 22 – 28; Open Access Week – openaccessweek.org

November:

- Month long; Picture Book Month – facebook.com/picturebookmonth
- 2 – 4; Young Adult Services Symposium (YALSA)
- 4 – 10; International Games Week – games.ala.org

Dixon Public Library District

POLICY AND PROCEDURE MANUAL

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

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

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

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

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

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

Adopted 01/23/2006

POLICY AND PROCEDURE MANUAL

POLICY TITLE: Establishment and Purpose of Policies and Procedures

POLICY NUMBER: 1000

- 1000.1 It is the intent of the Library Board to establish and maintain a Policy and Procedure Manual. Contained therein will be a comprehensive listing of the Library District's current policies and procedures. *The Policy and Procedure Manual is to promote the improvement of library services, personnel and employee relations through a systematic and uniform basis.*
- 1000.2 The Policy and Procedure Manual will serve as a resource for Trustees, staff, and members of the public
- By presenting a cohesive and consistent picture of action/s taken
 - By serving to guide the consideration of new action/s, and
 - By guiding the manner in which matters of the Library District business are to be conducted
- 1000.3 If any policy or procedure or portion of a policy or procedure contained within the Policy and Procedure Manual is in conflict with rules, regulations, or legislation having authority over the Library District, said rules, regulations, or legislation will prevail.
- 1000.4 *The library board shall select, appoint, and when necessary for valid reasons, dismiss the director of the library.*
- 1000.4.1 *The board shall establish all other positions and all wage and benefit levels for all library staff.*
- 1000.4.2 *The library board shall provide an effective orientation for new director to assure that the director understands the:*
- a) *policies and processes related to the daily operation of the library,*
 - b) *reporting and budgetary requirements that assure accountability and compliance with the law,*
 - c) *expectations of the board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings, and*

Adopted 01/23/2006

d) *rules and requirements for State of California, and Board Policies and Procedures*

1000.5 *The library board shall conduct annual evaluations of the library Director's performance guidelines as follows:*

1000.5.1 *The Director shall be responsible to the library board in matters pertaining to and concerning the library; be present at monthly board meetings and prepare and present such reports and meeting documents as requested.*

1000.5.2 *The Director shall maintain financial records in an efficient manner; present periodic reports to the library board and to the municipal governing body; prepare the draft of the annual budget to be presented to the library board, and assist trustees with presentation of the adopted request for appropriation to the municipal governing body.*

1000.5.3 *The Director shall hold regular meetings with staff and/or volunteers for training and interpreting board policy.*

1000.5.4 *The Director will be responsible for preparing and maintaining confidential annual evaluations for library staff and volunteers based on their annually set goals.*

1000.5.5 *The Director shall be responsible for Human Resource duties.*

1000.5.5 *The director shall assist the librarians for collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy.*

1000.5.6 *The director will recommend changes in or additions to library policies as needed.*

1000.5.7 *The director shall*

DIXON PUBLIC LIBRARY

RESOLUTION NUMBER: 2018/19 00001

POLICY NUMBER: 3010.6 - *ADDITIONAL LANGUAGE TO POLICY NUMBER 3010*

Resolution of the Governing Board of Dixon Public Library shall provide the extent to which and establish the method by which ordered Above Allocated Hours (AAH) is compensated.

Whereas, Above Allocated Hours worked shall be paid at the employee's regular hourly rate of pay.

Whereas, the board shall provide for such compensation at the employee's hourly rate of pay equal to the regular rate of pay of the employee designated and authorized to perform Above Allocated Hours.

Whereas, Above Allocated Time is defined to include any time required to be worked in excess of the employee's regularly assigned hours. E.g. mandated/required Staff Meetings; Audits; Library Events

Whereas, if mandated Staff Meetings, seasonal or peak loads, emergencies, or other events if similar nature require it, the Library Director or designee may require regular part-time, extra-help, and pages to work Above Allocated Hours.

Whereas, no employee shall work more than sixty (60) hours Above Allocated Hours in one fiscal year.

Passed, Approved, and Adopted this September 13, 2018 the following vote:

Ayes:

Noes:

Abstain:

Absent:

John Gabby, President

Guy Garcia, Clerk

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Work Week, Work Hours, and Overtime
POLICY NUMBER: 3010

3010.1 This policy will apply to all non-exempt employees, as defined by state and federal law. Exempt employees are not entitled to overtime pay or compensatory time off.

3010.2 The work week consists of seven (7) consecutive days from 12:01 A.M. Sunday through 12:00 midnight the following Saturday. A full-time work schedule is five (5) days per week working eight (8) hour days for a total of forty (40) hours in a work week.

3010.3 The regular hours of work each day will be consecutive except for interruptions for meal and break periods. All employees regardless of status may take one (1) fifteen (15) minute break for each four (4) hours worked.

3010.4 Overtime is defined as:

3010.4.1 Time worked in excess of eight (8) hours in a day;

3010.4.2 Time worked in excess of forty (40) hours in a work week;

3010.4.3 Time worked on a designated holiday.

3010.5 Overtime work must be specifically authorized in writing by the Library Director or designee. If seasonal peak workloads, emergencies, or other events of similar nature require it, the Library Director or designee may require regular employees to work overtime hours. Employees shall receive paid compensation at a rate of one and one half (1^{1/2}) hours for each hour of overtime worked.

3010.5.1 No employee shall work more than one hundred twenty (120) hours of overtime in any fiscal year.

Adopted 02/27/2006

Revised 04/06/2008

Revised 10/09/2014

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Work Week, Work Hours, Overtime, and *Above Allocated Hours (AAH)*

POLICY NUMBER: 3010

- 3010.1 This policy will apply to all non-exempt employees as defined by State and Federal law. Exempt employees are not entitled to overtime pay or compensatory time off.
- 3010.2 The work week consists of seven (7) consecutive days from 12:01 a.m. Sunday through 12:00 midnight the following Saturday. A full-time work schedule is five (5) days per week, working eight (8) hours per day for a total of forty (40) hour in a work week.
- 3010.3 The regular hours of work each day will be consecutive except for meal and break periods. All employees regardless of status may take one (1) fifteen (15) minute break for each four (4) hours worked.
- 3010.4 Overtime is defined as:
- 3010.4.1 Time worked in excess of eight (8) hours in a day;
 - 3010.4.2 Time worked in excess of forty (40) hours in a work week;
 - 3010.4.3 Time worked on a designated holiday.
- 3010.5 Overtime work must be specifically authorized in writing by the Library Director or designee. If seasonal or peak loads, emergencies, or other events of similar nature require it, the Library Director or designee may require regular, part-time regular to work overtime. Employees shall receive paid compensation at a rate of one and one-half (1.5) hours for each hour of overtime.
- 3010.5.1 No employee shall work more than one-hundred (120) hours of overtime in any fiscal year.
- 3010.6 *Above Allocated Time is defined to include any time required to be worked in excess of the employee's regularly assigned hours. This applies to regular part-time, extra-help, and pages. No employee shall work more than sixty (60) hours of Above Allocated Hours in one fiscal year. . E.g. mandated/required Staff Meetings; Audits; Library Events*

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Employee Status
POLICY NUMBER: 3015

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

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

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

*revised 5-18
see following page*

Adopted 02/27/2006

Revised 10/09/2014

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

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

Revised 5-10-18

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Employee Status
POLICY NUMBER: 3015

- 3015.1 A "Regular" employee is one who has been hired to fill a regular position (i.e., budgeted) in any job classification, and who has completed his/her probationary period. Regular employees may be full-time or part-time.
- 3015.2 A "Probationary" employee is one who has been hired to fill a regular position (i.e., budgeted) in any job classification and has less than six (6) continuous months of service with the Library District. Upon completion of six (6) months of continuous service with the Library District in said classification, and upon the Library Director's approval, said employee may be granted "Regular" employee status.
- 3015.3 A "Temporary" employee is one who is hired to work on a temporary basis within any job classification for the purpose of relieving or augmenting "regular and/or probationary" employees, and/or assignments. The duration of the work assignment of a temporary employee may range from one (1) day to a maximum of three (3) months of continuous service; provided however, that the Library District may end such employment at any time. Time spent in such an appointment shall not constitute a part of the probationary period. Temporary employees may be eligible for state-mandated sick leave as outlined in the Sick Leave Policy 3040. Temporary employees may also request bereavement leave (Policy Number 3050) if the absence would occur during scheduled work-time, subject to the Library Director's approval.
- 3015.4 An "Extra-help" employee is one who is employed for the purpose of relieving or augmenting "Regular and/or Probationary" staff in the accomplishment of assignments or duties. Extra-help employees shall not be employed to circumvent filling of regularly allocated positions except on a temporary basis and may not work more than 999 hours in one fiscal year. Extra-help employees do not have right to regularly or continued employment, and time spent in such an appointment shall not constitute a part of the probationary period. Extra-help employees may be eligible for state-mandated sick leave as outlined in the Sick Leave Policy 3040. Temporary employees may also request bereavement leave (Policy Number 3050) and jury duty/call to appear/military duty leave (Policy Number 3060) if the absence would occur during scheduled work-time, subject to Library Director's approval. Extra-help employees may also receive longevity pay (Policy Number 3150.3.3), subject to Library Board approval.

Adopted 02/27/2006
Revised 04/06/2008
Revised 10/09/2014
Revised 05/10/2018

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Vacation Leave
POLICY NUMBER: 3020

3020.1 This policy will apply to regular and probationary full-time and part-time employees in all classifications.

3020.2 Paid vacations will be accrued according to the following schedule on an annual basis:

- (a) During the first three (3) years of continuous work, eighty (80) hours during each fiscal year;
- (b) Four (4) through ten (10) years of service, one hundred twenty (120) hours during each fiscal year;
- (c) After ten (10) years of service, one hundred sixty (160) hours during each fiscal year;
- (d) Vacation accrual is based on a forty (40) hour work week. Employees working less than forty (40) hours per week, but working 20 or more regularly scheduled hours per week, will receive a pro-rata allocation of vacation hours.

3020.2.1 If a new employee has at least fifteen (15) continuous years of service in the same or similar job position with a different library, the Library Director may advance the employee to the starting point of (b) above, subject to approval by the Board of Trustees.
or libraries

3020.3 Employees may take their vacation time all at once, or incrementally. No vacation may be taken until the employee has completed at least six months in regular employee status.

3020.4 Vacation time is accrued at the end of each month.

3020.5 Vacation time may be accumulated. The total accumulated vacation time will not exceed thirty (30) days or two hundred forty (240) hours).

3020.6 The Library District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been exhausted, subject to providing certification from the employee's treating physician and approval by the Library Director.

3020.7 If a holiday falls on a workday during an employee's vacation period, that day will be considered as a paid holiday and not vacation time.

3020.8 Vacations may be scheduled at any time during the year, subject to prior approval by the Library Director.

3020.9 Probationary employees will not accrue vacation time during the probationary period. If regular status is granted at the completion of an employee's probationary period, the employee will immediately accrue vacation time calculated from the date of employment; provided, however, that no vacation may be taken until the employee has completed at least six (6) months in regular employee status.

Adopted 02/27/2006

Revised 10/09/2014

Revised 1/7/2016

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Vacation Leave

POLICY NUMBER: 3020

- 3020.1 This policy will apply to regular and probationary full-time and part-time employees in all classifications
- 3020.2 *Earned* paid vacation *time* will be accrued according to the following schedule on an annual basis:
- (a) *Earned* vocational accrual is based on a forty hour work week. Employees working less than forty (40) hours per week, but working 20 or more regularly scheduled hours per week, will receive a pro-rata allocation of *earned* vacation hours;
 - (b) During the first three (3) years of continuous work, eighty (80) hours during each fiscal year;
 - (c) Four (4) through 10 years of service, one-hundred twenty (120) hours during each fiscal year;
 - (d) After 10 years of service, one-hundred sixty (160) hours during each fiscal year;
- 3020.2.1 If a new employee has at least fifteen (15) years of continuous in the same or similar job position with a different library, the Library Director may advance the employee to the starting point of (b) above, *until the employee has completed at least six (6) months in regular employee status and after the employee receives a positive annual evaluation and subject to approval by the Library Board*
- 3020.3 Employees may take their vacation time all at once, or incrementally *with preapproval of the Library Director*. No vacation may be taken until the employee has completed at least six (6) months in regular employee status.
- 3020.4 Vacation time is accrued at the end of each month.
- 3020.5 Vacation time may be accumulated. The total accumulated vacation time will not exceed thirty (30) days or two-hundred forty (240) hours. * *Suggest offering an annual buy-out of vacation.*
- 3020.6 The Library District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the

employee may elect to take vacation time in case of extended illness where sick leave has been exhausted, subject to providing certification from the employee's treating physician and approval by the Library Director.

3020.7 If a holiday falls on a workday during an employee's vacation period, that day will be considered as a paid holiday and not a vacation time.

3020.8 Vacations may be scheduled at any time during the year, subject to prior approval by the Library Director. **Problematic language*

3020.9 Probationary employees will not accrue vacation time during the probationary period. If regular status is granted at the completion of an employees' probationary period, the employee will immediately accrue vacation time calculated from the date of employment; provided, however, that no vacation may be taken until the employee has completed at least six (6) month in regular employee status.

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Holidays

POLICY NUMBER: 3030

3030.1 This policy will apply to all regular full-time and part-time employees who work twenty hours or more per week.

3030.2 The following days will be recognized and observed as paid holidays:

New Year's Day
Martin Luther King, Jr. Birthday
Lincoln's Birthday
President's Day
Easter Sunday
Memorial Day
Independence Day
Labor Day
Columbus Day

Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve *Day*

3030.3 All regular work will be suspended and employees will receive one (1) day's pay for each of the holidays listed in section 3030.2 above. An employee is eligible for any paid holiday if he/she is normally scheduled to work that day.

3030.4 Holiday hours are based on an eight (8) hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of holiday hours.

3030.5 When a holiday falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday, *with the exception of Easter Sunday.*

3030.6 If any employee works on any of the holidays listed in section 3030.2 above, he/she will be paid for all hours worked at the rate of time and one-half (1^{1/2}) his/her regular rate of pay.

3030.7 All regular employees also receive two (2) floating holidays each calendar year, as follows:

3030.7.1 The first floating holiday accrues on January 1, and the second floating holiday accrues on July 1.

3030.7.2 An employee's use of a floating holiday is subject to prior written approval of the

Library Director, which shall be requested no later than thirty (30) days prior to using a floating holiday.

3030.7.3 Floating holiday hours are based on an eight (8) hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro rata allocation of floating holiday hours.

Adopted 02/27/2006

Revised 10/09/2014

Revised 7/11/2016

Library Director, which shall be requested no later than thirty (30) days prior to using a floating holiday.

3030.7.3 Floating holiday hours are based on an eight (8) hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro rata allocation of floating holiday hours.

Adopted 02/27/2006

Revised 10/09/2014

To: Solano County

From: Dixon Public Library.

Floating holidays balances at the year-end December 31st, do not carry-over into the next year.

Gina Dupell
July 29, 2016

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: *Holidays and other library closure*

POLICY NUMBER: 3030

- 3030.1 This policy will apply to all regular full-time and part-time employees who work twenty hours or more per week
- 3030.2 The following days will be recognized and observed as paid holidays:
New Year's Eve Day (Dec 31)
New Year's Day (January 1)
Martin Luther King, Junior Birthday, (Third Monday in January)
Lincoln's Birthday
Washington's (President's) Birthday
Independence Day (July 4)
Labor Day
Columbus Day
Veteran's Day (November 11)
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day (Dec. 24)
Christmas Day (Dec. 25)
- 3030.3 All regular work will be suspended and employees will receive one (1) day's pay for each holiday listed in Section 3030.2. Regular full-time and part-time employees are eligible for any paid holiday if he/she is normally scheduled to work that day.
Examples:
1) Regular full-time and part-time employees who is scheduled to work an eight (8) hour day will entitled to eight (8) hours of pay
2) Regular full-time and part-time employees who is scheduled to work a six (6) hour day will entitled to six (6) hours of pay
3) Regular full-time and part-time employees who is scheduled to work a four (4) hour day will entitled to four (4) hours of pay
- 3030.4 Holiday hours are based on an eight (8) hour day of forty (40) hour work week. ~~Employees working less than (40) hours per week will receive a pro-rata allocation of holiday hours—~~ *An employee is eligible for any paid holiday if he/she is normally scheduled to work that day.**
**Language moved from Policy 3030.3 to Policy 3030.4*
- 3030.5 When a holiday falls on a Saturday, it will be observed on the preceding Friday *of the holiday*. When a holiday falls on a Sunday, it will be observed on the following Monday *proceeding the holiday* with the exception of Easter Sunday. (Revised on July 13, 2016; "with the exception of Easter Sunday")

- 3030.6 If a regular full-time and part-time employees works on any of the holidays listed in Section 3030.2 above, he/she will be paid for all hours worked at the rate of time and one-half (1.5) his/her regular rate of pay.
- 3030.7 All regular employees also receive two (2) floating holiday each calendar year, as follows:
- 3030.7.1 The first floating holiday accrues on January 1, and the second floating holiday accrues on July 1.
- 3030.7.2 Regular full-time and part-time employees use of a floating holiday is subject to prior written approval of the Library Director or designee, which shall be requested no later than ~~thirty (30)~~ two (2) weeks (fourteen (14)) days prior to using a floating holiday.
- 3030.7.3 Floating holiday hours are based on an eight (8) hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro rata allocation of floating holiday hours.
- 3030.7.4 *Floating holiday balances at the end of the year, December 31, do not carry over into the next calendar year. Calendar year for floating holidays is January 1, through December 31.**
**Solano County*

CURRENT BUSINESS PRACTICES:

3030.8 *The following days are recognized and observed as library closure days without employee pay**
May Fair Day (Saturday) Grillin' and Chillin' Day
**Policy 3030.8 is in support of City of Dixon, Hwy 113 being closed, and lack of parking*

3030.9 *The following identified 'early closure' days are recognized and observed. Employees will remain on site to work their scheduled hours;*
Summer Reading Program Christmas Tree Lighting

3031 *Dixon Public Library Practice:*
(Day prior to) Thanksgiving Eve at 5:00 p.m.
(Day prior to) Christmas Eve Day at 5:00 p.m. (Dec. 23)

Adopted 02/27/2006
 Revised 10/09/2014
 Revised 07/13/2016

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Educational Assistance

POLICY NUMBER: 3120

3120.1 Subject to available funds, employees of the Library District are encouraged to pursue educational opportunities that are related to their present work, that will prepare them for foreseeable future opportunities within the Library District, or that will prepare them for future career advancement in librarianship or as a para-professional. To be eligible for reimbursement of course costs, the employee must receive prior written approval for the class(es) from the Library Director.

3120.2 Two types of classes are generally eligible for reimbursement per this policy:

3120.2.1 Classes that are related to the employee's present work assignment or which may prepare him or her for future foreseeable opportunities within the Library District. Such classes may be taken individually and need not be directed toward a degree or certificate.

3120.2.2 Classes that are taken as part of the requirement for a degree or certificate.

3120.3 The Library District may reimburse regular employees for approved courses of study by the following criteria:

3120.3.1 The Library District may refund the entire cost of tuition and/or required class materials if the employee received a grade of "B" or higher for the class.

3120.3.2 The Library District may refund one-half (¹/₂) of the cost of tuition and/or required class materials if the employee received a grade of "C" for the class.

3120.3.3 The Library District will make no refund to employees who receive a grade below "C" for the class.

3120.3.4 The total amount that the Library District may reimburse an employee for educational assistance is limited to \$2,500 in any calendar year.

3120.3.5 Educational reimbursement is based on an eight (8) hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of educational reimbursement.

3120.3.6 Class time will not be considered part of the work week.

3120.4 Requests for reimbursement must be submitted in writing prior to commencement of the class. The

employee will be notified of final approval or the reasons for disapproval. Requests for reimbursement received after the class begins will not be eligible for reimbursement.

3120.5 Upon completion of the class(es) the employee is responsible for providing copies of certified grade transcripts and expense receipt(s) to the Library Director.

3120.6 Only campus-based or web-based courses may be considered for reimbursement.

Adopted 02/27/06

Revised 10/09/2014

Dixon Public Library - Education Reimbursement Form
Policy Number 3120

Employee's name: _____

Class/course title: _____

3120.1 Subject to available funds, employees of the Library District are encouraged to pursue educational opportunities that are related to their present work, that will prepare them for foreseeable future opportunities within the Library District, or that will prepare them for future career advancement in librarianship or as a para-professional. To be eligible for reimbursement of course costs, the employee must receive prior written approval for the class (es) from the Library Director.

3102.2 Two types of classes are generally eligible for reimbursement per this policy:

3120.21 Classes that are related to the employee's present work assignment or which may prepare his or her for future foreseeable opportunities within the Library District. Such classes may be taken individually and need not be directed toward a degree or certificate. *Please mark below the appropriate type of class.*

Related to employee's present work assignment: _____

3120.2.2 Classes that are taken as part of the requirement for a degree or certificate.

Requirement for a degree or certificate _____

3120.3 The Library District may reimburse regular employees for approved courses if study by the following criteria. *Please read policies: 3120.3.1; 3120.3.2; 3120.3.3; 3120.3.4; 3120.3.5; and 3120.3.6 found in Policy Binder*

3120.4 Requests for reimbursement must be submitted in writing prior to commencement of the class. The employee will be notified of final approval or the reasons for disapproval. Requests for reimbursement after the class begins will not be eligible for reimbursement.

3120.5 Upon completion of the class (es) the employee is responsible for providing copies of certified transcripts/confirmation of completion and expense receipt(s) to the Library Director.

3120.6 Campus-based class: _____ Web-based class: _____

Employee Signature

Library Director Signature

Date

Date

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

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

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

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

SPRASH

SNAP Internet and Electronic Information Use Policy

Introduction

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

The Internet

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

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Disclaimer

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

User Responsibility

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

Children's Access and Usage

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

Ethical and Acceptable Use

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

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

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

Violation of Policies

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

SNAP Guidelines

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

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

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

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

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

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

4225.2.5 Patrons must use a computer with a privacy screen.

4225.2.6 No personal peripherals may be attached to Library computers.

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

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

Adopted 11/20/2006

POLICY AND PROCEDURE MANUAL

POLICY TITLE: *Internet Use and Access Policy; ~~Penalties for Violation of Policy~~*

POLICY NUMBER: 4225

The Dixon Public Library Board of Trustees has approved the following Dixon Public Library Internet Use Policy:

- *The Dixon Public Library provides public access to the Internet as part of its mission to deliver services and materials to meet the information needs of its customers.*
- *The Dixon Public Library upholds and affirms the right of each individual to have access to constitutionally protected materials. The Library also affirms the right and responsibility of parents and legal guardians to determine and to monitor their children's use of Library materials and resources.*
- *The Library's workstations are in public areas. Since others may be involuntarily exposed to what is viewed, the Library asks that each user exercise good judgment and consideration of others. Please bear in mind that some materials, such as sexually graphic materials, may well be more appropriate for viewing in the privacy of your home, rather than in a Public Library setting. If Library staff become aware of subject matter that would interfere with the maintenance of a safe, welcoming and comfortable environment for the public, the Internet user will be asked to end a search or change a screen.*
- *The Library wishes to make the Internet and all computer resources available to anyone who respects the rights and property of others, and who abides by the Library's rules and procedures. Failure to appropriately consider the rights of others may lead to the loss of computer privileges for a finite period.*
- *The Dixon Public Library offers filtered access to the Internet by default. Unfiltered access is available on a per session basis. Juvenile customers under 17 years of age are required to obtain parental consent for unfiltered access on a per session basis.*
- *The Library staff is available to facilitate use of the Internet and to answer questions or concerns.*
- *The Library has created home pages for children and teens that provide content and links to other Web sites that contain age-appropriate information.*

- *The Library provides access to the Internet for the purpose of researching electronic information resources. Users may browse, print, or transfer files to storage devices.*
- *The Library does not provide e-mail accounts. However, customers may access free, Web-based e-mail accounts through library Internet stations.*
- *Dixon Public Library disclaims any warranty as to the quality or accuracy of electronic information via the Internet. The Dixon Public Library shall have no liability for any direct, indirect or consequential damages related to the information contained therein. The library does not guarantee privacy or confidentiality for the use of Library Internet stations.*
- *The Library's Internet stations may not be used for any purpose that violates U.S., state or local laws. Users must respect all copyright laws and licensing agreements pertaining to software files and other resources obtained via the Internet.*
- *Library Internet users may not attempt to alter or damage computer hardware or software. Software must not be installed or run from any drive. The Library does not allow the use of personal software.*
- *Library equipment may not be unplugged, moved, removed, or otherwise modified. Users may not attempt to reconfigure systems or software or in any way interfere with the system set-up.*
- *Users may not use the network to make unauthorized entry or hack into other computational, informational, or communication services or resources. Users may not invade the privacy of others or engage in any activity that is harassing, defamatory or threatening; or receive or display text or graphics which may reasonably be construed as obscene as defined by law.*
- *All Library users are expected to use library resources, including the Internet, in a responsible and courteous manner, consistent with the educational and informational purposes for which the resources are provided. All Library users must abide by the Library's Rules of Conduct and Internet rules and procedures. Please read those rules and familiarize yourself with their requirements. Violations may result in the loss of Internet use and/or library privileges.*
- *Illegal activities will be subject to prosecution by the appropriate law enforcement authorities.*

August 11, 2017. This matrix reflects the current business practices of applying the DPL Personnel Policy for employee pay and benefits. Please see the Director if you have any questions. Updated with payouts, August 31, 2017.

Step 1 - Hire Date	Regular Full-Time (FT) 100% Employee (EE) Status	Regular Part-Time (PT) 62.5% Employee (EE) Status	Regular Part-Time (PT) 50% Employee (EE) Status	Regular Extra Help Employee (EE) Status
Step 2 - At the conclusion of a six month period after initial hire date.	✓	✓	✓	✓
Steps 3-5. At the conclusion of every 12 months, following the 6 month period.	✓	✓	✓	✓
AAH - Above allocated hours	✓	✓	✓	✓
ADM - Administrative	NA	✓	✓	✓
CTE - Comp Time Earned. Upon termination payout for accrued CTE hours.	Director only	NA	NA	NA
CTO - Comp Time Off	✓	✓	✓	NA
FLH - Floating Holiday, 8 hrs accrued January 1st & July 1st accrual. Prorated for PT EE. Upon termination no payout for accrued FLH hours.	✓	✓	✓	NA
FSL - Family Sick Leave	8 hours	5 hours	4 hours	NA
HOL - Holiday Pay. 8 hrs for 100% FT and prorated for PT.	8 hours	5 hrs - when scheduled that day.	4 hrs - when scheduled that day.	NA
HCE - Holiday Comp Earned. Prorated for PT. Upon termination no payout for accrued HCE hours.	NA	5 hrs - when not scheduled that day.	4 hrs - when not scheduled that day.	NA
HCO - Holiday Comp Off. Prorated for PT.	NA	Can use any time by calendar year end.	Can use any time by calendar year end.	NA
LWO - Leave WithOut Pay	✓	✓	✓	NA
OTH - Other Hours Paid	NA	NA	NA	NA
OTP - Overtime 1.5 Pay	NA	NA	NA	NA
OTS - Overtime Straight Pay	No more than 120 hrs in FY	No more than 120 hrs in FY	No more than 120 hrs in FY	No more than 120 hrs in FY
Extra Help - Extra Help Earnings	NA	NA	NA	NA
REG - Regular Earnings	✓	✓	✓	✓
SCK - Sick Leave Pay. Accrue 1 working day a month, no limit for Regular status. Accrual is prorated for PT status. For Extra Help Status see policy, use of SCK leave limited to 24 hours annually. Use hire date for Regular status or conversion date for EE converting to Regular from Extra Help status (Extra Help SCK hours carryover into converted status). Upon termination no payout for accrued SCK hours.	Hire Date or Conversion Date	Hire Date or Conversion Date	Hire Date or Conversion Date	Hire Date
VAC - Action Leave Pay. Bump-ups apply in year 4 and 11. Accumulated VAC not to exceed 240 hrs for FT status, prorated for PT status. Use hire date for Regular status or conversion date for EE converting to Regular status from Extra Help status. Upon termination payout for accrued VAC hours.	100% & may be accumulated up to 240 hours	62.5% & may be accumulated up to 150 hours	50% & may be accumulated up to 120 hours	NA
Bereavement Leave - 5 days per year for Regular 100% status. Prorated for PT status. Use hire date for Regular status or conversion date for EE converting to Regular status from Extra Help status.	Max = 40 hours Max = 40 hours	Max = 25 hours Max = 25 hours	Max = 20 hours Max = 20 hours	NA NA
Jury Duty. Paid Leave of Absence for duration of duty. Prorated for PT status.	100% EE + 75% Family	Prorated	Prorated	NA
Health Benefit: Medical. DPL pays 100% EE plus 75% family for FT status. Prorated for PT status.	100% EE + 100% Family 100% Paid by EE	100% EE + 100% Family 100% Paid by EE	100% EE + 100% Family 100% Paid by EE	NA NA
Health Benefit: Dental. DPL pays 100% EE plus 100% family for all FT & PT status.	100% EE + 100% Family 100% Paid by EE	100% EE + 100% Family 100% Paid by EE	100% EE + 100% Family 100% Paid by EE	NA NA
Health Benefit: Vision. DPL pays 0%. It's all paid by FT or PT EE.	\$2,500 Hire Date	\$2,500 Hire Date	\$2,500 Hire Date	NA NA
Education Assistance: When approved by Director, reimbursement for FT/PT employees is grade-based and limited to \$2,500 annually.	100% EE + 100% Family 100% Paid by EE	100% EE + 100% Family 100% Paid by EE	100% EE + 100% Family 100% Paid by EE	NA NA
Compensation: Longevity pay.	100% EE + 75% Family	Prorated	Prorated	NA
All of the codes (as listed above) are used for submitting the payroll & the Personnel Action Form. Please use them appropriately on your Leave Request Form.	100% EE + 100% Family 100% Paid by EE	100% EE + 100% Family 100% Paid by EE	100% EE + 100% Family 100% Paid by EE	NA NA
CONVERSION DATE: When converting an Extra Help employee to Regular FT or PT status.	\$2,500 Hire Date	\$2,500 Hire Date	\$2,500 Hire Date	NA NA

Sid 9-1-17

Holiday name:	Holiday date:	Comments:
New Year's Day	Sunday, January 01, 2017	
New Year's Day	Monday, January 02, 2017	Weekend holiday rule, policy #3030.5
Martin Luther King Day	Monday, January 16, 2017	
Lincoln's Birthday	Sunday, February 12, 2017	
Lincoln's Birthday	Monday, February 13, 2017	Weekend holiday rule, policy #3030.5
Presidents Day	Monday, February 20, 2017	
Easter Sunday	Sunday, April 16, 2017	Weekend holiday rule does not apply, policy #3030.5
May Fair Parade Day	Saturday, May 13, 2017	Closed. Not a paid holiday
Memorial Day	Monday, May 29, 2017	
Independence Day	Tuesday, July 04, 2017	
Grillin' & Chillin'	Saturday, July 15, 2017	Closed. Not a paid holiday
Labor Day	Monday, September 04, 2017	
Columbus Day	Monday, October 09, 2017	
Veterans Day	Friday, November 10, 2017	
Veterans Day	Saturday, November 11, 2017	Weekend holiday rule, policy #3030.5
Thanksgiving Day	Thursday, November 23, 2017	
Thanksgiving Day After	Friday, November 24, 2017	
Christmas Eve	Sunday, December 24, 2017	
Christmas Eve	Monday, December 25, 2017	Weekend holiday rule, policy #3030.5
Christmas Day	Monday, December 25, 2017	Bumped to Tuesday because Monday is already used by Christmas Eve?
Christmas Day	Tuesday, December 26, 2017	
New Year's Eve	Sunday, December 31, 2017	
New Year's Eve	Monday, January 01, 2018	Weekend holiday rule, policy #3030.5
New Year's Day	Monday, January 01, 2018	Bumped to Tuesday because Monday is already used by New Year's Eve?
New Year's Eve	Tuesday, January 02, 2018	

Weekend holiday rule, policy #3030.5: When a holiday falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday it will be observed on the following Monday, with the exception of Easter.

How are the holiday hours calculated?

#1- For example New Year's Day 2017 was on a Sunday. The library was closed Sunday January 1st and Monday January 2nd. If you are scheduled to work Sunday you get HOL and if scheduled Monday you get HCE hours. If you're not scheduled to work Sunday or Monday, you get the Monday HCE hours. There is the possibility of getting paid two days for one holiday.

#2- Another example Veterans Day 2017 is Friday November 10th. The library will be closed Friday November 10th and Saturday November 11th. If you are scheduled to work that Friday and Saturday you will get HOL hours for Friday and HCE for Saturday. If you're not scheduled to work Friday or Saturday, you get the Friday HCE hours. There is the possibility of getting paid two days for one holiday.

#3- Third example is Christmas Eve and Christmas Day. It's complicated. There is the possibility of getting paid three days for two holidays.

All questions/comments/interpretations are welcome.

Opened discussion at Staff mtg 9-1-17.

work-in-progress

Part-time holiday pay

Regular part-time employees holiday pay will be pro-rated based on an eight hour day of a forty hour work week if the employee is scheduled to work on that day. If they are not scheduled to work on the holiday, they will receive pro-rated holiday comp time for that day i.e. if the employee works 25 hours a week, they will receive 5 hours holiday comp time; if the employee works 20 hours a week, they will receive 4 hours holiday comp time.

Accrued holiday comp time needs to be used by the end of the calendar year.

Holiday comp time is compensated at a rate of 1 hour to 1 hour and not at the rate of time-and-a-half.

This policy will be in effect starting September 1, 2017 and will be retroactive to January 1, 2017.

SUA 9-1-17