

GOVERNING BOARD OF LIBRARY TRUSTEES

AGENDA: REGULAR MEETING

7:800 P.M., Thursday, October 11, 2018

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

1. CALL TO ORDER

2. BUSINESS MEETING

A. Pledge of Allegiance

B. Roll Call of Trustees:
John Gabby, President
Luke Foster, Vice President
Guy Garcia, Clerk
Melissa Maseda, Member
Caitlin O'Halloran, Member

C. Staff:
Roxanne Brown, Acting Interim Library Director

3. PUBLIC COMMENT

Persons wishing to speak to an agenda item may raise their hand during Public Comment. The Library Board President will recognize you for the discussion at the appropriate time. Speakers will provide their name to the Library Board after which the speaker will have five (5) minutes to speak.

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.

4. GUESTS AND PRESENTATIONS, Pages 4 - 5

A. Bonnie Katz, Solano County Director of Library Services

B. Recognition of Friends of the Dixon Public Library
1) National Friends of the Library Week – October 21 – 27, 2018

5. CORRESPONDENCE, Pages 6 - 13

A. Special District Risk Management Authority (SDMRA)

1) Re: Letter, No Paid Workers' Compensation Claims in 2017/18

2) Re: Letter and certificate; President's Special Acknowledgement Award – Workers' Compensation Program

3) Re: Letter and certificate; President's Special Acknowledgement Award – Property/Liability Program

6. CONSENT AGENDA, Pages 14 - 23

A. Approval of September 13, 2018 Agenda

Motion made by _____
Second _____
Ayes _____ Noes _____

7. INFORMATION ITEMS, Pages 24 - 30

- A. Net Position of Funds 426 and 428
- B. September Monthly Budget Status Funds 426 and 428

8. DISCUSSION ITEMS, Pages 31 - 52

- A. First Reading of DPL Policies
 - 1) BP 3070 – Continuity of Service
 - 2) BP 3150 - Compensation
 - 3) BP 5001 – Financial Audits
 - 4) BP 5006 - Current Library District Funds
 - 5) BP 5007 - Categorization of Unspent Budget Funds at the End of the Fiscal Year
 - 6) BP 3100 - Vehicle Use and Cost Reimbursement

9. ACTION ITEMS, Pages 53 - 88

- A. Second Reading of DPL Policies, (Pages 53-74)
 - 1) BP 1000 – Establishment and Purpose of Policies and Procedures
 - 2) BP 3010 – Work Week, Work Hours, Above Allocated Hours, and Overtime
 - 3) BP 3020 – Vacation Leave
 - 4) BP 3030 – Holidays
 - 5) BP 4225 – Internet Use and Suspension of Library Privileges Duration

Motion made by _____
Second _____
Ayes _____ Noes _____

- B. 2017/18 Public Facilities Fee (PFF) Impact Report, (Pages 75-77)
In accordance with Governmental Code Section 66006 (b)(1) and (2), the Dixon Public Library provides the Public Facilities Fee (PFF) Report to the Solano County Board of Supervisors to review and accept.
Report attached for Library Board review

Motion made by _____
Second _____
Ayes _____ Noes _____

- C. Extension of Acting Interim Director’s Contract-Amendment No. 1 to the Acting Interim Library Director Contract of Employment, (Pages 78-88)
Board must state (read) in public:

<p>Pursuit 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 extended, commencing November 1, 2018, and ending December 20, 2018. The salary to be paid shall remain at the rate of \$475.00 per day, less all statutory deductions. The contract or amendment does not provide for any other compensation or benefits.</p>
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Motion made by _____
Second _____
Ayes _____ Noes _____

10. 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]

11. ANNOUNCEMENTS FROM CLOSED SESSION

12. ADJOURNEMENT

Time: _____

Pursuant to Government Code Sections: 54953.2, 54954.1, 54954.2, individuals with disabilities who require alternative formats of the agenda and related meeting materials and/or auxiliary aides/services to participate in the meeting should 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. Meetings are held in locations which are wheelchair accessible.

National Library Calendar

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

Subject: Recognition of the Dixon Friends of the Library

Date: October 11, 2018

Agenda Item #: 4.B.

- Guests and Presentation
- Consent
- Public Hearing
- Information
- Discussion
- Action

In Recognition of *Friends of the Dixon Library* *and it's volunteers*

FOR YOUR COMMITMENT, TIME AND SUPORT

Adrienne Kaufman	Dorothy Wiley	Kim Lambert	Sharon Swifka
Anel Alcocer	Emma Gracia	Lisa McClish	Sherry Greenstreet
Carol Warren	Erma & Jack Hill	Lois Pierce	Tami & Stanton Doane
Carola Cantrall	Fred L. Jacobsen	Madi Phillips-Miller	Trude Schwagerus
Deborah Cumins	Kathleen Eversun	Pam Griffey	Wanda Port
Dixon Public Library Staff	Keitha Hunter & Patrick Carpenter	Patricia Yokom	
Doreen Halverson	Key Choe	Peggy Hanna	

JOHN GABBY, LIBRARY BOARD PRESIDENT

OCTOBER 11, 2018

Subject: Correspondence from Special District Risk Management (SDRMA)

Date: October 11, 2018

Agenda Item #: 5.A.1., 2., and 3.

Correspondence

Consent

Public Hearing

Information

Discussion

Action

Submitted and presented by: Acting Interim Director, Roxanne Brown

Recommendation:

- 1) Re: Letter, No Paid Workers' Compensation Claims in 2017/18
- 2) Re: Letter and certificate; President's Special Acknowledgement Award – Workers' Compensation Program
- 3) Re: Letter and certificate; President's Special Acknowledgement Award – Property/Liability Program

September 13, 2018

Ms. Melissa Maseda
Board President
Dixon Public Library District
230 North First Street
Dixon, California 95620

Re: President's Special Acknowledgement Award - Workers' Compensation Program

Dear Ms. Maseda:

This letter and enclosed certificate are to formally acknowledge the dedicated efforts of the Dixon Public Library District's Governing Body, management and staff towards proactive loss prevention and workplace safety for earning the President's Special Acknowledgement Award! The Award is to recognize members with no "paid" claims during the prior **five consecutive program years** in the Workers' Compensation Program.

A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year. Your agency's efforts have resulted in no "paid" workers' compensation claims for the prior 5 consecutive program years including 2017-18. This is an outstanding accomplishment that serves as an example for all SDRMA members!

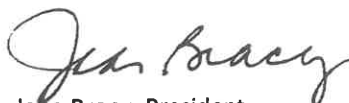
It is through the efforts of members such as Dixon Public Library District that SDRMA has been able to continue providing affordable workers' compensation coverage to over 442 public agencies throughout California. While 281 members or 64% in the workers' compensation program had no "paid" claims in program year 2017-18, 133 members or 30% had no paid claims for the prior 5 consecutive years.

In addition to this annual recognition, members with no "paid" claims during 2017-18 earned 2 credit incentive points (CIPs) reducing their annual contribution amount and members with no "paid" claims for the prior 5 consecutive program years earned 3 additional bonus CIPs. Also, members without claims receive a lower "experience modification factor" (EMOD) which also reduces their annual contribution amount.

Included with this letter and certificate is your press release template so your agency may showcase this important accomplishment.

On behalf of the SDRMA Board of Directors and staff, it is my privilege to congratulate your Governing Body, management and staff for your commitment to proactive loss prevention and safety in the workplace.

Sincerely,
Special District Risk Management Authority



Jean Bracy, President
Board of Directors



President's Special Acknowledgement Award

The President of the Special District Risk Management Authority

Hereby gives special recognition to

Dixon Public Library District

The President's Special Acknowledgement Award is to recognize members with no "paid" claims during the prior five consecutive program years in the Workers' Compensation Program. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during that same period. Congratulations on your excellent claims record!


Jean Bracy, SDA, SDRMA Board President

September 13, 2018
Date

[District Logo]

FOR IMMEDIATE RELEASE

Month Day, Year

Contact: Melissa Maseda
Board President
(707) 678-5447
melissa.maseda@dixonusd.org

**SDRMA President's Special Acknowledgement Award Presented to
2018-19**

Dixon, CA — The Dixon Public Library District received the "President's Special Acknowledgement Award" from the Special District Risk Management Authority (SDRMA) to formally acknowledge the dedicated efforts of the Dixon Public Library District's Governing Body, management and staff towards proactive loss prevention and workplace safety.

The Award is to recognize members with no "paid" claims during the prior five consecutive program years in SDRMA's Workers' Compensation Program. It is through the efforts of members such as Dixon Public Library District that SDRMA has been able to continue providing affordable workers' compensation coverage to over 442 public agencies throughout California.

In addition to this recognition, members with no "paid" claims during 2017-18 earned Credit Incentive Points (CIPs) reducing their annual contribution amount and members with no "paid" claims for the prior 5 consecutive program years earned additional bonus CIPs. Also, members without claims receive a lower "experience modification factor" (EMOD) which also reduces their annual contribution amount.

Special District Risk Management Authority is a public agency formed under California Government Code Section 6500 et seq. and has provided a full-service risk management program for California's local governments for over 30 years.

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September 13, 2018

Ms. Melissa Maseda
Board President
Dixon Public Library District
230 North First Street
Dixon, California 95620

Re: President's Special Acknowledgement Award – Property/Liability Program

Dear Ms. Maseda:

This letter and enclosed certificate are to formally acknowledge the dedicated efforts of the Dixon Public Library District's Governing Body, management and staff towards proactive risk management and loss prevention training for earning the President's Special Acknowledgement Award! The Award is to recognize members with no "paid" claims during the prior **five consecutive program years** in the Property/Liability Program.

A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year and excludes property claims. Your agency's efforts have resulted in no "paid" property/liability claims for the prior 5 consecutive program years including 2017-18. This is an outstanding accomplishment that serves as an example for all SDRMA members!

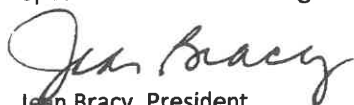
It is through the efforts of members such as Dixon Public Library District that SDRMA has been able to continue providing affordable property/liability coverage to over 505 public agencies throughout California. While 428 members or 85% in the property/liability program had no "paid" claims in program year 2017-18, 261 members or 52% had no paid claims for the prior 5 consecutive years.

In addition to this annual recognition, members with no "paid" claims during 2017-18 earned 2 credit incentive points (CIPs) reducing their annual contribution amount and members with no "paid" claims for the prior 5 consecutive program years earned 3 additional bonus CIPs. Also, members with no "paid" claims for at least 3 consecutive program years may receive a lower "risk factor" which also helps to reduce the annual contribution amount.

Included with this letter and certificate is your press release template so your agency may showcase this important accomplishment.

On behalf of the SDRMA Board of Directors and staff, it is my honor to congratulate your Governing Body, management and staff for your commitment to proactive risk management and loss prevention training.

Sincerely,
Special District Risk Management Authority



Jean Bracy, President
Board of Directors



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

President's Special Acknowledgement Award

The President of the Special District Risk Management Authority

Hereby gives special recognition to

Dixon Public Library District

The President's Special Acknowledgement Award is to recognize members with no "paid" claims during the prior five consecutive program years in the Property/Liability Program. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during that same period and excludes property claims. Congratulations on your excellent claims record!


Jean Bracy, SDA, SDRMA Board President

September 13, 2018
Date

[District Logo]

FOR IMMEDIATE RELEASE

Month Day, Year

Contact: Melissa Maseda
Board President
(707) 678-5447
melissa.maseda@dixonusd.org

**SDRMA President's Special Acknowledgement Award Presented to
2018-19**

Dixon, CA — The Dixon Public Library District received the "President's Special Acknowledgement Award" from the Special District Risk Management Authority (SDRMA) to formally acknowledge the dedicated efforts of the Dixon Public Library District's Governing Body, management and staff towards proactive risk management and loss prevention training.

The Award is to recognize members with no "paid" claims during the prior five consecutive program years in SDRMA's Property/Liability Program. It is through the efforts of members such as Dixon Public Library District that SDRMA has been able to continue providing affordable property/liability coverage to over 505 public agencies throughout California.

In addition to this recognition, members with no "paid" claims during 2017-18 earned Credit Incentive Points (CIPs) reducing their annual contribution amount and members with no "paid" claims for the prior 5 consecutive program years earned additional bonus CIPs.

Special District Risk Management Authority is a public agency formed under California Government Code Section 6500 et seq. and has provided a full-service risk management program for California's local governments for over 30 years.

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September 13, 2018

Ms. Melissa Maseda
Board President
Dixon Public Library District
230 North First Street
Dixon, California 95620

Re: No Paid Workers' Compensation Claims in 2017-18

Dear Ms. Maseda:

This letter is to formally acknowledge the dedicated efforts of the Dixon Public Library District's Governing Body, management and staff towards proactive loss prevention and workplace safety. Your agency's efforts have resulted in no "paid" workers' compensation claims for program year 2017-18. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year. This is a great accomplishment!

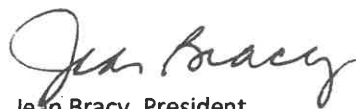
It is through the efforts of members such as Dixon Public Library District that SDRMA has been able to continue providing affordable workers' compensation coverage to over 442 public agencies throughout California. In fact, 281 members or 64% in the workers' compensation program had no "paid" claims in program year 2017-18.

In addition to this annual recognition, members with no "paid" claims during 2017-18 earned 2 credit incentive points (CIPs) thereby reducing their annual contribution amount. Also, members without claims receive a lower "experience modification factor" (EMOD) which also reduces their annual contribution amount.

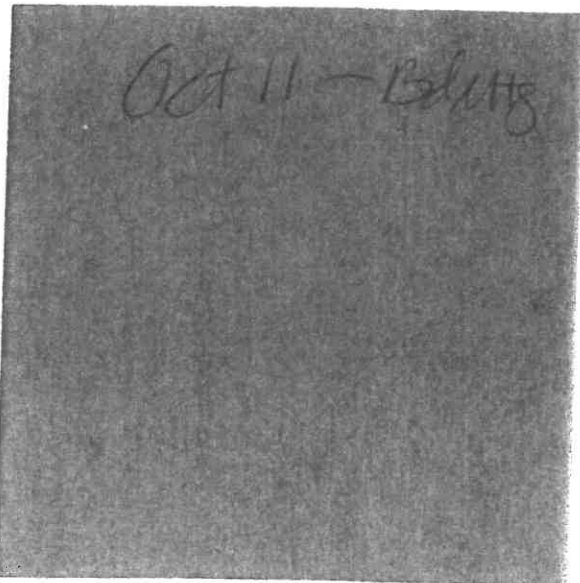
As SDRMA is dedicated to serving its members and preventing claims, we would appreciate your agency taking a moment and sharing with us what made your District successful in preventing work related injuries. Our goal is to incorporate your successful ideas and suggestions into our loss prevention programs to benefit all members of SDRMA. Please forward any ideas or suggestions to Dennis Timoney, SDRMA Chief Risk Officer at dtimoney@sdrma.org.

On behalf of the SDRMA Board of Directors and staff, it is my privilege to congratulate the Governing Body, management and staff for their commitment to proactive loss prevention and safety in the workplace.

Sincerely,
Special District Risk Management Authority



Jean Bracy, President
Board of Directors



Subject: September 13, 2018 Library Board of Trustee Board Minutes

Date: October 11, 2018

Agenda Item #: 6.A.

- Consent
- Public Hearing
- Information
- Discussion
- Action



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

7:00 p.m. – Meeting called 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]

No announcements from Closed Session

3. OPEN SESSION

4. BUSINESS MEETING

- a. Pledge of Allegiance

Board and audience 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>Absent</i>
Melissa Maseda, Member	<i>Present</i>
Caitlin O'Halloran, Member	<i>Present</i>

Staff:

Roxanne Brown, Acting Interim Library Director	<i>Present</i>
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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, Pages 10 - 14

- 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

X Information only

Discussion

Action

No action

- b. Hiring of two (2) employees. Job classification, Library Pages

Hausman, Leonel – July 30, 2018

Miller, Gabriella – July 30, 2018

X Information only

Discussion

Action

No action

- c. Approval of Board Minutes, August 9, 2018 Regular Meeting

Information

Discussion

X Action – Recommend approval

Member Madesa made the 1st motion; Member O'Halloran 2nd

Ayes 4 Noes 0

7. PUBLIC COMMENT, Page 15

There was no public comment

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.

X Information

X Discussion

Action

Derek Labrecque, AIA, NCARB, AP, DBIA presented to the Board. No 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).

Member Foster made the 1st motion; Member O'Halloran made the 2nd motion

Ayes 4 Noes 0

c. Adult Literacy Program

Information – written report from Pam Griffey

Discussion

Action

No action

d. Summer Reading Program, Jim Tinder, Children/Youth Services

Information

Discussion

Action

No action

e. Teen Program – Jim Tinder, Children/Youth Services

Information

Discussion

Action

No action

Ayes _____ Noes _____

f. Adult Services Librarian Report, Catherine Wesenfeld

Information – written report by Catherine Wesenfeld

Discussion

Action

No action

9. ACTING INTERIM DIRECTOR'S REPORT, Page 32- 36

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.

Information – email attached

Discussion

- Action – recommend approval for removing the Ed Code Section 18408 from Acting Interim Director duties. Acting Interim Director will complete the Public Library Survey.

No action

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.

Information

Discussion

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

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

No action

Ayes _____ Noes _____

- c. Annual Measure L Expenditures Report to Solano County

Information – email attached

Discussion

Action

No 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.

Member O’Halloran made the 1st motion; Member Madesa made the 2nd Motion.

Ayes 4 _____ Noes 0 _____

- 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.

No action – information only

- f. Dixon Public Library Advisory Committee Application
 - Information – Called applicant twice, no return call
 - Discussion
 - Action

No action – information only

10. ONGOING BUSINESS, Pages 37- 58

10.1 Budget Items:

- a. Fiscal Year (FY) 2018/19 Detail Budget Review – Gina Dupell, Accounting/Payroll Technician

- Information
- Discussion
- Action

No action – information only

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)
 - 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

Member Madesa made the 1st motion; Member Foster made the second motion

Ayes 4 Noes 0

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

Information

Discussion

Action – recommend approval to reflect line item budget items

Member O'Halloran made the 1st motion; Member Madesa made the 2nd Motion

Ayes 4 Noes 0

11. NEW BUSINESS, Policy and Procedure Review, Pages 59 - 89

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

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*

First Reading – no action taken

Ayes _____ Noes _____

- b. Resolution to address language needed for “Above Allocated Hours” Pay Policy 3010 – Additional language for clarification of Above Allocated Hours

Information

Discussion

Action – recommend approval

No action taken – Resolution is not appropriate in this setting

Ayes _____ Noes _____

- c. Policy 3010, Policy and Procedure Manual; Work Week, Work Hours, Overtime, and Above Allocated Hours

Information – *first reading*

Discussion

Action – recommend approval. Above Allocated Hours are built in to the 2018/19 Budget. Recommend approval *if Board deems appropriate*

First Reading – no action taken

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).

X Information only – *final reading*

Library Board voted to approve new language for Policy 3015. Ayes – 3 and Noes – 0

Discussion

X Action - Recommend approval *if Board deems appropriate.*

Board Policy 3015 will be inserted into the Library Policy and Procedure Manual. Acting Interim Director will bring to the October 11, 2018 Board Meeting clarification of the description of ‘Extra Help’ employees

- e. Policy 3020 – Policy and Procedure Manual, Vacation Leave

X Information – *first reading*

X Discussion

X Action - Recommend approval *if Board deems appropriate*

First Reading – no action taken

- f. Policy 3030, Policy and Procedure Manual; Holidays ‘and other Library Closure Days’

X Information – *first reading*

X Discussion

X Action - Recommend approval *if Board deems appropriate*

First Reading – no action taken

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.

X Information – form, first reading

X Discussion

X Action – recommend approval

Approved.

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.”

X Information

X Discussion

- X 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

Approved under Agenda Item 10.1.c.

Ayes 4 Noes 0

- i. Policy 4225, Policy and Procedure Manual; Title Internet Use and Access

X Information –*first reading*. Current policy language is out of date

X Discussion – Need to address

X Action – *if Board deems appropriate*

First Reading – no action taken

Ayes _____ Noes _____

- j. Dixon Public Library Business Practices.

X 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’.

X 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.

X 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.

No action necessary as the Library Board of Trustees had not approved Director’s to implement ‘business practices’. The Dixon Public Library is operated by the Dixon Public Library Policy and Procedure Manual.

Ayes _____ Noes _____

Meeting adjourned at 9:21 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.

Subject: 7.A. Net Position of Funds 426 and 428
 7.B. September Monthly Budget Status Funds 426 and 428

Date: October 11, 2018

Agenda Item #: 7.A. and 7.B.

Consent

Public Hearing

Information

Discussion

Action

Submitted and presented by: Acting Interim Director, Roxanne Brown

Recommendation:

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

Assets	Actuals - Fiscal years 2018-2019				
Cash in Treasury	\$	1,185,317			
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	\$	1,772,270			
Liabilities and Equities					
Outstanding Warrants	\$	8,434			
Other Liabilities	\$	(7,993)			
Due to Other Agencies	\$	7,518			
Accrued Compensated Absences	\$	9,552			
Reserve - Other (Imprest Cash is \$700)	\$	279,700			
Fund Balance Available	\$	1,144,781			
Investments in General Fixed Assets	\$	578,922			
Appropriations	\$	(156,559)			
Revenues less Expenditures	\$	(92,085)			
	\$	1,772,270			
	\$	-			
Revenues					
		Actuals - Fiscal years 2018-2019	Annual Budget	Actuals % of Annual Budget	Under (Over) Budget
Revenue From Library Operations	\$	3,064	\$ 13,251	23%	\$ 10,187
Revenue From State & County Govt.	\$	239,524	\$ 1,436,515	17%	\$ 1,196,991
Revenue From Grants	\$	-	\$ -	0%	\$ -
Other Revenues	\$	353	\$ 14,095	3%	\$ 13,742
Total Revenues	\$	242,941	\$ 1,463,860	17%	\$ 1,220,919
Expenditures					
Salaries & Employee Benefits	\$	232,294	\$ 819,229	28%	\$ 586,935
Services & Supplies	\$	102,732	\$ 486,462	21%	\$ 383,729
Other Charges & Fixed Assets & Deprec	\$	-	\$ 1,609	0%	\$ 1,609
Total Expenditures	\$	335,027	\$ 1,307,300	26%	\$ 972,273
Revenues less Expenditures	\$	(92,085)	\$ 156,560		

Fund 428, Net Position as of September 30, 2018

Assets	Actuals - Fiscal years 2017-2018				
Cash in Treasury	\$	802,311			
Due from Other Agency	\$	-			
Land	\$	1,175,043			
Construction-in-progress	\$	-			
Allowance for Depreciation	\$	-			
Total Assets	\$	1,977,354			
Liabilities and Equities					
Fund Balance Available	\$	736,952			
Investments in General Fixed Assets	\$	1,175,043			
Appropriations	\$	(38,050)			
Revenues less Expenditures	\$	103,409			
	\$	1,977,354			
Revenues					
		Actuals - Fiscal years 2017-2018	Annual Budget	Actuals % of Annual Budget	Under (Over) Budget
Intergovernmental & Other Revenues	\$	103,409	\$ 88,000	118%	\$ (15,409)
Total Revenues	\$	103,409	\$ 88,000	118%	\$ (15,409)
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	\$	103,409	\$ 38,050		

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							
1000	SALARIES AND EMPLOYEE BENEFITS							
0001110	SALARY/WAGES REGULAR	436,457.00	0.00	33,608.46	100,151.61	0.00	336,305.39	23%
0001121	SALARY/WAGES-EXTRA HELP	109,977.00	0.00	11,703.13	32,974.17	0.00	77,002.83	30%
0001131	SALARY/WAGES OT/CALL-BACK	0.00	0.00	0.00	75.56	0.00	-75.56	9999%
0001210	RETIREMENT-EMPLOYER	103,678.00	0.00	4,640.10	65,207.34	0.00	38,470.66	63%
0001220	FICA-EMPLOYER	41,876.00	0.00	3,466.33	10,189.91	0.00	31,686.09	24%
0001230	HEALTH INS-EMPLOYER	116,366.00	0.00	9,697.16	21,716.90	0.00	94,649.10	19%
0001231	VISION CARE INSURANCE	293.00	0.00	24.38	60.95	0.00	232.05	21%
0001240	COMPENSATION INSURANCE	1,978.00	0.00	124.83	124.83	0.00	1,853.17	6%
0001260	DENTAL INS-EMPLOYER	8,606.00	0.00	717.14	1,792.85	0.00	6,813.15	21%
1000	SALARIES AND EMPLOYEE BEN	819,231.00	0.00	63,981.53	232,294.12	0.00	586,936.88	28%
2000	SERVICES AND SUPPLIES							
0002028	TELEPHONE SERVICES	9,626.00	0.00	83.00	1,450.13	0.00	8,175.87	15%
0002035	HOUSEHOLD EXPENSE	5,200.00	0.00	256.48	1,029.73	0.00	4,170.27	20%
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	178.80	8,989.42	0.00	-408.42	105%
0002140	MAINTENANCE-BLDGS & IMPRO	53,420.00	0.00	1,032.00	2,400.73	0.00	51,019.27	4%
0002170	MEMBERSHIPS	4,607.00	0.00	2,794.60	2,794.60	0.00	1,812.40	61%
0002175	MISCELLANEOUS EXPENSE	100.00	0.00	150.00	155.98	0.00	-55.98	156%
0002176	FEES AND PERMITS	188.00	0.00	0.00	0.00	0.00	188.00	
0002178	CASH/INVENTORY SHORTAGE	0.00	0.00	0.00	0.00	0.00	-3.40	9999%
0002180	BOOKS & SUBSCRIPTIONS	7,875.00	0.00	0.00	3,000.20	0.00	4,874.80	38%
0002200	OFFICE EXPENSE	4,586.00	0.00	155.29	866.62	0.00	3,719.38	19%
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	38.81	38.81	0.00	1,444.19	3%
0002205	POSTAGE	589.00	0.00	0.00	106.96	0.00	482.04	18%
0002235	ACCOUNTING & FINANCIAL SE	24,250.00	0.00	9,124.00	9,124.00	0.00	15,126.00	38%
0002239	LEGAL SERVICE	27,310.00	0.00	10,314.25	10,713.88	0.00	16,596.12	39%
0002245	CONTRACTED SERVICES	75,700.00	0.00	0.00	189.55	0.00	75,510.45	

THU, OCT 04, 2018, 11:45 AM --req: GNDUPELL--leg: GL CP--loc: EXTERNAL--job:4436643 J1959----prog: GL569 <1.16>--report id: GLSMSR01

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

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

Fund	Fund Description	Object	Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
426	DIXON PUBLIC LIBRARY DISTRICT	0002250	OTHER PROFESSIONAL SERVIC	53,869.00	0.00	103.95	179.55	0.00	53,689.45	
		0002261	SOFTWARE MAINTENANCE & SU	20,400.00	0.00	1,467.69	2,921.27	0.00	17,478.73	14%
		0002281	ADVERTISING/MARKETING	3,417.00	0.00	56.94	133.94	0.00	3,283.06	4%
		0002285	RENTS & LEASES - EQUIPMEN	11,052.00	0.00	14,527.13	17,393.29	0.00	-6,341.29	157%
		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	4,427.10	5,231.11	0.00	17,768.89	23%
		0002323	LIBRARY JUVENILE BOOKS	20,000.00	0.00	711.07	1,054.46	0.00	18,945.54	5%
		0002324	LIBRARY PERIODICALS/MICRO	14,631.00	0.00	621.50	650.50	0.00	13,980.50	4%
		0002325	LIBRARY AUDIO-VISUAL	29,100.00	0.00	2,845.34	3,846.23	0.00	25,253.77	13%
		0002326	LIBRARY BOOK RENTAL	8,100.00	0.00	7,949.76	7,949.76	0.00	150.24	98%
		0002327	LIBRARY MATERIALS PROCESS	6,282.00	0.00	0.00	253.35	0.00	6,028.65	4%
		0002328	LIBRARY MATERIALS	15,000.00	0.00	0.00	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	83.82	134.51	0.00	1,033.49	12%
		0002360	UTILITIES	22,546.00	0.00	2,373.21	4,758.72	0.00	17,787.28	21%
		0002361	WATER	4,560.00	0.00	239.87	1,030.74	0.00	3,529.26	23%
2000	SERVICES AND SUPPLIES			486,462.00	0.00	62,534.81	102,732.42	0.00	383,729.58	21%
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	

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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	155,278.70	239,265.78	0.00	715,768.22	25%
0009018	UNITARY	19,481.00	0.00	0.00	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	155,278.70	239,429.48	0.00	1,155,036.52	17%
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 AGENCI	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	81.62	94.62	0.00	-94.62	9999%
9500	INTERGOVERNMENTAL REVENUE	42,049.00	0.00	81.62	94.62	0.00	41,954.38	
9600	CHARGES FOR SERVICES							
0009603	PHOTO/MICROFICHE COPIES	4,537.00	0.00	397.20	845.40	0.00	3,691.60	19%
0009605	LIBRARY FINES	8,714.00	0.00	879.14	2,218.68	0.00	6,495.32	25%
9600	CHARGES FOR SERVICES	13,251.00	0.00	1,276.34	3,064.08	0.00	10,186.92	23%
9700	MISC REVENUES							
0009702	CASH OVERAGE	0.00	0.00	1.10	52.49	0.00	-52.49	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	52.65	300.45	0.00	1,457.55	17%
9700	MISC REVENUES	5,758.00	0.00	53.75	352.94	0.00	5,405.06	6%

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							
	Total Revenue	1,463,861.00	0.00	156,690.41	242,941.12	0.00	1,220,919.88	17%
	Total Expense	1,307,302.00	0.00	126,516.34	335,026.54	0.00	972,275.46	26%
				30,174.07	-92,085.42			

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.
428	DIXON PUBLIC LIB DISTRICT-PFF							
2000	SERVICES AND SUPPLIES	49,950.00	0.00	0.00	0.00	0.00	49,950.00	
0002245	CONTRACTED SERVICES							
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	103,409.27	103,409.27	0.00	-21,409.27	126%
9600	CHARGES FOR SERVICES	82,000.00	0.00	103,409.27	103,409.27	0.00	-21,409.27	126%
Total Revenue		88,000.00	0.00	103,409.27	103,409.27	0.00	-15,409.27	118%
Total Expense		49,950.00	0.00	0.00	0.00	0.00	49,950.00	
				103,409.27	103,409.27			

Subject: First Reading: Board Policy 3070, Continuity of Service

Date: October 11, 2018

Agenda Item #: 8.A.1

- Consent
- Public Hearing
- Information
- Discussion
- Action

Submitted and presented by: Acting Interim Director, Roxanne Brown

Recommendation:

POLICY AND PROCEDURE MANUAL

POLICY TITLE: Continuity of Service

POLICY NUMBER: 3070

3070.1 For probationary and regular employees in all classifications, length of continuous service with the Library District will be used as the basis for determining benefits such as sick leave and *vacation time. Length of continuous service will also be one of the considerations in promotions, demotions, and layoffs.

** Board Policy 3020: Vacation Leave*

Paid vacations will be accrued according to the following schedule on an annual basis. *(Paid vacations will be prorated for regular part-time employees).*

- (a) During the first three (3) years of continuous work, eighty (80) hours during each fiscal year;
- (b) Four (4) through 10 years of *continuous* service, one-hundred twenty (120) hours during each fiscal year;
- (c) After 10 years of *continuous* service, one-hundred sixty (160) hours during each fiscal year;
- (d) *Every regular full-time and part-time employee shall receive vacation benefit for each pay period of continuous service according to the following schedule:*

Vacation Credit/Time

<i>Pay Periods of Continuous Service</i>	<i>Per Pay Period of Continuous Service</i>	<i>Maximum Earnable Vacation Accrual</i>
<i>0 - 78 pay periods</i>	<i>3.08 hours</i>	<i>160 hours</i>
<i>79 - 260 pay periods</i>	<i>4.62 hours</i>	<i>240 hours</i>
<i>Over 260 pay periods</i>	<i>6.16 hours</i>	<i>Accumulated vacation time not to exceed 240 hours per BP 3020.5</i>

*Example: There are 26 pay periods in one (1) year.
26 pay periods x three (3) years = 78 pay periods*

3070.2 Continuous service with the Library District will start with the date of employment and continue until one of the following occurs:

3070.2.1 An employee voluntarily terminates his/her employment, is discharged or *the employee is laid off*

~~3070.2.2 An employee is laid off~~

3070.3 Continuity of an employee's service will not be broken by absence for the following reasons and his/her length of service will accrue for the period of such absence:

3070.3.1 Absence by industrial disability

3070.3.2 Authorized absence without pay for less than thirty (30 days) in one (1) calendar year, or

3070.3.3 Absences governed by applicable State and/or Federal laws such as military or National Guard service, California Family Rights Act and California Medical Leave Act

3070.4 When an individual in the re-employment list is called to work and is unavailable to work, the next person on the list satisfying the conditions listed in Section 3070.4.3 above, will be called. If an individual is call to work three (3) times but is unavailable to work, his/her name may be removed from the re-employment list. An individual will be removed from the re-employment list when he/she notifies the Library District that he/she has taken employment elsewhere and is unavailable to work for the Library District. A person who has been terminate with cause shall not be eligible for rehire.

3070.5 Although persons working in other than regular employment generally do not accrue length-of-service for purposes of benefits, promotions, demotions, or layoffs, service as a temporary employee shall count towards length of service in the following situations only:

3070.5.1 Previous regular employees who were laid off and called back for temporary work will accumulate length-of-service time on ah "hour-for-hour" basis

3070.5.2 Temporary employees later hired for a regular portion will have previously earned service as a temporary employee converted to earned length-of-service

Adopted 02/27/06

Revised 10/09/2014

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Continuity of Service

POLICY NUMBER: 3070

3070.1 For probationary and regular employees in all classifications, length of continuous service with the Library District will be used as the basis for determining benefits such as sick leave and vacation time. Length of continuous service will also be one of the considerations in promotions, demotions and layoffs.

3070.2 Continuous service with the Library District will start with the date of employment and continue until one of the follow occurs:

3070.2.1 An employee voluntarily terminates his/her employment, is discharged ; or,

3070.2.2 An employee is laid off.

3070.3 Continuity of an employee's service will not be broken by absence for the following reasons, and his/her length of service will accrue for the period of such absence:

3070.3.1 Absence by reason of industrial disability;

3070.3.2 Authorized absence without pay for less than (thirty) 30 days in a calendar year; or,

3070.3.3 Absences governed by applicable state and/or federal laws such as military or National Guard service, California Family Rights Act and California Family Medical Leave Act.

3070.4 When an individual on the re-employment list is called to work and is unavailable to work, the next person on the list satisfying the conditions listed in Section 3070.4, above, will be called. If an individual is called to work three (3) times but is unavailable to work, his/her name may be removed from the re-employment list. An individual will be removed from the re-employment list when he/she notifies the Library District that he/she has taken employment elsewhere and is unavailable to work for the Library District. A person who has been terminated with cause shall not be eligible for rehire.

3070.5 Although persons working in other than regular employment generally do not accrue length-of-service for purposes of benefits, promotions, demotions, or layoffs, service as a temporary employee shall count towards length of service in the following situations only:

3070.5.1 Previous regular employees who were laid off and called back for temporary work will accumulate length-of-service time on an "hour-for-hour" basis.

3070.5.2 Temporary employees later hired for a regular position will have previously earned service as a temporary employee converted to earned length-of-service.

Adopted 02/27/06

Revised 10/09/2014

Subject: First Reading Board Policy: Compensation

Date: October 11, 2018

Agenda Item #: 8.A.2

- Consent
- Public Hearing
- Information
- Discussion
- Action

Submitted and presented by: Acting Interim Director, Roxanne Brown

Recommendation:

POLICY AND PROCEDURE MANUAL

Policy Title: Compensation
Policy Number: 3150

- 3150.1 It is the objective of the Library District to provide fair and equitable salaries for library employees to maintain salary schedules which serve to recognize the contributions of, and which serve to retain the services of, long-term library employees; to offer salaries which enable the Library District to recruit and hire new employees with professional skills and abilities.
 - 3150.1.1 Salary schedules should ensure that the Library District's salaries are competitive with salary schedules for comparable positions of adjacent library jurisdictions in Solano and Yola Counties ("Comparable Group").
 - 3150.1.2 If, at the point of annual budget adoption, current salary schedules as adjusted by any approved cost-of-living adjustment (COLA) factor do not serve to place the Library District's salaries at a competitive level with the Comparable Group, the Library Director may develop a salary equity adjustment plan for mid-year discussion and approval by the Library Board of Trustees.
- 3150.2 All newly appointed employees will be paid at the first step of the salary range schedule for the position to which the employee is appointed except as provided elsewhere herein; provided, however, that if the Library Director finds that a qualified applicant cannot be successfully recruited at the first step of the salary range schedule he/she may authorize an appointment at an advanced step of the salary range schedule subject to approval by the Library Board of Trustees.
- 3150.3 All employees may advance to the next highest level on the salary schedule subject to approval of the Library Director's as follows:
 - 3150.3.1 At the conclusion of a six (6) month probationary period (13 pay periods) after the initial appointment the date of hire, an employee may advance to the next step on the salary schedule, Step 2, with a satisfactory six (6) month (13 pay periods) evaluation
 - 3150.3.2 At the conclusion of every twelve (12) month period (26 pay periods) following the six (6) month period (13 pay periods) described in Section 3150.3.1, the employee may advance to the next

Adopted 01/23/2006

step on the salary schedule. An employee cannot advance any higher than the highest step on a salary schedule *within his/her position classification*

3150.3.3 ~~To retain and reward the services of regular employees but subject to available funds, the Library Director may award Longevity Pay to regular employees in the timeframes and at the rates shown below:~~

- Five (5) years of continuous service/2% added to salary
- Ten (10) years of continuous service/3% added to salary
- Fifteen (15) years of continuous service/4% added to salary
- Twenty (20) years of continuous service/5% added to salary

All employees employed in regular or part-time positions, shall be entitled to longevity compensation in the same ratio to the longevity compensation received by employees in regular full-time positions as the number of hours in the part-time work schedule is to the number of hours in the full time work schedule

Example:

Continuous Years of Service			
Years of Service	Longevity Pay	Fulltime	Part Time (50%)
5	2%	2% at 5 years	2% at 10 years
10	3%	3% at 10 years	3% at 20 years
15	4%	4% at 15 years	4% at 30 years
20	5%	5% at 20 years	5% at 40 years

3150.3.4 *Upon qualifying for longevity increase, any further pay increase shall be in the addition thereto and not restricted or reduced by reason of the longevity increase.*

3150.4 ~~Employees who are promoted to a position with a higher salary range be paid either at the minimum rate of the new range or the nearest higher rate that the employee would otherwise be eligible to receive on the date the promotion is effective, whichever is greater, provided that that an employee promoted to a salary range schedule in excess of one range step above his/her former range step will receive no less than five per cent (5%), at the same step, in rate will be placed on the on the higher salary schedule Step that represents a five percent (5%) increase.~~

Example 1:

'Page' employee on Step 2 of the 'Page' Salary Schedule receives \$11.04 hourly rate. The 'Page' is promoted to the position of 'Library Clerk'. The 'Page' in his/her new position of 'Library Clerk' would be placed on the 'Library Clerk', Step 1, \$13.44, an increase of (over) five percent (5%)

Example 2:

'Library Assistant I', Step 5, of the 'Library Assistant I', Salary Schedule, \$21.04 hourly rate. He/she is promoted to 'Library Assistant II'. He/she would be placed on Step 3, \$22.88 to receive an increase of (over) five percent (5%)

3150.5 *When a regular employee is demoted for reasons of unsatisfactory performance, the employee's salary shall be reduced one (1) step, or he/she shall receive the maximum salary step of the new class, whichever is lower.*

~~3150.5~~

The *Library* Board of Trustees may change existing compensation *salary schedules* and/or rates of compensation or add new compensation *salary schedules*

Adopted 02/27/2006
Revised 01/22/2007
Revised 10/09/2014

IN PROGRESS

Adopted 01/23/2006

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Compensation

POLICY NUMBER: 3150

3150.1 It is the objective of the Library District to provide fair and equitable salaries for library employees; to maintain salary schedules which serve to recognize the contributions of, and which serve to retain the services of, long-term library employees; to offer salaries which enable the Library District to recruit and hire new employees with professional skills and abilities.

3150.1.1 Salary schedules should ensure that the Library District's salaries are competitive with salary schedules for comparable positions of adjacent library jurisdictions in Solano and Yolo counties ("Comparable Group").

3150.1.2 If, at the point of annual budget adoption, current salary schedules as adjusted by any approved cost-of-living adjustment factor do not serve to place the Library District's salaries at a competitive level with the Comparable Group, the Library Director may develop a salary equity adjustment plan for mid-year discussion and approval by the Board of Trustees.

3150.2 All newly appointed employees will be paid at the first step of the salary range for the position to which the employee is appointed except as provided elsewhere herein; provided, however, that if the Library Director finds that a qualified applicant cannot be successfully recruited at the first step of the salary range, he/she may authorize an appointment at an advanced step of the salary range subject to approval by the Board of Trustees.

3150.3 All employees may advance to the next highest step on the salary schedule subject to approval of the Library Director as follows:

3150.3.1 At the conclusion of a six (6) month period after the initial appointment, an employee may advance to the next step on the salary schedule.

3150.3.2 At the conclusion of every twelve (12) month period following the six (6) month period described in section 3150.3.1, the employee may advance to the next step on the salary schedule. An employee cannot advance any higher than the highest step on a salary schedule.

3150.3.3 To retain and reward the services of ~~regular~~ employees, but subject to available funds, the Library Director may award Longevity pay to ~~regular~~ employees in the timeframes and at the rates shown below:

- Five (5) years of continuous service / 2% added to salary
- Ten (10) years of continuous service / 3% added to salary
- Fifteen (15) years of continuous service / 4% added to salary
- Twenty (20) years of continuous service / 5% added to salary

"Calculations for longevity pay may include continuous service as a regular employee in either full-time and/or part-time service, or combination thereof, for only those persons currently employed by the District at the time this policy was revised in July 2014, but shall also apply to any such employees thereafter employed by the District. Longevity pay for part-time services shall be prorated."

Board — 7/10/14

3150.4 Employees who are promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be eligible to receive on the date the promotion is effective, whichever is greater, provided that an employee promoted to a salary range in excess of one range above his/her former range will receive no less than five per cent (5%), at the same step, in rate.

3150.5 The Board of Trustees may change existing compensation schedules and/or rates of compensation or add new compensation schedules.

Adopted 02/27/2006
Revised 01/22/2007
Revised 10/09/2014

Minutes—Draft
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
6:00 P. M., THURSDAY, JULY 10, 2014

REGULAR MEETING

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

1. **Call to Order**
Mr. Gabby called the meeting to order at 6 pm
2. **Closed session**
No public comments on closed session
3. **Business meeting**
 - a. **Pledge of Allegiance**
Pledge of Allegiance said
 - b. **Roll Call**
Trustees
John Gabby, President—present
Andrew Bloom, Vice President—absent
Guy Garcia, Clerk—absent
Caitlin O'Halloran, Member—present
Joe DiPaola, Member—present

Staff
Steve Arozena, Library Director—present
4. **Notice to the Public**
None
5. **Correspondence**
None
6. **Consent Agenda**
None
7. **Public Comment**
Ginger Emerson made the comment that certain people have been shocked by the shrinking reference collection. Mr. Gabby asked if the magazine collection has also shrunk. Mr. Arozena commented that he doesn't believe the

- **Land boundary issue between Vacaville and Dixon library/school districts**
- Mr. Arozena presented some updated information regarding the taxes collected in the TRAs in question and was able to determine which TRAs were business only, residential only, or a mix of the two. This was part of a project done with Ms. O'Halloran. Mr. Di Paola looked at the report and asked if it was possible to divide TRAs into strictly business or residential. He stressed the importance of making sure no voters are disenfranchised. Do we need to take any action on the unincorporated areas? Ms. O'Halloran stated that we should sit down with Solano County officials and discuss the situation. We should then decide whether or not to change governance or how to proceed. Mr. DiPaola asked who came up with the figures. Mr. Arozena stated that he did after receiving the figures from the Assessor's Office.
- **Amendments to District Board Policies 3100-3195**
- Mr. DiPaola suggested deleting 3110.1.5 if no one qualifies for these benefits mentioned. Under 3150.1 he brought up the section that mentions salaries competitive with Napa and Sonoma Counties. 3170.4 was also mentioned with concern for the mention of "library director or designee." Does that imply that other sections that only mention library director also imply designee? He also commented that the 3000's were not put back on the agenda for approval. Mr. Arozena stated that he thought that we would approve the entire package at once. Ginger Emerson approached the podium to ask about section 3180.4.3.1 and asked whether it limits an employee's appeal to closed session only. Mr. DiPaola stated that the Brown Act gives employees the option of having it heard in either open or closed session.
- **Amendment to District Board Policy 3150 Longevity Pay**
- New wording to include part-timers or people who started out as part-timers being eligibility pay. The policy revision only affects current employees. Mr. DiPaola moved that amendment be approved. Ms. O'Halloran seconded. Motion approved.
- Approval of minutes from June 19, 2014. Ms. O'Halloran approved. Mr. DiPaola seconded. Motion approved.
- No new business. Meeting adjourned.

BP 3150/
Compensation

DiPaolo moved that said subcommittee be formed. Mr. Garcia seconded. The motion passed.

- Mr. Garcia excused himself from the proceedings.
- **Approval of amendments to District Board Policy 3000-3100**
- Mr. DiPaolo had a series of comments about the proposed policy changes. Under 3000.4, he said that it the way it reads that the Library Director doesn't have the authority to terminate at-will employees--only the board has that authority. His opinion is that the Library Director should have the authority to terminate any at-will employees with the Board having the authority to terminate the Library Director. Under 3010.5.1 he asked why the cap on overtime was 120 hours. If it is not specified under the Labor Code, he suggests it be changed to 100 or 104 hours. Under 3060.2.3 it states that we get to keep the person's jury duty pay. He suggested that we allow the employee to keep it in addition to their regular pay as it is a small amount. Under 3070.2, he would like it to read "with our without cause." Under 3070.4, he would like it to be reworded so that people terminated with cause wouldn't be eligible for rehire. He also suggested that we save sections 3100+ for future meetings. Ginger Emerson made the comment that she was concerned that employees be aware of the appeal process if they were terminated. Mr. DiPaolo stated that that segment of the policies will be addressed in the future.
- **Approval of amendment to Library Assistant job description**
- Mr. Arozena explained that the Interim Director had established pools for the page, librarian and clerk positions but not for library assistant. These positions are continually posted on the website and the library accepts resumes/cover letters from people interested in the positions. He would like to include the library assistant position in the pooling but would like to change the wording in the job description to eliminate the required college degree and to accept three years of paid library experience or a community college degree. Motion to change language made by Ms. O'Halloran. Mr. Bloom seconded. Motion passed. Ginger Emerson asked how pool worked. Mr. Arozena stated that it was established as a time-saving procedure in case there was on opening in the library.
- **Approval of amendment to District Board Policy 3150 Longevity Pay**
- Mr. Arozena requested that longevity pay be extended to part-time employees beginning July 1 as policy was vague on fact. Mr. DiPaolo pointed out that earlier in the policy that wording had been changed from salaries being set in the mid-range group of pay in the area to saying that salaries would be competitive. Seeking clarification.

June 19, 2014
Board Approved

Subject: First Reading Board Policy: 5001, Financial Audits

Date: October 11, 2018

Agenda Item #: 8.A.3

- Consent
- Public Hearing
- Information
- Discussion
- Action

Submitted and presented by: Acting Interim Director, Roxanne Brown

Recommendation: Discussion

POLICY AND PROCEDURE MANUAL

POLICY TITLE: Financial Audit

POLICY #: 5001

5001.1 The Library District shall provide that its financial records and transactions are subject to audit and review every ~~two (2) years~~ *year (annually)* by qualified auditors and in a manner which is in full compliance with Federal and State law, (Governmental Code Section 60200 et seq.), especially as detailed in the Government Accounting Standards Board (GASB) regulations.

5001.2 The full and complete audit report will be provided to the Library ~~Commission~~ and to the ~~Governing Library~~ Board of Library Trustees by the ~~District Librarian~~ *Library Director* as soon as it is received

5001.3 The full and complete audit report will be placed on the *Library Board of Trustees* agenda of the next regularly scheduled meeting of the Library ~~Commission~~ *Board of Trustees* for official review and action concerning acceptance of the report

5001.3.1 If the audit report contains recommendations to the *Library's District's* financial records and transactions, the action by the Library ~~Commission~~ *Board of Trustees* will include specific reference to each recommendation

Dixon Public Library District

POLICY AND PROCEDURE MANUAL

POLICY TITLE: Financial Audits
POLICY NUMBER: 5001

5001.1 The Library District shall provide that its financial records and transactions are subject to audit and review every two (2) years by qualified auditors and in a manner which is in full compliance with Federal and State law (Government Code Section 60200 *et. seq.*), especially as detailed in the Government Accounting Standards Board (GASB) regulations.

5001.2 The full and complete audit report will be provided to the Library Commission and to the Governing Board of Library Trustees by the District Librarian as soon as it is received.

5001.3 The full and complete audit report will be placed on the agenda of the next regularly-scheduled meeting of the Library Commission for official review and an action concerning acceptance of the report.

5001.3.1 If the audit report contains recommendations concerning the Library District's financial records and transactions, the action by the Library Commission will include specific reference to each recommendation.

Adopted 06/19/2006

Subject: First Reading Board Policy: 5006 Current Library District Funds
Date: October 11, 2018
Agenda Item #: 8.A.4
 Consent
 Public Hearing
 Information
 Discussion
 Action

Submitted and presented by: Acting Interim Director, Roxanne Brown
Recommendation:

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Current Library District Funds

POLICY NUMBER: 5006

5006.1 The Library ~~Commission~~ Board of Trustees establishes the following list of "Current Library District Funds" which are components of the Dixon Public Library Fund (Governmental, Unrestricted). This list shall be reviewed at least annually at the time of budget adoption and revised as necessary.

Assets

Cash in Treasury
Imprest Cash*
Future loan redemption requirements
Land
Structures and improvements
Equipment
Reserve for building
Construction in progress
Reserve for emergency operations
Reserve for capital acquisition

Liabilities and Equities

Outstanding warrants
Monies due to other agencies
Accrued compensated absences
Reserve – Imprest Cash
Fund balance available
Investments in General Fixed assets
Revenues
Expenditures
Budgeted revenue
Appropriations
Unanticipated revenue

Adopted 02/27/2006
Revised 10/09/2014

**An Imprest is a cash account that a business uses to pay for small, routine expenses. A fixed balance is maintained in the imprest account, and it is replenished routinely to maintain that balance. Alternatively, an Imprest can refer to a monetary advance given to a person for a specific purpose.*

5006.2 The Library ~~Commission~~ Board of Trustees further establishes the following list of minimum fund amounts for certain of the funds listed in 5006.1 above
This list shall be reviewed at least annually at the time of budget adoption and revised as necessary.

Assets

Reserve for building:

- \$650,000 for purposes of property acquisition and a new library facility

Reserve for emergency operations:

- \$250,000 for purposes of emergency operations in the event of the loss or interruption of normally expected revenues

5006.3 The Library ~~Commission~~ Board of Trustees establishes the list of "current Library District Funds" which are components of the DPLD Facilities Fees Fund (Governmental, Restricted). This list shall be reviewed at least annually at the time of budget adoption and revised as necessary.

Assets

Cash in Treasury (as of August 31, 2018 - \$698,902)

Construction in progress (as of August 31, 2018 - 0)

Liabilities and Equities

Fund balance available (as of August 31, 2018 - \$1,873,945)

Adopted 06/19/2006

Adopted 02/27/2006
Revised 10/09/2014

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Current Library District Funds
POLICY NUMBER: 5006

5006.1 The Library Commission establishes the following list of “Current Library District Funds” which are components of the Dixon Public Library Fund (Governmental, Unrestricted). This list shall be reviewed at least annually at the time of budget adoption and revised as necessary.

Assets

Cash in Treasury
 Imprest Cash
 Future Loan Redemption Requirement
 Land
 Structures and Improvements
 Equipment
 Reserve for Building
 Construction in Progress
 Reserve for Emergency Operations
 Reserve for Capital Acquisition

Liabilities and Equities

Outstanding Warrants
 Due to Other Agencies
 Accrued Compensated Absences
 Reserve – Imprest Cash
 Fund Balance Available
 Investments in General Fixed Assets
 Revenues
 Expenditures
 Budgeted Revenue
 Appropriations
 Unanticipated Revenue

5006.2 The Library Commission further establishes the following list of minimum fund amounts for certain of the funds listed in 5006.1 above. This list shall be reviewed at least annually at the time of budget adoption and revised as necessary.

Assets

Reserve for Building

- \$650,000 for purposes of property acquisition and a new library facility

Reserve for Emergency Operations

- \$250,000.00 for purposes of emergency operations in the event of the loss or interruption of normally-expected revenues

Reserve for Capital Acquisition

- \$50,000.00 for purposes of major asset replacement

5006.3 The Library Commission establishes the list of “Current Library District Funds” which are components of the DPLD Facilities Fees Fund (Governmental, Restricted). This list shall be reviewed at least annually at the time of budget adoption and revised as necessary.

Assets

Cash in Treasury

Construction in Progress

Liabilities and Equities

Fund Balance Available

Adopted 06/19/2006

Subject: First Reading Board Policy: 5007, Categorization of Unspent Budget Funds at end-of-the Fiscal Year (FY)

Date: October 11, 2018

Agenda Item #: 8.A.5

- Consent
- Public Hearing
- Information
- Discussion
- Action

Submitted and presented by: Acting Interim Director, Roxanne Brown

Recommendation:

POLICY AND PROCEDURE MANUAL

POLICY TITLE: Categorization of Unspent Budget Funds at end-of-the Fiscal Year (FY)

POLICY #: 5007

5007.1 Unspent operating budget funds remaining at the end of a fiscal year (which would accrue to the *Library's* ~~District's~~ 'Fund Balance Available' Fund, i.e. general reserves) are specifically designated to the 'Reserve for Capital Assets' Fund (i.e. building fund) category unless the ~~Governing~~ Library Board of ~~Library~~ Trustees takes action to place them in another category or to otherwise designate the unspent amount for the next fiscal year budget.

Subject: First Reading of Board Policy 3100: Vehicle Use and Cost Reimbursement
Date: October 11, 2018
Agenda Item #: 8.A.6.
 Consent
 Public Hearing
 Information
 Discussion
 Action

Submitted and presented by: Acting Interim Director, Roxanne Brown
Recommendation:

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: ~~Vehicle Use and Cost Reimbursement~~ *Mileage Reimbursement*
POLICY NUMBER: 3100

- ~~3100.1~~ When an employee is authorized to use his/her personal vehicle in the performance of Library District work *business*, he/she will be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage. Use of a personal vehicle for Library District work *business* shall be subject to prior written approval by the Library Director. Requests of mileage reimbursement shall be submitted no later than sixty (60) days from the date of travel.
- 3100.2 Proof of adequate insurance coverage for collision, personal injury, and property damage will be required by the Library District of any employee using a personal vehicle in the performance of Library District work *business*.
- 3100.1 The mileage reimbursement rate shall be the rate established by the Internal Revenue Service (IRS). Necessary tolls and parking fees are also reimbursable. Information regarding IRS Per Diem rates can be accessed on the Internet at www.gsa.gov
- 3100.2 Mileage reimbursement shall be made only for necessary travel on Library business, less any personal mileage, and must be submitted on a Mileage Reimbursement claim included in this policy as an Attachment, which includes the destination and the purpose of each trip
- 3100.3 Personal use mileage includes commute miles from an employee's residence to or from an employee's primary work location on a given day and any side trips or travel miles taken for reasons of personal business or other non-Library business activities
- 3100.4 In those cases where an employee in the service of the Library drives directly from his/her residence to the site of a meeting or another official purpose that is not that employee's primary work location, mileage reimbursement is allowable for the actual miles driven less any personal miles and shall be for the shortest route
- Example: An employee living in Vacaville, whose primary work location is Dixon, who drives to Fairfield and back home on Library business, would be eligible to receive mileage to and from Fairfield plus parking fees (and tolls)

3100.5

Employees in the service of the Library cannot claim mileage for business use of private vehicles in the following instances:

- A. *When the employee is riding with someone who will be claiming reimbursement for the vehicle's use from the Library or some other source*
- B. *When the employee is traveling in a Library reimbursed rented vehicle*
- C. *When the employee is traveling in a Library or other government vehicle*
- D. *When the employee in service of the Library receives compensation for Library business travel*

3100.6

Proof of adequate insurance coverage for collision, personal injury, and property damage will be required by the Library District of any employee using a personal vehicle in the performance of Library District work business if the employee is going to transporting patrons

Adopted 02/27/2006

Revised 10/09/2014

POLICY AND PROCEDURE MANUAL

POLICY TITLE: Personal Vehicle Use and Cost Reimbursement
POLICY NUMBER: 3100

3100.1 When an employee is authorized to use his/her personal vehicle in the performance of Library District work, he/she will be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage. Use of a personal vehicle for Library District work shall be subject to prior written approval by the Library Director. Requests for mileage reimbursement shall be submitted no later than sixty (60) days from the date of travel.

3100.2 Proof of adequate insurance coverage for collision, personal injury, and property damage will be required by the Library District of any employee using a personal vehicle in the performance of Library District work.

Adopted 02/27/2006

Revised 10/09/2014

Subject: Second Reading Board Policy 1000: Establishment of Purpose of Policies and Procedures

Date: October 11, 2018

Agenda Item #: 9.A.1

- Consent
- Public Hearing
- Information
- Discussion
- Action

Submitted and presented by: Acting Interim Director, Roxanne Brown
Recommendation: Approval

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 Library Board shall approve 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 procedures related to the daily operation of the library,*
 - b) *Reporting and budgetary requirements that assure accountability and compliance with the law,*

Adopted 01/23/2006

- c) *Expectations of the Library Board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings, and*
- d) *Rules and requirements for State of California, and Board Policies and Procedure Manual*

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.*

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~~

Subject: Second Reading Board Policy 3010: Work Week, Work Hours, Overtime, and Above Allocated Hours

Date: October 11, 2018

Agenda Item #: 9.A.2

- Consent
- Public Hearing
- Information
- Discussion
- Action

Submitted and presented by: Acting Interim Director, Roxanne Brown
Recommendation: Approval

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: *Work Day, 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.

3010.1.1 *Work Day: Eight (8) hours of work shall constitute a day's work for all regular, probationary fulltime employees. Each work day shall include a lunch period of not less than thirty (30) minutes to be taken approximately mid-point during the work day. The lunch period shall not be considered part of the eight (8) hours of work.*

3010.2 ~~The Work Week:~~ The 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.

The hours of the work for Library employees are established and structured to ensure that efficient, effective services and support are delivered to patrons of the Library.

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: *Overtime work shall be defined as all work specifically authorized by the Library Director or designee that is performed in excess of forty (40) hours per week.*

3010.4.1 *Application of Overtime: If, in the judgement the Library Director or designee, work beyond the official forty (40) hour work week is required, he/she may order such overtime work. The overtime will be compensated for as follows.*

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

3010.4.2 *Time worked as overtime shall not be counted as service time for purposes of employee benefits eligibility or accrual or probation or merit increase periods.*

3010.4.3 *No regular, probationary, or part-time employee may be employed in one or more positions, full or part-time, more than a total of forty (4) hours per week, except with authorized overtime.*

3010.4.4 *Overtime Payment: Employees shall be paid for all work in excess of forty (40) hours in a work week at one and one-half times the regular rate of pay, however, employees may be granted Compensated Time off (CTO) at the rate of one and one-half hours off for each hour worked in lieu of overtime pay (OTP). Full time employees shall not exceed 25 hours of Overtime in one fiscal year.*

*Example: Three (3) hours of overtime worked
3 hours x 1.5 = 4.5 hours received of OTP or CTO
2.5 hours x 1.5 = 3.75 hours received of OTP or CTO*

For part-time employees this twenty-five (25) hour limit will be prorated based on the relationship his/her basic work week bears to forty (40) hours.

*Example: A part-time employee at 60% of full time will not exceed fifteen (15) hours of annual overtime.
A part-time employee at 40% will not exceed ten (10) hours of annual overtime.*

- ~~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.~~

~~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 *Rest Periods*
Each employee shall be entitled to take one fifteen (15) minutes for each four hours of work performed by such employee in a workday. If not taken, such rest period is waived by such employee. Rest periods may not be combined with lunch periods; nor may they be moved to the beginning or ending of the workday. Authorized rest period time shall be counted as time worked.

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 with approval of the Library Director or designee 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: 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

Subject: Second Reading Board Policy 3020: Vacation Leave

Date: October 11, 2018

Agenda Item #: 9.A.3

- Consent
- Public Hearing
- Information
- Discussion
- Action

Submitted and presented by: Acting Interim Director, Roxanne Brown

Recommendation: Approval

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Vacation Leave

POLICY NUMBER: 3020

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

3020.2 Employees do not become eligible to take their earned vacation until they completed thirteen (13) pay periods of continuous service, which service includes successful completion of the six (6) month probationary period and the acquisition of status of a regular or non-probationary employee.

The Library Director or designee shall be responsible for scheduling the vacations of his/her employees in such a manner as to achieve the most efficient functioning of the Library service. Preapproved vacations Employees may be taken 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 - thirteen (13) pay periods in regular employee status.

Paid vacations will be accrued according to the following schedule on an annual basis. (Paid vacations will be prorated for regular part-time employees):

- (a) During the first three (3) years if continuous work, eighty (80) hours during each fiscal year;
- (b) Four (4) through 10 years of continuous service, one-hundred twenty (120) hours during each fiscal year;
- (c) After 10 years of continuous service, one-hundred sixty (160) hours during each fiscal year;
- (d) Every regular full-time and part-time employee shall receive vacation benefit for each pay period of continuous service according to the following schedule:

Vacation Credit

Pay Periods of Continuous Service	Per Pay Period of Continuous Service	Maximum Earnable Vacation Accrual
0 – 78 pay periods	3.08 hours	160 hours
79 through 260 pay periods	4.62 hours	240 hours
Over 260 pay periods See 3020.5	6.16 hours	Accumulated vacation time not to exceed 240 hours

Example: There are 26 pay periods in one (1) year.

Adopted 02/27/2006
Revised 10/09/2014

26 pay periods x three (3) years = 78 pay periods

3020.3 *Absence without pay for more than sixteen (16) working hours in a pay period shall cause the pay period's service not to be counted as time worked for purposes of overtime computation.*

~~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~~

3020.4 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.~~

~~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: 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

Subject: Second Reading Board Policy 3030: Holidays

Date: October 11, 2018

Agenda Item #: 9.A.4

- Consent
- Public Hearing
- Information
- Discussion
- Action

Submitted and presented by: Acting Interim Director, Roxanne Brown

Recommendation: Approval

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

The Library will be open to its patrons within the following parameters:

Mondays through Thursday 11:00 a.m. – 8:00 p.m.

Fridays and Saturdays 11:00 a.m. – 6:00 p.m.

Sundays 1:00 p.m. – 5:00 p.m.

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 are scheduled to work an eight (8) hour day will be entitled to eight (8) hours of pay
- 2) Regular full-time and part-time employees who are scheduled to work a six (6) hour day will be entitled to six (6) hours of pay
- 3) Regular full-time and part-time employees who are scheduled to work a four (4) hour day will be 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 *preceding 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 *full-time* 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.*
- 3030.8 *The following days are recognized and observed as library closure days without employee pay**
May Fair Day (Saturday) Grillin' and Chillin' Day (Saturday)
*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)
Full-time employees may come in one (1) hour early on both Thanksgiving Eve, the day prior to Thanksgiving Day and on Christmas Eve, Eve, (December 23) to work their eight (8) hours or make up the one (1) hour during either pay period by coming in thirty (30) minutes early and taking a thirty (30) minute lunch period.
A part-time employee or an employee who is scheduled to work until 8:00 p.m. will work their scheduled time on Thanksgiving Eve and Christmas Eve, Eve (December 23) during the regular day or make-up their time within the pay period.
If an employee chooses not to come in early or make-up their time during the pay period which either the two (2) Eves occur the employee is required to use one of the following:
Comp Time Earned (CTE)
Comp Time Off (CTO)
Floating Holiday (FLH)

*Leave Without Pay (LWO) or
Vacation Leave Pay (VAC)*

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

CONFIDENTIAL

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

Subject: Second Reading Board Policy 4225: Internet Access Policy

Date: October 11, 2018

Agenda Item #: 9.A.5

Consent

Public Hearing

Information

Discussion

Action

Submitted and presented by: Acting Interim Director, Roxanne Brown

Recommendation: Approval

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.*

SUSPENSION OF LIBRARY PRIVILEGES (DURATION)

	Threatening, Violent, or Illegal Behavior	Viewing Sexually Explicit Materials	Disruptive, Unsafe Behavior	Interference w/ Library Operations
1st Violation	<ul style="list-style-type: none"> • Immediate expulsion • Library privileges suspended for three (3) months or up to one (1) year based on severity 	<ul style="list-style-type: none"> • Immediate expulsion • Library privileges suspended for one (1) month 	<ul style="list-style-type: none"> • Warning issued • Person may correct behavior or leave Library for the day 	<ul style="list-style-type: none"> • Warning issued • Person may correct behavior or leave Library for the day
2nd Violation	<ul style="list-style-type: none"> • Immediate expulsion • Library privileges suspended for six (6) months or up to two (2) years based on severity 	<ul style="list-style-type: none"> • Immediate expulsion • Library privileges suspended for two (2) months 	<ul style="list-style-type: none"> • Library privileges suspended for one (1) week 	<ul style="list-style-type: none"> • Library privileges suspended for one (1) day
3rd Violation	<ul style="list-style-type: none"> • Immediate expulsion • Library privileges suspended for one (1) to three (3) years based on severity 	<ul style="list-style-type: none"> • Immediate expulsion • Library privileges suspended for four (4) months 	<ul style="list-style-type: none"> • Library privileges suspended for two (2) weeks 	<ul style="list-style-type: none"> • Library privileges suspended for one (1) week
4th Violation	-----	<ul style="list-style-type: none"> • Immediate expulsion • Library privileges suspended for eight (8) months 	<ul style="list-style-type: none"> • Library privileges suspended for one (1) month 	<ul style="list-style-type: none"> • Library privileges suspended for one (1) month

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

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

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

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

SNAP NEW
SPURASH

SPURASH

SNAP Internet and Electronic Information Use Policy

Introduction

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

The Internet

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

Disclaimer

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

User Responsibility

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

Children's Access and Usage

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

Ethical and Acceptable Use

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

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

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

Violation of Policies

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

SNAP Guidelines

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

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

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

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

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

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

4225.2.5 Patrons must use a computer with a privacy screen.

4225.2.6 No personal peripherals may be attached to Library computers.

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

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

Adopted 11/20/2006

Subject: 2017/18 Public Facilities Fee Impact Report

Date: October 11, 2018

Agenda Item #: 9.B.

Consent

Public Hearing

Information

Discussion

Action

Submitted and presented by: Acting Interim Director, Roxanne Brown

Recommendation: Approval



DIXON
PUBLIC LIBRARY
est. 1912

2017/18 Public Facilities Fee Impact Report Prepared for Solano County Public

In accordance with Governmental Code Section 66006 (b) (1) and (2), the Dixon Public Library (the 'Library') provides the following report on the Library's Fiscal Year (FY) 2017/18 Public Facilities Fee (PFF) to the Solano County Board of Supervisors to review and accept.

A. DESCRIPTION OF THE TYPE OF FEE

The Public Facilities Fee (PFF) is used to fund future public facilities and improvements needs caused by development within Solano County. The fee is comprised of several key county functions, including:

- Public Protection (including Courts)
- Health and Social Services
- Library - fee revenues are used to expand library buildings, book holdings, audio/visual and computer equipment, and automation systems.
- General Government
- Transportation

B. AMOUNT OF THE PUBLIC FACILITIES FEE SUMMARY

Public Facilities Fee Summary Including the Dixon Public Library		
Land Use Categories	City of Dixon w/ the Dixon Public Library Fees	
(as of February 3, 2014)	Library*County Library Component is not collected outside County Library System	
Single Family Dwelling	\$8,317	\$1,589.51
Multi Family Dwelling	6,346	1,236.29
Second Dwelling SFR/Accessory Unit	4,102	802.78
MFR Senior/Retirement Housing	4,408	802.78
Fee Amount per 1,000 Building Square Feet - Non-residential		
Retail		926.00
Service Commercial		2,051.00
Assembly Uses		678.00
General/Medical Offices		1,542.00
Hotels/Motels		643.00
Industrial		648.00
Warehouse		195.00
Institutional		
Health Care Facility		1,153.00
Place of Worship		574.00
Congregate Care Facility		805.00
Private School		1,428.00
Child Care Facility		520.00
Agricultural Uses		
Riding Area		390.00
Barn		152.00

C. BEGINNING AND ENDING OF THE ACCOUNT OR FUND

Fund 428 – 2017/18 Fiscal Year*	
Beginning Fund Balance	613,994
Transfer in of Prior Year Fee Collection	82,126
Interest Income less Treasury Fee	8,632
Less Distributions	5,850
Balance forward	698,902

*Numbers prepared by Solano County

D. AMOUNT OF FEES COLLECTED AND INTEREST EARNED

Fund 428 – 2017/18 Fiscal Year*	
Transfer in of Prior Year Fee Collection	82,126
Interest Income less Treasury Fee	8,632
<i>*Numbers prepared by Solano County</i>	

E. IDENTIFICATION OF EACH PUBLIC IMPROVEMENT ON WHICH FEES WERE EXPENDED; THE AMOUNT OF EXPENDITURES FOR EACH IMPROVEMENT AND TOTAL PERCENTAGE IF THE COST OF THE PUBLIC IMPROVEMENT THAT WAS FUNDED WITH THE REPORTABLE FEE

Fund 428 - 2017/18 Public Improvement Identification				
	Total Project Cost	Estimated Public Facility Fee Budgeted Project	Public Facility Fee Expended as of June 30, 2018	Percent of Public Facility Fee Expended to Total Cost
Property Acquisition	-0-	-0-	-0-	-0-
Construction in Progress	-0-	-0-	-0-	-0-
Consulting Costs	-0-	-0-	-0-	-0-
Other costs related to purchasing, maintaining, and improving the above properties	-0-	52,800	5,825	11%
Legal fees*	-0-	-0-	-0-	-0-
<i>*Information retrieved from AALRR invoices for facilities</i>				

F. IDENTIFICATION OF IMCOMPLETE PROJECTS

Historical population data demonstrates that the City of Dixon has grown significantly over the past 40 years hence the need for timely renovation of the Dixon Public Library. At the regularly scheduled Library Board Meeting on September 13, 2018 the Board Approved the hiring of JK Architecture Engineering to lead the renovation project for the Dixon Public Library. The Library has gone through the structural evaluation and environmental analysis.

Census data from the U.S. Decennial Census

Year	Population	Growth Percentage Increase
1980	7,541	
1990	10,401	37.9%
2000	16,103	54.8%
2010 (last census)	18,351	14%
2016	19,806	7.9%

G. INTERFUND TRANSFER OR LOANS

No inter-fund transfers or loans from the account were made

H. REFUNDS

No refunds to the current record owner/s, any unexpended fee revenues by direct payment, or temporary suspension of fee collection.

The Dixon Public Library Board of Trustees received and accepted this Report at their October 11, 2018 regular Board Meeting.

John Gabby, Board President

October 11, 2018

Date

Subject: Amendment NO. 1 to the Acting Interim Director
Contract of Employment

Date: October 11, 2018

Agenda Item #: 9.C.

Consent

Public Hearing

Information

Discussion

Action

Submitted and presented by: Acting Interim Director, Roxanne Brown

Recommendation:

DIXON PUBLIC LIBRARY DISTRICT
AMENDMENT NO. 1 TO THE
ACTING INTERIM LIBRARY DIRECTOR
CONTRACT OF EMPLOYMENT

PART-TIME TEMPORARY

This AMENDMENT NO. 1 TO THE ACTING INTERIM LIBRARY DIRECTOR CONTRACT OF EMPLOYMENT (“AMENDMENT No. 1”) is made and entered into as of November 1, 2018 (the “Effective Date”) by and between the Board of Trustees (hereinafter “BOARD”) of the Dixon Public Library District (hereinafter “DISTRICT” or “LIBRARY”), a political subdivision of the State of California and Roxanne Brown (hereinafter “ACTING INTERIM LIBRARY DIRECTOR”), collectively, the “Parties.” This AMENDMENT No. 1 is made with reference to the following facts:

WHEREAS, the DISTRICT and ACTING INTERIM LIBRARY DIRECTOR entered into the ACTING INTERIM LIBRARY DIRECTOR CONTRACT OF EMPLOYMENT (“AGREEMENT”) on August 1, 2018, not to exceed a term of three (3) months (AGREEMENT attached hereto as Exhibit A); and

WHEREAS, the ACTING INTERIM LIBRARY DIRECTOR has received a positive work performance evaluation from the BOARD during the term of the AGREEMENT, and accordingly, the DISTRICT and ACTING INTERIM LIBRARY DIRECTOR desire now to extend the term of the AGREEMENT to include the following terms as set forth below; and

NOW THEREFORE, in consideration of the promises, covenants and agreements herein set forth, the DISTRICT and ACTING INTERIM LIBRARY DIRECTOR hereby agree to extend and modify the AGREEMENT as follows:

1. Section I., entitled “TERM OF AGREEMENT” is amended as set forth below:

The term of this AGREEMENT shall be extended commencing on November 1, 2018, and ending on December 20, 2018.

2. Section IV., entitled “WORK YEAR, HOLIDAYS, VACATION AND SICK LEAVE” is amended as set forth below:

A. The ACTING INTERIM LIBRARY DIRECTOR shall render full and regular days of service on a part-time basis at the LIBRARY and the scheduling of such service shall be determined in consultation with the BOARD President. The ACTING INTERIM LIBRARY DIRECTOR will notify the BOARD President in writing whenever she intends not to be on duty, or when she is required to be off-site for LIBRARY business.

3. The Parties agree that all other terms and conditions set forth in the AGREEMENT shall remain in full force and effect.
4. This AMENDMENT No. 1 shall be effective only upon approval of the BOARD in a regular, public meeting of the BOARD, duly noticed under the Ralph M. Brown Act. Such approval shall be recorded on the last page of this AMENDMENT No. 1. ACTING INTERIM LIBRARY DIRECTOR understands and acknowledges that this AMENDMENT No. 1 is a public record which the LIBRARY may be required by law to disclose in response to a request pursuant to Government Code sections 6250, et seq., and/or Government Code sections 54950, et seq.

IN WITNESS WHEREOF, the Parties caused this AMENDMENT NO. 1 to be executed on the date indicated below.

By: _____
John Gabby
President, Board of Trustees

Dated: _____

By: _____
Roxanne Brown
Acting Interim Library Director

Dated: _____

EXHIBIT A

**ACTING INTERIM LIBRARY DIRECTOR
CONTRACT OF EMPLOYMENT**

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

PART-TIME TEMPORARY

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

I. TERM OF AGREEMENT

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

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

II. DUTIES

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

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

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

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

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

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

D. BOARD/LIBRARY DIRECTOR Communications.

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

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

III. COMPENSATION AND BENEFITS

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

B. Benefits and Expense Reimbursement.

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

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

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

IV. WORK YEAR, HOLIDAYS, VACATION AND SICK LEAVE

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

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

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

V. TERMINATION

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

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

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

VI. EXTENSION OF CONTRACT

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

VII. ENTIRE AGREEMENT

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

VIII. SUCCESSORS AND ASSIGNS

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

IX. APPLICABLE LAW

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

X. MODIFICATION

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

XI. INDEPENDENT LEGAL ADVICE / REPRESENTATION

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

XII. BOARD APPROVAL OF AGREEMENT

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

XIII. WAIVER OF BREACH

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

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

By:



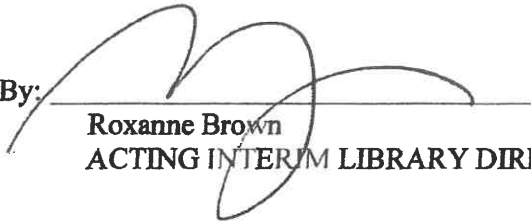
John Gabby
President, Board of Trustees
DIXON PUBLIC LIBRARY DISTRICT

Dated:





By:



Roxanne Brown
ACTING INTERIM LIBRARY DIRECTOR

Dated:

07-28-2018