

**GOVERNING BOARD OF LIBRARY TRUSTEES**

**AGENDA: REGULAR MEETING**

7:00 P.M., Thursday, November 8, 2018

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

**1. CALL TO ORDER**

**2. CLOSED SESSION**

- A. Public Employee Discipline/Dismissal/Release [Gov't Code 54957]
- B. Conference with legal counsel - anticipated litigation: Significant exposure to litigation [Govt. Code 54956.9(d) (2)] [One case]
- C. Public Employee Performance Evaluation – Acting Interim Library Director [Gov't Code 54957]

**3. ANNOUNCEMENTS FROM CLOSED SESSION**

**4. 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

**5. 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.

**6. GUESTS AND PRESENTATIONS - none**

**7. CORRESPONDENCE – none**

**8. CONSENT AGENDA, Pages 4 - 8**

- A. Approval of October 11, 2018 Agenda Minutes

Motion made by \_\_\_\_\_  
Second \_\_\_\_\_  
Ayes \_\_\_\_\_ Noes \_\_\_\_\_

**9. INFORMATION ITEMS, Pages 9 - 31**

- A. October Net Position of Funds 426 and 428, Page 10
- B. October Monthly Budget Status Funds 426 and 428, Pages 11 - 15
- C. Library Literacy Assistant Job Description, posted internally, October 15 - 26, 2018, Pages 16 - 18
- D. Library Movie Club: Beginning January 2019, the second Thursday of each month from 6:30 p.m. - 7:30 p.m., Pages 19 - 22
- E. HVAC repair: Blake's Heating and Air Conditioning Proposal  
1) Recommends to replace ignition module due to no spark and brittle gas flex - in danger of cracking \$380.30, Pages 23 and 24
- F. Application for, "How to MacGyver Your Library" Grant, Pages 25 - 31

**10. DISCUSSION ITEMS, Pages**

- A. First Reading of DPL Policies, Pages 32 - 75
  - 1) BP 1025 Core Principles for Provision of Library Services, Pages 32-53
  - 2) BP 1020 Conflict of Interest, Pages 54 - 59
  - 3) BP 3100 Vehicle Use and Cost Reimbursement - with changes, requested by Library Trustees, Pages 60 - 64
  - 4) BP 3150 Compensation, Pages 65 - 70
  - 5) BP 4225 Banned/Barred Appeal Form; English/Spanish, Pages 70 - 73
  - 6) BP 8000 Governing Board of Library Trustees, Pages 74 - 75
- B. Library Director Search, Pages 76 - 79
  - 1) Pamphlet from Benicia
  - 2) Staff input
- C. JK Architecture Engineering, Pages 80 - 98
  - 1) Met with staff on October 25, 2018
  - 2) Set-up a one-hour Board Workshop on December 13, 2018 (prior to regular Board Mtg.) to:
    - a) Review artifacts from JK Architecture Engineering
    - b) Ask questions
    - c) Receive staff input

**11. ACTION ITEMS, Pages 99 - 132**

- A. Second Reading of DPL Policies
  - 1) BP 3070 Continuity of Service, Pages 99 - 101
  - 2) BP 5001 Financial Audits, Pages 102 and 103
  - 3) BP 5006 Current Library District Funds, Pages 104 - 107
  - 4) BP 5007 Categorization of Unspent Budget Funds at the End of the Fiscal Year, Pages 108 and 109

Motion made by \_\_\_\_\_  
Second \_\_\_\_\_  
Ayes \_\_\_\_\_ Noes \_\_\_\_\_

- B. 2017/18 State of California, Annual Library Survey submitted to the State of California in lieu of Education Code Section 18408, Pages 110 - 121

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 122 - 132

*Board must state/read in public:*

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.

Motion made by \_\_\_\_\_  
Second \_\_\_\_\_  
Ayes \_\_\_\_\_ Noes \_\_\_\_\_

**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.

**November Library Calendar:**

- 1-15: Foods (canned/boxed) for Fines!
- 1: Evening Book Club, Funny in Farsi @ 6:15 p.m.
- 2: California State Library Report (Survey) Due – submitted on Oct. 29<sup>th</sup>
- 2 & 3: Friends of the Library Used Book Sale
- 8: Morning Book Club, The Ministry of Utmost Happiness @ 11:00 a.m.
- 8: Library Board of Trustees Board Meeting
- 9: Library Staff Meeting
- 11 & 12: Veteran's Day Closure
- 16: Anderson TK Storytime @ 10:00 a.m.
- 21: Library Closes at 5:00 p.m.
- 22 & 23: Thanksgiving Day Closure
- 28: "How to MacGyver Your Library" Grant due
- 28: Library Director's Meeting, Solano County, 3:-5:00 p.m.
- Tuesdays: Baby Storytime @ 10:00 a.m.; Preschool Storytime @ 10:30 a.m.

Subject: Approval of October 11, 2018 Agenda Minutes

Date: November 8, 2018

Agenda Item #: 8.A.

Consent

Public Hearing

Information

Discussion

Action

Submitted and presented by: Acting Interim Director, Roxanne Brown

Recommendation: Consent Agenda

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DIXON PUBLIC LIBRARY

**GOVERNING BOARD OF LIBRARY TRUSTEES**  
MINUTES: REGULAR MEETING

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

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

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1. **CALL TO ORDER** 8:13 p.m.
  
  2. **BUSINESS MEETING**
    - A. Pledge of Allegiance
  
    - B. Roll Call of Trustees:

John Gabby, President	P
Luke Foster, Vice President	P
Guy Garcia, Clerk	P
Melissa Maseda, Member	P
Caitlin O'Halloran, Member	P
  
    - C. Staff:

Roxanne Brown, Acting Interim Library Director	P
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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.

*No public comment*

**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.

*No one addressed the Library Board*

4. **GUESTS AND PRESENTATIONS, Pages 4 - 5**

- A. Bonnie Katz, Solano County Director of Library Services  
*Ms. Katz, Solano Co., Director of Library Services presented to the Library Board the services that Solano County could provide for the Dixon Public Library.*  
*There are three (3) Special Library Districts in the State of California.*
  
- B. Recognition of Friends of the Dixon Public Library
  - 1) National Friends of the Library Week – October 21 – 27, 2018  
*The Library Board signed Certificate of Recognition for the Friends of the Dixon Public Library.*

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

*The Library Board commended and thanked the Library staff.*

6. **CONSENT AGENDA, Pages 14 - 23**

A. Approval of September 13, 2018 Agenda

Motion made by Guy Garcia

Second Melissa Maseda

Ayes 5 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 Caitlin O'Halloran

Second Luke Foster

Ayes 5 Noes         

*Acting Director Brown will make the changes amendments recommended by the Library Board, then replace the revisions in the Dixon Public Library Policy and Procedure Manual.*

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 Melissa Maseda  
Second Caitlin O'Halloran  
Ayes 5 Noes \_\_\_\_\_

*The Library Board asked Acting Interim Director to find out if the Special Library District is able to raise developer fees.*

- 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:~~

~~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.~~

Motion made by Caitlin O'Halloran to pull 9.C. from the Agenda  
Second Luke Foster  
Ayes 5 Noes \_\_\_\_\_  
*No vote, item was pulled from the agenda*

**10. CLOSED SESSION** 9:00 p.m.

- 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**

*By unanimous vote in Closed Session, passed RESOLUTION No. 2018-19/01,  
"RESOLUTION OF THE BOARD OF TRUSTEES OF THE DIXON PUBLIC LIBRARY DISTRICT REGARDING NON-RENEWAL OF THE EMPLOYMENT OF LIBRARY DIRECTOR"*

*Motion made by Member Maseda  
Second made by Caitlin O'Halloran  
Ayes 5 Noes \_\_\_\_\_*

**12. ADJOURNEMENT**

Time: \_\_\_\_\_ 10:30 p.m.

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November 8, 2018

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*John Gabby, President*

### **National Library Calendar**

#### **November:**

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

Subject: October Net Position of Funds 426 and 428 and October Monthly Budget Status Funds 426 and 428

Date: November 8, 2018

Agenda Item #: 9.A and B.

Consent

Public Hearing

Information

Discussion

Action

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

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Dixon Public Library - Fund 426, Net Position on October 30, 2018 (Preliminary results)

Assets (Trial Balance Report)	Actuals - Fiscal years 2018-2019	Dept. 9886, Operations Budget (Monthly Status Report)	BUDGET FY 2018-2019	ACTUALS FY 2018-2019	ACTUALS as % of Budget	ACTUALS (Over) Under Budget
Cash in Treasury	\$ 1,058,724		\$ 13,251	\$ 4,099	31%	\$ 9,152
Imprest Cash	\$ 700		\$ 1,436,515	\$ 239,524	17%	\$ 1,196,991
Other assets	\$ (2,221)		\$ -	\$ -	0%	\$ -
Future Loan Redemption Requirement	\$ 9,552		\$ 14,095	\$ 5,573	40%	\$ 8,522
Land	\$ 427,021		\$ 1,463,860	\$ 249,196	17%	\$ 1,214,665
Structures and Improvements	\$ 741,028					
Equipment	\$ 85,828					
Intangibles	\$ 17,279					
Construction-in-progress	\$ -		\$ 819,229	\$ 292,729	36%	\$ 526,500
Allowance for Depreciation	\$ (676,183)		\$ 486,462	\$ 176,770	36%	\$ 309,692
Total Assets	\$ 1,661,727		\$ 1,307,300	\$ 485,549	37%	\$ 821,751
<b>Liabilities and Equities (Trial Balance Report)</b>			\$ 156,560	\$ (236,354)		
Outstanding Warrants	\$ 27,869					
Other Liabilities	\$ (7,993)					
Due to Other Agencies'	\$ 5,758					
Accrued Compensated Absences	\$ 9,552					
Reserve - Other (Imprest Cash is \$700)	\$ 279,700					
Fund Balance Available	\$ 1,144,781					
Investments in General Fixed Assets	\$ 594,972					
Appropriations	\$ (156,559)					
Revenues less Expenditures	\$ (236,354)					
Total Liabilities & Equities	\$ 1,661,727					

Fund 428, Net Position as of October 30, 2018 (Preliminary results)

Assets (Trial Balance Report)	Actuals - Fiscal years 2018-2019	Dept. 9486, Public Facilities Fees Budget (Monthly Status Report)	BUDGET FY 2018-2019	ACTUALS FY 2018-2019	ACTUALS as % of Budget	ACTUALS (Over) Under Budget
Cash in Treasury	\$ 805,284		\$ 88,000	\$ 103,409	118%	\$ (15,409)
Due from Other Agency	\$ -		\$ -	\$ -	\$ -	\$ -
Land	\$ 1,175,043		\$ -	\$ -	\$ -	\$ -
Construction-in-progress	\$ -		\$ -	\$ 2,973	\$ -	\$ -
Allowance for Depreciation	\$ -		\$ -	\$ -	\$ -	\$ -
Total Assets	\$ 1,980,327		\$ 88,000	\$ 106,382	121%	\$ (18,382)
<b>Liabilities and Equities (Trial Balance Report)</b>						
Fund Balance Available	\$ 736,952		\$ -	\$ -	0%	\$ -
Investments in General Fixed Assets	\$ 1,175,043		\$ 49,950	\$ -	0%	\$ 49,950
Appropriations	\$ (38,050)		\$ -	\$ -	0%	\$ -
Revenues less Expenditures	\$ 106,382		\$ 49,950	\$ -	0%	\$ 49,950
Total Liabilities & Equities	\$ 1,980,327		\$ 38,050	\$ 106,382		

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

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

Fund	Fund Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
426	DIXON PUBLIC LIBRARY DISTRICT							
1000	SALARIES AND EMPLOYEE BENEFITS							
0001110	SALARY/WAGES REGULAR	436,457.00	0.00	31,140.89	131,292.50	0.00	305,164.50	30%
0001121	SALARY/WAGES-EXTRA HELP	109,977.00	0.00	12,661.26	45,635.43	0.00	64,341.57	41%
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	4,556.06	69,763.40	0.00	33,914.60	67%
0001220	FICA-EMPLOYER	41,876.00	0.00	3,413.10	13,603.01	0.00	28,272.99	32%
0001230	HEALTH INS-EMPLOYER	116,366.00	0.00	7,266.50	28,983.40	0.00	87,382.60	25%
0001231	VISION CARE INSURANCE	293.00	0.00	0.00	60.95	0.00	232.05	21%
0001240	COMPENSATION INSURANCE	1,978.00	0.00	0.00	124.83	0.00	1,853.17	6%
0001260	DENTAL INS-EMPLOYER	8,606.00	0.00	583.42	2,376.27	0.00	6,229.73	28%
0001270	ACCRUED LEAVE CTO PAYOUT	0.00	0.00	813.74	813.74	0.00	-813.74	9999%
1000	SALARIES AND EMPLOYEE BEN	819,231.00	0.00	60,434.97	292,729.09	0.00	526,501.91	36%
2000	SERVICES AND SUPPLIES							
0002028	TELEPHONE SERVICES	9,626.00	0.00	1,524.63	2,974.76	0.00	6,651.24	31%
0002035	HOUSEHOLD EXPENSE	5,200.00	0.00	283.70	1,313.43	0.00	3,886.57	25%
0002050	INSURANCE-RISK MANAGEMENT	7,339.00	0.00	775.47	7,596.79	0.00	-257.79	104%
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	532.35	9,521.77	0.00	-940.77	111%
0002140	MAINTENANCE-BLDGS & IMPRO	53,420.00	0.00	7,856.01	10,256.74	0.00	43,163.26	19%
0002170	MEMBERSHIPS	4,607.00	0.00	225.00	3,019.60	0.00	1,587.40	66%
0002175	MISCELLANEOUS EXPENSE	100.00	0.00	0.00	155.98	0.00	-55.98	156%
0002176	FEES AND PERMITS	188.00	0.00	71.99	71.99	0.00	116.01	38%
0002178	CASH/INVENTORY SHORTAGE	0.00	0.00	0.00	3.40	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	123.32	989.94	0.00	3,596.06	22%
0002201	EQUIPMENT UNDER \$1,500	3,000.00	0.00	0.00	95.70	0.00	2,904.30	3%
0002203	COMPUTER COMPONENTS <\$1,5	589.00	0.00	0.00	0.00	0.00	589.00	
0002204	COMPUTER RELATED ITEMS:<\$	1,483.00	0.00	0.00	38.81	0.00	1,444.19	3%
0002205	POSTAGE	589.00	0.00	70.44	177.40	0.00	411.60	30%
0002235	ACCOUNTING & FINANCIAL SE	24,250.00	0.00	0.00	9,124.00	0.00	15,126.00	38%
0002239	LEGAL SERVICE	27,310.00	0.00	24,479.44	35,193.32	0.00	-7,883.32	129%

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							
0002245	CONTRACTED SERVICES	75,700.00	0.00	26,197.18	26,386.73	0.00	49,313.27	35%
0002250	OTHER PROFESSIONAL SERVIC	53,869.00	0.00	675.60	855.15	0.00	53,013.85	2%
0002261	SOFTWARE MAINTENANCE & SU	20,400.00	0.00	2,425.44	5,346.71	0.00	15,053.29	26%
0002281	ADVERTISING/MARKETING	3,417.00	0.00	37.00	170.94	0.00	3,246.06	5%
0002285	RENTS & LEASES - EQUIPMEN	11,052.00	0.00	882.62	18,275.91	0.00	-7,223.91	165%
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	1,301.13	6,532.24	0.00	16,467.76	28%
0002323	LIBRARY JUVENILE BOOKS	20,000.00	0.00	1,579.43	2,633.89	0.00	17,366.11	13%
0002324	LIBRARY PERIODICALS/MICRO	14,631.00	0.00	0.00	650.50	0.00	13,980.50	4%
0002325	LIBRARY AUDIO-VISUAL	29,100.00	0.00	1,548.48	5,394.71	0.00	23,705.29	19%
0002326	LIBRARY BOOK RENTAL	8,100.00	0.00	0.00	7,949.76	0.00	150.24	98%
0002327	LIBRARY MATERIALS PROCESS	6,282.00	0.00	859.70	1,113.05	0.00	5,168.95	18%
0002328	LIBRARY MATERIALS	15,000.00	0.00	120.41	267.80	0.00	14,732.20	2%
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	79.04	213.55	0.00	954.45	18%
0002360	UTILITIES	22,546.00	0.00	2,143.07	6,901.79	0.00	15,644.21	31%
0002361	WATER	4,560.00	0.00	245.64	1,276.38	0.00	3,283.62	28%
2000	SERVICES AND SUPPLIES	486,462.00	0.00	74,037.09	176,769.51	0.00	309,692.49	36%
4000	FIXED ASSETS							
0004303	EQUIPMENT	0.00	0.00	16,050.61	16,050.61	0.00	-16,050.61	9999%
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	16,050.61	16,050.61	0.00	-14,441.61	998%
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	



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

Object Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
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	
0009015 LIBRARY SALES TAX - MEASU	955,034.00	0.00	0.00	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	0.00	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	5,072.63	5,072.63	0.00	3,264.37	61%
9400 REVENUE FROM USE OF MONEY	8,337.00	0.00	5,072.63	5,072.63	0.00	3,264.37	61%
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	0.00	94.62	0.00	-94.62	9999%
9500 INTERGOVERNMENTAL REVENUE	42,049.00	0.00	0.00	94.62	0.00	41,954.38	
9600 CHARGES FOR SERVICES							
0009603 PHOTO/MICROFICHE COPIES	4,537.00	0.00	387.80	1,233.20	0.00	3,303.80	27%
0009605 LIBRARY FINES	8,714.00	0.00	646.69	2,865.37	0.00	5,848.63	33%
9600 CHARGES FOR SERVICES	13,251.00	0.00	1,034.49	4,098.57	0.00	9,152.43	31%
9700 MISC REVENUES							
0009702 CASH COVERAGE	0.00	0.00	45.54	98.03	0.00	-98.03	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	101.80	402.25	0.00	1,355.75	23%
9700 MISC REVENUES	5,758.00	0.00	147.34	500.28	0.00	5,257.72	9%

\*\* Solano County\*\* 10/31/18 [M O N T H L Y S T A T U S] 33% of Fiscal Year Page 4  
 TUE, OCT 30, 2018, 11:57 AM --req: GNDUPELL--leg: GL CP--loc: EXTERNAL--job:463585 J1740---prog: GL569 <1.16>--report id: GLMSR01  
 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							
	Total Revenue	1,463,861.00	0.00	6,254.46	249,195.58	0.00	1,214,665.42	17%
	Total Expense	1,307,302.00	0.00	150,522.67	485,549.21	0.00	821,752.79	37%
				-144,268.21	-236,353.63			

Sort Order: SECTION within BUREAU within DIVISION within DEPTMNT within SUBOBJ within CATEGORY within FUND  
 SELECT FUND: 426,428 ; BUDG CATEGORY: 1000-9999

Object Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
2000 SERVICES AND SUPPLIES							
0002245 CONTRACTED SERVICES	49,950.00	0.00	0.00	0.00	0.00	49,950.00	
2000 SERVICES AND SUPPLIES	49,950.00	0.00	0.00	0.00	0.00	49,950.00	
9400 REVENUE FROM USE OF MONEY/PROP							
0009401 INTEREST INCOME	6,000.00	0.00	2,972.97	2,972.97	0.00	3,027.03	50%
9400 REVENUE FROM USE OF MONEY	6,000.00	0.00	2,972.97	2,972.97	0.00	3,027.03	50%
9600 CHARGES FOR SERVICES							
0009601 CAPITAL FACILITIES FEES	82,000.00	0.00	0.00	103,409.27	0.00	-21,409.27	126%
9600 CHARGES FOR SERVICES	82,000.00	0.00	0.00	103,409.27	0.00	-21,409.27	126%
Total Revenue	88,000.00	0.00	2,972.97	106,382.24	0.00	-18,382.24	121%
Total Expense	49,950.00	0.00	0.00	0.00	0.00	49,950.00	
			2,972.97	106,382.24			

Subject: Library Literacy Assistant Job Description

Date: November 8, 2018

Agenda Item #: 9.C.

Consent

Public Hearing

Information

Discussion

Action

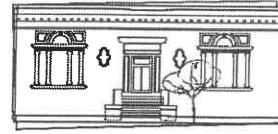
Submitted and presented by: Acting Interim Director, Roxanne Brown

Recommendation: Information

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Open: Oct 15, - Oct. 26, 18

DIXON PUBLIC LIBRARY DISTRICT



**DIXON**  
PUBLIC LIBRARY  
est. 1912

## **LITERACY PROGRAM ASSISTANT**

### **JOB DESCRIPTION**

#### **DEFINITION**

The position of Literacy Program Assistant reports to the Library Director and serves as a Dixon Public Library (DPL) liaison to the Dixon Adult Literacy Program (DALP). This position will assist in planning, organizing, implementing, assisting the DALP Volunteer Coordinator, mentor's/tutor's and student's training and related activities for the DALP.

#### **CLASS CHARACTERISTICS**

This classification is characterized by the responsibility for carrying out training and related activities for volunteer mentors/tutors, students (over 18 years of age), and general volunteers, and assisting in operations specifically for the DALP.

The Literacy Program Assistant will seek advice and guidance from the DALP Volunteer Coordinator and liaison with Library staff for resources.

#### **GENERAL EXPECTATIONS (Examples of Duties)**

- The Literacy Program Assistant does not supervise Library personnel
- May recruit, train, assess, and support DALP volunteer mentors/tutors and/or volunteers as instructed by the DALP Volunteer Coordinator
- Assists in the:
  - organization of the volunteer mentors/tutors training workshops and programs
  - organization of the semi-annual mentors/tutors roundtable meetings to provide mentors/tutors support and on-going training
  - preparation and distribution of instructional curriculum for students; and trains mentors/tutors in implementing program goals
  - guidance and adherence to the DPL Policies and Procedures Manual
  - implementation of instructional and supportive activities for adult students (over age 18) and volunteers including:
    - Writing workshops
    - Reading groups
    - Support groups
- Planning of DALP mentors/tutors and student recognition
- Matches volunteer mentors/tutors and students to appropriate literacy activities
- Provides follow-up and on-going consultation and support as needed for the DALP
- Trouble-shoots and problem solves within the DALP

- May administer adult-student assessments with guidance from the DALP Volunteer Coordinator
- Submits requests for books and other teaching materials for use in the DALP under the guidance of Adult and Youth Services Librarians
- Maintains records of mentors/tutors and students to coordinate services
- Attends workshops and conferences to continue to build a skill set to serve as the Literacy Program Assistant

### **PHYSICAL DEMANDS/WORKING CONDITIONS**

Work is conducted in a library/office setting

- Performs a variety of administrative functions in support of the DALP
  - Copies and files documents and correspondence
  - Organizes materials and restocks shelves
  - Moves supplies, chairs, audio/visual equipment and tables to set up room for program use
- Handling of DALP books and other library materials in a variety of ways including shelving and shelf-shifting, as well as some basic circulation procedures may be required, i.e., DALP collection maintenance
- Work may include sitting and use of keyboard/mouse, as well as moderate lifting (up to 30 pounds), carrying, reaching, stooping, pulling and pushing book carts with a force up to 50 pounds
- Use of various office machines (printers, copiers, fax, etc.)
- Manual dexterity, clear speech and hearing/visual acuity are necessary

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### **KNOWLEDGE**

- Effective communication skills both oral and written in English and Spanish
- Proper usage of grammar and punctuation in English and Spanish
- Ability to understand and implement the DPL Policies and Procedures Manual
- Ability to collect, analyze and prepare data for reporting purposes
- Modern office procedures and practices

### **MINIMUM QUALIFICATIONS REQUIRED**

- Minimum age of 18
- Must speak, read, and write in English and Spanish – proficiency test will be administered
- Communicate effectively both verbally and in writing with people of diverse socio-economic backgrounds and temperaments; exercise tact and diplomacy
- Establish, maintain, and foster positive and harmonious working relationships in the course of work

### **DESIRABLE QUALIFICATIONS**

- Interviewing techniques
- Experience with literacy materials, techniques, and methodologies
- Participation in volunteer programs, organizations and/or community resources
- Drive a motor vehicle
- Work independently, exercise good judgement and take initiative
- Maintain cooperative working relationships

### **SALARY**

This position is five (5) hours per week. The position will be paid on an hourly basis.

Subject: Library Movie Club

Date: November 8, 2018

Agenda Item #: 9.D.

Consent

Public Hearing

Information

Discussion

Action

Submitted and presented by: Acting Interim Director, Roxanne Brown

Recommendation: Information

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**COMING IN JANUARY, 2019!**

## **DIXON LIBRARY MOVIE CLUB**



**JOIN US AS WE DISCUSS A CLASSIC FILM EACH MONTH. IT WILL BE EXCITING! YOU SIMPLY WATCH THE FILM ON YOUR OWN BEFORE WE MEET. ALL THE MOVIES THAT WE DISCUSS ARE AVAILABLE FROM OUR REGULAR 'SPLASH' LIBRARY CATALOG.**

**FREE REFRESHMENTS & POPCORN WILL BE OFFERED TOO!**

**THE CLUB WILL MEET ON THE 2<sup>ND</sup> THURSDAY OF EVERY MONTH, FROM 6:30 – 7:30 P.M.**

**OUR INITIAL MOVIE WILL BE "THE GRAPES OF WRATH," BY JOHN FORD (1940).**

## DIXON LIBRARY MOVIE CLUB -- 2019 SELECTIONS:

JANUARY – THE GRAPES OF WRATH (1940)

FEBRUARY – VERTIGO (1958)

MARCH – CITIZEN KANE (1941)

APRIL – DOUBLE INDEMNITY (1944)

MAY – THE TREASURE OF THE SIERRA MADRE (1948)

JUNE – AMERICAN GRAFFITI (1973)

JULY – RED RIVER (1948)

AUGUST – REBECCA (1940)

SEPTEMBER – WITNESS FOR THE PROSECUTION (1957)

OCTOBER – IN COLD BLOOD (1967)

NOVEMBER – MADAME CURIE (1943)

DECEMBER – THE SHINING (1980)

As you can see, we offer a variety of movie genres for our discussions: mystery, suspense, adventure, biography, western, crime, horror, and nostalgia. Some of these films are based on books by the same title, but you need not read them unless you want to -- for example, as basis for comparison to the movie version. All movies are pre-approved by me (with nothing objectionable) for a typical adult audience.

Subject: HVAC repair: Blake's Heating and Air Conditioning Proposal

Date: November 8, 2018

Agenda Item #: 9.E.

Consent

Public Hearing

Information

Discussion

Action

Submitted and presented by: Acting Interim Director, Roxanne Brown

Recommendation: Information

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Subject: Application for, "How to MacGyver Your Library" Grant

Date: November 8, 2018

Agenda Item #: 9.F.

Consent

Public Hearing

Information

Discussion

Action

Submitted and presented by: Acting Interim Director, Roxanne Brown

Recommendation: Information

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# **Maximizing Learning Spaces 2018-19 Project or “How to MacGyver Your Library” Application Guidelines**

## **Overview**

The Maximizing Learning Spaces 2018-19 project is a collaboration between the California State Library (CSL) and the Southern California Library Cooperative (SCLC) that provides an opportunity for libraries to evaluate and reimagine a library space to maximize its potential as a place of reading, literacy, and learning.

Participating libraries will work with consultants to evaluate an existing library space, create a plan to improve that space, and obtain up to \$10,000 each in appropriate furnishings, with the goal of improving access to information and promoting reading and learning.

## **Eligibility**

- All California public libraries are eligible and are invited to apply
  - Last year’s participants are eligible, however priority may be given to new participants
- Any library space is eligible for submission, including mobile spaces and spaces in remote locations that are managed by the library
- Libraries do not have to be CIPA compliant to apply, as this project does not provide for computers or Internet access
- Complete applications must be received by the project manager by 5 pm on Wednesday, November 28, 2018 to be considered

## **In-Kind and Cash Match**

Participating libraries are expected to allocate staff time and any other resources necessary to succeed in this project, including assigning a project coordinator to make decisions on behalf of their library, manage library project tasks, and communicate and coordinate with the project team. Question 8 on the application allows the library to address how this will be supported.

Libraries are welcome to provide match funding, but this is not required to be selected. Libraries are also encouraged to seek cash and in-kind support from community organizations and businesses to increase the impact of this project, ensure long term viability of the space, and to implement post project planning recommendations.

Please document any expected in-kind or cash match contributions from the library and any other parties in question 5 of the application.

## Selection

Approximately 10 libraries will be selected to participate in this project by a panel of representatives from the California State Library and the project manager.

Participants will be selected by a review of completed applications received by the due date.

## Space Plans and Furnishings

A consultant will work with each library to evaluate the space and produce a plan that reimagines the space. Libraries are encouraged to provide the consultant insight and expectations from library staff and their community early in the process to incorporation into the plan. These plans can include recommended furnishings to purchase.

The project will pay for up to \$10,000 in furnishings per library with the following requirements:

- Furnishings must be moveable, such as tables, chairs, mobile shelves, décor, lights
  - They must further the goals of increased learning or access to information
- Related furnishing costs such as shipping and vendor assembly can be included
- Furnishings must be approved by the project manager prior to ordering to be paid by the project
- Furnishings must be received, accepted, and have invoices received by SCLC by June 21, 2019

A list of furnishing vendors, experienced in the library market, will be provided. These vendors will have committed to the timeline, ordering, and billing requirements of this project.

If libraries use these vendors for approved furnishings, ordering, invoicing, and payment, up to the \$10,000 limit, will be done by the project manager and SCLC, providing the library any required documentation. The library will be responsible for receipt, inspection, and acceptance of furnishings as well as coordinating with the project manager and the shipper.

Libraries may use other furnishing vendors if required and can submit vendor invoices or reimbursement requests to SCLC, however approval by the project manager prior to ordering, is required for reimbursement.

## Participation Requirements

To be selected and be successful at this project, libraries must meet the following requirements:

- Commit the appropriate resources to the project, including a project coordinator
- Work with the project manager, consultant, furnishing vendors, CSL, and SCLC to provide information, make decisions, select and receive furnishings, and implement the space plan
- Track key information for the project including:
  - Support from staff, volunteers, community members, and other partners
  - Statistics that measure the outputs and outcomes of the project; the project manager will work with the library coordinator to define and measure these
- Share progress and other information with their community and other libraries
- Attend (one library will be selected to host and showcase their new space) an end of project meeting in July or August 2019, to present project details, lessons learned, outcomes, and recommendations
  - Travel reimbursement, to a certain amount, will be available for those asked to travel

## Timeline

November 28, 2018: Applications due by 5pm to the project manager

December 12, 2018: Applicants notified about selection

December 2018 – March 2019:

- Project manager works with each participating library on timeline, schedules consultant visit
- Consultants visit libraries, develops plans, libraries approve plans
- Project manager and consultant work to identify and order furnishings
- Libraries begin any needed work to transform space

April 2019 – June 2019:

- Furnishings received, accepted by libraries, spaces transformed
- Libraries continue work to transform space

July or August 2019:

- One management staff member from each participating library attends the end-of-project meeting to present their project

## How and Where to Submit

- Applications must be submitted electronically and in hard copy
- The electronic copy must be received by **5:00 pm on Wednesday, November 28, 2018**
- The hard copy must be received by **Wednesday, December 5, 2018**
- Submit the electronic copy of the application, photos, and any other attachments via email to: Christian Theyer at [christian@theyerconsulting.com](mailto:christian@theyerconsulting.com)
- Submit the hard copy of the application and any other attachments (photos not needed) to:

Southern California Library Cooperative

Attn: Diane Satchwell

254 North Lake Ave #874

Pasadena, CA 91101

## Questions

For any questions about the application or the project, please contact:

Christian Theyer

Project Manager, Maximizing Learning Spaces 2018-19

[christian@theyerconsulting.com](mailto:christian@theyerconsulting.com)

424.266.0366 (Mobile)

This project is supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian. The project's fiscal agent is the Southern California Library Cooperative.



# CALIFORNIA STATE LIBRARY

## MAXIMIZING LEARNING SPACES 2018-19 PARTICIPANT APPLICATION

Instructions						
<ul style="list-style-type: none"> <li>Complete all fields using no more than four pages total for this document, with at least an 11-point font</li> <li>Please take 2-5 photos of the existing space and submit them as .jpg files with your electronic submission only</li> <li>Please limit any other attachments, such as letters of support, to no more than 5 additional pages</li> <li>For project details including submission process and due dates please refer to the separate Application Guidelines</li> </ul>						
Library Contact Information						
Library Name						
Project Coordinator Name & Title						
Phone Number		Email Address				
Library Director Name & Title						
Phone Number		Email Address				
Mailing Address				City		Zip
Detailed Questions						
1.	<ul style="list-style-type: none"> <li>Please briefly describe your community, then tell us how participation in this project will help you meet your community's learning needs.</li> <li>What sources of information (surveys, staff and patron feedback, etc.) have you used to determine this?</li> </ul>					
2.	<p>Please tell us about the space you would like to transform, including:</p> <ul style="list-style-type: none"> <li>A description (include square footage), how it is being used today, and why it is important to transform it</li> <li>The current challenges or limitations of this space</li> <li>Your vision for what this space could be, and any ideas you have for improving it</li> </ul>					
3.	<ul style="list-style-type: none"> <li>What objectives do you have for the space? What outcomes do you expect from a successful transformation?</li> <li>How will you measure success, and what outputs will you produce after the transformation to illustrate this?</li> </ul>					

4. Please complete for any in-kind, match funding, or other support you expect for this project. List your library's in-kind contribution first and detail Type (e.g. in-kind, cash match, furniture, volunteer hours) and Level (e.g. \$, hours, # of people, description of items). Please add table rows or comments below the table as needed.

Organization Name	Type of Support	Level of Support

5. How are you planning on maintaining or expanding the space after this initial project?

6. Up to \$10,000 in moveable furnishings (e.g. tables, chairs, shelves, cabinets, décor, lights) will be provided to grant participants. Please list any items you have already identified that you would like to obtain with these funds.

7. If selected to participate, your designated project coordinator will be required to:

- Be the primary point of contact for your library for all project activities
- Make or have decisions made for your library and manage library project tasks
- Communicate and coordinate with the project manager, space planner, and your partner(s)

Please explain how you will ensure your project coordinator will be successful in this role. Please detail any other organizational support that will be allocated to this project.

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8. Please share any additional comments or information that supports your participation in this project.

9. CIPA compliance is **not** required for this application as the grant funds will not be provided for computers used to access the internet, nor to pay for direct costs associated with accessing the internet.

As the duly authorized representative of the library participating in this project, I hereby certify that the library is: (please check only one)

CIPA compliant. The applicant library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.

Not Subject to CIPA Requirements. The CIPA requirements do not apply because no funds made available under this LSTA grant program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

More information on CIPA can be found at <http://www.library.ca.gov/grants/library-services-technology-act/>

### Library Director Certifications

On behalf of this library, I certify:

- To the best of my knowledge, the information in this application is accurate
- I have read, understood, and if selected, commit to the goals and guidelines for this project as stated in the separate Application Guidelines document, and will ensure the library provides the support needed for success

Director's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This project is supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian. The project's fiscal agent is the Southern California Library Cooperative.

Subject: Board Policy: 1025 (BP 1030, 1035, 4255, and 4250)  
Core Principles for Provision of Library Services

Date: November 8, 2018

Agenda Item #: 10.A.1. and 2.

- Consent
- Public Hearing
- Information
- Discussion
- Action

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

**POLICY AND PROCEDURE MANUAL**

Policy Number: 1025

- ~~POLICY TITLE: Core Principles for Provision of Library Services~~ Attachment A
- ~~POLICY NUMBER: 1025~~
- ~~POLICY TITLE: Freedom to Read~~ Attachment B
- ~~POLICY NUMBER: 1030~~
- ~~POLICY TITLE: Freedom to View~~ Attachment C
- ~~POLICY NUMBER: 1035~~
- ~~POLICY TITLE: Donations and Gifts~~ H.
- ~~POLICY NUMBER: 4255~~
- ~~POLICY TITLE: Material Selection~~ Objectives of the Collection A-G.
- ~~POLICY NUMBER: 4250~~

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*More cohesive Board Policy if BP 1025, 1030, 1035, 4255, and 4250 are combined.  
Rename BP 1025, "Provisions of Library Services"*

*Policy Title: Provisions of Library Services  
Policy Number: 1025*

**GENERAL STATEMENT**

*Dixon Public Library provides ideas, information and resources to help our community discover, learn and grow.*

**SCOPE**

*The library selects materials in a variety of formats and languages that best serve the needs of the community. Selections are made by library staff to provide a broad and relevant collection, while being good stewards of the community's tax dollars. The greatest value is received by focusing on the most popular and wide-spread formats and by not duplicating the comprehensive collection efforts of college and research institutions. Material selection is based on awareness of community interests and concerns, national and international issues and events, publishing trends, new insights, societal trends, and the professional judgment of selectors regarding the material's value to the Library's collection. It is the Library's intention that the collection addresses the needs and interests of its communities and, as much as possible, reflects the diversity of the entire Dixon Public Library service area.*

*In order to enhance the collection, Dixon Public Library participates in regional, state and national cooperative networks, facilitates interlibrary*

loans, and is partnered with three libraries: Solano Public Library, Benicia Public Library, and St Helena to form the consortium, SPLASH (Solano Partner Libraries and St Helena)

## **INTELLECTUAL FREEDOM**

The Library will uphold the freedom to read as expressed in the Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement adopted by the American Library Association (Attachments A-C). While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire will not be restricted. The Library does not stand in loco parentis (in the place of parents). Parents and guardians, not the Library or staff, have the responsibility to guide and direct the reading, listening and viewing choices of their own minor children.

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.\*

\*Stated in Board Policy 4225, Internet and Access Policy

## **OBJECTIVES OF THE COLLECTION**

### **Responsibility for Selection**

The responsibility for the selection of library materials rests ultimately with the Library Director. Under the Director's guidance, the professional staff has responsibility for the selection of materials. All staff members and the general public are encouraged to recommend materials for consideration. The library collection shall be an unbiased and diverse source of information, representing as many viewpoints as possible.

### **Selection Criteria**

The Dixon Public Library selects materials for all ages and relies extensively on professional review sources. Material is not excluded because of the race, nationality, religion, gender, sexual orientation, or political and social views of the author. Inclusion of materials does not imply agreement with or endorsement of content.

#### **A. General criteria for selecting print material include, but are not limited to:**

- Patron interest and demand
- Historical significance of author or subject
- Timeliness of material
- Local emphasis
- Diversity of viewpoint
- Budgetary considerations
- Authority and accuracy
- Literary merit
- Cultural influence

#### **B. World Languages**

*The Library collects recreational and informational material in languages other than English for adults and juveniles to meet the needs of a diverse population, focusing on languages that are actively used and can be purchased, cataloged and accessed accordingly.*

**C. Patron Driven Acquisitions**

*Dixon Public Library welcomes suggestions from the community for possible purchases of materials. All suggestions are given serious consideration. Titles are considered by the same criteria as all other materials purchased for the Library.*

**D. Local Authors and Self-Publishing**

*Authors who live within the boundaries of Solano County may donate one copy of their book to be added to the Local Author collection at the Central Library.*

*The Dixon Public Library does not purchase unsolicited materials or act in lieu of professional review sources. The Library accepts donated copies of self-published books but does not guarantee inclusion in the collection. Items donated to the Library become the property of the Library and may not be returned to the donating party.*

**E. Additional criteria for the selection of audio, visual, and other non-print formats:**

- *Technical quality of production*
- *Artistic merit*

**F. DVD Collection Guidelines**

*The Dixon Public Library maintains a broad selection of entertainment, informational and instructional DVDs. The emphasis is on popular materials and is balanced with classic films, independent films, foreign films and documentaries.*

*Selection Criteria*

*The following selection criteria are considered when evaluating DVDs for purchase.*

- *Budgetary constraints*
- *Age of production and timeliness*
- *Awards and critical acclaim*
- *Broad community appeal and popularity*
- *Cultural influence*

*Film and television series are collected based on feasibility of the cost of the entire series, broad community appeal and currency. Due to budgetary constraints, it is not feasible to replace individual seasons of titles. Titles suggested by patrons are evaluated based on the above selection criteria.*

**G. Criteria for the Selection of Digital Resources**

*Digital resources, including ebooks, eaudiobooks, streaming video, government documents and databases are subject to the same general selection criteria as other materials.*

*The Library's customer base includes a segment that is exclusively virtual. Digital resources extend the reach of the Library because they are available remotely, 24/7. The ebook landscape is an area of rapid growth and development, and the Dixon Public Library is moving toward a collection that is as diverse and encompassing as the print collection. Additional selection criteria for digital resources include accessibility and compatibility; for example, universality of format and compatibility with current digital platforms.*

**H. Gifts - Donation of Books Policy**

*The Dixon Public Library accepts donations of books and other material in good condition. Some items may be added to our collection or passed along to the Friends of the Dixon Public Library-- a support organization -- and sold in used book sales to generate funds for*

the library. Donations are accepted at all locations and an acknowledgement form is provided upon request.

Because of limitations of space, money and staff, the library does reserve the right to accept or discard, at its discretion, any donated materials.

### **DESELECTION AND COLLECTION MAINTENANCE**

Deselection of material from the circulating collections is a vital part of successful collection maintenance. Continuous evaluation is necessary and materials are regularly removed to maintain a current, accurate and appealing collection and to facilitate its ease of use.

An item may be deselected for several reasons, including:

- Out-of-date information
- Wear or damage
- Item no longer responds to current needs or interests
- Materials in the format are no longer collected
- Deselected items may be given to the Friends of the Library to sell or may be recycled at the discretion of the Library.

### **CONTROVERSIAL MATERIALS**

Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and the effectiveness of the Library's ability to serve its community.

### **RECONSIDERATION OF MATERIALS**

Persons raising an objection to a book or other material in the Library collection will be offered the Request for Reconsideration of Materials form and asked to provide a written explanation of their objections, citing specifics from the material in question. Library staff will respond to the request in accordance with the Reconsideration of Materials Procedure (Attachment D).

### **ATTACHMENT(S):**

- Attachment A:  
American Library Association Library Bill of Rights
- Attachment B:  
American Library Association Freedom to Read Statement
- Attachment C:  
American Library Association Freedom to View Principles Attachment D: Reconsideration of Materials Procedure
- Attachment D:  
Reconsideration of Materials

### **ATTACHMENT A**

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.



2. *Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.*
3. *Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.*
4. *Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.*
5. *A person's right to use a library should not be denied or abridged because of origin, age, background or views.*
6. *Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.*

*Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.*

## **ATTACHMENT B**

### ***The Freedom to Read Statement***

*The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.*

*Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.*



*These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.*

*Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.*

*Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.*

*We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.*

*The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.*

*We therefore affirm these propositions:*

- 1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular or considered dangerous by the majority.*

*Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.*

- 2. Publishers, librarians and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what should be published or circulated.*

*Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.*

- 3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

*No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.*

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

*To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.*

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

*The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.*

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

*It is inevitable in the give and take of the democratic process that the political, the moral or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.*

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

*The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.*

*We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant*

*to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.*

*This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.*

*Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.*

*A Joint Statement by:*

*American Library Association Association of American Publishers*

*Subsequently endorsed by:*

- American Booksellers Foundation for Free Expression the Association of American University Presses, Inc.*
- The Children's Book Council*
- Freedom to Read Foundation National Association of College Stores National Coalition Against Censorship*
- National Council of Teachers of English and*
- The Thomas Jefferson Center for the Protection of Free Expression*

Bd Mtg 04/12/2018 REVISED

## ATTACHMENT C

### Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

## **ATTACHMENT D**

### *Reconsideration of Materials - Procedure*

*Persons raising an objection to a book or other materials in the library collection will be offered the Request for Reconsideration of Materials form and asked to provide a written explanation of their objections, citing specifics from the material in question. The following actions will be taken:*

- 1. A copy of the form and the material in question will be sent to the Collection Management Services Manager.*
- 2. A form letter shall be sent to the patron acknowledging receipt of the Request for Reconsideration within five business days of receipt by the Collection Management Services Manager.*
- 3. A minimum of four Library staff will convene and consider the request, evaluating the material based on content, circulation, awards and reviews, and make a decision about the work.*
- 4. The Collection Management Services Manager will write a response letter to the patron and submit it to the Library Director for review.*
- 5. A letter of determination in response to the Request for Reconsideration shall be provided to the patron within 30 days of submission, during which time the material in question shall remain in the active collection.*
- 6. A copy of all Requests for Reconsideration, and associated correspondence shall be retained.*

*Bd Mtg 04/12/2018 REVISED*

# Dixon Public Library District

## POLICY AND PROCEDURE MANUAL

**POLICY TITLE: Core Principles for Provision of Library Service**  
**POLICY NUMBER: 1025**

**1025.1** The core principles which frame, shape and guide the provision of library services for this community are most eloquently expressed in the American Library Association *Library Bill of Rights*, which the Library District hereby adopts as its statement of core principles for provision of library service.

**1025.1.1** All libraries are forums for information and ideas, and the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

42

**1025.2** The Library District hereby incorporates, by reference, those additional interpretive statements to the *Library Bill of Rights* which have been adopted by the American Library Association:

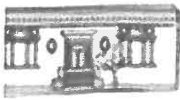
- Access for Children and Young Adults to Videotapes and Other Nonprint Materials
- Access to Electronic Information, Services, and Networks
- Access to Library Resources and Services Regardless of Sex, Gender Identity, or Sexual Orientation
- Challenged Materials
- Diversity in Collection Development
- Economic Barriers to Information Access
- Evaluating Library Collections
- Exhibit Spaces and Bulletin Boards

Expurgation of Library Materials  
Free Access to Libraries for Minors  
Labels and Rating Systems  
Library-Initiated Programs as a Resource  
Meeting Rooms  
Privacy  
Restricted Access to Library Materials  
Universal Right to Freedom of Expression

~~Adopted 08/21/2006~~







# DIXON PUBLIC LIBRARY-Request for Reconsideration of Library Material

## Process

If you are raising an objection to a book or other material in the Library collection you must submit the 'Request for Reconsideration of Library Material' to the Library Director, Dixon Public Library, 230 North First Street, Dixon, CA. 95620. Reconsideration of Library material must be in writing (on this form). A written explanation of your objection/s, citing specifics from the Library material in question.

All decisions will be made within 30 days of receipt of the appeal. You will receive the decision in a letter from Library Director of the Dixon Public Library.

**PLEASE PRINT CLEARLY**

<b>Today's date</b>	
<b>Your name</b>	
<b>Address</b>	
<b>City</b>	
<b>Zip code</b>	
<b>Phone number</b>	

## LIBRARY MATERIAL INFORMATION

<b>Are you representing an organization or a group? If so, please identify the organization or group.</b>	
<b>Material on which you are commenting.</b> <i>Please mark the type of material in the box to the right</i>	<b>Book</b> <b>Magazine</b> <b>Newspaper</b> <b>Audiovisual material</b> <b>Other</b>
<b>Title</b>	
<b>Author/producer</b>	
<b>Publisher</b>	

45

**Additional comments:**

Patron's signature \_\_\_\_\_

Date \_\_\_\_\_

Dixon Public Library- Solicitud de Reconsideración de Materiales Bibliográficos

Si usted plantea una objeción a un libro u otro material de la colección de la biblioteca usted debe enviar la 'solicitud de reconsideración de materiales bibliográficos' al director de la biblioteca, Dixon Public Library 230 North First Steet, Dixon, CA, 95620. Objeciones de reconsideraciones a materiales devén ser por escrito (en esté formulario). Una explicación por escritos de su objeción/s, citando de específica forma el material de la biblioteca en cuestión.

**Favor de imprimir claramente**

<b>Fecha de hoy</b>	
<b>Fecha de hoy</b>	
<b>Dirección</b>	
<b>Ciudad</b>	
<b>Código postal</b>	
<b>Número telefónico</b>	

**Información del material**

<b>¿Están representando una organización o un grupo? Si es así, por favor identifique la organización o grupo.</b>	
<b>Material en el cual están comentando.</b> Por favor, marque el tipo de material en la caja a la derecha	<b>Libro</b> <b>Revista</b> <b>Periódico</b> <b>Material audio visual</b> <b>Algún otro</b>
<b>Título</b>	
<b>Autor/productor</b>	
<b>Publicador</b>	

<b>Comentarios adicionales:</b>
---------------------------------

Firma \_\_\_\_\_ Fecha \_\_\_\_\_

# Dixon Public Library District

## POLICY AND PROCEDURE HANDBOOK

**POLICY TITLE: Core Principles for Provision of Library Service**  
**POLICY NUMBER: 1025**

**1025.1** The core principles which frame, shape and guide the provision of library services for this community are most eloquently expressed in the American Library Association *Library Bill of Rights*, which the Library District hereby adopts as its statement of core principles for provision of library service.

**1025.1.1** All libraries are forums ~~forums~~ for information and ideas, and the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

**1025.2** The Library District hereby incorporates, by reference, those additional interpretive statements to the *Library Bill of Rights* which have been adopted by the American Library Association:

Access for Children and Young Adults to ~~Videotapes and Other~~ Nonprint Materials

Access to ~~Digital Electronic~~ Information, Services, and Networks

Access to Library Resources and Services for Minors

Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation

Access to Resources and Services in the School Library

Advocating for Intellectual Freedom

Challenged Resources Materials

Diversity in Collection Development

Economic Barriers to Information Access

Evaluating Library Collections

Exhibit Spaces and Bulletin Boards

Expurgation of Library Materials

~~Free Access to Libraries for Minors~~

~~Internet Filtering~~

~~Intellectual Freedom Principles for  
Academic Librarians~~

~~Labelings and Rating Systems~~

Library-Initiated Programs as a Resource

Meeting Rooms

~~Minors and Internet Activity~~

~~Politics in American Libraries~~

~~Prisoners Right to Read~~

Privacy

~~Rating Systems~~

~~Religion in American Libraries~~

Restricted Access to Library Materials

~~Services to People with Disabilities~~

Universal Right to Freedom of Expression

~~User-Generated Content in Library Discovery  
Systems~~

~~Visual and Performing Arts in Libraries~~

For complete definitions of the above, please  
consult the American Library Association  
website:  
[http://www.ala.org/advocacy/intfreedom/library  
bill/interpretations](http://www.ala.org/advocacy/intfreedom/library<br/>bill/interpretations)

Adopted 08/21/2006

~~Revised 04/12/2018~~

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# Dixon Public Library District

## POLICY AND PROCEDURE MANUAL

**POLICY TITLE: Freedom to Read**  
**POLICY NUMBER: 1030**

**1030.1** The Library District recognizes that the free and unfettered access to all information and viewpoints represents a core principle which frames the core principles for library services, and hereby adopts the American Library Association/American Association of Publishers *Freedom to Read* statement as an additional core principle for the Library District.

**1030.1.1** The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical ~~judgment~~ judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward ~~conformity~~ conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

*1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

*2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

*3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

*4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

*5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

*6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

*7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "~~bad~~" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Adopted 08/21/2006

Revised 04/12/2018



# Dixon Public Library District

## POLICY AND PROCEDURE MANUAL

**POLICY TITLE: Freedom to View**  
**POLICY NUMBER: 1035**

**1035.1** The Library District recognizes that the free and unfettered access to all information and viewpoints represents a core principle which frames the core principles for library services, and hereby adopts the American Library Association/ American Film and Video Association's *Freedom to View* statement ~~as an additional core principle for the Library District.~~

**1030.1.1** The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Adopted 10/16/2006

Revised 04/12/2018

Subject: Board Policy: 1020 Conflict of Interest and Form 700  
Date: November 8, 2018  
Agenda Item #: 10.A.3.  
[ ] Consent  
[ ] Public Hearing  
[X] Information  
[ ] Discussion  
[ ] Action

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

**POLICY AND PROCEDURE MANUAL**

POLICY TITLE: Conflict of Interest Code

POLICY NUMBER: 1020

~~1020.1~~ ~~Whereas the Political Reform Act, Governmental Code §81000, et seq., requires that State and Local Governments agencies to adopt and promulgate conflict of interest codes, the Library District hereby adopts and incorporates by reference Title 2, California Code of Regulations, Section §18730m which contains the terms of a standard conflict of interest code established by the Fair Political Practices Commission (FPPC)~~

~~1020.1.1~~ ~~Any amendments, revisions, and other changes to CCR Section §18730 which are duly adopted by the FPPC after public notice and hearings are hereby incorporated by reference~~

**DOES NOT INCLUDE FURTHER CURRENT DPL POLICIES AND PROCEDURE LANGUAGE**

1020.1 The Board of Library Trustees (Board member) desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the Library. In accordance with law, Board members and designated employees shall disclose any conflict of interest and, as necessary, shall abstain from participating in the decision.

(cf. 9005 - Governance Standards)

1020.2 The Board of Library Trustees shall adopt a Board Policy that specifies the terms of the Library's conflict of interest code

1020.3 When a change in the Library's conflict of interest code is necessitated due to changed circumstances, amendments, or revisions, the Library Director shall submit the changes within 90 days (Government Code 87306) to the Board of Library Trustees at a regular board meeting

1020.4 Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the Library's conflict

of interest code. A Board member who leaves office or a designated employee who leaves Library employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last statement and the date of leaving office or Library employment. (Government Code 87302, 87500)

(cf. 4117.2/4217.2/4317.2 - Resignation)

(cf. 9222 - Resignation)

#### Conflict of Interest under the Political Reform Act

- 1020.5 A Board member or designated employee shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect" on one or more of the Board member's or designated employee's "economic interests," unless the effect is indistinguishable from the effect on the public generally or the Board member's or designated employee's participation is legally required. (Government Code 87100, 87101, 87103; 2 CCR 18700-18709)
- 1020.6 A Board member or designated employee makes a governmental decision when, acting within the authority of his/her office or position, he/she votes on a matter, appoints a person, obligates or commits the Library to any course of action, or enters into any contractual agreement on behalf of the Library. (2 CCR 18702.1)
- 1020.7 A Board member who has a disqualifying conflict of interest on an agenda item that will be heard in an open meeting of the Board shall abstain from voting on the matter. He/she may remain on the dais, but his/her presence shall not be counted towards achieving a quorum for that matter. A Board member with a disqualifying conflict of interest shall not be present during a closed session meeting of the Board of Library Trustees when the decision is considered and shall not obtain or review a recording or any other nonpublic information regarding the issue. (2 CCR 18702.1)

#### Conflict of Interest under Government Code 1090

- 1020.8 Board members, employees, or Library consultants shall not be financially interested in any contract made by the Board on behalf of the Library, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest, the Library is barred from entering into the contract. (Government Code 1090; Klistoff v. Superior Court, (2007) 157 Cal.App. 4th 469)
- 1020.9 A Board member shall not be considered to be financially interested in a contract if his/her interest is a "noninterest" as defined in Government Code 1091.5. One such noninterest is when a Board member's spouse/registered domestic partner has been a Library employee for

at least one year prior to the Board member's election or appointment. (Government Code 1091.5)

1020.10 A Board member shall not be considered to be financially interested in a contract if his/her interest is a "noninterest" as defined in Government Code 1091.5. One such noninterest is when a Board member's spouse/registered domestic partner has been a Library employee for at least one year prior to the Board member's election or appointment. (Government Code 1091.5)

1020.11 A Board member shall not be considered to be financially interested in a contract if he/she has only a "remote interest" in the contract as specified in Government Code 1091 and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. (Government Code 1091)

Even if there is not a prohibited conflict of interest, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

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#### Common Law Doctrine Against Conflict of Interest

1020.12 A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

#### Rule of Necessity or Legally Required Participation

1020.13 On a case-by-case basis and upon advice of legal counsel, a Board member with a financial interest in a contract may participate in the making of the contract if the rule of necessity or legally required participation applies pursuant to Government Code 87101 and 2 CCR 18708.

#### Incompatible Offices and Activities

1020.14 Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's

## Gifts

1020.15 Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

1020.16 The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation except as described in Government Code 89506.

A gift of travel does not include travel provided by the Library for Board members and designated employees. (Government Code 89506)

## Honoraria

1020.17 Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade, or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the Library for donation into the general fund without being claimed as a deduction from income for tax purposes

**STATEMENT OF ECONOMIC INTERESTS  
COVER PAGE**

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)  
NEWELL PATRICK

**1. Office, Agency, or Court**

Agency Name (Do not use acronyms)

Dixon Public Library

Division, Board, Department, District, if applicable

Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: NorthNet Library System (NLS)

Position: Council / Board Member

**2. Jurisdiction of Office (Check at least one box)**

State

Multi-County (NLS)

City of Dixon

Judge or Court Commissioner (Statewide Jurisdiction)

County of \_\_\_\_\_

Other \_\_\_\_\_

**3. Type of Statement (Check at least one box)**

Annual: The period covered is January 1, 2013, through December 31, 2013.

-or-

The period covered is \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_, through December 31, 2013.

Leaving Office: Date Left \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
(Check one)

The period covered is January 1, 2013, through the date of leaving office.

Assuming Office: Date assumed \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
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The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_\_, through the date of leaving office.

Candidate: Election year \_\_\_\_\_ and office sought, if different than Part 1: \_\_\_\_\_

**4. Schedule Summary**

Check applicable schedules or "None."

► Total number of pages including this cover page: \_\_\_\_\_

Schedule A-1 - Investments - schedule attached

Schedule A-2 - Investments - schedule attached

Schedule B - Real Property - schedule attached

Schedule C - Income, Loans, & Business Positions - schedule attached

Schedule D - Income - Gifts - schedule attached

Schedule E - Income - Gifts - Travel Payments - schedule attached

-or-

None - No reportable interests on any schedule

**5. Verification**

MAILING ADDRESS STREET CITY STATE ZIP CODE  
(Business or Agency Address Recommended - Public Document)

230 North First Street

Dixon

CA

95620

DAYTIME TELEPHONE NUMBER

( 707 ) 678-1805

E-MAIL ADDRESS (OPTIONAL)

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed \_\_\_\_\_  
(month, day, year)

Signature \_\_\_\_\_  
(File the originally signed statement with your filing official.)



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# Dixon Public Library District

## POLICY AND PROCEDURE HANDBOOK

**POLICY TITLE:** Conflict of Interest Code  
**POLICY NUMBER:** 1020

**1020.1** Whereas the Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes, the Library District hereby adopts and incorporates by reference Title 2 California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code as established by the Fair Political Practices Commission (FPPC).

**1020.1.1** Any amendments, revisions and other changes to CCR Section 18730 which are duly adopted by the Fair Political Practices Commission after public notice and hearings are hereby incorporated by reference.

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

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

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

Library Trustees, ~~Library Commissioners~~ and the ~~Library Director District Librarian~~ are hereby designated as individuals who are required to file statements of economic interests each year.

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

Subject: BP 3100: Vehicle Use and Cost Reimbursement

Date: November 8, 2018

Agenda Item #: 10.A.4

Consent

Public Hearing

Information - Reappears as First Reading due to revisions

Discussion

Action

Submitted and presented by: Interim Director, Roxanne Brown

Recommendation: Information

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 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. Requests of mileage reimbursement shall be submitted no later than sixty (60) days from the date of travel.

3100.2 **Reimbursement Procedure:** 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

**Example:**

*If an employee travels from their home to a temporary work location (Solano County Civic Center) that mileage, including the return trip home, is reimbursable at the IRS rate. However, if an employee travels from home to the office, then to a temporary work location (Solano County Civic Center), only the mileage from the office to the temporary work location and returning to the office or from the temporary work location directly home is reimbursable. Mileage to/from home and office is not reimbursable for normal commute trips.*

3100.3 **Use of Personal and Rental Vehicles:** Employees of the Dixon Public Library will be reimbursed for costs associated with driving their personal automobile on Dixon Public Library business based on the rate established by the Internal Revenue Service (IRS) at that time, which contemplates expenses such as wear and tear on the vehicle, gas, insurance, etc. While driving on Dixon Public Library business, the



*employee's personal auto insurance is intended to provide the primary insurance coverage. Employees who operate their own vehicles on Dixon Public Library business may do so provided the following conditions are followed:*

- *The vehicle must be in sound and safe operating condition and maintained as such at the employee's own expense.*
- *The employee and vehicle must be insured as outlined below:*
  - *The employee must obey all state and local driving laws and observe driving conditions with the utmost care, including but not limited to wearing a seat belt*
  - *The employee must possess and maintain a valid California driver's license*
  - *All vehicles driven on Dixon Public Library business must be properly registered with the California Department of Motor Vehicles.*
  - *The employee must provide authorization for Dixon Public Library to access the employee's driver license record through the DMV Employer Pull Notice Program.*
  - *Employees who have their driver's license suspended or revoked are required to report these conditions to their supervisor promptly.*
  - *Dixon Public Library accepts no responsibility for citations issued to an employee by any law enforcement agency while driving a vehicle on Dixon Public Library business under any circumstance.*
  - *All liabilities created by any citation will be the responsibility of employees who receive them.*

***Personal Auto Insurance Requirements:*** *All employees who use their personal vehicle for business travel are required to maintain general automobile liability insurance of at least the minimum amounts required by the State of California\*. Employees must provide proof of adequate insurance coverage to Dixon Public Library. Any employee who does not maintain the required insurance coverage will not be authorized to drive his or her personal vehicle on Dixon Public Library business.*

*Dixon Public Library does not provide primary liability or comprehensive/collision coverage for use of a personal vehicle – the mileage reimbursement paid by Dixon Public Library covers the employees' costs for such coverage. Notwithstanding the above, the use of personal and/or rental vehicles by employees may create an exposure for Dixon Public Library. Therefore, Dixon Public Library may obtain excess liability coverage that could be applicable in the event a loss exceeds the limits of the employees' personal liability coverage. In the event of an accident where the employee is determined to be at fault while on approved Dixon Public Library business and the loss exceeds the personal auto policy limits of liability, then Dixon Public Library's coverage will become secondary to the personal auto policy.*

*\* California's law requires you to maintain liability limits of at least:  
\$15,000.00 per bodily person  
\$30,000.00 per bodily accident  
\$5,000.00 per property damage*

***Rental Vehicle Insurance:*** *Dixon Public Library's "company" credit cards provide comp/collision coverage for most "non-exotic" vehicles, as long as the vehicle was rented using the Dixon Public Library's credit card. Therefore, when renting a car, employees should decline the optional physical damage and supplemental liability coverages – if purchased, they must be at the employees' expense.*

***Prohibited Cell Phone Use While Driving:*** *In the interest of safety of our employees and other drivers and to comply with California law, if your job requires that you keep your cell phone turned on while you are driving, you must use a hands-free device. Unless using a hands-free device, under no circumstances should employees place phone calls while operating a motor vehicle while driving on Dixon Public Library business and/or Dixon Public Library time. Any citations for cell phone violations shall be the employee's responsibility.*

*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*

Adopted 02/27/2006

Revised 10/09/2014



SIMONA PADILLA-SCHOLTENS, CPA  
AUDITOR-CONTROLLER

**VENDOR CLAIM  
MILEAGE REIMBURSEMENT**

AUDITOR-CONTROLLER'S OFFICE ONLY

CLAIM NO.

VENDOR NO.

POSTING DATE

NAME AND ADDRESS OF EMPLOYEE  
Your name and address

Month Year  
2018

ORGANIZATION TITLE

Dixon Public Library

MILEAGE REIMBURSEMENT RATE  
0.545

Acct Key	Subobject	JL Key	JL Subobject	Misc	Period	Amount
9886	0002355					-
9886	0002335					-

Total: \$ -

ODOMETER		TOTAL	PERSONAL	NET MILES	DAY	BRIDGE PARK	TERRITORY COVERED OR TRIP REMARK
BEGINNING	ENDING						
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PREPARED BY: PHONE: Mileage: -  
Bridge / Park -

**CERTIFICATION OF EMPLOYEE:**  
I certify that I have a valid driver's license and required insurance coverage as stated in the County's Travel Policy. I further certify that the above claim are true and correct; that no part thereof has been paid.

**CERTIFICATION OF DEPARTMENT HEAD:**  
  
**Department Head**

**Employee** (Please Use BLUE ink) **Date**

**CERTIFICATION OF AUDITOR-CONTROLLER:**  
I hereby certify that the computations are correct and the claim is therefore approved for payment.

**VERIFICATION OF SUPERVISOR:**

**Supervisor** (Please Use BLUE ink) **Date** **Auditor-Controller**

**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: First Reading Board Policy 3150: Compensation

Date: November 8, 2018

Agenda Item #: 10.A.5

- Consent
- Public Hearing
- Information
- Discussion
- Action

Submitted and presented by: Interim Director, Roxanne Brown

Recommendation: First Reading/Revision

POLICY AND PROCEDURE MANUAL

Policy Title: Compensation

Policy Number: 3150

*Salary Schedule*

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.

*Dixon Public Library employees shall receive the compensation provided in the basic salary schedule adopted by the Library Board of Trustees, except that the Library Board may at any regular meeting or special meeting duly called for that purpose, adjust the salaries ranges by agenda or resolution.*

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~~All newly appointed Employees shall be paid employed~~ at the first step of the salary range for the particular position to which the employee is appointment is made. *In the event an applicant is found to possess qualifications extraordinary for the position the applicant is being hired for, the Library Director may authorize the employment of such applicant anywhere within the appropriate salary range. For purposes of this section, "extraordinary" means that the applicate has education, experience, and/or skills superior to that commonly required and expected for the position.*

~~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.~~

3150.1.1 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 employees may advance to the next highest level on the salary schedule subject to approval of the ~~Library Director's~~ as follows:

3150.2.1 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*

3150.2.2 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 step on the salary schedule. An employee cannot advance any higher than the highest step on a salary schedule *within his/her position classification*

3150.2.3 ~~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:

<i>Continuous Years of Service</i>			
<i>Years of Service</i>	<i>Longevity Pay</i>	<i>Fulltime</i>	<i>Part Time (50%)</i>
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

3150.2.4 *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.*

3150.3 ~~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 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%)

**Work Schedule:**

3150.3 The workweek begins on Sunday at 12:01 a.m. and ends the following Saturday at midnight. The workday begins at 12:01 a.m. and ends at midnight.

Employees shall be scheduled to work regular work shifts having regular starting and quitting times. Dixon Public Library may make temporary assignments to different shifts, or duties for the purpose of meeting an emergency or for special work assignments.

Employees are required to be at their desks and ready to work at their scheduled starting time. To accommodate emergency and/or special work assignments, working hours or all personnel may be adjusted as approved by the Library Director.

**Pay Periods:**

3150.4 Pay periods are bi-weekly. There are 26 pay periods in one (1) year. Paychecks are issued from Solano County.

Paychecks or pay stubs if payroll is made by electronic deposit to the employee's bank are provided on pay days to employees at work or, upon written request of an employee mailed to the home address of employees on payday. Paychecks will not be given to anyone other than employees except with their prior written authorization.

Dixon Public Library in conjunction with Solano County offers automatic payroll deposit for employees. You may begin and stop automatic payroll deposit anytime. To begin automatic payroll deposit you must complete a form (available from the Account Tech) and return it to him or her at least 10 days before the pay period for which you would like the service to begin. Employee should carefully monitor your payroll deposit statements for the first two (2) pay periods after the service begins.

**Payroll Deductions:**

3150.5 Dixon Public Library is required by state and/or federal law to withhold a portion of an employee's pay for tax or government-mandated benefit programs and other mandatory deductions. These legally required deductions include but are not limited to the following deductions:

- 1) Federal Income Tax
- 2) State Income Tax
- 3) Medicare deduction
- 4) Employee's contribution to Social Security
- 5) Court ordered deductions (such as garnishments) and tax liens

Additionally, employees may authorize certain deductions to be made from their paycheck for reasons such as payment of group medication insurance premiums. All deductions, whether they are legally required or voluntary are itemized on each employee's paycheck stub.

*Pay Advances:*

*3150.6 Dixon Public Library does not allow pay advances on either earned or scheduled but not yet worked hours. Employees are therefore not eligible to receive manually processed paychecks for hours worked through an existing pay period in advance of Dixon Public Library's normal payday regardless of the reason for such request.*

*3150.4 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



**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

**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

Subject: Board Policy 4225: Banned/Barred Appeal Form; English and Spanish

Date: November 8, 2018

Agenda Item #: 10.A.7

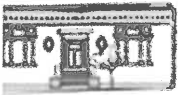
- Consent
- Public Hearing
- Information
- Discussion
- Action

Submitted and presented by: Acting Interim Director, Roxanne Brown

Recommendation: First Reading

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Adopted 08/21/2006



# DIXON PUBLIC LIBRARY – BANNED/BARRED APPEAL FORM

## Process

If you have been banned/barred from the Dixon Public Library and would like to appeal the decision, you must complete this form and submit it to the Library Director, Dixon Public Library, 230 North First Street, Dixon, CA. 95620. All forms must be complete for consideration.

All decisions will be made within 30 days of receipt of the appeal. Until you receive the decision from the Library Director of the Dixon Public Library, you are still banned/barred from the Library. Thank you.

**PLEASE PRINT CLEARLY**

<b>Today's date</b>	
<b>Your name</b>	
<b>Address</b>	
<b>City</b>	
<b>Zip code</b>	
<b>Phone number</b>	

## BANNED/BARRED INFORMATION

<b>Date/s banned/barred</b>	
<b>Reason for banned/barred</b>	

72

## PLEASE EXPLAIN WHY THE LIBRARY SHOULD CONSIDER LIFTING THE BAN/BAR

Approved \_\_\_\_\_

Declined \_\_\_\_\_

Director's signature \_\_\_\_\_

Date \_\_\_\_\_

Dixon Public Library- Solicitud de apelación de prohibición/expulsiones

**Proceso**

Si usted ha sido expulsado/a o prohibido/a de la Biblioteca Pública y quisiera apelar la decisión, usted debe completar esta solicitud y enviarla al director de la Dixon Public Library al 230 North First Street, Dixon, Ca. 95620. Todas las solicitudes deben ser completadas para ser tomadas en consideración.

Todas las decisiones se tomarán dentro de 30 días posteriores a la recepción de la apelación. Por lo tanto usted seguirá estando expulsado/a o prohibido/a, hasta que la biblioteca le envíe una notificación. Muchas gracias.

**Favor de imprimir claramente**

<b>Fecha de hoy</b>	
<b>Fecha de hoy</b>	
<b>Dirección</b>	
<b>Ciudad</b>	
<b>Código postal</b>	
<b>Número telefónico</b>	

**Información de la persona expulsada/o o prohibida/o**

Fecha/s en las que fue expulsado/a o prohibido/a
Las razones por la cual fue prohibido/a o expulsado/a

73

Favor de explicar por qué la biblioteca debería considerar levantar la expulsión/prohibición.

--

Aprobada \_\_\_\_\_

Negada \_\_\_\_\_

Firma del director \_\_\_\_\_ Fecha \_\_\_\_\_

Subject: Board Policy 8000: Banned/Barred Appeal Form; English and Spanish  
Date: November 8, 2018  
Agenda Item #: 10.A.7.

- Consent
- Public Hearing
- Information
- Discussion
- Action

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

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Policy and Procedure Manuel

Policy Title: ~~Governing~~ **Library** Board of Trustees

8000.1 As provided for in Section 18300 and Section 18310 of the Education Code, the ~~Governing~~ **Library** Board of Trustees consist of those individuals who have been elected or appointed as ~~£~~**T**rustees of the Dixon Unified School District.

Adopted 08/21/2006

# Dixon Public Library District

## POLICY AND PROCEDURE HANDBOOK

**POLICY TITLE: Governing Board of Library Trustees**  
**POLICY NUMBER: 8000**

**8000.1** As provided for in Section 18300 and Section 18310 of the Education Code, the Governing Board of Library Trustees consists of those individuals who have been elected or appointed as trustees of the Dixon Unified School District.

Adopted 08/21/2006

**Subject:** Library Director Search

**Date:** November 8, 2018

**Agenda Item #:** 10.B.

- Consent
- Public Hearing
- Information
- Discussion
- Action

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

**Recommendation:** Information

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## Compensation and Benefits

The nature and scope of this role incorporates both Library and citywide Cultural Services. City Council is currently reviewing the position title and is expected to rename the position Director of Library and Cultural Services. The salary range for the position is \$112,392 - \$136,620 per year; placement in the range is dependent upon qualifications. The City also offers a comprehensive and competitive benefit package, including:

- ◆ Vacation: Three weeks accrual per year (increases with longevity).
- ◆ Holidays: 12 holidays annually, and two personal leave days.
- ◆ Sick Leave: 8 hours per month; annual cash-out option available.
- ◆ Insurance: Dental and vision fully paid; Kaiser medical plan, rate partially paid by the City.
- ◆ PERS Retirement: "Classic" members of CalPERS participate in a formula of 2% at 60 with 4% of the employee rate paid by the City and reported as special compensation. Single highest year is used for final compensation calculation, as well as credit for unused sick leave. New members to CalPERS are subject to PEPPRA, which includes a formula of 2% at 62, with employee paying one-half of the normal cost (currently 6.2%) contribution. Average of three years is used for final compensation calculation, as well as credit for unused sick leave.
- ◆ Life Insurance: \$100,000. Term life insurance with AD&D coverage paid by the City.
- ◆ Deferred Compensation: 4% City contribution into a 401 or 457 account.
- ◆ Administrative Leave: 128 hours of leave annually. Cash conversion of up to half of unused leave paid each year.
- ◆ Longevity Pay after five years.

For more information on the City of Benicia, please visit the City's website at [www.ci.benicia.ca.us](http://www.ci.benicia.ca.us).

## The City of Benicia is an Equal Opportunity Employer

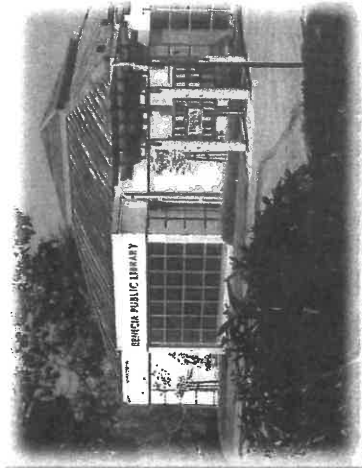
### The Process

To apply for this exceptional career opportunity, please submit (email preferred) a cover letter of interest, resume, salary history and contact information including email addresses for five work-related references (references will not be contacted until mutual interest is established), to:

Bill Avery or Cris Piascecki  
Avery Associates  
3½ N. Santa Cruz Ave., Suite A  
Los Gatos, CA 95030  
E-mail: [jobs@averyassoc.net](mailto:jobs@averyassoc.net)

The final filing date for this recruitment is December 9, 2016.

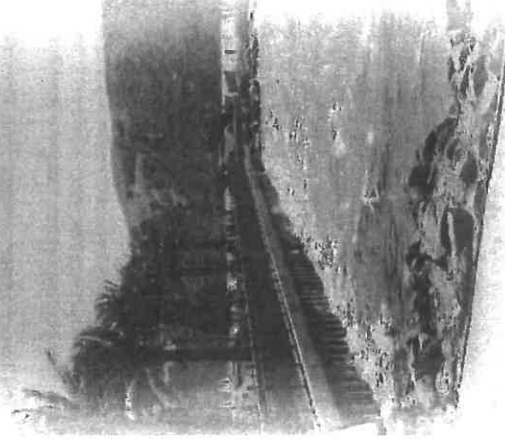
A completed City of Benicia application form, a comprehensive background check and a pre-placement medical exam will be required prior to appointment. If you have any questions regarding this position, please feel free to contact Bill Avery at 408.399.4424 or [bill@averyassoc.net](mailto:bill@averyassoc.net) or Cris Piascecki at 408.234.2025 or [crisp@averyassoc.net](mailto:crisp@averyassoc.net).



The City of Benicia

invites your interest  
for the position of

Library  
Director



## The Community of Benicia

The City of Benicia, a San Francisco Bay waterfront community of 28,000, is known for its small town charm and quality of life and is home to numerous award winning restaurants, schools and parks. Benicia is nestled on the East Bay shoreline in southwest Solano County. The City encompasses 13 square miles and is located 35 miles northeast of San Francisco, and 57 miles southwest of Sacramento.

Benicia has a rich history in California. Founded in 1847, and the third California city to incorporate, Benicia served as the third State Capitol in 1853 and 1854. The City has more than 40 historic sites, including the Benicia Capitol State Historic Park, Benicia Arsenal, the original site of Mills College, the first Protestant Church and Masonic Temple in California.

Recreation is a big part of the Benicia lifestyle. The area features uninterrupted miles of public shoreline, a marina and boat launches for fishing and sailing, and the Benicia State Recreation Area. The City has a beautiful 50-acre multi-use community park and oversees an additional 156 acres of city parks. Benicia is the home to many internationally known artists and acclaimed glass and art studios; events and activities are held in Benicia throughout the year, enjoyed by residents and visitors, individuals and families. Benicia also has Northern California's largest port-oriented industrial park, an expanding business park, and serves as a primary Bay Area center for auto imports.

The City of Benicia is a community with a high level of pride and concern for preserving the quality of life. Residents enjoy low crime, good schools, affordable housing, culture and a wide range of recreational opportunities.

## City Government

Benicia is a General Law City and operates under the Council-Manager form of municipal government. The Mayor is directly elected, as are the four Council Members, City Clerk, and City Treasurer; to four-year terms. The City Council appoints the City Manager and City Attorney.

The City operates on a two-year budget cycle with a General Fund of approximately \$36 million and an all-funds budget of almost \$61 million. Approximately 215 full-time employees serve in the city departments of Administration, Police, Fire, Finance, Public Works, Community Development, Library, and Parks & Community Services.

The City's Mission is to provide excellent service. The City Manager seeks an individual who embraces the organization's values of integrity, inclusiveness and collaboration, respect, responsiveness, and teamwork, and who will actively contribute to the executive team through collaborative efforts, a commitment to



the community, and strong leadership skills to help advance the organization's vision.

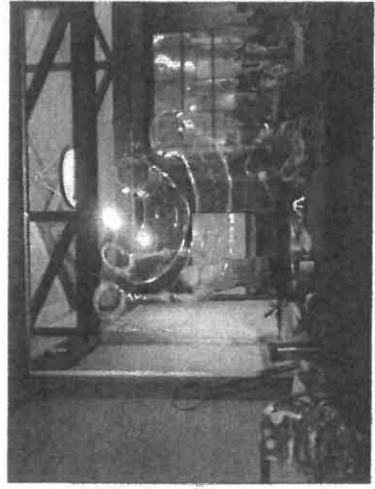
## The Position and Ideal Candidate

The Library Director reports to the City Manager and oversees a well-resourced library with 13 dedicated, long-term employees. The Library is a heavily used, one-branch operation with two divisions -- Public Services and Technical Services. With over 475,000 visits annually, customer service and responsiveness to patrons continues to be a top priority for library staff, who are encouraged to provide extensive community outreach and to identify traditional and non-traditional services and programs that align with the community.

The Library enjoys tremendous community support from an active Friends of the Benicia Library group, the Benicia Library Foundation, a five-person Board of Library Trustees appointed by the City Council, and community funding through a local tax measure that was passed in 2012, with an 82% vote.

The Library Director oversees the City's Arts and Culture Commission, maintaining effective relationships with cultural organizations throughout the City, collaborating on grants, providing guidance working with local government, and supporting arts and culture as a major element in Benicia's community identity. The Library hosts concerts, dance performances, and poetry events, and maintains a permanent art gallery within the Library building. The new Library Director will provide a long-range vision for library services through assessment of best professional practices and community needs in alignment with objectives and policies established by the City, the Board of Library Trustees, the Arts and Cultural Commission, and the Department. The Director will provide forward-thinking, sensitive, creative, and effective leadership, and will be an articulate and persistent advocate for the Benicia Library and libraries in general. The ideal candidate will enjoy being involved in the community; will develop and maintain exceptional relationships with local stakeholders; and will serve as an effective liaison to the Arts and Culture Commission, the Benicia Library Foundation and the Friends of the Benicia Library, capably assisting them to reach their goals. Being a collaborative team player and "big picture" thinker, he/she will bring a fresh new perspective to partnerships, marketing and outreach efforts. The ideal candidate will foster a respectful work environment that supports new ideas and promotes teamwork, encouraging staff development and continuing education.

The Library Director will have expertise in library operations, with strong administration skills in the areas of finance, budget management, planning, project management, resource allocation and personnel. A flair for marketing and public relations, with a successful track record of development and fund-raising are highly desirable. This position requires completion of a Master's degree in Library Science from an accredited library school and five (5) years of professional library work, including two years in a supervisory or administrative capacity. An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.



## Staff Input for New Library Director Skill Set

- someone who will do outreach or do work at the information desk
- the director will provide a long-range vision for library service through assessment of best professional practices and community needs
- will provide forward-thinking, sensitive, creative and effective leadership, and will be an articulate and persistent advocate for the library and libraries in general
- will be a collaborative team player and "big picture" thinker bringing a fresh new perspective to partnerships, marketing and outreach efforts
- will foster a respectful work environment that supports new ideas and promotes teamwork, encouraging staff development and continuing education
- will have expertise in library operations, with strong administration skills in the areas of finance, budget management, planning, project management, resource allocation and personnel
- a flair for marketing and public relations, with a successful track record of development and fund-raising
- It would be nice but not a necessity if they had experience remodeling/building/paying for a new library.

Subject: JK Architecture Engineering Firm

Date: November 8, 2018

Agenda Item #: 10.C.

Consent

Public Hearing

Information

Discussion

Action

Submitted and presented by: Acting Interim Director, Roxanne Brown

Recommendation: Information

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- 1) Top of Page 87 – demographic statistics about the square footage of the Library
- 2) Pages 85 and 86 - needs and concepts of Library spaces
- 3) Page 98 - Committee design recommendation
- 4) Board Workshop on December 13, 2018

Executive Committee Workshop #2 | Meeting Minutes  
October 26, 2018



Article Library Café, Melbourne

IMAGINE | DESIGN | CREATE

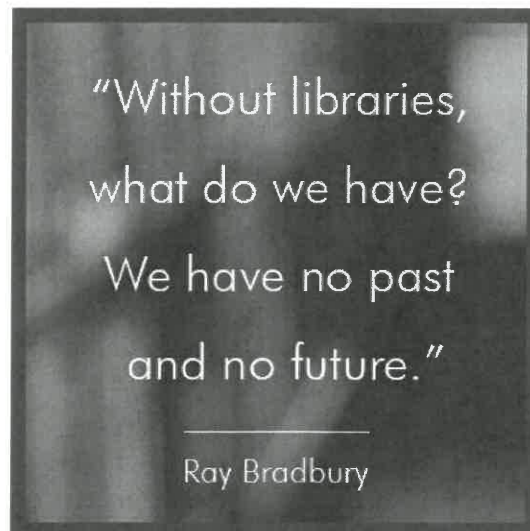


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Executive Committee Meeting #2 | Agenda

- Introductions
- Workshop #1 Reflections
  - Big Picture: Vision
  - Future Libraries: Concepts & Trends
- Demographics
- Case Studies
  - Program & Budget
- Dixon Public Library
  - Goals & Needs
  - Strategies



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# Library Master Vision Plan | Approach

## IMAGINE

Capture the Big Picture "Vision"  
Identify Project Goals & Needs

## DESIGN

Assess Existing Conditions  
Develop Improvement Strategies

## CREATE


Document the Library Master Vision Plan  
Review & Approve

# Project Plan | Schedule


<ul style="list-style-type: none"> <li>▪ Executive Committee Workshop #1: Vision &amp; Trends</li> <li>▪ Dixon Library Board Presentation</li> <li>➔ Executive Committee Workshop #2: Goals &amp; Needs</li> </ul>	<ul style="list-style-type: none"> <li>- August 24<sup>th</sup></li> <li>- September 13<sup>th</sup></li> <li>- October 25<sup>th</sup></li> </ul>	<h2>IMAGINE</h2>
<ul style="list-style-type: none"> <li>▪ Library Site Review/Assessment</li> <li>▪ Library Improvement Strategies</li> <li>▪ Executive Committee Workshop #3: Concept Design</li> </ul>	<ul style="list-style-type: none"> <li>- September-October</li> <li>- October- November</li> <li>- November: TBD</li> </ul>	<h2>DESIGN</h2>
<ul style="list-style-type: none"> <li>▪ Cost Analysis</li> <li>▪ Executive Committee Workshop #4: Draft Improvements</li> <li>▪ Presentation of Library Vision Plan</li> </ul>	<ul style="list-style-type: none"> <li>- December: TBD</li> <li>- December: TBD</li> <li>- December:- January TBD</li> </ul>	<h2>CREATE</h2>

# Library Vision Plan | Anticipated Outcome


## AUBURN LIBRARY SITE SUMMARY




This study room is a great asset as a quiet space for patrons or small meeting space.



Technology use at this library is high-personal devices and keep up with ex

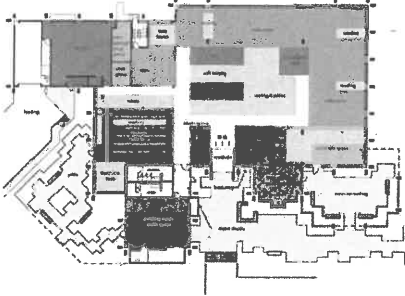


The column-free center space has great potential. With a small face-lift, new furniture, and a proper circulation desk, this central space can be the inviting core of the library.



This large outdoor amphitheater is a services at this location.

### AUBURN LIBRARY SITE SUMMARY



**Cost Assumptions - escalation excluded**

Interior remodel cost range includes new partitions, casework, finishes, lighting, and associated changes to ductwork distribution, sprinklers, conduit/wiring, low-voltage, and fire alarm. Cost includes demolition.

\$175-200 per sq. ft. = 18,000 = \$2,800K - \$3,240K  
 2% add for soft costs = \$ 720K - \$ 648K

**TOTAL** see summary

**Additional cost considerations:**

- Exterior courtyard / seating area cost range includes new hardscape, landscape, lighting, perimeter fencing and gates at \$20-130 per sq. ft.
- Conversion of existing courtyard areas to outdoor reading and seating areas cost range includes lighting, perimeter fencing and gates at \$10-115 per sq. ft.
- New furnishings cost / sq. ft. = \$20 - \$30
- Exterior facade renovations cost range includes storefront, doors, glazing at \$60-870 per sq. ft. of facade area affected.

The Auburn Library is the most central of the Placer County libraries and has more administrative space than the state standards suggest. This plan recommends that some of that administrative space be carved out of the back-of-house and moved towards the front to create automated materials handling space. The former admin space can be repurposed as small group rooms, as quiet study space and meeting rooms are in high demand. The current circulation desk is more a collection of desks and cabinets than a permanent, identifiable space.

Formalizing the circulation desk is recommended.

Another desire of the library is to make better use of its outdoor space. While the patio near the children's area is secured, the patio near the large-group room could also be secured to provide additional outdoor reading areas. A café near this patio would provide further comfort for library patrons. Breaking up the stacks to add reading areas gives users additional choices on where to meet, read, or study.

The marketplace has been successful at Rocklin Library and should be implemented more robustly at the Auburn Library as well. This area will provide time-pressed users to pick up their holds, see new releases, and go.

Upgrades in general space character should be considered as part of the Capital Improvements plan currently underway using projects like painting, re-flooring, re-lighting, and furniture replacement as opportunities for enhancement.

Placer County Libraries Vision Plan | Part 4 | Library Site Summaries

Placer County Libraries Vision Plan | Part 4 | Library Site Summaries

3

## Vision & Mission | Enrich. Educate. Empower

*Mission: The Dixon Public Library provides access to collections, technologies and programs that enrich, educate and empower every individual and meet the changing needs of our diverse community.*



### What is the Vision for the Dixon Public Library?

- To honor the past; Carnegie Library & Agricultural Influences
- To embrace the present; Small Town Experiences & Downtown Business Association & Events
- To prepare for the future; expanded services and facilities to become a stronger Community Hub

# Vision & Mission | Enrich. Educate. Empower

## What are the BIG PICTURE project goals for the Dixon Public Library?

- Maintain the Carnegie Library Building.
- To maximize efficiency & beautify the existing interior of the facility.
- Expand spaces for public meeting rooms, study rooms.
- Improve high tech services & access to technology
- Expand space for library support services & offices.



# Future Libraries | Concepts & Trends

Center for the Future of Libraries  
[www.ala.org/tools/future/trends](http://www.ala.org/tools/future/trends)





## Future Libraries | Concepts & Trends

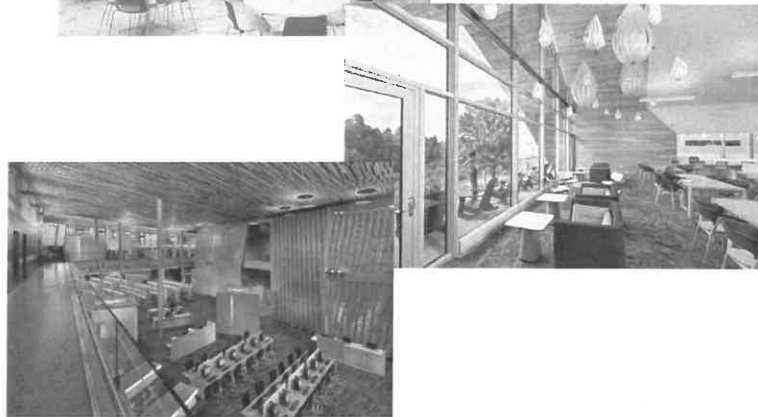
### Community Hub

- Emphasis on events, programs, creativity & additional services
- Hospitality (refreshments, friendly and available staff, adequate parking, etc.)
- Centrally located for convenient access
- Key Attraction/Community Commons



### Participatory Collections

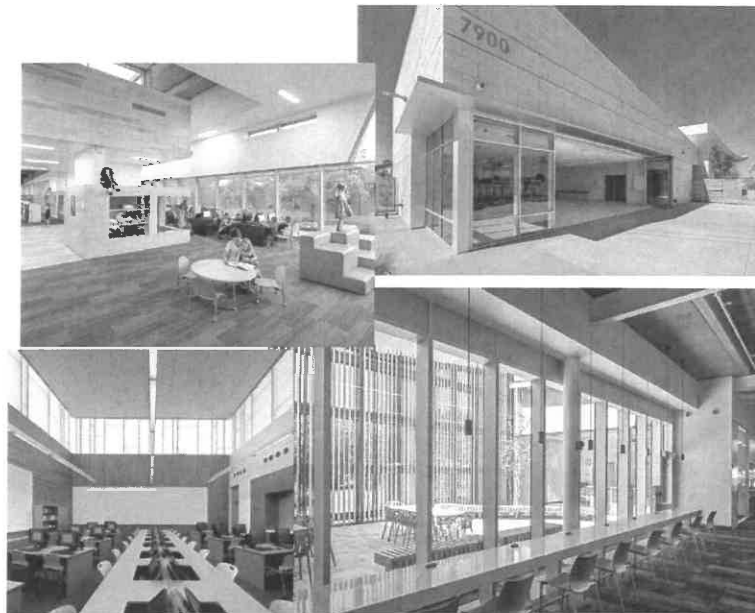
- Multiple formats (books, audio, video, digital)
- Shelving flexibility, ease of access, pleasing displays, floating resources
- Active social media & website presence



## Future Libraries | Concepts & Trends

### 21<sup>st</sup> Century Learning

- Creative Labs, Maker Spaces, Flexible Classrooms
- School and Homeschool Partnerships; support for Tutoring, Adult Education, Mentoring, Technology Education + more
- Dual-purpose spaces
- Collaborative and Individual Zones
- Digital & Analog Media



## Future Libraries | Concepts & Trends

### Digital Services

- More space for public access to technology
- Technology & Media accessible to all ages/groups
- Understand differing needs of "Digital Natives" & "Digital Immigrants"
- Wireless Internet Access
- Virtual Environments



### Effective Operations

- Minimal staff operations
- Automated & self service activities
- Sorting Systems & Book Bots
- Reconfigurable staff & volunteer work spaces
- Appropriate Hours



DIXON PUBLIC LIBRARY | ENRICH. EDUCATE. EMPOWER

JK ARCHITECTURE  
ENGINEERING 11

## Future Libraries | Concepts & Trends

### Sustainable

- Cost-effective design & operations
- Natural daylighting & ventilation
- Comfort & Delight
- Maintainability
- Maximizing Resources
- Resiliency



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JK ARCHITECTURE  
ENGINEERING 12

# Dixon Public Library | Demographics

## DIXON LIBRARY

### FACILITIES MASTER PLAN DEMOGRAPHIC UPDATE

	2018 FMP			2040			SF delta	
	Current Population	SF per Capita	Existing SF	Current Need	% Change / 2040	Population Forecast		Projected Need
City of Dixon (1)	19,896		6,000		1.25	24,870		
Service area (2)	25,000				1.25	31,250		
	25,000	0.75		18,750		31,250	0.75	
							23,438	-17,438

**Notes:**

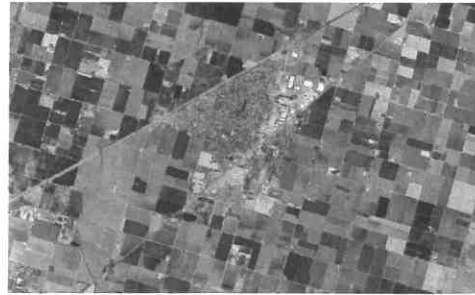
- (1) Population data- CA Dept. of Finance Demographic Research Unit
- (2) California State Library Annual libraries report
- SF per Capita- Comparable library system recommendations
- Existing SF existing basement not calculated

Cities in California have developed Facilities Master Plans which develop their own per capita guidelines and are used to right-size new library projects.

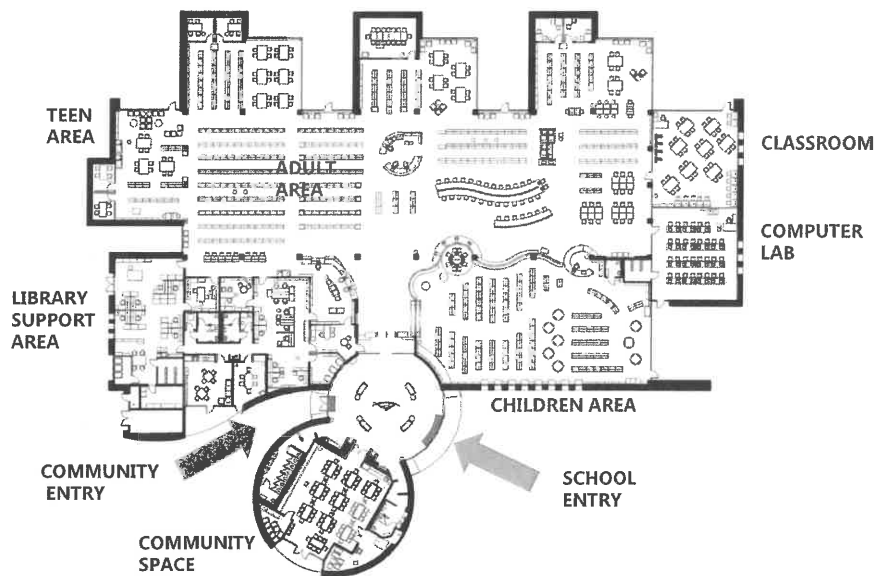
These guidelines typically range from:

- .3 to .6 square feet per capita for branch libraries
- .5 to 1 square foot per capita for main libraries.

These numbers are consistent with the library constructed with funds from the 2000 California Bond Act

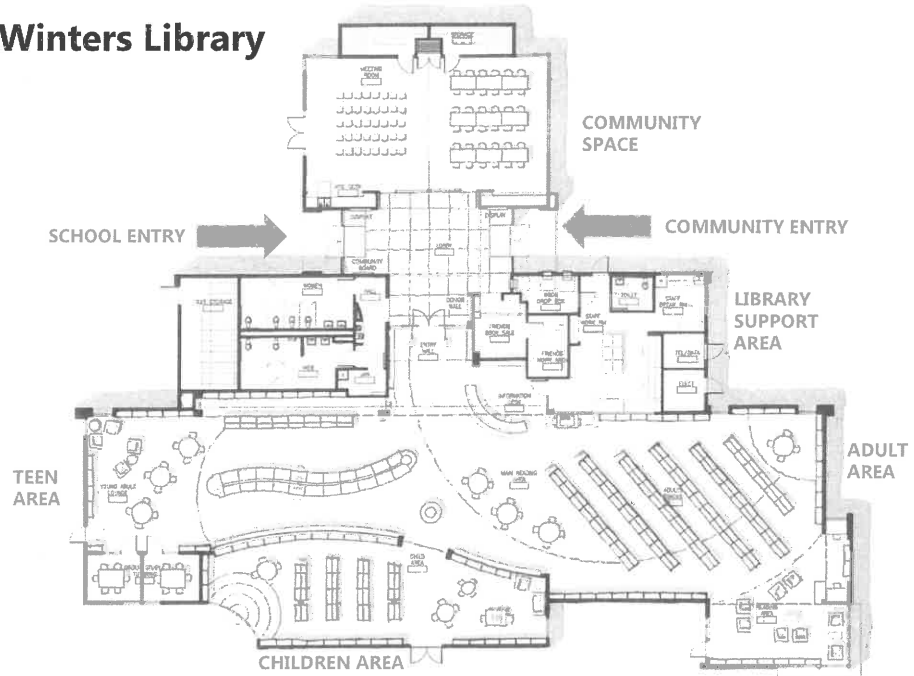


# Case Study | Twelve Bridges Library



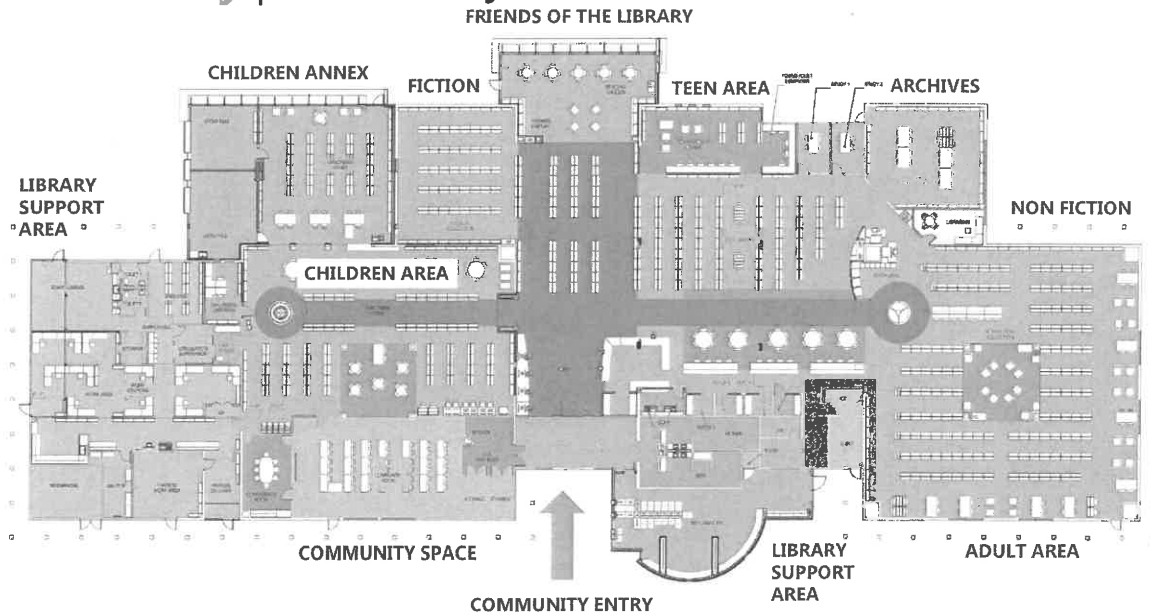
**Size:** 39,555sf    **Scope:** New Construction    **Construction Costs:** \$10,875,352 (2006 \$'s)    **Current Costs:** \$425/sf (2018 \$'s)

## Case Study | Winters Library



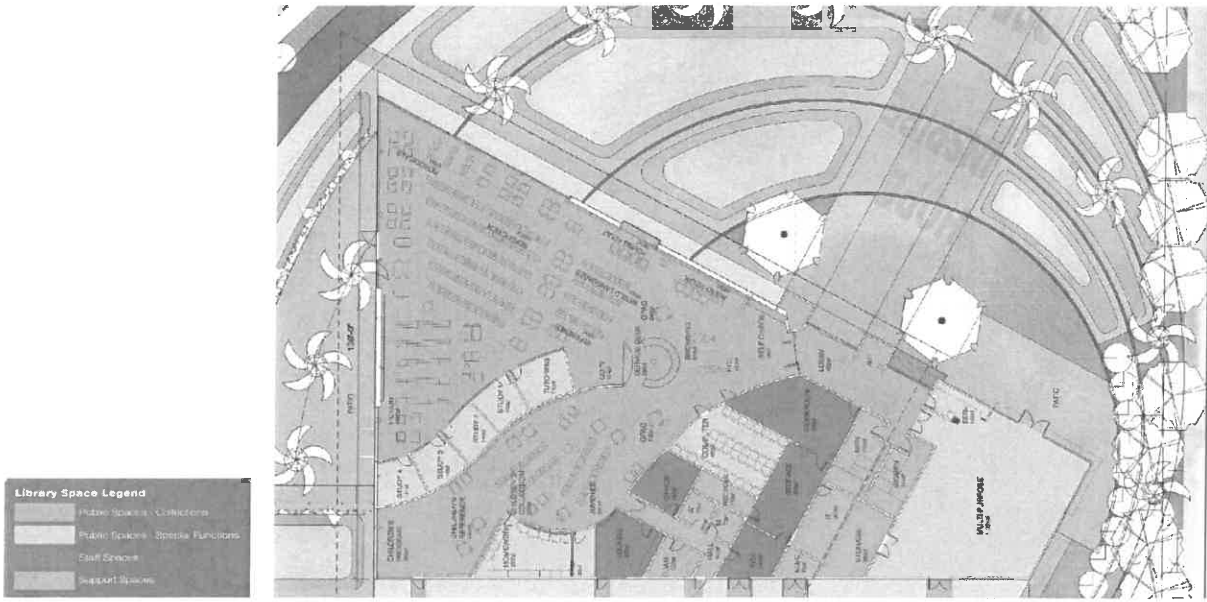
Size: 10,800sf    Scope: New Construction    Construction Costs: \$3,499,054 (2010 \$'s)    Current Costs: \$450/sf (2018 \$'s)

## Case Study | Davis Library



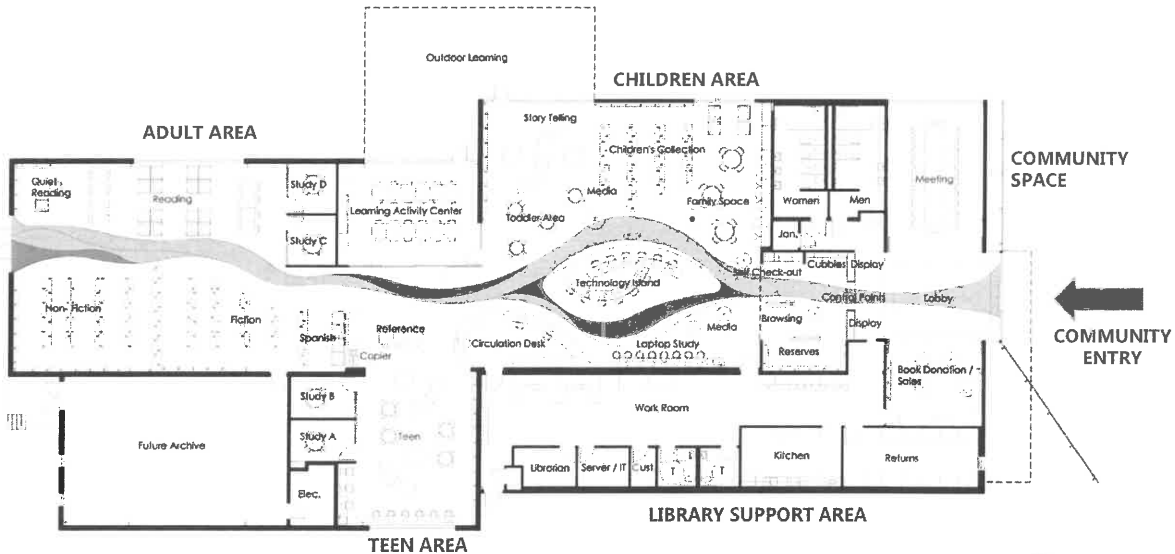
Size: 34,600sf    Scope: New/ Mod    Construction Costs: \$3,443,551 (2011 \$'s)    Current Costs: \$250/sf (2018 \$'s)

# Case Study | Skyline Library



Size: 39,391sf    Scope: New Construction    Construction Costs: \$14,500,000 (2014 \$'s)    Current Costs: \$475/sf (2018 \$'s)

# Case Study | Tehama Public Library



Size: 15,713sf    Scope: Transformation    Construction Costs: \$4,536,532 (2016 \$'s)    Current Costs: \$325/sf (2018 \$'s)

## Dixon Public Library | Children's Area: Needs

### Children's Area(s)

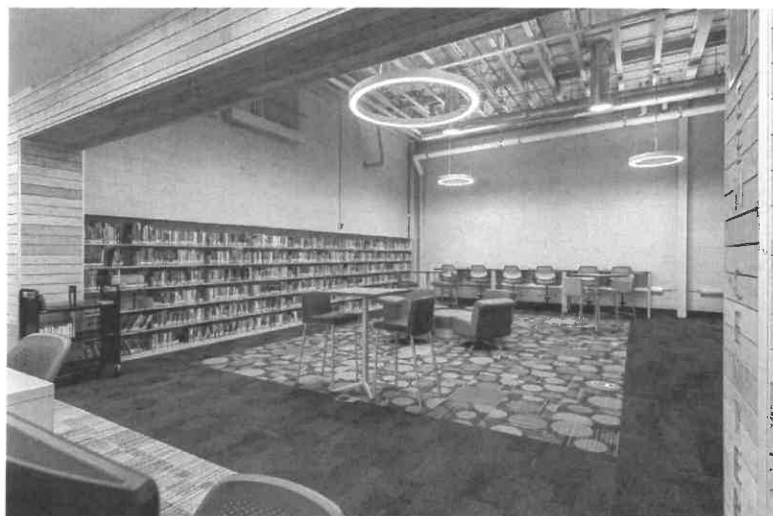
- Dedicated Children's Space
- Program Area for:
  - o Storytime
  - o Crafts/Maker Space
  - o Play
- Child friendly shelving
- Children Friendly Seating
- Reading Nooks
- Display
- OPAC Station
- Service/ Info Desk
- # of Books
  - Fiction/Picture: 12,000
  - Non-Fiction: 6,000



## Dixon Public Library | Teen Area: Needs

### Teen's Space(s)

- Dedicated Teen Space
- Shelving
- Diner/Café Seating with Locked iPads (Ex. West Sac Public Library)
- Laptop Bar
- Dedicated Computer Area
- Glass/semi enclosed area for privacy
- Display
- OPAC Station
- # of Books
  - Fiction: TBD
  - Non-Fiction: TBD



## Dixon Public Library | Adult Reading Area: Needs

### Adult Space(s)

- Dedicated Adult Space
- Shelving
- Comfortable Seating Areas
- Quiet Reading Areas
- Multiple Table Grouping; small and larger groups
- Display & Archives (Space or Room in Carnegie)
- OPAC Station
- Service/Info Desk
- # of Books
  - Fiction: TBD
  - Non-Fiction: TBD



## Dixon Public Library | Support Spaces: Needs

### Support Spaces(s)

- Circulation Desk & Reference Desks (like layout in picture from Twelve Bridges Library)
- Work/Repair Room, separate from Office Space. Size to accommodate receiving deliveries, unpacking, repairs & processing, computers. (Size larger than Winters Library)
- Office Space(s)
  - 2 Offices; Director & Financial
    - Include storage of special files
  - 1 Office; Hotel/Flexible
  - 10 stations in open office arrangement
- Break Room; tables & chairs for at least 4 people.
- Personal Lockers for staff in breakroom (12-20 lockers)
- Expanded/Relocated Public Restrooms (Baby Friendly)
- Staff Restrooms (away from work areas)
- Equipment & Book Carts Storage Space
- Book Drop Room with Exterior Access (Reference Tehama Library)
- Area for Deliveries





# Dixon Public Library | Community Spaces: Needs

## Community / Share Space(s)

- Meeting/Study Rooms (Min of 2)
- Community/Events Room
  - Size larger than Winters Library.
  - Consider folding wall to maximize flexibility.
- Technology Bar
- Multi-Media Zone
  - Quantity of DVD's: TBD
- Dedicated space for Friends of the Library. Consider to include as part of Future Library Expansion

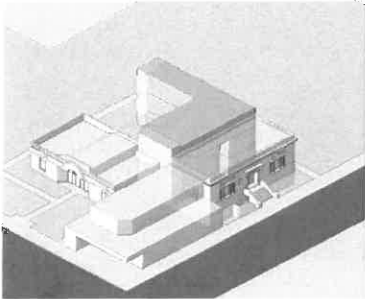


## General

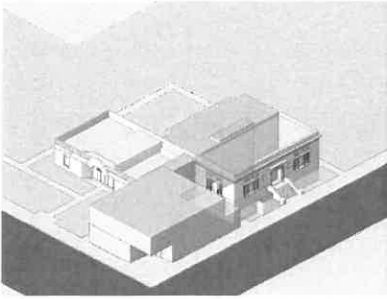
- Information Area; dedicated to celebrate library services.
- Reading Room with a Fireplace.
- Window seats for reading
- Indoor/Outdoor connection. Lots of interior plants.
- Outdoor Seating



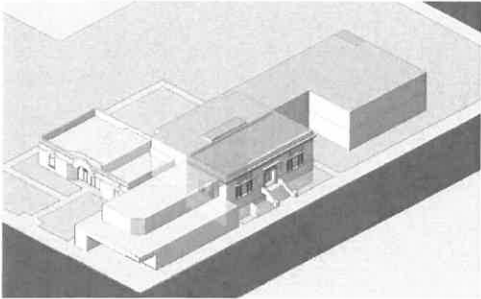
# Dixon Public Library | Organizational Strategies



*Compact Center Infill*



*Embrace the Corner*



*Expand the Park*



# Dixon Public Library | Organizational Strategies

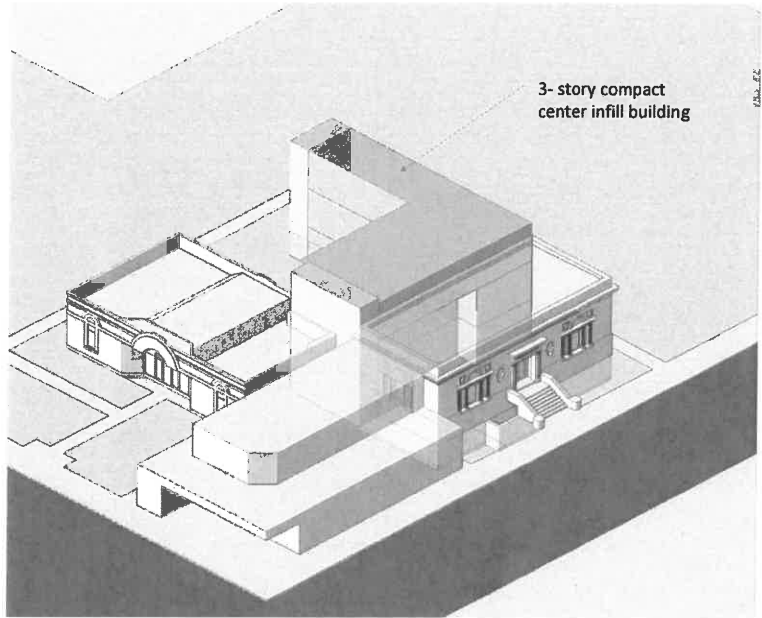
## Strategy 1: Compact Center Infill

Pros:

- Compact Development
- Future expansion possible toward corner
- Future expansion toward east parcel

Cons:

- Dependent on subgrade construction
- Minimal grade level access
- No phasing capability
- Interim facility required for full construction period
- Square footage limited by lot line



# Dixon Public Library | Organizational Strategies

## Strategy 1: Compact Center Infill

### PROPOSED LIBRARY TRANSFORMATION

Basement:	SF	\$/SF	Subtotal \$
Carnegie Renovation	2400	\$250	\$600,000
Addition	2300	\$500	\$1,150,000

Main Level:	SF	\$/SF	Subtotal \$
Carnegie Renovation	2400	\$400	\$960,000
Library Renovation	2500	\$250	\$625,000
Addition	2300	\$500	\$1,150,000

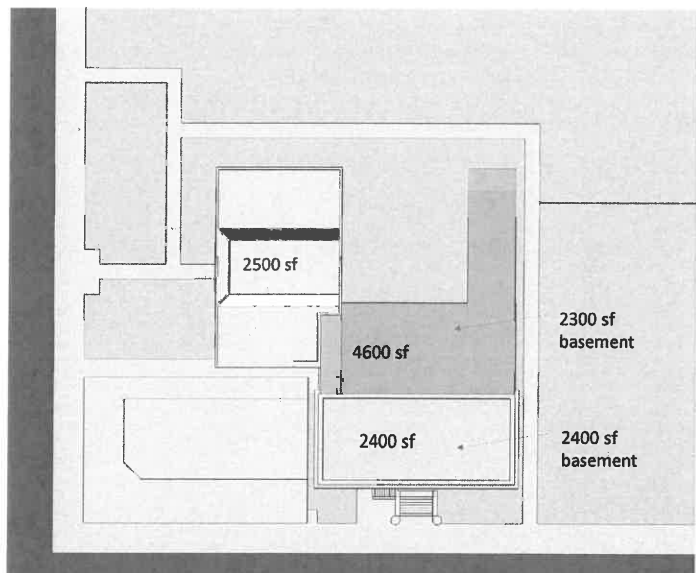
Upper Level:	SF	\$/SF	Subtotal \$
Addition	2300	\$500	\$1,150,000
<b>Total</b>	<b>14200</b>	<b>\$397</b>	<b>\$5,635,000</b>

Construction	\$5,635,000
Market Factor (10%)	\$563,500.0
Soft Costs (30%)	\$1,859,550.0
<b>TOTAL PROJECT COST</b>	<b>\$8,058,050</b>

### NEW LIBRARY

New Library (Bldg + Site)	14200	\$650	\$9,230,000
---------------------------	-------	-------	-------------

Construction	\$9,230,000
Market Factor (10%)	\$923,000.0
Soft Costs (30%)	\$3,045,900.0
<b>TOTAL PROJECT COST</b>	<b>\$13,198,900</b>



# Dixon Public Library | Organizational Strategies

## Strategy 2: Embrace the Corner

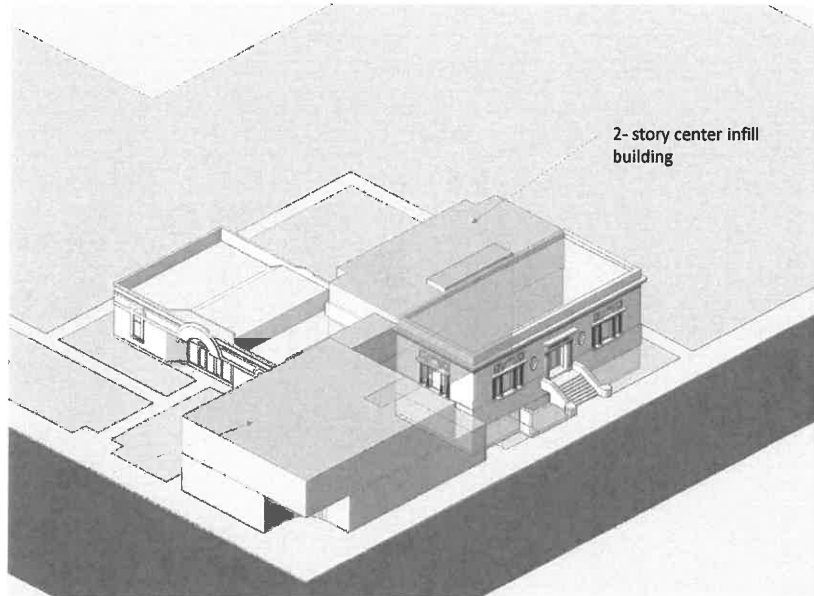
### Pros:

- Revitalize downtown street corner
- New image statement
- Central core addition at grade level
- Future expansion to east parcel
- Phasing capability

### Cons:

- Lot line adjustment required
- Demolition required
- Anticipated utility interruptions in existing Library

2- story corner infill building



# Dixon Public Library | Organizational Strategies

## Strategy 2: Embrace the Corner

### PROPOSED LIBRARY TRANSFORMATION

Basement:	SF	\$/SF	Subtotal \$
Carnegie Renovation	2400	\$250	\$600,000
Addition	0	\$0	\$0

Main Level:	SF	\$/SF	Subtotal \$
Carnegie Renovation	2400	\$400	\$960,000
Library Renovation	2500	\$250	\$625,000
Central Core Addition	2000	\$500	\$1,000,000
Street Corner Addition	3340	\$500	\$1,670,000

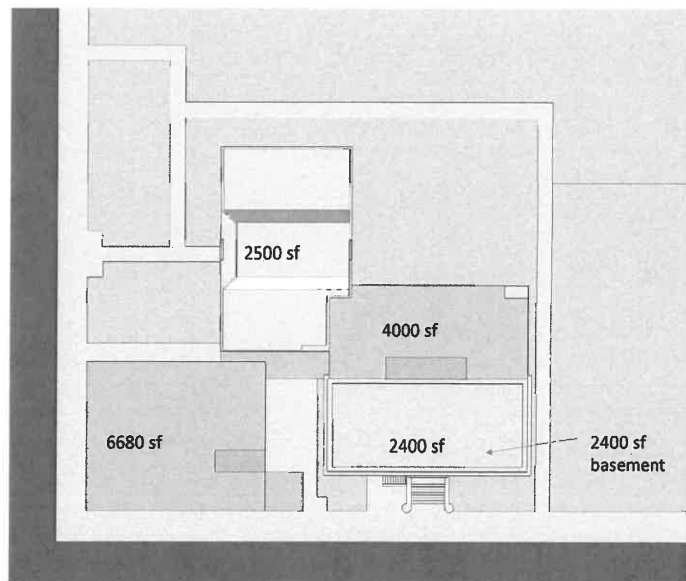
Upper Level:	SF	\$/SF	Subtotal \$
Central Core Addition	2000	\$500	\$1,000,000
Street Corner Addition	3340	\$500	\$1,670,000
<b>Total</b>	<b>17980</b>	<b>\$419</b>	<b>\$7,525,000</b>

Miller Building	SF	\$/SF	Subtotal \$
Building Demolition	6000	\$50	\$300,000

Construction	\$7,825,000
Market Factor (10%)	\$782,500.0
Soft Costs (30%)	\$2,382,250.0
<b>TOTAL PROJECT COST</b>	<b>\$11,189,750</b>

NEW LIBRARY	SF	\$/SF	Subtotal \$
New Library (Bldg + Site)	17980	\$650	\$11,687,000

Construction	\$11,687,000
Market Factor (10%)	\$1,168,700.0
Soft Costs (30%)	\$3,856,710.0
<b>TOTAL PROJECT COST</b>	<b>\$16,712,410</b>



# Dixon Public Library | Organizational Strategies

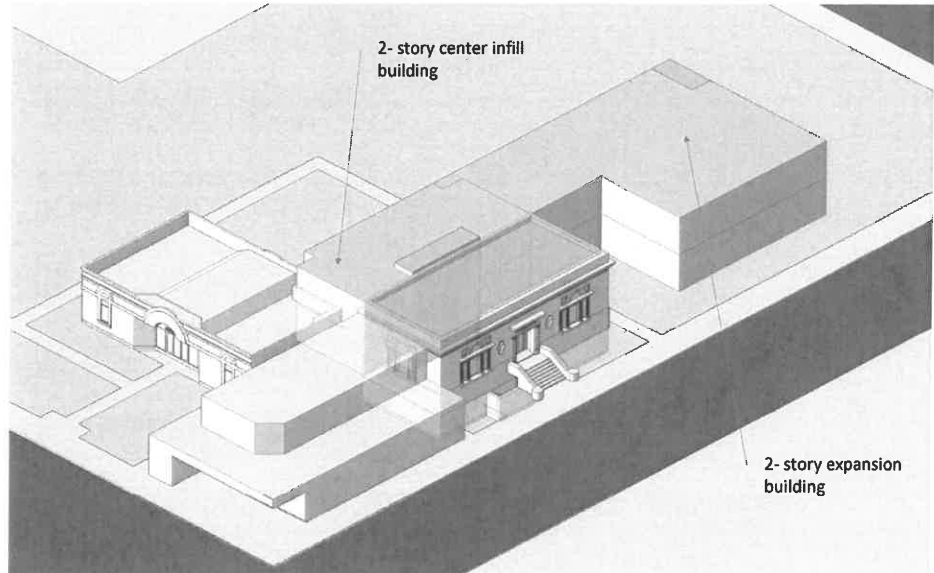
## Strategy 3: Expand the Park

### Pros:

- Link parcel with park landscape
- New image statement
- Library can operate during part of construction
- Use of vacant land in City center
- Future expansion to corner
- No demolition required
- Phasing capability
- On-site parking possible

### Cons:

- Linear organization / staffing supervision needs to be decentralized
- Lot line adjustment



# Dixon Public Library | Organizational Strategies

## Strategy 3: Expand the Park

### PROPOSED LIBRARY TRANSFORMATION

Basement:	SF	\$/SF	Subtotal \$
Carnegie Renovation	2400	\$250	\$600,000
Addition	0	\$0	\$0

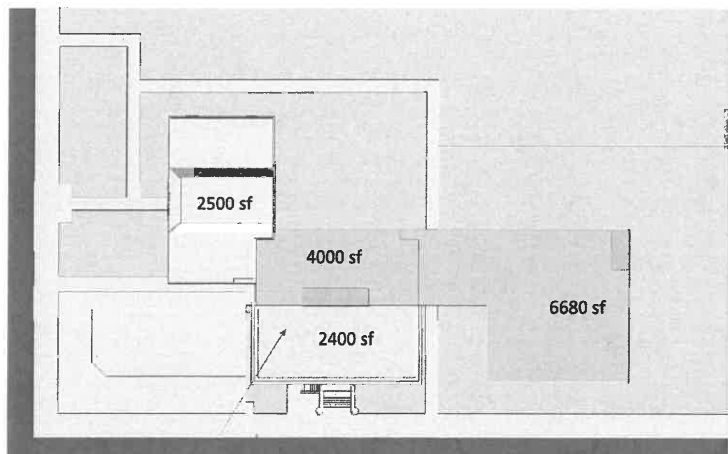
Main Level:	SF	\$/SF	Subtotal \$
Carnegie Renovation	2400	\$400	\$960,000
Library Renovation	2500	\$250	\$625,000
Central Core Addition	2000	\$500	\$1,000,000
East Parcel Addition	3340	\$500	\$1,670,000

Upper Level:	SF	\$/SF	Subtotal \$
Central Core Addition	2000	\$500	\$1,000,000
East Parcel Addition	3340	\$500	\$1,670,000
<b>TOTAL</b>	<b>17980</b>	<b>\$419</b>	<b>\$7,525,000</b>

Construction	\$7,525,000
Market Factor (10%)	\$752,500.0
Soft Costs (30%)	\$2,483,250.0
<b>TOTAL PROJECT COST</b>	<b>\$10,760,750</b>

NEW LIBRARY	SF	\$/SF	Subtotal \$
New Library (Bidg + Site)	16270	\$650	\$10,575,500

Construction	\$10,575,500
Market Factor (10%)	\$1,057,550.0
Soft Costs (30%)	\$3,489,915.0
<b>TOTAL PROJECT COST</b>	<b>\$15,122,965</b>



2400 sf basement

# Dixon Public Library | Organizational Strategies

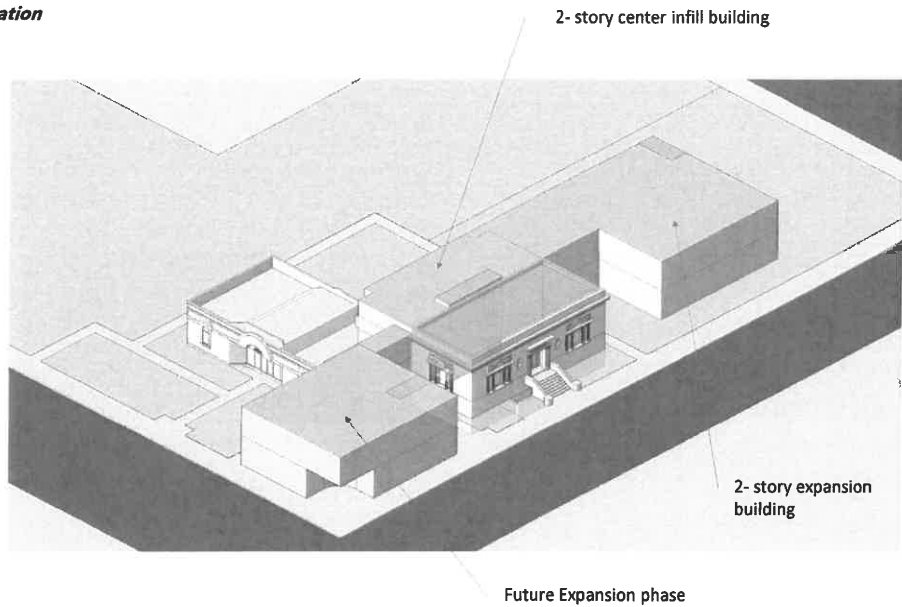
## Strategy 4: Committee Recommendation

### Pros:

- Link parcel with park landscape
- New image statement
- New entrance location possible
- Library can operate during part of construction
- Use of vacant land in City center
- Future expansion to corner
- Phasing capability
- On-site parking possible

### Cons:

- Linear organization / staffing supervision needs to be decentralized
- Lot line adjustment



# Dixon Public Library | Organizational Strategies

## Strategy 4: Committee Recommendation

### PROPOSED LIBRARY TRANSFORMATION

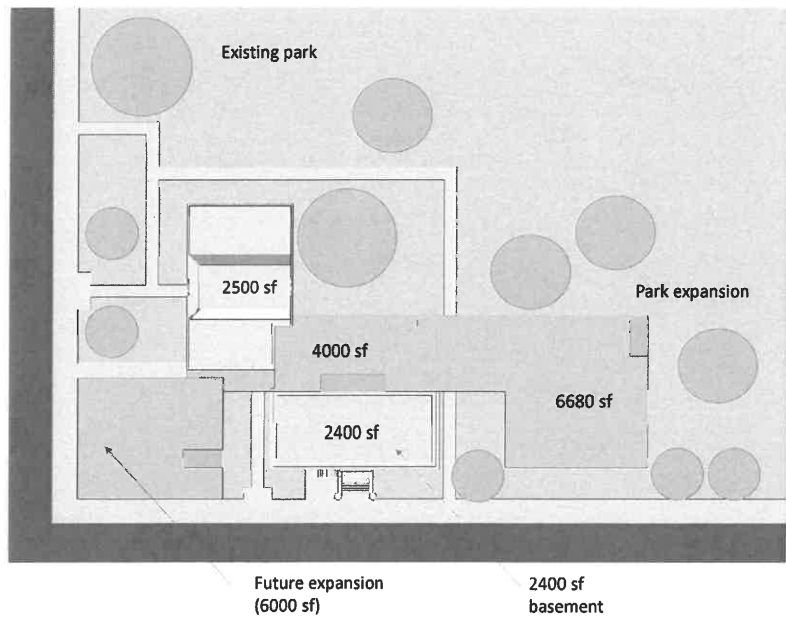
Basement:	SF	\$/SF	Subtotal \$
Carnegie Renovation	2400	\$250	\$600,000
Addition	0	\$0	\$0

Main Level:	SF	\$/SF	Subtotal \$
Carnegie Renovation	2400	\$400	\$960,000
Library Renovation	2500	\$250	\$625,000
Central Core Addition	2000	\$500	\$1,000,000
East Parcel Addition	3340	\$500	\$1,670,000

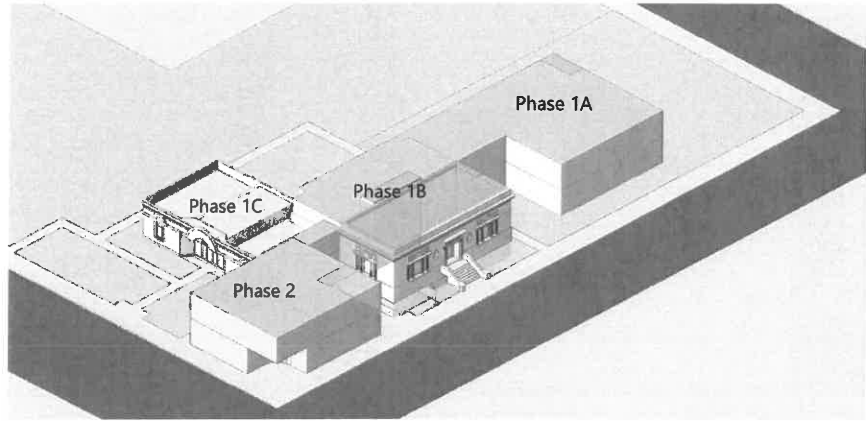
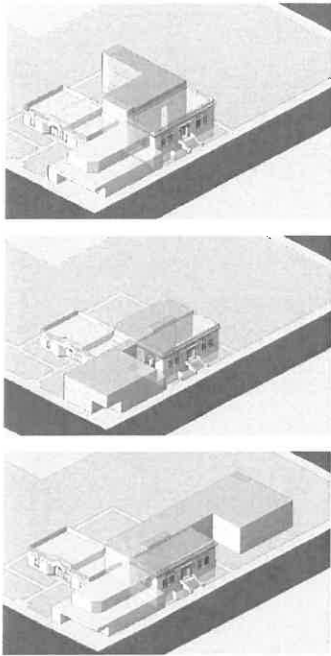
Upper Level:	SF	\$/SF	Subtotal \$
Central Core Addition	2000	\$500	\$1,000,000
East Parcel Addition	3340	\$500	\$1,670,000
<b>Total</b>	<b>17980</b>	<b>\$419</b>	<b>\$7,525,000</b>

Construction	\$7,525,000
Market Factor (10%)	\$752,500.0
Soft Costs (30%)	\$2,483,250.0
<b>TOTAL PROJECT COST</b>	<b>\$10,760,750</b>

Future Expansion	SF	\$/SF	Subtotal \$
Building Demolition	6000	tbd	
Street Corner Addition	6000	tbd	
Park Improvements		tbd	



## Dixon Public Library | Organizational Strategies



### Committee Recommendation

- Plan for needs of 2018 within Phases 1A-C (yellow)
- Allow for expansion of projected future needs in Phase 2 (blue)



## Project Plan | Next Steps

- |   |                              |
|---|------------------------------|
| ▪ Executive Committee Workshop #1: Vision & Trends    | - August 24 <sup>th</sup>    |
| ▪ Dixon Library Board Presentation                    | - September 13 <sup>th</sup> |
| ▪ Executive Committee Workshop #2: Goals & Needs      | - October 26 <sup>th</sup>   |
|   |                              |
| ▪ Library Site Review/Assessment                      | - September-October          |
| ▪ Library Improvement Strategies                      | - October- November          |
| ➔ ▪ Dixon Library Board Workshop                      | - December 13 <sup>th</sup>  |
| ▪ Executive Committee Workshop #3: Concept Design     | - Dec - Jan: TBD             |
|   |                              |
| ▪ Executive Committee Workshop #4: Draft Improvements | - January: TBD               |
| ▪ Cost Analysis                                       | - February: TBD              |
| ▪ Presentation of Library Vision Plan                 | - February- March: TBD       |

IMAGINE

DESIGN

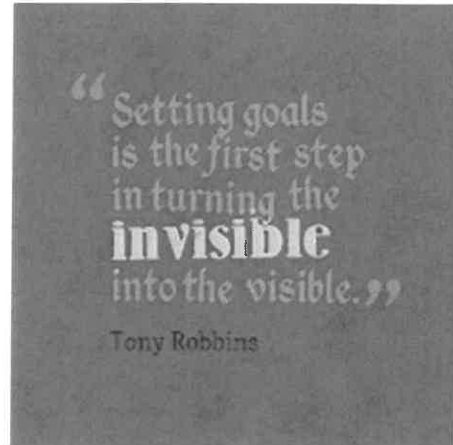
CREATE



# Dixon Library Board Workshop | Agenda

Date: December 13<sup>th</sup>, 2018

- Update on Committee Workshops #1 & #2
- Review Dixon Library Demographics
- Discuss/Confirm JKAE Recommendation(s):
  - Plan for needs of today (2018) now and within a phased design; modernization, transformation & expansion
  - Address projected square footage needs based upon continued population growth as part of future expansion
- Review organizational expansion strategies
- Discuss/Confirm Committee Recommendation: Strategy #4
- Next Steps



Subject: SECOND Reading: Board Policy 3070, Continuity of Service  
 Date: November 8, 2018  
 Agenda Item #: 8.A.1  
 Consent  
 Public Hearing  
 Information  
 Discussion  
 Action

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

**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

100

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 following 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: SECOND Reading Board Policy: 5001, Financial Audits  
Date: November 8, 2018  
Agenda Item #: 8.A.3  
 Consent  
 Public Hearing  
 Information  
 Discussion  
 Action

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

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. **102**

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.

103

Adopted 06/19/2006

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

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

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

\*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 Board of Trustees further establishes the following list of minimum fund amounts for certain of the funds listed in 5006.1 above ~~below~~

*This* list shall be reviewed at least annually at the time of budget adoption and revised as necessary.

<u>Assets</u>	<u>Balance as of September 30, 2018</u>	
	<u>Fund 426</u>	<u>Fund 428</u>
Cash in Treasury	\$1,061,989	\$ 802,311
Imprest Cash (Petty Cash)	700	-0-
Future loan redemption requirements	9,552	-0-
Land	427,021	1,175,043
Structures and improvements	741,027	-0-
Equipment	85,827	-0-
Reserve for building	.12	-0-
Construction in progress	-0-	-0-
Reserve for emergency operations	250,000	-0-
Reserve for capital acquisition	-0-	-0-

Reserve for building:

- \$650,000 for purposes of property acquisition and a new library facility – *currently not funded*

Reserve for emergency operations:

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

Reserves for Capital Acquisition

- \$50,000.00 for purposes of major asset replacement - *currently not funded*

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.

**Facilities Fees Fund**

Assets

Cash in Treasury

Construction in progress

Liabilities and Equities

Fund balance available

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

106

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

Date: November 8, 2018

Agenda Item #: 8.A.5

- Consent
- Public Hearing
- Information
- Discussion
- Action

Submitted and presented by: Interim Director, Roxanne Brown

Recommendation: Approve

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: State of California Public Library Survey/Report

Date: November 8, 2018

Agenda Item #: 11.B.

- Consent
- Public Hearing
- Information
- Discussion
- Action

Submitted and presented by: Acting Interim Director, Roxanne Brown

Recommendation: Approve

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This survey/report was sent in on October 29, 2018. It was a team effort to complete this survey/report – thank you staff!

**DIXON PUBLIC LIBRARY DISTRICT 2017-18**

**Public Library Survey**

The report incorporates data elements requested by the Public Library Statistics Cooperative coordinated by the Institute of Museum and Library Services.

In financial sections, report whole dollars only, omit cents.

Enter "0" if the entry is zero. If an item does not apply or the figure is unknown, enter "N/A", do not repeat last year's figure if the figure for this year is unknown.

If an exact figure is not available but the amount is known to be greater than zero, please enter an estimate of the amount.

The due date for completion of this year's annual report is November 2, 2018.

**Directory Update #1-45**

Your Directory information, as it currently exists in our files, is provided. Please review this data and make updates or corrections. Please notify CSL for major address changes only.

1.Library ID	M629
2.FSCS ID	CA0033
3.Short Name	Dixon Dist
4.Library Name	DIXON PUBLIC LIBRARY DISTRICT

**Director's Contact Information**

Director (If position is not filled, enter "VACANT" in 6 and leave 7 & 8 blank)

5.Courtesy Title	Ms.
6.Director First Name	Roxanne
7.Director Middle Name	Dionne
8.Director Last Name	Brown
9.Director Title	Acting Interim Library Director

**DIXON PUBLIC LIBRARY DISTRICT 2017-18**

**Physical Address**

Street address of main library or headquarters, including city, ZIP and ZIP+4. Please do not make minor changes to the address unless there is an obvious error or a completely new address.

10.Street Address	230 N. FIRST ST.
11.City	DIXON
12.Zip	95620
13.Zip +4	3028

**Mailing Address**

Mailing address or Post Office Box, including city, ZIP and ZIP+4 for mailing. Repeat the street address if it is the same as the mailing address. NOTE: Please notify us of major changes only to the address for an obvious error or when a completely new address is needed.

14.Mailing Address	230 N. FIRST ST.
15.Mailing City	DIXON
16.Mailing Zip	95620
17.Mailing Zip +4	3028

**Library Contact and Service Info**

18.Public Phone Number - Administration	7076785447
19.Reference Phone Number	(707) 685-7447
20.Fax	(707) 678-3515
21.TDD for Deaf	-1
22.Library Director's Email address	brownr@dixonlibrary.com
23.Library Public Email address	reference@dixonlibrary.com
24.Library's Web Address	http://www.dixonlibrary.com
25.ILL Period # of weeks	4
26.ILL Photocopy free up to 10 pages?	Yes
27.Copy fee. ONLY if answer to #26 is No; otherwise, leave blank.	
28.Name of person completing this survey	Roxanne Dionne Brown
29.Phone # of person completing this survey	(707) 678-1805
30.Email address of person completing this survey	brownr@dixonlibrary.com

**DIXON PUBLIC LIBRARY DISTRICT 2017-18**

**Library Codes**

**CSL USE ONLY**

31.Size Square Mile	196.00
32.Interlibrary Relationship code	Member of a Federation or Cooperative
33.Legal Basis Code	School District
34.Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
35.FSCS Public Library Definition	Yes
36.Geographic Code	School District (exactly)
37.Legal Service Area Boundary Change	No
38.Library Type	Special District Library
40.County	Solano
41.CLSA System Library	NorthNet Library System
43.State	California
44.Fiscal Year	2017-18
45.Institute Code	Public

**Population and Outlets #201-212**

Population served by the library jurisdiction, estimate for January 1, of report year, certified by the State Library. Figures are drawn from the Demographic Research Unit of the State Department of Finance and are intended to represent as accurately as possible the actual number of persons served and taxed for service, with no persons counted twice or credited to more than one library. Many county libraries are not credited with the entire county population, for their boundaries contain cities or districts independently supplying service. District libraries typically serve an unincorporated area larger than their central city. A few municipal libraries serve unincorporated county areas under contract with the county.

201.Population of The Legal Service Area	28,336
202.Population of Children Ages Under 5 <sup>1</sup>	1,814
203.Population of Children Ages 5-14 <sup>2</sup>	5,384
204.Registered Users as of June 30	5,461
205.Children Borrowers <sup>3</sup>	0

**DIXON PUBLIC LIBRARY DISTRICT 2017-18**

**Outlets**

Total number of public service outlets including fixed building outlets and mobile libraries. Only vehicles themselves, not mobile library stops, are counted within total outlets.

206.# of Central Libraries	1
207.# of Branch Libraries	0
208.# of Stations	0
209.# of Branches and Stations	0
210.# of Bookmobiles	0
211.Total # of Outlets	1
212.Total Square Footage <sup>4</sup>	8,000

**Library Staff #251-259**

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not.

To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

Enter next all other support persons not called Librarian. This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.

251.Total count of persons employed - full and part time	19.00
252.ALA Librarians (FTE) who have accredited ALA Masters	2.00
253.FTE Total Librarians (ALA or other)	3.70
254.FTE Special Professionals	0.50
255.FTE Library Technical Assistants	2.00
256.FTE Other	3.50
257.All Support Staff FTE	6.00
258.Staff FTE	9.70
259.FTE Volunteers (Average FTE per week - not hours)	0.00

**DIXON PUBLIC LIBRARY DISTRICT 2017-18**

**Income - for Operational Expenses #301-307**

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.) Report whole dollars only (omit cents).

**Local Income**

301.Local Government (all sources)	\$1,436,514
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**State Income**

302.State Funds (e.g. CLSA)	\$0
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**Federal Income**

303.Federal Funds (e.g. LSTA or other)	\$0
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**Other Income**

304.All Other Operating Income	\$27,346
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**Total Income**

305.Total Operating Income	\$1,463,860
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**CSL Programs Income**

**CSL USE ONLY**

307.CA Literacy Services	\$0
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**DIXON PUBLIC LIBRARY DISTRICT 2017-18**

**Income - for Capital Outlay #309-313**

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report whole dollars only (omit cents). Note that the amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal. Report federal, state, local, and other revenue to be used for major capital expenditures.

309.Local Government (taxes and allocations)	\$52,562
310.State Funds	\$0
311.Federal Funds	\$0
312.Other Income	\$5,825
313.Total Capital Outlay Income	\$58,387

**Standard Operating Expenditures #401-411**

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category. Report whole dollars only, omit cents. Include local, state, federal, and other funding sources.

**Staff Expenditures**

401.Salary & Wages Expenditures	\$546,434
402.Employee Benefits Expenditures	\$116,365
403.Total Staff Expenditures	\$662,799

**DIXON PUBLIC LIBRARY DISTRICT 2017-18**

**Collection Expenditures**

404.Print Materials Expenditures (except Serials)	\$43,059
405.Print Serial Subscription Expenditures	\$3,717
406.Total Print Materials Expenditures	\$46,776
407.Electronic Materials Expenditures	\$10,375
408.Other Materials Expenditures	\$14,564
409.Total Collection Expenditures	\$71,715

**Other Expenditures**

410.All Other Operating Expenditures <sup>5</sup>	\$426,709
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**Operating Expenditures**

411.Total Operating Expenditures	\$1,161,223
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**Capital Expenditures #500**

Capital expenditures. Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

500.Total Capital Expenditures	\$5,825
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**Specific Expenditures #501-503**

501-503, Detail on selected special expenditures included in Standard Operational Expenditures

501.Preservation	\$0
502.Expenditures on Childrens Materials	\$20,000
503.Adult Literacy Program	\$2,500

**DIXON PUBLIC LIBRARY DISTRICT 2017-18**

**Collections #601-619**

The entire collection of books, periodicals, and other materials in a library.

601.Childrens Books Added	1,630
602.Books Children Held as of June 30	19,651
603.Books Young Adult Held as of June 30	4,185
604.# of Cataloged Books Added	2,848
605.# of Book Titles Added Cataloged in Collection	2,300
606.Total Books Held as of June 30	43,512
607.# of Government Documents in Separate Collections	-1
608.Total Print Materials Held	43,512
609.# of Electronic Books in Collection <sup>5</sup>	12,966
610.# of Physical Audio Materials in Collection	2,179
611.# of Downloadable Audio Materials in Collection <sup>7</sup>	6,119
612.# of Physical Video Materials in Collection	3,294
613.# of Downloadable Video Materials in Collection <sup>8</sup>	294
614.a.# of Electronic Collections through Local and Other Funding in Collection	17
614.b.# of Electronic Collections through State Funding in Collection	0
614.c.# of Electronic Collections	17
615.# of Current Print Serial Subscriptions	120
616.Number of records in library catalog as of June 30	50,321
617.# of Childrens Audio Materials in Collection	387
618.# of Childrens Video Materials in Collection	832
619.Equipment collection	0

**Library Services, Annual #800-827**

Report annual totals in this section.

**Hours**

800.Hours Open, All Outlets	2,644
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**DIXON PUBLIC LIBRARY DISTRICT 2017-18**

**Visits**

801.Library Visits <sup>9</sup>	84,136
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**Reference**

Reference transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

Information sources include (a) printed and non-printed material including the internet; (b) databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.

When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.

If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions except as noted above. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where are the 600s? Can you help me make a photocopy?"

NOTE: If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. [If the sample is done four times a year, multiply totals by 13, if done twice a year, multiply by 26, if done only annually, multiply by 52.] A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

802.Reference Questions	10,032
802a.Technology assistance <sup>10</sup>	1,664

**Circulation**

Circulation of all materials of all types including renewals.

Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

Counting Electronic Items Resource Sheet

803.Physical Item Circulation	59,496
804.Circulation of Childrens Materials	17,991
805.Circulation of Non English Materials	1,297
807.Circulation of Electronic Materials	2,693
808.Successful Retrieval of Electronic Information	4,797
809.Electronic Content Use <sup>11</sup>	7,490
810.Total Circulation	62,189
811.Total Collection Use	66,986

**DIXON PUBLIC LIBRARY DISTRICT 2017-18**

**Inter-Library Loans**

Number of items borrowed and lent by reporting library on interlibrary loan from other libraries. Includes photocopies sent in lieu of ILL.

812.ILL loans to others	18,352
813.ILL loans received	11,203

**Programs**

New Note: If a program serves multiple age groups, select the one age group below that best matches the program's target or majority audience.

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Report the number of programs and attendance, by age group/type.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: Pre-school is defined as 0 through 5 years, and school-age as 6 through 11 years. The National Center for Education Statistics (NCES): Children and Young Adults Defined (Services and Resources for Children and Young Adults in Public Libraries [August 1995, NCES 95357]) defines children as persons age 11 years and under. The Young Adult Library Services Association (YALSA) defines young adults as age 12 through 18.

**DIXON PUBLIC LIBRARY DISTRICT 2017-18**

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**Pre-School**

Pre-school is defined as 0 through 5 years.

A pre-school children's program is any planned event for which the primary audience is pre-school children ages 0 to 5 years and which introduces the group of pre-school children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Pre-School children's programs may cover use of the library, library services, or library tours. Pre-School children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.

Count all pre-school children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not pre-school children's programs sponsored by other groups that use library facilities. If pre-school children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for pre-school children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Annual Pre-School Children's Program Attendance is the actual count over the course of a year of the attendance, both adults and children, at programs which have all or a portion of their target market intended for children ages 0 to 5 years.

\*Please count all patrons that attend pre-school-age programs regardless of age.

Note: Pre-school is defined as 0 through 5 years, and school-age as 6 through 11 years. The National Center for Education Statistics (NCES): Children and Young Adults Defined (Services and Resources for Children and Young Adults in Public Libraries [August 1995, NCES 95357]) defines children as persons age 11 years and under. The Young Adult Library Services Association (YALSA) defines young adults as age 12 through 18.

814.# of Pre School Programs	166
815.Pre-School Program Attendance	1,680

**DIXON PUBLIC LIBRARY DISTRICT 2017-18**

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**School Aged**

School Aged is defined as 6 through 11 years.

A school-age children's program is any planned event for which the primary audience is school-age children ages 6 to 11 years and which introduces the group of school-age children attending to any of the broad range of library services or activities for children or which directly provides information to participants. School-age children's programs may cover use of the library, library services, or library tours. School-age children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.

Count all school-age children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include school-age children's programs sponsored by other groups that use library facilities. If school-age children's programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for school-age children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Annual School-Age Children's Program Attendance is the actual count over the course of a year of the attendance, both adults and children, at programs which have all or a portion of their target market intended for children ages 6 to 11 years.

\*Please count all patrons that attend school-age children's programs regardless of age.

Note: Pre-school is defined as 0 through 5 years, and school-age as 6 through 11 years. The National Center for Education Statistics (NCES): Children and Young Adults Defined (Services and Resources for Children and Young Adults in Public Libraries [August 1995, NCES 95357]) defines children as persons age 11 years and under. The Young Adult Library Services Association (YALSA) defines young adults as age 12 through 18.

816.# of School Aged Programs	29
817.School Aged Program Attendance	3,080



**DIXON PUBLIC LIBRARY DISTRICT 2017-18**

**Young Adult**

Young Adult age is defined as 12 through 18 years and includes 18 year olds. The Young Adult Library Services Association (YALSA) defines young adults as age 12 through 18.

A Young Adult program is any planned event for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events.

Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for young adult delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Annual Young Adult Program Attendance is the actual count over the course of a year of the attendance, both adults and children, at programs which have all or a portion of their target market intended for young adults.

Note: Pre-school is defined as 0 through 5 years, and school-age as 6 through 11 years. The National Center for Education Statistics (NCES): Children and Young Adults Defined (Services and Resources for Children and Young Adults in Public Libraries [August 1995, NCES 95357]) defines children as persons age 11 years and under. The Young Adult Library Services Association (YALSA) defines young adults as age 12 through 18.

\*Please count all patrons that attend the young adult programs regardless of age.

818.# of Young Adult Programs	3
819.Young Adult Program Attendance	76

**DIXON PUBLIC LIBRARY DISTRICT 2017-18**

**Adult**

Adults are 19 years or older.

An adult program is any planned event for which the primary audience is adult and which introduces the group of adults attending to any of the broad range of library services or activities for adults or which directly provides information to participants. Adult programs may cover use of the library, library services, or library tours. Adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs, instruction and reading events.

Count all adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include adult programs sponsored by other groups that use library facilities. If adult programs are offered as a series, count each program in the series For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, or services to homebound.

Annual Adult Program Attendance is the actual count over the course of a year of the attendance, both adults and children, at programs which have all or a portion of their target market intended for adults.

\*Please count all patrons that attend the adult programs regardless of age.

820.# of Adult Programs	38
821.Adult Program Attendance	246

**Offsite**

An offsite program is any program sponsored or cosponsored by the library that takes place outside a library facility (including bookmobiles) or off library grounds regardless of primary target audience. This would include visits by library staff or volunteers to a school, adult center, etc., or programs provided via popup mobile units.

Count all programs held off-site that are sponsored or co-sponsored by the library. Do not include programs sponsored by other groups that use library facilities/resources. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Annual Off-site Program Attendance is the actual count over the course of a year of the attendance, both adults and children, at programs which have been sponsored or cosponsored by the library that takes place outside a library facility (including bookmobiles) or off library grounds regardless of primary target audience.

Note: These programs should also be included in responses for above age-related programming/ attendance.

822.Offsite Programs - Number	16
823.Offsite Programs - Attendance	2,670

**DIXON PUBLIC LIBRARY DISTRICT 2017-18**

**Total**

Annual Children's Program Attendance is the actual count over the course of a year of the attendance, both adults and children, at programs which have all or a portion of their target market intended for 11 years and younger. A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events. Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

824.# of Children's Programs	195
825.Childrens Program Attendance	4,760
826.Total # of Programs	236
827.Total Program Attendance	5,082

**DIXON PUBLIC LIBRARY DISTRICT 2017-18**

**Salary Survey #901-918**

Complete entries for this reporting year . Report beginning step and final step of monthly salary range in whole dollars; omit cents. If payment is made in other than monthly increments, compute monthly equivalent. Only nine positions are surveyed; do not add positions of your library not included on the survey. If your library has more than one class of position as described, report the highest salary range. The first 6 positions (items 901-910) are considered professional Librarian classes. Lib. Tech. Asst. is a paraprofessional class, sometimes called Library Technician; it requires specialized training or job skills/experience but does not require an MLS.

901.Beginning Salary for Director	\$8,214
902.Final Salary for Director	\$8,214
903.Beginning Salary for Assistant Director	\$0
904.Final Salary for Assistant Director	\$0
905.Beginning Salary for Chief Library Division	\$4,195
906.Final Salary for Chief Library Division	\$5,114
907.Beginning Salary for Branch Librarian	\$0
908.Final Salary for Branch Librarian	\$0
909.Beginning Salary for Entry Level Librarian	\$3,682
910.Final Salary for Entry Level Librarian	\$4,491
911.Beginning Salary for Journeyman Librarian	\$0
912.Final Salary for Journeyman Librarian	\$0
913.Beginning Salary for Library Tech Assistant	\$3,314
914.Final Salary for Library Tech Assistant	\$4,037
915.Beginning Salary for Clerk	\$2,144
916.Final Salary for Clerk	\$2,614
917.Beginning Salary for Manager of Special Library Service (non-MLS)	\$0
918.Final Salary for Manager of Special Library Service (non-MLS)	\$0

**Library Community Development and Support Information #919-923**

919.Did your library provide support for vulnerable populations in the community?	Yes
920.Did your library support your users' personal economic development?	Yes
921.Did your library play a role in responding to, or building resilience after, a crisis in the community?	No
922.Did your library support your users' personal learning and knowledge development?	Yes
923.Did your library help to develop social capital in your community?	No

**Electronic Services #856-863**

Does the library utilize discounts on Telecommunications services available through the California Teleconnect Fund administered by the California Public Utilities Commission?

856.Library Utilizes CA Teleconnect Fund	No
857.Library Utilizes the E-Rate Program	Yes
858.CIPA Compliant	Yes

**Public Access Computers**

Public Access Computer data as well as public use Internet data.

859.Annual Uses of Public Internet Computers	8,698
860.Virtual Visits to the library website <sup>12</sup>	26,520
861.Wireless Sessions Per Year	-1
862.Does your library use RFID	No
863.# of Internet Terminals	14

**Referenda #870-877**

Please leave blank if no referenda occurred during the report year. Do not report referenda from prior years.

870.Referenda Election Date	
871.Referenda Local Agency	
872.Referenda Funding Purpose	
873.Referenda Type of Tax	
874.Referenda Percentage of Yes Votes	
875.Referenda Vote Require	
876.Referenda Vote Outcome	
877.Referenda Notes	

**Mobile Libraries #1-31**

Definition - A bookmobile is a traveling branch library. It consists of at least all of the following:

- a truck or van that carries an organized collection of library materials;
- a paid staff; and
- regularly scheduled hours (bookmobile stops) for being open to the public.

If you reported on operation of a mobile library in the previous report year, a record is provided to you for each mobile library operation you reported, indicating your last year's description of that operation. Where corrections or updates are appropriate, please make those changes in the space provided.

Please contact support@countingopinions.com if you have new or closed mobile libraries to report.

If no bookmobiles then leave blank.

**Physical Address**

Street Address. (CSL only) Street address where bookmobile is stationed when not in use, including city, county, ZIP and ZIP+4. NOTE: Please notify us of major changes to the address only such as an obvious error or a completely new address is needed.

**Bookmobile Info**

**Bookmobile Stops / Hours**

**Staff**

**Counts**

**DIXON PUBLIC LIBRARY DISTRICT 2017-18**

**Library Outlet #1-44**

Include all branches, stations, and central libraries. Do not include in this report any administrative headquarters that are not public service outlets, do not include other outlets or deposit only locations.

Complete one set of forms/input screens for each fixed-facility public service outlet.

New Library Outlets: Please contact Lindsay Thompson at Counting Opinions 1-800-521-4930 or llt@countingopinions.com with the location information (name, address, contact) and she will add it and map it for the directory.

Closed Outlets: If an outlet for which we have provided you a California Library Outlets Survey was closed during this report year write a note in the notepad icon explaining this. Please also include the date the outlet closed if that is easily available. Enter any data for the time period the outlet was open.

Updates to Existing Outlets: On the California Library Outlets Survey, you do not need to provide any response where there is no change in data from that which is indicated as currently in our file. Date built, date remodeled, # of square feet are all examples of data which probably has not changed.

**Outlet Information**

Location	1. FSCSKey	2. State assigned identification number	3. Library Code	4. Short Name	5. Legal Name
DIXON UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT	CA0033	M629	M629.001	Dixon Dist	DIXON PUBLIC LIBRARY

**Physical Address**

Street address of outlet as of June 30th, including city, ZIP and ZIP+4. NOTE: Please notify us of major changes only to the address for an obvious error or when a completely new address is needed.

Location	6. Physical Street Address	7. City	8. Zip Code	9. Zip+4 Code
DIXON UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT	230 N. FIRST ST.	DIXON	95620	3018

**DIXON PUBLIC LIBRARY DISTRICT 2017-18**

**Mailing Address**

Mailing Address. (CSL only). Mailing address of outlet, including city, county, ZIP and ZIP+4 for mailing. This is particularly important if it is different from street address. The street address is repeated if it is the same as the mailing address. Note: Please notify us of major changes only to the address for an obvious error or when a completely new address is needed.

Location	10. Mailing Street Address	11. Mailing City	12. Mailing Zip Code	13. Mailing Zip +4	14. County
DIXON UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT	230 N. First St.	Dixon	95620	3028	Solano

**Contact / Information**

Location	15. Fax	16. Phone	17. Outlet Type Code	18. Facility Owned By	19. Facility Update Needs
DIXON UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT	(707) 678-3515	7076785447	Central	Special District	Not Applicable

**Counts / Hours**

Location	20. Population Served	21. Total Outlet Staff FTE	22. Hours Open, Weekly	23. Hours Open, Annually	24. Weeks Open, Annually
DIXON UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT	28,336	11.00	54.00	2,644	52

**Holdings, Circulation & Expenditures**

Location	25. Volumes Held	26. Circulation	27. Total Outlet Operating Expenditures
DIXON UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT		59,496	

**DIXON PUBLIC LIBRARY DISTRICT 2017-18**

**Facility**

Location	28. Year Built	29. Date Library Opened	30. Year Library Remodeled	31. Is this Outlet LEED certified?	32. Area in Square Feet of outlet
DIXON UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT	1912	06/1913	1990	No	8,000

**Facility**

Location	33. Reader Seats	34. Days Per Week Library is Open	35. Staffing - Clerical or Librarian	36. Seperate Quarters	37. Established Scheduled Hours	38. Adequacy of Facility
DIXON UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT	40	7	Yes	Yes	Yes	1

**Electronic Services**

Location	39. Public Access Computers	40. Connect Code	41. Wireless
DIXON UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT	14	40.1 Mbps - 1.0 Gbps (gigabits/second)	True

**Codes / ID**

Location	42. Metropolitan Status Code	43. FSCS Submission Year	44. Outlet Type Sort Code
DIXON UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT	Metropolitan Area, but Not Within Central City Limits	2017-18	

<sup>1</sup>, 202. The number was derived by taking the population of Dixon, CA Legal Service Area (28,336) and multiplying by 6.4%, the percentage provided by CA Dept of Finance.(0-2018-10-29)

<sup>2</sup>, 203. Derived number by multiplying population of 28,336, (Dixon, CA Legal Service Area) by 19% from 2016 American Fact Finder recommended by the CA. Dept. of Finance.(0-2018-10-29)

**DIXON PUBLIC LIBRARY DISTRICT 2017-18**

<sup>3</sup>, 205. The Dixon Public Library does not issue child/youth library cards. Staff is unsure how 2016/17 Survey Item #205 was reported when we do not issue child/youth library cards. Thank you.(0-2018-10-29)

<sup>4</sup>, 212. The Dixon Public Library excluding the basement is 6,000 square feet.(0-2018-10-29)

<sup>5</sup>, 410. I am unsure how expenditures were reported last year as I unable to locate last year's number in our budget.(0-2018-10-18)

<sup>6</sup>, 609. The increase in eBooks can be accounted for by looking at the number of Overdrive consortia partners that are now sharing their copies of books as well as an increase in items purchased based on increased availability of funds.(0-2018-10-29)

<sup>7</sup>, 611. Materials were counted incorrectly last year 2016-2017. Per the instructions for this section only items that were used by patrons and paid for by the library were included in this years survey.(0-2018-10-05)

<sup>8</sup>, 613. Materials were counted incorrectly last year 2016-2017. Per the instructions for this section only items that were used by patrons and paid for by the library were included in this years survey.(0-2018-10-05)

<sup>9</sup>, 801. 27/2018 Calculated using statistics for week ending 10/27/2018. Determined that equipment is not functioning properly. Gates to be replaced FY18/19.(0-2018-10-29)

<sup>10</sup>, 802a. Calculated using statistics from the week of ending Oct. 27, 2018.(0-2018-10-29)

<sup>11</sup>, 809. No data was reported last year 2016-2017 for 808. Successful Retrieval of Electronic Information accounting for the increase in this years' Electronic Content use.(0-2018-10-10)

<sup>12</sup>, 860. 2016-2017 Number reported was page views and not sessions. This accounts for large change in reported numbers.(0-2018-10-05)

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

Date: November 8, 2018

Agenda Item #: 11.C.

Consent

Public Hearing

Information

Discussion

Action

Submitted and presented by: Acting Interim Director, Roxanne Brown

Recommendation: Approve

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**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**

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**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)].

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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;

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- 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.

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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].

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**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.*

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**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.

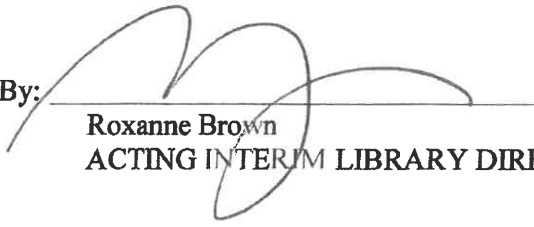
IN WITNESS WHEREOF, the Parties caused this AGREEMENT to be executed on the date indicated below.

By: John Gabby

John Gabby  
President, Board of Trustees  
DIXON PUBLIC LIBRARY DISTRICT

Dated: 8-9-18

By:



Roxanne Brown

ACTING INTERIM LIBRARY DIRECTOR

Dated:

07-28-2018