

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

7:00 p.m., Thursday, December 13, 2018

Board Workshop

**8:00 P.M.**, Thursday, December 13, 2018

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

**Board Workshop**

7:00 p.m. City of Dixon, Council Chambers

- Update of committee workshops 1 and 2
- Review Dixon Library demographics
- Discuss/confirm JKAE recommendations:
  - Plan for needs of 2018 and within a phased design; modernization; transformation and expansion
  - Address projected square footage needs based upon continued population growth as part of future expansion
- Review organizational expansion strategies
- Discuss/confirm committee recommendations: Strategy #4
- Next steps

**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. Liability Claims [Govt. Code 54956.95]  
Claimant: Steve Arozena
- D. Public Employee Performance Evaluation [Govt. Code 54957]  
Acting Interim Library Director

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**3. ANNOUNCEMENTS FROM CLOSED SESSION**

**4. BUSINESS MEETING**

- A. Pledge of Allegiance

**B. Oath of Office**

State law requires members of boards in the Department of Consumer Affairs to take an oath of office as provided in the California Constitution and the Government Code.

- Board members cannot begin their service or perform any official functions without first taking the oath of office.
- Every person who exercises any function of a public office without taking the oath of office, or without giving the required bond, is guilty of a misdemeanor.

- Unless otherwise provided, the oath may be taken before any officer authorized to administer oaths. The oath, certified by the officer administering the oath, must then be filed with the Secretary of State.

**Oath:**

"I, \_\_\_\_\_, do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter serving on the Dixon Public Library Board of Trustees."

- B. Roll Call of Trustees:  
John Gabby, President  
Luke Foster, Vice President  
Melissa Maseda, Member  
Caitlin O'Halloran, Member  
Jewel Fink, 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.

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**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 -**

**7. CORRESPONDENCE -**

**8. CONSENT AGENDA,**

**Pages 6 - 10**

- A. Approval of November 8, 2018 Agenda Minutes

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

**9. INFORMATION ITEMS,**

**Pages 11 - 24**

- A. November Net Position of Funds 426 and 428, Pages 11 - 12
- B. November Monthly Budget Status Funds 426 and 428, Pages 13 - 18
- C. Dixon Public Library Board Policy 3151, Supplemental Bilingual Pay, Pages 19-21

D. Public Facilities Impact Fees (Information requested by the Library Board),  
Pages 22- 24

Impact fees are payments required by local governments of new development for the purpose of providing new or expanded public capital facilities required to serve that development. Many local communities have expanded the use of impact fees to fiancé a wide variety of public facilities. The most widespread use of these fees is for sewer and water facilities, parks, and roads. Impact fees are also being used for schools, libraries and public facilities.

The imposition of a fee must be rationally linked (the "rational nexus") to an impact created by a particular development and the demonstrated need for related capital improvements pursuant to a capital improvement plan and program.

- 1) Where are the funds placed when the DPL receives?
  - Solano County Public Facilities Fees Agencies Summary through June 30, 2017, attached
- 2) Are Impact Fees considered 'developer' fees?
  - Description of Solano County Public Facilities Fees, attached
  - County Assessment Roll Increases for the Sixth Year in a Row - document

**10. DISCUSSION ITEMS**

None

**11. ACTION ITEMS,**

**Pages 25 - 65**

A. Annual Organizational Meeting

Each year, the Governing Board shall hold an annual organizational meeting. In any year in which a regular election of Library Board members is conducted, the organizational meeting shall be held within a 15-day period beginning from the date upon which a Library Board member elected at that election takes office. During non-election years, the meeting shall be held within the same 15-day period on the calendar. (Education Code 35143)

Within 15 days prior to the date of the annual meeting, the clerk of the Library Board, shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

At this meeting the Board shall:

- 1. Elect a president and a clerk and/or vice president from its members

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

2. Appoint the Library Director as secretary to the Board

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

3. Authorize signatures

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

4. Establishment of the 2019 Library Board of Trustee Calendar – 2019 Calendar included in the Board Packet, Pages 25 - 26

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

B. Second Reading of DPL Policies  
1) BP 1025 Core Principles for Provision of Library Services, Pages 27-37

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

2) BP 1020 Conflict of Interest, Pages 38 - 41

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

3) BP 3100 Vehicle Use and Cost Reimbursement – with changes, requested by Library Trustees, Pages 42 - 43

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

4) BP 3150 Compensation, Pages 44 - 46

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

5) BP 8000 Governing Board of Library Trustees, Page 47

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

- C. January 14, 2018 Professional Development Day. Library will be closed for Professional Development: CPR, Fire Drill, Active Shooter, and Evacuation procedures. Page 48

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

- D. Extension of Acting Interim Director's Contract - Amendment No. 2 to the Acting Interim Library Director Contract of Employment, Pages 49 - 61

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

*Board must state/read in public:*

Pursuant to Government Code Section 54953, Subdivision (c)(3). The Board provides this oral summary of the compensation for the part-time and temporary executive position of Acting Interim Library Director. The term of the contract will be extended, commencing December 21, 2018 and ending March 29, 2019. The salary to be paid shall remain at the rate of \$475.00 per day plus daily per diem stipend of \$100.00 per day worked, less all statutory deductions. The contract or amendment does not provide for any other compensation or benefits.

- E. Replacement of Security Gates, Bid \$33,703.84 plus an annual software renewal expense of \$99.00 per year: Tattle-Tape Clear Gate: The security gates at the library work sporadically at best (approximately 15 years old). The gates detect patrons entering and exiting the library as well as sound an alarm for materials that have not been checked out. The library staff voted on the design of the gates that would best serve the library and its patrons. Pages 62 - 65

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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.

### December Library Calendar:

- 6: Dixon Christmas Stroll Library closed at 3:00 p.m.
- 7: CalPERS Information Meeting with Staff at 9:00 a.m.
- 13: Morning Book Club, Maggie Murders @ 11:00 a.m.
- 13: Evening Book Club, The Distance Between Us @ 6:15 p.m.
- 13: Board Workshop at 7:00 p.m. with JKAE Design
- 13: Library Board of Trustees Board Meeting @ 8:00 p.m.
- 14: Library Staff Meeting @ 9:30 a.m.
- 15: Bay Area Bike Mobile for children and teens from 11:00 a.m.-2:00 p.m.
- 23: Library Closes at 5:00 p.m.
- 24 & 25: Library Closed
- 31: Library Closed
- Tuesdays: Baby Storytime @ 10:00 a.m.; Preschool Storytime @ 10:30 a.m.

Subject: November 8, 2018 Library Board Minutes  
Date: December 13, 2018  
Agenda Item #: 8.A.

- Consent
- Public Hearing
- Information
- Discussion
- Action

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

**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 –**

- *Meeting called to order by Vice-President Foster at 7:00 p.m.*

**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**

- *No announcements from Closed Session*

**4. BUSINESS MEETING**

- A. Pledge of Allegiance  
*All stood for Pledge*

- 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**

**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.

*None*

**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**

- *On behalf of the Library staff, Acting Interim Director, Roxanne Brown presented Member Garcia with a 'thank you' card and plant*

**7. CORRESPONDENCE – none**

- *None*

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

A. Approval of October 11, 2018 Agenda Minutes

Motion made by Member Garcia

Second Member Maseda

Ayes 4 Noes 0

*President Gabby was not present during this Agenda Item*

**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
- *Acting Interim Director, Brown directed to set up a Board Workshop with JKAE for December 13, 2018 at 7:00 p.m.*

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

A. Second Reading of DPL Policies

- 1) BP 3070 Continuity of Service, Pages 99 – 101

Motion made by Member O'Halloran  
 Second Member Maseda  
 Ayes 5 Noes 0

- 2) BP 5001 Financial Audits, Pages 102 and 103

Motion made by Member Maseda  
 Second Member O'Halloran  
 Ayes 5 Noes 0

- 3) BP 5006 Current Library District Funds, Pages 104 – 107

Motion made by Member Garcia  
 Second Member O'Halloran  
 Ayes 5 Noes 0

- 4) BP 5007 Categorization of Unspent Budget Funds at the End of the Fiscal Year, Pages 108 and 109

Motion made by Member O'Halloran  
 Second Member Garcia  
 Ayes 5 Noes 0

- 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 \_\_\_\_\_

- No motion was taken

- 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:*

Pursuant to Government Code Section 54953, Subdivision (c)(3). The Board provides this oral summary of the compensation for the part-time and temporary executive position of Acting Interim Library Director. The term of the contract will be 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 Member Maseda

Second *Member O'Halloran*

Ayes 5 Noes 0

- *Governmental Code Section 54953, Subdivision (c)(3) was read by Vice-President Foster prior to the Library Board of Trustees voting on extension of Acting Interim Director, Brown's Contract.*

## 12. ADJOURNEMENT

Time: 8:20 p.m.

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### 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: November Net Position, Funds 426 and 428  
Date: December 13, 2018  
Agenda Item #: 9.A.

- Consent
- Public Hearing
- Information
- Discussion
- Action

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

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

BALANCE SHEET	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
<b>Assets (Trial Balance Report)</b>						
Cash in Treasury	\$ 1,083,917	\$ 13,251	\$ 13,251	\$ 4,990	38%	\$ 8,260
Imprest Cash	\$ 700	\$ -	\$ -	\$ 359,635	25%	\$ 1,083,000
Other assets	\$ 1,263	\$ -	\$ -	\$ -	0%	\$ -
Future Loan Redemption Requirement	\$ 9,552	\$ -	\$ -	\$ -	0%	\$ -
Land	\$ 427,021	\$ 14,095	\$ 14,095	\$ 16,911	120%	\$ (2,816)
Structures and Improvements	\$ 741,028	\$ -	\$ -	\$ 381,536	26%	\$ 1,088,444
Equipment	\$ 85,828	\$ -	\$ -	\$ -		\$ -
Intangibles	\$ 17,279	\$ -	\$ -	\$ -		\$ -
Construction-in-progress	\$ -	\$ -	\$ -	\$ -		\$ -
Allowance for Depreciation	\$ (676,183)	\$ -	\$ -	\$ -		\$ -
Total Assets	\$ 1,690,404	\$ -	\$ -	\$ -		\$ -
<b>Liabilities and Equities (Trial Balance Report)</b>						
Outstanding Warrants	\$ 5,160	\$ -	\$ -	\$ -		\$ -
Other Liabilities	\$ (5,883)	\$ -	\$ -	\$ -		\$ -
Due to Other Agencies'	\$ 8,030	\$ -	\$ -	\$ -		\$ -
Accrued Compensated Absences	\$ 9,552	\$ -	\$ -	\$ -		\$ -
Reserve - Other (Imprest Cash is \$700)	\$ 279,700	\$ -	\$ -	\$ -		\$ -
Fund Balance Available	\$ 1,065,830	\$ -	\$ -	\$ -		\$ -
Investments in General Fixed Assets	\$ 594,972	\$ -	\$ -	\$ -		\$ -
Appropriations	\$ (77,608)	\$ -	\$ -	\$ -		\$ -
Revenues less Expenditures	\$ (189,350)	\$ -	\$ -	\$ -		\$ -
Total Liabilities & Equities	\$ 1,690,404	\$ -	\$ -	\$ -		\$ -
Revenues less Expenditures	\$ -	\$ 77,607	\$ 77,607	\$ (189,350)		\$ (821,488)

Fund 428, Net Position as of November 30, 2018

BALANCE SHEET	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
<b>Assets (Trial Balance Report)</b>						
Cash in Treasury	\$ 805,284	\$ 82,000	\$ 82,000	\$ 103,409	126%	\$ (21,409)
Due from Other Agency	\$ -	\$ -	\$ -	\$ -	-	\$ -
Land	\$ 1,175,043	\$ -	\$ -	\$ -	-	\$ -
Construction-in-progress	\$ -	\$ 6,000	\$ 6,000	\$ 2,973	50%	\$ 3,027
Allowance for Depreciation	\$ -	\$ -	\$ -	\$ -	-	\$ -
Total Assets	\$ 1,980,327	\$ 88,000	\$ 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	\$ 49,950	\$ -	0%	\$ 49,950
Appropriations	\$ (38,050)	\$ -	\$ -	\$ -	0%	\$ -
Revenues less Expenditures	\$ 106,382	\$ 49,950	\$ 49,950	\$ -	0%	\$ 49,950
Total Liabilities & Equities	\$ 1,980,327	\$ 38,050	\$ 38,050	\$ 106,382		\$ -
Revenues less Expenditures	\$ -	\$ -	\$ -	\$ -		\$ -

Subject: November Monthly Status  
Date: December 13, 2018  
Agenda Item #: 9.B.

- Consent
- Public Hearing
- Information
- Discussion
- Action

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

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

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	25,382.43	156,674.93	0.00	279,782.07	36%
0001121	SALARY/WAGES-EXTRA HELP	109,977.00	24,000.00	11,628.47	57,263.90	0.00	76,713.10	43%
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	4,117.55	73,880.95	0.00	29,797.05	71%
0001220	FICA-EMPLOYER	41,876.00	0.00	2,831.34	16,434.35	0.00	25,441.65	39%
0001230	HEALTH INS-EMPLOYER	116,366.00	0.00	7,266.50	36,249.90	0.00	80,116.10	31%
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	1,977.60	2,102.43	0.00	-124.43	106%
0001260	DENTAL INS-EMPLOYER	8,606.00	0.00	583.42	2,959.69	0.00	5,646.31	34%
0001270	ACCRUED LEAVE CTO PAYOFF	0.00	0.00	0.00	813.74	0.00	-813.74	9999%
1000	SALARIES AND EMPLOYEE BEN	819,231.00	24,000.00	53,787.31	346,516.40	0.00	496,714.60	41%
2000	SERVICES AND SUPPLIES							
0002028	TELEPHONE SERVICES	9,626.00	0.00	532.31	3,507.07	0.00	6,118.93	36%
0002035	HOUSEHOLD EXPENSE	5,200.00	0.00	264.72	1,578.15	0.00	3,621.85	30%
0002050	INSURANCE-RISK MANAGEMENT	7,339.00	0.00	0.00	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	13,882.00	1,304.33	11,112.10	0.00	11,350.90	49%
0002140	MAINTENANCE-BLDGS & IMPRO	53,420.00	-7,000.00	2,897.22	13,153.96	0.00	33,266.04	28%
0002170	MEMBERSHIPS	4,607.00	0.00	0.00	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	-39.00	32.99	0.00	155.01	18%
0002178	CASH/INVENTORY SHORTAGE	0.00	0.00	8.50	11.90	0.00	-11.90	9999%
0002180	BOOKS & SUBSCRIPTIONS	7,875.00	0.00	1,960.00	4,960.20	0.00	2,914.80	63%
0002200	OFFICE EXPENSE	4,586.00	0.00	230.29	1,220.23	0.00	3,365.77	27%
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	171.36	171.36	0.00	417.64	29%
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	188.59	365.99	0.00	223.01	62%
0002235	ACCOUNTING & FINANCIAL SE	24,250.00	8,424.00	0.00	9,124.00	0.00	23,550.00	28%
0002239	LEGAL SERVICE	27,310.00	0.00	0.00	35,193.32	0.00	-7,883.32	129%

THU, DEC 06, 2018, 10:13 AM --req: GNDUPELL--leg: GL CP--loc: EXTERNAL--job:4497039 J2219----prog: GL569 <1.16>--report id: GLSMSR01

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

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

Fund	Fund Description	Object	Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
426	DIXON PUBLIC LIBRARY DISTRICT	0002245	CONTRACTED SERVICES	75,700.00	5,000.00	327.00	26,713.73	0.00	53,986.27	33%
		0002250	OTHER PROFESSIONAL SERVIC	53,869.00	0.00	10,095.30	10,950.45	0.00	42,918.55	20%
		0002261	SOFTWARE MAINTENANCE & SU	20,400.00	0.00	910.60	6,257.31	0.00	14,142.69	31%
		0002281	ADVERTISING/MARKETING	3,417.00	0.00	37.00	207.94	0.00	3,209.06	6%
		0002285	RENTS & LEASES - EQUIPMEN	11,052.00	14,265.43	882.62	19,158.53	0.00	6,158.90	76%
		0002295	RENTS & LEASES-BUILDINGS/	1,266.00	0.00	0.00	0.00	0.00	1,266.00	
		0002310	EDUCATION & TRAINING	2,000.00	8,000.00	0.00	0.00	0.00	10,000.00	
		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	3,219.87	9,982.20	0.00	13,017.80	43%
		0002323	LIBRARY JUVENILE BOOKS	20,000.00	0.00	326.68	3,047.46	0.00	16,952.54	15%
		0002324	LIBRARY PERIODICALS/MICRO	14,631.00	0.00	592.58	1,243.08	0.00	13,387.92	8%
		0002325	LIBRARY AUDIO-VISUAL	29,100.00	0.00	1,350.72	7,288.55	0.00	21,811.45	25%
		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	0.00	2,165.17	0.00	4,116.83	34%
		0002328	LIBRARY MATERIALS	15,000.00	0.00	1,752.49	2,020.29	0.00	12,979.71	13%
		0002335	TRAVEL EXPENSE	500.00	0.00	0.00	0.00	0.00	500.00	
		0002336	TRAVEL OUT-OF-STATE	3,500.00	0.00	0.00	0.00	0.00	3,500.00	
		0002337	MEALS/REFRESHMENTS	540.00	0.00	0.00	0.00	0.00	540.00	
		0002355	PERSONAL MILEAGE	1,168.00	0.00	0.00	213.55	0.00	954.45	18%
		0002360	UTILITIES	22,546.00	0.00	1,923.62	8,825.41	0.00	13,720.59	39%
		0002361	WATER	4,560.00	0.00	251.41	1,656.65	0.00	2,903.35	36%
2000	SERVICES AND SUPPLIES			486,462.00	42,571.43	29,188.21	208,284.80	0.00	320,748.63	39%
3000	OTHER CHARGES									
0003020	REFUND OF PRIOR YEAR CHAR			0.00	0.00	33.80	33.80	0.00	-33.80	9999%
3000	OTHER CHARGES			0.00	0.00	33.80	33.80	0.00	-33.80	9999%
4000	FIXED ASSETS									
0004303	EQUIPMENT			0.00	18,500.00	0.00	16,050.61	0.00	2,449.39	87%
0004521	INTANGIBLES: NON-DEPRECIA			1,609.00	0.00	0.00	0.00	0.00	1,609.00	
4000	FIXED ASSETS			1,609.00	18,500.00	0.00	16,050.61	0.00	4,058.39	80%

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

Fund	Fund Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
426	DIXON PUBLIC LIBRARY DISTRICT							
9000	TAXES							
0009001	CURRENT SECURED	358,115.00	0.00	0.00	0.00	0.00	358,115.00	
0009002	CURRENT UNSECURED	21,201.00	0.00	0.00	0.00	0.00	21,201.00	
0009003	PRIOR UNSECURED	449.00	0.00	0.00	0.00	0.00	449.00	
0009004	SUPPLEMENTAL SECURED	8,721.00	0.00	0.00	0.00	0.00	8,721.00	
0009005	PRIOR SECURED	143.00	0.00	0.00	0.00	0.00	143.00	
0009015	LIBRARY SALES TAX - MEASU	955,034.00	0.00	120,081.13	359,346.91	0.00	595,687.09	38%
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	120,081.13	359,510.61	0.00	1,034,955.39	26%
9400	REVENUE FROM USE OF MONEY/PROP							
0009401	INTEREST INCOME	8,337.00	0.00	0.00	5,072.63	0.00	3,264.37	61%
9400	REVENUE FROM USE OF MONEY	8,337.00	0.00	0.00	5,072.63	0.00	3,264.37	61%
9500	INTERGOVERNMENTAL REVENUES							
0009504	FISH & GAME	0.00	0.00	28.00	28.00	0.00	-28.00	9999%
0009505	STATE HIGHWAY RENTALS	0.00	0.00	1.60	1.60	0.00	-1.60	9999%
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	29.60	124.22	0.00	41,924.78	
9600	CHARGES FOR SERVICES							
0009603	PHOTO/MICROFICHE COPIES	4,537.00	0.00	333.00	1,566.20	0.00	2,970.80	35%
0009605	LIBRARY FINES	8,714.00	0.00	558.76	3,424.13	0.00	5,289.87	39%
9600	CHARGES FOR SERVICES	13,251.00	0.00	891.76	4,990.33	0.00	8,260.67	38%



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

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

Fund	Fund Description	Object	Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
426	DIXON PUBLIC LIBRARY DISTRICT									
9700	MISC REVENUES									
		0009702	CASH OVERAGE	0.00	0.00	0.20	98.23	0.00	-98.23	9999%
		0009703	OTHER REVENUE	0.00	6,120.00	11,218.68	11,218.68	0.00	-5,098.68	183%
		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	119.00	521.25	0.00	1,236.75	30%
9700	MISC REVENUES			5,758.00	6,120.00	11,337.88	11,838.16	0.00	39.84	100%
	Total Revenue			1,463,861.00	6,120.00	132,340.37	381,535.95	0.00	1,088,445.05	26%
	Total Expense			1,307,302.00	85,071.43	83,009.32	570,885.61	0.00	821,487.82	41%
						49,331.05	-189,349.66			

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

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

Fund	Fund Description	Budget	Adjustments	Mo Actual	YTD Actual	Encumbrance	Balance	Pct.
428	DIXON PUBLIC LIB DISTRICT-PFF							
2000	SERVICES AND SUPPLIES							
0002245	CONTRACTED SERVICES	49,950.00	0.00	0.00	0.00	0.00	49,950.00	
2000	SERVICES AND SUPPLIES	49,950.00	0.00	0.00	0.00	0.00	49,950.00	
9400	REVENUE FROM USE OF MONEY/PROP							
0009401	INTEREST INCOME	6,000.00	0.00	0.00	2,972.97	0.00	3,027.03	50%
9400	REVENUE FROM USE OF MONEY	6,000.00	0.00	0.00	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	0.00	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	
				0.00	106,382.24			

Subject:

Board Policy 3151 - Revision

Date:

December 13, 2018

Agenda Item #:

9.C.

Consent

Public Hearing

Information

Discussion

Action

Submitted and presented by:

Acting Interim Director, Roxanne Brown

Recommendation:

Revision – First Reading

Dixon Public Library Policy and Procedure Handbook

Policy Title: Supplemental Bilingual Pay

Policy Number: 3151

*According to 2018's IRS Publication 15, (Circular E), Employer's Tax Guide, supplemental wages are simply "wage payments to an employee that are not regular wages."*

- 3151.1. The Dixon Public Library recognizes that it serves a diverse population and that the ability to speak, write, and read Spanish may assist the Library in providing quality service. Accordingly, subject to the availability of funds at the discretion of the Library Board of Trustees, in addition to the prescribed rates of pay notes in the current salary schedule, eligible employees may receive a Supplemental Bilingual Pay supplement if they are proficient in both Spanish and English.
- 3151.2. ~~Employees are considered proficient if they are able to converse and write in Spanish and to read and converse in English and to translate orally and in writing into Spanish.~~  
Employees are considered proficient if they are able to read, converse, and write in Spanish and the ability to read, converse and write in English in order to translate orally and in writing from English to Spanish and Spanish to English.
- 3151.3 Proficiency may be demonstrated by achieving a passing score, as determined by the Library Director with the approval of the Library Board of Trustees on a normed proficiency test selected by the Library Director and administered by a testing service.
- 3151.4 The proficiency test requirement stated in 3151.3 above, shall apply only to new employees hired after the adoption of this policy (August 14, 2014). Accordingly, current employees who were employed prior to 3151.3 are exempt from the testing requirement. ~~and may receive the Spanish Bilingual Pay Stipend based on the recommendation of the Library Director, which is subsequently approved by the Library Board of Trustees.~~
- 3151.5 The Supplemental Bilingual Pay supplement may be set as a percent of the employee's base rate of pay, or as determined by the Library Director and approved by the Library Board of Trustees at a Regular Board Meeting. The Supplemental Bilingual Pay supplement will be added to the employee's regular paycheck and paid according to the Library's ~~District~~ and Solano County established payroll schedule and protocol.
- 3151.6 The Supplemental Bilingual Pay supplement will only be paid for hours worked, and will not be calculated for compensation earned for vacation, sick leave, or compensatory time off.
- 3151.8 Employees receiving Supplemental Bilingual Pay supplement ~~may~~ shall be required to perform limited translating duties upon request outside of their job description on an ~~occasional~~ as needed basis. This includes but is not limited to, translating into or from Spanish to English (and English to Spanish) when ~~the employee typically responsible for such duties is not available and such translation is necessary for the sufficient~~ to provide quality service to the operation of the Library ~~District~~ and its patrons.

**POLICY AND PROCEDURE HANDBOOK**

POLICY TITLE: Spanish Bilingual Pay Supplement

POLICY NUMBER: 3151

- 3151.1                    The Library District recognizes that it serves a diverse population and that the ability to speak, write and read Spanish may assist the Library District in providing quality service. Accordingly, subject to the availability of funds and at the discretion of the Governing Board, in addition to the prescribed rates of pay noted in the current salary schedule, eligible employees may receive a bilingual pay supplement if they are proficient in both Spanish and English.
- 3151.2                    Employees are considered proficient if they are able to converse and write in Spanish and to read and converse in English and to translate orally and in writing into Spanish.
- 3151.3                    Proficiency may be demonstrated by achieving a passing score, as determined by the Library Director with the approval of the Library Governing Board, on a bilingual skill's examination selected and administered by the Library Director.
- 3151.4                    The bilingual skill's examination requirement stated in 3151.3 above, shall apply only to new employees hired after adoption of this policy. Accordingly, current Spanish Bilingual employees who were employed prior to 3151.3 are exempt from the testing requirement and may receive a bilingual pay supplement based on a recommendation from the Library Director, which is subsequently approved by the Library Governing Board.
- 3151.5                    The bilingual pay supplement may be set as a percent of the employee's base rate of pay, or as determined by the Library Director and approved by the Governing Board. The bilingual pay supplement will be added to the employee's regular paycheck and paid according to the Library District's established payroll schedule.
- 3151.6                    A bilingual pay supplement will only be paid for hours worked, and will not be calculated for compensation earned for vacation, sick leave or compensatory time off.
- 3151.7                    The Library District reserves the right to determine and/or assign what particular positions require bilingual abilities.
- 3151.8                    Employees receiving bilingual pay may be required to perform limited duties upon request outside of their job description on an occasional basis. This includes, but is not limited to, translating into or from Spanish when the employee typically responsible for such duties is not available and such translation is necessary for the sufficient operation of the Library District.

*Adopted 8/14/14*

Subject: Public Facilities Impact Fees  
Date: December 13, 2018  
Agenda Item #: 9.D.  
 Consent  
 Public Hearing  
 Information  
 Discussion  
 Action

Submitted and presented by: Acting Interim Director, Roxanne Brown  
Recommendation: Information Requested by the Library Board of Trustees

**Fund 426**  
Measure L

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**Fund 428**

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If a local agency requires the payment of a fee specified in subdivision (c) in connection with the approval of a development project, the local agency receiving the fee shall deposit it with the other fees for the improvement in a separate capital facilities account or fund in a manner to avoid any commingling of the fees with other revenues and funds of the local agency, except for temporary investments, and expend those fees solely for the purpose for which the fee was collected. Any interest income earned by moneys in the capital facilities account or fund shall also be deposited in that account or fund and shall be expended only for the purpose for which the fee was originally collected.

## Description of Solano County Public Facilities Fees

Public Facilities Fees are used for the expansion of facilities to accommodate growth, not for operating or maintenance costs. Revenue will be used to maintain per capita facility standards for five major facility types. As of February 3, 2014, the public facilities fee includes the following components:

- Countywide Public Protection
- Health and Social Services
- Library
- General Government
- Regional Transportation

**Countywide Public Protection** fees are used to expand or construct County adult and juvenile detention buildings, rehabilitation and probation facilities, district attorney office space, other ancillary justice facilities and animal care facilities. This component also includes Courts for the construction of new courtrooms in conjunction with the Administrative Office of the Courts (AOC).

**Health and Human Services** includes clinics and social services facilities. Fee revenues allow the expansion of both clinic and laboratory space and social services facilities.

**Library** fee revenues are used to expand library buildings, book holdings, audiovisual and computer equipment; expand library technical capabilities; and automation systems.

**General Government** fee revenue will be used for the purchase and development of parkland, expansion and construction of offices and warehouses, and administrative items such as computers and County general purpose vehicles.

**Regional Transportation** fee revenue is composed of Part A funding for debt service on North Connector and Vanden Road projects, and Part B funding with input from the seven incorporated cities within the county and the County for regional-serving transportation projects.



## News Details

### **County assessment roll increases for sixth year in a row**

**July 11, 2018**

SOLANO COUNTY – Solano County Assessor-Recorder Marc Tonnesen announced today that the total local assessment-roll for properties in the County for fiscal year 2018/19 increased by nearly \$2.8 billion over last year, or approximately 5.5 percent.

"This is the sixth year in a row that the roll value increased countywide," said Marc Tonnesen, Solano County Assessor-Recorder. "The recovering real estate market continues to play the most significant role in the increase, with new construction continuing to gain momentum."

At the close of the roll, the value of all assessable properties in Solano County was \$55 billion. This "net roll" is used by local agencies as a starting point to calculate the distribution of property taxes for the benefit of their cities and local programs.

The County's net roll consists of all assessable property discovered and valued by the County Assessor, less property that is exempt from property taxes. It is separated into the "secured assessment roll" – generally land and improvements (such as structures) - and the "unsecured assessment roll" – primarily business/personal property (such as machinery and office equipment).

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As market values continue to rise, the number of properties on Proposition 8 status – a temporary reduction in property values below their established Proposition 13 base year value – has decreased. There are 146,714 parcels county-wide, including the seven cities and unincorporated areas. There are currently 11,120 parcels on Proposition 8 status, a decrease of 3,310 from the previous fiscal year. The total number of parcels on Proposition 8 status peaked in 2012 at 78,000 parcels.

Under Proposition 13, when a change in ownership occurs or new construction is completed, property is reassessed and a base year value is established. Annual increases thereafter are limited to a 2 percent maximum per year. However, when market value falls below the Proposition 13 value, the market value becomes the basis for property taxes. This is known as the temporary enrollment of the Proposition 8 value. Homeowners whose property values were temporarily reduced under Proposition 8 or restored to Proposition 13 status will receive a notice in the mail.

Proposition 8 notices are available online for property owners to view and print at <http://www.solanocounty.com/depts/ar/viewpropertyinfo.asp>.

Property owners with questions about their assessment can contact the Assessor division of the Assessor-Recorder's office at (707) 784-6210 and by e-mail at [Assessor@SolanoCounty.com](mailto:Assessor@SolanoCounty.com). Taxpayers may also obtain information from the Solano County website [www.SolanoCounty.com/Depts/AR](http://www.SolanoCounty.com/Depts/AR)



Subject: Library Board Meeting Calendar  
Date: December 13, 2018  
Agenda Item #: 11.A.4

- Consent
- Public Hearing
- Information
- Discussion
- Action

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

# 2019 Calendar

## January

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

## February

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2

## March

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

## April

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

## May

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

## June

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

## July

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

## August

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## September

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

## October

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

## November

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## December

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Subject: Second Reading Board Policy 1025: Core Principles for Provision of Library Services  
Core Principles for Provision of Library Services  
Date: December 13, 2018  
Agenda Item #: 11.B.1

- Consent
- Public Hearing
- Information
- Discussion
- Action

Submitted and presented by: Acting Interim Director, Roxanne Brown  
Recommendation: Second Reading – Approve

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POLICY TITLE: Core Principles for Provision 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:

- o Technical quality of production
- o 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
- o Age of production and timeliness
- o Awards and critical acclaim
- o Broad community appeal and popularity
- o Cultural influence

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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. 32

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.

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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 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

Second Reading

## 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.

Second Reconsideration

Subject: Second Reading - Board Policy 1020: Conflict of Interest and Form 700  
Date: December 13, 2018  
Agenda Item #: 11.B.2  
 Consent  
 Public Hearing  
 Information  
 Discussion  
 Action

Submitted and presented by: Acting Interim Director, Roxanne Brown  
Recommendation: Second Reading - Approve

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**POLICY AND PROCEDURE MANUAL**

POLICY TITLE: Conflict of Interest Code

POLICY NUMBER: 1020

1020.1 The Board of Library Trustees (Board members) 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.

*\*Designated employees are regular full-time or part-time employees with authority to sign or issue: monetary contracts/agreements; authorize payroll; use the DPL credit card; and/or recommend changes to the Library Board of Trustees "approved" DPL budget.*

(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.

### **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

# Second Reading

Subject: Second Reading: Board Policy 3100: Mileage Reimbursement  
Date: December 13, 2018  
Agenda Item #: 11.B.3  
 Consent  
 Public Hearing  
 Information  
 Discussion  
 Action

Submitted and presented by: Acting Interim Director, Roxanne Brown  
Recommendation: Second Reading – Approve

POLICY TITLE: Mileage Reimbursement  
POLICY NUMBER: 3100

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.

3100.4

**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

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3100.5

**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.

3100.6

**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.

3100.7

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

Subject: Second Reading Board Policy 3150: Compensation  
Date: December 13, 2018  
Agenda Item #: 11.B.4  
 Consent  
 Public Hearing  
 Information  
 Discussion  
 Action

Submitted and presented by: Acting Interim Director, Roxanne Brown  
Recommendation: Second Reading - Approve

**POLICY AND PROCEDURE MANUAL**

Policy Title: Compensation  
Policy Number: 3150

**Salary Schedule**

3150.1 It is the objective of the Library 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 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.

Employees shall be employed at the first step of the salary range for the particular position to which the employee 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 applicant has education, experience, and/or skills superior to that commonly required and expected for the position.

3150.1.1 Salary schedules should ensure that the Library'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 (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 as follows:

3150.2.1 At the conclusion of a six (6) month probationary period (13 pay periods) after 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) written 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 3150.2.1, the employee may advance to the next step on the salary schedule with a satisfactory written evaluation. An employee cannot advance any higher than the highest step on a salary schedule within his/her position classification

3150.2.3 The Library Director may award Longevity Pay to regular employees in the timeframes and at the rates shown below if 3150.2.1. and 3150.2., above have been satisfied:  
 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

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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 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.

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

Subject: Second Reading Board Policy 8000: Library Board of Trustees  
Date: December 13, 2018  
Agenda Item #: 11.B.5  
 Consent  
 Public Hearing  
 Information  
 Discussion  
 Action

Submitted and presented by: Acting Interim Director, Roxanne Brown  
Recommendation: Second Reading – Approve

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Policy and Procedure Manual

Policy Title: Library Board of Trustees

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

Adopted 08/21/2006

Subject: Staff Development Day – January 14, 2019  
Date: December 13, 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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*Tentative Schedule*

This day would provide staff the opportunity to receive staff development specifically around safety information and practices. The hours of our staff development day would be 9:00 a.m. to 6:00 p.m. A one (1) hour lunch would be provided for attendees.

- 9:00 – 9:20: Light continental breakfast
- 9:20 – 11:00: Fire drill procedures: Practice evacuating the building of patrons and staff; where to meet; establish a phone tree; Who calls the Fire Department? Who calls the Police Dispatch
- 11:15 – 11:45: Establish procedure for staff that does not attend monthly Staff Meetings to receive the monthly safe work practices
- 11:45 – 12:45: Lunch
- 12:45 – 2:30: Introduce the, "Crisis Intervention Decision Maker" model created by Elizabeth Jonkel, Assistant Director, Missoula Public Library
- 2:45 – 4:00: Learn steps to manage patron interaction
- 4:00 – 6:00: CPR training: a) if we can find local training, b) not cost prohibitive

OR

Best Library Practices: What are we doing that works great? What practices and/or library services do we need to improve?



**Subject:** Extension of Acting Interim Director's Contract,  
December 21, 2018 - March 29, 2018

**Date:** December 13, 2018

**Agenda Item #:** 11.D.

- Consent
- Public Hearing
- Information
- Discussion
- Action

Submitted and presented by: Acting Interim Director, Roxanne Brown

Recommendation: Approve Amendment #2

**DIXON PUBLIC LIBRARY DISTRICT**

**AMENDMENT NO. 2-TO THE  
ACTING INTERIM LIBRARY DIRECTOR  
CONTRACT OF EMPLOYMENT**

**PART-TIME TEMPORARY**

This AMENDMENT NO. 2 TO THE ACTING INTERIM LIBRARY DIRECTOR CONTRACT OF EMPLOYMENT ("AMENDMENT NO. 2") is made and entered into as of December 21, 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. 2 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 three (3) months (AGREEMENT attached hereto as Exhibit A); and

WHEREAS, the DISTRICT and ACTING INTERIM LIBRARY DIRECTOR entered into AMENDMENT NO. 1 on November 1, 2018, extending the AGREEMENT through December 20, 2018 (AMENDMENT NO. 2 attached hereto as Exhibit B); and

WHEREAS, the ACTING INTERIM LIBRARY DIRECTOR has received a positive work performance evaluation from the BOARD during the term of the AGREEMENT and AMENDMENT NO. 1, 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, pursuant to Sections I. of the AGREEMENT, 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 December 21, 2018, and ending on March 29, 2019.

Section III, B. 3, the ACTING INTERIM DIRECTOR shall receive a one hundred (\$100.00) per diem per day of each day worked.

Section IV, entitled, 'WORK YEAR, HOLIDAYS, VACATION AND SICK LEAVE' is amended as set forth below:

WORK YEAR: The ACTING INTERIM LIBRARY DIRECTOR shall work up to nine (9) days per month;

HOLIDAYS: The ACTING INTERIM LIBRARY DIRECTOR shall not be paid for holidays or days that the Library is closed;

VACATION: The ACTING INTERIM LIBRARY DIRECTOR shall not accrue or be paid vacation time;

SICK LEAVE: The ACTING INTERIM LIBRARY DIRECTOR shall receive per Healthy Workplaces/Healthy Families Act of 2014 of California – Paid Sick Leave.

2. The Parties agree that all other terms and conditions set forth in the AGREEMENT shall remain in full force and effect.

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 (text or email) whenever she intends not to be on duty due to weather, illness or when she is required to be off-site for LIBRARY business.

3. This AMENDMENT NO. 2 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. 2. ACTING INTERIM LIBRARY DIRECTOR understands and acknowledges that this AMENDMENT NO. 2 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. 2 to be executed on the date indicated below.

By: \_\_\_\_\_  
John Gabby  
President, Board of Trustees

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Roxanne Brown  
Acting Interim Library Director

Dated: \_\_\_\_\_

**EXHIBIT A**

**ACTING INTERIM LIBRARY DIRECTOR  
CONTRACT OF EMPLOYMENT**

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

**PART-TIME TEMPORARY**

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

**I. TERM OF AGREEMENT**

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

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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;

- 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.

MY



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

**EXHIBIT B**  
**AMENDMENT NO. 1**

**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:

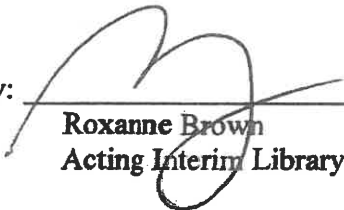
A. The ACTING INTERIM LIBRARY DIRECTOR shall render full and regular days of service on a part-time basis at the LIBRARY and the scheduling of such service shall be determined in consultation with the BOARD President. The ACTING INTERIM LIBRARY DIRECTOR will notify the BOARD President in writing whenever 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: 11-8-18

By:   
Roxanne Brown  
Acting Interim Library Director

Dated: 11/09/2018

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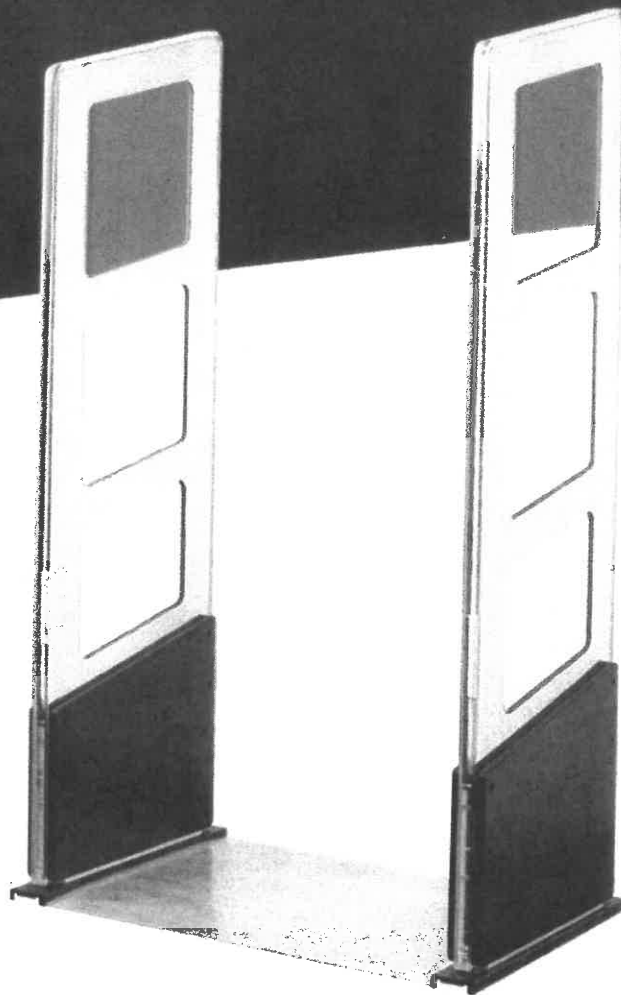
Subject: Replacement of Security Gates and Software  
Date: December 13, 2018  
Agenda Item #: 11.E.

- Consent
- Public Hearing
- Information
- Discussion
- Action

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

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# benefits of the Tattle-Tape™ gate clear



## Reduce unwanted alarms

The Tattle-Tape™ gate clear can detect when an activated strip is leaving the library, significantly reducing false alarms at the gate when people enter. With multiple pedestals used to cover a larger entrance-way, the alarm lights on the gates also identify which aisle caused the alarm, helping staff locate items that triggered the alarm faster.

## Integrated with libraryConnect™

Staff can remotely access libraryConnect™ for in-depth statistics and configuration options. This allows staff to remotely upgrade firmware, run monthly reports and change the alarm colors and patterns.

## Genuine Tattle-Tape™ technology

With powerful algorithms, the genuine Tattle-Tape™ technology can distinguish between common metal items and any EM strip to yield the most accurate results. This means less false alarms and fewer inconveniences for both users and staff.

## Superior detection of items in any orientation

Using the latest in DSP technology, the Tattle-Tape™ gate clear can detect EM strips regardless of the orientation within the gates, offering the highest level of detection, even in the noisiest of environments.

## Integrated, visible people counter

The on-board bi-directional people counter accurately counts the number of people entering and leaving the library. This information is transferred to libraryConnect™ as well as the control box, which has a convenient display for quick access to live stats.

## Sleek, modern design

We designed our new Tattle-Tape™ gate clear to fit within new modern and updated library spaces. With the complimentary mirrored finish, your security gates easily match your library interior.

## Selectable alarm color and pattern

Both visual and audible security alarm settings are completely configurable by the library. With 8 LED color alarms and patterns to choose from, the Tattle-Tape™ gate clear ensures both users and staff are alerted of items that have not been properly checked out.

## Customizable ambient lighting

The Tattle-Tape™ gate clear boasts an attractive and modern ambient lighting design that illuminates the entire panel. With a range of color options to choose from, libraries can customize the standard ambient color as well as the alarm color pattern. The well-lit Tattle-Tape™ gate clear adds an attractive and colorful impact at the library entrance. With endless ambient and alarm color combinations, choose the perfect lighting combination for your library atmosphere.

## Flexible configuration and installation

Simple set-up and maintenance allows our trained technicians to cause little disruption to your library and staff can quickly troubleshoot concerns with our dedicated phone support teams.

Wednesday, November 28, 2018

Hi Susan,

Thanks again for all your patience with this. It took me a bit to understand their process, but we have a newly negotiated price. Please let me know if you would like me to place the order so we can get it in today.

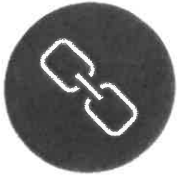
Item ID	Item Type	Quantity	Sales
Price	Subtotal		
SVC000008-000-US	Equipment uninstall		
fee	2	\$399.000	\$798.00
GAT901380-000-US	Tattle-Tape gate clear Direct mount, 1		
aisle 2	\$15,753.42	\$31,506.84	
SWR000005-000-US	staffConnect gate Individual License (Year		
1) 1	\$499.000	\$499.00	
SHP000001-000-US	Shipping and Handling Shipping is estimated on one receiving location, unless		
	otherwise noted, and on current rates and proposal.1	\$900.000	\$900.00

Total (not including sales tax): \$33,703.84

The software renewal after the first year will be \$99/year.

Thank you!  
Rebecca

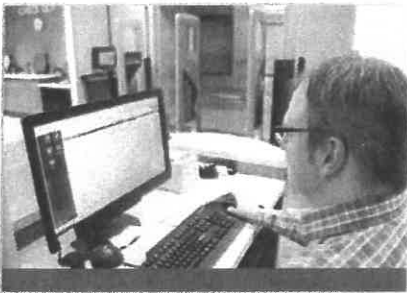




## staffConnect™ gate software

Provide in-depth insights and allow staff to quickly address security alarms

Our intuitive and easy-to-use software helps libraries analyze foot traffic and triggered alarm patterns quickly and easily from a staff workstation. By providing library staff with detailed and reliable insights, they can make better data-informed decisions about their library.



### remotely view number of library visitors counts

Quickly read the patron count data gathered from your security gates conveniently from a staff workstation. Easily reset the count to keep track of total daily visits, helping staff understand the amount of visitors that have come in and out of the library each day without needing to look at the physical gate for updates.

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### intuitive insights with libraryConnect™ devices

libraryConnect™ devices allows you to aggregate data from all bibliotheca security gates at all locations into one central management hub, allowing you to easily perform a system-wide analysis. Through archived data, libraries can conveniently create consolidated reports by location or time and make data driven decisions based on usage trends.