

9. New Business

A. Public input regarding DPL management position: Acting Library Director

- *Mr. Werrin suggests considering Nancy Schrott*
- *Mr. Arnold is glad to see the renaming of the position and inquired as to whether the Board has considered becoming part of the County system. Mr. DiPaola stated that he had contacted the County Librarian and has not heard anything back. He did ask for a proposal for services.*
- *Ms. Earl- suggests Nancy Schrott be considered*
- *Mr. Werrin stated that he went with a group of citizens to speak with Bonnie Katz, County Librarian regarding the possibility of becoming part of the County system.*
- *Ms. Dunn asked if the Board will be speaking to staff to see what is needed.*
- *Mr. Ceremello stated that his only objection to Ms. Myers coming being appointed initially was the 25% increase in salary. He suggests dropping that to 10%. He has no problem with Ms. Schrott being placed as Acting Library Director.*

B. Budget Review and Adjustments

Ms. Myers reviewed the current expenses and the request for budget transfer. A \$50,000 transfer was requested to cover SNAP consortiums costs and other outstanding invoices.

Ms. Myers discussed Mr. Atkins submittal of claims for mileage and compensatory time and her contact with the Library Commission President regarding payment of these submissions. These claims were ultimately not paid.

C. Audit and Independent Auditor Selection: Fiscal Years 2010-11 and 2011-12 (to date)

Ms. Okbremtchouk reviewed with the Board the differences between a forensic audit and a regular audit. She reviewed the costs of each type of audit and the implications. The Board discussed the audit and agreed to go with the regular audit that will look at all items instead of just a sampling for the two year period for a cost of \$8000.00. If there is any cause found to move forward with a forensic audit the Board will do so at that time. As the audit was approved at a previous meeting a vote was not needed.

D. Calendar of Regularly Scheduled Meetings

Various meeting times were discussed. The option that was chosen was the 4th Wednesday of the month at 6:00 with the adjustment of Public Comment section to be moved down on the agenda.

Herb Cross moved, Gildardo Piñon seconded and the motion carried.

CLOSED SESSION-*Entered into closed session at 8:14 p.m.*

Public Employee Discipline/Dismissal/Release
(Gov. Code 54957)

Public Employee Appointment/Employment: Library Director
(Gov. Code 54957)

Anticipated Litigation-1 case
(Gov. Code 54956.9(b))

10. Announcements out of closed session

Item 1. The Board voted not to renew the Contract with Ms. Myers, Acting District Librarian. Her contract expires on July 13, 2012. The vote was unanimous.

Item 2. The Board voted to appoint Nancy Schrott as Acting Library Director effective July 14, 2012 subject to a mutual agreement. The agreement will be brought to the next scheduled meeting. There was a 4-1 vote with Mr. Cross as nay.

Item 3. Anticipated Litigation- 1 case- The Board acted to refer matters to the D.A. for further action. The vote was unanimous.

11. Board Comments/ Announcements

Mr. DiPaola wanted to clarify that the Board was unaware of any claims for Mr. Atkins prior to submission.

12. Adjournment

The meeting was adjourned at 9:15 p.m. by Irina Okhremtchouk, President Library Governing Board.

Irina Okhremtchouk, President

Herb Cross, Secretary

**DIXON PUBLIC LIBRARY DISTRICT
GOVERNING LIBRARY BOARD OF TRUSTEES**

Subject: OLD BUSINESS

Meeting Date: 9/26/2012

Agenda Item: 11b

Item Submitted For:

CONSENT

PUBLIC HEARING

ACTION, INFORMATION, DISCUSSION

ACTION

RESOLUTION

RECEIVE

DISCUSSION

SUBMITTED BY: Vanessa Christman

PRESENTED BY: Vanessa Christman

DISCUSSION:

COUNTY OF SOLANO

REQUESTED PROJECTION: DEPARTMENT 9886 - DIXON PUBLIC LIBRARY

FOR THE FISCAL YEAR 2012-2013

SUBJECT CATEGORY DESCRIPTIONS	PRIOR YEAR ACTUALS	WORKING BUDGET	YTD ACTUALS PLUS ENCUMBRANCES	NY REQUESTED BUDGET 2013	CHANGE BETWEEN RQ AND WB
1000 - Salaries and Employee Benefits					
0001110 SALARY/WAGES REGULAR	343,921	374,413	317,834	339,730	(34,683)
0001121 SALARY/WAGES-EXTRA HELP	60,918	51,213	55,868	95,321	44,108
0001131 SALARY/WAGES OT/CALL-BACK	0	400	0	400	0
0001210 RETIREMENT-EMPLOYER	70,531	85,262	67,682	81,195	(4,067)
0001220 FICA-EMPLOYER	31,279	32,700	28,471	33,277	577
0001230 HEALTH INS-EMPLOYER	72,135	61,907	37,916	39,285	(22,622)
0001240 COMPENSATION INSURANCE	2,216	2,400	1,610	1,644	(756)
0001250 UNEMPLOYMENT INSURANCE	0	0	989	2,400	2,400
0001260 DENTAL INS-EMPLOYER	7,266	5,907	5,929	4,830	(1,077)
0001270 ACCRUED LEAVE CTO PAYOFF	6,559	0	0	0	0
TOTAL Salaries and Employee Benefits	\$ 594,824	\$ 614,202	\$ 516,298	\$ 598,082	\$ (16,120)
2000 - Services and Supplies					
0002028 TELEPHONE SERVICES	11,763	11,560	9,619	11,560	0
0002035 HOUSEHOLD EXPENSE	2,411	2,500	2,782	2,800	300
0002055 INSURANCE-OTHER	13,998	13,000	12,604	12,604	(396)
0002120 MAINTENANCE EQUIPMENT	7,493	5,000	5,670	6,000	1,000
0002140 MAINTENANCE-BLDGS & IMPROVE	7,383	7,000	3,381	29,701	22,701
0002141 MATERIALS AND SUPPLIES	2,126	0	2,390	2,000	2,000
0002170 MEMBERSHIPS	7,170	8,000	4,271	8,000	0
0002176 FEES AND PERMITS	349	350	324	350	0
0002178 CASH/INVENTORY SHORTAGE	0	100	2	100	0
0002200 OFFICE EXPENSE	5,508	4,726	6,446	7,000	2,274
0002201 EQUIPMENT UNDER \$1,500	502	1,400	173	1,400	0
0002203 COMPUTER COMPONENTS <\$1,500	1,676	9,504	10,666	9,504	0
0002205 POSTAGE	838	1,000	709	1,000	0
0002235 ACCOUNTING & FINANCIAL SERVICE	20,921	8,500	9,247	8,500	0
0002238 ENGINEERING SERVICES	1,331	0	1,500	1,500	1,500
0002239 LEGAL SERVICE	20,139	1,500	22,663	10,000	8,500
0002245 CONTRACTED SERVICES	110,002	125,000	96,721	125,000	0
0002250 OTHER PROFESSIONAL SERVICES	5,818	6,000	6,368	6,000	0
0002260 DATA PROCESSING SERVICES	850	0	0	0	0
0002261 SOFTWARE MAINTENANCE & SUPPORT	2,092	2,400	2,785	2,400	0

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0002280 PUBLICATIONS AND LEGAL NOTICES	216	0	400	2,119	2,119
0002281 ADVERTISING/MARKETING	3,227	13,000	286	0	(13,000)
0002285 RENTS & LEASES - EQUIPMENT	5,255	4,000	4,676	4,500	500
0002320 LIBRARY SOFTWARE	1,500	1,500	1,600	1,500	0
0002322 LIBRARY ADULT BOOKS	18,831	20,973	15,317	21,973	1,000
0002323 LIBRARY JUVENILE BOOKS	10,169	18,000	17,089	18,000	0
0002324 LIBRARY PERIODICALS/MICROFORMS	7,857	7,400	2,516	5,400	(2,000)
0002325 LIBRARY AUDIO-VISUAL	1,886	8,000	5,378	8,000	0
0002326 LIBRARY BOOK RENTAL	7,631	7,630	7,728	7,800	170
0002327 LIBRARY MATERIALS PROCESSING	3,773	4,000	2,795	3,000	(1,000)
0002328 LIBRARY MATERIALS	2,303	2,022	1,850	2,022	0
0002335 TRAVEL EXPENSE	17	0	59	0	0
0002337 REFRESHMENTS				1,000	
0002339 MANAGEMENT BUSINESS EXPENSE	107	0	168	0	0
0002355 PERSONAL MILEAGE	0	0	59	0	0
0002360 UTILITIES	14,886	15,500	10,928	15,500	0
0002361 WATER	4,298	4,000	3,340	4,000	0
TOTAL Services and Supplies	\$ 304,325 \$	\$ 313,565 \$	\$ 272,511 \$	\$ 340,233 \$	\$ 25,668
3000 - Other Charges					
0003020 REFUND OF PRIOR YEAR CHARGES	2,737	1,500	509	1,500	0
0003420 RETURNED CHECKS	(143)	8	0	8	0
TOTAL Other Charges	\$ 2,594 \$	\$ 1,508 \$	\$ 509 \$	\$ 1,508 \$	\$ 0
4000 - Fixed Assets					
0004202 CONSTRUCTION IN PROGRESS	297,645	69,988	52,276	0	(69,988)
TOTAL Fixed Assets	\$ 297,645 \$	\$ 69,988 \$	\$ 52,276 \$	\$ 0 \$	\$ (69,988)
5000 - Other Financing Uses					
8000 - Approp for Contingencies					
8500 - Other Expenditures(Non-Budget)					
0008888 DEPRECIATION	22,1592 of 4	0	0	0	0

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	\$	\$	\$	\$	\$
TOTAL Other Expenditures(Non-Budget)	22,159	0	0	0	0
9000 - Taxes					
0009001 CURRENT SECURED	281,944	268,388	278,897	278,468	10,080
0009002 CURRENT UNSECURED	16,447	15,749	17,256	17,483	1,734
0009003 PRIOR UNSECURED	605	565	522		(565)
0009004 SUPPLEMENTAL SECURED	1,505	1,242	714	1,472	230
0009005 PRIOR SECURED	7,359	5,503	319		(5,503)
0009015 LIBRARY SALES TAX - MEASURE B	496,690	500,000	473,185	559,440	59,440
0009018 UNITARY	16,316	15,425	17,584	17,584	2,159
0009019 ABX1 26 RESIDUAL TAXES	0	0	10,611		0
TOTAL Taxes	820,866	806,872	799,088	874,447	67,575
9400 - Revenue From Use Of Money/Prop					
0009401 INTEREST INCOME	4,935	4,000	2,127	2,120	(1,880)
0009405 BUILDING RENTAL	5,725	9,000	8,425	9,000	0
TOTAL Revenue From Use Of Money/Prop	10,660	13,000	10,552	11,120	(1,880)
9500 - Intergovernmental Revenues					
0009505 STATE HIGHWAY RENTALS	3	0	2	0	0
0009507 HOMEOWNERS PROPERTY TAX RELIEF	3,914	2,000	3,769	3,826	1,826
0009569 STATE OTHER	39,205	22,000	18,148	0	(22,000)
0009591 GRANT REVENUE	0	0	20,700	0	0
0009592 REDEVELOPMENT PASS-THROUGH	28,391	25,000	26,769	26,500	1,500
TOTAL Intergovernmental Revenues	71,514	49,000	69,389	30,326	(18,674)
9600 - Charges For Services					
0009603 PHOTO/MICROFICHE COPIES	4,090	4,000	3,576	4,000	0
0009605 LIBRARY FINES	14,214	14,500	12,067	14,500	0
TOTAL Charges For Services	18,304	18,500	15,643	18,500	0
9700 - Misc Revenues					
0009702 CASH COVERAGE	0	0	2		0
0009704 DONATIONS AND CONTRIBUTIONS	4,3623 of 4	3,930	3,125	3,930	0

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6/8/2012

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0009708 MISCELLANEOUS SALES-OTHER	2,153	1,500	1,330	1,500	0
TOTAL Misc Revenues	\$ 6,516	\$ 5,430	\$ 4,457	\$ 5,430	\$ 0
9800 - Other Financing Sources					
TOTAL EXPENSE	1,221,546	999,263	841,595	939,823	(60,440)
TOTAL REVENUE	927,859	892,802	899,129	939,823	47,021
GRAND TOTAL	\$ (293,687)	\$ (106,461)	\$ 57,534	\$ 0	\$ 107,461

**DIXON PUBLIC LIBRARY DISTRICT
GOVERNING LIBRARY BOARD OF TRUSTEES**

Subject: OLD BUSINESS

Meeting Date: 9/26/2012

Agenda Item: 11a

Item Submitted For:

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DISCUSSION

SUBMITTED BY: Vanessa Christman

PRESENTED BY: Vanessa Christman

DISCUSSION:

Proposal for Job Title Reclassification

BACKGROUND RESEARCH

In order to come up with a proposal that fits the needs of the Dixon Public Library while remaining consistent with current library practice, I looked for library specific administrative assistant and accounting positions in the three library systems/districts that most closely mirror DPL in terms of location, revenue, and structure.

Benicia Public Library:

- Similarities: *Special District, in SNAP and NorthNet system, close to DPL*
- Differences: *City governance structure, much higher revenue, higher cost of living due to proximity to Bay Area*

- Position Title: Administrative Secretary
- Salary Range: \$22.52-27.37 Hourly (\$46,836-56,928 Yearly)
- Job Responsibilities: “provide highly responsive administrative and secretarial support to department head, assist in administration of department budget, track and reconcile bills, monitor grants...”

Coalinga-Huron Library District:

- Similarities: *Special District, revenue similar to DPL, service population*
- Differences: *More remote/rural community, lower cost of living*

- Position Title: Administrative Assistant
- Salary Range: \$12.40-15.70 Hourly (\$25,799-32,677 Yearly)
- Job Responsibilities:

Lincoln Public Library:

- Similarities: *Revenue closest to DPL, similar staffing level, same region in CA*
- Differences: *Administered by City, slightly larger service population*

- Position Title: Library Coordinator
- Salary Range: \$21.85-25.29 Hourly (\$45,450-52,611 Yearly)
- Job Responsibilities: “Plans, coordinates, organizes day-to-day operations of library, performs wide variety of technical and professional library support, completes State reports, maintains daily accounting records, and analyzes billings and budget.”