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. Okhremtchouk 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
	X ACTION
	RESOLUTION
	RECEIVE
	X 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

DESCRIPTIONS	DESCRIPTIONS	ACTUALS	BUDGET	ENCUMBRANCES	BUDGET 2013	AND WB
S - 00	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	
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	686	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	
TAL (TOTAL Salaries and Employee Benefits	\$ 594,824	\$ 614,202	\$ 516,298	\$ 598,082	\$ (16,120)
S - 00	2000 - Services and Supplies					
0002028	TELEPHONE SERVICES	11,763	11,560	9,619	11,560	
0002035	HOUSEHOLD EXPENSE	2,411	2,500	2,782	2,800	300
0002055	INSURANCE-OTHER	13,998	13,000	12,604	12,604	(368)
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	
0002176	FEES AND PERMITS	349	350	324	350	
0002178	CASH/INVENTORY SHORTAGE	0	100	2	100	
0002200	OFFICE EXPENSE	5,508	4,726	6,446	7,000	2,274
0002201	EQUIPMENT UNDER \$1,500	502	1,400	173	1,400	
0002203	COMPUTER COMPONENTS <\$1,500	1,676	9,504	10,666	9,504	
0002205	POSTAGE	838	1,000	602	1,000	
0002235	ACCOUNTING & FINANCIAL SERVICE	20,921	8,500	9,247	8,500	
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	
0002250	OTHER PROFESSIONAL SERVICES	5,818	000'9	6,368	000'9	
0002260	DATA PROCESSING SERVICES	850	0	0	0	
TONY MANI (0002261	TO COMPANY THE PROPERTY OF THE					

COUNTY OF SOLANO

REQUESTED PROJECTION: DEPARTMENT 9886 - DIXON PUBLIC LIBRARY

FOR THE FISCAL YEAR 2012-2013

TICES 3,227 13,000 1,500 1,500 1,500 1,886 8,000 7,831 20,973 10,169 1,886 8,000 7,631 7,630 2,303 2,022 17 0 14,886 15,500 4,298 4,000 4,298 4,000 4,298 4,000 1,4886 15,500 14,886 15,500 14,886 15,500 14,886 15,500 14,886 15,500 14,886 15,500 14,886 15,500 14,886 15,500 14,886 15,500 14,886 15,500 14,886 15,500 14,886 15,500 14,886 15,500 14,398 \$ \$ 2,737 1,500 14,3) \$ \$ \$ 2,554 \$ 1,508 \$ \$ 2,554 \$ 1,508 \$ \$ 2,554 \$ 1,508 \$ \$ 2,554 \$ 1,508 \$	SUBOBJECT CA DESCRIPTIONS	SUBOBJECT CATEGORY DESCRIPTIONS	PRIOR YEAR ACTUALS	WORKING	YTD ACTUALS PLUS ENCUMBRANCES	NY REQUESTED BUDGET 2013	BETWEEN RQ
ADVERTISINGAMARKETING RENTS & LEASES - EQUIPMENT RENTS & LEASES - EQUIPMENT LIBRARY SOFTWARE LIBRARY ADDIC-VISUAL LIBRARY AUDIO-VISUAL LIBRARY MATERIALS 2,303 2,022 TRAVEL EXPENSE REFRESHMENTS MANAGEMENT BUSINESS EXPENSE OUTILITIES WATER WATER AUGIO VILITIES WATER AUGIO TAMBER AUGIO AUG	002280	PUBLICATIONS AND LEGAL NOTICES	216	0	400	2110	
RENTS & LEASES - EQUIPMENT 5,255 4,000 LIBRARY SOFTWARE 1,500 1,500 LIBRARY ADULT BOOKS 10,169 18,000 LIBRARY JUVENILE BOOKS 7,857 7,400 LIBRARY AUDIO-VISUAL 1,886 8,000 LIBRARY AUDIO-VISUAL 7,631 7,630 LIBRARY BOOK RENTAL 7,631 7,630 LIBRARY MATERIALS PROCESSING 3,773 4,000 LIBRARY MATERIALS 2,303 2,022 TRAVEL EXPENSE 17 0 REFRESHMENTS 107 0 PERSONAL MILEAGE 1,500 VATER 4,298 4,000 VILLTIES 4,298 4,000 VATER 4,298 4,000 VICHAGES \$ 304,325 \$ 313,665 SITCHAGES \$ 2,534 \$ 1,500 RETURND CHECKS \$ 2,534 \$ 1,508 Ber Charges \$ 2,534 \$ 1,508	002281	ADVERTISING/MARKETING	3.227	13 000	980	6	2,118
LIBRARY SOFTWARE LIBRARY ADULT BOOKS LIBRARY DULT BOOKS LIBRARY DULT BOOKS LIBRARY PERIODICALS/MICROFORMS LIBRARY MATERIALS PROCESSING LIBRARY MATERIALS PROCESSING LIBRARY MATERIALS PROCESSING LIBRARY MATERIALS LIBRARY MAT	002285	RENTS & LEASES - EQUIPMENT	A 255	4,000	200		(13,000)
LIBRARY ADULT BOOKS LIBRARY ADULT BOOKS LIBRARY DENOICALSMICROFORMS LIBRARY PERIODICALSMICROFORMS LIBRARY PERIODICALSMICROFORMS LIBRARY AUDIO-VISUAL LIBRARY AUDIO-VISUAL LIBRARY AUDIO-VISUAL LIBRARY AUDIO-VISUAL LIBRARY MATERIALS PROCESSING LIBRARY MATERIALS PROCESSING LIBRARY MATERIALS	002320	LIBRARY SOFTWARE	0,530	000,4	4,6/6	4,500	200
LIBRARY DENIODICALS/MICROFORMS LIBRARY PERIODICALS/MICROFORMS LIBRARY PERIODICALS/MICROFORMS LIBRARY PERIODICALS/MICROFORMS LIBRARY AUDIO-VISUAL LIBRARY AUDIO-VISUAL LIBRARY AUDIO-VISUAL LIBRARY MATERIALS LIBRARY MATERIALS LIBRARY MATERIALS LIBRARY MATERIALS LIBRARY MATERIALS LIBRARY MATERIALS LIBRARY MODIO-VISUAL TRAVEL EXPENSE MANAGEMENT BUSINESS EXPENSE TRAVEL EXPENSE MANAGEMENT BUSINESS EXPENSE TRAVEL EXPENSE MANAGEMENT BUSINESS EXPENSE TRAVEL EXPENSE TRAVEL EXPENSE TRAVEL EXPENSE TRAVEL EXPENSE TRAVEL EXPENSE TO 0 0 UTILITIES WATER WATER TA 288 TA 200 TA 304,325 \$ 313,565 \$ TRETURNED CHECKS THE CHARGES THE C	002322	LIBRARY ADILI T BOOKS	000,1	1,500	1,600	1,500	0
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LIBRARY PERIODICALS/MICROFORMS 7,857 7,400 LIBRARY AUDIO-VISUAL 1,886 8,000 LIBRARY AUDIO-VISUAL 7,631 7,630 LIBRARY BOOK RENTAL 7,631 7,630 LIBRARY MATERIALS PROCESSING 3,773 4,000 LIBRARY MATERIALS 2,303 2,022 TRAVEL EXPENSE 107 0 REFRESHMENTS 14,886 15,500 MANAGEMENT BUSINESS EXPENSE 4,298 4,000 VATER 4,298 4,000 VATER 4,298 4,000 VATER 8 8 RETURNED CHECKS \$ 2,737 1,500 RETURNED CHECKS \$ 2,594 \$ 1,508 Assets CONSTRUCTION IN PROGRESS \$ 2,594 \$ 1,508	102323	LIBRARY JUVENILE BOOKS	10,169	18,000	17,089	18,000	0
LIBRARY AUDIO-VISUAL LIBRARY BOOK RENTAL LIBRARY BOOK RENTAL LIBRARY MATERIALS PROCESSING LIBRARY MATERIALS LIBRARY MATERIALS 2,303 2,022 17 0 17 0 0 0 0 0 UTILITIES WATER W	002324	LIBRARY PERIODICALS/MICROFORMS	7,857	7,400	2,516	5,400	(2.000)
LIBRARY BOOK RENTAL 7,631 7,630 LIBRARY MATERIALS PROCESSING 3,773 4,000 LIBRARY MATERIALS PROCESSING 2,303 2,022 TRAVEL EXPENSE 17 0 REFRESHMENTS 0 0 MANAGEMENT BUSINESS EXPENSE 107 0 PERSONAL MILEAGE 4,298 4,000 WATER 4,298 4,000 WATER 4,298 4,000 VICHITIES 8 304,325 \$ SITCHARGES \$ 2,737 1,500 RETUND OF PRIOR YEAR CHARGES \$ 2,594 \$ SITCHARGES \$ 2,594 \$ 1,508 AASSERS CONSTRUCTION IN PROGRESS 2,594 \$ 1,508	02325	LIBRARY AUDIO-VISUAL	1,886	8,000	5,378	8.000	0
LIBRARY MATERIALS PROCESSING 3,773 4,000 LIBRARY MATERIALS 2,303 2,022 TRAVEL EXPENSE 17 0 REFRESHMENTS 0 0 MANAGEMENT BUSINESS EXPENSE 107 0 PERSONAL MILEAGE 14,886 15,500 UTILITIES 4,298 4,000 WATER 4,298 4,000 VICES and Supplies \$ 304,325 \$ 13,565 \$ SI Charges 8 1,500 R RETUND OF PRIOR YEAR CHARGES 2,737 1,500 R Assets 1,508 \$ 1,508 \$	02326	LIBRARY BOOK RENTAL	7,631	7,630	7.728	7 800	170
LIBRARY MATERIALS 2,303 2,022 TRAVEL EXPENSE 17 0 REFRESHMENTS 107 0 MANAGEMENT BUSINESS EXPENSE 107 0 PERSONAL MILEAGE 14,886 15,500 UTILITIES 4,298 4,000 WATER 4,298 4,000 vices and Supplies \$ 304,325 \$ 13,565 PEFUND OF PRIOR YEAR CHARGES 2,737 1,500 RETURNED CHECKS \$ 2,594 \$ 1,508 See Charges \$ 2,594 \$ 1,508 CONSTRUCTION IN PROGRESS 200,000	02327	LIBRARY MATERIALS PROCESSING	3,773	4,000	2.795	3001:	(000 1)
TRAVEL EXPENSE 17 0 REFRESHMENTS 107 0 MANAGEMENT BUSINESS EXPENSE 107 0 PERSONAL MILEAGE 0 0 UTILITIES 44,298 4,000 WATER 4,298 4,000 vices and Supplies \$ 304,325 \$ 13,565 \$ or Charges RETURNED CHECKS \$ 11,500 B rer Charges (143) 8 B d Assets \$ 2,594 \$ 1,508 \$ CONSTRUCTION IN PROGRESS 207,645 60,000 60,000	02328	LIBRARY MATERIALS	2,303	2,022	1.850	2000	(00,1)
REFRESHMENTS 107 0 MANAGEMENT BUSINESS EXPENSE 107 0 PERSONAL MILEAGE 14,886 15,500 UTILITIES 4,298 4,000 WATER 4,298 4,000 vices and Supplies \$ 304,325 \$ 11,500 PREFUND OF PRIOR YEAR CHARGES 2,737 1,500 RETURNED CHECKS (143) 8 Ier Charges \$ 2,594 \$ 1,508 Assets CONSTRUCTION IN PROGRESS 2,594 \$ 1,508	02335	TRAVEL EXPENSE	17	C	C	•	
MANAGEMENT BUSINESS EXPENSE 107 0 PERSONAL MILEAGE 0 0 UTILITIES 14,886 15,500 WATER 4,298 4,000 vices and Supplies \$ 304,325 \$ 313,565 or Charges REFUND OF PRIOR YEAR CHARGES 2,737 1,500 RETURNED CHECKS (143) 8 d Assets \$ 2,594 \$ 1,508 CONSTRUCTION IN PROGRESS 207,645 \$ 2,594	02337	REFRESHMENTS			S.C.	5	0
PERSONAL MILEAGE UTILITIES WATER WATER To a construction in PROGRESS PERSONAL MILEAGE 14,886 15,500 4,298 4,000 4,298 4,000 4,298 4,000 4,298 4,000 4,298 4,000 4,298 4,000 4,298 4,000 4,298 4,000 4,298 4,000 4,298 4,000 4,298 4,000 4,298 4,000 4,298 4,000 4,298 4,000 4,298 4,000 4,298 4,000 4,000 4,298 4,000	02339	MANAGEMENT BUSINESS EXPENSE	407	(1,000	
UTILITIES WATER WATER WATER WATER WATER WATER This section in PROGRESS WATER 4,298 4,000 4,298 4,000 4,200 4,208 4,000 4,208 4,000 4,208 4,000 4,208 4,000 4,208 4,000 4,208 4,000	02355	PERSONAL MILEAGE	/01	0	168	0	0
WATER 14,886 15,500 WATER 4,298 4,000 vices and Supplies \$ 304,325 \$ 313,565 or Charges \$ 2,737 1,500 RETURNED CHECKS (143) 8 der Charges \$ 2,594 \$ 1,508 der Charges \$ 2,594 \$ 1,508	0000		0	0	69	0	0
WA LEK 4,298 4,000 vices and Supplies \$ 304,325 \$ 13,565 \$ Fr Charges 2,737 1,500 <td>02300</td> <td>OTICINES</td> <td>14,886</td> <td>15,500</td> <td>10,928</td> <td>15,500</td> <td>0</td>	02300	OTICINES	14,886	15,500	10,928	15,500	0
## 304,325	02361	WAIER	4,298	4,000	3,340	4,000	0
## Charges REFUND OF PRIOR YEAR CHARGES RETURNED CHECKS (143) ## 1,500 d Assets CONSTRUCTION IN PROGRESS REFUND OF PRIOR YEAR CHARGES (1,500 2,737 1,500 (1,500 CONSTRUCTION IN PROGRESS	TAL Se	rvices and Supplies			272,511		\$ 25,668
REFUND OF PRIOR YEAR CHARGES 2,737 1,500 RETURNED CHECKS (143) 8 ier Charges \$ 2,594 \$ 1,508 d Assets CONSTRUCTION IN PROGRESS CONSTRUCTION IN PROGRESS	00 - Oth	er Charges					
returned checks (143) 8 Inc. Charges 4 2,594 \$ 1,508 d Assets CONSTRUCTION IN PROGRESS	03020	REFUND OF PRIOR YEAR CHARGES	2.737	1 500	004	7	
d Assets CONSTRUCTION IN PROGRESS \$ 2,594 \$ 1,508	03420	RETURNED CHECKS	(143)	α α	600	00c,1	0
d Assets CONSTRUCTION IN PROGRESS	TAL Of	her Charges			0	∞	0
d Assets CONSTRUCTION IN PROGRESS		2000			\$ 209 \$	1,508	\$
CONSTRUCTION IN PROGRESS	00 - Fixe						
C+0'16Z	04202	CONSTRUCTION IN PROGRESS	297,645	69,988	52.276	C	(69 088)
TOTAL Fixed Assets \$ 69,988 \$	TAL Fix	ed Assets	297,645	69,988		0	(886.69)
	A+C COC	5000 Othor Fire 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1					

5000 - Other Financing Uses

8000 - Approp for Contingencies

8500 - Other Expenditures(Non-Budget) TMANLIC 8500 - Other Expenditures(Nor TONY MANLICORS B888 DEPRECIATION

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COUNTY OF SOLANO

REQUESTED PROJECTION: DEPARTMENT 9886 - DIXON PUBLIC LIBRARY

FOR THE FISCAL YEAR 2012-2013

SUBOBJECT CATEGORY DESCRIPTIONS	PRIOR YEAR	WORKING	YTD ACTUALS PLUS	NY REQUESTED	RETWEEN BO
CECCUL LIONS	ACTUALS	BUDGET	ENCUMBRANCES	BUDGET 2013	AND WB
IOIAL Other Expenditures(Non-Budget)	\$ 22,159	0 \$	0	0 \$	0
9000 - Taxes					
0009001 CURRENT SECURED	281 944	000 000			
0009002 CURRENT UNSECURED	46,447	200,300	7/8,897	278,468	10,080
0009003 PRIOR LINSECTIBED	16,447	15,749	17,256	17,483	1,734
	909	595	522		(565)
	1,505	1,242	714	1.472	230
	7,359	5,503	319		(6 503
0009015 LIBRARY SALES TAX - MEASURE B	496,690	200 000	472 186	011	(5,505)
0009018 UNITARY	26.040	0 10 00 00 00 00 00 00 00 00 00 00 00 00	100,100	559,440	59,440
0009019 ABX1.26 RESIDITAL TAYES	10,316	15,425	17,584	17,584	2,159
TOTAL TANGET	0	0	10,611		0
O AL Taxes	\$ 820,866	\$ 806,872	\$ 880,667	\$ 874,447	\$ 67,575
9400 - Revenue From Use Of Money/Prop					
0009401 INTEREST INCOME	4 035	000			
0009405 BUILDING RENTAI	0000	4,000	2,127	2,120	(1,880)
TOTAL Boundary		000'6	8,425	000'6	0
OLAL Revenue From Use Of Money/Prop	\$ 10,660	\$ 13,000	\$ 10,552 \$		\$ (1,880)
9500 - Intergovernmental Revenues					
	8	0	2	0	0
00000660 STATE OTHERS PROPERLY IAX RELIEF	3,914	2,000	3,769	3,826	1,826
	39,205	22,000	18,148	0	(22.000)
	0	0	20.700	c	
0009592 REDEVELOPMENT PASS-THROUGH	28 301	000 30			0
TOTAL Infergovernmental Boyonia	20,03		56,769	26,500	1,500
Control of the contro	\$ 71,514 \$	49,000 \$	\$ 682'69	30,326	\$ (18,674)
9600 - Charges For Services					
	4,090	4,000	3,576	4,000	0
UUUSBUS LIBKAKY FINES	14,214	14,500	12,067	14,500	0 0
IOTAL Charges For Services	\$ 18,304 \$	18,500 \$	15.643 \$	18 500 €	
OOF MISSES					
0009702 CASH OVERAGE	•				
TONY MANITORNO TO A DONATIONS AND CONTRIBUTIONS	0	0	2		0

4 of 4

COUNTY OF SOLANO REQUESTED PROJECTION: DEPARTMENT 9886 - DIXON PUBLIC LIBRARY

FOR THE FISCAL YEAR 2012-2013

SUBOBJECT CATEGORY DESCRIPTIONS	PRIOR YEAR ACTUALS	WORKING BUDGET	YTD ACTUALS PLUS ENCUMBRANCES	NY REQUESTED BUDGET 2013	BETWEEN RQ AND WB
0009708 MISCELLANEOUS SALES-OTHER TOTAL Misc Revenues	2,153	1,500	1,330	1,500	69
9800 - Other Financing Sources					
TOTAL EXPENSE TOTAL REVENUE	1,221,546 927,859	999,263 892,802	841,595	939,823	(60,440) 47,021
GRAND TOTAL	\$ (293,687)	\$ (293,687) \$ (106,461)	\$ 57,534	9	\$ 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:	
	CONSENT
	PUBLIC HEARING
	ACTION, INFORMATION, DISCUSSION
	X ACTION
	RESOLUTION
	RECEIVE
	X 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."