

**DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
6:00 PM, THURSDAY, December 20, 2012**

REGULAR MEETING

AGENDA

**MEETING LOCATION:
COUNCIL CHAMBER, CITY OF DIXON
600 EAST A ST., DIXON, CA**

1. CALL TO ORDER

2. CLOSED SESSION

- a. Public comments regarding Closed Session items
- b. Public Employee Discipline/Dismissal/Release [Gov Code 54957]
- c. Library Director Evaluation Criteria
- d. Announcements from Closed Session

3. BUSINESS MEETING

- a. Pledge of Allegiance
- b. Roll Call

Trustees:

- 1. Irina Okhremtchouk, President
- 2. Gil Piñon, Vice President
- 3. Herb Cross, Clerk
- 4. Joe DiPaola, Member
- 5. Guy Garcia, Member

Staff:

Vanessa Christman, Library Director

4. ELECTION OF GOVERNING BOARD OFFICERS Action

- a. President – Library Director calls for nominations and election. The gavel will be passed to the new President of the DUSD Governing Board
- b. Vice President – Newly-elected President calls for nominations and election
- c. Clerk – Newly-elected President calls for nominations and election

5. NOTICE TO PUBLIC

Any member of the public wishing to address the Governing Board on a topic within the subject matter jurisdiction of the District but not on the agenda may do so during the PUBLIC COMMENT period identified in this agenda. By law, subjects not on the agenda cannot be acted upon by the Board except to briefly respond, clarify, or refer to staff for review and presentation at a future meeting. The Board President will recognize you for public comment on matters on the agenda at the appropriate time.

6. RECOGNITION OF GUESTS AND PRESENTATIONS

7. CORRESPONDENCE

8. CONSENT AGENDA

Action

c. Approval of Agenda

d. Approval of Minutes (Regular Meeting October 24, 2012)

9. PUBLIC COMMENT

Receive

10. LIBRARY DIRECTOR REPORT

Receive

11. OLD BUSINESS

a. Audit Report (Fiscal Year of 2010-11)

Discussion/Action

b. Schedule of Meetings

Discussion/Action

c. Review of DPLD Governance

Discussion/Action

12. NEW BUSINESS

a. Library Technology Implementation Plan

Discussion/Action

13. BOARD COMMENTS/ANNOUNCEMENTS

14. ADJOURNMENT

The Library Director legally posted this agenda in accordance with the Brown Act on: December 17, 2012. In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Library Director's Office at (707) 678-1805. Notification of at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting.

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

Subject: CONSENT AGENDA

Meeting Date: 12/20/2012

Agenda Item: 8

Item Submitted For:

- CONSENT
- PUBLIC HEARING
- ACTION, INFORMATION, DISCUSSION
- ACTION
- RESOLUTION
- RECEIVE
- DISCUSSION

SUBMITTED BY: Vanessa Christman

PRESENTED BY: Vanessa Christman

CONSENT AGENDA

- a. Approval of Agenda
- b. Approval of Minutes (Regular Meeting October 24, 2012)

Unapproved Minutes
**DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
6:00 PM, WEDNESDAY, October 24, 2012**

REGULAR MEETING

**MEETING LOCATION:
COUNCIL CHAMBER, CITY OF DIXON
600 EAST A ST., DIXON, CA**

1. Call to Order/Irina Ockhremtchouk

The meeting was called to order at 6:01 pm by Irina Okhremtchouk, Board President.

2. CLOSED SESSION

3. BUSINESS MEETING

a. Pledge of Allegiance

b. Roll Call

Trustees:

1. Irina Okhremtchouk, President

3. Joe DiPaola, Member

5. Guy Garcia, Member

Staff:

Vanessa Christman, Library Director

4. NOTICE TO PUBLIC

5. RECOGNITION OF GUESTS AND PRESENTATIONS

Library Director Vanessa Christman stated that there are none to report.

6. CORRESPONDENCE

Library Director Vanessa Christman stated that there is nothing to report.

7. CONSENT AGENDA

Mr. DiPaola presented a motion to approve the consent agenda, Mr. Garcia seconded the motion.

Ayes: All Present, Opposed: None

8. PUBLIC COMMENT

None

9. LIBRARY DIRECTOR'S REPORT

Ms. Christman presented the Library Director's report, which included a tally of reference questions answered in the library as well as a description of library activities, computer bookings, and donations to the library for specific library programs.

Ms. Okbremtchouk asked Ms. Christman about tracking donations for library programs, and Ms.

Christman stated that a new revenue category had been added to the library's budget specifically to track donations for library programs.

10. OLD BUSINESS

a. 2012-13 Budget

Ms. Christman stated that the FY 12-13 budget submitted to the County was a draft, and she has revised the draft into a proposed final budget for FY 12-13. Ms. Christman stated that she composed a separate budget for the Public Facilities Fees Fund, which was not submitted to the Auditor's office with the original General Fund draft budget. Ms. Christman also pointed out the new revenue code that tracks donations to library programming.

Mr. Garcia inquired about the increased amount allocated to legal services in the new budget, and Ms. Christman responded that this increased amount is more in line with current expenditures. Mr. Garcia also asked about an increase in the "contracted services" budget category, and Ms. Christman explained that the draft budget figures for contracted services were based on an inaccurate picture of costs for contracted services, and after she examined the final FY 11-12 expenditures she decided to budget for a higher amount in that expenditure category to reflect actual costs.

Mr. Garcia presented a motion to approve the Final FY 12-13 budget, Mr. DiPaola seconded the motion.

Ayes: All Present, Opposed: None

b. Impact Fees

Ms. Christman discussed the placing of impact fees back on the agenda and creating a budget for impact fees, as the library had received a large sum in the impact fee account due to recent development in the district. Mr. DiPaola asked how long the impact fees are good for as they were last approved in 2009. Ms. Christman stated that they had been renewed since 2009, though she anticipates the next renewal will need to be soon and the library will need to go before the County Board of Supervisors in order to have the fees approved and renewed.

Ms. Christman also discussed the Government Code section which governs how impact fees can be used. She stated that it is up to the Board to dictate how the fees can be used via the passing of a resolution.

Mr. DiPaola suggested that the Board ask the public about their interest in using facilities fees to renovate an existing library structure, the Miller Building, to create additional staff space and to update the facilities to ADA compliance.

Ms. Christman stated that she was already looking into this possibility. Mr. DiPaola also asked about the current amount in the library's facilities fees fund and Ms. Christman stated that the total current amount is approximately \$135,000.

Mr. David Werrin, member of the public, addressed the Board to ask Ms. Christman about potential uses of the facilities fees. Ms. Christman stated that according to the Government code it is up to the Governing Board to set the uses of the facilities fees via a resolution, however there are certain things that the fees cannot be used for according to the Code- such as staffing.

Ms. Sandra Myers, member of the public, addressed the Board to state that she believes that there is a resolution that spells out in more detail what the Library's facilities fees are to be used for.

Mr. David Werrin inquired about the property next to the library that was acquired with impact fees and asked whether or not the property could be sold and where that money would go. Ms. Christman stated that she would be wary to cross into that territory as a situation may result in which impact fees need to be refunded if they were not used for their intended purpose.

Ms. Susan Werrin stated that she thinks that using the facilities fees to improve the Miller Building is a good idea.

Mr. DiPaola suggested that Ms. Christman hire a contractor in order to get an estimate as to what renovation of the Miller building would cost- and Ms. Okhremtchouk agreed.

Ms. Myers suggested that the library be careful in exploring other options for facilities fees to avoid facilities fees refunds.

c. Review of DPLD Governance

Ms. Okhremtchouk addressed the need to have discussions about reviewing DPLD governance.

Mr. DiPaola said that he will not support the return of the Library Commission, he also suggested that the public be asked via a series of forums about governance options.

Mr. Garcia agreed with all of the options presented by Mr. DiPaola, and also expressed the importance of public input in the process.

Ms. Okhremtchouk suggested that this Governance discussion be extended with a full Board, and a list be created with governance options before asking for public input.

Ms. Susan Werrin, member of the public, addressed the Board and stated that the Board had only recently started to regain the trust of the public and the staff, and stated that the Board should not be quick to pass off the responsibility of governing the library to another group.

11. NEW BUSINESS

a. Audit Report (Fiscal Year of 2010-11)

Ms. Christman stated that she is waiting on the Auditor to finalize the report as he had requested some additional documents.

b. Schedule of Meetings

Mr. Garcia stated that he had talked with Mr. Cross and Mr. Cross had expressed interest in not having the meetings back-to-back with the School Board meetings.

Mr. DiPaola motioned to table the item until the next Board meeting. Mr. Garcia seconded the motion.

Ayes: All Present, Opposed: None

c. Assessment of Employee Positions

Ms. Christman stated that this item was something that Mr. Cross had asked her to look into, and she has been preoccupied with other matters and has not had the time to examine library positions in depth.

Mr. DiPaola motioned to table the item until the next Board meeting. Mr. Garcia seconded the motion.

Ayes: All Present, Opposed: None

12. BOARD COMMENTS/ANNOUNCEMENTS

None

13. ADJOURNMENT

Ms. Okbremtchouk adjourned the meeting at 6:55 pm.

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

Subject: OLD BUSINESS

Meeting Date: 12/20/2012

Agenda Item: 11a

Item Submitted For:

CONSENT

PUBLIC HEARING

ACTION, INFORMATION, DISCUSSION

ACTION

RESOLUTION

RECEIVE

DISCUSSION

SUBMITTED BY: Vanessa Christman

PRESENTED BY: Vanessa Christman

DISCUSSION:

Board needs to draft responses to findings on pages 36-43 before audit report can be finalized.

STEPHEN ROATCH ACCOUNTANCY CORPORATION

Certified Public Accountants

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Board of Trustees
Dixon Public Library District
Dixon, California

We have audited the financial statements of the governmental activities and each major fund of the Dixon Public Library District, as of and for the year ended June 30, 2011, which collectively comprise the District's basic financial statements, and have issued our report thereon dated December 21, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as described in the accompanying Schedule of Findings and Questioned Costs, we identified certain deficiencies in internal control over financial reporting that we consider to be material weaknesses, and other deficiencies that we consider to be significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying Schedule of Findings and Questioned Costs to be material weaknesses, as noted on pages 36-40.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying Schedule of Findings and Questioned Costs to be significant deficiencies, as noted on pages 41-43.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The District's responses to the findings identified in our audit are described in the accompanying Schedule of Findings and Questioned Costs. We did not audit the responses and, accordingly, we express no opinion on the responses.

This report is intended solely for the information and use of the District's Board of Trustees, management, California State Controller's Office, and Solano County Auditor's Office, and is not intended to be and should not be used by anyone other than these specified parties.

Stephen Roatch Accountancy Corporation

STEPHEN ROATCH ACCOUNTANCY CORPORATION
Certified Public Accountants

December 21, 2012

FINDINGS AND QUESTIONED COSTS SECTION

DIXON PUBLIC LIBRARY DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2011

SECTION I - SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued:	Unqualified	
Internal control over financial reporting:		
Material weaknesses identified?	<u> X </u> Yes	<u> </u> No
Significant deficiencies identified not considered to be material weaknesses?	<u> X </u> Yes	<u> </u> None reported
Noncompliance material to financial statements noted?	<u> </u> Yes	<u> X </u> No

DIXON PUBLIC LIBRARY DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2011

SECTION II - FINANCIAL STATEMENT FINDINGS

MATERIAL WEAKNESS

AVAILABLE RESERVES

<u>Criteria:</u>	All districts should maintain an adequate reserve to provide the necessary resources that are occasionally needed to cope with unforeseen events or emergencies.
<u>Condition:</u>	The District deficit spent \$322,699, \$114,169, and \$538,595 during fiscal years 2010-11, 2009-10, and 2008-09, respectively. As a result, the fund balance of the District decreased from \$1,469,789 at June 30, 2008 to \$494,326 at June 30, 2011 or 66.4%.
<u>Questioned Costs:</u>	None.
<u>Context:</u>	The District incurred operating deficits in each of the past three fiscal years.
<u>Effect:</u>	If the trend of deficit spending continues, it will significantly impair the District's ability to meet its obligations as they become due in the future.
<u>Cause:</u>	The District expended \$938,669 over the past three fiscal years for construction related expenditures related to the new library facility.
<u>Recommendation:</u>	The District should implement appropriate program reductions and cost saving plans to ensure that the District maintains adequate reserves to cope with unforeseen events or emergencies.
<u>District Response:</u>	

DIXON PUBLIC LIBRARY DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2011

SECTION II - FINANCIAL STATEMENT FINDINGS (CONTINUED)

MATERIAL WEAKNESS

FINANCIAL REPORTING

<u>Criteria:</u>	The District Librarian is responsible for reporting complete and accurate financial information to the Governing Board on an annual basis. Accordingly, the Librarian should have an effective system of internal control over financial reporting that will ensure that the information contained in the financial report is free of material misstatement.
<u>Condition:</u>	The District's financial reports included misstatements that we consider to be material to the District's annual financial statements. Accordingly, it appears that internal control over financial reporting was inadequate in the areas where the audit adjustments were required.
<u>Questioned Costs:</u>	None.
<u>Context:</u>	The adjustments that were made to ensure that the financial statements were fairly stated are presented on page 31 of this report.
<u>Effect:</u>	When an effective system of internal control over financial reporting is not in place, there is a reasonable possibility that material misstatements of the District's financial statements will not be prevented, or detected and corrected on a timely basis.
<u>Cause:</u>	The District did not appear to perform a formal comprehensive financial reporting review of the information that is presented in the financial reports.
<u>Recommendation:</u>	The District should develop a comprehensive financial reporting checklist, which can be used by staff during the year-end closing process, to prevent material misstatements from occurring in the future.
<u>District Response:</u>	

DIXON PUBLIC LIBRARY DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2011

SECTION II - FINANCIAL STATEMENT FINDINGS (CONTINUED)

MATERIAL WEAKNESS

PAYROLL

Criteria: All districts should establish appropriate policies and procedures for payroll to ensure that:

- Payments are supported by contracts or personnel action forms.
- Personnel action forms are reviewed and signed by the Librarian.
- Supporting documentation is maintained for each payroll processed.
- Employees are compensated for working overtime.
- Longevity is paid to employees when earned.
- Payroll reports are filed chronologically by fiscal year.

Conditions:

1. The contract with the Librarian ended June 1, 2009, and the District was unable to provide a renewed contract for the period that covered the 2010-11 fiscal year. However, the hourly rate of pay did not change from the prior fiscal year.
2. Personnel action forms, which document the hourly rate of pay of District employees, were prepared and signed by the Administrative Support Manager, and we could not verify that they were reviewed by the Librarian.
3. Supporting documentation could not be located to support the calculation of vacation hours paid to one employee.
4. Employees are required to track their own overtime hours, which per District policy, can be used as compensatory time off at a rate of one and one half hours for each hour of overtime worked. Per discussion with employees, some track their overtime hours and some do not.
5. The District does not have a procedure for tracking District employees' years of continuous service for longevity purposes. As a result, some employees are paid longevity, some are not, and some employees are paid the wrong longevity pay.
6. Payroll reports are not filed in an auditable manner. The reports are not filed chronologically and are commingled with the prior fiscal year's payroll reports.

Questioned Costs: None. We determined that there were no improper payments made to employees tested in fiscal year 2010-11.

Context: The conditions existed throughout fiscal year 2010-11.

DIXON PUBLIC LIBRARY DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2011

SECTION II - FINANCIAL STATEMENT FINDINGS (CONTINUED)

PAYROLL (CONCLUDED)

- Effects:
- 1-5. Errors or irregularities may occur and not be detected in a timely manner.
 - 6. It is difficult to locate payroll reports in a timely manner.

Cause: The District has not been informed of these internal control deficiencies in the past.

- Recommendations:
- 1. The District should ensure that all future contracts with the Librarian are in place and valid prior to processing payroll.
 - 2. All personnel action forms should be reviewed and signed by the Librarian.
 - 3. All payroll payments for vacation, prior month adjustments, overtime, etc., should be documented and maintained with the related payroll report for audit purposes.
 - 4 & 5. The District should develop a system to track employee overtime hours and years of continuous service to ensure they are compensated according to District policy.
 - 6. Payroll reports should be filed in chronological order by fiscal year.

District Response:

DIXON PUBLIC LIBRARY DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2011

SECTION II - FINANCIAL STATEMENT FINDINGS (CONTINUED)

MATERIAL WEAKNESS

ACCOUNTS RECEIVABLE / PREPAID / PAYABLE RECONCILIATION

Criteria: An effective system of internal control over financial reporting requires all accounts receivables, prepaid expenses, and accounts payable accruals established in the prior fiscal year to be reconciled to amounts actually received and paid. In addition, any differences noted between the amounts accrued and the amounts actually received and paid should be investigated and cleared in a timely manner.

Condition: The accounts receivable, prepaid expenses, and accounts payable accruals that were established in the prior fiscal year were not reconciled to the amounts actually received and paid during the current year. As a result, several uncleared accrual balances from the prior year were carried over into the current year.

Questioned Costs: None. The uncleared balances were not material to the financial statements.

Context: General ledger balances as of June 30, 2011.

Effect: Accounts receivable, prepaid expenses, and accounts payable accruals were not reconciled and cleared in a timely manner.

Cause: The District has not adequately established procedures to ensure that only legitimate accounts receivable, prepaid expenses, and accounts payable balances are included on the general ledger at June 30 of each fiscal year.

Recommendation: The District should establish procedures that require all accounts receivable, prepaid expenses, and accounts payable accruals, established in the prior fiscal year, to be reconciled to the amounts received and paid. Any differences noted between the amounts accrued and the amounts actually received and paid should be investigated and cleared in a timely manner.

District Response:

DIXON PUBLIC LIBRARY DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2011

SECTION II - FINANCIAL STATEMENT FINDINGS (CONTINUED)

SIGNIFICANT DEFICIENCY

CASH DISBURSEMENTS

Criteria: Internal control procedures over cash disbursements should ensure that authorization for payment is obtained, documented, and maintained prior to forwarding the invoices to the Solano County Auditor for processing.

Condition: The District is required to prepare and submit an authorization sheet along with the related invoices to the Solano County Auditor as authorization to process the invoices for payment. The authorization sheet is used to document that the Librarian reviewed and approved the invoices for payment. The District however, did not maintain any copies of the authorization sheets used during fiscal year 2010-11.

Questioned Cost: None. It does not appear that this internal control weakness resulted in an improper use of District funds.

Context: The condition existed throughout fiscal year 2010-11.

Effect: Employees may commit the District to paying for goods or services that have not been properly approved.

Cause: The District has not been informed of this internal control deficiency in the past.

Recommendation: The District should maintain copies of all authorization sheets submitted to the Solano County Auditor.

District Response:

DIXON PUBLIC LIBRARY DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2011

SECTION II - FINANCIAL STATEMENT FINDINGS (CONCLUDED)

SIGNIFICANT DEFICIENCY

REVOLVING ACCOUNT

Criteria: The revolving bank account register balances and cash on hand should be reconciled to the imprest balance on a monthly basis.

Condition: The revolving bank account register balances and cash on hand were not reconciled to the imprest balance of \$700. In addition, the sum of the register balances and cash on hand exceeded the \$700 imprest balance as of June 30, 2011, and no explanation for the excess cash was provided.

Questioned Costs: None.

Context: The condition was noted throughout fiscal year 2010-11.

Effect: Errors or irregularities may occur and not be detected in a timely manner.

Cause: The District has not established procedures, which require the revolving bank accounts and cash on hand to be reconciled to the imprest balance on a monthly basis.

Recommendation: The revolving bank account register balances and cash on hand should be reconciled to the imprest balance of \$700 on a monthly basis. Any balance in excess of the \$700 imprest balance should be cleared to the County Treasury. In addition, due to the infrequent use of the revolving account, the District should consider lowering the imprest balance to \$300.

District Response:

DIXON PUBLIC LIBRARY DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2011

SECTION II - FINANCIAL STATEMENT FINDINGS (CONTINUED)

SIGNIFICANT DEFICIENCY

CASH RECEIPTS

Criteria: Cash receipts from the print management machine should be collected by two employees, and counted and summarized on a cash deposit summary sheet by one employee and verified by the second employee. Both employees should sign the summary sheet which should be maintained as support for the deposited amount.

Condition: No support was prepared or maintained for revenues collected from the print management machine. The Administrative Support Manager opened the machine, counted the cash receipts and made the deposits.

Questioned Costs: None.

Context: The condition existed throughout fiscal year 2010-11.

Effect: There is no way to determine the completeness of cash receipts if cash is not counted and summarized on a cash deposit summary sheet by the individuals who counted the cash, prior to being deposited. As a result, errors or improprieties may occur and not be detected in a timely manner.

Cause: The District has not been informed of this internal control deficiency in the past.

Recommendation: The District should establish and enforce procedures, which require cash receipts from the print management machine to be collected by two employees, and counted and summarized on a cash deposit summary sheet by one employee and verified by the second employee. Both employees should sign the summary sheet and which should be maintained as support for the deposited amount.

District Response:

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

Subject: OLD BUSINESS

Meeting Date: 12/20/2012

Agenda Item: 11c

Item Submitted For:

CONSENT

PUBLIC HEARING

ACTION, INFORMATION, DISCUSSION

ACTION

RESOLUTION

RECEIVE

DISCUSSION

SUBMITTED BY: Vanessa Christman

PRESENTED BY: Vanessa Christman

DISCUSSION:

***(Draft)* List of Governance Options Previously Discussed by the
Governing Board of Library Trustees**

1. Continue with Current Structure of Library Governing Board
2. Create an Advisory Library Governing Board Sub-Committee
3. Pursue Legislation to Enable an Independently Elected Library Governing Board
4. Return to the Library Commission System of Governance
5. Pursue Contracting with the Solano County Library System for Library Governance/Management
6. Other Alternatives

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

Subject: NEW BUSINESS

Meeting Date: 12/20/2012

Agenda Item: 12a

Item Submitted For:

- CONSENT
- PUBLIC HEARING
- ACTION, INFORMATION, DISCUSSION
- ACTION
- RESOLUTION
- RECEIVE
- DISCUSSION

SUBMITTED BY: Vanessa Christman

PRESENTED BY: Vanessa Christman

DISCUSSION: *I have included three documents as part of this agenda item.*

The first document is a statement of work from a prospective library technology specialist for a project that will assess and create a plan to update the library's technological infrastructure in order to make it solely staff-managed.

The second document is a synopsis of some follow-up questions I posed to the technology specialist, along with her responses to my questions.

The third document is a copy of the grant application that the library has submitted to the California State Library in order to secure additional funding for this project, as well as a note explaining the grant application.



STATEMENT OF WORK

November 30, 2012

Page 1

This agreement (“Agreement”) is effective as of November 30, 2012 (“Effective Date”) between The Galecia Group (“Galecia”) and Dixon Public Library District (“Customer”). Galecia’s Statement of Work and Services Agreement constitute the entire agreement between the parties. Unless signed by both parties, this Agreement will expire thirty (30) days from the Effective Date.

1. Project Scope

Customer desires to engage The Galecia Group (Consultant) to provide services as follows:

- Evaluate existing IT infrastructure (PCs, servers, local area network, Internet connectivity, server software, desktop software)
- Recommend hosting environment (aka “cloud” service provider) suitable for hosting new Drupal-based website as well as all other critical business applications (e.g. PastPerfect Museum Software)
- Provide recommendations for local area network to bring environment into conformance with industry best practices
- Provide recommendations for Internet connectivity to bring environment into conformance with industry best practices and to ensure bandwidth is adequate for migration to cloud
- Provide recommendations for ongoing support and maintenance
- Develop project plan to accomplish all of the above
- Implement plan
- Provide documentation and training

2. Fee Arrangement:

- Fixed Fee of \$15,000

Customer will pay Galecia for any actual and necessary travel costs, meals, lodging, and out-of-pocket expenses reasonably incurred in the performance of this Agreement. If a Galecia representative travels to a location and performs work for clients other than Customer, travel expenses will be allocated to each client in proportion to the number of hours billed to each client for that billing period.

3. Duration and Schedule

This Agreement, and the business relationship between Customer and Galecia, will automatically terminate 30 days from the effective date of this agreement unless renewed in writing by both parties. Customer or Galecia may terminate the Agreement upon 30 days written notice or upon breach of any provision of this agreement by either Customer or Galecia.

Responses from Galecia Group Representative Lori Bowen Ayre
via e-mail, 12/14/12

Question:

1. Is the statement of work intended as a contract? If it were approved by the Board would you be providing us with a separate contract?

Response: *In terms of Board approval, most libraries take my fixed price quote and that gets attached as the Scope of Work to whatever contract your city or county uses for contractors.*

2. Could you provide an estimate of the amount of hours you would be working on this project as well as an hourly rate?

Response: *What I prefer to do is provide you with a quote and do everything I've said we'll do on the quote for that fixed fee. That protects you because you know it is all going to get done and it alleviates me from having to track every minute that I spend on it and doing all the paperwork of collecting the hours, reporting what was done and tracking the individual tasks each subcontractor performs, tracking travel expenses, etc. In a fixed fee arrangement, I do not charge for expenses either.*

In terms of hourly rate, I charge \$200/hour. So, I'm gambling that we can do everything I've promised for 30 hours of my time (and that includes my contractors which come out of my pocket). The hourly rate of the PC and network people is \$175 per hour. The hourly rate of the people who will be working on the website is \$100/hour.

3. Can you give me more specifics about what this agreement includes?

Response: *In terms of how it fits into the original quote, it basically gets you everything I included in my original IT Infrastructure Assessment plus it includes actually moving your existing server environment onto a cloud-based service provider (which we'll recommend and set-up for you). So, you'll be out of the basement except for your phone service and wiring. No more servers down there. Plus this estimate includes the first step of setting you up with a hosting account (which I estimated at \$2,000) in the original Dixon Website Project quote.*

What it doesn't include is designing your new website which we can talk about after we get your first priorities taken care of.

12/18/2012

A Note About Our California State Library Grant Application

“Developing Technological Self-Sufficiency in a Rural Public Library”

I am including a copy of this grant application for one reason, and that is to get an idea of what is needed in terms of making the library into a technologically self-sufficient organization. I solicited the input of library staff members in order to arrive at the conclusions I documented in this application.

Attaining a grant to fund this project is subject to a highly competitive process that many libraries participate in yearly- and as such I cannot estimate the likelihood of this project being funded by the California State Library. But I, along with my staff, believe in the importance of trying for every available grant opportunity in order to improve the library without incurring costs to the general fund.

The California State Library allows applicants to ask for amounts of up to \$100,000.00 in funding, and the amount we arrived at, \$75,000, reflects much more than a basic infrastructure update. Obviously if the library were to pursue this project without grant funding (**which I absolutely think we should**) the estimated amount for completing the project would be adjusted downward.

Achieving technological self-sufficiency is absolutely imperative for the Dixon Public Library, as it will allow the library to cut costs associated with contracting out all of its technology needs by implementing easy to use online and network systems and training existing staff in how to manage these systems. It will also ensure that the knowledge of the library's technological infrastructure will be shared amongst the staff, and not be solely held by an outside contractor. This will aid in facilitating ongoing staff training as well as allow for troubleshooting the library's technology problems in a timely manner.

Vanessa Christman
Library Director
Dixon Public Library

**CALIFORNIA STATE LIBRARY
LSTA PITCH AN IDEA FY 2012/13**

Instructions – Please read carefully!

Welcome to Pitch an Idea! The purpose of this form is to give the State Library an overview of your idea before our conference call. This is not a full-blown proposal. Think of this as your two-minute elevator speech about the project. Please answer all of the questions below with *no more than two pages and using 12 point font*. Email completed form to Mickie Potter at mickie.potter@library.ca.gov by 4:00 p.m., **December 14, 2012**. Please be reminded that incomplete or late submissions will not be considered. **Check one category below that best describes the project.** (see descriptions on the next page)

- 21st Century Skills / 22nd Century Tools
 Workforce Development
 Building Digital Success
 Early Learning
 Community Connections

Contact Information

1.	Library/Organization:	Dixon Public Library District				
2.	Project Coordinator Name & Title:	Catherine Dunn & Katrina Bergen, Adult and Childrens Services Librarians				
3.	Business Phone Number:	707-678-5447	4.	Email Address:	dunnc@dixonlibrary.com	
5.	Director Name & Title:	Vanessa Christman, Library Director				
6.	Email Address:	christmanv@dixonlibrary.com				
7.	Mailing Address:	230 North First St.	City:	Dixon	Zip:	95620

Idea Information

8.	Draft Title:	Developing Technological Self-Sufficiency in a Rural Public Library				
9.	Estimated Cost:	\$75,000				
10.	How long will this project take?	6 Months				

11. What are you trying to accomplish with this project? Describe how you will accomplish this in the six-month time frame including a brief outline of the budget.

The Dixon Public Library (DPL) currently relies upon outside contractors to provide technological services to the library- from the building and maintenance of the library's website to the oversight of library servers and circulation systems. This has resulted in an environment in which library staff are not empowered to learn about and improve the library's technological infrastructure nor are staff engaged in the process of using technology as a tool to enhance library services and outreach.

If funded, this project would completely transform DPL's technological infrastructure from one dependant upon unpredictable outside forces into a series of sustainable, intuitive and accessible systems managed entirely by library staff. Technological autonomy and self-sufficiency would be achieved by:

1. Conducting an evaluation of the library's current technology infrastructure and identifying strengths and deficiencies
2. Identifying technological solutions aimed at allowing existing library staff to manage library technologies without the need of an outside contractor
3. Creating a technology implementation plan
4. Implementing the plan
5. Providing staff training and documentation

In order to accomplish this task within a six-month timeframe DPL would retain the services of a qualified library technology consultant who specializes in building intuitive Open Source systems to assist us in directing the project. We have selected Lori Bowen Ayre of the Galecia Group as our library technology consultant, and she has provided us with her insights as to what the project would entail in terms of cost and timeframe.

Brief Budget Outline:

- Consultant Fees: \$20,000
IT Needs Assessment, Infrastructure Assessment, Site Testing
- Web Development & Implementation: \$25,000
Hosting Setup, Server Setup, Wireframing/Information Architecture, Site Development
- Hardware and Software: \$25,000
Monitors, Children's computers & multimedia, Social Media Content Management
- Staff Training: \$5000
Three on site staff training sessions led by Galecia Group consultants

12. How does this project fit into the California State Library LSTA 5-Year Plan?

Developing Technological Self-Sufficiency in a Rural Public Library entails transforming the library's technological infrastructure into a series of accessible and intuitive systems. The ultimate goal of this project is to bring technological autonomy back to the library thus engaging and empowering staff to use the library's technological resources to promote and deliver library services to the community.

Dixon is a very unique rural community that also has a high proportion of residents who commute to urban areas for employment. Enabling greater staff involvement in technological outreach to the community is a critically important function of the Dixon Public Library as it will promote greater use of the library's resources.

Developing Technological Self-Sufficiency in a Rural Public Library addresses these goals of the CSL LSTA 5-Year Plan:

Goal II (21st Century Skills), Program IV

The purpose of Goal II, Program IV that is most relevant to this project is section (a) which entails providing training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services.

Goal III (22nd Century Tools), Program I

The purpose of Goal II that is most relevant to this project is the entirety of Program I which details expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills.

IMPORTANT NOTICE: Your director and/or a library administrator must be supportive of this project and must participate in the phone call with the State Library.