

TO: GOVERNING BOARD OF LIBRARY TRUSTEES

FROM: GREGG ATKINS, DISTRICT LIBRARIAN



DATE: JUNE 20, 2008

I discovered that the enclosed notification memo was not mailed to you as planned. Please accept my apologies for the oversight and the delay. This has in no way affected the process to publicize the vacancies or recruit applicants.

TO: GOVERNING BOARD OF LIBRARY TRUSTEES
DIXON PUBLIC LIBRARY DISTRICT

FROM: GREGG ATKINS, DISTRICT LIBRARIAN

DATE: JUNE 10, 2008

RE: NOTIFICATION TO THE GOVERNING BOARD OF LIBRARY
TRUSTEES OF VACANCIES ON LIBRARY COMMISSION

Pursuant to Policy 7020, I hereby notify the Governing Board of Library Trustees of two vacancies on the Library Commission effective July 1, 2008.

The two vacancies are:

- Library Commissioner Shane C. Taber completes a vacancy-replacement term on the Library Commission on June 30, 2008. She has requested that the Governing Board reappoint her to a first three-year term. As stipulated in Policy 7020.2.2, Ms. Taber will continue to serve until the Governing Board has re-appointed her or has appointed another individual.
- Library Commissioner Marjorie Rothrock will have completed her second three-year term on the Library Commission on June 30, 2008. She is not eligible for further appointment at this time. She will continue to serve until the Governing Board appoints someone to the position.

As provided for in Policy 7020, I have initiated the official period of announcement, acceptance of applications, and interviews which will lead to selection and appointment by the Governing Board of Library Trustees in September, 2008.

**MINUTES
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
6:00 PM, THURSDAY, MARCH 13, 2008**

**BOARD MEETING ROOM, DIXON UNIFIED SCHOOL DISTRICT
180 SOUTH 1ST STREET, DIXON, CA**

1. Call to order

The meeting was called to order by Amy Swanson, Vice- President at 6:00 p.m.

2. Roll call

Trustees

Shana Levine - excused

Amy Swanson

Alan Hodge

John Gabby

Staff

Gregg Atkins, District Librarian

Sandy Myers, Recorder

3. Communications

None

4. Approval of agenda

Alan Hodge moved, Jim Ernst seconded and the motion carried.

5. Public presentations to, or discussion with the Trustees

None

6. CLOSED SESSION – Real property transactions pursuant to Government Code section 54956.8 (“Brown Act”)

Conference with real property negotiator (Gregg Atkins) and property consultant (Gary Archer) re: Parcel # 0113-066-13 / Land Bank Development; instruction concerning terms of payment and price

Adjourned to closed session at 6:02 p.m.

7. Announcements from Closed Session-

Reconvened at 6:13 p.m. Ms. Swanson reported that no actions were taken.

8. Approval of minutes

A. Regular Meeting of December 13, 2007

Alan Hodge moved, Jim Ernst seconded and the motion carried to approve the minutes as written.

B. Special Meetings of January 17, 2008

Alan Hodge moved, Jim Ernst seconded and the motion carried to approve the minutes as written.

9. Library Commission President’s Report

a. Marjorie Rothrock, President announced that there she would not present a report for this meeting.

10. District Librarian's Report

Mr. Atkins added the following items to his Librarian's Report

- a. *Mr. Atkins met with John Gabby for an orientation to the Library District and the roles and responsibilities of the Governing Board of Library Trustees.*
 - b. *The public restrooms are having their toilets replaced.*
 - c. *A gate is being installed in the stairwell of the Carnegie library to help secure the building.*
- The Librarian's report was unanimously accepted.*

11. Financial Report

The financial reports were unanimously accepted.

12. Usage Statistics

Circulation statistics are 5% higher than last year.

The statistics reports were unanimously accepted.

13. Discussion Items:

A. New library facility

1. Southwest Community Park

Mr. Atkins spoke with Jeff Matheson who reports that the final report from Northfork is under review. It is anticipated that it will go before City Council for approval at the end of April.

2. Jackson Square

A letter of intent is being sent to Mr. Gustafson indicating the County and Library's offer. He will then have two weeks to reply to the letter. If the conditions of the letter are not met then there will be no more effort to work with Mr. Gustafson. If an agreement is met the Library will use Addison Covert of Kronick, Moskovitz, Tiedemann & Girard as its lawyer. The Veterans have indicated that the Jackson Square site is their number one choice. Hometown Market site is the number two choice.

14. Board Comments

Jim Ernst thanked Mr. Atkins for the thoroughness in reporting information to the Board. Alan Hodge asked if there was anything the library could do to help in training volunteers for the school library. Mr. Atkins informed him that the Dixon Library was already talking with Abbra Peach and others about how to best assist with the training of volunteers.

15. Announcements

None

15. Adjournment

Amy Swanson, Vice-President adjourned the meeting at 6:55 p.m.

Shana Levine, President

Alan Hodge, Secretary

MINUTES
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
6:50 PM, THURSDAY, APRIL 17, 2008

SPECIAL MEETING

MEETING LOCTION:
BOARD ROOM, DIXON UNIFIED SCHOOL DISTRICT
180 SOUTH 1ST STREET, DIXON, CA

1. Call to order

The meeting was called to order at 7:00 p.m.

2. Roll call

Trustees

Shana Levine, President
Alan Hodge, Vice-President
Amy Swanson, Clerk
John Gabby-excused
Jim Ernst

Staff

Gregg Atkins, District Librarian
Sandy Myers, Recorder

3. Communications

None

4. Approval of agenda

Amy Swanson moved, Jim Ernst seconded and the motion carried.

5. Public presentations to or discussion with the Board

None

6. Discussion Items

A. Library Facility update

Negotiations with Solano County in efforts to acquire the Jackson Square property have reached an end. The seller wanted to continue to be an active participant. The County is pursuing the Hometown Market site. In the mean time the County will fix the roof on the Vets building and do some repairs that do not trigger code updates. The Library will proceed to go in the direction of Southwest Community Park. The EIR on the site has been completed and will go before City Council soon. Mr. Atkins suggested that the Ad-Hoc Building Committee begin to meet again. The Board indicated that Jim Ernst and John Gabby will be the representatives from the Board.

7. New Business

A. Recommendation to update existing Library Facilities Fee for inflation and set fees for 2008-09

Mr. Atkins reviewed the required annual update study conducted by MuniFinancial. It recommends that fees should be raised by 2.3%.

Jim Ernst moved, Amy Swanson seconded and the motion carried.

8. Board Comments

Jim announced that it is always a pleasure to work with the library.

9. Announcements

None

10. Adjournment

Shana Levine, President adjourned the meeting at 7:09 p.m.

**DIXON PUBLIC LIBRARY
DISTRICT LIBRARIAN'S REPORT
5/20/08 – 6/16/08**

LIBRARY PROGRAMS / SERVICES / OPERATIONS

- Summer Reading (“Catch the Reading Bug!”) is off to a roaring start! We had over 250 children signed up by the third day of registration!
- We have hired five new library aides (high school students) to replace the ones who are leaving after graduation from high school. This current group is a little unusual: four guys and one girl.
- The weekly Farmer’s Market has settled in to a regular routine, and there has been minimal impact on the Library. It’s too early to tell whether there’s an increase in circulation.

SNAP AND NBCLS OPERATIONS

- SNAP library directors reviewed the recommendations from staff about database products, and chose a package will provide a broader range of products at a savings of \$130,000.
- NBCLS, MVLS and NSCLS have all voted to merge and realign programs and services. The next step is for all three systems to petition the Library of California Board for permission to do so, effective July 1, 2009. Each system has appointed representatives to a “merger committee” which will develop the merger specifics.

Comparison Measure B Revenue 06/07 to 07/08

Bolded dates are catch up checks

Period Covered		Period Covered	
6/14/06-07/14/06	\$38,829.97	6/14/07-07/13/07	\$45,577.62
07/15/06-08/11/06	\$51,778.57	7/14/07-8/13/07	\$60,773.00
05/12/06-09/14/06	\$62,598.32	05/12/07-09/14/07	\$61,382.60
9/15/06-10/13/06	\$38,736.10	9/15-10/12/07	\$50,088.92
10/14/06-11/14/06	\$70,102.07	10/13/07-11/14/07	\$66,791.21
8/12/06-12/13/06	\$53,624.78	8/14/07-12/13/07	\$45,408.83
12/14/06-1/12/07	\$43,696.18	12/14/07-1/14/08	\$48,112.83
1/13/07-2/14/07	\$58,010.16	1/15/08-2/14/08	\$64,144.67
11/15-3/13/07	\$56,188.15	11/15/07-3/13/08	\$39,331.92
03/14/07-04/12/07	\$42,316.26	3/14/08-4/11/08	\$34,836.65
4/13/07-5/11/07	\$56,416.32	4/12/08-5/13/08	\$46,446.09
2/15/07-6/13/07	25,637.81		
Total	\$597,934.69	Total	\$562,894.34
Total 6/14/06-5/11/07	\$572,296.88	Total 6/14/07-5/13/08	\$562,894.34

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 SORT ORDER: SECTION within BUREAU within DIVISION within DEPTMNT within SUBOBJ within CATEGORY within FUND
 =====

SELECT KEY Status: EXI ; FUND: 426,428 ; BUDG CATEGORY: 1000-9990,EX8500
 =====

Fund	Fund Description	Dept.	Department Description	Budget	Adjustments	Mo. Actual	YTD Actual	Encumbrance	Balance	Pct.
428	DIXON PUBLIC LIB DISTRICT-PFF	9428	DIXON PUB LIBRARY DISTRICT-PFF	2,100.00	0.00	0.00	0.00	0.00	2,100.00	
2000	Services and Supplies			2,100.00	0.00	0.00	0.00	0.00	2,100.00	
4000	Fixed Assets			500,000.00	0.00	0.00	0.00	0.00	500,000.00	
0004202	CONSTRUCTION IN PROGRESS			500,000.00	0.00	0.00	0.00	0.00	500,000.00	
4000	Fixed Assets			500,000.00	0.00	0.00	0.00	0.00	500,000.00	
9400	Revenue From Use Of Money/Prop			40,000.00	0.00	3,214.00	41,426.33	0.00	-1,426.33	104%
0009401	INTEREST INCOME			40,000.00	0.00	3,214.00	41,426.33	0.00	-1,426.33	104%
9400	Revenue From Use Of Money			40,000.00	0.00	3,214.00	41,426.33	0.00	-1,426.33	104%
9600	Charges For Services			170,000.00	0.00	0.00	54,866.26	0.00	115,133.74	32%
0009601	BUILDING USE FEES			170,000.00	0.00	0.00	54,866.26	0.00	115,133.74	32%
9600	Charges For Services			170,000.00	0.00	0.00	54,866.26	0.00	115,133.74	32%
Total Revenue				210,000.00	0.00	3,214.00	96,292.59	0.00	113,707.41	46%
Total Expense				502,100.00	0.00	0.00	0.00	0.00	502,100.00	
				3,214.00		96,292.59				

SORT ORDER: CATEGORY within Object Type within DEPTMNT within FUND

SELECT KEY Status: EX1 ; FUND: 426,428 ; BUDG CATEGORY: 1000-9990,EX8500

Fund	Object Description	Budget	Dept.	Department Description	Mo. Actual	YTD Actual	Encumbrance	Balance	Pct.
428	DIXON PUBLIC LIB DISTRICT-PFF	9428	DIXON PUB LIBRARY DISTRICT-PFF						
9400	Revenue From Use Of Money	40,000.00	0.00	3,214.00	41,426.33	0.00	-1,426.33	104%	
9600	Charges For Services	170,000.00	0.00	0.00	54,866.26	0.00	115,133.74	32%	
	Total Revenue	210,000.00	0.00	3,214.00	96,292.59	0.00	113,707.41	46%	
2000	Services and Supplies	2,100.00	0.00	0.00	0.00	0.00	2,100.00		
4000	Fixed Assets	500,000.00	0.00	0.00	0.00	0.00	500,000.00		
	Total Expense	502,100.00	0.00	0.00	0.00	0.00	502,100.00		
	Total Revenue				96,292.59				
	Fund Total - Revenue	210,000.00	0.00	3,214.00	96,292.59	0.00	113,707.41	46%	
	Fund Total - Expense	502,100.00	0.00	0.00	0.00	0.00	502,100.00		

SELECT KEY Status: EXI ; FUND: 426,428 ; BUDG CATEGORY: 1000-9990,EX8500

Sort Order: CATEGORY within Object Type within DEPTWNT within FUND

Object Description	Budget	Adjstments	Mo. Actual	YTD Actual	Encumbrance	Balance	Pct.
Grand Total - Revenue	1,333,399.00	0.00	46,059.37	1,106,810.38	0.00	226,588.62	83%
Grand Total - Expense	1,625,499.00	0.00	87,602.30	880,639.13	0.00	744,859.87	54%
				226,171.25			

Sort Order: SUBOBJ within ACCTTYPE within within FUND

SELECT KEY Status: EXI ; FUND: 426,428

Fund	Fund Description	Account Code	Sub-Account Debits	Credits	Account Debits	Credits
428	DIXON PUBLIC LIB DISTRICT-PFF	0000010	1,126,704.11		1,126,704.11	
		010			1,126,704.11	0.00

Assets:
 CASH IN TREASURY
 Cash in Treasury
 Total Assets

Liabilities and Equities:
 FUND BALANCE AVAILABLE
 FUND BALANCE AVAILABLE
 REVENUES
 BUDGETED REVENUE
 BUDGETED REVENUE
 APPROPRIATIONS
 APPROPRIATIONS

Total Liabilities and Equities
 ** Fund Totals **

SORT ORDER: SUBOBJ within ACCTTYPE within within FUND

SELECT KEY Status: EXI ; FUND: 426,428

Account Code	Sub-Account	Debits	Credits	Account
=====	=====	=====	=====	=====
		6,292,308.31		
			6,292,308.31	
		6,292,308.31	6,292,308.31	

** Grand Totals **

Dixon Public Library Budget and Accounts 2007-2008

		FY2006-2007 BUDGET and ACCOUNTS		FY2007-2008 BUDGET and ACCOUNTS		
6/9/08	smm	FY06-07 Budget (Approved)	FY06-07 Actual as of 6/30/2007	FY07-08 Budget (Approved)	FY07-08 Actual as of 5/31/2008	
REVENUES:						
9000	Property Tax and other taxes	\$318,048	\$316,716.23	\$344,353	\$339,859.71	98.7%
9001	Current Secured				\$303,669.61	
9002	Current Unsecured				\$11,728.71	
9003	Prior Unsecured				\$818.26	
9004	Supplemental Secured				\$8,917.70	
9018	Unitary		\$12,839.19		\$14,705.43	
9008	Measure B Revenue	\$618,123	\$597,934.69	\$649,029	\$516,449.25	79.6%
9400	Revenue from Use of Money	\$43,750	\$60,680.48	\$48,125	\$53,617.97	111.4%
9505/9507	Intergovernmental Revenues	\$3,993	\$3,618.64	\$4,392	\$3,575.85	81.4%
9561	State Aid Stabilization	\$0	\$0.00	\$0	\$0.00	Not Budgeted
9569	State Other (P.L.F., ILL., TBR)	\$26,000	\$63,995.60	\$34,500	\$49,892.95	144.6%
9591	Grant Revenue	\$0	\$0.00	\$0	\$0.00	Not Budgeted
9592	Redevelopment/Other revenue	\$42,000	\$25,308.32	\$30,000	\$28,918.12	96.4%
9603/9605	Library Revenue	\$0	\$0.00	\$0	\$0.00	Not Budgeted
9603	Photo/Microfiche Copies	\$4,000	\$2,015.35	\$2,000	\$1,900.64	95.0%
9605	Library Fines	\$8,000	\$11,773.21	\$10,000	\$13,388.19	133.9%
9622	Assessment & Tax Collection Fees	\$0	\$73.00	\$0	\$0.00	Not Budgeted
9663/9703	Redevelopment/Other Revenue	\$0	\$0.00	\$0	\$151.30	Not Budgeted
9704	Donations	\$1,000	\$5,062.52	\$1,000	\$1,674.20	167.4%
9708	Misc. sales other	0	\$964.30	0	\$1,089.61	
	REVENUE TOTAL	\$1,064,914.00	\$1,100,981.53	\$1,123,399.00	\$1,010,517.79	
	Transfer from Fund Balance (740)					Not Budgeted
	Transfer from Reserve (730)		\$0.00		\$0.00	Not Budgeted
	Transfer from Reserve (709)					
	REVENUE GRAND TOTAL	\$1,064,914.00	\$1,100,981.53	\$1,123,399.00	\$1,010,517.79	90.0%

Dixon Public Library Budget and Accounts 2007-2008

		FY2006-2007 BUDGET and ACCOUNTS		FY2007-2008 BUDGET and ACCOUNTS	
6/9/08	smm	FY06-07 Budget (Approved)	FY06-07 Actual as of 6/30/2007	FY07-08 Budget (Approved)	FY07-08 Actual as of 5/31/2008
2280	PUBLICATIONS AND LEGAL NOTICES	\$1,200	\$0.00	\$1,200	\$75.00
2281	ADVERTISING AND MARKETING	\$10,000	\$12,381.09	\$10,000	\$16,136.74
2285	RENTS AND LEASES-EQUIP	\$6,700	\$3,866.20	\$6,700	\$3,774.88
2295	RENTS AND LEASES-BLDGS	\$0	\$0.00 Not Budgeted	\$0	\$0.00 Not Budgeted
2301	SMALL TOOLS AND INSTRUMENTS	\$100	\$0.00	\$100	\$0.00
2310	EDUCATION AND TRAINING	\$2,500	\$1,742.00	\$2,500	\$523.98
2311	TUITION REIMBURSEMENT	\$1,000	\$40.00	\$1,000	\$0.00
2312	BINDERY	\$500	\$0.00	\$500	\$41.85
2320	LIBRARY SOFTWARE	\$2,000	\$880.00	\$2,000	\$1,460.00
2322	LIBRARY ADULT BOOKS	\$55,000	\$44,737.91	\$55,000	\$28,712.71
2323	LIBRARY-CHILDREN'S BOOKS	\$50,000	\$40,839.45	\$50,000	\$36,631.86
2324	LIBRARY--PERIODICALS	\$10,000	\$9,695.69	\$10,000	\$10,174.51
2325	LIBRARY-AV	\$12,000	\$15,043.85	\$12,000	\$9,887.32
2326	LIBRARY BOOK RENTAL	\$0	\$0.00 Not Budgeted	\$10,000	\$9,881.74
2327	LIBRARY MATERIALS PROCESS	\$12,500	\$6,455.45	\$12,500	\$6,855.29
2328	EDUCATIONAL MATERIALS	\$2,500	\$9,205.54	\$2,500	\$9,573.29
2335	TRAVEL EXPENSE	\$5,000	\$4,712.80	\$5,000	\$2,235.83
2337	REFRESHMENTS	\$100	\$0.00	\$300	\$40.21
2338	MANAGEMENT BUSINESS EXPENSES	\$1,175	\$45.00	\$1,175	\$210.00
2355	PERSONAL MILEAGE	\$3,000	\$1,481.83	\$3,000	\$1,600.45
2360	UTILITIES	\$16,000	\$16,488.33	\$12,000	\$13,563.39
2361	WATER	\$4,500	\$2,067.38	\$4,500	\$1,391.49
	TOTAL SVCS&SUPPL	\$386,928	\$375,349.87	\$416,116	\$325,686.90
	SubTotal - Library Materials(2222-2326)	\$127,000	\$110,316.90	\$137,000	\$93,288.14
3020	Refund of prior year charge	100	\$904.75	100	\$276.27
3420	RETURNED CHECKS	35	\$0.00	35	\$115.95
4201	BUILDINGS AND IMPROVEMENTS	\$5,000	\$1,550.00	\$10,000	\$1,347.00
4202	CONSTRUCTION IN PROGRESS	\$35,000	\$15,514.53	\$35,000	\$2,285.00
4303	EQUIPMENT	\$7,500	\$8,266.61	\$8,900	\$2,527.94
4304	COMPUTER EQUIPMENT	\$2,500	\$9,946.29	\$2,500	\$4,711.62
	TOTAL	\$50,000.00	\$35,277.43	\$56,400.00	\$10,871.56
	EXPENDITURES GRAND TOTAL	\$1,064,914.00	\$986,531.66	\$1,123,399.00	\$880,639.13
	TOTAL REVENUE	\$1,064,914.00	\$1,100,981.53	\$1,123,399.00	\$1,010,517.79
	EXPENSES (BUDGET=NON-RESERVE/ACTUAL=TOTAL)	\$1,064,914.00	\$986,531.66	\$1,123,399.00	\$880,639.13

Sort ORDER: SECTION within BUREAU within DIVISION within DEPTMNT within SUBOBJ within CATEGORY within FUND

SELECT KEY Status: EXI ; FUND: 426,428 ; BUDG CATEGORY: 1000-9990,EX8500

Fund	Fund Description	Dept.	Department Description	Object	Description	Budget	Adjustments	Mo. Actual	YTD Actual	Encumbrance	Balance	Pct.
426	DIXON PUBLIC LIBRARY DISTRICT	9886	DIXON PUBLIC LIBRARY									
1000	Salaries and Employee Benefits											
0001110	SALARY/WAGES REGULAR	405,205.00		0.00		32,689.45		367,538.03	0.00		37,666.97	91%
0001121	SALARY/WAGES-EXTRA HELP	57,962.00		0.00		2,283.32		33,239.29	0.00		24,722.71	57%
0001131	SALARY/WAGES OT/CALL-BACK	300.00		0.00		1,202.75		2,360.63	0.00		-2,060.63	787%
0001210	RETIREMENT-EMPLOYER	90,800.00		0.00		7,012.84		78,917.45	0.00		11,882.55	87%
0001220	FICA-EMPLOYER	34,569.00		0.00		2,767.46		30,549.33	0.00		4,119.67	88%
0001230	HEALTH INS-EMPLOYER	49,126.00		0.00		0.00		21,426.69	0.00		27,699.31	44%
0001240	COMPENSATION INSURANCE	4,000.00		0.00		0.00		4,883.93	0.00		-883.93	122%
0001260	DENTAL INS-EMPLOYER	8,686.00		0.00		0.00		4,773.10	0.00		3,912.90	55%
1000	Salaries and Employee Ben	650,748.00		0.00		45,955.82		543,688.45	0.00		107,059.55	84%
2000	Services and Supplies											
0002028	TELEPHONE SERVICES	5,000.00		0.00		488.90		5,273.20	0.00		-273.20	105%
0002030	FOOD	500.00		0.00		96.58		860.44	0.00		-360.44	172%
0002035	HOUSEHOLD EXPENSE	2,000.00		0.00		25.09		1,393.52	0.00		606.48	70%
0002055	INSURANCE-OTHER	4,000.00		0.00		0.00		2,043.00	0.00		1,957.00	51%
0002120	MAINTENANCE EQUIPMENT	3,000.00		0.00		858.36		5,010.09	0.00		-2,010.09	167%
0002140	MAINTENANCE-BLDGS & IMPRO	4,400.00		0.00		80.00		10,641.15	0.00		-6,241.15	242%
0002170	MEMBERSHIPS	4,000.00		0.00		0.00		3,636.00	0.00		364.00	91%
0002175	MISCELLANEOUS EXPENSE	1,500.00		0.00		125.46		192.67	0.00		1,307.33	13%
0002176	FEES AND PERMITS	350.00		0.00		46.17		760.41	0.00		-410.41	217%
0002178	CASH/INVENTORY SHORTAGE	100.00		0.00		6.00		20.03	0.00		79.97	20%
0002180	BOOKS & SUBSCRIPTIONS	500.00		0.00		0.00		0.00	0.00		500.00	
0002200	OFFICE EXPENSE	9,000.00		0.00		256.86		6,372.30	0.00		2,627.70	71%
0002201	EQUIPMENT UNDER \$1,500	5,289.00		0.00		2,463.96		2,954.58	0.00		2,334.42	56%
0002203	COMPUTER COMPONENTS <\$1,5	3,000.00		0.00		0.00		574.45	0.00		2,425.55	19%
0002205	POSTAGE	4,000.00		0.00		28.09		733.86	0.00		3,266.14	18%
0002220	MICROFILM/FICHE/PHOTO	500.00		0.00		0.00		0.00	0.00		500.00	
0002235	ACCOUNTING & FINANCIAL SE	10,000.00		0.00		9,575.00		9,575.00	0.00		425.00	96%
0002236	CONSULTING SERVICE	5,000.00		0.00		0.00		2,422.50	0.00		2,577.50	48%
0002239	LEGAL SERVICE	4,500.00		0.00		175.00		560.00	0.00		3,940.00	12%
0002245	CONTRACTED SERVICES	140,802.00		0.00		12,504.33		114,497.84	0.00		26,304.16	81%
0002250	OTHER PROFESSIONAL SERVIC	3,000.00		0.00		0.00		5,740.60	0.00		-2,740.60	191%

Sort Order: SECTION within BUREAU within DIVISION within DEPTMNT within SUBOBJ within CATEGORY within FUND

SELECT KEY Status: EXI ; FUND: 426,428 ; BUDG CATEGORY: 1000-9990,EX8500

Fund	Fund Description	Dept.	Department Description	Budget	Adjustments	Mo. Actual	YTD Actual	Encumbrance	Balance	Pct.
426	DIXON PUBLIC LIBRARY DISTRICT	9886	DIXON PUBLIC LIBRARY							
0002255	CREDIT CARD PROCESSING FE	100.00		0.00	0.00	0.00	0.00	0.00	100.00	
0002260	DATA PROCESSING SERVICES	100.00		0.00	0.00	0.00	0.00	0.00	100.00	
0002261	SOFTWARE LIC/MAINT AGREEM	3,500.00		0.00	168.29	2,654.72	0.00	0.00	845.28	76%
0002280	PUBLICATIONS AND LEGAL NO	1,200.00		0.00	0.00	75.00	0.00	0.00	1,125.00	6%
0002281	ADVERTISING/MARKETING	10,000.00		0.00	86.25	16,136.74	0.00	0.00	-6,136.74	161%
0002285	RENTS & LEASES - EQUIPMEN	6,700.00		0.00	341.10	3,774.88	0.00	0.00	2,925.12	56%
0002301	SMALL TOOLS & INSTRUMENTS	100.00		0.00	0.00	0.00	0.00	0.00	100.00	
0002310	EDUCATION & TRAINING	2,500.00		0.00	88.05	523.98	0.00	0.00	1,976.02	21%
0002311	TUITION REIMBURSEMENT	1,000.00		0.00	0.00	0.00	0.00	0.00	1,000.00	
0002312	SPECIAL DEPARTMENTAL EXPE	500.00		0.00	0.00	41.85	0.00	0.00	458.15	8%
0002320	LIBRARY SOFTWARE	2,000.00		0.00	0.00	1,460.00	0.00	0.00	540.00	73%
0002322	LIBRARY ADULT BOOKS	55,000.00		0.00	2,252.15	28,712.71	0.00	0.00	26,287.29	52%
0002323	LIBRARY JUVENILE BOOKS	50,000.00		0.00	6,389.49	36,631.86	0.00	0.00	13,368.14	73%
0002324	LIBRARY PERIODICALS/MICRO	10,000.00		0.00	214.97	10,174.51	0.00	0.00	-174.51	102%
0002325	LIBRARY AUDIO-VISUAL	12,000.00		0.00	357.84	8,887.32	0.00	0.00	3,112.68	74%
0002326	LIBRARY BOOK RENTAL	10,000.00		0.00	0.00	8,881.74	0.00	0.00	1,118.26	89%
0002327	LIBRARY MATERIALS PROCESS	12,500.00		0.00	-3.81	6,855.29	0.00	0.00	5,644.71	55%
0002328	LIBRARY MATERIALS	2,500.00		0.00	1,226.52	8,573.29	0.00	0.00	-6,073.29	343%
0002335	TRAVEL EXPENSE	5,000.00		0.00	12.00	2,235.83	0.00	0.00	2,764.17	45%
0002337	MEALS/REFRESHMENTS	300.00		0.00	40.21	40.21	0.00	0.00	259.79	13%
0002339	MANAGEMENT BUSINESS EXPEN	1,175.00		0.00	0.00	210.00	0.00	0.00	965.00	18%
0002355	PERSONAL MILEAGE	3,000.00		0.00	33.33	1,600.45	0.00	0.00	1,399.55	53%
0002360	UTILITIES	12,000.00		0.00	1,099.21	13,563.39	0.00	0.00	-1,563.39	113%
0002361	WATER	4,500.00		0.00	0.00	1,391.49	0.00	0.00	3,108.51	31%
2000	Services and Supplies	416,116.00		0.00	39,035.40	325,686.90	0.00	0.00	90,429.10	78%
3000	Other Charges									
0003020	REFUND OF PRIOR YEAR CHAR	100.00		0.00	0.00	276.27	0.00	0.00	-176.27	276%
0003420	RETURNED CHECKS	35.00		0.00	61.95	115.95	0.00	0.00	-80.95	331%
3000	Other Charges	135.00		0.00	61.95	392.22	0.00	0.00	-257.22	291%
4000	Fixed Assets									
0004201	BUILDINGS AND IMPROVEMENT	10,000.00		0.00	0.00	1,347.00	0.00	0.00	8,653.00	13%

Sort Order: SECTION within BUREAU within DIVISION within DEPTMT within SUBOBJ within CATEGORY within FUND

SELECT KEY Status: EXI ; FUND: 426,428 ; BUDG CATEGORY: 1000-9990,EX8500

Fund	Fund Description	Dept.	Department Description	Object	Description	Budget	Adjustments	Mo. Actual	YTD Actual	Encumbrance	Balance	Pct.
426	DIXON PUBLIC LIBRARY DISTRICT	9886	DIXON PUBLIC LIBRARY									
				0004202	CONSTRUCTION IN PROGRESS	35,000.00	0.00	1,285.00	2,285.00	0.00	32,715.00	7%
				0004303	EQUIPMENT	8,900.00	0.00	1,264.13	2,527.94	0.00	6,372.06	28%
				0004304	COMPUTER EQUIPMENT	2,500.00	0.00	0.00	4,711.62	0.00	-2,211.62	188%
				4000	Fixed Assets	56,400.00	0.00	2,549.13	10,871.56	0.00	45,528.44	19%
				9000	Taxes							
				0009001	CURRENT SECURED	344,353.00	0.00	0.00	303,689.61	0.00	40,663.39	88%
				0009002	CURRENT UNSECURED	0.00	0.00	0.00	11,728.71	0.00	-11,728.71	9999%
				0009003	PRIOR UNSECURED	0.00	0.00	0.00	818.26	0.00	-818.26	9999%
				0009004	SUPPLEMENTAL SECURED	0.00	0.00	0.00	8,917.70	0.00	-8,917.70	9999%
				0009008	SALES & USE TAX	649,029.00	0.00	34,836.65	516,449.25	0.00	132,579.75	80%
				0009018	UNITARY	0.00	0.00	0.00	14,705.43	0.00	-14,705.43	9999%
				9000	Taxes	993,382.00	0.00	34,836.65	856,308.96	0.00	137,073.04	86%
				9400	Revenue From Use Of Money/Prop							
				0009401	INTEREST INCOME	48,125.00	0.00	4,500.34	53,617.97	0.00	-5,492.97	111%
				9400	Revenue From Use Of Money	48,125.00	0.00	4,500.34	53,617.97	0.00	-5,492.97	111%
				9500	Intergovernmental Revenues							
				0009505	STATE HIGHWAY RENTALS	0.00	0.00	0.00	1.85	0.00	-1.85	9999%
				0009507	HOMEOWNERS PROPERTY TAX R	4,392.00	0.00	1,787.00	3,574.00	0.00	818.00	81%
				0009569	STATE OTHER	34,500.00	0.00	0.00	49,892.95	0.00	-15,392.95	145%
				0009592	REDEVELOPMENT PASS-THROUG	30,000.00	0.00	0.00	28,918.12	0.00	1,081.88	96%
				9500	Intergovernmental Revenue	68,892.00	0.00	1,787.00	82,386.92	0.00	-13,494.92	120%
				9600	Charges For Services							
				0009603	PHOTO/MICROFICHE COPIES	2,000.00	0.00	189.95	1,900.64	0.00	99.36	95%

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

SELECT KEY Status: EXI ; FUND: 426,428 ; BUDG CATEGORY: 1000-9990,EX8500

Fund	Description	Dept.	Department Description	Budget	Adjustments	Mo. Actual	YTD Actual	Encumbrance	Balance	Pct.
426	DIXON PUBLIC LIBRARY DISTRICT	9886	DIXON PUBLIC LIBRARY	10,000.00	0.00	1,118.53	13,388.19	0.00	-3,388.19	134%
0009605	LIBRARY FINES									
9600	Charges For Services			12,000.00	0.00	1,308.48	15,288.83	0.00	-3,288.83	127%
9700	Misc Revenues									
0009703	OTHER REVENUE			0.00	0.00	151.30	151.30	0.00	-151.30	9999%
0009704	DONATIONS AND CONTRIBUTIO			1,000.00	0.00	35.00	1,674.20	0.00	-674.20	167%
0009708	MISCELLANEOUS SALES-OTHER			0.00	0.00	226.60	1,089.61	0.00	-1,089.61	9999%
9700	Misc Revenues			1,000.00	0.00	412.90	2,915.11	0.00	-1,915.11	292%
Total Revenue				1,123,399.00	0.00	42,845.37	1,010,517.79	0.00	112,881.21	90%
Total Expense				1,123,399.00	0.00	87,602.30	880,639.13	0.00	242,759.87	78%
						-44,756.93	129,878.66			

Sort Order: CATEGORY within Object Type within DEPTMNT within FUND

SELECT KEY Status: EXI ; FUND: 426,428 ; BUDG CATEGORY: 1000-9990,EX8500

Fund	Fund Description	Dept.	Department Description	Budget	Adjustments	Mo. Actual	YTD Actual	Encumbrance	Balance	Pct.
426	DIXON PUBLIC LIBRARY DISTRICT	9886	DIXON PUBLIC LIBRARY							
9000	Taxes	993,382.00	0.00	34,836.65	856,308.96	0.00	137,073.04	86%		
9400	Revenue From Use Of Money	48,125.00	0.00	4,500.34	53,617.97	0.00	-5,492.97	111%		
9500	Intergovernmental Revenue	68,892.00	0.00	1,787.00	82,386.92	0.00	-13,494.92	120%		
9600	Charges For Services	12,000.00	0.00	1,308.48	15,288.83	0.00	-3,288.83	127%		
9700	Misc Revenues	1,000.00	0.00	412.90	2,915.11	0.00	-1,915.11	292%		
	Total Revenue	1,123,399.00	0.00	42,845.37	1,010,517.79	0.00	112,881.21	90%		
1000	Salaries and Employee Ben	650,748.00	0.00	45,955.82	543,688.45	0.00	107,059.55	84%		
2000	Services and Supplies	416,116.00	0.00	39,035.40	325,686.90	0.00	90,429.10	78%		
3000	Other Charges	135.00	0.00	61.95	392.22	0.00	-257.22	291%		
4000	Fixed Assets	56,400.00	0.00	2,549.13	10,871.56	0.00	45,528.44	19%		
	Total Expense	1,123,399.00	0.00	87,602.30	880,639.13	0.00	242,759.87	78%		
	Total Revenue				1,010,517.79					
	Total Expense				880,639.13					
					129,878.66					
	Fund Total - Revenue	1,123,399.00	0.00	42,845.37	1,010,517.79	0.00	112,881.21	90%		
	Fund Total - Expense	1,123,399.00	0.00	87,602.30	880,639.13	0.00	242,759.87	78%		
					129,878.66					

TRANSACTION TYPES	DAILY	THIS MONTH	FISCAL YTD
CHARGES	149	5,085	61,532
RENEWALS	20	475	4,964
RETURNS	353	9,148	97,959
RECALLS	0	0	0
CLAIMS-RETURNED	0	3	39
HOLDS_PLACED	14	264	2,943
HOLDS CAPTURED	130	3,217	35,508
HOLDS FILLED	36	1,297	14,171
TRACES_PLACED	2	40	461
TRACES CAPTURED	0	29	294
TRACES FILLED	0	0	0
CONVERSIONS	29	927	11,524
TEMP_CONVERSIONS	0	13	146
DELETE PERM HOLDS	12	215	5,192
DELETE TEMP HOLDS	0	14	143
PATRON_PLACED HOLDS	50	557	7,948
REMOTE PLACED HOLDS	0	0	0
STAFF PLACED HOLDS	0	0	0

***** BRANCH SUMMARY TOTALS *****

TRANSACTION TYPES	DAILY	THIS MONTH	FISCAL YTD
CHARGES	149	5,085	61,532
RENEWALS	20	475	4,964
RETURNS	353	9,148	97,959
RECALLS	0	0	0
CLAIMS-RETURNED	0	3	39
HOLDS_PLACED	14	264	2,943
HOLDS CAPTURED	130	3,217	35,508
HOLDS FILLED	36	1,297	14,171
TRACES_PLACED	2	40	461
TRACES CAPTURED	0	29	294
TRACES FILLED	0	0	0
CONVERSIONS	29	927	11,524
TEMP_CONVERSIONS	0	13	146
DELETE PERM HOLDS	12	215	5,192
DELETE TEMP HOLDS	0	14	143
PATRON_PLACED HOLDS	50	557	7,948
REMOTE PLACED HOLDS	0	0	0
STAFF PLACED HOLDS	0	0	0

***** BRANCH SUMMARY TOTALS *****

TRANSACTION TYPES	DAILY	THIS MONTH	FISCAL YTD
CHARGES	218	4,376	56,895
RENEWALS	2	320	4,824
RETURNS	430	8,146	92,636
RECALLS	0	0	0
CLAIMS RETURNED	0	4	54
HOLDS PLACED	9	194	2,367
HOLDS CAPTURED	148	2,895	38,567
HOLDS FILLED	56	1,171	13,810
TRACES PLACED	3	15	413
TRACES CAPTURED	0	8	240
TRACES FILLED	0	0	0
CONVERSIONS	35	1,073	13,051
TEMP CONVERSIONS	0	8	173
DELETE PERM HOLDINGS	3	155	4,824
DELETE TEMP HOLDINGS	0	19	244
PATRON PLACED HOLDS	45	619	8,280
REMOTE PLACED HOLDS	0	0	0
STAFF PLACED HOLDS	0	0	0

Patron Count-Fiscal Year 06/07 compared to Fiscal Year 07/08

Fiscal Year 06/07			Fiscal Year 07/08		
	Monthly	Total		Monthly	Total
July	7365	7365	July	6335	6335
August	8372	15737	August	6709	13044
September	5904	21641	September	6585	19629
October	5342	26983	October	7408	27037
November	8217	35200	November	8159	35196
December	5134	40334	December	4554	39750
January	6728	47062	January	7105	46855
February	8950	56012	February	5729	52584
March	5554	61566	March	6836	59420
April	6369	67935	April	7605	67025
May	8420	76355	May	9145	76170
June	7425	83780	June		
Total		83780			76170

May 07/08
ITEMS ADDED / DELETED

	Added This Month		Same Month Last Year		Discarded This Month		Same Month Last Year	
	Titles	Books	Titles	Books	Titles	Books	Titles	Books
ADULT FICTION	46	46	76	76	1	1	0	0
ADULT FICTION PAPERBACKS	1	1	1	1	0	0	0	0
ADULT NON-FICTION	52	52	65	65	55	55	0	0
ADULT NON-FICTION PAPERBACKS	15	15	14	14	0	0	0	0
YA FICTION	2	2	15	15	0	0	0	0
YA FICTION PAPERBACKS	6	6	2	2	0	0	0	0
YA NON-FICTION	21	21	41	41	0	0	0	0
YA NON-FICTION PAPERBACKS	1	1	1	1	0	0	0	0
JUV FICTION	32	32	103	103	4	4	56	56
JUV FICTION PAPERBACKS	9	9	16	16	0	0	0	0
JUV NON-FICTION	114	114	120	120	44	44	3	3
JUV NON-FICTION PAPERBACKS	0	0	0	0	0	0	0	0
SPANISH ADULT FICTION	7	7	17	17	0	0	0	0
SPANISH ADULT NF	4	4	34	34	0	0	0	0
SPANISH YA	0	0	0	0	0	0	0	0
SPANISH YANF	0	0	0	0	0	0	0	0
SPANISH JUV FIC	2	2	45	45	0	0	0	0
SPANISH JUV NF	0	0	10	10	0	0	0	0
BILINGUAL	0	0	0	0	0	0	0	0
REFERENCE ADULT	0	0	9	10	0	0	0	0
REFERENCE YA	0	0	1	51	0	0	0	0
REFERENCE JUV	0	0	0	0	0	0	0	0
SPAN REFERENCE	0	0	0	0	0	0	0	0
Total	312	312	570	621	104	104	59	59

	Titles	Books	Titles	Books	Titles	Books	Titles	Books
AUDIO/VIDEO								
RECORDED BKS TAPE	0	0	0	0	0	0	0	0
JUV REC BOOKS	0	0	0	0	0	0	0	0
JUV VIDEOS	0	0	0	0	0	0	0	0
JUV NF VIDEO CAS.	0	0	0	0	0	0	0	0
JUV CD BOOK	5	5	1	1	0	0	0	0
JUV DVD'S	12	12	22	22	0	0	0	0
JUV CD'S	0	0	3	3	0	0	0	0
YA DVD'S	2	2	0	0	0	0	0	0
YA BK CD	0	0	0	0	0	0	0	0
YA VIDEO CASSETTE	0	0	0	0	0	0	0	0
ADULT VIDEOS	0	0	0	0	0	0	0	0
ADULT NF VIDEO CAS.	0	0	0	0	0	0	0	0
ADULT DVD'S	12	12	6	6	0	0	0	0
ADULT NF DVD'S	4	4	4	4	0	0	0	0
ADULT BOOKS ON CD	9	9	1	1	0	0	0	0
ADULT CASSETTES	0	0	0	0	0	0	0	0
ADULT CD'S	0	0	0	0	0	0	0	0
SPANISH JUV DVD'S	0	0	0	0	0	0	0	0
SPANISH ADULT DVD'S	3	3	0	0	0	0	0	0
SPANISH ADULT BK CK NF	8	8	0	0	0	0	0	0
SPANISH JUV CASSETTES	0	0	0	0	0	0	0	0
SPAN ADULT CASSETTES	0	0	0	0	0	0	0	0
SPANISH JUV CD'S	0	0	0	0	0	0	0	0
SPANISH CD'S	0	0	0	0	0	0	0	0
MICROFILM	0	0	0	0	0	0	0	0
CHILDREN'S KITS	6	6	1	1	0	0	0	0
ADULT MEDIA KITS	0	0	1	1	0	0	0	0
PAMPHLETS	0	0	0	0	0	0	0	0
Total	61	61	39	39	0	0	0	0

FYTD

	Titles	Books
ADULT & YA VOLUMES CATALOGED=	1852	1852
CHILDREN'S VOLUMES CATALOGED=	1408	1408
SPANISH ADULT VOLUMES CATALOGED=	107	107
SPANISH YA VOLUMES CATALOGED=	56	2
SPANISH CHILDREN'S VOLUMES CATALOGED	105	105
BILINGUAL	0	0
REFERENCE ADULT	25	25
REFERENCE YA	3	13
REFERENCE JUV	4	22
SPAN REFERENCE	1	1
ADULT RECORDED BOOKS	177	177
ADULT VIDEOS=	0	0
ADULT DVD'S	135	135
ADULT CD'S	0	0
CHILDREN'S VIDEO=	0	0
CHILDREN'S RECORDED BOOKS=	0	0
CHILDREN'S DVD'S	92	93
CHILDREN'S CD'S	17	17
SPANISH CHILDREN'S DVD'S	0	0
SPANISH JUV CASSETTES=	0	0
SPANISH ADULT DVD'S	28	28
SPANISH ADULT CASSETES	0	0
SPANISH ADULT CD'S	0	0
YA DVD'S	15	15
YA BK CD	11	11
YA VIDEO CASSETTE	0	0
ADULT MEDIA KITS	16	16
CHILDREN'S KITS	32	32
DISCARDS=	1163	1169

**MONTHLY REFERENCE (ADULT, YA, JUVENILE, CIRCULATION) STATS
AND
INTERNET/WORD PROCESSING STATS**

2007-2008

MONTH / WEEK	REF QUESTIONS	YEAR (RUNNING TOTAL)	NOTES	INTERNET/ WP	YEAR (RUNNING TOTAL)
MAY					
WEEK 1	144	17170	3-day week	139	14806
WEEK 2	257	17427	bk discuss 4; book discuss 5; computer class 2	214	15020
WEEK 3	421	17848	History Walk 5	359	15379
WEEK 4	298	18146		353	15732
WEEK 5	276	18422	5-day week; knit nite 3	316	16048
MAY 2008 totals	1396			1381	
MAY 2007 totals	1330			1566	

TO: GOVERNING BOARD OF LIBRARY TRUSTEES
FROM: GREGG ATKINS, DISTRICT LIBRARIAN
DATE: JUNE 26, 2008
RE: RECOMMENDATION TO APPROVE END-OF-THE-YEAR
ADJUSTMENT TO FY 2007-08 BUDGET

The FY 08-09 Budget will end with a surplus (albeit smaller than has been the case in the last few years).

However, County of Solano budget procedures require that the Library District make internal adjustments to cover unpredictable additional costs in the category of "Property Tax Refunds" due to successful requests for reassessment.

I recommend that the Governing Board of Library Trustees approve the following internal adjustments to the FY 2007-08 budget:

- a *reduction* of 4201 Buildings & Improvements by \$1,000.00
(new budget total = \$9,000.00)
- an *increase* of 3020 Refund of Prior Charge by \$1,000.00
(new budget total = \$1,100.00)

TO: GOVERNING BOARD OF LIBRARY TRUSTEES

FROM: LIBRARY COMMISSION
GREGG ATKINS, DISTRICT LIBRARIAN

DATE: JUNE 26, 2008

RE: RECOMMENDATION TO ADOPT 2008-09 BUDGET

The Library Commission has taken the opportunity to carefully review the proposed 2008-09 budget over several months, and has explored issues and opportunities thoroughly and completely. The proposed budget has been revised and modified to reflect The Commission's input and direction as expressed through the course of those meetings.

As now presented the 08-09 budget is a 1% increase over the previous year's budget (which was itself a 6% increase over the previous budget). The proposed budget is balanced.

Other facts to consider with regard to Revenue are:

- The Property Tax amount assumes only a 3.5% increase in assessed value, which is what many counties are doing;
- Sales Tax incomes (which in 07-08 is showing no annual increase) assumes a 0% increase;
- income from impact development fees is not included.

Other facts to consider with regard to Personnel Expenditures are:

- this reflects a 12.1% increase over last year due to higher salary schedules as a result of equity increases and increased costs for some benefits (health insurance, dental insurance);
- this reflects a 3.8% cost-of-living increase;
- the overall cost of personnel expenditures is now 64% of the budget (compared to the usual 55-70% for public libraries).

Other facts to consider with regard to Other Expenditures are:

- this reflects a 11% decrease in materials budgets;
- every allocation was scrutinized, and allocations were adjusted to reflect actual expenditures and /or priorities;
- utilities costs have been adjusted to reflect expected increases;
- SNAP costs have been kept basically even; NBCLS costs have been increased to reflect the increased delivery costs due to fuel prices.

The Library Commission and I believe that this budget reflects the needs of the community as well as the priorities of the Library Commission and the Governing Board of Library Trustees as best as the Library District is able to address with the fiscal resources available, and we recommend that the Governing Board of Library Trustees approve the proposed 2008-09 budget.

2008-09 BUDGET ASSUMPTIONS / MAY 2008

PROJECTED REVENUE

*9000 Property Tax (07-08: \$339,860) \$ 351,755

a. Assume a 3.5 % increase in assessed valuation (+\$11,895)

Based on report from County staff

*9008 Measure B Sales Tax (07-08: \$649,029) \$ 649,029

a. Assume a 0% increase (+\$0)

Based on 07-08 experience and conversation with County staff

Measure B is currently running 0% ahead of last year

*9400 Revenue from Use of Money (07-08: \$48,125) \$ 50,531

a. Assume a 5% increase (+\$2,406)

Based on 07-08 experience

*9505/9507 Intergovernmental Revenues (07-08: \$4,392) \$ 4,392

a. Assume a 0% increase (+\$0)

Based on 07-08 experience

*9569 Public Library Fund & ILL Reimbursement (07-08: \$49,892) \$ 34,500

a. Reflect 08-09 allotment in PLF (\$14,500)

b. Assume \$20,000 for Inter-Library Loan fund

c. Assume *0* from Transaction-Based Reimbursement fund

Based on 07-08 experience, and membership in SNAP which increases ILL activity

*9603/9605 Library Revenue (07-08: \$13,000) \$ 14,170

a. Assume increase of 9% (+\$1,170)

Based on 07-08 experience

*9663/9703 Redevelopment (07-08: \$28,912) \$ 29,924

a. Assume \$28,912 (07-08 actual) with 3.5% increase (+1,012)

Based on 07-08 experience

*9704 Donations (07-08: \$1,639) \$ 1,000

a. Assume no increase or decrease

Based on 07-08 experience

TOTAL: \$1,135,301

2007-08 TOTAL: \$1,123,399

Increase over 2007-08: \$ 11,902

2008-09 BUDGET ASSUMPTIONS / MAY 2008

PROJECTED EXPENDITURE INCREASES: SALARIES

*1110 Salaries & Wages Perm (07-08: \$405,205) \$ 469,806

a. Assume 8.125 FTE

b. Assume a COLA of 3.8%

Based on current staff and hours of operation, conversation with SNAP library directors, and including scheduled step increases

*1121 Salaries & Wages Extra (07-08: \$57,642) \$ 27,228

a. Assume 1.5 FTE

b. Assume a COLA of 3.8%

Based on current staff and hours of operation and including scheduled step increases

*1131 Call Back / Overtime (07-08: \$1,200) \$ 3,000

Based on change in Library overtime policy

*1210 Retirement PERS (07-08: \$90,800) \$ 99,341

a. Assume employer rate of 21.162%

Based on notice from PERS

*1220 FICA (07-08: \$34,669) \$ 38,635

a. Formula = 7.65% of salaries

*1230 Health Insurance (07-08: \$49,126) \$ 77,846

a. Assume a 15% increase

Based on conversation with DUSD staff

*1240 Compensation Insurance (07-08: \$4,884) \$ 4,884

a. Assume a 0% increase

Based on conversation with provider (SDRMA)

*1260 Dental Insurance (07-08: \$8,686) \$ 9,320

a. Assume a 7.5 % increase

Based on conversation with DUSD staff

TOTAL: \$730,060

2007-08 TOTAL: \$650,748

Increase over 2007-08: \$ 79,312

2008-09 BUDGET ASSUMPTIONS / MAY 2008

GENERAL NOTES

- Expected income for 2008-2009: \$1,135,301
1% increase in income (+ \$11,902)

- Proposed expenditures for 2008-2009: \$1,135,301
 - *Personnel costs increased + \$79,312
64% of budget
(in 07-08, 57% of budget)

 - *Materials (books, magazines, DVDs, etc.) decreased \$10,000
10% of budget
(in 07-08, 12% of budget)

 - *Operating costs decreased - \$57,824
24% of budget
(in 07-08, 31% of budget)

	FINAL 07-08	DRAFT 08-09
	FY 07-08	FY 08-09
	BUDGET	BUDGET
REVENUES:		
9001 PROPERTY TAX & OTHER TAXES	\$344,353	\$351,755
9008 MEASURE B SALES TAX	\$649,029	\$649,029
9400 REVENUE FROM USE OF MONEY (INTEREST)	\$48,125	\$50,531
9505/9507 INTERGOVERNMENTAL	\$4,392	\$4,392
9569 STATE OTHER (PLF, ILL	\$34,500	\$34,500
9591 GRANTS	\$0	\$0
9603/9605 LIBRARY OPERATIONS (FINES, COPIER,PRINTER)	\$12,000	\$14,170
9663/9703 REDEVELOPMENT	\$30,000	\$29,924
9704 DONATIONS	\$1,000	\$1,000
REVENUE TOTAL	\$1,123,399	\$1,135,301
TRANSFER FROM FUND BALANCE	\$0	\$0
TRANSFER FROM RESERVE	0	0
TRANSFER FROM RESERVE	0	0
REVENUE GRAND TOTAL	\$1,123,399	\$1,135,301

	FINAL 07-08	DRAFT 08-09
	FY 07-08	FY 08-09
	BUDGET	BUDGET
EXPENDITURES:		
1110 SALARIES AND WAGES--PERM EMP	\$405,205	\$469,806
1121 SALARIES AND WAGES--EXTRA HELP	\$57,962	\$27,228
1131 CALL BACK	\$300	\$3,000
1210 RETIREMENT--PERS	\$90,800	\$99,341
1220 RETIREMENT--FICA	\$34,669	\$38,635
1230 HEALTH INS	\$49,126	\$77,846
1240 COMPENSATION INS	\$4,000	\$4,884
1250 UNEMPLOYMENT INSURANCE	\$0	\$0
1260 DENTAL INS	\$8,686	\$9,320
1270 ACCRUED LEAVE		
TOTAL (PERSONNEL)	\$650,748	\$730,060

	FINAL 07-08	DRAFT 08-09
	FY 07-08	FY 08-09
	BUDGET	BUDGET
2028 TELEPHONE	\$5,000	\$5,500
2030 FOOD	\$500	\$500
2035 HOUSEHOLD/RUBBISH	\$2,000	\$2,000
2055 INSURANCE-OTHER	\$4,000	\$2,500
2120 MAINT. EQUIP.	\$3,000	\$3,000
2140 MAINT. BLDG.	\$4,400	\$4,400
2141 MATERIALS & SUPPLIES	\$0	\$2,000
2170 MEMBERSHIPS	\$4,000	\$4,000
2175 MISC. EXPENSES	\$1,500	\$500
2176 FEES AND PERMITS	\$350	\$350
2178 CASH SHORTAGES	\$100	\$100
2180 SUBSCRIPTIONS	\$500	\$500
2200 OFFICE EXPENSES	\$9,000	\$8,000
2201 OFFICE EQUIPMENT	\$5,289	\$3,000
2203 COMPUTER COMPONENTS (< \$1500)	\$3,000	\$1,000
2205 POSTAGE	\$4,000	\$1,000
2220 MICROFILM	\$500	\$900
2235 FINANCIAL FEES	\$10,000	\$20,000
2236 CONSULTING SERVICES	\$5,000	\$3,000
2239 LEGAL EXPENSES	\$4,500	\$2,000
2245 CONTRACTED SERVICES	\$140,802	\$141,867
2250 OTHER PROFESSIONAL SERVICES	\$3,000	\$2,000
2255 CREDIT CARD PROCESSING FEE	\$100	\$100
2260 DATA PROCESSING	\$100	\$100

	FINAL 07-08	DRAFT 08-09
	FY 07-08	FY 08-09
	BUDGET	BUDGET
2261 COMPUTER SOFTWARE	\$3,500	\$2,000
2280 PUBLICATIONS AND LEGAL NOTICES	\$1,200	\$1,200
2281 ADVERTISING AND MARKETING	\$10,000	\$10,000
2285 RENTS AND LEASES--EQUIP	\$6,700	\$4,700
2295 RENTS AND LEASES--BLDGS	\$0	\$0
2301 SMALL TOOLS AND INSTRUMENTS	\$100	\$100
2310 EDUCATION AND TRAINING	\$2,500	\$1,000
2311 TUITION REIMBURSEMENT	\$1,000	\$1,000
2312 BINDERY	\$500	\$500
2320 LIBRARY SOFTWARE	\$2,000	\$2,000
2322 LIBRARY ADULT BOOKS	\$55,000	\$40,000
2323 LIBRARY--CHILDREN'S BOOKS	\$50,000	\$45,000
2324 LIBRARY--PERIODICALS	\$10,000	\$10,000
2325 LIBRARY--AV	\$12,000	\$12,000
2326 LIBRARY BOOK RENTAL	\$10,000	\$10,000
2327 LIBRARY MATERIALS PROCESS	\$12,500	\$11,000
2328 EDUCATIONAL PROGRAMS	\$2,500	\$500
2335 TRAVEL EXPENSE	\$5,000	\$2,500
2337 REFRESHMENTS	\$300	\$300
2339 MANAGEMENT BUSINESS EXPENSES	\$1,175	\$1,175
2355 PERSONAL MILEAGE	\$3,000	\$3,000
2360 UTILITIES	\$12,000	\$15,000
2361 WATER	\$4,500	\$4,500
TOTAL SVCS&SUPL	\$416,116	\$385,792
SubTotal - Library Materials(2222-2326)	\$137,000	\$117,000
EXPENDITURES SUB-TOTAL (Pers/Supl)	\$1,066,864	\$1,115,852

	FINAL 07-08	DRAFT 08-09
	FY 07-08	FY 08-09
	BUDGET	BUDGET
3020 Refund of prior year charge	\$100	\$500
3420 RETURNED CHECKS	\$35	\$49
4201 BUILDINGS AND IMPROVEMENTS	\$10,000	\$2,500
4202 CONSTRUCTION IN PROGRESS	\$35,000	\$5,000
4303 EQUIPMENT	\$8,900	\$8,900
4304 COMPUTER EQUIPMENT	\$2,500	\$2,500
TOTAL	\$56,400	\$18,900
EXPENDITURES GRAND TOTAL	\$1,123,399	\$1,135,301
RECONCILIATION		
TOTAL REVENUE	\$1,123,399	\$1,135,301
EXPENSES (BUDGET=NON-RESERVE/ACTUAL=TOTAL)	\$1,123,399	\$1,135,301
TO (FROM) FUND BALANCE AND RESERVES	\$0	\$0

TO: GOVERNING BOARD OF LIBRARY TRUSTEES

FROM: LIBRARY COMMISSION
GREGG ATKINS, DISTRICT LIBRARIAN

DATE: JUNE 26, 2008

RE: RECOMMENDATION TO ADOPT 2008-09 DEVELOPMENT
IMPACT FEES BUDGET

The proposed budget shown below will protect the District's operational ability to spend development impact fees as necessary for the specific purposes established under the resolution and ordinance enacted by the District to collect these fees.

FY 2008-09 DEVELOPMENT IMPACT FEES BUDGET
Dixon Public Library District

9000 Revenue	\$ 74,000
<i>9401 Interest</i>	9,000
<i>9601 Fees</i>	65,000
2000 Expense	\$ 650
<i>2235 Solano County Fee</i>	650
TOTAL REVENUE	\$ 74,000
TOTAL EXPENSE	\$ 650
BALANCE	\$ 73,350

The Library Commission and I recommend that the Governing Board of Library Trustees approve the proposed 2007-08 Development Impact Fees Budget.

TO: GOVERNING BOARD OF LIBRARY TRUSTEES

FROM: GREGG ATKINS, DISTRICT LIBRARIAN

DATE: JUNE 26, 2008

RE: RECOMMENDATION TO ADOPT "CALENDAR OF
SCHEDULED MEETINGS FOR 2008-09"

I recommend that the Governing Board of Library Trustees adopt the Calendar of Scheduled Meetings for 2008-09.

**DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TUSTEES
230 NORTH FIRST STREET, DIXON, CA 95620**

**CALENDAR OF SCHEDULED MEETINGS,
2008-09**

- **SEPTEMBER 11, 2008 – THURSDAY, 7:00PM**
- **DECEMBER 11, 2008 – THURSDAY, 7:00PM**
Annual Organizational Meeting
- **MARCH 12, 2009 – THURSDAY, 7:00PM**
- **JUNE 25, 2009 – THURSDAY, 7:00PM**
Annual Budget Meeting

Meetings are held at 180 S. First Street, Dixon, CA in the Board Meeting Room of DUSD