

**DIXON LIBRARY**  
**GOVERNING BOARD OF LIBRARY TRUSTEES**  
**AGENDA: REGULAR MEETING**  
Council Chambers, City of Dixon 600 East A St., Dixon, CA 95620  
5:00 P.M. - Thursday, September 14, 2023

---

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. PUBLIC COMMENT**

Persons wishing to speak to an agenda item may raise their hand during Public Comment. The Governing Board President will recognize you for the discussion at the appropriate time. Speakers will provide their name to the Library Board after which the speaker will have five (5) minutes to speak.

Notice to the 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.

**5. INTRODUCTIONS**

**6. CORRESPONDENCE**

- a. Replacement of the concrete block structure with the broken sundial out in front of the Library
- b. Community garden on Library District property

**7. APPROVAL OF CONSENT CALENDAR**

- a. Approve the agenda of the September 14, 2023 Dixon Library District Board of Trustees regular meeting
- b. Approve the minutes of the Dixon Library District Board of Trustees regular meeting of June 8, 2023 – Attachment 1

**ACTION**

**8. INFORMATION ITEMS**

- a. Information Report – Suzanne Olawski, Director of Library Services – Attachment 2

**9. OLD BUSINESS**

- a. Update on Solano County Library Advisory Council
- b. Back-to-School Festival Wrap-up
- c. Approve the revised FY 2023-2024 budget - Attachment 3

**ACTION**

**DIXON LIBRARY**  
**GOVERNING BOARD OF LIBRARY TRUSTEES**

**AGENDA: REGULAR MEETING**

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

5:00 P.M. - Thursday, September 14, 2023

---

**10. NEW BUSINESS**

- |   |               |
|---|---------------|
| a. Approve surplus of old microfilm reader and remove from inventory list   | <b>ACTION</b> |
| b. Receive and accept the 2022/23 Public Facilities Impact Report - Attachment 4  | <b>ACTION</b> |
| c. Discuss and reschedule the December 14, 2023 regular meeting as it conflicts with the Dixon Unified School Board annual organization meeting | <b>ACTION</b> |

**11. ANNOUNCEMENTS / MEMBER REPORTS**

**12. NEXT REGULAR MEETING OF THE DIXON LIBRARY GOVERNING BOARD OF LIBRARY TRUSTEES**

TBD

**13. ADJOURNMENT**

Pursuant to Government Code Sections: 54953.2, 54954.1, 54954.2, individuals with disabilities who require alternative formats of the agenda and related meeting materials and/or auxiliary aides/services to participate in the meeting should please contact the Library at 707-784-1831. Notification of at least 48 hours prior to the meeting will enable the Dixon Library to make reasonable arrangements to ensure accessibility to the Library Board meeting. Meetings are held in locations which are wheelchair accessible.

**DIXON LIBRARY  
GOVERNING BOARD OF LIBRARY TRUSTEES**

Minutes: **REGULAR MEETING**

Council Chambers, City of Dixon 600 East A St., Dixon, CA 95620 5:00 P.M.,  
Thursday, June 8, 2023

---

**1. CALL TO ORDER**

The meeting was called to order by President Cuevas at 5:06 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL OF TRUSTEES**

|                            |   |
|----------------------------|---|
| Julian Cuevas, President   | P |
| Jewel Fink, Vice-President | P |
| John Gabby, Clerk          | P |
| David Bowen                | A |
| Melissa Maseda             | A |

Staff: Suzanne Olawski, Director of Library Services, Solano County Library

Others Present: Lisa Lin, Admin Services Manager, Solano County Library; Nancy Redfield, Library Branch Manager, Solano County Library; Cathy Sheldon, Office Assistant III, Solano County Library; Brian Nash, Richardson and Company, LLP

**4. PUBLIC COMMENT**

None.

**5. INTRODUCTIONS**

Brian Nash, Richardson and Company, LLP; Lisa Lin, Admin Services Manager, Solano County Library; Nancy Redfield, Library Branch Manager, Solano County Library

**6. CORRESPONDENCE**

Ms. Olawski shared a letter from the Secretary of State in reference to clarification of the public agency name. When Ms. Olawski submitted for SF-405 for filing year 2023, "Public" was not included in Dixon Public Library District agency name. The form has been resubmitted with the correction.

**7. APPROVAL OF CONSENT CALENDAR**

- a. Approve the agenda of the June 8, 2023 Dixon Library District Board of Trustees regular meeting
- b. Approve the minutes of the Dixon Library District Board of Trustees regular meeting of March 9, 2023

Mr. Gabby moved to approve the consent calendar; Ms. Fink seconded. Motion carried. So ordered by 3-0 vote.

Mr. Gabby: Yes  
 Ms. Fink: Yes  
 Mr. Cuevas: Yes

## **8. INFORMATION ITEMS**

- a. Information Report - Suzanne Olawski, Director of Library Services (attached)

Ms. Olawski highlighted from her written report that Summer Reading Program started June 1, 2023, and there are already 404 registrations for Dixon. Dixon Library is exploring a partnership with the City of Dixon Parks and Recreation division regarding the circulation of slightly used sports equipment to Dixon residents. Mr. Gabby stated equipment needs to be inspected before checking out. Ms. Olawski stated the Library is in the early stages of this partnership. Ms. Olawski highlighted from June 2022 to May 2023, 3,085 items have been check-out on DUSD student access cards.

- b. Branch Safety - The Board will receive an update on security improvements at the Dixon Library

Ms. Olawski provided an update on measures that have been implemented to improved branch security, including repositioning the children's service desk to the front of the children's room facing the entry and prioritizing that service desk for coverage, allowing for a consistent staff presence in the children's room. Additionally, a convex mirror has been added to the children's room facing the entry into the room to provide a sightline into the area from outside the children's room. Policies and procedures were reviewed with all branch staff to ensure their understanding of how to handle and assist customers in emergency situations. The Dixon Police Department was asked to conduct a security audit of the whole library and advise on other areas of improvements. They said the library is doing well overall. There is good placement of the reference desk by the computers with sightlines to the program / study area of the Carnegie building. There also is good placement of the convex mirror and relocated children's service desk with sightlines into the main library. They recommended adding a camera in the children's room. Ms. Olawski stated when the Board discusses the budget, she will explain the budget for adding cameras. Mr. Cuevas thanked Ms. Olawski for the safety update. He appreciated the police audit and stated that if anyone has questions and/or concerns to please contact the Library Governing Board and/or the Library. Mr. Cuevas thanked Ms. Redfield for attending the meeting.

## **9. OLD BUSINESS**

- a. Solano County Library Advisory Council - The Governing Board will discuss the process for recruiting and selecting a member to the Solano County Library Advisory Council and determine the term of appointment.

After a brief discussion, the Board will advertise for the vacancy on the Solano County Library Advisory Council and the term for appointment will be two years. The library will advertise in the newspaper, on the website, social media, in the library, and in the community. The deadline to apply will be July 28, 2023. If no responses, Dr. McCabe stated he will continue to serve until a replacement is found and/or his term ends.

## **10. NEW BUSINESS**

- a. District Audit – The Governing Board will receive an audit report for the Library District for the years ending June 30, 2020 and June 30, 2021 and it is recommended the Board accept the audit report.

Mr. Nash, Auditor, Richardson and Company, LLP presented the audit report for years ending June 30, 2020 and June 30, 2021 to the Board. The auditor issued an unmodified opinion, which is a clean opinion under generally accepted auditing standards.

Mr. Gabby moved to accept the audit report for the Library District for the years ending June 30, 2020 and June 30, 2021; Ms. Fink seconded. Motion carried. So ordered by 3-0 vote.

Mr. Gabby: Yes

Ms. Fink: Yes

Mr. Cuevas: Yes

- b. Agreement for Special Services - The Governing Board will discuss and may take action on the agreement for special services between Atkinson, Andelson, Loya, Ruud & Romo and Dixon Public Library District.

Mr. Gabby moved to continue the agreement for special services between Atkinson, Andelson, Loya, Ruud & Romo and Dixon Public Library District; Ms. Fink seconded. Motion carried. So ordered by 3-0 vote.

Mr. Gabby: Yes

Ms. Fink: Yes

Mr. Cuevas: Yes

- c. Back to School Festival - The Governing Board will discuss and may take action on participating at the Dixon Unified School District Back to School Festival.

Mr. Cuevas gave a brief overview of the Back-to-School Festival as a resource fair for students and families. This event is about building families, community and providing academic support for student success. The Festival will be a partnership between School District, Library District and City. The School District will provide backpacks, supplies, and resources to families. The Library will provide resources and activities for families. There will be a financial commitment on part of the Library to participate. The event will take place on Saturday, August 5, 2023 at the Pardi Plaza park.

Mr. Gabby moved to approve the Library's participation at the Dixon Unified School District Back-to-School Festival and the cost associated with participating; Ms. Fink seconded. Motion carried. So ordered by 3-0 vote.

Mr. Gabby: Yes

Ms. Fink: Yes

Mr. Cuevas: Yes

- d. Proposed Budget FY 2023-2024 - The Governing Board will discuss and may take action on the proposed budget for FY 2023-2024.

Ms. Fink moved to accept the proposed budget FY 2023-2024 as presented; Mr. Gabby seconded. Motion carried. So ordered by 3-0 vote.

Mr. Gabby: Yes

Ms. Fink: Yes

Mr. Cuevas: Yes

**11. ANNOUNCEMENTS/MEMBER REPORTS**

Mr. Cuevas announced a board member resigned. He stated there is an agenda item on this for the June 15, 2023 Dixon Unified School Board meeting. He stated hopefully there will be an appointment by July and if so, the new board member would be sworn in at the July 20<sup>th</sup> School Board meeting.

**12. NEXT REGULAR MEETING OF THE DIXON LIBRARY GOVERNING BOARD OF LIBRARY TRUSTEES**

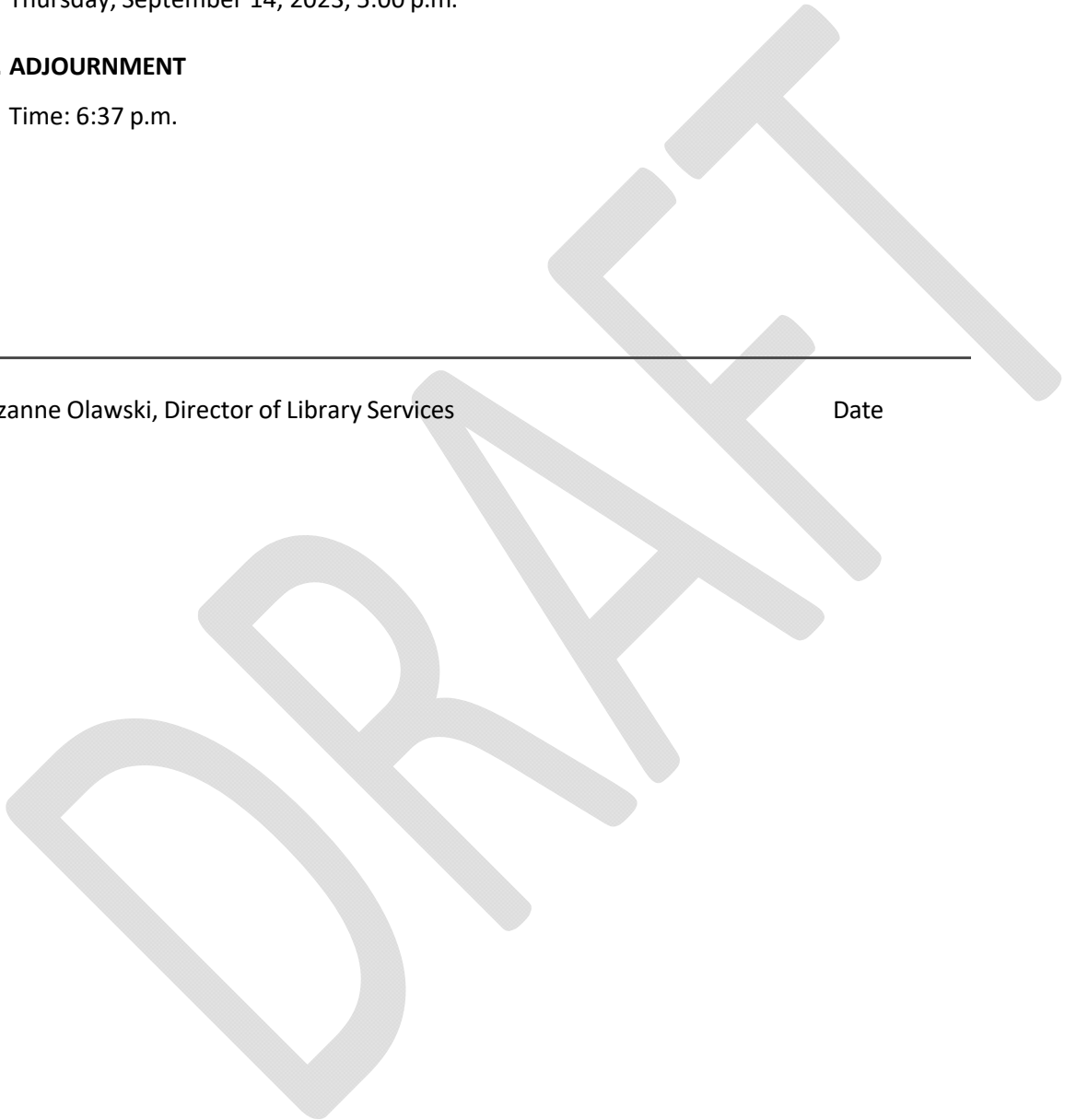
Thursday, September 14, 2023, 5:00 p.m.

**13. ADJOURNMENT**

Time: 6:37 p.m.

---

Suzanne Olawski, Director of Library Services Date





**Report of the Director of Library Services  
to the Dixon Library District Board of Trustees  
September 14, 2023**

---

## PERSONNEL

The Library is fully staff.

## COLLECTIONS, RESOURCES & SERVICES

### Student Access Cards

| <b>Student Access Cards - Jul 2023 – Aug 2024</b> | Checkouts |
|---|-----------|
| Dixon Unified School District                     | 290       |
| Anderson Elementary                               | 101       |
| Dixon High  | 16        |
| Gretchen Higgins Elementary                       | 64        |
| John Knight Middle School                         | 79        |
| Maine Prairie High                                | 0         |
| Tremont Elementary                                | 30        |

Upgraded people counters: The library installed new people counters for each of our library branches. These new people counters will use 3D imaging for more accurate counts. Along with more accurate people counts (that can, for example, tell the difference between an adult and a child), we will also get information on traffic patterns, which would show us our busiest days/times. Many libraries are using these sensors to get more accurate counts than security gates can give.

Savannah marketing tool: Savannah is an online tool that interacts with library data to allow our marketing team to send more targeted messaging. Recently the marketing team released location-specific newsletters that collate programs and events for branches that are close to each other. Savannah will also be used to help us identify non-cardholder addresses in our county to send these households mailers. And finally, Savannah is being used to send new cardholders a welcome message.

## PROGRAMS

### 2023 Summer Reading Challenge & Lunch @ the Library (June 1 – July 31)

Dixon Library had 803 registrants and nine (9) teen volunteers that volunteered a total of 127 hours during the Summer Reading Challenge. 1,793 free lunches were distributed Monday – Friday throughout June and July. Staff offered 71 programs over the summer, which had attendance of 3,243.

### Teen Writing Contest

The annual teen writing contest, Write On, will run September 5-October 31. Teens submit original short stories or poetry to be judged on creativity and originality. Prize winners will be notified by December 15. Winners will receive a gift card and their works will be published in print and online.

### Library Card Sign-Up Month

September is Library Card Sign-Up Month. Library Card Sign-Up Month is an annual initiative from the American Library Association that highlights the value of a library card for lifelong learning. To celebrate, the Library will give special “Got My Library Card” cloth book bags to kids (ages 0-6) who sign up for their first card. While supplies last.

## Hispanic Heritage Month

Each year, Americans observe National Hispanic Heritage Month from September 15 to October 15, by celebrating the histories, cultures, and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean and Central and South America who have inspired others to achieve success.

### **FACILITIES**

- Two security cameras will be installed inside the branch, one within the children’s room. The Library is working with its vendor to schedule the installation.
- The patio area outside of the children’s room will be re-concreted to provide for a smoother surface for outdoor programming.

### **PARTNERSHIPS / COMMUNITY EVENTS / OUTREACH**

Library staff conducted outreach to the Dixon Migrant Center with a teen volunteer conducting bilingual storytime and students had an opportunity to checkout library books. Staff also conducted outreach at the Pardi Plaza Concert Series, Railroad Days, Farmer’s Market and Solano Food Bank Popups at which people signed up for summer reading, and in August gave presentations on library services at the Chamber of Commerce Non-profit Roundtable, Parks & Recreation Commission meeting and the Rotary Club.

Staff participated at the inaugural Back-to-School Festival at Pardi Plaza on August 5<sup>th</sup> and interacted with approximately 350 people. Specially designed library tote bags for Dixon students were distributed as were English and Spanish children’s books, bookmarks containing information about library card-accessible online resources such as Homework Help and Tutor.com, and library-branded school supplies including pens, pencils, erasers, rulers, and highlighters. A storytime was conducted and to keep children engaged and entertained, fun activities such as stickers, bubbles, and crafts were provided. DJ Anthony provided musical entertainment during the event. It was a great opportunity for staff to make connections with the elementary school PTA organizations. The Friends of the Dixon Library generously contributed \$500 which provided 100 \$5 Starbucks gift cards as raffle prizes for DUSD teachers.





**EVENTS (Fall 2023)**

Weekly Programs

- Tuesdays      10 AM Family Storytime with a craft activity  
                   3 PM Nintendo Switch Game Days for ages 10 to 18  
                   6:30 PM English Conversation Group meets and practices speaking English with a literacy tutor
- Wednesdays 10 AM Bilingual Spanish Storytime with stay and play  
                   2 PM Afternoon Adventures with crafts for ages 6 to 14
- Thursdays    10:30 AM Kids Yoga with Busy Bees Yoga Studio  
                   3 PM Barbie and Ken Club play with your Barbies with friends  
                   3 PM Nintendo Switch Game Days for ages 10 to 18
- Fridays        9 AM Drop in Tech Help: one-on-one support for cellphones, tablets, e-readers, and laptops  
                   3 PM Lego Club build and create for ages 6 to 12  
                   5:30 PM Dixon Rocks all ages are welcome to paint rocks and spread kindness in Dixon

Monthly Programs

- 09/21 5 PM Sustainable Practices for Water-Wise Gardening with Compost Gal Lori Caldwell
- 09/23 11 AM Neurographic Art Lab for adults to create art geared towards mental wellness and relaxation
- 09/27 3 PM Teen Tortilla Making with La Familia Tortilla Shop for ages 10 to 18
- 10/05 5 PM Sleeping Bag Craft & Stuffy Sleepover
- 10/10 6 PM Tops to Roots Zero Waste Cooking Class with Sustainable Solano’s Chef Stephanie
- 10/21 11 AM Neurographic Art Lab for adults to create art geared towards mental wellness and relaxation
- 10/25 3 PM Mini Health Fair with Touro Mobile Diabetes Education Center and Vaccination Program
- 10/27 3 PM Teen Halloween Cookie Decorating with Solano Baking Company for ages 10 to 18
- 10/31 10 AM Halloween Costume Family Storytime
- 11/14 5 PM Craft & Décor Swap adults can exchange or give away gently used craft supplies and holiday decorations
- 11/15 3:30 PM Teen Open Mic Poetry and Song Night for ages 10 to 18
- 12/08 5:15 PM After Hours Teen Miniature Golf Night for ages 10 to 18
- 12/09 11 AM Neurographic Art Lab for adults to create art geared towards mental wellness and relaxation

- Second Mondays @2 PM Career Assistance with Goodwill career advisors. Receive job readiness training on resume writing, interviewing skills, submitting online applications, and more.
- First Wednesdays @5:30 PM Poppin’ Bottles & Pop Culture Reads, themed book club at The Pip Wine Bar.
- Second Wednesdays @4 PM Teen Rainbow Reads Club where teens can read about LGBTQ+ characters.
- Third Thursdays @11 AM Dixon Library Book Club discussing monthly reading choice with coffee and tea.

**FY2023 Statistics: Dixon**

| YTD                | Circulation | Questions | New Cards | Gate Count | Adult Programs / Attendance | YA (11-17) Programs / Attendance | School-Age (5-10) Programs / Attendance | Pre-School (0-5) Programs / Attendance |
|--------------------|-------------|-----------|-----------|------------|-----------------------------|----------------------------------|---|--|
| Jul '22 - Jun '23  | 68,875      | 3,273     | 1,044     | 44,908     | 108 / 4,524                 | 57 / 1,793                       | 152 / 10,020                            | 71 / 1,872                             |
| Jul '21 – Jun '22  | 48,448      | 4,118     | 885       | 33,629     | 14 / 4,313                  | 9 / 97                           | 59 / 3,197                              | 33 / 808                               |
| July '20 – Jun '21 | 31,348      | 1,212     | 273       | 7,904      | 3 / 163                     | 0 / 0                            | 7 / 125                                 | 2 / 94                                 |

## SOLANO COUNTY LIBRARY

TO: Dixon Public Library District Board of Trustees  
FROM: Suzanne Olawski, Director of Library Services  
SUBJECT: FY 2023/24 Revised Budget for the Dixon Library  
DATE: September 14, 2023

---

Attached is the revised budget of \$5.976 million for the Dixon Library District for FY2023/24. This amount is approximately \$12.7 thousand more than the FY2022/23 proposed budget which your Board passed in June 2023. The increase occurred from various line-item changes in the budget which are delineated below.

On the budget document, changes from the proposed budget to the revised budget are in bold. Some line items on the budget document are:

Line 1210 Retirement (Unfunded Liability) has decreased by \$1,729.

Line 2055 Insurance (Property & Special Liability) has increased by \$3,612.

Line 2140 Building Maintenance shows an increase of \$8,500 for replacing patio concrete.

Line 2250 Charge for Service for Operating the Dixon Library shows an increase of \$4,743 due to an increase of 0.625 FTE librarian position to 1.0 FTE offset by credit for unexpended direct funds.

Line 8101 Contingency shows a decrease of \$2,383.

Line 9015 Library Sales Tax shows a decrease of \$36,239 in sales tax revenue based on year-to-date collections.

Line 9401 Interest earnings shows an increase of \$15,000.

Line 9806 Fund Balance Available shows a \$33,982 increase due to higher interest income and less expenditures than anticipated.

**SOLANO COUNTY LIBRARY**

**FY2023/24 BUDGET  
DIXON PUBLIC LIBRARY DISTRICT - FUND 426**

| <b>ACCOUNT/DESCRIPTION</b>                        | <b>FY2022/23<br/><u>ACTUALS</u></b> | <b>FY2023/24<br/><u>PROPOSED</u></b> | <b>FY2023/24<br/><u>REVISED</u></b> |
|---|-------------------------------------|--------------------------------------|-------------------------------------|
| <b><u>EXPENSES</u></b>                            |                                     |                                      |                                     |
| 1110 Salary/Regular                               | \$0                                 | \$0                                  | \$0                                 |
| 1121 Salary/Extra Help                            | \$0                                 | \$0                                  | \$0                                 |
| 1131 Salary/OT/Call back                          | \$0                                 | \$0                                  | \$0                                 |
| 1210 Retirement (Unfunded Liability)              | \$76,757                            | \$53,417                             | <b>\$51,688</b>                     |
| 1220 FICA   | \$0                                 | \$0                                  | \$0                                 |
| 1230 Health                                       | \$0                                 | \$0                                  | \$0                                 |
| 1231 Vision                                       | \$0                                 | \$0                                  | \$0                                 |
| 1240 Comp Insurance                               | \$0                                 | \$0                                  | \$0                                 |
| 1250 Unemployment                                 | \$0                                 | \$0                                  | \$0                                 |
| 1260 Dental                                       | (\$228)                             | \$0                                  | \$0                                 |
| 1270 Accrued Leave CTO                            | \$0                                 | \$0                                  | \$0                                 |
| <b>1000 Total Salaries and Employee Benefits</b>  | <b>\$76,529</b>                     | <b>\$53,417</b>                      | <b>\$51,688</b>                     |
| 2028 Telephone Services                           | \$0                                 | \$0                                  | \$0                                 |
| 2035 Household Expense                            | \$0                                 | \$0                                  | \$0                                 |
| 2050 Insurance-Risk Management                    | \$0                                 | \$0                                  | \$0                                 |
| 2051 Liability Insurance                          | \$0                                 | \$0                                  | \$0                                 |
| 2055 Insurance (Property & Special Liability)     | \$30,169                            | \$36,203                             | <b>\$39,815</b>                     |
| 2120 Maintenance Equipment                        | \$0                                 | \$0                                  | \$0                                 |
| 2140 Building Maintenance                         | \$8,080                             | \$55,000                             | <b>\$63,500</b>                     |
| 2141 Materials and Supplies                       | \$0                                 | \$0                                  | \$0                                 |
| 2170 Memberships                                  | \$0                                 | \$0                                  | \$0                                 |
| 2175 Miscellaneous Expense                        | \$0                                 | \$0                                  | \$0                                 |
| 2176 Fees and Permits                             | \$0                                 | \$0                                  | \$0                                 |
| 2178 Cash Shortage                                | \$0                                 | \$0                                  | \$0                                 |
| 2180 Books& Subscriptions                         | \$0                                 | \$0                                  | \$0                                 |
| 2200 Office Expense                               | \$0                                 | \$0                                  | \$0                                 |
| 2201 Equipment Under \$1,500                      | \$0                                 | \$0                                  | \$0                                 |
| 2203 Computer Components <\$1,500                 | \$0                                 | \$1,500                              | \$1,500                             |
| 2235 Accounting/Financial Services                | \$17,696                            | \$14,600                             | \$14,600                            |
| 2239 Legal Service                                | \$592                               | \$3,000                              | \$3,000                             |
| 2245 Contracted Services                          | \$0                                 | \$12,000                             | \$12,000                            |
| 2250 Charge for Service (Operating Dixon Library) | <b>\$1,457,352</b>                  | \$1,517,956                          | <b>\$1,522,699</b>                  |
| 2250 Property Tax Administration Fee              | \$6,478                             | \$8,500                              | \$8,500                             |
| 2250 Other Professional Services                  | \$4,200                             | \$20,000                             | \$20,000                            |
| 2261 Software Maintenance & Support               | \$0                                 | \$0                                  | \$0                                 |
| 2281 Advertising/Marketing                        | \$0                                 | \$0                                  | \$0                                 |
| 2285 Rents & Leases - Equipment                   | \$0                                 | \$0                                  | \$0                                 |
| 2310 Education & Training                         | \$0                                 | \$0                                  | \$0                                 |
| 2311 Tuition Reimbursement                        | \$0                                 | \$0                                  | \$0                                 |

| <b>ACCOUNT/DESCRIPTION</b>             | <b>FY2022/23<br/>ACTUALS</b> | <b>FY2023/24<br/>PROPOSED</b> | <b>FY2023/24<br/>REVISED</b> |
|--|------------------------------|-------------------------------|------------------------------|
| <b><u>EXPENSES</u></b>                 |                              |                               |                              |
| 2312 Special Departmental Expense      | \$0                          | \$0                           | \$0                          |
| 2335 Travel Expense                    | \$0                          | \$0                           | \$0                          |
| 2337 Meals/Refreshments                | \$0                          | \$0                           | \$0                          |
| 2355 Personal Mileage                  | \$0                          | \$0                           | \$0                          |
| 2360 Utilities                         | \$0                          | \$0                           | \$0                          |
| 2361 Water                             | \$0                          | \$0                           | \$0                          |
| 3020 Refund of Prior Year Charges      | \$1,219                      | \$3,000                       | \$3,000                      |
| 3242 Interest Exp On County Pool       | \$0                          | \$0                           | \$0                          |
| 4303 Equipment                         | \$0                          | \$157,135                     | \$157,135                    |
| 4304 Computer Equipment                | \$0                          | \$12,000                      | \$12,000                     |
| 8101 Contingency                       | \$0                          | \$4,069,259                   | <b>\$4,066,876</b>           |
| 8301 Reserves                          | \$0                          | \$0                           | \$0                          |
| <b>TOTAL EXPENSES</b>                  | <b>\$1,602,315</b>           | <b>\$5,963,570</b>            | <b>\$5,976,313</b>           |
| <b><u>REVENUES</u></b>                 |                              |                               |                              |
| 9001 Property Taxes-Secured            | \$498,941                    | \$494,874                     | \$494,874                    |
| 9002 Property Taxes-Unsecured          | \$21,867                     | \$22,055                      | \$22,055                     |
| 9003 Property Taxes-Prior              | \$679                        | \$0                           | \$0                          |
| 9004 Property Taxes-Supplemental       | \$11,502                     | \$7,752                       | \$7,752                      |
| 9005 Property Taxes-Prior Supplemental | \$321                        | \$0                           | \$0                          |
| 9015 Library Sales Tax                 | <b>\$1,336,456</b>           | \$1,305,872                   | <b>\$1,269,633</b>           |
| 9018 Unitary                           | \$21,737                     | \$21,737                      | \$21,737                     |
| 9019 ABX1 26 Residual Taxes            | \$27,284                     | \$26,314                      | \$26,314                     |
| 9020 ABX2 26 Pass Through              | \$50,753                     | \$49,291                      | \$49,291                     |
| 9021 LM1HF & Other Assets              | \$0                          | \$0                           | \$0                          |
| 9401 Interest                          | \$91,980                     | \$35,000                      | <b>\$50,000</b>              |
| 9504 Fish and Game                     | \$30                         | \$0                           | \$0                          |
| 9505 State Highway Rentals             | \$1                          | \$0                           | \$0                          |
| 9507 Homeowner's Relief                | \$3,399                      | \$3,338                       | \$3,338                      |
| 9511 Other Governmental Agencies       | \$40,000                     | \$40,000                      | \$40,000                     |
| 9599 Fed Other                         | \$30                         | \$0                           | \$0                          |
| 9603 Photo/Microfiche Copies           | \$0                          | \$0                           | \$0                          |
| 9605 Library Services                  | \$0                          | \$0                           | \$0                          |
| 9702 Cash Overage                      | \$0                          | \$0                           | \$0                          |
| 9703 Other Revenue                     | \$2,083                      | \$0                           | \$0                          |
| 9704 Donations and Contributions       | \$0                          | \$0                           | \$0                          |
| 9707 Gain (Loss)-Sale of Fixed Asset   | \$0                          | \$0                           | \$0                          |
| 9708 Miscellaneous Sales-Other         | \$0                          | \$0                           | \$0                          |
| 9806 Fund Balance Available            | \$0                          | \$3,957,337                   | <b>\$3,991,319</b>           |
| <b>TOTAL REVENUES</b>                  | <b>\$2,107,064</b>           | <b>\$5,963,570</b>            | <b>\$5,976,313</b>           |

| <b><u>CHARGE FOR SERVICE</u></b><br><b><u>DIXON LIBRARY OPERATING COSTS</u></b> | <b><u>FY2022/23</u></b><br><b><u>ACTUALS</u></b> | <b><u>FY2023/24</u></b><br><b><u>PROPOSED</u></b> | <b><u>FY2023/24</u></b><br><b><u>REVISED</u></b> |
|---|--|---|--|
| <b>**EXPENSES</b>   |  |   |  |
| Expenses in the Dixon Library<br>Overhead for Fiscal Year                       | <b>\$1,118,000</b>                               | <b>\$1,130,821</b>                                | <b>\$1,175,593</b>                               |
| Administration  | \$319,573  | \$322,481   | \$322,481  |
| Technical Svs. Fees   | \$118,691  | \$133,973   | \$133,973  |
| Automation  | \$45,257   | \$46,491  | \$46,491   |
| Telephone Assistance Center   | \$9,818  | \$0   | \$0  |
| <b>TOTAL EXPENSES</b>   | <b>\$1,611,339</b>                               | <b>\$1,633,766</b>                                | <b>\$1,678,538</b>                               |
| <b>**CREDITS</b>  |  |   |  |
| Revenue collected in the Dixon<br>Library for Fiscal Year                       |  |   |  |
| Library Fines/Fees  | \$346  | \$793   | \$793  |
| Building Use Fees   | \$0  | \$0   | \$0  |
| Photo/Microfiche Copies   | \$239  | \$1,970   | \$1,970  |
| Cash Overage  | \$3  | \$25  | \$25   |
| Other Revenue - Federal CARES Act revenue                                       | \$8,742  | \$0   | \$0  |
| Unexpended Direct Funds   | \$144,656  | \$113,022   | <b>\$153,051</b>                                 |
| <b>TOTAL CREDITS</b>  | <b>\$153,987</b>                                 | <b>\$115,810</b>                                  | <b>\$155,839</b>                                 |
| <b>TOTAL CHARGE</b>   | <b>\$1,457,352</b>                               | <b>\$1,517,956</b>                                | <b>\$1,522,699</b>                               |

\*\*Per Auditor's recommendation using last full fiscal year actual costs.

**SOLANO COUNTY LIBRARY**

**DIXON PUBLIC LIBRARY**  
**BUDGET**

| <u>Account/Description</u>      | <u>FY2022/23</u><br><b>ACTUALS</b> | <u>FY2023/24</u><br><b>PROPOSED</b> | <u>FY2023/24</u><br><b>REVISED</b> |
|---------------------------------|------------------------------------|-------------------------------------|------------------------------------|
| 1110 Salary/Regular             | 446,339                            | 514,084                             | 558,856                            |
| 1121 Salary/Extra Help          | 18,885                             | 41,152                              | 41,152                             |
| 1131 Salary/OT/Call back        | 7,602                              | 6,575                               | 6,575                              |
| 1210 Retirement                 | 124,235                            | 136,206                             | 136,206                            |
| 1212 Deferred Comp County Match | 706                                | 639                                 | 639                                |
| 1213 OPEB costs                 | 8,375                              | 10,282                              | 10,282                             |
| 1220 FICA                       | 35,990                             | 42,979                              | 42,979                             |
| 1230 Health                     | 91,655                             | 108,791                             | 108,791                            |
| 1231 Vision                     | 886                                | 987                                 | 987                                |
| 1240 Comp Insurance             | 7,339                              | 8,534                               | 8,534                              |
| 1250 Unemployment               | 0                                  | 0                                   | 0                                  |
| 1260 Dental                     | 4,844                              | 5,545                               | 5,545                              |
| 1270 Accrued Leave CTO          | 618                                | 1,000                               | 1,000                              |
| 1290 Life Insurance             | 345                                | 453                                 | 453                                |
| <b>Subtotal 1000's</b>          | <b>747,819</b>                     | <b>877,227</b>                      | <b>921,999</b>                     |
| 2021 Telephone/County           | 249                                | 0                                   | 0                                  |
| 2022 Telephone/AMC's            | 0                                  | 0                                   | 0                                  |
| 2023 Voice Mail                 | 0                                  | 0                                   | 0                                  |
| 2028 Telephone/Non County       | 0                                  | 0                                   | 0                                  |
| 2035 Household Expenses         | 21,621                             | 23,708                              | 23,708                             |
| 2051 Liability Insurance        | 8,664                              | 12,504                              | 12,504                             |
| 2120 Equipment Maintenance      | 0                                  | 1,700                               | 1,700                              |
| 2140 Maintenance/Buildings      | 37,616                             | 47,700                              | 47,700                             |
| 2170 Memberships                | 0                                  | 0                                   | 0                                  |
| 2175 Miscellaneous Expense      | 0                                  | 0                                   | 0                                  |
| 2178 Cash/Inventory Shortage    | 0                                  | 20                                  | 20                                 |
| 2200 Office Expense             | 3,501                              | 3,000                               | 3,000                              |
| 2201 Office Equipment           | 5,902                              | 800                                 | 800                                |
| 2207 Ergonomic Under \$1500     | 0                                  | 0                                   | 0                                  |
| 2215 Managed Print Services     | 2,098                              | 2,060                               | 2,060                              |
| 2250 Other Professional Svs.    | 5,092                              | 15,800                              | 15,800                             |
| 2261 Software Licenses          | 4,760                              | 8,550                               | 8,550                              |
| 2285 Rent/Lease - Equipment     | 1,720                              | 1,765                               | 1,765                              |
| 2310 Education/Training         | 0                                  | 0                                   | 0                                  |
| 2312 Special Depart. Expense    | 0                                  | 100                                 | 100                                |
| 2327 Library Materials Process. | 0                                  | 0                                   | 0                                  |
| 2328 Library Materials          | 85,000                             | 85,000                              | 85,000                             |
| 2335 Travel Expense             | 0                                  | 0                                   | 0                                  |

| <u>Account/Description</u>       | <u>FY2022/23</u><br><u>ACTUALS</u> | <u>FY2023/24</u><br><u>PROPOSED</u> | <u>FY2023/24</u><br><u>REVISED</u> |
|----------------------------------|------------------------------------|-------------------------------------|------------------------------------|
| 2336 Travel Out-of-State         | 0                                  | 0                                   | 0                                  |
| 2337 Refreshments                | 168                                | 0                                   | 0                                  |
| 2355 Personal Mileage            | 230                                | 300                                 | 300                                |
| 2360 Utilities                   | 32,207                             | 38,120                              | 38,120                             |
| 2361 Water                       | 4,291                              | 4,775                               | 4,775                              |
| Subtotal 2000's                  | <b>213,118</b>                     | <b>245,902</b>                      | <b>245,902</b>                     |
| 3301 Penalties                   | 0                                  | 0                                   | 0                                  |
| 3710 County Admin. Overhead      | 0                                  | 0                                   | 0                                  |
| Subtotal 3000's                  | <b>0</b>                           | <b>0</b>                            | <b>0</b>                           |
| 4201 Buildings & Improvements    | 0                                  | 0                                   | 0                                  |
| 4202 Construction in Progress    | 0                                  | 0                                   | 0                                  |
| 4303 Equipment                   | 0                                  | 0                                   | 0                                  |
| 4304 Computer Equipment          | 0                                  | 0                                   | 0                                  |
| Subtotal 4000's                  | <b>0</b>                           | <b>0</b>                            | <b>0</b>                           |
| 5040 Transfer Out - POB's        | 6,616                              | 7,692                               | 7,692                              |
| 8101 Contingency                 | 0                                  | 0                                   | 0                                  |
| 8301 Reserves                    | 0                                  | 0                                   | 0                                  |
| 9304-8101 Contingency            | 0                                  | 0                                   | 0                                  |
| <b>Total - Expenses</b>          | <b>967,553</b>                     | <b>1,130,821</b>                    | <b>1,175,593</b>                   |
| 9405 Building Rental             | 0                                  | 0                                   | 0                                  |
| 9502 Federal CARES Act Revenue   | 0                                  | 0                                   | 0                                  |
| 9511 Other Governmental Agen.    | 0                                  | 0                                   | 0                                  |
| 9569 State Aide                  | 0                                  | 0                                   | 0                                  |
| 9601 Building Use Fees- Now 9405 | 0                                  | 0                                   | 0                                  |
| 9603 Photo/Microform copies      | 3,287                              | 1,834                               | 1,834                              |
| 9604 Contract Services           | 0                                  | 0                                   | 0                                  |
| 9605 Library Services            | 341                                | 135                                 | 135                                |
| 9637 Other Prof. Services        | 0                                  | 0                                   | 0                                  |
| 9702 Cash Overage                | 15                                 | 0                                   | 0                                  |
| 9703 Other Revenue               | 1,490                              | 0                                   | 0                                  |
| 9705 Insurance Proceeds          | 0                                  | 0                                   | 0                                  |
| 9803 Op. Transfers In            | 0                                  | 0                                   | 0                                  |
| 9805 Reserve Transfer            | 0                                  | 0                                   | 0                                  |
| 9806 Fund Balance Available      | 0                                  | 0                                   | 0                                  |
| 9811 Operating Txr In - ARPA     | 13,812                             | 0                                   | 0                                  |
| <b>Total Revenue</b>             | <b>18,944</b>                      | <b>1,969</b>                        | <b>1,969</b>                       |

**OVERHEAD FY2021/22 NUMBERS FPR FY2023/24  
PROPOSED BUDGET**

|    | A    | B                                   | C                | D              | E              | F              | G              | H              | I             | J              | K              | L              | M             | N              | O                |
|----|------|-------------------------------------|------------------|----------------|----------------|----------------|----------------|----------------|---------------|----------------|----------------|----------------|---------------|----------------|------------------|
| 1  | CODE | ACCOUNT/DESCRIPTION                 | 6311/ HQ         | JFK            | FCC            | VAC            | SPR            | RIO            | LAW           | SUI            | COR            | DIX            | IT            | LITERACY       | Subtotal         |
| 2  | A    | 1100 Salary/Regular                 | 1,075,308        | 150,328        | 182,265        | 255,816        | 67,207         | 61,830         | 16,022        | 84,197         | 94,842         | 83,336         | 16,560        | 62,906         | 1,075,308        |
| 3  | A    | 1121 Salary/Extra Help              | 50,321           | 7,035          | 8,529          | 11,971         | 3,145          | 2,893          | 750           | 3,940          | 4,438          | 3,900          | 775           | 2,944          | 50,321           |
| 4  | A    | 1131 Salary/OT/Call back            | 2,350            | 328            | 398            | 559            | 147            | 135            | 35            | 184            | 207            | 182            | 36            | 137            | 2,350            |
| 5  | A    | 1141 Salary/Premium Pay             | 14               | 2              | 2              | 3              | 1              | 1              | 0             | 1              | 1              | 1              | 0             | 1              | 14               |
| 6  | A    | 1142 Salary/Wages Standby Pay       | 0                | 0              | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0             | 0              | 0                |
| 7  | A    | 1210 Retirement                     | 343,313          | 47,995         | 58,192         | 81,674         | 21,457         | 19,740         | 5,115         | 26,881         | 30,280         | 26,607         | 5,287         | 20,084         | 343,313          |
| 8  | A    | 1211 PARS Retirement                | 20,854           | 2,915          | 3,535          | 4,961          | 1,303          | 1,199          | 311           | 1,633          | 1,839          | 1,616          | 321           | 1,220          | 20,854           |
| 9  | A    | 1212 Deferred Comp-County Match     | 1,243            | 174            | 211            | 296            | 78             | 71             | 19            | 97             | 110            | 96             | 19            | 73             | 1,243            |
| 10 | A    | 1213 OPEB Costs                     | 25,302           | 3,537          | 4,289          | 6,019          | 1,581          | 1,455          | 377           | 1,981          | 2,232          | 1,961          | 390           | 1,480          | 25,302           |
| 11 | A    | 1220 FICA                           | 100,579          | 14,061         | 17,048         | 23,928         | 6,286          | 5,783          | 1,499         | 7,875          | 8,871          | 7,795          | 1,549         | 5,884          | 100,579          |
| 12 | A    | 1230 Health                         | 212,655          | 29,729         | 36,045         | 50,591         | 13,291         | 12,228         | 3,169         | 16,651         | 18,756         | 16,481         | 3,275         | 12,440         | 212,655          |
| 13 | A    | 1231 Vision                         | 2,059            | 288            | 349            | 490            | 129            | 118            | 31            | 161            | 182            | 160            | 32            | 120            | 2,059            |
| 14 | A    | 1240 Comp Insurance                 | 34,387           | 4,807          | 5,829          | 8,181          | 2,149          | 1,977          | 512           | 2,693          | 3,033          | 2,665          | 530           | 2,012          | 34,387           |
| 15 | A    | 1241 Long Term Disability Ins.      | 2,265            | 317            | 384            | 539            | 142            | 130            | 34            | 177            | 200            | 176            | 35            | 133            | 2,265            |
| 16 | A    | 1250 Unemployment                   | 6,016            | 841            | 1,020          | 1,431          | 376            | 346            | 90            | 471            | 531            | 466            | 93            | 352            | 6,016            |
| 17 | A    | 1260 Dental                         | 11,033           | 1,542          | 1,870          | 2,625          | 690            | 634            | 164           | 864            | 973            | 855            | 170           | 645            | 11,033           |
| 18 | A    | 1270 Accrued Leave CTO              | 29,867           | 4,175          | 5,063          | 7,105          | 1,867          | 1,717          | 445           | 2,339          | 2,634          | 2,315          | 460           | 1,747          | 29,867           |
| 19 | A    | 1290 Life Insurance                 | 2,139            | 299            | 363            | 509            | 134            | 123            | 32            | 167            | 189            | 166            | 33            | 125            | 2,139            |
| 20 |      | <b>Subtotal 1000's</b>              | <b>1,919,704</b> | <b>268,375</b> | <b>325,390</b> | <b>456,698</b> | <b>119,982</b> | <b>110,383</b> | <b>28,604</b> | <b>150,313</b> | <b>169,318</b> | <b>148,777</b> | <b>29,563</b> | <b>112,303</b> | <b>1,919,704</b> |
| 21 |      |                                     |                  |                |                |                |                |                |               |                |                |                |               |                |                  |
| 22 | A    | 2011 Clothing &Personal Supplies    | 0                | 0              | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0             | 0              | 0                |
| 23 | A    | 2021 Telephone/County               | 4,538            | 634            | 769            | 1,080          | 284            | 261            | 68            | 355            | 400            | 352            | 70            | 265            | 4,538            |
| 24 | A    | 2022 Telephone/AMC's                | 0                | 0              | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0             | 0              | 0                |
| 25 | A    | 2025 Cellular Telephone Ser.        | 0                | 0              | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0             | 0              | 0                |
| 26 | A    | 2028 Telephone/Non County           | 0                | 0              | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0             | 0              | 0                |
| 27 | A    | 2035 Household Expenses             | 858              | 120            | 145            | 204            | 54             | 49             | 13            | 67             | 76             | 66             | 13            | 50             | 858              |
| 28 | A    | 2050 Liability/Risk Management      | 453,095          | 63,343         | 76,800         | 107,791        | 28,318         | 26,053         | 6,751         | 35,477         | 39,963         | 35,115         | 6,978         | 26,506         | 453,095          |
| 29 | A    | 2051 Liability Insurance            | 61,901           | 8,654          | 10,492         | 14,726         | 3,869          | 3,559          | 922           | 4,847          | 5,460          | 4,797          | 953           | 3,621          | 61,901           |
| 30 | A    | 2120 Equipment Maintenance          | 0                | 0              | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0             | 0              | 0                |
| 31 | A    | 2122 Fuels & Lubricants             | 0                | 0              | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0             | 0              | 0                |
| 32 | A    | 2140 Maintenance/Buildings          | 14,800           | 2,069          | 2,509          | 3,521          | 925            | 851            | 221           | 1,159          | 1,305          | 1,147          | 228           | 866            | 14,800           |
| 33 | A    | 2170 Memberships                    | 28,177           | 3,939          | 4,776          | 6,703          | 1,761          | 1,620          | 420           | 2,206          | 2,485          | 2,184          | 434           | 1,648          | 28,177           |
| 34 | A    | 2175 Miscellaneous Expense          | 10               | 1              | 2              | 2              | 1              | 1              | 0             | 1              | 1              | 1              | 0             | 1              | 10               |
| 35 | A    | 2176 Fees and Permits               | 57               | 8              | 10             | 14             | 4              | 3              | 1             | 4              | 5              | 4              | 1             | 3              | 57               |
| 36 | A    | 2200 Office Expense                 | 5,089            | 711            | 863            | 1,211          | 318            | 293            | 76            | 398            | 449            | 394            | 78            | 298            | 5,089            |
| 37 | A    | 2201 Office Equip (un \$1500)       | 860              | 120            | 146            | 205            | 54             | 49             | 13            | 67             | 76             | 67             | 13            | 50             | 860              |
| 38 | A    | 2202 Office Equip (1500-4999)       | 0                | 0              | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0             | 0              | 0                |
| 39 | A    | 2203 Comput. Com. (un 1500)         | 0                | 0              | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0             | 0              | 0                |
| 40 | A    | 2204 Computer Related Items < \$500 | 0                | 0              | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0             | 0              | 0                |
| 41 | A    | 2205 Postage                        | 32               | 4              | 5              | 8              | 2              | 2              | 0             | 2              | 3              | 2              | 0             | 2              | 32               |
| 42 | A    | 2206 Cont Asset-Non Comp Related    | 0                | 0              | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0             | 0              | 0                |
| 43 | A    | 2207 Ergonomic Under \$1500         | 2,083            | 291            | 353            | 496            | 130            | 120            | 31            | 163            | 184            | 161            | 32            | 122            | 2,083            |
| 44 | A    | 2210 Central Duplicating            | 14,008           | 1,958          | 2,374          | 3,333          | 876            | 805            | 209           | 1,097          | 1,236          | 1,086          | 216           | 819            | 14,008           |
| 45 | A    | 2215 Managed Print Cost Per Copy    | 182              | 25             | 31             | 43             | 11             | 10             | 3             | 14             | 16             | 14             | 3             | 11             | 182              |
| 46 | A    | 2216 Maintenance/Srvice Contract    | 0                | 0              | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0             | 0              | 0                |
| 47 | A    | 2236 Consulting Services            | 0                | 0              | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0             | 0              | 0                |
| 48 | A    | 2250 Other Professional Svs.        | 320,282          | 44,775         | 54,288         | 76,195         | 20,018         | 18,416         | 4,772         | 25,078         | 28,249         | 24,822         | 4,932         | 18,736         | 320,282          |
| 49 | A    | 2261 Software Lic/Maint Agrmts      | 0                | 0              | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0             | 0              | 0                |
| 50 | A    | 2266 Central Data Processing Svce   | 191,250          | 26,737         | 32,417         | 45,498         | 11,953         | 10,997         | 2,850         | 14,975         | 16,868         | 14,822         | 2,945         | 11,188         | 191,250          |
| 51 | A    | 2270 Software                       | 0                | 0              | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0             | 0              | 0                |



**OVERHEAD FY2021/22 NUMBERS FPR FY2023/24  
PROPOSED BUDGET**

|    | A    | B                                    | C                | D              | E              | F                | G              | H              | I             | J              | K              | L              | M              | N              | O                |
|----|------|--------------------------------------|------------------|----------------|----------------|------------------|----------------|----------------|---------------|----------------|----------------|----------------|----------------|----------------|------------------|
| 1  | CODE | ACCOUNT/DESCRIPTION                  | 6311/ HQ         | JFK            | FCC            | VAC              | SPR            | RIO            | LAW           | SUI            | COR            | DIX            | IT             | LITERACY       | Subtotal         |
| 52 | A    | 2271 Software Rental/Subscription    | 744              | 104            | 126            | 177              | 47             | 43             | 11            | 58             | 66             | 58             | 11             | 44             | 744              |
| 53 | A    | 2280 Publications/Legal Notes        | 1,623            | 227            | 275            | 386              | 101            | 93             | 24            | 127            | 143            | 126            | 25             | 95             | 1,623            |
| 54 | A    | 2281 Advertising Marketing           | 185,926          | 25,992         | 31,514         | 44,232           | 11,620         | 10,691         | 2,770         | 14,558         | 16,399         | 14,409         | 2,863          | 10,877         | 185,926          |
| 55 | A    | 2285 Rent/Lease - Equipment          | 6,248            | 873            | 1,059          | 1,486            | 391            | 359            | 93            | 489            | 551            | 484            | 96             | 366            | 6,248            |
| 56 | A    | 2310 Education/Training              | 7,527            | 1,052          | 1,276          | 1,791            | 470            | 433            | 112           | 589            | 664            | 583            | 116            | 440            | 7,527            |
| 57 | A    | 2312 Special Depart. Expense         | 18,734           | 2,619          | 3,175          | 4,457            | 1,171          | 1,077          | 279           | 1,467          | 1,652          | 1,452          | 288            | 1,096          | 18,734           |
| 58 | A    | 2327 Library Materials Process.      | 0                | 0              | 0              | 0                | 0              | 0              | 0             | 0              | 0              | 0              | 0              | 0              | 0                |
| 59 | A    | 2328 Library Materials               | 0                | 0              | 0              | 0                | 0              | 0              | 0             | 0              | 0              | 0              | 0              | 0              | 0                |
| 60 | A    | 2335 Travel Expense                  | 1,141            | 160            | 193            | 272              | 71             | 66             | 17            | 89             | 101            | 88             | 18             | 67             | 1,141            |
| 61 | A    | 2336 Travel Out-Of-State             | 5,690            | 795            | 964            | 1,354            | 356            | 327            | 85            | 446            | 502            | 441            | 88             | 333            | 5,690            |
| 62 | A    | 2337 Refreshments                    | 210              | 29             | 36             | 50               | 13             | 12             | 3             | 16             | 19             | 16             | 3              | 12             | 210              |
| 63 | A    | 2339 Management Business Expense     | 1,305            | 182            | 221            | 310              | 82             | 75             | 19            | 102            | 115            | 101            | 20             | 76             | 1,305            |
| 64 | A    | 2345 Moving/Freight                  | 0                | 0              | 0              | 0                | 0              | 0              | 0             | 0              | 0              | 0              | 0              | 0              | 0                |
| 65 | A    | 2350 County Garage Services          | 0                | 0              | 0              | 0                | 0              | 0              | 0             | 0              | 0              | 0              | 0              | 0              | 0                |
| 66 | A    | 2354 Car Allowance                   | 6,025            | 842            | 1,021          | 1,433            | 377            | 346            | 90            | 472            | 531            | 467            | 93             | 352            | 6,025            |
| 67 | A    | 2355 Personal Mileage                | 2,495            | 349            | 423            | 594              | 156            | 143            | 37            | 195            | 220            | 193            | 38             | 146            | 2,495            |
| 68 | A    | 2360 Utilities                       | 22,331           | 3,122          | 3,785          | 5,312            | 1,396          | 1,284          | 333           | 1,749          | 1,970          | 1,731          | 344            | 1,306          | 22,331           |
| 69 | A    | 2361 Water                           | 1,843            | 258            | 312            | 438              | 115            | 106            | 27            | 144            | 163            | 143            | 28             | 108            | 1,843            |
| 70 | A    | <b>Subtotal 2000's</b>               | <b>1,359,064</b> | <b>189,997</b> | <b>230,361</b> | <b>323,321</b>   | <b>84,941</b>  | <b>78,146</b>  | <b>20,250</b> | <b>106,415</b> | <b>119,869</b> | <b>105,327</b> | <b>20,930</b>  | <b>79,505</b>  | <b>1,359,064</b> |
| 71 |      |                                      |                  |                |                |                  |                |                |               |                |                |                |                |                |                  |
| 72 | A    | 3020 Refund of Prior Year Charges    | 11,963           | 1,672          | 2,028          | 2,846            | 748            | 688            | 178           | 937            | 1,055          | 927            | 184            | 700            | 11,963           |
| 73 | A    | 3694 Interfund Svcs. Professional    | 83,565           | 11,682         | 14,164         | 19,880           | 5,223          | 4,805          | 1,245         | 6,543          | 7,370          | 6,476          | 1,287          | 4,889          | 83,565           |
| 74 | A    | 3695 Interfund Svcs - MNT Materials  | 0                | 0              | 0              | 0                | 0              | 0              | 0             | 0              | 0              | 0              | 0              | 0              | 0                |
| 75 | A    | 3696 Interfund Svcs - Small Projects | 0                | 0              | 0              | 0                | 0              | 0              | 0             | 0              | 0              | 0              | 0              | 0              | 0                |
| 76 | A    | 3697 Interfund Svcs - Postage        | 0                | 0              | 0              | 0                | 0              | 0              | 0             | 0              | 0              | 0              | 0              | 0              | 0                |
| 77 | A    | 3698 Interfund Svcs - MNT labor      | 165              | 23             | 28             | 39               | 10             | 9              | 2             | 13             | 15             | 13             | 3              | 10             | 165              |
| 78 | C    | 3710 County Admin. Overhead          | 897,393          | 119,802        | 158,031        | 223,451          | 48,369         | 39,126         | 0             | 59,138         | 74,843         | 59,407         | 55,369         | 59,856         | 897,393          |
| 79 | A    | 3712 CAC Building Charges            | 0                | 0              | 0              | 0                | 0              | 0              | 0             | 0              | 0              | 0              | 0              | 0              | 0                |
| 80 |      | <b>Subtotal 3000's</b>               | <b>993,085</b>   | <b>133,180</b> | <b>174,251</b> | <b>246,216</b>   | <b>54,350</b>  | <b>44,629</b>  | <b>1,426</b>  | <b>66,631</b>  | <b>83,283</b>  | <b>66,824</b>  | <b>56,843</b>  | <b>65,454</b>  | <b>993,085</b>   |
| 81 |      |                                      |                  |                |                |                  |                |                |               |                |                |                |                |                |                  |
| 82 | A    | 4201 Buildings and Improvements      | 0                | 0              | 0              | 0                | 0              | 0              | 0             | 0              | 0              | 0              | 0              | 0              | 0                |
| 83 | A    | 4202 Construction in Progress        | 0                | 0              | 0              | 0                | 0              | 0              | 0             | 0              | 0              | 0              | 0              | 0              | 0                |
| 84 | A    | 4303 Equipment                       | 0                | 0              | 0              | 0                | 0              | 0              | 0             | 0              | 0              | 0              | 0              | 0              | 0                |
| 85 | A    | 4304 Computer Equipment              | 0                | 0              | 0              | 0                | 0              | 0              | 0             | 0              | 0              | 0              | 0              | 0              | 0                |
| 86 | A    | <b>Subtotal 4000's</b>               | <b>0</b>         | <b>0</b>       | <b>0</b>       | <b>0</b>         | <b>0</b>       | <b>0</b>       | <b>0</b>      | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>         |
| 87 |      |                                      |                  |                |                |                  |                |                |               |                |                |                |                |                |                  |
| 88 | A    | 5040 Trans OUT - POB's               | 20,034           | 2,801          | 3,396          | 4,766            | 1,252          | 1,152          | 299           | 1,569          | 1,767          | 1,553          | 309            | 1,172          | 20,034           |
| 89 |      | <b>Subtotal 5000's</b>               | <b>20,034</b>    | <b>2,801</b>   | <b>3,396</b>   | <b>4,766</b>     | <b>1,252</b>   | <b>1,152</b>   | <b>299</b>    | <b>1,569</b>   | <b>1,767</b>   | <b>1,553</b>   | <b>309</b>     | <b>1,172</b>   | <b>20,034</b>    |
| 90 |      |                                      |                  |                |                |                  |                |                |               |                |                |                |                |                |                  |
| 91 | C    | 7010 Intra-Fund Transfer             | 0                | 0              | 0              | 0                | 0              | 0              | 0             | 0              | 0              | 0              | 0              | 0              | 0                |
| 92 |      | 8101 Contingency                     | 0                | 0              | 0              | 0                | 0              | 0              | 0             | 0              | 0              | 0              | 0              | 0              | 0                |
| 93 |      | 8301 Reserves                        | 0                | 0              | 0              | 0                | 0              | 0              | 0             | 0              | 0              | 0              | 0              | 0              | 0                |
| 94 |      | 9304-8101 Contingency                | 0                | 0              | 0              | 0                | 0              | 0              | 0             | 0              | 0              | 0              | 0              | 0              | 0                |
| 95 |      | <b>Subtotal 7000-8000's</b>          | <b>0</b>         | <b>0</b>       | <b>0</b>       | <b>0</b>         | <b>0</b>       | <b>0</b>       | <b>0</b>      | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>         |
| 96 |      | <b>Total - Expenses</b>              | <b>4,291,887</b> | <b>594,352</b> | <b>733,398</b> | <b>1,031,001</b> | <b>260,525</b> | <b>234,310</b> | <b>50,578</b> | <b>324,927</b> | <b>374,237</b> | <b>322,481</b> | <b>107,644</b> | <b>258,434</b> | <b>4,291,887</b> |
| 97 |      |                                      |                  |                |                |                  |                |                |               |                |                |                |                |                |                  |
| 98 |      |                                      |                  |                |                |                  |                |                |               |                |                |                |                |                |                  |
| 99 |      |                                      |                  |                |                |                  |                |                |               |                |                |                |                |                |                  |

**OVERHEAD FY2021/22 NUMBERS FPR FY2023/24  
PROPOSED BUDGET**

|    | P    | Q                                   | R                | S              | T              | U              | V             | W             | X             | Y              | Z             | AA               |
|----|------|-------------------------------------|------------------|----------------|----------------|----------------|---------------|---------------|---------------|----------------|---------------|------------------|
| 1  | CODE | ACCOUNT/DESCRIPTION                 | 6316/ TSS        | JFK            | FCC            | VAC            | SPR           | RIO           | SUI           | COR            | DIX           | Subtotal         |
| 2  | B    | 1100 Salary/Regular                 | 799,576          | 108,742        | 130,491        | 312,155        | 44,137        | 26,146        | 49,734        | 81,157         | 47,015        | 799,576          |
| 3  | B    | 1121 Salary/Extra Help              | 22,287           | 3,031          | 3,637          | 8,701          | 1,230         | 729           | 1,386         | 2,262          | 1,310         | 22,287           |
| 4  | B    | 1131 Salary/OT/Call back            | 159              | 22             | 26             | 62             | 9             | 5             | 10            | 16             | 9             | 159              |
| 5  | B    | 1141 Salary/Premium Pay             | 0                | 0              | 0              | 0              | 0             | 0             | 0             | 0              | 0             | 0                |
| 6  | B    | 1142 Salary/Wages Standby Pay       | 0                | 0              | 0              | 0              | 0             | 0             | 0             | 0              | 0             | 0                |
| 7  | B    | 1210 Retirement                     | 217,413          | 29,568         | 35,482         | 84,878         | 12,001        | 7,109         | 13,523        | 22,067         | 12,784        | 217,413          |
| 8  | B    | 1211 PARS Retirement                | 0                | 0              | 0              | 0              | 0             | 0             | 0             | 0              | 0             | 0                |
| 9  | B    | 1212 Deferred Comp-County Match     | 698              | 95             | 114            | 272            | 39            | 23            | 43            | 71             | 41            | 698              |
| 10 | B    | 1213 OPEB Costs                     | 15,988           | 2,174          | 2,609          | 6,242          | 883           | 523           | 994           | 1,623          | 940           | 15,988           |
| 11 | B    | 1220 FICA                           | 63,225           | 8,599          | 10,318         | 24,683         | 3,490         | 2,067         | 3,933         | 6,417          | 3,718         | 63,225           |
| 12 | B    | 1230 Health                         | 204,611          | 27,827         | 33,393         | 79,880         | 11,295        | 6,691         | 12,727        | 20,768         | 12,031        | 204,611          |
| 13 | B    | 1231 Vision                         | 1,947            | 265            | 318            | 760            | 107           | 64            | 121           | 198            | 114           | 1,947            |
| 14 | B    | 1240 Comp Insurance                 | 16,636           | 2,262          | 2,715          | 6,495          | 918           | 544           | 1,035         | 1,689          | 978           | 16,636           |
| 15 | B    | 1241 Long Term Disability Ins.      | 0                | 0              | 0              | 0              | 0             | 0             | 0             | 0              | 0             | 0                |
| 16 | B    | 1250 Unemployment                   | 2,790            | 379            | 455            | 1,089          | 154           | 91            | 174           | 283            | 164           | 2,790            |
| 17 | B    | 1260 Dental                         | 10,349           | 1,408          | 1,689          | 4,040          | 571           | 338           | 644           | 1,050          | 609           | 10,349           |
| 18 | B    | 1270 Accrued Leave CTO              | 53,908           | 7,331          | 8,798          | 21,046         | 2,976         | 1,763         | 3,353         | 5,472          | 3,170         | 53,908           |
| 19 | B    | 1290 Life Insurance                 | 771              | 105            | 126            | 301            | 43            | 25            | 48            | 78             | 45            | 771              |
| 20 |      | <b>Subtotal 1000's</b>              | <b>1,410,359</b> | <b>191,809</b> | <b>230,171</b> | <b>550,604</b> | <b>77,852</b> | <b>46,119</b> | <b>87,724</b> | <b>143,151</b> | <b>82,929</b> | <b>1,410,359</b> |
| 21 |      |                                     |                  |                |                |                |               |               |               |                |               |                  |
| 22 | B    | 2011 Clothing &Personal Supplies    | 0                | 0              | 0              | 0              | 0             | 0             | 0             | 0              | 0             | 0                |
| 23 | B    | 2021 Telephone/County               | 5,580            | 759            | 911            | 2,178          | 308           | 182           | 347           | 566            | 328           | 5,580            |
| 24 | B    | 2022 Telephone/AMC's                | 888              | 121            | 145            | 347            | 49            | 29            | 55            | 90             | 52            | 888              |
| 25 | B    | 2025 Cellular Telephone Ser.        | 111,604          | 15,178         | 18,214         | 43,570         | 6,161         | 3,649         | 6,942         | 11,328         | 6,562         | 111,604          |
| 26 | B    | 2028 Telephone/Non County           | 82,770           | 11,257         | 13,508         | 32,313         | 4,569         | 2,707         | 5,148         | 8,401          | 4,867         | 82,770           |
| 27 | B    | 2035 Household Expenses             | 4,159            | 566            | 679            | 1,624          | 230           | 136           | 259           | 422            | 245           | 4,159            |
| 28 | B    | 2050 Liability/Risk Management      | 0                | 0              | 0              | 0              | 0             | 0             | 0             | 0              | 0             | 0                |
| 29 | B    | 2051 Liability Insurance            | 130,307          | 17,722         | 21,266         | 50,872         | 7,193         | 4,261         | 8,105         | 13,226         | 7,662         | 130,307          |
| 30 | B    | 2120 Equipment Maintenance          | 4,223            | 574            | 689            | 1,649          | 233           | 138           | 263           | 429            | 248           | 4,223            |
| 31 | B    | 2122 Fuels & Lubricants             | 14,049           | 1,911          | 2,293          | 5,485          | 776           | 459           | 874           | 1,426          | 826           | 14,049           |
| 32 | B    | 2140 Maintenance/Buildings          | 2,609            | 355            | 426            | 1,018          | 144           | 85            | 162           | 265            | 153           | 2,609            |
| 33 | B    | 2170 Memberships                    | 0                | 0              | 0              | 0              | 0             | 0             | 0             | 0              | 0             | 0                |
| 34 | B    | 2175 Miscellaneous Expense          | 0                | 0              | 0              | 0              | 0             | 0             | 0             | 0              | 0             | 0                |
| 35 | B    | 2176 Fees and Permits               | 0                | 0              | 0              | 0              | 0             | 0             | 0             | 0              | 0             | 0                |
| 36 | B    | 2200 Office Expense                 | 11,803           | 1,605          | 1,926          | 4,608          | 652           | 386           | 734           | 1,198          | 694           | 11,803           |
| 37 | B    | 2201 Office Equip (un \$1500)       | 3,977            | 541            | 649            | 1,553          | 220           | 130           | 247           | 404            | 234           | 3,977            |
| 38 | B    | 2202 Office Equip (1500-4999)       | 14,503           | 1,972          | 2,367          | 5,662          | 801           | 474           | 902           | 1,472          | 853           | 14,503           |
| 39 | B    | 2203 Comput. Com. (un 1500)         | 0                | 0              | 0              | 0              | 0             | 0             | 0             | 0              | 0             | 0                |
| 40 | B    | 2204 Computer Related Items < \$500 | 3,440            | 468            | 561            | 1,343          | 190           | 113           | 214           | 349            | 202           | 3,440            |
| 41 | B    | 2205 Postage                        | 151              | 21             | 25             | 59             | 8             | 5             | 9             | 15             | 9             | 151              |
| 42 | B    | 2206 Cont Asset-Non Comp Related    | 0                | 0              | 0              | 0              | 0             | 0             | 0             | 0              | 0             | 0                |
| 43 | B    | 2207 Ergonomic Under \$1500         | 722              | 98             | 118            | 282            | 40            | 24            | 45            | 73             | 42            | 722              |
| 44 | B    | 2210 Central Duplicating            | 0                | 0              | 0              | 0              | 0             | 0             | 0             | 0              | 0             | 0                |
| 45 | B    | 2215 Managed Print Cost Per Copy    | 7,137            | 971            | 1,165          | 2,786          | 394           | 233           | 444           | 724            | 420           | 7,137            |
| 46 | B    | 2216 Maintenance/Srvce Contract     | 57,029           | 7,756          | 9,307          | 22,264         | 3,148         | 1,865         | 3,547         | 5,788          | 3,353         | 57,029           |
| 47 | B    | 2236 Consulting Services            | 0                | 0              | 0              | 0              | 0             | 0             | 0             | 0              | 0             | 0                |
| 48 | B    | 2250 Other Professional Svs.        | 54,596           | 7,425          | 8,910          | 21,314         | 3,014         | 1,785         | 3,396         | 5,541          | 3,210         | 54,596           |
| 49 | B    | 2261 Software Lic/Maint Agrmts      | 151,246          | 20,569         | 24,683         | 59,047         | 8,349         | 4,946         | 9,408         | 15,352         | 8,893         | 151,246          |
| 50 | B    | 2266 Central Data Processing Svce   | 0                | 0              | 0              | 0              | 0             | 0             | 0             | 0              | 0             | 0                |
| 51 | B    | 2270 Software                       | 8,490            | 1,155          | 1,386          | 3,314          | 469           | 278           | 528           | 862            | 499           | 8,490            |

**OVERHEAD FY2021/22 NUMBERS FPR FY2023/24  
PROPOSED BUDGET**

|    | P    | Q                                     | R                | S              | T              | U              | V              | W             | X              | Y              | Z              | AA               |
|----|------|---------------------------------------|------------------|----------------|----------------|----------------|----------------|---------------|----------------|----------------|----------------|------------------|
| 1  | CODE | ACCOUNT/DESCRIPTION                   | 6316/ TSS        | JFK            | FCC            | VAC            | SPR            | RIO           | SUI            | COR            | DIX            | Subtotal         |
| 52 | B    | 2271 Software Rental/Subscription     | 5,866            | 798            | 957            | 2,290          | 324            | 192           | 365            | 595            | 345            | 5,866            |
| 53 | B    | 2280 Publications/Legal Notes         | 0                | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0                |
| 54 | B    | 2281 Advertising Marketing            | 0                | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0                |
| 55 | B    | 2285 Rent/Lease - Equipment           | 2,084            | 283            | 340            | 813            | 115            | 68            | 130            | 211            | 123            | 2,084            |
| 56 | B    | 2310 Education/Training               | 1,000            | 136            | 163            | 390            | 55             | 33            | 62             | 102            | 59             | 1,000            |
| 57 | B    | 2312 Special Depart. Expense          | 27,988           | 3,806          | 4,568          | 10,926         | 1,545          | 915           | 1,741          | 2,841          | 1,646          | 27,988           |
| 58 | B    | 2327 Library Materials Process.       | 98,399           | 13,382         | 16,059         | 38,415         | 5,432          | 3,218         | 6,120          | 9,987          | 5,786          | 98,399           |
| 59 | B    | 2328 Library Materials                | 0                | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0                |
| 60 | B    | 2335 Travel Expense                   | 0                | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0                |
| 61 | B    | 2336 Travel Out-Of-State              | 0                | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0                |
| 62 | B    | 2337 Refreshments                     | 0                | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0                |
| 63 | B    | 2339 Management Business Expense      | 0                | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0                |
| 64 | B    | 2345 Moving/Freight                   | 0                | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0                |
| 65 | B    | 2350 County Garage Services           | 25,228           | 3,431          | 4,117          | 9,849          | 1,393          | 825           | 1,569          | 2,561          | 1,483          | 25,228           |
| 66 | B    | 2354 Car Allowance                    | 0                | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0                |
| 67 | B    | 2355 Personal Mileage                 | 37               | 5              | 6              | 14             | 2              | 1             | 2              | 4              | 2              | 37               |
| 68 | B    | 2360 Utilities                        | 2,464            | 335            | 402            | 962            | 136            | 81            | 153            | 250            | 145            | 2,464            |
| 69 | B    | 2361 Water                            | 2,930            | 398            | 478            | 1,144          | 162            | 96            | 182            | 297            | 172            | 2,930            |
| 70 |      | <b>Subtotal 2000's</b>                | <b>835,277</b>   | <b>113,598</b> | <b>136,317</b> | <b>326,092</b> | <b>46,107</b>  | <b>27,314</b> | <b>51,954</b>  | <b>84,781</b>  | <b>49,114</b>  | <b>835,277</b>   |
| 71 |      |                                       |                  |                |                |                |                |               |                |                |                |                  |
| 72 | B    | 3020 Refund of Prior Year Charges     | 0                | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0                |
| 73 | B    | 3694 Interfund Svs. Professional      | 11,725           | 1,595          | 1,914          | 4,578          | 647            | 383           | 729            | 1,190          | 689            | 11,725           |
| 74 | B    | 3695 Interfund Svces - MNT Materials  | 0                | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0                |
| 75 | B    | 3696 Interfund Svces - Small Projects | 0                | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0                |
| 76 | B    | 3697 Interfund Svces - Postage        | 926              | 126            | 151            | 362            | 51             | 30            | 58             | 94             | 54             | 926              |
| 77 | B    | 3698 Interfund Svces - MNT labor      | 0                | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0                |
| 78 | C    | 3710 County Admin. Overhead           | 0                | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0                |
| 79 | B    | 3712 CAC Building Charges             | 0                | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0                |
| 80 |      | <b>Subtotal 3000's</b>                | <b>12,652</b>    | <b>1,721</b>   | <b>2,065</b>   | <b>4,939</b>   | <b>698</b>     | <b>414</b>    | <b>787</b>     | <b>1,284</b>   | <b>744</b>     | <b>12,652</b>    |
| 81 |      |                                       |                  |                |                |                |                |               |                |                |                |                  |
| 82 | B    | 4201 Buildings and Improvements       | 0                | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0                |
| 83 | B    | 4202 Construction in Progress         | 0                | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0                |
| 84 | B    | 4303 Equipment                        | 7,568            | 1,029          | 1,235          | 2,954          | 418            | 247           | 471            | 768            | 445            | 7,568            |
| 85 | B    | 4304 Computer Equipment               | 0                | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0                |
| 86 |      | <b>Subtotal 4000's</b>                | <b>7,568</b>     | <b>1,029</b>   | <b>1,235</b>   | <b>2,954</b>   | <b>418</b>     | <b>247</b>    | <b>471</b>     | <b>768</b>     | <b>445</b>     | <b>7,568</b>     |
| 87 |      |                                       |                  |                |                |                |                |               |                |                |                |                  |
| 88 | B    | 5040 Trans OUT - POB's                | 12,591           | 1,712          | 2,055          | 4,916          | 695            | 412           | 783            | 1,278          | 740            | 12,591           |
| 89 |      | <b>Subtotal 5000's</b>                | <b>12,591</b>    | <b>1,712</b>   | <b>2,055</b>   | <b>4,916</b>   | <b>695</b>     | <b>412</b>    | <b>783</b>     | <b>1,278</b>   | <b>740</b>     | <b>12,591</b>    |
| 90 |      |                                       |                  |                |                |                |                |               |                |                |                |                  |
| 91 | C    | 7010 Intra-Fund Transfer              | 0                | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0                |
| 92 |      | 8101 Contingency                      | 0                | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0                |
| 93 |      | 8301 Reserves                         | 0                | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0                |
| 94 |      | 9304-8101 Contingency                 | 0                | 0              | 0              | 0              | 0              | 0             | 0              | 0              | 0              | 0                |
| 95 |      | <b>Subtotal 7000-8000's</b>           | <b>0</b>         | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>      | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>         |
| 96 |      | <b>Total - Expenses</b>               | <b>2,278,447</b> | <b>309,869</b> | <b>371,843</b> | <b>889,506</b> | <b>125,770</b> | <b>74,505</b> | <b>141,719</b> | <b>231,262</b> | <b>133,973</b> | <b>2,278,447</b> |
| 97 |      |                                       |                  |                |                |                |                |               |                |                |                |                  |
| 98 |      |                                       |                  |                |                |                |                |               |                |                |                |                  |
| 99 |      |                                       |                  |                |                |                |                |               |                |                |                |                  |

**OVERHEAD FY2021/22 NUMBERS FPR FY2023/24  
PROPOSED BUDGET**

|    | AB   | AC                                  | AD             | AE            | AF            | AG             | AH            | AI            | AJ            | AK            | AL            | AM             |
|----|------|-------------------------------------|----------------|---------------|---------------|----------------|---------------|---------------|---------------|---------------|---------------|----------------|
| 1  | CODE | ACCOUNT/DESCRIPTION                 | BU6306/ IT     | JFK           | FCC           | VAC            | SPR           | RIO           | SUI           | COR           | DIX           | Subtotal       |
| 2  | B    | 1100 Salary/Regular                 | 320,939        | 43,648        | 52,377        | 125,295        | 17,716        | 10,495        | 19,962        | 32,575        | 18,871        | 320,939        |
| 3  | B    | 1121 Salary/Extra Help              | 0              | 0             | 0             | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 4  | B    | 1131 Salary/OT/Call back            | 477            | 65            | 78            | 186            | 26            | 16            | 30            | 48            | 28            | 477            |
| 5  | B    | 1141 Salary/Premium Pay             | 0              | 0             | 0             | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 6  | B    | 1142 Salary/Wages Standby Pay       | 1,338          | 182           | 218           | 522            | 74            | 44            | 83            | 136           | 79            | 1,338          |
| 7  | B    | 1210 Retirement                     | 88,979         | 12,101        | 14,521        | 34,737         | 4,912         | 2,910         | 5,534         | 9,031         | 5,232         | 88,979         |
| 8  | B    | 1211 PARS Retirement                | 3,043          | 414           | 497           | 1,188          | 168           | 99            | 189           | 309           | 179           | 3,043          |
| 9  | B    | 1212 Deferred Comp-County Match     | 336            | 46            | 55            | 131            | 19            | 11            | 21            | 34            | 20            | 336            |
| 10 | B    | 1213 OPEB Costs                     | 6,419          | 873           | 1,048         | 2,506          | 354           | 210           | 399           | 651           | 377           | 6,419          |
| 11 | B    | 1220 FICA                           | 24,966         | 3,395         | 4,074         | 9,747          | 1,378         | 816           | 1,553         | 2,534         | 1,468         | 24,966         |
| 12 | B    | 1230 Health                         | 37,739         | 5,133         | 6,159         | 14,733         | 2,083         | 1,234         | 2,347         | 3,831         | 2,219         | 37,739         |
| 13 | B    | 1231 Vision                         | 517            | 70            | 84            | 202            | 29            | 17            | 32            | 52            | 30            | 517            |
| 14 | B    | 1240 Comp Insurance                 | 8,731          | 1,187         | 1,425         | 3,409          | 482           | 286           | 543           | 886           | 513           | 8,731          |
| 15 | B    | 1241 Long Term Disability Ins.      | 144            | 20            | 24            | 56             | 8             | 5             | 9             | 15            | 8             | 144            |
| 16 | B    | 1250 Unemployment                   | 1,250          | 170           | 204           | 488            | 69            | 41            | 78            | 127           | 74            | 1,250          |
| 17 | B    | 1260 Dental                         | 3,698          | 503           | 604           | 1,444          | 204           | 121           | 230           | 375           | 217           | 3,698          |
| 18 | B    | 1270 Accrued Leave CTO              | 943            | 128           | 154           | 368            | 52            | 31            | 59            | 96            | 55            | 943            |
| 19 | B    | 1290 Life Insurance                 | 296            | 40            | 48            | 116            | 16            | 10            | 18            | 30            | 17            | 296            |
| 20 |      | <b>Subtotal 1000's</b>              | <b>499,816</b> | <b>67,975</b> | <b>81,570</b> | <b>195,128</b> | <b>27,590</b> | <b>16,344</b> | <b>31,089</b> | <b>50,731</b> | <b>29,389</b> | <b>499,816</b> |
| 21 |      |                                     |                |               |               |                |               |               |               |               |               |                |
| 22 | B    | 2011 Clothing &Personal Supplies    | 0              | 0             | 0             | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 23 | B    | 2021 Telephone/County               | 8,491          | 1,155         | 1,386         | 3,315          | 469           | 278           | 528           | 862           | 499           | 8,491          |
| 24 | B    | 2022 Telephone/AMC's                | 5,133          | 698           | 838           | 2,004          | 283           | 168           | 319           | 521           | 302           | 5,133          |
| 25 | B    | 2025 Cellular Telephone Ser.        | 0              | 0             | 0             | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 26 | B    | 2028 Telephone/Non County           | 5,193          | 706           | 848           | 2,027          | 287           | 170           | 323           | 527           | 305           | 5,193          |
| 27 | B    | 2035 Household Expenses             | 145            | 20            | 24            | 57             | 8             | 5             | 9             | 15            | 9             | 145            |
| 28 | B    | 2050 Liability/Risk Management      | 0              | 0             | 0             | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 29 | B    | 2051 Liability Insurance            | 23,756         | 3,231         | 3,877         | 9,274          | 1,311         | 777           | 1,478         | 2,411         | 1,397         | 23,756         |
| 30 | B    | 2120 Equipment Maintenance          | 0              | 0             | 0             | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 31 | B    | 2122 Fuels & Lubricants             | 0              | 0             | 0             | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 32 | B    | 2140 Maintenance/Buildings          | 2,463          | 335           | 402           | 962            | 136           | 81            | 153           | 250           | 145           | 2,463          |
| 33 | B    | 2170 Memberships                    | 0              | 0             | 0             | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 34 | B    | 2175 Miscellaneous Expense          | 0              | 0             | 0             | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 35 | B    | 2176 Fees and Permits               | 0              | 0             | 0             | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 36 | B    | 2200 Office Expense                 | 56             | 8             | 9             | 22             | 3             | 2             | 4             | 6             | 3             | 56             |
| 37 | B    | 2201 Office Equip (un \$1500)       | 247            | 34            | 40            | 97             | 14            | 8             | 15            | 25            | 15            | 247            |
| 38 | B    | 2202 Office Equip (1500-4999)       | 0              | 0             | 0             | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 39 | B    | 2203 Comput. Com. (un 1500)         | 0              | 0             | 0             | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 40 | B    | 2204 Computer Related Items < \$500 | 0              | 0             | 0             | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 41 | B    | 2205 Postage                        | 0              | 0             | 0             | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 42 | B    | 2206 Cont Asset-Non Comp Related    | 0              | 0             | 0             | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 43 | B    | 2207 Ergonomic Under \$1500         | 1,948          | 265           | 318           | 761            | 108           | 64            | 121           | 198           | 115           | 1,948          |
| 44 | B    | 2210 Central Duplicating            | 94             | 13            | 15            | 37             | 5             | 3             | 6             | 10            | 6             | 94             |
| 45 | B    | 2215 Managed Print Cost Per Copy    | 2              | 0             | 0             | 1              | 0             | 0             | 0             | 0             | 0             | 2              |
| 46 | B    | 2216 Maintenance/Srvice Contract    | 0              | 0             | 0             | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 47 | B    | 2236 Consulting Services            | 0              | 0             | 0             | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 48 | B    | 2250 Other Professional Svs.        | 48,721         | 6,626         | 7,951         | 19,020         | 2,689         | 1,593         | 3,030         | 4,945         | 2,865         | 48,721         |
| 49 | B    | 2261 Software Lic/Maint Agrmts      | 177,219        | 24,102        | 28,922        | 69,186         | 9,782         | 5,795         | 11,023        | 17,988        | 10,420        | 177,219        |
| 50 | B    | 2266 Central Data Processing Svce   | 0              | 0             | 0             | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 51 | B    | 2270 Software                       | 0              | 0             | 0             | 0              | 0             | 0             | 0             | 0             | 0             | 0              |

OVERHEAD FY2021/22 NUMBERS FPR FY2023/24  
PROPOSED BUDGET

|    | AB   | AC                                    | AD             | AE             | AF             | AG             | AH            | AI            | AJ            | AK            | AL            | AM             |
|----|------|---------------------------------------|----------------|----------------|----------------|----------------|---------------|---------------|---------------|---------------|---------------|----------------|
| 1  | CODE | ACCOUNT/DESCRIPTION                   | BU6306/ IT     | JFK            | FCC            | VAC            | SPR           | RIO           | SUI           | COR           | DIX           | Subtotal       |
| 52 | B    | 2271 Software Rental/Subscription     | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 53 | B    | 2280 Publications/Legal Notes         | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 54 | B    | 2281 Advertising Marketing            | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 55 | B    | 2285 Rent/Lease - Equipment           | 1,494          | 203            | 244            | 583            | 82            | 49            | 93            | 152           | 88            | 1,494          |
| 56 | B    | 2310 Education/Training               | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 57 | B    | 2312 Special Depart. Expense          | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 58 | B    | 2327 Library Materials Process.       | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 59 | B    | 2328 Library Materials                | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 60 | B    | 2335 Travel Expense                   | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 61 | B    | 2336 Travel Out-Of-State              | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 62 | B    | 2337 Refreshments                     | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 63 | B    | 2339 Management Business Expense      | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 64 | B    | 2345 Moving/Freight                   | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 65 | B    | 2350 County Garage Services           | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 66 | B    | 2354 Car Allowance                    | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 67 | B    | 2355 Personal Mileage                 | 1,279          | 174            | 209            | 499            | 71            | 42            | 80            | 130           | 75            | 1,279          |
| 68 | B    | 2360 Utilities                        | 3,774          | 513            | 616            | 1,473          | 208           | 123           | 235           | 383           | 222           | 3,774          |
| 69 | B    | 2361 Water                            | 311            | 42             | 51             | 122            | 17            | 10            | 19            | 32            | 18            | 311            |
| 70 |      | <b>Subtotal 2000's</b>                | <b>280,326</b> | <b>38,124</b>  | <b>45,749</b>  | <b>109,439</b> | <b>15,474</b> | <b>9,167</b>  | <b>17,436</b> | <b>28,453</b> | <b>16,483</b> | <b>280,326</b> |
| 71 |      |                                       |                |                |                |                |               |               |               |               |               |                |
| 72 | B    | 3020 Refund of Prior Year Charges     | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 73 | B    | 3694 Interfund Svs. Professional      | 5,473          | 744            | 893            | 2,137          | 302           | 179           | 340           | 556           | 322           | 5,473          |
| 74 | B    | 3695 Interfund Svces - MNT Materials  | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 75 | B    | 3696 Interfund Svces - Small Projects | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 76 | B    | 3697 Interfund Svces - Postage        | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 77 | B    | 3698 Interfund Svces - MNT labor      | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 78 | C    | 3710 County Admin. Overhead           | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 79 | B    | 3712 CAC Building Charges             | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 80 |      | <b>Subtotal 3000's</b>                | <b>5,473</b>   | <b>744</b>     | <b>893</b>     | <b>2,137</b>   | <b>302</b>    | <b>179</b>    | <b>340</b>    | <b>556</b>    | <b>322</b>    | <b>5,473</b>   |
| 81 |      |                                       |                |                |                |                |               |               |               |               |               |                |
| 82 | B    | 4201 Buildings and Improvements       | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 83 | B    | 4202 Construction in Progress         | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 84 | B    | 4303 Equipment                        | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 85 | B    | 4304 Computer Equipment               | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 86 |      | <b>Subtotal 4000's</b>                | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>       |
| 87 |      |                                       |                |                |                |                |               |               |               |               |               |                |
| 88 | B    | 5040 Trans OUT - POB's                | 5,055          | 687            | 825            | 1,973          | 279           | 165           | 314           | 513           | 297           | 5,055          |
| 89 |      | <b>Subtotal 5000's</b>                | <b>5,055</b>   | <b>687</b>     | <b>825</b>     | <b>1,973</b>   | <b>279</b>    | <b>165</b>    | <b>314</b>    | <b>513</b>    | <b>297</b>    | <b>5,055</b>   |
| 90 |      |                                       |                |                |                |                |               |               |               |               |               |                |
| 91 | C    | 7010 Intra-Fund Transfer              | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 92 |      | 8101 Contingency                      | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 93 |      | 8301 Reserves                         | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 94 |      | 9304-8101 Contingency                 | 0              | 0              | 0              | 0              | 0             | 0             | 0             | 0             | 0             | 0              |
| 95 |      | <b>Subtotal 7000-8000's</b>           | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>       |
| 96 |      | <b>Total - Expenses</b>               | <b>790,670</b> | <b>107,531</b> | <b>129,037</b> | <b>308,677</b> | <b>43,645</b> | <b>25,855</b> | <b>49,180</b> | <b>80,253</b> | <b>46,491</b> | <b>790,670</b> |
| 97 |      |                                       |                |                |                |                |               |               |               |               |               |                |
| 98 |      |                                       |                |                |                |                |               |               |               |               |               |                |
| 99 |      | Volumes held                          | 76.05%         |                |                |                |               |               |               |               |               |                |

**Dixon Public Library District**  
**2022/23 Public Facilities Fee Impact Report**  
 Prepared for Solano County Public

In accordance with Governmental Code Section 66006 (b) (1) and (2), the Dixon Public Library District (the "District") provides the following report on the District's Fiscal Year (FY) 2022/23 Public Facilities fee (PFF) to the Solano County Board of Supervisors to review and accept.

**A. DESCRIPTION OF THE TYPE OF FEE**

The Public Facilities Fee (PFF) is used to fund future public facilities and improvements needs caused by development within Solano County. The fee is comprised of several key county functions, including:

- Public Protection (Including Courts)
- Health and Social Services
- Library – fee revenues are used to expand library buildings, book holdings, audio/visual and computer equipment, and automation systems.
- General Government
- Transportation

**B. AMOUNT OF THE PUBLIC FACILITIES FEE SUMMARY**

| <b>Dixon Public Library District</b> (effective February 8, 2016) |                                       |
|---|---------------------------------------|
| <b>Residential</b>  | Impact Fee per dwelling unit          |
| Single Family Housing   | \$ 968                                |
| Multi-Family Housing  | \$ 875                                |
| Second/Accessory Unit   | \$ 341                                |
| <b>Nonresidential</b>   | Impact Fee per 1,000 building sq. ft. |
| Retail / Commercial   | \$ .07                                |
| Office  | \$ .11                                |
| Industrial  | \$ .05                                |
| Warehouse / Distribution  | \$ .01                                |

**C. BEGINNING AND ENDING OF THE ACCOUNT OR FUND**

| Fund 428 - 2022/23 Fiscal Year*          |              |
|--|--------------|
| Beginning Fund Balance                   | 1,367,048.20 |
| Transfer in of Prior Year Fee Collection | 323,913.97   |
| Current Year Fee Collection Accrued      | 156,073.34   |
| Interest Income less Treasury Fee        | 36,946.15    |
| Less distribution                        | 0            |
| Balance forward                          | 1,883,981.66 |
| * Numbers prepared by Solano County      |              |

**D. AMOUNT OF FEES COLLECTED AND INTEREST EARNED**

|  |            |
|--|------------|
| Transfer in of Prior Year Fee Collection | 323,913.97 |
| Current Year Fee Collection Accrued      | 156,073.34 |
| Interest Income less Treasury Fee        | 36,946.15  |
| * Numbers prepared by Solano County      |            |

**E. IDENTIFICATION OF EACH PUBLIC IMPROVEMENT ON WHICH FEES WERE EXPENDED: THE AMOUNT OF EXPENDITURES FOR EACH IMPROVEMENT AND TOTAL PERCENTAGE IF THE COST OF THE PUBLIC IMPROVEMENT THAT WAS FUNDED WITH THE REPORTABLE FEE**

| Fund 428 - 2022/23 Public Improvement Identification                               |                    |  |  |   |
|--|--------------------|--|--|---|
|  | Total Project Cost | Estimated Public Facility Fee Budgeted Project | Public Facility Fee Expended as of June 30, 2023 | Percent of Public Facility Fee Expended to Total Cost |
| Property Acquisition   | -0-                | -0-  | -0-  | -0-   |
| Construction in Progress   | -0-                | -0-  | -0-  | -0-   |
| Consulting Costs *   | -0-                | -0-  | -0-  | -0-   |
| Other costs related to purchasing, maintaining, and improving the above properties | -0-                | -0-  | -0-  | -0-   |
| Legal Fees   | -0-                | -0-  | -0-  | -0-   |

**F. IDENTIFICATION OF INCOMPLETE PROJECTS**

No incomplete project by the end of fiscal year 2023.

**G. INTERFUND TRANSFER OR LOANS**

No interfund transfers or loans from the account were made.

**H. REFUNDS**

No refunds to the current record owner/s, any unexpended fee revenues by direct payment, or temporary suspension of fee collection.

*The Dixon Public Library Board of Trustees received and accepted this Report at their September 14, 2023 General Board Meeting.*

-----  
Julian Cuevas, Board President

-----  
Date