

**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

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**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**

**ACTION**

- 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

**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

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**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

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**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**

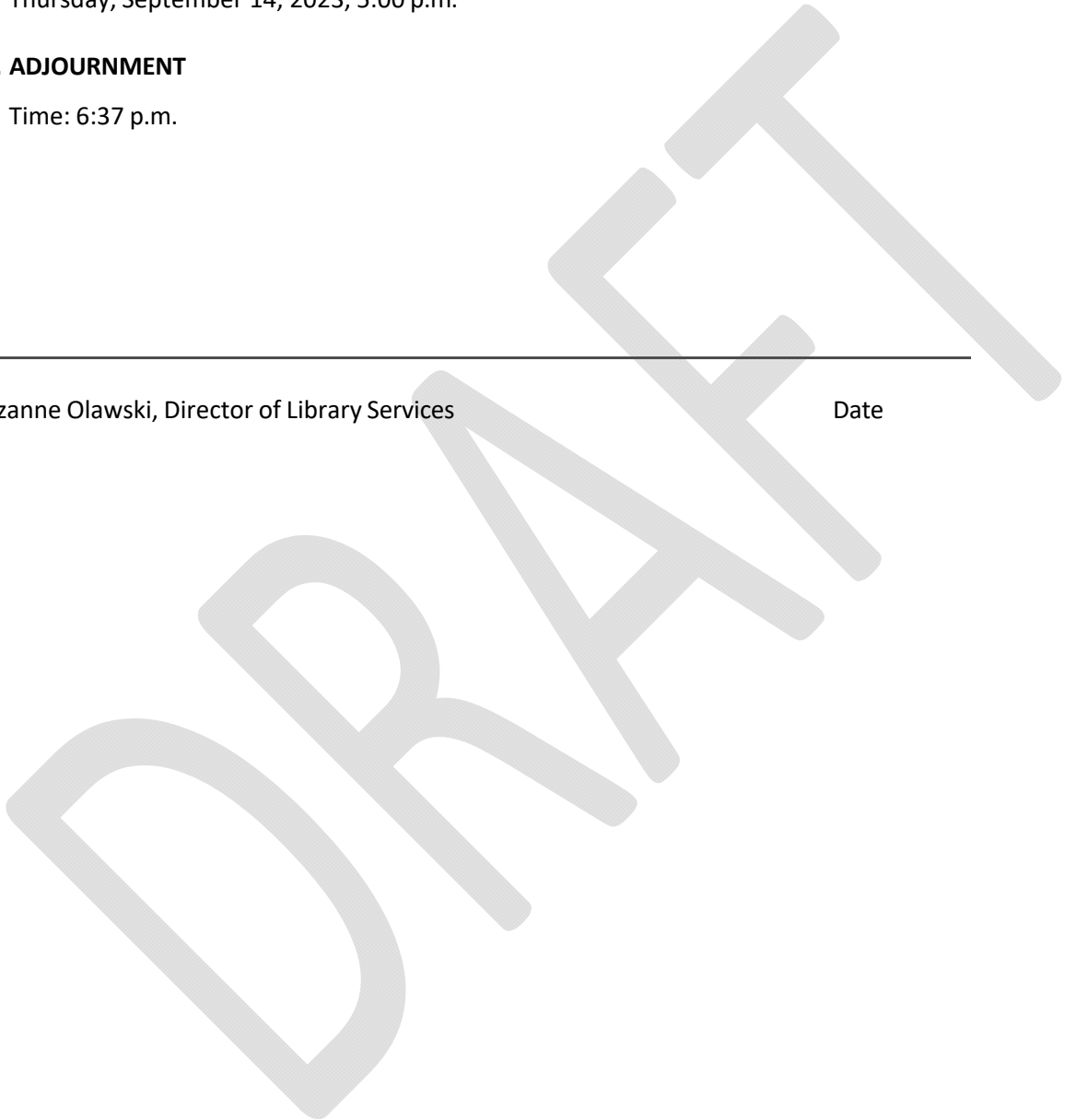
Thursday, September 14, 2023, 5:00 p.m.

**13. ADJOURNMENT**

Time: 6:37 p.m.

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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**

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## 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

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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 ACTUALS</b>	<b>FY2023/24 PROPOSED</b>	<b>FY2023/24 REVISED</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 ACTUALS</b>	<b>FY2023/24 PROPOSED</b>	<b>FY2023/24 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> <b><u>DIXON LIBRARY OPERATING COSTS</u></b>	<b><u>FY2022/23</u></b> <b><u>ACTUALS</u></b>	<b><u>FY2023/24</u></b> <b><u>PROPOSED</u></b>	<b><u>FY2023/24</u></b> <b><u>REVISED</u></b>
<b>**EXPENSES</b>			
Expenses in the Dixon Library 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 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> <b>ACTUALS</b>	<u>FY2023/24</u> <b>PROPOSED</b>	<u>FY2023/24</u> <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> <u>ACTUALS</u>	<u>FY2023/24</u> <u>PROPOSED</u>	<u>FY2023/24</u> <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/Srvice 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.*

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Julian Cuevas, Board President

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Date