

DIXON LIBRARY
GOVERNING BOARD OF LIBRARY TRUSTEES

AGENDA: REGULAR MEETING

5:00 P.M. - Tuesday, December 10, 2024

Meeting Locations:

Dixon Library, 230 N. 1st Street, Dixon, CA 95620

Caribe Hilton Hotel, 1 C. San Gerónimo, San Juan, Puerto Rico 00901

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

7. APPROVAL OF CONSENT CALENDAR - ACTION

- a. Approve the agenda of the December 10, 2024 Dixon Library District Board of Trustees regular meeting.
- b. Approve the minutes of the Dixon Library District Board of Trustees regular meeting of June 11, 2024 - Attachment 1.
- c. Approve the minutes of the Dixon Library District Board of Trustees regular meeting of September 10, 2024 - Attachment 2.

8. INFORMATION ITEMS

- a. Information Report – Suzanne Olawski, Director of Library Services – Attachment 3

9. OLD BUSINESS

- a. Revised Budget FY 2024-2025 - The Dixon Library Board of Trustees will discuss and may take action on the revised budget for FY 2024-2025 - Attachment 4. **ACTION**
- b. Community Garden - The Dixon Library Board of Trustees will receive an update on a potential community garden and may take action to on the implementation of a community garden on Dixon Library District property located at 193 East B Street, 235 North 2nd Street and 255 North 2nd Street. **ACTION**
- c. Dixon Library – The Dixon Library Board of Trustees will discuss the future growth of the Dixon Library.

10. NEW BUSINESS

- a. Election of Officers - **ACTION**

The Board will elect its President, Vice President, and Clerk and appoint the Solano County Librarian as secretary to the Board for the term January – December 2025.

_____ be elected President of the Library Board for the term December 10, 2024 through December 9, 2025.

_____ be elected Vice President of the Library Board for the term December 10, 2024 through December 9, 2025.

_____ be elected Clerk of the Library Board for the term December 10, 2024 through December 9, 2025.

Appoint Director of Library Services as Secretary to the Governing Board for the term December 10, 2024 through December 9, 2025.

b. Establish Quarterly Library Board Meetings - **ACTION**

Education Code Section 18380 requires library trustees to meet at least quarterly. This resolution enables the Library Board to schedule quarterly meetings accordingly and meet at a place, time, and date to be advertised in accordance with applicable regulations. – Attachment 5

It is requested that the Governing Board approve Resolution No. 1, 2024-2025, Establishing Quarterly Library District Meetings.

c. Establish Library Board Meeting Dates and Locations for 2025 - **ACTION**

The following calendar dates are recommended for the regularly scheduled Library Board meetings for 2025: March 11, June 10, September 9, and December 9. Regular Library meetings are held at Dixon Library beginning at 5:00 p.m.

It is requested that the Governing Board approve the recommended Dixon Library Board meeting dates for 2025 as presented.

11. ANNOUNCEMENTS / MEMBER REPORTS

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

March 11, 2025

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**

Dixon Library, 230 N. 1st St., Dixon, CA 95620 5:00 P.M.,

Tuesday, June 11, 2024

1. CALL TO ORDER

The meeting was called to order at 5:03 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF TRUSTEES

Regina Espinoza	P
Julian Cuevas, President	P
Jewel Fink, Vice-President	P
John Gabby, Clerk	A
David Bowen	A

Staff: Suzanne Olawski, Director of Library Services, Solano County Library; Lisa Lin, Admin Services Manager, Solano County; Nancy Redfield, Branch Manager, Solano County Library; Rhea Gardner Supervising Librarian, Solano County Library; Cathy Sheldon, Office Assistant III, Solano County Library

4. PUBLIC COMMENT

None.

5. INTRODUCTIONS

None.

6. CORRESPONDENCE

Ms. Olawski shared an email she received from Recology which stated they conducted an annual site visit to Dixon Library and noted the library was missing an interior bin for organic waste (green organic bin). Ms. Olawski stated an interior bin for organic waste is now in the workroom and the library is compliant.

7. APPROVAL OF CONSENT CALENDAR

- a. Approve the agenda of the June 11, 2024 Dixon Library District Board of Trustees regular meeting
- b. Approve the minutes of the Dixon Library District Board of Trustees regular meeting of December 14, 2023 and March 2024

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

8. INFORMATION ITEMS

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

In addition to Ms. Olawski's report, she stated the computers have been down since April. Staff are getting access to more programs/files and the library is working on restoring public access to

computers. Ms. Olawski will update the board as she receives more information on this matter.

Ms. Olawski highlighted updates on facility improvements and the Lunch at the Library program which Dixon Library serves as a meal site. Ms. Gardner reported the library served 42 meals on Monday and 80 meals today. Dixon Library is offering free books during Lunch at the Library, games, storytimes, crafts -it's not only lunch but so much more!

9. OLD BUSINESS

- a. Community Garden Update - The Library Board of Trustees will receive an update on a potential community garden

Ms. Redfield and Ms. Gardner spoke with the City of Dixon Public Works department and the City has no capacity, funds, or staff to help with this project. Ms. Redfield spoke with Sustainable Solano and they are willing to help install and hold community forums but they do not operate gardens. The library does not have the staff to help with this project. Sustainable Solano recommended getting several dedicated volunteers and setting up a 501 (c) non-profit to help with raising funds. Ms. Redfield will reach out to Sustainable Solano to coordinate public forums. Ms. Lin will review if the water at Dixon Library comes from the City or Cal Water, and she will review budget for possible additional .5 FTE or 1 FTE staffing for FY 24/25 or 25/26. She will update Board in September.

- b. Dixon Library - The Library Board of Trustees will discuss the growth of the Dixon Library

This will be a standing agenda item and Ms. Olawski will provide updates as they develop. Ms. Olawski reached out to County Administrator's office about a possible bond measure for the library in the future. She will update the Board as she receives more information.

10. NEW BUSINESS

- a. Surplus - Approve surplus of (1) wooden atlas stand, and (1) self-checkout machine and remove from the Dixon Library inventory list.

Ms. Espinoza moved to approve the surplus of (1) wood atlas stand and (1) self-checkout machine and remove the items from the Dixon Library inventory list; Ms. Fink seconded. Motion carried. So ordered 3-0 vote.

- b. Proposed Budget FY 2024-2025 – The Dixon Library Board of Trustees will discuss and may take action on the proposed budget for FY 2024-2025

Ms. Espinoza moved to approve the Proposed Budget FY 2024-2025; Ms. Fink seconded. Motion carried. So ordered 3-0 vote.

- c. MOU for Financial Services – The Dixon Library Board of Trustees will discuss and may take action on the MOU between the County of Solano on behalf of the Solano County Auditor-Controller and the Dixon Unified School District Library District.

Ms. Espinoza moved to approve the MOU between the County of Solano on behalf of the Solano County Auditor-Controller and the Dixon Unified School District Library District; Ms. Fink seconded. Motion carried. So ordered 3-0 vote.

11. ANNOUNCEMENTS/MEMBER REPORTS

Mr. Cuevas the Back-to-School event is on Saturday, August 3, 2024.

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

Tuesday, September 10, 2024

13. ADJOURNMENT

Time: 6:20 p.m.

Suzanne Olawski, Director of Library Services

Date

DRAFT

DIXON LIBRARY
GOVERNING BOARD OF LIBRARY TRUSTEES

Minutes: **REGULAR MEETING**

Dixon Library, 230 N. 1st St., Dixon, CA 95620 5:00 P.M.,

Tuesday, September 10, 2024

1. CALL TO ORDER

The meeting was called to order at 5:05 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF TRUSTEES

Regina Espinoza	A
Julian Cuevas, President	P
Jewel Fink, Vice-President	A
John Gabby, Clerk	A
David Bowen	A

No quorum was established.

Staff: Suzanne Olawski, Director of Library Services, Solano County Library; Lisa Lin, Admin Services Manager, Solano County; Megan Wong, Assistant Director of Library Services, Solano County Library; Nancy Redfield, Branch Manager, Solano County Library; Rhea Gardner Supervising Librarian, Solano County Library; Cathy Sheldon, Office Assistant III, Solano County Library

4. PUBLIC COMMENT

None.

5. INTRODUCTIONS

Ms. Olawski introduced Ms. Megan Wong, Assistant Director of Library Services.

6. CORRESPONDENCE

None.

7. APPROVAL OF CONSENT CALENDAR

Due to lack of quorum, no action was taken.

- a. Approve the agenda of the September 10, 2024 Dixon Library District Board of Trustees regular meeting
- b. Approve the minutes of the Dixon Library District Board of Trustees regular meeting of June 11, 2024

8. INFORMATION ITEMS

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

There is an active recruitment to fill the vacant children's librarian position. In the interim, staff from other library branches are assisting with coverage and programming at the Dixon Library. Ms. Olawski reported an increase of usage of the student access cards; 1,925 items were check out by students using their student access cards during the FY2024 school year. Staff will provide a report

at the next school board meeting to promote the program and school/library partnership. Ms. Gardner provided highlights from her report, noting Lunch at the Library participation, summer reading registrations, outreach visits, and programming attendance have increased in numbers and new programs include *Spanish Readers Theater Group* during which Spanish speakers read and act-out plays in Spanish and *Kanopy & Chill* offered on Saturday mornings during which nostalgic, classic programming (older cartoons, shows) are streamed and cereal/milk is provided, while supplies last.

9. OLD BUSINESS

a. Revised Budget FY 2024-2025

Due to lack of quorum, no action was taken on the revised budget. The FY2024-2025 operating budget was approved in June 2024. Ms. Olawski gave an update on the FY 2024-2025.

b. Community Garden Update - The Library Board of Trustees will receive an update on a potential community garden

Ms. Wong shared information about the Petaluma Library Garden, which is a habitat for birds, butterflies and other beneficial insects and critters and is managed by the Petaluma Master Gardeners. The Garden is next to the main entrance of the Petaluma Regional Library (Sonoma County Library) and is designed to provide interest in all four seasons using drought tolerant plants to serve as inspiration for the home gardener. The garden is a popular spot reading, relaxing, and weekly storytimes.

Library staff continue to explore options for a community garden at the Dixon Library and are meeting with Sustainable Solano about design and implementation and Dixon Master Gardeners regarding maintenance. Community forums will be hosted by Sustainable Solano during October. The garden will not include any permanent fixtures.

c. Dixon Library - The Library Board of Trustees will discuss the growth of the Dixon Library

This will be a standing agenda item and Ms. Olawski will provide updates as they develop. Ms. Olawski will reach out to County Administrator's office about a possible general obligation bond measure for the Dixon Library.

d. Back-to-School Festival Wrap-up

Ms. Gardner reported the library reached out to 477 people at the festival and suggested bringing next year's festival to the Women's Improvement Club Park adjacent to the library where there is more available parking, shade, and easier restroom access. The event could include outreach from Solano County mobile services such as the dental clinic and food van to meet the vision of "one stop shopping" for families.

e. Additional Staff Cost

The annual cost of additional full-time librarian (not budgeted) would increase the salary budget by 25%.

10. NEW BUSINESS

a. Public Facilities Impact Report FY 2023-2024

Ms. Olawski distributed the Public Facilities Impact Report, which will be submitted to the Solano

County Board of Supervisors.

11. ANNOUNCEMENTS/MEMBER REPORTS

None.

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

Tuesday, December 10, 2024

13. ADJOURNMENT

Time: 6:15 p.m.

Suzanne Olawski, Director of Library Services

Date

DRAFT

PERSONNEL

The Library is in the process of filling the following positions:

- 0.4 Library Aide

Dixon Library welcomes new children’s librarian, Ms. Dionna Campbell, who previously worked as a Supervising Library Assistant at Solano County Library. Dionna is excited to begin serving the residents of Dixon, especially youth and their families.

The branch Supervising Librarian, Ms. Garnder, will be on extended leave beginning December 20th and during her absence, branch supervision will be covered by the regional manager, Ms. Redfield, and Supervising Librarian, Mr. Perkins, to ensure for successful daily operations of the Dixon Library.

COLLECTIONS / RESOURCES / SERVICES

Outreach Highlights

On 10/27 staff celebrated Dia de los Muertos as Silveyville Cemetary, talked with 330 people and gave out bilingual Spanish books and did crafts!



On 10/31 staff participated in the Halloween Stroll and gave out candy, bookmarks, and library color changing pencils to over 840 children!



Program Highlights

On 9/24 the library celebrated Hispanic Heritage Month with La Familia Tortilla's How to Make Tortillas program. 17 teens and staff both enjoyed learning how to make tortillas with fresh corn!



On 10/19 we had a terrific turnout of 23 people at our Teen Pokémon Trading with local small business, The Collector's Corner.



Report to the Dixon Library District Board of Trustees
December 10, 2024

For the month of October the library hosted Soccer Lessons in partnership with Soccer Shots and Kids Yoga in partnership with BusyBee Yoga Studio. Both were extremely popular and we will plan to continue both sessions in the Spring. We had a total of 132 children for soccer and 104 children for yoga classes.



We celebrated Native American Heritage Month with two special events. On 11/2 we had an author talk with Bay Area food writer and expert on Native American Cuisine, Sara Calvosa Olson. On 11/15 we had a special olive oil tasting from Yocha Dehe Wintun Nation's own, Séka Hills Olive Mill & Tasting Room.



Dixon Library Events in December

Monthly Programs:

1st and 3rd Mondays, 3-4 PM, Read to a Dog: offers children a relaxed, non-judgmental environment in which to practice reading. The benefits of reading to animals have been documented to include increased reading fluency and improved attitudes about reading aloud.

1st and 3rd Fridays, 10-11 AM, Storytime Theater: Dixon Community Theater presents Story Time Theater. We will read a familiar children's story and then have fun acting it out! This activity is suitable for children of all ages but very young kids may need a little assistance from their grown up.

2nd Tuesdays, 1-3 PM, Tarot Tuesdays: Receive a free reading from an experienced tarot reader! Gain insight into your habits and future! Whether you are seeking guidance or simply curious, all are welcome! Suitable for teens ages 14+ and adults. Registration required.

2nd Tuesdays, 645-745 PM, Spanish Readers Theater Group- Dixon Community Theater invites Spanish speakers to read plays and act out in Spanish.

1st Wednesdays, 530-630 PM, Poppin Bottles and Pop-Culture Reads at Pip's Wine Bar: Join us at The Pip as we sip & savor new & noteworthy reads! Meeting the first Wednesday of each month from 5:30p to 6:30p. Must be age 21+. The Pip is located at 116 N. 1st St, Dixon CA, 95620.

2nd Thursdays, 11-12 PM, Dixon Book Club: Monthly adult book club centering around Solano Reads: Year-Long Reading Challenge themes

1st Fridays, 530-630 PM, Dixon Rocks: Join us after hours in the library on the 1st Friday of every month. We paint "kindness rocks" to decorate our own gardens or to leave through town to spread kindness. All supplies provided!

Weekly Programs

Tuesdays

- 10-11 AM, Family Storytime: Join us as we read, sing, and do a fun craft project! Ages 0-5.
- 330-430 PM, Chess Meet-Up: All skill levels welcome! There is no instructor during the meet-up. The library provides the chess sets for anyone to play. We encourage players to learn from each-other!
- 4-5 PM, Switch Games for Teens: After school on Tuesdays and Thursdays, experience the excitement of playing our Nintendo Switch video game console! This event is geared towards tweens and teens ages 10 to 18.
- 630-730 PM, English Conversation Group: Practice talking in English in this informal setting.

Wednesdays

- 10-11 AM, Bilingual Spanish Storytime: Stories, music, movement and fun for kids 0-5 years of age. Cuentos, música, danza, y diversión para niños de edades 0-5.
- 2-3 PM, Afternoon Adventures: "Afternoon Adventures" is a series of programs for kids to have after-school fun, with a different activity each week. All school age children and their families are welcome. Local Chinese American Artist, Jie Jie's Artbox, will be facilitating a unique cultural craft every second Wednesday of the month.

Thursdays

- 330-430 PM, Barbies and Toy Cars: Use your imagination and play with Barbies & toy cars such as Hot Wheels and Monster Trucks, provided by the library.
- 4-5 PM, Switch Games for Teens: After school on Tuesdays and Thursdays, experience the excitement of playing our Nintendo Switch video game console! This event is geared towards tweens and teens ages 10 to 18.
- 630-730 PM, English Conversation Group: Practice talking in English in this informal setting.

Fridays

- 330-430 PM, Build It Club: Children, ages 5-12, are welcome to come build with various blocks such as Legos, magnetic tiles, and more!

Saturdays

- 930-1030 AM, Kanopy & Chill: Join us for nostalgic, classic programming like Reading Rainbow, Arthur, Madeleine, and more. Cereal & milk will be available while supplies last - you are welcome to bring a snack, too!

December Special Monthly Events:

Christmas Tree Lighting with Chamber of Commerce on 12/5. The library will do a holiday Storytime and have an outdoor outreach booth with giveaways.

Wrapping Paper Exchange on 12/9 and 12/16 from 3-4 PM: Tired of the patterns of yester-year? Bring your new or lightly used wrapping paper to exchange with others! Gift boxes, bows, and ribbons are also accepted for exchange.

Teen Holiday Cookie Decorating on 12/11 from 3-4 PM: Come & decorate free Holiday Cookies from Solano Baking Company with your favorite toppings to make them even tastier!

Santa Storytime on 12/13 from 1130-1230 PM: Santa will visit the library for a special storytime where children can share their Christmas wishes and receive a candy cane from the Friendly Bookworm. Sponsored by the Friends of the Dixon Library.

DIY Ornaments on 12/13 from 130-230 PM: Get into the holiday spirit by decorating your own wooden ornament! For teens & tweens, supplies are limited.

Mini Health Fair with Touro University's Mobile Diabetes Education Center on 12/18 from 3-5: Receive free diabetes and blood pressure checks, and information concerning access to mental and emotional health service

Tool Lending Update

The outside shed has been installed and the library has received gardening tools for circulation. Unfortunately, the shed was broken into and a police report was filed. The gardening tools have been moved to the Miller Building and the lock and clasp on the shed were replaced with sturdier fixtures.

Building Update

There was a leak into the Miller Building with the recent rains which has been repaired. There have been no leaks reported to date in the library. Stained ceiling tiles will be replaced and new blinds for the Carnegie building will be ordered.

Partnerships

The library continues to work with the following organizations and local businesses: Dixon Unified School District, City of Dixon, Dixon Migrant Camp Center, Dixon Chamber of Commerce, Dixon Downtown Business Association, Dixon Community Theater Group, Pip's Wine Bar, Busy Bee Yoga Studio, SS Currey Express, La Familia Tortilla Shop, Solano Baking Company, Touro University, Solano Pride Center, Planned Parenthood, Pacific Clinics Mobile Crisis Care, and Solano Food Bank.

FY2024-2025 Statistics: Dixon Library

YTD	Circulation	Questions	New Cards	Gate Count	Adult Programs / Attendance	Young Adult (11-17) Programs / Attendance	School-Age (5-10) Programs / Attendance	Pre-School (0-5) Programs / Attendance
Jul '24 – Oct '24	44,035	1,550	427	25,589	27/271	26/168	61/2,637	24/854
Jul '23 – Oct '23	33,142	1,813	450	18,025	38/2,071	30/903	192/3,421	56/928
Annual								
Jul '23 – Jun '24	99,069	3,884	1,499	55,948	122/4,419	133/2,229	374 /10,750	146/3,021
Jul '22 - Jun '23	65,875	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	33,628	14/4,313	9/97	59/3,197	33/808
Jul '20 – Jun '21	31,348	1,853	273	7,904	3/163	0/0	7/125	2/94

Dixon	2024	2023	2022	2021	2020
Lunch at the Library	1,954	1,121	1,400	--	--
Summer Reading	1,188	804	697	497	144

Student Access Cards: Checkouts	Jul 2024 – Oct 2024	Jul 2023-Jun 2024* (network was down Apr-Jul 2024)	June 2022 – June 2023
Dixon Unified School District		1,925	3,835
Anderson Elementary		414	622
Dixon High		199	1,373
Gretchen Higgins Elementary		365	504
John Knight Middle School		680	728
Maine Prairie High		50	153
Tremont Elementary		217	455

SOLANO COUNTY LIBRARY

TO: Dixon Public Library District Board of Trustees
FROM: Suzanne Olawski, Director of Library Services
SUBJECT: FY 2024/25 Revised Budget for the Dixon Library
DATE: December 10, 2024

Attached is the revised budget of \$3.46 million for the Dixon Library District for FY2024/25. This amount is approximately \$149,403 thousand more than the FY2024/25 proposed budget which your Board passed in June 2024. 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 \$2,000 as no payment is required for FY2024/25.

Line 2055 Insurance (Property & Special Liability) has decreased by \$5,432 as the property insurance premium is lower than projected.

Line 2140 Building Maintenance shows an increase of \$3,000 for repairing the interior concrete floor.

Line 2250 Charge for Service for Operating the Dixon Library shows a decrease of \$64,030 due to credit for unexpended direct funds resulting from less extra-help coverage and building maintenance than anticipated.

Line 2250 Other Professional Services shows an increase of \$250,000 for design and consultant fees associated with the Dixon Library project.

Line 8101 Contingency shows a decrease of \$32,135 due to an increase in Line 2250 Other Professional Services and offset by lower operating costs and higher revenues collected in FY2023/24.

Line 9806 Fund Balance Available shows a \$149,403 increase due to higher than anticipated property tax revenue and interest income and less expenditures than anticipated.

SOLANO COUNTY LIBRARY

FY2024/25 BUDGET

DIXON PUBLIC LIBRARY DISTRICT - FUND 426

rev 12/2024

ACCOUNT/DESCRIPTION	<u>FY2023/24</u> <u>ACTUALS</u>	<u>FY2024/25</u> <u>PROPOSED</u>	<u>FY2024/25</u> <u>REVISED</u>
<u>EXPENSES</u>			
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)	\$821,214	\$2,000	\$0
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	\$0	\$0	\$0
1270 Accrued Leave CTO	\$0	\$0	\$0
1000 Total Salaries and Employee Benefits	\$821,214	\$2,000	\$0
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)	\$40,218	\$50,273	\$44,841
2120 Maintenance Equipment	\$0	\$0	\$0
2140 Building Maintenance	\$28,459	\$77,000	\$80,000
2141 Materials and Supplies	\$0	\$0	\$0
2170 Memberships	\$0	\$0	\$0
2175 Miscellaneous Expense	\$149	\$0	\$0
2176 Fees and Permits	\$0	\$0	\$0
2200 Office Expense	\$0	\$0	\$0
2203 Computer Components <\$1,500	\$1,164	\$0	\$0
2235 Accounting/Financial Service	\$10,071	\$2,500	\$2,500
2239 Legal Service	\$0	\$500	\$500
2245 Contracted Service	\$0	\$27,000	\$27,000
2250 Charge for Service (Operating Dixon Library)	\$1,522,699	\$1,832,446	\$1,768,416
2250 Property Tax Administration Fee	\$6,921	\$8,500	\$8,500
2250 Other Professional Services	\$714	\$20,000	\$20,000
2251 Other Professional Services	\$0	\$0	\$250,000
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

ACCOUNT/DESCRIPTION	<u>FY2023/24</u> <u>ACTUALS</u>	<u>FY2024/25</u> <u>PROPOSED</u>	<u>FY2024/25</u> <u>REVISED</u>
<u>EXPENSES</u>			
2312 Special Departmental Expense	\$0	\$0	\$0
2360 Utilities	\$0	\$0	\$0
2361 Water	\$0	\$0	\$0
3020 Refund of Prior Year Charges	\$1,055	\$3,000	\$3,000
3242 Interest Exp On County Pool	\$0	\$0	\$0
4303 Equipment	\$87,664	\$0	\$0
4304 Computer Equipment	\$9,674	\$0	\$0
8101 Contingency	\$0	\$1,294,589	\$1,262,454
8301 Reserves	\$0	\$0	\$0
TOTAL EXPENSES	\$2,530,003	\$3,317,808	\$3,467,211
<u>REVENUES</u>			
9001 Property Taxes-Secured	\$530,588	\$532,236	\$532,236
9002 Property Taxes-Unsecured	\$22,739	\$22,509	\$22,509
9003 Property Taxes-Prior	\$49	\$0	\$0
9004 Property Taxes-Supplemental	\$9,112	\$9,867	\$9,867
9005 Property Taxes-Prior Secured Supplemental	\$7	\$0	\$0
9015 Library Sales Tax	\$1,300,731	\$1,284,199	\$1,284,199
9018 Unitary	\$23,176	\$23,176	\$23,176
9019 ABX1 26 Residual Taxes	\$31,128	\$29,298	\$29,298
9020 ABX1 26 Pass Through	\$56,519	\$53,877	\$53,877
9021 LM1HF & Other Assets	\$0	\$0	\$0
9401 Interest	\$166,309	\$120,776	\$120,776
9504 Fish and Game	\$31	\$0	\$0
9505 State Highway Rentals	\$2	\$0	\$0
9507 Homeowner's Relief	\$3,502	\$3,413	\$3,413
9511 Other Governmental Agencies	\$40,000	\$40,000	\$40,000
9599 Fed Other	\$0	\$0	\$0
9603 Photo/Microfiche Copies	\$0	\$0	\$0
9605 Library Services	\$0	\$0	\$0
9702 Cash Overage	\$0	\$0	\$0
9703 Other Revenue	\$0	\$0	\$0
9704 Donations and Contributions	\$0	\$0	\$0
9707 Gain (Loss)-Sale of Fixed Asset	(\$14,328)	\$0	\$0
9708 Miscellaneous Sales-Other	\$0	\$0	\$0
9806 Fund Balance Available	\$1,347,860	\$1,198,457	\$1,347,860
TOTAL REVENUES	\$3,517,426	\$3,317,808	\$3,467,211

<u>CHARGE FOR SERVICE</u> <u>DIXON LIBRARY OPERATING COSTS</u>	<u>FY2023/24</u> <u>ACTUALS</u>	<u>FY2024/25</u> <u>PROPOSED</u>	<u>FY2024/25</u> <u>REVISED</u>
**EXPENSES			
Expenses in the Dixon Library Overhead for Fiscal Year	\$1,175,593	\$1,315,802	\$1,315,802
Administration	\$322,481	\$315,718	\$315,718
Technical Svs. Fees	\$133,973	\$156,263	\$156,263
Automation	\$46,491	\$67,723	\$67,723
Telephone Assistance Center	\$0	\$0	\$0
TOTAL EXPENSES	\$1,678,538	\$1,855,506	\$1,855,506
**CREDITS			
Revenue collected in the Dixon Library for Fiscal Year			
Library Fines/Fees	\$793	\$341	\$341
Building Use Fees	\$0	\$0	\$0
Photo/Microfiche Copies	\$1,970	\$3,287	\$3,287
Cash Overage	\$25	\$15	\$15
Other Revenue & ARPA	\$0	\$15,302	\$15,302
Unexpended Direct Funds	\$153,051	\$4,115	\$68,145
TOTAL CREDITS	\$155,839	\$23,060	\$87,090
TOTAL CHARGE	\$1,522,699	\$1,832,446	\$1,768,416

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

SOLANO COUNTY LIBRARY

**DIXON PUBLIC LIBRARY
BUDGET (6365)**

rev 12/2024

<u>Account/Description</u>	<u>FY2022/23</u> ACTUALS	<u>FY2023/24</u> ACTUALS	<u>FY2024/25</u> PROPOSED
1110 Salary/Regular	446,339	496,347	584,830
1121 Salary/Extra Help	18,885	9,474	37,209
1131 Salary/OT/Call back	7,602	8,536	7,416
1210 Retirement	124,235	135,620	179,198
1212 Deferred Comp County Match	706	698	780
1213 OPEB costs	8,375	9,419	11,699
1220 FICA	35,990	39,407	48,154
1230 Health	91,655	128,780	145,536
1231 Vision	886	931	1,170
1240 Comp Insurance	7,339	8,534	14,561
1250 Unemployment	0	0	0
1260 Dental	4,844	4,174	6,512
1270 Accrued Leave CTO	618	9,093	2,000
1290 Life Insurance	345	380	485
Subtotal 1000's	747,819	851,393	1,039,550
2021 Telephone/County	249	3,393	3,289
2022 Telephone/AMC's	0	84	0
2023 Voice Mail	0	0	0
2028 Telephone/Non County	0	0	0
2035 Household Expenses	21,621	23,173	24,850
2051 Liability Insurance	8,664	12,504	23,063
2120 Equipment Maintenance	0	0	1,700
2140 Maintenance/Buildings	37,616	19,521	49,200
2170 Memberships	0	0	0
2175 Miscellaneous Expense	0	0	0
2178 Cash/Inventory Shortage	0	0	20
2200 Office Expense	3,501	1,986	3,000
2201 Office Equipment	5,902	252	9,000
2207 Ergonomic Under \$1500	0	0	0
2215 Managed Print Services	2,098	1,790	2,300
2250 Other Professional Svs.	5,092	3,261	8,800
2261 Software Licenses	4,760	3,603	4,550
2285 Rent/Lease - Equipment	1,720	0	0
2310 Education/Training	0	440	0
2312 Special Depart. Expense	0	0	9,444
2327 Library Materials Process.	0	0	0
2328 Library Materials	85,000	85,000	80,000
2335 Travel Expense	0	0	0

<u>Account/Description</u>	<u>FY2022/23</u> <u>ACTUALS</u>	<u>FY2023/24</u> <u>ACTUALS</u>	<u>FY2024/25</u> <u>PROPOSED</u>
2336 Travel Out-of-State	0	1,865	0
2337 Refreshments	168	27	0
2338 Employee Recognition	0	162	0
2355 Personal Mileage	230	385	300
2360 Utilities	32,207	35,659	40,985
2361 Water	4,291	4,603	4,875
Subtotal 2000's	213,118	197,708	265,376
3301 Penalties	0	0	0
3235 Lease Expense - LT Lease-CP,MF	0	1,711	2,006
3710 County Admin. Overhead	0	0	0
Subtotal 3000's	0	1,711	2,006
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	0	0	0
5040 Transfer Out - POB's	6,616	7,638	8,870
8101 Contingency	0	0	0
8301 Reserves	0	0	0
9304-8101 Contingency	0	0	0
Total - Expenses	967,553	1,058,451	1,315,802
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	2,477	2,247
9604 Contract Services	0	0	0
9605 Library Fines	341	239	52
9637 Other Prof. Services	0	0	0
9702 Cash Overage	15	4	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
Total Revenue	18,944	2,719	2,299

OVERHEAD FY2022/23 NUMBERS FPR FY2024/25

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	1110 Salary/Regular	1,106,991	155,532	183,096	264,681	69,408	63,984	16,494	87,120	98,190	86,345	17,048	65,091	1,106,991
3	A	1121 Salary/Extra Help	105,479	14,820	17,446	25,220	6,614	6,097	1,572	8,301	9,356	8,227	1,624	6,202	105,479
4	A	1131 Salary/OT/Call back	2,580	363	427	617	162	149	38	203	229	201	40	152	2,580
5	A	1141 Salary/Premium Pay	-	0	0	0	0	0	0	0	0	0	0	0	0
6	A	1142 Salary/Wages Standby Pay	-	0	0	0	0	0	0	0	0	0	0	0	0
7	A	1210 Retirement	374,274	52,585	61,905	89,489	23,467	21,633	5,577	29,455	33,198	29,193	5,764	22,007	374,274
8	A	1211 PARS Retirement	-	0	0	0	0	0	0	0	0	0	0	0	0
9	A	1212 Deferred Comp-County Match	2,104	296	348	503	132	122	31	166	187	164	32	124	2,104
10	A	1213 OPEB Costs	25,479	3,580	4,214	6,092	1,598	1,473	380	2,005	2,260	1,987	392	1,498	25,479
11	A	1220 FICA	107,549	15,111	17,789	25,715	6,743	6,216	1,602	8,464	9,540	8,389	1,656	6,324	107,549
12	A	1230 Health	187,583	26,355	31,026	44,851	11,761	10,842	2,795	14,763	16,639	14,631	2,889	11,030	187,583
13	A	1231 Vision	1,747	245	289	418	110	101	26	137	155	136	27	103	1,747
14	A	1240 Comp Insurance	27,198	3,821	4,499	6,503	1,705	1,572	405	2,140	2,412	2,121	419	1,599	27,198
15	A	1241 Long Term Disability Ins.	2,459	345	407	588	154	142	37	194	218	192	38	145	2,459
16	A	1250 Unemployment	-	0	0	0	0	0	0	0	0	0	0	0	0
17	A	1260 Dental	9,988	1,403	1,652	2,388	626	577	149	786	886	779	154	587	9,988
18	A	1270 Accrued Leave CTO	14,157	1,989	2,342	3,385	888	818	211	1,114	1,256	1,104	218	832	14,157
19	A	1290 Life Insurance	2,181	306	361	522	137	126	33	172	193	170	34	128	2,181
20		Subtotal 1000's	1,969,768	276,752	325,800	470,971	123,504	113,853	29,350	155,021	174,718	153,642	30,334	115,822	1,969,768
21															
22	A	2011 Clothing &Personal Supplies	-	0	0	0	0	0	0	0	0	0	0	0	0
23	A	2021 Telephone/County	4,226	594	699	1,010	265	244	63	333	375	330	65	248	4,226
24	A	2022 Telephone/AMC's	119	17	20	28	7	7	2	9	11	9	2	7	119
25	A	2025 Cellular Telephone Ser.	-	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
27	A	2035 Household Expenses	1,303	183	215	311	82	75	19	103	116	102	20	77	1,303
28	A	2050 Liability/Risk Management	529,789	74,435	87,627	126,673	33,218	30,622	7,894	41,694	46,992	41,324	8,159	31,152	529,789
29	A	2051 Liability Insurance	105,388	14,807	17,431	25,198	6,608	6,091	1,570	8,294	9,348	8,220	1,623	6,197	105,388
30	A	2120 Equipment Maintenance	-	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
32	A	2140 Maintenance/Buildings	1,612	227	267	386	101	93	24	127	143	126	25	95	1,612
33	A	2170 Memberships	38,665	5,432	6,395	9,245	2,424	2,235	576	3,043	3,430	3,016	595	2,274	38,665
34	A	2176 Fees and Permits	-	0	0	0	0	0	0	0	0	0	0	0	0
35	A	2200 Office Expense	5,247	737	868	1,255	329	303	78	413	465	409	81	309	5,247
36	A	2201 Office Equip (un \$1500)	1,654	232	274	395	104	96	25	130	147	129	25	97	1,654
37	A	2202 Office Equip (1500-4999)	-	0	0	0	0	0	0	0	0	0	0	0	0
38	A	2203 Comput. Com. (un 1500)	-	0	0	0	0	0	0	0	0	0	0	0	0
39	A	2204 Computer Related Items < \$500	-	0	0	0	0	0	0	0	0	0	0	0	0
40	A	2205 Postage	43	6	7	10	3	3	1	3	4	3	1	3	43
41	A	2206 Cont Asset-Non Comp Related	-	0	0	0	0	0	0	0	0	0	0	0	0
42	A	2207 Ergonomic Under \$1500	817	115	135	195	51	47	12	64	72	64	13	48	817
43	A	2210 Central Duplicating	8,617	1,211	1,425	2,060	540	498	128	678	764	672	133	507	8,617
44	A	2215 Managed Print Cost Per Copy	-	0	0	0	0	0	0	0	0	0	0	0	0
45	A	2216 Maintenance/Srvice Contract	-	0	0	0	0	0	0	0	0	0	0	0	0
46	A	2236 Consulting Services	-	0	0	0	0	0	0	0	0	0	0	0	0
47	A	2250 Other Professional Svs.	158,160	22,221	26,160	37,816	9,917	9,142	2,357	12,447	14,029	12,336	2,436	9,300	158,160
48	A	2261 Software Lic/Maint Agrmts	3,472	488	574	830	218	201	52	273	308	271	53	204	3,472
49	A	2266 Central Data Processing Svce	167,757	23,570	27,747	40,111	10,518	9,696	2,500	13,202	14,880	13,085	2,583	9,864	167,757
50	A	2270 Software	-	0	0	0	0	0	0	0	0	0	0	0	0
51	A	2271 Software Rental/Subsription	5,312	746	879	1,270	333	307	79	418	471	414	82	312	5,312
52	A	2280 Publications/Legal Notes	2,535	356	419	606	159	147	38	200	225	198	39	149	2,535

OVERHEAD FY2022/23 NUMBERS FPR FY2024/25

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
53	A	2281 Advertising Marketing	158,507	22,270	26,217	37,899	9,938	9,162	2,362	12,474	14,060	12,364	2,441	9,320	158,507
54	A	2285 Rent/Lease - Equipment	4,490	631	743	1,073	281	259	67	353	398	350	69	264	4,490
55	A	2310 Education/Training	9,757	1,371	1,614	2,333	612	564	145	768	865	761	150	574	9,757
56	A	2312 Special Depart. Expense	14,116	1,983	2,335	3,375	885	816	210	1,111	1,252	1,101	217	830	14,116
57	A	2327 Library Materials Process.	-	0	0	0	0	0	0	0	0	0	0	0	0
58	A	2328 Library Materials	-	0	0	0	0	0	0	0	0	0	0	0	0
59	A	2335 Travel Expense	2,645	372	437	632	166	153	39	208	235	206	41	156	2,645
60	A	2336 Travel Out-Of-State	2,638	371	436	631	165	152	39	208	234	206	41	155	2,638
61	A	2337 Refreshments	260	37	43	62	16	15	4	20	23	20	4	15	260
62	A	2338 Employee Recognition	352	49	58	84	22	20	5	28	31	27	5	21	
63	A	2339 Management Business Expense	2,693	378	445	644	169	156	40	212	239	210	41	158	2,693
64	A	2350 County Garage Services	-	0	0	0	0	0	0	0	0	0	0	0	0
65	A	2354 Car Allowance	6,025	847	997	1,441	378	348	90	474	534	470	93	354	6,025
66	A	2355 Personal Mileage	1,442	203	239	345	90	83	21	113	128	112	22	85	1,442
67	A	2360 Utilities	25,043	3,519	4,142	5,988	1,570	1,447	373	1,971	2,221	1,953	386	1,473	25,043
68	A	2361 Water	2,451	344	405	586	154	142	37	193	217	191	38	144	2,451
69	A	Subtotal 2000's	1,265,134	177,751	209,253	302,493	79,324	73,125	18,850	99,566	112,217	98,680	19,483	74,390	1,265,134
70															
71	A	3020 Refund of Prior Year Charges	17,000	2,389	2,812	4,065	1,066	983	253	1,338	1,508	1,326	262	1,000	17,000
72	A	3235 Lease Expense - LT Lease-CP,MF	-	0	0	0	0	0	0	0	0	0	0	0	0
73	A	3694 Interfund Svs. Professional	78,082	10,971	12,915	18,670	4,896	4,513	1,163	6,145	6,926	6,090	1,202	4,591	78,082
74	A	3695 Interfund Svces - MNT Materials	-	0	0	0	0	0	0	0	0	0	0	0	0
75	A	3696 Interfund Svces - Small Projects	-	0	0	0	0	0	0	0	0	0	0	0	0
76	A	3697 Interfund Svces - Postage	-	0	0	0	0	0	0	0	0	0	0	0	0
77	A	3698 Interfund Svces - MNT labor	51	7	8	12	3	3	1	4	4	4	1	3	51
78	C	3710 County Admin. Overhead	782,165	97,536	127,728	189,597	39,890	38,013	0	55,143	67,892	50,763	64,763	50,841	782,165
79		Subtotal 3000's	877,298	110,902	143,463	212,343	45,855	43,512	1,417	62,630	76,330	58,183	66,228	56,435	877,298
80															
81	A	4201 Buildings and Improvements	-	0	0	0	0	0	0	0	0	0	0	0	0
82	A	4202 Construction in Progress	-	0	0	0	0	0	0	0	0	0	0	0	0
83	A	4303 Equipment	-	0	0	0	0	0	0	0	0	0	0	0	0
84	A	4304 Computer Equipment	-	0	0	0	0	0	0	0	0	0	0	0	0
85	A	Subtotal 4000's	-	0	0	0	0	0	0	0	0	0	0	0	0
86															
87	A	5040 Trans OUT - POB's	20,317	2,855	3,360	4,858	1,274	1,174	303	1,599	1,802	1,585	313	1,195	20,317
88	A	5052 Trans OUT - FLEET	46,509	6,535	7,693	11,120	2,916	2,688	693	3,660	4,125	3,628	716	2,735	46,509
89		Subtotal 5000's	66,826	9,389	11,053	15,978	4,190	3,863	996	5,259	5,927	5,212	1,029	3,929	66,826
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		Subtotal 7000-8000's	0	0	0	0	0	0	0	0	0	0	0	0	0
96		Total - Expenses	4,179,026	574,795	689,568	1,001,786	252,874	234,352	50,613	322,476	369,193	315,718	117,075	250,576	4,179,026

OVERHEAD FY2022/23 NUMBERS FPR FY2024/25

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	1110 Salary/Regular	1,001,101	124,237	158,174	397,837	57,463	33,036	66,473	103,714	60,166	1,001,101
3	B	1121 Salary/Extra Help	28,524	3,540	4,507	11,335	1,637	941	1,894	2,955	1,714	28,524
4	B	1131 Salary/OT/Call back	2,089	259	330	830	120	69	139	216	126	2,089
5	B	1141 Salary/Premium Pay	-	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
7	B	1210 Retirement	281,141	34,890	44,420	111,725	16,137	9,278	18,668	29,126	16,897	281,141
8	B	1211 PARS Retirement	-	0	0	0	0	0	0	0	0	0
9	B	1212 Deferred Comp-County Match	693	86	109	275	40	23	46	72	42	693
10	B	1213 OPEB Costs	19,173	2,379	3,029	7,619	1,101	633	1,273	1,986	1,152	19,173
11	B	1220 FICA	80,521	9,993	12,722	31,999	4,622	2,657	5,347	8,342	4,839	80,521
12	B	1230 Health	212,206	26,335	33,528	84,330	12,181	7,003	14,090	21,984	12,754	212,206
13	B	1231 Vision	1,955	243	309	777	112	65	130	203	117	1,955
14	B	1240 Comp Insurance	15,078	1,871	2,382	5,992	865	498	1,001	1,562	906	15,078
15	B	1241 Long Term Disability Ins.	-	0	0	0	0	0	0	0	0	0
16	B	1250 Unemployment	-	0	0	0	0	0	0	0	0	0
17	B	1260 Dental	10,760	1,335	1,700	4,276	618	355	714	1,115	647	10,760
18	B	1270 Accrued Leave CTO	-	0	0	0	0	0	0	0	0	0
19	B	1290 Life Insurance	798	99	126	317	46	26	53	83	48	798
20		Subtotal 1000's	1,654,037	205,266	261,338	657,314	94,942	54,583	109,828	171,358	99,408	1,654,037
21												
22	B	2011 Clothing &Personal Supplies	314	39	50	125	18	10	21	32	19	314
23	B	2021 Telephone/County	7,170	890	1,133	2,849	412	237	476	743	431	7,170
24	B	2022 Telephone/AMC's	620	77	98	246	36	20	41	64	37	620
25	B	2025 Cellular Telephone Ser.	110,886	13,761	17,520	44,066	6,365	3,659	7,363	11,488	6,664	110,886
26	B	2028 Telephone/Non County	71,971	8,932	11,371	28,601	4,131	2,375	4,779	7,456	4,325	71,971
27	B	2035 Household Expenses	4,679	581	739	1,860	269	154	311	485	281	4,679
28	B	2050 Liability/Risk Management	-	0	0	0	0	0	0	0	0	0
29	B	2051 Liability Insurance	230,085	28,554	36,353	91,436	13,207	7,593	15,278	23,837	13,828	230,085
30	B	2120 Equipment Maintenance	-	0	0	0	0	0	0	0	0	0
31	B	2122 Fuels & Lubricants	15,325	1,902	2,421	6,090	880	506	1,018	1,588	921	15,325
32	B	2140 Maintenance/Buildings	12,399	1,539	1,959	4,927	712	409	823	1,285	745	12,399
33	B	2170 Memberships	-	0	0	0	0	0	0	0	0	0
34	B	2176 Fees and Permits	38	5	6	15	2	1	3	4	2	38
35	B	2200 Office Expense	10,902	1,353	1,723	4,332	626	360	724	1,129	655	10,902
36	B	2201 Office Equip (un \$1500)	17,718	2,199	2,800	7,041	1,017	585	1,177	1,836	1,065	17,718
37	B	2202 Office Equip (1500-4999)	-	0	0	0	0	0	0	0	0	0
38	B	2203 Comput. Com. (un 1500)	2,317	288	366	921	133	76	154	240	139	2,317
39	B	2204 Computer Related Items < \$500	5,805	720	917	2,307	333	192	385	601	349	5,805
40	B	2205 Postage	18	2	3	7	1	1	1	2	1	18
41	B	2206 Cont Asset-Non Comp Related	-	0	0	0	0	0	0	0	0	0
42	B	2207 Ergonomic Under \$1500	-	0	0	0	0	0	0	0	0	0
43	B	2210 Central Duplicating	-	0	0	0	0	0	0	0	0	0
44	B	2215 Managed Print Cost Per Copy	11,432	1,419	1,806	4,543	656	377	759	1,184	687	11,432
45	B	2216 Maintenance/Srvice Contract	25	3	4	10	1	1	2	3	2	25
46	B	2236 Consulting Services	-	0	0	0	0	0	0	0	0	0
47	B	2250 Other Professional Svs.	99,252	12,317	15,682	39,443	5,697	3,275	6,590	10,283	5,965	99,252
48	B	2261 Software Lic/Maint Agrmts	198,717	24,661	31,397	78,970	11,406	6,558	13,195	20,587	11,943	198,717
49	B	2266 Central Data Processing Svce	-	0	0	0	0	0	0	0	0	0
50	B	2270 Software	4,734	587	748	1,881	272	156	314	490	285	4,734
51	B	2271 Software Rental/Subscription	4,443	551	702	1,766	255	147	295	460	267	4,443
52	B	2280 Publications/Legal Notes	-	0	0	0	0	0	0	0	0	0

OVERHEAD FY2022/23 NUMBERS FPR FY2024/25

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
53	B	2281 Advertising Marketing	-	0	0	0	0	0	0	0	0	0
54	B	2285 Rent/Lease - Equipment	1,501	186	237	596	86	50	100	155	90	1,501
55	B	2310 Education/Training	921	114	146	366	53	30	61	95	55	921
56	B	2312 Special Depart. Expense	18,411	2,285	2,909	7,317	1,057	608	1,222	1,907	1,107	18,411
57	B	2327 Library Materials Process.	72,178	8,957	11,404	28,684	4,143	2,382	4,793	7,478	4,338	72,178
58	B	2328 Library Materials	-	0	0	0	0	0	0	0	0	0
59	B	2335 Travel Expense	-	0	0	0	0	0	0	0	0	0
60	B	2336 Travel Out-Of-State	-	0	0	0	0	0	0	0	0	0
61	B	2337 Refreshments	-	0	0	0	0	0	0	0	0	0
62	B	2338 Employee Recognition	-	0	0	0	0	0	0	0	0	0
63	B	2339 Management Business Expense	-	0	0	0	0	0	0	0	0	0
64	B	2350 County Garage Services	20,521	2,547	3,242	8,155	1,178	677	1,363	2,126	1,233	20,521
65	B	2354 Car Allowance	-	0	0	0	0	0	0	0	0	0
66	B	2355 Personal Mileage	38	5	6	15	2	1	3	4	2	38
67	B	2360 Utilities	4,624	574	731	1,838	265	153	307	479	278	4,624
68	B	2361 Water	3,226	400	510	1,282	185	106	214	334	194	3,226
69		Subtotal 2000's	930,270	115,447	146,983	369,689	53,397	30,699	61,770	96,376	55,909	930,270
70												
71	B	3020 Refund of Prior Year Charges	-	0	0	0	0	0	0	0	0	0
72	B	3235 Lease Expense - LT Lease-CP,MF	-	0	0	0	0	0	0	0	0	0
73	B	3694 Interfund Svcs. Professional	-	0	0	0	0	0	0	0	0	0
74	B	3695 Interfund Svces - MNT Materials	-	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
76	B	3697 Interfund Svces - Postage	590	73	93	235	34	19	39	61	35	590
77	B	3698 Interfund Svces - MNT labor	-	0	0	0	0	0	0	0	0	0
78	C	3710 County Admin. Overhead	-	0	0	0	0	0	0	0	0	0
79		Subtotal 3000's	590	73	93	235	34	19	39	61	35	590
80												
81	B	4201 Buildings and Improvements	-	0	0	0	0	0	0	0	0	0
82	B	4202 Construction in Progress	-	0	0	0	0	0	0	0	0	0
83	B	4303 Equipment	-	0	0	0	0	0	0	0	0	0
84	B	4304 Computer Equipment	-	0	0	0	0	0	0	0	0	0
85		Subtotal 4000's	-	0	0	0	0	0	0	0	0	0
86												
87	B	5040 Trans OUT - POB's	15,145	1,880	2,393	6,019	869	500	1,006	1,569	910	15,145
88	B	5052 Trans OUT - FLEET	-	0	0	0	0	0	0	0	0	0
89		Subtotal 5000's	15,145	1,880	2,393	6,019	869	500	1,006	1,569	910	15,145
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		Subtotal 7000-8000's	0	0	0	0	0	0	0	0	0	0
96		Total - Expenses	2,600,043	322,665	410,807	1,033,257	149,242	85,801	172,643	269,364	156,263	2,600,043

OVERHEAD FY2022/23 NUMBERS FPR FY2024/25

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	1110 Salary/Regular	411,128	51,021	64,958	163,382	23,599	13,567	27,299	42,593	24,709	411,128
3	B	1121 Salary/Extra Help	-	0	0	0	0	0	0	0	0	0
4	B	1131 Salary/OT/Call back	617	77	97	245	35	20	41	64	37	617
5	B	1141 Salary/Premium Pay	-	0	0	0	0	0	0	0	0	0
6	B	1142 Salary/Wages Standby Pay	1,340	166	212	533	77	44	89	139	81	1,340
7	B	1210 Retirement	117,818	14,621	18,615	46,821	6,763	3,888	7,823	12,206	7,081	117,818
8	B	1211 PARS Retirement	-	0	0	0	0	0	0	0	0	0
9	B	1212 Deferred Comp-County Match	578	72	91	230	33	19	38	60	35	578
10	B	1213 OPEB Costs	7,997	992	1,264	3,178	459	264	531	829	481	7,997
11	B	1220 FICA	32,008	3,972	5,057	12,720	1,837	1,056	2,125	3,316	1,924	32,008
12	B	1230 Health	48,090	5,968	7,598	19,111	2,760	1,587	3,193	4,982	2,890	48,090
13	B	1231 Vision	537	67	85	213	31	18	36	56	32	537
14	B	1240 Comp Insurance	7,155	888	1,130	2,843	411	236	475	741	430	7,155
15	B	1241 Long Term Disability Ins.	348	43	55	138	20	11	23	36	21	348
16	B	1250 Unemployment	-	0	0	0	0	0	0	0	0	0
17	B	1260 Dental	4,202	522	664	1,670	241	139	279	435	253	4,202
18	B	1270 Accrued Leave CTO	954	118	151	379	55	31	63	99	57	954
19	B	1290 Life Insurance	410	51	65	163	24	14	27	42	25	410
20		Subtotal 1000's	633,183	78,578	100,043	251,627	36,345	20,895	42,043	65,598	38,054	633,183
21												
22	B	2011 Clothing &Personal Supplies	-	0	0	0	0	0	0	0	0	0
23	B	2021 Telephone/County	13,328	1,654	2,106	5,297	765	440	885	1,381	801	13,328
24	B	2022 Telephone/AMC's	1,335	166	211	530	77	44	89	138	80	1,335
25	B	2025 Cellular Telephone Ser.	2,370	294	374	942	136	78	157	245	142	2,370
26	B	2028 Telephone/Non County	6,161	765	973	2,448	354	203	409	638	370	6,161
27	B	2035 Household Expenses	217	27	34	86	12	7	14	22	13	217
28	B	2050 Liability/Risk Management	-	0	0	0	0	0	0	0	0	0
29	B	2051 Liability Insurance	31,886	3,957	5,038	12,671	1,830	1,052	2,117	3,303	1,916	31,886
30	B	2120 Equipment Maintenance	-	0	0	0	0	0	0	0	0	0
31	B	2122 Fuels & Lubricants	-	0	0	0	0	0	0	0	0	0
32	B	2140 Maintenance/Buildings	175	22	28	69	10	6	12	18	10	175
33	B	2170 Memberships	-	0	0	0	0	0	0	0	0	0
34	B	2176 Fees and Permits	-	0	0	0	0	0	0	0	0	0
35	B	2200 Office Expense	1,375	171	217	546	79	45	91	142	83	1,375
36	B	2201 Office Equip (un \$1500)	1,255	156	198	499	72	41	83	130	75	1,255
37	B	2202 Office Equip (1500-4999)	-	0	0	0	0	0	0	0	0	0
38	B	2203 Comput. Com. (un 1500)	-	0	0	0	0	0	0	0	0	0
39	B	2204 Computer Related Items < \$500	-	0	0	0	0	0	0	0	0	0
40	B	2205 Postage	-	0	0	0	0	0	0	0	0	0
41	B	2206 Cont Asset-Non Comp Related	-	0	0	0	0	0	0	0	0	0
42	B	2207 Ergonomic Under \$1500	-	0	0	0	0	0	0	0	0	0
43	B	2210 Central Duplicating	-	0	0	0	0	0	0	0	0	0
44	B	2215 Managed Print Cost Per Copy	-	0	0	0	0	0	0	0	0	0
45	B	2216 Maintenance/Srvice Contract	-	0	0	0	0	0	0	0	0	0
46	B	2236 Consulting Services	-	0	0	0	0	0	0	0	0	0
47	B	2250 Other Professional Svcs.	43,455	5,393	6,866	17,269	2,494	1,434	2,885	4,502	2,612	43,455
48	B	2261 Software Lic/Maint Agrmts	368,797	45,768	58,270	146,560	21,169	12,170	24,488	38,207	22,165	368,797
49	B	2266 Central Data Processing Svce	-	0	0	0	0	0	0	0	0	0
50	B	2270 Software	-	0	0	0	0	0	0	0	0	0
51	B	2271 Software Rental/Subsription	126	16	20	50	7	4	8	13	8	126
52	B	2280 Publications/Legal Notes	-	0	0	0	0	0	0	0	0	0

OVERHEAD FY2022/23 NUMBERS FPR FY2024/25

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
53	B	2281 Advertising Marketing	-	0	0	0	0	0	0	0	0	0
54	B	2285 Rent/Lease - Equipment	766	95	121	304	44	25	51	79	46	766
55	B	2310 Education/Training	2,706	336	428	1,075	155	89	180	280	163	2,706
56	B	2312 Special Depart. Expense	-	0	0	0	0	0	0	0	0	0
57	B	2327 Library Materials Process.	-	0	0	0	0	0	0	0	0	0
58	B	2328 Library Materials	-	0	0	0	0	0	0	0	0	0
59	B	2335 Travel Expense	-	0	0	0	0	0	0	0	0	0
60	B	2336 Travel Out-Of-State	-	0	0	0	0	0	0	0	0	0
61	B	2337 Refreshments	-	0	0	0	0	0	0	0	0	0
62	B	2338 Employee Recognition	-	0	0	0	0	0	0	0	0	0
63	B	2339 Management Business Expense	253	31	40	100	15	8	17	26	15	253
64	B	2350 County Garage Services	-	0	0	0	0	0	0	0	0	0
65	B	2354 Car Allowance	-	0	0	0	0	0	0	0	0	0
66	B	2355 Personal Mileage	2,543	316	402	1,011	146	84	169	263	153	2,543
67	B	2360 Utilities	4,169	517	659	1,657	239	138	277	432	251	4,169
68	B	2361 Water	408	51	64	162	23	13	27	42	25	408
69		Subtotal 2000's	481,323	59,732	76,049	191,278	27,628	15,884	31,960	49,865	28,928	481,323
70												
71	B	3020 Refund of Prior Year Charges	-	0	0	0	0	0	0	0	0	0
72	B	3235 Lease Expense - LT Lease-CP,MF	-	0	0	0	0	0	0	0	0	0
73	B	3694 Interfund Svcs. Professional	6,009	746	949	2,388	345	198	399	623	361	6,009
74	B	3695 Interfund Svces - MNT Materials	-	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
76	B	3697 Interfund Svces - Postage	-	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
78	C	3710 County Admin. Overhead	-	0	0	0	0	0	0	0	0	0
79		Subtotal 3000's	6,009	746	949	2,388	345	198	399	623	361	6,009
80												
81	B	4201 Buildings and Improvements	-	0	0	0	0	0	0	0	0	0
82	B	4202 Construction in Progress	-	0	0	0	0	0	0	0	0	0
83	B	4303 Equipment	-	0	0	0	0	0	0	0	0	0
84	B	4304 Computer Equipment	-	0	0	0	0	0	0	0	0	0
85		Subtotal 4000's	-	0	0	0	0	0	0	0	0	0
86												
87	B	5040 Trans OUT - POB's	6,318	784	998	2,511	363	208	419	655	380	6,318
88	B	5052 Trans OUT - FLEET	-	0	0	0	0	0	0	0	0	0
89		Subtotal 5000's	6,318	784	998	2,511	363	208	419	655	380	6,318
90												
91	C	7010 Intra-Fund Transfer	-	0	0	0	0	0	0	0	0	0
92		8101 Contingency	-	0	0	0	0	0	0	0	0	0
93		8301 Reserves	-	0	0	0	0	0	0	0	0	0
94		9304-8101 Contingency	-	0	0	0	0	0	0	0	0	0
95		Subtotal 7000-8000's	0	0	0	0	0	0	0	0	0	0
96		Total - Expenses	1,126,833	139,840	178,040	447,803	64,680	37,185	74,822	116,740	67,723	1,126,833

DIXON PUBLIC LIBRARY DISTRICT

RESOLUTION NO. 1, 2024-25

**RESOLUTION OF THE DIXON PUBLIC LIBRARY DISTRICT BOARD
REGARDING QUARTERLY MEETINGS**

WHEREAS, the Dixon Unified School District Board of Trustees serves as the governing body for the Dixon Public Library when sitting as the Dixon Public Library District Board of Trustees; and

WHEREAS, according to amended Education Code Section 18380, a Board of Library Trustees shall schedule meetings quarterly at such time and place as it may fix by resolution.

NOW, THEREFORE, BE IT RESOLVED that the Dixon Public Library District Board of Trustees will meet quarterly at a place, time, and date to be advertised in accordance with applicable regulations.

PASSED AND ADOPTED by the Dixon Public Library District Board of Trustees, Dixon, Solano County, California, this 10th day of December 2024 by the following votes:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

CERTIFICATION

I, *Suzanne Olawski*, Secretary to the Dixon Unified School District Library Board, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the said Board at a regular meeting thereof at the time and by the vote above stated, which Resolution is on file in the administrative offices of Solano County Library.

Secretary