

**MINUTES-Approved May 18, 2009**  
**DIXON PUBLIC LIBRARY DISTRICT**  
**LIBRARY COMMISSION**  
**6:00 PM, MONDAY, APRIL 27, 2009**

BOARD MEETING ROOM, DIXON UNIFIED SCHOOL DISTRICT  
180 SOUTH 1<sup>ST</sup> STREET, DIXON, CA

**1. Call to order / Greta Galindo, President**

*The meeting was called to order at 6:00 p.m.*

**2. Roll call**

Commissioners

Greta Galindo, President

Nancy Medbery, Vice-President-excused

Shane Taber, Secretary

Susan Ostergard

Marjorie Rothrock

Staff

Gregg Atkins, District Librarian

Sandy Myers, Recorder

Trustee

Jim Ernst

**3. Communications**

*None.*

**4. Approval of agenda**

*Susan Ostergard moved, Marjorie Rothrock seconded and the motion carried.*

**5. Public presentations to or discussion with the Commission**

*None.*

**6. Approval of minutes**

**A. Regular meeting of March 16, 2009**

*Susan Ostergard moved, Shane Taber seconded and the motion carried.*

**7. Financial reports and approval of expenditures**

**A. Review of expenditures for March 2009, dated April 2, 2009 for \$81,548.03**

*Measure B Revenue is currently 2% under last year's figures at this time.*

*However based on 08/09 budget it is more like 5%.*

*The facility impact fee monies (interest which was not paid when earned) owed to Dixon Public Library District by Solano County have now been paid. It amounted to \$23,287.54 (includes interest).*

*Shane Taber moved, Marjorie Rothrock seconded and the motion carried.*

**8. Librarian's Report - 3/17/09 - 4/27/09**

*The Librarian's report was unanimously accepted.*

**9. Statistical Reports-**

**A. Circulation, Patron, Collections, Reference**

Circulation statistics are 27% to 30% higher than last year and the patron count has increased by 17%.

The statistical reports were unanimously accepted.

## 10. Discussion Items

### A. Library facility update

The first meeting of the New Library Building Committee was on April 6, 2009. The next meeting is scheduled for May 4, 2009 at 9:00 a.m. Linda Demmers, Library Building Consultant, will be at the meeting to go over the draft survey and to discuss next steps. Sustainability will be a topic on the agenda. What do we know about Dixon? will be discussed. Her scheduled visits will be reviewed and discussed.

The interest in the deconstruction of the old house at 193 E. B St. has diminished. The need for these types of materials at this point, with the economy in the state it is in has made it cost prohibitive to attempt the deconstruction.

The Fire Department has approached Mr. Atkins about doing a controlled burn to take down the house.

Friends of the Dixon Library have offered to help remove some of the fixtures. Insurance coverage is an issue and a waiver would have to be signed.

It was suggested that Mark Brothers be contacted for his opinion on the removal of the cabinets. Gregg Atkins or Sandy Myers will contact him in the next week to set up a time for him to walk through the house.

### B. 2009-2010 Budget Information

Mr. Atkins reviewed the budget situation for fiscal year 09/10. There will be another decrease in revenue of \$60,000 for fiscal year 09/10; this amounts to a two-year loss of about \$125,000. Items contributing to this drop are:

Property Tax	4.9% drop -	-\$17,272
Sales Tax	5.6% drop-	-\$36,517
Interest	50% drop-	-\$25,000
Intergovernmental Revenue	5.5% drop-	-\$2,300
State Revenue Other	45% increase	+\$16,000
Redevelopment	10% increase	+\$2,500

08-09 Revenue decrease of -\$62,589.00 (5.5% drop)

Estimated revenue of \$1,135,301 will actually be about \$1,069,312

09-10 Revenue decrease of -\$58,834 (5.5%)

Estimated revenue of \$1,069,312 will actually be about \$1,010,878

In addition, there is the State opportunity under Prop 1A to borrow up to \$30,000 of 2008-09 property taxes revenues (to be paid back with interest). They can take up to three years to pay it back and can only borrow it once in a ten year span. (Mr. Atkins' preferred option: to take this money out of reserves and pay back to reserves when received back from the State).

Mr. Atkins, District Librarian and Sandy Myers, Administrative Support Manager have begun reviewing the budget and have noted operations and programs areas where

another \$20,000 could potentially be cut without to much difficulty. However this does not cover the corresponding decrease in revenue so personnel costs need to be looked at:

- District to stop pick up of employee share of PERS (7%) - \$33,000 savings
- Reduce health care amount from current \$8,500 figure
- Eliminate opportunity to apply "unused" employee portion for other family members' costs
- Cut hours of service/employee hours
- Furloughs
- 3% Salary cut

The Commission would like all these options to be reviewed and cost savings brought back to the May meeting to be discussed.

The recommended budget must be presented to the Governing Board in June.

## 11. New Business

### A. Recommendation to approve contract with Linda Demmers for professional services (library building consultant)

*Susan Ostergard moved, Marjorie Rothrock seconded and the motion carried.*

## 12. Announcements

- *Shane Taber will not be here for the next meeting.*
- *Marjorie Rothrock said that Cookie Powell spoke at the Kiwanis club about the services Dixon Family Services offer and the increased homeless in Dixon.*
- *Jim Ernst thanked the Board for all the work that they have done and continue to do.*

## 13. Agenda development for commission meeting of May 18, 2009

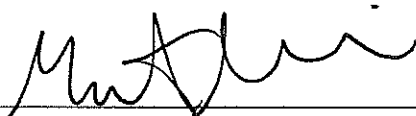
- Library Facility*
- Budget Cut options*

## 14. Commission comments

*Greta Galindo reported on her experience of working with the Folsom Library Commission. They are only an advisory board, and there is a much different approach and flavor to the conduct of meetings.*

## 15. Adjournment

*The meeting was adjourned at 7:20 p.m.*



Greta Galindo, President



Shane Taber, Secretary