

MINUTES-Draft
DIXON PUBLIC LIBRARY DISTRICT
LIBRARY COMMISSION
6:00 PM, MONDAY, JULY 19, 2010

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

1. Call to order / Greta Galindo, President

Greta Galindo, President called the meeting to order at 6:00 p.m.

2. Roll call

Commissioners

Greta Galindo, President
Susan Ostergard, Vice-President
Shane Taber, Secretary
Marjorie Rothrock
Olivia Stringer

Staff

Gregg Atkins, District Librarian
Sandy Myers, Recorder

Trustee

Herb Cross

3. Nomination of Officers / Election of Officers

Marjorie Rothrock nominated Greta Galindo for President, Shane Taber seconded and the vote was unanimous.. Shane Taber nominated Susan Ostergard for Vice-President, Marjorie Rothrock seconded and the vote was unanimous. Susan Ostergard nominated Shane Taber for Secretary, Marjorie Rothrock seconded and the vote was unanimous.

4. Communications

Mr. Atkins discussed the official notice received from the California Office of Historical Preservation concerning a nomination to add the Carnegie building to the National Register of Historic Places. He noted that the proposed action will also be discussed with the New Library Building Committee and any request for action will be brought to the Governing Board of Library Trustees. Susan Ostergard thanked the nominators for their hard work.

5. Approval of agenda

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

6. Public presentations to or discussion with the Commission

Ginger Emerson requested that the graffiti be removed from the side of the Carnegie. Mr. Atkins said the section was going to be pressure washed to see if it would remove the graffiti. If the pressure washing does not work, then it will be painted.

David Werrin stated that it took many hours and a group effort to submit the request for the Carnegie to be considered for the National Register of Historical Places.

7. Approval of minutes

A. Regular meeting of June 21, 2010

Shane Taber moved, Olivia Stringer seconded and the motion carried.

.8. Financial reports and approval of expenditures
A. Review of preliminary end-of-year results

Mr. Atkins reported that the final Measure B total was \$23,000 less than last year (\$534,656.90); the budgeted amount was \$557,280.00. In checking with surrounding libraries, Benicia Public Library reported about the same amount in Measure B revenue this year, and Solano County Library was down by 12%.

The preliminary final close for the fiscal year shows a surplus of a little over \$19,000, but only because monies were transferred from the building reserve to cover costs of the New Library Building Project and not all were spent. Without the reserves transfer the library would have shown a deficit of \$4,000.

Some of the factors that played into the final figures for income were:

- a. Measure B revenue – down*
- b. Interest Income – less than ½ of what was hoped for*
- c. Rental income – higher than anticipated (one time only)*
- d. Intergovernmental revenue – almost doubled*
- e. State library income – down*
- f. Redevelopment monies – slightly higher*
- g. Income within library – on target*
- h. Donations – higher*
- i. Miscellaneous Revenue – lower*

For the expenditures side some of the factors were:

- a. General contracted services – less*
- b. Memberships – more*
- c. Financial Fees – ½ of what was budgeted*
- d. Building and Improvements – new lift caused an increase*

At the August meeting the final end of year report will be presented for approval if the County has provided the end of year reports.

9. Librarian's Report – 6/22/10-7/19/10

The Librarian's report was unanimously accepted.

10. Statistical Reports-

A. Circulation, Patron, Collections, Reference

Circulation statistics shows a 6.3% overall increase. Patron statistics show a 5.2% overall increase.

The statistical reports were unanimously accepted.

11. Discussion Items

A. Library facility update

Mr. Atkins further explained the process involving the National Register nomination. He pointed out that the owner can formally object to placement on the Register. For all practical purposes this nomination does not tie the hands of the District. Even if the City had ordinances regarding historic buildings (which it

does not), the District would not be subject to those ordinances. The issue will be discussed with the New Library Building Committee.

B. Update: Options available to District re: audio, video and / or live web recording of Commission meetings

Mr. Atkins spoke with Nancy Houston, City Manager regarding the possible use of the Council chamber and recording of future meetings of the Library Commission. Ms. Huston has indicated that the use of the Council chamber would entail a cost to the Library for a technician at a rate of \$25 per hour to record the meeting. Any city use of the Council chamber would mean that the Commission will have to move another location. The Commission has agreed that this would be a great solution.

C. Recommendations from ADA consultant report

Mr. Atkins reviewed the ADA report with the Commission noting that the majority of the cost to comply with its recommendations will be in the ADA rest room located in the workroom.

D. Budget proposal for 2010-2011 budget

Mr. Atkins reviewed the first draft of the proposed 2010-2011 budget.

For Revenues the following assumptions were made:

- 2% increase in Property Tax and other taxes for an amount of \$330,547
- Measure B revenue was left at \$534,657
- Income from rentals was lowered due to loss of tenant
- Misc sales other was slightly increased to \$1,500

Total Revenue proposed is \$1,084,845

For Expenditures the following circumstances were highlighted:

- Insurance Other has increased to \$13,500 due to a change to SDRMA from North Bay Schools
- Financial Fees were increased to \$19,000 due to the requirement to perform the biennial audit

Remainder of the accounts remained basically the same. Total for expenditures is proposed at \$1,084,845.00 for a balanced budget. Mid year report will be done as always to see if the library is on track or adjustments will need to be made. At the August meeting the budget will again be presented with any adjustments and for recommendations for approval to go to the Governing Board of Library Trustees.

12. New Business:

A. Recommendation to approve 2010-11 Calendar of Meetings

Marjorie Rothrock moved, Susan Ostergard seconded and the motion carried

B. Recommendation to approve closure of Library on July 31, 2010 due to community event

Susan Ostergard moved, Olivia Stringer seconded and the motion carried.

13. Announcements

None

14. Agenda development for Commission meeting of August 16, 2010

A. Budget proposal for 2010-2011

B. Facility Update

15. Commission comments

Shane Taber stated that she visited a Carnegie Library in Overland.

Marjorie Rothrock noted that the Walnut Creek library that was done by Group 4 is now open.

16. Adjournment

The meeting was adjourned at 7:05 p.m. by Greta Galindo, President.

Greta Galindo, President

Shane Taber, Secretary