

**MINUTES-APPROVED 8/17/2009**  
**DIXON PUBLIC LIBRARY DISTRICT**  
**LIBRARY COMMISSION**  
**6:00 PM, THURSDAY, JULY 23, 2009**

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

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

*Due to the absence of Greta Galindo, the meeting was called to order by Susan Ostergard at 6:02 p.m.*

**2. Roll call**

Commissioners

Greta Galindo, President-excused  
vacant, Vice-President  
Shane Taber, Secretary  
Susan Ostergard  
Marjorie Rothrock

Staff

Gregg Atkins, District Librarian  
Sandy Myers, Recorder

**3. Nomination of Officers / Election of Officers**

*Marjorie Rothrock nominated Greta Galindo for president. Marjorie Rothrock, aye; Shane Taber, aye; Susan Ostergard, aye; the nomination was approved.*

*Shane Taber nominated Susan Ostergard for vice-president. Marjorie Rothrock, aye; Shane Taber aye; Susan Ostergard, aye; the nomination was approved.*

*Susan Ostergard nominated Shane Taber for secretary. Marjorie Rothrock, aye; Susan Ostergard, aye; Shane Taber, aye; the nomination was approved.*

**4. Communications**

*Mr. Atkins reviewed the communications included in the packet:*

- *Letter from Katrina Meek voicing her concerns and opinions regarding the new library project.*
- *Public information request from Meridian Pacific, Inc. for email addresses of the Dixon Public Library employees. Mr. Atkins has complied with the request as required by law after consulting with County Counsel.*

**5. Approval of agenda**

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

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

*None.*

**7. Approval of minutes**

**A. Regular meeting of May 18, 2009**

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

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

**A. Review of expenditures for May 2009, dated June 2, 2009 for \$109,870.30**

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

## **B. Review of preliminary year-end report on expenditures and income for 2008-2009, dated 7/9/2009**

Mr. Atkins reviewed the most recent information from County dated 7/9/2009. In review the Library budgeted an income of \$1,135,301.00 for fiscal year 2008/09. The estimated actual is \$1,062,259.00. That leaves a negative balance of \$73,042.00 for income. For the expenditures for 2008/09, the Library budgeted \$1,135,301.00 and the actual estimated expenditures are \$1,105,132.00, leaving a deficit of \$42,873.00 to come from reserves. Even with all the cuts made throughout the year it wasn't enough. The County will automatically transfer this money to cover the expenditures.

Mr. Atkins briefly reviewed the implications of the 08-09 final figures for the 2009-10 budget plan:

### **A. Income estimated**

Assume additional 6.4% decrease in income (-\$67,965)

2009-10 budgeted = \$994,224

### **B. Expenditures estimated**

Assume need to decrease 09-10 expenditures by \$110,838

[deficit (\$42,873) + 09-10 income loss (\$67,965)]

### **C. Comparison to preliminary 2009-10 estimated budget**

Preliminary income/expenditures: \$1,015,357.00

Revised income/expenditures: \$ 994,294.00

Additional decrease needed \$ -21,063.00

The library will be closely looking at where else the budget can be cut. There has been no retirement or resignation announcement. Furloughs and PERS options will need to be seriously be considered. Mr. Atkins will bring a few budget options to the table at the meeting in August.

Susan Ostergard requested that the library staff have an opportunity to voice their concerns and prioritize how they would like the cuts to be made.

## **9. Librarian's Report - 4/28/09 - 5/18/09**

Mr. Atkins added the following to his report

- On Tuesday Mr. Atkins attended a meeting of the Solano County Board of Supervisors to present the request to increase the Development Impact Fee. This update is done annually. The vote was approved with a 5-0. The increase will be in effect on September 21, 2009.

The Librarian's report was unanimously accepted.

## **10. Statistical Reports-**

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

Circulation statistics are 23% higher than last year; holds are up by 37% and patron usage is up by 8.1%.

The statistical reports were unanimously accepted.

## **11. Discussion Items**

### **A. Library facility update**

There will be a site visit trip on Saturday July 25, 2009 to visit some of the libraries in the San Jose area ranging in size from 24,000 sq. ft. up to 29,000 sq. ft.

Following the last meeting of the NLBC, Linda Dimmers conducted the first round

*of interviews with key stakeholders in the community. She will discuss the information received at the next NLBC meeting on August 3, 2009.*

**12. New Business**

**A. Recommendation to approve contract with Godbe Research to conduct two public opinion surveys in connection with new library building project**

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

**B. Recommendation to approve a 2009-10 Calendar of Meetings**

July 20, 2009  
August 17, 2009  
September 21, 2009  
October 19, 2009  
November 16, 2009  
December 21, 2009  
January 25, 2010 (4<sup>TH</sup> Monday)\*  
February 22, 2010 (4<sup>TH</sup> Monday)\*\*  
March 15, 2010  
April 19, 2010  
May 17, 2010  
June 21, 2010

\* Shifted due to Martin Luther King Jr. Day

\*\* Shifted due to Washington's Birthday Day

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

**13. Announcements**

*There have been 26 information packets for the Library Commission vacancy handed out, but none have been submitted. The deadline is August 7, 2009.*

**14. Agenda development for commission meeting of August 17, 2009**

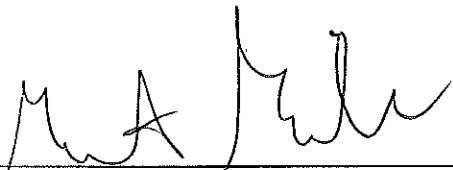
- a. Library Facility update
- b. Budget

**15. Commission comments**

*Marjorie Rothrock wanted to let the library staff know that she is upset with the budget cuts that must be made and recognizes the hardship it incurs.*

**16. Adjournment**

*The meeting was adjourned at 7:06 p.m. by Susan Ostergard in the absence of Greta Galindo.*



Greta Galindo, President



Shane Taber, Secretary