

**MINUTES-Draft**  
**DIXON PUBLIC LIBRARY DISTRICT**  
**LIBRARY COMMISSION**  
**6:00 PM, MONDAY, AUGUST 16, 2010**

BOARD MEETING ROOM, DIXON UNIFIED SCHOOL DISTRICT  
180 SOUTH 1<sup>ST</sup> 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-excused  
Shane Taber, Secretary  
Marjorie Rothrock  
Olivia Stringer-excused

Staff

Gregg Atkins, District Librarian  
Sandy Myers, Recorder

**3. Communications**

*None*

**4. Approval of agenda**

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

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

*None*

**6. Approval of minutes**

**A. Regular meeting of July 19, 2010**

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

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

**A. Review of expenditures for Final End of FY June 2010, dated August 2, 2010 for \$98,169.25**

*Mr. Atkins reviewed the final report for fiscal year 09/10. A small surplus had been predicted, but instead the budget was overspent by \$1198.11 because the County insisted that the Library charge some expenses against the 09/10 fiscal year instead of the 10/11 fiscal year as planned. The amount was covered by the unallocated reserves.*

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

**B. Review of expenditures for July 2010, dated August 10, 2010 for \$148,562.25**

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

**8. Librarian's Report – 7/20/10-8/16/10**

*Mr. Atkins added the following to his report*

- a. There was a reception held so patrons could say good-bye to Roberta Wahlberg on Thursday. Mrs. Wahlberg worked her last day on Saturday therefore giving other families another opportunity to say good-bye as well.*
- b. The School District will not continue the agreement concerning the DHS library.*
- c. Part-time hourly librarians are being hired to provide coverage until full-time hires can be made.*
- d. A search for a Children/Youth Services Librarian and for a Reference/Adult Services Librarian will begin in September. Most likely start date is January 1, 2011*

*The Librarian's report was unanimously accepted.*

**10. Statistical Reports-**

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

*It is the beginning of the fiscal year so everything is flat at this time. The statistical reports were unanimously accepted.*

**11. Discussion Items**

**A. Library facility update**

*There is a PMT (Project Management Team) meeting tomorrow. On the 21<sup>st</sup> of September there is the 3<sup>rd</sup> stakeholders meeting. At that meeting there will be a presentation of basic spatial relationships which were developed with the help of the PMT and staff. The next NLBC meeting is on September 30, 2010 and will give further direction to the architects.*

*Two moving firms have been contacted regarding the movement of the Carnegie. One has already come out and done an assessment, and the other should be out soon*

*Marjorie Rothrock note that a community member has stated that if the Library chooses to use the caterpillar furniture which was chosen for the new Walnut Creek library, she would purchase it!*

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

*An M.O.U. (memorandum of understanding) will be developed between the City and the Library District for use the Council chamber. The M.O.U. with the School District for the same space will be used as a template and will be wrapped up first.*

**12. New Business:**

**A. FY 2009-2010 Development Impact Fees Budget Proposal:**

**Recommendation to recommend final 2010-2011 development impact fee budget to Governing Board of Library Trustees**

*Mr. Atkins reviewed the recommendation.*

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

**B. FY 2009-2010 General Operating Budget Proposal: Recommendation to recommend final 2010-2011 general operating budget to Governing Board of Library Trustees**

*Mr. Atkins reviewed some facts before reviewing the proposed budget.*

*In past years, revenues have exceeded expenditures allowing a vigorous expansion of programs and services. Salary increases, equity adjustments and additional staff were all possible due to the influx of revenue. Substantial contributions to the building fund reserve and other reserves were grown and the library does not face a cash-flow scenario like other agencies who struggle in the fall before tax receipts arrive. The Library District strengthened its financial foundation by implementing a facility impact fee in mid-2004.*

*The current budget circumstances the library has faced at the close of 2009-2010 and moving forward into 2010-2011 are much different than in the past. Revenues have decreased and have not recovered, health care cost continue to rise (2010-11: 19.2%) and the library has no other meaningful source of income to offset the revenue losses. In addition, the Development Impact Fees have decreased by over 90%.*

*In response to the decrease in revenue in January 2009, areas were identified where reduction in expenditures could be made. In April further reductions were made by placing a freeze on expenditures. Changes in personnel costs only occurred when a position became vacant and not filled. Additional expenditure reductions were made for the 2009-10 budget year. Since the beginning of the process the District has reduced expenses by \$142,617 (a 12.6% reduction).*

*Moving forward for 2010-2011: based on analysis of a variety of sources it would appear that revenue will remain flat, health insurance cost will rise another 19.2%, inflation will not be a factor, and design of the new library will continue to draw down the building reserve fund and the development impact fund. Spending from the building reserve fund will put pressure to maintain the other reserves funds to insure that it is not necessary to borrow money to pay bills prior to receipt of tax revenue. The proposed budget is balanced and shows increases only where necessary (health insurance, liability insurance, telecommunication, etc.) and have been offset by savings in other cost areas.*

*The proposed budget includes some changes in personnel structure.*

*A balanced budget of revenue grand total of \$1,192,383.00 and expenditures of \$1,192, 383.00 was proposed.*

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

**C. Recommendation to approve revised 2010-11 Calendar of Meetings**

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

**13. Announcements**

*None*

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

*A. Commission terms*

*B. Facility Update*

**15. Commission comments**

*None*

**16. Adjournment**

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

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*Greta Galindo, President*

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*Shane Taber, Secretary*