



**LIBRARY COMMISSION AGENDA
REGULAR MEETING**

Monday, November 2, 2009 at 7:00 P.M.
Central Santa Rosa, 3rd and E Streets, Santa Rosa, CA 95404

1. CALL TO ORDER

2. ANNOUNCEMENTS AND INTRODUCTIONS

3. APPROVAL OF MINUTES

- 3.1. Minutes of the October 5, 2009 Regular Meeting (1 Document)

4. CORRESPONDENCE & PRESS COVERAGE

5. PUBLIC APPEARANCES

See guidelines for public appearances at the bottom of the agenda.

6. CONSENT CALENDAR

These matters include routine financial and administrative actions that may be approved by a consensus. Documents are available upon request from the Library Director's Office. Any Commission member may remove an item from the Calendar and have it placed with the action items.

- 6.1. Claims over \$7,000
- 6.2. Expenditures over \$2,000
- 6.3. Authorize Chair to Sign Retiree Resolutions of Thanks

7. AUDIT PRESENTATION & DISCUSSION

Will Soper of the accounting firm Beels & Soper will attend the meeting to review the audit for the year ending June 30, 2009. The Joint Powers Agreement requires the audit.

- 7.1 Audit for the year ending June 30, 2009 (Document will be distributed electronically prior to the meeting)

8. ACTION ITEMS BY RESOLUTION

- 8.1. Change PERS Employee Paid Member Contributions (1 Document)
Action to implement a portion of the SEIU agreement.

9. ACTION ITEMS BY MOTION

- 9.1. Approve 2010 Schedule for Library Holidays and Closures (1 Document)
- 9.2. Approve staff member's request for two months' additional maternity leave (1 Document)
- 9.3. Authorize the Library Director to engage professional services to support architectural design and construction management for the Petaluma and Sebastopol remodeling projects (1 Document)

10. DISCUSSION ITEMS

- 10.1. Management Reports (3 documents)
 - 10.1.1. Progress on Priorities, Issues & Challenges
 - 10.1.2. Year-to-Date Revenue and Expenditures
 - 10.1.3. Quarterly Gifts & Donations Report

10.2. Update on plans for service awards, closure/furlough and retirements (No Documents)

10.3. Discuss proposed calendar for 2010 meeting schedule (1 Document)

11. LIBRARY ADVISORY BOARDS

11.1. Ready for Appointment

11.1.1. Rohnert Park-Cotati Library Advisory Board – Youth Position – Expired June 30, 2009. New one-year term ends June 30, 2010.

11.1.2. Cloverdale Library Advisory Board – Youth Position – Expired June 30, 2009. New one-year term ends June 30, 2010.

11.2. Notice of Vacancy Posted

11.2.1. Cloverdale Library Advisory Board, Vacant Position. Term expires June 30, 2013.

12. DIRECTOR'S INFORMATION ITEMS

13. COMMISSION MEMBER INFORMATION ITEMS

14. DATE AND TIME OF NEXT MEETING

Meeting: Regular Commission Meeting
Date: Monday, December 7, 2009
Time: 7:00 p.m.
Location: Central Library Board Room, Santa Rosa

15. ADJOURNMENT

By acclamation

Agenda support materials are available on the Library's website at <http://sonomalibrary.org/agenda/> after 3:30 p.m. on Wednesday, October 28, 2009. To receive a hard copy, send a written request to Stephanie Kunkle, Library Director's Office, Sonoma County Library, Third and E Streets, Santa Rosa, CA 95404.

GUIDELINES FOR PUBLIC APPEARANCES

Members of the public wishing to speak to the Commission may do so under Public Appearances. If you wish to speak on an item under discussion by the Library Commission, which appears on this agenda, you may do so upon receiving recognition by the Chairperson. Please state your name and address for the record before making your presentation, which will be limited to three minutes. All hearings are taped. Time limitations on public testimony may be extended at the discretion of the Library Commission.

The Commission does not take action on items presented under Public Appearances during this meeting. You can request a response, and one will be forwarded to you.



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	10.05.09	Regular	3

SUBJECT

October Meeting Minutes

RECOMMENDED ACTION

APPROVE Minutes of October 5, 2009 meeting.

DRAFT MOTIONS

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the minutes of the regular meeting on October 5, 2009, as presented. (or, as corrected)

BACKGROUND

None

FUTURE BOARD ACTIONS

None

FISCAL IMPACT

None

POLICY ISSUES

None

ATTACHMENTS

Document #3.1.1 – Draft Minutes

Sonoma County Library
Minutes of the Library Commission
October 5, 2009

Note: M/S/C = Moved/Seconded/Carried

CALL TO ORDER

The Sonoma County Library Commission met in regular session. Chair Lynch called the meeting to order at 6:32 p.m. in the Central Santa Rosa Library Board Room.

Commissioners present: Arnold, Bennett, Dell’Osso, Freis, Lynch, Kelley, and May.

Sonoma County Library Foundation Board Members present: President Jennifer Adams; Treasurer Nate Bisbee; Secretary Winston Bull; Charlene Bunas; Gary Bunas; David Ebright; Julie Freis; Vice President Jenni Klose; and Dan Jenkins. Norma Doyle was not in attendance.

Staff present: Library Director Sandy Cooper; Public Services Division Manager Kiyoko Okazaki; Administrative Services Division Manager Elissa Alfano; Human Resources Manager Patrick Preston; Children’s Services Coordinator Kathy DeWeese; Technical Support Specialist Kerri Bailey; and Administrative Aide Stephanie Kunkle.

A list of other attendees is attached.

ANNOUNCEMENTS AND INTRODUCTIONS

Chair Lynch introduced herself and welcomed the Foundation Board. She then introduced staff members present, followed by the Commissioners and Foundation board members introducing themselves.

DISCUSSION SESSION WITH SONOMA COUNTY PUBLIC LIBRARY FOUNDATION

The Library Commission had invited the Board of the Foundation to join them for an information discussion about issues of common concern.

Foundation President Jennifer Adams began the discussion with an overview of the Foundation’s goals and activities, noting that they view their role as supporting the entire Library system, and not just a single library.

The two groups discussed the short-term need to help the Library during the current economic downturn. Then, we can look at the long-term role. The Foundation’s mission is to raise their profile and raise money for library materials and specific programs. Coordination is the key to making this work.

There was extensive discussion about how the planned closure could be used as an opportunity to raise the Library’s profile and support fundraising. There was agreement that communication about the plans should begin as soon as possible and be as strategic as possible.

1 **APPROVAL OF MINUTES** – Minutes for the Commission Meeting of September 14, 2009.
2 **M/S/C (Dell’Osso/May)** that the Sonoma County Library Commission approve the
3 minutes of the September 14, 2009 meeting as presented.
4 AYES (7): Arnold, Bennett, Dell’Osso, Freis, Kelley, Lynch, May
5

6 **CORRESPONDENCE & PRESS COVERAGE**

7 The correspondence and press clippings folders were empty.
8

9 **PUBLIC APPEARANCES**

10 There were no public appearances.
11

12 **CONSENT CALENDAR**

13
14 There were no objections, so Chair Lynch declared the Consent Calendar approved.
15

16 **ACTION ITEMS BY RESOLUTION**

17 **8.1 Proposition 1A Suspension and Securitization**

18 Deputy County Counsel Kathy Larocque attended to review the background of the
19 suspension of Proposition 1A, which allows the state to “borrow” up to 8% of the
20 property taxes collected by local government agencies. She also explained the plans to
21 sell bonds that will reimburse participating local governments immediately rather than
22 forcing them to wait the three years to be repaid by the state.
23

24 In response to a question, Ms. Larocque said that she sees no down side to the
25 program. The County is planning to participate. The Library Director noted that, rather
26 than waiting for the state to pay the interest, the Library will earn interest on the funds,
27 which will be reimbursed almost immediately. Our funds are managed by the County
28 treasurer.
29
30

31 **M/S/C (Arnold/Dell’Osso)** that the Sonoma County Library Commission adopt the
32 resolution approving the form of and authorizing the execution and delivery of a
33 purchase and sale agreement and related documents with respect to the sale of the
34 seller’s Proposition 1A receivable from the state; and directing and authorizing certain
35 other actions in connection therewith.

36 AYES (7): Arnold, Bennett, Dell’Osso, Freis, Kelley, Lynch, May
37

38 **8.2 Approve Removal of Financial Management’s Discussion and Analysis (MD&A)**

39 Auditor Will Soper explained the purpose of the MD&A in the Library’s financial
40 statements. The original purpose was to provide clarity to nonfinancial users;
41 however, the Commission has the same information in the financial reports it receives.
42 The Library’s audit is a component part of the County’s audit, so the MD&A is not
43 essential.
44

45 Because of the staff time involved in preparing the information and because the MD&A
46 is not an essential part of the Library’s audit, Soper recommended that the
47 Commission take action to remove it from the Library’s annual financial report.
48

1 **M/S/C (Kelley/May)** moved by resolution that the Sonoma County Library
2 Commission approve the removal of the MD&A from the Library's financial report for
3 the fiscal year ending June 30, 2009 and for all future financial years.
4 AYES (7): Arnold, Bennett, Dell'Osso, Freis, Kelley, Lynch, May
5

6 **8.3 Announce Intention to Change PERS Employee Paid Member Contributions**

7 Human Resources Manager Patrick Preston explained that the agreement with SEIU
8 includes a provision that staff members will pick up an additional 1% of their PERS
9 contribution, reducing the Library's contribution from 2% to 1%. PERS policy requires
10 that the Library Commission announce its intention to make the change at least 20 days
11 before it takes formal action. The proposed resolution meets that requirement.
12

13 **M/S/C (Freis/Kelley)** moved by resolution that the Sonoma County Library Commission
14 announce its intent to modify the PERS Employer Paid Member Contribution on
15 November 2, 2009.

16 AYES (7): Arnold, Bennett, Dell'Osso, Freis, Kelley, Lynch, May
17

18 **ACTION ITEMS BY MOTION**

19 **9.1 Adopt Revised Schedule with Closure and Mandatory Time Off**

20 The discussion began with Commissioner Kelley asking why the schedule did not
21 include closing on Monday, January 4 to allow staff to catch up on the backlog of work.
22 The Library Director said that book drops will be closed; therefore, there will not be a
23 backlog of items. The decision was made after extensive discussions with public
24 service staff, who favored closing the book drops.
25

26 Commissioners expressed concern about damage to materials left in front of the book
27 drop. The Director explained that they would be checked every day. There is a risk in
28 leaving them open because of the threat of vandalism. Patrons will be responsible for
29 damage or loss of materials left outside of the book drops. No books will be due during
30 the closure/furlough.
31

32 **M/S/C (May/Arnold)** moved that the Sonoma County Library Commission approve the
33 closure of all library outlets and all access to library online services from Thursday,
34 December 24, at 2:00 p.m., until the scheduled opening time on Monday, January 4 as
35 part of the effort to reduce the Library's operating budget.

36 AYES (7): Arnold, Bennett, Dell'Osso, Freis, Kelley, Lynch, May
37

38 The Commission then continued the earlier discussion about the importance of an
39 effective communications effort to inform the public about closure and mandatory time
40 off and urged the Director to move forward quickly.
41

42 **DISCUSSION ITEMS**

43 **10.1 Management Report**

44 **10.1.1 Progress on Priorities, Issues & Challenges**

45 Commissioner Kelley asked about the status of smoking regulations for Santa Rosa's
46 libraries. Director Cooper reported that the Library Management Team reviewed the
47 first draft and returned it to the staff committee with a series of questions.
48

1 Commissioner Bennett expressed concern that the priorities and management report
2 did not focus more attention on the budget problems. The Commission and staff
3 assured him that everyone was and is doing everything necessary to solve the
4 problems.

5
6 Commissioner May asked about the reaction to the Commission's letter to the staff.
7 Kerri Bailey, who served on the Labor Management Committee, was in the audience
8 and reported that it was "absolutely positive."
9

10 The retirement incentive was successful, and Commissioner Dell'Osso asked when the
11 names would be made public. Human Resources Manager Patrick Preston said he was
12 polling each person to make sure that they did not object to the information being made
13 public. Director Cooper said that she would email the list of names to the Commission
14 as soon as everyone agreed to the release of names.
15

16 In the Commission's response to the Grand Jury report, they made a commitment to
17 require monthly updates from the staff on the status of internet use and progress on
18 developing new procedures to improve the management of the services. The Library
19 Director reported that the situation has improved in the libraries that have the upgraded
20 software to manage public computers (i.e., Desktop 2.0).
21

22 Commissioner Freis reported on the appointment she and the Library Director had with
23 Supervisor Shirlee Zane, who was concerned about the Grand Jury report's
24 recommendations. Freis described the Supervisor as being very positive and
25 supportive of the Library. Zane had offered to arrange for a meeting with the new Police
26 Chief to discuss police assistance at the Central and Northwest Regional Libraries. She
27 also asked the Library to make a presentation the Board of Supervisors on the issues in
28 the report, which she believes will help communicate a positive message.
29

30 **10.1.2 Year-to-Date Revenue and Expenditures**

31 Administrative Services Division Manager noted that the report reflects the Library's
32 original March budget and not the revised budget approved in September. There were
33 no questions.
34

35 **10.2 Annual Service Awards**

36 Director Cooper reminded the Commission that service awards were presented at our
37 Staff Day the last two years. Prior to that, they were presented in the Forum Room
38 before the regular October Commission Meeting. The Library Management Team
39 recommends that the service award recipient's names be publicized and that the
40 presentations be done at staff meetings held at each of the branches with the
41 appropriate Commissioner attending and presenting the awards.
42

43 **LIBRARY ADVISORY BOARDS**

44 **11.1 Vacancies**

45 Commissioner Dell'Osso has not found anyone with interest in the LAB's youth position.
46 He will use his position of President of Project Graduation at Cotati High School to write
47 a letter to the school administration and have it spread throughout the high school.

1 Director Cooper suggested that Branch Manager Nancy Kleban should also be asked to
2 help in the recruitment.
3

4 **DIRECTOR'S INFORMATION ITEMS**

5 **12.1 Preston Collection**

6 Director Cooper reported that staff discovered a box in the Budget and Finance Office
7 vault. The contents include a number of items of historic value, including guns, jewelry,
8 photographs and other artifacts. She said that staff had spoken with a number of
9 people, including retired directors and staff, and no one knows the source of the items.
10 The next step is to request advice from County Counsel to determine our responsibility
11 and potential action we can take.
12

13 **12.2 Digital Commission Agenda Packets**

14 Director Cooper said her office currently compiles 37 paper copies of the agenda packet
15 made which are sent to all branch managers, the management team, and SEIU
16 representatives. She plans to shift to posting the full packet on the public website,
17 making paper copies available to anyone who submits a written request. Shifting to
18 digital copies will save staff time and other resources.
19

20 **COMMISSION MEMBER INFORMATION ITEMS**

21 Commissioner Kelley reported:

- 22 • That the Friends Fall Book Faire is October 16 through October 19 at Finley Hall at
23 the Fairgrounds.
- 24
- 25 • Commissioner Dell'Osso had nothing to report.
26

27 Commissioner Freis reported:

- 28 • That she has been working with the Foundation on their website, which is up and
29 running. As a fund raiser, they are also going to sell t-shirts that read "Reading Is
30 Dangerous, Support Your Library." The color will be charcoal gray with light blue
31 print.
32

33 Commissioner Bennett reported:

- 34 • That Cloverdale Library has had two quilt shows this year, and the Fall art show
35 opens October 30.
- 36 • Healdsburg Library and two other libraries are presenting a reader's theater version
37 of "Too Many Tamales," based on a book by Gary Soto. The presentations will be
38 made in English and Spanish.
39

40 Commissioner May reported:

- 41 • That he went to the Mac Users' conference, and Branch Manager Bill Coolidge was
42 there with a table featuring demonstrations publicizing the Library's downloadable
43 audio books.
- 44 • There are still tickets for the Petaluma program "Yan Can Cook."
- 45 • That teen involvement at the Library led the LAB to add implementation of the teen
46 room to Phase 1 of their remodeling.
- 47 • That an exciting music program is coming up soon also called, "Chaskinakuy."
48

1 Commissioner Arnold reported:

- 2 • Commissioner Arnold asked if the Commission objected to her writing a letter to the
- 3 Sonoma City Council about funding the Library remodeling in her role as
- 4 Commissioner. There were no objections. She went on to report:
- 5 • On October 15, the City of Sonoma is having an earthquake preparedness drill
- 6 called the “Big Rumble.” It will be on October 15; and one of the local papers is
- 7 coming to talk to Branch Manager Stephan Buffy about it.
- 8 • That one of the computers has been designated as research only, and it has the
- 9 Testing and Education Reference Center on it, which allows patrons to take practice
- 10 tests and create resumes.
- 11 • That children’s librarian Clare O’Brien has returned from a lengthy absence, and
- 12 story hours are back.

13
14 Commissioner Lynch reported:

- 15 • That there is an art show at the moment in Sebastopol, which is unusual and terrific.

16
17 **DATE AND TIME OF NEXT MEETING**

18 Meeting: Regular Commission Meeting
19 Date: Monday, November 2, 2009
20 Time: 7:00 p.m.
21 Location: Central Santa Rosa

22
23 **ADJOURNMENT**

24 The meeting adjourned at approximately 8:50 p.m. by acclamation.
25
26

27 _____
Clerk



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Consent	11.2.09	Regular	6

SUBJECT

Consent Calendar

NOTE

These items, which are assumed to be routine, are presented for the Commission’s review and approval. Any Commissioner may request that an item requiring discussion be moved to the Action Items section of the agenda.

RECOMMENDED ACTION

AGREE to the Consent Calendar if there is no objection.

DRAFT ACTION BY CHAIR

DECLARE the Consent Calendar approved if there are no objections.

BACKGROUND

Item #6.1: Authorize payment of claims over \$7,000 or more

Claim No.	Payee	Amount	Purpose
OJ- 1031683	EnvisionWare	\$79,419.42	\$30,338.68 – maintenance for initial equipment purchase; \$49,080.56 for 15 RFID Staff Kits

Item #6.2: Review expenditures over \$2,000

Item #6.3: Authorize chair to sign retirement resolutions for the people to be honored at the December 6 retirement event.

FUTURE BOARD ACTIONS

None.

FISCAL IMPACT

Expenditures are consistent with the Library’s budget.

POLICY ISSUES

None.

ATTACHMENTS

Document #6.2.1: Expenditures over \$2,000

**SONOMA COUNTY LIBRARY – CLAIMS OVER \$2,000
PAID BEFORE October 22, 2009**

Claims of \$2,000 or more, certain special revenue fund claims, and county journal vouchers claims are reported in accordance with Library Commission Resolutions: 129, 275, 286, 289, 292, 437, 442, and 502.

Airco Commercial Services, Inc.	\$4,071.00	Maintenance Agreement Central/NW/RV - Oct 09
Airco Commercial Services, Inc.	\$4,058.00	Maintenance Agreement 8 Sites - 10/01/09 - 12/31/09
AT&T	\$2,298.85	Phone Lines/Fax Lines All Branches - Sept 09
Bank of America	\$1,941.05	Credit Card Charges - Sept 09 (\$723 Software & \$869 Literacy)
Bank of America	\$3,038.00	Monthly Re-Occurring Parking Charges - Sept 09
Beels/Soper, LLP	\$6,125.00	Progress Billing - Financial Audit
CDW Government, Inc.	\$2,816.25	Antispam & Antivirus Software
Cengage Learning	\$4,145.99	Books for Literacy Program
City of Healdsburg	\$2,809.04	Utilities - Sept 09
DN Security Services, Inc.	\$5,091.51	Security Guard for Central Branch - Sept 09
Grainger	\$4,499.28	Electrical & Janitorial Supplies Aug 09
New Readers Press	\$5,169.11	Books for Literacy Program
Numara Software	\$2,751.20	Track-it! Software License Renewal - 07/01/09 - 08/13/10
Office Depot	\$5,562.73	All Branches: Office Supplies - Aug 09
PG&E	\$42,070.02	Utilities - 07/28/09 - 09/17/09
Unique Management	\$2,718.36	Collections & Notices - Sept 09
Universal Building Services	\$16,422.00	All Branches: Janitorial Services - Sept 09
Xerox	\$3,074.81	Copier Leases/Usage - Sept 09
TOTAL	\$118,662.20	



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	11.2.09	Regular	7.1

SUBJECT

Audit for the fiscal year ending June 30, 2009

RECOMMENDED ACTION

ACCEPT the audit as presented.

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION ACCEPT the audit for year ending June 30, 2009 as presented.

BACKGROUND

The Library is required by the Joint Powers Agreement to conduct an audit each year.

FUTURE BOARD ACTIONS

None.

FISCAL IMPACT

None.

POLICY ISSUES

None.

ATTACHMENTS

For the Commission Members: The full audit will be e-mailed to commissioners no later than Friday, October 30, 2009.

For others who wish to review the audit, it will be available online after October 30 at: <http://www.sonomalibrary.org/agenda/>.



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action by Resolution	11.2.09	Regular	8.1

SUBJECT

Resolution to change PERS Employer Paid Member Contributions (EPMC)

RECOMMENDED ACTION

ADOPT RESOLUTION

DRAFT MOTION

I MOVE BY RESOLUTION THAT THE SONOMA COUNTY LIBRARY COMMISSION modify the PERS Employer Paid Member Contribution to implement the agreement with SEIU.

BACKGROUND

The agreement with SEIU includes a change in the employer-paid contribution for PERS, decreasing it to 1%. PERS procedures require that the Commission announce its intent to do so, which the Commission did at its October meeting. The final step is to formally adopt the resolution.

FUTURE BOARD ACTIONS

None.

FISCAL IMPACT

This is one part of the agreement with SEIU that will result in the reduction of personnel costs for the remainder of FY 2009-2010.

POLICY ISSUES

None

ATTACHMENTS

Document #8.1.1 – Resolution to Modify Employer Paid Member Contributions

SONOMA COUNTY LIBRARY COMMISSION

RESOLUTION NO.

RESOLUTION TO MODIFY EMPLOYER PAID MEMBER CONTRIBUTIONS

WHEREAS, the Sonoma County Library Commission has the authority to implement Government Code Section 20691;

WHEREAS, the Sonoma County Library Commission has a written labor policy or agreement, effective July 1, 2007, which specifically provides for a portion of the normal member contributions to the public Employees Retirement System (PERS) to be contributed by the employer, said employee benefit known as Employer Paid Member Contributions (EPMC); and

WHEREAS, the Sonoma County Library Commission and the Library employees' bargaining unit, SEIU 1021, have agreed to reduce the EPMC from 2% (two percent) to 1% (one percent), and

WHEREAS, one of the steps in the procedures to implement Section 20691 is adoption by the employer of a resolution to commence or change the EPMC; and

WHEREAS, the Sonoma County Library Commission has identified the following conditions for the purpose of its election to participate in the EPMC employee benefit program; to wit:

1. This benefit shall apply to all employees of the Sonoma County Library.
2. This change in benefit shall consist of paying the first 1% (one per cent) of the normal member contributions as EPMC, commencing December 20, 2009.
3. The effective date of this change to election to participate in the EPMC employee benefit program shall be November 2, 2009.

NOW, THEREFORE, BE IT RESOLVED that the Sonoma County Library Commission, governing body of the Sonoma County Library, elects to pay EPMC, as set forth above.

DULY PASSED this 2nd day of November, 2009.

AYES:

NO:

ABSENT:

APPROVED: _____

Chair

ATTEST: _____

Clerk



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	10.01.08	Regular	9.1

SUBJECT

2010 Schedule for Library Holidays & Closures

RECOMMENDED ACTION

APPROVE the schedule.

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the Library's schedule for holiday and closures for 2010 as presented.

BACKGROUND

Annually, the Commission approves the holiday schedule, which is based on the Library's union agreement.

FUTURE BOARD ACTIONS

Annual approval of schedule.

FISCAL IMPACT

The January 2nd and 3rd closures are Mandatory Time Off (Furloughs), scheduled as a result of the union agreement and designed to reduce the Library's budget deficit for the current year.

POLICY ISSUES

Based on Library's Memorandum of Understanding with SEIU.

ATTACHMENTS

Item #9.1.1 – 2010 Holiday & Closure Schedule

Sonoma County Library
HOLIDAY AND CLOSURE SCHEDULE
2010
(Proposed)

Friday	January 1	New Year's Day	Closed
Saturday	January 2	Closure/Staff Furlough	Closed
Sunday	January 3	Closure/Staff Furlough	Closed
Monday	January 18	Martin Luther King, Jr. Birthday	Closed
Monday	February 15	President's Day	Closed
Wednesday	March 31	Ceasar Chavez Day	Closed
Sunday	April 4	Easter Sunday	Central Library Closed
Monday	May 31	Memorial Day	Closed
Sunday	July 4	Independence Day	Central Library Closed
Monday	July 5	Independence Day Observed	Closed
Monday	September 6	Labor Day	Closed
Thursday	November 11	Veterans Day	Closed
Wednesday	November 24	Day before Thanksgiving	Close at 6:00 PM
Thursday	November 25	Thanksgiving Day	Closed
Friday	November 26	Day following Thanksgiving	Closed
Friday	December 24	Christmas Eve	Close at 2 PM
Saturday	December 25	Christmas Day	Closed
Friday	December 31	New Year's Eve	Close at 2 PM

2011

Saturday	January 1	New Year's Day	Closed
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Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	11.2.09	Regular	9.2

SUBJECT

Request to extend maternity leave.

RECOMMENDED ACTION

APPROVE the request for two-month extension of maternity leave of absence without pay for Charity Anderson.

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the request for two months' additional maternity leave of absence without pay for Charity Anderson.

BACKGROUND

The *Memorandum of Understanding* with SEIU provides that the Library Commission may grant a leave of absence without pay of up to four months because of pregnancy at the request of the employee. Charity Anderson, a Children's Librarian at the Central Library, has requested an extension. Her formal request is attached.

FUTURE BOARD ACTIONS

None.

FISCAL IMPACT

None.

POLICY ISSUES

None.

ATTACHMENTS

Document #9.2.1 - Letter from Charity Anderson

October 16, 2009

Dear Library Commission,

I am writing to you at this time to request an additional two months of maternity leave, beyond the four months granted by the Sonoma County Library MOU. Based on my approximate due date of December 4th, my first day of leave will be November 24th, 2009. Originally, I thought I would only take four months, however, after much consideration and planning with my husband, we feel it would be best for our family to take six months, in order to adequately bond with our son. This will allow us to become more comfortable in our roles as parents. The additional time will also help prepare my husband for his new role as the primary day care giver for our son when I return to work at the Library. Taking six months of leave, will put me back at work on or around May 26th, just in time for the beginning of the Summer Reading Program. I look forward to resuming my position as Children's Librarian at that time. Thank you for your consideration.

Sincerely,



Charity Anderson



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	11.2.09	Regular	9.3

SUBJECT

Design Phase – Sebastopol and Petaluma Remodeling

RECOMMENDED ACTION

Authorize the Library Director to engage professional construction management and architectural design services for the Petaluma and Sebastopol remodeling projects.

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION AUTHORIZE the Library Director to engage construction management and architectural firms for the Petaluma and Sebastopol remodeling projects, with the understanding that the maximum to be spent will not exceed \$50,000 in Library funds.

BACKGROUND

The attached document provides full background on the source of funds for the two projects. The Petaluma Library Advisory Board has voted to fund all costs for its project from various sources. The Sebastopol Library Advisory Board and Friends have funds available for everything but the design and oversight costs.

Funds will be used for architectural design services, construction management assistance, and related non-construction costs.

FUTURE BOARD ACTIONS

Approvals at various stages of the projects.

FISCAL IMPACT

Funding for the Sebastopol expenditures are in the capital expenditures budget.

POLICY ISSUES

None.

ATTACHMENTS

Document #9.3.1 – Remodeling Background

1 **LIBRARY REMODELING PROJECTS: BACKGROUND AND STATUS REPORT**
2 **August 31, 2009/Updated October 27, 2009**

3
4 **SOME FACTS TO KEEP IN MIND**

- 5 1. Under the Library's Joint Powers Agreement (JPA), the cities build the buildings and the
6 Library is the tenant. There are leases for most of these arrangements that specify what
7 each party is responsible for. All the leases require the Library to consult with the city
8 prior to making any modifications in the building.
9
10 2. Some cities have tried to maintain their buildings and bring them up to ADA
11 requirements as funds were available. Others have not (e.g., Sonoma).
12
13 3. Each city's staff approaches the building code requirements differently when it comes to
14 discussing library updates. Some are more flexible than others.
15
16 4. The Library has planned from the beginning to implement the remodeling with a
17 minimum of Library funding. The plan is to use city funds (for portions of the projects
18 that are the cities' responsibility—e.g., HVAC replacement, ADA upgrades, and carpet)
19 as well as Friends funds and endowments/bequests/gifts.
20
21 5. The head of a construction management firm has indicated that the estimates we have
22 are generous, so the costs as shown are probably high. In addition, the public sector
23 jobs they have had bids on lately are coming in at 20%-30% below their projected costs
24 because of the lack of construction activity right now. If we can get these projects
25 underway soon, the cost will probably be less than the estimates.
26

27 **BACKGROUND: WHY ARE WE DOING THIS?**

- 28 1. Prior to 2005, a State Fund ergonomist surveyed the entire library system—speaking to staff
29 individually. His report contained pages of criticism of the working conditions at circulation
30 desks and in staff works areas.
31
32 2. Many of the Friends and Library Advisory Boards throughout the County had money saved
33 for improvements to their Libraries but had not been allowed to use it.
34
35 3. In response to these issues, the Library had Page+Moris assess each library building and
36 provide a report needs prioritized in three areas: Health and Safety (for staff and patrons);
37 Productivity and Service Issues; and Aesthetic Issues. Here is the paragraph from the
38 executive summary giving an overview of the Health and Safety Issues.

39 **Health and Safety:** *This category includes service desks, furnishings, equipment and*
40 *operations that require staff to serve the public and perform repetitive tasks under*

1 ergonomically stressful conditions and to handle masses of material in congested,
2 confused work situations. It also includes furniture that is not ADA compliant, inadequate
3 task lighting at some reader tables, library shelving that needs seismic bracing or
4 tripping hazards created by inadequate distribution of electrical outlets.
5 Recommendations that address these issues should be given first consideration due to
6 their long-term impacts. The risk associated with inadequate seismic bracing and
7 disabled access is obvious. Just as important, the risks to Library staff who must work
8 over time in awkward, confined, non-ergonomic conditions include not only the potential
9 for physical injury but also the real danger of a deteriorating ability to provide excellent
10 customer service.

- 11 4. A staff committee (Service Model Advisory Committee (or SMAC)) with 2 representatives
12 from each branch (one circulation staff member and one librarian) worked in the Summer of
13 2007 to create a vision for what the updated libraries would look like. Prior to developing
14 their recommendations, they visited 6 new and remodeled public libraries in the Bay Area.
15 Among their many recommendations, they were unanimous in the decision to move to self-
16 check technology and the need to change the current circulation/service desks.

17 **What steps have you taken to respond to these recommendations?**

18 Based on the SMAC vision, we began to work on plans to update the interiors of the Libraries to
19 implement the staff's vision and to improve health and safety. The libraries included in the first
20 round of planning were selected by the level of library use combined with the money available
21 from outside sources and the level of interest and support from local groups. For example, the
22 Sonoma Valley Friends and Library Advisory Board have been working to improve the library
23 since well before 2006. They meet monthly to make sure that their project is on track.

24 Here are the steps completed in planning for the three Libraries:

- 25 1. Developing a space plan to implement the vision at each library. These plans were
26 prepared by Page+Moris based on a series of meetings with staff at each library—and
27 the plans reflect the staff's recommendations.
28
29 2. Once the space plan was completed, the Library used AXIA Architects (hired through an
30 RFQ/interview procurement process), to develop concept plans and preliminary pricing
31 for the three projects (i.e., Sonoma Valley, Sebastopol, and Petaluma).
32
33 3. The total spent to date on the three buildings is approximately \$75,000.
34

35 **Next Steps**

36 Using the concept plans and estimated pricing, we have developed phasing options for the
37 Petaluma and Sebastopol Libraries that allow us to implement the high priority items in the
38 plans.
39

1 1. Sebastopol—Estimated Cost of Phase One (including hard costs, contingencies, and soft
2 costs (i.e., final design work, permits, inspections, etc.) is no more \$400,000. Sources for
3 this funding are:

4 Friends, endowments, city and fundraising	\$330,000
5 Library for design costs	\$ 50,000 (maximum)

6
7 a. The Sebastopol Friends and LAB committed \$300,000 (including \$100,000 from a
8 bequest) toward their project. They want the design phase to begin immediately
9 while fundraising. The city has agreed to fund the carpet. The Library’s financial
10 commitment is to support the architectural design costs and other preliminary
11 planning, which are estimated not to exceed \$50,000.

12
13 b. Phase 1 includes: demolish existing circulation desk and entry; make improvements
14 to the book drop/staff check-in room by the entry; replace all carpet; replace all
15 shelving with seismically braced shelving; and implement self-check (a high priority
16 for that staff and their support groups). If funds are available, they also want to
17 improve the lighting.

18
19 2. Petaluma—Estimated Cost of Phase 1 (including hard costs, contingencies, and soft costs
20 (i.e., final design work, permits, inspections, etc.) is approximately \$850,000. No money will
21 be needed from the Library’s funds .

22 a. As a result of action by the Petaluma Library Advisory Board on August 25, all
23 planning, design, and construction costs will be paid from Petaluma’s endowments or
24 (in the case of changes that improve ADA compliance) the City of Petaluma. This
25 project does not require any additional funding from the Library.

26 b. Phase 1 includes removing the interior load bearing walls that block site lines and
27 creating an alternate structural reinforcement; demolishing the circulation desk and
28 replacing it with a new “service desk” that is situated to provide a view of the entire
29 library; making the Local History Room ADA accessible by moving it downstairs;
30 adding a new materials handling room near the entrance and service desk that
31 includes book drops for patrons to use and space for checking in materials; adding
32 the teen space¹; and implementing self-check.

33
34 3. Sonoma Valley. Plans are still very preliminary and discussions with the City are ongoing,
35 because City staff is insisting that all their work must be done at the same time any library
36 remodeling is done. Because the City has not maintained this building or made any ADA
37 upgrades, approximately 75% of the costs of the project will be the City’s responsibility.
38 Most of the remaining 25% will be paid by funds from the Friends and other gifts.

¹ Teen Space was added to Phase 1 by the Library Advisory Board at the meeting.

1 Outcome 1.8: Maintain and improve the Library's information technology
2 systems and services.

- 3 • *The new staff Intranet is up and running successfully. Using the new Drupal*
4 *software, responsibility for creating and maintaining the information can be*
5 *decentralized, making more information available to all staff. Additionally,*
6 *this frees up our Internet librarian to work on other projects.*
- 7 • *David Lightell is working on Phase I of the Microsoft Network Migration,*
8 *moving the Central Staff from Novell Netware to Microsoft Active Directory,*
9 *which is scheduled to be completed by November 15th.*
- 10 • *Graham Trettin is almost mid-way through the roll-out of the upgraded*
11 *software to manage public computers dubbed Desktop 2.0. Guerneville,*
12 *Sebastopol, Northwest, Cloverdale and Healdsburg are completed. The*
13 *schedule for the remaining libraries is: Windsor, November 10; Sonoma,*
14 *November 24; Petaluma, early December; Rincon Valley, late December;*
15 *Central Library, early January; Rohnert Park-Cotati, late January.*
- 16 • *Much to the delight of public service librarians, the IT staff is creating special*
17 *Research Stations at libraries that request one. These public computers may*
18 *only be used to search the Library's online resources—so that people do not*
19 *have to wait for the public Internet computers.*

20
21 Goal #2 – Library Services

22 Outcome 2.1: Provide a safe, secure and welcoming environment for staff and
23 patrons.

24 (See Outcome 1.5)

25
26 Outcome 2.2: Provide speedy access to the Internet for patrons and staff.

27
28 Outcome 2.3: Plan and implement projects to remodel libraries to implement
29 the new service model, integrate self-check technology and update the
30 appearance of each facility.

- 31 • *Authorization to proceed with design and planning is on the Commission*
32 *agenda for November 2.*
- 33 • *The Sebastopol Friends voted to contribute at least \$200,000 to the project at*
34 *their meeting on October 27.*

35
36 Outcome 2.4: Implement self-check systemwide as remodeling is completed.

- 37 • *Users and staff appear to have adapted to the self-check service as a result of*
38 *the upgraded software. There appears to be about a 6-month transition*
39 *period when introducing the services; however, the experience at Rohnert*
40 *Park-Cotati may make subsequent implementations easier.*
- 41 • *RFID tagging and branch stickering of the Central Library's collection began in*
42 *August and was completed in early October. The tag teams celebrated this*
43 *milestone with a Sunday brunch at the Omelette Express on October 25. The*
44 *next library to be tagged is Windsor, starting November 2nd.*

- 1 • *The Behavior Advisory Committee is working on procedures for dealing with*
2 *patrons who set off the security alarm. Once those are completed, we will*
3 *work with the Rohnert Park-Cotati staff to prepare them to turn the gates on.*
4

5 *Outcome 2.5: Improve our collection and information resources.*

- 6 • *The Management Team has reviewed the working outline for an updated*
7 *collection management plan and given a go-ahead. The Collection*
8 *Management Advisory Group has begun work on writing the policy section.*
9

10 *Outcome 2.6: Improve our public catalog.*
11

12 **ISSUES, CHALLENGES & OTHER ITEMS OF INTEREST**
13

14 *First the good news!*

15 The Library received another unexpected bequest this month from the estate of
16 Dr. Casimir P. and Gertrude Harris, who were frequent patrons and art exhibit
17 helpers at the Healdsburg Library. The \$55,756.50 is to be used “for books
18 and other library materials or fixed assets at the Healdsburg Regional Library.”
19

20 *Budget Reductions*

- 21 • The HR Manager met with each person who indicated their intention to take
22 advantage of the retirement incentive. The purpose of the sessions was to
23 review the process and the required paperwork, including the separation
24 agreement that they are required to sign. As of October 26, three have
25 signed the agreements; six are pending. The agreements must all be signed
26 by November 30. To date, only one person appears to be having second
27 thoughts.
- 28 • The LMT is working with Branch Managers and other staff to determine the
29 best way to deal with the staff reductions resulting from the retirements.
- 30 • There will be a systemwide retirement event on Sunday, December 6, for all
31 of the retirees. Details to follow.
- 32 • The Foundation and others have had a series of conversations about the
33 communications plan for the Library closures.
- 34 • We are in the process of completing all the paperwork to submit to
35 participate in the Proposition 1A Securitization Program.
- 36 • Current information from the county on property tax revenues for this year
37 indicate that the library’s 6% reduction should be adequate—and we may be
38 able to lower the anticipated reduction in January to decrease the current
39 projected operating deficit from \$500,000 to \$200,000. Once again, we will
40 have more information available in January when the December property
41 tax revenues are available.
42
43
44
45

1
2**STAFF UPDATES & CHANGES – October 2009**

Name	Position	Assignment	Effective
<u>Promotion</u>			
None			
<u>Change of Status</u>			
None			
<u>New Hire(s)</u>			
None			
<u>Resignations</u>			
Mustery Douangta	Tech II – 24 hrs biwkly	Sebastopol	10/13/09
Jessica McDonald	Accounting Asst Payroll-60 hrs biwkly	Admin Services	11/6/09
<u>Reassignments</u>			
None			
<u>Retirements</u>			
Teresa Mellon	Tech III –FT	Rohnert Park-Cotati	10/29/09
Dana Evans	Librarian II	Central Reference	11/7/09
<u>Current Recruitments</u>			
Tech II Delivery Support/Materials Mgmt-15 hrs/wk – Closes 10/16/09			
Tech III Cataloging/Materials Mgmt – 25 hrs/wk – Closes 10/16/09			
<u>Terminations</u>			
None			

3

4

5

6 Submitted by:

7 Sandra M. Cooper, Library Director

YEAR-TO-DATE REVENUE & EXPENDITURES

This report is for the first quarter of the FY 2009-10 fiscal year and reflects the March 2009 budget. The revised budget is on the consent calendar at Board of Supervisor's November 10, 2009 meeting.

This memo provides information about revenue and expenditures through September 30, 2009, that may be of special interest.

Summary

Total revenues received through September 30, 2009:	\$ 127,558	or .78% of budget
Total expenditures through September 30, 2009:	\$1,728,593	or 21% of budget

Percent of Year & Payroll

- Percent of year elapsed: 25%
- Percent of payroll: 23%

Revenue

- Lines 1000 -1266 – Taxes: The Library receives two principal property tax payments in December 2009 and April 2010, and receives a final year-end payment in June 2010.
- Line 1700 – Interest on Pooled Cash: The Library receives quarterly interest payments from the County of Sonoma.
- Line 2563 – State -Transaction Based Reimbursement: The Library receives quarterly Transaction Based Reimbursement (TBR) payments from the State of California.
- Line 2566 – State – Public Library Fund: The Library receives one payment in February or March from the State of California.

Expenditures

- Lines 6040-6045 – Communications and Data Lines: The budgeted amount in these lines reflects state and federal telecommunications discounts. Actual phone charges exceed the budgeted amount because the Library was only being charged for one pay phone in the Central Library. The phone company conducted an audit, discovered their error and is now charging the Library for pay phones in several branches.
- Line 6140 – Maintenance Equipment - IT: The annual payment to SirisDynix for Horizon hardware and software maintenance is paid during the first month of the fiscal year and represents the majority of this line's budgeted expenditures.
- Line 6540 – Contract Services: The annual payment of \$76,399 to NorthNet Library System for membership, SuperSearch and delivery is a major portion of the expenditures in this line and is fully paid during the early part of the fiscal year.
- Line 6891 – Small Equipment - IT: The privacy screens purchased for the public computers systemwide were charged here and it was an unbudgeted expenditure.
- Line 7020 – Summer Reading: The majority of the expenditures in this line are paid by the Library during July and August. The remainder of the expenditures is offset from gifts the Library receives throughout the year

SONOMA COUNTY LIBRARY						
MONTHLY FINANCIAL REPORT - SEPTEMBER 2009						
Y-T-D EXPENDITURES THROUGH 9/30/09						
		CURRENT MO		YTD	ENCUM-BERED	UNEXPENDED
		ACTUAL	BUDGET	ACTUAL		BALANCE %
5900	SALARY SAVINGS		(45,000)			(45,000) 0%
5910	PERM POSITIONS	935,985	8,230,059	1,957,842		6,272,217 24%
5911	EXTRA HELP	91,615	615,965	189,454		426,511 31%
5920	RETIREMENT CONTRIB	19,066	162,003	39,808		122,195 25%
5923	PERS	135,543	1,151,676	282,996		868,680 25%
5924	MEDICARE	12,296	100,369	25,796		74,573 26%
5925	DEFERRED COMP	7,917	78,562	16,556		62,006 21%
5930	HEALTH INS	99,396	1,205,014	312,099		892,915 26%
5931	DISABILITY INS	2,911	40,670	8,517		32,153 21%
5932	DENTAL INS	16,630	174,703	50,494		124,209 29%
5933	LIFE INS	903	13,750	2,629		11,121 19%
5934	VISION INS	2,822	27,615	8,206		19,409 30%
5935	UNEMPLOYMENT INS		10,000			10,000 0%
5936	RETIREE HEALTH INS	41,349	520,038	119,829		400,209 23%
5940	WORKERS' COMP	21,532	209,348	63,528		145,820 30%
	SALARIES/BENEFITS	1,387,966	12,494,772	3,077,753		9,417,019 25%
6040	COMMUNICATIONS	771	4,750	3,048		1,702 64%
6041	DATA LINES	4,006	66,000	9,118		56,882 14%
6043	ALARM SYSTEMS	832	15,000	2,385		12,615 16%
6045	TELEPHONE SERVICE	1,905	32,000	3,693		28,307 12%
6048	CELL PHONE SERVICE	86	2,000	205		1,795 10%
6049	UNCLAIMABLE COMM		50			50 0%
6084	JANITORIAL SUPPLIES		25,750	4,308		21,442 17%
6085	JANITORIAL SERVICES	16,752	211,000	33,174		177,826 16%
6103	LIABILITY INSURANCE		71,631			71,631 0%
6140	MAINT EQUIP-IT		138,000	91,868		46,132 67%
6152	MAINT EQUIP-PARTS	1,679	31,545	2,546		28,999 8%
6153	MAINT EQUIP-OUTSIDE	282	41,839	1,409		40,431 3%
6180	MAINT-BLDGS/IMP	4,559	99,322	19,788		79,534 20%
6186	MAINT-BLDGS/IMP-SR		42,000			42,000 0%
6190	LANDSCAPE SERVICE	2,215	60,000	7,066		52,934 12%
6226	MAINT-BLDGS/IMP-PARTS	45	21,246	1,337		19,909 6%
6280	MEMBERSHIPS	58	15,411	1,295		14,116 8%
6401	OFF EXP-INVENTORY	4,607	45,000	9,539		35,461 21%
6410	POSTAGE	131	48,715	4,227		44,488 9%
6430	PRINTING SERVICES	1,090	45,536	1,626		43,910 4%
6452	PAPER STOCK	563	20,684	1,568		19,116 8%
6517	BRANCH NETWORKING		10,000			10,000 0%
6518	OCLC	1,255	30,000	3,666		26,334 12%
6521	COUNTY SERVICES		48,183			48,183 0%
6540	CONTRACT SERVICES	3,588	171,226	84,538		86,688 49%
6553	SECURITY SERVICES	5,405	65,000	10,702		54,298 16%
6570	CONSULTING SERVICES		50,000	963		49,038 2%
6589	PERMITS		274			274 0%
6610	LEGAL SERVICES	154	5,797	308		5,490 5%
6630	AUDIT/ACCOUNTING		28,840	4,230		24,610 15%
6631	BOOKKEEPING	1,865	22,500	4,056		18,444 18%
6800	PUBLIC/LEGAL NOTICES		9,289			9,289 0%
6820	RENT/LEASES-EQUIP	3,011	30,000	3,519		26,481 12%
6840	RENTS/LEASES-BLDG	921	12,000	2,763		9,237 23%
6880	FACILITIES EQUIPMENT	337	25,000	1,115		23,885 4%

SONOMA COUNTY LIBRARY							
MONTHLY FINANCIAL REPORT - SEPTEMBER 2009							
Y-T-D EXPENDITURES THROUGH 9/30/09							
		CURRENT MO		YTD	ENCUM-	UNEXPENDED	
		ACTUAL	BUDGET	ACTUAL	BERED	BALANCE	%
6881	LIBRARY EQUIPMENT	11,520	147,739	35,182		112,557	24%
6882	GIFT EQUIPMENT		28,082			28,082	0%
6889	SOFTWARE	509	45,000	6,969		38,031	15%
6890	COMPUTER HARDWARE		148,500	546		147,954	0%
6891	SMALL EQUIPMENT-IT	11,312	45,000	20,420		24,580	45%
7000	SPECIAL DEPARTMENT	8,326	175,000	19,991		155,009	11%
7020	SUMMER READING	195	25,967	7,439		18,528	29%
7030	PROGRAMMING	1,610	24,456	2,936		21,520	12%
7110	PROF DEVELOPMENT	1,164	25,000	5,535		19,465	22%
7120	TRAINING-IN-SERVICE	30	35,914	30		35,884	0%
7180	LITERACY PROGRAM	2,464	122,636	5,080		117,556	4%
7190	BOOKS/MATERIALS	184,155	1,963,000	321,355		1,641,645	16%
7191	BINDING		15,000			15,000	0%
7301	COUNTY CAR EXPENSE	3,050	30,409	4,592		25,817	15%
7302	TRAVEL EXPENSE	332	42,609	651		41,958	2%
7303	PRIVATE CAR EXPENSE	6,078	54,567	12,673		41,894	23%
7320	UTILITIES	50,619	484,100	90,422		393,678	19%
7400	SO CO INFO TECHNOLOGY		383			383	0%
	SERVICES/SUPPLIES	337,480	4,958,950	847,881	0	4,111,069	17%
7910	CAPITAL LEASES	2,745	18,000	3,481	0	14,519	19%
	OTHER CHARGES	2,745	18,000	3,481	0	14,519	19%
8510	BUILDING IMPROVEMENT	774	500,000	6,699		493,301	1%
8562	COMPUTER EQUIPMENT	(372)	500,000			500,000	0%
8570	FURNITURE/FIXTURES		50,000			50,000	0%
	FIXED ASSETS	403	1,050,000	6,699	0	1,043,301	1%
9000	APPR FOR CONTINGENCIES		25,000		0	25,000	0%
	TOTAL EXPENDITURES	1,728,593	18,546,722	3,935,814	0	14,610,908	21%

SONOMA COUNTY LIBRARY
GIFTS AND DONATIONS REPORT
1st Quarter 09/10

SOURCE OF FUNDS

	DONOR DESIGNATION	Friends	Sonoma County Library Foundation	Corporate/ Business	Non-profit	Misc. gifts	Bequests & Major Gifts	TOTAL FOR QUARTER
1	System-Children's	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	System-All Other	\$0.00	\$27,430.00	\$0.00	\$0.00	\$5.00	\$93,000.00	\$120,435.00
3	History & Genealogy	\$0.00	\$0.00	\$0.00	\$0.00	\$148.92	\$0.00	\$148.92
4	Literacy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Central	\$0.00	\$0.00	\$0.00	\$0.00	\$72.00	\$0.00	\$72.00
6	Cloverdale	\$950.00	\$0.00	\$0.00	\$0.00	\$10.00	\$358.27	\$1,318.27
7	Guerneville	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	Healdsburg	\$4,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,250.00
9	Northwest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	Occidental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11	Petaluma	\$1,825.00	\$0.00	\$0.00	\$0.00	\$60.00	\$0.00	\$1,885.00
12	Rincon Valley	\$0.00	\$0.00	\$0.00	\$0.00	\$526.73	\$0.00	\$526.73
13	Rohnert Park	\$69,741.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$69,741.91
14	Sebastopol	\$10,000.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$10,050.00
15	Sonoma	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
16	Windsor	\$850.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$860.00
17	Wine Library	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00
18	TOTALS BY SOURCE	\$87,616.91	\$27,430.00	\$0.00	\$0.00	\$1,102.65	\$93,358.27	\$209,507.83

**Tentative
Sonoma County Library
LIBRARY COMMISSION 2010 MEETING SCHEDULE**

Wednesday	January 04	7:00 p.m.	No Meeting	
Tuesday	January 26	9:30 a.m.	Regular Meeting & FY 2010-2011 Budget Workshop #1	TBD
Tuesday	February 16	9:30 a.m.	FY 2010-2011 Budget Workshop #2	TBD
Wednesday	March 1	7:00 p.m.	Regular meeting	Central
Wednesday	April 5	7:00 p.m.	Regular meeting	Central
Wednesday	May 3	7:00 p.m.	Regular meeting	Central
Wednesday	June 7	7:00 p.m.	Regular meeting	Central
Wednesday	July 12	7:00 p.m.	Regular meeting	Central
Wednesday	August 2	7:00 p.m.	Regular meeting	Central
Wednesday	September 13*	7:00 p.m.	Regular meeting	Central
Wednesday	October 4	7:00 p.m.	Regular meeting	Central
Wednesday	November 1	7:00 p.m.	Regular meeting	Central
Wednesday	December 6	7:00 p.m.	Regular meeting	Central



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	11.2.09	Regular	11

SUBJECT

Library Advisory Board Appointments

RECOMMENDED ACTION

APPOINT by resolution.

DRAFT MOTIONS

I MOVE, BY RESOLUTION, THAT THE SONOMA COUNTY LIBRARY COMMISSION APPOINT _____ to the Rohnert Park-Cotati Regional Library Advisory Board Youth Position for a new one-year term ending June 30, 2010.

BACKGROUND

The following appointments are ready to be made:

- Rohnert Park-Cotati Library Advisory Board – Youth Position – Expired June 30, 2009. New one-year term ends June 30, 2010.
- Cloverdale Library Advisory Board – Youth Position – Expired June 30, 2009. New one-year term ends June 30, 2010.

The notice of vacancy has been posted for the following:

- Cloverdale Library Advisory Board, Vacant Position. Term expires June 30, 2013.
-

FUTURE BOARD ACTIONS

None

FISCAL IMPACT

None

POLICY ISSUES

None

ATTACHMENTS

None