



**LIBRARY COMMISSION AGENDA  
REGULAR MEETING**

**Monday, December 7, 2009 at 7:00 P.M.**

Central Santa Rosa, 3<sup>rd</sup> and E Streets, Santa Rosa, CA 95404

**1. CALL TO ORDER**

**2. ANNOUNCEMENTS AND INTRODUCTIONS**

**3. APPROVAL OF MINUTES**

- 3.1. Minutes of the November 2, 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

**7. ACTION ITEMS BY RESOLUTION**

- 7.1. Policy on Smoking on Library Premises (2 Documents)

**8. ACTION ITEMS BY MOTION**

- 8.1. Approve 2010 Library Commission Meeting Schedule (1 Document)

**9. DISCUSSION ITEMS**

- 9.1. Management Reports (2 documents)
  - 9.1.1. Progress on Priorities, Issues & Challenges
  - 9.1.2. Year-to-Date Revenue and Expenditures
  - 9.1.3. Other Updates: Retirements/staffing changes: MTO/Closure Planning & Communications; Internet policies; Proposition 1A; Preston Collection, Service Awards.
  - 9.1.4. Creating a Commission Website for Members
- 9.2. Library Policy Manual – Working Outline, Definitions & Priorities (3 Documents)

**10. LIBRARY ADVISORY BOARDS**

- 10.1. Ready for Appointment
  - 10.1.1. Cloverdale Library Advisory Board – Youth Position – Expired June 30, 2009. New one-year term ends June 30, 2010.
  - 10.1.2. Cloverdale Library Advisory Board, Vacant Position. Term expires June 30, 2013.

**11. CLOSED SESSION**

The Library Commission will consider the following in closed session:

Public Employee Performance Evaluation  
Title: Library Director  
(Government Code §54957)

**12. OPEN SESSION**

Reconvene in open session; report on closed session.

**13. COMMISSION MEMBER INFORMATION ITEMS**

**14. DATE AND TIME OF NEXT MEETING**

Meeting: Regular Meeting & Budget Workshop Session I  
Date: January 26, 2009  
Time: 9:30 a.m.  
Location: Community Room, Petaluma Regional Library

**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, December 2, 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.*



<b>Agenda Item</b>			
<b>Information/Action</b>	<b>Commission Meeting Date</b>	<b>Regular/Executive Meeting</b>	<b>Agenda Item No.</b>
<b>Action</b>	<b>12.07.09</b>	<b>Regular</b>	<b>3</b>

**SUBJECT**

November Meeting Minutes

---

**RECOMMENDED ACTION**

**APPROVE** Minutes of November 2, 2009 meeting.

---

**DRAFT MOTIONS**

**I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE** the minutes of the regular meeting on November 2, 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  
November 2, 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 6:58 p.m. in the Central Santa Rosa Library Board Room.

Commissioners present: Arnold, Dell’Osso, Freis, Lynch, Kelley, and May.  
Commissioner Bennett’s absence was excused.

Staff present: Library Director Sandy Cooper; Public Services Division Manager Kiyoko Okazaki; Administrative Services Division Manager Elissa Alfano; Human Resources Manager Patrick Preston; Collections Manager Kathy Dennison; IT Co-Team Leader Mike Dawe; and Administrative Aide Stephanie Kunkle.

A list of other attendees is attached.

**ANNOUNCEMENTS AND INTRODUCTIONS**

There were no announcements or introductions.

**APPROVAL OF MINUTES – Minutes for the Commission Meeting of October 5, 2009.**

**M/S/C (Kelley/Freis)** moved that the Sonoma County Library Commission approve the minutes of the October 5, 2009 meeting as presented.

AYES (6): Arnold, Dell’Osso, Freis, Kelley, Lynch, May

**CORRESPONDENCE & PRESS COVERAGE**

The correspondence and press clipping folders were empty.

**PUBLIC APPEARANCES**

There were no public appearances.

**CONSENT CALENDAR**

There were no concerns or objections regarding claims over \$7000, expenditures over \$2000, or authorizing the Chair to sign the retirement resolutions, so Chair Lynch declared the items approved.

**AUDIT PRESENTATION & DISCUSSION**

**7.1 Audit for the Year ending June 30, 2009**

Chair Lynch introduced Will Soper of Beels & Soper, the Library’s auditing firm. He began his discussion with the highlights of the audit for the year ending June 30, 2009. He noted that, based on the Commission’s action at the October meeting, the Management Discussion and Analysis (MD&A) was not included in the report. He reported that the biggest change was in an increase in capital assets-\$2.285 million, up from \$1.6 million last fiscal year due to building improvements and the purchase of

1 equipment and furnishings. He also pointed out the Library's \$800,000 liability for  
2 compensated absences (vacation and sick leave) and noted that a sizeable portion of  
3 the amount will be paid out by the end of 2010 because of the nine retirements by the  
4 end of the year as a result of the retirement incentive. Soper asked the Commission to  
5 pay special attention to the Library's growing obligation resulting from Government  
6 Accounting Standards Board (GASB Standard 45). The standard requires agencies to  
7 report the future promise of benefits as an expense that must be identified and  
8 disclosed on the organization's financial statements—rather than treating it as an  
9 unknown future liability.

10  
11 The Library's annual financial liability to fund its obligation to pay for retiree' benefits is  
12 approximately \$1.4 million per year, will show up as an expense every year, and will  
13 continue to grow at this pace unless a change is made. The Library is only contributing  
14 \$433,000, which is the money paid for current retiree benefits. The three factors that  
15 affect annual accrued expenditure: the number of employees, the number of retirees,  
16 and health care costs.

17  
18 Commissioner Kelley asked how other agencies are dealing with the issue. Soper  
19 noted that the requirement has only been in effect for two years, so people are just  
20 beginning to see the implications. Some agencies have sold bonds, others are  
21 establishing trust funds and making contributions annually to fund future payouts, and  
22 others have renegotiated the benefit. Soper recommended that the Library begin by  
23 renegotiating benefits by changing the benefit package for new hires and newer  
24 employees. If nothing is changed, the Library's fund balance will disappear quickly.

25  
26 Soper will attend the Commission's budget workshops in January and February to  
27 discuss the issues further and to work with the Commission on new financial policies.

28  
29 **M/S/C (Dell'Ossso/Arnold)** moved that the Sonoma County Library Commission accept  
30 the audit for year ending June 30, 2009 as presented.

31 AYES (6): Arnold, Dell'Ossso, Freis, Kelley, Lynch, May  
32

33 **ACTION ITEMS BY RESOLUTION**

34 **8.1 Change PERS Employee Paid Member Contributions**

35 The intention to change the PERS employee paid member contributions was  
36 announced at the October 5 Commission meeting as required by CalPERS policy. The  
37 agreement with SEIU reduces the employer paid contribution from 2% to 1%, effective  
38 November 2, 2009.

39  
40 **M/S/C (Kelley/Dell'Ossso)** moved by resolution that the Sonoma County Library  
41 Commission modify the PERS Employer Paid Member Contribution to implement the  
42 agreement with SEIU.

43 AYES (6): Arnold, Dell'Ossso, Freis, Kelley, Lynch, May  
44  
45  
46  
47  
48

1 **ACTION ITEMS BY MOTION**

2 **9.1 Approve 2010 Schedule for Library Holidays and Closures**

3 The Library Director reviewed the proposed schedule for holidays and closures. She  
4 noted that it is based on the practice in previous years when Christmas and New Year's  
5 Day fall on the weekend, which is to close the Library all day on Christmas Eve and  
6 New Year's Eve. She added that the Union agreement requires that staff be awarded a  
7 half day of comp time for December 23 and December 30 when the two holidays fall on  
8 the weekend.

9  
10 **M/S/C (May/Arnold)** moved that the Sonoma County Library Commission approve the  
11 Library's schedule for holiday and closures for 2010 as presented.

12 AYES (6): Arnold, Dell'Oso, Freis, Kelley, Lynch, May  
13

14 **9.2 Approve staff member's request for two month's additional maternity leave**

15 Charity Anderson, a Children's Librarian at the Central Library, formally requested a  
16 two-month extension of maternity leave of absence without pay.

17  
18 **M/S/C (May/Kelley)** moved that the Sonoma County Library Commission approve the  
19 request for two month's extension of maternity leave of absence without pay for Charity  
20 Anderson.

21 AYES (6): Arnold, Dell'Oso, Freis, Kelley, Lynch, May  
22

23 **9.3 Authorize the Library Director to engage professional services to support**  
24 **architectural design and construction management for the Petaluma and**  
25 **Sebastopol remodeling projects**

26 The Library Director reported that the Sebastopol Friends have committed \$200,000 to  
27 the project along with the \$100,000 available in a bequest, so the only cost to the  
28 Library would be for architectural design services and construction management, which  
29 would not exceed \$50,000. This is already in the budget and the Union and staff have  
30 been informed. The Petaluma project costs will be paid entirely from endowments and  
31 Friends' contributions.

32  
33 **M/S/C (Dell'Oso/Kelley)** moved that the Sonoma County Library Commission  
34 authorize the Library Director to engage professional construction management and  
35 architectural design services for the Petaluma and Sebastopol remodeling projects.

36 AYES (6): Arnold, Dell'Oso, Freis, Kelley, Lynch, May  
37  
38

39 **DISCUSSION ITEMS**

40 **10.1 Management Report**

41 **10.1.1. Progress on Priorities, Issues & Challenges**

42 Commissioners asked for more information on several topics:

- 43 • What is the status of Internet use? Response: Branch Managers have been asked  
44 to file incident reports every time there is a complaint about patrons viewing  
45 inappropriate images. The upgraded software to manage public computers (i.e.,  
46 Desktop 2.0) requires a valid library card, and a PIN and blocks patrons who owe  
47 more than \$10 in fines. The change has resulted in fewer problems with managing  
48 the public computers.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

- What is the status of the smoking policy for Santa Rosa libraries? Response: The staff task force is waiting for information on the City’s support for enforcement. We have to be able to enforce the policy, which means that we need City support or it won’t work.
- What is the status of the effort to identify the source of the Preston Collection? Response: We have contacted almost everyone who might possibly know about it but are now trying to contact previous Library Director David Price.

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

There were no questions or comments.

**10.1.3. Quarterly Gifts & Donations Report**

There were no questions or comments.

**10.2 Updates:**

**10.2.1. Closure Communications Planning**

The Library Director reported that the press release was distributed and that the staff is working on a one-page closure information sheet about the closure patterned after the one used by the Seattle Public Library.

She called the Commission’s attention to the communications plan developed by the Foundation Board and noted that the communications effort would focus on the impact of the Library’s closure on individual library users to help build awareness of the importance of the Library to individuals.

**10.2.2. Other Items: Retirements, Prop1A Securitization, and Service Awards**

Public Services Division Manager Kiyoko Okazaki reported on planning for the December 6 systemwide retirement party, and Human Resources Manager Patrick Preston updated the Commission on the people who have signed the final retirement agreement. Okazaki also described her work to balance staffing among all the libraries after the retirements, which includes 7 librarians and a total of 8 public service staff. The Library’s application to participate in the Proposition 1A securitization bond program is ready to submit on November 3.

The Director also updated the Commission on plans for the service award presentations, which would be held at each Library at a staff meeting before the Library opens.

**10.3 Proposed 2010 meeting schedule**

The Commission provided feedback on the proposed schedule for meetings in 2010. Formal approval will be on the December meeting agenda.

1 **LIBRARY ADVISORY BOARDS**

2 **11.1 Ready for Appointment**

3 **11.1.1. Rohnert Park-Cotati Library Advisory Board-Youth Position-Expired June**  
4 **30, 2009. New one-year term ending June 30, 2010.**

5 Commissioner Dell'Osso reviewed Subha Pillai's application with the Commission and  
6 recommended that Ms. Pillai be appointed to the open youth position on the Rohnert  
7 Park-Cotati Library Advisory Board for a one-year term ending June 30, 2010.

8  
9 **M/S/C (Dell'Osso/May)** moved by resolution that the Sonoma County Library  
10 Commission appoint Subha Pillai to the Rohnert Park-Cotati Regional Library Advisory  
11 Board Youth Position for a new one-year term ending June 30, 2010.

12 AYES (6): Arnold, Dell'Osso, Freis, Kelley, Lynch, May  
13

14 **11.1.2. Cloverdale Library Advisory Board-Youth Position-Expired June 30, 2009.**  
15 **New one-year term ends June 30, 2010.**

16 The appointment was deferred to the next meeting due to Commissioner Bennett's  
17 excused absence.  
18

19 **DIRECTOR'S INFORMATION ITEMS**

20 There were none.  
21

22 **COMMISSION MEMBER INFORMATION ITEMS**

23 Commissioner Dell'Osso reported:

- 24 • That adjustments continue to be made to improve the self-check setup.
- 25 • That Friends bought new shelving, funded a number of new programs, and donated  
26 over \$67,000 to the Rohnert Park-Cotati Regional Library. They are also making  
27 \$1,000 a week at their bookstore.  
28

29 Commissioner Kelley reported:

- 30 • That the Friends Fall Book Faire at Finley Hall at the Fairgrounds made \$38,000.  
31

32 Commissioner Freis reported:

- 33 • That the Foundation Chocolate and Cinema event raised \$4,500. The Foundation  
34 will continue selling t-shirts as a fundraiser for \$18 which read "Reading Is  
35 Dangerous, Support Your Library."  
36

37 Commissioner May reported:

- 38 • That there is a national novel writing event going on in November called  
39 NaNoWriMo, which stands for National Novel Writing Month. Participants are  
40 challenged in which the challenge is to write 50,000 words in a month.
- 41 • That the Petaluma Library Advisory Board meeting was postponed until December.  
42

43 Commissioner Arnold reported:

- 44 • That she had a call into a City Council member for an update on funding the Library  
45 remodeling, but had not been called back yet.
- 46 • That the Friends of the Sonoma Valley Library are desperate to spend some of their  
47 money and were looking into ways to do that.  
48

1 Commissioner Lynch reported:

- 2 • That the remodeling floor plan for Sebastopol is on display.
- 3 • That Guerneville is going to start its annual *Reader's Theater* series soon. A
- 4 representative from Occidental attended the Guerneville Library Advisory Board
- 5 meeting.

6 •  
7 **DATE AND TIME OF NEXT MEETING**

8 Meeting: Regular Commission Meeting

9 Date: Monday, December 7, 2009

10 Time: 7:00 p.m.

11 Location: Central Library Board Room, Santa Rosa

12  
13 **ADJOURNMENT**

14 The meeting adjourned at approximately 8:30 p.m. by acclamation.

15  
16 \_\_\_\_\_  
17 Clerk



<b>Agenda Item</b>			
<b>Information/Action</b>	<b>Commission Meeting Date</b>	<b>Regular/Executive Meeting</b>	<b>Agenda Item No.</b>
<b>Consent</b>	<b>12.7.09</b>	<b>Regular</b>	<b>6</b>

**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- 1031845	Beels/Soper, LLP	\$9,807.50	Progress & Final Billing for June 30, 2009 Financial Audit.
OJ- 1031846	Wells Fargo of California Insurance Services, Inc.	\$70,418.00	Renewal of Commercial Insurance Policy for Nov 2009 – Nov 2010. <i>(Already mailed; deadline for payment prior to Commission meeting)</i>

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

**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



<b>Agenda Item</b>			
<b>Information/Action</b>	<b>Commission Meeting Date</b>	<b>Regular/Executive Meeting</b>	<b>Agenda Item No.</b>
<b>Action</b>	<b>12.07.09</b>	<b>Regular</b>	<b>7.1</b>

**SUBJECT**

Action by Resolution - Policy on Smoking

---

**RECOMMENDED ACTION**

**ADOPT** the policy.

---

**DRAFT MOTION**

**I MOVE BY RESOLUTION THAT THE SONOMA COUNTY LIBRARY COMMISSION ADOPT** the policy on smoking on library premises.

---

**BACKGROUND**

As the Commission is aware, smoking is an issue on the library grounds—with the worst problems at the Central Library. This policy gives staff the authority to enforce a ban on smoking anywhere on the Library grounds at the three libraries in Santa Rosa.

An advisory committee of staff from each Santa Rosa library worked with the County’s Tobacco Education Coordinator Kerry Andrade to draft the policy and suggest procedures. We appreciate Kerry’s excellent support and the work of the staff: Nancy Cimino (Central), Del Guidinger (Central), Ginny Gustin (Northwest), and Anne Marie Murphy (Rincon Valley).

Once the policy is adopted, we will develop unique signage for the grounds of all three libraries as well as materials to help educate library patrons and staff about the new policy. We will also work with staff at each of the other libraries so that we can eventually have regulations covering all library outlets.

---

**FUTURE BOARD ACTIONS**

Update of policy to include specific regulations for other libraries as appropriate.

---

**FISCAL IMPACT**

None.

---

**POLICY ISSUES**

Establishes the Library’s overall policy on smoking, with specific regulations regarding the three Santa Rosa libraries.

---

**ATTACHMENTS**

- Document #7.1.1 – Resolution Adopting the Policy
- Document #7.1.2 - Policy on Smoking on Library Premises

SONOMA COUNTY LIBRARY COMMISSION

RESOLUTION NO.

RESOLUTION ADOPTING POLICY ON SMOKING ON LIBRARY PREMISES

**WHEREAS**, the Sonoma County Library Commission welcomes everyone to the Library, believing that everyone has the right to quality library service in an atmosphere that is calm, safe and free of disturbances from others; and

**WHEREAS**, the Sonoma County Library Commission is committed to protecting the public's health, safety and general welfare by providing a smoke-free environment anywhere on the premises of Sonoma County Library facilities so that non-smokers are not exposed to second-hand smoke;

**WHEREAS**, the Sonoma County Library Commission has the legal responsibility for regulating smoking under state and local laws as well as the authority granted to it by the City of Santa Rosa; and

**WHEREAS**, the *Policy on Smoking on Library Premises* establishes rules for smoking on library premises with specific regulations regarding smoking on the grounds of the three Santa Rosa libraries.

**NOW, THEREFORE, BE IT RESOLVED, THAT** the Sonoma County Library Commission adopts the policy on Smoking on Library Premises.

PUBLIC SERVICES DIVISION – BUILDING & GROUNDS			
Policy Number	Subject	Date Adopted	Effective Date
TBD	<b>SMOKING ON LIBRARY PREMISES</b>		

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42

**I. PURPOSE**

The purpose of this policy is to protect the public’s health, safety and general welfare by providing a smoke-free environment anywhere on the premises of Sonoma County Library facilities so that non-smokers are not exposed to second-hand smoke.

**II. POLICY**

- A. Smoking is not permitted in the buildings or on the grounds of any building that is part of the Sonoma County Library with the exception of designated areas.
- B. Smoking shall be prohibited within a reasonable distance of any library building except when actively passing on the way to another destination and without entering or crossing any unenclosed area that will expose people entering or leaving the library to second-hand smoke.
- C. Smoking-related refuse is to be disposed of in ash urns or other containers specifically designated for such disposal.

**III. REGULATIONS**

- A. Legal Authority
  - 1. State and local law provided the authority for all property owners, operators, or managers, to eliminate smoking entirely on their property (indoors and outdoors) or to limit smoking to designated outdoor areas only.
  - 2. California State Law (Labor Code 6404.5) and the City of Santa Rosa (Chapter 9-20 Prohibiting Smoking In and Around Workplaces and Public Places) prohibit smoking in all enclosed worksites and areas open to and customarily used by the general public.
- B. Jurisdiction Specific Legal Authority
  - 1. The regulation of smoking is dependent on the authority granted to the Library Commission by the jurisdiction that owns the building occupied by the Library.
  - 2. The City of Santa Rosa authorized the Sonoma County Library Commission to prohibit smoking on the premises of the three library buildings it owns—the Central Library, Rincon Valley Regional Library, and Northwest Regional Library.
- C. Definitions
  - 1. “Smoking” is the carrying or smoking of any kind of lighted pipe, cigar, cigarette, or any other lighted smoking product or equipment.

- 1
  - 2
  - 3
  - 4
  - 5
  - 6
  - 7
  - 8
  - 9
  - 10
  - 11
  - 12
  - 13
  - 14
  - 15
  - 16
  - 17
  - 18
  - 19
  - 20
  - 21
  - 22
  - 23
  - 24
  - 25
  - 26
  - 27
  - 28
  - 29
  - 30
  - 31
  - 32
  - 33
  - 34
  - 35
  - 36
  - 37
  - 38
  - 39
  - 40
  - 41
2. "Smoking Related Refuse" is cigarette butts, burnt tobacco, or any other debris created by smoking.
  3. "Grounds" or "Premises" for each library are defined as:
    - a. Central Santa Rosa Library: All areas, including sidewalks, from the corner of 3<sup>rd</sup> and E Streets, across the front of the Library to the corner of 4<sup>th</sup> and E Streets, up the side of the Library on 4<sup>th</sup> Street, to the parking lot exit, across the entire back of the Library property, including the annex, to the west corner curb in front of the Library annex and back to the corner of 3<sup>rd</sup> and E Streets.
    - b. Northwest Regional Library: Smoking is not permitted within 20' of the premises that includes the area under the Library's control bound by the mall entrance drive on the West; and Guerneville Road on the north; the parking area that is approximately 80 feet wide on the east, and the front walkway on the south of the building.
    - c. Rincon Valley Library: The premises is defined as an area that begins at the sidewalk along Montecito Boulevard on the south, the Maria Carillo High School property on the east and north, the Santa Rosa Parks & Recreation property on the west, and the Library's entire parking area beginning at the entrance from Montecito Boulevard.
  4. Designated Smoking Areas
    - a. When areas for smoking are desirable, the Library Director shall designate an area on the Library premises with desirable, adequate separation from non-smoking areas to provide a smoke-free environment for non-smokers.
  5. Enforcement
    - a. Library patrons and the general public are subject to enforcement consistent with the enforcement of the *Standards of Behavior*. Repeated violations of this policy may result in a civil fine from local authorities.
    - b. Any Library employee who violates the smoking policy may be subject to disciplinary action by library supervisors or managers.



<b>Agenda Item</b>			
<b>Information/Action</b>	<b>Commission Meeting Date</b>	<b>Regular/Executive Meeting</b>	<b>Agenda Item No.</b>
<b>Action</b>	<b>12.07.09</b>	<b>Regular</b>	<b>8.1</b>

**SUBJECT**

2010 Library Commission Meeting Schedule

---

**RECOMMENDED ACTION**

**APPROVE** the schedule.

---

**DRAFT MOTION**

**I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE** the 2010 Library Commission Meeting Schedule as presented.

---

**BACKGROUND**

Annually, the Commission adopts its meeting schedule for the upcoming year.

This schedule is based on the Commission's discussion at its previous meeting.

---

**FUTURE BOARD ACTIONS**

Annual approval of schedule.

---

**FISCAL IMPACT**

None.

---

**POLICY ISSUES**

None.

---

**ATTACHMENTS**

Document #8.1.1 – 2010 Library Commission Meeting Schedule

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

<b>DAY</b>	<b>DATE</b>	<b>TIME</b>	<b>TYPE OF MEETING</b>	<b>LOCATION</b>
Monday	January 04	7:00 p.m.	No Meeting	
Tuesday	January 26	9:30 a.m.	Regular Meeting & FY 2010-2011 Budget Workshop #1	Petaluma
Tuesday	February 16	9:30 a.m.	FY 2010-2011 Budget Workshop #2	Healdsburg
Monday	March 1	7:00 p.m.	Regular meeting	Central
Monday	April 5	7:00 p.m.	Regular meeting	Central
Monday	May 3	7:00 p.m.	Regular meeting	Central
Monday	June 7	7:00 p.m.	Regular meeting	Central
Monday	July 12 <sup>1</sup>	7:00 p.m.	Regular meeting	Central
Monday	August 2	7:00 p.m.	Regular meeting	Central
Monday	September 13 <sup>2</sup>	7:00 p.m.	Regular meeting	Central
Monday	October 4	7:00 p.m.	Regular meeting	Central
Monday	November 1	7:00 p.m.	Regular meeting	Central
Monday	December 6	7:00 p.m.	Regular meeting	Central

<sup>1</sup> Monday, July 5, 2010 is a Library holiday.

<sup>2</sup> Monday, September 6, 2010 is a Library holiday.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45

**SONOMA COUNTY LIBRARY  
MANAGEMENT REPORT  
PROGRESS ON PRIORITIES, ISSUES & CHALLENGES  
November 2009**

**PROGRESS ON PRIORITIES**

Goal #1 – Library Management

Outcome 1.1: Streamline materials handling processes.

- *The Windsor Library’s collection now had RFID tags and branch stickers. The tag teams are now on hiatus through the holidays. We have four more branches to tag, beginning with Cloverdale in January.*

Outcome 1.2: Provide a healthy work environment with appropriate ergonomics for staff.

- *No activity this month.*

Outcome 1.3: Plan and implement a performance management system with work-planning and evaluation processes, including the training and tools to implement the system.

- *The Performance Management Advisory Committee (PMAC) met in November. They are monitoring the implementation of the new system and planning a new round of training in February to help with the mid-year review process as well as the final evaluations.*

Outcome 1.4: Plan and implement a method of collecting and compiling relevant statistics to support the Library’s management and services.

- *No activity this month.*

Outcome 1.5: Develop a comprehensive, readily available set of policies and procedures.

- *The smoking policy and regulations for the Santa Rosa libraries is on the agenda for Commission review and possible approval at the December meeting.*
- *The Commission’s December agenda includes a discussion working table of contents for the Library’s policy and procedures manual with definitions and proposed priorities.*

Outcome 1.6: Use management software to streamline work processes and reduce workload.

- *Kerri Bailey is working on updating the online work order software for further trials by management and the Facilities Department.*

Outcome 1.7: Initiate a more comprehensive and systematic training program.

- *No activity this month.*

- 1  
2 Outcome 1.8: Maintain and improve the Library's information technology  
3 systems and services.  
4 • *This month, Graham Trettin has completed the rollout of Desktop 2.0 in*  
5 *Windsor and Sonoma. The remaining libraries are Petaluma, early December;*  
6 *Rincon Valley, late December; Central Library, early January; Rohnert Park-*  
7 *Cotati, late January.*

8  
9 Goal #2 – Library Services

10 Outcome 2.1: Provide a safe, secure and welcoming environment for staff and  
11 patrons.

- 12 • *Branch managers continue to submit incident reports on any Internet use*  
13 *problems, which will be helpful as when we discuss updating the Library's*  
14 *policies and procedures for the use of public computers.*  
15 • *See also activities under Outcome 1.5.*

16  
17 Outcome 2.2: Provide speedy access to the Internet for patrons and staff.

- 18 • *Completed major work in 2008.*

19  
20 Outcome 2.3: Plan and implement projects to remodel libraries to implement  
21 the new service model, integrate self-check technology and update the  
22 appearance of each facility.

- 23 • *Doug Cisney and the Library Director met with Petaluma city staff to discuss*  
24 *the ADA requirements, and the Petaluma LAB agreed that the architectural*  
25 *design work should include ADA upgrades.*

26  
27 Outcome 2.4: Implement self-check systemwide as remodeling is completed.

- 28 • *Security gates will be activated at the Rohnert Park-Cotati Library after clear*  
29 *policies and procedures on theft of library materials are completed.*  
30 • *Branch managers and circulation staff will have an addition to their work*  
31 *plans that focuses on the branch's and individual's success in incorporating*  
32 *the use of RFID into the circulation work flow.*

33  
34 Outcome 2.5: Improve our collection and information resources.

- 35 • *A draft Collection Management Policy will go to the Management Team for*  
36 *review in early December.*  
37  
38 • *To deal with the loss of seven librarians, we are modifying the selection*  
39 *process to use more centralized selection. During December, the process will*  
40 *be reviewed by the Collection Management Advisory Group (COMAG) and*  
41 *then by the branch managers.*

42  
43  
44  
45

- 1 Outcome 2.6: Improve our public catalog.  
 2 • On November 15, a series of improvements were made to the public catalog.  
 3 Among other things, genre subject headings now display and foreign films are  
 4 searchable by language.  
 5 • We completed the contract for the authority control project, which is scheduled  
 6 to begin January 20<sup>th</sup>.

7  
 8 **ISSUES, CHALLENGES & OTHER ITEMS OF INTEREST**

- 9  
 10 *Budget Reductions, Retirements, and Mandatory Time Off*  
 11 • All nine of the potential retirees signed the final agreements prior to the  
 12 November 30 deadline, and the systemwide retirement party will be a  
 13 potluck lunch at the Central Library on Sunday, December 6 from noon to 2  
 14 p.m.  
 15 • The plans for staffing adjustments in response to the planned retirements  
 16 were completed and copies of the plan were distributed to the Commission  
 17 and all staff via e-mail.  
 18 • The closure information sheet as well as other materials about the  
 19 Mandatory Time Off (MTO) are in all the libraries. The Management Team is  
 20 fine-tuning all the details of planning, and the Foundation Board continues  
 21 to help with implementing the communications plan.  
 22 • The news release and resulting *Press Democrat* story on the closures were  
 23 picked up by the national library press. In addition, the news led to online  
 24 stories and at least one blogger having a discussion about the cost of  
 25 serving library patrons.  
 26

**STAFF UPDATES & CHANGES – November 2009**

Name	Position	Assignment	Effective
<b>Promotion</b>			
Patsy VandenBerg	Accounting Assistant - Payroll	Human Resources	11/9/09
Donale Chastain	Supervising Library Technician	Rohnert Park-Cotati	TBD
Nancy Sampson	Interim Central Library Manager	Central Library	1/4/09
<b>Change of Status</b>			
Chris Carlin	Tech II – 30 hrs biweekly-Deliv Support	Materials Mgmt	11/2/09
Andrea Munger	Tech III – 50 hrs biweekly-Cataloging	Materials Mgmt	11/9/09
<b>New Hire(s)</b>			
None			
<b>Resignations</b>			
None			

**STAFF UPDATES & CHANGES – November 2009**

<b>Name</b>	<b>Position</b>	<b>Assignment</b>	<b>Effective</b>
<b><u>Reassignments</u></b>			
Charity Anderson	Librarian II-Children's	Healdsburg	After Maternity Leave
Roxane Wilson	Librarian II-Children's Svcs	Central Library	11/12/09
<b><u>Retirements</u></b>			
Del Guidinger	Reference Supervisor	Central Library	12/18/09
Roger Harris	Librarian II	Windsor	12/18/09
Catherine Hoehn	Librarian II	Rincon Valley	12/18/09
Tom Laudari	Facilities Manager	Facilities Services	12/18/09
Lesley Orford	Supervising Library Technician	Petaluma	12/18/09
Mary Reder	Librarian II	Sonoma Valley	12/18/09
Johanna Scallon	Librarian II	Sebastopol	12/18/09
Linda Voss	Librarian II	Petaluma	12/18/09
<b><u>Current Recruitments</u></b>			
Benefits Aide-Account Clerk II – Closed 11/16/09-Interviews scheduled 12/2/09 & 12/4/09.			
Tech II – 12 hrs/wk Sebastopol – Closed 11/20/09			
<b><u>Terminations</u></b>			
None			

- 1
- 2
- 3 Submitted by:
- 4 Sandra M. Cooper, Library Director

YEAR-TO-DATE REVENUE & EXPENDITURES

This memo provides information about revenue and expenditures through October 31, 2009 that may be of special interest.

Summary

Total revenues received through October 31, 2009:           \$ 318,812 or 2% of budget  
Total expenditures through October 31, 2009:               \$ 5,247,913 or 31% of budget

Percent of Year & Payroll

- Percent of year elapsed: 33%
- Percent of payroll: 35%

This is for the first report this year to reflect the revised budget approved by the Library Commission on September 14, 2009. The budget was on the Board of Supervisor's November 10, 2009 consent calendar.

Revenue

- Lines 1000 -1266 – Taxes: The Library receives two primary property tax payments in December 2009 and April 2010, with 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 Reimbursements (TBR) payments from the State of California.
- Line 2566 – Public Library Fund: The Library receives one payment in February or March from the State of California.
- Line 4040 – Miscellaneous Revenue: The Library bills Mendocino and Lake County quarterly for use of the Horizon Integrated Library System (ILS).
- Line 4102 – Donations/Reimbursements: Budgeted amount is for any funds the library receives to help pay the cost of remodeling projects in Sebastopol and Petaluma.

Expenditures

- Lines 6040-6045 – Communications and Data Lines: The budgeted amount in these lines assumes state and federal telecommunications discounts.

The actual expenditures in line 6040 are higher than budget because the phone company audited the Library's pay phones, discovered they were only charging us for the Central Library pay phone, and is now charging the Library for pay phones in several branches.

- Line 6140 – Maintenance Equipment - IT: The annual maintenance fee paid to SirisDynix for the Library's Horizon system is the major item budgeted in this line and is paid during the first month of the fiscal year.
- Line 6540 – Contract Services: The annual payment of \$76,399 to NorthNet Library System for membership, SuperSearch and delivery is a major portion of this line and is fully paid during the early part of the fiscal year.

## DOCUMENT #9.1.2 (12.07.09)

- Line 6630 – Accounting - The annual audit is the major item budgeted in this line and is completed in the first half of the fiscal year.
- Line 6881 – Library Equipment - The final balance of payment for branch furnishings ordered last fiscal year and delivered in this fiscal year is in this line.
- Line 6891 – Small Equipment - IT: This line reflects an item not in the original budget--the new privacy screens purchased for the public computers systemwide as part of the effort to discourage patrons who view inappropriate images.
- Line 7020 – Summer Reading: The majority of the expenditures in this line are paid by the Library during July and August. Any remaining expenditures are offset by gifts the Library receives throughout the year.

**SONOMA COUNTY LIBRARY**  
**MONTHLY FINANCIAL REPORT - OCTOBER 2009**  
**Y-T-D- REVENUES THROUGH 10/31/09**

		CURRENT MO		YTD		%
		ACTUAL	BUDGET	ACTUAL	BALANCE	REC'D
1000	PROPERTY TAXES - CY SECURED		13,982,184		13,982,184	0%
1004	PROPERTY TAXES - CY SEC-JULY					N/A
1008	REDEVELOPMENT	(60)	(674,220)	(60)	(674,160)	0%
1011	SB2557 PROP TAX ADMIN		(200,991)		(200,991)	0%
1020	PROPERTY TAXES - CY SUPP		190,432		190,432	0%
1040	PROPERTY TAXES - CY UNSECURED		514,177		514,177	0%
1042	COST REIM-COLL DEL CY UNS		(12,287)		(12,287)	0%
1060	PROPERTY TAX - PY UNSECURED					N/A
1080	PROPERTY TAX - PY SUPPLEMENTAL					N/A
1100	PROPERTY TAXES - PY UNSEC		4,500		4,500	0%
1266	TIMBER YIELD TAX		2,428		2,428	0%
	<b>TAXES</b>	<b>(60)</b>	<b>13,806,223</b>	<b>(60)</b>	<b>13,806,283</b>	<b>0%</b>
1700	INTEREST ON POOLED CASH	12,763	120,000	12,763	107,237	11%
1701	INTEREST EARNED		20,000		20,000	0%
1800	RENTS/CONCESSIONS		500	50	450	10%
	<b>USE OF MONEY/PROPERTY</b>	<b>12,763</b>	<b>140,500</b>	<b>12,813</b>	<b>127,687</b>	<b>9%</b>
2081	ST - HIGHWAY RENTALS		126		126	0%
2440	ST - HOPTR		139,752		139,752	0%
2500	ST - OTHER		5,000		5,000	0%
2563	ST - LIB - TBR REIMB	27,420	305,958	89,071	216,887	29%
2566	ST - LIB - PUBLIC LIB FUND		132,000		132,000	0%
2901	COUNTY		25,378		25,378	0%
2945	LIBRARY LITERACY	20,922	69,545	21,771	47,774	31%
	<b>INTERGOVERNMENTAL REVENUES</b>	<b>48,342</b>	<b>677,759</b>	<b>110,842</b>	<b>566,917</b>	<b>16%</b>
3019	NCPA-FEE FOR GOVT SVCS		33,425		33,425	0%
3480	LIBRARY FINES	33,277	434,957	120,376	314,581	28%
3482	WINE LIBRARY SUBSCRIPTIONS	1,200	16,000	1,800	14,200	11%
3483	LIBRARY POSTAGE RECOVERY	95	100	129	(29)	129%
3484	FINES-DELINQUENT COLLECTIONS	2,547	75,000	10,854	64,146	14%
3485	LIBRARY DOCUMENT DELIVERY		55		55	0%
3700	COPIER FEES	6,376	59,297	19,638	39,659	33%
3701	CHECK HANDLING FEES		50	20	30	40%
3980	REVENUE APPLIC TO PY		9,000		9,000	0%
	<b>CHARGES FOR SERVICES</b>	<b>43,496</b>	<b>627,884</b>	<b>152,817</b>	<b>475,067</b>	<b>24%</b>
4020	OTHER SALES		50		50	0%
4040	MISCELLANEOUS REVENUE	261	90,672	1,920	88,752	2%
4102	DONATIONS/REIMBURSEMENTS	9,680	370,000	37,533	332,467	10%
4106	REFUNDS		6,000	2,401	3,599	40%
4109	OUTDATE/CANCEL WARRANTS	289	1,000	289	711	29%
4113	RETURNED CHECKS	33	150	257	(107)	172%
	<b>MISCELLANEOUS REVENUES</b>	<b>10,264</b>	<b>467,872</b>	<b>42,400</b>	<b>425,472</b>	<b>9%</b>
	<b>TOTAL REVENUE</b>	<b>114,805</b>	<b>15,720,238</b>	<b>318,812</b>	<b>15,401,426</b>	<b>2%</b>

SONOMA COUNTY LIBRARY						
MONTHLY FINANCIAL REPORT - OCTOBER 2009						
Y-T-D EXPENDITURES THROUGH 10/31/09						
		CURRENT MO		YTD	ENCUM-UNEXPENDED	
		ACTUAL	BUDGET	ACTUAL	BERED	BALANCE %
5900	SALARY SAVINGS		(45,000)			(45,000) 0%
5910	PERM POSITIONS	603,522	7,920,632	2,561,364		5,359,268 32%
5911	EXTRA HELP	49,546	598,803	239,000		359,803 40%
5920	RETIREMENT CONTRIB	12,249	114,083	52,057		62,026 46%
5923	PERS	87,081	1,101,398	370,077		731,321 34%
5924	MEDICARE	7,744	95,643	33,540		62,103 35%
5925	DEFERRED COMP	4,831	78,352	21,387		56,965 27%
5930	HEALTH INS	102,850	1,233,473	414,950		818,523 34%
5931	DISABILITY INS	2,868	38,875	11,385		27,490 29%
5932	DENTAL INS	12,497	177,212	62,991		114,221 36%
5933	LIFE INS	884	12,216	3,513		8,703 29%
5934	VISION INS	2,238	27,410	10,444		16,967 38%
5935	UNEMPLOYMENT INS		10,000			10,000 0%
5936	RETIREE HEALTH INS	35,790	500,038	155,618		344,420 31%
5940	WORKERS' COMP	21,532	265,978	85,060		180,918 32%
	<b>SALARIES/BENEFITS</b>	<b>943,633</b>	<b>12,129,113</b>	<b>4,021,386</b>		<b>8,107,727 33%</b>
6040	COMMUNICATIONS	771	4,750	3,819		931 80%
6041	DATA LINES	4,141	66,000	13,259		52,741 20%
6043	ALARM SYSTEMS	459	15,000	2,844		12,156 19%
6045	TELEPHONE SERVICE	(66)	32,000	3,627		28,373 11%
6048	CELL PHONE SERVICE	314	2,000	519		1,481 26%
6049	UNCLAIMABLE COMM		50			50 0%
6084	JANITORIAL SUPPLIES	3,894	25,750	8,201		17,549 32%
6085	JANITORIAL SERVICES	16,422	201,000	49,596		151,404 25%
6103	LIABILITY INSURANCE		71,631			71,631 0%
6140	MAINT EQUIP-IT		118,000	91,868		26,132 78%
6152	MAINT EQUIP-PARTS	1,426	31,545	3,971		27,574 13%
6153	MAINT EQUIP-OUTSIDE	2,822	41,839	4,231		37,608 10%
6180	MAINT-BLDGS/IMP	8,484	99,322	28,272		71,050 28%
6190	LANDSCAPE SERVICE	3,864	50,000	10,930		39,070 22%
6226	MAINT-BLDGS/IMP-PARTS	919	21,246	2,256		18,990 11%
6280	MEMBERSHIPS	100	15,411	1,395		14,016 9%
6401	OFF EXP-INVENTORY		45,000	9,539		35,461 21%
6410	POSTAGE	251	48,715	4,478		44,237 9%
6430	PRINTING SERVICES	1,278	45,536	2,904		42,632 6%
6452	PAPER STOCK	800	20,684	2,367		18,317 11%
6517	BRANCH NETWORKING		10,000			10,000 0%
6518	OCLC	1,812	55,000	5,478		49,522 10%
6521	COUNTY SERVICES		55,410			55,410 0%
6540	CONTRACT SERVICES	3,685	161,226	88,223		73,003 55%
6553	SECURITY SERVICES	5,092	65,000	15,793		49,207 24%
6570	CONSULTING SERVICES		30,000	963		29,038 3%
6589	PERMITS		274			274 0%
6610	LEGAL SERVICES	718	5,797	1,025		4,772 18%
6630	AUDIT/ACCOUNTING	7,675	28,840	11,905		16,935 41%
6631	BOOKKEEPING	1,837	22,500	5,893		16,607 26%
6800	PUBLIC/LEGAL NOTICES		9,289			9,289 0%
6820	RENT/LEASES-EQUIP	1,159	18,000	4,678		13,322 26%
6840	RENTS/LEASES-BLDG	921	12,000	3,684		8,316 31%
6880	FACILITIES EQUIPMENT	576	15,000	1,691		13,309 11%
6881	LIBRARY EQUIPMENT	855	47,739	36,038		11,701 75%

SONOMA COUNTY LIBRARY							
MONTHLY FINANCIAL REPORT - OCTOBER 2009							
Y-T-D EXPENDITURES THROUGH 10/31/09							
		CURRENT MO		YTD	ENCUM-UNEXPENDED		
		ACTUAL	BUDGET	ACTUAL	BERED	BALANCE	%
6882	GIFT EQUIPMENT		28,082			28,082	0%
6889	SOFTWARE	6,290	45,000	13,259		31,741	29%
6890	COMPUTER HARDWARE		148,500	546		147,954	0%
6891	SMALL EQUIPMENT-IT	3,099	45,000	23,518		21,482	52%
7000	SPECIAL DEPARTMENT	5,481	125,000	25,472		99,528	20%
7020	SUMMER READING	126	25,967	7,565		18,402	29%
7030	PROGRAMMING	864	24,456	3,800		20,656	16%
7110	PROF DEVELOPMENT	862	25,000	6,397		18,603	26%
7120	TRAINING-IN-SERVICE	0	15,914	30		15,884	0%
7180	LITERACY PROGRAM	13,242	122,636	18,322		104,314	15%
7190	BOOKS/MATERIALS	202,305	1,713,000	523,660		1,189,340	31%
7191	BINDING	2,678	15,000	2,678		12,322	18%
7301	COUNTY CAR EXPENSE	3,176	30,409	7,768		22,641	26%
7302	TRAVEL EXPENSE	1,086	39,609	1,738		37,871	4%
7303	PRIVATE CAR EXPENSE	5,789	54,567	18,462		36,105	34%
7320	UTILITIES	51,349	484,100	141,771		342,329	29%
7400	SO CO INFO TECHNOLOGY		383			383	0%
	<b>SERVICES/SUPPLIES</b>	<b>366,553</b>	<b>4,434,177</b>	<b>1,214,433</b>	<b>0</b>	<b>3,219,744</b>	<b>27%</b>
7910	CAPITAL LEASES	822	30,000	4,303	0	25,697	14%
	<b>OTHER CHARGES</b>	<b>822</b>	<b>30,000</b>	<b>4,303</b>	<b>0</b>	<b>25,697</b>	<b>14%</b>
8510	BUILDING IMPROVEMENT		150,000	6,699		143,301	4%
8560	EQUIPMENT		20,000				
8562	COMPUTER EQUIPMENT	869	100,000	869		99,131	1%
8570	FURNITURE/FIXTURES	224	10,000	224		9,776	2%
	<b>FIXED ASSETS</b>	<b>1,092</b>	<b>280,000</b>	<b>7,792</b>	<b>0</b>	<b>252,208</b>	<b>3%</b>
9000	APPR FOR CONTINGENCIES		25,000		0	25,000	0%
	<b>TOTAL EXPENDITURES</b>	<b>1,312,100</b>	<b>16,898,290</b>	<b>5,247,913</b>	<b>0</b>	<b>11,630,377</b>	<b>31%</b>



<b>Agenda Item</b>			
<b>Information/Action</b>	<b>Commission Meeting Date</b>	<b>Regular/Executive Meeting</b>	<b>Agenda Item No.</b>
<b>Discussion</b>	<b>12.7.09</b>	<b>Regular</b>	<b>9.2</b>

**SUBJECT**

Policy Update and Development Project

---

**RECOMMENDED ACTION**

No action; provide direction and feedback to staff on list of policies and priorities.

---

**DRAFT ACTION**

None

---

**BACKGROUND**

The Library Management Team has compiled a list of policies, which fall into 3 categories:

- Policies we have that need no revision.
- Policies we have that need revision.
- Policy areas where none exists.

Our intent is to use this list as a working table of contents (ToC) for the Library's Policy Manual, which would be posted on the staff intranet. The Table of Contents would link to the policies that have been adopted and would also provide some information about those that are under review and/or being developed. Individual policies would have links to the appropriate library procedures.

We have prioritized the policies that need to be written or revised for your review and feedback. Our plan is to develop project plans for each of those priorities and share them with you at the January meeting.

Also included is the list of working definitions that we suggest using as we work on policies.

We believe that the ToC will evolve over time as we add, delete and modify the policies. We hope that the definitions will be part of a document that is the preface to the policy manual.

---

**FUTURE BOARD ACTIONS**

Review project plans, monitor progress, review recommendation in first reading, and adopt in the second reading.

---

**FISCAL IMPACT**

Some of the policies may have financial implications

---



<b>Agenda Item</b>			
<b>Information/Action</b>	<b>Commission Meeting Date</b>	<b>Regular/Executive Meeting</b>	<b>Agenda Item No.</b>
<b>Discussion</b>	<b>12.7.09</b>	<b>Regular</b>	<b>9.2</b>

**POLICY ISSUES**

All.

---

**ATTACHMENTS**

Document #9.2.1 (12.7.09) Policy Manual Table of Contents

Document #9.2.2 (12.7.09) Recommended Policy Priorities

Document # 9.2.3 (12.7.09) Definitions and Levels of Approval (Discussion Draft)

SONOMA COUNTY LIBRARY  
POLICY MANUAL TABLE OF CONTENTS  
(For Library Commission Discussion – 12.7.09)

A guide to the abbreviations is at the end of the document.

<b>Section/ Status</b>	<b>Policy Number</b>	<b>Policy</b>	<b>Responsible Division</b>
<b>1.</b>	<b>Governance &amp; Organizational Structure</b>		ESD for the Entire Section
Yes	1.1.	<b>Joint Powers Agreement</b>	
	1.2.		
Yes	1.3.	<b>Library Commission Bylaws</b>	
	1.4.		
No	1.5.	<b>Library Advisory Boards</b>	
	1.6.		
No	1.7.	<b>Support Groups (i.e., Friends &amp; Foundation, Wine Library Associates)</b>	
	1.8.		
Yes	1.9.	<b>Library Organization Chart</b>	
	1.10.		
Yes	1.11.	<b>Library Mission Statement</b>	
<b>2.</b>	<b>Management (or General &amp; Administrative)</b>		
	2.1 (P)	<b>Financial Policies</b>	ASD
In process	2.2 (P)	<b>Safety, Emergencies &amp; Disasters</b>	ASD
	2.3 (P)	<b>Personnel</b> (listed in priority order)	ASD/HR
Yes	2.31	Current Union Memorandum of Understanding w/ Addenda	
Yes	2.3.2	Policies for Library Management Employees	
Yes	2.3.3	Letter of Agreement for Confidential Employees	
Yes	2.3.4	Employee Handbook	
Revision	2.3.5	Sexual Harassment Policy	
In process	2.3.6	Employer-Employee Relations	
No	2.3.7	Performance Management	
No	2.3.8	Equal Employment Opportunity	

<b>Section/ Status</b>	<b>Policy Number</b>	<b>Policy</b>	<b>Responsible Division</b>
Revise	2.3.9	Drug-Free Workplace	
No	2.3.10	Technology Use	ESD/IT/HR
No	2.3.11	Romantic Relationships	ASD/HR
No	2.3.12	Professional Conflicts of Interest	ASD/HR
No	2.4	<b>Facilities Management</b>	ESD/ASD
No	2.5	<b>Library Statistics</b>	ESD
No	2.6	<b>Signage</b>	ESD
No	2.6	<b>Displays, Exhibits &amp; Bulletin Boards</b>	ESD/PSD
Revise	2.8	<b>Distribution of Non-Library Materials</b>	ESD/PSD
No	2.9	<b>Confidentiality of Library Records</b>	ESD
No	2.10	<b>Surplus Property</b>	ASD
Revise?	2.11	<b>Gifts (non-money/non-book)</b>	ESD/LMT
No	2.12	<b>Communications, Public Relations &amp; Marketing</b>	ESD
No	2.13 (P)	<b>Volunteers</b>	ESD/LMT
No	2.14	<b>Grants</b>	ESD/LMT
No	2.15	<b>Committees</b>	ESD/LMT
<b>3.</b>	<b>CUSTOMER SERVICE</b>		
No	3.1 (P)	<b>Customer Service</b>	ESD/PSD
Yes	3.2(P)	<b>Standards of Behavior<sup>1</sup></b>	
Yes	3.3	<b>Enforcement of Standards of Behavior</b>	
Ready	3.4 (P)	<b>Smoking Regulations (Santa Rosa First)</b>	
Revise	3.5	<b>Unattended Children</b>	PSD/CSC

<sup>1</sup> Awaiting tweaking for Internet policy & theft issue.

<b>Section/ Status</b>	<b>Policy Number</b>	<b>Policy</b>	<b>Responsible Division</b>
<b>4.</b>	<b>COLLECTIONS &amp; INFORMATION RESOURCES</b>		
In process	4.1 (P)	<b>Collection Management</b>	PSD/CM/CSC
No	4.2	<b>Cataloging</b>	MMD
<b>5.</b>	<b>PUBLIC SERVICES</b>		
No	5.1	<b>Children's Services</b>	PSD
No	5.2	<b>Adult Services</b>	
Yes	5.3	<b>Reference Services</b>	
No	5.5	<b>Interlibrary Loan</b>	
Yes	5.6	<b>Programming</b>	
	5.7	<b>Special Collections</b>	ESD/PSD
Yes	5.7.1	History & Genealogy Collections	
No	5.7.2	Wine Library	
Yes	5.8	<b>Circulation<sup>2</sup> Services</b>	
<b>6.</b>	<b>ONLINE SERVICES</b>		
Revise	6.1* (P)	<b>Public Internet</b>	ESD/IT
Revise	6.2* (P)	<b>Public Computer Use</b>	ESD/IT
No	6.3	<b>Social Media Policy</b>	
<b>7.</b>	<b>USE OF FACILITIES</b>		
Revise	7.1	<b>Meeting Room</b>	ESD/PSD
Revise	7.2 (P)	<b>Serving Alcohol</b>	ESD

Abbreviations: ASD-Administrative Services Division; ESD-Executive Services Division; MMD-Materials Management Division; PSD-Public Services Division; IT-Information Technology Unit; CM-Collections Manager; CSC-Children's Services Coordinator; HR-Human Resources Manager; LMT-Library Management Team.

(P) indicates that the policy is a priority.

<sup>2</sup> Requires review in early 2010

**FOR DISCUSSION – POLICY PRIORITIES**  
**Library Management Team Recommendations**

Proposed Number	Policy	Lead Division/Lead Person
2.1	Financial Policies	ASD/EA
2.2	Safety, Emergencies & Disasters	ASD-??
2.3	Personnel	ASD/PP
2.3.5	Sexual Harassment Policy	
2.3.6	Employer-Employee Relations	
2.3.7	Performance Management	
2.3.8	Equal Employment Opportunity	
2.3.9	Drug-Free Workplace	
2.3.10	Technology Use	ESD/IT/HR
2.3.11	Romantic Relationships	ASD/HR
2.3.12	Professional Conflicts of Interest	ASD/HR
2.3.13	Volunteers	ESD/LMT
3.1	Customer Service	ES with PSD/KO with Doug Cisney?
3.2	Standards of Behavior (tweaking)	ES/Sandy with BAC
3.4	Smoking Regulations (Santa Rosa)	ES/Sandy with committee
4.1	Collection Management	PSD/Kathy Den & Dew
6.1	Public Internet	ES w/ IT/Sandy
6.2	Public Computer Use	ES w/IT/Sandy
7.2	Serving Alcohol	ES/Sandy

Discussion Draft  
Definitions & Levels of Approval

*Note: These definitions are provided for information and discussion by the Library Commission. The ultimate goal is to have a policy and procedure on policy development, and these definitions would be part of that document.*

1. Policy Statement  
A brief, written statement that describes *why* the Library does something. Policy statements are written from the point of view of library users and the general public and approved by the Library's governing authority.
2. Regulations  
A specific, written rule that further defines a policy, describing *what* must be done to support the policy. Regulations are normally approved by the Library's governing authority.
3. Criteria for Determining if Something is a Policy Requiring Library Commission Approval:
  - 3.1. Defines key concepts that enable the library to provide equitable public library service.
  - 3.2. Provides a legal framework for the library's delivery of services.
  - 3.3. Has potential legal, financial, or political implications.
  - 3.4. Is essential to the assure that the Library:
    - 3.4.1. delivers excellent, accessible free public library services;
    - 3.4.2. is a responsible steward of public funds;
    - 3.4.3. has elements in place to support excellent working conditions for staff;
    - 3.4.4. is well-managed by defining expectations for management practice.
  - 3.5. Is directly related to the Commission's responsibility for governing the library.
4. Standard Operating Procedures
  - 4.1. Are developed internally under the guidance of the Library Management Team.
  - 4.2. Describe a repetitive process created to achieve a specific goal.
  - 4.3. Includes a goal, purpose, scope, assignment of responsibility, and definitions followed by the steps required to carry out the process.



<b>Agenda Item</b>			
<b>Information/Action</b>	<b>Commission Meeting Date</b>	<b>Regular/Executive Meeting</b>	<b>Agenda Item No.</b>
<b>Action</b>	<b>12.2.09</b>	<b>Regular</b>	<b>10</b>

**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 Cloverdale Regional Library Advisory Board Youth Position for a new two-year term ending June 30, 2011.**

**I MOVE, BY RESOLUTION, THAT THE SONOMA COUNTY LIBRARY COMMISSION APPOINT \_\_\_\_\_ to the vacant position on the Cloverdale Regional Library Advisory Board for a term ending June 30, 2013.**

---

**BACKGROUND**

The following appointments are ready to be made:

- Cloverdale Library Advisory Board – Youth Position – New position for a two-year term expiring June 30, 2011.
  - Cloverdale Library Advisory Board – Vacant Position – Term expires June 30, 2013.
- 

**FUTURE BOARD ACTIONS**

None

---

**FISCAL IMPACT**

None

---

**POLICY ISSUES**

None

---

**ATTACHMENTS**

None