



**LIBRARY COMMISSION AGENDA
WORKSHOP SESSION & REGULAR MEETING**

Tuesday, January 26, 2010 at 9:30 a.m.
Petaluma Regional Library, 100 Fairgrounds Drive, Petaluma, CA 94952

1. CALL TO ORDER

2. ANNOUNCEMENTS AND INTRODUCTIONS

PART 1: BUDGET WORKSHOP SESSION

3. This workshop is designed to:

- Provide information on property tax assessment requirements, trends and issues
- Discuss the budget projections for the final six months of the current fiscal year
- Provide instructions to staff on revenue assumptions & potential changes to expenditures for FY 2010-2011.

3.1. Requirements, Trends & Issues In Property Taxes – Bill Rousseau, Deputy Tax Assessor

3.2. FY 2009-2010 Mid-Year Adjustments for Revenue & Expenditures (2 Documents)

3.2.1. Proposed Adjustments

3.2.2. Fund Balance

3.3. Budget Background Information (Documents in process)

3.3.1. Process/schedule

3.3.2. RFID vs. Bar Code Costs

3.4. FY 2010-2011 Budget Discussion (Documents in process)

PART 2: REGULAR MEETING

4. APPROVAL OF MINUTES

4.1. Minutes of the December 7, 2009 Regular Meeting (1 Document)

5. CORRESPONDENCE

6. PUBLIC APPEARANCES

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

7. CONSENT CALENDAR

These matters include routine financial and administrative actions that may be approved by a consensus. Any Commission member may remove an item from the Calendar and have it placed with the action items.

7.1. Claims over \$7,000

7.2. Claims over \$2,000

8. ACTION ITEMS BY RESOLUTION

8.1. Revise Behavior Policy (2 Documents)

8.1.1. Resolution

8.1.2. Proposed Revision – Policy on Standards of Behavior

9. ACTION ITEMS BY MOTION

9.1. Approval of mid-year budget revisions

9.2. Designate Agency Negotiator

9.3. Change in meeting schedule

10. DISCUSSION ITEMS

- 10.1. Management Report (2 Documents)
Note: The revenue and expenditures to date are reported in
 - 10.1.1. Progress on Priorities, Issues & Challenges
 - 10.1.2. Quarterly Report on Gift & Donations
 - 10.1.3. Other Updates

- 10.2. Policy Development Process & Project Plans (2 Documents)
 - 10.2.1. Policy Development: Key Concepts & Guidelines
 - 10.2.2. Policy Development: Project Plan Overview

11. LIBRARY ADVISORY BOARDS

- 11.1. Ready for Appointment
 - 11.1.1. Cloverdale Library Advisory Board – Youth Position – New Position. Term expires June 30, 2011.
 - 11.1.2. Cloverdale Library Advisory Board, Vacant Position. Term expires June 30, 2013.

12. COMMISSION MEMBER INFORMATION ITEMS

13. CLOSED SESSION

- 13.1. Pursuant to California Government Code §54957 to meet with Conference with agency labor negotiator (Brown Act, §54957.6)
Agency negotiator: TBD
Employee organization: SEIU Local 1021

14. OPEN SESSION

- 14.1. Pursuant California Government Code §54957.1. Report on Closed Session

15. DATE AND TIME OF NEXT MEETING

Meeting: FY 2009-2010 Budget Workshop #2
Date: TBD Time: 9:30 a.m.
Location: Healdsburg

16. ADJOURNMENT

By acclamation

Agenda support materials are available in the Library Administration Office, Third and E Streets, Santa Rosa, after 3:30 p.m. on Thursday, January 21, 2010. They will also be available on the Library's web site <http://www.sonomalibrary.org/agenda/>.

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	01.26.10	Regular	4

SUBJECT

December Meeting Minutes

RECOMMENDED ACTION

APPROVE Minutes of December 7, 2009 meeting.

DRAFT MOTIONS

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the minutes of the regular meeting on December 7, 2009, as presented. (or, as corrected)

BACKGROUND

None

FUTURE BOARD ACTIONS

None

FISCAL IMPACT

None

POLICY ISSUES

None

ATTACHMENTS

Document #4.1.1 – Draft Minutes

1
2
3 **Sonoma County Library**
4 **Minutes of the Library Commission**
5 **December 7, 2009**

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

7
8 **CALL TO ORDER**

9 The Sonoma County Library Commission met in regular session. Chair Lynch called
10 the meeting to order at 7:00 p.m. in the Central Santa Rosa Library Board Room.

11
12 Commissioners present: Arnold, Bennett, Dell’Osso, Freis, Lynch, Kelley, and May.

13
14 Staff present: Library Director Sandy Cooper; Public Services Division Manager Kiyo
15 Okazaki; Administrative Services Division Manager Elissa Alfano; Human Resources
16 Manager Patrick Preston; IT Co-Team Leader Denise Lewers; and Administrative Aide
17 Stephanie Kunkle.

18
19 Guests and observers were SEIU 1021 Union Representative Paul Carroll and Sonoma
20 County Tobacco Education Coordinator Kerry Andrade.

21
22 **ANNOUNCEMENTS AND INTRODUCTIONS**

23 Chair Lynch introduced Kerry Andrade, the County’s Tobacco Education Coordinator,
24 who was instrumental in developing the policy on smoking.

25
26 **APPROVAL OF MINUTES** – Minutes for the Commission Meeting of November 2, 2009.

27 **M/S/C (May/Dell’Osso)** moved that the Sonoma County Library Commission approve
28 the minutes of the November 2, 2009 meeting as presented.

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

30 **ABSTAIN (1):** Bennett

31
32 **CORRESPONDENCE & PRESS COVERAGE**

33 The Commissioners reviewed the correspondence and newspaper clipping folders,
34 which included several letters to the editor about the Library furlough and closure in
35 December. Commissioner Bennett brought two clippings regarding the City of Los
36 Angeles revenue and projection for the next 3 years, noting that their current deficit was
37 \$97 million and the three-year projection was \$1 billion.

38
39 **PUBLIC APPEARANCES**

40 There were no public appearances.

41
42 **CONSENT CALENDAR**

43 There were no objections, so Chair Lynch declared the items approved.

44
45 **ACTION ITEMS BY RESOLUTION**

46 **7.1 Policy on Smoking on Library Premises**

47 Chair Lynch invited Kerry Andrade to join the Commission at the table. The Library

1 asked Sonoma County Tobacco Education Coordinator Kerry Andrade, with the
2 assistance of an advisory committee made up of staff, to draft a policy on smoking and
3 to suggest procedures. The advisory committee, consisting of Nancy Cimino and Del
4 Guidinger - Central; Ginny Gustin - Northwest; and Anne Marie Murphy - Rincon Valley,
5 charged with preparing recommendations for eliminating smoking on the premises of all
6 three Santa Rosa libraries—Northwest, Rincon Valley, and the Central Library. They
7 considered a number of issues including traffic patterns, bus stops, and ashtray
8 locations near buildings.
9

10 The policy gives the Library Director the authority to designate a smoking area for staff
11 on the Library premises, taking into consideration the need to provide a smoke-free
12 environment for non-smokers.
13

14 Commissioner Dell'Osso suggested that the policy be implemented throughout the
15 County. Director Cooper said that the Library would be expanding the regulations city
16 by city to be consistent with local non-smoking ordinances.
17

18 The Commission thanked Andrade for all her help with the smoking policy.
19

20 **M/S/C (Kelley/Freis)** moved that the Sonoma County Library Commission adopt the
21 policy on smoking on Library premises.

22 AYES (6): Arnold, Bennett, Dell'Osso, Freis, Kelley, Lynch, May
23

24 **ACTION ITEMS BY MOTION**

25 **8.1 Approve 2010 Library Commission Meeting Schedule**

26 The schedule of meeting dates for 2010 was discussed at the last Commission
27 meeting on December 7, 2009. Annually, the Commission approves a schedule for
28 the following year.
29

30 Commissioner Kelley commented that the Santa Rosa Libraries Advisory Board had
31 not yet been invited to a Commission meeting. Director Cooper said we would do that
32 later.
33

34 **M/S/C (May/Kelley)** moved by resolution that the Sonoma County Library
35 Commission approve the 2010 Library Commission Meeting Schedule as presented.

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

38 **DISCUSSION ITEMS**

39 **9.1 Management Report**

40 **9.1.1. Progress on Priorities, Issues & Challenges**

- 41 • Chair Lynch commented on the lovely special retirement celebration honoring eight
42 retirees, which was held on Sunday, December 6, in the Central Library Forum
43 Room. She expressed her thanks to Public Services Manager Kiyo Okazaki for all.
44
- 45 • Commissioner Bennett asked about Desktop 2.0. Director Cooper said that it was
46 an upgrade to the software that manages public computers. Users must now have a
47 valid library card (including fines under the limit) and use their PIN to log in. Users

1 must also agree to a pilot "Acceptable Use Agreement" before they can log on to the
2 computer. As a result of these new requirements, some problem patrons have
3 stopped visiting the Library to use the computers; and staff does not have to spend
4 as much time managing problems with public computer users.
5

6 **9.1.2. Year-to-Date Revenue and Expenditures**

- 7 • Administrative Services Manager Alfano said that she has asked the County's
8 property tax manager to provide updated property tax projections for this fiscal year
9 as soon as possible. They anticipate being able to provide us with that information
10 the week of January 11
11
- 12 • Commissioner Kelley asked about totally eliminating paper documents for the
13 Library Commission. Director Cooper commented we already reduced the volume
14 of documents distributed in the last two months by putting the agenda and
15 documents on the Internet. The only copies made now are for Management and the
16 Commissioners; however, the Commission will still receive paper copies so they
17 have copies for their files. Commissioner Dell'Osso commented that he appreciated
18 printing on double-sided pages for the agenda and all documents as much as
19 possible.
20
- 21 • Commissioner Bennett questioned the expenditures in line number 6040 –
22 Communications and Data Lines. Staff explained that the funds are for pay phones
23 in the libraries. He asked if the Library can eliminate all remaining pay phones.
24 Director Cooper said staff would be happy to provide more information on the issue
25 at the next meeting.
26
- 27 • Commissioner Kelley asked what line 7000 Special Department was used for.
28 Director Cooper explained it was for library supplies, including items used to process
29 materials and RFID tags.
30

31 **9.1.3. Other Updates**

- 32 • Retirements/Staffing Changes: Library Director Cooper noted that the Commission
33 received an emailed copy of the Administrative Memo routing staffing changes that
34 will be implemented on January 4, 2010, in response to the upcoming retirements.
35 She also said that staff are excited about the changes, which provide them with
36 opportunities to work in new locations as well as learn new skills.
37
- 38 • MTO/Closure Planning & Communications: Director Cooper discussed the
39 upcoming mandatory time off/closure planning and communications. The *Press*
40 *Democrat* published a schedule of upcoming closures including the library.
41 Commissioner Freis asked if there had been any outreach to the schools. The
42 Library Director commented that Children's Services Coordinator Kathy DeWeese
43 had distributed a letter to all schools with closure information.
44
- 45 • Internet Policies: The Commission reviewed recent incident reports on use of the
46 Library's public computers. Library Director Cooper reported that the staff will wait

1 until all the branches have Desktop 2.0 and have an opportunity to pilot the new
2 approach to dealing with Internet problems before work on a new policy begins.
3

- 4 • Proposition 1A: The bonds have been sold and our application had been accepted.
5
- 6 • Preston Collection: Director Cooper commented on the continuing interesting
7 mystery surrounding the Preston Collection. Staff has now consulted with all of the
8 former library directors, other former staff and Foundation members. No one seems
9 to know about the items. The Cloverdale LAB suggested that the items might be
10 from former Commissioner Jo Morse and her husband, so staff is following up on
11 that lead.
- 12
- 13 • Service Awards: Director Cooper updated the Commission on planning for the
14 special Service Awards ceremonies, which will be held at the branches.
15

16 **9.1.4. Creating a Commission Website for Members**

17 The Commissioners support the idea of having access to a password-protected web
18 site so they can have access to a variety of Commission documents.
19

20 Question: What is the status of the Biz Blog following Dana Evans 'retirement?
21 Kathy Dennison will be maintaining the site at a minimal level until staff can decide
22 how to continue the service.
23

24 **9.2 Library Policy Manual – Working Outline, Definitions & Priorities**

25 Director Cooper introduced the working table of contents for a policy manual.

26 The Library Management Team (LMT) indicated the priority policies that need to be
27 written or revised. If the Commission supports the priorities as presented, the LMT will
28 prepare project plans for each priority and share them with the Commission at the
29 January meeting. Commissioner Dell'Osso offered to provide samples of similar
30 policies from the National Park Service. The Commission suggested several policies
31 that should be added to the list of priorities—and agreed to the priorities with minor
32 changes.
33

34 The Library Director also called the Commission's attention to the proposed definition of
35 terms, which will be part of a future "policy on policies."
36

37 **LIBRARY ADVISORY BOARDS**

38 **10.1 Ready for Appointment**

39 Commissioner Bennett said that he was not ready to recommend appointments to the
40 new Cloverdale youth member or the replacement for the vacant position in Cloverdale.
41

42 **CLOSED SESSION**

43 The Library recessed to closed session at 8 p.m. to consider the Library Director's
44 performance evaluation (Government Code 54957).
45
46
47

1 **OPEN SESSION**

2 The Commission reconvened in open session at 8:23 p.m. Chair Lynch reported that
3 the Commission reviewed the Library Director's revised priorities.
4

5 **COMMISSION MEMBER INFORMATION ITEMS**

6 Commissioner Freis had nothing to report.
7

8 Commissioner Bennett had two requests: (1) that staff provide the Commission with
9 information on revenue projections as they are available and (2) that management
10 provide the Commission with the cost of the option to use self-check with bar codes
11 rather than RFID. He is concerned about the imbalance in the available technology
12 among the branches. The Library Director said that staff would be happy to provide
13 him with that information. He went on to report that he had seen former
14 Commissioner Helen Hintereder, who is doing well, and that the Wine Library was
15 sponsoring an author program at the same time as the Commission meeting.
16

17 Commissioner Dell'Osso reported:

- 18 • That the harpist Diana Rowan is going to be performing at the Library on December
19 12 at 2 p.m.
20

21 Commissioner May reported:

- 22 • That the Petaluma Friends had a book sale and that Petaluma's annual volunteer
23 lunch would be held the next day.
24

25 Commissioner Lynch reported:

- 26 • That Guerneville had a serious leak that has been repaired.
27 • That Sebastopol Friends had a book sale, and a Library Advisory Board meeting has
28 been re-scheduled from November 22 to December 9.
29

30 Commissioner Kelley reported:

- 31 • That the Central Library is hosting *Gingerbread House* program this month. One
32 hundred fifty children attended the same program last year.
33

34 Commissioner Arnold reported:

- 35 • That on December 16, part of the City Council meeting will include a discussion of
36 capital improvements.
37 • That the Friends' book sale in Sonoma made \$13,000.
38 • That she would like the Library to explore: celebrating National Library Week in April
39 2010; providing a CALTAC workshop on leadership for library boards, which is free;
40 and adopting a fund-raising effort by asking people to "adopt a magazine."
41

42 **DATE AND TIME OF NEXT MEETING**

43 Meeting: Regular Commission Meeting and Budget Workshop #1

44 Date: Tuesday, January 26, 2010

45 Time: 9:30 a.m.

46 Location: Petaluma Community Room, Petaluma Regional Library
47

1 **ADJOURNMENT**

2 The meeting adjourned at approximately 8:44 p.m. by acclamation.

3

4

5

Clerk



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Consent	1.26.10	Regular	7

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 #7.1: Authorize payment of claims over \$7,000 or more.

There are no claims over \$7,000 at this time.

Item #7.2: Review expenditures over \$2,000

FUTURE BOARD ACTIONS

None.

FISCAL IMPACT

Expenditures are consistent with the Library's budget.

POLICY ISSUES

None.

ATTACHMENTS

Document #7.2.1: Expenditures over \$2,000

**SONOMA COUNTY LIBRARY – CLAIMS OVER \$2,000
PAID BEFORE JANUARY 13, 2010**

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 - Dec 09
Airco Commercial Services, Inc.	\$4,180.00	Quarterly Maintenance 8 Sites 01/01/10 - 03/31/10
AT&T	\$3,633.32	Phone lines/Fax Lines All Branches - Nov 09
AT&T	\$3,760.10	Phone lines/Fax Lines All Branches - Dec 09
City of Santa Rosa	\$3,038.00	Monthly Re-Occurring Parking Charges - Nov 09
City of Santa Rosa	\$3,038.00	Monthly Re-Occurring Parking Charges - Dec 09
DN Security Services, Inc.	\$4,529.39	Security Guard for Central Library - Nov 09
GPM	\$4,595.00	Postage & Mailing Service for Newsletter
Grainger	\$3,321.58	Electrical & Janitorial Supplies Oct 09
Grainger	\$3,309.48	Electrical & Janitorial Supplies Nov 09
Infinity Communications & Consulting	\$4,537.50	E-rate Discount Application Preparation
Kapco	\$2,604.79	Supplies for Materials Management
MNJ Technologies	\$3,077.58	24 Monitors for Public and Staff PC's
OCLC, Inc.	\$2,976.64	Cataloging, Metadata, Resource Sharing & ILL
Office Depot	\$4,407.45	All Branches Office Supplies - Nov 09
PG&E	\$22,800.98	Services - 09/25/09 - 11/17/09 (Includes a one-time Electric Credit)
PG&E	\$31,004.13	Services - 10/24/09 - 12/17/09
Recorded Books	\$4,176.70	Supplies for Materials Management
The Lab	\$2,695.75	Photo Grant - Scans/Prints/Copies (History & Genealogy)
U.S. Postal Service	\$2,000.00	Postal Meter Refill - Jan 2010
Universal Building Services	\$16,422.00	Janitorial Services for All Branches - Nov 09
Universal Building Services	\$16,422.00	Janitorial Services for All Branches - Dec 09
Xerox	\$2,651.81	Copier Leases/Usage - Nov 09
TOTAL	\$153,253.20	



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	1.26.10	Regular	8.1

SUBJECT

Action by Resolution – Revised Standards of Behavior Policy

RECOMMENDED ACTION

ADOPT the policy by resolution.

DRAFT MOTION

I MOVE BY RESOLUTION THAT THE SONOMA COUNTY LIBRARY COMMISSION ADOPT the revised policy establishing standards of behavior for visitors to library premises.

BACKGROUND

This revision contains two minor changes in the existing policy to give staff the authority to deal with theft of library materials and inappropriate use of public computers and personal laptops:

- Currently, the Library does not have a policy to address the theft of library materials. The Behavior Advisory Committee (BAC) recommends adding the word “theft” to the policy and is developing procedures to help staff deal with situations when patrons do not check out materials.

The Library has installed security gates at the Rohnert Park-Cotati Library that use RFID to confirm that an item has been checked out. The policy revision and new procedures will make it possible for staff to activate the gates. In the future, the Library Management Team plans to add new security gates at all libraries when it is feasible.

- The addition of the wording referring to the Library’s policies on appropriate use of computers will enable us to use the Standards to enforce updates to the Library’s policies on use of the internet and related topics.

The format presented for adoption is the standard format for Library policies; however, the public version will continue to be available as a brochure (sample of current version is enclosed).

The text on the back panel of the brochure includes the enforcement policy, which is another document, and other text that is for information only.



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	1.26.10	Regular	8.1

FUTURE BOARD ACTIONS

Adopt updated policies governing the use of the Internet, public computers, and personal laptops.

FISCAL IMPACT

None.

POLICY ISSUES

ATTACHMENTS

Document #8.1.1 – Resolution Adopting the Policy
 Document #8.1.2 - Standards of Behavior Policy

SONOMA COUNTY LIBRARY COMMISSION

RESOLUTION NO.

RESOLUTION ADOPTING REVISED POLICY ON STANDARDS OF BEHAVIOR

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, under the authority granted by the Joint Powers Agreement, the Sonoma County Library Commission determines all Library policies, including those governing public behavior on the premises of all public libraries in the County; and

WHEREAS, the *Standards of Behavior Policy* establishes rules for the behavior of visitors to the library premises; and

WHEREAS, the current *Standards of Behavior Policy* does not address the theft of library materials or the inappropriate use of public computers and personal laptops.

NOW, THEREFORE, BE IT RESOLVED, THAT the Sonoma County Library Commission adopts the revised *Standards of Behavior Policy* with regulations addressing theft of library materials and inappropriate use of public computers and personal laptops.

PUBLIC SERVICES DIVISION –			
Policy Number	Subject	Date Adopted	Effective Date
TBD	STANDARDS OF BEHAVIOR		

1
 2 **I. PURPOSE**
 3 The purpose of this policy is to ensure a positive library experience for everyone who
 4 visits any Sonoma County Library.

- 5
 6 **II. POLICY**
 7 A. The Sonoma County Library welcomes everyone.
 8 B. Everyone who visits the Library has a right to quality library service in an
 9 atmosphere that is calm, safe, and free of disturbances from others.
 10 C. All Library visitors are expected to be considerate of others.
 11 D. Failure to comply with these standards may result in loss of Library privileges.
 12 E. The Library retains the right to take any action necessary to ensure a safe and
 13 appropriate environment for everyone.

- 14
 15 **III. REGULATIONS**
 16 A. The Library is expected to be a safe place for everyone who visits. Library
 17 visitors shall:
 18 1. Obey the requests of a Library staff member or Library security officer.
 19 2. Follow all laws (including, but not limited to, those regarding theft, weapons,
 20 illegal or controlled substances, alcohol or drugs, sexual activity, harassment,
 21 and behaving in a threatening or abusive manner).
 22 3. Follow all Library policies.
 23 4. Maintain a safe environment for children by:
 24 a. Ensuring that a qualified caregiver over the age of 14 closely supervises
 25 all children under the age of 8.
 26 b. Making certain that children do not engage in unsafe activities, including,
 27 but not limited to, swinging, climbing, or standing on furniture and
 28 equipment.
 29 5. Not smoke or use any tobacco products anywhere on the Library’s property,
 30 including interior and exterior spaces.
 31 6. Not using wheeled devices in the Library:

- 1 a. The only exceptions are assistive devices used by disabled visitors and
2 strollers for children.
- 3 b. Small, wheeled devices may be carried into the Library if they do not block
4 aisles and can be stored under tables (e.g. carts, scooters, skateboards,
5 and skates).
- 6 c. All bicycles should be secured on outside racks, away from doors and
7 book drops. Library staff may remove bicycles not secured on the racks
8 provided.

9
10 B. All Library visitors are expected to use the Library appropriately and with respect.

11 Library visitors shall:

- 12 1. Use the Library's facilities, materials, and furnishings as intended. Theft,
13 malicious damage and/or destruction of Library property are violations of the
14 law.
- 15 2. Leave furniture in its place. Avoid putting feet on the furniture or sitting on
16 any furniture other than a chair or couch.
- 17 3. Animals are not allowed in the Library, with the exception of service animals
18 on duty or in training and animals that are part of library-approved events. Do
19 not tether pets near library entrances or book drops.
- 20 4. Use the Library's restrooms as intended; do not use them for bathing,
21 shaving, washing hair or laundry, or changing clothes.
- 22 5. Leave all food and drink outside the Library (capped water bottles and/or
23 baby's sippy cups excepted).
- 24 6. Follow all staff instructions:
 - 25 a. Stay in public areas of the Library unless accompanied by a staff person.
 - 26 b. Vacate the Library at closing time and during emergency situations.
 - 27 c. Do not enter the building when the Library is closed.

28
29 C. All visitors shall help create an environment that allows everyone to enjoy visiting
30 the Library by:

- 31 1. Keeping noise levels down to avoid disturbing others by:

- 1 a. Lowering voices.
- 2 b. Using headphones on low volume.
- 3 c. Silencing ringing or other sounds created by cell phones and other
- 4 electronic devices.
- 5 2. Behaving in a manner that does not interfere with another person's ability to
- 6 use and enjoy the Library. Unacceptable behaviors include, but are not
- 7 limited to:
- 8 a. Soliciting.
- 9 b. Begging.
- 10 c. Selling.
- 11 d. Sleeping on the premises, including entry areas and patios.
- 12 3. Using public computers or personal laptops in a manner that is inconsistent
- 13 with the Library's mission and policies.
- 14 4. Keeping personal items with them at all times. Library staff may remove
- 15 unattended items.
- 16 5. Not monopolizing library space, seating, tables, or equipment.
- 17 6. Not unpacking personal belongings that are not necessary for library use.
- 18 7. Leaving aisles, walkways, and entrances open.
- 19 8. Storing large packages or personal effects out of the way of other library
- 20 users.
- 21 9. Dressing appropriately. Inappropriate attire includes, but is not limited to,
- 22 bare feet, bare chests, clothes that are unbuttoned or unzipped, or being
- 23 attired in any way that is disruptive to Library users and staff.
- 24 10. Maintaining good personal hygiene so that body odor and excessive use of
- 25 scented products are not offensive to others or cause allergic or asthmatic
- 26 reactions.
- 27 D. Library visitors are encouraged to report inappropriate or questionable behavior
- 28 to Library staff or a Library security officer immediately.
- 29



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	1.26.10	Regular	9.1

SUBJECT

Mid-year budget adjustments

RECOMMENDED ACTION

Approve mid-year budget adjustments

DRAFT ACTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the mid-year budget adjustments to reflect the new property tax projections and other information now available to the Library Commission.

BACKGROUND

Approval will update the budget to reflect current conditions.

During the Budget Workshop, the Library Commission will review the revenue and expenditures to date, the revised revenue projections, and the Library Management Teams recommendations for adjustments to this fiscal year's budget.

The background documents are included in those items prepared for the Budget Workshop Session.

FUTURE BOARD ACTIONS

FISCAL IMPACT

Approving the budget modifications will allow staff to manage a budget that reflects updated information.

POLICY ISSUES

ATTACHMENTS

Pertinent documents are part of the information provided for the budget workshop session.



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	1.26.10	Regular	9.2

SUBJECT

Designate agency negotiator (s)

RECOMMENDED ACTION

DESIGNATE agency negotiator(s)

DRAFT ACTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION DESIGNATE Patrick Preston as the agency negotiator for the purpose of negotiations with SEIU Local 1021.

BACKGROUND

The Commission must designate their official negotiator(s) for negotiations with SEIU. Staff recommends that Patrick Preston be the official designated negotiator.

In addition to Patrick Preston, Elissa Alfano will continue to serve a member of the Labor-Management Committee (LMC) representing management with the option to excuse herself from meetings that do not cover financial issues. Jaime Anderson will join the LMC as a third management representative.

FUTURE BOARD ACTIONS

FISCAL IMPACT

POLICY ISSUES

ATTACHMENTS

None



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	1.26.10	Regular	9.3

SUBJECT

Library Commission Schedule Adjustment

RECOMMENDED ACTION

APPROVE schedule adjustment

DRAFT ACTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the following adjustments to its meeting schedule:

- Cancel Library Commission Budget Workshop #2 scheduled for Tuesday, February 16 at 9:30 a.m. and the regular meeting scheduled for March 1 at 7:00 p.m.
- Reschedule the Budget Workshop #2 for 9:30 a.m. on Tuesday, March 2, to be held at the Healdsburg Regional Library.

BACKGROUND

This change will accommodate a change in the travel schedule for the Commission Chair and will also give the Library Management Team additional time to gather information to support the Commission's discussion at Budget Workshop #2.

FUTURE BOARD ACTIONS

FISCAL IMPACT

POLICY ISSUES

ATTACHMENTS

None

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**SONOMA COUNTY LIBRARY
MANAGEMENT REPORT
PROGRESS ON PRIORITIES, ISSUES & CHALLENGES
December 1, 2009 - January 15, 2010**

PROGRESS ON PRIORITIES

Goal #1 – Library Management

Outcome 1.1: Streamline materials handling processes.

- *Members of the Management Team briefed interim Central Library Manager Nancy Sampson on the project to speed materials handling at the Central Library. The priority right now is to determine how we will reallocate staff work space in the office area on the main floor to make room for check-in and preparation for shelving of materials that are returned to the Central Library's circulation.*
- *The project to retrospectively RFID tag and branch sticker the collection is on hold until a new RFID Lead Worker is hired. We hope to continue the project in February at Cloverdale. (One of the two lead workers is the new Supervising Tech for Circulation at Rohnert Park-Cotati.)*

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

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.

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

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

- *The Library Management Team has worked on standardizing the policy development process, developing project plans for the priority policies, and exploring options to make the policy and procedure manual available to all staff online. Information on the policy development process and project plans is on the Commission's agenda for 1/16.*
- *We are working with the interim Central Library Manager to develop a plan for implementing the smoking regulations at the Central Library, including getting a consensus on a designated smoking area; consulting with the Santa*

1 Rosa Police Department to determine how they will help with the
2 implementation and enforcement; working with the security guard and
3 Central Library staff on their responsibility for implementation and
4 enforcement; and preparing permanent signage.
5

- 6 • The Behavior Advisory Committee prepared a draft of the proposed changes
7 in the Standards of Behavior to support staff in dealing with theft of library
8 material and to pave the way for the enforcement of the new Internet policy
9 when it is complete. The Branch Managers discussed the changes at their
10 January 13 meeting.
11
- 12 • We submitted a request for advice to County Counsel to determine the
13 changes are needed in the Library's policy on serving alcohol to meet current
14 legal requirements.
15
- 16 • Working with Will Soper, Elissa Alfano, and Sandy Cooper are working to
17 refine the list of financial policies that need to be written or revised and to
18 begin work on a few of the priority policies. Will will attend the Commission's
19 Workshop Session #2 to discuss financial policies.
20

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

- 23 • The LMT began a review of software to streamline the policy development
24 process as well as creating and maintaining an online policy and procedures
25 manual.
26

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

- 28 • No activity.
29

30 Outcome 1.8: Maintain and improve the Library's information technology
31 systems and services.

- 32 • Graham Trettin completed the rollout of Desktop 2.0 in Windsor, Sonoma,
33 Petaluma and Rincon Valley. The Central Library is scheduled for early
34 February, and Rohnert Park-Cotati Regional Library will be completed in late
35 February.
36
- 37 • Phase I of the project to transition to a Microsoft network is complete, and all
38 staff at the Central Library are now using the new network. For Phase II, the
39 IT section is preparinig to migrate staff at all the branches to the new
40 network; and David Lightell is currently testing the move from the old
41 Novell/Groupwise to Microsoft Outlook, which will be part of Phase III.

42 Goal #2 – Library Services

43 Outcome 2.1: Provide a safe, secure and welcoming environment for staff and
44 patrons.

- 1 • *Branch managers continue to submit incident reports on any Internet use*
2 *problems, and we are testing and discussing different strategies for dealing*
3 *with patrons with laptops.*
4

5 *Outcome 2.2: Provide speedy access to the Internet for patrons and staff.*

- 6 • *Completed major work in 2008.*
7

8 *Outcome 2.3: Plan and implement projects to remodel libraries to implement*
9 *the new service model, integrate self-check technology and update the*
10 *appearance of each facility.*

- 11 • *No activity.*
12

13 *Outcome 2.4: Implement self-check systemwide as remodeling is completed.*

- 14 • *Windsor staff are developing plans to modify their work flow and add an*
15 *indoor bookdrop to help integrate the use of RFID at the circulation desk.*
16

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

- 18 • *Work continues on the update of the Library's collection management policy*
19 *and procedures.*
20 • *Staff have developed new selection procedures to help streamline processes*
21 *and save staff time; implementation will begin in February.*
22

23 *Outcome 2.6: Improve our public catalog.*

- 24 • *All planning is complete for the authority control project, which begins on*
25 *January 20.*
26

27 **ISSUES, CHALLENGES & OTHER ITEMS OF INTEREST**

28 *Retirements & Staffing Changes*

- 29
- 30 • *The retirements as a result of the retirement incentive were effective on*
31 *December 18, and the staffing shifts were implemented on January 4.*
32 • *Those staff whose assignments have been modified appear to be pleased*
33 *with the opportunities for learning new things and working in new*
34 *environments.*
35 • *There is only one problem that has surfaced thus far. We discovered that*
36 *the Rincon Valley Branch needs additional assistance on Thursday*
37 *afternoons from 3:00 p.m. until 6:00 p.m. The Management Team members*
38 *will take turns working at Rincon each week to help with that situation.*
39 • *We have resumed meetings of the Facilities Work Group (Sandy, Kiyo, and*
40 *Elissa with Tom Popenuck and David Tichava) to help with the transition*
41 *from three to two staff in Facilities Services.*
42
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44

1 *Mandatory Time Office (MTO)/Closure*

- 2 • In debriefing discussions following the closure, a consensus among staff
- 3 was that the entire process went smoothly. They recommended only minor
- 4 changes if we have to close again.
- 5 • The staggered due dates, closed book drops, and elimination of patron
- 6 ability to submit requests helped control the workload the week we re-
- 7 opened.
- 8 • Public service staff members were buoyed by the concern patrons expressed
- 9 about the impact of the closure on staff as well as their expressions of
- 10 appreciation after the Library re-opened.
- 11 • We did find that the planning, preparation, and communication required in
- 12 advance of the closure took a great deal more time for managers and
- 13 system-level staff than we had assumed.

14
15 *“Preston Collection”*

16 On January 9, History & Genealogy Librarian Tony Hoskins spoke to the
17 Sonoma County Heritage Network (meets quarterly) about the "Preston
18 Collection" materials in the library safe. There was a good deal of interest
19 shown. Interestingly, more than one person (both at this gathering and during
20 previous discussions) has mentioned how similar these materials seem to be to
21 materials found/discovered back in the early-to-mid 1990s associated with
22 Greg Barry, a Sonoma County deputy sheriff who went to trial (outcome
23 uncertain) for "retaining" various items (often guns, coins, jewelry, etc.) in his
24 own keeping. He apparently left in disgrace, though perhaps never went to jail.
25 John Schubert, local historian and retired deputy sheriff (Guerneville Library
26 Advisory Board member), has volunteered his services and those of a friend,
27 another retired County deputy sheriff, to examine the Preston Collection. John
28 and his friend might be able to look these over and suggest more information
29 as to origins, ways to proceed. John also is able to recommend expert
30 appraisers and also has access to various law enforcement resources that will
31 enable him to determine if the items have been reported missing or stolen.

STAFF UPDATES & CHANGES – December 2009

Name	Position	Assignment	Effective
Promotion			
None			
Change of Status			
Susan Hillery	Add Tech II 24 hrs biwkly to Tech III 40 hrs biwkly/Northwest	Sebastopol	1/12/10
New Hire(s)			
Carmen Lopez-Caswell	Account Clerk II-Benefits Aide - FT	Human Resources	1/4/10

STAFF UPDATES & CHANGES – December 2009

Name	Position	Assignment	Effective
Ron Swoveland	Lib Student Aide – 40 hrs biweekly	Materials Mgmt	1/8/10
<u>Resignations</u>			
None			
<u>Reassignments</u>			
None			
<u>Retirements</u>			
None			
<u>Current Recruitments</u>			
Tech III – 20 hrs/wk - Rohnert Park-Cotati – Closes 1/27/10			
<u>Terminations</u>			
None			

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SONOMA COUNTY LIBRARY
GIFTS AND DONATIONS REPORT
2nd 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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	History & Genealogy	\$3,500.00	\$0.00	\$0.00	\$0.00	\$209.23	\$0.00	\$3,709.23
4	Literacy	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
5	Central	\$10,500.00	\$0.00	\$0.00	\$0.00	\$598.92	\$1,000.00	\$12,098.92
6	Cloverdale	\$1,363.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$1,863.00
7	Guerneville	\$0.00	\$0.00	\$0.00	\$0.00	\$132.73	\$0.00	\$132.73
8	Healdsburg	\$0.00	\$0.00	\$0.00	\$0.00	\$243.95	\$55,756.50	\$56,000.45
9	Northwest	\$8,350.00	\$0.00	\$0.00	\$0.00	\$170.00	\$0.00	\$8,520.00
10	Occidental	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$0.00	\$0.00
11	Petaluma	\$0.00	\$0.00	\$0.00	\$0.00	\$163.16	\$0.00	\$163.16
12	Rincon Valley	\$10,650.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$10,660.00
13	Rohnert Park	\$0.00	\$0.00	\$0.00	\$0.00	\$788.84	\$0.00	\$788.84
14	Sebastopol	\$0.00	\$0.00	\$0.00	\$0.00	\$250.03	\$0.00	\$250.03
15	Sonoma	\$0.00	\$0.00	\$0.00	\$0.00	\$1,817.76	\$0.00	\$1,817.76
16	Windsor	\$4,900.00	\$0.00	\$0.00	\$0.00	\$330.70	\$0.00	\$5,230.70
17	Wine Library	\$0.00	\$0.00	\$0.00	\$0.00	\$6.00	\$0.00	\$6.00
18	TOTALS BY SOURCE	\$45,263.00	\$0.00	\$0.00	\$0.00	\$5,222.32	\$56,756.50	\$107,241.82



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Information	1.26.10	Regular	10.2

SUBJECT

Report on policy development process and plans

RECOMMENDED ACTION

None

DRAFT ACTION

None

BACKGROUND

To keep the Commission informed about the plans for policy development, we are providing information on the Library Management Team’s approach to policy development and a summary of project plans for the first round of priority policies.

FUTURE BOARD ACTIONS

Adopt “policy on policies,” review and adopt new/revised policies as they are completed.

FISCAL IMPACT

POLICY ISSUES

The Library needs to have a systematic and consistent approach to developing policies. In addition, the Library has few up-to-date policies and lacks policies on a number of topics.

ATTACHMENTS

Document #10.2.1 – Policy Development: Key Concepts & Guidelines

Document #10.2.2 – Policy Development: Project Plan Summaries

POLICY DEVELOPMENT – KEY CONCEPTS & GUIDELINES
SONOMA COUNTY LIBRARY MANAGEMENT TEAM
JANUARY 2010

The Library Management Team (LMT) is working to develop library policies in a more systematic and consistent manner. Various LMT members have been assigned to be the lead on development of policies that are the highest priority. Using the Public Library Association's publication *Creating Policies for Results: From Chaos to Clarity* as well as our own experiences to date, each project lead is developing a project plan for the process, and the actual process will be tracked to see what we can learn from the first round of these projects.

Goal: To create a comprehensive policy and procedures manual that is readily available to all staff online and in one location.

The LMT developed this list to aid in planning this first round of projects. Some of the elements are from *Creating Policies for Results*, and others were suggested by LMT members.

1. Level of Effort

Definition: "Level of Effort" is a term coined by the Public Library Association for its guides to planning over the past 25 years. For the purpose of policy development, it is defined as: *The amount of staff time and energy required to develop a new policy or revise an existing policy.*

Here are some of the factors that the Library Management Team will consider when determining the level of effort.

- 1.1. Stakeholder involvement?
- 1.2. Update, revision or new?
- 1.3. Complexity?
- 1.4. Legal review?
- 1.5. Union involvement
- 1.6. Other?

2. Stakeholders:

One guideline for the development of all policies: All staff need to have the opportunity to see policies before they are sent to the Library Commission for review and adoption—there are no surprises.

In addition to the Library Commission and "all staff," here are questions to consider when identifying stakeholders:

- 2.1. Which manager is responsible for policy?
- 2.2. Which staff members have day-to-day responsibility for implementing?
- 2.3. Which staff members have to be knowledgeable?
- 2.4. Does the union need to be consulted?
- 2.5. Who are the other stakeholders (e.g., Library Advisory Boards)?

3. Practice:
The development process should include an evaluation of the Library's current policies and practice as well as "best practices" in other public libraries.
4. Priority: The task of developing a comprehensive policy & procedures manual is enormous, so the Library will need to continue to set priorities for policy development.
5. Other considerations:
 - 5.1. Groups don't write; individuals do.
 - 5.2. Need a controlled vocabulary & tone.
 - 5.3. Implementation planning needs to be built into the process: how much training and other effort will be needed to implement a policy.
 - 5.4. *Creating Policies for Results* suggests that it takes a minimum of 6 months to a year to develop and begin implementation of a policy.

**POLICY DEVELOPMENT: PROJECT PLAN OVERVIEW
LIBRARY MANAGEMENT TEAM – 1.26.10**

Note: For all projects, stakeholders include the Library Management Team (LMT), all staff and the Library Commission. LMC is the Labor-Management Committee.

1. Technology Use Policy

- 1.1. Project Purpose: Create policies to define the appropriate use of technology (email, telephones, and staff computers) by staff. ¹
- 1.2. Project Leads: Mike Dawe & Denise Lewers
- 1.3. Project Level of Effort: Moderate to Extensive (requires legal advice, input from staff and extensive research)
- 1.4. Project Stakeholders: IT Staff and SEIU/LMC

Key Tasks & Target Date for Completion

Key Task	Target Date for Completion
Prepare Project Plan	January 19, 2010
Prepare Draft #1	February 26, 2010
Submit to LMT and Make Revisions	March 8, 2010
Submit to Legal Counsel and Make Revisions	April 12, 2010
Place Draft Policies on Intranet for Staff Review	April 30, 2010
Submit to Labor Management Committee for Review and Make Revisions	June 15, 2010
Submit to Commission for First Reading	August 24, 2010
Submit to Commission for Adoption	September 3, 2010

2. Collection Management Policy

- 2.1. Project Purpose: Revise and update the 1991 policy.
- 2.2. Project Leads: Kathy Dennison and Kathy DeWeese
- 2.3. Project Level of Effort: Moderate (large task force is involved, subject is important in carrying out the library’s mission and service with budget impact.)
- 2.4. Project Stakeholders: Collection Management Advisory Committee (COMAG), Public Services Division professional staff, Materials Management staff, Information Technology staff.

¹ This is a personnel policy, not a policy on the public’s use of the library’s technology.

Collection Management Policy (continued)

Key Tasks & Target Date for Completion

Key Tasks	Target Completion Date	Status
Define plan and procedure, divide work		Completed
Research policies and discuss best practices		Completed
Write drafts of sections and discuss		Completed
Write policy		Completed
Review/edit		Completed
Present draft to LMT	November 19, 2009	Completed
Revise in light of LMT suggestions	January 20, 2010	In process
Submit to COMAG for review	January 21, 2010	
Present draft to LMT	January 28, 2010	
Submit to all staff for review (2 wks)	February 1, 2010	
Final review by LMT	February 18, 2010	
Present policy to Commission for discussion	March, 2010	
Commission adoption	April 5, 2010	
Make policy available to staff and public	April 12, 2010	

3. Sexual Harassment Policies (HR Priority #1)

3.1. Project Purpose: Update current Sexual Harassment Policy originally adopted in 2005.

3.2. Project Lead: Patrick Preston

3.3. Project Level of Effort: Moderate (Requires review by county Counsel)

3.4. Project Stakeholders: SEIU/LMC

Key Tasks & Target Date for Completion

Key Task	Target Date for Completion
Present draft to LMT	February 2, 2010
Make revisions as needed	February 5, 2010
County Counsel review	February 19, 2010
Make revisions as needed	February 26, 2010
Labor Management Committee review	March 25, 2010
Make revisions as needed	April 2, 2010
Final LMT Review	April 6, 2010
Make revisions as needed	April 9, 2010
Full staff review	April 12, 2010
Library Commission – First Reading	May 3, 2010
Library Commission - Adoption	June 7, 2010

4. Employer/Employee Relations Policy & Regulations (HR Priority #2)

- 4.1. Project Purpose: Create Employer/Employee Relations Policy & Regulations
- 4.2. Project Lead: Patrick Preston
- 4.3. Project Level of Effort: Extensive (Complex; potentially controversial)
- 4.4. Project Stakeholders: SEIU/LMC

Key Tasks & Target Date for Completion

Key Task	Target Date for Completion
Work with outside legal counsel to draft	Completed
LMT Review/revisions	February 5, 2010
SEIU/LMC Review/revisions	March 5, 2009
LMT Review/revisions	March 12, 2010
Staff review	March 22, 2010
Library Commission-First Reading	April 5, 2010
Library Commission-Adoption	May 3, 2010

5. UPDATE INJURY & ILLNESS PREVENTION PROGRAM (IIPP) (HR Priority #3)

- 5.1. Project Purpose: Update the current IIPP (Late 1990s)
- 5.2. Project Lead: Patrick Preston
- 5.3. Project Level of Effort: Moderate (Initial work completed with outside assistance; however, subject is complex)
- 5.4. Project Stakeholders: Staff Safety Committee, SEIU/LMC

Key Tasks & Target Date for Completion

Key Task	Target Date for Completion
Review Draft with OSHA/revisions	March 30, 2010 ²
Safety Committee Review/revisions	TBD
LMT Review/revisions	TBD
SEIU/LMC Review/revisions	TBD
LMT Review/revisions	TBD
Branch Manager review	TBD
Staff review	TBD

² This project is dependent on OSHA's availability; they have already pushed the date for the meeting back from January 21 to March 30.

Key Task	Target Date for Completion
LMT Review/revisions	TBD
Library Commission-First Reading	TBD
Library Commission-Adoption	TBD

6. Prepare Performance Management Policy (HR Priority #4)

- 6.1. Project Purpose: Prepare a policy based on the work of the Performance Management Advisory Committee (PMAC)
- 6.2. Project Lead: Patrick Preston
- 6.3. Project Level of Effort: Moderate (Initial work completed by the PMAC; may require review by County Counsel)
- 6.4. Project Stakeholders: PMAC, SEIU/LMC

Key Tasks & Target Date for Completion

Key Task	Target Date for Completion
Review Draft with PMAC/revisions	February 12, 2010
LMT Review/revisions	February 19, 2010
County Counsel Review/revisions (if necessary)	March 12, 2010
SEIU/LMC Review/revisions	March 26, 2010
LMT Review/revisions	April 16, 2010
All staff review	April 19, 2010
Library Commission-First Reading	May 3, 2010
Library Commission-Adoption	June 7, 2010

7. Update Policy on Serving Alcohol

- 7.1. Project Purpose: Update 1982 policy on serving alcohol in library facilities to reflect current legal environment.
- 7.2. Project Lead: Sandy Cooper
- 7.3. Project Level of Effort: Moderate (Requires legal advice and input from staff who often host events at the Library)
- 7.4. Project Stakeholders: Branch Managers, Wine Librarian and other staff who host event)

Key Tasks & Target Date for Completion

Key Task	Target Date for Completion
County counsel review of current policy	January 22, 2010
Evaluate legal advice; prepare first draft	January 28, 2010

Key Task	Target Date for Completion
LMT Review/revisions	February 3, 2010
Review with Branch managers, Wine Librarian, other stakeholders/revise	February 10, 2010
LMT Review/revisions	February 16, 2010
All staff review	February 23, 2010
Library Commission-First Reading	March 1, 2010
Library Commission-Adoption	April 4, 2010

8. Policies on Online Services

8.1. Project Purpose: Develop and update policies on online services based on current information technology, the Library’s needs, and best practices of other libraries.

8.2. Project Lead: Sandy Cooper

8.3. Project Level of Effort: High (Complex, potentially controversial, requires legal review)

8.4. Project Stakeholders: Branch Managers, Public Services staff, Library Advisory Boards

Key Tasks & Target Date for Completion

Key Task	Target Date for Completion
Information gathering & preparation	April 16, 2010
Decision on how to organize new policies	April 23, 2010
Update for Library Commission	May 3, 2010
Prepare Draft #1/review with LMT/Branch Managers, Revise	May 21, 2010
Submit for legal review (County Counsel/ACLU)	June 11, 2010
Revise/review with staff and Library Advisory Boards/revise	September 17, 2010
Final LMT review/revise	September 28, 2010
Library Commission-First Reading	October 4, 2010
Library Commission-Adoption	November 1, 2010



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	01.26.10	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 Cloverdale Regional Library Advisory Board Youth Position for a new two-year term ending June 30, 2011.

BACKGROUND

The following appointments are ready to be made:

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