



**LIBRARY COMMISSION AGENDA
REGULAR MEETING**

Monday, May 3, 2010 at 6:45 p.m.
Central Santa Rosa Library, 211 E Street, Santa Rosa, CA 95404

1. CALL TO ORDER

2. ANNOUNCEMENTS AND INTRODUCTIONS

3. PUBLIC APPEARANCES

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

4. CLOSED SESSION

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

5. OPEN SESSION

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

THE REGULAR SESSION WILL RECONVENE NO EARLIER THAN 7:00 P.M.

6. APPROVAL OF MINUTES

- 6.1. Minutes of the April 5, 2010 Regular Meeting (1 Document)

7. CORRESPONDENCE & PRESS COVERAGE

8. PUBLIC APPEARANCES

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

9. FINANCIAL POLICY DEVELOPMENT (1 Document)

- 9.1. Fund Balance Policy – Discussion of First Draft (2 Documents)
Will Soper will be present for the discussion.
 - 9.1.1. Discussion Draft-Fund Balance Policy
 - 9.1.2. Fund Balance Estimates (New Policy)

10. 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.

- 10.1. Resolution of Thanks for Arlene Mandell

11. ACTION ITEMS BY RESOLUTION

There are none.

12. ACTION ITEMS BY MOTION

There are none.

13. DISCUSSION ITEMS

- 13.1. Management Report (2 Documents)
 - 13.1.1. Progress on Priorities, Issues & Challenges

13.1.2. Third Quarter Budget Estimates

13.2. Fees for Service

13.2.1. Staff Recommendations Regarding Fees for Expired Holds

13.3. Circulation Policies

13.3.1. Staff Report on One-Year Evaluation

14. LIBRARY ADVISORY BOARDS

14.1. Ready for Appointment

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

15. COMMISSION MEMBER INFORMATION ITEMS

16. DATE AND TIME OF NEXT MEETING

Meeting: Regular Commission Meeting

Date: Monday, June 7, 2010

Time: TBD

Location: Central Library – Santa Rosa

17. ADJOURNMENT

By acclamation.

Agenda support materials are available in the Library Administration Office, 211 E Street, Santa Rosa, after 3:30 p.m. on Wednesday, April 28, 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	05.03.10	Regular	6

SUBJECT

April Meeting Minutes

RECOMMENDED ACTION

APPROVE Minutes of April 5, 2010 meeting.

DRAFT MOTIONS

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the minutes of the regular meeting on April 5, 2010, as presented. (or, as corrected)

BACKGROUND

None

FUTURE BOARD ACTIONS

None

FISCAL IMPACT

None

POLICY ISSUES

None

ATTACHMENTS

Document #6.1 – Draft Minutes

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2
3 **Sonoma County Library**
4 **Minutes of the Library Commission**
5 **April 5, 2010**

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 6:00 p.m. in the Central Santa Rosa Library Board Room.

11
12 Commissioners present: Arnold, Freis, Lynch, Kelley, and May. Commissioner
13 Dell’Osso’s absence was excused.

14
15 Staff present: Library Director Sandy Cooper; Public Services Division Manager
16 (PSDM) Kiyo Okazaki; Administrative Services Division Manager (ASDM) Elissa
17 Alfano; Human Resources Manager Patrick Preston; IT Co-Team Leaders Denise
18 Lewers and Mike Dawe; Materials Management Division Manager (MMDM) Jaime
19 Anderson; Collections Manager Kathy Dennison; Children’s Services Coordinator
20 Kathy DeWeese; Technical Support Specialist Kerri Bailey; and Administrative Aide
21 Stephanie Kunkle.

22
23 **ANNOUNCEMENTS AND INTRODUCTIONS**

24 There were no announcements or introductions.

25
26 **CLOSED SESSION**

27 Pursuant to California Government Code §54957 to Meet in Conference with Agency
28 Labor Negotiator (Brown Act, §54957.6) Patrick Preston.
29 Employee organization: SEIU Local 1021

30
31 **OPEN SESSION**

32 Pursuant to Government Code §54957.1, to report on closed session. Chair Lynch
33 reconvened the group in open session at 7:11 p.m. She reported that the closed
34 session convened at 6:02 p.m. in the Central Santa Rosa Library Board Room. The
35 Commission gave direction to negotiator Patrick Preston, but took no formal action.

36
37 **APPROVAL OF MINUTES** – Minutes for the March 2, 2010, Commission Regular
38 Meeting and FY 2010-2011 Budget Workshop #2.

39
40 **M/S/C (Freis/Kelley)** moved that the Sonoma County Library Commission approve
41 the minutes of the regular meeting and FY 2010-2011 Budget Workshop #2 on March
42 2, 2010, as presented.

43 **AYES (5):** Arnold, Freis, Kelley, Lynch, May
44
45

1 **CORRESPONDENCE & PRESS COVERAGE**

2 The Commissioners reviewed the newspaper clippings which included an article in
3 *The Press Democrat* about the passing of former Library Director David Sabsay.
4 Director Cooper reported that there is some interest in having the Library do
5 something to honor Mr. Sabsay. Wine Librarian Bo Simons and former Commissioner
6 Millie Howie for assistance are working on the issue.

7
8 **PUBLIC APPEARANCES**

9 There were no public appearances.

10
11 **CONSENT CALENDAR**

12 There were no concerns or objections, so Chair Lynch declared the items approved.

13
14 **ACTION ITEMS BY RESOLUTION**

15 **10.1 Adopt the Interim Budget Policy**

16 The Commission discussed the draft Interim Budget Policies at the March meeting.
17 Due to some concerns from the Union, the draft document was revised slightly.
18 Chair Lynch asked if there were any objections to this revision. There were none.

19
20 **M/S/C (May/Arnold)** moved by resolution that the Sonoma County Library
21 Commission adopt the Interim Budget Policy.
22 AYES (5): Arnold, Freis, Kelley, Lynch, May

23
24 **10.2 Adopt Policy on Delegation of Authority**

25 The Commission reviewed the draft of this document last meeting. The policy was
26 revised in response to the concerns that the Commission raised in their previous
27 discussion.

28
29 **M/S/C (Kelley/Arnold)** moved by resolution that the Sonoma County Library
30 Commission adopt the Delegation of Authority Policy.
31 AYES (5): Arnold, Freis, Kelley, Lynch, May

32
33 **10.3 Adopt the Policy on Funding GASB 45**

34 Under GASB statement 45, the Library is required to review its policy on funding its
35 long-term liability for the cost of retiree health. The Library is also required to conduct
36 an actuarial study every three years to determine the projected thirty-year cost of
37 "Other Post Employment Benefits." Commissioner Arnold asked when we last
38 conducted a study. ASDM Elissa Alfano said that there had been two; the last one
39 being November 2009.

40
41 **M/S/C (Arnold/May)** moved that the Sonoma County Library Commission adopt the
42 resolution as required by GASB 45 confirming that its current policy for funding Other
43 Post Employment Benefits is "pay as you go" with a requirement that the Commission
44 review the policy in one year.
45 AYES (5): Arnold, Freis, Kelley, Lynch, May

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2 **ACTION ITEMS BY MOTION**

3 **11.1 Approve Library priorities for March 2010 to February 2011**

4 Commissioner May said that he would like to see some examples of library statistics
5 from other libraries. He also asked about 1.2.2 – *Evaluate the use of volunteers at all*
6 *the libraries and develop policies, procedures, and training that assures appropriate*
7 *and consistent management of volunteers systemwide.* The Director said that the
8 union has raised concerns about the lack of a consistent practice across the system.
9 She added there are currently no clear policies and procedures as well as training for
10 volunteers.

11
12 **M/S/C (May/Freis)** moved by resolution that the Sonoma County Library Commission
13 approve the Library priorities for 2010 as outlined in Focus & Finish.

14 AYES (5): Arnold, Freis, Kelley, Lynch, May
15

16 **11.2 Approve a “Placeholder” Budget at Its April 2010 Meeting**

17 Commissioner May: How much longer do we need to negotiate with the City of Santa
18 Rosa for a lease?

- 19 • *Response:* Work began on the lease; however, the City’s legal staff has not had
20 time to work on it. The City has been making safety improvements and ADA
21 upgrades to Central’s loading dock.
22

23 **M/S/C (May/Freis)** moved that the Sonoma County Library Commission authorize the
24 Director to submit the preliminary FY 10-11 Budget to the County of Sonoma.

25 AYES (5): Arnold, Freis, Kelley, Lynch, May
26

27 **11.3 Authorize Consulting With Outside Legal Counsel**

28 The Library Director asked County Counsel to clarify the Library’s obligations
29 regarding retiree health insurance for past, current, and future employees. Because
30 they are currently involved in litigation with retirees on the same issue, they
31 recommended that the Library consult outside counsel and provided us a list of three
32 firms that they have used. Chair Lynch asked the Director to see if there were firms in
33 Sonoma County that might provide the assistance.
34

35 **M/S/C (Arnold/May)** moved that the Sonoma County Library Commission authorize
36 the Library Director to consult with outside legal counsel to clarify the Library’s
37 obligation to provide retiree health care benefits to former, current, and future
38 employees.

39 AYES (5): Arnold, Freis, Kelley, Lynch, May
40

41 **DISCUSSION ITEMS**

42 **12.1 Management Report**

43 **12.1.1. Progress on Priorities, Issues & Challenges**

44 Commissioner Kelley asked about the result of the water use audit. Healdsburg and
45 Guerneville have irrigation problems. For the work to reduce energy costs, ASDM
46 Alfano said that Dan Jenkins has identified that Sebastopol was charged an excise
47 tax of \$400 that should be refunded, and he continues his work.

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Commissioner Freis asked about updating the policy on serving alcohol. County Counsel has provided staff with background information, and the next step is to review the current practice for other public agencies.

May asked for an update on efforts to discourage patrons who may be misusing the Library’s public computers, and the Library Director replied that they seem to be effective.

12.1.2. Year-to Date Revenue & Expenditures

ASDM Alfano said we are holding the line. There is nothing exceptional in the report.

12.1.3. Management Team Response – Staff Cost-Saving Suggestions

The Commission reviewed the Library Management Team’s response to the Union’s July 2009 cost-cutting suggestions.

12.2 Basic Services and Fees

12.2.1. Discussion Definition of Basic Services and Potential Policy on Fees

Chair Lynch asked about what other bay area libraries charge for holds. Director Cooper said that some charge 50 cents per hold to support system delivery.

The Commission had a lengthy discussion of the pros and cons for charging for holds and ended up focusing on charging for expired holds. The Library Director asked for the opportunity to determine the staff’s position on the issue. She will report on the results at the May meeting.

LIBRARY ADVISORY BOARDS

13.1 Ready for Appointment

Cloverdale Library Advisory Board has a vacant position with the term expiring on June 30, 2013. There are no applicants for the position.

COMMISSION MEMBER INFORMATION ITEMS

Commissioner Freis reported:

- That Mary Evelyn Arnold attended the Santa Rosa Library Advisory Board (LAB) recent meeting to talk about the Sonoma LAB’s success at advocacy and raising the visibility of the library in the community. The Santa Rosa LAB decided to meet 6 times a year and to undertake a public outreach project.

Commissioner May reported:

- That the Petaluma City Council will issue a proclamation declaring April as “Big Read Sonoma County” month and the kick-off for it is April 5 at the Library.
- That Saturday, May 1, at 2 p.m., the Library Teen Advisory Council will present Pirate Day in Petaluma.
- That there will be a Mad Hatter’s Volunteer Tea Party on Wednesday, April 21 at 2 p.m.

1 Commissioner Kelley reported:

- 2 • That as part of the Big Read, it was *Read Tom Sawyer to Your Dog Day* last
- 3 Saturday.
- 4 • That this Saturday is the program to announce the winners for the Art & Essay
- 5 *Why I Love the Library* contest.
- 6 • That the 17th is the Friend's semi-annual book sale.

7
8 Commissioner Arnold reported:

- 9 • That she is going back to the Sonoma City Council meeting Wednesday night for
- 10 the final capital improvement discussion.
- 11 • That a City proclamation for the Big Read was issued last month
- 12 • That there are art contests in schools and book discussions in the Library.

13
14 Commissioner Lynch reported:

- 15 • That Guerneville's excitement is around the census. Most people in Guerneville
- 16 have post office boxes and are coming in the Library for forms.
- 17 • That the Guerneville's Readers Theater was a success once again this year.
- 18 • That a book sale is coming up at the Sebastopol Library in early May.

19
20 **CLOSED SESSION**

21 The Commission recessed to closed session at 8:17 p.m. to consider the Library

22 Director's performance evaluation (Government Code 54957).

23

24 **OPEN SESSION**

25 The Commission reconvened in open session at 8:49 p.m. Chair Lynch reported that

26 the Commission took no formal action.

27

28 **DATE AND TIME OF NEXT MEETING**

29 Meeting: Regular Commission Meeting

30 Date: Monday, May 3, 2010

31 Time: TBD

32 Location: Central Santa Rosa Library

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34 **ADJOURNMENT**

35 The meeting adjourned at approximately 8:50 p.m. by acclamation.

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Clerk



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Special Meeting	Agenda Item No.
Discussion	5.3.10	Regular Meeting	9

SUBJECT

Revised Fund Balance Policy

PURPOSE OF DISCUSSION

To provide feedback on the proposed revision of the Fund Balance Policy.

BACKGROUND

The Fund Balance Policy is on the priority list of financial policies. It replaces the existing policy with one that is based on: GASB 54; best practice recommendations of the Government Finance Officers Association; and actual policies from a number of counties and municipalities. It includes descriptions of the various components of the Fund Balance (i.e., reserves), when they may be used, and how they are calculated.

We have also included a spreadsheet to give some idea of what our current fund balance would look like with this policy.

The background material on GASB 54 and the fund balance policies that was distributed for the March 2 meeting will be on the public website if you wish to review it again.

FUTURE BOARD ACTIONS

Adopt the revised policy.

FISCAL IMPACT

This policy is designed to create a process for creating and managing the fund balance that is consistent with the best practices in government financial management and the new accounting standard.

POLICY ISSUES

This policy revised and updates the 2002 Fund Balance Policy

ATTACHMENTS

Document #9.1.1- Fund Balance Policy – Discussion Draft

Document #9.1.2 – Sample Fund Balance Spreadsheet (to be distributed later)

FINANCIAL POLICIES			
Policy Number	Subject	Effective Date	Number of Pages
	FUND BALANCE POLICY- LIBRARY GENERAL FUND		

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1. Purpose

The Government Finance Officers Association's Best Practices state that it is essential that publicly funded agencies:

Maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures)...Fund balance levels are crucial, too, in long-term financial planning.

In addition, the Government Accounting Standards Board (GASB) Statement No. 54 mandates a new structure and a new set of definitions for reporting those funds in financial statements for periods beginning after June 15, 2010.

2. Policy

The Sonoma County Library will maintain a fund balance adequate to assure the Library's financial stability as well as to maintain the Library's operations, services, and assets.

The Fund Balance shall be maintained at a minimum of 12.5% of the Library's operating budget annually with the goal of having 20% in the fund balance to meet the Library's ongoing needs.

The additional funds over 12.5% will be used to replace or repair the Library's capital assets or for capital projects. Other purposes for the use of the fund balance may be established as necessary if funds are available.

Except for the purposes outlined for the Stabilization Fund, the fund balance is not intended to be used to pay for ongoing operating expenditures or increases nor is it to be used because expenditure growth exceeds normal revenue growth.

3. Definitions

3.1. *Fund Balance*: The difference between assets and liabilities in the Library's general fund. Sometimes referred to as the "reserves."

The new standards for reporting fund balances have been issues by The Governmental Accounting Standards Board (GASB) in its Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

The new statement defines the way that the fund balance is classified and reported by emphasizing "The extent to which the government is bound to

1 honor constraint on the specific purposes for which amounts in the fund
2 can be spent.” The five components are:

3
4 3.1.1. *Nonspendable fund balance*: this category includes the value of
5 resources that are inherently nonspendable (i.e., inventories, non-
6 financial assets held for resale) or resources that cannot be spent
7 because of legal or contractual provisions that require that they
8 remain intact (e.g., the principal of an endowment).

9
10 3.1.2. *Restricted fund balance*: funds that are subject to externally
11 enforceable legal restrictions (e.g., limits set by grantors or
12 constitutional, statutory or regulatory limits set by another
13 government).

14
15 3.1.3. *Committed fund balance*: the portion of the assets whose use is
16 constrained by limitations that the government imposes upon itself at
17 its highest level of decision making and that remain binding unless
18 removed in the same manner. In the Library’s case, expenditure of
19 funds in this category require approval by the Library Commission
20 and the Sonoma County Board of Supervisors.

21
22 3.1.4. *Assigned fund balance*: funds that reflect the Library Commission’s
23 intended use of money.

24
25 3.1.5. *Unassigned fund balance*: remaining available funds that are not in
26 any of the previous categories.

27 28 29 **4. Regulations**

30 4.1. Committed Fund Balance may only be used with the approval of Library
31 Commission and the Board of Supervisors.

32
33 4.1.1. The Stabilization Fund (sometimes called the “rainy day fund”)
34 represents is equal to 12.5% of the Library’s approved operating
35 expenditures in the current fiscal year’s budget. The fund is
36 maintained for two purposes:

37 A. To insulate the Library programs and service levels from large
38 unanticipated one-time expenditures due to some
39 unforeseen circumstance.

40 B. To temporarily insulate the Library’s programs and current
41 service levels from slower revenue growth that typically
42 occurs during an economic recession.

43
44 4.1.1.1. Here is a summary of its allowable uses:
45

1 A. *Stabilization Fund: Emergency Reserves*: Half of the
2 stabilization fund, or 6.25% of the Library's approved
3 operating expenditures for the current fiscal year, will be
4 used in the case of unforeseen emergencies, including
5 natural and man-made disasters, unanticipated major
6 repairs or replacement of capital assets, or other cases in
7 which the Library is faced with funding a large, unanticipated
8 expenditure.

9 B. *Stabilization Funds: Counter Cyclical Reserves*: The balance
10 of the Stabilization Fund, or 6.25% of the Library's approved
11 operating expenditures for the current fiscal year, may be
12 used if the property tax projections fall below the level of the
13 previous year. The reserves may only be used to maintain
14 current expenditure levels and provide "bridge financing"
15 during the first 18 months of an economic downturn.

16
17 4.1.1.2. *Stabilization Fund: Emergency Reserves* must begin to be
18 restored during the next budget year.

19
20 4.1.1.3. *Stabilization Fund: Counter Cyclical Reserves* must begin to
21 be restored with 24 months of their first use.

22
23 4.1.2. The Capital Asset Maintenance Fund is to pay for replacement of
24 existing equipment, vehicles, information technology resources and
25 major repairs or rehabilitation to the Library's facilities. The amount
26 assigned to this fund will be based on the depreciation costs over the
27 useful life of an asset with the assumption that interest earnings on
28 the fund will offset the impact of inflation.

29
30 4.1.2.1. As part of the annual budget process and the review of the
31 fund balance, the Library Commission will review and approve
32 the current report on the anticipated life of capital assets, the
33 remaining years before each must be replaced, and the
34 estimated replacement cost. The cost estimates should reflect a
35 projected inflation factor as well as projected earnings on
36 accumulated savings.

37
38
39 4.1.3. The Capital Improvement Fund is to pay for priority projects to
40 expand or improve the Library's services through the creation of new
41 buildings/facilities or renovation of existing capital assets. The funds
42 in this category are determined during the Library's budget process
43 and are based on its capital improvement plan.

44
45 4.2. Assigned Fund Balance is created by the Library Commission and may
46 only be spent with the approval of the Library Commission.

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4.2.1. The Budgeted Use of Fund Balance is created by the Library Commission when it is necessary to balance the budget in which expenditures exceed revenues.

4.2.2. The County requires that the Library budget \$25,000 annually as a Contingency Fund.

4.2.3. Additional categories of the assigned fund balance may be created by the Library Commission if funds are available.

4.3. Additional funds may be created by the Library Commission in any of the categories.

4.4. The fund balance and its allocation among the funds outlined above is reviewed and approved each time the Library Commission approves the budget.



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Consent	5.3.10	Regular	10

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 #10.1:

One purchase went through during the period before the approval of the Policy on Delegation of Authority. The Library replaces its personal computers for public and staff on a five-year cycle. The process includes “cascading” each computer down to another user as appropriate for the five-years, then the PCs are used for parts to repair other computers.

The Library buys the computers through one of the purchasing contracts that are available for our use.

Claim No.	Payee	Amount	Purpose
PO-10206	MNJ Technologies	\$72,410.10	Annual PC replacement as part of 5-year cycle.

Review of expenditures over \$2,000 is no longer necessary under the new Delegation of Authority project.

Item #10.1.2: Adopt the resolution of appreciation thanking Arlene Mandell for her leadership in planning the recent *Why I Love My Library* Art and Essay Contest.

FUTURE BOARD ACTIONS

None.

FISCAL IMPACT

Expenditures are consistent with the Library’s budget.

POLICY ISSUES

None.

ATTACHMENTS

Document #10.1.2: Resolution honoring Arlene Mandell

SONOMA COUNTY LIBRARY COMMISSION

RESOLUTION NO

RESOLUTION OF APPRECIATION FOR ARLENE MANDELL

WHEREAS, as a member of the Santa Rosa Library Advisory Board, Arlene Mandell wanted to do something more concrete; and

WHEREAS, Arlene was intrigued to learn that 2010 is the 50th anniversary of author Amy Tan winning a Press Democrat essay contest with her composition *What the Library Means to Me*; and

WHEREAS, she took the idea and ran with it, enticing over 1200 Sonoma County children in kindergarten through the sixth grade to submit essays and artwork about why they love their library; and

WHEREAS, thanks to Arlene's energy and enthusiasm, the contest received overwhelming support from teachers, principals, librarians, parents, and community members as well as a host of community partners (Sonoma County Office of Education, the Charles Schulz Museum, Sonoma County Public Library Foundation, *The Press Democrat*, KRCB TV/Radio, and the Volunteer Center of Sonoma County); and

WHEREAS, the contest was recognized with proclamations passed by the Sonoma County Board of Supervisors, the City of Santa Rosa, and the California State Assembly; and

WHEREAS, Arlene was known as "the engine of the Essay and Art Contest train, who kept saying "I think we can, I think we can," ... and she did!

NOW, THEREFORE, BE IT RESOLVED THAT that the Sonoma County Library Commission expresses its gratitude to Arlene Mandell for her creativity, energy, and commitment to the Library for her leadership of the Art and Essay Contest.

DULY PASSED this

1 Outcome 1.5: Plan and implement a performance management system with work
2 planning and evaluation processes, including the training and tools to implement the
3 system.

4 *No major activity this month.*

5
6 Outcome 1.5: Plan and implement a method of collecting and compiling relevant
7 statistics to support the Library's management and services.

8 *No major activity this month.*

9
10 Outcome 1.7: Develop a comprehensive, readily available set of policies and
11 procedures.

- 12 • *The first draft of the Fund Balance Policy will be on the May 3 Commission agenda.*
- 13
- 14 • *We are working on procedures to implement the Delegation of Authority policy*
15 *adopted by the Library Commission at its last meeting.*
- 16
- 17 • *County Counsel has suggested that we develop an agreement that outside groups*
18 *must sign when they use the Library's meeting rooms. The agreement would cover*
19 *issues like serving alcohol and would be based on the policy currently under*
20 *revision. We are reviewing the policies and practice of other public agencies in*
21 *Sonoma County as a first step.*
- 22
- 23 • *The County Human Resources Department has offered to let us piggy-back on their*
24 *license for PolicyTech, software to help manage policies and procedures online,*
25 *including the development and review process. The price is considerably lower than*
26 *purchasing our own license, and the product can result in major savings in staff time*
27 *by creating an online policy and procedures manual as well as having everything in*
28 *a single place that is accessible to any staff in the system*
- 29

30 Outcome 1.8 Use management software to streamline work processes and reduce work
31 load.

32 *No major activity this month.*

33
34 Outcome 1.9: Initiate a comprehensive and systematic training program.

35 *No major activity this month.*

36
37 Outcome 1.10: Maintain and improve the Library's information technology systems
38 and services.

- 39 • *Central, Petaluma, and Rincon Valley libraries are now on the new Microsoft*
40 *network.*
- 41
- 42 • *David Lightell will be attending his final class for Microsoft certification and will be*
43 *fully qualified to manage the new Microsoft network.*
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Goal #2 – Library Services

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

- *We continue to evaluate staff’s experience with new strategies to discourage use of the public computers to view inappropriate images.*

Outcome 2.2 Plan and implement projects to remodel libraries to support the new service model integrate self-check technology and update the appearance of each facility.

- *On April 7, the Sonoma City Council voted to make the library renovation its highest capital improvement priority and moved it up to begin this fiscal year. The City’s Development Services Director Wayne Wirick has cleared his calendar to serve as the project manager. He has distributed a preliminary work plan and will be organizing a project team.*

Outcome 2.3: Implement the RFID component of the self-check systemwide as feasible.

- *Staff at the Sonoma Valley Regional Library are using StaffLink (the RFID check-in and checkout system) at the circulation desks. So far, there are no problems.*
- *The facilities staff will be making minor modifications in Windsor’s Circulation Desk so they can begin using StaffLink for checkout as well as check-in there.*
- *Mike Dawe and Denise Lewers are visiting each remaining branch to take pictures, watch work flow, and talk with staff about using StaffLink at the circulation desks.*

Outcome 2.4: Improve our collection and information resources.

- *The Library Management Team reviewed a draft of the Collection Management Policy. The draft is now posted on the intranet for staff comment.*
- *Kathy DeWeese and Kathy Dennison will visit each branch in early May to get feedback on new selection procedures and to plan for spending next year's materials budget.*

Outcome 2.5: Improve our public catalog.

No major activity this month.

Outcome 2.6: Expand online information resources

- *To begin the process of creating digital content featuring the Wine Library’s collections, Wine Librarian Bo Simons and Sandy Cooper submitted a grant application for the State Library’s Local History Digital Resources Project. Designed to help libraries begin creating digital versions of their local history collections, the grants are called a “solution in a box,” and provide training, image processing services, metadata creation tools, preservation services, and a \$5,000 grant for collection development and other purchase related to the project. If awarded, the grant will support the digitization of 200 items for an online exhibit titled “Sonoma County Agriculture and Immigrant Experience.” The focus would be agriculture,*

1 *immigrant life and utopian endeavor, focusing on Italian Swiss Colony (ISC) and related*
 2 *topics in Sonoma County agriculture, industry and culture, especially the immigrant*
 3 *experience and Sonoma’s utopian propensity. Italian Swiss Colony stands as both a*
 4 *utopian experiment and a capitalist success story, a cautionary tale of corporate greed*
 5 *and an immigrant group’s triumph in America.*
 6

7 Outcome 2.7: Strengthen services to adults.

8 No priorities for 2010.

9

10 **Goal #3: Library’s Image & Community Support**

11 The outcomes in this section are ongoing.

12

STAFF UPDATES & CHANGES – April 2010

Name	Position	Assignment	Effective
Promotion			
Kate Keaton	Interim Branch Manager-temporary promotion, up to 6 months while Doug Cisney serves as interim Central Library Manager.	Petaluma	5/10/10
<u>Change of Status</u>			
Nancy Sampson	Interim Central Library Manager – temporary promotion, return to Librarian II status. Taking paid medical leave of absence for surgery (6-8 wks)	Central Library	4/30/10
New Hire(s)			
None			
Resignations			
None			
Reassignments			
Doug Cisney	Interim Central Library Manager-temporary assignment, up to 6 months duration.	Central Library	5/10/10
<u>Retirements</u>			

STAFF UPDATES & CHANGES - April 2010

Name	Position	Assignment	Effective
None			
Current Recruitments			
STAFF only – Tech II Windsor – 30 hrs/week - Closed 3/19/10-Interviews will be completed by 4/30/10.			
STAFF & Public - Adult Literacy Tutor Coordinator Contract Position – Approx 22-25 hrs/wk-Closed 3/25/10. Interviews scheduled on 4/16/10 & 4/19/10; job offer will be made by 4/30/10.			
Terminations			
None			

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**SONOMA COUNTY LIBRARY FY 2009-2010
THIRD QUARTER ESTIMATES**

SUMMARY

<u>Category</u>	Total FY 09-10 Mid-Yr Budget	Transfers	Adjusted for Transfers	Total Fy 09-10 April Estimates	Increase/ (Decrease) Over Mid-Yr
Expenditures	\$16,346,542	\$0	\$16,346,542	\$16,184,987	(\$161,555)
Revenues	\$16,002,562	\$0	\$16,002,562	\$15,723,440	(\$279,122)
Use of Fund Balance	(\$343,980)	\$0	(\$343,980)	(\$461,547)	(\$117,567)

EXPENDITURES

<u>Category</u>	Actual Expenditures July-Mar 10	Estimated Expenditures Apr- June 2010	Total FY 09-10 April Estimate	Total FY 09-10 Mid-Year Budget	Increase/ (Decrease) Over Mid-Yr
Salaries & Benefits	\$8,983,049	\$2,673,260	\$11,656,309	\$11,656,309	\$0
Services & Supplies	\$2,706,977	\$1,586,701	\$4,293,678	\$4,380,233	(\$86,555)
Long-Term Debt	\$14,228	\$15,772	\$30,000	\$30,000	\$0
Fixed Assets	\$57,082	\$147,918	\$205,000	\$280,000	(\$75,000)
Approp. for Cont.	\$0	\$0	\$0	\$0	\$0
TOTAL	\$11,761,337	\$4,423,650	\$16,184,987	\$16,346,542	(\$161,555)

Third Quarter Estimates
Revenues Detail

Revenues	Actual Revenues July-Mar 2010	Estimated Revenue Apr-June 2010	Totals Revenues- FY 09-10 April Estimates	Total Revenue FY 09-10 Mid Year Budget	Increase/ (Decrease) Over Mid-Year (\$)	Increase/ (Decrease) Over Mid Year (%)
1000 Property Taxes-CY Secured	7,678,617	6,861,436	14,540,053	14,551,476	(11,423)	-0.1%
1008 Redevelopment	(480,296)	(180,500)	(660,796)	(660,796)	0	0.0%
1011 SB2577-Prop Tax Admin Fee	0	(207,727)	(207,727)	(207,727)	0	0.0%
1020 Property Taxes-CY Supp	(67)	108,656	108,589	113,506	(4,917)	-4.3%
1040 Property Taxes-CY Unsecured	512,352	12,648	525,000	510,383	14,617	2.9%
1042 Cost Reim-Coll Del CY Uns	(13,337)	(178)	(13,515)	(13,515)	0	0.0%
1044 Prop Taxes-CY Unsecured July	0	0	0	0	0	N/A
1060 Prop Tax-PY Secured	(1,348)	(6,152)	(7,500)	0	(7,500)	N/A
1080 Prop Tax-PY Supp	0	(1,348)	(1,348)	0	(1,348)	N/A
1100 Prop Tax-PY Unsecured	0	8,900	8,900	7,800	1,100	14.1%
1266 Timber Yield Tax	89	(1)	88	89	(1)	-1.1%
Total Taxes	7,696,010	6,595,734	14,291,744	14,301,216	(9,472)	-0.1%
1700 Interest on Pooled Fund	16,415	25,585	42,000	42,000	0	0.0%
1701 Interest Earned	0	10,000	10,000	10,000	0	0.0%
1800 Rent/Concessions	245	255	500	500	0	0.0%
Total Use of Money	16,660	35,840	52,500	52,500	0	0.0%
2081 St-Highway Rentals	103	0	103	103	0	0.0%
2440 State-HOPTR	69,948	69,660	139,608	139,608	0	0.0%
2500 State-Other	2,400	2,600	5,000	5,000	0	0.0%
2563 ST-TBR Reimb	177,769	128,189	305,958	305,958	0	0.0%
2566 State-Lib-PLF	172,359	0	172,359	172,359	0	0.0%
2901 County-Local Agency Grant	0	25,378	25,378	25,378	0	0.0%
2945 Library Literacy	47,455	22,090	69,545	69,545	0	0.0%
Total Intergovernmental Revenue	470,034	247,917	717,951	717,951	0	0.0%
3019 NCPA Gov't Service Fee	32,839	0	32,839	32,839	0	0.0%
3480 Library Fines	279,805	21,268	301,073	301,073	0	0.0%
3482 Lib. Membership	2,440	13,560	16,000	16,000	0	0.0%
3483 Postage Recovery	129	21	150	150	0	0.0%
3484 Library Fines-Delinquent Coll	20,873	23,686	44,559	44,559	0	0.0%
3485 Lib. Document Delivery	0	55	55	55	0	0.0%
3700 Lib. Copier Fees	46,014	13,283	59,297	59,297	0	0.0%
3701 Check Handling Fees	20	30	50	50	0	0.0%
3980 Rev Applic to PY	0	9,000	9,000	9,000	0	0.0%
Total Charges for Services	382,120	80,903	463,023	463,023	0	0.0%
4020 Other Sales	0	50	50	50	0	0.0%
4040 Miscellaneous Revenues	51,616	39,056	90,672	90,672	0	0.0%
4102 Donations & Reimbursements	54,292	45,708	100,000	370,000	(270,000)	-73.0%
4106 Refunds	2,401	3,599	6,000	6,000	0	0.0%
4109 Outdate/Cancelled Warrants	578	422	1,000	1,000	0	0.0%
4113 Returned Checks	258	242	500	150	350	233.3%
Total Miscellaneous	109,145	89,077	198,222	467,872	(269,650)	-57.6%
Total Revenues	8,673,969	7,049,471	15,723,440	16,002,562	(279,122)	-1.7%

**PRELIMINARY REVENUE PROJECTIONS
FY 10-11 BUDGET WITH THE NARRATIVE AND CHART OF ACCOUNTS
SONOMA COUNTY LIBRARY
APRIL 2010**

PART 1: Revenues**Revenue Category: Taxes**Narrative for Taxes:

The September FY 09-10 budget adopted by the Commission assumed a 6% net decrease in property taxes. The County's midyear projection estimated only a 2% decrease, and the Commission approved a mid-year revision of the budget based on that assumption. The estimated third quarter net revenue is now projected to be \$9,472 less than anticipated in the mid-year budget.

Number	Account Title	Purpose
1000 & 1004	Property Taxes – CY Secured	Income from the Library's share of property tax on the value of real property – normally land, structures and personal property. CY is "Current Year." Taxes and Related Revenue (Sub objects 1000-1266 & 2081,2440 & 3019)
		T
1008	Redevelopment	Redevelopment districts receive the property tax that would normally go to the Library and other agencies that receive property tax revenue. Those funds are shifted to the Redevelopment Agency (RDA), and this line is the amount deducted from the Library's taxes.
1011	SB 2557 Prop Taxes Admin	Administrative fee charged by County of Sonoma to the Library for administering the property tax program.
1014	Redevelopment Pass Through – AB 1290	Tax revenue from redevelopment projects owed to the library as a result of the 1993 legislation (i.e., 1920).
1018	Redevelopment Pass Through – H&S 33401	Tax revenue from redevelopment projects owed to the library as a result of negotiations carried out prior to the 1993 changes to the Redevelopment Act.
1020	Property Taxes – CY Supp	Supplemental property tax revenue generated by an increase or decrease in assessed valuation usually created when there is change of ownership."
1040	Property Taxes – CY Unsecured	Property taxes on items that are not "real property," such as business property, boats, or airplanes."
1042	Cost Reimbursement - Collected Delinquent CY Unsecured	Current Year Collection on delinquent accounts for unsecured property tax. "

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1100	Property Taxes – PY Unsecured	Prior Year collection of unsecured property taxes. PY is for “Prior Year.”
1266	Timber Yield Tax	Tax income collected by the State of California from tax on timber yields.

Revenue Category: Use of Money/Property

Number	Account Title	Purpose
1700	Interest on Pooled Fund	Interest earnings for Library funds managed by the County Treasurer.
1701	Interest Earned	Interest for property tax funds held in trust by the County Assessor’s Office for the fiscal year.
1800	Rent/Concessions	Rent/fees generated from use of Library meeting rooms by groups that do not qualify for free use.
2081	ST – Highway Rentals	Collected by the State of California Dept .of Transportation from property acquired by the State. Part of the rental fees are paid to agencies as property tax.
2440	State – HOPTR	A Homeowner Property Tax Redemption (HOPTR) of \$7,000 is deducted from value of residences, reducing the property tax on that property. The State of California reimburses the counties for the lost tax revenue, and the county passes the Library’s share on to us.
2500	ST – Other	State grant funds for the staff education grant and other special projects.
2563	St – CLSA Reimbursement	State Transaction Based Reimbursement (TBR) grant to the library based on the net number of items the Library loans directly or indirectly to users of other libraries.
2566	State – Lib – PLF, SB 358	Public Library Foundation (PLF) funds distributed using a per capita formula.
2901	County – Local Agency Grant	Grant funds from the County known as the “advertising grant.” The grant program is funded through the County of Sonoma’s Transient Occupancy Tax (TOT). The Library has received grant funds for a number of years to support the History & Genealogy Library, most recently to support digitizing historical photographs and posting them online.
2945	Library Literacy	State and Federal Literacy grant funds that help support the Library’s Literacy program.

Revenue Category: Charges for Services

Number	Account Title	Purpose
3019	NCPA Fee	Northern California Power Agency (NCPA) pays agencies from a settlement at the Geysers, and the fee is based on gross megawatt hours.
3480	Library Fines	Fines on late material returns paid by Patrons.
3482	Library Membership	Subscriptions by business to support the Wine Library.
3483	Library Postage Recovery	Fees charged to users to cover the cost of postage paid by the Library for materials it borrows.
3484	Library Fines – Delinquent Collections	Fines recovered through a third party collection agency.
3485	Library Document Delivery	Fee for special research, typically done for the Wine Library.
3700	Library Copier fee	Copier revenue fees.
3980	Rev Applicable to Prior Year	Revenue applicable to Prior Year, i.e.; returned checks, Workers Comp reconciliation, etc.
4020	Other Sales	Miscellaneous Library related sales, note cards, etc.
4040	Miscellaneous Receipts	Revenue from Mendocino & Lake Counties for the Sonoma County Library's management of the Horizon system.
4102	Donations/Reimbursements	Donations or Reimbursements to the Library from Friends and other donors.
		<i>Adjusted to reflect actual anticipated expenditures of donations and reimbursements for the balance of the fiscal year.</i>
4106	Refunds	Refunds for Equipment, Book/Material returns, and Miscellaneous refunds.
4109	Outdated Warrants	Warrants that are over 6 months old and have not been cashed.
4113	Returned Checks	Patron checks issued to the Library that have been returned by their bank for insufficient funds/closed accounts.

**SONOMA COUNTY LIBRARY - FY 2009-2010
Third Quarter Estimates
Expenditure Detail - Salary & Benefits**

Salaries/Employee Benefits		Actual Expenditures July-Mar 2010	Estimated Expenditures April-June 2010	Total Expenditures FY 09-10 (April Est)	Total Expenditures FY 09-10 (Mid-Year Budget)	Increase/ (Decrease) MidYear to April (\$)	Increase/ (Decrease) MidYear to April (%)
5900	Vacancy Factor	0	(45,000)	(45,000)	(45,000)	0	0.0%
5910	Perm Positions	5,846,050	1,687,497	7,533,547	7,533,547	0	0.0%
5911	Extra Help	453,736	145,067	598,803	598,803	0	0.0%
5920	PERS Emp Contr	94,882	11,943	106,825	106,825	0	0.0%
5923	PERS	808,059	247,432	1,055,491	1,055,491	0	0.0%
5924	Medicare	74,678	16,593	91,271	91,271	0	0.0%
5925	Defer Comp PST	55,950	22,187	78,137	78,137	0	0.0%
5930	Health Insurance	913,595	295,648	1,209,243	1,209,243	0	0.0%
5931	Disability Ins	27,008	8,989	35,997	35,997	0	0.0%
5932	Dental Ins	136,261	27,469	163,730	163,730	0	0.0%
5933	Life Ins	7,461	2,856	10,317	10,317	0	0.0%
5934	Vision Ins	22,046	3,543	25,589	25,589	0	0.0%
5935	Unemployment Ins	2,544	7,456	10,000	10,000	0	0.0%
5936	Retiree Health Ins	346,812	185,188	532,000	532,000	0	0.0%
5940	Worker's Comp	193,968	56,391	250,359	250,359	0	0.0%
Total Salaries/Benefits		8,983,049	2,673,260	11,656,309	11,656,309	0	0.0%

SONOMA COUNTY LIBRARY - FY 2009-2010
 Third Quarter Estimates
 Expenditure Detail - Services & Supplies

Services & Supplies	Actual Expenditures July-Mar 2010	Estimated Expenditures April-June 2010	Total Expenditures FY 09-10 (April Est)	Total Expenditures FY 09-10 (Mid-Year Budget)	Increase/ (Decrease) MidYear to April (\$)	Increase/ (Decrease) MidYear to April (%)	
6040	Communications	7,450	4,550	12,000	12,000	0	0.0%
6041	Data Lines	47,835	18,165	66,000	66,000	0	0.0%
6043	Alarm Systems	7,256	744	8,000	8,000	0	0.0%
6045	Telephone Service	18,343	3,657	22,000	22,000	0	0.0%
6048	Cell Phone Service	1,268	732	2,000	2,000	0	0.0%
6049	Unclaimable Comm Exp	0	50	50	50	0	0.0%
	Subtotal Communications	82,151	27,899	110,050	110,050	0	0.0%
6084	Janitorial Supplies	21,901	3,849	25,750	25,750	0	0.0%
6085	Janitorial Services	131,706	53,294	185,000	201,000	(16,000)	-8.0%
	Subtotal Household Expense	153,607	57,143	210,750	226,750	(16,000)	-7.1%
6103	Liability Insurance	70,216	1,415	71,631	71,631	0	0.0%
	Subtotal Insurance	70,216	1,415	71,631	71,631	0	0.0%
6140	Maint Equip-IT	107,337	10,663	118,000	118,000	0	0.0%
6152	Maint Equip-Purchase Parts	6,107	13,893	20,000	31,545	(11,545)	-36.6%
6153	Maint Equip-Outside	39,581	15,419	55,000	41,839	13,161	31.5%
	Subtotal Maintenance-Equipment	153,025	39,975	193,000	191,384	1,616	0.8%
6180	Maint-Bldgs/Imp-Contracts	48,480	50,842	99,322	99,322	0	0.0%
6190	Landscape Service	24,289	15,711	40,000	50,000	(10,000)	-20.0%
6226	Maint-Bldgs/Imp-Parts	10,323	10,923	21,246	21,246	0	0.0%
	Subtotal Maintenance-Buildings	83,093	77,475	160,568	170,568	(10,000)	-5.9%
6280	Memberships	7,449	2,551	10,000	15,411	(5,411)	-35.1%
	Subtotal Memberships	7,449	2,551	10,000	15,411	(5,411)	-35.1%
6401	Office Expense	27,559	17,441	45,000	45,000	0	0.0%
6410	Postage	34,617	14,098	48,715	48,715	0	0.0%
6430	Printing	18,300	27,236	45,536	45,536	0	0.0%
6452	Paper Stock	8,617	6,383	15,000	20,684	(5,684)	-27.5%
	Subtotal Office Expense	89,093	65,158	154,251	159,935	(5,684)	-3.6%
6517	DP-Networking	0	10,000	10,000	10,000	0	0.0%
6518	Data Entry-OCLC	19,102	35,898	55,000	55,000	0	0.0%
6521	County Services	2,453	52,957	55,410	55,410	0	0.0%
6540	Contract Services	126,791	34,435	161,226	161,226	0	0.0%
6553	Security Services	38,765	26,235	65,000	65,000	0	0.0%
6570	Consulting Services	12,006	17,994	30,000	30,000	0	0.0%
6589	Permits	198	76	274	274	0	0.0%
6610	Legal Services	1,743	4,055	5,797	5,797	0	0.0%
6630	Audit/Accounting Services	27,063	1,778	28,840	28,840	0	0.0%
6631	Bookkeeping	14,828	5,173	20,000	22,500	(2,500)	-11.1%
6800	Public/Legal Notices	425	1,575	2,000	4,000	(2,000)	-50.0%
6820	Rents/Leases-Equip	9,308	8,692	18,000	18,000	0	0.0%
6840	Rents/Leases-Bldgs/Improv	8,333	3,667	12,000	12,000	0	0.0%
6880	Small Tools/Instruments	4,562	10,438	15,000	15,000	0	0.0%
6881	Library Equipment	37,063	10,676	47,739	47,739	0	0.0%
6882	Gift Equipment	0	28,082	28,082	28,082	0	0.0%
6889	Software	30,121	34,488	64,609	64,609	0	0.0%
6890	Computer Hardware	890	147,610	148,500	148,500	0	0.0%
6891	Small Equipment - IT	35,090	9,910	45,000	45,000	0	0.0%
	Subtotal Professional/Special Services	368,738	443,739	812,477	816,977	(4,500)	-0.6%
7000	Library & Other Supplies	56,777	23,223	80,000	100,000	(20,000)	-20.0%
7020	Summer Reading	8,246	17,721	25,967	25,967	0	0.0%
7030	Programming	16,701	7,755	24,456	24,456	0	0.0%
7110	Professional Development	8,863	6,137	15,000	18,576	(3,576)	-19.3%
7120	In-Service Training	774	1,226	2,000	10,000	(8,000)	-80.0%
7180	Literacy	57,453	65,183	122,636	122,636	0	0.0%
	Subtotal Professional/Special Services	148,815	121,244	270,059	301,635	(31,576)	-10.5%
7190	Books/Materials	1,143,922	569,078	1,713,000	1,713,000	0	0.0%
7191	Binding	6,109	1,891	8,000	8,000	0	0.0%
	Subtotal Library Materials	1,150,031	570,969	1,721,000	1,721,000	0	0.0%
7301	County Car Expense	23,756	6,653	30,409	30,409	0	0.0%
7302	Travel Expense	1,738	3,262	5,000	20,000	(15,000)	-75.0%
7303	Mileage & Parking	45,078	14,922	60,000	60,000	0	0.0%
	Subtotal Transportation	70,572	24,838	95,409	110,409	(15,000)	-13.6%
7320	Utilities	330,188	153,912	484,100	484,100	0	0.0%
7400	Data Processing	0	383	383	383	0	0.0%
	Subtotal Other	330,188	154,295	484,483	484,483	0	0.0%
	TOTAL SERVICES & SUPPLIES	2,706,977	1,586,701	4,293,678	4,380,233	(86,555)	-2.0%
7910	LTD-Principal	14,228	15,772	30,000	30,000	0	0.0%
	TOTAL LONG TERM DEBT	14,228	15,772	30,000	30,000	0	0.0%
8510	Building Improvements	6,699	68,301	75,000	150,000	(75,000)	-50.0%
8560	Equipment	0	20,000	20,000	20,000	0	0.0%
8562	Computer Equipment	50,159	49,841	100,000	100,000	0	0.0%
8570	Furniture/Fixtures	224	9,776	10,000	10,000	0	0.0%
	TOTAL FIXED ASSETS	57,082	147,918	205,000	280,000	(75,000)	-26.8%
9000	Appropriations for Cont	0	0	0	0	0	0.0%
	TOTAL EXPENDITURES	11,761,337	4,423,650	16,184,987	16,346,542	(161,555)	-1.0%

**PRELIMINARY EXPENDITURE PROJECTIONS
FY 10-11 BUDGET WITH THE NARRATIVE AND CHART OF ACCOUNTS
SONOMA COUNTY LIBRARY
APRIL 2010**

PART 2: Expenditures**Expenditure Category: Salaries & Benefits**

Number	Account Title	Purpose
5900	Salary Savings	Savings from unpaid salary for vacant permanent positions. The Library uses \$45,000 as a minimum level for salary savings.
5910	Perm Positions	Salaries for permanent positions.
5911	Extra Help	Salaries for substitutes, student aides, and members of the Radio Frequency Identification (RFID) tagging teams.
5920	Retirement Contribution	Under the Memorandum of Understanding (MOU), the Library contributes 1% of the 7% employee contribution to the CalPERS retirement system. This is for permanent employees only, not substitutes or contract employees.
5923	PERS	The employer rate is the amount that CalPERS charges employers for participation in the retirement system.
5924	Medicare	This is the Library's share of Medicare taxes paid for permanent positions, substitutes and contract employees. Employees contribute 1.45% of their salaries, and the Library pays 1.45% as a matching contribution.
5925	Deferred Comp (PST & Voluntary)	In lieu of Social Security, the Library pays a 4.5% retirement contribution for part-time employees who are not members of CalPERS. Permanent employees may make voluntary contributions. The Library also contributes a 1% salary match to the voluntary contributions from permanent employees.
5930	Health Insurance	This is the Library cost of health insurance after collecting a 15% share of the premium from full-time employees and a pro-rated share of the premium, based on hours worked, from part-time employees.
5931	Disability Insurance	Long Term Disability (LTD) insurance costs paid 100% by the Library for employees who work 16 hours or more per week.
5932	Dental Insurance	The Library cost of dental insurance after collecting a pro-

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Number	Account Title	Purpose
		rated share of the premium, based on hours worked, from part-time employees. The Library pays 100% of the premium for full-time employees.
5933	Life Insurance	Term life insurance costs paid 100% by the Library for full-time employees.
5934	Vision Insurance	The Library cost of vision insurance after collecting a pro-rated share of the premium, based on hours worked, from part-time employees. The Library pays 100% of the premium for full-time employees.
5935	Unemployment Ins.	The cost of the Library's self-funded Unemployment Insurance (UI) program.
5936	Retiree Health Ins.	This is the Library cost of retiree health insurance after collecting a 15% share of the premium from retired full-time employees and a pro-rated share of the premium, based on hours worked, from retired part-time employees.
		<i>The final County retiree insurance rates were lower than the estimates in earlier budgets.</i>
5940	Workers' Comp	The cost of Workers' Compensation insurance premiums paid by the Library.

Expenditure Category: Services & Supplies

Number	Account Title	Purpose & Recommended Change
Communications (604)		
6040	Communications	County charges for a fax line and pay phones for the branches.
6041	Data Lines	Internet service and other data lines including fiber optic and DSL lines to support the wireless network.
6043	Alarm Systems	Fire and security alarms and phone lines for them.
6045	Telephone Service	Phone system & related equipment costs.
6048	Cell Phones	Cost of cell phones for Facilities Services Staff.
6049	County Communications Exp	Charges from County Communications to administer our fax line.
Household Expense (608)		
6084	Janitorial Supplies	Janitorial supplies for all branches.
6085	Janitorial Services	Contract for branch cleaning services and miscellaneous

DOCUMENT #13.1.2 (5.3.10)

Number	Account Title	Purpose & Recommended Change
		cleaning projects not covered by the contract.
		Expenditures will not be as high as estimated, so the projected expenditures have been reduced from \$201,000 to \$185,000.
Insurance (610)		
6103	Liability Insurance	All library insurance policies.
Maintenance, Equipment (614,615)		
<i>Expenditures for keeping equipment, whether capitalized or not, in working order.</i>		
6140	Maintenance, Equip (IT)	Expense for maintenance contracts for computer systems.
6152	Maintenance, Equip-Purchase Parts	Includes parts purchased to repair any equipment; primarily used by Facilities and IT staff.
		<i>Expenditures will not be as high as estimated, so the projected expenditures have been reduced from \$31,545 to \$20,000.</i>
6153	Maintenance, Equip-Outside	Maintenance contracts by outside vendors on non-capital equipment and rental of equipment for repairs.
		<i>Expenditures will be higher than estimated, so the projected expenditures have been increased from \$41,839 to \$55,000.</i>
Maintenance, Buildings and Improvements (618, 619, 622)		
<i>Expenditures to maintain the useful life of buildings, as well as improvements</i>		
6180	Maintenance, Buildings & Improvements	Maintenance contracts for contracted building services, such as HVAC (this is different from 6152-building parts).
6186	Maintenance, B&I, Santa Rosa	Purpose is to support capital improvements and maintenance at the Central Library.
6190	Landscape Service	Landscaping and maintenance of grounds for all branches, except Petaluma & Sebastopol (those two cities have responsibilities for grounds under the terms of the leases.)
		Expenditures will not be as high as estimated, so the projected expenditures have been reduced from \$50,000 to \$40,000.
6226	Maintenance, B&I, Parts	Parts purchased for building repair performed by Library's Facilities staff.
Memberships (628)		
<i>Expenditures for membership in societies, associations, trade associations, etc.</i>		
6280	Memberships	Library membership in various organizations.
		<i>Expenditures will not be as high as estimated, so the projected expenditures have been reduced from \$15,411 to \$10,000.</i>

DOCUMENT #13.1.2 (5.3.10)

Number	Account Title	Purpose & Recommended Change
Office Expense (640)		
<i>Expenditures for office supplies & services</i>		
6401	Office Expense-Inventory	Office supplies and services.
6410	Postage	All postage machines, stamps for branches, and newsletter mailing.
6430	Printing	Includes newsletter, photo grant printing and miscellaneous items the Library has printed.
6452	Paper stock	Copy paper, paper for graphic artist, and letterhead. <i>Expenditures will not be as high as estimated, so the projected expenditures have been reduced from \$20,684 to \$15,000.</i>
Professional & Specialized Services		
<i>Purchase of services requiring special expertise and skills</i>		
6517	Networking	Cost of wiring, parts and other expenditures to create and maintain the Library's wireless network, excluding the cost of data lines, shown in 6041.
6518	OCLC	OCLC is the international database of library catalog records; expenditures pay for online cataloging and interlibrary loan from non-NBCLS libraries.
6521	County Services	Expenditure for County accounting services.
6540	Contract Services	Expenditures for the NorthNet Library System's services, the Mendocino Bookmobile, the Employee Assistance Program (EAP) and support for the Foundation's donor database.
6553	Contracts-Security Services	Security services for the Central Library.
6570	Consulting Services	Services provided by outside consultants.
6589	Permits	Fire permits for Library branches.
6610	Legal Services	Legal services provided by County Counsel.
6630	Audit/Accounting Services	Cost of annual audit and related accounting services.
6631	Bookkeeping	Cost of payroll services provided by Integrated Business

DOCUMENT #13.1.2 (5.3.10)

Number	Account Title	Purpose & Recommended Change
		Solutions (IBS) for the payroll system and Webtime.
		<i>Expenditures will not be as high as estimated, so the projected expenditures have been reduced from \$22,500 to \$20,000.</i>
6800	Public/Legal Notices	Job advertisements and legally required notices and reports.
		<i>Expenditures in this line pay for the cost of advertising vacant positions. The Library has not had to recruit for many positions to date, so the estimate for the year has been reduced to from \$4,000 to \$2,000.</i>
6820	Rents/Leases-Equipment	Rents and leases of copy machines and the postage meter. Expenditures include \$18,000; \$15,000 for copiers and \$3,000 for the postage meter.
6840	Rents/Leases - Bldg/Improvement	Rents and leases for Forestville & Occidental stations.
6880	Small Tools/Instruments	For Facilities Services to purchase of minor equipment that is not classified as a fixed asset, as well as parts for repairs.
6881	Library Equipment	Cost of miscellaneous furnishings and equipment.
6882	Gift Equipment	Cost of miscellaneous furnishings and equipment purchased with gift funds.
6889	Software	Cost of purchasing software/software licenses.
6890	Computer Hardware	Majority of the expenditures are to purchase new staff and public computers to maintain the Library's 5-year replacement cycle. PCs are cascaded down to be used by people who do not require the highest level of computing power.
6891	Small Tools (IT)	Computer peripherals and other small equipment including printers, fax machines, etc., purchased by IT.
7000	Library & Other Supplies	Supplies unique to the library, such as paper for graphic services.
		<i>Expenditures for RFID tags will not be as high as estimated, so the projected expenditures have been reduced from \$100,000 to \$80,000.</i>
7020	Summer Reading Supplies	Cost of the Summer Reading program.
7030	Programming - Adult	Cost of Library programming for adults, other than Summer Reading.
7035	Programming -	Cost of Library programming for children and young

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Number	Account Title	Purpose & Recommended Change
	Juvenile	adults, other than Summer Reading.
7110	Professional Development	Funding for employee staff development allocation per MOU.
		<i>Professional development has been less than budgeted, so the estimate for the year has been reduced from \$18,576 to \$10,000.</i>
7120	In-Service Training	Library-sponsored training events.
		<i>All Staff Day was cancelled this year due to reduce overall expenditures, so the estimate for the year has been reduced from \$15,914 to \$10,000.</i>
7180	Literacy	Expenditures for literacy project.
7187	Materials Management Supplies	Supplies for Materials Management, primarily for processing and repairing the collection.
7190	Books/Materials	Library materials budget.
7191	Binding	Cost of binding and re-binding materials.
7301	County Car Expense	Cost of maintenance and gas for Library vehicles.
7302	Travel Expense	Costs for participation in library-selected conferences and staff training.
		<i>Expenditures have been less than budgeted, so the estimate for the year has been reduced from \$20,000 to \$5,000.</i>
7303	Private Car Expense	Staff parking and mileage reimbursement.
7320	Utilities	Electricity, gas, water, sewage and refuse for all facilities.
7400	Data Processing	County charges for services.

Expenditure Category: Other Charges

Number	Account Title	Purpose
7910	LTD – Principal (this is called Capital Leases in the other chart)	Leases for copiers and fax machines that are classified as capital items in compliance with Government Accounting Board Standards (GASB) requirements.

Character: Fixed Assets

Number	Account Title	Purpose
8510	Building Improvement	All expenditures associated with major building improvements and/or renovation; includes design cost as well as construction expenditures. Any expenditure that is

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		part of a capital project is capitalized, even if the single item cost is less than \$5,000.
		<i>Expenditures will not be as high as estimated, so the projected expenditures have been reduced from \$150,000 to \$75,000.</i>
8562	Computer Equipment	Expenditures for major computer equipment classified as capital items (i.e., over \$5,000).
8570	Furniture/Fixtures	Expenditures for furniture and fixtures classified as capital items (i.e., over \$5,000).

Character: Contingencies

Number	Account Title	Purpose
9000	Appropriation for Contingencies	Appropriation for Contingencies recommended by the County of Sonoma.



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Special Meeting	Agenda Item No.
Discussion	5.3.10	Regular Meeting	13.2

SUBJECT

Fees for Service & Expired Holds

PURPOSE OF DISCUSSION

To continue the discussion on fees for service.

BACKGROUND

At its April meeting, the Commission began its discussion of basic services and fees for service. There was strong support for charging for expired holds, and the Commission agreed to let the Director discuss the issue with staff and come back with their recommendations, which are attached.

The Commission may wish to continue its discussion of a potential policy on core services and fees.

FUTURE BOARD ACTIONS

FISCAL IMPACT

Charging or not charging for expired holds will have a minimal impact on the Library's revenue.

POLICY ISSUES

ATTACHMENTS

Document #13.2.1 – Report on Staff Feedback: Charging for Expired Holds

REPORT TO THE LIBRARY COMMISSION
STAFF FEEDBACK
CHARGING FOR EXPIRED HOLDS

RECOMMENDATION:

The staff recommends that the Library conduct a vigorous information campaign to encourage patrons to pick up or cancel their holds. This is in lieu of charging people for expired holds.

BACKGROUND:

At the April 5 meeting, the Commission discussed charging patrons for expired holds. The Management Team asked for additional time to discuss the issue with staff.

On April 7, we distributed this e-mail to the branch managers.

Dear Branch Managers,

The Management Team would like your help in exploring the pros and cons of charging patrons for expired holds. The Commission has raised the issue – and we know that many staff favor the concept. We asked the Commission for time to discuss the idea internally and promised to have the staff response for the May 3 Commission meeting.

Please discuss the issue with your staff and come prepared to represent their thinking at next week's meeting. Here are some things for you and your staff to consider:

- 1. Is the goal to raise money or to control workload?*
- 2. Is the circulation staff prepared to deal with angry patrons who challenge the charge for a hold they failed to pick up – or who did not receive the notice or were out of town or...*
- 3. The number of holds that were not picked up last year was about 82,000 systemwide out of 800,000 requests. Even if we charge \$1 per hold, we do not anticipate that the income would be that much – between waived fees and the decline in the number of items that people fail to pick up.*
- 4. We assume that we would have to do a pretty intense information campaign for 2-3 months ahead of time.*

We look forward to having feedback on the issue from you and all your staff.

The Management Team

At the April 14 Branch Managers' meeting, they reported on the discussions among their staff. Of the 11 branches, 2 supported charged for expired holds; 2 were "on the fence" with no consensus; and the staff at the remaining libraries were opposed to charging for expired holds. Here is a summary of the pros and cons identified by the staff.

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PROS	CONS
<ul style="list-style-type: none">• Expired holds puts an item out of circulation for two weeks.• They create additional work for branch staff as well as delivery.• We already deal with angry patrons.• It serves as an incentive for patrons to be more judicious.• We need to educate people.	<ul style="list-style-type: none">• Patron anger• Too punitive• Impairs materials access• Patrons at small libraries use requests because of the limitations of the local collections.• It's more work than it's worth to collect the money.• The only good reason to do it is to control the workload.

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The branch managers feel it undermines the principle of equity of access, which is a fundamental value of the system staff. They also agreed that branch managers in larger libraries need to help their staff members understand the value of holds to people throughout the county, especially those who use the smaller libraries.



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Special Meeting	Agenda Item No.
Discussion	5.3.10	Regular Meeting	13.3

SUBJECT

Impact of Circulation Policies Approved in February 2009

PURPOSE OF DISCUSSION

To discuss the results of the evaluation.

BACKGROUND

When the revised circulation policies were revised in February 2009, the agreement was that staff would evaluate the impact of the new policies after one year.

Kathy DeWeese and Kathy Dennison were responsible for the evaluation—monitoring data over the year, then compiling information from various sources, and analyzing the data. They discussed the results with the Branch Managers on April 14.

There is general agreement to leave the policies as they are—with time for additional discussion of changing the loan period for DVDs. The Library Management Team would like to consult further with the staff and bring any recommendations for change back to the Commission at its June meeting.

FUTURE BOARD ACTIONS

Possible revision of DVD/ loan period

FISCAL IMPACT

POLICY ISSUES

The review dealt with the policies approved by the Commission in February 2009.

ATTACHMENTS

Document #13.3.1 – Report on Analysis of the Impact of Revised Circulation Policies

**REPORT TO THE LIBRARY COMMISSION
ANALYSIS OF THE IMPACT
CIRCULATION POLICIES ADOPTED 2/09**

RECOMMENDATION:

The staff recommends that all circulation policies continue with the exception of the DVD loan period. Staff requests time for further staff discussion before a final recommendation on DVD loan periods.

BACKGROUND:

The Library Commission asked the staff to evaluate the impact of the changes in circulation policies one year after their adoptions in February 2009. The new policies covered: Library Cards and Accounts, Fines and Fees, Loans and Loan Limits, and Requests and Holds.

The following measures were reviewed to determine any significant impact on the library's circulation, use of collections, and patron satisfaction:

- Overall circulation statistics
- Circulation statistics for specific collection samplings
- Patron comment forms from April 2009 to present
- Patron comments to staff
- Number of purchase alerts (purchase alerts tell us that we have 6 or more requests per copy of an item, which triggers a decision about purchasing additional copies)
- Branch manager and staff observations, comments and suggestions

Findings:

- Patrons and staff seem to be most concerned about the wait for DVDs and the lack of feature film DVDs for browsing.
- To a lesser extent, patrons are unhappy with the wait for new fiction titles and the lack of a selection of titles on the shelves. Patrons like being able to keep items for 3 weeks, but don't like how long they have to wait for items.
- While we have no way of checking the length of time patrons wait for holds, it is logical to assume that the wait must be longer for new fiction and DVDs than it was prior to the revised policies since the length of time patrons may keep new fiction and DVDs increased from 7 to 21 days.
- In general, patrons are okay with the 3 week check-out but would like to see more new materials for browsing available on the shelves.
- Circulation has not been negatively affected with the exception of DVD circulation. DVD circulation and turnover rate¹ both decreased over the past year. Circulation and turnover rate increased in every other category.

¹ Turnover rate is a measure of usage determined by dividing the number of items circulated divided by the number of items in a collection during a period of time.

DOCUMENT #13.3.1 (5.3.10)

- There was no major feedback on changes to the number of holds, fines & fees, or library cards.
- It is difficult to attribute any of the above feedback solely to the changes in circulation policies, because many other factors have also changed – e.g. overall increase in library circulation, changes in purchasing patterns, and decreases in buying power.