

EXPENDITURES	FY 07-08	FY 08-09	FY 09-10			FY 10-11	FY 11-12	FY 12-13
	Actual	Actual	Final Budget Sept 2009	Mid -Year Estimates	Third Qtr Estimates	Proposed Budget	Projected Budget	Projected Budget
Capital Asset Maintenance Fund:		(1,084,919)	(1,178,052)	(343,980)	(461,547)	(1,018,583)	(1,003,583)	(863,187)
Horizon Servers		(184,939)						
Capital Improvement Fund:								
A. Branch Improvement Project								
1. Branch Facilities Improvement		(142,297)	(150,000)	(150,000)	(75,000)	(150,000)	(150,000)	(150,000)
2. Furniture & Fixtures		(38,348)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
3. Equipment			(20,000)	(20,000)	(20,000)	0	0	0
B. Self-Check Project		(318,810)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
* Contingencies			(25,000)	0	0	(25,000)	(25,000)	(25,000)
<b>Use of Fund Balance -Capital Expenditures</b>		<b>(684,394)</b>	<b>(305,000)</b>	<b>(280,000)</b>	<b>(205,000)</b>	<b>(285,000)</b>	<b>(285,000)</b>	<b>(285,000)</b>
Ongoing Operating Expenditures								
Contribution to/(Use of Fund Balance)		(400,525)	(873,052)	(63,980)	(256,547)	(733,583)	(718,583)	(578,187)
<b>Contribution to/Use of Fund: Operating Expenditures</b>		<b>(400,525)</b>	<b>(873,052)</b>	<b>(63,980)</b>	<b>(256,547)</b>	<b>(733,583)</b>	<b>(718,583)</b>	<b>(578,187)</b>
<b>Contribution/(Use of Fund Balance)</b>	769,244	(1,084,919)	(1,178,052)	(343,980)	(461,547)	(1,018,583)	(1,003,583)	(863,187)
Prop 1A Transfer			(1,098,202)	0	0	0	0	0
Prop 1A Receivable			1,098,202	0	0	0	0	0
<b>Use of Fund Balance</b>			<b>(1,178,052)</b>	<b>(343,980)</b>	<b>(461,547)</b>	<b>(1,018,583)</b>	<b>(1,003,583)</b>	<b>(863,187)</b>
<b>FUND BALANCE ALLOCATION</b>								
<b>Committed Fund Balance:</b>								
Committed: Capital Asset Maintenance Fund:	416,012	281,073	331,073	331,073	331,073	381,073	431,073	481,073
Committed: Capital Improvement Fund:								
Branch Improvement Project	2,340,291	2,159,646	1,979,646	1,979,646	2,054,646	1,819,646	1,659,646	1,499,646
Self Check Project	2,000,000	1,681,190	1,581,190	1,581,190	1,581,190	1,481,190	1,381,190	1,281,190
Committed: Stabilization Fund:								
Emergency Reserves	\$978,239	\$1,086,505	\$1,056,143	\$1,021,659	\$1,011,562	\$1,016,752	\$1,015,814	\$1,015,814
Counter Cyclical Reserves	\$978,239	\$685,980	\$183,091	\$957,679	\$755,015	\$283,169	\$297,231	\$437,627
Use of Countercyclical Fund Reserves		(\$400,525)	(\$873,052)	(\$63,980)	(\$256,547)	(\$733,583)	(\$718,583)	(\$578,187)
<b>Subtotal Committed Fund Balance</b>	<b>6,712,781</b>	<b>5,493,869</b>	<b>4,258,091</b>	<b>5,807,267</b>	<b>5,476,938</b>	<b>4,248,247</b>	<b>4,066,372</b>	<b>4,137,164</b>
<b>Assigned Fund Balance:</b>								
Assigned: Petty Cash <sup>1</sup>	1,220	1,220	1,220	1,220	1,220	1,220	1,220	1,220
Assigned: Contingency Fund <sup>1</sup>	25,000	25,000	25,000	0	0	25,000	25,000	25,000
Assigned: Restoration Required for Counter Cyclical		400,525	\$1,273,577	\$464,505	\$657,072	\$1,390,655	\$2,109,238	\$2,687,425
<b>Subtotal Assigned Fund Balance</b>	<b>26,220</b>	<b>426,745</b>	<b>1,299,797</b>	<b>465,725</b>	<b>658,292</b>	<b>1,416,875</b>	<b>2,135,458</b>	<b>2,713,645</b>
<b>Unassigned Fund Balance:</b>			0	0	0	0	0	0
Unassigned Fund Balance/(Use of Fund Balance)	769,244	502,712	(312,614)	(193,646)	(173,451)	(721,926)	(2,262,217)	(3,774,383)
<b>Subtotal Unassigned Fund Balance</b>	<b>769,244</b>	<b>502,712</b>	<b>(312,614)</b>	<b>(193,646)</b>	<b>(173,451)</b>	<b>(721,926)</b>	<b>(2,262,217)</b>	<b>(3,774,383)</b>
<b>TOTAL FUND BALANCE</b>	<b>\$7,508,245</b>	<b>\$6,423,326</b>	<b>\$5,245,274</b>	<b>\$6,079,346</b>	<b>\$5,961,779</b>	<b>\$4,943,196</b>	<b>\$3,939,613</b>	<b>\$3,076,426</b>
<b>Percentage of Operating Expenditures</b>	<b>47.95%</b>	<b>36.95%</b>	<b>31.04%</b>	<b>37.19%</b>	<b>36.84%</b>	<b>30.39%</b>	<b>24.24%</b>	<b>18.93%</b>

<sup>1</sup> Contingency Fund Required by County of Sonoma

**Sonoma County Library  
Capital Assets  
Capital Asset Maintenance Fund**

4/29/2010

<u>Tag #</u>	<u>Description</u>	<u>Cost</u>	<u>Acquisition Date</u>	<u>Location</u>	<u>Expected Life</u>	<u>Remaining Life</u>
999	HVAC System	\$11,211	5/28/04	Annex	5	0
294	HVAC System	\$15,890	Pre 7/1/96	Central	5	0
997	Forum Room Sound System	\$11,785	1/27/03	Central	5	0
989	Empire Elevator	\$30,751	3/1/00	Central	5	0
994	Automatic Doors	\$5,447	2/1/01	Central	30	21
3421	Courtyard Fountain	\$20,391	6/1/04	Central	30	24
	<b>Building</b>	<b>\$95,475</b>				
3430	Microfische Reader Printer	\$9,709	6/30/07	Annex	5	2
3428	Microfische Reader Printer	\$9,709	6/30/07	Central	5	2
1444	Microfische Reader Printer	\$8,149	11/1/97	Healdsburg	5	0
	Microfische Reader Printer	\$14,001	8/1/94	Rincon Valley	5	0
1143	Microfische Reader Printer	\$14,001	11/1/96	Windsor	5	0
991	Risograph	\$12,122	7/1/00	Central	5	0
998	ATT Phone System	\$26,446	6/5/03	Central	5	0
25	Voice Mail System	\$19,461	6/2/02	Central	5	0
	<b>Equipment</b>	<b>\$113,598</b>				
3430	Dell Server-588KVC1	\$6,671	5/17/07	Central	5	2
3431	Dell Server-488KVC1	\$6,671	5/17/07	Central	5	2
3432	Dell Server-388KVC1	\$6,671	5/17/07	Central	5	2
996	ILS Upgrade - Phase 2	\$223,045.00	11/10/04	Central	5	0
996	ILS Upgrade - Phase 1	\$291,478.00	10/10/02	Central	5	0
3422	Web Reporting Server	\$6,828	10/27/05	Central	5	0
988	Internet Firewall & Server	\$43,359	1/1/00	Central	5	0
995	Computer Power Backup System	\$15,432	6/1/02	Central	5	0
982	WebPac Server	\$13,196	Pre 7/1/96	Central	5	0
983	Novell Network Server	\$9,187	5/1/99	Central	5	0
	<b>IT Equipment</b>	<b>\$622,539</b>				
987	Shelving	\$189,229	8/1/99	Central	10	0
985	Countertops-Public Svcs	\$25,769	11/1/99	Central	10	0
984	Draperies-Forum Rm. & Admin.	\$17,225	11/1/99	Central	10	0
	Workstations-Budget&Finance	\$37,727	6/30/09	Central	5	4
993	Workstations-Mat Mgt	\$52,816	3/1/01	Central	5	0
1798	Reference Desk	\$6,225	Dec-97	Guerneville	5	0
3433	Petaluma Workroom-Furniture	\$62,054	11/9/07	Petaluma	5	2
3420	Meeting Room-Furniture	\$22,570	10/8/04	Petaluma	5	0
	<b>Furnishings</b>	<b>\$413,616</b>				
3434	Facilities Truck-1FTZR14U88PA47652	\$18,010	12/4/07	Central	5	2
992	Facilities Truck-1FTNF20L81EB35658	\$27,138	1/1/01	Central	5	0
986	Facilities Truck-1FTNF20L5YEB1004	\$25,802	11/1/99	Central	5	0
977	Delivery Truck-1FDXF4650XEC52688	\$26,704	6/1/99	Central	5	0
3427	Delivery Truck-1GDE5C1296F432211	\$39,667	7/18/06	Central	5	1
3423	Delivery Truck-1GDE5C1235F531251	\$37,751	5/31/06	Central	5	1
3424	Truck Box-1GDE5C1235F531251	\$17,764	6/19/06	Central	5	1
3425	Truck Box-1GDE5C1296F432211	\$17,764	6/19/06	Central	5	1
	<b>Vehicles</b>	<b>\$210,600</b>				
	<b>Total Capital Assets</b>	<b>\$1,455,828.22</b>				
Elissa\Fund Balance\Capital Maintenance						



<b>Agenda Item</b>			
<b>Information/Action</b>	<b>Commission Meeting Date</b>	<b>Regular/Executive Meeting</b>	<b>Agenda Item No.</b>
<b>Consent</b>	<b>5.3.10</b>	<b>Regular</b>	<b>10rev</b>

**SUBJECT**

Consent Calendar

**NOTE**

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

**RECOMMENDED ACTION**

**AGREE** to the Consent Calendar if there is no objection.

**DRAFT ACTION BY CHAIR**

**DECLARE** the Consent Calendar approved if there are no objections.

**BACKGROUND**

Item #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 policy.

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.

Item #10.1.3: Proposed expenditure over \$50,000: Under the new Delegation of Authority, the Commission must approve any expenditure over \$50,000. The attached subscription renewal is for the annual cost of a number of the Library’s core online resources.

**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

Document #10.1.3: Subscription Renewal Notice – Gale Cengage Learning (online resources)

CONTRACT NO. 212652

FEDERAL I.D. NO.: 06-1411737

DATE: 02/26/10

ACCOUNT NO.: 8328640

ACCOUNT NO.: 8328640

BILL TO: SONOMA COUNTY LIBRARY  
ATTN: KATHY DENNISON  
ACQUISITION DEPT  
211 E ST  
SANTA ROSA CA 95404

SHIP TO: SONOMA COUNTY LIBRARY  
ATTN: KATHY DENNISON  
ACQUISITION DEPT  
211 E ST  
SANTA ROSA CA 95404

GRN00910

**IT'S TIME TO RENEW**

Your patrons have come to depend on the comprehensive content in your subscription databases(s).  
Renew today to ensure continued access.

**PAYMENT OPTIONS FOR RENEWAL\*:**

- Renew online – [www.gale.com](http://www.gale.com) click on Order Center and Renew Online Subscriptions
- Sign and fax your notice to 1-800-990-4253
- Sign and fax your renewal to 1-800-990-4253 and mail a copy, with payment, to Gale – PO Box 95501 – Chicago, IL 60694-5501

If you have any questions regarding your renewal call your Gale Client Relations Specialist at 1-800-899-7684.

Please note: A signed notice must be received by Gale before a renewal can be processed. If you are not sending a check or credit card number along with this form an invoice will be sent to the bill to account. Please disregard this notice if you have already renewed.

Item Number	No. of users	No. of sites	Description	Subscription Period	Price
176168	Unlimited	1	OPPOSING VIEWPOINTS RESOURCE CENTER	07/01/10 - 06/30/11	\$19,271.22
172100	Unlimited	1	GENERAL ONE FILE	07/01/10 - 06/30/11	\$38,758.18
160706	Unlimited	1	GENERAL REFERENCE CENTER GOLD	07/01/10 - 06/30/11	\$0.00
161480	Unlimited	1	EXPANDED ACADEMIC ASAP	07/01/10 - 06/30/11	\$0.00
160738	Unlimited	1	GENERAL BUSINESS FILE ASAP	07/01/10 - 06/30/11	\$0.00
160729	Unlimited	1	HEALTH REFERENCE CENTER ACADEMIC	07/01/10 - 06/30/11	\$0.00
164895	Unlimited	1	INFOTRAC STUDENT ED K-12 GRAPHIC INTERFACE	07/01/10 - 06/30/11	\$0.00

\* A signed notice must be received by Gale before a renewal can be processed. Please disregard this notice if you have already renewed.

Did you notice? We haven't raised prices one cent! Gale is holding the line on subscription renewals for your library throughout 2010. This price freeze is part of the Gale Value Promise – our commitment to helping you get the most value from our products and services, especially in a difficult economy.

SUBTOTAL	\$58,029.40
SALES TAX	\$0.00
SHIPPING	\$0.00
<b>RENEWAL TOTAL</b>	<b>\$58,029.40</b>

AUTHORIZED SIGNATURE FOR LICENSEE: \_\_\_\_\_

PRINT NAME OF AUTHORIZED SIGNATURE OF LICENSEE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

INVOICE NOW INVOICE WHEN \_\_\_/\_\_\_/\_\_\_  HOLD FOR PURCHASE ORDER PO# \_\_\_\_\_

CREDIT CARD NO.: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

CARD MEMBER NAME: \_\_\_\_\_

SONOMA COUNTY LIBRARY warrants that the individual(s) who sign this document are empowered to execute and deliver in the name of this organization a contract with Gale for Online Subscription Services.

Legal Effect: Payment terms are net 30 days from renewal start date, all terms and conditions of the license agreement shall remain in full force and effect. All trademarks and registered names are used herein under license.