



**LIBRARY COMMISSION AGENDA  
REGULAR MEETING**

Monday, August 2, 2010 at 6:30 p.m.  
Central Santa Rosa Library, 211 E Street, Santa Rosa, CA 95404

**1. CALL TO ORDER**

**2. ANNOUNCEMENTS AND INTRODUCTIONS**

**3. PUBLIC APPEARANCES**

***Members of the public who wish to address the Commission on labor negotiation issues should request recognition at this time.***

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

**4. CLOSED SESSION**

- 4.1. Pursuant to California Government Code §54957 to meet in 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 July 12, 2010 Regular Meeting (1 Document)

**7. CORRESPONDENCE & PRESS COVERAGE**

**8. PUBLIC APPEARANCES**

***Members of the public who wish to address the Commission on issues on the regular agenda or other topics should request recognition at this time. The Chair will not recognize members of the audience during Commission discussions.***

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

**9. 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. ACTION ITEMS BY MOTION**

- 10.1. Authorize Library Director to sign agreement with the City of Sonoma (1 Document)
- 10.2. Approve dates for next meetings

**11. DISCUSSION ITEMS**

- 11.1. Management Report (1 Documents)
  - 11.1.1. Progress on Priorities, Issues & Challenges
  - 11.1.2. Monthly Financial Report (included in 11.2)

- 11.2. Budget Discussions (2 Documents)
  - 11.2.1. Preliminary Closing – FY09-10
  - 11.2.2. Updated Budget for FY10-11 – discussion draft
- 11.3. Review draft Grand Jury Report

**12. LIBRARY ADVISORY BOARDS**

- 12.1. Ready for Appointment
  - 12.1.1. Healdsburg Library Advisory Board, New Appointment

**13. COMMISSION MEMBER INFORMATION ITEMS**

**14. CLOSED SESSION**

- 14.1. Pursuant to California Government Code §54957 the Library Commission will meet in closed session to discuss personnel matters with the Library Director (Brown Act, §54957)

**15. OPEN SESSION**

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

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

- Meeting: TBD
- Date: TBD
- 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, July 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 during Public Appearances. Please state your name and address for the record before making your presentation, which will be limited to three minutes. All hearings are taped. Time limitations on public testimony may be extended at the discretion of the Library Commission*

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



| <b>Agenda Item</b>        |                                |                                  |                        |
|---------------------------|--------------------------------|----------------------------------|------------------------|
| <b>Information/Action</b> | <b>Commission Meeting Date</b> | <b>Regular/Executive Meeting</b> | <b>Agenda Item No.</b> |
| <b>Action</b>             | <b>08.02.10</b>                | <b>Regular</b>                   | <b>6</b>               |

**SUBJECT**

July Meeting Minutes

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**RECOMMENDED ACTION**

**APPROVE** Minutes of July 12, 2010 meeting.

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**DRAFT MOTIONS**

**I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE** the minutes of the regular meeting on July 12, 2010, as presented. (or, as corrected)

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**BACKGROUND**

None

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**FUTURE BOARD ACTIONS**

None

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**FISCAL IMPACT**

None

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**POLICY ISSUES**

None

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**ATTACHMENTS**

Document #6.1 – Draft Minutes

1  
2  
3 **Sonoma County Library**  
4 **Minutes of the Library Commission**  
5 **July 12, 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 6:30 p.m. in the Central Santa Rosa Library Board Room.  
11

12 Commissioners present: Arnold, Colbert, Dell'Osso, Freis, Kelley, Lynch, and May.  
13

14 Staff present: Library Director Sandy Cooper; Public Services Division Manager  
15 (PSDM) Kiyoko Okazaki; Administrative Services Division Manager (ASDM) Elissa  
16 Alfano; Human Resources Manager (HRM) Patrick Preston; IT Co-Team Leaders  
17 Denise Lewers and Mike Dawe; Materials Management Division Manager (MMDM)  
18 Jaime Anderson; Collections Manager Kathy Dennison; Children's Services  
19 Coordinator Kathy DeWeese; Branch Managers Anne Marie Murphy and Kathy Nixon;  
20 Technical Support Specialist Kerri Bailey; Librarians Steve Alcorta and Karen Guma;  
21 Library Technicians Rhianna Miller, Daphne Matthews, Susan Hillery, Nancy Cimino,  
22 and Barbara White; and Administrative Aide Stephanie Kunkle.  
23

24 Guests and observers present: SEIU 1021 Representative Irene Rosario; Retirees  
25 Johanna Scallon and Catherine Martin. A list of all other guests and observers who  
26 were in attendance is attached.  
27

28 **ANNOUNCEMENTS AND INTRODUCTIONS**

29 There were no announcements or introductions.  
30

31 **PUBLIC APPEARANCES**

32 The first segment of public appearances was to hear comments on labor negotiations  
33 before the Commission went into closed session. Chair Lynch began by welcoming  
34 all those in attendance. She said that the allotted time would allow approximately 10  
35 people to speak a maximum of three minutes each. She also suggested written  
36 comments as an alternative to speaking tonight, and staff communications can be  
37 given to Stephanie Kunkle, who will deliver them to the Commission.  
38

39 SEIU 1021 Representative Irene Rosario spoke first, outlining her objection to moving  
40 two IT staff members to vacant management positions. Her primary concern is that  
41 they will continue to do work that is assigned to bargaining unit positions.  
42

43 Library Technician Rhianna Miller read her letter to the Commission expressing  
44 concern about the impact of reductions to salaries and benefits. Then, she read  
45 excerpts from letters of five Union staff members. Several patrons spoke and  
46 expressed their support for library staff and pleaded that staff benefits and salaries not  
47 be reduced and that programming not be reduced.  
48

1 Branch Managers Kathy Nixon and Anne Marie Murphy each spoke and expressed  
2 their concerns regarding salaries, benefits, and working harder for less, urging the  
3 Commission to consider other reductions and use of the fund balance.

4  
5 SEIU Chapter Chair (Librarian) Steve Alcorta and Library Technician III Nancy Cimino  
6 read a few staff letters to the Commission outlining concerns about the Commission's  
7 most recent bargaining proposal.

#### 8 9 **CLOSED SESSION**

10 The Commission recessed to closed session at 6:53 p.m. to give instructions to its  
11 Labor Negotiator.

#### 12 13 **OPEN SESSION**

14 Pursuant to Government Code §54957.1, Chair Lynch reconvened the group in open  
15 session at 8:15 p.m. and reported that no action was taken.

#### 16 17 **APPROVAL OF MINUTES** – Minutes of the June 7, 2010 Regular Meeting.

18 **M/S/C (Dell'Osso/Freis)** moved that the Sonoma County Library Commission  
19 approve the minutes of the regular meeting on June 7, 2010, as presented.

20 AYES (5): Arnold, Dell'Osso, Kelley, Lynch, and May

21 Chair Lynch abstained. Commissioner Freis was not present for the vote.

#### 22 23 **CORRESPONDENCE & PRESS COVERAGE**

24 Each Commissioner was given copies of staff communications current Union  
25 negotiation. There were also several items in *The Press Democrat*: an article about  
26 the Grand Jury Report; two letters to the editor; and an editorial, "We Lose Libraries at  
27 Our Peril."

#### 28 29 **PUBLIC APPEARANCES**

30 The second opportunity for public comment focused on regular agenda items.

31  
32 Nancy Cimino spoke about Item 11.2, moving IT Co-Team Leaders to vacant  
33 management positions. The concern of the Union was those two being present in  
34 closed sessions, nothing else. She also asked which positions they would be filling.  
35 Director Cooper responded that there are two vacant management positions,  
36 Community Services and Facilities Services. Cooper said that there are a total of  
37 three vacant non-bargaining unit positions.

38  
39 Librarian Alcorta expressed his concern about the terms of the Sirsi/Dynix  
40 maintenance agreement approved at the last meeting, which would require the Library  
41 to pay a penalty if we left them within 5 years. Director Cooper pointed out that the  
42 discussion at the last meeting explicitly covered the fact that the Library selected the  
43 five-year option because there are no plans to migrate to a new system before then.  
44 In response to Alcorta's second question, the Director assured him that the  
45 Commission was aware of the errors in the original PowerPoint, which were corrected  
46 after he pointed them out at the Northwest staff briefing.

1  
2 **CONSENT CALENDAR**

3 **9.1. Approve purchases that exceed \$50,000 and require Commission approval.**

4 A Berkshire Hathaway-Cypress insurance payment of \$198,680 for workers'  
5 compensation required approval. Switching from State Compensation Insurance  
6 Fund to Berkshire Hathaway-Cypress will save us \$35,000 for fiscal year 2010-  
7 2011.

8  
9 **9.2. Approve Elizabeth Beechwood's request for leave without pay.**

10 Elizabeth Beechwood submitted a request for leave without pay for a portion of  
11 the time she will spend with her daughter when she has a baby. Much of the  
12 leave will be covered by her accrued leave, but a few days will not.

13  
14 The consent calendar was approved.

15  
16 **ACTION ITEMS BY RESOLUTION**

17 **10.1. Adopt the Collection Management Policy**

18 The Commission discussed the policy in detail at the last meeting and the  
19 suggested revisions have been made.

20  
21 **M/S/C (May/Arnold)** moved that the Sonoma County Library Commission adopt  
22 the revised Collection Management Policy.

23 AYES (7): Arnold, Colbert, Dell'Osso, Freis, Kelley, Lynch, and May  
24

25 **10.2. Adopt the Revised Fund Balance Policy**

26 The Fund Balance Policy draft version was introduced for review at the May  
27 Commission meeting and put on the June agenda for approval, but was pulled.  
28 Revisions were made to the policy so that it would be easy to understand, and  
29 would meet the Government Accounting Standards Board (GASB) Statement 54,  
30 which updates past requirements.

31  
32 **M/S/C (May/Arnold)** moved that the Sonoma County Library Commission approve  
33 the resolution adopting the revised Fund Balance Policy.

34 AYES (7): Arnold, Colbert, Dell'Osso, Freis, Kelley, Lynch, and May  
35

36 **ACTION ITEMS BY MOTION**

37 **11.1. Authorize Audit Engagement Letter**

38 Beels Soper – Certified Public Accountants are the Library's current auditors who  
39 thus far have been reliable and responsible. In recognition of the Library's current  
40 budgetary issues, they have reduced their fees by 5% this year. The audit  
41 engagement letter stipulates that their fees and expenses will not exceed \$23,850.  
42 Commissioner Colbert asked how long we have had Beels Soper perform our  
43 audits and the response was four years. He commented that it was a good idea to  
44 change auditing firms every five years.

45  
46 **M/S/C (Kelley/Colbert)** moved that the Sonoma County Library Commission  
47 authorize the Library Director to sign the engagement letter with Beels Soper –  
48 Certified Public Accountants for the 2009-2010 audit.

1 AYES: (7) Arnold, Colbert, Dell’Osso, Freis, Kelley, Lynch, and May  
2

3 **11.2. Move IT Co-Team Leaders to Vacant Management Positions**

4 The Union had expressed concerns that IT Co-Team Leaders Denise Lewers and  
5 Mike Dawe were attending closed sessions as management but were still in  
6 bargaining unit positions. Director Cooper said that for the last year and a half,  
7 they have functioned as members of the Library Management Team. They have  
8 worked together well and have done an excellent job of leading the IT team.  
9 Moving them into vacant management positions would allow them to continue to  
10 participate fully on the management team with minimal fiscal impact of  
11 approximately \$2,200. Their bargaining unit positions will remain open until the  
12 funding situation improves.

13  
14 **M/S/C (Arnold/Freis)** moved that the Sonoma County Library Commission  
15 approve moving Denise Lewers and Mike Dawe into vacant management  
16 positions, leaving their current bargaining unit positions vacant.

17 AYES: (7) Arnold, Colbert, Dell’Osso, Freis, Kelley, Lynch, and May  
18

19 **DISCUSSION ITEMS**

20 **12.1. Management Report**

21 **12.1.1. Progress on Priorities, Issues & Challenges**

22 Chair Lynch expressed her appreciation to the Director for the budget briefings,  
23 who thanked the Commission for their participation. Commissioner Freis will be  
24 attending the briefings at the Central Library, which are still being scheduled.  
25

26 Commissioner Dell’Osso questioned the handheld RFID reader. Director  
27 Cooper said that it was for staff at the Rohnert Park-Cotati Library to use when  
28 the security gates are activated.  
29

30 Director Cooper said that she had submitted the grant application for the  
31 Guerneville Library remodeling project to the U. S. Department of Agriculture,  
32 and she briefly described the proposed change. She added that AXIA  
33 Architects and the County Architect’s Division staff were great partners to work  
34 with, and everyone pitched in to meet the deadline.  
35

36 **12.1.2. Monthly Financial Report**

37 The Director noted that the new Delegation of Authority requires that  
38 management report purchases over \$25,000 (Airco-HVAC and EnvisionWare)  
39 and contracts that span fiscal years (Infinity Communications & Consulting, the  
40 firm that prepares the Library’s applications for telecommunication discounts).  
41 There were no comments or questions.  
42

43 **12.2. Grand Jury Report**

44 The Commission reviewed issues that should be included in their response to the  
45 Grand Jury Report, which is due within 180 days of its release. Staff will work with  
46 the Commission to draft a response.  
47  
48

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2  
3 **12.3 Revision to the Meeting Room Policy**

4 The Library Director received a letter from the Alliance Defense Fund pointing out  
5 that the Library's current meeting room policy was in violation of certain  
6 constitutional issues and needed to be revised. Advice from County Counsel staff  
7 confirmed the validity of the issues outlined in the letter. The Director noted that  
8 the policy needed to be revised for a variety of reasons, and, after a brief  
9 discussion, she said it would be added to the priorities for the development of new  
10 or revised policies.  
11

12 **12.4 Commission Meetings in August and September**

13 The Director asked the Commission if they would like to identify a date later in  
14 August for a special meeting to complete work on the budget. The deadline for  
15 submitting the budget to the County is August 31. After looking at some possible  
16 dates, the Commissioners agreed to hold August 19 for a potential special  
17 meeting. The August 2 and September 13 regular Library Commission meetings  
18 will stand for now.  
19

20 **LIBRARY ADVISORY BOARDS**

21 **13.1 Ready for Appointment**

22 13.1.1 Cloverdale Library Advisory Board, vacant position.

23 **M/S/C (Colbert/Dell'Oso)** moved, by resolution, that the Sonoma County Library  
24 Commission appoint Joel Hernandez to the vacant position on the Cloverdale  
25 Regional Library Advisory Board for a term ending June 30, 2013.

26 AYES: (7) Arnold, Colbert, Dell'Oso, Freis, Kelley, Lynch, and May  
27

28 **13.2. Appointment of new Library Advisory Board members for terms expiring**  
29 **June 30, 2014.**

30 **M/S/C (May/Freis)** moved, by resolution, that the Sonoma County Library  
31 Commission appoint Sierra Downey to the Petaluma Regional Library Advisory  
32 Board Youth Position for a new two-year term ending June 30, 2012.

33 AYES: (7) Arnold, Colbert, Dell'Oso, Freis, Kelley, Lynch, and May  
34

35 **M/S/C (Colbert/May)** moved, by resolution, that the Sonoma County Library  
36 Commission appoint Marvin Bowers to the Healdsburg Regional Library Advisory  
37 Board Position for a new four-year term ending June 30, 2014.

38 AYES: (7) Arnold, Colbert, Dell'Oso, Freis, Kelley, Lynch, and May  
39

40 **M/S/C (Freis/Kelley)** moved, by resolution, that the Sonoma County Library  
41 Commission appoint Barry McBride to the Santa Rosa Libraries Advisory Board  
42 Position for a new four-year term ending June 30, 2014.

43 AYES: (7) Arnold, Colbert, Dell'Oso, Freis, Kelley, Lynch, and May  
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**COMMISSION MEMBER INFORMATION ITEMS**

There were no Commission items.

**CLOSED SESSION**

Pursuant to California Government Code §54957 the Library Commission met in closed session at 9:05 p.m. to discuss personnel matters with the Library Director.

**OPEN SESSION**

Pursuant to Government Code §54957.1, Chair Lynch reconvened the group in open session at 9: 50 p.m. and reported that no action was taken.

**DATE AND TIME OF NEXT MEETING**

Meeting: Regular Commission Meeting  
Date: Monday, August 2, 2010  
Time: TBD  
Location: Central Santa Rosa Library

**ADJOURNMENT**

The meeting adjourned at 9:53 p.m. by acclamation.

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Clerk



| <b>Agenda Item</b>        |                                |                                  |                        |
|---------------------------|--------------------------------|----------------------------------|------------------------|
| <b>Information/Action</b> | <b>Commission Meeting Date</b> | <b>Regular/Executive Meeting</b> | <b>Agenda Item No.</b> |
| <b>Consent</b>            | <b>8.2.10</b>                  | <b>Regular</b>                   | <b>9</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 #9.1:

Approve purchases that exceed \$50,000 and require Commission approval.

| Vendor                  | Amount   | Purpose   |
|-------------------------|----------|---|
| NorthNet Library System | \$77,879 | Membership Dues & Annual Fee for SuperSearch & Delivery |

NorthNet (formerly North Bay Cooperative Library System) provides coordination, services and programs for libraries in Sonoma, Lake, Marin, Mendocino and Solano Counties.

Item #9.2:

To allow public service staff to attend the workshops on dealing with difficult patrons, approve rolling closure of branches on this schedule:

- Monday, September 27: Petaluma, Rohnert Park-Cotati, and Sonoma
- Tuesday, September 28: Cloverdale, Healdsburg, Windsor, and Northwest.
- Wednesday, September 29: Rincon Valley, Sebastopol, Guerneville, Forestville, and Occidental
- Thursday, September 30: Central and History & Genealogy Library

**FUTURE BOARD ACTIONS**

None.

**FISCAL IMPACT**

Expenditures are consistent with the Library’s budget.

**POLICY ISSUES**

None.

**ATTACHMENTS**

Document # 9.2.1 – Workshop Description & Instructor Bio

## Dealing with Difficult People: Making Libraries Safe & Sane

*Modern libraries serve a far broader mix of people and personalities than almost any other public service organization. And by far, the majority of library patrons are pleasant, cooperative, and appreciative of our services.*

*A certain percentage, however, range from difficult, to demanding, to angry, to irrational, to downright scary. These patrons require special attention, special skills, and special strategies if we are to interact with them effectively and make our libraries safe and sane places for us to work in, and feel good about.*

**Workshop Description:** This unique all day workshop will provide training in the development of the actual verbal, emotional and physical interpersonal skills we need to turn conflict into cooperation, and successfully deal with the most challenging types of patrons.

The workshop's focus is on real library dynamics. Its unique, hands on - what to do - training emphasis goes to the heart of addressing a topic that concerns every library employee.

### Preliminary Course Outline

- The Team Approach - Understanding the Rules of the Game
  - Teamwork, clarity, and consistency - the cornerstones of safe and sane libraries
  - Why 10% = 70%, and 90% = 30%
  - Taking the lead - setting the tone
  - Document, document, document
  - Management and staff - hand in hand - shoulder to shoulder
- Knowing Who's Who, Knowing What's What
  - The safest barrier - customer service imperatives
  - Who is the most challenging - can you name 5 types?
  - Triangulation works, polarity, doesn't!
  - The rules
  - Help  $\neq$  satisfy
    - The zen of "no"
- Face to Face - Walking the Walk & Talking the Talk
  - Recognizing trigger points and land mines...
  - Why do people yell?
    - What gets them to stop?
  - Body language! 65% of what you communicate is non-verbal!
  - Getting the 10% to really hear you...
  - It's OK to be honest - you won't hurt anyone's feelings
- Response - Handling the Emergencies and the Urgencies
  - Emergency goals and responses
  - Calling the police and security
  - Physical confrontation - get away!
  - Knowing your facility
  - Documentation and follow through
  - Using community resources

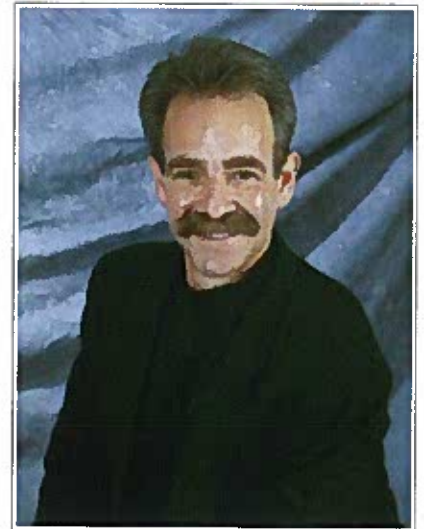
**Who Should Attend:** This training is appropriate for everyone in the California library community that interacts (face-to-face, by phone, by email) with co-workers and members of the public.

**Prerequisites:** None

**Check-in:** 8:30 to 9:00 AM **Instruction:** 9:00 AM to 4:30 PM

## Edmond Otis

Edmond Otis, Senior Consultant with Baron Center, Inc. and President of Edmond Otis & Associates, combines experience as a licensed psychotherapist (MFT 31194), author, trainer, and accomplished university educator, with 37 years of intense traditional karate practice. (He is internationally recognized as a world-class competitor, instructor, and coach.) Edmond blends these distinctive skills and insights into training programs that apply classic martial art principles and cutting edge research to life's most difficult personal and professional challenges—creating practical strategies and effective interventions for difficult workplace situations.



Edmond recently retired from the Graduate School of Education at the University of California, Riverside, to devote himself fully to training, coaching, and consulting. On faculty from 1981 to 2006, his tenure included positions in Humanities, English, Education, and Honors, where he had developed numerous courses integrating traditional martial art philosophy with modern western life. He was awarded the UC Distinguished Teaching Award in 2002.

Before concentrating his energies fully on teaching, training, and consulting, Mr. Otis spent 10 years in clinical private practice as a marriage, family and child therapist, where he treated a wide variety of clients and situations. During that period he trained therapists in "brief-strategic" therapy, led corporate workshops and retreats, and developed programs that focused on stress management, leadership, communication, anxiety, conflict, and anger.

Edmond is 52 years old. He has been married for 17 years, and has two children. He and his family live in Oceanside, California, a beach town that sits halfway between Orange County and San Diego.

### Student Comments

"Edmond Otis did a Great Job!"

"I think this workshop should be mandatory for all public contact personnel and I will put the skills I learned to use as soon as I get back to the library"

"I think many people on staff would benefit from this workshop - can we have it again?"

"Good mix of lecture and exercises. Great presentation style, easy to follow, good examples, engaging"

Edmond has taught **85 classes** from 2005 through 2010.

**Sorry, there are no workshops scheduled at this time for this instructor.**

Show previous workshops taught by Edmond Otis



| <b>Agenda Item</b>        |                                |                                  |                        |
|---------------------------|--------------------------------|----------------------------------|------------------------|
| <b>Information/Action</b> | <b>Commission Meeting Date</b> | <b>Regular/Executive Meeting</b> | <b>Agenda Item No.</b> |
| <b>Action</b>             | <b>8.2.10</b>                  | <b>Regular</b>                   | <b>10.1</b>            |

**SUBJECT**

Agreement with City of Sonoma

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**RECOMMENDED ACTION**

Authorize Library Director to execute the agreement on behalf of the Library.

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**DRAFT MOTION**

**I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION AUTHORIZE** the Library Director to execute the agreement between the Library and the City of Sonoma for the City’s major remodel of the Sonoma Valley Regional Library.

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**BACKGROUND**

After several years of work by the Sonoma Friends and Library Advisory Board, the City Council has made the repair and updating of the Library a priority. This agreement outlines roles and responsibilities for the city and the library for the project.

The City has contracted with AXIA for architectural design services, and one of the city staff will be the project manager. Design work is underway, and representatives of the Library, AXIA, and the City are meeting regularly as well as communicating by e-mail and telephone.

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**FUTURE BOARD ACTIONS**

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**FISCAL IMPACT**

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**POLICY ISSUES**

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**ATTACHMENTS**

Document #10.1.1 – Proposed Agreement

1 | MEMORANDUM OF UNDERSTANDING  
2 | BETWEEN THE CITY OF SONOMA AND THE SONOMA COUNTY LIBRARY  
3 |

4 | This Memorandum of Understanding (MOU) is made and entered into between the City Council  
5 | of the City of Sonoma, a municipal corporation, hereinafter referred to as "the City," and the  
6 | Sonoma County Library, a joint powers agency, hereinafter referred to as "the Library." The  
7 | purpose of this MOU is to memorialize the understanding and agreement of project objectives,  
8 | general scope of work and responsibilities regarding the proposed 2011 Sonoma Valley Regional  
9 | Library Improvement Project, hereinafter referred to as "the Project."

10 | RECITALS

11 | WHEREAS, on February 5, 1998, the City and the Library entered into a lease agreement  
12 | whereby the City, as lessor, leases the building located at 755 West Napa Street, Sonoma, to the  
13 | Library as lessee for the purpose of operating a library branch of the Sonoma County Library;  
14 | and

15 | WHEREAS, said lease sets forth and assigns to the City and the Library certain  
16 | maintenance and repair obligations for elements of the building, furnishings, fixtures and  
17 | equipment therein; and

18 | WHEREAS, notwithstanding the terms of said lease, the City and the Library desire to  
19 | cooperatively undertake significant maintenance and other improvements to the premises for the  
20 | purposes of upgrading accessibility for the disabled, installing safety enhancements, improving  
21 | energy efficiency and sustainability, performing building maintenance and improving aesthetics,  
22 | usability and functionality of the facility; and

23 | WHEREAS, in January of 2008, the City and the Library executed a Memorandum of  
24 | Understanding whereby the City and the Library agreed on the funding of parking lot lighting,  
25 | HVAC replacement and other designated improvements to the Library building; and

26 | WHEREAS, in April of 2008, a preliminary cost assessment and conceptual plan,  
27 | commissioned by the Library, was completed by AXIA Architects; and

28 | WHEREAS, in its five-year capital improvement plan budget deliberations of April 21,  
29 | 2010, the Sonoma City Council unanimously voted to move up the priority of the Project by one  
30 | year; and

31 | WHEREAS, on July 7, 2010, the City Council authorized the execution of a design  
32 | services agreement with AXIA Architects to provide the necessary design services for the  
33 | Project; and

34 | WHEREAS, it is mutually beneficial to City and the Library for the City to administer,  
35 | manage and contract for the work of improvement for the Project and for each party to execute  
36 | the provisions of this MOU in accordance with the terms and conditions provided hereinafter.  
37 |

1 NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

2 I. Lead Agency

3 The City shall be the lead agency for the Project and is hereby designated the agency to  
4 administer, manage and contract for the work of improvement for the Project.

5 II. Summary Scope of Work to be Considered for Inclusion in Project

6 The scope of work to be considered for the Project will generally consist of, but not be  
7 limited to, the following:

8 A. Remodeling to meet program and use requirements, functionality, maintenance and  
9 aesthetic (i.e. walls, storefronts, casework) needs.

- 10 1. Remodel entry to building.
- 11 2. New accessible circulation desk, display, self-checkout casework.
- 12 3. New covered bicycle parking. Evaluate the need and possible locations for  
13 additional bike racks.
- 14 4. Additional area for the book drop and men's restroom on the east side of the  
15 building and an expanded staff area on the west side of the building.
- 16 5. New walls for teen room, periodicals room, staff room, new materials area and  
17 forum room.
- 18 6. New community bulletin board.
- 19 7. Replace suspended ceiling system.
- 20 8. Replace flooring.
- 21 9. Evaluate requirements and install power, data and voice infrastructure as  
22 necessary to support catalog system, computers, phones and radio frequency  
23 identification detector (RFID) gate system.
- 24 10. Address exiting issues with concept plan.
- 25 11. Replace wood siding and repair fascia boards on exterior of building and  
26 mechanical screens as needed. Investigate the use of alternate materials used on  
27 south exposure.
- 28 12. Paint all exterior woodwork.
- 29 13. Relocate roof drain terminations from planters.
- 30 14. Add new five-tier library shelving.
- 31 15. Evaluate waterproofing at planters and roof-to-wall intersections and re-  
32 waterproof if necessary.
- 33 16. Clean and seal brick (i.e. moss, mildew and graffiti).
- 34 17. Provide dumpster/recycling enclosure.
- 35 18. Patch and repair parking lot paving deficiencies and overlay parking lot with  
36 asphalt concrete and new striping.

- 1 19. Evaluate electrical power system needs and determine if additional or updated  
2 power system or components are needed.
- 3 20. Evaluate suitability of existing conduits and raceways for phone and data wiring.  
4 Make infrastructure (conduits, termination boxes, etc.) improvements as needed to  
5 facilitate Library's functional needs.
- 6 21. Refurbish monument and building signs and sign lighting.
- 7 22. Flagpole lighting improvements.
- 8 23. Investigate additional space for computer server.
- 9 24. Evaluate the need for new interior paint and wall coverings.
- 10 25. Evaluate building elements and components that have a probable life span of less  
11 than 20 years and determine if replacement is recommended.
- 12 26. If determined necessary by the City, evaluate and design a suitable location and  
13 provide water or electrical as needed for the purpose of a public art display.

14 B. ADA/Accessibility Upgrades

- 15 1. Alter all entrances to conform to accessibility requirements.
- 16 2. All programs, activities and services (i.e. circulation desk, self-checkout, catalog  
17 system, etc.) must be made accessible per Title III of the ADA.
- 18 3. Remodel and expand all restrooms (including staff restroom) to meet accessibility  
19 requirements.
- 20 4. Provide accessible parking and exterior route of travel to the primary entrance.
- 21 5. Provide accessible loading zone if possible (driveway is not on City property)
- 22 6. Provide accessible main entry and path of travel to all altered areas.
- 23 7. Provide accessible casework and drinking fountains.
- 24 8. Provide accessible signage throughout.
- 25 9. Provide all other necessary improvements to bring the building and site into full  
26 ADA and California Building Code accessibility compliance.
- 27 10. Provide accessible fire alarm system.

28 C. Safety Upgrades

- 29 1. Provide new fire sprinkler system.
- 30 2. Provide new fire alarm system.
- 31 3. Replace exterior building and parking lot lighting.
- 32 4. Add structural shear walls and other structural support systems.
- 33 5. Move data systems out of electrical room to comply with electrical code.
- 34 6. Remove, move and/or remodel the detached storage sheds as required to comply  
35 with City development and building codes. Evaluate the possibility of replacing  
36 the storage buildings with an addition to the building with an equal amount of  
37 storage space.

- 1           7.     Evaluate the existing walkway lighting and make improvements if deficient.
- 2           8.     Improve driveway directional signage if possible. (Driveway is not on City
- 3                 property.)
- 4     D.     Green Building and Energy Efficiency Upgrades
- 5           1.     Replace roofed areas and flashings with new cool roofing materials.
- 6           2.     Add roof insulation.
- 7           3.     Add new skylights.
- 8           4.     Replace HVAC system and controls.
- 9           5.     Replace lighting and lighting controls.
- 10          6.     Implement accepted recommendations developed by a LEED AP Professional for
- 11                 “greening” the project.
- 12          7.     Evaluate the possibility of low-water-use landscaping and irrigation system
- 13                 enhancements.
- 14          8.     Evaluate the possibility of glazing improvements at gable-end walls.
- 15          9.     Reconnect roof drains evaluate opportunities to cost-effectively improve storm
- 16                 water best management practices.

17     III.    Work Items Not Included in Scope of Work of the Project but May be Completed by  
18                 Library at its Sole Expense.

- 19     A.     Data system (i.e. computer equipment and cabling).
- 20     B.     Telephone system (i.e. phone switch and telephone sets).
- 21     C.     RFID gate system (i.e. gate, reader and tagging systems).
- 22     D.     Catalog system.
- 23     E.     Security and access control systems.
- 24     F.     Audio/Visual systems.
- 25     G.     Intercom/public address system.
- 26     H.     Master clock system.
- 27     I.     Library space planning or interior design.
- 28     J.     Sign program (except for required accessibility signage).
- 29     K.     Relocation planning.

30     IV.    Funding Commitment. The City, through its Community Development Agency or other  
31                 funding sources determined appropriate by the City, agrees to pay the full costs and  
32                 expenses of the Project design and the Project improvements enumerated in Section II  
33                 above, with the following limitations:

- 34     A.     The City, at its sole discretion, reserves the right to modify the scope of work of the
- 35                 Project.

1 B. Upon award of bid and prior to executing a construction contract for the improvement  
2 work, Library shall deposit with the City not less than \$200,000 for the purpose of  
3 helping to fund the Project. Any portion of said funds not expended by the City to  
4 pay for costs associated with the Project shall be refunded to the Library by the City.

5 C. The Library shall be responsible for the payment of all costs and expenses associated  
6 with moving, relocation, connection and reconnection of phone, data and other  
7 systems necessary to provide library services, ongoing operations costs, utilities,  
8 tenant improvements, leases, rental charges and other costs and expenses related to  
9 the relocation of and operation of the library to a temporary facility and the transition  
10 and move back to the library following the completion of the Project.

11 V. City Responsibilities

12 A. The City will manage the Project in accordance Section I above.

13 B. The City will fund the Project in accordance Section IV above.

14 C. The City, through its project manager, will coordinate and communicate planned  
15 improvements with the Library through the Library's designated representative.

16 D. The City and its contractors shall diligently prosecute the work and make reasonable  
17 efforts to complete the Project within 18 months of this agreement.

18 E. The City will, to the best of its ability, have the work performed in accordance with  
19 generally accepted professional practices and standards, as well as the requirements  
20 of applicable federal, state and local laws.

21 VI. Library Responsibilities

22 A. It is understood that in order to carry out the Project, the Library will be required to  
23 temporarily relocate its library operations from the library building to facilitate the  
24 improvement work.

25 B. The Library shall completely vacate the library building and detached storage sheds  
26 and remove all contents, equipment, bookcases, casework, fixtures and furnishings  
27 from said buildings within 30 days prior written notification by the City. The City or  
28 its contractors will not be responsible for items, contents, equipment, bookcases,  
29 casework, fixtures or furnishings left in the library building.

30 C. The Library shall make reasonable effort to relocate library services to another  
31 facility within the 95476 zip code area.

32 D. The Library shall be responsible for the payment of all costs identified in IV.B above.

33 E. The Library agrees to reoccupy the library building and provide library services to the  
34 public within 15 days of final completion of the Project.

35 F. The Library agrees to designate a single representative for the purposes of reviewing  
36 and approving design and construction decisions relative to the work.

1 G. Library agrees to defend, indemnify, hold harmless and release City, its officers,  
2 agents and employees, from and against any and all actions, claims, damages,  
3 disabilities or expenses that may be asserted by any person or entity, including  
4 Library, arising out of or in connection with the performance of City and its  
5 contractors hereunder, whether or not there is concurrent negligence on the part of  
6 City, but excluding liability due to the sole active negligence or sole willful  
7 misconduct of City.

8 H. Library shall be responsible for removing, relocating and/or altering the detached  
9 storage sheds on the property to comply with the City's current development and  
10 building codes.

11 VII. This Memorandum of Understanding supersedes and replaces all previous Memorandums  
12 of Understanding between the Library and the City pertaining to the physical  
13 improvement of the Library building or premises.

14

15 IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding  
16 to be executed as written.

17

18

**FOR THE CITY OF SONOMA**

**FOR THE SONOMA COUNTY LIBRARY**

\_\_\_\_\_  
Signature

Linda Kelly  
City Manager

\_\_\_\_\_  
Signature

Sandra M. Cooper  
Library Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

19

20



| <b>Agenda Item</b>        |                                |                                  |                        |
|---------------------------|--------------------------------|----------------------------------|------------------------|
| <b>Information/Action</b> | <b>Commission Meeting Date</b> | <b>Regular/Executive Meeting</b> | <b>Agenda Item No.</b> |
| <b>Action</b>             | <b>8.2.10</b>                  | <b>Regular</b>                   | <b>10.2</b>            |

**SUBJECT**

Agree on meeting dates for August and September

---

**RECOMMENDED ACTION**

Adopt changes to the meeting schedule.

---

**DRAFT MOTION**

**I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION MODIFY** its meetings for August and September to: meet on August 19 at [time]; cancel the regular September meeting; and agree to call a special meeting between August 19 and October 4 if necessary.

---

**BACKGROUND**

The Library must submit its final FY 10-11 budget to the County by August 31, 2010. Meeting on August 19 would allow the Library Commission to approve a budget that is based on the most current information available.

There does not appear to be a pressing need for the regular September meeting, and a special meeting could be called if circumstances warrant it.

---

**FUTURE BOARD ACTIONS**

---

**FISCAL IMPACT**

The final budget for FY 10-11 must be submitted to the County by August 31.

---

**POLICY ISSUES**

---

**ATTACHMENTS**



1  
2 Outcome 1.7: Develop a comprehensive, readily available set of policies and  
3 procedures.

4 *No major activity this month.*

5  
6 Outcome 1.8: Use management software to streamline work processes and reduce  
7 work load.

8 *No major activity this month.*

9  
10 Outcome 1.9: Initiate a comprehensive and systematic training program.

11 *No major activity this month.*

12  
13 Outcome 1.10: Maintain and improve the Library's information technology systems  
14 and services.

- 15 • *The IT staff migrated Healdsburg, Guerneville, Occidental, and Forestville to the*  
16 *Microsoft network.*

17  
18  
19 **Goal #2 – Library Services**

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

- 21 • *We continue to evaluate staff's experience with new strategies to discourage use of*  
22 *the public computers to view inappropriate images.*  
23 • *Staff worked on gathering information for the response to the Grand Jury's Report.*

24  
25 Outcome 2.2: Plan and implement projects to remodel libraries to support the new  
26 service model, integrate self-check technology, and update the appearance of each  
27 facility.

- 28 • *The first project team meeting for the Sonoma Valley Remodeling Project was held on*  
29 *July 15, with a second meeting on July 28. The agreement between the City of*  
30 *Sonoma and the Library for the project is on the agenda for approval on August 2.*

31  
32 Outcome 2.3: Implement the RFID component of the self-check system wide as  
33 feasible.

34  
35 Outcome 2.4: Improve our collection and information resources.

36 *No major activity this month.*

37  
38 Outcome 2.5: Improve our public catalog.

39 *No major activity this month.*

40  
41 Outcome 2.6: Expand online information resources.

42 *No major activity this month.*

43  
44 Outcome 2.7: Strengthen services to adults.

45 No priorities for 2010.

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

2 The outcomes in this section are ongoing.

3

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

5 The budget and union negotiations continue to consume a great deal of the Library  
6 Management Team’s time.

| <b>STAFF UPDATES &amp; CHANGES – July 2010</b>   |                 |                   |             |
|--|-----------------|-------------------|-------------|
| <b>NAME</b>  | <b>POSITION</b> | <b>ASSIGNMENT</b> | <b>DATE</b> |
| <b><u>Promotion</u></b>  |                 |                   |             |
| None   |                 |                   |             |
| <b><u>Change of Status</u></b>   |                 |                   |             |
| None   |                 |                   |             |
| <b><u>New Hire(s)</u></b>  |                 |                   |             |
| None   |                 |                   |             |
| <b><u>Resignations</u></b>   |                 |                   |             |
| None   |                 |                   |             |
| <b><u>Reassignments</u></b>  |                 |                   |             |
| None   |                 |                   |             |
| <b><u>Retirements</u></b>  |                 |                   |             |
| None   |                 |                   |             |
| <b><u>Current Recruitments</u></b>   |                 |                   |             |
| STAFF only – Supervising Library Technician – FT-Petaluma- Second interviews scheduled 7/28/10 |                 |                   |             |
| STAFF only - Tech II Petaluma 10 hrs per week-Closed 7/16/10                                   |                 |                   |             |
| <b><u>Terminations</u></b>   |                 |                   |             |
| None   |                 |                   |             |

7



| <b>Agenda Item</b>        |                                |                                |                        |
|---------------------------|--------------------------------|--------------------------------|------------------------|
| <b>Information/Action</b> | <b>Commission Meeting Date</b> | <b>Regular/Special Meeting</b> | <b>Agenda Item No.</b> |
| <b>Discussion</b>         | <b>8.2.10</b>                  | <b>Regular Meeting</b>         | <b>11.2</b>            |

**SUBJECT**

Final FY 10-11 Budget

---

**PURPOSE OF DISCUSSION**

To provide direction to staff in preparation of the final FY 10-11 budget.

---

**BACKGROUND**

The Library's final budget for FY10-11 must be submitted to the Board of Supervisors for review and approval by August 31. Any changes after that will be budget adjustments that also require review and approval by the Board of Supervisors.

---

**FUTURE BOARD ACTIONS**

Approve the FY 10-11 budget.

---

**FISCAL IMPACT**

Without a union contract, the Library will show an operating deficit of approximately \$600,000, which requires use of the fund balance.

---

**POLICY ISSUES**

---

**ATTACHMENTS**

Document #11.2.1 – End of Year Financial Report (FY 09-10)

Document #11.2.2 – Updated Budget FY 10-11 – Discussion Draft

*Additional information to be made available prior to the meeting.*

| SONOMA COUNTY LIBRARY       |                                   |                  |                   |                   |                 |               |
|-----------------------------|-----------------------------------|------------------|-------------------|-------------------|-----------------|---------------|
| PRELIMINARY YEAR-END REPORT |                                   |                  |                   |                   |                 |               |
| PART 1-REVENUE              |                                   |                  |                   |                   |                 |               |
|                             |                                   | JUNE             | APRIL             | END OF YR         | VARIANCE        | %             |
|                             |                                   | ACTUAL           | ESTIMATE          | TOTAL             | Over/(Under)    | REC'D         |
| 1000                        | PROPERTY TAXES - CY SECURED       | 1,011,796        | 14,540,053        | 14,583,221        | 43,168          | 100.3%        |
| 1004                        | PROPERTY TAXES - CY SEC-JULY      |                  | 0                 | 0                 | 0               | N/A           |
| 1008                        | REDEVELOPMENT                     |                  | (1,644,495)       | (1,644,495)       | (0)             | 100.0%        |
| 1011                        | SB2557 PROP TAX ADMIN             |                  | (207,727)         | (203,435)         |                 | 97.9%         |
| 1014                        | AB 1290 RDA PASS-THRUS            | (307)            | 83,574            | 83,207            |                 | 99.6%         |
| 1015                        | H&S 33401 RDA PASS-THRUS          | 8,544            | 900,125           | 908,669           |                 | 100.9%        |
| 1020                        | PROPERTY TAXES - CY SUPP          | 112,948          | 108,589           | 112,881           | 4,292           | 104.0%        |
| 1040                        | PROPERTY TAXES - CY UNSECURED     | 10,356           | 525,000           | 518,317           | (6,683)         | 98.7%         |
| 1042                        | COST REIM-COLL DEL CY UNS         | 1,623            | (13,515)          | (11,891)          | 1,624           | 88.0%         |
| 1060                        | PROPERTY TAX - PY SECURED         | (8,815)          | (7,500)           | (10,163)          |                 | N/A           |
| 1080                        | PROPERTY TAX - PY SUPPLEMENTAL    | (1,019)          | (1,348)           | (1,019)           |                 | N/A           |
| 1100                        | PROPERTY TAXES - PY UNSECURED     | 9,539            | 8,900             | 9,539             | 639             | 107.2%        |
| 1266                        | TIMBER YIELD TAX                  | 15               | 88                | 103               | 15              | 116.9%        |
|                             | <b>TAXES</b>                      | <b>1,144,680</b> | <b>14,291,744</b> | <b>14,344,933</b> | <b>53,189</b>   | <b>100.4%</b> |
| 1700                        | INTEREST ON POOLED CASH           | 12,189           | 42,000            | 39,203            | (2,797)         | 93.3%         |
| 1701                        | INTEREST EARNED                   | 6,919            | 10,000            | 6,919             | (3,081)         | 69.2%         |
| 1800                        | RENTS/CONCESSIONS                 | 154              | 500               | 522               | 22              | 104.4%        |
|                             | <b>USE OF MONEY/PROPERTY</b>      | <b>19,262</b>    | <b>52,500</b>     | <b>46,644</b>     | <b>(5,856)</b>  | <b>88.8%</b>  |
| 2081                        | ST - HIGHWAY RENTALS              |                  | 103               | 103               | (0)             | 99.8%         |
| 2440                        | ST - HOPTR                        | 70,586           | 139,608           | 140,534           | 926             | 100.7%        |
| 2500                        | ST - OTHER                        | (2,400)          | 5,000             | -                 | (5,000)         | 0.0%          |
| 2563                        | ST - LIB - TBR REIMB              | 46,057           | 305,958           | 223,827           | (82,132)        | 73.2%         |
| 2566                        | ST - LIB - PUBLIC LIB FUND        |                  | 172,359           | 172,359           | -               | 100.0%        |
| 2901                        | COUNTY                            | 25,370           | 25,378            | 25,370            | (8)             | 100.0%        |
| 2945                        | LIBRARY LITERACY                  | 49,275           | 69,545            | 100,980           | 31,435          | 145.2%        |
|                             | <b>INTERGOVERNMENTAL REVENUES</b> | <b>188,888</b>   | <b>717,951</b>    | <b>663,172</b>    | <b>(54,779)</b> | <b>92.4%</b>  |
| 3019                        | NCPA-FEE FOR GOVT SVCS            |                  | 32,839            | 32,839            | -               | 100.0%        |
| 3480                        | LIBRARY FINES                     | 48,170           | 301,073           | 390,918           | 89,845          | 129.8%        |
| 3482                        | WINE LIBRARY MEMBERSHIPS          | 1,455            | 16,000            | 11,205            | (4,795)         | 70.0%         |
| 3483                        | LIBRARY POSTAGE RECOVERY          | 300              | 150               | 446               | 296             | 297.4%        |
| 3484                        | FINES-DELINQUENT COLLECTIONS      | 3,769            | 44,559            | 32,488            | (12,071)        | 72.9%         |
| 3485                        | LIBRARY DOCUMENT DELIVERY         |                  | 55                |                   | (55)            | 0.0%          |
| 3700                        | COPIER FEES                       | 8,055            | 59,297            | 64,768            | 5,471           | 109.2%        |
| 3701                        | CHECK HANDLING FEES               |                  | 50                | 20                | (30)            | 40.0%         |
| 3980                        | REVENUE APPLIC TO PY              |                  | 9,000             |                   | (9,000)         | 0.0%          |
|                             | <b>CHARGES FOR SERVICES</b>       | <b>61,749</b>    | <b>463,023</b>    | <b>532,684</b>    | <b>69,661</b>   | <b>115.0%</b> |
| 4020                        | OTHER SALES                       |                  | 50                |                   | (50)            | 0.0%          |
| 4040                        | MISCELLANEOUS REVENUE             | 22,073           | 90,672            | 94,436            | 3,764           | 104.2%        |
| 4102                        | DONATIONS/REIMBURSEMENTS          | 25,572           | 100,000           | 84,708            | (15,292)        | 84.7%         |
| 4106                        | REFUNDS                           | 45               | 6,000             | 2,446             | (3,554)         | 40.8%         |
| 4109                        | OUTDATED/CANCELED WARRANTS        | (443)            | 1,000             | 424               | (576)           | 42.4%         |
| 4113                        | RETURNED CHECKS                   | 112              | 500               | 293               | (207)           | 58.6%         |
|                             | <b>MISCELLANEOUS REVENUES</b>     | <b>47,358</b>    | <b>198,222</b>    | <b>182,307</b>    | <b>(15,915)</b> | <b>92.0%</b>  |
|                             | <b>TOTAL REVENUE</b>              | <b>1,461,937</b> | <b>15,723,440</b> | <b>15,769,741</b> | <b>46,300</b>   | <b>100.3%</b> |

SONOMA COUNTY LIBRARY  
PRELIMINARY YEAR-END REPORT  
PART 2 - NARRATIVE

**REPORTING REQUIRED BY THE DELEGATION OF AUTHORITY POLICY**

There are no purchases in July 2010 that require reporting, but not approval, under the new Delegation of Authority Policy.

**BACKGROUND ON YEAR-END REVENUE & EXPENDITURES**

budgeted amounts in this document are based on the April Budget Projections.

YTD Summary

|  |               |                   |
|--|---------------|-------------------|
| Total revenues received through June 30, 2010: | \$ 15,769,791 | or 100% of budget |
| Total expenditures through June 30, 2010:      | \$ 16,185,146 | or 100% of budget |

Percent of Year & Payroll

- Percent of year elapsed: 100%
- Percent of payroll: 100%

Revenue

- Lines 1000 -1266 – Taxes: Property taxes are \$53,189 higher than the April projections.
- Line 1700 – Interest on Pooled Cash: The Library receives quarterly interest payments from the County of Sonoma. Interest has been less than budgeted due to lower interest rates and a smaller cash pool in the County Treasury. The actual amount of interest received overall is less than the budget projections.
- Line 2563 – State -Transaction Based Reimbursement: The Library receives quarterly Transaction Based Reimbursements (TBR) payments from the State of California. The State was behind in distributing funds this year due to work furloughs. The yearly payments consist of 4 quarterly payments and one final payment. The Library will receive the final payment for FY 2009-10 in FY 2010-11.
- Line 2566 – Public Library Fund: The Library receives one payment, normally in March, from the State of California. The Library received \$172,359 for FY 2009-10, which is \$40,359 more than budgeted, or \$132,000.
- Line 2945 – Literacy: The Literacy program received an additional mid-year payment of Workforce Investment Act (WIA) grant funds.

Expenditures

- Lines 6040-6045 – Communications and Data Lines: The budgeted amount in these lines assumes state and federal telecommunications discounts.
  - The actual expenditures in line 6043 are higher than projected because the Library's original alarm company was acquired by a larger company during the middle of the fiscal year, and their rates are higher.

## DOCUMENT #11.2.1 (8.2.10)

- 1           ▪ The actual expenditures in line 6045 are higher because an unexpected monthly  
2 charge of \$861 for maintenance on the Library's pay phones.  
3
- 4 • Line 6084 – Janitorial Supplies: Janitorial supplies will be over budget this fiscal year. The  
5 Library switched to a local vendor and piggybacked on a County of Sonoma purchasing  
6 contract, which should save money next fiscal year.  
7
- 8 • Line 6153 – Maintenance Equip - Outside: Exceeds the budgeted amount because outside  
9 companies were used more for facilities maintenance than in prior years. The expenditure  
10 is offset by 6152, which is under budget.  
11
- 12 • Line 6518 – OCLC: The additional expenditures in this line reflect an add-on to the authority  
13 control project that was approved by the Library Management Team. The additional  
14 expense was to take advantage of a one-time opportunity to enhance the catalog records  
15 while they were already with the authority vendor. The enhancements included  
16 descriptive information such as table of contents and summaries that appear in the catalog  
17 and are searchable by patrons.  
18
- 19 • Line 6891 – Small Equipment - IT: Reflects an item not in the original budget--the new  
20 privacy screens purchased for the public computers system wide as part the effort to  
21 discourage patrons who view inappropriate images.  
22
- 23 • Line 7000 – Library & Other Supplies: The actual expenditures in line 7000 are higher than  
24 the budgetary estimates due to a year-end order of \$34,290 for replacement RFID tags and  
25 is the result of inaccurate information on the available balance at the time the order was  
26 placed.  
27
- 28 • Line 7301 – County Car Expense: The cost of operating and repairing the Library's vehicles  
29 is higher than budgeted estimates due to a variety of unplanned repairs to the delivery  
30 trucks.  
31

SONOMA COUNTY LIBRARY  
 UPDATED 10-11 BUDGET - DISCUSSION DRAFT  
 PART 1 - EXPENDITURES

DOCUMENT #11.2.2. (8.2.10)

|                                      |                        |                            | A                 | B                 | C                 | D                            | E                        | H                    | I  | J            | K  | L            |
|--------------------------------------|------------------------|----------------------------|-------------------|-------------------|-------------------|------------------------------|--------------------------|----------------------|--|--------------|--|--------------|
| Sub-Obj                              |                        |                            | Actual            | Actual            | Budget            | June 2010 Preliminary Actual | April Placeholder Budget | July Proposed Budget | Change April to July Budget Over/(Under) |              | Change June Actual to July Budget Over/(Under) |              |
| Code                                 | Account Title          |                            | FY 2007-08        | FY 2008-09        | FY 2009-10        | FY 2009-10                   | FY 2010-11               | FY 2010-11           | Dollars                                  | Percent      | Dollars  | Percent      |
| <b>SALARIES AND BENEFITS</b>         |                        |                            |                   |                   |                   |                              |                          |                      |  |              |  |              |
| 1                                    | 5900                   | Vacancy Factor             | (45,000)          | (45,000)          | (45,000)          | (45,000)                     | (45,000)                 | (45,000)             | 0  | 0.0%         | 0  | 0.0%         |
| 2                                    | 5910                   | Permanent Positions        | 7,501,392         | 7,863,322         | 7,920,632         | 7,726,290                    | 7,501,356                | 7,507,633            | 6,277                                    | 0.1%         | (218,657)                                      | -2.8%        |
| 3                                    | 5911                   | Part-Time Extra Help       | 562,794           | 681,635           | 598,803           | 637,065                      | 517,053                  | 517,053              | 0  | 0.0%         | (120,012)                                      | -18.8%       |
| 4                                    | 5920                   | PERS-Emp Contrib           | 146,064           | 157,430           | 114,083           | 113,791                      | 73,080                   | 72,325               | (755)                                    | -1.0%        | (41,466)                                       | -36.4%       |
| 5                                    | 5923                   | PERS-Loc Bds               | 1,088,833         | 1,180,300         | 1,101,398         | 1,076,950                    | 1,050,223                | 1,049,312            | (911)                                    | -0.1%        | (27,638)                                       | -2.6%        |
| 6                                    | 5924                   | Medicare Tax               | 93,494            | 101,106           | 95,643            | 100,078                      | 92,607                   | 94,225               | 1,618                                    | 1.7%         | (5,853)  | -5.8%        |
| 7                                    | 5925                   | Deferred Comp              | 65,355            | 62,028            | 78,352            | 71,403                       | 79,146                   | 79,662               | 516                                      | 0.6%         | 8,259  | 11.6%        |
| 8                                    | Emp Group Insurance:   |                            |                   |                   |                   |                              |                          |                      |  |              |  |              |
| 9                                    | 5930                   | Health Insurance           | 997,444           | 1,055,014         | 1,233,473         | 1,185,900                    | 1,241,112                | 1,236,749            | (4,363)                                  | -0.4%        | 50,849   | 4.3%         |
| 10                                   | 5931                   | Disability Insurance       | 41,638            | 32,686            | 38,875            | 34,667                       | 37,126                   | 35,477               | (1,649)                                  | -4.6%        | 810  | 2.3%         |
| 11                                   | 5932                   | Dental Insurance           | 144,150           | 157,353           | 177,212           | 178,750                      | 177,973                  | 167,576              | (10,397)                                 | -6.2%        | (11,174)                                       | -6.3%        |
| 12                                   | 5933                   | Life Insurance             | 10,161            | 6,676             | 12,216            | 9,836                        | 10,357                   | 8,128                | (2,229)                                  | -27.4%       | (1,708)  | -17.4%       |
| 13                                   | 5934                   | Vision Insurance           | 27,543            | 26,927            | 27,410            | 28,760                       | 27,419                   | 24,386               | (3,033)                                  | -12.4%       | (4,374)  | -15.2%       |
| 14                                   | 5935                   | Unemployment Insurance     | 19,981            | 6,178             | 10,000            | 12,340                       | 10,000                   | 10,000               | 0  | 0.0%         | (2,340)  | -19.0%       |
| 15                                   | 5936                   | Retiree Health Insurance   | 422,488           | 433,028           | 500,038           | 492,175                      | 530,000                  | 530,000              | 0  | 0.0%         | 37,825   | 7.7%         |
| 16                                   | 5940                   | Workers' Comp Insurance    | 111,326           | 179,893           | 265,978           | 237,032                      | 276,515                  | 205,558              | (70,957)                                 | -34.5%       | (31,474)                                       | -13.3%       |
| <b>TOTAL SALARIES &amp; BENEFITS</b> |                        |                            | <b>11,187,663</b> | <b>11,898,574</b> | <b>12,129,113</b> | <b>11,860,036</b>            | <b>11,578,967</b>        | <b>11,493,084</b>    | <b>(85,883)</b>                          | <b>-0.7%</b> | <b>(366,952)</b>                               | <b>-3.1%</b> |
| <b>SERVICES &amp; SUPPLIES</b>       |                        |                            |                   |                   |                   |                              |                          |                      |  |              |  |              |
| Communications:                      |                        |                            |                   |                   |                   |                              |                          |                      |  |              |  |              |
| 17                                   | 6040                   | Communications             | 401               | 4,836             | 4,750             | 8,869                        | 12,000                   | 12,000               | 0  | 0.0%         | 3,131  | 35.3%        |
| 18                                   | 6041                   | Data Lines                 | 61,435            | 110,526           | 66,000            | 66,217                       | 66,000                   | 66,000               | 0  | 0.0%         | (217)  | -0.3%        |
| 19                                   | 6043                   | Alarm Systems              | 12,803            | 7,863             | 15,000            | 9,986                        | 8,000                    | 10,000               | 2,000                                    | 20.0%        | 14   | 0.1%         |
| 20                                   | 6045                   | Telephone Service          | 31,190            | 35,533            | 32,000            | 28,817                       | 22,000                   | 22,000               | 0  | 0.0%         | (6,817)  | -23.7%       |
| 21                                   | 6048                   | Cell Phone Service         |                   | 1,684             | 2,000             | 1,992                        | 2,000                    | 2,000                | 0  | 0.0%         | 8  | 0.4%         |
| 22                                   | 6049                   | Unclaimable Comm Exp       | 0                 | 0                 | 50                |                              | 50                       | 50                   | 0  | 0.0%         | 50   | N/A          |
| 23                                   | Household Expense:     |                            |                   |                   |                   |                              |                          |                      |  |              |  |              |
| 24                                   | 6084                   | Janitorial Supplies        | 27,021            | 31,774            | 25,750            | 28,968                       | 16,000                   | 16,000               | 0  | 0.0%         | (12,968)                                       | -44.8%       |
| 25                                   | 6085                   | Janitorial Services        | 196,295           | 197,909           | 201,000           | 197,394                      | 201,000                  | 161,500              | (39,500)                                 | -24.5%       | (35,894)                                       | -18.2%       |
| 26                                   | Insurance:             |                            |                   |                   |                   |                              |                          |                      |  |              |  |              |
| 27                                   | 6103                   | Liability Insurance        | 72,252            | 71,837            | 71,631            | 70,216                       | 71,631                   | 71,631               | 0  | 0.0%         | 1,415  | 2.0%         |
| 28                                   | Maintenance-Equipment: |                            |                   |                   |                   |                              |                          |                      |  |              |  |              |
| 29                                   | 6140                   | Maint Equip-IT             | 0                 | 106,616           | 118,000           | 107,337                      | 175,000                  | 175,000              | 0  | 0.0%         | 67,663   | 63.0%        |
| 30                                   | 6152                   | Maint Equip-Purchase Parts | 27,137            | 17,453            | 31,545            | 7,785                        | 31,545                   | 11,545               | (20,000)                                 | -173.2%      | 3,760  | 48.3%        |
| 31                                   | 6153                   | Maint Equip-Outside        | 20,185            | 31,191            | 41,839            | 64,037                       | 41,839                   | 61,839               | 20,000                                   | 32.3%        | (2,198)  | -3.4%        |
| 32                                   | Maintenance-Buildings: |                            |                   |                   |                   |                              |                          |                      |  |              |  |              |
| 33                                   | 6180                   | Maint-Bldgs/Imp-Contracts  | 92,532            | 69,796            | 99,322            | 57,240                       | 80,000                   | 54,000               | (26,000)                                 | -48.1%       | (3,240)  | -5.7%        |
| 34                                   | 6186                   | Maint-Bldgs/Imp            | 0                 | 0                 | 0                 | 0                            | 0                        | 0                    | 0  | 0.0%         | 0  | N/A          |
| 35                                   | 6190                   | Landscape Service          | 56,423            | 44,514            | 50,000            | 34,573                       | 50,000                   | 37,800               | (12,200)                                 | -32.3%       | 3,227  | 9.3%         |
| 36                                   | 6226                   | Maint-Bldgs/Imp-Parts      | 15,755            | 17,778            | 21,246            | 7,914                        | 21,246                   | 16,246               | (5,000)                                  | -30.8%       | 8,332  | 105.3%       |
| 37                                   | 6280                   | Memberships                | 7,909             | 7,484             | 15,411            | 7,969                        | 10,000                   | 10,000               | 0  | 0.0%         | 2,031  | 25.5%        |
| 38                                   | Office Expense:        |                            |                   |                   |                   |                              |                          |                      |  |              |  |              |
| 39                                   | 6401                   | Office Expense-Inventory   | 45,250            | 59,015            | 45,000            | 44,072                       | 45,000                   | 40,000               | (5,000)                                  | -12.5%       | (4,072)  | -9.2%        |
| 40                                   | 6410                   | Postage                    | 46,018            | 36,021            | 48,715            | 37,095                       | 48,715                   | 48,715               | 0  | 0.0%         | 11,620   | 31.3%        |
| 41                                   | 6430                   | Printing                   | 53,331            | 72,526            | 45,536            | 36,944                       | 45,536                   | 45,536               | 0  | 0.0%         | 8,592  | 23.3%        |
| 42                                   | 6452                   | Paper Stock                | 23,025            | 18,356            | 20,684            | 14,818                       | 15,684                   | 15,684               | 0  | 0.0%         | 866  | 5.8%         |

SONOMA COUNTY LIBRARY  
 UPDATED 10-11 BUDGET - DISCUSSION DRAFT  
 PART 1 - EXPENDITURES

DOCUMENT #11.2.2. (8.2.10)

|                                      |      |                                | A                 | B                 | C                 | D                            | E                        | H                    | I  | J             | K  | L            |
|--------------------------------------|------|--------------------------------|-------------------|-------------------|-------------------|------------------------------|--------------------------|----------------------|--|---------------|--|--------------|
|                                      |      |                                | Actual            | Actual            | Budget            | June 2010 Preliminary Actual | April Placeholder Budget | July Proposed Budget | Change April to July Budget Over/(Under) |               | Change June Actual to July Budget Over/(Under) |              |
| Sub-Obj                              | Code | Account Title                  | FY 2007-08        | FY 2008-09        | FY 2009-10        | FY 2009-10                   | FY 2010-11               | FY 2010-11           | Dollars                                  | Percent       | Dollars  | Percent      |
| 43                                   |      | Professional/Special Services: |                   |                   |                   |                              |                          |                      |  |               |  |              |
| 44                                   | 6500 | Professional Services          | 172,959           | 0                 | 0                 | 0                            | 0                        | 0                    | 0  | 0.0%          | 0  | N/A          |
| 45                                   | 6516 | Automated System               | 163,477           | 0                 | 0                 | 0                            | 0                        | 0                    | 0  | 0.0%          | 0  | N/A          |
| 46                                   | 6517 | DP -Networking                 | 7,467             | 2,161             | 10,000            | 5,989                        | 10,000                   | 10,000               | 0  | 0.0%          | 4,011  | 67.0%        |
| 47                                   | 6518 | Data Entry-OCLC                | 15,411            | 17,502            | 55,000            | 76,388                       | 30,000                   | 30,000               | 0  | 0.0%          | (46,388)                                       | -60.7%       |
| 48                                   | 6521 | County Services                | 44,094            | 50,945            | 55,410            | 57,863                       | 63,722                   | 131,116              | 67,394                                   | 51.4%         | 73,253   | 126.6%       |
| 49                                   | 6540 | Contract Services              | 108,341           | 155,234           | 161,226           | 150,486                      | 161,226                  | 156,226              | (5,000)                                  | -3.2%         | 5,740  | 3.8%         |
| 50                                   | 6553 | Security Services              |                   | 59,877            | 65,000            | 59,001                       | 65,000                   | 65,000               | 0  | 0.0%          | 5,999  | 10.2%        |
| 51                                   | 6570 | Consulting Services            |                   | 29,765            | 30,000            | 14,888                       | 20,000                   | 15,000               | (5,000)                                  | -33.3%        | 112  | 0.8%         |
| 52                                   | 6589 | Permits                        | 361               | 297               | 274               | 198                          | 274                      | 274                  | 0  | 0.0%          | 76   | 38.4%        |
| 53                                   | 6610 | Legal Services                 | 6,891             | 8,941             | 5,797             | 6,086                        | 5,797                    | 5,797                | 0  | 0.0%          | (289)  | -4.7%        |
| 54                                   | 6630 | Audit/Accounting Services      | 28,688            | 36,757            | 28,840            | 27,063                       | 28,840                   | 26,190               | (2,650)                                  | -10.1%        | (873)  | -3.2%        |
| 55                                   | 6631 | Bookkeeping                    | 11,596            | 18,108            | 22,500            | 20,378                       | 22,500                   | 22,500               | 0  | 0.0%          | 2,122  | 10.4%        |
| 56                                   | 6800 | Public/Legal Notices           | 1,233             | 1,480             | 9,289             | 425                          | 4,000                    | 1,000                | (3,000)                                  | -300.0%       | 575  | 135.2%       |
| 57                                   | 6820 | Rents/Leases-Equip             |                   | 22,524            | 18,000            | 9,845                        | 18,000                   | 18,000               | 0  | 0.0%          | 8,155  | 82.8%        |
| 58                                   | 6840 | Rents/Leases-Bldgs/Improv      | 39,711            | 11,952            | 12,000            | 11,096                       | 12,000                   | 12,000               | 0  | 0.0%          | 904  | 8.1%         |
| 59                                   | 6880 | Facilities Small Equipment     | 197,172           | 18,901            | 15,000            | 7,064                        | 15,000                   | 10,000               | (5,000)                                  | -50.0%        | 2,936  | 41.6%        |
| 60                                   | 6881 | Library Equipment              | 59,183            | 86,563            | 47,739            | 38,703                       | 47,739                   | 37,739               | (10,000)                                 | -26.5%        | (964)  | -2.5%        |
| 61                                   | 6882 | Gift Equipment                 | 114               | 626               | 28,082            | 793                          | 28,082                   | 15,082               | (13,000)                                 | -86.2%        | 14,290   | 1803.1%      |
| 62                                   | 6889 | Software                       | 23,249            | 59,445            | 45,000            | 56,174                       | 64,609                   | 64,609               | 0  | 0.0%          | 8,435  | 15.0%        |
| 63                                   | 6890 | Computer Hardware              | 0                 | 125,628           | 148,500           | 85,522                       | 148,500                  | 115,000              | (33,500)                                 | -29.1%        | 29,478   | 34.5%        |
| 64                                   | 6891 | Small Equipment IT             | 345               | 28,989            | 45,000            | 51,470                       | 45,000                   | 45,000               | 0  | 0.0%          | (6,470)  | -12.6%       |
| 65                                   |      | Special Library Expenses:      |                   |                   |                   |                              |                          |                      |  |               |  |              |
| 66                                   | 7000 | Library & Other Supplies       | 110,812           | 526,895           | 125,000           | 125,665                      | 30,000                   | 30,000               | 0  | 0.0%          | (95,665)                                       | -76.1%       |
| 67                                   | 7020 | Summer Reading Supplies        | 18,762            | 35,891            | 25,967            | 30,313                       | 25,967                   | 25,967               | 0  | 0.0%          | (4,346)  | -14.3%       |
| 68                                   | 7030 | Programming-Adult              | 60,027            | 38,439            | 24,456            | 25,980                       | 12,228                   | 12,228               | 0  | 0.0%          | (13,752)                                       | -52.9%       |
| 69                                   | 7035 | Programming-Juvenile           | 0                 | 0                 | 0                 | 0                            | 12,228                   | 12,228               | 0  | 0.0%          | 12,228   | N/A          |
| 70                                   | 7110 | Professional Development       | 18,279            | 27,065            | 25,000            | 12,545                       | 18,576                   | 15,576               | (3,000)                                  | -19.3%        | 3,031  | 24.2%        |
| 71                                   | 7120 | In-Service Training            | 35,233            | 26,279            | 15,914            | 2,499                        | 13,000                   | 13,000               | 0  | 0.0%          | 10,501   | 420.2%       |
| 72                                   | 7180 | Literacy                       | 80,278            | 128,087           | 122,636           | 116,918                      | 122,636                  | 122,636              | 0  | 0.0%          | 5,718  | 4.9%         |
| 73                                   |      | Books/Materials:               |                   |                   |                   |                              |                          |                      |  |               |  |              |
| 74                                   | 7187 | Materials Management Supplies  | 0                 | 0                 | 0                 | 0                            | 70,000                   | 70,000               | 0  | 0.0%          | 70,000   | N/A          |
| 75                                   | 7190 | Books/Materials                | 1,684,067         | 1,713,000         | 1,713,000         | 1,713,000                    | 1,713,000                | 1,713,000            | 0  | 0.0%          | 0  | 0.0%         |
| 76                                   | 7191 | Binding                        | 22,339            | 18,109            | 15,000            | 8,811                        | 8,000                    | 10,000               | 2,000                                    | 20.0%         | 1,189  | 13.5%        |
| 77                                   |      | Transportation:                |                   |                   |                   |                              |                          |                      |  |               |  |              |
| 78                                   | 7301 | County Car Expense             | 29,008            | 27,769            | 30,409            | 38,832                       | 30,409                   | 30,409               | 0  | 0.0%          | (8,423)  | -21.7%       |
| 79                                   | 7302 | Travel Expense                 | 9,365             | 28,650            | 39,609            | 2,002                        | 20,000                   | 7,500                | (12,500)                                 | -166.7%       | 5,498  | 274.7%       |
| 80                                   | 7303 | Mileage & Parking              | 58,569            | 69,212            | 54,567            | 61,284                       | 60,000                   | 60,000               | 0  | 0.0%          | (1,284)  | -2.1%        |
| 81                                   | 7320 | Utilities                      | 475,377           | 465,432           | 484,100           | 480,715                      | 484,100                  | 450,000              | (34,100)                                 | -7.6%         | (30,715)                                       | -6.4%        |
| 82                                   | 7400 | Sonoma County IT               | 0                 | 0                 | 383               | 0                            | 383                      | 383                  | 0  | 0.0%          | 383  | N/A          |
| <b>TOTAL SERVICES &amp; SUPPLIES</b> |      |                                | <b>4,271,370</b>  | <b>4,783,235</b>  | <b>4,434,177</b>  | <b>4,130,237</b>             | <b>4,374,062</b>         | <b>4,231,006</b>     | <b>(143,056)</b>                         | <b>-3.4%</b>  | <b>100,769</b>                                 | <b>2.4%</b>  |
| LONG TERM DEBT                       |      |                                |                   |                   |                   |                              |                          |                      |  |               |  |              |
| 83                                   | 7910 | LTD-Principal                  | 13,342            | 17,875            | 30,000            | 24,784                       | 30,000                   | 25,000               | (5,000)                                  | -20.0%        | 216  | 0.9%         |
| <b>TOTAL LONG TERM DEBT</b>          |      |                                | <b>13,342</b>     | <b>17,875</b>     | <b>30,000</b>     | <b>24,784</b>                | <b>30,000</b>            | <b>25,000</b>        | <b>(5,000)</b>                           | <b>-20.0%</b> | <b>216</b>                                     | <b>0.9%</b>  |
| <b>TOTAL OPERATING EXPENDITURES</b>  |      |                                | <b>15,472,375</b> | <b>16,699,684</b> | <b>16,593,290</b> | <b>16,015,057</b>            | <b>15,983,029</b>        | <b>15,749,090</b>    | <b>(233,939)</b>                         | <b>-1.5%</b>  | <b>(265,967)</b>                               | <b>-1.7%</b> |
| FIXED ASSETS                         |      |                                |                   |                   |                   |                              |                          |                      |  |               |  |              |
| 84                                   |      | Equipment:                     |                   |                   |                   |                              |                          |                      |  |               |  |              |
| 85                                   | 8510 | Building Improvements          |                   | 142,297           | 150,000           | 74,024                       | 150,000                  | 150,000              | 0  | 0.0%          | 75,976   | 102.6%       |
| 86                                   | 8560 | Equipment                      | 18,010            | 0                 | 20,000            | 16,871                       | 0                        | 0                    | 0  | 0.0%          | (16,871)                                       | -100.0%      |
| 87                                   | 8562 | Computer Equipment             |                   | 503,749           | 100,000           | 78,969                       | 100,000                  | 100,000              | 0  | 0.0%          | 21,031   | 26.6%        |
| 88                                   | 8570 | Furniture/Fixtures             | 168,453           | 38,348            | 10,000            | 224                          | 10,000                   | 10,000               | 0  | 0.0%          | 9,776  | 4364.3%      |
| <b>TOTAL FIXED ASSETS</b>            |      |                                | <b>186,463</b>    | <b>684,394</b>    | <b>280,000</b>    | <b>170,088</b>               | <b>260,000</b>           | <b>260,000</b>       | <b>0</b>                                 | <b>0.0%</b>   | <b>89,912</b>                                  | <b>52.9%</b> |
| 89                                   | 9000 | * APPROP FOR CONTINGENCIES     | 0                 | 0                 | 25,000            | 0                            | 25,000                   | 25,000               | 0  | 0.0%          | 25,000   | N/A          |
| <b>TOTAL CAPITAL EXPENDITURES</b>    |      |                                | <b>186,463</b>    | <b>684,394</b>    | <b>305,000</b>    | <b>170,088</b>               | <b>285,000</b>           | <b>285,000</b>       | <b>0</b>                                 | <b>0.0%</b>   | <b>114,912</b>                                 | <b>67.6%</b> |
| <b>TOTAL EXPENDITURES</b>            |      |                                | <b>15,658,838</b> | <b>17,384,078</b> | <b>16,898,290</b> | <b>16,185,145</b>            | <b>16,268,029</b>        | <b>16,034,090</b>    | <b>(233,939)</b>                         | <b>-1.5%</b>  | <b>(151,055)</b>                               | <b>-0.9%</b> |

\* The \$25,000 in contingency expense is a line item required by the County of Sonoma.

**SONOMA COUNTY LIBRARY  
UPDATED FY 2010-2011 BUDGET- DISCUSSION DRAFT  
PART 2 - NARRATIVE**

Category: Taxes

| Number      | Account Title  | Purpose & Recommended Change   |
|-------------|----------------|--|
| 1000-1266   | Property Taxes | Income from the Library's Share of Property Tax  |
|             |                | <i>Recommended Change:<br/>Decrease revenue by an additional 1% or \$96,072 based on year- end County projections. Total property tax reductions for FY 10-11 are now at 4%.</i> |
| 2440 & 3019 | Property Taxes | Other Library Tax Revenue  |
|             |                | <i>Recommended Change:<br/>Same explanation as above.</i>  |

Category: Salaries & Benefits

| Number | Account Title       | Purpose & Recommended Change   |
|--------|---------------------|--|
| 5910   | Permanent Positions | Salaries for Permanent Positions.<br><i>Recommended Change:<br/>Under Negotiation.</i> |
| 5911   | Extra Help          | Salaries for substitutes, student aides, and staff working on RFID project wrap-up.    |
| 5930   | Health Insurance    | Employee Health Insurance<br><i>Recommended Change:<br/>Under Negotiation.</i>         |
| 5932   | Dental Insurance    | Employee Dental Insurance<br><i>Recommended Change:<br/>Under Negotiation.</i>         |

Category: Services & Supplies

| Number               | Account Title     | Purpose & Recommended Change  |
|----------------------|-------------------|---|
| Communications (604) |                   |   |
| 6040                 | Communications    | County charges for a fax line and pay phones for the Libraries.<br><i>Recommended Change: No Change.</i>                                |
| 6041                 | Data Lines        | Internet service and other data lines.<br><i>Recommended Change: No Change.</i>   |
| 6043                 | Alarm Systems     | Fire and security alarms and phone lines for them.<br><i>Recommended Change: Increase \$2,000 based on actual spending in FY 09-10.</i> |
| 6045                 | Telephone Service | Phone system & related equipment costs.<br><i>Recommended Change: No Change.</i>  |
| 6048                 | Cell Phones       | Cost of cell phones for Facilities Department Staff.  |

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| Number   | Account Title                         | Purpose & Recommended Change  |
|--|---------------------------------------|---|
|  |                                       | <i>Recommended Change: No Change.</i>   |
| 6049   | County Communications Exp             | Charges from County Communications to administer our fax line.  |
|  |                                       | <i>Recommended Change: No Change.</i>   |
| Household Expense (608)  |                                       |   |
| 6084   | Janitorial Supplies                   | Janitorial supplies for all branches.   |
|  |                                       | <i>Recommended Change: No Change.</i>   |
| 6085   | Janitorial Services                   | Contract for Library cleaning services and miscellaneous cleaning projects not covered by the contract.   |
|  |                                       | <i>Recommended Change: Decrease budget \$39,500 to reflect actual spending in FY 09-10 and a 10% fee reduction.</i>   |
| Insurance (610)  |                                       |   |
| 6103   | Liability Insurance                   | All library insurance policies.   |
|  |                                       |   |
| Maintenance, Equipment (614,615)   |                                       |   |
| Includes all expenses for keeping equipment, whether capitalized or not, in working order. |                                       |   |
| 6140   | Maintenance, Equip (IT)               | Expense for maintenance contracts for computer systems.   |
|  |                                       | <i>Recommended Change: No Change.</i>   |
| 6152   | Maintenance, Equip-Purchase Parts     | Includes parts purchased to repair any equipment; primarily used by Facilities and IT staff.  |
|  |                                       | <i>Recommended Change: Decrease parts budget \$20,000; fewer repairs being done by Facilities staff.</i>  |
| 6153   | Maintenance, Equip-Outside            | Maintenance contracts by outside vendors on non-capital equipment and rental of equipment for repairs.  |
|  |                                       | <i>Recommended Change: Increase \$20,000; Facilities staff doing less in-house projects and work is contracted out.</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.  |
|  |                                       | <i>Recommended Change: Decrease budget \$26,000 to reflect actual FY 09-10 expenditures and a 10% contract reduction from AIRCO, Library HVAC vendor.</i>                 |
| 6186   | Maintenance, B&I, Santa Rosa          | Purpose is to support capital improvements and maintenance at the Central Library.  |
|  |                                       | <i>Recommended Change: No Change.</i>   |
| 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.) |
|  |                                       | <i>Recommended Change: Reduce by \$10,000 to reflect actual FY 09-10 expenditures and a 10% contract reduction.</i>   |
|  |                                       |   |
| 6226   | Maintenance, B&I,                     | Parts purchased for building repair performed by  |

**DOCUMENT # 11.2.2 (8.2.10)**

| Number   | Account Title               | Purpose & Recommended Change  |
|--|-----------------------------|---|
|  | Parts                       | Library's Facilities staff.   |
|  |                             | <i>Recommended Change: Decrease parts budget \$5,000; fewer repairs being done by Facilities staff.</i>   |
| <b>Memberships (628)</b>   |                             |   |
| <i>Membership in societies, associations, trade associations, etc.</i> |                             |   |
| 6280   | Memberships                 | Library membership in various organizations.  |
|  |                             | <i>Recommended Change: No change.</i>   |
| <b>Office Expense (640)</b>  |                             |   |
| <i>Includes expenditures for office supplies &amp; services</i>        |                             |   |
| 6401   | Office Expense-Inventory    | Office supplies and services.   |
|  |                             | <i>Recommended Change: Decrease by \$5,000 to reflect actual FY 09-10 expenditures.</i>   |
| 6410   | Postage                     | All postage machines, stamps for branches, and newsletter mailing.  |
|  |                             | <i>Recommended Change: No Change.</i>   |
| 6430   | Printing                    | Includes newsletter, photo grant printing and miscellaneous items the Library has printed.  |
|  |                             | <i>Recommended Change: No Change.</i>   |
| 6452   | Paper stock                 | Copy paper, paper for graphic artist, and letterhead  |
|  |                             | <i>Recommended Change: No Change.</i>   |
| <b>Professional &amp; Specialized Services</b>                         |                             |   |
| <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.  |
|  |                             | <i>Recommended Change: No Change.</i>   |
| 6518   | OCLC                        | OCLC is the international database of library catalog records; expenditures pay for online cataloging and interlibrary loan transactions.   |
|  |                             | <i>Recommended Change: No Change.</i>   |
| 6521   | County Services             | Expenditure for County financial services.  |
|  |                             | <i>Recommended Change: County has increased this line by \$67,314 to \$131,116 to realize 100% cost recovery. A possibility of additional revenue through Transient Occupancy Tax (TOT) revenue may be realized in 2901-County Local Agency grant, to offset this increase.</i> |
| 6540   | Contract Services           | Expenditures for the NorthNet Library System services, the Mendocino Bookmobile and the Employee Assistance Program (EAP).  |
|  |                             | <i>Recommended change: Decrease by \$5,000 previously paid to support Fund Development donor database-work now being done by a staff member.</i>  |
| 6553   | Contracts-Security Services | Security services for Central Library.  |
|  |                             | <i>Recommended Change: No Change.</i>   |
| 6570   | Consulting Services         | Services provided by outside consultant.  |

**DOCUMENT # 11.2.2 (8.2.10)**

| Number | Account Title                        | Purpose & Recommended Change  |
|--------|--------------------------------------|---|
|        |                                      | <i>Recommended Change: Decrease by \$5,000. Projected costs include: Will Soper, Financial Services, \$6,000 and E-Rate Consultant, \$6,000.</i>  |
| 6589   | Permits                              | Fire permits for Libraries.   |
|        |                                      | <i>Recommended Change: No Change.</i>   |
| 6610   | Legal Services                       | Legal services provided by County Counsel.  |
|        |                                      | <i>Recommended Change: No Change.</i>   |
| 6630   | Audit/Accounting Services            | Cost of annual audit and related accounting services.   |
|        |                                      | <i>Recommended Change: Decrease by \$2,600 to reflect a 10% contract reduction.</i>   |
| 6631   | Bookkeeping                          | Cost of services provided by Integrated Business Solutions (IBS) for the payroll system and WebTime.  |
|        |                                      | <i>Recommended Change: No Change.</i>   |
| 6800   | Public/Legal Notices                 | Job advertisements and legally required notices and reports.  |
|        |                                      | <i>Recommended Change: Decrease by \$3,000 to reflect actual FY 09-10 expenditures.</i>   |
| 6820   | Rents/Leases-Equipment               | Rents and leases of copy machines and the postage meter.  |
|        |                                      | <i>Recommended Change: No Change.</i>   |
| 6840   | Rents/Leased Bldg-Improvement        | Rents and leases for Forestville & Occidental stations.   |
|        |                                      | <i>Recommended Change: No Change.</i>   |
| 6880   | Small Tools/Instruments (Facilities) | For the Facilities Department to purchase minor equipment that is not classified as a fixed asset, as well as parts for repairs.  |
|        |                                      | <i>Recommended Change: Decrease by \$5,000 to reflect actual FY 09-10 expenditures.</i>   |
| 6881   | Library Equipment                    | Cost of miscellaneous furnishings and equipment.  |
|        |                                      | <i>Recommended Change: Decrease by \$10,000 to reflect actual FY 09-10 expenditures.</i>  |
| 6882   | Gift Equipment                       | Cost of miscellaneous furnishings and equipment purchased with gift funds.  |
|        |                                      | <i>Recommended Change: Decrease by \$13,000 to reflect actual FY 09-10 expenditures.</i>  |
| 6889   | Software                             | Cost of purchasing software/software licenses.  |
|        |                                      | <i>Recommended Change: No Change.</i>   |
| 6890   | Computer Hardware                    | Purchase of new staff and public computers to maintain the Library's 5-year replacement cycle. PC's are cascaded down to those who do not require the highest level of computing power. |
|        |                                      | <i>Recommended Change: Decrease by \$33,500 to reflect actual FY 09-10 expenditures.</i>  |
| 6891   | Small Tools (IT)                     | Computer peripherals and other small equipment including printers, fax machines, etc. purchased by IT.  |
|        |                                      | <i>Recommended Change: No Change.</i>   |
| 7000   | Special Library                      | Supplies unique to the Library, such as paper for graphic   |

**DOCUMENT # 11.2.2 (8.2.10)**

| Number | Account Title                 | Purpose & Recommended Change  |
|--------|-------------------------------|---|
|        | Supplies                      | services and various programs.<br><i>Recommended Change: No Change.</i>   |
| 7020   | Summer Reading Supplies       | Cost of the Summer Reading program.<br><i>Recommended Change: No Change.</i>  |
| 7030   | Programming - Adult           | Cost of Library programming for adults, other than Summer Reading.<br><i>Recommended Change: No Change.</i>   |
| 7035   | Programming - Juvenile        | Cost of Library programming for children and young adults, other than Summer Reading.<br><i>Recommended Change: No Change.</i>  |
| 7110   | Professional Development      | Funding for employee staff development allocation per the MOU.<br><i>Recommended Change: Decrease by \$3,000 to reflect actual lower usage of Staff Development funds.</i>                              |
| 7120   | In-Service Training           | Library-sponsored training events.<br><i>Recommended Change: No Change.</i>   |
| 7180   | Literacy                      | Expenditures for Literacy program.<br><i>Recommended Change: No Change.</i>   |
| 7187   | Materials Management Supplies | Supplies for Materials Management, primarily for processing and repairing the collection.<br><i>Recommended Change: No Change.</i>  |
| 7190   | Books/Materials               | Library materials budget.<br><i>Recommended Change: No Change.</i>  |
| 7191   | Binding                       | Cost of binding and re-binding materials.<br><i>Recommended Change: Increase by \$2,000 to reflect actual expenditures for FY 09-10.</i>  |
| 7301   | County Car Expense            | Cost of maintenance and gas for Library vehicles.<br><i>Recommended Change: No Change.</i>  |
| 7302   | Travel Expense                | Costs for participation in library-selected conferences and staff training.<br><i>Recommended Change: Decrease \$12,500 due to the completion of training for the migration to a Microsoft network.</i> |
| 7303   | Private Car Expense           | Staff parking and mileage reimbursement.<br><i>Recommended Change: No Change.</i>   |
| 7320   | Utilities                     | Electricity, gas, water, sewage, and refuse for all facilities.<br><i>Recommended Change: Decrease by \$34,100 to reflect actual expenditures for FY 09-10.</i>   |
| 7400   | Data Processing               | County charges for services.<br><i>Recommended Change: No Change.</i>   |
| 7910   | LTD-Principal                 | Charges for copier leases over 3 years.<br><i>Recommended Change: Decrease by \$5,000 to reflect actual expenditures for FY 09-10.</i>  |
|        |                               |   |



| <b>Agenda Item</b>        |                                |                                |                        |
|---------------------------|--------------------------------|--------------------------------|------------------------|
| <b>Information/Action</b> | <b>Commission Meeting Date</b> | <b>Regular/Special Meeting</b> | <b>Agenda Item No.</b> |
| <b>Discussion</b>         | <b>8.2.10</b>                  | <b>Regular Meeting</b>         | <b>11.3</b>            |

**SUBJECT**

Response to 2010 Grand Jury Report

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**PURPOSE OF DISCUSSION**

To review the draft response and provide direction to staff for completion of the final draft.

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**BACKGROUND**

Staff is still gathering information to incorporate in the draft response.

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**FUTURE BOARD ACTIONS**

Approve Library response to the Grand Jury.

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**FISCAL IMPACT**

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**POLICY ISSUES**

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**ATTACHMENTS**

*Draft to be distributed prior to the meeting.*



| <b>Agenda Item</b>        |                                |                                  |                        |
|---------------------------|--------------------------------|----------------------------------|------------------------|
| <b>Information/Action</b> | <b>Commission Meeting Date</b> | <b>Regular/Executive Meeting</b> | <b>Agenda Item No.</b> |
| <b>Action</b>             | <b>08.02.10</b>                | <b>Regular</b>                   | <b>12</b>              |

**SUBJECT**

Library Advisory Board Appointments

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**RECOMMENDED ACTION**

**APPOINT** by resolution.

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**DRAFT MOTIONS**

**I MOVE, BY RESOLUTION, THAT THE SONOMA COUNTY LIBRARY COMMISSION APPOINT \_\_\_\_\_ to the vacant position on the Healdsburg Regional Library Advisory Board for a new four-year term ending June 30, 2014.**

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**BACKGROUND**

The following appointment is ready to be made:

- Healdsburg Library Advisory Board, Vacant Position. New four-year term ends June 30, 2014.
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**FUTURE BOARD ACTIONS**

None

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**FISCAL IMPACT**

None

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**POLICY ISSUES**

None

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**ATTACHMENTS**

None