



**LIBRARY COMMISSION AGENDA
SPECIAL MEETING**

Thursday, August 19, 2010 at 6:30 p.m.
Central Santa Rosa Library, 211 E Street, Santa Rosa, CA 95404

THE MEETING WILL BEGIN IN THE CENTRAL LIBRARY'S FORUM ROOM & MOVE TO THE BOARD ROOM LATER.

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. ACTION ITEMS BY MOTION

4.1. Designate Patrick Preston and Kelly Tuffo Agency Negotiators

5. CLOSED SESSION

5.1. Pursuant to California Government Code §54957 to meet with in conference with agency labor negotiator (Brown Act, §54957.6)
Agency negotiators: Patrick Preston & Kelly Tuffo
Employee organization: SEIU Local 1021

6. OPEN SESSION

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

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

7. 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.

8. APPROVAL OF MINUTES

8.1. Minutes of the August 2, 2010 Regular Meeting (Document to be distributed prior to meeting)

9. ACTION ITEMS BY MOTION

9.1. Authorize the director to submit the final FY 10-11 Budget to the Board of Supervisors (3 Documents)

9.2. Authorize the Chair and Director to complete and submit the response to the Grand Jury's 2010 Report (1 Document)

10. DATE AND TIME OF NEXT REGULAR MEETING

Meeting: Special Meeting (if necessary)
Date & Time: TBD

Meeting: Regular
Date: October 4, 2010
Time: 7:00 p.m.
Location: Central Library – Santa Rosa

11. ADJOURNMENT

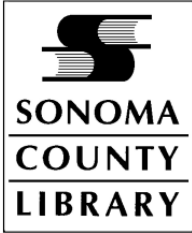
By acclamation.

*Agenda support materials are available in the Library Administration Office, 211 E Street, Santa Rosa, after 3:30 p.m. on Monday, August 16, 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.



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	8.19.10	Special	4.1

SUBJECT

Designate agency negotiator(s).

RECOMMENDED ACTION

DESIGNATE agency negotiator(s).

DRAFT ACTION

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

BACKGROUND

The Commission must designate their official negotiator(s) for negotiations with SEIU. Kelly Tuffo of Liebert, Cassidy, Whitmore will join Patrick Preston as the designated negotiators.

In addition to Patrick Preston, Elissa Alfano and Jaime Anderson will continue to serve as members of the Labor-Management Committee (LMC) representing management.

FUTURE BOARD ACTIONS

FISCAL IMPACT

POLICY ISSUES

ATTACHMENTS

None



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	8.19.10	Special	9.1

SUBJECT

Final Budget Submission.

RECOMMENDED ACTION

AUTHORIZE submission of budget.

DRAFT ACTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION authorize the Library Director to submit the final FY 2010-2011 budget as presented [or as modified] to the County Board of Supervisors as required by the Joint Powers Agreement.

BACKGROUND

This budget reflects the following changes to the “Placeholder Budget” submitted to the County in April. Those changes include:

1. As directed by the Commission, reducing Salaries & Benefits so that there is no use of the fund balance for operating expenditures. Those reductions include items for which there appears to be preliminary agreement with SEIU (e.g., furlough savings). The balance of savings that do not reflect the preliminary agreements is in reductions for extra help, which includes substitutes and student aides.
2. A \$50,000 reduction in the materials budget.
3. Other savings based on an evaluation of actual expenditures in 2009-2010.
4. A series of one-time savings negotiated with vendors for FY 2010-2011 and longer term savings achieved through issuing Requests for Proposal for workers' compensation insurance and life and disability insurance. (See Document #9.1.3)

FUTURE BOARD ACTIONS

Approve union agreement.

FISCAL IMPACT

Most of the savings negotiated with vendors are for the FY 2010-2011 year only.

POLICY ISSUES

The budget is a policy document.

ATTACHMENTS

- Document #9.1.1 – Budget for FY 2010-2011 (Summary, Revenue, Expenditures & Fund Balance
- Document #9.1.2 – Budget Narrative
- Document #9.1.3 – Vendor Reductions

**SONOMA COUNTY LIBRARY
FY 10-11 BUDGET**

DOCUMENT #9.1.1 (8.19.10)

SUMMARY

	1	2	3	4	5	6	7
Category	Actual FY 2007-2008	Actual FY 2008-2009	Actual FY 2009-2010 (Prelim)	April FY 2010-2011 "Placeholder"	August FY 2010-2011 Discussion	Change April to August	Change FY 2009-10 to August
Expenditures	\$15,658,838	\$17,384,078	\$16,185,145	\$16,268,029	\$15,692,550	(\$575,479)	(\$492,595)
Revenues	\$16,428,082	\$16,299,159	\$15,720,238	\$15,249,446	\$15,152,550	(\$96,896)	(\$617,241)
Use of Fund Balance	(\$769,244)	\$1,084,919	\$415,354	\$1,018,583	\$540,000	(\$478,583)	\$124,646

EXPENDITURES

	1	2	3	4	5	6	7
Category	Actual FY 2007-2008	Actual FY 2008-2009	Actual FY 2009-2010 (Prelim)	April FY 2010-2011 "Placeholder"	August FY 2010-2011 Discussion	Change April to August	Change FY 2009-10 to August
Salaries & Benefits	\$11,187,663	\$11,898,574	\$11,860,036	\$11,578,967	\$10,886,544	(\$692,423)	(\$973,492)
Services & Supplies	\$4,271,370	\$4,783,235	\$4,130,237	\$4,374,062	\$4,241,006	(\$133,056)	\$110,769
Long-Term Debt	\$13,342	\$17,875	\$24,784	\$30,000	\$25,000	(\$5,000)	\$216
Fixed Assets	\$186,463	\$684,394	\$170,088	\$260,000	\$515,000	\$255,000	\$344,912
Approp. for Cont.	\$0	\$0	\$0	\$25,000	\$25,000	\$0	\$25,000
TOTAL	\$15,658,838	\$17,384,078	\$16,185,145	\$16,268,029	\$15,692,550	(\$575,479)	(\$492,595)

SONOMA COUNTY LIBRARY
FY 10-11 BUDGET
REVENUES

DOCUMENT #9.1.1 (8.19.10)

		A	B	C	D	E	F	G	H	I
				June 2010	April	Proposed	Change April to Aug		Change June Actual to	
Sub-Obj	Account Title	Actual	Actual	Actual	Placeholder	Budget August	Budget Over/(Under)		August Budget	Over/(Under)
Code	Account Title	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2010-11	Dollars	Percent	Dollars	Percent
1	1000 Property Taxes-CY Secured	14,424,478	14,707,393	14,583,221	14,114,932	14,001,267	113,665	-0.8%	(581,954)	-4.2%
2	1004 Property Taxes-CY Secured-July	62,621	59,096	0	0	0	0	N/A	0	0.0%
3	1008 Redevelopment	(648,360)	(684,667)	(1,644,495)	(1,595,160)	(1,578,715)	(16,445)	-1.0%	65,780	-4.2%
4	1011 SB 2557 Prop Tax Admin	(181,646)	(197,220)	(203,435)	(201,495)	(199,480)	(2,015)	-1.0%	3,955	-2.0%
5	1014 AB 1290 RDA Pass-Thrus	0	0	83,207	81,067	80,256	811	-1.0%	(2,951)	-3.7%
6	1015 H&S 33401 RDA Pass-Thrus	0	0	908,669	873,121	864,390	8,731	-1.0%	(44,279)	-5.1%
7	1020 Property Taxes-CY Supp-84/85	417,156	208,825	112,931	110,101	97,424	12,677	-13.0%	(15,507)	-15.9%
8	1040 Property Taxes-CY Unsecured	463,783	517,704	518,317	495,072	516,370	(21,298)	4.1%	(1,947)	-0.4%
9	1042 Cost Reim-Coll Del CY Uns	(9,704)	(10,665)	(11,891)	(13,110)	(12,978)	(131)	-1.0%	(1,087)	8.4%
10	1044 Property Taxes-CY Unsec July	93	0	0	0	0	0	N/A	0	N/A
11	1060 Property Taxes-PY Secured	(3,222)	(11,777)	(10,163)	0	0	0	N/A	0	N/A
12	1080 Property Taxes-PY Supp	(1,618)	(2,540)	(1,019)	0	0	0	N/A	0	N/A
13	1100 Property Taxes-PY Unsecured	7,969	5,808	9,539	7,566	7,490	76	-1.0%	(2,049)	-27.4%
14	1266 Timber Yield Tax	2,323	2,758	103	86	85	1	-1.0%	(18)	-21.0%
15	Sub-Total - Taxes	14,533,873	14,594,715	14,344,984	13,872,180	13,776,109	96,071	-0.7%	(568,875)	-4.1%
16	1700 Interest on Pooled Fund	235,194	127,448	39,203	39,900	39,900	0	0.0%	697	1.7%
17	1701 Interest Earned	36,447	22,999	6,919	9,500	9,500	0	0.0%	2,581	27.2%
18	1800 Rent/Concessions	148	129	522	150	150	0	0.0%	(372)	-247.9%
19	Sub-Total - Use of Money/Property	271,789	150,576	46,644	49,550	49,550	0	0.0%	2,906	5.9%
20	2081 St - Highway Rentals	126	121	103	100	100	0	0.0%	(3)	-2.9%
21	2440 State-HOPTR	142,590	141,357	140,534	135,420	134,913	507	-0.4%	(5,621)	-4.2%
22	2500 ST - Other	25,959	12,625	0	2,500	2,500	0	0.0%	2,500	100.0%
23	2563 ST - TBR Reimburse	403,167	347,752	223,827	250,000	250,000	0	0.0%	26,173	10.5%
24	2566 State Library - PLF	185,064	164,954	172,359	170,000	170,000	0	0.0%	(2,359)	-1.4%
25	2901 County - Local Agency Grant	25,378	25,388	25,370	25,378	25,378	0	0.0%	8	0.0%
27	2945 Library Literacy	64,642	83,326	100,980	69,545	69,545	0	0.0%	(31,435)	-45.2%
28	Sub-Total Intergovt Revenues	846,926	775,523	663,172	652,943	652,436	507	-0.1%	(10,737)	-1.6%
29	3019 NCPA Gov't Service Fee	33,404	33,425	32,839	31,854	31,535	319	-1.0%	(1,304)	-4.1%
30	3480 Library Fines	438,248	400,647	390,918	370,000	370,000	0	0.0%	(20,918)	-5.7%
31	3482 Library Membership	23,538	11,325	11,205	16,000	16,000	0	0.0%	4,795	30.0%
32	3483 Library Postage Recovery	0	195	446	100	100	0	0.0%	(346)	-346.2%
33	3484 Library Fines-Delinquent Collections	69,195	54,409	32,488	44,000	44,000	0	0.0%	11,512	26.2%
34	3485 Library Document Delivery	0	0	0	0	0	0	0.0%	0	0.0%
35	3700 Library Copier Fees	60,006	62,149	64,768	59,948	59,948	0	0.0%	(4,820)	-8.0%
36	3701 Check Handling Fees	0	20	20	50	50	0	0.0%	30	60.0%
37	3980 Rev Applic Prior Year	72	8,277	0	0	0	0	0.0%	0	0.0%
38	Sub-Total - Charges for Services	624,463	570,448	532,684	521,952	521,633	319	-0.1%	(11,051)	-2.1%
39	4020 Other Sales	0	0	0	0	0	0	N/A	0	N/A
40	4040 Misc. Revenue	99,381	107,554	94,436	90,672	90,672	0	0.0%	(3,764)	-4.2%
41	4102 Donations/Reimbursements	42,550	89,607	84,708	55,000	55,000	0	0.0%	(29,708)	-54.0%
42	4106 Refunds	9,116	10,428	2,446	6,000	6,000	0	0.0%	3,554	59.2%
43	4109 Outdated Warrants	55	539	424	1,000	1,000	0	0.0%	576	57.6%
44	4113 Returned Checks	(71)	(232)	293	150	150	0	0.0%	(143)	-95.3%
45	Sub-Total - Miscellaneous Revenues	151,031	207,896	182,307	152,822	152,822	0	0.0%	(29,485)	-19.3%
46	PY Appropriations Revenue	0	0	0	0	0		N/A		N/A
47	TOTAL OPERATING REVENUE	16,428,082	16,299,159	15,769,791	15,249,446	15,152,550	(96,896)	-0.6%	(617,241)	-4.1%

**SONOMA COUNTY LIBRARY
FY 10-11
EXPENDITURES**

DOCUMENT #9.1.1 (8.19.10)

			B	D	E	H	I	J	K	L
Sub-Obj			Actual	Actual	April Placeholder Budget	August Proposed Budget	Change April to Aug Budget Over/(Under)		Change 09-10 Actual to August Budget Over/(Under)	
Code	Account Title	FY 2008-09	FY 2009-10	FY 2010-11	FY 2010-11	Dollars	Percent	Dollars	Percent	
SALARIES AND BENEFITS										
1	5900	Vacancy Factor	(45,000)	(45,000)	(45,000)	(45,000)	0	0.0%	0	0.0%
2	5910	Permanent Positions	7,863,322	7,726,290	7,501,356	7,241,401	(259,955)	-3.6%	(484,889)	-6.3%
3	5911	Part-Time Extra Help	681,635	637,065	517,053	296,305	(220,748)	-74.5%	(340,760)	-53.5%
4	5920	PERS-Emp Contrib	157,430	113,791	73,080	35,824	(37,256)	-104.0%	(77,967)	-68.5%
5	5923	PERS-Loc Bds	1,180,300	1,076,950	1,050,223	1,049,859	(364)	0.0%	(27,091)	-2.5%
6	5924	Medicare Tax	101,106	100,078	92,607	94,284	1,677	1.8%	(5,794)	-5.8%
7	5925	Deferred Comp	62,028	71,403	79,146	44,212	(34,934)	-79.0%	(27,191)	-38.1%
8	Emp Group Insurance:									
9	5930	Health Insurance	1,055,014	1,185,900	1,241,112	1,188,444	(52,668)	-4.4%	2,544	0.2%
10	5931	Disability Insurance	32,686	34,667	37,126	35,496	(1,630)	-4.6%	829	2.4%
11	5932	Dental Insurance	157,353	178,750	177,973	167,576	(10,397)	-6.2%	(11,174)	-6.3%
12	5933	Life Insurance	6,676	9,836	10,357	8,128	(2,229)	-27.4%	(1,708)	-17.4%
13	5934	Vision Insurance	26,927	28,760	27,419	24,386	(3,033)	-12.4%	(4,374)	-15.2%
14	5935	Unemployment Insurance	6,178	12,340	10,000	10,000	0	0.0%	(2,340)	-19.0%
15	5936	Retiree Health Insurance	433,026	492,175	530,000	530,000	0	0.0%	37,825	7.7%
16	5940	Workers' Comp Insurance	179,893	237,032	276,515	205,629	(70,886)	-34.5%	(31,403)	-13.2%
TOTAL SALARIES & BENEFITS			11,898,574	11,860,036	11,578,967	10,886,544	(692,423)	-6.4%	(973,492)	-8.2%
SERVICES & SUPPLIES										
Communications:										
17	6040	Communications	4,836	8,869	12,000	12,000	0	0.0%	3,131	35.3%
18	6041	Data Lines	110,526	66,217	66,000	66,000	0	0.0%	(217)	-0.3%
19	6043	Alarm Systems	7,863	9,986	8,000	10,000	2,000	20.0%	14	0.1%
20	6045	Telephone Service	35,533	28,817	22,000	22,000	0	0.0%	(6,817)	-23.7%
21	6048	Cell Phone Service	1,684	1,992	2,000	2,000	0	0.0%	8	0.4%
22	6049	Unclaimable Comm Exp	0		50	50	0	0.0%	50	N/A
23	Household Expense:									
24	6084	Janitorial Supplies	31,774	28,968	16,000	16,000	0	0.0%	(12,968)	-44.8%
25	6085	Janitorial Services	197,909	197,394	201,000	161,500	(39,500)	-24.5%	(35,894)	-18.2%
26	Insurance:									
27	6103	Liability Insurance	71,837	70,216	71,631	71,631	0	0.0%	1,415	2.0%
28	Maintenance-Equipment:									
29	6140	Maint Equip-IT	106,616	107,337	175,000	175,000	0	0.0%	67,663	63.0%
30	6152	Maint Equip-Purchase Parts	17,453	7,785	31,545	11,545	(20,000)	-173.2%	3,760	48.3%
31	6153	Maint Equip-Outside	31,191	64,037	41,839	61,839	20,000	32.3%	(2,198)	-3.4%
32	Maintenance-Buildings:									
33	6180	Maint-Bldgs/Imp-Contracts	69,796	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	N/A
35	6190	Landscape Service	44,514	34,573	50,000	37,800	(12,200)	-32.3%	3,227	9.3%
36	6226	Maint-Bldgs/Imp-Parts	17,778	7,914	21,246	16,246	(5,000)	-30.8%	8,332	105.3%
37	6280	Memberships	7,484	7,969	10,000	10,000	0	0.0%	2,031	25.5%
38	Office Expense:									
39	6401	Office Expense-Inventory	59,015	44,072	45,000	40,000	(5,000)	-12.5%	(4,072)	-9.2%
40	6410	Postage	36,021	37,095	48,715	48,715	0	0.0%	11,620	31.3%
41	6430	Printing	72,526	36,944	45,536	45,536	0	0.0%	8,592	23.3%
42	6452	Paper Stock	18,356	14,818	15,684	15,684	0	0.0%	866	5.8%
43	Professional/Special Services:									
44	6500	Professional Services	0	0	0	0	0	0.0%	0	N/A
45	6516	Automated System	0	0	0	0	0	0.0%	0	N/A
46	6517	DP -Networking	2,161	5,989	10,000	10,000	0	0.0%	4,011	67.0%
47	6518	Data Entry-OCLC	17,502	76,388	30,000	30,000	0	0.0%	(46,388)	-60.7%
48	6521	County Services	50,945	57,863	63,722	131,116	67,394	51.4%	73,253	126.6%
49	6540	Contract Services	155,234	150,486	161,226	156,226	(5,000)	-3.2%	5,740	3.8%
50	6553	Security Services	59,877	59,001	65,000	65,000	0	0.0%	5,999	10.2%
51	6570	Consulting Services	29,765	14,888	20,000	15,000	(5,000)	-33.3%	112	0.8%
52	6589	Permits	297	198	274	274	0	0.0%	76	38.4%

**SONOMA COUNTY LIBRARY
FY 10-11
EXPENDITURES**

DOCUMENT #9.1.1 (8.19.10)

		B	D	E	H	I	J	K	L	
		Actual	Actual	April Placeholder Budget	August Proposed Budget	Change April to Aug Budget Over/(Under)		Change 09-10 Actual to August Budget Over/(Under)		
Sub-Obj Code	Account Title	FY 2008-09	FY 2009-10	FY 2010-11	FY 2010-11	Dollars	Percent	Dollars	Percent	
53	6610 Legal Services	8,941	6,086	5,797	20,797	15,000	72.1%	14,711	241.7%	
54	6630 Audit/Accounting Services	36,757	27,063	28,840	26,190	(2,650)	-10.1%	(873)	-3.2%	
55	6631 Bookkeeping	18,108	20,378	22,500	22,500	0	0.0%	2,122	10.4%	
56	6800 Public/Legal Notices	1,480	425	4,000	1,000	(3,000)	-300.0%	575	135.2%	
57	6820 Rents/Leases-Equip	22,524	9,845	18,000	18,000	0	0.0%	8,155	82.8%	
58	6840 Rents/Leases-Bldgs/Improv	11,952	11,096	12,000	12,000	0	0.0%	904	8.1%	
59	6880 Facilities Small Equipment	18,901	7,064	15,000	10,000	(5,000)	-50.0%	2,936	41.6%	
60	6881 Library Equipment	86,563	38,703	47,739	37,739	(10,000)	-26.5%	(964)	-2.5%	
61	6882 Gift Equipment	626	793	28,082	15,082	(13,000)	-86.2%	14,290	1803.1%	
62	6889 Software	59,445	56,174	64,609	79,609	15,000	18.8%	23,435	41.7%	
63	6890 Computer Hardware	125,628	85,522	148,500	115,000	(33,500)	-29.1%	29,478	34.5%	
64	6891 Small Equipment IT	28,989	51,470	45,000	45,000	0	0.0%	(6,470)	-12.6%	
65	Special Library Expenses:									
66	7000 Library & Other Supplies	526,895	125,665	30,000	30,000	0	0.0%	(95,665)	-76.1%	
67	7020 Summer Reading Supplies	35,891	30,313	25,967	25,967	0	0.0%	(4,346)	-14.3%	
68	7030 Programming-Adult	38,439	25,980	12,228	12,228	0	0.0%	(13,752)	-52.9%	
69	7035 Programming-Juvenile	0	0	12,228	12,228	0	0.0%	12,228	N/A	
70	7110 Professional Development	27,065	12,545	18,576	15,576	(3,000)	-19.3%	3,031	24.2%	
71	7120 In-Service Training	26,279	2,499	13,000	13,000	0	0.0%	10,501	420.2%	
72	7180 Literacy	128,087	116,918	122,636	122,636	0	0.0%	5,718	4.9%	
73	Books/Materials:									
74	7187 Materials Management Supplies	0	0	70,000	70,000	0	0.0%	70,000	N/A	
75	7190 Books/Materials	1,713,000	1,713,000	1,713,000	1,663,000	(50,000)	-3.0%	(50,000)	-2.9%	
76	7191 Binding	18,109	8,811	8,000	10,000	2,000	20.0%	1,189	13.5%	
77	Transportation:									
78	7301 County Car Expense	27,769	38,832	30,409	30,409	0	0.0%	(8,423)	-21.7%	
79	7302 Travel Expense	28,650	2,002	20,000	7,500	(12,500)	-166.7%	5,498	274.7%	
80	7303 Mileage & Parking	69,212	61,284	60,000	60,000	0	0.0%	(1,284)	-2.1%	
81	7320 Utilities	465,432	480,715	484,100	480,000	(4,100)	-0.9%	(715)	-0.1%	
82	7400 Sonoma County IT	0	0	383	383	0	0.0%	383	N/A	
TOTAL SERVICES & SUPPLIES		4,783,235	4,130,237	4,374,062	4,241,006	(133,056)	-3.1%	110,769	2.7%	
LONG TERM DEBT										
83	7910 LTD-Principal	17,875	24,784	30,000	25,000	(5,000)	-20.0%	216	0.9%	
TOTAL LONG TERM DEBT		17,875	24,784	30,000	25,000	(5,000)	-20.0%	216	0.9%	
TOTAL OPERATING EXPENDITURES		16,699,684	16,015,057	15,983,029	15,152,550	(830,479)	-5.5%	(862,507)	-5.4%	
FIXED ASSETS										
84	Equipment:									
85	8510 Building Improvements	142,297	74,024	150,000	300,000	150,000	50.0%	225,976	305.3%	
86	8560 Equipment	0	16,871	0	100,000	100,000	0.0%	83,129	492.7%	
87	8562 Computer Equipment	503,749	78,969	100,000	85,000	(15,000)	-17.6%	6,031	7.6%	
88	8570 Furniture/Fixtures	38,348	224	10,000	30,000	20,000	66.7%	29,776	13292.9%	
TOTAL FIXED ASSETS		684,394	170,088	260,000	515,000	255,000	49.5%	344,912	202.8%	
89	9000 * APPROP FOR CONTINGENCIES	0	0	25,000	25,000	0	0.0%	25,000	N/A	
TOTAL CAPITAL EXPENDITURES		684,394	170,088	285,000	540,000	255,000	47.2%	369,912	217.5%	
TOTAL EXPENDITURES		17,384,078	16,185,145	16,268,029	15,692,550	(575,479)	-3.7%	(492,595)	-3.0%	
90	NET REVENUE LESS EXPENDITURES	(1,084,919)	(415,355)	(1,018,583)	(540,000)	478,583	0	(122,683)	30.01%	

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

**SONOMA COUNTY LIBRARY
BUDGET FY 10-11
FUND BALANCE**

	FY 08-09	FY 09-10		FY 10-11	FY 11-12	FY 12-13
EXPENDITURES	Actual	Actual		Proposed Budget	Projected Budget	Projected Budget
Capital Expenditures						
1. Capital Asset Maintenance Fund:						
A. Equipment	(184,939)	(16,871)		(100,000)	0	0
2. Capital Improvement Fund:						
A. Branch Improvement Project						
a. Branch Facilities Improvement	(142,297)	(74,024)		(300,000)	0	0
b. Furniture & Fixtures	(38,348)	(224)		(30,000)	0	0
B. Self-Check Project	(318,810)	(78,969)		(85,000)	0	0
3. County Required Appropriation for Contingency	0			(25,000)	0	0
Use of Fund Balance - Capital Expenditures	(684,394)	(170,088)		(540,000)	0	0
Ongoing Operating Expenditures	(400,525)	(245,266)		0	(443,104)	(302,708)
Contribution to/Use of Fund - Operating Expenditures	(400,525)	(245,266)		0	(443,104)	(302,708)
Contribution/(Use of Fund Balance)	(1,084,919)	(415,354)		(540,000)	(443,104)	(302,708)
Committed Fund Balance:						
1. Capital Asset Maintenance Fund:	\$378,179	\$464,878		\$350,598	\$410,098	\$376,865
2. Capital Improvement Fund:						
A. Branch Improvement Project	\$3,057,002	\$2,551,415		\$2,094,735	\$2,046,733	\$1,773,485
B. Self Check Project	\$1,299,989	\$1,233,843		\$1,127,350	\$1,023,351	\$886,729
C. Northwest Branch Fund	0	0		0	0	0
3. Stabilization Fund:						Repayment
A. Emergency Reserves	\$1,043,730	\$1,000,941		\$947,034	\$980,784	\$980,784
B. Counter Cyclical Reserves	\$643,205	\$755,675		\$947,034	\$537,680	\$678,076
C. Repayment: Counter Cyclical Reserves	\$400,525	\$245,266		\$0	\$443,104	\$302,708
						Totals
						\$645,791
Subtotal Committed Fund Balance	6,822,631	6,252,018		5,466,752	5,441,751	4,998,648
Assigned Fund Balance:						
Assigned: Petty Cash	1,220	1,220		1,220	1,220	1,220
Assigned: Contingency Fund	0	0		0	25,000	25,000
Subtotal Assigned Fund Balance	1,220	1,220		1,220	26,220	26,220
Unassigned Fund Balance:						
Use of Fund Balance for Operating Expenditures	(400,525)	(245,266)		0	(443,104)	(302,708)
Subtotal Unassigned Fund Balance	(400,525)	(245,266)		0	(443,104)	(302,708)
TOTAL FUND BALANCE	\$6,423,326	\$6,007,972		\$5,467,972	\$5,024,867	\$4,722,160
Percentage of Operating Expenditures	38.46%	37.12%		36.09%	32.02%	30.09%

Counter Cyclical Repayment Due for 08-09 & 09-10 **\$645,791**

Proposed Capital Expenditures for FY 10-11

1. Equipment = \$100,000
 - a. 2 new delivery trucks @ \$50,000
2. Branch Facilities Improvement = \$330,000
 - a. Lighting retrofits to result in energy savings at branches (except Sonoma, Sebastopol & Petaluma) = \$112,171
 - b. Lighting retrofit at Central Library = \$110,354
 - c. Projected costs for branch improvements projects=\$75,000
 - d. Furniture & Fixtures to improve workspace and ergonomics = \$30,000
3. Self-Check Project = \$85,000
 - a. Equipment to support use of RFID for circulation functions.
 - b. RFID Security Gates for Rincon Valley

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SONOMA COUNTY LIBRARY
BUDGET FOR FY 2010-2011 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:</i> Decrease revenue by an additional 1%, or \$96,072, based on July 1, 2010 County projections. Total property tax reductions for FY 10-11 are now at 4%.
2440 & 3019	Property Taxes	Other Library Tax Revenue
		<i>Recommended Change:</i> Same explanation as the above.

Category: Salaries & Benefits

Number	Account Title	Purpose & Recommended Change
5910	Permanent Positions	Salaries for Permanent Positions. <i>Recommended Change:</i> 1. <i>Positions changes include:</i> <ul style="list-style-type: none"> • <i>Funding the Petaluma Supervising Library Technician position that was vacant for 6 months in 2011 following retirement incentive;</i> • <i>moving 2 IT Interim Team Leaders into vacant management positions;</i> • <i>implement agreement with union to upgrade of Facilities staff to Building Mechanic - Lead Worker and Building Mechanic II.</i> 2. <i>Assume a 5-day work furlough with a cost savings of \$175,000 and delaying step increases for 6 months savings of \$95,077.</i>
5911	Extra Help	Salaries for substitutes, student aides, and staff working on RFID project wrap-up. <i>Recommended Change:</i> 1. <i>Reduce this line by \$220,748 to reductions that may be necessary if no agreement is reached with the Union.</i>
5920	Retirement Contribution	The Library contributes 1% of the 7% employee contribution to the CalPERS retirement system. <i>Recommended Change:</i> 1. <i>Reduce this line by \$36,540 assuming a Jan-June 2011 suspension of the remaining 1% pickup by of the Library's retirement contribution.</i>
5925	Deferred Comp (PST & Voluntary)	In lieu of Social Security, the Library pays a 4.5% retirement contribution for part-time employees who are not members of CalPERS. <i>No change.</i>

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		The Library also contributes a 1% salary match for permanent employees with an additional .5% contribution for management employees. <i>Recommended Change: Reduce this line by \$35,488 to assume the elimination of the Library's matching share of voluntary deferred compensation.</i>
5930	Health Insurance	Employee Health Insurance
		<i>Recommended Change: Assumes cost savings of \$52,668 due to changes in health insurance contribution rates and establishing a floor for eligibility.</i>
5931	Disability Insurance	Employee Disability Insurance
		<i>Recommended Change: Reduction of \$1,630 when we selected a new insurance carrier in FY 10-11.</i>
5932	Dental Insurance	Dental Insurance
		<i>Recommended Change: <u>One-time reduction</u> of \$10,397 as a result of the County of Sonoma negotiating reduced dental insurance rates.</i>
5933	Life Insurance	Employee Life Insurance
		<i>Recommended Change: Reduction of \$2,229 when we selected a new insurance carrier in FY 10-11.</i>
5934	Vision Insurance	Employee Dental Insurance
		<i>Recommended Change: <u>One-time reduction</u> of \$3,033 as a result of the County of Sonoma negotiating reduced vision insurance rates.</i>
5940	Worker's Compensation Insurance	Worker's Compensation Insurance
		<i>Recommended Change: Reduction of \$70,886 selecting a new insurance carrier in FY 10-11.</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.
		<i>No Change</i>
6041	Data Lines	Internet service and other data lines.
		<i>No Change</i>
6043	Alarm Systems	Fire and security alarms and phone lines for them.
		<i>Recommended Change: Increase \$2,000 based on actual expenditures in FY 09-10.</i>
6045	Telephone Service	Phone system & related equipment costs.
		<i>No Change</i>

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Number	Account Title	Purpose & Recommended Change
6048	Cell Phones	Cost of cell phones for Facilities Department Staff. <i>Recommended Change: No Change</i>
6049	County Communications Exp	Charges from County Communications to administer our fax line. <i>No Change</i>
Household Expense (608)		
6084	Janitorial Supplies	Janitorial supplies for all branches <i>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 an agreement by the vendor to a one-year 10% fee reduction.</i>
Insurance (610)		
6103	Liability Insurance	All non-personnel commercial insurance, including auto and liability.
Maintenance, Equipment (614,615)		
Includes all expenses for keeping equipment, whether capitalized or not, in working order.		
6140	Maintenance, Equip (IT)	Maintenance contracts for computer systems. <i>No Change.</i>
6152	Maintenance, Equip-Purchase Parts	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 one-time 10% reduction negotiated with AIRCO, the company that maintains our HVACs.</i>
6186	Maintenance, B&I, Santa Rosa	Purpose is to support capital improvements and maintenance at the Central Library that the City and Library pay for jointly.. <i>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 \$12,200 to reflect</i>

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Number	Account Title	Purpose & Recommended Change
		<i>actual FY 09-10 expenditures and a <u>one-time</u> 10% reduction negotiated with Wine Country Landscapes, our landscaping company..</i>
6226	Maintenance, B&I, Parts	Parts purchased for building repair performed by Library's Facilities staff. <i>Recommended Change: Decrease parts budget \$5,000; fewer repairs being done by Facilities staff.</i>
Memberships (628)		
<i>Membership in societies, associations, trade associations, etc.</i>		
6280	Memberships	Library membership in various organizations. <i>No change.</i>
Office Expense (640)		
<i>Includes expenditures for office supplies & 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>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>No Change.</i>
Professional & Specialized Services		
<i>Purchase of services requiring special expertise and skills</i>		
6517	Networking	Cost of wiring, parts and other expenditures to create and maintain the Library's wireless network, excluding the charges for data lines, shown in 6041. <i>No Change</i>
6518	OCLC	OCLC is the international database of library catalog records; expenditures pay for online cataloging and interlibrary loan from non-NBCLS libraries. <i>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 recover 100% of its actual costs to provide the service. 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 staff member.</i>

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Number	Account Title	Purpose & Recommended Change
6553	Contracts-Security Services	Security services for Central Library.
		<i>No Change</i>
6570	Consulting Services	Services provided by outside consultant.
		<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>No Change.</i>
6610	Legal Services	Legal services provided by County Counsel and outside Counsel.
		<i>Recommended Change: Increase by \$15,000. Projected costs include fees from Liebert Cassidy Whitmore for assistance with labor relations.</i>
6630	Audit/Accounting Services	Cost of annual audit and related accounting services.
		<i>Recommended Change: Decrease by \$2,650 to reflect a <u>one-time</u> 10% reduction volunteered by the Library's audit firm Beels Soper.</i>
6631	Bookkeeping	Cost of services provided by Integrated Business Solutions (IBS) for the payroll system and Webtime.
		<i>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>No Change.</i>
6840	Rents/Leased Bldg-Improvement	Rents and leases for Forestville & Occidental stations.
		<i>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: Increase by \$15,000 to provide a "placeholder" for possible purchase of software to improve management of policy development and access to support priority project to develop and revised policies.</i>

DOCUMENT # 9.1.2 (8.19.10)

Number	Account Title	Purpose & Recommended Change
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 and parts from the oldest PCs are used to repair other computers. <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>No Change.</i>
7000	Special Library Supplies	Supplies unique to the Library, such as paper for graphic services and various programs. <i>No Change</i>
7020	Summer Reading Supplies	Cost of the Summer Reading program. <i>No Change.</i>
7030	Programming - Adult	Cost of Library programming for adults. <i>No Change.</i>
7035	Programming - Juvenile	Cost of Library programming for children and young adults, other than Summer Reading. <i>No Change.</i>
7110	Professional Development	Funding for employee staff development allocation required by the Library's MOU with SEIU. <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. <i>No Change.</i>
7180	Literacy	Expenditures for Literacy program, partially supported by outside grant funds. <i>No Change.</i>
7187	Materials Management Supplies	Supplies for Materials Management, primarily for processing and repairing the collection. <i>No Change.</i>
7190	Books/Materials	Library materials budget. <i>Recommended Change: <u>One-time</u> reduction of \$50,000 to help balance the Library operating budget.</i>
7191	Binding	Cost of binding and re-binding materials. <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. <i>No Change.</i>
7302	Travel Expense	Costs for training and continuing education required by the Library. <i>Recommended Change: Decrease \$12,500 due to the completion of training for IT staff to support the migration to a Microsoft network.</i>
7303	Private Car Expense	Staff parking and mileage reimbursement required by the Library's MOU with SEIU.(is this correct) <i>Recommended Change: No Change.</i>

DOCUMENT # 9.1.2 (8.19.10)

Number	Account Title	Purpose & Recommended Change
7320	Utilities	Electricity, gas, water, sewage, and refuse for all facilities.
		<i>Recommended Change: Decrease by \$4,100 to reflect actual expenditures for FY 09-10.</i>
7400	Data Processing	County charges for services.
		<i>No Change.</i>
7910	LTD-Principal	Charges for copier leases with terms over 3 years.
		<i>Recommended Change: Decrease by \$5,000 to reflect actual expenditures for FY 09-10.</i>
8562	Computer Equipment	Self Check Equipment
		<i>Recommended Change: Decrease by \$15,000 to reflect actual needs for 10-11.</i>

Sonoma County Library
Vendor Reductions - Total: \$114,566
FY 2010-11

This table shows the one-time reductions in costs granted by various vendors for FY10-11.

Service	Vendor Name	Cost Savings
HVAC	Airco	\$6,557
Audit	Beels Soper	\$2,650
E-rate application Preparation	Infinity Consulting	\$500
Horizon Maintenance	Sirsi/Dynix	\$1,174
Landscaping	Gardens of the Wine Country	\$2,268
Janitorial	Universal Building Services	\$19,706
Online Info Resources	Gale	\$5,814
Online Info Resources	Ebsco	\$820
Online Info Resources	World Book	\$1,262
Online Info Resources	ProQuest Culturegrams	\$195
Materials Processing	Midwest Tape ¹	\$5,750
Materials Processing	Baker & Taylor ¹	\$8,640
	TOTAL	\$55,336

¹These totals are estimates based on the per item cost.

This table shows the one-time reductions in costs granted to the County for contracts that we piggy-back on for FY10-11.

Service	Vendor Name	Cost Savings
Employee Assistance Program	MHN	\$593
Dental	Delta Dental	\$11,511
Vision	VSP	\$2,480
	TOTAL	\$14,584

This table shows savings realized by issuing a RFP for the services.

Service	Vendor Name	Cost Savings
Workers Comp	Berkshire Hathaway	\$36,184
Life/Disability	CIGNA	\$8,462
	TOTAL	\$ 44,646



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	8.19.10	Special	9.2

SUBJECT

Grand Jury Response.

RECOMMENDED ACTION

Authorize the Commission Chair and Library Director to submit response.

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION AUTHORIZE the Commission Chair and the Library Director to submit the Library's response to the Grand Jury 2010 report [with recommended recommendations].

BACKGROUND

The Library is required to respond to the Grand Jury's recommendations within 180 days in a manner required by the Government Code.

FUTURE BOARD ACTIONS

FISCAL IMPACT

POLICY ISSUES

ATTACHMENTS

Document #9.2.1 – Draft Response

SONOMA COUNTY LIBRARY COMMISSION
RESPONSE TO THE 2009-2010 GRAND JURY REPORT

INTRODUCTION

The Sonoma County Library Commission and staff appreciate the Grand Jury's acknowledgement of the positive steps the library has taken to deal with issues identified in Grand Jury reports the past two years.

The Library's leadership shares the concern about the minority of library users who view problematic images on public computers, and it has taken steps to deal with the problem that do not require filters.

Sonoma County's residents have widely differing views on the subject of filtering. This fact is clear from discussions with Library Advisory Boards throughout the system as well as the extensive public discussions in 1999-2000. During the past six months, the Commission and Library Advisory Boards have discussed the Library's current practice and continue to support the Library's current approach.

We still believe that our response on this issue last year is valid, and a copy is attached as Appendix A.

HOW THE LIBRARY SEES THE PROBLEM

The Library is responsible for providing a safe, healthy environment in which patrons access services. This means working to insure that no patron is forced to view objectionable material while using the library. It also means not censoring material being viewed privately by a patron, as long as the material remains private.

While the Grand Jury has identified some of the objectionable material at issue, it is not just sexual material which may be inappropriate or offensive.

1 Depictions of graphic violence may be offensive to some patrons, as may be
2 hate speech. Still others may find extreme religious or political views offensive.

3
4 Objectionable material may be viewed on Library computers, or on individual
5 laptops/ipads/netbooks, brought into the Library by patrons. Objectionable
6 websites may be accessed through the Library wireless system, or the material
7 may already be loaded onto a patron's laptop/ipad/netbook.

8
9 Therefore, the broader question for the Library is how best to provide a safe,
10 healthy environment for all the patrons in the face of fast moving technology.
11 We believe the best approach is to address the matter with the end user, rather
12 than trying to make the material inaccessible.

13

14 **COMMENTS ON FINDINGS**

15 Before responding to the Grand Jury's recommendations, we would like to
16 respond to three of the findings in the Grand Jury's response.

17

18 **F-2 Library management has not conducted any recent research into the** 19 **effectiveness of filters.**

20 The Library's staff is familiar with the most recent literature on the
21 effectiveness of filters and has confirmed this through discussions with
22 Lori Bowen Ayre (LibraryFiltering.org) as well as the staff person at the
23 San Jose Public Library who monitors filtering products. There are no
24 new products since the most recent and most thorough review of filtering
25 products, which was the report prepared by the staff of the San Jose
26 Public Library.

27

28 **F-5 A 60% discount on Internet services could be realized through the e-** 29 **rate program.**

30 The Library could realize a savings of approximately \$13,000 a year if it
31 complied with the Children's Internet Protection Act (CIPA); however, this

1 would not recover the ongoing cost of equipment and staff time to
2 maintain a systemwide library filtering program.

- 3 • Of the Library’s 13 service outlets, eleven branches systemwide have
4 over 150 public computers. To achieve economies, the Library
5 manages these computers centrally. Any filtering product would be
6 installed on the Library’s network and not on individual machines.
7
- 8 • Loading filtering software on individual computers would require at
9 least one full-time person to manage them because it requires
10 updating each computer regularly as well as providing technical
11 support.
12
- 13 • Installing filters would require a system of networked proxy servers,
14 which would have both direct costs as well as ongoing staff costs.
15
- 16 • The Grand Jury assumes that staff can easily disable a computer if an
17 adult requests such assistance. While it is technically simple to
18 disable a single machine, the Phoenix Public Library discovered that
19 the staff time required to manage the services at each building can be
20 considerable—including the time to actually turn the filtering off as
21 well as to “maintain lists of ‘always permitted’ websites and ‘never
22 permitted’ websites that customize the filter program over time to
23 better reflect the library's specific policy and needs.” At a time when
24 the Library is keeping positions vacant to save money, adding to the
25 workload or adding staff is problematic.
26

27 **F-5 The more effective pornography filters available are successful in**
28 **blocking 85% of the websites containing offensive material.**

29
30 Products are effective in blocking 85% of content—**but not images**—
31 which are the primary concern of the Library. The average accuracy of

1 filters in blocking inappropriate images is less than 50%, and users can
2 easily work around filters in a variety of ways as cited in last year's
3 response.

4 5 **WHAT IS ACTUALLY HAPPENING AT THE LIBRARY?**

6 The Library is treating viewing of inappropriate images as a behavioral issue
7 and has been tracking problems with the assistance of the public service staff.
8 Here is an overview of the Library's current practice to control the misuse of its
9 public internet computers by a small minority of people.

- 10 • The Sonoma County Library has an acceptable use agreement that Library
11 patrons must promise to follow when using public computers; if they do not
12 agree, they are not able to log on to the computer.
- 13 • If someone is observed viewing material that is not appropriate for a public
14 institution, Library staff warn the patron and treat it as a behavior issue.
- 15 • Staff at the Library's 11 branches have completed an "incident report" each
16 time that a patron is warned, and they generally agree that this approach is
17 successful. Overall, the number of incidents is a small percentage of the
18 Library's thousands of computer users. Also, staff report that there are very
19 few problems at the Central Library.
- 20 • Updated software on the Library's public computers requires that users
21 have a valid library card and PIN number—this has discouraged a number
22 of people whose use of the library's computers may not be consistent with
23 the Library's mission.
- 24 • The Library's long-standing policy is that parents and care-givers are
25 responsible for their children's behavior in the Library.
- 26 • Computers in the children's room are set up to encourage children to visit
27 pre-screened sites. The Library's children's computers are generally within
28 the view of library staff, who do not report any problems with children's use
29 of the computers.
- 30 • Computers in the children's room are not available for adult patrons to use.

1 **RESPONSE TO RECOMMENDATIONS**

2 **R-1. As a pilot and so that all parties may get a better understanding of**
3 **how the filters work, install filters on ALL computers in the**
4 **Children’s Section.**

5
6 The Library will not implement this recommendation.

7
8 Staff report no problems with public computers in children’s areas
9 systemwide. As noted above, children's computers are not available for
10 use by adult patrons. While computers in the children's section are
11 generally set up within the library staff’s line of sight, parents are free to
12 screen the websites their children are visiting on the library computer.

13
14 Additionally, the Library Commission and management believe that
15 filters give parents and caregivers a false sense of security—and that
16 parents are in the best position to determine what their children should
17 view.

18
19 **R-2. Appoint a committee to update its research and analysis on the**
20 **current filters on the market and their relative effectiveness (for**
21 **ultimate use in the main library computers).**

22
23 The Library will not implement this recommendation.

24
25 The Library staff has verified that the information it has is complete and
26 current. The issue appears to be a misunderstanding of our previous
27 statement about filters’ effectiveness and the way that filters’ work.
28 Images are the primary problem. The filters’ blocking effectiveness for
29 text is 85%; the effectiveness for blocking images is less than 50%.

30
31 **R-3 Research committee is to report back to next year’s (2010-2011)**

1 **Grand Jury in writing with their findings.**

2
3 The Library will not implement this recommendation.

4
5 As noted above, the issue appears to be a misunderstanding of our
6 previous statement about filters’ effectiveness and the way that filters
7 work. Images are the primary problem. The filters’ blocking
8 effectiveness for text is 85%; the effectiveness for blocking images is less
9 than 50%.

10
11 **R-4 Work with Board of Supervisors to appropriate proper funding for a**
12 **reorganization of the computers on the main aisle at the Central**
13 **Library.**

14
15 The Library will not implement this recommendation.

16
17 We are unclear why the Grand Jury recommended that the Library
18 request funding from the Board of Supervisors. Under the Joint Powers
19 Agreement that established the Library, the Library is funded separately
20 and the buildings are provided by the local jurisdictions. Santa Rosa’s
21 library facilities are owned by the City of Santa Rosa. The only facility
22 that is owned by the County is the Guerneville Regional Library.

23
24 In addition to the confusion about responsibility for the Central Library
25 building, there are several issues with implementing this
26 recommendation:

- 27 • The move would require major re-arrangement of the Central Library’s
28 public area—we cannot just move the computers. In addition, it
29 would require a major re-wiring to provide data and electrical lines
30 that are required.

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- An even greater problem is that moving the computers out of the center of the library’s public area would actually make it easier for people to behave in a more questionable manner—because of the reduced visibility to other library patrons.
- Staff must be able to assist patrons who are having difficulty with the computers or printers. Moving the computers to the corner would move them further from the staff desks.

APPENDIX A

**EXCERPT FROM THE LIBRARY'S RESPONSE TO THE 2008-09
GRAND JURY REPORT**

The Library Commission shares your concern that a limited number of patrons view inappropriate images on the Library's public computers. The Library staff is testing and evaluating alternatives to filtering that allow access to information but discourage people whose use of internet resources is not suitable. The Library Commission has asked staff for monthly updates on the progress on this project.

The Library Commission does not believe that filtering is consistent with the Library's mission. In addition, the technology is not effective for a number of reasons. Here are some examples of problems with filtering software:

- The Supreme Court opinion in U.S. v. American Library Association, Inc., (2003) 539 U.S. 194, has been interpreted as requiring that libraries disable filters if an adult requests it. Adults would still be free to view objectionable materials if they wish.*
- Filtering can block Library users' access to legitimate information. Over-blocking of text content is a problem. People who are searching for medical information or information that may be legitimate but that includes a term that is filtered are unable to find the resources they need. Sites blocked by various filtering products include WebMD and a World War II history web site.*
- The primary problem cited by the Grand Jury findings is the viewing of objectionable images. Research indicates that filtering software has an effectiveness rate of 48% in filtering images.*
- Also, computer users can easily "fool" the filtering software to reach internet sites by using misspellings (pron vs. porn), use of plural word forms, using a portal site (e.g., Linkbase.org) or a site like Peacefire.org whose sole purpose is helping people get around filters.*