



**LIBRARY COMMISSION AGENDA
REGULAR MEETING**

Monday, November 1, 2010 at 7:00 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 should request recognition at this time.
See guidelines for public appearances at the bottom of the agenda.

4. CLOSED SESSION

- 4.1. Instruction to Legal Counsel-Existing litigation pursuant to subdivision (b) of Section 54956.9: SEIU Local 1021 v. Sonoma County Library, PERB Unfair Practice Charge No. SF-CE-763-M. (*Attorney Kelly Tuffo will join the meeting by telephone; she has another meeting in the South Bay at 6 p.m.*)

5. OPEN SESSION

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

6. APPROVAL OF MINUTES

- 6.1. Minutes of the October 4, 2010 Regular Meeting (1 Document)

7. CORRESPONDENCE & PRESS COVERAGE

8. 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.

9. ACTION ITEMS BY RESOLUTION

- 9.1. Adopt Resolution to Change PERS Employee-Paid Member Contributions (1 Document)

10. ACTION ITEMS BY MOTION

- 10.1. Approve Healdsburg Redevelopment Agency Request (1 Document)
- 10.2. Approve Expenditures for Lighting Retrofit (1 Document)
- 10.3. Approve 2011 Library Commission Meeting Schedule (1 Document)
- 10.4. Approve Branch Manager Reclassification Recommendations
(The reclassification study is scheduled to be completed in time for the Commission to consider it; documents will be distributed prior to the meeting.)

11. DISCUSSION ITEMS

- 11.1. Management Report (4 Documents)
 - 11.1.1. Progress on Priorities, Issues & Challenges
 - 11.1.2. Monthly Financial Report
 - 11.1.3. Quarterly Gifts & Donations Report

12. LIBRARY ADVISORY BOARDS

- 12.1. Ready for Appointment
 - 12.1.1. Cloverdale Library Advisory Board, Vacant Position

13. COMMISSION MEMBER INFORMATION ITEMS

14. DATE AND TIME OF NEXT MEETING

Meeting: Regular Commission Meeting
 Date: Monday, December 6, 2010
 Time: 7:00 p.m.
 Location: Central Library – Santa Rosa

15. 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, October 27, 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	11.01.10	Regular	6

SUBJECT

October Meeting Minutes

RECOMMENDED ACTION

APPROVE Minutes of October 4, 2010 meeting.

DRAFT MOTIONS

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the minutes of the Regular Meetings on October 4, 2010 as presented. (or, as corrected)

BACKGROUND

None

FUTURE BOARD ACTIONS

None

FISCAL IMPACT

None

POLICY ISSUES

None

ATTACHMENTS

Document #6.1 – Draft Minutes

1
2
3 **Sonoma County Library**
4 **Minutes of the Library Commission**
5 **October 4, 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 7:00 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 Patrick Preston; IT Co-Team Leaders Denise
17 Lewers and Mike Dawe; Materials Management Division Manager (MMDM) Jaime
18 Anderson; Children’s Services Coordinator Kathy DeWeese; and Administrative Aide
19 Stephanie Kunkle.
20

21 Guests and observers present: Library Auditor Will Soper.
22

23 **ANNOUNCEMENTS AND INTRODUCTIONS**

24 There were no announcements or introductions.
25

26 **PUBLIC APPEARANCES**

27 There were no public appearances.
28

29 **APPROVAL OF MINUTES** – Minutes of the August 19, 2010; August 30, 2010; and
30 September 8, 2010 Special Meetings.
31

32 **M/S/C (Dell’Osso/Kelley)** moved that the Sonoma County Library Commission
33 approve the minutes of the special meeting on August 19, 2010, as presented.
34 AYES (7): Arnold, Colbert, Dell’Osso, Freis, Kelley, Lynch, May
35

36 **M/S/C (Freis/Kelley)** moved that the Sonoma County Library Commission approve
37 the minutes of the special meeting on August 30, 2010, as presented.
38 AYES (4): Colbert, Freis, Kelley, May
39 ABSTAIN (3) Arnold, Dell’Osso, and Lynch
40

41 **M/S/C (Kelley/Freis)** moved that the Sonoma County Library Commission approve
42 the minutes of the special meeting on September 8, 2010, as presented.
43 AYES (5): Arnold, Freis, Kelley, Lynch, May
44 ABSTAIN (2) Colbert, Dell’Osso
45

46 **CORRESPONDENCE & PRESS COVERAGE**

47 The Commissioners reviewed letters from patrons and staff regarding budget
48 concerns. The press clippings folder included two articles from *The Press Democrat*.

1 “Sonoma County Libraries Won’t Install Filters To Block Porn” and “Library Rejects
2 Porn Filters.” There was also one letter to the editor from Santa Rosa LAB member
3 Vern Calsy titled “Book Festival Ignored.”
4

5 **REPORT ON 2009-2010 AUDIT**

6 Library Auditor Will Soper reviewed the draft audit report with the Commission. He
7 stated he had found an error in the actuarial study required by GASB 45 to project
8 Other Post-Employment Benefits (OPEB) costs.
9

10 Chair Lynch asked him to walk them through the highlights and any concerns. He said
11 that the major changes year to year included:

- 12 • A large disposition of IT equipment that was replaced. See page 17. There is
13 roughly a half-million dollar decrease related to IT equipment which was not fully
14 depreciated, resulting in an \$89,000 loss.
- 15 • Other Post Employment Benefits (OPEB-GASB 45). See page 20. The November
16 2006 annual expense was \$1.5 million per year. The amount jumped to almost \$2
17 million per year to cover the cost of the benefits. The report was revised due to
18 errors resulting in an adjusted amount for the annual liability to \$1.815 million. The
19 study was based on the November 2008 staff headcount. When a new study
20 actuarial is completed in November 2011, the liability probably goes back to \$1.5
21 million, due to fewer staff.
- 22 • Compensated Absences dropped to \$816,341. See page 3.

23
24 Auditor Soper commented that the addition of staff to Budget & Finance has helped to
25 organize and streamline the audit process. Commissioner Arnold asked if there were
26 any recommendations. Auditor Soper stated he would come back to the December
27 meeting to go over his recommendations.
28

29 Commissioner Colbert asked if we should have an audit committee to review the audit
30 in detail and report to the Commission. The Commissioners indicated that they
31 preferred to review the audit with all seven Commissioners present. Soper said he is
32 willing to take calls and e-mails from individual Commissioners to discuss any
33 concerns.
34

35 One of the members asked about the common practice of changing auditors every 3-
36 5 years. The Library Director indicated that it was; however, Beels & Soper have done
37 the audit for the past 5 years and that we have currently agreed to an additional two-
38 year price discount from Soper’s firm.
39

40 **CONSENT CALENDAR**

41 Director Cooper asked if the Commission would agree to a change in the SEIU MOU
42 so that requests for unpaid leaves of absence could be approved by the Library
43 Director with an option for employees to appeal the decision to the Commission. The
44 Commissioners agreed.
45

46 There were no objections, so the Chair declared the Consent Calendar approved.
47
48

1
2 **ACTION ITEMS BY RESOLUTION**

3 **8.1. Approve policy change for DVD loan period**

4 Collection Manager Kathy Dennison and Children’s Services Coordinator Kathy
5 DeWeese reviewed the process they used to determine the final recommendation to
6 change the policy on loan periods for DVDs from twenty-one days to seven days.
7

8 Some staff suggested having two loan periods—one for single discs and another
9 one for DVD sets; however, there would be several problems managing the two
10 different loan periods, so the recommendation was to simplify the process with a
11 seven-day loan period. The Commission asked that staff review the change in a
12 year and report back.
13

14 **M/S/C (May/Arnold)** moved that the Sonoma County Library Commission approve
15 the resolution adopting the revised Loan and Loan Limits Policy.

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

18 **8.2. Adopt CalPERS resolution to change employee retirement contribution**

19 Director Cooper explained that it is a CalPERS requirement that the Commission
20 announce its intent to make a change at least twenty days before taking final action.
21 There was no further discussion.
22

23 **M/S/C (Arnold/ Freis)** moved that the Sonoma County Library Commission
24 announce its intent to modify the PERS Employer Paid Member Contribution on
25 November 1, 2010.

26 AYES: (7) Arnold, Colbert, Dell’Osso, Freis, Kelley, Lynch, May
27

28 **DISCUSSION ITEMS**

29 **9.1. Management Report**

30 **9.1.1. Progress on Priorities, Issues & Challenges**

31 Chair Lynch asked about the progress on Outcome 1.4, regarding providing a
32 healthy work environment with appropriate ergonomics for staff, specifically
33 about workers’ compensation claims. Stephanie Kunkle said she had received
34 two new accident reports with one resulting in a new claim being filed. She
35 added that there had been only two new claims filed since we switched to a new
36 vendor Berkshire Hathaway Homestate Companies on July 1, 2010. Kunkle said
37 that she continues to conduct ergonomic assessments that result in adjustments
38 of work areas, chairs, etc. Human Resources Manager Patrick Preston said that
39 he felt that we responded quickly to requests for assessments. Chair Lynch said
40 it was important that staff know we want to be proactive about the work space
41 environment and that we want to keep them safe. Kunkle described her
42 response to a recent problem that resulted in a claim. Chair Lynch expressed her
43 appreciation and said it was a good message to give to staff.
44

45 Chair Lynch’s second question was about progress on Outcome 1.5: *Plan and*
46 *implement a performance management system with work planning and*
47 *evaluation processes, including the training and tools to implement the system.*

48 Human Resources Manager Patrick Preston said that the major outstanding

1 group of employees was at Central due to the absence of the Branch Manager.
2 Most other branches have completed their initial reviews and are half-way
3 through their interim reviews.
4

5 Someone else asked about the decision to suspend RFID tagging in the closed
6 stacks. MMDM Anderson said she analyzed the cost to finish the project, and
7 found that the cost would be \$45,000 and that it would take twelve months to
8 complete. Commissioner Kelley wanted to know how the materials in closed
9 stacks are used. Staff explained that items can be requested by patrons;
10 however, the cataloging records for some items were not correct or available—
11 and that cleaning up catalog records for items in closed stacks increases the
12 workload and time needed for the project.
13

14 *Outcome 2.2 - Plan and implement projects to remodel libraries to support the*
15 *new service model, integrate self-check technology, and update the appearance*
16 *of each facility.* May asked if Cooper was the only person who visited the
17 libraries in San Mateo County. She said yes; however, a number of staff had
18 visited other libraries as part of the work of the Service Model Advisory
19 Committee (SMAC), which resulted in the initial recommendation to create a
20 single joint service desk. She had talked with staff at the four libraries and took a
21 number of photos, which she is using to discuss the desk's design with the staff
22 at the Sonoma Valley Regional Library.
23

24 Commissioner Arnold had a question about problems with RFID tags on DVDs.
25 Mike Dawe and Jaime Anderson described the challenges with RFID tags on
26 DVDs, which are created by several factors.
27

28 **9.1.2. Update on Delivery Truck Purchase – Jaime Anderson**

29 MMDM Anderson reviewed the new state emission standards that require the
30 Library to either retrofit the existing delivery trucks or buy new ones. She gave
31 an overview of the decision-making process that resulted in the Library's
32 ordering two new Dodge Ram trucks:

- 33 • The cost of a retrofit was more than half the cost of a new truck. In
34 addition, they would have to be plugged into an electrical outlet five hours a
35 week, and the locations that could be used for re-charging were limited.
36 So, the decision was to buy new trucks.
- 37 • The current trucks are made by GMC, which no longer manufactures a
38 diesel truck.
- 39 • The Library requested quotes from several dealers, and the drivers did a
40 test drive of both the Dodge and Ford trucks. Both preferred the Dodge
41 truck because it had better towing power. They were concerned about the
42 size of the side mirrors but that problem can be resolved.
- 43 • Selling the existing trucks will not be a problem because two dealers would
44 accept them as trade-ins.
- 45 • The two trucks have been ordered and they should arrive in 8-10 weeks.
46
47
48

1 **9.1.3 Monthly Financial Report**

2 ASDM Alfano briefed the Commission on Line 5900 - Vacancy factor in the
3 current year's budget; that is the line that reflects anticipated salary savings from
4 vacancies. The Union believes that there is too much in contingency funding
5 built into the budget for salary and benefits. They wanted the budget to be
6 structured to reflect actual anticipated expenditures. The Union and
7 management agreed that the contingency was \$75,000. For that reason, on the
8 Library's internal reports the vacancy factor is \$120,000, which is a combination
9 of the required vacancy factor of \$45,000 and the \$75,000 contingency agreed to
10 with the Union. She noted that the budget that went to the County had the
11 contingency amount built into individual budget lines and not shown as part of
12 the "Vacancy Factor." Internal reports will be structured to show the Vacancy
13 Factor as \$120,000, and she will monitor that figure closely.

14
15 Alfano also explained why Line 5940 – Workers' Compensation expenditures are
16 already at 52% of the budget. This is because the new vendor required a down
17 payment of 25% of the whole premium plus a deposit. The end-of-year
18 expenditures should be consistent with the budgeted amount.

19
20 **9.1.4 Quarterly/Annual Reports on Gifts/Donations**

21 Director Cooper noted there have been several bequests this past year including
22 \$93,000 for the system and \$55,000 for Healdsburg.

23
24 **9.2. Draft 2011 Commission Meeting Schedule**

25 The packet included a proposed meeting schedule for 2011. Director Cooper noted
26 a correction to the document that was distributed, saying the first meeting in the new
27 calendar year would be on Tuesday, February 1. She asked that the Commission
28 consider meeting on the Wednesday after the first Monday if the first Monday is a
29 holiday, rather than waiting to meet on the second Monday. Preparing the
30 Commission packet the week of a Monday holiday created problems getting the
31 agenda packet prepared in a timely fashion. There were no objections, so formal
32 adoption will be at the next meeting.

33
34 **LIBRARY ADVISORY BOARDS**

35 **10.1 Ready for Appointment**

36 10.1.1. Healdsburg Library Advisory Board, Vacant Position

37
38 **M/S/C (Colbert/ Dell'Oso)** moved by resolution that the Sonoma County
39 Library Commission appoint Maurice Blaug to the vacant position on the
40 Healdsburg Regional Library Advisory Board for a term ending June 30, 2014.
41 AYES: (7) Arnold, Colbert, Dell'Oso, Freis, Kelley, Lynch, May

42
43 10.1.2 Santa Rosa Libraries Advisory Board, Vacant Position

44
45 **M/S/C (Freis/Kelley)** moved by resolution that the Sonoma County Library
46 Commission appoint Sherrie Martin Foster to the vacant position on the Santa
47 Rosa Libraries Advisory Board for a term ending June 30, 2014.
48 AYES: (7) Arnold, Colbert, Dell'Oso, Freis, Kelley, Lynch, May

1
2 10.1.3 Rohnert Park-Cotati Library Advisory Board, Vacant Position
3

4 **M/S/C (Dell’Osso/ Kelley)** moved by resolution that the Sonoma County Library
5 Commission appoint Samantha Lange to the vacant position on the Rohnert
6 Park-Cotati Regional Library Advisory Board for a term ending June 30, 2014.
7 AYES: (7) Arnold, Colbert, Dell’Osso, Freis, Kelley, Lynch, May
8

9 **COMMISSION MEMBER INFORMATION ITEMS**

10 Commissioner Kelley reported:

- 11 • That there was a very successful Book Festival this year.
12 • That Northwest will have the *Music of the Rural South* program in October and
13 Windsor is scheduled for November.
14

15 Commissioner May reported:

- 16 • There are several Master Gardener Programs scheduled at Petaluma.
17 • Several library activities are going to take place in conjunction with the City of
18 Petaluma’s Day of the Dead.
19 • That there are two new staff members: Library Technician III Chris Cohen and
20 Supervising Library Technician Rochelle Hoffman.
21

22 Commissioner Freis reported:

- 23 • That the Santa Rosa LAB recently revised their bylaws and added a new youth
24 position, which is currently posted.
25 • That the Friends of the Santa Rosa Libraries will be having their next Book Faire
26 from October 22-25 at Finley Hall.
27 • That Sonoma County Public Library Foundation will be presenting their Chocolate
28 and Cinema event at 6th Street playhouse on Tuesday, October 19 with the film
29 *Roman Holiday*.
30

31 Commissioner Dell’Osso reported:

- 32 • That there was a coin machine installed at the Rohnert Park-Cotati Library so that
33 people can pay fines in cash. It accepts bills up to \$5..
34 • That the Friends group gave funds to the Library to purchase a large three-sided
35 display kiosk for the Library.
36 • That he appreciated the get well card the Commissioners sent.
37

38 Commissioner Arnold had nothing to report.
39

40 Commissioner Colbert reported:

- 41 • That there was a Master Gardener Program in September.
42 • That there was a current art show by Christopher Evans that consisted of two
43 large wall-sized paintings.
44 • That on November 13 there will be a Master Gardener program on Sustainable
45 Practices.
46 • That there will be a book sale November 18-20.
47

1 Commissioner Lynch reported:
2 • That Guerneville had an exemplary art show.
3

4 **CLOSED SESSION**

5 Pursuant to California Government Code §54957, the Library Commission met in
6 closed session at 8:25 p.m. to discuss personnel matters with the Library Director.
7

8 **OPEN SESSION**

9 Pursuant to Government Code §54957.1, Chair Lynch reconvened the group in open
10 session at 9:25 p.m. and reported that the Commission discussed personnel matters
11 with the Library Commission and no action was taken.
12

13 **DATE AND TIME OF NEXT MEETING**

14 Meeting: Regular Commission Meeting
15 Date: 12/6/10
16 Time: 7:00 p.m.
17 Location: Central Santa Rosa Library
18

19 **ADJOURNMENT**

20 The meeting adjourned at 9:26 p.m. by acclamation.
21
22
23

Clerk



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Consent	11.1.10	Regular	8

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

#8.1: Approve Barbara White's (Library Technician III, Windsor Regional Library) Request for Unpaid Leave (required under the MOU; letter attached)

#8.2: Approve Vandy Tompkins' (Reference Library, Central Library) Request for Unpaid Leave (required under the MOU; letter attached)

FUTURE BOARD ACTIONS

None.

FISCAL IMPACT

Substitutes will be required to fill in for both employees, who work in the Public Services Division.

POLICY ISSUES

None.

ATTACHMENTS

Document #8.1.1: B. White Request for Unpaid Leave

Document #8.2.1: V. Thompson Request for Unpaid Leave

RECEIVED

OCT 19 2010

October 18, 2010

From:
Barbara White
Windsor Circulation
Library Technician III

To:

Sonoma County Library Commission
211 E Street
Santa Rosa CA 95404

I, Barbara White, will be on FMLA medical leave of absence for my own serious health condition from 9/21/10 until 11/29/10. I will exhaust pay accrual before returning. I am therefore requesting unpaid leave of absence.

Please find enclosed a copy of my doctor's note stating return to work date.

Thank you,



Barbara White

October 12, 2010

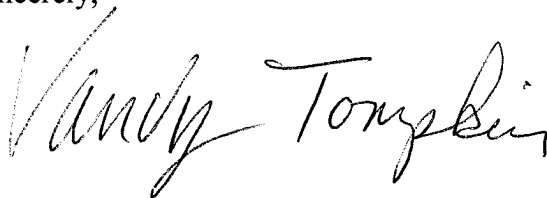
OCT 12 2010

Dear Sonoma County Library Commissioners,

I am writing to request unpaid leave under the Family and Medical Leave Act, to care for my seriously ill mother. The request covers the approximate time period of October 12, 2010 through January 31, 2011, and will most likely be intermittent time off.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Vandy Tompkins". The signature is written in black ink and is positioned below the word "Sincerely,".

Vandy Tompkins
Librarian II
Central Reference
Sonoma County Library



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action by Resolution	11.1.10	Regular	9.1

SUBJECT

Resolution to change PERS Employer Paid Member Contributions (EPMC)

RECOMMENDED ACTION

ADOPT RESOLUTION

DRAFT MOTION

I MOVE BY RESOLUTION THAT THE SONOMA COUNTY LIBRARY COMMISSION modify the PERS Employer Paid Member Contribution to implement the agreement with SEIU.

BACKGROUND

The agreement with SEIU includes a change in the employer-paid contribution for PERS, decreasing it to 0%. PERS procedures require that the Commission announce its intent to do so, which the Commission did at its October meeting. The final step is to formally adopt the resolution.

FUTURE BOARD ACTIONS

None.

FISCAL IMPACT

This is one part of the agreement with SEIU that will result in the reduction of personnel costs for the remainder of FY 2010-2011.

POLICY ISSUES

None

ATTACHMENTS

Document #9.1.1 – Resolution to Modify Employer Paid Member Contributions

SONOMA COUNTY LIBRARY COMMISSION

RESOLUTION NO.

RESOLUTION TO MODIFY EMPLOYER PAID MEMBER CONTRIBUTIONS

WHEREAS, the Sonoma County Library Commission has the authority to implement Government Code Section 20691;

WHEREAS, the Sonoma County Library Commission has a written labor policy or agreement, effective July 1, 2007, and amended September 27, 2009, which specifically provides for a portion of the normal member contributions to the public Employees Retirement System (PERS) to be contributed by the employer, said employee benefit known as Employer Paid Member Contributions (EPMC); and

WHEREAS, the Sonoma County Library Commission and the Library employees' bargaining unit, SEIU 1021, have agreed to reduce the EPMC from 1% (one percent) to 0% (zero percent), and

WHEREAS, one of the steps in the procedures to implement Section 20691 is adoption by the employer of a resolution to commence or change the EPMC; and

WHEREAS, the Sonoma County Library Commission has identified the following conditions for the purpose of its election to participate in the EPMC employee benefit program; to wit:

- 1. This benefit shall apply to all employees of the Sonoma County Library.
- 2. This change in benefit shall consist of paying 0% (zero per cent) of the normal member contributions as EPMC, commencing November 7, 2010.
- 3. The effective date of this change to election to participate in the EPMC employee benefit program shall be November 1, 2010.

NOW, THEREFORE, BE IT RESOLVED that the Sonoma County Library Commission, governing body of the Sonoma County Library, elects to pay EPMC, as set forth above.

DULY PASSED this 1st day of November, 2010.

AYES:

NO:

ABSENT:

APPROVED: _____

Chair

ATTEST: _____

Clerk



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	10.4.10	Regular	10.1

SUBJECT

Subordination of pass-through payments for the Healdsburg Redevelopment Agency.

RECOMMENDED ACTION

APPROVE of the request and authorize the Chair to execute the letter of consent.

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the request to allow the subordination of pass-through payments for the Healdsburg Redevelopment Agency and authorize the Chair to execute the letter of consent.

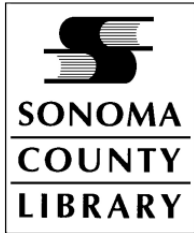
BACKGROUND

The following information was provided to the Library by County staff:

The City of Healdsburg’s (City) Redevelopment Agency (Agency) is planning a tax allocation bond financing before the end of the year for the purpose of refinancing to take advantage of lower interest rates, and to provide additional resources for the City’s redevelopment area (Project Area), the Sotoyome Community Development Project Area.

Pursuant to the 1984 Settlement Agreement, which challenged the validity of the Sotoyome Community Development Plan, the Agency shall be permitted to pledge and establish a lien on all of the tax increment revenue for the purpose of securing any authorized indebtedness. However, prior to securing indebtedness, the Agency must seek the written consent of the Board of Supervisors and the Library Commission to authorize the subordination of pass-through payments. The Agreement also includes language stating the Board of Supervisors and the Library Commission will not unreasonably withhold consent if the Agency demonstrates that the tax increment revenues payable to the Agency are judged by the County & Library to be sufficient to enable the Agency to pay the indebtedness. Because payments to the Water Agency and Northern Sonoma Air Pollution Control District would also be subordinated, the board action is a concurrent action of those entities (excluding the Library).

Staff from the Auditor/Controller-Treasurer/Tax Collector have reviewed information provided by the Agency and concluded that it appears that the taxing agencies would not be harmed by subordination of pass-throughs. This conclusion was arrived at by modeling a scenario in which the Assessed Value of property in the Project Area decreases by 5% in 2011-12, then remains flat through 2032-33. This is an unlikely scenario given that the Project Area’s assessed values increased 1.85% in 2009-10 and decreased just 1.32% in 2010-11. County Counsel had reviewed the request relative to the terms of the 1984 Settlement Agreement, and based upon the assessment that tax increment revenues will be sufficient to enable the Agency to pay the indebtedness, concludes that the Board should not withhold the requested consent.



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	10.4.10	Regular	10.1

The Agency issued bonds in 2002 and 2003, and as an oversight did not seek this approval in advance. Although the RDA did not seek the written consent of the Board prior to the issuance of previous debt, all pass through payments have been made on time. Because of the oversight, the Agency is also now seeking written consent from the Board for the past issuance of bond debt.

The County staff recommends that the Board of Supervisors approve the request.

FUTURE BOARD ACTIONS

None

FISCAL IMPACT

No impact, based on information provided by the County's tax manager.

POLICY ISSUES

ATTACHMENTS

Document #10.1.1 – Letter Requesting Consent (attachments not included but available at the meeting)



October 4, 2010

Ms. Sandra M. Cooper, Director
Sonoma County Library
3rd and E Streets
Santa Rosa, CA 95404

**Re: Request for Written Consent to Subordination of County Library
Passthrough Payments; Redevelopment Agency of the City of Healdsburg,
Sotoyome Community Development Project**

Dear Ms. Cooper:

Our firm is serving as bond counsel to the Redevelopment Agency of the City of Healdsburg (the "Agency") with respect to its proposed issuance and sale before year end of a tax allocation bond issue (the "2010 Bonds") for the purposes of (a) refinancing the remaining 1995 tax allocation bonds, taking advantage of reduced interest rates and (b) providing additional funding for redevelopment activity in the Sotoyome Community Development Project Area (the "Project Area"). Please note that the process for issuance and sale of the 2010 Bonds is separate and apart from the Agency's process, also currently underway, to amend the Community Development Plan for the Project Area, which was the subject of a separate letter recently sent to you by the Agency.

To issue the 2010 Bonds on the most favorable terms, including the highest possible rating and the lowest interest rates, the Agency seeks to present the rating agencies and bond investors with the most senior lien possible on the Agency's tax increment revenues.

Enclosed please find a copy of the 1984 "Agreement Regarding the Sotoyome Community Development Plan" (the "1984 Agreement"). As set forth in Section 3 of the 1984 Agreement ("Section 3"), upon the written consent of the Library Commission, the passthrough payment entitlement of the County Library may be subordinated to debt service on the 2010 Bonds. For reasons which neither we nor the Agency staff has been able to determine, the subordination procedure prescribed by Section 3 was not followed prior to issuance of the Agency's 2002 Bonds or its 2003 Bonds (collectively, the "Prior Bonds").

The purpose of this letter is to request the written consent of the Library Commission to the subordination of the County Library's passthrough payment entitlement to debt service on the Prior Bonds and the 2010 Bonds. Such subordination is essential to achieving the Agency's goal of establishing the strongest possible senior lien and the lowest possible borrowing costs for the 2010 Bonds.

Ms. Sandra M. Cooper, Director
October 4, 2010
Page 2

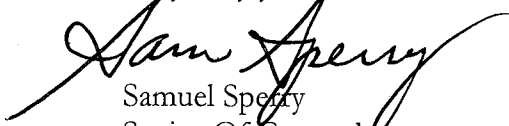
In furtherance of the Agency's request, we have enclosed a financial analysis and summary (the "Analysis and Summary"), prepared by the Agency's bond underwriter, Piper Jaffray & Co., which demonstrates that (a) the Agency can reasonably expect to pay its passthrough payment obligations and debt service on the Prior Bonds and the 2010 Bonds and (b) upon issuance of the 2010 Bonds, the Agency will be in compliance with the requirements and limitations prescribed by subsections (c) and (d) of Section 3.

Based upon the Analysis and Summary, the Agency does not foresee that it will be required to use tax increment revenues representing any of its passthrough payment obligations, including the obligation to the County Library, for debt service. The subordination would come into play only if there was a substantial and unforeseen decrease in tax increment revenues, and in that event, as provided by subsection (a) of Section 3, the amount unpaid to you due to such subordination would be paid by the Agency thereafter from the first tax increment revenues coming available for such purpose from any revenue source of the Agency.

In the event that the Library Commission authorizes written consent to subordination as requested by this letter, please so confirm by having a copy of this letter signed by an authorized representative and returned to me at your first convenience.

Thank you for your cooperation, and please don't hesitate to call on me at (510) 808-2000 with any questions you may have.

Very truly yours,


Samuel Sperry
Senior Of Counsel

ACCEPTED:
Sonoma County Library

By: _____

Date: _____, 2010

enclosures: 1984 Agreement
Analysis and Summary

cc (without enclosures): Heather Ippoliti
Mark Curran
Denise Rappmund

1525908.1



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	11.1.10	Regular	10.2

SUBJECT

Expenditures for Lighting Retrofit

RECOMMENDED ACTION

APPROVAL of the expenditure for the lighting retrofit

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the expenditure for the lighting retrofit

BACKGROUND

Funds for this retrofit are included in the FY 2010-2011 capital expenditures. Document #10.2.1 shows the estimated cost, rebate, and net cost for each of the branches. The three branches that will be remodeled are not included, and any upgrade of the lighting should be part of the remodeling projects.

By paying for the retrofit with funds from the fund balance, the Library is able to take advantage of the estimated 10% savings in utilities costs as soon as the project is complete.

Note that there is incentive provided by The Energy Alliance Association (TEAA). Staff from the County of Sonoma will do the work at cost, including all the needed supplies. They plan to complete the projects at the Central Library and the Rincon Valley Library when the Library is closed in December for the holiday furloughs.

FUTURE BOARD ACTIONS

None

FISCAL IMPACT

The retrofit is projected to reduce the Library's utility expenditures at each of the Library's by 10%. Funds for this project are in the approved budget for FY10-11.

POLICY ISSUES

The Delegation of Authority policy requires Commission approval of this expenditure.

ATTACHMENTS

Document #10.2.1 – Costs by Branch

TEAA PROGRAM PARTICIPATION COSTS			
<u>BRANCH</u>	<u>EST COST</u>	<u>TEAA INCENTIVE</u>	<u>NET TOTAL EST COST</u>
Central	\$120,485.11	\$10,130.31	\$110,354.80
Cloverdale	\$17,106.16	\$2,769.56	\$14,336.60
Guerneville	\$25,388.08	\$2,108.33	\$23,279.75
Northwest	\$27,410.73	\$4,118.11	\$23,292.62
Rincon Valley	\$31,069.61	\$2,988.36	\$28,081.25
Windsor	\$8,317.00	\$783.66	\$7,533.34
TOTAL	\$229,776.69	\$22,898.33	\$206,878.36



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	11.1.10	Regular	10.3

SUBJECT

2011 Commission Meeting Schedule

RECOMMENDED ACTION

APPROVE meeting schedule

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE its schedule of meetings for calendar year 2011.

BACKGROUND

As noted at the October meeting, the one change in the proposed schedule for next year is to hold the Commission meeting on the Wednesday after the first Monday if the first Monday is a holiday.

FUTURE BOARD ACTIONS

Modify schedule if necessary.

FISCAL IMPACT

None

POLICY ISSUES

None

ATTACHMENTS

Document #10.3.1 – 2011 Commission Meeting Schedule

**Sonoma County Library
LIBRARY COMMISSION 2011 MEETING SCHEDULE**

DAY	DATE	TIME	MEETING	LOCATION
Monday	January 3	7:00 p.m.	No Meeting	N/A
Tuesday	February 1	9:30 a.m.	Regular Meeting & FY 2011-2012 Budget Workshop #1	TBD
Tuesday	February 15	9:30 a.m.	FY 2011-2012 Budget Workshop #2	TBD
Monday	March 7	7:00 p.m.	Regular meeting	Central
Monday	April 4	7:00 p.m.	Regular meeting	Central
Monday	May 2	7:00 p.m.	Regular meeting	Central
Monday	June 6	7:00 p.m.	Regular meeting	Central
Wednesday	July 6	7:00 p.m.	Regular meeting	Central
Monday	August 1	7:00 p.m.	Regular meeting	Central
Wednesday	September 7	7:00 p.m.	Regular meeting	Central
Monday	October 3	7:00 p.m.	Regular meeting	Central
Monday	November 7	7:00 p.m.	Regular meeting	Central
Monday	December 5	7:00 p.m.	Regular meeting	Central

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**SONOMA COUNTY LIBRARY
MANAGEMENT REPORT
PROGRESS ON PRIORITIES, ISSUES & CHALLENGES
October 2010**

PROGRESS ON PRIORITIES

Goal #1 – Library Management

Outcome 1.1: Develop and implement plans to manage financial resources effectively to deal with long-term projected revenue decreases over the next four to five years.

No major activity this month.

Outcome 1.2: Develop plans to use all the Library's personnel resources effectively.

- *Made arrangements to fast-track a reclassification study for branch managers after input from the Union. The goal is to have the recommendations ready for the November 1 Commission meeting.*

Outcome 1.3: Streamline the materials handling process.

- *Planning continues for the reconfiguration of the Central Library's first floor work area to streamline the check-in and shelving process for books returned to the Central Library.*
- *NorthNet purchased new gray bins to replace the current red crates used to transport items between Lake, Mendocino, and Sonoma counties. The gray bins hold slightly fewer items but are stronger and more durable, with interlocking lids.*

Outcome 1.4: Provide a healthy work environment with appropriate ergonomics for staff. (No specific priorities for 2010)

- *Continued to evaluate and modify work areas on an as-needed basis. Here are the recent efforts or those in the planning stages:*
 - *modification of the Petaluma reference desk and work room desk of one of the Librarians;*
 - *space planning for a new work area for the Central Library receptionist that conforms to recommendations from the ergonomist;*
 - *purchase of adjustable tables for the work rooms at several libraries to improve ergonomics for staff checking in materials.*

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

- *Key responsibilities and competencies for Branch Manager positions are being reviewed as part of the reclassification study for the branch manager positions.*
- *Interim Central Library Manager will be developing work plans for Central Library staff prior to his return to Petaluma on November 22, and HR Manager trained the new Central Library Supervising Library Technician on the performance management process.*
- *Workshop titled "Performance Management: Evaluation, Documentation and Discipline" for all members of the Management Team, Branch Managers, and Supervising Library Technicians scheduled for Thursday, November 4.*

1 Outcome 1.6: Plan and implement a method of collecting and compiling relevant
2 statistics to support the Library's management and services.

3 *No major activity this month.*

4
5 Outcome 1.7: Develop a comprehensive, readily available set of policies and
6 procedures.

- 7 • *The change to a seven-day DVD loan period will be implemented on November 15th.*
8 *Circulation staff, who have been preparing the public, requested that the change take*
9 *place as soon as possible. Posters and other promotional materials are being*
10 *prepared.*

11
12 Outcome 1.8: Use management software to streamline work processes and reduce
13 work load.

14 *No major activity this month.*

15
16 Outcome 1.9: Initiate a comprehensive and systematic training program.

- 17 • *See Outcome 1.5.*

18
19 Outcome 1.10: Maintain and improve the Library's information technology systems
20 and services.

- 21 • *IT staff have migrated the Library Management Team, the Administrative Services*
22 *staff, and the Materials Management staff to the new Microsoft network.*

23
24 **Goal #2 – Library Services**

25 Outcome 2.1: Provide a safe, secure & welcoming environment for staff and patrons.
26 *No major activity this month.*

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

- 31 • *Scope statement sent to architect for price quotes for the Petaluma and Sebastopol*
32 *projects.*
33 • *Library Director and Public Services Manager met with the Sonoma Valley Regional*
34 *Library staff on Tuesday, October 5, to discuss options for the service desk design*
35 *and update them on the status of the project.*
36 • *Met with library furniture representative to explore options for the design of a*
37 *modular "joint service desk" that reflects staff preferences.*
38 • *Twice-monthly meetings of the project team for the Sonoma remodel continued.*

39
40 Outcome 2.3: Implement the RFID component of the self-check system wide as
41 feasible.

- 42 • *IT staff members continue to troubleshoot installations of RFID staff kits in an effort*
43 *to implement the use of RFID for both check-in and check-out system wide.*
44 • *Facilities staff have modified circulation desks in Cloverdale and Healdsburg to help*
45 *improve the RFID effectiveness.*

1 Outcome 2.4: Improve our collection and information resources.

2 No major activity this month.

3

4 Outcome 2.5: Improve our public catalog.

5 No major activity this month.

6

7 Outcome 2.6: Expand online information resources.

8 No major activity this month.

9

10 Outcome 2.7: Strengthen services to adults.

11 No priorities for 2010.

12

13 **Goal #3: Library's Image & Community Support**

14 The outcomes in this section are ongoing.

15

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

17

18 Implementation of Agreement with SEIU

19 • The change of the evening closure time from 9 p.m. to 8 p.m. will be implemented
20 on November 15; the Management Team developed a list of all the tasks that must
21 be accomplished to implement the change and is working on them.

22

23 • Plans for the furloughs have been discussed with Branch Managers, who are
24 working on the challenge of scheduling for the November 24 closure. Based on
25 input from the Branch Managers and their staff members, the book drops will be
26 locked at closing time on November 23 and will reopen on the morning of
27 November 27.

28

29 • The Management Team continues to work on its recommendations for clarifying
30 and updating the MOU. The Union and Management have exchanged preliminary
31 changes and continue discussions.

32

STAFF UPDATES & CHANGES - October 2010

Name	Position	Assignment	Effective
PROMOTIONS			
None			
CHANGE OF STATUS			
Colette Cornelius	Add Tech II 10 hrs biweekly to Tech II 30 hrs biweekly-Total 40 hrs biweekly	Sebastopol	10/25/10
NEW HIRE(S)			
None			

STAFF UPDATES & CHANGES - October 2010

Name	Position	Assignment	Effective
RESIGNATIONS			
Fran Titlow	Tech II - 20 hrs biweekly	Northwest	9/25/10
REASSIGNMENTS			
Nancy Sampson	Librarian II FT – return from Petaluma temporary assignment	Central	10/18/10
Susan Hillery	From Sebastopol to NW-Tech II 20 hrs biweekly added to Tech III 40 hrs biweekly-Total 60 hrs biweekly	Northwest	10/25/10
RETIREMENT			
None			
CURRENT RECRUITMENTS			
STAFF ONLY – Tech II 7 hrs/wk at Sebastopol-Closes 11/1/10			
TERMINATIONS			
None			

1

2

MONTHLY FINANCIAL REPORT

This memo provides information about revenue and expenditures through September 30, 2010 that may be of special interest. It also includes Information on purchases that management must report and/or have approved under the Library’s Delegation of Authority Policy.

DELEGATION OF AUTHORITY REPORTING

1. There are no purchases between \$25,000 and \$49,999 that require reporting, but not approval.
2. A payment to SirsiDynix of \$99,018.46 was processed; the Commission originally approved the expenditure at its June 7, 2010 meeting.
3. One proposed expenditure exceeds \$50,000 and requires Commission approval according to the Library’s Delegation of Authority Policy. The approval is Item #10.2 is on the Commission’s agenda.

Payee	Amount	Purpose
County of Sonoma - Facilities Operations	\$206,878	To upgrade lighting in the Central, Northwest, Guerneville, Rincon Valley, Cloverdale, and Windsor branches to increase energy efficiency and save on utilities.

BACKGROUND ON YTD REVENUE & EXPENDITURES

This report reflects the budget approved by the Library Commission on August 19, 2010 and by the County Board of Supervisors on September 28, 2010.

YTD Summary

Total revenues received through September 30, 2010: \$ 240,956 or 1.6% of budget
Total expenditures through September 30, 2010: \$ 3,527,098 or 22% of budget

Percent of Year & Payroll

- Percent of year elapsed: 25%
- Percent of payroll: 27%

Revenue

- Lines 1000 -1266 – Taxes: The Library receives two primary property tax payments each year in December and April, with a final year-end payment in June. The Library will receive its first allotment of property tax funds in December.
- Line 1700 – Interest on Pooled Cash: The Library receives quarterly interest payments from the County of Sonoma. The first quarterly interest payment is due October, 2010, and will be reflected in the November reports.
- Line 2563 – State -Transaction Based Reimbursement: The Library receives 4 quarterly Transaction Based Reimbursements (TBR) payments from the State of California and one final payment. Two payments have already been received in FY 2010-11.

DOCUMENT #11.1.1 (11.1.10)

- Line 2566 – Public Library Fund: The Library receives one payment, normally in March, from the State of California.
- Line 2901 – County: The Library receives one year-end payment from the County of Sonoma for the Advertising Grants.
- Line 4040 – Miscellaneous Revenue: The Library bills Mendocino and Lake Counties quarterly for use of the Horizon Integrated Library System (ILS). The first quarterly payment is due in October and will be reflected in the November reports.
- Line 4102 – Donations/Reimbursements: The budgeted amount is for any funds the Library receives for miscellaneous donations and to help fund the cost of special projects.

Expenditures

- Line 5900 – Vacancy Factor: As reported at the October 2010 meeting, salary savings in the budget approved by the Board of Supervisors is \$45,000; however, the \$120,000 shown in the Library's internal reports includes the \$75,000 in contingency funds that had been included in various lines under Salaries and Benefits. The change on our internal reports is in response to discussions with the Union during negotiations.
- Line 5910 – Permanent Positions: The budget has been reduced \$162,960 to reflect the 4.5 day Mandatory Time Off and by \$158,462 for the delay of step increases for 12 months. Both items were part of the agreement with the Union.
- Line 5911 – Extra Help: Extra Help is currently 9.3% over budget.
- Line 5920 – Retirement Contribution: The budget has been reduced by \$36,540 to reflect the change in the Library's CalPERS retirement contribution from 1% to 0%.
- Line 5925 – Deferred Compensation: The budget has been reduced by \$35,487 to reflect the elimination of the Library match for voluntary retirement contributions,
- Line 5930 – Health Insurance: The budget has been reduced to reflect increasing the employee contribution to health insurance from 15% to 18% (reduction of \$32,053), and changing the Kaiser office visit co-pay from \$5 to \$10 (a reduction of \$10,170)
- Line 5933 – Life Insurance: The Library has a new insurance provider and has been working with the company to set up an electronic billing system. As of September 30, 2010, no monthly payments have been made to the provider.
- Line 5935 – Unemployment Insurance: There was a computer problem between the Employment Development Department (EDD) and our payroll service that caused a delay in unemployment claims for last fiscal year. Those unemployment payments were made early this fiscal year.
- Line 5936 – Retiree Health Insurance: The budget has been reduced to reflect the increase in the retiree contribution to retiree health insurance from 15% to 18%, \$13,737, and changing the Kaiser office visit co-pay from \$5 to \$10, \$4,500.
- Line 5940 – Workers' Compensation Insurance: The Library has a new Workers' Compensation provider that required 25% of the premiums be paid in advance and a deposit paid at the beginning of the new contract cycle.

DOCUMENT #11.1.1 (11.1.10)

- Lines 6040-6045 – Communications and Data Lines: The budgeted amount in these lines assumes state and federal telecommunications discounts.
- Line 6084 – Janitorial Supplies: A one-time purchase of janitorial supplies is normally done in the first few months of the year.
- Line 6103 – Liability Insurance: The insurance premiums on the commercial policy are fully paid during the first half of the fiscal year. This payment will be made in November, 2010.
- Line 6140 – Maintenance Equipment - IT: The annual maintenance fee of \$45,740 for the self-check system was paid to EnvisionWare during the first month of the fiscal year.
- Line 6180 – Maint - Bldgs/Imps: The first quarterly HVAC maintenance agreement to AIRCO is paid early in the fiscal year.
- Line 6540 – Contract Services: The annual payment of \$77,879 to NorthNet Library System for membership, SuperSearch and delivery is a major portion of this line and is fully paid during the first month of the fiscal year.
- Line 6610 – Legal Services: Most of the expenditures in this line are a result of the Library's work with Liebert Cassidy Whitmore on labor relations.
- Line 6630 – Accounting: The annual audit is the major item budgeted in this line and is completed in the first half of the fiscal year.
- Line 7020 – Summer Reading: The majority of the expenditures in this line are paid by the Library during July and August. Various remaining expenditures are offset by gifts the Library receives throughout the year.
- Line 7190 – Books/Materials: The materials budget has been reduced by \$50,000 from \$1,713,000 to \$1,663,000.
- Line 7301 – County Car Expense: This line reflects the cost of operating and repairing the Library's vehicles. There continues to be a variety of unplanned repairs to the delivery trucks, and the Library is currently in the process of replacing them.

SONOMA COUNTY LIBRARY						
SEPTEMBER 2010 FINANCIAL REPORT						
PART 1-REVENUE						
		SEPTEMBER	FY 10-11	YEAR TO	VARIANCE	%
		ACTUAL	BUDGET	DATE TOTAL	Over/(Under)	REC'D
1000	PROPERTY TAXES - CY SECURED		14,001,267		(14,001,267)	0.0%
1004	PROPERTY TAXES - CY SEC-JULY		0		0	N/A
1008	REDEVELOPMENT		(1,578,715)		1,578,715	0.0%
1011	SB2557 PROP TAX ADMIN		(199,480)		199,480	0.0%
1014	AB 1290 RDA PASS-THRUS		80,256		(80,256)	0.0%
1015	H&S 33401 RDA PASS-THRUS		864,390		(864,390)	0.0%
1020	PROPERTY TAXES - CY SUPP		97,424		(97,424)	0.0%
1040	PROPERTY TAXES - CY UNSECURED		516,370		(516,370)	0.0%
1042	COST REIM-COLL DEL CY UNS		(12,978)		12,978	0.0%
1060	PROPERTY TAX - PY SECURED		0		0	N/A
1080	PROPERTY TAX - PY SUPPLEMENTAL		0		0	N/A
1100	PROPERTY TAXES - PY UNSECURED		7,490		(7,490)	0.0%
1266	TIMBER YIELD TAX		85		(85)	0.0%
	TAXES	0	13,776,109	0	(13,776,109)	0.0%
1700	INTEREST ON POOLED CASH		39,900		(39,900)	0.0%
1701	INTEREST EARNED		9,500		(9,500)	0.0%
1800	RENTS/CONCESSIONS	128	150	128	(22)	85.2%
	USE OF MONEY/PROPERTY	128	49,550	128	(49,422)	0.3%
2081	ST - HIGHWAY RENTALS		100		(100)	0.0%
2440	ST - HOPTR		134,913		(134,913)	0.0%
2500	ST - OTHER		2,500		(2,500)	0.0%
2563	ST - LIB - TBR REIMB		250,000	107,102	(142,898)	42.8%
2566	ST - LIB - PUBLIC LIB FUND		170,000		(170,000)	0.0%
2901	COUNTY		25,378		(25,378)	0.0%
2945	LIBRARY LITERACY	98	69,545	6,350	(63,195)	9.1%
	INTERGOVERNMENTAL REVENUES	98	652,436	113,451	(538,985)	17.4%
3019	NCPA-FEE FOR GOVT SVCS		31,535		(31,535)	0.0%
3480	LIBRARY FINES	33,088	370,000	94,884	(275,116)	25.6%
3482	WINE LIBRARY MEMBERSHIPS		16,000	3,265	(12,735)	20.4%
3483	LIBRARY POSTAGE RECOVERY		100	24	(76)	24.3%
3484	FINES-DELINQUENT COLLECTIONS	2,021	44,000	3,560	(40,440)	8.1%
3485	LIBRARY DOCUMENT DELIVERY		0		0	N/A
3700	COPIER FEES	5,654	59,948	14,414	(45,534)	24.0%
3701	CHECK HANDLING FEES		50		(50)	0.0%
3980	REVENUE APPLIC TO PY		0		0	N/A
	CHARGES FOR SERVICES	40,763	521,633	116,148	(405,485)	22.3%
4020	OTHER SALES		0		0	N/A
4040	MISCELLANEOUS REVENUE	257	90,672	824	(89,849)	0.9%
4102	DONATIONS/REIMBURSEMENTS	2,237	55,000	10,310	(44,690)	18.7%
4106	REFUNDS		6,000	106	(5,894)	1.8%
4109	OUTDATED/CANCELED WARRANTS		1,000		(1,000)	0.0%
4113	RETURNED CHECKS		150	(10)	(160)	-6.7%
	MISCELLANEOUS REVENUES	2,494	152,822	11,229	(141,593)	7.3%
	TOTAL REVENUE	43,482	15,152,550	240,956	(14,911,594)	1.6%

SONOMA COUNTY LIBRARY							
SEPTEMBER 2010 FINANCIAL REPORT							
PART 1 - EXPENDITURES							
		SEPTEMBER	FY 10-11	YEAR TO		VARIANCE	
		ACTUAL	BUDGET	DATE TOTAL	ENCUMBERED	(Over)/Under	%
5900	VACANCY FACTOR		(120,000)			(120,000)	0.0%
5910	PERM POSITIONS	822,232	7,190,056	1,716,200		5,473,856	23.9%
5911	EXTRA HELP	84,616	512,502	186,057		326,446	36.3%
5920	RETIREMENT CONTRIB	8,364	35,824	17,459		18,365	48.7%
5923	PERS	119,065	1,049,859	248,527		801,332	23.7%
5924	MEDICARE	11,226	94,284	23,640		70,644	25.1%
5925	DEFERRED COMP	4,004	44,212	11,784		32,428	26.7%
5930	HEALTH INS	84,291	1,176,592	298,420		878,172	25.4%
5931	DISABILITY INS		35,496			35,496	0.0%
5932	DENTAL INS	14,465	167,576	39,585		127,991	23.6%
5933	LIFE INS	(15)	8,128	(46)		8,174	-0.6%
5934	VISION INS	2,122	24,386	5,565		18,821	22.8%
5935	UNEMPLOYMENT INS	4,617	10,000	4,617		5,383	46.2%
5936	RETIREE HEALTH INS	37,655	530,000	125,166		404,834	23.6%
5940	WORKERS' COMP	(7,765)	205,629	99,742		105,887	48.5%
	SALARIES/BENEFITS	1,184,876	10,964,544	2,776,716		8,187,828	25.3%
6040	COMMUNICATIONS	695	12,000	2,747		9,253	22.9%
6041	DATA LINES	2,684	66,000	10,109		55,891	15.3%
6043	ALARM SYSTEMS	1,561	10,000	3,901		6,099	39.0%
6045	TELEPHONE SERVICE	1,826	22,000	5,968		16,032	27.1%
6048	CELL PHONE SERVICE		2,000	180		1,820	9.0%
6049	UNCLAIMABLE COMM		50			50	0.0%
6084	JANITORIAL SUPPLIES	2,146	16,000	6,666		9,334	41.7%
6085	JANITORIAL SERVICES	16,422	161,500	33,186		128,314	20.5%
6103	LIABILITY INSURANCE		71,631			71,631	0.0%
6140	MAINT EQUIP-IT		175,000	45,740		129,260	26.1%
6152	MAINT EQUIP-PARTS	1,546	11,545	3,221		8,324	27.9%
6153	MAINT EQUIP-OUTSIDE	(8,585)	61,839	7,794		54,045	12.6%
6180	MAINT-BLDGS/IMP	14,365	54,000	13,233		40,768	24.5%
6186	MAINT-BLDGS/IMP SR	(1,465)	0	0		0	0.0%
6190	LANDSCAPE SERVICE	3,432	37,800	8,090		29,710	21.4%
6226	MAINT-BLDGS/IMP-PARTS		16,246	494		15,752	3.0%
6280	MEMBERSHIPS	415	10,000	2,042		7,958	20.4%
6401	OFFICE EXP-INVENTORY	3,274	40,000	5,475		34,525	13.7%
6410	POSTAGE	2,112	48,715	4,269		44,446	8.8%
6430	PRINTING SERVICES	359	45,536	942		44,594	2.1%
6452	PAPER STOCK	564	15,684	1,880		13,804	12.0%
6517	BRANCH NETWORKING		10,000			10,000	0.0%
6518	OCLC	313	30,000	6,397		23,603	21.3%
6521	COUNTY SERVICES		131,116			131,116	0.0%
6540	CONTRACT SERVICES	3,012	156,226	85,100		71,126	54.5%
6553	SECURITY SERVICES	4,886	65,000	10,702		54,298	16.5%
6570	CONSULTING SERVICES	840	15,000	840		14,160	5.6%
6589	PERMITS		274			274	0.0%
6610	LEGAL SERVICES	7,824	20,797	9,156		11,641	44.0%
6630	AUDIT/ACCOUNTING	6,788	26,190	13,638		12,553	52.1%
6631	BOOKKEEPING	1,828	22,500	4,190		18,310	18.6%
6800	PUBLIC/LEGAL NOTICES		1,000			1,000	0.0%
6820	RENT/LEASES-EQUIP	350	18,000	515		17,485	2.9%
6840	RENTS/LEASES-BLDG		12,000	2,763		9,237	23.0%
6880	FACILITIES EQUIPMENT	261	10,000	2,420		7,580	24.2%
6881	LIBRARY EQUIPMENT		37,739	332		37,407	0.9%
6882	GIFT EQUIPMENT	4,622	15,082	4,622		10,460	30.6%
6889	SOFTWARE	737	79,609	16,964		62,645	21.3%
6890	COMPUTER HARDWARE		115,000			115,000	0.0%
6891	SMALL EQUIPMENT-IT	1,742	45,000	6,146		38,854	13.7%
7000	LIBRARY & OTHER SUPPLIES	2,899	30,000	7,033		22,967	23.4%

SONOMA COUNTY LIBRARY							
SEPTEMBER 2010 FINANCIAL REPORT							
PART 1 - EXPENDITURES							
		SEPTEMBER	FY 10-11	YEAR TO		VARIANCE	
		ACTUAL	BUDGET	DATE TOTAL	ENCUMBERED	(Over)/Under	%
7020	SUMMER READING	91	25,967	8,984		16,983	34.6%
7030	PROGRAMMING ADULT	133	12,228	1,058		11,170	8.7%
7035	PROGRAMMING JUVENILE	507	12,228	507		11,721	4.1%
7110	PROF DEVELOPMENT	520	15,576	2,058		13,518	13.2%
7120	IN-SERVICE TRAINING		13,000			13,000	0.0%
7180	LITERACY PROGRAM	349	122,636	7,724		114,912	6.3%
7187	BKS/MTLS-VMISCL	3,203	70,000	4,227		65,773	6.0%
7190	BOOKS/MATERIALS	107,568	1,663,000	283,810		1,379,190	17.1%
7191	BINDING		10,000			10,000	0.0%
7301	COUNTY CAR EXPENSE	1,375	30,409	7,925		22,484	26.1%
7302	TRAVEL EXPENSE		7,500			7,500	0.0%
7303	MILEAGE & PARKING	5,330	60,000	14,218		45,782	23.7%
7320	UTILITIES	46,540	480,000	88,211		391,789	18.4%
7400	SO CO INFO TECHNOLOGY		383			383	0.0%
	SERVICES/SUPPLIES	243,066	4,241,006	745,478	0	3,495,528	17.6%
7910	CAPITAL LEASES	2,454	25,000	4,904	0	20,096	19.6%
	OTHER CHARGES	2,454	25,000	4,904	0	20,096	19.6%
8510	BUILDING IMPROVEMENT		300,000			300,000	0.0%
8560	EQUIPMENT		100,000		16,871	83,129	16.9%
8562	COMPUTER EQUIPMENT		85,000			85,000	0.0%
8570	FURNITURE/FIXTURES		30,000			30,000	0.0%
	FIXED ASSETS	0	515,000	0	16,871	498,129	3.3%
9000	APPR FOR CONTINGENCIES		25,000		0	25,000	N/A
	TOTAL EXPENDITURES	1,430,396	15,770,550	3,527,098	16,871	12,226,581	22%

SONOMA COUNTY LIBRARY
GIFTS AND DONATIONS REPORT
 1st Quarter 10/11

SOURCE OF FUNDS

DONOR DESIGNATION	Friends	Sonoma County Library Foundation	Corporate/ Business	Non-profit	Misc. gifts	Bequests & Major Gifts	TOTAL FOR QUARTER
1 System-Children's	\$0.00	\$0.00	\$0.00	\$0.00	\$506.05	\$0.00	\$506.05
2 System-All Other	\$0.00	\$10,000.00	\$0.00	\$0.00	\$264.91	\$37,749.83	\$48,014.74
3 History & Genealogy	\$4,900.00	\$0.00	\$0.00	\$0.00	\$120.00	\$0.00	\$5,020.00
4 Literacy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5 Central	\$12,850.00	\$0.00	\$0.00	\$0.00	\$232.32	\$0.00	\$13,082.32
6 Cloverdale	\$500.00	\$0.00	\$0.00	\$0.00	\$60.65	\$0.00	\$560.65
7 Guerneville	\$0.00	\$0.00	\$0.00	\$0.00	\$105.44	\$0.00	\$105.44
8 Healdsburg	\$0.00	\$0.00	\$0.00	\$0.00	\$53.62	\$0.00	\$53.62
9 Northwest	\$11,200.00	\$0.00	\$0.00	\$0.00	\$153.10	\$0.00	\$11,353.10
10 Occidental	\$0.00	\$0.00	\$0.00	\$0.00	\$19.16	\$0.00	\$19.16
10 Petaluma	\$0.00	\$0.00	\$0.00	\$0.00	\$793.24	\$0.00	\$793.24
11 Rincon Valley	\$13,050.00	\$0.00	\$0.00	\$0.00	\$1,053.00	\$0.00	\$14,103.00
12 Rohnert Park	\$1,585.00	\$0.00	\$0.00	\$0.00	\$68.92	\$0.00	\$1,653.92
13 Sebastopol	\$0.00	\$0.00	\$0.00	\$0.00	\$119.30	\$4,350.26	\$4,469.56
14 Sonoma	\$400.00	\$0.00	\$0.00	\$0.00	\$520.50	\$0.00	\$920.50
15 Windsor	\$3,450.00	\$0.00	\$0.00	\$0.00	\$56.24	\$0.00	\$3,506.24
16 Wine Library	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
17 TOTALS BY SOURCE	\$47,935.00	\$10,000.00	\$0.00	\$0.00	\$14,126.45	\$42,100.09	\$114,161.54



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	11.1.10	Regular	12

SUBJECT

Library Advisory Board Appointment

RECOMMENDED ACTION

APPOINT by resolution.

DRAFT MOTIONS

- **I MOVE, BY RESOLUTION, THAT THE SONOMA COUNTY LIBRARY COMMISSION APPOINT** _____ to the vacant position on the Cloverdale Regional Library Advisory Board for a term ending June 30, 2014.
-

BACKGROUND

The following appointment is ready to be made:

- Cloverdale Library Advisory Board, Vacant Position. Term expires June 30, 2014.
-

FUTURE BOARD ACTIONS

None

FISCAL IMPACT

None

POLICY ISSUES

None

ATTACHMENTS

None