



**LIBRARY COMMISSION AGENDA  
REGULAR MEETING**

Monday, December 6, 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. APPROVAL OF MINUTES**

4.1. Minutes of the November 1, 2010 Regular Meeting (1 Document)

**5. CORRESPONDENCE & PRESS COVERAGE**

**6. 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.*

6.1. There are no consent calendar items at this time.

**7. ACTION ITEMS BY MOTION**

7.1. Amend Nationwide 457 deferred compensation agreement (1 Document)

7.2. Accept the 2009-2010 Audit  
(Document posted at <http://www.sonoma.lib.ca.us/libinfo/financial.scl>)

7.3. Approve 2011 Library Holiday Schedule (1 Document)

7.4. Approve Central Library Manager Reclassification (2 Documents)

**8. DISCUSSION ITEMS**

8.1. Management Report (2 Documents)  
8.1.1. Progress on Priorities, Issues & Challenges  
8.1.2. Monthly Financial Report

8.2. Brief Discussion Topics  
8.2.1. Location for Budget Workshops  
8.2.2. Holiday Schedules

**9. LIBRARY ADVISORY BOARDS**

9.1. Ready for Appointment  
9.1.1. Santa Rosa Libraries Advisory Board, Youth Position – New Position. Term expires June 30, 2012.  
9.1.2. Santa Rosa Libraries Advisory Board, Vacant Position. Term expires June 30, 2013.

## **10. CLOSED SESSION**

10.1. Pursuant to California Government Code §54957 the Library Commission will meet in closed session for:

10.1.1. Conference with Labor Negotiator,  
Agency Negotiator: Kelly Tuffo  
Employee Organization: SEIU Local 1021  
Brown Act § 54957.6(b)

10.1.2. Public Employee Evaluation  
Title: Library Director  
Brown Act § 54957

## **11. OPEN SESSION**

Pursuant California Government Code §54957.1. Report on Closed Session

## **12. COMMISSION MEMBER INFORMATION ITEMS**

## **13. DATE AND TIME OF NEXT MEETING**

Meeting: Regular Commission Meeting & FY 2011-2012 Budget Workshop #1  
Date: Tuesday, February 1, 2010  
Time: 9:30 a.m.  
Location: TBD

## **14. 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, December 1, 2010. They will also available on the Library's web site <http://www.sonomalibrary.org/agenda/>.*

## **GUIDELINES FOR PUBLIC APPEARANCES**

*Members of the public wishing to speak to the Commission may do so under Public Appearances. If you wish to speak on an item under discussion by the Library Commission, which appears on this agenda, you may do so upon receiving recognition by the Chairperson during Public Appearances. Please state your name and address for the record before making your presentation, which will be limited to three minutes. All hearings are taped. Time limitations on public testimony may be extended at the discretion of the Library Commission*

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



<b>Agenda Item</b>			
<b>Information/Action</b>	<b>Commission Meeting Date</b>	<b>Regular/Executive Meeting</b>	<b>Agenda Item No.</b>
<b>Action</b>	<b>12.06.10</b>	<b>Regular</b>	<b>4</b>

**SUBJECT**

November Meeting Minutes

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**RECOMMENDED ACTION**

**APPROVE** Minutes of November 1, 2010 meeting.

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**DRAFT MOTIONS**

**I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE** the minutes of the Regular Meetings on November 1, 2010 as presented. (or, as corrected)

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**BACKGROUND**

None

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**FUTURE BOARD ACTIONS**

None

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**FISCAL IMPACT**

None

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**POLICY ISSUES**

None

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**ATTACHMENTS**

Document #4.1 – Draft Minutes

1  
2  
3 **Sonoma County Library**  
4 **Minutes of the Library Commission**  
5 **November 1, 2010**

6 **Note: M/S/C = Moved/Seconded/Carried**  
7

8 **CALL TO ORDER**

9 The Sonoma County Library Commission met in regular session. Vice-Chair Kelley  
10 called the meeting to order at 7:00 p.m. in the Central Santa Rosa Library Board  
11 Room.  
12

13 Commissioners present: Dell’Osso, Freis, Kelley, and May.  
14 Commissioners Arnold, Colbert, and Lynch had excused absences.  
15

16 Staff present: Library Director Sandy Cooper; Public Services Division Manager  
17 (PSDM) Kiyoko Okazaki; Administrative Services Division Manager (ASDM) Elissa  
18 Alfano; Human Resources Manager Patrick Preston; IT Co-Team Leaders Denise  
19 Lewers and Mike Dawe; Children’s Services Coordinator Kathy DeWeese;  
20 Collections Manager Kathy Dennison; and Administrative Aide Stephanie Kunkle.  
21

22 Guests and observers present: library staff members Steven Alcorta and Nancy  
23 Cimino.  
24

25 **ANNOUNCEMENTS AND INTRODUCTIONS**

26 There were no announcements or introductions.  
27

28 **PUBLIC APPEARANCES**

29 There was one public appearance. Nancy Cimino spoke on behalf of SEIU Worksite  
30 Organizer Irene Rosario, who was not able to attend the meeting. Cimino thanked the  
31 Library Director for sending out Rosario’s letter to the Commission in which she asked  
32 the Commissioners to postpone action on the upgrade of the Central Library  
33 Manager’s position until the Library’s representatives had an opportunity to meet and  
34 confer with the Union’s representatives. The Library Director noted that the motion  
35 before the Commission was approval of the reclassification of the Central Library  
36 Manager’s position contingent upon the outcome of the “meet and confer” process  
37 with SEIU. In response to Cimino’s concern that such an action was not legal,  
38 Cooper said that she had spoken with Library attorney Kelly Tuffo, who concurred that  
39 the process was legal. Cooper added that, if we, the Union and the Library, can come  
40 to an agreement, the position can be posted right away rather than having to wait until  
41 the next Commission meeting on December 6.  
42

43 **CLOSED SESSION**

44 The closed session was postponed until 7:30 p.m., when Attorney Kelly Tuffo would  
45 be available via conference call.  
46  
47  
48

1 **APPROVAL OF MINUTES** – Minutes of the October 4, 2010 Regular Meeting  
2 **M/S/C (Dell’Osso/May)** moved that the Sonoma County Library Commission approve  
3 the minutes of the regular meeting on October 4, 2010, as presented.  
4 AYES (4): Dell’Osso, Freis, Kelley, May  
5 ABSENT (3): Arnold, Colbert, and Lynch  
6

7 **CORRESPONDENCE & PRESS COVERAGE**

8 The correspondence included the letter from SEIU Worksite Organizer Irene Rosario  
9 discussed during public appearances. There was also a clipping from a national  
10 publication *Library Hotline* which reported on the Library Commission’s response to  
11 the Grand Jury and quoted Commissioner Freis.  
12

13 **CONSENT CALENDAR**

14 The consent calendar included two requests for unpaid leaves of absence from staff  
15 members Barbara White and Vandy Tompkins.  
16

17 There were no objections, so the Vice-Chair declared the Consent Calendar  
18 approved.  
19

20 **ACTION ITEMS BY RESOLUTION**

21 **9.1. Adopt Resolution to Change PERS Employee-Paid Member Contributions**

22 This is the follow-up to last month’s resolution of the intent to change the employer-  
23 paid contribution for CalPERS to zero percent as per agreement with SEIU.  
24

25 **M/S/C (May/Dell’Osso)** moved by resolution that the Sonoma County Library  
26 Commission modify the PERS Employer Paid Member Contribution to implement  
27 the agreement with SEIU.

28 AYES (4): Dell’Osso, Freis, Kelley, May  
29 ABSENT (3): Arnold, Colbert, and Lynch  
30

31 **ACTION ITEMS BY MOTION**

32 **10.1. Approve Healdsburg Redevelopment Agency Request**

33 The Library Director noted that county staff did not project any loss of income to the  
34 Library if the request was approved. Commissioner Dell’Osso asked if there was  
35 any reason we need to look at the background documents. Director Cooper said  
36 that County staff, County Counsel, and the Tax Manager were recommending its  
37 approval, so she felt that the Commission could proceed without reviewing the court  
38 settlement and other background documents.  
39

40 **M/S/C (Dell’Osso/Freis)** moved that the Sonoma County Library Commission  
41 approve the request to allow the subordination of pass-through payments for the  
42 Healdsburg Redevelopment Agency and authorize the Chair to execute the letter of  
43 consent.

44 AYES (4): Dell’Osso, Freis, Kelley, Lynch, May  
45 ABSENT (3): Arnold, Colbert, and Lynch  
46  
47  
48

1 **10.2. Approve Expenditures for Lighting Retrofit**

2 Vice-Chair Kelley was happy to see that approving the expenditures for the lighting  
3 retrofit would help reduce ongoing utilities costs by about 10%, or \$40,000 per year.  
4 Commissioner Freis asked why Sebastopol was not included. The Library Director  
5 said that lighting would be upgraded at the Sebastopol, Petaluma, and Sonoma  
6 libraries when they are remodeled.  
7

8 **M/S/C (May/Freis)** moved that the Sonoma County Library Commission approve the  
9 expenditure for the lighting retrofit.

10 AYES (4): Dell’Osso, Freis, Kelley, Lynch, May

11 ABSENT (3): Arnold, Colbert, and Lynch  
12

13 **10.3. Approve 2011 Library Commission Meeting Schedule**

14 This is a follow-up to discussions held at the last Commission meeting regarding  
15 proposed dates and locations for 2011 Commission meetings. Commissioner Freis  
16 requested that we move the July 6 meeting from Central to Rincon Valley due to the  
17 downtown market on Wednesday nights, which creates parking difficulties. The  
18 Commissioners concurred. Dell’Osso asked about the locations for the two budget  
19 workshops and suggested that one be held in the north section of the County and  
20 the other in the south section. The decision was to approve the scheduled 2011  
21 meeting dates, but to postpone a final decision on the location of the two budget  
22 workshops.  
23

24 **M/S/C (May/Dell’Osso)** moved that the Sonoma County Library Commission  
25 approve its schedule of meetings for calendar year 2011.

26 AYES (4): Dell’Osso, Freis, Kelley, May

27 ABSENT (3): Arnold, Colbert, and Lynch  
28

29 **10.4. Approve Branch Manager Reclassification Recommendations**

30 Commissioner Freis asked how long we had to post the job internally for staff.  
31 Cooper said five days and added that we have had difficulty filling the position in  
32 recent years. Freis asked why the position classification was not included. Cooper  
33 said it was still being drafted. There was further discussion about the report on the  
34 classification review from Carol Felch of Momentum Consulting.  
35

36 Cooper said that the Library Management Team felt that management had made a  
37 mistake when all the branch manager positions were put into a single class in 2008  
38 when they were last evaluated. Commissioner Freis was reluctant to approve the  
39 change without seeing the position classification, and Cooper said she could wait  
40 and would devote the time to write the position description.  
41

42 The Commission agreed to postpone action until the December 6 meeting.  
43

44 **CLOSED SESSION**

45 The Commission recessed to closed session at 7:30 p.m. for the following purpose(s):

- 46 1. Instruction to Legal Counsel-Existing litigation pursuant to subdivision (b) of  
47 Section 54956.9: SEIU Local 1021 v. Sonoma County Library, PERB Unfair

1 Practice Charge No. SF-CE-763-M. Attorney: Kelly M. Tuffo, Liebert Cassidy  
2 Whitmore.

3  
4 **OPEN SESSION**

5 Pursuant to California Government Code §54957.1, the Library Commission  
6 reconvened in open session at 8:25 p.m. and reported the Commission directed legal  
7 counsel to negotiate a settlement in the following case: SEIU Local 1021 v. Sonoma  
8 County Library, PERB Unfair Practice Charge No. SF-CE-763-M.

9  
10 The Commission also directed the Library Director to develop recommendations for  
11 providing additional compensation to IT Co-Team Leaders Mike Dawe and Denise  
12 Lewers in recognition of their management responsibilities.

13  
14 **DISCUSSION ITEMS**

15 **11.1. Management Report**

16 **11.1.1. Progress on Priorities, Issues & Challenges**

17 Commissioner May asked why there were no activities reported in several areas  
18 (e.g., collection management). The Director explained that the report only  
19 provides updates on priorities outlined in Focus & Finish, not on ongoing  
20 operations.

21  
22 **11.1.2. Monthly Financial Report**

23 Questions included:

- 24 • Line 5911 – Extra Help. Why is this line over budget? Response: Extra  
25 Help includes substitutes and expenditures are difficult to control for a  
26 number of reasons (extended medical leave, leaves of absence, unfilled  
27 vacancies)
- 28 • Line 6540 - Contract Services. Are NorthNet’s SuperSearch and delivery  
29 services something that we should re-evaluate in light of the current  
30 budgetary situation? Response: These services support core services  
31 (interlibrary loan and delivery) and help generate annual revenue of several  
32 hundred thousand dollars annually from Transaction Based Reimbursement  
33 (TBR). In addition, the services are very popular with patrons because they  
34 give them access to materials not in our collection—which is not as strong  
35 as many others in the Bay Area because of the limitations of our materials  
36 budget.

37  
38 **11.1.4 Quarterly/Annual Reports on Gifts/Donations**

39 The Library noted, in addition to donations, the Wine Library will benefit from a  
40 \$60,000 County advertising grant to supplement the Library Services and  
41 Technology Act (LSTA) grant to begin digitizing materials. In response to a  
42 question, Cooper said that we have not heard anything about the application  
43 that the County submitted to the U.S. Department of Agriculture to help pay for  
44 the Guerneville remodeling project.

45  
46 **LIBRARY ADVISORY BOARDS**

47 **12.1 Ready for Appointment**

48 12.1.1. Cloverdale Library Advisory Board, Vacant Position

1  
2 **M/S/C ( Dell’Osso/Freis)** moved by resolution that the Sonoma County Library  
3 Commission appoint Joel Smith to the vacant position on the Cloverdale  
4 Regional Library Advisory Board for a term ending June 30, 2014.  
5 AYES: (4) Dell’Osso, Freis, Kelley, May  
6 ABSENT (3): Arnold, Colbert, and Lynch  
7

8 **COMMISSION MEMBER INFORMATION ITEMS**

9 Commissioner Dell’Osso reported that:

- 10 • Rohnert Park-Cotati Friends’ book sale netted \$4,270 in two days during October;  
11 the book store sales totaled \$5,710 in September and October.  
12 • The Friends donated \$42,000 to the Library: \$37,000 for adult and children’s  
13 books and materials and \$5,000 for programs.  
14 • The Friends have \$158,000 in the bank and possibilities to use those funds  
15 include creating an endowment or implementing the design for a teen area.  
16

17 Commissioner May reported that:

- 18 • The last Friends’ book sale netted \$4,888, and the bookstore averages \$110 a day  
19 in sales.  
20 • The Library participated in the City’s Day of the Dead activities.  
21

22 Commissioner Freis reported that:

- 23 • The Foundation’s *Chocolate and Cinema* fundraiser netted about \$4,000.  
24 • The next Foundation event will be *Ham for the Holidays* on November 23.  
25

26 Commissioner Kelley reported that the Windsor Regional Library:

- 27 • Sponsors a popular children’s after-school book club.  
28 • Has a new book drop built into the Circulation Desk to enable the staff to use RFID  
29 to checkout materials.  
30

31 **DATE AND TIME OF NEXT MEETING**

32 Meeting: Regular Commission Meeting  
33 Date: 12/6/10  
34 Time: 7:00 p.m.  
35 Location: Central Santa Rosa Library  
36

37 **ADJOURNMENT**

38 The meeting adjourned at 8:45 p.m. by acclamation.  
39  
40  
41

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Clerk



<b>Agenda Item</b>			
<b>Information/Action</b>	<b>Commission Meeting Date</b>	<b>Regular/Executive Meeting</b>	<b>Agenda Item No.</b>
<b>Action</b>	<b>12.6.10</b>	<b>Regular</b>	<b>7.1</b>

**SUBJECT**

Amend Nationwide Deferred Compensation Agreement

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**RECOMMENDED ACTION**  
**APPROVE THE AMENDMENT**

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**DRAFT MOTION**

**I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE** the amendment to the agreement with Nationwide Retirement Services to lower fees for its deferred compensation plan.

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**BACKGROUND**

The Library currently provides employees with two options for deferred compensation programs, referred to as 457 Plans. Section 457 of the tax code governs all nonqualified deferred compensation plans of governmental employees and non-church controlled tax-exempt organizations. The pension plan designed to comply with these rules is simply referred to as a Section 457 plan. Employees are allowed to defer compensation on a pre-tax basis through payroll deductions that further allows them to defer federal and sometimes state taxes until the assets are withdrawn.

Only eligible employers can establish a Section 457 plan. An eligible employer is defined as states, subdivisions of states, instrumentalities or political subdivisions of states, or any entity other than a governmental unit that is exempt from federal income taxes.

The Library piggybacks on the Nationwide Retirement Services plan offered by the County of Sonoma, and the County serves as Trustee for the Nationwide plan. The County asked Nationwide to re-negotiate the agreement to lower its cost. In order for the Library to benefit from the lower fees, the County asked that the Library Commission take action agreeing to the amendment in order to include it as an agenda item submitted to the County Board of Supervisors for approval.

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**FUTURE BOARD ACTIONS**

None.

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**FISCAL IMPACT**

This will result in a small reduction in fees paid by the Library for contributions to the Nationwide 457 plan.

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**POLICY ISSUES**

None

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**ATTACHMENTS**

Document #7.1.1 – Nationwide 457 Amendment



<b>Agenda Item</b>			
<b>Information/Action</b>	<b>Commission Meeting Date</b>	<b>Regular/Executive Meeting</b>	<b>Agenda Item No.</b>
<b>Action</b>	<b>12.6.10</b>	<b>Regular</b>	<b>7.2</b>

**SUBJECT**

Audit for the fiscal year ending June 30, 2010

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**RECOMMENDED ACTION**

**ACCEPT** the audit as presented.

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**DRAFT MOTION**

**I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION ACCEPT** the audit for year ending June 30, 2010 as presented.

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**BACKGROUND**

The Library is required by the Joint Powers Agreement to conduct an audit each year.

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**FUTURE BOARD ACTIONS**

None.

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**FISCAL IMPACT**

None.

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**POLICY ISSUES**

None.

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**ATTACHMENTS**

The draft financial statement for 2009-2010 is available for review on the Library's web site at:

*<http://www.sonoma.lib.ca.us/libinfo/financial.scl>*



<b>Agenda Item</b>			
<b>Information/Action</b>	<b>Commission Meeting Date</b>	<b>Regular/Executive Meeting</b>	<b>Agenda Item No.</b>
<b>Action</b>	<b>12.6.10</b>	<b>Regular</b>	<b>7.3</b>

**SUBJECT**

2011 Schedule for Library Holidays & Closures

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**RECOMMENDED ACTION**

**APPROVE** the schedule.

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**DRAFT MOTION**

**I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE** the Library's schedule for holiday and closures for 2011 as presented.

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**BACKGROUND**

Annually, the Commission approves the Library's holiday schedule, which is based on the Library's Memorandum of Understanding with SEIU. Because the MOU is still being negotiated, the 2007-2010 MOU is still in force.

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**FUTURE BOARD ACTIONS**

Annual approval of schedule.

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**FISCAL IMPACT**

None

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**POLICY ISSUES**

Based on Library's Memorandum of Understanding with SEIU.

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**ATTACHMENTS**

Item #7.3.1 - 2010 Holiday & closure Schedule

Sonoma County Library

**HOLIDAY & CLOSURE SCHEDULE <sup>1</sup>  
2011**

Saturday	January 1	New Year's Day	Closed
Sunday	January 2	Closure/Staff Furlough	Central Library Closed
Monday	January 17	Martin Luther King, Jr. Birthday	Closed
Monday	February 21	President's Day	Closed
Thursday	March 31	Ce�sar Chavez Day	Closed
Sunday	April 24	Easter Sunday	Central Library Closed
Monday	May 30	Memorial Day	Closed
Monday	July 4	Independence Day	Closed
Monday	September 5	Labor Day	Closed
Friday	November 11	Veterans Day	Closed
Wednesday	November 23	Day before Thanksgiving	Close at 6:00 p.m.
Thursday	November 24	Thanksgiving Day	Closed
Friday	November 25	Day following Thanksgiving	Closed
Saturday	December 24	Christmas Eve <sup>2</sup>	Close at 2:00 p.m.
Sunday	December 25	Christmas Day	Central Library Closed
Monday	December 26	Christmas Day Observed	Closed
Saturday	December 31	New Year's Eve <sup>2</sup>	Close at 2:00 p.m.

**2012**

Sunday	January 1	New Year's Day	Central Library Closed
Monday	January 2	New Year's Day Observed	Closed

<sup>1</sup> This schedule is based on the 2007-2010 MOU with SEIU; the terms of the new MOU are still being negotiated. The schedule is subject to change if the terms of the union agreement change.

<sup>2</sup> Credit staff with 1/2 day comp time earned or 1/2 day holiday pay for each of the following days: December 24 and 31, 2011.



<b>Agenda Item</b>			
<b>Information/Action</b>	<b>Commission Meeting Date</b>	<b>Regular/Executive Meeting</b>	<b>Agenda Item No.</b>
<b>Action</b>	<b>12.6.10</b>	<b>Regular</b>	<b>7.4</b>

**SUBJECT**

Reclassification of Central Library Manager

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**RECOMMENDED ACTION**

**APPROVE** reclassification and salary

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**DRAFT MOTION**

**I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE** the reclassification of the Central Library Manager’s position contingent upon the outcome of the “meet & confer” process with SEIU.

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**BACKGROUND**

With assistance from Momentum Consulting, the Library’s management did further work on the proposed reclassification of the Central Library Manager’s position classification and salary. The updated documentation includes a revised set of recommendations from Carol Felch of Momentum consulting; the results of a salary survey of branch manager positions at county libraries in the Bay Area; and a draft position description.

Also attached is the current “position classification” for Branch Managers. This document is briefer than the proposed Central Library Manager position description.

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**FUTURE BOARD ACTIONS**

None.

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**FISCAL IMPACT**

Increases Central Library Manager’s salary range; if we hire from within, the increased expenditures would be approximately 5%, or approximately \$4,000.

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**POLICY ISSUES**

None

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**ATTACHMENTS**

Document #7.4.1: Updated Momentum Consulting Report: Recommendations, Salary Survey, & Position Description

Document #7.4.2: Current Branch Manager Position Classification

*Note: The documents prepared for the Commission’s 11/1/10 discussion of this issue are available under the heading “Agenda New Documents 11.1.10” at the following URL. <http://www.sonoma.lib.ca.us/agenda/>*

MOMENTUM CONSULTING

November 19, 2010

To: Sandy Cooper, Director, Sonoma County Library  
From: Carol Felch, HR Consultant, Momentum Consulting  
Re: Analysis of Sonoma County Branch Manager Positions/ Central Library Manager

I have taken the following steps in reviewing the Position Classifications that are comparable to the Sonoma County Branch Manager position and conducting a Salary Survey of other Bay Area Libraries:

- I have reviewed job descriptions and corresponding salary ranges at other public libraries in the Bay Area using available information. ( Marin, San Mateo, Santa Cruz, San Jose, Santa Clara, Alameda, Contra Costa, Solano).
- I have compared job duties, the scope of responsibilities and size of the organizations being managed when comparing requirements for the Santa Rosa Central Branch Manager as well as the other Sonoma County Branch Manager positions with other Bay Area Library positions as job titles vary greatly.
- I have created a matrix of the Library job titles, circulation sizes, salary ranges and minimum job requirements for branch managers at each Library. (See chart attached)

**The positions listed most closely match the job duties and experience level required for the the Sonoma County Library’s branch manager position. Although titles may vary, the job duties, scope of responsibility and supervision are most comparable with your positions.**

**Recommendation:**

My recommendation is that in order to attract and retain the caliber of talent needed to manage the senior level duties of the Central Library Manager position, the current pay range should be reviewed and brought into line with other large urban library systems. Five of the eight counties I looked at have a higher salary range for the position of Community Librarian/Branch Manager position.

It will be difficult to attract and retain talent if your pay scales are lower than comparable organizations. Additionally, an expanded salary range will offer career opportunities and growth for the high performing candidates within your own county system who seek advancement opportunities. This will aid in talent retention for Sonoma County.

The Central Library Manager position requires the incumbent to:

- Provide public service and support for system-wide services as well as to lead and coordinate various activities for the three Santa Rosa libraries.
- Demonstrate senior level supervisory and /or management level skills in managing the various public and employee relations issues.
- Manage a larger, complex facility with an in-depth collection of 241, 886 which is one and a half times the size of the next largest collection;

## DOCUMENT #7.4.1 (12.6.10)

- 1 • Manage an annual circulation of 611,974 which is 35% more than other branches;
- 2 • Manage a budget that is double the budget of other branches;
- 3 • Manage more than 25 employees, double the number of staff at other branches

4

5 I have attached a draft of a new class specification for the Central Library Manager. I  
6 recommend creating the new salary range for the Central Library Manager in recognition of the  
7 greater challenges and scope of responsibility that this position requires in comparison to the  
8 other library branch managers.

9

Sonoma County Library  
POSITION CLASSIFICATION

**CENTRAL LIBRARY MANAGER**

**Definition**

Under the general supervision of the Public Services Division Manager, the Central Library Manager is responsible for the efficient and customer service-oriented operation of the Library's major resource library—the Central Santa Rosa Library (Central Library). In this capacity, the incumbent plans, organizes, directs, and supervises library programs, operations, and services offered by the Central Library; coordinates activities among the three Santa Rosa libraries; engages in community outreach, and performs a variety of administrative and technical tasks related to library services.

**Distinguishing Characteristics**

The position is distinguished from the Library Branch Manager by having responsibility for a broader program scope that includes both public service and support for systemwide services (e.g., interlibrary loan, second-level reference), larger budgets, larger collections, larger facilities, and more professional as well as operational staff. The position also has responsibility for leading and coordinating the work of all three Santa Rosa libraries in a variety of activities. The Central Library Manager is distinguished from the Public Services Division Manager in that the latter has administrative responsibility for all public service outlets and multiple countywide programs and activities.

**Typical Duties**

*Duties may include but are not limited to the following:*

Collaborate with the Library Management Team and the Central Library staff to develop integrated services for the Central Library's role as the system's resource library; lead and collaborate with staff in planning library services.

Lead, coordinate and manage the operations of the Central Library and the History and Genealogy Library, including access services, the collections, outreach, public programs/events, and reference, as well as the services provided to other libraries in the system.

Lead and coordinate activities of all three Santa Rosa libraries including (but not limited to) work with the Library Advisory Board, the Friends of Santa Rosa Libraries, city departments, and other community agencies and groups as appropriate.

Participate in strategic planning and continuous improvement efforts regarding service and operations, including ongoing community needs assessment and analysis; analyze and prepare statistics, technical reports, and other data for use in program development and staffing.

Participate in the selection of staff; provide or coordinate staff training; provide technical assistance and performance coaching to assigned staff; resolve interpersonal conflicts by accessing resources as needed; provide and participate in teambuilding opportunities for staff. Provide leadership and coaching for staff with the goal of developing high-functioning teams. Complete the performance management process with each employee.

- 1 Work with employees to address and correct performance deficiencies; implement discipline  
2 procedures.  
3
- 4 Plan, prioritize, assign, supervise and review the work of personnel and volunteers involved in  
5 library services for the public; monitor assignment of work, staffing levels, and library  
6 operations to ensure efficient and effective library operations; prepare schedules and approve  
7 time off.  
8
- 9 Create a pleasant, patron-oriented atmosphere at the library through careful planning and  
10 maintenance of the physical facility, positive interaction with patrons, maintaining fair and  
11 equitable practices and procedures, and providing training for staff in customer service  
12 techniques.  
13
- 14 Leads in the use of information technology tools to improve service to the public and  
15 productivity for staff; collaborates with the Information Technology Section to plan and  
16 implement new technology solutions.  
17
- 18 Maintain a safe and efficient library facility and operations, including supervision of security  
19 services; request repairs and emergency services; monitor and report on the work of contractors  
20 (such as janitorial service); analyze and plan for needs such as furniture and equipment repair  
21 and purchase, space planning, collection shifting, etc.  
22
- 23 Evaluate, refine, and improve operational tasks and processes, such as materials handling.  
24 Participate in system-wide and county-wide teams and work projects as needed.  
25
- 26 Participate in budget development as appropriate and monitor expenditures to ensure that they  
27 are within the allocated resources and represent good stewardship of public resources and  
28 expenditures within budgeted allocation.  
29
- 30 Recommend and assist in the implementation of program goals and objectives. Interpret and  
31 implement policies, procedures, administrative rules and regulations, including federal, state, and  
32 local laws and regulations; communicate to staff and the public about policies, procedures,  
33 administrative rules and regulations, and services.  
34
- 35 Answer questions and provide information to the public; investigate complaints and recommend  
36 corrective action as necessary to resolve complaints. Explain library policies and procedure to  
37 staff and patrons; resolve disputes and complaints from staff and patrons; report incidents to  
38 appropriate persons or agencies.  
39
- 40 Provide reference and readers advisory service to the public utilizing a variety of reference tools  
41 and databases; locate materials through the use of computer software systems, electronic  
42 resources, and various print and non-print collections; and maintain a high level of readers'  
43 advisory knowledge and skill.
- 44 Coordinate and support public programming, such as story times, book discussion groups,  
45 speakers, events, etc.; and plan and present programs to the public.  
46

1 Monitor, evaluate, develop and maintain collections (including the public collection, History and  
2 Genealogy collections, and closed stacks) based on complex, diverse community needs;  
3 communicate with Materials Selectors; order replacement materials.  
4

5 Develop and implement appropriate outreach programs to community members and groups;  
6 attend and speak at community meetings of service clubs, committee groups, etc., to provide  
7 information, answer questions and receive requests for services; prepare informational and  
8 instructional materials for the public; participate in community events.  
9

10 Manage projects that enhance the library's goals and services.  
11

12 Act as primary liaison to the Santa Rosa Library Advisory Board and Friends; coordinate work  
13 with the other two Santa Rosa branch library managers; recommend individuals to serve on  
14 boards and committees.  
15

16 Oversee or participate in the recruitment, training and scheduling of volunteers; nurturing and  
17 recognition of volunteers and Friends of the Library; coordinate and assist with various Friends  
18 activities and sales.  
19

20 Works with the other two Santa Rosa branch managers to participate in a variety of community-  
21 relations activities and functions; as appropriate, serves as the Library's liaison with city officials  
22 and staff and work with local community groups; communicates library policy and budget  
23 priorities to the public; seek input from local groups and individuals regarding library policy and  
24 collections; maintains communication with the local press.  
25

26 **Knowledge, Skills & Abilities Required**

27 1. Extensive knowledge of:

- 28 1.1. Professional knowledge of contemporary theories, objectives, principles, and  
29 techniques of public librarianship, including but not limited to collection management  
30 and programs and services for people of all ages.
- 31 1.2. Trends in and use of information technology to deliver and manage library services.
- 32 1.3. Management principles and practices.
- 33 1.4. Principles and practices of effective customer services.
- 34 1.5. Tools and techniques for assessing community needs and for planning library services,  
35 programs, and collections to meet those needs.
- 36 1.6. Pertinent federal, state, and local laws, rules, regulations, procedures and policies.
- 37 1.7. Scheduling techniques and staffing level requirements.
- 38 1.8. Basic budgetary principles and practices, including preparation, monitoring, and  
39 administration as well as cash handling procedures.
- 40 1.9. Basic facilities management practices.  
41

42 2. Ability to:

- 43 2.1. Lead through collaboration, team building, and consultation, mentoring and coaching;  
44 forming collaborative partnerships and modeling this leadership style for others;  
45 gaining cooperation through discussion and persuasion.

- 1 2.2. Establish and maintain effective working relationships with individuals inside and
- 2 outside the organization.
- 3 2.3. Select, supervise, develop, motivate, evaluate, and train staff.
- 4 2.4. Take initiative and use sound independent judgment within established policy and
- 5 procedural guidelines.
- 6 2.5. Recognize and set priorities and use that information to plan, organize and direct the
- 7 work of others.
- 8 2.6. Plan and implement services using available resources.
- 9 2.7. Maintain a calm demeanor, a safe and calm work environment, and effectively handle
- 10 crises.
- 11 2.8. Work a varied schedule, which may change periodically, including evenings and
- 12 weekends.
- 13 2.9. Communicate clearly and concisely, both orally and in writing with diverse groups of
- 14 people.
- 15 2.10. Prepare clear and concise reports, correspondence, procedures and other written
- 16 materials; and
- 17 2.1. Use information technology tools, do first-level troubleshooting, and work with the
- 18 Information Technology Section staff to solve problems.
- 19
- 20 3. Skill and proficiency in:
- 21 2.2. Use of a variety of computer applications, including Microsoft Office, Internet
- 22 resources, email, and online information resources.
- 23 2.3. Analyzing and resolving problems and dealing with unique situations.
- 24
- 25

26 **Minimum Qualifications**

27

28 **Education:** A Master’s degree in library and information services from an ALA-accredited

29 institution.

30 **Experience:** Five year’s experience as a professional librarian, with at least two year’s

31 supervisory experience in a library setting. Public library and branch management experience

32 preferred.

33 **License:** Possession of a valid California driver's license.

34

35

36 **Physical Demands**

37 While performing the duties of this class, an employee is frequently required to stand, sit, and

38 walk, often for extended periods of time; talk or hear, in person and by telephone; see to read

39 printed materials and a computer screen; use hands and fingers to grasp, handle and feel objects

40 and to use a keyboard and operate standard office equipment; engage in repetitive movement

41 with hands and wrists; reach with hands and arms and lift up to and occasionally more than 25

42 pounds and push /pull up to 50 lbs. . Employees regularly may stoop, kneel, bend or crouch and

43 push wheeled carts weighing up to and occasionally more than 100 pounds.

44

45

46

47

<b>Comparison of County Libraries, Job Classifications and Salaries</b>						
<b>County Libraries</b>	<b>Circulation</b>	<b>Job Title</b>	<b>Salary Range</b>	<b>Requirements</b>	<b>Comments</b>	
Sonoma	3,600,000	Central Library Manager	\$74.0- 95.5	MA + 5 yrs exp + 2yr.supv exp	Proposed	
		Branch Manager	\$68.3 - 83.0	MA +3 yrs exp + supv exp		
Marin	1,420,286	Senior Librarian	\$75.6 - \$90.0	MA + 4yrs exp. + supv exp.		
Contra Costa	6,100,000	Community Library Mgr	\$63.8 - \$81.5	MA + 2yrs exp + supv.		
San Jose		Senior Librarian	\$82.8 - \$100.9	MA + 3yrs exp + supv.exp.		
Santa Clara	10,000,000	Community Librarian	\$84.0- \$102	MA + 3 yrs exp. + supv exp		
Alameda	5,637,420	Supervising Librarian III	\$88.1 - \$107.2	MA + 4 yrs of exp + Sup exp.		
		Supervising Librarian II	\$81.2 -\$ 98.7	MA + 3 yrs of exp + supv exp.		
		Supervising Librarian I	\$74.4 - \$90.5	MA + 2 yrs exp		
Solano	2,685,572	Library Branch Mgr	\$70.5 - \$85.7	MA + 4yrs+ supv exp		
San Mateo	2,902,035	Library Branch Mgr II	\$76.4 -\$95.5	MA + 4 yrs exp + 1yr. supv exp.		
		Library Branch Mgr I	\$66 - \$82.5			
Santa Cruz		Librarian III	\$51.3 -\$75.9	MA + 3yrs exp + Supv exp.		
The above are various job titles used throughout the Bay Area Library systems with Position Classifications which most closely match the job duties and scope of responsibilities that the Sonoma County Library's Branch Managers are required to perform.						

**BRANCH MANAGER****Definition**

Under direction, directs the day-to-day operations and activities in a regional branch library; provides professional library services including reference, reader's advisory, collection development, original cataloging; and performs related work as assigned.

**Distinguishing Characteristics**

Incumbents are responsible for overseeing the activities and supervising the subordinate professional and support staff of a branch library. Incumbents perform professional librarian duties and exercise initiative and considerable independent judgment. The work requires a broad knowledge of professional methods and techniques to serve a variety of patrons with differing needs and administer collection development and maintenance activities.

The Branch Manager is distinguished from the Public Services Manager in that the latter has administrative responsibility for all branches, and multiple countywide programs and activities.

**Typical Duties**

*Depending on assignment, duties may include but are not limited to the following:*

Plans, schedules, supervises directly and through subordinate supervision the professional and support staff of a branch library; coordinates, reviews, evaluates, and schedules assigned staff; recommends staff selection and disciplinary action when appropriate; trains staff in work procedures.

Analyzes diverse and changing community interests and makes recommendations to ensure that library collections and services are relevant, current and easily accessible to the community.

Directs and coordinates activities of a branch library in conjunction with system policies and regulations; implements changes to library practices, policies, and procedures.

Administers the day-to-day operations of a branch library, rural library and special collections, including staff, materials and facilities; manages Forum Room bookings.

Monitors the condition and security of branch and rural facilities, grounds, and equipment; determines need for repairs and improvements in cooperation with facilities management.

Answers questions related to library policies and procedures and resolves disputes with library patrons.

Oversees or participates in the recruitment, training and scheduling of volunteers; nurtures and recognizes volunteers and Friends of the Library; oversees collections and storage of donations to Friends; coordinates and assists with various Friends activities and sales.

Participates with other Branch Managers and other Library managers in formulating branch library goals, plans and procedures; makes budget recommendations and monitors the branch library budget; performs grant writing activities.

Reviews, selects and recommends de-selection of books, reference materials, audio- and videotapes, electronic media, and other library materials.

Maintains accurate records and files; prepares reports, correspondence, procedures and other written materials.

Explains library policies and procedures to staff; resolves disputes and complaints from staff and patrons; reports incidents to appropriate persons or agencies.

Coordinates the development of branch collections; plans and conducts programs and exhibits for the local community; coordinates the development and use of computer systems for staff and public; works with IT staff to improve and resolve service issues.

Acts as liaison to the local Library Advisory Board and Friends group; recommends individuals to serve on boards and committees; advises and consults with outside library fundraising groups as necessary.

Assists patrons in the use of library print and non-print services; provides reference services to patrons.

Participates in a variety of community-relations activities and functions; represents the library with city officials and before local community groups; communicates library policy and budget priorities to the public; seeks input from local groups and individuals regarding library policy and collections; maintains communication with the local press.

### **Knowledge and Abilities**

**Knowledge of:** principles, practices, and techniques of library science and information services; tools and techniques for assessing community needs; selection and organization of library materials to meet patron needs; principles and techniques of staff supervision and training; computer applications related to the work; techniques of records maintenance and report preparation; standard office practices and procedures, including the operation of standard office equipment; basic budgetary principles and practices; principles and techniques of public services in a branch setting, reference materials and automated and non-automated reference search techniques; resources and activities of assigned community; principles of communication and for obtaining community library needs; programs and resources for a variety of age groups; and basic facilities management practices.

**Ability to:** supervise, review, evaluate, and train staff; use computer applications related to the work; monitor a budget and make effective operational and procedural recommendations to administrative staff; work effectively as a member of a management team; maintain accurate records and files; evaluate materials for addition to the library collection; use sound independent judgment within established policy and procedural guidelines; prepare clear and concise reports, correspondence, procedures, and other written materials; establish and maintain effective working relationships with persons encountered during the course of employment; provide comprehensive library services to the public; evaluate and respond appropriately to patron needs; advise patrons on library services and selection of materials; and make effective presentations to public groups.

### **Minimum Qualifications**

**Education:** A Master's degree from an ALA-accredited institution.

**Experience:** Five years experience as a professional librarian, three of which were at a journey level equivalent to the class of Librarian II in a public or academic library. Library experience at a supervisory level is highly desirable.

**License:** Possession of a valid California driver's license.

### **Physical Demands**

While performing the duties of this class, an employee is frequently required to stand, sit, and walk, often for extended periods of time; talk or hear, in person and by telephone; see to read printed materials and a computer screen; use hands and fingers to grasp, handle and feel objects and to use a keyboard and operate standard office equipment; engage in repetitive movement with hands and wrists; reach with hands and arms and lift up to and occasionally more than 25 pounds. Employees regularly may stoop, kneel, bend or crouch and push wheeled carts weighing up to and occasionally more than 100 pounds.

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**SONOMA COUNTY LIBRARY  
MANAGEMENT REPORT  
PROGRESS ON PRIORITIES, ISSUES & CHALLENGES  
November 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.

- *Efforts to reduce ongoing expenditures are ongoing.*

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

- *In response to Commission concerns and SEIU requests, developed a position description for the Central Library Manager and completed a survey of salaries for comparable positions in the Bay Area.*

*Outcome 1.3:* Streamline the materials handling process.

- *Completed initial space planning for new receptionist area at the Central Library and continued planning 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.*

*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.*

*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.

- *Began work on documents and procedures to use when an employee moves from one position to another.*
- *Identified other procedures needed to support performance management, including Performance Improvement Planning, as a result of the November 4 workshop.*

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

*No major activity to implement this Focus & Finish priority this month.*

*Outcome 1.7:* Develop a comprehensive, readily available set of policies and procedures.

- *The change in the DVD loan period appears to have gone smoothly, aided by the cleverly designed post-it notes developed by Kathy Dennison and Kathy DeWeese.*
- *Returned to work on the Employer-Employee Relations policy, a priority personnel policy.*

1  
2 Outcome 1.8: Use management software to streamline work processes and reduce  
3 work load.

- 4 • *The Facilities Services staff is developing an online form and procedure for work*  
5 *orders. The Facilities Work Group reviewed a draft at its November 16 meeting.*

6  
7 Outcome 1.9: Initiate a comprehensive and systematic training program.

- 8 • *Limited financial and people resources make it difficult to implement any part of this*  
9 *priority at this time.*

10  
11 Outcome 1.10: Maintain and improve the Library's information technology systems  
12 and services.

- 13 • *IT staff continue working on migrating staff to the new Microsoft network.*

14  
15 **Goal #2 – Library Services**

16 Outcome 2.1: Provide a safe, secure & welcoming environment for staff and patrons.  
17 *No major activity to implement this Focus & Finish priority this month.*

18  
19 Outcome 2.2: Plan and implement projects to remodel libraries to support the new  
20 service model, integrate self-check technology, and update the appearance of each  
21 facility.

- 22 • *Architect and Library Director met with the Sonoma Valley Regional Library staff on*  
23 *November 30 to review plans and gather staff input.*
- 24 • *Twice-monthly meetings of the project team for the Sonoma remodel continue.*
- 25 • *Reviewing quote for design services for the Sebastopol Regional Library.*
- 26 • *Healdsburg Library Advisory Board gave staff the go-ahead to use funds from a*  
27 *bequest to fund space planning for their Library. The plans will help guide the*  
28 *purchase of furniture, minor remodeling and other activities to update the Library's*  
29 *interiors.*

30  
31 Outcome 2.3: Implement the RFID component of the self-check system wide as  
32 feasible.

- 33 • *The IT staff has scheduled RFID circulation training for the staff at the Windsor*  
34 *Regional Library.*
- 35 • *IT staff are working with the Rohnert Park-Cotati Regional Library staff in*  
36 *preparation for turning on the security gates.*

37  
38 Outcome 2.4: Improve our collection and information resources.

- 39 • *The Collection Management Advisory Group (COMAG) is writing procedures and*  
40 *guidelines to support the newly-adopted collection management policy. Current work*  
41 *includes developing procedures for handling gifts of materials, the form and*  
42 *procedures for reconsideration of library materials, and detailed collection*  
43 *descriptions to assist selectors in focusing their collection management.*
- 44 • *Kathy DeWeese, Kathy Dennison, and Web Librarian Genny Engel are working with*  
45 *a vendor to implement a one-year gift of three new online databases. The vendor,*

1        *World Trade Press (located in Petaluma), is providing their map database as well as*  
2        *United States and world cultures databases.*

3        *Outcome 2.5: Improve our public catalog.*  
4        *No major activity to implement this Focus & Finish priority this month.*

6        *Outcome 2.6: Expand online information resources.*  
7        *No major activity to implement this Focus & Finish priority this month.*

9        *Outcome 2.7: Strengthen services to adults.*  
10       *No priorities for 2010.*

11  
12       **Goal #3: Library's Image & Community Support**

13       The outcomes in this section are ongoing.

14  
15       **ISSUES, CHALLENGES & OTHER ITEMS OF INTEREST**

16  
17       Implementation of Agreement with SEIU

- 18       • Staff is evaluating the planning and implementation of the single furlough day on  
19       the Wednesday before Thanksgiving. Issues identified to date include the challenge  
20       of (1) publicizing and scheduling staff for a single furlough day and (2) dealing with  
21       the heavy workload created by the volume of materials returned following the  
22       furlough/holiday. At least 2 patrons have complained that they were not aware  
23       that the book drops would be closed.
- 24
- 25       • The implementation of the new 8 p.m. evening closure time was successful.
- 26
- 27       • Planning and publicity for the December Mandatory Time off (MTO) are underway.  
28       The success of the publicity and staff word-of-mouth communication can have a  
29       positive impact on the patron complaints and workload issues
- 30

31       Labor Relations

- 32       • The Library and the Union agreed to a settlement of the Unfair Labor Practice  
33       charge.
- 34
- 35       • In response to the Commission's direction to find a way to compensate the IT Team  
36       Leaders for the additional work they have taken on, management has proposed one  
37       solution to the Union. The Union asked for more information to support  
38       management's proposal.
- 39
- 40       • The Union continues its review of the MOU. The Labor Management Committee  
41       (LMC) has identified changes that both management and the Union agree on, and  
42       those are being incorporated into the revised document. There is no timetable for  
43       completing the revision.
- 44
- 45       • The Union has withdrawn one grievance; however, it continues to pursue a  
46       grievance regarding back pay for the Facilities Services staff.

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8Patron & Staff Safety

- There was a major incident at the Central Library on October 28. A patron with mental health problems was very disruptive, resulting in his arrest by the police. He was released from jail on November 30 and visited the Northwest Regional Library that evening without incident. Staff will be working with the police to notify Mr. Zimmerman that he will be banned from the Library for one year.

**STAFF UPDATES & CHANGES - November 2010**

<b>Name</b>	<b>Position</b>	<b>Assignment</b>	<b>Effective</b>
<b>PROMOTIONS</b>			
Robin Watters	Interim Branch Manager – temporary promotion.	Central	11/21/10
Colette Cornelius	From Tech II 20 hrs/wk at Sebastopol to Tech III – FT	Rincon Valley	12/6/10
<b>CHANGE OF STATUS</b>			
Shannon Lods	From Tech III – 20 hrs/wk at Central to Tech III – FT	Rincon Valley	Pending
Chris Carlin	Tech II – 7 hrs/wk (in addition to Tech II Materials Management – 30 hrs/wk)	Sebastopol	11/12/10
<b>NEW HIRE(S)</b>			
None			
<b>RESIGNATIONS</b>			
None			
<b>REASSIGNMENTS</b>			
Doug Cisney	Branch Manager – Return from temporary assignment	Petaluma	11/22/10
Kate Keaton	Librarian II – Return from temporary assignment	Petaluma	11/22/10
Judith Rousseau	Librarian II – FT; return to split assignment	Central – 16 hrs/wk & Windsor 24 hrs/wk	11/21/10
Nedra Crowe-Evers & Steve Alcorta	Librarian II – FT; return from split assignment	Central – 40 hrs/wk	11/21/10
Julie Johnson	Librarian II – FT	Rincon Valley	11/21/10
Brian Suwada	Librarian II – FT – split assignment	Northwest – 32 hrs/wk & Healdsburg – 8 hrs/wk	11/21/10
Rachel Icaza	Library Associate – 32 hrs/wk	Central	11/21/10

**STAFF UPDATES & CHANGES - November 2010**

<b>Name</b>	<b>Position</b>	<b>Assignment</b>	<b>Effective</b>
Eric Lindenbusch	Library Associate - FT	Petaluma	11/21/10
Gerry Harvey	Tech III FT	Sebastopol	Pending
Janet Scholler & Barbara White	FT reassignment switches of Tech III's. Janet will transfer to Windsor & Barbara will transfer to Central.	Windsor/Central	12/6/10
Mary Ann Halligan & Nick Alva	FT reassignment switches of Tech III's. Mary Ann will transfer to Rohnert Park-Cotati & Nick will transfer to Petaluma	Rohnert Park-Cotati/Petaluma	12/6/10
<b>RETIREMENTS</b>			
None			
<b>CURRENT RECRUITMENTS</b>			
None			
<b>TERMINATIONS</b>			
None			

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**MONTHLY FINANCIAL REPORT**

This report highlights revenue and expenditures through October 31, 2010 that may be of special interest. It also includes information required under the Library's Delegation of Authority Policy.

**SINGLE PURCHASE REPORT**

One invoice exceeds \$50,000 and requires Commission approval under the Library's Delegation of Authority Policy; however, the invoice was received after the last Commission meeting and was due on November 6. Chair Margaret Lynch authorized payment at that time.

Payee	Amount	Purpose
Wells Fargo Insurance Services	\$68,713	Annual Insurance Renewal 11/6/10-11/6/11.

The Library pays its annual insurance premiums in November of each year; the amount paid is consistent with the approved budget. Staff have asked the vendor to move the schedule up in future years so that the invoice can be included on the Commission agenda.

**CONTRACT REPORT**

There is one contract that spans more than one fiscal year, which requires reporting, but not approval, under the Library's Delegation of Authority Policy.

Payee	Amount	Purpose
Total Compensation Systems	\$3,800	Cost of actuarial study required by GASB 45 due to a significant change in employee and retiree medical benefit costs.

**BACKGROUND ON YTD REVENUE & EXPENDITURES**

YTD Summary

Total revenues received through October 31, 2010:       \$ 301,956 or 2% of budget  
Total expenditures through October 31, 2010:           \$ 4,885,196 or 31% of budget

Percent of Year & Payroll

- Percent of year elapsed: 33%
- Percent of payroll: 35%

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 payment is distributed in October.
- Line 2563 – State -Transaction Based Reimbursement: The Library receives quarterly Transaction Based Reimbursements (TBR) payments from the State of California and one

## DOCUMENT # 8.1.2 (12.6.10)

final payment. We have received two payments that have already been received in FY 2010-11.

- Line 2566 – Public Library Fund: The State Library of California sends one payment a year, usually at the end of the March.
- Line 2901 – County: The Library receives a single year-end reimbursement from the County of Sonoma for its Advertising Grant projects.
- 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 November, 2010.
- 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 a result of the tentative agreement with the Union, salary savings have been increased from \$45,000, as recommended by the County of Sonoma, to \$120,000 as requested by the Union. The projected salary savings in the budget submitted to the County remains at \$45,000.
- Line 5910 – Permanent Positions: The budget has been reduced \$162,960 to reflect the 4.5 furloughs and by \$158,462 for the delay of step increases for 12 months.
- Line 5911 – Extra Help: Extra Help is currently 12.2% over budget. This line is difficult to control because of unanticipated leaves and other factors.
- Line 5920 – Retirement Contribution: The budget has been reduced to reflect changing the Library CalPERS retirement contribution from 1% to 0%, \$36,540.
- 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 by \$32,053 to reflect increasing the employee contribution to health insurance from 15% to 18% and by \$10,170 for the change in the Kaiser office visit co-pay from \$5 to \$10.
- Line 5933 – Life Insurance: The Library has been working with its new insurance provider to set up an electronic billing system. As of October 31, 2010, payments are current through September 30th.
- 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 paid early this fiscal year.
- Line 5936 – Retiree Health Insurance: The budget has been reduced to reflect increasing the employee 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.

## DOCUMENT # 8.1.2 (12.6.10)

- Line 5940 – Workers’ Compensation Insurance: The Library’s new Workers’ Compensation provider requires that 25% of the premiums be paid in advance in addition to a deposit at the beginning of a new contract cycle.
- 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 reflected in the November expenditures.
- Line 6140 – Maintenance Equipment - IT: The annual EnvisionWare maintenance fee of \$45,740 for the self-check equipment was paid early in the fiscal year.
- Line 6180 – Maint - Bldgs/Imps: The first quarterly payment to Airco for HVAC maintenance is paid early in the fiscal year.
- Line 6517 – Networking: The funds budgeted in this line paid for software for the new Microsoft network.
- 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 paid during the first month of the fiscal year.
- Line 6610 – Legal Services: Most of the expenditures in this line are for assistance in 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 continue to be a variety of unplanned repairs to the delivery trucks, and the new trucks are on order.
- Line 8560 – Equipment: In November, a prior year sales tax refund for the new equipment in Graphic Services will be reflected in Line 4106 – Refunds by the end of the year.

SONOMA COUNTY LIBRARY						
OCTOBER 2010 FINANCIAL REPORT						
PART 1-REVENUE						
		OCTOBER	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%
	<b>TAXES</b>	<b>0</b>	<b>13,776,109</b>	<b>0</b>	<b>(13,776,109)</b>	<b>0.0%</b>
1700	INTEREST ON POOLED CASH	9,266	39,900	9,266	(30,634)	23.2%
1701	INTEREST EARNED		9,500		(9,500)	0.0%
1800	RENTS/CONCESSIONS		150	128	(22)	85.2%
	<b>USE OF MONEY/PROPERTY</b>	<b>9,266</b>	<b>49,550</b>	<b>9,394</b>	<b>(40,156)</b>	<b>19.0%</b>
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	6,951	69,545	13,301	(56,244)	19.1%
	<b>INTERGOVERNMENTAL REVENUES</b>	<b>6,951</b>	<b>652,436</b>	<b>120,403</b>	<b>(532,033)</b>	<b>18.5%</b>
3019	NCPA-FEE FOR GOVT SVCS		31,535		(31,535)	0.0%
3480	LIBRARY FINES	32,808	370,000	127,692	(242,308)	34.5%
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	1,941	44,000	5,501	(38,499)	12.5%
3485	LIBRARY DOCUMENT DELIVERY		0		0	N/A
3700	COPIER FEES	5,146	59,948	19,560	(40,388)	32.6%
3701	CHECK HANDLING FEES		50		(50)	0.0%
3980	REVENUE APPLIC TO PY		0		0	N/A
	<b>CHARGES FOR SERVICES</b>	<b>39,895</b>	<b>521,633</b>	<b>156,043</b>	<b>(365,590)</b>	<b>29.9%</b>
4020	OTHER SALES		0		0	N/A
4040	MISCELLANEOUS REVENUE	336	90,672	1,160	(89,513)	1.3%
4102	DONATIONS/REIMBURSEMENTS	4,552	55,000	14,862	(40,138)	27.0%
4106	REFUNDS		6,000	106	(5,894)	1.8%
4108	CUSTOMER DEPOSITS		0		0	N/A
4109	OUTDATED/CANCELED WARRANTS		1,000		(1,000)	0.0%
4113	RETURNED CHECKS		150	(10)	(160)	-6.7%
	<b>MISCELLANEOUS REVENUES</b>	<b>4,888</b>	<b>152,822</b>	<b>16,117</b>	<b>(136,705)</b>	<b>10.5%</b>
	<b>TOTAL REVENUE</b>	<b>61,000</b>	<b>15,152,550</b>	<b>301,956</b>	<b>(14,850,594)</b>	<b>2.0%</b>

SONOMA COUNTY LIBRARY							
OCTOBER 2010 FINANCIAL REPORT							
PART 1 - EXPENDITURES							
		OCTOBER	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	550,556	7,190,056	2,266,756		4,923,300	31.5%
5911	EXTRA HELP	56,067	512,502	242,123		270,379	47.2%
5920	RETIREMENT CONTRIB	5,589	35,824	23,047		12,777	64.3%
5923	PERS	79,552	1,049,859	327,079		722,780	31.2%
5924	MEDICARE	7,491	94,284	31,132		63,152	33.0%
5925	DEFERRED COMP	1,452	44,212	13,236		30,976	29.9%
5930	HEALTH INS	127,013	1,176,592	425,433		751,159	36.2%
5931	DISABILITY INS	5,704	35,496	5,704		29,792	16.1%
5932	DENTAL INS	11,017	167,576	50,602		116,974	30.2%
5933	LIFE INS	1,295	8,128	1,249		6,879	15.4%
5934	VISION INS	1,424	24,386	6,988		17,398	28.7%
5935	UNEMPLOYMENT INS		10,000	4,617		5,383	46.2%
5936	RETIREE HEALTH INS	52,672	530,000	177,837		352,163	33.6%
5940	WORKERS' COMP	14,221	205,629	113,963		91,666	55.4%
	<b>SALARIES/BENEFITS</b>	<b>914,053</b>	<b>10,964,544</b>	<b>3,689,768</b>		<b>7,274,776</b>	<b>33.7%</b>
6040	COMMUNICATIONS	695	12,000	3,442		8,558	28.7%
6041	DATA LINES	3,660	66,000	13,769		52,231	20.9%
6043	ALARM SYSTEMS	523	10,000	4,424		5,576	44.2%
6045	TELEPHONE SERVICE	862	22,000	6,829		15,171	31.0%
6048	CELL PHONE SERVICE	306	2,000	486		1,514	24.3%
6049	UNCLAIMABLE COMM		50	0		50	0.0%
6084	JANITORIAL SUPPLIES	825	16,000	7,491		8,509	46.8%
6085	JANITORIAL SERVICES	16,645	161,500	49,831		111,669	30.9%
6103	LIABILITY INSURANCE		71,631	0		71,631	0.0%
6140	MAINT EQUIP-IT	99,018	175,000	144,759		30,241	82.7%
6152	MAINT EQUIP-PARTS	1,717	11,545	4,938		6,607	42.8%
6153	MAINT EQUIP-OUTSIDE	9,638	61,839	17,432		44,407	28.2%
6180	MAINT-BLDGS/IMP	208	54,000	13,441		40,560	24.9%
6186	MAINT-BLDGS/IMP SR		0	0		0	0.0%
6190	LANDSCAPE SERVICE	2,828	37,800	10,919		26,881	28.9%
6226	MAINT-BLDGS/IMP-PARTS	60	16,246	554		15,692	3.4%
6280	MEMBERSHIPS	240	10,000	2,282		7,718	22.8%
6401	OFFICE EXP-INVENTORY	4,309	40,000	9,784		30,216	24.5%
6410	POSTAGE	155	48,715	4,424		44,291	9.1%
6430	PRINTING SERVICES	932	45,536	1,875		43,661	4.1%
6452	PAPER STOCK	2,385	15,684	4,265		11,419	27.2%
6517	BRANCH NETWORKING	9,823	10,000	9,823		177	98.2%
6518	OCLC	5,203	30,000	11,600		18,400	38.7%
6521	COUNTY SERVICES		131,116	0		131,116	0.0%
6540	CONTRACT SERVICES	3,287	156,226	88,387		67,839	56.6%
6553	SECURITY SERVICES	5,902	65,000	16,604		48,396	25.5%
6570	CONSULTING SERVICES		15,000	840		14,160	5.6%
6589	PERMITS		274	0		274	0.0%
6610	LEGAL SERVICES	4,408	20,797	13,564		7,233	65.2%
6630	AUDIT/ACCOUNTING	8,000	26,190	21,638		4,553	82.6%
6631	BOOKKEEPING	1,259	22,500	5,449		17,051	24.2%
6800	PUBLIC/LEGAL NOTICES		1,000	0		1,000	0.0%
6820	RENT/LEASES-EQUIP	153	18,000	668		17,332	3.7%
6840	RENTS/LEASES-BLDG	1,842	12,000	4,605		7,395	38.4%
6880	FACILITIES EQUIPMENT	955	10,000	3,376		6,624	33.8%
6881	LIBRARY EQUIPMENT		37,739	332		37,407	0.9%
6882	GIFT EQUIPMENT	793	15,082	5,414		9,668	35.9%
6889	SOFTWARE	1,100	79,609	18,063		61,546	22.7%
6890	COMPUTER HARDWARE		115,000	0		115,000	0.0%
6891	SMALL EQUIPMENT-IT	303	45,000	6,449		38,551	14.3%
7000	LIBRARY & OTHER SUPPLIES	(888)	30,000	6,145		23,855	20.5%

SONOMA COUNTY LIBRARY							
OCTOBER 2010 FINANCIAL REPORT							
PART 1 - EXPENDITURES							
		OCTOBER	FY 10-11	YEAR TO		VARIANCE	
		ACTUAL	BUDGET	DATE TOTAL	ENCUMBERED	(Over)/Under	%
7020	SUMMER READING		25,967	8,984		16,983	34.6%
7030	PROGRAMMING ADULT	1,015	12,228	2,073		10,155	17.0%
7035	PROGRAMMING JUVENILE	612	12,228	1,119		11,109	9.1%
7110	PROF DEVELOPMENT	1,068	15,576	3,126		12,450	20.1%
7120	IN-SERVICE TRAINING	50	13,000	50		12,950	0.4%
7180	LITERACY PROGRAM	6,221	122,636	13,945		108,691	11.4%
7187	BKS/MTLS-VMISCL	7,066	70,000	11,293		58,707	16.1%
7190	BOOKS/MATERIALS	163,132	1,663,000	446,943		1,216,057	26.9%
7191	BINDING	4,063	10,000	4,063		5,937	40.6%
7301	COUNTY CAR EXPENSE	3,234	30,409	11,159		19,250	36.7%
7302	TRAVEL EXPENSE		7,500	0		7,500	0.0%
7303	MILEAGE & PARKING	5,757	60,000	19,975		40,025	33.3%
7320	UTILITIES	53,509	480,000	141,721		338,279	29.5%
7400	SO CO INFO TECHNOLOGY		383	0		383	0.0%
	<b>SERVICES/SUPPLIES</b>	<b>432,874</b>	<b>4,241,006</b>	<b>1,178,352</b>	<b>0</b>	<b>3,062,654</b>	<b>27.8%</b>
7910	CAPITAL LEASES	2,383	25,000	7,287	0	17,713	29.1%
	<b>OTHER CHARGES</b>	<b>2,383</b>	<b>25,000</b>	<b>7,287</b>	<b>0</b>	<b>17,713</b>	<b>29.1%</b>
8510	BUILDING IMPROVEMENT		300,000			300,000	0.0%
8560	EQUIPMENT	(34)	100,000	(34)		100,034	0.0%
8562	COMPUTER EQUIPMENT		85,000			85,000	0.0%
8570	FURNITURE/FIXTURES		30,000			30,000	0.0%
	<b>FIXED ASSETS</b>	<b>(34)</b>	<b>515,000</b>	<b>(34)</b>	<b>0</b>	<b>515,034</b>	<b>0.0%</b>
9000	APPR FOR CONTINGENCIES		25,000	0	0	25,000	N/A
	<b>TOTAL EXPENDITURES</b>	<b>1,349,275</b>	<b>15,770,550</b>	<b>4,875,373</b>	<b>0</b>	<b>10,895,177</b>	<b>31%</b>