



**LIBRARY COMMISSION AGENDA (Revised)  
REGULAR MEETING & BUDGET WORKSHOP #1**

Tuesday, February 1, 2011 at 9:30 a.m.

Sebastopol Regional Library, 7140 Bodega Avenue, Sebastopol, CA 95472

**1. CALL TO ORDER**

***PART 1: REGULAR MEETING***

**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 December 6, 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.*

**7. ACTION ITEMS BY RESOLUTION**

7.1. Modify Loan Period Policy for DVD Multidisc Sets (2 Documents)

**8. ACTION ITEMS BY MOTION**

8.1. Approve reclassification/upgrade of Central Library Manager Position (2 Documents)

**9. DISCUSSION ITEMS**

9.1. Management Report (3 Documents)

9.1.1. Progress on Priorities, Issues & Challenges (*Document will be distributed prior to meeting*)

9.1.2. Monthly Financial Report

9.1.3. Quarterly Gifts & Donations Report

**10. LIBRARY ADVISORY BOARDS**

10.1. Ready for Appointment

10.1.1. Santa Rosa Libraries Advisory Board, Youth Position – New Position. Term expires June 30, 2012.

10.1.2. Santa Rosa Libraries Advisory Board, Vacant Position. Term expires June 30, 2013.

10.1.3 Windsor Library Advisory Board, Vacant Position. Term expires June 30, 2011.

**11. COMMISSION INFORMATION ITEMS**

## **PART 2: FY 2011-2012 BUDGET WORKSHOP #1**

### *Outcomes for Workshop:*

*By the end of the workshop, Commissioners will*

- 1. Be familiar with the budget process and timelines;*
- 2. Have reviewed the updated budget policies;*
- 3. Have provided staff with direction on mid-year budget projections; and*
- 4. Have provided staff with direction and additional information needed to complete the preliminary FY 11-12 budget.*

### **12. BUDGET PROCESS AND TIMELINE**

- 12.1. FY 11-12 Budget Process & Timeline Review (1 Document)

### **13. MID-YEAR BUDGET PROJECTIONS**

- 13.1. FY10-11 Midyear Adjustments – Discussion Draft (1 Document)

### **14. ANNUAL BUDGET POLICY REVIEW**

- 14.1. Budget Policy for FY 11-12 – Discussion Draft (1 Document)

### **15. PRELIMINARY FY 11/12 BUDGET**

- 15.1. FY 11/12 Preliminary Budget – Discussion Draft (2 Documents)
- 15.1.1. Budget Spreadsheets
  - 15.1.2. Budget Narrative

### **16. STATE FUNDING ADVOCACY STRATEGY**

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

Meeting: Special Commission Meeting & FY 2011-2012 Budget Workshop #2  
Date: Tuesday, February 15, 2011  
Time: 9:30 a.m.  
Location: Windsor Regional Library

### **18. ADJOURNMENT**

By acclamation.

*Agenda support materials are available in the Library Administration Office, 211 E Street, Santa Rosa, after 3:30 p.m. on Thursday, January 27, 2011. 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.*