



**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. 1 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	2.01.11	Regular	4

SUBJECT

December Meeting Minutes

RECOMMENDED ACTION

APPROVE Minutes of December 6, 2010 meeting.

DRAFT MOTIONS

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the minutes of the Regular Meeting on December 6, 2010, as presented. (or, as corrected)

BACKGROUND

None

FUTURE BOARD ACTIONS

None

FISCAL IMPACT

None

POLICY ISSUES

None

ATTACHMENTS

Document #4.1 – Draft Minutes

1
2
3 **Sonoma County Library**
4 **Minutes of the Library Commission**
5 **December 6, 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: Arnold, Colbert, Dell’Osso, Freis, Kelley, and May.
14 Commissioner Lynch did not attend the meeting.
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; Tech Support Specialist II
19 Denise Lewers; ILS Manager Mike Dawe; Children’s Services Coordinator Kathy
20 DeWeese; Collections Manager Kathy Dennison; and Administrative Aide Stephanie
21 Kunkle.
22

23 Guests and observers present: Helena Whistler.
24

25 **ANNOUNCEMENTS AND INTRODUCTIONS**

26 Vice-Chair Kelley made two announcements:

- 27 1. Because there is still no agreement with the Union on the Central Library Manager
28 reclassification, the item (7.4) was pulled from the agenda. A closed session
29 consultation on labor negotiations was placed on the revised agenda after public
30 appearances.
31
32 2. At the request of Commission Chair Lynch, Vice-Chair Kelley read a statement
33 announcing her resignation:
34

35 *With some measure of regret I will be resigning from the Commission effective*
36 *January 1, 2010. I am feeling very much burnt-out; it has been many years now. I*
37 *find the obstructive, negative and mean spirited attitude of a core group of*
38 *employees and their union representatives such a profound obstacle to a healthy*
39 *and productive organization that I no longer wish to participate. I feel by and large*
40 *that most employees are dedicated and very hard working. However, the lies,*
41 *hostility and misrepresentations perpetrated by some employees and their SEIU*
42 *representatives made the last contract negotiation near impossible. And these*
43 *same individuals continue to promote a decidedly hostile and obstructive*
44 *environment. My participation as a Commissioner requires a good deal of time and*
45 *enthusiasm and is, of course, an entirely volunteer effort. I no longer possess the*
46 *enthusiasm and feel my time and effort can be more positively and productively*
47 *spent elsewhere in the community. I will very much miss my fellow*
48 *Commissioners, the best part of the “job”. The Library is a most significant part of*

1 *our community and culture: I hope it prospers...there are certainly very hard*
2 *working individuals motivated by that objective.*

3
4 **PUBLIC APPEARANCES**

5 There were no public appearances.

6
7 **CLOSED SESSION**

8 The Commission recessed to closed session at 7:07 p.m. to provide direction to
9 agency labor negotiator Kelly Tuffo pursuant to subdivision (b) of Section 54957.6.

10
11 **OPEN SESSION**

12 Pursuant to California Government Code §54957.6(b), the Library Commission
13 reconvened in open session at 8:14 p.m., and Vice-Chair Melissa Kelley reported that
14 the Commission gave direction to the negotiator and no action was taken.

15
16 **APPROVAL OF MINUTES – Minutes of the November 1, 2010 Regular Meeting**

17 Commission members noted that the following corrections should be made:

- 18 • Commissioner May asked that the Minutes reflect the discussion about the
19 sections of the management report that do not include any specific action on
20 Focus & Finish during the past month.
- 21
- 22 • Commissioner Dell’Osso noted Chair Lynch was shown on votes under both
23 “Ayes” and “Absent” in sections 10.1 and 10.2, page 2, line 44, and page 3, line
24 10. He stated that

25

26 **M/S/C (Dell’Osso/Freis)** moved that the Sonoma County Library Commission
27 approve the minutes of the regular meeting on November 1, 2010, as corrected.

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

29 ABSENT (1): Lynch

30 ABSTAIN: (2) Arnold and Colbert

31
32 **CORRESPONDENCE & PRESS COVERAGE**

33 The clipping folder was empty. Commissioner May noted that there were only two
34 new incident reports on viewing inappropriate images. The Director indicated that the
35 Branch Managers confirmed that there had been no incidents to report.

36
37 **CONSENT CALENDAR**

38 There were no items on the consent calendar.

39
40 **ACTION ITEMS BY MOTION**

41 **7.1. Amend Nationwide 457 deferred compensation agreements.**

42 The Commission had not questions about this routine item.

43

44 **M/S/C (May/Arnold)** moved that the Sonoma County Library Commission approve
45 the amendment to the agreement with Nationwide Retirement Services to lower fees
46 for its deferred compensation plan.

47 AYES (6): Arnold, Colbert, Dell’Osso, Freis, Kelley, and May

48 ABSENT (1): Lynch

1
2 **7.2. Accept the 2009-2010 Audit**

3 Commissioner Kelley reported that she had asked for clarification about the Special
4 Revenue Funds being shown as undesignated in the financial statements. Will
5 Soper responded via email that on the first page (Statement of Net Assets) the assets of
6 the entire government are reported and Special Revenue Funds are not presented
7 discretely. On the second page however (Balance Sheets – Governmental Funds) they are
8 discretely presented and the associated fund balance is reported as assets of the
9 respective Special Revenue Fund. He also acknowledged that the information could be
10 clarified once the policies on the Special Revenue Funds are reviewed, updated, and
11 completed.

12
13 Commissioner May asked if Beels & Soper had been our auditors for five years.
14 Cooper responded that, because the firm had given us a discount in their fees, we
15 were committed to them for next year.

16
17 **M/S/C (Arnold/Colbert)** moved that the Sonoma County Library Commission
18 accept the audit for year ending June 30, 2010, as presented.

19 AYES (6): Arnold, Colbert, Dell’Osso, Freis, Kelley, and May

20 ABSENT (1): Lynch
21

22 **7.3. Approve 2011 Library Holiday Schedule**

23 There was no discussion.
24

25 **M/S/C (Freis/Dell’Osso)** moved that the Sonoma County Library Commission
26 approve the Library’s schedule for holiday and closures for 2011 as presented.

27 AYES (6): Arnold, Colbert, Dell’Osso, Freis, Kelley, and May

28 ABSENT (1): Lynch
29

30 After the vote, the Director noted that the current MOU language can be very
31 confusing, especially when major holidays fall on the weekend. The Library
32 Management Team (LMT) believes that the wording should be clarified as part of
33 the Union negotiations revising the MOU.
34

35 **7.4. Approve Branch Manager Reclassification Recommendations**

36 This item was pulled from the agenda because the topic was still under negotiation.
37

38 **DISCUSSION ITEMS**

39 **8.1. Management Report**

40 **8.1.1. Progress on Priorities, Issues & Challenges**

41 The Director noted that, when she wrote the report, she had reported that the
42 shift to a seven-day loan period for DVDs went well. Shortly after she
43 completed the document, she reviewed recent patron comment forms in which
44 patrons outlined their objection to the change for multi-disc sets. She said that
45 the LMT was discussing changing the loan period for sets. Commissioner
46 Arnold asked how many items would be affected, and ILS Manager Dawe
47 answered that there were 465 multi-disc sets (about 5% of total DVD
48 collection).
49

1 Vice-Chair Kelley asked about the transfers that were outlined in the report.
2 Public Services Manager Okazaki had managed the shifts, and Vice-Chair
3 Kelley thanked her. As a result of the most recent changes, only three staff
4 members will continue to split their time between branches: Librarians Linda
5 Burton White, Brian Suwada, and Judith Rousseau.
6

7 Director Cooper described a request sent to all Tech IIIs asking them to
8 indicate their preferences for re-location. Most wanted to stay where they
9 were; however, five of them requested reassignments. The six Tech III
10 transfers resulted.
11

12 In another change, Branch Manager Doug Cisney will mentor Library Associate
13 Eric Lindenbusch, who transferred from the Central Library to Petaluma to gain
14 more experience. Commissioner May commented that he missed Librarian
15 Julie Johnson at Petaluma; she transferred to Rincon Valley to be closer to
16 home.
17

- 18 • Commissioner May asked about the Petaluma remodel. Director Cooper
19 said that she had to complete getting pricing and negotiating agreements
20 for Sebastopol and Petaluma.
- 21 • Commissioner Arnold asked if Sonoma Valley Regional Library (SVRL)
22 project was still on track. Cooper said that it was. She went on to report
23 that she and Architect Bill Dodson recently met with the SVR staff to review
24 the plans. There was a lively discussion, much of it about the staff room and
25 work room. Cooper said it was a very productive hour and staff seemed
26 pleased.
- 27 • Commissioner Freis asked about the disruptive patron at the Central
28 Library. Cooper explained that he was disruptive but not violent during the
29 incident and that the police had been very helpful. He was just released
30 from jail and had no mailing address, so Public Services Manager Okazaki
31 prepared a letter banning him from the Library for a year. If the patron
32 returns to the library, the three Santa Rosa branch managers have a copy
33 of the letter and will deliver it after the police arrive to assist.
34

35 **8.1.2. Monthly Financial Report**

36 Cooper called the Commission's attention to Wells Fargo Insurance for \$68,713.
37 The funds paid for renewing the Library's various insurance policies, and the
38 invoice arrived just after the November Commission meeting. The Chair
39 authorized the payment, which normally required approval by the Commission.
40 No other issues were discussed.
41

42 **8.2. Brief Discussion Topics**

43 **8.2.1. Location for Budget Workshops**

44 After discussion about choices, the Commission decided to hold the February 1
45 meeting at Sebastopol and the February 15 meeting at Windsor.
46
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1 **8.2.2. Holiday Schedules**

2 The Library Management Team discussed a possible change to the schedule for
3 Christmas and New Year’s Eve, which would have to be negotiated with the
4 Union. The change would be to close all day on Christmas Eve and stay open
5 until 6 p.m. on New Year’s Eve. While Christmas Eve is not very busy, New
6 Year’s Eve is. She asked the Commission if they had any objections, and there
7 were none.
8

9 **LIBRARY ADVISORY BOARDS**

10 **9.1 Ready for Appointment**

11 **9.1.1. Santa Rosa Libraries Advisory Board, Vacant Position**

12 The Commissioners were not ready to make an appointment.
13

14 **9.1.2. Santa Rosa Libraries Advisory Board, Youth Position – New**

15
16 **M/S/C (Freis/Kelley)** moved by resolution that the Sonoma County Library
17 Commission appoint Lydia Karcher to the vacant position on the Santa Rosa
18 Regional Libraries Advisory Board for a term ending June 30, 2013.

19 AYES: (6) Arnold, Colbert, Dell’Osso, Freis, Kelley, and May
20 ABSENT (1): Lynch
21

22 **COMMISSION MEMBER INFORMATION ITEMS**

23 There were none.
24

25 **CLOSED SESSION**

26 The Commission recessed to closed session at 8:53 p.m. to consider the Library
27 Director’s performance evaluation (Government Code 54957).
28

29 **OPEN SESSION**

30 The Commission reconvened in open session at 9:29 p.m. Vice-Chair Kelley reported
31 that the Commission took no formal action.
32

33 **DATE AND TIME OF NEXT MEETING**

34 Meeting: Regular Commission Meeting & FY 2011-2012 Budget Workshop #1

35 Date: 2/1/10

36 Time: 9:30 a.m.

37 Location: Sebastopol Regional Library
38

39 **ADJOURNMENT**

40 The meeting adjourned at 9:30 p.m. by acclamation.
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42
43

Clerk



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	2/1/11	Regular	7.1

SUBJECT

Adopt revised Loan and Loan Limits Policy for DVDs

RECOMMENDED ACTION

ADOPT the resolution.

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the resolution adopting the revised Loan and Loan Limits Policy.

BACKGROUND

In November, the Library modified the Loan and Loan Limits Policy for DVDs to return to a seven-day checkout period. The change was a response to the review of the impact of the 21-day loan period on both patrons and the collections. While patrons were happy with the shorter turnaround period for the majority of DVDs, there was immediate and clear feedback that the seven-day period was too short for multi-disc DVD sets.

Staff determined that changing the policy for multi-disc sets was easy to accomplish technically. Additionally, many staff had advocated for a longer loan period for DVD sets. After discussing the issue with the Branch Managers, the Management Team recommends to change the Loan and Loan Limits Policy to lengthen the loan period to 21 days for DVDs with 3 or more discs.

FUTURE BOARD ACTIONS

None

FISCAL IMPACT

Minimal fiscal impact. Updating of existing temporary signage to inform the public of this change can be done in-house.

POLICY ISSUES

This is a revision of the existing policy.

ATTACHMENTS

- Item #7.1.1 – Resolution adopting the policy
- Item #7.1.2 – Loan and Loan Limits Policy

SONOMA COUNTY LIBRARY COMMISSION

RESOLUTION NO.

RESOLUTION ADOPTING REVISED LOAN AND LOAN LIMITS POLICY

WHEREAS, the Sonoma County Library Commission is responsible for administration of the Library; and

WHEREAS, under the authority granted by the Joint Powers Agreement, the Sonoma County Library Commission determines all Library policies; and

WHEREAS, the revised *Loan and Loan Limits Policy* is designed to both retain the simplicity of the original policy and respond to patron feedback.

NOW, THEREFORE, BE IT RESOLVED, THAT the Sonoma County Library Commission adopts the revised *Loan and Loan Limits Policy* retaining the 7-day loan period for DVDs of 1-2 discs and changing the loan period for sets of 3 discs or more to 21 days.

DOCUMENT #7.1.2 (2.1.11)

PUBLIC SERVICES DIVISION – CIRCULATION POLICIES			
Policy Number	Subject	Date Adopted	Effective Date
TBD	Loan and Loan Limits	2.1.11	2.15.11

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I. PURPOSE

The purpose of this policy is to establish clear and consistent loan periods and limits for the circulation of items.

II. POLICY

The Sonoma County Library establishes loan periods and a limit on the number of items a person may have checked out at one time to make the Library’s collection as accessible as possible while meeting customer needs.

The Library also strives to establish loan periods that are simple to understand and easy to remember.

III. REGULATIONS

A. Loan Periods

- 1. DVDs with one or two discs are circulated for 7 days.
- 2. All *other* items are to be circulated for a loan period of 21 days.

B. Loan Limits

- 1. A card holder may have 30 items checked out at one time
- 2. Of those 30 items, no more than 10 may be DVDs.

C. Renewals

- 1. A patron may renew an item twice if there are no requests on the item.



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	2.1.11	Regular	8.1

SUBJECT

Reclassification of Central Library Manager

RECOMMENDED ACTION

APPROVE reclassification and salary

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the reclassification of the Central Library Manager’s position based on the 1.21.11 agreement with SEIU.

BACKGROUND

On Friday, January 21, a professional mediator worked with the Labor Management Committee to reach an agreement on the salary, job description, and recruitment process for the Central Library Manager. Management recommends the approval of the terms of the agreement.

Once approved, the position will be posted internally for seven days. If there are no qualified internal candidates, the position will be advertised publicly for five weeks. The Library will use a number of state and national mechanisms to advertise the position.

FUTURE BOARD ACTIONS

None.

FISCAL IMPACT

Increases Central Library Manager’s salary range; if we hire at the flat 5% over the top of the current range, the increased expenditures would be approximately \$5,000. If the person is hired at the top of the 9% increase range, the cost would be an estimated \$9,500 per year.

POLICY ISSUES

None

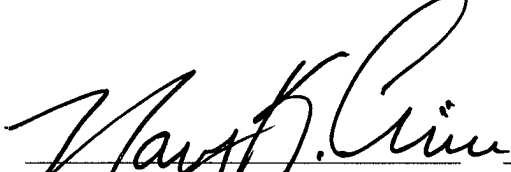


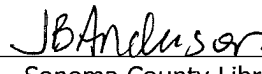

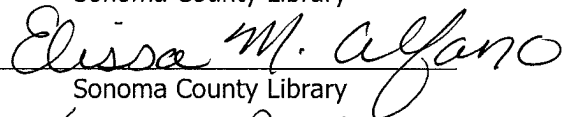


ATTACHMENTS

Document #8.1.1 – Tentative Agreement and Revised Position Description

Tentative Agreement
Developed in Mediation
Between
SEIU 1021 and Sonoma County Libraries
January 21, 2011

The parties agree to the following:

- The advertised salary for Central Library Manager shall be \$87,193.60.
- The Library will open recruitment for the vacancy according to Article XV.
- If the position of Central Library Manager is not filled within six (6) weeks of posting the job announcement, the salary range for Central Library Manager position shall be raised by an additional 4% to (\$74,454.90- \$90,500.80).
- The Library will assign two interim lead workers at the Central Library who shall receive premium pay of 2.5%.
- The job description for Central Library Manager as attached, dated Jan 21, 2011.
- The Library will provide ten (10) additional hours of pre-scheduled system level staff assistance at the reference desk.

 SEIU 1021	 Sonoma County Library
 SEIU 1021	 Sonoma County Library
 SEIU 1021	 Sonoma County Library
 SEIU 1021	 Sonoma County Library

1/21/2011
Date

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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~~ other work as assigned 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 by the Central Library to other libraries in the system.

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

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

7 Participate in the selection of staff; provide or coordinate staff training; provide technical
8 assistance and performance coaching to assigned staff; resolve interpersonal conflicts by
9 accessing resources as needed; provide and participate in teambuilding opportunities for staff.

10 Provide leadership and coaching for staff with the goal of developing high-functioning teams.
11 Complete the performance management process with each employee. Work with employees to
12 address and correct performance deficiencies; implement discipline procedures.

13 Plan, prioritize, assign, supervise and review the work of personnel and volunteers involved in
14 library services for the public; monitor assignment of work, staffing levels, and library
15 operations to ensure efficient and effective library operations.

16 ~~;~~ Prepare schedules and approve time off for staff and substitutes of Central Library and History
17 & Genealogy.

18 Create a pleasant, patron-oriented atmosphere at the library through careful planning and
19 maintenance of the physical facility, positive interaction with patrons, maintaining fair and
20 equitable practices and procedures, and providing training for staff in customer service
21 techniques.

22 Lead in the use of information technology tools to improve service to the public and productivity
23 for staff; collaborates with the Information Technology Section to plan and implement new
24 technology solutions.

25
26 Maintain a safe and efficient library facility and operations, including supervision of security
27 services; request repairs and emergency services; monitor and report on the work of contractors

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1 (such as janitorial service); analyze and plan for needs such as furniture and equipment repair
2 and purchase, space planning, collection shifting, etc.

3 Evaluate, refine, and improve Central Library's operational tasks and processes, ~~such as~~
4 ~~materials handling.~~

5 Participate in system-wide and county-wide teams and work projects as needed.
6

7 Participate in budget development as appropriate and monitor expenditures to ensure that they
8 are within the allocated resources and represent good stewardship of public resources.
9

10 Recommend and assist in the implementation of program goals and objectives. Interpret and
11 implement policies, procedures, administrative rules and regulations, including federal, state, and
12 local laws and regulations; communicate to staff and the public about policies, procedures,
13 administrative rules and regulations, and services.
14

15 Answer questions and provide information to the public; investigate complaints and recommend
16 corrective action as necessary to resolve complaint. Explain library policies and procedure to
17 staff and patrons; resolve disputes and complaints from staff and patrons; report incidents to
18 appropriate persons or agencies.
19

20 Provide reference and readers advisory service to the public utilizing a variety of reference tools
21 and databases; locate materials through the use of computer software systems, electronic
22 resources, and various print and non-print collections; and maintain a high level of readers'
23 advisory knowledge and skill.

24 Coordinate and support public programming, such as story times, book discussion groups,
25 speakers, events, etc.; and plan and present programs to the public.
26

27 Monitor, evaluate, develop and maintain collections (including the public collection, History and
28 Genealogy collections, and closed stacks) based on complex, diverse community needs;

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1 communicate with Materials Selectors; order replacement materials.

2

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

7

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

9

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

13 Oversee or participate in the recruitment, training and scheduling of volunteers; nurturing and
14 recognition of volunteers and Friends of the Library; coordinate and assist with various Friends
15 activities and sales.

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

21

22 **Knowledge, Skills & Abilities Required**

23 1. Extensive knowledge of:

24 1.1. Professional knowledge of contemporary theories, objectives, principles, and
25 techniques of public librarianship, including but not limited to collection management
26 and programs and services for people of all ages.

27 1.2. Trends in and use of information technology to deliver and manage library services.

28 1.3. Management principles and practices.

29 1.4. Principles and practices of effective customer services.

30 1.5. Tools and techniques for assessing community needs and for planning library services,
31 programs, and collections to meet those needs.

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- 1 1.6. Pertinent federal, state, and local laws, rules, regulations, procedures and policies.
- 2 1.7. Scheduling techniques and staffing level requirements.
- 3 1.8. Basic budgetary principles and practices, including preparation, monitoring, and
- 4 administration as well as cash handling procedures.
- 5 1.9. Basic facilities management practices.
- 6
- 7 2. Ability to:
 - 8 2.1. Lead through collaboration, team building, and consultation, mentoring and coaching;
 - 9 forming collaborative partnerships and modeling this leadership style for others; gaining
 - 10 cooperation through discussion and persuasion.
 - 11 2.2. Establish and maintain effective working relationships with individuals inside and
 - 12 outside the organization.
 - 13 2.3. Select, supervise, develop, motivate, evaluate, and train staff.
 - 14 2.4. Take initiative and use sound independent judgment within established policy and
 - 15 procedural guidelines.
 - 16 2.5. Recognize and set priorities and use that information to plan, organize and direct the
 - 17 work of others.
 - 18 2.6. Plan and implement services using available resources.
 - 19 2.7. Maintain a calm demeanor, a safe and calm work environment and effectively handle
 - 20 crises.
 - 21 2.8. Work a varied schedule, which may change periodically, including evenings and
 - 22 weekends.
 - 23 2.9. Communicate clearly and concisely, both orally and in writing with diverse groups of
 - 24 people.
 - 25 2.10. Prepare clear and concise reports, correspondence, procedures and other written
 - 26 materials; and
 - 27 2.11. Use information technology tools, do first-level troubleshooting, and work with the
 - 28 Information Technology Section staff to solve problems.
 - 29
- 30 3. Skill and proficiency in:
 - 31 3.1. Use of a variety of computer applications, including Microsoft Office, Internet
 - 32 resources, email, and online information resources.
 - 33 3.2. Analyzing and resolving problems and dealing with unique situations.

Minimum Qualifications

KD

Km
Qua
JBA

NKC
IR
DMT SA

1 **Education:** A Master's degree in library and information services from an ALA-accredited
2 institution.

3 **Experience:** Five years experience as a professional librarian, with at least two years
4 supervisory experience in a library setting. Public library and branch management experience
5 preferred.

6 **License:** Possession of a valid California driver's license.
7
8

9 **Physical Demands**

10 While performing the duties of this class, an employee is frequently required to stand, sit, and
11 walk, often for extended periods of time; talk or hear, in person and by telephone; see to read
12 printed materials and a computer screen; use hands and fingers to grasp, handle and feel objects
13 and to use a keyboard and operate standard office equipment; engage in repetitive movement
14 with hands and wrists; reach with hands and arms and lift up to and occasionally more than 25
15 pounds and push /pull up to 50 lbs. . Employees regularly may stoop, kneel, bend or crouch and
16 push wheeled carts weighing up to and occasionally more than 100 pounds.

17
18

KJD
KMD
GMA
JBA

- 1 • *Most patrons have welcomed the change in the DVD loan period to seven days rather*
2 *than the previous 21 days; however, a number of patrons have reported that they*
3 *cannot view multidisc sets in 7 days. After conferring with branch managers, the*
4 *Management Team is proposing a change in the loan policy to change DVD sets with*
5 *3 or more discs back to a 21 day loan period.*

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

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

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

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

14
15 *Outcome 1.10: Maintain and improve the Library's information technology systems*
16 *and services.*

- 17 • *IT staff will finish the most important phase of the migration to a Microsoft network*
18 *and Outlook for email by the end of January. To complete the project in a timely*
19 *manner, David Lightell agreed to work nights several times a week. The migration*
20 *requires disabling the old network and email system, which cannot be done during*
21 *hours the Library is open.*

22
23 **Goal #2 – Library Services**

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

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

- 30 • *AXIA Architects have completed the design development phase of the Sonoma Valley*
31 *project—including plans, specifications, and cost estimates. The project is on time*
32 *and on budget. In the first week in February, the Library staff will be reviewing these*
33 *documents thoroughly to provide feedback to the planners.*

34
35 *Outcome 2.3: Implement the RFID component of the self-check system wide as*
36 *feasible.*

- 37 • *On January 10-11, EnvisionWare Vice-President Mike Monk spent a day and a half*
38 *visiting libraries to evaluate the success of self-check, software for staff, and RFID.*
39 *His visit included time talking with circulation staff at the Rohnert Park-Cotati*
40 *Regional Library. He also visited Sebastopol, Healdsburg, and Cloverdale to work*
41 *with circulation staff using StaffLink (software that staff uses to check materials in*
42 *and out). The Materials Management staff also had time to visit with him to discuss*
43 *their experience using StaffLink.*

44
45 *The goals for his visit were multifaceted: to identify changes that staff can make*
46 *immediately to correct problems; to develop recommendations for the Library*
47 *management to support improvements in the use of the software and RFID*

1 *technology systemwide; to inform staff about planned changes; and to see which of*
2 *the staff's issues can be resolved by improvements in the software.*

3
4 *Monk will be sending the Library a detailed report on his visit with follow-up*
5 *information. The final document will be made available to the staff and the*
6 *Commission.*

- 7
8 • *At the request of the Rohnert Park-Cotati Regional Library staff, the Library did not*
9 *turn on the RFID security gates when self-check was implemented two years ago.*
10 *Two weeks ago, the branch staff asked that they be turned on. They were activated*
11 *to test the system several times the week of January 17, and fully activated the*
12 *week of January 24. Several Management Team members have worked at the*
13 *Rohnert Park-Cotati Library to assist with public service at times when use is the*
14 *heaviest, and they report that the transition is going well.*

15
16 *Outcome 2.4: Improve our collection and information resources.*

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

18
19 *Outcome 2.5: Improve our public catalog.*

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

21
22 *Outcome 2.6: Expand online information resources.*

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

24
25 *Outcome 2.7: Strengthen services to adults.*

26 *No priorities for 2010.*

27
28 **Goal #3: Library's Image & Community Support**

29 The outcomes in this section are ongoing.

30
31 **ISSUES, CHALLENGES & OTHER ITEMS OF INTEREST**

32
33 Implementation of Agreement with SEIU

- 34 • The final major cost-saving measure for the current fiscal year was the Holiday
35 Furlough. The implementation was based on last year's successful furlough, and
36 discussion at the January Branch Managers' Meeting indicates that everything
37 went smoothly.

38
39 Labor Relations

- 40 • As noted above, the Union and Management appear to have reached an agreement
41 on the reclassification of the Central Library Manager's position.
42
43 • Since the September Tentative Agreement signing, the Labor Management
44 Committee has been working on cleaning up the Memorandum of Understanding

1 (MOU). They are scheduled to spend most of the day on Monday, January 31, in a
2 marathon session to complete this phase of negotiations.
3

- 4 • The current schedule agreed to by both sides includes exchanging non-economic
5 proposals for changes to MOU language and negotiating substantive changes in
6 March 2011.
7
- 8 • On April 7, Elissa Alfano will give a presentation on the budget to the group. At
9 that time, the group will agree on a date for exchanging economic proposals.
10 Negotiations on the MOU language will continue during April.
11

12 Patron & Staff Safety

13 The November Management report included information about an October incident at
14 the Central Library. The patron was arrested and spent a month in jail. His
15 conviction included an order to “stay away” from the Central Library for two years;
16 however, the order did not apply to the Library’s other branches. Discussions with
17 County Counsel and the District Attorney’s office indicated that we could not have the
18 stay away order extended to the other libraries. Management explored the possibility
19 of getting a restraining order to keep the patron out of all the library facilities;
20 however, after reviewing the staff incident reports and the police report, County
21 Counsel staff advised the Library that the patron’s behavior was disruptive but not
22 threatening and suggested that we were unlikely to be able to get a restraining order
23 issued.
24

25 At that point, the Library decided to suspend the patron’s Library privileges for a year,
26 which is consistent with the Library’s policies and procedures (i.e., *Standards of*
27 *Behavior* and enforcement policies and procedures). When the patron visited the
28 Northwest Regional Library in January, branch staff called the police; delivered the
29 suspension notice with police assistance, and the police escorted the patron from the
30 Library.
31

32 As a result of the discussions with County Counsel, the staff Behavior Advisory
33 Committee (BAC) will work with the County’s Threat Assessment Team to plan and
34 implement additional training to help staff deal more effectively with patrons who may
35 represent a real threat to staff.
36

37 In mid-January, the Library responded to the CalOSHA complaint against the Library
38 claiming the Library did not have a workplace violence policy. The response was
39 shared with staff. There has been no further communication from CalOSHA.
40
41
42

43 [Staff changes are on the next page]
44
45

STAFF UPDATES & CHANGES - December 2010 - January 2011

Note: These changes are in addition to those reported in the January 25 issue of What's Up

Name	Position	Assignment	Effective
PROMOTIONS			
Emma Wallace	From Student Lib Aide 20 hrs biweekly to Tech II 40 hrs biweekly	Sebastopol	1/3/11
CHANGE OF STATUS			
NONE			
NEW HIRE(S)			
None			
RESIGNATIONS			
None			
REASSIGNMENTS			
RETIREMENTS			
None			
CURRENT RECRUITMENTS			
Library Student Aide - 10 hrs/wk at Sebastopol Regional Library - Closed 1/14/11			
Library Tech II - Central Shelf Maintenance 23 hrs/wk - Closed 1/25/11			
Library Tech II - Central Reference Aide 8 hrs/wk - Closed 1/25/11			
Interim Central Library Manager - Full-time Temporary Position-Closed 1/20/11			
TERMINATIONS			
None			

- 1
- 2
- 3
- 4
- 5
- 6

MONTHLY FINANCIAL REPORT

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

SINGLE PURCHASE REPORT

Two invoices exceed the \$25,000 threshold and require reporting, but not approval, according to the Delegation of Authority Policy. The Library's two diesel delivery trucks were replaced to comply with Environmental Protection Agency (EPA) regulations, which was approved by the Commission as part of the budget process last year.

Payee	Amount	Purpose
Autoworld Dodge	\$43,795.37	Purchase 2011 Dodge Ram 5500
Autoworld Dodge	\$43,795.37	Purchase 2011 Dodge Ram 5500

BACKGROUND ON YTD REVENUE & EXPENDITURES

YTD Summary

Total revenues received through December 31, 2010:	\$ 7,799,479 or	51% of budget
Total expenditures through December 31, 2010:	\$ 7,231,656 or	46% of budget

Percent of Year & Payroll

- Percent of year elapsed: 50%
- Percent of payroll: 50%

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 received 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 next quarterly interest payment will be in January, 2011.
- 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. Three payments have already been received in FY 10-11. The State of California has proposed cutting these funds from their budget.
- Line 2566 – Public Library Fund: The Library receives one payment, normally in March, from the State of California. The State of California has also proposed cutting these funds from their budget.

DOCUMENT #9.1.2 (2.1.11)

- Line 2901 – County: The Library receives one year-end payment 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 next quarterly payment is due in January 2011.
- Line 4102 – Donations/Reimbursements: The budgeted amount is for any funds the Library receives in miscellaneous donations or those that fund 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 by \$162,960 to reflect a 4.5 day furlough and by \$158,462 for the delay of step increases for 12 months.
- Line 5911 – Extra Help: Extra Help is currently 14.6% over budget. This line is difficult to control because of unanticipated leaves and other factors.
- Line 5920 – Retirement Contribution: The budget has been reduced by \$36,540 to reflect changing the Library 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 by \$32,053 to reflect increasing the employee contribution to health insurance from 15% to 18% and by \$10,170 for the change to 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 December 31, 2010, payments are current through November 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 by \$13,737 to reflect increasing the employee contribution to retiree health insurance from 15% to 18% and by \$4,500 for the change to the Kaiser office visit co-pay from \$5 to \$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.

DOCUMENT #9.1.2 (2.1.11)

- Lines 6040-6045 – Communications and Data Lines: The budgeted amount in these lines assumes state and federal telecommunications discounts.
- Line 6084 – Janitorial Supplies: Janitorial supplies include soap and paper supplies for the Libraries and may exceed budget his year.
- Line 6103 – Liability Insurance: The insurance premium on the commercial policy is normally paid during the first half of the fiscal year. The first payment was made in November, 2010.
- Line 6140 – Maintenance Equipment - IT: The annual maintenance fee of \$45,740 for the self-check system was paid to EnvisonWare during the first month of the fiscal year.
- Line 6180 – Maint - Bldgs/Imps: The first quarterly HVAC maintenance agreement to Airco Commercial Services, Inc. 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: The legal contract for 60 hours has been extended due to continued use of an outside attorney during the revision/negotiation of the MOU and to assist with an Unfair Labor Practices charge filed by SEIU.
- 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 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 were a variety of unplanned repairs to the delivery trucks and the Library has replaced them.

SONOMA COUNTY LIBRARY						
DECEMBER 2010 FINANCIAL REPORT						
PART 1-REVENUE						
		DECEMBER	FY 10-11	YEAR TO	VARIANCE	%
		ACTUAL	BUDGET	DATE TOTAL	Over/(Under)	REC'D
1000	PROPERTY TAXES - CY SECURED	7,342,628	14,001,267	7,342,628	(6,658,639)	52.4%
1004	PROPERTY TAXES - CY SEC-JULY		0		0	N/A
1008	REDEVELOPMENT	(1,169,284)	(1,578,715)	(1,169,284)	409,431	74.1%
1011	SB2557 PROP TAX ADMIN		(199,480)		199,480	0.0%
1014	AB 1290 RDA PASS-THRUS	50,570	80,256	50,570	(29,686)	63.0%
1015	H&S 33401 RDA PASS-THRUS	668,448	864,390	668,448	(195,942)	77.3%
1020	PROPERTY TAXES - CY SUPP		97,424		(97,424)	0.0%
1040	PROPERTY TAXES - CY UNSECURED	480,766	516,370	480,766	(35,604)	93.1%
1042	COST REIM-COLL DEL CY UNS	(13,547)	(12,978)	(13,547)	(569)	104.4%
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	1,044	85	1,044	959	1228.2%
	TAXES	7,360,625	13,776,109	7,360,625	(6,415,484)	53.4%
1700	INTEREST ON POOLED CASH		39,900	9,266	(30,634)	23.2%
1701	INTEREST EARNED		9,500		(9,500)	0.0%
1800	RENTS/CONCESSIONS		150	260	110	173.2%
	USE OF MONEY/PROPERTY	0	49,550	9,526	(40,024)	19.2%
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	(4,536)	69,545	45,969	(23,576)	66.1%
	INTERGOVERNMENTAL REVENUES	(4,536)	652,436	153,071	(499,365)	23.5%
3019	NCPA-FEE FOR GOVT SVCS		31,535		(31,535)	0.0%
3480	LIBRARY FINES	22,042	370,000	186,972	(183,028)	50.5%
3482	WINE LIBRARY MEMBERSHIPS		16,000	3,265	(12,735)	20.4%
3483	LIBRARY POSTAGE RECOVERY		100	301	201	300.6%
3484	FINES-DELINQUENT COLLECTIONS		44,000	7,599	(36,401)	17.3%
3485	LIBRARY DOCUMENT DELIVERY		0		0	N/A
3700	COPIER FEES	3,427	59,948	27,510	(32,438)	45.9%
3701	CHECK HANDLING FEES		50		(50)	0.0%
3980	REVENUE APPLIC TO PY		0		0	N/A
	CHARGES FOR SERVICES	25,469	521,633	225,647	(295,986)	43.3%
4020	OTHER SALES		0		0	N/A
4040	MISCELLANEOUS REVENUE	116	90,672	35,107	(55,565)	38.7%
4102	DONATIONS/REIMBURSEMENTS	538	55,000	15,435	(39,565)	28.1%
4106	REFUNDS	8	6,000	181	(5,819)	3.0%
4108	CUSTOMER DEPOSITS		0		0	N/A
4109	OUTDATED/CANCELED WARRANTS		1,000		(1,000)	0.0%
4113	RETURNED CHECKS	(54)	150	(113)	(263)	-75.2%
	MISCELLANEOUS REVENUES	608	152,822	50,611	(102,211)	33.1%
	TOTAL REVENUE	7,382,166	15,152,550	7,799,479	(7,353,071)	51%

SONOMA COUNTY LIBRARY							
DECEMBER 2010 FINANCIAL REPORT							
PART 1 - EXPENDITURES							
		DECEMBER	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	548,802	7,190,056	3,388,510		3,801,546	47.1%
5911	EXTRA HELP	42,454	512,502	331,304		181,198	64.6%
5920	RETIREMENT CONTRIB		35,824	26,167		9,657	73.0%
5923	PERS	78,986	1,049,859	487,696		562,163	46.5%
5924	MEDICARE	7,315	94,284	46,056		48,228	48.8%
5925	DEFERRED COMP	983	44,212	15,099		29,113	34.2%
5930	HEALTH INS	119,703	1,176,592	643,973		532,619	54.7%
5931	DISABILITY INS	2,851	35,496	14,225		21,271	40.1%
5932	DENTAL INS	18,190	167,576	83,059		84,517	49.6%
5933	LIFE INS	643	8,128	3,173		4,955	39.0%
5934	VISION INS	2,639	24,386	11,784		12,602	48.3%
5935	UNEMPLOYMENT INS		10,000	14,932		(4,932)	149.3%
5936	RETIREE HEALTH INS	45,548	530,000	272,770		257,230	51.5%
5940	WORKERS' COMP		205,629	128,184		77,445	62.3%
	SALARIES/BENEFITS	868,115	10,964,544	5,466,932		5,497,612	49.9%
6040	COMMUNICATIONS	695	12,000	4,833		7,167	40.3%
6041	DATA LINES	1,859	66,000	18,277		47,723	27.7%
6043	ALARM SYSTEMS	188	10,000	4,612		5,388	46.1%
6045	TELEPHONE SERVICE	2,062	22,000	11,496		10,504	52.3%
6048	CELL PHONE SERVICE	67	2,000	621		1,379	31.1%
6049	UNCLAIMABLE COMM		50			50	0.0%
6084	JANITORIAL SUPPLIES	1,969	16,000	13,345		2,655	83.4%
6085	JANITORIAL SERVICES	14,785	161,500	79,569		81,931	49.3%
6103	LIABILITY INSURANCE		71,631	68,713		2,918	95.9%
6140	MAINT EQUIP-IT		175,000	144,759		30,241	82.7%
6152	MAINT EQUIP-PARTS	91	11,545	6,222		5,323	53.9%
6153	MAINT EQUIP-OUTSIDE	2,289	61,839	28,887		32,952	46.7%
6180	MAINT-BLDGS/IMP	4,319	54,000	25,024		28,976	46.3%
6190	LANDSCAPE SERVICE	1,701	37,800	15,768		22,032	41.7%
6226	MAINT-BLDGS/IMP-PARTS	91	16,246	1,084		15,162	6.7%
6280	MEMBERSHIPS		10,000	2,682		7,318	26.8%
6401	OFFICE EXP-INVENTORY	1,814	40,000	15,328		24,672	38.3%
6410	POSTAGE	279	48,715	6,745		41,970	13.8%
6430	PRINTING SERVICES	265	45,536	3,652		41,884	8.0%
6452	PAPER STOCK	1,222	15,684	6,009		9,675	38.3%
6517	BRANCH NETWORKING		10,000	9,823		177	98.2%
6518	OCLC	2,402	30,000	17,799		12,202	59.3%
6521	COUNTY SERVICES		131,116			131,116	0.0%
6540	CONTRACT SERVICES	3,399	156,226	95,036		61,190	60.8%
6553	SECURITY SERVICES	4,216	65,000	25,695		39,305	39.5%
6570	CONSULTING SERVICES	2,465	15,000	3,305		11,695	22.0%
6589	PERMITS		274			274	0.0%
6610	LEGAL SERVICES	1,838	20,797	15,402		5,395	74.1%
6630	AUDIT/ACCOUNTING	1,775	26,190	23,413		2,778	89.4%
6631	BOOKKEEPING	1,559	22,500	8,570		13,930	38.1%
6800	PUBLIC/LEGAL NOTICES		1,000	18		982	1.8%
6820	RENT/LEASES-EQUIP	165	18,000	833		17,167	4.6%
6840	RENTS/LEASES-BLDG	921	12,000	6,447		5,553	53.7%
6880	FACILITIES EQUIPMENT		10,000	3,565		6,435	35.7%
6881	LIBRARY EQUIPMENT	277	37,739	1,543		36,196	4.1%
6882	GIFT EQUIPMENT		15,082	5,414		9,668	35.9%
6889	SOFTWARE	137	79,609	22,031		57,578	27.7%
6890	COMPUTER HARDWARE		115,000			115,000	0.0%
6891	SMALL EQUIPMENT-IT	808	45,000	15,976		29,024	35.5%
7000	LIBRARY & OTHER SUPPLIES	286	30,000	7,545		22,455	25.2%
7020	SUMMER READING	399	25,967	9,383		16,584	36.1%

SONOMA COUNTY LIBRARY							
DECEMBER 2010 FINANCIAL REPORT							
PART 1 - EXPENDITURES							
		DECEMBER	FY 10-11	YEAR TO		VARIANCE	
		ACTUAL	BUDGET	DATE TOTAL	ENCUMBERED	(Over)/Under	%
7030	PROGRAMMING ADULT		12,228	4,281		7,947	35.0%
7035	PROGRAMMING JUVENILE	706	12,228	5,201		7,027	42.5%
7110	PROF DEVELOPMENT	185	15,576	3,386		12,190	21.7%
7120	IN-SERVICE TRAINING		13,000	249		12,751	1.9%
7180	LITERACY PROGRAM	6,481	122,636	36,254		86,382	29.6%
7187	BKS/MTLS-VMISCL	489	70,000	14,801		55,199	21.1%
7190	BOOKS/MATERIALS	95,398	1,663,000	661,406		1,001,594	39.8%
7191	BINDING		10,000	4,063		5,937	40.6%
7301	COUNTY CAR EXPENSE	785	30,409	13,435		16,974	44.2%
7302	TRAVEL EXPENSE		7,500			7,500	0.0%
7303	MILEAGE & PARKING	3,344	60,000	27,950		32,050	46.6%
7320	UTILITIES	42,204	480,000	232,224		247,776	48.4%
7400	SO CO INFO TECHNOLOGY		383			383	0.0%
	SERVICES/SUPPLIES	203,937	4,241,006	1,732,672	0	2,508,334	40.9%
7910	CAPITAL LEASES	2,671	25,000	12,922	0	12,078	51.7%
	OTHER CHARGES	2,671	25,000	12,922	0	12,078	51.7%
8510	BUILDING IMPROVEMENT	4,942	300,000	16,836		283,164	5.6%
8560	EQUIPMENT		100,000	0		100,000	0.0%
8562	COMPUTER EQUIPMENT	2,294	85,000	2,294		82,706	2.7%
8570	FURNITURE/FIXTURES		30,000			30,000	0.0%
	FIXED ASSETS	7,236	515,000	19,130	0	495,870	3.7%
9000	APPR FOR CONTINGENCIES		25,000		0	25,000	0.0%
	TOTAL EXPENDITURES	1,081,959	15,770,550	7,231,656	0	8,538,894	46%

SONOMA COUNTY LIBRARY
GIFTS AND DONATIONS REPORT
 2nd 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	\$0.00	\$0.00	\$0.00
2 System-All Other	\$0.00	\$4,000.00	\$0.00	\$0.00	\$1,095.00	\$0.00	\$5,095.00
3 History & Genealogy	\$0.00	\$0.00	\$0.00	\$0.00	\$232.00	\$0.00	\$232.00
4 Literacy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5 Central	\$0.00	\$4,181.04	\$0.00	\$0.00	\$221.17	\$0.00	\$4,402.21
6 Cloverdale	\$0.00	\$839.67	\$0.00	\$0.00	\$1,559.25	\$0.00	\$2,398.92
	\$0.00	\$156.20	\$0.00	\$0.00	\$0.00	\$0.00	\$156.20
7 Guerneville	\$0.00	\$936.94	\$0.00	\$0.00	\$111.22	\$0.00	\$1,048.16
8 Healdsburg	\$2,500.00	\$828.18	\$0.00	\$0.00	\$63.45	\$0.00	\$3,391.63
9 Northwest	\$0.00	\$986.11	\$0.00	\$0.00	\$60.05	\$0.00	\$1,046.16
10 Occidental	\$0.00	\$126.83	\$0.00	\$0.00	\$6.15	\$0.00	\$132.98
10 Petaluma	\$550.00	\$2,247.58	\$0.00	\$0.00	\$103.22	\$0.00	\$2,900.80
11 Rincon Valley	\$0.00	\$1,263.45	\$0.00	\$0.00	\$141.00	\$0.00	\$1,404.45
12 Rohnert Park	\$42,148.00	\$0.00	\$0.00	\$0.00	\$44.65	\$0.00	\$42,192.65
13 Sebastopol	\$5,594.00	\$1,920.14	\$0.00	\$0.00	\$68.72	\$0.00	\$7,582.86
14 Sonoma	\$0.00	\$1,680.58	\$0.00	\$0.00	\$496.00	\$0.00	\$2,176.58
## Windsor	\$0.00	\$833.28	\$0.00	\$0.00	\$572.89	\$0.00	\$1,406.17
17 Wine Library	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18 TOTALS BY SOURCE	\$50,792.00	\$20,000.00	\$0.00	\$0.00	\$4,774.77	\$0.00	\$75,566.77

SONOMA COUNTY LIBRARY
GIFTS AND DONATIONS REPORT
 July 1, 2010- June 30, 2011

SOURCE OF FUNDS

DONOR DESIGNATION	Friends	Sonoma County Library Foundation	Corporate/ Business	Non-profit	Misc. gifts	Bequests & Major Gifts	TOTAL FOR FISCAL YEAR
1 System-Children's	\$0.00	\$0.00	\$0.00	\$0.00	\$506.05	\$0.00	\$506.05
2 System-All Other	\$0.00	\$14,000.00	\$0.00	\$0.00	\$1,359.91	\$37,749.83	\$53,109.74
3 History & Genealogy	\$4,900.00	\$0.00	\$0.00	\$0.00	\$352.00	\$0.00	\$5,252.00
4 Literacy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5 Central	\$12,850.00	\$4,181.04	\$0.00	\$0.00	\$453.49	\$0.00	\$17,484.53
6 Cloverdale	\$500.00	\$839.67	\$0.00	\$0.00	\$1,619.90	\$0.00	\$2,959.57
	\$0.00	\$156.20	\$0.00	\$0.00	\$0.00	\$0.00	\$156.20
7 Guerneville	\$0.00	\$936.94	\$0.00	\$0.00	\$216.66	\$0.00	\$1,153.60
8 Healdsburg	\$2,500.00	\$828.18	\$0.00	\$0.00	\$117.07	\$0.00	\$3,445.25
9 Northwest	\$11,200.00	\$986.11	\$0.00	\$0.00	\$213.15	\$0.00	\$12,399.26
10 Occidental	\$0.00	\$126.83	\$0.00	\$0.00	\$25.31	\$0.00	\$152.14
10 Petaluma	\$550.00	\$2,247.58	\$0.00	\$0.00	\$896.46	\$0.00	\$3,694.04
11 Rincon Valley	\$13,050.00	\$1,263.45	\$0.00	\$0.00	\$1,194.00	\$0.00	\$15,507.45
12 Rohnert Park	\$43,733.00	\$0.00	\$0.00	\$0.00	\$113.57	\$0.00	\$43,846.57
13 Sebastopol	\$5,594.00	\$1,920.14	\$0.00	\$0.00	\$188.02	\$4,350.26	\$12,052.42
14 Sonoma	\$400.00	\$1,680.58	\$0.00	\$0.00	\$1,016.50	\$0.00	\$3,097.08
## Windsor	\$3,450.00	\$833.28	\$0.00	\$0.00	\$629.13	\$0.00	\$4,912.41
17 Wine Library	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
18 TOTALS BY SOURCE	\$98,727.00	\$30,000.00	\$0.00	\$0.00	\$18,901.22	\$42,100.09	\$189,728.31



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	2.1.11	Regular	10

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 new youth position on the Santa Rosa Regional Libraries Advisory Board for a term ending June 30, 2012.
-

BACKGROUND

The following appointments are ready to be made:

- Santa Rosa Libraries Advisory Board, Youth Position – New Position. Term expires June 30, 2012.
 - Santa Rosa Libraries Advisory Board, Vacant Position. Term expires June 30, 2013
 - Windsor Library Advisory Board, Vacant Position. Term expires June 30, 2011.
-

FUTURE BOARD ACTIONS

None

FISCAL IMPACT

None

POLICY ISSUES

None

ATTACHMENTS

None

**FY 11-12 BUDGET PROCESS & TIMELINE
SONOMA COUNTY LIBRARY COMMISSION
February 2011**

Note: Developed in consultation with Terri Saunders, County Budget Analyst assigned to Library, on 01/25/11.

DATE	ACTIVITY	COMMISSION ROLE
1.28.11	FY 2010-11 Mid-Year Estimates Due to County	<i>Staff enters preliminary projections in County financial management system.</i>
2.1.11	Budget Workshop #1	<i>Initial review and discussion of mid-year projections and budget issues for upcoming fiscal year.</i>
2.15.11	Budget Workshop #2	<i>Give direction to staff for preparation of the budget for approval at the March Meeting; approve mid-year projects (staff modifies 1.28.11 entry based on final version approved by the Commission)</i>
3.7.11	Regular March Meeting	<i>Adopt the preliminary FY 11-12 budget and authorize the Director to submit it to the Board of Supervisors for review.</i>
3.11.11	Library Budget Due to County of Sonoma	<i>Staff submits approved budget to the County.</i>
4.4.11	Regular April Meeting	<i>Adopt the FY 10-11 Third-Quarter Report and authorize the Director to submit it to the Board of Supervisors for review.</i>
4.8.11	Third-Quarter Estimates Due to County of Sonoma	<i>Staff submits document to the County.</i>
6.20-27.11	Budget Hearings - Board of Supervisors	<i>None. Board approves preliminary budget submitted by Library.</i>
9.7.11	Regular September Meeting	<i>Commission approves final budget for FY 11-12 (adjusted preliminary budget).</i>
9.30.11	FY 2011-12 Consolidated Budget Adjustments Due to the County	<i>Staff submits final approved budget to County.</i>
10.18.11	Final Budget Adoption by Board of Supervisors	<i>None.</i>



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Discussion	2.1.11	Budget Workshop #1	13

SUBJECT

Adjustments to FY 10-11 Budget

PURPOSE OF THE DISCUSSION

- Review the Library’s revenue and expenditures after six months;
- Identify changes needed; and
- Identify additional information needed prior to approving the modifications.

BACKGROUND

Overall, the revenue and expenditures for the first six months are consistent with the final budget that the Commission approved in September 2010. The good news is that the County has advised the Library that property tax revenue to date is higher than the original projections, adding \$187,446.

The Library Management Team (LMT) recommends increasing expenditures for janitorial supplies and legal services, balanced by reducing expenditures for Materials Management supplies.

The LMT has not reached a consensus on the major issue—expenditures for “Extra Help,” which is the cost of substitutes. Preliminary analysis shows that the use of substitutes has actually declined since January 2010 and is lower than it was prior to the December 2009 retirements resulting from the retirement incentive. At the same time, the demand for long-term substitutes is higher because of staff medical leave for illness, surgery, and new babies.

The Library’s staffing is minimal, so that substitute staff is essential to keeping the Library open when regular staff members are ill or on vacation. Challenges in budgeting for substitutes include:

- Lack of a link between the substitute scheduling system and the payroll system, so that monitoring and analysis is difficult and time-consuming;
- In past years, the salary savings from unfilled positions has helped balance the expenditures for substitutes—which is not true this year.

Prior to making any final recommendations, the LMT would like to:

- Have the Library Commission’s questions and perspective on this issue.
- Have an opportunity to involve the branch managers in potential solutions.
- Discuss its recommendations prior to the 2.15.11 meeting.

FUTURE BOARD ACTIONS

Approve mid-year adjustments on the next meeting.

**MIDYEAR BUDGET ADJUSTMENTS (FY 10-11)
DISCUSSION DRAFT**

SUMMARY

<u>Category</u>	Total FY 10-11 Budget	Transfers	Adjusted for Transfers	Total FY 10-11 Dec Estimates	Increase/ (Decrease) Over Budget
Expenditures	\$15,845,550	\$0	\$15,845,550	\$15,830,550	(\$15,000)
Revenues	\$15,152,550	\$0	\$15,152,550	\$15,340,567	\$188,017
Total Use of Fund Balance	(\$693,000)	\$0	(\$693,000)	(\$489,983)	(\$203,017)
Operating Use of Fund Balance	(\$153,000)	\$0	(\$153,000)	\$25,017	(\$178,017)
Capital Use of Fund Balance	(\$540,000)	\$0	(\$540,000)	(\$515,000)	(\$25,000)

EXPENDITURES

<u>Category</u>	Actual Expenditures July-Dec 10	Estimated Expenditures Jan-June 2011	Total FY 10-11 Mid-Yr Estimate	Total FY 10-11 Budget	Increase/ (Decrease) Over Budget
Salaries & Benefits	\$5,466,932	\$5,582,612	\$11,049,544	\$11,039,544	\$10,000
Services & Supplies	\$1,732,672	\$2,508,334	\$4,241,006	\$4,241,006	\$0
Long-Term Debt	\$12,922	\$12,078	\$25,000	\$25,000	\$0
Fixed Assets	\$19,130	\$495,870	\$515,000	\$515,000	\$0
Approp. for Cont.	\$0	\$0	\$0	\$25,000	(\$25,000)
TOTAL	\$7,231,656	\$8,598,894	\$15,830,550	\$15,845,550	(\$15,000)

MIDYEAR BUDGET ADJUSTMENTS (FY 10-11)
DISCUSSION DRAFT
Revenue Detail

Revenues	Actual Revenues July-Dec 2010	Estimated Revenue Jan-June 2011	Total Revenues- FY 10-11 Mid-Yr Estimates	Total Revenues- FY 10-11 Budget	Increase/ (Decrease) Over Budget (\$)	Increase/ (Decrease) Over Budget (%)
1000 Property Taxes-CY Secured	7,342,628	6,855,984	14,198,612	14,001,267	197,345	1.4%
1008 Redevelopment	(1,169,284)	(371,909)	(1,541,193)	(1,578,715)	37,522	-2.4%
1011 SB2577-Prop Tax Admin Fee	0	(210,000)	(210,000)	(199,480)	(10,520)	5.3%
1014 AB 1290 RDA Pass-Thrus	50,570	23,205	73,775	80,256	(6,481)	-8.1%
1015 H&S 33401 RDA Pass thrus	668,448	179,621	848,069	864,390	(16,321)	-1.9%
1020 Property Taxes-CY Supp	0	95,991	95,991	97,424	(1,433)	-1.5%
1040 Property Taxes-CY Unsecured	480,766	29,914	510,680	516,370	(5,690)	-1.1%
1042 Cost Reim-Coll Del CY Uns	(13,547)	0	(13,547)	(12,978)	(569)	4.4%
1044 Prop Taxes-CY Unsecured July	0	0	0	0	0	N/A
1060 Prop Tax-PY Secured	0	(10,500)	(10,500)	0	(10,500)	N/A
1080 Prop Tax-PY Supp	0	(1,200)	(1,200)	0	(1,200)	N/A
1100 Prop Tax-PY Unsecured	0	8,500	8,500	7,490	1,010	13.5%
1266 Timber Yield Tax	1,044	0	1,044	85	959	1126.2%
Total Taxes	7,360,625	6,599,606	13,960,232	13,776,109	184,123	1.3%
1700 Interest on Pooled Fund	9,266	30,634	39,900	39,900	0	0.0%
1701 Interest Earned	0	9,500	9,500	9,500	0	0.0%
1800 Rent/Concessions	260	40	300	150	150	100.0%
Total Use of Money	9,526	40,174	49,700	49,550	150	0.3%
2081 St-Highway Rentals	0	100	100	100	0	0.0%
2440 State-HOPTR	0	138,152	138,152	134,913	3,239	2.4%
2500 State-Other	0	2,500	2,500	2,500	0	0.0%
2563 ST-TBR Reimb	107,102	142,898	250,000	250,000	0	0.0%
2566 State-Lib-PLF	0	170,000	170,000	170,000	0	0.0%
2901 County-Local Agency Grant	0	25,378	25,378	25,378	0	0.0%
2945 Library Literacy	45,969	23,576	69,545	69,545	0	0.0%
Total Intergovernmental Revenue	153,071	502,604	655,675	652,436	3,239	0.5%
3019 NCPA Gov't Service Fee	0	31,640	31,640	31,535	105	0.3%
3480 Library Fines	186,972	183,028	370,000	370,000	0	0.0%
3482 Lib. Membership	3,265	12,735	16,000	16,000	0	0.0%
3483 Postage Recovery	301	199	500	100	400	400.0%
3484 Library Fines-Delinquent Coll	7,599	36,401	44,000	44,000	0	0.0%
3485 Lib. Document Delivery	0	0	0	0	0	N/A
3700 Lib. Copier Fees	27,510	32,438	59,948	59,948	0	0.0%
3701 Check Handling Fees	0	50	50	50	0	0.0%
3980 Rev Applic to PY	0	0	0	0	0	N/A
Total Charges for Services	225,647	296,491	522,138	521,633	505	0.1%
4020 Other Sales	0	0	0	0	0	N/A
4040 Miscellaneous Revenues	35,107	55,565	90,672	90,672	0	0.0%
4102 Donations & Reimbursements	15,435	39,565	55,000	55,000	0	0.0%
4106 Refunds	181	5,819	6,000	6,000	0	0.0%
4109 Outdate/Cancelled Warrants	0	1,000	1,000	1,000	0	0.0%
4113 Returned Checks	(113)	263	150	150	0	0.0%
Total Miscellaneous	50,611	102,211	152,822	152,822	0	0.0%
Total Revenues	7,799,479	7,541,087	15,340,567	15,152,550	188,017	1.2%

MIDYEAR BUDGET ADJUSTMENTS (FY 10-11)
DISCUSSION DRAFT
Expenditure Detail - Salary & Benefits

Salaries/Employee Benefits		Actual Expenditures July-Dec 2010	Estimated Expenditures Jan-June 2011	Total Expenditures FY 10-11 (Dec Est)	Total Expenditures FY 10-11 (Budget)	Increase/ (Decrease) MidYear to Budget (\$)	Increase/ (Decrease) MidYear to Budget (%)
5900	Vacancy Factor	0	(45,000)	(45,000)	(45,000)	0	0.0%
5910	Perm Positions	3,388,510	3,801,546	7,190,056	7,190,056	0	0.0%
5911	Extra Help	331,304	181,198	512,502	512,502	0	0.0%
5920	PERS Emp Contr	26,167	9,657	35,824	35,824	0	0.0%
5923	PERS	487,696	562,163	1,049,859	1,049,859	0	0.0%
5924	Medicare	46,056	48,228	94,284	94,284	0	0.0%
5925	Defer Comp PST	15,099	29,113	44,212	44,212	0	0.0%
5930	Health Insurance	643,973	532,619	1,176,592	1,176,592	0	0.0%
5931	Disability Ins	14,225	21,271	35,496	35,496	0	0.0%
5932	Dental Ins	83,059	84,517	167,576	167,576	0	0.0%
5933	Life Ins	3,173	4,955	8,128	8,128	0	0.0%
5934	Vision Ins	11,784	12,602	24,386	24,386	0	0.0%
5935	Unemployment Ins	14,932	5,068	20,000	10,000	10,000	100.0%
5936	Retiree Health Ins	272,770	257,230	530,000	530,000	0	0.0%
5940	Worker's Comp	128,184	77,445	205,629	205,629	0	0.0%
Total Salaries/Benefits		5,466,932	5,582,612	11,049,544	11,039,544	10,000	0.1%

MIDYEAR BUDGET ADJUSTMENTS (FY 10-11)
DISCUSSION DRAFT
Expenditure Detail - Services & Supplies and Fixed Assets

Services & Supplies		Actual Expenditures July-Dec 2010	Estimated Expenditures Jan-June 2011	Total Expenditures FY 10-11 (Dec Est)	Total Expenditures FY 10-11 (Budget)	Increase/ (Decrease) MidYear to Budget (\$)	Increase/ (Decrease) MidYear to Budget (%)
6040	Communications	4,833	7,167	12,000	12,000	0	0.0%
6041	Data Lines	18,277	47,723	66,000	66,000	0	0.0%
6043	Alarm Systems	4,612	5,388	10,000	10,000	0	0.0%
6045	Telephone Service	11,496	10,504	22,000	22,000	0	0.0%
6048	Cell Phone Service	621	1,379	2,000	2,000	0	0.0%
6049	Unclaimable Comm Exp	0	50	50	50	0	0.0%
	Subtotal Communications	39,839	72,211	112,050	112,050	0	0.0%
6084	Janitorial Supplies	13,345	12,655	26,000	16,000	10,000	62.5%
6085	Janitorial Services	79,569	81,931	161,500	161,500	0	0.0%
	Subtotal Household Expense	92,914	94,586	187,500	177,500	10,000	5.6%
6103	Liability Insurance	68,713	2,918	71,631	71,631	0	0.0%
	Subtotal Insurance	68,713	2,918	71,631	71,631	0	0.0%
6140	Maint Equip-IT	144,759	30,241	175,000	175,000	0	0.0%
6152	Maint Equip-Purchase Parts	6,222	5,323	11,545	11,545	0	0.0%
6153	Maint Equip-Outside	28,887	32,952	61,839	61,839	0	0.0%
	Subtotal Maintenance-Equipment	179,868	68,516	248,384	248,384	0	0.0%
6180	Maint-Bldgs/Imp-Contracts	25,024	28,976	54,000	54,000	0	0.0%
6190	Landscape Service	15,768	22,032	37,800	37,800	0	0.0%
6226	Maint-Bldgs/Imp-Parts	1,084	15,162	16,246	16,246	0	0.0%
	Subtotal Maintenance-Buildings	41,876	66,170	108,046	108,046	0	0.0%
6280	Memberships	2,682	7,318	10,000	10,000	0	0.0%
	Subtotal Memberships	2,682	7,318	10,000	10,000	0	0.0%
6401	Office Expense	15,328	24,672	40,000	40,000	0	0.0%
6410	Postage	6,745	41,970	48,715	48,715	0	0.0%
6430	Printing	3,652	41,884	45,536	45,536	0	0.0%
6452	Paper Stock	6,009	9,675	15,684	15,684	0	0.0%
	Subtotal Office Expense	31,734	118,201	149,935	149,935	0	0.0%
6517	DP-Networking	9,823	177	10,000	10,000	0	0.0%
6518	Data Entry-OCLC	17,799	12,202	30,000	30,000	0	0.0%
6521	County Services	0	131,116	131,116	131,116	0	0.0%
6540	Contract Services	95,036	61,190	156,226	156,226	0	0.0%
6553	Security Services	25,695	39,305	65,000	65,000	0	0.0%
6570	Consulting Services	3,305	11,695	15,000	15,000	0	0.0%
6589	Permits	0	274	274	274	0	0.0%
6610	Legal Services	15,402	25,395	40,797	20,797	20,000	96.2%
6630	Audit/Accounting Services	23,413	2,778	26,190	26,190	0	0.0%
6631	Bookkeeping	8,570	13,930	22,500	22,500	0	0.0%
6800	Public/Legal Notices	18	982	1,000	1,000	0	0.0%
6820	Rents/Leases-Equip	833	17,167	18,000	18,000	0	0.0%
6840	Rents/Leases-Bldgs/Improv	6,447	5,553	12,000	12,000	0	0.0%
6880	Small Tools/Instruments	3,565	6,435	10,000	10,000	0	0.0%
6881	Library Equipment	1,543	36,196	37,739	37,739	0	0.0%
6882	Gift Equipment	5,414	9,668	15,082	15,082	0	0.0%
6889	Software	22,031	57,578	79,609	79,609	0	0.0%
6890	Computer Hardware	0	115,000	115,000	115,000	0	0.0%
6891	Small Equipment - IT	15,976	29,024	45,000	45,000	0	0.0%
	Subtotal Professional/Special Services	254,869	575,664	830,533	810,533	20,000	2.5%
7000	Library & Other Supplies	7,545	22,455	30,000	30,000	0	0.0%
7020	Summer Reading	9,383	16,584	25,967	25,967	0	0.0%
7030	Programming-Adult	4,281	7,947	12,228	12,228	0	0.0%
7035	Programming-Juvenile	5,201	7,027	12,228	12,228	0	0.0%
7110	Professional Development	3,386	12,190	15,576	15,576	0	0.0%
7120	In-Service Training	249	12,751	13,000	13,000	0	0.0%
7180	Literacy	36,254	86,382	122,636	122,636	0	0.0%
	Subtotal Professional/Special Services	66,299	165,336	231,635	231,635	0	0.0%
7187	Material Mgt Supplies	14,801	25,199	40,000	70,000	(30,000)	-42.9%
7190	Books/Materials	661,406	1,001,594	1,663,000	1,663,000	0	0.0%
7191	Binding	4,063	5,937	10,000	10,000	0	0.0%
	Subtotal Library Materials	680,269	1,032,731	1,713,000	1,743,000	(30,000)	-1.7%
7301	County Car Expense	13,435	16,974	30,409	30,409	0	0.0%
7302	Travel Expense	0	7,500	7,500	7,500	0	0.0%
7303	Mileage & Parking	27,950	32,050	60,000	60,000	0	0.0%
	Subtotal Transportation	41,384	56,525	97,909	97,909	0	0.0%
7320	Utilities	232,224	247,776	480,000	480,000	0	0.0%
7400	Data Processing	0	383	383	383	0	0.0%
	Subtotal Other	232,224	248,159	480,383	480,383	0	0.0%
	TOTAL SERVICES & SUPPLIES	1,732,672	2,508,334	4,241,006	4,241,006	0	0.0%
7910	LTD-Principal	12,922	12,078	25,000	25,000	0	0.0%
	TOTAL LONG TERM DEBT	12,922	12,078	25,000	25,000	0	0.0%
	TOTAL OPERATING EXPENDITURES	7,212,526	8,103,024	15,315,550	15,305,550	10,000	0.1%
8510	Building Improvements	16,836	283,164	300,000	300,000	0	0.0%
8560	Equipment	100,000	100,000	100,000	100,000	0	0.0%
8562	Computer Equipment	2,294	82,706	85,000	85,000	0	0.0%
8570	Furniture/Fixtures	0	30,000	30,000	30,000	0	0.0%
	TOTAL FIXED ASSETS	19,130	495,870	515,000	515,000	0	0.0%
9000	Appropriations for Cont	0	0	0	25,000	(25,000)	0.0%
	TOTAL EXPENDITURES	7,231,656	8,598,894	15,830,550	15,845,550	(15,000)	-0.1%

FISCAL IMPACT

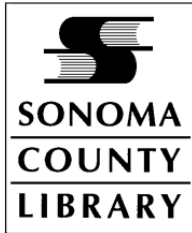
Guides expenditures in the second half of the fiscal year.

POLICY ISSUES

The budget is a policy

ATTACHMENTS

Document #13.1



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Discussion	2.1.11	Budget Workshop #1	14

SUBJECT

Annual Budget Policy Review

PURPOSE OF THE DISCUSSION

The budget policy is designed to articulate the guiding principles for the Commission’s annual budget development and to communicate with the Library’s stakeholders.

The purpose of the discussion at this meeting is to determine whether the Commission wishes to modify the policy before it adopts the FY 11-12 policy.

BACKGROUND

In 2010, the Library Commission adopted its first budget policy. This document is the one adopted last year with a few updates to the data. We also removed the term “interim.”

FUTURE BOARD ACTIONS

Adopt policy for 2011-12 budget.

FISCAL IMPACT

Statement guides budget development.

POLICY ISSUES

This is a policy, as is the budget.

ATTACHMENTS

Document #14.1-Budget Policy for FY 11-12 (Discussion Draft)

SONOMA COUNTY LIBRARY
INTERIM BUDGET POLICIES – FY 11-12

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PURPOSE

These policies guide the development of budgets for the Sonoma County Library. ~~The interim policies will be in effect until the Library Commission has completed the first phase of financial policy development.~~ *They are reviewed annually as the first step in the Library Commission’s budget development process.*

POLICY

In its governing role, the Sonoma County Library Commission is responsible for the Library’s financial health to support the Library’s services and operations as well as being accountable for the appropriate use of public funds. A primary tool to carry out that responsibility is the development of a comprehensive financial plan—a budget. The Library Commission will maintain a clear set of guiding principles to guide the development of its budget and to communicate with the Library’s stakeholders.

REGULATIONS

1. Balanced Budget

1.1. The budget must balance revenue with expenditures. The Library is required by state law to live within its own means. Any deviation from a balanced budget is not permitted by the California State Government Code, which states: “In the proposed and final budgets the budgetary requirements shall equal the available financing” (Government Code §29009).

2. Long Range Budget Planning

2.1. Since the 2010-2011 fiscal years, the Library is faced with substantially lower revenues for the next four to five years. In response to these reductions, the Library will seek to control and reduce expenditures while maintaining its services to the extent possible.

This assumption is based on the following:

- On average, 90% of the Library’s income is from property tax.
- Property tax projections for the next three year—FY2010-2011, -2.2%; FY2011-2012, -1%; FY2012-2013, same as FY 2011-12.
- The Deputy Chief Tax Assessor has advised the Library Commission that it will take 4-5 years for property taxes to recover.
- Loss of property tax revenue also results in lower interest earnings that the Library receives on taxes held by the county.

2.2. Annual budgets must be created with long-term sustainability in-mind, and operating expenditures will not be increased to the point that the Library becomes overly reliant on reserves or unreliable one-time revenue.

DOCUMENT #14.1(2.1.11)
DISCUSSION DRAFT

- 1 2.3. Proposed new services, facilities, significant technological changes, and major strategy
2 changes should/will be analyzed for their long-term effect on operations, funding, liability
3 and maintenance. Any new programs or services will not be recommended unless they
4 further the Library’s priorities or will assist in controlling or reducing the staff workload
5 within the framework of a balanced budget. Any changes will be carefully reviewed to
6 determine whether it is sustainable over time, based on revenue and expenditure
7 projections.
8
- 9 2.4. One-time funding sources (e.g., fund balance, gifts and donations, grants) will be used to
10 fund one-time expenditures (e.g., fixed assets, infrastructure, technology, and special one-
11 time programs).
12

13 **3. Revenues**

14 3.1. Property Tax: For the foreseeable future, the Library will be dependent on property taxes
15 for approximately ~~86%~~ 91% of its annual revenue—revenue from property taxes has
16 averaged just under ~~92%~~ 90% of the total revenue, or ~~\$14,043,567~~ \$14,186,283 over the
17 past five years. The Library’s projected property tax income is based on a conservative
18 approach to estimates provided by the County at least two times a year.

19 ~~3.1.1. As of February 2010, property tax revenues for FY 2010-2011 are estimated to be~~
20 ~~approximately 5% lower than those the Library actually received in 2008-2009.~~
21 ~~Based on the information currently available, the Library does not expect its tax~~
22 ~~revenue to reach the 2008-2009 level again for at least four to five years.~~
23

24 *3.1.1. As of January 2011, property tax revenues for FY 2011-2012 are estimated to be*
25 *approximately 1% lower than the FY2010-2011 mid-year adjustments. Based on the*
26 *information currently available, the Library does not expect its tax revenue to reach*
27 *the 2008-2009 level again for four to five years.*
28

- 29 3.2. Interest Income: The Library receives interest on two pools of cash: (1) on money in the
30 Library’s two funds (Operating and Special Revenue) and (2) on a small portion of property
31 tax revenues that the county holds until the end of the fiscal year. Operating interest
32 income has averaged \$185,457 annually, or ~~1.1%~~ of the revenue.
33
- 34 3.3. Fines & Fees: As a free public library with a mission to serve people of all income levels, the
35 Sonoma County Library is committed to providing its services free of charge. Fines and
36 other charges will be kept at affordable levels so that the cost of using the services does
37 not penalize those residents with limited financial resources. The average income from
38 fines and fees has averaged \$485,640, or ~~3%~~ 3.1% of the Library’s revenue.
39
- 40 3.4. Gifts & Donations: The Library will work closely with its support groups (the Sonoma
41 County Library Foundation, local Friends groups, and the Wine Library Associates) to
42 continue to increase donations to the Library. This revenue offsets actual expenditures in
43 the Operating Fund and cannot be counted on as support for ongoing operations.
44

DOCUMENT #14.1(2.1.11)
DISCUSSION DRAFT

1 3.5. State Funds & Other Grant Funds: The Library currently receives the following local, state,
2 and federal grants, which averaged \$682,985, or ~~4.2%~~ 4.3% of the Library’s revenues over
3 the past 5 years:

4 3.5.1. Transaction-Based Reimbursements (TBR): has averaged \$369,768 per year over
5 the last 5 years and is a state grant based on the net number of items the Library
6 loans directly or indirectly to users of other libraries. These funds have not been
7 used for a specific purpose and may be eliminated from the State budget. The loss of
8 the revenue would have a significant effect on the Library’s operating budget.

9 3.5.2. Public Library Foundation (PLF): has averaged \$197,465 per year over the past 5
10 years and is a state grant to public libraries based on a per capita formula. These
11 funds have not been used for a specific purpose and may be eliminated for the State
12 budget. The loss of the revenue would have a significant effect on the Library’s
13 operating budget.

14 3.5.3. Literacy Grants: for a number of years, the Library’s literacy program has been
15 supported by state and federal grants. The portion of the program funded by grants
16 has been declining in recent years, and the Library has gradually assumed
17 responsibility for funding the program. The table below shows the proportion of
18 grant revenue and library revenue in the current fiscal year compared to the actual
19 revenue and expenditures in FY 2004-2005.

<u>Literacy Projects</u>	<u>Grant Revenue</u>	<u>Library Contribution</u>	<u>Total</u>	<u>Grant Percent of Total</u>	<u>Library Percent of Total</u>
FY 10-11 - Budget	\$69,545	\$154,131	\$223,676	31.09%	68.91%
FY 04-05 - Actual	\$87,399	\$90,813	\$178,212	49.04%	50.96%

20
21 3.5.4. County Advertising Grant: For a number of years, the History and Genealogy
22 Library has received county grants funded with revenue from the Transient
23 Occupancy Tax (TOT, i.e., the hotel tax). Funds support the digitization of the
24 Library’s photographic collection, and the grants have averaged \$25,378 in the past
25 five years.

26 3.5.5. Any additional grant funds included in the budget will be accepted in a manner
27 consistent with the Library’s policies, and any changes in the budget as a result of
28 grant funding requires Commission review and approval.
29

30 **4. Expenditure Control**

31 4.1. The Sonoma County Library Commission is committed to continuing the Library’s services
32 at the highest possible level, within current financial constraints. In evaluating options for
33 reductions, the Commission recognizes that the Library does not offer services beyond
34 those that are basic for a public library. Any reductions in services will have to be
35 reductions to core services.
36

DOCUMENT #14.1(2.1.11)
DISCUSSION DRAFT

1 4.2. The Library will continue to review its personnel expenditures in order to fund the Library's
2 core services and maintain a balanced budget. The Library's staff is integral to the Library's
3 ability to serve the public.

4 4.2.1. In the long-term, the Library Commission is committed to providing salaries and
5 benefits at a realistic level, while at the same time continuing its support for other
6 important aspects of the Library's services. The Library will, at a minimum:

7 4.2.1.1. Seek to control the cost of benefits while striving to provide reasonable
8 benefits package for employees.

9 4.2.1.2. Evaluate options for changing the staffing model (i.e., the allocation of
10 positions among various classifications) over the long-term.

11 4.2.2. In the short-term (i.e., until revenues return to the FY 08-09 levels), the Library
12 Commission's goal is to avoid both service reductions and layoffs. The Commission
13 will make every effort to work with the bargaining unit to identify temporary salary
14 savings options.

15
16 4.3. The Library will continue to review its expenditures for Library books and other materials
17 and to increase those expenditures if at all possible in order to maintain or improve the
18 Library's services.

19
20 4.4. The Library will assess the condition of its assets that support delivery of its services
21 (facilities, technology, vehicles, etc) and plan for their maintenance and eventual
22 replacement when it is the Library's responsibility (e.g., not the responsibilities of cities and
23 county, which own the buildings).

24
25 4.5. The Library will continue to evaluate opportunities to further reduce its non-personnel
26 operating expenditures based on their effect on services, staff, and the condition of capital
27 assets.

28
29 4.6. The Library will aggressively pursue opportunities to reduce and/or control increases in the
30 cost of its utilities, including water and electricity, as one way to reduce long-term
31 operating costs.

32
33 **5. Capital Expenditures**

34 5.1. Items with an initial cost of more than \$5,000 are considered capital assets.

35
36 5.2. A fund will be established within the Fund Balance/Reserve Fund to accumulate the funds
37 to replace existing assets (primarily vehicles, equipment, and information technology
38 resources) when they are retired from service.

39
40 **6. Fund Balance**

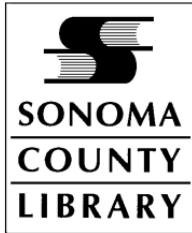
41 6.1. Fund balance (i.e., reserves) is created when the Library's revenues exceed its expenditures
42 at the end of the fiscal year or as a result of policies that dictate additions to the reserves.

DOCUMENT #14.1(2.1.11)
DISCUSSION DRAFT

1 6.2. The Sonoma County Library Commission will create and maintain a prudent level of
2 financial reserves to guard against the need to reduce service levels and operating costs
3 that result from temporary revenue short-falls or unanticipated one-time expenditures.
4

5 6.3. Money in the fund balance will be used to build toward the Library’s reserve goals and will
6 not be used to fund ongoing operating expenses of the Library.
7

8 ~~6.4. The Sonoma County Library Commission has made revising its fund balance policy a~~
9 ~~priority, and that new policy will be based on best practices for publicly funded entities.~~



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Discussion	2.1.11	Budget Workshop #1	15

SUBJECT

Preliminary FY 11-12 Budget

PURPOSE OF THE DISCUSSION

- Review preliminary numbers for next year’s budget;
- Identify major issues; and
- Identify additional information needed.

BACKGROUND

These documents represent very preliminary information for the upcoming fiscal year.

Revenue Highlights (or “low lights”)

- Projected additional 1% decrease in property tax revenue: \$139,602.
- Reductions to state funding in Governor Brown’s budget (based on this year’s budget):
 - Transaction-based Reimbursement (TBR): \$250,000
 - Public Library Foundation (PLF): \$170,000
 - Literacy Grant: \$39,434

Expenditures for Salary & Benefits:

- One-time savings for FY 10-11 negotiated with the Union for the furlough days and suspension of step increases have been added back in.
- Because most of the negotiated savings were not in place for the first 4 months of the fiscal year, additional savings for the first part of the fiscal year are reflected in reductions in deferred compensation and employee CalPERS contribution.
- The employer contributions for CalPERS will increase by \$160,089.
- Workers’ Compensation premiums will increase by \$31,346.
- Expenditures for Extra Help require careful evaluation.

Expenditures for Services & Supplies:

- The Management Team has not had an opportunity to review these expenditure lines carefully. The Commission can assume that the Management Team will continue to monitor expenditures carefully and will identify any potential reductions or needed increases as LMT did throughout the first 9 months of 2010.

FUTURE BOARD ACTIONS

Authorize submission of the preliminary budget to the County at the March meeting.

FISCAL IMPACT

POLICY ISSUES

The budget is a policy.

ATTACHMENTS

- Document #15.1 – Preliminary FY 11-12 Budget Discussion Draft
- Document #15.2 – Preliminary FY 11-12 Budget Narrative

SUMMARY
FY 2011-12 PRELIMINARY BUDGET
DISCUSSION DRAFT

SUMMARY

	1	2	3	4	5	6	7
<u>Category</u>	Actual FY 2008-2009	Actual FY 2009-2010	Budget FY 2010-2011	Mid-Yr Estimate FY 2010-2011	Feb Preliminary FY 2011-2012	Change Yr to Budget	Mid-Change Preliminary to Mid-Year
Expenditures	\$17,384,078	\$16,185,145	\$15,845,550	\$15,830,550	\$16,347,894	\$10,000	\$332,255
Revenues	\$16,299,159	\$15,769,791	\$15,152,550	\$15,340,567	\$14,739,831	\$188,017	(\$600,735)
Use of Fund Balance	\$1,084,919	\$415,354	\$693,000	\$489,983	\$1,608,063	(\$178,017)	\$932,990

EXPENDITURES

	1	2	3	4	5	6	7
<u>Category</u>	Actual FY 2008-2009	Actual FY 2009-2010	Budget FY 2010-2011	Mid-Yr Estimate FY 2010-2011	Feb Preliminary FY 2011-2012	Change Yr to Budget	Mid-Change Preliminary to Mid-Year
Salaries & Benefits	\$11,898,574	\$11,860,036	\$11,039,544	\$11,049,544	\$11,541,888	\$10,000	\$332,255
Services & Supplies	\$4,783,235	\$4,130,237	\$4,241,006	\$4,241,006	\$4,241,006	\$0	\$0
Long-Term Debt	\$17,875	\$24,784	\$25,000	\$25,000	\$25,000	\$0	\$0
Fixed Assets	\$684,394	\$170,088	\$515,000	\$515,000	\$515,000	\$0	\$0
Approp. for Cont.	\$0	\$0	\$25,000	\$0	\$25,000	\$0	\$0
TOTAL	\$17,384,078	\$16,185,145	\$15,845,550	\$15,830,550	\$16,347,894	\$10,000	\$332,255

SUMMARY
 FY 2011-12 PRELIMINARY BUDGET
 DISCUSSION DRAFT
 REVENUE

		A	B	C	D		E	F	H	I	K	L
Sub-Obj		Actual	Actual	Budget	Mid-Yr Estimate	Preliminary	Change Mid-Yr Est to Budget Over/(Under)		Change Preliminary to Mid-Yr Est Over/(Under)		Projected	Projected
Code	Account Title	FY 2008-09	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12	Dollars	Percent	Dollars	Percent	FY 2012-13	FY 2013-14
1000	Property Taxes-CY Secured	14,707,393	14,583,221	14,001,267	14,198,612	14,056,626	197,345	1.4%	(141,986)	-1.0%	14,056,626	14,197,192
1004	Property Taxes-CY Secured-July	59,096	0	0	0	0	0	N/A	0	N/A	0	0
1008	Redevelopment	(684,667)	(1,644,495)	(1,578,715)	(1,541,193)	(1,525,781)	37,522	-2.4%	15,412	-1.0%	(1,525,781)	(1,541,039)
1011	SB 2557 Prop Tax Admin	(197,220)	(203,435)	(199,480)	(210,000)	(207,900)	(10,520)	5.3%	2,100	-1.0%	(207,900)	(209,979)
1014	AB 1290 RDA Pass-Thrus	0	83,207	80,256	73,775	73,037	(6,481)	N/A	(738)	-1.0%	73,037	73,767
1015	H&S 33401 RDA Pass-Thrus	0	908,669	864,390	848,069	839,588	(16,321)	N/A	(8,481)	-1.0%	839,588	847,984
1020	Property Taxes-CY Supp-84/85	208,825	112,931	97,424	95,991	95,031	(1,433)	-1.5%	(960)	-1.0%	95,031	95,981
1040	Property Taxes-CY Unsecured	517,704	518,317	516,370	510,680	505,573	(5,690)	-1.1%	(5,107)	-1.0%	505,573	510,629
1042	Cost Reim-Coll Del CY Uns	(10,665)	(11,891)	(12,978)	(13,547)	(13,412)	(569)	4.4%	135	-1.0%	(13,412)	(13,546)
1044	Property Taxes-CY Unsec July	0	0	0	0	0	0	N/A	0	N/A	0	0
1060	Property Taxes-PY Secured	(11,777)	(10,163)	0	(10,500)	(10,395)	(10,500)	N/A	105	N/A	(10,395)	(10,499)
1080	Property Taxes-PY Supp	(2,540)	(1,019)	0	(1,200)	(1,188)	(1,200)	N/A	12	N/A	(1,188)	(1,200)
1100	Property Taxes-PY Unsecured	5,808	9,539	7,490	8,500	8,415	1,010	13.5%	(85)	-1.0%	8,415	8,499
1266	Timber Yield Tax	2,758	103	85	1,044	1,034	959	1126.2%	(10)	-1.0%	1,034	1,044
Sub-Total - Taxes		14,594,715	14,344,984	13,776,109	13,960,232	13,820,629	184,123	1.3%	(139,602)	-1.0%	13,820,629	13,958,833
1700	Interest on Pooled Fund	127,448	39,203	39,900	39,900	39,900	0	0.0%	0	0.0%	39,900	39,900
1701	Interest Earned	22,999	6,919	9,500	9,500	9,500	0	0.0%	0	0.0%	9,500	9,500
1800	Rent/Concessions	129	522	150	300	300	150	100.0%	0	0.0%	300	300
Sub-Total - Use of Money/Property		150,576	46,644	49,550	49,700	49,700	150	6.2%	0	0.0%	49,700	49,700
2081	St - Highway Rentals	121	103	100	100	99	0	0.0%	(1)	-1.0%	99	100
2440	State-HOPTR	141,357	140,534	134,913	138,152	136,770	3,239	2.4%	(1,382)	-1.0%	136,770	138,138
2500	ST - Other	12,625	0	2,500	2,500	2,500	0	0.0%	0	0.0%	2,500	2,500
2563	ST - TBR Reimburse	347,752	223,827	250,000	250,000	0	0	0.0%	(250,000)	-100.0%	0	0
2566	State Library - PLF	164,954	172,359	170,000	170,000	0	0	0.0%	(170,000)	-100.0%	0	0
2901	County - Local Agency Grant	25,388	25,370	25,378	25,378	25,378	0	0.0%	0	0.0%	25,378	25,378
2945	Library Literacy	83,326	100,980	69,545	69,545	30,111	0	0.0%	(39,434)	-56.7%	30,111	30,111
Sub-Total-Intergovt Revenues		775,523	663,172	652,436	655,675	194,858	3,239	-1.6%	(460,817)	-70.3%	194,858	196,227
3019	NCPA Gov't Service Fee	33,425	32,839	31,535	31,640	31,324	105	0.3%	(316)	-1.0%	31,324	31,637
3480	Library Fines	400,647	390,918	370,000	370,000	370,000	0	0.0%	0	0.0%	370,000	370,000
3482	Library Membership	11,325	11,205	16,000	16,000	16,000	0	0.0%	0	0.0%	16,000	16,000
3483	Library Postage Recovery	195	446	100	500	500	400	400.0%	0	0.0%	500	500
3484	Library Fines-Delinquent Collections	54,409	32,488	44,000	44,000	44,000	0	0.0%	0	0.0%	44,000	44,000
3485	Library Document Delivery	0	0	0	0	0	0	N/A	0	N/A	0	0
3700	Library Copier Fees	62,149	64,768	59,948	59,948	59,948	0	0.0%	0	0.0%	59,948	59,948
3701	Check Handling Fees	20	20	50	50	50	0	0.0%	0	0.0%	50	50
3980	Rev Applic Prior Year	8,277	0	0	0	0	0	N/A	0	N/A	0	0
Sub-Total - Charges for Services		570,448	532,684	521,633	522,138	521,822	505	-2.1%	(316)	-0.1%	521,822	522,135

SUMMARY
 FY 2011-12 PRELIMINARY BUDGET
 DISCUSSION DRAFT
 REVENUE

		A	B	C	D		E	F	H	I	K	L
Sub-Obj		Actual	Actual	Budget	Mid-Yr Estimate	Preliminary	Change Mid-Yr Est to Budget Over/(Under)		Change Preliminary to Mid-Yr Est Over/(Under)		Projected	Projected
Code	Account Title	FY 2008-09	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12	Dollars	Percent	Dollars	Percent	FY 2012-13	FY 2013-14
4020	Other Sales	0		0	0	0	0	N/A	0	N/A	0	0
4040	Misc. Revenue	107,554	94,436	90,672	90,672	90,672	0	0.0%	0	0.0%	90,672	90,672
4102	Donations/Reimbursements	89,607	84,708	55,000	55,000	55,000	0	0.0%	0	0.0%	55,000	55,000
4106	Refunds	10,428	2,446	6,000	6,000	6,000	0	0.0%	0	0.0%	6,000	6,000
4109	Outdated Warrants	539	424	1,000	1,000	1,000	0	0.0%	0	0.0%	1,000	1,000
4113	Returned Checks	(232)	293	150	150	150	0	0.0%	0	0.0%	150	150
4118	Jail Settlement											
Sub-Total - Miscellaneous Revenues		207,896	182,307	152,822	152,822	152,822	0	-16.2%	0	0.0%	152,822	152,822
PY	Appropriations Revenue	0	0	0	0	0		N/A		N/A	0	0
TOTAL OPERATING REVENUE		16,299,159	15,769,791	15,152,550	15,340,567	14,739,831	188,017	1.2%	(600,735)	-3.9%	14,739,831	14,879,717
USE OF FUND BALANCE		1,084,919	415,354	693,000	489,983	1,608,063		-29.3%		228.2%	1,608,063	1,468,177
TOTAL REVENUE		17,384,078	16,185,145	15,845,550	15,830,550	16,347,894	188,017	-0.1%	(600,735)	3.3%	16,347,894	16,347,894

SUMMARY											
FY 2011-12 PRELIMINARY BUDGET											
DISCUSSION DRAFT											
EXPENDITURES											
			A	B	C	D		E	F	H	I
	Sub-Obj		Actual	Actual	Budget	Mid-Yr	Preliminary	Change Mid-Yr Est to		Change Preliminary to	
	Code	Account Title	FY 2008-09	FY 2009-10	FY 2010-11	Estimate	FY 2011-12	Dollars	Percent	Dollars	Percent
SALARIES AND BENEFITS											
5	5900	Vacancy Factor	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)	0	0.0%	0	0.0%
6	5910	Permanent Positions	7,863,322	7,726,290	7,190,056	7,190,056	7,551,186	0	0.0%	361,130	5.0%
7	5911	Part-Time Extra Help	681,635	637,065	512,502	512,502	502,053	0	0.0%	(10,449)	-2.0%
8	5920	PERS-Emp Contrib	157,430	113,791	35,824	35,824	0	0	0.0%	(35,824)	-100.0%
9	5923	PERS-Loc Bds	1,180,300	1,076,950	1,049,859	1,049,859	1,209,948	0	0.0%		15.2%
10	5924	Medicare Tax	101,106	100,078	94,284	94,284	94,125	0	0.0%	(159)	-0.2%
11	5925	Deferred Comp	62,028	71,403	44,212	44,212	27,560	0	0.0%	(16,652)	-37.7%
12	Emp Group Insurance:										
13	5930	Health Insurance	1,055,014	1,185,900	1,176,592	1,176,592	1,103,143	0	0.0%	(73,449)	-6.2%
14	5931	Disability Insurance	32,686	34,667	35,496	35,496	34,595	0	0.0%	(901)	-2.5%
15	5932	Dental Insurance	157,353	178,750	167,576	167,576	183,880	0	0.0%	16,304	9.7%
16	5933	Life Insurance	6,676	9,836	8,128	8,128	8,264	0	0.0%	136	1.7%
17	5934	Vision Insurance	26,927	28,760	24,386	24,386	21,894	0	0.0%	(2,492)	-10.2%
18	5935	Unemployment Insurance	6,178	12,340	10,000	20,000	10,000	10,000	100.0%	(10,000)	-50.0%
19	5936	Retiree Health Insurance	433,026	492,175	530,000	530,000	603,265	0	0.0%	73,265	13.8%
20	5940	Workers' Comp Insurance	179,893	237,032	205,629	205,629	236,975	0	0.0%	31,346	15.2%
TOTAL SALARIES & BENEFITS			11,898,574	11,860,036	11,039,544	11,049,544	11,541,888	10,000	0.1%	332,255	4.5%
SERVICES & SUPPLIES											
Communications:											
21	6040	Communications	4,836	8,869	12,000	12,000	12,000	0	0.0%	0	0.0%
22	6041	Data Lines	110,526	66,217	66,000	66,000	66,000	0	0.0%	0	0.0%
23	6043	Alarm Systems	7,863	9,986	10,000	10,000	10,000	0	0.0%	0	0.0%
24	6045	Telephone Service	35,533	28,817	22,000	22,000	22,000	0	0.0%	0	0.0%
25	6048	Cell Phone Service	1,684	1,992	2,000	2,000	2,000	0	0.0%	0	0.0%
26	6049	Unclaimable Comm Exp	0	0	50	50	50	0	0.0%	0	0.0%
27	Household Expense:										
28	6084	Janitorial Supplies	31,774	28,968	16,000	26,000	16,000	10,000	62.5%	(10,000)	-38.5%
29	6085	Janitorial Services	197,909	197,394	161,500	161,500	161,500	0	0.0%	0	0.0%
30	Insurance:										
31	6103	Liability Insurance	71,837	70,216	71,631	71,631	71,631	0	0.0%	0	0.0%
32	Maintenance-Equipment:										
33	6140	Maint Equip-IT	106,616	107,337	175,000	175,000	175,000	0	0.0%	0	0.0%
34	6152	Maint Equip-Purchase Parts	17,453	7,785	11,545	11,545	11,545	0	0.0%	0	0.0%
35	6153	Maint Equip-Outside	31,191	64,037	61,839	61,839	61,839	0	0.0%	0	0.0%
36	Maintenance-Buildings:										
37	6180	Maint-Bldgs/Imp-Contracts	69,796	57,240	54,000	54,000	54,000	0	0.0%	0	0.0%
38	6186	Maint-Bldgs/Imp	0	0	0	0	0	0	N/A	0	N/A
39	6190	Landscape Service	44,514	34,573	37,800	37,800	37,800	0	0.0%	0	0.0%
40	6226	Maint-Bldgs/Imp-Parts	17,778	7,914	16,246	16,246	16,246	0	0.0%	0	0.0%
41	6280	Memberships	7,484	7,969	10,000	10,000	10,000	0	0.0%	0	0.0%
42	Office Expense:										
44	6401	Office Expense-Inventory	59,015	44,072	40,000	40,000	40,000	0	0.0%	0	0.0%
45	6410	Postage	36,021	37,095	48,715	48,715	48,715	0	0.0%	0	0.0%
46	6430	Printing	72,526	36,944	45,536	45,536	45,536	0	0.0%	0	0.0%
47	6452	Paper Stock	18,356	14,818	15,684	15,684	15,684	0	0.0%	0	0.0%

SUMMARY											
FY 2011-12 PRELIMINARY BUDGET											
DISCUSSION DRAFT											
EXPENDITURES											
		A	B	C	D		E	F	H	I	
	Sub-Obj	Actual	Actual	Budget	Mid-Yr	Preliminary	Change Mid-Yr Est to		Change Preliminary to		
	Code	FY 2008-09	FY 2009-10	FY 2010-11	Estimate	FY 2011-12	Dollars	Percent	Dollars	Percent	
	Account Title										
48	Professional/Special Services:										
49	6500 Professional Services	0	0	0	0	0	0	N/A	0	N/A	
50	6516 Automated System	0	0	0	0	0	0	N/A	0	N/A	
51	6517 DP -Networking	2,161	5,989	10,000	10,000	10,000	0	0.0%	0	0.0%	
52	6518 Data Entry-OCLC	17,502	76,388	30,000	30,000	30,000	0	0.0%	0	0.0%	
53	6521 County Services	50,945	57,863	131,116	131,116	131,116	0	0.0%	0	0.0%	
54	6540 Contract Services	155,234	150,486	156,226	156,226	156,226	0	0.0%	0	0.0%	
55	6553 Security Services	59,877	59,001	65,000	65,000	65,000	0	0.0%	0	0.0%	
56	6570 Consulting Services	29,765	14,888	15,000	15,000	15,000	0	0.0%	0	0.0%	
57	6589 Permits	297	198	274	274	274	0	0.0%	0	0.0%	
58	6610 Legal Services	8,941	6,086	20,797	40,797	20,797	20,000	96.2%	(20,000)	-49.0%	
59	6630 Audit/Accounting Services	36,757	27,063	26,190	26,190	26,190	0	0.0%	0	0.0%	
60	6631 Bookkeeping	18,108	20,378	22,500	22,500	22,500	0	0.0%	0	0.0%	
61	6800 Public/Legal Notices	1,480	425	1,000	1,000	1,000	0	0.0%	0	0.0%	
62	6820 Rents/Leases-Equip	22,524	9,845	18,000	18,000	18,000	0	0.0%	0	0.0%	
63	6840 Rents/Leases-Bldgs/Improv	11,952	11,096	12,000	12,000	12,000	0	0.0%	0	0.0%	
64	6880 Facilities Small Equipment	18,901	7,064	10,000	10,000	10,000	0	0.0%	0	0.0%	
65	6881 Library Equipment	86,563	38,703	37,739	37,739	37,739	0	0.0%	0	0.0%	
66	6882 Gift Equipment	626	793	15,082	15,082	15,082	0	0.0%	0	0.0%	
67	6889 Software	59,445	56,174	79,609	79,609	79,609	0	0.0%	0	0.0%	
68	6890 Computer Hardware	125,628	85,522	115,000	115,000	115,000	0	0.0%	0	0.0%	
69	6891 Small Equipment IT	28,989	51,470	45,000	45,000	45,000	0	0.0%	0	0.0%	
70	Special Library Expenses:										
71	7000 Library & Other Supplies	526,895	125,665	30,000	30,000	30,000	0	0.0%	0	0.0%	
72	7020 Summer Reading Supplies	35,891	30,313	25,967	25,967	25,967	0	0.0%	0	0.0%	
73	7030 Programming-Adult	38,439	25,980	12,228	12,228	12,228	0	0.0%	0	0.0%	
74	7035 Programming-Juvenile	0	0	12,228	12,228	12,228	0	0.0%	0	0.0%	
75	7110 Professional Development	27,065	12,545	15,576	15,576	15,576	0	0.0%	0	0.0%	
76	7120 In-Service Training	26,279	2,499	13,000	13,000	13,000	0	0.0%	0	0.0%	
77	7180 Literacy	128,087	116,918	122,636	122,636	122,636	0	0.0%	0	0.0%	
78	Books/Materials:										
79	7187 Materials Management Supplies	0	0	70,000	40,000	70,000	(30,000)	-42.9%	30,000	75.0%	
80	7190 Books/Materials	1,713,000	1,713,000	1,663,000	1,663,000	1,663,000	0	0.0%	0	0.0%	
81	7191 Binding	18,109	8,811	10,000	10,000	10,000	0	0.0%	0	0.0%	
82	Transportation:										
83	7301 County Car Expense	27,769	38,832	30,409	30,409	30,409	0	0.0%	0	0.0%	
84	7302 Travel Expense	28,650	2,002	7,500	7,500	7,500	0	0.0%	0	0.0%	
85	7303 Mileage & Parking	69,212	61,284	60,000	60,000	60,000	0	0.0%	0	0.0%	
86	7320 Utilities	465,432	480,715	480,000	480,000	480,000	0	0.0%	0	0.0%	
87	7400 Sonoma County IT	0	0	383	383	383	0	0.0%	0	0.0%	
	TOTAL SERVICES & SUPPLIES	4,783,235	4,130,237	4,241,006	4,241,006	4,241,006	0	0.0%	0	0.0%	
	LONG TERM DEBT										
88	7910 LTD-Principal	17,875	24,784	25,000	25,000	25,000	0	0.0%	0	0.0%	
	TOTAL LONG TERM DEBT	17,875	24,784	25,000	25,000	25,000	0	0.0%	0	0.0%	
	TOTAL OPERATING EXPENDITURES	16,699,684	16,015,057	15,305,550	15,315,550	15,807,894	10,000	0.1%	332,255	3.2%	
	FIXED ASSETS										
89	Equipment:										
90	8510 Building Improvements	142,297	74,024	300,000	300,000	300,000	0	0.0%	0	0.0%	
91	8560 Equipment	0	16,871	100,000	100,000	100,000	0	0.0%	0	0.0%	
92	8562 Computer Equipment	503,749	78,969	85,000	85,000	85,000	0	0.0%	0	0.0%	
93	8570 Furniture/Fixtures	38,348	224	30,000	30,000	30,000	0	0.0%	0	0.0%	
	TOTAL FIXED ASSETS	684,394	170,088	515,000	515,000	515,000	0	0.0%	0	0.0%	
94	9000 * APPROP FOR CONTINGENCIES	0	0	25,000	0	25,000	0	-100.0%	0	N/A	
	TOTAL CAPITAL EXPENDITURES	684,394	170,088	540,000	515,000	540,000	0	-4.6%	0	4.9%	
	TOTAL EXPENDITURES	17,384,078	16,185,145	15,845,550	15,830,550	16,347,894	10,000	-0.1%	332,255	3.3%	
95	NET REVENUE LESS EXPENDITURES	(1,084,919)	(415,354)	(693,000)	(489,983)	(1,608,063)		-29.3%		228.2%	

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

**NARRATIVE
FY 2011-12 PRELIMINARY BUDGET
DISCUSSION DRAFT**

Category: Taxes

Number	Account Title	Purpose & Recommended Change
1000-1266	Property Taxes	Income from the Library's Property Tax
		<i>Decrease all property tax revenue by 1%, based on January 2011 projections provided by County Tax Manager.</i>
2081, 2440 & 3019	Property Taxes	Other Library Property Tax Revenue
		<i>See note for 1000-1266.</i>
2563	State TBR Reimbursement	State grant reimbursing library by items loaned to other libraries and state residents living outside Sonoma County.
		<i>Decrease revenue by \$250,000, based on the Governor's proposed budget.</i>
2566	State Library - PLF	State per capita grant (Public Library Foundation)
		<i>Decrease revenue by \$170,000, based on the Governor's proposed budget.</i>
2945	Library Literacy	State and Federal Grants that Help Support the Library's Literacy Program.
		<i>Decrease State revenue by \$39,434, based on the Governor's proposed budget.</i>

Category: Salaries & Benefits

Number	Account Title	Purpose & Recommended Change
5910	Permanent Positions	Salaries for Permanent Positions.
		<ol style="list-style-type: none"> 1. <i>Add back \$162,960 in savings from the negotiated 4.5 day work furlough in FY 10-11.</i> 2. <i>Add back the negotiated suspension of step increases of \$78,913 from FY10-11.</i> 3. <i>Add back salary savings of \$121,452 reflected in FY10-11 mid-year adjustments.</i>
5911	Extra Help	Salaries for Substitutes and Student Aides.
5920	Retirement Contribution	Employee Contribution to CalPERS
		<i>As a result of union negotiations, the Library eliminated its final 1% contribution to the CalPERS retirement system in December 2010. Reduce this line by \$35,824 to reflect a full fiscal year elimination of CalPERS contribution by Library.</i>

DOCUMENT #15.2 (2.1.11)

5923	PERS	Employer contribution to CalPERS <i>The Library's employer contribution to the CalPERS retirement system has increased from 14.235% to 16.261%, or \$160,089.</i>
5925	Deferred Comp - Voluntary	Library's match. <i>As a result of union negotiations, the Library eliminated a 1% salary match for permanent employees and an additional .5% contribution for management employees effective November 2010. This line can be reduced by an additional \$16,652 for the full fiscal year.</i>
5930	Health Insurance	Employee Health Insurance <i>Move \$73,449 to Line 5936 to reflect early retirements.</i>
5931	Disability Insurance	Employee Disability Insurance <i>Savings of \$901 from selecting a new insurance carrier in FY 10-11.</i>
5932	Dental Insurance	Dental Insurance <i>Increase of \$16,304 as a result of a 14.2% rate increase for the extended age of covered dependents form 19 to 26.</i>
5933	Life Insurance	Employee Life Insurance <i>Savings of \$136 when the Library selected a new insurance carrier in FY 10-11.</i>
5934	Vision Insurance	Employee Dental Insurance <i>Savings of \$2,492 as a result of t reduced vision insurance rates.</i>
5935	Unemployment Insurance	Self-Funded Unemployment Insurance Program <i>Savings of \$10,000 from catching up prior year payments.</i>
5936	Retiree Health Insurance	Retiree Health Insurance <i>Increase of \$73,265 for cost of early retirees moving from Line 5930.</i>
5940	Worker's Compensation Insurance	Worker's Compensation Insurance <i>Increase of \$31,346 for rate increases.</i>

Category: Services & Supplies

See agenda item cover for more information.