



**LIBRARY COMMISSION AGENDA (Revised)  
SPECIAL MEETING & BUDGET WORKSHOP #2**

Tuesday, February 15, 2011 at 9:30 a.m.

Windsor Regional Library, 9291 Old Redwood Highway #100, Windsor, CA 95492

**1. CALL TO ORDER**

***PART 1: SPECIAL 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 February 1, 2011 Regular Meeting (1 Document)

**5. CONSENT CALENDAR**

*These matters include routine financial and administrative actions that may be approved by a consensus. Any Commission member may remove an item from the Calendar and have it placed with the action items.*

**6. ACTION ITEMS BY RESOLUTION**

6.1. Budget Policy for FY 2011-2012 (1 Document)

**7. ACTION ITEMS BY MOTION**

7.1. Approve mid-year budget adjustments (2 Documents)

7.2. Approve reclassification/upgrade of Central Library Manager Position (1 Document)

**8. LIBRARY ADVISORY BOARDS**

8.1. Action by Resolution

8.1.1. Appoint Tiffany Wei to Santa Rosa Libraries Advisory Board, Youth Position – New Position. Term expires June 30, 2012.

8.2. Vacancies Ready to Fill

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

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

**9. This workshop is designed to:**

- Provide an overview of the Library's literacy programs
- Give direction to staff for the preparation of the 2011-2012 preliminary budget.
- Identify additional policy issues that must be considered as part of the annual budget process.

9.1. Review of Literacy Program (1 Documents)

*(Documents will be available prior to the meeting)*

9.2. FY 2011-2012 Preliminary Budget Discussion (2 Documents)

9.3. Policy Issues (2 Documents)

9.3.1. GASB 45 and Other Post-Employment Benefits (OPEB)

9.3.2. GASB 54 and Fund Balance Policy

#### **10. CLOSED SESSION**

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

10.2. Pursuant to California Government Code §54957 the Library Commission will meet in closed session for:  
Public Employee Evaluation  
Title: Library Director

#### **11. OPEN SESSION**

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

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

Meeting: Regular Commission Meeting  
Date: Monday, March 7, 2011  
Time: 7:00 p.m.  
Location: Central Library – Santa Rosa

#### **13. 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, February 10, 2011. They will also be available on the Library's web site <http://www.sonomalibrary.org/agenda/>.*

#### **GUIDELINES FOR PUBLIC APPEARANCES**

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

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



<b>Agenda Item</b>			
<b>Information/Action</b>	<b>Commission Meeting Date</b>	<b>Regular/Executive Meeting</b>	<b>Agenda Item No.</b>
<b>Action</b>	<b>2.15.11</b>	<b>Regular</b>	<b>4</b>

**SUBJECT**

February Meeting Minutes

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**RECOMMENDED ACTION**

**APPROVE** Minutes of February 1, 2011 meeting.

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**DRAFT MOTIONS**

**I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE** the minutes of the Regular Meeting and Budget Commission Workshop #1 on February 1, 2011, as presented. (or, as corrected)

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**BACKGROUND**

None

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**FUTURE BOARD ACTIONS**

None

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**FISCAL IMPACT**

None

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**POLICY ISSUES**

None

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**ATTACHMENTS**

Document #4.1 – Draft Minutes

1  
2  
3 **Sonoma County Library**  
4 **Minutes of the Library Commission**  
5 **February 1, 2011**

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

8 **CALL TO ORDER**

9 Vice-Chair Kelley called the meeting to order at 9:30 a.m. in the Forum Room of the  
10 Sebastopol Regional Library.

11  
12 Commissioners present: Arnold, Colbert, Dell’Osso, Freis, Kelley, and Whistler.  
13 Commissioner May had an excused absence.

14  
15 Staff present: Library Director Sandy Cooper; Public Services Division Manager  
16 (PSDM) Kiyoko Okazaki; Administrative Services Division Manager (ASDM) Elissa  
17 Alfano; Materials Management Division Manager (MMDM) Jaime Anderson; Tech  
18 Support Specialist II Denise Lewers; ILS Manager Mike Dawe; Children’s Services  
19 Coordinator Kathy DeWeese; Collections Manager Kathy Dennison; and  
20 Administrative Aide Stephanie Kunkle.

21  
22 Guests and observers present: SEIU 1021 Workplace Organizer Irene Rosario; and  
23 Librarian Karen Guma.

24  
25 ***PART I. REGULAR MEETING***

26  
27 **ANNOUNCEMENTS AND INTRODUCTIONS**

28 The Commissioners introduced themselves to new Commission member Helena  
29 Whistler; followed by introductions by the Library Management Team and Union  
30 representatives Irene Rosario and Librarian Karen Guma.

31  
32 Administrative Aide Stephanie Kunkle reviewed the Statement of Economic Interest  
33 Form 700 that Commissioners and key managers are required to submit annually.

34  
35 **PUBLIC APPEARANCES**

36 There were no public appearances.

37  
38 **APPROVAL OF MINUTES** – Minutes of the December 6, 2010 Regular Meeting

39 There was one error on page 2, line 24. The partial sentence was deleted.

40  
41 **M/S/C (Dell’Osso/Colbert)** moved that the Sonoma County Library Commission  
42 approve the minutes of the regular meeting on December 6, 2010, as corrected.

43 AYES (6): Arnold, Colbert, Dell’Osso, Freis, and Kelley.

44 ABSTAIN: (1) Whistler

45 ABSENT: (1) May

1  
2 **CORRESPONDENCE & PRESS COVERAGE**

3 The clippings folder contained the following articles from *The Press Democrat*: an  
4 editorial titled *California Libraries Again Face Deep Budget Cuts*; an article by Chris  
5 Smith about the Sonoma County Free Bookmobile; and a letter to the editor entitled  
6 *Parking Buzz Kill* regarding the issuance of a parking ticket during attendance at a  
7 children’s program at the Central Library.  
8

9 Correspondence included one letter to the Commission which suggested increasing  
10 the loan period for multidisc sets of DVDs from seven days to two weeks in order to  
11 enjoy the series more and not feel so rushed.  
12

13 **CONSENT CALENDAR**

14 There were no consent calendar items.  
15

16 **ACTION ITEMS BY RESOLUTION**

17 **7.1. Modify Loan Period Policy for DVD Multidisc Sets**

18 In response to patron comments, the Library Management Team presented a  
19 modified loan policy to circulate DVDs with three or more discs for 21 days and  
20 those with one or two discs for seven days. At the suggestion of Vice-Chair Kelley,  
21 staff provided the Commission with a slight change in wording.  
22

23 **M/S/C (Freis/Arnold)** moved that the Sonoma County Library Commission approve  
24 the resolution adopting the revised Loan and Loan Limits Policy.  
25 AYES (6): Arnold, Colbert, Dell’Osso, Freis, Kelley, and Whistler  
26 ABSENT (1): May  
27

28 **ACTION ITEMS BY MOTION**

29 **8.1. Approve Reclassification/upgrade of Central Library Manager Position**

30 The Director summarized the terms of the agreement worked out in the Labor  
31 Management Committee session with the mediator on Friday, January 21, 2011.  
32

33 In a lengthy discussion, the Commissioners expressed concern about the lack of  
34 clarity regarding the length of time for internal and external recruitment and the  
35 salary for both. In the end, they asked staff to work with the Union to modify the  
36 agreement so that there is no ambiguity in the length of time for internal and  
37 external recruitment and the salary range.  
38

39 The Director indicated that she would work to have the revised version ready for the  
40 February 15 meeting.  
41

42 **DISCUSSION ITEMS**

43 **9.1. Management Report**

44 **9.1.1. Progress on Priorities, Issues & Challenges**

45 Vice-Chair Kelley noted that she was pleased to see that the EnvisionWare Vice-  
46 President visited the Library and that she looked forward to seeing his report.  
47 Staff reported that the security gates had been turned on at the Rohnert Park-  
48 Cotati Regional Library. Activating the gates had been postponed until recently at

1 the request of the branch staff. Members of the Management Team have been  
2 working at Rohnert Park-Cotati to assist with the transition and reported that the  
3 technology was functioning properly and that staff was providing excellent  
4 customer service.

5  
6 Commissioner Arnold asked if the training originally planned for last September  
7 and cancelled in response to Union demands was designed to help staff deal with  
8 the type of incident described on page 4. The Director responded that it was.

#### 9 10 **9.1.2. Monthly Financial Report**

11 Vice-Chair Kelley asked what the balance due for the Library's insurance was.  
12 Alfano explained that only \$3,000 more was due, so that adequate funds are  
13 available.

14  
15 The Director reported that the new delivery trucks were delivered and thanked  
16 Jaime Anderson for her excellent work managing the purchase.

#### 17 18 **9.1.3. Quarterly Gifts and Donation Report**

19 There was a question about where the Santa Rosa Friends' donations are  
20 reported. Staff noted that they are under the Central Library.

### 21 22 **LIBRARY ADVISORY BOARDS**

23 No action was taken.

### 24 25 **COMMISSION MEMBER INFORMATION ITEMS**

26 Vice-Chair Kelley asked for volunteers for the subcommittee to work on the Director's  
27 evaluation. Commissioners Freis and Arnold will join Kelley on the subcommittee.  
28 Additional items were postponed until after the agenda was completed.

## 29 30 ***PART 2. FY 2011-2012 BUDGET WORKSHOP #2***

### 31 32 **BUDGET PROCESS AND TIMELINE**

33 Director Cooper went over the budget process and timeline activities, dates, and the  
34 Commission's role and highlighted areas of importance.

### 35 36 **MID-YEAR BUDGET PROJECTIONS**

37 Cooper reviewed the key changes in revenue and expenditures:

- 38 • The County advised the Library to plan on an additional \$187,446 in property tax  
39 income.
- 40 • In personnel costs, unemployment insurance is \$10,000 over budget because of  
41 an invoice billed this fiscal year that should have been paid last year.
- 42 • In Services and Supplies, janitorial supplies and legal services are over the  
43 projected budget. Funds from supplies for Materials Management will be used to  
44 balance those increases.

45  
46 The major challenge in this year's budget is that expenditures for Extra Help are well  
47 ahead of the projected expenditures. A preliminary review of expenditures indicates  
48 that the vacancies created in December 2009 by the retirement incentive have not been

1 responsible for higher expenditures for substitutes. The cause appears to be the  
2 increase in long-term absences for medical and pregnancy leave.

3  
4 The Management Team will be developing recommendations for responding to the  
5 increased expenditures prior to the next Commission meeting. They will consult with  
6 the branch managers at their February 9 meeting as part of that effort.

### 7 8 **ANNUAL BUDGET POLICY REVIEW**

9 Last year, the Commission adopted its first budget policy to provide a framework for  
10 budget decision-making. Cooper said the policy was similar to the one adopted last  
11 year, with a few minor changes. The policy will be on the Commission agenda for  
12 adoption on February 15.

13  
14 John Dell'Osso noted two typographical errors. Commissioner Freis suggested two  
15 modifications, including the statement on fines and fees on page 2, line 36-38, which  
16 she suggested be modified to reflect the fact that fines and fees are for misuse of the  
17 services.

18  
19 There was a brief discussion about redevelopment funding made available for the  
20 Coddingtontown redevelopment and the impact that might have on the Northwest  
21 Regional Library.

### 22 23 **PRELIMINARY FY 11-12 BUDGET**

24 The Director outlined the reductions to revenues and anticipated changes to  
25 expenditures, which result in a deficit of about \$1 million for the upcoming year.

26 Revenue decreases include:

- 27 • A reduction of 1% (\$140,000 less than the mid-year estimate) in property taxes
- 28 • A loss of state funds totaling an estimated \$450,000.

29  
30 Increases in expenditures include:

- 31 • Adding back one-year savings from furloughs, freezing step increases and  
32 suspended cost-of-living increase;
- 33 • An increase in the Library's contribution to CalPERS of \$160,089; and
- 34 • Increase premiums of \$31,346 for Workers' Compensation insurance.

35  
36 Cooper noted that planning for the proposed elimination of state funding was the  
37 biggest challenge for several reasons:

- 38 • The final decisions on the state budget will not be made for several months;
- 39 • Any significant reductions in state funds could have both direct and indirect effects  
40 if Lake and Mendocino Counties have to make significant cuts to services (e.g.,  
41 loss of bookmobile service to Sea Ranch and increased demand for services in  
42 the northern part of the county); and
- 43 • Increased expenditures for delivery and other services supported by CLSA.

44  
45 After brief discussion, including identification of an error in the spreadsheets, Vice-  
46 Chair Kelly asked what issues remain for discussion at the next meeting. She asked  
47 if there were any other questions on the preliminary budget. The Director indicated  
48 that the major issues appear to be: the future of the literacy program; substitute

1 expenditures; dealing with the fluidity of state funds; and determining what reductions  
2 in services may be needed. She added that the next meeting will include a closed  
3 session to discuss labor negotiations with Kelly Tuffo.

4  
5 **STATE LEGISLATIVE ADVOCACY**

6 The group reviewed talking points from the California Library Association (CLA). The  
7 Commission noted that the information should be in more understandable language  
8 and should provide information specific to the impact on the Sonoma County Library.  
9 The Director said that she would develop a document draft the next day and asked  
10 several Commissioners if they would review the draft for her.

11  
12 **ADDITIONAL COMMISSIONER INFORMATION ITEMS**

13 Commissioner Arnold updated the Commission on the Sonoma Valley Library  
14 remodeling project. The project is on schedule and on budget. She emphasized the  
15 need to move quickly to plan for the move to temporary quarters so that construction  
16 can begin on time.

17  
18 Vice-Chair Kelley reported on upcoming Foundation fundraisers, including the *Yan*  
19 *Can Cook* program at the Central Library at 1 p.m. and 3:30 p.m. on Sunday,  
20 February 6, and the 2011 *Chew On This* on April 23. Details are available on the  
21 Foundation website.

22  
23 **DATE AND TIME OF NEXT MEETING**

24 Meeting: Special Commission Meeting & FY 2011-2012 Budget Workshop #2  
25 Date: 2/15/11  
26 Time: 9:30 a.m.  
27 Location: Windsor Regional Library

28  
29 **ADJOURNMENT**

30 The meeting adjourned at 12:15 p.m. by acclamation.  
31  
32

33 \_\_\_\_\_  
Clerk



<b>Agenda Item</b>			
<b>Information/Action</b>	<b>Commission Meeting Date</b>	<b>Regular/Executive Meeting</b>	<b>Agenda Item No.</b>
<b>Action</b>	<b>2.15.11</b>	<b>Regular</b>	<b>6.1</b>

**SUBJECT**

Action by Resolution – Budget Policy

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**RECOMMENDED ACTION**

**ADOPT** the policy by resolution.

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**DRAFT MOTION**

**I MOVE BY RESOLUTION THAT THE SONOMA COUNTY LIBRARY COMMISSION ADOPT** the Budget Policy for FY 2011-2012.

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**BACKGROUND**

The Commission reviewed the draft of this document at its last meeting.

The document is designed to serve several purposes, including: (1) to guide the Commission’s decision-making and (2) to communicate the Commission’s approach to budget development to both staff and the public.

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**FUTURE BOARD ACTIONS**

Adopt preliminary budget; review Budget Policy annually.

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**FISCAL IMPACT**

None.

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**POLICY ISSUES**

This is a policy.

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**ATTACHMENTS**

Document #6.1.1 – Resolution Adopting the Policy  
Document #6.1.2 - Budget Policy for FY 11-12

SONOMA COUNTY LIBRARY COMMISSION

RESOLUTION NO.

RESOLUTION ADOPTING BUDGET POLICY FOR FY 11-12

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6  
7 **WHEREAS**, the Sonoma County Library Commission is responsible for the effective  
8 stewardship of public funds;

9  
10 **WHEREAS**, under the authority granted by the Joint Powers Agreement, the Sonoma County  
11 Library Commission is responsible for the Library's finances and determines all Library  
12 policies; and

13  
14 **WHEREAS**, the *Budget Policy* for FY 11-12 is designed to outline information and principles  
15 that guide the Commission in its budget deliberations as well as communicate that  
16 information to the Library's staff as well as the public.

17  
18 **NOW, THEREFORE, BE IT RESOLVED, THAT** the Sonoma County Library Commission  
19 adopts the *Budget Policy for FY 11-12*.

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**SONOMA COUNTY LIBRARY**  
**INTERIM BUDGET POLICY – FY 2011-2012**

**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 to be 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.

- 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 they do not discourage library use by*  
 37 *those residents with limited financial resources.* The average income from fines and fees  
 38 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

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 from the  
 12 State 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>
<b>FY 10-11 - Budget</b>	\$69,545	\$154,131	\$223,676	31.09%	68.91%
<b>FY 04-05 - Actual</b>	\$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

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.

43

## DOCUMENT #6.1.2 (2.15.11)

- 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.~~



<b>Agenda Item</b>			
<b>Information/Action</b>	<b>Commission Meeting Date</b>	<b>Regular/Executive Meeting</b>	<b>Agenda Item No.</b>
<b>Action</b>	<b>2.15.11</b>	<b>Special</b>	<b>7.1</b>

**SUBJECT**

Mid-Year Budget Adjustments

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**RECOMMENDED ACTION**

**APPROVE** adjustments

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**DRAFT MOTION**

**I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE** the proposed changes to the FY 10-11 budget and authorize the Library Director to submit them to the County.

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**BACKGROUND**

The narrative explains the recommended changes on the spreadsheet. Most of the adjustments are minor.

There is a \$103,000 increase recommended in the Extra Help line, which includes substitutes and student workers. The Library Management Team reviewed expenditures to date this year, which are already equal to 75% of the budget for the entire year. The review included patterns of expenditures for the previous four years, and the only real difference appears to be the number of long-term absences this year.

The branch managers indicated that they have been taking steps to control their use of substitutes. They identified one change that might help, and that is to ease the requirement that staff not accrue more than 280 hours of vacation. The other step the LMT is taking is not filling vacant Student Aide positions.

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**FUTURE BOARD ACTIONS**

None.

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**FISCAL IMPACT**

Increases in property tax revenue helps balance increased expenditures, primarily in the Extra Help category.

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**POLICY ISSUES**

None

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**ATTACHMENTS**

- Document #7.1.1 – Mid-Year Budget Adjustments – Narrative
- Document #7.1.2 – Mid-Year Budget Adjustments - Spreadsheet

**NARRATIVE  
FY 2010-11 Mid-Year Budget Adjustments**

***GUIDE TO COLUMNS***

- Column A: FY 2010-2011 Budget: Actual for July 2010 - December 2010.
- Column B: FY 2010-2011 Budget: Projected for January 2011 - June 2011.
- Column C: Recommended mid-year changes to FY 2010-11 Budget
- Column D: FY 2010-2011 Budget approved in September 2010
- Column E: Recommended mid-year increase or decrease to FY 2010-2011 budget approved in September (in dollars)
- Column F: Recommended mid-year increase or decrease to FY 2010-2011 budget approved in September (in dollars)

***EXPLANATION OF RECOMMENDED CHANGES***

Category: Revenue

Number	Account Title	Purpose & Recommended Change
1000-1266	Property Taxes	Income from the Library's Property Tax <i>Increase property tax revenue by \$184,123 based on January 2011 estimates provided by the County of Sonoma Tax Manager.</i>
1800	Rents/Concessions	Rents/fees generated from use of Library meeting rooms by groups that do not qualify for free use. <i>Increase revenue estimate by \$150 to reflect actual revenue in FY 10-11.</i>
2081, 2440 & 3019	Property Taxes	Other Library Property Tax Revenue <i>See note for 1000-1266.</i>
3483	Postage Recovery	Fees charged to users to cover the cost of postage paid by the Library for materials it borrows. <i>Recommended Change: Increase revenue estimate by \$400 to reflect actual revenue in FY 10-11.</i>

**DOCUMENT #7.1.1 (2.15.11)**

Category: Expenditures: Salaries & Benefits

Number	Account Title	Purpose & Recommended Change
5900	Salary Savings	Savings from unpaid salary for vacant permanent positions.
		<i>Recommended Change: Increase salary savings by \$76,000 reflect estimated savings from unpaid leaves in FY 10-11.</i>
5911	Extra Help	Salaries for Substitutes and Student Aides.
		<i>Recommended Change: Increase Substitute expenditures by \$103,625 to reflect actual spending in FY 10-11.</i>
5935	Unemployment Insurance	Self-Funded Unemployment Insurance Program
		<i>Increase by \$10,000 to reflect payments for claims from the prior year billed in this fiscal year.</i>

Category: Expenditures: Services & Supplies

Number	Account Title	Purpose & Recommended Change
6084	Janitorial Supplies	Janitorial supplies for all branches.
		<i>Increase by \$10,000 to reflect actual spending to date.</i>
6610	Legal Services	Legal services provided by County Counsel and outside Counsel.
		<i>Increase by \$20,000 to cover assistance with labor relations.</i>
7187	Materials Management Supplies	Supplies for Materials Management, primarily for processing and repairing the collection.
		<i>Decrease estimate by \$30,000 to reflect actual spending to date and planned expenditures for the balance of the fiscal year.</i>

**MIDYEAR BUDGET ADJUSTMENTS (FY 10-11)  
FOR APPROVAL**

**SUMMARY**

<u>Category</u>	FY 10-11 Budget (Sept)	Budgetary Transfers <sup>1</sup>	Adjusted for Transfers <sup>1</sup>	FY 10-11 Jan Adjusted Budget	Increase/ (Decrease) Sept Budget
Expenditures	\$15,845,550	\$0	\$15,845,550	\$15,858,175	\$12,625
Revenues	\$15,152,550	\$0	\$15,152,550	\$15,340,567	\$188,017
Total Use of Fund Balance	(\$693,000)	\$0	(\$693,000)	(\$517,608)	(\$175,392)
Operating Use of Fund Balance	(\$153,000)	\$0	(\$153,000)	(\$2,608)	(\$150,392)
Capital Use of Fund Balance	(\$540,000)	\$0	(\$540,000)	(\$515,000)	(\$25,000)

<sup>1</sup>These columns are used for budgetary transfers during the fiscal year that require approval by the Board of Supervisors.

**EXPENDITURES**

<u>Category</u>	Actual Expenditures July-Dec 10	Estimated Expenditures Jan- June 2011	FY 10-11 Jan Adjusted Budget	FY 10-11 Sept Budget	Increase/ (Decrease) Sept Budget
Salaries & Benefits	\$5,466,932	\$5,610,237	\$11,077,169	\$11,039,544	\$37,625
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)
<b>TOTAL</b>	<b>\$7,231,656</b>	<b>\$8,626,519</b>	<b>\$15,858,175</b>	<b>\$15,845,550</b>	<b>\$12,625</b>

**MIDYEAR BUDGET ADJUSTMENTS (FY 10-11)  
FOR APPROVAL  
Revenue Detail**

Revenues	Actual Revenues July-Dec 2010	Estimated Revenue Jan-June 2011	FY 10-11 Jan Adjusted Budget	FY 10-11 Budget (Sept)	Increase/ (Decrease) Sept Budget (\$)	Increase/ (Decrease) Sept 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%
<b>Total Taxes</b>	<b>7,360,625</b>	<b>6,599,606</b>	<b>13,960,232</b>	<b>13,776,109</b>	<b>184,123</b>	<b>1.3%</b>
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%
<b>Total Use of Money</b>	<b>9,526</b>	<b>40,174</b>	<b>49,700</b>	<b>49,550</b>	<b>150</b>	<b>0.3%</b>
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%
<b>Total Intergovernmental Revenue</b>	<b>153,071</b>	<b>502,604</b>	<b>655,675</b>	<b>652,436</b>	<b>3,239</b>	<b>0.5%</b>
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
<b>Total Charges for Services</b>	<b>225,647</b>	<b>296,491</b>	<b>522,138</b>	<b>521,633</b>	<b>505</b>	<b>0.1%</b>
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%
<b>Total Miscellaneous</b>	<b>50,611</b>	<b>102,211</b>	<b>152,822</b>	<b>152,822</b>	<b>0</b>	<b>0.0%</b>
<b>Total Revenues</b>	<b>7,799,479</b>	<b>7,541,087</b>	<b>15,340,567</b>	<b>15,152,550</b>	<b>188,017</b>	<b>1.2%</b>

**MIDYEAR BUDGET ADJUSTMENTS (FY 10-11)  
FOR APPROVAL  
Expenditure Detail - Salary & Benefits**

Salaries/Employee Benefits		Actual	Estimated	FY 10-11	FY 10-11	Increase/	Increase/
		Expenditures	Expenditures	Jan Adjusted	Budget Sept	(Decrease)	(Decrease)
		July-Dec 2010	Jan-June 2011	Budget		Sept Budget	Sept Budget
						(\$)	(%)
5900	Salary Savings	0	(121,000)	(121,000)	(45,000)	(76,000)	168.9%
5910	Perm Positions	3,388,510	3,801,546	7,190,056	7,190,056	0	0.0%
5911	Extra Help	331,304	284,823	616,127	512,502	103,625	20.2%
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%
<b>Total Salaries/Benefits</b>		<b>5,466,932</b>	<b>5,610,237</b>	<b>11,077,169</b>	<b>11,039,544</b>	<b>37,625</b>	<b>0.3%</b>

**MIDYEAR BUDGET ADJUSTMENTS (FY 10-11)  
FOR APPROVAL  
Expenditure Detail - Services & Supplies and Capital Expenditures**

Services & Supplies		Actual Expenditures July-Dec 2010	Estimated Expenditures Jan-June 2011	FY 10-11 Jan Adjusted Budget	FY 10-11 Budget Sept	Increase/ (Decrease) Sept Budget (\$)	Increase/ (Decrease) Sept 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%
	<b>Subtotal Communications</b>	<b>39,839</b>	<b>72,211</b>	<b>112,050</b>	<b>112,050</b>	<b>0</b>	<b>0.0%</b>
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%
	<b>Subtotal Household Expense</b>	<b>92,914</b>	<b>94,586</b>	<b>187,500</b>	<b>177,500</b>	<b>10,000</b>	<b>5.6%</b>
6103	Liability Insurance	68,713	2,918	71,631	71,631	0	0.0%
	<b>Subtotal Insurance</b>	<b>68,713</b>	<b>2,918</b>	<b>71,631</b>	<b>71,631</b>	<b>0</b>	<b>0.0%</b>
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%
	<b>Subtotal Maintenance-Equipment</b>	<b>179,868</b>	<b>68,516</b>	<b>248,384</b>	<b>248,384</b>	<b>0</b>	<b>0.0%</b>
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%
	<b>Subtotal Maintenance-Buildings</b>	<b>41,876</b>	<b>66,170</b>	<b>108,046</b>	<b>108,046</b>	<b>0</b>	<b>0.0%</b>
6280	Memberships	2,682	7,318	10,000	10,000	0	0.0%
	<b>Subtotal Memberships</b>	<b>2,682</b>	<b>7,318</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>0.0%</b>
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%
	<b>Subtotal Office Expense</b>	<b>31,734</b>	<b>118,201</b>	<b>149,935</b>	<b>149,935</b>	<b>0</b>	<b>0.0%</b>
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%
	<b>Subtotal Professional/Special Services</b>	<b>254,869</b>	<b>575,664</b>	<b>830,533</b>	<b>810,533</b>	<b>20,000</b>	<b>2.5%</b>
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%
	<b>Subtotal Professional/Special Services</b>	<b>66,299</b>	<b>165,336</b>	<b>231,635</b>	<b>231,635</b>	<b>0</b>	<b>0.0%</b>
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%
	<b>Subtotal Library Materials</b>	<b>680,269</b>	<b>1,032,731</b>	<b>1,713,000</b>	<b>1,743,000</b>	<b>(30,000)</b>	<b>-1.7%</b>
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%
	<b>Subtotal Transportation</b>	<b>41,384</b>	<b>56,525</b>	<b>97,909</b>	<b>97,909</b>	<b>0</b>	<b>0.0%</b>
7320	Utilities	232,224	247,776	480,000	480,000	0	0.0%
7400	Data Processing	0	383	383	383	0	0.0%
	<b>Subtotal Other</b>	<b>232,224</b>	<b>248,159</b>	<b>480,383</b>	<b>480,383</b>	<b>0</b>	<b>0.0%</b>
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>1,732,672</b>	<b>2,508,334</b>	<b>4,241,006</b>	<b>4,241,006</b>	<b>0</b>	<b>0.0%</b>
7910	LTD-Principal	12,922	12,078	25,000	25,000	0	0.0%
	<b>TOTAL LONG TERM DEBT</b>	<b>12,922</b>	<b>12,078</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>	<b>0.0%</b>

MIDYEAR BUDGET ADJUSTMENTS (FY 10-11)  
FOR APPROVAL

Expenditure Detail - Services & Supplies and Capital Expenditures

<b>TOTAL OPERATING EXPENDITURES</b>		<b>7,212,526</b>	<b>8,130,649</b>	<b>15,343,175</b>	<b>15,305,550</b>	<b>37,625</b>	<b>0.2%</b>
8510	Building Improvements	16,836	283,164	300,000	300,000	0	0.0%
8560	Equipment		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		30,000	30,000	30,000	0	0.0%
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>19,130</b>	<b>495,870</b>	<b>515,000</b>	<b>515,000</b>	<b>0</b>	<b>0.0%</b>
9000	Appropriations for Cont	0	0	0	25,000	(25,000)	0.0%
<b>TOTAL EXPENDITURES</b>		<b>7,231,656</b>	<b>8,626,519</b>	<b>15,858,175</b>	<b>15,845,550</b>	<b>12,625</b>	<b>0.1%</b>



<b>Agenda Item</b>			
<b>Information/Action</b>	<b>Commission Meeting Date</b>	<b>Regular/Executive Meeting</b>	<b>Agenda Item No.</b>
<b>Action</b>	<b>2.15.11</b>	<b>Regular</b>	<b>7.2</b>

**SUBJECT**

Reclassification of Central Library Manager

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**RECOMMENDED ACTION**

**APPROVE** reclassification and salary

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**DRAFT MOTION**

**I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE** the reclassification of the Central Library Manager’s position based on the 2.7.11 agreement with SEIU.

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**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.

At its February 1 meeting, the Library Commission asked management to work with the Union to clarify the terms of that agreement so that the timelines for recruitment were clear and unambiguous. On February 7, 2011, the Labor Management Committee agreed to the attached revision to that agreement.

Management recommends the approval of the terms of the revised agreement.

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**FUTURE BOARD ACTIONS**

None.

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**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.

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**POLICY ISSUES**

None

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**ATTACHMENTS**

Document #7.2.1 – Revised Tentative Agreement (2.7.11) and Revised Position Description

Revised Tentative Agreement  
Between  
SEIU 1021 and Sonoma County Library  
February 7, 2011

**The parties agree to the following:**

- The Central Library Manager shall be advertised internally-only for 7 days at a salary of \$87,193.60. If internal candidate(s) apply, the Library shall make a hiring decision within 2 weeks after the closing date. If an internal candidate from this pool is hired, they will be hired at the salary of \$87,193.60.
- If no internal candidates apply within 7 days, the position shall immediately be advertised externally, until filled, at a salary range of \$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.

Stu Alcant

SEIU 1021

Doree Romano

SEIU 1021

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Wayne H. Cince

SEIU 1021

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2-7-11

Date

JB Anderson

Sonoma County Library

Elissa M. Alfano

Sonoma County Library

Kathy Bueck

Sonoma County Library

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Sonoma County Library

2-7-11

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**

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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.

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<b>Agenda Item</b>			
<b>Information/Action</b>	<b>Commission Meeting Date</b>	<b>Regular/Executive Meeting</b>	<b>Agenda Item No.</b>
<b>Action</b>	<b>2.15.11</b>	<b>Regular</b>	<b>8</b>

**SUBJECT**

Library Advisory Board Appointment

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**RECOMMENDED ACTION**

**APPOINT** by resolution.

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**DRAFT MOTIONS**

- **I MOVE, BY RESOLUTION, THAT THE SONOMA COUNTY LIBRARY COMMISSION APPOINT** Tiffany Wei 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
- 

**FUTURE BOARD ACTIONS**

None

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**FISCAL IMPACT**

None

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**POLICY ISSUES**

None

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**ATTACHMENTS**

None

**BACKGROUND INFORMATION**  
**SONOMA COUNTY LIBRARY ADULT LITERACY PROGRAMS**  
**(SCLALP)**

**OVERVIEW**

There are four components to the Library's adult literacy programs:

1. Basic adult education funded by the State Library
2. ESL funded by a federal grant
3. ESL for inmates in the county jail financed by a contract with the Sheriff
4. ESL classes at the Graton Day Labor Center.

The Sonoma County Library's contribution to the SCLALP program in 2009-10 was \$16,637 for operational costs and \$82,703 for associated personnel costs. A summary budget for the program is attached.

The program is housed in the Annex to the Central Library and has 3 staff members and one bilingual aide:

- Adult Literacy Services Coordinator (20 hours per week): Administrative assistant Julie Dabbs manages the program; her position is the only one that is a permanent Sonoma County Library position. She is responsible for overall direction of the program and administrative tasks.
- Student Coordinator (19 hours per week): Contract employee Sharon Dennison handles tasks including student assessment, intake information and reception.
- Tutor Coordinator (25 hours per week): Contract employee Jamie Bowen recruits, trains, and supports the volunteer tutors, and she works with the Children's Services Coordinator to plan the FFL Program (see #1 below).
- Bilingual Aide (3 hours per week): Contract employee Ernesto Sanchez staffs the reception area, does assessments, and keeps the Literacy office open on Saturdays.

The program pays five ESL teachers and two bilingual classroom aides:

- Contract teachers Jim Ryan, Marlene Acosta, and Thea Evensen teach EL Civics classes under the WIA Title II Federal grant (see #2 below), with the assistance of bilingual classroom aides Angie Skolnik and Ernesto Sanchez.
- Contract ESL teacher Karen Whissen is paid with funding through the agreement with the Sheriff's Department (see #3 below).
- Contract ESL teacher Donna Champion teaches classes twice a week to day laborers in Graton (see #4 below).

SCLALP is providing services that are not duplicated anywhere else in the County. Clients who do not qualify for our program are referred to the following nonprofit groups to help them find the appropriate literacy services for their needs.

- Sonoma Valley Adult School offers a General Education Development (GED) class, a High School Diploma class and a reading and basic literacy lab.
- Petaluma Adult School only offers English as a Second Language (ESL) classes.
- SRJC offers ESL classes and a computer learning lab.
- The Adult Literacy League does offer one-to-one tutoring; however they take students who cannot speak any English whereas our program requires the learner to be able to do the intake interview in English.

- 1 • La Luz Bilingual Center offers an open enrollment bilingual GED class, a computer class
- 2 (with a current waiting list of 20 people), and ESL classes.
- 3 • Catholic Charities offers free citizenship classes.

4  
5 **Program Components**

6 1. Basic adult education funded by the State Library

7 The California Library Literacy Services (CLLS) funds the Adult Basic Education (ABE)

8 services, which offers services including instruction in reading, writing, speaking, and

9 comprehension for adults who are lacking in these basic literacy skills.

10  
11 To qualify for the programs, a student must be an adult who speaks enough English to

12 complete the assessment, has less than an 8<sup>th</sup> grade reading level, has specific goals,

13 and is motivated. Volunteers must have a high school diploma, no felonies, a love of

14 reading, and flexibility. Before volunteers begin tutoring, they must complete 6 hours of

15 tutor training.

16  
17 There are two CLLS programs:

- 18 • Adult Literacy Services (ALS) is a one-to-one tutoring program. We train volunteers to
- 19 tutor adult learners. These tutors help to improve their student’s reading, writing,
- 20 speaking, listening and comprehension skills. Tutoring takes place in the library. We
- 21 require a minimum commitment of six months of tutoring for at least two hours a
- 22 week. Free materials are provided to both tutor and student.
- 23 • Families for Literacy (FFL) are a one-to-one tutoring program. Adults placed in the
- 24 FFL program have children under the age of five or are caregivers to children under
- 25 the age of five. For these adults, the tutor provides additional training to support
- 26 family literacy practices such as how to read to a child and how to create a literacy-
- 27 rich environment in the home. Additional training is given to the tutor to work with
- 28 the adult student. Another added benefit is that the preschool child is given free
- 29 quality children's books to start their own library at home.

30  
31 Funding and statistics:

- 32 • Funded in part by the State Library Grant
- 33 • \$34,783 in FY 2009-10
- 34 • 257 learners and their families served in 2009-10
- 35 • 250 tutors served a total of 10,725 volunteer hours in CLLS program

36 Mid-Year CLLS stats (July 1-Dec. 31, 2010)

- 37 • 207 learners were given instruction (breakdown 167-ALS/40-FFL)
- 38 • 198 tutors have donated 5915 hours of tutoring service
- 39 • 99% of our learners met at least one goal that they set.
- 40 • Gave our clients 203 children’s books this year to build home libraries.
- 41 • 66 people are currently waiting for a tutor
- 42 • This is SCL 25<sup>th</sup> year in the CLLS program.
- 43 • In 2006-07 the CLLS programs served 93 students. So far in 2010-11 we are
- 44 serving 207 learners—more than double!

45 As part of the CLLS program, our students are meeting goals such as reading a book,

46 learning to use a computer, passing the GED test, helping their children with

47 homework, and finding a job. Our students are getting promoted at work and are

1 getting noticed by their employers, family and friends for their improved  
2 communication skills.

3  
4 Student-tutor pairs meet for two hours each week in the library and work on specific  
5 skills. This one-to-one attention is a great contributor to the success of the student.  
6 Tutoring sessions are held at a convenient time for the learner. Many of our students  
7 failed in a classroom situation because of family obligations, economic situations, or  
8 learning disabilities. In our program they get 100% of the tutor's time.

9  
10 The programs provide new volunteers with an orientation and tutor training as well  
11 as ongoing guidance and support; we provide instructional materials and children's  
12 books for free; we provide in-service workshops and computer workshops with  
13 laptops the students can check out; and we hold family events and small group  
14 conversation classes for our students.

15  
16 2. ESL funded by a federal grant

17 Workforce Investment Act, Title II (WIA Title II) pays for English as a Second  
18 Language (ESL) services for non-native English speakers wishing to learn or improve  
19 English skills. Our instructors use an English Language Civics curriculum known  
20 as EL Civics.

21  
22 We employ three teachers and two bilingual classroom aides who teach specific civic  
23 objectives (like getting a job or interacting with your child's teacher) to adults who  
24 want to improve their English, help their children in school and integrate into their  
25 communities.

26  
27 Funding and statistics

- 28 • Partially funded by a federal grant from the U. S. Department of Education  
29 administered by the California Department of Education
- 30 • \$53,617 grant in FY 2009-10
- 31 • 149 students served in 2009-10

32  
33 3. ESL classes for Sonoma County inmates

34 Under a contract with the Sonoma County Sheriff's Department, this program offers  
35 ESL classes to inmates at Sonoma County's two detention facilities: Main Adult  
36 Detention Facility (MADF), and North County Detention Facility.

37  
38 Funding and statistics:

- 39 • \$7,989.58 in FY 2009-10
- 40 • 42 inmates served in 2009-10

41  
42 4. ESL classes at the Graton Day Labor Center

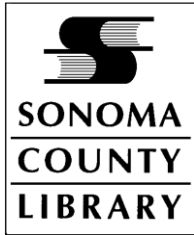
43 The Library funds twice-weekly classes at the Graton Day Labor Center.

44  
45 Funding and statistics:

- 46 • FY 2009-10: \$6,300.00
- 47 • 80 laborers served in 2009-10

Revenues	FY 10-11		FY 09-10		FY 08-09		FY 07-08	
	Grants, Fees, & Donations	Library	Grants, Fees, & Donations	Library	Grants, Fees, & Donations	Library	Grants, Fees, & Donations	Library
California State Library adult literacy grant--basic	14,302		12,000		10,000		10,000	
California State Library adult literacy grant--families	14,303		12,000		10,000		10,000	
California State Library adult literacy grant--per capita & match	10,364		8,089		8,136		11,262	
California Department of Education grant--EL Civics	15,000		15,000		15,000		15,000	
California Department of Education grant--ABE	8,704		8,704		5,000		8,704	
County Sheriff Department Contract	10,000		11,000		14,000		14,000	
Literacy Donations	8,000		11,773		12,000		5,240	
Sonoma County Library - Indirect Cost		150,188		134,493		104,535		89,577
Grant - Indirect Cost		3,943		3,209		2,814 *		3,126
<b>Total Revenues</b>	<b>80,673</b>	<b>154,131</b>	<b>78,566</b>	<b>137,702</b>	<b>74,136</b>	<b>107,349</b>	<b>74,206</b>	<b>92,703</b>
<b>Change in Revenues By Year</b>			<b>4,430</b>	<b>30,353</b>	<b>(70)</b>	<b>14,646</b>	<b>(1,659)</b>	<b>18,979</b>
				216,268				
<b>Expenditures</b>								
SCL Employees (salary + benefits)								
Administrative Aide - 0.5 FTE		43,169		41,194		38,942		36,921
- .10 FTE	10,428		7,488		6,000		6,000	
Children's Coordinator 0.1 FTE (FFL)		16,777		11,963		11,700		10,536
SCL Contractors								
FFL & Tutor Coordinator	13,146	25,545	5,969	21,336	4,729	21,336	4,729	21,336
New Student Coordinator		15,808	441	15,784	153	15,971	11,124	5,000
ESL Teacher	6,000		6,000		6,000		6,000	
ESL Teacher, Inmate Program	14,700		14,700		15,000		15,000	
ESL Teacher	10,000		10,000		10,000		10,000	
ESL Teacher	6,300		6,300		6,300		300	
Bilingual Aide EL Civics	11,802		12,192	0	11,802		6,090	
Instructional materials (consummable)		7,079		5,000				
Operating Services & Supplies (instruct resource, travel, off exp)	8,297	12,810	15,476	10,784	14,152	16,586	14,963	15,784
Sonoma County Library - Indirect Cost		29,000		28,433				
Grant - Indirect Cost		3,943		3,209		2,814		3,126
<b>Total Expenditures</b>	<b>80,673</b>	<b>154,131</b>	<b>78,566</b>	<b>137,702</b>	<b>74,136</b>	<b>107,349</b>	<b>74,206</b>	<b>92,703</b>
<b>Change in Expenditures By Year</b>	<b>2,107</b>	<b>16,429</b>	<b>4,430</b>	<b>30,353</b>	<b>(70)</b>	<b>14,646</b>	<b>(1,659)</b>	<b>18,979</b>

\* Note: The state grant allows 10% of total grant revenue as indirect cost, \$3,478



<b>Agenda Item</b>			
<b>Information/Action</b>	<b>Commission Meeting Date</b>	<b>Regular/Executive Meeting</b>	<b>Agenda Item No.</b>
<b>Discussion</b>	<b>2.15.11</b>	<b>Budget Workshop #2</b>	<b>9.2</b>

**SUBJECT**

Preliminary FY 11-12 Budget

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**PURPOSE OF THE DISCUSSION**

To provide direction to staff in preparation for approval of the FY 11-12 Preliminary Budget at the Commission's March 7 Regular Meeting.

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**BACKGROUND**

These documents are based on revenue and expenditures projections available now. The process of developing the final budget will continue with the monitoring of actual expenditures this year and union negotiations.

The narrative provides background on the changes to this document.

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**FUTURE BOARD ACTIONS**

Adopt FY 2011-12 budget.

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**FISCAL IMPACT**

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**POLICY ISSUES**

The budget is a policy.

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**ATTACHMENTS**

- Document #9.2.1 – FY 11-12 Preliminary Budget - Narrative
- Document #9.2.2 – FY 11-12 Preliminary Budget - Spreadsheets

**NARRATIVE  
FY 2011-12 PRELIMINARY BUDGET  
DISCUSSION DRAFT #2**

***GUIDE TO COLUMNS***

**Revenue**

Columns A-B: Actual Revenue for FY 2008-09 through FY 2009-10.

Column C: FY 10-11 Budget: Approved in September

Column D: FY 10-11 Budget: Mid-Year Adjustments

Columns E-F: FY 10-11 Budget: Dollar and percentage changes budget approved in Mid-Year Adjustments compared to Budget approved in September 2010

Column G: Preliminary FY 11-12 Budget: Revenue projections

Columns H-I: Preliminary FY 11-12 Budget: Dollar and percentage changes budget in preliminary projections compared to Mid-Year Adjustments

Column J: FY 2012-13: Budget: Preliminary Revenue Projections

Column K: FY 2013-14: Budget: Preliminary Revenue Projections

**Expenditures**

Columns A-B: Actual Expenditures for FY 2008-09 through FY 2009-10.

Column C: FY 10-11 Budget: Approved in September

Column D: FY 10-11 Budget: Mid-Year Adjustments

Columns E-F: FY 10-11 Budget: Dollar and percentage changes budget approved in Mid-Year Adjustments compared to Budget approved in September 2010

Column G: Preliminary FY 11-12 Budget: Expenditure estimates

Columns H-I: Preliminary FY 11-12 Budget: Dollar and percentage changes budget in preliminary projections compared to Mid-Year Adjustments

**DOCUMENT #9.2.1 (2.15.11)**  
**EXPLANATION OF RECOMMENDED CHANGES**

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 of Sonoma Tax Manager.</i>
1800	Rents/Concessions	Rents/fees generated from use of Library meeting rooms by groups that do not qualify for free use.
		<i>No Change.</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 \$34,783, based on the Governor's proposed budget.</i>
3483	Postage Recovery	Fees charged to users to cover the cost of postage paid by the Library for materials it borrows.
		<i>No Change.</i>
3700	Library Copier Fees	Copier Fee Revenue
		<i>Increase revenue by \$1,445, based on a 5 year average.</i>

Category: Salaries & Benefits

Number	Account Title	Purpose & Recommended Change
5900	Salary Savings	Savings from unpaid salary for vacant permanent positions.
		Increase salary savings by \$15,000 to more closely reflect actual savings from unpaid leaves.
5910	Permanent Positions	Salaries for Permanent Positions.
		<ol style="list-style-type: none"> <li>1. Add back \$162,960 in savings from the negotiated 4.5 day work furlough in FY 10-11.</li> <li>2. Add back the negotiated suspension of step increases of \$78,913 from FY10-11.</li> <li>3. Add back salary savings of \$121,452 reflected in FY10-11 mid-year adjustments.</li> </ol>
5911	Extra Help	Salaries for Substitutes and Student Aides.
		<i>No Change.</i>
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>
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>

**DOCUMENT #9.2.1 (2.15.11)**

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 from 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 Vision Insurance
		<i>Savings of \$2,492 as a result of 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 potential rate increases.</i>

Category: Services & Supplies

Number	Account Title	Purpose & Recommended Change
Communications (604)		
6040	Communications	County charges for a fax line and pay phones for the Libraries.
		<i>No Change</i>
6041	Data Lines	Internet service and other data lines.
		<i>No Change</i>
6043	Alarm Systems	Fire and security alarms and phone lines for them.
		<i>No Change</i>
6045	Telephone Service	Phone system & related equipment costs.
		<i>No Change</i>
6048	Cell Phones	Cost of cell phones for Facilities Department Staff.
		<i>No Change</i>

**DOCUMENT #9.2.1 (2.15.11)**

Number	Account Title	Purpose & Recommended Change
6049	County Communications Exp	Charges from County Communications to administer our fax line.
		<i>No Change</i>
Household Expense (608)		
6084	Janitorial Supplies	Janitorial supplies for all branches.
		<i>No Change</i>
6085	Janitorial Services	Contract for Library cleaning services and miscellaneous cleaning projects not covered by the contract.
		<i>No Change</i>
Insurance (610)		
6103	Liability Insurance	All non-personnel commercial insurance, including auto and liability.
		<i>No Change</i>
Maintenance, Equipment (614,615)		
Includes all expenses for keeping equipment, whether capitalized or not, in working order.		
6140	Maintenance, Equip (IT)	Maintenance contracts for computer systems.
		<i>No Change</i>
6152	Maintenance, Equip-Purchase Parts	Parts purchased to repair any equipment; primarily used by Facilities and IT staff.
		<i>No Change</i>
6153	Maintenance, Equip-Outside	Maintenance contracts by outside vendors on non-capital equipment and rental of equipment for repairs.
		<i>No Change</i>
Maintenance, Buildings and Improvements (618, 619, 622)		
<i>Expenditures to maintain the useful life of buildings as well as improvements</i>		
6180	Maintenance, Buildings & Improvements	Maintenance contracts for contracted building services such as HVAC.
		<i>No Change</i>
6186	Maintenance, B&I, Santa Rosa	Purpose is to support capital improvements and maintenance at the Central Library that the City and Library pay for jointly.
		<i>No Change</i>
6190	Landscape Service	Landscaping and maintenance of grounds for all branches, except Petaluma & Sebastopol (those two cities have responsibilities for grounds under the terms of the leases.)
		<i>No Change</i>

**DOCUMENT #9.2.1 (2.15.11)**

Number	Account Title	Purpose & Recommended Change
6226	Maintenance, B&I, Parts	Parts purchased for building repair performed by Library's Facilities staff.
		<i>No Change</i>
<b>Memberships (628)</b>		
<i>Membership in societies, associations, trade associations, etc.</i>		
6280	Memberships	Library membership in various organizations.
		<i>No Change</i>
<b>Office Expense (640)</b>		
<i>Includes expenditures for office supplies &amp; services</i>		
6401	Office Expense-Inventory	Office supplies and services
		<i>No Change</i>
6410	Postage	All postage machines, stamps for branches, and newsletter mailing.
		<i>No Change</i>
6430	Printing	Includes newsletter, photo grant printing and miscellaneous items the Library has printed.
		<i>No Change</i>
6452	Paper stock	Copy paper, paper for graphic artist, and letterhead
		<i>No Change</i>
<b>Professional &amp; Specialized Services</b>		
<i>Purchase of services requiring special expertise and skills</i>		
6517	Networking	Cost of wiring, parts and other expenditures to create and maintain the Library's wireless network, excluding the charges for data lines, shown in 6041.
		<i>No Change</i>
6518	OCLC	OCLC is the international database of library catalog records; expenditures pay for online cataloging and interlibrary loan from non-NBCLS libraries.
		<i>No Change</i>
6521	County Services	Expenditure for County financial services.
		<i>No Change</i>
6540	Contract Services	Expenditures for the North Net Library System services, the Mendocino Bookmobile and the Employee Assistance Program (EAP).
		<i>Recommended Change: Increase by \$10,000 based on North Net's estimate of FY 11-12 fee increases.</i>

**DOCUMENT #9.2.1 (2.15.11)**

Number	Account Title	Purpose & Recommended Change
6553	Contracts-Security Services	Security services for Central Library.
		<i>No Change</i>
6570	Consulting Services	Services provided by outside consultant.
		<i>No Change</i>
6589	Permits	Fire permits for Libraries.
		<i>No Change</i>
6610	Legal Services	Legal services provided by County Counsel and outside Counsel.
		<i>Recommended Change: Extend the \$20,000 increase into the FY 11-12 budget for Liebert Cassidy Whitmore.</i>
6630	Audit/Accounting Services	Cost of annual audit and related accounting services.
		<i>No Change</i>
6631	Bookkeeping	Cost of services provided by Integrated Business Solutions (IBS) for the payroll system and Webtime.
		<i>No Change</i>
6800	Public/Legal Notices	Job advertisements and legally required notices and reports.
		<i>No Change</i>
6820	Rents/Leases-Equipment	Rents and leases of copy machines and the postage meter.
		<i>No Change</i>
6840	Rents/Leased Bldg-Improvement	Rents and leases for Forestville & Occidental stations.
		<i>No Change</i>
6880	Small Tools/Instruments (Facilities)	For the Facilities Department to purchase minor equipment that is not classified as a fixed asset, as well as parts for repairs.
		<i>No Change</i>
6881	Library Equipment	Cost of miscellaneous furnishings and equipment.
		<i>No Change</i>
6882	Gift Equipment	Cost of miscellaneous furnishings and equipment purchased with gift funds.
		<i>No Change</i>
6889	Software	Cost of purchasing software/software licenses
		<i>No Change</i>
6890	Computer Hardware	Purchase of new staff and public computers to maintain

**DOCUMENT #9.2.1 (2.15.11)**

Number	Account Title	Purpose & Recommended Change
		the Library's 5-year replacement cycle. PCs are cascaded down to those who do not require the highest level of computing power and parts from the oldest PCs are used to repair other computers.
		<i>No Change</i>
6891	Small Tools (IT)	Computer peripherals and other small equipment including printers, fax machines, etc. purchased by IT.
		<i>No Change</i>
7000	Special Library Supplies	Supplies unique to the Library, such as paper for graphic services and various programs.
		<i>No Change</i>
7020	Summer Reading Supplies	Cost of the Summer Reading program.
		<i>No Change</i>
7030	Programming - Adult	Cost of Library programming for adults.
		<i>No Change</i>
7035	Programming - Juvenile	Cost of Library programming for children and young adults, other than Summer Reading.
		<i>No Change</i>
7110	Professional Development	Funding for employee staff development allocation required by the Library's MOU with SEIU.
		<i>No Change</i>
7120	In-Service Training	Library-sponsored training events.
		<i>No Change</i>
7180	Literacy	Expenditures for Literacy program, partially supported by outside grant funds.
		<i>Recommended Change: Decrease the FY 11-12 budget by \$34,783 by reducing instructional material and children's book purchases equal to the amount of State funding cuts.</i>
7187	Materials Management Supplies	Supplies for Materials Management, primarily for processing and repairing the collection.
		<i>Recommended Change: Increase the FY 11-12 budget by \$15,000 to purchase additional RFID tags.</i>
7190	Books/Materials	Library materials budget.
		<i>No Change</i>
7191	Binding	Cost of binding and re-binding materials.
		<i>No Change</i>
7301	County Car Expense	Cost of maintenance and gas for Library vehicles.

**DOCUMENT #9.2.1 (2.15.11)**

Number	Account Title	Purpose & Recommended Change
		<i>No Change</i>
7302	Travel Expense	Costs for training and continuing education required by the Library.
		<i>No Change</i>
7303	Private Car Expense	Staff parking and mileage reimbursement required by the Library's MOU with SEIU.(is this correct)
		<i>No Change.</i>
7320	Utilities	Electricity, gas, water, sewage, and refuse for all facilities.
		<i>No Change</i>
7400	Data Processing	County Charges for Services.
		<i>No Change</i>
7910	LTD-Principal	Charges for copier leases with terms over 3 years.
		<i>No Change</i>
8510	Building Improvements	Major Building Improvements or Renovations.
		<i>No Change</i>
8560	Equipment	Expenditures for Capital Equipment Items Over \$5,000.
		<i>No Change</i>
8562	Computer Equipment	Expenditures for Capital Computer Items Over \$5,000.
		<i>No Change</i>
8570	Furniture/Fixtures	Expenditures for Capital Furniture or Fixture Items Over \$5,000.
		<i>No Change</i>

**SUMMARY**  
**FY 2011-12 PRELIMINARY BUDGET**  
**DISCUSSION DRAFT #2**

**SUMMARY**

	1	2	3	4		5	7
Category	Actual FY 2008-2009	Actual FY 2009-2010	FY 2010-11 Sept Budget	FY 2010-11 January Adjusted Budget	Increase\ (Decrease) Over Sept Budget	FY 2011-12 Feb Preliminary	Increase\ (Decrease) Over Jan Adj Budget
Expenditures	\$17,384,078	\$16,185,145	\$15,845,550	\$15,858,175	\$12,625	\$16,437,185	\$579,010
Revenues	\$16,299,159	\$15,769,791	\$15,152,550	\$15,340,567	\$188,017	\$14,743,427	(\$597,140)
Use of Fund Balance	\$1,084,919	\$415,354	\$693,000	\$517,608	(\$175,392)	\$1,693,758	\$1,176,151
Operating Subtotal	\$400,525	\$245,266	\$153,000	\$2,608	(\$150,392)	\$1,153,758	\$1,151,150
Capital Subtotal	\$684,394	\$170,088	\$540,000	\$515,000	(\$25,000)	\$540,000	\$25,001

**EXPENDITURES**

	1	2	3	4	6	5	7
Category	Actual FY 2008-2009	Actual FY 2009-2010	FY 2010-11 Sept Budget	FY 2010-11 January Adjusted Budget	Increase\ (Decrease) Over Sept Budget	FY 2011-12 Feb Preliminary	Increase\ (Decrease) Over Jan Adj Budget
Salaries & Benefits	\$11,898,574	\$11,860,036	\$11,039,544	\$11,077,169	\$37,625	\$11,640,962	\$563,793
Services & Supplies	\$4,783,235	\$4,130,237	\$4,241,006	\$4,241,006	\$0	\$4,231,223	(\$9,783)
Long-Term Debt	\$17,875	\$24,784	\$25,000	\$25,000	\$0	\$25,000	\$0
Fixed Assets	\$684,394	\$170,088	\$515,000	\$515,000	\$0	\$515,000	\$0
Approp. for Cont.	\$0	\$0	\$25,000	\$0	(\$25,000)	\$25,000	\$25,000
TOTAL	\$17,384,078	\$16,185,145	\$15,845,550	\$15,858,175	\$12,625	\$16,437,185	\$579,010

SUMMARY  
 FY 2011-12 PRELIMINARY BUDGET  
 DISCUSSION DRAFT #2  
 REVENUE

		A	B	C	D	E	F	G	H	I	J	K
Sub-Obj Code	Account Title	Actual FY 2008-09	Actual FY 2009-10	Sept Budget FY 2010-11	FY 10-11 January Adjusted Budget FY 2010-11	Increase(Decrease) Over Sept Budget Dollars Percent		February Preliminary FY 2011-12	Increase(Decrease) Over Jan Adjusted Budget Dollars Percent		Projected FY 2012-13	Projected FY 2013-14
1	1000 Property Taxes-CY Secured	14,707,393	14,583,221	14,001,267	14,198,612	197,345	1.4%	14,056,626	(141,986)	-1.0%	14,056,626	14,197,192
2	1004 Property Taxes-CY Secured-July	59,096	0	0	0	0	N/A	0	0	N/A	0	0
3	1008 Redevelopment	(684,667)	(1,644,495)	(1,578,715)	(1,541,193)	37,522	-2.4%	(1,525,781)	15,412	-1.0%	(1,525,781)	(1,541,039)
4	1011 SB 2557 Prop Tax Admin	(197,220)	(203,435)	(199,480)	(210,000)	(10,520)	5.3%	(207,900)	2,100	-1.0%	(207,900)	(209,979)
5	1014 AB 1290 RDA Pass-Thrus	0	83,207	80,256	73,775	(6,481)	N/A	73,037	(738)	-1.0%	73,037	73,767
6	1015 H&S 33401 RDA Pass-Thrus	0	908,669	864,390	848,069	(16,321)	N/A	839,588	(8,481)	-1.0%	839,588	847,984
7	1020 Property Taxes-CY Supp-84/85	208,825	112,931	97,424	95,991	(1,433)	-1.5%	95,031	(960)	-1.0%	95,031	95,981
8	1040 Property Taxes-CY Unsecured	517,704	518,317	516,370	510,680	(5,690)	-1.1%	505,573	(5,107)	-1.0%	505,573	510,629
9	1042 Cost Reim-Coll Del CY Uns	(10,665)	(11,891)	(12,978)	(13,547)	(569)	4.4%	(13,412)	135	-1.0%	(13,412)	(13,546)
10	1044 Property Taxes-CY Unsec July	0	0	0	0	0	N/A	0	0	N/A	0	0
11	1060 Property Taxes-PY Secured	(11,777)	(10,163)	0	(10,500)	(10,500)	N/A	(10,395)	105	-1.0%	(10,395)	(10,499)
12	1080 Property Taxes-PY Supp	(2,540)	(1,019)	0	(1,200)	(1,200)	N/A	(1,188)	12	-1.0%	(1,188)	(1,200)
13	1100 Property Taxes-PY Unsecured	5,808	9,539	7,490	8,500	1,010	13.5%	8,415	(85)	-1.0%	8,415	8,499
14	1266 Timber Yield Tax	2,758	103	85	1,044	959	1126.2%	1,034	(10)	-1.0%	1,034	1,044
15	<b>Sub-Total - Taxes</b>	<b>14,594,715</b>	<b>14,344,984</b>	<b>13,776,109</b>	<b>13,960,232</b>	<b>184,123</b>	<b>1.3%</b>	<b>13,820,629</b>	<b>(139,603)</b>	<b>-1.0%</b>	<b>13,820,629</b>	<b>13,958,833</b>
16	1700 Interest on Pooled Fund	127,448	39,203	39,900	39,900	0	0.0%	39,900	0	0.0%	39,900	39,900
17	1701 Interest Earned	22,999	6,919	9,500	9,500	0	0.0%	9,500	0	0.0%	9,500	9,500
18	1800 Rent/Concessions	129	522	150	300	150	100.0%	300	0	0.0%	300	300
19	<b>Sub-Total - Use of Money/Property</b>	<b>150,576</b>	<b>46,644</b>	<b>49,550</b>	<b>49,700</b>	<b>150</b>	<b>0.3%</b>	<b>49,700</b>	<b>0</b>	<b>0.0%</b>	<b>49,700</b>	<b>49,700</b>
20	2081 St - Highway Rentals	121	103	100	100	0	0.0%	99	(1)	-1.0%	99	100
21	2440 State-HOPTR	141,357	140,534	134,913	138,152	3,239	2.4%	136,770	(1,382)	-1.0%	136,770	138,138
22	2500 ST - Other	12,625	0	2,500	2,500	0	0.0%	0	(2,500)	-100.0%	0	0
23	2563 ST - TBR Reimburse	347,752	223,827	250,000	250,000	0	0.0%	0	(250,000)	-100.0%	0	0
24	2566 State Library - PLF	164,954	172,359	170,000	170,000	0	0.0%	0	(170,000)	-100.0%	0	0
25	2901 County - Local Agency Grant	25,388	25,370	25,378	25,378	0	0.0%	25,378	0	0.0%	25,378	25,378
26	2945 Library Literacy	83,326	100,980	69,545	69,545	0	0.0%	34,762	(34,783)	-50.0%	34,762	34,762
27	<b>Sub-Total-Intergovt Revenues</b>	<b>775,523</b>	<b>663,172</b>	<b>652,436</b>	<b>655,675</b>	<b>3,239</b>	<b>0.5%</b>	<b>197,009</b>	<b>(458,666)</b>	<b>-70.0%</b>	<b>197,009</b>	<b>198,378</b>
28	3019 NCPA Gov't Service Fee	33,425	32,839	31,535	31,640	105	0.3%	31,324	(316)	-1.0%	31,324	31,637
29	3480 Library Fines	400,647	390,918	370,000	370,000	0	0.0%	370,000	0	0.0%	370,000	370,000
30	3482 Library Membership	11,325	11,205	16,000	16,000	0	0.0%	16,000	0	0.0%	16,000	16,000
31	3483 Library Postage Recovery	195	446	100	500	400	400.0%	500	0	0.0%	500	500
32	3484 Library Fines-Delinquent Collections	54,409	32,488	44,000	44,000	0	0.0%	44,000	0	0.0%	44,000	44,000
33	3485 Library Document Delivery	0	0	0	0	0	N/A	0	0	N/A	0	0
34	3700 Library Copier Fees	62,149	64,768	59,948	59,948	0	0.0%	61,393	1,445	2.4%	61,393	61,393
35	3701 Check Handling Fees	20	20	50	50	0	0.0%	50	0	0.0%	50	50
36	3980 Rev Applic Prior Year	8,277	0	0	0	0	N/A	0	0	N/A	0	0
37	<b>Sub-Total - Charges for Services</b>	<b>570,448</b>	<b>532,684</b>	<b>521,633</b>	<b>522,138</b>	<b>505</b>	<b>0.1%</b>	<b>523,267</b>	<b>1,129</b>	<b>0.2%</b>	<b>523,267</b>	<b>523,580</b>

SUMMARY  
 FY 2011-12 PRELIMINARY BUDGET  
 DISCUSSION DRAFT #2  
 REVENUE

		A	B	C	D	E	F	G	H	I	J	K
Sub-Obj Code	Account Title	Actual FY 2008-09	Actual FY 2009-10	Sept Budget FY 2010-11	FY 10-11 January Adjusted Budget FY 2010-11	Increase(Decrease) Over Sept Budget		February Preliminary FY 2011-12	Increase(Decrease) Over Jan Adjusted Budget		Projected FY 2012-13	Projected FY 2013-14
						Dollars	Percent		Dollars	Percent		
38	4020 Other Sales	0		0	0	0	N/A	0	0	N/A	0	0
39	4040 Misc. Revenue	107,554	94,436	90,672	90,672	0	0.0%	90,672	0	0.0%	90,672	90,672
40	4102 Donations/Reimbursements	89,607	84,708	55,000	55,000	0	0.0%	55,000	0	0.0%	55,000	55,000
41	4106 Refunds	10,428	2,446	6,000	6,000	0	0.0%	6,000	0	0.0%	6,000	6,000
42	4109 Outdated Warrants	539	424	1,000	1,000	0	0.0%	1,000	0	0.0%	1,000	1,000
43	4113 Returned Checks	(232)	293	150	150	0	0.0%	150	0	0.0%	150	150
44	4118 Jail Settlement											
45	<b>Sub-Total - Miscellaneous Revenues</b>	<b>207,896</b>	<b>182,307</b>	<b>152,822</b>	<b>152,822</b>	<b>0</b>	<b>0.0%</b>	<b>152,822</b>	<b>0</b>	<b>0.0%</b>	<b>152,822</b>	<b>152,822</b>
46	PY Appropriations Revenue	0	0	0	0	0	N/A	0	0	N/A	0	0
47	<b>TOTAL OPERATING REVENUE</b>	<b>16,299,159</b>	<b>15,769,791</b>	<b>15,152,550</b>	<b>15,340,567</b>	<b>188,017</b>	<b>1.2%</b>	<b>14,743,427</b>	<b>(597,140)</b>	<b>-3.9%</b>	<b>14,743,427</b>	<b>14,883,313</b>
48	<b>USE OF FUND BALANCE</b>	<b>1,084,919</b>	<b>415,354</b>	<b>693,000</b>	<b>517,608</b>	<b>(175,392)</b>	<b>-25.3%</b>	<b>1,693,758</b>	<b>1,176,150</b>	<b>227.2%</b>	<b>1,693,758</b>	<b>1,553,872</b>
49	<b>TOTAL REVENUE</b>	<b>17,384,078</b>	<b>16,185,145</b>	<b>15,845,550</b>	<b>15,858,175</b>	<b>12,625</b>	<b>0.1%</b>	<b>16,437,185</b>	<b>579,010</b>	<b>3.7%</b>	<b>16,437,185</b>	<b>16,437,185</b>

SUMMARY											
FY 2011-12 PRELIMINARY BUDGET											
DISCUSSION DRAFT #2											
EXPENDITURES											
		A	B	C	D	E	F	G	H	I	
	Sub-Obj	Actual	Actual	Sept Budget	Jan Adjusted Budget	Increase(Decrease) Over Sept Budget		February Preliminary	Increase(Decrease) Over Jan Adjusted Budget		
	Code	FY 2008-09	FY 2009-10	FY 2010-11	FY 2010-11	Dollars	Percent	FY 2011-12	Dollars	Percent	
Account Title											
<b>SALARIES AND BENEFITS</b>											
5	5900	Salary Savings	(45,000)	(45,000)	(45,000)	(121,000)	(76,000)	168.9%	(60,000)	61,000	-50.4%
6	5910	Permanent Positions	7,863,322	7,726,290	7,190,056	7,190,056	0	0.0%	7,551,186	361,130	5.0%
7	5911	Part-Time Extra Help	681,635	637,065	512,502	616,127	103,625	20.2%	616,127	0	0.0%
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	0	0.0%	1,209,948	160,089	15.2%
10	5924	Medicare Tax	101,106	100,078	94,284	94,284	0	0.0%	94,125	(159)	-0.2%
11	5925	Deferred Comp	62,028	71,403	44,212	44,212	0	0.0%	27,560	(16,652)	-37.7%
Emp Group Insurance:											
13	5930	Health Insurance	1,055,014	1,185,900	1,176,592	1,176,592	0	0.0%	1,103,143	(73,449)	-6.2%
14	5931	Disability Insurance	32,686	34,667	35,496	35,496	0	0.0%	34,595	(901)	-2.5%
15	5932	Dental Insurance	157,353	178,750	167,576	167,576	0	0.0%	183,880	16,304	9.7%
16	5933	Life Insurance	6,676	9,836	8,128	8,128	0	0.0%	8,264	136	1.7%
17	5934	Vision Insurance	26,927	28,760	24,386	24,386	0	0.0%	21,894	(2,492)	-10.2%
18	5935	Unemployment Insurance	6,178	12,340	10,000	20,000	10,000	100.0%	10,000	(10,000)	-50.0%
19	5936	Retiree Health Insurance	433,026	492,175	530,000	530,000	0	0.0%	603,265	73,265	13.8%
20	5940	Workers' Comp Insurance	179,893	237,032	205,629	205,629	0	0.0%	236,975	31,346	15.2%
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>11,898,574</b>	<b>11,860,036</b>	<b>11,039,544</b>	<b>11,077,169</b>	<b>37,625</b>	<b>0.3%</b>	<b>11,640,962</b>	<b>563,793</b>	<b>5.1%</b>	
<b>SERVICES &amp; SUPPLIES</b>											
Communications:											
21	6040	Communications	4,836	8,869	12,000	12,000	0	0.0%	12,000	0	0.0%
22	6041	Data Lines	110,526	66,217	66,000	66,000	0	0.0%	66,000	0	0.0%
23	6043	Alarm Systems	7,863	9,986	10,000	10,000	0	0.0%	10,000	0	0.0%
24	6045	Telephone Service	35,533	28,817	22,000	22,000	0	0.0%	22,000	0	0.0%
25	6048	Cell Phone Service	1,684	1,992	2,000	2,000	0	0.0%	2,000	0	0.0%
26	6049	Unclaimable Comm Exp	0	0	50	50	0	0.0%	50	0	0.0%
Household Expense:											
28	6084	Janitorial Supplies	31,774	28,968	16,000	26,000	10,000	62.5%	26,000	0	0.0%
29	6085	Janitorial Services	197,909	197,394	161,500	161,500	0	0.0%	161,500	0	0.0%
Insurance:											
31	6103	Liability Insurance	71,837	70,216	71,631	71,631	0	0.0%	71,631	0	0.0%
Maintenance-Equipment:											
33	6140	Maint Equip-IT	106,616	107,337	175,000	175,000	0	0.0%	175,000	0	0.0%
34	6152	Maint Equip-Purchase Parts	17,453	7,785	11,545	11,545	0	0.0%	11,545	0	0.0%
35	6153	Maint Equip-Outside	31,191	64,037	61,839	61,839	0	0.0%	61,839	0	0.0%
Maintenance-Buildings:											
37	6180	Maint-Bldgs/Imp-Contracts	69,796	57,240	54,000	54,000	0	0.0%	54,000	0	0.0%
38	6186	Maint-Bldgs/Imp	0	0	0	0	0	N/A	0	0	N/A
39	6190	Landscape Service	44,514	34,573	37,800	37,800	0	0.0%	37,800	0	0.0%
40	6226	Maint-Bldgs/Imp-Parts	17,778	7,914	16,246	16,246	0	0.0%	16,246	0	0.0%
41	6280	Memberships	7,484	7,969	10,000	10,000	0	0.0%	10,000	0	0.0%
Office Expense:											
44	6401	Office Expense-Inventory	59,015	44,072	40,000	40,000	0	0.0%	40,000	0	0.0%
45	6410	Postage	36,021	37,095	48,715	48,715	0	0.0%	48,715	0	0.0%
46	6430	Printing	72,526	36,944	45,536	45,536	0	0.0%	45,536	0	0.0%
47	6452	Paper Stock	18,356	14,818	15,684	15,684	0	0.0%	15,684	0	0.0%

		SUMMARY									
		FY 2011-12 PRELIMINARY BUDGET									
		DISCUSSION DRAFT #2									
		EXPENDITURES									
		A	B	C	D	E	F	G	H	I	
		Actual	Actual	Sept Budget	Jan Adjusted Budget	Increase(Decrease) Over Sept Budget		February Preliminary	Increase(Decrease) Over Jan Adjusted Budget		
Sub-Obj	Account Title	FY 2008-09	FY 2009-10	FY 2010-11	FY 2010-11	Dollars	Percent	FY 2011-12	Dollars	Percent	
Code											
48	Professional/Special Services:										
49	6500 Professional Services	0	0	0	0	0	N/A	0	0	N/A	
50	6516 Automated System	0	0	0	0	0	N/A	0	0	N/A	
51	6517 DP -Networking	2,161	5,989	10,000	10,000	0	0.0%	10,000	0	0.0%	
52	6518 Data Entry-OCLC	17,502	76,388	30,000	30,000	0	0.0%	30,000	0	0.0%	
53	6521 County Services	50,945	57,863	131,116	131,116	0	0.0%	131,116	0	0.0%	
54	6540 Contract Services	155,234	150,486	156,226	156,226	0	0.0%	166,226	10,000	6.4%	
55	6553 Security Services	59,877	59,001	65,000	65,000	0	0.0%	65,000	0	0.0%	
56	6570 Consulting Services	29,765	14,888	15,000	15,000	0	0.0%	15,000	0	0.0%	
57	6589 Permits	297	198	274	274	0	0.0%	274	0	0.0%	
58	6610 Legal Services	8,941	6,086	20,797	40,797	20,000	96.2%	40,797	0	0.0%	
59	6630 Audit/Accounting Services	36,757	27,063	26,190	26,190	0	0.0%	26,190	0	0.0%	
60	6631 Bookkeeping	18,108	20,378	22,500	22,500	0	0.0%	22,500	0	0.0%	
61	6800 Public/Legal Notices	1,480	425	1,000	1,000	0	0.0%	1,000	0	0.0%	
62	6820 Rents/Leases-Equip	22,524	9,845	18,000	18,000	0	0.0%	18,000	0	0.0%	
63	6840 Rents/Leases-Bldgs/Improv	11,952	11,096	12,000	12,000	0	0.0%	12,000	0	0.0%	
64	6880 Facilities Small Equipment	18,901	7,064	10,000	10,000	0	0.0%	10,000	0	0.0%	
65	6881 Library Equipment	86,563	38,703	37,739	37,739	0	0.0%	37,739	0	0.0%	
66	6882 Gift Equipment	626	793	15,082	15,082	0	0.0%	15,082	0	0.0%	
67	6889 Software	59,445	56,174	79,609	79,609	0	0.0%	79,609	0	0.0%	
68	6890 Computer Hardware	125,628	85,522	115,000	115,000	0	0.0%	115,000	0	0.0%	
69	6891 Small Equipment IT	28,989	51,470	45,000	45,000	0	0.0%	45,000	0	0.0%	
70	Special Library Expenses:										
71	7000 Library & Other Supplies	526,895	125,665	30,000	30,000	0	0.0%	30,000	0	0.0%	
72	7020 Summer Reading Supplies	35,891	30,313	25,967	25,967	0	0.0%	25,967	0	0.0%	
73	7030 Programming-Adult	38,439	25,980	12,228	12,228	0	0.0%	12,228	0	0.0%	
74	7035 Programming-Juvenile	0	0	12,228	12,228	0	0.0%	12,228	0	0.0%	
75	7110 Professional Development	27,065	12,545	15,576	15,576	0	0.0%	15,576	0	0.0%	
76	7120 In-Service Training	26,279	2,499	13,000	13,000	0	0.0%	13,000	0	0.0%	
77	7180 Literacy	128,087	116,918	122,636	122,636	0	0.0%	87,853	(34,783)	-28.4%	
78	Books/Materials:										
79	7187 Materials Management Supplies	0	0	70,000	40,000	(30,000)	-42.9%	55,000	15,000	37.5%	
80	7190 Books/Materials	1,713,000	1,713,000	1,663,000	1,663,000	0	0.0%	1,663,000	0	0.0%	
81	7191 Binding	18,109	8,811	10,000	10,000	0	0.0%	10,000	0	0.0%	
82	Transportation:										
83	7301 County Car Expense	27,769	38,832	30,409	30,409	0	0.0%	30,409	0	0.0%	
84	7302 Travel Expense	28,650	2,002	7,500	7,500	0	0.0%	7,500	0	0.0%	
85	7303 Mileage & Parking	69,212	61,284	60,000	60,000	0	0.0%	60,000	0	0.0%	
86	7320 Utilities	465,432	480,715	480,000	480,000	0	0.0%	480,000	0	0.0%	
87	7400 Sonoma County IT	0	0	383	383	0	0.0%	383	0	0.0%	
<b>TOTAL SERVICES &amp; SUPPLIES</b>		<b>4,783,235</b>	<b>4,130,237</b>	<b>4,241,006</b>	<b>4,241,006</b>	<b>0</b>	<b>0.0%</b>	<b>4,231,223</b>	<b>(9,783)</b>	<b>-0.2%</b>	
LONG TERM DEBT											
88	7910 LTD-Principal	17,875	24,784	25,000	25,000	0	0.0%	25,000	0	0.0%	
<b>TOTAL LONG TERM DEBT</b>		<b>17,875</b>	<b>24,784</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>	<b>0.0%</b>	<b>25,000</b>	<b>0</b>	<b>0.0%</b>	
<b>TOTAL OPERATING EXPENDITURES</b>		<b>16,699,684</b>	<b>16,015,057</b>	<b>15,305,550</b>	<b>15,343,175</b>	<b>37,625</b>	<b>0.2%</b>	<b>15,897,185</b>	<b>554,010</b>	<b>3.6%</b>	
FIXED ASSETS											
89	Equipment:										
90	8510 Building Improvements	142,297	74,024	300,000	300,000	0	0.0%	300,000	0	0.0%	
91	8560 Equipment	0	16,871	100,000	100,000	0	0.0%	100,000	0	0.0%	
92	8562 Computer Equipment	503,749	78,969	85,000	85,000	0	0.0%	85,000	0	0.0%	
93	8570 Furniture/Fixtures	38,348	224	30,000	30,000	0	0.0%	30,000	0	0.0%	
<b>TOTAL FIXED ASSETS</b>		<b>684,394</b>	<b>170,088</b>	<b>515,000</b>	<b>515,000</b>	<b>0</b>	<b>0.0%</b>	<b>515,000</b>	<b>0</b>	<b>0.0%</b>	
94	9000 * APPROP FOR CONTINGENCIES	0	0	25,000	0	(25,000)	-100.0%	25,000	25,000	N/A	
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>684,394</b>	<b>170,088</b>	<b>540,000</b>	<b>515,000</b>	<b>(25,000)</b>	<b>-4.6%</b>	<b>540,000</b>	<b>25,000</b>	<b>4.9%</b>	
<b>TOTAL EXPENDITURES</b>		<b>17,384,078</b>	<b>16,185,145</b>	<b>15,845,550</b>	<b>15,858,175</b>	<b>12,625</b>	<b>0.1%</b>	<b>16,437,185</b>	<b>579,010</b>	<b>3.7%</b>	





<b>Agenda Item</b>			
<b>Information/Action</b>	<b>Commission Meeting Date</b>	<b>Regular/Executive Meeting</b>	<b>Agenda Item No.</b>
<b>Discussion</b>	<b>2.15.11</b>	<b>Budget Workshop #2</b>	<b>9.3</b>

**SUBJECT**

Financial Policies & Budget Development

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**PURPOSE OF THE DISCUSSION**

To review two major financial audit and policy issues that must be considered in the budget process.

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**BACKGROUND**

The Governmental Accounting Standards Board (GASB) is the independent organization that establishes and improves standards of accounting and financial reporting for U.S. state and local governments. (See [www.gasb.org](http://www.gasb.org) for more information.) Two recent GASB statements are important to budget development and financial management for the Library Commission:

- GASB Statement 45: Establishes accounting standards for reporting Other Post-Employment Benefits—i.e., retirement benefits such as health insurance. Requires that the Commission state annually how it intends to fund these benefits as well as other elements that have an impact on the Library’s financial statements.
- GASB Statement 54: standards for fund balance reporting and definition of governmental fund types. In 2010, the Library Commission adopted a new fund balance policy based on GASB 54.

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**FUTURE BOARD ACTIONS**

Adopt policy on OPEB for FY 2011-12 budget.

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**FISCAL IMPACT**

Both GASB 45 and 54 have an impact on the Library’s financial statements and other budget and reporting functions.

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**POLICY ISSUES**

Both GASB statements have requirements that are reflected in the Library’s policies.

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**ATTACHMENTS**

- Document #9.3.1 – Sample OPEB Resolution
- Document #9.3.2 – Library Fund Balance Policy

**SONOMA COUNTY LIBRARY COMMISSION**

**RESOLUTION SAMPLE**

**RESOLUTION ON FUNDING OTHER POST-EMPLOYMENT BENEFITS**

**WHEREAS**, the Sonoma County Library currently provides Other Post-Employment Benefits (OPEB) to retirees; and

**WHEREAS**, the General Accounting Standards Board (GASB) has issued Statement No. 45 that requires government entities to report the cost associated with providing these benefits incurred when the employee provides the services for which they earn benefits and to declare their policy on funding these benefits; and

**WHEREAS**, the Sonoma County Library Commission is required to declare its policy on funding OPEB expenses it will accrue annually; therefore,

**BE IT RESOLVED** by the Sonoma County Library Commission that its current policy is to continue to fund these benefits when payment is due (i.e., “pay as you go”) rather than to prefund them; and, therefore,

**BE IT FURTHER RESOLVED**, that this policy will be reviewed during the Commission’s budget preparation process in 2012.

FINANCIAL POLICIES			
Policy Number	Subject	Effective Date	Number of Pages
	FUND BALANCE POLICY- LIBRARY GENERAL FUND	6.7.2010	

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**1. Purpose**

The Government Finance Officers Association's Best Practices state that it is essential that publicly funded agencies:

*Maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures)...Fund balance levels are crucial, too, in long-term financial planning.*

In addition, the Government Accounting Standards Board (GASB) Statement No. 54 mandates a new structure and a new set of definitions for reporting those funds in financial statements for periods beginning after June 15, 2010.

**2. Policy**

The Sonoma County Library will maintain a fund balance adequate to assure the Library's financial stability as well as to maintain the Library's operations, services, and assets.

The Fund Balance shall be maintained at a minimum of 12.5% of the Library's budgeted expenditures annually with the goal of having 20% of the budgeted expenditures in the fund balance.

The additional funds over 12.5% will be used to replace or repair the Library's capital assets or for capital projects. Other purposes for the use of the fund balance may be established as necessary if funds are available.

Except for the purposes outlined for the Stabilization Fund, the fund balance is not intended to be used to pay for ongoing operating expenditures or increases nor is it to be used because expenditure growth exceeds normal revenue growth.

**3. Definitions**

3.1. *Fund Balance*: The difference between assets and liabilities in the Library's general fund. Sometimes referred to as the "reserves."

The new standards for reporting fund balances have been issued by The Governmental Accounting Standards Board (GASB) in its Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

The new statement defines the way that the fund balance is classified and reported by emphasizing "The extent to which the government is bound to

1 honor constraint on the specific purposes for which amounts in the fund  
2 can be spent.” The five components are:

3  
4 3.1.1. *Nonspendable fund balance*: this category includes the value of  
5 resources that are inherently nonspendable (i.e., inventories, non-  
6 financial assets held for resale) or resources that cannot be spent  
7 because of legal or contractual provisions that require that they  
8 remain intact (e.g., the principal of an endowment).

9  
10 3.1.2. *Restricted fund balance*: funds that are subject to externally  
11 enforceable legal restrictions (e.g., limits set by grantors or  
12 constitutional, statutory or regulatory limits set by another  
13 government).

14  
15 3.1.3. *Committed fund balance*: the portion of the assets whose use is  
16 constrained by limitations that the government imposes upon itself at  
17 its highest level of decision making and that remain binding unless  
18 removed in the same manner. In the Library’s case, expenditure of  
19 funds in this category require approval by the Library Commission  
20 and the Sonoma County Board of Supervisors.

21  
22 3.1.4. *Assigned fund balance*: funds that reflect the Library Commission’s  
23 intended use of money.

24  
25 3.1.5. *Unassigned fund balance*: remaining available funds that are not in  
26 any of the previous categories.

27  
28  
29 **4. Regulations**

30 4.1. Committed Fund Balance may only be used with the approval of Library  
31 Commission and the Board of Supervisors.

32  
33 4.1.1. The Stabilization Fund (sometimes called the “rainy day fund”) is  
34 equal to 12.5% of the Library’s annual operating expenditures in the  
35 current fiscal year’s budget. The fund is maintained for two  
36 purposes:

37 A. To insulate the Library programs and service levels from large  
38 unanticipated one-time expenditures due to some  
39 unforeseen circumstance.

40 B. To temporarily insulate the Library’s programs and current  
41 service levels from slower revenue growth that typically  
42 occurs during an economic recession.

43  
44 4.1.1.1. Here is a summary of its allowable uses:  
45

1 A. *Stabilization Fund: Emergency Reserves*: Half of the  
2 stabilization fund, or 6.25% of the Library’s approved  
3 operating expenditures for the current fiscal year, will be  
4 used in the case of unforeseen emergencies, including  
5 natural and man-made disasters, unanticipated major  
6 repairs or replacement of capital assets, or other cases in  
7 which the Library is faced with funding a large, unanticipated  
8 expenditure.

9 B. *Stabilization Funds: Counter Cyclical Reserves*: The balance  
10 of the Stabilization Fund, or 6.25% of the Library’s approved  
11 operating expenditures for the current fiscal year, may be  
12 used if the property tax projections fall below the level of the  
13 previous year. The reserves may only be used to maintain  
14 current expenditure levels and provide “bridge financing”  
15 during the first 18 months of an economic downturn.

16  
17 4.1.1.2. *Stabilization Fund: Emergency Reserves* must begin to be  
18 restored during the next budget year, and the Library Director  
19 shall present a plan for the restoration within 3 months of its use.  
20

21 4.1.1.3. *Stabilization Fund: Counter Cyclical Reserves* must begin to  
22 be restored within 24 months of their first use, and the Library  
23 Director shall present a plan to the Library Commission for the  
24 restoration after 18 months of its use.  
25

26 4.1.2. The Capital Asset Maintenance Fund is to pay for replacement of  
27 existing equipment, vehicles, information technology resources and  
28 major repairs or rehabilitation to the Library’s facilities. The amount  
29 assigned to this fund will be based on the projected useful life of an  
30 asset with the assumption that interest earnings on the fund will offset  
31 the impact of inflation.  
32

33 4.1.2.1. As part of the annual budget process and the review of the  
34 fund balance, the Library Commission will review and approve  
35 the current report on the anticipated life of capital assets, the  
36 remaining years before each must be replaced, and the  
37 estimated replacement cost. The cost estimates should reflect a  
38 projected inflation factor as well as projected earnings on  
39 accumulated savings.  
40

41 4.1.3. The Capital Improvement Fund is to pay for priority projects to  
42 expand or improve the Library’s services through the creation of new  
43 buildings/facilities, the addition of major new technology, or  
44 renovation of existing capital assets. The funds in this category are  
45 determined during the Library’s budget process and are based on its  
46 capital improvement plan.

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4.2. Assigned Fund Balance is created by the Library Commission and may only be spent with the approval of the Library Commission.

4.2.1. The Budgeted Use of Fund Balance is created by the Library Commission when it is necessary to balance the budget in which expenditures exceed revenues.

4.2.2. The County requires that the Library budget \$25,000 annually as a Contingency Fund.

4.2.3. Additional categories of the assigned fund balance may be created by the Library Commission if funds are available.

4.3. Additional funds may be created by the Library Commission in any of the categories.

4.4. The fund balance and its allocation among the funds outlined above is reviewed and approved each time the Library Commission approves the budget.