



**LIBRARY COMMISSION AGENDA
REGULAR MEETING**

Monday, May 2, 2011 at 7:00 p.m.
Central Santa Rosa Library, 211 E Street, Santa Rosa, CA 95404

THE COMMISSION WILL CONVENE IN THE CENTRAL LIBRARY'S FORUM ROOM TO HEAR PUBLIC COMMENT AND THEN WILL MOVE TO THE BOARD ROOM FOR THE REMAINING AGENDA ITEMS.

1. CALL TO ORDER

2. ANNOUNCEMENTS AND INTRODUCTIONS

3. PUBLIC APPEARANCES

Members of the public who wish to address the Commission on any agenda item 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 April 4, 2011 Regular Meeting (1 Document)

5. CORRESPONDENCE & PRESS COVERAGE

6. CONSENT CALENDAR

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

7. ACTION ITEMS

7.1. Authorize Library Director to sign the lease for Sonoma Valley Regional Library's Temporary Facility

7.2. Approve third quarter budget adjustments

8. DISCUSSION ITEMS

8.1. Management Report

8.1.1. Management Report

8.1.2. Monthly Financial Report

8.1.3. Quarterly Gifts & Donations Report

8.2. *Focus & Finish*: Annual Report & Plan for 2011-2012 (2 Documents)

8.3. Discuss parcel tax option

9. LIBRARY ADVISORY BOARDS

10.COMMISSION INFORMATION ITEMS

11.CLOSED SESSION

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

11.1.1. Public Employee Evaluation
Title: Library Director
Govt. Code §54957

12. OPEN SESSION

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

13. DATE AND TIME OF NEXT MEETING

Meeting: Regular Commission Meeting
Date: June 6, 2011
Time: 7:00 p.m.
Location: Central Library – Santa Rosa

14. ADJOURNMENT

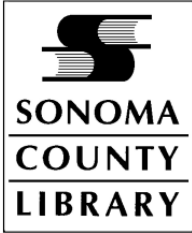
By acclamation.

Agenda support materials are available in the Library Administration Office, 211 E Street, Santa Rosa, after 3:30 p.m. on Wednesday, April 27, 2011. They will also be available on the Library's web site <http://www.sonomalibrary.org/agenda/>.

GUIDELINES FOR PUBLIC APPEARANCES

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

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



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	5.2.11	Regular	4

SUBJECT

April Meeting Minutes

RECOMMENDED ACTION

APPROVE Minutes of the April 4, 2011 Regular Meeting.

DRAFT MOTIONS

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the minutes of the Regular Meeting on April 4, 2011, as presented. (or, as corrected)

BACKGROUND

None

FUTURE BOARD ACTIONS

None

FISCAL IMPACT

None

POLICY ISSUES

None

ATTACHMENTS

Document #4.1 - Draft Minutes

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

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

7
8 **CALL TO ORDER**

9 Vice-Chair Kelley called the meeting to order at 7:00 p.m. in the Central Library Forum
10 Room.

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; Librarians
20 Jennifer Duran, Kate Keaton, and Carol Singleton; Branch Managers Anne Marie
21 Murphy, Mairi Barsky, and Kathy Nixon; Library Technicians Daphne Matthew and
22 Barbara White, and Library Tech Substitutes Melissa Trunick and Pat Crosley;
23 Delivery Driver Ron Cecena; and Administrative Aide Stephanie Kunkle.

24
25 Guests and observers present: Retiree Johanna Scallon; a list of all other guests and
26 observers who were in attendance is attached.

27
28 **ANNOUNCEMENTS AND INTRODUCTIONS**

29 There were no announcements or introductions.

30
31 **PUBLIC APPEARANCES**

32 Chair Kelley informed the group that the issue of service hour reduction was not on
33 the agenda because it is still subject to negotiations with the SEIU; therefore, the
34 Commission could not respond to any statements made by members of the public.
35 She invited anyone who wished to speak to step to the microphone and identify
36 themselves; each person was limited to no more than three minutes.

37
38 There were a total of 17 public appearances comprised of staff members, public, and
39 patrons.

40
41 Staff concerns and issues identified in the discussion:

- 42 • The problems with clearing the bookdrop at the Sebastopol Library if the library is
43 closed two days back to back.
- 44
- 45 • The impact on seniors and children's programs created by late openings on
46 Tuesdays and Thursdays.
- 47

- 1 • The reduction in time that staff have with their families in the evenings and on the
2 weekend.
- 3
- 4 • Loss of income for substitutes.
- 5
- 6 • Having no place for students to go after school on Mondays.
- 7
- 8 • Remaining open one or two Mondays a month incorporating some flexible
9 scheduling.
- 10
- 11 • Involving staff in planning for the reduction in hours.
- 12

13 The public's suggestions included:

- 14 • Attracting sponsors who would raise money to keep the library from closing on
15 Mondays.
- 16
- 17 • Partnering with the public to find ways to keep the library open with its current
18 hours.
- 19
- 20 • Volunteering to help raise money for the library.
- 21
- 22 • Seeking creative solutions.
- 23

24 **CLOSED SESSION**

25 The Commission recessed to closed session at 7:48 p.m. in the Board Room of the
26 Central Library to provide direction to agency labor negotiator Kelly Tuffo pursuant to
27 subdivision (b) of Section 54957.6.

28 **OPEN SESSION**

29 Pursuant to California Government Code §54957.6(b), the Library Commission
30 reconvened in open session at 8:42 p.m. Vice-Chair Melissa Kelley reported that the
31 Commission provided direction to the agency negotiator but that no action was taken.
32
33

34 **APPROVAL OF MINUTES** – Minutes of the March 7, 2011 Regular Meeting and March 35 15, 2011 Special Meeting

36
37 **M/S/C (Freis /Arnold)** moved that the Sonoma County Library Commission approve
38 the minutes of the regular meeting on March 7, 2011, as corrected.

39 AYES (6): Arnold, Colbert, Dell'Osso, Freis, and Kelley.

40 ABSENT: (1) May

41
42 **M/S/C (Freis/Arnold)** moved that the Sonoma County Library Commission approve
43 the minutes of the special meeting on March 15, 2011, as presented.

44 AYES (6): Arnold, Colbert, Dell'Osso, Freis, Kelley, and Whistler.

45 ABSENT: (1) May
46

1 **CORRESPONDENCE & PRESS COVERAGE**

2 The clippings folder included these items from *The Press Democrat*: “Fetch, Sit, Now
3 Read” and “Beauty of a Well-Read Hound,” two articles about read to a dog
4 programs; “Commitments Galore,” an article featuring Commissioner Arnold’s
5 volunteer work in Sonoma; and “County Libraries Plan Big Cut in Hours.” An article in
6 *Cloverdale Reveille* featured Cloverdale Friends’ President Shirley Black’s retirement.
7

8 Correspondence included a letter to each of the Commissioners from Librarian Ann
9 Stroberger, which discussed her concerns about the Sonoma County Library’s
10 budget; and a note from a Sebastopol patron expressing the importance to keep the
11 hours the same.
12

13 **CONSENT CALENDAR**

14 **8.1 Request for Leave Without Pay – Kirsten Cutler.**

15 Commissioner Whistler asked why the Commission was asked to act on this item.
16 Director Cooper responded that the current Union agreement requires it. She added
17 that the Library Management Team has suggested a revision to the MOU giving the
18 Director the authority to approve such leaves with the option of appealing the
19 Director’s decision to the Library Commission; however, the Union is not yet prepared
20 to negotiate a new Memorandum of Understanding to replace the one that expired
21 July 1, 2010.
22

23 There were no objections, so the Vice-Chair declared the Consent Calendar
24 approved.
25

26 **ELECTION OF OFFICERS**

27 Julia Freis nominated Vice-Chair Kelley for the office of Chair. Vice-Chair Kelley
28 nominated Freis for the office of Vice-Chair. Both were seconded by Commissioner
29 Colbert.
30

31 **M/S/C** (Dell’Osso/Whistler) moved to nominate Vice-Chair Kelley for the office of
32 Chair for a one-year term.

33 AYES (5): Arnold, Colbert, Dell’Osso, Freis, and Whistler.

34 ABSENT: (1) May

35 ABSTAIN: (1) Kelley
36

37 **M/S/C** (Dell’Osso/Arnold) moved to nominate Commissioner Freis for the office of
38 Chair for a one-year term.

39 AYES (5): Arnold, Colbert, Dell’Osso, Kelley, Whistler.

40 ABSENT: (1) May

41 ABSTAIN: (1) Freis
42

43 **DISCUSSION ITEMS**

44 **10.1. Management Report**

45 **10.1.1. Monthly Financial Report**

46 Discussion included:

- 47 • Question: What is the source of funds that were added to specific lines in the
48 February budget adjustments: Response: the source of funds that were

1 reflected in the Services & Supplies is from reductions in other lines; the
2 increase in the projected expenditures was from the projected increase in
3 property taxes. Staff will include that information in the monthly financial
4 report.
5

- 6 • Question: When will we receive the next property taxes estimates: Response:
7 April 15.
8

9 **10.2. Focus and Finish: Annual Report & Plan for 2011-2012**

10 Postponed until the next meeting.
11

12 **10.3. Updates on Remodeling Projects**

13 Commissioner Whistler asked about the Sebastopol remodel. Cooper said the
14 contract was signed and that AXIA Architect Bill Dodson would be doing a project
15 schedule. City Manager Jack Griffin agreed to go ahead and pay for the carpet
16 prior to June 30.
17

18 **10.4 Plans for 2010 Service Awards**

19 There was a discussion of the options for presenting service awards to employees
20 who reached milestone anniversaries in 2010. The Director reviewed the options
21 used in the past. The consensus was that each Commissioner would present the
22 awards at the recipient's branch. Staff members Stephanie Kunkle and Carmen
23 Lopez-Caswell will coordinate the planning and scheduling with the
24 Commissioners and Branch Managers. Freis will do the Central Library, including
25 system staff, and Northwest; and Kelley will present at Rincon Valley and Windsor.
26

27 **LIBRARY ADVISORY BOARDS**

- 28 • **M/S/C (Freis/Dell'Osso)** moved by resolution that the Sonoma County Library
29 Commission appoint David Carr to the vacant position on the Santa Rosa Regional
30 Libraries Advisory Board for a term ending June 30, 2014.
31

32 AYES (6): Arnold, Colbert, Dell'Osso, Freis, Kelley, and Whistler.

33 ABSENT: (1) May
34

35 Commissioner Arnold shared a certificate she has prepared for a Sonoma Library
36 Advisory Board member who is moving out of state and suggested that this is a nice
37 way to thank departing members. The group agreed that it was an excellent way to
38 honor departing LAB members.
39

40 **COMMISSION MEMBER INFORMATION ITEMS**

41 There were none.
42

43 **CLOSED SESSION**

44 Commissioner Arnold announced that she had a conflict of interest with Item #13.1.1.
45 - Conference with Real Property Negotiator and would not be participating in any
46 discussions related to the potential leasing of Burlingame Hall from Sonoma's First
47 Congregational Church. In addition to serving as a Commissioner, she said she was
48 vice-moderator of the congregation.

1 To accommodate Commissioner Arnold, the Commission decided to discuss the
2 Director's performance evaluation first.

3
4 13.1.2. Pursuant to California Government Code §54957 the Library Commission met
5 in closed session at 9:10 p.m. to consider the Library Director's performance
6 evaluation.

7
8 13.1.1. Pursuant to California Government Code §54956.8(a), the Library
9 Commission met in closed session to consider a lease with Burlingame Hall for a
10 temporary library for Sonoma Valley.

11
12 **OPEN SESSION**

13 The Commission reconvened in open session at 10:15 p.m. Chair Kelley reported
14 that the Commission discussed the Director's performance evaluation and the
15 Burlingame Hall property and no action was taken.

16
17 **DATE AND TIME OF NEXT MEETING**

18 Meeting: Regular Commission Meeting

19 Date: June 6, 2011

20 Time: 7:00 p.m.

21 Location: Central Library Santa Rosa

22
23 **ADJOURNMENT**

24 The meeting adjourned at 10:20 p.m. by acclamation.
25
26

27 _____
Clerk
28



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	5.2.11	Regular	7.1

SUBJECT

Lease for Sonoma Valley Regional Library Temporary Facilities

RECOMMENDED ACTION

Authorize Library Director to sign lease

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION AUTHORIZE the Library Director to execute a lease with the First Congregational Church of Sonoma based on the terms outlined in the Letter of Intent.

BACKGROUND

The Library and the First Congregational Church (FCC) of Sonoma have reached agreement on the terms of a lease for the Library to use the church's social hall (Burlingame Hall) as temporary quarters for the Sonoma Valley Regional Library while the City is updating the Library. The letter of intent is Document #7.1.1.

Under the Memorandum of Understanding with the City of Sonoma approved by the Library Commission at its August 2, 2010 meeting, the Sonoma County Library is obligated to vacate the library's permanent facility by August 5 for approximately 9 months.

Staff is working on plans for the design, tenant improvements, and move and will have the budget and project plan for the Commission's approval at an upcoming meeting. The rough timetable for planning and implementing the move is as follows:

- May 3 – Notify FCC of Commission approval & intent to occupy the building in 60 days
- June 6 – Budget and project plan on agenda for Commission approval
- July 3 – Design & planning complete; temporary improvements begin
- August 5 – Building vacated; prepare for re-opening in temporary quarters.

FUTURE BOARD ACTIONS

Approve budget and project plan

FISCAL IMPACT

The funds for the temporary quarters are available in the General Fund Balance; remodeled building will result in lower utility costs as well as better working conditions for staff—and lower potential for workers' compensation claims.

POLICY ISSUES

ADA upgrades for the remodeling will assure compliance with state and federal legal requirements.

ATTACHMENTS

Document #7.1.1 – Letter of Intent: Terms of Lease

From: [Joan Howarth](#)
To: [Isaac Raboy](#); [Sandy Cooper](#)
Cc: [Roger Wright](#); [Vicki Scharnikow](#)
Subject: Yes to the Library
Date: Monday, April 11, 2011 8:09:28 AM

Monday April 11th, 2011

I am pleased to inform you that the congregation voted in favor of leasing Burlingame Hall to the Library . Now it is time to prepare a letter of intent that will form the basis of a lease. We need further discussions on handling the improvements to Burlingame Hall, the use of the kitchen as a break room, possible use of the storage room and the reservation of parking places for certain events.

Please include the following points:

1. Rent to be \$9,400 per month paid monthly on a gross basis for a term of one year. Rent to commence upon possession or August 1, 2011, whichever occurs first. FCC will need written notice 60 days prior to occupancy. This amount includes remuneration for rent, displacement, and an amount not to exceed \$5,000 for the cost to mitigate the sewer. If the lease needs to be extended on a month to month basis thereafter, the rent will be \$10,400 per month. There will need to be a 60 day notice of the Libraries intent to stay in the premises past the initial term.
2. Library will be responsible for any and all costs relating to the renovation of BH for its use. FCC must approve of the improvements made to the Hall prior to construction. Library will return Burlingame Hall to its current state or better.
3. Library will be permitted to engage in any normal and reasonable Library activities including, but not limited to, book sales and use of the community room for the Friends of the Library monthly meeting. Dates for the meeting and book sales to be approved by FCC.
4. Library will pay for Utilities above the average of the last two years usage.
5. Library to arrange and pay for their own trash service. Location of trash cans to be determined.
6. A Bike rack may be placed in a mutually agreed upon location.
7. The Library will obtain permits required for their occupancy. This includes a temporary use permit.

8. Signage must be approved by the city and paid for by the tenant.
FCC must approve of the sign placement.
9. Library to name FCC as additionally insured on their liability policy.

I hope to hear from you soon.

Joan Howarth
287-3893



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	5.2.11	Regular	7.2

SUBJECT

Third Quarter Budget Adjustments

RECOMMENDED ACTION

APPROVE adjustments

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.

BACKGROUND

The Library Management Team (LMT) recommends minor budget adjustments based on the year to date and updated estimates for property taxes this year. The narrative explains the recommended changes shown on the spreadsheet, most are minor.

The good news is that—with a combination of small increases in revenue and continuing control of expenditures—the Library should end the year with a positive balance.

FUTURE BOARD ACTIONS

None.

FISCAL IMPACT

POLICY ISSUES

None

ATTACHMENTS

Document #7.2.1 – Third Quarter Budget Adjustments – Narrative
Document #7.2.2 – Third Quarter Budget Adjustments - Spreadsheet

**NARRATIVE
FY 2010-11 Budget
Third Quarter Budget Adjustments**

GUIDE TO COLUMNS

- Column A Actual - July 2010 - March 2011
- Column B Projected - April 2011 - June 2011
- Column C Recommended Third Quarter Adjustments
- Column D Approved January 2011 Adjustments
- Column E Recommended Increase or Decrease Compared to January 2011 Adjustments (in dollars)
- Column F Recommended Increase or Decrease Compared to January 2011 Adjustments (percentage)

EXPLANATION OF RECOMMENDED CHANGES

Category: Revenue

The Library Management Team recommends the following changes to revenue projections in the current fiscal year. The net result of the adjustments is an increase of \$8,460 in revenue over the mid-year budget projections.

Number	Account Title	Purpose & Recommended Change
1000-1266	Property Taxes	Income from the Library's Property Tax
		<i>Increase property tax revenue by \$11,031 based on April 2011 estimates provided by the County of Sonoma Tax Manager.</i>
1700	Interest on Pooled Fund	Interest earnings for Library funds managed by the County Treasurer.
		<i>Decrease revenue estimate by \$9,900 to reflect actual revenue YTD.</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 \$100 to reflect actual revenue YTD.</i>

DOCUMENT #7.2.1 (5.2.11)

2081, 2440 & 3019	Property Taxes	Other Library Property Tax Revenue
		<i>See note for 1000-1266.</i>
2500	State-Other	State grant funds for the staff education grant and other special projects.
		<i>Eliminate expenditure; no staff qualified for the grant this year.</i>
2566	State-Public Library Fund	Public Library Foundation (PLF) funds distributed using a per capita formula.
		<i>Recommended Change: Decrease revenue estimate by \$1,271 to reflect actual revenue YTD.</i>
3480	Library Fines	Fines on late material returns paid by Patrons.
		<i>Increase revenue estimate by \$25,000 to reflect actual revenue YTD.</i>
3484	Library Fines-Delinquent Collections	Fines recovered through a third-party collection agency.
		<i>Recommended Change: Decrease revenue estimate by \$14,000 to reflect actual revenue YTD.</i>

Category: Expenditures: Salaries & Benefits

The Library Management Team recommends the following changes to salary and benefits expenditures projections in the current fiscal year. The net result of the adjustments is a decrease of \$53,869 in expenditures over the mid-year budget projections.

Number	Account Title	Purpose & Recommended Change
5920	Retirement Contribution	Library contribution to the 7% employee contribution for the CalPERS retirement system. This was eliminated under the Tentative Agreement with the Union.
		<i>Recommended Change: Decrease by \$9,657 to reflect actual spending in FY 10-11.</i>
5923	PERS	The employer amount that CalPERS charges employers for participation in the retirement system.
		<i>Recommended Change: Decrease by \$19,000 due to an increase in salary savings in FY 10-11.</i>
5925	Deferred Compensation (PST & Voluntary)	In lieu of Social Security, the Library pays a 4.5% retirement contribution for part-time employees who are not members of CalPERS. Library paid employee contributions to the voluntary fund were eliminated under the Tentative Agreement.
		<i>Decrease by \$21,212 to reflect actual spending YTD.</i>

DOCUMENT #7.2.1 (5.2.11)

5932	Dental Insurance	The Library cost of dental insurance after collecting a pro-rated share of the premium, based on hours worked, from part-time employees. The Library pays 100% of the premium for full-time employees.
		<i>Decrease by \$3,000 to reflect rate decrease.</i>
5934	Vision Insurance	The Library cost of vision insurance after collecting a pro-rated share of the premium, based on hours worked, from part-time employees. The Library pays 100% of the premium for full-time employees.
		<i>Decrease by \$1,000 to reflect rate decrease.</i>

Category: Expenditures: Services & Supplies

*The Library Management Team recommends the following changes to expenditures for services & supplies expenditures projections in the current fiscal year. The net result of the adjustments is a decrease of \$45,661 in expenditures over the mid-year budget projections. **Increases in some lines are covered by decreased projections in others in the Services & Supplies expenditures.***

6041	Data Lines	Internet service and other data lines including fiber optic and DSL lines to support the wireless network.
		<i>Decrease by \$16,000 to reflect actual spending to date.</i>
6045	Telephone Service	Phone system & related equipment costs.
		<i>Increase by \$8,000 to reflect actual spending to date.</i>
6085	Janitorial Services	Contract for branch cleaning services and miscellaneous cleaning projects not covered by the contract.
		<i>Increase by \$8,500 to reflect actual spending to date.</i>
6153	Maint Equip-Outside	Maintenance contracts by outside vendors on non-capital equipment and rental of equipment for repairs.
		<i>Decrease by \$11,839 to reflect actual spending to date.</i>
6226	Maint-Bldgs/Imp-Contract	Parts purchased for building repair performed by Library's Facilities staff.
		<i>Decrease by \$6,246 to reflect actual spending to date.</i>
6820	Rents/Leases - Equip	Rents and leases of copy machines and the postage meter. Expenditures include \$18,000; \$15,000 for copiers and \$3,000 for the postage meter.
		<i>Decrease by \$8,000 to reflect copier leases which are now charged to 7910 as capital costs.</i>
7110	Professional Development	Funding for employee staff development allocation per MOU.

DOCUMENT #7.2.1 (5.2.11)

		<i>Decrease by \$5,576 to reflect actual spending to date.</i>
7120	In-Service Training	Library-sponsored training events. <i>Decrease by \$8,000 to reflect actual spending to date.</i>
7302	Travel	Costs for participation in library-selected conferences and staff training. <i>Decrease by \$6,500 to reflect actual spending to date.</i>
7910	Capital Leases	Leases for copiers and fax machines that are classified as capital items in compliance with Government Accounting Board Standards (GASB) requirements. <i>Increase by \$6,000 to reflect actual spending to date.</i>

**TABLES
FY 2010-11 Budget
Third Quarter Budget Adjustments**

SUMMARY

<u>Category</u>	FY 10-11 Jan Adjusted Budget	Budgetary Transfers ¹	Adjusted for Transfers ¹	FY 10-11 Apr Adjusted Budget	Increase/ (Decrease) Mid- Yr Budget
Expenditures	\$15,858,175	\$0	\$15,858,175	\$15,764,645	(\$93,530)
Revenues	\$15,340,567	\$0	\$15,340,567	\$15,349,027	\$8,460
Total Use of Fund Balance	(\$517,608)	\$0	(\$517,608)	(\$415,618)	(\$101,990)
Operating Use of Fund Balance	(\$2,608)	\$0	(\$2,608)	\$99,382	(\$101,990)
Capital Use of Fund Balance	(\$515,000)	\$0	(\$515,000)	(\$515,000)	\$0

¹This column is for budgetary transfers during the fiscal year.

EXPENDITURES

<u>Category</u>	Actual Expenditures July-Mar 11	Estimated Expenditures Apr-June 2011	FY 10-11 Apr Adjusted Budget	FY 10-11 Mid- Yr Budget	Increase/ (Decrease) Mid- Yr Budget
Salaries & Benefits	\$8,334,479	\$2,688,821	\$11,023,300	\$11,077,169	(\$53,869)
Services & Supplies	\$2,523,765	\$1,671,580	\$4,195,345	\$4,241,006	(\$45,661)
Long-Term Debt	\$20,523	\$10,477	\$31,000	\$25,000	\$6,000
Fixed Assets	\$241,640	\$273,360	\$515,000	\$515,000	\$0
Approp. for Cont.	\$0	\$0	\$0	\$0	\$0
TOTAL	\$11,120,407	\$4,644,238	\$15,764,645	\$15,858,175	(\$93,530)

Revenue Detail

	A	B	C	D	E	F
Revenues	Actual Revenues July-Mar 2011	Estimated Revenue Apr-June 2011	FY 10-11 Apr Adjusted Budget	Total Revenue FY 10-11 Mid Year Budget	Increase/ (Decrease) Over Mid-Year (\$)	Increase/ (Decrease) Over Mid Year (%)
1000 Property Taxes-CY Secured	7,329,630	6,886,292	14,215,922	14,198,612	17,310	0.1%
1008 Redevelopment	(1,169,284)	(371,909)	(1,541,193)	(1,541,193)	0	0.0%
1011 SB2577-Prop Tax Admin Fee	0	(218,678)	(218,678)	(210,000)	(8,678)	4.1%
1014 AB 1290 RDA Pass-Thrus	50,570	23,205	73,775	73,775	0	0.0%
1015 H&S 33401 RDA Pass thrus	668,448	179,621	848,069	848,069	0	0.0%
1020 Property Taxes-CY Supp	0	95,991	95,991	95,991	0	0.0%
1040 Property Taxes-CY Unsecured	479,623	33,457	513,080	510,680	2,400	0.5%
1042 Cost Reim-Coll Del CY Uns	(13,547)	0	(13,547)	(13,547)	0	0.0%
1044 Prop Taxes-CY Unsecured July	0	0	0	0	0	N/A
1060 Prop Tax-PY Secured	0	(10,500)	(10,500)	(10,500)	0	N/A
1080 Prop Tax-PY Supp	0	(1,200)	(1,200)	(1,200)	0	N/A
1100 Prop Tax-PY Unsecured	0	8,500	8,500	8,500	0	0.0%
1266 Timber Yield Tax	1,044	0	1,044	1,044	0	0.0%
Total Taxes	7,346,484	6,624,779	13,971,263	13,960,232	11,031	0.1%
1700 Interest on Pooled Fund	12,335	17,665	30,000	39,900	(9,900)	-24.8%
1701 Interest Earned	0	9,500	9,500	9,500	0	0.0%
1800 Rent/Concessions	326	74	400	300	100	33.3%
Total Use of Money	12,661	27,239	39,900	49,700	(9,800)	-19.7%
2081 St-Highway Rentals	0	100	100	100	0	0.0%
2440 State-HOPTR	69,585	68,567	138,152	138,152	0	0.0%
2500 State-Other	0	0	0	2,500	(2,500)	-100.0%
2563 ST-TBR Reimb	183,441	66,559	250,000	250,000	0	0.0%
2566 State-Public Library Fund	168,729	0	168,729	170,000	(1,271)	-0.7%
2901 County	0	25,378	25,378	25,378	0	0.0%
2945 Library Literacy	55,539	14,006	69,545	69,545	0	0.0%
Total Intergovernmental Revenue	477,294	174,610	651,904	655,675	(3,771)	-0.6%
3019 NCPA Gov't Service Fee	31,640	0	31,640	31,640	0	0.0%
3480 Library Fines	302,070	92,930	395,000	370,000	25,000	6.8%
3482 Wine Library Memberships	3,465	12,535	16,000	16,000	0	0.0%
3483 Postage Recovery	487	13	500	500	0	0.0%
3484 Library Fines-Delinquent Coll	14,427	15,573	30,000	44,000	(14,000)	-31.8%
3485 Lib. Document Delivery	0	0	0	0	0	N/A
3700 Lib. Copier Fees	44,652	15,296	59,948	59,948	0	0.0%
3701 Check Handling Fees	0	50	50	50	0	0.0%
3980 Rev Applic to PY	0	0	0	0	0	N/A
Total Charges for Services	396,741	136,397	533,138	522,138	11,000	2.1%
4020 Other Sales	0	0	0	0	0	N/A
4040 Miscellaneous Revenues	58,867	31,805	90,672	90,672	0	0.0%
4102 Donations/Reimbursements	38,363	16,637	55,000	55,000	0	0.0%
4106 Refunds	181	5,819	6,000	6,000	0	0.0%
4109 Outdate/Cancelled Warrants	151	849	1,000	1,000	0	0.0%
4113 Returned Checks	(135)	285	150	150	0	0.0%
Total Miscellaneous	97,427	55,395	152,822	152,822	0	0.0%
Total Revenues	8,330,607	7,018,420	15,349,027	15,340,567	8,460	0.1%

Expenditure Detail - Salary & Benefits

		A	B	C		D	E	F
Salaries/Employee Benefits		Actual Expenditures July-Mar 2011	Estimated Expenditures Apr-June 2011	FY 10-11 Adjusted Budget	Apr Budget	Total Expenditures FY 10-11 Mid Year Budget	Increase/ (Decrease) Over Mid-Year (\$)	Increase/ (Decrease) Over Mid Year (%)
5900	Salary Savings	0	(121,000)	(121,000)		(121,000)	0	0.0%
5910	Perm Positions	5,324,872	1,865,184	7,190,056		7,190,056	0	0.0%
5911	Extra Help	473,439	142,688	616,127		616,127	0	0.0%
5920	Retirement Contribution	26,167	0	26,167		35,824	(9,657)	-27.0%
5923	PERS	767,708	263,151	1,030,859		1,049,859	(19,000)	-1.8%
5924	Medicare	71,721	22,563	94,284		94,284	0	0.0%
5925	Deferred Comp	17,558	5,442	23,000		44,212	(21,212)	-48.0%
5930	Health Insurance	892,563	284,029	1,176,592		1,176,592	0	0.0%
5931	Disability Ins	22,833	12,663	35,496		35,496	0	0.0%
5932	Dental Ins	122,493	42,083	164,576		167,576	(3,000)	-1.8%
5933	Life Ins	5,091	3,037	8,128		8,128	0	0.0%
5934	Vision Ins	17,245	6,141	23,386		24,386	(1,000)	-4.1%
5935	Unemployment Ins	18,219	1,781	20,000		20,000	0	0.0%
5936	Retiree Health Ins	395,663	134,337	530,000		530,000	0	0.0%
5940	Worker's Comp	178,907	26,722	205,629		205,629	0	0.0%
Total Salaries/Benefits		8,334,479	2,688,821	11,023,300		11,077,169	(53,869)	-0.5%

Expenditure Detail - Services & Supplies and Capital Expenditures

		A	B	C	D	E	F
Services & Supplies		Actual Expenditures July-Mar 2011	Estimated Expenditures Apr-June 2011	FY 10-11 Apr Adjusted Budget	Total Expenditures FY 10-11 Mid Year Budget	Increase/ (Decrease) Over Mid-Year (\$)	Increase/ (Decrease) Over Mid Year (%)
6040	Communications	7,664	4,336	12,000	12,000	0	0.0%
6041	Data Lines	28,732	21,268	50,000	66,000	(16,000)	-24.2%
6043	Alarm Systems	6,862	3,138	10,000	10,000	0	0.0%
6045	Telephone Service	18,836	11,164	30,000	22,000	8,000	36.4%
6048	Cell Phone Service	1,168	832	2,000	2,000	0	0.0%
6049	Unclaimable Comm Exp	0	50	50	50	0	0.0%
	Subtotal Communications	63,262	40,788	104,050	112,050	(8,000)	-7.1%
6084	Janitorial Supplies	18,164	7,836	26,000	26,000	0	0.0%
6085	Janitorial Services	126,076	43,924	170,000	161,500	8,500	5.3%
	Subtotal Household Expense	144,240	51,760	196,000	187,500	8,500	4.5%
6103	Liability Insurance	69,384	2,247	71,631	71,631	0	0.0%
	Subtotal Insurance	69,384	2,247	71,631	71,631	0	0.0%
6140	Maint Equip-IT	144,759	30,241	175,000	175,000	0	0.0%
6152	Maint Equip-Parts	9,423	2,122	11,545	11,545	0	0.0%
6153	Maint Equip-Outside	33,675	16,325	50,000	61,839	(11,839)	-19.1%
	Subtotal Maintenance-Equipment	187,857	48,688	236,545	248,384	(11,839)	-4.8%
6180	Maint-Bldgs/Imp-Contracts	40,633	13,367	54,000	54,000	0	0.0%
6190	Landscape Service	24,411	13,389	37,800	37,800	0	0.0%
6226	Maint-Bldgs/Imp-Parts	4,283	5,717	10,000	16,246	(6,246)	-38.4%
	Subtotal Maintenance-Buildings	69,327	32,473	101,800	108,046	(6,246)	-5.8%
6280	Memberships	8,037	1,963	10,000	10,000	0	0.0%
	Subtotal Memberships	8,037	1,963	10,000	10,000	0	0.0%
6401	Office Expense	25,445	14,555	40,000	40,000	0	0.0%
6410	Postage	28,396	20,319	48,715	48,715	0	0.0%
6430	Printing	21,049	24,487	45,536	45,536	0	0.0%
6452	Paper Stock	9,820	5,864	15,684	15,684	0	0.0%
	Subtotal Office Expense	84,710	65,225	149,935	149,935	0	0.0%
6517	Branch Networking	9,823	177	10,000	10,000	0	0.0%
6518	OCLC	27,155	2,845	30,000	30,000	0	0.0%
6521	County Services	0	131,116	131,116	131,116	0	0.0%
6540	Contract Services	114,487	41,739	156,226	156,226	0	0.0%
6553	Security Services	38,669	26,331	65,000	65,000	0	0.0%
6570	Consulting Services	9,805	5,195	15,000	15,000	0	0.0%
6589	Permits	238	36	274	274	0	0.0%
6610	Legal Services	27,285	13,512	40,797	40,797	0	0.0%
6630	Audit/Accounting	24,250	1,940	26,190	26,190	0	0.0%
6631	Bookkeeping	14,415	8,085	22,500	22,500	0	0.0%
6800	Public/Legal Notices	696	304	1,000	1,000	0	0.0%
6820	Rents/Leases-Equip	1,327	8,673	10,000	18,000	(8,000)	-44.4%
6840	Rents/Leases-Bldgs	8,289	3,711	12,000	12,000	0	0.0%
6880	Facilities Equipment	4,854	5,146	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	31,685	47,924	79,609	79,609	0	0.0%
6890	Computer Hardware	54	114,946	115,000	115,000	0	0.0%
6891	Small Equipment - IT	32,372	12,628	45,000	45,000	0	0.0%
	Subtotal Professional/Special Services	352,361	470,172	822,533	830,533	(8,000)	-1.0%
7000	Library & Other Supplies	17,328	12,672	30,000	30,000	0	0.0%
7020	Summer Reading	9,471	16,496	25,967	25,967	0	0.0%
7030	Programming-Adult	8,789	3,439	12,228	12,228	0	0.0%
7035	Programming-Juvenile	8,935	3,293	12,228	12,228	0	0.0%
7110	Professional Development	6,499	3,501	10,000	15,576	(5,576)	-35.8%
7120	In-Service Training	2,640	2,360	5,000	13,000	(8,000)	-61.5%
7180	Literacy	60,591	62,045	122,636	122,636	0	0.0%
	Subtotal Professional/Special Services	114,253	103,806	218,059	231,635	(13,576)	-5.9%
7187	Material Mgt Supplies	23,275	16,725	40,000	40,000	0	0.0%
7190	Books/Materials	993,931	669,069	1,663,000	1,663,000	0	0.0%
7191	Binding	5,520	4,480	10,000	10,000	0	0.0%
	Subtotal Library Materials	1,022,726	690,274	1,713,000	1,713,000	0	0.0%
7301	County Car Expense	22,941	7,468	30,409	30,409	0	0.0%
7302	Travel Expense	0	1,000	1,000	7,500	(6,500)	-86.7%
7303	Mileage & Parking	42,172	17,828	60,000	60,000	0	0.0%
	Subtotal Transportation	65,113	26,296	91,409	97,909	(6,500)	-6.6%
7320	Utilities	342,495	137,505	480,000	480,000	0	0.0%
7400	So Co Info Technology	0	383	383	383	0	0.0%
	Subtotal Other	342,495	137,888	480,383	480,383	0	0.0%
	TOTAL SERVICES & SUPPLIES	2,523,765	1,671,580	4,195,345	4,241,006	(45,661)	-1.1%
7910	Capital Leases	20,523	10,477	31,000	25,000	6,000	24.0%
	TOTAL LONG TERM DEBT	20,523	10,477	31,000	25,000	6,000	24.0%
	TOTAL OPERATING EXPENDITURES	10,878,767	4,370,878	15,249,645	15,343,175	(93,530)	-0.6%
8510	Building Improvements	169,090	130,910	300,000	300,000	0	0.0%
8560	Equipment	70,256	29,744	100,000	100,000	0	0.0%
8562	Computer Equipment	2,294	82,706	85,000	85,000	0	0.0%
8570	Furniture/Fixtures	0	30,000	30,000	30,000	0	0.0%
	TOTAL CAPITAL EXPENDITURES	241,640	273,360	515,000	515,000	0	0.0%
9000	Appropriations for Cont	0	0	0	0	0	0.0%
	TOTAL EXPENDITURES	11,120,407	4,644,238	15,764,645	15,858,175	(93,530)	-0.6%

**SONOMA COUNTY LIBRARY
MANAGEMENT REPORT
PROGRESS ON PRIORITIES, ISSUES & CHALLENGES
April 2011**

Note: This report is based on the proposed priorities for 2011-2012.

GOALS & INITIATIVES

1. Goal: Library Management - Improve the way we work as an organization

(e.g., our management infrastructure, organizational structure, and work processes)

- 1.1. Develop and implement plans to manage financial resources effectively to deal with long-term projected revenue decreases over the next four to five years.
 - *Completed economic proposal and presented it to the Union.*
 - *Reviewed proposed service hour reductions at four Library Advisory Boards.*
 - *Began preparing information on costs for the Sebastopol Regional Library in response to a request from the City of Sebastopol; provided information on issues to Library Commissioners for ongoing discussions in Sebastopol.*
 - *Planned to use rebates for energy retrofits to continue efforts to reduce utility costs; executed agreement with the County for lighting retrofit at the Central Library annex.*
- 1.2. Develop plans to use all the Library's personnel resources effectively.
 - *Had preliminary discussion about issues that must be resolved to address the management of substitutes, data for workload monitoring, and use of volunteers.*
- 1.3. Streamline materials handling processes.
 - *Design work is in final stages for reconfiguration of the staff workspace and switchboard at the Central Library.*
- 1.4. Plan and implement a performance management system with work planning and evaluation processes, including the training and tools to implement the system.
 - *At the April 13 Branch Managers' meeting, outlined steps for managers to take to re-start performance management at the branches; began working with members of the Library Management Team to get performance management on track in three of the four divisions. The Materials Management Division is the only one that is currently on schedule for all work planning and evaluation; those that need attention are Administrative Services, Public Services and Executive Services.*

- 1 1.5. Plan and implement a method of collecting and compiling relevant statistics to
2 support the Library's management and services.
3 • *Discovered that not all branches are submitting required statistics; began*
4 *discussions of how to resolve the issue.*
5
- 6 1.6. Develop a comprehensive, readily available set of policies and procedures.
7 • *Workplace Security Policy was presented to the Union for its feedback;*
8 *awaiting their response. Policy will be on the Commission agenda for an*
9 *initial discussion in June.*
10 • *Additional work being done on the Illness and Injury Prevention Program.*
11
- 12 1.7. Use management software to streamline work processes and reduce workload.
13 • *Piloted online work order form; identified and corrected problems; began*
14 *introduction of the Adobe online form to all managers.*
15
- 16 1.8. Initiate a comprehensive and systematic training program.
17 *No major activity to implement this Focus & Finish priority this month.*
18
- 19 1.9. Maintain and improve the Library's information technology systems and
20 services.
21 • *Healdsburg staff are now using RFID for check in and check out after the*
22 *modification of StaffLink (EnvisionWare RFID staff hardware/ software) at the*
23 *circulation desk in Healdsburg; equipment added and adjusted at Guerneville.*
24 • *IT staff are planning for the upgrade to Horizon 7.5.1, tentatively scheduled*
25 *for September.*
26

27 **2. Goal: Library Services - Improve the way we deliver our services** (e.g.,
28 our facilities, customer service, and collections)
29

- 30 2.1. Plan and implement projects to remodel libraries to support the new service
31 model, integrate self-check technology and update the appearance of each
32 facility.
33 • *Met with architect about five projects: Sonoma Valley Regional Library (SVRL);*
34 *Sonoma Valley Temporary Facility; Sebastopol Regional Library; Petaluma*
35 *Regional Library; and Central Library rear reception area.*
36 • *Negotiations completed for First Congregational Church's Burlingame Hall for*
37 *the Sonoma Regional Library's temporary location; lease is being drafted;*
38 *design planning meeting to be scheduled during the first two weeks of May;*
39 *Library staff completed preliminary program of service as the first step in*
40 *design of temporary space and continued working with SVRL staff to prepare*
41 *for the move in August.*
42 • *City plans to release RFP for bids on SVRL project during the first week of*
43 *May.*
44 • *City of Sebastopol will pay for new carpet in this fiscal year; Library staff*
45 *must get quotes.*
46 • *City of Windsor will include the cost of new carpet in its 2011-12 proposed*
47 *budget.*

- 1
2 2.2. Improve our collection and information resources.
3 *No major activity to implement this Focus & Finish priority this month.*
4
5 2.3. Improve our public catalog.
6
7 • *The Library selected CONTENTdm as the platform for a new digital library*
8 *management system which would bring together digital versions of the*
9 *Library's unique collections (Wine Library and History/Genealogy Library)*
10 *under one roof on our web site to allow greater electronic access to these*
11 *"hidden" collections. CONTENTdm will be purchased and sustained with grant*
12 *funds, primarily Transient Occupancy Tax (TOT) funds from the County.*
13
14 2.4. Expand online information resources.
15 • *Initiated Online Resource Tip of the Month, which will be emailed to all staff.*
16 • *See 1.12 above.*
17
18 2.5. Strengthen services to adults.
19 [No priority outcomes for 2011-2012]
20
21 **3. Library's Image & Community Support - Improve the visibility of the**
22 **Library in our communities** (e.g., build strong, positive working
23 relationships with library support groups and local governments; improve
24 the Library's visibility across the county)
25 *No major activity to implement this Focus & Finish priority this month.*

MONTHLY FINANCIAL REPORT

This report highlights revenue and expenditures through March 31, 2011 that may be of special interest. It also includes information now required under the Library's Delegation of Authority Policy.

SINGLE PURCHASE REPORT

One invoice exceeds the \$25,000 threshold and requires reporting, but not approval, according to the Delegation of Authority Policy.

Payee	Amount	Purpose
PG&E	\$33,630.24	Utilities: 12/28/10 - 02/25/11

BACKGROUND ON YTD REVENUE & EXPENDITURES

YTD Summary

Total revenues received through March 31, 2011: \$ 8,330,608 or 54% of budget
Total expenditures through March 31, 2011: \$ 11,120,408 or 71% of budget

Percent of Year & Payroll

- Percent of year elapsed: 75%
- Percent of payroll: 77%

Revenue

- Lines 1000 -1266 – Taxes: The Library receives two primary property tax payments each year in December and April, with a final year-end payment in June. The Library received its first allotment of property tax funds in December.
- Line 1700 – Interest on Pooled Cash: The Library receives quarterly interest payments from the County of Sonoma. The next quarterly interest payment will be in April, 2011.
- Line 2563 – State -Transaction Based Reimbursement: The Library receives 4 quarterly Transaction Based Reimbursements (TBR) payments from the State of California and one final payment. Three payments have already been received in FY 10-11. The State of California has proposed cutting a portion of these funds from their budget.
- Line 2566 – Public Library Fund: The Library receives a single annual payment from the State of California.
- Line 2901 – County: The Library receives a single year-end payment from the County of Sonoma for its Advertising Grant projects.
- Line 2945 – Literacy: The Library receives most of the Literacy grant payments before the end of the fiscal year.

DOCUMENT # 8.1.2 (5.2.11)

- Line 4040 – Miscellaneous Revenue: The Library bills Mendocino and Lake Counties quarterly for use of the Horizon Integrated Library System (ILS). The next quarterly payment is due in April 2011.
- Line 4102 – Donations/Reimbursements: The budgeted amount reflects an estimate of funds that will be spent during the current year. Gifts and donations that the Library does not expect to be spent during the current year are recorded in the Special Revenue Fund.

Expenditures

- Line 5900 – Vacancy Factor: As a result of the tentative agreement with the Union, salary savings were increased from \$45,000, as recommended by the County of Sonoma, to \$120,000 as requested by the Union. The projected salary savings for the April adjusted budget is \$121,000.
- Line 5910 – Permanent Positions: Reflects a reduction of \$162,960 in savings from the 4.5 day furlough and \$158,462 for the 12- month delay of step increases.
- Line 5911 – Extra Help: Extra Help was increased from \$512,502 to \$616,127 in the January adjusted budget. This line is difficult to control because of unanticipated leaves and other factors. Funds for the increase came from salary savings in Permanent Positions.
- Line 5920 – Retirement Contribution: The budget has been reduced by \$36,540 to reflect the Union's agreement to eliminate Library CalPERS retirement contribution, reducing it from 1% to 0%.
- Line 5925 – Deferred Compensation: The budget has been reduced by \$35,487 to reflect the elimination of the Library match for voluntary retirement contributions.
- Line 5930 – Health Insurance: The budget has been reduced by \$32,053 to reflect increasing the employee contribution to health insurance from 15% to 18% and by \$10,170 for the change to the Kaiser office visit co-pay from \$5 to \$10.
- Line 5935 – Unemployment Insurance: There was a computer problem between the Employment Development Department (EDD) and our payroll service that caused a delay in unemployment claims for last fiscal year. Those unemployment payments were paid early this fiscal year.
- Line 5936 – Retiree Health Insurance: The budget has been reduced by \$13,737 to reflect increasing the employee contribution to retiree health insurance from 15% to 18% and by \$4,500 for the change to the Kaiser office visit co-pay from \$5 to \$10.
- Line 5940 – Workers' Compensation Insurance: The Library's new Workers' Compensation provider requires that 25% of the premiums be paid in advance in addition to a deposit at the beginning of a new contract cycle. The Library also made two payments to the Department of Industrial Insurance—for 2009-\$8,375 and for 2010-\$6,500. Those payments are a penalty for having an experience modification over 110% in those years.
- Lines 6040-6045 – Communications and Data Lines: The budgeted amount in these lines assumes state and federal telecommunications discounts.

DOCUMENT # 8.1.2 (5.2.11)

- Line 6084 – Janitorial Supplies: Janitorial supplies include soap and paper supplies for the Libraries and was increased by \$10,000 in the January adjusted budget. The additional funds are from Line 7187 - Materials Management Supplies.
- Line 6103 – Liability Insurance: The insurance premium on the commercial policy is normally paid during the first half of the fiscal year. The first payment was made in November, 2010. Additional payments were made this year for HVAC coverage in the Annex and for auto insurance on the two new delivery trucks.
- Line 6140 – Maintenance Equipment - IT: The annual maintenance fee of \$45,740 for the self-check system was paid to EnvisionWare in July 2010.
- Line 6517 – Branch Networking: Licenses for the Microsoft network migration were charged to this line; expenditures for this project are complete.
- Line 6540 – Contract Services: The annual payment of \$77,879 to NorthNet Library System for membership, SuperSearch and delivery is a major portion of this line and is fully paid during the first month of the fiscal year.
- Line 6610 – Legal: The Commission authorized continued use of an outside attorney to assist with labor relations and the January adjusted budget was increased \$20,000 to \$40,797. The additional funds are from Line 7187 - Materials Management Supplies.
- Line 6630 – Accounting: The annual audit, which is the major item in this line, is completed in the first half of the fiscal year.
- Line 7020 – Summer Reading: The majority of the expenditures in this line are paid during July and August. Various remaining expenditures are offset by gifts the Library receives throughout the year.
- Line 7187 – Materials Mgt Supplies: The January adjusted budget reduced this line by \$30,000 to reflect a lower projected expenditure for the balance of the year. The funds were used to increase lines 6084 – Janitorial Supplies and 6610 – Legal Services.
- Line 7190 – Books/Materials: The budget has been reduced by \$50,000 from \$1,713,000 to \$1,663,000.
- Line 8560 – Equipment: The majority of the expenditures are for the purchase of two new delivery trucks.

SONOMA COUNTY LIBRARY						
MARCH 2011 FINANCIAL REPORT						
PART 1- REVENUE						
		MARCH	FY 10-11 APR	YEAR TO	VARIANCE	%
		ACTUAL	ADJ BUDGET	DATE TOTAL	Over/(Under)	REC'D
1000	PROPERTY TAXES - CY SECURED		14,215,922	7,329,630	(6,886,292)	51.6%
1004	PROPERTY TAXES - CY SEC-JULY		0		0	N/A
1008	REDEVELOPMENT		(1,541,193)	(1,169,284)	371,909	75.9%
1011	SB2557 PROP TAX ADMIN		(218,678)		218,678	0.0%
1014	AB 1290 RDA PASS-THRUS		73,775	50,570	(23,205)	68.5%
1015	H&S 33401 RDA PASS-THRUS		848,069	668,448	(179,621)	78.8%
1020	PROPERTY TAXES - CY SUPP		95,991		(95,991)	0.0%
1040	PROPERTY TAXES - CY UNSECURED		513,080	479,623	(33,457)	93.5%
1042	COST REIM-COLL DEL CY UNS		(13,547)	(13,547)	0	100.0%
1060	PROPERTY TAX - PY SECURED		(10,500)		10,500	N/A
1080	PROPERTY TAX - PY SUPPLEMENTAL		(1,200)		1,200	N/A
1100	PROPERTY TAXES - PY UNSECURED		8,500		(8,500)	0.0%
1266	TIMBER YIELD TAX		1,044	1,044	(0)	100.0%
	TAXES	0	13,971,263	7,346,484	(6,624,779)	52.6%
1700	INTEREST ON POOLED CASH		30,000	12,335	(17,665)	41.1%
1701	INTEREST EARNED		9,500		(9,500)	0.0%
1800	RENTS/CONCESSIONS		400	326	(74)	81.5%
	USE OF MONEY/PROPERTY	0	39,900	12,661	(27,239)	31.7%
2081	ST - HIGHWAY RENTALS		100		(100)	0.0%
2440	ST - HOPTR		138,152	69,585	(68,567)	50.4%
2500	ST - OTHER		0		0	N/A
2563	ST - LIB - TBR REIMB	(131,020)	250,000	183,441	(66,559)	73.4%
2566	ST - LIB - PUBLIC LIB FUND	168,729	168,729	168,729	0	100.0%
2901	COUNTY		25,378		(25,378)	0.0%
2945	LIBRARY LITERACY	855	69,545	55,539	(14,006)	79.9%
	INTERGOVERNMENTAL REVENUES	38,565	651,904	477,294	(174,610)	73.2%
3019	NCPA-FEE FOR GOVT SVCS		31,640	31,640	0	100.0%
3480	LIBRARY FINES	47,251	395,000	302,069	(92,931)	76.5%
3482	WINE LIBRARY MEMBERSHIPS		16,000	3,465	(12,535)	21.7%
3483	LIBRARY POSTAGE RECOVERY	187	500	487	(13)	97.5%
3484	FINES-DELINQUENT COLLECTIONS	2,411	30,000	14,427	(15,573)	48.1%
3485	LIBRARY DOCUMENT DELIVERY		0		0	N/A
3700	COPIER FEES	6,303	59,948	44,652	(15,296)	74.5%
3701	CHECK HANDLING FEES		50		(50)	0.0%
3980	REVENUE APPLIC TO PY		0		0	N/A
	CHARGES FOR SERVICES	56,151	533,138	396,742	(136,396)	74.4%
4020	OTHER SALES		0		0	N/A
4040	MISCELLANEOUS REVENUE	353	90,672	58,867	(31,805)	64.9%
4102	DONATIONS/REIMBURSEMENTS	12,417	55,000	38,363	(16,637)	69.8%
4106	REFUNDS		6,000	181	(5,819)	3.0%
4109	OUTDATED/CANCELED WARRANTS		1,000	151	(849)	15.1%
4113	RETURNED CHECKS	(12)	150	(135)	(285)	-90.2%
	MISCELLANEOUS REVENUES	12,758	152,822	97,428	(55,394)	63.8%
	TOTAL REVENUE	107,474	15,349,027	8,330,608	(7,018,419)	54%

SONOMA COUNTY LIBRARY							
MARCH 2011 FINANCIAL REPORT							
PART 1 - EXPENDITURES							
		MARCH	FY 10-11 APR	YEAR TO		VARIANCE	
		ACTUAL	ADJ BUDGET	DATE TOTAL	ENCUMBERED	(Over)/Under	%
5900	VACANCY FACTOR		(121,000)			(121,000)	0.0%
5910	PERM POSITIONS	832,607	7,190,056	5,324,872		1,865,184	74.1%
5911	EXTRA HELP	69,764	616,127	473,439		142,688	76.8%
5920	RETIREMENT CONTRIB		26,167	26,167		0	100.0%
5923	PERS	120,942	1,030,859	767,708		263,151	74.5%
5924	MEDICARE	11,157	94,284	71,721		22,564	76.1%
5925	DEFERRED COMP	1,552	23,000	17,558		5,442	76.3%
5930	HEALTH INS	82,023	1,176,592	892,563		284,029	75.9%
5931	DISABILITY INS	2,874	35,496	22,833		12,663	64.3%
5932	DENTAL INS	15,621	164,576	122,493		42,083	74.4%
5933	LIFE INS	646	8,128	5,091		3,037	62.6%
5934	VISION INS	2,184	23,386	17,245		6,141	73.7%
5935	UNEMPLOYMENT INS		20,000	18,219		1,781	91.1%
5936	RETIREE HEALTH INS	41,031	530,000	395,663		134,337	74.7%
5940	WORKERS' COMP	20,921	205,629	178,907		26,722	87.0%
	SALARIES/BENEFITS	1,201,321	11,023,300	8,334,480		2,688,820	75.6%
6040	COMMUNICATIONS	1,441	12,000	7,664		4,336	63.9%
6041	DATA LINES	4,150	50,000	28,732		21,268	57.5%
6043	ALARM SYSTEMS	778	10,000	6,862		3,138	68.6%
6045	TELEPHONE SERVICE	3,468	30,000	18,836		11,164	62.8%
6048	CELL PHONE SERVICE	166	2,000	1,168		832	58.4%
6049	UNCLAIMABLE COMM		50			50	0.0%
6084	JANITORIAL SUPPLIES		26,000	18,164		7,836	69.9%
6085	JANITORIAL SERVICES	14,785	170,000	126,076		43,924	74.2%
6103	LIABILITY INSURANCE		71,631	69,384		2,247	96.9%
6140	MAINT EQUIP-IT		175,000	144,759		30,241	82.7%
6152	MAINT EQUIP-PARTS	1,216	11,545	9,423		2,122	81.6%
6153	MAINT EQUIP-OUTSIDE	(4,806)	50,000	33,675		16,325	67.3%
6180	MAINT-BLDGS/IMP	4,097	54,000	40,633		13,367	75.2%
6190	LANDSCAPE SERVICE	2,399	37,800	24,411		13,389	64.6%
6226	MAINT-BLDGS/IMP-PARTS	625	10,000	4,283		5,717	42.8%
6280	MEMBERSHIPS	240	10,000	8,037		1,963	80.4%
6401	OFFICE EXPENSE	3,192	40,000	25,445		14,555	63.6%
6410	POSTAGE	11,914	48,715	28,396		20,319	58.3%
6430	PRINTING SERVICES	9,518	45,536	21,049		24,487	46.2%
6452	PAPER STOCK	1,340	15,684	9,820		5,864	62.6%
6517	BRANCH NETWORKING		10,000	9,823		177	98.2%
6518	OCLC	3,166	30,000	27,155		2,845	90.5%
6521	COUNTY SERVICES		131,116			131,116	0.0%
6540	CONTRACT SERVICES	11,937	156,226	114,487		41,739	73.3%
6553	SECURITY SERVICES	4,499	65,000	38,669		26,331	59.5%
6570	CONSULTING SERVICES		15,000	9,805		5,195	65.4%
6589	PERMITS		274	238		36	86.9%
6610	LEGAL SERVICES	5,301	40,797	27,285		13,512	66.9%
6630	AUDIT/ACCOUNTING		26,190	24,250		1,940	92.6%
6631	BOOKKEEPING	2,044	22,500	14,415		8,085	64.1%
6800	PUBLIC/LEGAL NOTICES		1,000	696		304	69.6%
6820	RENT/LEASES-EQUIP	165	10,000	1,327		8,673	13.3%
6840	RENTS/LEASES-BLDG		12,000	8,289		3,711	69.1%
6880	FACILITIES EQUIPMENT	1,105	10,000	4,853		5,147	48.5%
6881	LIBRARY EQUIPMENT		37,739	1,543		36,196	4.1%
6882	GIFT EQUIPMENT		15,082	5,414		9,668	35.9%
6889	SOFTWARE	9,160	79,609	31,685		47,924	39.8%
6890	COMPUTER HARDWARE		115,000	54		114,946	0.0%
6891	SMALL EQUIPMENT-IT	5,107	45,000	32,372		12,628	71.9%
7000	LIBRARY & OTHER SUPPLIES	7,757	30,000	17,328		12,672	57.8%
7020	SUMMER READING		25,967	9,471		16,496	36.5%

SONOMA COUNTY LIBRARY							
MARCH 2011 FINANCIAL REPORT							
PART 1 - EXPENDITURES							
		MARCH	FY 10-11 APR	YEAR TO		VARIANCE	
		ACTUAL	ADJ BUDGET	DATE TOTAL	ENCUMBERED	(Over)/Under	%
7030	PROGRAMMING ADULT	3,064	12,228	8,789		3,439	71.9%
7035	PROGRAMMING JUVENILE	1,334	12,228	8,935		3,293	73.1%
7110	PROF DEVELOPMENT	892	10,000	6,499		3,501	65.0%
7120	IN-SERVICE TRAINING		5,000	2,640		2,360	52.8%
7180	LITERACY PROGRAM	7,530	122,636	60,591		62,045	49.4%
7187	MATERIALS MGT SUPPLIES	806	40,000	23,275		16,725	58.2%
7190	BOOKS/MATERIALS	151,642	1,663,000	993,931		669,069	59.8%
7191	BINDING	1,457	10,000	5,520		4,480	55.2%
7301	COUNTY CAR EXPENSE	3,300	30,409	22,941		7,468	75.4%
7302	TRAVEL EXPENSE		1,000			1,000	0.0%
7303	MILEAGE & PARKING	5,804	60,000	42,172		17,828	70.3%
7320	UTILITIES	39,718	480,000	342,495		137,505	71.4%
7400	SO CO INFO TECHNOLOGY		383			383	0.0%
	SERVICES/SUPPLIES	320,309	4,195,345	2,523,765	0	1,671,580	60.2%
7910	CAPITAL LEASES	2,533	31,000	20,523	0	10,477	66.2%
	OTHER CHARGES	2,533	31,000	20,523	0	10,477	66.2%
8510	BUILDING IMPROVEMENT	26,091	300,000	169,090		130,910	56.4%
8560	EQUIPMENT		100,000	70,256		29,744	70.3%
8562	COMPUTER EQUIPMENT		85,000	2,294		82,706	2.7%
8570	FURNITURE/FIXTURES		30,000			30,000	0.0%
	FIXED ASSETS	26,091	515,000	241,640	0	273,360	46.9%
9000	APPR FOR CONTINGENCIES		0		0	0	N/A
	TOTAL EXPENDITURES	1,550,254	15,764,645	11,120,408	0	4,644,237	71%

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

SOURCE OF FUNDS

DONOR DESIGNATION	Friends	Sonoma County Library Foundation	Corporate/ Business	Non-profit	Misc. gifts	Bequests & Major Gifts	TOTAL FOR FISCAL YEAR
1 System-Children's	\$0.00	\$0.00	\$0.00	\$0.00	\$506.05	\$0.00	\$506.05
2 System-All Other	\$0.00	\$24,550.00	\$0.00	\$0.00	\$1,389.91	\$37,749.83	\$63,689.74
3 History & Genealogy	\$12,400.00	\$1,000.00	\$0.00	\$0.00	\$487.00	\$0.00	\$13,887.00
4 Literacy	\$6,762.00	\$100.00	\$0.00	\$0.00	\$165.00	\$0.00	\$7,027.00
5 Central	\$25,380.00	\$4,181.04	\$0.00	\$0.00	\$982.19	\$0.00	\$30,543.23
6 Cloverdale	\$1,675.00	\$869.67	\$0.00	\$0.00	\$1,673.90	\$0.00	\$4,218.57
	\$0.00	\$156.20	\$0.00	\$0.00	\$339.92	\$0.00	\$496.12
7 Guerneville	\$0.00	\$961.94	\$0.00	\$0.00	\$603.56	\$0.00	\$1,565.50
8 Healdsburg	\$7,875.00	\$2,828.18	\$0.00	\$0.00	\$763.52	\$0.00	\$11,466.70
9 Northwest	\$20,563.00	\$986.11	\$0.00	\$0.00	\$250.90	\$0.00	\$21,800.01
10 Occidental	\$0.00	\$1,126.83	\$0.00	\$0.00	\$48.11	\$0.00	\$1,174.94
10 Petaluma	\$938.00	\$2,247.58	\$0.00	\$0.00	\$2,432.26	\$0.00	\$5,617.84
11 Rincon Valley	\$22,895.00	\$1,263.45	\$0.00	\$0.00	\$1,256.00	\$0.00	\$25,414.45
12 Rohnert Park	\$44,183.00	\$0.00	\$0.00	\$0.00	\$337.79	\$0.00	\$44,520.79
13 Sebastopol	\$5,594.00	\$1,920.14	\$0.00	\$0.00	\$638.37	\$4,350.26	\$12,502.77
14 Sonoma	\$700.00	\$2,230.58	\$0.00	\$0.00	\$1,426.50	\$0.00	\$4,357.08
## Windsor	\$9,612.19	\$833.28	\$0.00	\$0.00	\$1,102.48	\$0.00	\$11,547.95
17 Wine Library	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
18 TOTALS BY SOURCE	\$158,577.19	\$45,255.00	\$0.00	\$0.00	\$24,403.46	\$42,100.09	\$270,335.74

SONOMA COUNTY LIBRARY
GIFTS AND DONATIONS REPORT
 3rd Quarter 10-11

SOURCE OF FUNDS

DONOR DESIGNATION	Friends	Sonoma County Library Foundation	Corporate/ Business	Non-profit	Misc. gifts	Bequests & Major Gifts	TOTAL FOR QUARTER
1 System-Children's	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2 System-All Other	\$0.00	\$10,550.00	\$0.00	\$0.00	\$30.00	\$0.00	\$10,580.00
3 History & Genealogy	\$7,500.00	\$1,000.00	\$0.00	\$0.00	\$135.00	\$0.00	\$8,635.00
4 Literacy	\$6,762.00	\$100.00	\$0.00	\$0.00	\$165.00	\$0.00	\$7,027.00
5 Central	\$12,530.00	\$0.00	\$0.00	\$0.00	\$528.70	\$0.00	\$13,058.70
6 Cloverdale	\$1,175.00	\$30.00	\$0.00	\$0.00	\$54.00	\$0.00	\$1,259.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$339.92	\$0.00	\$339.92
7 Guerneville	\$0.00	\$25.00	\$0.00	\$0.00	\$386.90	\$0.00	\$411.90
8 Healdsburg	\$5,375.00	\$2,000.00	\$0.00	\$0.00	\$646.45	\$0.00	\$8,021.45
9 Northwest	\$9,363.00	\$0.00	\$0.00	\$0.00	\$37.75	\$0.00	\$9,400.75
10 Occidental	\$0.00	\$1,000.00	\$0.00	\$0.00	\$22.80	\$0.00	\$1,022.80
10 Petaluma	\$388.00	\$0.00	\$0.00	\$0.00	\$1,535.80	\$0.00	\$1,923.80
11 Rincon Valley	\$9,845.00	\$0.00	\$0.00	\$0.00	\$62.00	\$0.00	\$9,907.00
12 Rohnert Park	\$450.00	\$0.00	\$0.00	\$0.00	\$224.22	\$0.00	\$674.22
13 Sebastopol	\$0.00	\$0.00	\$0.00	\$0.00	\$450.35	\$0.00	\$450.35
14 Sonoma	\$300.00	\$550.00	\$0.00	\$0.00	\$410.00	\$0.00	\$1,260.00
## Windsor	\$6,162.19	\$0.00	\$0.00	\$0.00	\$473.35	\$0.00	\$6,635.54
17 Wine Library	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18 TOTALS BY SOURCE	\$59,850.19	\$15,255.00	\$0.00	\$0.00	\$5,502.24	\$0.00	\$80,607.43



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Discussion	5.2.11	Regular	8.2

SUBJECT

Focus & Finish Annual Report & Recommended Priorities (carried over from the last meeting)

PURPOSE OF THE DISCUSSION

By the end of the discussion, the Commission will:

- Understand the progress made on priorities for the 10-11 year, and
- Have provided the staff with guidance on priorities for the 11-12 year, which will be on the agenda for formal adoption at the May meeting.

BACKGROUND

Focus & Finish establishes the annual priorities for the Library Management Team based on goals and desired outcomes established in 2007 and updated annually. The planning cycle is based on the “Commission” year (March 1 to February 28), and the monthly Management Report updates the Commission on progress on the annual priorities.

FUTURE BOARD ACTIONS: Approve priorities for the current year.

FISCAL IMPACT: As the Library’s planning document, *Focus & Finish* complements the budget.

POLICY ISSUES:

ATTACHMENTS

Document #8.2.1 – Annual Report for 2010-2011

Document #8.2.2 – Recommended Priorities for 2011-2012

1 FOCUS & FINISH
2 SONOMA COUNTY LIBRARY
3 ANNUAL REPORT FOR March 2010-February 2011
4

5 **INTRODUCTION**

6 *Focus & Finish* outlines the priority initiatives that are the focus of the Management Team's work
7 in addition to the day-to-day management of the Library. This document reports on progress on
8 these items during the past year as well as summarizing progress prior to the 2010-2011 year.
9

10 Many of these priorities are neither exciting nor strategic—they are fundamental to the success
11 of any library's management and delivery of services. Many are issues that most libraries have
12 already resolved. They are designed to create a foundation for the Library's future success by
13 returning our management and services to a basic level of acceptability. As we accomplish
14 these priorities, we are paving the way for articulating a new vision and strategic direction for the
15 Sonoma County Library.
16

17 **GOALS & INITIATIVES**

18
19 **Goal #1: Library Management - Improve and maintain the way we work as an**
20 **organization** (e.g., our management infrastructure, organizational structure, and work
21 processes)
22

23 1.1 *Develop and implement plans to manage financial resources effectively to deal*
24 *with long-term projected revenue decreases over the next four to five years.*

25 **Completed prior to March 2010:**

26 1.1.1. This priority was added for 2010.
27

28 **Priority outcomes for 2010-2011:**

29 1.1.1. Adopt interim budget policies to guide the process and communicate
30 the Library's approach to the loss of revenue to staff and other
31 stakeholders.

32 1.1.2. Identify potential savings in personnel costs and, working with the
33 collective bargaining unit, implement actions that will assist with
34 managing the multi-year financial crisis as well as controlling costs in
35 the long-term.

36 1.1.3. Continue efforts to reduce or control non-personnel expenditures in
37 areas that will not have an adverse effect on library services and the
38 library's assets, including aggressive efforts to reduce or control
39 energy costs.

40 1.1.4. Complete the project to implement a financial management system
41 (see Priority 1.8.2.).
42

43 **Accomplishments in 2010-2011:**

44 1.1.5. The interim budget policies were adopted in 2010 and
45 updated/adopted in 2011.

46 1.1.6. The Library Management Team efforts to reduce non-personnel
47 expenditures are ongoing and include energy-saving efforts.

DOCUMENT #8.2.1 (5.2.11)

- 1.1.7. The Administrative Services Team identified several ways to save money on various personnel costs, including changing workers' compensation carriers.
- 1.1.8. An agreement with SEIU was completed in September; it contained both long- and short-term items to reduce personnel expenditures.
- 1.1.9. The Library Management Team also developed recommendations for the FYF 11-12 year, which have been incorporated in a proposal to present to SEIU at various stages in the negotiations.

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

Completed prior to March 2010:

- 1.2.1. This priority was added for 2010-2011

For 2010:

- 1.2.2. Develop and implement a plan to improve the management of the Library's substitutes, including performance management, training, and communication.
- 1.2.3. Evaluate the use of volunteers at all the libraries and develop policies, procedures and training that assures appropriate and consistent management volunteers systemwide.
- 1.2.4. Evaluate the Library's current staffing model and identify potential changes.

Accomplishments in 2010-2011:

- 1.2.5. There has been no progress on these priorities.

1.3 *Streamline materials handling processes*

Completed prior to March 2010:

- 1.3.1. Changed holds shelving procedures
- 1.3.2. Completed RFID tagging at 9 branches.
- 1.3.3. Analyzed Central Library materials handling and developed plans to reduce workload.

For 2010:

- 1.3.4. Complete project to apply RFID tags and branch stickers to materials in the remaining four libraries (Cloverdale, Northwest, Healdsburg, and Guerneville) and Central's Closed Stacks to reduce materials handling, streamline workflow, allow for inventory, support improved security; and support self checkout.
- 1.3.5. Reconfigure the staff workspace and switchboard area at the Central Library to provide space to expand the check-in of materials on the main floor, which will reduce materials handling and make it easier to return materials to the shelves quickly.
- 1.3.6. Develop plans for streamlining the delivery process, including types of vehicles, types of crates, and sorting processes.

Accomplishments in 2010-2011:

DOCUMENT #8.2.1 (5.2.11)

- 1 1.3.7. Completed all tagging/stickering of branch collections. Completed
- 2 tagging a portion of the Closed Stacks Collection but ended project as
- 3 a cost-saving measure.
- 4 1.3.8. Plans are being completed to re-configure the Central Library staff
- 5 work area; progress slowed by lack of Central Library Manager to
- 6 provide leadership for changes to the Central Library's Materials
- 7 Handling.
- 8 1.3.9. Thanks to a special program that IT found, delivery items returning to
- 9 their home library are checked in automatically, eliminating a step in
- 10 processing delivery items and reducing workload.
- 11 1.3.10. Gathered information on the delivery process at other libraries.
- 12 Purchased 2 replacement trucks to comply with stricter California Air
- 13 Resources Board diesel emission standards.
- 14

15 1.4 *Provide a healthy work environment with appropriate ergonomics for staff.*
16 (No specific action in 2010)

17 **Completed prior to March 2010:**

- 18 1.4.1. Purchased ergonomic task chairs; completed design standards for
- 19 furniture; S. Kunkle trained to provide initial ergonomic assessment;
- 20 Budget & Finance Office remodeled.
- 21

22 **Accomplishments in 2010-2011:**

- 23 1.4.2. Efforts are ongoing.
- 24

25 1.5 *Plan and implement a performance management system with work planning and*
26 *evaluation processes, including the training and tools to implement the system.*

27 **Completed prior to March 2010:**

- 28 1.5.1. System designed and implemented.
- 29

30 **For 2010:**

- 31 1.5.2. Complete key responsibilities (i.e., specific job descriptions) for
- 32 remaining positions.
- 33 1.5.3. Implement supervisor competencies.
- 34 1.5.4. Draft a formal policy on performance management and then write
- 35 procedures.
- 36 1.5.5. Evaluate the program and make adjustments as needed.
- 37

38 **Accomplishments in 2010-2011:**

- 39 1.5.6. Began work on documents and procedures for employee transfers...
- 40 1.5.7. Sponsored workshop on employee evaluation and discipline for
- 41 managers and supervisors.
- 42 1.5.8. Identified challenges in fully implementing the system; specific
- 43 adjustments need to be identified.

44 1.6 *Plan and implement a method of collecting and compiling relevant statistics to*
45 *support the Library's management and services.*

46 **Completed prior to March 2010:**

- 47 No activity.
- 48

1 **For 2010:**

- 2 1.6.1. Compile a quarterly statistical report on library activities for the Library
3 Commission and staff.
4 1.6.2. Improve the quality of the quarterly collection and analysis of reference
5 statistics.
6 1.6.3. Compile and monitor quarterly workload measures for branches.
7 1.6.4. Begin to use collection analysis tools that evaluate the collection and
8 its use.
9

10 **Accomplishments in 2010-2011:**

- 11 1.6.5. The materials budget allocations were revised to more closely reflect
12 patron use and demand Using statistical analysis of collection size and
13 use,
14

15 1.7 *Develop a comprehensive, readily available set of policies and procedures.*

16 **Completed prior to March 2010:**

- 17 1.7.1. Updated *Standards of Behavior* and circulation policies.
18 1.7.2. Developed enforcement policy for the *Standards of Behavior*.
19 1.7.3. Adopted personnel policies for confidential and management employes
20 and an employee handbook.
21 1.7.4. Prepared an outline of existing and needed policies with priorities.
22 1.7.5. Developed an outline of financial policies with priorities.
23

24 **For 2010:**

- 25 1.7.6. Adopt new or revised policies for the following and begin work on
26 procedures as appropriate:
27 1.7.6.1. Technology Use
28 1.7.6.2. Collection Management
29 1.7.6.3. Sexual Harassment
30 1.7.6.4. Employer/Employee Relations Policy & Regulations
31 1.7.6.5. Injury & Illness Prevention Program (IIPP)
32 1.7.6.6. Performance Management Policy
33 1.7.6.7. Policy on Serving Alcohol
34 1.7.6.8. Policies on Online Services (i.e., public computers, wireless, and
35 Internet)
36 1.7.6.9. Priority financial policies
37 1.7.7. Create an online policy manual that is accessible to all staff on the
38 intranet.
39

40 **Accomplishments in 2010-2011:**

- 41 1.7.8. Evaluated circulation policies; changed DVD loan period as a result;
42 then responded to patron comments by modifying the loan period for
43 multidisc sets.
44 1.7.9. Adopted a Fund Balance Policy
45 1.7.10. Adopted the Collection Management Policy. The Collection
46 Management Advisory Group (COMAG) continues work on the
47 Collection Management Plan, which will provide clear procedures to
48 staff and will support implementation of the policy.

1 1.7.11. Began work on the Employer/Employee Relations Policy &
2 Regulations; IIPP is nearing completion.

3
4 1.8 *Use management software to streamline work processes and reduce work load.*
5 **Completed prior to March 2010:**

6 1.8.1. Implemented online systems for scheduling substitutes and for
7 reporting time and attendance.

8
9 **For 2010:**

10 1.8.2. Complete web-based system to manage facilities work orders.

11 1.8.3. Identify criteria for a financial management system and complete the
12 procurement process for the system.

13
14 **Accomplishments in 2010-2011:**

15 1.8.4. The Facilities Services staffs have developed a prototype for online
16 work orders. Once they have the needed software, testing will begin.

17 1.8.5. The County is in the process of purchasing a new financial
18 management system; the system the Library selects to meet its needs
19 must interface with the new system. As a result, no progress has been
20 made on the new system.

21
22 1.9 Initiate a comprehensive and systematic training program.
23 (*Note: This will be done to the extent that adequate financial and staff resources*
24 *are available.*)

25 **Completed prior to March 2010:**

26 1.9.1. Training to assist staff in dealing with difficult patrons and to support
27 the implementation of the new *Standards of Behavior*.

28
29 **For 2010 (if feasible):**

30 1.9.2. Begin planning an orientation program for new employees.

31 1.9.3. Identify options and implement, if feasible, training in supervision and
32 management for all managers and supervisors.

33 1.9.4. Identify options and implement, if feasible, training to support core
34 competencies, beginning with customer service.

35
36 **Accomplishments in 2010-2011:**

37 Implementation was not feasible this year.

38
39 1.10 *Maintain and improve the Library's information technology systems and services.*
40 **Completed prior to March 2010:**

41 1.10.1. Implemented new software to manage public computers; implemented
42 a content management system on the staff intranet; migrated to new
43 Horizon servers.

44
45 **For 2010:**

46 1.10.2. Complete migration to a Microsoft network environment (e.g., Active
47 Directory and Microsoft Exchange Servers) to replace the aging,
48 obsolete Novell network and GroupWise e-mail program.

1 1.10.3. Evaluate options and costs for replacing the existing telephone system.
2

3 **Accomplishments in 2010-2011:**

4 1.10.4. Completed migration to Microsoft network environment.

5 1.10.5. Began discussion of process for developing options and cost
6 information to replace the existing telephone system.
7

8 **Goal #2: Library Services - Improve and maintain the way we deliver our services**
9 *(e.g., our facilities, customer service, and technology)*

10
11 2.1 *Provide a safe, secure & welcoming environment for staff and patrons.*

12 **Completed prior to March 2010:**

13 2.1.1. Completed Standards of Behavior and enforcement policy; initial
14 enforcement procedures complete.

15 2.1.2. Developed smoking policy with regulations for Santa Rosa libraries.
16

17 **For 2010:**

18 2.1.3. Complete the development of new policies and procedures for online
19 services.

20 2.1.4. Continue project to implement and expand smoking regulations.

21 2.1.5. Continue development of procedures to help staff implement enforcement
22 of the Standards of Behavior.
23

24 **Accomplishments in 2010-2011:**

25 2.1.6. The Behavior Advisory Committee has continued its work on procedures
26 for enforcing the *Standards of Behavior*; a procedures manual is almost
27 ready for distribution.

28 2.1.7. Efforts are underway to eliminate smoking on the grounds of the
29 Cloverdale Regional Library.
30

31 2.2 *Plan and implement projects to remodel libraries to support the new service*
32 *model, integrate self-check technology and update the appearance of each*
33 *facility.*

34 **Completed prior to March 2010:**

35 2.2.1. Space plans, concept plans, and pricing for Sonoma Valley, Petaluma,
36 and Sebastopol.

37 2.2.2. Completed space planning for the Central Library.
38

39 **For 2010:**

40 2.2.3. Complete design work and remodel the Sebastopol Library with gifts and
41 donations.

42 2.2.4. Complete design work and remodel the Petaluma Library using funds from
43 the Petaluma Library's endowments and Friends.

44 2.2.5. Monitor efforts of the City of Sonoma to fund the City's portion of the
45 library remodeling project.
46

47 **Accomplishments in 2010-2011:**

- 1 2.2.6. The City of Sonoma is funding the renovation of the library, and library
- 2 staff is participating in the planning. Efforts are underway to find a
- 3 temporary location to house the library during construction; the library will
- 4 be in temporary quarters for about nine months beginning in August 2011.
- 5 2.2.7. Agreements with architects being executed for Sebastopol and Petaluma.
- 6 2.2.8. Space planning for Healdsburg to be funded with funds from a bequest.
- 7

8 **2.3** *Implement the RFID component of the self-check system wide as feasible.*

9 **Completed prior to March 2010:**

- 10 2.3.1. Installed self-check at the Rohnert Park-Cotati Regional Library.
- 11 2.3.2. Completed tagging a portion of the collection.
- 12

13 **For 2010:**

- 14 2.3.3. Complete tagging collection.
- 15 2.3.4. Implement the use of RFID for staff check-in and check-out at all libraries.
- 16 2.3.5. Install RFID security gates at as many libraries as possible, beginning with
- 17 those that have the highest circulation.
- 18

19 **Accomplishments in 2010-2011:**

- 20 2.3.6. Completed tagging the collection with the exception of the portion of the
- 21 items in Closed Stacks.
- 22 2.3.7. Efforts are continuing to fully implement the use of RFID for checking
- 23 materials in and out at all libraries; EnvisionWare report will be used as
- 24 the basis for additional efforts. Efforts have included branch visits to work
- 25 with staff; two visits by EnvisionWare technical support; and
- 26 reconfiguration of circulation desks at three libraries.
- 27 2.3.8. Security gates are up and working well at the Rohnert Park-Cotati
- 28 Regional Library.
- 29

30 **2.4** *Improve our collection and information resources.*

31 **Completed prior to March 2010:**

- 32 2.4.1. Added downloadable audiobooks to the collection.
- 33 2.4.2. Completed the "Big Weed," a systemwide effort to make sure that the
- 34 Library's collection is current and in good condition.
- 35 2.4.3. Developed new selection procedures.
- 36

37 **For 2010:**

- 38 2.4.4. Complete collection management policy and begin revising procedures for
- 39 all aspects of collection management.
- 40 2.4.5. Begin an ongoing process of reviewing current selection and purchasing,
- 41 using factors such as use, duplication, need and budget impact.
- 42

43 **Accomplishments in 2010-2011:**

- 44 2.4.6. Adopted Collection Management Policy (See 1.7.10 above).
- 45 2.4.7. Materials selection procedures were revised to include systemwide
- 46 selection of adult graphic novels, Juvenile Spanish materials, and toddler
- 47 books. A full year of systemwide selection of many adult book collections
- has gone smoothly and resulted in more time for branch staff to devote to
- public service.

1 2.4.8. The statistical analysis of the collection and the resulting reallocation of
2 funds (1.6) helped to lessen the impact of the loss of \$50,000 to the
3 materials budget.

4 2.4.9. Two new collections were formed (Young Adult Nonfiction) in order to
5 provide greater patron access and better control of the management of
6 these collections.

7
8 2.5 *Improve our public catalog.*

9 **Completed prior to March 2010:**

10 2.5.1. Implemented e-commerce; improved the quality of 90,000 catalog records;
11 introduced cover art, format icons, table of contents, review and a “Wish
12 List” feature.

13 2.5.2. Completed an authority control project to improve the quality of the
14 catalog.

15 **For 2010:**

16 2.5.3. Continue to improve the appearance and functionality of the public
17 catalog.

18 2.5.4. Integrate ongoing maintenance of authority file once full database
19 authority control is complete.

20 2.5.5. Monitor and participate in the Open Source Collaborative.

21 **Accomplishments in 2010-2011:**

22 2.5.6. Cataloging and IT staff continue efforts to make changes to improve
23 searching and display of results in the public catalog.

24 2.5.7. Ongoing maintenance of the authority file is being done.

25 2.5.8. Staff attended two workshops on Open Source products and monitors the
26 listserv and publications on the topic.

27
28 2.6 *Expand online information resources.*

29 **Completed prior to March 2010:**

30 This goal was added in March 2010.

31 **For 2010:**

32 2.6.1. Research options and develop plans to create a “digital branch library,”
33 including a complete re-design of the Library’s public web site, federated
34 searching, and other features.

35 2.6.2. Pursue an LSTA grant to pilot creating digital content using the Wine
36 Library’s resources as a first step in creating an online presence for the
37 special collection.

38 **Accomplishments in 2010-2011:**

39 2.6.3. Several new grant-funded databases were added, and are free to Sonoma
40 County Library for a minimum of one year. They include Job and Career
41 Accelerator, A to Z Maps, A to Z the USA, A to Z World Culture, and
42 segments of Standard and Poor's Net Advantage.

43 2.6.4. The Library has a \$5,000 grant from the State Library to digitize a small
44 portion of the Wine Library’s collection to create an online exhibit focusing
45 on Sonoma County agriculture and the immigrant experience. The County
46 granted the Library an additional \$60,000 from Transient Occupancy Tax
47 (TOT) proceeds, which are being use to digitize additional Wine Library
48 items and to create a single platform and access to items being digitized

1 from the collections of both the Wien Library and the History and
2 Genealogy Library.

- 3
4 2.7 *Strengthen services to adults.*
5 [No priority outcomes for 2010; no priorities pre-2010]
6

7
8 **Goal #3: Library's Image & Community Support - Improve the visibility of the**
9 **Library in our communities** (e.g., build strong, positive working relationships with
10 library support groups and local governments; improve the Library's visibility across the
11 county)
12

- 13 3.1 Continue to build strong, positive relationships with Library Advisory Boards,
14 Friends groups, the Foundation, and local government officials.

15 **Accomplishments in 2010-2011:**

16 3.1.1. Efforts are ongoing.
17

- 18 3.2 Continue to develop the capacity of Library Advisory Boards to serve as
19 advocates for the Library' needs in each community.

20 **Accomplishments in 2010-2011:**

21 3.2.1. Efforts are ongoing.
22

- 23 3.3 Continue newsletter and donor database to support the Library's fundraising
24 efforts.

25 **Accomplishments in 2010-2011:**

26 3.3.1. One issue of the newsletter printed during the year.
27

- 28 3.4 Market the Wine Library's unique services and resources as feasible.

29 **Accomplishments in 2010-2011:**

30 3.4.1. The two grants to begin digitizing the Wine Library's collections are part of
31 the effort to achieve this outcome.
32

- 33 3.5 Evaluate the Library's current presence on popular social media and begin
34 planning for the future.

35 **Accomplishments in 2010-2011:**

36 Implementation was not feasible this year.
37
38

39 **Goal #4: Library's vision & strategic plan - Develop a new strategic vision for**
40 **library service for the people of Sonoma County.** (i.e., once we have the basics in
41 place, work on updating our service model through a visionary strategic plan and
42 explore alternatives for funding the Library's operations and capital needs)
43

44 Approved by the Sonoma County Library Commission
45 June 19, 2007; February 2008
46 Revised April 2009
47 Revised March 2010

1 FOCUS & FINISH
2 SONOMA COUNTY LIBRARY
3 2011-2012 PRIORITY INITIATIVES
4

5 **INTRODUCTION**
6

7 **This document outlines priority initiatives that are the focus of the Management Team’s**
8 **work in addition to the day-to-day management of the Library from March 1, 2011-**
9 **February 28, 2012.**
10

11 Many of these priorities are neither exciting nor strategic—they are fundamental to the success
12 of any library’s management and delivery of services. Many are issues that most libraries have
13 already resolved. They are designed to create a foundation for the Library’s future success by
14 returning our management and services to a basic level of acceptability. As we accomplish
15 these priorities, we are paving the way for articulating a new vision and strategic direction for the
16 Sonoma County Library.
17

18 The following items have been priority outcomes since *Focus & Finish* was first
19 developed in 2007; however, they have now been incorporated into the day-to-day
20 operation of the Library and are no longer change-oriented:

- 21 • *Provide a healthy work environment with appropriate ergonomics for staff.*
- 22 • *Provide a safe, secure & welcoming environment for staff and patrons.*
- 23 • *Continue to build strong, positive relationships with Library Advisory Boards,*
24 *Friends groups, the Foundation, and local government officials.*
25

26 Implementation for the following outcome has been moved under Outcome 1.9:

- 27 • *Implement the RFID component of the self-check system wide as feasible.*
28
29

30 **GOALS & INITIATIVES**
31

32 **1. Goal: Library Management - Improve the way we work as an organization** (e.g.,
33 our management infrastructure, organizational structure, and work processes)
34

35 1.1. *Develop and implement plans to manage financial resources effectively to deal*
36 *with long-term projected revenue decreases over the next four to five years.*
37

38 **For 2011-2012:**

39 1.1.1. Continue to identify potential savings in personnel costs and, working with
40 the collective bargaining unit, implement actions that will assist with
41 managing the multi-year financial crisis as well as controlling costs in the
42 long-term.

43 1.1.2. Continue efforts to reduce or control non-personnel expenditures in areas
44 that will not have an adverse effect on library services and the library’s
45 assets, including aggressive efforts to reduce or control energy costs.

46 1.2. *Develop plans to use all the Library’s personnel resources effectively.*
47

For 2011-2012:

- 1 1.2.1. Develop and implement a plan to improve the management of the
2 Library's modified substitutes pool, including performance management,
3 training, and communication.
- 4 1.2.2. Monitor workload using standard workload measures at all public service
5 outlets and balance staffing allocation to meet the needs.
- 6 1.2.3. Evaluate the use of volunteers at all the libraries and develop policies,
7 procedures and training that assures appropriate and consistent
8 management volunteers systemwide.
- 9
- 10 1.3. *Streamline materials handling processes.*
- 11 **For 2011-2012:**
- 12 1.3.1. Reconfigure the staff workspace and switchboard area at the Central
13 Library to expand the check-in of materials on the main floor, which will
14 reduce materials handling and make it easier to return materials to the
15 shelves quickly.
- 16 1.3.2. Pilot the use of floating collections as a means of reducing materials
17 handling.
- 18
- 19 1.4. *Plan and implement a performance management system with work planning and*
20 *evaluation processes, including the training and tools to implement the system.*
- 21 **For 2011-2012:**
- 22 1.4.1. Reach 100% participation/implementation levels.
- 23 1.4.2. Get each manager/supervisor and employee on a schedule based on
24 employee anniversary dates.
- 25 1.4.3. Continue to evaluate and refine the performance management system.
- 26
- 27 1.5. *Plan and implement a method of collecting and compiling relevant statistics to*
28 *support the Library's management and services.*
- 29 **For 2011-2012:**
- 30 1.5.1. Compile a quarterly statistical report on library activities, services and
31 workload for the Library Commission and staff.
- 32
- 33 1.6. *Develop a comprehensive, readily available set of policies and procedures.*
- 34 **For 2011-2012:**
- 35 1.6.1. Adopt new or revised policies based on established priorities/ (See
36 Attachment A for list of priorities)
- 37 1.6.2. Create an online policy manual that is accessible to all staff on the
38 intranet.
- 39 1.6.3. Complete and distribute procedures for *Standards of Behavior* and
40 *Enforcement* policies.
- 41 1.6.4. Implement a system to inform staff about new or revised policies and
42 procedures.
- 43
- 44 1.7. *Use management software to streamline work processes and reduce work load.*
- 45 **For 2011-2012:**
- 46 1.7.1. Complete web-based system to manage facilities work orders.

- 1 1.7.2. Identify criteria for a financial management system and develop
2 recommendations for procurement.
3
- 4 1.8. *Initiate a comprehensive and systematic training program.*
5 1.8.1. Deliver training required under the Library's Workplace Security Policy and
6 the Illness and Injury Prevention Policy & Program (IIPP).
7 1.8.2. Develop a system of self-directed learning for staff on using the library's
8 online resources.
9 1.8.3. The following training efforts will be done to the extent that adequate
10 financial and staff resources are available.
11 1.8.3.1. Begin planning an orientation program for new employees.
12 1.8.3.2. Identify options and implement, if feasible, training in supervision
13 and management for all managers and supervisors.
14
- 15 1.9. *Maintain and improve the Library's information technology systems and services.*
16 **For 2011-2012:**
17 1.9.1. Expand use of RFID StaffLink so that it is used for all circulation functions
18 at five branches.
19 1.9.2. Expand self-check to at least one additional library.
20 1.9.3. Add RFID security gates at libraries when feasible.
21 1.9.4. Identify criteria, evaluate options and develop recommendations for
22 procurement of a new telephone system.
23 1.9.5. Upgrade Horizon to version 7.5.1.
24
- 25 **2. Goal: Library Services - Improve the way we deliver our services** (e.g., our
26 facilities, customer service, and collections)
27
- 28 2.1. *Plan and implement projects to remodel libraries to support the new service
29 model, integrate self-check technology and update the appearance of each
30 facility.*
31 **For 2011-2012:**
32 2.1.1. For the remodeling project at the Sonoma Valley Regional Library:
33 2.1.1.1. Continue to participate in design and construction.
34 2.1.1.2. Complete planning, implementation and move of the library into
35 temporary quarters by August 5, 2011.
36 2.1.2. Complete design work and remodel the Sebastopol Library with gifts and
37 donations.
38 2.1.3. Complete design work and remodel the Petaluma Library using funds from
39 the Petaluma Library's endowments and Friends.
40
- 41 2.2. *Improve our collection and information resources.*
42 **For 2011-2012:**
43 2.2.1. Refine and expand collection analysis activities to make the best use of
44 available resources while meeting the public's needs.
45 2.2.2. Prepare final recommendations about licensing Collection HQ, a software
46 product that provides data to assist in all phases of collection

1 management, including selection, maintenance, weeding, and promotion
2 of the collection.

3
4 2.3. *Improve our public catalog.*

5 **For 2011-2012:**

6 2.3.1. Plan and implement a system for digital asset management.

7 2.3.2. Monitor and participate in the Open Source Collaborative.

8
9 2.4. *Expand online information resources.*

10 **For 2011-2012:**

11 2.4.1. Evaluate feasibility of adding e-books and, if appropriate, develop
12 recommendations for implementation.

13 2.4.2. Expand online resources for children.

14 2.4.3. Add a collection development description for digital versions of the
15 Library's unique holdings (i.e., Wine Library and History/Genealogy
16 Library) to the Collection Management Plan.

17 2.4.4. Create a vision and action plan for creating a "digital branch library,"
18 including a complete re-design of the Library's public web site, federated
19 searching, and other features.

20
21 2.5. Strengthen services to adults.

22 [No priority outcomes for 2011-2012]
23
24

25 **Goal #3: Library's Image & Community Support - Improve the visibility of the**
26 **Library in our communities** (e.g., build strong, positive working relationships with
27 library support groups and local governments; improve the Library's visibility across the
28 county)

29
30 3.1 *Continue to develop the capacity of Library Advisory Boards to serve as*
31 *advocates for the Library's needs in each community.*

32
33 3.2 *Continue newsletter and donor database to support the Library's fundraising*
34 *efforts.*

35 **For 2011-2012:**

36 3.2.1. Publish one issue of the newsletter in cooperation with the Foundation.
37

38 3.3 *When feasible, market the Wine Library's unique services and resources as*
39 *feasible.*

40
41 3.4 *When feasible, evaluate the Library's current presence on popular social media*
42 *and begin planning for the future.*

43
44 **Goal #4: Library's vision & strategic plan - Develop a new strategic vision for**
45 **library service for the people of Sonoma County.** (i.e., once we have the basics in
46 place, work on updating our service model through a visionary strategic plan and
47 explore alternatives for funding the Library's operations and capital needs)

- 1
- 2 Approved by the Sonoma County Library Commission
- 3 June 19, 2007; February 2008
- 4 Revised April 2009
- 5 Revised March 2010
- 6 Revised March 2011
- 7

**ATTACHMENT A
POLICY PRIORITIES for 2011-12**

Status	Policy	Lead Division/Lead Mgr-Lead Person
Management & Administrative: Financial Policies (see Financial Policy Work Outline for details)		ASD/E. Alfano (EA)
P – 2011	GASB Fund Accounting	
P – 2011	Fund Types	
P – 2011	Fund Development	
Management & Administrative/Safety, Emergencies & Disasters		ASD/EA-P. Preston (PP)
IP	Illness & Injury Prevention Policy	
IP	Workplace Security	
Management & Administrative/Human Resources Management		
IP	Family & Medical Leave Act	ASD/EA-PP
IP	Employer-Employee Relations Resolution (EERR)	ES/S. Cooper (SMC)-J. Anderson (JA)
	Performance Management	ASD/EA-PP
Management & Administrative/Use of Information Technology		
IP	Develop outline of polices/write policies	ESD/SMC with IT
Public Services/Childrens' Services		
P – 2011	Unattended Children	PSD/K. Okazaki (K)-Kathy DeWeese (KdeW)
Online Services		
P – 2011	Public Internet	ES w/ IT & PSD/Sandy
P – 2011	Public Computer Use	ES w/IT & PSD/Sandy
Use of Facilities		
P – 2011	Meeting Room Policy	ES & PSD/Sandy
P – 2011	Serving Alcohol	ES/Sandy

IP = In Process

P-2011 = Priority for 2011 Year

ASD = Administrative Services Division

PSD = Public Services Division

ES = Executive Services Division

IT = Information Technology



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Discussion	5.2.11	Regular	8.3

SUBJECT

Parcel Tax Question

PURPOSE OF THE DISCUSSION

By the end of the discussion, the Commission will have:

- Determined whether to explore the parcel tax option, and
- Identified additional information it wishes to have to inform further discussion.

BACKGROUND

With the continuing decline in revenue, there is some interest in exploring the option of a parcel tax measure among Library Commissioners and Library supporters.

FUTURE BOARD ACTIONS: TBD

FISCAL IMPACT: TBD

POLICY ISSUES:

ATTACHMENTS

Document #8.3.1 – Issues to Consider

Issues to Consider in Planning for a Countywide Parcel Tax

Based on preliminary conversations with two library directors (San Rafael and San Jose) who have passed parcel taxes, here are some of the issues that must be considered in planning for a parcel tax. If the Commission wishes to pursue the idea, I can gather more information from other library directors and local officials.¹

1. Legal authority

Does the Commission have the authority to place a parcel tax on the ballot or must some other body approve it? (County Counsel is researching the issue.)

2. Process & cost for placing an item on the ballot

The sponsoring agency must pay for the cost of the election—or a portion of the election.

3. Number of parcels by type of property

What is the potential impact of commercial, multi-family, and agricultural properties? The tax for apartment buildings often must be negotiated and based on a formula to get the support of the owners and real estate professionals.

4. Funding for the effort

Some portion of the planning may be paid for with public funds—other phases of the effort must be paid for with outside funds. No library resources (money, facilities, phones, computers, and staff) can be used for the campaign.

5. Cost projections for life of tax

The San Jose Public Library Director advises including cost projections for proposed uses for the life of the tax to see if it is sufficient to support the promised services or projects. She also recommends including an indexing factor so that the tax can be increased by the CPI (which San Jose did with its renewal).

6. Polling/Surveys

Countywide library initiatives include preliminary polling to determine whether a ballot measure can garner the necessary super majority; what level of funding is likely to pass; wording for the measure; and arguments in favor of the measure.

7. Campaign consultants

Library ballot measures require the same political expertise required by a candidate for county wide office. They help shape the message and manage the campaign, including targeting for specific audiences to use the campaign's funds as effectively as possible.

8. Money, money, money

Costs include the planning and preliminary surveys, the campaign, and the actual ballot. San Jose raised about \$250,000—their target was \$300,000. The Marin County Library had a “campaign war chest” before it began its effort.

¹ Marin County and Santa Clara County are two other libraries with recent parcel tax campaigns.

Monday, May 02, 2011
11:32 AM

Subject	RE: Library Commission Authority & Parcel Tax
From	Kathy Larocque
To	Sandy Cooper
Sent	Friday, April 29, 2011 2:20 PM

Hi Sandy: Well, this isn't as straightforward a question as it seems.

First, the easy part: I agree with you that the Commission does not have the authority to put a parcel tax on the ballot. That is not among the powers delegated to the Commission in the JPA (see section 6).

Second, as a JPA, I do not believe that the Library is a "district" that would have authority to sponsor its own ballot measure. Library districts would be established under procedures set out in state law, such as the Mello-Roos statutes and Education Code section 18330 et seq. These statutes require voter or landowner approval (depending on the statutory mechanism selected), a process not followed in establishing the Sonoma County Library. Instead, the JPA specifies that the Library shall be "deemed to be" established under certain provisions of the Education Code, and to be a County Free Library.

I believe there is a good argument that once a county-wide library system was established, the authority to establish or propose taxes for the entire area governed by the Library rested with the Board of Supervisors. The JPA, with respect to property taxes (annually established and levied by local governments at the time the JPA was approved) reads: "The Board of Supervisors shall annually levy, in the same manner and at the same time as other county taxes are levied, and in addition to all other taxes, a tax upon all property in the county outside of cities and upon all property within cities which are or elect to become a part of any county free library system, for the purpose of purchasing property for, establishing and maintaining the County Library." (Section 10.) Further, Section 22 provides that "any city in the County may elect to become a part of the county free library system and to be taxed accordingly." This is consistent with Education Code section 19103, which authorizes cities to join county free library systems, provides that city residents are entitled to the benefits of the library system, and "the property within the city or library district shall be liable to taxes levied for county free library purposes."

It should be noted that the statutes cited above all pre-date Proposition 13, and the taxes referenced therein should be assumed to be property taxes. There may be a question whether the County can levy a different type of tax under these statutes, but I believe interpreting the statutes to support this is consistent with the statutory purpose of equalizing service throughout the community (otherwise, you may have some jurisdictions that adopt a tax, and some that do not, resulting in different service levels or product availability).

In addition to the statutes referenced above, Government Code section 53717 authorizes a city, county, city and county and library district to levy a tax for library purposes. the tax should "apply uniformly to all taxpayers or all real property within the city, court, city and county, or library district." The purpose of this tax appears to be limited to funding general library services, established under Education Code section 18010 et seq. The County Free Library sections of the Education Code appear in a different chapter, starting at 19100, and it is unclear whether section 53717 with its emphasis on each jurisdiction's ability to levy a tax in any way undermines the authority of the County to levy a countywide tax for the benefit of the library system as a whole.

As I'm sure you are already aware, any tax would require approval of two thirds of the voters voting on the measure, which is a pretty daunting hurdle. You may want to contact Gloria Colter at the Registrar of Voters for an estimate of the cost of a countywide election, which I assume would be billed to the Library if the Commission requested the County to sponsor a tax measure for the Library.

Hope this addresses your questions. If you want something more formal, or you'd like me to look in any further depth, please let me know.

Kathy Larocque
Chief Deputy County Counsel

=====
Statement=====Confidentiality

The confidential information in this communication is intended for the use of the addressee only (or by others who have been authorized to receive it). This communication may contain information that is subject to the attorney/client privilege, and exempt from disclosure under applicable law. If you are not the intended recipient, or if you are not the agent responsible for delivering this transmittal to the intended recipient, you are hereby notified that any dissemination, distribution or reproduction of this communication is prohibited. If you have received this communication in error, please notify the sender immediately by email, by telephone at (707) 565-2421 or by facsimile at (707) 565-2624, and destroy all copies of this communication. Thank you.

=====
=====

From: Sandy Cooper [<mailto:scooper@sonoma.lib.ca.us>]
Sent: Monday, April 25, 2011 12:44 PM
To: Kathy Larocque
Subject: Library Commission Authority & Parcel Tax

Hi, Kathy....The Commission is going to have a very preliminary discussion of the possibility of a parcel tax measure. I just gave the JPA a quick read, and I cannot see that the Commission has the authority to do so on its own...but I wondered what your interpretation of the JPA is. If the Library Commission does not have the authority, who does have to authorize putting a parcel tax for the library on the ballot?

Thanks,
Sandy

Sandra M. Cooper, Director
Sonoma County Library
211 E Street
Santa Rosa, CA 95404
Telephone: 707.545.0831 x 537
Fax: 707.525.9563
E-Mail: scooper@sonoma.lib.ca.us



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	5.2.11	Regular	9rev

SUBJECT

Library Advisory Board Appointments

RECOMMENDED ACTION

Adopt reappointments by resolution.

DRAFT MOTIONS

I MOVE, BY RESOLUTION, THAT THE SONOMA COUNTY LIBRARY COMMISSION REAPPOINT the incumbents who have indicated a wish to be reappointed to the library advisory board for a new four-year term ending June 30, 2015.

BACKGROUND

The following people have terms expiring June 30, 2011, and have indicated that they wish to be reappointed for four-year terms ending June 30, 2015.

- Petaluma Library Advisory Board: *Marie Hinton*
- Rohnert Park-Cotati Library Advisory Board: *Joan Schmutz*
- Santa Rosa Libraries Advisory Board: *Barbara Fisher*
- Sonoma Valley Library Advisory Board: *Janice Chadwin; George Pick*
- Windsor Library Advisory Board: *Mike Neely*

FUTURE BOARD ACTIONS

There are still several people who need to be reappointed or replaced. Action on those positions will be on the June agenda.

FISCAL IMPACT

None

POLICY ISSUES

None

ATTACHMENTS

None