



**LIBRARY COMMISSION AGENDA – UPDATED 8.2.11
REGULAR MEETING**

Wednesday, August 3, 2011 at 7:00 p.m.

Rincon Valley Regional Library, 6959 Montecito Blvd., Santa Rosa, CA 95409

1. CALL TO ORDER

2. ANNOUNCEMENTS, INTRODUCTIONS & SPECIAL PRESENTATION

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. CLOSED SESSION

4.1. Pursuant to California Government Code §54957 to meet with in conference with agency labor negotiator.

Agency negotiator: Kelly Tuffo (by conference call)

Employee organization: SEIU Local 1021

Govt. Code §54957.6

5. OPEN SESSION

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

6. APPROVAL OF MINUTES

6.1. Minutes of the June 6, 2011 Regular Meeting (1 Document)

6.2. Minutes of June 20, 2011 Special Meeting (1 Document)

7. CORRESPONDENCE & PRESS COVERAGE

8. 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.

There are no consent items.

9. ACTION ITEMS BY RESOLUTION

9.1. Adopt Workplace Security Policy (2 Documents)

10. ACTION ITEMS BY MOTION

10.1. Approve request to recognize Millie Howie (2 Documents)

10.2. Approve holiday closures for Labor Day Weekend

10.3. Approve changes to Commission regular meeting date (2 Documents)

10.3.1. Approve bylaws change

10.3.2. Approve meeting schedule for balance of 2011

10.4. Designate agency negotiator for real estate transactions

11. DISCUSSION ITEMS

- 11.1. Management Report (*Documents to be distributed*)
 - 11.1.1. Progress on Priorities, Issues and Challenges
 - 11.1.2. Monthly Financial Report
 - 11.1.3. Quarterly Report on Gifts & Donations

11.2. Report on implementation of new public service hours

12. LIBRARY ADVISORY BOARDS

- 12.1. Ready for Appointment
 - 12.1.1. Windsor Regional Library Advisory Board, Vacant Position
 - 12.1.2. Rohnert Park-Cotati Library Advisory Board, Vacant Youth Position

13. CLOSED SESSION

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

- 13.1.1. Conference with Real Property Negotiator
 - Property: Healdsburg Regional Library
 - Negotiating Parties: Sandra M. Cooper, Library Director; City of Healdsburg
 - Negotiation: Lease agreement for Healdsburg Regional Library
 - Govt. Code §54956.8(a)

14. OPEN SESSION

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

15. COMMISSION INFORMATION ITEMS

16. DATE AND TIME OF NEXT MEETING

Meeting: Regular Commission Meeting
Date: Wednesday, September 7, 2011
Time: 7:00 p.m.
Location: TBD

17. ADJOURNMENT

By acclamation.

Agenda support materials are available in the Library Administration Office, 211 E Street, Santa Rosa, after 3:30 p.m. on Thursday, July 28, 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	8.3.11	Regular	6

SUBJECT

June Meeting Minutes

RECOMMENDED ACTION

APPROVE Minutes of the June 6, 2011 Regular Meeting and June 20, 2011 Special Meeting.

DRAFT MOTIONS

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the minutes of the Regular Meeting on June 6, 2011, and the Special Meeting on June 20, 2011, as presented. (or, as corrected)

BACKGROUND

None

FUTURE BOARD ACTIONS

None

FISCAL IMPACT

None

POLICY ISSUES

None

ATTACHMENTS

Document #6.1 - Draft Minutes
Document #6.2 - Draft Minutes

1
2
3 **Sonoma County Library**
4 **Minutes of the Library Commission**
5 **June 6, 2011**

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

8 **CALL TO ORDER**

9 The Sonoma County Library Commission met in regular session. Chair Kelley called
10 the meeting to order at 7:02 p.m. in the Forum Room of the Central Library.

11
12 Commissioners present: Arnold, Colbert, Dell’Osso, Freis, Kelley, May, and
13 Whistler.

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;
18 Technical Support Specialist II Denise Lewers; ILS Manager Mike Dawe; Children’s
19 Services Coordinator Kathy DeWeese; Collections Manager Kathy Dennison; Branch
20 Manager Bo Simons; Librarian Steve Alcorta; Library Technician Nancy Cimino; and
21 Administrative Aide Stephanie Kunkle.

22
23 **ANNOUNCEMENTS AND INTRODUCTIONS**

24 There were no announcements or introductions.
25

26 **PUBLIC APPEARANCES**

27 Chair Melissa Kelley welcomed the public and thanked them for attending. She
28 asked if anyone wanted to speak. Only one person responded--Library Technician
29 Nancy Cimino asked about status of the budget for the temporary quarters at the
30 Sonoma Valley Regional Library, which she had asked to review. Library Director
31 Sandy Cooper explained that the budget was not complete but would be in the
32 agenda packet for the June 20th Special Commission Meeting.
33

34 Chair Kelley thanked the public for attending, and the meeting moved to the Board
35 Room at 7:05 p.m.
36

37 **CLOSED SESSION**

38 Pursuant to California Government Code §54957, the Library Commission met in
39 closed session at 7:15 p.m. to meet with agency labor negotiator Kelly Tuffo to
40 consider labor negotiations.
41

42 **OPEN SESSION**

43 The Commission reconvened in open session at 8:08 pm. Chair Kelley reported that
44 the Commission gave direction to agency negotiator Kelly Tuffo and no action was
45 taken.
46
47
48

1 **APPROVAL OF MINUTES** – Minutes of the May 2, 2011 Regular Meeting
2 **M/S/C (Arnold/Colbert)** moved that the Sonoma County Library Commission
3 approve the minutes of the regular meeting on May 2, 2011, as presented.
4 AYES (5): Arnold, Colbert Freis, Kelley, and Whistler.
5 ABSTAIN (2): May and Dell’Osso
6

7 **CORRESPONDENCE & PRESS COVERAGE**

8 There was one letter to the Commission regarding the proposed reduction in service
9 hours.
10

11 **CONSENT CALENDAR**

12 **8.1. Approve Focus and Finish priorities for 2011-2012.**

13 The Focus and Finish Priorities for 2011-12 were reviewed at the May 2, 2011
14 meeting.
15

16 There were no objections so Chair Kelley declared the Consent Calendar
17 approved.
18

19 **ACTION ITEMS BY MOTION**

20 There were no action items on the agenda.
21

22 **DISCUSSION ITEMS**

23 **10.1. Management Report**

24 **10.1.1. Progress on Priorities, Issues & Challenges**

25 Questions from Commissioners included:
26

- 27 • What is the status of the *Employee Handbook*? Response: It is being
28 prepared for printing. Copies will be provided to the Commission when it is
29 printed.
30
- 31 • What is the status of the Petaluma remodel? Response: AXIA Architects
32 has the request for quotes. Once they provide that information, the
33 agreement will be signed. The Sonoma Valley Regional Library temporary
34 quarters are the highest priority for staff and AXIA right now, followed by
35 Sebastopol and Petaluma (in that order).
36

37 The Director noted that AXIA Principal Architect Bill Dodson is retiring at
38 the end of August, and another principal Karen Pregler to work on the
39 Sebastopol Regional Library project.
40

41 There was a discussion of major personnel changes that will occur in the next
42 few months: Collections Manager Kathy Dennison is retiring effective
43 September 30; Children’s Services Coordinator Kathy DeWeese will be on
44 maternity leave for six months beginning July 11; and Northwest Regional
45 Library Branch Manager Ginny Gustin will retire in September.
46
47
48

1 **10.1.2. Monthly Financial Report**

2 Elissa Alfano reported that we do not have the final numbers for property tax
3 revenue for the current fiscal year.

4
5
6 **10.2. Review Proposed Workplace Security Policy**

7 Discussion included the following:

- 8
- 9 • Who is on the Library safety committee? Response: The Committee already
10 exists. Members include: ASDM Elissa Alfano; Human Resources Manager
11 Patrick Preston; Facilities staff Tom Popenuck and Dave Tichava; and
12 Administrative Aide Stephanie Kunkle.

 - 13
14 • What was the frequency of periodic review? Response: Annually. The
15 Director added that she is concerned about the workload needed to implement
16 this policy: the Injury, Illness and Prevention Program (IIPP).

17
18 Commissioner Freis asked the staff to add a section that outlines how the Library
19 will deal with victims of domestic violence.

20
21 The Director said that the staff will review Commission comments and present a
22 final draft for Commission adoption at the next regular meeting.

23
24 **10.3. Discussion of Issues**

25 **10.3.1. Revisit 2010 discussion of charging fees for holds**

26 Chair Kelley noted that the Commission had reviewed charging for holds in
27 2010 but that she and Commissioner Freis wanted to review the issue again in
28 light of the continuing decline in revenue. Staff had provided the Commission
29 with statistical data on holds as well as a copy of the document that was
30 distributed to the Commission in April 2010 with Branch Manager feedback on
31 the issue.

32
33 The Director noted that charging a dollar for expired holds would net an
34 estimated \$60,000 a year. In 2010, the branch managers came to the
35 conclusion that the amount did not justify the work to collect the money and deal
36 with patron complaints. Charging for holds has an unfair impact on the patrons
37 of small branches with smaller collections. One of the guiding principles of the
38 Library has always been that patrons have equal access to the Library's full
39 collection no matter where they live.

40
41 Whistler said she had been in favor of charging for holds until she participated in
42 a lengthy discussion at the Sebastopol Library Advisory Board meeting. The
43 group came to the conclusion that it did not support charging for holds. The
44 comments from the Youth Member were particularly persuasive—he had
45 explained that the cost would be high for his family because they are heavy
46 users of the Occidental Rural Station and that he requests a number of items
47 each week.

1 Commissioner Colbert did not support charging fees because Library hours are
2 already being reduced.

3
4 **10.3.2. Identify next steps to respond to City of Sebastopol's request to**
5 **raise funds to maintain service hours at the Sebastopol Regional Library**

6 As requested by the Commission at the previous meeting, the Director had
7 asked County Counsel if allowing individual cities to support higher levels of
8 service would be in violation of the terms of the Joint Powers Agreement. The
9 response was that it would not violate the terms of the JPA but that it raised a
10 number of other issues.

11
12 After a lengthy discussion, the group agreed that the Library needed to develop
13 a policy statement that explicitly states the principle of equity of access to
14 services. The Commission is not in favor of having different libraries offer
15 different levels of service.

16
17 **LIBRARY ADVISORY BOARDS**

18 **M/S/C (Dell'Osso/May)** moved by resolution that the Sonoma County Library
19 Commission reappoint the incumbents who have indicated a wish to be
20 reappointed to the Library Advisory Board for a new four-year term ending June 30,
21 2015.

22 AYES (7): Arnold, Colbert, Freis, Dell'Osso, Kelley, May, and Whistler

23
24 **M/S/C (Arnold/May)** moved by resolution that the Sonoma County Library
25 Commission appoint Jackie Stubbs to the vacant position on the Sonoma Valley
26 Library Advisory Board for a term ending June 30, 2014.

27 AYES (7): Arnold, Colbert, Freis, Dell'Osso, Kelley, May, and Whistler

28
29 **COMMISSION MEMBER INFORMATION ITEMS**

30 Commissioner Arnold reported:

- 31 • That the Friends were taking a break from book sales for a year during the
32 renovation.

33
34 Commissioner Freis reported:

- 35 • That the Santa Rosa LAB is thriving, and that they planned to invite a City Council
36 member to appoint a liaison.

37
38 Commissioner Kelley reported:

- 39 • That she recommended that people attend an upcoming poetry slam finale on
40 June 17.

41
42 Commissioner Dell'Osso reported:

- 43 • That he was weighing his options about remaining on the Commission now that
44 he has been appointed to fill a vacancy on the Cotati City Council.

45
46 Commissioner May reported:

- 47 • That there was a separate Friends 'children's' book sale that raised \$1,327 and
48 the adult book sale netted \$5,107.

- 1 • Susan Seward, a long-time Petaluma staff member, had passed away. The
2 Library and family hosted a celebration of her at the Petaluma Regional Library
3 on Sunday, June 5. May added that she was a very special member of the staff
4 and will be missed.
5

6 Commissioner Whistler reported:

- 7 • That there is a group working to “Save the Gravenstein Apple.” She hoped that
8 the Library could participate in a one-month promotion in August in which
9 Gravenstein apples are distributed at each Library. She will work with PSDM
10 Kiyoko Okazaki to coordinate the Library’s participation in the project.
11

12 Commissioner Colbert reported:

- 13 • That there was a move to name the Wine Library after Millie Howie, a former
14 Commissioner who was instrumental in founding the Wine Library. After
15 discussion, the Healdsburg Library Advisory Board decided that it would
16 recommend to the Commission that she be named as the Library’s founder.
17

18 **DATE AND TIME OF NEXT MEETING**

19 Meeting: Special Commission Meeting

20 Date: June 20, 2011

21 Time: 7:00 p.m.

22 Location: Central Library – Santa Rosa
23

24
25 Meeting: Regular Commission Meeting

26 Date: July 6, 2011

27 Time: 7:00 p.m.

28 Location: Rincon Valley Regional Library
29

30 **ADJOURNMENT**

31 The meeting adjourned at 9:08 p.m. by acclamation.
32
33

1
2
3 **Sonoma County Library**
4 **Minutes of the Library Commission**
5 **June 20, 2011**

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

8 **CALL TO ORDER**

9 The Sonoma County Library Commission met in special session. Chair Kelley called
10 the meeting to order at 7:00 p.m. in the Forum Room of the Central Library.
11

12 Commissioners present: Arnold, Colbert, Freis, Kelley, and May. Commissioner
13 Whistler and Dell'Osso had excused absences.
14

15 Staff present: Library Director Sandy Cooper; Administrative Services Division
16 Manager (ASDM) Elissa Alfano; Materials Management Division Manager (MMDM)
17 Jaime Anderson; Technical Support Specialist II Denise Lewers; ILS Manager Mike
18 Dawe; Children's Services Coordinator Kathy DeWeese; Librarian Roxane Wilson;
19 Accounting Assistant Ruth Gifford; Library Technicians Nancy Cimino, Nijole Barsky,
20 Pamela Segal, Denise Van Gerpen, and Barbara White; Delivery Driver Ron Cecena;
21 and Administrative Aide Stephanie Kunkle.
22

23 Guests and observers present: Retired Sonoma County Auditor/Controller/Treasurer
24 Rod Dole and Retiree Johanna Scallon. A list of all other guests and observers who
25 were in attendance is attached.
26

27 **ANNOUNCEMENTS AND INTRODUCTIONS**

28 There were no announcements or introductions.
29

30 **PUBLIC APPEARANCES**

31 Chair Melissa Kelley welcomed the public and their comments. She explained that
32 the Commission holds the public appearances session in the Forum Room and
33 moves to the Board Room for the balance of its meeting. The Forum Room lighting
34 and acoustics are not appropriate for a working meeting.
35

36 The public was invited to speak to issues on the Special Meeting agenda. Concerns
37 and suggestions from staff, patrons, and the public included:

- 38 • Objections to the Commission not holding the complete meeting in the Forum
39 Room.
- 40
- 41 • Staff input not being considered for the proposed schedule.
42
- 43 • Objections to all the Libraries having the same schedule.
44
- 45 • Possible additional sources of revenue: fund raising; a parcel tax; charge for holds
46 and DVD rentals.
47

- 1 • The limits imposed on the branch managers when they were asked for their
2 suggestions for the schedule.
3
- 4 • Assertions by the Union that the operating deficit is due to decisions on priorities
5 for expenditure and inflated estimates for certain expenditure lines.
6
- 7 • Questions about where any unspent funds in this year's budget would be used—
8 would the money be placed in the reserves or used to cover expenditures next
9 year?

10
11 A patron had a question regarding the Library's Internet use; however, the topic was
12 not on the agenda. Chair Kelley suggested he email his comments to Stephanie
13 Kunkle.

14
15 Library Technician Nancy Cimino requested that a transcript of the letter read tonight
16 be included with the minutes. The document is included as an attachment to the
17 minutes.
18

19 Chair Kelley thanked the public and invited them to join the Commission in the Board
20 Room after the closed session. The meeting was moved to the Board Room at 7:17
21 p.m. for the closed session.
22

23 **CLOSED SESSION**

24 Pursuant to California Government Code §54957, the Library Commission met in
25 closed session at 7:20 p.m. to provide direction to its designated labor negotiator, who
26 joined the meeting by conference call.
27

28 **OPEN SESSION**

29 Pursuant to California Government Code §54957.1, Chair Kelley reconvened the
30 group in open session at 8:12 p.m. and reported that the Commission approved two
31 tentative agreements with SEIU: one on issues related to substitutes and extra help,
32 and the second one to extend the FY 10-11 Memorandum of Understanding (MOU)
33 until August 15, 2011.
34

35 **INFORMAL DISCUSSION WITH ROD DOLE**

36 Retired Sonoma County Auditor/Controller/Treasurer Rod Dole joined the
37 Commission. He was invited to provide his perspective on two topics: the potential
38 for a parcel tax measure and investment policies for public agencies.
39

40 The Library Director noted that County Counsel had provided advice indicating that
41 the Joint Powers Agreement (JPA) does not give the Commission authority to place a
42 tax measure on the ballot. The Board of Supervisors would have to approve placing
43 any tax measure on the ballot.
44

45 Dole suggested involving the Supervisors early in the process. He suggested that the
46 Commission consider a sunset clause that would end the tax when the Library's
47 property tax income returns to a specified level. He also suggested that the
48 Commission consider other types of taxes.

1 He went on to say that the process for a successful measure should include the
2 following steps: (1) Educate the community; (2) Find out what the community wants,
3 and (3) Campaign last. Dole recommended engaging a political consultant to assist
4 with polling and campaigning. In response to a question, Dole indicated that he was
5 aware of efforts to place sales tax measures but not any parcel tax proposals.
6

7 Dole went on to discuss investment options for the Library. Currently the Library's
8 funds are invested by the County in corporate low interest bonds with low risk and
9 very low yields, and the County can assist the Library with any cash flow shortages.
10 The Library has other options, and he described other groups that invest money for
11 California public agencies. He suggested that the Library do a cash flow study to
12 determine if we can invest for longer than a year or two.
13

14 He recommended that the Library Commission talk with Donna Dunk, his replacement
15 and her assistant Jonathan Kadlec, who could make investments in CalTRUST on our
16 behalf. However, he added, we cannot invest public funds in the stock market.
17

18 He thanked the Commission for the opportunity to speak. Chair Kelley and the
19 Commission thanked him for coming and speaking to them tonight.
20

21 **ACTION ITEMS**

22 **7.1. Approve change in public service hours**

23 **M/S/C (Freis/Arnold)** moved that the Sonoma County Library Commission approve
24 the reduction in public service hours effective Sunday, July 31, as shown on corrected
25 Commission Document #7.1.2 contingent upon the receipt of a signed side letter
26 indicating that neither SEIU nor the Library will consider the sequence of events the
27 basis for an unfair practice charge with the Public Employment Relations Board
28 (PERB).

29 AYES (5): Arnold, Colbert, Freis, Kelley, and May

30 ABSENT: (2) Whistler and Dell'Osso
31

32 Following the vote, various Commissioners made statements following the vote
33 outlining the rationale for their vote to reduce service hours:

- 34 • Commissioner Freis said it was unfortunate the budget required this action, that
35 we are no longer facing a budget crisis; the Library is now facing a long-term
36 reduction in revenues. The Commission must structure a budget and come up with
37 a long-term and responsible use of available funds. Freis recognized the
38 concessions staff has made while they continued to provide the same level of
39 service, which is not fair to them. Those were her reasons to support this.
40
- 41 • Commissioner Colbert agreed and said there was no alternative. The Commission
42 heard an enormous amount of public feedback the last few meetings; however,
43 none of the options presented solve the problem facing the Commission.
44
- 45 • Commissioner Arnold remarked that a structural deficit requires a structural
46 change.
47
- 48 • Chair Kelley said other communities were suffering. The City of Oakland is

1 discussing closing 13 of 16 branches. She added that the Commission must make
2 difficult decisions now in order to have stability for the future.

3
4 **7.2. Approve budget for Sonoma Valley Regional Library (SVRL) temporary**
5 **quarters**

6 Commissioner Arnold left the meeting at 8:47 p.m. prior to discussion on action for the
7 budget for tenant improvements and moving SVRL to temporary quarters. She
8 reiterated that she has a conflict of interest because she was the vice-moderator at
9 the First Congregational Church of Sonoma, which had leased its social hall to the
10 Library, and is also a member of the Library Commission.

11
12 Commissioner Freis had concerns about the cost on the tenant improvements
13 spreadsheet. She said her notes indicated that the move-in and repair costs would be
14 much less. Cooper said that plans were just completed the previous week and that
15 we did not have real figures when the issue was discussed in closed session in April,
16 which covered only the topic of real estate negotiations. Cooper explained that the
17 only other option—temporary modular buildings—would have been much more
18 expensive.

19
20 Following a careful review of the proposed expenditures, someone explained funding
21 would come from the Library’s reserves. Commissioner May said this was what the
22 fund balance was for; it was money set aside for many years in order to maintain a
23 healthy Library system.

24
25 **M/S/C (May/Colbert)** moved that the Sonoma County Library Commission approve
26 the budget for the temporary Sonoma Valley Regional Library facility.

27 AYES (5): Arnold, Colbert, Freis, Kelley, and May

28 ABSENT: (2) Whistler and Dell’Osso

29
30 **DATE AND TIME OF NEXT MEETING**

31 Meeting: Regular Commission Meeting

32 Date: July 6, 2011

33 Time: 7:00 p.m.

34 Location: Rincon Valley Regional Library – Santa Rosa

35
36 **ADJOURNMENT**

37 The meeting adjourned at 9:07 p.m. by acclamation.

38
39
40 _____
Clerk

ATTACHMENT A

Stephanie Kunkle

From: Nancy Cimino [nkc@sbcglobal.net]
Sent: Thursday, June 23, 2011 2:08 PM
To: Stephanie Kunkle
Subject: Letter to Commission 6-20-11

June 20, 2011

Dear Commissioners,

The motion (7.1) that is to be read by the Commission this Monday June 20, 2011, falsely gives the impression that the Branch Managers freely developed the public service schedule for reduction in hours. Claiming that this motion is "based on the Branch Managers' recommended schedule for Tuesday through Saturday and continuing to open the Central Library on Sundays from 2 p.m. to 6:00 p.m." is simply not true. Even your background statement assumes no responsibility for what has clearly been your decision to reduce the public service hours all along.

On March 4th, the Library presented their position to reduce the public service hours by 120, to close all branches of the Sonoma County Library on Mondays, and to continue the current public service hours for Sundays at the Central Branch. Two weeks ago, the Commission asked the Branch Managers to develop an alternative to the public service hours, while keeping within the parameters set by the Commission. Let's be clear here, the parameters set forth by the Commission allowed for very limited alternatives. Library Management and the Commission came up with the hours reduction, and the Branch Managers merely suggested a slightly less damning alternative given the tight parameters.

The motion as written, further insinuates that employees share in your belief that it's a necessity to reduce the public service hours. The Commission should be above attributing their perceptions and statements that support those perceptions to staff. The employees who represent the members of the bargaining unit, continue in our assertion that what you term as a "10% decline in revenue," is in our estimation a problem of allocation and over-inflated line items for expenditures in the Library's budget. How will you justify to the public and the press your decision to close all the libraries on Mondays, when the final figures for this year's budget do not reflect a million dollar deficit?

We are once again disappointed in this Administration, as this is just another attempt to spin the truth. The decision to reduce the public hours and then to set the public hours is a decision by the Library and the Commission, not a decision by the "employees". We ask that a transcript of this letter be entered into today's minutes.

Respectfully,

The Union members of the LMC



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	8.3.11	Regular	9.1

SUBJECT

Workplace Security Policy

RECOMMENDED ACTION

Adopt resolution on Workplace Security Policy

DRAFT MOTION

I MOVE BY RESOLUTION THAT THE SONOMA COUNTY LIBRARY COMMISSION ADOPT the Workplace Security Policy.

BACKGROUND

The Library has not had a policy on workplace violence, which was the subject of a CalOSHA complaint in December 2010.

The Commission reviewed the draft at its last regular meeting, and changes made in response to that discussion include the addition of information on the purpose and membership of the Safety Committee and a section in the regulations titled: Individual Employees and the Potential for Violence

FUTURE BOARD ACTIONS

None.

FISCAL IMPACT

None.

POLICY ISSUES

This is the first policy on workplace violence that the Library has had.

ATTACHMENTS

- Document #9.1.1 – Resolution Adopting the Workplace Security Policy
- Document #9.1.2 – Workplace Security Policy

SONOMA COUNTY LIBRARY COMMISSION

RESOLUTION NO.

RESOLUTION ADOPTING WORKPLACE SECURITY POLICY

1
2
3
4
5
6
7 **WHEREAS**, the Sonoma County Library Commission is responsible for administration of the
8 Library; and

9
10 **WHEREAS**, under the authority granted by the Joint Powers Agreement, the Sonoma County
11 Library Commission determines all Library policies; and

12
13 **WHEREAS**, a policy on workplace violence is a not only a legal requirement but is also
14 essential for a safe workplace; and

15
16 **WHEREAS**, the Sonoma County Library Commission is committed to the health and safety of
17 its employees.

18
19 **NOW, THEREFORE, BE IT RESOLVED, THAT** the Sonoma County Library Commission
20 adopts the Workplace Security Policy; and

21
22 **BE IT FURTHER RESOLVED, THAT** Sonoma County Library Commission directs the staff
23 to prepare procedures, implement all facets of the policy before December 2011, and provide
24 monthly reports to the Commission on the status of implementation.

1 SONOMA COUNTY LIBRARY
2 WORKPLACE SECURITY POLICY
3

4 I. **Purpose**
5

6 The purpose of this policy is to communicate the Library's commitment to provide a
7 safe work environment that is free of violence and the threat of violence in all Library
8 facilities and to establish the policy and regulations to create and maintain a secure
9 workplace.
10

11 II. **Policy**

12 A. The Sonoma County Library does not tolerate violence in the workplace. The
13 safety and security of employees is of the highest priority to the organization.
14 Threats of violence, threatening behavior or acts of violence against employees,
15 visitors, patrons, vendors conducting business with the Library or any person
16 using Library facilities will not be tolerated. In the event the Library fears for the
17 safety of the staff or others at the scene of the violent act, law enforcement will
18 be called.

19 B. All patrons, vendors or persons using Library facilities who make threats, exhibit
20 threatening behavior, or engage in violent acts against the life, health, well-being,
21 family or property of others while in any Library facility may have their Library
22 privileges restricted or terminated, may be removed from the premises or may be
23 subject to criminal penalties (please refer to the *Standards of Behavior* and the
24 *Enforcement Policy*).

25 C. All employees are responsible for maintaining a safe work environment.
26 Employees who make threats, exhibit threatening behavior, or engage in violent
27 acts against the life, health, well-being, family or property of others while at work
28 or at off-site Library-sponsored events may be removed from the premises, may
29 be subject to disciplinary action, up to and including termination, and may be
30 subject to criminal penalties. Any employee reported to be a perpetrator will be
31 provided both due process and representation before disciplinary action is taken.

32 D. All Library managers and supervisors are responsible for:

- 33 1. Ensuring that this policy is clearly communicated and understood by all
34 employees.
- 35 2. Providing training and/or counseling to employees on work practices
36 designed to ensure workplace security.

- 1 3. Evaluating the performance of all employees in complying with the Library's
2 workplace security measures.
- 3 4. Disciplining employees for failure to comply with workplace security practices.
- 4 5. Increasing their awareness of situations that could be harmful to employees.
- 5 E. Each Library employee is responsible for:
 - 6 1. Understanding the policy.
 - 7 2. Complying with the policy, procedures, and practices.
 - 8 3. Participating in meetings and training that support a secure workplace.
- 9 F. No one acting in good faith who initiates a complaint or reports an incident under
10 this policy will be subject to retaliation or harassment.

11 **III. Definitions**

- 12 A. Acts of Violence: The exertion of force or aggression with the intent of causing
13 injury or abuse.
- 14 B. Threats of Violence: A verbal expression or physical action, including remarks,
15 gestures or other forms of communication, that conveys an intent to commit a
16 violent act.
- 17 C. Categories of Workplace Violence: As defined by Cal/OSHA, there are three
18 levels of workplace violence:
 - 19 1. Type I workplace violence involves a violent act by an assailant with no
20 legitimate relationship to the workplace who enters the workplace to commit a
21 robbery or other criminal act.
 - 22 2. Type II involves a violent act or threat of violence by a recipient of a service
23 provided by the Library.
 - 24 3. Type III involves a violent act or threat of violence by a current or former
25 employee (including volunteers), supervisor or manager, or another person
26 who has some work-related involvement with the Library, such as an
27 employee's spouse or partner, an employee's relative or friend, or another
28 person who has a dispute with one of the Library's employees.
- 29 D. Library Safety Committee: A standing committee charged with advising Library
30 Management on safety issues, including but not limited to: recommending
31 policies that support a safe workplace; developing and implementing the
32 procedures to implement those policies; fostering a strong safety and health
33 culture throughout the Library, identifying key safety and health issues and
34 serving as a forum through which all employees may voice their concerns, issues
35 and questions about safety and health. Members of the Safety Committee will be

1 the Administrative Services Division Manager, the Human Resources Manager, a
2 representative of the Facilities Section, the Injury and Illness Prevention Program
3 (IIPP) Coordinator, and other staff as appointed from time to time.

4 **IV. Regulations**

5 A. Communication: In order to maintain a safe and secure workplace, the Library
6 must have open, two-way communication between all workers, including
7 managers and supervisors, on all workplace security issues without fear of
8 reprisal and in a form that is readily understandable. The communication system
9 will consist of the following items:

- 10 1. Periodic review of this Policy with all employees.
- 11 2. Review of this Policy with new employees during employee orientation.
- 12 3. Training programs designed to address specific aspects of workplace security
13 unique to the Library.
- 14 4. Regularly scheduled safety meetings with all personnel that include
15 workplace security discussions.
- 16 5. Posted or distributed workplace security information.
- 17 6. Reminders to employees to inform management about workplace security
18 hazards or threats of violence.
- 19 7. Protection for employees who report threats from retaliation by the person
20 making the threats.

21 B. Individual Employees and the Potential for Violence: The Library does not
22 discriminate against employees who are victims of violence or are potential
23 victims of violence. The Library will make every effort to create appropriate plans
24 and take appropriate action if an employee is a potential or actual victim.

25 Employees who have reason to believe that they or another Library employee
26 may become the victim of a violent act as a result of a domestic, work or other
27 situation shall notify their supervisor immediately so appropriate planning and
28 action may be taken. The supervisor shall inform the Division Manager and the
29 Human Resources Manager.

30 If an employee has a signed restraining order against an individual who
31 represents a threat and who would be in violation of the order by coming near the
32 employee while at work, that employee shall supply a signed copy of the order to
33 their supervisor and to the law enforcement agency with jurisdiction in the
34 location of the employee's workplace. The supervisor shall provide copies to the
35 appropriate Division Manager and to the Human Resources Manager.

1 C. Periodic Inspections: The Library's Safety Committee will perform periodic
2 inspections to identify and evaluate workplace security hazards and threats of
3 workplace violence. The initial workplace security inspection will take place
4 when this Policy is established. Inspections will also occur when new, previously
5 unidentified security hazards are recognized or whenever workplace security
6 conditions warrant an inspection.

7 The inspections will consist of identification and evaluation of workplace security
8 hazards for all three types of workplace violence. The hazards or situations that
9 threaten the security of employees shall be corrected in a timely manner.

10 D. Incident Investigations: The site manager/supervisor will report each incident of
11 workplace violence and will arrange to have it investigated immediately. The
12 investigation will include interviewing threatened or injured persons, examining
13 the workplace for security risk factors associated with the incident, determining
14 the cause of the incident, taking corrective action to prevent the incident from
15 recurring and recording the findings and corrective actions taken.

16 E. Training and Instruction: All employees, including managers and supervisors,
17 shall have periodic training and instruction on general and job-specific workplace
18 security practices.

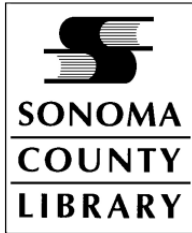
19 1. Training will be provided to:

- 20 a) All current employees at the time the Workplace Security Policy is
21 initially implemented.
- 22 b) All new hires during new hire orientation.
- 23 c) All employees transferred or re-assigned to new jobs.

24 2. This training will include:

- 25 a) Explanation of this Policy including measures for reporting any
26 violent acts or threats of violence.
- 27 b) Increasing the awareness of employees, supervisors, and
28 managers of the warning signs of potential workplace violence.
- 29 c) Recognition of workplace security hazards, including the risk
30 factors associated with the three types of workplace violence.
- 31 d) Measures to prevent workplace violence, including procedures for
32 reporting workplace security hazards or threats to managers and
33 supervisors.
- 34 e) Ways to defuse hostile or threatening situations.
- 35 f) Measures to summon others for assistance.

- 1 g) Determination of when to use the “buddy” system or other
2 assistance from co-employees.
- 3 h) Employee routes of escape.
- 4 i) Notification of law enforcement authorities when a criminal act may
5 have occurred.
- 6 j) Contact of emergency medical care in the event of any violent act.
- 7 k) Post-event trauma counseling for those employees desiring such
8 assistance.
- 9 l) Working and managing with respect and consideration for
10 employee well being.
- 11 m) General review of the Employee Assistance Program.



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	8.3.11	Regular	10.1

SUBJECT

Honor Wine Library Founder

RECOMMENDED ACTION

Approve recognition of the Wine Library Founder Millie Howie

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the designation of Millie Howie as the Founder of the Sonoma County Wine Library.

BACKGROUND

Document #10.1.1 is background information on this item prepared by Healdsburg Branch Manager Bo Simons.

Commission approval of this request is required by the “Policy on the Dedication on Collections, Rooms, and Other Areas So Noted,” which is Document 10.1.2.

FUTURE BOARD ACTIONS

None.

FISCAL IMPACT

None.

POLICY ISSUES

Under the Library’s policies, Commission action is required on this request.

ATTACHMENTS

Document #10.1.1 – Background Information

Document #10.1.2 – Policy on the Dedication of Collections, Rooms, and Other Areas So Noted”

Background on the Proposal to designate the Sonoma County Wine Library

The Healdsburg Library Advisory Board met on Thursday, June 2, 2011, and voted to recommend that the designation of the Sonoma County Wine Library be amended to read as follows: “Sonoma County Wine Library, Mildred Howie, Founder.”

Mildred “Millie” Howie was the guiding spirit and led the organizing efforts that cumulated in both the opening of the Sonoma County Wine Library and the new Healdsburg Regional Library Building in 1988. Fifteen years of organizing, community decision-making and fundraising led to the new Healdsburg Regional Library and the Sonoma County Wine Library. She later served as Sonoma County Library Commission from the 1990s through the early 2000’s.

In recognition of her service and dedication to the library, her close friend, Mike Fairchild, a member of the Healdsburg Library Advisory Board, sought some fitting permanent memorial. He at first wanted to name the entire Sonoma County Wine Library after her. Sandy Cooper informed him the process was to get the Healdsburg Library Advisory Board to approve any name change, and then forward that to the Library Commission. Mike brought it to the June 2, 2011, LAB meeting. In the discussion that followed it was mentioned that Millie was self-effacing and would not have wanted such a memorial. Her daughters had expressed reservations about her name on the library. Marvin Bowers, another LAB member, mentioned the Healdsburg Museum, that now occupies the old Library Carnegie building. Strong feelings were expressed to name it The Edwin Langhart Museum, but the city came up with a compromise: The sign out front reads: Healdsburg Museum, Edwin Langhart, Founder. Mike Fairchild liked this idea and moved that the signage on the Healdsburg Library be changed, so that both the outside sign and the inside entrance sign read: “Sonoma County Wine Library, Mildred Howie, Founder.” The move was seconded and passed on a unanimous voice vote.

Prepared by Bo Simons

SONOMA COUNTY LIBRARY COMMISSION

RESOLUTION NO. 510

**RESOLUTION ADOPTING POLICY ON THE DEDICATION OF
COLLECTIONS, ROOMS, AND OTHER AREAS SO NOTED**

WHEREAS, the Sonoma County Library Commission has exclusive policy jurisdiction over the operation and maintenance of the Library; and

WHEREAS, the Sonoma County Library Commission is responsible for all materials, equipment, furniture and supplies; and

WHEREAS, on occasion a collection, room or other area at a library or libraries is requested to be named in honor of an individual who has made a major contribution to the Sonoma County Library;

NOW, THEREFORE, BE IT RESOLVED that the Sonoma County Library Commission adopt the following policy on the dedication of collections, rooms and other areas so noted.

The Sonoma County Library Commission shall, upon the advice of the affected or related Library Advisory Board(s), be responsible for the dedication of all Library collections, rooms or other areas so noted.

DULY PASSED this 7th day of April , 1994

AYES: 6
NOES: 0
ABSENT: 1

APPROVED: *Dorothy Bertucci*
Chairman

ATTEST: *David Price*
Clerk



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	8.3.11	Regular	10.2

SUBJECT

Approve holiday schedule for Labor Day 2011

RECOMMENDED ACTION

Approve recommended closures

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the holiday schedule for Labor Day 2011 weekend.

BACKGROUND

The change in public service hours requires a review of service hours for weekends with a Monday holiday. This issue is subject to meet and confer. The other holidays will be covered in revisions to the MOU; however, with Labor Day just a few weeks away, the SEIU bargaining team has agreed to the schedule the Management Team proposed. That schedule now requires Commission approval:

Saturday, September 3, 2011: All libraries closed; holiday for employees who work Tuesday to Saturday schedule.

Sunday, September 4, 2011: Central Library closed

Monday, Labor Day, September 5, 2011: Holiday for employees who work Monday to Friday.

This schedule gives public service staff a long weekend and saves money by closing the Central Library on Sunday. To help reduce the public service staff workload after a 3-day closure, all book drops will be locked any time the Library is closed for three consecutive days or longer. Online services will be available.

FUTURE BOARD ACTIONS

Approve new holiday schedule.

FISCAL IMPACT

None.

POLICY ISSUES

Holiday schedules are a policy.

ATTACHMENTS



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	8.3.11	Regular	10.3

SUBJECT

Amend bylaws and modify meeting schedule

RECOMMENDED ACTION

Approve two motions: bylaws amendment and change to Commission Meeting schedule

DRAFT MOTION

- 1. I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION AMEND** its bylaws to change the regular meetings to the first Wednesday of each month.
- 2. I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION** approve the modified schedule for its meetings for the September through December 2011 to reflect the change in bylaws.

BACKGROUND

With the change in public service hours, all Libraries will be closed to the public on Mondays. To accommodate the change, the Commission needs to change its regular meeting day to the one evening the Library will be open, which is Wednesday.

The change in the bylaws is on line 12 of page 1.

FUTURE BOARD ACTIONS

None.

FISCAL IMPACT

None.

POLICY ISSUES

The bylaws are a Commission policy document.

ATTACHMENTS

- Document #10.3.1 - Commission Bylaws with amended language
- Document #10.3.2 - Modified Commission Schedule

Sonoma County Library

BYLAWS OF THE COMMISSION

1
2
3
4
5
6
7 Principal Office. The Principal office for the transaction of business of the Sonoma County Library
8 is located in the Central Library, Third and E Streets, City of Santa Rosa, County of Sonoma, State
9 of California 95404.

10
11 Time and Place of Regular Meetings. The Commission shall hold regular meetings on the first
12 ~~Monday~~ Wednesday of each month at 7:00 p.m. These meetings shall be held in the Board Room
13 of the Central Library, Third and E Streets, Santa Rosa.

14
15 Change In Time and Place of Meetings. A meeting may be changed as to time or location upon
16 approval of a majority of the Commissioners at least 24 hours prior to the regular time of meeting,
17 provided that written notice of such change of time or location is given to all Commissioners at
18 least 24 hours to the meeting time.

19
20 Special Meetings. Special meetings may be called with the approval of a majority of the
21 Commissioners. Notification of such special meetings shall be made to each Commissioner at
22 least 24 hours before the time of such meeting. The call and notice shall specify the time and
23 place of the special meeting and the business to be transacted.

24
25 Adjournment. The Commission may adjourn any regular, adjourned regular, special, or adjourned
26 special meeting to a time and place specified in the order of adjournment. Less than a quorum
27 may so adjourn from time to time. If all members are absent from any regular or adjourned regular
28 meeting the Clerk may declare the meeting adjourned to a stated time and place. Written
29 notification of such adjournment shall be made in accordance with law.

30
31 Quorum. A majority of the total number of Commissioners shall be necessary to constitute a
32 quorum for the transaction of business. Every action or decision, done or made, by a majority of
33 the Commissioners present at a meeting duly held at which a quorum is present shall be regarded
34 as the action of the Commission, unless a greater number be required by law.

35
36 Voting. All Commissioners shall have equal voting and other rights. Each Commissioner shall be
37 entitled to one vote, which shall be cast in person. Votes shall be taken by voice, except that a
38 vote shall be repeated by tally at the request of the Chair or any Commissioner.

39
40 Minutes. The minutes of every meeting shall be distributed prior to the next meeting to each
41 Commissioner, and to such other persons, agencies or firms as may request them. A complete set
42 of minutes as approved by the Commission and attested by the Clerk shall remain on file at the
43 principal office of the Commission, and shall be open to inspection by any person at all reasonable
44 times during office hours.

45
46 Chair. The Commission shall elect a Chair annually at its regular March meeting. The Chair shall
47 take office at the next meeting. The Chair shall be chosen from among the Commissioners. The

1 Chair shall hold office until s/he shall resign, be removed, or otherwise disqualified to serve, or a
2 successor shall be elected and qualified. It shall be the duty of the Chair to preside at meetings of
3 the Commission; to consult with the Clerk as necessary in the preparation of the agendas for
4 meetings of the Commission; to execute contracts and other instruments on behalf of the
5 Commission as authorized by the Commission; to appoint committees as necessary; and to
6 represent the Commission and the Library as occasion demands.

7
8 Vice-Chair. The Commission shall elect a Vice-Chair annually at its regular March meeting. The
9 Vice-Chair shall take office at the next meeting. The Vice-Chair shall be chosen from among the
10 commissioners. The Vice-Chair shall hold office until s/he shall resign, be removed, or otherwise
11 be disqualified to serve, or a successor shall be elected and qualified. The Vice-Chair shall, in the
12 absence or disability of the Chair, or when a vacancy exists in the office of Chair, perform all the
13 duties of the Chair, and when so acting shall have the powers of, and be subject to the restrictions
14 upon, the Chair.

15
16 Clerk. The Library Director shall be the Clerk of the Commission ex officio. It shall be the duty of
17 the Clerk to duplicate and mail notices and/or agendas in advance of meeting dates; to take and
18 cause to have transcribed the minutes of the meeting; to certify official documents of the
19 Commission; and to maintain such official records as are required. In the absence of the Clerk
20 s/he shall designate a staff member as Clerk Pro Tempore, or the Commission may designate one
21 of its members Clerk Pro Tempore. The Clerk Pro Tempore shall perform all the duties of the
22 Clerk and when so acting shall have the powers of, and be subject to the restrictions upon, the
23 Clerk.

24
25 Removal and Resignation. Any officer may resign and may be removed with or without cause by
26 the Commission at any time. A vacancy caused by death, resignation, or removal of any officer
27 may be filled immediately by the Commission.

28
29 Execution of Documents. The Commission may authorize any officer or officers, agent or agents,
30 to enter into any contract or execute any instrument in the name of and on behalf of the Library,
31 and such authority may be general or confined to specific instruments; and unless so authorized by
32 the Commission, no officer, agent or other person shall have any power or authority to bind the
33 Library by any contract or engagement or to pledge its credit or to render it liable for any purpose
34 or to any amount.

35
36 Rules of Order. The rules contained in Roberts Rules of Order, latest revised edition, shall govern
37 all meetings of the Commission, except in instances of conflict between said Rules of Order and
38 these Bylaws or the Agreement establishing the Sonoma County Library or provisions of law, in
39 which case the Rules of Order shall not apply.

40
41 Adoption of Bylaws. New bylaws may be adopted or these Bylaws may be amended or repealed
42 by majority vote at any regular meeting of the Commission at which a quorum is present.

43
44 State Law. Notwithstanding any provision of these Bylaws, the Commission shall conduct its
45 business in accordance with the Government Code and the Education Code of the State of
46 California and all other applicable laws.

**Sonoma County Library
LIBRARY COMMISSION 2011 MEETING SCHEDULE**

PROPOSED MODIFICATION – AUGUST 3, 2011

DAY	DATE	TIME	MEETING	LOCATION
Wednesday	August 3	7:00 p.m.	Regular meeting	Rincon Valley
Wednesday	September 7	7:00 p.m.	Regular meeting	TBD
Wednesday	October 5	7:00 p.m.	Regular meeting	Central
Wednesday	November 2	7:00 p.m.	Regular meeting	Central
Wednesday	December 7	7:00 p.m.	Regular meeting	Central



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	8.3.11	Regular	10.4

SUBJECT

Designate real property negotiator

RECOMMENDED ACTION

Designate negotiator

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION DESIGNATE the Library Director as its real property negotiator.

BACKGROUND

The Brown Act requires that:

Prior to the closed session, or on the agenda, the legislative body must identify its negotiator, the real property that the negotiations may concern and the names of the persons with whom its negotiator may negotiate. (Quote from Open & Public: A Guide to the Ralph M. Brown Act, League of California Cities, 2007)

FUTURE BOARD ACTIONS

Final action on any real estate transaction must be in open session.

FISCAL IMPACT

None.

POLICY ISSUES

ATTACHMENTS

1 procedures that requires each staff member to acknowledge the receipt of the
2 policies.
3

- 4 • Completed allocation of the 2011-12 Materials Budget, which was changed to
5 reflect usage patterns as indicated by statistical analysis. The budget for
6 nonfiction was decreased while fiction and audiovisual formats received an
7 increase. This year all nonfiction areas are being purchased systemwide in
8 order to be as effective and efficient as possible with our selection.
9
- 10 • Completed negotiations with our two major online resource vendors resulted in
11 a savings of almost \$19,000 and the addition of 4 new databases including self-
12 help legal and small business databases.
13
- 14 • Met with Supervisor Shirley Zane to hear her concerns about the way that the
15 communications regarding the change in public service hours were handled;
16 met with the head of the group Save Our Libraries, which is opposing the
17 change in service hours; and met with Commission Freis, David Ebright (Public
18 Affairs, Kaiser & a member of the Foundation Board), and Jim Leddy (County of
19 Sonoma Governmental Affairs) to discuss our communication strategy.
20
- 21 • Met with the Healdsburg City Manager and Assistant City Manager to discuss
22 the terms of a lease with the City.
23
- 24 • Worked with Elissa Alfano to schedule a meeting on Library finances with two
25 CPAs who are examining the library's budget on behalf of Save Our Libraries—
26 meeting will be on Friday, August 5, and will include the Library's CPA Will
27 Soper. Also, continue to try to schedule a meeting with Petaluma library users
28 who wants to write a letter to the press about the Library's reserves.
29

30 We are sure that's not all...but are too busy to remember all the other things we
31 did in June and July!

MONTHLY FINANCIAL REPORT
JUNE-JULY 2011

REPORTS ON PURCHASING

Three purchases exceeded the \$25,000 threshold and require reporting, but not approval, under the Delegation of Authority Policy.

Payee	Amount	Purpose
MNJ	\$33,323	Annual Computer Replacement ¹
OCLC, Inc.	\$32,700	CONTENT dm Software Two-Year License (Funded by the TOT Grant.)
Berkshire Hathaway	\$28,842	Worker's Compensation Insurance Binder and Deposit for FY 11-12

FOR INFORMATION – MAJOR EXPENDITURES WITH PRIOR APPROVAL

1. Payment to City of Sonoma - \$100,000

One major expenditure in June 2011 was approved by the Commission on August 2, 2010, as part of the Memorandum of Understanding with the City of Sonoma re: the library renovation project: The total cost of the project is \$2.3 million, which is being funded by the city.

2. Payment to Sirsi-Dynix - \$108,104.36

In July, the Library will pay for the annual maintenance on the computer system that supports the core functions of the Library—integrated library system (ILS) software and hardware. This is the second year of the five-year agreement approved by the Library Commission in June 2010 to cap annual increases at 4.5% per year. There are three new items now being covered by the agreement that add an additional \$5,146.16:

- \$1,124.79 for the addition of Mendocino's Round Valley branch into the Horizon system.
- \$2,657.56 for Horizon database server coming into billed maintenance after its initial maintenance from the original purchase expiring.
- \$1,363.81 for public catalog server coming into billed maintenance after its initial maintenance from the original purchase expiring.

Note to the Commission: In April 2010, the Library Commission adopted its Delegation of Authority Policy, which defines approval levels for purchases. After some discussion, staff decided to evaluate the implementation and will suggest potential modifications and review the policy with the Commission later this year.

¹ The Library replaces computers used by the staff and public every 5 years, meaning that each computer is replaced after five years of use. Computers are “cascaded” down when they are replaced—i.e., they are reassigned to other users—until they are out of warranty and no longer function. Even when they are taken out of service, the IT staff uses them for parts. After that, they are recycled.

END-OF-YEAR TRANSFERS

In order to better manage the Library's finances, the Commission and Management Team review and adjust the budget twice during the year—the mid-year January adjustments and the changes after the third quarter in April. Those modifications are not made in the County's online budgetary system. When expenditures in the Salary & Benefits section of the budget exceeded those in the original budget in the County's system, the Budget & Finance staff had to make additional adjustments to close the gap. Those changes are reflected in the report.

YEAR-END REVIEW OF BUDGET & ACTUALS

This report is an end-of-year summary of the Library's revenue and expenditures during the FY 10-11 fiscal year. The final closing had not been run by the County at the time this report was prepared, but the information provides an accurate picture of the results of FY 10-11.

It was not necessary to use fund balance for operating expenditures as has been true the past two years. Revenues were \$19,889 under projections, and operating expenditures were \$34,611 over budget. Fortunately, the bottom line is that expenditures were \$59,744 less than revenues this past year. The increased efforts of the Commission and management to monitor revenue and expenditures carefully throughout the year resulted in savings that offset personnel costs that exceeded expectations.

Capital expenditures totaled \$414,829, including \$70,256 for the two new delivery trucks. Other expenditures were primarily for the Library's contribution of \$100,000 for the Sonoma Valley Regional Library (SVRL) remodel and the costs of prepare Burlingame Hall to serve as the temporary location for SVRL.

Revenue

Actual revenue was \$19,889 under budget. Here is an overview of the variances.

- Lines 1000 -1266 – Taxes: The property tax revenues are 99.8% of the projections, or \$27,185 lower the April estimates.
- Lines 1700 - 1800 – Interest Earned: Interest income was lower than projections by \$7,942, or 80.1% of budget. The primary drop was in the interest the Library earns on property taxes.
- Lines 2081-3701 – Intergovernmental Revenues: The total revenue was \$16,744 below projections—with a \$25,071 deficit in state TBR funds.
- Lines 3019-3701 – Charges & Fees: The net revenues were higher than projected, with a \$33,135 increase in fines balancing out decreases in other areas.
- Lines 4020 – Miscellaneous Revenues: The bottom line is slightly higher than the projected income. Donations and reimbursements shown are only those that were used to cover expenditures during the year. The balance of gifts and donations are shown in the Special Revenue Fund.

Expenditures

Salary and benefit expenditures were \$137,953 over budget. Primary factors in this variance were:

- Line 5900 – Salary Savings: As a result of union negotiations, the Library increased the projected salary savings this year from \$45,000 to \$120,000. The actual salary savings totals only \$58,521.
- Line 5910 – Permanent Positions (Salaries): The projected savings from step increases was overstated, so salaries exceeded original projections.
- Line 5936 – Retiree Health Insurance: Expenditures were higher than anticipated because Medicare reimbursements to retirees were omitted during one of the revisions to the estimated budget.

Overall, expenditures for Services & Supplies were under budget by 2.3% (\$95,652), helping balance out the additional expenditures in Salaries & Benefits.

**SONOMA COUNTY LIBRARY
FY 2010-11
Year End Revenue & Expenditures**

SUMMARY

<u>Category</u>	FY 10-11 Apr Adjusted Budget	Budgetary Transfers ¹	Adjusted for Transfers	FY 10-11 June Actuals	Variance
Expenditures	\$15,766,645	(\$91,862)	\$15,674,783	\$15,684,224	(\$9,441)
Revenues	\$15,349,027	\$0	\$15,349,027	\$15,329,138	(\$19,889)
Total Use of Fund Balance	(\$417,618)		(\$325,756)	(\$355,085)	(\$29,329)
Operating Use of Fund Balance	\$97,382		\$114,244	\$59,744	(\$54,500)
Capital Use of Fund Balance	(\$515,000)		(\$440,000)	(\$414,829)	\$25,171

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

Revenues

<u>Category</u>	FY 10-11 Apr Adjusted Budget	Budgetary Transfers ¹	Adjusted for Transfers ¹	FY 10-11 June Actuals	Variance Over/(Under)
Taxes	13,971,263	\$0	13,971,263	\$13,944,078	(\$27,185)
Interest & Rent/concessions	\$39,900	\$0	39,900	\$31,958	(\$7,942)
Intergovernmental Revenues	651,904	\$0	651,904	635,160	(\$16,744)
Charges for Service	533,138	\$0	533,138	556,108	\$22,970
Miscellaneous Revenues	152,822	\$0	152,822	161,835	\$9,013
TOTAL	\$15,349,027	\$0	\$15,349,027	\$15,329,138	(\$19,889)

EXPENDITURES

<u>Category</u>	FY 10-11 Apr Adjusted Budget	Budgetary Transfers ¹	Adjusted for Transfers ¹	FY 10-11 June Actuals	Variance (Over)/Under
Salaries & Benefits	\$11,023,300	\$53,138	\$11,076,438	\$11,214,391	(\$137,953)
Services & Supplies	\$4,193,345	(\$70,000)	\$4,123,345	\$4,027,693	\$95,652
Long-Term Debt	\$35,000	\$0	\$35,000	\$27,309	\$7,691
Fixed Assets	\$515,000	(\$75,000)	\$440,000	\$414,829	\$25,171
TOTAL	\$15,766,645	(\$91,862)	\$15,674,783	\$15,684,224	(\$9,441)

SONOMA COUNTY LIBRARY						
JUNE 2011 FINANCIAL REPORT						
PART 1- REVENUE						
		JUNE	FY 10-11 APR	YEAR TO	VARIANCE	%
		ACTUAL	ADJ BUDGET	DATE TOTAL	Over/(Under)	REC'D
1000	PROPERTY TAXES - CY SECURED	741,309	14,215,922	14,146,026	(69,896)	99.5%
1008	REDEVELOPMENT		(1,541,193)	(1,541,193)	(0)	100.0%
1011	SB2557 PROP TAX ADMIN		(218,678)	(218,678)	(0)	100.0%
1014	AB 1290 RDA PASS-THRU	172	73,775	76,415	2,640	103.6%
1015	H&S 33401 RDA PASS-THRU	3,982	848,069	852,181	4,112	100.5%
1020	PROPERTY TAXES - CY SUPP	79,757	95,991	79,757	(16,234)	83.1%
1040	PROPERTY TAXES - CY UNSECURED	16,355	513,080	490,986	(22,094)	95.7%
1042	COST REIM-COLL DEL CY UNS	1,657	(13,547)	(11,889)	1,658	87.8%
1060	PROPERTY TAX - PY SECURED	58,108	(10,500)	58,108	68,608	-553.4%
1080	PROPERTY TAX - PY SUPPLEMENTAL	(2,136)	(1,200)	(2,136)	(936)	178.0%
1100	PROPERTY TAXES - PY UNSECURED	13,340	8,500	13,340	4,840	156.9%
1266	TIMBER YIELD TAX	117	1,044	1,161	117	111.2%
	TAXES	912,661	13,971,263	13,944,078	(27,185)	99.8%
1700	INTEREST ON POOLED CASH	9,159	30,000	29,003	(997)	96.7%
1701	INTEREST EARNED	2,630	9,500	2,630	(6,871)	27.7%
1800	RENTS/CONCESSIONS		400	326	(74)	81.5%
	USE OF MONEY/PROPERTY	11,789	39,900	31,958	(7,942)	80.1%
2081	ST - HIGHWAY RENTALS		100	0	(100)	0.0%
2440	ST - HOPTR	70,208	138,152	139,793	1,641	101.2%
2500	ST - OTHER		0	0	0	N/A
2563	ST - LIB - TBR REIMB		250,000	224,929	(25,071)	90.0%
2566	ST - LIB - PUBLIC LIB FUND		168,729	168,729	0	100.0%
2901	COUNTY	22,840	25,378	22,840	(2,538)	90.0%
2945	LIBRARY LITERACY	20,084	69,545	78,869	9,324	113.4%
	INTERGOVERNMENTAL REVENUES	113,132	651,904	635,160	(16,744)	97.4%
3019	NCPA-FEE FOR GOVT SVCS		31,640	31,640	0	100.0%
3480	LIBRARY FINES	54,404	395,000	428,135	33,135	108.4%
3482	WINE LIBRARY MEMBERSHIPS	1,735	16,000	12,215	(3,785)	76.3%
3483	LIBRARY POSTAGE RECOVERY		500	580	80	116.1%
3484	FINES-DELINQUENT COLLECTIONS	1,406	30,000	20,977	(9,023)	69.9%
3700	COPIER FEES	7,696	59,948	62,561	2,613	104.4%
3701	CHECK HANDLING FEES		50		(50)	0.0%
	CHARGES FOR SERVICES	65,240	533,138	556,108	22,970	104.3%
4020	OTHER SALES		0		0	N/A
4040	MISCELLANEOUS REVENUE	12,300	90,672	95,103	4,431	104.9%
4102	DONATIONS/REIMBURSEMENTS	9,654	55,000	66,377	11,377	120.7%
4106	REFUNDS	5	6,000	325	(5,675)	5.4%
4109	OUTDATED/CANCELED WARRANTS		1,000	30	(970)	3.0%
4113	RETURNED CHECKS	156	150	0	(150)	0.0%
	MISCELLANEOUS REVENUES	22,115	152,822	161,835	9,013	105.9%
	TOTAL REVENUE	1,124,937	15,349,027	15,329,138	(19,889)	99.9%

SONOMA COUNTY LIBRARY						
JUNE 2011 FINANCIAL REPORT						
PART 1- REVENUE						
		JUNE	FY 10-11 APR	YEAR TO	VARIANCE	%
		ACTUAL	ADJ BUDGET	DATE TOTAL	Over/(Under)	REC'D
1000	PROPERTY TAXES - CY SECURED	741,309	14,215,922	14,146,026	(69,896)	99.5%
1008	REDEVELOPMENT		(1,541,193)	(1,541,193)	(0)	100.0%
1011	SB2557 PROP TAX ADMIN		(218,678)	(218,678)	(0)	100.0%
1014	AB 1290 RDA PASS-THRU	172	73,775	76,415	2,640	103.6%
1015	H&S 33401 RDA PASS-THRU	3,982	848,069	852,181	4,112	100.5%
1020	PROPERTY TAXES - CY SUPP	79,757	95,991	79,757	(16,234)	83.1%
1040	PROPERTY TAXES - CY UNSECURED	16,355	513,080	490,986	(22,094)	95.7%
1042	COST REIM-COLL DEL CY UNS	1,657	(13,547)	(11,889)	1,658	87.8%
1060	PROPERTY TAX - PY SECURED	58,108	(10,500)	58,108	68,608	-553.4%
1080	PROPERTY TAX - PY SUPPLEMENTAL	(2,136)	(1,200)	(2,136)	(936)	178.0%
1100	PROPERTY TAXES - PY UNSECURED	13,340	8,500	13,340	4,840	156.9%
1266	TIMBER YIELD TAX	117	1,044	1,161	117	111.2%
	TAXES	912,661	13,971,263	13,944,078	(27,185)	99.8%
1700	INTEREST ON POOLED CASH	9,159	30,000	29,003	(997)	96.7%
1701	INTEREST EARNED	2,630	9,500	2,630	(6,871)	27.7%
1800	RENTS/CONCESSIONS		400	326	(74)	81.5%
	USE OF MONEY/PROPERTY	11,789	39,900	31,958	(7,942)	80.1%
2081	ST - HIGHWAY RENTALS		100	0	(100)	0.0%
2440	ST - HOPTR	70,208	138,152	139,793	1,641	101.2%
2500	ST - OTHER		0	0	0	N/A
2563	ST - LIB - TBR REIMB		250,000	224,929	(25,071)	90.0%
2566	ST - LIB - PUBLIC LIB FUND		168,729	168,729	0	100.0%
2901	COUNTY	22,840	25,378	22,840	(2,538)	90.0%
2945	LIBRARY LITERACY	20,084	69,545	78,869	9,324	113.4%
	INTERGOVERNMENTAL REVENUES	113,132	651,904	635,160	(16,744)	97.4%
3019	NCPA-FEE FOR GOVT SVCS		31,640	31,640	0	100.0%
3480	LIBRARY FINES	54,404	395,000	428,135	33,135	108.4%
3482	WINE LIBRARY MEMBERSHIPS	1,735	16,000	12,215	(3,785)	76.3%
3483	LIBRARY POSTAGE RECOVERY		500	580	80	116.1%
3484	FINES-DELINQUENT COLLECTIONS	1,406	30,000	20,977	(9,023)	69.9%
3700	COPIER FEES	7,696	59,948	62,561	2,613	104.4%
3701	CHECK HANDLING FEES		50		(50)	0.0%
	CHARGES FOR SERVICES	65,240	533,138	556,108	22,970	104.3%
4020	OTHER SALES		0		0	N/A
4040	MISCELLANEOUS REVENUE	12,300	90,672	95,103	4,431	104.9%
4102	DONATIONS/REIMBURSEMENTS	9,654	55,000	66,377	11,377	120.7%
4106	REFUNDS	5	6,000	325	(5,675)	5.4%
4109	OUTDATED/CANCELED WARRANTS		1,000	30	(970)	3.0%
4113	RETURNED CHECKS	156	150	0	(150)	0.0%
	MISCELLANEOUS REVENUES	22,115	152,822	161,835	9,013	105.9%
	TOTAL REVENUE	1,124,937	15,349,027	15,329,138	(19,889)	99.9%

SONOMA COUNTY LIBRARY									
JUNE 2011 FINANCIAL REPORT									
PART 11 - EXPENDITURES									
		JUNE	FY 10-11 APR	June		YEAR TO	ENCUMBERED	VARIANCE	
		ACTUAL	ADJ BUDGET	TRANSFERS	ADJ BUDGET	DATE TOTAL		(Over)/Under	
									%
5900	VACANCY FACTOR	0	(121,000)		(121,000)	(58,521)		(62,479)	48.4%
5910	PERM POSITIONS	758,993	7,190,056	20,000	7,210,056	7,268,518		(58,462)	100.8%
5911	EXTRA HELP	62,172	616,127	6,375	622,502	622,577		(75)	100.0%
5920	RETIREMENT CONTRIB	0	26,167		26,167	26,167		0	100.0%
5923	PERS	123,232	1,030,859		1,030,859	1,053,557		(22,698)	102.2%
5924	MEDICARE	10,694	94,284		94,284	97,376		(3,092)	103.3%
5925	DEFERRED COMP	1,334	23,000		23,000	20,609		2,391	89.6%
5930	HEALTH INS	55,295	1,176,592		1,176,592	1,187,010		(10,418)	100.9%
5931	DISABILITY INS	2,860	35,496		35,496	31,465		4,031	88.6%
5932	DENTAL INS	13,604	164,576		164,576	163,881		695	99.6%
5933	LIFE INS	620	8,128		8,128	7,018		1,110	86.3%
5934	VISION INS	1,959	23,386		23,386	23,277		109	99.5%
5935	UNEMPLOYMENT INS	241	20,000		20,000	18,460		1,540	92.3%
5936	RETIREE HEALTH INS	60,603	530,000	26,763	556,763	558,909		(2,146)	100.4%
5940	WORKERS' COMP	960	205,629		205,629	194,089		11,540	94.4%
	SALARIES/BENEFITS	1,092,567	11,023,300	53,138	11,076,438	11,214,391	0	(137,953)	101.2%
6040	COMMUNICATIONS	25	12,000		12,000	9,080		2,920	75.7%
6041	DATA LINES	2,620	50,000		50,000	37,954		12,046	75.9%
6043	ALARM SYSTEMS	571	10,000		10,000	8,528		1,472	85.3%
6045	TELEPHONE SERVICE	4,119	30,000		30,000	26,208		3,792	87.4%
6048	CELL PHONE SERVICE	286	2,000		2,000	1,767		233	88.3%
6049	UNCLAIMABLE COMM		50		50	0		50	0.0%
6084	JANITORIAL SUPPLIES	5,357	26,000		26,000	28,449		(2,449)	109.4%
6085	JANITORIAL SERVICES	29,570	170,000		170,000	185,216		(15,216)	109.0%
6103	LIABILITY INSURANCE		71,631		71,631	67,679		3,952	94.5%
6140	MAINT EQUIP-IT		175,000		175,000	144,759		30,241	82.7%
6152	MAINT EQUIP-PARTS	171	11,545		11,545	11,508		37	99.7%
6153	MAINT EQUIP-OUTSIDE	3,037	50,000		50,000	44,588		5,412	89.2%
6180	MAINT-BLDGS/IMP	7,786	54,000		54,000	63,595		(9,595)	117.8%
6190	LANDSCAPE SERVICE	10,656	37,800		37,800	40,614		(2,814)	107.4%
6226	MAINT-BLDGS/IMP-PARTS		10,000		10,000	4,646		5,354	46.5%
6280	MEMBERSHIPS		10,000		10,000	8,646		1,354	86.5%
6401	OFFICE EXPENSE	11,430	40,000		40,000	44,345		(4,345)	110.9%
6410	POSTAGE	1,483	48,715	(10,000)	38,715	37,843		872	97.7%
6430	PRINTING SERVICES	1,225	45,536	(10,000)	35,536	32,873		2,663	92.5%
6452	PAPER STOCK	2,115	15,684		15,684	16,572		(888)	105.7%
6517	BRANCH NETWORKING	4,850	10,000		10,000	14,673		(4,673)	146.7%
6518	OCLC	637	30,000		30,000	32,091		(2,091)	107.0%
6521	COUNTY SERVICES	131,116	131,116		131,116	129,954		1,162	99.1%
6540	CONTRACT SERVICES	8,653	156,226	(25,000)	131,226	130,386		840	99.4%
6553	SECURITY SERVICES	10,334	65,000		65,000	59,255		5,745	91.2%
6570	CONSULTING SERVICES	7,036	15,000		15,000	16,841		(1,841)	112.3%
6589	PERMITS		274		274	238		36	86.9%
6610	LEGAL SERVICES	17,421	40,797		40,797	63,429		(22,632)	155.5%
6630	AUDIT/ACCOUNTING	26,190	26,190		26,190	24,250		1,940	92.6%
6631	BOOKKEEPING	2,395	22,500		22,500	19,996		2,504	88.9%
6800	PUBLIC/LEGAL NOTICES		1,000		1,000	696		304	69.6%
6820	RENT/LEASES-EQUIP	197	8,000		8,000	4,390		3,610	54.9%
6840	RENTS/LEASES-BLDG	921	12,000		12,000	11,052		948	92.1%
6847	BURLINGAME HALL	2,872	0		0	2,872		(2,872)	N/A
6880	FACILITIES EQUIPMENT		10,000		10,000	5,222		4,778	52.2%
6881	LIBRARY EQUIPMENT	265	37,739		37,739	2,364	10,500	24,875	34.1%
6882	GIFT EQUIPMENT	2,177	15,082		15,082	8,102	2,700	4,280	71.6%
6889	SOFTWARE	9,902	79,609	(20,000)	59,609	44,305		15,304	74.3%
6890	COMPUTER HARDWARE	68,578	115,000		115,000	89,236		25,764	77.6%
6891	SMALL EQUIPMENT-IT	4,655	45,000		45,000	41,321		3,679	91.8%

SONOMA COUNTY LIBRARY									
JUNE 2011 FINANCIAL REPORT									
PART 11 - EXPENDITURES									
		JUNE	FY 10-11 APR	June		YEAR TO	ENCUMBERED	VARIANCE	
		ACTUAL	ADJ BUDGET	TRANSFERS	ADJ BUDGET	DATE TOTAL		(Over)/Under	
7000	LIBRARY & OTHER SUPPLIES	2,122	30,000		30,000	28,658	1,100	242	99.2%
7020	SUMMER READING	23,197	25,967		25,967	36,337		(10,370)	139.9%
7030	PROGRAMMING ADULT	130	12,228		12,228	10,105		2,123	82.6%
7035	PROGRAMMING JUVENILE	2,814	12,228		12,228	15,945		(3,717)	130.4%
7110	PROF DEVELOPMENT	492	10,000		10,000	8,083		1,917	80.8%
7120	IN-SERVICE TRAINING	0	5,000		5,000	2,640		2,360	52.8%
7180	LITERACY PROGRAM	37,113	122,636		122,636	111,035		11,601	90.5%
7187	MATERIALS MGT SUPPLIES	5,118	40,000	(5,000)	35,000	32,816		2,184	93.8%
7190	BOOKS/MATERIALS	379,523	1,663,000		1,663,000	1,663,000		0	100.0%
7191	BINDING	2,373	10,000		10,000	7,893		2,107	78.9%
7301	COUNTY CAR EXPENSE	4,547	30,409		30,409	32,884		(2,475)	108.1%
7302	TRAVEL EXPENSE	0	1,000		1,000	0		1,000	0.0%
7303	MILEAGE & PARKING	5,448	60,000		60,000	59,308		692	98.8%
7320	UTILITIES	76,689	480,000		480,000	489,148		(9,148)	101.9%
7400	SO CO INFO TECHNOLOGY	0	383		383	0		383	0.0%
	SERVICES/SUPPLIES	760,912	4,193,345	(70,000)	4,123,345	4,013,393	14,300	95,652	97.7%
7910	CAPITAL LEASES	4,249	35,000		35,000	27,309	0	7,691	78.0%
	OTHER CHARGES	4,249	35,000	0	35,000	27,309	0	7,691	78.0%
	OPERATING EXPENDITURES	1,857,727	15,251,645	(16,862)	15,234,783	15,255,094	14,300	(34,611)	100.2%
8510	BUILDING IMPROVEMENT	159,681	300,000		300,000	334,817		(34,817)	111.6%
8560	EQUIPMENT	0	100,000		100,000	70,256		29,744	70.3%
8562	COMPUTER EQUIPMENT	7,462	85,000	(75,000)	10,000	9,757		243	97.6%
8570	FURNITURE/FIXTURES	0	30,000		30,000	0		30,000	0.0%
	FIXED ASSETS	167,144	515,000	(75,000)	440,000	414,829	0	25,171	94.3%
	TOTAL EXPENDITURES	2,024,871	15,766,645	(91,862)	15,674,783	15,669,924	14,300	(9,441)	100%

SONOMA COUNTY LIBRARY
GIFTS AND DONATIONS REPORT
 4th 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	\$10,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,050.00
2	System-All Other	\$1,250.00	\$48,295.35	\$0.00	\$0.00	\$88.00	\$0.00	\$49,633.35
3	History & Genealogy	\$5,000.00	\$20.00	\$0.00	\$0.00	\$125.00	\$0.00	\$5,145.00
4	Literacy	\$0.00	\$0.00	\$0.00	\$0.00	\$1,025.00	\$0.00	\$1,025.00
5	Central	\$14,336.00	\$0.00	\$0.00	\$0.00	\$1,422.35	\$0.00	\$15,758.35
6	Cloverdale	\$150.00	\$0.00	\$0.00	\$0.00	\$48.55	\$0.00	\$198.55
7	Guerneville	\$4,335.00	\$0.00	\$0.00	\$0.00	\$143.81	\$0.00	\$4,478.81
8	Healdsburg	\$3,500.00	\$0.00	\$0.00	\$0.00	\$37.30	\$0.00	\$3,537.30
9	Northwest	\$9,278.00	\$0.00	\$0.00	\$0.00	\$19.41	\$0.00	\$9,297.41
10	Occidental	\$0.00	\$0.00	\$0.00	\$0.00	\$30.18	\$0.00	\$30.18
10	Petaluma	\$2,114.62	\$0.00	\$0.00	\$0.00	\$2,043.98	\$13,079.73	\$17,238.33
11	Rincon Valley	\$10,768.00	\$0.00	\$0.00	\$0.00	\$167.50	\$0.00	\$10,935.50
12	Rohnert Park	\$2,489.88	\$0.00	\$0.00	\$0.00	\$125.91	\$0.00	\$2,615.79
13	Sebastopol	\$1,790.00	\$0.00	\$0.00	\$0.00	\$1,047.01	\$0.00	\$2,837.01
14	Sonoma	\$5,000.00	\$0.00	\$0.00	\$0.00	\$1,335.00	\$0.00	\$6,335.00
##	Windsor	\$4,900.00	\$0.00	\$0.00	\$0.00	\$147.58	\$0.00	\$5,047.58
17	Wine Library	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
18	TOTALS BY SOURCE	\$64,911.50	\$58,365.35	\$0.00	\$0.00	\$12,806.58	\$13,079.73	\$149,163.16

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

SOURCE OF FUNDS

DONOR DESIGNATION		Friends	Fund Development Office	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	\$10,050.00	\$0.00	\$0.00	\$506.05	\$0.00	\$10,556.05
2	System-All Other	\$1,250.00	\$0.00	\$72,845.35	\$0.00	\$0.00	\$1,477.91	\$37,749.83	\$113,323.09
3	History & Genealogy	\$17,400.00	\$0.00	\$1,020.00	\$0.00	\$0.00	\$612.00	\$0.00	\$19,032.00
4	Literacy	\$6,762.00	\$0.00	\$100.00	\$0.00	\$0.00	\$1,190.00	\$0.00	\$8,052.00
5	Central	\$39,716.00	\$0.00	\$4,181.04	\$0.00	\$0.00	\$2,404.54	\$0.00	\$46,301.58
6	Cloverdale	\$1,825.00	\$0.00	\$869.67	\$0.00	\$0.00	\$1,722.45	\$0.00	\$4,417.12
	Forestville	\$0.00	\$0.00	\$156.20	\$0.00	\$0.00	\$339.92	\$0.00	\$496.12
7	Guerneville	\$4,335.00	\$0.00	\$961.94	\$0.00	\$0.00	\$747.37	\$0.00	\$6,044.31
8	Healdsburg	\$11,375.00	\$0.00	\$2,828.18	\$0.00	\$0.00	\$800.82	\$0.00	\$15,004.00
9	Northwest	\$24,063.00	\$0.00	\$986.11	\$0.00	\$0.00	\$288.20	\$0.00	\$25,337.31
10	Occidental	\$0.00	\$0.00	\$1,126.83	\$0.00	\$0.00	\$78.29	\$0.00	\$1,205.12
10	Petaluma	\$3,052.62	\$0.00	\$2,247.58	\$0.00	\$0.00	\$4,476.24	\$13,079.73	\$22,856.17
11	Rincon Valley	\$33,663.00	\$0.00	\$1,263.45	\$0.00	\$0.00	\$1,423.50	\$0.00	\$36,349.95
12	Rohnert Park	\$46,672.88	\$0.00	\$0.00	\$0.00	\$0.00	\$463.70	\$0.00	\$47,136.58
13	Sebastopol	\$7,384.00	\$0.00	\$1,920.14	\$0.00	\$0.00	\$1,685.38	\$4,350.26	\$15,339.78
14	Sonoma	\$5,700.00	\$0.00	\$2,230.58	\$0.00	\$0.00	\$2,761.50	\$0.00	\$10,692.08
##	Windsor	\$14,512.19	\$0.00	\$833.28	\$0.00	\$0.00	\$1,250.06	\$0.00	\$16,595.53
17	Wine Library	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00
18	TOTALS BY SOURCE	\$217,710.69	\$0.00	\$103,620.35	\$0.00	\$0.00	\$37,227.93	\$55,179.82	\$413,738.79



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	8.3.11	Regular	12

SUBJECT

Library Advisory Board Appointments

RECOMMENDED ACTION

Adopt appointments by resolution.

DRAFT MOTIONS

12.1.1. Appointment to a vacant position on the Windsor Library Advisory Board:

I MOVE, BY RESOLUTION, THAT THE SONOMA COUNTY LIBRARY COMMISSION APPOINT Pamela Arnold to the vacant position on the Windsor Regional Library Advisory Board for a term ending June 30, 2015.

12.1.2. Appointment to a vacant position on the Rohnert Park-Cotati Library Advisory Board:

I MOVE, BY RESOLUTION, THAT THE SONOMA COUNTY LIBRARY COMMISSION APPOINT Breanna Walsh to the vacant youth position on the Rohnert Park-Cotati Regional Library Advisory Board for a term ending June 30, 2012.

BACKGROUND

The following appointments are ready to be made:

- Windsor Library Advisory Board, Vacant Position. Term expires June 30, 2015.
 - Rohnert Park-Cotati Library Advisory Board, Vacant Youth Position. Term expires June 30, 2012.
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FUTURE BOARD ACTIONS

None

FISCAL IMPACT

None

POLICY ISSUES

None

ATTACHMENTS

None