



**LIBRARY COMMISSION AGENDA
REGULAR MEETING**

Wednesday, September 21, 2011 at 6:30 p.m.

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

PLEASE NOTE NEW START TIME IS 6:30 P.M.

1. CALL TO ORDER

2. ANNOUNCEMENTS, INTRODUCTIONS & SPECIAL PRESENTATION

3. PUBLIC APPEARANCES

Members of the public who wish to address the Commission should request recognition at this time.

See guidelines for public appearances at the bottom of the agenda.

4. PRESENTATION & INFORMAL DISCUSSION

The Library Commission has set aside 15 minutes for a presentation and informal discussion with members of Sonoma County Save Our Libraries (SOCOSOL).

5. CLOSED SESSION

5.1. 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

6. OPEN SESSION

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

7. APPROVAL OF MINUTES

7.1. Minutes of the August 3, 2011 Regular Meeting (1 Document)

8. CORRESPONDENCE & PRESS COVERAGE

9. 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.

9.1. Approve updated class specification for the Librarian III classification.

10. ACTION ITEMS BY RESOLUTION

10.1. Adopt resolution requesting line of credit (2 Documents)

Annually, the Commission adopts a resolution requesting that the County of Sonoma provide a line of credit to cover the Library's cash flow.

11. ACTION ITEMS BY MOTION

There are no action items by motion.

12. DISCUSSION ITEMS

12.1. Management Report

12.1.1. Progress on Priorities, Issues and Challenges (1 Document)

Management will respond to questions from the Commission about activities in the past six weeks. (Note: Financial matters will be discussed as part of Item #12.2.)

12.2. Financial Reports & Revised 11-12 Budget (2 Documents)

Discussion of FY 10-11 final revenue and expenditures and revised budget for FY 11-12.

12.2.1. End of year report for FY 2010-2011

12.2.2. Revised Budget for FY 11-12

13. LIBRARY ADVISORY BOARDS

13.1. Ready for Appointment

13.1.1. Rohnert Park-Cotati Regional Library Advisory Board, Vacant Position

13.1.2. Santa Rosa Libraries Advisory Board, Vacant Position

14. COMMISSION INFORMATION ITEMS

15. DATE AND TIME OF NEXT MEETING

Meeting: Regular Commission Meeting

Date: Wednesday, October 5, 2011

Time: 6:30 p.m.

Location: Central Library – Santa Rosa

16. 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, September 15, 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	9.21.11	Regular	7

SUBJECT

August Meeting Minutes

RECOMMENDED ACTION

APPROVE Minutes of the August 3, 2011 Regular Meeting.

DRAFT MOTIONS

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the minutes of the Regular Meeting on August 3, 2011, as presented. (or, as corrected)

BACKGROUND

None

FUTURE BOARD ACTIONS

None

FISCAL IMPACT

None

POLICY ISSUES

None

ATTACHMENTS

Document #7.1 - Draft Minutes

1
2
3 **Sonoma County Library**
4 **Minutes of the Library Commission**
5 **August 3, 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 7:05 p.m. in Rincon Valley Regional Library's Forum Room.
11

12 Commissioners present: Arnold, Colbert, Freis, Kelley, May, and Whistler.
13 Commissioner Dell'Osso 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;
18 Technical Support Specialist II Denise Lewers; ILS Manager Mike Dawe; Collections
19 Manager Kathy Dennison; Branch Manager Bo Simons; Librarian Steve Alcorta;
20 Accounting Assistants Patsy Vandenberg and Ruth Gifford; Delivery Person Ron
21 Cecena; and Administrative Aide Stephanie Kunkle.
22

23 Guests and observers present: Healdsburg Library Advisory Board members Marvin
24 Bowers and Mike Fairchild.
25

26 **ANNOUNCEMENTS INTRODUCTIONS & SPECIAL PRESENTATION**

27 Chair Kelley announced that History and Genealogy Library Associate Katherine
28 Rinehart designed an exhibit on the history of the Sonoma County Fair. Cooper
29 added that the Library was using transportation occupancy tax money to translate the
30 exhibit into a digital format for the Library website.
31

32 Kelley also announced that the Library is a partner for The Sonoma County Book
33 Festival, which is scheduled for Saturday, September 24.
34

35 Chair Kelley made three service award presentations to recognize staff members.
36 Background information was read on all three staff prior to the presentations.
37 Materials Management Division Manager Jaime Anderson was presented with a 5-yr
38 framed certificate; Collections Manager Kathy Dennison, who will be retiring in a few
39 weeks, was presented with a 10-year award, and Public Services Division Manager
40 Kiyoko Okazaki was recognized for 35 years of service. Children's Services
41 Coordinator Kathy DeWeese was not present to receive her 5-year certificate.
42

43 **PUBLIC APPEARANCES**

44 Sonoma County Save Our Libraries representative Neil Herring from Sebastopol
45 read a letter to the Commission which requested the Commission to rescind its
46 Library closing decision. The letter also asked the Commission to place Save Our
47 Libraries on the September 7 meeting agenda to discuss their strategy.
48

1 Librarian Steve Alcorta distributed two letters to the Commission and read them
2 aloud; one was to the Commission and the other was to Director Cooper. Allegations
3 were made regarding Director Cooper's discourteous and hostile behavior and her
4 aggression. Represented employees requested that the Commission address these
5 concerns with an apology from the Director and a written response from the
6 Commission.

7
8 A response letter from Central Library Manager Debbie Hand was read by Chair
9 Kelley which stated that the conversation between Hand and Director Cooper was a
10 collegial interaction, though a bit too loud, as they sat in the public area while the
11 Library was closed. She denied all the allegations against Director Cooper.

12
13 **10.1. Approve request to recognize Millie Howie (2 Documents)**

14 Commissioner Colbert asked that the item to approve the request to recognize
15 Millie Howie as Wine Library Founder be moved up in the agenda to
16 accommodate the two Healdsburg Library Advisory Board members Marvin
17 Bowers and Mike Fairchild who were attending the meeting. Chair Kelley agreed
18 to do so.

19
20 **M/S/C (May/Freis)** moved that the Sonoma County Library Commission approve
21 the designation of Millie Howie as the Founder of the Sonoma County Wine
22 Library.

23 AYES (6): Arnold, Colbert, Freis, Kelley, May, and Whistler.

24 ABSENT (1): Dell'Osso

25
26 Commissioner Colbert asked if any of the public wanted to speak. Both Bowers
27 and Fairchild spoke briefly about Millie Howie's leadership in founding the Wine
28 Library, explaining the recommendation came from the Healdsburg Library
29 Advisory Board. Director Cooper added that she was a former Commissioner
30 and a driving force behind the Wine Library.

31
32 **CLOSED SESSION**

33 Pursuant to California Government Code §54957, the Library Commission met in
34 closed session at 7:22 p.m. to confer with agency labor negotiator Kelly Tuffo to
35 consider labor negotiations. Tuffo joined the meeting by conference call.

36
37 **OPEN SESSION**

38 The Commission reconvened in open session at 8:24 pm. Chair Kelley reported that
39 the Commission approved three tentative agreements with SEIU: one regarding the
40 extension of the FY 10-11 Memorandum of Understanding (MOU) contract until
41 September 15, 2011; one regarding scheduling guidelines; and one regarding the
42 transition period for Sunday scheduling.

43
44 **APPROVAL OF MINUTES** – Minutes of the June 6, 2011 Regular Meeting and June 20,
45 2011 Special Meeting

46 **M/S/C (May/Colbert)** moved that the Sonoma County Library Commission approve
47 the minutes of the regular meeting on June 6, 2011, and the special meeting on June
48 20, 2011, as presented.

1 AYES (6): Arnold, Colbert, Freis, Kelley, May, and Whistler.

2 ABSENT (1): Dell'Osso

3
4 **CORRESPONDENCE & PRESS COVERAGE**

5 Correspondence included three letters to the Commission requesting that they
6 rescind the Library closure decision; one email in favor of the new hours; and one
7 email regarding the policy on Library card renewals.

8
9 The clippings folder included two articles from *The Press Democrat*: "Libraries to Cut
10 Hours, Close Mondays," and "Sonoma Valley Library Closure Begins Saturday." *The*
11 *Community Voice* included an article "Coffeegrunds: Hopes to Save Library from
12 Cutbacks Are Fading Away."

13
14 **CONSENT CALENDAR**

15 There were no consent items.

16
17 **ACTION ITEMS BY RESOLUTION**

18 **9.1. Adopt Workplace Security Policy**

19 Cooper said that staff had made changes to the proposal Workplace Security
20 Policy in response to the concerns voiced by the Commission during the June 6,
21 2011 meeting, including the addition of information on the purpose; safety
22 committee membership; and a section "Individual Employees and the Potential for
23 Violence."

24
25 **M/S/C (Arnold/Freis)** moved by resolution that the Sonoma County Library
26 Commission adopt the Workplace Security Policy.

27 AYES (6): Arnold, Colbert, Freis, Kelley, May, and Whistler.

28 ABSENT (1): Dell'Osso

29
30 **ACTION ITEMS BY RESOLUTION**

31 **10.2. Approve holiday closures for Labor Day Weekend**

32 Labor Day is the first Monday holiday following the change in service hours that
33 includes being closed to the public on Monday. Management is proposing that
34 the Library be closed on Saturday as well as Labor Day, so that public service
35 staff may have a long weekend. She noted that management is also planning to
36 close the bookdrop when the Library is closed for three or more days.

37
38 **M/S/C (May/Freis)** moved that the Sonoma County Library Commission approve
39 the holiday schedule for Labor Day 2011 weekend.

40 AYES (6): Arnold, Colbert, Freis, Kelley, May, and Whistler.

41 ABSENT (1): Dell'Osso

42
43 **10.3. Approve changes to Commission regular meeting date (2 Documents)**

44 **10.3.2. Approve bylaws change**

45 A discussion was held regarding proposed new start times. A 6 p.m. start
46 time was discussed, but Freis responded that some of the Commissioners
47 worked full time and it would be hard to accommodate. A second option
48 discussed was 6:30 p.m. It was suggested to pilot a 6:30 p.m. start time

1 through the end of year. All agreed to try the new start time.

2
3 **M/S/C (Whistler/May)** moved that the Sonoma County Library Commission
4 amend its bylaws to change the regular meetings to the first Wednesday of
5 each month at 6:30 p.m.

6 AYES (6): Arnold, Colbert, Freis, Kelley, May, and Whistler.

7 ABSENT (1): Dell'Osso

8
9 **10.3.3. Approve meeting schedule for balance of 2011**

10 **M/S/C (Whistler/Arnold)** moved that the Sonoma County Library Commission
11 approve the modified schedule for its meetings for the September through
12 December 2011 to reflect the change in bylaws.

13 AYES (6): Arnold, Colbert, Freis, Kelley, May, and Whistler.

14 ABSENT (1): Dell'Osso

15
16
17 **10.4 Designate agency negotiator for real estate transactions**

18 Per the Brown Act, prior to a closed session or being on the agenda, the
19 Commission must identify its negotiator, the real property concerned, and names
20 of persons with whom its negotiator may negotiate.

21
22 Commissioner Whistler asked about past practice. Director Cooper responded
23 that we have not had any real estate negotiations until recently, when she had to
24 negotiate the terms of the lease for temporary space in Sonoma. Chair Kelley
25 said we should designate her for the time being. Colbert suggested adding the
26 word "principal" to the motion. Cooper discussed Sebastopol, Healdsburg, and
27 Guerneville and how their leases worked.

28
29 **M/S/C (Colbert/Freis)** moved that the Sonoma County Library Commission
30 designate the Library Director as its principal real property negotiator.

31 AYES (6): Arnold, Colbert, Freis, Kelley, May, and Whistler.

32 ABSENT (1): Dell'Osso

33
34
35 **DISCUSSION ITEMS**

36 **11.1. Management Report**

37 **11.1.1. Progress on Priorities, Issues & Challenges**

38 Commissioner Whistler requested an update on the Sebastopol remodel.

39 Cooper reported that the architects had met with the staff at the Sebastopol
40 Library and that design work is well under way. She added that the Petaluma
41 agreement is signed, and Sonoma construction began yesterday.

42
43 Burlingame Hall was scheduled to open on August 23 if all went well. Arnold
44 said that the Sonoma Valley Friends held a wine and cheese party for the
45 staff. Cooper reported that the moving costs came in at \$11,000, well under
46 budget; however, because Comcast Business Service may not be available to
47 the temporary location, networking costs may be over budget.

1 Cooper said that the Save Our Libraries (SOL) accountant was meeting with
2 staff on Friday, and the Library's CPA Will Soper will be at the meeting.
3 Commissioner Freis requested a formal presentation from SOL and wants to
4 invite them to the September 7 Commission meeting to speak with a limit of
5 15 minutes.
6

7 **11.1.2. Monthly Financial Report**

8 Commissioner Whistler reviewed the financial narrative section and wanted
9 clarification regarding line 4020-Miscellaneous Revenues. She asked why
10 special revenue fund reports were not given to Commissioners and how much
11 was in there. ASDM Alfano responded that the special revenue fund totals
12 about \$5,000,000, noting that most of the money is designated by the donors.
13 Cooper acknowledged that working on Special Revenue Fund reports needed
14 to be done. Whistler said she feels that the Commissioners are working in the
15 dark.
16

17 Commissioner May requested that they receive financial reports sooner if
18 possible.
19

20 **11.1.3. Quarterly Report on Gifts and Donations**

21 Cooper stated that the Sonoma Friends donation of \$100,000 for the remodel
22 was not on the report because it went directly to the City of Sonoma.
23

24 **11.2. Report on implementation of new hours.**

25 PSDM Kiyoko Okazaki reported that yesterday was an incredible day, and staff
26 worked very hard and they should be thanked. Branch Manager Anne Marie
27 Murphy said it was the hardest day since she began work 32 years ago. She
28 added that the stress was incredible. Everyone worked at the Circulation desk.
29

30 Chair Kelley said to convey to staff how much they are appreciated. Murphy
31 would like personal recognition given to staff. Kelley offered the Commissioners
32 to go by their respective branches and thank staff personally. Freis and Kelly will
33 draft something to go in the staff publication *What's Up*.
34

35 **LIBRARY ADVISORY BOARDS**

36 **12.1. Ready for Appointment**

37 **12.1.1. Windsor Regional Library Advisory Board, Vacant Position**

38 **12.1.2. Rohnert Park-Cotati Library Advisory Board, Vacant Youth 39 Position**

40
41 **M/S/C (Kelly/ Freis)** moved by resolution that the Sonoma County Library
42 Commission appoint Pamela Arnold to the vacant position on the Windsor
43 Regional Library Advisory Board for a term ending June 30, 2015.

44 AYES (6): Arnold, Colbert, Freis, Kelley, May, and Whistler.

45 ABSENT (1): Dell'Osso

46 **M/S/C (May/Freis)** moved by resolution that the Sonoma County Library
47 Commission appoint Breanna Walsh to the vacant youth position on the
48 Rohnert Park-Cotati Library Advisory Board for a term ending June 30, 2012.

1 AYES (6): Arnold, Colbert, Freis, Kelley, May, and Whistler.

2 ABSENT (1): Dell'Osso

3
4 **CLOSED SESSION**

5 Pursuant to California Government Code §54957 the Library Commission met in
6 closed session at 9:30 p.m. to discuss the lease agreement for Healdsburg Regional
7 Library.

8
9 **OPEN SESSION**

10 The Commission reconvened in open session at 9:45 pm. Chair Kelley reported that
11 the Commission met in closed session and no action was taken.

12
13 **DATE AND TIME OF NEXT MEETING**

14 Meeting: Regular Commission Meeting

15 Date: September 7, 2011

16 Time: 6:30 p.m.

17 Location Rincon Valley Regional Library

18
19 **ADJOURNMENT**

20 The meeting adjourned at 9:48 p.m. by acclamation.
21
22



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Consent	9.21.11	Regular	9

SUBJECT

Consent Calendar

NOTE

These items, which are assumed to be routine, are presented for the Commission’s review and approval. Any Commissioner may request that an item requiring discussion be moved to the Action Items section of the agenda.

RECOMMENDED ACTION

AGREE to the Consent Calendar if there is no objection.

DRAFT ACTION BY CHAIR

DECLARE the Consent Calendar approved if there are no objections.

BACKGROUND

Item #9.1: The specification for the existing Librarian III classification in the Library has been updated for clarity and to more accurately reflect the work done by the incumbents in that position in the Library. Positions include: Wine Librarian, History & Genealogy Librarian, Internet Librarian, and Systems Librarian as well as the Central Library Reference Coordinator, a position currently vacant and unfunded.

There are no changes in salary.

FUTURE BOARD ACTIONS

None.

FISCAL IMPACT

None.

POLICY ISSUES

None.

ATTACHMENTS

Document #9.1 – Librarian III Class Specification (Updated)

**Sonoma County Library
CLASS SPECIFICATION**

LIBRARIAN III

Definition

Under general direction, performs work of considerable difficulty, managing a highly specialized library assignment or system wide program and/or having full supervisory responsibility over library technicians, library associates and/or librarians.

Distinguishing Characteristics

An incumbent in this class performs full professional-level work in the professional librarian series. They may lead countywide services including, but not limited to special collections, technology services, and/or large units at the Central Library. The various specialties require additional background, education, and experience, and a specialized recruitment. Incumbents exercise initiative and considerable independent judgment performing assigned duties. This class is distinguished from the Branch Manager in that the latter has administrative responsibility for a full library branch facility and operation; it is distinguished from the Librarian IV class, which is assigned responsibility for managing a major system-wide function and serves as a member of the Library's Management Team, and from the Librarian I/II class by the performance of more responsible and complex professional library work.

Typical Duties

Because of the specialization required for positions in this class, the examples of duties listed here are representative but not exhaustive or descriptive of any one position in the class:

- Lead, plan, organize, and conduct a specialized service to the public or system-wide support service.
- Hire, train, lead, and evaluate staff, including establishing performance goals, assessing performance, and writing evaluations.
- Provide input regarding the development and implementation of goals, objectives, and priorities.
- Makes budget recommendations related to assigned collections or projects to administrative staff; monitors the budget; performs grant-writing activities for assigned specialized areas.

- 1 • Manage special collections by reviewing, selecting, and recommending the
2 deselection of library materials in a variety of formats, including digital
3 collections and resources; performs original cataloging of special and digital
4 items.
- 5 • Make and maintain positive ongoing relationships with external groups in order to
6 identify community needs and enhance public service. Takes the lead in anticipating
7 changes in community needs and changing technology and information services, and
8 plans how to address needs and implement changes.
- 9 • Remain knowledgeable and current on technological advances that impact library
10 services.
- 11 • Remain knowledgeable and current in cataloging practices for all media, including
12 digital resources, and in current and emerging metadata standards.
- 13 • Remain knowledgeable and current on publishing industry and library material
14 distribution systems.
- 15 • Act as the in-charge librarian in the absence of the branch manager or headquarters
16 supervisor, including making responsible and appropriate decisions based upon
17 patron and branch or unit needs.
- 18 • Participate in local community activities to generate public support for library and
19 fundraising efforts; serves as a liaison to support groups.
- 20 • Develop, design, organize, and maintain internal and external web resources.
- 21 • Serve as the archivist of county documents.
- 22 • Responsible for system administration.
- 23 • Plans and manages projects.
- 24 • Establishes and maintains effective vendor relations; leads procurement projects;
25 and monitors vendor performance.
- 26 • Serves as a resource specialist for the public and staff related to assigned collection
27 or program area, provides training for staff in assigned specialty.
- 28 • Recommends technology improvements for the library system; provides for the training of
29 staff in the use of such technology.

30
31
32

1 **Knowledge and Abilities**

2 **All incumbents in this classification require the following in-depth knowledge of**

- 3 • Principles and techniques of professional librarianship; selection and organization of library
- 4 materials and resources to meet patron needs; reference resources and methods and other
- 5 information acquisition methods; staff supervision, training, and performance evaluation;
- 6 program development and administration; principles and practices of budget preparation and
- 7 administration.
- 8 • Library technology (system, software, and standards) principles and practices.
- 9 • Professional ethics and obligations.

10

11 **Additional knowledge will be specifically recruited for depending on the requirements**
12 **of the position. The following are examples only:**

- 13 • Principles and techniques of archival practice.
- 14 • Special subject knowledge in areas such as the wine industry, genealogy, and Sonoma County
- 15 history.
- 16 • Web-related languages and technology; web design; programming and scripting information;
- 17 XML standards and technologies.
- 18 • Basic system administration.

19

20 **All incumbents in this classification should have the following abilities:**

- 21 • Hire, train, supervise or functionally supervise staff.
- 22 • Act independently with minimal supervision.
- 23 • Demonstrate initiative and sound judgment to react appropriately and make appropriate
- 24 decisions.
- 25 • Establish effective-working relationships and effectively communicate orally and in
- 26 writing.
- 27 • Lead and implement change.
- 28 • Organize and prioritize work in a busy and demanding environment while practicing
- 29 flexibility during changes in deadlines and priority shifts.
- 30 • Evaluate materials for addition to the library collection.
- 31 • Provide comprehensive library services to the public; evaluate and respond appropriately to

1 patron needs; advise patrons on library services and selection of materials.

2

3 **Minimum Qualifications**

4 **Education and Experience:** A Master’s degree from an ALA-accredited institution and
5 three years’ experience as a professional librarian, two of which have been at the professional-level
6 equivalent to the class of Librarian II working within a specific area of specialization; or an
7 equivalent combination of education and experience.

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

9

10 **Physical Demands**

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



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	9.21.11	Regular	10.1

SUBJECT

Annual resolution requesting line of credit

RECOMMENDED ACTION

ADOPT the resolution.

DRAFT MOTION

I MOVE BY RESOLUTION THAT THE SONOMA COUNTY LIBRARY COMMISSION request temporary fund transfers as needed for fiscal year 2011-2012.

BACKGROUND

The State Constitution requires that the Library Commission adopt a resolution each year requesting a standard line of credit from the County of Sonoma on an as-needed basis. The action allows the County Treasurer to transfer funds temporarily to provide adequate cash in the Library's fund.

Note: The Commission required to take a roll call vote for this item.

FUTURE BOARD ACTIONS

Required annually.

FISCAL IMPACT

Assures adequate cash flow for the Library fund.

POLICY ISSUES

None

ATTACHMENTS

Item # 10.1.1 – Resolution requesting a line of credit

Item # 10.1.2 – Cash flow projection for 2011-2012

DOCUMENT #10.1.1 (9.21.11)

Resolution No. _____

Dated: _____

RESOLUTION OF THE GOVERNING BOARD OF SONOMA COUNTY LIBRARY-JPA
DISTRICT OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, REQUESTING
FUND TRANSFER UNDER ARTICLE XVI, SECTION 6, OF THE STATE
CONSTITUTION

RESOLVED by the Governing Board of the Sonoma County Library-JPA
District, a District of the County of Sonoma, State of California, that:

WHEREAS, this District does not have sufficient funds on hand to provide for the
operation of the District during the 2011-2012 fiscal year, and

WHEREAS, Article XVI, Section 6, of the State Constitution authorizes a
temporary transfer of funds in the custody of the County Treasurer upon approval of the
Board of Supervisors, and

WHEREAS, the revenues to said District for the current fiscal year, 2011-2012 are
budgeted at \$14,743,427;

NOW, THEREFORE, IT IS DETERMINED AND ORDERED as follows:

1. That the Board of Supervisors of the County of Sonoma be and it is hereby
requested to authorize a temporary transfer to this District on an as-needed basis not to
exceed \$1,500,000 during the 2011-2012 fiscal year; said sum will not exceed 85% of the
revenues to said District during said fiscal year.

2. For the convenience of the County Treasurer and County Auditor, a schedule of
monthly anticipated cash flow is attached hereto.

3. That the County Treasurer of the County of Sonoma be requested to recommend
and the County Auditor of the County of Sonoma be requested to acknowledge said
transfer.

4. That certified copies of this resolution be forwarded by the Clerk of this Board
to the Board of Supervisors of the County of Sonoma, the County Auditor - Treasury Tax
Collector.

DOCUMENT #10.1.1 (9.21.11)

The foregoing resolution was introduced by _____,
who moved its adoption, seconded by _____, and
adopted on roll call on _____ [Date], by the following
vote:

<u>Board Member</u>	<u>Vote</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Ayes: _____ Noes: _____ Absent or not voting: _____

WHEREUPON, the Chairman declared the foregoing resolution adopted, and
SO ORDERED.

Chairperson

CLERK'S CERTIFICATE

I, _____, Clerk of the Governing Board of the _____ District of the County of Sonoma, State of California, do hereby certify that the foregoing is a full, true and correct copy of a resolution duly adopted at a special/regular meeting of the Governing Board of said District, regularly held at the regular meeting place thereof, on _____ [Date], of which meeting all the members of said Governing Board had due notice.

I further certify that said resolution has not been amended, modified, nor rescinded since the date of its adoption and the same is now in full force and effect.

ATTEST: This _____ day of _____ [Date].

Clerk of the Governing Board of the _____ District
County of Sonoma, State of California

COUNTY TREASURER'S AUTHORIZATION
(Per County of Sonoma Resolution 91-0271)

The attached request for borrowing is in compliance with the requirements of Article XVI, Section 6, of the State Constitution and with Resolution 91-0271 of the County of Sonoma.

Approved By:

Donna Dunk, Acting Auditor Controller Treasurer Tax Collector
County of Sonoma

Date: _____

Amount to be collected on Property Tax Bill _____

Amount requested _____

Percent of Property Tax Bill Requested _____
(Not to exceed 85% of outstanding property taxes)

treasres.doc

DOCUMENT #10.1.2. (9.21.11)

Sonoma County Library Joint Powers Agency
 211 E Street
 Santa Rosa, California 95404

August 25, 2011

So Co Lib.-JPA Fund
 Index: 695015

**ANTICIPATED MONTHLY ENDING BALANCES
 2011-2012**

	<u>Cash Income</u>	<u>Cash Expenditures</u>	<u>Cash Balances</u>
Beginning Cash Balance:			\$5,667,718
July.....	\$40,000	\$1,204,631	\$4,503,087
August.....	\$30,000	\$1,200,000	\$3,333,087
September.....	\$50,000	\$1,600,000	\$1,783,087
October.....	\$50,000	\$1,200,000	\$633,087
November.....	\$75,000	\$1,200,000	(\$491,913)
December.....	\$6,500,000	\$1,200,000	\$4,808,087
January.....	\$125,000	\$1,200,000	\$3,733,087
February.....	\$150,000	\$1,300,000	\$2,583,087
March.....	\$150,000	\$1,600,000	\$1,133,087
April.....	\$6,500,000	\$1,300,000	\$6,333,087
May.....	\$150,000	\$1,300,000	\$5,183,087
June.....	\$923,427	\$1,542,727	\$4,563,787
	<u>\$14,743,427</u>	<u>\$15,847,358</u>	
Carry Over.....	\$5,667,718		
Capital Outlay (Current Year).		\$515,000	
General Reserves.....		\$0	
Approp. for Contingency		\$25,000	
	<u>\$20,411,145</u>	<u>\$16,387,358</u>	<u>\$4,023,787</u>

1. Property tax revenues received in December, April and June.
2. Other revenues received throughout the year.
3. Expenditures based on 10/11 expenditure trend.
4. Use of fund balance budgeted at \$1,643,931.

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**SONOMA COUNTY LIBRARY
MANAGEMENT REPORT
PROGRESS ON PRIORITIES, ISSUES & CHALLENGES
August & September 1-15**

NOTE: DURING AUGUST AND EARLY SEPTEMBER, THE FOCUS OF THE LIBRARY MANAGEMENT TEAM HAS BEEN ON THE TRANSITION TO THE NEW SERVICE HOURS, COMPLETING BURLINGAME HALL TO PROVIDE A TEMPORARY HOME FOR THE SONOMA VALLEY REGIONAL LIBRARY, AND NEGOTIATIONS WITH THE UNION ON A VARIETY OF ISSUES.

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GOALS & INITIATIVES

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

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

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- 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.
- *Continued Union negotiations. No economic counterproposal presented by the Union as of 9.12.11.*
 - *Library Management Team went through 11-12 budget twice to identify additional reductions for the current year.*
- 1.2. Develop plans to use all the Library's personnel resources effectively.
- *Updated the class specifications for the Librarian III class to more accurately reflect the work being done by incumbents and the service needs of the Library.*
 - *Recruited new librarian and library associates substitutes to (1) work in the Sunday rotation and (2) provide an opportunity for new library school graduates and current library school students to begin getting experience to help them qualify for positions as they come open.*
 - *The new single service desk in Sonoma is the first implementation of an approach to use limited space more effectively and to improve customer service.*
- 1.3. Streamline materials handling processes.
No major activities during August – September.
- 1.4. Plan and implement a performance management system with work planning and evaluation processes, including the training and tools to implement the system.
No major activities during August – September.
- 1.5. Plan and implement a method of collecting and compiling relevant statistics to support the Library's management and services.
No major activities during August – September.

- 1 1.6. Develop a comprehensive, readily available set of policies and procedures.
2 • *Develop preliminary plans to implement the Workplace Security Policy;*
3 *discussed the new policy and draft training outline with the Branch Managers*
4 *on September 14.*
5
6 1.7. Use management software to streamline work processes and reduce workload.
7 • *Met with Library CPA Will Soper to plan for initial steps to evaluate the*
8 *Library's requirements for a financial management system.*
9
10 1.8. Initiate a comprehensive and systematic training program.
11 • *Focus of training this year will be to support workplace security and safety;*
12 *see 1.6 above.*
13
14 1.9. Maintain and improve the Library's information technology systems and
15 services.
16 • *The IT staff is in the second phase of gathering information on the design,*
17 *procurement, and setup of a new Voice over Internet (VOIP) telephone system.*
18
19

20 **2. Goal: Library Services - Improve the way we deliver our services** (e.g.,
21 our facilities, customer service, and collections)
22

- 23 2.1. Plan and implement projects to remodel libraries to support the new service
24 model, integrate self-check technology, and update the appearance of each
25 facility.
26 • *Burlingame Hall opened to the public on Friday, September 9. Progress was*
27 *slowed by negotiations with the City over potential costly City ADA*
28 *requirements; after two weeks, the issue was resolved with the help of County*
29 *Counsel.*
30 • *Staff continues to respond to questions and provide information for the*
31 *updating of the Sonoma Valley Regional Library.*
32 • *Meeting held with architect and staff at the Petaluma Library.*
33 • *Design work continues for the Sebastopol Regional Library.*
34
35 2.2. Improve our collection and information resources.
36 *No major activities during August – September.*
37
38 2.3. Improve our public catalog.
39 *No major activities during August – September.*
40 2.4. Expand online information resources.
41 *No major activities during August – September.*
42 2.5. Strengthen services to adults.
43 [No priority outcomes for 2011-2012]
44

45 **3. Library's Image & Community Support - Improve the visibility of the**
46 **Library in our communities** (e.g., build strong, positive working

1 relationships with library support groups and local governments; improve
2 the Library's visibility across the county)

3 *No major activity to implement this Focus & Finish priority this month.*
4

5 **ISSUES & CHALLENGES**
6

- 7 • In response to suggestions from Commissioners, a meeting was held with Chief
8 Deputy County Counsel Kathy Larocque to help prepare her to join Jaime
9 Anderson in negotiating a lease with the City of Healdsburg.
10
- 11 • To help staff adjust to the new service hours, the Library Team emptied book drops
12 in August and is monitoring statistics to evaluate the long-term impact on
13 workload. Many of the existing book returns were designed when many fewer
14 items were circulated, and staff would benefit from improvements to the bins and
15 book drops. We are also exploring the use of automated check-in and materials
16 handling for the libraries with the highest circulation.



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Discussion	9.21.11	Regular	12.2

SUBJECT

FY 10-11 End-of-Year Report and FY 11-12 Proposed Budget Revision

PURPOSE OF THE DISCUSSION

By the end of the discussion, the Commission will:

1. Be familiar with the final revenue and expenditures for the FY 10-11 fiscal year.
2. Have provided feedback to staff on the draft revisions to the FY 11-12 Preliminary Budget.

BACKGROUND

1. FY 10-11 Report

To give the Library Commission time to review the end-of-year results and to provide context for the discussion of proposed changes to the FY 11-12 Budget; we are including this item in the packet and have it on the agenda again.

2. FY 11-12 Budget - Proposed Revisions

Staff has prepared revisions to the preliminary budget that the Library Commission approved at its March meeting. The suggested changes are based on: comparison to actual expenditures in FY 10-11; evaluation of all expenditure lines in Services & Supplies; updated information from vendors and the county; and tentative agreements reached to date with SEIU.

FUTURE BOARD ACTIONS: Approve revisions for submission to County.

FISCAL IMPACT: This budget does not include the results of economic negotiations with SEIU; therefore, it reflects a substantial use of fund balance to cover personnel costs.

POLICY ISSUES: The budget is a policy document.

ATTACHMENTS

Document #12.2.1 – FY 10-11 End-of-Year Report

Document #12.2.2 – FY 11-12 Discussion Draft –

Proposed Revisions to Preliminary FY11-12 Budget

**SONOMA COUNTY LIBRARY
FINAL REPORT
FY 2010-2011**

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	\$15,683,124	(\$8,341)
Revenues	\$15,349,027	\$0	\$15,349,027	\$15,329,138	(\$19,889)
Total Use of Fund Balance	(\$417,618)		(\$325,756)	(\$353,985)	(\$28,229)
<i>Fund Balance Breakdown</i>					
Operating Contribution to Fund Balance	\$97,382		\$114,244	\$60,844	(\$53,400)
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	\$4,026,593	\$96,752
Long-Term Debt	\$35,000	\$0	\$35,000	\$27,309	\$7,691
Total Operating Expenditures	\$15,251,645	(\$16,862)	\$15,234,783	\$15,268,294	(\$33,511)
Total Capital Expenditures	\$515,000	(\$75,000)	\$440,000	\$414,829	\$25,171
TOTAL	\$15,766,645	(\$91,862)	\$15,674,783	\$15,683,124	(\$8,341)

SONOMA COUNTY LIBRARY						
FINAL REPORT FY 2010-2011						
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-THRUS	172	73,775	76,415	2,640	103.6%
1015	H&S 33401 RDA PASS-THRUS	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									
FINAL REPORT FY 2010-2011									
PART 11 - EXPENDITURES									
		JUNE	FY 10-11 APR	June		YEAR TO	ENCUMBERED	VARIANCE (Over)/Under	%
		ACTUAL	ADJ BUDGET	TRANSFERS	ADJ BUDGET	DATE TOTAL			
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	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	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									
FINAL REPORT FY 2010-2011									
PART 11 - EXPENDITURES									
		JUNE	FY 10-11 APR	June		YEAR TO		VARIANCE	
		ACTUAL	ADJ BUDGET	TRANSFERS	ADJ BUDGET	DATE TOTAL	ENCUMBERED	(Over)/Under	%
7000	LIBRARY & OTHER SUPPLIES	2,122	30,000		30,000	28,658		1,342	95.5%
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	13,200	96,752	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	13,200	(33,511)	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%
	CAPITAL EXPENDITURES	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	13,200	(8,341)	100%

**SONOMA COUNTY LIBRARY
FY 2011-12 PROPOSED BUDGET REVISIONS
DISCUSSION DRAFT**

This narrative explains the revision that staff recommends to the Preliminary FY 11-12 Budget that the Commission approved at its March 2011 meeting.

Revenue

Number	Account Title	Purpose & Recommended Change
1000-1266	Property Taxes	Income from the Library's Property Tax <i>Decrease of \$15,992 in property tax revenue based on July 2011 County of Sonoma projections. This is a 1% or \$139,441 reduction to FY 10-11 actual revenue.</i>
1700-1701	Interest Earned	Interest Earnings for Funds Held by the County Treasurer. <i>Decrease of \$17,400 based on actual revenue received in FY 2010-11.</i>
2081, 2440 & 3019	Property Taxes	Other Library Tax Revenue <i>See Note for 1000-1266.</i>
2563	State TBR Reimbursement	State Grant Reimbursing Library by Items Loaned to Other Libraries and State Residents Living Outside Sonoma County. <i>The Governor's budget restored 50% of the funding in this line; however, the appropriation is among December budget reductions that will automatically be implemented if state revenue does not meet projections. Based on Commission discussions, the recommended revisions do not include any state funding.</i>
2566	State Library - PLF	State per Capita Grant (Public Library Foundation). <i>The Governor's budget restored 50% of the funding in this line; however, the appropriation is among December budget reductions that will automatically be implemented if state revenue does not meet projections. Based on Commission discussions, the recommended revisions do not include any state funding.</i>
2901	County-Local Grant	Grant Program Funded by the County of Sonoma's Transient Occupancy Tax (TOT). <i>Reduce by \$2,538 based on grant funds received in the previous year.</i>
2945	Library Literacy	State and Federal Grants that Help Support the Library's Literacy Program.

DOCUMENT #12.2.2 (9.21.11)

Number	Account Title	Purpose & Recommended Change
		<i>The Governor's budget restored 50% of the funding in this line; however, the appropriation is among December budget reductions that will automatically be implemented if state revenue does not meet projections. Based on Commission discussions, the recommended revisions do not include any state funding.</i>
3480	Library Fines	Fines on Late Material Returns Paid by Patrons. <i>Increase by \$60,000 based on revenue received in FY 10-11.</i>
3482	Wine Library Memberships	Subscriptions by Businesses to Support the Wine Library. <i>Decrease by \$4,000 based on revenue received in FY 10-11.</i>
3484	Library Fines-Delinquent Collections	Fines Received through a Third Party Collection Agency. <i>Decrease by \$23,000 based on revenue received in FY 10-11.</i>
4020-4113	Miscellaneous Revenue	Other Library Revenue. <i>Increase by \$8,778 primarily based on increased donations received in FY 10-11.</i>

Expenditures: Salaries & Benefits

Number	Account Title	Purpose & Recommended Change
5910	Permanent Positions	Salaries for Permanent Positions. 1. <i>Because there is no economic agreement with SEIU, this line adds back \$162,960 from the 4.5 day work furlough in FY 2010-11 and step increases of \$61,500 for September through June, 2012.</i> 2. <i>Add \$29,066 for additional staff hours in Materials Management and at the Northwest Regional Library funded as a result of the Tentative Agreement with SEIU dated June 17, 2011. (These are existing hours that are a part of the Library's approved FTE that are unfunded following the 2009 retirements.)</i>
5911	Extra Help	Salaries for Extra Help and Central Library Sunday Staffing. <i>Reduce Extra Help by \$439,127 due to the reduction in</i>

DOCUMENT #12.2.2 (9.21.11)

Number	Account Title	Purpose & Recommended Change
		<i>Library service hours and compensation at a Step 1 pay rate (See Tentative Agreement dated June 17, 2011).</i>
5923	PERS	Employer Contribution to CalPERS Retirement <i>Increase this line by \$2,846 from hours described for line 5910.</i>
5924	Medicare	Medicare Taxes <i>Reduce this line by \$5,329 based on the reduction in Extra Help expenditures.</i>
5930	Health Insurance	Employee Health Insurance <i>Net increase of \$30,585 from the elimination of United Health and employees switching to Kaiser combined with annual health insurance rate increases.</i>
5931	Disability Insurance	Employee Disability Insurance <i>Increase of \$1,398 from increase in staff hours described in 5910.</i>
5932	Dental Insurance	Employee Dental Insurance <i>Decrease of \$15,072 as a result of a lower rate than originally estimated by the County.</i>
5935	Unemployment Insurance	Self-Funded Unemployment Insurance Program <i>Increase by \$50,000 for potential claims from reduction of Extra Help hours.</i>
5936	Retiree Health Insurance	Retiree Health Insurance <i>Net savings of \$28,265 from the elimination of United Health combined with insurance rate increases.</i>
5940	Workers' Compensation Insurance	Workers' Compensation Insurance <i>Increase of \$44,838 from rate increases.</i>

Category: Services & Supplies

Number	Account Title	Purpose & Recommended Change
Communications (604)		
6040	Communications	County charges for a fax line and pay phones for the Libraries. <i>Reduce by \$2,000 based on FY 2010-11 actual spending and E-rate discounts.</i>

DOCUMENT #12.2.2 (9.21.11)

Number	Account Title	Purpose & Recommended Change
6041	Data Lines	Internet service and other data lines. <i>Reduce by \$15,000 based on FY 2010-11 actual spending and E-rate discounts.</i>
6045	Telephone Service	Phone system & related equipment costs. <i>Increase by \$6,000 based on FY 2010-11 actual spending.</i>
Household Expense (608)		
6084	Janitorial Supplies	Janitorial supplies for all branches. <i>Net Savings of \$1,725 to reflect savings from Library closures of one day a week combined with actual spending in FY 10-11.</i>
6085	Janitorial Services	Contract for Library cleaning services and miscellaneous cleaning projects not covered by the contract. <i>Net Increase of \$8,005 to reflect savings from Library closures of one day a week combined with actual spending in FY 10-11.</i>
Insurance (610)		
6103	Liability Insurance	All non-personnel commercial insurance, including auto and liability. <i>Decrease by \$1,631 to reflect actual cost from FY 10-11.</i>
Maintenance, Equipment (614, 615)		
Includes all expenses for keeping equipment, whether capitalized or not, in working order.		
6153	Maintenance, Equip-Outside	Maintenance contracts by outside vendors on non-capital equipment and rental of equipment for repairs. <i>Decrease by \$11,839 to reflect spending in FY 10-11.</i>
Maintenance, Buildings and Improvements (618, 619, 622)		
<i>Expenditures to maintain the useful life of buildings and as well as minor improvements</i>		
6180	Maintenance, Buildings & Improvements	Maintenance contracts for contracted building services such as HVAC. <i>Increase by \$10,000 to reflect spending in FY 10-11.</i>
6190	Landscape Service	Landscaping and maintenance of grounds for all branches, except for Petaluma, Sebastopol, and Rohnert Park (those cities have responsibilities for grounds under the terms of their leases.) <i>Net decrease of \$2,800 to reflect completion of a one time landscaping project at the Northwest Library, combined with actual spending in FY 10-11.</i>
6226	Maintenance, B&I, Parts	Parts purchased for building repair performed by Library's Facilities staff.

DOCUMENT #12.2.2 (9.21.11)

Number	Account Title	Purpose & Recommended Change
		<i>Decrease by \$11,246 to reflect actual spending in FY 10-11.</i>
Office Expense (640)		
<i>Includes expenditures for office supplies & services</i>		
6401	Office Expense-Inventory	Office supplies and services. <i>Decrease by \$2,591 to reflect savings from Library closures of one day a week.</i>
6410	Postage	All postage machines, stamps for branches, and newsletter mailing. <i>Decrease by \$10,715 to reflect spending in FY 10-11.</i>
6430	Printing	Includes newsletter, photo grant printing and miscellaneous items the Library has printed. <i>Decrease by \$10,536 to reflect spending in FY 10-11.</i>
6452	Paper stock	Copy paper, paper for graphic artist, and letterhead <i>Increase by \$1,316 to reflect spending in FY 10-11.</i>
Professional & Specialized Services		
<i>Purchase of services requiring special expertise and skills</i>		
6518	OCLC	OCLC is the international database of library catalog records; expenditures pay for online cataloging and interlibrary loan from non-NBCLS libraries. <i>Net increase of \$10,567 to reflect reduction of a state reimbursement program combined with actual spending in FY 10-11.</i>
6521	County Services	Expenditure for County Financial Services. <i>Decrease by \$1,116 to reflect spending in FY 10-11.</i>
6540	Contract Services	Expenditures for NorthNet Library System services, the Mendocino Bookmobile, SubFinder, Unique Management, maintenance of the donor database and the Employee Assistance Program (EAP). <i>Decrease by \$46,194 to reflect reductions for NorthNet Library services.</i>
6553	Contracts-Security Services	Security Services for Central Library. <i>Decrease by \$13,717 to reflect savings from Library closures of one day a week.</i>
6610	Legal Services	Legal services provided by County Counsel and outside Counsel. <i>Increase by \$14,203. Projected costs include fees from</i>

DOCUMENT #12.2.2 (9.21.11)

Number	Account Title	Purpose & Recommended Change
		<i>Liebert Cassidy Whitmore for assistance with labor relations and County Counsel's assistance with leases.</i>
6630	Audit/Accounting Services	Cost of annual audit and related accounting services. <i>Decrease by \$1,940 to reflect a two year agreement for lower audit fees.</i>
6820	Rents/Leases-Equipment	Rents and leases of copy machines and the postage meter. <i>Decrease by \$13,000 to reflect that the majority of current Library leased equipment falls under capital leases.</i>
6880	Small Tools/Instruments (Facilities)	For the Facilities Department to purchase minor equipment that is not classified as a fixed asset, as well as parts for repairs. <i>Decrease by \$4,000 to reflect spending in FY 10-11.</i>
6881	Library Equipment	Cost of miscellaneous furnishings and equipment. <i>Decrease by \$12,739 to reflect savings for fewer purchases in FY 11-12. New book bins and display units are the currently planned purchases.</i>
6882	Gift Equipment	Cost of miscellaneous furnishings and equipment purchased with gift funds. <i>Decrease by \$15,082 and move this line into the Special Revenue Fund.</i>
6889	Software	Cost of purchasing software/software licenses. <i>Decrease by \$19,609 to reflect completion of major software changes.</i>
6890	Computer Hardware	Purchase cost for computer hardware, primarily public and staff computers and servers. <i>Decrease by \$20,000 to reflect purchase of servers in FY 10-11 and lower computer pricing.</i>
7020	Summer Reading Supplies	Summer Reading program expenses. <i>Decrease by \$967; expenditures from donations will be reflected in the Special Revenue Fund.</i>
7030	Programming - Adult	Cost of Library programming for adults. <i>Decrease by \$7,228. Expenditures from donations will be reflected in the Special Revenue Fund.</i>
7035	Programming - Juvenile	Cost of Library programming for children and young adults, other than Summer Reading. <i>Decrease by \$7,228. Expenditures from donations will</i>

DOCUMENT #12.2.2 (9.21.11)

Number	Account Title	Purpose & Recommended Change
		<i>be reflected in the Special Revenue Fund.</i>
7110	Professional Development	Funding for employee staff development allocation required by the Library's MOU with SEIU. <i>Decrease by \$5,576 to reflect spending in FY 10-11.</i>
7191	Binding	Cost of binding and re-binding materials. <i>Decrease by \$2,000 to reflect spending in FY 10-11.</i>
7301	County Car Expense	Cost of maintenance and gas for Library vehicles. <i>Increase by \$2,591 to reflect spending in FY 10-11.</i>
7910	LTD-Principal	Charges for copier leases with terms over 3 years. <i>Increase by \$5,000 to reflect that the majority of current Library leased equipment falls under capital leases.</i>
6847	Burlingame Hall	One-time expenditures for a temporary facility for Sonoma Valley Regional Library. <i>\$422,623 to reflect a one-time special project for a temporary Library site while the Sonoma Valley Regional Library is being remodeled by the City. Projected expenditures are for tenant improvements, moving, etc.</i>

SUMMARY
FY 2011-12 PROPOSED BUDGET REVISION
DISCUSSION DRAFT

SUMMARY

	1	2	3	4	5	6
Category	Actual FY 2009-2010	Actual FY 2010-2011	FY 2011-12 Feb Budget	FY 2011-12 Sept Budget	Change Sept Budget to Feb Budget	Change Sept Budget to FY 10-11 Actual
Expenditures	\$16,185,145	\$15,683,126	\$16,387,358	\$16,270,074	(\$117,284)	\$586,948
Revenues	\$15,769,791	\$15,329,138	\$14,756,627	\$14,761,595	\$4,968	(\$567,543)
Total Use of Fund Balance	\$415,354	\$353,988	\$1,630,731	\$1,508,479	(\$122,252)	\$1,154,491
<i>Fund Balance Breakdown</i>						
Operating Fund Balance	\$245,266	(\$63,714)	\$1,090,731	\$545,856	(\$544,875)	\$609,570
OneTime Project Fund Balance	\$170,088	\$417,702	\$540,000	\$962,623	\$422,623	\$544,921

EXPENDITURES

	1	2	3	4	5	6
Category	Actual FY 2009-2010	Actual FY 2010-2011	FY 2011-12 Feb Budget	FY 2011-12 Sept Budget	Change Sept Budget to Feb Budget	Change Sept Budget to FY 10-11 Actual
Salaries & Benefits	\$11,860,036	\$11,214,392	\$11,591,135	\$11,242,132	(\$349,003)	\$27,740
Services & Supplies	\$4,130,237	\$4,023,723	\$4,231,223	\$4,035,319	(\$195,904)	\$11,596
Long-Term Debt	\$24,784	\$27,309	\$25,000	\$30,000	\$5,000	\$2,691
Total Operating Expenditures	\$16,015,057	\$15,265,424	\$15,847,358	\$15,307,451	(\$539,907)	\$42,027
Special Projects	\$0	\$2,872	\$0	\$422,623	\$422,623	\$419,751
Fixed Assets	\$170,088	\$414,830	\$515,000	\$515,000	\$0	\$100,170
Approp. for Cont.	\$0	\$0	\$25,000	\$25,000	\$0	\$25,000
TOTAL	\$16,185,145	\$15,683,126	\$16,387,358	\$16,270,074	(\$117,284)	\$586,948

		A	B	C	D	E	F	G	H
Sub-Obj	Account Title	Actual	Actual	February Preliminary	September Proposed	Increase(Decrease) Over Feb Preliminary Budget		Increase(Decrease) Sept Proposed Budget to FY 10-11 Actual	
Code		FY 2009-10	FY 2010-11	FY 2011-12	FY 2011-12	Dollars	Percent	Dollars	Percent
1	1000 Property Taxes-CY Secured	14,583,221	14,146,025	14,056,626	14,004,565	(52,061)	-0.4%	(141,460)	-1.0%
2	1004 Property Taxes-CY Secured-July	0	0	0	0	0	N/A	0	N/A
3	1008 Redevelopment	(1,644,495)	(1,541,193)	(1,525,781)	(1,525,781)	0	0.0%	15,412	-1.0%
4	1011 SB 2557 Prop Tax Admin	(203,435)	(218,678)	(207,900)	(216,491)	(8,591)	4.0%	2,187	-1.0%
5	1014 AB 1290 RDA Pass-Thrus	83,207	76,415	73,037	75,651	2,614	3.5%	(764)	-1.0%
6	1015 H&S 33401 RDA Pass-Thrus	908,669	852,181	839,588	843,659	4,071	0.5%	(8,522)	-1.0%
7	1020 Property Taxes-CY Supp	112,931	79,756	95,031	78,958	(16,073)	-20.4%	(798)	-1.0%
8	1040 Property Taxes-CY Unsecured	518,317	490,986	505,573	486,076	(19,497)	-4.0%	(4,910)	-1.0%
9	1042 Cost Reim-Coll Del CY Uns	(11,891)	(11,889)	(13,412)	(11,770)	1,641	-13.9%	119	-1.0%
10	1044 Property Taxes-CY Unsec July	0	0	0	0	0	N/A	0	N/A
11	1060 Property Taxes-PY Secured	(10,163)	58,108	(10,395)	57,527	67,922	N/A	(581)	-1.0%
12	1080 Property Taxes-PY Supp	(1,019)	(2,136)	(1,188)	(2,115)	(927)	N/A	21	-1.0%
13	1100 Property Taxes-PY Unsecured	9,539	13,340	8,415	13,207	4,792	36.3%	(133)	-1.0%
14	1266 Timber Yield Tax	103	1,162	1,034	1,150	117	10.2%	(12)	-1.0%
15	Sub-Total - Taxes	14,344,984	13,944,077	13,820,629	13,804,636	(15,992)	-0.1%	(139,441)	-1.0%
16	1700 Interest on Pooled Fund	39,203	29,003	39,900	29,000	(10,900)	-37.6%	(3)	0.0%
17	1701 Interest Earned	6,919	2,629	9,500	3,000	(6,500)	-216.7%	371	12.4%
18	1800 Rent/Concessions	522	326	300	300	0	0.0%	(26)	-8.7%
19	Sub-Total - Use of Money/Property	46,644	31,958	49,700	32,300	(17,400)	-53.9%	342	1.1%
20	2081 St - Highway Rentals	103	0	99	0	(99)	N/A	0	N/A
21	2440 State-HOPTR	140,534	139,793	136,770	138,395	1,625	1.2%	(1,398)	-1.0%
22	2500 State - Other	0	0	0	0	0	N/A	0	N/A
23	2563 State - TBR Reimburse	223,827	224,929	0	0	0	N/A	(224,929)	N/A
24	2566 State - Public Library Fund	172,359	168,729	0	0	0	N/A	(168,729)	N/A
25	2901 County	25,370	22,840	25,378	22,840	(2,538)	-11.1%	0	0.0%
26	2945 Library Literacy	100,980	78,869	34,762	45,000	10,238	22.8%	(33,869)	-75.3%
27	Sub-Total-Intergovt Revenues	663,172	635,160	197,009	206,235	9,226	4.5%	(428,925)	-208.0%
28	3019 NCPA Gov't Service Fee	32,839	31,640	31,324	31,324	0	0.0%	(316)	-1.0%
29	3480 Library Fines	390,918	428,135	370,000	430,000	60,000	14.0%	1,865	0.4%
30	3482 Wine Library Membership	11,205	12,215	16,000	12,000	(4,000)	-33.3%	(215)	-1.8%
31	3483 Library Postage Recovery	446	580	500	500	0	0.0%	(80)	-16.0%
32	3484 Library Fines-Delinquent Collections	32,488	20,977	44,000	21,000	(23,000)	-109.5%	23	0.1%
33	3485 Library Document Delivery	0	0	0	0	0	N/A	0	N/A
34	3700 Library Copier Fees	64,768	62,561	61,393	62,000	607	1.0%	(561)	-0.9%
35	3701 Check Handling Fees	20	0	50	0	(50)	N/A	0	N/A
36	3980 Rev Applic Prior Year	0	0	0	0	0	N/A	0	N/A
37	Sub-Total - Charges for Services	532,684	556,108	523,267	556,824	33,557	6.0%	716	0.1%
38	4020 Other Sales	0	0	0	0	0	N/A	0	N/A
39	4040 Misc. Revenue	94,436	95,103	90,672	95,000	4,328	4.6%	(103)	-0.1%
40	4102 Donations/Reimbursements	84,708	66,377	55,000	66,000	11,000	16.7%	(377)	-0.6%
41	4106 Refunds	2,446	325	6,000	500	(5,500)	-1100.0%	175	35.0%
42	4109 Outdated/Cancelled Warrants	424	30	1,000	50	(950)	-1900.0%	20	40.0%
43	4113 Returned Checks	293	0	150	50	(100)	-200.0%	50	100.0%
44	Sub-Total - Miscellaneous Revenues	182,307	161,835	152,822	161,600	8,778	5.4%	(235)	-0.1%
45	PY Appropriations Revenue	0	0	13,200	0	(13,200)	N/A	0	N/A
46	TOTAL OPERATING REVENUE	15,769,791	15,329,138	14,756,627	14,761,595	4,968	0.0%	(567,543)	-3.8%
47	USE OF FUND BALANCE	415,354	353,988	1,630,731	1,508,479	(122,252)	-8.1%	1,154,491	76.5%
48	TOTAL REVENUE	16,185,145	15,683,126	16,387,358	16,270,074	(117,284)	-0.7%	586,948	3.6%

EXPENDITURES										
			A	B	C	D	E	F	G	H
	Sub-Obj	Account Title	Actual	Actual	February	September	Increase/(Decrease)		Increase/(Decrease)	
	Code		FY 2009-10	FY 2010-11	Preliminary	Proposed	Over Feb Preliminary	Budget	Sept Proposed Budget	to FY 10-11 Actual
					FY 2011-12	FY 2011-12	Dollars	Percent	Dollars	Percent
SALARIES AND BENEFITS										
5	5900	Salary Savings	(45,000)	(58,521)	(60,000)	(60,000)	0	0.0%	(1,479)	2.5%
6	5910	Permanent Positions	7,726,290	7,268,518	7,548,029	7,577,095	29,066	0.4%	308,577	4.1%
7	5911	Extra Help	637,065	622,577	616,127	177,000	(439,127)	-248.1%	(445,577)	-251.7%
8	5920	Retirement Contribution	113,791	26,167	0	0	0	N/A	(26,167)	N/A
9	5923	PERS	1,076,950	1,053,557	1,212,572	1,215,418	2,846	0.2%	161,861	13.3%
10	5924	Medicare	100,078	97,376	95,972	90,643	(5,329)	-5.9%	(6,733)	-7.4%
11	5925	Deferred Comp	71,403	20,609	31,825	12,585	(19,240)	-152.9%	(8,024)	-63.8%
12	Emp Group Insurance:									
13	5930	Health Insurance	1,185,900	1,187,010	1,103,336	1,133,921	30,585	2.7%	(53,089)	-4.7%
14	5931	Disability Insurance	34,667	31,465	34,706	36,104	1,398	3.9%	4,639	12.8%
15	5932	Dental Insurance	178,750	163,881	183,734	168,662	(15,072)	-8.9%	4,781	2.8%
16	5933	Life Insurance	9,836	7,018	8,238	7,936	(302)	-3.8%	918	11.6%
17	5934	Vision Insurance	28,760	23,277	25,706	25,305	(401)	-1.6%	2,028	8.0%
18	5935	Unemployment Insurance	12,340	18,460	10,000	60,000	50,000	83.3%	41,540	69.2%
19	5936	Retiree Health Insurance	492,175	558,909	603,265	575,000	(28,265)	-4.9%	16,091	2.8%
20	5940	Workers' Comp Insurance	237,032	194,089	177,625	222,463	44,838	20.2%	28,374	12.8%
TOTAL SALARIES & BENEFITS			11,860,036	11,214,392	11,591,135	11,242,132	(349,003)	-3.1%	27,740	0.2%
SERVICES & SUPPLIES										
Communications:										
21	6040	Communications	8,869	9,080	12,000	10,000	(2,000)	-20.0%	920	9.2%
22	6041	Data Lines	66,217	37,954	66,000	51,000	(15,000)	-29.4%	13,046	25.6%
23	6043	Alarm Systems	9,986	8,528	10,000	10,000	0	0.0%	1,472	14.7%
24	6045	Telephone Service	28,817	26,208	22,000	28,000	6,000	21.4%	1,792	6.4%
25	6048	Cell Phone Service	1,992	1,767	2,000	2,000	0	0.0%	233	11.7%
26	6049	Unclaimable Comm Exp	0	0	50	0	(50)	N/A	0	N/A
27	Household Expense:									
28	6084	Janitorial Supplies	28,968	28,449	26,000	24,275	(1,725)	-7.1%	(4,174)	-17.2%
29	6085	Janitorial Services	197,394	185,216	161,500	169,505	8,005	4.7%	(15,711)	-9.3%
30	Insurance:									
31	6103	Liability Insurance	70,216	67,679	71,631	70,000	(1,631)	-2.3%	2,321	3.3%
32	Maintenance-Equipment:									
33	6140	Maint Equip-IT	107,337	144,759	175,000	175,000	0	0.0%	30,241	17.3%
34	6152	Maint Equip-Parts	7,785	11,508	11,545	11,545	0	0.0%	37	0.3%
35	6153	Maint Equip-Outside	64,037	44,588	61,839	50,000	(11,839)	-23.7%	5,412	10.8%
36	Maintenance-Buildings:									
37	6180	Maint-Bldgs/Imp-Contracts	57,240	63,595	54,000	64,000	10,000	15.6%	405	0.6%
38	6186	City of Santa Rosa	0	0	0	0	0	N/A	0	N/A
39	6190	Landscape Service	34,573	40,614	37,800	35,000	(2,800)	-8.0%	(5,614)	-16.0%
40	6226	Maint-Bldgs/Imp-Parts	7,914	4,646	16,246	5,000	(11,246)	-224.9%	354	7.1%
41	6280	Memberships	7,969	8,646	10,000	10,000	0	0.0%	1,354	13.5%
42	Office Expense:									
43	6401	Office Expense	44,072	44,345	40,000	37,409	(2,591)	-6.9%	(6,936)	-18.5%
44	6410	Postage	37,095	37,843	48,715	38,000	(10,715)	-28.2%	157	0.4%
46	6430	Printing	36,944	32,873	45,536	35,000	(10,536)	-30.1%	2,127	6.1%
47	6452	Paper Stock	14,818	16,572	15,684	17,000	1,316	7.7%	428	2.5%

EXPENDITURES									
		A	B	C	D	E	F	G	H
	Sub-Obj	Actual	Actual	February Preliminary	September Proposed	Increase/(Decrease) Over Feb Preliminary Budget		Increase/(Decrease) Sept Proposed Budget to FY 10-11 Actual	
	Code	FY 2009-10	FY 2010-11	FY 2011-12	FY 2011-12	Dollars	Percent	Dollars	Percent
	Account Title								
48	Professional/Special Services:								
51	6517 Branch-Networking	5,989	14,673	10,000	10,000	0	0.0%	(4,673)	-46.7%
52	6518 OCLC	76,388	32,091	30,000	40,567	10,567	26.0%	8,476	20.9%
53	6521 County Services	57,863	129,954	131,116	130,000	(1,116)	-0.9%	46	0.0%
54	6540 Contract Services	150,486	130,386	166,226	120,032	(46,194)	-38.5%	(10,354)	-8.6%
55	6553 Security Services	59,001	59,255	65,000	51,283	(13,717)	-26.7%	(7,972)	-15.5%
56	6570 Consulting Services	14,888	16,841	15,000	15,000	0	0.0%	(1,841)	-12.3%
57	6589 Permits	198	238	274	250	(24)	-9.6%	12	4.8%
58	6610 Legal Services	6,086	63,429	40,797	55,000	14,203	25.8%	(8,429)	-15.3%
59	6630 Audit/Accounting	27,063	24,250	26,190	24,250	(1,940)	-8.0%	0	0.0%
60	6631 Bookkeeping	20,378	19,996	22,500	22,500	0	0.0%	2,504	11.1%
61	6800 Public/Legal Notices	425	696	1,000	1,000	0	0.0%	304	30.4%
62	6820 Rents/Leases-Equip	9,845	4,390	18,000	5,000	(13,000)	-260.0%	610	12.2%
63	6840 Rents/Leases-Bldgs	11,096	11,052	12,000	12,000	0	0.0%	948	7.9%
64	6880 Facilities Equipment	7,064	5,222	10,000	6,000	(4,000)	-66.7%	778	13.0%
65	6881 Library Equipment	38,703	12,864	37,739	25,000	(12,739)	-51.0%	12,136	48.5%
66	6882 Gift Equipment	793	10,802	15,082	0	(15,082)	N/A	(10,802)	#DIV/0!
67	6889 Software	56,174	44,305	79,609	60,000	(19,609)	-32.7%	15,695	26.2%
68	6890 Computer Hardware	85,522	89,236	115,000	95,000	(20,000)	-21.1%	5,764	6.1%
69	6891 Small Equipment IT	51,470	41,321	45,000	45,000	0	0.0%	3,679	8.2%
70	Special Library Expenses:								
71	7000 Library & Other Supplies	125,665	28,658	30,000	30,000	0	0.0%	1,342	4.5%
72	7020 Summer Reading	30,313	36,337	25,967	25,000	(967)	-3.9%	(11,337)	-45.3%
73	7030 Programming-Adult	25,980	10,105	12,228	5,000	(7,228)	-144.6%	(5,105)	-102.1%
74	7035 Programming-Juvenile	0	15,945	12,228	5,000	(7,228)	-144.6%	(10,945)	-218.9%
75	7110 Professional Development	12,545	8,083	15,576	10,000	(5,576)	-55.8%	1,917	19.2%
76	7120 In-Service Training	2,499	2,640	13,000	5,000	(8,000)	-160.0%	2,360	47.2%
77	7180 Literacy	116,918	111,035	87,853	87,853	0	0.0%	(23,182)	-26.4%
78	Books/Materials:								
79	7187 Materials Management Supplies	0	32,816	55,000	55,000	0	0.0%	22,184	40.3%
80	7190 Books/Materials	1,713,000	1,663,000	1,663,000	1,663,000	0	0.0%	0	0.0%
81	7191 Binding	8,811	7,893	10,000	8,000	(2,000)	-25.0%	107	1.3%
82	Transportation:								
83	7301 County Car Expense	38,832	32,884	30,409	33,000	2,591	7.9%	116	0.4%
84	7302 Travel Expense	2,002	0	7,500	7,500	0	0.0%	7,500	100.0%
85	7303 Mileage & Parking	61,284	59,308	60,000	60,000	0	0.0%	692	1.2%
86	7320 Utilities	480,715	489,148	480,000	480,000	0	0.0%	(9,148)	-1.9%
87	7400 So Co Info Technology	0	0	383	350	(33)	-9.4%	350	100.0%
TOTAL SERVICES & SUPPLIES		4,130,237	4,023,723	4,231,223	4,035,319	(195,904)	-4.9%	11,596	0.3%
LONG TERM DEBT									
88	7910 Capital Leases	24,784	27,309	25,000	30,000	5,000	16.7%	2,691	9.0%
TOTAL LONG TERM DEBT		24,784	27,309	25,000	30,000	5,000	16.7%	2,691	9.0%
TOTAL OPERATING EXPENDITURES		16,015,057	15,265,424	15,847,358	15,307,451	(539,907)	-3.5%	42,027	0.3%
SPECIAL PROJECTS									
89	6847 Burlingame Hall	0	2,872	0	422,623	422,623	100.0%	419,751	99.3%
TOTAL SPECIAL PROJECTS		0	2,872	0	422,623	422,623	100.0%	419,751	99.3%
FIXED ASSETS									
90	Equipment:								
91	8510 Building Improvements	74,024	334,817	300,000	300,000	0	0.0%	(34,817)	-11.6%
92	8560 Equipment	16,871	70,256	100,000	100,000	0	0.0%	29,744	29.7%
93	8562 Computer Equipment	78,969	9,757	85,000	85,000	0	0.0%	75,243	88.5%
94	8570 Furniture/Fixtures	224	0	30,000	30,000	0	0.0%	30,000	100.0%
TOTAL FIXED ASSETS		170,088	414,830	515,000	515,000	0	0.0%	100,170	19.5%
95	9000 * APPROP FOR CONTINGENCIES	0	0	25,000	25,000	0	0.0%	25,000	100.0%
TOTAL ONE TIME EXPENDITURES		170,088	417,702	540,000	962,623	422,623	43.9%	544,921	56.6%
TOTAL EXPENDITURES		16,185,145	15,683,126	16,387,358	16,270,074	(117,284)	-0.7%	586,948	3.6%
96	OPER REVENUE LESS EXPENDITURES	(415,354)	(353,988)	(1,630,731)	(1,508,479)	(122,252)	-8.1%	1,154,491	76.5%

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

**SUMMARY
FY 2011-2012 PRELIMINARY BUDGET REVISION
DISCUSSION DRAFT
FUND BALANCE**

	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	
EXPENDITURES	Actual	Actual	Actual	September Proposed Budget	Projected Budget	Projected Budget	
Capital Expenditures							
1. Capital Asset Maintenance Fund:							
A. Equipment	(184,939)	(16,871)	(70,256)	(100,000)	(100,000)	(100,000)	
2. Capital Improvement Fund:							
A. Branch Improvement Project							
a. Branch Facilities Improvement	(142,297)	(74,024)	(334,817)	(300,000)	(300,000)	(300,000)	
b. Furniture & Fixtures	(38,348)	(224)	0	(30,000)	(30,000)	(30,000)	
B. Self-Check Project	(318,810)	(78,969)	(9,757)	(85,000)	(85,000)	(85,000)	
C. Special Project - Burlingame Hall			(2,872)	(422,623)			
3. County Required Appropriation for Contingency			0	(25,000)	(25,000)	(25,000)	
(Use of Fund Balance)/Contribution - Capital Expenditures	(684,394)	(170,088)	(417,702)	(962,623)	(640,000)	(640,000)	
Ongoing Operating Expenditures	(400,525)	(245,266)	63,714	(545,856)	(968,479)	(828,734)	
(Use of Fund Balance)/Contribution - Operating Expenditures	(400,525)	(245,266)	63,714	(545,856)	(968,479)	(828,734)	
(Use of Fund Balance)/Contribution	(1,084,919)	(415,354)	(353,988)	(1,508,479)	(1,508,479)	(1,368,734)	
Committed Fund Balance:							
1. Capital Asset Maintenance Fund:	\$378,179	\$464,878	\$380,342	\$324,049	\$210,913	\$97,777	
2. Capital Improvement Fund:							
A. Branch Improvement Project	\$3,057,002	\$2,538,500	\$2,088,379	\$1,863,533	\$933,300	\$3,066	
B. Self Check Project	\$1,299,989	\$1,227,386	\$1,201,823	\$1,011,750	\$546,640	\$81,531	
3. Stabilization Fund:							
A. Emergency Reserves	\$1,043,730	\$1,000,941	\$954,089	\$956,716	\$956,716	\$956,716	Repayment
B. Counter Cyclical Reserves	\$643,205	\$755,675	\$1,017,803	\$410,860	(\$11,763)	\$127,982	08-09 & 09-10
C. Repayment: Counter Cyclical Reserves	\$400,525	\$245,266	(\$63,714)	\$545,856	\$968,479	\$828,734	Totals
							\$582,077
Subtotal Committed Fund Balance	6,822,630	6,232,647	5,578,721	5,112,763	3,604,284	2,095,805	
Assigned Fund Balance:							
Assigned: Encumbrance	0	19,371	13,200	0	0	0	
Assigned: Petty Cash	1,220	1,220	1,220	1,220	1,220	1,220	
Assigned: Contingency Fund	0	0	0	0	0	0	
Subtotal Assigned Fund Balance	1,220	20,591	14,420	1,220	1,220	1,220	
Unassigned Fund Balance:							
Use of Fund Balance for Operating Expenditures	(400,525)	(245,266)	63,714	(545,856)	(968,479)	(828,734)	
Counter Cyclical Repayment		0					
Subtotal Unassigned Fund Balance	(400,525)	(245,266)	63,714	(545,856)	(968,479)	(828,734)	
TOTAL FUND BALANCE	\$6,423,325	\$6,007,971	\$5,656,855	\$4,568,127	\$2,637,025	\$1,268,291	
Percentage of Operating Expenditures	38.46%	37.51%	37.04%	27.08%	17.23%	8.29%	

Counter Cyclical Repayment Due for 08-09 & 09-10 \$582,077



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	9.21.11	Regular	13rev

SUBJECT

Library Advisory Board Appointments

RECOMMENDED ACTION

Adopt appointments by resolution.

DRAFT MOTIONS

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

I MOVE, BY RESOLUTION, THAT THE SONOMA COUNTY LIBRARY COMMISSION APPOINT Brian Masterson to the vacant position on the Rohnert Park-Cotati Regional Library Advisory Board for a term ending June 30, 2013.

13.1.2. Appointment to a vacant position on the Santa Rosa Libraries Advisory Board:

I MOVE, BY RESOLUTION, THAT THE SONOMA COUNTY LIBRARY COMMISSION APPOINT Tammy Dier to the vacant position on the Santa Rosa Libraries Advisory Board for a term ending June 30, 2015.

13.1.3. Appointment to a vacant position on the Cloverdale Regional Library Advisory Board:

I MOVE, BY RESOLUTION, THAT THE SONOMA COUNTY LIBRARY COMMISSION APPOINT Mia Smit to the vacant position on the Cloverdale Regional Library Advisory Board for a term ending June 30, 2014.

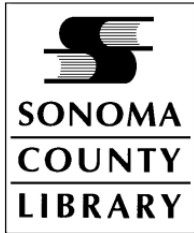
13.1.4. Appointment to a vacant position on the Sebastopol Regional Library Advisory Board.

I MOVE, BY RESOLUTION, THAT THE SONOMA COUNTY LIBRARY COMMISSION APPOINT Barbara Briggs-Letson to the vacant position on the Sebastopol Regional Library Advisory Board for a term ending June 30, 2013.

BACKGROUND

The following appointments are ready to be made:

- Rohnert Park-Cotati Library Advisory Board, Vacant Position. Term expires June 30, 2013.
- Santa Rosa Libraries Advisory Board, Vacant Position. Term expires June 30, 2015.



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	9.21.11	Regular	13rev

- Cloverdale Library Advisory Board, Vacant Position. Term expires June 30, 2014.
- Sebastopol Library Advisory Board, Vacant Position. Term expires June 30, 2013.

FUTURE BOARD ACTIONS

None

FISCAL IMPACT

None

POLICY ISSUES

None

ATTACHMENTS

None