



**LIBRARY COMMISSION AGENDA
REGULAR MEETING**

Wednesday, October 5, 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

3. PUBLIC APPEARANCES – Comment on Closed Session & Workshop Session

Members of the public who wish to address the Commission regarding items on the closed session agenda should request recognition at this time.

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

4. DESIGNATE REAL PROPERTY NEGOTIATORS & CLOSED SESSION

4.1. Designate Real Property Negotiators for Healdsburg Regional Library Lease

4.2. Closed Session:

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

Agency negotiator: Kelly Tuffo

Employee organization: SEIU Local 1021

Govt. Code §54957.6

4.2.2. Pursuant to California Government Code §54958 to meet with in conference with real property negotiator.

Conference with Real Property Negotiator

Property: Healdsburg Regional Library, 139 Piper Street, Healdsburg, CA 95448

Agency Negotiators: Kathy Larocque, Chief Deputy County Counsel, County of Sonoma;
Jaime Anderson, Division Manager, Sonoma County Library

Other Negotiating Parties: City of Healdsburg

Negotiation: Lease agreement for Healdsburg Regional Library

Govt. Code §54956.8(a)

5. OPEN SESSION

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

6. PRESENTATION & INFORMAL DISCUSSION (2 Documents)

Library Auditor Will Soper will conduct a mini-workshop on the Library's fund accounting, fund balance policy and management, and special revenue fund. In November, he will discuss GASB 45 requirements for reporting the Library's liability for retiree health care as well as review the FY 10-11 financial statements.

7. PUBLIC APPEARANCES – Comment on Open Session Agenda Items

Members of the public who wish to address the Commission regarding items on the remainder of the agenda or other issues should request recognition at this time.

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

8. APPROVAL OF MINUTES

- 8.1. Minutes of the September 21, 2011 Regular Meeting (1 Document)

9. CORRESPONDENCE & PRESS COVERAGE

10. 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.

- 10.1. Request for leave without pay
- 10.2. Retirement Resolutions for 2011 Retirees

11. ACTION ITEMS BY RESOLUTION

There are no items for action by resolution this month.

12. ACTION ITEMS BY MOTION

- 12.1. Approve October Adjustments to the FY 2011-2012 Budget (3 Documents)
- 12.2. Approve Holiday closures for Veteran's Day and Thanksgiving.

13. DISCUSSION ITEMS

- 13.1. Management Report
 - 13.1.1. Progress on Priorities, Issues and Challenges (1 Document)
 - 13.1.2. Monthly financial report (1 Document)
- 13.2. Sonoma County Save Our Libraries Requests

14. COMMISSION INFORMATION ITEMS

15. DATE AND TIME OF NEXT MEETING

Meeting: Regular Commission Meeting
Date: Wednesday, November 2, 2011
Time: 6:30 p.m.
Location: Rincon Valley Regional Library

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 29, 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	10.5.11	Regular	4.1

SUBJECT

Designate real property negotiator

RECOMMENDED ACTION

Designate negotiator

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION DESIGNATE the Kathy Larocque and Jaime Anderson as the real property negotiators for the lease for the Healdsburg Regional Library, 139 Piper Street, Healdsburg.

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



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Discussion	10.5.11	Regular	6

SUBJECT

Financial management

PURPOSE OF THE DISCUSSION

By the end of the two-meeting discussion, the Commission will:

1. Understand the library's fund accounting and the structure of those funds.
2. Understand the fund balance policy as well as the structure and management of the fund balance reports.
3. Be familiar with the special revenue fund and money currently included in that fund.
4. Have determined their short- and long-term steps for funding the GASB 45 \$14 million liability for Other Post-Retirement Benefits (OPEB).
5. Understand and vote to accept the FY 10-11 audit.

BACKGROUND

This series of discussions is structured to respond to several issues:

1. Priority financial policies in Focus & Finish 2011 include these topics: GASB, Fund Accounting & the JPA; Fund Types; and Fund Development (Gift & Donations Acceptance, Endowments, and Grants)
2. Questions from Commissioners and others about the fund balance (policy, structure, reports, and management).
3. The need to improve management of gifts and donations as well as the special revenue fund.
4. The need to develop plans to fund the Library's financial liability for OPEB.
5. The requirement that the Library conduct an audit.

FUTURE BOARD ACTIONS

Accept FY 10-11 audit; approve financial policies.

FISCAL IMPACT

This discussion is designed to continue the Commission's efforts to improve its financial policies and procedures.

POLICY ISSUES

The Commission has identified a series of needed financial policies.

ATTACHMENTS

- Document #6.1 – Overview of Fund Balance Policy
- Document #6.2 – Special Revenue Fund (detailed report)

Note: The current fund balance is document is #12.1.2

SONOMA COUNTY
LIBRARY FUND BALANCE POLICY

Overview

October 5, 2011

The Government Finance Officers Association best practices say that it is essential for publicly funded agencies:

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

Fund Balance Policy Basics

- ❖ The Sonoma County Library will maintain a fund balance adequate to assure financial stability as well as to maintain the Library's operations, services, & assets.
 - Absolute minimum amount 12.5% of operating budget
 - Goal is to have a minimum of 20%
 - Except for the purposes outlined for the Stabilization Fund, the fund balance is not for ongoing expenditures.

Four Categories of Savings

- ❖ Establishes 4 primary categories of savings:
 - Stabilization Fund (12.5% of budget)
 - Emergency Fund
 - Counter Cyclical Reserves
 - Capital Asset Replacement Fund (vehicles, major equipment, & IT infrastructure)
 - Capital Improvement Fund (savings to implement funds for new projects)

The Stabilization Fund

- ❖ (sometimes called the "rainy day fund") is equal to 12.5% of the Library's annual operating expenditures in the current fiscal year's budget.
 - Emergency Reserves
 - Half of the stabilization fund, or 6.25% of the Library's approved operating expenditures for the current fiscal year, is for unforeseen emergencies, including natural and man-made disasters, unanticipated major repairs or replacement of equipment, or other cases in which the Library is faced with funding a large, unanticipated expenditure. Must begin to be restored during the next budget year, and the Library Director shall present a plan for the restoration within 3 months of its use.
 - Countercyclical Reserves
 - The balance of the Stabilization Fund, or 6.25%, may be used if the property tax projections fall below the level of the previous year.

DOCUMENT #6.1 (10.5.11)

- May only be used to maintain current expenditure levels and provide “bridge financing” during the first 18 months of an economic downturn.
- Must begin to be restored within 24 months of their first use, and the Library Director shall present a plan to the Library Commission for the restoration after 18 months of its use.

Capital Asset Replacement Fund

- ❖ To pay for replacement of existing equipment, vehicles, information technology resources, and major repairs or rehabilitation to the Library’s facilities.
 - The amount assigned to this fund will be based on the projected useful life of the Library’s capital assets (e.g., vehicles, equipment) with the assumption that interest earnings on the fund will offset the impact of inflation.

Capital Improvement Plan

- ❖ To pay for priority projects to expand or improve the Library’s services through the creation of new buildings/facilities, the addition of major new technology, or renovation of existing capital assets.
 - The funds in this category are determined during the Library’s budget process and are based on its capital improvement plan.

**Sonoma County Library
Special Revenue Funds Summary - Gifts & Donations**

Fund Name	Index Code	User Code	Amount @ 7/1/11	Donor Designation
Friend's Groups - Accounts Managed (General)				
Sebastopol Friends	695122	002SBF	\$ 21,250	Friends Donations
			\$ 21,250	
Friend's Groups - Accounts Managed (Building)				
Sebastopol Friends	695122	002SBR	\$ 243,387	Friends - Building Remodel
			\$ 243,387	
Friend's Donations (General)				
Santa Rosa Friends	695122	002SRF	\$ 121,471	Donations
Northwest S.R. Friends	695122	002NWF	55,183	Donations
Rincon Valley S.R. Friends	695122	002RVF	73,561	Donations
			\$ 250,214	
Friend's Donations (Building)				
Petaluma Building Fund	695130	003PBD	\$ 166,713	Petaluma - Building Improvements
Petaluma Building	695122	002PRL	276	Meeting Room Remodel Funds
			\$ 166,989	
Friend's Special Projects				
Petaluma Garden	695122	002SPC	\$ 1,200	Miscellaneous Gifts
Petaluma History	695122	002PHR	8,325	Designated for Petaluma History Room
SW S.R. Trust	695122	002SPC	6,258	SR Friends Donation for SW Library Trust
SW S.R. Books/Bond	695122	002SWL	52,693	SR Friends Donations for SW Library Books & Bond
			\$ 68,476	
Small Bequests & Miscellaneous				
Central Barone	695122	N/A	\$ 810	Computer Fund - Central Library
Central Building	695122	002CBD	51,508	Balance from Central Library Construction
Fund Development Office	695122	001FDO	111,263	Facilities Funds
Guerneville - J.T. Smith	695122	002JTS	6,983	Guerneville - Programs
Hilda Sweeney	695122	002SPC	6,835	Children's Garden
Miller - Children	695122	002MLR - 2	36,543	Systemwide - Children Materials - Matching funds
Miller Endowment	695122	002MLR	134,183	Systemwide - Children Materials
Petaluma Cormack	695122	002PCB	10,397	Materials for Petaluma
Rohnert Park Library Fund	695122	002RPL	798	Safeway Gift - \$777
Sonoma Hendry/Hoffman/Rathke	695122	002RAT	332	Materials for Sonoma
Sonoma Lawton	695122	002LAW	16,126	Materials for Sonoma
Sonoma Valley Building Fund	695122	002SVL	1,118	Elizabeth and John Sheela Gift - \$1,000
			\$ 376,895	
Bequests				
Arnoldo	695130	002JAF	\$ 38,005.00	Sonoma County Library - No Additional Restrictions
Buffum	695130	003BUF	178,809.00	Petaluma Regional Library - Building Improvements
Cogsdell	695130	003CGD	101,228.00	Sebastopol Regional Library - No Additional Restrictions
Crider	695130	003CRD	15,320.00	Cloverdale Regional Library - No Additional Restrictions
Cromwell	695148	004CRO	726,002.00	Petaluma Regional Library - Facilities Improvements/Books/Services
Curtis	695130	001TCT	94,475.00	Sonoma County Library - No Additional Restrictions
Harris	695130	002HFT	56,472.00	Healdsburg Library Regional Library - Books or Fixed Assets
Hopkins	695130	003HOP	1,017,383.00	Petaluma Regional Library - Facilities Improvements/Books/Services
Matz	695130	003MAT	68,876.00	Cloverdale Regional Library - Materials Only
Memorial Book	695130	003MBK	33,046.00	Gifts Designated for Library Materials
Nobles	695130	003NOB	99,423.00	Cloverdale Regional Library - No Restrictions
Sadowsky	695130	003SDW	99,790.00	Sonoma County Library - No Additional Restrictions
			\$ 2,528,829.00	
Wine Library				
Wine Library	695155	005WNL	\$ 11,142.00	Wine Library Associates Funds to Support Wine Library
			\$ 11,142.00	
Total			\$ 3,667,182	



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	10.5.11	Regular	8

SUBJECT

September Meeting Minutes

RECOMMENDED ACTION

APPROVE Minutes of the September 21, 2011 Regular Meeting.

DRAFT MOTIONS

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the minutes of the Regular Meeting on September 21, 2011, as presented. (or, as corrected)

BACKGROUND

None

FUTURE BOARD ACTIONS

None

FISCAL IMPACT

None

POLICY ISSUES

None

ATTACHMENTS

Document #8.1 - Draft Minutes

1
2
3 **Sonoma County Library**
4 **Minutes of the Library Commission**
5 **September 21, 2011**

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

8 **CALL TO ORDER**

9 Chair Kelley called the Sonoma County Library Commission regular session to order
10 at 6:30 p.m. in Rincon Valley Regional Library's Forum Room.

11
12 Commissioners present: Arnold, Dell'Osso, Freis, Kelley, May, and Whistler.
13 Commissioner Colbert 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; Library Attorney/Agency Negotiator Kelly Tuffo; Technical
20 Support Specialist I Kerri Bailey; Branch Managers Bo Simons and Anne Marie
21 Murphy; Librarians Kim Endoso and Steve Alcorta; Library Technicians Barbara
22 White and Liam Morrissey; Building Mechanic II Lead Tom Popenuck; Delivery
23 Person Ron Cecena; and Administrative Aides Julie Dabbs and Stephanie Kunkle.
24

25 Guests and observers present: Retirees Patti Lewis and Johanna Scallon. Several
26 members of the Sonoma County Save Our Libraries Steering Committee were also
27 present.
28

29 **ANNOUNCEMENTS INTRODUCTIONS & SPECIAL PRESENTATION**

30 Chair Kelley reminded the staff and the public to attend the Book Festival this coming
31 weekend on Saturday, September 24, 2011, being held at Courthouse square in
32 downtown Santa Rosa and at the Central Library. She added that the Library
33 Foundation will host a *Chocolate and Cinema!* event on Wednesday, October 12 at
34 the 6th Street Playhouse in historic Railroad Square. The film will be *North by*
35 *Northwest* with Cary Grant.
36

37 **PUBLIC APPEARANCES**

38 Chair Kelley invited the public to speak.

- 39
- 40 • Technical Support Specialist I Kerri Bailey, who read a letter explaining her
41 opposition to benchmarking healthcare at the Kaiser rates.
 - 42 • Tom Popenuck, Library Facilities Building Mechanic Lead, read a letter with
43 regarding two issues. The first topic was about holding the closed session at
44 the beginning of the meeting for an unstated period of time following the public
45 appearances. He felt it was disrespectful and rude. He urged the
46 Commission to conform to all others in the county by having the closed
47 session prior to the public meeting. He stated that the Commission was in
48 violation of the Brown Act regarding the public's right to address the legislative

1 body both with items both on and not on the agenda. Public testimony should
2 provide the right to be responded to with more than a “thank you.” He
3 requested that they change their procedures to conform to the Brown Act. He
4 stated that he would like a written response to this.
5

6 The second topic was about the font size on the third to last page of agenda
7 item #12.2.2-Revised Budget for FY 2011-12. He commented that the print
8 was too small and difficult to read. He offered copies of the same document in
9 larger print to the public and the Commission. Popenuck spoke of his concern
10 about the Commission spending down the reserve at a fantastic rate. He felt it
11 was not a good time to spend a million dollars of the reserves to remodel the
12 Petaluma Library. He closed by saying, “This use of funds is clearly not in
13 anyone’s best interest.” Director Cooper responded that the Petaluma project
14 will be paid with gifts and donations, not public funds.
15

- 16 • Kim Endoso, full time children’s librarian, spoke briefly. She said that
17 children’s programs are being cut while the temporary Burlingame Hall is
18 costing the Library \$9,000 per month. She added that closures on Mondays
19 were causing a hardship for the patrons.
20

21 **PRESENTATION & INFORMAL DISCUSSION**

22 Sonoma County Save Our Libraries (SOCOSOL) representative Dena Bliss
23 introduced members of the group’s steering committee. She outlined the group’s
24 goals: to return to those hours prior to August 1 and to achieve budget coherency
25 and operational transparency. The group presented 1,532 signed letters and 3,808
26 petitions from library patrons all across the county requesting that the Library be
27 open on Monday. Bliss urged the Commission to invite public stakeholders to the
28 table to brainstorm and help with ideas to keep the Library open. Bliss commented
29 that she has several people in mind and several ideas that could be brought if invited
30 and told when. Freis asked if there were also people available to implement the
31 ideas and Bliss said yes.
32

33 Bliss distributed a handout to the Commission requesting three things: to post an
34 agenda 72 hours prior to the meeting; to amend the bylaws to enable the public to
35 request that topics be placed on the agenda; and to post draft minutes of each
36 Commission meeting on the public site within 72 hours of the meeting. She polled
37 each Commissioner to see if they would commit to placing an item on the agenda if
38 requested by the public, one week prior to a scheduled meeting. All Commissioners
39 were willing to discuss these issues. Chair Kelley said she would be reluctant to state
40 she could add an item at the last minute since sometimes the agenda is very full, but
41 she would not object to doing so if it could be accommodated.
42

43 Cooper said the current practice is to post the agenda 72 hours prior to the meeting,
44 in accordance with the Brown Act. Was there a problem with current practice?
45 Dell’Osso noted that this is a system, not just Sebastopol. She said they were
46 committed to the whole system since the very first meeting in June.
47

1 Chair Kelley thanked the public and staff for attending and stated that the next
2 agenda item was closed session. She invited all the public to return to the meeting
3 following the closed session.

4
5 **CLOSED SESSION**

6 Pursuant to California Government Code §54957, the Library Commission met in
7 closed session at 6:55 p.m. to confer with agency labor negotiator Kelly Tuffo to
8 consider labor negotiations.

9
10 **OPEN SESSION**

11 The Commission reconvened in open session at 7:55 pm. Chair Kelley reported that
12 the Commission gave direction to the agency negotiator and no action was taken.

13
14 **APPROVAL OF MINUTES** – Minutes of the August 3, 2011 Regular Meeting

15 **M/S/C (Freis/May)** moved that the Sonoma County Library Commission approve the
16 minutes of the regular meeting on August 3, 2011, as presented.

17 AYES (5): Arnold, Freis, Kelley, May, and Whistler.

18 ABSENT (1): Colbert

19 ABSTAIN (1): Dell’Osso

20
21 **CORRESPONDENCE & PRESS COVERAGE**

22 Correspondence included several email comments and questions regarding holds,
23 Library tours, poor customer service, closed book drops, self-checkout, and Library
24 fines and fees. A thank you note for a donation was also included. There were 18
25 letters from patrons requesting that the Library rescind its action to reduce Library
26 hours.

27
28 The clippings folder included two articles from *The Press Democrat*: “Readying
29 Latest Chapter for County Book Fest,” about Chair Melissa Kelley’s many volunteer
30 services to the community; and a column by reporter Chris Smith titled Library
31 Apples, about the giveaway of Gravenstein apples at six branches of the county wide
32 system.

33
34 *The Community Voice* included an article, “Library Survives First Week on Fewer
35 Hours,” which interviewed Rohnert Park-Cotati Branch Manager Nancy Kleban.

36
37 **CONSENT CALENDAR**

38 **Approve updated class specification for the Librarian III classification**

39 There were no objections so Chair Kelley declared the Consent Calendar approved.

40
41 **ACTION ITEMS BY RESOLUTION**

42 **Adopt resolution requesting line of credit**

43 This is a routine resolution allowing the County to manage our funds and cover our
44 cash flow.

45
46 **M/S/C (May/Dell’Osso)** moved by resolution that the Sonoma County Library
47 Commission request temporary fund transfers as needed for fiscal year 2011-2012.

48 AYES (6): Arnold, Dell’Osso Freis, Kelley, May, and Whistler.

1 ABSENT (1): Colbert

2
3 The Commission is required to have a roll call vote for this resolution:

<u>Board Member</u>	<u>Vote</u>
4 Commissioner Kelley:	Aye
5 Commissioner Freis:	Aye
6 Commissioner Arnold	Aye
7 Commissioner May	Aye
8 Commissioner Dell'Osso	Aye
9 Commissioner Whistler	Aye

10
11
12 Ayes: 6 Noes: 0 Absent: 1 (Colbert)

13 14 **DISCUSSION ITEMS**

15 **12.1. Management Report**

16 **12.1.1. Progress on Priorities, Issues & Challenges**

17 Discussions began with a question regarding page 1, line 21. Has the
18 Management Team identified additional reductions for the current year?

19 Answer: Yes, the proposed budget adjustments include a reduction of
20 \$160,000 in services and supplies; some was programming money.
21 Additional reductions included a \$35,000 savings resulting from reduced
22 public service hours, for a grand total of \$195,000.

23
24 Question: The reason for substitute recruitments? Answer: In order to cover
25 Sunday staffing at the Central Library, we needed additional library associates
26 and librarians in the substitute pool who are willing to work on Sunday. In
27 addition, the recruitment allows several people working as Tech IIIs who have
28 their graduate library degree or who are currently enrolled in graduate library
29 school to gain work experience.

30
31 May made a comment regarding the box at the top of the Management Report
32 which stated that the focus had been on opening Burlingame Hall, transition to
33 new service hours, and negotiations with the Union. The Library Director
34 thanks PSDM Kiyoko Okazaki and Collections Manager Kathy Dennison as well
35 as Facilities staff Tom Popenuck and Dave Tichava for their hard work on the
36 project.

37
38 Question: Where are we with the book drops? Answer: We plan to have a
39 complete report in the next few weeks. A primary issue is that the book drops
40 are not designed to handle the number of items being returned.

41
42 Question: If we were able to improve the book drop situation, would we be
43 able to not lock the book drops? Answer: No. While we are trying to keep
44 the book drops from jamming and improve their ergonomics, the number of
45 items returned when we are closed three days or more is not manageable.

46
47 Question: What was the issue with Burlingame Hall and was it resolved?
48 Answer: The City wanted to require the Library to repair the driveway

1 entrance and sidewalk, which would have cost approximately \$20,000 dollars.
2 Once County Counsel pointed out that public institutes leasing space are not
3 required to meet all ADA requirements, the City Attorney and City Manager
4 withdrew the requirement. In the end, the City only required that we fix one
5 small patch of the sidewalk at a cost of \$2,000-\$4,000.
6

7 Question: Are negotiations on Healdsburg lease moving forward? Answer:
8 Chief Deputy County Counsel Kathy Larocque and Jaime Anderson have
9 scheduled a meeting with the City staff on Monday, September 26. We have
10 been working on a Library draft of the lease with County Counsel.
11

12 Question: Will the proposed draft be keeping with all other city leases that we
13 have? Answer: Yes, we are using an updated lease being negotiated with
14 the City of Sonoma as a model.
15

16 Question: What about Sebastopol remodeling schedule? Answer: I have a
17 meeting with the architects on Friday to discuss the updated calendar.
18

19 **12.2. Financial Reports & Revised 11-12 Budget**

20 **12.2.1. End of year report for FY 2010-2011**

21 The Commission had another opportunity to review the final financial report on
22 revenue and expenditures in FY 2010-2011.
23

24 **12.2.2. Revised Budget for FY 11-12**

25 Commissioner Dell'Osso commented on the use of the word "decrease" over
26 and over in the narrative. He hoped to see a better budget somewhere in the
27 future. Cooper told the Commission that this budget would be included on the
28 agenda for approval at the October 5 meeting, except for the one minor
29 change.
30

31 Cooper asked if the Commission would like Library Auditor Will Soper to
32 attend the next meeting to discuss the fund balance and special revenue
33 funds. The Commissioners agreed. Soper will attend the next two meetings
34 to discuss financial policies and the financial statements.
35

36 **LIBRARY ADVISORY BOARDS**

37 **13.1. Ready for Appointment**

38 **13.1.1 Rohnert Park-Cotati Regional Library Advisory Board, Vacant** 39 **Position**

40 **13.1.2. Santa Rosa Libraries Advisory Board, Vacant Position**

41 **13.1.3. Cloverdale Library Advisory Board, Vacant Position**

42 **13.1.4. Sebastopol Library Advisory Board, Vacant Position** 43

44 **M/S/C (Dell'Osso/Whistler)** moved by resolution that the Sonoma County
45 Library Commission appoint the four named persons per Item #13rev to
46 the vacant positions on the various regional Library advisory boards for the
47 term ending as stated on agenda item 13rev.

48 AYES (6): Arnold, Dell'Osso, Freis, Kelley, May, and Whistler.

1 ABSENT (1): Colbert

2
3 **COMMISSION INFORMATION ITEMS**

4 Commissioner Dell'Osso:

- 5 • Reported on his service awards for two staff. He liked the biographies and talking
6 with the staff.
7 • Stated that he had a conflict for the next meeting due to three City Council
8 meetings next month and requested a change in the date or to hold the
9 discussion items until later on the agenda. After some discussion of options, the
10 Commission decided that it could not find an agreeable item.
11

12 Commissioner Whistler:

- 13 • Had two Library Advisory Board meetings.
14 • Sebastopol is considering meeting more often than quarterly. She added that the
15 new chair of Sebastopol was Judy Rice.
16 • Guerneville had some great book sales.
17 • She would present her first service award presentation this Friday.
18 • Gravenstein apples were handed out at seven libraries and it was very
19 successful.
20

21 Commissioner Freis:

- 22 • Did service award presentations recently at Central and Northwest.
23 • The Foundation sold t-shirts at the Wednesday Night Market.
24 • The Foundation's annual *Chocolate and Cinema* event was coming up.
25

26 Commissioner Kelley:

- 27 • Did a lovely service award presentation at Rincon Valley which included a nice
28 breakfast.
29

30 Commissioner Arnold:

- 31 • Said she would be giving Branch Manager Stephan Buffy a 20-year award on
32 Tuesday.
33 • Stated that Burlingame Hall is open. They checked out 1,500 books the first day.
34 There were 3,000 to 4,000 holds waiting to be picked up when the library re-
35 opened.
36

37 Commissioner May:

- 38 • Did the service award ceremony which was fun. He added that Supervising
39 Library Technician Rochelle Hoffman was retiring, and Nick Alva is replacing her.
40 • Said that the Library garden was lush and lovely. City Council had a weeding and
41 harvesting party last Saturday.
42 • That the Friends had a book sale and made \$4,000. They had connected with an
43 online sales company to help with sales.
44

45 Director Cooper added that they would like to start doing the service awards annually in
46 December 2011, beginning this year. The Commission agreed.
47

1 **DATE AND TIME OF NEXT MEETING**
2 Meeting: Regular Commission Meeting
3 Date: October 5, 2011
4 Time: 6:30 p.m.
5 Location Rincon Valley Regional Library
6

7 **ADJOURNMENT**
8 The meeting adjourned at 8:35 p.m. by acclamation.
9
10 _____



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Consent	10.5.11	Regular	10

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 #10.1: Action: Approve request for leave without pay.

Under the current MOU, requests for leave without pay must be approved by the Library Commission. Staff recommends approving the request.

Item #10.2: Action: Authorize the Commission Chair to approve and sign 8 retirement resolutions.

On Saturday, October 22, the Library will honor eight staff members who have or are retiring in 2011. Traditionally, the Commission presents resolutions of thanks to each of the retirees.

Commissioners are encouraged to attend—and we will need some Commissioners present to read the resolutions.

FUTURE BOARD ACTIONS

None.

FISCAL IMPACT

None.

POLICY ISSUES

None.

ATTACHMENTS

Document #10.1.1- Request for leave without pay.

RECEIVED
SEP 23 2011

September 20, 2011

Sonoma County Library Commission

I am requesting a medical leave of absence, part of which will be unpaid, from December 6, 2011 to early February 2012 due to my own serious health condition.

Thank you for your consideration.

A handwritten signature in cursive script that reads "Cynthia Gallagher". The signature is written in black ink and is positioned above the printed name.

Cynthia Gallagher
Healdsburg Library Circulation Tech III



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	10.5.11	Regular	12.1

SUBJECT

Approve October budget adjustments to FY 11-12 operating budget and special revenue funds.

RECOMMENDED ACTION

Approve recommended adjustments

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the recommended adjustments to the FY 11-12 budget for both the general fund and the special revenue fund.

BACKGROUND

The County has modified its annual schedule for reviewing and approving budgets and budget adjustments. Budgets for all departments and agencies are approved in June, and then adjustments to those budgets are approved quarterly in October, January, and April.

The attached budget documents are the October adjustments prepared by staff. Any additional savings achieved through negotiated reductions as well as any state funding will have to be included in the January adjustments.

The items that require approval are:

- Adjusted operating budget for FY 11-12
 - Changes based on actual expenditures in FY 2010-11, additional reductions identified by the Library Management Team, and savings resulting from tentative agreements to date with the Union.
- Special Revenue Fund budget for FY 11-12
 - In the past, any expenditure of gifts and donations have been budgeted and recorded in the operating budget. Effective with this adjusted budget, expenditures of gift and donations will be budgeted and recorded in the Special Revenue Fund. The format of the budget document is the format used for county submissions and consistent with the county account system FAMIS.

FUTURE BOARD ACTIONS

Approve future adjustments for January and April.

FISCAL IMPACT

Without a final agreement with SEIU, this budget requires using a minimum of \$300,000 from the Library's fund balance to cover operating expenditures.

POLICY ISSUES

The budget is a policy.

ATTACHMENTS

- Document #12.1.1 – General Fund (Operating) Budget (spreadsheets & narrative)
- Document #12.1.2 – General Fund – Fund Balance (spreadsheet)
- Document #12.1.3 – Special Revenue Fund

DOCUMENT #12.1.1 (10.5.11)
SONOMA COUNTY LIBRARY
FY 2011-12 OCTOBER ADJUSTMENTS

This narrative explains the revisions that staff recommends for Commission approval

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. <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</i>

DOCUMENT #12.1.1 (10.5.11)

Number	Account Title	Purpose & Recommended Change
		<i>if state revenue does not meet projections. Based on Commission discussions, the recommended revisions do not include any state funding.</i>
3480	Library Fines	<i>Fines on Late Material Returns Paid by Patrons. Increase by \$60,000 based on revenue received in FY 10-11.</i>
3482	Wine Library Memberships	<i>Subscriptions by Businesses to Support the Wine Library. Decrease by \$4,000 based on revenue received in FY 10-11.</i>
3484	Library Fines-Delinquent Collections	<i>Fines Received through a Third Party Collection Agency. Decrease by \$23,000 based on revenue received in FY 10-11.</i>
4020-4113	Miscellaneous Revenue	<i>Other Library Revenue. 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. <ol style="list-style-type: none"> <i>1. 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> <i>2. 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 funded from the 2009 retirements.)</i>
5911	Extra Help	Salaries for Extra Help and Central Library Sunday Staffing. <i>Reduce Extra Help by \$369,127 due to the reduction in 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

DOCUMENT #12.1.1 (10.5.11)

Number	Account Title	Purpose & Recommended Change
		<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	Worker's Compensation Insurance	Worker's 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>
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>

DOCUMENT #12.1.1 (10.5.11)

Number	Account Title	Purpose & Recommended Change
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. <i>Decrease by \$11,246 to reflect actual spending in FY 10-11.</i>

DOCUMENT #12.1.1 (10.5.11)

Number	Account Title	Purpose & Recommended Change
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, Sub Finder, 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 Liebert Cassidy Whitmore for assistance with labor</i>

DOCUMENT #12.1.1 (10.5.11)

Number	Account Title	Purpose & Recommended Change
		<i>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 of new staff and public computers to maintain the Library's 5-year replacement cycle. PC's are cascaded down to those who do not require the highest level of computing power and parts from the oldest PCs are used to repair other computers.
		<i>Decrease by \$20,000 to reflect purchase of servers in FY 10-11 and lower computer pricing.</i>
7020	Summer Reading Supplies	Cost of the Summer Reading program.
		<i>Decrease by \$967 to move gifts for this line into the Special Revenue Fund.</i>
7030	Programming - Adult	Cost of Library programming for adults.
		<i>Decrease by \$7,228 to move gifts for this line into the Special Revenue Fund.</i>

DOCUMENT #12.1.1 (10.5.11)

Number	Account Title	Purpose & Recommended Change
7035	Programming - Juvenile	Cost of Library programming for children and young adults, other than Summer Reading. <i>Decrease by \$7,228 to move gifts for this line into 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	Charges for a temporary Sonoma Library. <i>Increase by \$422,623 to reflect a one-time special project for a temporary Library site while the Sonoma Library is being remodeled.</i>

SUMMARY
FY 2011-12 OCTOBER ADJUSTMENTS

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	\$16,353,274	(\$34,084)	\$670,148
Revenues	\$15,769,791	\$15,329,138	\$14,743,427	\$14,774,795	\$31,368	(\$554,343)
Total Use of Fund Balance	\$415,354	\$353,988	\$1,643,931	\$1,578,479	(\$65,452)	\$1,224,491
<i>Fund Balance Breakdown</i>						
Operating Fund Balance	\$245,266	(\$63,714)	\$1,103,931	\$615,856	(\$488,075)	\$679,570
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	\$11,312,132	(\$279,003)	\$97,740
Services & Supplies	\$4,130,237	\$4,023,723	\$4,231,223	\$4,048,519	(\$182,704)	\$24,796
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	\$15,390,651	(\$456,707)	\$125,227
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	\$16,353,274	(\$34,084)	\$670,148

REVENUE
FY 2011-12 OCTOBER BUDGET ADJUSTMENTS

		A	B	C	D	E	F	G	H
Sub-Obj Code	Account Title	Actual FY 2009-10	Actual FY 2010-11	February Preliminary FY 2011-12	September Proposed FY 2011-12	Increase/(Decrease) Over Feb Preliminary Budget		Increase/(Decrease) Sept Proposed Budget to FY 10-11 Actual	
						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	0	13,200	13,200	N/A	13,200	N/A
46	TOTAL OPERATING REVENUE	15,769,791	15,329,138	14,743,427	14,774,795	31,368	0.2%	(554,343)	-3.8%
47	USE OF FUND BALANCE	415,354	353,988	1,643,931	1,578,479	(65,452)	-4.1%	1,224,491	77.6%
48	TOTAL REVENUE	16,185,145	15,683,126	16,387,358	16,353,274	(34,084)	-0.2%	670,148	4.1%

EXPENDITURES										
FY 2011-12 OCTOBER ADJUSTMENTS										
			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	Dollars	Percent	Dollars	Percent
					FY 2011-12	FY 2011-12			Over Feb Preliminary	Sept Proposed Budget
									Budget	to FY 10-11 Actual
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	247,000	(369,127)	-149.4%	(375,577)	-152.1%
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%
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	11,312,132	(279,003)	-2.5%	97,740	0.9%
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
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%
Insurance:										
31	6103	Liability Insurance	70,216	67,679	71,631	70,000	(1,631)	-2.3%	2,321	3.3%
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%
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%
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										
FY 2011-12 OCTOBER ADJUSTMENTS										
			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	FY 2011-12	FY 2011-12	Over Feb Preliminary	Budget	Sept Proposed	Budget to FY 10-11 Actual
							Dollars	Percent	Dollars	Percent
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	35,500	(2,239)	-6.3%	22,636	63.8%
66	6882	Gift Equipment	793	10,802	15,082	2,700	(12,382)	N/A	(8,102)	-300.1%
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	4,048,519	(182,704)	-4.5%	24,796	0.6%
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	15,390,651	(456,707)	-3.0%	125,227	0.8%
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	16,353,274	(34,084)	-0.2%	670,148	4.1%
96	OPER REVENUE LESS EXPENDITURES		(415,354)	(353,988)	(1,643,931)	(1,578,479)	(65,452)	-4.1%	1,224,491	77.6%

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

**SUMMARY
FY 2011-12 OCTOBER BUDGET ADJUSTMENTS
FUND BALANCE**

EXPENDITURES: ACTUAL & BUDGETED							
	FY 08-09	FY 09-10	FY 10-11		FY 11-12	FY 12-13	FY 13-14
EXPENDITURES	Actual	Actual	Actual		October Adjustment	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)	(540,000)	(540,000)
Operating Expenditures							
	(400,525)	(245,266)	63,714		(615,856)	(1,051,679)	(911,934)
(Use of Fund Balance)/Contribution - Operating Expenditures	(400,525)	(245,266)	63,714		(615,856)	(1,051,679)	(911,934)
Total (Use of Fund Balance)/Contribution	(1,084,919)	(415,354)	(353,988)		(1,578,479)	(1,591,679)	(1,451,934)
FUND BALANCE SUMMARY							
Committed Fund Balance:							
1. Capital Asset Maintenance Fund:(7.5% of Fund Balance)	\$378,179	\$464,878	\$380,342		\$324,049	\$205,663	\$86,287
2. Capital Improvement Fund:							
A. Branch Improvement Project	\$3,057,002	\$2,538,500	\$2,088,139		\$1,856,600	\$883,199	(\$98,341)
B. Self Check Project	\$1,299,989	\$1,227,386	\$1,201,703		\$1,008,283	\$521,591	\$30,828
C. Northwest Branch Fund	0	0	0		0	0	0
3. Stabilization Fund: (12.5% of Operating Expenditures)							
A. Emergency Reserves (50% of Stabilization Fund)	\$1,043,730	\$1,000,941	\$954,269		\$961,916	\$961,916	\$961,916
B. Counter Cyclical Reserves (50% of Stabilization Fund)	\$643,205	\$755,675	\$1,017,983		\$346,060	(\$89,763)	\$49,982
Repayment: Counter Cyclical Reserves	\$400,525	\$245,266	(\$63,714)		\$615,856	\$1,051,679	\$911,934
Subtotal Counter Cyclical Reserves	\$1,043,730	\$1,000,941	\$954,269		\$961,916	\$961,916	\$961,916
Total Stabilization Fund	\$2,087,460	\$2,001,882	\$1,908,537		\$1,923,831	\$1,923,831	\$1,923,831
Subtotal Committed Fund Balance	6,822,630	6,232,647	5,578,721		5,112,763	3,534,284	1,942,605
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		(615,856)	(1,051,679)	(911,934)
Counter Cyclical Repayment		0					
Subtotal Unassigned Fund Balance	(400,525)	(245,266)	63,714		(615,856)	(1,051,679)	(911,934)
TOTAL FUND BALANCE	\$6,423,325	\$6,007,971	\$5,653,983		\$4,075,504	\$2,483,825	\$1,031,891
Percentage of Operating Expenditures	38.46%	37.51%	37.04%		26.48%	16.14%	6.70%

Sonoma County Library
Special Revenue Fund
Proposed September Budget
FY 2011-12

	General Gifts & Donations	Memorial Book Fund	Arnoldo Fund	Sadowsky Fund	Cogsdell Fund	Pet Bldg Fund	Buffum Fund	Hopkins Fund	Crider Fund	Matz Fund	Nobles Fund	Harris Fund	Curtis Fund	Total	Cromwell Fund	Wine Library Fund	TOTAL
7/1/11 Balance Revenue	\$977,824	\$33,046	\$38,005	\$99,790	\$101,228	\$166,713	\$178,809	\$1,017,383	\$15,320	\$68,876	\$99,423	\$56,472	\$94,475	\$1,969,540	\$726,002	\$11,142	\$3,684,508
1700 Interest Earnings	\$6,500	\$300	\$200	\$800	\$800	\$1,100	\$400	\$9,000	\$100	\$500	\$800	\$400	\$800	\$15,200	\$5,000	\$150	\$26,850
4040 Miscellaneous Revenue	\$100															\$100	\$200
4102 Donations	\$150,000	\$180,000												\$180,000		\$15,000	\$345,000
Total Revenue Expenditures	\$156,600	\$180,300	\$200	\$800	\$800	\$1,100	\$400	\$9,000	\$100	\$500	\$800	\$400	\$800	\$195,200	\$5,000	\$15,250	\$372,050
6401 Office Exp																500	\$500
6411 Postage																400	\$400
6430 Printing																2,000	\$2,000
6500 Professional Svcs																18,000	\$18,000
6881 Library Equip	5,000														10,000	1,500	\$16,500
6882 Gift Equipment	15,000																
7000 Spec Departmental	5,000															3,000	\$8,000
7020 Summer Read	15,000																\$15,000
7030 Programming-Adult	10,000																\$10,000
7035 Programming-Juvenile	10,000																\$10,000
7110 Staff Dev				300										\$300			\$300
7190 Books	75,000	180,000		200	500									\$180,700		5,000	\$260,700
Operating	135,000	180,000	0	500	500	0	0	0	0	0	0	0	0	181,000	10,000	30,400	\$356,400
8510 Building Improvements						100,000								\$100,000			\$100,000
8570 Furniture/Fixtures	50,000						10,000	25,000						\$35,000	15,000		\$100,000
Total Expenditures	185,000	180,000	0	500	500	100,000	10,000	25,000	0	0	0	0	0	\$316,000	25,000	30,400	\$556,400
Net Cost	(28,400)	300	200	300	300	(98,900)	(9,600)	(16,000)	100	500	800	400	800	(120,800)	(20,000)	(15,150)	(184,350)
6/30/12 Balance	\$949,424	\$33,346	\$38,205	\$100,090	\$101,528	\$67,813	\$169,209	\$1,001,383	\$15,420	\$69,376	\$100,223	\$56,872	\$95,275	\$1,848,740	\$706,002	(\$4,008)	\$3,500,158



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	10.5.11	Regular	12.2

SUBJECT

Approve holiday schedule for Veterans Day and Thanksgiving 2011

RECOMMENDED ACTION

Approve recommended closures

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the holiday schedule for Veterans Day and Thanksgiving 2011.

BACKGROUND

There are no pending issues requiring negotiation for two upcoming holidays. The traditional holiday schedule for Veterans' Day and for Thanksgiving are still valid:

Friday, Veterans Day, November 11, 2011: All libraries closed; holiday for all employees.

Wednesday, day before Thanksgiving, November 23, 2011- All libraries closed at 6 p.m.

Thursday, Thanksgiving Day, November 24, 2011: All libraries closed; holiday for all employees

Friday, day after Thanksgiving, November 25, 2011: All libraries closed; holiday for all employees.

FUTURE BOARD ACTIONS

Approve Christmas-New Year holiday schedule.

FISCAL IMPACT

None.

POLICY ISSUES

Holiday schedules are based on negotiated agreements with the Union.

ATTACHMENTS

MONTHLY FINANCIAL REPORT
August-September 2011

REPORTS ON PURCHASING

No purchases exceeded the \$25,000 threshold that requires reporting, but not approval, under the Delegation of Authority Policy.

BACKGROUND ON YTD REVENUE & EXPENDITURES

YTD Summary

Total revenues received through August 31, 2011: \$ 74,352 or .5% of budget
Total expenditures through August 31, 2011: \$ 2,465,157 or 15.1% of budget

Percent of Year & Payroll

- Percent of year elapsed: 17%
- Percent of payroll: 15%

Revenue

- Lines 1000 -1266 – Taxes: The Library receives two primary property tax payments in December and April, with a final year-end payment in June.
- Lines 1700 - 1800 – Interest Earned: Interest is apportioned quarterly in October, January, April, and June.

Expenditures

- Line 5940 – Workers' Compensation: The Workers' Compensation insurance line includes an annual deposit of \$28,842 at the beginning of each year.
- Line 6140 – Maintenance Equipment - IT: The Library pays invoices for annual maintenance fees in the first quarter of the fiscal year for the Library's integrated online system and for the Library's 15 EnvisionWare hardware and software products (e.g., e-Commerce, PC Reservation, inventory management, self-check, security gates).

SONOMA COUNTY LIBRARY						
AUGUST 2011 FINANCIAL REPORT						
PART 1- REVENUE						
		AUGUST	FY 11-12 SEP	YEAR TO	VARIANCE	%
		ACTUAL	BUDGET	DATE TOTAL	Over/(Under)	REC'D
1000	PROPERTY TAXES - CY SECURED		14,004,565		(14,004,565)	0.0%
1008	REDEVELOPMENT		(1,525,781)		1,525,781	0.0%
1011	SB2557 PROP TAX ADMIN		(216,491)		216,491	0.0%
1014	AB 1290 RDA PASS-THRUS		75,651		(75,651)	0.0%
1015	H&S 33401 RDA PASS-THRUS		843,659		(843,659)	0.0%
1020	PROPERTY TAXES - CY SUPP		78,958		(78,958)	0.0%
1040	PROPERTY TAXES - CY UNSECURED		486,076		(486,076)	0.0%
1042	COST REIM-COLL DEL CY UNS		(11,770)		11,770	0.0%
1060	PROPERTY TAX - PY SECURED		57,527		(57,527)	0.0%
1080	PROPERTY TAX - PY SUPPLEMENTAL		(2,115)		2,115	0.0%
1100	PROPERTY TAXES - PY UNSECURED		13,207		(13,207)	0.0%
1266	TIMBER YIELD TAX		1,150		(1,150)	0.0%
	TAXES	0	13,804,636	0	(13,804,636)	0.0%
1700	INTEREST ON POOLED CASH		29,000		(29,000)	0.0%
1701	INTEREST EARNED		3,000		(3,000)	0.0%
1800	RENTS/CONCESSIONS		300		(300)	0.0%
	USE OF MONEY/PROPERTY	0	32,300	0	(32,300)	0.0%
2081	ST - HIGHWAY RENTALS		0		0	N/A
2440	ST - HOPTR		138,395		(138,395)	0.0%
2500	ST - OTHER		0		0	N/A
2563	ST - LIB - TBR REIMB		0		0	0.0%
2566	ST - LIB - PUBLIC LIB FUND		0		0	0.0%
2901	COUNTY		22,840		(22,840)	0.0%
2945	LIBRARY LITERACY	54	45,000	104	(44,896)	0.2%
	INTERGOVERNMENTAL REVENUES	54	206,235	104	(206,131)	0.1%
3019	NCPA-FEE FOR GOVT SVCS		31,324		(31,324)	0.0%
3480	LIBRARY FINES	32,059	430,000	58,168	(371,832)	13.5%
3482	WINE LIBRARY MEMBERSHIPS	1,080	12,000	1,080	(10,920)	9.0%
3483	LIBRARY POSTAGE RECOVERY		500	86	(414)	17.3%
3484	FINES-DELINQUENT COLLECTIONS	1,838	21,000	1,838	(19,162)	8.8%
3700	COPIER FEES	3,825	62,000	6,533	(55,467)	10.5%
	CHARGES FOR SERVICES	38,803	556,824	67,705	(489,119)	12.2%
4020	OTHER SALES		0		0	N/A
4040	MISCELLANEOUS REVENUE	219	95,000	297	(94,704)	0.3%
4102	DONATIONS/REIMBURSEMENTS	3,305	66,000	5,640	(60,360)	8.5%
4106	REFUNDS		500		(500)	0.0%
4109	OUTDATED/CANCELED WARRANTS	678	50	678	628	1356.0%
4113	RETURNED CHECKS	(50)	50	(71)	(121)	-142.6%
	MISCELLANEOUS REVENUES	4,152	161,600	6,543	(155,057)	4.0%
	PY Appropriations Revenue		13,200	0	(13,200)	0.0%
	TOTAL REVENUE	43,008	14,774,795	74,352	(14,700,443)	0.5%

SONOMA COUNTY LIBRARY									
AUGUST 2011 FINANCIAL REPORT									
PART 2 - EXPENDITURES									
		AUGUST	FY 11-12 SEP			YEAR TO		VARIANCE	
		ACTUAL	BUDGET	TRANSFERS	ADJ BUDGET	DATE TOTAL	ENCUMBERED	(Over)/Under	
								%	
5900	VACANCY FACTOR		(60,000)			0		(60,000)	0.0%
5910	PERM POSITIONS	597,242	7,577,095			1,159,337		6,417,758	15.3%
5911	EXTRA HELP	1,483	247,000			44,426		202,574	18.0%
5923	PERS	95,381	1,215,418			188,870		1,026,548	15.5%
5924	MEDICARE	7,248	90,643			14,711		75,932	16.2%
5925	DEFERRED COMP	706	12,585			1,655		10,930	13.2%
5930	HEALTH INS	144,355	1,133,921			201,298		932,623	17.8%
5931	DISABILITY INS	2,249	36,104			5,140		30,964	14.2%
5932	DENTAL INS	14,790	168,662			28,147		140,515	16.7%
5933	LIFE INS	638	7,936			1,291		6,645	16.3%
5934	VISION INS	2,191	25,305			4,085		21,220	16.1%
5935	UNEMPLOYMENT INS		60,000			0		60,000	0.0%
5936	RETIREE HEALTH INS	77,671	575,000			87,987		487,013	15.3%
5940	WORKERS' COMP	18,624	222,463			85,980		136,483	38.6%
	SALARIES/BENEFITS	962,578	11,312,132	0	0	1,822,928	0	9,489,204	16.1%
6040	COMMUNICATIONS	1,373	10,000			2,051		7,949	20.5%
6041	DATA LINES	8,649	51,000			11,402		39,598	22.4%
6043	ALARM SYSTEMS	1,182	10,000			2,100		7,900	21.0%
6045	TELEPHONE SERVICE	862	28,000			2,848		25,152	10.2%
6048	CELL PHONE SERVICE	89	2,000			151		1,849	7.6%
6084	JANITORIAL SUPPLIES	1,780	24,275			1,780		22,495	7.3%
6085	JANITORIAL SERVICES	14,452	169,505			14,632		154,873	8.6%
6103	LIABILITY INSURANCE	0	70,000			55		69,945	0.1%
6140	MAINT EQUIP-IT	156,069	175,000			156,069		18,931	89.2%
6152	MAINT EQUIP-PARTS	300	11,545			505		11,040	4.4%
6153	MAINT EQUIP-OUTSIDE	4,240	50,000			7,346		42,654	14.7%
6180	MAINT-BLDGS/IMP	6,384	64,000			13,967		50,033	21.8%
6190	LANDSCAPE SERVICE	2,399	35,000			3,794		31,207	10.8%
6226	MAINT-BLDGS/IMP-PARTS	756	5,000			837		4,163	16.7%
6280	MEMBERSHIPS	1,205	10,000			1,562		8,438	15.6%
6401	OFFICE EXPENSE	35	37,409			(3,684)		41,093	-9.8%
6410	POSTAGE	274	38,000			1,274		36,726	3.4%
6430	PRINTING SERVICES	1,697	35,000			2,076		32,924	5.9%
6452	PAPER STOCK	979	17,000			1,456		15,544	8.6%
6517	BRANCH NETWORKING		10,000					10,000	0.0%
6518	OCLC	3,629	40,567			5,459		35,108	13.5%
6521	COUNTY SERVICES		130,000					130,000	0.0%
6540	CONTRACT SERVICES	2,844	120,032			38,811		81,221	32.3%
6553	SECURITY SERVICES	4,497	51,283			4,497		46,786	8.8%
6570	CONSULTING SERVICES		15,000					15,000	0.0%
6589	PERMITS		250					250	0.0%
6610	LEGAL SERVICES	1,738	55,000			1,738		53,262	3.2%
6630	AUDIT/ACCOUNTING	2,450	24,250			2,450		21,800	10.1%
6631	BOOKKEEPING	1,257	22,500			2,504		19,996	11.1%
6800	PUBLIC/LEGAL NOTICES		1,000					1,000	0.0%
6820	RENT/LEASES-EQUIP	261	5,000			447		4,553	8.9%
6840	RENTS/LEASES-BLDG	1,480	12,000			2,931		9,069	24.4%
6880	FACILITIES EQUIPMENT	86	6,000			297		5,703	4.9%
6881	LIBRARY EQUIPMENT	209	35,500			729		34,771	2.1%
6882	GIFT EQUIPMENT	1,552	2,700			1,552		1,148	57.5%
6889	SOFTWARE	4,226	60,000			4,363		55,637	7.3%
6890	COMPUTER HARDWARE		95,000					95,000	0.0%
6891	SMALL EQUIPMENT-IT	180	45,000			488		44,512	1.1%

SONOMA COUNTY LIBRARY									
AUGUST 2011 FINANCIAL REPORT									
PART 2 - EXPENDITURES									
		AUGUST	FY 11-12 SEP			YEAR TO		VARIANCE	
		ACTUAL	BUDGET	TRANSFERS	ADJ BUDGET	DATE TOTAL	ENCUMBERED	(Over)/Under	%
7000	LIBRARY & OTHER SUPPLIES	1,342	30,000			2,840		27,160	9.5%
7020	SUMMER READING	1,659	25,000			4,120		20,880	16.5%
7030	PROGRAMMING ADULT	250	5,000			250		4,750	5.0%
7035	PROGRAMMING JUVENILE		5,000					5,000	0.0%
7110	PROF DEVELOPMENT	285	10,000			1,220		8,780	12.2%
7120	IN-SERVICE TRAINING		5,000					5,000	0.0%
7180	LITERACY PROGRAM	757	87,853			547		87,306	0.6%
7187	MATERIALS MGT SUPPLIES	6,937	55,000			6,498		48,502	11.8%
7190	BOOKS/MATERIALS	(34,594)	1,663,000			216,333		1,446,667	13.0%
7191	BINDING		8,000					8,000	0.0%
7301	COUNTY CAR EXPENSE	2,800	33,000			4,219		28,781	12.8%
7302	TRAVEL EXPENSE		7,500					7,500	0.0%
7303	MILEAGE & PARKING	6,691	60,000			8,979		51,021	15.0%
7320	UTILITIES	35,267	480,000			37,223		442,777	7.8%
7400	SO CO INFO TECHNOLOGY		350					350	0.0%
	SERVICES/SUPPLIES	248,529	4,048,519	0	0	568,717	0	3,479,802	14.0%
7910	CAPITAL LEASES	3,274	30,000			3,274		26,726	13.1%
	OTHER CHARGES	3,274	30,000	0	0	3,274	0	26,726	10.9%
	TOTAL OPERATING EXPENDITURES	1,214,382	15,390,651	0	0	2,394,919	0	12,995,732	15.6%
6847	BURLINGAME HALL	29,149	422,623			53,243		369,380	12.6%
	SPECIAL PROJECTS	29,149	422,623	0	0	53,243	0	369,380	12.6%
8510	BUILDING IMPROVEMENT	7,373	300,000			7,373		292,627	2.5%
8560	EQUIPMENT		100,000					100,000	0.0%
8562	COMPUTER EQUIPMENT	9,622	85,000			9,622		75,378	11.3%
8570	FURNITURE/FIXTURES		30,000					30,000	0.0%
	CAPITAL EXPENDITURES	16,994	515,000	0	0	16,994	0	498,006	3.3%
9000	APPR FOR CONTINGENCY		25,000			0		25,000	0.0%
	CONTINGENCIES	0	25,000	0	0	0	0	25,000	0.0%
	TOTAL ONE TIME EXPENDITURES	46,144	962,623	0	0	70,237	0	892,386	7.3%
	TOTAL EXPENDITURES	1,260,526	16,353,274	0	0	2,465,157	0	13,888,117	15.1%



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Discussion	10.5.11	Regular	13.2

SUBJECT

SOCOSOL Requests

PURPOSE OF THE DISCUSSION

By the end of the discussion, the Commission will:

1. Determine how to respond to the 3 requests from SOCOSOL.
2. Agreed on next steps.

BACKGROUND

At the September 21, 2011 Commission Meeting, Sonoma County Save Our Libraries presented three requests to the Library Commission.

1. *Post an agenda in all branch libraries at least 72 hours before a regular commission meeting and 24 hours before a special meeting; the agenda should contain a brief general description of each item; the agenda shall specify the time and location of the Commission meeting.*

Staff response: The agenda is always posted in a manner consistent with this request and includes a brief description of each item. The agenda is distributed to all branches at the same time. We will verify that each branch manager understands the importance of posting the agenda.

2. *Add a bylaw stating that any member of the public may request an item be placed on the agenda; they may make the request either in writing or verbally to the Clerk or a member of the Commission or make such a request at a regular meeting one week before the scheduled meeting.*

Staff response: The Commission should evaluate its options for responding to this request; however, given the complexity and timeline for assembling the Commission agenda, any requests must be made 2 weeks before the meeting. In addition, issues would have to be prioritized based on the Commission’s legal responsibilities and deadlines.

Options the Commission might consider include: (1) agree to the request; (2) consider alternatives, such as having requests for consideration of issues from the public submitted for discussion at the appropriate Library Advisory Board meeting; the Library Advisory Board and the Commissioner would determine what to forward for consideration by the Library Commission; (3) having any requests for agenda items reviewed by the Commission Chair and Vice-Chair using criteria to determine whether the request is appropriate for the Commission’s consideration.

3. *Post a draft of the minutes of each Commission meeting on the Library website within 72 hours of the meeting.*

Staff response: Staff workload makes a 72 hour turnaround difficult. We could post a summary of action taken on the website in that time limit. We could also try to have the draft minutes posted 10 working days after the meeting.