



**LIBRARY COMMISSION AGENDA
REGULAR MEETING**

Wednesday, November 2, 2011 at 6:30 p.m.

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

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

1. CALL TO ORDER

2. ANNOUNCEMENTS

3. CLOSED SESSION

3.1. Public Comments

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.

3.2. Commissioner Comments

3.3. Closed Session:

3.3.1. 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

3.3.2. 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. OPEN SESSION

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

5. ADDITIONAL COMMENT

5.1. Public Comments

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.

5.2. Commissioner Comments

6. APPROVAL OF MINUTES

6.1. Minutes of the October 5, 2011 Regular Meeting (1 Document)

7. CORRESPONDENCE & PRESS COVERAGE

8. CONSENT CALENDAR

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

9. ACTION ITEMS BY RESOLUTION

There are no action items by resolution.

10. ACTION ITEMS BY MOTION

10.1. Schedule for Holiday Closure (1 Document)

The Union agreement includes 3.5 furlough days between Christmas and New Year's Day and the MOU outlines staff holidays. The Commission will approve the schedule for the closure; however, if the Tentative Agreement with the Union is not ratified by the membership and approved by the Commission this item will be withdrawn.

10.2. Book Return Retrofit (2 Documents)

The Commission will consider a report on the inadequacies of the current book returns and recommendations for retrofitting returns system wide to prevent jamming and improve staff working conditions. Commission approval of expenditures is required before the retrofit can begin.

10.3. Change Day of Week for Regular Commission Meetings

In response to staff requests, the Commission will consider options for changing the day it meets.

11. DISCUSSION ITEMS

11.1. Management Report

The Library Management Team will respond to questions from Library Commissioners regarding the narrative and financial reports.

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

11.1.2. Monthly financial report (1 Document)

11.1.3. Quarterly gifts and donations report (1 Document)

11.1.4. Staff Report: Ebooks (1 Document)

11.1.5. Staff Report: Newsletter costs & funds raised (1 Document)

11.1.6. Staff Report: Other Follow-up (1 Document)

11.2. Library Commission Schedule – 2012 (1 Document)

The Commission will discuss its meeting schedule for next year.

12. COMMISSION INFORMATION ITEMS

13. DATE AND TIME OF NEXT MEETING

Meeting: Regular Commission Meeting

Date: TBD

Time: 6:30 p.m.

Location: Rincon Valley Regional Library

14. ADJOURNMENT

By acclamation.

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

DISABLED ACCOMMODATION: If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact the Library Director's Office at 707.545.0831, ext. 553, as soon as possible to ensure arrangements for accommodation.

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	11.2.11	Regular	6

SUBJECT

October Meeting Minutes

RECOMMENDED ACTION

APPROVE Minutes of the October 5, 2011 Regular Meeting.

DRAFT MOTIONS

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the minutes of the Regular Meeting on October 5, 2011, as presented. (or, as corrected)

BACKGROUND

None

FUTURE BOARD ACTIONS

None

FISCAL IMPACT

None

POLICY ISSUES

None

ATTACHMENTS

Document #6.1 - Draft Minutes

1
2
3 **Sonoma County Library**
4 **Minutes of the Library Commission**
5 **October 5, 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, Colbert, Freis, Kelley, May, and Whistler.
13 Commissioner Dell'Osso had an excused absence.
14

15 Management Team present: Library Director Sandy Cooper; Public Services Division
16 Manager (PSDM) Kiyoko Okazaki; Administrative Services Division Manager (ASDM)
17 Elissa Alfano; Materials Management Division Manager (MMDM) Jaime Anderson;
18 ILS Manager Mike Dawe; and Human Resources Manager Patrick Preston.
19

20 **ANNOUNCEMENTS INTRODUCTIONS & SPECIAL PRESENTATION**

21 Director Cooper announced that Children's Services Coordinator Kathy DeWeese
22 was back from maternity leave. Chair Kelley reported that the Library had the
23 necessary signatures authorizing the release of the "Preston Collection" to the
24 Friends of the Santa Rosa Libraries, and the sale of items in the collection could
25 result in additional income for the Friends and the Library.
26

27 **PUBLIC APPEARANCES**

28 Chair Kelley noted that there were two opportunities for the public to comment on the
29 evening's agenda. Comments included prior to the closed session included:

- 30 • Children's Librarian Kim Endoso read a letter from Central Reference Librarian
31 Robin Watters expressing concern that the Library was not responding to patrons'
32 needs, which include the many requests for eBooks and the reduction of library
33 hours. Watters also commented on the negative atmosphere created by hiring a
34 labor negotiator.
35

36 Endoso's own comments included a statement opposing the Library's approach
37 to books drops; closing the Library on Mondays while spending money on
38 Burlingame Hall and having a substitute driver empty book drops on Mondays.
39

- 40 • Building Mechanic Dave Tichava read a statement urging the Commission to help
41 move the negotiations forward.
42
43 • Building Mechanic Tom Popenuck once again asked for larger print on some of
44 the financial documents.
45

46 Chair Kelley confirmed that several people have asked the Commission to change its
47 meeting to another day of the week so that staff can attend. The Commission will
48 discuss the request at the next meeting.

1 She also asked the staff to provide a report to the Commission on eBooks at the next
2 meeting.

3
4 **DESIGNATE REAL PROPERTY NEGOTIATORS & CLOSED SESSION**

5 **4.1 Designate Real Property Negotiators for Healdsburg Regional Library**
6 **Lease**

7
8 **M/S/C (Arnold/Freis)** moved that the Sonoma County Library Commission
9 designate Kathy Larocque and Jaime Anderson as the real property negotiators
10 for the lease for the Healdsburg Regional Library, 139 Piper Street, Healdsburg.
11 AYES (6): Arnold, Colbert, Freis, Kelley, May, and Whistler.
12 ABSENT (1): Dell'Osso
13

14 **4.2 Closed Session**

15 4.2.2. Pursuant to California Government Code §54958, the Library Commission
16 met in closed session at 6:48 p.m. to confer with real property negotiators Chief
17 Deputy County Counsel Kathy Larocque and Division Manager Jaime
18 Anderson.
19

20 4.2.1 Pursuant to California Government Code §54957, the Library Commission
21 met in closed session to confer with agency negotiator Kelly Tuffo to consider
22 labor negotiations.
23

24 **OPEN SESSION**

25 The Commission reconvened in open session at 8:06 pm. Chair Kelley reported that
26 Pursuant to California Government Code §54958, the Commission provided direction
27 to property negotiators Larocque and Anderson and no action was taken.
28

29 She also reported that pursuant to California Government Code §54957, the
30 Commission was encouraged by the progress in the labor negotiations and gave
31 direction to agency negotiator Kelly Tuffo and no action was taken.
32

33 **PRESENTATION & INFORMAL DISCUSSION**

34 **6.1. Overview of Fund Balance Policy**

35 Library Auditor Will Soper presented a mini-workshop on the Library's fund
36 accounting, an overview of the fund balance policy and management, and the
37 special revenue funds. This was the first of a two-meeting discussion which was
38 designed to continue the Commission's efforts to improve the Library's financial
39 policies and procedures.
40

41 Chair Kelley thanked Soper for the information.
42

43 A person from the audience asked permission to speak and stated that he was a
44 CPA, and asked for clarification how 12.5% was determined to be the most
45 effective amount for the Stabilization Fund. Soper said that the decision was a
46 policy decision that was made by the Commission, not an accounting standard.
47
48

1
2 **PUBLIC APPEARANCES – Comment on Open Session Agenda Items**

- 3 • SEIU 1021 Representative Irene Rosario presented a petition for a vote of no
4 confidence on behalf of the employees and others to the Commission regarding
5 Library Director Sandy Cooper. She read a statement which gave many
6 examples of the Library Director not being able to manage the operations and
7 budget of the Library.

8
9 Chair Kelley said that the Commission will review the letter and get back to her.

- 10
11 • Dena Bliss of Sonoma County Save Our Libraries (SOCOSOL) spoke next and
12 asked the Commission that microphones be added so that the public can hear the
13 discussion clearly and that documents under discussion be projected so that the
14 public could see them.
15
16 • Tutor Peggy Dombek spoke next expressing concern about the reduction in
17 hours, and she said that people are more important than technology.

18
19 **APPROVAL OF MINUTES – Minutes of the September 21, 2011 Regular Meeting**

20
21 **M/S/C (Freis/May)** moved that the Sonoma County Library Commission approve the
22 minutes of the regular meeting on September 21, 2011, as presented.

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

24 ABSENT (1): Dell'Osso
25

26 **CORRESPONDENCE & PRESS COVERAGE**

27 Correspondence included two emails regarding the change in Library hours.

28
29 There were two letters included:

- 30 • The first was from a patron to each Commissioner addressed to Branch Manager
31 Debbie Hand regarding a recent theft of his bicycle from the Central Library and
32 his recommendations to deter future thefts including a better placement of the
33 bicycle rack.
34
35 • The second letter was from President of the Friends of the Healdsburg Library
36 Rebecca Goodsell writing on behalf of her board protesting the closing of book
37 return slots throughout the county wide system during Labor Day weekend,
38 September 3-5, 2011. She urged that each Branch Manager be given the
39 authority to make a decision regarding their book drop that was appropriate to
40 their Branch needs.

41
42 Director Cooper briefly reviewed some of the issues with book drops and said that
43 she will provide a full report on the book returns to the Commission at its November
44 meeting.

45
46 The clippings folder included one article from *The Press Democrat*, "Fondness For
47 Books On Display In Santa Rosa," about this year's Sonoma County Book Festival

1 and one article from the *Bohemian*, an article about the Book Festival which featured
2 Executive Director Melissa Kelley.

3
4 **CONSENT CALENDAR**

5 **10.1. Request for Leave without pay**

6 **10.2. Retirement Resolutions for 2011 Retirees**

7 There were no objections so Chair Kelley declared the Consent Calendar items
8 approved.

9
10 **ACTION ITEMS BY MOTION**

11 **12.1. Approve October Adjustments to the FY 2011-2012 Budget**

12 Cooper said the County has changed its budget approval and adjustment process.
13 The budgets are due in April and approved by the Board of Supervisors in June.
14 Rather than making technical adjustments in September, the Board now reviews
15 and approves technical adjustments quarterly.

16
17 Commissioner May asked if the operating deficit resulting from the lack of an
18 agreement with SEIU meant that the current budget required using \$300,000 from
19 the fund balance to cover operating expenses. ASDM Alfano confirmed that.

20
21 **M/S/C (May/Colbert)** moved that the Sonoma County Library Commission approve
22 the recommended adjustments to the FY 11-12 budget for both the general fund
23 and the special revenue fund.

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

25 ABSENT (1): Dell'Osso

26
27 **12.2. Approve Holiday closures for Veterans Day and Thanksgiving**

28 The Director explained that, without a Union agreement, there were no furlough
29 days scheduled in November and that these holidays were consistent with the
30 Memorandum of Understanding.

31
32 **M/S/C (Whistler/Freis)** moved that the Sonoma County Library Commission
33 approve the holiday schedule for Veterans Day and Thanksgiving 2011.

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

35 ABSENT (1): Dell'Osso

36
37 **DISCUSSION ITEMS**

38 **13.1. Management Report**

39 **13.1.1. Progress on Priorities, Issues & Challenges**

40 Chair Kelley asked about an update on recruitments for open positions.
41 Cooper said that interviews with four finalists for Collections Manager were
42 scheduled on October 21 and 25. This will be followed by making a decision
43 on the Central Library Manager and then the Rincon Valley and Cloverdale
44 Branch Managers. The only position they went outside to recruit was the
45 Collections Manager.
46

1 In response to the building update for Sebastopol, Cooper said that the
2 architect was working on a revised schedule and she would share the
3 information once it was complete.
4

5 **13.1.2. Monthly Financial Report**

6 There were no questions or comments.
7

8 **13.2. Sonoma County Save Our Libraries Request**

9 At the September 21, 2011 Commission Meeting, Sonoma County Save Our
10 Libraries presented three requests to the Library Commission:
11

- 12 1. *Post an agenda in all branch libraries at least 72 hours before a regular*
13 *commission meeting and 24 hours before a special meeting; the agenda should*
14 *contain a brief general description of each item; the agenda shall specify the time*
15 *and location of the Commission meeting.*
16

17 Cooper said Library Management will confirm that the Branch Managers are
18 posting the Commission agenda in a prominent location at least 72 hours before
19 a regular meeting.
20

- 21 2. *Add a bylaw stating that any member of the public may request an item be placed*
22 *on the agenda; they may make the request either in writing or verbally to the Clerk*
23 *or a member of the Commission or make such a request at a regular meeting one*
24 *week before the scheduled meeting.*
25

26 Several options were included with the agenda item. Commissioner Freis
27 expressed concerns regarding putting any item on the agenda and losing control
28 of important items which need to be on agenda and discussed. Colbert
29 suggested bringing items up for future meetings at a current meeting. Freis
30 suggested taking it to the Library Advisory Boards who would filter agenda items
31 first. Whistler said there should be a process where the public can talk to their
32 Commissioner. Bliss requested finding an access point and what the process was
33 for the public to ask to be put on the agenda. Kelley responded that
34 Administrative Aide Kunkle was the point person to go through for requests. Bliss
35 preferred bringing it up at the Library Advisory Boards, but was not comfortable
36 going through management. Kelley said she was open to have them go through
37 the Library Advisory Boards as this was one of their roles. Bliss again would like a
38 process made known to the public.
39

40 Cooper said that she believes the Library needs clear policies and procedures that
41 outline how the Library implements the Brown Act requirements. Chair Kelley
42 concluded that the Commission will continue to work to make the Commission and
43 Library Advisory Boards more accessible to the public.
44

- 45 3. *Post a draft of the minutes of each Commission meeting on the Library website*
46 *within 72 hours of the meeting.*
47

48 There will be a summary of actions and follow-up posted on the Internet within 72
49 hours of the Commission meeting.

1
2 Cooper reported that steps are being taken to make the contact information for
3 Library Advisory Board members readily available and to clarify the Brown Act
4 requirements and procedures for Branch Managers.
5

6 **COMMISSION INFORMATION ITEMS**

7 Commissioner Whistler:

- 8 • Sebastopol had a new LAB Chair, Judy Rice, and a new member, Barbara
- 9 Briggs-Letson.
- 10 • She attended the staff celebration honoring Ginger Hadley's thirty-year service
- 11 award and met Jan Guidotti, the original Guerneville Branch Manager.
- 12 • Sebastopol Friends made \$6,000 on a book sale.
- 13 • Sebastopol's next art show opens Friday.
- 14

15 Whistler asked for information newsletter costs and how much the Foundation
16 contributed. Staff will provide that information at the next meeting.
17

18 Commissioner Colbert:

- 19 • There are concerns about locking the book drops at Healdsburg.
- 20 • The lease is the other big item which, until approved, was holding up installation
- 21 of a small garden with plaques honoring Wine Library founder Millie Howie.
- 22 • The staff asked that the Commission change its meeting night so that staff can
- 23 attend.
- 24

25 Commission May:

- 26 • Announced that a big event was coming up, "Meet the Author - Donald Van de
- 27 Mark" for which a ticket will be required, however tickets are free. Tickets can be
- 28 picked up at the Reference desk.
- 29

30 Commissioner Arnold:

- 31 • She is thrilled to have the temporary library open in Burlingame Hall and finds it
- 32 packed full every time she is there.
- 33

34 Commissioner Kelley:

- 35 • The Santa Rosa Friends book sale is October 21-24 at the County Fairgrounds.
- 36

37 Commissioner Freis

- 38 • Announced that the Foundation is sponsoring the *Chocolate and Cinema*
- 39 fundraiser on October 12 at the 6th Street Theater.
- 40

41 **DATE AND TIME OF NEXT MEETING**

42 Meeting: Regular Commission Meeting
43 Date: Wednesday, November 2, 2011
44 Time: 6:30 p.m.
45 Location Rincon Valley Regional Library
46

47 **ADJOURNMENT**

48 The meeting adjourned at 9:45 p.m. by acclamation.

1
2





Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	11.2.11	Regular	10.1

SUBJECT

Holiday closure schedule 2011

RECOMMENDED ACTION

Approve recommended schedule if Union agreement is ratified and approved.

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the schedule for 2011 holiday closures and Mandatory Time Off (MTO).

BACKGROUND

The MOU with SEIU includes requirements for staff holidays, and the tentative agreement provides for 3.5 days' MTO between Christmas Eve and New Year's Eve. The fact that Christmas and New Year's fall on Sunday creates a more complicated schedule.

The Commission approves service hours and Library closures. As explained in the footnote, staff who work a Monday-Friday will observe the holiday on a Monday when the Library is already closed to the public under the new schedule of service hours.

If the Union agreement is not approved and ratified, this agenda item will be withdrawn.

FUTURE BOARD ACTIONS

FISCAL IMPACT

POLICY ISSUES

ATTACHMENTS

Document #10.1.1 – Proposed 2011 Holiday Closure Schedule

PROPOSED HOLIDAY CLOSURES - 2011

DATE	HOLIDAY	CLOSURE	REASON
LIBRARY CLOSURES (APPLIES TO PUBLIC SERVICE SCHEDULE TUESDAY-SATURDAY)			
Friday, December 23	Christmas Eve Observed	All libraries close 2:00 p.m.	MOU
Saturday, December 24	Christmas Observed	All libraries closed	MOU
Sunday, December 25	Christmas	Central Library closed	MOU
Tuesday, December 27		All libraries closed	Mandatory Time Off (MTO)-1 Day
Wednesday, December 28		All libraries closed	Mandatory Time Off (MTO)-1 Day
Thursday, December 29		All libraries closed	Mandatory Time Off (MTO)-1 Day
Friday, December 30		All libraries closed	Mandatory Time Off (MTO)-Half-Day
	New Year's Eve Observed	All libraries closed	MOU (Half-day)
Saturday, December 31	New Year's Day Observed	All Libraries closed	MOU
Sunday, January 1	New Year's Day	Central Library closed	MOU

Note: The Library Commission approves the schedule for library service hours and closures. Staff who work a Monday to Friday schedule will observe Christmas on Monday, December 26, and New Year's Day on Monday, January 2, when the Library is already scheduled to be closed.



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	11.2.11	Regular	10.2

SUBJECT

Book return issues and retrofit

RECOMMENDED ACTION

Approve budget for book return retrofit
Feedback to Library Management Team on locking book returns

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION AUTHORIZE expenditures “not to exceed” \$61,000 for the book return retrofit.

BACKGROUND

The problems with book returns systemwide have existed for a number of years; however, the change in service hours has put the issue in the spotlight. The current outdated book drops mean that book returns jam and staff must deal with piles of books and other materials on the floor—a situation that occurs regularly in some branches and after two-day closures in others.

The attached report describes the problems and the proposed solutions with a budget. Any request for additional regular staff hours will be presented to the Library Commission at a future meeting.

The issue of whether to lock book returns is an operational decision, but the Library Management Team welcomes feedback on plans for long weekends and for the proposed holiday closures.

FUTURE BOARD ACTIONS

Approve funding of any additional staff time.

FISCAL IMPACT

Funds for branch improvements are available to cover the expenditures.

POLICY ISSUES

Under the Library’s delegation of authority policy, this project exceeds the \$50,000 threshold that requires Commission approval.

ATTACHMENTS

Document #10.2.1 – Staff Report: Library Book Returns
Document #10.2.2 – Proposed budget for book return retrofit

1 between closing time on Saturday and start of work on Tuesday in September.
 2 (The book returns were locked over the three-day closure over Labor Day.)

3

BOOKDROP COUNTS SEPTEMBER 2011				
BRANCH	9.13.11	9.20.11	9.27.11	AVG
CENTRAL	746	655	569	656.7
CLOVERDALE	233	181	140	184.7
GUERNEVILLE	206	241	239	228.7
HEALDSBURG	716	439	389	514.7
NORTHWEST	661	756	762	726.3
PETALUMA	1153	1020	1077	1083.3
RINCON VALLEY	521	388	573	494.0
ROHNERT PARK (2)	625	842	816	761.0
SEBASTOPOL (2)	1191	838	800	943.0
SONOMA (BH)	435	413	319	389.0
WINDSOR	842	487	440	589.7
TOTALS	7329	6260	6124	6571.0

11 **Recommended Solutions**

12 The Library Management Team (LMT) has focused on two goals:

- 13 1. Prevent jamming.
- 14 2. Stop the practice of having items fall on the floor to improve staff working
 15 conditions as well as minimize damage to materials.

16

17 Since the reduction in service hours, the LMT has taken the following steps:

- 18 1. Emptying the drops themselves in August to understand the issue first-
 19 hand.

- 1 2. Engaging a substitute driver and a Library Technician II to visit the majority
2 of the branches at least once a day on Mondays to empty drops, change out
3 book bins, and/or place items on book trucks. The two are using an extra
4 library pick-up, and substitute drivers have clearance to enter libraries
5 when they are closed (including a master key and master security code).
- 6 3. Working with the Facilities Services staff and Branch Managers to identify
7 ways to retrofit the book returns so that we can minimize the problems.
8 The plans are summarized below.
- 9 4. Exploring the feasibility and cost of automated returns and materials
10 handling for four of the libraries—Petaluma, Rohnert Park-Cotati,
11 Sebastopol, and Rincon Valley to help control staff workload and reduce
12 repetitive stress injuries.

13
14 In general, the retrofit solution includes:

- 15 1. Raising the return slots so that they can accommodate larger, deeper return
16 bins.
- 17 2. Wherever possible, replacing the single slot with dual returns—one for
18 books and one for media.
- 19 3. Buying multiple bins for libraries with a high volume of returns so a full bin
20 can be replaced with an empty one.

21

22 **Financial Implications**

23 A budget for the book return retrofit, which requires Commission approval so
24 that we can proceed, is included with this report.

1 Once we retrofit the returns, we are assuming that we will have resolved the
2 two major issues (jamming; materials on the floor); however, we are also
3 assuming that someone will still have to visit some branches to switch out the
4 bins in the returns anytime the Library is closed two days or more.

5
6 Right now, we are using funds from the extra help budget to pay for staff time
7 to visit the libraries on Monday. Any long-term staffing solution will require
8 further discussion and Commission approval. If we continue to use extra
9 help, the cost will be approximately \$9,000 for the rest of this fiscal year. If we
10 added staff hours to the regular budget, the cost could be up to \$16,000.

11
12 We have considered having regular branch staff work on Mondays to empty the
13 book drops but believe having non-public service staff is preferable. If we use
14 regular part-time or full-time branch staff, we would either have to add
15 additional staff hours or reduce staff who can cover absences on days the
16 Library is open. If staff flexed their schedules to empty bookdrops, some
17 people would be working six days a week, increasing the risk of repetitive
18 stress injury. Paying one or two staff members to visit selected libraries system
19 wide on Mondays is preferable from our perspective.

20

21 **Locking Book Returns**

22 The Library locked book drops during the holiday closures in 2009 and 2010 to
23 control workload. The Commission agreed with this approach along with

1 “darkening” all online services to reinforce the message that all those services
2 require staff and/or financial resources.

3

4 When we planned for the reduction in service hours, we told the staff that we
5 would lock the book returns anytime the Library was closed for three or more
6 days. The first long weekend after the change in service hours was Labor Day,
7 and the Library was closed for three days. The locking resulted in complaints
8 from the Friends of the Healdsburg Regional Library as well as comments at
9 the Guerneville Library Advisory Board.

10

11 After talking with the Branch Managers, we would like the Commission’s advice
12 on this approach to locking the book drops.

13 1. We leave the book drops open for most closures and engage the substitute
14 driver and Tech II to visit libraries on both the Saturday and Monday of
15 three-day weekends. We have already arranged for them to visit libraries on
16 the Friday after Thanksgiving.

17

18 2. We continue to lock the book drops for the 10-day holiday/MTO closure and
19 also have all online services “go dark.” Not only will this help remind the
20 public that they cannot take the Library for granted—but it will also help
21 mitigate workload caused by the deluge of returned materials and requests
22 to pull.

23

24

BUDGET FOR BOOK DROP RETROFIT

PRIORITY	BRANCH	MODIFICATION	ITEMS TO ORDER	
			Description & Number	Price
6A	Cloverdale	Dual media slots with 2 carts	38-6060 (2)	\$3,998.00
			Dual return	\$1,999.00
6B	Guerneville		38-6060 (2)	\$3,998.00
			Dual return	\$1,999.00
?	Healdsburg	Reconfigure closet; 2 dual return & new bins	38-6060 (2)	\$3,998.00
			Dual return	\$1,999.00
?	Petaluma		30-6060(2) 30-6055(2)	\$2,890.00
			Dual return	\$1,999.00
2	Rohnert Park-Cotati	Modify the chutes/taller bins for books	30-6060(2)	\$1,590.00
1	SR: Central	Order additional bins	30-9050(2)	PAID
			see Central's carts below	
4	SR: Northwest	2 single drops/raise to max height & switch door	30-6060(4)	\$3,180.00
			single return(2)	\$2,798.00
3	SR: Rincon	Raise, 2 slots, new bins	30-6055(2) 30-9060(2)	\$2,890.00
			Dual return	\$1,999.00
	Sebastopol	Reconfigure in building update		
	Sonoma Valley	None required		
5	Windsor	Dual return on front/close current drop	30-6060(2) 30-6055(2)	\$2,890.00
			Dual return	\$1,999.00
	Occidental	Maybe a small exterior bin	Return & cart	\$2,805.00
		This item is not from Kingsley	shipping	\$200.00

Hole cutting \$4,800.00

Recommended Contingency of 10% \$4,500.00

Taxable Total \$52,531.00

Tax 8.5% \$4,448.14

Total \$56,979.14

shipping \$841.36

Cost of Central's carts \$2,998.00

Central shipping \$187.30

Grand Total \$61,005.80

Going with the duraSteel carts will save about 40% vs. the duralight carts.

6 duraSteel 38-6060 \$1,999.00

6 duraSteel 30-6060 \$795.00

4 duraSteel 30-6050 \$650.00

5 Dual return \$1,999.00

2 single return \$1,399.00

23 shipping \$176.00 per unit for carts or see quote 1028_3

Note: Central Library was recently retrofitted with 2 slots. Two additional carts will allow them to be switched out.



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	11.2.11	Regular	10.3

SUBJECT

Commission Meeting Day

RECOMMENDED ACTION

Approve recommended change

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE a change of the day for its regular meetings from Wednesday to Monday, effective December 2011.

BACKGROUND

Staff asked the Commission to meet on a night when the Library is closed. Management recommends returning regular meetings to the first Monday of each month. This frees staff to attend the meeting and avoids causing problems for staff who work to 6:00 p.m. on weekdays when the Library is open.

FUTURE BOARD ACTIONS

Approve bylaws change on consent calendar at December regular meeting.

FISCAL IMPACT

POLICY ISSUES

ATTACHMENTS

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

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

PROGRESS ON FOCUS & FINISH PRIORITIES

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

Major activities to achieve outcomes associated with this goal include:

- 1.1. With the completion of negotiations, the Library Management Team (LMT) is optimistic that, if the Library's revenues stabilize, there are elements in this year's agreement that will result in ongoing savings that will minimize additional reductions—primarily the change in health care benefits and reduction in service hours.
- 1.2. The Library Management Team identified nearly \$190,000 in savings in non-personnel expenditures for the FY 11-12 year.
- 1.3. The online facilities work order system using Adobe forms has been up and running for several months, and staff continue to debug the system. We no longer use paper work orders, reducing the paper that has to be moved around the library system.
- 1.4. Planning for improvements to the Library's financial management system is underway. Staff members in the Budget & Finance Section are documenting current procedures as a first step in the effort. Will Soper is assisting the staff by suggesting improvements in the current procedures. The goal is to use the information developed in the documentation and improvement of procedures to develop a description of the requirements for a financial system.
- 1.5. The Library is planning the first round of training to implement the Workplace Security Policy. In January, our Employee Assistance Program (EAP) provider will present training for Managers and Supervisors. The training is free of charge as part of the Library's annual contract.
- 1.6. The Library has achieved its goal of expanding self-check to one additional library. A self-check kiosk was installed in the temporary quarters at the Sonoma Valley Regional Library. There will be three self-check kiosks in the refurbished library.
- 1.7. The IT staff has been upgrading the existing RFID pads at libraries that are using RFID at checkout. They are also testing software upgrades provided by

1 EnvisionWare, some of which were designed with input from the Sonoma
2 County Library staff.

3
4 1.8. IT staff are preparing to install a major upgrade to Horizon, which will be done
5 during the holiday closure.

6
7 2. **Goal: Library Services - Improve the way we deliver our services** (e.g., our facilities,
8 customer service, and collections)

9
10 2.1. The City's project to refurbish the Sonoma Valley Regional Library is on
11 schedule, and we anticipate being able to re-open the West Napa building in
12 March or April. Staff is preparing a "wish list" of furnishings for the building
13 and will present it to the Friends of the Sonoma Valley Regional Library on
14 November 10.

15
16 2.2. Planning and design work for the Sebastopol Regional Library refurbishment is
17 proceeding. Staff is in discussions to work with the County about using a
18 process call "job order contracting" which has the potential to expedite the
19 project and save money and staff resources.

20
21 2.3. Although the Petaluma building update will be paid for entirely by the Friends
22 and endowments, the Branch Manager has asked us to "pause" the design and
23 planning process because of his concern about staff sensitivity to expenditures
24 for the project.

25
26 2.4. There is a special staff report on ebooks in the Commission packet this month.

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

32
33 3.1. The interest of Sonoma County Save Our Libraries (SoCoSOL) has helped focus
34 a spotlight on the nine Library Advisory Boards (LAB). The branch managers
35 now have interim procedures for their LAB meetings to help them comply with
36 the Brown Act. There is interest in a Countywide LAB meeting that might
37 include a brief workshop on the Brown Act and a presentation on the Library's
38 budget and finances.

39
40 3.2. The Santa Rosa Friends hosted a countywide Friends meeting on October 15,
41 with lively discussion and excellent sharing of ideas.

42
43 **OTHER ISSUES AND CHALLENGES**

44
45 1. Leases

46 1.1. Negotiations with the City of Healdsburg continue, and the Commission will
47 discuss the progress in closed session on November 2.

- 1 1.2. Staff has responded to the most recent draft of the updated lease with the City
 2 of Sonoma. We are waiting to hear from City staff about how they wish to
 3 proceed.
 4
 5 2. Book Returns
 6 2.1. The Commission agenda includes a report with recommendations on
 7 retrofitting the existing book returns.
 8
 9 1. Staffing
 10 2.2. Kiyo Okazaki, Kerri Bailey, and Vandy Thompson led the planning for a
 11 magnificent celebration honoring this year's retirees.
 12
 13 2.3. The Library is completing the appointment of the new Collections Manager and
 14 Central Library Manager. Information on both candidates is forthcoming.
 15
 16 2.4. Interviews for the Cloverdale and Rincon Valley Branch Managers will be held
 17 during the upcoming week.
 18
 19 2.5. Recruitment for the Wine Librarian will follow the selection of the branch
 20 managers.
 21

STAFF UPDATES & CHANGES – September & October 2011

Name	Position	Assignment	Effective
PROMOTIONS			
Melissa Trunick	From Sub Tech III to Adult Literacy Tutor Coordinator –Contract position 25 hrs/wk	Annex	9/11/11
Nick Alva	Supervising Lib Tech	Petaluma	9/27/11
Cindy Wilson	Interim Branch Manager	Cloverdale	9/11/11
Rachel Icaza	Librarian I – 8 hrs/wk in addition to Lib Assoc -64 hrs biwkly	Rincon Valley	9/11/11
Jennifer Duran	Interim Branch Manager	Rincon Valley	10/14/11
REASSIGNMENTS			
Julia Hansen	Tech III –FT	Petaluma	9/27/11
CURRENT RECRUITMENTS			
Tech III FT Petaluma-Closed 10/21/11			
Tech III –FT Sonoma-Closed 9/30/11			
Tech III – FT Sebastopol-Closed 9/30/11			
Br Manager-Cloverdale & Rincon Valley-Closed 9/16/11			

MONTHLY FINANCIAL REPORT
September-October 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 September 30, 2011: \$ 129,016 or .9% of budget
Total expenditures through September 30, 2011: \$ 3,663,727 or 22.4% of budget

Percent of Year & Payroll

- Percent of year elapsed: 25%
- Percent of payroll: 27%

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.
- Prior Year Appropriations Revenue: Friends funds received after July 1, 2011, to pay for purchases initiated in the 2010-2011 fiscal year.

Expenditures

- Line 5940 – Workers' Compensation: The Workers' Compensation insurance line includes a \$28,842 beginning of year deposit.
- Line 6140 – Maintenance Equipment - IT: The annual maintenance fees paid to SirsiDynix for the Library's Horizon system and to EnvisonWare for self-check, the primary items in this line, are paid early in the fiscal year.
- Line 6610 – Legal Services: Includes cost of labor negotiations as well as services of County Counsel staff assisting on projects such as the Healdsburg lease, Brown Act Compliance, insurance issues, etc.
- Line 6630 – Accounting Services: The annual audit is in progress, which is the primary item in accounting services.
- Line 6882 – Gift Equipment: The Windsor Friends of the Library reimbursed the library for a new book cart.
- Line 8570 – Furniture/Fixtures: Cost of the new service desk for the Sonoma Valley Regional Library. The Friends of the Sonoma Valley Library funds are paying for this item.

**SONOMA COUNTY LIBRARY
SEPTEMBER FINANCIAL REPORT
FY 2011-2012**

**DOCUMENT #11.1.2
(11-2-11)**

SUMMARY

<u>Category</u>	FY 11-12 Oct Budget	Budgetary Transfers ¹	Adjusted for Transfers	FY 11-12 September YTD Actuals	Balance
Expenditures	\$16,353,274	\$0	\$16,353,274	\$3,663,727	\$12,689,547
Revenues	\$14,774,795	\$0	\$14,774,795	\$129,016	(\$14,645,779)
Total Use of Fund Balance	(\$1,578,479)		(\$1,578,479)	(\$3,534,711)	(\$1,956,232)
<i>Fund Balance Breakdown</i>					
Operating Use of Fund Balance	(\$615,856)		(\$615,856)	(\$3,338,328)	(\$2,722,472)
Capital Projects Use of Fund Balance	(\$962,623)		(\$962,623)	(\$196,383)	(\$766,240)

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

Revenues

<u>Category</u>	FY 11-12 Oct Budget	Budgetary Transfers ¹	Adjusted for Transfers	FY 11-12 September YTD Actuals	Balance
Taxes	13,804,636	\$0	13,804,636	\$0	(\$13,804,636)
Interest & Rent/concessions	\$32,300	\$0	32,300	\$0	(\$32,300)
Intergovernmental Revenues	206,235	\$0	206,235	491	(\$205,744)
Charges for Service	556,824	\$0	556,824	103,970	(\$452,854)
Miscellaneous Revenues	161,600	\$0	161,600	24,556	(\$137,044)
Prior Year Appropriations	13,200	\$0	13,200	0	(\$13,200)
TOTAL	14,774,795	\$0	14,774,795	\$129,016	(\$14,645,779)

EXPENDITURES

<u>Category</u>	FY 11-12 Oct Budget	Budgetary Transfers ¹	Adjusted for Transfers	FY 11-12 September YTD Actuals	Balance
Salaries & Benefits	\$11,312,132	\$0	\$11,312,132	\$2,611,513	\$8,700,619
Services & Supplies	\$4,048,519	\$0	\$4,048,519	\$849,717	\$3,198,802
Long-Term Debt	\$30,000	\$0	\$30,000	\$6,115	\$23,885
TOTAL OPERATING EXPENDITURES	\$15,390,651	\$0	\$15,390,651	\$3,467,344	\$11,923,307
Special Projects	\$422,623		\$422,623	\$131,772	\$290,851
Capital Expenditures	\$515,000	\$0	\$515,000	\$64,611	\$450,389
Appropriation for Contingency	25,000		\$25,000	\$0	\$25,000
TOTAL EXPENDITURES	\$16,353,274	\$0	\$16,353,274	\$3,663,727	\$12,689,547

SONOMA COUNTY LIBRARY						
SEPTEMBER 2011 FINANCIAL REPORT						
PART 1- REVENUE						
		SEPTEMBER	FY 11-12 OCT	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-THRU		75,651		(75,651)	0.0%
1015	H&S 33401 RDA PASS-THRU		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	311	0	311	311	0.0%
2566	ST - LIB - PUBLIC LIB FUND		0		0	0.0%
2901	COUNTY		22,840		(22,840)	0.0%
2945	LIBRARY LITERACY	75	45,000	179	(44,821)	0.4%
	INTERGOVERNMENTAL REVENUES	386	206,235	491	(205,744)	0.2%
3019	NCPA-FEE FOR GOVT SVCS		31,324		(31,324)	0.0%
3480	LIBRARY FINES	28,973	430,000	87,141	(342,859)	20.3%
3482	WINE LIBRARY MEMBERSHIPS		12,000	1,080	(10,920)	9.0%
3483	LIBRARY POSTAGE RECOVERY		500	86	(414)	17.3%
3484	FINES-DELINQUENT COLLECTIONS	3,003	21,000	4,841	(16,159)	23.1%
3700	COPIER FEES	4,289	62,000	10,821	(51,179)	17.5%
	CHARGES FOR SERVICES	36,265	556,824	103,970	(452,854)	18.7%
4020	OTHER SALES		0		0	N/A
4040	MISCELLANEOUS REVENUE	298	95,000	594	(94,406)	0.6%
4102	DONATIONS/REIMBURSEMENTS	17,715	66,000	23,355	(42,645)	35.4%
4106	REFUNDS		500		(500)	0.0%
4109	OUTDATED/CANCELED WARRANTS		50	678	628	1356.0%
4113	RETURNED CHECKS		50	(71)	(121)	-142.6%
	MISCELLANEOUS REVENUES	18,013	161,600	24,556	(137,044)	15.2%
	Prior Year Appropriations Revenue		13,200	0	(13,200)	0.0%
	TOTAL REVENUE	54,664	14,774,795	129,016	(14,645,779)	0.9%

SONOMA COUNTY LIBRARY									
SEPTEMBER 2011 FINANCIAL REPORT									
PART 2 - EXPENDITURES									
		SEPTEMBER	FY 11-12 OCT			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	560,806	7,577,095			1,720,144		5,856,951	22.7%
5911	EXTRA HELP	13,440	247,000			57,866		189,134	23.4%
5923	PERS	90,352	1,215,418			279,221		936,197	23.0%
5924	MEDICARE	7,013	90,643			21,724		68,919	24.0%
5925	DEFERRED COMP	667	12,585			2,323		10,262	18.5%
5930	HEALTH INS	38,126	1,133,921			239,424		894,497	21.1%
5931	DISABILITY INS	2,953	36,104			8,093		28,011	22.4%
5932	DENTAL INS	15,854	168,662			44,001		124,661	26.1%
5933	LIFE INS	632	7,936			1,923		6,013	24.2%
5934	VISION INS	2,308	25,305			6,394		18,911	25.3%
5935	UNEMPLOYMENT INS	2,807	60,000			2,807		57,193	4.7%
5936	RETIREE HEALTH INS	35,057	575,000			123,044		451,956	21.4%
5940	WORKERS' COMP	18,569	222,463			104,549		117,914	47.0%
	SALARIES/BENEFITS	788,585	11,312,132	0	0	2,611,513	0	8,700,619	23.1%
6040	COMMUNICATIONS	695	10,000			2,746		7,254	27.5%
6041	DATA LINES	6,458	51,000			17,860		33,140	35.0%
6043	ALARM SYSTEMS	1,267	10,000			3,368		6,632	33.7%
6045	TELEPHONE SERVICE	92	28,000			2,940		25,060	10.5%
6048	CELL PHONE SERVICE		2,000			151		1,849	7.6%
6084	JANITORIAL SUPPLIES	3,391	24,275			5,171		19,104	21.3%
6085	JANITORIAL SERVICES	12,815	169,505			27,447		142,058	16.2%
6103	LIABILITY INSURANCE	100	70,000			155		69,845	0.2%
6140	MAINT EQUIP-IT		175,000			156,069		18,931	89.2%
6152	MAINT EQUIP-PARTS	318	11,545			823		10,722	7.1%
6153	MAINT EQUIP-OUTSIDE	1,803	50,000			9,149		40,851	18.3%
6180	MAINT-BLDGS/IMP	3,978	64,000			17,945		46,055	28.0%
6190	LANDSCAPE SERVICE	2,399	35,000			6,192		28,808	17.7%
6226	MAINT-BLDGS/IMP-PARTS	212	5,000			1,049		3,951	21.0%
6280	MEMBERSHIPS		10,000			1,562		8,438	15.6%
6401	OFFICE EXPENSE	7,285	37,409			3,601		33,808	9.6%
6410	POSTAGE	2,120	38,000			3,394		34,606	8.9%
6430	PRINTING SERVICES	1,506	35,000			3,582		31,418	10.2%
6452	PAPER STOCK	456	17,000			1,912		15,088	11.2%
6517	BRANCH NETWORKING		10,000					10,000	0.0%
6518	OCLC	3,457	40,567			8,916		31,651	22.0%
6521	COUNTY SERVICES		130,000					130,000	0.0%
6540	CONTRACT SERVICES	2,616	120,032			41,427		78,605	34.5%
6553	SECURITY SERVICES	3,935	51,283			8,432		42,851	16.4%
6570	CONSULTING SERVICES	1,350	15,000			1,350		13,650	9.0%
6589	PERMITS		250					250	0.0%
6610	LEGAL SERVICES	22,728	55,000			24,466		30,534	44.5%
6630	AUDIT/ACCOUNTING	12,527	24,250			14,977		9,273	61.8%
6631	BOOKKEEPING	1,458	22,500			3,962		18,538	17.6%
6800	PUBLIC/LEGAL NOTICES		1,000					1,000	0.0%
6820	RENT/LEASES-EQUIP	164	5,000			611		4,389	12.2%
6840	RENTS/LEASES-BLDG	933	12,000			3,864		8,136	32.2%
6880	FACILITIES EQUIPMENT	605	6,000			902		5,098	15.0%
6881	LIBRARY EQUIPMENT	3,140	35,500			3,869		31,631	10.9%
6882	GIFT EQUIPMENT		2,700			1,552		1,148	57.5%
6889	SOFTWARE	847	60,000			5,210		54,790	8.7%
6890	COMPUTER HARDWARE		95,000					95,000	0.0%
6891	SMALL EQUIPMENT-IT	3,493	45,000			3,981		41,019	8.8%

SONOMA COUNTY LIBRARY									
SEPTEMBER 2011 FINANCIAL REPORT									
PART 2 - EXPENDITURES									
		SEPTEMBER	FY 11-12 OCT			YEAR TO		VARIANCE	
		ACTUAL	BUDGET	TRANSFERS	ADJ BUDGET	DATE TOTAL	ENCUMBERED	(Over)/Under	%
7000	LIBRARY & OTHER SUPPLIES	269	30,000			3,109		26,891	10.4%
7020	SUMMER READING	85	25,000			4,205		20,795	16.8%
7030	PROGRAMMING ADULT		5,000			250		4,750	5.0%
7035	PROGRAMMING JUVENILE	291	5,000			291		4,709	5.8%
7110	PROF DEVELOPMENT	175	10,000			1,395		8,605	13.9%
7120	IN-SERVICE TRAINING		5,000					5,000	0.0%
7180	LITERACY PROGRAM	1,482	87,853			2,029		85,824	2.3%
7187	MATERIALS MGT SUPPLIES	3,828	55,000			10,326		44,674	18.8%
7190	BOOKS/MATERIALS	121,340	1,663,000			337,663		1,325,337	20.3%
7191	BINDING		8,000					8,000	0.0%
7301	COUNTY CAR EXPENSE	2,953	33,000			7,173		25,827	21.7%
7302	TRAVEL EXPENSE	134	7,500			134		7,366	1.8%
7303	MILEAGE & PARKING	1,852	60,000			10,831		49,169	18.1%
7320	UTILITIES	46,453	480,000			83,677		396,323	17.4%
7400	SO CO INFO TECHNOLOGY		350					350	0.0%
	SERVICES/SUPPLIES	281,010	4,048,519	0	0	849,717	0	3,198,802	21.0%
7910	CAPITAL LEASES	2,840	30,000			6,115		23,885	13.1%
	OTHER CHARGES	2,840	30,000	0	0	6,115	0	23,885	20.4%
	TOTAL OPERATING EXPENDITURES	1,072,435	15,390,651	0	0	3,467,344	0	11,923,307	22.5%
6847	BURLINGAME HALL	78,519	422,623			131,772		290,851	31.2%
	SPECIAL PROJECTS	78,519	422,623	0	0	131,772	0	290,851	31.2%
8510	BUILDING IMPROVEMENT	14,200	300,000			21,573		278,427	7.2%
8560	EQUIPMENT		100,000					100,000	0.0%
8562	COMPUTER EQUIPMENT	9,754	85,000			19,376		65,624	22.8%
8570	FURNITURE/FIXTURES	23,663	30,000			23,663		6,337	78.9%
	CAPITAL EXPENDITURES	47,617	515,000	0	0	64,611	0	450,389	12.5%
9000	APPR FOR CONTINGENCY		25,000			0		25,000	0.0%
	CONTINGENCIES	0	25,000	0	0	0	0	25,000	
	TOTAL ONE TIME EXPENDITURES	126,136	962,623			196,383		766,240	20.4%
	TOTAL EXPENDITURES	1,198,571	16,353,274	0	0	3,663,727	0	12,689,547	22.4%

SONOMA COUNTY LIBRARY
GIFTS AND DONATIONS REPORT
1st Quarter 11/12

DOCUMENT # 11.1.3

SOURCE OF FUNDS

DONOR DESIGNATION	Friends	Sonoma County Library Foundation	Corporate/ Business	Non-profit	Misc. gifts	Bequests & Major Gifts	TOTAL FOR QUARTER
1 System-Children's	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2 System-All Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 History & Genealogy	\$0.00	\$0.00	\$0.00	\$0.00	\$173.00	\$0.00	\$173.00
4 Literacy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5 Central	\$0.00	\$0.00	\$0.00	\$0.00	\$142.70	\$0.00	\$142.70
6 Cloverdale	\$435.00	\$0.00	\$0.00	\$0.00	\$15.20	\$0.00	\$450.20
7 Forestville	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8 Guerneville	\$0.00	\$0.00	\$0.00	\$0.00	\$98.92	\$0.00	\$98.92
9 Healdsburg	\$2,950.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$2,970.00
10 Northwest	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00
11 Occidental	\$0.00	\$0.00	\$0.00	\$0.00	\$15.65	\$0.00	\$15.65
12 Petaluma	\$8,100.00	\$0.00	\$0.00	\$0.00	\$194.05	\$0.00	\$8,294.05
13 Rincon Valley	\$0.00	\$0.00	\$0.00	\$0.00	\$407.00	\$0.00	\$407.00
14 Rohnert Park	\$25,000.00	\$0.00	\$0.00	\$0.00	\$77.09	\$0.00	\$25,077.09
15 Sebastopol	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00
16 Sonoma	\$500.00	\$0.00	\$0.00	\$0.00	\$1,013.00	\$0.00	\$1,513.00
17 Windsor	\$2,554.10	\$0.00	\$0.00	\$0.00	\$89.55	\$0.00	\$2,643.65
18 Wine Library	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19 TOTALS BY SOURCE	\$39,539.10	\$0.00	\$0.00	\$0.00	\$2,306.16	\$0.00	\$41,845.26

STAFF REPORT ON EBOOKS

Prepared by Kathy DeWeese, Children's Services Coordinator

The Sonoma County Library (SCL) Collection Management Policy states:

In support of its [Mission](#), the Sonoma County Library is committed to providing a variety of library resources to meet the general informational, educational, recreational and cultural interests of the residents of Sonoma County. To that end, the Library will develop, maintain, and provide free access to a materials collection that reflects the changing needs of the people in its service area. This includes people of every age, ability, education, economic level, ethnic origin, occupation, religious belief and human condition."

Sonoma County residents have expressed a strong desire to have ebooks included in the Library's collection, and we are committed to finding the best way to meet this need. Until recently (the past few months), the compatibility and access issues with different providers of ebooks made it inadvisable for SCL to add this new service; however, with recent developments, we are ready to consider adding this new format to SCL collections.

One of the goals in the 2011-12 *Focus and Finish* is to "Evaluate feasibility of adding ebooks and, if appropriate, develop recommendations for implementation." This initiative has been put slightly on hold during the summer and fall of 2011 because of staffing issues; however, once we have the new Collections Manager on board in December, we are confident that we will be able to start the research and evaluation phase of this project. A draft timeline for this goal is as follows:

- Create a staff committee to assist with the research and planning stage, comprised of the Collections Manager (CM), Children's Services Coordinator (CSC), an Overdrive Support person, an Adult Selector, and a Children's/YA Selector (early November).
- Ask Branch Managers to gather anecdotal information about patron interest at their branch in the past 6 months to a year (mid-November).
- Committee members will participate in a 3-hour staff development workshop through ALA entitled "**E-Books and Access: Upholding Library Values**" (early December).
- Committee members will then research the following issues, which all need to be considered carefully:
 - Business models of different service providers
 - Costs of hosting and building an ebook collection
 - Licensing terms
 - Restrictions on access
 - Enforcement practices
 - Format compatibility
 - Privacy of Library users
 - Effect on Library staff workload

Once the Committee members are knowledgeable about the current state of ebooks in public libraries, they will make a recommendation to the Library Management Team on adding ebooks as a new format in the Library's collection.

**STAFF REPORT
NEWSLETTER COSTS & FUNDS RAISED**

The following is the total cost of the newsletters prepared last fiscal year:

Vendor	2010 Fall Cost 53,748 Units	2011 Spring Cost 56,384 Units
Personal History Productions	\$ 4,725.00	\$ 4,488.75
Fundraising Support Services		\$ 150.00
Twelve Squared Studio		\$ 1,000.00
GPM		
Printing and Mailing	\$ 18,202.41	\$ 16,974.73
Postage	\$ 4,946.94	\$ 7,442.69
SUBTOTAL	\$ 27,874.35	\$ 30,056.17
Additional Costs		
Names in the News (list rental)	\$ 2,645.89	\$ 1,716.78
TOTAL EXPENDITURES	\$ 30,520.24	\$ 31,772.95

The newsletter is collaboration between the Foundation and the Library. Here are some notes on expenditures:

- Personal History Productions plans, writes, edits, and manages the production of the newsletter.
- Fundraising Support Services is John Jay, who worked for the Library's Fund Development Office and still assists the Library in managing and using the fund raising software that tracks donors. When a newsletter is being prepared, he prepares the donor database and runs the mailing list from the database.
- Twelve Square Studio assisted with the layout.
- GPM is the company that publishes the newsletter, combines multiple mailing lists and eliminates duplication, and prepares the newsletter for shipping.
- The mailing lists we use include: Library cardholders who have indicated they are willing to receive information from the Library; former donors in the donor database; and mailing lists that are purchased from Names in the News (lists of Sonoma County magazine subscribers) and other groups (e.g., KQED supporters in Sonoma County) that include those who are likely donors to the Library.

Funds raised:

- The donor database tracks donors by codes on the remittance envelope in the newsletter. For the Spring newsletter, the Foundation received \$10,225 from 247 donors—the amount that is directly attributable to the newsletter.
- The newsletter also includes information about Foundation fundraisers, so there are other donations that result from the newsletter that are not directly attributable to the newsletter. The Foundation raised a total of \$92,653 last fiscal year.
- Foundation records indicate they gave the Library a total of \$103,900 during last fiscal year.

**STAFF REPORT
FOLLOW-UP TO OCTOBER 5 LIBRARY COMMISSION MEETING**

- 1.1. Add the following items to the agenda for the November 2, 2011, meeting:
 - 1.1.1. Commission meeting day.
Action: On agenda for 11.2.11 meeting.
 - 1.1.2. Report on book drops after two-day closure and locking book drops when library is closed three days or more.
Action: On agenda for 11.2.11 meeting.
- 1.2. Other follow-up:
 - 1.2.1. Resolve issue of spreadsheets printing out properly.
Action: Determined that primary problem is settings on individual printers; however, staff is also making an effort to make certain any spreadsheets included in the Commission packet are scaled properly.
 - 1.2.2. Include an update on ebooks in the November Management Report.
Action: Report included in documents for 11.2.11 meeting.
 - 1.2.3. Confirm that branch managers are posting Commission agendas in a prominent location at least 72 hours before a regular meeting.
Action: Email sent to branch managers emphasizing the importance of posting a hard copy in each branch.
 - 1.2.4. Post a summary of actions and follow-up with 72 hours of meeting.
Action: Done for October meeting; Director's Assistant will continue to be responsible for drafting for Director's review and making certain it is posted within 72 hours of the meeting.
 - 1.2.5. Make contact information for Library Commission (email, phone, and mail) available on the public web site.
Action: Upgrades in information on website for Commission and Library Advisory Boards are still in process.
 - 1.2.6. Continue to work with Library Advisory Boards on their preference to make contact information available.
Action: Upgrades of information on website for Commission and Library Advisory Boards are still in process.
 - 1.2.7. Arrange to have microphones and a sound system for the Commission; project documents so audience members can see documents under discussion.
Action: Done.
 - 1.2.8. Provide Commission with a breakdown of costs for newsletter and funds raised.
Action: Report included in documents for this meeting.



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Discussion	11.2.11	Regular	11.2

SUBJECT

2012 Meeting Schedule

PURPOSE OF THE DISCUSSION

By the end of the discussion, the Commission will have agreed on the meeting schedule for 2012.

BACKGROUND

This draft schedule assumes that the meetings will be changed to Monday evenings.

For several years, the Commission has not had a regular January meeting to allow staff to take time off over the holidays. Instead of a January meeting, the Commission holds a special budget and planning workshop prior to the County's deadline for budget submittal.

This schedule also reflects the shift in the County's budget review and approval schedule. In prior years, our budget for the upcoming fiscal year was due to the County in mid-March, received tentative approval by the County in June, and final approval when we submitted technical adjustments in August. Now, we have until early April to submit the budget, the Board of Supervisors gives final approval to all budgets in June, and the County schedules Board approval of quarterly adjustments in October, January, and April.

The new schedule for budget and planning workshops shifts those meetings to late February and mid-March.

FUTURE BOARD ACTIONS

Approve final meeting schedule on the December consent calendar.

FISCAL IMPACT

None

POLICY ISSUES

The Commission bylaws require the approval of any meetings that are not consistent with the bylaws, which only specifies a monthly regular meeting.

ATTACHMENTS

Document #11.2.1 – Discussion Draft – 2012 Meeting Schedule

DISCUSSION DRAFT
Sonoma County Library
LIBRARY COMMISSION 2012 MEETING SCHEDULE

DAY	DATE	TIME	MEETING	LOCATION
Monday	January 2		No Meeting	N/A
Monday	February 6	6:30 p.m.	Regular Meeting	Rincon Valley
Monday	February 27	9:30 a.m.	Regular Meeting & FY 2012-2013 Planning & Budget Workshop #1	TBD
Monday	March 19	9:30 a.m.	Special Meeting: FY 2012-2013 Planning & Budget Workshop #2	TBD
Monday	April 2	6:30 p.m.	Regular meeting	Rincon Valley
Monday	May 7	6:30 p.m.	Regular meeting	Rincon Valley
Monday	June 4	6:30 p.m.	Regular meeting	Rincon Valley
Monday	July 2	6:30 p.m.	Regular meeting	Rincon Valley
Monday	August 6	6:30 p.m.	Regular meeting	Rincon Valley
Wednesday	September 5	6:30 p.m.	Regular meeting	Rincon Valley
Monday	October 1	6:30 p.m.	Regular meeting	Rincon Valley
Monday	November 5	6:30 p.m.	Regular meeting	Rincon Valley
Monday	December 3	6:30 p.m.	Regular meeting	Rincon Valley