



**LIBRARY COMMISSION AGENDA
REGULAR MEETING**

Monday, January 23, 2012 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. PUBLIC APPEARANCES

3.1. Public Comments – Non-Agenda Items

Members of the public who wish to address the Commission regarding items not on the agenda should request recognition at this time. See guidelines for public appearances at the bottom of the agenda.

The Chair will also invite comment for agenda items as they are taken up by the Commission.

3.2. Commissioner Comments

4. APPROVAL OF MINUTES

4.1. Minutes of the December 5, 2011 Regular Meeting (1 Document)

5. CORRESPONDENCE & PRESS COVERAGE

6. CONSENT CALENDAR

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

7. ACTION ITEMS BY MOTION

7.1. Accept the Library Financial Statements for 2010-2011 (1 Document)

The audit for Fiscal Year 2010-2011 Commission will take formal action to accept the audit under this item.

8. DISCUSSION ITEMS

8.1. Management Report

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

8.1.1. Progress on Priorities, Issues and Challenges

8.1.2. Monthly financial report (1 Document)

8.1.3. Report on Burlingame Hall Expenditures to Date (1 Document)

8.1.4. Staff Report on Extra Help Expenditures – July – December 2011

8.2. Illness and Injury Prevention Program (IIPP) (1 Document)

The Library Commission will review and discuss the draft IIPP so that the final version can be placed on the agenda for approval at the next Commission meeting.

8.3. Upcoming Meetings

Discussion of plans for upcoming events.

8.3.1. Countywide Library Advisory Board (LAB) Meeting – March 31

8.3.2. Budget Workshop & Regular Meeting – February 27

8.3.3. Presentation to County Board of Supervisors

9. COMMISSION INFORMATION ITEMS

Individual Commissioners will report on activities and issues at the branches they represent.

10. CLOSED SESSION

10.1. Pursuant to California Government Code 54957(b)(1) to discuss Public Employee Evaluation.
Title: Library Director (Govt. Code Section 54957)

11. OPEN SESSION

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

12. DATE AND TIME OF NEXT MEETING

Meeting: Regular Commission Meeting and FY 2012-2013 Planning & Budget Workshop
Date: February 27, 2012
Time: 9:30 a.m.
Location: Healdsburg Regional Library

14. ADJOURNMENT

By acclamation.

Agenda support materials are available in the Library Director's Office, 211 E Street, Santa Rosa, after 3:30 p.m. on Wednesday, January 18, 2012. 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 on items not on the agenda may do so under Public Appearances. The Commission does not take action on those topics items presented under Public Appearances during this meeting. You may request a response, and one will be forwarded to you.

The Chair will also invite comment for agenda items as they are taken up by the Commission.

If you wish to speak you may do so upon receiving recognition by the Chairperson. Comments are limited to three minutes. Time limitations on public testimony may be extended at the discretion of the Library Commission.



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	1.23.12	Regular	4

SUBJECT

December Meeting Minutes

RECOMMENDED ACTION

APPROVE Minutes of the December 5, 2011 Regular Meeting.

DRAFT MOTIONS

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

BACKGROUND

None

FUTURE BOARD ACTIONS

None

FISCAL IMPACT

None

POLICY ISSUES

None

ATTACHMENTS

Document #4.1 - Draft Minutes

1
2
3 **Sonoma County Library**
4 **Minutes of the Library Commission**
5 **December 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 6:36 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 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 Collections Manager David Dodd; Children's Services Coordinator Kathy DeWeese;
19 Technical Support Specialist Denise Lewers; ILS Manager Mike Dawe; and Human
20 Resources Manager Patrick Preston.
21

22 **ANNOUNCEMENTS**

23 The new Collections Manager David Dodd was introduced and welcomed. Chair
24 Kelley honored Elissa Alfano with a 15-year service award. She read a brief
25 biography and presented her with a Macy's gift card.
26

27 **PUBLIC APPEARANCES**

28 **3.1. Public Comments**

29 Sonoma County District 5 Director Susan Upchurch read a letter on behalf of
30 County of Sonoma Board of Supervisors Chair Efrén Carrillo requesting the
31 Commission present an overview and update at a Board of Supervisors meeting
32 during the first quarter of 2012 to include current initiatives, the fiscal state of the
33 Library, and an overview of current and proposed capital projects.
34

35 SOCOSOL member Virginia Harris made a statement about the Library's Strategic
36 Plan, created in 2000 as a "living document," which stated that staffing and services
37 would be expanded as well as evening and weekend hours to better meet the
38 needs of the public. She suggested that the plan be updated annually. She added
39 that they could not locate any update since its inception in 2000. She added that
40 the Commission needed to take up restoration of hours as an agenda item the first
41 meeting of 2012. She requested a response on current priorities and urged the
42 Commission to restore hours.
43

44 Dena Bliss from SOCOSOL urged the Commission to restore the public service
45 hours. She also requested the Commission have a meeting with all stakeholders
46 referred to as "participatory budgeting." She distributed a handout describing the
47 process and requested a response.

1 SOCOSOL representative Sara Schomp stated she was grateful for the LAB
2 emails, but was still waiting for Rohnert Park's contact information. She wants the
3 LAB minutes posted within 10 days and to get more people involved in the process.
4 She added that they appreciated the video of the Commission meetings and
5 suggested every meeting be taped.

6
7 Cooper responded that Rohnert Park-Cotati Regional Library Advisory Board had
8 postponed making a decision until its January meeting. A couple of members did
9 not want their information made public.

10
11 Facilities Manager Tom Popenuck expressed his opposition to the Sebastopol
12 remodel and questioned the timing. He suggested that the project be limited to
13 funds available from outside sources, including the Sebastopol Friends money. He
14 also suggested challenging the City to raise funds for a new library via a bond
15 measure and to utilize SOCOSOL and Friends of the Library. He requested this
16 not be rushed, rather it should be thought out.

17
18 Branch Manager Sue Struthers of Sebastopol spoke next, expressing her support
19 for the remodeling project. The remodel was in the planning stages before
20 Struthers was hired over two years ago. She supports the project as important to
21 addressing concerns about ergonomics and seismic retrofit. The current Library
22 creates harsh working conditions for the staff, which will be corrected by the
23 renovations. Although the Library will be closed, there will be an Express Library at
24 the Community Center so that patrons may pick up holds. She wants to go forward
25 with the remodel. She also shared a letter staff member Justine Withers wrote
26 urging the Commission to approve the budget for the remodeling project.

27 28 **WORKSHOP SESSION**

29 Library Auditor Will Soper presented a mini-workshop, the second of a two-meeting
30 discussion. The topics included Governmental Accounting Standards Board
31 Financial Accounting (GASB) Statement 45 requirements for reporting the Library's
32 liability for retiree health care and the FY 10-11 financial statements, which will be
33 presented for formal acceptance at the next Commission meeting.

34 35 **APPROVAL OF MINUTES** – Minutes of the November 2, 2011 Regular Meeting and 36 November 14, 2011 Special Meeting

37
38 **M/S/C (Dell'Ossio/Freis)** moved that the Sonoma County Library Commission
39 approve the minutes of the Regular Meeting on November 2, 2011, and the Special
40 Meeting on November 14, 2011, as presented.

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

42 ABSENT (1): Colbert

43 ABSTAIN (1): May

44 45 **CORRESPONDENCE & PRESS COVERAGE**

46 Commissioner Kelley read a letter from Technician III Justine Withers of Sebastopol
47 regarding her reasons for the need for a remodel at the Sebastopol Library.

1 **CONSENT CALENDAR**

2 **7.1 Library Commission Regular Meeting Schedule – 2012**

3
4 **7.2 Library Commission Bylaws Change – Meeting day and location**

5
6 There were no objections so Chair Kelley declared the Consent Calendar items
7 approved.

8
9 **ACTION ITEMS BY MOTION –**

10 **9.1 Accept the Library Financial Statements for 2010-2011 – Tabled – not ready**
11 **for approval**

12
13 **9.2 Approve budget and agreements for Sebastopol Regional Library**
14 **Refurbishment**

15 Chair Kelley asked the Director for an update on evaluation of the hazardous
16 materials in the Sebastopol building. Cooper responded that it was not yet
17 complete.

18
19 Freis asked why the timetable was so compressed, and Cooper responded the
20 project had to be completed prior to the beginning of the Summer Reading Program
21 or it would be postponed until the fall. Freis asked why it needed to be done now
22 and if the money would disappear if it was not done now.

23
24 Commissioner Whistler reminded the Commission that the project has been in the
25 planning stages for several years and has been talked about for over 2.5 years.
26 She encouraged the Commission to approve it now and added that the Friends had
27 raised funds to help fund the project. She added that Sebastopol Library was
28 crowded and unwelcoming. Chair Kelley noted seismic and ergonomic
29 improvements were very important to the safety and welfare of staff and patrons.
30 Dell'Osso said it was good when volunteer groups like Friends put forth money, as
31 the City had, and we had the opportunity to leverage our limited funds to improve
32 the situation.

33
34 May had questions on the numbers. What is the total cost to the Library? Cooper
35 said the County estimate did not include the architectural costs. The remodel will
36 not include an expansion of the library staff work area. May had concerns
37 regarding the staff work area and whether it was large enough. Cooper said that
38 Branch Manager Struthers was going to share her office with one of the staff. Work
39 spaces will be improved for the entire staff. Arnold asked if the City owned the
40 building and felt the \$30,000 contributed by the City was insignificant. Cooper said
41 that City of Sebastopol had maintained the building, replacing the HVAC and
42 gradually making ADA improvements, unlike the City of Sonoma.

43
44 Cooper said planning was still underway for the Express Library in space provided
45 by the City in the Community Center. The cost is nominal, and Children's Services
46 Coordinator DeWeese stated that the cost will only cover the janitorial fees.

47
48 **M/S/C (Whistler/Dell'Osso) moved that the Sonoma County Library Commission**

1 approve a budget that will not exceed \$791,916 for the Sebastopol renovation.
2 AYES (6): Arnold, Dell'Osso, Freis, Kelley, May, and Whistler.
3 ABSENT (1): Colbert
4

5 Freis wanted to know why we were approving the entire amount and not just our
6 amount. Cooper stated that we needed to approve the \$791,916 because the
7 Friends funds and other donations were already under the Library's control.
8

9 **M/S/C (Whistler/Freis)** moved that the Sonoma County Library Commission
10 authorize the Library Director to engage the County Architects Division to manage
11 the Sebastopol Renovation Project.

12 AYES (6): Arnold, Dell'Osso, Freis, Kelley, May, and Whistler.
13 ABSENT (1): Colbert
14

15 **9.3 Authorize submission of mid-year budget adjustments to the Board of** 16 **Supervisors**

17 Discussions covered budget adjustments, which included the Sebastopol project,
18 adjustments to incorporate the impact of the financial changes in the final Union
19 agreement, and two options for state funding depending on whether reduced state
20 revenue resulted in the state budget "trigger" being pulled on December 15.
21 Cooper also noted that the Library received a windfall from the state for
22 Transaction-Based Reimbursements (TBR) of \$149,000 in October—so those
23 revenues are also included as additional income. Two additional staff furlough
24 days will be added if no state money is received. If we do receive the money, staff
25 will get some compensation time back to make up for the furlough days.
26

27 **M/S/C (Dell'Osso /Arnold)** moved that the Sonoma County Library Commission
28 authorize the Library Director to submit the second quarter budget adjustment to
29 the County, including the appropriate adjustment for state funding.

30 AYES (6): Arnold, Dell'Osso, Freis, Kelley, May, and Whistler.
31 ABSENT (1): Colbert
32

33 **9.4. Approve holiday closure schedule for 2012**

34 The schedule for holiday closures as presented is based on the new public service
35 hours and the Union agreement. The schedule includes several 3-day weekends.
36

37 Cooper reported that SEIU had notified the Commission that it objected to the
38 schedule being presented without a Meet and Confer; however, SEIU has failed to
39 respond to Management's efforts to resolve the issue. With one of the holidays
40 falling before the Commission's next meeting, the Library's attorney Kelly Tuffo had
41 suggested the Commission adopt the schedule contingent upon meeting and
42 conferring with the Union. The holidays were in the MOU, but the closure dates
43 were the point of contention. There are an inordinate number of weekend holidays
44 in 2012.
45

46 **M/S/C (Dell'Osso/Freis)** moved that the Sonoma County Library Commission
47 approve the Library's 2012 schedule for Library holiday closures contingent on
48 meeting and conferring with SEIU.

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

2 ABSENT: (1) Colbert

3
4 **DISCUSSION ITEMS**

5 **10.1. Management Report**

6 **10.1.1. Progress on Priorities, Issues & Challenges**

- 7
- 8 • Question: Is the City of Healdsburg paying for the evaluation of the building?
9 Response: Yes.
 - 10
 - 11 • Question: What is the status of the recruitment for the Wine Librarian?
12 Answer: We will open the recruitment to outside candidates because the pool
13 of internal candidates was not large enough.
 - 14
 - 15 • Question: What is CONTENTdm? Answer: It is content management
16 software that organizes and displays digital content created from the Library’s
17 special collections.
 - 18
 - 19 • Question: What is the status of NorthNet? Cooper said that they were trying
20 to maintain the deliveries between the counties. NorthNet council met in a
21 conference call on Monday and there was a roll call of 40. Some transition
22 plans were approved. The goal was to maintain critical services and move
23 forward to get money to revitalize. Cooper was concerned with what will
24 happen with SuperSearch since many libraries want to do away with it.

25
26 She added that the staff of Administrative Services will be responsible for
27 implementing all the key changes in the MOU, a very tedious task. ASDM
28 Alfano thanked her staff for all they had done.

29
30 **10.1.2. Monthly Financial Report**

31 Alfano said that we are supposed to get funds from property taxes by first of
32 the year. Expenditures for book carts were being moved to special revenue
33 funds.

34
35 **COMMISSION INFORMATION ITEMS**

36 Commissioner May reviewed the following items:

- 37 • Friends November book sale made \$4,800.00.
- 38 • Mat Lounibos has been promoted to a full-time Technician III.
- 39 • The volunteer luncheon is this week.
- 40 • Service awards were last Friday.

41
42 Commissioner Dell’Osso’s items included:

- 43 • They recently lost Chloe DeBrunner, a member of the library advisory board for
44 many, many years and a Friends Board member prior to that. They miss her
45 terribly.
- 46 • Two service awards were presented this past Saturday.
- 47 • Cachito de Flamenco Dance Group program was held on November 19 with over
48 100 in attendance. It was a wonderful event, appealing to all ages.

1 Commissioner Whistler noted that:

- 2 • The service awards would be at the end of week for Guerneville and Sebastopol.
- 3 • There will be a Children's book sale, sponsored by the Sebastopol Friends.

4
5 Commissioner Arnold reported on:

- 6 • The process for selecting public art for the renovated building and the LAB's role
- 7 in that part of the project.

8
9 Commissioner Kelley announced:

- 10 • That she will be the new Executive Director of the Regional Parks Foundation,
- 11 which would be very time-consuming. She will be resigning from the
- 12 Commission, and this is her last meeting.
- 13 • She also noted that service awards will be held later on this week at Rincon
- 14 Valley and Windsor.

15
16 Commissioner Freis told the group that:

- 17 • She presented one service award at Northwest.
- 18 • The Santa Rosa LAB is very energized, doing more outreach, and working more
- 19 with City.

20
21 **DATE AND TIME OF NEXT MEETING**

22 Meeting: Regular Commission Meeting

23 Date: Monday, January 23, 2011

24 Time: 6:30 p.m.

25 Location Rincon Valley Regional Library

26
27 **ADJOURNMENT**

28 The meeting adjourned at 8:23 p.m. by acclamation.



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Consent	1.23.12	Regular	6

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 #6.1: Approve request for unpaid leave.

Commission approval of requests is required by the Memorandum of Understanding with SEIU.

FUTURE BOARD ACTIONS

None

FISCAL IMPACT

None

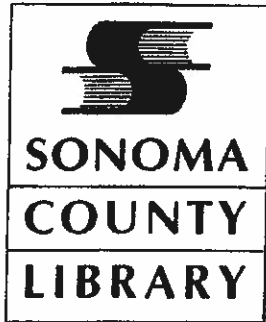
POLICY ISSUES

None

ATTACHMENTS

Document #6.1.1 – Request for Unpaid Leave

DOCUMENT #6.1.1



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COMMISSION
Melissa Kelley, Chair
Julia Freis, Vice-Chair
Mary Evelyn Arnold
Tom Colbert
John Dell'Osso
Tim May
Helena Whistler

DIRECTOR
Sandra M. Cooper

January 3rd, 2012

Dear Library Commission,

I am writing to you at this time to request an additional two months of maternity leave, beyond the four months granted by the Sonoma County Library MOU. Based on my approximate due date of February 29th, my first day of leave will be February 14th, 2012. I would like to return to work on August 21st. The majority of my leave will be unpaid, as I do not have many sick or vacation hours saved at this time. I will contribute the hours that I do have towards paying for health insurance for my family. I feel it will be very beneficial for my family to remain at home with our new baby and our two year old son, Nolan. I am looking very forward to being a "stay at home mom" even if it is only for six months. This will allow us to settle in with Baby Fiona and will allow me to focus on my role as a parent. It is important to me that I have ample time to bond with my new baby and help my son adjust to his new role as Big Brother. My son will be stepping out into the world and beginning preschool in the Fall, so I know these six months will be a very special time for us and I will enjoy having a stronger presence in the home. I look forward to resuming my position as Children's Librarian in Healdsburg towards the end of August. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads 'Charity Anderson'.

Charity Anderson



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	1.23.12	Regular	7.1

SUBJECT

Audited financial statements for the fiscal year ending June 30, 2011

RECOMMENDED ACTION

ACCEPT the audit as presented.

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION ACCEPT the audit report for the fiscal year ending June 30, 2011 as presented.

BACKGROUND

The Library is required by the Joint Powers Agreement to conduct an audit each year.

FUTURE BOARD ACTIONS

None.

FISCAL IMPACT

None.

POLICY ISSUES

The audit is required by the Joint Powers Agreement.

ATTACHMENTS

Document # 7.1.1 – Audited Financial Statement for FY 10-11

FOR A COPY OF THE DOCUMENT, VIEW THE DOCUMENT ON THE LIBRARY'S PUBLIC WEB SITE AT:

<http://www.sonomalibrary.org/libinfo/financial.scl>

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**SONOMA COUNTY LIBRARY
MANAGEMENT REPORT
PROGRESS ON PRIORITIES, ISSUES & CHALLENGES
December 2011 – January 2012**

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. Work to implement the Union agreement continued, the Library prepared for and implemented the Holiday MTO, and (once the state budget trigger was pulled), the staff took steps to implement the 2 floating MTO days that were included in the Union agreement if the trigger was pulled.
- 1.2. The Illness and Injury Prevention Program (IIPP), one of the priority policies, is on the January 23 Commission agenda for a “first reading.”
- 1.3. The HR Manager has scheduled a round of mandatory training for all supervisors and managers as part of implementing the Workplace Security Policy.
- 1.4. The Online Resources Committee is reviewing an initial draft of a self-directed learning tool to help staff learn to use online information resources more effectively.
- 1.5. The migration to a new version of Horizon (the Library’s integrated library system (ILS) is complete. Although the actual migration took place during the MTO, there were significant problems with the catalog module for about a week. The public catalog was unstable and unavailable much of the week of January 2, but the problems are now resolved.
- 1.6. The IT staff has completed its initial investigation of options for a new telephone system to replace the existing one, which is now so outdated that repairs and parts are a problem.

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

- 2.1. The renovated Sonoma Valley Regional Library will be turned over to the Library in March so that we can complete our portion of the work and begin the move back in.

1 2.2. Planning continued for the Sebastopol Library renovation with organizing for
2 the move, the transition to the Express Library at the Community Center, and
3 the January 6 kickoff meeting with all the stakeholders (library staff, county
4 staff, architects, and contractor); the county's expert on moving is developing
5 the RFP for the movers, with proposals due on January 26.
6

7 2.3. Commissioner May, LAB Chair Marie Hinton, and Branch Manager Doug
8 Cisney agreed to "re-start" the planning for the Petaluma library renovation.
9

10 2.4. The e-book committee participated in a two-part online workshop on libraries
11 and e-books. They began meetings to develop recommendations, which will
12 then be discussed with various staff groups.
13

14 2.5. Kiyoo, David Dodd, Mike Dawe, and Kathy DeWeese participated in a Webinar
15 with the Collection HQ vendor to gather more information on the product and
16 its use. The next steps include talking to other libraries that use Collection HQ
17 and Horizon (the Library's ILS) and talking with other systems in the Bay Area
18 that are using the product.
19

20 2.6. Faced with the loss of SuperSearch (see below for more information), David
21 Dodd is evaluating the types of materials our patrons are borrowing from other
22 libraries to determine how we can improve our own collection to better meet
23 their needs.
24

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

30 3.1. Scheduled the countywide LAB meeting for March 31 and began gathering
31 input from LAB members on their priorities for the meeting.
32

33 3.2. Work with the Cities

34 3.2.1. The City of Healdsburg notified us that they have the report on the
35 evaluation of the building. Our negotiating team is working to schedule a
36 meeting with the City's representative the week of January 23.
37

38 3.2.2. Staff from the City of Sonoma and the Library have been working on an
39 update to the current lease. The draft was handed to both parties'
40 attorneys, and they are now working through the issues each identified.
41

42 3.3. David Dodd and Kathy DeWeese joined Genny Engel as administrators for the
43 Library's Facebook page. The result has been more postings about the Library
44 and more community participation.
45
46
47

1 **OTHER ISSUES AND CHALLENGES**

2
3 1. Book Returns

4 1.1. The equipment for the book return retrofit is due to arrive within the next few
5 days. The Facilities Services Section will then begin retrofits on Mondays
6 when the libraries are closed.

7
8 2. Labor Relations

9 2.1. The Labor Management Committee held a Meet and Confer session on
10 December 19 to discuss the proposed holiday schedule for 2012. The group
11 agreed on the schedule itself; however, the Union representatives proposed
12 that the Library allow the branches to engage extra help for the 2 days after a
13 three-day weekend when the number of returned items mushrooms. Over a
14 series of two meetings, they agreed allowing branches of up to six hours of
15 extra help on the Tuesday-Wednesday following Martin Luther King and
16 Presidents' Day Holidays.

17
18 3. Impact of loss of state funds, NorthNet, and North Bay

19 The loss of all state funding for libraries has a direct effect on the Sonoma County
20 Library's revenue, but it also will indirectly challenge the Library's ability to meet
21 its patrons' needs through resource sharing and cooperation with other libraries.

22
23 3.1. NorthNet. The library system serving all the libraries in Northern California
24 (excluding those in the immediate Bay Area) voted to eliminate staffing and
25 appointed a transition team to develop plans for continuing the system on a
26 limited basis.

27
28 3.2. NBCLS. At a meeting of the North Bay Cooperative Library System (NBCLS)
29 Board (representatives of libraries in Marin, Solano, Napa, Sonoma,
30 Mendocino and Lake counties) on December 12, the group approved a
31 January to June 2012 budget to begin the transition to existing with no state
32 funding.

33
34 NBCLS's major focus will be to continue delivery and to identify a
35 replacement for SuperSearch that will allow library patrons to find items at
36 other North Bay Libraries. The technical problems with SuperSearch have
37 created additional pressure to identify alternatives.

38
39 The Board appointed a Resource Sharing and Delivery Task Force to develop
40 recommendations for maintaining these services. David Dodd is Chairing the
41 Committee, with members from the Sonoma County Library (Jaime Anderson
42 and Patty Hector), Marin County Free Library (2 staff members), and the
43 director of the Dixon Library District. The Task Force had its first meeting on
44 January 13, and began the process of evaluating options to replace
45 SuperSearch.

46
47 At that meeting, the group also agreed that they need to find an interim
48 solution for our patrons seeking to place SuperSearch holds, and a tentative

1 agreement was reached to begin handling those requests between Marin
 2 County and Sonoma County as traditional ILL requests. The procedure needs
 3 to be further vetted by staff, but the group hopes to have the process in place
 4 quickly.
 5

6 3.3. State-Level Funding and Services. The California Library Association
 7 Legislation Committee is developing plans to advocate for reinstating key
 8 elements of the State’s funding for libraries. The State Library is working on
 9 a multi-faceted process designed to update legislation enabling state funding
 10 as well as other activities to support libraries statewide.
 11
 12

STAFF UPDATES & CHANGES – December 2011 - January 13, 2012

Name	Position	Assignment	Effective
PROMOTIONS			
Chris Cohen	From Tech II 20 hrs biwkly to Tech III 38 hrs biweekly	Petaluma	12.6.11
Phil Hoeft	From Tech III Cataloging 50 hrs biwkly To Librarian I FT Adult Services	Cloverdale	1.31.12
CHANGE OF STATUS			
Wendy Gross	From Tech II Ref Aide 13 hrs biwkly to Tech II Shlf Maint 46 hrs biwkly	Central Shelf Maintenance	12.6.11
Pat Crosley	From Tech III Sub to Tech II 13 hrs biwkly	Central Reference	12.20.11
NEW HIRE(S)			
Sandra Wilkins	From Volunteer to Photo Collection Aide	History and Genealogy Annex	1.4.12
RESIGNATIONS			
None			
REASSIGNMENTS			
Kim Endoso	Librarian II FT - Children’s Services	Northwest	1.1.12
Brian Suwada	Librarian II FT – Children’s Services	Central	1.1.12
CURRENT RECRUITMENTS			
Librarian III-Wine Librarian-Public Posting - Closed 1.13.12			
Librarian I or II in Children’s Services – Rincon Valley and Rohnert Park Cotati – FT Closed			
Library Tech II Petaluma Regional Library 10 hours per week-Public Posting - Interviews 1.11.12			
Library Tech III in Cataloging 25 hours per week – Closed 1.18.12			

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MONTHLY FINANCIAL REPORT
December 2011

REPORTS ON PURCHASING

The following payment for the Library's annual insurance renewal should have been presented for Commission approval prior to payment; however, it was not.

Payee	Amount	Purpose
Fireman's Fund Insurance	\$57,206.80	Commercial Insurance and Liability Package

BACKGROUND ON YTD REVENUE & EXPENDITURES

YTD Summary

Total revenues received through December 31, 2011: \$ 7,644,928 or 51.2% of budget
Total expenditures through December 31, 2011: \$ 7,248,603 or 43.9% of budget

Percent of Year & Payroll

- Percent of year elapsed: 50%
- Percent of payroll: 50%

Revenue

- Lines 1000 -1266 – Taxes: The Library received the December property tax payment.
- Lines 1700 - 1800 – Interest Earned: Interest is apportioned quarterly in October, January, April, and June.
- Prior Year Appropriations Revenue: Revenue for FY 2010-11 encumbrances for book trucks in the Rohnert Park and Petaluma Libraries paid for by the Friends, equipment for the Central Library reception area and adjustable tables for the Northwest and Windsor Libraries.

Expenditures

- Line 5940 – Worker's Compensation: The worker's 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 6409 – Courier Service: This charge for County services are new. Money was budgeted and approved in 6521-County Services; however, the County is charging the service to a new line.
- Line 6610 – Legal Services: Includes cost of labor negotiations, assistance with human resource issues, and the services of County Counsel staff assisting on projects such as the Healdsburg lease, other lease reviews, Brown Act Compliance, insurance issues, etc.

DOCUMENT #8.1.2 (1.23.12)

- Line 6630 – Accounting Services: The annual audit is complete and is the primary item budgeted in this line.
- Line 6882 – Gift Equipment: The Windsor Friends of the Library reimbursed the library for a new book cart.
- Line 7187 – Materials Management Supplies: The purchase of 79,500 RFID tags cost \$28,468 (52% of the amount budgeted in this line).
- Line 8570 – Furniture/Fixtures: Cost of the new service desk for the Sonoma Valley Regional Library. Friends of the Sonoma Valley Library funds paid for this item.

SONOMA COUNTY LIBRARY
DECEMBER FINANCIAL REPORT

SUMMARY

Category	FY 11-12 Dec Adjustments Budget	Budgetary Transfers ¹	Adjusted for Transfers	FY 11-12 December YTD Actuals	Balance
Expenditures	\$16,514,284	\$0	\$16,514,284	\$7,248,603	\$9,265,681
Revenues	\$14,923,795	\$0	\$14,923,795	\$7,644,928	\$7,278,867
Total Use of/(Contrib to) Fund Balance	\$1,590,489		\$1,590,489	(\$396,325)	\$1,986,814
<i>Fund Balance Breakdown</i>					
Operating Use of/(Contrib to) Fund Balance	\$121,050		\$121,050	(\$708,539)	\$829,589
Capital Projects Use of/(Contrib to) Fund Balance	\$1,469,439		\$1,469,439	\$312,214	\$1,157,225

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

Revenues

Category	FY 11-12 Dec Adjustments Budget	Budgetary Transfers	Adjusted for Transfers	FY 11-12 December YTD Actuals	Balance
Taxes	13,804,636	\$0	13,804,636	\$7,196,443	\$6,608,193
Interest & Rent/concessions	\$32,300	\$0	32,300	\$9,388	\$22,912
Intergovernmental Revenues	355,235	\$0	355,235	160,294	\$194,941
Charges for Service	556,824	\$0	556,824	198,967	\$357,857
Miscellaneous Revenues	161,600	\$0	161,600	79,836	\$81,764
Prior Year Appropriations	13,200	\$0	13,200	0	\$13,200
TOTAL	14,923,795	\$0	14,923,795	\$7,644,928	\$7,278,867

EXPENDITURES

Category	FY 11-12 Dec Adjustments Budget	Budgetary Transfers	Adjusted for Transfers	FY 11-12 December YTD Actuals	Balance
Salaries & Benefits	\$10,966,326	\$0	\$10,966,326	\$5,200,603	\$5,765,723
Services & Supplies	\$4,048,519	\$0	\$4,048,519	\$1,722,133	\$2,326,386
Long-Term Debt	\$30,000	\$0	\$30,000	\$13,653	\$16,347
TOTAL OPERATING EXPENDITURES	\$15,044,845	\$0	\$15,044,845	\$6,936,389	\$8,108,456
Special Projects	\$929,439		\$929,439	\$191,421	\$738,018
Capital Expenditures	\$515,000	\$0	\$515,000	\$120,794	\$394,206
Appropriation for Contingency	25,000		\$25,000	\$0	\$25,000
TOTAL EXPENDITURES	\$16,514,284	\$0	\$16,514,284	\$7,248,603	\$9,265,681

Note: This document reflects the adjustments approved by the Library Commission on 12.5.11

DOCUMENT #8.1.2.1 (12.5.11)

SONOMA COUNTY LIBRARY						
DECEMBER 2011 FINANCIAL REPORT						
PART 1- REVENUE						
		DECEMBER	FY 11-12 DEC	YEAR TO	VARIANCE	%
		ACTUAL	ADJ BUDGET	DATE TOTAL	Over/(Under)	REC'D
1000	PROPERTY TAXES - CY SECURED	7,136,136	14,004,565	7,136,136	(6,868,429)	51.0%
1008	REDEVELOPMENT	(1,134,256)	(1,525,781)	(1,134,256)	391,525	74.3%
1011	SB2557 PROP TAX ADMIN		(216,491)		216,491	0.0%
1014	AB 1290 RDA PASS-THRUS	46,112	75,651	46,112	(29,539)	61.0%
1015	H&S 33401 RDA PASS-THRUS	650,526	843,659	650,526	(193,133)	77.1%
1020	PROPERTY TAXES - CY SUPP	23,818	78,958	23,818	(55,140)	30.2%
1040	PROPERTY TAXES - CY UNSECURED	484,244	486,076	484,244	(1,832)	99.6%
1042	COST REIM-COLL DEL CY UNS	(10,621)	(11,770)	(10,621)	1,149	90.2%
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	484	1,150	484	(666)	42.1%
	TAXES	7,196,443	13,804,636	7,196,443	(6,608,193)	52.1%
1700	INTEREST ON POOLED CASH		29,000	9,292	(19,708)	32.0%
1701	INTEREST EARNED		3,000		(3,000)	0.0%
1800	RENTS/CONCESSIONS		300	95	(205)	31.8%
	USE OF MONEY/PROPERTY	0	32,300	9,388	(22,912)	29.1%
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		149,000	148,981	(19)	0.0%
2566	ST - LIB - PUBLIC LIB FUND		0		0	0.0%
2901	COUNTY		22,840		(22,840)	0.0%
2945	LIBRARY LITERACY	7,847	45,000	11,313	(33,687)	25.1%
	INTERGOVERNMENTAL REVENUES	7,847	355,235	160,294	(194,941)	45.1%
3019	NCPA-FEE FOR GOVT SVCS		31,324		(31,324)	0.0%
3480	LIBRARY FINES	21,901	430,000	164,323	(265,677)	38.2%
3482	WINE LIBRARY MEMBERSHIPS		12,000	1,680	(10,320)	14.0%
3483	LIBRARY POSTAGE RECOVERY		500	107	(393)	21.5%
3484	FINES-DELINQUENT COLLECTIONS	1,150	21,000	10,708	(10,292)	51.0%
3700	COPIER FEES	3,338	62,000	22,105	(39,895)	35.7%
3980	REVENUE APPLIC TO FY		0	43	43	0.0%
	CHARGES FOR SERVICES	26,389	556,824	198,967	(357,857)	35.7%
4020	OTHER SALES		0		0	N/A
4040	MISCELLANEOUS REVENUE	443	95,000	34,094	(60,907)	35.9%
4102	DONATIONS/REIMBURSEMENTS	1,132	66,000	45,545	(20,455)	69.0%
4106	REFUNDS		500		(500)	0.0%
4109	OUTDATED/CANCELED WARRANTS		50	678	628	1356.0%
4113	RETURNED CHECKS	(375)	50	(480)	(530)	-959.8%
	MISCELLANEOUS REVENUES	1,200	161,600	79,836	(81,764)	49.4%
	Prior Year Appropriations Revenue		13,200	0	(13,200)	0.0%
	TOTAL REVENUE	7,231,879	14,923,795	7,644,928	(7,278,867)	51.2%

Note: This document reflects the adjustments approved by the Library Commission on 12.5.11

DOCUMENT #8.1.2.1 (1.23.12)

SONOMA COUNTY LIBRARY									
DECEMBER 2011 FINANCIAL REPORT									
PART 2 - EXPENDITURES									
		DECEMBER	FY 11-12 DEC			YEAR TO	ENCUMBERED	VARIANCE	
		ACTUAL	ADJ BUDGET	TRANSFERS	ADJ BUDGET	DATE TOTAL		(Over)/Under	
5900	VACANCY FACTOR		(60,000)			0		(60,000)	0.0%
5910	PERM POSITIONS	533,484	7,345,652			3,406,250		3,939,402	46.4%
5911	EXTRA HELP	21,117	247,000			121,733		125,267	49.3%
5923	PERS	86,703	1,215,418			542,887		672,531	44.7%
5924	MEDICARE	6,989	90,643			43,417		47,226	47.9%
5925	DEFERRED COMP	711	12,585			4,565		8,020	36.3%
5930	HEALTH INS	172,222	1,062,243			563,134		499,109	53.0%
5931	DISABILITY INS	2,835	36,104			16,710		19,394	46.3%
5932	DENTAL INS	18,372	168,662			88,710		79,952	52.6%
5933	LIFE INS	606	7,936			3,757		4,179	47.3%
5934	VISION INS	2,700	25,305			12,945		12,360	51.2%
5935	UNEMPLOYMENT INS		60,000			14,466		45,534	24.1%
5936	RETIREE HEALTH INS	79,705	532,315			258,226		274,089	48.5%
5940	WORKERS' COMP	18,569	222,463			123,804		98,659	55.7%
	SALARIES/BENEFITS	944,013	10,966,326	0	0	5,200,603	0	5,765,723	47.4%
6040	COMMUNICATIONS	695	10,000			4,830		5,170	48.3%
6041	DATA LINES	6,360	51,000			37,886		13,114	74.3%
6043	ALARM SYSTEMS	16	10,000			4,915		5,085	49.2%
6045	TELEPHONE SERVICE	2,319	28,000			10,037		17,963	35.8%
6048	CELL PHONE SERVICE	59	2,000			565		1,435	28.3%
6084	JANITORIAL SUPPLIES	3,707	24,275			11,690		12,585	48.2%
6085	JANITORIAL SERVICES	13,347	169,505			67,560		101,945	39.9%
6103	LIABILITY INSURANCE	57,207	70,000			69,836		164	99.8%
6140	MAINT EQUIP-IT		175,000			156,416		18,584	89.4%
6152	MAINT EQUIP-PARTS	1,037	11,545			2,732		8,813	23.7%
6153	MAINT EQUIP-OUTSIDE	1,480	50,000			16,962		33,038	33.9%
6180	MAINT-BLDGS/IMP	487	64,000			26,175		37,825	40.9%
6190	LANDSCAPE SERVICE	2,399	35,000			14,238		20,763	40.7%
6226	MAINT-BLDGS/IMP-PARTS		5,000			1,128		3,872	22.6%
6280	MEMBERSHIPS	475	10,000			5,233		4,767	52.3%
6401	OFFICE EXPENSE	3,166	37,409			15,682		21,727	41.9%
6409	COURIER SERVICE	1,248	0			1,248		(1,248)	N/A
6410	POSTAGE	2,320	38,000			6,078		31,922	16.0%
6430	PRINTING SERVICES	919	35,000			8,828		26,172	25.2%
6452	PAPER STOCK	835	17,000			4,667		12,333	27.5%
6517	BRANCH NETWORKING	190	10,000			3,468		6,532	34.7%
6518	OCLC	431	40,567			13,087		27,480	32.3%
6521	COUNTY SERVICES		130,000			2,300		127,700	1.8%
6540	CONTRACT SERVICES	3,062	120,032			51,003		69,029	42.5%
6553	SECURITY SERVICES	3,416	51,283			20,366		30,917	39.7%
6570	CONSULTING SERVICES		15,000			4,290		10,710	28.6%
6589	PERMITS		250					250	0.0%
6610	LEGAL SERVICES	15,237	55,000			55,258		(258)	100.5%
6630	AUDIT/ACCOUNTING		24,250			22,396		1,854	92.4%
6631	BOOKKEEPING	1,448	22,500			8,397		14,103	37.3%
6800	PUBLIC/LEGAL NOTICES	22	1,000			22		978	2.2%
6820	RENT/LEASES-EQUIP	164	5,000			1,122		3,878	22.4%
6840	RENTS/LEASES-BLDG	933	12,000			6,663		5,337	55.5%
6880	FACILITIES EQUIPMENT	216	6,000			1,367		4,633	22.8%
6881	LIBRARY EQUIPMENT	359	35,500			10,417		25,083	29.3%
6882	GIFT EQUIPMENT		2,700			1,552		1,148	57.5%
6889	SOFTWARE		60,000			19,227		40,773	32.0%
6890	COMPUTER HARDWARE		95,000					95,000	0.0%
6891	SMALL EQUIPMENT-IT	1,877	45,000			12,503		32,497	27.8%

Note: This document reflects the adjustments approved by the Library Commission on 12.5.11

DOCUMENT #8.1.2.1 (1.23.12)

SONOMA COUNTY LIBRARY									
DECEMBER 2011 FINANCIAL REPORT									
PART 2 - EXPENDITURES									
		DECEMBER	FY 11-12 DEC			YEAR TO		VARIANCE	
		ACTUAL	ADJ BUDGET	TRANSFERS	ADJ BUDGET	DATE TOTAL	ENCUMBERED	(Over)/Under	%
7000	LIBRARY & OTHER SUPPLIES	3,378	30,000			12,559		17,441	41.9%
7020	SUMMER READING		25,000			4,205		20,795	16.8%
7030	PROGRAMMING ADULT		5,000			(77)		5,077	-1.5%
7035	PROGRAMMING JUVENILE		5,000			426		4,574	8.5%
7110	PROF DEVELOPMENT	627	10,000			2,943		7,057	29.4%
7120	IN-SERVICE TRAINING		5,000					5,000	0.0%
7180	LITERACY PROGRAM	2,808	87,853			12,555		75,298	14.3%
7187	MATERIALS MGT SUPPLIES	1,674	55,000			46,814		8,186	85.1%
7190	BOOKS/MATERIALS	113,913	1,663,000			702,650		960,350	42.3%
7191	BINDING		8,000					8,000	0.0%
7301	COUNTY CAR EXPENSE	6,105	33,000			16,606		16,394	50.3%
7302	TRAVEL EXPENSE		7,500			134		7,366	1.8%
7303	MILEAGE & PARKING	4,049	60,000			23,728		36,272	39.5%
7320	UTILITIES	34,747	480,000			199,443		280,557	41.6%
7400	SO CO INFO TECHNOLOGY		350					350	0.0%
	SERVICES/SUPPLIES	292,732	4,048,519	0	0	1,722,133	0	2,326,386	42.5%
7910	CAPITAL LEASES	2,513	30,000			13,653		16,347	13.1%
	OTHER CHARGES	2,513	30,000	0	0	13,653	0	16,347	45.5%
	TOTAL OPERATING EXPENDITURES	1,239,258	15,044,845	0	0	6,936,389	0	8,108,456	46.1%
6847	BURLINGAME HALL	9,400	422,623			191,421		231,202	45.3%
8632	OT-SEBASTOPOL REMODEL		445,816						0.0%
8570	FURNITURE/FIXTURES		61,000						0.0%
	SPECIAL PROJECTS	9,400	929,439	0	0	191,421	0	231,202	20.6%
8510	BUILDING IMPROVEMENT	5,685	300,000			77,755		222,245	25.9%
8560	EQUIPMENT		100,000					100,000	0.0%
8562	COMPUTER EQUIPMENT		85,000			19,376		65,624	22.8%
8570	FURNITURE/FIXTURES		30,000			23,663		6,337	78.9%
	CAPITAL EXPENDITURES	5,685	515,000	0	0	120,794	0	394,206	23.5%
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	15,085	1,469,439	0	0	312,214	0	650,409	21.2%
	TOTAL EXPENDITURES	1,254,343	16,514,284	0	0	7,248,603	0	8,758,865	43.9%

Note: This document reflects the adjustments approved by the Library Commission on 12.5.11

Sonoma Valley Lease & Remodel
Profit & Loss Budget vs. Actual
 July 2011 through December 2011

DOCUMENT #8.1.3 (1.23.12)

001BHL - Burlingame Hall Lease			
	Jul '11 - Jun 12	Budget	Balance
Expense			
6085 - Janitorial Services	117.00	0.00	-117.00
6847 - Burlingame Hall Lease			
City of Sonoma & County Costs			
City & County Contingency	0.00	400.00	400.00
City Building Permit/Fees	964.09	2,000.00	1,035.91
Total City of Sonoma & County Costs	<u>1,081.09</u>	<u>2,400.00</u>	<u>1,318.91</u>
Construction			
Construction contingency	0.00	12,145.00	12,145.00
Tenant Improvements - Capital	73,970.78	121,454.00	47,483.22
Tenant Improvements - Non Capital	0.00		
Total Construction	<u>73,970.78</u>	<u>133,599.00</u>	<u>59,628.22</u>
Library Admin Costs			
Library Admin Contingency	0.00	300.00	300.00
Misc Library Expenses	2,063.81	500.00	-1,563.81
Reproduction/Design Docs Costs	0.00	1,000.00	1,000.00
Total Librady Admin Costs	<u>2,063.81</u>	<u>1,800.00</u>	<u>-263.81</u>
Move costs			
Move Costs Contingency	0.00	7,651.00	7,651.00
Moving Costs	11,377.00	35,353.00	23,976.00
Storage Costs	0.00	2,500.00	2,500.00
Xerox Machine Move	175.95	400.00	224.05
Total Move costs	<u>11,552.95</u>	<u>45,904.00</u>	<u>34,351.05</u>
New Moveable Furn/Fix/Equip			
Adjustable Tables	3,140.29	3,169.00	28.71
Book Drops	4,725.31	3,854.00	-871.31
Service Desk	0.00	23,814.00	23,814.00
Sonoma FF&E Contingency	0.00	1,577.00	1,577.00
Window Solar Film	0.00	700.00	700.00
Total New Moveable Furn/Fix/Equip	<u>7,865.60</u>	<u>33,114.00</u>	<u>25,248.40</u>
Professional Service Contracts			
Architect	38,125.56	34,590.00	-3,535.56
PM/CM - CSI	36,127.07	30,515.00	-5,612.07
Prof Svcs Contingency	0.00	6,511.00	6,511.00
Professional Service Contracts - Other	2,600.00	0.00	-2,600.00
Total Professional Service Contracts	<u>76,852.63</u>	<u>71,616.00</u>	<u>-5,236.63</u>
Temporary Library			
Lease Agreement	65,800.00	112,800.00	47,000.00
Restore Building/Lease	2,581.76	15,000.00	12,418.24
Temp Library Contingency	0.00	6,390.00	6,390.00
Total Temporary Library	<u>68,381.76</u>	<u>134,190.00</u>	<u>65,808.24</u>
Total 6847 - Burlingame Hall Lease	<u>241,768.62</u>	<u>422,623.00</u>	<u>180,854.38</u>
Total Expense	<u>241,885.62</u>	<u>422,623.00</u>	<u>180,737.38</u>

SVRL Friends funds paid for service desk

Real Estate Agent-Negotiate Fees

**STAFF REPORT ON EXTRA HELP EXPENDITURES
July 1, 2011 to December 31, 2011**

The reduction in service hours and the schedule of hours implemented August 1, 2011, were designed to reduce the Library's expenditures on extra help. The attached spreadsheet and chart show the extra help expenditures in the first six months of this fiscal year.

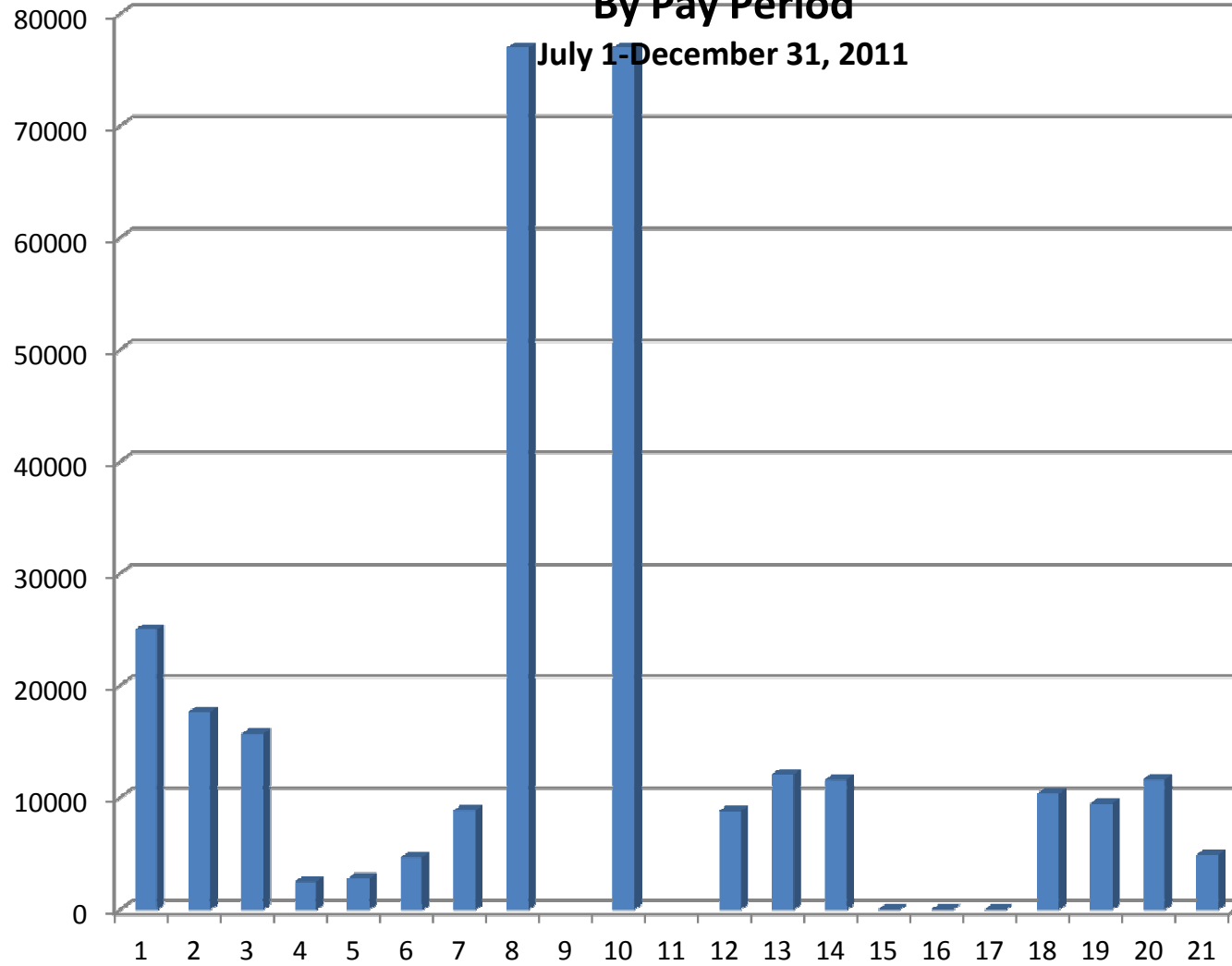
Here is a comparison of extra help expenditures in recent years:

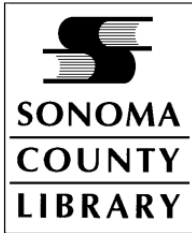
FISCAL YEAR	TOTAL	% OF SALARIES
Fiscal Year FY 09-10	\$637,065	8.25%
Fiscal Year FY 10-11	\$622,577	8.57%
JULY-DECEMBER OF FISCAL YEAR		
July-December 2009	\$ 322,225	8.13%
July-December 2010	\$ 331,304	9.78%
July-December 2011	\$145,482	3.71%

If expenditures remain in the same range for the next six months, we should be within the projected budget of \$247,000. The Management Team appreciates the assistance of all the staff who have been flexible and helpful in covering for colleague's absences.

Extra Help Expenditures By Pay Period

July 1-December 31, 2011





Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Discussion	1.23.12	Regular	8.2

SUBJECT

Illness & Injury Prevention Program (IIPP) – Draft Policy Statement

PURPOSE OF THE DISCUSSION

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

By the end of the discussion, the Commission will:

- Be familiar with the proposed Injury & Illness Prevention Program.
- Have identified questions, concerns, and potential changes in the policy so that the new policy can be presented for approval at the next meeting.

BACKGROUND

California Labor Code 6401.7 requires that “Every employer shall establish, implement, and maintain an effective injury prevention program.” The requirements for establishing, implementing and maintaining an effective written Injury & Illness Prevention Program (IIPP) are contained in Title 8 of the California Code of Regulations and are to contain the following elements:

- Responsibility for implementation
- Ensuring compliance
- Communication
- Identifying hazards
- Investigating hazards/accidents
- Correcting hazards
- Training
- Recordkeeping

The Library’s IIPP was last updated in May 2004. The proposed policy revision was developed with the assistance of an expert consultant and reviewed by legal counsel. It is updated to provide responsibility for implementation of the IIPP and is the basis for the development and administration of regulations and procedures necessary for maintaining a safe and healthy work environment.

This policy has been reviewed with the SEIU representatives on the Labor Management Committee.

FUTURE BOARD ACTIONS

Adopt policy.

FISCAL IMPACT

None



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Discussion	1.23.12	Regular	8.2

POLICY ISSUES

This Library is required to have a policy to comply with state legal requirements.

ATTACHMENTS

Document #8.2.1 – Discussion Draft –Illness and Injury Prevention Program

1 B. Safety Rules

2 A set of basic safety principles, in the form of rules, will be developed and
3 reviewed regularly. These rules will be communicated to all current
4 employees and all new employees their first day on the job. All employees
5 are obliged to know and follow the safety rules, and supervisory and
6 management personnel are responsible for enforcing them.

7 C. Communication

8 Library management will keep employees informed about matters important
9 to their workplace health and safety. Employees are encouraged to
10 communicate to their supervisor or Library management, without fear of
11 reprisal, safety issues or concerns, or modifications in the workplace or in
12 work practices which will improve job safety and performance.

13 D. Inspections and Identifying Workplace Hazards

14 The Sonoma County Library Facilities staff, under the direction of the Human
15 Resources Manager, will conduct regular inspections to identify unsafe work
16 practices and unsafe physical conditions. Employees will bring to the
17 attention of Library management any unsafe working conditions. Unsafe work
18 practices and physical conditions will be addressed in a timely manner by
19 supervisory and management personnel.

20 E. Investigating Injuries

21 All accidents, incidents, or other safety issues will be investigated immediately
22 by management. Management will identify the corrective action necessary to
23 prevent their recurrence, and implement those corrections in a timely fashion.

24 F. Disciplinary Action

25 1. California State Law

26 California State law requires the Library to have a “system for ensuring
27 that employees comply with safe and healthy work practices, which may
28 include disciplinary action.” The system of ensuring compliance starts with
29 supervisor enforcement of safety rules and relies on good management
30 practices so that disciplinary actions will not be necessary only as a last
31 resort.

32 2. Violation of Safety Rules

33 The violation, or disregard for, safety rules or common safety practices will
34 affect the employee’s performance rating and may be grounds for
35 disciplinary action, up to and including termination of employment.

36 G. Training

37 Training under this policy will be provided to:

- 38 a) all current employees and supervisors at the time the IIPP is initially
39 implemented;

- 1 b) all new hires during new hire orientation;
- 2 c) all employees transferred or re-assigned to new jobs or when new work
- 3 procedures or equipment are introduced into that work area.

4 H. Record-keeping

5 The Sonoma County Library will maintain a file of all safety training, as well as
6 accident and illness records, as required by this IIPP, even for events not
7 reportable under workers compensation or OSHA injury and illness reporting
8 requirements.