Library Commission Agenda  
Regular Meeting  
Monday, February 3, 2020, 6:00 pm  
Santa Rosa City Council Chambers  
100 Santa Rosa Avenue, Santa Rosa, CA 95404

1. CALL TO ORDER

2. ANNOUNCEMENTS

3. PRESENTATIONS  
   3.1 Presentation of the Strategic Plan Process (4 Documents)[Diane Satchwell, Library Solutions, LLC]

4. PUBLIC APPEARANCES  
   Members of the public who wish to address the Commission regarding matters not on the agenda should request recognition at this time. See guidelines for public appearances in the General Information section, below.

5. LIBRARY ADVISORY BOARDS, SCPL FOUNDATION and FRIENDS OF THE LIBRARY  
   Any official representative of these organizations may have up to ten minutes to present their group’s report and/or position on issues of importance to the Library.

6. LIBRARY REPORTS  
   6.1 Director’s Report  
   6.2 Management Report  
      6.2.1 Monthly Activities (1 Document)  
      6.2.2 Monthly Financial Reports (1 Document) (Frost)

7. COMMISSION AND LIAISON REPORTS  
   7.1 Commissioner Reports  
   7.2 Committee and Liaison Reports  
      7.2.1 Director Evaluation  
      7.2.2 Finance  
      7.2.3 Advocacy  
      7.2.4 Foundation Liaison  
      7.2.5 Measure Y Oversight Liaison  
      7.2.6 Roseland Coalition Liaison  
      7.2.7 Ad hoc Standard Operating Procedures (SOP)  
      7.2.8 Ad hoc JPA & Commission Bylaws Review
8. LAB APPOINTMENTS  Commissioners appoint applicants to fill advisory board vacancies

9. 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. The Commission will approve the minutes of the prior meetings in summary format.
9.1 Approve Meeting Minutes: Minutes of the January 6, 2020 Regular Meeting (1 Document)
9.2 Approve the Sonoma County Library Employee Handbook (1 Document) [Silva]
9.3 Approve the Director Authority for the Roseland Project Payments (1 Document) [Tichava]

10. ACTION ITEMS BY MOTION
10.1 Adopt the recommendation to add Shelver positions and increase the FTE location for Library Specialist positions system-wide. [Silva]
10.2 Approve the proposal/contract by Anderson Brule Architects for the Healdsburg refresh (1 Document)[Tichava/Vantrease]
10.3 Approve the Addendum to the PSA for Noll & Tam and Noll & Tam Bid Proposal (1 Document) [Tichava]
10.4 Approve Commission Budget priorities (1 Document) [Neff]

11. ACTION ITEMS BY RESOLUTION
11.1 Resolution to adopt informal procedures to engage construction project management firms (1 Document) [Tichava]

12. DISCUSSION

13. AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS
Commissioners request items to be added to a future meeting’s agenda.

14. DATE AND TIME OF NEXT MEETING
Meeting: Regular Meeting
Date: Monday, March 2, 2020
Time: 6:00 pm
Location: Library Headquarters, 6135 State Farm Drive, Rohnert Park, CA

15. ADJOURNMENT
By acclamation.

GENERAL INFORMATION
AGENDA SUPPORT MATERIALS
Agenda support materials are available in the Library Director’s Office, 6135 State Farm Drive, Rohnert Park, CA
Sonoma County Library Commission
Regular Meeting Agenda  2.3.2020
DISABILITY ACCOMMODATIONS
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. 1529, as soon as possible to make arrangements for your accommodation. For further information regarding disability accommodations provided by the Library and related matters, see the Library’s website at https://sonomalibrary.org/accessibility.

GUIDELINES FOR PUBLIC APPEARANCES
Members of the public are welcome to address the Commission via a public appearance on an agenda item at the time it is called and prior to its conclusion. Please await the Chair’s invitation for public comment if you wish to appear on an agenda item.

Members of the public wishing to address the Commission on items not on the agenda may do so only during the Public Appearances portion of the meeting agenda. The Commission does not take action on matters raised during Public Appearances, though you may request a response from the Commission to be provided at a later time.

Members of the public may speak at Commission meetings only after receiving recognition by the Chair. Public comments are limited to three minutes apiece, though such limit may be extended at the discretion of the Library Commission.
1. How often do you visit the Sonoma County Library?
   Daily
   A few times a week
   Once a week
   Bi-weekly
   Monthly
   A few times a year
   Never

   Which library/libraries do you use?

2. If you visit the Library, when do you usually come? (Choose all that apply)
   Mornings
   Afternoons
   Evenings
   Saturdays
   I visit the Library year-round
   I visit the Library during the summer

3. If you DO NOT use the Library, why not? (Choose all that apply)
   The hours don't work with my schedule
   The Library doesn't have the materials I want
   The Library doesn't have the services I need
   The customer service is not up to my expectations
   I use another library system
   I purchase my books/stream my movies and music
   Other (please specify)
4. For what purposes do you use the Library? (Choose all that apply)

- Need SCLS specific programs
- Recreational reading/listening
- Borrowing movies
- Research
- Internet access using public computers
- WiFi access using your own laptop or mobile device
- Public computer and software access
- Copying/scanning or faxing
- Completing homework or studying
- Adult programs
- Children's programs
- Community/civic group meetings
- Newspaper and magazine reading
- Museum passes
- Borrowing telescopes
- Ongoing book sale
- Technology help or classes
- Research
- Reference assistance
- Book clubs
- Blood pressure or flu clinics
- Friends' luncheons
- To socialize with others
- To find out about other events in the community
- For tax and/or voting forms and information
- To give or receive tutoring
- Other (please specify)

5. Are you able to find the materials, information or services you need and want at the Library?

Yes, with minimal effort
No, but I can get assistance from the staff to find it for me or find it at another library (through inter-library loan, for instance)

No, the Library does not have what I need and the staff does not help me find it elsewhere.

6. Are you able to get the answers you need from the staff when using the computers?
   Yes
   Sometimes
   No

   If the answer is no, what other times would work for you?

7. Are the Library’s hours compatible with your schedule?
   Yes
   No

   If no, what hours and days would work with your schedule?

8. Do you attend Adult Programs?
   Yes
   No

9. If yes, what types of programs do you attend? (Choose all that apply) I need specific SCLS programs
   Music Appreciation Series
   Author talks
   History/culture presentations
   Science/natural history talks
   Health/medical talks
   Movement workshops (e.g., yoga, Zumba)
   Genealogy workshops
   Art and craft workshops
   Movie and documentary viewings
   Gaming nights (e.g., Magic the Gathering, Dungeons and Dragons)
   End of Life series
   Technology classes
Hobby or game group (e.g., Mahjong, Designing Women, Bridge)
Book Club
Support group
Other (please specify)

10. **What other type of Adult programming would you like the Library to offer?**

11. **Do you utilize Youth Programs?**

   Yes

   No

12. **If yes, which programs do you attend? (Choose all that apply)**

   Storyhour

   Summer Reading

   Sonoma County Coding Camp

   Halloween programs

   Family movies/Outdoor movie

   Other Youth programming (please specify)

13. **What other type of Youth programming would you like the Library to offer?**

   Please add any other category or clarify your choice (e.g., for adults or for children or both)

14. **If you could improve upon the Library's offerings, what would you like to see? (Choose all that apply)**

   More print books

   More audiobooks

   More DVDs

   More eBooks

   More eAudio

   Digital Magazines

   Longer/different hours

   More computer access

   More technology for patron use

   More technology help/classes
Dedicated meeting room space
Homework center
Business center
Maker space
More community/government information sessions
More/different programming
More/different classes
Assistance for job seekers
Different types of circulating objects (e.g., musical instruments, kits, sports equipment, etc.)
More parking options
Public transportation to the Library
More services/accessibility for persons with disabilities
More support group meetings

15. Do you, or would you, use any of the following Library offerings? (Choose all that apply)
eBooks
eAudio
Talking Books for low vision/print disabilities
Homebound delivery service

16. Do you engage with any of the following digital services? (Choose all that apply)
Sonoma County Library web site
Sonoma County Library Facebook Page
Sonoma County Library Twitter
enewsletter
Sonoma County Library's Virtual Reference Library
Databases

17. What is your gender?
Female
Male
Other
I prefer not to answer

18. What is your age range?

under 10
11-18
19-25
26-35
36-45
46-55
56-65
66-75
76-85
86 and over

I prefer not to answer

19. Select the statements you agree with about Sonoma County Library

Sonoma County Library is a place I feel safe
Sonoma County Library does not discriminate against people based on their age, race, gender, religion or sexual orientation
I trust that Sonoma County Library staff will help me find truthful, factual information to answer my questions
Sonoma County Library staff are friendly
Sonoma County Library staff are courteous
Sonoma County Library staff are helpful
Sonoma County Library is place where I do not feel safe
Sonoma County Library discriminates against people based on their age, race, gender, religion or sexual orientation
I do not trust Sonoma County Library staff to help me find truthful, factual information to answer my questions
Sonoma County Library staff are not friendly
Sonoma County Library staff are not courteous
Sonoma County Library staff are not helpful
20. Please add any other comments about these questions or about Sonoma County Library. Thank you for your input.
Sonoma County Library System

Strategic Planning Questions

Rating

<table>
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<tr>
<th>Very Important</th>
<th>Somewhat Important</th>
<th>Neutral</th>
<th>Less Important</th>
<th>Not Important</th>
<th>Did not know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Services</td>
<td>it was available.</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

1. Please rate the importance of the current library services that are provided:

   Children’s programs  Teen programs  Adult programs  Services for individuals with visual, auditory, or physical impairments  Reference/information help from librarians  Books, DVDs, CDs, etc.  eBooks, databases, and other online resources  Computers, Wi-Fi, printers, and other technology  Museum passes  Study rooms, meeting rooms, event space  Additional comments:

2. Education

   Which of the items listed below would be of value to you and your family in the next few years? Check all that apply.

   Reading and basic skills tutoring to help adults succeed in life and work  Early reading programs to help young children prepare for school  More curriculum-related resources and homework help for school age children  STEAM (Science, Technology, Engineering, Arts, Math) programs for children and teens  A wide range of adult learning materials  A wide range of adult learning experiences  Makerspace/creative space and materials for community members to create, learn, and share  Online learning opportunities  None of these are important to me  Other (please specify)

3. Internet Access & Digital Inclusion

   Which of the items listed below would be of value to you and your family in the next few years? Check all that apply.

   Free high-speed broadband and Wi-Fi Internet access, with public computing, printing, and scanning services  Programs to teach people, including children and senior citizens, how to use digital tools such as computers, tablets, smartphones and apps  Technology tools for loan, such as mobile hotspots, laptops and tablets that allow home use of broadband Internet services  Laptops or tablets for people to use in the library  Digital tools and equipment such as 3D printers, microphones, and cameras for creating audio podcasts, music, videos, art, and computer programs at the library  None of these things are important to me  Other (please specify)

4. Enrichment & Entertainment

   Which of the items listed below would be of value to you and your family in the next few years? Check all that apply.

   Books, magazines, movies and music in traditional and digital formats to enrich people’s leisure time  A wide range of arts and culture experiences for all ages, such as concerts, exhibits, movies,
book discussion, author events, etc. Items for hands-on learning and fun in the library, or to borrow for home use, such as board games, musical instruments, specialty craft equipment, appliances, and tools None of these are important to me Other (please specify)

5. Public Services & Community Engagement Which of the items listed below would be of value to you and your family in the next few years? Check all that apply.

Meeting space for study/discussion groups; and community organizations and clubs ESL and citizenship materials and classes Forums for public discussions and civic involvement Information access to city and government services Preserving unique Sonoma County history resources and making them easily accessible to the public Redbox-style 24/7 pickup and return service for library materials at non-library locations via kiosk dispensers Additional comfortable space for reading, working, socializing, and relaxing at the library None of these are important to me Other (please specify)

6. Economic & Workforce Development Which of the items listed below would be of value to you and your family in the next few years? Check all that apply. Provide training, technology, and resources to help people develop job-related skills Connect people to training and career development resources in the community Work space for mobile workers and entrepreneurs Information and training on how to start a business Business support services, such as access to databases, market analysis, sample business plans, and opportunities to connect with mentors and small business counselors None of these are important to me Other (please specify)

7. What do you use the library website for? Check all that apply.

Account login (renew books, pay fines, place holds) View library catalog Download eBooks Access electronic databases Ask a librarian a question Learn about programs and events Hours/directions/general information Library jobs/volunteer opportunities Book a meeting room I don’t use the library website Other, please explain:

8. How would you like to find out about programs and services at your library? Check all that apply. Library website Flyer Email newsletter Facebook Other social media (ex. Twitter, Instagram, YouTube) Word of mouth Library staff Newspapers Online news sources Radio Bulletin board/digital display Online community calendar/resources Other, please explain:

9. Is there anything else you would like to tell us about current and/or potential library services?

10. What is your age? Under 13 13 - 18 19 - 35 36 - 49 50 - 65 66 - 75 76 and older I prefer not to say

11. What is your language preference for reading? ________________________________

12. What is your zip code? ________________________________

13. Which locations do you use most?
1: The Customer Experience-
   Library Staff developed a Facilities Master Plan; Staff created a community-centered vision for the Main Library; 90% of respondents rated customer service as good or excellent.
2: Education and Discovery-
   50% of youth events and classes focused on topics and skills to help children succeed; Staff at each location developed two or three new partnerships; 80% of respondents reported classes improved their confidence and skills with computers.
3: Innovation-
   Developed system-wide Technology Plan; Each branch improved at least one service or program; 80% of respondents see the library as a community leader in eco-friendly practices.
4: Community Engagement-
   Staff developed and implemented a Building Effective Parentships staff training program; Developed and implemented a marketing and community outreach strategy; 5% annual increase in library cardholders in underserved regions of the county; created volunteer opportunities.
5: Financial Sustainability-
   Developed a diversified funding strategy; Developed metrics and outcomes to measure success; 90% of staff have skills to engage with residents to describe the vital role of the library.

Content will be provided with the data collected for the five outcomes.
We invite you to participate in our open house. The open house will provide valuable input from our community partners, residents and local agencies.

We welcome you to participate in all three opportunities to share your ideas. There are open houses, an online survey and poster boards at the various branches.

**Process**

The Open House has multiple stations displaying sheets to begin conversations. There are post its and pens around the room.

Staff, Commissioners, Friends and volunteers are available to answer questions and discuss with you the various topics.

Although it is the goal to obtain as much information as possible, we are mindful of our financial resources when considering the various initiatives important to our communities.

**QUESTIONS**

*Points for open house*

1. Programs and Services - what programs do you currently attend? What programs do you feel are needed?

   *I have created a variety of questions to pick which are most important to the commission.*

2. If you could improve the library’s offerings of programs and services, what would you like to have offered?

   *I have created a variety of questions to pick which are most important to the commission.*

3. What words best describe Sonoma County Library?

   *I have created a variety of questions to pick which are most important to the commission.*

4. List technology that would be of value to you and your family in the next few years.

   *I have created a variety of questions to pick which are most important to the commission.*

5. List educational or entertaining programs or services that add value to you and your family.

   *I have created a variety of questions to pick which are most important to the commission.*
**Background:** The Sonoma County Library is preparing for the 2021-2024 Strategic Planning process. Staff is collecting and verifying data for the outcomes section in the 2015-2020 Strategic Plan. It was determined next steps include open houses, an online survey and poster boards located at the branches to collect additional data.

Branch library staff will play a critical role in the on-going data collection at each site. Commissioners, Library Advisory Board members, Friends of the Library and volunteers will assist at the open houses and promoting the survey within their communities.

**Next steps:** We will have a fuller discussion at the meeting. Materials need to be created so we can collect as much data as possible. You will find attached three documents. The brochure is DRAFT. The purpose of the brochure is to have these available at the open houses. Participants will use them as a guide to better understand the process and also give guidance to our teams to speak to the strategic planning process.

There is one section in the brochure that I left blank. 1)We can place the Commission’s three goals (Safe Spaces, Energy and Emergency Locations, and Education and Economic Development) with a question for each. 2) Or we can use the space to capture vision and mission statements. 3) One item I feel is important to investigate is Future Trends. This could be a good place to start the conversation with some guidance with a possible list, suggested initiatives and create questions to obtain community input.

Sonoma County Library staff will meet with me for the design phase after the Commission meeting to finalize the proper colors and corrected content of the brochure.

There are two sets of potential survey questions. Please review the two options. One is a short survey and one is a longer survey. I am not looking to redo the questions, just get some input on length and kind of survey.

I will come prepared with some trends and potential questions for the last section.

I look forward to meeting with all of you and getting the strategic planning process going.
SUBJECT
Management Report

RECOMMENDED ACTION

REVIEW monthly reports, including Monthly Activities and Financial Reports for this time.

DRAFT MOTION
None.

BACKGROUND
Library Management creates monthly reports to update and inform the Library Commission

FUTURE BOARD ACTIONS
None.

FISCAL IMPACT
None.

STRATEGIC PLAN ALIGNMENT
Priority 4, Goal B: A Visible Community Asset
Priority 5, Goal A: Solid Financial Practices

POLICY ISSUES
None.

ATTACHMENTS
Document # 6.2.1 – Monthly Activities Report
Document # 6.2.2 – Monthly Financial Reports
Monthly Management Report  January 2020

Library Director Report

January was a month filled with community meetings. I met with library patrons, city staff, LABs, and Friends groups in Rohnert Park, Santa Rosa, Windsor, Petaluma, and Guerneville. Our libraries and their communities are all unique, but have one common denominator: they all love their library and their library staff! Case in point: The city of Sonoma has declared March 2, 2020 as “Miss Clare Day” to recognize and honor Children’s Librarian Clare O’Brien’s outstanding work for the community and children of Sonoma!

And our staff love their communities. This month’s Commission packet is filled with detailed reports from each of our management divisions, outlining the many ways our staff support our communities and each other. Please take time to read, savor, and appreciate the efforts of our entire Sonoma County Library staff.

Director activities from January 1 – January 31:

- 1/6/20 - Library Commission Meeting, Santa Rosa
- 1/7/20 - Meeting with Rohnert Park City Manager Darrin Jenkins, RPHQ
- 1/9/20 - Welcoming Spaces Taskforce Meeting, RPHQ
- 1/9/20 - Windsor Friends Meeting, Windsor
- 1/10/20 - Meeting with Strategic Plan Consultant Diane Satchwell, RPHQ
- 1/11/20 - Library Commission retreat, RPHQ
- 1/13/20 - Advocacy Committee meeting, RPHQ
- 1/13/20 - Capital Campaign Planning Meeting, RPHQ
- 1/13/20 - Santa Rosa Friends Meeting, Santa Rosa
- 1/14/20 - Windsor LAB Meeting, Windsor
- 1/15/20 - Sonoma County Public Library Foundation Meeting, Santa Rosa
- 1/17/20 - Labor Management Committee meeting, RPHQ
- 1/17/20 - Roseland Working Group Meeting, Santa Rosa
- 1/21/20 - Roseland Core Team Meeting, RPHQ
- 1/21/20 - Rohnert Park-Cotati Friends Meeting, Rohnert Park
- 1/22/20 - Meeting with Patricia Kuta, RPHQ
- 1/22/20 - Petaluma LAB Meeting, Petaluma
- 1/22/20 - Windsor Community Meeting, Windsor
- 1/23/20 - NorthNet Library System Special Conference Call Meeting, RPHQ
- 1/23/20 - iCompass Demo, RPHQ
- 1/23/20 - NorthNet Library System Recovering Together Conference Call Meeting, RPHQ
- 1/27/20 - Finance Committee meeting, RPHQ
- 1/30/20 - Guerneville Meet the Director event, Guerneville
- 1/31/20 - NorthNet Library System Mid-Year Administration Council Meeting, Fairfield
Finance

The Budget and Finance Division remains understaffed, with three temporary workers, one full time staff, and one injured worker comprising the division. Two permanent employees are scheduled to return from their time off, but not until March.

Interviews are tentatively scheduled for the first week of February for the position of accountant. A recruitment seeking an extra help accountant was unsuccessful.

With the division scrambling to keep up with day to day tasks, it has been difficult to work on the larger, overarching issues, such as revising procedures.

In the future, the CFO will be working with the HR division manager to revise the travel and training policy. The CFO will also be working on revising the CalCard policy and the procurement policy for the department.

Facilities

Facilities Services continues to provide exemplary service to all of our locations by minimizing surprises through listening, understanding and being understood.

ACCOMPLISHMENTS for January, 2020

- Continued to utilize Performance Management system in creating work plan for new Building Mechanic I, II’s, Senior’s and for the Supervising Delivery Driver.
- Continued FMP(Facilities Management Professional) training.
- Continued to meet regularly with the Supervising Delivery Driver.
- Reviewed all budgeted projects and purchase requests for FY 19/20 with Public Services Managers and The Library Director.
- Reviewed last year’s budget in preparation for the FY20/21 budget.
- Began Budgeting process for FY 20/21.
- Weekly meeting with Director.
- Continued to regularly meet with Senior Building Mechanics.
- Reviewed activity report from Supervising Deliver Driver.
- Updated project plans for all projects.
- Created project summary for large projects.
- Meet bi-weekly with facilities staff for safety meeting.
- Reviewed all security reports.
- Reviewed all entry reports at all facilities.
- Reviewed all accident/incident reports.
- Met weekly with staff to review and revise weekly expectations and outcomes.
- Continued to work with Facilities by Design on upcoming projects.
- Worked with ABA on New Roseland project.
• Worked with Noll & Tam on Guerneville project
• Worked with Group 4 architects on Central project.
• Attended weekly OMT meetings.
• Attended monthly Commission meeting.
• Worked with attorney Anne Keck on vetting process for general contractors.
• Attended monthly Finance Committee meeting.
• Continue to monitor work order system reviewing and approving work as requested.
• Reviewed JHA’s (Job Hazard Analysis) submitted and meet with colleagues to confer with recommendations.
• Reviewed all submitted PM (Preventative Maintenance) check lists.
• Reviewed ABA proposal for Healdsburg refresh, sent revision to ABA.
• Continued to identify all programs within Facilities Services for program prioritization.
• Continued to meet with all outside maintenance contractors on a monthly basis.
• Completed PO’s for new repairs and purchases.
• Continued to respond to all urgent situations at all of our locations.
• Continued work on Controlled Access system project.

Human Resources

Kyle O’Neill and HR Manager Suzanne Silva have been working with the branches to ensure all volunteers are identified and attend a one-hour Harassment prevention training as required by law. The training must be interactive and is being offered online. With almost 400 volunteers, some live training sessions are being provided for those who prefer it (or do not have Internet access). Employees will also be receiving the same training in the very near future.

The safety committee audited another CPR/First Aid Training by Survival CPR. The committee will be meeting to finalize the training content and set a schedule to deliver this training throughout the system.

Liebert Cassidy Whitmore’s (LCW) annual training schedule is set. The first training on February 27th will include “The Meaning of At-Will, Probationary, Seasonal, Part-Time and Contract Employment” and “The Public Sector Employment Law Update”. There will be three other dates for management training scheduled in 2020. As members of the LCW consortium, managers and supervisors can work with HR to have access to many training topics at low- or no-cost.

Human Resources is planning an online Health Campaign for the month of April as an alternative to a Health Fair. More details will be shared in future reports.
### Staff Updates and Changes:

#### Promotions:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Assignment</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel Cottrell</td>
<td>Librarian III</td>
<td>Central</td>
<td>1.19.20</td>
</tr>
<tr>
<td>Anna Marie Collorafi</td>
<td>Library Associate</td>
<td>Sonoma</td>
<td>1.19.20</td>
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#### Change of Status/Transfers:

<table>
<thead>
<tr>
<th>Name</th>
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<th>Assignment</th>
<th>Effective</th>
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</thead>
<tbody>
<tr>
<td>Zayda Delgado</td>
<td>Return to Librarian II</td>
<td>H&amp;G</td>
<td>1.19.20</td>
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</table>

#### New Hires:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Assignment</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bianey Esquibel</td>
<td>Extra-Help Prepress Support Tech</td>
<td>RPHQ</td>
<td>1.13.20</td>
</tr>
<tr>
<td>Amy Unger</td>
<td>Extra-Help Librarian</td>
<td></td>
<td>1.13.20</td>
</tr>
<tr>
<td>Allison Randall Gatt</td>
<td>Extra-Help Librarian</td>
<td></td>
<td>1.13.20</td>
</tr>
<tr>
<td>Kelly O’Connor</td>
<td>Extra-Help Librarian</td>
<td></td>
<td>1.13.20</td>
</tr>
<tr>
<td>Meredith Silberstein</td>
<td>Extra-Help Librarian</td>
<td></td>
<td>1.13.20</td>
</tr>
<tr>
<td>Amy Nykamp</td>
<td>Extra-Help Librarian</td>
<td></td>
<td>1.13.20</td>
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<tr>
<td>Walter Cook</td>
<td>Extra-Help Librarian</td>
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<td>1.13.20</td>
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#### Retirements:

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<th>Name</th>
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#### Resignations/Separations:

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<th>Assignment</th>
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<tbody>
<tr>
<td>Katie Olding</td>
<td>Extra-Help Library Specialist</td>
<td></td>
<td>1.18.20</td>
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#### Current Recruitments:

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<th>Closing Date</th>
<th>Position and Branch/Department Details</th>
<th>Status</th>
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<tr>
<td>3.20.19</td>
<td>Librarian I or II, Adult bilingual preferred, Central</td>
<td>On hold</td>
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<tr>
<td>4.11.19</td>
<td>Librarian I/II, Adult PT, Rohnert Park</td>
<td>On hold</td>
</tr>
<tr>
<td>12.04.19</td>
<td>Library Specialist PT, Rincon Valley</td>
<td>Interviewing</td>
</tr>
<tr>
<td>12.17.19 Reposted</td>
<td>Extra-Help Senior Account Clerk, RPHQ</td>
<td>No viable candidates</td>
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<td>Accountant, RPHQ</td>
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<td>1.28.20 Reposted</td>
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<td>Accepting Applications</td>
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<td>2.11.20</td>
<td>Library Specialist, Sonoma Valley</td>
<td>Accepting Applications</td>
</tr>
<tr>
<td>2.12.20</td>
<td>Librarian I or II, Adult, Northwest</td>
<td>Accepting Applications</td>
</tr>
</tbody>
</table>
Community Relations

The marketing, graphics, community relations, government relations and public information duties of this department are many and diverse, as we continually challenge ourselves to provide exemplary service to our community and our branches.

In January, with assistance from our Human Resources Department, we added an extra-help team member, Bianey Esquibel, who is already making a positive impact on our workflow.

Marketing/Graphics

We continue to support and/or manage a combination of free and paid radio and print advertising campaigns to support early literacy, adult literacy, author events, and to remind county residents that library services are always available at no charge.

We are assisting in marketing the 1,000 Books before Kindergarten initiative, winter reading, ChromeKit lending, a re-imagined virtual reality program, emergency preparedness events, the camera library (E Street Studios), author events, branch programming and much more.

In January, we worked on decreasing our backlog, which was complicated by the department manager’s tendency to say yes to all last-minute requests. Our long range goal, to eliminate our backlog and significantly shorten our turnaround time, gets closer and closer.

In the first week of February, we will launch an email marketing program aimed at increasing library card usage.

Santa Rosa

The department’s involvement in Roseland and the downtown Santa Rosa revitalization plan is ongoing.

Relationships

Community Relations Manager activities include meeting with representatives of the Sonoma County Public Library Foundation, the Sebastopol LANTERN group, the Measure Y Oversight Committee, the Friends and Foundation Presidents Committee, business, community and political leaders, Los Cien, the Latinx Advocacy Committee, library commissioners and library staff. The Community Relations Manager also acts as the library’s Public Information Officer.
A FEW SAMPLES OF ADS AND GRAPHICS CREATED THIS MONTH

Sonoma County Library and the Department Of Emergency Management presents

Emergency Preparedness: SONOMA READY!

“Let’s Get Sonoma Ready”

Native American Voting Rights and the Citizenship Question

ALLIANCE MEDICAL CENTER AND THE WINDSOR REGIONAL LIBRARY PRESENT:

I Love My Body
Ages 5 & up

Friday • February 7 • 4:00pm

TUESDAY
February 4
1:00-5:00pm

MARTES
4 de febrero
1:00-5:00pm

What's on the Digital Bookmobile?
Interactive workstations
Touchscreen activities
Devices to sample titles

¿Qué hay en el Libromóvil Digital?
Estaciones de trabajo interactivas
Actividades en pantallas sensibles al tacto
Aparatos para mostrar los títulos

FREE
GRATIS

Roehnert Park-Cotati Regional Library
6250 Lynne Condé Way
(707) 584-9121
sonomalibrary.org

Biblioteca Regional de Roehnert Park-Cotati
6250 Lynne Condé Way
(707) 584-9121
sonomalibrary.org

Roehnert Park-Cotati Regional Library
6250 Lynne Condé Way
(707) 584-9121
sonomalibrary.org
Fund Development

During January I continued building relationships with stakeholders and staff, attending library events and meetings, networking at community events, and performing fund development administrative duties.

Asks

On January 15, Library Director Hammond sent letters and emails to presidents of each friends of a library organization and the Sonoma County Public Library Foundation to withdraw a request to fund 2020 Summer Reading Program system wide. Library Director Hammond asked legal counsel for an official opinion on the matter. Both SCL’s attorney and the Measure Y Oversight Committee agreed that sales tax funds can support the Summer Reading Program, since; “public funds can be used to generally promote the library.”

Planning

On January 23, I submitted a draft list of Fund Development Accomplishments and Goals for the 2020-21 Budget Workshop.

During January I assisted Chloe Mc Gara, Sonoma County Public Library Foundation (SCPLF) Board member, with a SCPLF proposal for a NBC Project Innovation Grant to purchase more Chromebooks for Sonoma County Library. We began a conversation about compiling a list of SCL funding needs to share with SCPLF to consider for future grant opportunities.

A proposal for the California Resilience Challenge Program Grant will be submitted if SCL can partner with Sonoma County Office of Emergency Preparedness leading a joint proposal to be more competitive.

I continued to prepare for a Roseland Library Capital Campaign:

- Commissioners and library staff continued relationship building with the Sonoma County Public Library Foundation (SCPLF)
- I had three conference calls with Library Strategies Consulting Group consultants in January to discuss strategies to increase fundraising support for SCL.
- On January 13, Library Director Hammond, Commissioners Doyle, Haeuser and Heavenridge, and I met to attend a conference call with Library Strategies Director Stu Wilson, Consultant Sue Hall and Consultant Peter Pearson to review progress on developing a robust fundraising program for SCL and discuss strategies to prepare for a Roseland Library Capital Campaign.
- At the January 15 SCPLF Board meeting, Library Director Hammond asked the SCPLF Board about their level of interest in building a robust fundraising program and leading a capital campaign to support SCL. Library Director Hammond sent an email on January
14 to Sara Ortiz, SCPLF President, which outlined three options for the SCPLF Board to consider and discuss at the January 15 Board meeting. Library Director Hammond requested the SCPLF Board inform her of their decision by February 21, if possible.

- On January 17, Library Director Hammond and I reviewed a proposal by Brakeley Briscoe, a fundraising and organizational management firm, to lead two *Introduction to Capital Campaigns* training sessions for SCL commissioners and stakeholders in the coming months.
- On January 17, I attended my first Roseland Library Working Group meeting at Central.

**Fund Development Manager Activities from December 28, 2019 – January 24, 2020:**

- 1/2/20 – Call with Stu Wilson, Director, and Sue Hall, Consultant, [Library Strategies Consulting Group](#), RPHQ
- 1/7/20 - Friends of the Sebastopol Library meeting, Sebastopol
- 1/7/20 – Bloomerang training webinar (free) - Claire Axelrad, [Major Gift Fundraising on a Shoestring Budget](#), RPHQ
- 1/7/20 – Friends of the Healdsburg Library meeting, Healdsburg
- 1/9/20 – Bloomerang personalized training session for SCL staff, RPHQ
- 1/9/20 – Friends of the Sonoma Valley Library meeting, Sonoma
- 1/10/20 – Qgiv training webinar (free) – Claire Axelrad, [How to Build and Sustain Your Major Gifts Pipeline: 10 Steps to Rev Up Your Major Gift Fundraising Engine!](#), RPHQ
- 1/10/20 – Call with Stu Wilson, Director, Sue Hall, Consultant and Peter Pearson, Consultant, [Library Strategies Consulting Group](#), RPHQ
- 1/13/19 – Commission’s Capital Campaign Strategy meeting and conference call with Stu Wilson, Director, Sue Hall, Consultant and Peter Pearson, Consultant, [Library Strategies Consulting Group](#), RPHQ
- 1/14/20 – Bloomerang training webinar (free) – Tom Ahern, [Identity Based Fundraising: What 6 Years of Research Revealed](#), RPHQ
- 1/14/20 – Call with Stu Wilson, Director, Sue Hall, Consultant and Peter Pearson, Consultant, [Library Strategies Consulting Group](#), RPHQ
- 1/15/20 - Sonoma County Public Library Foundation Board meeting, Santa Rosa
- 1/16/20 – [NonprofitMarketingGuide.com](#) training webinar – Tom Ahern, *Writing a Fabulous Case for Support*
- 1/17/20 – Roseland Working Group meeting, Santa Rosa
- 1/21/20 – Friends of the Cloverdale Library meeting, Cloverdale
- 1/22/20 – Meeting with Pat Kuta, Roseland Library Coalition, RPHQ
- 1/23/20 – North Bay Journal List of Books Celebration, Granton
Library staff continue to work closely with the team from Anderson Brulè Architects on space planning and furniture selection for the new space at 470 Sebastopol Road. The next phase of the project will be to create permit drawings to submit to the City of Santa Rosa before the end of February. The library has also just completed its recruitment for a full-time Bilingual Children’s Librarian for Roseland and we look forward to reviewing applications and selecting a great applicant to add to the Roseland team!

Special Collections at work!

Patrons Matthew Dudley, a project surveyor for Cinquini & Passarino, and Tony Tamayo, with Sonoma County Department of Transportation & Public Works, were excited to find just the information they needed. Here they’re looking at a road petition, viewers report and related materials from 1874. The big book is Road Book No. 1 – Proceedings of the Board of Supervisors Jan 1873-1880.

These items are normally housed at the Archives but currently being stored in the Rare Book Room at the History & Genealogy Library.
ADULT SERVICES

Emergency Preparedness is a big hit!

Each branch is hosting a three-part series on Emergency Preparedness in 2020. The first two were held at Petaluma Library with great success. 79 people showed up to the Emergency Preparedness: Emergency Kits and Go Bags program, and 60 came to the Emergency Preparedness: Family Planning (and your pets, too!). Due to the popularity and outreach, community organizations are now contacting us to be a part of the program.

(Emergency Prep Class 1)

(Emergency Prep Class 2)
Master Gardeners Programming
We recently changed our partnership with the Master Gardeners. In the past, each branch was responsible for its own programming and the Master Gardeners did all of the publicity. We have now brought it under the banner of systemwide programming, so scheduling goes through our Events Coordinator and our Graphics department takes care of making the publicity beautiful. This change has been welcomed by branch staff.

YOUTH SERVICES
Education Initiatives
Student OneCard:
Education Initiatives Specialist Rachel Icaza has begun the process to onboard more school districts to the Student OneCard program. Petaluma City Schools, Cotati-Rohnert Park Unified School District, Windsor Unified School District, and West Sonoma County High School District are the next areas we intend to bring into this program to allow students to access library resources without barriers.

Peachjar:
As part of SCL’s goal to improve communications with schools, Icaza has also been utilizing Peachjar (a tool some school districts use to disseminate information to their school communities) to promote library events and services. We are allowed to send out one communication per month to the Peachjar schools, so we look to promote systemwide initiatives like Winter Reading. In return, the platform provides us with detailed analytics about the dissemination of the documents and information; below is a snapshot of the PeachJar analytics page for the promotion of our Winter Reading Challenge where the log sheet was sent electronically to 66 school communities throughout Sonoma County.
Class Visits:
Roseland Library had a recent visit from a fourth grade class from Sheppard Elementary School. When the teacher scheduled the visit, she said she wanted them to visit the library and get to know it...for two hours. Senior Library Associate Marlene Vera shared the following menu of activities that library staff cooked up to engage and educate these 32 enthusiastic readers, including:

**Appetizers (Start your Library Meal)**
- Meet the library staff and learn about how the library works.
- *We are next to the Dollar Store but even cheaper than the Dollar Store!*
- *Tell us what you can do at the library! Share your ideas about how to use the library.*
- *Beat box to a Goldilocks story rap song.*

**Prix Fixe Menu, Roseland-style (Main Course with 4 rotating Activity Stations)**
- Cast your ballot! Skim and vote for your favorite Caldecott nominated picture book.
- Build a catapult and launch ping pong balls!
- Lego Challenge! Construct and build with Legos.
- Library scavenger hunt! Search and find information across the genres and Dewey decimal system.

**Dessert (Savor and enjoy)**
- Check out books using your Student-one card.
- Share and discuss your gorgeous finds.
Reflect on strategies for returning books.

It was a joy to see the class engage with books and literacy in multiple ways. Their high spirits did nothing to diminish their focus on reading. As they gathered their things and started their walk back to school, they excitedly read and shared their discoveries and experiences at the Roseland Community Library.

Tutor.Com

Patron’s usage of the Tutor.Com service continues to be steady. In the past month, students received online one-on-one help with subjects like math, science, English grammar and literature, and essay or resume review. Statistics gathered through the platform show that 163 users were served through the platform in the past month, including 14 middle school students, and 107 high school or college students. Some user feedback:

- I loved the feedback and how I was helped ASAP. I feel like every student should know about this because I’m a senior and I just learned about this today in class. I think it could be really beneficial to any student who wants to improve their writing and grammar abilities. – 12th grader
- This tutor has been really helpful for me, and I really appreciate that. – 9th grader
- Thank you
  sooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooo
  ooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooo
  oooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooo
  much. – 6th grader

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<th>Live one-to-one Sessions Feedback</th>
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<tr>
<td>Is this service helping you study for school?</td>
</tr>
<tr>
<td>Is this service helping you with work/career?</td>
</tr>
<tr>
<td>Are you glad your organization offers this service?</td>
</tr>
<tr>
<td>Would you recommend this service to a friend?</td>
</tr>
<tr>
<td>Is this service helping you complete your homework assignments?</td>
</tr>
<tr>
<td>Is this service helping you improve your grades?</td>
</tr>
<tr>
<td>Is this service helping you be more confident about your school work?</td>
</tr>
</tbody>
</table>
Mock Caldecott

Voting in the annual SCL Mock Caldecott Contest wrapped up on January 23, with the winner to be announced on January 25. Once again, we were able to host a set of the nominees for a week at RPHQ, and many staff members (and commissioners, I hope!) read the picture books and cast their votes. One RPHQ staffer shared his opinion of “Lubna and Pebble,” one of the nominees: “I was refilling my water bottle and quickly read through “Lubna and Pebble” ... I WAS NOT READY...just a little emotional gut punch in the morning.”

Photo: Mock Caldecott display at the Rohnert Park Library
Youth Engagement

Sebastopol Library has been working with local teens on a couple of great projects, funded with a community grant from the City of Sebastopol. First, the teens have created and distributed Care Kits for unhoused community members. High school students assembled the kits, which include supplies such as: Dry Bag; Towel; Washcloth; Socks; Soap; Shampoo Bar; Q-tips; Razor; Nail clippers (with cleaner); Sunblock; Toothpaste; Toothbrush; Laundry pods; Laundry Card; Sebastopol Farmer’s Market Voucher; Bus Passes (20 rides unlimited distance); and Shower coupons. Second is the creation of a “Teen Hygiene Station,” created by teens for teens, providing supplies they may need but do not have access to.
Northwest Library has its own impressive teen volunteer. In 2019, Children’s Librarian Kim Popenuck worked with a local teen artist, looking for a way to volunteer at the library. The teen then created an amazing piece of artwork, which will be displayed at the branch after a reception and celebration. More info to come when we have photo permissions.

Miss Clare Day

“Celebrate Sonoma” is a new Sonoma City Council program started in 2019 to recognize people that make up the fabric of Sonoma. Through this program, once a month, a community member will be recognized at a City Council meeting with a presentation of a city recognition certificate honoring them by dedicating a “day” in their honor. Our own children’s librarian Clare O’Brien has been selected as the March honoree for this special honor, and March 2nd will forever be known as “Miss Clare Day” in the city of Sonoma.

Adult Literacy

Program Activity: New Student Coordinator Jovanna Ayala stepped in to help match a back-log of adult learners with their new tutors in December. She completed twelve matching appointments (a record!) and got us all caught up. No waiting.

Adult literacy learners came in and sent us many holiday greetings and thanks. Our two student coordinators, Christine Whyte and Jovanna Ayala received the following message of student thanks, “I would like to thank you for finding a tutor for me, and giving me a good opportunity...finally, I would like to say that every time I see you makes me (I) feel very relaxed and pleasant.” From a grateful tutor, we received, “I am so delighted to be one of your tutors! Your program is awesome- for the students...and the tutors. Thank You.”
As part of Family Literacy grant funding we applied for and received from the state of California, Adult Literacy is now serving 39 children aged 0-18 years connected to the adult learners enrolled in our program. This expansion of services became effective November 2019. Prior to expansion, we were serving 15 children under five years of age. Many adult learners and tutors have told us how exciting receiving literacy resources for all the children in the family has been. One learner, in particular, came in to say, thank you and, “We all read together now,” describing the impact this expansion has had on her household of two adult learner parents currently working with a 1-on-1 tutor, their newborn, and now their 15-year-old -- also receiving new, quality literacy building books and materials on a monthly basis.

Staff Development: Student Coordinator Jovanna Ayala completed a training webinar on, “Adult Literacy and Education: Strategies to Alleviate the Literacy Gap” on December 12th, and began online course work in Early Literacy in winter 2020.

Community Outreach & Partnership Program Activity: With the guidance and coordination of Sonoma County Library Community Relations Manager Ray Holley, we have scheduled on-air testimonials by two adult learners who have gone on record to recommend Sonoma County Library Adult Literacy to other adults who need help reading.

These outreach-to-adult-learner radio ads are on air now through February 23rd on Wine County Radio Stations KNOB (BOB) 96.7 FM and KRSH (The Krush) 95.9 on the dial or streaming at KRSH.COM

Collection Services

214% increase in digital checkouts
Sonoma County Library was recognized in a national press release as the fastest growing US digital library in the OverDrive global network for 2019. Our collection usage increased 214% in part by consolidating titles from other platforms.

National Geographic Archives (1888-2015)
In July 2019 the library added the National Geographic Kids module to our collection. With the allocation of surplus funds in December 2019, we purchased the National Geographic Archive module with perpetual access terms. These archives were made available on January 15 in connection to our existing National Geographic platform. The content includes the complete run of National Geographic magazine from 1888 to 2015 with over 7,400 feature articles with images, 686 magazine covers, and 560 map supplements.

Collecting Local Works
The library supports and promotes local authors, artists and bands through our collections, website and events. We accept donations of local works and we purchase local works, including books, music CDs and eBooks. This month, Collection Services rolled out new guidelines and a formal approach to collecting local works with the goal of facilitating a better experience for local authors donating to our collection as well as a better patron experience for those wishing to browse these materials at the library. We are encouraging branches to display local materials with a LOCAL sticker to increase visibility and allow these items to be better displayed and browsed on the shelves. A small local author collection that had been established in Central Library’s Closed Stacks will still be maintained, but the majority of local works will now be in branch collections.

The local author collection is non-exhaustive; we do not acquire a copy of everything ever written by a Sonoma County author past or present. Rather we hope to have a representative offering in our collections from both well-known authors (Jack London, Charles Schulz, Megan MacDonald, etc.) and independent authors. Librarians will make an effort to purchase titles by local authors if they are reviewed in local or national media, marketed to us by local authors, requested on a suggest a purchase form by patrons or requested by staff.

Local works can be discovered in our catalog by searching for “local author” and a particular community, i.e. “Kenwood.” A Local Author database is also maintained as part of our Digital Collections at: https://digital.sonomalibrary.org/digital/custom/scla. Local authors can request
to be added to this database; Cataloging staff also regularly adds local authors to the database as they are discovered during the cataloging process.

**New book scanner**

A new table top book scanner was installed on January 22 in the Digitization Area of Collection Services. The scanner will enable staff to digitize books and other rare documents locally that in the past would have been sent to an outside vendor for digitization. The scanner is portable and could be moved to other locations and used at events, such as scan days. The scanner can accommodate fragile documents, bound materials, newspapers, oversized posters, and maps.

**Resource sharing update**

Scarlet Stuart was hired as a part-time Library Specialist and started on January 14. This completes filling the two new positions the Commission approved in September 2019 to support LINK+.

Berkeley Public Library has re-joined LINK+, after temporarily suspending LINK+ operations during its migration to a new ILS. Nevada County Community Library will join LINK+ in February. LINK+ now has 70 members with 7,182,480 titles and over 22 million volumes.
Here are our LINK+ stats from inception thru year-end:

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</thead>
<tbody>
<tr>
<td><strong>LINK+ Items</strong></td>
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<td>LOANED:</td>
<td>1333</td>
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<td>1392</td>
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<tr>
<td>BORROWED:</td>
<td>1205</td>
<td>1735</td>
<td>2626</td>
<td>1436</td>
<td>1145</td>
<td>1244</td>
<td>9391</td>
</tr>
</tbody>
</table>

**Historical Magazine Archives from EBSCO**

On January 6, the library launched the EBSCO Magazine Archives through our EBSCOhost interface. EBSCO offers full text historical runs of select major magazines dating from the 1800’s. With the allocation of surplus funds in December 2019, the library purchased seven historical magazine catalogs with perpetual access terms. The seven archives that we purchased with PDF/HTML full text are:

- The Atlantic (1857-2014)
- Life (1936-2000)
- Fortune (1930-2000)
- Forbes (1917-2000)
- Bloomberg Businessweek (1929-2000)
- Architectural Digest (1922-2011)

**Budget surplus spending - 42% spent**

Of the $420,170 of Measure Y surplus funds added to the books and materials budget in December 2019, $178,950 has been spent or 42%. We are on track to complete this spending.

**Information Technology**

Desktop services team was very busy replacing public computers in the Rohnert-Park Cotati branch that they completed in the first few weeks of January. Desktop services staff dealt with more than 350 support tickets during the month of January.

Kerri Bailey and Graham Trettin worked jointly this month on hot spot help tickets with branch staff and at this writing more than 555 Hotspots are checked out to patrons of the Sonoma County Library.

Edy Dawson and Rauno Saarinen have been working on multiple changes with the website and the staff Intranet. Edy will complete the needed changes to the site search by the end of the month that will make that search smoother, faster and accurate.
Bridget Hayes will be assisting Petaluma Staff along with other branch staff at Lumacon that is happening in Petaluma on January 25, 2020. Staff who are part of the Virtual Reality (VR) Collaborative Working Group including Terra Emerson, Nicole Fernandez and Bridget, will be sharing the use of the new Oculus Quest headsets along with other VR Gear for participants at Lumacon. Several Petaluma Teen Volunteers will also be assisting.

Graham Trettin installed the new Zeutschel OS15000 Comfort A3+ high performance overhead scanner, and accompanying computer in Collection Services for Special Collections the week of January 20.

IT Manager Vicki Terbovich, Bridget and Mike Dawe have created a new collaborative working group so that VR (Virtual Reality) will become a district wide initiative during 2020. This group is comprised of staff from across the system. Mike and Bridget are preparing Oculus Quest Units to distribute to branches in mid-February. Mike demonstrated some technology that will allow someone to connect the Quest with the computer screen so that the VR experience can become more of a shared experience.

Vicki continues to work with facilities planning the upcoming low voltage work needed in the two main construction projects at the New Roseland facility and the large refresh program at Petaluma. Completion of Ethernet wiring for the IP/Clock Speakers in all branches except the Central Library also took place this month. Bruce Galbraith estimates that the completion of wiring for clock speakers at Central Library will take place the second week of February.

Vicki met with architects from both Anderson Brule Architects and Group 4 architects regarding the Roseland and Central Library refreshes, and provided input for both and will be assisting by having the data and power mapped out for the main service floor at the Central Library for relocation of some computing equipment.
Sonoma County Library
Monthly Financial Report
December, 2019

Cash

The **General Fund** cash balance as of December 31, 2019 increased to $13,682,465 from the November 30, 2019 balance of $3,813,015. The **Sales Tax Fund** cash balance as of December 31, 2019 increased to $11,368,055 from the November 30, 2019 balance of $10,849,113.

Fiscal Year-to-Date Revenue and Expenditures

Fiscal year-to-date, the Library shows an excess of revenues over expenditures in the amount of $10,677,855 through December 31, 2019. Total revenues and expenditures for the Library for the month of December 2019 were $12,529,328 and $1,851,472 respectively.

Fund Balance

The Library’s net fund balance as of December 31, 2019 decreased to $17,844,672 from the November 30 2019 net fund balance of $18,300,830. The December 31, 2019 net fund balance contained no restricted funds.

Purchasing – Purchases and payments to individual vendors during December 2019, exceeding the $25,000 threshold for reporting under the Delegation of Authority Policy are listed below:

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<tr>
<th>Vendor Name</th>
<th>Total Amount Paid</th>
<th>Description</th>
<th>Frequency</th>
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</thead>
<tbody>
<tr>
<td>Baker and Taylor</td>
<td>$ 69,266.37</td>
<td>Books &amp; Materials</td>
<td>Monthly</td>
</tr>
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<td>P &amp; A Group</td>
<td>$ 37,121.98</td>
<td>Retiree Health Ins.</td>
<td>Monthly</td>
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<tr>
<td>S.B.BPark LLC</td>
<td>$ 41,533.43</td>
<td>HQ Rent</td>
<td>Monthly</td>
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<td>Sonoma County</td>
<td>$ 29,792.99</td>
<td>EFS Charges November</td>
<td>Monthly</td>
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<td>Robert Half HR</td>
<td>$ 25,133.25</td>
<td>Temp Workers</td>
<td>As Needed</td>
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<tr>
<td>P G &amp; E</td>
<td>$ 33,038.25</td>
<td>Power to Buildings</td>
<td>Monthly</td>
</tr>
</tbody>
</table>

Legal Fees - Invoices for Legal Services Paid in December 2019:

Vendor 8874 $250.00
Total Legal Fee Invoices Paid – December 2019 $250.00
Sonoma County Library
2019/2020 Fiscal Year-To-Date Statement of Activities
Summary - General and Sales Tax Funds
Tuesday, December 31, 2019

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<tr>
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<th>General Fund 31-Dec-19</th>
<th>Sales Tax Fund 31-Dec-19</th>
<th>Total</th>
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<td>Fiscal Year-to Date</td>
<td>Fiscal Year-to Date</td>
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<tr>
<td><strong>Revenues</strong></td>
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<tr>
<td>Taxes</td>
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<td>15,852,428</td>
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<tr>
<td>Intergovernmental</td>
<td>655</td>
<td></td>
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<tr>
<td>Use of Money/Property</td>
<td>(40,877)</td>
<td>(32,816)</td>
<td>(73,693)</td>
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<td>Charges for Services</td>
<td>36,594</td>
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<td>Miscellaneous</td>
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<td><strong>Total Revenue</strong></td>
<td>11,784,664</td>
<td>4,279,642</td>
<td>16,064,307</td>
<td>47.2%</td>
</tr>
</tbody>
</table>

|                |                        |                          |       |        |
| **Expenditures**|                        |                          |       |        |
| Salaries and Benefits | 8,065,550          | 1,808,455                | 9,874,005 |   |
| Services and Supplies | 2,950,258            | 1,362,989                | 4,313,247 | |
| Capital Expenditures | 8,181                 | 337,984                  | 346,165 |       |
| **Total Expenditures** | 11,023,989           | 3,509,428                | 14,533,417 | 39.4% |
| Excess/(Deficiency) | 760,675               | 770,214                  | 1,530,889 |       |
# Sonoma County Library
## December 2019 Statement of Activities - General Fund

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Budget Original</th>
<th>Budget Final</th>
<th>Current Month</th>
<th>Year to Date</th>
<th>Balance</th>
<th>Remaining Balance</th>
<th>%</th>
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</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>40002</td>
<td>Prop Tax - CY, Secured</td>
<td>19,981,089</td>
<td>19,981,089</td>
<td>10,912,866</td>
<td>10,912,866</td>
<td>9,068,223</td>
<td>45.38%</td>
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<tr>
<td>40005</td>
<td>Prop Taxes - RDA Increment</td>
<td>(2,389,431)</td>
<td>(2,389,431)</td>
<td>(1,246,745)</td>
<td>(1,246,745)</td>
<td>(1,142,686)</td>
<td>47.82%</td>
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<tr>
<td>40006</td>
<td>AB1290 RDA Pass Throughs</td>
<td>211,130</td>
<td>211,130</td>
<td>121,528</td>
<td>123,171</td>
<td>87,959</td>
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</tr>
<tr>
<td>40007</td>
<td>H&amp;S 33401 RDA Pass Throughs</td>
<td>1,266,603</td>
<td>1,266,603</td>
<td>668,388</td>
<td>671,009</td>
<td>595,594</td>
<td>47.02%</td>
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<td>40010</td>
<td>Residual Prop Tax - RPTTF</td>
<td>550,000</td>
<td>550,000</td>
<td>368,936</td>
<td>368,936</td>
<td>181,064</td>
<td>32.92%</td>
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<tr>
<td>40012</td>
<td>SB2557 Prop Tax Admin</td>
<td>(215,000)</td>
<td>(215,000)</td>
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<td></td>
<td>(215,000)</td>
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<tr>
<td>40101</td>
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<td>520,000</td>
<td>520,000</td>
<td>630,774</td>
<td>630,774</td>
<td>(110,774)</td>
<td>-21.30%</td>
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</tr>
<tr>
<td>40105</td>
<td>CollectCost Del CY Unsecured</td>
<td>(10,000)</td>
<td>(10,000)</td>
<td></td>
<td></td>
<td>(10,000)</td>
<td>100.00%</td>
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<tr>
<td>40111</td>
<td>Supplemental Prop Taxes - CY</td>
<td>375,000</td>
<td>375,000</td>
<td>50,636</td>
<td>78,921</td>
<td>296,079</td>
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<tr>
<td>40201</td>
<td>Prop Taxes - PY, Secured</td>
<td>(5,000)</td>
<td>(5,000)</td>
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<td></td>
<td>(5,000)</td>
<td>100.00%</td>
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<tr>
<td>40211</td>
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<td>100.00%</td>
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<td>40221</td>
<td>Supplemental Prop Taxes - PY</td>
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<td>(1,000)</td>
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<td>100.00%</td>
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<td>Timber Yield Tax</td>
<td>3,000</td>
<td>3,000</td>
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<td>1,036</td>
<td>1,964</td>
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<td>20,292,391</td>
<td>20,292,391</td>
<td>11,507,420</td>
<td>11,539,970</td>
<td>8,752,421</td>
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<td>42291</td>
<td>State Homeowners Prop Tax Ref</td>
<td>130,312</td>
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<td>-</td>
<td>-</td>
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<td>100.00%</td>
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<td>42358</td>
<td>State Other Funding</td>
<td>25,000</td>
<td>25,000</td>
<td>655</td>
<td>655</td>
<td>24,345</td>
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<td>42610</td>
<td>Other Governmental Agencies</td>
<td>55,000</td>
<td>55,000</td>
<td>-</td>
<td>-</td>
<td>55,000</td>
<td>100.00%</td>
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<tr>
<td><strong>Intergovernmental Revenue</strong></td>
<td></td>
<td>210,312</td>
<td>210,312</td>
<td>655</td>
<td>655</td>
<td>209,657</td>
<td>99.69%</td>
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<tr>
<td>44002</td>
<td>Interest on Pooled Cash</td>
<td>100,000</td>
<td>100,000</td>
<td>-</td>
<td>55,318</td>
<td>44,682</td>
<td>44.68%</td>
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</tr>
<tr>
<td>44050</td>
<td>Unrealized Gains and Losses</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(96,195)</td>
<td>96,195</td>
<td>0.00%</td>
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<tr>
<td><strong>Revenue - Use of Money &amp; Prop</strong></td>
<td></td>
<td>100,000</td>
<td>100,000</td>
<td>-</td>
<td>(40,877)</td>
<td>140,877</td>
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<td>45008</td>
<td>NCPA Fees for Govt. Services</td>
<td>30,000</td>
<td>30,000</td>
<td>-</td>
<td>-</td>
<td>30,000</td>
<td>100.00%</td>
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<tr>
<td>45281</td>
<td>Library Services</td>
<td>100,000</td>
<td>100,000</td>
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<td>45533</td>
<td>Reprographics Photocopy</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>21,879</td>
<td>(28,196)</td>
<td>0.00%</td>
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</tr>
<tr>
<td><strong>Charges for Services</strong></td>
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<td>130,000</td>
<td>130,000</td>
<td>1,327</td>
<td>36,595</td>
<td>87,088</td>
<td>66.99%</td>
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</tr>
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<td>Donations/Contributions</td>
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<td>35,000</td>
<td>-</td>
<td>41,786</td>
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<tr>
<td>46040</td>
<td>Miscellaneous Revenue</td>
<td>50,000</td>
<td>50,000</td>
<td>-</td>
<td>203,884</td>
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<tr>
<td>46050</td>
<td>Cancelled/Stale Dated Warrants</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,323</td>
<td>(1,323)</td>
<td>0.00%</td>
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</tr>
<tr>
<td>46051</td>
<td>Returned Checks</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(10)</td>
<td>10</td>
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<tr>
<td>46200</td>
<td>PY Revenue - Miscellaneous</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,339</td>
<td>(1,339)</td>
<td>0.00%</td>
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<tr>
<td><strong>Miscellaneous Revenues</strong></td>
<td></td>
<td>85,000</td>
<td>85,000</td>
<td>-</td>
<td>248,322</td>
<td>(163,322)</td>
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<tr>
<td><strong>Total Revenue - General Fund</strong></td>
<td></td>
<td>20,817,703</td>
<td>20,817,703</td>
<td>11,509,402</td>
<td>11,784,665</td>
<td>20,542,442</td>
<td>98.68%</td>
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<table>
<thead>
<tr>
<th>Expenditures</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>50701</td>
<td>Perm Position - Local Bds</td>
<td>9,691,149</td>
<td>9,691,149</td>
<td>358,622</td>
<td>3,797,637</td>
<td>5,893,512</td>
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<tr>
<td>50702</td>
<td>Extra Help - Local Bds</td>
<td>400,000</td>
<td>400,000</td>
<td>13,039</td>
<td>169,340</td>
<td>230,660</td>
<td>57.67%</td>
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<tr>
<td>50754</td>
<td>Deferred Comp - Local Bds</td>
<td>24,000</td>
<td>24,000</td>
<td>450</td>
<td>1,398</td>
<td>22,602</td>
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<tr>
<td>50755</td>
<td>PERS - Local Bds</td>
<td>2,111,983</td>
<td>2,111,983</td>
<td>38,711</td>
<td>579,732</td>
<td>1,532,251</td>
<td>72.55%</td>
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<tr>
<td>50756</td>
<td>Medicare - Local Bds</td>
<td>146,323</td>
<td>146,323</td>
<td>5,033</td>
<td>53,917</td>
<td>92,406</td>
<td>63.15%</td>
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<tr>
<td>50801</td>
<td>Health Ins - Local Bds</td>
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<td>1,647,496</td>
<td>186,726</td>
<td>488,199</td>
<td>1,159,297</td>
<td>70.37%</td>
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<tr>
<td>50802</td>
<td>Disability - Local Bds</td>
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<td>48,456</td>
<td>3,368</td>
<td>13,599</td>
<td>34,857</td>
<td>71.94%</td>
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</tbody>
</table>

**Total Expenditures - General Fund**: 20,817,703
<table>
<thead>
<tr>
<th>Item</th>
<th>Amount 1</th>
<th>Amount 2</th>
<th>Amount 3</th>
<th>Amount 4</th>
<th>Amount 5</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Vision - Local Bds</td>
<td>58,147</td>
<td>58,147</td>
<td>8,049</td>
<td>32,269</td>
<td>25,878</td>
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<tr>
<td>Peace Officer Training Expense</td>
<td>36,000</td>
<td>36,000</td>
<td>-</td>
<td>3,083</td>
<td>32,917</td>
<td>91.44%</td>
</tr>
<tr>
<td>Outside Counsel - Legal Advice</td>
<td></td>
<td></td>
<td></td>
<td>130</td>
<td>62,553</td>
<td>0.00%</td>
</tr>
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<td>Office Supplies</td>
<td>72,000</td>
<td>72,000</td>
<td>55</td>
<td>29,682</td>
<td>42,318</td>
<td>58.78%</td>
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<td>2,828</td>
<td>2,828</td>
<td>2,172</td>
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<td>15,000</td>
<td>5,875</td>
<td>11,165</td>
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<td>2,316</td>
<td>23,403</td>
<td>16,597</td>
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<td>Training Services</td>
<td>60,000</td>
<td>60,000</td>
<td>12,656</td>
<td>43,855</td>
<td>16,145</td>
<td>26.91%</td>
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<tr>
<td>17,517,728</td>
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<td>Household Supplies Expense</td>
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<td>6,969</td>
<td>25,335</td>
<td>34,665</td>
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<td>7,731</td>
<td>47,559</td>
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<td>85,000</td>
<td>19,992</td>
<td>32,783</td>
<td>52,217</td>
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<td>969</td>
<td>18,102</td>
<td>69,898</td>
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<td>143,500</td>
<td>7,667</td>
<td>48,889</td>
<td>94,611</td>
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<td>130</td>
<td>62,553</td>
<td>(62,553)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Training Services</td>
<td>60,000</td>
<td>60,000</td>
<td>12,656</td>
<td>43,855</td>
<td>16,145</td>
<td>26.91%</td>
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<td>12,634</td>
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<td>Outside Printing and Binding</td>
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<td>6,316</td>
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<td>11,423</td>
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</tr>
<tr>
<td>Peace Officer Training Expense</td>
<td>36,000</td>
<td>36,000</td>
<td>-</td>
<td>3,083</td>
<td>32,917</td>
<td>91.44%</td>
</tr>
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<td>Private Car Expense</td>
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<td>2,023</td>
<td>36,547</td>
<td>48,543</td>
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<td>100.00%</td>
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<td>97</td>
<td>(97)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Household Supplies Expense</td>
<td></td>
<td></td>
<td></td>
<td>165</td>
<td>(165)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Janitorial Supplies</td>
<td>25,000</td>
<td>25,000</td>
<td>4,343</td>
<td>19,287</td>
<td>5,713</td>
<td>22.85%</td>
</tr>
<tr>
<td>Safety Supplies/Equipment</td>
<td>100,000</td>
<td>100,000</td>
<td>6,562</td>
<td>8,511</td>
<td>91,489</td>
<td>91.49%</td>
</tr>
<tr>
<td>Memberships/Certifications</td>
<td>40,000</td>
<td>40,000</td>
<td>2,316</td>
<td>23,403</td>
<td>16,597</td>
<td>41.49%</td>
</tr>
<tr>
<td>Other Supplies</td>
<td>46,000</td>
<td>46,000</td>
<td>7,731</td>
<td>47,559</td>
<td>(1,559)</td>
<td>-3.39%</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>72,000</td>
<td>72,000</td>
<td>55</td>
<td>29,682</td>
<td>42,318</td>
<td>58.78%</td>
</tr>
<tr>
<td>Books/Media/Subscriptions</td>
<td>1,546,500</td>
<td>1,546,500</td>
<td>362,949</td>
<td>1,276,237</td>
<td>270,263</td>
<td>17.48%</td>
</tr>
<tr>
<td>Mail and Postage Supplies</td>
<td>25,000</td>
<td>25,000</td>
<td>1,461</td>
<td>12,342</td>
<td>12,658</td>
<td>50.63%</td>
</tr>
<tr>
<td>Printing and Binding Supplies</td>
<td>5,000</td>
<td>5,000</td>
<td>2,828</td>
<td>2,828</td>
<td>2,172</td>
<td>43.43%</td>
</tr>
<tr>
<td>Minor Equipment/Small Tools</td>
<td>95,000</td>
<td>95,000</td>
<td>24,711</td>
<td>15,908</td>
<td>79,092</td>
<td>83.25%</td>
</tr>
<tr>
<td>Computer Equipment/Accessories</td>
<td>45,000</td>
<td>45,000</td>
<td>1,231</td>
<td>5,843</td>
<td>39,157</td>
<td>87.02%</td>
</tr>
<tr>
<td>Computer Software/Licensing</td>
<td>140,000</td>
<td>140,000</td>
<td>10,143</td>
<td>48,423</td>
<td>91,577</td>
<td>65.41%</td>
</tr>
<tr>
<td>Special Department Expense</td>
<td>226,975</td>
<td>226,975</td>
<td>13,806</td>
<td>59,662</td>
<td>167,313</td>
<td>73.71%</td>
</tr>
<tr>
<td>Professional Development</td>
<td>15,000</td>
<td>15,000</td>
<td>5,875</td>
<td>11,165</td>
<td>3,835</td>
<td>25.57%</td>
</tr>
<tr>
<td>Professional Development Reimb</td>
<td></td>
<td></td>
<td></td>
<td>285</td>
<td>(285)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Department</td>
<td>2019</td>
<td>2019</td>
<td>2019</td>
<td>2019</td>
<td>2019</td>
<td>%</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------</td>
<td>-------</td>
<td>-------</td>
<td>-------</td>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>Utilities Expense</td>
<td>510,000</td>
<td>510,000</td>
<td>18,512</td>
<td>157,182</td>
<td>352,818</td>
<td>69.18%</td>
</tr>
<tr>
<td>Utilities - Sewer</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,625</td>
<td>(1,625) 0.00%</td>
</tr>
<tr>
<td>Services and Supplies Expenditures</td>
<td>4,749,975</td>
<td>4,749,975</td>
<td>729,199</td>
<td>2,950,258</td>
<td>1,799,717</td>
<td>37.89%</td>
</tr>
<tr>
<td>Computer Equipment</td>
<td>50,000</td>
<td>50,000</td>
<td>-</td>
<td>-</td>
<td>50,000</td>
<td>100.00%</td>
</tr>
<tr>
<td>CIP - Bldg &amp; Impr</td>
<td>-</td>
<td>-</td>
<td>4,797</td>
<td>8,181</td>
<td>(3,384)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td>50,000</td>
<td>50,000</td>
<td>4,797</td>
<td>3,384</td>
<td>46,616</td>
<td>93.23%</td>
</tr>
</tbody>
</table>

Total Expenditures - General Fund | 22,317,703 | 22,317,703 | 1,447,398 | 11,023,989 | 11,293,714 | 50.60% |

Total Revenue | 20,817,703 | 20,817,703 | 11,509,403 | 11,784,664 | 9,033,039 |

Total Expenditures | 22,317,703 | 22,317,703 | 1,447,398 | 11,023,989 | 11,293,714 |

Net Cost - General Fund | (1,500,000) | (1,500,000) | 10,062,005 | 760,675 | (2,260,675) |
### Sonoma County Library

**December 2019 Statement of Activities - Sales Tax Fund**

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Remaining</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>40301</td>
<td>Sales and Use Tax</td>
<td>$12,600,000</td>
<td>$12,600,000</td>
<td>$1,012,262</td>
<td>66%</td>
</tr>
<tr>
<td></td>
<td><strong>Tax Revenue</strong></td>
<td><strong>$12,600,000</strong></td>
<td><strong>$12,600,000</strong></td>
<td><strong>$1,012,262</strong></td>
<td><strong>66%</strong></td>
</tr>
<tr>
<td>44002</td>
<td>Interest on Pooled Cash</td>
<td>$15,000</td>
<td>$15,000</td>
<td>$ -</td>
<td>-229%</td>
</tr>
<tr>
<td>44050</td>
<td>Unrealized Gains and Losses</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>50407</td>
<td><strong>Revenue - Use of Money &amp; Property</strong></td>
<td><strong>$15,000</strong></td>
<td><strong>$15,000</strong></td>
<td><strong>$1,012,262</strong></td>
<td><strong>66%</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Revenue - Sales Tax Fund</strong></td>
<td><strong>$12,615,000</strong></td>
<td><strong>$12,615,000</strong></td>
<td><strong>$1,012,262</strong></td>
<td><strong>66%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Remaining</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>50701</td>
<td>Perm Position - Local Bds</td>
<td>$3,531,130</td>
<td>$3,531,130</td>
<td>$133,215</td>
<td>64%</td>
</tr>
<tr>
<td>50702</td>
<td>Extra Help - Local Bds</td>
<td>$200,000</td>
<td>$200,000</td>
<td>$11,186</td>
<td>3%</td>
</tr>
<tr>
<td>50754</td>
<td>Deferred Comp - Local Bds</td>
<td>$12,000</td>
<td>$12,000</td>
<td>$997</td>
<td>8%</td>
</tr>
<tr>
<td>50755</td>
<td>PERS - Local Bds</td>
<td>$377,478</td>
<td>$377,478</td>
<td>$14,488</td>
<td>6%</td>
</tr>
<tr>
<td>50756</td>
<td>Medicare - Local Bds</td>
<td>$54,102</td>
<td>$54,102</td>
<td>$1,995</td>
<td>4%</td>
</tr>
<tr>
<td>50801</td>
<td>Health Ins - Local Bds</td>
<td>$601,258</td>
<td>$601,258</td>
<td>$86,344</td>
<td>14%</td>
</tr>
<tr>
<td>50802</td>
<td>Disability - Local Bds</td>
<td>$17,655</td>
<td>$17,655</td>
<td>$3,024</td>
<td>18%</td>
</tr>
<tr>
<td>50803</td>
<td>Dental - Local Bds</td>
<td>$74,154</td>
<td>$74,154</td>
<td>$19,974</td>
<td>26%</td>
</tr>
<tr>
<td>50804</td>
<td>Life Ins - Local Bds</td>
<td>$3,530</td>
<td>$3,530</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>50805</td>
<td>Vision - Local Bds</td>
<td>$21,187</td>
<td>$21,187</td>
<td>$ -</td>
<td>100%</td>
</tr>
<tr>
<td>50807</td>
<td>Retiree health insurance</td>
<td>$80,953</td>
<td>$80,953</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>50808</td>
<td>Worker's Comp - Local Bds</td>
<td>$91,809</td>
<td>$91,809</td>
<td>$46,574</td>
<td>51%</td>
</tr>
<tr>
<td></td>
<td><strong>Salaries and Employee Benefits</strong></td>
<td><strong>$5,065,256</strong></td>
<td><strong>$5,065,256</strong></td>
<td><strong>$161,257</strong></td>
<td><strong>64%</strong></td>
</tr>
<tr>
<td>51021</td>
<td>Communication Expense</td>
<td>$43,000</td>
<td>$43,000</td>
<td>$856</td>
<td>2%</td>
</tr>
<tr>
<td>51032</td>
<td>Janitorial Services</td>
<td>$218,000</td>
<td>$218,000</td>
<td>$3,506</td>
<td>2%</td>
</tr>
<tr>
<td>51061</td>
<td>Maintenance - Equipment</td>
<td>$40,000</td>
<td>$40,000</td>
<td>$3,549</td>
<td>2%</td>
</tr>
<tr>
<td>51071</td>
<td>Maintenance - Bldg &amp; Improve</td>
<td>$72,500</td>
<td>$72,500</td>
<td>$ -</td>
<td>100%</td>
</tr>
<tr>
<td>51072</td>
<td>Landscaping Services</td>
<td>$40,000</td>
<td>$40,000</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>51074</td>
<td>Maint - Parks and Grounds</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>51225</td>
<td>Information Tech Svc (non ISD)</td>
<td>$105,000</td>
<td>$105,000</td>
<td>$1,120</td>
<td>1%</td>
</tr>
<tr>
<td>51226</td>
<td>Training Services</td>
<td>$70,000</td>
<td>$70,000</td>
<td>$2,939</td>
<td>1%</td>
</tr>
<tr>
<td>51230</td>
<td>Security Services</td>
<td>$150,000</td>
<td>$150,000</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>51241</td>
<td>Outside Printing and Binding</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$281</td>
<td>1%</td>
</tr>
<tr>
<td>51301</td>
<td>Publications and Legal Notices</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>51401</td>
<td>Rent and Leases - Equipment</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$2,255</td>
<td>2%</td>
</tr>
<tr>
<td>51421</td>
<td>Rent and Leases - Bldg/Land</td>
<td>$615,000</td>
<td>$615,000</td>
<td>$41,538</td>
<td>2%</td>
</tr>
<tr>
<td>51605</td>
<td>Private Car Expense</td>
<td>$85,000</td>
<td>$85,000</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>51606</td>
<td>Other Contract Services</td>
<td>$30,000</td>
<td>$30,000</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>51901</td>
<td>Telecommunication Data Lines</td>
<td>$60,000</td>
<td>$60,000</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>51904</td>
<td>ISD - Baseline Services</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>51909</td>
<td>Telecommunication Wireless Svc</td>
<td>$45,000</td>
<td>$45,000</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>51916</td>
<td>County Services Chgs</td>
<td>$130,000</td>
<td>$130,000</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>51922</td>
<td>County Car Expense</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>52042</td>
<td>Janitorial Supplies</td>
<td>$35,000</td>
<td>$35,000</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>52043</td>
<td>Safety Supplies/Equipment</td>
<td>$468,744</td>
<td>$468,744</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>52091</td>
<td>Memberships/Certifications</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>52101</td>
<td>Other Supplies</td>
<td>$70,000</td>
<td>$70,000</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>52111</td>
<td>Office Supplies</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>52115</td>
<td>Books/Media/Subscriptions</td>
<td>$1,928,500</td>
<td>$1,928,500</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>52117</td>
<td>Mail and Postage Supplies</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>52141</td>
<td>Minor Equipment/Small Tools</td>
<td>$95,000</td>
<td>$95,000</td>
<td>$1,952</td>
<td>1%</td>
</tr>
<tr>
<td>52142</td>
<td>Computer Equipment/Accessories</td>
<td>$276,000</td>
<td>$276,000</td>
<td>$3,001</td>
<td>1%</td>
</tr>
<tr>
<td>52143</td>
<td>Computer Software/Licensing</td>
<td>$40,000</td>
<td>$40,000</td>
<td>$22,998</td>
<td>6%</td>
</tr>
<tr>
<td>52162</td>
<td>Special Department Expense</td>
<td>$677,000</td>
<td>$677,000</td>
<td>$43,686</td>
<td>6%</td>
</tr>
<tr>
<td>52163</td>
<td>Professional Development</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$ -</td>
<td>0%</td>
</tr>
</tbody>
</table>

Remaining %: Remaining Balance / Original Balance * 100%
<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Budget Original</th>
<th>Budget Final</th>
<th>Actual Current Month</th>
<th>Actual Year to Date</th>
<th>Balance</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>52191</td>
<td>Utilities Expense</td>
<td>$240,000</td>
<td>$240,000</td>
<td>$76,498</td>
<td>$122,095</td>
<td>$117,905</td>
<td>49%</td>
</tr>
<tr>
<td>54305</td>
<td>Machinery and Equipment</td>
<td>$223,000</td>
<td>$223,000</td>
<td>$9,034</td>
<td>$28,741</td>
<td>$194,259</td>
<td>87%</td>
</tr>
<tr>
<td>54333</td>
<td>Computer Equipment</td>
<td>$522,000</td>
<td>$522,000</td>
<td>$21,319</td>
<td>$146,101</td>
<td>$375,899</td>
<td>72%</td>
</tr>
<tr>
<td></td>
<td>Services and Supplies Expenditures:</td>
<td>$5,724,744</td>
<td>$5,724,744</td>
<td>$199,538</td>
<td>$1,362,989</td>
<td>$4,361,755</td>
<td>76%</td>
</tr>
<tr>
<td>54405</td>
<td>CiP - Bldg &amp; Improv</td>
<td>$3,165,000</td>
<td>$3,165,000</td>
<td>$42,747</td>
<td>$337,984</td>
<td>$2,827,016</td>
<td>89%</td>
</tr>
<tr>
<td></td>
<td>Capital Expenditures</td>
<td>$3,165,000</td>
<td>$3,165,000</td>
<td>$42,747</td>
<td>$337,984</td>
<td>$2,827,016</td>
<td>92%</td>
</tr>
<tr>
<td></td>
<td>Total Expenditures - Sales Tax Fund</td>
<td>$13,955,000</td>
<td>$13,955,000</td>
<td>$403,541</td>
<td>$3,509,428</td>
<td>$10,445,572</td>
<td>75%</td>
</tr>
<tr>
<td></td>
<td>Total Revenue - Sales Tax Fund</td>
<td>$12,615,000</td>
<td>$12,615,000</td>
<td>$1,012,262</td>
<td>$4,279,643</td>
<td>$8,335,357</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Expenditures - Sales Tax Fund</td>
<td>$13,955,000</td>
<td>$13,955,000</td>
<td>$403,541</td>
<td>$3,509,428</td>
<td>$10,445,572</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Net Cost - Sales Tax Fund</td>
<td>$(1,340,000)</td>
<td>$(1,340,000)</td>
<td>$1,415,803</td>
<td>$(161,494)</td>
<td>$(2,110,215)</td>
<td></td>
</tr>
</tbody>
</table>
Whatever the downtime experienced during December has been more than made up for in January with the kinds of events.

Los Cien – Addressed the 2020 Census and its impact on our representation in Congress and the distribution of funds over the next 10 years. It is estimated with the decrease in population here in California that we may lose two representatives in Congress. I found it interesting that it is estimated that approximately one quarter of the population is missed in the counting process due to impermanence and mobility. What I missed in the presentation were reliable ways to avoid being “revealed” to the Federal Government, in particular, those who are under the scrutiny of ICE. People who come here and build a new life contributing to the economy and development of our country are unfortunately most at risk. Food for thought.

Roseland Coalition – Good update on where we are both as a group and in the move to the new facility in Roseland. Things are on track and it is no surprise running behind due to unexpected requirements and permitting. The Coalition is working closely with the Library in its process to its advantage. Relaying the foundation for outreach is starting again. After the fires and the move to a new location things have changed to some degree and adjustments are being made. Most important though is the preparation of the new temporary location is moving forward and as a side note there will be an outside overnight drop of some kind.

North Bay Business Journal Book of Lists – For those who are not familiar with the Book of Lists put out by the North Bay Business Journal, The Book is a list of everyone involved in business as well as other organizations in Sonoma County. Gives an outline of the economic status in Sonoma County, indicating opportunities and possible challenges. You can find those who are the drivers and decision makers of the County. The Book comes out each year and January 23rd was the celebration (networking opportunity) for 2020 NBBJ’s Book of Lists. I was scheduled to go to this but I discovered on my way down I had forgotten my driver’s license and I had to turn around, time ran out. I believe Ann, Ray, and Sirie went so there was a Library presence.

Senator Mike McGuire’s WOW – Mike is always a pleasure to see. We met about 16 years ago when I was working in the High Schools around diversity. I saw him quiet a gym full of teenagers in about 30 seconds. Impressive! We have come together for different organizations and events over the years. WOW was music, food, networking, and touching base with Mike in his busy schedule. Important to the world of Sonoma County and fitting into the state process.

State of the County Breakfast – Ann and I will attend this breakfast, networking and hearing where the County is at this moment in time. However, at this writing the event is still a few days away. More at the Commission Meeting. . .

Meetings with Ann, Library Director, and Deborah, the Vice Chair – Good discussions and updating around the issues at hand and reviewing the packet.
Andy Elkind  
City of Healdsburg Commissioner, Sonoma County Library Commission  
Summary of Recent Activity – January, 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/06/20</td>
<td>Attended the Library Commission meeting remotely by telephone.</td>
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<tr>
<td>01/07/20</td>
<td>Attended the Friends of the Healdsburg Library meeting in Healdsburg.</td>
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<tr>
<td>01/08/20</td>
<td>Attended the Friends of the Sonoma County Wine Library meeting in Healdsburg.</td>
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<tr>
<td>01/10/20</td>
<td>Met with Ray Holley, Community Relations Manager.</td>
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<tr>
<td>01/11/20</td>
<td>Attended the Library Commission Retreat in Rohnert Park.</td>
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<tr>
<td>01/13/20</td>
<td>Met with Sarah Vantrease and Jon Haupt at the Healdsburg branch to discuss</td>
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<tr>
<td></td>
<td>budget priorities for 2020-2021.</td>
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<tr>
<td>01/16/20</td>
<td>Met with an ad hoc group of Healdsburg residents concerned about fighting</td>
</tr>
<tr>
<td></td>
<td>homelessness.</td>
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<tr>
<td>01/21/20</td>
<td>Attended a special presentation on affordable housing at the Healdsburg City</td>
</tr>
<tr>
<td></td>
<td>Council.</td>
</tr>
<tr>
<td>01/27/20</td>
<td>Attended Finance Committee meeting in Rohnert Park.</td>
</tr>
</tbody>
</table>
COMMISSIONER’S REPORT

Barbara Mackenzie, Rohnert Park Commissioner

February 3, 2020 COMMISSION MEETING

Activities: December 28, 2019 – January 24, 2020

. January 2 Attended meeting to develop Friends of the Library Young Writers Scholarship program...anticipate $2500 scholarships for up to three Rancho Cotate High School Seniors...details forthcoming soon.


. January 9 Attended Mayors and Councilmembers “Support Sebastopol/Social Meeting” in Sebastopol. Excellent networking opportunity; talked to many councilmembers, Mayors and one City Manager about Library and other topics.

. January 10 Attended Art Show Committee Meeting at RP Library. The Committee is going through some reorganization prior to its March show at the Library, and asked me for some assistance.

. January 11 Attended the Commission Retreat at HQ. I thought this was an excellent meeting, and will help us move forward in important ways. Thanks to the organizers!

. January 13 Attended the Fitness Class at RP Library, to sample one of our health programs. Unfortunately, there were only three of us there, but I appreciated the almost one-on-one help of the Yoga Instructor from the YMCA. My sense is that “one of” events like this are not as effective as an ongoing or at least longer term class would be.

. January 16 Attended the Energy and Water Efficiency Workshop at RP Library. This was a great event with good attendance. The presentations included our DIY Toolkits, as well as opportunities for full-house energy review, and financing of energy efficiency home improvements.
January 17  Attended Los Cien Luncheon Program focusing on the 2020 Census and its importance for Federal funding ($1000 per person per year for 10 years lost for every person not counted!).  It’s great that SCL will be able to play an important part in providing on line access, as the first “push” for counting will be on line.  Great networking opportunity for Commissioners and staff…SCL was well represented!

January 20  Attended another Art Show Committee Meeting.

January 21  Attended Ad Hoc Director Review Committee Meeting.

January 21  Attended Friends of the Library Board Meeting. Reported on various SCL and Commission issues.

January 22  Met with Commissioner Doyle at RP Library to give her a full tour and discuss some branch history and issues.

January 22  Attended Congressman Mike Thompson’s Town Hall Meeting.
David Cahill  
Santa Rosa Commissioner

I attended the regular Library Commission meeting on January 6.

I participated in the regular Advocacy Committee meeting by calling in from my house on January 13.

David Cahill  
Santa Rosa Commissioner
Commissioner Report for 2/3/20 meeting
Deborah Doyle
Commissioner, Sonoma County
Activities for January 2020

1/6 Commission Meeting

1/8 Guerneville LAB

1/10 CLA Advocacy Committee

1/10 Retreat Planning

1/11 Commission Retreat

1/13 Meeting with Chair and Director

1/13 Library Commission Advocacy Committee meeting

1/14 Windsor LAB

1/20 Meeting with Chair and Director

1/21 Meeting about Director Evaluation

1/23 North Bay Business Journal meet and greet


1/28 Fundraising seminar, San Francisco

Month of January
* Continuing Harwood “homework”
Commissioner Report
Reece Foxen
Commission Meeting
February 3, 2020

Most of my time was directed towards Chair activities and events.

I did attend the Advocacy meeting, giving a report on some of the history around Measure Y and its success.

I missed the Cloverdale Friends meeting. I had spent the morning with the Director’s Evaluation Committee and then did errands in Santa Rosa. I owe Cloverdale Friends an apology. I believe it is important for Commissioners to engage with their local Friends group keeping updated about Community activities and to keep the Friends informed as to what is happening from the Commission’s perspective.

Attended the Director’s Evaluation Committee meeting. The Evaluation is moving forward.
Director’s Evaluation Committee Report
Reece Foxen, Chair
Commission Meeting
February 3, 2020

Present: Commissioners Deborah Doyle, Reece Foxen (Committee Chair), Barbara Mackenzie, Karen Schneider

We met to collate the Commissioner comments relating to the Director’s performance acquired in the closed session on January 6, 2020 and discussed the next steps in the development of the Director’s Evaluation.
Finance Committee Report for January 2019

Randall Neff

The Finance Committee met on Monday, January 27, 2020 at 3:00 pm. Present were Tom Hauser, Reese Foxen (Commission Chair), Barbara Mackenzie (Vice Chair), and Andy Elkind, Ann Hammond (Director), Jodi Frost (CFO), Jane Klickman, Dave Tichava, and myself, Randall neff. Meeting adjourned at 4:34.

We proposed moving the all day Commission Budget Workshop from Friday, March 27 to Saturday, March 28 to make it easier for Commissioners to attend. Still at HQ, same times: 9:00 to 3:00. Commissioners will be polled for this change.

Branch Renovation Status: There was a short discussion about various renovation projects.

1. Petaluma: received the architect plans.
2. Roseland: met with architect to choose colors, textures for interior.
4. Guerneville: will have public meeting on changes.
5. Rohnert Park: changing out light fixtures with new LED upgrades.

Monthly Financials:

The Finance department is currently understaffed, using outside temps (listed in the >$25K list).

Nothing unusual to report. The Library is halfway through FY19-20, so remaining expenditure percentages above 50% are good. The December property tax payment arrived, boosting the general fund.

We recommended looking at the last year budget workshop document for suggested format and level of detail.

Budget Surplus:

We suggested, and the CFO agreed to create a third account for the budget surplus expenditures approved by the Commission. The surplus expenditures are not in the property tax budget nor in the sales tax budget.

FY20-21 Priorities:

There was a long discussion on the budget priorities. There is a summarized version below. I want to thank the Commissioners for their inputs, and apologize if I did not include a specific suggestion. Some of these items are already in progress in FY19-20, and will continue in FY20-21.

Fund Balance Policy

We reviewed the Fund Balance Policy approved by the Commission on July 9, 2018. It states that the Library will keep 15% of its annual budget amount in the unrestricted general fund as a safety net. No changes were suggested.

Next Meeting: Monday, February 24, 2020, 3:00 pm at HQ. (week delay due to holiday)
Commissioner Priority List for FY20-21
Randall Neff (Finance Committee Chair)
January 28, 2020

This is a request for the staff to provide cost estimates for the items, and identify potential problems. The Commission will vote on which items to actually include in the FY20-21 budget.

Increasing Hours
- Adding four hours on Sunday.
- Adding three hours on Tuesday evening.
- Adding three hours on Thursday evening.
- Opening thirty minutes earlier on weekdays.

Expanding Services / Outreach
- Create the new Strategic Plan.
- Open Roseland branch with full hours, events.
- Identify underserved groups and create outreach programs: LatinX, seniors, homeless, home schooled, teens.
- Work with Friends and LABs to promote Library services.
- More events in the new hours.
- Provide Library service to the far reaches of Sonoma County.

Technology
- Expand Hotspots and Chromebooks and other equipment.
- More classes on using electronic Library resources, programming, Internet usage.
- Extend the E-street Studio program to other branches with Library funds, work with local film groups, oral history projects.
- Utilize the new technology in the Forum rooms: movie nights, web-casting of author events, award ceremony parties.

Staffing
- Acquire sufficient staff to provide service levels and decrease staff stress.
- Create a voluntary program to provide staff members with Internet access to the electronic Library resources.

Facilities
- Create the new Facilities Plan, documenting condition and future needs.
- Complete renovation projects: Roseland, Petaluma, Healdsburg, Guerneville.
- Improve something at all branches: furniture, carpet, signage, technology.
- Finalize Leases for the branch buildings.

This is a summary of all of the suggestions. Some of these items are already in progress in FY19-20, and will continue in FY20-21.
MEETING NOTES

Attendees: Commissioners Deborah Doyle, Reece Foxen, Paul Heavenridge, David Cahill (call-in); staff members Lana Adlawan, Ann Hammond, Ray Holley, Sarah Vantrease

Staff Report
- Ann shared the latest Library News document; facilities projects underway, and more.

Measure Y
- Reece shared her memories of the transition from Measure M (failed) to Measure Y (prevailed) and Ray shared initial learnings from his research into the two measures.
- M failed in part due to lack of grassroots efforts, and to a late start.
- A “Director’s Committee” was formed afterward, which transitioned to an external campaign committee.
- The independent committee raised funds and organized polling, consultants, signs, phone banking, canvassing, mailers, etc.
- Friends groups, library foundation and LABs all worked on and contributed to outreach.
- Dan Mullen and Lew Group both involved in Y at various times.
- For future reference, it’s important to make sure an outside committee runs the renewal campaign; direct advocacy and expenditures by library staff and commissioners (in their capacities as staff and commissioners) are not allowed.
- Education campaigns about sales tax will continue, as part of our obligation to inform the community in how we use tax funds.
- It’s important to share information and coordinate with other taxing entities, so voters don’t get tax fatigue and are allowed to weigh each measure on its merits.

Limits of commission and staff activities
- Ray handed out Q&A (attached to these minutes). Committee will revisit at February meeting.

Santa Rosa
- Ray and Lana reported that the downtown plan is proceeding.
- After the next Roseland Working Group meeting, we will develop a schedule for how to ask Santa Rosa to continue its $150,000 annual Roseland commitment.
- Staff is meeting often with Roseland architects; no update on SR permitting process.
The committee discussed creating and placing large informational signs explaining the new floor plan and design; this will take place after the work is permitted by the city.

Healdsburg
- Ray reported that the Healdsburg City Council will discuss the 3 North Street site on January 21. The council has to decide whether to pursue affordable housing on the site before it decides whether to invite the library to participate. Meanwhile, other public agencies may be interested in the site.

Guerneville & Central
- Interior improvements planned. Community meeting in Guerneville on February 8, 4:30 p.m. Meeting for Central to be held in February (TBD).

State issues and advocacy
- Deborah will send out information on the Newsom budget.

Outreach tool (slideshow)
- Final was sent to all commissioners, who are expected to make annual presentations to their appointing bodies (slideshow optional).

eBooks
- No update on Macmillan embargo
- Meanwhile, SCL was named as the fastest-growing OverDrive user

LANTERN
- Ray attended the last meeting and reported that the group is feeling discouraged.

Next meeting is TBD at 4 p.m. at RPHQ
SUBJECT
Minutes of the January 6, 2020 Regular Meeting

RECOMMENDED ACTION
APPROVE the summary minutes of the January 6, 2020 Regular Meeting.

DRAFT MOTION
I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the summary minutes of the January 6, 2020 Regular Meeting.

BACKGROUND
These minutes are summary minutes only; the video recordings serve as detailed records of the meetings.

FUTURE COMMISSION ACTIONS
None.

FISCAL IMPACT
The summary minutes reduce the staff time required to prepare full-length minutes.

STRATEGIC PLAN ALIGNMENT
None.

POLICY ISSUES
None.

ATTACHMENTS
Document #9.1.1 Minutes of the January 6, 2020 Regular Meeting
1. CALL TO ORDER Chair Foxen called the meeting to order at 6:03 pm.

COMMISSIONERS PRESENT: David Cahill, Deborah Doyle, Reece Foxen, Thomas Haeyeuser, Paul Heavenridge (arrived later as expected), Barbara Mackenzie, Randall Neff, Karen Schneider.

Via Teleconference: Andy Elkind  Absent: Jason Merrick, Stephen Zollman.

MANAGEMENT TEAM PRESENT: Library Director Ann Hammond, CFO Jodi Frost, Public Services Division Manager Sarah Vantrease, Public Services Division Manager Lana Adlawan, Adult Services Administrator Morgan Rose Pershing, Youth Services Administrator Kathy DeWeese, Human Resources Manager Suzanne Silva, Facilities Manager Dave Tichava, Community Relations Manager Ray Holley, IT Manager Vicki Terbovich, Fund Development Manager Sirie Thongchua, Assistant to the Director Jaylene Demapan.

2. ANNOUNCEMENTS None

3. PRESENTATIONS

3.1 Presentation on the new E Street Studios (1 Document)[Bridget Hayes] Digital Literacy Specialist

Bridget Hayes gave a presentation on the E Street Studios of the Sonoma County Library, highlighting the funding and partnership of the studios, the equipment available, the camera orientation and check-in/check-out times, and discussed future offerings of the sound studio. Commissioners asked about the public access channel to be used, and if staff is available for assisting with studio projects. Hayes answered.

3.2 Presentation by Anderson-Brule Architects, Inc. for Roseland (1 Document) [Nate Bisbee]

[Adlawan, Tichava] Presentation was made by Nick Steele of Anderson-Brule Architects regarding the design process for the new building space for the Roseland branch library. He spoke to the specifics of the Roseland space program, the space plan, and images used to inspire the space design, furniture and room structures. Commissioners asked about an external book drop with the cost, the range of kid’s computers, use of community room and access after-hours, request for 3D model view, power and charging stations options, use of movable wall structures, parking spaces, a written version of this presentation, and a mural image in the presentation. A member of the public, Duane Dewitt, spoke to using the current book drop, parking, and other suggestions in incorporating changes in the new Roseland branch.

4. PUBLIC APPEARANCES

Members of the public who wish to address the Commission regarding matters not on the agenda

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Regular Meeting Minutes 1.6.2020
should request recognition at this time. See guidelines for public appearances in the General Information section, below. Member of the public, Duane Dewitt, spoke to applaud the commission for supporting the Roseland branch library and asked for continued community involvement.

5. LIBRARY ADVISORY BOARDS, SCPL FOUNDATION and FRIENDS OF THE LIBRARY

Any official representative of these organizations may have up to ten minutes to present their group’s report and/or position on issues of importance to the Library. None.

6. LIBRARY REPORTS

6.1 Director’s Report: Director Hammond highlighted her report with visiting staff in collection services and the Windsor branch staff meeting. She noted the various projects in the monthly activities report, the table on gifts and grants, and the Roseland branch update.

6.2 Management Report

6.2.1 Monthly Activities (1 Document)

6.2.2 Monthly Financial Reports (1 Document) (Frost) CFO Jodi Frost presented the November financials, highlighting the balances, expenditures and explanations of revenue payments, comparison of funds, and statement of activities. Commissioner Mackenzie asked about the shortness of the sales tax fund.

7. COMMISSION AND LIAISON REPORTS

7.1 Commissioner Reports: The Commissioners reported on their activities and items of interest at the branches in their communities, Library Advisory Boards, and Friends of the Library. Chair Foxen spoke to the replacement of Commissioner Zollman, (who is resigning soon as commissioner from Sebastopol), as Roseland Liaison by Commissioners Cahill and Schneider.

7.2 Committee and Liaison Reports

7.2.1 Director Evaluation: Chair Foxen noted the meeting at Closed Session tonight to continue the Director’s Evaluation.

7.2.2 Finance: Chair Neff noted to have commissioners send their 3-5 top budget priorities to Jane by Jan. 24 for the next Finance committee meeting, giving attention to underserved groups.

7.2.3 Advocacy: Chair Doyle noted the report and her upcoming attendance to library conferences.

7.2.4 Foundation Liaison: Commissioner Haeuser noted the report in the packet and needed consideration for a wider commissioner view.

7.2.5 Measure Y Oversight Liaison: Commissioner Neff noted the report in the packet.

7.2.6 Roseland Coalition Liaison: Commissioner Cahill noted support of the Roseland Coalition.

7.2.7 Ad hoc Standard Operating Procedures (SOP): The report is in the packet.

7.2.8 Ad hoc JPA & Commission Bylaws Review: No report this month.

7.2.9 Ad hoc Commissioner Orientation/Training: Chair Foxen noted the upcoming Commission Workshop on Saturday, Jan. 11, 10 am-3 pm.

7.2.10 Ad hoc All Day LAB committee: Chair Foxen needs to contact the LAB chair for the committee.

8. LAB APPOINTMENTS Commissioners appoint applicants to fill advisory board vacancies. None.

Sonoma County Library Commission
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9. **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. The Commission will approve the minutes of the prior meetings in summary format.

9.1 Approve Meeting Minutes: Minutes of the December 2, 2019 Regular Meeting (1 Document)

9.2 Approve Graphics Reclassifications (4 Documents) [Silva]

9.3 Approve the 2020 Represented Salary Schedule (1 Document) [Silva]

9.4 Approve the 2020 Unrepresented Salary Schedule (1 Document) [Silva]

9.5 Approve the Revised Commission Meeting Schedule for 2020 (1 Document) [Hammond]

9.6 Approve Addition of CFO Jodi Frost to Authorized Signers on the Library Bank Account [Hammond]

All items were moved (Haeuser, Mackenzie) and approved by consensus. Ayes (8): Cahill, Doyle, Elkind, Foxen, Haeuser, Mackenzie, Neff, Schneider. Absent (3): Merrick, Zollman, Heavenridge.

10. **ACTION ITEMS BY MOTION**

10.1 Approve the increase of hours for Forestville and Occidental Branches (1 Document) [Adlawan]

Public Services Division Manager Lana Adlawan presented the topic and related issues regarding community input, increased staff, patron counters, and the other activities, owners and schools involved. The goal is for more consistency, community support, considering the lease agreement, and adequate staff. Commissioners asked about the various schedules, survey responses, and patron numbers. Adlawan responded.

Motion/Seconded/Carried:

(Haeuser, Doyle) I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the expansion of public service hours at the Forestville and Occidental libraries to begin in February 2020.

APPROVED: Cahill, Doyle, Elkind, Foxen, Haeuser, Heavenridge, Mackenzie, Neff, Schneider (9)

OPPOSED: (0)

ABSTAINED: (0)

ABSENT: (2) Merrick, Zollman

10.2 Approve the Blanket Purchase Order for Roseland (1 Document) [Tichava] Facilities Manager Dave Tichava explained that it could be multiple invoices up to $250,000 each, with a supporting budget of $1.5M.

Motion/Seconded/Carried:

(Cahill, Doyle) I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION AUTHORIZE Ann Hammond, Library Director, to authorize purchases exceeding $50,000 but not exceeding $250,000 for the New Roseland project.

APPROVED: Cahill, Doyle, Elkind, Foxen, Haeuser, Heavenridge, Mackenzie, Neff, Schneider (9)

OPPOSED: (0)

ABSTAINED: (0)

ABSENT: (2) Merrick, Zollman
11. DISCUSSION  None.

12. CLOSED SESSION The commission moved to closed session at 7:30 pm.

13.1 CONFERENCE WITH PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code §54957(b)(1)
Public Employee: Library Director
Library Commission Chair Reece Foxen

12. CLOSED SESSION The commission reconvened to open session at 8:34 pm.

13. RECONVENE OPEN SESSION The commission reconvened to open session at 8:34 pm.

13.1 CONFERENCE WITH PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code §54957(b)(1)
Public Employee: Library Director
Library Commission Chair Reece Foxen

13. RECONVENE OPEN SESSION The commission reconvened to open session at 8:34 pm.

13.1 CONFERENCE WITH PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code §54957(b)(1)
Public Employee: Library Director
Library Commission Chair Reece Foxen

13. AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS
Commissioners request items to be added to a future meeting’s agenda. Commissioners suggested discussion of budget priority topics as submitted and moving forward, process/protocol for agenda and policy setting (Chair Foxen and Vicki Terbovich responded), report on Commission Workshop.

14. DATE AND TIME OF NEXT MEETING
Meeting: Regular Meeting
Date: Monday, February 3, 2020
Time: 6:00 pm
Location: Santa Rosa City Council Chambers, 100 Santa Rosa Avenue, Santa Rosa, CA

15. ADJOURNMENT Chair Foxen adjourned the meeting at 8:44 pm.
By acclamation.

GENERAL INFORMATION
AGENDA SUPPORT MATERIALS
Agenda support materials are available in the Library Director’s Office, 6135 State Farm Drive, Rohnert Park. They will also be available on the Library’s website at http://santa_rosa.granicus.com/ViewPublisher.php?view_id=22

DISABILITY ACCOMMODATIONS
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. 1529, as soon as possible to make arrangements for your accommodation. For further information regarding disability accommodations provided by the Library and related matters, see the Library’s website at https://sonomalibrary.org/accessibility.

GUIDELINES FOR PUBLIC APPEARANCES
Members of the public are welcome to address the Commission via a public appearance on an agenda item at the time it is called and prior to its conclusion. Please await the Chair’s invitation for public comment if you wish to appear on an agenda item.
Sonoma County Library Commission
Regular Meeting Minutes 1.6.2020
Members of the public wishing to address the Commission on items not on the agenda may do so only during the Public Appearances portion of the meeting agenda. The Commission does not take action on matters raised during Public Appearances, though you may request a response from the Commission to be provided at a later time.

Members of the public may speak at Commission meetings only after receiving recognition by the Chair. Public comments are limited to three minutes apiece, though such limit may be extended at the discretion of the Library Commission.
subject
Adopt revisions to the Sonoma County Library Employee Handbook, replacing the June 2009 version

Recommended Action
ADOPT revisions to Sonoma County Library Employee Handbook, replacing the June 2009 version

Draft Motion
I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION ADOPT the revisions to the Sonoma County Library Employee Handbook, replacing the June 2009 version.

Background
The Library’s Employee Handbook has not been updated since 2009. Many of its sections were outdated and conflicting with the union contract and current practices. Examples of newly added sections include, “Dress Guidelines,” “Service Awards,” and “Electronic Communication.” After much discussion with the union, both parties agreed on the new handbook language. Once approved, staff will all be required to acknowledge receipt through the timekeeping system.

Future Board Actions
None

Fiscal Impact
None

Strategic Plan Alignment
Priority 5, Goal B: Working Smart

Policy Issues
None

Attachments
Document #9.2.1 Draft Employee Handbook, Revised February 2020
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SONOMA COUNTY LIBRARY EMPLOYEE HANDBOOK

1. INTRODUCTION

Welcome to the Sonoma County Library! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further the Sonoma County Library’s goals.

The Sonoma County Library (the “Library”) is a Joint Powers Authority entity established in 1975 (and revised in 2014) among the County of Sonoma and the county’s incorporated cities to provide library services throughout the county. The Library provides a general and comprehensive collection of books, magazines, periodicals, subscription databases, and multi-media materials for reference and public borrowing. Services are offered through 15 facilities. Library administration and system-wide services are provided from a separate headquarters location.

You are joining an organization that has a reputation for providing outstanding service and programs to the community, and hiring talented employees. We sincerely hope you will take pride in being an important part of the Library's success.

The Library Commission adopts this Employee Handbook, which is intended to provide employees with a general understanding of the Library’s policies and expectations. If provisions of this Handbook differ from those set forth in union contracts or agreements with the Library, the conditions set forth in those documents shall prevail.

Please take time to review the sections contained in this handbook. The provisions of this handbook may be modified, deleted, or otherwise superseded in whole or in part by resolution of the Library Commission.

2. STATUS OF EMPLOYEES

Employees of the Library, including regular employees, are not members of the County Civil Service System and, therefore, are not entitled to the rights and benefits of the civil service system, including the right of appeal to the Civil Service Commission with respect to disciplinary action or other action.
3.   HIRING PROCEDURES

The Library Director or assigned designee shall have the authority to hire employees of the Library.

The Library shall use hiring and examination procedures that ensure that qualified persons are hired for vacant positions through a fair and competitive process.

The Library Director may order pre-employment physicals for selected classifications within the workforce. If an examination is required, the offer of employment is contingent upon determination that the applicant can perform the essential job functions with or without reasonable accommodation. This examination will be performed by the provider of service under contract with the Library and will be provided by the Library at its sole expense.

4.   HOURS OF WORK

Regular attendance is a requirement of the job. Each employee is expected to show up for work on time and ready to participate. Employees who are unable to complete their hours as specified by their supervisor must contact the supervisor before the start of their shift. Failure to notify the supervisor shall be considered an unauthorized absence.

Work hours may be altered in response to an emergency, fiscal crisis, or other circumstances when such a change is in the public interest. Work hours will comply with the union contract for those employees subject to it, and consistent with applicable laws. Staff will be given notice as appropriate.

The primary purpose of employee work hours for public service employees is to cover open hours at the branch, though work hours may not only coincide with open hours. Public services staff support the public service needs for each library location, which may include outreach to the community. These hours may extend or begin before the posted hours for the public and could include events on the weekends.

Employees are expected to record their time in the timekeeping system, including requests for time off.

5.   PAY PERIODS AND PAY DAYS

Each pay period shall cover 14 consecutive calendar days and shall start on a Sunday and end with the second Saturday thereafter. Employees shall be paid for each hour of paid status and other compensation six (6) calendar days following the last day of the pay period. If a holiday falls on said day, payment shall be made on the preceding working day. Each regular employee shall be considered to be in paid status whenever
the employee is at work, absent on a paid holiday, absent on leave with pay, or absent on authorized compensatory time off.

6. **DRESS GUIDELINES**

The Library promotes a professional and high quality workplace and image for our patrons and employees, while allowing its employees to be comfortable in the workplace. Employees are expected to maintain a neat and well-groomed appearance.

All employees shall be responsible for their personal appearance and hygiene. Employees are expected to be neat and clean, to use prudent judgment, good taste, and common sense regarding appropriateness of attire. Attire shall not interfere with job performance or job safety.

Staff should be mindful of safety when considering their footwear. Staff working with rolling carts or heavy objects are required to wear shoes that cover toes. Examples include tennis shoes, ‘topsiders,’ and boots. Staff working in other classifications (or on days not performing such tasks) may consider other options. Additional considerations include avoidance of jewelry that could be caught in machinery, as well as attire that is free from expletives, profanity, and/or slurs.

If in doubt, make the choice to dress-up rather than dress-down. If an employee is out of compliance, they may be required to take personal time to leave the worksite and change into acceptable clothing.

7. **PERFORMANCE MANAGEMENT**

Performance management is a continuous cycle of planning and evaluating employee performance. While the Library evaluates performance annually, it is committed to working with employees to correct any performance problems prior to formal evaluation. To this end, regular communication regarding goal progress is critical.

Additionally, maintaining employee engagement and supporting professional development by providing a staff development allotment for training and wellness demonstrate this dedication.

8. **SERVICE AWARDS**

The Library values its employees and wishes to recognize years of service in increments of five years. Library Commissioners and Administration have chosen Staff Day to recognize staff and present the service awards. Employees receive the service award the year following the completion of service.
Employees with five years of service receive a framed certificate, while employees with 10 or more years receive a certificate and may select a gift card from Target, the Home Depot or Macy's. The Library Commission has authorized awards in the following monetary increments:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Gift Card Amount</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$625.00</td>
</tr>
<tr>
<td>50 Years</td>
<td>$700.00</td>
</tr>
</tbody>
</table>

9. NEPOTISM

Employees may not supervise someone with whom they have a familial relationship, directly or indirectly. This includes their husband, wife, domestic partner, parent, stepparent, sibling, child, stepchild, grandchild, grandparent, mother-in-law, father-in-law, daughter-in-law, son-in-law, or any individual with an in loco parentis relationship.

The Library Director will make the final approval on all hiring decisions and will address concerns of nepotism, especially where it may pose difficulties for supervision, security, safety, and morale.

10. CHILDREN, FAMILY MEMBERS, & FRIENDS IN THE WORKPLACE

Family members and friends of staff are provided library service to the same extent as any library patron and are expected to follow the same library policies as any library patron.

Children (or other minor family members/friends of staff) may use the Library unattended by a parent or guardian, following the Unattended Children Policy.

Occasional, brief drop-in visits from staff, family members, and friends are permitted, provided they do not affect the staff’s work, interfere with Library service, compromise or patrol confidential areas, or otherwise disrupt workflow.

Family members and friends of staff may not be in employee work areas such as behind the reference or circulation desk, in the book sorting area, in an office, etc.
Family members and friends of staff may be in the staff break areas only if accompanied by the staff on their break or lunch. Such visits may only be made on an occasional basis.

Family members and friends of staff may volunteer at the Library only in an official capacity when qualified to do so, following typical procedures as for any volunteer, including meeting minimum age requirements.

Special events, such as “Bring your child to work day,” or emergencies will be considered on a case-by-case basis, with the approval of the supervisor and division manager.

11. CONFLICT RESOLUTION

Employees are encouraged to raise any work-related concerns informally with their immediate supervisors, the Human Resources Manager or the Library Director. The Library will attempt to keep all such expressions of concern, their investigation, and the terms of their resolution confidential, recognizing, however, that in the course of investigating and resolving the concerns some dissemination of information to others may be appropriate and necessary.

Employees are encouraged to raise work-related concerns with their immediate supervisors as soon as possible after the event that causes the concern. Alternatively, if an employee believes that the immediate supervisor is not the appropriate person with whom to raise the concern, he or she may raise it with the Human Resources Manager or the Library Director.

Employees are also encouraged to pursue discussion of a work related concern with their immediate supervisor, the Human Resources Manager, or the Library Director until the matter is fully resolved. It may not always be possible to achieve the result requested by the employee, but if not, the Library will attempt in each case to explain why. The Library believes that employee concerns are best addressed through informal and open communication.

Represented employees not satisfied with this process may refer to the union contract.

12. RETALIATION PREVENTION NOT RELATED TO EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Employees will not be retaliated against for raising work related concerns not related to EEO (The Library’s EEO policies, which also prohibit retaliation, are found on the Library intranet due to the changing regulations.). These statutes prohibit employers from taking adverse action against employees who report improper activities, and include
Whistleblower statutes, the False Claims Act, and statutes prohibiting employers from retaliating against employees for disclosing violations of law to government agencies.

13. **CONFLICT OF INTEREST AND INCOMPATIBLE ACTIVITIES**

Pursuant to state law, the Library has adopted a conflict of interest code. Under the Code, employees who hold designated positions must file a statement of economic interest with respect to specified disclosure categories. A copy of the Library’s Conflict of Interest Code is maintained by the Library Administration and is available for review.

Additionally, federal law (see 24 CFR §85.36) requires adherence to ethics in contracting which in essence states no employee, officer, or agent of the Library shall participate, directly or indirectly, in the selection or in the award or administration of any contract if there would be a conflict of interest.

Further, employees or agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors or potential contractors, or parties to subcontractors, and shall not knowingly use confidential information for actual or anticipated personal gain. Management must first approve any deviation from this policy.

14. **MEDICAL EXAMINATIONS**

The Library Director, with the concurrence of the Human Resources Manager and the employee’s supervisor, may order an employee to undergo a medical examination when they believe there is a need, based on objective facts and physical indicators, to determine the employee’s mental and physical capacity to perform the essential duties of the employee’s position.

The Library shall pay for each such examination. Medical information shall only be disclosed to the extent and in the manner authorized by law.

15. **MISUSE OF FUNDS AND LIBRARY ISSUED PROPERTY**

The use of Library funds (including but not limited to cash, cash equivalent, assets, [auto, computer, office supplies, etc.] or any other tangible or intangible assets) is strictly reserved for the use to which the fund was awarded by the federal, state, or local entity in strict adherence with the governing contract. Misuse of these funds may subject the responsible employee to disciplinary action.

Certain employees may be issued Library-owned property to assist in conducting business. The intention of this property is to conduct Library-related business and for emergency purposes. Employees with repeated violations may have their privileges revoked and/or be subject to progressive discipline.
Examples of Library-issued property include, but are not limited to the following items: CalCards (Library Credit Card), cellular phone, laptop computer, iPad, keys, access badges, and clothing.

Employees are expected to return all Library-furnished property such as equipment and documents to their immediate supervisor on their last day of employment.

16. INSPECTIONS FOR PROHIBITED MATERIALS AND OF LIBRARY PROPERTY

The Library must assure its access at all times to Library property, records, documents, and files and must protect against the unauthorized removal of Library property. The Library also believes that the maintenance of a workplace free of harmful materials is vital to the health and safety of its employees and to the protection of public services.

For these reasons, the Library reserves the right to inspect and search for Library property and prohibited materials on Library premises in accordance with this section and applicable law. This section applies to all employees. This is supplemented by other Library policies, e.g. “Drug and Alcohol Free Workplace” and “Workplace Security.”

For purposes of this section:
1. “Prohibited materials,” means firearms or other weapons; explosives and/or hazardous materials or articles; – or Library property that an employee is not authorized to possess.
2. “Library premises” includes all premises and locations owned or leased by the Library or under the control of the Library, including parking lots.
3. “Reasonable suspicion” includes a suspicion that an employee is under the influence of drugs or alcohol in violation of the above policy based on specific personal observations by a member of management, by law enforcement officials, or by other persons trained in detecting reasonable suspicion or having contemporaneous knowledge of an employee’s use of controlled substances.
4. “Possession” means having the substance or property on one’s person or otherwise under one’s control.

The Library reserves the right to access or search at any time for Library property. Searches or inspections for Library property may include an employee’s desk, file cabinet, closet, or similar places where Library property may be placed, whether or not such places are locked. The Library will retain keys to such locked places in part for this purpose. The Library reserves the right to take appropriate action to prevent any employee from removing Library property without authorization.
Because a search for Library property might result in the discovery of an employee’s personal possessions, employees are encouraged not to bring into the workplace any item of personal property that they would not wish to be discovered by or revealed to the Library. Every attempt will be made to notify an employee in advance that the Library intends to conduct a search of their work areas, but this may not always be possible. If this is the case, the employee will be notified if his/her workplace has been searched. In the event that an employee must take an extended leave of absence (medical, personal or other) in which the employee is restricted from performing his or her job duties, Library-issued property may be temporarily recovered by HR—after considering the totality of circumstances—including the length of the absence and the likelihood the employee will return. The property will be reinstated upon the employee’s return to work.

If an employee is found to be in possession of prohibited materials in violation of this section or any other section, he or she will be subject to discipline, appropriate to the circumstances, up to and including discharge, regardless of the Library’s reason for conducting the search or inspection.

If an employee refuses to cooperate with a search or inspection that is based on reasonable suspicion that he or she is in possession of prohibited materials, such refusal may be considered by management when determining the appropriate level of discipline.

An employee who is suspected of misconduct or violating Library rules may be placed on paid administrative leave pending investigation of such claims.

17. SAFETY

The Library is committed to providing and maintaining a healthy and safe work environment for all employees. Accordingly, the Library has made a commitment to provide health and safety training and to provide ergonomic workplace assessments as needed.

A complete copy of the Illness and Injury Prevention Program is kept in each building worksite and is available for review. Employees are required to know and comply with safety rules and to make a reasonable attempt to follow safe and healthy work practices at all times. Employees are subject to discipline for engaging in any unsafe or unhealthy work practice. Employees are required to report any potential health or safety hazards to their supervisor. All injuries or accidents must be reported immediately on the appropriate form.

18. NO SMOKING

Smoking, vaping, e-cigarettes, and the use of other tobacco products are prohibited in any Library building, within 20 feet of any Library building and in any Library vehicle.
Library facilities are declared smoke-free environments. The purpose of this policy is to comply with local law, which seeks to alleviate the effects of second hand smoke in enclosed public places and places of employment.

19. USE OF SCENTED PRODUCTS

While the public access areas of the Library cannot be held to fragrance-free standards, the Library requires that its employees adhere to a fragrance free environment.

Scented products may be offensive to others or cause allergic or asthmatic reactions. The Library expects that employees will not wear personal care products such as cologne, perfume, after shave, lotions, and the like in office spaces, meeting rooms, and company vehicles.

Additionally, air fresheners, candles, and other scented products are not to be used in break rooms, offices, bathrooms or other public areas.

Finally, scented lotions, soaps, and cleaning products (except for those purchased by the Library) are prohibited for use in the buildings and other workspaces.

20. ELECTRONIC COMMUNICATION

All Library staff are issued email accounts, which are used to share important messages throughout the Library. Staff are required to read their email regularly.

Employees who drive Library vehicles are prohibited from using handheld Electronic Devices while driving, unless used in accordance with CA Vehicle Code.

All electronic communication including Library issued e-mail accounts, internet access, and postings on Library social media postings is subject to review by Library administration. Inappropriate communication by staff may lead to discipline up to and including termination.

21. SEPARATION

In all cases of voluntary resignation (one initiated by an employee), employees are asked to provide a written notice to the Human Resources Department no less than two weeks before their last day of work.

Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.
Employees who leave the Library may be asked to participate in an exit interview. This interview is intended to permit separating employees with the opportunity to communicate their views regarding their work with the Library, including job duties, job training, job supervision, and job benefits.

Final paychecks and any accruals will be sent to employees at their last known address following their separation date. Separated employees are encouraged to maintain an up-to-date address on file so that tax documents may be mailed to them.
EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the Sonoma County Library Employee Handbook. I understand and agree that it is my responsibility to read and comply with the handbook.

_____________________________________
Employee’s Name in Print

_____________________________________
Signature of Employee

_____________________________________
Date Signed by Employee
SUBJECT
Authorize payments of materials, labor, and professional services for New Roseland Project

RECOMMENDED ACTION
Approve Library Director to authorize payments of up to $250,000 per contractor for New Roseland Project.

DRAFT MOTION
I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION AUTHORIZE Ann Hammond, Library Director, to authorize payments not exceeding $250,000 per contractor for the New Roseland Project, provided such payments are within approved budget authority.

BACKGROUND
The Library Commission on December 2nd 2019, approved a budget of $1.5 million for the New Roseland Project. The current motion item is intended to allow the Library Director, Ann Hammond, to authorize payments on contracts for materials, labor, and professional services related to the New Roseland Project which do not exceed $250,000 per contractor and which are within approved budget authority.

Allowing the Library Director this increase in contracting authority for the New Roseland Project will permit staff to better track expenses, complete purchase orders, and process payments without delay or need for Commission approval for each individual purchase, contract or payment above $50,000.00.

On January 6, 2020, the Commission approved a similar Agenda Item which addressed only purchases of materials for the project. This item is intended to increase the Library Director’s authority to include payments for labor and professional services as well.

FUTURE COMMISSION ACTIONS
None.

FISCAL IMPACT
The expenses for this project were included in the approved fiscal 2019-20 budget and the additional funds have been added in the surplus budget approved on December 2nd 2019.
STRATEGIC PLAN ALIGNMENT

POLICY ISSUES
Increase in Library Director approval authority from $50,000 for the specific project.

ATTACHMENTS
None.
SUBJECT

Recommendation to add 14.8 full-time equivalent (FTE) Shelver positions and increase 1.25 FTE Library Specialist positions system wide.

RECOMMENDED ACTION

ADOPT the recommendation to add 14.8 FTE Shelver positions and increase 1.25 FTE Library Specialist positions system wide.

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION ADOPT THE RECOMMENDATION to add 14.8 FTE Shelver positions and increase 1.25 FTE Library Specialist positions system wide.

BACKGROUND

On September 9, 2019, the Sonoma County Library Commission approved a new classification specification for the position of Shelver. Incumbents to this new classified position will work fewer than 20 hours weekly with no benefits, at a flat hourly rate. Shelver is not intended to be a career position, but a position that meets Library operational needs, as well as provides job opportunities to a diverse group of local community members. Primary job duties will be shelving various types of library materials, and maintaining shelves in proper order so that patrons will be able to find and browse materials, a key goal of public service. Previously, Library Aides and unpaid volunteers both accomplished a portion of these basic shelving activities; Library Aide positions will remain in the staff allocation until current employees retire, promote or resign, and volunteers will transition to tasks not normally performed by paid, represented employees.

The Library recommends that 14.8 FTE Shelver positions now be allocated system wide in order to meet current shelving needs. Public Services Division Managers Lana Adlawan and Sarah Vantrease have reviewed the needs of each library location with branch managers and supervisors, considering circulation data, existing observed shelving needs and public services goals. These recommendations have been carefully reviewed at both the branch and system levels to ensure equitable service to patrons.

In addition, because the Shelver job duties are entry-level in nature, the Library further requests the addition of 1.25 FTE Library Specialist positions system wide in order to
meet service needs, due to the transition of higher-level duties from vacant Library Aide positions to Library Specialists.

<table>
<thead>
<tr>
<th>Branch</th>
<th>Shelver</th>
<th>Specialist</th>
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</thead>
<tbody>
<tr>
<td>Cloverdale</td>
<td>0.5</td>
<td>0</td>
</tr>
<tr>
<td>Healdsburg</td>
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<tr>
<td>Windsor</td>
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<td>Roseland</td>
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</tr>
<tr>
<td>Sebastopol</td>
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</tr>
<tr>
<td><strong>Total FTE</strong></td>
<td><strong>14.8</strong></td>
<td><strong>1.25</strong></td>
</tr>
</tbody>
</table>

**FUTURE COMMISSION ACTIONS**

The Library will abolish the Library Aide classification and associated FTE allotment for Aides after existing Library Aides have retired, promoted or resigned.

**FISCAL IMPACT**

Approximately $75,000 in Salary and Benefits (benefits costs may apply if additional hours are added to current Library Specialist employees) in Fiscal Year 2020; amount will be budgeted in future Fiscal Years. Salary savings from 8.2345 FTE unfilled, budgeted Library Aide positions will offset this impact in Fiscal Year 2020.

**STRATEGIC PLAN ALIGNMENT**

Priority 1, Goal B: Welcoming Places and Spaces

Priority 2, Goal A: A World of Information

Priority 5, Goal A: Solid Financial Practices

Priority 5, Goal B: Working Smart

**POLICY ISSUES**

None.

**ATTACHMENTS**

None.
### SUBJECT

TI (tenant improvement) Project Healdsburg

### RECOMMENDED ACTIONS

1. Approve the Addendum to the Professional Services Agreement (PSA) for Anderson Brule Architects (ABA) and authorize Ann Hammond, Director, to execute such agreement on behalf of the Commission.

2. Approve the Bid Proposal included with this Board item (plus any revisions as approved by the Library’s General Counsel), and authorize Ann Hammond, Director, to execute such contracts on behalf of the Commission with contractor with respect to the Healdsburg TI project within the parameters of the Professional Services Agreement and Addendum.

### DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION:

1. Approve the Addendum to the Professional Services Agreement (PSA) for Anderson Brule Architects (ABA) and authorize Ann Hammond, Director, to execute such agreements on behalf of the Commission.

2. Approve the Bid Proposal included with this Agenda item, and authorize Ann Hammond, Director, to execute such contracts on behalf of the Commission with contractor with respect to the Healdsburg TI project within the parameters of the Professional Services Agreement and Addendum.

### BACKGROUND

This agenda item is part of an overall refresh strategy that continues to improve Library services in Sonoma County. The current Healdsburg Library, located at 139 Piper Street in Healdsburg will be refreshed in the fall/winter of 2020.
**FUTURE BOARD ACTIONS**
Authorize Ann Hammond, Director to sign contracts for General Construction Contractor Services

**FISCAL IMPACT**
This project was approved with the FY 19/20 budget.

**STRATEGIC PLAN ALIGNMENT**
Priority 1, Goal A, Objective 1
Priority 1, Goal B, Objective 2
Priority 2, Goal B, Objective 1 & 2
Priority 3, Goal B, Objective 3
Priority 4, Goal B, Objective 1,2 & 3
Priority 5, Goal B, Objective 3

**POLICY ISSUES**
None.

**ATTACHMENTS**
Document #10.2.1 Addendum to the PSA for ABA and ABA Bid Proposal
FIRST ADDENDUM TO PROFESSIONAL SERVICES AGREEMENT
DATED SEPTEMBER 16, 2019

This First Addendum to the Professional Services Agreement for architectural and
design services dated September 16, 2019, is made by and between the Sonoma County
Library (“Library”) and Anderson Brule Architects, Inc. (hereinafter referred to as
“Consultant” or “ABA”), pursuant to the terms and conditions set forth below.

RECIPIALS

A. The Library and Consultant entered into a Professional Services
Agreement dated September 16, 2019, for Consultant to provide architectural and design
services to the Library (the “Agreement”).

B. Pursuant to Section 1.1 of the Agreement, Consultant has provided a
Project Bid to the Library, attached hereto as Exhibit 1 and incorporated herein by this
reference, for renovations to the Healdsburg Branch Library (the “Project”).

NOW THEREFORE, in consideration of the mutual covenants contained herein,
the parties agree as set forth below.

AGREEMENT

1. Scope of Services. Pursuant to Section 1.1 of the Agreement, the Library
accepts Consultant’s Project Bid (Exhibit 1) on its stated terms. Accordingly, as directed
by the Library, Consultant shall perform the services described in Exhibit 1 on the
Project, which shall be included as part of the Scope of Services under the Agreement.

2. Insurance. The insurance requirements set forth in Exhibit C to the Agreement
apply to the Project, and all necessary documentation shall be provided to the Library as
required therein.

3. Payment. For all services and incidental costs required hereunder, Consultant
shall be paid in accordance with the terms set forth on Exhibit 1.

4. Terms of Agreement Remain Unchanged. Except as otherwise expressly set
forth herein, all terms and conditions of the Agreement shall remain in full force and
effect and shall apply to this Addendum.
IN WITNESS WHEREOF, the parties hereto have executed this Addendum as of the dates set forth below.

CONSULTANT:

Dated: ______________, 2020

By:________________________

Pamela Anderson-Brule
Officer and Principal
Anderson Brule Architects, Inc.

SONOMA COUNTY LIBRARY:

Dated: ______________, 2020

By:________________________

Ann Hammond
Library Director
EXHIBIT 1

Project Bid

This Project bid proposal is to execute staff and community outreach, design, documentation, furniture selection, furniture solicitation, furniture coordination and construction administration for the Healdsburg Regional Library refresh project.

A. Context
The Sonoma County Library (“SCL”) intends to refresh the interior and replace furniture and furnishings in its Healdsburg Regional Branch, a 11,400 square foot library facility located at 139 Piper Street, Healdsburg, California. The book capacity is 35,000, with 15,000 volumes for children. It also houses the Sonoma County Wine Library. Any physical refresh work will not begin until September of 2020 to accommodate the summer programs. A goal of SCL is to avoid or limit construction work requiring a permit. The total project budget, including professional services, is to be completed within a budget of $750,000.

B. Approach
ABA, along with its subcontractor Bisbee A+D (BA+D) serving as the Associated Architect providing local representation, will provide Strategic Planning and Commercial Interior Design Services. The project will include the following phases:

- Planning & Conceptual Design & Programming
- Design Development, Furniture Selection (includes shelving), and cost modeling
- Documentation
- Bidding & Procurement (Shelving & Furniture)
- Coordination of new finish and furniture installation

C. Scope of Work
For this Proposal, the Scope of Services was developed with an assumed cost per square foot for new finishes and furnishings of $57. The Scope of Services is limited to that listed below.

Planning & Conceptual Design & Programming:
- Core Team Meeting to review approach to community outreach
- Staff & Community outreach
  - Pop up focused on needs assessment
  - Core Team meeting to review staff & community needs and review approach to design inspiration
  - Pop up focused on Design inspiration

---

1 Pop-up sessions with staff (up to 2 total) will be in person at a location designated by SCL. Pop-up locations with the community will be coordinated between ABA and SCL (up to 2 facilitated by ABA, additional Pop-ups may be facilitated by SCL staff).
• Core Team Meeting to review Staff and Community outreach outcomes and definition of design concepts.
• Site visit by ABA to verify existing conditions and gain familiarity with the current functionality and uses of the Library
• Development of a functional space program, including collection size
• Progress design review meetings/presentations to be completed digitally
• Coordination of design with all relevant vendors including SCL’s preferred A/V vendor
• Development of Schematic Design Presentation Package
• One (1) in-person design review meeting/presentation for Project Core Team of users and community representatives.
• One (1) in-person design presentation to SCL Commission.

Design Development, Furniture Selection (includes shelving), and cost modeling:
• Development of design details for any case goods, furnishings, wall systems, etc.
• ABA to coordinate an in-person furniture evaluation for SCL or Healdsburg library staff
• A meeting to finalize furniture preferences before the creation of a bid package
• ABA to compile a furniture cost estimate
• ABA to assemble a full project cost model (valuation of demolition and installation of architectural finishes to be provided by Contractor selected by SCL)

Documentation:
• Preparation of a Furniture Bid Package
• Preparation of a Shelving Bid Package
• Documentation of all demolition, removal, modification, and replacement of architectural finish to be completed by SCL or Contractor.
• Review of documentation with SCL facilities team
• ABA to make final revisions to both the Furniture Bid Package and Refresh documents.

Bidding Phase:
• ABA to coordinate with SCL the solicitation for Shelving
• ABA to coordinate with SCL the solicitation for Furniture
• ABA to review bids received, develop comparison document and provide a recommendation to SCL
• ABA to coordinate design/finishes with the awarded shelving vendor
• ABA to coordinate design/finishes with the awarded furniture dealer

Coordination of new finish and furniture installation:
• Up to two (2) in-person site visits and/or meetings with the Owner or Contractor during the phase
• One (1) in-person site visit to conduct a punch walk with contractor and owner representative
• Up to one (1) in-person site visit to conduct a punch walk with the furniture installer and owner representative
• Creation of punch list
• Review of Contractor-provided Submittals for general conformance with documentation and specifications
• Review and response to General Contractor-provided Request for Information (RFI’s)
• Review of progress payment applications, if requested

D. Assumptions
This proposal is based on the following assumptions:
• Unless specifically noted as an in-person meeting in the Scope section of the proposal, all meetings are to be remote, facilitated through a digital meeting platform such as Go-To-Meeting.
• The client will be able to provide access to the project site.
• Nate Bisbee may represent ABA at Site visits during design, construction, and furniture installation.
• The client will be able to coordinate the attendance and participation of key staff and representatives it chooses to provide program and design direction, as well as feedback on design presentations and design decisions.
• The project’s drawings will be prepared in Revit 2020.
• Client’s Consultants for A/V and equipment will provide ABA with all equipment information and cut sheets.
• All shelving and furniture are to be new.
• The existing HVAC equipment has sufficient capacity. The existing main equipment will not be upgraded.
• No changes to building systems such as electrical, plumbing, HVAC, security, fire detection, fire suppression, etc.
• A demountable wall system is considered furniture for the purpose of this project.

E. Exclusions
This proposal excludes all scope not related to the design, selection, speciation of finishes, and furnishings at 139 Piper Street in Healdsburg. Also excluded from the scope of this project is:
• Accessibility Report*
• Bidding coordination & support for a General Contractor, or sub contractors*
• Accessibility requirement upgrades*
• Hazardous materials detection, abatement, and handling specifications and cost estimates
• Signage design*
• LEED design and certification*
• Energy study beyond that needed to meet minimum California Building Code Requirements*
• Commissioning*
• Incentive Programs*
• Physical Materials and Finishes Board*
• Site reviews with the City, inspectors, utilities or agencies*
• Value Engineering Services, or revisions to the design, engineering, specifications, or documentation resulting from value engineering*
• Upgrade of existing on-site utilities (power, telephone & cable TV)
• Electrical Service
• Data Cabling (or active electronics)
• CATV System Design
• Telephone Cabling (or telephone switch design)
• Voice Evacuation System Design
• Paging / local sound system design
• Designing and/or documenting the project for phased construction*
• Redesign services required by a major change in direction, program, scope caused by unforeseen conditions and/or client decision*
• All exterior and subsurface work*
• All work associated with the production of drawings for the purpose of securing any permits from the jurisdiction of authority*
• All coordination with the City of Healdsburg building department*
• Design Build Fees
• Fire protection Design*

*Indicated work that can be performed by ABA and design team as an additional service. Any such additional services must be performed only pursuant to a written addendum signed by the parties.

F. Schedule
All efforts are dependent upon the ability to schedule time with the attendees at meetings as well as the timeliness of decisions. ABA anticipates starting the project in February 2020, with a focus on staff engagement and community outreach. The duration of services is through the installation of furnishings and finishes anticipated to begin in the fall of 2020. ABA anticipates project completion to be late 2020. A detailed project schedule shall be maintained by ABA during the design and documentation phases. It is assumed that once construction begins the General Contractor will maintain a detailed schedule.

• The Planning & Conceptual Design phase will begin upon a written notice to proceed, assumed to be February of 2020

• Fees and Costs
For all services and incidental costs incurred in connection with the Project, the Library shall pay ABA based on the fee rates and pursuant to the requirements set out in the Agreement. The Agreement requires services to be billed hourly based on rates which are set out in Exhibit A.2 of the Agreement; those hourly rates for ABA are incorporated herein. Hourly rates applicable to services performed by Associated Architect BA+D are as follows:

2020 Hourly Rates – BISBEE Architecture + Design
(Rates subject to change January 1, 2021)

<table>
<thead>
<tr>
<th>Nate Bisbee, AIA</th>
<th>$175</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Architect</td>
<td>$145</td>
</tr>
<tr>
<td>Designer/Drafter</td>
<td>$120</td>
</tr>
<tr>
<td>Admin/Clerical</td>
<td>$95</td>
</tr>
</tbody>
</table>
ABA shall submit invoices to SCL monthly in arrears. Invoices shall be on a form approved by the Library, and shall include: (i) the task(s) performed; (ii) the time in quarter hours devoted to the task(s), if applicable; (iii) the hourly rate or rates of the persons performing the task(s); and (iv) copies of receipts for reimbursable materials/expenses, if any. Pursuant to the Agreement, reasonable expenses actually incurred by ABA shall be reimbursed at cost.

The total compensation paid for all services and expenses pursuant to this Addendum shall not exceed a total of $98,000, as specified below:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Description</th>
<th>Consultant</th>
<th>ABA</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>030</td>
<td>Outreach, Programming &amp; Conceptual Design</td>
<td>$ 4,500</td>
<td>$ 14,500</td>
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<tr>
<td>070</td>
<td>Design Phase</td>
<td>$ 2,500</td>
<td>$ 17,500</td>
<td>$ 20,000</td>
</tr>
<tr>
<td>075</td>
<td>Shelving &amp; Furniture Packages</td>
<td>$ -</td>
<td>$ 32,000</td>
<td>$ 32,000</td>
</tr>
<tr>
<td>090</td>
<td>Construction Documents</td>
<td>$ 2,000</td>
<td>$ 10,000</td>
<td>$ 12,000</td>
</tr>
<tr>
<td>095</td>
<td>Bidding &amp; Procurement Support (Shelving &amp; Furniture)</td>
<td>$ -</td>
<td>$ 2,000</td>
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</tr>
<tr>
<td>100</td>
<td>Construction Administration</td>
<td>$ 6,000</td>
<td>$ 3,000</td>
<td>$ 9,000</td>
</tr>
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<td></td>
<td>Total Design Services</td>
<td>$ 15,000</td>
<td>$ 79,000</td>
<td>$ 94,000</td>
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<tr>
<td>RBE</td>
<td>Estimated Reimbursable Expenses (billed only as occurs)</td>
<td></td>
<td></td>
<td>$ 4,000</td>
</tr>
</tbody>
</table>
SUBJECT
TI (tenant improvement) Project Guerneville

RECOMMENDED ACTIONS

1. Approve the Addendum to the Professional Services Agreement (PSA) for Noll & Tam, and authorize Ann Hammond, Director, to execute such agreement on behalf of the Commission.

2. Approve the Bid Proposal included with this Board item (plus any revisions as approved by the Library’s General Counsel), and authorize Ann Hammond, Director, to execute such contracts on behalf of the Commission with contractor with respect to the Guerneville project within the parameters of the Professional Services Agreement and Addendum.

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION:

1. Approve the Addendum to the Professional Services Agreement (PSA) for Noll & Tam, and authorize Ann Hammond, Director, to execute such agreements on behalf of the Commission.

2. Approve the Bid Proposal included with this Agenda item, and authorize Ann Hammond, Director, to execute such contracts on behalf of the Commission with contractor with respect to the Guerneville project within the parameters of the Professional Services Agreement and Addendum.

BACKGROUND

This agenda item is part of an overall refresh strategy that continues to improve Library services in Sonoma County. The Guerneville Library, located at 14107 Armstrong Woods Road in Guerneville will be updated in the spring/fall of 2020.

FUTURE BOARD ACTIONS
Authorize Ann Hammond, Director to sign contracts for General Services.
**FISCAL IMPACT**
This project was approved with the FY 19/20 Surplus Budget.

**STRATEGIC PLAN ALIGNMENT**
Priority 1, Goal A, Objective 1  
Priority 1, Goal B, Objective 2  
Priority 2, Goal B, Objective 1 & 2  
Priority 3, Goal B, Objective 3  
Priority 4, Goal B, Objective 1, 2 & 3  
Priority 5, Goal B, Objective 3

**POLICY ISSUES**
None.

**ATTACHMENTS**
Document #10.3.1 Addendum to the PSA for Noll & Tam and Noll & Tam Bid Proposal
FIRST ADDENDUM TO PROFESSIONAL SERVICES AGREEMENT
DATED SEPTEMBER 16, 2019

This First Addendum to the Professional Services Agreement for architectural and design services dated September 16, 2019, is made by and between the Sonoma County Library ("Library") and Noll & Tam Architects (hereinafter referred to as "Consultant"), pursuant to the terms and conditions set forth below.

RECITALS

A. The Library and Consultant entered into a Professional Services Agreement dated September 16, 2019, for Consultant to provide architectural and design services to the Library (the “Agreement”).

B. Pursuant to Section 1.1 of the Agreement, Consultant has provided a Project Bid to the Library, attached hereto as Exhibit 1 and incorporated herein by this reference, for renovations to the Guerneville Branch Library located at 14107 Armstrong Woods Road, Guerneville, California (the “Project”).

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as set forth below.

FIRST ADDENDUM AGREEMENT

1. Scope of Services. Pursuant to Section 1.1 of the Agreement, the Library accepts Consultant’s Project Bid (Exhibit 1) on its stated terms. Accordingly, as directed by the Library, Consultant shall perform the services described in Exhibit 1 on the Project, which shall be included as part of the Scope of Services under the Agreement.

2. Insurance. The insurance requirements set forth in Exhibit C to the Agreement apply to the Project, and all necessary documentation shall be provided to the Library as required therein.

3. Payment. For all services and incidental costs required hereunder, Consultant shall be paid in accordance with the terms set forth on Exhibit 1.

4. Terms of Agreement Remain Unchanged. Except as otherwise expressly set forth herein, all terms and conditions of the Agreement shall remain in full force and effect and shall apply to this Addendum.
IN WITNESS WHEREOF, the parties hereto have executed this Addendum as of the dates set forth below.

CONSULTANT:

Dated: _____________, 2020

By:__________________________

Christopher Noll, FAIA, LEED AP
Officer and Principal
Noll & Tam Architects

SONOMA COUNTY LIBRARY:

Dated: _____________, 2020

By:__________________________

Ann Hammond
Library Director
EXHIBIT 1

Project Bid

A. PROJECT DESCRIPTION:
Guerneville Library Refresh
Building Size: Approx. 5,900 sf
Estimated Project Budget: $300,000
Anticipated Schedule: January 2020 – September 2020

B. SCOPE OF WORK:

Schematic Design Phase:
- Develop furniture layout scheme for public areas, for review by staff and community
- Provide preliminary examples of furniture styles for soft seating, tables & chairs, children’s area, etc.
- Meetings:
  - (1) Kick-off meeting with Sonoma County Library (“SCL”) project team and Library staff to review project goals and conceptual plan options provided by Facilities by Design
  - (1) Community meeting

Design Development Phase:
- Develop furniture layout options for review, for the staff workroom, quiet room, and break room
- Develop ROM furniture budget for the project based on schematic layouts
- Make refinements to one selected furniture layout option
- Provide up to (3) Interior conceptual 3D views illustrating layout for the public spaces
- Provide up to (3) Interior conceptual 3D views illustrating layout options for the staff workroom
- Design development of service desk
- Design development of staff area workstations and storage
- Provide carpet options for areas to receive new flooring
- Provide examples of furniture types for selection by SCL project team and make final selections based on team feedback
• Coordinate with vendors to provide demo samples of furniture pieces for review by SCL project team
• Provide furniture finish options for review and selection by SCL project team
• Meetings:
  o (3) Design progress meetings with SCL project team (assumes 1 in-person and 2 conference calls)
  o (1) Design progress meeting with SCL project team and library staff (on site)
  o Additional meetings can be provided as additional services

Construction Documents Phase:
• Develop furniture procurement package including:
  o Furniture layout plans
  o Spec sheets for each furniture type, including finish selections and quantities
• Provide construction drawings, including finish plans documenting areas to receive new flooring and/or wall finishes, and casework elevations and details (if required for built-in service desk)
• Provide finish specifications for new carpet and/or wall finishes
• Provide updates to Interior 3D views
• Meetings:
  o (2) coordination meetings with project team (assumes conference call meetings)
  o Additional meetings can be provided as additional services

Construction Administration Phase:
• Assist client with review of furniture quotes from vendors
• Review casework shop drawings and submittals
• Answer RFIs as necessary
• Attend one punch list walk-through with client and furniture vendors
• Provide furniture punch list documentation
• Attend one punch list walk-through for any built-in work (flooring, service desk casework)

Assumptions
• Furniture will be ordered using cooperative purchasing contracts (e.g. US Communities, Sourcewell/NJPA)
• No formal bid process will be required for procurement of the furniture package
• The project scope will not include work requiring permitting
• Client will provide front-end specifications (Divisions 0 and 1) if required for the project
• Client’s staff will act as the on-site contact for delivery & installation of furniture
• Construction work will be procured and managed by SCL project team
• Client will provide supervision of on-site construction work

**Exclusions**

• Permitting coordination
• Mechanical, electrical, and/or plumbing design
• Structural engineering
• Support for formal furniture bid process
• Support for construction bid process
• On site furniture delivery/installation support

Services or work products not noted above can be provided upon request as an additional service.

**Deliverables**

• Presentation materials, such as furniture images/cut sheets, 3D views, plan views
• Furniture package, including specifications and layout plans
• Construction drawings, including finish plans, elevations, and details
• Specifications
• Furniture punch list

**C. COMPENSATION**

For all services and incidental costs incurred in connection with the Project, the Library shall pay Consultant based on the fee rates and pursuant to the requirements set out in the Agreement. The Agreement requires services to be billed hourly based on rates which are set out in Exhibit A.2 of the Agreement; those hourly rates for Consultant are incorporated herein.

Consultant shall submit invoices to the Library monthly in arrears. Invoices shall be on a form approved by the Library, and shall include: (i) the task(s) performed; (ii) the time in quarter hours devoted to the task(s), if applicable; (iii) the hourly rate or rates of the persons performing the task(s); and (iv) copies of receipts for reimbursable materials/expenses, if any. Under this Addendum, Consultant is not entitled to reimbursement of any costs incurred.

The total compensation paid for all services and expenses pursuant to this Addendum shall not exceed a total of $69,200, as specified below.
# Guerneville Library Refresh

Guerneville, CA  
1/21/2020

<table>
<thead>
<tr>
<th>Basic Service</th>
<th>Consultant</th>
<th>SCHEMATIC DESIGN</th>
<th>DESIGN DEVELOPMENT</th>
<th>CONSTRUCTION DOCUMENTS</th>
<th>CONSTRUCTION ADMINISTRATION</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural Services</td>
<td>Noll &amp; Tam Architects</td>
<td>$10,800</td>
<td>$26,300</td>
<td>$24,600</td>
<td>$7,500</td>
<td>$69,200</td>
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<tr>
<td>Subtotal Basic Services</td>
<td></td>
<td>$10,800</td>
<td>$26,300</td>
<td>$24,600</td>
<td>$7,500</td>
<td>$69,200</td>
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</table>

$69,200
SUBJECT
Commission Priorities for the 2020-2021 Budget

RECOMMENDED ACTION
Approve Commission priorities to be included in the development of the 2020-21 budget.

DRAFT MOTION
I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the 2020-21 budget priorities as discussed and direct staff to include them in the draft 2020-21 budget.

BACKGROUND
Library Commissioners were asked to submit budget priorities. The priorities have been summarized and discussed at the January Finance Committee meeting. The Commission needs to agree on the priorities to give to staff. Staff will then take these priorities and include them in the development of the 2020-21 budget.

FUTURE BOARD ACTIONS
Approval of FY 2020-21 Budget.

FISCAL IMPACT
These priorities will be included in the 2020-21 proposed budget.

STRATEGIC PLAN ALIGNMENT
None

POLICY ISSUES
None

ATTACHMENTS
Document # 10.4.1 2020-21 Commissioner budget priorities. Also referenced in the packet under #7.2.2 Finance committee report.
Commissioner Priority List for FY20-21

Randall Neff (Finance Committee Chair)
January 28, 2020

This is a request for the staff to provide cost estimates for the items, and identify potential problems. The Commission will vote on which items to actually include in the FY20-21 budget. This document is also included in agenda item #7.2.2 Finance committee report.

Increasing Hours
- Adding four hours on Sunday.
- Adding three hours on Tuesday evening.
- Adding three hours on Thursday evening.
- Opening thirty minutes earlier on weekdays.

Expanding Services / Outreach
- Create the new Strategic Plan.
- Open Roseland branch with full hours, events.
- Identify underserved groups and create outreach programs: LatinX, seniors, homeless, home schooled, teens.
- Work with Friends and LABs to promote Library services.
- More events in the new hours.
- Provide Library service to the far reaches of Sonoma County.

Technology
- Expand Hotspots and Chromebooks and other equipment.
- More classes on using electronic Library resources, programming, Internet usage.
- Extend the E-street Studio program to other branches with Library funds, work with local film groups, oral history projects.
- Utilize the new technology in the Forum rooms: movie nights, web-casting of author events, award ceremony parties.

Staffing
- Acquire sufficient staff to provide service levels and decrease staff stress.
- Create a voluntary program to provide staff members with Internet access to the electronic Library resources.

Facilities
- Create the new Facilities Plan, documenting condition and future needs.
- Complete renovation projects: Roseland, Petaluma, Healdsburg, Guerneville.
- Improve something at all branches: furniture, carpet, signage, technology.
- Finalize Leases for the branch buildings.

This is a summary of all of the suggestions. Some of these items are already in progress in FY19-20, and will continue in FY20-21.
SUBJECT
Resolution to adopt informal procedures to engage construction project management firms

RECOMMENDED ACTION
Adopt the resolution approving the Sonoma County Library’s use of informal procedures to engage construction project management firms pursuant to Government Code sections 4525, et seq.

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION ADOPT THE:

RESOLUTION OF THE SONOMA COUNTY LIBRARY TO ADOPT PROCEDURES FOR THE SELECTION OF CONSTRUCTION PROJECT MANAGEMENT FIRMS PURSUANT TO GOVERNMENT CODE SECTIONS 4525, ET SEQ.

BACKGROUND
The Library has a number of ongoing and future planned projects to refresh and renovate Library branches to provide for safe and comfortable library environments for the community. These refresh and renovation projects require a substantial amount of administrative and management time and resources in pre-construction, construction, and post-construction management activities, including but not limited to:

- Developing the scope of the projects and project specifications
- Developing project budgets and timelines
- Preparing and managing Request for Proposals and competitive bid packages
- Evaluating proposals from design professionals and construction contractors, making selections, and providing notice of contract awards
- Negotiating and preparing design and construction contracts
- Coordinating design, permitting and review processes
- Managing project construction, including impacts on library branch operations
- Managing work change orders and scheduling issues
• Overseeing project close-out requirements, including punch list items, evaluating contract compliance, obtaining as-built drawings and warranties, and obtaining lien releases from all contractors and vendors

These types of services are typically provided by construction management firms (which can be architects or general contractors) to both private companies and public agencies. While at least one of the architectural firms engaged by the Library provides such services, others do not. Accordingly, because the Library does not have the staff and internal resources to provide all of these necessary services for ongoing and future projects, engagement of construction management firms to provide them may be warranted.

Fortunately, the State of California has provided a mechanism to engage construction management firms through an informal process, rather than through a competitive bidding process. Specifically, Government Code sections 4525 through 4529.5 (called the “Mini Brooks Act”) applies to the Library’s engagement of professional services in certain areas, including architectural, landscape architectural, engineering, environmental, land surveying, and construction project management firms. With certain exceptions, the Mini Brooks Act establishes a Qualifications-Based Selection (QBS) method the Library may use to contract for these types of professional services without going through a competitive bidding process. Such a QBS method and required procedures, however, must be adopted by the Library through an ordinance or resolution.

Library staff believe that utilizing the proposed informal process to engage construction project management firms, rather than utilizing a competitive bidding process, would benefit the Library by allowing it to obtain qualified firms at reasonable prices yet at the same time conserve administrative resources as well as time. The proposed Resolution also requires the Library Director and General Counsel to sign all contracts negotiated pursuant to the informal process, and provides the Library Director with authority to sign those contracts only if such authority has been separately provided by the Commission.

FUTURE COMMISSION ACTIONS
None

FISCAL IMPACT
Unknown at this time, but adoption of the proposed resolutions is expected to increase the efficiency of Library public works projects and conserve internal staff resources required to engage in competitive bidding processes.

STRATEGIC PLAN ALIGNMENT
Priority 5, Goal B: Working Smart

POLICY ISSUES
The purposes of the proposed resolution are to reduce administrative burdens associated with competitive bidding procedures as well as to allow the engagement of construction project management firms to increase the efficiency of library branch refresh and other projects.

ATTACHMENTS

Document # 11.1.1 - RESOLUTION OF THE SONOMA COUNTY LIBRARY TO ADOPT PROCEDURES FOR THE SELECTION OF CONSTRUCTION PROJECT MANAGEMENT FIRMS PURSUANT TO GOVERNMENT CODE SECTION 4525, ET SEQ.
RESOLUTION NO. _____

Dated:_____  

RESOLUTION OF THE SONOMA COUNTY LIBRARY TO ADOPT PROCEDURES FOR THE SELECTION OF CONSTRUCTION PROJECT MANAGEMENT FIRMS PURSUANT TO GOVERNMENT CODE SECTION 4525, ET SEQ.

WHEREAS, the Sonoma County Library is engaged in projects to refresh and renovate its library branches, to provide safe and comfortable library environments for the community;

WHEREAS, the Sonoma County Library may desire to utilize the services of construction project management firms to assist in its ongoing and future projects;

WHEREAS, Government Code section 4526 allows local agencies, such as the Sonoma County Library, to utilize an informal process, rather than a formal competitive bidding process, to select construction project management firms for engagement and utilization on particular projects;

WHEREAS, to be entitled to utilize an informal process to engage construction project management firms on any project, Government Code section 4526 requires local agencies to adopt by ordinance procedures that assure these services are engaged on the basis of demonstrated competence and qualifications for the types of services to be performed and at fair and reasonable prices to the public agencies;

WHEREAS, the Sonoma County Library’s resolution process has the same purpose and effect of adopting an ordinance in this context, and is utilized for the purpose of adopting the provisions of Government Code section 4526;

WHEREAS, it is the intent of the Sonoma County Library to adopt procedures via this Resolution for the selection and engagement of construction project management firms pursuant to the provisions of Government Code sections 4525, et seq., for the purpose of enabling the Library to utilize a cost effective, time efficient, and reasonable process to engage such professionals for the Library’s ongoing and future projects.

NOW, THEREFORE, BE IT RESOLVED that the following procedures shall apply to the Sonoma County Library’s solicitation, selection, and engagement of construction project management firms pursuant to the provisions of Government Code sections 4525, et seq.:
Section 1. Informal Process

a. Description and Applicability

The Sonoma County Library may engage in an informal process to solicit, evaluate and select construction project management firms pursuant to the requirements of Government Code sections 4525, et seq. The process shall be utilized in a manner to ensure that firms are selected to provide services on the basis of demonstrated competence and qualifications for the types of services to be performed and at fair and reasonable prices.

At a minimum, the informal process shall require soliciting written, faxed, e-mailed or verbal price quotations and statements of qualifications from a minimum of three (3) firms providing the type of services required. The solicitations may be either written or verbal, as dictated by the circumstances and judgment of the Library Director. For all services expected to exceed $5,000, written responses by prospective firms are required.

As required by Government Code section 4526, these procedures shall assure maximum participation of small business firms, as defined by the State of California Director of General Services per Government Code section 14837.

b. Non-Applicability of Informal Process

Pursuant to Government Code section 4529, the procedures set forth herein shall not apply when the Library Director determines that the services needed are of a more technical nature and involve little professional judgment, and that requiring bids would be in the public interest.

Section 2. Evidence of Expertise and Experience

Pursuant to Government Code section 4529.5, any individual or firm proposing to provide construction project management services pursuant to these procedures shall provide evidence that the individual or firm and its personnel carrying out onsite responsibilities have expertise and experience in construction project design review and evaluation, construction mobilization and supervision, bid evaluation, project scheduling, cost-benefit analysis, claims review and negotiation, and general management and administration of a construction project.

Section 3. Evaluation and Selection Criteria

The evaluation criteria listed below shall be utilized to evaluate and select prospective construction project management firms under these procedures:

1. Professional qualifications necessary for satisfactory performance of the required service.
2. Specialized experience and technical competence in the type of work required.
3. Capacity to accomplish the work according to the proposed schedule.
4. Past performance on projects of similar scope and nature.
5. Proposed fee schedule based on fair and reasonable compensation for services to be performed.
6. Location of the firm relative to where the project services will be performed and/or pertinent knowledge of the project area.
7. Small Business Concern status and/or participation.
8. Acceptability under other appropriate evaluation criteria, as applicable.

These evaluation criteria may be weighted to emphasize criteria which are more significant to a particular project.

Section 4. Contract Negotiations and Execution

Contract negotiations may be initiated with highest-scoring firms or individuals based on the above-described evaluation criteria. Contracts shall be approved by the Library Director and General Counsel. The Library Director may execute contracts as generally or specifically authorized by the Library Commission.

Section 5. Prohibited Practices

Pursuant to the provisions of Government Code section 4526, any practice which might result in unlawful activity including, but not limited to, rebates, kickbacks, or other unlawful consideration, is prohibited.

In addition, Sonoma County Library employees are prohibited from participating in the selection process when those employees have a relationship with a person or business entity seeking a contract under this section which would subject those employees to the prohibition of Government Code section 87100, which provides that “[n]o public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest.”

Section 6. Miscellaneous

The informal process authorized herein is discretionary, and supersedes any contrary or inconsistent Sonoma County Library contracting policies regarding contracts for services to be provided by construction project management firms.

If any provision of this Resolution conflicts with any federal or State grant requirements, the provisions of the federal or State grant shall prevail.

This Resolution shall take effect upon its adoption.
PASSED AND ADOPTED this ____ day of ________________, 2020, by the following vote.

Commissioner Voting:

Cahill: Doyle: Elkind: Foxen: Haeuser: Heavenridge: Mackenzie:
Merrick: Neff: Schneider: Zollman:

Ayes: Nos: Absent: Abstain: