



# Sacramento Public Library Authority

## ACTION SUMMARY SACRAMENTO PUBLIC LIBRARY AUTHORITY BOARD

**Thursday, September 29, 2011 – 3:00 p.m. to 5:00 p.m.**  
**Board of Supervisors Chambers, 700 H Street**  
**Sacramento, California**

*Please note: The video recording of each Authority Board meeting is the true legal record of its proceedings. This Action Summary is intended to give an overview of items discussed and action taken in regard to those items. Meeting DVDs are available for check-out from any Sacramento Public Library branch within two weeks following each meeting.*

### **1.0 Call to Order**

In Attendance: Linda Budge, Mark Crews, Gary Davis, Darrell Fong, Roberta MacGlashan, Kevin McCarty, Don Nottoli\*, Bonnie Pannell, Michelle Rivas (alternate for Susan Peters), Sophia Scherman, Phil Serna\*, Sandy Sheedy, Jeff Slowey and Jimmie Yee. Angelique Ashby was unable to attend the meeting.

*\*arrived after roll call*

Board Chair Sandy Sheedy declared a quorum and called the meeting to order at 3:00 p.m.

### **2.0 Public Comment on Matters Not on the Agenda**

None.

### **3.0 Director's Report**

Ms. Sass referred the Board to her written Director's Report. She then highlighted the Big Read kickoff event scheduled for this evening beginning at 6 p.m. Ms. Sass indicated that library staff had met with representatives from the City of Folsom regarding the planned annexation of property in the City's sphere of influence. Staff will continue to update the Authority Board on this project.

Ms. Sass indicated that the upgrade to the library's integrated services software will provide the capability to charge patrons for holds not picked up. She indicated that the Fine and Fee Structure would be amended to reflect these proposed charges at a future date after the software upgrade is complete.

Ms. Sass directed the Board to Attachment B of her written report, which provides the new schedule of open hours for each branch library that will go into effect October 8.

Board member Davis asked how the public was being notified of the change in hours at the Franklin Community Library. Ms. Sass explained that staff had provided signage for display and that a letter was going out to all students at both Franklin High School and Toby Johnson Middle School. The schools had also indicated that they would use their electronic notification system to disseminate the information to students and their families.

Board member Budge asked how the change in hours was affecting the North Natomas branch, another joint-use facility. Ms. Sass explained that as a City-funded branch, North Natomas was already at a 36-hour per week service level, so no hours were being reduced, but some hours were being shifted from evening to morning.

Ms. Budge also asked whether there would be a grace period of patrons to pick up holds before incurring a fine. Ms. Sass indicated that the full procedure with this level of detail had not been completed, but would be presented at a future board meeting.

Board member MacGlashan asked about the methodology for determining the number of open hours in non-city-funded branches. Ms. Sass explained it was based on a variety of factors including patron visit data, number of items circulated and staffing. She indicated that the service hours would be evaluated carefully over the next several months and adjustments made as and if needed.

Board member Pannell commented that Valley Hi-North Laguna was a much busier branch than Martin Luther King, Jr. She asked staff to consider service hours at these branches.

Ms. Sheedy instructed staff to add back hours as soon as feasible to do so.

Ms. Sass added that all branches would be closed on Mondays, providing a Tuesday through Saturday schedule at most libraries for the benefit of working families.

#### **4.0 Monthly Financial Report: July 2011**

#### **5.0 Monthly Treasurer's Report – July 2011**

Director Sass referred the Board to the written reports in their agenda documents. These items are information only and require no Board action.

#### **Consent Items**

The following items were approved with a single motion:

6.0 Action Summary: August 25, 2011

7.0 Proclamation: National Friends of Libraries Week – October 16-22, 2011

8.0 Agreement: Central Library Green Facilities Program

Ms. Sheedy asked that Item 9.0 be taken separately.

**Board Action:                      Budge/Crews                      Approved (14-0)**

#### **9.0 GASB No. 54 Compliance and Reserve for Economic Uncertainty Policy**

Ms. Sheedy indicated that she asked that this item be taken separately not because she had a question, but because she wanted staff to share the significance of implementing this policy.

Deputy Director Denise Davis explained that in the course of the FY 10-11 Audit, the auditors had indicated the Authority needed to adopt a policy for economic uncertainty that was in compliance with the new GASB 54 ruling. When staff asked for a sample policy to adapt for the Authority's use, the auditors indicated that no such policy had yet been adopted by a public agency in California. Thus, staff drafted a new policy that is the first of its kind to be implemented in the state. The auditors indicated that it would become a model for other public agencies to use in drafting their own GASB 54-compliant policy statements.

The Board congratulated staff on the great strides that have been taken in the area of the Authority's fiscal management and compliance with government standards.

**Board Action:                      Slowey/Scherman                      Approved (14-0)**

## **10.0 FY 2011-12 Proposed Final Budget, Position Control Listing and Fine & Fee Structure**

Ms. Davis presented the Authority's Proposed Final Budget for FY 2011-12. She reviewed each exhibit, and recapped changes in revenue. She reviewed the methodology and reasoning for the adjustments, as well as the books and materials fund. Ms. Davis also reviewed fund balances, indicating that measures had been taken to slow the use of these reserves including a reduction in the books and materials expenditures, one-half of the reduction coming from print materials and one-half coming from electronic resources.

Ms. Davis pointed out the corrections to Position Control and an addition to the Fine & Fee Structure of a fee range for certain special programs and events, which will help the library recoup a portion of the costs associated with these services.

Board member Nottoli asked about the fee for lost Link+ items, as it is considerably higher than the amount charged for regular library materials. Ms. Sass explained that Link+ is a consortium of libraries and that the Link+ governing body has set that amount.

Ms. Budge asked about the cost for lost or damaged eReaders; Ms. Davis indicated that it was \$150.

Mr. Davis asked whether revenues could be enhanced by installing coffee carts at selected locations or charging for digital downloads of materials. Ms. Sass replied that staff is looking at a variety of revenue generating ideas that would not be classified as "basic service" which by California law must remain free for all users.

**Board Action: Scherman/Budge Approved (14-0)**

## **11.0 Chair's Report**

Ms. Sheedy reminded the Board of the Friends of Sacramento Public Library fundraising dinner on October 14 and encouraged them to get their tickets.

## **12.0 Reports, Ideas, and Questions from Board Members**

Mr. McCarty thanked staff for the work done at Colonial Heights, honoring a request he had made shortly after the Belle Coolege remodel had been completed. He expressed his pleasure with the results of the refresh project and congratulated staff on their excellent work.

Mr. Serna also thanked staff for the great work at Colonial Heights. He and his district director attended the grand re-opening, helping to cut the ribbon. He was impressed with the great study rooms and the kids' area, and is excited about the community garden project that will get underway next spring. Ms. Sass indicated that staff is working with the City of Sacramento to plan this project and will keep the board informed of its progress.

Ms. Sass reminded the Board of the invitation to attend the library's annual Staff Day on October 13.

Ms. MacGlashan thanked staff for the tenth anniversary celebration at North Highlands-Antelope Library.

Mr. Nottoli asked about the reduction in hours at Franklin Community Library and asked staff to provide an update to him at a future date.

Ms. Budge indicated that there were good ideas for revenue generation in the Director's Report, especially the idea of the 501(c)3 and providing flexibility in the Fine and Fee Structure to charge for special services.

**13.0 Closed Session**

13.1 Pursuant to California Government Code Section 54957.6 to discuss matters pertaining to negotiations with recognized employee organization: International Union of Operating Engineers, Stationary Engineers Local 39 AFL-CIO Covering All Employees in the Library Unit. The purpose is to confer with Authority's co-negotiator Denise M. Davis.

Ms. Davis indicated there were no updates available at this time as the negotiating team had not met since the last Authority Board meeting. The closed session was cancelled.

**14.0 Adjournment**

This meeting of the Sacramento Public Library Authority Board was adjourned at 3:56 p.m..

Respectfully submitted,

Brenda Haggard  
Assistant Secretary to the Board

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