

**FILED**

SEP 18 2012

SUPERIOR COURT OF CALIFORNIA,  
COUNTY OF SONOMA

BY [Signature] DEPUTY CLERK

**RESPONSE TO GRAND JURY REPORT FORM**

Approved: [Signature]  
Superior Court Judge  
Date: SEP 18 2012

Report Title: Whose library is it?

Report Date: JUNE 28, 2012

Response by: JANDRA M COOPER Title: LIBRARY DIRECTOR

**FINDINGS**

- I (we) agree with the findings numbered: F6
- I (we) disagree wholly or partially with the findings numbered: F1-5, F7-10  
(Attach a statement specifying any portions of the findings that are disputed; include an explanation of the reasons therefor.)

**RECOMMENDATIONS**

- Recommendations numbered R12 have been implemented.  
(Attach a summary describing the implemented actions.)
- Recommendations numbered R8, R9, R10 have not yet been implemented, but will be implemented in the future.  
(Attach a timeframe for the implementation.)
- Recommendations numbered NA require further analysis.  
(Attach an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.)
- Recommendations numbered R6, R7, R11, R13, R14 will not be implemented because they are not warranted or are not reasonable.  
(Attach an explanation.)

Date: 9.6.12 Signed: Jandra M. Cooper

Number of pages attached 4



1 The Library Director disagrees wholly or partially with this finding.

2  
3 There are procedures for branch managers to use to order items funded by the  
4 Friends of the Library. The delays are not due to lack of procedures, they are  
5 due to a lack of staffing and to the workload for existing staff.  
6

7 **F10. Furniture orders for some branches are unnecessarily held up at the**  
8 **Library Director’s level.**

9 The Library Director disagrees wholly or partially with this finding.

10  
11 The orders are not “unnecessarily held up at the Library Director’s level.” The  
12 issue is lack of adequate staff to manage the Library’s purchasing as well as  
13 the demands on the time of existing staff that creates higher priorities.

14 **RESPONSE TO RECOMMENDATIONS**

15  
16 **R-6. The library director bring all employee job descriptions up to date, with**  
17 **the approval of the Library Commission.**

18  
19 The Library Director will not implement this recommendation because it is  
20 unwarranted or is not necessary.

21  
22 The Library has position classifications for all 32 of its positions, and they have  
23 been approved by the Library Commission. Position descriptions are only  
24 developed by top library management to describe the unique characteristics of  
25 a few higher-level positions that are more complex. The position descriptions  
26 are based on approved position classifications.  
27

28 **R-7. The Library director revise the Performance Management Program work**  
29 **plan performance review template to make it a workable document and**  
30 **institute its usage.**

31  
32 This Library Director will not implement this recommendation because it is  
33 unwarranted or is not necessary.  
34

1 There has been a template in use since the program was instituted. For the  
2 majority of the positions in the Library, the template includes performance  
3 standards developed by a staff committee and reviewed by the union.

4  
5 **R-8. The library director advise all managers of the past due employee**  
6 **performance reviews and get them up to date.**

7  
8 The Library Director will implement this recommendation within the next six  
9 months.

10  
11 **R-9. The library director develop a follow-up method to ensure that reviews are**  
12 **done on time.**

13  
14 The Library Director is working with the Library Commission to implement this  
15 recommendation within the next six months.

16  
17 **R-10. The library director report to the Library Commission the status of**  
18 **library employee reviews on a monthly basis to ensure compliance with**  
19 **library policies and procedures for reviewing all employees in a timely**  
20 **fashion.**

21  
22 The Library Director will implement this recommendation beginning with the  
23 September meeting of the Library Commission.

24  
25 **R-11. The library director order the two end panels for the Guerneville library.**

26  
27 The Library Director will not implement this recommendation because it is  
28 unwarranted or is unnecessary.

29  
30 The Library has returned the donation plus interest to the River Friends of the  
31 Library and, at the request of the branch manager, will not order the end  
32 panels.

33  
34 **R-12. The library director order the other delayed furniture for the Rincon**  
35 **Valley and Coddington branches.**

36  
37 The Library Director has already implemented this recommendation by  
38 ordering the furniture for a number of library branches.

39  
40 **R-13. The library director delegate the ordering of furniture to the library**  
41 **branch manager level when the item is being purchased with FOL funds**  
42 **and within the furniture catalog guidelines.**

1 The Library Director will not implement this recommendation because it is  
2 unwarranted or is not reasonable.

3  
4 Under the Library's policies, branch managers do not have the authority to  
5 approve purchases. Nor do they have any secretarial support to gather quotes,  
6 prepare purchase orders, or monitor purchases.

7  
8 **R-14. The library director establish and implement a furniture ordering policy**  
9 **so that orders requested are placed in a timely fashion.**

10  
11 The Library Director will not implement this recommendation because it is  
12 unwarranted or is not reasonable.

13  
14 The barrier to ordering furniture is not the lack of policies or procedures. It is  
15 due to the lack of adequate staffing and the competing priorities faced by staff  
16 who are responsible for the task.