

## Sonoma County Library

### Library Commissioner Position Description

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#### Overview

The Sonoma County Library Commission is the governing board of the Sonoma County Library System. The Commission is responsible for establishing library policy; hiring and evaluating the Library Director; establishing and monitoring the library budget; setting parameters for management's labor negotiations; and exercising all other powers consistent with applicable law to ensure the effective management and operation of the library system.

Library Commissioners are appointed by the members of the Joint Powers Authority (JPA), which are the Cities of Santa Rosa, Petaluma, Rohnert Park, Sonoma, Sebastopol, Healdsburg, Cotati and Cloverdale; the Town of Windsor; and the County of Sonoma.

Commissioners represent the interests and needs of their appointing jurisdictions and its community, while governing in the best interest of the Sonoma County Library system as a whole.

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#### Responsibilities

Library Commissioners are expected to:

- Attend regular and special meetings of the Library Commission and serve on standing and/or ad hoc committees as appointed by the Commission Chair.
  - Prepare for meetings by reviewing materials in advance and participating in informed decision-making.
  - Attend appropriate library functions, including Library Advisory Board (LAB) meetings, special events, library programs, fundraisers, and community events and activities.
  - Serve as a liaison between the Library Commission and local officials, and help inform the public about library services, initiatives, and needs.
  - Present an annual report and relevant updates on Library activities to their appointing jurisdiction.
  - Interview applicants for open seats on the Library Advisory Board and recommend candidates to the full Commission for formal approval.
  - Maintain communication with LAB Chairs and branch managers within their represented community.
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## Qualifications

A successful Commissioner:

- Demonstrates a strong interest in libraries and public service.
  - Values collaboration and understands effective governance and decision-making processes.
  - Is comfortable making decisions for a large, complex organization.
  - Is able to represent diverse community needs and perspectives.
  - Possesses strong interpersonal, listening, and communication skills.
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## Desired Experience

The following experience is beneficial, but not required:

- Familiarity with the Sonoma County Library and its services.
  - Understanding of local governing boards or public agencies and how they function.
  - Experience in a relevant field such as education, literacy, information technology, finance, human resources, management, fundraising, public relations, or related areas.
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## Time Commitment

Commissioners serve four-year terms.

The Commission meets monthly at a time established by its members. Currently, regular meetings are held on the first Wednesday of each month at 6:00 p.m. Meetings typically last approximately two to three hours. Advance preparation is required.

Additional commitments include:

- A half-day Budget Planning Workshop held annually in mid-April.
  - Special Commission or committee meetings as needed, scheduled in compliance with open public meeting laws.
  - Service on one or more subcommittees or ad hoc task forces.
  - Attendance at Library Advisory Board (LAB) meetings within the Commissioner's represented community.
  - An annual full-day Commissioner training workshop.
  - Completion of online trainings in ethics, the Brown Act, and harassment prevention.
  - Filing of Statements of Economic Interest, as required by law.
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**Additional Information**

Commissioners serve without compensation or benefits. However, they are encouraged to submit library-related expenses, including mileage, for reimbursement in accordance with Library policy.