June 15, 2009 Agenda Packet VI B Woodland Public Library—20 hours per week: Staff Developed

~ July 2009 ~							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4	
			Staff 8-5	Staff 11-8			
			9-1	3:30-7:30	Holiday	X	
5	6	7	8	9	10	11	
	V	Staff 11-8	Staff 8-5	Staff 11-8	Staff 8-5		
	X	Stall 11-0	Stall 0-0	Stail 11-0	Stall 0-0	Staff 8-5	
		3:30-7:30	9-1	3:30-7:30	9-1	12-4	
12	13	14	15	16	17	18	
	Staff 8-5	Staff 11-8	Staff 8-5	Staff 11-8	Staff 8-5	Х	
	12-4	3:30-7:30	9-1	3:30-7:30	9-1		
19	20	21	22	23	24	25	
		Staff 11-8	Staff 8-5	Staff 11-8	Staff 8-5	Staff 8-5	
	X	3:30-7:30	9-1	3:30-7:30	9-1	12-4	
26	27	28	29	30	31	Notes:	
	Staff 8-5	Staff 11-8	Staff 8-5	Staff 11-8	Staff 8-5		
	12-4	3:30-7:30	9-1	3:30-7:30	9-1		

Woodland Public Library—20 hours per week: Director Recommended

~ July 2009 ~							
Sun	Mon	Tue	Wed	Thu	Fri 3	Sat 4	
			1	2	3	4	
			Staff 9-6	Staff 11-8			
			10-2	4-8	Holiday	Х	
5	6	7	8	9	10	11	
	х	Staff 11-8	Staff 9-6	Staff 11-8	Staff 8-5	Staff 8-5	
		4-8	10-2	4-8	10-2	12-4	
12	13	14	15	16	17	18	
	Staff 9-6	Staff 11-8	Staff 9-6	Staff 11-8	Staff 8-5	Х	
	12-4	4-8	10-2	4-8	10-2		
19	20	21	22	23	24	25	
	X	Staff 11-8	Staff 9-6	Staff 11-8	Staff 8-5	Staff 8-5	
	^	4-8	10-2	4-8	10-2	12-4	
26	27	28	29	30	31	Notes:	
	Staff 9-6	Staff 11-8	Staff 9-6	Staff 11-8	Staff 8-5		
	12-4	4-8	10-2	4-8	10-2		

Recommendation Rationale

- Least deviation from current staff schedule minimizing need to "meet and concur" with future reinstatement of hours.
- Degree of consistency obtained with time for alternating Mondays and Saturdays standardized at noon to 4 PM, two evenings 4-8 PM (Tuesday and Thursday) and two mornings 10-2 (Wednesday and Friday).
- Staff always in the building at 11 AM (at the scheduled MVLS delivery time). However, this will necessitate closing at 8 with staff leaving at 8 PM (as is the current practice)

Woodland Public Library—40 hours per week: Alternative B

~ July 2009 ~							
Sun	Mon	Tue	Wed 1	Thu 2	Fri 3	Sat 4	
			Staff 9-6	Staff 11-8			
					Hallata	v	
			10-2	4-8	Holiday	Х	
5	6	7	8	9	10	11	
	X	Staff 11-8	Staff 9-6	Staff 11-8	Staff 8-5		
	^					Staff 8-5	
		12-8	10-6	12-8	10-5	10-5	
12	13	14	15	16	17	18	
	Staff 9-6	Staff 11-8	Staff 9-6	Staff 11-8	Staff 8-5	Х	
	10-6	12-8	10-6	12-8	10-5		
		12 0	100	•	100		
19	20	21	22	23	24	25	
		Staff 11-8	Staff 9-6	Staff 11-8	Staff 8-5	Staff 8-5	
	X	12-8	10-6	12-8	10-5	10-5	
		12-0	10-0	12-0	10-3	100	
26	27	28	29	30	31	Notes:	
	Staff 9-6	Staff 11-8	Staff 9-6	Staff 11-8	Staff 8-5		
	10-6		40.6	42.0			
	10-0	12-8	10-6	12-8	10-5		

Recommendation Rationale

- Least deviation from current staff schedule minimizing need to "meet and concur" with future reinstatement of hours.
- Staff always in the building at 11 AM (at the scheduled MVLS delivery time). However, this will necessitate closing at 8 with staff leaving at 8 PM (as is the current practice)

Note: although opening times are relatively standardized, closing times have three variables. In an effort to realize no change in staff hours, the Friday and Saturday schedule is the same as the present. However, Mondays and Wednesdays offer 6 PM closure in an effort to serve working individuals. On all days, staff leaves at closing time which does nothing to alleviate the identified issue of "rushing" patrons at closing. However, the alternative of closing at 5:30 or 7:30 would require the public to give up a full half-hour which is counter to the originating goal.



W00DLAND PUBLIC LIBRARY

250 First Street, Woodland, CA 95695 (530)661-5980 (530)666-5408 FAX http://www.cityofwoodland.org/library

To: Woodland Library Board of Trustees **From:** Sandy Briggs, Library Services Director

Date: June 1, 2009

Re: Recommendation for Reduction in Total Compensation Packet for Library Services

Director

Background

The City of Woodland is currently struggling with unprecedented budgetary shortfalls which have led to early retirement incentives and drastic reductions to services and programs in an effort to avoid involuntary layoffs. The remaining gap of \$1.3 million (or roughly 5% of total employee compensation) is needed in a combination of salary and/or benefit sharing from employees. All associations and labor unions representing the City of Woodland employees are currently in negotiations as contracts expire June 30, 2009. In a dramatic act of leadership, City Manager Mark Deven has instructed the Department of Finance to reduce his overall monthly compensation by 7.4% beginning July 1, 2009 through a combination of 5% wage reduction and 2.4 % in other compensation (benefits). I propose the comparable reduction for me in my position of Library Services Director to achieve an overall monthly compensation reduction of 7.4%. As with the City Manager's act, I request an adjustment to the act following negotiations to reflect the agreement reached between city management and bargaining units.

I believe that the City Manager has demonstrated leadership that warrants appreciation and emulation in this difficult budgetary time.

Staff Recommendation

The Library Services Director, Sandy Briggs, recommends that her total monthly compensation be reduced by 7.4% effective July 1, 2009.



W00DLAND PUBLIC LIBRARY

250 First Street, Woodland, CA 95695 (530)661-5980 (530)666-5408 FAX http://www.cityofwoodland.org/library

To: Woodland Library Board of Trustees

From: Sandy Briggs, Director

Date: June 10, 2009

Subject: Minimum Staffing Levels on the Public Floor to Insure Public and Staff Safety

Background:

I have been advised by staff that an organizational standard existed in the past that required the presence of four paid staff on the public floor to insure the public's safety as well as that of staff. I am further informed that in any case where the standard was not met and could not be rectified by calling in substitute workers, the library was closed to the public. Although this has not been an issue in the more resent past, I am assured that closing the library with less than four paid staff was common practice under the tenure of previous director, Marie Bryan. I have reviewed the existing Policy and Procedure Manual and find no reference to any practice.

Discussion:

As we face the realities of implementing a 20-hour per week schedule with only four permanent public service staff, the likelihood of falling below four staff due to vacation or illness is certain. I have conducted an analysis of the current public service areas. Although we are fortunate to occupy the oldest operating Carnegie library in the state, the historical building poses particular challenges for visual supervision and safety. With the layout and the isolation of areas, four staff seems an appropriate number.

Recommendation:

I am recommending that the Board consider establishing a standard for public service operations to insure safety for both the public and staff. Although I believe four is the appropriate standard, the Board may want to adopt a minimum standard of three (front, reference and children) for short periods of time during this transition with four being the general standard.