Agendu 11

Heather Muller

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webmaster

nt: Subject: Thursday, December 09, 2010 2:22 PM Contact Us By Department Form Submission

This email was submitted via the Contact Us form on the City of Woodland website:

Area: Library

First Name: Catherine Last Name: Bratton

Email: fourdogpac@pacbell.net

Phone: 530-400-8280

Comments: Please make the Leake Room available for use. It has a large impact on the homeschoolers in

Woodland. I'm sure others will benefit too.

Heather Muller

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webmaster

nt: Subject: Thursday, December 09, 2010 9:15 AM Contact Us By Department Form Submission

This email was submitted via the Contact Us form on the City of Woodland website:

Area: Library First Name: Kelly Last Name: Lee

Email: kpwl@sbcglobal.net Phone: 530-312-1714

Comments: Please open the Leake Room to public use. As a homeschooling family in Woodland we use the library quite a bit and especially have enjoyed homeschool activies such as choir performances, craft days, etc. in the Leake Room. This year we are unable to enjoy a Christmas event as we have no location large enough to host our group. Our family voted for the local tax to keep the library open, yet are not enjoying the full benefits the library has to offer. Thank you for your consideration. Sincerly, Kelly & David Lee, parents of Iain and Wyatt

THE PERSON NAMED IN

Heather Muller

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webmaster

C.it: Subject: Thursday, December 09, 2010 6:48 PM Contact Us By Department Form Submission

This email was submitted via the Contact Us form on the City of Woodland website:

Area: Library

First Name: Sabrina Last Name: Granados

Email: grandsalia@gmail.com

Phone: 530-669-7041

Comments: Hello Heather, I spoke with you by phone earlier in the week and did as you suggested about our homeschooling groups using the Leake Room. Several of our homeschoolers did write and send emails to the library email address, so be on the lookout for those and please forward them to the library board. A couple of us homeschool moms with several homeschool students, attended tonight's library board's meeting. Since I have a cold and am prone to fits of coughing, my 14 son Leo, read his pre-written speech to them. They have requested a copy for their minutes that I have added to this email. I am grateful for you help and the board's willingness to listen and hear us out. Sincerely, Sabrina Granados Leo's Speech to the Board: Dear Board Members: Hi, my name is Leo Granados- Gersalia. I have been homeschooled off and on for the past seven years, and plan to continue to be homeschooled in Woodland until I graduate from high school. We belong to several homeschool groups in the area, as well as our local homeschool group, At Home in Woodland. Because re was a near 17% high school drop out rate in 2005 in Woodland, homeschooling is growing in this community all the time. (Woodland district's drop-out rate in 2008-09, is at 12.7%, http://www.dailydemocrat.com/news/ci 16815161) Homeschooling in this area was a lot easier for our homeschool groups to work together in a common environment, when the Leake Room was available at the Woodland Library. Many of us homeschoolers have used the Leake Room in the past for different events such as a Science Fair, plays and concerts and other activities. My mom has used the room for us to make valentines for the Valentine's for Veterans project. We hand delivered the homemade valentines to the veterans who were in the veteran's hospital, to thank them for their service and sacrifice to our country. We have always tried to follow all the rules and regulations set by the library, and tried to leave the room in a better shape than we had found it in. To the best of my knowledge, no one in our group has ever been banned from using it again. Since the Leake Room has been closed, we have tried to find other places to hold our events and classes without much luck. The Woodland Community and Senior Center should really be renamed to the Woodland Business and Senior Center, as it is priced out of the range of most the people in the community it serves. When we investigated the use of one of the rooms, we found the smallest room that holds 50 people cost \$50.00 an hour, with a minimum of two hours, a \$200 deposit and liability insurance. We checked into a using the room under a non-profit status which our homeschool group has in connection with Mindful Education. The cost would be \$30 an hour with the same use requirements, deposit, and insurance. As most homeschool families are usually single income families, this is not affordable to any of us. With the 2006 median income in Woodland listed just over \$50,000 a year, and almost 12% of Woodland's population annual incomes were below the poverty line, including 14% of those under age 18, it would be hard to believe that these rooms are affordable to most people

Prom. One included the cost of the librarian that needed to open and close the room and dump the trash. Our Jup is more than willing to help out the library anyway it can, including paying the hour's wage of the librarian, dumping the trash, or volunteering to do work in for the library in exchange for the use of the Leake Room. Please work with us so that we have this room to meet the needs of the Woodland homeschool

living here in Woodland. We have checked into other places with event rooms, and they too, are out of our price range or not feasible for our group size or activities. We have heard many reasons why they closed the Leake

Communications Agenda V

To: All Library Board Members

City Manager Mark Deven

Mayor of Woodland Art Pimental

Library Director Heather Muller

Subject: Indirect Charges to the Library Budget

Indirect Charges to Fund 917

One of the items discussed when County Librarian Patty Wong presented her proposal for interim management and financial support last May was the nature and amount of the indirect charges for administrative support, HR, Financial Services, and IT services. As a board member, I have long disagreed with the arbitrary imposition of these charges, especially as they relate to Fund 917 and to the Literacy Service. The county uses a similar system and their recharge percentages are about half of what the city is imposing. I also feel that the imposition of recharges to the 917 account is legally questionable as that account contains all of our bequests and gifts and the recharge amount is higher than the annual input from such sources.

The remaining funds are state payments from PLF and TBR reimbursements from the State Library and such funds are designated specifically for Library use. It also abrogates the agreement reached between the Board and the City Manager which designates those funds solely for Library use. Recharges against those funds effectively converts them to the City's general fund which is definitely illegal for PLF funds and legally ambiguous at best for TBR funds. I also doubt that our benefactors and donors would be pleased to find that the City is taking their donation money and putting it in the general fund. The Board has sole authority over those funds and has never authorized recharges from the account. Any transaction from the 917 account has to be authorized by Board action.

I would propose at this time that all recharges against Fund 917 be refunded immediately and that there be no further recharge against those accounts. Furthermore, any future recharges for the above mentioned services must be fully justified and reflect the actual cost of the services performed. Their actual percentage of our budget has drastically increased, despite a 70% decrease in FTE and corresponding reductions in services by the Library.

Bud Goding

Library Board Trustee

COUNCIL COMMUNICATION

AGENDA ITEM

SUBJECT: Report regarding Library Services, funds

DATE: Feb 15, 2005

management and authorities

PREPARED BY: Richard Kirkwood, City Manager

RECOMMENDED ACTION:

That the City Council concur with the City Managers Findings and Comments regarding the Library Services, funds management and authorities

BACKGROUND INFORMATION:

During the May 8, 2004 City Council Strategic Planning and Budget retreat the Council received reports from the City Manager and Department Directors. During this meeting the Council provided direction regarding the FY2004/05 budget that resulted in program reductions including closure of Camp Packer Creek, reduction in recreation/maintenance programs, temporary closure of Hiddleson Pool, reduced senior center budget and adult recreation, ceased special event funding, and eliminated two library positions resulting in reduced library operating hours.

The Interim Library Services Director Carol Beckham informed the Council that, Library hours were increased in 2000 adding Sunday hours improving services by adding 58 hours per week. By way of budget uncertainty, retirements, and not filling vacant positions this resulted in a 36% loss of staff. The Library Board has reduced hours of operations by 21 hours per week and community petitions were circulated to restore services. The library budget was reduced \$88,900 resulting in reduced operating hours and services to the public.

It was under the budget backdrop that additional review on how best to allocate scarce resources and understand the restrictions on funds that gave rise to the question of sources and uses of funds for library services and the duties and responsibilities of the Library Board and the City Council regarding budget authority.

On May 26, 2004 the Library Board of Trustees met with City staff to discuss financial reporting and the status of State Library Program funds. Recognizing there were a number of outstanding questions regarding the accounting, budgeting, control and management of various funds attributed to library services that must be completely understood by all parties. I discuss that City Attorney to oversee a complete financial and management audit of the Light a hardren.

BJECT: Report regarding Library Services, funds management and authorities

PAGE: 2 ITEM:

Recommendation

The City's General Counsel and City Auditor's Maze & Associates both provided findings and clarification regarding the Library Boards authority and financial reporting and the use and control over Woodland Library Funds. On November 1, 2004 the Library Board received an issue paper prepared by Fiscal Officer Joan Drayton. The Fiscal Officer expressed concern regarding the accumulation of LPSR funds \$476,531 including State Transaction Based Reimbursements (TBR) and Public Library Funds (PLF). It is clear that expenditure of library fund monies is subject to the sole discretion of the Library Board. The Library Board subsequently directed the use of the library fund monies for library purposes to further clear the miss-match of revenues and expenditures.

The Library Board has prepared Policy Statements regarding State Aid to Libraries. I have included my comments:

Tibrary Roard Policy Statements	City Manager Findings & Comments
Library Board Policy Statements	City Manager Findings & Comments
That California State Library PLF and TBR	Concur. The Library Board is charged with
monies are under the sole control of the Library	the management of the library.
Board	The expenditure of library fund monies is
	subject to the sole discretion of the Library
	Board. The City Finance Director is the
,	Library Fiscal Officer.
	All money acquired by gift, devise, bequest,
	or otherwise, for the purposes of the library,
·	
	shall be apportioned to a fund to be
	designated the library fund. All such funds
	shall be used only for library purposes.
	The Library Board will be kept apprised of
·	available library funds and the receipt of any
	such funds.
That these monies exist to supplement, and not	Recognize that a statement of legislative
supplant, local funding provided through the city	policy exists in the Education Code
budget.	
budget.	providing that state funding for libraries must
, , ,	"supplement, not supplant" local government
·	funding. Other than conditioning the receipt
	of Public Library Fund monies on certain
	level of local funding, there does not appear
	to be any substantive requirements placed on
	the City through this statutory language. The
	City retains its budgetary discretion
	notwithstanding the "supplement, not
	supplant" legislative policy.

BJECT: Report regarding Library Services, funds management and authorities

PAGE: 3 ITEM:

That therefore the city should continue to fully fund library activities and operations in its annual budget, independent of the TBR and P. Funds That the Library Board has a fiduciary responsibility to wisely and prudently use the monies to expand library services, programs, a facilities to the people of Woodland.	information to the City Council that provides the council budget discretion and at the same time maximize the available TBR and PLF Funds to be used solely for library purposes. Concur. And, the City Council is generally free to budget for Library services as it sees fit,
That using these monies to reimburse the city's general fund for past expenditures on the library would violate the intent, spirit and the letter of the state laws governing library financing.	y comprehensive budget to demonstrate the

Respectfully submitted,

Regarding the accumulation of the ~\$476,531 LPSR funds the Library Board should direct an audit and create accounting of the funds and develop a revenue and expenditure plan and submit this report as part of the annual budget consistent with the annual budget schedule.

Richard L. Kirkwood City Manager

Bookplates Agendu VII-A

Thanks to the citizens of Woodland, the Woodland Public Library is still able to operate and offer books like this for loan. Measures S & V were passed on June 8, 2010. Thank you for your support and enjoy!	This book and others like it are available from the Woodland Public Library thanks to the citizens of Woodland who passed Measures S & V on June 8, 2010. Thank you Woodland! Enjoy!
On June 8, 2010, the voters of Woodland passed Measures S & V which has allowed the Woodland Public Library to continue to operate. Thanks to the citizens of Woodland, this book and others like it are available for loan.	

Thank you!



WOODLAND PUBLIC LIBRARY

250 FIRST STREET • WOODLAND, CA 95695 • 530/661-5980 Fax 530/666-5408 http://www.cityofwoodland.org/library

To: Woodland Library Board of Trustees From: Heather Muller, Library Services Director

Date: December 6, 2010 Re: Director's Report

Staff hiring update

The Librarian I position (Youth Services Librarian) has been approved by the city. With the November/December holidays and furloughs, the city's HR has suggested the position not be posted until after holidays. Not only would it be a strain for city staff to get everything done before the furloughs, HR doesn't usually recruit during December because of the possibility of missing qualified candidates due to the overall busyness of the holiday season. I will work with Rachael Smith of the city's HR to finalize plans and procedures before the furlough so the position can be posted at the beginning of January.

Facilities

The new phone system seems to be working well. We have had no reports of patrons not being able to get through. We have added a voicemail message on the reference desk phone so if staff is busy helping another patron, the caller can leave a brief question.

Brad Von Striver let us know that Vortex Doors received its city business license. He anticipates new front doors for the library by the end of the year or shortly after.

Furloughs and holidays

The library was closed the entire week of Thanksgiving for furloughs/holidays (November 22-27). Mid-Management staff and I worked a few of the days and a page came in several times to empty the book drop. The workload on the page staff was very heavy but with the help of some volunteers, most of the backlog of returned books had been shelved by Wednesday.

Like last year, the library will only be closed the week before Christmas (December 20-25). During the closure, I, along combination of the part-time temporary LTAs, and pages, will empty the book drops and receive deliveries.

The week before New Years, the library will be open Monday through Wednesday and observe the New Years holiday on December 30th since the library is already scheduled to be closed on December 31st (the Federal/City holiday). LTAs and pages will be in to empty the book drops during the closure.

At this writing, Mid-Management staff does not have a contract but the City Council has scheduled an imposition of the contract on December 7th. It is expected that the contract will contain furloughs.

Technology

The library has set up the QuestionPoint service and we are now live! Look for the new "Ask A Librarian" section of the webpage: http://www.cityofwoodland.org/gov/depts/library/aska/default.asp We've also added a link to the "Aska" service on the library's catalog.

The NorthNet regional library system is still working hard to get OverDrive access up and running by the New Year.

Food For Fines

The "Food for Fines" program will continue through December 29th. Library patrons are encouraged to bring non-perishable canned or boxed food in good condition to the circulation desk of the library during open hours. Each can of food will remove \$1.00 from the patron's overdue fines. This year the food collected will be donated to the Food Bank of Yolo County