

**Heather Muller**

*Communications*

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**From:** NGCALLAWAY@aol.com  
**Sent:** Tuesday, January 11, 2011 1:40 PM  
**To:** woodlandfob@yahoo.com; heather.muller@cityofwoodland.gov; Heather Muller  
**Subject:** Re: Donation in name of Norman Callaway

I conducted a funeral for my sister-in-law, Marianna Stanley, in Napa last week. In appreciation for this the family is making a donation in my name to Woodland FOL.

(If the money comes directly to libe, it's trade-off money within the library budget. If it comes via FOL it's new money, beyond municipal control. So, new money!)

What the family intends is that I choose books, or some other resource/program for the library, in consultation with the library staff. Please let me know when money has been received and forwarded to library, so I can start choosing.

Thank you.

Norman Callaway

Mark,

I've done some research into the funds that are deposited into the Library's 917 account. The funds are from the State and are designed to support library services. There is money from the Public Library Fund as well as money based on the number of items we lend to other libraries (as a way to foster resource sharing).

The entire section of the California code that relating to public libraries is available online at:

<http://www.library.ca.gov/publications/laws.html>

According to consultants at the California State Library, of specific importance is:

The CLSA law, Section 18703(c). Legislative policy, states, "To encourage adequate financing of libraries from local sources, with state aid to be furnished to supplement, not supplant, local funds."

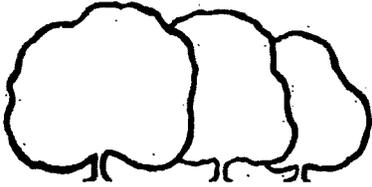
Section 20101(c) of the CLSA Regulations further states, "Funding distributed according to California Library Services Act provisions may not be used to support other than library purposes. To comply with Education Code Section 18703(c), the funding may not be used to replace local funds for library services, but only to supplement the local funding to further the purposes of the Act."

Also, I have attached a Council Communication from February 15, 2005, titled Report regarding Library Services, funds management and authority which recognizes that "expenditure of the library fund monies is subject to the sole discretion of the Library Board" and that "TBR and PLF funds to be used solely for library purposes."

I am researching with other municipal libraries the administrative charges that are being applied to this account. I would also like the opportunity to meet with your staff to investigate if the assessment of these charges is accurate since with our decrease in staffing levels we have the need for less technical support. Would Manuel be the person to discuss these assessments with or is there someone else within the organization?

Thank you,

Heather



# City of Woodland

## COUNCIL COMMUNICATION

AGENDA ITEM

**SUBJECT:** Report regarding Library Services, funds management and authorities

**DATE:** Feb 15, 2005

**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 Hiddleston 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 directed the City Attorney to oversee a complete financial and management audit of the Library services.

**SUBJECT:** Report regarding Library Services, funds management and authorities

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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:

Library Board Policy Statements	Recommendation City Manager Findings & Comments
That California State Library PLF and TBR monies are under the sole control of the Library Board	Concur. The Library Board is charged with the management of the library. 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 supplant, local funding provided through the city budget.	Recognize that a statement of legislative policy exists in the Education Code 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.

**SUBJECT:** Report regarding Library Services, funds management and authorities

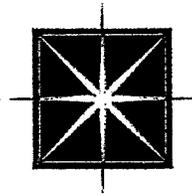
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**ITEM:**

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<p>That therefore the city should continue to fully fund library activities and operations in its annual budget, independent of the TBR and PLF Funds</p>	<p>The Library Board should prepare budget 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.</p>
<p>That the Library Board has a fiduciary responsibility to wisely and prudently use the monies to expand library services, programs, and facilities to the people of Woodland.</p>	<p>Concur. And, the City Council is generally free to budget for Library services as it sees fit, within its legislative discretion. We look forward to the board of library trustee's annual report each year. In addition to the requisite information that the Board provides to the state librarian on the condition of the library, the City Council is requesting complete reports on the following matters:</p> <ul style="list-style-type: none"><li>• Facilities conditions report</li><li>• Operations and maintenance assessment report</li><li>• Staffing levels, services and funding opportunities report that details cost savings in various levels of reduced operating hours</li></ul>
<p>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.</p>	<p>The Library Board should prepare a comprehensive budget to demonstrate the library's "mandated functions" and specifically identify those elements that establish the basic foundation program as those elements basic to the function of public libraries.</p> <p>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.</p>

Respectfully submitted,

Richard L. Kirkwood  
City Manager



California  
STATE LIBRARY  
FOUNDED 1850  
PRESERVING OUR HERITAGE, SHAPING OUR FUTURE

January 6, 2011

Heather Muller, Library Services Director  
Woodland Public Library  
250 First Street  
Woodland, CA 95695-3411

Dear Ms. Muller:

Thank you again for participating in the first "Pitch An Idea" round! Your "Employment Literacy Program" idea was selected and the approved funding level for your project is \$10,000.

The funding is less than your original request due to CIPA requirements. We hope this funding will support your efforts with this program.

Now it is time to submit the application. We've included in your grant award email message:

- An Application
- An Application Guide with instructions for writing your grant. If you would like to get more information about the application, there is an archived overview at <http://infopeople.org/> titled "LSTA Procedures for Competitive Grants - 2010/2011".
- "Federal Restrictions on the Use of LSTA Funds". Please be sure to read before you develop your budget.

**Please submit your completed application by Monday, January 24, 2011.**

The Library Services staff is ready to assist in making your application a success. The assigned grant monitor for your project is Carla Lehn, [clehn@library.ca.gov](mailto:clehn@library.ca.gov), (916) 653-7743. Please work with this staff person as you develop the application.

We look forward to receiving your application.

Kindest Regards,

A handwritten signature in black ink, appearing to read "Stacey A. Aldrich". The signature is fluid and cursive.

Stacey A. Aldrich  
State Librarian of California

Doc.#15246

**CALIFORNIA STATE LIBRARY  
FY 2010/11  
LSTA PITCH AN IDEA**

**Instructions – Please read carefully!**

Welcome to Pitch an Idea! The purpose of this form is to give the State Library an overview of your idea before our conference call. This is not a full-blown proposal. Think of this as your two-minute elevator speech about the project.

Please answer all of the questions below with *no more than two pages and using 12 point font*.

Email completed form to Mickie Potter at [mpotter@library.ca.gov](mailto:mpotter@library.ca.gov) by 4:00 p.m. on **December 8, 2010**.

Please be reminded that incomplete or late submissions will not be considered.

**Contact Information**

- |  |  |                                 |              |
|--|--|---------------------------------|--------------|
| <b>1. Library/Organization</b>                 | Woodland Public Library  |                                 |              |
| <b>2. Project Coordinator Name &amp; Title</b> | Heather Muller, Library Services Director  |                                 |              |
| <b>3. Email Address</b>                        | <a href="mailto:heather.muller@cityofwoodland.org">heather.muller@cityofwoodland.org</a> | <b>4. Business Phone Number</b> | 530-661-5984 |

**Idea Information**

- 5. Draft Title**      Employment Literacy Program
- 6. Estimated Cost**      \$30,000
- 7. How long will this project take?**      6 months with grant, then ongoing
- 8. What are you trying to accomplish with this project?**

In Yolo County, 11.9% of our citizens are unemployed with nearly 20% of them lacking basic literacy and computer skills. For a county of 200,000 people, that represents approximately 40,000 people who have some sort of reading and writing deficiency with 23,000 unemployed. According to the Business Forecasting Center at the University of the Pacific, the faltering recovery will keep California's unemployment rate above 10% for at least three more years.

Creating jobs in this country is one problem; creating literate Americans to fill that workforce is another. Computer literacy skills are the bare minimum required for employment. Job seeking is no longer the act of filling out an application at a warehouse, rather it is a complex series of on-line applications, uploading of resumes, and the ability to receive and send email. For the computer illiterate adult, or one without regular access to a computer, this is an insurmountable task. Without access and the proper training in computer skills, hope of ever being employed fades and they become one of the 15 million Invisible Americans.

Since the Great Depression, public libraries have served not only as a book depository, but as a source of information, training, and computer access. Now more than ever, Californians are turning to libraries as a source of job information, computer training, and education in basic literacy skills.

The Woodland Public Library is dedicated to providing free access to information and resources to patrons and recognizes employed citizens contribute positively to a healthy, thriving community. The library is centrally located in an area which abuts neighborhoods that need more services rather than less. The public is now more than ever placing heavy demands on access to computers. The library only has 17 computers available for accessing the Internet and a variety of Microsoft programs to serve a town with a population of over 57,000. Patrons with pressing concerns regularly face wait times for access due to the small number of computers available. Due to limited resources, patrons have no more than 90 minutes of computer access a day which is often not enough time to fill out an online job application.

It is the goal of the Woodland Public Library to create an Employment Literacy Program with 12 designated notebook computers, allowing patrons access and use for job hunting and other employment-related activities. The program will augment the library's collection with state-of-the-art technological software, books, and databases to create more tools for job seekers. The program will also offer job search

related educational opportunities, resume skill building workshops, and an expert speaker's series in the field of career transition, budget management during hard-times, and career placement.

The current economic recession has not only put a stress on our individual patrons and their households, it has also stressed the library's resources. The development of an Employment Literacy Program is crucial to serving patrons who have nowhere else to turn and expect to find answers and assistance in the library. The library is not seeking to duplicate the resources of the Yolo County Workforce Investment Board, Goodwill, or the career counseling centers of local technical and community colleges. The library regards providing employment information and job literacy as part of its fundamental mission and is striving to create more access to tools for the job seeker.

The job seeker will gain knowledge to successfully execute their employment search by having access to an employment "tool box" which will include access to the 12 computers with flexible reservation times, skill-building and resume creation software, and practical hands-on advice from staff and volunteers. The job seeker will have the resources and stress-free environment to complete detailed on-line job searches and applications.

#### 9. How does this project fit into the California State Library LSTA 5-Year Plan?

The Employment Literacy Program dovetails to the California State Library LSTA 5 Year Plan in several areas.

The program will be a responsive change library services (Goal II). Having access to job literacy tools is more important than ever in this continuing economic slowdown. We have observed more patrons who need job seeking tools and longer access to computers to complete their job search activities. The library seeks to be relevant to the needs of the community by offering these tools (increased computer access, training, workshops, books) to help job seekers find employment.

The notebook computers will also help with the goal of technology access for all by improving user's understanding and use of electronic library resources (Goal IV). The library subscribes to such job literacy sources such as Learning Express/Job & Career Accelerator but we are currently unable to teach classes to those interested in using the product because of the high demand for the few public computers we have. The notebook computers will give the library the flexibility to offer classes when and where they are needed and offer computer access when not being used for training.

This project also helps with access and accessibility (Goal V) by attempting to offer programs to improve skills, knowledge, status, and life condition to users regardless of socioeconomic status. The tools – both tangible and intangible – offered in the program will be able to be used by anyone who needs assistance. By contracting with a professional career counselor, the library will offer a speaker's series to help job seekers find employment and manage the difficulties they face.

The program also addresses access to literacy and learning opportunities (Goal I). The goal of any library is to help users be successful in life's endeavors. We will use this project to reach out to those in need and expand access to information and educational resources such as books, databases, computers, and online tools.

**IMPORTANT NOTICE: Your director and/or a library administrator must be supportive of this project and must participate in the phone call with the State Library.**

Doc.#15203

GOVERNOR RELEASES 2011-12 BUDGET - LIBRARY FUNDING DECIMATED

by Mike Dillon and Christina DiCaro, CLA Lobbyists

Monday, January 10, 2011

Proposal Would Eliminate All State Funding for PLF, TBR and Literacy

This morning newly elected Governor, Jerry Brown, released his 2011-12 Budget proposal, calling it "painful" and one that "requires sacrifice from every sector of the state, but we have no choice." The plan recommends a whopping \$12.5 billion in cuts and \$12 billion in revenue options in order to address the staggering \$25 billion Budget, as well as a "vast and historic restructuring of services," as part of the Governor's realignment proposal. Of the cuts revealed- by Governor Brown today is a proposal to completely eliminate all state funding for the Public Library Foundation, Transaction Based Reimbursement and the California Library Literacy and English Acquisition Service. This amount totals \$30.4 million. (\$12.9 million cut to the PLF, \$12.9 million cut to the \$12.9 TBR and a \$4.6 million cut to the literacy program). Specifically, the Governor's Budget reads as follows:

"The Governor's Budget proposes to decrease General Fund assistance for local libraries by \$30.4 million in FY 2011-12, resulting in the elimination of General Fund for the following programs: Public Library Foundation, California Library Literacy and English Acquisition Services, and the California Library Services Act. With the exception of some limited local assistance for library development and civil liberties programs, the ability of the state to provide General Fund local assistance to the California State Library is hampered by the economic conditions of the state. Despite these reductions, the California State Library will continue to preserve California's history and cultural heritage, and will continue to share its collection of historic documents with the citizens of California."

You will recall from our recent alert to the field that the legislature and the lobbying corps were preparing for a "shock and awe" Budget, with the Governor pledging that no industry or program area would be spared from deep cuts. In fact, the Budget axe falls dramatically on Medi-Cal (\$1.7 billion cut), CalWORKs (\$1.5 billion), Department of Developmental Services (\$750 million), and a \$500 million cut to the California State University and \$500 million cut to the University of California. The proposal also would require a 10 percent reduction "in take-home pay for state employees not currently covered under collective bargaining agreements." Of note, the Governor expects the legislature to act on these proposed cuts - including the library related cuts - in the next few months.

As we referenced in our last alert, the Governor's plan also centers around a large-scale realignment of state and local government services, with the first phase of the realignment to be funded from revenue from a combination of the sales tax and vehicle license fee tax extensions. The revenue extensions/solutions referenced above would need to be agreed to by the legislature no later than March so that the sweeping proposal could be placed to the voters for consideration on the June 2011 ballot. As best we understand the Governor's plan, the \$30 million cut to the library programs would not

be backfilled with the Governor's ballot revenue proposal. Instead, those revenues would be used to prevent additional cuts to K-12 education funding and other programs, and to begin the phase-in of the Governor's realignment proposal. The first phase of realignment focuses on public safety services, the second phase focuses on the implementation of the federal health care initiative, and under the Governor's plan, redevelopment agencies and enterprise zones would also be eliminated.

Phase two of the plan recommends a "constitutional amendment to provide for 55% voter approval for limited tax increases and bonding against local revenues for development projects similar to those currently funded through redevelopment and for infrastructure." In response to reporters' questions about what happens if the voters refuse to allow extension of the current taxes for an additional 5 years, the Governor responded that there would have to be further significant cuts to "schools, prisons, and the universities."

The CLA Legislative and Advocacy Committee will be meeting next Friday to discuss messaging and strategic responses to address the Governor's Budget released today, and soon we will be providing you with additional contact information and talking points. In the meantime, please take a moment to contact your Assemblymember and Senator and express your concerns over these devastating cuts to the Public Library Foundation, Transaction Based Reimbursement and Literacy programs. Urge them to reject these cuts when the issue is before them in the coming weeks.

CLA President's Response to Governor Brown's Proposed Elimination of \$30.4 million in State Funding for California Public Libraries

Tue, 01/11/2011 - 4:00pm

Contact: Holly Macriss, CLA Executive Director, (916) 233-3298

Paymaneh Maghsoudi, 2011 CLA President and Director, Whittier Public Library, (562) 464-3452

Folsom - Gov. Jerry Brown's 2011-2012 budget proposes eliminating \$30.4 million in state funds for the Public Library Foundation, Transaction Based Reimbursement and the California Library Literacy and English Acquisition Service. These cuts eliminate all state funding for California public libraries. Paymaneh Maghsoudi, California Library Association (CLA) President and Library Director of the Whittier Public Library, released the following statement regarding the proposed reduction of funding for California's public libraries.

"The revelation yesterday that Governor Brown is proposing to eliminate all \$30 million in state funding for three of California's most valuable public library programs - the Public Library Foundation, Transaction Based Reimbursement, and the California Library Literacy program, is both disastrous and disheartening. Since the early 2000's, public libraries have been one of the hardest hit segments of local government, with deep reductions totaling more than 75% made to these programs by the previous two Governors combined. We understand fully California's dire Budget situation and the challenges of the recessionary economy, but the public libraries have done more than their share to assist with the Budget deficit over the years by absorbing painful cuts. The time has come to stop the bleeding and CLA respectfully asks the members of the legislature to oppose these proposed cuts to our valuable programs.

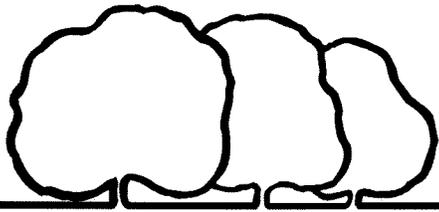
The proposed cuts unveiled by the Governor will not only jeopardize library hours, staff positions, and the availability of books and materials, they will also potentially dismantle the cooperative system of borrowing and loaning books, known as Transaction Based Reimbursement (TBR), that has existed statewide for over three decades. Incidentally, a cut of this magnitude to the TBR could make the state ineligible for the federal match that is a part of this program. Lastly, in 2007 alone, more than 20,000 adult learners participated in the state literacy program, benefitting native English speaking adults who have never learned to read, or the K-12 schooling system has failed them. The elimination of the state funding for this program would be truly heartbreaking for individuals and families who desperately need this assistance.

While state funding for libraries has decreased, door counts continue to rise at an amazing rate for most libraries and library branches, and staffs are stretched to capacity. In this difficult economy, libraries are a safety net for many people who have lost their home or jobs and are using their local library to write resumes, attend workshops on credit repair, and utilize free access to high speed Internet to look for work or do research. Public libraries assist our K-12 school children with the necessary tools to help

expand their education, such as literacy programs, Homework Help centers, books for school assignments, etc. The timing couldn't be worse for the Governor's proposed \$30 million cut to public libraries."

*The California Library Association was established in 1895 and currently has 3,000 members consisting of librarians, library employees, library students, friends groups and trustees, businesses, institutions, and members of the general public.*

*The State's Education Code notes that there should be "permanent, stable, and predictable financing for public libraries of the state through a combination of state and local revenues." The Code further reveals, "...the public library is a supplement to the formal system of free public education, and a source of information and inspiration to persons of all ages, cultural backgrounds, and economic statuses, and a resource for continuing education and reeducation beyond the years of formal education, and as such deserves adequate financial support from government at all levels."*



# City of Woodland

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## MEMORANDUM

**DATE:** January 3, 2011

**TO:** Senior Staff and Management Analysts

**FROM:** Mark G. Deven, City Manager

**SUBJECT:** FY 2012 Budget Process

This memorandum is provided in order to establish direction for the preparation of the FY 2012 budget and updated financial plans for all City funds.

As all of you are aware, long term financial plans are the cornerstone of the City's Budget and Fiscal Policy. Long term financial planning has been implemented through the projection of revenues and expenditures for each of the City's major funds, including the General Fund, utility enterprise funds and redevelopment. The planning period forecasts revenues and expenditures based on financial assumptions that factor trends and other relevant data.

Since the onset of the current recessionary economy, developing financial assumptions has been challenging if not impossible. General Fund revenues have declined so far, so fast that staff has been unable to accurately forecast income. Sources of revenues that are driven by economic conditions such as sales tax and development fees have been extremely volatile and have declined as much as 20% over a single year period. Even property taxes, usually a stable source of income, are expected to decline nearly 5% in FY 2011 compared to FY 2010 based on projections from the County Assessor.

Enterprise funds and other fund revenues are also challenged although in slightly different ways. Water and Sewer enterprise fund revenues must account for the increasingly complex and highly regulatory operations of these critical public utilities. In addition, these revenues must account for financing requirements so that the City can issue bonds to replace/repair critical infrastructure and implement costly projects such as Surface Water and Meter Installation. The complexity of these projects requires a certain degree of flexibility that can cause assumptions to be revised.

On the expenditure side, staff has had to account for meeting labor agreement conditions, increases in benefits costs and inflationary adjustment in other normal operating

expenses. Woodland has implemented nearly all of the usual and customary strategies to reduce expenses, including a hiring freeze, elimination of vacant positions, reduction or elimination of training/conferences, Golden Handshake retirement incentives, program/service consolidation, furloughs and sharing of benefit cost increases with employees. Some of these strategies were initially considered as short-term with the assumption that the economic downturn would either not get any worse or end quickly.

Finance staff and the City Manager's Office have concluded that the current economic downturn **is not short term, will not end quickly and will continue for the next 5-8 years, at a minimum.** While it is possible that conditions should not deteriorate further, most economists believe that the recovery will be slow and steady to the point that it will be barely noticeable. These conditions need to be factored into the FY 2012 budget process revised 10-year Financial Plans for all funds.

The passage of Measure V also generates conditions and challenges for the General Fund that must be addressed. This quarter-cent sales tax should generate nearly \$8.3 million from its actual implementation on October 1, 2010 through its sunset exactly four years later on September 30, 2014. The revenue will enable certain programs and services slated for elimination to continue; however community and Council expectations have expressed to the City Manager that the same services need to continue at the levels funded by the sales tax measure after the measure sunsets.

The Council also believes that the passage of Measure V strongly suggests that Woodland residents do not want any more service level reductions. Woodland residents voted to assess themselves an additional quarter-cent in the midst of a recession in order to preserve the level of certain critical services such as the Library, public safety, Senior Center and parks. The concept associated with the sales tax measure is that the additional revenue would be a temporary adjustment that will allow the City to revise its fiscal priorities as the economy recovers.

In order for this to occur, it is imperative that the City organization commit to a series of actions that will revise its present fiscal priorities. Some of these actions were presented in the FY 2011 summary of organizational initiatives, such as restructuring the organization and developing new ways of conducting business. Other actions include changes to how employees are compensated and the level of cost of living adjustments that can be expected throughout the course of the slow economic recovery.

On many occasions, the City Manager and City Council have acknowledged that Woodland's employees are its Number One asset. This acknowledgement remains true at the present time.

During the last three years, the City and its employees, through their bargaining units, have implemented retirement incentives; furloughs, shared benefit cost increases and accepted new work assignments in order to blunt the impact of the current economic downturn. Despite the loss of 96 positions over the last three years, only 5 full-time employees and one part-time employee have been involuntarily discharged through layoffs. While the last three years have been very stressful and challenging to all

employees, Woodland has avoided the dozens of layoffs and double-digit salary reductions that the employees of other government agencies, including Yolo County and the State, have had to endure.

It is absolutely critical for the Departments to reflect the current status of the economy and other fiscal conditions as described herein in the preparation of their 2012 budget requests for **all funds**. Therefore, the City Manager's Office in collaboration with the Finance Division is issuing instructions to all Departments in association with the preparation of the FY 2012 budget.

In order to understand the foundation for the instructions, it is important for Departments to review the revenue and expenditure assumptions that are being factored into the FY 2012 budget and updated 10-year Plan by the Finance Division and City Manager. These assumptions are described in the following section. **Express direction to Departments is noted in bold where appropriate.**

## REVENUE ASSUMPTIONS

### General Fund Revenue Assumptions

- **Property Taxes:** 2% growth in FY 2012. This assumption reflects some recovery in the housing market that acknowledges the residential development in process with Standard Pacific within the Spring Lake Specific Plan area and Pulte at Gibson/Ogden. Any unnecessary delays caused by unwieldy processes or failure to resolve issues could adversely impact this assumption.
- **Sales Taxes (excluding Measure V):** 2% growth in FY 2012. This assumption reflects very slow growth although it is important to note that **any** growth is a positive development given the recent history.
- **Transient Occupancy Tax (TOT):** 4% increase in FY 2012. This assumption reflects the modest recovery and some work between staff and youth and adult sports organizations to market Woodland hotels to visitors/participants who attend events at the Community Sports Park.
- **Document Stamp Tax:** Assumes no increase for FY 2012.
- **Sales Tax – Measure V:** 2% increase for FY 2012. This assumption is consistent with the sales tax assumption above.
- **Fee Revenues:** Based on development projections, these fees are expected flat at best. However, the 10-year Plan projected a 2% growth in FY 2012. Again, the City's ability to quickly process development projects could adversely impact this assumption and require a revision that will impact the organization.

- **Fines, Service Charges, Revenue from Other Sources, Sales & Donations:** 2% increase.
- **Other Miscellaneous (including Indirect charges):** 5.6% annual increase.

#### Water Fund Revenue Assumptions

- **Water Fees:** Assumes the 20% fee increase approved by the City Council through the Proposition 218 process in November 2009 and necessary to support the financing of critical capital projects.

#### Sewer Fund Revenue Assumptions

- **Sewer Fees:** Assumes the currently adopted rates adjusted for the CPI factor.

#### Combined Transportation Funds

- **Net TDA Revenue:** Assumes a significant reduction of over \$400,000 due to the use of TDA funds by the Yolo County Transportation District for the first priority which is transit. **Staff needs to review projections with YCTD as soon as possible.**
- **Gas Tax:** Assumes a 2% increase.
- **Gas Tax Swap (Previously Prop 42):** Assumes a 3% increase.

#### Redevelopment Agency

- **Tax Increment:** Assumes a 2% increase.

### **EXPENDITURE ASSUMPTIONS**

#### General Expenditure Assumptions – All Funds

- **Personnel Costs**

Salaries: Increase of 1% in FY 2012 (reduced by assumed FY 2011 retirements)

Benefits: 8% increase in FY 2012

Overtime: Unchanged from 2011

Please note that, with the exception of overtime and temporary hours, departments will not be required to provide calculations related to personnel costs.

- **Discretionary expenditures** – Reflects the following historical trends:

Professional/Contract services: **no increase unless approved by CM during budget review meeting.**

Supplies/Services: **no increase unless approved by CM during budget review meeting.**

Meetings/Education: **no increases.**

- **Non-Discretionary expenditures** – These items are not entered by departments; however, the following assumptions reflect current agreements and historical trends:

YECA contract: 3% annual increase

Utilities: 5% annual increase

Technology charges: 5.6% annual increase

Vehicle maintenance: 3% annual increase

#### Water Fund Expenditure Assumptions

- **Debt Financing:** Assumes expenditure of previously issued bond funds and new financing to support scheduled capital projects.
- **Unfunded Capital Projects:** The current 10-year Financial Plan shows that there are a total of \$112,563,383 in unfunded projects with \$103,058,383 estimated for Surface Water and \$9,505,000 for various other projects; **beginning to address this situation needs to be factored into the FY 2012 budget.**

#### Sewer Fund Assumptions

- **Bond Funds:** Assumes some expenditure of Bond funds that may be unexpended from FY 2011.
- **Unfunded Capital Projects:** The current 10-year Financial Plan shows that there is a total of \$13,475,000 in unfunded projects; **beginning to address this situation needs to be factored into the FY 2012 budget.**
- **Sludge Management:** Staff has identified the development of a plan to address sludge management based on conditions imposed by regulatory agencies. **Further discussion will be required to factor in projections to implement the plan.**

## Combined Transportation Funds

- **Review of Expenditure Reduction Options:** The following areas will need to be reviewed for expenditure reduction opportunities in order to offset the loss of TDA funds as described herein.
  - Sign Maintenance – **Reduce or eliminate**
  - Local Street Lights **Reduce or eliminate**
  - Signal Maintenance - **Reduce**
  - Arterial Road Street Lights - **Reduce**
  - Traffic Engineering Support for Enforcement – **Reduce or eliminate**

## Redevelopment Agency Assumptions

- **Redevelopment Bond Funds:** RDA Bond funds will be used to fund certain reimbursable costs for the Yolo Superior Courts project. In addition, bond funds will be used to support the Downtown Theatre project and the potential expansion of the redevelopment area.
- **Housing Set Aside Funds:** There is a potential for expenditure of Housing Set Aside funds if certain initiatives are approved for implementation by the RDA Board. **In FY 2011, the Board allocated a significant portion of the fund balance of this fund to home loans, so available amounts will be carefully reviewed prior to approval.**

As we begin the FY 2012 budget process, it is important to emphasize the need to adhere to the deadlines that have been established as outlined in the attached calendar. In order to ensure accuracy of information and continuity of process, it is crucial that all budget submissions be received by the January 22, 2011 deadline. The standard “BP” forms have already been or will be provided to facilitate the process, however forms related to new requests (positions, vehicles, equipment) will not be included. Unless significant savings will result from the creation of a new position, modification of existing positions or the purchase of a new piece of equipment, such requests will not be considered for any funds this year.

The FY 2012 budget will be the first budget year entered into the new Tyler Eden financial system. Analysts and other staff from each department have received training and written instructions for budget entry which we hope will ease the transition. We recognize this is an additional challenge for an already difficult budget and will be a learning experience for all involved. We urge you to contact Finance staff for assistance with any issues you may encounter, and thank you for your patience as we transition to a program that will make the budget information more meaningful and accessible.

In closing, we are an organization of talented and highly competent people who I am confident will work together to prepare a plan for meeting service delivery demands in

the face of these challenging economic times. I wish to extend my sincere appreciation to each of you and your staff for your commitment and support to the City of Woodland and this upcoming budget process. I am confident that the FY 2012 operating budget and 10-year Financial Plan will be economical and prudent and will facilitate decisions that will work for today and improve the community and organization in the future.

**CITY OF WOODLAND**  
**Operating Budget**  
**Internal Development Schedule 2011/2012**

Due Date

Dec 17	Revenue submissions completed for all funds (BP 6 form) due to Finance
Jan 7	Allocation of permanent employees (BP1 form) due to Finance
Jan 22	All departments budget submissions completed (BP forms: <b>BP2</b> (part time hours), <b>BP3</b> (OT, stand-by and acting pay), <b>BP 7</b> (Vehicle cost center allocation); entry of discretionary budget items in Eden complete, decision package submittal complete
Jan 25	Changes to 10-Year Forecast (staffing and equipment needs)
Feb 25	Preliminary Draft #1 to Directors and CM for review
March 4	Departmental Comments due to Finance
Mar 7-11	City Manager Meetings with Department Heads
March 29	Council Study Session to review list of potential issues
Mar 14 – April 6	Finance analysis, review , modification, and compilation
Apr 7	Preliminary Draft #2 to Directors and CM for review & comment
April 8-May 10	Budget Document Preparation
May 10	Council Package Due for May 24 Study Session (Budget session )
May 24	Council Study Session
May 25 - June 8	Council Modifications to Draft Budget Document  Proposed Budget – analyzed, reviewed, assembled, printed
June 10	Council Package Due for June 21 Council Meeting
June 21	Council Meeting - - Adoption of Preliminary Budget

BP 6

**DEPARTMENT PROGRAMMATIC  
REVENUE PROJECTIONS  
FISCAL YEAR 2011 / 2012**

**DEPARTMENT TITLE:** Library

**DEPARTMENT NUMBER:** 71

**FUND NUMBER:** 917

**ACCOUNT SUMMARY & PROJECTION**

Dept	Fund	Division	Account	Account Title	FY 10 Actual	FY 11 Budgeted	FY 11 Budgeted	FY 12 Projections
LIBRARY	917	071	4543	CLSA & TBR Rev Lib	\$78,282.39	\$150,000.00	\$75,000.00	\$ 70,000.00
LIBRARY	917	071	4548	Other State Grants	\$0.00	\$0.00	\$0.00	
LIBRARY	917	071	4572	Public Library Foundation	\$19,976.00	\$20,000.00	\$19,000.00	\$ 18,000.00
LIBRARY	917	071	4739	Reimbursements	\$1,081.87	\$0.00	\$0.00	
LIBRARY	917	071	4799	Other Miscellaneous Revenue	\$454.93	\$0.00	\$0.00	
LIBRARY	917	071	4810	Donations	\$2,630.95	\$0.00	\$0.00	



HEATHER MULLER  
Library Services Director  
heather.muller@cityofwoodland.org

## 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: January 13, 2011  
Re: Meeting room policy review

### Explanation:

During the December 9, 2010, Library Board of Trustees meeting, members of the home school group, At Home in Woodland, asked the Library Board to reopen the Leake Center meeting rooms for public use. The item was added to the next Library Board agenda (January 13, 2011).

### Research:

I requested meeting room policies from the library community using the California Library Association listserv called calix. I received 21 responses from 16 different library systems.

I developed a chart benchmarking responses based on the criteria of who could use the rooms, what the rooms could be used for, how much was charged, and other details that may affect use. The chart (titled: "Comparison of select CA meeting room policies" / filename: meetingroom compare.pdf) is attached.

### Costs:

In 2009 it was reported that the annual cost of operating the Leake Center for public use was \$25,000.

Fleet and Facilities Manager, Brad Von Striver, contacted PRIDE Industries, the City's contracted cleaning service, for a quote (attached, filename Leake\_Center Quote.pdf).

None of the libraries surveyed were concerned with fees regarding Prop 26.

### Options:

Modifications/limits that would help reduce costs could be made to the previous Leake Center policy. Based on the survey of other California meeting room policies/rules, these suggestions are what most other libraries currently require.

#### Suggestions:

- Limit space to nonprofit/community groups only
- Limit space to groups who have meetings open to the public with no admission charges, fees, or membership requirements
- Limit the number of times a group can utilize the space
- Limit the advance request time
- Do not require deposit (less paperwork for staff)

While in the past, the meeting room was scheduled and organized by a staff member, moving the responsibilities to a volunteer might help contain the impact on library staff time.

Positives:

- Volunteer time could be used to schedule Leake Center = no extra burden on staff
- If a volunteer is available, they could borrow a key from staff to open the Leake Center

Negatives:

- Currently there is no volunteer who has expressed interest in maintaining the schedule – we can post on volunteermatch but it may take time to find a volunteer
- A volunteer would probably not be available daily so requests may have to wait
- A volunteer might not always be available to open the room - and a staff member would always have to disarm the building
- A volunteer may not always be available to check the meeting room after use

Fees could be assessed to every group using the library so there would technically be zero impact to the fund.

Suggestions:

On Monday, January 10, 2011, Governor Jerry Brown proposed a budget that would eliminate state funding for libraries and literacy programs. Last year that amount was about \$79,000 for the Woodland Public Library and \$40,000 for the Woodland Public Library Literacy Service.

While it would be ideal to offer public access to the Leake Center, it may be rash to make that promise at this time. There is no way of knowing how much time would be needed for scheduling and access of the Leake Center but even with limitations of use, staff is very thinly stretched now. Additional duties may result in service suffering elsewhere.



January 5th, 2011

To: **Brad Von Striver**  
**Fleet & Facilities Manager**  
**City of Woodland**

From **Esmeralda Sheldrick**  
**District Manager**  
**PRIDE Industries**  
**10030 Foothills Blvd**  
**Roseville, Ca. 95747**

Re: **SERVICE QUOTATION: (Custodial Service -Leake Center)**

**SCOPE OF SERVICE:**

PRIDE agrees to provide the labor for the overall management to perform the services as listed below

**PRICING:**

Option #	Description	Monthly Price
01	Custodial Service – 5 x weekly (Mon-Thur & Sat)	\$375.23
02	Custodial Service – 3 x weekly (Mon, Wed & Sat)	\$225.83
03	One time cleanups as requested (24 hour notice preferable)	\$55.00

**Scope of Work**

- ✓ Trash, vacuum, dust and wipe down horizontal surfaces.

**Other Considerations**

- ✓ PRIDE will provide any tools and equipment for this project.

## Leake Center Use Policy

The library welcomes the use of its meeting rooms for activities of a civic, cultural, or educational nature and for the discussion of current public questions. The community room(s) and conference room in the Leake wing of the library shall be used to enhance the intellectual and cultural pursuits of the community.

1. Facilities shall be made available on an equitable basis without regard to the beliefs or affiliations of individuals or groups requesting the use of space. (Library Bill of Rights)
2. Woodland Public Library and City of Woodland uses have priority.
3. The rooms shall be available to nonprofit groups or organizations for specific events and may be booked as meeting space for three months or six months in advance, with renewals permitted. In order to accommodate the largest number of community groups, no group or agency may book meeting space more often than once a week. This restriction does not apply to the City of Woodland.
4. No private social events may be booked in the Leake Center. (Adopted 10-19-04)
5. Use of meeting rooms will be revoked if established procedures and/or policies for library behavior are not observed.
6. For-profit organizations shall be charged rental fees in accordance with the current **Woodland Public Library Fines & Fees Schedule**.
7. Nonprofit groups shall not be charged rent. The library reserves the right to make appropriate charges for utilities, janitorial services, etc. Users may be required to obtain liability coverage.
8. The library reserves the right to reassign space or to cancel bookings.
9. Rooms to be used by persons under the age of 18 must be reserved in writing by a responsible adult, and adults must be present during the use of the rooms by minors.
10. No smoking is allowed in the building.
11. Alcoholic beverages may be served by special permission and with proof of adequate liability coverage. (Adopted 1-8-88; revised 10-1-90)
12. Requests for exceptions to the Leake Center Rooms Policy shall be made to the Director of Library Services who may grant or withhold approval at his/her discretion. (Adopted 10-18-04)
13. Individuals or groups using space must adhere to all specifications in the "Booking Instructions for the Leake Center" (Appendix E) and "Equipment Use Procedures" (Appendix F).

12/20/05

## BOOKING INSTRUCTIONS FOR THE LEAKE CENTER

No telephone bookings will be made for any room in the Leake Center. Inquiries about room availability can be answered over the telephone.

Groups not associated with the library must clearly state in any press releases or other publicity that the meeting is not sponsored by the library, and that the presence of the group in the community room does not constitute library endorsement of the policies or beliefs of the group.

To book and use the rooms:

1. The responsible person or their agent must fill out a **Meeting Room Reservation Form**.
2. The Library Services Director or his/her representative will approve the reservation and a copy of the approved form will be returned to the responsible person.
3. At the time the reservation is completed, a copy of all policies and procedures regarding the use of library meeting facilities will be given to the applicant. **Failure to abide by these procedures may cause the revocation of a group's permission to use the Leake Center in the future.**
4. Profit-making groups and groups charging admission will be assessed a fee. Use of the Leake Community Room will be charged at \$20/hr. or \$100/day. Use of the Leake Conference Room will be charged at \$10/hr. or \$50/day. **All fees must be paid before reservation is confirmed.**
5. If a refundable cleaning deposit is required, it must be paid in advance. **It must be paid before reservation is confirmed.**
6. On the day of the meeting, the responsible person or their agent should come to the Circulation Desk on the main floor of the library. Staff will accompany them to the meeting room, unlock doors, and provide requested equipment.
7. When the meeting is ended, the responsible person or their agent must return to the Circulation Desk to inform staff. **Failure to do so will result in a \$10.00 fine and eventually in revocation of permission to use the Leake Center.** If the meeting ends after library closing, the exterior gate must be locked, and the key deposited in its envelope in the bookdrop.
8. No meeting will be booked to begin before 9:00 a.m. Monday through Thursday, or before 8:00 a.m. on Friday and Saturday. Members of the staff may be available on an overtime basis to arrive before these

times. However, these arrangements must be made with the individual staff member, and there is a charge of \$20.00 per hour. **This charge must be paid before reservation is confirmed and is not refundable.**

9. Never leave the meeting room unattended (i.e., when the group leaves for lunch) without informing library staff. Failure to do so will result in a \$10.00 fine and eventually in revocation of permission to use the Leake Center.

Please refer to "Instructions for Groups Using the Leake Community Room" and "Equipment Use Procedures" for further information.

11/28/89 rev. 6/4/90; 11/3/92; 6/8/94; 12/20/05; 10/10/07

### Comparison of select CA meeting room policies

	Yolo Co	Arcadia PL	Butte Co	Fresno PL	Glendora PL	Kern Co	Livermore PL	Milipitas PL	Ontario PL
<b>Non-Profit/Community?</b>	"Non-profit or community"	"Nonprofit"	"Community"	Yes	Yes	Yes	Yes	Yes	Yes
<b>503c Required?</b>						Yes for free access			
<b>Entry Fee/Admission?</b>	No Fees	No	No	No	Yes			No Fees	No
<b>Commerical?</b>	NO	No	No	No	Private meetings only	Yes but much higher fees	Yes	NO	No
<b>Sales conducted?</b>	NO	No	No	No	No			No names collected for later	No
<b>Religious?</b>									No
<b>Events open to all public?</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Social parties?</b>		No	No					No	No
<b>Food?</b>	\$10 if food is served	\$50 fee	Light refresh		Yes			Light refresh	No
<b>Frequency?</b>	2X a month				1x per month			2x a month	3x a quarter
<b>Timing?</b>	Up to 3 months advance	@ least 48 hrs in advance, up to 3 months			@ least 2 weeks advance, up to 3 months		Up to 6 months advance	Up to 3 months advance	Up to 3 months advance
<b>Fees?</b>	only if food is served	\$80/hr (2 hr min)	No (Cancelation fee)		\$50/hr - 50% off for res NP	0 for NP/ up to \$200 commerical 4 hr	\$20-30/hr - 50% off for res NP	\$10 per event	
				May require proof of insurance					No donation/solitation

### Comparison of select CA meeting room policies

	Orange Co	Redding PL	Richmond PL	Sacramento PL	San Jose PL	Santa Barbara PL	Santa Monica PL
<b>Non-Profit/Community?</b>	"Community"	Yes	Community	"Community"	Yes	Yes	"orderly public gatherings"
<b>503c Required?</b>					Yes		
<b>Entry Fee/Admission?</b>	No	No	No	No	No	No	No
<b>Commerical?</b>	No	Yes	No	No	No	"For profit organizations"	No
<b>Sales conducted?</b>				No	No		No
<b>Religious?</b>	No formal						
<b>Events open to all public?</b>	Yes	Yes	Yes	Yes	Yes (except 1x year)	Yes	Yes
<b>Social parties?</b>	No						
<b>Food?</b>					Approved caterer	With cleaning fee	
<b>Frequency?</b>		2X month	1x per month (6x per year)				6 hrs/month (no more than 2x)
<b>Timing?</b>	@ least 2 weeks/up to 180 days	@least 72 hrs/up to 6 months			Up to 3 months in advance		Up to 2 months advance
<b>Fees?</b>	No	0 for NP/\$130+ for 2 hrs	No		\$35 for up to 4 hrs/\$70 for more	\$20-\$300 for 3 hrs	\$25-60/hour
	"no advancing any doctrine or theory subversive under the constitution of the United States"	Library card required	No fundraising		Library card required	"within service area"	No donation/solitation/fundraising
							Waiver of liability form

## Woodland Public Library 2010/2011

### Director's Second Quarter Report

**Staffing:**

Excluding Literacy staff and the Director, 4 full-time employees staff the Library as opposed to 11 in July 2008. As a result of such continued staff reductions and sustained high use by the public, the Library has had to rely more on part-time, temporary staff. With a Librarian position funded but unfilled, part-time, temporary employees are needed to maintain service to the public. In October, the Director decided to increase temporary Librarian usage to give the permanent Librarians time off desk to catch up with a backlog of pressing issues (such as working through problems with Baker & Taylor). By the end of December, the accumulated B&T processing had been completed and other projects caught up. Temporary Librarians will still be used for Youth Services support but otherwise will only be used to fill in time at the reference desk due to vacation or illness.

#### Temporary Employee Usage

Classification	Q1 2008-2009	Q1 2009-2010	Q1 2010-2011
<b>Page Hours</b>	1221	795.25	1012
<b>LTA Hours</b>	1973.5	832.25	1273.5
<b>Librarian Hours</b>	0	101.5	130
<b>Q1</b>	<b>3194.5</b>	<b>1729</b>	<b>2415.5</b>
<b>Page Hours</b>	1115.75	784	866.5
<b>LTA Hours</b>	1934	664	1424
<b>Librarian Hours</b>	26	70	328
<b>Q2</b>	<b>3075.75</b>	<b>1518</b>	<b>2618.5</b>
<b>Mid Year</b>	<b>6270.25</b>	<b>3247</b>	<b>5034</b>

City-wide furloughs occurred during this second quarter. While the City was closed 2 full weeks around the holidays, the Library closed a total of 7 days for furloughs and holidays. Planning ahead, the Library made sure no items were due during the period it was closed. However, pages emptied the book drop several times throughout the period so book drops would not overflow and staff would not be overwhelmed upon return.

A job posting for the vacant Librarian III position was listed for internal candidates. Librarian Patricia Lakie was promoted to Librarian III from Children's Librarian II.

The Librarian I position (Youth Services Librarian) was approved by the City. With the November/December holidays and furloughs, the City's HR suggested the position not be posted until after holidays. The position was posted January 3, 2011, in Calopps.org

and will close January 21, 2011. Interviews are tentatively set for the first week of February.

With the City no longer holding a “staff appreciation day,” the Library celebrated its staff’s contributions on November 1, 2010, with a potluck lunch and sandwiches and soup from Fat Cat Café.

**Facility:**

The Library’s front door was breached after-hours in September and the Fleet and Facilities Manager suggested it be replaced. A new door will be purchased and installed with Measure E funds. The scheduled replacement date is January 14, 2011.

On December 9, 2010, Allstate Insurance contacted the Library by phone regarding damage that had been done to our “curb” by one of their insured. Due to privacy concerns and since the incident was in an investigation phase, they provided no real information about the accident. The drive-up book drop had been damaged around the same time and the insurance staff suggested a claim be filed. While checking with the city and the city’s insurance company, the Library received a letter from Allstate addressed to “The City of Woodland Hill” but with our address. The letter provided more information about the incident so Allstate was called again. Allstate had mistakenly contacted Woodland Public Library about an accident that occurred in Woodland Hills on their city property. No claim was filed.

Reflective tape was added to the edges of the book drop to help drivers navigate around it.

During the first quarter, a fire inspection was conducted by the City fire department. Some problems were noted but all were small. Maintenance was notified and made the needed corrections by the end of the second quarter.

A new phone system was installed by the City that uses Voice Over Internet Protocol (VoIP) technology. The phone system is more flexible for users and offers the City more control over messaging, etc. The system will also save money since it does not use traditional phone service. There were some glitches but the City IT department worked long (and weekend) hours to ensure the library had phone service.

The Library also upgraded copiers this quarter. According to the City IT department, this new copier will scan, fax and print – allowing the Library to get rid of stand-alone printers which cost more for toner and are harder for IT to support. The Library got the same copier other departments in the City have and it is networked and works well.

**Public Service:**

Visits to Woodland Public Library in the second quarter increased slightly from last year. With the Library's standardized hours which include every Saturday, the hope is that visits will continue to grow. Visits average almost 800 per day and 100 per hour.

**Visits to Woodland Public Library**

	2007	2008	2009	2010	2011
July	16680	20338	24427	19508	17672
August	17878	19225	20564	15674	16554
September	15567	19605	21631	17082	15952
<b>Q1</b>	<b>50125</b>	<b>59168</b>	<b>66622</b>	<b>52264</b>	<b>50178</b>
October	17065	20363	21193	16527	17203
November	15672	19902	18093	12968	14339
December	17009	17567	18867	14457	12709
<b>Q2</b>	<b>49746</b>	<b>57832</b>	<b>58153</b>	<b>43952</b>	<b>44251</b>
<b>Mid Year</b>	<b>99871</b>	<b>117000</b>	<b>124775</b>	<b>96216</b>	<b>94429</b>

While circulation decreased from last year's second quarter, it was only by .26%. The greatest reduction came in December which is traditionally a slow month. Also early that month, the renovated Mary L. Stevens Davis Branch of the Yolo County Public Library reopened after being closed since October. Woodland Public's increased statistics in October and November may have been due to the Davis library's closure or it may signal a reverse of circulation decline. It is expected that many Woodland residents who use Woodland Public will visit the Davis library so our third quarter statistics may reflect that trend.

**Tradition Checkouts and Renewals**

	FY 07	FY 08	FY 09	FY 10	FY 11	% Change
Jul	22,262	26,706	32,617	28,598	27,804	-2.78%
Aug	21,852	27,290	27,688	25,299	23,743	-6.15%
Sep	21,149	25,769	28,220	25,697	22,817	-11.21%
<b>Q1</b>	<b>65,263</b>	<b>79,765</b>	<b>88,525</b>	<b>79,594</b>	<b>74,364</b>	<b>-6.57%</b>
Oct	20,098	27,099	29,084	25,317	25,579	1.03%
Nov	20,241	27,033	26,699	21,086	23,675	12.28%
Dec	19,848	26,067	28,307	22,345	19,317	-13.55%
<b>Q2</b>	<b>60,187</b>	<b>80,199</b>	<b>84,090</b>	<b>68,748</b>	<b>68,571</b>	<b>-0.26%</b>
<b>Mid Year</b>	<b>125,450</b>	<b>159,964</b>	<b>172,615</b>	<b>148,342</b>	<b>142,935</b>	<b>-3.64%</b>

**Reference:**

Assisting library users in meeting their information needs is the heart of the library profession. It is a service that is expected by the public and one that many professional librarians see as most important and satisfying. The Library is continuing its reduced

reference staffing with a reference librarian available 6 hours a day. The Children’s desk is staffed at all times but not always by a Librarian. While it seems the reference questions have increased from last year, it’s important to note that reference statistics are generally subjective and are gathered by busy librarians working the reference desk.

### Reference Activity

	FY09	FY10	FY11	% Change
<b>Jul</b>	1090	424	748	76.42%
<b>Aug</b>	1226	730	701	-3.97%
<b>Sep</b>	730	966	596	-38.30%
<b>Q1</b>	<b>3046</b>	<b>2120</b>	<b>2045</b>	<b>-3.54%</b>
<b>Oct</b>	943	647	1082	67.23%
<b>Nov</b>	1719	281	885	214.95%
<b>Dec</b>	2171	540	658	21.85%
<b>Q2</b>	<b>4833</b>	<b>1468</b>	<b>2625</b>	<b>78.81%</b>
<b>Mid Year</b>	<b>7879</b>	<b>3588</b>	<b>4670</b>	<b>30.16%</b>

### **Outreach Activities:**

Outreach activities continue to be at a minimum as staff is needed in the building to assist customers. Esther Guardado attended Woodland Coalition for Youth monthly meetings (the Director also attended the October meeting) and attended an all day workshop sponsored by the Sierra Health Foundation called “Endless Possibilities.” In October the Director attended a monthly Soroptimist Club meeting where an update about the Library was given. Also in October, the Director visited the Community and Senior Center for a Senior Computer Club meeting. In December, the Director, Librarian Carol Davis and Library Trustee Alain Traig attended the opening ceremony and dedication of the renovated Mary L. Stephens Davis Branch of the Yolo County Public Library. Youth services staff has hosted a number of class visits with tours and a brief story time. Special displays such as for “Baking for the Holidays,” continue to boost circulation.

### **Programming:**

Traditional library programming has suffered from service level reductions. The number of regular programs provided such as story times and book clubs has decreased from previous years and special programs are almost non-existent. What special programs the Library provides are funded by the Friends of the Library. Librarian Patricia Lakie (while wearing her children’s librarian hat) organized a program for Teen Read Week on October 18, 2010. “Mona Lisa to Manga” was a manga workshop that was really enjoyed and appreciated by the young adults who attended (attendance is included in

the teen numbers below). Esther Guardado organized a children’s magic show for Halloween. She arranged for Robert Parker to perform a comedic magic show that delighted the packed house (aka the Leake Community Room). Also, during the month of December, craft supplies were left out and available in the children’s area and young people were encouraged to make their own holiday decorations to take home. The chart below provides a detailed analysis of programming activities.

		Quarters 1 & 2			
		FY09	FY10	FY11	% Change
Toddlers					
	# programs	21	12	13	8.33%
	# attendees	660	158	165	4.43%
Preschool					
	# programs	53	24	31	29.17%
	# attendees	971	337	205	-39.17%
School Age					
	# programs	25	31	18	-41.94%
	# attendees	876	1065	565	-46.95%
Teens					
	# programs	17	0	7	n/a
	# attendees	77	0	51	n/a

**Collection:**

Thanks to the tireless effort of Librarians Patricia Lakie and Carol Davis, the pre-processed materials from Baker & Taylor have shown an improvement. There are fewer errors – and the errors that are occurring are less serious than before. Twice monthly conference calls with Baker & Taylor are still occurring but the Librarians are move toward spending less time double-checking each item. Instead, period spot-checks of different types of material will occur. The error rate is currently at 8% which is above Baker & Taylor’s claimed 3% but much better than before. Realistically, 8% is probably close to the error rate with in-house processing.

**Collection Allocation**

	Budget	Expended	% Expended
<b>General Fund 101</b>	\$24,500	\$15,998	65.3%
<b>Developer Fees 570</b>	\$85,000	\$47,642	56.0%
<b>Trust Fund 917</b>	\$100,000	\$24,300	24.3%
<b>Total</b>	\$209,500	\$87,940	42.0%

# Library Material Expenditures

FY 10-11						
		OCT	NOV	DEC	Q2 EXPEND	Q2 BUDGET
Graphic Novels	\$ 1,500					375
Adult fiction	\$ 26,000	2650	1579	2048	6277	6500
Large print	\$ 1,600			0	0	400
Adult nonfiction	\$ 20,000	2289	1621	1553	5463	5000
Adult reference	\$ 3,000	0	0	0	0	750
Adult Spanish	\$ 1,600					400
ESL & Language	\$ 1,000					250
Adult Print Sub	\$ 54,700	4939	3200	3601	11740	13675
Adult Spoken Word	\$ 8,000	303	475	187	965	2000
TEACH	\$ 2,500					625
CDs	\$ 5,000	819	200	431	1450	1250
DVDs	\$ 32,000	2433	883	2027	5343	8000
Adult AV Subtotal	\$ 47,500	3555	1558	2645	7758	11875
Adult Total	\$ 102,200	8494	4758	6246	19498	25550
YA--Total	\$ 7,000	705	673	362	1740	1750
Children's books	\$ 41,050	1883	2780	1975	6638	10262.5
Children's Spanish	\$ 3,000	65	733	388	1186	750
Children Print Sub	\$ 44,050	1948	3513	2363	7824	11012.5
Child Sp Wd & CD	\$ 1,750	438	208	252	898	437.5
J DVDs	\$ 15,000	1180	1162	674	3016	3750
Children's AV Sub	\$ 16,750	1618	1370	926	3914	4187.5
Children's Total	\$ 60,800	3566	4883	3289	11738	15200
Total Print A, YA, J	\$ 105,750	7592	7386	6326	21304	26437.5
Total AV A, J	\$ 64,250	5173	2928	3571	11672	16062.5
Totals	\$ 170,000				32976	42500
Actual SO	\$ 40,000	818	734	577	2129	
Overdrive		1021			1021	
Full Total	\$ 210,000				36126	

### Public Computer Access:

Computer usage is down slightly however the Library has been down one computer as the City's IT department took a computer so they can test the configuration of their new small profile computers that will replace all the large desktop CPUs soon. However, once it was learned that IT was not working quickly to roll out the new computers, the Library asked that the computer be returned. It was set up at the beginning of the third quarter on a new standing computer desk (purchased by Friends of the Library) and set to allow only 15 minutes of access. It's a kind of quick use station for those who just want to use a public computer to check their email, etc.

### **Public Computer Usage**

	<b>2009-2010</b>	<b>Per Hour</b>	<b>2010-2011</b>	<b>Per Hour</b>
<b>Jul</b>	3,031	17.22	2632	15.67
<b>Aug</b>	2,756	16.40	2575	14.63
<b>Sep</b>	2,821	16.79	2474	14.73
<b>Quarter 1</b>	<b>8,608</b>	<b>16.81</b>	<b>7681</b>	<b>15.00</b>
<b>October</b>	2,767	15.72	2759	15.33
<b>November</b>	2,043	17.03	2087	13.73
<b>December</b>	2,237	15.53	1995	14.05
<b>Quarter 2</b>	<b>7,047</b>	<b>16.02</b>	<b>6841</b>	<b>14.43</b>
<b>Mid-Year</b>	<b>15,655</b>	<b>16.44</b>	<b>14522</b>	<b>14.73</b>

### Literacy:

- Voter Literacy Workshop was held in conjunction with CLLS, Easy Voter Guide Leaders and League of Women Voters led by an Adult Learner.
- 10 computer/job labs were held on Tuesday afternoons.
- CLLS granted Literacy an additional \$20,000 bringing this year's State grant up to \$58, 317. (up from \$17,000 3 years ago)
- Tutor trainings netted 5 new tutors, all of them paired with students
- 6 United Way/outreach presentations were given to local business and corporations.
- Philanthropy dinner was attended and two tutors were honored as "volunteers of the year" (Jerrell Johnson and Nancy Galliato)
- CLA Conference was attended by the Literacy Coordinator
- Grants written: Biberstein Foundation and First 5 Yolo for a bi-lingual literacy station in the Children's library (site visit/interview for First 5 Yolo on January 4th with Patty and Sue). Soroptimist International United Way Certification, Kelly Foundation, and Northrup Grumman Foundation. Target grant funded for \$5,000.

- Inmate Literacy saw the graduation of its first Federal office of Refugee Resettlement/Division of Unaccompanied Children's Service juvenile with a GED out of Juvenile Hall ( totals: 67 out of Juvenile Hall, 125 our of Monroe)
- We threw a Christmas party to honor our No Barrier's Students.

### **Staff Training:**

FEMA training will continue for all staff as classes become available. Librarian Patricia Lakie completed all required classes for the EOC PIO position and is officially backup to the Director in case of emergency. All permanent staff and many temporary staff attended the City's training for the new phone system. The Director attended free E-Rate training, a city/county webinar for "New Organizational Models for Local Government," and a City required Preventing Harassment class. Librarian Patty Lakie took a free InfoPeople online course for "Jobs and Workforce Recovery." Librarians Patty Lakie and Carol Davis attended an online workshop called "Library Behavior Policies". The Director and the Librarians also attended free training webinars for America's Newspapers, OverDrive, and QuestionPoint. Also, the Director, the Librarians and Literacy Coordinator Sue Bigelow attended the California Library Association Conference in Sacramento.

### **Other:**

**Snapshot Day:** The State Library asked libraries gather data about use on a specific day and make a report so that a capsulated "snapshot" of a day in the library can be presented. The official day took place on Monday, October 4<sup>th</sup>, but due to low staffing and vacations, the Library reported usage for October 19<sup>th</sup>.

**QuestionPoint:** The OCLC virtual chat service was started at Woodland Public Library and there have been a few contacts. The service offers patrons the option to "chat" live, real-time with a librarian or to leave an email message which is answered by Woodland staff. All contacts that leave email addresses are followed up by Librarian Carol Davis.

**Grant – Pitch an Idea to the California State Library:** An 8 day turn around was required to apply for the State Library's "Pitch an Idea" grant application of LSTA funds. The application allowed only 2 pages of 12 point font to quickly describe an idea for funding. The Library submitted a proposal for \$15,000 for Job Literacy needs. We requested notebook computers, software, collection (book) enhancements, a speaker's lecture series and money for materials and promotion to assist job seeks. At a December 20<sup>th</sup> follow up call with the State Library, the notebook computers and software request had to be removed from the grant since CIPA requires filtering (censoring) Internet access to purchase funds with federal money. A modified request was made for \$8,000 for other aspects of the grant.

**Food for Fines:** The Library accepted one can of food per dollar owed for late fines during the holidays (post-Thanksgiving to pre-New Years). The food was donated to the Food Bank of Yolo County. Counting the number of “cans” donated was attempted but it was impossible since food was constantly coming in and pick up times from the Food Bank were not consistent. The Food Bank picked up cans three times and each time the area looked like the photo below:



**Upcoming:**

The American Library Association Conference has opened registration. This year, it will be held in New Orleans June 23-29. The website is <http://www.alaannual.org/>

**Carol Davis, Q2, 2010-2011, October – December 2010**

- Lead librarian on OverDrive collection – attended webinars on collection development for the project and acted as liaison for the library for the OverDrive collection development/selection committee.
- Attended the California Library Association conference in November in Sacramento.
- Lead librarian for QuestionPoint/Ask a Librarian – participated in a webinar on the product and have been answering reference questions as they come in.
- Set up a web tutorial on America’s Newspapers with our Newsbank representative for the librarians.

- Participated in a fascinating webinar on library behavior policies.
- Assumed responsibility for the VOIP phone system implementation for the library, including identifying issues and resolving them with city IT. Attended one on one meeting with Heather and IT, as well as general staff training.
- Ordered new standing/walk-up computer desk for the Media Room and am working with IT to have a quick-use computer installed for public use.
- Worked on tax order for the new season with the IRS and Franchise Tax Board and will set up tables for tax information in early January.
- Selection for the adult fiction and non-fiction collections.
- Displays in front reading room.

**Patricia Lakie, Q2, 2010-2011, October – December 2010**

- Attended the California Library Association conference in Sacramento November 12-15; attended several useful workshops relating to collection management, technical services and youth services, including the half-day 2011 Summer Reading planning workshop.
- Completed the first live posting on volunteermatch.org (Volunteer Coordinator position).
- Completed available FEMA NIMS courses and tests currently required for the Librarian III.
- Ran quarterly reports (holdings and patrons reports) and other necessary reports (missing items, billed items, and circulation records, for example).
- Attended the quarterly Partner's meeting and kept in contact with Sacramento regarding their changes in procedures that concern us.
- Continued to work with Baker & Taylor regarding our pre-processed items. I participated in a conference call in December with Baker & Taylor, Sarah Smith (Sac Public's tech person), and representatives from Sacramento, Folsom and Woodland. Since then, Baker & Taylor has been working directly with Sarah Smith to solve some of the technical problems that were occurring, such as duplicate records in Millennium for the same ISBN number.
- Took on new duties as the Librarian III. I appreciate the Board's support.
- Continued to supervise Youth services and am in charge of collection development for materials for children and teens. The Friends paid for a wonderful Magic Show program in October. We significantly increased the number of picture books/CD sets on the hanging bag rack in both English and Spanish.