

ally inadmissible, "except as provided by law." Since the statute governing workplace violence hearings (Code of Civil Procedure section 527.8) expressly provides: "At the hearing, the judge shall receive *any testimony that is relevant*" it is one of the exceptions to the general rule that hearsay is inadmissible. This exception is logical, the Court explained, because the whole point of the workplace violence statute is to prevent workplace violence and the Court's ability to consider all relevant testimony strengthens its ability to protect employees from violence.

What This Means For Employers

The Kaiser case increases employers' ability to obtain workplace violence restraining orders and injunctions, but also increases their responsibility to seek such orders, because employers can rely on *any relevant evidence*, not only admissible relevant evidence. If an employer has relevant evidence of violence or credible threats of violence in the workplace, it should not disregard that evidence or decline to seek a restraining order simply because the evidence is hearsay. The failure to seek a workplace violence restraining order and permanent injunction when the employer is on notice of violence or credible threats of workplace violence, can result in liability.

This article first appeared on the firm's California Public Agency Labor and Employment Blog. To view other blog posts, please visit www.calpublicagencylaboremploymentblog.com.

■ PERS 960 RULE

With AB 1028, The Legislature Clarifies The Limits On Post-Retirement Work Opportunities For PERS Retirees.

As of January 1, 2012, PERS retirees will have additional restrictions on their ability to work for PERS agencies. While AB 1028 affects several different Government Code sections, it is garnering the greatest attention for its changes to Government Code sections 21221(h) and 21224; the two statutes that address post-retirement work opportunities and restrictions for PERS service retirees with PERS agencies.

There is no doubt that AB 1028's changes in this area are important and must be followed, but they do not mark any monumental shift in philosophy. In fact, they are more a clarification of the current law rather than a drastic change in the law.

Government Code section 21221(h) is the section used when the retiree is to be appointed by the agency's governing body. It currently allows PERS retirees to be appointed for a limited duration to a position deemed by that governing body as requiring specialized skills or during an emergency to prevent stoppage of public business. A retiree can be appointed for a term not to exceed one year, AND may not work more than 960 hours in a fiscal year (July 1- June 30). There is an ability to exceed 960 hours in a fiscal year if a request is made to PERS before the 960 hour limit is exceeded and PERS does not deny the request. There is no mechanism to request that the one year term be exceeded. Section 21221(h) has generally been used to fill high level vacancies for positions that are appointed by the governing body, such as City Manager, Police Chief, Fire Chief, etc., with a retiree who is willing to work for a short period of time. This arrangement helps the agency fill that position while a permanent replacement is sought. However, section 21221(h) has not always been used solely for this purpose and the current statutory language does not explicitly limit it to that arrangement.

AB1028 simply takes the standard scenario described above and makes it the sole basis for post-retirement employment under the statute. Moreover, if there was any question about whether the one year limitation on post-retirement employment could be circumvented by simply reappointing the retiree to another one year term, AB 1028 explicitly prohibits subsequent appointments. Lastly, AB 1028 limits the retiree's compensation to the maximum published pay schedule for the vacant position.

Changes to Government Code section 21224 are even more modest. This section does not require appointment by the governing body, but it does require that appointments be for a limited term. Currently, these appointments implicitly required specialized skills for the post-retirement appointment to be lawful. AB 1028 adds the special skills requirement in the actual statutory language. It also reinforces the limited term restriction by adding that the appointments shall be temporary. It made no other changes to that statute.

AB 1028 does not affect any of the other limitations on post-retirement work, such as those applicable to retirees who retired before reaching normal retirement age or the limitations applicable to retirees who recently received unemployment insurance.

This article first appeared on the firm's California Public Agency Labor and Employment Blog. To view other blog posts, please visit www.calpublicagencylaboremploymentblog.com.

	FY2012-appropriated*		FY2011		FY2010		FY2009		FY2008		FY2007		FY2006		FY2005		FY2004	
	Library	Literacy	Library	Literacy	Library	Literacy	Library	Literacy	Library	Literacy	Library	Literacy	Library	Literacy	Library	Literacy	Library	Literacy
General fund	\$1,037,936	\$7,500	\$963,766	\$7,500	\$1,129,770	\$7,500	\$1,388,396	\$7,500	\$1,383,694	\$7,500	\$1,400,463	\$7,500	\$1,248,126	\$57,500	\$1,059,222	\$0	\$1,049,123	\$0
Developers fund	\$85,000	-	\$85,000	-	\$55,000	-	\$62,650	-	\$102,241	-	\$70,000	-	\$50,000	-	\$50,000	-	\$50,000	\$0
State	\$52,000	\$20,000	\$82,099	\$58,317	\$104,706	\$37,535	\$151,133	\$27,524	\$174,653	\$25,251	\$245,228	\$30,000	\$92,367	\$49,186	\$73,433	\$50,396	\$73,146	\$56,597
Federal (grants)	\$0	\$0	\$5,000	\$14,873	\$0	\$5,687	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,482	\$0	\$0	\$0	\$0
Local Capital Outlay	\$0	-	\$0	-	\$5,532	-	\$108,000	-	\$98,376	-	\$0	-	-	-	\$0	-	\$0	-

*Mid year budget revision is scheduled for February 21, 2012 which could change general fund amount for FY2012

**Mid year capital budget revision will happen soon after the general fund revision which could change the amount for the developers fees for FY2012

Expenditure Status Report
 General Fund Library Expenses
 City of Woodland
 7/1/2011 through 2/29/2012

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
101		GENERAL FUND				
101-7710		LIBRARY GENERAL EXPENSE				
101-7710-5100		PERSONNEL EXPENDITURES				
101-071-7710-5110	321,540.00	182,622.07	182,622.07	0.00	138,917.93	56.80
101-071-7710-5111	0.00	0.00	0.00	0.00	0.00	0.00
101-071-7710-5113	111,696.50	63,732.49	63,732.49	0.00	47,964.01	57.06
101-071-7710-5114	1,035.82	761.64	761.64	0.00	274.18	73.53
101-071-7710-5115	0.00	0.00	0.00	0.00	0.00	0.00
101-071-7710-5116	0.00	0.00	0.00	0.00	0.00	0.00
101-071-7710-5120	0.00	0.00	0.00	0.00	0.00	0.00
101-071-7710-5135	0.00	0.00	0.00	0.00	0.00	0.00
101-071-7710-5136	0.00	0.00	0.00	0.00	0.00	0.00
101-071-7710-5138	3,340.56	1,442.91	1,442.91	0.00	1,897.65	43.19
101-071-7710-5140	0.00	347.40	347.40	0.00	-347.40	0.00
101-071-7710-5141	38,187.53	21,653.08	21,653.08	0.00	16,534.45	56.70
101-071-7710-5144	84,510.81	52,460.88	52,460.88	0.00	32,049.93	62.08
101-071-7710-5145	0.00	0.00	0.00	0.00	0.00	0.00
101-071-7710-5146	11,640.00	6,790.00	6,790.00	0.00	4,850.00	58.33
101-071-7710-5148	600.00	900.00	900.00	0.00	-300.00	150.00
101-071-7710-5150	61,056.00	35,190.00	35,190.00	0.00	25,866.00	57.64
101-071-7710-5151	64,311.60	36,665.34	36,665.34	0.00	27,646.26	57.01
101-071-7710-5157	5,073.21	1,983.31	1,983.31	0.00	3,089.90	39.09
101-071-7710-5160	4,137.84	3,686.80	3,686.80	0.00	451.04	89.10
101-071-7710-5162	0.00	0.00	0.00	0.00	0.00	0.00
101-071-7710-5199	0.00	0.00	0.00	0.00	0.00	0.00
Total	707,129.87	408,235.92	408,235.92	0.00	298,893.95	57.73
101-7710-5200		SUPPLIES & SERVICES				
101-071-7710-5220	2,500.00	1,081.61	1,081.61	0.00	1,418.39	43.26
101-071-7710-5221	4,000.00	1,153.85	1,153.85	388.45	2,457.70	38.56
101-071-7710-5222	2,300.00	1,245.79	1,245.79	0.00	1,054.21	54.16
101-071-7710-5224	400.00	139.32	139.32	0.00	260.68	34.83

Expenditure Status Report
 General Fund Library Expenses
 City of Woodland
 7/1/2011 through 2/29/2012

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Pct Used
101-071-7710-5226	31,010.00	26,146.40	26,146.40	2,581.27	2,282.33	92.64
101-071-7710-5231	0.00	0.00	0.00	0.00	0.00	0.00
101-071-7710-5236	8,000.00	1,206.37	1,206.37	0.00	6,793.63	15.08
101-071-7710-5240	36,265.00	17,931.65	17,931.65	13,568.19	4,765.16	86.86
101-071-7710-5241	3,500.00	1,464.75	1,464.75	573.14	1,462.11	58.23
101-071-7710-5262	52,440.00	8,706.29	8,706.29	0.00	43,733.71	16.60
Total	140,415.00	59,076.03	59,076.03	17,111.05	64,227.92	54.26
101-7710-5300						
101-7710-5310						
101-071-7710-5310	2,980.00	1,709.00	1,709.00	0.00	1,271.00	57.35
101-071-7710-5320	0.00	0.00	0.00	0.00	0.00	0.00
101-071-7710-5330	0.00	0.00	0.00	0.00	0.00	0.00
101-071-7710-5340	1,875.00	1,390.00	1,390.00	0.00	485.00	74.13
Total	4,855.00	3,099.00	3,099.00	0.00	1,756.00	63.83
101-7710-5500						
101-7710-5540						
101-071-7710-5540	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
101-7710-5600						
101-071-7710-5630	121,646.00	0.00	0.00	0.00	121,646.00	0.00
101-071-7710-5635	0.00	16,422.60	16,422.60	0.00	-16,422.60	0.00
101-071-7710-5649	63,890.45	37,269.40	37,269.40	0.00	26,621.05	58.33
Total	185,536.45	53,692.00	53,692.00	0.00	131,844.45	28.94
Total	1,037,936.32	524,102.95	524,102.95	17,111.05	496,722.32	52.14
Grand Total	1,037,936.32	524,102.95	524,102.95	17,111.05	496,722.32	52.14

Expenditure Status Report
 Library Development Fund Expenditures
 City of Woodland
 7/1/2011 through 2/29/2012

<u>Account Number</u>		<u>Adjusted</u>	<u>Expenditures</u>	<u>Year-to-date</u>	<u>Year-to-date</u>	<u>Balance</u>	<u>Prct</u>
		<u>Appropriation</u>	<u>Expenditures</u>	<u>Expenditures</u>	<u>Encumbrances</u>		<u>Used</u>
570	LIBRARY DEVELOPMENT FUND						
570-9445	LIBRARY COLLECTION MATRL						
570-9445-5200	SUPPLIES & SERVICES						
570-079-9445-5226	DEPARTMENT SPECIFIC SUPPLIES	0.00	41,833.29	41,833.62	10,733.62	-52,566.91	0.00
570-079-9445-5262	CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
Total	LIBRARY DEVELOPMENT FUND	0.00	41,833.29	41,833.62	10,733.62	-52,566.91	0.00
Grand Total		0.00	41,833.29	41,833.62	10,733.62	-52,566.91	0.00

Expenditure Status Report
 Library Trust Fund Expenditures
 City of Woodland
 7/1/2011 through 2/29/2012

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
917 LIBRARY TRUST FUND						
917-7715 LIBRARY FOUNDATION						
917-7715-5100 PERSONNEL EXPENDITURES						
917-071-7715-5110 SALARIES-PERM FULL TIME	0.00	0.00	0.00	0.00	0.00	0.00
917-071-7715-5113 HOURLY WAGES - TEMPORARY	9,293.50	1,858.52	1,858.52	0.00	7,434.98	20.00
917-071-7715-5114 VACATION BUYOUT	0.00	0.00	0.00	0.00	0.00	0.00
917-071-7715-5115 ADMIN BUYOUT	0.00	0.00	0.00	0.00	0.00	0.00
917-071-7715-5116 COMP TIME BUYOUT	0.00	0.00	0.00	0.00	0.00	0.00
917-071-7715-5120 OVERTIME-PERM FULL TIME	0.00	0.00	0.00	0.00	0.00	0.00
917-071-7715-5140 WRKRS COMPLIAB INS	836.42	162.62	162.62	0.00	673.80	19.44
917-071-7715-5141 RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00
917-071-7715-5150 HEALTH/LIFE/VISION INS	0.00	0.00	0.00	0.00	0.00	0.00
917-071-7715-5151 UNEMPLOYMENT INSURANCE	108.83	27.20	27.20	0.00	81.63	24.99
917-071-7715-5157 MEDICARE INSURANCE	0.00	26.96	26.96	0.00	-26.96	0.00
Total PERSONNEL EXPENDITURES	10,238.75	2,075.30	2,075.30	0.00	8,163.45	20.27
917-7715-5200 SUPPLIES & SERVICES						
917-071-7715-5221 POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00
917-071-7715-5225 COPY MACHINE COSTS	1,800.00	837.52	837.52	772.20	190.28	89.43
917-071-7715-5226 DEPARTMENT SPECIFIC SUPPLIES	75,000.00	986.92	986.92	0.00	74,013.08	1.32
917-071-7715-5231 TOOLS	0.00	0.00	0.00	0.00	0.00	0.00
917-071-7715-5240 MAINTENANCE - GROUNDS	0.00	0.00	0.00	0.00	0.00	0.00
917-071-7715-5241 MAINTENANCE - EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
917-071-7715-5262 CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
Total SUPPLIES & SERVICES	76,800.00	1,824.44	1,824.44	772.20	74,203.36	3.38
917-7715-5300 EDUCATION & MEETINGS						
917-071-7715-5310 MEMBERSHIPS & DUES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
917-071-7715-5320 "CONFERENCES, MEETINGS & OTHER TRAINING"	1,500.00	0.00	0.00	0.00	1,500.00	0.00
917-071-7715-5330 MANDATORY TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
Total EDUCATION & MEETINGS	2,500.00	0.00	0.00	0.00	2,500.00	0.00

Expenditure Status Report
 Library Trust Fund Expenditures
 City of Woodland
 7/1/2011 through 2/29/2012

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
917-7715-5500 CAPITAL EXPENSES						
917-071-7715-5540 MACHINERY & EQUIPMENT						
Total CAPITAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
917-7715-5600 OTHER EXPENSES						
917-071-7715-5630 INDIRECT EXPENSE						
917-071-7715-5681 VARIABLE FLEET COST						
Total OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
917-7715-5900 OPERATING TRANSFERS						
917-071-7715-5910 TRANSFERS - GENERAL	10,000.00	0.00	0.00	0.00	10,000.00	0.00
917-071-7715-5922 CONTRIB TO GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
917-071-7715-5925 CONTRIBUTIONS TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00
Total OPERATING TRANSFERS	10,000.00	0.00	0.00	0.00	10,000.00	0.00
Total LIBRARY TRUST FUND	99,538.75	3,899.74	3,899.74	772.20	94,866.81	4.69
Grand Total	99,538.75	3,899.74	3,899.74	772.20	94,866.81	4.69

Expenditure Status Report

City of Woodland
 7/1/2011 through 6/30/2012

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
301		LITERACY GRANT				
301-7720		LITERACY PROGRAM				
301-7720-5100		PERSONNEL EXPENDITURES				
301-071-7720-5110	37,224.00	SALARIES-PERM FULL TIME	27,521.24	27,521.24	9,702.76	73.93
301-071-7720-5113	0.00	HOURLY WAGES - TEMPORARY	9,418.50	9,418.50	-9,418.50	0.00
301-071-7720-5140	3,257.80	WRKRS COMP/LIAB INS	3,232.23	3,232.23	25.57	99.22
301-071-7720-5141	10,300.00	RETIREMENT	7,890.84	7,890.84	2,409.16	76.61
301-071-7720-5146	600.00	RETIREMENT HLTH SVGS PLN	350.00	350.00	250.00	58.33
301-071-7720-5148	10,176.00	LIFE/VISION/DENTAL/RETIRE	5,865.00	5,865.00	4,311.00	57.64
301-071-7720-5150	6,674.88	HEALTH/LIFE/VISION INS	3,947.88	3,947.88	2,727.00	59.15
301-071-7720-5151	436.16	UNEMPLOYMENT INSURANCE	302.91	302.91	133.25	69.45
301-071-7720-5157	539.64	MEDICARE INSURANCE	535.62	535.62	4.02	99.26
Total	69,208.48	PERSONNEL EXPENDITURES	59,064.22	59,064.22	10,144.26	85.34
301-7720-5200		SUPPLIES & SERVICES				
301-071-7720-5215	0.00	MEMBERSHIPS & DUES	195.00	195.00	-195.00	0.00
301-071-7720-5220	1,300.00	OFFICE SUPPLIES	228.75	228.75	1,071.25	17.60
301-071-7720-5221	150.00	POSTAGE	514.86	514.86	-364.86	343.24
301-071-7720-5224	100.00	PRINTING	25.92	25.92	74.08	25.92
301-071-7720-5226	4,000.00	DEPARTMENT SPECIFIC SUPPLIES	2,066.18	2,066.18	1,933.82	51.65
301-071-7720-5234	100.00	ADVERTISING	78.50	78.50	21.50	78.50
301-071-7720-5236	2,300.00	TELEPHONE	768.96	768.96	1,531.04	33.43
301-071-7720-5241	300.00	MAINTENANCE - EQUIPMENT	0.00	0.00	300.00	0.00
301-071-7720-5262	27,025.00	CONTRACT SERVICES	15,785.00	15,785.00	10,428.50	61.41
Total	35,275.00	SUPPLIES & SERVICES	19,663.17	19,663.17	14,800.33	58.04
301-7720-5300		EDUCATION & MEETINGS				
301-071-7720-5310	200.00	MEMBERSHIPS & DUES	0.00	0.00	200.00	0.00
301-071-7720-5320	500.00	"CONFERENCES, MEETINGS & OTHER TRAINING"	221.00	221.00	279.00	44.20
301-071-7720-5330	750.00	MANDATORY TRAINING	225.64	225.64	524.36	30.09
Total	1,450.00	EDUCATION & MEETINGS	446.64	446.64	1,003.36	30.80

Expenditure Status Report

City of Woodland
7/1/2011 through 6/30/2012

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
301-7720-5500		CAPITAL EXPENSES				
Total	0.00	0.00	0.00	0.00	0.00	0.00
301-7720-5600		OTHER EXPENSES				
301-071-7720-5630	1,691.00	1,216.25	1,216.25	0.00	474.75	71.92
301-071-7720-5649	11,274.78	6,576.99	6,576.99	0.00	4,697.79	58.33
Total	12,965.78	7,793.24	7,793.24	0.00	5,172.54	60.11
301-7720-5900		OPERATING TRANSFERS				
Total	0.00	0.00	0.00	0.00	0.00	0.00
301-7721-5100		PERSONNEL EXPENDITURES				
Total	118,899.26	86,967.27	86,967.27	811.50	31,120.49	73.83
301-7721-5200		SUPPLIES & SERVICES				
Total	0.00	0.00	0.00	0.00	0.00	0.00
301-7721-5300		EDUCATION & MEETINGS				
Total	0.00	0.00	0.00	0.00	0.00	0.00
301-7722-5200		SUPPLIES & SERVICES				
Total	0.00	0.00	0.00	0.00	0.00	0.00
301-7722-5300		EDUCATION & MEETINGS				
Total	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

City of Woodland
 7/1/2011 through 6/30/2012

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
301-7722-5600 OTHER EXPENSES						
Total LITERACY BUS (LABS)	0.00	0.00	0.00	0.00	0.00	0.00
301-7723 ELLI GRANT						
301-7723-5300 EDUCATION & MEETINGS						
Total EDUCATION & MEETINGS	0.00	0.00	0.00	0.00	0.00	0.00
301-7723-5600 OTHER EXPENSES						
Total ELLI GRANT	0.00	0.00	0.00	0.00	0.00	0.00
301-7726 SBC LITERACY GRANT						
301-7726-5200 SUPPLIES & SERVICES						
Total SUPPLIES & SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
301-7726-5500 CAPITAL EXPENSES						
Total SBC LITERACY GRANT	0.00	0.00	0.00	0.00	0.00	0.00
301-7727 WAYFARER GRANT						
301-7727-5200 SUPPLIES & SERVICES						
301-071-7727-5226 DEPARTMENT SPECIFIC SUPPLIES	4,500.00	331.69	331.69	0.00	4,168.31	7.37
301-071-7727-5262 CONTRACT SERVICES	15,288.00	7,312.50	7,312.50	6,386.50	1,589.00	89.61
Total SUPPLIES & SERVICES	19,788.00	7,644.19	7,644.19	6,386.50	5,757.31	70.91
301-7727-5300 EDUCATION & MEETINGS						
Total EDUCATION & MEETINGS	0.00	0.00	0.00	0.00	0.00	0.00
Total WAYFARER GRANT	19,788.00	7,644.19	7,644.19	6,386.50	5,757.31	70.91
Total LITERACY GRANT	138,687.26	94,611.46	94,611.46	7,198.00	36,877.80	73.41
Grand Total	138,687.26	94,611.46	94,611.46	7,198.00	36,877.80	73.41

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 (Circled around the Grand Total row)

Woodland Public Library 2011/12

Director's Second Quarter Report

Staffing:

Excluding Literacy staff and the Director, 5 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.

Temporary Employee Usage

<i>Classification</i>	2008-2009	2009-2010	2010-2011	2011-2012
Page Hours	1221	795.25	1012	1138.5
LTA Hours	1973.5	832.25	1273.5	1350.5
Librarian Hours	0	101.5	130	100.25
Q1	3194.5	1729	2415.5	2589.25
Page Hours	1115.75	784	1006	1050
LTA Hours	1934	664	1094.5	1247.75
Librarian Hours	26	70	338	36
Q2	3075.75	1518	2438.5	2333.75
Mid Year	6270.25	3247	4854	4923

City-wide furloughs occurred during this second quarter. The City and the Library closed the week of Thanksgiving as well as the week between Christmas and New Years. A total of 4 holidays were observed, with 7 furlough days which resulted in 3 Saturday closures as well. 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.

Facility:

The Library's emergency exit gate in the Courtyard (facing Court Street) has been breached several times. The gate does have an emergency "panic bar" which opens the gate (in case of fire or other emergency) but the alarm is very quiet and it is battery powered. Obviously someone realized the alarm would eventually stop making noise and began to use the Library's courtyard as shelter. Facilities offered several solutions (running electricity to the area to have a louder, ongoing alarm or contacting Sonitrol to monitor the gate) but the Police Chief offered several lower cost solutions. He offered some suggestions about adding physical deterrents to someone trying to open the gate from the outside since the fire marshal would not let the door be locked without access to an emergency override. The Chief also instructed the nightly patrol of the area to

keep an eye on the gate. Recently, facilities added some steel plates around the gate to reduce the size of the openings around the gate. If the gate continues to be opened, there are a few more options available to try as well.

Public Service:

Visits to Woodland Public Library in the second quarter increased slightly from last year. At mid-year, visits are up 3.4% from the previous year. This is the Library's second year with standardized hours which seems to be popular with the public and makes it easier for the Library to serve their needs. Visits average over 800 per day and almost 100 per hour.

Visits to Woodland Public Library

	2007	2008	2009	2010	2011	2012
July	16,680	20,338	24,427	19,508	17,672	18,425
August	17,878	19,225	20,564	15,674	16,554	18,582
September	15,567	19,605	21,631	17,082	15,952	16,155
Q1	50,125	59,168	66,622	52,264	50,178	53,162
October	17,065	20,363	21,193	16,527	17,203	16,699
November	15,672	19,902	18,093	12,968	14,339	14,520
December	17,009	17,567	18,867	14,457	12,709	13,247
Q2	49,746	57,832	58,153	43,952	44,251	44,466
Mid Year	99,871	117,000	124,775	96,216	94,429	97,628

Circulation showed a modest decline for the second quarter but is still up slightly from last year. Overall, the figures seem fairly flat. December is traditionally a slow month and we were closed 2 Saturdays in November (one for Thanksgiving and one for Veterans Day).

Tradition Checkouts and Renewals

	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12	% Change
Jul	22,262	26,706	32,617	28,598	27,804	27,445	-1.29%
Aug	21,852	27,290	27,688	25,299	23,743	27,001	13.72%
Sep	21,149	25,769	28,220	25,697	22,817	24,996	9.55%
Q1	65,263	79,765	88,525	79,594	74,364	79,442	6.83%
Oct	20,098	27,099	29,084	25,317	25,579	25,588	0.04%
Nov	20,241	27,033	26,699	21,086	23,675	22,959	-3.02%
Dec	19,848	26,067	28,307	22,345	19,317	19,350	0.17%
Q2	60,187	80,199	84,090	68,748	68,571	67,897	-0.98%
Mid Year	125,450	159,964	172,615	148,342	142,935	147,339	3.08%

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 8 out of 10 hours a day during the week and all 4 hours on Saturday. The Children's desk is staffed at all times but not always by a Librarian.

While it seems the reference questions have declined greatly from last year, it's important to note that reference statistics are generally subjective and are gathered by busy librarians working the reference desk. QuestionPoint data is not subjective and shows that the service seems growing in popularity.

Reference Activity

	FY10	FY11	FY12	% Change
Jul	424	748	732	-2.14%
Aug	730	701	666	-4.99%
Sep	966	596	747	25.34%
Q1	2120	2045	2145	4.89%
Oct	647	1082	693	-35.95%
Nov	281	885	453	-48.81%
Dec	540	658	498	-24.32%
Q2	1468	2625	1644	-37.37%
Mid Year	3588	4670	3789	-18.87%

QuestionPoint Activity

	FY11		FY12	
	Email	Chat	Email	Chat
Jul			14	8
Aug			19	6
Sep			15	4
Q1	0	0	48	18
Oct			28	5
Nov	4	1	16	4
Dec	1	1	11	7
Q2	5	2	55	16
Mid Year	5	2	103	34

Outreach Activities:

Outreach activities continue to be at a minimum as staff is needed in the building to assist customers. Esther Guardado attends monthly Woodland Coalition for Youth monthly meetings Youth services staff has hosted a number of class visits with tours and a brief story time.

The Library Director participates in the Woodland Reads planning committee. Also, represents Mountain Valley on the NorthNet steering committee.

Special displays such as, "Scary Stories" and "Oh the Places You'll Go," 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.

In October, youth services staff hosted a Harvest Party. Dilly Dally the Clown created balloon animals for attendees who were able to decorate pumpkins, participate in a cookie walk and have their faces painted. Fresh popped popcorn added to the festivities.

In December, the entire Library staff helped plan, organize, and staff a Santa outreach party to the Latino community. Over 80 families visited the Library on December 9th to celebrate the holidays and learn a little bit about the Library. The event, aimed at introducing Latino families to the Library, even had a special visitor – Santa! The Leake Center was filled with adults and children enjoying some holiday music and snacks while visiting with Santa and each other. Besides Santa, other special guests included Mayor Pimentel and Interim City Manager Kevin O'Rourke. The kids enjoyed making ornaments and other holiday crafts. Former Library employee Jane Derry was the volunteer photographer who took photos of the children (or whole families) with Santa. The pictures were available for pick up (at no charge) the next week. By the holidays about 30% of the photos had been picked up – which is actually considered a good turn-around for a first-time library event aimed at a new patron group. While the event was very successful, it was also very taxing to current staff as their duties were stretched beyond an already full workload. But we hope to make this an annual event.

		Quarters 1&2				
		FY09	FY10	FY11	FY12	% Change
Toddlers						
	# programs	21	12	13	24	84.6%
	# attendees	660	158	165	479	190.3%
Preschool						
	# programs	53	24	31	63	103.2%
	# attendees	971	337	205	301	46.8%
School Age						
	# programs	25	31	18	15	-16.7%
	# attendees	876	1064	565	1169	106.9%
Teens						
	# programs	17	0	7	12	71.4%
	# attendees	77	0	51	131	156.9%

Collection:

Librarians Patricia Lakie and Carol Davis along with Cara Baker continue to monitor the pre-processed materials from Baker & Taylor. Their service has shown improvement. There are fewer errors – and the errors that are occurring are less serious than before. Twice monthly conference calls with Baker & Taylor have been reduced to just once a month and have noticeably less problems than last year.

Thanks to Patricia Lakie, the Library has fully implemented the processes of cataloging all the Library's journals and using Kwik Cases to secure DVDs. Patrons seem to realize that magazines must be "checked out" and staff appreciates the statistics that are available. Patrons also like the Kwik Cases as it cuts down on their time waiting for DVDs to be retrieved from the clumsy binders that were used for security. Parents especially appreciate not having to drag their children into the computer lab to get the DVDs. Patty worked tirelessly with the front and media desk staff to create policies and procedures based on input from staff.

Collection Allocation

	Budget	Expended	% Expended
General Fund 101	\$26,000	\$23,267	89.49%
Developer Fees 570	\$85,000	\$38,863	45.72%
Trust Fund 917	\$25,000	\$429	1.72%
Total	\$136,000	\$62,559	46.00%

Public Computer Access:

Computer usage is basically steady. The lab continues to experience intermittent technical problems however the City's IT department is very responsive. While we can compile usage for the public computers, we do not have statistics for the number of wifi users that depend on the Library's wireless access to the Internet. With the prevalence and low cost of smart phones, tablets and netbooks, anecdotally the Library seems to have an increase in that type of Internet use. Actually, one day recently some users were not able to access the wfi network because all of its ports were full. City IT increased the maximum number of users allowed to 250 at one time so it should fix the problem. Library staff has noticed a shortage of appropriate seating for mobile users.

Public Computer Usage

	FY11	Per Hour	FY12	Per Hour
Jul	2632	15.67	2183	12.84
Aug	2575	14.63	2773	13.46
Sep	2474	14.73	2491	14.15
Quarter 1	7681	15.00	7447	13.49
October	2759	15.33	2595	13.66
November	2087	13.73	2154	14.55
December	1995	14.05	2113	14.47
Quarter 2	6841	14.43	6862	14.18
Mid-Year	14522	14.73	14309	13.81

Literacy:

California State (CLLS):

- Attended State Literacy Coordinators meeting
- Filed for emergency funds through LSTA, received the \$20,000
- Filed annual reports, and application for this coming year
- Attended a finance meeting in Sacramento with leading literacy programs with CLLS

Grant update:

- LSTA--\$20,000
- Target--\$2,000
- CDBG--\$8,000
- Northrop Grummond--\$2,000
- Teigert Foundation--\$6,000
- USBANK--\$4,500

- Still Pending: Rumsey

Tutor Training:

- 5 tutor trainings resulting in 20 new tutors
- All have been paired up with students

S.T.E.P.:

- Computer Labs are now being held Monday and Tuesday at the Leake Center
- 44 computer labs were held July through December
- Five Literary Journals were published
- Hired a new Early Education tutor for STEP

Inmate Literacy:

- 179 GED grads from Inmate Literacy Program

Carmen Alvarez (an adult literacy student) was sent to the Annual Value (Voice of Adult Learners United of Education) conference.

The Woodland United Way kick off-event was September 14. Campaign speeches have been made by the coordinator for the last 4 months promoting Literacy and the United Way.

Annual report submitted to the Library Board of Trustees.

Woodland City Council honored us with a citation in September for International Literacy Day. Rosalinda received the award and spoke, thanking City Council.

A Literacy appreciation dinner was held honoring adult student was held in September and was very well attended.

The Yolo Philanthropy dinner was attended by Rosalina, Bobbie and Sue honoring Bobbie for years of service.

Produced a poster for CLA conference.

Tutor Coffees have been reinstated with a Christmas party in December.

Assisted the Library with bi-lingual Christmas program.

Staff Training:

The City requires anti-harassment training for mid-management and above staff. The Director along with Librarians Patricia Lakie, Carol Davis, and Cara Baker attended a two-hour training that was held at the Woodland Community and Senior Center.

The Director attended free E-Rate training, an online webinar about digital graphics and their legal use, an online class about advocacy called Turning the Page (through PLA) and in session HR classes about legalities of technology monitoring and generational diversity. The Director also attended the California Library Conference.

Other:

Mike Tucker, Library Volunteer, named Woodlander of the Month:

Celebrating at a lunch in his honor, Mike Tucker was named the October 2011 "Woodlander of the Month." Patricia Lakie nominated him and described him as an extraordinary, dedicated volunteer, Mike is in charge of the Library's shelf-reading and shelving volunteer, and developed an effective training program for the library, with training materials and shelving/shelf-reading exercises. Under Mike's guidance, the number of volunteers at the library has increased dramatically.

"I believe there are few things as important to a democracy as a library. The Woodland Public Library is something Woodlanders can take pride in."

Mike devotes over 12 hours per week to the library and currently works with over 40 volunteers.

The "Woodlander of the Month" award recognizes outstanding service and volunteerism to the Woodland community and is presented monthly by representatives of the City of Woodland, Daily Democrat, and Yolo County Board of Supervisors. (photo l-r: Yolo County Supervisor, Duane Chamberlain; Mike Tucker; Yolo County Supervisor, Matt Rexroad.)



Food for Fines: The Woodland Public Library once again offered a "Food for Fines" program during the holiday season. This year 1950 pounds of food was donated to the Food Bank of Yolo County!

From November 28th through December 22nd, library patrons were encouraged to bring non-perishable canned or boxed food in good condition. Each can of food donated removed \$1 from the patron's overdue fines. Food for Fines only applied to overdue fines – not fees for lost or damaged items.

Even library users who had no fines got involved and regularly brought in canned goods to donate. "I was at Costco and thought this might help," was a phrase heard throughout the season.

Cara Baker, Q2, FY12, October – December 2011

- Reorganized teen book club (now to also include 7th graders) to meet online once a month
- Reorganized and renamed Kids Book Club to "Bookworms" (now to include 4th-6th rather than 4th-7th)
- Acquired a grant from the Sunrise Rotary Club and purchased a new bilingual early literacy computer station and work desk for it
- Planned and ran Harvest Party for 120 children and family members
- Assisted with the bilingual Santa Christmas fiesta
- Lead librarian on OverDrive collection –acted as liaison for the library for the OverDrive collection development/selection committee

Carol Davis, Q2, FY12, October – December 2011

- Attended sexual harassment training (City of Woodland employee training)
- Helped on the bilingual Santa Christmas fiesta
- Regular duties – ongoing:
 - Lead librarian for QuestionPoint/Ask a Librarian – answered reference questions in a timely manner
 - Library liaison with the City IT department including website redesign
 - Organized tax order for the new season with the IRS and Franchise Tax Board and will set up tables for tax information in early January
 - Selects titles for the adult fiction and non-fiction collections
 - Displays in front reading room
 - Lead reference librarian

- Attends at city-wide Computer Committee meetings
- Supervises media/computer room
- Creates monthly current events pathfinder for the library

Patricia Lakie, Q2, FY12, October – December 2011

- In June, nominated our dedicated volunteer, Mike Tucker, for the Woodlander of the Month recognition. Mike was finally chosen as Woodlander of the Month in October! Mike interviews, trains and coordinates the shelf reading/shelving volunteers, in addition to helping the Library with any miscellaneous tasks that need to be done (for example, shelf-shifting; making labels for the ends of the shelves when ranges change; making labels for the magazine rack; etc.). He also keeps detailed records volunteer work hours and provides us with monthly statistics on the volunteer programs.
- Attended the Northern California Innovative Users Group (IUG) Conference in Sacramento, November 4, 2011. Attended workshops on future changes for Millennium, creating reports and statistics, and future changes in cataloging.
- Helped plan and implement the Bilingual Santa Event, December 8, 2011. Everyone seemed to enjoy the event and each child received a free bilingual book.
- Have been attempting to get the missing, lost-and-paid, and “claims returned” items under control. When I became the Technical Services Librarian, reports for those items had not been run for several months and the missing list included over 1,400 items. Volunteers and desk staff help look for items on the lists, I adjust the records and when one list is completed, I run a follow-up list. My goal is to have short lists that can be managed weekly.
- Began running weekly High-Demand Holds lists to assist with collection development.
- Attended the Sexual Harassment Refresher Workshop, December 15, 2011.

Upcoming:

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