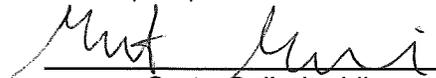


WOODLAND PUBLIC LIBRARY
Leake Room
250 First St.
Woodland, California
Wednesday, September 17, 2014
LIBRARY BOARD OF TRUSTEES
REGULAR SESSION AGENDA
4:00 PM

- 1) Welcome Visitors
- 2) Election of Officers
- 3) Public Comment
- 4) Communications
- 5) Review of Agenda
- 6) Minutes
 - a) August 20, 2014
 - b) August 27, 2014
- 7) New Business
 - a) Measure U
 - b) Library Services Director Employee Evaluation Timeline
 - c) 917 Library Trustees Fund Budget Update
 - d) Board Responsibilities/Timeline of Events
- 8) Old Business
 - a) Measure J Update
 - b) Measure E Update
 - c) Leake Community Room Use
 - d) Photo Policy
- 9) Reports
 - a) Director
 - b) Board
 1. Council Meeting Attendance
 2. Individual Board Reports
- 10) Future Agenda Development
 - a) Library Board of Trustees Goals
 - b) Library Board of Trustees By-Laws
 - c) Microfilm Reader
 - d) Annual Report
- 11) Adjournment

Next Regular meeting: October 15, 2014 4:00PM

I declare under penalty of perjury that the foregoing Agenda for the regular meeting of the Library Board of Trustees of the City of Woodland scheduled for September 17, 2014 was posted on September 14, 2014 on the Library's front entry and bulletin board, 250 First Street, Woodland, CA, and was available to the public during normal business hours.



Greta Galindo, Library Services Director

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such request must be made in writing to the Office of the City Clerk of the City of Woodland. Requests will be valid for the calendar year in which the request is received, and must be renewed prior to January 1st. Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the Office of the City Clerk (530-661-5806) at least 48 hours prior to the meeting.

APPROVAL OF MINUTES
Agenda Item No. 6a
Library Board of Trustees Meeting: 09/17/2014

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES, MEETING OF AUGUST 20, 2014

Board Members: Diane Adams, Gloria Rodriguez, Karen Shepard and Kathy Harryman.

Library Director – Greta Galindo

The meeting was called to order at 4:00 p.m. by Kathy Harryman, acting President.

1. Visitors – no visitors; Bobby Harris arrived late.
2. Public Comment – none
3. The agenda was reviewed and approved.
4. The minutes were approved for June 18, 2014.
5. Communications – None
6. Presentations
 - a) Summer Reading Wrap up—Very successful. Statistics will be in the October report
 - b) Encore Public Catalog Interface – Greta shared info about the new public interface that will begin on Sept 1. Staff will be trained on Sept 8.
7. Old Business
 - a) Fiscal year General Fund /Revenue Status Report – shared
 - b) Fiscal year Literacy Expenditure/Revenue Report – shared
 - c) Measure J update – shared
 - d) Measure E update – shared

The above items were all shared at the board meeting. Questions were asked clarifying areas of revenue and expenditures. Greta presented Measure J draft of ideas including extending the library hours. We will begin to receive money in January.
8. New Business
 - a) Fiscal Year 2013-14 Library Statistics – Greta shared the information with us. It will be presented in October in the Annual Report to the Board.

9. Reports

- a) Director – Greta reminded us that some of us needed ethics training. She will get info for us. The city will host ethics training October 1pm-3pm. She also talked to us about new technology for the library. She will be doing a picture book reorganization on Friday. The service that collects past due fines is working out. We are either receiving money or the materials. On Sept 5, the Library will open for the Art Walk to share the lights in the Rotunda and on the south side and art work. The Library will also be open on Sept 6 and participate in the Stroll Through History. The Literacy Council: Greta shared that there are 55 tutors and they have updated their curriculum. Sept is National Literacy Awareness Month. The Literacy Council meets quarterly.
- b) Board – Diane shared information from the Yolo County Library Board. The library in Yolo received non profit status. They are also pursuing ‘free libraries’. Their next meeting October 8th will be here.
- c) Council meeting attendance – on next month’s agenda

10. Future Agenda Development

Greta has added these items to the current agenda to be placed on future agendas. The Board added Board Elections for Sept.

11. Adjournment – Meeting adjourned at 6:00 p.m.

APPROVAL OF MINUTES
Agenda Item No. 6b
Library Board of Trustees Meeting: 09/17/2014

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES, SPECIAL MEETING OF AUGUST 27, 2014

Board Members: Diane Adams, Gloria Rodriguez, Karen Shepard and Kathy Harryman.

Library Director – Greta Galindo

The meeting was called to order at 2:00 p.m. by Kathy Harryman, acting President.

1. Visitors – no visitors
2. Public Comment – none
3. The agenda was reviewed and approved.

The purpose of this meeting was to review the Leake Room Policy and to look at other library policies regarding room rentals. Under the direction and guidance from Greta, we looked at and discussed the policies from other libraries and our own. Our plan is to have a policy in place by the first of the year. Greta will give us a compilation version of our discussion. A draft policy was presented for comment. It will be an item on future agendas.

Meeting was adjourned at 3:30 p.m.

Woodland Public Library Leake Center Rooms Policy

The Woodland Public Library has two community rooms that may be reserved for general use by members of the public who have a Woodland Public Library account in good standing. The Leake Center Community Room and the Leake Center Conference Room accommodate and seated guests, respectively.

The mission of the Woodland Public Library is to inform, enhance the quality of life, and to foster life-long learning in the community of Woodland. The function of the Woodland Public Library Leake Center is to provide a safe and supportive environment that furthers this primary purpose and encourages the use of the Library's informational, educational and recreational materials, programs, and services. In order to achieve these aims the Library must maintain a safe and reasonably quiet environment that takes into account the safety and welfare of its patrons, buildings, and staff. Public use of the Leake Center is not the primary purpose of the Library and shall not disrupt its main purpose.

Reservation of Leake Center Rooms

Community groups are permitted and encouraged to use these community rooms for educational, cultural, or intellectual activities, when such uses do not conflict with regular City Library programs, are consistent with the rules for eligibility and use as set forth in this *Policy*, and comply with the procedures and limitations specified in the *Leake Center Room Use Agreement*.

Room reservation requests may be submitted in person, by phone, or e-mail during regular business hours. Leake center Room reservations are handled by...(contact info)

Eligibility

1. Organizations eligible to reserve Library community rooms(in priority order)
 - a. Woodland Public Library-sponsored meetings, programs, etc.
 - b. Woodland Public Library-affiliated groups (e.g. Board of Trustees, Friends of the Library, Rose Club, etc.)
 - c. City of Woodland Departments
 - d. Civic and school groups
 - e. Non-profit or community organizations not included above
 - f. Commercial concerns may only use the rooms for in-service training of staff
 - g. Private individuals

Reservations

Rooms are available_____

Reservations must begin during Library open hours.

Reservations are accepted on a first come, first served basis, up to one year in advance of rental date.

You may tour the community rooms during open library hours by appointment, provided there are no events in progress.

Reservations must include set-up and take down/clean up time. Take down/clean up time is defined as removing garbage and food remains and returning room to original table/chair configuration.

Groups may use a community room ____ per month.

Usage

Individuals reserving the community rooms must be 18 years or older and 21 years or older if alcohol is being served. A photo ID with the applicant's address and birthdate must be submitted at the time of the reservation application.

Events open to the public; Woodland Public Library must be named on all printed materials regarding the event. Our name must be spelled out in full. The correct address is 250 First ST, Woodland CA 95695

No use of the Woodland Public Library Leake Center Rooms shall cause a private individual or entity to make a profit from the activity authorized. No fees may be charged to attendees of the meetings held on Library property.

The fact that a group is given permission to meet in a community room does not constitute endorsement of the policies or beliefs of the group by the Director of Library Services, Library Board of Trustees, or the City of Woodland. The Library reserves the right to request that groups not associated with the Library state clearly in press releases and other publicity that the meeting is not Library sponsored and that the presence of the group in the community room does not constitute endorsement by the Library. Permission to use the community rooms is not transferable.

No smoking is allowed in any community room, no smoking is allowed on Library grounds, including Rose Garden and outside lawns.

The use of nails/tacks, scotch/duct tape or staples are not permitted.

Fire code does not permit open flame devices. No smoke/fog machines are allowed. All users and guests are required to follow safety rules for public buildings. Occupants will be evacuated during a fire alarm.

The individual or group reserving the room assumes full responsibility for the conduct of the guests at their function.

In the event of an emergency such as power outage, natural disasters, etc., the Library will not be held responsible for interruption of a reservation. The Library reserves the right to cancel a reservation without notice or liability. Refunds will be made if cancellation is necessary.

Wireless Internet access is available in the community rooms. Users should test connectivity in advance. Organizations must provide their own computer, wireless access card, projector, and other equipment. Library staff is not available to troubleshoot user computer equipment.

The Library provides a screen and whiteboard in Leake Center Room, and whiteboard in the Leake Center Conference Room.

Maximum occupancy must not exceed posted limit.

The Library is not responsible for loss or damage to individual or group property before, during, or after use of the community rooms.

Library does not provide set-up of the community rooms. Each user is responsible for set-up and clean-up. Users may arrange chairs and tables as they wish. Any damages to the community rooms or equipment in the community rooms by the user will be charged to the user. Users may also be charged for janitorial or staff's time to clean the facility if the room is not left in its original condition.

Due to limited kitchen facilities, only simple refreshments may be served. No alcoholic beverages may be served or consumed when the library is open to the public. No alcoholic beverages may be served or consumed when the library is closed to the public unless a certificate of liability insurance in the amount of \$1,000,000 is provided to the Library prior to the meeting with an endorsement identifying the City of Woodland as an additional insured. In addition to the above, selling alcohol requires a Special Daily License/Event Permit issued by the California Department of Alcoholic Beverage Control. <http://abc.ca.gov/>. Your application must include permission of the Director of Library Services, or designee, and police department approval.

Fees

Fees for each room is on an hourly basis, see fee schedule attached. Set-up and clean-up time must be included in paid reservation time. Use fees should be received at least 7 days prior to use of the community room. The Library must be notified at least 72 hours prior to a scheduled user's cancellation in order to receive a refund. No partial refunds for unused time will be made. If any library personnel are required to deliver keys, secure the library and/or community room, or return to the library for any other problem caused by user group, the group will be charged a ____ callback fee. This charge must be paid before any future use of the community room is allowed. If the community room must be re-keyed due to a lost key, the user will be billed the full amount.

The following organizations are exempt from the community room use fee: Friends of the Woodland Public Library, Woodland Library Rose Club, and City of Woodland Departments. (Yolo county departments?)

Room use fees are established by the Library Board of Trustees, adopted by the Woodland City Council, and included in the Municipal Fee Schedule.

To secure a reservation, by or before the deadline specified in the *Leake Community Room Usage Agreement* applicants must read and accept this Policy, complete and submit a signed the *Leake Community Room Usage Agreement*, and pay all fees.

Signed *Agreement* and fees must be received by the Library representative handling the reservation as specified in the *Leake Community Room Usage Agreement*.

Draft Policy August 27, 2014 Leake Center Community Room

Measure U

City Council Districts Ballot Measure

On June 3, 2014, the City Council voted to place Measure U on the November, 2014 ballot. The measure seeks voter approval to change the method by which members of the Woodland City Council are elected. The Council placed this measure on the ballot after determining that it may need to comply with the California Voting Rights Act.

- If approved by a majority of voters, Measure U would establish five city council districts and result in future city council candidates, starting with the 2016 election, being elected “by district,” wherein voters in each district would elect a council member from among candidates who reside in that district.
- If rejected by the voters, the current method of electing city council members via an “at large” system, wherein all voters in the city elect city council members from a single, citywide slate of candidates, would remain in effect – until or unless a challenge is filed against the city under the California Voting Rights Act, and the City is compelled by the courts to adopt district-based elections.

Background

California Voting Rights Act (2002)

The California Voting Rights Act (“CVRA”) (California Elections Code sections 14025 – 14032) was signed into law in 2002 to prevent the disenfranchisement of protected classes of voters. A protected class is a class of voters who are members of a race, color, or language minority group (collectively referred to as “minority voters”).

The CVRA does not mandate the abolition of at-large election systems, but makes the use of at-large election systems more susceptible to a legal challenge. Additionally, the most common legal “remedy” for a violation of the CVRA is to change from an at-large election system to a district election system.

City Council’s Sub-Committee

The City Council, in consultation with the City Attorney’s office, considered whether the City might be vulnerable to a legal challenge under the CVRA and concluded that it could be.

The City Council formed a subcommittee in January 2013, comprised of Vice Mayor Tom Stallard and Council member Bill Marble, to analyze some of the issues associated with changing to a district election. The subcommittee presented an initial report during the March 19, 2013 City Council meeting and recommended that the City transition to district elections based on both the CVRA and the benefits that arise out of providing an opportunity for more residents to participate on the Woodland City Council.

Citizens Advisory Committee on City Council District Boundaries

On May 21, 2013, the City Council formed the Citizens Advisory Committee. Each City Council member appointed one member to the committee. The purpose of the committee was to examine demographic data and to recommend up to two alternative maps for the City Council to consider.

The Committee established the following criteria to guide development of district maps: (1) be as equal in population as possible; (2) use voting age population; (3) fairness; (4) consider geography, cohesiveness, contiguity, integrity, and compactness; and (5) maintain neighborhoods of common interest.

The Committee held a number of meetings and two public forums and presented two alternative maps for Council consideration.

The City Council selected one of the two recommended maps, which depicts the boundaries for the five proposed districts.

If the voters approve district elections, the district boundaries will remain in effect until after the next federal census in 2020.

CITY ATTORNEY'S IMPARTIAL ANALYSIS OF MEASURE U

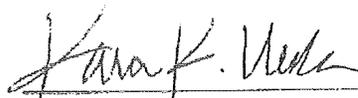
Measure U, if approved by a majority of the voters voting on the measure, will adopt Ordinance 1561, which would change the election system for members of the City Council of the City of Woodland from an "at large" to a "by district" system. The City currently has an "at large" election system, which means that voters citywide elect all five council members. Measure U proposes that council members be elected "by district." Under a by district system, each council member would represent one of five geographic districts. Each council member would be required to reside and be a registered voter in the district he or she represents. Only registered voters in the district would vote for that district's council member.

The City Council voted on June 3, 2014 to place Measure U on the ballot. If a majority of the voters voting on Measure U approves the measure, the City's first "by district" council election will occur in 2016. Measure U proposes that the City's voters elect three council members by district in 2016 and two in 2018. After the 2018 election, all council members will have been elected from a specific district. Council members elected by district would serve four-year terms.

Measure U also provides that the City Council will adopt an ordinance setting forth the timing and sequence of the elections by district. This means that the City Council would determine the three districts that will elect Council members in 2016 and the two districts that will elect Council members in 2018. If Measure U is approved, the two council members who were elected in June 2014 will serve the remainder of their four-year terms in "at large" seats unless one or both runs in 2016 from a Council district.

The proposed district boundaries are set forth in a map attached to Ordinance 1561. The City Council will adjust the districts' boundaries after each federal census to ensure the districts are as nearly equal in population as practicable. The City Council may also adjust the boundaries after the City annexes territory. A change in a district's boundaries will not affect the term of any council member.

A "yes" vote on Measure U would change the manner by which council members are elected from "at large" to "by district." A "no" vote would leave the existing at large election process in place.



Kara K. Ueda
Woodland City Attorney

MEASURE U (COUNCIL DISTRICT ELECTIONS)

FREQUENTLY-ASKED QUESTIONS

Why has the City Council placed Measure U on the ballot?

The City Council placed Measure U on the November ballot in response to concerns that the City's current "at-large" system for electing City Council members may be vulnerable to legal challenge under the California Voting Rights Act (CVRA). As such, the City Council decided to ask the voters to change its election system and initiated a public process to provide the community opportunities to help develop Council district boundaries.

In addition to evaluating district elections in light of concerns over CVRA compliance, the Council has acknowledged the potential benefits districts may provide by providing more citizens with the opportunity to seek election to the Woodland City Council.

What is the California Voting Rights Act?

The California Voting Rights Act ("CVRA") (California Elections Code sections 14025 – 14032) was signed into law in 2002. Like the federal Voting Rights Act of 1965, the CVRA attempts to prevent the disenfranchisement of protected classes. A protected class is a class of voters who are members of a race, color, or language minority group (collectively referred to as "minority voters".)

With the passage of the CVRA, it became easier for citizens to sue cities, school districts, community college districts, and special districts if these public entities elect their members to its governing body through "at-large" elections and if it can be proven that the votes of minority voters are being diluted. To prove a violation, plaintiffs must demonstrate "racially polarized voting." This occurs when there is a difference between the choice of candidates preferred by voters in a protected class and the choice of candidates preferred by voters in the rest of the electorate. The CVRA does not require a showing of discriminatory intent or a showing that minority voters live in a geographically compact area of the City.

Does the CVRA compel the City to switch to district elections?

The CVRA does not mandate the abolition of at-large election systems, but makes the use of at-large election systems more susceptible to a legal challenge. Additionally, the most common legal "remedy" for a violation of the CVRA is to change from an at-large election system to a district election system.

Why does transitioning from at-large to district elections require voter-approval?

State law (Government Code Section 34871) requires voter-approval for implementing a change to the method for electing members of the City Council. In contrast, school districts and special districts are afforded more flexibility in modifying the means by which they elect members to their governing bodies which typically do not require a vote of the electorate.

What if voters reject Measure U?

If the voters do not pass Measure U then the current method of electing City Council members via an “at large” election would remain in effect. However, such an outcome would still leave the City’ system of electing Council members vulnerable to a legal challenge under the CVRA.

If such a challenge were made and to be upheld by the courts, the City would then still be forced by the courts to transition to district elections. . In other words, simply placing Measure U on the ballot does not protect the City from a challenge and associated legal ramifications under the CVRA.

Are other cities in California also being compelled to comply with the CVRA?

Yes. Cities throughout the state are increasingly facing legal challenges to their “at large” system of electing City Council members. Many have settled claims out of court by essentially agreeing to voluntarily shift to district elections while others have defended challenges under the CVRA through the courts.

Almost without exception these cities have either voluntarily, or have been forced, to adopt changes to their method of electing members of their City Councils. Those cities that have attempted to defend their existing “at large” system of elections in court have consistently incurred significant legal costs, including attorney fees incurred by plaintiffs.

Have any cities successfully defended a challenge based on a claim under the CVRA?

To the best of our knowledge, no city has prevailed in defending its “at large” system of election under a claim filed by any individual or group under the CVRA.

MEASURE U

Please vote Yes on Measure U.

Measure U will change our Woodland City Council elections from "at-large" or city-wide elections to district elections.

A "Yes" vote is a vote for local control. A "Yes" vote means you will be represented in decision-making.

Voting "Yes" gives you a voice in how city council districts are created in Woodland. Voting "Yes" protects the City of Woodland from expensive lawsuits.

The advantages of district elections are clear:

- Districts ensure the entire community is represented. Not just one small area.
- Districts lower campaign costs for council elections and enable more people to compete for council seats.
- Districts reduce City election costs.

The California Voting Rights Act compels us to adopt district elections. Measure U seeks your permission to make this required transition as inexpensive as possible.

Every city that has chosen to fight the California Voting Rights Act's implementation of council districts has been sued and either lost or settled. The costs have been staggering! The following cities refused to comply. Look at their court costs:

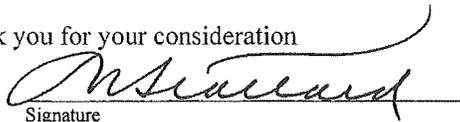
- * Anaheim: \$2.5 million
- * Modesto: \$4.7 million
- * Palmdale: \$5.1 million and growing

None of the cities that have been sued have avoided implementation of district elections. Woodland needs our tax dollars to pay for local services like public safety, programs for seniors, expanded library services, and youth programs -- not lawsuits!

If Measure U does not pass, it is almost certain that our City will be sued. The Courts could then take the decision out of your hands. The Courts could take over the process, define the districts and stick us with the bill!

Save our precious taxpayer dollars for much needed services, not lawsuits. Retain local control by voting "Yes".

Thank you for your consideration


Signature

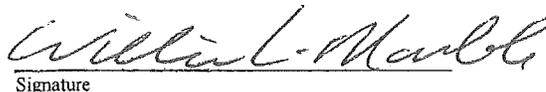
Tom Stallard

Mayor


Signature

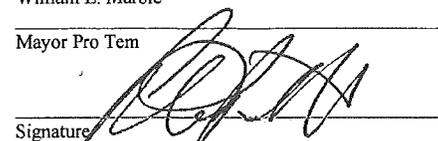
Marlin H. "Skip" Davies

Former Mayor


Signature

William L. Marble

Mayor Pro Tem


Signature

Art Pimentel

Former Mayor


Signature

Matt Rexroad

Former Mayor

expstar: rpt 12:28PM
 09/11/2014
 Periods: 0 through 15

Expenditure Status Report
 Expenditures Library Trust Fund FY13/14
 City of Woodland
 7/1/2013 through 6/30/2014

| Account Number | Adjusted Appropriation | Expenditures | Year-to-date Expenditures | Year-to-date Encumbrances | Balance | Prc't Used |
|------------------------------|------------------------|--------------|---------------------------|---------------------------|----------|------------|
| 917 | | | | | | |
| LIBRARY TRUST FUND | | | | | | |
| 917-0128 | | | | | | |
| BRANCH LIBRARY PROJECT | | | | | | |
| 917-0128-5200 | | | | | | |
| SUPPLIES & SERVICES | | | | | | |
| 917-079-0128-5262 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CONTRACT SERVICES | | | | | | |
| Total BRANCH LIBRARY PROJECT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 917-7715 | | | | | | |
| LIBRARY FOUNDATION | | | | | | |
| 917-7715-5100 | | | | | | |
| PERSONNEL EXPENDITURES | | | | | | |
| 917-071-7715-5110 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SALARIES-PERM FULL TIME | | | | | | |
| 917-071-7715-5113 | 9,294.00 | 47.43 | 47.43 | 0.00 | 9,246.57 | 0.51 |
| HOURLY WAGES - TEMPORARY | | | | | | |
| 917-071-7715-5114 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| VACATION BUYOUT | | | | | | |
| 917-071-7715-5115 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ADMIN BUYOUT | | | | | | |
| 917-071-7715-5116 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| COMP TIME BUYOUT | | | | | | |
| 917-071-7715-5120 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OVERTIME-PERM FULL TIME | | | | | | |
| 917-071-7715-5140 | 0.00 | 4.15 | 4.15 | 0.00 | -4.15 | 0.00 |
| WRKRS COMPLAB INS | | | | | | |
| 917-071-7715-5141 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| RETIREMENT | | | | | | |
| 917-071-7715-5150 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| HEALTH/LIFE/VISION INS | | | | | | |
| 917-071-7715-5151 | 0.00 | 0.56 | 0.56 | 0.00 | -0.56 | 0.00 |
| UNEMPLOYMENT INSURANCE | | | | | | |
| 917-071-7715-5157 | 0.00 | 0.69 | 0.69 | 0.00 | -0.69 | 0.00 |
| MEDICARE INSURANCE | | | | | | |
| Total PERSONNEL EXPENDITURES | 9,294.00 | 52.83 | 52.83 | 0.00 | 9,241.17 | 0.57 |
| 917-7715-5200 | | | | | | |
| SUPPLIES & SERVICES | | | | | | |
| 917-071-7715-5221 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| POSTAGE | | | | | | |
| 917-071-7715-5225 | 2,000.00 | 1,240.09 | 1,240.09 | 0.00 | 759.91 | 62.00 |
| COPY MACHINE COSTS | | | | | | |
| 917-071-7715-5226 | 25,000.00 | 23,605.85 | 23,605.85 | 0.00 | 1,394.15 | 94.42 |
| DEPARTMENT SPECIFIC SUPPLIES | | | | | | |
| 917-071-7715-5231 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOOLS | | | | | | |
| 917-071-7715-5240 | 0.00 | 133.04 | 133.04 | 0.00 | -133.04 | 0.00 |
| MAINTENANCE - GROUNDS | | | | | | |
| 917-071-7715-5241 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| MAINTENANCE - EQUIPMENT | | | | | | |
| 917-071-7715-5262 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CONTRACT SERVICES | | | | | | |
| Total SUPPLIES & SERVICES | 27,000.00 | 24,978.98 | 24,978.98 | 0.00 | 2,021.02 | 92.51 |
| 917-7715-5300 | | | | | | |
| EDUCATION & MEETINGS | | | | | | |

Expenditure Status Report
 Expenditures Library Trust Fund FY13/14
 City of Woodland
 7/1/2013 through 6/30/2014

| Account Number | Adjusted Appropriation | Expenditures | Year-to-date Expenditures | Year-to-date Encumbrances | Balance | Pct Used |
|--|------------------------|--------------|---------------------------|---------------------------|-----------|----------|
| 917-071-7715-5310 MEMBERSHIPS & DUES | 1,025.00 | 405.00 | 405.00 | 0.00 | 620.00 | 39.51 |
| 917-071-7715-5320 "CONFERENCES, MEETINGS & OTHER TRAINING" | 1,537.50 | 937.48 | 937.48 | 0.00 | 600.02 | 60.97 |
| 917-071-7715-5330 MANDATORY TRAINING | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total EDUCATION & MEETINGS | 2,562.50 | 1,342.48 | 1,342.48 | 0.00 | 1,220.02 | 52.39 |
| 917-7715-5500 CAPITAL EXPENSES | | | | | | |
| 917-071-7715-5540 MACHINERY & EQUIPMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 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 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 917-071-7715-5681 VARIABLE FLEET COST | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 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 FOUNDATION | 48,856.50 | 26,374.29 | 26,374.29 | 0.00 | 22,482.21 | 53.98 |
| 917-7730 LIBRARY TRUST FUND | | | | | | |
| 917-7730-5200 SUPPLIES & SERVICES | | | | | | |
| 917-071-7730-5226 DEPARTMENT SPECIFIC SUPPLIES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total LIBRARY TRUST FUND | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 917-7735 DONATION FROM MABS-LIBR. | | | | | | |
| 917-7735-5200 SUPPLIES & SERVICES | | | | | | |
| 917-071-7735-5226 DEPARTMENT SPECIFIC SUPPLIES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total DONATION FROM MABS-LIBR. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total LIBRARY TRUST FUND | 48,856.50 | 26,374.29 | 26,374.29 | 0.00 | 22,482.21 | 53.98 |

expstat.rpt 12:28PM
09/11/2014
Periods: 0 through 15

Expenditure Status Report
Expenditures Library Trust Fund FY13/14
City of Woodland
7/1/2013 through 6/30/2014

| <u>Account Number</u> | <u>Adjusted Appropriation</u> | <u>Expenditures</u> | <u>Year-to-date Expenditures</u> | <u>Year-to-date Encumbrances</u> | <u>Balance</u> | <u>Prc't Used</u> |
|-----------------------|-------------------------------|---------------------|----------------------------------|----------------------------------|----------------|-------------------|
| Grand Total | 48,856.50 | 26,374.29 | 26,374.29 | 0.00 | 22,482.21 | 53.98 |

expstat.rpt 09/11/2014 12:23PM
 Periods: 0 through 15

Expenditure Status Report
 Projected Expenditures Library Trust Fund FY14/15
 City of Woodland
 7/1/2014 through 6/30/2015

| Account Number | Adjusted Appropriation | Expenditures | Year-to-date Expenditures | Year-to-date Encumbrances | Balance | Pct Used |
|--|------------------------|--------------|---------------------------|---------------------------|-----------|----------|
| 917 LIBRARY TRUST FUND | | | | | | |
| 917-0128 BRANCH LIBRARY PROJECT | | | | | | |
| 917-0128-5200 SUPPLIES & SERVICES | | | | | | |
| 917-079-0128-5262 CONTRACT SERVICES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total BRANCH LIBRARY PROJECT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 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 | 9,294.00 | 234.96 | 234.96 | 0.00 | 9,059.04 | 2.53 |
| 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 | 0.00 | 20.56 | 20.56 | 0.00 | -20.56 | 0.00 |
| 917-071-7715-5141 RETIREMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 917-071-7715-5150 HEALTHLIFE/VISION INS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 917-071-7715-5151 UNEMPLOYMENT INSURANCE | 0.00 | 2.75 | 2.75 | 0.00 | -2.75 | 0.00 |
| 917-071-7715-5157 MEDICARE INSURANCE | 0.00 | 3.41 | 3.41 | 0.00 | -3.41 | 0.00 |
| Total PERSONNEL EXPENDITURES | 9,294.00 | 261.68 | 261.68 | 0.00 | 9,032.32 | 2.82 |
| 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 -copy machine contract has been cancelled | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 0.00 |
| 917-071-7715-5226 DEPARTMENT SPECIFIC SUPPLIES | 25,000.00 | 726.63 | 726.63 | 0.00 | 24,273.37 | 2.91 |
| 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 | 27,000.00 | 726.63 | 726.63 | 0.00 | 26,273.37 | 2.69 |
| 917-7715-5300 EDUCATION & MEETINGS | | | | | | |

Expenditure Status Report
 Projected Expenditures Library Trust Fund FY14/15
 City of Woodland
 7/1/2014 through 6/30/2015

| Account Number | Adjusted Appropriation | Expenditures | Year-to-date Expenditures | Year-to-date Encumbrances | Balance | Pct Used |
|--|------------------------|--------------|---------------------------|---------------------------|-----------|----------|
| 917-071-7715-5310 MEMBERSHIPS & DUES | 1,025.00 | 0.00 | 0.00 | 0.00 | 1,025.00 | 0.00 |
| 917-071-7715-5320 *CONFERENCES, MEETINGS & OTHER TRAINING* | 1,538.00 | 661.04 | 661.04 | 0.00 | 876.96 | 42.98 |
| 917-071-7715-5330 MANDATORY TRAINING | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total EDUCATION & MEETINGS | 2,563.00 | 661.04 | 661.04 | 0.00 | 1,901.96 | 25.79 |
| 917-7715-5500 CAPITAL EXPENSES | | | | | | |
| 917-071-7715-5540 MACHINERY & EQUIPMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 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 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 917-071-7715-5681 VARIABLE FLEET COST | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 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 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 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 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total LIBRARY FOUNDATION | 38,857.00 | 1,649.35 | 1,649.35 | 0.00 | 37,207.65 | 4.24 |
| 917-7730 LIBRARY TRUST FUND | | | | | | |
| 917-7730-5200 SUPPLIES & SERVICES | | | | | | |
| 917-071-7730-5226 DEPARTMENT SPECIFIC SUPPLIES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total LIBRARY TRUST FUND | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 917-7735 DONATION FROM MABS-LIBR. | | | | | | |
| 917-7735-5200 SUPPLIES & SERVICES | | | | | | |
| 917-071-7735-5226 DEPARTMENT SPECIFIC SUPPLIES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total DONATION FROM MABS-LIBR. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total LIBRARY TRUST FUND | 38,857.00 | 1,649.35 | 1,649.35 | 0.00 | 37,207.65 | 4.24 |

expstat.rpt 12:23PM
 09/11/2014
 Periods: 0 through 15

Expenditure Status Report
 Projected Expenditures Library Trust Fund FY14/15
 City of Woodland
 7/1/2014 through 6/30/2015

| <u>Account Number</u> | <u>Adjusted Appropriation</u> | <u>Expenditures</u> | <u>Year-to-date Expenditures</u> | <u>Year-to-date Encumbrances</u> | <u>Balance</u> | <u>Pct Used</u> |
|-----------------------|-------------------------------|---------------------|----------------------------------|----------------------------------|----------------|-----------------|
| Grand Total | 38,857.00 | 1,649.35 | 1,649.35 | 0.00 | 37,207.65 | 4.24 |

Woodland Public Library
Leake Center Community Rooms Policy 2nd Revision

The Woodland Public Library has two community rooms that may be rented for general use by members of the public who have a Woodland Public Library account in good standing. The Leake Center Community Room and the Leake Center Conference Room accommodate and seated guests, respectively. The Library Courtyard may be rented in conjunction with either the Leake Center Community Room or the Leake Center Conference Room.

The mission of the Woodland Public Library is to inform, enhance the quality of life, and to foster life-long learning in the community of Woodland. The function of the Woodland Public Library Leake Center is to provide a safe and supportive environment that furthers this primary purpose and encourages the use of the Library's informational, educational and recreational materials, programs, and services. In order to achieve these aims the Library must maintain a safe and reasonably quiet environment that takes into account the safety and welfare of its patrons, buildings, and staff. Public use of the Leake Center is not the primary purpose of the Library and shall not disrupt its main purpose.

Reservation of Leake Center Rooms

Community groups are permitted and encouraged to use these community rooms for educational, cultural, or intellectual activities, when such uses do not conflict with regular City Library programs, are consistent with the rules for eligibility and use as set forth in this *Policy*, and comply with the procedures and limitations specified in the *Leake Center Room Use Agreement*.

Room reservation requests may be submitted in person, by phone, or e-mail during regular business hours. Leake center Room reservations are handled by...(contact info)

Eligibility

1. Organizations eligible to reserve Library community rooms(in priority order)
 - Woodland Public Library-sponsored meetings, programs, etc.
 - Woodland Public Library-affiliated groups (e.g. Board of Trustees, Friends of the Library, Rose Club, etc.)
 - City of Woodland Departments
 - Civic and school groups
 - Non-profit or community organizations not included above
 - Commercial concerns may only use the rooms for in-service training of staff
 - Private individuals

Reservations

Rooms are available Monday Through Thursday 9:00am-10:00pm.

Occupancy time must begin during Library open hours.

Reservations are accepted on a first come, first served basis, up to one year in advance of rental date.

You may tour the community rooms during open library hours by appointment, provided there are no events in progress.

Reservation times must include set-up and take down/clean up time. Take down/clean up time is defined as removing garbage and food remains and returning room to original table/chair configuration.

Groups may use a community room up to 4 times per month.

Usage

Individuals reserving the community rooms must be 18 years or older and 21 years or older if alcohol is being served. A photo ID with the applicant's address and birthdate must be submitted at the time of the reservation application.

Events open to the public; Woodland Public Library must be named on all printed materials regarding the event. Our name must be spelled out in full. The correct address is 250 First ST, Woodland CA 95695

No use of the Woodland Public Library Leake Center Rooms shall cause a private individual or entity to make a profit from the activity authorized.

The fact that a group is given permission to meet in a community room does not constitute endorsement of the policies or beliefs of the group by the Director of Library Services, Library Board of Trustees, or the City of Woodland. The Library reserves the right to request that groups not associated with the Library state clearly in press releases and other publicity that the meeting is not Library sponsored and that the presence of the group in the community room does not constitute endorsement by the Library. Permission to use the community rooms is not transferable.

No smoking is allowed in any community room, no smoking is allowed on Library grounds, including Rose Garden and outside lawns.

~~The use of nails/tacks, scotch/duct tape or staples are not permitted.~~

Fire code does not permit open flame devices. No smoke/fog machines are allowed. All users and guests are required to follow safety rules for public buildings. Occupants will be evacuated during a fire alarm.

Decorations which do not damage the walls, ceiling, or furniture are permitted. No scotch tape or masking tape may be used to hang items.

Wall decorations are limited to a tackable surface, if available, or can be hung by the use of putty tack.

Helium balloons, candles, or open flames are not permitted.
All decorations must be removed when the event is over.

The individual or group reserving the room assumes full responsibility for the conduct of the guests at their function.

Parking availability is not guaranteed and may be limited.

In the event of an emergency such as power outage, natural disasters, etc., the Library will not be held responsible for interruption of a reservation. The Library reserves the right to cancel a reservation without notice or liability. Refunds will be made if cancellation is necessary.

Wireless Internet access is available in the community rooms. Users should test connectivity in advance. Organizations must provide their own computer, wireless access card, projector, and other equipment. Library staff is not available to troubleshoot user computer equipment.

The Library provides a screen, a podium and whiteboard in Leake Center Room, and whiteboard in the Leake Center Conference Room.

Maximum occupancy must not exceed posted limit.

The Library is not responsible for loss or damage to individual or group property before, during, or after use of the community rooms, and courtyard.

Library does not provide set-up of the community rooms. Each user is responsible for set-up and clean-up. Users may arrange chairs and tables as they wish. Any damages to the community rooms or equipment in the community rooms by the user will be charged to the user. Users ~~may also~~ will be charged for janitorial or staff's time to clean the facility if the room is not left in its original condition. The rooms/courtyard shall be left in the same condition in which they were found in, including the placement of chairs and tables.

Due to limited kitchen facilities, only simple refreshments may be served in the community rooms. Portable gas grills are permitted in the courtyard. Individuals or groups using the courtyard must have prior approval from the Library Services Director to use a portable gas grill in the courtyard. No alcoholic beverages may be served or consumed when the library is open to the public. No alcoholic beverages may be served or consumed when the library is closed to the public unless a certificate of liability insurance in the amount of \$1,000,000 is provided to the Library prior to the meeting with an endorsement identifying the City of Woodland as an additional insured. In addition to the above, selling alcohol requires a Special Daily License/Event Permit issued by the California Department of Alcoholic Beverage Control. <http://abc.ca.gov/>. Your application must include permission of the Director of Library Services, or designee, and police department approval.

The Library can impose reasonable conditions for the use of its community rooms and courtyard to ensure that public or private property is not damaged through the use of its facilities, and to ensure that the safety, welfare and comfort of the public is not disturbed. This includes restrictions on the use of amplified sound. The use of the community rooms and courtyard must not disturb the normal activities

of the Library. Illegal activities shall not be permitted in the community rooms/courtyard or on Library premises and such activity will result in immediate eviction and denial of future use of the Library's facilities by groups or individuals violating this policy.

Fees

Fees for each room is on an hourly basis, see fee schedule attached. Set-up and clean-up time must be included in paid reservation time. Use fees should be received at least 7 days prior to use of the community room. The Library must be notified at least 72 hours prior to a scheduled user's cancellation in order to receive a refund. No partial refunds for unused time will be made. If any library personnel are required to deliver keys, secure the library and/or community room, or return to the library for any other problem caused by user group, the group will be charged a ~~_____~~ \$50 callback fee. This charge must be paid before any future use of the community room is allowed. If the community room must be re-keyed due to a lost key, the user will be billed the full amount.

The following organizations are exempt from the community room use fee: Friends of the Woodland Public Library, Woodland Library Rose Club, and City of Woodland Departments. (~~Yolo county departments?~~)

Room use fees are established by the Library Board of Trustees, adopted by the Woodland City Council, and included in the City of Woodland Municipal Fee Schedule.

To secure a reservation, ~~by or before the deadline specified in the *Leake Community Room Usage Agreement*~~ applicants must read and accept this Policy, complete and submit a signed the *Leake Community Room Usage Agreement*, and pay all fees.

Signed *Agreement* and fees must be received by the Library representative handling the reservation as specified in the *Leake Community Room Usage Agreement*.

Woodland Public Library Leake Center Community Rooms Fee Schedule

Group 1: Exempt from Fees

- Woodland Public Library-sponsored meetings, programs, etc.
- Woodland Public Library-affiliated groups (e.g. Board of Trustees, Friends of the Library, Rose Club, etc.)
- City of Woodland Departments

Group 2:

- An organized club or special interest group that has non-profit status with open membership that works directly with youth and youth are present and engaged in the activities held in the community rooms. The group must have a formal organization with officers. For example: scouting groups, youth groups, 4-H

\$10 per hour Leake Center Community Room

\$10 per hour Leake Center Conference Room

\$10 per hour Library Courtyard (in addition to Leake Room Fee)

2 Hour minimum Reservation

Group 3:

- Civic groups
- Non-profit or community organizations not included above
- Commercial concerns may only use the rooms for in-service training of staff
- Private individuals

\$30 per hour Leake Center Community Room

\$20 per hour Leake Center Conference Room

\$20 per hour Library Courtyard (in addition to Leake Room Fee)

2 Hour minimum Reservation

Staff Use Only
Date Received _____
Group Type _____
Total Fee _____
Date Paid _____
Approved _____

OLD BUSINESS
Agenda Item No: 8c
Library Board of Trustees
Meeting: 09/17/2014

WOODLAND PUBLIC LIBRARY
Leake Center Community Room Reservation
ONE RESERVATION PER FORM

Organization _____ Type of Activity _____
Number of Persons Expected _____
Date to be Reserved _____ Time From _____ To _____
Person Responsible _____ Phone _____
Address _____

Group 2 Rental Rates: Community Room \$10/hour, Conference Room \$10/hour
Courtyard \$10/hour (in additional to room fees)
Group 3 Rental Rates: Community Room \$30/hour, Conference Room \$20/hour
Courtyard \$20/hour (in addition to room fees)

Room(s) Reserved:

Leake Community Room
Conference Room
Courtyard

Library Equipment Needed:

Chairs (Approx. number) _____
Tables (Approx. number) _____
Pull Down Screen _____
Podium _____
Stove _____

Please Read Before Signing

I have the authority to enter into this agreement for the above organization. I have read the policies relating to the use of rooms/equipment and agree to abide by them. I agree to leave the room(s) in a clean and orderly condition and guarantee restitution for loss or damage to any equipment, furniture or other library property.

I understand that failure to comply with these policies/procedures may result in denial of future use of library premises and/or equipment by the above organization.

Indemnity and Hold Harmless

The applicant and/or Organization is solely responsible for the event conducted within the facility and shall bear financial responsibility for all damages to the City's property, or for any claims made as a result of any accidents or injuries to the Renter, guests, or invitees or any person providing services to the applicant and/or organization shall be responsible for the control and supervision of the people in attendance during the use of the facility and shall see that no damage is done. Any violation of this provision may result in a denial of further permits and financial loss. Renters shall assume the defense of and indemnify and save harmless the City, its officers, employees, and agents from all claims, loss, damage, injury and liability of every kind, nature, and description directly or indirectly arising from the performance of his operation under the Agreement. Acceptance of the City of the Insurance Certificates does not relieve the renter from liability under the indemnity and Hold Harmless Clause.

I have read the Reservation Policy and agree to abide by all of the conditions of this application and of any contract or permit issued base on this application.

Signed _____ Date _____



| | | |
|---------------------|------------------------------|---------------------------------|
| Proposal | | Phone: (530)753-5074 |
| Brooks Painting Inc | 2860 W. Covell Blvd. Suite 5 | Fax: (530)753-6058 |
| Davis Ca 95616 | | Email: kevin@brookspainting.com |
| | | Web: www.brookspainting.com |

Proposal Date: 8/28/14

| | | | |
|--|-------------------------------------|---------------------|---|
| PROPOSAL SUBMITTED TO | HOME PHONE | WORK PHONE | CELL PHONE |
| City Woodland Library Attn: Greta Galindo | | 707-301-6895 | |
| ADDRESS | ALT PHONE | FAX | EMAIL |
| 250 1st Street | | | Greta.galindo@cityofwoodland.org |
| CITY, STATE, AND ZIP CODE | JOB NAME AND ADDRESS (if different) | | |
| Woodland, Ca. 95695 | Interior proposal | | |

The areas we are proposing to paint (scope of work):

Interior:

Paint foyer entry hall; walls, ceiling and grab bars. Paint doors room side
 Paint Conference room; Paint walls, baseboards and dry erase board wood boarder.
 Kitchen; Paint walls and ceiling. Paint one door one side and one pocket door one side
 Men and women’s restroom; Paint walls and ceiling. Paint entry door room side
 Large community room; Paint walls, baseboards, chair rail all same color. Paint doors room side

Optional:

Paint stairwell; Paint walls, ceiling, stair stringers, railing and wire mesh. (1st to second floor)

Paint:

Kelly-Moore
 Premium Acry-Plex 1610 on walls (eggshell finish) (2 coats)
 Premium Acry-Plex 1610 on ceilings in atrium and restrooms and kitchen (eggshell finish) (2 coats)
 Premium Acry-Plex 1640 on doors (Satin finish)(2 coats)
 Color to be determined

Excluded:

- All other rooms or areas not listed above
- Baseboards and chair rail a different color from walls
- All cabinets or wood built-in cabinets
- All floor finishes or epoxy coatings
- All metal window mullions
- Interior of storage or closets
- Door sides facing exterior of buildings



Included in our 10 point preparation procedures:

1. Confirm colors and placement.
2. Carefully cover and protect all non-painted surfaces
3. When painting walls and ceilings – All drywall will be patched and sanded as needed and re-inspected before final coats are applied. Larger cracks will be repaired and then sanded smooth
4. All repaired areas will be fully primed.
5. When painting wood surfaces- surfaces are to be sanded complete. Open voids and cracks are to be caulked and puttied as necessary.
6. Remove all plates, light covers, vents etc. and replaced after paint is dry.
7. All previously painted glossy surfaces will be sanded and cleaned to assure proper paint adhesion.
8. At the completion of your job, we will completely clean-up all trash etc. and it will be taken away.
9. Left over paint will be labeled and left for future touch-ups.

At the completion, our trained crew leader will carefully inspect all surfaces to ensure our quality standard has been met, both with his crew and with you.

Colors & Samples

- **We use only the highest quality Sherwin Williams or Kelly-Moore (other brands may be used, but may change the price and the warranty)**

Cost

- We propose to furnish material and labor – complete and in accordance with the above specifications for the sum stated below. *Individual tasks*, if selected, may require additional pricing. Price is valid for 30 days, price can be held with a signed contract and deposit.

Bid cost for Labor, Material and State recycling fee

Interior Painting per main scope of work listed on page 1= regular wage \$3,690 or (7,900 for prevailing wage)

Optional:

Stairwell first to second floor: Paint walls and ceiling.

Paint stair stringer, railings and wire mesh.-add= regular wage \$1,990 or (3,100 prevailing wage)



Insurance & Licenses

- **California Contractors License 737789**
- **Liability Ins. Info available if desired**
- **Workers Comp. Ins. Available if desired**

Five-Year Limited Warranty

- Our labor and material is warranted for a period of five (5) years with two finish coats applied. If paint failure appears, we will supply labor and materials to correct the condition without cost.
- This warranty is in lieu of all other warranties, expressed or implied. Our responsibility is limited to correcting the condition as stated above.
- This warranty excludes, and in no event will Brooks Painting Inc be responsible for consequential or incidental damages caused by accident or abuse, temperature changes, settlement or moisture; i.e., cracks caused by expansion and/or contraction. Cracks will be properly prepared as indicated at time of job, but will not be covered under this warranty.

Payment

- Final payment is due upon completion of the job. Our crew leader will collect payment at the final walk though. Payment by check only

Respectfully submitted: **Kevin Cornell**

Please read this proposal carefully and make sure that it contains all the aspects of the job that you want and no additional aspects. Anything not included in this proposal is excluded. We want to be as clear as possible to make this project easier for you. Please let us know of any way we can help.

Policy Manual Review- Library Photograph and Media Policy

As part of an ongoing policy review, there is no current policy in regards to photographs or video taken by library staff during library programming. With the use of photos in social media the library wants to have a clear policy regarding our use of photos taken during library events. A signed "photo release" paper process is a cumbersome format to ensure compliance and record keeping. Many libraries have adopted an overall policy for all photos taken during library events. The policy is printed on all library handouts and electronic media.

Photo Policy- Draft

~~The library reserves the right to photograph and videotape program participants. These photos and videos may be used in library publications and publicity, including local access cable. Notify library staff if you do not wish to be photographed.~~

The Woodland Public Library reserves the right to photograph program participants. These photos may be used by the Woodland Public Library for publicity purposes without compensation or further permission. If you do not wish you or your child to be photographed, please notify Library staff."

"We often take pictures at library events to use in the library publicity materials and on our website. If you do not want us to use a picture of you or your child, please tell a librarian prior to the event."