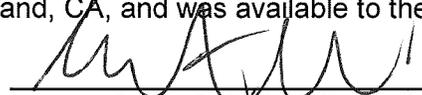


WOODLAND PUBLIC LIBRARY
Leake Room
250 First St.
Woodland, California
Wednesday, January 7, 2015
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
5:30PM

- 1) Call to Order
- 2) Welcome Visitors
- 3) Public Comment
- 4) Review of Agenda
- 5) Minutes
 - a) December 3, 2019
- 6) New Business
 - a) 2013/14 California State Library Report
 - b) 2nd Quarter FY15 Library Statistical Report
 - c) FY15 Mid-Year Literacy Budget Update
- 7) Old Business
 - a) Measure J Update
 - b) Measure E Update
- 8) Reports
 - a) Director
 - b) Board
 1. City Council/ Library Board of Trustees 2x2
 2. Individual Board Reports
- 9) Future Agenda Development
 1. Library Board of Trustees By-Laws
- 10) Adjournment

Next Meeting: January 21, 2014 4:00PM –Leake Center Policy

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 January 7, 2015 was posted on January 5, 2015 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. 5a
Library Board of Trustees Meeting 01/07/2015

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES, MEETING OF DECEMBER 3, 2014

Board Members: Diane Adams, Karen Shepard, and Kathy Harryman.
Members Absent – Edgar Lampkin and Gloria Rodriguez

Library Director – Greta Galindo

1. The meeting was called to order at 4:00 pm by Kathy Harryman.
2. Visitors – None
3. Public Comment – none
4. The agenda was reviewed and approved.
5. Board then went into closed session
Discussion – salary negotiations

Meeting was adjourned at 4:15 p.m.

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES, MEETING OF DECEMBER 3, 2014

Board Members: Diane Adams, Karen Shepard, and Kathy Harryman.
Members Absent – Edgar Lampkin and Gloria Rodriguez

Library Director – Greta Galindo

1. The meeting was called to order at 4:20 pm by President Kathy Harryman.
2. Visitors – Bertha, Friends of the Library representative
3. Public Comment – none
4. The agenda was reviewed and approved.
5. Minutes

- a. The minutes of October 23, 2014 were approved with the addition of adjournment at 4:15 pm.
- b. The minutes of November 5, 2014 were approved with the change of the date from 2105 to 2014.
- c. The minutes of November 19, 2014 were approved.

6. Old Business

- a. Library Board of Trustees Goals of 2014-2015 were reviewed. Diane voted to accept and Karen seconded. Passed.
- b. Library Board of Trustees Calendar – Discussion regarding allowing Greta to e mail changes to the calendar. Diane voted to accept and Karen seconded. Passed.
- c. Library Policy Review Display of Collections Policy. The policy was reviewed. Kathy voted to accept the new policy and Diane seconded. Passed.
- d. Measure J Update – Teen Librarian interview is Dec. 16, Literacy coordinator panel is Dec. 17. Greta would like to officially open the library to extended hours and the Leake Center in mid January. She would also announce the new librarians. Dec. 15-17th the Leake Center will be painted. The policy is still at the city lawyers. Replacing the carpet for the office /work area will cost \$60,000. On hold for now.

7. Reports

- a. Director – Measure E working on contract with Cathy Sanford. November 29 to Dec. 31 the Library is accepting Food for fines for all overdue fines. Dec. 18 is the holiday Party for kids from 5:00-6:00pm.
- b. Individual Reports – Karen talked about the Day of Giving for the Literacy Program. Diane shared that the county library is in the hiring mode. She also toured the county libraries.
- c. Friends – Bertha shared that there will be a craft sale and book sale on Saturday Dec. 13.

8. Future Agenda Items

Were listed and will be discussed at later meetings.

Meeting was adjourned at 5:20.

Woodland
2013-14 California Public Library Survey

13/14 CA State Library Report
 Agenda Item No. 6a
 Library Board of Trustees
 Meeting 01/07/2015

CURRENT YEAR

PREVIOUS YEAR

Directory Update #1-45

THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY

1	LIBRARY_ID	M752	<i>M752</i>
2	FSCS_ID	CA0156	<i>CA0156</i>
3	Short_Name	Woodland	<i>Woodland</i>
4	Name	WOODLAND PUBLIC LIBRARY	<i>WOODLAND PUBLIC LIBRARY</i>
Director			
(If position is not filled, enter "VACANT" in 6 and leave 7 & 8 blank)			
5	Courtesy Title (Ms., Mr., Dr.)	Ms.	<i>Ms.</i>
6	First Name	Greta	<i>Greta</i>
7	Middle Name or Initial (only if used)		
8	Last Name	Galindo	<i>Galindo</i>
9	Title	Library Services Director	<i>Library Services Director</i>
10	Street Address	250 FIRST ST.	<i>250 FIRST ST.</i>
11	City	WOODLAND	<i>WOODLAND</i>
12	Zip	95695	<i>95695</i>
13	Zip4	3411	<i>3411</i>
14	Mailing Address	250 FIRST ST.	<i>250 FIRST ST.</i>
15	Mail City	WOODLAND	<i>WOODLAND</i>
16	Mail Zip	95695	<i>95695</i>
17	Mail Zip4	3411	<i>3411</i>
18	Public Phone Number-Administration	(530) 661-5980	<i>(530) 661-5980</i>
19	Reference Phone Number	(530) 661-5980	<i>(530) 661-5980</i>
20	FAX	(530) 666-5408	<i>(530) 666-5408</i>
21	TDD for Deaf.	N/A	<i>N/A</i>
22	Library Director's Email address	greta.galindo@cityofwoodland.org	<i>greta.galindo@cityofwoodland.org</i>
23	Library's Public Email address	library@cityofwoodland.org	<i>library@cityofwoodland.org</i>
24	Library's Web Address	http://www.cityofwoodland.org/library	<i>http://www.cityofwoodland.org/library</i>
25	ILL Period: # of Weeks	6	<i>6</i>
26	ILL Photocopy free up to 10 pages?	Y	<i>Y</i>
27	Copy fee. ONLY if answer to #29 is No; otherwise, leave blank.		
28	Name of person completing this survey.	Patricia Lakie	<i>Patricia Lakie</i>
29	Phone # of person completing this survey.	(530) 661-5991	<i>(530) 661-5991</i>
30	Email address of person completing this survey.	patricia.lakie@cityofwoodland.org	<i>patricia.lakie@cityofwoodland.org</i>

THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY

31	Size Sq. Miles	7.5	7.5
32	Interlibrary Relationship Code	ME	ME
33	Legal Basis Code	CI	CI
34	Administrative Structure Code	SO	SO
35	FSCS Public Library Definition	Y	Y
36	Geographic Code	CI1	CI1
37	Legal Service Area Boundary Change	N	N
38	LIBR_TYPE	PHMD	PHMD
39	MSA_NAME	SEPY	SEPY
40	COUNTY	YOLO	YOLO
41	CLSASYSTEM	NLS	NLS
42	TABLE	5	5
43	STATE	CA	CA
44	FISCAL_YR	2013-14	2012-13
45	INST_CODE	P	P

Population and Outlets #201-212

201	Population of the Legal Service Area	57,223	56,908
202	Population of Children under 5 Years	4,521	4,496
203	Population of Children Age 5-14	15,736	11,154
204	Registered Users as of June 30	29,812	27,302
205	Children Borrowers Age 0-14	8,730	7,837
206	Main Library (<i>Enter 1 if there is a main or central library, leave blank if not</i>)	1	1
207	Branches (<i>See Instructions</i>)	0	0
208	Stations (<i>See Instructions. Must have staff & separate quarters</i>).	0	0
209	Total Branches + Stations (#207 + #208)	0	0
210	Bookmobiles. Vehicle count.	0	0
211	TOT_OUTLET(#206 + #207 + #208 + #210)	1	1
212	TOT_SQFEET (SUM #31 ALL OUTLETS)	23,000	23,000

Library Staff #251-259

251	Total count of persons employed - full and part time.	25	27
252	ALA Librarians (FTE) who have accredited ALA Masters	4.12	4.10
253	FTE Total Librarians (ALA or other)	4.12	4.10
254	FTE Special Professionals	0.39	1

255	FTE Lib. Tech. Assistants	2.97	2.32
256	FTE Other	4.23	4.98
257	ALL_SUPPRT (#254 + #255 + #256)	7.59	8.30
258	TOTAL_STAF (#253 + #257)	11.71	12.40
259	FTE Volunteers (<i>Average FTE per week - not hours</i>)	6.88	6.09

Income - for Operational Expenses #301-308

301	Local Government (<i>all sources - see Help</i>)	\$1,498,170	\$1,356,204
302	State Funds (e.g. CLSA, PLF, ELLI, etc.)	\$48,640	\$36,379
303	Federal Funds (e.g. LSTA or other)	\$0	\$6,500
304	All Other Operating Income	\$29,847	\$56,169
305	Total Operating Income (#301 + #302 + #303 + #304)	\$1,576,657	\$1,455,252

THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY

306	CLSA_TBR		0
307	CA Library Literacy Services		
308	PLF ALLOCATION		0

Income - for Capital Outlay #309-313

309	Local Government (<i>taxes and allocations - see Help</i>)	\$0	\$0
310	State Funds	\$0	\$0
311	Federal Funds	\$0	\$0
312	Other Income	\$0	\$0
313	Total Capital Outlay Income CAPOUT_INC (#309 + #310 + #311 + #312)	\$0	\$0

Standard Operating Expenditures #401-411

401	Salaries & Wages Expenditures	\$389,999	\$478,568
402	Employee Benefits Expenditures	\$277,968	\$311,613
403	Total Staff Expenditures (#401 + #402)	\$667,967	\$790,181
404	Print Materials Expenditures (except Serials)	\$111,714	\$93,917
405	Print Serial Subscription Expenditures	\$5,387	\$6,376
406	Total Print Materials Expenditures (#404 + #405)	\$117,101	\$100,293
407	Electronic Materials Expenditures	\$13,991	\$3,292
408	Other Materials Expenditures	\$37,432	\$20,887
409	Total Collection Expenditures (#406 + #407 + #408)	\$168,524	\$124,472

410	All Other Operating Expenditures	\$448,655	\$363,406
411	Total Operating Expenditures (#403 + #409 + #410)	\$1,285,146	\$1,278,059

Capital Expenditures #500

500	Capital Expenditures	\$0	\$0
-----	----------------------	-----	-----

Specific Expenditures #501-503

501	Preservation	\$0	\$0
502	Expenditure for Children's Materials	\$50,782	\$26,668
503	Adult Literacy Program	\$83,833	\$134,776

Collections #601-618

601	Children's Books Added	4,358	1,928
602	Books Children Held as of June 30	32,824	32,113
603	Books Young Adult Held as of June 30	5,783	5,969
604	Book Volumes Added	9,002	6,453
605	Book Titles Added	6,689	4,794
606	Books Total Held as of June 30	86,055	87,416
607	Government Documents in separate Collections	980	959
608	Total Print Materials Held (#606 + #607)	87,035	88,375
609	Electronic Books	4,127	2,969
610	Total Physical Audio Materials	6,345	6,325
611	Total Online Audio Materials	1,889	1,347
612	Total Physical Video Materials	7,898	7,483
613	Total Online Video Materials	0	0
614a	Databases - Local/Coops & Other	8	8
614b	Databases - State	0	0
614c	Databases - Total (#614a + #614b)	8	8
615	Number of Current Print Serial Subscriptions	100	103
616	Number of records in library catalog as of June 30	88,903	90,461
617	Children's Audio Materials held as of June 30	925	887
618	Children's Video Materials held as of June 30	2,430	2,205

Library Services, Annual #801-821

800	Total Public Service Hours (SUM #21 + #23) from Bookmobiles & Outlets respectively	2,091	2,184
801	Library Visits	173,961	200,038
802	Reference Questions (<i>omit directional</i>)	4,150	5,924
803	Circulation of Children's Materials	137,336	129,373
804	Circulation Non-English	10,483	9,716
805	Circulation Non-Book	108,898	107,837
806	Circulation of Electronic Materials	2,987	2,570
807	Total Circulation	308,236	311,831
808	ILL loans to others	57,322	67,391
809	ILL loans received	25,563	25,423
810	Pre-School Programs - Number	211	160
811	Pre-School Programs - Attendance	6,503	2,030
812	School Age Programs - Number	92	17
813	School Age Programs - Attendance	3,248	2,569
814	Young Adult Programs - Number	6	8
815	Young Adult Programs - Attendance	90	118
816	Adult Programs - Number	49	21
817	Adult Programs - Attendance	748	224
818	Children's Programs - Number (#810 + #812)	303	177
819	Children's Program Attendance (#811 + #813)	9,751	4,599
820	Total Programs - Number (#810 + #812 + #814 + #816)	358	206
821	Total Programs - Attendance (#811 + #813 + #815 + #817)	10,589	4,941

Salary Survey #901-918

901	Director (monthly rate) - Begin	6,802	6,802
902	Director (monthly rate) - Final	8,732	8,732
903	Assistant Dir. - Begin	5,127	4,928
904	Assistant Dir. - Final	6,232	5,990
905	Chief Lib. Div. - Begin	N/A	N/A
906	Chief Lib. Div. - Final	N/A	N/A
907	Branch Libn - Begin	N/A	N/A
908	Branch Libn - Final	N/A	N/A
909	Entry Level Librarian - Begin	4,208	4,045
910	Entry Level Librarian - Final	5,115	4,916
911	Journeyman Librarian - Begin	4,645	4,464
912	Journeyman Librarian - Final	5,646	5,427

913	Lib. Tech. Asst. - Begin	2,592	2,592
914	Lib. Tech. Asst. - Final	3,150	3,150
915	Clerk Non-Pro. (<i>see Help</i>) - Begin	2,348	2,348
916	Clerk Non-Pro. (<i>see Help</i>) - Final	2,854	2,854
917	Mgr. Of Spec. Services (non-MLS) - Begin	3,573	3,573
918	Mgr. Of Spec. Services (non-MLS) - Final	4,343	4,343

Electronic Services #856-863

856	Took advantage of CA Teleconnect subsidies during this report year.	No	No
857	Took advantage of federal E-RATE subsidies during this report year.	No	Yes
858	Does your library meet CIPA compliance requirements? Y/N (<i>see Help for Children's Internet Protection Act requirements</i>)	No	No
Electronic Resources Usage			
859	Uses (sessions) of Public Internet Computers (per year)	25,216	27,766
860	Virtual Visits to Library Website	48,450	57,622
861	Wireless Sessions per year	N/A	
862	Does your library use the Radio Frequency Identification (RFID) system for circulation? Y/N	No	No
863	GP TERMS (#28 + #38) from Bookmobiles and Outlets respectively.	18	18

Referenda #870-877

Please leave blank if no referenda occurred during the report year. Do not report referenda from prior years.

870	Referenda Election Date (MM/DD/YYYY)	06/03/2014
871	Local Agency Authorizing Election	City of Woodland
872	Funding Purpose	General Fund with advisory measures
873	Type of Tax	Sales Tax
874	Percentage of "Yes" Vote (Ex.: 66.5)	68.6
875	Vote Requirement to Pass	Majority
876	Vote Outcome	Pass Renewed 1/4-cent sales tax increase

for 8 years. Advisory: 20% to library for educational programs; 60% for youth & teen programs and facilities, of which some will come to the library.

Mobile Libraries #1-31

If no mobile libraries then leave blank.

THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY

- 1 FSCS_ID
- 2 LIBRARY_ID
- 3 LIB_CODE
- 4 Short_Name
- 5 Bookmobile Name
- 6 Street:
- 7 City:
- 8 Zip:
- 9 Zip4:
- 10 County:
- 11 Phone:
- 12 Type:
- 13 Make:
- 14 Model:
- 15 Year:
- 16 Chassis Manufacturer:
- 17 Length:
- 18 Book Capacity in Volumes:
- 19 Miles traveled/year:
- 20 Number of individual stops on route per week:
- 21 Total hours in public service for the year (*omit travel time*):
- 22 Total number of weeks per year in public service:
- 23 Librarians on vehicle - FTE
- 24 Driver/clerks on vehicle - FTE
- 25 Support Staff off vehicle - FTE
- 26 Total materials circulation per year
- 27 Yearly operating and maintenance cost. (*Examples: fuel, maintenance, repair, labor and parts. Do not include personnel costs.*)
- 28 Number of Internet Terminals - General Public
- 29 FISCAL_YR
- 30 C_MSA
- 31 L_NUM_BM

Library Outlet #1-46

THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY

1	FSCS_ID	CA0156.002	<i>CA0156.002</i>
2	LIBRARY_ID	M752	<i>M752</i>
3	LIB_Code	M752.001	<i>M752.001</i>
4	Short_Name	Woodland	<i>Woodland</i>
5	Outlet Name:	WOODLAND PUBLIC LIBRARY	<i>Woodland Public Library</i>
6	Street Address:	250 FIRST ST.	<i>250 First St.</i>
7	City:	WOODLAND	<i>Woodland</i>
8	ZIP:	95695	<i>95695</i>
9	ZIP+4:	3411	<i>3411</i>
10	Mail Address:	250 First St.	<i>250 First St.</i>
11	Mail City:	Woodland	<i>Woodland</i>
12	Mail ZIP:	95695	<i>95695</i>
13	Mail ZIP+4:	3411	<i>3411</i>
14	County:	Yolo	<i>Yolo</i>
15	FAX:	(530) 666-5408	<i>(530) 666-5408</i>
16	Phone:	(530) 661-5980	<i>(530) 661-5980</i>
17	Type of Outlet:	CE	<i>CE</i>
18	This Facility is Owned by:	CITY - City	<i>CITY - City</i>
19	This Facility is in need of:	RMEX - Remodel and Expansion	<i>RMEX - Remodel and Expansion</i>
20	Population Served By Outlet.	57,223	<i>56,908</i>
21	Total Outlet Staff, in FTE.	11.71	<i>12.4</i>
22	Hours Open, Weekly.	44	<i>44</i>
23	Hours Open, Annually.	2,091	<i>2,184</i>
24	Weeks Open, Annually.	50	<i>52</i>
25	Total Number of Volumes Held by Outlet.	105,139	<i>105,031</i>
26	Total Annual Circulation by Outlet.	308,236	<i>311,831</i>
27	Total Outlet Operating Expenditures.	1,285,147	<i>1,278,059</i>
28	Year in which Outlet was Originally Built.	1904	<i>1904</i>
29	Month and Year outlet opened (i.e., 06/2008)	03/1905	<i>03/1905</i>
30	Year in which Outlet was Remodeled.	1988	<i>1988</i>
31	Size of Outlet, sq. ft.	23,000	<i>23,000</i>
32	Number of Reader Seats in Outlet	102	<i>108</i>
33	Days per week outlet is open to the public.	5	<i>5</i>
34	Staffed when open to public by at least 1 paid librarian & 1 paid clerical?	Yes	<i>Yes</i>
35	Housed in separate quarters?	Yes	<i>Yes</i>

36	Established schedule of hours for public service?	Yes	<i>Yes</i>
37	Degree of Adequacy of this Facility.	5	<i>5</i>
38	Number of Internet Terminals--General Public.	18	<i>18</i>
39	Internet Connection. What is your library branch's highest connection speed to the Internet?	40.1 Mbps - 1.0 Gbps (gigabips/second)	<i>10.1 Mbps - 40 Mbps</i>
40	Wi-Fi. Is Wireless available at this location? (Y/N)	Yes	<i>Yes</i>
41	MSA (Metropolitan Statistical Area) Status:	CC	<i>CC</i>
42	FISCAL_YR CODE	2013-14	<i>2012-13</i>
43	OUTLET_TYPE_SORT_CODE		<i>N/A</i>

NEW BUSINESS

Agenda Item No. 6b

Library Board of Trustees Meeting: 1/7/2015

QUARTERLY STATISTICS 2014-2015 2nd qtr
Woodland Public Library

		Items						
		Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	FY 14/15	FY 13/14	
Materials checked out or renewed		79,395	74,113			153,508	142,547	8%
Holds Filled		15,162	14,309			29,471	29,530	0%
		Patrons						
		Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	FY 14/15	FY 13/14	
# people visiting the library		44,582	41,041			85,623	78,218	9%
Cards added by WPL staff - All zips		654				654	1,077	-39%
Juvenile Library Card Holders		8,882				8,882	8,199	8%
Library Card Holders		30,385				30,385	28,337	7%
New Library To Go Users						-	60	
Total Library To Go Users						-	249	
		Programs						
		Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	FY 14/15	FY 13/14	
Storytimes Ages 0-5	# held	40	58			98	94	4%
	attendance	996	970	-	-	1,966	1,194	65%
Tours/group visits Ages 0-5	# held			-	-	-	0	
	attendance			-	-	-	0	
Family Programs	# held	12	13	-	-	25	10	150%
	attendance	1,179	385	-	-	1,564	1,035	51%
Tours/group visits Ages 6-12	# held	3	3	-	-	6	1	500%
	attendance	159	82	-	-	241	32	653%
Outreach Ages 6-12	# held			-	-	-	0	
	attendance			-	-	-	0	
Programs Ages 13-18	# held	5	2	-	-	7	5	40%
	attendance	29	30	-	-	59	68	-13%
Tours Ages 13-18	# held			-	-	-	0	
	attendance			-	-	-	0	
Adult Programming	# held	16	8	-	-	24	7	243%
	attendance	201	40	-	-	241	100	141%
Books for the Homebound		8					19	
TOTALS	# held	76				76	60	27%
	attendance	2,572				2,572	1,111	132%

REVISED REVENUE

From Application

2014-2015

NEW BUSINESS

Agenda Item No: 6C

Library Board of Trustees Meeting:

Woodland Public Library Literacy Service

Budget by Program & Supporting Functions	Adult & Family Literacy	ELLI	Mobile Library Literacy	ESL	Other Services First Five	Total Revenue	
						State Revenue	Other Revenue
Revised Support Revenue							
California Library Literacy Services (California State Library Grant) *	53,504					53,504	
Library/Local Jurisdiction Commitment (City, County, District, Library)	7,500						7,500
California Work Opportunity (CalWorks)							0
Community Based English Tutoring (CBET)							0
Community Development Block Grant (CDBG)							0
County Health/Human Services/Alcohol & Drug (Prop 36)							0
County Housing Authorities/Departments (CHA)							0
County Sheriff's Department/Corrections	30,475						30,475
Donations from Individuals (including Bequests)	1,000						1,000
Even Start							0
First Five/Children & Families Commission (Prop 10)							0
Head Start							0
Healthy Start							0
Library Foundations							0
Library Friends Groups							0
Local Literacy Councils/Groups							0
Private/Corporate Foundations (e.g., Verizon)							0
Pro Literacy Worldwide (PLW) (formerly LVA/Laubach)							0
Service Clubs (e.g., Rotary, Kiwanis)							0
Special Events Net (fundraisers)							0
United Way							0
WIA (Workforce Investment Act) Sec. 225/231							0
WIA (Workforce Investment Act) EL CIVICS							0
Other (identify) _____							0
Total	92,479	0	0	0	0	53,504	38,975
Total eligible for California State Library Match	38,975					Grand Total	92,479.00

Col. G-yellow boxes should equal 0 when both Revenue & Budget are completed.

Total Revenue from Budget	0	92,479
State Revenue from Budget	0	53,504
Local Revenue from Budget	0	38,975

REVISED BUDGET

Revised Budget--December

14-15

NEW BUSINESS

Agenda Item No: 6C

Library Board of Trustees Meeting:

Woodland Public Library Literacy Service

Budget Categories	Projected Budget										Funding Source		Total
	Adult & Family Literacy		ELLI		MLLS		ESL	Other Services	53,504		38,975	Local Revenue	
	CLLS \$ Portion	Local \$ Portion	CLLS \$ Portion	Local \$ Portion	CLLS \$ Portion	Local \$ Portion			State Revenue	Local Revenue			
1. Salaries and Benefits	31,000	0								31,000	0	0	31,000
2. Contract Staff		22,775								0	22,775		22,775
3. Operations		15,200								0	15,200		15,200
4. Library Literacy Materials	12,000	1,000								12,000	1,000		13,000
5. Equipment (\$5+)	6,637	0								6,637	0		6,637
6. Indirect Costs (not to exceed 10% 12355)	3,867									3,867	0		3,867
Total:	53,504	38,975	0	0	0	0	0	0	0	53,504	38,975	0	92,479
Grand Total:	92,479												

CLLS Grant amount	0	53,504
Local amount	0	38,975
Total proposed revenue	0	92,479

Col. 1-yellow boxes, should equal 0 when both Revenue & Budget are completed.

Staff Commitment

Salaries and Benefits - Library Personnel (staff is city, county, or district library employee)

Position/Job Title	AFLS FTE	ELLI FTE	MLLS FTE	ESL FTE	Other Serv. FTE	Total FTE	Salary Total
Literacy assistant coordinator	0.25					0.5	\$ 16,000
Literacy Coordinator	0.5					0.5	\$ 15,000
						0	
						0	
						0	
						0	
						0	
						0	
						0	
Totals	0.75	0	0	0	0	1	\$ 31,000

Salaries - Contract (staff not city, county, or district library employee)

Position/Job Title	AFLS FTE	ELLI FTE	MLLS FTE	ESL FTE	Other Serv. FTE	Total FTE	Salary Total
Inmate Coordinator	0.5					0.5	\$ 22,775
						0	
						0	
						0	
Totals	0.5	0	0	0	0	0.5	\$ 22,775

Should equal 0 when complete 0
Should equal 0 when complete 0

1.5 \$ 53,775