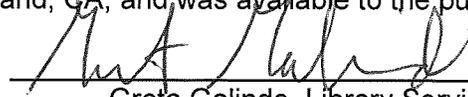


WOODLAND PUBLIC LIBRARY
Leake Room
250 First St.
Woodland, California
Wednesday, February 4, 2015
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
5:30PM

- 1) Call to Order
- 2) Welcome Visitors
- 3) Public Comment
- 4) Review of Agenda
- 5) Minutes
 - a) January 7, 2015
- 6) Presentations
 - a) New Online Resources
- 7) New Business
 - a) Lighting in Reading Area
 - b) Microfilm Reader
- 8) Old Business
 - a) Leake Center Policy
 - b) Measure E Update
 - c) Library Board of Trustees Goals and Timeline
- 9) Reports
 - a) Director
 - b) Board
 1. Individual Board Reports
- 10) Future Agenda Development
 1. Library Board of Trustees By-Laws
- 11) Adjournment

Next Meeting: February 18, 2015 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 February 4, 2015 was posted on February 1, 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.

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
MEETING OF JANUARY 7, 2015

Board Members: Diane Adams, Kathy Harryman, Edgar Lampkin, Gloria Rodriguez, Karen Shepard
Library Director: Greta Galindo

- 1) The meeting was called to order at 5:33 p.m. by Kathy Harryman, President.
- 2) Visitors – Tom Stallard, Bobby Harris, Retha Robertson
- 3) Public Comment – Tom stated that he was pleased to see elections move from June to November. He also wanted to express the fantastic work that is being done and that especially the emphasis to address needs of all children. He announced that there would be a community celebration to honor Martin Luther King Day. The gathering will be on Mon Jan. 19 at Heritage Plaza at 6:30 p.m. Bobby proposed that the Board consider looking into a bond measure to fund the expansion of library that was supposed to occur before the recession fell. Retha stated that Mystery Night Planning will be Sat. Jan. 17th. On Sat. Feb. 7th Author Cindy Sample will discuss her latest book.
- 4) Review of Agenda – The agenda was reviewed and approved.
- 5) The minutes of December 3, 2014 were reviewed and approved.
- 6) New Business
 - a. Greta reviewed the 2013/14 California State Library Report.
 - b. Greta reviewed the 2nd Quarter FY 15 Library Statistical Report.
 - c. Greta reviewed the FY 15 Mid-Year Literacy Budget Update.
- 7) Old Business
 - a. Measure J Update – New library hours, which have increased to expand access, begins on February 6. The Family Literacy Coordinator, Trina Camping, has been hired full time. The new Teen Librarian will be announced soon. In addition to other literacy activities, family and early literacy support will be provided to parents and day care providers. Two new online learning opportunities are being provided. HelpNow is a computer program which will provide homework help and educational support. Mango! is computer program which provides instruction in 60 languages and English as a Second Language. Early literacy computers in the children's area have been added, and three new computers that have educational programs specifically for school age children will be added soon. Greta agreed to provide demonstration of above programs at a future Board meeting. There will also be an Open House in the Spring. Edgar mentioned that a Literacy Symposium, sponsored by the Yolo County Office of Education and occurring in the Spring, will be another opportunity where community leaders can discuss the current challenges in literacy in our community and also become aware of available services.

- b. Measure E Update –
Will have meeting with consultant, Cathy Sanford, on Feb. 4. Meetings with stakeholders should occur in the next two to three months. Focus on technology space for older teens to adults. Activities such as learning to code and equipment such as 3D printers are being considered. There will also be consideration of other services too.

8) Reports

- a. Director –In addition to the sharing of Measures J and E, Greta pointed out that the selection of teen librarian will be finalized soon.
- b. Board – The 2 x 2 meeting occurred with Council Members Bill Marble and Angel Barajas, City Manager Paul Navazio, and Board of Trustees, Kathy and Diane. Greta was also in attendance. The discussion centered on the south side community of Woodland’s need for library services, the homeless and the selection of BOT officers. At the next 2 x 2 meeting there should be more progress in these discussions.

9) Future Agenda Development

Library Board of Trustees By-Laws; Workshop for 2/8.

10) Adjournment – The meeting was adjourned at 6:45 p.m.

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

Respectfully submitted
Gloria Ulloa Rodriguez, Board of Trustees



Quality Lighting

18632 Brewer Rd
Grass Valley, Ca 95949
(530) 268.3795



To: David Wilkinson

Below is our proposal for the replication of 4 dome/bowl fixtures for the Woodland Public Library.

ID #	Description	Quantity	Per Unit	Total
1	24" bowl light fixture	4	1,200.00	4,800.00
2	Bowl on site as attic stock, no charge for 1 bowl	1	245.00	-245.00
3	LED lamps	32	12.00	384.00
4	Delivery and installation	4	100.00	400.00
			Total	5,099.00
			Grand Total	5,099.00

The replication of 4 lighting fixture for the Woodland Public Library will take approximately 40 hours labor to complete. All lighting work performed by Quality Lighting for the Woodland Public Library will be guaranteed for 2 years from date of delivery. All 4 fixtures will be UL labeled and hi-pot voltage tested in our Grass Valley CA workshop. A certificate will be given to the owner's agent upon request.

Respectfully submitted, 12/5/14

Paul Ivazes, Quality Lighting



Discover the Power of Word Searchable Microfilm
Search for key words, link to source materials, create searchable PDFs

OCR for Microfilm

PowerScan Productivity Suite

We're revolutionizing the way you use microfilm. With the ScanPro's new OCR technology you can search for words you select, link directly to information sources, copy selected areas as text to the clipboard, or convert your entire microfilm image to word searchable PDFs, all with a single click of the live image on your view screen. These OCR features are available as the PowerScan Productivity Suite. This optional software can be added at any time to your ScanPro 3000, ScanPro 2000 or ScanPro 1000.

- Find words right on your microfilm image without having to read through the entire page. Just enter the word that you are looking for in the search box and if it is on the microfilm, it will be highlighted every where it appears.
- Use INFO-Link to get more information about what you see on your microfilm. Just click to highlight a word or words and then select the internet reference source that you want to use like Wikipedia, a thesaurus, or a dictionary.
- Select information that you see on your microfilm image and copy it to the clipboard as editable text for pasting into any document or presentation.
- With a single click you can convert any microfilm image to a word searchable PDF, single page or multiple page.



ScanPro 3000
Shown with Combination
Fiche, and Motorized 16/35mm Film Carrier



24" LCD Monitor (optional) Shown with
Newspaper Image and WORD-Search highlights



Choose the PowerScan Productivity Suite for OCR Accuracy and Speed

The e-ImageData OCR features for microfilm are powered by ABBYY Fine Reader. This world class OCR software is consistently picked by researchers for accuracy and speed. We have licensed the ABBYY Fine Reader engine and integrated it into the ScanPro software to bring you powerful, easy to use features for working with microfilm. This software lets researchers, genealogists, librarians and patrons have access to microfilm with unlimited OCR features: WORD-Search, INFO-Link, copy selected areas as text, and create word searchable PDFs. These features work with the image that you see on the view screen. A single click and you see it happen. It is easy, fast and makes working with microfilm fun.

“The new WORD-Search option is unbelievable. It will revolutionize the way you work with microfilm”

-Trip Wyckoff
Florida State University

“I was looking for new technology and I found it! This is really a great product.”

-Heng You
Information Center Manager

“There is an app for everything you want to do with microfilm, I just love it.”

-Lori Bessler
Wisconsin Historical Society

using INFO-Link:

Reading an article on Monet and want additional information.

CLICK to highlight the word “Monet” anywhere on the page (or in the magnifier).

CLICK to choose the information source that you want to use. In this example we chose “Wikipedia”.

Experience information at your fingertips.



WIKIPEDIA
The free encyclopedia

Claude Monet
From Wikipedia, the free encyclopedia

Claude Monet (French pronunciation: [klod mɔnɛ]) (14 November 1840 – 5 December 1926) was a founder of French impressionist painting, and the most consistent and prolific practitioner of the movement's philosophy of expressing one's perceptions before nature, especially as applied to plein-air landscape painting.[1][2] The term Impressionism is derived from the title of his painting Impression, Sunrise (Impression, soleil levant).

Early life
Claude Monet was born on 14 November 1840 on the 5th floor of 45 rue Laffitte, in the 9th arrondissement of Paris.[3] He was the second son of (next)

Birth name	Oscar Claude Monet
Born	14 November 1840
Died	5 December 1926 (aged 86)
Country	France
Nationality	French
Field	Painter

Claude Monet, photo by Nadia, 1979

PowerScan Productivity Suite

Optional software (Not available on ScanPro 1100)

OPERATION:

Live view images with ONE CLICK buttons

OCR LANGUAGES:

Over 200 included (menu selection)

OPERATING SYSTEMS (32 and 64 bit):

XP, Vista, Win 7, Win 8

INFORMATION LINKS (Default):

-Wikipedia
-Thesaurus
-Dictionary

CUSTOMIZE FEATURES:

Administrator selectable features
Administrator selectable information links

See the ScanPro video:

www.e-imagedata.com/ScanPro_3000.html



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ScanPro 1100



All-In-One Touch Screen Ready, Microfilm Viewer, Scanner, Printer

Low cost, built for public use, provides powerful features and is easy-to-use.

Track record of performance and reliability.

The world's leading universities, libraries and private companies have been choosing e-ImageData microfilm scanners over the competition for more than 20 years. No other equipment on the market can match the ScanPro for its proven track record of innovation, performance and reliability.

On-screen magnifier.

Slide the magnifier over the area you want to view in detail. It is easy, fast and intuitive. There is no need to resize or reposition the image.

Although Monet helped perpetrate the myth that he did not, and maybe even could not, draw, nearly 500 of more than 2,500 works mentioned in his catalogue raisonné are sketches, drawings and pastels. Yet, until now, few scholars have paid much attention to them.

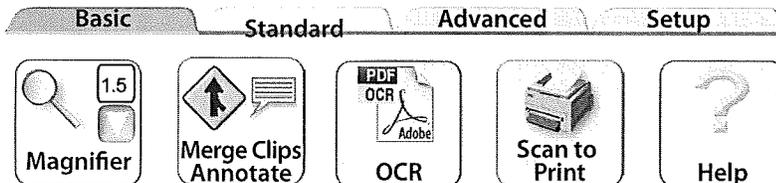
Just slide the magnifier over any area on the image to view small text and image details up to 800%.

Customizable tool bar tabs and button controls.

Skill levels of microfilm users vary from the occasional user to the advanced researcher. Basic, Standard, and Advanced modes are available to match these skill levels. Also, you can customize the toolbar to meet the needs for any application.



Clear, crisp image of a newspaper image
Scanned in less that 1 second



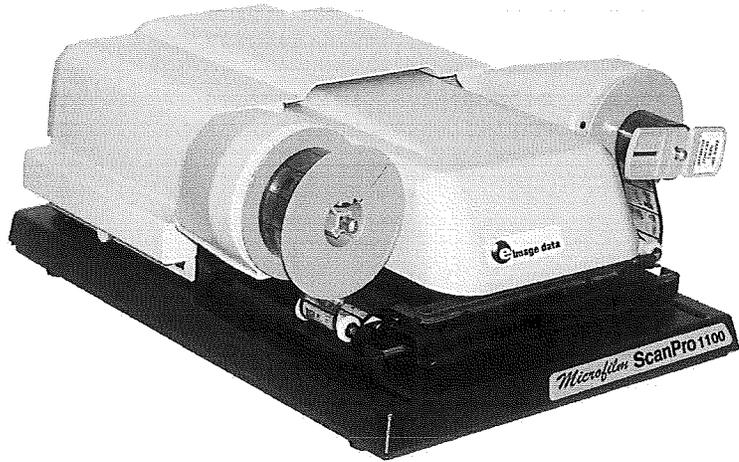
Buttons

Button Controls

Add you own text labels for tabs and button controls. You can even specify the size of the button control. Large buttons have been selected in this example, large buttons are ideal for Touch Screen applications.



Complete Digital Solution



Time saving features

Patented FOCUS-Lock[®] technology eliminates the step of focusing, even during film movement and changes in magnification. This means that the ScanPro is always ready to be used for making look ups and completing research easier, faster, and more efficiently. No other scanner can do this.

Performance

Small and compact, the ScanPro 1100 fits almost anywhere. One CLICK on-screen buttons complete look-ups quickly and efficiently. The combination carriers for all microforms are easy and fast to operate using the on-screen controls or the familiar manual buttons.

Easy to Use

The ScanPro 1100 software is an intuitive Windows[®] computer application with familiar icons and text labels. And, an on-screen help menu is available for all controls to help any user at any time.

Value

The ScanPro 1100 is built for durability in public use applications. The construction is heavy gauge steel throughout and all moving parts use steel bearings for long term reliability. It is not unusual to find ScanPro scanners with over 1,000,000 scans and working just like new.

ScanPro 1100 Features and Benefits

Camera resolution: 6.6 megapixels.
Maximum image size 426 megapixels.
FOCUS-Lock™, maintains focus during optical zoom (exclusive ScanPro technology).
Portrait or Landscape, selectable camera position for maximum image resolution.
Roll Film Guide Rollers tangent to focus plane to prevent film scratching.
Fiche carrier (oversize, standard), roll film carriers (16/35mm/M cartridge film).
Optical zoom magnification 7 to 54X or 7 to 105X. Digital Zoom: 8X.
Optical zoom magnification with digital zoom 7X to 432X.
Optical Image Rotation: 120 degrees.
Digital Image Rotation: Infinite.
USB front auxiliary port
Soft bright, true color optical green (std.), film-optimized lamps with lifetime warranty.
Software selectable resolution, 150 to 1200 dpi, 256 grayscale, bi-tone.
Automatic-Scanning of film (partial or full roll with auto-crop, straighten).
MergeClips™ combine, arrange and size scans to a single page, plus annotation.
Instant Print (single click) button.
Instant Scan (single click) button.
Input Media (All microforms): Film and Micro opaques.
Optical Straighten: Automatic, Line and Manual without reducing image size.
Roll Film Controls: Auto rewind, image advance, framing, and familiar physical buttons to control film movement.
Scan to: e-mail, hard drive, USB, CD, Cloud storage, FamilySearch.
All common file formats with word searchable PDF (OCR with ABBYY [®] fine reader).
Auto-Adjust, a single click button: adjusts brightness, contrast, straightens, and crops.
Output size A2, A3, A4, letter, tabloid, 11" x 17", custom size, plotters.
Save and Recall all settings including optical zoom magnification.

ScanPro 1100 Product Information

Fits almost anywhere	Proprietary technology provides compact design.
Operating Systems	XP, Win 7 and Win 8 (32 and 64 bit).
Hardware Interface	USB3 Super Speed or FireWire IEEE 1394
Dimensions (H x W x L)	(19 x 31 x 41) cm. (7.5 x 12 x 16) inches.
Weight	9kg. (19.5lbs).
Power	100-240VAC 50/60Hz, Energy Star certified and labeled.
Energy Efficiency	EPA energy star certified and labeled.
Safety tested & labeled	Meets OSHA workplace safety requirements, UL/CSA.
Scanner and film carrier	12 month factory warranty.

Patent Nos. 8,269,890 8,537,279

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Woodland Public Library
Leake Center Rooms Policy 3rd 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 by 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 use is limited to 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 2 and 3 may use a community room up to 4 times per month. See fee schedule for Group definitions

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.

For 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 1st ST, Woodland CA 95695

No use of the Woodland Public Library Leake Center Rooms shall result in a private individual or entity profiting 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, or on Library grounds, including the Rose Garden and outside lawns.

The 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 a power outage, natural disaster, 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, podium and whiteboard in the Leake Center Community 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.

The 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 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, 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 by 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 are 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 seven 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 the 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: Woodland Public Library sponsored programs and events, Friends of the Woodland Public Library, Woodland Library Rose Club, and City of Woodland 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 applicants must read and accept this Policy, and complete and submit a signed the *Leake Community Room Usage Agreement*.

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

DRAFT

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. 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 use is limited to 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

Board of Trustees
Woodland Public Library
2015 Goals

1. The BOT will work with the LSD, library staff, City Administration, Police Department, Fourth & Hope, the Rose Club and other relevant groups to reduce loitering and improve the environment so that children and families do not feel threatened or intimidated when entering or leaving the library.

To address the above mentioned issues, the BOT will explore opportunities to provide training and support for library staff; i.e. in-service on mental health/behavioral issues and related topics. The Library Services Director will pursue an ordinance effectively “closing” the library grounds from dusk to dawn, similar to the City cemetery. The Library Board is open to new ideas in staffing to provide for a welcoming and safe environment inside and outside the library. The Board and Library Services Director will keep an open dialogue regarding patron issues.

2. The BOT will work with the LSD and library staff to explore opportunities to offer more cultural and educational programming to the adult community. This is an ongoing goal of working on ideas for promoting and hosting cultural events at the library. This could include musical performances in the rotunda, speakers and other events. The Library Board will work with the Library Services Director to bring cultural and educational events to the library. For 2015 the Board would like to host one event, with long term goals of offering adult programming every quarter.
3. The BOT will research how other libraries have established foundations to support library goals. The BOT will be inquiring into Foundations that can partner and help us financially support our library. We will be setting up workshops and revisit this topic in the Spring. The BOT will research and consider other foundation possibilities such as the Community Foundation.
4. The Library Services Director will work with the Library Staff to evaluate staff and facility needs, particularly the downstairs work area. The Library Services Director will work with the City to determine needs and develop a facility plan for replacement of aging carpet, paint, windows, and other FFE.
5. The Library Services Director will continue to explore with the City of Woodland and the City’s Community Services Department ways to bring library services into the community, including the Spring Lake Area.