

**WOODLAND PUBLIC LIBRARY**  
**Leake Room**  
**250 First St.**  
**Woodland, California**  
**Wednesday, November 4, 2015**  
**LIBRARY BOARD OF TRUSTEES**  
**CLOSED SESSION AGENDA**  
**3:00PM**

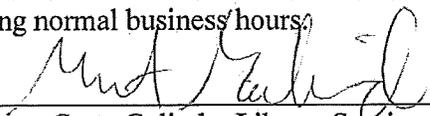
- 1) Call to Order
- 2) Welcome Visitors
- 3) Public Comment
- 4) Closed Session
  - a. Personnel- Employee Evaluation and Labor Negotiations
- 5) Adjournment

**REGULAR MEETING AGENDA**

- 1) Welcome Visitors
- 2) Public Comment
- 3) Review of Agenda
- 4) Minutes
  - a) October 21, 2015
- 5) Old Business
  - a) 917 Fund
- 6) New Business
  - a) FY2015-2016 First Quarter Statistics
  - b) Library Holiday Schedule
  - c) Community Learning Lab Report
- 7) Reports
  - a) Director
  - b) Board
    1. Individual Board Reports
- 8) Future Agenda Development
  1. Collection Development Policy
  2. Library Board of Trustees By-Laws
  3. Library Board Goals
- 9) Adjournment

Next Meeting: November 18, 2015 3:00 PM Closed Session-Personnel Employee Evaluation and Labor Negotiation

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 November 4, 2015 was posted on November 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 1<sup>st</sup>. 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.

## MINUTES, MEETING OF OCTOBER 21, 2015

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

Library Director: Greta Galindo

Visitors: Retha Robertson, Bobby Harris

- 1) CALL TO ORDER IN OPEN SESSION – 3:00 P.M.
- 2) PUBLIC COMMENT - No public comment.
- 3) CLOSED SESSION  
The Board recessed at 3:15 p.m. Closed Session at ended at 3:55 p.m. Nothing to report.

## REGULAR MEETING - RECONVENE IN OPEN SESSION

The meeting was called to order at 4:00 p.m.

- 1) Welcome Visitors
- 2) Public Comment  
Retha Robertson reported that this is National Friends of the Library Week. Tomorrow's night FOL Author Event features Karen Levy, author of the book My Father's Gardens. The event opens at 5:30 with friends and general public starts at 6 p.m. Sat 11/28 is Craft Fair in the Leake Room. Friends website has membership registration forms. There are currently 121 paid memberships. Membership renewal information is in the mail-out. Letters at beginning of Fall will be sent out thanking those who have renewed and reminding those who have not renewed.  
  
Bobby Harris reported his concern about the worn out traction strips on the front steps of library and said it was a safety hazard. Was happy to hear that the expansion will be done by 2017. He suggested collaboration with the city in the Measure E reenactment.
- 3) The agenda was reviewed and approved.
- 4) Election of Officers  
Gloria Rodriguez was voted in as President beginning now. Karen Shepard is the Vice President/Secretary.
- 5) Minutes were approved.
- 6) New Business  
The Woodland Public Library's FY 2015 Annual Report was presented. The 2015 Annual Report was approved by the BOT.
- 7) Old Business  
Material Selection Policy – Policy Manual Review  
Carol has included the changes we discussed at the last meeting and has taken out the redundancies. Need to work on Juvenile Fiction and Juvenile NonFiction; bring back procedures for challenging materials. Adoption in December.
- 8) Reports  
Director  
The WPL website has been revamped. Career Online High School – State library funding this online program for seniors

to receive their high school diploma instead of the GED. Applied for grant to give 6 students opportunity to go through this program.

Had Measure E buildout meeting with Community Development. Community Development in process of writing out request for qualifications for architects and will develop a list of architects for all projects in the city. RFQ is being written up with librarian's input. To be brought to Council in January for award. Hopefully we will have contractor by July.

The city's lawyer will be here on 11/4 to discuss the 917 fund. It is still ok to reach out for Community Foundation.

#### Board Member's Reports

Kathy met with Friends of the Library at their last meeting. Appreciated Retha because for her work and the great FOL timeline.

Karen met with the Literacy Council on Mon. 11/7 at 4 p.m. Rosalinda Martinez is new President.

Diane met with Yolo County Library last week. There is a vacancy on board.

Gloria reported that the Día de los Niños Committee had their first meeting and will be meeting again in January. She also reported that C.A.B.E. (California Association for Bilingual Education) Chapter #76 will be working with Beamer Elementary School in their celebration of the 30<sup>th</sup> Anniversary of the Dual Immersion Program.

Closed session for next 3 meetings.

The meeting was adjourned at 5:20 p.m.

Minutes submitted by Gloria Rodriguez.

Old Business  
Agenda Item No: 5a  
Library Board of Trustees:  
November 4, 2015



**BEST BEST & KRIEGER**  
ATTORNEYS AT LAW

**Memorandum**

**To:** Greta Galindo, Library Services Director **File No.:** 82093.00011  
**From:** Best Best & Krieger LLP  
**Date:** October 6, 2015  
**Re:** Woodland Library Funds and Board Authority

**FACTS**

The City of Woodland ("City") library ("Library") was created as a free public library in 1909 and continues in operation under the Municipal Libraries Act ("Act") set forth in Education Code sections 18910 *et seq.* The Library is managed by a five-member Board of Trustees ("Library Board"), appointed by the Mayor with the consent of City Council, pursuant to both the Act and Woodland Municipal Code ("WMC") sections 2-7-54 through 2-7-80.

Previously, the City requested our opinion regarding the City's receipt of library funds and the Library Board's discretion over the use of those funds in the context of State Fund 917 and the Public Library Finance statutes (see attached Memorandum dated August 18, 2004). That funding source has been eliminated, and the Library Board has expressed interest in creating a separate account for donations, bequests, etc, and possibly a library foundation. We have been asked to revisit our prior memo and the applicable state statutes and municipal code provisions to analyze whether creation of a separate fund and/or library foundation is authorized.

**QUESTION PRESENTED**

1. May the Library Board create a separate fund for gifts, bequests, etc. and/or create a separate library foundation, distinct from existing library auxiliary uses and groups?

**ANALYSIS**

*Library Board's Broad, General Authority*

Woodland Municipal Code sections 2-7-54 through 2-7-80 almost exactly mirror the Municipal Libraries Act ("Act") in Education Code sections 18910 *et seq.* This means there are not limitations or expansions in the municipal code as compared to the applicable state statutes pertaining to the Library Board's authority. Generally, the Library Board enjoys broad authority to "make and enforce all rules, regulations and bylaws necessary for the administration, government, and protection of the libraries under its management," and as such "may do and perform any and all other acts and things necessary or proper to carry out the provisions" of the Act. (Ed. Code §§ 18919, 18926; WMC §§ 2-7-64, 2-7-71.) As an initial matter, this likely grants authority for the Library Board to create a separate account or library foundation, if doing



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so was found to be necessary for the preservation and quality of the library – subject to the limits discussed below.

Limitations and Discretion Regarding Library Funds

Regarding the handling of funds, the board may administer any trust declared or created for the library, and receive property by gift, devise, or bequest and hold it in trust or otherwise. (Ed. Code § 18920; WMC § 2-7-65.) Regarding monetary funds specifically, “[a]ll money acquired by gift, devise, bequest, or otherwise, for the purposes of the library, shall be apportioned to a fund to be designated the library fund...” (Ed. Code § 18951; WMC § 2-7-73 (emphasis added).) The exception to this general mandate is that if payment into the treasury is inconsistent with the conditions or terms of a gift, devise, or bequest, the board must “provide for the safety and preservation of the fund... in accordance with the terms and conditions of the gift, devise, or bequest.” (Ed. Code § 18952, WMC § 2-7-74.) Payments from the library fund must be made upon warrants issued after due audit by, and an order from, the Library Board. (Ed. Code § 18953; WMC § 2-7-75.)

As applied to the Library Board’s desire to create a separate fund for gifts, devises, bequests, etc., the above provisions create two main distinctions relevant here. First, the statutes and the municipal code do not expressly contemplate the board itself creating a trust or separate fund, but in any event it does not sound as though the Library Board intends to create a trust or otherwise receive and dispose of property. Secondly, to the extent the separate fund or foundation would be for the receipt of money, diverting any monetary gifts would likely be inconsistent with the state statute and municipal code sections that require such gifts to be placed into the library fund. (See Ed. Code § 18951; WMC § 2-7-73.) We assume a proper “library fund” already exists pursuant to law, and so creating a separate account for those same types of funds is contrary to state law and the municipal code, and circumvents the way payments are supposed to be made (from the library fund upon warrants issued after audit).

The possible exceptions, which would not prohibit creation of a separate fund or library foundation, would be if the Library Board determined that a certain amount of gifts and devises were often conditioned in ways that were incompatible with payment into the treasury. In other words, creation of the separate fund would be for those certain gifts and devises, which are necessary to preserve and maintain the library and yet are often not able (by their terms) to be placed into the library fund. Alternatively, if the Library Board wanted a separate fund or foundation for non-monetary gifts, such as donated books, videos, outreach, etc., it is likely that the Library Board has broad enough authority to do so.

Please let us know if you have any questions.

KARA UEDA  
ASHLEY RATLIFF

Attached: Memorandum dated August 2004

Paul's copy

MEMORANDUM

ATTORNEY-CLIENT AND WORK PRODUCT PRIVILEGED

**TO:** Joan Drayton, Finance Director  
**FROM:** Ann Siprelle and Tom Gibson  
**DATE:** August 18, 2004  
**RE:** Use of and Control Over Woodland Library Funds

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FACTS

The City of Woodland ("City") library ("Library") was created as a free public library in 1909 and continues in operation under the Municipal Libraries Act ("Act"). The Library is managed by a five member Board of Trustees ("Library Board"). Each member of the Library Board is appointed by the Mayor, with the consent of the City Council. We have been asked to determine whether the City is required to report the receipt of library funds to the Library Board and whether the Library Board has sole discretion over the use of those funds.

QUESTIONS PRESENTED

- I. Is the City legally required to report library funds received to the Library Board?
- II. Is the expenditure of library funds subject to the sole discretion of the Library Board?
- III. What requirements are imposed on the City as a result of the statutory language providing that state funding for libraries must "supplement, not supplant" local government funding?
- IV. May the City reduce future appropriations to the Library if necessary to recapture City-incurred costs related to Library programs?

BRIEF ANSWERS

- I. No provision of law expressly requires that the City report its receipt of library funds to the Library Board. However, since the Library Board is charged with managing the Library and issuing all warrants for expenditures of library funds, it would seem to follow that the Library Board should be kept apprised of available library funds and the receipt of any such funds.

- II. The expenditure of library fund monies is subject to the sole discretion of the Library Board.
- III. The "supplement, not supplant" language is generally included in the Education Code solely as a statement of legislative policy. Other than conditioning the receipt of Public Library Fund monies on a certain level of local funding, there does not appear to be any substantive requirement placed on the City through this statutory language.
- IV. Yes. If the Library Board does not authorize the transfer of funds from the Library to the City to reimburse City for costs incurred related to Library programs, the City may reduce future appropriations to recapture those costs. A reduction in appropriations is not related to the above-referenced legislative intent statement that funds for libraries shall "supplement, not supplant."

### DISCUSSION

#### **Use Of And Control Over Library Funds**

The Library Board is charged with the management of the Library. (Ed. Code § 18910; Woodland Municipal Code ("WMC") § 2-7-55.) The Library Board's broad authority over the affairs of the library includes the ability to "make and enforce all rules, regulations, and by-laws necessary for the administration, government, and protection of the libraries under its management, and all property belonging thereto" (Ed. Code § 18919; WMC § 2-7-64), and to "do and perform any and all other acts and things necessary or proper to carry out the provisions of" the Municipal Libraries Act. (Ed. Code § 18926; WMC § 2-7-71.)

Equally broad is the Library Board's authority over the financial affairs of the Library. All money "acquired by gift, devise, bequest, or otherwise, for the purposes of the library, shall be apportioned to a fund to be designated the library fund."<sup>1</sup> (Ed. Code § 18951; WMC § 2-7-73.) All such funds shall be used only for library purposes. (Ibid.) Further, all payments of money from the library fund "shall be made upon warrants issued after due audit by, and an order from, the library trustees. The treasurer of the municipality shall pay such warrants without any further order or warrant from any other authority."<sup>2</sup> (Ed. Code § 18952; WMC § 2-7-75.)

The City provided our office with a copy of an email from Sharon Gomez, California State Library Bureau Analyst, in which Ms. Gomez states that "[t]here is nothing in the law concerning PLF [Public Library Fund] being under the control of the Library Board. It is under the control of the fiscal officer for the library jurisdiction receiving the funds but must be used in support of local library services and cannot be incorporated into the general fund." Ms. Gomez stated in a second email that the law "is silent regarding the means for handling PLF monies. Therefore, a local agency may use any deposit/allocation means for handling PLF funds as long as the means employed

<sup>1</sup> If deposit into the library fund is inconsistent with the terms of any gift or devise, the money shall be deposited in accordance with the terms of the gift or devise. (Ed. Code § 8952; WMC § 2-7-711.)

<sup>2</sup> However, title to Library property vests in the City. (Ed. Code § 12778.)

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LLP

ensures, in the event of an audit, that the funds can be shown to have been appropriately spent in support of the public library.”

While Ms. Gomez is correct that there is nothing in the Public Library Fund statutes with regard to the City’s handling of those funds, the Municipal Libraries Act requires that those funds, as funds “acquired . . . for the purposes of the library,” be deposited in the library fund and expended only upon a warrant approved by the Library Board. Since the Library Board has the sole discretion over the use of library fund monies, it would appear reasonable for the Library Board to be advised of deposits into the Library Fund. While nothing specifically requires that the Library Board be informed of such deposits, it is well within the Library Board’s authority to adopt a rule requiring its Fiscal Officer (the City’s Finance Director) to advise it of the receipt of any funds.

**Significance Of Statutory Requirement That State Library Funding  
“Supplement, Not Supplant” Local Library Funding**

The Education Code statutes pertaining to library funding include several pronouncements that state funding of public libraries is intended to supplement, rather than supplant, local funding for these libraries. (See, e.g., Ed. Code §§ 18025, 18703, 18802. See also, Cal. Code Regs., tit. 5, § 20101.) This language is generally included solely as a statement of legislative policy. (Ed. Code §§ 18703, 18802.)

With regard to the allocation of PLF monies pursuant to the Public Library Finance laws, Education Code sections 18010-18032, the “supplement, not supplant” mandate establishes local library funding as a prerequisite to state funding. The Public Library Finance laws refer to a “foundation program,” defined as “those elements of library service which are basic to its function,” and designates a per capita cost for that foundation program. (Ed. Code §§ 18015(b), 18020.) Education Code section 18025 then generally require ninety percent (90%) of the foundation program for each public library to be funded through local revenues as a prerequisite to state funding of the remaining ten percent (10%). If local revenues fund less than 90% of the program, state funding will be reduced or eliminated.<sup>3</sup> (Ibid.)

In the event the Library Board fails to direct reimbursement of City expenditures by authorizing appropriate transfers of funds from the Library to the City, the City may reduce future appropriations to achieve the same result. Assuming such reduction would not be significant enough to affect the foundation program (see footnote 3 below), the “supplement, not supplant” principle would not apply.

Please let us know if you have any further questions.

cc: Rick Kirkwood, City Manager  
Phil Marler, Assistant City Manager

<sup>3</sup> The City is generally free to budget for the Library as it sees fit, within its legislative discretion. Courts will not interfere with a city’s budgeting process, and will do so only when it determines that “the budget cuts eliminate the ability of the government official [or entity] to perform his [or its] mandated duties.” (Scott v. San Bernardino, 44 Cal. App. 4<sup>th</sup> 684, 698 (1996) (city attorney’s office).) However, since the Public Library Finance laws establish the “foundation program” as those elements “basic” to the function of public libraries, it could be argued that any funding below this level would interfere with the Library’s ability to perform its “mandated functions.”

Greta Galindo

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**From:** karenshpard@pacbell.net  
**Sent:** Friday, August 28, 2015 3:24 PM  
**To:** Greta Galindo  
**Subject:** Fwd: Transfer of State Library PLF and CLSA Funds to a Foundation

FYI. Maybe this will be helpful to City Manager & Finance.

Karen

Karen

Sent from my iPhone

Begin forwarded message:

**From:** "Maginnity, Gerald@CSL" <Gerald.Maginnity@library.ca.gov>  
**Date:** August 28, 2015 at 3:10:26 PM PDT  
**To:** "karenshpard@pacbell.net" <karenshpard@pacbell.net>  
**Cc:** "Hopkins, Wendy@CSL" <wendy.hopkins@library.ca.gov>, "Gunning, Darla@CSL" <Darla.Gunning@library.ca.gov>  
**Subject:** RE: Transfer of State Library PLF and CLSA Funds to a Foundation

Hi Karen,

Again, I am reluctant to comment before I have more information.  
I believe that the intent of these laws was not for funds to be held in separate accounts.  
Both programs ended about 4years ago, so the funds have been there for a while.

There are some distinctions between CLSA and PLF that I need to make.

The CLSA portion was under the Transaction Based Reimbursement (TBR) Program and is just that: reimbursement for participating in direct loan and interlibrary loan.

This is not state funding to carry out a program but TBR would have gone into the city's general fund unless some other arrangement was made.

As to the legality of moving TBR to a foundation, the Woodland City Attorney needs to decide that.

The PLF funding was a state program to help public libraries and funds were distributed annually to all public libraries in the State pretty much on a per capita basis.

Would the Woodland City Attorney or City Finance Department be able to give me a bit more history on these funds and why they are in a separate account?

Thanks,

Gerry

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**From:** [karenshepard@pacbell.net](mailto:karenshepard@pacbell.net) [mailto:[karenshepard@pacbell.net](mailto:karenshepard@pacbell.net)]  
**Sent:** Friday, August 28, 2015 2:11 PM  
**To:** Maginnity, Gerald@CSL  
**Subject:** Fwd: Transfer of State Library PLF and CLSA Funds to a Foundation

Dear Gerry,

The Woodland Public Library Board of Trustees meets on September 2nd. Since I sent the email below, I would like to know if you have any light to shed on the legality of moving PLF and CLSA funds to a foundation for management that I might report to the trustees.

Thank you for your assistance.

Karen Shepard

Sent from my iPhone

Begin forwarded message:

**From:** Karen Shepard <[karenshepard@pacbell.net](mailto:karenshepard@pacbell.net)>  
**Date:** August 19, 2015 at 12:14:13 PM PDT  
**To:** "Maginnity, Gerald@CSL" <[Gerald.Maginnity@library.ca.gov](mailto:Gerald.Maginnity@library.ca.gov)>  
**Subject:** Re: Transfer of State Library PLF and CLSA Funds to a Foundation  
**Reply-To:** Karen Shepard <[karenshepard@pacbell.net](mailto:karenshepard@pacbell.net)>

Hi Gerry,

Thank you for your reply. The PLF and CLSA funds have their own line item identification within the Woodland Public Library accounting system overseen by the City of Woodland. The funds are not in a reserve account, but are used on a continuous basis for library projects, materials and other identified needs. The Board of Trustees makes the final determination, based on the library service director's recommendations, on the use of the funds to benefit the library.

The purpose of transferring what remains of the PLF and CLSA funds from the City's coffers to the Yolo Community Foundation (YCF), is first to realize a higher rate of interest than can be provided by the City. This will ensure that our funds to be used for the library will go further and last longer. Second, YCF can also act as the repository for donations and bequests by library patrons and members of the community. Third, YCF acts as an advocate for the library to potential donors they encounter.

It is also important to note that placing the funds with YCF does not mean that they are not accessible. The funds can be accessed immediately as expenditure needs are identified. There is no limit on the amount that can be withdrawn and no penalty incurred.

I hope the above-noted information will be helpful to you in making a determination about whether the Board of Trustees may go forward in moving the money to a foundation.

Best,

Karen Shepard

On Tuesday, August 18, 2015 3:50 PM, "Maginnity, Gerald@CSL"  
<[Gerald.Maginnity@library.ca.gov](mailto:Gerald.Maginnity@library.ca.gov)> wrote:

Hi Karen,

I am reluctant to comment before I have more information. The intent of these laws was not for funds to be held in reserves.  
Please give me a bit more history on these funds and why they are in a separate account.

Thanks,

Gerry Maginnity  
Deputy State Librarian  
California State Library  
914 Capitol Mall  
Sacramento, CA 95814  
916-323-9759  
[gerald.maginnity@library.ca.gov](mailto:gerald.maginnity@library.ca.gov)

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**From:** Karen Shepard [<mailto:karenshepard@pacbell.net>]  
**Sent:** Tuesday, August 11, 2015 11:32 AM  
**To:** Maginnity, Gerald@CSL  
**Subject:** Transfer of State Library PLF and CLSA Funds to a Foundation

Dear Mr. Maginnity,

I'm following up on an inquiry I made to Ms. Habbestad regarding the transfer of PLF and CLSA funds from the City of Woodland library account to a private foundation where they will garner a higher savings interest rate. (I have included a copy of that email below.)

Ms. Habbestad seemed to think it is allowable and legal to transfer the funds as long as the use of the funds continue to be for the Woodland Public Library programs and needs.

Can you please comment and provide direction for the Woodland Public Library Board of Trustees to move forward on this?

Thank you,

Karen Shepard, Trustee

**From:** "Habbestad, Sandy@CSL"  
<[Sandy.Habbestad@library.ca.gov](mailto:Sandy.Habbestad@library.ca.gov)>  
**Date:** July 28, 2015 at 3:12:26 PM PDT  
**To:** Karen Shepard <[karenshepard@pacbell.net](mailto:karenshepard@pacbell.net)>  
**Cc:** "Maginnity, Gerald@CSL"  
<[Gerald.Maginnity@library.ca.gov](mailto:Gerald.Maginnity@library.ca.gov)>, "Hopkins,  
Wendy@CSL" <[wendy.hopkins@library.ca.gov](mailto:wendy.hopkins@library.ca.gov)>  
**Subject:** RE: CLSA and PLF funding

Karen,

It is my understanding that the state funds you are referring to may be moved to the foundation in order to accrue a higher rate of interest. I have forwarded your reply, sent on 7/15, to Gerry Maginnity, Deputy State Librarian for input; however, he is out of the office until Aug. 3. I will rely on Gerry to provide you additional information, as I am retiring from the State Library with my last day being this Thursday, 7/30.

Sandy

On Tuesday, August 18, 2015 3:50 PM, "Maginnity, Gerald@CSL"  
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Hi Karen,

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Please give me a bit more history on these funds and why they are in a separate account.

Thanks,

Gerry Maginnity  
Deputy State Librarian  
California State Library  
914 Capitol Mall  
Sacramento, CA 95814  
916-323-9759  
[gerald.maginnity@library.ca.gov](mailto:gerald.maginnity@library.ca.gov)

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**From:** Karen Shepard [<mailto:karenshepard@pacbell.net>]  
**Sent:** Tuesday, August 11, 2015 11:32 AM  
**To:** Maginnity, Gerald@CSL  
**Subject:** Transfer of State Library PLF and CLSA Funds to a Foundation

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Ms. Habbestad seemed to think it is allowable and legal to transfer the funds as long as the use of the funds continue to be for the Woodland Public Library programs and needs.

Can you please comment and provide direction for the Woodland Public Library Board of Trustees to move forward on this?

Thank you,

Karen Shepard, Trustee

**From:** "Habbestad, Sandy@CSL"  
<[Sandy.Habbestad@library.ca.gov](mailto:Sandy.Habbestad@library.ca.gov)>  
**Date:** July 28, 2015 at 3:12:26 PM PDT  
**To:** Karen Shepard <[karenshepard@pacbell.net](mailto:karenshepard@pacbell.net)>  
**Cc:** "Maginnity, Gerald@CSL"  
<[Gerald.Maginnity@library.ca.gov](mailto:Gerald.Maginnity@library.ca.gov)>, "Hopkins,  
Wendy@CSL" <[wendy.hopkins@library.ca.gov](mailto:wendy.hopkins@library.ca.gov)>  
**Subject:** RE: CLSA and PLF funding

Karen,

It is my understanding that the state funds you are referring to may be moved to the foundation in order to accrue a higher rate of interest. I have forwarded your reply, sent on 7/15, to Gerry Maginnity, Deputy State Librarian for input; however, he is out of the office until Aug. 3. I will rely on Gerry to provide you additional information, as I am retiring from the State Library with my last day being this Thursday, 7/30.

Sandy

## NEW BUSINESS

Agenda Item No. 6a

Library Board of Trustees Meeting: 1, 11/4/2015

**QUARTERLY STATISTICS 2015-2016 1st qtr**  
**Woodland Public Library**

		<b>Items</b>					
		<b>Jul - Sep</b>	<b>Oct - Dec</b>	<b>Jan - Mar</b>	<b>Apr - Jun</b>	<b>FY 15/16</b>	<b>FY 14/15</b>
Materials checked out or renewed		77,870					79,395
Holds Filled		14,573					15,162
		<b>Patrons</b>					
		<b>Jul - Sep</b>	<b>Oct - Dec</b>	<b>Jan - Mar</b>	<b>Apr - Jun</b>	<b>FY 15/16</b>	<b>FY 14/15</b>
# people visiting the library		45,624					44,582
Cards added by WPL staff - All zips		657					654
Juvenile Library Card Holders		7,549					8,882
Library Card Holders		25,474					30,385
		<b>Programs</b>					
		<b>Jul - Sep</b>	<b>Oct - Dec</b>	<b>Jan - Mar</b>	<b>Apr - Jun</b>	<b>FY 15/16</b>	<b>FY 14/15</b>
Storytimes Ages 0-5	# held	66			-	66	40
	attendance	1,330		-	-	1,330	996
each Ages 0-5	# held	4		-	-	4	
	attendance	58		-	-	58	
Family Programs	# held	47		-	-	47	12
	attendance	1,743		-	-	1,743	1,179
Tours/group visits Ages 6-12	# held	-		-	-	-	3
	attendance	-		-	-	-	159
Outreach Ages 6-12	# held	1		-	-	1	
	attendance	100		-	-	100	
Programs Ages 13-18	# held	40		-	-	40	5
	attendance	356		-	-	356	29
Tours Ages 13-18	# held			-	-	-	
	attendance			-	-	-	
Outreach Ages 13-18	# held	3				3	
	attendance	95				95	
Adult Programming	# held	16		-	-	16	16
	attendance	106		-	-	106	201
Tours Adults	# held	1				1	
	attendance	22				22	
Books for the Homebound		10				10	8
<b>TOTALS</b>	# held	178				178	76
	attendance	3,820				3,820	2,572

**QUARTERLY STATISTICS 2015-2016 1st qtr**  
**Woodland Public Library**

**Volunteer Hours**

	<b>Jul - Sep</b>	<b>Oct - Dec</b>	<b>Jan - Mar</b>	<b>Apr - Jun</b>	<b>FY 14/15</b>	<b>FY 13/14</b>
Shelving	60				60.00	38.25
Shelf Reader	602.5				602.50	425.25
Volunteer Coordinator	137				137.00	195.00
<b>Total</b>	<b>799.5</b>				<b>799.50</b>	<b>658.50</b>
Spine Tingleers	244.25				244.25	150.00
Rose Garden	663.50				663.50	581.50
Friends of the Library						1482.00

**Collection Development FY 2015-2016 Quarterly Spending**

	<b>\$ 141,000</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>FY Total</b>
Standing Orders	\$ 12,000	\$ 2,419				\$ 2,419
Overdrive Advantage	\$ 15,600	\$ -				\$ -
VAS	\$ 24,000	\$ 5,330				\$ 5,330
Databases	\$ 15,000					
Supplies/Processing	\$ 5,000	\$ 3,916				\$ 3,916
Adult Collection	\$ 58,200	\$ 18,442				\$ 18,442
Collection	\$ 12,000	\$ 2,042				\$ 2,042
Children's Collection	\$ 27,200	\$ 6,913				\$ 6,913
	<b>\$ 169,000</b>	<b>\$ 39,062</b>				<b>\$ 39,062</b>
Available Funds	general fund	\$31,000				
	developers fund	\$85,000				
	Measure J	\$53,000				
		\$169,000				

**Library Holiday Schedule**

Wednesday November 25	Closed at 5pm
Thursday November 26	Closed for Thanksgiving (staff holiday)
Thursday December 24	Closed for Christmas Eve (partial staff Holiday)
Friday December 25	Closed for Christmas (staff holiday)
Saturday December 26- Friday January 1	Closed

**Greta Galindo**

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**From:** Paul Navazio  
**Sent:** Thursday, October 22, 2015 3:53 PM  
**To:** All Staff  
**Subject:** Holiday Closure(s) - UPDATE

**Importance:** High

This email is to advise that the City will be closing non-essential offices during this year's Winter Holiday week.

City Hall, and other offices (including the Library, and Community and Senior Center, MSC) will be **CLOSED to the Public starting at noon on Thursday, December 24<sup>th</sup> and re-opening for regular business on Monday, January 4, 2016.**

Employees who are interested in taking advantage of the additional four days off (Mon 12/28 – Thurs 12/31) created by this closure **will need to use available vacation or administrative leave for that purpose.**

For employees who cannot (or choose not) to take off the additional time, the City will be making necessary accommodations to allow them to work during this closure. Please advise your supervisor or department head should you wish to explore this option.

Human Resources and Payroll will be following-up with additional information, including guidance on time cards and proper noticing to the public.

Paul

*Paul Navazio*  
City Manager  
City of Woodland  
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