

**WOODLAND PUBLIC LIBRARY**  
**Leake Room**  
**250 First St.**  
**Woodland, California**  
**Monday, November 16, 2015**  
**LIBRARY BOARD OF TRUSTEES**  
**CLOSED SESSION AGENDA**  
**9:00 AM**

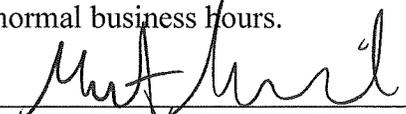
- 1) Call to Order
- 2) Welcome Visitors
- 3) Public Comment
- 4) Closed Session
  - a. Personnel- Employee Evaluation and Labor Negotiations
- 5) Adjournment

**REGULAR MEETING AGENDA**

- 1) Welcome Visitors
- 2) Public Comment
- 3) Review of Agenda
- 4) Minutes
  - a) November 4, 2015
- 5) Presentations
  - a) STEP- Skills for Teen Parents
- 6) Old Business
  - a) 917 Fund
  - b) Community Learning Lab
- 7) New Business
  - a) Board of Trustees Goals
- 8) Reports
  - a) Director
  - b) Board
    1. Individual Board Reports
- 9) Future Agenda Development
  1. Collection Development Policy
  2. Library Board of Trustees By-Laws
- 10) Adjournment

Next Meeting: December 2, 2015 4:00 PM

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 16, 2015 was posted on November 13, 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

Agenda Item No: 4a

Library Board of Trustees Meeting: 11/16/2015

LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

November 4, 2015

Board members present: Diane Adams, Kathy Harryman, Gloria Rodriguez and Karen Shepard  
Library Services Director: Greta Galindo

1) CALL TO ORDER IN OPEN SESSION – 3:09 P.M.

2) PUBLIC COMMENT – No public comment

3) CLOSED SESSION

The Board recessed at 3:09 P.M. The closed session ended at 4:00 P.M. Nothing to report.

REGULAR MEETING – RECONVENE IN OPEN SESSION

The meeting was called to order at 4:05 P.M.

1) Welcome visitors: Retha Robertson, Woodland Public Library Friends of the Library (FOL); Kara Ueda, City of Woodland Attorney, Best Best & Krieger and Kimberly McKinney, Finance Officer, City of Woodland

2) Public comment:

- Retha Robertson, President, FOL, reported that in recognition of National Friends of the Library Week, October 18-24, goody bags were given and a raffle held for parents and children participating in story time at the library.
- The latest author event was well-attended.
- The next FOL event will be a craft fair on November 28th at 9:00 A.M. to be held in the Leake Room.
- The FOL has been participating in the Big Day of Giving training in preparation for the event on May 3, 2016.

3) Review of Agenda: Accepted as presented.

4) Minutes, October 21, 2015. Accepted with correction of spelling of Trustee Karen Shepard's last name from "Shephard" to "Shepard."

5) Old business:

Kara Ueda, Attorney, representing the City of Woodland and Kimberly McKinney, Finance Officer, City of Woodland, reviewed the memorandum of October 6, 2015, "Re: Woodland Library Funds and Board Authority," sent to Library Services Director, Greta Galindo. Ms. Ueda explained that while the BOT has discretion to use the 917 fund for library purposes, it does not have the authority to transfer public funds obtained from the State Library's PLF and CLSA funding streams away from the City's management

of same. Ms. Ueda went on to report that the BOT cannot transfer private bequests or gifts to the library to a foundation. It is not relevant to the City criteria that the BOT wishes to gain a higher rate of interest on the investment and that it wishes the foundation to also provide marketing for the library. She explained that most foundations do not use the City's investment criteria for their clients' funds. The trustees asked Ms. Ueda to please review the information for the Yolo Community Foundation to determine if its investment methods meet the City's criteria. She has agreed to do so and will report back to the BOT. The trustees were told by Ms. Ueda that other than creating a 501 (c) (3) foundation where donors can designate the contributions to said foundation, there are no other allowable means for the BOT to manage the income separately from the City.

The trustees discussed creating short- and long-term goals for the expenditure of the remaining State Library PLF and CLSA funds. The LSD will provide the 917 fund information to the BOT at the next meeting.

#### 6) New Business:

- a) FY2015-2016 First Quarter Statistics – The LSD reviewed the data with the BOT, noting that “Materials checked out or renewed” is down slightly. The LSD noted that library cards which had not been used for three years were deleted. Under “Volunteer Hours,” it is not known why Friends of the Library volunteer hours have not been added. The LSD will research.
- b) The LSD presented the 2015 Library Holiday Schedule. She also distributed a memo from Paul Navazio, City Manager, stating that “City Hall and other offices (including the Library and the Community and Senior Center, MSC) will be CLOSED to the Public starting at noon on Thursday, December 24th and re-opening for regular business on Monday, January 4, 2016.” The due date for materials checked out during this time period will be extended.
- c) Community Learning Lab Report – The final report was sent to the trustees in an electronic version via email last week. The LSD brought two hard copies to distribute and noted that the bibliography and attachments contain good information.

#### 7) Reports

##### A) Director:

- The LSD reported that she and the children's librarian plan to attend the Tech Lab in San Francisco, special makerspace training for librarians. This is a four day training at a total cost of approximately \$6,700.00 for two registrants. The trustees suggested that the expense be divided as follows: half from the 917 fund and half from Measure J funding (if the LSD finds that Measure J funding is higher than anticipated ;)
- The teen Halloween party was a success with 274 teens enjoying the activities at the library. The children's Halloween party was also well attended by 330 children

##### November Monthly Calendar:

- The Early Academic Outreach Program (EAOP) and the Library Teen Advisory Board will present “Meet the Pros” on November 18th from 5:00 to 6:30 P.M. Students are invited to meet professionals and learn about their careers. The first session will be a panel of teachers and a principal.
- International Games Day @ Your Library will be Saturday, November 21st. All ages are welcome.

B) Board -

- As BOT President, Gloria Rodriguez presented the Library's annual report to the Woodland City Council on Tuesday, November 3rd. The LSD will bring copies of the report to the next BOT meeting.
- The BOT will send a thank you letter to the makerspace consultants. President, Gloria Rodriguez, will write the letter.

1) Individual Board Reports

- Gloria Rodriguez and Kathy Harryman will represent the BOT in a two by two meeting with the City Council; Diane Adams will serve as alternate. Included in the discussion will be how the library and grounds are used by the homeless. The LSD will schedule the meeting.
- Kathy Harryman is the FOT liaison and will attend the meeting next Monday.

8) Future Agenda Development

- The BOT will present its 2015-2016 goals at the next meeting.

The next meeting is Monday, November 16th beginning with a Closed Session at 9:00 A.M. and followed by a regular meeting at 10:00 A.M.

The meeting was adjourned at 5:55 P.M.

Respectfully submitted,

Karen Shepard

**Revenue Detail Report**  
 City of Woodland  
 07/01/2015 through 06/30/2016

OLD BUSINESS  
 Agenda Item No: 6a  
 Library Board of Trustees Meeting:

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
917 LIBRARY TRUST FUND					
917-4500 INTERGOVERNMENTAL REVENUES					
917-071-4543 CLSA & TBR REV LIB	0.00	0.00	0.00	0.00	0.00
917-071-4548 OTHER STATE GRANTS	0.00	0.00	0.00	0.00	0.00
9/25/2015 g_l_cr GJ Bat 8598		1,000.00			
10/21/2015 g_l_cr GJ Bat 8771		18,400.00			
917-071-4548 OTHER STATE GRANTS	0.00	19,400.00	19,400.00	-19,400.00	0.00
917-071-4572 PUBLIC LIBRARY FOUNDATION	0.00	0.00	0.00	0.00	0.00
Total INTERGOVERNMENTAL REVENUES	0.00	19,400.00	19,400.00	-19,400.00	0.00
917-4600 USE OF MONEY AND PROPERTY					
917-090-4610 INTEREST INCOME	200.00	0.00	0.00	200.00	0.00
Total USE OF MONEY AND PROPERTY	200.00	0.00	0.00	200.00	0.00
917-4700 OTHER MISCELLANEOUS REVENUES					
917-071-4739 REIMBURSMENTS	0.00	0.00	0.00	0.00	0.00
917-071-4799 OTHER MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
8/18/2015 g_l_cr GJ Bat 8337		2,100.00			
917-071-4799 OTHER MISCELLANEOUS REVENUE	0.00	2,100.00	2,100.00	-2,100.00	0.00
Total OTHER MISCELLANEOUS REVENUES	0.00	2,100.00	2,100.00	-2,100.00	0.00
917-4800 DONATIONS AND SALES					
917-071-4810 DONATIONS	0.00	0.00	0.00	0.00	0.00
8/17/2015 g_l_cr GJ Bat 8329		75.00			
9/25/2015 g_l_cr GJ Bat 8598		10,000.00			
10/5/2015 g_l_cr GJ Bat 8660		28.00			
917-071-4810 DONATIONS	0.00	10,103.00	10,103.00	-10,103.00	0.00
Total DONATIONS AND SALES	0.00	10,103.00	10,103.00	-10,103.00	0.00
917-4900 TRANSFERS					
917-090-4901 GENERAL TRANSFER REVENUE	0.00	0.00	0.00	0.00	0.00
Total TRANSFERS	0.00	0.00	0.00	0.00	0.00
Total LIBRARY TRUST FUND	200.00	31,603.00	31,603.00	-31,403.00	15801.50
Grand Total	200.00	31,603.00	31,603.00	-31,403.00	15801.50

state library grant for staff training  
 state library grant for BIKE and Wellness  
 from literacy council for literacy training  
 donation for large print books  
 literacy bequest  
 donation for book

Expenditure Detail Report

City of Woodland  
 07/01/2015 through 06/30/2016

OLD BUSINESS  
 Agenda Item No: 6a  
 Library Board of Trustees Meeting: 11/16/2015

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct 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	0.00	0.00	0.00	9,294.00	0.00
11/5/2015 budadj BA 004498	-8,000.00					
917-071-7715-5113 HOURLY WAGES - TEMPORARY	1,294.00	0.00	0.00	0.00	1,294.00	0.00
Total PERSONNEL EXPENDITURES	1,294.00	0.00	0.00	0.00	1,294.00	0.00
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	0.00	0.00	0.00	0.00	0.00	0.00
917-071-7715-5226 DEPARTMENT SPECIFIC SUPPLIES	25,000.00	0.00	0.00	0.00	25,000.00	0.00
9/9/2015 invoice IN 082415-MISC		307.09				
10/13/2015 invoice IN 3205 new library website		10,085.00				
10/13/2015 po LI 3205				-10,085.00		
10/13/2015 invoice IN 11826901 books for first and third grade visits-target grant		3,125.25				
10/13/2015 po LI 11826901				-3,125.25		
10/13/2015 invoice IN 11826901		257.85				
10/13/2015 po LI 11826901 books for first and third grade visits-target grant				-257.83		
10/13/2015 po PO 00077599				10,085.00		
10/13/2015 po PO 00077609				3,125.25		
917-071-7715-5226 DEPARTMENT SPECIFIC SUPPLIES (Continued)						
10/13/2015 po PO 77609				257.83		
917-071-7715-5226 DEPARTMENT SPECIFIC SUPPLIES	25,000.00	13,775.19	13,775.19	0.00	11,224.81	55.10
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
8/10/2015 invoice IN STA 1070 Utility Box Art Project		2,250.00				
8/10/2015 po LI STA 1070				-2,250.00		
8/10/2015 po PO 00077357				2,500.00		
917-071-7715-5262 CONTRACT SERVICES	0.00	2,250.00	2,250.00	250.00	-2,500.00	0.00
Total SUPPLIES & SERVICES	25,000.00	16,025.19	16,025.19	250.00	8,724.81	65.10
917-7715-5300 EDUCATION & MEETINGS						
917-071-7715-5310 MEMBERSHIPS & DUES	500.00	0.00	0.00	0.00	500.00	0.00
917-071-7715-5320 "CONFERENCES, MEETINGS & OTHER TRAINING"	2,000.00	0.00	0.00	0.00	2,000.00	0.00
9/9/2015 invoice IN 082415-MISC Flights for CD and AC to Gudalahara, CLA reg -gg		1,304.52				
9/22/2015 invoice IN 092215-MISC Infopeople Training for Esther and Dana-Difficult pt		150.00				
10/5/2015 invoice IN G.Galindo 9-29-15 Future of Libraries Conference SF		117.51				
11/5/2015 budadj BA 004498	8,000.00					
917-071-7715-5320 "CONFERENCES, MEETINGS & OTHER TRAINING"	10,000.00	1,572.03	1,572.03	0.00	8,427.97	15.72
917-071-7715-5330 MANDATORY TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
9/22/2015 invoice IN 092215-MISC Rhea/YALSA conference		242.00				
917-071-7715-5330 MANDATORY TRAINING	0.00	242.00	242.00	0.00	-242.00	0.00
Total EDUCATION & MEETINGS	10,500.00	1,814.03	1,814.03	0.00	8,685.97	17.28
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
Total OPERATING TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
Total LIBRARY FOUNDATION	36,794.00	17,839.22	17,839.22	250.00	18,704.78	49.16
Total LIBRARY TRUST FUND	36,794.00	17,839.22	17,839.22	250.00	18,704.78	49.16
Grand Total	36,794.00	17,839.22	17,839.22	250.00	18,704.78	49.16

OLD BUSINESS  
 Agenda Item No: 6a  
 Library Board of Trustees Meeting:  
 11/16/2015

**Greta Galindo**

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**From:** Adam Devlin  
**Sent:** Thursday, November 12, 2015 4:00 PM  
**To:** Greta Galindo  
**Subject:** RE: Library Trust Fund

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Greta,

See below for an updated calculation.

<u>\$ 164,512</u>	Estimated Beginning Fund Balance FY2016
\$ 31,603	Actual Revenues to date FY2016
<u>\$ (36,794)</u>	Budgeted Expenditures for FY2016
<u><u>\$ 159,321</u></u>	Estimated Ending Fund Balance FY2016

Thanks,  
 Adam

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**From:** Greta Galindo  
**Sent:** Thursday, November 12, 2015 2:42 PM  
**To:** Adam Devlin  
**Subject:** RE: Library Trust Fund

Could I get an updated one of these?

Thanks

-greta

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**From:** Adam Devlin  
**Sent:** Tuesday, April 21, 2015 1:20 PM  
**To:** Sue Peterson  
**Cc:** Greta Galindo  
**Subject:** RE: Library Trust Fund

Hi Sue,20

See below for the estimated fiscal year end fund balance for fund 917.

<u>\$ 182,971</u>	Estimated Beginning Fund Balance FY2015
\$ 11,336	Actual Revenues to date FY2015
<u>\$ (38,857)</u>	Budgeted Expenditures FY2015
<u><u>\$ 155,450</u></u>	Estimated Ending Fund Balance FY2015

**Library Facility Improvements Project, CIP 15-08**

The City of Woodland is requesting a statement of qualifications from consultants and teams qualified to provide architectural design services for the Library Facility Improvements Project. Design is anticipated to be complete by May 2016. It is the City's intent to utilize the services of the selected consultant from project design, through bidding and into construction as needed.

The project will use consultant services for the renovation of 1,600 SF of the existing library into a state-of-the-art Maker Space. The prime consultant will provide a full range of professional services including but not necessarily limited to:

- Architectural programing, planning and design.

- Space planning as necessary to accomplish the needs assessment and programming of the makerspace per the attached report and equipment list. This includes but not limited to equipment use, furniture and storage needs.

- Survey of existing conditions and review of applicable codes to meet makerspace requirements including but not limited to safety, airflow/ventilation, power levels needs, bathroom requirements, eyewash stations, heating/AC, flexibility of space, equipment manufacturer's requirements, and ADA requirements.

- Architectural, Mechanical, Civil, Electrical, Plumbing, Fire Protection, Structural and other disciplines essential to completion of the project design.

**Please Download RFP Documents Below:**

[RFQ-Library](#)

[Sample Consultant Services Agreement](#)

[Selection Criteria](#)

[Library Makerspace Report](#)

[Equipment List](#)

Submittals must be received at the Community Development Department Front Counter located on the 1<sup>st</sup> floor of 300 First Street, Woodland, CA 95695 by 3:00 p.m., Wednesday, December 9, 2015. **Late submittals will not be accepted.**

# Request for Qualifications

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## Design Services for Library Facility Improvement Project Project 15-08



**City of Woodland  
Community Development Department**

Circulation Date: November 9, 2015  
Submission Date: December 9, 2015

## Request for Qualifications

The City of Woodland is requesting a statement of qualifications from consultants and teams qualified to provide architectural design services for the Library Facility Improvements Project. Design is anticipated to be complete by May 2016. It is the City's intent to utilize the services of the selected consultant from project design, through bidding and into construction as needed.

The project will use consultant services for the renovation of 1,600 SF of the existing library into a state-of-the-art Maker Space. The prime consultant will provide a full range of professional services including but not necessarily limited to:

- Architectural programing, planning and design.
- Space planning as necessary to accomplish the needs assessment and programming of the makerspace per the attached report and equipment list. This includes but not limited to equipment use, furniture and storage needs.
- Survey of existing conditions and review of applicable codes to meet makerspace requirements including but not limited to safety, airflow/ventilation, power levels needs, bathroom requirements, eyewash stations, heating/AC, flexibility of space, equipment manufacturer's requirements, and ADA requirements.
- Architectural, Mechanical, Civil, Electrical, Plumbing, Fire Protection, Structural and other disciplines essential to completion of the project design.

## Compensation and Standard Consultant Agreement

The selected consultant will be compensated in accordance with the terms of the City's standard consultant agreement (attached) on a time and materials basis up to a not-to-exceed fee that will be negotiated and included in the contract agreement. Final scope, schedule and fees will be negotiated after the conclusion of the selection process. The selected consultant will be paid on a monthly basis for services rendered.

Please provide comments on the agreement language with your submittal in your statement of interest. If no comments are provided, then the presumption will be that the standard agreement is acceptable as presented. Note that the consultant's statement of qualifications will be referenced as the basis for their standard of practice in providing these requested services.

## Evaluation of Responses

Candidates will be evaluated based on professional excellence, demonstrated competence, experience with similar projects, capacity to provide timely and quality responses to work requests and overall performance record. The City reserves the right to use all information at its disposal in determining the degree to which any prospective consultant meets the aforementioned criteria.

The City reserves the right to extend the schedule and/or introduce additional steps in order to fairly and objectively review and rank the consultant responses. In the event we do need to modify the process, notice will be given via email.

## Confidentiality and Public Records

Until publication of the list, the City will hold all submittals in confidence and they will not be available for public review. Upon award of the contracts to the successful teams, the City will consider all submittals and communications as public records. No submitted documents will be returned to the firms.

## Submittal Requirements

Interested consultants shall send four original copies of the Statement of Qualifications to Clara Olmedo, Associate Engineer, City of Woodland Community Development Department, 300 First Street, Woodland, CA 95695. Statements of Qualifications shall include:

1. Statement of Interest
2. Standard Form SF 330 (available at <http://www.gsa.gov/portal/forms/type/SF>) in its entirety with the following exceptions:
  - In-lieu of Section E (staff resumes), provide staff profiles not to exceed one half (½) page per employee.
  - No more than 7-10 projects which best illustrate proposed team's qualifications in Section F.
  - **Omit Section H; Section H only to be used for concerns with the City of Woodland Consultant Agreement Form**
3. A separate sealed envelope containing hourly rates and other applicable fees. Note: This information does not constitute a proposal. Separating the fee schedule ensures an objective review and ranking before cost information is considered.

Submittals are expected to be concise, and limited to as few pages as possible. Lengthy submittals containing superfluous information may be penalized.

This information must be received at the Community Development Department Front Counter located on the 1<sup>st</sup> floor of 300 First Street, Woodland, CA 95695 by 3:00 p.m., Wednesday, December 9, 2015. **Late submittals will not be accepted.**

## Selection Panel

A City selection panel will review and rank the proposals. Based on this ranking, the top finalists will be selected and may be invited for an interview. The City reserves the right to make a selection after the conclusion of the ranking of the written proposals. This RFQ does not commit the City to pay any costs incurred in the preparation and presentation of submittals nor does it obligate the City to select any interested firm which responds.

## Insurance Requirements

The following insurance requirements must be met by the selected consultant:

- A. Worker's Compensation and employer's Liability as prescribed by applicable law.
- B. Comprehensive General Liability Insurance (Bodily Injury and Property Damage) in the amount of \$1,000,000 per occurrence and annual aggregate.

- C. Automobile bodily injury and property damage liability insurance, the limits of which shall not be less than \$1,000,000 per occurrence.
- D. City shall be named as an addition insured on all of the above policies.
- E. Design Professional Liability Insurance covering negligent acts, errors or omissions of Consultant, the limits of which shall be \$1,000,000.

## Questions

To ensure that all responders have access to the same information, the following procedure will be followed for all questions:

- Questions must be submitted via email to [TERFQ@cityofwoodland.org](mailto:TERFQ@cityofwoodland.org)
- Questions and the answers to the questions will be distributed via email to all consultants.
- All questions must be submitted by **3:00 pm on Tuesday, December 1, 2015**. Questions received after this time will not be answered.

To ensure you receive all pertinent information and responses to questions please follow the instructions in "Electronic Communication" below.

Meetings to discuss the project before the submittal due date will not be granted.

## Electronic Communication

It is the City's intent to take advantage of electronic communications. **Please submit contact information (name, firm, phone and email) to [TERFQ@cityofwoodland.org](mailto:TERFQ@cityofwoodland.org)** upon receipt of this request. All correspondence shall reference "Library Improvements" in the subject line of the email. The City will maintain a list of consultants for use in responding to questions and providing clarifications or addenda related to this document.

## Schedule

The following is the tentative schedule for the evaluation and selection process.

Milestones	Estimated Completion Date
Request for Qualifications Issued	November 9, 2015
Statements of Qualifications Due	December 9, 2015
SOQ Evaluation & Consultant Interviews (if needed)	December 10-18, 2015
Consultant Interviews	January 7-8, 2016
Consultant Selection & Contract Negotiation	January 11-22, 2016

## Evaluation and Selection

Evaluation and selection will be based on the criteria as presented below and any additional criteria deemed by the City to be of value in fairly and objectively evaluating the submittals.

- Responsiveness to the RFQ
- Professional Capacity & Location

Professional Experience & Public Agency Project Work  
Consultant/Team & Organization  
City of Woodland Experience & Knowledge  
References

## **Attachments**

1. Standard Form of Consultant Services Agreement
2. SOQ Selection Evaluation Criteria and Standards
3. Library Makerspace Report
4. List of recommended equipment.

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.