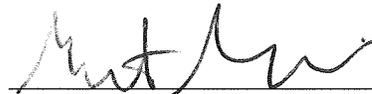


**WOODLAND PUBLIC LIBRARY**  
**Leake Room**  
**250 First St.**  
**Woodland, California**  
**Wednesday, June 15, 2016**  
**LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING AGENDA**  
**3:30PM**

- 1) Welcome Visitors
- 2) Public Comment
- 3) Review of Agenda
- 4) Friends of the Library Report
  
- 5) Minutes
  - a) May 18, 2016
  
- 6) Old Business
  - a) 16/17 Budget Update
  - b) Unique Management Services
  - c) Square One: Makerspace + Community Learning Lab
  
- 7) New Business
  - a) Statistical Report
  
- 8) Report
  - a) Director
  - b) Board
    1. Individual Board Reports
  
- 9) Future Agenda Development
  - a) Board Retreat
  - b) Community Partnerships
- 10) Adjournment

Next Meeting: July 6, 2016 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 June 15, 2016 was posted on June 12, 2016 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.

Greta Galindo  
Woodland Public Library  
250 First St  
Woodland, CA 95695-3411

**Re: Enhanced Unique *Gentle Nudge*® Process**

Dear Greta,

Thank you for being our customer. We are proud that our service consistently helps the library recover significant amounts of overdue materials and fines while protecting patron goodwill. In that spirit, I'm writing to let you know about certain enhancements we are making to our service in response to new rules governing credit reporting.

Over the years we have used credit reporting as an adjunct tool for recovery. Some libraries have asked us to include credit reporting in our service and some have asked us to exclude it. The common denominator for both groups is that Unique's 120-day suite of *Gentle Nudge*® contacts produces the vast majority of the results you have come to expect.

To that point, effective June 15<sup>th</sup> of this year, the national credit reporting agencies will place new, significant restrictions on accounts eligible for submittal. The new rules will no longer allow the reporting of fines, tickets, and other assessments. After communications with the consumer reporting agencies, they have clarified with UMS that all library debt is encompassed in this exclusion.

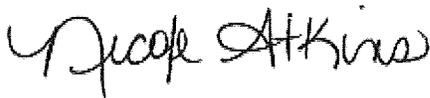
We see this as an opportunity to move beyond the limitations of credit reporting in ways that will strengthen recovery results for the library. Enhancements to our service are at no additional charge to our customers. Various laws and regulations have changed over the years, so we are practiced in adjusting to changes without additional cost or diminution of service to our customers.

Our core timeline of patron-centered contacts will not change. Recovery is very strong with our current series of three letters, two calls, and multiple NCOA address checks over the initial 120 day contact process. Our enhancements will include intensive skip tracing, extra letters for patrons making payments, and additional letters and/or calls for patrons at strategic points. These enhanced steps will replace credit reporting and expand our *Gentle Nudge*® approach with your patrons.

Our enhanced service, core timeline, and strong leverage for your internal contacts is tailored specially for libraries and all make for a very successful and long lasting material recovery process. In addition, we maintain patron goodwill while producing these results which remains a pillar of the Unique approach.

If you have any questions, please contact your customer service representative at 1-800-879-5453. We are happy to answer them for you; and as always, appreciate the opportunity to serve your library and its patrons.

Sincerely,



Nicole Atkins  
President/CEO

## FONTS

Fonts to be used in the 745.5 Square One space.

### SIRUCA

# SQUARE ONE

**Siruca is used for:** The Square One logo, Area, Zone, and other large titles as needed.

### BRUTAL TYPE

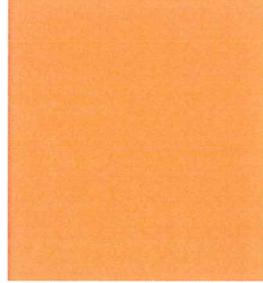
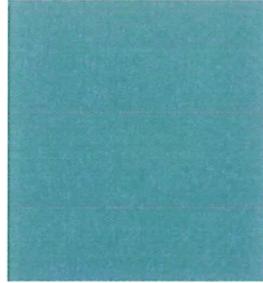
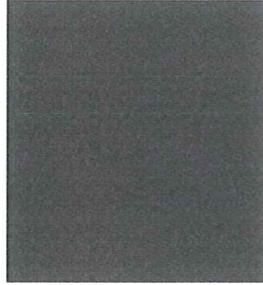
# Here is some text.

**Brutal type (Bold/Light) is used for:** The Square One tagline, headers, body text, labels, etc. (basically anywhere else text is needed).

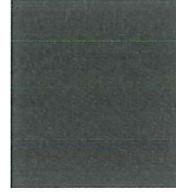
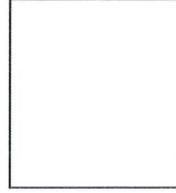
NOTE: Additional Brutal Type weights (regular) may need to be purchased if all needs are not met by Bold/Light.

## COLORS

Colors used in the 745.5 Square One space (for graphics, paint, accents, and wherever else possible).



**Grey, Blue, Orange:** Background colors, accent colors, text colors (when legible).



**White and Black:** Background colors, primary text colors.

## LOGO (TWO OPTIONS)

We have come up with two logo options for 745.5 Square One. They both meet the following requirements:

1. Can be cut out using a laser cutter, router, etc.
2. Is simple enough to be easily hand drawn
3. Logo works both as a solid color, and as a material (examples shown on following pages).



MAKER SPACE + LEARNING LAB



MAKER SPACE + LEARNING LAB

**LOGO (OPTION 1)**

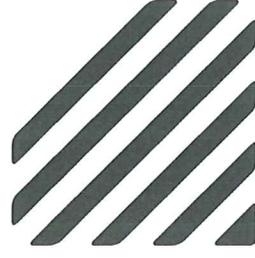


MAKER SPACE + LEARNING LAB

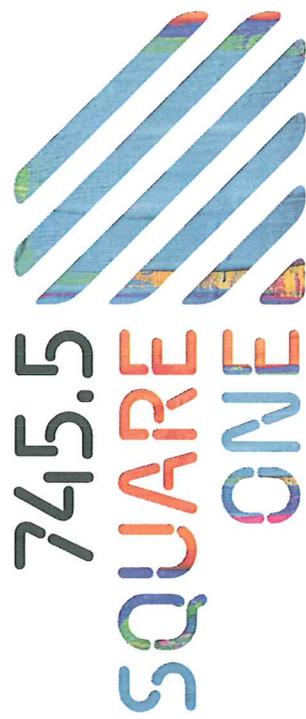
## LOGO (OPTION 1)



745.5  
SQUARE  
ONE



# LOGO (OPTION 1)



# LOGO (OPTION 1)



MAKER SPACE + LEARNING LAB



# STANDARDS

A first pass at potential standards.

Turn off the **3D printer** when it is not in use.

**Make sure** that you aut min et, coreptatem que cusda iusdae.

**Before you denimpo** rectis estrum doloria sam, consed.

**Check** the quam que acils.

**Please read** manual or ask staff member for help.

**Reminder:** There is a 2 hour time limit for this machine.

Turn off the **3D printer** when it is not in use.

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**Before you denimpo** rectis estrum doloria sam, consed.

**Check** the quam que acils.

**Please read** manual or ask staff member for help.

**Reminder:** There is a 2 hour time limit for this machine.

**Drill press.**  
Taladro de banco.

**WARNING**  
Goggles are required beyond this point.

**ADVERTENCIA**  
Se requieren gafas allá de este punto.

**WARNING**  
Goggles are required beyond this point.

**ADVERTENCIA**  
Se requieren gafas allá de este punto.

Reminders/Instructional

Labels

Warnings

# STANDARDS



**Use of clipboards:** For ease of updating, some of the graphics could be on clipboards like the one shown here.

