



# City of Woodland

## REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: December 15, 2009

SUBJECT: Retirement Certificate of Appreciation for Library Employees

### **Report in Brief**

The City of Woodland in an effort to reduce the General Fund budget without requiring the involuntary discharge of employees encouraged employees to consider retirement in a second offering of incentives. As a result of this effort two (2) long-term, career staff members will be retiring from the Woodland Public Library at the end of 2009. The City is proud to honor these employees during the December 15, 2009 City Council meeting.

Staff recommends that the City Council recognize Rita Cocke, Library Technical Assistant II and Sue Peterson, Library Technical Assistant II with Certificates of Appreciation for their dedicated service to the City of Woodland at the Woodland Public Library.

### **Background**

The two employees who are retiring from the Woodland Public Library have made invaluable contributions to the community and their colleagues. Together, they represent 55 years of experience, knowledge and service at the Woodland Public Library. The following information summarizes the careers and contributions of these fine individuals.

**Rita Cocke** began her library career in 1981 as a part-time Library Assistant, providing the public with a full range of library services for 28 years. She became a permanent full time Library Technical Assistant in 1987. Rita's contributions have been numerous throughout all aspects of library service. Her work with the California State Library created a model volunteer program for Woodland Public Library in the 1990's which continues today and has been replicated throughout California. Much of her early pioneering work was documented and codified in formal publication. In addition, Rita has been instrumental in developing and maintaining the fiction collection in a manner that balances quality literature and public demand and contributes significantly to the increased circulation of library materials.

**Sue Peterson** came to Woodland Public Library in 1984 as a part-time Page/Library Technical Assistant I and transitioned to full time permanent Library Technical Assistant II in 1989. For over

25 years, Sue has provided dedicated service to the public and the City. For over 20 years, she has handled all aspects of the library's accounts payable and receivable, providing careful and accurate tracking of expenditures and revenues. In addition, she has earned the respect and admiration of generations of library patrons through her consistent caring service.

**Discussion**

Employees are the City of Woodland's greatest asset. The loss of these two long-term, career employees will have a significant impact on the programs and services associated with these employees. The City and the community are fortunate to have received the outstanding work generated by Rita Cocke and Sue Peterson. On the occasion of their retirement, the community and their colleagues at the City of Woodland wish them well.

**Public Contact**

Posting of the City Council Agenda.

**Recommendation for Action**

Staff recommends that the City Council recognize Rita Cocke, Library Technical Assistant II and Sue Peterson, Library Technical Assistant II with Certificates of Appreciation for their dedicated service to the City of Woodland at the Woodland Public Library.

Prepared by: Sandra D. Briggs  
Library Services Director

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Mark G. Deven  
City Manager

Attachments: Certificates of Appreciation (2)

# City of Woodland

## Certificate of Appreciation

**Rita Cocke**

WHEREAS, Rita Cocke has been an employee of the City of Woodland at the Woodland Public Library since 1981; and

WHEREAS, Rita has worked at the Woodland Public Library as part-time Library Assistant and since 1987 as permanent, full-time Library Technical Assistant II; and

WHEREAS, Rita has had an essential role in developing, implementing and maintaining numerous library services and programs: Created a model volunteer program for Woodland Public Library in the 1990's which continues today and has been replicated throughout California as well as having been codified in formal publication; Selected and maintained the library's fiction collection in a manner that balanced quality literature and public demand and contributed significantly to the increased circulation of library materials; Ushered the Woodland Public Library from card catalogs through the technology revolution, being a champion of new and innovative service delivery models and collections; and Worked tirelessly in all aspects of library services with a vision of integration and interconnectivity ; and

WHEREAS, Rita has been a valued member of the City of Woodland's Public Library team and provided a wide range of quality library services to generations of Woodland residents.

NOW, THEREFORE, the City Council does hereby recognize Rita Cocke for her dedicated "Public Service" to the citizens of Woodland for 28+ years providing outstanding library services for our City's residents.

Dated this 15<sup>th</sup> day of December, 2009.

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Marlin H. Davies, Mayor

Artemio Pimentel, Vice Mayor

Martie L. Dote, Council Member

William L. Marble, Council Member

Jeff W. Monroe, Council Member

# City of Woodland

## Certificate of Appreciation

**Susan Peterson**

WHEREAS, Sue Peterson has been an employee of the City of Woodland at the Woodland Public Library since 1984; and

WHEREAS, Sue has worked at the Woodland Public Library as part-time Library Page/Library Technical Assistant I and since 1989 as permanent, full-time Library Technical Assistant II; and

WHEREAS, Sue has earned the respect and admiration of library users and staff: Delivered helpful and caring library services to adults and children and inspiring a love of reading; Processed books and materials to insure that materials could be located easily and quickly; Provided careful and accurate tracking of expenditures and revenues; Facilitated all library services by competently and consistently providing all aspects of accounts payable and receivable; Maintained inventory and supplies so that comprehensive library services could be delivered; Ushered the Woodland Public Library from card catalogs through the technology revolution; and Received the City of Woodland Golden Disc Award in recognition of her extraordinary contributions in implementing technology within the City of Woodland.

WHEREAS, Sue has been a valued member of the City of Woodland's Public Library team and provided a wide range of quality library services to generations of Woodland residents.

NOW, THEREFORE, the City Council does hereby recognize Sue Peterson for her dedicated "Public Service" to the citizens of Woodland for 25+ years providing outstanding library services for our City's residents.

Dated this 15<sup>th</sup> day of December, 2009.

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Marlin H. Davies, Mayor

Artemio Pimentel, Vice Mayor

Martie L. Dote, Council Member

William L. Marble, Council Member

Jeff W. Monroe, Council Member