

Woodland City Council/Woodland Library Board of Trustees

Joint Special Study Meeting

Tuesday, February 23, 2010

Present: City Council—Mayor Skip Davies, Vice-Mayor Art Pimentel, Jeff Monroe, Bill Marble

Library Board—President Alain Traig, Secretary Kay Hodges, Bud Goding, Tom Pavao

Staff—Mark Deven, Sandy Briggs

The meeting was called to order at 5:33 by Mayor Skip Davies. Bud Goding led the Pledge of Allegiance. Self-introductions served as roll call.

Sandy Briggs provided an overview of the written staff report provided as a part of the meeting packet. Points of emphasis included the following:

- Board of Trustee's support of temporary general sales tax and advisory measures as approved by City Council on February 9, 2010 for the June ballot.
- Emphasis on reduction trends in past calendar year (18.6% budget reduction, 26% service hour reduction or 31% when furlough factor is added, 45% staff reduction). The impact to services was reviewed in detail as presented in Chart 1: Key Workload Factors/Cost Benefit Analysis.
- Clarification regarding visitors (those who are counted by the door count to the library proper) versus attendees (program participants) was provided. In response to question regarding number of individuals (of the total average 800+ daily) who come to the library to use computers was estimated at 15-20%.
- 5-Year General Fund Budget Trend Analysis (Charts 2 and 3) were reviewed with focus on increases in administrative charges from the City (retiree medical, IT, and Indirect costs). Increases in non-discretionary charge backs minimize the savings achieved by staff reductions. The City Manager explained that retiree benefits since 2008 are shared by departments rather than paid as a City administrative charge. In addition, increases in administration are the result of better methods of cost allocation.
- Volunteerism efforts were reviewed, and Dr. Marble commended the library for its ongoing efforts.
- Library collaboration with schools was reviewed.

Mark Deven distributed a handout "Proposed Allocation of Potential Sales Tax Measure" with sample numbers. With a first year estimate of additional sales tax collection of \$1.5 million, the library's designation of 30% would equal \$450,000. In order to restore the library to 54 hours per week, Mark estimated a budget of approximately \$1.35 million (equal to 2008-2009 when the library operated 54 hours with 11 FTE). As a result, the City would need to commit \$900,000 per year in general fund for the first year with subsequent decreases to \$825,000 in year 2 and \$750,000 in year 3 as tax revenue increases. Council member Monroe expressed concern regarding perception of the City potentially laying off employees in other departments and hiring in the Library. All agreed that all alternatives would be explored to achieve the 54 hours per week in the most cost effective manner. However,

additional resources (above the current year budget) will be necessary to achieve the goal. The City Manager committed to finding the resources to maintain credibility with community if measures pass.

In response to the question regarding the number of staff required on the floor during open hours, Board policy specifies four as a result to the building configuration around a courtyard. Surveillance camera monitoring was suggested as an alternative method to decrease staff required without sacrificing safety. Library Board of Trustees is responsible for policy decisions of this nature. Issues of customer service, privacy, and budget would need to be weighed carefully.

Clarification of limitations in the use of volunteers in issues of privacy, confidentiality and security were made.

Mark Deven distributed and reviewed a draft Measure E Spending plan which will formally come to Council on March 16, 2010. The revised plan draft returns to library to a \$3.8 million (8%) allocation as opposed to original 2010 allocation of \$1.57 million (3%) based upon an estimated \$47,050,099 total. Projects recommended for removal from allocation include other community senior center, Sports Park, and civic center. Board members expressed concern regarding accompanying operational costs, and Dr. Marble suggested that if operational funds for the library could not be obtained, perhaps library's Measure E allocation could be funneled to operations. Legally, 4/5 vote of Council is all that is required; however, concerns were expressed regarding voter credibility.

In response to questions regarding library budget for 2010-2011 if tax measures do not pass, Mark was unable to provide specific information but indicated he would be meeting with Finance of Friday, with Department Heads on Monday, and was prepared to have further conversations with the Library Board. Library Board President Traig outlined the need for a permanent Library Services Director and the Board's timeline for moving forward. In addition, Traig indicated the need for further reductions in hours with the remaining six FTEs. If further reductions are in store, serious considerations have to be given to the "tipping point" where it is not feasible to operate the library. All agreed that the commitment exists to keep the library operational.

All three stated alternative courses of action were approved with an additional motion from Vice Mayor Pimentel to begin working together on long term strategies for stable library funding. This was strongly supported by Bud Goding as well as the rest of the Library Board.

Mayor Davies announced that the first "Coalition Meeting" for the June Measures would occur on March 4, 2010.

Respectfully Submitted,

Sandy Briggs, Library Services Director