

To: All Library Board Members

City Manager Mark Deven

Mayor of Woodland Art Pimental

Library Director Heather Muller

Subject: Indirect Charges to the Library Budget

Indirect Charges to Fund 917

One of the items discussed when County Librarian Patty Wong presented her proposal for interim management and financial support last May was the nature and amount of the indirect charges for administrative support, HR, Financial Services, and IT services. As a board member, I have long disagreed with the arbitrary imposition of these charges, especially as they relate to Fund 917 and to the Literacy Service. The county uses a similar system and their recharge percentages are about half of what the city is imposing. I also feel that the imposition of recharges to the 917 account is legally questionable as that account contains all of our bequests and gifts and the recharge amount is higher than the annual input from such sources. The remaining funds are state payments from PLF and TBR reimbursements from the State Library and such funds are designated specifically for Library use. It also abrogates the agreement reached between the Board and the City Manager which designates those funds solely for Library use. Recharges against those funds effectively converts them to the City's general fund which is definitely illegal for PLF funds and legally ambiguous at best for TBR funds. I also doubt that our benefactors and donors would be pleased to find that the City is taking their donation money and putting it in the general fund. The Board has sole authority over those funds and has never authorized recharges from the account. Any transaction from the 917 account has to be authorized by Board action.

I would propose at this time that all recharges against Fund 917 be refunded immediately and that there be no further recharge against those accounts. Furthermore, any future recharges for the above mentioned services must be fully justified and reflect the actual cost of the services performed. Their actual percentage of our budget has drastically increased, despite a 70% decrease in FTE and corresponding reductions in services by the Library.

Bud Goding

Library Board Trustee

DISCUSSION OF FY 2011 ORGANIZATIONAL INITIATIVES

General Government and Fiscal Sustainability

Ensure a balanced budget for the 10-year Financial Plan period that meets the requirements of the City's Budget and Fiscal Policy.

- *Develop 10-year Financial Plans for all funds that will generate reserve fund balances at a minimum of 15% and maximum of 30% in all funds by the end of the 10-year planning period;*
- *Present a restructuring plan and other fiscal initiatives such as regionalization and changes to employee compensation/benefits that will insure Woodland's long-term financial sustainability for the City Council's approval;*
- *Establish internal service funds for Workers Compensation, Risk Management, Technology, Fleet, Buildings, and Miscellaneous/Office Equipment effective with the FY 2014 budget;*
- *Develop strategies for City Council consideration to address long-term internal debt;*
- *Continue progress to implementing a Performance Based Budget by FY 2014;*
- *Allocate the resources within each year's financial plan to meet the community's highest priorities based on the June 2010 Advisory Measures.*

Public Safety

Ensure that Woodland is among the safest cities of comparable size in California and that citizens feel safe in their homes, places of work and throughout the community.

- *Need a Fire Outcome such as ISO Rating, Property Loss or Average Response Time;*
- *Need a Police Outcome such as lowest Part I crimes for cities of comparable size.*

Infrastructure

Sustain Woodland's core physical assets, including streets, buildings, technology, utilities and parks to high standards in condition, appearance and efficiency.

- *Develop an outcome statement based on completion of major infrastructure projects currently in progress;*
- *Develop an outcome statement on surface water;*
- *Develop an outcome statement on regionalized wastewater.*

Economic Development, Redevelopment and Development Services

Guide Woodland's development according to landmark policy documents and actions, including the Urban Limit Line, General Plan, Downtown Specific Plan, East Street Specific Plan and Spring Lake Specific Plans.

- *Develop an outcome statement associated with facilitating development within the Spring Lake Specific plan area;*
- *Complete the land acquisition process for the Yolo Superior Court Expansion Project;*
- *Complete the selection process for the Downtown Multiplex Theatre;*
- *Facilitate FEMA's review of the revised flood map for Woodland and relieve eligible business and residential properties from paying annual flood insurance premiums;*
- *Support the initiation of the Army Corps of Engineers Lower Cache Creek Feasibility Study;*
- *Provide a high priority economic development outcome.*

Quality of Life

Support the community's ability to provide an array of education, recreation and cultural activities, events and programs for persons of all ages, abilities and interests.

- *Need a Library outcome;*
- *Need a recreation outcome.*

Woodland Public Library

FY 2011 Organizational Initiatives

Public satisfaction:

- Conduct surveys and other forms of data gathering to determine higher level library service needs
- Reduce variations in service by normalizing library hours and increasing library access within available resources

Access to information, resources and services:

- Maintain essential library service in the areas of professional reference, literacy and technology

Cultural diversity:

- Focus on underserved populations through the Woodland Library Literacy Service including traditional literacy activities as well as services to the Wayfarer Center, Monroe Detention Center, Yolo County Juvenile Hall, No Barriers and voter literacy.
- Update and improve collections for children, Spanish speakers, teens and seniors based on patron use and available resources

Partnerships:

- Continue collaborative community relationships that will enhance volunteerism and resources.