COUNTY OF GLENN
AGENDA ITEM TRANSMITTAL

MEETING DATE: May 20, 2014
Submitting Department(s):
District 5 Supervisor

Contact: Leigh McDaniel
Phone: 934-6400

AGENDA PLACEMENT

APPOINTMENT – Appearances by: (Specify Name & Title)

Required ___ Minutes
✓ Business – No □ Consent
□ Correspondence □ Reports & Notices

AFFECTED DEPARTMENT(S)
County Counsel

Receive Concurrency

ATTACHMENTS

□ Board Report
□ Letter
□ Minute Order
□ Contract
□ Transfer
□ Grant App.
□ Resolution

LEGAL/PERSONNEL/FISCAL

□ County Counsel
□ Personnel
□ Finance
□ County Administrative Office

CLERK INSTRUCTIONS

□ Return Minute Order
□ Return Certified Copy Of:

Other:

PUBLIC HEARINGS & COMMITTEE VACANCIES

Public Hearings:
□ Published
□ Affidavit on File w/Clerk
□ Affected Parties Notified

Committees:
□ Vacancy Posted
□ Application Attached

LEGISLATION

□ State
□ Federal

Bill#: ______
□ Latest Version of Bill
□ Draft Letter Attached
□ List of Supporters/Opposers
□ Statement of Relevance to
□ County Interests
□ Description Attached

FUNDING SOURCE/IMPACT

□ General Fund Impact
□ Other: ______
□ Budgeted
□ Transfer Attached
□ 4/5ths Vote Required
□ Contingency Request

CONTRACTS, LEASES & AGREEMENTS

□ New
□ Renewal
□ Amendment
□ Insurance Certificate
□ Contract Report

Date of Original
Contract:
Contract No. :
Fiscal Year:

RECOMMENDED ACTION/MOTION:
Recommendation of Supervisor McDaniel to approve a one-time grant of $5,000.00 to the Hamilton City Library for capital expenditures and a 4% increase in annual county funds paid to the library, and identify a funding source.

Reviewed By (if applicable):
Department Head

Personnel Director

Department of Finance

County Administrative Officer

cc:
May 14, 2014

AIT – Hamilton City Library

Summary:

The Hamilton City Library has been working on a minimal budget for many years. Though it does have an endowment for books and supplies, monies from this account have been small due to historically low interest rates. The library is trying to expand to accommodate more interest from elementary school students and needs to replace aging equipment. The library is requesting a one-time grant of $5000 for capital expenditures and a 4% increase in annual county funds paid to meet their goals. A more detailed discussion about the Hamilton City Library request and its history is attached.

Recommendation:

It is requested/recommended the Board of Supervisors identify a source to fund the library request. This could be from the contingency fund or other account if there is any excess at the close of the 2013/2014 fiscal year.

History and Background

Please refer the attached letter from the library. Also is included a planned budget for the next fiscal year.

Fiscal Impact:

There will be a slight increase in cost to the county if this request is granted.

Analysis/Discussion:

As an unincorporated city in the County of Glenn, Hamilton City depends on the county for support of its government-run facilities. The Hamilton City Library has run on a shoestring budget for many years to serve the community. There has been an increased need of the library from the elementary school students of Hamilton City. To meet this need, the library hopes to expand the facility and update equipment. The current budget is not enough to support this capital upgrade nor does it allow the flexibility to save funds over several years to meet this need. This capital upgrade will engage more children in after school learning activities. It will serve to enrich their lives and will provide them a safe after school environment.
April 17, 2014

Glenn County Bd. of Supervisors
525 W. Sycamore Street
Willows, CA. 95988

Att: Bd. of Supervisors
Ref: Request for funds

Dear Gentlemen,

As you are aware, unincorporated Hamilton City is the third largest city in the County of Glenn. Our Library serves between 2,800 and 3,000 people and not the 1,900 + as the census sign says. The community of Hamilton City has always done its best to support our library since its creation in 1906.

We do not know exactly when the Hamilton City Library was first started, but the first mention of it was in the early 1920’s when it was housed in the “Bank Building” where the Post Office is now. It was moved from the “Bank Building”, at 201 Main Street, to the site of the McKenzie Building in 1921. The McKenzie Building was located on the alley behind the current site of the Hamilton City Community Services District at 211 Main Street. The Community of Hamilton City provided all of the books for the Library.

In 1927 the building was completely destroyed by fire. The building was not insured but the contents were insured for $2,000.

The Hamilton Land Company realized the need for a Library for the children of Hamilton City and donated the lot at 258 Main Street for the new building site. A. F. Kronsbein submitted the lowest bid and the new Library was constructed at a cost of $1,836.60. The citizens of Hamilton City helped the Hamilton City Women’s Club raise the funds to furnish the inside of the building and the Insurance from the fire replaced the books and supplies. The Community of Hamilton City presented the deed to the new Library to Glenn County on February 9, 1928. The new Library opened with Mrs. L. A. Murray as the first branch Librarian in the new facility. That Library was used by the community of Hamilton City for many years.
Because Hamilton City had no means to continue to support the Library, they had turned the deed, to the building, over to the County of Glenn. The County of Glenn began providing the funds to pay the Librarian and keep the Library open.

On July 1, 1968, the City of Orland and the County of Glenn entered into an agreement whereby the Orland Library would direct the services of the Hamilton City Branch Library under the Supervision of the Glenn County Library Board. Orland Library was given the monies, from the County that was to be spent in Hamilton City.

In 1970, Mr. Chester Walker, who was one of the early pioneers of Hamilton City, passed away. Freda Walker, Chester’s wife, who was a teacher at Hamilton High School, wished to memorialize Chester by building a new library. It was decided to build the new Library on property owned by Glenn County which was adjacent to the County owned Community Hall, at 330 Broadway. Mrs. Walker paid for the Library to be built and it was dedicated on Saturday, January 27, 1973. In her remarks, Mrs. Walker spoke of the line of Cedar Trees that border the Library on the North end of the property. She stated that her husband had planted those trees as part of a Civic Improvement Program many years before. Those trees still stand today as a tribute to his memory. The new Librarian was Miriam Bakmas.

The Hamilton City Library was under the direction of the Orland Branch Library until July 1, 1993. At that time the Orland Library decided to close the Hamilton City Library and keep the monies the County was providing for Hamilton City. They also removed every book and took them to the Orland Library. The Community of Hamilton City was outraged and demanded that the Board of Supervisors give the Library back to the little Community. The County agreed to place the Library under the direction of the Hamilton City Community Services District. The HCCSD has had control of the Library since then. The County still supports the Library with funding.

Our current Librarian is Carolyn McCann, who started as a volunteer in early 1994 and was hired on July 13, 1994 as a permanent employee.

Our Library currently serves between 2,800 and 3,000 residents. We are made up of about 85% Hispanic, 10% Caucasian and the balance in Hmong and African American.
Our Library is open Tuesday, Wednesday and Thursday from 2:00 p.m. to 6:00 p.m. for the Public. The Teachers at the Elementary School, who teach Summer school usually request that Carolyn open during the day, one or two days a week. Summer School goes for 8 weeks and we serve approximately 600 students during that time.

The Library was built to hold 10,000 books, but currently holds 11,800 volumes plus 5 sets of Encyclopedias, approximately 25 children’s videos, and 4 working computers. The Hamilton City Lion’s Club donated a TV and VCR so the children could view the videos. Last year the High School donated a used computer for Carolyn to use as hers no longer worked.

The customers are allowed to use the computers as long as they want when they are working on school work, otherwise if they are just playing games they only get to use it for 30 minutes. If they are playing games and someone needs the computer for school work they have to give up the computer.

If they are making copies of school work the first 3 copies are free and after that black/white are $.15 cents a page and color is $.25 cents a page.

Glenn County Buildings and Grounds has a contract with HCCSD which reimburses the District for keeping the Hamilton City Park, Community Hall and the Library lawns mowed and to do simple maintenance. Any large repairs are done by County employees.

It has been suggested that we raise money from book sales, but when we finish with a book there is nothing to sell. Carolyn keeps repairing them until she can’t anymore.

We have removed from our budget any monies for extra help and simply close the Library when Carolyn is sick or on vacation. The only monies we receive is the $12,084 from the County once a year. When Mrs. Walker passed away she left $25,000 in trust for the Library with a stipulation that only the interest can be used and that is only for books and supplies. We used to get almost a $1,000 a year, but now there is not even a $100 each year earned. Last year we earned about $50.00.
A few years back we advised the County that we were quickly running out of room and really needed to expand and upgrade the premises to be handicapped accessible. They agreed, saying they would look for grants that might help us out and suggested that we put all we could into reserves so we would be able to furnish the addition. Later the County suggested that perhaps we could pay an Architect to draw up plans for expansion. But before any of this could be accomplished our budget began to be decreased and we have had to use most of our reserves to keep our Library open.

The HCCSD is responsible for setting up the budget for the Library and we just can’t make ends meet. The Women’s Club tries to give us $200 a year towards some books but that is all we receive.

The County funds our Library at 6% of the County Library Budget, whatever that may be. Willows and Orland both receive some monies from the cities but we don’t. We are asking you to increase our 6% to 10%. We also need monies to purchase more books and would like to have $5,000 from the Contingency Fund if you could see your way to do this.

Thank you for taking your time to look into this for us. We truly do appreciate all that you have done for us.

In Your Service,

Madrean Benton
HCCSD Secretary
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<td>BASELINE BUDGET</td>
<td>ENHANCEMENT REQUESTS</td>
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<td>($1,770)</td>
<td>($1,746)</td>
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<td>($1,611.00)</td>
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November 16, 2012

TO:    City of Willows
       City of Orland
       Hamilton City CSD

RE:   FY 2012/13 Library Budget Allocation

Please be advised that the Board of Supervisors at their meeting held September 18, 2012, approved the Library Budget, totaling $138,042. The $138,042 will be distributed based on the percentage of our contractual agreement, Contract 1605: Willows – 49% (with distribution of 5% to Bayliss and 7% Elk Creek); Orland – 45%; and Hamilton City – 6% (see note below that references calculations for Hamilton City).

2012/13 funding allocation is as follows:

<table>
<thead>
<tr>
<th>Library</th>
<th>Annual Allocation</th>
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<tr>
<td>Hamilton City</td>
<td>$12,084</td>
</tr>
<tr>
<td>Orland</td>
<td>$60,299</td>
</tr>
<tr>
<td>Willows</td>
<td>$49,579</td>
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<tr>
<td>Bayliss</td>
<td>$6,700</td>
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<td>Elk Creek</td>
<td>$9,380</td>
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If you have any questions, please feel free to call me at 934-6400.

Thank you,

Debbie Lambert, Deputy Clerk

Cc:  Board of Supervisors
     Sheryl Thur, County Clerk
     Edward Lamb, DOF

Note: *Hamilton City rec'd an enhancement FY 05/06 of $4045 which has been included in the baseline over the last several fiscal years. The calculations were based on the appropriate %'s per contractual agreement, without the $4045 in the equation, as shown here. $138,042.00 - $4,045.00 = $133,997.00