

**WOODLAND PUBLIC LIBRARY
Leake Room
250 First St.
Woodland, California**

Wednesday, April 17, 2013

**LIBRARY BOARD OF TRUSTEES
REGULAR SESSION AGENDA
4:00 PM
Note New Time**

- 1) Welcome Visitors
- 2) Public Comment
- 3) Review of Agenda
- 4) Minutes
 - a) February 20, 2013
 - b) March 20, 2013
- 5) Communications
- 6) Continued Business
 - a) Policy Manual Review- Rules and Regulations Governing Public Behavior in the Library
 - b) Policy Manual Review-Policy on Children in the Library
- 7) New Business
 - a) Literacy Center and Program
- 8) Reports
 - a) Director
 - b) Board
 1. Council Meeting Attendance
 2. Individual Board Reports
- 9) Adjournment

Next meeting: April 15, 2013 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 April 17, 2013, was posted on April 14, 2013, 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 1st. 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.

Approval of minutes
Agenda Item No: 4a
Library Board of Trustees
04/17/2013

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES of REGULAR SESSION MEETING
FEBRUARY 20, 2013

Present: Alain Traig, Kathy Harryman, Tom Pavao. Excused: Bud Goding
Staff: Greta Galindo, Library Services Director

The meeting was called to order at 3:00 PM.

- 1.) Welcome Visitors: There were no visitors.
- 2.) Public Comment: None.
- 3.) Review of Agenda: The agenda was reviewed and accepted as posted.
- 4.) Minutes: The minutes of the January 16, 2013 meeting were reviewed and accepted.
- 5.) Communications: Alain Traig reported on the meeting that he and Greta Galindo had with Mayor Skip Davies, Vice-Mayor Tom Stallard, and City Manager Paul Navazio on February 4, 2013:

- * When asked if the City Council had any plans to try to continue Measure V after it expires in 2014, Mayor Davies said it had not been considered by the Council yet.
- * Paul Navazio said that he is certain that library funding and operations can and will be maintained at their current levels even after Measure V expires.
- * Tom Stallard expressed an interest in having the library open six, or even seven days, a week. He suggested that after Measure V expires, instead of again bringing it to the voters in its current form, it could be refashioned into a measure to support children's and youth programs and services in Woodland, of which the library would be a major beneficiary.
- * Paul Navazio that any measure would be on the JUNE 2014 ballot.
- * Alain Traig suggested that it may be useful to have another joint study session in the next few months, to include the entire City Council and the entire Library Board, to hear each councilmember/s thoughts about the future of Measure V and continued library funding, especially now that there is nearly an entirely new Council.
- * Skip Davies suggested that we engage more with members of the City Council. We'll start by invitin the new members of the City Council, Jim Hilliard and Sean Denny, to tour the library and sit in on our board meetings.

Alain Traig also reported that he had contacted State Senator Lois Wolk's office re the progress of their bill to decrease the supermajority required for passage of tax measures. He was informed by her staff that they plan to put the SCA 7 on the NOVEMBER 2014 ballot. If it passes, it would not take effect until the day *after* the election.

6.) Continued Business

- A.) Library Funding: in view of the recently acquired information outlined in section 5 above, the Library Board decided to put any plans to develop alternative funding structures on hold for the present time.
- B.) Management of behavior issues in the library: a placard will be placed on each table outlining principles of appropriate and accepted behavior in the library. The text of the placard was read, reviewed, and accepted by the Board.

7.) New Business

- A. Unique Management Services (see attached): The Library has sustained a loss of nearly \$200,000 over the past three years, about \$34,000 in unpaid overdue fines and about \$164,000 in lost materials. In an attempt to recoup at least a portion of these losses, Unique Management Services, Inc., a firm specializing in retrieving lost library materials and unpaid fines, will be engaged by the Board on a trial basis.
- B. Policy Manual Review Timeline (see attached): The last comprehensive review of the library Policy Manual was performed in 2006. Greta Galindo presented a timeline to develop suggested changes to current policy, new policy, and the removal of policies no longer in practice, extending through June 2013.

8.) Reports

- A. Director: 2nd Quarter Statistical Report (see attached): Library usage statistics for second quarter of 2012-2013 were presented and reviewed.
- B. Board
 - 1. Council Meeting Attendance: None
 - 2. Individual Board Reports: None.

9. Adjournment: The meeting was adjourned at 4:20 PM. 4:00
NEXT MEETING: WEDNESDAY, APRIL 17, 2013 3:00 PM

Minutes prepared and submitted by Alain Traig

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING, MARCH 20, 2013

Present: Alain Traig, Tom Pavao, Kathy Harriman (Trustees). Excused: Bud Goding
Greta Galindo, Library Services Director

The meeting was called to order at 3:00 PM.

- 1.) Welcome Visitors: none.
- 2.) Public Comment: none.
- 3.) Review of Agenda: the agenda was approved as posted.
- 4.) Approval of Minutes: approval of the minutes of the previous meeting of February 20, 2013, was postponed to the next meeting. A computer problem had prevented downloading and printing out of the minutes in time for today's meeting.
- 5.) Communications: Diana Dearmore, President of the Friends of the Library Board, has requested that the Library Board consider changing the starting time of its meetings from 3 PM to 4 PM, in order to allow the Friends' liaison to the Library Board to be able to consistently attend the Library Board meetings. After discussion of this request, the Board voted to move the meeting time to 4 PM.
- 6.) Continued Business
 - a.) Policy Manual Review -- Circulation Policy: The Library Services Director is proceeding with a comprehensive review of library policies and procedures. The Circulation Policy was reviewed and revisions were made and approved by Board. (See attached.)
- 7.) New Business
 - a.) Literacy Center and Program: following the recent death of the Literacy Program Coordinator, Sue Bigelow, Greta Galindo has been reviewing the activities and funding of the Literacy Program in detail. There appears to be some difficulty in tracking receipt of grant monies, and Mrs. Galindo is meeting with the Literacy Council next week. More information re receipts and expenditures is being acquired.
- 8.) Reports
 - a.) Director:
 - i) A contract for a 90 day free trial has been signed with Unique Management Services in an attempt to recover payment of longstanding fines and losses. Also, Mrs. Galindo is looking into the use of credit/debit cards for fine payment.
 - ii) Book weeding is continuing.
 - iii) Signage in and around the library is being revised and improved.
 - b.) Individual Board Reports: Tom Pavao informed the Board that Rosalinda has resigned as President of the Literacy Council Board.
- 9.) Adjournment: The meeting was adjourned at 4:05 PM.
Next meeting: Wenesday, April 17, 2013 **4:00 PM**

WOODLAND PUBLIC LIBRARY CIRCULATION POLICY

Core Statement

In order to make materials available to all patrons on an equal basis, the library will set policies for the length of loan period, renewals, reserves, and fines. The library will determine who is eligible to borrow materials and will provide for the return or replace-return of such materials.

Library Card Policy

Full Access Library Cards

Anyone who resides in the State of California is eligible for a Woodland Public Library card. The initial card is free, and a minimal fee will be charged to cover the cost of materials for replacement(s). To apply for a library card, adults must present current traceable identification which gives both their name and address, e.g., driver's license, rent receipt, utility bill. Children under the age of 18 must have a parent or guardian present to apply for the card, the parent or guardian is responsible for all fines and fees. Library cards are non-transferable, remain the property of Woodland Public Library and must be surrendered upon request.

Other Types of Library Cards

Temporary Card

If you do not have a permanent address, but are living within Woodland city limits, you may apply using current traceable identification which gives both name and address, for a 3 month temporary library card with a 3 item limit.

A PO Box is not considered a permanent address.

Examples of temporary residence would include hotels, motels, shelters, rehabilitation centers, visiting family, and exchange students.

E-Card

For access to only electronic materials, you may apply for a one year E-Card providing access to all library electronic resources. No identification is necessary

Institutional Library Card

Educational and non-profit organizations with offices in the Woodland city limits needing access to the Library's resources and inter-library loan for work related projects may apply for an institutional library card. The institution must agree to pay all fines, fees, and related charges. The director of the institutional must provide written documentation agreeing to pay all charges related to the usage of the card.

Library Card Policy Adopted by Woodland Public Library Board of Trustees March 20, 2013

Confidentiality of Circulation Records

All circulation records identifying the names of library users with specific materials are confidential in nature. (Title I, Division 7, Chapter 3.5, sections 6254, 6254.5, 6255 and 6267)

California Government Code

Section 6267. Registration and circulation records of library supported by public funds.

All registration and circulation records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed to any person, local agency, or state agency except as follows:

- (a) By a person acting within the scope of his or her duties within the administration of the library.
- (b) By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records.
- (c) By order of the appropriate superior court.

As used in this section, the term "registration records" includes any information which a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term "circulation records" includes any information which identifies the patrons borrowing particular books and other material.

This section shall not apply to statistical reports of registration and circulation nor to records of fines collected by the library.

Section 6254. Records exempt from disclosure requirements.

Except as provided in Sections 6254.7 and 6254.13, nothing in this chapter shall be construed to require disclosure of records that are any of the following:

- (j) Library circulation records kept for the purpose of identifying the borrower of items available in libraries, and library and museum materials made or acquired and presented solely for reference or exhibition purposes. The exemption in this subdivision shall not apply to records of fines imposed on the borrowers.

1. Guidelines for Responding to Law Enforcement Requests For Library Records and User Information

PROCEDURES FOR LIBRARY STAFF

If a law enforcement officer requests library records or information about a library user or staff member:

- Ask for the officer's identification.
- Inform the officer that the Library Services Director is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the Library Director.

- Refer the officer to the Library Services Director or to a designated alternate authorized the Library Services Director to respond to requests for records and information. A listing of library employees authorized to respond to records and information requests in the absence of the Library Services Director can be found in Appendix A.

If a law enforcement officer requests library records or information about a library user or staff member and neither the Library Services Director nor a designated alternate is present in the library:

- Ask for the officer's identification. Record the information.
- Inform the officer that the Library Services Director is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the Library Services Director.
- Attempt to reach the Library Services Director, a designated alternate, or the City Attorney using the phone/contact list in Appendix A.

If you cannot reach the Library Services Director or a designated alternate, utilize the procedures outlined below for use by the Library Services Director or a designated alternate. A written report describing the officer's inquiry should be provided to the Library Services Director at the earliest opportunity.

PROCEDURES FOR THE LIBRARY SERVICES DIRECTOR OR A DESIGNATED ALTERNATE

In all cases:

- Ask for the officer's identification. Record the information.
- If possible, ask a colleague to be present during the interview with the officer.

Requests for voluntary assistance or warrant-less searches (the officer does not present a subpoena or court order):

- Explain the library's privacy policy, informing the officer that library records and information about library users and library staff are not made available to law enforcement agencies unless a proper court order in good form has been presented to the library.
- If the officer persists, provide the officer with the contact information for the City Attorney and ask the officer to speak to him/her.
- If the officer claims that an emergency or other circumstance requires the library to turn over records or provide information without a court order, call the City Attorney and ask for assistance.
- If the officer employs force to take possession of library records or other library property, do not obstruct the search in any way. Keep a written record describing the incident.
- Provide all notes and records to the City Attorney. If a library worker or volunteer is required to respond to a voluntary request or a warrant-less search in the absence of the Library Services Director or a designated alternate, all materials should be turned over to the Library Services Director.

If the law enforcement officer presents a subpoena or similar request for records:

- Accept the subpoena. Inform the officer that the City Attorney responds to subpoenas on behalf of the library.
- Contact the City Attorney and turn the subpoena over to him/her. If a library worker accepts service of the subpoena in the absence of the Library Services Director or a designated alternate, the subpoena should be turned over to the Library Services Director.
- The Library Services Director will work with the City Attorney to respond appropriately to the subpoena.

If the law enforcement officer presents a search warrant:

- Immediately ask the City Attorney to provide advice and assistance.
- Ask the officer if he or she would be willing to delay the search until the City Attorney arrives.
- Read the warrant and any attached documentation. Verify that it is signed by a judge and is issued by a local, state, or federal court. If you have questions about the validity of the warrant, call the issuing court to verify the validity of the warrant or order.
- Identify the items or records specified in the warrant. If the officer will not wait for the City Attorney, you may assist the officer in locating the items or records identified in the search warrant in order to prevent review of records or items not named in the warrant.
- Do not agree to any additional searches, or volunteer information about the items or records in the warrant. Do not sign any documents on behalf of the library without the advice of the City Attorney.
- Ask the officers to provide an inventory of the items or records seized. Ask if it is possible to provide copies to the officers or to make copies for the library's own records.
- Do not obstruct the search in any way.
- If the law enforcement officials are unwilling to cooperate with you, simply step aside and let them do their job. Request that the officer sign an inventory receipt for the materials. Keep a written record describing the incident.
- Provide all notes and records to the City Attorney. If a library worker is required to respond to a search warrant in the absence of the Library Services Director or a designated alternate, all materials should be turned over to the Library Services Director.

If an agent for the Federal Bureau of Investigation presents an order and informs you that the order is issued as part of a terrorism or espionage investigation and is subject to a "nondisclosure order" or "gag order" (orders issued under the USA Patriot Act):

- Call the City Attorney and ask for assistance.
- Read the order and any attached documentation. If it provides a period of time to respond to the order, respond to the order in the same manner as a subpoena. Except for the City Attorney, do not inform other library staff or any other person about the order until authorized to do so by the City Attorney.

- If the order requires the immediate surrender of records or other items, respond to the order in the same manner as a search warrant. Ask the agent if he or she will delay the search until the City Attorney arrives.
- If required to turn over records or other items at once, do not notify any library staff except for the City Attorney and those staff members necessary for the production of the requested records or other items. (For example, it may be necessary to ask a member of the Information Technology staff to assist with the production of electronic or computer records.) Instruct all staff members who assist in responding to the order that, with the exception of the City Attorney, he or she cannot inform other library staff or any other person about the order unless authorized to do so by the City Attorney.
- If a library worker or volunteer is required to respond to an order issued under the USA Patriot Act in the absence of the Library Services Director or a designated alternate, they should inform the Library Services Director as the custodian of records. It is not unlawful for library staff to refer the agent to the Library Services Director or his designated alternate; however, except for the City Attorney, the staff member should not inform anyone else about the order unless authorized to do so by the City Attorney.

Adopted by the Woodland Public Library Board of Trustees December 3, 2007

2. Third Party and Law Enforcement Requests For Library Records and User Information

The legal custodian of records for the Woodland Public Library is the Library Services Director. As the legal custodian of records, the Library Services Director is the person responsible for responding to any request for library records or information about a library user.

The Library Services Director may designate one or more library employees to serve as persons responsible for responding to any request for library records or information about a library user when the Library Services Director is absent or unavailable.

The circulation and registration records of the Woodland Public Library shall not be made available to any third party nor any law enforcement agency of a local, state, or federal government except when a valid court order in proper form, issued by a court of competent jurisdiction, is presented to the library by the law enforcement agency or person seeking the records.

No library employee or volunteer may release library records or reveal information about a library user to any third party or law enforcement agent unless authorized to do so by the Library Services Director or the Library Services Director's designated alternate. In all circumstances, without exception, employees and volunteers shall follow the procedures set forth in Woodland Public Library's "Guidelines for Responding to Requests for Library Records and User Information."

Confidentiality of Circulation Records Adopted by the Woodland Public Library Board of Trustees December 3, 2007

Interlibrary Loans

The library shall cooperate in the borrowing of books from and lending books to other libraries and shall serve nonresident borrowers in compliance with the regulations of the California Library Services Board.

Services to Schools and Organizations

The library shall cooperate with local schools and organizations in their requests for library materials and services so far as practical within existing library resources.

Loan Periods, Overdue Materials, Fines and Damaged Materials

In order to ensure the greatest access of materials to patrons, the Library Services Director is authorized by the Board of Trustees to set the standards for loan periods, overdue materials, fines and damaged materials. Current **Fines & Fees Schedule** is available at the circulation desk. Patrons are encouraged to make every effort to return library materials on or before the due date. Fines are charged in accordance with the current schedule for materials returned after that date. All fines should be paid when the material is returned. Borrowing privileges may be suspended at any time that overdue materials have not been paid off. Patrons are responsible for the replacement cost of lost or damaged materials or property. Anyone who intentionally injures, defaces or destroys library property is liable to prosecution. (California State Education Code, Section 19910)

RULES AND REGULATIONS GOVERNING PUBLIC BEHAVIOR IN THE WOODLAND PUBLIC
LIBRARY

Woodland Public Library is committed to promoting and maintaining a safe, pleasant and efficient environment for the public and staff. You can help maintain a harmonious and safe library for all by complying with the following library rules and regulations:

1. Please respect the rights and privileges of all other library users.
2. Please talk in quiet tones and low voices.
3. Please refrain from improper conduct. Conduct is regarded as improper if it includes one or more of the following, all of which are violations of criminal or civil codes of law. (Please ask at the desk for the complete text of the codes):
 - a. Creating a public disturbance
 - b. Obscene and/or abusive language, verbal or written
 - c. Mutilating, damaging or defacing any books, map, chart, picture, engraving, manuscript, cassette, or other library property
 - d. Sexual acts
 - e. Smoking
 - f. Gambling
 - g. Playing a portable audio device without headphones
 - h. Loitering on library premises, such as sitting or standing idly about, sleeping, or lingering aimlessly.
 - i. Use of alcohol, narcotics and/or hallucinogens on library premises.
 - j. Soliciting or panhandling
 - k. Physical or verbal harassment or abuse of library users or staff.
4. Please maintain an acceptable standard of personal hygiene. Unpleasant body odor which substantially interferes with the use and enjoyment of the library by other patrons or with the ability of library staff to work is unacceptable. Please wear shirts and shoes; the library does not permit bare feet.
5. Please keep food and drink outside the library except for bottled water in a secure container.
6. Please make sure that you have checked out all library materials before removing them from the library premises.
7. Please leave all containers, packages, luggage or like items exceeding 24" x 18" x 6" outside the library. Please keep any belongings which you bring into the library under a table and/or out of pedestrian areas. Any briefcases, oversize handbags, notebooks, carry-alls, luggage, packages, and shopping bags may be subject to inspection by authorized library personnel.
8. Please leave bicycles, shopping carts, skateboards or other wheeled conveyances outside the library, with the exception of wheelchairs and baby strollers/carriages being used to transport persons.
9. Skateboarding is not allowed on library premises, and signage is posted to indicate such.
10. Please stay with your children or keep them with you. A responsible adult, older sibling or babysitter must accompany any child under the age of seven.
11. Please leave animals, other than those assisting disabled persons, outside the library.

Patrons not complying with the above rules and regulations will be requested to leave the library premises and/or risk suspension of their library privileges.

4/16/07

POLICY ON CHILDREN IN THE LIBRARY

Children of all ages are welcome to the Woodland Public Library. Children and adults have the right to use the library in safety and in an atmosphere conducive to studying and thinking. Therefore, it is the library policy that:

1. All children in the library under the age of seven must be accompanied by a responsible adult, older sibling or babysitter. In the case of groups of children, there must be one adult for each four children. Children under the age of seven cannot be left in the library while their responsible adult is attending a meeting in the Leake Center. During Pre-School Story Times, the adult must remain in the building.
2. All children in the library will behave appropriately. If they are disruptive, they will be given a warning and told they have the choice of behaving appropriately or leaving the library. If the disruptive behavior continues, they will be escorted from the library and told they cannot return that day. In cases of repeated problems, they can be barred from the library for a longer period of time, i.e., the rest of the week.
3. If a young child accompanied by an adult is being disruptive, the adult and the child will be approached. The adult will be told how the child must behave, and the child will also be reminded. If the disruption continues, the adult will be told to remove the child from the library.

If the Children's Librarian is available, he/she should be responsible for this policy. If not, the Librarian on duty will carry out the policy. Should there be no Librarian on duty any Library Technical Assistant II may carry out this policy.

If a child is left unattended at the time the library closes and the staff feels the child is too young to be left alone, they will follow these steps:

1. Two staff members will remain with the child—preferably the Children's Librarian or Librarian on duty (if available)—and one other staff member. Staff will attempt to telephone the adults responsible for the child. If they are contacted, they should be told to pick up the child. They should be told that staff will stay with the child up to fifteen minutes, at which time the police will be called and asked to pick up the child.
2. If an adult cannot be reached, the police will be called to pick up the child.
3. **UNDER NO CIRCUMSTANCES** will a staff member leave the library premises with a child.
4. **UNDER NO CIRCUMSTANCES** will there be less than two staff members with the child.

If it becomes obvious to staff that a child or group of children are being left in the library for child care purposes, the following policy will be implemented:

1. If the child/children are not disruptive or overly demanding of staff time, they should be allowed to stay in the library.
2. If the child/children are disruptive, the policy on disruptive behavior will be carried out. The child/children will be told to inform their parents that they will not be allowed to spend time at the library if they continue to be disruptive.
3. If they return and continue to be disruptive, they are to be asked for their parents' names, address and telephone number. The child's library card can be checked if it is impossible to obtain this information in any other way. The parents will be telephoned and/or sent a letter explaining library policy. (See attached sample)
4. If the child cannot or will not give the information, and it cannot be obtained from other sources, the police will be called to remove the child/children.

(Adopted 10-2-89; revised 6-5-95)