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

Wednesday, May 15, 2013

# LIBRARY BOARD OF TRUSTEES REGULAR SESSION AGENDA 4:00 PM

- 1) Welcome Visitors
- 2) Public Comment
- 3) Review of Agenda
- 4) Minutes
  - a) April 17, 2013
- 5) Communications
- 6) Continued Business
  - a) Policy Manual Review- Rules and Regulations Governing Public Behavior in the Library
  - b) Policy Manual Review- Other Library Facilities
- 7) New Business
  - a) Fines and Fees Schedule
- 8) Reports
  - a) Director- 3<sup>rd</sup> Quarter Statistical Report
  - b) Board
    - 1. Council Meeting Attendance
    - 2. Individual Board Reports
- 9) Adjournment

Next meeting: June 19, 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 May 15, 2013, was posted on May 12, 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 1<sup>st</sup>. 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.

#### **CONTINUED BUSINESS**

Agenda Item No: 6a

Library Board of Trustees Meeting: 05/15/2013

Policy Review Rules and Regulations Governing Public Behavior in the Woodland Public Library

At the April 17, 2013 Board of Trustees meeting the library behavior policy was brought forward as part of a review of all library policies. Staff shared concerns with items 7 and 8.

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.

Staff felt that item 7 was overly specific and their true concern is that patrons belongings don't impede other's use of the space and are not left unattended at tables and chairs, prohibiting others from using the table space. Staff would like a statement that is clear that personal items are to be kept close and staff is not responsible for lost or stolen items. I have introduced new language into the policy to help better define patron and staff needs on space and personal items in the library.

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.

Staff have shared concerns with bicycles and shopping carts being left in the courtyard, and blocking entrances and emergency exits. I have added to language to change the boundary from outside the library to off the library property.

A general statement has been added regarding the interpretation of the rules and regulations.

Attachment: Rules and Regulations Governing Public Behavior in the Woodland Public Library

Library Board of Trustees Meeting: 05/15/2013

#### 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. Personal property brought into the Library is subject to the following:
  - Items inappropriate to Library use, including but not limited to bicycles, wagons, shopping carts, luggage, large grocery bags, large trash bags, backpacks, bedrolls, and strollers without children are not allowed in the Library.
  - Personal possessions must not take up seating or space needed by others.
  - Personal possessions such as grocery bags, trash bags, backpacks, bedrolls, shopping bags, and luggage left outside Library facilities are subject to disposal.
  - The Library is not responsible for personal belongings left unattended.
- 8. Please leave bicycles, shopping carts, skateboards or other wheeled conveyances off library grounds; including porches, library courtyard, and walkways, 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.

The Library Director and his/her designated staff are authorized to interpret these rules in accordance with applicable law and to ensure appropriate behavior of all persons in the Library facilities. 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.

Agenda Item No: 6b

Library Board of Trustees Meeting: 05/15/2013

Policy Review Other Library Facilities

Staff would like to develop a more comprehensive bulletin and postings policy. There is limited posting space and space for marketing library events is limited. Staff would like to evaluate where and what postings are allowed.

# **Current Policies-Other Library Facilities**

### I. Events Policy for Woodland Public Library Rose Gardens

Individuals or groups may use the Rose Gardens located on the grounds of Woodland Public Library for private special events. For-profit groups, events charging admission or fees, or groups that will be selling anything are not allowed.

To use the Rose Gardens, contact the library secretary to check availability and fill out the Woodland Public Library Rose Gardens Reservation Form (Appendix J) There is no charge for use. The person responsible must ensure that there is no damage to the gardens and that they are cleaned and returned to their original state after the event.

Special Events Liability Coverage can be purchased through Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA), 77 W. Lincoln Ave., (530) 666-4456. (Approved 1/9/06)

#### II. Outside Facilities

Walkways, Rose Garden, Courtyard and grounds are the property of Woodland Public Library, and appropriate behavior is expected. Bicycles may only be stored in the racks provided for such use. Skateboarding is prohibited as signage indicates.

#### III. Bulletin Boards

Space will be available in the Reading Room and Young People's Library for announcements of library, cultural, educational, and social events and services. City of Woodland job announcements will be allowed as space permits. Purely commercial, political and religious announcements will not be posted. Items to be posted must be submitted to the librarian and will be removed after 30 days or when expired.

#### Fines and Fees Schedule

It is Board Policy that the Library Director set the standards for loan periods, overdue materials, fines, and damaged materials. (Woodland Public Library Circulation Policy)

#### Current Fines and Fees Schedule

Overdue fines are 10 cents per day to a maximum of \$3.00 per item. The replacement fee for lost or damaged items is the cost of the item.

#### Proposed Fines and Fees Schedule

The library fines and fees schedule has not been updated in many years. It is time to introduce a schedule that is up to date with the needs of the library and also reflects the current economy. Woodland Public Library belongs to a book sharing consortium with Sacramento Public Library, Sutter County Library, Colusa County Library, and Folsom Public Library. It is a goal of the consortium to have fines and fees schedules between the partner libraries to be aligned as much as possible for the ease of patrons and staff. This would reduce the need for a patron of the consortium to have multiple library cards, which can cause various issues for both the patron and the staff. I am proposing a new fee schedule that aligns our fees with the consortium.

The new schedule reduces the daily fine for children's and teen materials while increasing the daily fine for adult material. The library currently does not charge a processing fee when a replacement book is purchased by a patron for lost or damaged materials. A processing fee should be added to account for the time taken to add the replacement book into the collection as well as a new cover and label. A reshelving fee would be for holds/requests not picked up by the patron. It takes a lot of staff time and money to keep books in transit between the libraries; it is an opportunity to help patrons understand the holds process. Sacramento Public Library instituted a reshelving fee almost a year ago and has little complaints over it and success with patrons picking up holds.

#### New Fines and Fees Schedule

Adult Materials	\$0.25/daily –maximum per item \$5.00
Children's Materials	\$0.05/daily -maximum per item \$1.00
Teen Materials	\$0.05/daily -maximum per item \$1.00
All video's and DVDs	\$0.25/daily –maximum per item \$5.00
Reshelving Fee	\$1.00
Fine Block-materials may not be checked out	\$5.00
Processing Fee	\$5.00

The library will institute the new fine schedule in the new fiscal year, beginning July 1, 2013.

# **Staffing:**

Temporary Employees Usage									
	Q1 FY09	Q1 FY10	Q1 FY11	Q1 FY 12	Q1 FY13				
Page Hours	1,221.00	795.25	1,012.00	1,138.50	1,057.25				
LTS Hours	1,973.50	832.25	1,273.50	1,350.50	1,442.50				
Librarian Hours	-	101.50	130.00	100.25	61.50				
Total Hours	3,194.50	1,729.00	2,415.50	2,589.25	2,561.25				
	Q2 FY 09	Q2 FY10	Q2 FY11	Q2 FY12	Q2 FY13				
Page Hours	1,115.75	784.00	1,006.00	1,050.00	732.25				
LTS Hours	1,934.00	664.00	1,094.50	1,247.75	1,022.25				
Librarian Hours	26.00	70.00	338.00	36.00	53.47				
Total Hours	3,075.75	1,518.00	2,438.50	2,333.75	1,807.97				
Mid Year	6,270.25	3,247.00	4,854.00	4,923.00	4,369.22				
	Q3 FY 09	Q3 FY10	Q3 FY11	Q3 FY12	Q3 FY13				
Page Hours	1,121.50	889.50	949.00	982.50	1,286.00				
LTS Hours	1,953.75	784.00	1,016.50	1,184.00	1,724.25				
Librarian Hours	8.50	46.00	264.25	20.25	35.25				
Total Hours	3,083.75	1,719.50	2,229.75	2,186.75	3,045.50				
YTD	9,354.00	4,966.50	7,083.75	7,109.75	7,414.72				

Excluding Literacy staff and the Director, 5 full-time employees staff the Library as opposed to 11 in July 2008 which was down from a high of 14 employees. There has been an increase in temporary staff usage this year due to usage of temporary staff for coverage during a maternity leave and also while there was an interim director. For quarter 3 in particular, hours from December (Quarter 2) are included in January due to the pay period and the holidays. Temporary staff usage may also increase towards the end of the fiscal year, as we use temporary staff for coverage as we hire and train a new youth services librarian. Cara Baker's last day of work was April, 30<sup>th</sup>.

# **Facilities:**

A new people counter has been installed. The new counter collects hourly count data and stores in on a server. This new counter and system will allow for more accurate traffic data and be a resource when considering staff hours, desk hours, and our open hours. There is a large rat problem in the library storage area and I am working with facilities to plan a clean out day to remove all the obsolete furniture that is stored there.

# **Public Service:**

Visits in the 3<sup>rd</sup> quarter have decreased, however it is only a 1.64% decrease for our year to date count. Total circulation has held steady with a slight growth.

		Visits to	Woodland Public Lib	rary		
	Q1 FY09	Q1 FY10	Q1 FY11	Q1 FY 12	Q1 FY13	% Change
July	24,427	19,508	17,672	18,425	19,943	7.61%
August	20,564	15,674	16,554	18,582	16,878	-10.10%
September	21,631	17,082	15,952	16,155	15,837	-2.01%
Total Visits	66,622	52,264	50,178	53,162	52,658	-0.96%
	Q2 FY 09	Q2 FY10	Q2 FY11	Q2 FY12	Q2 FY13	
October	21,193	16,527	17,203	16,699	18,345	8.97%
November	18,093	12,968	14,339	14,520	14,518	-0.02%
December	18,867	14,457	12,709	13,247	14,051	5.72%
Total Visits	58,153	43,952	44,251	44,466	46,913	5.22%
Mid Year	124,775	96,216	94,429	97,628	99,571	1.95%
	Q3 FY 09	Q3 FY10	Q3 FY11	Q3 FY12	Q3 FY13	
January	22,455	16,175	18,586	18,551	19,093	2.84%
February	22,165	15,745	16,477	18,240	16,599	-9.89%
March	24,422	18,494	21,443	21,587	18,228	-18.43%
Total Visits	69,042	50,414	56,506	58,378	53,920	-8.27%
YTD	193,817	146,630	150,935	156,006	153,491	-1.64%
		Checkout and	Renewals Print/AV	Materials		
	Q1 FY09	Q1 FY10	Q1 FY11	Q1 FY 12	Q1 FY13	% Change
July	32,617	28,598	27,804	27,445	28,429	3.46%
August	27,688	25,299	23,743	27,001	26,363	-2.42%
September	28,220	25,697	22,817	24,996	24,601	-1.61%
Total	88,525	79,594	74,364	79,442	79,393	-0.06%
	Q2 FY 09	Q2 FY10	Q2 FY11	Q2 FY12	Q2 FY13	
October	29,084	25,317	25,579	25,588	26,651	3.99%
November	26,699	21,086	23,675	22,959	23,605	2.74%
December	28,307	22,345	19,317	19,350	22,690	14.72%
Total	84,090	68,748	68,571	67,897	72,946	6.92%
Mid Year	172,615	148,342	142,935	147,339	152,339	3.28%
	Q3 FY 09	Q3 FY10	Q3 FY11	Q3 FY12	Q3 FY13	
January	29,261	24,079	27,009	27,030	27,221	0.70%
February	27,692	23,114	23,114	24,811	24,541	-1.10%
March	31,535	26,017	26,017	27,221	25,998	-4.70%
Total	88,488	73,210	76,140	79,062	77,760	-1.67%
YTD	261,103	221,552	219,075	226,401	230,099	1.61%

	Checkout of E-Books and E-audiobooks										
	FY1 2	FY13	FY12	FY13	FY12	FY13	FY12	FY13	FY12	FY13	%Change
	E- boo ks	E- Books	Max E- books	Max E- books	Audio- books	Audio- books	Max Audio	Max Audio	All	All	All
July	72	94	0	11	59	60	14	20	145	185	21.62%
August	73	132	0	13	52	57	12	39	137	241	43.15%
September	72	134	0	8	53	56	20	45	145	243	40.33%
Total	217	360	0	32	164	173	46	104	427	669	36.17%
October	99	132	0	2	55	57	20	36	174	227	23.35%
November	85	139	0	9	57	47	15	25	157	220	28.64%
December	96	158	0	4	50	63	11	21	157	246	36.18%
Total	280	429	0	15	162	167	46	82	488	693	29.58%
Mid Year	497	789	0	47	326	340	92	186	915	1,362	32.82%
January	96	134	0	9	48	39	23	25	167	207	19.32%
February	83	107	0	1	47	46	31	6	161	160	-0.63%
March	90	141	0	3	51	43	29	9	170	196	13.27%
Total	269	382	0	13	146	128	83	40	498	563	11.55%
YTD	766	1,171	0	60	472	468	175	226	1,413	1,925	26.60%

	Combined Ch	neckouts	
	Q1 FY 12	Q1 FY13	% Change
July	27,590	28,614	3.58%
August	27,138	26,604	-2.01%
September	25,141	24,844	-1.20%
Total	79,869	80,062	0.24%
	Q2 FY12	Q2 FY13	
October	25,762	26,878	4.15%
November	23,116	23,825	2.98%
December	19,507	22,936	14.95%
Total	68,385	73,639	7.13%
Mid Year	148,254	153,701	3.54%
	Q3 FY12	Q3 FY13	
January	27,197	27,428	0.84%
February	24,972	24,701	-1.10%
March	27,391	26,194	-4.57%
Total	79,560	78,323	-1.58%
YTD	227,814	232,024	1.81%

Reference activity is decreasing. However, reference statistics are generally subjecting and are gathered by busy librarians, trying to tally questions as they come. I am working to develop a system to better track reference and all patron activity in the new fiscal year.

		Reference Acti	vity		
	Q1 FY10	Q1 FY11	Q1 FY 12	Q1 FY13	% Change
July	424	748	732	527	-28.01%
August	730	701	666	432	-35.14%
September	966	596	747	347	-53.55%
Total	2,120	2,045	2,145	1,306	-39.11%
	Q2 FY10	Q2 FY11	Q2 FY12	Q2 FY13	
October	647	1082	693	590	-14.86%
November	281	885	453	375	-17.22%
December	540	658	498	524	5.22%
Total	1,468	2,625	1,644	1,489	-9.43%
Mid Year	3,588	4,670	3,789	2,795	-26.23%
	Q3 FY10	Q3 FY11	Q3 FY12	Q3 FY13	
January	732	965	585	612	4.62%
February	699	937	511	501	-1.96%
March	785	890	556	598	7.55%
Total	2,216	2,792	1,652	1,711	3.57%
YTD	5,804	7,462	5,441	4,506	-17.18%

Library programming has developed into core storytime programs and occasional special programming for children. It has shown steady growth, and I anticipate much growth in this area with the new children's librarian and greater opportunities for outreach and community engagement.

	Program Attendance										
		Q1 FY09	Q1 FY10	Q1 FY11	Q1 FY 12	Q1 FY13	% Change				
Total	# programs	65	26	27	62	51	-17.74%				
	# attendance	2,321	841	653	1,175	1,311	11.57%				
		Q2 FY 09	Q2 FY10	Q2 FY11	Q2 FY12	Q2 FY13					
Total	# programs	62	62	124	52	56	7.69%				
	# attendance	1,383	1,383	2,766	905	1,123	24.09%				
Mid Year	# programs	127	88	151	114	107	-6.14%				
	# attendance	3,704	2,224	3,419	2,080	2,434	17.02%				
		Q3 FY 09	Q3 FY10	Q3 FY11	Q3 FY12	Q3 FY13					
Total	# programs	63	35	59	74	56	-24.32%				
	# attendance	1,109	531	733	1,247	1,008	-19.17%				
YTD	# programs	190	123	210	188	163	-13.30%				
	# attendance	4,813	2,755	4,152	3,327	3,442	3.46%				

	Collection Allocation FY 2013									
	D. J. a.4	Expended	Expended	Expended	YTD	Dalamas	% E a da d			
	Budget	Q1	Q2	Q3	Encumbrances	Balance	Expended			
General Fund 101	\$41,000	\$15,574	\$2,564	\$ 8,711	\$5,858	\$ 7,003	58.53%			
Developer Fees 570	\$85,000	\$368	\$32,701	\$ 28,449	\$12,369	\$39,562	53.46%			
Trust Fund 917	\$25,000	-	-		1	\$25,000	0.00%			
Total	\$151,000	\$15,943	\$35,265		\$18,227	\$ 71,565	45.98%			

Staff is on track to expend all collection development funds.

	Library Materials Expenditures										
_	Budget FY13	Q1 FY13	Q2 FY13	Q3 FY13	FY13 Total	%Spent					
Adult fiction	\$23,500	\$6,705	\$6,240	2,050.00	\$14,995	63.81%					
Large print	\$1,000	\$0	\$72	-	\$72	7.20%					
Adult nonfiction	\$14,000	\$3,592	\$3,857	2,292.00	\$9,741	69.58%					
Adult Print Sub	\$38,500	\$10,297	\$10,169	4,342.00	\$24,808	64.44%					
					\$0						
Adult Spoken Word	\$3,600	\$574	\$489	189.10	\$1,252	34.78%					
TEACH	\$0	\$80	\$0	-	\$80						
CDs	\$0	\$0	\$0	-	\$0						
DVDs	\$12,000	\$2,062	\$2,437	2,018.00	\$6,517	54.31%					
Adult AV Subtotal	\$15,600	\$2,716	\$2,926	2,207.10	\$7,849	50.31%					
Adult Total	\$54,100	\$13,013	\$13,095	6,549.10	\$32,657	60.36%					
					\$0						
YATotal	\$7,000	\$1,137	\$1,332	1,883.00	\$4,352	62.17%					
					\$0						
Children's books	\$20,000	\$3,861	\$5,064	4,502.00	\$13,427	67.14%					
Children's Spanish	\$1,200	\$225	\$340	-	\$565	47.08%					
Children Print Sub	\$21,200	\$4,086	\$5,404	4,502.00	\$13,992	66.00%					
Child Sp Wd & CD	\$1,000	\$0	\$305	180.60	\$486	48.56%					
J DVDs	\$4,000	\$673	\$1,147	916.00	\$2,736	68.40%					
Children's AV Sub	\$5,000	\$673	\$1,452	1,096.60	\$3,222	64.43%					
Children's Total	\$26,200	\$4,759	\$6,831	5,598.60	\$17,189	65.61%					
Total Print A,YA,J	\$66,700	\$15,520	\$16,905	10,727.00	\$43,152	64.70%					
Total AV A, J	\$20,600	\$3,389	\$4,378	3,303.70	\$11,071	53.74%					
Totals	\$87,300	\$18,909	\$21,283	14,030.70	\$54,223	62.11%					
Standing Orders	\$10,000	\$775	\$7,449	2,185.33	\$10,409	104.09%					
Overdrive	\$1,605	\$1,605		-	\$1,605	100.00%					
VAS Total		\$4,155	\$5,462	2,950.55	\$12,567						
Delivery Bins		\$0		-	\$0						
Supplies	\$5,000	\$77	\$515	-	\$592	11.84%					
Full Total	\$113,605	\$25,521	\$34,709	71,523.38	\$131,753						