

WOODLAND PUBLIC LIBRARY
Leake Room
250 First St.
Woodland, California
Wednesday, November 20, 2013

LIBRARY BOARD OF TRUSTEES
REGULAR SESSION AGENDA

4:00 PM

- 1) Welcome Visitors
- 2) Public Comment
- 3) Review of Agenda
- 4) Minutes
 - a) October 9, 2013
 - b) October 23, 2013
 - c) November 13, 2013
- 5) Communications
- 6) New Business
 - a) Potential Ballot Measure to Replace Measure V ¼ Cent
 - b) Annual State Library Report
- 7) Reports
 - a) Director
 - b) Board
 1. Council Meeting Attendance
 2. Individual Board Reports
- 8) Adjournment

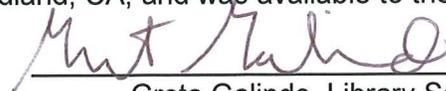
Next meeting: December 18, 2013

CLOSED SESSION AGENDA

6:00 PM

- 1) Call to Order
- 2) Public Comment
- 3) Closed Session
 - a. Personnel- Employee Evaluation and Labor Negotiations
- 4) Adjournment

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 November 20, 2013 was posted on November 15, 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 Meeting: 11/20/2013

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES, MEETING OF OCTOBER 9, 2013

Board Members: Diane Adams, Keith Quigley, Bud Godding, Karen Shepherd and Kathy Harryman.

Library Director – Greta Galindo

The meeting was called to order at 4:05 p.m. by Bud Godding. All were present except Keith. He came in 3 minutes later. We immediately went into Closed Session to discuss the process of evaluation for the Library Director and receive the staff evaluations. Greta was asked to provide her documents for her self evaluation including her goals for the library. We would like them e mailed to us by October 18.

The Regular Meeting was called back to order at 4:42.

1. Visitors – There was one visitor, Bobby Rodgers. There was no one from the Friends.
2. Public Comment - none
3. The agenda was reviewed and approved.
4. The minutes were reviewed and approved.
5. Communications – The Board gave its approval to work with the Friends on the upcoming float at the Holiday Parade on December 14. Keith will attend a meeting and let us know our responsibilities.
6. Old Business
 - a. The Board approved the Annual Report for 2012-2013. It will be presented to the City by Bud on November 5. The other members of the Board will try to attend.
 - b. The Board approved monies from the 971 Trust fund for Greta to choose the blinds to cover the children's and teen areas. The estimates included installation.
7. Reports
 - a. Director – Greta shared the following information with the Board
 - 1) Elevator- the elevator has developed an oil leak. So it cannot pass state inspection. Fixing it requires structural evaluation. The City will take care of this issue. The Board would like to see a 'professional' sign informing the public of the delay and also a newspaper article informing the public of the delay.
 - 2) Literacy Coordinator – Greta has hired a new Literacy Coordinator - Alica Zuniga. She will be a part time/temporary employee.
 - 3) The building is being power-washed. Greta is using her funds to do it.
 - 4) The All Staff meeting including the Board will be on a Saturday in November or December. She will e mail us.
 - 5) The city-wide Staff Appreciation Day is November 6.
 - 6) Halloween Party on October 26
 - 7) Greta needs a volunteer to help organize the Library's historical history

b. Board

- 1) Bud reminded all that if we have agenda items, we need to send them to Greta to be included in the Agenda.
- 3) Keith shared information about the Holiday Parade (see above)

8. Adjournment – Meeting adjourned at 5:30 p.m.

Next Meeting is October 20, at 5:00 p.m. It is a Closed Meeting to discuss evaluation of the director.

Next regular meeting is November 20 at 4:00 p.m.

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES, MEETING OF OCTOBER 23, 2013

Board Members: Diane Adams, Keith Quigley, Karen Shepherd and Kathy Harryman.

Library Director – Greta Galindo

The meeting was called to order at 5:04p.m. by Kathy Harryman. All were present except Bud.

1. Visitors – There was one visitor, Alain Traig, former Library Board Member. He was asked to be part of the Closed Session.
2. Public Comment - none
3. The agenda was reviewed and approved. We decided to go into Closed Session after the short Open Session.
4. There were no minutes
5. New Business – The Holiday Closure Schedule. Greta presented her proposal for the upcoming Holiday Closure Schedule. For Thanksgiving, the Library will be closed Thursday and Friday, and open Saturday. For Christmas, the Library will be closed Wednesday, Christmas Eve, Thursday, Christmas Day, Friday (already a closure day) and open on Saturday. She checked with the staff to get their opinion. We voted to approve her proposal. We like that the Library will be open on Saturdays during both holidays.

At 5:15 we went into Closed Session. We discussed Employee Evaluations and Labor Negotiations. Alain was a great help to us because he has had many years of experience.

Our next Closed Session meeting will be on Wednesday, November 13 at 4:00 p.m.

Respectfully submitted,

Kathy Harryman, Secretary

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES, MEETING OF NOVEMBER 13, 2013

Board Members: Diane Adams, Keith Quigley, Karen Shepherd and Kathy Harryman.

Library Director – Greta Galindo

The meeting was called to order at 4:02 p.m. by Kathy Harryman . All were present except Bud. We immediately went into Closed Session to discuss the evaluation for the Library Director. Greta left. Nothing to report.

The Regular Meeting was called back to order at 6:01 p.m.

1. Visitors – There were no visitors. There was no one from the Friends.
2. Public Comment - none
3. Adjournment – Meeting adjourned at 6:03 p.m.

Respectfully submitted,

Kathy Harryman, Secretary/President

Next regular meeting is November 20 at 4:00 p.m.

**Woodland
2012-13 California Public Library Survey**

NEW BUSINESS
Agenda Item No. 6b
Library Board of
Trustees Meeting:
11/20/2013

CURRENT YEAR

PREVIOUS YEAR

Directory Update #1-48

THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY

1	LIBRARY_ID	M752	M752
2	FSCS_ID	CA0156	CA0156
3	Short_Name	Woodland	Woodland
4	Name	Woodland Public Library	Woodland Public Library
Director			
(If position is not filled, enter "VACANT" in 6 and leave 7 & 8 blank)			
5	Courtesy Title (Ms., Mr., Dr.)	Ms.	Ms.
6	First Name	Greta	Patricia
7	Middle Name or Initial (only if used)		
8	Last Name	Galindo	Lakie
9	Title	Library Services Director	Interim Library Services Director
10	Street Address	250 First St.	250 First St.
11	City	Woodland	Woodland
12	Zip	95695	95695
13	Zip4	3411	3411
14	Mailing Address	250 First St.	250 First St.
15	Mail City	Woodland	Woodland
16	Mail Zip	95695	95695
17	Mail Zip4	3411	3411
18	Public Phone Number-Administration	(530) 661-5980	(530) 661-5980
19	Reference Phone Number	(530) 661-5980	(530) 661-5980
20	FAX	(530) 666-5408	(530) 666-5408
21	TDD for Deaf.	N/A	N/A
22	Library Director's Email address	greta.galindo@cityofwoodland.org	patricia.lakie@cityofwoodland.org
23	Library's Public Email address	library@cityofwoodland.org	library@cityofwoodland.org
24	Library's Web Address	http://www.cityofwoodland.org/library	http://www.cityofwoodland.org/library
25	House District(s)	1	1
26	State Senate District(s)	5	5
27	Assembly District(s)	8	8
28	ILL Period: # of Weeks	6	6
29	ILL Photocopy free up to 10 pages?	Y	Y
30	Copy fee. ONLY if answer to #29 is No; otherwise, leave blank.		
31	Name of person completing this survey.	Patricia Lakie	Patricia Lakie

32	Phone # of person completing this survey.	(530) 661-5991	(530) 661-5991
33	Email address of person completing this survey.	patricia.lakie@cityofwoodland.org	patricia.lakie@cityofwoodland.org

THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY

34	Size Sq. Miles	7.5	7.5
35	Interlibrary Relationship Code	ME	ME
36	Legal Basis Code	CI	CI
37	Administrative Structure Code	SO	SO
38	FSCS Public Library Definition	Y	Y
39	Geographic Code	CII	CII
40	Legal Service Area Boundary Change	N	N
41	LIBR_TYPE	PHMD	PHMD
42	MSA_NAME	SEPY	SEPY
43	COUNTY	Yolo	Yolo
44	CLSASYSTEM	NLS	NLS
45	TABLE	5	5
46	STATE	CA	CA
47	FISCAL_YR	2012-13	2011-12
48	INST_CODE	P	P

Population and Outlets #201-212

201	Population of the Legal Service Area	56,908	55,646
202	Population of Children under 5 Years	4,496	4,396
203	Population of Children Age 5-14	11,154	10,907
204	Registered Users as of June 30	27,302	27,704
205	Children Borrowers Age 0-14	7,837	7,951
206	Main Library (<i>Enter 1 if there is a main or central library, leave blank if not</i>)	1	1
207	Branches (<i>see Help</i>)	0	0
208	Stations (<i>Must have staff & separate quarters</i>).	0	0
209	Total Branches + Stations (#207 + #208)	0	0
210	Bookmobiles. Vehicle count.	0	0
211	TOT_OUTLET(#206 + #207 + #208 + #210)	1	1
212	TOT_SQFEET (SUM #34 ALL OUTLETS)	23,000	23,000

Library Staff #251-259

251	Total count of persons employed - full and part time.	27	32
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252	ALA Librarians (FTE) who have accredited ALA Masters	4.1	4.1
253	FTE Total Librarians (ALA or other)	4.1	4.1
254	FTE Special Professionals	1	1
255	FTE Lib. Tech. Assistants	2.32	2.35
256	FTE Other	4.98	4.77
257	ALL_SUPPRT (#254 + #255 + #256)	8.30	8.12
258	TOTAL_STAF (#253 + #257)	12.40	12.22
259	FTE Volunteers (<i>Average FTE per week - not hours</i>)	6.09	5.37

Income - for Operational Expenses #301-308

301	Local Government (<i>all sources - see Help</i>)	\$1,356,204	\$1,310,260
302	State Funds (e.g. CLSA, PLF, ELLI, etc.)	\$36,379	\$72,270
303	Federal Funds (e.g. LSTA or other)	\$6,500	\$28,000
304	All Other Operating Income	\$56,169	\$36,024
305	Total Operating Income (#301 + #302 + #303 + #304)	\$1,455,252	\$1,446,554

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306	CLSA_TBR	0	
307	CA Library Literacy Services		
308	PLF ALLOCATION	0	

Income - for Capital Outlay #309-313

309	Local Government (<i>taxes and allocations - see Help</i>)	\$0	\$0
310	State Funds	\$0	\$0
311	Federal Funds	\$0	\$0
312	Other Income	\$0	\$0
313	Total Capital Outlay Income CAPOUT_INC (#309 + #310 + #311 + #312)	\$0	\$0

Standard Operating Expenditures #401-411

401	Salaries & Wages Expenditures	\$478,568	\$487,768
402	Employee Benefits Expenditures	\$311,613	\$309,880
403	Total Staff Expenditures (#401 + #402)	\$790,181	\$797,648
404	Print Materials Expenditures (except Serials)	\$93,917	\$86,331
405	Print Serial Subscription Expenditures	\$6,376	\$5,457
406	Total Print Materials Expenditures (#404 + #405)	\$100,293	\$91,788

407	Electronic Materials Expenditures	\$3,292	\$7,928
408	Other Materials Expenditures	\$20,887	\$24,083
409	Total Collection Expenditures (#406 + #407 + #408)	\$124,472	\$123,799
410	All Other Operating Expenditures	\$363,406	\$185,424
411	Total Operating Expenditures (#403 + #409 + #410)	\$1,278,059	\$1,106,871

Capital Expenditures #500

500	Capital Expenditures	\$0	\$0
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Specific Expenditures #501-503

501	Preservation	\$0	\$0
502	Expenditure for Children's Materials	\$26,668	\$30,210
503	Adult Literacy Program	\$134,776	\$161,598

Collections #601-618

601	Children's Books Added	1,928	1,962
602	Books Children Held as of June 30	32,113	36,947
603	Books Young Adult Held as of June 30	5,969	5,831
604	Book Volumes Added	6,453	6,642
605	Book Titles Added	4,794	4,535
606	Books Total Held as of June 30	87,416	93,214
607	Government Documents in separate collections	959	983
608	Total Print Materials Held (#606 + #607)	88,375	94,197
609	Electronic Books	2,969	3,257
610	Total Physical Audio Materials	6,325	6,325
611	Total Online Audio Materials	1,347	1,262
612	Total Physical Video Materials	7,483	7,047
613	Total Online Video Materials	0	0
614a	Databases - Local/Coops & Other	8	11
614b	Databases - State	0	1
614c	Databases - Total (#614a + #614b)	8	12
615	Number of Current Print Serial Subscriptions	103	112
616	Number of records in library catalog as of June 30	90,461	95,414
617	Children's Audio Materials held as of June 30	887	884

618	Children's Video Materials held as of June 30	2,205	2,142
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Library Services, Annual #801-821

800	Total Public Service Hours (SUM #21 + #26) from Bookmobiles & Outlets respectively	2,184	2,140
801	Library Visits	200,038	213,159
802	Reference Questions (<i>omit directional</i>)	5,924	7,054
803	Circulation of Children's Materials	129,373	129,129
804	Circulation Non-English	9,716	10,308
805	Circulation Non-Book	107,837	104,875
806	Circulation of Electronic Materials	2,570	
807	Total Circulation	311,831	302,816
808	ILL loans to others	67,391	62,450
809	ILL loans received	25,423	29,021
810	Pre-School Programs - Number	160	145
811	Pre-School Programs - Attendance	2,030	1,383
812	School Age Programs - Number	17	42
813	School Age Programs - Attendance	2,569	3,798
814	Young Adult Programs - Number	8	18
815	Young Adult Programs - Attendance	118	176
816	Adult Programs - Number	21	1
817	Adult Programs - Attendance	224	36
818	Children's Programs - Number (#810 + #812)	177	187
819	Children's Program Attendance (#811 + #813)	4,599	5,181
820	Total Programs - Number (#810 + #812 + #814 + #816)	206	206
821	Total Programs - Attendance (#811 + #813 + #815 + #817)	4,941	5,393

Salary Survey #901-918

901	Director (monthly rate) - Begin	6,802	6,802
902	Director (monthly rate) - Final	8,732	8,732
903	Assistant Dir. - Begin	4,928	4,928
904	Assistant Dir. - Final	5,990	5,990
905	Chief Lib. Div. - Begin	N/A	N/A
906	Chief Lib. Div. - Final	N/A	N/A
907	Branch Libn - Begin	N/A	N/A
908	Branch Libn - Final	N/A	N/A

909	Entry Level Librarian - Begin	4,045	4,045
910	Entry Level Librarian - Final	4,916	4,917
911	Journeyman Librarian - Begin	4,464	4,464
912	Journeyman Librarian - Final	5,427	5,427
913	Lib. Tech. Asst. - Begin	2,592	2,592
914	Lib. Tech. Asst. - Final	3,150	3,150
915	Clerk Non-Pro. (<i>see Help</i>) - Begin	2,348	2,348
916	Clerk Non-Pro. (<i>see Help</i>) - Final	2,854	2,854
917	Mgr. Of Spec. Services (non-MLS) - Begin	3,573	3,573
918	Mgr. Of Spec. Services (non-MLS) - Final	4,343	4,343

Electronic Services #856-862

856	Took advantage of CA Teleconnect subsidies during this report year.	No	No
857	Took advantage of federal E-RATE subsidies during this report year.	Yes	Yes
858	Does your library meet CIPA compliance requirements? Y/N (<i>see Help for Children's Internet Protection Act requirements</i>)	No	

Electronic Resources Usage

859	Uses (sessions) of Public Internet Computers (per year)	27,766	30,393
860	Virtual Visits to Library Website	57,622	94,947
861	Does your library use the Radio Frequency Identification (RFID) system for circulation? Y/N	No	No
862	GP TERMS (#28 + #41) from Bookmobiles and Outlets respectively.	18	18

Referenda #863-870

If no referenda during report year then leave blank

863	Referenda Election Date (MM/DD/YYYY)	
864	Local Agency Authorizing Election	
865	Funding Purpose	
866	Type of Tax	
867	Percentage of "Yes" Vote (Ex.: 66.5)	
868	Vote Requirement to Pass	
869	Vote Outcome	

Mobile Libraries #1-31

If no mobile libraries then leave blank.

THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY

- 1 FSCS_ID
- 2 LIBRARY_ID
- 3 LIB_CODE
- 4 Short_Name
- 5 Bookmobile Name
- 6 Street:
- 7 City:
- 8 Zip:
- 9 Zip4:
- 10 County:
- 11 Phone:
- 12 Type:
- 13 Make:
- 14 Model:
- 15 Year:
- 16 Chassis Manufacturer:
- 17 Length:
- 18 Book Capacity in Volumes:
- 19 Miles traveled/year:
- 20 Number of individual stops on route per week:
- 21 Total hours in public service for the year (*omit travel time*):
- 22 Total number of weeks per year in public service:
- 23 Librarians on vehicle - FTE
- 24 Driver/clerks on vehicle - FTE
- 25 Support Staff off vehicle - FTE
- 26 Total materials circulation per year
- 27 Yearly operating and maintenance cost. (*Examples: fuel, maintenance, repair, labor and parts. Do not include personnel costs.*)
- 28 Number of Internet Terminals - General Public
- 29 FISCAL_YR
- 30 C_MSA
- 31 L_NUM_BM

Library Outlet #1-46

THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY

1	FSCS_ID		
2	LIBRARY_ID	M752	<i>M752</i>
3	LIB_Code	M752.001	<i>M752.001</i>
4	Short_Name	Woodland	<i>Woodland</i>
5	Outlet Name:	Woodland Public Library	<i>Woodland Public Library</i>
6	Street Address:	250 First St.	<i>250 First St.</i>
7	City:	Woodland	<i>Woodland</i>
8	ZIP:	95695	<i>95695</i>
9	ZIP+4:	3411	<i>3411</i>
10	Mail Address:	250 First St.	<i>250 First St.</i>
11	Mail City:	Woodland	<i>Woodland</i>
12	Mail ZIP:	95695	<i>95695</i>
13	Mail ZIP+4:	3411	<i>3411</i>
14	County:	Yolo	<i>Yolo</i>
15	FAX:	(530) 666-5408	<i>(530) 666-5408</i>
16	Phone:	(530) 661-5980	<i>(530) 661-5980</i>
17	Type of Outlet:	CE	<i>CE</i>
18	This Facility is Owned by:	CITY - City	<i>CITY - City</i>
19	This Facility is in need of:	RMEX - Remodel and Expansion	<i>RMEX - Remodel and Expansion</i>
20	State Senate District(s)	5	<i>5</i>
21	State Assembly District(s)	8	<i>8</i>
22	U.S. House District(s)	1	<i>1</i>
23	Population Served By Outlet.	56,908	<i>55,646</i>
24	Total Outlet Staff, in FTE.	12.4	<i>12.22</i>
25	Hours Open, Weekly.	44	<i>44</i>
26	Hours Open, Annually.	2,184	<i>2,140</i>
27	Weeks Open, Annually.	52	<i>50</i>
28	Total Number of Volumes Held by Outlet.	105,031	<i>109,856</i>
29	Total Annual Circulation by Outlet.	311,831	<i>302,816</i>
30	Total Outlet Operating Expenditures.	1,278,059	<i>1,106,871</i>
31	Year in which Outlet was Originally Built.	1904	<i>1904</i>
32	Month and Year outlet opened (<i>i.e., 06/2008</i>)	03/1905	<i>03/1905</i>
33	Year in which Outlet was Remodeled.	1988	<i>1988</i>
34	Size of Outlet, sq. ft.	23,000	<i>23,000</i>
35	Number of Reader Seats in Outlet	108	<i>116</i>
36	Days per week outlet is open to the public.	5	<i>5</i>
37	Staffed when open to public by at least 1 paid librarian & 1 paid clerical?	Yes	<i>Yes</i>
38	Housed in separate quarters?	Yes	<i>Yes</i>
39	Established schedule of hours for public service?	Yes	<i>Yes</i>

40	Degree of Adequacy of this Facility.	5	5
41	Number of Internet Terminals--General Public.	18	18
42	Internet Connection. What is your library's highest connection speed to the Internet?	10.1 Mbps - 40 Mbps	<i>10.1 Mbps - 40 Mbps</i>
43	Wi-Fi. Is Wireless available at this location? (Y/N)	Yes	<i>Yes</i>
44	MSA (Metropolitan Statistical Area) Status:	CC	<i>CC</i>
45	FISCAL_YR CODE	2012-2013	<i>2011-12</i>
46	OUTLET_TYPE_SORT_CODE		