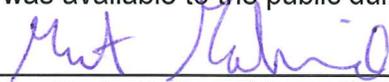


**WOODLAND PUBLIC LIBRARY**  
**Leake Room**  
**250 First St.**  
**Woodland, California**  
**Wednesday, May 21, 2014**  
**LIBRARY BOARD OF TRUSTEES**  
**REGULAR SESSION AGENDA**  
**4:00 PM**

- 1) Welcome Visitors
- 2) Public Comment
- 3) Review of Agenda
- 4) Communications
- 5) Presentations
  - a) Fizz Boom Read Summer Reading Program
  - b) Library Website
- 6) Old Business
  - a) Policy Manual Review- Roles and Responsibilities Board of Trustees
- 7) New Business
  - a) 3<sup>rd</sup> Quarter Statistical Report
- 8) Reports
  - a) Director
  - b) Board
    1. Council Meeting Attendance
    2. Individual Board Reports
- 9) Adjournment

Next Special meeting: Workshop May 28, 2014 2:00 PM  
Next Regular meeting: June 18, 2014 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 21, 2014 was posted on May 16, 2014 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.

## Policy Manual Review- Roles and Responsibilities

As part of an ongoing policy review, this is the current policy that I have found outlining the roles and responsibilities of the library board. If there is another document of bylaws, I apologize and will look again. I present these to the board for review. The board may consider creating a set of bylaws that are separate from the policy manual.

### *Current Policy*

#### **ROLES AND RESPONSIBILITIES**

##### **Board of Trustees**

##### **Core Statement**

The Board of Trustees serves as a representative of both the library and the community and is the governing authority of the public library. The Board shall therefore represent the interest of the community for relevant and quality services. It shall be the duty of the Board to determine and adopt written policies for the Board's governance and the administration of the library in the areas of fiscal, personnel and operation. Assisted by the Library Services Director, the Board shall establish goals and objectives and adopt written policies to govern the operation, use and services of the library. It shall be the duty of the Library Services Director to recommend policies for Board action and to carry out and interpret Board-approved policies. The Board shall be responsible for the hiring and evaluation of the library administrator; the administrator is responsible for the hiring, evaluation, supervision and direction of the library employees.

##### **Legislative/Statutory/Ordinances**

- a. The Woodland Library is established and operated in accordance with California State Education Code Sections 18900-18965.
- b. The Board of Trustees was created by Ordinance No. 1044, Adopted January 17, 1984, which added "Part K. Library Board" to Article VII of the Code of the City of Woodland.
- c. The library shall be managed by five trustees to be appointed for three year terms by the Mayor with consent of the City Council. No Board member may serve more than two consecutive terms, although after a lapse of two years from the end of the last term, the member may be reappointed.
- d. The Board shall make an annual report on August 31 to the City Council and to the State Librarian on the condition of the library.

- e. All money acquired by gift, devise, bequest or otherwise for purposes of the library shall be apportioned to the library fund.
- f. The Woodland Public Library Board of Trustees is administrative vs. advisory. The designated authority includes appointment of Library Services Director; submission of budget to the mayor and City Council; management of library including active participation in supervising, directing and administering programs. Members may be served with a writ of mandamus to compel performance or be sued for civil damages if they do not exercise their statutory duties under Education Code Sections 18910-18927. (From an informal opinion by Marybelle D. Archibald, deputy state attorney general, June 22, 1987.)
- g. The Woodland Public Library and the Board of Trustees are subject to the provisions of the Ralph M. Brown Act requiring open meetings, as enacted in 1961, it permitted closed sessions for discussing personnel matters. Amendments in 1985 permit closed sessions on (1) pending or threatened litigation and (2) on certain property transactions. Amendments in 1987 and 1944 provide for the following:
  - 1. *Agenda*
    - (a) Shall state the full name of the Woodland Public Library Board and that of any other public agency empowered to take official action at the meetings.
    - (b) Shall set forth the time and place of the meetings.
    - (c) Shall provide a stated time when members of the public will be heard by board members.
    - (d) Shall contain a declaration setting forth the time and place of posting.
  - 2. *Emergency Situations*
    - (a) At either a regular or special meeting, matters not on the posted agenda may be discussed if four of the five members (or all of a lesser number) present agree that an emergency situation arose subsequent to posting the agenda and that this situation involves a disaster which threatens public safety or work stoppage.
  - 3. *Posting*
    - (a) Agenda shall be posted 72 hours in advance of regular meetings.
    - (b) Call and notice of special meetings shall be posted in the same places at least 24 hours in advance. The complete text of the Brown Act as amended in 1994 is available at the library. The Brown Act may be amended at the will of the Legislature. The most current amendment applies.

### **Responsibilities of the Board**

- 1. The Board shall appoint the Library Services Director who will serve at the pleasure of the Board of Trustees. The director's compensation shall be fixed by resolution of the Board within the fiscal limitations established by the City Council. The Board shall conduct an annual evaluation of the director in the areas of professional functions,

administration and communication. Other library employees shall be appointed by the city manager, supervised by the Library Services Director and subject to the personnel rules of the City.

2. The guiding principles of action in fiscal, personnel and administrative areas constitute “policy” and are the responsibility of the Board of Trustees. “Procedure” is the method of operation chosen by the director to implement the policy. The Library Services Director administers the work of the library in accordance with the policies and principles laid down by statute, ordinance and Library Board action.
3. The Board shall annually review the Planning Document, including Mission and Goals, to determine the effectiveness of the library and shall remove the top administrative officer, if necessary, to achieve the level of performance required.
4. It is the duty of the Board to insure that the community is informed of the services available at the library.
5. Regular attendance and active participation are essential for continuity of library business. Therefore, trustees missing three consecutive meetings without excuse shall be terminated in compliance with Woodland City Code Sec. 2-7-57.
6. Board members adhere to all standards, policies, rules and regulations applicable to patrons of the library without expectation of special consideration.

- h. The Woodland Public Library and the Board of Trustees are subject to the provisions of the Ralph M. Brown Act requiring open meetings, as enacted in 1961, it permitted closed sessions for discussing personnel matters. Amendments in 1985 permit closed sessions on (1) pending or threatened litigation and (2) on certain property transactions. Amendments in 1987 and 1944 provide for the following:

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5. *Emergency Situations*

- (b) At either a regular or special meeting, matters not on the posted agenda may be discussed if four of the five members (or all of a lesser number) present agree that an emergency situation arose subsequent to posting the agenda and that this situation involves a disaster which threatens public safety or work stoppage.

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The most current amendment applies.

### **Responsibilities of the Board**

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8. The guiding principles of action in fiscal, personnel and administrative areas constitute "policy" and are the responsibility of the Board of Trustees. "Procedure" is the method of operation chosen by the director to implement the policy. The Library Services Director administers the work of the library in accordance with the policies and principles laid down by statute, ordinance and Library Board action.
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12. Board members adhere to all standards, policies, rules and regulations applicable to patrons of the library without expectation of special consideration.

### **Library Services Director**

1. The Library Services Director provides professional counsel to the Board and has sole responsibility for the administration of the library within the framework of policies adopted by the Board. The Director recommends policies for Board action as occasion demands.
2. The Library Services Director attends all official meetings of the Board Other than those in which the Director's own evaluation, salary or tenure are under discussion. The Director may speak on all subjects under discussion but does not have the right to vote.
3. The Library Services Director shall be in charge of all properties belonging to the library and shall be responsible for the direction and the professional development of staff.
4. The Library Services Director shall be responsible for the selection and purchase of all books and other materials as set forth in the policy statement on Intellectual Freedom regarding collection (Print and Non-print).
5. The Library Services Director shall maintain files of minutes, policies, statistical reports and other material useful to the Board, to the Director and to the staff.
6. The Library Services Director acts as representative of the staff in matters pertaining to salaries, working conditions or other areas concerned with the welfare of staff. The

Library Services Director is the spokesperson for suggestions from the staff which may lead to the improvement of library services.

7. The Library Services Director suggests and carries out plans for extending and improving library services and keeps up with changing conditions and new methods of library procedure. The Director reports to the Board and to the general public and prepares regular reports as required by law. The Director participates with the Board in maintaining an active public relations program.
8. The Library Services Director shall know local and state laws concerning libraries and shall keep abreast of current changes and developments in library legislation. The Board acknowledges the right of the Director in his or her official capacity to take a position on legislation directly affecting the library or staff. The Director shall keep the Board informed of any such position taken. The Director shall be encouraged to affiliate with local, state and national library associations, attend professional meetings and cooperate with the Mountain Valley Library System for the direct benefit of the Woodland Public Library.
9. Complaints, petitions and suggestions from the public are first subjected to the Library Services Director's review and disposition. If the situation is not resolved at that level, a written statement of the situation and a request for a Board hearing may be made by the person or persons involved. This procedure is to be made know to the individual(s) by the Director. The Board will then take whatever action is deemed necessary.

### **Other Library Employees**

1. Other employees shall be appointed by the city manager and shall be subject to the personnel rules of the City.
2. Holidays, vacation and sick leave for the staff are governed by the general City personnel policy.
3. Salaries, personnel classification, probationary periods and retirement provisions for library staff are governed by the general City personnel policy.

### **Designated Working Relationships**

1. A productive and cooperative working relationship between the library trustees and the Library Services Director is critical to the successful management of the library. The Library Services Director is the library administrator, with responsibility for the day-to-day management of the library.
2. The Library Board should endeavor to behave toward library staff members as a corporate board of directors does with members of the firm for which they are responsible.

Library Board members shall:

- a. Observe the library's management structure and should not involve themselves in the daily operation of the library. They should make all reasonable inquiries as to the library operation through the Library Services Director.
- b. Refrain from initiating discussions of possible changes in library operation or policy with the Director until they have been discussed with the Board during a regular

meeting and a consensus has been reached. The Library Board is most effective when it speaks with one voice.

- c. Be cognizant of the Director's many obligations and not expect him/her to be available on a drop-in basis. Appointments should be scheduled in advance whenever possible.
- d. Refer all library staff suggestions to the Library Services Director; suggest individual library staff present concerns or suggestions to the Library Services Director.

Library Board members shall not:

- a. Criticize the performance of the Library Services Director or staff unilaterally. Personnel issues should only be discussed in a closed meeting of the Library Trustees in accordance with regulations of the Brown Act.
- b. Discuss Library Board business with individual library staff members.
- c. Circumvent the authority of the Library Services Director by approaching staff concerning library operations without first consulting the Library Board and Library Services Director.
- d. Request special privileges of the staff or Library Services Director as a member of the Library Board of Trustees.

## NEW BUSINESS

Agenda Item No. 7a

Library Board of Trustees Meeting: 5/21/2014

## QUARTERLY STATISTICS 2013-2014 3rd qtr

## Woodland Public Library

## Items

	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	FY 13/14	FY 12/13	
Materials checked out or renewed	69,012	73,535	82,268		224,815	232,024	-3%
Holds Filled	15,278	14,252	16,180		45,710	53,369	-14%

Note the library was closed Aug 2-18 for painting and the elevator was out of service August 1-December 13, 2013

## Patrons

	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	FY 13/14	FY 12/13	
# people visiting the library	33,521	44,697	48,806		127,024	153,491	-17%
Cards added by WPL staff - All zips	586	491	816		1,893	1,675	13%
Juvenile Library Card Holders	7,939	8,452	8,359		8,250	7,178	15%
Library Card Holders	27,702	28,201	28,857		28,253	28,058	1%
New Library To Go Users	60	50	61		110	164	-33%
Total Library To Go Users	249	236	143		628	739	-15%

## Programs

	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	FY 13/14	FY 12/13	
Storytimes Ages 0-5 # held	26	57	60	-	143	150	-5%
attendance	603	1,345	1,496	-	3,444	2,204	56%
School Age/Family Programs # held	3	3	27	-	33	10	230%
attendance	316	850	737	-	1,903	1,035	84%
Tours/group visits Ages 6-12 # held	1	5	11	-	17		
attendance	32	129	434	-	595		
Outreach Ages 6-12 # held	-	1	1	-	2		
attendance	-	200	62	-	262		
Programs Ages 13-18 # held	4	2	-	-	6	5	20%
attendance	60	30	-	-	90	68	32%
Tours Ages 13-18 # held	-	-	-	-	-		
attendance	-	-	-	-	-		
Adult Programming # held	7	7	10	-	24		
attendance	100	198	88	-	386		
Books for the Homebound	19	6	2				
Friends of the Library # held		2					
attendance		85					
<b>TOTALS</b> # held	60	80			223	165	
attendance	1,111	2,552			6,418	3,307	

**QUARTERLY STATISTICS 2013-2014 3rd qtr**  
**Woodland Public Library**

**Volunteer Hours**

	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	FY 13/14
Shelving	968.00	952.50	58.50		1979.00
Shelf Reader	39.50	54.25	446.25		540.00
Special Projects/Inventory	0.00	0.00	198.25		198.25
Spine Tingers	339.00	168.00	105.50		612.50
Rose Garden	77.00	74.50	485.00		636.50
Volunteer Coordinator	116.24	89.50	111.5		317.24
<b>Total</b>					<b>4283.49</b>

**Collection Development FY 2013-2014 Quarterly Spending**

		Q1	Q2	Q3	Q4	FY Total	
Standing Orders	\$	16,000	\$ 1,093	\$ 9,109	\$ 1,916	\$ -	\$ 10,534
Overdrive Advantage	\$	15,000	\$ -	\$ 1,144	\$ -	\$ -	\$ 1,144
VAS	\$	25,000	\$ 6,171	\$ 7,151	\$ 6,785	\$ -	\$ 13,499
Supplies/Processing	\$	3,000	\$ 1,325	\$ 652	\$ 1,157	\$ -	\$ 1,888
Youth Services Programming Supplie	\$	2,000	\$ 134	\$ 140	\$ 561	\$ -	\$ 274
Adult Collection	\$	64,165	\$ 17,595	\$ 13,537	\$ 15,657	\$ -	\$ 46,790
YA Collection	\$	9,872	\$ 2,471	\$ 685	\$ 1,945	\$ -	\$ 14,973
Children's Collection	\$	49,358	\$ 12,865	\$ 10,301	\$ 7,493	\$ -	\$ 80,016
	<b>\$</b>	<b>186,000</b>					<b>\$169,118</b>