

WOODLAND PUBLIC LIBRARY
Leake Room
250 First St.
Woodland, California
Wednesday, August 19, 2015
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING

4:00PM

- 1) Call to Order
- 2) Welcome Visitors
- 3) Public Comment
- 4) Review of Agenda
- 5) Minutes
 - a) June 3, 2015
- 6) Presentations
 - a) Summer Reading Program 2015 “Every Hero Has a Story”
 - b) New Children and Teen Programming
- 7) New Business
 - a) Memorandum of understanding Between Woodland Public Library and Yolo Farm to Fork
 - b) American Library Association De-brief
 - c) FY15 Statistical Report
- 8) Old Business
 - a) Rose Garden Utility Box-Public Art Project
 - b) Policy Manual Review- Circulation Policy
- 9) Reports
 - a) Director
 1. Measure E
 2. Measure J
 3. 917 fund
 - b) Board
 1. Individual Board Reports
- 10) Future Agenda Development
 1. Library Board of Trustees By-Laws
 2. Collection Development Policy
 3. Library Board Goals
 4. Library Director Evaluation
- 11) Adjournment

Next Meeting:

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 August 19, 2015 was posted on August 15, 2015 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. 5a
Library Board of Trustees Meeting: 08/19/2015

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES MEETING OF
JUNE 3, 2015

Board Members: Kathy Harryman, Edgar Lampkin, Gloria Rodríguez, Karen Shepard
Library Director: Greta Galindo
Absent: Diane Adams

- 1) The meeting was called to order at 5:30 p.m. by Kathy Harryman, President.
- 2) Visitors – Rhea Fabricante, Teen Librarian; Abigail Craig, Children’s Librarian; Carol Davis, Adult Services Librarian
- 3) Minutes – The minutes for 4/15/15, 5/6/15 and 5/20/15 were approved.
- 4) Presentations – Rhea Fabricante, Abigail Craig and Carol Davis provided the Board with an overview of the 2015 Woodland Public Library Summer Reading Program. They presented the comprehensive summer reading program for all ages from June 6 to August 7th. There will be weekly activities for Babies and Toddlers (0 – 3 yrs), kids (4 – 12 yrs), teens (12 – 18 yrs) and adults (18 yrs and up). All the information about this program is on the Woodland Public Library website. The Summer Reading Kickoff will be on Saturday, June 6 at 1 p.m. Also there is work on developing a new library website.
- 5) New Business – Greta presented us information on how to access our City E-mail account in order to facilitate correspondence for the conducting of official business. She also reviewed the FY 14/15 Library Expenditures.
- 6) Old Business – Two members of City Council, the City Manager, a city finance department representative, Karen and Diane participated in the 2 x 2 meeting on May 19. Karen reported that the city councilmen are supportive of the BOT’s request to make our 917 funds grow. There will be research, which will include the State Library, to see if whether public funds can be removed from the City and placed in the Yolo Community Foundation. Greta provided the BOT with information and suggestions of workshops for the American Library Association Annual Conference, which will be held in San Francisco from June 25 – June 30, 2015.
- 7) Reports – Greta presented that that the focus groups and other input for the Library Community Learning Lab or Makerspace, funded by Measure E, are underway. There will be focus groups on several dates, an online survey and stakeholders’ interviews. All this information is online on the library website. The Paint Nite Fundraiser will be on Friday, June 5, at 6 p.m. in the library’s rotunda. Greta will bring Measure J information to the next meeting.
- 8) The BOT agreed to change the meetings for the summer to only the 3rd Wed of the month at 4:00 p.m.
- 9) Adjournment – The meeting was adjourned at 6:40 p.m.

Next Meeting: Wednesday, July 15, 2015, 4:00 pm.

Respectfully submitted -Gloria Ulloa Rodriguez, Board of Trustees

MEMORANDUM OF UNDERSTANDING

Between

Woodland Public Library and Yolo Farm to Fork

Woodland Public Library seeks to develop an edible garden in its courtyard that will integrate with its reading programs for children and youth. Yolo Farm to Fork is a 501(c) (3) private nonprofit organization supporting and sustaining edible gardens in more than 30 schools throughout Yolo County. This Memorandum of Understanding between Woodland Public Library and Yolo Farm to Fork outlines the agreements by which these two organizations will implement the edible garden project in the Library's courtyard between September 2015 and August 2016.

Woodland Public Library, at its sole cost, will have the responsibility to

- Provide the garden space and access to the courtyard garden area
- Provide supplies as recommended by Yolo Farm to Fork for ongoing maintenance of the garden
- Identify child and teen volunteers to help with the project
- Post online progress of the garden
- Provide access to irrigation water for hand-watering
- Pay the costs of the project services provided by Yolo Farm to Fork in an amount not to exceed \$5,000.
- Identify Greta Galindo and Trina Camping of Woodland Public Library as key communicators and agents of Woodland Public Library for purposes of this project
- Obtain and post a plaque acknowledging each agency in the joint project.

Yolo Farm to Fork, will have the responsibility to

- Acquire and provide a stipend for a UC Davis intern majoring in a relevant field of Agriculture; the intern will take the lead on implementing the garden's development under the supervision of Yolo Farm to Fork's Project Coordinator, Andrew Codd, and in collaboration with the Library for programming integration
- Provide seeds, plants, and soil amendments for the new garden
- Recommend tools and ongoing maintenance supplies for WPL to purchase
- Provide training and technical assistance for all volunteers
- Provide a year-round garden maintenance guide to sustain the garden
- Post online progress of the garden
- Identify Andrew Codd and Beth Harrison as key communicators and agents of Yolo Farm to Fork for purposes of this project.

Costs of the services provided by Yolo Farm to Fork may be invoiced to Woodland Public Library at the start of the project.

This agreement may be amended in writing by mutual consent of participating parties.

Greta Galindo, Director
Woodland Public Library

Suzanne Falzone, President
Yolo Farm to Fork

QUARTERLY STATISTICS 2014-2015 4th quarter
Woodland Public Library

Items

	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	FY 14/15	FY 13/14	
Materials checked out or renewed	79,395	74,113	77,242	77,730	308,480	308,236	0%
Holds Filled	15,162	14,309	15,859	14,252	59,582	60,566	-2%

Patrons

	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	FY 14/15	FY 13/14	
# people visiting the library	44,582	41,041	45,287	48,523	179,433	173,961	3%
Cards added by WPL staff - All zips	654	578	517	675	2,424	2,600	-7%
Juvenile Library Card Holders	8,882	9,108	8,806	7,314	8,528	8,347	2%
Library Card Holders	30,385	30,950	24,164	24,816	27,579	28,581	-4%

Programs

		Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	FY 14/15	FY 13/14	
Storytimes Ages 0-5	# held	40	58	63	73	234	204	15%
	attendance	996	970	1,587	1,872	5,425	5,139	6%
Tours/group visits Ages 0-5	# held			-	-	-	1	
	attendance			-	-	-	36	
Programs 0-5	# held				2			
	attendance				375			
Outreach Ages 0-5	# held				14			
	attendance				1,717			
Family Programs	# held	12	32	36	14	94	78	21%
	attendance	1,179	646	552	1,717	4,094	4,027	2%
Tours/group visits Ages 6-12	# held	3	3	-	2	8	19	-58%
	attendance	159	82	-	91	332	666	-50%
Outreach Ages 6-12	# held			4	11	15	9	
	attendance			108	6,058	6,166	456	
Programs Ages 13-18	# held	5	2	8	26	41	9	356%
	attendance	29	30	147	342	548	150	265%
Tours Ages 13-18	# held					-	0	
	attendance					-	0	

Outreach Ages 13-18	# held			19	53	72		
	attendance			439	1,135	1,574		
Adult Programming	# held	16	8	17	19	60	42	43%
	attendance	201	40	114	220	575	856	-33%
Books for the Homebound		8	10	12	10	40	27	
TOTALS	# held	76	103	147	214	540	362	49%
	attendance	2,572	1,778	2,947	13,527	20,824	11,357	83%

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 photo 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 guardian or **responsible adult** present to apply for the card, the guardian or **responsible adult** 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. **Library users must present their library card each time they wish to check out any materials.**

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