

**WOODLAND PUBLIC LIBRARY**  
**Leake Room**  
**250 First St.**  
**Woodland, California**  
**Wednesday, March 16, 2016**  
**LIBRARY BOARD OF TRUSTEES**

**REGULAR MEETING AGENDA**

- 1) Welcome Visitors
- 2) Public Comment
- 3) Review of Agenda
- 4) Old Business
  - a) Facility Needs Assessment
- 5) New Business
  - a) General Plan Update
- 6) Future Agenda Development
- 7) Adjournment

Next Meeting: April 6, 2016

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 March 16, 2016 was posted on March 13, 2016 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.

Examples of Facility Needs RFP

Confer with Library Board of Trustees, City Council, City staff, Friends of the Library and others to be designated regarding present and needed services, finances, staffing, library spaces and staff spaces.

- An analysis of the library's staffing, financing, expenditures, materials collection and Public Library Development Program annual statistics.
- Outreach to seek input from pre-school parents and children, elementary school parents and students, middle school parents and students, high school parents and students, home school parents and students, senior citizens, and business and professional representatives. The consultant shall analyze and report the results and findings of this public outreach effort.
- In consultation with staff consultant(s) shall perform public outreach via social media mechanisms, such as Facebook, City's website, etc.
- Explore community partnerships and the possibility of shared spaces to improve service and cost effectiveness.
- Study the library's current operations and make recommendations for service and efficiency improvements in the new facility, particularly ways to staff the facility most efficiently.
- Collect population and demographic projections and use this data to inform the space requirements and the preliminary design.
- Evaluate existing and emerging technologies, including Radio Frequency Identifier and emerging library service models and make recommendations and projections about how the new facility can enable implementation of new technologies and service models opening and in the future.
- Phased recommendations with cost estimates for improving library services, finances, material development, staffing etc. over the next ten years.
- Conduct a minimum of one meeting with the general public, focus groups, charettes and/or other required public meetings involving City staff, City Council, Library Board, Library Task Force, community leaders, and library customers in order to educate the public about the library's planning process and to gather information about community and library needs.

\*RFQ Needs Assessment & Feasibility Study for new El Centro Public Library Facility  
A14-0440

## Scope of Work

Please prepare a scope of work that describes the tasks you'll take to accomplish the work.

In general, the Needs Assessment should include the following:

### A. Analysis of Library Use and District Demographics

Provide data showing current and potential library use and reach as it relates to demographic, market segmentation, literacy, and any other relevant District population data.

### B. Analysis of Operational Costs

Provide data showing historical and present costs to maintain current facility including projected future costs over the next 20 years.

Provide data showing energy efficiency measures to reduce operation costs in the future.

### C. Analysis of Patron Assistance Model

Provide data showing number of staff, hours of work, location of staff and number of patron touch points including cost of existing service model and any barriers to service.

Provide insight into service model trends and make recommendations for greatest user experience and cost effectiveness for current and projected use over next 20 years.

### D. Analysis of Space Use Efficiency and 21st Century Library Standards

Provide data showing current space utilization including collection capacity, seating, programming and technology.

Provide local and national industry standard information for library space utilization using 21st century standards.

Benchmark current library space utilization against communities with similar demographics.

### E. Documentation

Provide documentation that the Library can utilize with the community, staff, public officials and architects to potentially develop both a long-range facilities plan and building program.

Request for Qualifications (RFQ) for Library Needs Assessment Geneva Public Library District, Geneva, IL

NEW BUSINESS  
Agenda Item No.5a  
Library Board of Trustees Meeting: 03/16/2016

2012, the Fire Department's average response time (in minutes and seconds) was 5:33 for fire calls and 4:49 for emergency and medical service calls.

Additional standards regarding fire and EMS services can be found in Appendix D.

### **Insurance Service Organization (ISO) Rating**

Fire departments are rated by ISO's Public Protection Classification (PPC) program. The program uses the Fire Suppression Rating Schedule (FSRS), which is comprised of a long list of elements a community may use to fight fires effectively. Each element is given a point score. Using the point scores and various formulas, ISO derives a PPC rating. On a scale of 1 (exemplary fire protection) to 10 (not meeting minimum criteria), Woodland scored a 3 for areas inside the city limits and 8B for areas in the Springlake Fire Protection District. The Fire Department will continue to strive to maintain a rating of 3 or better.

## **4.5 Community Facilities**

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Community facilities are the network of public and private institutions that support the civic and social needs of the population. They offer a variety of recreational, artistic, and educational programs and special events. Community facilities in Woodland are also shown on Figure 4-1 and summarized below.

- **Community and Senior Center.** Woodland's Community and Senior Center is located at 2001 East Street and is designed to meet the needs of the population for civic meetings, recreational activities, social gatherings, and cultural events.
- **Civic Buildings.** This category of community facilities includes City and County administrative and public buildings, such as City Hall, the Municipal Services Building, and the County Courthouse. Many of Woodland's civic buildings are located in historic Downtown Woodland.
- **Library.** The City of Woodland's library houses literary, artistic, and reference materials for public use and circulation. Located at 250 First Street, the library provides opportunities to use computers and the Internet and attend social and educational programming and events.
- **Visual and Performing Arts Venues.** These facilities house scientific and historical exhibits or offer space for artistic performances and presentations. Woodland is home to a number of museums and performing arts venues, including the Yolo County Historical Museum and the Woodland Opera House.

NEW BUSINESS  
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- 9.C.3 **Library Funding.** Allocate sufficient funding for the Woodland Public Library to ensure that its facilities, services, and programs are adequate and appropriate to meet the community's needs for education and lifelong learning services, as well as the demands of an increasingly digital world.
- 9.C.4 **Library Facilities and Programming.** Provide adequate library facilities and programs that align with the community's learning needs, abilities and demographics, and changes in technology, such as through facility design, services and service delivery methods, and partnerships with educational and learning institutions.
- 9.C.5 **Library Expansion.** Support the expansion of Woodland library facilities and programs commensurate with the city's population growth.
- 9.C.6 **Library as Downtown Destination.** Ensure that the Woodland Public Library remains an attractive and vibrant Downtown destination by supporting its continued use and preservation.

**Schools**

**Goal 9.D**

**Educational Opportunities.** Work cooperatively with school districts, private schools, and higher education institutions to provide superior educational opportunities for all members of the Woodland community.

- 9.D.1 **Renovation and Modernization.** Support the Woodland Joint Unified School District's efforts to renovate and modernize its aging facilities.
- 9.D.2 **School Location and Site Design.** Coordinate with the Woodland Joint Unified School District, private schools, and higher education institutions on site location and design to ensure that adequate educational facilities are available and integrated with neighborhoods.
- 9.D.3 **Connectivity to Schools.** Continue to implement Complete Street and Safe Routes to Schools strategies to enable safer access and enhanced connectivity for all users and modes of transportation. *See also Policies in the Circulation Element.*
- 9.D.4 **Community Use of School Facilities.** Continue to encourage school multi-purpose facilities, recreational facilities, and open space for community uses to maximize their utilization.