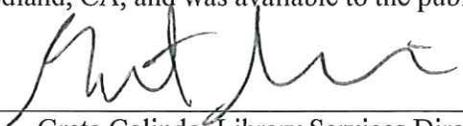


WOODLAND PUBLIC LIBRARY
Leake Room
250 First St.
Woodland, California
Wednesday, May 4 2016
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
4:00PM

- 1) Welcome Visitors
- 2) Public Comment
- 3) Review of Agenda
- 4) Minutes
 - a) March 2, 2016
 - b) March 16, 2016
 - c) April 20, 2016
- 5) Old Business
 - a) Facility Needs Assessment
 - b) Library Board of Trustees Bylaws
 - c) Community Learning Lab- Square 1
- 6) New Business
 - a) Annual Plan of Service
 - b) Library Incident Report
- 7) Reports
 - a) Director
 - b) Board
 1. Individual Board Reports
- 8) Future Agenda Development
- 9) Adjournment

Next Meeting: May 18, 2016 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 4, 2016 was posted on May 1, 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 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.

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES MEETING OF
MARCH 2, 2016

CLOSED SESSION

Board members present: Diane Adams, Kathy Harryman, Gloria Rodriguez and Karen Shepard
Guests: Sheila McShane and Rachel Smith, City of Woodland Human Resources Department

1) CALL TO ORDER– 3:30 P.M.

a. Personnel: Labor negotiations

Meeting adjourned at 4:33 P.M.

OPEN SESSION

Board members present: Diane Adams, Kathy Harryman, Gloria Rodriguez and Karen Shepard;
Library services director, Greta Galindo

1) Call to order: 4:40 P.M.

2) Welcome visitors: Retha Robertson, Friends of the Woodland Public Library (FOL)

3) PUBLIC COMMENT

A) Retha Robertson

- Book sale dates are 3/12/16 and 3/31/16;
- FOL board meeting is 3/14/16;
- Author event, 4/12/16, with speakers, Doctors Cathi and Rajiv Misquitta;
- FOL will participate in Wellness Fair, Leake Room, April 13th;
- Continue to prepare for the May 3rd Big Day of Giving.

B) Trustee Kathy Harryman read aloud the letter written and submitted by Bobby Harris, Woodland resident.

4) Minutes

Minutes of 1/20/16 and 2/3/16 approved.

5) Old Business

A) FY 16 Mid-Year Literacy Budget Update

- Library Services Director, Greta Galindo, reported that the Expenditure Status Report and the Revenue Status Report now balance at \$102,409.00 (attachment)
- Salary savings of \$84,000 will be applied to the salary cost debt.

B) Board of Trustees 2016 Goals

- Discussion of changes to goals and outcomes;
- BOT adopted goals and changes.
- Karen Shepard will make changes to document and email to BOT.

C) Community Learning Lab (CLL)

- The design contract was awarded to Gyroscope Architecture, Inc., Oakland, CA;
- The LSD reported the kickoff CLL meeting was held on February 24th and Gyroscope presented a work area use floor plan;
- Projected completion date is 1/17;
- The LSD has a meeting scheduled tomorrow to develop a timeline;
- A visit to Gyroscope is scheduled 4/6 to view the 100% completion plans. During that visit, a second visit is scheduled to see Laney Community College's makerspace. The BOT is invited to attend.

6) New Business

A) 2015/2016 Collection Development/2015 Turnover Report

- The LSD reviewed the Turnover Report, 2015 and Collection Development FY 2015-16 with the board. The reports determine the amount to be allocated to collections. The total allocation for 2015-16 is \$169,000.

B) Facility Needs Assessment

- This is City-funded. The LSD presented examples of scopes of work from three different libraries and asked the BOT to consider the length of the scope of work it wishes to consider;
- The BOT will have a workshop meeting on 3/16 at 4:30 P.M. to draft an assessment;
- The 4/20 workshop will be devoted to the bylaws.

7) Reports

A) Director

- Incidents which occur at the library will be entered into a database and the LSD will report to the BOT monthly;
- The city/county tax split may be beneficial to the library, but will not affect it negatively.
- Historic lighting project - The LSD has a quote of \$8,697.00 to replace the lighting over the circulation desk, teen area and front of house. She may pursue community funding sources.
- The March 2016 calendar was distributed to the BOT.

- Adult Crafternoons which is devoted to programs and activities for adults is scheduled the first Saturday of each month from 2:00 to 3:00 P.M.
- "Touch a Truck" is scheduled April 30th. Trucks from Woodland will drive to the library for kids and parents to see and touch.

B) Board

Individual board reports were deferred to the next meeting.

Meeting adjourned at 6:25 P.M.

Respectfully submitted,

Karen Shepard

APPROVAL OF MINUTES
Agenda Item No. 4b
Library Board of Trustees Meeting 05/04/2016

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES, MEETING OF March 16, 2016

Board Members: Diane Adams, Karen Shepard, Gloria Rodriguez and Kathy Harryman.

Library Director – Greta Galindo

1. The meeting was called to order at 4:35 p.m. by Gloria Rodriguez .
2. Visitors – Ellen Burris
3. Review of Agenda –no additions
4. Old Business – We began the discussion on the Facility Needs Assessment that the city is willing to pay for. We talked about long term and short term planning and having a phased approach to the development. A short term example would be no architecture changes to the building and maybe rearrange the shelves. A long term example would be to redesign the building. Greta will work with the city to develop the RFP to hire a consultant. Diane volunteered to be on that subcommittee.
5. New Business –
General Plan Update—Greta shared parts of the plan that dealt with the library. We discussed eliminating the words ‘adequate’ and ‘sufficient’ in the Plan. Those words are based on someone’s definition and since the General Plan is a 20 year plan, there could be lots of changes.
6. Future Agenda Development – There will be no meeting on April 6. The next meeting will focus on by laws and maker space.
7. Adjournment – 5:30 p.m.

Respectfully submitted,

Kathy Harryman, Board Member

Next regular meeting is April 20, 2016 at 4:00 PM

APPROVAL OF MINUTES
Agenda Item No. 4c
Library Board of Trustees Meeting 05/04/2016

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES, MEETING OF Wednesday, April 20, 2016

Board Members: Diane Adams, Karen Shepard, and Kathy Harryman.
Visitors: Greta Galindo, Director, Retha Robertson, President of Friends of the Library

- 1) Call to order in open session 4:04
- 2) Public Comment – Retha shared the Friends events: lunch for staff last week, sponsoring an author event. She reminded us of the Big Day of Giving on May 3. She also said that students from UCD are coming to help clean up the Friend's storage area on April 22. May 14 will be their next book sale.

3. Review of Agenda – ok

4. Old Business

a. Board By-laws are being reviewed by the Board. The Board looked at various mission statements. We would like a full Board before we adopt. Since we are expanding into new areas (Community Learning Lab), we would like to think about it. The Board reviewed our procedures for public speaking; additions were made to the bylaws.

The motion to accept was moved by Kathy and seconded by Diane. It was passed.

Greta will send By laws from other libraries to all of us. We are not to respond. She also wants us to review City Code so as not to have repetition.

b. Square 1 Community Learning Lab – We are awaiting cost estimates.

5. Future Agenda Items

May Agenda is full with facilities information and RP Draft.

6. Adjournment 5:25

Respectfully submitted,

Kathy Harryman, Secretary

Next regular meeting is Wednesday, May 4 at 4:00.

**WOODLAND PUBLIC LIBRARY
REQUEST FOR PROPOSAL
FACILITY MASTER PLAN
WOODLAND, CA**

Introduction

Woodland Public Library invites proposals from qualified consultants to assist in the development of a 20-year Facility Master Plan. The Library anticipates that the Facility Master Plan will form the foundation of a future building program for the expansion and /or renovation of the existing library to meet the community's learning needs, abilities, demographics, and changes in technology.

Library Background

Located in the Central Valley, the Woodland Public Library has the distinction of being the oldest, and one of the last functioning Carnegie-funded libraries in California. It is on the National Register of Historic Places. The original Carnegie Library building opened in 1905, with expansions in 1915, 1927, and 1988.

Last year, the Library served almost 180,000 visitors, and circulated over 300,000 books, DVDs, audiobooks, and electronic resources. In addition to reading and viewing materials, the Library engages the community with a robust schedule of programming and outreach for children, teens, and adults. In 2017 the Library will be opening a new 1,600 sq. ft. makerspace named "Square 1". The 2016 operating budget is \$1.7 million. Library staffing includes 15 FTEs.

As a municipal library in the State of California, the Woodland Public Library is governed under the State Education Code (Title 1, Division 1, Part 11, Chapter 5, Articles 1-4, Sections 18900-18965): "The public library shall be managed by a board of library trustees, consisting of five members, to be appointed by the mayor... with the consent of the legislative body of the municipality."

Project Description

The Consultant shall develop a Facility Master Plan (Plan), to quantify existing space deficiencies and define how best to address these deficiencies and plan for future growth. The plan will identify the total number of square feet required for the Library to serve our residents' needs through the 2035. It will serve as a defensible guide for the Library's capital program as we seek to provide, over time, first class library facility that meets the needs of the community. The Plan should enable the Library to respond appropriately and effectively to changes in the community, demographics, technological and telecommunications developments, emerging service expectation, ageing facility, and other transformations, while also maintaining and improving continuing relevant traditional services. Once completed, the Plan will be a significant asset to the Library's long range planning efforts.

Scope of Work

- **Current Facility Review:** Complete an assessment of the Library facility and identify deficiencies in existing building, including all service areas-public and staff, utility systems and infrastructure, telecommunications and health, and safety concerns. Identify potential near term/low cost strategies for any immediate needs pending funding for longer term solutions. Make short and long term recommendations for the current space for more efficient library services, circulation, and programming.
- **Facility Growth Analysis:** Existing library facility shall be evaluated to determine whether or not the existing building should be expanded and/or renovated, how much square footage should be added and the estimated cost of those improvements. Consideration shall be given to the feasibility of expanding at the existing site, population served, staff and public space needs, parking, pedestrian/vehicle patterns, location, present and future technology needs, etc.
- **Estimated Costs:** Estimated costs for individual projects, including but not limited to, constructions, furnishings, collection, equipment, and technology, including costs related to sustainable building practices. There should be consideration of timelines and priorities for funding of these projects.
- **Demographic Analysis and Projections:** The consultant will be asked to provide a detailed analysis of the current City of Woodland population and trends for growth in the future. Incorporate the City of Woodland General Plan, as well as state and national standards, peer comparisons, library trends, and best practices.
- **Community and Stakeholder Outreach:** The Library plans to work closely with the Library Board of Trustees during the planning process. Community input and outreach activities are essential. The consultant will be asked to design a process which involves community involvement and potentially surveying at a local level. Library staff will be involved in implementation.

The Woodland Public Library requires a focused, fast development process to implement a living, community-responsive document. The successful proposal will include a project management plan that can achieve a completed facility master plan by

Selection Criteria

Proposals will be evaluated by..., and interviews will be held the week of... Please reserve these dates. Proposals will be evaluated on the following criteria:

- Relevant experience and success on comparable contracts, including the level of satisfaction of past and current clients.

- Executive summary of the proposal, including purpose, outcomes, and key points, on the timeline.
- List of any personnel involve in the process and their role and prior experience.
- List of any special sub-consultants professional personnel to be assigned to the project.
- Project plan that includes a description of the methodology, tasks, timeline, key dates.
- Schedule of costs to complete the project. All costs associated with the project should be listed.
- References or contact information of 3 or more current or previous clients for show comparable work was completed.
- Samples of 2 or more facility master plans and related contact information (may overlap with above).
- Copy of your standard contract, if applicable.
- Additional documentation of information as the consultant seems fit to assist Woodland Public Library in the selection process, including any exclusion, exceptions, or recommendations.
- Description of any prior work completed for Woodland Public Library, including paid and pro bono work of any duration.

RFP Standards

Woodland Public Library

- Will not reimburse the costs of preparing proposals
- Reserves the right to cancel the award of the contract any time before the execution of the contract by both parties.
- Reserves the right to reject any or all responses to this Request for Proposal.
- Reserves the right to request clarification or additional information pertaining to the proposal.
- Reserves the right to final decision in cases of disputes over difference of opinion as to the services in the proposal.
- Responses to the RFP become the property of Woodland Public Library and are subject to the California Public Records Act.

Request for Proposal Availability, Correspondence, and Submissions

Bylaws draft and supporting documents

Bylaws are modeled mostly after the City of Escondido. I referenced city municipal code while not including it in its entirety in the bylaws. I do think that the city code should always accompany the bylaws. I tried to eliminate redundancies between the bylaws and the code.

Things to add...

Work through the section on responsibilities, this is the defining area of the work the board does.

Supporting documents for your review

Current Bylaws

City Code

Draft of new bylaws

City of Escondido Bylaws

List of libraries in CA with admin boards that are general law

CA Ed Code pertaining to libraries

WOODLAND PUBLIC LIBRARY MISSION STATEMENT

Core Statement

To inform, to enhance the quality of life, and to foster lifelong learning.

Identified Roles Supporting Mission

In support of the mission statement, the following roles are identified:

1. **Library as Reference Center:** The library actively provides timely, accurate and useful information for Woodland residents.
2. **Popular Materials Center:** The library features current, high-demand, high-interest materials in a variety of formats for persons of all ages.
3. **Individual's Path to Learning:** The public library is a haven for the American idea of self-help, and Woodland patrons are encouraged to pursue lifelong learning.

19300 Legislative Declarations

The Legislature hereby declares it is in the interest of the people and of the state that there be a general diffusion of knowledge and intelligence through the establishment and operation of public libraries. Such diffusion is a matter of general concern inasmuch as it is the duty of the state to provide encouragement to the voluntary lifelong learning of the people of the state.

The public library is a supplement to the formal system of free public education, a source of information and inspiration to persons of all ages, and a resource for continuing education and reeducation beyond the years of formal education, and as such deserves adequate financial support from government at all levels.

GOAL

Core Statement

To provide library services to all.

American Library Association Concurrence

In accordance with the mission stated by the American Library Association, the Woodland Public Library seeks to provide leadership for the development, promotion, and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all.

Specific Goals

The Library Board of Trustees has developed the following goals in coordination with Staff:

1. Expansion of humanities programming.
2. Strengthen children's and young adult materials and programs.
3. Literacy services.
4. Strengthen and improve reference resources and offerings.
5. Effective use of new and developing technologies to provide improved customer services.
6. Marketing of library services; to increase the general knowledge of the public on the services the library supplies now and its capacity for new services in the future.

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 1994 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.

1. *Procedure for speaking at the Woodland Public Library Board of Trustee Meeting.*

Unless otherwise provided herein, the Board will provide for public comment at each of its meetings.

- a) The President of the Board or person conducting the meeting has the authority to end the comment period.
- b) Persons wishing to comment must be in attendance at the meeting and shall:
 - 1. Speak only when recognized by the President of the Board or person conducting the meeting.
 - 2. Limit each statement made by a participant to five (5) minutes unless extended by the Board's President.

- c) No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- d) The presiding officer has the right and power to control the meeting and may take whatever actions are necessary to ensure an orderly meeting.
- e) The Board will take the comments into consideration but will not engage in a debate with patrons, nor allow for continuous public debate.
- f) The Board appreciates the concerns, input and/or suggestions of the public.
- g) Speakers may offer objective concerns and criticisms of Library operations and programs as concern them. But in public session, the Board will not hear complaints about Library personnel or against any person connected with the Library system. Other channels provide for Board consideration and disposition of legitimate complaints involving individual employees of the Library.

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.

City Code regarding the library

.....

Powers and Duties have been highlighted

Part K. - Library Board.

Sec. 2-7-54. - Creation.

Pursuant to authority of Education Code Section 18910, et seq., as amended from time to time, there is created a city library board of trustees.

(Ord. No. 1044, § 2 (part).)

Sec. 2-7-55. - Appointment of board of trustees.

The public library shall be managed by a board of library trustees, consisting of five members, to be appointed by the mayor with the consent of the city council.

(Ord. No. 1044, § 2 (part).)

Sec. 2-7-56. - Term of office and compensation.

Each trustee shall hold office for three years beginning July 1st and ending on June 30th, or when a trustee's successor is appointed and qualified, whichever occurs last. The members of the first board so appointed shall so classify themselves by lot that one of their number shall go out [of] office at the end of the current fiscal year, two at the end of one year thereafter, and three at the end of two years thereafter. Each trustee shall serve without compensation unless the city council, by ordinance, otherwise provides for compensation which shall not exceed fifty dollars per month.

(Ord. No. 1044, § 2 (part).)

(Ord. No. 1519, § 5, 5-18-10)

Sec. 2-7-57. - Termination for absences.

- (a) The appointment of any trustee absent from three consecutive regular or special meetings without approval of the library board of trustees, confirmed by majority vote of the board, shall be terminated and the city clerk notified thereof.
- (b) The city clerk then shall notify any member whose appointment has been terminated and report to the city council that a vacancy exists on said board and that an appointment should be made for the unexpired term.
- (c) A trustee may be granted a leave of absence by the city council, and a temporary vacancy shall thereupon exist for the period of such leave of absence. During the period of such temporary vacancy, the council may fill such vacancy by a temporary appointment to said board, provided, however, that the period of such temporary appointment shall not exceed the period of the temporary vacancy. At the expiration of a leave of absence so granted, the member shall automatically resume full and permanent membership on said board.

(Ord. No. 1044, § 2 (part).)

Sec. 2-7-58. - Vacancies.

Vacancies shall be filled by appointment by the mayor with the consent of the city council for the unexpired term in the same manner as the original appointments are made.

(Ord. No. 1044, § 2 (part).)

Sec. 2-7-59. - Monthly meetings.

The board of library trustees shall meet at least once a month at such times and places as may be fixed by resolution.

(Ord. No. 1044, § 2 (part).)

Sec. 2-7-60. - Special meetings.

Special meetings may be called at any time by three trustees, by written notice served upon each member at least three hours before the time specified for the proposed meeting.

(Ord. No. 1044, § 2 (part).)

Sec. 2-7-61. - Quorum.

A majority of the board shall constitute a quorum for the transaction of business.

(Ord. No. 1044, § 2 (part).)

Sec. 2-7-62. - President.

The board shall appoint one of its number president, who shall serve for one year and until his successor is appointed, and in his absence shall select a president pro tem.

(Ord. No. 1044, § 2 (part).)

Sec. 2-7-63. - Record of proceedings.

The board shall cause a proper record of its proceedings to be kept.

(Ord. No. 1044, § 2 (part).)

Sec. 2-7-64. - Rules, regulations and by-laws.

Pursuant to the provisions of Education Code Section 18910, et seq., as amended from time to time, the board of library trustees may make and enforce all rules, regulations, and by-laws necessary for the administration, government, and protection of the libraries under its management, and all property belonging thereto.

(Ord. No. 1044, § 2 (part).)

Sec. 2-7-65. - Administration of trusts and property.

The board of library trustees may administer any trust declared or created for the library, and receive by gift, devise, or bequest and hold in trust or otherwise, property situated in this state or elsewhere, and where not otherwise provided, dispose of the property for the benefit of the library.

(Ord. No. 1044, § 2 (part).)

Sec. 2-7-66. - Officers and employees.

The board of library trustees may prescribe the duties and powers of the librarian, secretary, and other officers and employees of the library. Pursuant to Government Code Section 45007 and Education Code Section 18921, the city librarian shall be appointed by the board and shall serve at its pleasure. Pursuant to Government Code Section 45005, all library employees other than the city librarian shall be appointed by the city manager and shall serve subject to the personnel rules of the city. The number of, and the compensation for, library employees shall be fixed by resolution of the city council. The compensation for the library services director shall be fixed by resolution of the board within the fiscal limitations previously established by the city council.

(Ord. No. 1044, § 2 (part).)

Sec. 2-7-67. - Purchase of personal property.

The board of library trustees may purchase necessary books, journals, publications, and other personal property.

(Ord. No. 1044, § 2 (part).)

Sec. 2-7-68. - Purchase of real property and construction and rental of equipment and buildings.

The board of library trustees may purchase real property and erect or rent and equip, such buildings or rooms, as may be necessary, when in its judgment a suitable building, or portion thereof, has not been provided by the city council for the library.

(Ord. No. 1044, § 2 (part).)

Sec. 2-7-69. - State publications.

The board of library trustees may request the appropriate state officials to furnish the library with copies of any and all reports, laws, and other publications of the state not otherwise disposed of by law.

(Ord. No. 1044, § 2 (part).)

Sec. 2-7-70. - Borrowing.

The board of library trustees may borrow library materials from, lend library materials to, and exchange library materials with other libraries, and may allow nonresidents to borrow library materials upon such conditions as the board may prescribe.

(Ord. No. 1044, § 2 (part).)

Sec. 2-7-71. - Incidental powers of board.

The board of library trustees may do and perform any and all other acts and things necessary or proper to carry out the provisions of Education Code Sections 18900 through 18965, as the same may be amended from time to time.

(Ord. No. 1044, § 2 (part).)

Sec. 2-7-72. - Annual report to city council and state librarian.

The board of library trustees shall on or before August 31st, in each year, report to the city council and to the State Librarian on the condition of the library, for the year ending the thirtieth day of June preceding. The reports shall, in addition to other matters deemed expedient by the board of trustees, contain such statistical and other information as is deemed desirable by the State Librarian. For this purpose the State Librarian may send to the board of trustees instructions or question blanks so as to obtain the material for a comparative study of library conditions in the state.

(Ord. No. 1044, § 2 (part).)

Sec. 2-7-73. - Library fund.

All money acquired by gift, devise, bequest or otherwise, for the purposes of the library, shall be apportioned to a fund to be designated the library fund, and shall be applied to the purposes authorized by Education Code Sections 18900, et seq., as the same may be amended from time to time.

(Ord. No. 1044, § 2 (part).)

Sec. 2-7-74. - Funds not payable into treasury.

If payment into the treasury is inconsistent with the conditions or the terms of any gift, devise, or bequest, the board shall provide for the safety and preservation of the fund, and the application thereof to the use of the library, in accordance with the terms and conditions of the gift, devise, or bequest.

(Ord. No. 1044, § 2 (part).)

Sec. 2-7-75. - Payments from the library fund.

Payments from the library fund shall be made as provided under Education Code Section 18953, as amended from time to time.

(Ord. No. 1044, § 2 (part).)

Sec. 2-7-76. - Free library subject to library rules, regulations or by-laws.

The library shall be forever free to the inhabitants and nonresident taxpayers of the city, subject always to such rules, regulations, and by-laws as may be made by the board of library trustees. Any person who violates any rule, regulation, or by-law may be fined or excluded from the privileges of the library.

(Ord. No. 1044, § 2 (part).)

~~Sec. 2-7-77. - Contracts with neighboring city or county.~~

The board of library trustees and the city council of any neighboring city or the board of supervisors of the county in which the library is situated, may contract for lending library materials of the library to residents of the county or neighboring city, upon a reasonable compensation to be paid by the county or neighboring city.

(Ord. No. 1044, § 2 (part).)

~~Sec. 2-7-78. - Title to property.~~

The title to all property acquired for the purposes of the library, when not inconsistent with the terms of its acquisition, or otherwise designated, vest in the city in which the library is situated, and in the name of the city may be sued for and defended by action at law or otherwise.

(Ord. No. 1044, § 2 (part).)

Sec. 2-7-79. - Application of Education Code provisions.

The library was established and existed on June 11, 1909, under the provisions of an act entitled "An Act to Establish Free Public Libraries and Reading Rooms," approved April 26, 1880, and is continued under the provisions of Education Code Sections 18900, et seq., as the same may be amended from time to time, and the library shall be considered the same as if originally established under the provisions of Education Code Sections 18900, et seq., as the same may be amended from time to time.

(Ord. No. 1044, § 2 (part).)

Sec. 2-7-80. - Disestablishment of library.

The ordinance mentioned in Section 2-7-79 establishing the library shall be repealed by the city council upon being requested to do so by fifty-one percent of the electors of the city, as shown by the great register. Upon the repeal of the ordinance the library is disestablished in the city.

(Ord. No. 1044, § 2 (part).)

Woodland Public Library Board of Trustees Bylaws

Article I. Name and Authority

The name of this body shall be the Woodland Public Library Board of Trustees. Authority for the existence, composition, powers and duties of the Woodland Public Library Board of Trustees resides in the State of California Education Code, Title 1, Division 1, Part 11, Chapter 5, Sections 18900-18965

Article II. Mission and Purpose

The primary mission of the Woodland Public Library Board of Trustees is ...

[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.]

*Excerpted from current
Bylaws*

Article III. Board of Trustees

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.

A. Composition of the Board

In accordance with of the Municipal Code of the City of Woodland, the Woodland Public Library shall be managed by a board of library trustees, consisting of five members, to be appointed by the mayor with the consent of city council. Terms of Office, Compensation, Termination, Vacancies, pursuant to Municipal Code.

B. Powers and Duties

The Woodland Public Library Board of Trustees shall have the powers and duties specified in Part K- Library Board of the Municipal Code of the City of Woodland.

C. Rules, regulations and by-laws.

Pursuant to the provisions of Education Code Section 18910, et seq., as amended from time to time, the board of library trustees may make and enforce all rules, regulations, and by-laws necessary for the

administration, government, and protection of the libraries under its management, and all property belonging thereto. (Ord. No. 1044, § 2 (part).)

...following are my thoughts on powers and duties that are not called out in the city code....

Administration of Trusts and Disposal of Property

Purchase made on behalf of the board

Incidental powers of board

Article IV. Meetings

A. Regular Meetings

The board of library trustees shall meet at least once a month at such times and places as may be fixed by resolution. (Ord. No. 1044, § 2 (part).)

B. Special meetings.

Special meetings may be called at any time by three trustees, by written notice served upon each member at least three hours before the time specified for the proposed meeting. (Ord. No. 1044, § 2 (part).)

C. Meetings Open to the Public

All meetings of the Library Board of Trustees shall be open to the public and the agenda noticed a minimum of 72 hours prior to the meeting date, as required by the Ralph M. Brown Act. All Board meetings shall have provision for public input.

1. Procedure for speaking at the Woodland Public Library Board of Trustee Meeting.

Unless otherwise provided herein, the Board will provide for public comment at each of its regular meetings.

- a) The President of the Board or person conducting the meeting has the authority to end the comment period.
- b) Persons wishing to comment must be in attendance at the meeting and shall:
 1. Speak only when recognized by the President of the Board or person conducting the meeting.
 2. Limit each statement made by a participant to five (5) minutes unless extended by the Board's President.
- c) No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- d) The presiding officer has the right and power to control the meeting and may take whatever actions are necessary to ensure an orderly meeting.
- e) The Board will take the comments into consideration but will not engage in a debate with patrons, nor allow for continuous public debate.
- f) The Board appreciates the concerns, input and/or suggestions of the public.

- g) Speakers may offer objective concerns and criticisms of Library operations and programs as concern them. But in public session, the Board will not hear complaints about Library personnel or against any person connected with the Library system. Other channels provide for Board consideration and disposition of legitimate complaints involving individual employees of the Library.

~~(add Parliamentary procedure= Robert's Rules of Order?)~~

D. Quorum.

A majority of the board shall constitute a quorum for the transaction of business. (Ord. No. 1044, § 2 (part).)

E. President.

The board shall appoint one of its number president, who shall serve for one year and until his successor is appointed, and in his absence shall select a president pro tem. (Ord. No. 1044, § 2 (part).)

F. Record of proceedings.

The board shall cause a proper record of its proceedings to be kept. (Ord. No. 1044, § 2 (part).)

Article V. 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.

[Excerpted from current bylaws]

Article VI. Amendments to the Bylaws

Amendments to the Bylaws may be made at any meeting of the Board by a majority vote of the total Board membership, or 3 votes, after notification in writing to each member at least two week before the meeting at which the voting is to take place. Amendments may not conflict with state law regarding library governance in general law cities.

DRAFT



Woodland Public Library

[Type the author name]

This is a template,
goals and objectives
are examples.

[ANNUAL WORK PLAN]

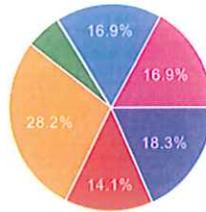
WOODLAND PUBLIC LIBRARY ANNUAL PLAN OF SERVICE 2017

	Assignments	Start	Finish
Objective 3:			
Activity 1:			
Activity 2:			
TECHNOLOGY GOALS			
GOAL #7	Technology is utilized to improve and increase public access to library materials and services		
Objective 1:			
Activity 2:			
Objective 2:			
Activity 1:			
Activity 2:			
Objective 3:			
Activity 1:			
Activity 2:			
Objective 4:			
GOAL #8	Technology is used to improve staff efficiency to better serve the community		
Objective 1:			
Activity 2:			
FACILITY GOALS			
GOAL #9	Library facilities are inviting, accessible and meet community need		
Objective 1:			
Activity 2:			
Objective 2:	Plan, renovate and expand existing facilities		
Activity 1:			
Activity 2:			

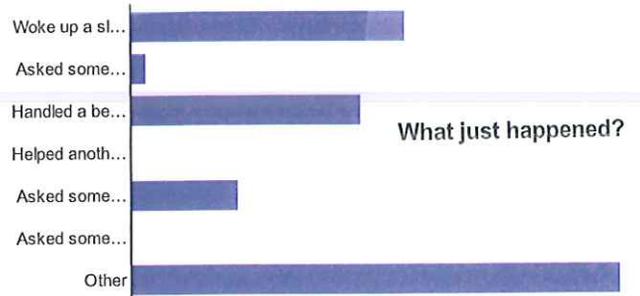
WOODLAND PUBLIC LIBRARY ANNUAL PLAN OF SERVICE 2017

	Assignments	Start	Finish
Objective 3:			
Activity 1:			
Activity 2:			

Where did the incident happen?



In the computer room	13	18.3%
In the front room of library	10	14.1%
In the non-fiction area	20	28.2%
In the teen area	4	5.6%
In the children's room	0	0%
Outside	12	16.9%
Other	12	16.9%



What time did it happen?

12: __ AM	12:30 AM
1: __ AM	1:35 AM
3: __ AM	3:30 AM
4: __ AM	4:51 AM 4:20 AM 4:40 AM
7: __ AM	7:50 AM
9: __ AM	9:45 AM 9:20 AM 9:30 AM
10: __ AM	10:30 AM (2) 10:00 AM 10:45 AM 10:58 AM 10:15 AM
11: __ AM	11:30 AM (3) 11:00 AM 11:20 AM 11:45 AM 11:25 AM
12: __ PM	12:45 PM (2) 12:35 PM 12:19 PM
1: __ PM	1:00 PM (3) 1:35 PM (2) 1:39 PM 1:36 PM
2: __ PM	2:00 PM (2) 2:28 PM (2) 2:45 PM (2) 2:05 PM 2:10 PM 2:22 PM 2:27 PM 2:30 PM
3: __ PM	3:45 PM (3) 3:19 PM 3:27 PM 3:43 PM 3:05 PM 3:20 PM 3:30 PM 3:00 PM 3:10 PM 3:21 PM
4: __ PM	4:00 PM (2) 4:05 PM
5: __ PM	5:53 PM 5:15 PM 5:48 PM