



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: October 21, 2008

SUBJECT: Library Board of Trustees meeting of August 4, 2008 and
September 22, 2008

Report in Brief

Staff recommends that the City Council receive the Library Board meeting minutes for August 4, 2008 and September 22, 2008. There was no meeting on September 8 due to the lack of a quorum.

Recommendation for Action

No action required.

Prepared by: Carol Beckham
Reference Librarian

Reviewed by: Sandra Briggs
Library Services Director

Mark G. Deven
City Manager

Attachments

WOODLAND PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes, August 4, 2008

Present: Kay Hodges, Alain Traig, Bud Goding
Excused absence: Tom Pavao, Jorel Difuntorum
Staff: Sandra Briggs, Carol Beckham; Sue Bigelow

The meeting was called to order by President Bud Goding at 7:35.

I. Welcome Visitors

The Board welcomed Bobby Harris.

II. Public Comment

Mr. Harris said he had written about the Library Strategic Plan in his blog and will continue to do so.

III. Review of Agenda

It was agreed to change the order of the agenda so that consideration of strategic planning would be discussed last.

IV. Approval of Minutes

The minutes of July 7 were corrected; Bud Goding's name was removed from the list of those present. Alain moved and Kay seconded that the minutes be approved as corrected. Motion carried. Alain moved and Kay seconded that the minutes of July 12 be approved as presented. Motion carried.

V. Communications

Sandy distributed copies of the library's Calendar of Events for August. Carol Davis posts the calendar on the library website and it is available at all service desks.

She presented two thank you letters to be signed by the President of the Board, one to magician Alex Gonzalez for his donation of an extra performance for Summer Reading, and to the Eagles for their donation of \$1,000 for large print books. A sign will be posted in the large print section acknowledging their donation.

She received a response from Public Works regarding putting up library directional signs. It will cost around \$5,000 for signs, labor and permits, and she suggested using Measure E funds.

She received a CALTAC newsletter and a catalog of Board resources.

There has been extensive coverage in the Daily Democrat, including articles on the library as cooling center, tutor training, an editorial on strategic planning, an announcement of author event with Jennifer Traig and an article reporting on the event, an overview of Friends of the Library activities over the past year, and interviews with Sandy on Summer Reading for children, and with Carol Davis on Summer Reading for adults and Brown Bag Book Club.

VI. Old Business

B. Receive update on building maintenance and signage

Good progress has been made on the stucco and window project. The contract specifies completion by August 23, with a \$500/day penalty if not completed on time, so Sandy expects it to be completed by then.

C. Receive update on Literacy Coordinator position

Sandy and the Human Resources Department examined the nine applications that were received; only one applicant, Sue Bigelow, met the qualifications. Sandy recommended that she be hired, and the process will be finalized soon. Sue presented a copy of the Literacy Service report to the State Library for January – June, 2008. In that time period, 123 adult learners participated in the program and logged 1,927 hours of learning.

D. Discuss library expansion project

Bud suggested postponing this discussion to the next meeting and the Board agreed.

VII. New Business

A. Consider staffing direction

Sandy said there have been scheduling changes, and change inherently produces discomfort. She appreciated Carol Beckham's support in looking at staff coverage on service desks. Since four Library Page positions were recently lost through resignations and not filled, there is less flexibility, so Carol led a discussion at staff meeting about all staff working from 9:00 to 6:00 rather than staggered staffing starting at 8:00. This would give better coverage of service desks during the dinner hour. Sandy commended Dana Levine for her tenacity and patience while scheduling all staff and service desks. Sandy is concerned about pages covering service desks and is looking at expectations of what tasks and skills are needed for the desks. She is preparing a proposal to the State Library to receive funds for a personnel study which will include how to best use personnel to provide the best service. She will do further examination and in future will make recommendations to the Board. Areas under consideration are on-line electronic acquisitions system and pre-processed materials from vendor for fiction and media. Berta Boegel did a cost of processing a television series on DVD and found that it costs \$26.

B. Discuss annual report to City Council

The library's annual report is due at the first Council meeting in September. Sandy presented a proposed PowerPoint presentation which examined myths about libraries, that libraries are irrelevant because of the Internet, and are only important because they are sentimental favorites; and facts about libraries, that the library is "the community living room," that readers make better citizens, and the library builds community. Sandy and Bud will refine the presentation for Bud to present to the City Council.

C. Determine board meeting schedule for October/vacation

Because of the Labor Day holiday, September meetings will be held on September 8 and 22. October meetings will be October 6 and 20. Both Sandy and Bud will be out of the area on October 20th.

VI. Old Business

A. Consider strategic planning work and set policy direction

The Board returned to discussion of this topic. Sandy said the electrical and mechanical rooms have been cleaned out and guidelines set for what can be stored in each. The unfinished storage area off the Leake courtyard (commonly called the Sculpture Garden) will be cleaned out in September.

1. What one thing can we do now?

Bud suggested finishing the Sculpture Garden and including storage area for the Rose Club, and fixing the water softener drain. Alain agreed, and said plans for the Sculpture Garden should be contingent on specific plans for how the area would be used. Kay would like to explore pre-processing of materials to improve efficiency and maximize the time of the existing staff. Sandy suggested more self-checkout units and try to get their use up to 50% of checkouts. Bobby Harris asked if there could be two public Internet areas, with one being a quiet area. The Board discussed options, such as scattering the location rather than massing in one area, and checking out laptops to be used in any area. The consensus was to start planning now for how the Sculpture Garden space will be used. Questions include the relocation possibilities for items currently stored in the area, such as shelving and memorial glass blocks; and, how could we dispose of items not needed, such as old chairs. Could they be donated to a local non-profit? Carol said Purchasing Manager Al Mancilla is currently working on a procedure for donating surplus materials.

2. Additional data requested

Sandy presented a chart showing data on target populations, children, youth, adults, seniors and Hispanic, including space devoted, material expenditures, staff programming, collection, circulation and web site.

3. Mission revision

Kay drafted a proposed mission statement based on discussions from the July 12 meeting. It says, "The Woodland Public Library endeavors to serve as the primary information resource for all segments of the community by providing a current and comprehensive variety of printed and electronic materials along with professional librarian guidance and assistance in order to ensure free and efficient access to information, to support and stimulate education, and to increase community awareness, integration and interaction." It will be sent to Jorel and Tom, and to all library staff, and will be discussed at the next Board meeting.

4. Prioritize populations and strategies

Sandy presented information on material expenditures broken down by patron age and material types. She noted a variance between expenditures and circulation; and at the next meeting will provide information regarding cost differentiation between adult and children's material as a factor.

VIII. Reports

A. Director

Sandy submitted the Fourth Quarter Report, 2008. Most of the information in the report was previously covered during the meeting. If there are any questions from the Board, she will answer them at the next meeting.

B. Board

There were no reports.

The meeting was adjourned at 9:50.

The next meeting will be September 8, 2008.

Minutes prepared by Carol Beckham

**WOODLAND PUBLIC LIBRARY
BOARD OF TRUSTEES**

Minutes, September 22, 2008

Present: Alain Traig, Kay Hodges, Tom Pavao, Bud Goding
Unexcused absence: Jorel Difuntorum
Staff: Sandra Briggs, Carol Beckham

The meeting was called to order by President Bud Goding at 7:35 PM.

- I. Welcome visitors
The Board welcomed Bobby Harris.
- II. Public comment
There was no public comment.
- III. Review of Agenda
The agenda was approved as presented.
- IV. Approval of minutes
The meeting of September 8, 2008, was canceled due to lack of quorum, and the minutes of August 4, 2008, were approved as presented on motion made by Kay Hodges and seconded by Tom Pavao.
- V. Communications
Sandy presented the following communications:
 - Sandy invited the Board to come to Library Card Sign-up Month Open House at the library on Friday, September 26th, from 5:30 to 7:30. Patty has sent announcements geared to teens and children to local schools regarding the Open House on September 26.
 - She distributed the Calendar of Events for the month of September which features Banned Book Week September 27 through October 4, Bedtime Story Time on September 30 at 6:30 with children's author Sandy Simpson reading her book *Sally the Sheep and the Very Cloudy Day*, Brown Bag Book Club continuing on first and third Wednesdays from 12:00 to 1:00, and Kid's Book Club on October 9 at 4:00 discussing *Among the Hidden* by Peterson Haddix.
 - Sandy received a request from a political group asking to do voter registration on library grounds. Sandy checked with the Director of Administrative Services and the City Attorney who advised that the grounds of the library do not constitute a "public forum." The group has not checked back.
 - Sandy was awarded an LSTA grant for \$5,000, with \$4,066 available to be used for salaries for replacements to release staff for training.
 - Mountain Valley Library System has allotted us \$1,300 for staff training.

- We applied for a small grant to acquire Braille materials and submitted a letter of intent to apply for a National Endowment for the Humanities grant entitled *Picturing America*.
- As part of United Way's Day of Caring, Target employees dug out soil and applied compost to the flower beds in the Leake courtyard and donated \$1,000 to Literacy.
- Library staff will read stories for the California Arts Day activities on October 3.
- The State Library says to anticipate cuts to funding for Direct Loans and Inter-Library Loans.
- Sandy distributed a copy of City Manager Mark Deven's letter to the editor regarding the State's proposal to balance the budget by "borrowing" from local governments. As it turns out, the extent of the damage appears to be \$142,000 city-wide in redevelopment funds.
- Visitor Bobby Harris has reported on the library's strategic planning process via a blog located at www.yolosun.wordpress.com
- Nominations for CALTAC awards have been submitted.
- The library has received the current (2008) edition of California Library Statistics, which covers fiscal year 2006-07.

VI. Old Business

A. Consider strategic planning work and set policy direction

1. Mission revision

The Board considered a proposed Mission Statement, "The Woodland Public Library endeavors to serve as the primary information resource for all segments of the community by providing a current and comprehensive variety of printed and electronic materials along with professional librarian guidance and assistance in order to ensure free and efficient access to information, to support and stimulate education, and to increase community awareness, integration and interaction." Tom moved and Kay seconded that the word "segments" be replaced with the word "residents" and that the revised Mission Statement be accepted. Motion carried.

2. Approve process for exploring shelf-ready materials
Sandy said that Berta Boegel is researching Roseville and Folsom libraries' experiences with shelf-ready materials and will report when she has information.

3. Staffing service desks – replacement of temporary staff vacancies

Sandy would like to move toward recruiting for a specific skill set and hiring for a specific need for

substitute, on-call positions of Library Page and Library Technical Assistant I rather than dual rating classifications. The Board directed her to hire and train as she feels necessary to meet the needs of staffing requirements.

- B. Receive update on building maintenance and signage
Library and City staff met with contractor staff today to inspect construction progress. Concerns remain about the window paint, and there are many areas that need touch-up. City staff James Heath is preparing a punch list of required remaining work. The water softener drain pipe has been redirected and library street signs have been authorized and ordered.
- C. Discuss library expansion project
The in-coming president of Sunrise Rotary Club has expressed an interest in making the library and computers a priority for the Club. However, recent fiscal challenges at the national, state and local level could potentially render the project infeasible at the current time. Additional budget cuts and hiring freezes are anticipated at the mid-year budget adjustment.

VII. New business

- A. Review annual report presented to City Council
September 16, 2008
Bud presented the annual report and it was well-received by the City Council.
- B. Receive report on self check stations
Sacramento Public Library has ordered self check units from Millennium. Through their contract, we have ordered two licenses for \$6,400 and hardware for \$1,890. One unit will be a convertible unit at the lower part of the check out desk which can be used for regular circulation or can be changed to self check when that desk is not staffed. The other will be located in the main reading room area near the rotunda and will replace an OPAC unit.
- C. Consider participation in California Stories project
We are considering partnering with Daily Democrat photographer Matt Henderson and local cable company WAVE to apply for a California Council for the Humanities grant on oral histories of the community. Grant applications are due April 1, 2009. However, any additional scope of work has to be able to fully support itself.
- D. Succession planning for upcoming retirements
Sandy will be meeting all day on Wednesday with the

librarians as a extension of the Board's Strategic Planning process. She would like to have an all-staff all-day planning meeting with staff and the Board and close the library for the day. Bud said the Board would consider that. Sandy expressed concerns that upcoming retirement vacancies will not be able to be filled as they occur and will seriously impact the library level of service. She will be attending a staff/City Council budget meeting on October 28.

- E. Receive preliminary report on ILL reporting/reimbursements
It appears that we inaccurately reported our Inter-Library Loan activity for some time. We have been using a report that gives all loan requests filled, including for our own patrons, rather than loan requests filled for other libraries. We will report this to the State Library and will learn what corrective action is necessary. At the very least, it will mean a decrease in future revenues associated with ILL.

VIII. Reports

- A. Director
Sandy distributed information from American Library Association on library advocacy. The Board asked her to bring samples to the next meeting. She had distributed the Quarterly Report at the last board meeting on August 4, and asked if there were any questions. There were none. She will be on vacation from October 8 and return on October 28.
- B. Board
 - 1) Council meeting attendance
Bud attended the City Council meeting September 16 and presented the library Board's annual report.
 - 2) Individual Board reports
Bud attended the Friends Board meeting on September 3 and will report at the next meeting.

- IX. Future consideration
There was no discussion.

Next meeting: Monday, October 6, 2008
Prepared by Carol Beckham