



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: June 2, 2009

SUBJECT: Library Board of Trustees minutes for regular meeting of April 20, 2009 and
Special Meeting of April 28, 2009

Report in Brief

Staff recommends that the City Council receive the Library Board meeting minutes for April 20, 2009 and April 28, 2009.

Recommendation for Action

No action required.

Prepared by: Sandra Briggs
Library Services Director

Mark G. Deven
City Manager

Attachments: 2

**WOODLAND PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes, April 20, 2009**

Present: Alain Traig, Bud Goding, Jorel Difuntorum, Tom Pavao,
Kay Hodges

Staff: Sandra Briggs

Guest: Mark Deven, City Manager

The Library Board of Trustees meeting was called to order at 7:35 PM.

- I. Welcome Visitors
Alain welcomed Mark Devin, the City Manager, and the approximately 20 visitors that included Library staff members, Friends of the Library members, and other citizens.
- II. Public Comment
There was no public comment related to matters other than those covered later in the meeting.
- III. Review of Agenda
The agenda was approved.
- IV. Approval of Minutes
On motion made by Bud and seconded by Jorel, the minutes of April 6, 2009, were approved.
- V. Communications
Sandy reported that she had attended the Legislative Day on behalf of the Library.
- VI. Old Business
 - A. 2009-2010 budget discussions with City Manager
City Manager Mark Devin presented an overview of the City's current financial situation, focusing primarily on the General Fund's \$6.3 million deficit. He explained the process of working with the City Council to eliminate this deficit and outlined the three-tiered options he had presented to them on March 31, 2009. Mr. Deven is exploring various options to avoid layoffs, including offering retirement incentives. The Board and visitors questioned Mark regarding the severity of the proposed 37 percent cut in Library funding with subsequent reductions in service hours by more than 50%. Mr. Deven did state that if, after exploration of various options, it became possible to lessen the currently proposed funding cuts for any of the city departments, the Library would be his first choice to receive that benefit.
 - B. Review of proposed library reductions in California

Jorel presented statistics from other California libraries serving similar sized populations that have in some cases cut hours. The average cut in hours was 7 percent and in no case were hours cut below 35 per week.

C. Review cost benefit analysis

Sandy presented an extensive cost benefit analysis of the Library's operations including historical and projected data on staffing, budget, visitors, programs, computer usage, materials, etc.

VII. New Business

A. Consideration of budget reductions for 36-40 hour operations

Sandy reviewed the Board's draft budget based on the Library being open 36-40 hours per week. Mark stated he believed he could come up with a proposal for the Council that would be close to this scenario.

VIII. Reports

A. Director

Sandy reviewed her third quarter report.

B. Board

1) Council meeting attendance

No reported attendance,

2) Individual Board reports

Alain attended the staff appreciation breakfast sponsored by the Friends. Tom attended the recent meeting of the Literacy Council and reported all is going well.

The meeting was adjourned at 9:55 PM.

The next meeting will be May 4, 2009.

Minutes prepared by Kay Hodges.

**WOODLAND PUBLIC LIBRARY
BOARD OF TRUSTEES
Special Meeting Minutes, April 28, 2009**

Present: Alain Traig, Bud Goding, Tom Pavao

Staff: Sandra Briggs, Roberta Boegel, Carol Davis, Patricia Lakie

The Library Board of Trustees Special Meeting was called to order at 7:35 PM by President Alain Traig, noting that a quorum was present and welcomed visitor Bobby Harris who had no public comment.

The single agenda item was authorization of reductions in service. The timing of the action is necessitated by the current staff vacancies which prohibit the continuation of current service levels. Following discussion with staff regarding the mission of the Library and core service strategies, the Board authorized the following elimination of non-core services and the reduction of core services effective May 1, 2009. The Board unanimously approved the reductions with regret and commitment to restoration at the earliest feasible time.

NON-CORE LIBRARY SERVICE ELIMINATION

- **Leake Center and Conference Room** will be closed on May 1, 2009 in order to realize savings of approximately \$25,000 annually in staff, janitorial and utility costs. No new signups outside of library-sponsored activities will be taken, and the current reservations will be cancelled. Despite significant efforts to streamline the reservation and use process, a time and motion study of the cost to provide this current service is \$14,000 in staff cost. Although the library has been pleased to offer the free meeting space in the past to the community, it is not a core library mission. Bud Goding moved; Tom Pavao seconded; passed.
- **Proctoring Exams** will be discontinued as of May 1, 2009. Woodland residents have been provided this service for free, and non-residents pay \$20.00 (average test is three hours). The fee does not cover the cost of the service, and the activity is outside the mission of the library. Tom Pavao moved; Bud Goding seconded; passed.
- **Obituary Lookups** will be discontinued on May 1, 2009. Local residents will still receive assistance from reference staff in using the microfilm reader and Daily Democrat archives; however, telephone and written requests will not be continued. The archival lookup service is available for a fee from The Daily Democrat (530) 662-5421 or through the Yolo County Archives (530) 666-8010. Tom Pavao moved; Bud Goding seconded; passed.
- **Special Manual Holds Placed on New Items by Requestor** will be discontinued on May 1, 2009. WPL will still make every effort to purchase

new materials based upon patron request; however, the implementation of pre-processed books and materials will eliminate staff processing, cataloging, handling and manual order cards. As a result, Woodland Public Library will no longer be able to manually flag and guarantee first availability to the requestor. The regular procedure and process of electronic patron-placed holds will continue uninterrupted, and the requestor may place a hold at the time the record becomes available in the library catalog. Bud Goding moved; Tom Pavao seconded; passed.

CORE LIBRARY SERVICE REDUCTIONS

- **Public Computer Access Hours:** Staff assigned to manage reservations, monitor computer use and trouble shoot technical problems will be reduced by 33% from 54 hours to 36 hours per week. As a result, public computer access will no longer be available during every open hour. Computer access will be scheduled in an effort to meet the demands of all users some of the time. The following schedule is proposed for initial implementation:
Monday, Friday and Sat 10 AM – 4 PM
Tues, Wed, and Thur 2-8 PM
Bud Goding moved; Tom Pavao seconded; passed.
- **Children's Programming:** A reduction of 33% will result in a combination of story time activities (toddler and preschool) changing from 12 to 8 per month. In addition, both second grade and kids' book clubs will be reduced from monthly to bi-monthly. Every attempt to accommodate the class visits to the library will be made; however, all regular children's programming will be staffed by only one person. Teen programming will be discontinued as staff seeks to implement requested online activities. Outreach activities and off-site activities will necessarily be curtailed. Tom Pavao moved; Bud Goding seconded; passed.
- **Summer Reading:** The Summer Reading Program will be reduced from six to four weeks in duration. Programming will be done exclusively by performers (funded by the Woodland Friends of the Library), and attendance will be limited entirely to first-come, first-serve. Volunteers will be utilized extensively for programming as well as incentive distribution. Bud Goding moved; Tom Pavao seconded; passed.
- **Adult Programming:** The facilitation by staff of the Brown Bag Book Club will be reduced from twice monthly to monthly. In addition, all special humanities programming for adults will be discontinued. Tom Pavao moved; Bud Goding seconded; passed.

The meeting was adjourned at 9:15 PM. The next meeting is postponed from May 4, 2009 to May 11, 2009.

Respectfully Submitted,
Sandy Briggs, Library Services Director