REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL
DATE: September 1, 2009

SUBJECT: Woodland Public Library Board of Trustees' Annual Report

Report in Brief

In September of each year, the Woodland Library Board of Trustees presents to the City Council its annual report, which reviews major developments in the library during the past year and presents a snapshot picture of the status of library activity and use at the present time.

Staff recommends that the City Council accept the attached annual report.

Background

The Woodland Public Library was established as the Woodland Free Library in 1892 and is subject to the Municipal Libraries section of Education Code, Title 1, Division 1, Part 11, Chapter 5, Articles 1-4, Sections 18900-18965 which requires an annual report to be submitted to the legislative body of the municipality. The attached report includes a discussion of the Board of Trustees' Strategic Planning Process conducted in July 2008 and an update on the progress in the identified goals and objectives. In addition, highlights relating to staffing, facilities, and grants are identified. Performance indicators related to public service are reported including visits (physical and virtual), circulation, programming, computer access, and literacy are provided. Collections include the materials available for borrowing and in-house use and are the cornerstone of a library. A detailed analysis of the holdings and annual expenditures is included. Lastly, a report on the use of volunteers at the Woodland Public Library is included.

Discussion

Much of the focus of 2007-2008 was on obtaining staff efficiencies in order to staff an additional computer/teen space to be located in the existing 2,000 SF unimproved area of the library. As the local economic crisis reflected that of the state and other municipalities, it became apparent that there would be no expansion of library services. The identified goals and objectives related to automation and outsourcing became critical to the survival of the library and to minimizing the proposed service level reductions. Despite the need to reduce services in May, 2008, the Woodland



Public Library continued to experience growth in service level in each of the core library workload factors—visits, circulation, program attendance, etc.

Fiscal Impact

A total of \$1,605,479 was expended from all funding sources to support the full range of traditional library services. The following expenditures were made in 2008-2009 to support library and related activities:

101 General Fund \$1,312,697 General Library Operations
917 Public Library Fund \$ 227,512 General Library Operations
570 Developer Impact Fees \$ 65,270 Books and Materials

General Library Operations \$1,605,479 Subtotal of General Library Operations

In addition, Woodland Public Library Literacy Service expended \$117,617 (predominantly funded by grants and donations in order to operate all literacy programs (one-on-one adult tutoring and special programs to serve the homeless, the incarcerated and the developmentally disabled. A total of \$108,006 from Measure E was expended to complete the exterior renovation project begun in 2007-2008.

Public Contact

All meetings of the Woodland Public Library Board of Trustees are open to the public. The Board meets twice per month, on the first and third Thursdays, 4-6 PM at the Woodland Public Library. Board meetings are governed by the Brown Act; agendas are publicly posted at City Hall and the Library as well as distributed to the local media. In addition, agendas, minutes, and board packets (both current and past) are accessible from the website at http://www.ci.woodland.ca.us/gov/depts/library/board_of_trustees/default.asp. A library user survey was developed and administered in 2008, and the results were used to guide the strategic planning process and to make difficult decisions regarding reductions in services. Finally, a wide

cross section of the public was involved in the 2009-2010 budget planning process.

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of Trustees

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