

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: CINDY COLLINS, INTERIM CITY MANAGER

BY: IRENE McDERMOTT, CITY LIBRARIAN

DATE: NOVEMBER 9, 2016

SUBJECT: **STATE LIBRARY ANNUAL REPORT**

Allan Yung, MD, Mayor
Richard Sun, DDS, Vice Mayor
Steven W. Huang, DDS, Council Member
Steve Talt, Council Member
Richard Ward, Council Member

BACKGROUND

Pursuant to the Education Code (Section 18927), staff is required to report to the Council and the State Librarian the outcomes of the Crowell Public Library for the year ending June 30 of the preceding year. The public library data submitted are part of the national collection of information on the nation's public libraries that is coordinated by the Institute for Museum and Library Services (IMLS). The data is made available on the CA State Library website, in the California Library Directory online and in California Library Statistics online. It is important as a tool for analysis of library services and as a basis for supporting funding requests.

The state report is divided into several sections: Population, Staffing/Salary, Income, Expenditures, Collections, and Services.

Population

Highlights:

- The number of registered borrowers increased by 6% over the previous fiscal year.

| | FY15/16 | FY 14/15 |
|--|----------------|-----------------|
| Population of San Marino | 13,414 | 13,341 |
| Children under 5 (Based on % relative to Census) | 529 | 523 |
| Children 5-14 (based on % relative to Census) | 3,527 | 3,488 |
| Registered Borrowers | 39,556 | 37,484 |

| Circulation | | | | |
|---------------------------|----------------|-----|----------------|-----|
| | FY15/16 | | FY14/15 | |
| Resident Adult | 67,746 | 25% | 64,906 | 25% |
| Non-Resident Adult | 156,469 | 57% | 144,879 | 57% |

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|---------------------------------|---------|-----|---------|-----|
| Resident Child | 15,695 | 6% | 14,191 | 6% |
| Non-Resident Child | 32,789 | 12% | 30,589 | 12% |
| Total Resident | 83,441 | 31% | 79,097 | 31% |
| Total Non-Resident | 189,258 | 69% | 175,468 | 69% |
| Total Yearly Circulation | 272,699 | | 254,565 | |

The State does not require information based on residency. However, below is a table of resident and non-resident card holders for Council information. Circulation statistics for residents and non-residents are located in the Circulation section of this report.

| Registered Borrowers | | |
|-------------------------------|----------------|----------------|
| | FY15/16 | FY14/15 |
| Resident Borrowers | 11,333 (29%) | 11,093 (30%) |
| Non-Resident Borrowers | 28,223 (71%) | 26,391 (70%) |
| Total Borrowers | 39,556 | 37,484 |

Staffing and Salary

Highlights:

| Classification | FY15/16 | | FY14/15 | |
|--------------------------------------|----------------|--------------------|----------------|--------------------|
| | FTE | # of People | FTE | # of People |
| Total Number of Staff | 16.75 | 46 | 16.73 | 46 |
| Director/Analyst/Receptionist | 3 | 4 | 3 | 4 |
| Accredited ALA Librarians | 5.4 | 6 | 5.4 | 6 |
| Library Assistants* | 3.4 | 12 | 3.4 | 12 |
| Clerks | 3 | 17 | 3 | 16 |
| Pages | 1.52 | 6 | 1.52 | 6 |
| Monitors | 0.41 | 2 | 0.41 | 2 |

*Includes library substitutes. Does not include non-library support staff.

| Position | Entry Level | Maximum |
|-----------------------|--------------------|----------------|
| City Librarian | \$7,651 | \$9,539 |

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| Librarian I | \$3830 | \$4,673 |
| Librarian II | \$4,672 | \$5,736 |
| Librarian III | \$5,325 | \$6,538 |
| Clerk | \$952 | \$1,049 |
| Page | \$640 | \$706 |
| Clerk Typist II | \$2,865 | \$3,517 |
| Monitor | \$974 | \$1,074 |

Standard Operating Expenditures

Highlights:

- The Friends contributed over \$50,000 for adult and children’s programs and materials.
- The Library Foundation donation replaced 35 staff computers.
- The library grossed almost \$150,000 in passport acceptance fees in FY 15/16, a 209% increase over the previous year.

| Item | FY15/16 | FY14/15 |
|--------------------------------|--------------------|--------------------|
| Salaries | \$821,431 | \$732,856 |
| Benefits | \$205,802 | \$154,666 |
| Books | \$94,556 | \$91,828 |
| Magazines | \$9,088 | \$8,698 |
| Online Resources | \$34,763 | \$32,456 |
| Other (CDs, DVDs, etc.) | \$3,807 | \$3,491 |
| Other operating costs | \$351,535 | \$357,873 |
| Total Expenditures | \$1,520,982 | \$1,381,868 |

Income for Operational Expenses

Highlights:

- All Other Operating Income includes donations from the Friends, Foundation and other outside donors.

| Income for Operational Expenses | | |
|--|----------------|----------------|
| Source | FY15/16 | FY14/15 |
| Local Government | \$1,414,140 | \$1,381,868 |
| State Funds | \$6318 | \$0 |

| | | |
|-----------------------------------|---------------------|--------------------|
| Federal Funds | \$0 | \$0 |
| All Other Operating Income | \$73,125 | \$82,006 |
| Total Operating Income | \$ 1,493,583 | \$1,463,874 |

Collections
Highlights:

| Collections | | |
|--|----------------|----------------|
| | FY15/16 | FY14/15 |
| Children's Books Added | 2,033 | 3,092 |
| Children's Books Held | 36,779 | 33,217 |
| Young Adult Books Held | 4,885 | 4,424 |
| Book Titles Added | 6,178 | 6,267 |
| Books Held | 84,078 | 83,773 |
| Electronic Books (downloadable) | 7,236 | 8,421 |
| Physical Audio | 7,202 | 5,122 |
| Online Audio (downloadable) | 3,718 | 3,984 |
| Physical DVDs | 3,344 | 3,132 |
| Subscription Databases | 18 | 20 |
| Print Serial Subscriptions (Magazines and Newspapers) | 114 | 129 |
| Children's Audio | 677 | 668 |
| Children's DVDs | 1,029 | 981 |
| Number of titles in catalog | 106,482 | 102,923 |

Services
Highlights:

- In October, thanks to the State Library of California, Crowell's connection to CENIC went live, increasing its internet speed from 15 Mbps to 1 Gbps.

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- In January, an MTS switch was installed that will allow the library to accept electricity from a generator in case of disaster.
- The year’s Summer Reading Program Olympics-related theme “Read for the Win” brought in over 1,000 participants.
- Programs were offered in partnership with the San Marino Historical Society, USC Emeriti, United Charity Foundation, LA Opera, the Pasadena Tournament of Roses Association, and Pasadena Humane Society.

| Library Services | | | | |
|---|----------------|--------------|----------------|--------------|
| | FY15/16 | Notes | FY14/15 | Notes |
| Total Public Service Hours | 3,078 | 62 hrs/week | 3,078 | 62 hrs/week |
| Library Visits | 205,465 | 587/day | 220,196 | 622/day |
| Reference Questions | 13,956 | | 13,909 | |
| Circulation: Children's | 161,417 | | 147,539 | |
| Circulation: Non-English | 34,960 | | 34,591 | |
| Circulation: Non-Book | 26,337 | | 29,444 | |
| Total Circulation | 272,699 | | 254,565 | |
| EBook Downloads | 5,823 | | 5,148 | |
| Interlibrary Loans to Others | 60 | | 59 | |
| Interlibrary Loans Received | 67 | \$5/loan | 93 | \$5/loan |
| Preschool Programs: Number | 133 | | 147 | |
| Preschool Programs: Attendance | 4,171 | 31/program | 4,573 | 31/program |
| School Age Programs: Number | 57 | | 55 | |
| School Age Programs: Attendance | 1,748 | 31/program | 1,597 | 29/program |
| Young Adult Programs: Number | 24 | | 29 | |
| Young Adult Programs: Attendance | 308 | 13/program | 339 | 12/program |
| Adult Programs: Number | 172 | | 135 | |
| Adult Programs: Attendance | 5,482 | 32/program | 4,337 | 32/program |

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|------------------------------------|---------------|------------|---------------|------------|
| Offsite Programs | 6 | | 1 | |
| Offsite Program Attendance | 73 | | 13 | |
| Total Programs: Number | 386 | | 366 | |
| Total Programs: Attendance | 11,709 | 30/program | 10,807 | 30/program |
| Users of Internet Computers | 37,190 | 12/hour | 40,432 | 13/hour |
| Wireless Internet Access | 49,614 | 16/hour | 51,231 | 17/hour |
| Virtual Visits to Website | 188,639 | | 142,284 | |
| Volunteer Hours | 823 | | 1,510 | |

Conclusion

The library achieved many of the goals of the 2010-2015 Strategic Plan. Strong emphasis was placed on developing the library's materials collections to meet the needs of the community in all formats, with special focus on electronic books and children's collections. Staff and the Library Board of Trustees worked together to shape a new Strategic Plan for 2016-2021.

The library provides a variety of programming for children and adults and constantly works to develop innovative and creative ideas that are of interest to the community. The Friends of the Library hosted a series of programs called "Meet the Authors" which invites local writers speak about their books. In conjunction with the United Charity Foundation, the library hosted lifestyle-oriented programs, "Joyful Living/Happy Life" in Mandarin. The library hosted a USC Emeriti Center course about genomics with Dr. Hal Slavkin, and the return of "Jazz & Swing from A to Z: The Story of America's Music" with USC's Dr. Thom Mason.

The library continues to serve as a cultural hub in the community. Anecdotal evidence points to the library as being a gathering place for community members.

FISCAL IMPACT

None.

RECOMMENDATION

That the City Council receives and files the annual Library Report. If Council concurs, the appropriate action would be:

"A motion to ratify the 2015/16 Annual Public Library Survey that the City Librarian has filed with the State Library.

Attachments: None

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