Attachment 1 – Annual Report: Benicia Public Library

To: Lorie Tinfow, City Manager
   Board of Library Trustees

From: David Dodd, Director of Library and Cultural Services

Date: November 19, 2018

Re: Library’s Annual Report

Attached, please find the Annual Report submitted by the Benicia Public Library to the California State Library. This report covers information from July 1, 2017 through June 30, 2018, prepared and presented to the State Library in November 2018. It was presented to the Board of Library Trustees on December 13, 2018, and is now ready for the City Manager’s review.

The Library’s mission: to contribute to the success of our diverse community by being a vital center of learning, communication, culture and enjoyment.

**Performance Measures**

Fiscal Year 2017-18, by and large, remained fairly similar to the previous year, as can be seen from our Performance Measurement Chart. Performance measures in libraries often are based upon visits, circulation, public access computer use, and program attendance, so data in each of these areas is being provided.
Once again, as last year, it is notable that our circulation figure for 17-18, as reported, appears to have continued a downward trend. This year, however, the rules changed once again in the State Library’s collection of data, and our in-house use of materials was excluded from being reported. We continue to work hard to be certain that we are providing the types of materials our public wants, and to beef up our responsiveness to holds lists and requests.

Priorities and Programs

The past year has seen several milestone efforts, which staff hopes will help to position the Library well as it moves into the future.

The first All Staff Day in a number of years took place in January. Staff spent the day in a variety of workshops, presentations, and team-building exercises, emerging with the aspirational vision statement: “The Benicia Public Library is the heart of our community.”

In Spring, the exterior of the building was re-painted for the first time since opening, refreshing its original vibrant color scheme and sprucing up for the occasion of the 25th anniversary of opening the “new” library building, back in June 1993.

In the months leading up to June, that anniversary was celebrated with a series of special events, including the appearance of a number of authors. And, on June 16, we held a day-long celebration for the entire community, attended by hundreds of enthusiastic residents.

In September 2017, we began utilizing a contract custodial service to provide daily leaning for the facility, and patrons now enjoy a cleaner library on a daily basis.

The major service implemented during the fiscal year 2017-2018 was Link+, a resource sharing system joined by the entire SPLASH consortium of libraries, which has greatly augmented our ability to obtain the materials our patrons seek by giving us access to the collections of libraries up and down California.

With support from Measure C funds, the Library joined Solano County Library in implementing Radio Frequency Identification (RFID) technology to facilitate circulation and inventory control functions. RFID utilizes a radio signal to identify, and then to check out and regulate the security measures in all our materials. The technology increases ease of handling of these materials for staff, especially.

Changes and transitions

Changes during FY17-18 included the retirement of long-time staff member Carolyn Cadloni, as well as the loss (to the library at Benicia Middle School) of Amber Kelley.