

City of San Marino
AGENDA REPORT



TO: MAYOR AND CITY COUNCIL
FROM: MARCELLA MARLOWE, PH.D., CITY MANAGER
BY: IRENE MCDERMOTT, CITY LIBRARIAN
DATE: NOVEMBER 14, 2018
SUBJECT: **RATIFICATION OF THE 2017/2018 ANNUAL PUBLIC LIBRARY SURVEY**

Steve Talt, Mayor
Steven W. Huang, DDS, Vice-Mayor
Susan Jakubowski, Council Member
Gretchen Shepherd Romey, Council Member
Ken Ude, Council Member

BACKGROUND

Pursuant to the Education Code (Section 18927), staff is required to report to the Library Board of Trustees and the State Librarian on the condition of the Crowell Public Library for the year ending the 30th day of June preceding. 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 of 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:

	FY17/18	FY16/17
Population of San Marino	13,327	13,467
Children under 5 (Based on % relative to Census)	539	471
Children 5-14 (based on % relative to Census)	2,885	3,030
Registered Borrowers	32,834	30,430

Circulation				
	FY17/18		FY16/17	
Resident Adult	60,117	25%	66,088	26%
Non-Resident Adult	141,075	59%	145,944	57%
Resident Child	9,493	4%	13,040	5%
Non-Resident Child	30,010	12%	31,898	12%
Total Resident	69,610	29%	79,128	31%
Total Non-Resident	171,085	71%	177,842	69%
Total Yearly Circulation	240,695		256,970	

The State does not require borrower information based on residency. However, below is a table of resident and non-resident card holders and circulation is for City Council information. Circulation statistics for residents and non-residents are located in the Circulation section of this report, above. The population of San Marino is 13,327. This means that 67% of the city's population holds Crowell Library cards. Fully 83% of households in San Marino have Crowell Library Cards. Over 7,100 San Marino Residents (53%) hold cards for libraries in surrounding cities.

Registered Borrowers		
	FY17/18	FY16/17
Resident Borrowers	8,893 (27%)	7,180 (26%)
Non-Resident Borrowers	23,941 (73%)	22,620 (74%)
Total Borrowers	32,834	30,430

Staffing and Salary Highlights:

Classification	FY17/18		FY16/17	
	FTE	# of People	FTE	# of People
Total Number of Staff	18.34	46	18.86	46
Director/Analyst/Receptionist	2.75	3	3	3
Accredited ALA Librarians	3.72	6	4.73	6
Library Assistants	3.57	12	3.93	12

Clerks	6.47	19	5.05	19
Pages	1.33	4	1.73	4
Monitors	0.20	2	0.42	2
Non-library support staff	0.30	2		

Position	Entry Level	Maximum
City Librarian	\$7,651	\$9,539
Librarian I	\$3,907	\$4,776
Librarian II	\$5,194	\$6,313
Librarian III	\$5,573	\$6,774
Clerk	\$952	\$1,049
Page	\$640	\$706
Clerk Typist II	\$3,606	\$4,018
Monitor	\$1,270	\$1,360

Standard Operating Expenditures Highlights:

- The Library Foundation donated \$50,000 toward the new RFID system.
- The Friends contributed over \$60,000 for adult and children’s programs and materials and RFID.
- The library grossed over \$220,000 in passport acceptance fees in FY 17/18.

Item	FY17/18	FY16/17
Salaries	\$825,657	\$910,991
Benefits	\$200,449	\$190,778
Books	\$107,900	\$103,416
Magazines	\$9,697	\$7,386
Online Resources	\$38,343	\$33,122
Other (CDs, DVDs, etc.)	\$3,948	\$3,931
Other operating costs	\$337,023	\$365,680
Total Expenditures	\$1,523,017	\$1,615,304

Income for Operational Expenses Highlights:

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

Income for Operational Expenses		
Source	FY17/18	FY16/17
Local Government	\$1,467,927	\$1,543,150
State Funds	\$0	\$0
Federal Funds	\$0	\$0
All Other Operating Income	\$135,274	\$105,215
Total Operating Income	\$1,603,201	\$1,648,365

Collections Highlights:

Collections		
	FY17/18	FY16/17
Children's Books Added	2,312	1,853
Children's Books Held	31,058	35,820
Young Adult Books Held	5,152	5,291
Book Titles Added	5,935	5,800
Books Held	77,662	84,857
Electronic Books (downloadable)	9,941	7,111
Physical Audio	5,497	5,023
Online Audio (downloadable)	3,397	3,349
Physical DVDs	3,319	3,287
Subscription Databases	19	19
Print Serial Subscriptions (Magazines and Newspapers)	106	109

Children's Audio	566	627
Children's DVDs	1,049	1,039
Number of titles in catalog	99,169	104,410

Services Highlights:

- In *Library Journal*'s 2017 "Star Libraries" listing, Crowell Public Library ranked in the top 5.4% in the nation of libraries in its class.
- An RFID (Radio Frequency Identification) stock management system has been installed thanks to a generous donation from the Library Foundation and the Friends of the Library.
- The year's Summer Reading Program theme "Reading Takes You Everywhere" brought in over 900 participants including infants and adults as well as school age children.
- In May, in honor of the nuptials of Prince Harry and Meghan Markle, the library held a Royal Wedding Celebration Tea, complete with hat contest.
- Programs were offered in partnership with the San Marino Historical Society, USC Emeriti, United Charity Foundation, LA Opera, Huntington Hospital, the Braille Institute of Los Angeles, the Pasadena Tournament of Roses Association, and Pasadena Humane Society.

Library Services				
	FY17/18	Notes	FY16/17	Notes
Total Public Service Hours	3,078	62 hrs/week	3,078	62 hrs/week
Library Visits	245,761	698/day	242,123	688/day
Reference Questions	14,205		13,380	
Circulation: Children's	155,483		162,834	
Circulation: Non-English	33,313		23,042	
Total Circulation	249,263		262,559	
EBook Downloads	7,182		5,516	
Interlibrary Loans to Others	166		113	
Interlibrary Loans Received	50	\$6/loan	70	\$5/loan
Preschool Programs: Number	159		130	

Preschool Programs: Attendance	6,044	38/program	4,624	36/program
School Age Programs: Number	49		45	
School Age Programs: Attendance	1,237	25/program	1,292	29/program
Young Adult Programs: Number	32		30	
Young Adult Programs: Attendance	391	12/program	420	14/program
Adult Programs: Number	204		162	
Adult Programs: Attendance	4,917	24/program	4,271	26/program
Offsite Programs	8		9	
Offsite Program Attendance	80		175	
Total Programs: Number	444		367	
Total Programs: Attendance	12,589	28/program	10,607	29/program
Users of Internet Computers	42,265	14/hour	42,551	14/hour
Wireless Internet Access	45,073	15/hour	68,110	22/hour
Virtual Visits to Website	92,323		176,483	
Volunteer Hours	1,159		528	

Conclusion

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. In conjunction with the United Charity Foundation, the library hosted lifestyle-oriented programs, “Joyful Living/Happy Life” and “Coffee, Tea and Chat” in Mandarin. The Friends of the Library funded 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 hosted a new Toastmasters group. We partnered with Huntington Hospital to offer free health screenings and flu shots. The Braille Institute of Los Angeles spoke at the library about coping with sight loss.

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

Staff recommends that the City Council ratify the 2017/2018 Annual Public Library Survey. If the Council concurs with staff's recommendation, the appropriate motion would be:

“I move to ratify the 2017/2018 Annual Public Library Survey that the City Librarian has filed with the State Library.”