LIVERMORE
CALIFORNIA

LIBRARY BOARD OF TRUSTEES

AGENDA
THURSDAY, JANUARY 23, 2025

LIBRARY BOARD OF TRUSTEES REGULAR MEETING – 7:00 PM

MEETING PARTICIPATION INFORMATION CAN BE FOUND AT THE END OF THE AGENDA

CIVIC CENTER MEETING HALL
WILLIAM H. MENDENHALL COMMUNITY ROOM
1016 S. LIVERMORE AVENUE

Richard K Hunt, Chair
Lainie Pascall, Vice Chair
Mariana Guzzardo, Board Member
Nancy Olavarrieta, Board Member
Michelle Ornat, Board Member

1. CALL TO ORDER

ROLL CALL

Mariana Guzzardo, Board Member
Nancy Olavarrieta, Board Member
Michelle Ornat, Board Member
Lainie Pascall, Vice Chair
Richard Hunt, Chair

2. OPEN FORUM

- In conformance with the Brown Act, no action can occur on items presented during Open Forum.
- To provide public comment, please submit a speaker card. When your name is called, walk to the lectern to address the Library Board of Trustees.
- Comments are limited to a maximum of 3 minutes per person, per item. The Chair may reduce the amount of time based on the number of persons wishing to speak.
- Open Forum will conclude after 30 minutes; however, if there are additional speakers, Open Forum will reconvene after Matters for Consideration.

3. CONSENT CALENDAR

Consent Calendar items are considered routine and are acted upon by the Library Board of Trustees with a single action. Members of the audience wishing to provide public input must submit a speaker card.

3.1 Approval of Draft Minutes - December 5, 2024, Library Board of Trustees Special Meeting

Recommendation:
Staff recommends the Library Board of Trustees approve the draft minutes.
Attachments:
1. Draft Library Board of Trustees Special Meeting Minutes - December 5, 2024

4. MATTERS FOR CONSIDERATION

4.1 Election of Officers

Recommendation:
Staff recommends that the Library Board of Trustees nominate, vote, and elect a chairperson and a vice chairperson to serve until the next election at the January 2026 Board Meeting.
Staff Report

4.2 2024 Year in Review

Recommendation:
Staff recommends the Library Board of Trustees receive the report.
Staff Report
Attachments:
1. End of the Year Comparisons 2019 to 2024

4.3 Discussion and feedback related to the 2025 Library Board of Trustees annual update to the

City Council

Recommendation:
Staff recommends that the Library Board of Trustees determine what information they would like to present to the City Council for the Board's Annual Update on January 27, 2025.
Staff Report
Attachments:
1. Draft Library Board of Trustees Annual Update to City Council Presentation

4.4 Report on the Library's Strategic Planning Process

Recommendation:
Staff recommends the Library Board of Trustees receive the presentation.
Staff Report
Attachments:
1. Livermore Public Library Strategic Plan Process Timeline

4.5 Report related to ongoing Library statistics for the months of November 2024 and December 2024

Recommendation:
Staff recommends the Library Board of Trustees receive the report and provide any necessary feedback.
Staff Report
Attachments:
1. November 2024 Statistics
2. Highlighted Statistics - November - 5-Year Comparison
3. December 2024 Statistics
4. Highlighted Statistics - December - 5-Year Comparison

4.6 Report related to ongoing Library activities for the months of November 2024 and December 2024

Recommendation:
Staff recommends the Library Board of Trustees receive the report and provide any necessary feedback.
Staff Report
Attachments:
1. November 2024 Programs
2. December 2024 Programs

5. BOARD MEMBER REPORTS AND MATTERS INITIATED BY LIBRARY DIRECTOR AND BOARD MEMBERS

6. ADJOURNMENT

To a regular Library Board of Trustees meeting on Thursday, February 27, 2025, at 7:00 PM, William H. Mendenhall Community Room, Civic Center Meeting Hall, 1016 S. Livermore Avenue.

7. HOW TO PARTICIPATE IN THE BOARD MEETING

You can participate in the meeting in a number of ways:

Open Forum is an opportunity for the public to speak regarding items not listed on the agenda. Speakers are limited to a maximum of 3 minutes per person. To address the Library Board of Trustees, you must submit a speaker card to the liaison prior to the start of that item. You should be aware that the Library Board of Trustees is prohibited by State law from taking action on any items that are not listed on the agenda. However, if your item requires action, the Board may place it on a future agenda or direct staff to work with you and/or report to the Board on the issue.

Other Agenda Items are also open for public input including Consent Calendar or Matters for Consideration items. These comments are also subject to the 3-minute limit.

Special Meetings, Workshops - The public will have the opportunity to address the Library Board of Trustees regarding the item that is the subject of the special meeting or workshop. Public comments are limited to a maximum of 3 minutes per person.

Submission of Comments Prior to the Meeting:

Email Comments may be submitted by the public to the Board liaison (LibBoardPubComments@livermoreca.gov). Items received no later than 12:00 pm on the day of the meeting will be provided to the Library Board of Trustees and available on the City website prior to the meeting. These items will NOT be read into the record.

eComments may be submitted by the public using the eComment link here. Comments may be up to 1000 characters in length and will be accepted up until 6:00 pm the day of the meeting. These items will NOT be read into the record and are viewable by the Library Board of Trustees and the public upon submittal.

Submission of Comments During the Meeting:

Speakers are limited to a maximum of 3 minutes per person. To submit a comment, you must complete a speaker card for each item. Speaker cards are available in the Civic Center Meeting Hall lobby. Indicate on the card the item number you wish to comment on and submit the card directly to the liaison prior to the start of the item. You should be aware that the Board is prohibited by State law from taking action on any items that are not listed on the agenda. However, if your item requires action, the Board may place it on a future agenda or direct staff to work with you and/or report to the Board on the issue.

If you would like to deliver written materials to the Library Board of Trustees as part of your public comments, please provide 8 copies to the liaison with your speaker card.

The **Library Board of Trustees Agenda and Agenda Reports** are prepared by City staff and are available for public review a minimum of 72 hours prior to the meeting at the 1016 South Livermore Avenue, Livermore. The Agenda is also available on the City's website, http://livermoreca.gov/agenda.

Under Government Code §54957.5, any supplemental material distributed to the members of the Library Board of Trustees after the posting of this agenda will be available for public review at 1052 South Livermore Avenue, Livermore, and included in the agenda packet available on the City's web site at http://livermoreca.gov/agenda.

PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITIES ACT (CODIFIED AT 42 UNITED STATES CODE SECTION 12101 AND 28 CODE OF FEDERAL REGULATIONS PART 35), AND SECTION 504 OF THE REHABILITATION ACT OF 1973, THE CITY OF LIVERMORE DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, ANCESTRY, SEX, DISABILITY, AGE OR SEXUAL ORIENTATION IN THE PROVISION OF ANY SERVICES, PROGRAMS, OR ACTIVITIES. TO ARRANGE AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PUBLIC MEETING, PLEASE CONTACT THE ADA COORDINATOR AT ADACOORDINATOR@LIVERMORECA.GOV OR CALL (925) 960-4170 (VOICE) OR (925) 960-4104 (TDD) AT LEAST THREE (3) BUSINESS DAYS IN ADVANCE OF THE MEETING.

LIVERMORE
CALIFORNIA

LIBRARY BOARD OF TRUSTEES
MINUTES
DECEMBER 5, 2024

SPECIAL MEETING

1. CALL TO ORDER - The meeting of the Library Board of Trustees was called to order by Vice Chair Lainie Pascall at 7:02 p.m., held in person at 1016 S. Livermore Avenue.

ROLL CALL - Present: Vice Chair Lainie Pascall, Board Member Guzzardo, Board Member Olavarrieta, and Board Member Ornat.

Chair Richard Hunt was absent from this meeting.

STAFF PRESENT – Library Director Anwan Baker, Supervising Librarian Steven Moody, Supervising Librarian Yeng Xiong, Librarian I Priya Viswanathan, Management Analyst I Leng Kutil, and Management Analyst II Allen McFarland.

2. OPEN FORUM

Vice Chair Pascall opened the public hearing.

There were no speakers and the open forum was closed.

3. CONSENT CALENDAR

3.1 Approval of draft minutes – October 24, 2024 Library Board of Trustees Meeting

Recommendation: Staff recommended the Library Board of Trustees approve the draft minutes.

ON THE MOTION OF BOARD MEMBER ORNAT, SECONDED BY BOARD MEMBER GUZZARDO, AND CARRIED ON A 3-0 VOTE (WITH CHAIR HUNT ABSENT AND VICE CHAIR PASCALL INELIGIBLE TO VOTE), THE LIBRARY BOARD OF TRUSTEES APPROVED THE MINUTES.

4. MATTERS FOR CONSIDERATION

4.1 Report on the 2024 Diwali Mela

Recommendation: Staff recommended the Library Board of Trustees receive the presentation.

Librarian I Viswanathan gave the report.

Vice Chair Pascall opened the public comment period.

There were no speakers and the open forum was closed.

4.2 Report on Kanopy Streaming Service

Recommendation: Staff recommended that the Library Board of Trustees receive the presentation.

Supervising Librarian Moody gave the report.

Vice Chair Pascall opened the public comment period.

There were no speakers and the open forum was closed.

4.3 Discussion and feedback related to the 2025 Library Board of Trustees annual update to the City Council

Recommendation: Staff recommended that the Library Board of Trustees determine what information they would like to present to the City Council for the Board's Annual Update on January 27, 2025.

Management Analyst II McFarland gave the report.

Vice Chair Pascall opened the public comment period.

There were no speakers and the open forum was closed.

4.4 Report related to ongoing Library statistics for the month of October 2024

Recommendation: Staff recommended the Library Board of Trustees receive the report and provide any necessary feedback.

Library Director Baker gave the report.

Vice Chair Pascall opened the public comment period.

There were no speakers and the open forum was closed.

4.5 Report related to ongoing Library activities for the month of October 2024

Recommendation: Staff recommended the Library Board of Trustees receive the report and provide any necessary feedback.

Library Director Baker gave the report.

Vice Chair Pascall opened the public comment period.

There were no speakers and the open forum was closed.

5. BOARD MEMBER REPORTS AND MATTERS INITIATED BY LIBRARY DIRECTOR AND BOARD MEMBERS

Vice Chair Pascall explained that she worked at Livermore Pride and appreciated the Library's outreach presence.

Board Member Olavarrieta shared her family's excitement for the Winter Reading Program. In response, Vice Chair Pascall noted that a local school is signing their students up for the Winter Reading Program and having classes compete against each other.

Management Analyst II McFarland noted that Library staff plans to update the Board's workplan to run on a calendar year and will bring it back to the Board for review during a future meeting.

6. ADJOURNMENT - at 8:03 p.m. to a Library Board of Trustees regular meeting on Thursday, January 23, 2025, at 7:00 p.m., William H. Mendenhall Community Room, Civic Center Meeting Hall, 1016 S. Livermore Avenue.

LIVERMORE
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LIBRARY BOARD OF TRUSTEES STAFF REPORT ITEM NO. 4.1

DATE: January 23, 2025

TO: Chairperson and Members of the Library Board of Trustees

FROM: Anwan Baker, Library Director

SUBJECT: Election of Officers

RECOMMENDED ACTION

Staff recommends that the Library Board of Trustees nominate, vote, and elect a chairperson and a vice chairperson to serve until the next election at the January 2026 Board Meeting.

SUMMARY

Each year, the Library Board of Trustees must elect a chairperson and a vice chairperson, as outlined in the City of Livermore Library Board of Trustees Rules of Procedure (2022). Most recently, Board Member Rich Hunt has been serving as the Chair and Board Member Lainie Pascall has been serving as the Vice Chair.

DISCUSSION

Section 5 of the City of Livermore Library Board of Trustees Rules of Procedure (2022) addresses elections and officers:

The Library Board of Trustees shall elect a chairperson and a vice chairperson at the first meeting held after January 1st of each year. Election of the officers shall be by majority vote of the Board. The role of the officers shall be as follows:

Chairperson – The Chairperson shall preside at all regular meetings and may call special meetings. The Chairperson shall decide upon all points of order and procedure during the meeting.

Vice Chairperson – The Vice Chairperson shall assume all duties of the Chairperson in the absence or disability of the Chairperson.

Presiding Officer – In the absence of the Chairperson or Vice Chairperson, the members present shall select a Presiding Officer.

The Rules of Procedure includes information about the election of a Presiding Officer, if needed, but only

the Chairperson and the Vice Chairperson are elected at the January meeting.

The current Library Board Member terms and reappointment eligibility may also be helpful to the discussion. They are as follows:

Guzzardo, Mariana - Term ending 06/01/25, eligible for reappointment
Hunt, Richard - Term ending 06/01/27, eligible for reappointment
Olavarrieta, Nancy - Term ending 06/01/26; eligible for reappointment
Ornat, Michelle - Term ending 06/01/26; eligible for reappointment
Pascall, Lainie - Term ending 06/01/25, eligible for reappointment

ATTACHMENTS

Prepared by: Leng Kutil
Management Analyst I

LIVERMORE
CALIFORNIA

LIBRARY BOARD OF TRUSTEES STAFF REPORT ITEM NO. 4.2

DATE: January 23, 2025

TO: Chairperson and Members of the Library Board of Trustees

FROM: Anwan Baker, Library Director

SUBJECT: 2024 Year in Review

RECOMMENDED ACTION

Staff recommends the Library Board of Trustees receive the report.

SUMMARY

As part of regular business, Library staff collect statistical information about Library usage throughout the year. This regular data collection includes the number of visitors, web visits, searches, new cards, check outs, programs, program attendance, volunteer hours, and questions answered.

DISCUSSION

A comparison with 2019 serves as a good benchmark, since this was the last full year of service for the Library before the COVID-19 pandemic closures. While statistics in these categories continue to increase, some have fully recovered from the closure, while others still have a little way to go.

ATTACHMENTS

1. End of the Year Comparisons 2019 to 2024

Prepared by: Nathan Brumley
Assistant Library Services Director

CITY OF LIVERMORE CALIFORNIA

2024 Year in Review

At Livermore Public Library



January 23, 2025

Nathan Brumley, Assistant Library Services Director

Comparing 2024 to 2019

- 2024 was a fantastic year at Livermore Public Library
- As a yard stick for this year's success, 2019 was the year chosen to compare against rather than 2023, since the goal for a while now has been to reach pre-pandemic engagement
- The categories chosen for comparison are annual stats the library regularly pulls, and include:
  - Visitors
  - Web Visits
  - Searches
  - New Cards
  - Check Outs
  - Programs
  - Program Attendance
  - Volunteer Hours
  - Questions Answered

Number of Visitors and Web Visits

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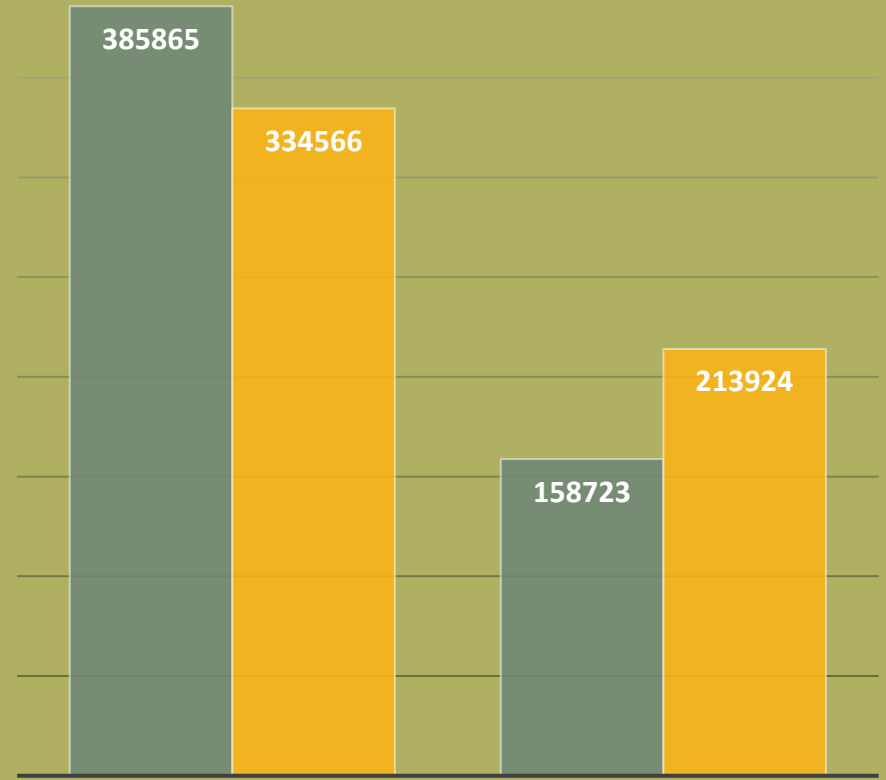
2024

VISITORS
334,566





WEB VISITS
213,924

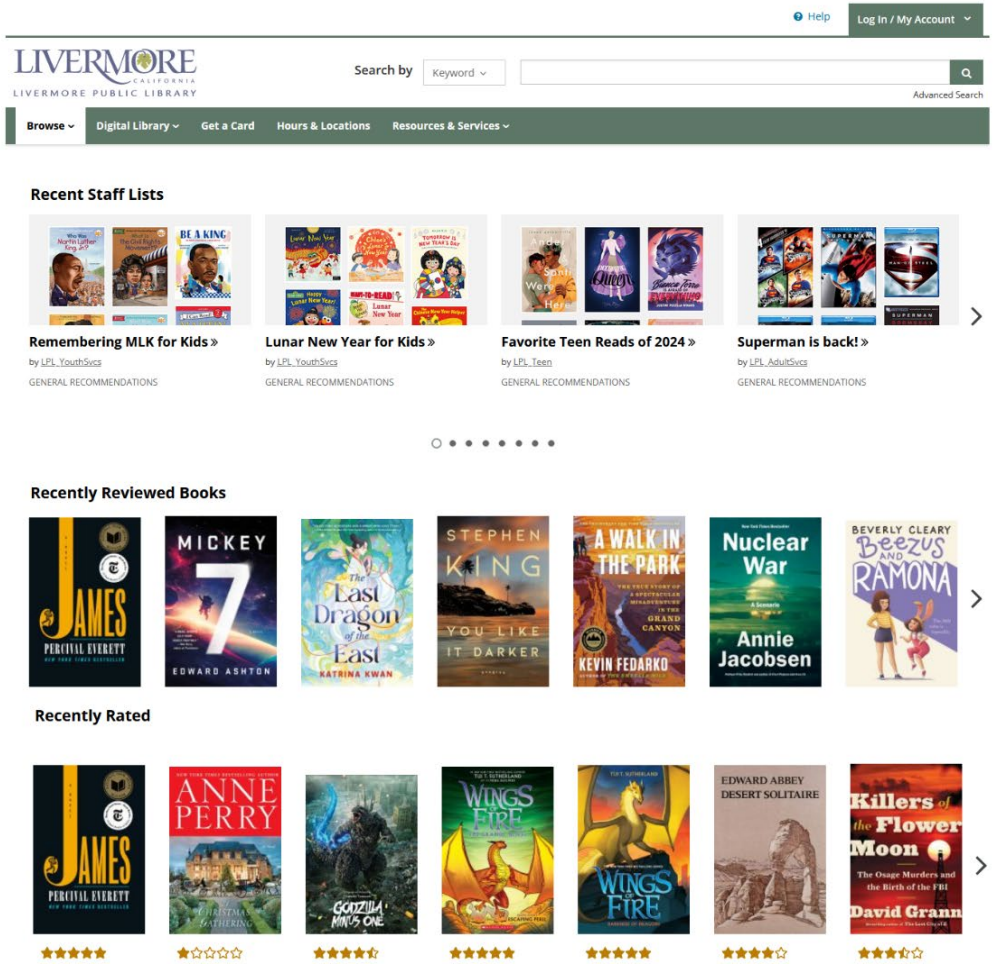


Searches

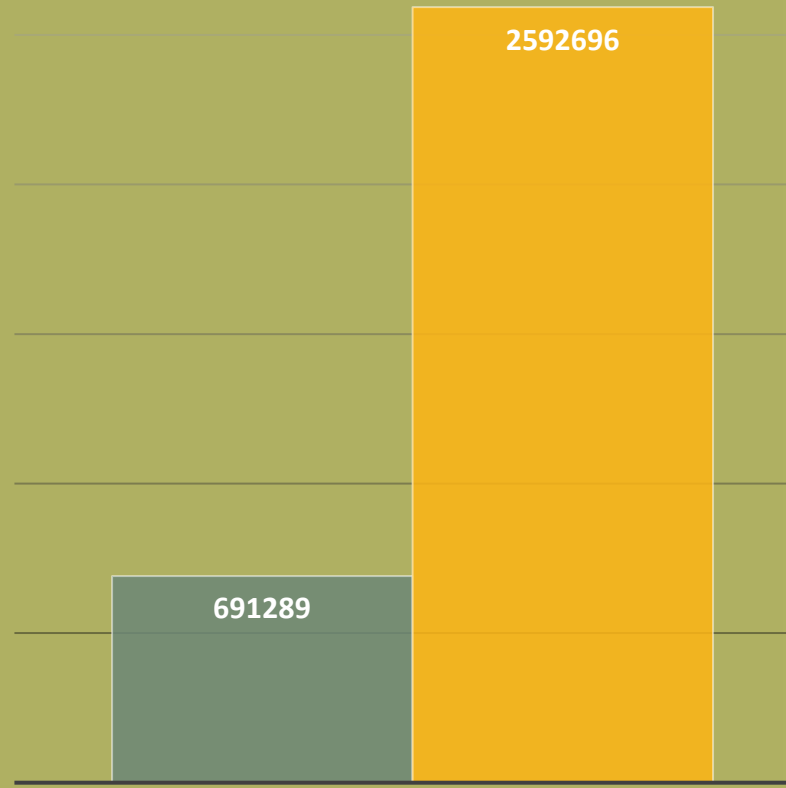
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SEARCHES
2,592,696





2019 vs. 2024

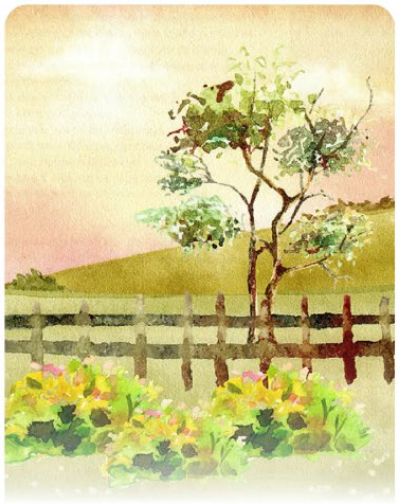


New Cards and Checkouts

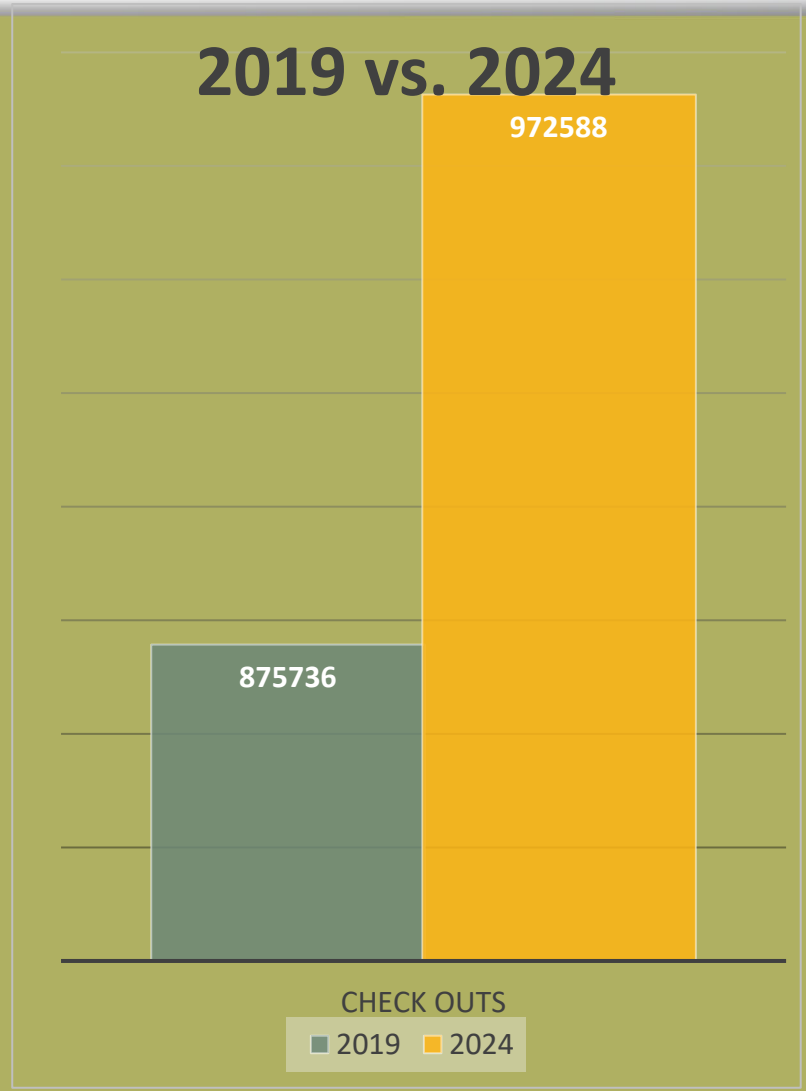
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NEW CARDS
7,409

CHECK OUTS
972,588







Programs and Program Attendance

2019 Comparison
47,984 Program Attendance
18% Increase
1,405 Programs
0% Change

PROGRAM ATTENDANCE
56,491



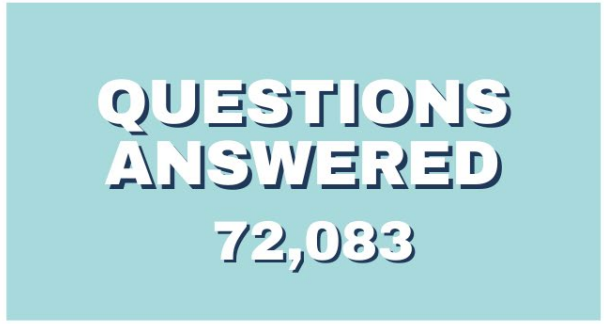


PROGRAMS
1,400

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Volunteer Hours and Number of Questions Answered

2019 Comparison
67,664 Questions Answered
7% Increase
16,214 Volunteer Hours
31% Decrease



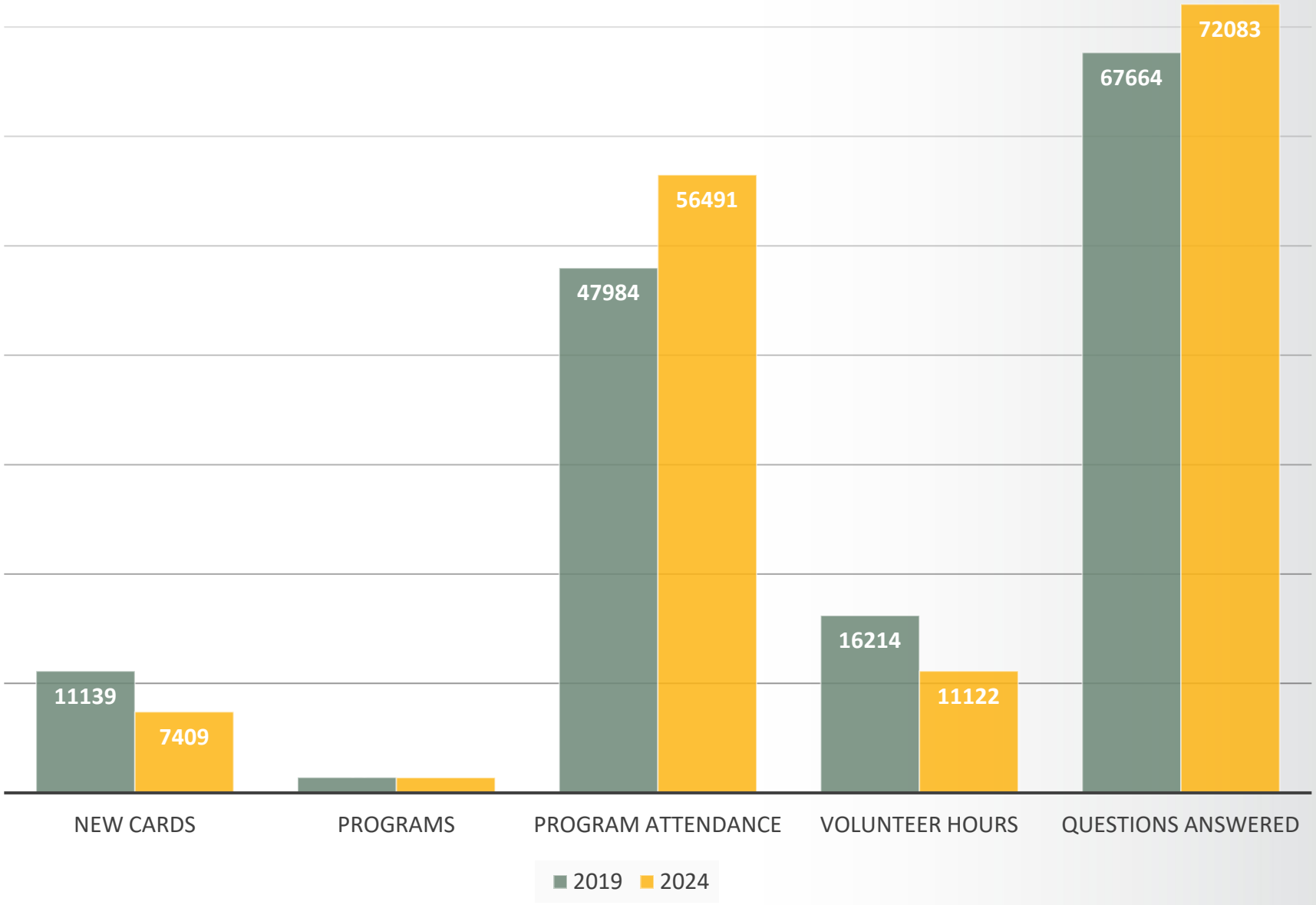






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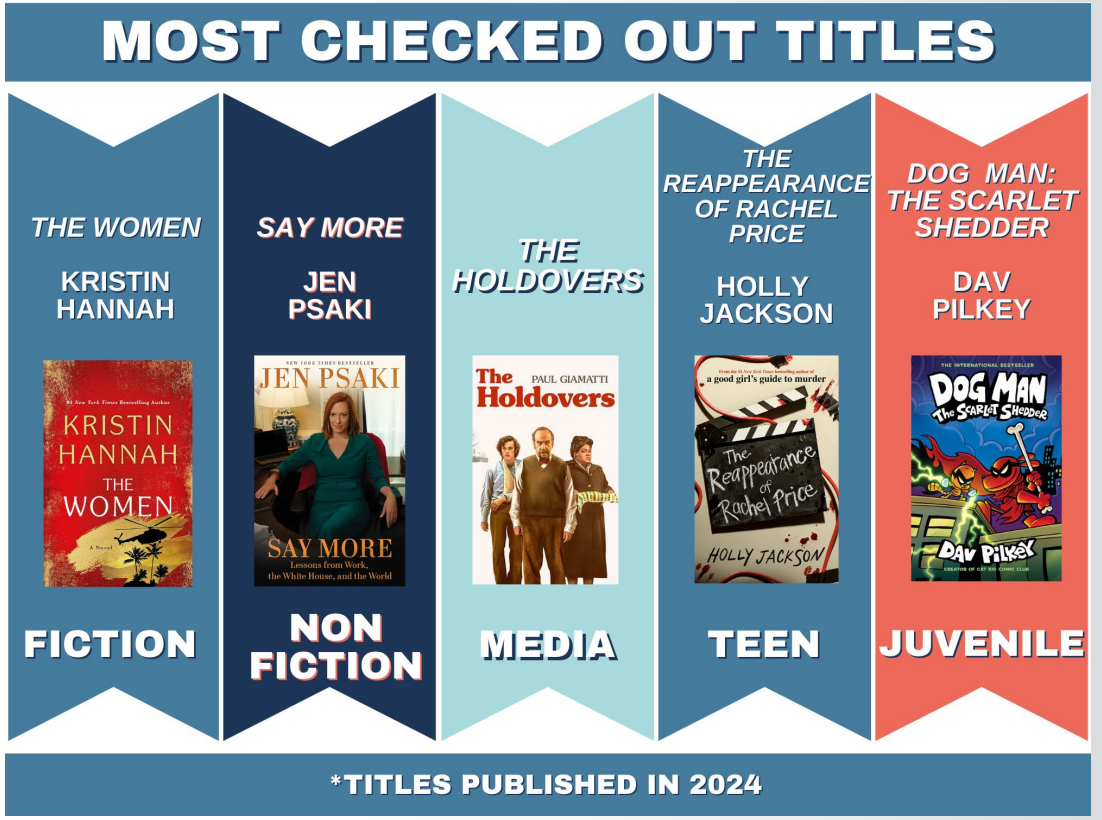
2019 vs. 2024 Overall Comparison



CITY OF LIVERMORE CALIFORNIA

Titles most checked out published in 2019 and 2024

2019 Top Checkouts	
Adult Fiction	*The Giver of Stars* by Jojo Moyes
Adult Nonfiction	*Talking to Strangers: What We Should Know about the People We Don't Know* by Malcolm Gladwell
Teen	*The Folk of the Air: The Wicked King* by Holly Black
Juvenile	*Dog Man: For Whom the Ball Rolls* by Dav Pilkey
Film	*Spider-Man Far From Home*




2024
VISITORS
334,566
WEB VISITS
213,924
SEARCHES
2,592,696
NEW CARDS
7,409
CHECK OUTS
972,588
VOLUNTEER HOURS
11,122
PROGRAM ATTENDANCE
56,491
QUESTIONS ANSWERED
72,083
PROGRAMS
1,400
DATA FROM JAN-DEC 2024

Questions?

Thank You

LIVERMORE
CALIFORNIA

LIBRARY BOARD OF TRUSTEES STAFF REPORT ITEM NO. 4.3

DATE: January 23, 2025

TO: Chairperson and Members of the Library Board of Trustees

FROM: Anwan Baker, Library Director

SUBJECT: Discussion and feedback related to the 2025 Library Board of Trustees annual update to the City Council

RECOMMENDED ACTION

Staff recommends that the Library Board of Trustees determine what information they would like to present to the City Council for the Board's Annual Update on January 27, 2025.

SUMMARY

The Library Board of Trustees is scheduled to make a brief presentation to the City Council at their City Council Meeting on January 27, 2025, at 7:00 p.m. This presentation should include an overview of Board responsibilities as well as activities over the past year. During the special meeting of December 5, 2024, staff and the Board discussed potential items to be shared during this presentation. Staff has prepared the attached presentation for final review.

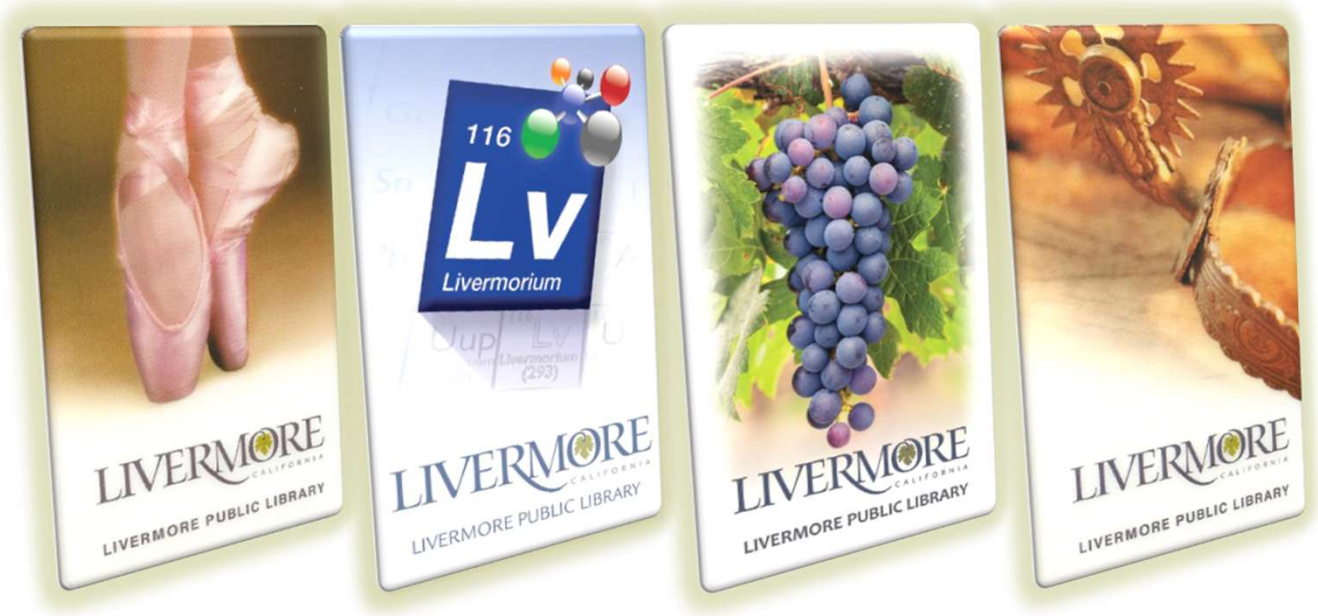
DISCUSSION

Each City of Livermore Board, Commission, and Committee is required to make an annual presentation to the City Council. This presentation should be a brief, five-minute overview of the Library Board of Trustees' work during the past year. Chair Richard Hunt is currently scheduled to present at the City Council Meeting on January 27, 2025, at 7:00 p.m. The Board is asked to review the attached draft presentation and provide any final feedback. Subsequently, this presentation will be updated with any recommended changes that are shared during the discussion and will then be submitted through the City's process for final approval.

ATTACHMENTS

1. Draft Library Board of Trustees Annual Update to City Council Presentation

Prepared by: Allen McFarland
Management Analyst II



Library Board of Trustees Annual Update to the City Council

January 27, 2025

Presented by Chair Richard Hunt

CITY OF LIVERMORE CALIFORNIA

Introduction and Background

- **"The Library Board of Trustees is an advisory group which recommends policy to City Council. The Board helps set goals and objectives for Library services and programs."**

- Monthly meetings are open to the public. Topics include: strategic planning/action plans, Library/patron policies, new programs and services, statistics, etc.

- The Library Board of Trustees often acts as a sounding board for staff ideas; they also provide suggestions and endorse ideas in support of the Library's strategic objectives

CITY OF LIVERMORE CALIFORNIA

Current Board Members



Mariana Guzzardo
Board Member
Current Term:
6/1/2022 –
6/1/2025

Lainie Pascall
Vice Chair
Current Term:
6/1/2022 –
6/1/2025

Richard Hunt
Chair
Current Term:
6/1/2024 –
6/1/2027

Nancy Olavarrieta
Board Member
Current Term:
6/1/2023 –
6/1/2026

Michelle Ornat
Board Member
Current Term:
6/1/2023 –
6/1/2026

CITY OF LIVERMORE CALIFORNIA

Looking Back
2024 Goals

- **Engagement** – Support the Library's efforts to develop more programming and services where residents naturally gather

- **Strategic Plan Support** – Continue to review and consider the objectives set forth by both the City of Livermore and Livermore Public Library strategic plans; propose ways that the Board can support efforts to reach these objectives

- **Annual Events** – Provide suggestions and feedback that the Library can use to strengthen its current annual events and to identify opportunities for potential new events

- **Board Support and Advocacy** – Work with the Library to identify additional ways that Board members can support the Library and advocate on its behalf

- **Policy Review** – Continue to provide the Library ideas to strengthen policies to ensure they are fair, diverse, equitable, and inclusive

*** The Library Board of Trustees adopted a workplan for F/Y 2024/25 in 2024/25Q1*

CITY OF LIVERMORE CALIFORNIA

Engagement

The Library has continued to foster new partnerships with community groups and organizations, while also working with our long-term allies to support education, lifelong learning, and access to unique programming and resources.



East Bay Regional Park District

Healthy Parks Healthy People





LAS POSITAS COLLEGE

Lawrence Livermore National Laboratory

quest SCIENCE CENTER

AAUW empowering women since 1881

LA FAMILIA

FRIENDS OF THE LIVERMORE LIBRARY

LIVERMORE SCHOOL DISTRICT

CITY OF LIVERMORE CALIFORNIA

Strategic Plan Support



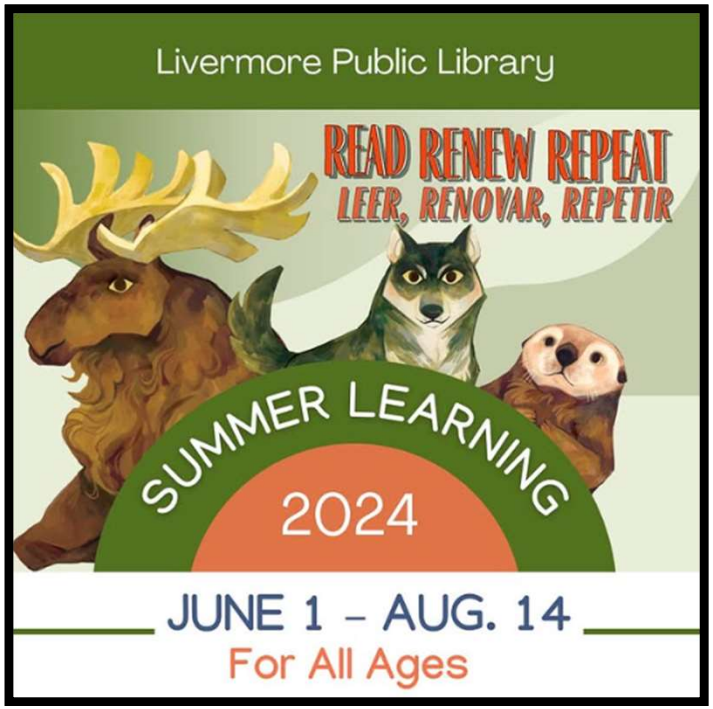




The Library Board of Trustees regularly provides input and feedback in support of proposed and ongoing efforts that are aligned with the Library's strategic plan.

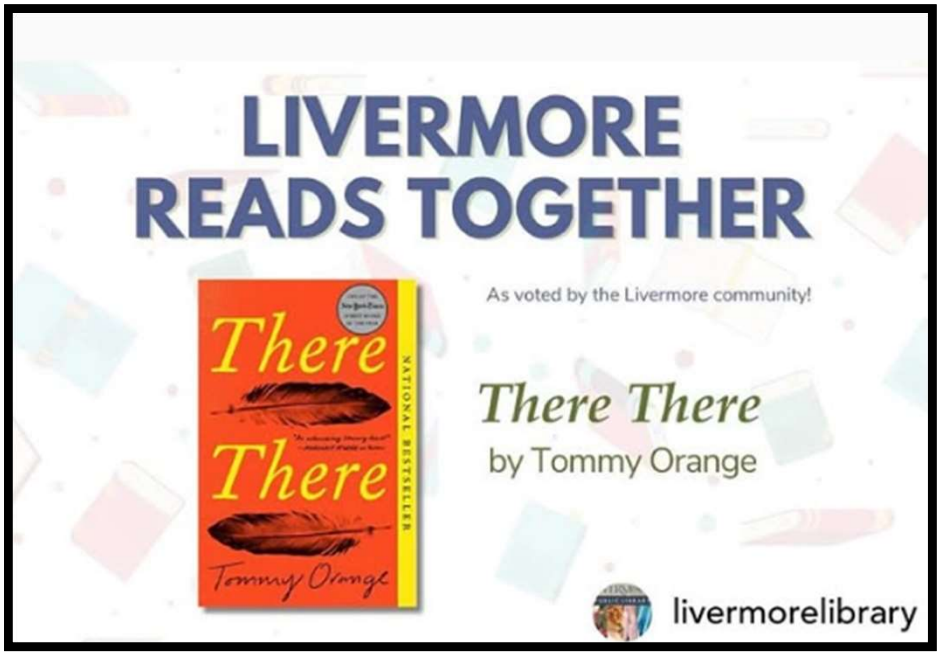
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Annual Events



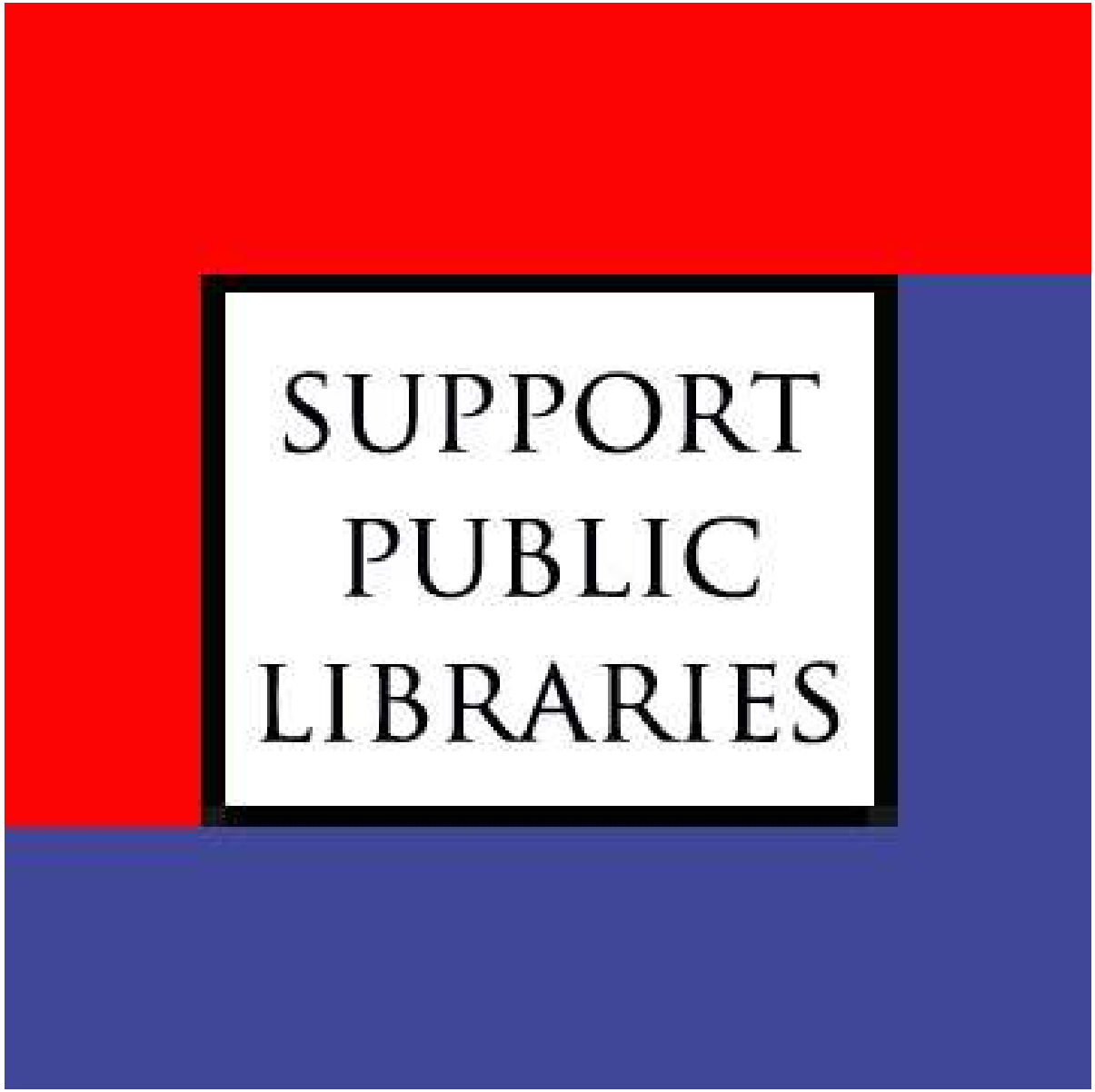






CITY OF LIVERMORE CALIFORNIA

Board Support and Advocacy



- ✓ *Ideas to support continuous growth*
- ✓ *Feedback on DEIB related efforts and offerings*
- ✓ *Shared concerns about upcoming/pending bills in the legislature*
- ✓ *Word of mouth support for Library services, operations, and staff*

CITY OF LIVERMORE CALIFORNIA

Policy Review

LIVERMORE PUBLIC LIBRARY

DISPLAY/EXHIBIT POLICY

I. Policy

The Livermore Public Library ("Library") welcomes the opportunity to allow community groups and organizations to use the various display and exhibit areas of its

Livermore Public Library
Meeting Room Policy

I. Purpose

The purpose of this policy is to guide the public and staff in the use of the Livermore Public Library meeting rooms by community groups. As a department of the City of Livermore (City), the Livermore Public Library (Library) has an obligation to assist the community by providing a

Livermore Public Library
1188 S. Livermore Avenue, Livermore, CA 94550
925-373-5599

LIBRARY MEETING ROOM USE PERMIT

Livermore Public Library meeting rooms are available for use by groups and organizations for public meetings and gatherings, as outlined in the Livermore Public Library Meeting Room Policy, approved by the Director of Library Services.

Requests for meeting room use are accepted through the Library Administration Office only. Upon request for use of library meeting rooms, the following





CITY OF LIVERMORE CALIFORNIA

2024 Library Highlights
Cultural Events and Celebrations











CITY OF LIVERMORE CALIFORNIA

2024 Library Highlights
Youth Programming and Engagement











CITY OF LIVERMORE CALIFORNIA

2024 Library Highlights

Diverse, Equitable, and Inclusive Programming



CITY OF LIVERMORE CALIFORNIA

2024 Library Highlights













CITY OF LIVERMORE CALIFORNIA

Library Services Update
2024 - By the Numbers



CITY OF LIVERMORE CALIFORNIA

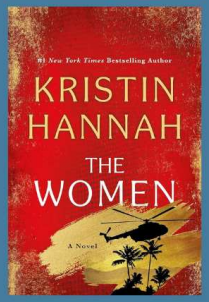
Library Services Update
2024 - By the Numbers (cont'd)

MOST CHECKED OUT TITLES

FICTION

THE WOMEN

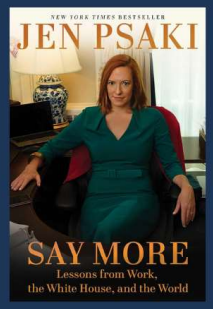
KRISTIN HANNAH



NON FICTION

SAY MORE

JEN PSAKI



MEDIA

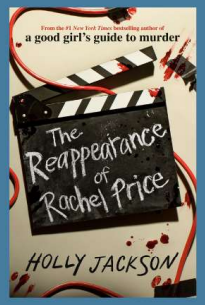
THE HOLDOVERS



TEEN

THE REAPPEARANCE OF RACHEL PRICE

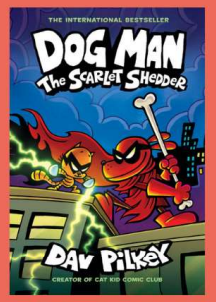
HOLLY JACKSON



JUVENILE

DOG MAN: THE SCARLET SHEDDER

DAV PILKEY



*TITLES PUBLISHED IN 2024

CITY OF LIVERMORE CALIFORNIA

Thank you!

CITY OF LIVERMORE CALIFORNIA

LIVERMORE
CALIFORNIA

LIBRARY BOARD OF TRUSTEES STAFF REPORT ITEM NO. 4.4

DATE: January 23, 2025

TO: Chairperson and Members of the Library Board of Trustees

FROM: Anwan Baker, Library Director

SUBJECT: Report on the Library's Strategic Planning Process

RECOMMENDED ACTION

Staff recommends the Library Board of Trustees receive the presentation.

SUMMARY

The Library is currently working through the creation of a new strategic plan that will help guide and set direction for Library services and operations. This new plan, which will cover the period of July 1, 2025, through June 30, 2028, will help bring the Library into alignment with the City's overarching strategic plan. This presentation will explain why a plan is needed, provide details on how the strategic plan is being constructed and developed, and provide insight on how the plan will support the needs of community members.

DISCUSSION

In the first quarter of FY 2024/25, the Library began the initial planning for the creation of a new strategic plan that will be in effect from July 1, 2025, through June 30, 2028. The current plan, which covers 2020-2025, is expiring and needs to be updated to bring the Library into closer alignment with the City's strategic plan. While the Library has evolved under its current plan and benefitted from the focus on our strategic objectives, business conditions, community requests, educational needs, and our responsibilities have evolved; this necessitates a fresh review of why the Library is here, what we can do to serve our community, and what our mission will be going forward.

After the establishment of our initial project management foundation, the strategic planning process was broken into the following four phases:

- Phase One - Launch/Engage
- Phase Two - Formulate Draft Plan
- Phase Three - Finalize Strategic Plan
- Phase Four - Implementation and Maintenance

As shown in the attached timeline document, Phase One has consisted of communicating with staff, developing our framework for establishing priorities, and the development and distribution of our surveys. Over the next 1.5 months, staff will continue to solicit and analyze survey responses, review existing resources and data, and examine other regional efforts to determine key desires and needs that should be addressed through the new strategic plan.

As we move into Phase Two in early March, staff efforts will shift to a focus on analyzing results and bringing our internal efforts and strategic planning into alignment with the City's strategic plan. It should be noted that at the time that our previous Library strategic plan was developed, a formal City plan did not exist. During this development cycle, we have the benefit of the data, analysis, and findings that were collected during the development of the City's strategic plan to guide our work - the City's plan has already paid dividends in terms of shaping Library services over the last two years and it will serve as the foundation for our new strategies.

After the Library has identified our new mission, vision, and strategic objectives based on the aforementioned analysis, we will begin designing and assembling the strategic plan document. This phase will require significant collaboration amongst staff and our partners; because of the broad nature of our community member and community partner needs, a diverse swath of opinions and contributions are necessary.

Phase Three will begin at the completion of the draft plan development. The plan will need to be reviewed, edited, and then presented to our internal staff, our leadership team, and the City Manager. Staff also plans to bring the draft presentation to the Library Board of Trustees for review and feedback. Upon the execution of all recommended changes and updates, the plan will be finalized and prepared for distribution.

Phase four represents the launch and implementation of the new plan. While the initial launch of the plan will be quick, the ongoing support and communication will be a long-term process. To reach peak levels of success, staff must ensure that the community has a complete understanding of the plan's purpose and what they can expect from their Library. There also must be continuous measurements in place to ensure that we are following through on the commitments made in the new strategic plan.

ATTACHMENTS

1. Livermore Public Library Strategic Plan Process Timeline

Prepared by: Allen McFarland
Management Analyst II

4 PHASES

City of Livermore Library Strategic Plan Process

Phase 1: Launch/Engage Timeframe: 3 months Dec 2024-Feb 2025

- Communicate with staff and internal stakeholders, launch of project ✓
- Develop framework for establishing priorities ✓
- Engage diverse community of stakeholders and system partners ✓
- Develop and launch survey tools ✓
- Gather information and data for gaps analysis, assessment of opportunities ✓
- Analyze data sources, documents, other relevant regional efforts, and align community/staff input to create vision to guide plan development



Phase 2: Formulate Draft Plan Timeframe: 3 months March-May 2025

- Identify strategies, goals and priority actions as defined by survey results, system partners and community input
- Align with broader City of Livermore Strategic Plan
- Continue public communications on development of Strategic Plan
- Identify implementation action steps in short and long term targets
- Develop draft plan and review with community, stakeholders, system partners for feedback

Phase 3: Finalize Strategic Plan Timeframe: 1 month June 2025

- Ensure overall plan is accessible and reflects the needs of diverse stakeholders
- Internal review by the Library's leadership team and the City Manager
- Final Strategic Plan will be presented to Library Board of Trustees

Phase 4: Implementation and Maintenance Timeframe: July 2025-Ongoing

- Ongoing public communication of update on plan status and activities
- Continuous measurement of key milestones and plan objectives

CITY OF LIVERMORE CALIFORNIA
LIVERMORE PUBLIC LIBRARY

LIVERMORE
CALIFORNIA

LIBRARY BOARD OF TRUSTEES STAFF REPORT ITEM NO. 4.5

DATE: January 23, 2025

TO: Chairperson and Members of the Library Board of Trustees

FROM: Anwan Baker, Library Director

SUBJECT: Report related to ongoing Library statistics for the months of November 2024 and December 2024

RECOMMENDED ACTION

Staff recommends the Library Board of Trustees receive the report and provide any necessary feedback.

SUMMARY

Prior to each Library Board of Trustees meeting, Board Members and the public will receive Library statistics that cover the previous month(s) within the agenda packet. Board Members are asked to review this information and are welcome to provide feedback on this information during the meeting. This month's agenda packet contains data for the months of November 2024 and December 2024.

DISCUSSION

Library Staff provides key statistics to the Library Board of Trustees and the public each month to highlight and give a brief overview of the utilization of our locations, resources, and materials. The Library welcomes any feedback or discussion related to the provided statistical data for the previous month(s).

ATTACHMENTS

1. November 2024 Statistics
2. Highlighted Statistics - November - 5-Year Comparison
3. December 2024 Statistics
4. Highlighted Statistics - December - 5-Year Comparison

Prepared by: Allen McFarland
Management Analyst II

November 2024 Monthly Report								
TOTAL LIBRARY SYSTEM	**MONTH CURR**	**PREV MONTH**	**% CHANGE**	**MONTH PREV. YR**	**% CHANGE**	**YEAR TO DATE**	**PREV YR TO DATE**	**% CHANGE**
TOTAL COLLECTION USE	77591	78096	-0.65%	69689	11.34%	416521	398969	4.40%
PHYSICAL ITEM CIRCULATION	56390	57674	-2.23%	53917	4.59%	307189	305821	0.45%
ELECTRONIC CONTENT USE	21201	20422	3.81%	15772	34.42%	109332	93148	17.37%
REGISTRATION	367	739	-50.34%	325	12.92%	3673	3502	4.88%
INFORMATION SERVICES								
DIRECTIONAL	2571	3069	-16.23%	1860	38.23%	14142	11577	22.16%
REFERENCE	1895	1928	-1.71%	1787	6.04%	11567	10080	14.75%
TECHNOLOGY ASSISTANCE	731	852	-14.20%	755	-3.18%	4447	4250	4.64%
DOOR COUNT	25900	28157	-8.02%	24403	6.13%	144404	134997	6.97%
WEBSITE VISITS	15551	17225	-9.72%	12342	26.00%	88868	74648	19.05%
RESERVE MATERIALS								
REQUESTED	4699	4731	-0.68%	4741	-0.89%	25721	23729	8.39%
FILLED	3926	4258	-7.80%	4134	-5.03%	21745	21487	1.20%
INTERLIBRARY LOAN								
TO OTHER LIB.	547	718	-23.82%	596	-8.22%	3315	3404	-2.61%
FROM OTHER LIB.	620	609	1.81%	603	2.82%	3241	3995	-18.87%
PUBLIC COMPUTER ACCESS								
# OF COMPUTER USERS	4417	4430	-0.29%	3909	13.00%	22965	22430	2.39%
PROGRAMS								
CHILDREN'S	69	87	-20.69%	67	2.99%	426	403	5.71%
ATTENDANCE	4380	4294	2.00%	2944	48.78%	24774	19887	24.57%
ADULT	33	41	-19.51%	24	37.50%	202	135	49.63%
ATTENDANCE	308	396	-22.22%	279	10.39%	2454	2542	-3.46%
TOTAL PROGRAMS	102	128	-20.31%	91	12.09%	628	538	16.73%
TOTAL ATTENDANCE	4688	4690	-0.04%	3223	45.45%	27228	22429	21.40%
GROUPS								
# OF GROUPS	21	35	-40.00%	3	600.00%	79	13	507.69%
ATTENDANCE	510	864	-40.97%	240	112.50%	1920	1339	43.39%
MEETING ROOM USE								
MEETINGS	748	829	-9.77%	612	22.22%	3895	3274	18.97%

SERVICES								
# OF SERVICES	93	93	0.00%	78	19.23%	440	401	9.73%
TOTAL SERVED	146	234	-37.61%	146	0.00%	886	731	21.20%
EVENTS								
# OF EVENTS	1	8	-87.50%	0	0.00%	12	14	-14.29%
TOTAL CONTACTED	5	5452	-99.91%	0	0.00%	5809	5428	7.02%
VOLUNTEER HOURS								
LIBRARY	91	96.5	-5.70%	86	5.81%	345	292.5	17.95%
YAV'S	44	2	2100.00%	4	1000.00%	548.75	689.75	-20.44%
FRIENDS	300	326	-7.98%	309	-2.91%	1702	1653	2.96%
LITERACY	293.5	467.5	-37.22%	335	-12.39%	2119	1581	34.03%
OTHER	8	14	-42.86%	0	0.00%	33	14	135.71%
TOTAL VOLUNTEER HRS.	736.5	906	-18.71%	734	0.34%	4747.75	4230.25	12.23%

TECHNICAL SERVICES	MONTH CURR	PREV MONTH	% CHANGE	MONTH PREV YR.	% CHANGE	YEAR TO DATE	PREV YR. TO DATE	% CHANGE
NEW MATERIALS REC'D								
BOOKS	1068	1034	3.29%	1317	-18.91%	4486	5454	-17.75%
AUDIO	25	41	-39.02%	41	-39.02%	72	91	-20.88%
VIDEO	67	74	-9.46%	75	-10.67%	326	379	-13.98%
GAMES	17	0	0.00%	19	-10.53%	40	45	-11.11%
REALIA	34	0	0.00%	3	1033.33%	82	31	164.52%
PERIODICALS	327	328	-0.30%	317	3.15%	1630	1683	-3.15%
CC	293	307	-4.56%	296	-1.01%	1509	1570	-3.89%
RN	19	10	90.00%	10	90.00%	59	56	5.36%
SP	15	11	36.36%	11	36.36%	62	57	8.77%
ONLINE RESOURCES	21	126	-83.33%	16519	-99.87%	482	16852	-97.14%
DONATIONS	46	131	-64.89%	32	43.75%	1125	351	220.51%
TOTAL	1605	1734	-7.44%	18323	-91.24%	8243	24886	-66.88%
ITEMS PROCESSED								
BOOKS	637	1002	-36.43%	1150	-44.61%	5143	5484	-6.22%
AUDIO	25	37	-32.43%	4	525.00%	80	50	60.00%
VIDEO	94	69	36.23%	111	-15.32%	380	393	-3.31%
GAMES	18	11	63.64%	19	-5.26%	56	72	-22.22%
REALIA	33	18	83.33%	6	450.00%	112	51	119.61%
PERIODICALS	327	328	-0.30%	317	3.15%	1630	1683	-3.15%
CC	293	307	-4.56%	296	-1.01%	1509	1570	-3.89%
RN	19	10	90.00%	10	90.00%	59	56	5.36%
SP	15	11	36.36%	11	36.36%	62	57	8.77%
ONLINE RESOURCES	37	194	-80.93%	16754	-99.78%	644	17171	-96.25%
TOTAL	1171	1659	-29.42%	18361	-93.62%	8045	24904	-67.70%
COLLECTION HOLDINGS	**CURR. TOTAL**							
ADULT FICTION	40971							
ADULT NONFICTION	38329							
YOUTH FICTION	66271							
YOUTH NONFICTION	20971							
TEEN FICTION	5968							
TEEN NON-FICTION	447							
REFERENCE	1916							
INTL LANGUAGE	1439							
SPANISH LANGUAGE	5527							
AUDIO MATERIALS	4427							
VIDEO MATERIALS	10486							
MICROFILM	3076							
LIBRARY OF THINGS	475							
GAMES	322							

PERIODICAL ITEMS	3177							
EBOOKS	12915							
ONLINE RESOURCES	419							
INTERLIBRARY LOAN	10							
BOOK CLUB KITS	0							
MISC (Call # Not in SCAT Table)	13							
TOTAL HOLDINGS	217159							
PERIODICAL SUBSCRIPTIONS	204							

CIVIC CENTER LIBRARY	MONTH CURR	PREV MONTH	% CHANGE	MONTH PREV YR.	% CHANGE	YEAR TO DATE	PREV YR. TO DATE	% CHANGE
CIRCULATION	53694	54955	-2.29%	51524	4.21%	293852	291821	0.70%
REGISTRATION	354	708	-50.00%	308	14.94%	3531	3376	4.59%
INFORMATION SERVICES								
DIRECTIONAL	2178	2526	-13.78%	1498	45.39%	12042	9679	24.41%
REFERENCE	1609	1603	0.37%	1630	-1.29%	10091	8964	12.57%
TECHNOLOGY ASSISTANCE	663	710	-6.62%	689	-3.77%	3989	3938	1.30%
DOOR COUNT	21179	23241	-8.87%	20690	2.36%	119476	115494	3.45%
RESERVE MATERIALS								
REQUESTED	538	682	-21.11%	583	-7.72%	3862	3023	27.75%
FILLED	2949	3163	-6.77%	3029	-2.64%	16024	15990	0.21%
PUBLIC COMPUTER ACCESS								
# OF COMPUTER USERS	3577	3509	1.94%	3340	7.10%	18960	18308	3.56%
INTERLIBRARY LOAN								
TO OTHER LIB.	547	718	-23.82%	596	-8.22%	3315	3404	-2.61%
FROM OTHER LIB.	620	609	1.81%	603	2.82%	3241	3995	-18.87%
PROGRAMS								
CHILDREN'S	37	45	-17.78%	35	5.71%	219	217	0.92%
ATTENDANCE	2755	2252	22.34%	1652	66.77%	13622	12008	13.44%
ADULT	25	32	-21.88%	20	25.00%	159	120	32.50%
ATTENDANCE	291	365	-20.27%	266	9.40%	2247	2487	-9.65%
TOTAL PROGRAMS	62	77	-19.48%	55	12.73%	378	337	12.17%
TOTAL ATTENDANCE	3046	2617	16.39%	1918	58.81%	15869	14495	9.48%
GROUPS								
# OF GROUPS	0	2	-100.00%	1	-100.00%	10	10	0.00%
ATTENDANCE	0	45	-100.00%	200	-100.00%	214	1109	-80.70%
MEETING ROOM USE								
MEETINGS	748	829	-9.77%	612	22.22%	3895	3274	18.97%
SERVICES								
# OF SERVICES	82	74	10.81%	59	38.98%	371	327	13.46%
TOTAL SERVED	82	74	10.81%	58	41.38%	371	371	0.00%
EVENTS								

# OF EVENTS	1	6	-83.33%	0	0.00%	10	12	-16.67%
TOTAL CONTACTED	5	3666	-99.86%	0	0.00%	4023	4578	-12.12%
VOLUNTEER HOURS								
LIBRARY	12	14.5	-17.24%	18	-33.33%	75.5	81	-6.79%
YAV'S	42	0	0.00%	2	2000.00%	262.75	426.5	-38.39%
FRIENDS	300	326	-7.98%	309	-2.91%	1702	1653	2.96%
LITERACY	287	459	-37.47%	326	-11.96%	2078	1559	33.29%
OTHER	0	0	0.00%	0	0.00%	0	9	-100.00%
TOTAL VOLUNTEER HRS.	641	799.5	-19.82%	655	-2.14%	4118.25	3728.5	10.45%

SPRINGTOWN	MONTH CURR	PREV MONTH	% CHANGE	MONTH PREV YR.	% CHANGE	YEAR TO DATE	PREV YR. TO DATE	% CHANGE
CIRCULATION	262	362	-27.62%	313	-16.29%	1594	2242	-28.90%
REGISTRATION	2	11	-81.82%	1	100.00%	55	21	161.90%
INFORMATION SERVICES								
DIRECTIONAL	84	90	-6.67%	74	13.51%	510	535	-4.67%
REFERENCE	94	113	-16.81%	63	49.21%	474	365	29.86%
TECHNOLOGY ASSISTANCE	16	25	-36.00%	13	23.08%	112	71	57.75%
DOOR COUNT	695	695	0.00%	703	-1.14%	3852	4221	-8.74%
RESERVE MATERIALS								
REQUESTED	61	68	-10.29%	60	1.67%	288	235	22.55%
FILLED	443	534	-17.04%	542	-18.27%	2696	2616	3.06%
INTERLIBRARY LOAN								
TO OTHER LIB.	0	0	0.00%	0	0.00%	0	0	0.00%
FROM OTHER LIB.	0	0	0.00%	0	0.00%	0	0	0.00%
PUBLIC COMPUTER ACCESS								
# OF COMPUTER USERS	13	25	-48.00%	23	-43.48%	96	85	12.94%
PROGRAMS								
CHILDREN'S	8	12	-33.33%	13	-38.46%	52	58	-10.34%
ATTENDANCE	249	369	-32.52%	295	-15.59%	1890	2035	-7.13%
ADULT	4	4	0.00%	4	0.00%	20	15	33.33%
ATTENDANCE	6	12	-50.00%	13	-53.85%	64	55	16.36%
TOTAL PROGRAMS	12	16	-25.00%	17	-29.41%	72	73	-1.37%
TOTAL ATTENDANCE	255	381	-33.07%	308	-17.21%	1954	2090	-6.51%
GROUPS								
# OF GROUPS	2	2	0.00%	0	0.00%	6	0	0.00%
ATTENDANCE	32	100	-68.00%	0	0.00%	164	0	0.00%
MEETING ROOM USE								
MEETINGS	0	0	0.00%	0	0.00%	0	0	0.00%
SERVICES								
#OF SERVICES	0	0	0.00%	0	0.00%	0	0	0.00%
TOTAL SERVED	0	0	0.00%	0	0.00%	0	0	0.00%
EVENTS								
# OF EVENTS	0	2	-100.00%	0	0.00%	2	2	0.00%

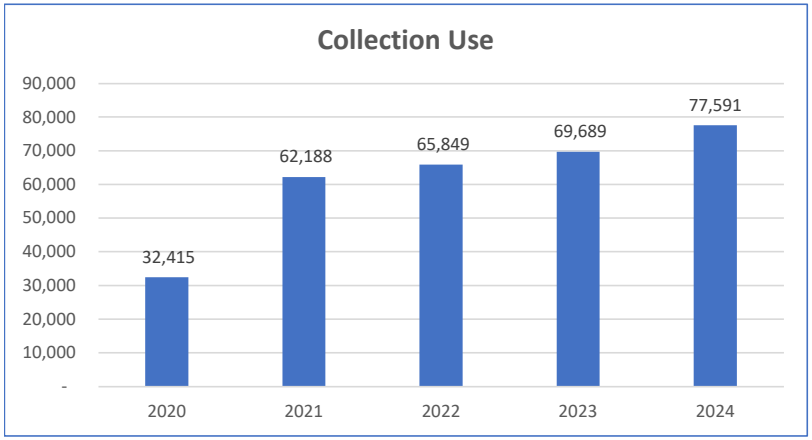
TOTAL CONTACTED	0	1786	-100.00%	0	0.00%	1786	850	110.12%
VOLUNTEER HOURS								
LIBRARY	0	0	0.00%	0	0.00%	0	3	-100.00%
YAV'S	2	2	0.00%	2	0.00%	58.5	76.5	-23.53%
FRIENDS	0	0	0.00%	0	0.00%	0	0	0.00%
LITERACY	6.5	8.5	-23.53%	9	-27.78%	41	22	86.36%
OTHER	0	0	0.00%	0	0.00%	0	5	-100.00%
TOTAL VOLUNTEER HRS.	8.5	10.5	-19.05%	11	-22.73%	99.5	106.5	-6.57%

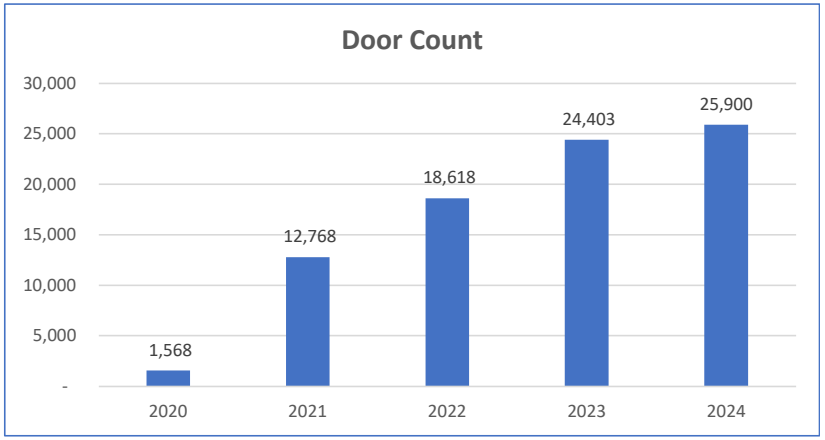
RINCON	MONTH CURR	PREV MONTH	% CHANGE	MONTH PREV YR.	% CHANGE	YEAR TO DATE	PREV YR. TO DATE	% CHANGE
CIRCULATION	956	1132	-15.55%	903	5.87%	5191	4893	6.09%
REGISTRATION	11	20	-45.00%	16	-31.25%	87	105	-17.14%
INFORMATION SERVICES								
DIRECTIONAL	309	453	-31.79%	288	7.29%	1590	1363	16.65%
REFERENCE	192	212	-9.43%	94	104.26%	1002	751	33.42%
TECHNOLOGY ASSISTANCE	52	117	-55.56%	53	-1.89%	346	241	43.57%
DOOR COUNT	4026	4221	-4.62%	3010	33.75%	21076	15282	37.91%
RESERVE MATERIALS								
REQUESTED	112	58	93.10%	108	3.70%	413	336	22.92%
FILLED	534	561	-4.81%	563	-5.15%	3025	2881	5.00%
INTERLIBRARY LOAN								
TO OTHER LIB.	0	0	0.00%	0	0.00%	0	0	0.00%
FROM OTHER LIB.	0	0	0.00%	0	0.00%	0	0	0.00%
PUBLIC COMPUTER ACCESS								
# OF COMPUTER USERS	827	896	-7.70%	546	51.47%	3909	4037	-3.17%
PROGRAMS								
CHILDREN'S	24	30	-20.00%	19	26.32%	155	128	21.09%
ATTENDANCE	1376	1673	-17.75%	997	38.01%	9262	5844	58.49%
ADULT	4	5	-20.00%	0	0.00%	23	0	0.00%
ATTENDANCE	11	19	-42.11%	0	0.00%	143	0	0.00%
TOTAL PROGRAMS	28	35	-20.00%	19	47.37%	178	128	39.06%
TOTAL ATTENDANCE	1387	1692	-18.03%	997	39.12%	9405	5844	60.93%
GROUPS								
# OF GROUPS	19	31	-38.71%	2	850.00%	63	3	2000.00%
ATTENDANCE	478	719	-33.52%	40	1095.00%	1542	230	570.43%
MEETING ROOM USE								
MEETINGS	0	0	0.00%	0	0.00%	0	0	0.00%
SERVICES								
# OF SERVICES	11	19	-42.11%	19	-42.11%	69	74	-6.76%
TOTAL SERVED	64	160	-60.00%	88	-27.27%	515	360	43.06%
EVENTS								

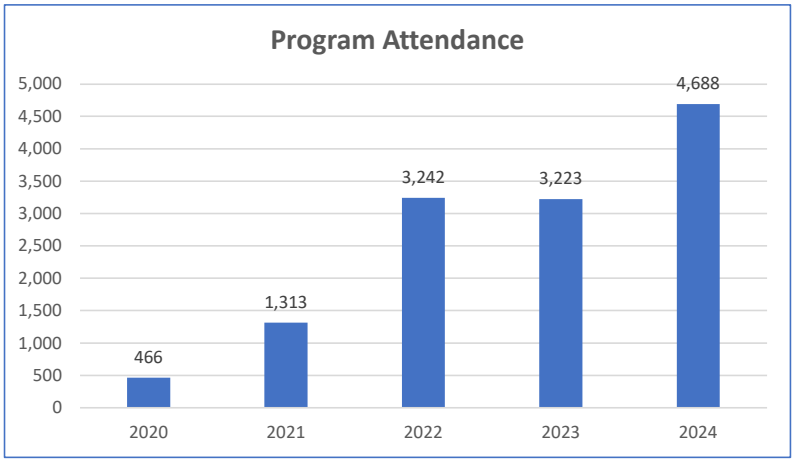
# OF EVENTS	0	0	0.00%	0	0.00%	0	0	0.00%
TOTAL CONTACTED	0	0	0.00%	0	0.00%	0	0	0.00%
VOLUNTEER HOURS								
LIBRARY	79	82	-3.66%	68	16.18%	269.5	208.5	29.26%
YAV'S	0	0	0.00%	0	0.00%	227.5	186.75	21.82%
FRIENDS	0	0	0.00%	0	0.00%	0	0	0.00%
LITERACY	0	0	0.00%	0	0.00%	0	0	0.00%
OTHER	8	14	-42.86%	0	0.00%	33	0	0.00%
TOTAL VOLUNTEER HRS.	87	96	-9.38%	68	27.94%	530	395.25	34.09%

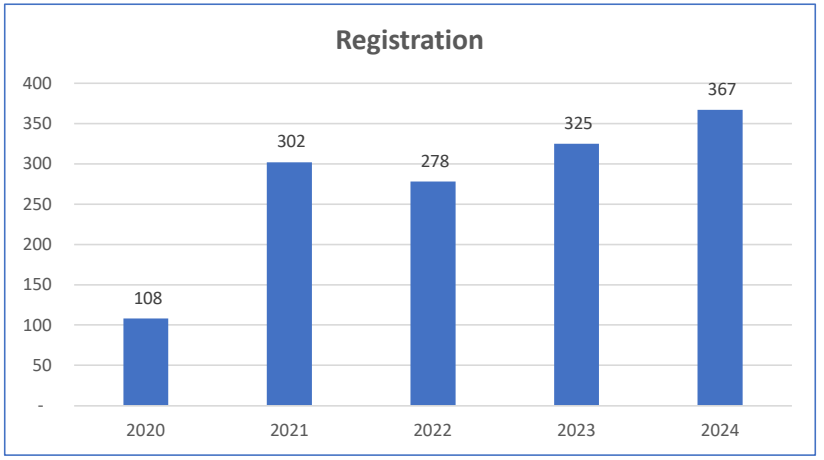
DIGITAL LIBRARY	MONTH CURR	PREV MONTH	% CHANGE	MONTH PREV YR.	% CHANGE	YEAR TO DATE	PREV YR. TO DATE	% CHANGE
CIRCULATION - LIBRARY CATALOG (PHYSICAL ITEMS)	1478	1225	20.65%	1177	25.57%	6552	6865	-4.56%
CIRCULATION - DOWNLOADABLE COLLECTION	10165	9856	3.14%	9585	6.05%	49891	44430	12.29%
OVERDRIVE	10165	9856	3.14%	9554	6.40%	49891	44329	12.55%
ENKI	0	0	0.00%	31	-100.00%	0	101	-100.00%
ELECTRONIC INFORMATION	11036	10566	4.45%	6187	78.37%	59441	48718	22.01%
DISCOVER & GO	41	37	10.81%	29	41.38%	256	262	-2.29%
RB DIGITAL	0	0	0.00%	0	0.00%	0	0	0.00%
KANOPY	1107	1104	0.27%	828	33.70%	5827	3534	64.88%
INFORMATION DATABASES	9888	9425	4.91%	5330	85.52%	53358	44922	18.78%
CATALOG SEARCHES	230989	234469	-1.48%	134220	72.10%	1256314	692434	81.43%
WEBSITE VISITS	15,551	17225	-9.72%	12342	26.00%	88868	74648	19.05%
RESERVE MATERIALS								
REQUESTED	3988	3923	1.66%	3990	-0.05%	21158	20135	5.08%

MONTH OF NOVEMBER 2024
5-YEAR COMPARISON (2020 - 2024)









December 2024 Monthly Report								
TOTAL LIBRARY SYSTEM	**MONTH CURR**	**PREV MONTH**	**% CHANGE**	**MONTH PREV. YR**	**% CHANGE**	**YEAR TO DATE**	**PREV YR TO DATE**	**% CHANGE**
TOTAL COLLECTION USE	78320	77591	0.94%	70914	10.44%	494841	469883	5.31%
PHYSICAL ITEM CIRCULATION	53521	56390	-5.09%	53999	-0.89%	360710	359820	0.25%
ELECTRONIC CONTENT USE	24799	21201	16.97%	16915	46.61%	134131	110063	21.87%
REGISTRATION	397	367	8.17%	432	-8.10%	4070	3934	3.46%
INFORMATION SERVICES								
DIRECTIONAL	2836	2571	10.31%	2577	10.05%	16978	14154	19.95%
REFERENCE	1772	1895	-6.49%	2045	-13.35%	13339	12125	10.01%
TECHNOLOGY ASSISTANCE	773	731	5.75%	784	-1.40%	5220	5034	3.69%
DOOR COUNT	24058	25900	-7.11%	22800	5.52%	168462	157797	6.76%
WEBSITE VISITS	16570	15551	6.55%	14280	16.04%	105438	88928	18.57%
RESERVE MATERIALS								
REQUESTED	4251	4699	-9.53%	4407	-3.54%	29972	28136	6.53%
FILLED	3641	3926	-7.26%	3869	-5.89%	25386	25356	0.12%
INTERLIBRARY LOAN								
TO OTHER LIB.	522	547	-4.57%	514	1.56%	3837	3918	-2.07%
FROM OTHER LIB.	555	620	-10.48%	581	-4.48%	3796	4576	-17.05%
PUBLIC COMPUTER ACCESS								
# OF COMPUTER USERS	3896	4417	-11.80%	3732	4.39%	26861	26162	2.67%
PROGRAMS								
CHILDREN'S	58	69	-15.94%	50	16.00%	484	453	6.84%
ATTENDANCE	2491	4380	-43.13%	2167	14.95%	27265	22054	23.63%
ADULT	30	33	-9.09%	24	25.00%	232	159	45.91%
ATTENDANCE	249	308	-19.16%	235	5.96%	2703	2777	-2.66%
TOTAL PROGRAMS	88	102	-13.73%	74	18.92%	716	612	16.99%
TOTAL ATTENDANCE	2740	4688	-41.55%	2402	14.07%	29968	24831	20.69%
GROUPS								
# OF GROUPS	22	21	4.76%	4	450.00%	101	17	494.12%
ATTENDANCE	481	510	-5.69%	157	206.37%	2401	1496	60.49%
MEETING ROOM USE								
MEETINGS	658	748	-12.03%	633	3.95%	4553	3907	16.53%

SERVICES								
# OF SERVICES	84	93	-9.68%	74	13.51%	524	475	10.32%
TOTAL SERVED	137	146	-6.16%	111	23.42%	1023	842	21.50%
EVENTS								
# OF EVENTS	1	1	0.00%	1	0.00%	13	15	-13.33%
TOTAL CONTACTED	7	5	40.00%	10	-30.00%	5816	5438	6.95%
VOLUNTEER HOURS								
LIBRARY	77	91	-15.38%	60.5	27.27%	422	353	19.55%
YAV'S	7	44	-84.09%	20	-65.00%	555.75	709.75	-21.70%
FRIENDS	344	300	14.67%	294	17.01%	2046	1947	5.08%
LITERACY	328	293.5	11.75%	232	41.38%	2447	1813	34.97%
OTHER	8	8	0.00%	8	0.00%	41	22	86.36%
TOTAL VOLUNTEER HRS.	764	736.5	3.73%	614.5	24.33%	5511.75	4844.75	13.77%

TECHNICAL SERVICES	MONTH CURR	PREV MONTH	% CHANGE	MONTH PREV YR.	% CHANGE	YEAR TO DATE	PREV YR. TO DATE	% CHANGE
NEW MATERIALS REC'D								
BOOKS	587	1068	-45.04%	1190	-50.67%	5073	6644	-23.65%
AUDIO	4	25	-84.00%	12	-66.67%	76	103	-26.21%
VIDEO	50	67	-25.37%	83	-39.76%	376	462	-18.61%
GAMES	0	17	-100.00%	18	-100.00%	40	63	-36.51%
REALIA	0	34	-100.00%	21	-100.00%	82	52	57.69%
PERIODICALS	292	327	-10.70%	291	0.34%	1922	1974	-2.63%
CC	279	293	-4.78%	276	1.09%	1788	1846	-3.14%
RN	7	19	-63.16%	8	-12.50%	66	64	3.13%
SP	6	15	-60.00%	7	-14.29%	68	64	6.25%
ONLINE RESOURCES	286	21	1261.90%	60	376.67%	768	16912	-95.46%
DONATIONS	56	46	21.74%	19	194.74%	1181	370	219.19%
TOTAL	1275	1605	-20.56%	1694	-24.73%	9518	26580	-64.19%
ITEMS PROCESSED								
BOOKS	941	637	47.72%	845	11.36%	6084	6329	-3.87%
AUDIO	15	25	-40.00%	37	-59.46%	95	87	9.20%
VIDEO	42	94	-55.32%	55	-23.64%	422	448	-5.80%
GAMES	0	18	-100.00%	0	0.00%	56	72	-22.22%
REALIA	13	33	-60.61%	8	62.50%	125	59	111.86%
PERIODICALS	292	327	-10.70%	291	0.34%	1922	1974	-2.63%
CC	279	293	-4.78%	276	1.09%	1788	1846	-3.14%
RN	7	19	-63.16%	8	-12.50%	66	64	3.13%
SP	6	15	-60.00%	7	-14.29%	68	64	6.25%
ONLINE RESOURCES	286	37	672.97%	138	107.25%	930	17309	-94.63%
TOTAL	1589	1171	35.70%	1374	15.65%	9634	26278	-63.34%
COLLECTION HOLDINGS	**CURR. TOTAL**							
ADULT FICTION	40799							
ADULT NONFICTION	38159							
YOUTH FICTION	66471							
YOUTH NONFICTION	21089							
TEEN FICTION	6036							
TEEN NON-FICTION	446							
REFERENCE	1916							
INTL LANGUAGE	1446							
SPANISH LANGUAGE	5560							
AUDIO MATERIALS	4442							
VIDEO MATERIALS	10496							
MICROFILM	3076							
LIBRARY OF THINGS	477							
GAMES	321							

PERIODICAL ITEMS	3247							
EBOOKS	13200							
ONLINE RESOURCES	419							
INTERLIBRARY LOAN	10							
BOOK CLUB KITS	0							
MISC (Call # Not in SCAT Table)	15							
TOTAL HOLDINGS	217625							
PERIODICAL SUBSCRIPTIONS	204							

CIVIC CENTER LIBRARY	MONTH CURR	PREV MONTH	% CHANGE	MONTH PREV YR.	% CHANGE	YEAR TO DATE	PREV YR. TO DATE	% CHANGE
CIRCULATION	50737	53694	-5.51%	51713	-1.89%	344589	343534	0.31%
REGISTRATION	371	354	4.80%	421	-11.88%	3902	3797	2.77%
INFORMATION SERVICES								
DIRECTIONAL	2440	2178	12.03%	2264	7.77%	14482	11943	21.26%
REFERENCE	1577	1609	-1.99%	1774	-11.10%	11668	10738	8.66%
TECHNOLOGY ASSISTANCE	694	663	4.68%	724	-4.14%	4683	4662	0.45%
DOOR COUNT	20479	21179	-3.31%	19592	4.53%	139955	135086	3.60%
RESERVE MATERIALS								
REQUESTED	449	538	-16.54%	577	-22.18%	4311	3600	19.75%
FILLED	2741	2949	-7.05%	2846	-3.69%	18765	18836	-0.38%
PUBLIC COMPUTER ACCESS								
# OF COMPUTER USERS	3176	3577	-11.21%	3251	-2.31%	22136	21559	2.68%
INTERLIBRARY LOAN								
TO OTHER LIB.	522	547	-4.57%	514	1.56%	3837	3918	-2.07%
FROM OTHER LIB.	555	620	-10.48%	581	-4.48%	3796	4576	-17.05%
PROGRAMS								
CHILDREN'S	32	37	-13.51%	30	6.67%	251	247	1.62%
ATTENDANCE	1573	2755	-42.90%	1443	9.01%	15195	13451	12.97%
ADULT	23	25	-8.00%	20	15.00%	182	140	30.00%
ATTENDANCE	198	291	-31.96%	220	-10.00%	2445	2707	-9.68%
TOTAL PROGRAMS	55	62	-11.29%	50	10.00%	433	387	11.89%
TOTAL ATTENDANCE	1771	3046	-41.86%	1663	6.49%	17640	16158	9.17%
GROUPS								
# OF GROUPS	1	0	0.00%	3	-66.67%	11	13	-15.38%
ATTENDANCE	17	0	0.00%	92	-81.52%	231	1201	-80.77%
MEETING ROOM USE								
MEETINGS	658	748	-12.03%	633	3.95%	4553	3907	16.53%
SERVICES								
# OF SERVICES	72	82	-12.20%	62	16.13%	443	389	13.88%
TOTAL SERVED	72	82	-12.20%	67	7.46%	443	438	1.14%
EVENTS								

# OF EVENTS	1	1	0.00%	1	0.00%	11	13	-15.38%
TOTAL CONTACTED	7	5	40.00%	10	-30.00%	4030	4588	-12.16%
VOLUNTEER HOURS								
LIBRARY	9	12	-25.00%	15	-40.00%	84.5	96	-11.98%
YAV'S	5	42	-88.10%	19	-73.68%	267.75	445.5	-39.90%
FRIENDS	344	300	14.67%	294	17.01%	2046	1947	5.08%
LITERACY	322	287	12.20%	226	42.48%	2400	1785	34.45%
OTHER	0	0	0.00%	3	-100.00%	0	12	-100.00%
TOTAL VOLUNTEER HRS.	680	641	6.08%	557	22.08%	4798.25	4285.5	11.96%

SPRINGTOWN	MONTH CURR	PREV MONTH	% CHANGE	MONTH PREV YR.	% CHANGE	YEAR TO DATE	PREV YR. TO DATE	% CHANGE
CIRCULATION	245	262	-6.49%	334	-26.65%	1839	2576	-28.61%
REGISTRATION	4	2	100.00%	4	0.00%	59	25	136.00%
INFORMATION SERVICES								
DIRECTIONAL	117	84	39.29%	96	21.88%	627	631	-0.63%
REFERENCE	36	94	-61.70%	174	-79.31%	510	539	-5.38%
TECHNOLOGY ASSISTANCE	20	16	25.00%	10	100.00%	132	81	62.96%
DOOR COUNT	578	695	-16.83%	650	-11.08%	4430	4871	-9.05%
RESERVE MATERIALS								
REQUESTED	54	61	-11.48%	44	22.73%	342	279	22.58%
FILLED	419	443	-5.42%	507	-17.36%	3115	3123	-0.26%
INTERLIBRARY LOAN								
TO OTHER LIB.	0	0	0.00%	0	0.00%	0	0	0.00%
FROM OTHER LIB.	0	0	0.00%	0	0.00%	0	0	0.00%
PUBLIC COMPUTER ACCESS								
# OF COMPUTER USERS	17	13	30.77%	18	-5.56%	113	103	9.71%
PROGRAMS								
CHILDREN'S	8	8	0.00%	5	60.00%	60	63	-4.76%
ATTENDANCE	213	249	-14.46%	131	62.60%	2103	2166	-2.91%
ADULT	3	4	-25.00%	3	0.00%	23	18	27.78%
ATTENDANCE	8	6	33.33%	12	-33.33%	72	67	7.46%
TOTAL PROGRAMS	11	12	-8.33%	8	37.50%	83	81	2.47%
TOTAL ATTENDANCE	221	255	-13.33%	143	54.55%	2175	2233	-2.60%
GROUPS								
# OF GROUPS	1	2	-50.00%	0	0.00%	7	0	0.00%
ATTENDANCE	33	32	3.13%	0	0.00%	197	0	0.00%
MEETING ROOM USE								
MEETINGS	0	0	0.00%	0	0.00%	0	0	0.00%
SERVICES								
#OF SERVICES	0	0	0.00%	0	0.00%	0	0	0.00%
TOTAL SERVED	0	0	0.00%	0	0.00%	0	0	0.00%
EVENTS								
# OF EVENTS	0	0	0.00%	0	0.00%	2	2	0.00%

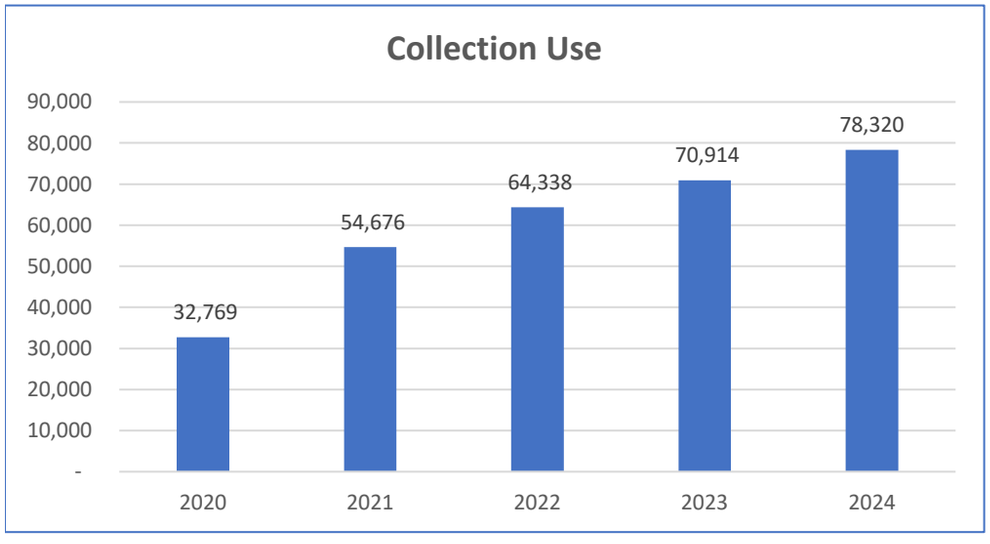
TOTAL CONTACTED	0	0	0.00%	0	0.00%	1786	850	110.12%
VOLUNTEER HOURS								
LIBRARY	0	0	0.00%	0	0.00%	0	3	-100.00%
YAV'S	2	2	0.00%	1	100.00%	60.5	77.5	-21.94%
FRIENDS	0	0	0.00%	0	0.00%	0	0	0.00%
LITERACY	6	6.5	-7.69%	6	0.00%	47	28	67.86%
OTHER	0	0	0.00%	0	0.00%	0	5	-100.00%
TOTAL VOLUNTEER HRS.	8	8.5	-5.88%	7	14.29%	107.5	113.5	-5.29%

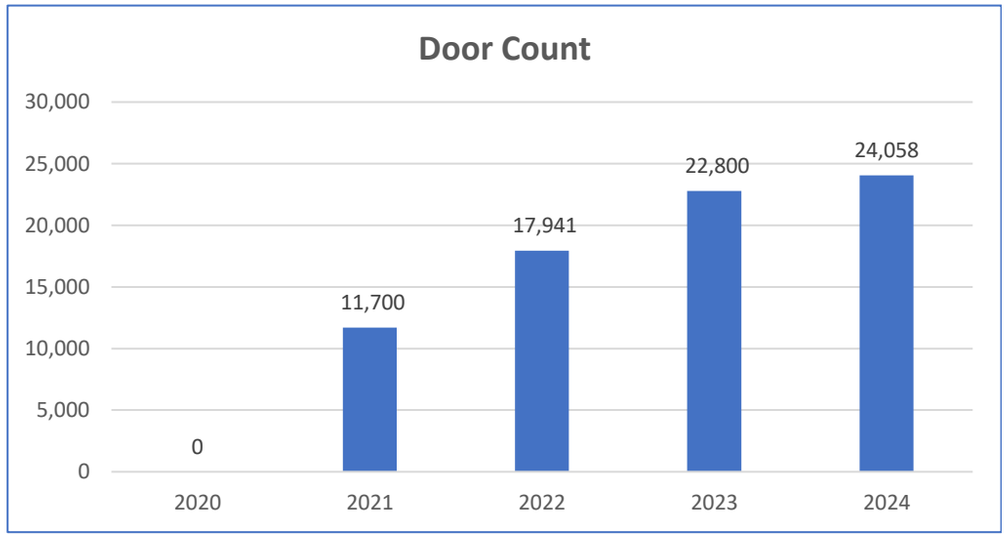
RINCON	MONTH CURR	PREV MONTH	% CHANGE	MONTH PREV YR.	% CHANGE	YEAR TO DATE	PREV YR. TO DATE	% CHANGE
CIRCULATION	997	956	4.29%	808	23.39%	6188	5701	8.54%
REGISTRATION	22	11	100.00%	7	214.29%	109	112	-2.68%
INFORMATION SERVICES								
DIRECTIONAL	279	309	-9.71%	217	28.57%	1869	1580	18.29%
REFERENCE	159	192	-17.19%	97	63.92%	1161	848	36.91%
TECHNOLOGY ASSISTANCE	59	52	13.46%	50	18.00%	405	291	39.18%
DOOR COUNT	3001	4026	-25.46%	2558	17.32%	24077	17840	34.96%
RESERVE MATERIALS								
REQUESTED	68	112	-39.29%	112	-39.29%	481	448	7.37%
FILLED	481	534	-9.93%	516	-6.78%	3506	3397	3.21%
INTERLIBRARY LOAN								
TO OTHER LIB.	0	0	0.00%	0	0.00%	0	0	0.00%
FROM OTHER LIB.	0	0	0.00%	0	0.00%	0	0	0.00%
PUBLIC COMPUTER ACCESS								
# OF COMPUTER USERS	703	827	-14.99%	463	51.84%	4612	4500	2.49%
PROGRAMS								
CHILDREN'S	18	24	-25.00%	15	20.00%	173	143	20.98%
ATTENDANCE	705	1376	-48.76%	593	18.89%	9967	6437	54.84%
ADULT	4	4	0.00%	1	300.00%	27	1	2600.00%
ATTENDANCE	43	11	290.91%	3	1333.33%	186	3	6100.00%
TOTAL PROGRAMS	22	28	-21.43%	16	37.50%	200	144	38.89%
TOTAL ATTENDANCE	748	1387	-46.07%	596	25.50%	10153	6440	57.66%
GROUPS								
# OF GROUPS	20	19	5.26%	1	1900.00%	83	4	1975.00%
ATTENDANCE	431	478	-9.83%	65	563.08%	1973	295	568.81%
MEETING ROOM USE								
MEETINGS	0	0	0.00%	0	0.00%	0	0	0.00%
SERVICES								
# OF SERVICES	12	11	9.09%	12	0.00%	81	86	-5.81%
TOTAL SERVED	65	64	1.56%	44	47.73%	580	404	43.56%
EVENTS								

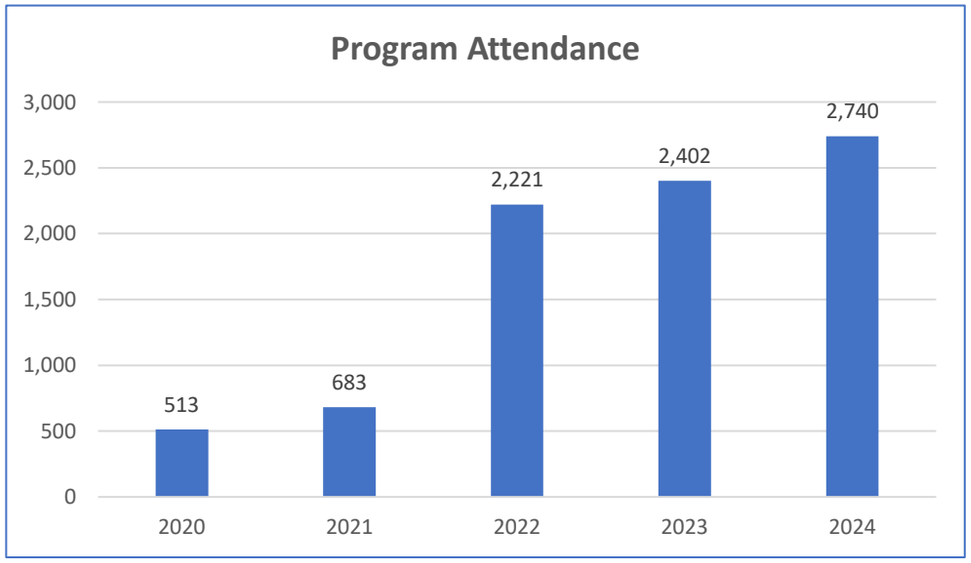
# OF EVENTS	0	0	0.00%	0	0.00%	0	0	0.00%
TOTAL CONTACTED	0	0	0.00%	0	0.00%	0	0	0.00%
VOLUNTEER HOURS								
LIBRARY	68	79	-13.92%	45.5	49.45%	337.5	254	32.87%
YAV'S	0	0	0.00%	0	0.00%	227.5	186.75	21.82%
FRIENDS	0	0	0.00%	0	0.00%	0	0	0.00%
LITERACY	0	0	0.00%	0	0.00%	0	0	0.00%
OTHER	8	8	0.00%	5	60.00%	41	5	720.00%
TOTAL VOLUNTEER HRS.	76	87	-12.64%	50.5	50.50%	606	445.75	35.95%

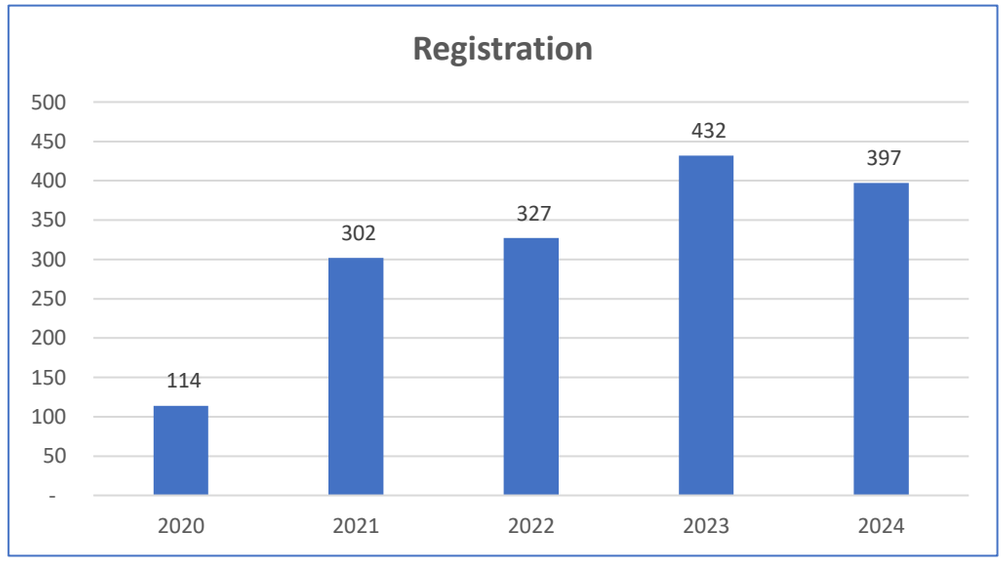
DIGITAL LIBRARY	MONTH CURR	PREV MONTH	% CHANGE	MONTH PREV YR.	% CHANGE	YEAR TO DATE	PREV YR. TO DATE	% CHANGE
CIRCULATION - LIBRARY CATALOG (PHYSICAL ITEMS)	1542	1478	4.33%	1144	34.79%	8094	8009	1.06%
CIRCULATION - DOWNLOADABLE COLLECTION	10605	10165	4.33%	10040	5.63%	60496	54470	11.06%
OVERDRIVE	10605	10165	4.33%	10018	5.86%	60496	54347	11.31%
ENKI	0	0	0.00%	22	-100.00%	0	123	-100.00%
ELECTRONIC INFORMATION	14194	11036	28.62%	6875	106.46%	73635	55593	32.45%
DISCOVER & GO	46	41	12.20%	75	-38.67%	302	337	-10.39%
RB DIGITAL	0	0	0.00%	0	0.00%	0	0	0.00%
KANOPY	889	1107	-19.69%	970	-8.35%	6716	4504	49.11%
INFORMATION DATABASES	13259	9888	34.09%	5830	127.43%	66617	50752	31.26%
CATALOG SEARCHES	222483	230989	-3.68%	139132	59.91%	1478797	831566	77.83%
WEBSITE VISITS	16,570	15551	6.55%	14280	16.04%	105438	88928	18.57%
RESERVE MATERIALS								
REQUESTED	3680	3988	-7.72%	3674	0.16%	24838	23809	4.32%

MONTH OF DECEMBER 2024
5-YEAR COMPARISON (2020 - 2024)









LIVERMORE
CALIFORNIA

LIBRARY BOARD OF TRUSTEES STAFF REPORT ITEM NO. 4.6

DATE: January 23, 2025

TO: Chairperson and Members of the Library Board of Trustees

FROM: Anwan Baker, Library Director

SUBJECT: Report related to ongoing Library activities for the months of November 2024 and December 2024

RECOMMENDED ACTION

Staff recommends the Library Board of Trustees receive the report and provide any necessary feedback.

SUMMARY

Prior to each Library Board of Trustees meeting, Board Members and the public will receive a list of key activities and programs that occurred within the last month(s) within the agenda packet. Board Members are asked to review this information prior to the meeting and are welcome to provide feedback on this information during the meeting. This month's agenda packet contains data for the months of November 2024 and December 2024.

DISCUSSION

Library staff provides the key activity data to the Library Board and the public each month to highlight and give a brief overview of the ongoing operations and efforts being undertaken by staff. The Livermore Public Library seeks to provide a diverse suite of services, programs, and resources to enhance the lives of our community, and welcomes any feedback or discussion related to our existing offerings, or potential new offerings.

ATTACHMENTS

1. November 2024 Programs
2. December 2024 Programs

Prepared by: Allen McFarland
Management Analyst II

Livermore Public Library Programs
NOVEMBER 2024

PROGRAMS (LIVE - IN PERSON)	Intended Audience	# of Programs	Attendance
Sing and Learn Babies	Children	4	216
Music and Movement	Children	22	1377
Sensory Storytime	Children	1	11
Storytime Stay & Play	Children	24	742
Sign Language: Stories & Songs	Children	1	111
Yoga Storytime	Children	4	100
Bedtime Storytime	Children	1	7
Rangoli Chalk Art	Children	1	65
Election Day Buttons	Children	1	24
Tween Maker Madness	Children	3	116
Native American Heritage Month Corn Husk Doll Craft	Children	1	41
Under the Lens: Rockets	Teens	1	32
Armchair Travelers Bus Tour of Historic Israel	Adults	1	48
The True Western Sycamore	Adult	1	14
Veterans Affairs Medical Outreach Team Visit	Adult	1	4
Fiber Friends	Adults	1	14
Affordable Homeownership Program Workshop	Adults	1	18
English Conversation Group	Adults	23	71
Día de los Muertos Community Celebration	All Ages	1	400
Hansamo Traditional Korean Drumming Performance and Taekwondo Demonstration	All Ages	1	100
Diwali Mela Celebration	All Ages	1	900
LARPD Family Campfire Night	All Ages	1	110
Board Game Night	All Ages	1	68
Total Live Programs		**97**	**4589**

PROGRAMS (HYBRID)	Intended Audience	# of Programs	Attendance
Book Clubs: We're Talkin' Books! Book Club; *Remarkably Bright Creatures* by Shelby Van Pelt	Adults	1	9

Book Clubs: History and Current Events Book Club; *Destiny of the Republic: A Tale of Madness, Medicine, and the Murder of a President* by Candice Millard	Adults	1	7
Writers Meetup	Adults	1	12
Spanish Language Conversation Group	Adults	1	11
Total Hybrid Programs		**4**	**39**

PROGRAMS (ASYNCHRONOUS)	**Intended Audience**	**# of New Programs**	**Unique Views/Uses During Month**
Take & Make Craft: Poppy Bookmark	Children	1	60
Total Asynchronous Programs		**1**	**60**

OUTREACH EVENTS (LIVE VIA ZOOM/IN PERSON)	**Intended Audience**	**# of Programs**	**Attendance**
Arbor Vista	Adults	1	5
Total Outreach Events		**1**	**5**

Livermore Public Library Programs
DECEMBER 2024

PROGRAMS (LIVE - IN PERSON)	Intended Audience	# of Programs	Attendance
Sing and Learn Babies	Children	3	134
Music and Movement	Children	18	1098
Sensory Storytime	Children	1	16
Storytime Stay & Play	Children	19	641
Storytime Library Tour CAPE	Children	1	17
Yoga Storytime	Children	3	69
Bedtime Storytime	Children	1	13
Tween Maker Madness	Children	3	178
PokéSWAP	Children	1	49
Homeschool Gathering	Children	3	101
Ornament Painting Craft	Children	1	76
Gift Tag Craft	Children	1	14
Under the Lens: The Water Cycle	Teens	1	22
Birds: Names, Fame, and Changes	Adults	1	7
Sculpting Workshop with Stephanie Thames	Adults	2	30
Encore Players' Staged Reading of "A Christmas Carol"	Adults	1	70
Wreath Craft	Adults	1	38
Veterans Affairs Medical Outreach Team Visit	Adults	1	6
Fiber Friends	Adults	1	8
English Conversation Group	Adults	20	58
Book Bingo	All Ages	1	25
Total Live Programs		**84**	**2670**

PROGRAMS (HYBRID)	Intended Audience	# of Programs	Attendance
Book Clubs: We're Talkin' Books! Book Club; *Vera Wong's Unsolicited Advice for Murderers* by Jesse Q. Sutanto	Adults	1	17
Writers Meetup	Adults	1	11
Spanish Language Conversation Group	Adults	1	4
Total Hybrid Programs		**3**	**32**

ATTACHMENT 2

PROGRAMS (ASYNCHRONOUS)	Intended Audience	# of New Programs	Unique Views/Uses During Month
Take & Make Craft: Arctic Fox	Children	1	38
Total Asynchronous Programs		**1**	**38**

OUTREACH EVENTS (LIVE VIA ZOOM/IN PERSON)	Intended Audience	# of Programs	Attendance
Arbor Vista	Adults	1	7
Total Outreach Events		**1**	**7**