Woodland Public Library 2010/2011

Director's Third Quarter Report

Staffing:

Since only 4 full-time employees staff the Library and the continuation of the funded but unfilled Librarian position, the Library has had to rely on part-time temporary staff to maintain minimum service levels to the public. In the 2nd quarter, there was an increase in temporary Librarian hours to allow the permanent Librarians time away from the public to catch up with a backlog of pressing issues such as working through problems with Baker & Taylor. In the 3rd quarter, those Librarian temporary hours were cut back to only filling in for vacations and illness. However, there is a growing backlog in normal off-desk tasks (such as weeding, temporary cataloging, etc.). That, along with an increased workload for Summer Reading Club, will require increased Librarian temporary hours to be used in the 4th quarter.

Temporary Employee Usage

Classification	Q1 2008-2009	Q1 2009-2010	Q1 2010-2011
Page Hours	1221	795.25	1012
LTA Hours	1973.5	832.25	1273.5
Librarian Hours	0	101.5	130
Q1	3194.5	1729	2415.5
Page Hours	1115.75	784	866.5
LTA Hours	1934	664	1424
Librarian Hours	26	70	328
Q2	3075.75	1518	2618.5
Mid Year	6270.25	3247	5034
Page Hours	1121.5	889.5	970
LTA Hours	1953.75	784	1185.5
Librarian Hours	8.5	46	264.25
Q3	3083.75	1719.5	2419.75
YTD			7453.75

In the 2nd quarter of the fiscal year, the Librarian I position (Youth Services Librarian) was approved by City Manager Mark Deven. With the November/December holidays and furloughs, the City's HR suggested the position not be posted until after holidays. The position was posted January 3, 2011, in Calopps.org and closed January 21, 2011. The first interviews were held February 10, 2011, and follow up interviews with two candidates were held February 24th and 27th. A candidate was selected and references were contacted but replies had been received when on March 7, 2011, Mr. Deven suddenly pulled approval for the position and informed the Library Services Director that

the position could not be filled at that time. Presently, the position is still funded but unfilled. Mr. Deven claims the position will be filled when city employees agree to "pension reform."

In the meantime, the Library will continue to use part-time temporary Librarians to fill the holes in the children's and teen areas which will once again result in an abbreviated Summer Reading Club.

Facility:

The Library's front door was replaced in January. The new doors are much more secure. There is also no longer a quarter inch gap where the doors meet so it's much more energy efficient too.

In November 2010, the Leake Center reported a heating problem. After several misdiagnoses, a contractor was called in a part was ordered. Eventually the Leake Center had full heat in March 2011.

The children's area also had heating problems this winter. After several adjustments by City facilities staff, eventually, a contractor was called in and the heat was restored immediately.

Technology:

The computer lab was closed by City IT staff the morning of February 8, 2011, for updates which caused problems for almost two months. The upgrade of the computer timing/reservation software had multiple interaction problems with the very old hardware in the lab (and it's been reported the new upgrade was very glitchy). City IT had been working on a new process called "virtualization" and they were able to take advantage of the lab's problems to begin implementing their new solution. City IT plans for all City computers to be replaced eventually with "virtualized" machines. All the computers in the lab have been replaced with one-piece monitors/CPUs and while there are still a few problems (there is a lengthy reboot time while software wipes out and rewrites everything), the lab works much better than it has in the past. The problem was resolved on March 27, 2011, so the public had very reduced access for almost two full months.

City IT also met at the Library with IT staff from Sacramento Public Library in March. It seemed like a very productive meeting. Sacramento PL was able to share some of their knowledge and experience with City IT staff and the City's staff was able to show off their virtualization progress.

Public Service:

Visits to Woodland Public Library in the 3rd quarter increased 12% from last year. With the Library's standardized hours which include every Saturday, the hope is that visits will continue to grow. Visits average almost 800 per day and 100 per hour.

Visits to Woodland Public Library

	2007	2008	2009	2010	2011
July	16680	20338	24427	19508	17672
August	17878	19225	20564	15674	16554
September	15567	19605	21631	17082	15952
Q1	50125	59168	66622	52264	50178
October	17065	20363	21193	16527	17203
November	15672	19902	18093	12968	14339
December	17009	17567	18867	14457	12709
Q2	49746	57832	58153	43952	44251
Mid Year	99871	117000	124775	96216	94429
January	20531	21527	22455	16175	18586
Feburuary	19738	17747	22165	15745	16477
March	20194	21039	24422	18494	21443
Q3	60463	60313	69042	50414	56506

Circulation increased from last year's 3rd quarter by 11%. Since the previous quarters had lower circulation than the previous year, the year-to-date increase is only 1%. The renovated Mary L. Stevens Davis Branch of the Yolo County Public Library reopened in December after being closed since October. Woodland's increased statistics in October and November may have been due to the Davis library's closure but the increase in the entire 3rd quarter shows a promising increase circulation trend.

Tradition Checkouts and Renewals

	FY 07	FY 08	FY 09	FY 10	FY 11	% Change
Jul	22,262	26,706	32,617	28,598	27,804	-2.78%
Aug	21,852	27,290	27,688	25,299	23,743	-6.15%
Sep	21,149	25,769	28,220	25,697	22,817	-11.21%
Q1	65,263	79,765	88,525	79,594	74,364	-6.57%
Oct	20,098	27,099	29,084	25,317	25,579	1.03%
Nov	20,241	27,033	26,699	21,086	23,675	12.28%
Dec	19,848	26,067	28,307	22,345	19,317	-13.55%
Q2	60,187	80,199	84,090	68,748	68,571	-0.26%
Mid Year	125,450	159,964	172,615	148,342	142,935	-3.64%
Jan	23,409	28,565	29,261	24,079	27,009	12.17%
Feb	21,389	27,541	27,692	23,114	24,462	5.83%
Mar	25,795	29,348	31,535	26,017	29,828	14.65%
Q3	70,593	85,454	88,488	73,210	81,299	11.05%
YTD	196,043	245,418	261,103	221,552	224,234	1.21%

Reference:

Assisting library users in meeting their information needs is the heart of the library profession. It is a service that is expected by the public and one that many professional librarians see as most important and satisfying. The Library is continuing its reduced reference staffing with a reference librarian available 6 hours a day. The Children's desk is staffed at all times but not always by a Librarian. While it seems the reference questions have increased from last year, it's important to note that reference statistics are generally subjective and are gathered by busy librarians working the reference desk.

Reference	Activity
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	FY09	FY10	FY11	% Change
Jul	1090	424	748	76.42%
Aug	1226	730	701	-3.97%
Sep	730	966	596	-38.30%
Q1	3046	2120	2045	-3.54%
Oct	943	647	1082	67.23%
Nov	1719	281	885	214.95%
Dec	2171	540	658	21.85%
Q2	4833	1468	2625	78.81%
Mid Year	7879	3588	4670	30.16%
Jan	1111	732	965	31.83%
Feb	1173	699	937	34.05%
Mar	1353	785	890	13.38%
Q3	3637	2216	2792	25.99%
YTD	11516	5804	7462	28.57%

Outreach Activities:

Outreach activities continue to be at a minimum as staff is needed in the building to assist customers. Esther Guardado attended Woodland Coalition for Youth monthly meetings and also visited Holy Rosary and Dingle elementary schools in March to read to students in celebration of Read Across America Day. In January the Director attended a weekly Sunrise Rotary Club meeting where an update about the Library was given. In February and March, the Director attended Woodland Reads committee meetings in anticipation of the April 7th event. In March, the Director, Patricia Lakie and Sue Bigelow (who served as master of ceremonies) attended the United Way awards dinner in support of the Woodland Public Library Literacy Service. Youth services staff has hosted a number of class visits with tours and a brief story time. Special displays such as for "Love Stories" around Valentine's Day and "Women Authors" for Women's History Month continue to boost circulation.

Programming:

Traditional library programming has suffered from service level reductions. The number of regular programs provided such as story times and book clubs has decreased from previous years and special programs are almost non-existent. What special programs the Library provides are funded by the Friends of the Library.

Library facilities and staff were utilized by the Rose Club on February 13th for the 2nd Annual Rose Club Tea. Sue Bigelow served as staff liaison for the event while the Director and Patricia Lakie attended.

The Friends of the Library (FOL) also used the Library facilities for their annual Mystery Night. The Director served as staff liaison and Board Members Alain Traig and Bud Goding attended. FOL also hosted a member's only game afternoon in January, author Eileen Rendahl in February, and Marcia Fine in March.

In March temporary, part-time Librarian Cara Baker organized a program hosted a music and movement program for young children led by Karen Crane of Music Together of Davis. About 50 kids and adults participated in songs, chants, movement, dance, and instrument play. A great time was had by all!

		Quarters	1 & 2 & 3		
		FY09	FY10	FY11	% Change
Toddlers					
	# programs	31	18	26	44.44%
	# attendees	910	293	357	21.84%
Preschool					
	# programs	83	36	68	88.89%
	# attendees	1483	495	631	27.47%
School Age					
	# programs	40	43	27	-37.21%
	# attendees	1119	1180	680	-42.37%
Teens					
	# programs	24	0	7	n/a
	# attendees	97	0	51	n/a

Collection:

Librarians Patricia Lakie and Carol Davis continue to monitor the pre-processed materials from Baker & Taylor. While there are continued problems (and even some back slide), the items are made available to the public in a much more timely manner than over the last few months. Twice monthly conference calls with Baker & Taylor are still occurring.

Collection Allocation

	Budget	Expended	% Expended
General Fund 101	\$24,500	\$20,396	83.2%
Developer Fees 570	\$85,000	\$65,557	77.1%
Trust Fund 917	\$100,000	\$42,248	42.2%
Total	\$209,500	\$128,201	61.2%

Library Ma	ite	erial I	Expend	ditures
FY 10-11				
3rd Quarter	Bu	dget	YTD	% Spent
Graphic Novels	\$	1,500	\$0	0.0%
Adult fiction	\$	26,000	\$17,746	68.3%
Large print	\$	1,600	\$0	0.0%
Adult nonfiction	\$	20,000	\$13,661	68.3%
Adult reference	\$ \$	3,000	\$624	20.8%
Adult Spanish	\$	1,600	\$0	0.0%
ESL & Language	\$	1,000	\$0	0.0%
Adult Print Sub	\$	54,700	\$32,477	59.4%
Adult Spoken Word		8,000	\$2,625	32.8%
TEACH	\$	2,500	\$0	0.0%
CDs	\$ \$	5,000	\$4,048	81.0%
DVDs	\$	32,000	\$16,682	52.1%
Adult AV Subtotal	\$	47,500	\$23,355	49.2%
Adult Total	\$	102,200	\$55,832	54.6%
YATotal	\$	7,000	\$4,557	65.1%
Children's books	\$	41,050	\$18,093	44.1%
Children's Spanish	\$	3,000	\$1,642	54.7%
Children Print Sub	\$	44,050	\$19,735	44.8%
Child Sp Wd & CD	\$	1,750	\$1,540	88.0%
J DVDs	\$	15,000	\$5,849	39.0%
Children's AV Sub	\$	16,750	\$7,287	43.5%
Children's Total	\$	60,800	\$27,022	44.4%
Total Print A,YA,J	\$	105,750	\$56,769	53.7%
Total AV A, J	\$	64,250	\$30,642	47.7%
Actual SO	\$	40,000	\$14,671	36.7%
Overdrive			\$1,021	
Full Total	\$	210,000	\$104,048	49.5%

Public Computer Access:

For February and March, public computer access was greatly interrupted. Many times none of the computers were available due to outages or time City IT staff spent working to fix the problem. Most of the time during that two month period only 5 to 9 computers were available for use. There are normally 19 computers available when every station is working. The decrease in the number of users and per hour usage illustrates how heavily used the lab is and what a huge impact this service provides.

	2009-2010	Per Hour	2010-2011	Per Hour
Jul	3,031	17.22	2632	15.67
Aug	2,756	16.40	2575	14.63
Sep	2,821	16.79	2474	14.73
Quarter 1	8,608	16.81	7681	15.00
October	2,767	15.72	2759	15.33
November	2,043	17.03	2087	13.73
December	2,237	15.53	1995	14.05
Quarter 2	7,047	16.02	6841	14.43
Mid-Year	15,655	16.44	14522	14.73
January	2,614	17.20	2767	15.72
February	2,470	17.15	1865	11.23
March	2,482	14.77	1698	8.24

Public Computer Usage

Literacy:

 12 computer labs. As of the end of March, the labs were open to the public as well as residents of the Wayfarer Center. There are plans to increase the labs to a bi-weekly program with the hiring of Steve Sheehy (media assistant in the Library) to assist us.

26.98

19.90

9893

24415

18.05

15.92

- Three tutor training resulting in seven new tutors. Registered 10 new students.
- Grants applied for and granted

Quarter 3

YTD

- Library—LTSA, \$10,000 for job literacy workshops provided by Career Paths of Davis, and Job literacy book collection additions. Granted.
- Sunrise Rotary, \$2,000 for additional laptop computers for computer lab.
 Granted.
- First 5 Yolo, for \$5,000 for Children's Literacy Stations. Site visit with Patty and Sue, increased funding proposal pending.
- Literacy—Kelly grant written and pending.

12,518

28,173

- US Bank grant received for \$4,500. (Wayfarer Program)
- Grants written in March
 - Community Development Block Grant

- United Way
- Grant reports written
 - o CDBG mid-term report
 - United Way Midterm report
 - California Library Literacy Service mid-term
 - Final report to Yocha DeHe and Teichert in preparation for grant application
- Budget preparations and meetings with City Manager and Finance
- Steps in the Mirror—a collection of writings over the last two years by the Yolo Wayfarer STEP program was completed and published!
- Re-designed the tutor and student registration forms.
- United Way board participation in annual dinner including master of ceremony duties.
- Began a Pro-Literacy campaign for Home and fire Literacy.
- Liaised with the Woodland Fire Department for joint fire safety project aimed at low reading level adults and children.

Staff Training:

Carol Davis attended an online workshop entitled, "Latinos in the library" and an OverDrive downloading session. Carol Davis and the Director attended a online QuestionPoint Users Group meeting. Esther Guardado attended workshops for the Summer Reading Club and "Clap! Clap! Shake! Shake!" (an interactive movement story time method that we all enjoyed when Esther demonstrated). Patricia Lakie and the Director attended an in-class FEMA training for Public Information Officers, and online seminars for "ADA Update" and OverDrive report generation and usage. The Director also attended a NorthNet meeting held at the Woodland Community and Senior Center as well as a two day Library Director's retreat hosted by the California State Library which focused on sustainability of libraries. The Di

Other:

2X2: On March 31, 2011, two members of the Library Board of Trustees (Alain Traig and Bud Goding) and the Director met with two members of the City Council (Art Pimentel and Skip Davies) and the City Manager, Mark Deven.

Grant – Pitch an Idea to the California State Library: The Woodland Public Library and its Literacy Service was awarded \$10,000 for an Employment Literacy Program. The amount includes \$5,000 to add materials to the budget and money for 4 workshops led by professional career councilors.

Grant – Woodland Sunrise Rotary: The Rotary donated \$2,000 for the purchase of 3 laptop computers to be used for job seekers. When not used in conjunction with the Pitch an Idea grant, the computers will be used in Literacy's computer lab.

Upcoming:

The American Library Association Conference has opened registration. This year, it will be held in New Orleans June 23-29. The website is http://www.alaannual.org/

Rose Club Rose Garden Tour, Saturday, April 30th, noon to 5pm. Tickets are available from The Gifted Penguin, Terry's Hallmark, or by calling 530-662-4020.

Carol Davis, Reference Libraian Q3, 2010-2011, January – March 2011

- Created information page on Japanese earthquake/tsunami on website.
- Working to negotiate contract for database renewal (Infotrac) for next fiscal year.
 Consulting/negotiating with Proquest and Ebsco and Infotrac for comparison/best deal and arranged for free trials with Proquest and Ebsco.
- Weeded Fiction area of duplicate copies of bestsellers and the Reference collection of sets that are not used. Donated some of this material to other libraries in need (Colusa County Library, Woodland Community College).
- Management and supervision of the Computer Room/Media Desk.
- Main contact for City IT and worked closely them to resolve the access problems in the public computer area.
- Chaired first interview panel for the Librarian I/II position.
- Oversee tax program at the library (stocking, ordering, assisting patrons with download of forms and materials).
- Continued selection for the adult fiction and non-fiction collections. Continued as lead librarian for QuestionPoint/Ask a Librarian. Continued as lead librarian on OverDrive collection – attended webinars on collection development for the project and acted as liaison for the library for the OverDrive collection development/selection committee. Continued to work with Baker & Taylor and assist Technical Services Librarian in resolution of problems. Continued to correct Baker & Taylor problems.

Patricia Lakie, Librarian III, Technical Services Librarian Q3, 2010-2011, January – March 2011

 Hosted the quarterly Partner's Meeting here on February 8th, with representatives from Sacramento, Folsom, Sutter and Colusa libraries.

- Continued to keep in contact with Sacramento regarding their changes in procedures that concern us and for help in any Millennium issues we have in Woodland.
- Facilitated a meeting between Sacramento Public Library IT staff and City IT staff. After many weeks of trying to coordinate schedules, Sarah Smith from Sac Public and two of her co-workers came to Woodland to meet with the City of Woodland's IT staff. It was their first face-to-face meeting and was very beneficial.
- Ran numerous reports, including quarterly reports, weekly and monthly circulation reports, and inventory reports for weeding purposes. Learned how to purge old patron records, using Putty.
- Participated in the interview process for the new Librarian I/II.
- Continued to work with Baker & Taylor on any preprocessing issues and questions that arise. Baker & Taylor recently downloaded about 189 records without the call number field, requiring the Library to enter the call numbers individually.
- Working to integrate all adult paperback fiction into the adult hardcover fiction collection.
- Continued to supervise youth services and collection development of materials for children and teens. Continued to train Cara to take increasing responsibility for children's services.