

Problem:

The current Literacy space is inadequate

- It's too small/cramped
- Does not allow staff or tutors to work without interruption or in privacy

Conditions:

- Not enough room for current tutor pairs
- Need for privacy for learners
- No office for Literacy Coordinator/no place to work without interruption
- Lack of staffing
- Security/safety
- Not enough room for Literacy computer learning lab
- Not enough "quiet" space in library for learners
- Need for storage space (for Library furniture and shelving)

Solution:

Create a Literacy Learning Center "to inclusively assist learners in the achievement of their literacy and education goals."

Who will we serve? Those with *educational goals*:

1. Traditional Literacy pairs
2. Alternative Literacy pairs/groups
3. Quiet study users

Space for Literacy staff:

- Office (with a door) for Literacy Coordinator
- Counter/desk for support staff

Space for:

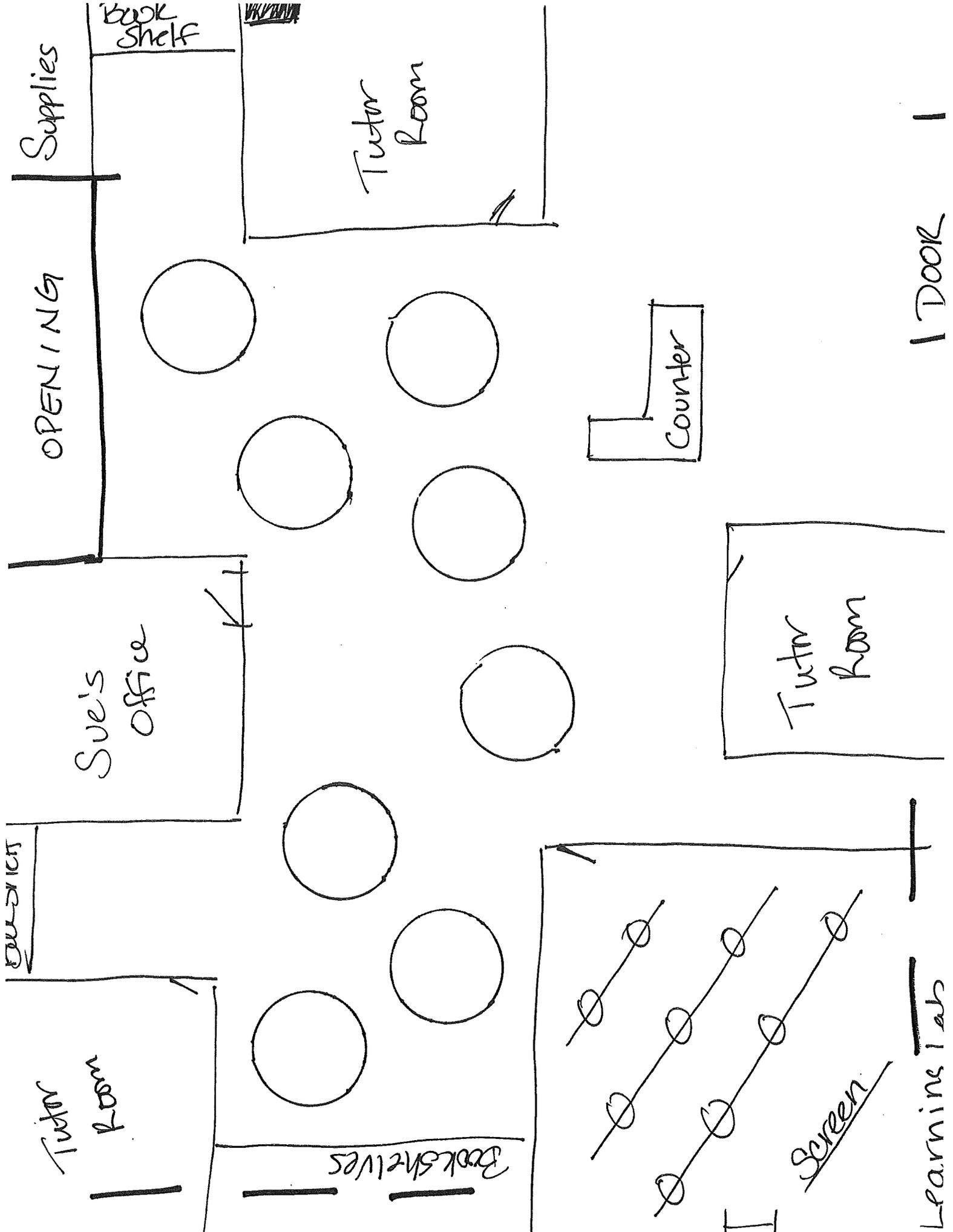
- Open seating for Literacy pairs/alternative Literacy/quiet study
- Tutor rooms (glassed in – for security/enclosed for quiet conversation and privacy)
 - Traditional Literacy tutor pairs have priority
- Literacy computer learning lab
 - 10 computers
 - To be used with a tutor or a in class setting
- Storage/bookshelves for Literacy supplies

Electrical outlets!! (maybe along a grid in the floor?)

HVAC

Wifi

Current Literacy office to become storage for Library furniture/shelving



Woodland Public Library 2011/12

Director’s Third Quarter Report

Staffing:

Excluding Literacy staff and the Director, 5 full-time employees staff the Library as opposed to 11 in July 2008 which was down from a high of 14 employees. As a result of such continued staff reductions and sustained high use by the public, the Library has had to rely more on part-time, temporary staff.

Temporary Employee Usage

<i>Classification</i>	2008-2009	2009-2010	2010-2011	2011-2012
Page Hours	1221	795.25	1012	1138.5
LTA Hours	1973.5	832.25	1273.5	1350.5
Librarian Hours	0	101.5	130	100.25
Q1	3194.5	1729	2415.5	2589.25
Page Hours	1115.75	784	1006	1050
LTA Hours	1934	664	1094.5	1247.75
Librarian Hours	26	70	338	36
Q2	3075.75	1518	2438.5	2333.75
Mid Year Total	6270.25	3247	4854	4923
Page Hours	1121.5	889.5	949	982.5
LTA Hours	1953.75	784	1016.5	1184
Librarian Hours	8.5	46	264.25	20.25
Q3	3083.75	1719.5	2229.75	2186.75
YTD Total	9354	4966.5	7083.75	7109.75

There will probably be an increase to temporary employee hours in the 4th quarter as the Library will have one Librarian less during the next several months. The Library’s Children’s Librarian is out on leave until August and the reference and children’s desk will need coverage along with assistance for Summer Reading Club.

Facility:

Steel plates around the emergency exit gate have eliminated the problem of nighttime break ins to the courtyard.

Public Service:

Visits to Woodland Public Library in the third quarter increased slightly from last year. After three-quarters of the year, visits are up 3.4% from the previous year. Visits average over 800 per day and almost 100 per hour.

Visits to Woodland Public Library

	2007	2008	2009	2010	2011	2012
July	16,680	20,338	24,427	19,508	17,672	18,425
August	17,878	19,225	20,564	15,674	16,554	18,582
September	15,567	19,605	21,631	17,082	15,952	16,155
Q1	50,125	59,168	66,622	52,264	50,178	53,162
October	17,065	20,363	21,193	16,527	17,203	16,699
November	15,672	19,902	18,093	12,968	14,339	14,520
December	17,009	17,567	18,867	14,457	12,709	13,247
Q2	49,746	57,832	58,153	43,952	44,251	44,466
Mid-Year	99,871	117,000	124,775	96,216	94,429	97,628
January	20,531	21,527	22,455	16,175	18,586	18,551
February	19,738	17,747	22,165	15,745	16,477	18,240
March	20,194	21,039	24,422	18,494	21,443	21,587
Q3	60,463	60,313	69,042	50,414	56,506	58,378
YTD	160,334	177,313	193,817	146,630	150,935	156,006

Circulation showed a small decline for the third quarter but is still up slightly from last year. Overall, the figures seem fairly flat.

Tradition Checkouts and Renewals

	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12	% Change
Jul	22,262	26,706	32,617	28,598	27,804	27,445	-1.29%
Aug	21,852	27,290	27,688	25,299	23,743	27,001	13.72%
Sep	21,149	25,769	28,220	25,697	22,817	24,996	9.55%
Q1	65,263	79,765	88,525	79,594	74,364	79,442	6.83%
Oct	20,098	27,099	29,084	25,317	25,579	25,588	0.04%
Nov	20,241	27,033	26,699	21,086	23,675	22,959	-3.02%
Dec	19,848	26,067	28,307	22,345	19,317	19,350	0.17%
Q2	60,187	80,199	84,090	68,748	68,571	67,897	-0.98%
Mid-Year	125,450	159,964	172,615	148,342	142,935	147,339	3.08%
Jan	23,409	28,565	29,261	24,079	27,009	27,030	0.08%
Feb	21,389	27,541	27,692	23,114	24,462	24,811	1.43%
Mar	25,795	29,348	31,535	26,017	29,828	27,221	-8.74%
Q3	70,593	85,454	88,488	73,210	81,299	79,062	-2.75%
YTD	196,043	245,418	261,103	221,552	224,234	226,401	0.97%

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. Because of a lack of staff, the Library does not staff the reference desk during all hours of operation.

While it seems reference questions have declined greatly from last year, it's important to note that reference statistics are generally subjective and are gathered by busy librarians working the reference desk. QuestionPoint data is not subjective and shows that the service seems growing in popularity.

Reference Activity

	FY10	FY11	FY12	% Change
Jul	424	748	732	-2.14%
Aug	730	701	666	-4.99%
Sep	966	596	747	25.34%
Q1	2120	2045	2145	4.89%
Oct	647	1082	693	-35.95%
Nov	281	885	453	-48.81%
Dec	540	658	498	-24.32%
Q2	1468	2625	1644	-37.37%
Mid-Year	3588	4670	3789	-18.87%
Jan	732	965	585	-39.38%
Feb	699	937	511	-45.46%
Mar	785	890	556	-37.53%
Q3	2216	2792	1652	-40.83%
YTD	5804	7462	5441	-27.08%

QuestionPoint Activity

	FY11		FY12	
	Email	Chat	Email	Chat
Jul			14	8
Aug			19	6
Sep			15	4
Q1	0	0	48	18
Oct			28	5
Nov	4	1	16	4
Dec	1	1	11	7
Q2	5	2	55	16
Mid-Year	5	2	103	34
Jan	15	7	35	10
Feb	17	6	23	6
Mar	6	5	27	8
Q3	38	18	85	24
YTD	43	20	188	58

Outreach Activities:

Outreach activities continue to be at a minimum as staff is needed in the building to assist customers and keep the doors open. Esther Guardado attends monthly Woodland Coalition for Youth monthly meetings Youth services staff has hosted a number of class visits with tours and a brief story time.

Esther and Cara Baker also performed outreach to the Yolo County Head Start program in Woodland. Cara visited the center to talk to parents about services the Library offers. Esther participated in two "Reading is Fundamental" book giveaways at the center.

Esther also performed stories for Dr. Seuss's birthday celebration at the Woodland Head Start, Holy Rosary, and Dingle Elementary.

The Library Director participates in the Woodland Reads planning committee. Also, represents Mountain Valley on the NorthNet steering committee.

In January, the Director and Carol Davis attended the Spanish Language Book fair that was held at the Mary L. Stephens Davis Library.

The Director and Sue Bigelow attend a luncheon in March where a donation of \$100 from the Yolo County Women's History Month was awarded to the Library.

Sue also attended the United Way Annual Awards Celebration luncheon in March where she was honored with an award of appreciation for her work on the organization's Board of Directors.

Special displays such as, "Women's history" and "Best sellers you might have missed," 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 or proved by volunteers.

In February, the Library started partnering with volunteer Jessica Kristie to offer open mic poetry readings once a month at the Library. The Library had previously done poetry "slams" aimed at teens which initially had some success but attendance had eventually dropped to where the program was discontinued. These open mic nights are for all ages to try to draw a larger, more diverse crowd. The February reading had over 25 people in attendance while March's was significantly smaller. However, in the

upcoming months Ms. Kristie has secured very popular local poets to be the featured readers so attendance is expected to be high.

The Library also partnered with Yolo Energy Watch to provide several programs at the Library. In February, YEW brought in Energy Upgrade California, PG&E, and some local high school student to show home owners some great money saving tips and in March, they hosted an Energy Efficiency Forum for business. YEW also provided the Library with five Kill-A-Watt readers for checkout (see more in the Collections section).

The Soroptimists continued to volunteer one Saturday a month for an hour or so to provide a story time in the children’s area.

In February, youth services staff hosted the Never Cry Wolf Rescue for an educational program about wild wolves. Several rescue wolves were in attendance and Esther and Cara organized a fun event that was enjoyed by all who attended.

Children’s Programming

		Quarters 1 & 2 & 3				
		FY09	FY10	FY11	FY12	% Change
Toddlers						
	# programs	31	18	26	37	42.3%
	# attendees	910	293	357	709	98.6%
Preschool						
	# programs	83	36	68	106	55.9%
	# attendees	1483	493	631	961	52.3%
School Age						
	# programs	40	43	27	30	11.1%
	# attendees	1119	1180	680	1526	124.4%
Teens						
	# programs	27	0	7	15	114.3%
	# attendees	97	0	51	131	156.9%

Collection:

Yolo Energy Watch (through a grant from PG&E) donated five Kill-A-Watt readers to the Library for Woodland residents to checkout and test their electric usage at home.

Patricia Lakie worked with Sandra Norman, a local high school student, who created a great cover for the cases so they look like a crime noir book cover. Circulation has been steady and the public seems to appreciate the service.

Librarians Patricia Lakie and Carol Davis along with Cara Baker continue to monitor the pre-processed materials from Baker & Taylor. Their service has shown improvement. There are fewer errors – and the errors that are occurring are less serious than before.

Twice monthly conference calls with Baker & Taylor which had been reduced to once a month have been eliminated altogether.

Collection Allocation

	Budget	Expended	% Expended
General Fund 101	\$26,000	\$26,000	100.00%
Developer Fees 570	\$85,000	\$65,481	77.04%
Trust Fund 917	\$25,000	\$987	3.95%
Total	\$136,000	\$92,468	67.99%

Public Computer Access:

Computer usage is basically steady. Last year the lab experienced many technical issues during the third quarter. While our usage has increased from last year, it's because we aren't experiencing the lab shut downs this year. This year, the lab continues to experience some problems however they can be remotely corrected by certain City IT staff. The reoccurring problem escalates to closing the lab when the problem happens after regular business hours and on Saturdays when only one person is on-call from IT. If the on-call person isn't familiar with Envisionware, the lab is unusable. We are working with IT to solve the issue.

Public Computer Usage

	FY11	Per Hour	FY12	Per Hour
Jul	2632	15.67	2183	12.84
Aug	2575	14.63	2773	13.46
Sep	2474	14.73	2491	14.15
Quarter 1	7681	15.00	7447	13.49
October	2759	15.33	2595	13.66
November	2087	13.73	2154	14.55
December	1995	14.05	2113	14.47
Quarter 2	6841	14.43	6862	14.18
Mid-Year	14522	14.73	14309	13.81
January	2767	15.72	2739	14.73
February	1865	11.23	2643	15.02
March	1698	10.11	2877	15.14
Quarter 3	3563	6.99	5520	10.00
YTD	18085		19829	

Staff Training:

The Director attended free HR training on the topics of Difficult Conversations and Frontline Defense.

Carol Davis attended two training webinars, Flash-chat for QuestionPoint/Ask A Librarian and Outreach to Hispanic/Latino Populations – Tu Biblioteca! She also attended a city training session on creation of e-newsletters.

Literacy:

California State (CLLS):

- Attended 2nd State Literacy Coordinators strategic planning meeting in Sacramento
- Attended LSTA planning meeting in Sacramento
- Completed CLLS mid-term report, as well as the LSTA report concerning the \$20,000 emergency grants funding
- Literacy Coordinator is working with Jacquie Brinkley and Carla Lehn on a future webinar on the grant searching process and foundation funding

Grant update:

- CDBG: \$6,500
- USBANK; \$5,000

Written this quarter and pending:

- Northrop Grummond
- Rumsey
- Union Bank Foundation
- Umpqua Bank Foundation
- United Way

In progress:

- Bank of America Foundation
- Verizon Foundation
- Bank of the West

The Woodland United Way Appreciation Luncheon was attended by Rosalinda Martinez, Tom Paveo, Nancy Galatio, Sue Bigelow and her family. Sue received an Appreciation award for service on the board of directors. United Way Certification packet was approved, and funding application will be completed by the end of the month.

Tutor Training:

- 3 tutor trainings with a total of 12 new tutors

Resume Labs:

- 25 computer labs were held with an average of 3-8 students involved in basic computer and job searching skills

Inmate Literacy:

- A total of 186 GEDs have come from Inmate Literacy Program

Worked in depth with Heather on the upcoming budget and its revisions. Have also spent time looking at the potential of the Literacy Center and Measure E.

Attended the Women's History Lunch and spoke to Sunrise Rotary about Literacy.

Cara Baker, Q3, FY12, January – March 2012

- Organized and planned the Never Cry Wolf event in February
- Prepared with Esther Guardado all the planning and organizing of the Summer Reading Club including writing press releases and arranging performers
- Dismantled "Bookworms," 4-6th grade book club
- Started a major Juvenile nonfiction weed
- Lead librarian on OverDrive collection –acted as liaison for the library for the OverDrive collection development/selection committee

Carol Davis, Q3, FY12, January – March 2012

- Tax form distribution oversight and organization
- Coordinated with IT and assisted with design of new homepage
- Set up standing order profile for NOLO Press titles with B&T
- Set up standing order profile for Harlequin novellas with B&T
- Created a women's history pathfinder for the Yolo County Women's History luncheon
- Created pathfinders each month for the "Current Events" page on the website
- Finished weeding the short story collection (with great assistance from the circ and media staff and Esther)
 - Coordinated a shelf shift with Mike and volunteers to switch two collections – short stories and westerns
- Coordinated gathering of statistics for chair/table usage
- Attended a Spanish Language Book Fair at the Davis branch of the Yolo County Library and assisted in the selection of titles for addition to the collection
- Attended quarterly IT meeting with Heather and Manuel
- Continued coordinating and creating displays (with assistance from Dana)

- Recruitment and training of two new substitute librarians
- Training of volunteer to check books out of processing from B&T
- Regular duties – ongoing:
 - Lead librarian for QuestionPoint/Ask a Librarian – answered reference questions in a timely manner
 - Selects titles for the adult fiction and non-fiction collections
 - Lead reference librarian
 - Attends at city-wide Computer Committee meetings
 - Supervises media/computer room

Patricia Lakie, Q3, FY12, January – March 2012

- Attended the State Library's Public Library Summit in Sacramento on Tuesday, January 17.
- Attended the Partners meeting on Tuesday, February 14. At these quarterly meetings, SPL's Sarah Smith informs us of upcoming Sacramento Public Library changes to Millennium and changes in their circulation & cataloging policies/procedures, and then the partners discuss issues of concern to us.
- Met with John Mott-Smith from Yolo Energy Watch to talk about the five watt meters they were donating to us and the energy awareness workshops Energy Upgrade California planned to hold at our library. I packaged the five meters for circulation and created a cataloging entry for them. Yolo Energy Watch assigned a delightful high school girl to be our intern. She meets with me weekly, prepared the artwork for the Kill-a-Watt packages, prepared a poster informing the public that we have the watt meters, posted the flyers around town, and is now preparing an energy-awareness online survey and online game.
- Met with Amy Glaza and Heather to discuss what options Baker & Taylor offers for collection development.
- Continued running necessary reports and lists, cataloging donations and uncataloged purchases (i.e., the Spanish Harlequins), creating short-title records for items with no OCLC records, updating the policies/procedures, dealing with patron behavior issues, working with the volunteers, covering the reference desk a few hours each week, and downloading the order files from Baker & Taylor.

Upcoming:

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