

Woodland Public Library 2012/13

Director’s First 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.

The Library Services Director, Heather Muller, left her position as of August 18, 2012. Patricia Lakie, the Librarian III, is the Interim Library Services Director until a new Director is hired.

Cara Baker, the Children’s Librarian, returned full-time from leave on August 22, 2012, after working part-time the previous four weeks.

Temporary Employee Usage

Classification	Q1 FY09	Q1 FY10	Q1 FY11	Q1 FY12	Q1 FY13
Page Hours	1221	795.25	1012	1138.5	1057.25
LTA Hours	1973.5	832.25	1273.5	1350.5	1442.5
Librarian Hours	0	101.5	130	100.25	61.5
Total Temporary Hours	3194.5	1729	2415.5	2589.25	2561.25

As of today, there are no plans for City-wide closures this holiday season due to furloughs, as there were in the previous two years. The General Services bargaining unit is still in contract negotiations.

Facility:

In September, a cable came loose from the top of the door to the building’s elevator. Thyssenkrupp, the elevator’s service contractor, came the next day and fixed it.

Public Service:

Visits to Woodland Public Library in the first quarter decreased slightly from last year; visits increased significantly in July, but decreased in August and September. The Library had an average of 836 visitors a day which is 95 an hour.

Visits to Woodland Public Library

	FY07	FY08	FY09	FY10	FY11	FY12	FY13
July	16,680	20,338	24,427	19,508	17,672	18,425	19,943
August	17878	19225	20564	15674	16554	18582	16878
September	15567	19605	21631	17082	15952	16155	15837
Q1	50,125	59,168	66,622	52,264	50,178	53,162	52,658

Circulation during the first quarter decreased slightly from the previous year. Monthly changes correspond to the increased or decreased number of visits. The Library's hours have been standardized to a normal and predictable schedule for the public to understand and incorporate into their routines.

Checkouts and Renewals

	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12	FY13	% Change
Jul	22,262	26,706	32,617	28,598	27,804	27,445	28,429	3.59%
Aug	21,852	27,290	27,688	25,299	23,743	27,001	26,363	-2.36%
Sep	21,149	25,769	28,220	25,697	22,817	24,996	24,601	-1.58%
Q1	65,263	79,765	88,525	79,594	74,364	79,442	79,393	-0.06%

Woodland check-outs of electronic eBooks and Audiobooks

	FY12	FY13		FY12	FY13		FY12	FY13
Month	eBooks	eBooks		Audiobooks	Audiobooks		All Formats	All Formats
July	72	94		59	60		131	154
August	73	132		52	57		125	189
September	72	134		53	56		125	190
Q1 Totals	217	360		164	173		381	533

If we combine the circulation statistics for print and media with the statistics for electronic materials check-outs, we had a slight increase in circulation. The following table only includes FY12 and FY13, since we did not have electronic eBooks and Audiobooks available in Q1 of FY11.

Circulation statistics for print, media and electronic check-outs combined

	FY 12	FY13	% Change
Jul	27,576	28,583	3.65%
Aug	27,126	26,552	-2.12%
Sep	25,121	24,791	-1.31%
Q1	79,823	79,926	0.13%

Reference:

Assisting library users in meeting their information needs is the heart of the library profession. It is a basic, core service that is expected by the public. The Library continues its reduced reference staffing with no reference librarian available from noon to 2pm weekdays. A reference librarian is only available 3 to 5 hours a day in the children’s area. While it appears the reference transactions have decreased the same activity as last year, it is important to note that reference statistics are generally subjective and are gathered by busy librarians working the reference desks. QuestionPoint data is not subjective and shows that the service seems growing in popularity.

Reference Activity

	FY10	FY11	FY12	FY13
Jul	424	748	732	527
Aug	730	701	666	432
Sep	966	596	747	347

QuestionPoint Activity

	FY12	FY12	FY13	FY13
	Email	Chat	Email	Chat
July	14	8	17	5
August	19	6	37	12
September	15	4	14	4
Q1 Total	48	18	68	21

Outreach Activities:

Outreach activities continue to be at a minimum as staff is needed in the building to assist customers. Youth services staff has hosted a number of class visits with tours and a brief story time. The start of school is a particularly busy time for tours. The Library did not actively participate in the Stroll through History. Two years ago, a library volunteer provided tours through the Library that were attended by only 3 people. This year, though, one of the regular tour guides brought his group to the Library to talk about the architectural style. Librarian Patricia Lakie hosted the quarterly partners meeting at Woodland in August.

Director Heather Muller and Patricia Lakie participated in the Open Source Software meeting in Auburn in July. Representatives from the MVLS member libraries met to discuss open source integrated library systems alternatives.

Librarian Patricia Lakie participated in the all-day NorthNet Council planning retreat.

Our annual displays to celebrate Banned Book Week bring awareness to the importance of First Amendment rights and the power of literature while drawing attention to the harms of censorship.

Literacy Coordinator Sue Bigelow, Jacquie Brinkley and Carla Lehn (from the State Library) presented a webinar on the grant searching process and foundation funding.

Literacy Coordinator Sue Bigelow worked with the State, through their lobbyist, to increase the amount of money allocated to Adult Education.

Literacy set up an agency table at the Woodland United Way Campaign Kickoff Dinner.

Sue Bigelow manned the table and attended the dinner.

Programming:

The Library's Summer Reading Program maintained a reduced number of weeks as it has the previous three years. Cara Baker and Esther Guardado planned much of the Summer Reading Program before Cara left on leave. Esther was able to visit many year-end assemblies at schools to promote the summer reading program. Esther Guardado, with the help of Silvia De Soto, a part-time employee who has helped staff the Children's Desk for several years, successfully implemented the Summer Reading Program and the four well-attended paid events. It is interesting to note participation increased for the 3 to 12-year-old group, but decreased for the toddlers and teens.

The chart below was also included in the Library's year-end report. SRC starts in one fiscal year and ends in the next but it's something we think of as one program.

Summer Reading Club (SRC)							
<i>Calendar Year</i>	2007	2008	2009	2010	2011	2012	% Change
Initial Sign Up/Kick Off	85	354	0	143	234	246	5%
Total Participation	475	751	650	521	582	609	5%
Toddlers (<3 years)	52	79	44	48	49	43	-12%
Children (3-12)	374	609	561	424	479	529	10%
Teens (12-17)	49	63	45	49	54	37	-31%
Number of Programs		7	4	4	4	4	0%
Program Attendance	601	1,632	821	596	777	925	19%
# of Minutes Logged by Children	68,460	121,050	83,410	89,880	116,957	123,972	6%
# of Reviews Submitted by Teens	213	352	224	125	216	112	-48%
# of Books Reported by Adults	0	301	241	265	318	252	-21%

Overall, traditional library programming has suffered from service level reductions. The only programming done by Library staff (except for the summer “Read For Fun” program which holds no events) is for children. All programming that is provided is paid for by the Friends of the Woodland Public Library. The chart below provides a detailed analysis of youth services programming activities.

		Quarter 1				
		FY09	FY10	FY11	FY12	FY13
Toddlers						
	# programs	11	6	4	13	13
	# attendees	471	85	67	269	287
Preschool						
	# programs	23	8	6	30	29
	# attendees	549	134	73	73	248
School Age						
	# programs	19	10	11	11	4
	# attendees	1194	613	466	705	708
Teens						
	# programs	12	2	6	8	5
	# attendees	107	9	47	128	68

Collection:

Librarians Patricia Lakie, Carol Davis, and Cara Baker continue to work with Baker & Taylor to maintain minimum cataloging errors in the Library’s pre-processed materials. While it is not perfect, error rates are down and staff time is redirected to work with the public. For the first quarter, 877 items were processed for a cost of \$3735.

The librarians, along with assistance from Esther Guardado and Brenda Westall, continue to select material for the Library.

Collection Allocation FY13

	Budget	Expended	% Expended
General Fund 101	\$31,000	\$22,955	74.05%
Developer Fees 570	\$85,000	\$99	0.12%
Trust Fund 917	\$25,000	\$0	0.00%
Total	\$141,000	\$23,054	16.35%

Library Material Expenditures

<i>FY13</i>			
Category	Budget	Quarter 1	% Spent
Adult fiction	\$23,500	\$6,705	28.53%
Adult nonfiction	\$1,000	\$0	0.00%
Large Print	\$14,000	\$3,592	25.66%
Adult Print Sub	\$38,500	\$10,297	26.75%
Adult Spoken Word	\$3,600	\$574	15.94%
TEACH	\$0	\$80	
CDs	\$0	\$0	
DVDs	\$12,000	\$2,062	17.18%
Adult AV Subtotal	\$15,600	\$2,716	17.41%
Adult Total	\$54,100	\$13,013	24.05%
YA--Total	\$7,000	\$1,137	16.24%
Children's books	\$20,000	\$3,861	19.31%
Children's Spanish	\$1,200	\$225	18.75%
Children Print Sub	\$21,200	\$4,086	19.27%
Child Sp Wd & CD	\$1,000	\$0	0.00%
J DVDs	\$4,000	\$673	16.83%
Children's AV Sub	\$5,000	\$673	13.46%
Children's Total	\$26,200	\$4,759	18.16%
Total Print A,YA,J	\$66,700	\$15,520	23.27%
Total AV A, J	\$20,600	\$3,389	16.45%
Totals	\$87,300	\$18,909	21.66%
Standing Orders		\$736	
VAS		\$4154	
Delivery Bins			
Supplies		\$77	
Total		\$23,876	

Public Computer Access:

Computer usage is down slightly. The lab continues to experience intermittent technical problems however the City's IT department is very responsive. While we can compile usage for the public computers, we do not have statistics for the number of wifi users that depend on the Library's wireless access to the Internet. With the prevalence and low cost of smart phones, tablets and netbooks, anecdotally the Library seems to have an increase in that type of Internet use. Library staff has noticed a shortage of appropriate seating for mobile users.

Public Computer Usage

	FY11	Per Hour	FY12	Per Hour	FY13	Per Hour
Jul	2632	15.67	2183	12.84	2395	12.88
Aug	2575	14.63	2773	13.46	2562	13.07
Sep	2474	14.73	2491	14.15	2175	12.79
Quarter 1	7681	15.00	7447	13.49	7132	12.92

Staff Training:

All the librarians attended a Brown Bag Book Club session where organizers Kay Hodges and Marsha Toy Engstrom gave an overview of BookExpo America.

All full-time staff attended training on how to prepare and submit their timesheets electronically. The City is trying to go paperless with payroll. Full-time employees prepare and submit their timesheets, a librarian prepares and submits electronic timesheets for the temporary employees, and then all Library timesheets are reviewed and approved by the Librarian III or the Director before they are submitted to Finance. Paystubs are emailed to employees and paychecks are set up for direct deposit.

Full-time staff and key temporary employees who work at services desks attended training on how to navigate and use Sierra.

Heather Muller trained Carol Davis on QuestionPoint admin.

Upcoming:

Conferences: The California Library Association Conference is November 2-4 in San Jose. It is in Anaheim next year.

The Northern California Innovative Users Group conference is November 16 in San Jose.

Carol Davis, 1st Quarter Report // July-September 2012

- Regular duties (reference, collection development, webpage, QuestionPoint, AskALibrarian, cataloging, weeding, conflict management, etc.)
- Attendance at Computer Committee and WebTeam meetings.
- Purchased raffle prizes for adult summer reading program (Read for Fun) and completed the program in August.

- Worked with Bob Bigelow on the riser for the nonfiction new books display (completed in early October).
- Attendance at OverDrive/NorthNet meeting (online).
- Ran statistical reports while Patty was on vacation.
- Training on QuestionPoint admin (with Heather)
- Interim Acting Director during Patty's vacation

Patricia Lakie, 1st Quarter Report // July-September 2012

- Worked with Sacramento Public Library for several weeks to help make a smooth transition from Millennium to Sierra. Sierra is the new database platform from Innovative. Coordinated the Sierra training in Woodland, coordinated with the City of Woodland's IT staff as to when various software applications needed to be installed, and worked with Sacramento regarding the problems that occurred the first days after Sierra installation (9/10).
- Attended the Open Source Software regional meeting in Auburn (7/17) and the follow-up webinar (8/8) with Heather.
- Hosted the quarterly Partners Meeting at Woodland (Sacramento and the partners, Woodland, Folsom, Sutter and Colusa) (8/14).
- Attended the monthly computer committee meeting in July (7/12).
- Performed duties as Interim Library Services Director when Heather took vacation in July, and from August 18 until the new Library Services Director is hired.
- Attended the City Manager's weekly senior staff meetings Tuesday mornings and the twice-monthly City Council meetings, except for the week I was on vacation.
- Attended the all-day NorthNet Council Retreat in Sacramento (8/27).
- Attended the City Council Retreat/Study Session (8/28) and the follow-up Study Session (9/24).
- Trained with the City on preparing and approving Library staff timesheets electronically. Permanent employees prepare their own timesheets and I review and approve them. I prepare electronic timesheets each month for all the temporary staff and review and approve them.
- Approved invoices and requisition requests for the Library using Tyler Eden.
- Continued to perform my technical services duties (gathering statistics and creating reports, submitting our orders to Baker & Taylor, contacting B&T about any pre-processing issues, cataloging donations, supervising the temporary employees, working with the volunteer coordinator, dealing with Millennium (and now Sierra) issues, dealing with any facilities issues, dealing with library behavior issues, etc.)
- Began preparing the annual State Report. This year the due date is October 31, 2012.

Cara Baker, 1st Quarter Report // July-September 2012

- Planned and implemented Back to School Fun program, which included a visit from children's book author Nancy Day
- Delegated one weekly preschool storytime to bilingual library temporary staff member, effectively creating a "Spanglish" storytime at the library
- Continued deep weeding of children's nonfiction collection
- Began planning an ongoing program: family movie day (to be implemented next quarter)

Sue Bigelow, 1st Quarter Report// July-September 2012

- **California State (CLLS).** Request for funding application submitted resulting in a state grant of \$29,379. LSTA supplemented that about with a \$20,000 emergency grants funding. Literacy Coordinator worked with the State CLLS and LST, through their lobbyist to increase the amount allocated to Adult Education. Sue Bigelow, Jacquie Brinkley and Carla Lehn presented a webinar on the grant searching process and foundation funding. Final report due to LSTA as submitted. Budget section is due end of October.
- **Grant update:**
 - CDBG: \$6,500**
 - USBANK: \$5,000**
 - CLLS: \$29,379**
 - Increased support from Sheriff's: \$38,000**
 - United Way \$6,000**
- Written this quarter and Pending: Northrop Grummond, Teigert, Target, Yocha DeHe
- In progress: Bank of America Foundation, Verizon Foundation and Bank of the West.
- Reports in for CDBG, United Way, LSTA. (CLLS pending due to server change)
- **The Woodland United Way Campaign Kickoff Dinner took place in September. Literacy set up an agency table. United Way's budget and report were submitted on time.**
- **Tutor Training:** 2 tutor trainings with a total of 6 new tutors. 26 STEP Classes were held, and a new Children's was hired.
- **23 computer labs** were held with an average of 358 students involved in basic computer and job searching skills.
- **Inmate Literacy** has 193 GED grads from Inmate Literacy Program.
- Woodland Literacy Council's books and budget were completed and handed over to the treasurer to be presented to the auditor.