

**WOODLAND PUBLIC LIBRARY**  
**Leake Room**  
**250 First St.**  
**Woodland, California**  
**Wednesday, September 25, 2013**  
**LIBRARY BOARD OF TRUSTEES**  
**CLOSED SESSION AGENDA**  
**4:00 PM**

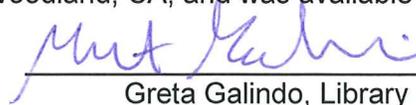
- 1) Call to Order
- 2) Closed Session
  - a. Personnel- Employee Evaluation

**LIBRARY BOARD OF TRUSTEES**  
**SPECIAL SESSION AGENDA**

- 1) Welcome Visitors
- 2) Public Comment
- 3) Review of Agenda
- 4) Minutes
  - a. August 21, 2013
- 5) Communications
- 6) New Business
  - a. Woodland Public Library Annual Report 2012-2013
  - b. Blinds for children's area and teen area
  - c. Special Library Board meeting with Staff
- 7) Reports
  - a. Director
  - b. Board
    - i. Council Meeting Attendance
    - ii. Individual Board Reports
- 8) Adjournment

Next meeting: October 23, 2013

I declare under penalty of perjury that the foregoing Agenda for the regular meeting of the Library Board of Trustees of the City of Woodland scheduled for September 20, 2013 was posted on September 20, 2013 on the Library's front entry and bulletin board, 250 First Street, Woodland, CA, and was available to the public during normal business hours.



Greta Galindo, Library Services Director

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such request must be made in writing to the Office of the City Clerk of the City of Woodland. Requests will be valid for the calendar year in which the request is received, and must be renewed prior to January 1<sup>st</sup>. Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the Office of the City Clerk (530-661-5806) at least 48 hours prior to the meeting.

APPROVAL OF MINUTES  
Agenda Item No. 4a  
Library Board of Trustees Meeting: 09/25/2013

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES, MEETING OF August 21, 2013

Board Members: Bud Goding, Diane Adams, Keith Quigley, Karen Shepard and Kathy Harryman.

Library Director – Greta Galindo

The meeting was called to order at 4:05 p.m. by Bud Goding

The Board closed the regular meeting and went into closed session.

The process of evaluating the Library Director was discussed. The Board would like a self-evaluation page and a goals page. They would also like a staff evaluation page. The preliminary should be done in October with the final done by November. We discussed the possibility of adding another meeting if needed. Bud will schedule a meeting with the staff in October. We were all given flash drives with evaluation instruments.

Regular meeting was opened at 4:30 p.m.

1. Visitors – none
2. Public comment – none
3. The agenda was reviewed. Greta requested that we add “Rose Club Secretary” under New Business. It was and the agenda was approved.
4. The minutes were reviewed with the following revision. If the Board members are absent, we are to contact Greta, not Bud as previously noted. Minutes accepted as changed.
5. Communications – none
6. Old Business
  - a. Greta gave the Board an update on Measures E and V. Measure V status will not affect funding according to the City Manager per Library Manager
  - b. Policy Manual Review – Posting Policy  
Greta shared with the Board a more comprehensive Posting Policy. She will check with the city legal to make sure all is within the law. Possible approval at the next meeting.

## 7. New Business

### a. Library Materials and Collection Development Budget

Greta shared how she purchases library materials with the board. She uses turn over reports regarding circulation to determine future purchases. The Board asked about the Library Trust Fund. Bud shared the origin of the monies and the Board began to discuss the possibility of a Library Foundation.

b. 917 Fund – The elevator needs to be repaired. The Board was given estimates conducted by the city. We are waiting for a part to be manufactured for the elevator. In the meantime, the Board asked how the library is ADA accessible. The patrons come to the bottom door and the librarians will honor their requests. We asked that the information be posted so that individuals know. The board agreed to help the city by loaning the city \$21,000 to help pay for the elevator with the stipulation that it be paid back within 2 years. Karen would like the agreement in writing. The Board agreed.

c. Rose Club Secretary. – The Rose Club would like to have a recording and a corresponding secretary. They submitted job descriptions for these positions. It was approved.

## 8. Reports

a. Director – the painting is completed. We are all pleased. Greta is looking for a part time literacy coordinator.

b. Individual Board Reports – Bud will attend the Sept 10 Council meeting. He and Karen will be gone the month of September. Kathy will be in charge. Keith talked about outreach at the Yolo County Fair. He commented that there were a lot of empty spaces.

## 9. Adjournment – 5:50

Respectfully submitted,

Kathy Harryman, Secretary

Next Meeting is September 18, at 4:00 p.m.

**Annual Report 2012-2013**

To inform, to enhance the  
quality of life, and to foster  
life-long learning.

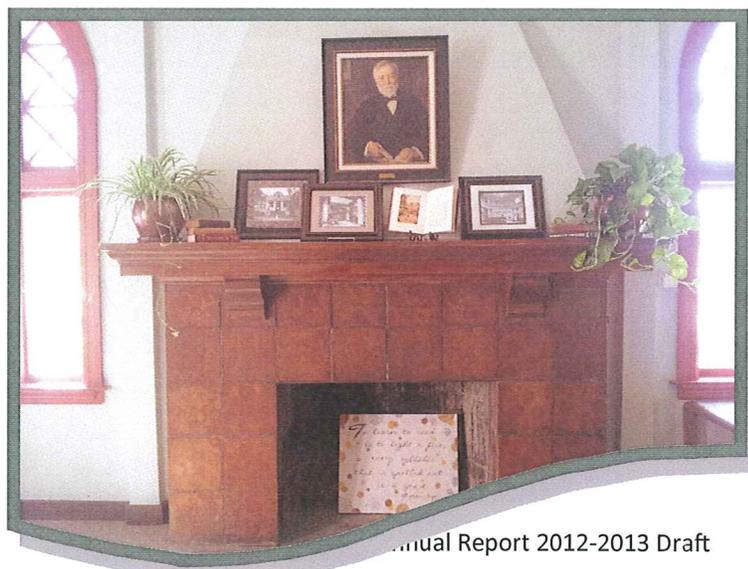
A Message From the President of the Board of Trustees

– Bud Goding

A Message From the President of the Friends of The Library

-Diana Dearmore

2012-13 was a year of transitions for the Woodland Public Library. Early in the year Library Director Heather Muller resigned. Greta Galindo was hired in November 2012. Changes in leadership often cause changes in library usage. Greta has spent the last year working on improving the facility and collections for the patrons. The next steps will be the development of programming and the library as a community space for children, families, and people of all ages and walks of life.



# P ublic Service

The Woodland Public Library is a busy place! The Library is open 44 hours per week.

Monday	9-7
Tuesday	9-7
Wednesday	9-7
Thursday	9-7
Friday	Closed
Saturday	12-4
Sunday	Closed

**29,294 Woodland library card holders**

**2,190 new Library Card Holders**

**794 visitors per day**

**904 items checked out per day**

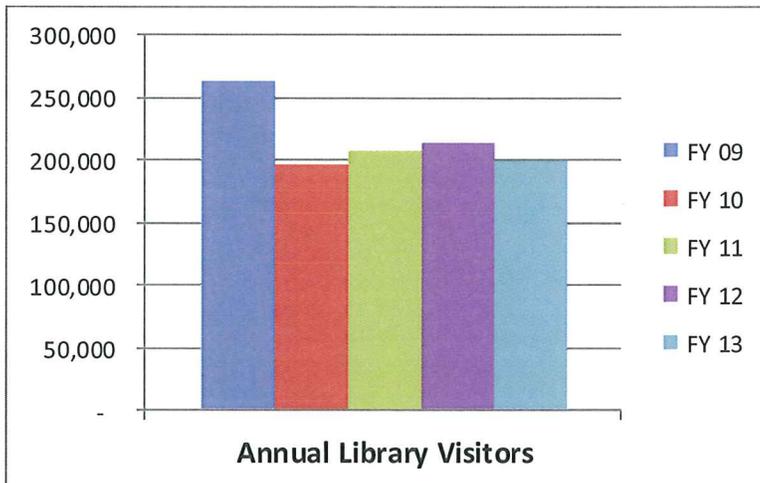
**5,924 reference questions answered**

**24,856 items loaned from other libraries to Woodland patrons**

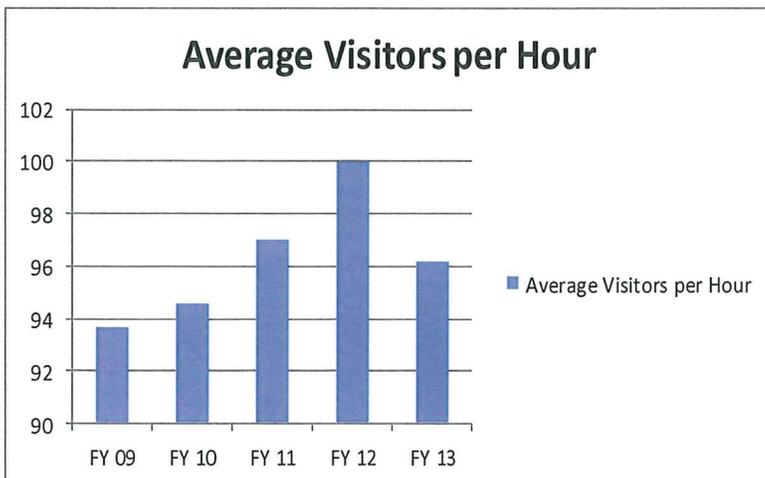
**65,642 items loaned to other libraries**

**2,194 annual public service hours logged (open to the public)**

**7,506 new materials added to the collection**



The Library  
was visited  
200,038 times  
this year.



FY 09 open hours 54/week

# Y outh Services

Youth Services is the heart of the library. The library is especially committed to growth in children's services in the future.

Due to budget cuts and staff reductions, the decrease in programming that began in FY10 continued into FY13. In FY12 the library added one storytime to increase from 2 per week to 3; this pattern continues for FY13.

**8,357 children in Woodland have library cards**

**141, 862 children and teen books, dvds, cds, were checked-out**

**36,508 children's books are in the collection**

**5,831 teen books are in the YA area**

**13,372 multimedia materials are available**

**22 magazine titles are offered for children, teens, and parents**

**237 programs were held**

**6,002 children and caregivers attended those programs**



**1,422 children and caregivers enjoyed**

**50 Toddler Storytimes**

**2,030 children and caregivers enjoyed**

**160 Preschool Storytimes**

**2,432 Students enjoyed**

**19 School Age Programs**

**118 Teens enjoyed**

**8 Teen Programs**

**Reading is So Delicious** that for our 2013 Summer Reading Program

**226 elementary students read for fun** and prizes a total of **98,229 minutes** or 1,637 hours.

**73 toddlers were read and sung to.**

**38 teens read and reviewed 112 books.**

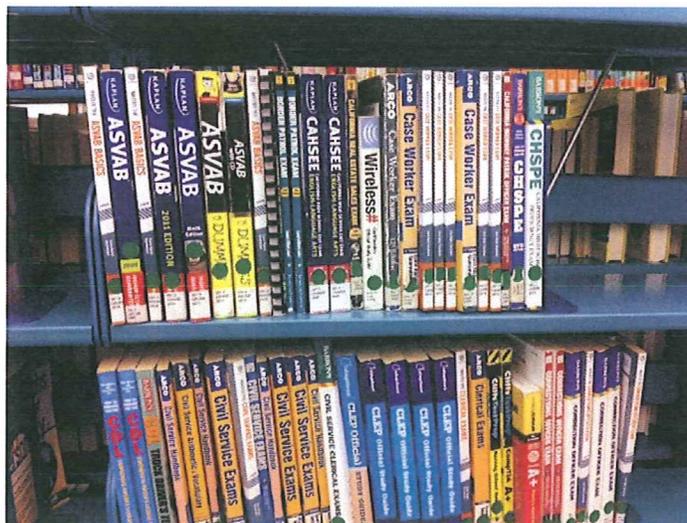
Research shows that kids who read in the summer do not lose educational progress and are ready to start their next grade level. The Friends of the Woodland Public Library proudly support our annual Summer Reading Programs.



# Adult Services

A master's degree in Library and Information Science is the minimum requirement of a professionally trained librarian. The professional librarians at the Woodland Public Library include the Library Services Director, adult services librarian, technical services librarian, and youth services librarian. In addition to traditional librarian work, professional staff is responsible for a variety of other duties vital to keeping the library running smoothly. The adult services librarian responds to the information needs of library patrons through reference, referral, and the provision of a comprehensive collection to support the mission of the library: "To inform, to enhance the quality of life, and to foster life-long learning."

- 48,423** books are in the adult stacks
- 10,219** multimedia materials line the shelves
- 157,332** adult materials checked-out
- 72,544** multimedia materials checked-out
- 70** magazine titles available for check-out
- 18** public use computers are available
- 4,693** reference questions answered



Prepare for a test at the library.

# Tech Services

The technical services librarian oversees the preparation of material for addition to the collection as well as manages the process by which items are circulated to patrons. Oversight of the circulation system/database is a principle task of this position in addition to the preparation of various statistical reports.

**Items Added to the Collection: 7,506**

**Total Size of the Collection: 104,134**



The Library collection is developed by librarians to meet the educational, informational, and entertainment needs of the community.

Library Materials Expenditures				
		%Spent	% of	
	FY 13	of "Totals"	FY13 Circ	Variance
Adult fiction	\$ 22,939	27.0%	13.9%	13.1%
Large print	\$ 1,208	1.4%	1.0%	0.4%
Adult nonfiction	\$ 15,113	17.8%	12.3%	5.5%
Adult Print Sub	\$ 39,260	46.2%	27.2%	19.1%
Adult Spoken Word	\$ 3,429	4.0%	3.6%	0.4%
TEACH	\$ 80	0.1%	1.0%	-0.9%
CDs	\$ -	0.0%	2.6%	-2.6%
DVDs	\$ 9,290	10.9%	17.1%	-6.2%
Adult AV Subtotal	\$ 12,799	15.1%	24.4%	-9.3%
<b>Adult Total</b>	<b>\$ 52,060</b>	<b>61.3%</b>	<b>52.8%</b>	<b>8.5%</b>
<b>Teen--Total</b>	<b>\$ 6,157</b>	<b>7.3%</b>	<b>4.5%</b>	<b>2.8%</b>
Children's books	\$ 20,915	24.6%	30.1%	-5.5%
Children's Spanish	\$ 890	1.0%	2.7%	-1.6%
Children Print Sub	\$ 21,805	25.7%		25.7%
Child Sp Wd & CD	\$ 746	0.9%	1.3%	-0.5%
J DVDs	\$ 4,142	4.9%	8.7%	-3.8%
Children's AV Sub	\$ 4,888	5.8%	10.0%	-4.2%
<b>Children's Total</b>	<b>\$ 26,668</b>	<b>31.4%</b>	<b>42.8%</b>	<b>-11.4%</b>
Total Print A,YA,J	\$ 67,222	79.2%	65.7%	13.5%
Total AV A, J	\$ 17,687	20.8%	34.3%	-13.5%
<b>Totals</b>	<b>\$ 84,910</b>	<b>100.0%</b>	<b>100.0%</b>	

**104,134 total items available to Woodland patrons**

**90,762 books available to Woodland patrons**

**13,372 DVDs, Books on CD, and music CDs for Woodland patrons**

**2,000 E-books and E-Audio books were checked-out**

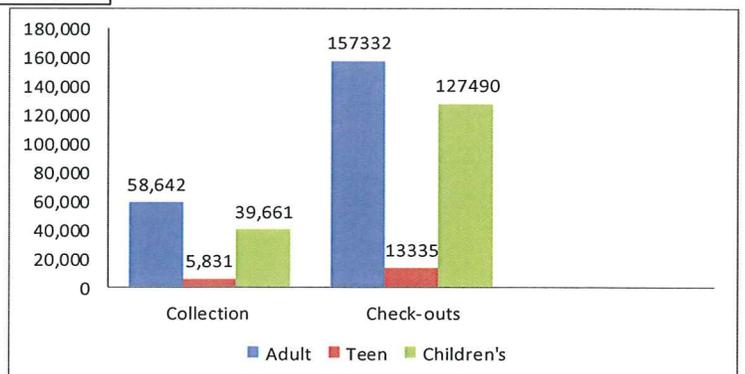
**2.68 children's books check-out for every 1.75 adult books**

**298,157 items checked out from the Library**

**136 items are checked out every hour the library is open**

Woodland library card holders also have access to over 2.5 million items through our partner libraries

Actual Standing Orders	\$ 14,324
Overdrive	\$ 1,605
Collection Total	\$ 100,839
VAS	\$ 23,395
<b>Overall Total</b>	<b>\$ 124,234</b>



# Volunteers

Volunteers are a vital part of all library operations.

**110 Volunteers** gave over 2, 490 hours in service to the Library.

**1,074** hours given by The Woodland Public Library Rose Garden volunteers working on the beautiful rose garden and the library grounds.

**351.75** hours by the Spine Tingers mending and repairing books.

Volunteers save money, the hours worked are the equivalent of 2 full time employees

## Woodland Public Library

### Volunteer Program Mission Statement

The Woodland Public Library's Mission is to inform, to enhance the quality of life, and to foster lifelong learning. The library is committed to the idea that involving volunteers in its operation will assist it in carrying out its mission for the community.

Therefore, we believe that:

Volunteers allow the library to provide enhanced services to the community.

Volunteers provide a vital link between the library and the community – both by informing the community about services the library has to offer and by bringing valuable community input to the library planning process.

A thoughtfully planned and well managed volunteer program can bring a wealth of benefits to the library, its staff, the community and the volunteers.

A successful volunteer program requires that staff and volunteers work as a team to implement the mission and goals of the library.

Volunteers supplement, but do not supplant, library staff; volunteers complement, but do not replace library staff.

**Woodland Library Rose Club's  
21st Annual Garden Tour**  
Sunday, April 29th, 2012 Noon to 5 pm  
(Rain Date, May 6<sup>th</sup>)



This year's tour features 6 beautiful and distinctive private gardens as well as the gardens of the Woodland Public Library.

Festivities at the library gardens will include refreshments, music, photo histories of the library & gardens, raffle prizes & more! Tickets are also available day of the tour at the library.

Tickets \$20.00 Each

To Order: Send payment to Woodland Library Rose Club  
250 First Street  
Woodland, CA 95695

For more information please call (707) 344-6769  
Or email [info@woodlandlibraryroseclub.com](mailto:info@woodlandlibraryroseclub.com)

Photograph by Ann Noring (AOL User Woodland Library Rose Club Garden)

# Looking Forward

## Going Green:

- Email receipts
- Payment of fines by debit or credit card
- Electronic signage, reduction of paper handouts
- Stronger social media presence
- Fully updated Website



## Adult Services:

- Adult Library Card campaign
- Increase participation in Adult Summer Reading Program
- Increase volunteer utilization

## Youth Services:

- Children's Library Card campaign
- Increase storytime programs and attendance
- Greater outreach and presence in the community
- Increase participation in Children's Summer Reading Program
- Develop afterschool programs
- Increase family programming
- Create Teen Library Council
- Increase Teen volunteer opportunities

# The Last Page

## Library Board of Trustees

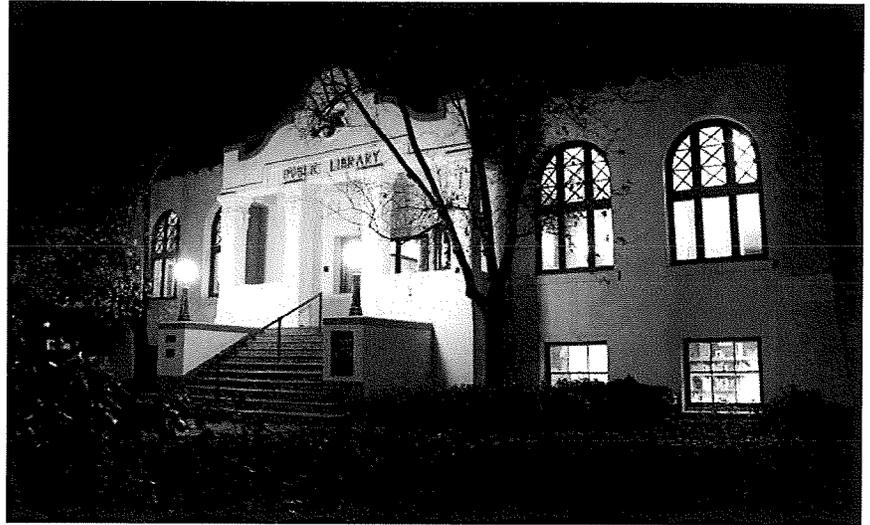
George A. "Bud" Goding, President

Kathy Harryman, Secretary and  
Treasurer

Diane Adams

Karen Shepherd

Keith Quigley



## Library Staff

(Full time equivalencies)

Director	1.0
Librarians	3.0
Full time Library Assistants	2.0
Temporary Library Assistants	1.5
Shelver pool	2.3

## Operating Expenditures

### General Fund

Personnel	\$720,892
Office Supplies	\$3,304
Postage	\$1,533
Janitorial Supplies	\$1,751
Books	\$40,402
Telephone	\$2,588
Cell Phones	\$420
Maintenance-Grounds	\$31,940
Maintenance Equipment	\$2,040
Contract Services	\$33,504
Education and Meetings	\$4,165
Indirect Expenses	\$215,345
Utilities	\$31,991
Technology Services	\$57,501

**Total** **\$1,147,382**

Woodland Public Library \* 250 First St Woodland, CA 95695 \* 530.661.5980

[www.cityofwoodland.org/library](http://www.cityofwoodland.org/library)

New Business  
 Agenda Item 6B  
 09/25/2013

# CLIENT SCENARIO FOR Greta Galindo

## THD1068-WOODLAND

1860 E MAIN STREET  
 WOODLAND, CA 95776  
 Phone: (800) 253-3267 Fax: (530) 406-5673  
 Email: windoworders@customdecorators.com

Date
08/23/2013
Salesperson
Tina Chavous

Sold To:
Greta Galindo
, AA
H:

Floor: Room	Window	Opt 1 (6358494)	Renditions (6358525)	Natural Elements (6358538)	Natural Elements standard (6358558)	Natural Elements literise (6358569)	Plain metal (6358580)
G: Youth	1	2" Everwood Distinctions	2" Everwood Renditions	2" NATURAL ELEMENTS POWERTILT	2" NATURAL ELEMENTS	2" NATURAL ELEMENTS	MACRO 2" TRADITIONAL
G: Youth	1	2" Everwood Distinctions	2" Everwood Renditions	2" NATURAL ELEMENTS POWERTILT	2" NATURAL ELEMENTS	2" NATURAL ELEMENTS	MACRO 2" TRADITIONAL
G: Youth	1	2" Everwood Distinctions	2" Everwood Renditions	2" NATURAL ELEMENTS POWERTILT	2" NATURAL ELEMENTS	2" NATURAL ELEMENTS	MACRO 2" TRADITIONAL
G: Children	1	2" Everwood Distinctions	2" Everwood Renditions	2" NATURAL ELEMENTS POWERTILT	2" NATURAL ELEMENTS	2" NATURAL ELEMENTS	MACRO 2" TRADITIONAL
G: Children	1	2" Everwood Distinctions Literise	2" Everwood Renditions	2" NATURAL ELEMENTS LITERISE	2" NATURAL ELEMENTS	2" NATURAL ELEMENTS LITERISE	MACRO 2" LITERISE
G: Children	1	2" Everwood Distinctions Literise	2" Everwood Renditions	2" NATURAL ELEMENTS LITERISE	2" NATURAL ELEMENTS	2" NATURAL ELEMENTS LITERISE	MACRO 2" LITERISE
G: Children	1	2" Everwood Distinctions Literise	2" Everwood Renditions	2" NATURAL ELEMENTS LITERISE	2" NATURAL ELEMENTS	2" NATURAL ELEMENTS LITERISE	MACRO 2" LITERISE
G: Children	1	2" Everwood Distinctions Literise	2" Everwood Renditions	2" NATURAL ELEMENTS LITERISE	2" NATURAL ELEMENTS	2" NATURAL ELEMENTS LITERISE	MACRO 2" LITERISE
G: Children	1	2" Everwood Distinctions Literise	2" Everwood Renditions	2" NATURAL ELEMENTS LITERISE	2" NATURAL ELEMENTS	2" NATURAL ELEMENTS LITERISE	MACRO 2" LITERISE
<b>Totals</b>		3067.90	1929.47	4681.07	2542.99	3063.42	2648.27