

WOODLAND PUBLIC LIBRARY
Leake Room
250 First St.
Woodland, California
Wednesday, October 9, 2013
LIBRARY BOARD OF TRUSTEES
CLOSED SESSION AGENDA
4:00 PM

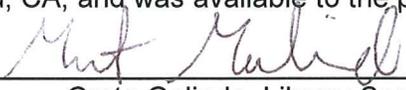
- 1) Call to Order
- 2) Closed Session
 - a. Personnel- Employee Evaluation

LIBRARY BOARD OF TRUSTEES
SPECIAL SESSION AGENDA

- 1) Welcome Visitors
- 2) Public Comment
- 3) Review of Agenda
- 4) Minutes
 - a. September 25, 2013
- 5) Communications
 - a. Woodland Holiday Parade
- 6) Old Business
 - a. Woodland Public Library Annual Report 2012-2013
 - b. Blinds for children's area and teen area
- 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 October 9, 2013 was posted on October 4, 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 1st. 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 10/9/13

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES, MEETING OF SEPTEMBER 25, 2013

Board Members: Diane Adams, Keith Quigley, and Kathy Harryman.

Library Director – Greta Galindo

The meeting was called to order at 4:00 p.m. by Kathy Harryman, standing in for Bud Goding. We immediately went into Closed Session to discuss the process of evaluation for the Library Director. The meeting was called back to order at 4:20.

1. Visitors – There was one visitor from the Friends of the Library. Retha Robertson is their Vice President.
2. Public Comment - none
3. The agenda was reviewed and the following date changes were added: Regular Meeting October 9, 2013, Closed Session Meeting, October 23, 2013 at 4:00. Closed session discussion is the evaluation of Library Director.
4. The minutes were reviewed and approved.
5. Communications – The Board reviewed the staff survey in closed session, made some minor changes and asked the Director to distribute it to the Staff. We would like the surveys returned by October 9.
6. New Business
 - a. Greta distributed the Library's Annual Report for 2012-13. The entire Board will accept the Report at the next meeting. The Report will then be presented to the City Council.
 - b. Blinds – Greta gave us a cost estimate for the purchase of the blinds in the newly painted children's area. We will discuss and decide at the next meeting with the entire board in attendance.
 - c. Special Library Staff/ Board Meeting – Greta will arrange a workshop/meeting with the entire staff on a Saturday in November or December. She requested that the Board attend.

7. Reports

- a. Director – Greta shared the following information with the Board
- 1) Woodland Reads will be here October 17 at 7:00 p.m. The books are in the library and ready for distribution. Mona Ruiz is the author of Two Badges.
 - 2) The bottom storage unit will be cleaned out tomorrow. The items will be removed and picked up by Waste Management.
 - 3) Staff Appreciation Day is October 30.
 - 4) Elevator will be fixed by October. The men are working on it now.
 - 5) She encouraged us to follow the General Plan for the City; especially regarding the library.

b. Board

- 1) Diane requested a copy of the staff and their job titles
- 2) Keith attended the Friends meeting and shared that Library Appreciation Day is April 13, 2014. He shared that the County Fair was difficult for the friends because of the staffing of the booth. The Friends would like the Board to participate in the Holiday Parade on December 14. He is going to write an article in the Friends newsletter for the Board. He will bring it to us before he submits the piece.
- 3) Retha shared some of the upcoming events. October 20-26 is the National Friends of the Library Week; Day of the Dead is Nov. 1.

8. Adjournment – Meeting adjourned at 5:20 p.m.

Next Meeting is October 9, at 4:00 p.m.

Annual Report 2012-2013

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

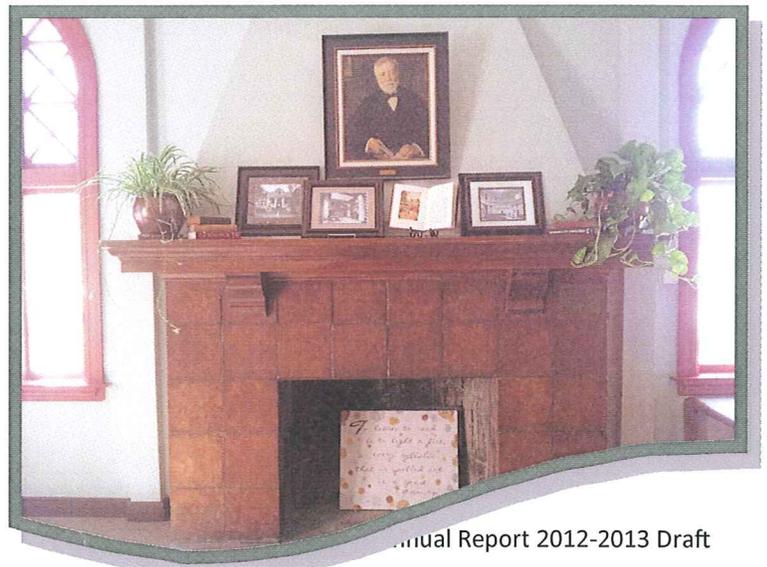
A Message From the President of the Board of Trustees

– 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.



Woodland Public Library

July 1, 2012 thru June 30, 2013

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

29,294 Woodland library card holders

2,190 new Library Card Holders

794 average daily visitors

904 items– is the average daily checked out

5,924 reference questions answered

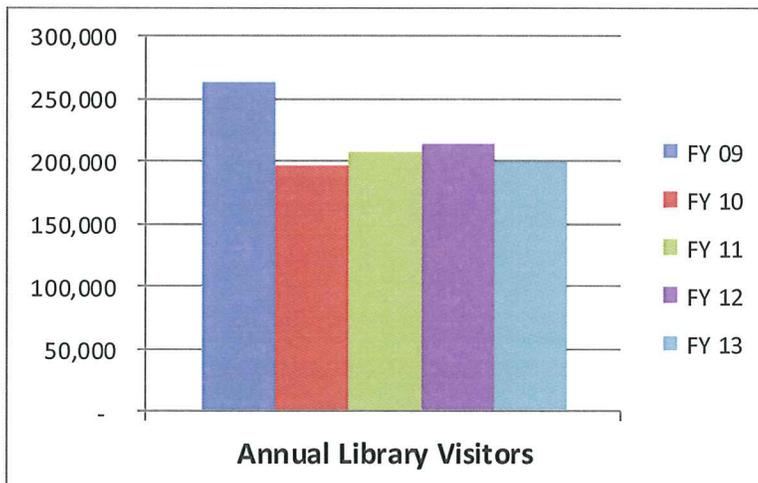
24,856 items loaned from other libraries to Woodland patrons

65,642 items loaned to other libraries

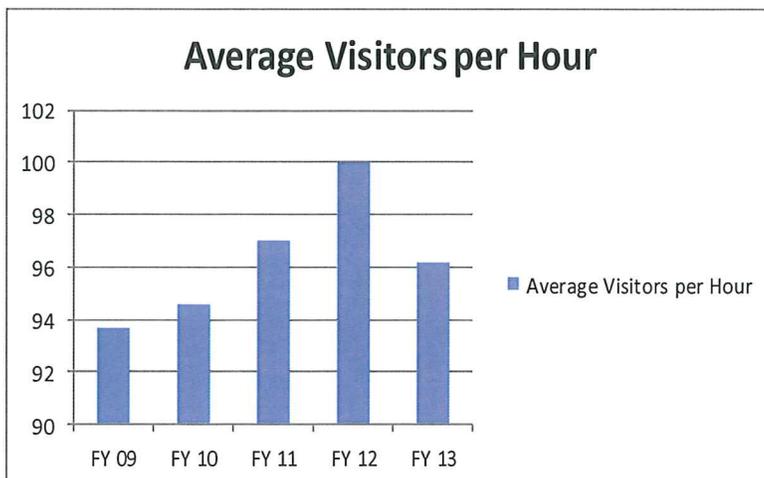
2,194 annual public service hours logged (open to the public)

7,506 new materials added to the collection

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



The Library
was visited
200,038 times
this year.



FY 09 open hours 54/week

Library 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 are responsible for a variety of other duties vital to keeping the library running smoothly.

Adult Services

- 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

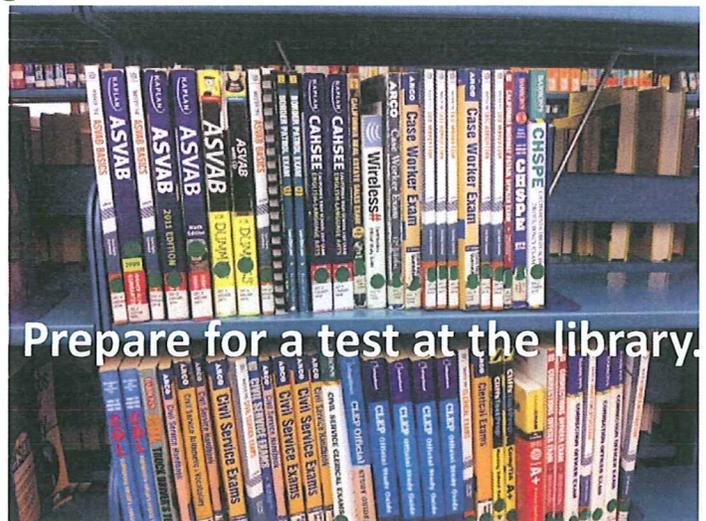
The adult services librarian responds to the information needs of library patrons through reference, referral, and the provision of a comprehensive collection to support the mission of the library: "To inform, to enhance the quality of life, and to foster life-long learning."

Director of Library Services

The Director of Library Services plans, organizes, and directs the operations and activities of the City's library system and the library literacy services. The library services director receives policy direction from the Library Board of Trustees and administrative direction from the City Manager.

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

Library Services

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

Youth Services

The youth services librarian oversees the library's efforts with youth ages 0 -18 by developing, implementing and evaluating children and teen programs and services. These services include children and family reference needs, outreach to local schools and organizations, collection development and maintenance, and an in-house program schedule.

"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.

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

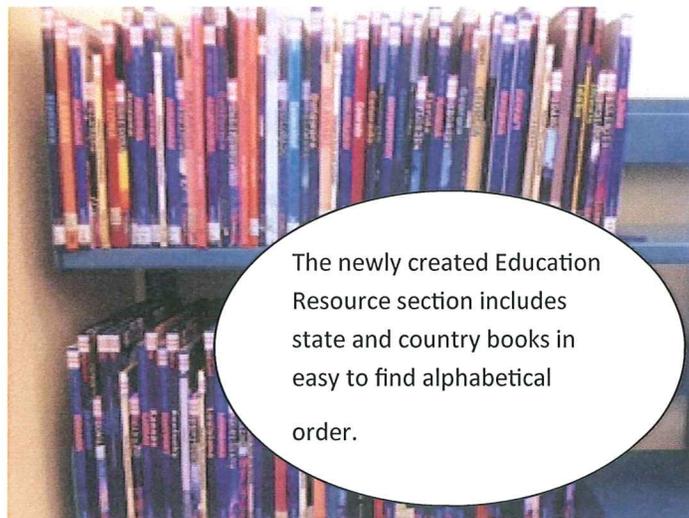
5,831 teen books are in the YA area

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 Storytime

2,030 children and caregivers enjoyed 160 Preschool Storytimes

2,432 Students enjoyed 19 School Age Programs

118 Teens enjoyed 8 Teen Programs

Woodland Public Library Annual Report 2012-2013 Draft



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%
Adult Total	\$ 52,060	61.3%	52.8%	8.5%
Teen--Total	\$ 6,157	7.3%	4.5%	2.8%
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%
Children's Total	\$ 26,668	31.4%	42.8%	-11.4%
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%
Totals	\$ 84,910	100.0%	100.0%	

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

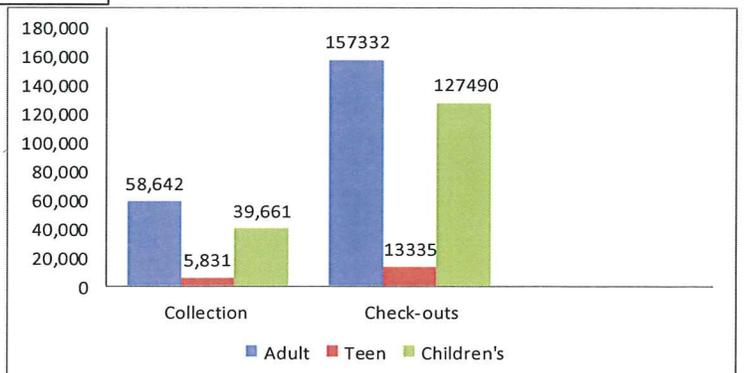
2.68 children's books check-out for every 1.75 adult books

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
Overall Total	\$ 124,234



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 6th)



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

Photograph by Arnie Noring (4/25/12 at Woodland Library Rose Club Gardens)

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

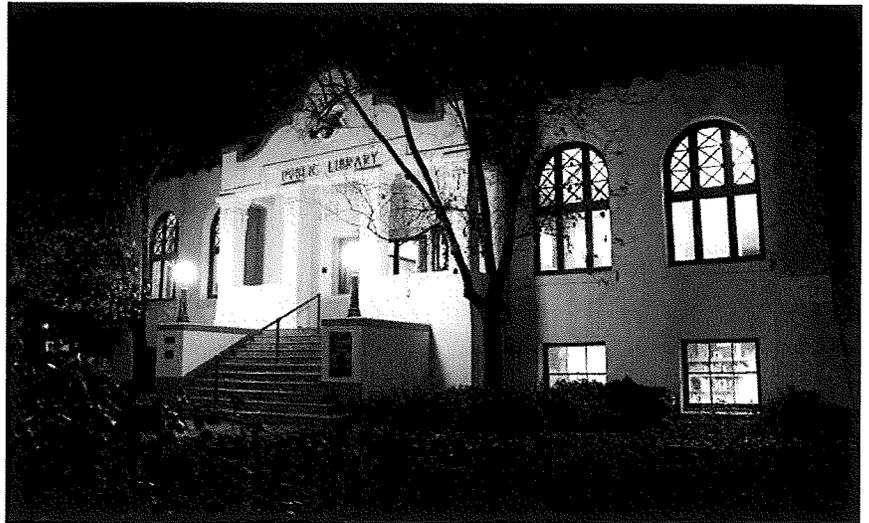
George A. "Bud" Goding, President

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

Old Business
Agenda Item
No. 6b
Library Board
10/04/2013

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
Totals		3067.90	1929.47	4681.07	2542.99	3063.42	2648.27