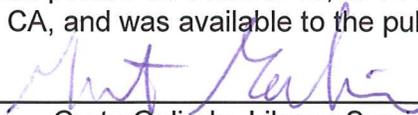


**WOODLAND PUBLIC LIBRARY**  
**Leake Room**  
**250 First St.**  
**Woodland, California**  
**Tuesday, October 21, 2014**  
**LIBRARY BOARD OF TRUSTEES**  
**REGULAR SESSION AGENDA**  
**4:00 PM**

- 1) Welcome Visitors
- 2) Public Comment
- 3) Communications
- 4) Review of Agenda
- 5) Minutes
  - a) September 17, 2014
  - b) October 1, 2014
- 6) New Business
  - a) FY2014 Woodland Public Library Annual Report
  - b) Facility Security and Grounds Concerns
  - c) 1<sup>st</sup> Quarter FY15 Statistical Report
- 7) Old Business
  - a) Measure J Update
  - b) Measure E Update
- 8) Reports
  - a) Director
  - b) Board
    1. Council Meeting Attendance
    2. Individual Board Reports
- 9) Future Agenda Development
  - a) Library Board of Trustees Goals/Calendar
  - b) Library Board of Trustees By-Laws
  - c) Microfilm Reader
  - d) Public Display of Collections Policy
- 10) Adjournment

Special Meeting Closed Session:	October 23, 2014 3:30PM
Special Meeting Closed Session:	October 29, 2014 1:00PM
Special Meeting Closed Session:	November 5, 2014 11:00PM
Special Meeting Goals Workshop:	November 5, 2015 12:00PM
Next Regular Meeting:	November 19, 2014 4:00PM

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 21, 2014 was posted on October 18, 2014 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. 5a  
Library Board of Trustees Meeting: 10/21/2014

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES  
REGULAR MEETING OF SEPTEMBER 17, 2014

Board Members: Diane Adams, Karen Shepard, Kathy Harryman and Gloria Rodriguez  
Library Director: Greta Galindo

The meeting was called to order at 4:00 p.m. by Kathy Harryman, President

1. Visitors – Mayor Tom Stallard; Bobby Harris
2. Elections of officers – Kathy Harryman was elected by the board to be the President for 2014-2015. Gloria Rodriguez was elected by the board to be the Vice President/Secretary for 2014 – 2015.
3. Public Comment - Mayor Stallard provided us with information about Measure J and Measure U. He asked the Board of Trustees to consider endorsing Measure U. He also informed us that the interviews for the BOT position and other city committee positions were being held on Friday, Sept. 19.
4. Communication – Greta informed us that interviews for the BOT position would be this Friday. There was a discussion about allowing current BOT members to participate in the interview process in the future. Board members also asked what help the Weed community may need after the devastating fire that burned many structures including the public library. Greta said she would provide us with information soon.
5. The agenda was reviewed and approved.
6. The minutes for August 20, 2014 were reviewed and approved with the following correction – Karen shared the Literacy Council report instead of Greta. The minutes for August 27, 2014 were reviewed and approved.
7. New Business
  - a) Measure U – After some discussion the BOT voted to go on record in support for Measure U. There was a discussion of the impact of potential financial problems should Measure U not pass.
  - b) Library Services Director Employee Evaluation Timeline – A timeline has been set to meet every 2 weeks.
  - c) 917 Library Trustees Fund Budget Update – The budget was presented and reviewed. There was discussion whether there were options for BOT to invest these funds. Greta will report back to us if there were any options.

d) Board Responsibilities/Timeline of Events – Greta will be working on a calendar of events, meetings and tasks for the BOT. This will include items that occur every year. The BOT agreed to meet twice a month for the following meetings:

Oct. 1 (11 a.m – 1 p.m.) - Evaluation and Workshop

Evaluation (11 – 12 p.m.) Closed Session

Leake Room (12 – 1 p.m.) Workshop

Oct. 8 (6 p.m. – 7p.m.) - Social with Yolo County Library Advisory Board

Oct. 15 (4 p.m.– 6 p.m) - Board of Trustees Meeting.

Nov. 5 (11 a.m. – 1 p.m.) - Evaluation and Workshop

Evaluation (11 – 12 p.m.) Closed Session

Goals (12 – 1 p.m.) Workshop

Nov. 19 (4 – 6 p.m.) - Board of Trustees Meeting

## 8. Old Business

### a) Measure J Update

Greta reported that the preliminary discussion recommendation for the Measure J spending plan was presented to the Woodland City Council Meeting on September 16, 2014. City council was in support and the plan is moving forward. Next action will be coming from city council to appropriate funding for positions. Bulk of first time funding will be for the circulation desk, computers for children, and for the positions of Teen Services Librarian and Adult and Family Literacy Coordinator.

### b) Measure E Update

Greta will be meeting with a consultant, Cathy Sanford, who is from Contra Costa. Her experience includes technology and current in trends in libraries. She also knows public information process and connecting with people in the community. The city has appropriated \$50,000 of Measure E funds for consultants.

### c) Leak Community Room Use

The draft was reviewed and will next be reviewed by the legal support. The BOT approved to appropriate funds from 917 funds not to exceed \$6500 for painting.

### d) Photo Policy

The photo policy draft was reviewed and approved by the board.

## 9) Reports

### a) Director

Greta reported that the library received a grant from Target for \$2,000 and was invited by them to write another grant. Next week the after school activities will begin. Annelisa Gebhard, Children Librarian, will be on leave from Oct. 2, 2014 until February, 2015. Esther Guardado will be acting Children's Librarian during Annelisa's leave. At the September meeting the city council proclaimed September 2014 as the Adult Literacy Awareness Month. On Oct. 21 will be the Jumpstart/Reading Day – Mayor will promote proclamation.

b) Board

Karen reported that the Literacy Council is meeting quarterly. Gloria reported that she viewed and enjoyed the Library's Story Walk during the City of Woodland's Stroll through History.

10. Future Agenda Development

Greta added these items to be placed on future agendas.

11. Adjournment – Meeting adjourned at 6:00 p.m.

Respectfully submitted,  
Gloria Ulloa Rodriguez, Secretary/VP

Next regular meeting is October 15, 2014, 4:00 p.m.

APPROVAL OF MINUTES  
Agenda Item No. 5b  
Library Board of Trustees Meeting: 10/21/2014

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES  
SPECIAL MEETING OF OCTOBER 1, 2014

Board Members: Diane Adams, Gloria Rodriguez, Karen Shepard and Kathy Harryman.

Library Director – Greta Galindo

The meeting was called to order at 11:05 a.m. by Kathy Harryman, President.

1. Visitors – no visitors
2. Public Comment – none
3. The agenda was reviewed and approved.
4. Board then went into closed session to review timeline for Library Director's evaluation.

Meeting was adjourned at 12:00 p.m. Nothing to report out.

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES  
SPECIAL SESSION OF OCTOBER 1, 2014

Board Members: Diane Adams, Gloria Rodriguez, Karen Shepard and Kathy Harryman.

Library Director – Greta Galindo

The meeting was called to order at 12:00 p.m. by Kathy Harryman, President.

1. Visitors – no visitors
2. Public Comment – none
3. The agenda was reviewed and approved.
4. Greta presented the Leake Community Center Usage Policy. The board read and reviewed it, making suggestions. Greta will have the document proofed and then submit it to the City's legal department. The board is looking at an opening date after the first of the year.

Meeting was adjourned at 12:45 p.m.

# Woodland Public Library Annual Report FY2014

## From the Library Director

This past year has been a year of change and growth at the Library. It also marks my second year as Library Director for the Woodland Public Library. It has been my desire since the beginning to create a library that is welcoming to all people and bursting with excellent reading material and activity. The struggle for Libraries is often balancing the expectations of the traditional information library with the growing expectation that Libraries are a space for exploration and community.

I have worked to balance those expectations, developing a more robust children's library with toys and active play and keeping the adult non-fiction area for quiet study. I do believe that libraries are a community space: a space for people to meet and spend time engaging with books, information, and each other.

In moving forward we will develop more opportunities for children, teens, and all adults to engage in the library and in their community through the Library. This past year I have focused on building and expanding our children's services:

- The Library began an annual campaign to get every 3rd grade student in Woodland a library card.
- We have seen tremendous growth in numbers of

children and parents coming to our storytimes.

- It was a record breaking year for participation in our Summer Reading Programs, for children and adults alike.

The mission of the Woodland Public Library is:

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

We will continue on this path for our community.

-Greta Galindo



Examining giant cockroaches during an afterschool program

### LIBRARY BOARD OF TRUSTEES

#### President

Bud Goding

#### Vice President/ Secretary

Kathy Harryman

Diane Adams

Karen Shepard

Keith Quigley

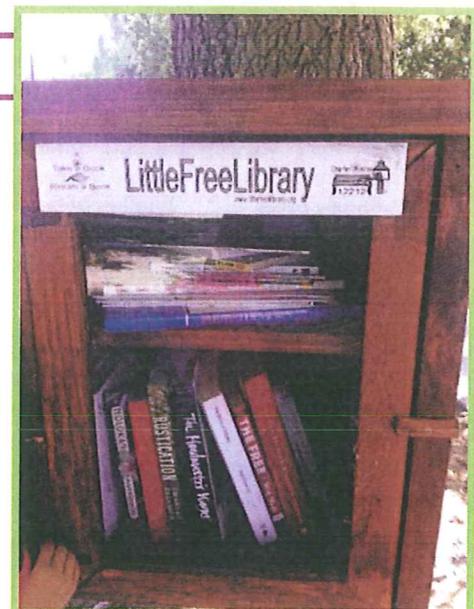
## Little Free Libraries

The Woodland Public Library Little Free Libraries project is an outreach program to put books into the community, outside of the Library. Little Free Libraries are small boxes that contain an honor collection of books. Based upon the "Give a book, Take a book" philosophy, they are a way for neighborhoods to share books.

Seven Little Free Libraries were installed in locations around Woodland:

Woodside Park, Ferns Park, City Park, Jack Slaven Park, Beamer Park, the Senior and Community Center, and downtown.

Little Free Libraries are maintained by a wonderful group of volunteers who continually replenish the collections with donations to the Library.



## Fizz! Boom! Read!

### Fizz Boom Read Kids!

958 registered

515 completed

7,970 hours read

Average reading time per child 15.5 hours

### Fizz Boom Read Teens!

97 registered

308 books read

### Fizz Boom Read Babies!

299 registered

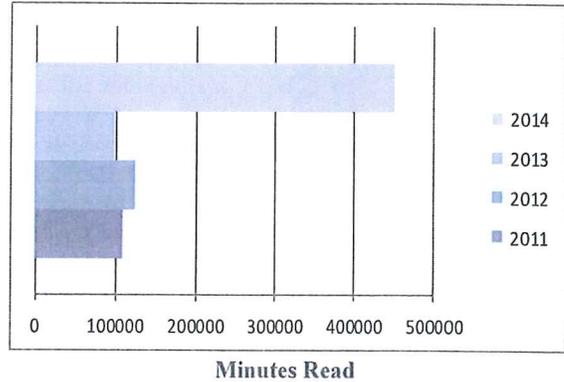
1,794 early literacy activities completed

### 6 Science Programs

705 creative kids

Children were engaged all summer long with reading but also with science experiments, storytimes, Lego clubs, and special performers. The Summer Reading Program (Fizz! Boom! Read!) was expanded this summer from a 4 week program to 7 weeks. The additional weeks encouraged children to read throughout the summer. The program was taken out to several local daycares. The City of Woodland also offered the program outside the library to children in their summer recreation program.

It was our largest year for participation. Even the adults participated more with 281 books read by 68 readers.



## 3rd Grade Library Card Campaign

Woodland Public Library proudly worked with Woodland Joint Unified School District and the United Way Education Counsel in an effort to provide library cards to all third graders in our service area by the end of the year 2014. Twenty-five 3rd grade classes from all elementary schools in Woodland either visited the Library or were visited in their classroom by the children's librarian. Every student was given a new book for ownership and the opportunity for a library card. 734 students were visited, and 377 students received library cards. Since receiving those library cards \_\_\_\_\_ number of books have been checked out by those students. Working together libraries and schools can foster a love of reading and promote good parenting in our community. We believe providing parents with a way to keep their children engaged in reading and teaching families how to use their public libraries will help establish a solid foundation for young readers, increase student skills and enhance education.



Preschoolers enjoy a craft after every storytime.

Storytimes and play at the Library are an important part of developing early literacy skills and building a child's love of learning and libraries. This year the Library expanded storytimes from offering 3 storytimes a week to 5. We developed a new baby early literacy storytime and grew our Spanish language storytime. We added a play area with toys that engage children in creative play to add a social and learning element to our children's area.

This year 5,139 children and caregivers attended storytime at our Library. That is a 50% increase over last year.

Through a grant from the California State Library this year we began offering storytime to go themed kits, Parents can check out a backpack full of books, toys, and music CDs to bring the storytime experience home.

## Afterschool programs added January 2014

Afterschool programs are offered Tuesday, Wednesday, and Thursday from 3:30-4:30 throughout the school year. School age children play games, create with Legos, engage in messy art, and enjoy learning through special presentations.

4,027 students and parents attended programs this year, a 66% increase over the previous year.

## Get Involved Volunteer at the Library

The Library is dependent on the engagement of the community through volunteering. We offer several volunteering opportunities. Our volunteers shelve books, shelf read, prepare crafts for storytimes, mend books, and so many other jobs. We also have a fantastic crew of teens who help during our busy summer reading program.

Volunteers are also involved through the Library Rose Club and Friends of the Library.

**5,246 hours** were given by volunteers to the Library in FY14. That is the equivalent of 3 full time staff members.

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

We thank our dedicated group of volunteers.

## By the Numbers

<b>Circulation</b>	<b>FY 13/14</b>	<b>FY 12/13</b>
Materials checked out or renewed	308,236	311,831
Holds Filled	60,566	70,895

*Library was closed Aug 2-18 for painting and the elevator was out of service August 1-December 13, 2013*

<b>Patron Usage</b>	<b>FY 13/14</b>	<b>FY 12/13</b>
# people visiting the library	173,961	200,038
Cards added by WPL staff - All zips	2,600	2,222
Juvenile Library Card Holders	8,347	7,980
Library Card Holders	28,581	28,058

<b>Program Attendance</b>	<b>FY 13/14</b>	<b>FY 12/13</b>
Storytimes Ages 0-5	5139	3452
Tours/group visits Ages 0-5	36	n/a
School Age/Family Programs	4027	2432
Tours/group visits Ages 6-12	666	n/a
Outreach Ages 6-12	456	n/a
Programs Ages 13-18	150	68
Adult Programming	856	n/a
Books for the Homebound books delivered	27	n/a

## The Laconic Literacy Ledger

Literacy Services has had a revolutionary year. After surviving without a coordinator for nearly a year, the program shrank to less than two dozen tutoring pairs.

Since I was hired as the new coordinator in January, the entire department has received a complete overhaul, from furniture to curriculum and from training to outreach. It has seen tremendous growth and now has more than 50 tutoring pairs, a strong curriculum, and a growing community presence.

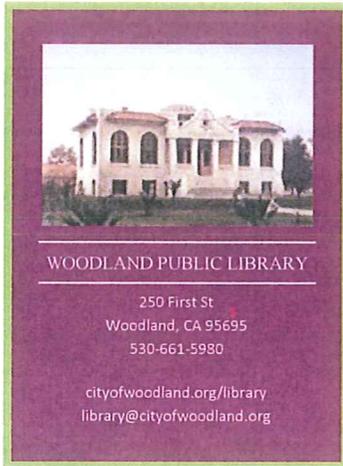
Literacy Services works closely with the Woodland Joint Unified School district to identify and recruit learners, the downtown business community to obtain supporters, and the public library literacy community to learn and to improve the program at WPL.

Despite the tumultuous year, volunteers contributed 3265 hours of tutoring for 205 students to improve their English reading and writing skills, earn their GED, improve job prospects, and become more involved with their families and communities.

Statewide, library literacy programs celebrated their 30th anniversary in September. WPLLS hosted a Walk a Mile event and presented a proclamation to the City Council. LS has also participated in the First Friday Art Walks, recruiting numerous tutors from attendees.

Looking forward, WPLLS has been obtaining grants to expand the program to include families and to participate in more local programs and events to recruit both learners and tutors.

-Trina Camping

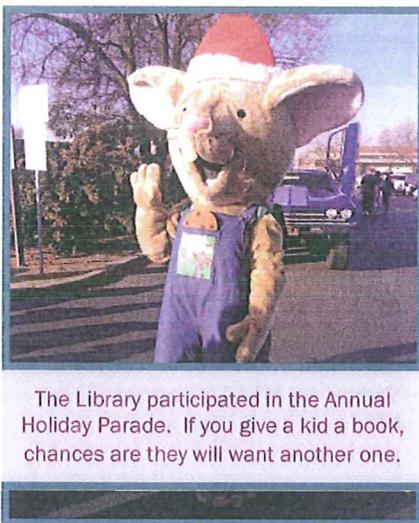


**In 2015 Woodland Public Library  
will be celebrating its  
110<sup>th</sup> year in our beautiful  
Carnegie Building**

Andrew Carnegie, who helped build 1,681 public libraries in the United States from 1886 to 1923 (142 in California), funded the original building of the Woodland Public Library. Placed on the National Register of Historic Places in 1981, the library is the oldest continuously operated Carnegie library in California.

1905 – the building was completed by the construction firm of local resident William Henry Curson. The San Francisco architectural firm of Dodge and Dolliver designed the building. When the building was complete, they took the architectural plans with them to their San Francisco office for safekeeping. All the plans were destroyed in the San Francisco earthquake and fire of 1906.

Present



Future

The passage of Measure J will bring many changes to the Library. Thank You! Beginning in January 2015 the library will have new hours - open Friday afternoons and Saturday mornings.

Additional funding will bring greater programming in the library and outreach into the community.

We are looking forward to engaging with the community through:

- Very Eager Readers Early Literacy storytimes and family events
- Teen services through books club, volunteer opportunities, and expanded hours just for teens during the school year
- Expanding library programs and services through the build-out and development of the library basement. Thank you to Measure E.
- Expanding early learning collections and common core support
- Online tutoring and language learning programs
- Expanded community outreach



**TO INFORM, TO ENHANCE  
THE QUALITY OF LIFE,  
AND TO FOSTER  
Growing LIFE-LONG LEARNING  
Readers**

NEW BUSINESS

Agenda Item No. 6c

Library Board of Trustees Meeting , 10/21/2014

**QUARTERLY STATISTICS 2014-2015 1st qtr**  
**Woodland Public Library**

		<b>Items</b>						
		<b>Jul - Sep</b>	<b>Oct - Dec</b>	<b>Jan - Mar</b>	<b>Apr - Jun</b>	<b>FY 14/15</b>	<b>FY 13/14</b>	
Materials checked out or renewed		79,395				79,395	69,012	15%
Holds Filled		15,162				15,162	15,278	-1%
		<b>Patrons</b>						
		<b>Jul - Sep</b>	<b>Oct - Dec</b>	<b>Jan - Mar</b>	<b>Apr - Jun</b>	<b>FY 14/15</b>	<b>FY 13/14</b>	
# people visiting the library		44,582				44,582	33,521	33%
Cards added by WPL staff - All zips		654				654	586	12%
Juvenile Library Card Holders		8,882				8,882	7,978	11%
Library Card Holders		30,385				30,385	27,871	9%
New Library To Go Users						-	60	
Total Library To Go Users						-	249	
		<b>Programs</b>						
		<b>Jul - Sep</b>	<b>Oct - Dec</b>	<b>Jan - Mar</b>	<b>Apr - Jun</b>	<b>FY 14/15</b>	<b>FY 13/14</b>	
Storytimes Ages 0-5	# held	40				40	26	54%
	attendance	996		-	-	996	603	65%
Tours/group visits Ages 0-5	# held			-	-	-	0	
	attendance			-	-	-	0	
Family Programs	# held	12		-	-	12	3	300%
	attendance	1,179		-	-	1,179	316	273%
Tours/group visits Ages 6-12	# held	3		-	-	3	1	200%
	attendance	159		-	-	159	32	397%
Outreach Ages 6-12	# held			-	-	-	0	
	attendance			-	-	-	0	
Programs Ages 13-18	# held	5		-	-	5	4	25%
	attendance	29		-	-	29	60	-52%
Tours Ages 13-18	# held			-	-	-	0	
	attendance			-	-	-	0	
Adult Programming	# held	16		-	-	16	7	129%
	attendance	201		-	-	201	100	101%
Books for the Homebound		8					19	
<b>TOTALS</b>	# held	76				76	60	27%
	attendance	2,572				2,572	1,111	132%

**QUARTERLY STATISTICS 2014-2015 1st qtr**  
**Woodland Public Library**

**Volunteer Hours**

	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	FY 14/15	FY 13/14	
Shelving	38.25				38.25	968	-96%
Shelf Reader	425.25				425.25	39.5	977%
Special Projects/Inventory	195.00				195.00	0	
Spine Tingers	150.00				150.00	339	-56%
Rose Garden	185.50				185.50	77	141%
Volunteer Coordinator	96.25				96.25	6	

**Collection Development FY 2014-2015 Quarterly Spending**

		\$	141,000	Q1	Q2	Q3	Q4	FY Total	%Spent
Standing Orders	11%	\$	16,000	\$	-			\$ -	0%
Overdrive Advantage	4%	\$	5,000	\$	5,155			\$ 5,155	103%
VAS	17%	\$	24,000	\$	7,559			\$ 7,559	31%
Supplies/Processing	2%	\$	3,000	\$	1,869			\$ 1,869	62%
Youth Services Programming	1%	\$	1,000	\$	-			\$ -	0%
Adult Collection	41%	\$	58,200	\$	20,399			\$ 20,399	35%
YA Collection	5%	\$	7,000	\$	2,331			\$ 2,331	33%
Children's Collection	19%	\$	27,200	\$	9,483			\$ 9,483	35%
		\$	141,400	\$	46,795			\$ 46,795	33%

Available Funds	\$	31,000.00	101	General Fund
	\$	85,000.00	571	Development Impact Fee
	\$	25,000.00	917	Trustees Fund
	\$	141,000.00		