Item VI. B & VII. A

Library All Staff Meeting Agenda

Wednesday, August 26, 2009 1-3 PM

I. Overview of Transition/Service Reductions

A. Workload Factors Imbalance

Inputs	FY 08-09	June 2009	July 2009	% Change Jun to Jul
Authorized FTE	11		8	(-27.27% from 08-09)
Open Hours	54 hours per week		40 hours per week	(-24.93% from 08-09)
Outputs				
Visits	263,065 (21,922 avg. visits/mo)	22,864 visits	19,508 visits	(-14.68% from June)
Circulation	349,138 (29,095 avg. items/mo)	30,750 items	28,598 items	(-7% from June)
ILLs Filled	72,681 (6,057 items/mo)	6,009 items	5,711 items	(-5% from June)

- B. Other Variables Impacting Transition
 - 1. Pre-processing not implemented as quickly as anticipated
 - 2. Larger than average end of the year (2008-2009) materials order backlog
 - 3. Stress related to uncertainty of future
 - 4. Relocation of key library functions (delivery and check-in)
 - 5. Inadequacies of book drop during three day closures. Backlog on Tuesday mornings.
 - 6. Courier delivery reduced from five to four days per week.
 - 7. Dramatic Increase in volunteer usage

Type of Volunteer Activity	FY 08	FY 09	% change
Literacy Program (predominantly tutoring)	3,687 hours	10,385 hours	182% increase
Library Formal Volunteer Program	318.5 hours	517 hours	62% increase
Teen Volunteers (predominantly summer reading)	336.5 hours	224.5 hours	33% decrease
Total Traditional Volunteer hours reported	4,342 hours	11,126.5 hours	156% increase
FTE	2.1 FTE	5.38 FTE	156% increase

Note: Formal volunteer hours for July 2009 were 267.5 (over 50% of the entire previous year).

- II. Need for Fact-Based Decision Making
- III. Space Issues
 - A. 23,000 SF with approximately 21,000 SF finished (minus 2,000 SF "Sculpture Garden").
 - B. The main floor designated for public service is only 11,228 SF; of that 460 SF is designated for upstairs work area and 138 SF is underutilized "behind the desk" space.
 - C. Computer area is the most consistent and frequent source of complaints from public
 - 1. Noise
 - 2. Crowding—blocked aisles
 - D. Absolute necessity to expand shelving capacity (teaching company, Spoken Word, DVDs, CDs) as well as need for more browsing/display space.
- IV. Known Falling Through the Cracks and Remedies
 - A. PIC list follow up and set missing—Dana will lead with one designated shelver.
 - B. Magazine tracking and oversight—Sue P. will manage.
 - C. Media binder, missing, damaged, and cleaning—Brenda designated 2 hours per week.

V. Furlough

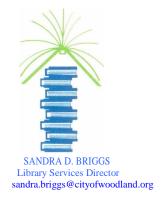
I. What's working and what's not working in transition (brainstorm)

What Is Working in Transition?	What Is Not Working in Transition?		
 Staff One person on circulation desk Patron service Hours/single shift Back up system for desk coverage Automated telephone attendant Book ordering via Title Source (Baker & Taylor) Elimination of ordering cards Extra shelf for holds 	 Upstairs book drop process needs to be defined (who, when, where) Amount of in & out with locked doors (volunteers & part-time) Circulation needs reference desk schedule Schedule causes public confusion Change in children's programming days resulted in decreased attendance Some shelving errors with number of hands involved Book drop capacity Increased calls to literacy regarding library services No supervision in NF when reference desk is not staffed. 		

II. Clarification of volunteer activities. There has been a tremendous increase in volunteerism, especially in July; with over 267 hours logged, the month's total was more than half of the entire previous year. However, with school starting, there will be a substantial decrease. Rita distributed a schedule of the consistently scheduled volunteers which include shelf-readers and shelvers as well as greeters (T-Th afterschool). Spinetinglers meet one Saturday per month, and the schedule is posted on the volunteer page of the library's website. Other on-call volunteers include Barbara (OCLC deletes), Helen (discards), Kathy (special collection projects), Mike (inventory), and TBA (rest home delivery).

III. Brainstorm: What Can We Stop Doing? Do Less? Need to Do More?

Stop	Less	More
 Paper applications (now) Calling holds (Oct. 1) Rita will make notice bookmarks to be placed in all hold items by volunteers Staff will inform patrons when hold is placed by staff Staff & greeters will instruct in method to check account Cheat sheet for literacy call-ins Berta will check with SPL for email notification option without titles Interrupting automation for staff holds (done) Use new transit slips instead of printing additional hold slip. Berta will check with Sacramento regarding print override. 	 Limit holds (from infinite to 25) now Limits on checkout 1. 50 total 2. 20 CD.DVD Board consideration on 9/3/09 	 Shelf reading and straightening Weeding Ask patrons to bring library card & use self-check Carts on the floor for returns PIC list to be consolidated with Dana & designated shelver.



Item VII. A

W00DLAND PUBLIC LIBRARY

250 First Street, Woodland, CA 95695 (530)661-5980 (530)666-5408 FAX http://www.cityofwoodland.org/library

August 21, 2009

Mr. John Martin, President Woodland Sunrise Rotary Club P.O. Box 8155 Woodland, CA 95776

Dear John:

Andrew Carnegie envisioned American public libraries as an integral component of education, particularly self-education and lifelong learning. Recognizing that education was the primary means of alleviating poverty, Carnegie invested heavily in public libraries. Woodland Public Library was one of the many beneficiaries. Built in 1905, the existing Woodland Public Library shares a similar mission to that of Rotary International. With that knowledge, the Woodland Public Library respectfully requests your consideration of the following project.

In addition to literacy, traditional library collections, programs, and services, public access to computers has become a core service in public libraries. Woodland Public Library currently offers 22 computers for public use. The computers are in high demand with approximately 3,700 uses per month as our community conducts job-seeking, banking, commerce, study and communication with family and friends around the world.

The current location of the public access computers represents one of the compromises made to provide modern library services in a 100 year old building. The current location of the computers restricts egress in walkways which creates a safety hazard, takes up valuable space intended for materials collections and generates the most consistent source of complaints from library users regarding noise and crowding. While recognizing the great need to provide computer access to the public while also providing a safe, accessible and quiet atmosphere in the library, the Woodland Public Library would like to relocate the public access computers to a work area behind the circulation desk. Recent reductions of staff have led to the relocation of both delivery and check-in of materials from the enclosed upstairs work area to the downstairs area. As a result, the ideally located and relatively sound proof 460 SF space is available for public use. Located adjacent to the circulation desk, a 4' x 8' interior window presents excellent visual supervision for the circulation staff on the south side of the proposed computer lab. A similar sized window (or windows) is needed for the west side of the lab to provide visual access for both patrons and staff.

The intended work area/computer lab is located just above the library's mechanical room which houses the computer server and routers. City IT and technical consultants have confirmed that the relocation of the existing computers (an approximately 12-18 foot move) would not only be feasible

but inexpensive. Additional electrical outlets may be required; however, the cost would be minimal. Casework (cabinets and counters currently exist), and furniture requirements consist of tables which the library intends to repurpose. After consultation with the City of Woodland, skilled volunteers can be used to accomplish the project.

The parameters and scope of the project, both labor and cost, are outlined below: Labor

Required skill areas include general carpentry (cut and remove sheetrock, frame 4' x 8' opening, install safety glass, repair wall edges with joint compound), finish carpentry (cut and install molding trim around glass), and painting (walls and trim). In addition, assembly and anchoring of replacement shelving units is requested.

Cost Estimate

\$974 re-route and rewire data lines Metropolitan NetComm, Inc. (quote attached)

\$400 4' X 8' safety glass

\$200 molding and paint

\$400 miscellaneous construction (electrical expansion, etc.)

\$426 removal of counter and replacement of carpet; carpet cleaning.

\$100 Grand Opening community celebration

\$2,500

The result or outcome will be a dramatic decrease in noise and congestion with an increase in staff supervision and oversight of the computers. The project will allow the library to maintain this much needed service while isolating the associated noise and congestion. In addition to the 3,700 monthly computer users who will benefit from the project, the 22,000 monthly visitors to the Woodland Public Library will directly benefit by the restoration of a more quiet and contemplative atmosphere expected with traditional library use. In addition, shelving will be able to be re-installed where the computers are currently housed, providing desperately needed shelf space for overflow materials.

I have included a formal "Request for Donation" for consideration by the Woodland Sunrise Rotary Foundation. Thank you for your consideration of our request and for your continuing service to our community. If you have any questions, please do not hesitate to contact me at (530) 661-5984 or sandra.briggs@cityofwoodland.org.

Regards,

Sandra Briggs Library Services Director



WOODLAND SUNRISE ROTARY CLUB DONATION REQUEST

All applicants to the Woodland Sunrise Rotary Club (WSRC) for donations, grants and support are asked to provide the following information. The WSRC encourages projects that are local and focused on youth, literacy, or community improvement. As much additional information as the applicant desires may be attached to this application. The WSRC considers requests at its regular monthly board meetings.

Please enter your information in the text fields, save as a word document, and mail this form and all accompanying documents to: Woodland Sunrise Rotary Club, P.O. Box 8155, Woodland, CA 95776.

1. Name of Organization or Project: Woodland Public Library

Address: 250 First Street City: Woodland ZIP:95695 Phone(530) 661-5984

Number of Paid Staff? 8 permanent, 10 part-time temporary Approx. Number of Volunteers, Hrs./Yr.? 24/517

2. Name of Contact Person: Sandy Briggs

Address: 250 First Street City: Woodland ZIP: 95695 Phone: (530) 661-5984

- 3. Briefly describe the project and its objectives: Repurposing an existing 460 SF Staff work area for public service space. By cutting a 4' x 8' interior window (or 2 smaller windows equaling a comparable size) for visual supervision, the existing 22 public access computers can be relocated into a more appropriate service space. The existing location is along an egress in the main reading room and results in the most consistent complaints from patrons regarding noise and crowding in addition to constituting a safety hazard. Literacy efforts (both basic and computer) are negatively impacted. The relocation will provide computer users (approximately 3,700 per month) who rely on the library to conduct their job-seeking, banking, commerce, study, and communication with family and friends around the world with a much more appropriate environment that can be appropriately monitored by staff. In addition, it will allow the main reading room space to return to a quieter and more contemplative space appropriate to reading, lifelong learning, and literacy tutoring (approximately 22,000 users per month). Finally, the project will allow the library to reclaim desperately needed shelving space to accommodate the growing collection.
- 4. IRS Determination Number (please attach copy of Determination Letter): Woodland Friends of the Library 94-2717594
- 5. Who and How Many will benefit from the project? <u>3,700 Woodland Library computer users per month plus 22,000</u> Woodland Library users will benefit from the project.
- 6. Where and by whom will the project be carried out? Woodland Public Library, Sandy Briggs (Director) with Rotary volunteers.
- 7. What makes this project different from others in the same field? This proposal addresses a very unique problem related to offering modern library services in a 105-year old historical structure. It preserves the historical integrity of the building, addresses the most consistent source of public complaint and provides the possibility of serving two distinct groups of library users with conflicting needs.
- 8. Amount of Request from the Woodland Sunrise Rotary Foundation? \$2,500
- 9. What funds have been requested/received for this project from other sources? The same request is being submitted to Woodland Sunrise Rotary Foundation.

- 10. How will the funds from the Woodland Sunrise Rotary Foundation be used? <u>Both funds and labor from Woodland Sunrise Rotary Foundation will be used to provide necessary construction, relocation of equipment and assembly of replacement shelving.</u>
- 11. How will the Project be sustained after initial funding? <u>Staffing of the space will be sustained by the Library general fund and the designated library fund</u>. Computer replacement is a planned and budgeted expense.
- 12. Submitted by: Sandy Briggs Phone: (530) 661-5984 Date of Request: August 27, 2009
- 13. Is there a deadline, after which the funds will have less value to the project? December 2009
- 14. Please attach a copy of your most recent financials and any other information that you want considered.
 - 2009-2010 Budget
 - Letter of Request