Heather Muller

From:

Brad Von Striver

Sent:

Friday, September 24, 2010 2:46 PM

To:

Heather Muller Richard Martino

Cc: Subject:

Library door estimate #2

Attachments:

2661_001.pdf

Hi Heather,

Attached is the second estimate we discussed from Vortex Door. They're quoting \$588 to restore the doors similar to their original operation, or \$3,764 to replace the doors.

If money is an issue, I suggest the \$588 to repair. If money is not an issue, replacement doors would give you much better locking mechanisms, along with panic bar type ADA inside handles.

At this point we can disregard the original estimate from Wallace.

Let me know when you've reached a decision and have the funds to move forward. Thanks,

Brad Von Striver

Fleet & Facilities Manager City of Woodland, CA (530) 661-5956



PROPOSAL

1-800-698-6783

To

CITY OF WOODLAND PUBLIC WORKS DEPARTMENT

PO BOX 9

WOODLAND, WA 98674

Site

Date

9/16/2010

WOODLAND PUBLIC LIBRARY 250 FIRST STREET WOODLAND, CA 95776

Attn. RICH MARTINO

Ref. # sq-169318

Phone

(530) 681-7999

Job

(530) 681-7999

Fax

(530) 661-1464

Phone

In accordance with the terms and conditions stated hereinafter, and on the following pages, we propose to provide the following doors and / or repair work (hereinafter referred to as the "Product") on the following terms.

Richard, thank you for the opportunity to be of service, we appreciate your call and value your business. The following proposal is based on our jobsite visit, please review and give me a call if you have any questions or would like to proceed. Thank you.

Main Entance- Repair Option

- Install new Header Bolt
- Install new Threshold Bolt
- Install new Double Astragal Center Moe Hair
- Lube and test for proper operation

FOR THE TOTAL NET SUM OF......\$ 588.00

Please note: Price to install new Set of Glass Aluminum Doors with Panic Bars is \$ 3,764.00

Please note this bid INCLUDES the following:

- 1. Vortex Exclusive ninety (90) day Limited Warranty on labor.
- 2. Vortex Exclusive one (1) year warranty on all new material.
- 3. Work to be scheduled during regular business hours (M-F 7:30a-4:30p) unless otherwise stated.
- 4. Removal and disposal of damaged material.

Please note this bid DOES NOT INCLUDE the following:

- 1. Any hidden conditions or damage.
- 2. Any finish paint.
- 3. Any item not called out above.

Please fax or email signed proposal to:

SACSC@VortexDoors.com

(916) 920-3667

(916) 648-9077 (Fax)

☑ Customer to list days or hours Vortex cannot do the work:

Terms: Proforma

or

☑ Credit.

% on deposit

100 % Completion.

This offer is good for 30 days. SIGNED COPY MUST BE RETURNED TO OUR OFFICE WITH DEPOSIT. Offer may be revoked by Vortex at any time prior to acceptance. Hidden or unanticipated damages and/or services not included in proposal. Proposal also

Heather Muller

From:

Kimberly McKinney

Sent:

Friday, September 24, 2010 12:26 PM

To: Subject: Heather Muller; Sue Peterson RE: Repair Front Doors

Yes, either one of the two options is eligible to be funded by MSE.

Thanks, Kim

From: Heather Muller

Sent: Friday, September 24, 2010 12:16 PM To: Kimberly McKinney; Sue Peterson Subject: RE: Repair Front Doors

Thanks for your quick answer.

Would Measure E fund the repair if that was decided a better way to go?

Thanks for all your help! Heather

Heather Muller Library Services Director Woodland Public Library 250 First Street Woodland, CA 95695 530-661-5984

heather.muller@cityofwoodland.org

From: Kimberly McKinney

Sent: Friday, September 24, 2010 11:38 AM

To: Sue Peterson Cc: Heather Muller

Subject: RE: Repair Front Doors

I am sorry for the delay in responding. We have actually been spending quite a lot of time with Measure E lately, so I was just fiddling around with some numbers. I think Measure E could fund the \$4000 replacement of the doors if that is determined to be a better use of funds rather than a repair.

Thanks, Kim

From: Sue Peterson

Sent: Thursday, September 23, 2010 11:23 AM

To: Kimberly McKinney Cc: Heather Muller

Subject: Repair Front Doors

Good Morning Kim,

November 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	9-7	9-7	9-7	11 Veterans' Day	12	13
14	15	16	17	18	19	20
21	22 Furlough? 9-7	23 Furlough? 9-7	24 Furlough? 9-5	25 Thanksgiving Day	CLOSED 26	27 CLOSED
28	29	30				

December 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	Furlough? 9-7	Furlough? 9-7	22 Furlough? 9-7 or 9-5	23 City Half Day Library Observed CLOSED	CLOSED 24	CLOSED 25
26	9-7	9-7	9-7	30 Library Observed	CLOSED 31	

DRAFT: STATEMENT OF NEED—THE JOB LITERACY LAB

According to the 2010 Department of Education report, 23% of Californians are considered illiterate. They can not read above a 4th grade level. The average statewide unemployment rate is 12.2 %. In Yolo County, 11.9% of our citizens are unemployed, with a nearly 20% of them lacking basic literacy skills. For a county of 200,000 people, that represents approximately 40,000 people that have some sort of reading and writing deficiencies, with 23,000 unemployed.

It is an established fact that there is a direct correlation between illiteracy, unemployment, poverty and crime. Jonathan Kozol in his book *Illiterate America* stated that in the late 1970's, this country had created a class of "Invisible Americans"—the unemployed, the underemployed and the illiterate. The cost to the government in the mid-70's was six billion dollars yearly paid out in unemployment compensation and child welfare costs alone due to illiterate adults unable to perform at the standards necessary for available employment. According to the U.S Department of Education, in 2009 there were 15 million Americans unemployed, costing the government 76.8 billion dollars in unemployment compensation funds, an outstanding increase from 41.6 billion dollars in 2008.

Creating jobs in this country in one problem, creating literate Americans to fill that work force is another. The demands placed on the workforce of the 1970's are far different from those placed on Californians seeking employment in 2010. Literacy and specifically computer literacy are the bare minimum required for employment. Job seeking is no longer the act of filling out an application at a warehouse, but a complex series of on-line applications, downloading of resumes and the ability to receive and send email. For the illiterate adult this is an insurmountable task. And without the proper training, and literacy skills, hope of ever being employed fades, and they become one of the 15 million Invisible Americans.

Since the Great Depression, public libraries have served as more than a book deposit, but a source of information, training, and a place to come to learn to read. Now more than ever, Californians are turning to libraries as a source of job

information, computer training, and work in basic literacy skills. Literacy programs are thriving as they seek to meet the needs of so many.

But for the 40,000 people in Yolo County in need of literacy and computer skills, the average library computer lab does not meet their needs. Computer classes, one-on-one tutoring and personalized attention are not available in the public computer lab. The Woodland Public Library Literacy Service seeks to create a job computer lab and literacy center in order to meet this need.

Woodland Public Library 2010 Director's First Quarter Report

Staffing:

Excluding Literacy staff and the Director, 4 full-time employees staff the Library as opposed to 8 a year ago or 11 in July 2008. 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. With a Librarian position funded but unfilled part-time, temporary employees are needed to maintain service to the public.

Temporary Employee Usage

Classification	Q1 2008-2009	Q1 2009-2010	Q1 2010-2011
Page Hours	1221	795.25	1012
LTA Hours	1973.5	832.25	1273.5
Librarian Hours	0	101.5	130
Total Temporary Hours	3194.5	1729	2415.5

Negotiations have not been finalized with the Mid-Management or General Services bargaining units so only the Library Services Director's association is currently working with contracted 12 furlough days.

Facility:

Over the Labor Day weekend, the alarm company contacted Carol Davis to report the front doors of the Library had been breached. Since the door could not be secured well, City facilities came the following work day and made the door slightly more secure but were unable to fully correct all the problems. Facilities manager Brad Von Striver contacted several vendors and recommends replacing the door for a cost of \$3,764 or at minimum repairing the door at a cost of \$588. Finance Officer Kimberly McKinney reported to the Director that Measure E funds were available to replace or fix the door.

The drive-up book drop has been hit several times. Staff has suggested putting reflective tape or markings on the drop to help drivers navigate around it.

A fire inspection was conducted by the City fire department. Some problems were noted but all were small. Maintenance has been notified of the problems and needed fixes.

Public Service:

Visits to Woodland Public Library in the first quarter declined 4% from last year. However, visits sill average almost 800 per day and 100 per hour.

Visits to Woodland Public Library

	2007	2008	2009	2010	2011
Jul	16680	20338	24427	19508	17672
Aug	17878	19225	20564	15674	16554
Sep	15567	19605	21631	17082	15952
Q1	50125	59168	66622	52264	50178

Circulation decreased for the second year in a row. While the reduction was only 6.5%, it is still a trend that needs to be reversed. Reasons for the lower circulation probably include a short/smaller Summer Reading Program (a program that traditionally boosts circulation) and the public's uncertainty about the Library's open hours. The Library's new, consistent hours should help rebuild some customer base. Also, with the temporary closure of the Davis Library, we anticipate some of their patrons will seek us out for library service.

Tradition Checkouts and Renewals

	FY 07	FY 08	FY 09	FY 10	FY 11	% Change
Jul	22,262	26,706	32,617	28,598	27,804	-2.78%
Aug	21,852	27,290	27,688	25,299	23,743	-6.15%
Sep	21,149	25,769	28,220	25,697	22,817	-11.21%
Q1	65,263	79,765	88,525	79,594	74,364	-6.57%

Reference:

Assisting library users in meeting their information needs is the heart of the library profession. It is a service that is expected by the public and one that many professional librarians see as most important and satisfying. The Library is continuing its reduced reference staffing with a reference librarian available 6 hours a day and a children's librarian only available 2 hours a day. While it seems the reference questions have maintained the same amount as last year, it's important to note that reference statistics are generally subjective and are gathered by busy librarians working the reference desk.

Reference Activity

	FY09	FY10	FY11
Jul	1090	424	748
Aug	1226	730	701
Sep	730	966	596
Q1	3046	2120	2045

Outreach Activities:

Outreach activities continue to be at a minimum as staff is needed in the building to assist customers. Esther Guardado attended a Woodland Coalition for Youth monthly meeting and plans to continue to be involved in the organization. The Library did not actively participate in the Stroll Through History. Instead volunteer Carol Beckham lead tours through the Library that were attended by 3 people. In September the Lion's Club invited the Director to a monthly meeting where an update about the Library was given. Youth services staff has hosted a number of class visits with tours and a brief story time. Special displays such as for Banned Book Week, continue to boost circulation.

Programming:

The Library's Summer Reading Program maintained a reduced number of weeks just as it had last year. While participation was down overall, the number of minutes logged by children was up so those children who participated read more than in previous years. The library staff plans to review SCR and hopes to identify new ways to improve SRC access.

Summer Reading Club (SRC)

	FY08	FY09	FY10	FY11	% Change
Initial Sign Up/Kick Off	85	354	0	143	n/a
Total Participation	475	751	650	521	-20%
Toddlers (<3 years)	52	79	44	48	9%
Children (3-12)	374	609	561	424	-24%
Teens (12-17)	49	63	45	49	9%
Number of Programs		7	4	4	0%
Program Attendance	601	1,632	821	596	-27%
# of Minutes Logged by Children	68,460	121,050	83,410	89,880	8%
# of Reviews Submitted by Teens	213	352	224	125	-44%
# of Books Reported by Adults	0	301	241	282	17%

Traditional library programming has suffered from service level reductions. The number of regular programs provided such as story times and book clubs has decreased from previous years and special programs are almost non-existent. Patty Lakie while wearing her children's librarian hat was able to arrange a children's author visit and story time at the end of September (attendance is included in the pre-school numbers below). The chart below provides a detailed analysis of programming activities.

		Quarter 1			
		FY09	FY10	FY11	% Change
Toddlers					
	# programs	11	6	4	-33.33%
	# attendees	47	53	67	26.42%
Preschool					
	# programs	23	8	6	-25.00%
	# attendees	549	134	73	-45.52%
School Age					
	# programs	14	18	11	-38.89%
	# attendees	437	780	466	-40.26%
Teens					
	# programs	7	0	6	n/a
	# attendees	34	0	47	n/a

Collection:

It's been over a year since the full transition to pre-processed materials from Baker & Taylor. During that time, the Library has experienced several delays and continued problems with the cataloging quality. Twice monthly conference calls are still necessary to report problems to Baker & Taylor. Toward the end of the 1st quarter, some progress had seemed to be made in the quality of the cataloging but this has happened before. Staff is investigating options. For instance, Baker & Taylor can be contracted to do the physical processing of material but cataloging can completed in-house. Or Baker & Taylor can do the cataloging of fiction (or non-fiction, whichever error rate is lower). Librarians Patty Lakie and Carol Davis are collecting data about where the errors occur and examining possible options and the impact to the staff. Currently the Library pays the cost of the item plus an additional 25% for processing. For the 1st quarter, 1576 items were received at a cost of \$7131.81.

Collection Allocation

	Budget	Expended	% Expended
General Fund 101	\$24,500	\$13,403	54.7%
Developer Fees 570	\$85,000	\$21,612	25.4%
Trust Fund 917	\$100,000	\$13,969	14.0%
Total	\$209,500	\$48,984	23.4%

Library Material Expenditures						
FY 10-11						
Category	09-10 Budget	Jul	Aug	Sep	Quarter 1	
Graphic Novels	\$ 1,500				0	
Adult fiction	\$ 26,000	1813	2737	2531	7081	
Large print	\$ 1,600			446	446	
Adult nonfiction	\$ 20,000	1566	2029	1737	5332	
Adult reference	\$ 3,000	162	71	92	325	
Adult Spanish	\$ 1,600				0	
ESL & Language	\$ 1,000				0	
Adult Print Sub	\$ 54,700	3541	4837	4806	13184	
Adult Spoken Wd	\$ 8,000	921	109	41	1071	
TEACH	\$ 2,500				0	
CDs	\$ 5,000	658	807	432	1897	
DVDs	\$ 32,000	4394	2754	1491	8639	
Adult AV Subtotal	\$ 47,500	5973	3670	1964	11607	
Adult Total	\$ 102,200	9514	8507	6770	24791	
YATotal	\$ 7,000	479	393	498	1370	
Children's books	\$ 41,050	2267	3227	2159	7653	
Children's Spanish	\$ 3,000	104	243		347	
Children Print Sub	\$ 44,050	2371	3470	2159	8000	
Child Sp Wd & CD	\$ 1,750	114	150		264	
J DVDs	\$ 15,000	1164	811	51	2026	
Children's AV Sub	\$ 16,750	1278	961	51	2290	
Children's Total	\$ 60,800	3649	4431	2210	10290	
Total Print A,YA,J	\$ 105,750	6391	8700	7463	22554	
Total AV A, J	\$ 64,250	7251	4631	2015	13897	
Totals	\$ 170,000	13642	13331	9478	36451	
Actual SO	\$ 40,000	1058	1548	67	2673	
Grand Total	\$ 210,000	14700	14879	9545	39124	

Public Computer Access:

Computer usage is down slightly however the Library has been one computer short. The City's IT department took a computer so they can test the configuration of their new small profile computers that will replace all the large desktop CPUs soon.

Public Computer Usage

		2009-2010	Per Hour	2010-2011	Per Hour
Jul		3,031	17.22	2632	15.67
Aug		2,756	16.40	2575	14.63
Sep		2,821	16.79	2474	14.73
	Quarter 1	8,608	16.81	7681	15.00

Literacy:

California State (CLLS): Final report was submitted early August. A very complimentary letter was received from the CLLS about our good work.

Grant update: The Community Development Block Grant was increased (again) for next FY to \$9,873. Yocha DeHe (Rumsey) granted us \$15,000 for general operations. United Way gave us full funding this year (\$8,000) and the Teichert Foundation granted us \$3,000 for the STEP program. (We went into the 2010-2011 FY with \$152,323 in secure funding, \$43,623 in grant money.) In addition we received \$5,000 from Target in September and the Literacy Council received a \$900 gift from the Unitarian Church

Applied for this month: Sierra Health Responsive Grant, Partnership award and the Kelly Foundation.

Still Pending: Sacramento Regional Fund, Eberhard Foundation, Winnick Family Foundation, The Angell Foundation, George and Lena Valena Foundation, jJill foundation, Mosse Foundation, Copley Foundation, the Setzer Foundation, Hofman Foundation, Jewett/Garland Foundation Laurence Foundation, Will Keck foundation—all for \$10,000.

The Woodland United Way kick off-event was September 9. Literacy Council was represented by Bobbie Moriel, Alma and Sue

Tutor Training: Summer tutor trainings added 6 tutors to our list. Alma and Sue are now co-teaching training.

S.T.E.P: Computer Labs are now being held every Friday at the Literacy Office. Attendance has been excellent. Three Literary Journals were published. They have

been archived on the city web site with a lot of help from Carol Davis. Work has begun on the compilation of the best of the journals into a small book. Funding for the book is being provided by the gift from the Unitarian Church.

Inmate Literacy has 104 GED grads from Monroe and 59 from Juvenile Hall.

The Tomato Festival and the Main Street Event were attended as an outreach effort.

Woodland City Council honored us with a proclamation on September 7th. Sue Bigelow accepted the citation, and thanked City Council

CDBG Final report went to HUD went in July.

Staff Training:

The Director attended a free workshop presented by InfoPeople called Dealing with Difficult People. A summary was presented to staff. The Director and staff also continue to keep up to date with FEMA training. Several courses have been completed by the Director and Carol Davis. All permanent staff will have to complete one course which is not yet available and will hopefully be presented locally and Mid-Management has several new courses to complete.

Upcoming:

Facilities: The leather sofas and arm chairs are attracting people who just want to sleep/loiter but not use the Library. The Library has had complaints from the public. The amount of time monitoring this area consumes much of the staff's time and energy. Combined with the lack of seating for laptop users and people trying to study, staff has recommended that the sofas and arm chairs be replaced with tables and wooden chairs. They feel this would alleviate much of the negative behavior and give more space to those with books and laptops.

Snapshot Day: Officially taking place Monday, October 4th, the State Library has asked that libraries gather data about use on a specific day and make a report so that a capsulated "snapshot" of a day in the library can be presented. Some libraries are holding special events for public awareness; others, like Woodland Public Library, have agreed to report usage on a given day. Due to low staffing and vacations, the Library will report usage for October 19th.

Training: FEMA training will continue for all staff as classes become available. The Director will attend free E-Rate training and Librarian Patty Lakie will take a free InfoPeople online course for "Jobs and Workforce Recovery." Also, mark your calendars for the California Library Association in Sacramento November 12-15!

Carol Davis

1st Quarter Report // July-August-September 2010

- Acted as Interim Library Services Director for the month of July 2010 and one week in September 2010.
- Assumed supervisorial duties with circulation desk in July 2010.
- Assumed collection development duties and management for entire adult fiction collection in July 2010.
- Lead person on job recruitment and hiring of part-time temporary LTA 1s and library pages.
- Attended a training workshop on the Career Accelerator/Learning Express
 Database.
- Attended a City of Woodland GIS workshop.
- Created a banned books display in September 2010 in celebration of Banned Books Week.

Patricia Lakie

Q1, 2010-2011

July – September 2010

This has been a busy quarter.

- I took over most of the technical services duties, in addition to performing my duties as youth services librarian.
- I was the lead person working on the State Report. In addition to learning how to do the State Report, I was also learning how to set up and run the various Millennium reports required to gather the necessary information. Next year will be a breeze.
- I planned, coordinated and implemented a children's author visit and reading.
- Esther and I completed the 2010 Summer Reading program.
- I am now in charge of our Baker & Taylor accounts. I submit the library's orders, download the files and invoices Baker & Taylor sends, and correspond with Baker & Taylor regarding the pre-processing issues. Carol and I also have two telephone conference calls with Baker & Taylor each month to discuss problems.