

WOODLAND PUBLIC LIBRARY

Leake Room
250 First St.

Woodland, California

April 3, 2023

LIBRARY BOARD OF TRUSTEES

Regular Meeting
4:00 PM

- 1) Call to Order
- 2) Welcome Visitors
- 3) Public Comments
- 4) Minutes for Approval
 - a. March 20, 2023
- 5) New Business
 - a. Woodland Public Library Guiding Principles
 - b. 150th Anniversary Library Card Design Contest
- 6) Library Director's Report
 - a. Survey Meeting Planning
 - b. Facilities Update
 - c. Staffing Update
- 7) Agenda Setting for Next Meeting
 - a. FY2023 2nd Quarter Statistical Report
 - b. 150 Logo Planning
- 8) Adjournment

Next Meeting: May 1, 2023

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 April 3, 2023 was posted on March 31, 2023 on the Library's front entry and bulletin board, 250 First Street, Woodland, CA.



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.

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
March 20, 2023

Present: John Jackson
Maureen King
Noel Rodriguez

Alison Borkowska
Greta Galindo, Library Services Director

Absent: Chris Lambertus

Quorum present: Yes

1) Call to order
Maureen King called the meeting to order at 4:05PM

2) Welcome Visitors
None.

3) Public Comments
None.

4) Minutes for Approval
a. February 6, 2023
A motion to approve the minutes was made by John. Seconded by Noel. Motion to approve carried.

5) Workshop
a. 2022 Library Patron Survey Results
· Board reviewed results from 641 patrons. Greta will take observations and suggestions back to library staff to further analyze topics such as programming needs/adjustments, how to attract certain demographics and new outreach formats. Overall patron feedback was very positive.

6) Library Director's Report
a. Bookmobile Update – Production is underway and new librarian has been hired.
b. Facilities Update – Bathroom remodel is in final inspection stage.
c. Staffing Update – Recruiting for new Circ temp positions and one full time LTA 1.

7) Agenda Setting for Next Meeting
· Following staff collaboration on patron survey results, a combined meeting with librarians and the Board will be held for clarity and action.

8) Adjournment
The meeting was adjourned at 5:20PM

Next Meeting: April 3, 2023

Respectfully submitted by Kristin DeLuca

Woodland Public Library

LEGO Serious Play Aspiration and Guiding Principles
Winter 2022



Introduction

When working on strategic plans it is helpful for organizations to have specific goals in mind that are created alongside staff, leadership, and board members. Aspirations are the “north star” of an organization, while Guiding Principles are the keys to

behaviors, policies and procedures that are used to reach the aspirations. To establish Guiding Principles and Aspirations that support the Core Values of Librarianship as established by the American Library Association, the Woodland Public library underwent a process of LEGO Serious Play. During this process there were multiple steps that led the group to the creation of a shared identity and guiding principles, starting from a place of individual internal understanding.

Methodology

LEGO Serious Play is a facilitation methodology developed at The Lego Group. Its goal is improving creative thinking and communication. People build with Lego bricks 3-dimensional models of their ideas and tell stories about their models. Hence the name “serious play”.

In a changing world, our Organizational Development offerings assist in designing strengths-based cultures that reach greater outcomes. YDN combines dialogue and action planning, which demonstrates that organizations can “fast-track” organizational change as we focus on discussions around the identity and values of the Woodland Public Library.

Individual Understanding

-Build a model of your personal understanding or view of the core identity of the Woodland Public Library-

According to the individuals engaged in LEGO Serious Play the Woodland Public Library is a hidden gem of resources. The library represents the best of Woodland and what the community has to offer. There are resources, programs, and services available for all members of the community, especially children, youth, and families.

-Build a model of your personal understanding or view of how others in the community see the Woodland Public Library-

If community members are not engaged in the library's services, programs, or resources it is likely that they perceive barriers to access. Many people believe that the library is not a space for them, or that the library is only a space for children. Once people are involved, however, they are likely to utilize the treasures that the library offers.



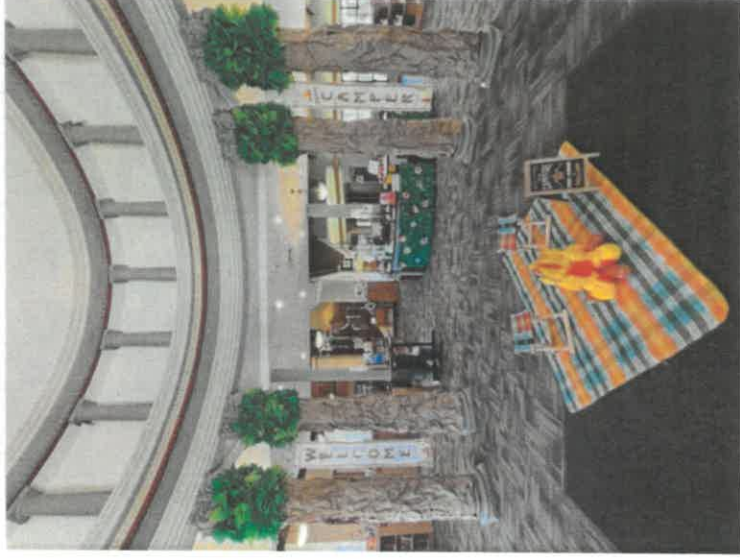
Individual Aspiration

-Build a model that shows who and what you are aspiring to become-

Trina: “We’ve done the expansion, we’ve got double the size, and we have a full amazing staff and there are workspaces for us. Out here we have people hanging out in the front, it’s green and welcoming. We are seen and respected by everyone in the community and other city departments, they know we are here.”

Noel: “More accessibility to the library, we find ways to reach people however we can. To bring the great stuff that happens here, not just the programming but the spirit out into the community. There is diversity in Woodland and it’s about doing whatever it takes to reach the whole community.”

Maureen: “The library becomes a place where people can gather and feel a sense of togetherness”



Carol: “the entrance has people coming in, there are multiple branches in different parts of the city, we can reach people we haven’t before.”

Silvia: “the bookmobile is going places and getting the word out about the library, there are bridges that are connected to the community and the community is coming to us. Its clean, its green, its inviting.”

Greta: “The library is a corner stone that is deeply imbedded in the community, through buildings or bookmobile, for all stages of life, kids, adults, We foundationally creating a literate community, that’s our goal. Being part of the system that raises the literacy rate in our community and being recognized as a crucial part of that system.”

Esther: “The library becomes more accessible in its structure with awesome courtyard with tables and a coffee bar, I would like to see connections between the corners so people don’t have to go all the way around, it would be nice to connect back to the library. So we can all be connected.”

Sylvia: “We have a solid team where we’re all on the same page and they feel comfortable talking to the community about what we offer. The inside of the library is stronger because of the team. I believe in hard work so when I see that the staff I’m working with work hard then I think we can build a strong foundation for all of us to work in.”

Sara V.: “A lot of people are coming from all walks of life, they are coming because everyone in the community knows about our programs and how great we are and there’s a lot of people inside in lots of areas. We’re seen, heard, and valued in the community.”

Sara D.: “The teens decorated their own area, there’s input on the space itself. The teens talk to the community and the teen advisory board, adults take on a support role, there are no barriers its open. People are using all our services. We get a lot of engagement with kids’ stuff, the teens are getting more opportunities for leadership- and they feel comfortable and confident enough to communicate to their peers.”

Shared Aspiration

- Taking elements from each person’s model, create a shared aspirational identity-

Based on the individual aspirations the following is a description of the shared aspirational model for the Woodland Public Library.

Within the children and teen sections, there is heavy traffic, there are lots of resources being used frequently by the community.¹ The amount of people using services has increased and the library is expanded. Included in that expansion is the second level, the increase in space allows for better organization and a higher impact.² The outdoor space encourages people to visit frequently and makes them feel welcome.³ The library can safely utilize the outdoor space to support the community’s needs.

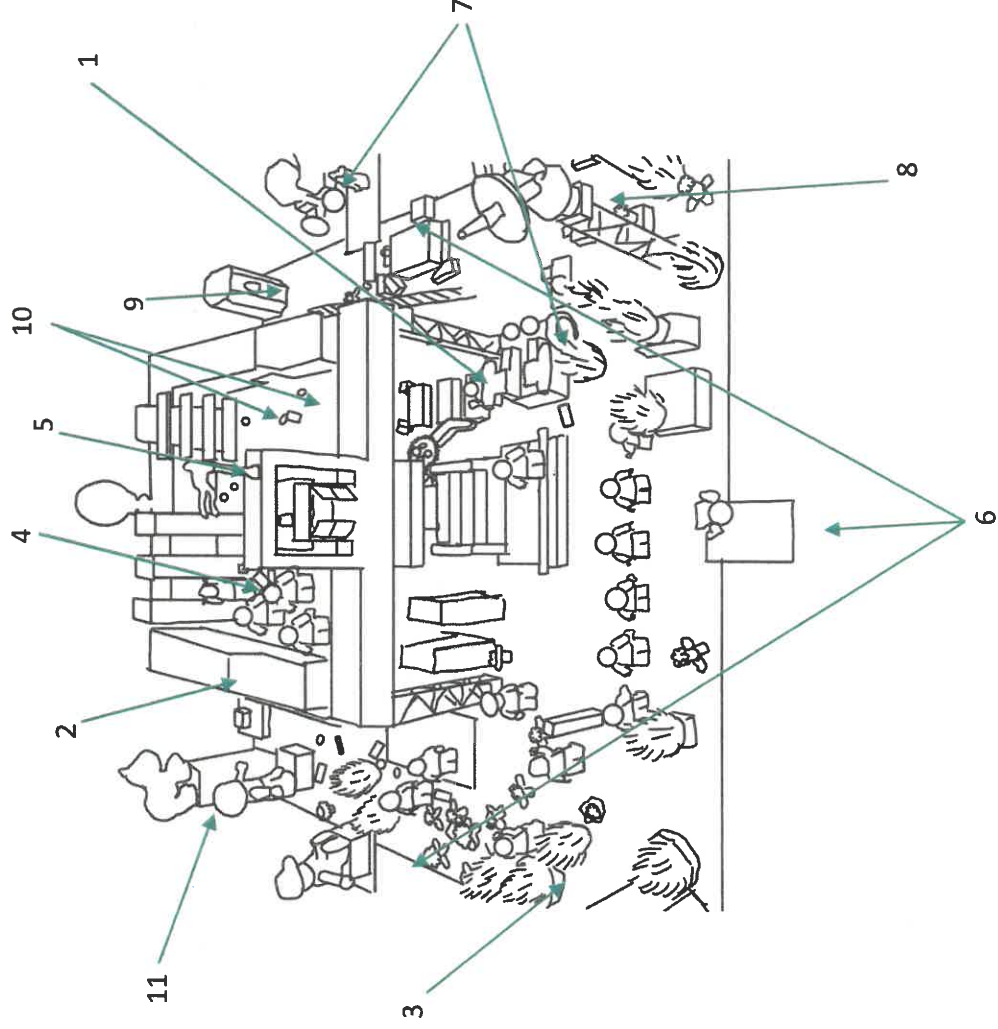
The staff that engages with the public feels well supported and has access to the resources they need to perform their functions well.⁴ The flagship programs bring people in,⁵ and the roads lead from the community into the library,⁶ the city recognizes the programs of the library- the book mobile,⁷ technology access,⁸ and each of these programs receive support. The programs





that exist out in the community bring people into the library and everyone who interacts with the library understands that the space, services, programs, or resources are meant for them.

The library is deeply imbedded in the community and reaches all of Woodland, it acts as a cornerstone and meeting space that allows people to gather and exchange ideas.⁹ There is a connection to the history of the library as well as an appreciation for new ideas and experiences. The library has an abundance of treasure within its walls,¹⁰ the staff is appreciated and supported. Henrietta, the library cat, is an important figure in the Library.¹¹



Core Values of Librarianship

In an ever-changing world, core values are constant. The American Library Association (ALA) Core Values of Librarianship define, inform, and guide our profession. These values support the work of libraries and how they interact with the public.

These selections are direct quotes from the [ALA Policy Manual](#).

Access-All information resources that are provided directly or indirectly by the library, regardless of technology, format, or methods of delivery, should be readily, equally, and equitably accessible to all library users. [ALA Policy Manual B.2.1.14 Economic Barriers to Information Access](#)

Confidentiality/Privacy-Protecting user privacy and confidentiality is necessary for intellectual freedom and fundamental to the ethics and practice of librarianship. [ALA Policy Manual B.2.1.17 Privacy](#)

Democracy-A democracy presupposes an informed citizenry. The First Amendment mandates the right of all persons to free expression, and the corollary right to receive the constitutionally protected expression of others. The publicly supported library provides free and equal access to information for all people of the community the library serves. [Interpretations of the Library Bill of Rights](#), [Economic Barriers to Information Access](#)

Diversity-We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve. [ALA Policy Manual B.3 Diversity](#), [Libraries: An American Value](#)

Education and Lifelong Learning-ALA promotes the creation, maintenance, and enhancement of a learning society, encouraging its members to work with educators, government officials, and organizations in coalitions to initiate and support comprehensive efforts to ensure that school, public, academic, and special libraries in every community cooperate to provide lifelong learning services to all. [ALA Policy Manual A.1.1 Introduction](#)

Intellectual Freedom-We uphold the principles of intellectual freedom and resist all efforts to censor library resources. [ALA Policy Manual B.2 Intellectual Freedom](#), [ALA Code of Ethics, Article II](#)

The Public Good-ALA reaffirms the following fundamental values of libraries in the context of discussing outsourcing and privatization of library services. These values include that libraries are an essential public good and are fundamental institutions in democratic societies. [1998-99 CD#24.1, Motion #1](#)

Social Responsibility-ALA recognizes its broad social responsibilities. The broad social responsibilities of the American Library Association are defined in terms of the contribution that librarianship can make in ameliorating or solving the critical problems of society; support for efforts to help inform and educate the people of the United States on these problems and to encourage them to examine the many views on and the facts regarding each problem; and the willingness of ALA to take a position on current critical issues with the relationship to libraries and library service set forth in the position statement. [ALA Policy Manual A.1.1 Mission Priority Areas, Goals](#)

Sustainability-ALA is supporting the library community by showing its commitment to assisting in the development of sustainable libraries with the addition of sustainability as a core value of librarianship. This consists of practices that are environmentally sound, economically feasible and socially equitable. Libraries play an important and unique role in promoting community awareness about resilience, climate change and a sustainable future. They are also leading by example by taking steps to reduce their environmental footprint. [ALA Policy Manual A.1.4 Core Organizational Values](#)

Adopted January 2019, by the ALA Council

The guiding principles and aspirations of the Woodland Public Library are in line with these core values, creating a specific plan for how this library will support its community.

Guiding Principles

Guiding principles specify in what spirit a solution should be chosen, but not the solution itself. They emerge from collective mind, and are grounded in the shared values, identity, and aspiration and allow decisions to be made in real time. Based on the shared aspiration and their approach to the emergence situations, the following guiding principles emerged for the Woodland Library.



- Our Library is a community; people are engaged, supported, and celebrated through free and equitable access to library services.
- We provide accurate information to the community through our resources, collections, and programming.
- Our Library is a safe space. We promise to provide a welcoming and supportive environment.
- We commit to preserve library services essential to our community through flexibility, creativity, and adaptability.
- Our staff is equipped and empowered to provide excellent service, feels valued, and is confident in their work.

Aspirations

These aspirations inform the direction that the library will take and the outcomes they hope for their community. These aspirations come from personal experience working within the library, and the shared aspiration model created with the team.

- The Library has resources and programs that are well used and loved by the community.
- The Library expands physically and pioneers continually developing programming that meets needs of community, creating new pathways for all.
- To create equity, we embrace risk to dismantle traditional approaches to access library services.
- The Library has strong partnerships with outside community organizations, services, and systems
- The Library and its programs and services are better known by and shared with the community.
- The Library is a cornerstone of the community where all people can meet and exchange ideas.
- The Library staff are recognized and appreciated externally and internally.



Library Leadership

Board of Trustees

Maureen King, *President*

Alison Borkowska

Dr. John Jackson

Chris Lambertus

Noel Rodriguez

Woodland Public Library

250 First St.

Woodland, CA 95695

(530)661-5980

cityofwoodland.org/library

Staff

Greta Galindo, *Library Services Director*

Carol Davis, *Adult Services Librarian*

Trina Camping, *Makerspace & Literacy Librarian*

Sara Day, *Teen Librarian*

Sara Vickers, *Children's Librarian*

Esther Guardado, *Library Technical Assistant*

Sylvia Moreno, *Circulation Supervisor*

Silvia de Soto, *Library Technical Assistant*



Process Facilitated and Report Written by Team YDN
Adrian Ruiz, Meg Birmingham, and Trao Thao

For more information, please contact:

Meg Birmingham, YDN, Program Development Specialist & Trainer – meg@ydnetwork.org



NEW BUSINESS
Agenda Item No. 5a
Library Board of Trustee Meeting: 04-03-2023

Discover • No fines kids/teens • Sq 1 • Diversity of staff • Student success cards • School/library partnership • 1st grade library cards • Bikes/free books • TAB • Literacy/ Monroe • Diverse and consistent programming • Picture book accessibility • Programming base (lots every day) • Early literacy story times (bilingual) • Reference services/referrals • Creative staff • Social Media • High quality all the time • Silvia E/AC/ Outreach	Dream • Inclusivity/Belonging • Niche programing • Public • More informed/programming • Well used well known • More relationship building/new community connections. • Identifying new communities to program for- to bring them in • Inspired people • Adults-teens-kids more inspired • Outside of the library • Experiences education/life improvement through belonging
Design • Niche/interest-based programming (2023) ◦ Responsive to surveys and focus groups/ data. • Stable staffing part time stability/training (2023-24) • Welcoming to non-users thru existing and new community partnerships-librarians/book mobile • Targeted marketing (email/text) (email 2023) ◦ Merchandising/branding (2024) ◦ 150 year • Outreach – bookmobile (2024) • Get rid of all fines (August 2023)	Destiny • More users • Increased circulation % • Increased program attendance % • Right services and programming/ right people matched • Reaching demographic targets ◦ Underserved ◦ New groups • Community awareness ◦ Using data to know who they are and what they need/ what’s enough • Literate Woodland • 4th graders who can read • Woodland loves reading

NEW BUSINESS
Agenda Item No. 5a
Library Board of Trustee Meeting: 04-03-2023

Discover • Bookmobile, square one, outreach, collections, staff, TikTok (social media), programs. • TikTok recognition, square one use, programs, grants. • Staff, CSL, Board of Trustees, City manager/council, schools, community groups.	Dream • Money = expansion staff (pref. FTE) bigger collection all through the library • FTE marketing and PR ○ Social media • programs ages and more activities • library vehicle for outreach different from bookmobile • <u>Fun!</u> Learn value of library, education, enlightenment, welcomed, safe, valued patrons. • No staff burnout, serving many, fluid and well run (smoothly)
Design • PR on library and fun that it is. • Continuous collaboration with other organizations and people. • Outreach: schools, charity groups, lions, Rotary, Library foundation (get the ag \$ 2024), etc. • Listen to patrons and what needs are. ○ Surveys, fundraisers, community forum. • Grants and support from city monetarily. • Bond measures to pass. ○ Get community support. • FTE more enticing unions 2023/24 (better pay, better benefits).	Destiny • More attendance in programs. • Higher circulation numbers. • Positive feedback. • Happier staff (an increase in money and benefits competitive to market). ○ Fulfilled, retaining, energized. • Expanded offerings for programming. • More staffing = less stress. • Sustainability plan for staff- future plans. • Captivate patrons. • Creative program.

Final Session: Appreciative Inquiry

Woodland Public Library

150th Anniversary Library Card Design Contest

1874-2024

Woodland Public Library will celebrate its 150th Anniversary on July 4, 2024. To help the library celebrate 150 years of service to the community, the public is invited to enter its 150th Anniversary Library Card Design Contest.

We need your artistic and creative talent to design our next library card. Kids, teens and adults are encouraged to share their best designs for a chance to win.

Theme

We are looking for designs that showcase the value of the Woodland Public Library, or what the library means to you.

Your design can also illustrate:

- How books inspire you
- How libraries inspire you
- How the Woodland Public Library makes your life better

Cards will be selected based on the creativity, artistic expression, and the message communicated.

Submitting Your Design is Easy

1. Pickup an entry form at the Woodland Public Library, or [download a copy here](#).
2. Get artsy. Create your design using pencil, pen, paint, camera or digital tools.
3. Submit your design with completed entry form in person or via [online form](#) by July 31, 2023.

Prizes

One winner will be selected in each of the following categories.

Kids (ages 1-12) - \$200

Teens(ages13-17) - \$200

Adults(ages18+) - \$200

All prizes will be awarded as gift cards. Prizes sponsored through the generous donation of the Woodland Friends of the Library.

Rules and How to Enter

1. Entries must be completed on the official application, available at all libraries or on the library **website**. Entries must be accompanied by a signed Photo/Creative Works Release form.
2. All designs must be completed on the template. You may recreate the template on your home computer but must keep the dimensions the same and include all the requested information.
3. The submitted entry must be the creative and original work of a single individual (no copies of cartoon or artwork created by other people).
4. Artwork can include high resolution (300dpi) computer-generated or digital photographic submissions or paper submissions using colored pencil, pen, paint, camera, or computer-generated art. Artwork should be one-dimensional for printing purposes.
5. There is a limit of one entry per contestant.
6. The basic card dimensions are 21/8 inches by 33/8 inches (2.125inx3.375in).

7. Be sure to print and sign the Photo/Creative Works Release Form and submit it with your design. Include your name, age, and contact information on the template.

8. The deadline to turn in card entries is Monday, July 31, 2023. Entries can be submitted to the Woodland Public Library or via **online form**. Only complete entries, including the Photo/Creative Works Release Form and design template, will be reviewed.

Who can enter?

The contest is open to all ages.

Judging

- Entry into each category will be determined by the age of the applicant at the time of submission. If you are a child, ages birth to 12, your design will automatically be considered in the kid's category. If you are a teen, your design will be considered in the teen category, and if you are an adult, your design will be considered in the adult category.
- The Winning designs will be used for official library cards and may be use on library promotional materials, including posters, bookmarks, forms, flyers, and on the library's website or social media channels.
- All rights to the artwork will belong to the Woodland Public Library. Winning artwork may need to be modified to comply with Woodland Public Library branding and guidelines.
- The winners will be notified in August 2023

