

W00DLAND PUBLIC LIBRARY

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To: All Library Staff

From: Sandy Briggs, Library Services Director

Date: December 26, 2008
Subject: Staffing Update

First, I want to thank you all for your many contributions to the library. Woodland Public Library serves over 22,000 people per month, circulates over 25,000-30,000 items per month, and logs over 3,700 uses of the Internet per month. Each of you has contributed in countless ways to the satisfaction and successful transactions of these residents, and I thank you.

With the beginning of the new calendar year, some changes in staffing methodology are anticipated:

- 1. Past practice of utilizing temporary, part-time shelvers for desk coverage with a pay differential will be discontinued. Individuals who are hired as shelvers will work exclusively in the classification with a defined set of tasks which includes predominantly checking in books and materials, shelving, shelf reading, and PIC lists. Timely check in and accurate shelving are essential for our patrons to find the materials they desire. Dan Richards, Abigail Berke, and Sylvia Kearney will continue in this role, providing long term stability. I am pleased to welcome relatively new hires Melinda Brave and Michelle Southard to the team and to announce the hiring of volunteers Cara Baker and Daniel McPartlan to complete the team of shelvers. Dana Levine and Carol Beckham will be working with the shelvers old and new on the transition and training.
- 2. Temporary, part-time Library Technical Assistant I's will primarily staff the circulation desk (with oversight and backup by LTA II's), the media desk, and the children's desk (with oversight and backup by librarian and/or LTA II). Brenda Westall and Bev Magoon will continue as LTA I's and will provide stability during the transition and will continue with the off-desk tasks previously assigned. All other LTA's will work exclusively on public service desks and following training are expected to staff any of the three public service desks as needed. The public service desks are the face of the library and the primary method that the public judges library performance. Although there may be increased wait times with increased activity, public service can be delivered in an unfailingly positive manner. Appearance should be neat, clean and appropriate. Please avoid T-shirts with writing and/or slogans with the exception of library program T-shirts.

Levis are acceptable if they are not torn or frayed. Stephanie Beckley, Silvia DeSoto, Daniel Forney, Ira Gray, Josh Nofer, Samantha Nofer, Hannah Utterback will be exclusively classified as LTA I's and will be among those designated for rotational desk coverage on an as needed basis. In addition, special projects will officially end on 12/31/08, and Melissa Frederiksen, Lisa Sheehy, and Violent Ventura will also join the team of LTA I's on January 2, 2009. The work of special projects staff has been instrumental in improving standardization of the collection and database which helps patrons find what they need.

- 3. LTA II's will continue to staff the circulation desk on Fridays and Saturdays. In addition, an LTA II will be designated as Circulation Lead daily and will be responsible for backup and assistance to LTA I's Monday through Thursday. Other duties previously assigned will continue. Rita Cocke and Sue Peterson will be extensively involved with the transition to pre-processed/shelf-ready materials. Deb Reed and Dana Levine will be assuming additional responsibilities in Millennium checking, data entry and record creation/deletion. Esther Guardado will work exclusively with Patty Lakie in youth services. Helen will be retiring February 14, 2009, and her duties will need to be reassigned.
- 4. Librarians will continue to staff the reference desk and serve as lead/backup in all areas of public service. In addition, each librarian is currently leading a major project for the library. Roberta Boegel is leading the pre-processing effort; Carol Davis is leading the website/Civica Soft transition, and Patty Lakie is developing new youth services for 'tweens and teens, and Carol Beckham is finalizing Policies and Procedures in order to retain our institutional memory.
- 5. Literacy Coordinator Sue Bigelow is currently handling all aspects of the Literacy Program as well as developing written operational instructions.

There has been extraordinary work done this past year, and I thank you. Next year poses many challenges as we face critical retirements and make necessary changes. Let us work together to successfully make the transition. The first quarter of the new year will necessarily see an increase in training activities. Please let your supervisor know of any training needs you identify during the transition.