

The Library Board of Trustees seeks to make the Literacy Coordinator position a full-time FTE if the Coordinator continues raises enough money through grants to fund the position and the Literacy program.

In a 2x2 discussion with Mayor Pimentel and Vice-Mayor Davies on March 31, 2011, they suggested making the position full-time on a conditional basis much like it is done in academia for "soft money" positions.

Amy Buck in the City's Human Resources department was unable to identify any City policy or rule that specifically applies to this situation.

Therefore, we request that the FY11-12 City budget for the Library personnel includes language that states:

The Literacy Coordinator position will be between .75 FTE and 1.0 FTE based on funding. The Literacy Coordinator position will continue to have zero impact to the general fund.

The Literacy Coordinator is aware of the responsibility of raising money for the program and for her salary and benefits and understands that the 1.0 FTE will be reduced to .75 if she is unable to raise the funds to cover the costs of the position and maintain a literacy program. The Literacy Coordinator will supply monthly budget status reports to the Library Services Director and the Library Board of Trustees to ensure that the program and the Coordinator's salary funding needs are being met.



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250 FIRST STREET • WOODLAND, CA 95695 • 530/661-5980 Fax 530/666-5408
<http://www.cityofwoodland.org/library>

HEATHER MULLER
Library Services Director
heather.muller@cityofwoodland.org

To: Woodland Library Board of Trustees
From: Heather Muller, Library Services Director
Date: May 12, 2011
Re: Director's Report

ILS (Integrated Library System)

Patricia Lakie attended the IUG (Innovative Users Group) conference in San Francisco using her dedicated technology education funds. At the conference, she learned many things that she could do within Millennium. She also recently attended a Sacramento Partner's meeting. Sacramento reports that they will install an upgrade to Millennium in the fall of 2011. Patty also reported that Sacramento Public Libraries will begin charging for holds that are not picked up at their libraries.

Facilities

On April 26, 2011, the staff areas and FOL book sale area were affected by a sewer gas smell. The following week, there had been a leak in the FOL book sale area and it had been determined that it was a toilet in the men's restroom on the 2nd floor that was the cause. Water to the toilet was turned off and when it was repaired and the water turned back on, foul smelling sewer gas filled the staff areas. The public area wasn't overly affected – windows to the courtyard were opened – but the staff areas were vacated for an hour or so. When the smell dissipated, the outside doors to the staff area were propped open and the smell subsided quickly. Facilities is concerned about the other toilets in the building but will repair them on Fridays when we are closed.

Magazines

Patricia Lakie is working with the media desk staff to barcode all of this year's magazines and enter them in the serials module of Millennium. The barcoding will allow the Library to track magazine usage as well as missed editions and will help patrons with return dates since the journals will be on their receipts and visible on their account information.

To help deter theft and assist with keeping the current magazine edition available at the library, we have ordered some vinyl covers to help distinguish the current edition from the older circulating editions.

Technology

The problems that have plagued the computer lab seem to have been solved. Only one computer is chronically down (and it's a designated 15 minute machine). Also, the City IT's department has solved some of the reboot issues and the time between users is much shorter. While the time between users is less, the machines are still cleaned of their web browsing history and cache so users browser information will not be shared with following users.

Getting Ready for SRC

The excitement is building for Summer Reading Club and staff can't wait to see the reward for all their hard work. This year's theme for children is "One World...Many Stories" and for teens, "You are here." The travel-oriented themes make it easy for us to showcase literature and music from faraway countries and inspire exploration!

Summer reading is a natural way for kids and young adults to bolster their reading, writing, vocabulary, and comprehension skills during the weeks off from school. As motivation, we offer three weekly prizes for the varying age groups --- Silly Bandz, stickers, holographic rulers, pens, pencils, tote bags, and magnetic bookmarks --- and one "grand" prize at the end for meeting their reading goals, their very own book to take home!

Thanks to our funding from the Friends of the Library, we are able to offer these prizes as well as four wonderful programs and a fun kick-off event. As always, there are no general funds spent on SRC programs or giveaways.

- Monday, June 20, 2-4pm. SRC Kick-Off! We'll do sign-ups as well as offer a craft and storytime activity.
- Tuesday, June 28, 1:30-2:30pm. Wildlife Associates are coming with real wild animals for kids to meet and learn about.
- Wednesday, July 6, 3:30-5pm. Crocker Art Museum. "Artist-to-go." Museum staff will come and present an art class on California Impressionism, where kids get to create their own oil pastel drawings.
- Wednesday, July 13, 4:30-5:30pm. Brian Scott, MAGICIAN!
- Tuesday, July 19, 4-5pm. Explorit will set up six stations of hands-on science for kids to explore.

Employment Literacy Program

"I supervised crews that built pools. In this economy, no one is building pools anymore," said one attendee of the new workshop series geared toward helping people gain employment-seeking skills held at the Library.

The Library has held two workshops in the Leake Center as part of its "Employment Literacy Program." On April 26th, 13 people attended a workshop that was focused on helping participants discover their strengths and practical ways to convey those attributes to prospective employers. Twenty-three people attended a second workshop on May 3rd which focused on helping people improve their resumes and cover letter writing skills.

"I learned that I need to make changes to my resume and when applying for jobs make sure I tweak my resume for each job," said one attendee.

After the second workshop, the Library and Literacy Service staffed a small portable computer lab to assist people who wanted to put their new resume knowledge to immediate use. Three of the lab's computers were purchased from a generous donation from the Woodland Sunrise Rotary.

The workshops are funded from a grant awarded by the California State Library for a joint project between the Woodland Public Library and its Literacy Service. Two more workshops are scheduled:
Saturday May 21st, 1-4pm – Job search tips
Thursday June 2nd, 1-4pm – Interviewing with confidence

The grant also allows the Library to purchase job-skill books to be added to its permanent circulating collection. A book order has been placed and more books will soon be available about creating resumes, interview skills, finding jobs online, using social networking to improve your career, and computer skills.

Press for the workshop has been very positive and the Daily Democrat has published two stories that were written by an attendee (one of the articles is still available online.) Response from the participants has been enthusiastic and rewarding.



April 26th Workshop



May 3rd Workshop