Woodland Public Library Board of Trustees Agenda Packet June 9, 2008

Item 6: Woodland Public Library Consent Items June 9, 2008

A. <u>ALA Attendance:</u> This year's American Library Association Annual Conference is in Anaheim. In accordance with the Board's expressed desired, three Woodland Public Library staff members are identified for attendance—Sandy Briggs, Roberta Boegel and Patricia Lakie. The funding is possible through a variety of sources as identified below:

RemaAddition101 E	\$2,480.09 \$ 652.95 <u>\$ 800.00</u>					
Total Remain	ning Training Funds f	or FY 08	\$3,933.04			
Estimated Costs for ALA Attendance						
 Regist 	tration (\$236x3)		\$708			
 Flights 	s (\$184x3)		\$552			
 Hotel 	(\$223x3)		\$670			
 Shuttle 	e/Taxi (\$150)		\$150			
Meals	(\$50x3x3)		<u>\$450</u>			
Estimated Ex	\$2,530					

Recommended Action: Approve 2008 Annual ALA Conference attendance for

Sandy Briggs, Roberta Boegel and Patricia Lakie.

B. Guadalajara Book Fair Attendance: Carol Davis has attended the Guadalajara Book Fair for the past two years. As the premier meeting of the Spanish publishing world, this event is the mainstay of our Spanish language collection development activities, providing access to materials otherwise restricted by customs, publishing and shipping limitations. See link for more information regarding the event http://www.fil.com.mx/ingles/i info/i info faq.asp. A total of \$7,500 is identified for the purchase of Spanish language materials, and \$970 is budgeted in the 917 PLF 5320 for attendance at Guadalajara contingent on receipt of ALA scholarship. Carol has applied for the ALA Free Pass Program which would cover 6 nights at the Plaza del sol Hotel if shared with a librarian from Roseville or 3 nights if not shared. The current estimate for all library costs associated with Guadalajara is within the range of the \$970 budgeted amount.

Recommended Action: Approve four days of attendance for Carol Davis for Guadalajara Book Fair from November 29, 2008 to December 7, 2008 contingent on 1. receipt of ALA Pass Program, 2. approval by City Manager for out of

country travel and 3. library reimbursed travel expenses not to exceed budgeted \$970.

C. <u>Annual \$10,000 Contribution to Literacy Program:</u> FY 08 budgets indicate a continuation of an annual contribution of \$10,000 from Fund 917 to the Literacy Program. It is reflected as a budgeted item in 917 (5910 transfers general) and in 301 as anticipated revenues. The allocation requires a formal action by the Board to approve the appropriation transfer from 917 to 301. This is an annual action, last taken by the Board on March 19, 2007. The action will allow the appropriate closure for both budgets at the end of the fiscal year.

Recommended Action: Approve the proposed appropriation transfer of \$10,000 from Fund 917 to Fund 301 as budgeted for FY 08.

D. \$5,000 LSTA Grant to Support Local Project: As a result of participation in the 2008 Eureka Library Leadership Institute, the California State Library is offering mini LSTA Grants to support the local projects proposed by individual participants. The project proposed by Sandy Briggs included the analysis and potential restructuring of library staffing in order to achieve the most community responsive service delivery. The funds may be utilized for consultation, training, or implementation. Federal restrictions apply. The application process has been significantly streamlined for this pool of money. The application is available online http://eurekaleadership.org/webinar/05-30-2008/instruction_guide.doc.

Recommended Action: Authorize Library Services Director to submit LSTA Eureka Leadership Grant in the amount of \$5,000 by the July 20, 2008 deadline.

E. 2008 CALTAC Award Nomination for Librarian for Outstanding Work with a Board of Trustees or Commission:

The deadline for submission of 2008 CALTAC nominations is September 6, 2008. One category of awards is entitled "Librarian for Outstanding Work with a Board of Trustees or Commission" http://www.caltac.org/included/docs/nomination_form.pdf. The Board has previously expressed appreciation for the work of staff in Children's Services in carrying out the Board's strategic direction for programming to children and teens. This is an opportunity to recognize the achievements.

Recommended Action: Approve CALTAC award nomination for Patricia Lakie and Esther Guardado for Librarian for outstanding work with a board of trustees or commission.

Item 6 B: Prepared by Carol Davis

Description of the Guadalajara Book Fair

The Guadalajara International Book Fair (Feria Internacional del Libro – FIL)is "the most outstanding meeting of the Spanish publishing world...," held in Guadalajara, Jalisco, Mexico, each November for nine days. This year it will be held from November 29th to December 7th, 2008. Authors, literary agents, librarians, booksellers, and more than 1,600 publishing houses from 39 countries will participate. In addition, half a million visitors will attend to enjoy books and cultural activities and programs related to Spanish language literature.

The book fair is a wonderful opportunity to purchase Spanish language material that otherwise would not be accessible. Many of the titles are only available at the fair due to publishing, customs, and shipping restrictions, thus it is an opportunity to take advantage of the many publishing houses that are restricted outside of Mexico. The range of material available from a variety of publishing houses is outstanding along with the opportunity to select from larger, established publishers as well as the many small presses represented at the fair.

Link to FIL 2008: http://www.fil.com.mx/ingles/i_info/i_info_faq.asp

When is it held?

FIL 2008 will be held November 29 through December 7, 2008. Three days (Monday December 1, Tuesday December 2, and Wednesday December 3) are set aside as professional days, limited strictly to publishers, agents, authors, and librarians, to work, select material, etc. between 9:00am and 5:00pm. After 5:00pm, the public is invited in and it becomes too crowded to work effectively. The weekend before the professional days is a good time to check in with the vendor(s) you are working with and scope out the general layout of the fair. It is overwhelming in its size, akin to visiting 1,500 bookstores, and one needs a map and a plan in order to work the fair in an organized and efficient manner. On Sunday, November 30, there are workshops held at the Plaza del Sol Hotel for librarians. There is an introductory workshop with a general overview of the fair, hot picks, and talks by professional librarians who have been attending FIL for years. After this program, there are breakout groups by type of library and librarian: public, academic, special, and children/young adult. These are very helpful workshops to attend. On Sunday evening there is a banquet sponsored by ALA, FIL, and several vendors and publishing houses. All of the recipients of the ALA Free Pass Program are invited to attend. Additionally, during the entire run of the fair, there are authors giving readings and talks, book presentations, panel discussions, cultural programs, political programs, academic programs, and literary prizes are awarded. It is a wonderful opportunity to see the shining lights of Spanish literature up close. Last year the guest of honor was Colombia and Gabriel Garcia Marquez was present, among other luminaries of the literary world. It is also a wonderful opportunity to meet librarians from all over the United States and other countries and provides a forum to discuss Spanish language

materials and collections in individual library's as well as discuss services to Latino communities.

Historical precedence?

I have previously attended FIL in 2006 and 2007. It provided me with a great opportunity to select and purchase material for our Spanish language collections (general and children's) at the library. This allows the creation of a much richer, current, relevant, and engaging collection for the Latino community we serve in Woodland. No where else would I have a chance to work on collection development for a Latino audience with so many choices and with access to material I would not be able to find in the United States. The availability of small presses with unique material is quite valuable, and the fair presents a useful window with which to utilize these opportunities. I believe both collections at the library have grown and benefited by my attendance and participation at FIL.

Proposed budget and number of volumes for FIL 2008

The proposed budget is \$7,500. The number of volumes varies – between 200 and 400.

Trip cost estimation

The ALA Free Pass Program is available to all ALA-member acquisition or selection librarians, in particular those involved in Latin American collection development.

The ALA Free Pass Program (scholarship) will provide:

- 3 nights at the Plaza del sol Hotel (or 6 nights sharing a room with a colleague)
- 3 breakfasts
- FIL 2008 registration fee

(All of the above are at the expense of FIL)

• \$100 USD contribution towards the cost of the airfare, courtesy of ALA.

The remaining costs consist of the following:

- The remainder of the airfare. The last two years, airfare has been between \$580 and \$630 before the \$100 contribution from ALA has been applied. This would lower airfare to \$480 to \$530. Prices vary from year to year and airline to airline, and availability will play a role in which airline/flight I am able to book.
- Transportation to and from the airport and the Plaza del Sol Hotel. The set fee for this trip is \$20 each way.
- Meals: I have paid for meals both years. Last year I was able to be reimbursed by the city of Woodland for taxi fare to and from the airport and meals during the three professional days and one traveling day. I paid for the other traveling day and the extra two days I spent in Guadalajara before the program began. I also paid for the extra two nights lodging as this was my choice to spend an extra two days in Mexico.

The remaining costs for the library would be the airfare after the \$100 from ALA is applied. If the city is not picking up the cost of taxi fare to and from the airport and meals, these would be additional expenses. However, I could cover those rather than the library. I choose to walk the twenty minute walk to and from the Exposition Hall (where the book fair is held) rather than take taxis.

Possible sources of revenue for portion(s) of the trip

- The ALA Free Pass Program (as described above)
- If the library/city is unable to support the remaining expenses, I can use what is left of my educational incentive from the city (\$625) after ALA membership fees are paid to pay for the trip.

Timelines for payment

The airfare can be covered by me with reimbursement after the trip (this is how the city has done this in the past). Additional expenses (taxis, meals) can be paid for after the trip is completed as well (again, this is how the city has done this previously). Everything else is automatically taken care of by FIL/Free Pass Program. The hotel is covered and we receive three breakfast vouchers and a ticket to the banquet upon check-in. I spent two additional nights last year and paid for them when checking out of the hotel.

Item 7 C: Literacy Funding Spread Sheet

	CLLS	Monroe	Juv Hall	Rumsey Wayfarer	Adult Ed	Co- Elect	Lib— 917	City Gen Fund	Literacy Council	One Time \$
Total	25,251	30,000	10,000	10,000	8,000	5,000	10,000	7,500	4,000	22,50
Salaries				 		-	 		 	
Lit Coord	12,908	4,800	2,400	1,312	3,000	1,666	10,000		3,000	7,50
Clerk III	2,792				4,000			7,500	1,000	
Prof Srvcs										
Charlotte		16,000	2,000			1,666				
Mike				5,000				1		
Luz		1,000	1,000		1,000					
Operating	9,051			 		1,666	 	 	 	
Spec Equip				3,688						
Copy/Mater	500	1,000	1,000							
Carry Over										(15,00

Operating expenses: Phone 2,300 Indirect 4,000-6,000 Data maintenance 9,000

25,251

22,800

Amount short—4,583 in operations. The simple solution is to ask the YLC for an increase to cover this until we hear from the state or other funders.

6,400

10000

8,000

4,998

10,000

7,500

4,000

7,50

Item 8 A: Welcome to the Woodland Public Library

LIBRARY CARD APPLICATION

Photo ID and proof of current address are required to get a library card. For applicants under the age of ___, a parent or guardian must present ID and proof of address in person.

For remote access or Internet use you must have a PIN. Ask library staff.

LAST NAME	_ FIRST NAME _		MI			
MAILING ADDRESS		CITY	ZIP			
HOME ADDRESS						
HOME PHONE	WORK P	HONE				
BIRTH DATE: MONTH DAY (helps distinguish people with same name)	YEAR	E-MAIL				
ALTERNATE CONTACT PERSON		PHONE				
(SOMEONE WHO I	DOES NOT LIVE AT Y	OUR ADDRESS)				
PARENT/LEGAL GUARDIAN'S NAME (I	Please print)					
PARENT/LEGAL GUARDIAN'S PHONE	#: HOME	WORK				
SIGNATURE OF APPLICANT OR PARI OF AGE I understand the library provides a through the Internet, some of which Internet is not filtered. I accept responsibility for the selectic children. I understand the library policy per the library. All library cardholders Public Records Act (Government records of library users. I accept full responsibility for the or on the library card of the juven maximum of \$3.00 per item. I agree to notify the library of chain name, or if this card is lost or stoless.	a broad range of meth may not be suited to the suite of t	aterials, in print, in other able for minors. I under myself and selections makes to all resources and confidentiality under the prohibits the release of Il library materials borro overdue fines are 10 ce email address, telepho to charge for replacing	er formats, and rstand that nade by my materials within e California circulation bwed on my card, ents per day to a one number, and a library card.			
GENDER MALE FEMALE LANGUAGE SPOKEN IN HOUSEHOLD IF OTHER THAN ENGLISH						
For Library Use Only: Card Number 6/9/08 CB	Date	Entered	Staff Initials			