

# WOODLAND PUBLIC LIBRARY

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

To: Woodland Library Board of Trustees From: Heather Muller, Library Services Director

Date: December 6, 2010 Re: Director's Report

#### Staff hiring update

The Librarian I position (Youth Services Librarian) has been approved by the city. With the November/December holidays and furloughs, the city's HR has suggested the position not be posted until after holidays. Not only would it be a strain for city staff to get everything done before the furloughs, HR doesn't usually recruit during December because of the possibility of missing qualified candidates due to the overall busyness of the holiday season. I will work with Rachael Smith of the city's HR to finalize plans and procedures before the furlough so the position can be posted at the beginning of January.

### **Facilities**

The new phone system seems to be working well. We have had no reports of patrons not being able to get through. We have added a voicemail message on the reference desk phone so if staff is busy helping another patron, the caller can leave a brief question.

Brad Von Striver let us know that Vortex Doors received its city business license. He anticipates new front doors for the library by the end of the year or shortly after.

#### Furloughs and holidays

The library was closed the entire week of Thanksgiving for furloughs/holidays (November 22-27). Mid-Management staff and I worked a few of the days and a page came in several times to empty the book drop. The workload on the page staff was very heavy but with the help of some volunteers, most of the backlog of returned books had been shelved by Wednesday.

Like last year, the library will only be closed the week before Christmas (December 20-25). During the closure, I, along combination of the part-time temporary LTAs, and pages, will empty the book drops and receive deliveries.

The week before New Years, the library will be open Monday through Wednesday and observe the New Years holiday on December 30<sup>th</sup> since the library is already scheduled to be closed on December 31<sup>st</sup> (the Federal/City holiday). LTAs and pages will be in to empty the book drops during the closure.

At this writing, Mid-Management staff does not have a contract but the City Council has scheduled an imposition of the contract on December 7<sup>th</sup>. It is expected that the contract will contain furloughs.

# **Technology**

The library has set up the QuestionPoint service and we are now live! Look for the new "Ask A Librarian" section of the webpage: <a href="http://www.cityofwoodland.org/gov/depts/library/aska/default.asp">http://www.cityofwoodland.org/gov/depts/library/aska/default.asp</a> We've also added a link to the "Aska" service on the library's catalog.

The NorthNet regional library system is still working hard to get OverDrive access up and running by the New Year.

## Food For Fines

The "Food for Fines" program will continue through December 29th. Library patrons are encouraged to bring non-perishable canned or boxed food in good condition to the circulation desk of the library during open hours. Each can of food will remove \$1.00 from the patron's overdue fines. This year the food collected will be donated to the Food Bank of Yolo County