



Texas  
State Library  
and Archives  
Commission

# Texas Libraries: Responding to the Needs of Job Seekers

**Kyla Hunt, Consultant, Continuing Education and Consulting**  
**Dawn Vogler, Manager, Continuing Education and Consulting**

6/8/2010

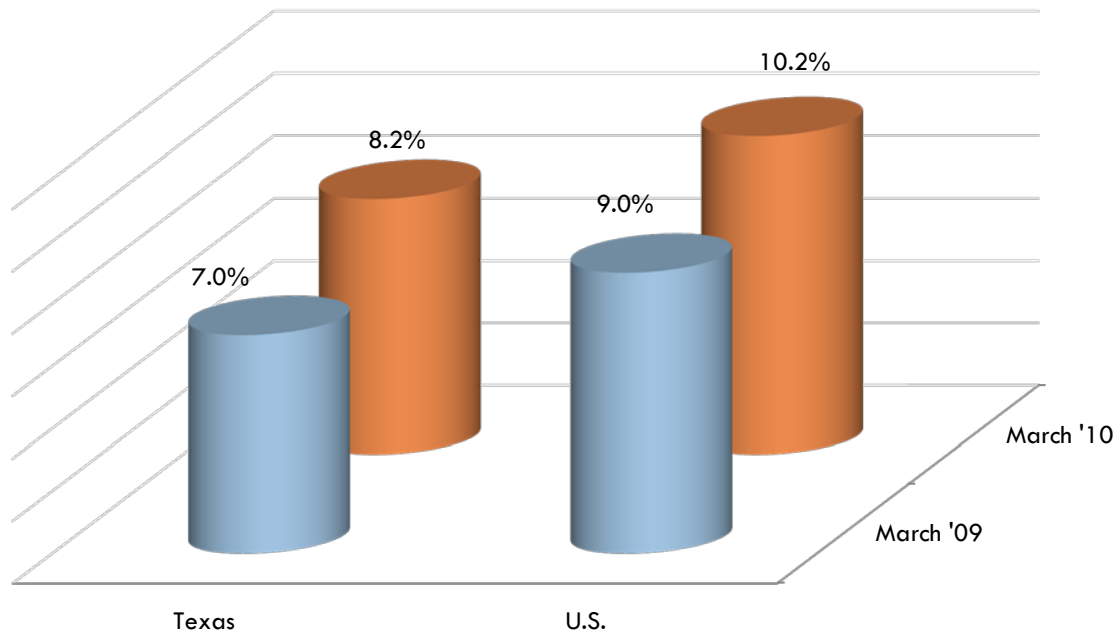
Library Development Division

# The Recession's Impact in Texas

State Unemployment Rate  
is 8.2%

Approx.  
995,000  
Texans in  
labor force  
are out of  
work

Unemployment Rates, Texas and U.S.



6/8/2010

# Some Regions Hit Harder

## Regions with Highest Levels of Unemployment

- Beaumont-Pt. Arthur (10.8%)
- Brownsville-Harlingen (11.0%)
- McAllen-Edinburg-Mission (11.6%)

## Regions with Lowest Levels of Unemployment

- Amarillo (5.6%)
- Midland (5.7%)
- Lubbock (5.9%)



# Statewide Initiatives via Library System

- 10 regional offices across the state funded with LSTA funding (\$4.175m in FY10)
  - ▣ Nearly every public library is a member of a System
  - ▣ Encourage inter-library cooperation, provide consulting, continuing education, and technology support
- \$1.5 million in new funds for the Library System in 2010-11 appropriated by State Legislature (reduced in second year)
- In collaboration with Systems, State Library developed negotiated grant program to distribute funds to Systems

# State Funding for Workforce Initiatives

- RFP released July 2009. Requested programs that supported statewide priority areas: *early childhood literacy, family literacy, and workforce development*
- Three grants awarded totaling \$662,600
- Two projects support workforce development initiatives:
  - Lead applicant: North Texas Regional Library System (NTRLS), \$348,424
  - Lead applicant: Central Texas Library System (CTLS), \$292,313

# Texas Workskills Development for Libraries (TWDL)

- NTRLS, in collaboration with Big Country Library System (BCLS), Houston Area Library System (HALS), Northeast Texas Library System (NETLS), Texas Trans-Pecos Library System (TTPLS) & West Texas Library System (WTLS)
  - Goal to reach 180 libraries across Systems
  - Systems working in partnership to develop a comprehensive curriculum for workforce development
  - Customized for each System's needs

# Texas Workskills Development for Libraries (TWDL)

Establishment of workforce development website ( <a href="http://twdl.org/">http://twdl.org/</a> )	Development of Specialized programming
Linkages with Texas Workforce Commission, Councils of Government, Chambers of Commerce	Workshops for Librarians
Brainfuse Adult Career Center services	JobNow services

# Texas Workskills Development for Libraries (TWDL)

The screenshot shows a Mozilla Firefox browser window displaying the website for Texas Workskills Development in Libraries (TWDL). The browser's address bar shows the URL <http://twdl.org/>. The website's header features a blue background with the text "Texas Workskills Development in Libraries" in red and white. Below the header is a navigation menu with links: "Getting a Job", "Learning About Computers", "What's Near Me?", "News", "Library Tools", "Who We Are", and "Contact Us". The main content area has a white background and includes a "Welcome to Texas Workskills Development in Libraries" section. This section contains a paragraph of introductory text, a "JobNow! Live Job Assistance" logo, and a paragraph describing the project's cooperative effort with various library systems. A sidebar on the left lists the navigation menu items with expandable arrows. The browser's taskbar at the bottom shows several open applications, including Microsoft Office, the TWDL website, TSLAC Grant Management, and Microsoft PowerPoint. The system clock indicates the time is 9:50 AM on 6/8/2010.

Welcome to Texas Workskills Development in Libraries | Texas Workskills Development in Libraries - Mozilla Firefox

File Edit View History Bookmarks Tools Help

<http://twdl.org/> Skills Development for Libraries

Most Visited Getting Started Latest Headlines Customize Links Free Hotmail Windows Marketplace Windows Media Windows

Welcome to Texas Workskills Develo...

[Skip to main content](#)

**TEXAS WORKSKILLS DEVELOPMENT IN LIBRARIES**

**Texas Workskills Development in Libraries**

[Getting a Job](#) [Learning About Computers](#) [What's Near Me?](#) [News](#) [Library Tools](#) [Who We Are](#) [Contact Us](#)

▶ [Getting a Job](#)  
▶ [Learning About Computers](#)  
• [What's Near Me?](#)  
• [News](#)  
• [Library Tools](#)

## Welcome to Texas Workskills Development in Libraries

Welcome to the Texas Workskills Development for Libraries project, better known as TWDL (pronounced "twiddle"). This project seeks to enhance and build the workforce skills of Texas residents by assisting Texas library staff, management and volunteers in gathering 21st century job training resources that can be easily accessed and offered to all Texans. Ultimately, these resources will support Texans in elevating their standard of living through education and employment.

**JobNow!**  
Live Job Assistance

Texas Workskills Development in Libraries is a cooperative effort by the Big Country Library System, Houston Area Library System, North Texas Library Partners, Northeast Texas Library System, Texas Trans-Pecos Library System, and West Texas Library System.

Whether you are library staff or a Texas resident seeking more information regarding job training resources, we invite you to explore this site which will be constantly updated as information becomes available.

You will find help, information, and a schedule of workshops regarding resume preparation, writing cover letters, online application completion, job hunting strategies, and interviewing techniques. You will also find links to

Done

start Microsoft Office O... Welcome to Texas W... TSLAC Grant Manage... Microsoft PowerPoint ... 9:50 AM

6/8/2010



# Texas Workskills Development for Libraries (TWDL)

## □ Adam Wright, Coordinator, NTRLS:

“Mobile labs were purchased, or expanded, for five of the six Systems. These mobile labs have been used by the Systems to teach both patrons and librarians basic workforce literacy skills. In addition, a contract has been established with Brainfuse to assist patrons with workforce literacy skills through the project’s website, [twdl.org](http://twdl.org). With [www.TWDL.org](http://www.TWDL.org), the Systems are receiving very positive responses by building a network of media outlets throughout participating communities. The Systems have already established a number of traditional outreach efforts to get the word out: posters, flyers, bookmarks, press releases, public service announcements, etc. All of this information can be found on TWDL.org under library tools.”

# Texas Workskills Development in Libraries

TEXAS  
WORKSKILLS  
DEVELOPMENT IN  
LIBRARIES

[Getting a Job](#)

[Learning About Computers](#)

[What's Near Me?](#)

[News](#)

[Library Tools](#)

[Who We Are](#)

[Contact Us](#)

▶ [Getting a Job](#)

▶ [Learning About Computers](#)

• [What's Near Me?](#)

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• [Library Tools](#)

## Library Tools

### [Mousing](#)

This is a javascript based tutorial on how to use a mouse. This can be downloaded and run from a local computer. To start, open the file named mousercise.htm.

### [Computer Training \(2003\) \(2007\)](#)

A collection of four modules with presentation guides produced for the Northeast Texas Library System. The modules are *Introduction to Computers*, *Basics of Email*, *Using the Internet*, and *Creating a Letter and Working With Files*. The files are in Microsoft Office PowerPoint® format. If you have trouble opening them, try using [OpenOffice.org](#).

### [Adult Computer and Employment Skills](#)

A collection of four modules provided by the Minnesota Literacy Council. The modules are *Computer Basics and Word*, *Excel*, *Internet Navigation*, and *Computer Job Search*. The files are in Microsoft Office Word® format. If you have trouble opening them, try using [OpenOffice.org](#).

### [Helping Older Adults Search for Health Information Online](#)

This is a collection of nine modules provided by the National Institute on Aging. The first module is an introduction to computer basics. All the files are in PDF format. They may be opened with the [Adobe Acrobat Reader](#).

### [Library Curriculum for TWDL Classes](#)

These individual presentations are currently being used by the North Texas Library Partners for their workforce literacy workshops. They are available in both Microsoft Office PowerPoint® 2007 and [OpenOffice.org](#) formats.

- [Basic Computer Skills \(2007\) \(OpenOffice\)](#)
  - [Aplicación para el Curso Básico de Computación \(2007\) \(OpenOffice\)](#)
  - [Cuestionario para el Curso Básico de Computación \(2007\) \(OpenOffice\)](#)
- [How To Look for a Job Online \(2007\) \(OpenOffice\)](#)
- [Resumes, Cover Letters and Interviewing Tips \(2007\) \(OpenOffice\)](#)

### [TWDL Promotional Material](#)

These files are available for anyone wishing to promote TWDL. The available formats are: Microsoft Office Publisher® 2007, Microsoft Office Word® 95-2003, [Adobe Acrobat®](#) compatible PDF, [Inkscape](#) compatible SVG, and [OpenOffice.org](#).

- [Bookmarks \(Publisher\) \(SVG\) \(PDF\)](#)
- [Brochure \(Publisher\) \(SVG\) \(PDF\)](#)
- [Poster \(Publisher\) \(SVG\) \(PDF\)](#)
- [Press Release \(Word\) \(OpenOffice\)](#)
- [Public Service Announcement \(Word\) \(OpenOffice\)](#)



This site is funded through a grant from the Texas State Library and Archives Commission.

# South Texas Library System Workforce Project

- CTLS, in collaboration with Alamo Area Library System (AALS) & South Texas Library System (STLS)
  - ▣ Goal to reach 179 libraries across Systems
  - ▣ ResumeMaker made available to participating libraries
  - ▣ Provision of introductory computer classes
  - ▣ Job fairs to be held in certain libraries
  - ▣ JobView kiosks purchased in certain libraries
  - ▣ Computers provided with access to Texas Workforce Commission job database

## Welcome

Welcome to the Texas Work Prep Learning Management System (LMS), designed and hosted by the Texas Workforce Commission. This LMS is built to manage the delivery of job search content and resources and to facilitate "anytime, anywhere" access to learning more about getting, and keeping, the job of your choice. Texas Work Prep contains three on-line courses, each designed to communicate unique aspects of successful job hunting and excelling on the job. Our goal is help job seekers master an effective job search process, get each back to work quicker and communicate the attributes of work excellence expected by Texas employers. We encourage you to register and explore these on-line courses. The content is designed with you, and your successful job search, in mind.

## Texas Work Prep LMS

The screenshots show the following content:

- Job Hunter's Guide:** Includes a navigation bar (Assess | Prepare | Search | Contact | Interview | Maintain) and a section on 'Labor Market Realities Part II' with a 'Trend' table:
 

Trend	Definition
Education costs	Resembles a professional officer's free agency "troude knowledge, skills and abilities in exchange for wages and benefits."
Flattened wages	Focus on work that fulfills and interests you.
- Succeed at Work:** Includes a navigation bar (Acting Self-Employed | Starting a New Job | Being an Excellent Employee | Living a Balanced Life | Enjoying Your Current Position) and a section on 'Work Ethic' with the text: "Maximum Effort. When you work hard, you put forth maximum effort. Which of the following are examples of work ethic?"
- Your Next Job:** Includes a navigation bar (Losing Your Job | Coping with Feelings | Caring for Yourself and Your Family | Searching for a New Job | Landing Your New Job) and a section on 'Warning Signs: Company is in Trouble' with a 'Costs Expenses' list:
  - Moves to less expensive accommodations.
  - Financial report shows signs of problems.
  - Profits fall despite cost-cutting efforts.
  - Jobs employees to adjust down to reduce spending.
  - Reduces or eliminates its travel, technology and/or training budgets.

## Courses

### Texas Job Hunter's Guide

Will help you get a job by teaching you the 6 Steps of the Job Hunting Model: Assess, Prepare, Search, Contact, Interview and Maintain work. [More Info...](#)

### Succeed at Work

Will help you learn to adapt to the changing labor market. Provides information on what actions to take to keep and enjoy your new job. [More Info...](#)

### Your Next Job

Will help you learn the different phases of job loss and how to go from losing a job to landing a new one. [More Info...](#)

## Texas Work Prep LMS

Brought to you by Texas Workforce Commission & Labor Market and Career Information

## Available Courses

### Texas Job Hunter's Guide



Will help you get a job by teaching you the 6 Steps of the Job Hunting Model: Assess, Prepare, Search, Contact, Interview and Maintain work.

[More Info...](#)

### Succeed at Work



Will help you learn to adapt to the changing labor market. Provides information on what actions to take to keep and enjoy your new job.

[More Info...](#)

### Your Next Job



Will help you learn the different phases of job loss and how to go from losing a job to landing a new one.

[More Info...](#)

# Other State Library Initiatives

- March 2010 BTOP Proposal—includes partnership with Texas Workforce Commission to provide specialized training for libraries
- April 2010 New Guidelines for Year 2 of SyNG—focusing on providing funding for one statewide workforce initiative headed by a partnership of Systems
- May 2010 Webinar, Getting Your Resume Noticed
- July 2010 Webinar, Online Job Hunting

# Questions?

- Library Development Division  
Texas State Library & Archives Commission  
P.O. Box 12927  
Austin, TX 78711-2927  
(512) 463-5465  
[ld@tsl.state.tx.us](mailto:ld@tsl.state.tx.us)