

Mt. Shasta Library Tax Advisory Committee Regular Meeting Agenda

Mt. Shasta Library – 515 East Alma Street
Thursday, May 19, 2016; 1:00 p.m.

“Our mission is to maintain the character of our “small town” community while striking an appropriate balance between economic development and preservation of our quality of life. We help create a dynamic and vital City by providing quality, cost-effective municipal services and by forming partnerships with residents and organizations in the constant pursuit of excellence.”

| Page | Item |
|------|---|
| | 1. Call to Order and Flag Salute |
| | 2. Roll call |
| | 3. Approval of Minutes: |
| | 4. Public Comment: This is an opportunity for members of the public to address the Committee on items within the jurisdiction of the Committee and not listed on the agenda. The public will have an opportunity to comment on any agenda item during Committee discussion of that item. The Committee may ask questions but may take no formal action on items addressed during the Public Comment period. The Committee reserves the right to limit the length of individual comments. If you desire a written response, please provide your mailing address. |
| | 5. Introduction of New Board Members and elect New Officers |
| | 6. Discussion and possible action on Library budget |
| | 7. Discussion on Library RFP, appoint negotiation team and Operation Committee member |
| | 8. Discussion about Library goals, mission, values, and strategy – possibly assign subcommittee |
| | 9. Announce next LTAC meeting date, email approval or working session |
| | 10. Future Agenda Items/Comments by Committee Members: At this time, members of the Committee may ask questions of staff, request that reports be made at a later date, or ask to place an item on the agenda, on any subject within the Committee’s jurisdiction. In addition, the members may take this opportunity to make comments on any topic which is not on this agenda, provided however, that no deliberation may be conducted, and no decision may be made on such topics. |
| | 11. Adjourn: The next regular meeting is scheduled for October 20, 2016 Availability of Public Records: All public records related to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at City Hall located at 305 North Mt. Shasta Blvd., Mt. Shasta, CA at the same time the public records are distributed or made available to the members of the legislative body. Agenda related writings or documents provided to a majority of the legislative body after distribution of the Agenda packet will be available for public review within a separate binder at City Hall at the same time as they are made available to the members of the legislative body. The City of Mt. Shasta does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services. In compliance with the Americans with Disabilities Act, persons requiring accommodations for a disability at a public meeting should notify the City Clerk or Deputy City Clerk at least 48 hours prior to the meeting at (530) 926-7510 in order to allow the City sufficient time to make reasonable arrangements to accommodate participation in this meeting |

**MT. SHASTA LIBRARY TAX ADVISORY COMMITTEE
DRAFT MINUTES
MT. SHASTA LIBRARY
515 East Alma Street
Thursday, October 15, 2015, 2:30 PM**

The mission of the Mt. Shasta Community Action Plan is to maintain the character and resources of our small town community while striking an appropriate balance between economic development and preservation of our quality of life.

1. Call to Order

The meeting was called to order by Chairman Dennis Johnson at 2:35 P.M.

2. Roll Call:

Present: Chair Dennis Johnson, Vice-Chair Dennis Freeman, Secretary Evelyn Callas, Michael Murray, Lisa Stevens.

Absent: none

Also present:

Geoff Harkness, City Council Mayor and Representative to LTAC

Terry Thompson, Librarian

Courtney Laverty, Library Operations Manager

John Cumming, Technology Committee

3. Review and Approval of Minutes: April 16, 2015 Regular Meeting Draft Minutes and email vote record.

The minutes were approved on a motion by member Michael Murray; seconded by member Lisa Stevens. The vote was Aye: 5. Opposed: none

4. Public Comment: This is an opportunity for members of the public to address the Committee on items within the jurisdiction of the Committee and not listed on the agenda. The public will have an opportunity to comment on any agenda item during Committee discussion of that item. The Committee may ask questions but may take no formal action on items addressed during the Public Comment period. The Committee reserves the right to limit the length of individual comments. If you desire a written response, please provide your mailing address.

No comment was made.

5. Discussion and possible action RE: Review the Library's Budget for Fiscal Year 2014/2015. City to report balances of reserves, maintenance, and technology accounts. City to tie approved budget to which categories of their accounts they fall into.

Secretary Callas distributed copies of the REVENUE/EXPENDITURE REPORT and BALANCE SHEET for fiscal year 7/1/2014 to 6/30/2015 and the REVENUE/EXPENDITURE REPORT and BALANCE SHEET for the first quarter of fiscal year 2015/2016 dated 7/1/2015 to 9/30/2015. She noted that in 2014/2015 the library stayed within budget in all categories on page one except Building Maintenance and Repairs (139.1% of budget). On page two, the allotment for Special Department Expenditure was \$10,000; actual is listed as \$17,749.93 resulting in expenditure

179.5% over budget. The categories in this section of the budget are not clear and the members of the Technology Committee present state that this expenditure listing is an error. The Technology Committee expended \$7949 and placed about \$2000 in reserve. The Balance Sheet for 2014/2015 showed the ending cash as \$266,811.11.

The first quarter 2015 sheet shows all categories to be within budget. On page two the Special Department Expenditure is set at \$5000. This is believed to be the amount for the Technology Committee and was to have been set at \$10,000.

Member Murray and City Mayor Harkness agreed that the City financial officer should be asked to clarify these categories and to specify both Long Term Maintenance Funds and Technology Funds with separate account numbers. Operations Manager Courtney Laverty stated that she is now submitting bills coded with account numbers to the City Financial Officer to ensure proper recording.

Member Stevens noted that the Committee worked from a different budget format at the last meeting and recommended that a format based on the city's preferred system be used to minimize confusion and contradictions.

6. Discussion and Possible Action RE: Request for Proposal for Library operations contract. Current 2 year contract expires June 2016.

The City will be publishing a Request for Proposal (RFP) for bids for a one to two year contract to manage the library. The first publication in 2012 resulted in two bidders. The Friends of the Library were awarded a two year contract which was renewed for two years more. Mayor Harkness explained that the RFP is written by the City Manager and Financial Officer. It takes about a month to review the resulting proposals and two weeks to make the decision. Member Murray would like to see the RFP published in January 2016.

7. Discussion and Possible Action RE: (Item advanced from #8): Moving next LTAC meeting to May 2016.

Chair Dennis Johnson proposed that the Regular Meeting be changed from April to May 2016 because both he and Member Murray will be out of the area in April. Chair Johnson wanted to be sure that there would be enough time to enter any changes in the budget before the Council finalizes it for fiscal 2016/2017. Mayor Harkness said that action would be in mid-June so a May meeting should be timely.

The Committee recognized that reviewing the results of the City's Request for Proposal for the Library management and other issues including budget revisions and seating new LTAC members should take place earlier in the year. Therefore a special meeting was proposed, to be scheduled in early March 2016. This plan and the change of the regular meeting to Thursday, May 19, 2016 were approved by consensus.

8. Discussion and Possible Action RE: LTAC Member Renewals. City to discuss process and time-frames for 3 expiring member terms.

Chair Johnson announced that three members: Dennis Freeman, Lisa Stevens and Evelyn Callas have completed their four year terms. The City Council will issue forms for applications for new

members and those who wish to re-apply. The applicants will then be interviewed by the Council. There will be publication of the committee openings. Mayor Harkness will take care of setting up this process.

9. Discussion and Possible Action RE: Technology Committee up-date YTD.

Operations Manager Courtney Lavery reported that a second Internet connection from Northland Cable has been added to improve our public wi-fi service. Ms. Lavery discussed Internet access with the head of technology for the County Department of Education and learned of a State mandated initiative for high-speed access for schools and libraries. She transmitted this information to the County Librarian who then submitted the paperwork for enrollment in this California Educational Network. This could bring good quality, high-speed connectivity. The process will take a year and a decision regarding our participation will be made in December 2015. Mayor Harkness noted that CAL-Ore is coming to the area and will offer service with high speed connections but at high cost. Other possible sources of Internet connections services were mentioned and will be brought to the Technology Committee.

Mayor Harkness announced that the City will be contracting with Mt. Shasta IT and that the library will be able to use their services under the City's contract.

10. Future Agenda Items/Comments by Committee Members:

Member Stevens asked about the status of building expansion plans. Member Murray responded that a meeting of the Building Committee had been scheduled but key members could not attend. Chair Johnson and Member Murray agreed that the LTAC is not ready to push for expansion and that building a strong reserve fund is ongoing.

11. Adjourn.

The meeting was adjourned at 3:53 pm on a motion by Member Callas; seconded by Member Murray. The motion carried with no nay votes.

Submitted by Evelyn Callas, Secretary

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| REVENUES | BUDGET 2015-2016 | YTD 3/31/16 | % BUDGET | PROPOSED 2016-2017 | NOTES |
|----------------------------------|------------------|---------------|------------|--------------------|--|
| | 240,000 | 209,016 | 87% | 240,000 | No |
| major change expected | | | | | |
| EXPENDITURES | | | | | |
| Personnel salaries & benefits | 0.00 | 0.00 | 0.00 | 0.00 | |
| Services | | | | | |
| 7100.00 Professional Services | 0.00 | 1325 | (-1325) | 7500 | Internet providers 1296 Internet service/repairs Snow removal 3000 Lecture fees Other individual providers |
| 7110.00 Contract services | 118,000 | 69,519 | 60% | 120,000 | See attached |
| details re staffing | | | | | |
| TOTAL SERVICES | 118,000 | 70,843 | 60% | 127,500 | |
| Insurance, licenses, taxes | | | | | |
| 7200.00 Public Liability (SCORE) | 1500 | 0.00 | | 1500 | |
| 7280.00 County Property Tax | 65 | 63 | 96.9 | 63 | |
| TOTAL INSURANCE, TAXES | 1565 | 63 | | 1565 | |

Facilities Expenses
7470.00 Building Maintenance

| | | | | |
|----------------------------------|-------------|------------|---------------|---|
| 10,500 | 8228 | 78% | 10,500 | YTD has been corrected: 4989 should have been in Capital Outlay. Costs in this include Deep Clean @ 1500, Janitorial 6,000, window washing, carpet cleaning HVAC, plumbing, other |
| 480, repairs | | | | |
| 7475.00 Grounds Maintenance | 132 | 66% | 200 | Lawn mowing, roof cleaning |
| TOTAL FACILITIES EXPENSES | 8360 | 78% | 10,700 | |

| | | | | |
|---------------------------------------|------|-------|------|--|
| Materials and Supplies | | | | |
| 7710.00 Office Supplies | 1318 | 87.9% | 1500 | Friends may pay for copy machine supplies since they receive the revenue |
| 7770.00 Janitorial supplies | 106 | 21.3% | 500 | Muriel enters these elsewhere |
| 7790.00 Miscellaneous supplies | 1523 | 50.8% | 3000 | |
| 7800.00 and 7810.00 don't apply to us | | | | |

| | | | | |
|-------------------------------------|-------------|--------------|-------------|--|
| TOTAL MATERIALS AND SUPPLIES | 2947 | 58.9% | 5000 | |
|-------------------------------------|-------------|--------------|-------------|--|

| | | | | |
|-------------------------------------|------|-------|------|---|
| Other Miscellaneous Expenses | | | | |
| 7990.00 Special Department Expenses | 3912 | 78.2% | 7500 | Library materials, supplies, books, etc. More books may |

be bought depending on decisions.

| | | | | | |
|---|------------------------------------|----------------|----------------|----------------|---------------------------------|
| TOTAL OTHER MISCELLANEOUS EXPENSES | | 3912 | 78.2% | 7500 | |
| 5000 | | | | | |
| Capital Outlay | 0.00 | 5732 | (-5732) | 11,000 | Muriel says this |
| 801.00 | category is for | | | | repairs near or >5000. She |
| | to | | | | moved the restroom repairs |
| repair | | | | | this section. 11,000 is to cove |
| can | | | | | east wall repair. (Ceiling |
| | | | | | estimate is 8600-11,000 and |
| | | | | | wait.) |
| TOTAL CAPITAL OUTLAY | | 5732 | (-5732) | 11,000 | |
| Transfers out to other funds | | | | | |
| 9801.00 | Administrative Overhead Allocation | | | | |
| 5000 | 3753 | | 75% | 5000 | We pay the city for admin. |
| TOTAL TRANSFERS OUT TO OTHER FUNDS | | 3753 | 75% | 5000 | |
| GRAND TOTAL EXPENDITURES | | 100,404 | 64.7% | 168,265 | |
| 155165 | | | | | |

The proposed budget for 2016-2017 is \$13,100 higher than last year but includes \$7,500 for professional services and \$11,000 to repair the east wall which not in the 2015-2016 budget.

Proposal
For
Operation/Management
Of Mt. Shasta Branch Library

Submitted by
Courtney Laverty
Community Staffing Solutions, LLC
PO Box 1598
Mount Shasta, CA 96067

General Statement:

The Mt. Shasta Branch Library has successfully navigated through the past several years of destabilization and reduction of library funding at the county level. Thanks to the Friends of the Mt. Shasta Library, and with the financial support of the community, the Library has continued to provide the citizens of Mt. Shasta with access to trained staff, materials, programming and other valuable resources such as public computers, wireless internet access, public copiers and a venue for public discourse.

Community Staffing Solutions, LLC was formed in 2016 for the express purpose of submitting a proposal to manage and operate the Mt. Shasta Branch Library. As the current library operations manager, I look forward to providing and enhancing these services throughout the course of this contract.

Libraries are my passion! I have been a life-long library patron, both as an individual and as a parent. Having lived in many locations (both rural and suburban) throughout my adult life, I have had the pleasure of regularly using several libraries, including 2 county systems as well as a consortium of 77 municipal libraries. My library career began in 2001, as a circulation assistant in a small public library located in Midland Park, NJ (pop. 6914). Over the course of 11 years in Midland Park, I worked in circulation, technical services and children's services as the children's librarian. As a result of my interaction with a variety of people and organizations, I bring a dedication to customer service and strong people skills. Mt. Shasta has been my home since 2012 and I have developed relationships with many residents during this time. As the current library operations manager for the Mt. Shasta Branch Library, I am extremely familiar with all aspects of operating and managing this branch. To enhance my skills as an effective operations manager, I am currently enrolled in a 12 week Library Management course offered by the American Library Association (ALA) that is being taught by a professor from the San Jose State University – School of Information. The learning objectives include effective planning, marketing, environmental scanning, effective leadership and motivation, understanding staffing issues and developing a budget.

Management and Oversight:

Community Staffing Solutions, LLC, as an independent contractor, will provide complete staffing and administration of the day to day operations of the Mt. Shasta Branch Library. Providing excellent customer service, through the employment of highly qualified candidates, is a top priority. Offering a variety of programs to our community, such as Songs & Stories, Literacy and Early Start, as well as responding to the requests of the community for a variety of programs/presentations will also continue to be supported and encouraged.

In coordination with Rod Bryan and the City of Mt. Shasta Public Works Department, I look forward to continuing with repairs and upgrades to the building. This year, I facilitated the update of the restrooms with water saving toilets, ADA compliant sinks and automatic light switches. I will be instituting a yearly maintenance schedule for "deep cleans", carpet cleaning and window washing.

Through the management of the daily operations, I have direct knowledge of appropriate expenditures and I look forward to working with Muriel Howarth Terrell of the City of Mt. Shasta Finance Department and LTAC to prepare an annual budget for optimal library service. During the past 10 months, I have established a good working relationship with Jodi Polk, coordinating the timely reporting and recording of library expenditures and payroll reimbursement.

Working with Michael Perry, the County Librarian, I have been weeding and updating the collection so that accurate and up to date information is available to our patrons. I have been collaborating with the County backbone staff to update the Juvenile collection.

Reaching out to the community and communicating the value of our resources is vital. To that end, I have created a Facebook page and have a branch brochure in progress.

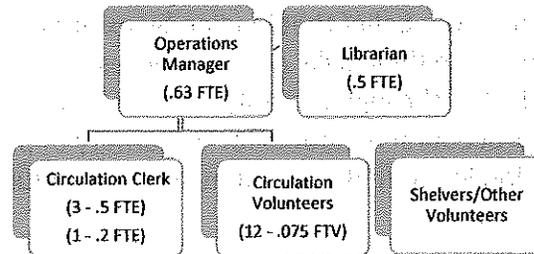
In order to document these and other successes, I will continue to prepare statistical summaries and reports both internally and in conjunction with the County Librarian. Key performance indicators will be identified and tracked. I will continue to attend various meetings (LTAC, Friends of the Mt. Shasta Library, Library Council, and Quality of Life etc). Current hours of operation will initially be maintained. Additional hours may be added/changed upon approval from LTAC without an increase in the operational budget.

Staffing:

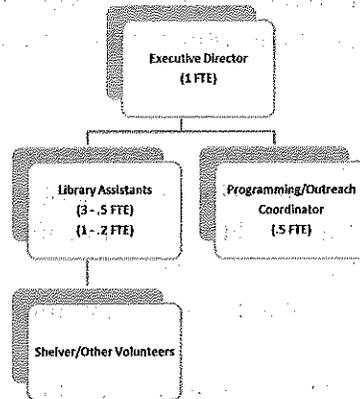
As the executive director, I will be present at the library M-F, for a minimum of 36 hours per week, as well as 1 or 2 Saturdays per month. During those hours, I will be supervising the staff and volunteers, providing assistance to patrons as needed and completing administrative tasks, to assure the smooth operation of the library. I am reserving 4 hours a week for meetings and

outreach that may occur outside of the library. If there are no meetings scheduled, I will be present at the library M-F from 10 AM-6PM. I will be attending yearly ALA and CLA conferences to stay abreast of latest developments in the library profession.

At the present time, the library is functioning with the following staffing scenario:



In order to assure the smooth and efficient operation of a county branch library, I propose the following staffing scenario:



Please see Appendix A for job descriptions.

The Mt. Shasta Branch Library has been very fortunate to have a multitude of volunteers that are dedicated to the success of the library. Each of our volunteers has demonstrated a favored task that they faithfully accomplish each week during their 3 hour shift. Having a second paid circulation staff member would free up volunteers to continue with their activities as well as providing a consistent level of service at the desk by reducing the number of shift changes.

My customer service philosophy is "service with a smile and send them home happy!" The community has generously agreed to support the library through the library tax and deserves a significant return on investment. It is my intention to offer the best possible library service by

building on the current strengths of our library staff, through staff training and other professional development opportunities, such as webinars, offered through the American Library Association (<http://www.ala.org/offices/library-support-staff-education-and-training>) and InfoPeople (<https://infopeople.org/>). Another opportunity available to staff members is the Library Support Staff Certification (<http://ala-apa.org/lssc/>).

My management style is predicated on the belief that leading by example and empowering employees with opportunities to enhance their skills ensures success. I am dedicated to high morale among staff members, cultivated through monthly staff meetings and other team building exercises. I have created procedural handouts for uniformity of practice among staff members, as well as a communication log to make sure that staff and volunteers are aware of any issues that would impact their work.

Community Staffing Solutions, LLC will offer positions to qualified staff currently employed at the Mt. Shasta Branch Library who re-apply to Community Staffing Solutions, LLC.

Planning:

Having tracked library expenses for the past 10 months, I have a good understanding of the actual costs to run the library and feel that I can contribute valuable input for the 2016-2017 operating budget.

Strategic planning is an important aspect of providing excellent library service. At the present there is no strategic plan in place for the Mt. Shasta Library. In September 2015, I participated in a Strategic Planning workshop at the Northern California Nonprofit Organization Board Training held at COS. I look forward to working with the Library Board to develop a mission and vision statement as well as a 3-5 year strategic plan based on community needs and desires.

The City of Mt. Shasta Strategic Plan, updated in December 2014, includes a provision to reconstruct or construct a new "State of the Art" Library facility. In anticipation of this goal, I enrolled in a Library Design course, offered through Library Journal Professional Development, along with a board member of the Friends of the Mt. Shasta Library. Our coursework covered the topics of needs assessment, successful fundraising campaigns, process strategies including RFPs for feasibility studies, and sustainability.

Currently, I am preparing a patron satisfaction survey in order to determine opportunities for improvement. This year, I added a new internet provider to address issues of Wi-Fi connectivity. While researching other Wi-Fi options, I discovered that the Siskiyou County Library had the opportunity to join the California Public Library Broadband Grant Program, in partnership with CENIC. We will be participating beginning in July 2016. (<http://www.siskiyoudaily.com/article/20160210/NEWS/160219989>)

General Costs Proposal:

Community Staffing Solutions proposes the following operational budget for fiscal year 2016-2017:

| | |
|----------------------------------|------------------|
| Salaries and Wages | \$131,930 |
| Professional Development | \$2,500 |
| Consultants/Programs | \$2,000 |
| Administrative Fee (2.5%) | \$3,411 |
| Total | \$139,841 |

Costs are payable in 12 monthly installments of \$11,653 due on the 10th day of the month, with the first installment due on July 10, 2016.

Projected monthly payroll expense for Fiscal Year 2016-2017:

| Payroll | July | Aug. | Sept. | Oct. | Nov. | Dec. |
|----------------|-----------------|------------------|------------------|------------------|------------------|------------------|
| Gross Pay | 8,930.17 | 10,785.17 | 10,390.17 | 10,467.67 | 10,703.50 | 10,793.00 |
| Employer Taxes | 485.83 | 640.89 | 607.87 | 614.38 | 654.16 | 611.51 |
| Total | 9,416.00 | 11,426.06 | 10,998.04 | 11,082.05 | 11,357.66 | 11,404.51 |

| Payroll | Jan. | Feb. | March | April | May | June |
|----------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Gross Pay | 10,240.67 | 9,892.67 | 10,925.17 | 10,224.17 | 10,661.67 | 10,633.67 |
| Employer Taxes | 595.38 | 566.29 | 652.58 | 594.02 | 630.58 | 628.22 |
| Total | 10,836.05 | 10,458.96 | 11,577.75 | 10,818.19 | 11,292.25 | 11,261.89 |

Fees for overdue books, damaged books, and printing will be collected and forwarded to the City of Mt. Shasta monthly to go back into the operational budget.

Monthly financial statements including general ledger are to be supplied by the City of Mt. Shasta Finance Department to allow for accurate monitoring of expenses.

Appendix A: Job Descriptions

Library Assistant

Reports to: Executive Director

Job Description: Under the general direction and supervision of the Executive Director, the Library Assistant performs a wide variety of complex customer service and library duties in a public library setting; assists Library guests in making effective use of the Library's resources, collections and programs; provides technical training to guests and staff as needed; and performs related duties as assigned. Must be able to work flexible hours, including evenings and weekends.

Essential Functions: Functions may include, but are not limited to, the following:

- Greet guests and provide directional assistance;
- Explain library circulation policies and procedures to patrons, and assist them with check out, computer, printer, or other equipment problems;
- Check patron status to verify registration information; issue library cards; calculate and collect fines and other charges for overdue, lost or damaged books or audio/visual materials;
- Contact patrons regarding overdue items, books and materials that are received; respond to patrons request for information and materials;
- Assist guests with basic reference questions as needed; refer more difficult reference to executive director;
- Assist library guests with utilizing public access computers effectively including registering, reserving, printing, and accessing data and office applications;
- Check library books and materials in and out using a computerized on-line system; assist and advise guests in the use of library equipment and resources;
- Set up circulation desk for daily activities; prepare cash drawer and desk supplies;
- Maintain records and files related to library service activities and projects; prepare a variety of periodic and special library processing and statistical reports;
- Receive, verify and release materials for on-line reserve requests; unpack, check, and sort book shipments and distribute as indicated; receive returned books and materials, review due dates and examine items for damages; sort returned materials for return to local shelves or for shipment to other library locations
- Operate standard office equipment and perform general clerical and typing work;
- Perform reader's advisory assistance to guests using local materials, online resources, and other appropriate tools;
- Review materials and recommend additions and deletions to collections, withdraw materials as needed per established guidelines;
- Organize work, set priorities, and follow up to ensure coordination and completion of assigned work;
- Refer difficult or unusual problems to executive director;
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services;
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES / PHYSICAL DEMANDS AND WORKING CONDITIONS

Knowledge of:

- General municipal library services, organization and functions, including Dewey decimal system;
- Basic public desk etiquette and methods of providing information;
- Modern office practices and procedures; computer equipment and software applications related to assignment; basic arithmetic;
- English usage, spelling, grammar, and punctuation;
- Public library operations and automated systems, policies, and procedures;
- Standard terminology and practices related to paraprofessional library support work;
- Library technical resources and troubleshooting of library equipment;
- Customer service and conflict resolution techniques.

Ability to:

- Perform a variety of customer service functions in a public library setting. Communicate clearly and concisely, both orally and in writing;
- Interpret and explain library policy and procedures;
- Train library aides, volunteers, and less experienced staff as needed; assign and review the work of others, including volunteers, and provide training; establish and maintain effective working relationships with those contacted in the course of work; Communicate using the telephone and via face-to-face interaction;
- Perform paraprofessional library work involving the use of computers and software programs, and trouble-shooting library equipment; operate standard office equipment, computer equipment and software applications related to assignment;
- Prioritize and coordinate several work activities; make sound judgments and decisions within established guidelines; use initiative and sound independent judgment within established guidelines.

Physical Demands and Working Conditions:

- On a continuous basis, sit at desk, stand, or walk for long periods of time. Intermittently twist and reach office equipment; bend, stoop, crouch, kneel, stand, and sit for prolonged periods of time at a desk or computer workstation; extend arms above the shoulder to reach and retrieve books and materials from shelves; grasp books and materials; lift materials and supplies which may weigh up to 25 pounds.
- Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

Programming and Outreach Coordinator

Reports to: Executive Director

Job Description: Under the general direction and supervision of the Executive Director, the Programming and Outreach Coordinator performs responsible functions requiring judgment and initiative in planning and overseeing programming and outreach services to patrons of all ages both within the library and the community. Responsible for providing assistance to library patrons and performing related duties as assigned. Must be able to work flexible hours, including evenings and weekends.

Essential Functions: Functions may include, but are not limited to, the following:

- Initiates, plans, and conducts a variety of programs and activities to encourage the use of the library by patrons of all ages, including but not limited to, films and special events, reading clubs, and school and community outreach;
- Actively seeks program presenters and exhibitions. Researches, writes and acquires grants to support library programming. Promotes programs by producing publicity releases, flyers, and monthly calendar;
- Develops partnerships with the community to provide programs and services. Prepares and delivers speeches to community groups;
- Provides direct assistance to patrons with basic information regarding use of library materials, equipment, and services;
- Circulates library materials and answers reference questions;
- Maintains and cultivates contact with the general community, the public, schools, teachers, other libraries, city employees, state and regional library associations, and other professional organizations;
- Attends professional library conferences, seminars, and network committees; reads professional literature; attends and participates in staff meeting discussions. Completes special projects and tasks.

KNOWLEDGE, SKILLS AND ABILITIES / PHYSICAL DEMANDS AND WORKING CONDITIONS

Knowledge:

- Knowledge of recreational and educational needs of patrons of all ages along with the knowledge of community interests, trends, and resources and ability to use this information to determine library programming needs;
- Ability to translate the needs of patrons of all ages and interests into effective library services and programs;
- Knowledge of current trends in library services, literature and other materials for all ages;
- Knowledge of standard library procedures, current information technology, Internet and database search capabilities;
- Knowledge of the Dewey Decimal System. Knowledge of library procedures and policies;
- Knowledge of library materials in various formats and materials appropriate for various ages and reading levels.

Ability to:

- Perform a variety of customer service functions in a public library setting. Communicate clearly and concisely, both orally and in writing;
- Interpret and explain library policy and procedures;
- Prioritize and coordinate several work activities; make sound judgments and decisions within established guidelines; use initiative and sound independent judgment within established guidelines.

Physical Demands and Working Conditions:

- On a continuous basis, sit at desk, stand, or walk for long periods of time. Intermittently twist and reach office equipment; bend, stoop, crouch, kneel, stand, and sit for prolonged periods of time at a desk or computer workstation; extend arms above the shoulder to reach and retrieve books and materials from shelves; grasp books and materials; lift materials and supplies which may weigh up to 25 pounds.

References:

Friends of the Mt. Shasta Library
Evelyn Callas, President
530-926-0906

Midland Park Memorial Library
Melissa Hughes, Director (Former)
201-444-6510

Insurance:

Insurance coverage will be in place when the contract takes effect.