

AGENDA
PORT LIBRARY BOARD OF TRUSTEES
December 12, 2016

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|-----|--|--------------------|
| 1. | Call meeting to order | Information |
| 2. | Check-in members | Information |
| 3. | Public Comment | Information |
| 4. | Minutes: November 14 | Consent Agenda |
| 5. | Financial reports | Consent Agenda |
| 6. | Director's report | Consent Agenda |
| 7. | Old business | |
| | a) Basement lift | Information/Update |
| | b) Library logo clothing for employees | Information/Update |
| | c) Splitting finances | Action |
| 8. | New business | |
| | a) Staff evaluation report | Information |
| | b) Job description changes | Action |
| | c) Funds encumbered Jan-Feb 2017 | Action |
| | d) Holiday hours | Action |
| 9. | Long Range and Strategic Planning | |
| 10. | Other Business | |
| 11. | Adjourn | Action |

Next meeting: Monday, January 9, 2017 at 5:30 PM

Port Library Board of Trustees Meeting Minutes
Monday November 14, 2016

President Keith Bottrell called the meeting to order at 5:35 p.m. Members present were; Tori Bowers, Mary Ann Kibbe, Kelly Kimerer, Tammy Channell, Lorraine Jensby and Rachel Malay.

The minutes of the October meeting were reviewed with no changes.

The financial report and bills to be paid were reviewed.

The director's report was reviewed. Rachel noted all the numerous activities going on in the library, she included a report from her trip to the Kansas Library Association (KLA) Conference, and noted the library will be closed on Thanksgiving day and the day after.

Kelly made a motion to accept the October minutes, the financial report and the director's report. Lorraine seconded and the motion carried 7 – 0.

Old Business:

Kelly made a motion to go into executive session at 6:02 p.m for 13 minutes to discuss non-elected personnel. Tammy seconded and the motion carried 7-0. No decisions were made during the executive session. The meeting room was opened at 6:15 p.m.

New Business:

Rachel informed the board on the installation of a lift to the basement. This would be used to move things up from and down to storage in the basement. This would not be for public use. Only staff members would have access to the lift. There is money available in the library capital improvements fund. Rachel provided an estimate of \$10,375 from S&S drug for the installation of the lift. There also needs to be some minor construction done to accommodate the lift and Rachel is still waiting to hear back on an estimate on that part of the project. After some discussion by the board, Mary Ann made a motion to accept the estimate for the lift from S&S. Tori seconded and the motion carried 7-0.

The board was given information on the OPAC (online public access catalog) snapshot for Atrium. This provides enhanced content while searching the online catalog. The book cover will show up on the search screen instead of a blank book. Also, reviews of books are available. There is no additional work for the library staff, this is all done by the company online. After some discussion, Lorraine made a motion to accept the extra cost for the updated features to the online catalog. Mary Ann seconded and the motion carried 7-0.

Rachel provided the board with information regarding the possibility of purchasing library branded employee clothing. This would be something that is optional to the staff. However, it would be a nice way to be able to recognize a staff member when they are away from the circulation desk. The board also suggested that name tags would be a nice addition as well to help identify the staff by name. Rachel showed the board a possible shirt to be purchased from Vistaprint. It was suggested to also check with Tipton Screenprinting to see if they can offer shirts at a comparable price. Rachel would like to be able to purchase 2-3 garments per person, approximately \$100 per staff member. Kelly made a motion to accept the suggested \$100 per staff member to spend on library branded clothing items. Tori seconded, and the motion carried 6-0. (Tammy needed to leave)

The last item under new business was information on a floor buffer for the library. Rachel provided an estimate from Sage Products in Salina to purchase the floor buffer along with products needed. The estimate is \$1,084.10. The company would deliver the products as well as provide instruction on how to use them. Purchasing a floor buffer would allow for the convenience of the floors to be cleaned whenever needed. After discussion by the board, Mary Ann made a motion to accept the estimate and purchase the floor buffer. Lorraine seconded and the motion carried 6-0.

With there being no further business to discuss, Lorraine made a motion to adjourn. Tori seconded and the meeting adjourned at 6:30 p.m.

Tori Bowers
Secretary

Next meeting is Monday December 12, 2016 at 5:30 p.m.

STATISTICAL REPORT
December 12, 2016 (November Activity)

New Registrations

Adult	13	Juvenile	2	Total	15
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Active Patrons 1,521

Materials Added (Accessions)

Books	Adult	72	Non Books	CDs	12
	Juvenile	96		DVD	9
				Video Game	-
				Microfilm	-
				Machinery	-

Total Materials Added 189

Circulation

Books	Adult Fiction	433	Non-Books	Audio Materials	51
	Adult Non-Fiction	110		Video Materials	263
	Juvenile Fiction	337		Video Games	46
	Juvenile Non-Fiction	89		Microfilm	1
	Large Print	52		Magazines	60
	Young Adult	63		Machinery	20
	CKLS Rotating	42		E-Books	109
	Paperbacks	39	Interlibrary Loan	Borrowed	50
				Sent	9
	Total	1,165	Total		609

Grand Total Circulation 1,774

In-House Machinery Use

Computer #1 Users	1	Computer #5 Users	16
Computer #2 Users	19	Computer #6 Users	24
Computer #3 Users	18	Computer #7 Users	9
Computer #4 Users	26	Computer #8 Users	-

In House Computers Users Total 113

Microfilm Machine Users	2	AWE Machine Users	12
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Library Services

Wireless Internet Users	28	Reference Questions Answered	228
Average People Per Day	53	Estimated People Per Month	1,112
Programs (Juvenile & Adult)	8	Estimated People at Programs	211
Website Visitors	1,229	OPAC Users	303

Monies Collected

Fines	\$ 80.70	Microfilm	\$ 2.25
Copies	\$ 63.00		

Total Collected \$ 145.95

Director's Report

December 12, 2016

Nearly through another year at the Port! It seems like it has been a short year, but when I look back on all the activities I know that isn't true. In November we had lots happening even with the days off for Thanksgiving.

On November 1st Brian and I attended an afternoon workshop in Salina from CKLS on data backup and storage. I still have intentions of following through on ideas gained at that workshop, but first we will need to go through the process of changing all the computer and wireless passwords, which usually takes about a week. The TOPS group has continued to use the library for meetings, and have settled down into an agreeable schedule. On Friday the 4th the library had the Beer & Books night at the Kettle, to unanimous success! Mandy and I have already agreed to plan another night for the spring. We had a total of 31 people (including staff and volunteers) and got 2 new library patrons to sign up.

On the 7th Marla took a vacation day and Mary Lou did Story Port with her 2 faithful attendees! Deb took a vacation day on the 9th, and Mary Lou had cataract surgery. Brian took a half vacation day on Thursday, and the library was closed Friday. Marla proctored at test on Saturday the 12th.

On the 14th Marla took another half vacation day in the afternoon. A hunter staying in the area used the library to do some business in the afternoon after hunting in the area in the morning. We had Story Port before the board meeting since Mary Lou was back. On Tuesday Sonic used the Schafer Room for restaurant training, and our visiting hunter was back. Thursday was movie night for the month. We showed Holiday Inn. Port Tots resumed on Friday. I was gone most of the day to participate in a focus group for LSTA funding (federal grant funds) the State Library receives and passes on to statewide libraries. Marla conducted an interview with two professors from K-State and Cornell who were studying library services provided to older populations in rural communities.

Brian took a vacation day on the 21st, and Marla took an afternoon of vacation the 23rd. We were closed Thursday and Friday for Thanksgiving break. The following week Marla took another vacation day on Monday, Brian took one on Tuesday, and the library was used in the evening for a child care providers meeting. Also on Monday I was able to do Brian and Mary Lou's annual review. On the 30th I went to Concordia for Chris Rippel's last workshop for CKLS before he retires -- this one on how to conduct crucial conversations with staff and the public. I came back in the afternoon to do Deb's annual review. On Friday in the morning Mary Lou did Port Tots and we had the Aisle of Lights for the public in the evening. More came this year than in years past (64 this year!), which is excellent! I also think I have pretty much decided where lights should be placed to have the least number of extension cords on the floor and still have a clear path through the library to look at the lights and displays.

On Monday December 5th I did Marla's annual review. My plans for her in the coming year encompass the most changes, so we decided to pause the conversation and continue it later in the week. The attached report on the employee reviews will outline the changes for the coming year. Two consultants from CKLS came Tuesday to drop off a large format scanner for long term loan. CKLS made these available to member libraries a few years ago with programming stipulations. Use of them has dropped off enough CKLS made this loan semi-permanent. I hope to have more of our sensitive local history documents digitized in the coming year. Ben Fugate from Fugate Construction also came by to gather information for a quote to cut a hole for the basement lift. The rotating book van took the month of December off, so we'll see new books again in early February. Marla proctored another Test on Thursday and Brian took a vacation day Friday.

Looking ahead: the monthly movie night will be Thursday the 15th. We'll re-try to watch Ruggles of Red Gap. The library will be closed the 24th and 26th for Christmas Eve and Day (observed) and then December 31st and January 2nd for New Year's Eve and New Year's Day (observed). Marla and I have vacation days scheduled toward the end of the month as well.

2017 Meeting Dates (and other important dates)

SUBJECT TO CHANGE!

January 6, 10:15 AM – Port Tots begins (weekly)
January 9, 3:45 PM – Story Port begins (weekly)
January 9, 5:30 PM – Regular Board Meeting
January 16, 6:00 PM – E-books seminar
January 19, 6:00 PM – Movie Night
February, TBA – Library Mini Golf Night
February 10 – Annual State Report Due
February 13, 5:30 PM – Regular Board Meeting
February 14, 9:00 AM – Rotating Book Van Visits
February 16 – Annual CKLS Report Due
February 16, 6 PM – Movie Night
February 12-18th – Library Love Week
February 20 – Library closed for President’s Day
February 21, 1:00 PM – Technology Workshop,
Hays
February 24, 8:00 AM – CKLS Workshop in Schafer
Room
March 2 – Youth Services Librarian gone for CE
event to Great Bend
March 13, 5:30 PM – Regular Board Meeting
March 16, 6:00 PM – Movie Night
March 20, 6:00 PM – Computer Basics Class
March 30 – CKLS Library Bus Tour
April or May, TBA – Beer & Books Night
April 9-15 – National Library Week
April 10, 5:30 PM – Regular Board Meeting
April 11, 9:00 AM – Rotating Van Visits
April 20, 3:45 PM – Movie Night
April 24, 3:45 PM – Story Port ends (semester)
April 26 – CKLS PLAY Workshop, Great Bend
April 28, 10:15 AM – Port Tots end (semester)
May 8, 5:30 PM – Regular Board Meeting
May 23-24 – Library Closed and Staff gone to
Spring Forward in Salina
May 29 – Port Library Closed for Memorial Day
June 6, 10:30 AM – Regular Summer Library
Programs begin
June 12, 5:30 PM – Regular Board Meeting
June 13, 9:00 AM – Rotating Van Visits
June 22 – CKLS PLAY Workshop
July 4 – Library Closed for Independence Day
July 10, 5:30 PM – Regular Board Meeting
July 25, 2:00 pm – Regular Summer Library
Programs end
July 27 – CKLS Tech workshop
August 8, 9:00 AM – Rotating Book Van Visits
August 14, 5:30 PM – Regular Board Meeting
August 16 – Library Closed and Staff gone to CE
event to Great Bend
September 4 – Library Closed for Labor Day
September 11, 3:45 PM – Story Port begins
(weekly)
September 7-9, ARSL Conference, Utah
**September 11, 5:30 PM – Regular Board
Meeting**
September 12 – Youth Services Librarian gone to
workshop (Great Bend)
September 28 – CKLS PLAY Workshop, Great Bend
October 9, 5:30 PM – Regular Board Meeting
October 10, 9:00 AM – Rotating Book Van Visits
October 11-14 – Library Book Sale
October 19 – CKLS Tech Workshop
October 24-27 – Director gone to KLA Meeting at
Wichita
November 7, 1:00 PM – CKLS Tech Workshop
(Great Bend)
November 11 – Library Closed for Veteran’s Day
**November 14, 5:30 PM – Regular Board
Meeting**
November 17 – CKLS PLAY Workshop (Great
Bend)
November 23 – 24 – Library Closed for
Thanksgiving
November 27, 3:45 PM – Story Port Fall 2017
ends (semester)
December 8, 5:00 pm – Aisle of Lites
**December 11, 5:30 PM – Regular Board
Meeting**
December 12, 9:00 AM – Rotating Book Van
Visits
December 25 – 26 – Library Closed for Christmas
Eve observed & Christmas Day observed

2016 Annual Staff Review Report

Please see attached suggested job description changes.

The staff of the Port Library does a good job and I am glad to take the opportunity to more formally tell the staff where they excel and help, as a group, to point us in even better directions.

Brian is our quietest employee, but he has good rapport with some of our older patrons. He would like to work on communicating with the patrons and staff more. I appreciate that I can always rely on him to be on time and present. Staffing the front desk each day isn't easy, but Brian rarely complains. Deb has been working with him on coming out of his shell a bit more, which I encourage.

Deb is the opposite of Brian, in that she is the most outspoken of our librarians, and can easily draw new patrons in to tell them about library programs, do reader's advisory, or find a librarian who knows the answers if she doesn't have them ready. She gives me open, honest, and immediate feedback on what I'm doing as a director, which I appreciate. Deb gave me 5 things to work on instead of one, so we consolidated it down to two goals: make book processing more efficient, and work on learning the technology in the library more.

Between Deb and Brian I'd like to both even out the responsibility more at the circulation desk and also divide the tasks to suit their personalities better. There are some minor changes to their job descriptions attached, but essentially Brian will function better doing the behind the scenes projects, while Deb likes working one-on-one with patrons better. Both their job titles will change to simply "Librarian."

Mary Lou has been in a period of transition as we both figure out the limits of her position in youth services as a part time job, and as she deals with other part time jobs and demands of family time. I think after a year she has found a happy medium and I'm excited to see where she takes the youth services department into the future. One of her personal goals was to make the youth services department a "magical place" to visit. I love that goal, and have enjoyed seeing the positive reactions from the public to her changes. I hope to take her example and find ways to make the adult department just as attractive through services, programs, and materials.

The biggest change I am going to make in the coming year for the staff will be with Marla. The library board mentioned the need for some changes to her position, and with that written suggestion I've decided to move Marla away from a position as Head of Circulation and into Genealogy and Local History Librarian. She will retain her duties as Administrative Assistant. In her evaluation I asked for three good interactions or programs from the previous year, and a local history research project was one of them. I am constantly getting comments from the public on how skilled she is in that area. None of my other staff have particular skills or interests in local history or genealogy.

Pending a job description approval in January, Marla would start her new job title in the new year. Her overall hours and pay would not decrease, though I would expect her to set a schedule that allows for genealogy interviews outside normal library hours. We will be moving her office to the current Study

Room, and turning the unused Activity Room into a study room. This will allow her to be physically near the Genealogy and Kansas Room, in a quiet location to be able to conduct interviews, do research, and continue to work on the accounts and payroll as she does now with less distractions. The new space would hopefully be better climate controlled as well, as the staff room can be quite drafty/steamy depending on the season. The alcove where she is now would turn into a formal book processing area, freeing up needed desk space in Mary Lou's office.

Marla and I are working on the changes to her job description and duties, so the attached for her position is just an example of where we're taking the job in the coming year.

2016 Job Description Change Suggestions

ADMINISTRATIVE ASSISTANT/HEAD OF CIRCULATION

DRAFT

Essential duties & responsibilities include the following. Other duties may be assigned as well.

Reports and Recordkeeping

Is responsible for payroll and the necessary reports to the State and Federal agencies regulating same and the monthly preparation and dissemination of the necessary financial reports to the Port Library Board of Trustees, including preparing all checks, remitting payments for all bills incurred, and keeping the financial records for all accounts in a timely manner. ~~Post daily circulation figures.~~ Create and maintain statistical and anecdotal records of programming functions in the library as requested. If necessary, create and keep visual and/or audiovisual records of programming functions in the library.

Continuing Education

Attend library workshops as possible and assist with preparation when held in Beloit, including, but not limited to, moving furniture and carrying library materials from place to place in the library building.

~~Circulation and Collection Maintenance~~

~~Attend to circulation desk duties in any area of the library building. Notify those with overdue. Record renewals as needed. Receive fine, copying, reader-printer and any other monies as well as donations. Record them appropriately. Make change as necessary. Shelve materials (returned or used in house). This may include carrying library materials from place to place within the building. Straighten and "read" shelves in any area of the library building. Suggest materials for bindery, repair, or discard. Read and mark review materials for consideration. Select adult materials (including a/v) from the CKLS rotating van collection when it visits. Prepare new library materials for circulation, including e~~ Carrying library materials from place to place in any area of the library building. ~~Minor repair of books, periodicals and other materials.~~

Public Relations and Service

Assist with patron needs in any area of the library building, including, but not limited to, carrying library materials to and from any area of the building. Assist with visitors as needed on all floors of the library building. ~~Create and m~~ Maintain a calendar of events and schedule groups to use the library as necessary. Maintain contact with groups scheduled to use the library. Coordinate use of all study, genealogy, programming room, or other library space as needed. ~~Maintain the in-house community bulletin board, and library activity announcement board.~~ Assist patrons with any and all equipment in the library building.

~~Interlibrary Loan~~

Is responsible for interlibrary loan service: recording, calling on overdues and packaging materials for their return to the library of origination. If needed, take these materials to the post office daily for mailing. Record postage on the forms provided.

Publicity

Receive programming ideas and plans from any other librarian, and with the approval of the Director prepare and implement publicity including but not limited to writing newspaper articles, creating aesthetically pleasing posters, recording radio announcements, posting to the blog, website, and Facebook page, or other web presence, posting television ads, or other in-house publicity. Prepare bulletin board and other displays as required in any area of the library building.

Building and Equipment Maintenance

Housekeeping as needed in any area of the building. Perform errands as needed. Attain and maintain a working knowledge of present technology in the library and have a willingness to learn further about new computer-assisted library activities. Maintain smoke detectors as needed in the building and be responsible for cleaning up any activities in the employee break room in a timely manner.

[Accepted as revised 12-7-92] [Revised 3-95] [Revised 4-96] [Revised 10-3-05] [Revised 11-3-2009] [Revised 12/14/2015] [Revised 1/9/2017]

GENEALOGY AND LOCAL HISTORY LIBRARIAN DRAFT

Essential duties & responsibilities include the following. Other duties may be assigned as well.

Reports and Recordkeeping

Post daily statistical figures as necessary. Create and maintain statistical and anecdotal records of programming functions in the library as requested. If necessary, create and keep visual and/or audiovisual records of programming functions in the library.

Continuing Education

Attend library workshops as possible and assist with preparation when held in Beloit, including, but not limited to, moving furniture and carrying library materials from place to place in the library building.

General Collection Maintenance

Receive fine, copying, reader-printer and any other monies as well as donations. Record them appropriately. Make change as necessary. Shelve materials returned or used in-house in the genealogy and local history area and have a working knowledge of shelf organization in other areas of the library. This may include carrying library materials from place to place within the

building. Straighten and “read” shelves in particular in the genealogy and local history, but also any other area of the library building. Suggest materials for bindery, repair, or discard. Read and mark review materials for consideration.

Genealogy and Local History Collection Maintenance

Receive donations from the public of materials for suggested donation to the local history collection, and evaluate for addition to the collection according to usefulness, value, and physical repair. Prepare new library materials to be added to the genealogy and local history area for circulation or reference use, including carrying library materials from place to place in any area of the library building. Monitor the physical state of the library’s historic records and suggest needed areas preservation. With the director select and purchase preservation materials and supplies. Minor repair of books, periodicals and other materials related to the genealogy and local history area.

Public Relations and Service

Assist with patron needs in in the genealogy and local history area, including, but not limited to, carrying library materials to and from any area of the building. Maintain a calendar of events and schedule groups to use the genealogy and local history areas as necessary. Maintain contact with groups scheduled to use the library. Coordinate use of the Genealogy and Kansas Room, Schafer Room, Study Room, or other library space as needed. Assist patrons with any and all equipment in the library building, but particularly the machinery in the genealogy and local history department. Plan, implement, and keep records related to genealogy and local history as time, resources, and needs allow. With the director, develop a budget to facilitate programming as necessary. Fulfill research requests of the public in a timely manner and in accordance with the library’s charge for genealogy lookup services, and if the research should require the use of materials outside the library direct the patron to the services of local genealogists. This may include the patron privately hiring the genealogy and local history librarian for services outside normal working hours.

Publicity

Prepare and implement publicity including but not limited to writing newspaper articles, creating aesthetically pleasing posters, creating and publishing newsletters or other regular communications if requested, recording radio announcements, posting to the blog, website, and Facebook page, or other web presence, posting television ads, or other in-house publicity used to highlight the genealogy and local history collection. Prepare bulletin board and other displays as required in the genealogy and local history area of the library building.

Building and Equipment Maintenance

Housekeeping as needed in any area of the building. Perform errands as needed. Attain and maintain a working knowledge of present technology in the library and have a willingness to learn further about new computer-assisted library activities. Maintain smoke detectors as needed

in the building and be responsible for cleaning up any activities in the employee break room in a timely manner.

[Created 1/9/2017]

YOUTH SERVICES FOR FINAL APPROVAL

Essential duties & responsibilities include the following. Other duties may be assigned as well.

Public Relations and Service

Assist with patron needs including, but not limited to, carrying library materials in all areas of the library building. Create and maintain a calendar of events and schedule groups to use the library as necessary. Maintain contact with groups scheduled to use the library. Coordinate use of all study, genealogy, programming room, or other library space as needed. Assist patrons with any equipment in the library building.

Circulation and Collection Maintenance

Shelve materials properly in any area of the library building. Review materials and assist in selection of Children's/YA materials for purchase in conjunction with Director including, but not limited to preparing order forms and carrying new materials from place to place within the library building. Select materials for bindery, repair and discard from collection, and making minor repairs where possible. Select juvenile/YA materials from the CKLS rotating van collection when it visits. Straighten and "read" shelves in Children's/YA Dept. Assist with inventory of children's/YA materials as requested by director, including, but not limited to, moving materials during the inventory process.

Publicity

Prepare and put up bulletin board, book displays, and any program publicity in any area of the library. Prepare and deliver book "teasers/talks" by print, orally or for broadcast. Receive programming ideas and plans from any other librarian, and with the approval of the Director prepare and implement publicity including but not limited to writing newspaper articles, creating aesthetically pleasing posters, recording radio announcements, posting to the blog, website, and Facebook page, or other web presence, posting television ads, or other in-house publicity. Maintain the in-house community bulletin board, and library activity announcement board.

Reports and Recordkeeping

Create and maintain statistical and anecdotal records of programming functions in the library. If necessary, create and keep visual and/or audiovisual records of programming functions in the library.

Programming

Responsible for advertising, planning, carrying out, keeping records, and preparing reports for story times, Summer Library Program, ~~Traveling Story Port~~, and any other youth special library programs in any area of the library building. Responsible for class visits or visits from other youth organizations in any areas of the building.

Continuing Education

Attend library workshops as required for professional education and assist with preparation when held in Beloit, including, but not limited to, moving library furniture and carrying library materials within the library building.

Building and Equipment Maintenance

Errands as needed. Housekeeping as needed in any area of the library building. Possess a working knowledge of present technology in the library and a willingness to learn further about computer-assisted library activities as well as other patron-oriented services. Maintain smoke detectors as needed in the building and be responsible for cleaning up any activities in the employee break room in a timely manner.

REVISED: 12/7/92; 3/95; 4/96; 6/98; 4/2001; 10-3-05; 4-6-09; 11-3-09; 11/7/2011; 12-14-2015; 12/12/16

TECHNOLOGY LIBRARIAN FOR FINAL APPROVAL

Essential duties & responsibilities include the following. Other duties may be assigned as well.

Circulation and Collection Maintenance

Receive fine, copying, reader-printer and any other monies as well as donations. Record them appropriately. Make change as necessary. Notify those with overdues. Record renewals as needed. Minor repair of books, periodicals and other materials. Shelve materials properly in any area of the library building. Shelve materials (returned or used in-house). This may include carrying library materials from place to place within the building.

Reports and Recordkeeping

Post daily circulation figures and other library statistics as needed. Create and maintain statistical and anecdotal records of programming functions in the library. If necessary, create and keep visual and/or audiovisual records of programming functions in the library.

Interlibrary Loan

Take care of interlibrary loan requests and prepare them for return to point of origin.

Public Relations and Service

Assist patrons with any and all equipment in the library building. Maintain a calendar of events and schedule groups to use the library as necessary. Maintain contact with groups scheduled to use the library. Coordinate use of all study, genealogy, programming room, or other library space as needed. Possess a working knowledge of present technology in the library and a willingness to learn further about computer-assisted library activities as well as other patron and staff oriented services related to technology.

Building and Equipment Maintenance

Errands as needed. Housekeeping as needed in any area of the library building. Maintain smoke detectors as needed in the building and be responsible for cleaning up any activities in the employee break room in a timely manner.

Continuing Education

Attend library workshops as required for professional education and assist with preparation when held in Beloit, including, but not limited to, moving library furniture and carrying library materials from place to place within the library building.

Publicity

Prepare and deliver book “teasers/talks” by print, orally or for broadcast. Prepare and implement publicity for related programing including but not limited to writing newspaper articles, creating aesthetically pleasing posters, recording radio announcements, posting to the blog, website, and Facebook page, or other web presence, posting television ads, or other in-house publicity. Maintain the in-house community bulletin board, and library activity announcement board. Prepare and put up bulletin board and other displays in any space of the library.

Technology Maintenance

Maintain basic software cleaning and virus checks on all computer equipment in the building owned by the Port Library. Update all library-owned computing devices as necessary. Troubleshoot problems on library-owned technology. Prepare technology purchase recommendations for review by the Director and Library Board. Be available to answer patron questions about library-owned or personal computing devices and other technology. Be willing to learn as necessary to help with above task. Aid Director or any other librarian in troubleshooting and/or fixing problems with the wireless and wired network. With the Director and Library Board, develop a regularly updated technology plan.

[Revised 12/14/2015] [12/12/2016]

LIBRARY ASSISTANT LIBRARIAN FOR FWAL APPROVAL

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See next page

Essential duties & responsibilities include the following. Other duties may be assigned as well.

Circulation and Collection Maintenance

Circulation desk duties in Adult and Children's/YA Department as needed in all areas of the library building **with a focus on service to the patron's needs**. Shelve materials in any area of the library building, carrying same from place to place as needed. Straighten and "read" shelves in any area on the library. Notify those with overdues. Receive fine, copying, reader-printer monies as well as donations. Record them appropriately. Make change as necessary. Record renewals as needed. Suggest materials for bindery, repair or discard. Annually weed and discard old **magazine issues as instructed, including, but not limited to, boxing up and carrying boxes and loose old issues to locations within the building. Assist with selection and processing of rotating materials bi-monthly. Assist with inventory projects as requested. Assist with processing and cataloging of new materials.**

Public Relations and Service

Assist patrons with needs in any area of the library, including, but not limited to, carrying library materials to and from any area of the building. Assist patrons with large print and talking book requests including, but not limited to, carrying materials to and from all areas of the library building. Assist with class visits, Story Hour & Summer Reading Program in any area of the library building. Maintain a calendar of events and schedule groups to use the library as necessary. Maintain contact with groups scheduled to use the library. Coordinate use of all study, genealogy, programming room, or other library space as needed. Assist patrons with present technology in the library and be willing to learn further about new computer-assisted library activities. Assist patrons with all equipment in the library building. **Answer the telephone and direct calls to appropriate personnel when necessary.**

Interlibrary Loan

~~Take care of interlibrary loan requests and prepare them for return to point of origin. Daily carry materials to be mailed to other places to the Post Office and record postage on forms provided.~~ **With other librarians, facilitate interlibrary loan process including taking patron and library requests, creating and updating requests in the online ILL catalog, receiving and processing items when they come in, are sent out, and are returned using the current computer and paper recordkeeping systems. Recordkeeping and statistical reporting for this process including postage spent, keeping past circulation records for at least one year, monthly statistics reports to NCKLS. May also include errands to the post office.**

Reports and Recordkeeping

Post daily circulation figures as needed. Create and maintain statistical and anecdotal records of programming functions in the library. If necessary, create and keep visual and/or audiovisual records of programming functions in the library.

Building and Equipment Maintenance

Errands as needed. Housekeeping as needed on all four floors of the library building. Maintain smoke detectors as needed in the building and be responsible for cleaning up any activities in the employee break room in a timely manner. [Opening and closing the physical building when scheduled to work opening and/or closing hours.](#)

Publicity

Prepare and implement publicity for related programing including but not limited to writing newspaper articles, creating aesthetically pleasing posters, recording radio announcements, posting to the blog, website, and Facebook page, or other web presence, posting television ads, or other in-house publicity. Maintain the in-house community bulletin board, and library activity announcement board. Prepare and put up bulletin board and other displays in any space of the library. [Assist other librarians and director with programs in and out of the library when requested, keeping within the scheduled hours or by special arrangement, and within the comfort level of the librarian and the subject of the library program.](#)

[Accepted as revised 12/7/92] [Revised 3/95] [Revised 4/96] [revised 10-3-05] [Revised 3/2007]
[Revised 12/14/2015] [12/12/2016]

Library Budget Encumbered

The Board of Trustees of the Port Library shall encumber the following funds from the 2016 fiscal year for the operations of the Port Library during January – February 2017:

Salaries & Wages	\$17,000.00
Payroll Taxes	\$1,300.00
KPERS	\$1,500.00
Telephone	\$65.00
Technical Service & Maintenance Contracts	\$25.00
Printing/Ads	100.00
Books/AV	\$3,700.00
Maintenance	\$25.00
Postage	\$20.00
Story Port	\$10.00
<u>Other Programming</u>	<u>\$10.00</u>
Total	\$23,755.00

Approved by a majority at the regular meeting of the Board of Trustees Monday, December 12, 2016