

LIBRARY BOARD MEETING

DATE: TUESDAY, OCTOBER 24, 2017

TIME: 4:15 p.m.

PLACE: CLOQUET PUBLIC LIBRARY

MISSION STATEMENT:

The Cloquet Public Library contributes to a democratic and engaged community by providing a welcoming space, stimulating imagination, and supporting children's literacy.

Agenda

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. APPROVAL OF BILLS
- IV. NEW/UNFINISHED BUSINESS
 - Introduction of new library director, Beth Sorenson.
 - Changes in personnel
 - Beth Sorenson, Library Director, effective October 23 – (record official motion to hire from meeting on September 15)
 - Creation of new position, Assistant Director – approve job description
 - Anne Lundquist, promotion to Assistant Director, effective October 23 – (record official motion to promote from meeting on September 15)
 - Revised Adult Service Librarian job description – approve job description
 - Add a 20 hour library aide position as per discussion at meeting on September 15
 - Recommend promotion of Keiko Satomi from 13 hour position to 20 hour Library Aide position
 - Approve contract with North Country Library Cooperative
 - Other
- V. LIBRARIAN'S REPORT

LIBRARIAN'S REPORT

379 ebooks and 384 downloadable audiobooks were checked out by Cloquet patrons in September. 9,133 items were checked out in September. The public computers were accessed through Cybrarian 1,642 times. Ancestry Library Edition was searched 519 times with 38 images and 284 text downloaded in September. Our web page had 3,155 sessions according to Google Analytics.

Upcoming Programs

Saturday, October 28, 10 a.m. to Noon – Retirement Open House for Mary.

Tuesday, November 7, 6:30 p.m. – Bestselling author, Lorna Landvik.

Saturday, November 18, 10:30 a.m. – In honor of our Sister Library in Kempele, Finland, Jeanne Doty and the Third Generation will present a musical tribute to Finland's 100 anniversary of independence. (Sponsored by Sons of Norway and the Friends of the Library)

Anne Lundquist and Beth Sorenson will attend the COMPASS meeting in Mountain Iron on October 25.

The Library will be closed on November 10 and 11 for Veterans Day and on November 23 and 24 for Thanksgiving.



City of Cloquet Job Description

POSITION: Assistant Library Director
DEPARTMENT: Library
REPORTS TO: Library Director

SUMMARY

This is highly responsible position involving the direction of a broad range of public library functions.

Work involves assisting with responsibilities for the management of a public library collection and for the provision of library services to patrons and community organizations. Duties include assisting the Library Director with policy recommendation, departmental planning, and direction and administration of all library activities. The position is invested with assisting in making the most difficult library technical decisions and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. The work requires that the employee have or develop a thorough knowledge, skill and ability in every phase of the public library field. Directly responsible for all library services, staff and building in the absence of the Library Director.

Supervision Received

Works under the administrative direction of the Library Director or in his/her absence the Cloquet Library Board.

ESSENTIAL FUNCTIONS OF THE JOB

Drafts and recommends policy to the Library Director and or the Library Board and plans for the implementation of public library goals and objectives

Assists with the evaluation of and administration of library programs such as circulation, reference, reader's advisory services, children's services, community services, and public information

Assists the Library Director with the development and maintenance of a public library collection of books, periodicals, records, films, tapes and a variety of other library materials

Assists with the development, repair and maintenance of the Library's building

Provides staff support to the Library Board by assisting with meetings, preparing reports, and helping to implement policy decided by the Board

Assists with and/or prepares the annual departmental budget and helps present and defend budget requests before the Library Board and City Council

Assists with the monthly expenditure reporting/reconciliation

Confers with State agencies, other public libraries, corporations, and community groups in the development of library programs for the City and assists in coordinating interlibrary program efforts

Helps provide reference and reader's advisory services on a regular schedule to library patrons as supervisor of that department

Confers with City officials and the general public to provide information and to resolve problems and complaints

Identifies training needs and directs or provides such training to library staff in technical and administrative library skills

Participates in all personnel actions for library employees, such as hiring, promotion, discipline up to and including suspension/termination, assignment, evaluation, and labor relations

Represents the library on regional and state committees and in the absence of the Library Director, serves as the City's authority on library issues

Assists patrons in research problems

Seeks additional funding for the library from grants and donations

Selects, orders, catalogs and classifies library materials; also, maintains books, magazines, media hardware, toys, furniture and software

Catalogs library materials using MARC format

Provides reference service to the public

Have concern for the needs of the public and helps develop effective strategies to meet those needs

Plans and provides summer reading program for children to include preschool and lap-sit-story times

Promotes library services through presentations, school visits, book talks, displays, collaborations with other providers, newsletters, news releases, posters, social media, etc.

Directs and assigns the work of summer youth workers and volunteers in the children's area

Plans and provides displays, promotions, special events, crafts, games, and other events

Catalogs and maintains book records on on-line computer system

Directly responsible for overseeing the selection and collection development of children's materials including purchasing, weeding and assessing donations for additions to the collection

Attends workshops, training classes and presents information to patrons and staff

Performs reference services and reserve materials for patrons

Performs circulation desk duties

Assists with the research, negotiating the implementation of contracts in accordance with procedures established by the Library Board and the City of Cloquet. Oversees all purchases for the library as well as appropriate disposal of all library property.

Performs other duties as apparent or assigned

SUPERVISORY RESPONSIBILITIES

Directly supervises employees in the library. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities may include undertaking or effectively recommending the following in the interest of the Library Board in relation to Library employees: interviewing, hiring of seasonal and temporary employees, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; assigning, promoting, transferring, demoting, disciplining, and discharging employees; addressing complaints and resolving problems; and the ability to effectively recommend the hiring of full-time employees. Hire, coach, train, and retain highly qualified personnel.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

A Master's Degree in Library Science from an accredited college or university plus three years of progressively responsible library administration experience including at least one year in a supervisory capacity, OR, an equivalent combination of education and experience substituting on the basis of one year for each year of education.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, procedural manuals and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors. Ability to prepare reports and correspondence.

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of public library functions

Knowledge of the principles and practices of public administration as applied to a public library

Ability in oral and written communications

Ability to write grants and proposals

Ability to administer the activities of a public library and to supervise the work of others

Ability to make decisions in an environment of limited resources and competing claims

Ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public

Knowledge of computer systems

Knowledge of MARC cataloging

Skill in using computer programs and on-line services such as the Internet

Ability to visualize future needs and plan effectively for it

Ability to visualize strategically, know how the library fit in within the City organizational structure and City Council

Keep abreast of what is happening within the community and how the library can/should be part of it

Ability to get Friends, Foundation, and Board to focus on strategic plan

Ability to work hours necessary to attend night meetings, and have a flexible work schedule to react to changing circumstances

Detailed knowledge in library reference and resources

Considerable knowledge in modern library methods and resources

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.



City of Cloquet Job Description

POSITION: Adult Services Librarian
DEPARTMENT: Library
REPORTS TO: Library Director

JOB SUMMARY

Coordinates and performs a variety of professional, advanced and complex library services including adult, young adult, and reference service functions for the Cloquet Public Library.

ESSENTIAL FUNCTIONS OF THE JOB

The following are typical illustrations of duties encompassed by the job, but are not an all-inclusive or limiting list of the duties required to perform this job. Other additional duties may be assigned.

Reference, Adult, and Young Adult Patron Services

Staff the reference desk. Perform reference services, conducts tutorials and classes on databases available in the library. Requests materials from other libraries

Assess patron need and advise them in making effective use of library resources and services; assist patrons of all ages by answering reference questions and selecting print and non-print materials

Create MARC records for the on-line catalog and/or identify which record to select from MARC record vendor such as OCLC

Assists patrons in using the on-line catalog and other electronic tools and resources; assist and instruct patrons in using library services, equipment and facilities

Coordinates programs for adults and young adults, including but not limited to, guest speakers, book discussions, and computer classes

Accompanies patron to information source whenever possible and shows patron how to search effectively

Assists other staff and patrons with the interlibrary loan system, including paperwork and shipments, as needed

Responsible for selection and collection development of young adult and adult materials including purchasing, weeding and rotating of library materials and assessing donations for additions to the collection

Technical Services

Maintains and troubleshoots library and computer equipment, databases, network, catalogs, print resources, and internet issues as required

Works with other library staff to develop necessary training on all library equipment and computers such that employees can effectively operate or troubleshoot such equipment when unavailable

Maintain the library's website as requested or required, use of social media to publicize events
Maintains knowledge of the automated system and assists with check-out and technical services tasks, as needed

Assists patrons and staff with use of computers and conducts public education classes and/or informal tutorials regarding computer use and library resources

Ensures that computers are on and working and takes care of and instructs patrons in the use of library computers

Administrative Services

Writes and implements grants to support service programs of the library

Assists the Library Director in budgeting for collections, services, and programs in the area of adult and young adult services

Prepares narrative and statistical reports for the Library Director and/or Library Board as requested

Responsible for all library services, staff, and building when working evenings, weekends, or in the absence of the Library Director or Assistant Library Director. Directly supervises Library Aide positions

Assign work duties and assists with preparation of work schedule for staff, volunteers, and/or substitute personnel as required

Assists Library Director/Assistant Library Director with evaluations of work performance of other staff, volunteers, and/or substitute personnel as requested by the Library Director

General Duties

Performs circulation desk duties

Respond to general patron inquiries; interpret and explain library policies and procedures

Plans, develops, coordinates, promotes, presents, and supervises various library programs

Monitors patron/staff collection requirements and processes collection requests

Creates and maintains displays and/or prepares bulletin boards for area assignment

Represents the library on various committees, both internal and external, as directed by the Library Director

Conducts public relations functions and participates in public outreach activities; visits community organizations and conducts presentations to promote library services and resources

Reserves meeting rooms for the public

Responsible for opening and closing the building

Performs other duties as assigned, apparent or required

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Master's Degree in Library Science preferred, with a minimum of a Bachelor's degree (B. A.) in Library Science required; and one to two years related experience and/or training; or equivalent combination of other education and experience

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, training manuals, book reviews, ads, and catalogs. Ability to write reports and business correspondence. Ability to present information from workshops, seminars and classes in oral or written form, to staff and patrons. Ability to communicate effectively with patrons and staff.

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to accurately determine fines and other charges, collect payment and make change. Ability to compile and prepare statistics for Library.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE SKILLS AND ABILITIES

Strong computer and technical aptitude with an ability to maintain and assist patrons with the use of computers and their software

Ability to load and maintain software on-line for computers available to the public

Knowledge of principles and practices of library science

Knowledge of library operations, services, policies, and procedures

Knowledge of processes and procedures related to adult/reference services

Integrity in ensuring the delivery of high quality library services to patrons

Knowledge of adult books and authors and reference systems

Knowledge of on-line computer systems

Knowledge of library equipment including copiers, cash register, fax machine, telephone system, microfilm reader, security systems, networked printer, etc.

Ability to accurately place and retrieve books and other items from shelves using a variety of classification systems

Establishing and maintaining effective working relationships with other staff, library patrons and general public

Ability to work independently as well as in a team setting

Ability to organize work for efficient use of time

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to stand, walk, sit, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet