

Board Table Packet

4.18.24 Board Meeting

FY'24 Carryforward Worksheet

Checking account balance as of 3/31/24	56,742.07
ICS account balance as of 3/31/24	<u>3,378,308.10</u>
Available Liquid Funds	<u><u>3,435,050.17</u></u>
Required for Accounts Payable	6,420.39
Reserved for Restricted Funds (Grants, Donations)	179,935.44
Approximate Expenditures for February through July 2024. Anderson Bros. CPA July 18, 2023 memo from Toni Hackwith: Average daily expenses = \$13,610 @ 153 days	2,082,330.00
FY'23 Budgeted Projects/Expenditures not Completed yet Parking Lot Sealing and Striping at Hayden and Pinehurst	18,806.00
Carryforward Assigned to FY'24 Budgeted Capital Projects - Harrison	56,000.00
Restricted Carryforward Funds	<u>2,343,491.83</u>
Available to Assign to Expenditures or Emergencies	<u><u>1,091,558.34</u></u>
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Best Practices for Approximately 2 additional months for emergencies. Anderson Bros. CPA July 18, 2023 memo from Toni Hackwith: Average daily expenses = \$13,610 @ 60 days	816,600.00
Amount Over	274,958.34

TO: Chair Ottosen and the Library Board of Trustees
FROM: Alexa Eccles, Director
DATE: 04/18/2024
RE: Director's Report & Post Falls and Athol Update

Hayden Re-roofing

Re-roofing began on 04/01/2024 and was completed on 04/12/2024. The work progressed without incident, on time and within budget.

Harrison drainage

Anneliese Miller, Principal with Miller Stauffer Architects and DCI Engineers, are compiling a fee proposal based on the anticipated scope of the work. Director Eccles requested Mr. Boyles review the Harrison lease which expires in November 2025. The lease contract is brief and speaks minimally about improvements; staff have been keeping Grange officers included in the discussions.

Budget data and information

Staff have begun collecting information relating to the FY2024-2025 budget. A recommendation for staffing cost increases is in the works. McGrath Human Resources Group has a meeting with administration scheduled for Monday, April 22nd.

Job Descriptions

A printed copy of the library's currently utilized twenty-four (24) job descriptions has been provided in today's table packet.

Budget Meetings

A proposed schedule for budget meetings has been provided in today's table packet. The Board needs to decide on a budget hearing date and time today, so that staff may notify Kootenai and Shoshone county before the April 30 deadline.



Post Falls and Athol building projects update

Post Falls and Athol Libraries as of Wednesday, April 1st, are offering one-on-one staff assistance, internet and Wi-Fi access, book browsing, hold pick up, and more. The library's bookmobile will be parked in the Athol Library's parking lot and the lobby and meeting room are being utilized at the Post Falls Library to provide these services.

This reopening represents a significant step forward in restoring essential resources and community access to library facilities. These efforts underscore the library's dedication to meeting the needs of its patrons despite challenges and maintaining its role as a vital resource within the community.

CLN has signed contracts with Compass Construction to ensure the efficient completion of the necessary repairs. This partnership signifies a commitment to timely restoration, enabling the library to resume full services as soon as possible. Compass Construction has an office in Hayden, Idaho.

The library district's insurance provider, Idaho Counties Risk Management Program (ICRMP) has agreed to the cost estimate, nearly \$700,000; Athol and Post Falls construction costs are estimated at \$197,000 and \$504,000, respectively.

Post Falls limited library services hours will be Monday – Saturday 11- 6 and Sunday 12 -5

Athol – bookmobile service hours will be Tuesday – Saturday 1-6

Job Descriptions

Job Title and (Board Approval Date)

1. Administrative Assistant (3/17/2022)
2. Adult Programming Coordinator (4/21/2022)
3. Assistant Director (6/17/2021)
4. Business Manager (01/21/2014)
5. Circulation Assistant (12/12/2012)
6. Collection Development / Technical Services Coordinator (4/21/2022)
7. Communication Coordinator (5/17/2021)
8. Community Librarian / Manager (2/3/2016)
9. Facilities Manager (4/15/2021)
10. Facilities Specialist (12/17/2020)
11. District Information Technology (IT) Coordinator (4/20/2017)
12. Lead Circulation Supervisor (11/13/2012)
13. Librarian (12/21/2023)
14. Library Circulation Specialist (12/12/2011)
15. Library Circulation Supervisor (7/10/2012)
16. Library Director (11/04/2022)
17. Library Manager – Full time (01/21/2016)
18. Library Manager – Part time (01/21/2016)
19. Library Specialist I, II, III (12/21/2023)
20. Youth Services Coordinator (1/11/2012)
21. Library Monitor / Page (5/14/2013)
22. Outreach Manager (4/21/2022)
23. Technical Services Assistant (6/11/2013)
24. Webmaster (9/15/2016)

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KOOTENAI & SHOSHONE COUNTIES

Job Description

ADMINISTRATIVE ASSISTANT

FLSA Designation: non-exempt

Board Approved: 3/17/22

General Statement of Duties

The Administrative Assistant provides personnel, administrative, management, accounting and payroll assistance to the Business Manager and Administrative team; performs related work as required.

Position Summary

The Administrative Assistant works collaboratively with staff to assist in recruitment, selection, enrollment and orientation of employees. This position also performs administrative assistance as needed, facilitates with employee relations and services, and serves as payroll backup under the direction of the Business Manager. The principal duties of the position are performed in a general office environment.

Examples of Work

Essential Duties and Responsibilities

- Assists with maintaining payroll information, using accounting software
- Collects and verifies timekeeping information for all employees
- Helps maintain accurate employee and District records in compliance with applicable legal requirements
- Follows policies and procedures for payroll and accounting processes
- Maintains employee confidence and protects confidential information
- Prepares and submits reports as requested
- Assists with developing a superior workforce through job postings, screening applicants, conducting background checks, verifying references
- Provides guidance to hiring managers and new employees
- Facilitates resolution to employee grievances
- Conducts exit interviews
- Processes accounts receivable and payable in Business Manager's absence
- Assists Administrative team with special projects
- Helps maintain Personnel Policy manual
- Proofreads documents by checking grammar, spelling, and style
- Assists with monitoring and creating social media content

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Job Description

Other Duties and Responsibilities

- May fill in for Business Manager as needed
- Must be willing to accept other duties as assigned

Knowledge, Skills and Abilities

Knowledge of:

- Payroll and accounting software applications, Sage Accounting preferred
- Human resources principles, practices and objectives
- Employment law
- Federal and State personnel policies and procedures

Ability to:

- Organize and process data for accounting and payroll functions
- Comprehend, interpret, and convey to others the District's personnel rules, regulations, and policies, including compensation, insurance, and benefit programs
- Make independent decisions within program parameters and policy
- Maintain records efficiently and accurately and to prepare clear and concise reports
- Establish and maintain effective working relationships with other District employees, vendors, supervisory personnel, and the public
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties
- Communicate effectively both orally and in writing; follow oral and written instructions
- Participate in continuing education opportunities
- Models positive District message to members and co-workers
- Learn and utilize appropriate library technologies, computer applications and electronic communications
- Provide and promote excellent public service in a public setting
- Maintain staff confidentiality
- Perform time management, scheduling and prioritization functions
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks
- Work under pressure and with interruptions

Acceptable Experience and Training

- Associates Degree in Business Administration and/or Human Resources required; Bachelor's degree preferred
- Human Resources experience; one year in public sector preferred
- One year bookkeeping experience utilizing accounting software, Sage Accounting preferred

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Job Description

- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

Special Qualifications

- Valid driver's license may be required

Performance Aptitudes

The following requirements may be met with or without reasonable accommodation:

- **Physical Ability:** Tasks involve extended periods of time in seated position and at a keyboard or workstation.
- **Project Management:** Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.
- **Equipment, Machinery, Tools, and Materials:** Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.
- **Social and Interpersonal Communication Skills:** Position requires professional, social and interpersonal communication skills, requiring significant internal and external interaction.
- **Technology:** Position requires the ability to understand and effectively apply information technology. Applicant must possess the ability to deal with District emergent technologies.
- **Reasoning:** Position requires the ability to exercise judgment, decisiveness, and innovation in situations involving evaluation of information.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.



ADULT PROGRAMMING COORDINATOR

FLSA Designation: non-exempt

Board approved: 4/21/2022

General Statement of Duties

The Adult Programming Coordinator organizes and manages adult programming throughout the District; encourages and coordinates programs for adults at all libraries; helps promote adult programs; complies with and carries out library policies and procedures pursuant to guidelines established by the Administrative Team for the District and Board of Trustees.

Position Summary

The Adult programming coordinator helps plan and supervises District-wide programming for adults and develops, implements, and evaluates adult programs. The person in this position is expected to have in-depth knowledge of District policies and procedures. The Adult Programming Coordinator is supervised directly by the Assistant Director, but a good deal of latitude is granted for the exercise of independent judgment and initiative. The principal duties of the position are performed in the community, general office, and library environment.

Examples of Work

Essential Duties and Responsibilities:

- Facilitates communication and collaboration with planning teams, managers, and library staff throughout the District
- Coordinates adult programming with appropriate District personnel in a member-focused environment
- Serves as resource for adult programming teams throughout the District
- Trains District personnel on adult programming expectations and best practices.
- Leads immediate and long-range planning of adult programming services
- Communicates the vision and goals of the library District
- Organizes program promotion with the Communications Coordinator
- Applies for and administers grant money when appropriate
- Prepares statistical and narrative reports for Administrative Team and Board of Trustees

- Participates in professional library organizations and attends meetings and workshops
- Attends library managers' meetings
- Assesses Adult programming for effectiveness and makes recommendations for improvements
- Manages a department budget

Other Duties and Responsibilities

- Must be willing to work nights and weekends and adjust hours

Knowledge, Skills and Abilities

Knowledge of:

- Personnel management, team building, supervisory principles
- Customer service principles, practices, and objectives
- Principles, methods, and objectives of community relations
- District guidelines for print and social media promotions
- Community assessment principles and methods
- Trends affecting adult programming and services
- Americans with Disabilities Act

Ability to:

- Follow oral and written instructions
- Effectively advocate for District library services
- Establish and maintain effective working relationships with other employees
- Lead a strong professional staff, facilitate professional growth, and inspire coordinated team effort
- Elicit community and civic organizational support for library programs and services
- Operate standard office equipment and technical applications appropriate to assigned duties
- Apply the District's purchasing procedures
- Perform time management, scheduling, and prioritization functions
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks
- Be self-directed in pursuing relevant, necessary, and appropriate educational and training opportunities
- Provide effective, courteous customer service

Acceptable Experience and Training

- Master's degree in Library and Information Sciences required
- Two years' experience in a public library setting working in adult services
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

Special Qualifications

Valid driver's license is required

Performance Aptitudes

The following requirements may be met with or without reasonable accommodation:

- **Physical Ability:** Tasks require the ability to exert moderate physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light to moderate weight. Tasks may involve extended periods of time in seated position and at a keyboard or workstation.
- **Project Management:** Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size, and complexity.
- **Equipment, Machinery, Tools, and Materials:** Tasks require the ability to operate, maneuver, and/or control the actions of equipment, or materials, commensurate with duties of the position.
- **Social and Interpersonal Communication Skills:** Position requires interpersonal communication skills, including the ability to interact with staff members and members of the public.
- **Technology:** Position requires the ability to understand and effectively apply information technology. Applicant must possess the ability to deal with District emergent technologies.
- **Reasoning:** Position requires the ability to exercise judgment, decisiveness, and innovation in situations involving evaluation of information.

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ASSISTANT DIRECTOR

FLSA Designation: exempt

Board approval: June 17, 2021

General Statement of Duties

As a key member of the Community Library Network's administrative team, the Assistant Director inspires a high level of service and innovation among the Community Library Network team. Performs administrative, managerial, and supervisory work; oversees public service and programming functions at all community libraries, contributes to the overall operation of finances and facilities of the District; serves as director in his/her absence; promotes and evaluates efforts to improve, innovate and grow service to all residents within the Community Library Network.

Position Summary

The primary functions of the Assistant Director include managing, coordinating, and supporting all public service and programming efforts; supervising and evaluating the Youth Services and Adult Programming and Communication Coordinators, the Collection Development and Emerging Technologies Librarians and all library managers; participating in hiring staff District-wide; collaborating on annual and project budgets; assisting in policy and procedure development and administration. This position is supervised by the Director, with considerable latitude granted for the exercise of independent judgment and initiative. The principal duties are performed in the community, libraries, and a general office environment.

Examples of Work

- Participates in the review and development of District policies, procedures and practices; assists in interpreting policies to staff and general public
- Builds a high performing team of managers and coordinators that supports the library experience and the organization's goals. Meets and confers with coordinators, managers, and other staff to plan projects, services, and programs.
- Represents the District to the public, community organizations and District Friends and Foundation groups
- Prepares for and attends all Library Board meetings
- Attends staff, manager, administrative team, and staff planning meetings
- Assists in the development and implementation of a strategic plan that promotes the District's mission and vision

- Promotes a culture for positive change and an environment for excellence in hiring, training, supervision, and evaluation of staff
- Guides the organization in creating and enhancing positive customer experiences in all points of contact.
- Serves as administrative support for payroll and financial functions
- Promotes intellectual freedom and equal access to information through policy development and staff training
- Encourages and supports outreach efforts to meet collection and programming needs of District residents
- Recommends and coordinates the implementation of products and services
- Attends conferences, workshops, seminars, and continuing education courses to keep informed on latest developments in the library field

Knowledge, Skills and Abilities

Knowledge of:

- Professional library principles, practices, methods, and administration
- Excellent communication skills and good organizational skills
- Standard library principles and practices and concepts of freedom of speech, copyright, collection development, reference, reader's advisory, weeding, member confidentiality, censorship, and other library ethical issues
- Library information technology, telecommunications technology, computer and automation systems
- Supervision, evaluation, and disciplinary methods for staff
- Customer service principles, practices, and objectives
- Leadership principles and team building. Skill with group and team dynamics
- Principles, methods and objectives of community relations and promotions
- Budgeting principles and practices

Ability to:

- Administer the activities of a public library and to supervise the work of others
- Establish and maintain effective working relationships with Board members, staff, the general public, civic and community groups and other interested and affected parties
- Direct and lead a strong professional staff, to facilitate professional growth and to motivate and inspire coordinated team effort
- Communicate well both orally and in writing
- Assess and monitor administrative and support systems, and identify opportunities for improvement
- Implement change as determined by Board and Director

- Ensure employees follow policies and procedures
- Provide leadership in working relationships and communication, ensuring high productivity and quality public service
- Elicit community and civic organizational support for library programs and services
- Encourage initiative and creativity
- Perform time management, scheduling, and prioritization functions
- Effectively advocate for District library service
- Advocate for safe conditions for staff, public, and building operation
- Assess and recommend appropriate action in an emergency

Experience and training

- Master's Degree in library and information science
- Five (5) years' of library experience with increasing library administrative responsibility and with at least two (2) years in a supervisory capacity or equivalent.

Special Qualifications

Performance Aptitudes

The following requirements may be met with or without reasonable accommodation:

Physical Ability: Tasks require the ability to exert moderate physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light to moderate weight, including pushing and pulling a loaded book cart off of and onto the Sprinter van. Tasks may involve extended periods of time in seated position and at a keyboard or workstation.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size, and complexity.

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Position requires interpersonal communication skills, including the ability to interact with staff members and members of the public.

Technology: Position requires the ability to understand and effectively apply information technology. Applicant must possess the ability to deal with District emergent technologies.

Reasoning: Position requires the ability to exercise judgment, decisiveness, and innovation in situations involving evaluation of information.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel classified in this position. This job description is subject to change as the needs and requirements of the job change.

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KOOTENAI & SHOSHONE COUNTIES

Job Description

BUSINESS MANAGER

FLSA Designation: Exempt
Board Approval Date 1-21-2014

General Statement of Duties

Manages daily, monthly, and yearly fiscal operations and financial accounting obligations and assists with human resource management for the Community Library Network. Complies with and implements library policies and procedures pursuant to guidelines established by the Director and Board of Trustees.

Position Summary

The Business Manager maintains business affairs, executes the accounting functions and ensures compliance with relevant employment laws. This position is responsible for all accounting, payment, invoicing, deposits, preparation of audit and tax documents, payroll, Fixed Assets Inventory Reports, employment requirements and end-of-month financial reports. The Business Manager must have in-depth knowledge of District Policies and Procedures. This position is supervised directly by the Administrator for Finance and Facilities and the District Director but a good deal of latitude is granted for the exercise of independent judgment and initiative. The principal duties of the position are performed in a general office/library environment.

Examples of Work

- Complies with and implements library procedures pursuant to guidelines established by the Director and Board of Trustees
- Maintains budget allocations by Chart of Accounts
- Performs all tasks related to Accounts Payable including, but not limited to, preparing checks for approved invoices, maintaining all accounts payable reports, spreadsheets, and files
- Performs all tasks related to Accounts Receivable including, but not limited to, applying receipts to appropriate general ledger account, processing all bank deposits, maintaining all accounts receivable reports, spreadsheets, and files
- Performs all tasks related to General Accounting including, but not limited to, preparing month-end reports, journal entries, account reconciliation, yearly audit, assisting with budget preparation, maintaining all reports, spreadsheets, and files
- Performs all tasks related to Payroll including, but not limited to, preparing monthly payroll reports, processing manual checks and direct deposit payroll, filing applicable payroll taxes, and maintaining personnel records
- Performs all tasks related to General Human Resource Management including, but not limited to, complying with all federal and state regulations concerning employment for new and departing employees, maintaining employee files, setting up new employees,

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Job Description

conducting exit interviews for departing employees, and assisting with benefits administration

- In cooperation with the Administrator for Finance and Facilities, interfaces with the bank on behalf of the District's current accounts
- Works with the auditor on an ongoing basis to ensure that all accounts are operated according to her/his requirements and provides records to the auditor as needed for the annual audit
- Assists with ICRMP and all other insurance filing, reporting, and training
- Responsible for all accounting, payment, invoicing, deposits, preparation of audit documents and end-of-month financial reports for the Cooperative Information Network account

Other Duties and Responsibilities

- Performs special assignments as directed by the District Director
- Assists the Administrator for Finance and Facilities and the Director in communicating District policy, procedure, directives, and reports
- Interacts with and supplies information to employees, department heads and public and private agencies
- Works with Administrative Team members and the Director to develop strong risk management controls including attending PRIMA workshops to become a certified Risk Manager; attends staff meetings and seminars
- Serves as the District HIPAA officer
- Maintains high standards of confidentiality

Knowledge, Skills and Abilities

Knowledge of:

- Thorough general accounting skills and theory
- Employment laws
- Federal and State personnel policies and procedures
- Peachtree accounting software
- All Software related to tracking accounts, producing spreadsheets and distributing payroll for the District
- Sound management methods in relation to the business operation of a growing public library
- Principles, objectives, methods, and practices of library management as they pertain to accounting.

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Job Description

Ability to:

- Follow oral and written instructions
- Establish and maintain effective working relationships with staff and Board
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner
- Perform time management, scheduling, and prioritization functions
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks
- Operate standard office equipment, specialized library equipment, and a personal computer using program applications appropriate to assigned duties
- Communicate effectively both orally and in writing

Acceptable Experience and Training

- Bachelor's degree in Business Administration and/or Accounting
- Three years bookkeeping experience utilizing Sage/Peachtree software
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Valid driver's license may be required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively on the telephone and in person, and to hear sounds within the normal range of conversation;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate, and prepare a variety of written documents and text materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, computer equipment, and specialized library equipment;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to stand or sit for extended periods of time, lift up to 50 pounds and maneuver heavy book carts, and to work in an office and library environment.

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Job Description

CIRCULATION ASSISTANT

FLSA Designation: non-exempt
Board Approval Date: 12-12-2012

General Statement of Duties

Performs a variety of routine library and customer service duties; performs related work as required.

Position Summary

The Circulation Assistant performs entry-level library and customer service duties including shelving all library materials, checking materials in and out and assisting library staff and patrons as requested. This position is supervised by the Library Manager with guidance in daily tasks provided by other staff. The principal duties of the position are performed in a general office/library environment.

Examples of Work

- Greets patrons warmly and provides assistance as needed in a patron focused environment in person or on the phone
- Shelves and organizes all library materials
- Checks book drops and bins for returned materials and checks shelves, tables and other areas for mislaid, misplaced and misfiled materials
- Assists patrons by providing information and directions in person and on the phone
- Processes reserves for customers
- Check items in
- Serves as back-up for circulation staff by checking out, answering phones and helping customers find material
- May help customers with computer questions
- May organize, weed and recycle outdated newspapers, magazines and other materials
- Assists in closing procedures
- Performs all work duties and activities in accordance with District policies, procedures and safety practices

Other Duties and Responsibilities

Performs other related duties as required

Knowledge, Skills and Abilities

Knowledge of:

- Standard library principles including the Dewey Decimal System
- Customer service principles, practices and objectives
- English grammar, spelling and punctuation

Ability to:

- Follow oral and written instructions
- Learn and apply District policies and procedures
- Operate computer system used for circulating library materials

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Job Description

- Communicate effectively with the public and other employees
- Establish and maintain effective working relationships with patrons, other District employees and the public
- Perform a wide variety of duties and responsibilities with accuracy and speed
- Perform time management, scheduling and prioritization functions
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties
- Communicate effectively both orally and in writing

Acceptable Experience and Training

- Must be at least 16 years old, with some secondary education
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively on the telephone and in person and to hear sounds within the normal range of conversation.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate and prepare a variety of written documents and text materials.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, specialized library equipment and a personal computer.
- Sufficient personal mobility, flexibility and balance, with or without reasonable accommodation, which permits the employee to lift up to 35 pounds and maneuver heavy book carts and to work in an office and library environment
- Must be willing to work some nights and weekends. Hours may be adjusted to cover vacations, illnesses and emergencies.



COLLECTION DEVELOPMENT/TECHNICAL SERVICES COORDINATOR

FLSA Designation: non-exempt

Board approved: 4/21/2022

General Statement of Duties

This position is responsible for the development, purchase and organization of collections for the libraries in the District and for coordinating the work of the Technical Services department.

Position Summary

The Collection Development/Technical Services Coordinator performs professional administrative work in the management, coordination, purchasing and processing of collection items for all District libraries; plans, directs, hires, manages and evaluates technical services operations and staff; serves as liaison for the consortium's integrated library system (ILS) and provides system related training to consortium and District staff. This position is supervised by the Assistant Director with considerable latitude granted for the exercise of independent judgment and initiative. The principal duties of the position are performed in a general library/office environment.

Examples of Work

- Supervises, hires, trains and evaluates the technical services staff
- Plans and manages collection development needs in member-focused environment
- Selects new and replacement materials across formats and audiences
- Researches and analyzes borrowing activity and usage trends and recommends appropriate changes to collection
- Provides a broad collection representing multiple viewpoints and collaborates with library staff to meet changing community needs
- Assists in policy creation, strategic planning, document preparation and collection budget development
- Develops and maintains technical services policies and procedures to facilitate effective and efficient cataloging workflows, quality control and ILS management practices
- Explains and implements policy
- Reviews materials for inclusion into the District's collection
- Oversees and trains staff in the weeding of collections at all libraries

- Coordinates, supervises and trains volunteers to assist in materials processing
- Orders and tracks library supplies for District
- Coordinates with courier to ensure prompt and efficient delivery of materials to libraries in the District and consortium
- Performs technical processing duties including original and copy cataloging, checking materials for accuracy; labeling and covering material, weeding and discarding materials, processing items for Bindery and filling in for other technical services staff
- Coordinates cataloging and processing of materials for the Kootenai County Genealogical Society
- Trains District and consortium staff in Circulation, Cataloging, ILL, Reports, OCLC and online Databases as needed
- Acts as System Administrator for ILS software for the District as well as other consortium libraries as needed; assists with software updates
- Attends trainings, workshops and conferences as appropriate
- Works collaboratively with Library Managers, District website team and other district staff
- Assists with special events, programs and other library work as needed

Other Duties and Responsibilities

- Performs other related duties as required

Knowledge, Skills and Abilities

Knowledge of:

- Principles and practices of selection of public library materials
- Principles and practices of technical service functions, including bibliographic utilities, the Dewey Decimal System, Library of Congress Subject Headings, MARC and other standardized library classification and organization systems
- Fundamental library and public service principles, objectives, methods and practices
- Personal computers and associated software, integrated library systems and the Internet
- Leadership principles and team building
- Current trends and developments in public library collection development, technical services and general library practices

Ability to:

- Establish and maintain effective working relationships with District and consortium staff and contracted personnel
- Actively participate in appropriate continuing education opportunities
- Plan, supervise and provide instruction to others
- Accept and follow instructions, set priorities, handle details and work accurately
- Use initiative, problem solving skills and judgment
- Communicate effectively both orally and in writing

- Use computer systems and associated software programs, integrated library systems and the Internet
- Work effectively under stress and in a changing environment
- Use tools and equipment necessary in technical services functions
- Work independently and as part of a team
- Effectively advocate for District library service

Acceptable Experience and Training

- Required MLIS from an ALA-accredited institution; and
- Three (3) years of experience in public libraries and technical services with at least two (2) years of supervisory experience; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

Special Qualifications

- Valid driver's license required

Performance Aptitudes

The following requirements may be met with or without reasonable accommodation:

- **Physical Ability:** Tasks involve extended periods of time in seated position and at a keyboard or workstation.
- **Project Management:** Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.
- **Equipment, Machinery, Tools, and Materials:** Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.
- **Social and Interpersonal Communication Skills:** Position requires professional, social and interpersonal communication skills, requiring significant internal and external interaction.
- **Technology:** Position requires the ability to understand and effectively apply information technology. Applicant must possess the ability to deal with District emergent technologies.
- **Reasoning:** Position requires the ability to exercise judgment, decisiveness, and innovation in situations involving evaluation of information.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

COMMUNICATIONS COORDINATOR

FLSA Designation: Non-Exempt
Board approval date: May 17, 2021

General Statement of Duties

The communications coordinator leads the communications department, supervises the webmaster position, and establishes how the brand will serve the community. She/he oversees the development of communications strategy and analyzes all public-facing library marketing efforts; serves as the point of contact for media; provides communications planning to support the District Strategic Plan; and participates in community activities as a District representative.

Position Summary

Working closely with library managers, coordinators and administrative staff, the communications coordinator guides and directs the development of all communications systems available to the public, ensures brand standards, facilitates training and recommends technical tools, and coordinates district marketing efforts. This position manages a departmental budget, works directly with staff to manage crisis communications, and provides support to the Board of Trustees and administration as needed. The communications coordinator is supervised by the Director, and considerable latitude is granted for the exercise of independent judgment and initiative. Principal duties are performed in the community, general office and library environment.

Examples of Work

- Plans, oversees, and manages public relations and marketing including the District Website
- Responsible for press releases, web content, District newsletter, and monthly board reports
- Serves as a press and media point of contact and District public information officer
- Supervises webmaster; oversees Web project development and analytics
- Establishes graphic standards and brand requirements to be used in all public-facing media types.
- Develops and implements strategic communications and marketing plans
- Includes and advises Library Managers, Coordinators, and staff on projects related to marketing development and implementation
- Oversees marketing plan development and analysis
- Establishes all social media accounts on behalf of the District; manages the list of approved users and oversees best practices standards for each platform

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Job Description

- Recommends staff training opportunities and tools to maintain a working knowledge of basic communications practices.
- Contracts with outside technical specialists as needed, oversees and evaluates the deliverables
- Selects outside vendors to produce District collateral materials
- Tracks and manages the communications budget
- Partners with local organizations and governmental agencies to support the mission and vision of the District
- May serve as liaison with District Foundation and Friends groups
- Provides internal and external strategic message development
- Supports administrative staff and others with speeches, talking points, presentations, opinion pieces and briefing materials, as needed
- Attends professional development programs, seminars, workshops, and conferences to remain current with industry standards and library philosophy and practice
- Performs other related duties as required

Knowledge, Skills and Abilities

Knowledge of:

- Principles of public information, communications, marketing, journalism, advertising, and social media, as they pertain to public libraries
- Best practices of design and graphic layout
- Customer service principles, practices and objectives`
- Commercial printer terms and quote processes
- Leadership principles and team building
- Americans with Disabilities Act

Skills

- Experience in responding to reporter inquiries and handling phone and in-person interviews
- Excellent writing, editing and grammar with proficiency in Associated Press Style Guide

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Job Description

- Applies best practices of design and graphic layout using appropriate software
- Proficient with Microsoft Office software products and Adobe Acrobat
- Project management, including surveys, promotional campaigns, and large runs of collateral materials
- Edits and submits camera-ready files
- Utilizes Google Analytics and social media measurement to improve the District's communications
- Serves as backup to webmaster for updating content on WordPress Website

Ability to:

- Work collaboratively, function under flexible and changing conditions, and exercise independent judgment within a team environment
- Leverage social media tools to promote library events and programs, garner public support for the District, and organize fundraising
- Effectively advocate for District library service
- Establish and maintain effective working relationships with Board members, the Friends and Foundations, volunteers, staff, members and the general public
- Elicit community and civic organizational support for library programs and services
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties
- Use a camera to capture high quality and attractive photographs and/or video footage.
- Communicate effectively both orally and in writing

Acceptable Experience and Training

Bachelor's degree in communications, marketing, journalism or public relations

Two or more years in a communication position with increasing responsibility, leadership and supervisory experience

Public library experience preferred

or

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

Special Qualifications

Valid driver's license is required

Performance Aptitudes

The following requirements may be met with or without reasonable accommodation:

1. **Physical Ability:** Tasks may involve extended periods of time in a seated position and at a keyboard or workstation
2. **Project Management:** Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity
3. **Equipment, Machinery, Tools, and Materials:** Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position
4. **Social and Interpersonal Communication Skills:** Position requires professional social and interpersonal communication skills, requiring significant internal and external interaction
5. **Technology:** Position requires the ability to understand and effectively apply information technology
6. **Reasoning:** Position requires the ability to exercise judgment, decisiveness, and innovation in situations involving evaluation of information

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel classified in this position. This job description is subject to change as the needs and requirements of the job change.

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KOOTENAI & SHOSHONE COUNTIES

Job Description

COMMUNITY LIBRARIAN/MANAGER (Full time)

FLSA Designation: exempt
Board Approval: 2/3/2016

Mission Statement: We empower discovery

Vision: The Community Library Network is a flexible, collaborative and continuously learning organization

General Statement of Duties

Manages daily operation of a community library. Complies with and implements library policies and procedures pursuant to guidelines established by the Administrative Team and Board of Trustees. Works closely with community organizations. Promotes library programs and supports District wide initiatives.

Position Summary

The Community Librarian/Manager oversees the day-to-day operations of a community library in an efficient and effective manner. The Community Librarian/Manager looks for opportunities to connect the District mission to community goals. Principal duties are performed in general office, library and community environments.

In addition, this position:

1. Recruits, hires, supervises, trains and evaluates circulation staff
2. Serves as community liaison and District representative to organizations and businesses
3. Identifies and strives to meet the recreational and informational needs of the community
4. Interprets District policies, directives and Board decisions to staff and members
5. Identifies and pursues appropriate professional development for self and staff
6. Exercises independent judgment and initiative as appropriate
7. Serves as the first contact for building issues, including those that occur after hours
8. Reports to and is supervised by the Administrator for Public Services

Examples of Work

- Applies District policies and procedures in a member-focused environment
- Resolves member and staff complaints, problems and conflicts
- Models positive District message for staff and members
- Promotes library services through attendance at public meetings and special programs
- Maintains the library collection, reviews donations of materials, suggests materials for purchase, and weeds collection under supervision of the Collection Development Librarian
- Assists members in the use of library collections, provides basic reference service, facilitates interlibrary loans, and works circulation as needed

Job Description

- Participates in, leads, or facilitates District-wide committees or projects
- Performs or assigns responsibility for routine maintenance on computer systems in cooperation with District Information Technology Coordinator
- Monitors library building and grounds to ensure safety
- Performs or assigns responsibility for the collecting, reconciling and reporting of monies received at the library in collaboration with the Business Manager
- Collaborates with Youth Services personnel to facilitate YS programs
- Develops and delivers presentations
- Participates in the leadership team
- Pursues professional development opportunities as schedules and budget permit

Other Duties and Responsibilities

- Performs special assignments as directed by the Administrative Team
- Coordinates, evaluates and promotes all programming for their library with appropriate District personnel
- Uses and assists members with technology
- Establishes and maintains strong community connections
- Participates in community activities
- Must be willing to work nights, weekends and some holidays

Knowledge, Abilities, and Experience

Knowledge of:

- Library Management and supervisory principles, methods and techniques
- Customer service principles, practices and objectives
- Readers' advisory practices
- Programs and service development to meet community needs
- Computer programs, equipment and systems used by Community Library Network including, the Integrated Library System, LiLI Databases and all other Library databases available to patrons and staff
- Leadership principles and team building

Ability to:

- Effectively advocate for District library service
- Follow oral and written instructions
- Use technology including e-mail, Internet, databases, social media, and other software
- Creatively solve problems, negotiate and handle stressful situations in a positive manner
- Identify training needs and facilitate delivery to District library staff and members

Job Description

- Demonstrate positive attitude, excellent interpersonal skills and a sense of humor in working with members, coworkers and community
- Elicit community and civic organizational support for library programs and services
- Demonstrate innovation and flexibility
- Establish and maintain effective working relationships with staff, volunteers, members and the general public
- Direct and lead staff, facilitate professional growth, motivate and inspire coordinated team effort, and create positive staff morale
- Manage time, schedules and priorities to maximize productivity
- Communicate effectively both orally and in writing
- Speak, read, write and understand the English language

Acceptable Experience and Training

- Master's degree in Library and Information Science from an accredited college or university
- Minimum of 2 year supervisory experience
- Minimum of 3 years working with the public in a library setting
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

Special Qualifications

Valid driver's license is required

Performance Aptitudes

The following requirements may be met with or without reasonable accommodation:

Physical Ability: Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light to moderate weight (25 to 50 pounds). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills, requiring significant internal and external interaction.

Technology: Position requires the ability to understand and effectively apply information technology. Applicant must possess the ability to deal with District emergent technologies.

Reasoning: Position requires the ability to exercise judgment, decisiveness, and innovation in situations involving evaluation of information.

Job Description

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Job Description

FACILITIES MANAGER

FLSA Designation: non-exempt

Board Approved: 4 15 2021

General Statement of Duties

Creates a welcoming and user-friendly physical environment that encourages library members to use library services. Assures the effective functioning of all library facilities to provide efficient and safe conditions for employees and the public. Responsible for the general maintenance and repair of buildings, facilities, vehicles and equipment. Performs related duties as assigned.

Position Summary

Performs or directs a variety of work in the maintenance and repair of buildings and grounds at seven libraries and all District vehicles to provide safe, clean, and welcoming spaces. Understands the scope of building operations and systems; corrects facilities issues in a timely manner; and follows safety guidelines and corrects unsafe conditions. Independently and successfully organizes work, sets priorities, and determines resources needed. Builds constructive working relationships with staff and vendors. May be on-call to respond to emergencies during and after regular work hours. Keeps supervisor informed, coordinating work and capital projects. Supervises the Facilities Maintenance Specialists. Oversees all building mechanical operations, maintenance, and major repairs in compliance with building codes and requirements. Works under the direct supervision of the Director and/or the Assistant Director. The Facilities Manager has the authority to make decisions on facilities' repairs, vehicle repairs/maintenance, and vendor performances in collaboration with his/her supervisors.

Examples of Work

- Works with the director and assistant director to prioritize library maintenance and repair issues in a member-focused environment
- Communicates with library managers and administrative team members to help determine maintenance needs
- Performs, supervises, or coordinates work in the following areas:
 - Rough and finished carpentry
 - Electrical installation and repair work
 - Maintenance and repair of plumbing and sprinkler systems
 - Interior and exterior painting
 - Snow removal
 - Appliance repair or installation
 - Grounds maintenance
 - Routine maintenance on library vans and outreach vehicles
 - Building security cameras and systems
- Solicits, reviews, and negotiates facilities maintenance service contracts
- Recommends capital improvement priorities and timeline
- Develops and implements facility management program
- Hires, manages, develops, and trains facility staff
- Ensures compliance with all safety and security protocols

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Job Description

- Assists in developing, managing and tracking facilities budget

Other Duties and Responsibilities

- Performs other related duties as required
- Oversees third party contractors
- Schedules repairs and maintenance tasks
- Ensures compliance with safety and sanitation regulations

Knowledge, Skills and Abilities

Knowledge of:

- Customer service principles, practices, and objectives
- Principles and practices of project management
- Electrical, mechanical, HVAC and plumbing systems
- Health, safety, and environmental regulations
- Construction, maintenance, and facility operation

Ability to:

- Adhere to safe working practices
- Establish and maintain effective working relationships with board members, staff, and the general public
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines and constant interruptions
- Operate standard tools needed to perform all maintenance tasks
- Use a personal computer and necessary software, including Microsoft Office Suite
- Communicate effectively both orally and in writing
- Perform time management, scheduling, and prioritization functions

Acceptable Experience and Training

- Contractor License or certified Journeyman
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

Special Qualifications

- Valid driver's license required

Performance Aptitudes

The following requirements may be met with or without reasonable accommodation:

Physical Ability: Tasks involve extended periods of time in seated position and at a

Job Description

keyboard or workstation as well as a variety of field work in different environments.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size, and complexity.

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Position requires professional, social and interpersonal communication skills, requiring significant internal and external interaction with staff and library members.

Technology: Position requires the ability to understand and effectively apply information technology. Applicant must possess the ability to deal with the upgrades and changes to District technologies.

Reasoning: Position requires the ability to exercise judgment, decisiveness, and innovation in situations involving evaluation of information.

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Job Description

FACILITIES SPECIALIST

FLSA Designation: non-exempt
Board Approved: 17 December 2020

General Statement of Duties

The position is responsible for the general maintenance and repair of facilities, including buildings, vehicles, and equipment. The job requires the ability to work cooperatively, effectively, and safely with staff and public, to organize work, set priorities, work with limited supervision, perform some unpleasant tasks, and complete related duties as assigned.

Position Summary

Performs general maintenance, grounds keeping, manual labor and cleaning as part of the maintenance team at all District libraries. The ability to use or learn the District's online software systems is required. May be asked to respond to emergency calls during and after regular work hours. Must maintain clean, safe, and orderly work sites. Supervised by and reports to, the Facilities Manager.

Examples of Work

- Responds to assigned maintenance requests to perform routine or preventative maintenance as needed including, but not limited to: painting, wall repair, furniture, equipment, vehicles, and minor plumbing, HVAC, and electrical, mechanical repairs.
- Performs landscaping tasks in the spring/summer and snow removal in the winter, including removing ice dams on roofs using steam equipment
- Assists Facilities Manager with record-keeping and scheduling for maintenance and repairs for all District vehicles
- Makes minor repairs e.g. clearing drains, maintaining irrigation systems; may replace light bulbs and electrical components
- Assists with furniture installation and relocation, including shelving units
- Drives library vehicles on a regular basis
- Uses maintenance management software to organize and prioritize tasks under the supervision of the Facilities Manager
- Performs some custodial work including picking up trash on library grounds and power washing sidewalk areas
- Cleans and repairs restrooms on occasion

Knowledge, Skills and Abilities

Knowledge of:

- Basic understanding of skilled labor trades, terms, power tools, and building systems
- Basic carpentry, electrical, HVAC, painting, and plumbing work
- Grounds and landscape maintenance
- Custodial work
- Maintenance and safe use of hand tools
- Construction methods and building repair and maintenance

Ability to:

Job Description

- Coordinate and prioritize tasks to complete projects in a timely manner
- Operate hand and power tools and other machinery in a safe and efficient manner
- Climb and use ladders safely
- Work independently
- Interact with the public, staff, and vendors in a friendly and efficient manner
- Understand and comply with OSHA requirements and District safety procedures
- Safely maneuver vehicles with an attached trailer
- Effectively communicate both orally and in writing
- Lift library materials and boxes weighing up to 50 pounds and push fully loaded book carts
- Diagnose a maintenance problem and suggest probable solutions
- Maintain situational awareness for the safety and health of others.
- Perform simple business math calculations
- Solve problems and respond in a calm and rational manner in all situations.

Other:

- Awareness of service to the public
- Flexibility to adapt to changing situations and varied work schedules
- Proficient in use of cell phones, email and computers or tablets

Acceptable Experience and Training

- High school diploma or GED
- 2-years' experience in Facilities trades preferred
- Any combination of experience, training and/or certification which provides the required knowledge, skill, and abilities

Special Qualifications

- Valid driver's license, acceptable driving history; insurable with District's insurance provider required
- Must be at least 18 years old

Performance Aptitudes

The following requirements may be met with or without reasonable accommodation:

Physical Ability: Tasks require the ability to exert moderate physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light to moderate weight, including pushing and pulling a loaded book cart off of and onto the Sprinter van. Tasks may involve extended periods of time in seated position and at a keyboard or workstation.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.

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Job Description

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Position requires interpersonal communication skills, including the ability to interact with staff members and members of the public.

Technology: Position requires the ability to understand and effectively apply information technology. Applicant must possess the ability to deal with District emergent technologies.

Reasoning: Position requires the ability to exercise judgment, decisiveness, and innovation in situations involving evaluation of information.

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Job Description

DISTRICT INFORMATION TECHNOLOGY (IT) COORDINATOR

FLSA Designation: exempt
Board Approval Date: April 20, 2017

General Statement of Duties

Performs professional library Information Technology duties; coordinates IT tasks District-wide; performs related work as required.

Position Summary

The primary function of the Information Technology Coordinator is to perform professional-level library, technical and information systems support. This position is responsible for the coordination and implementation of on-line and computer access for all District libraries. This position advises staff on technological issues and functions, is supervised by the Director and must have in-depth knowledge of District policies and procedures. Considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of the position are performed in a general office and library environment.

Examples of Work

- Provides technical, computer and information systems support in a patron-focused environment pursuant to guidelines established by the Director and Board of Trustees
- Evaluates and recommends current and new hardware and programs for the District
- Performs necessary coding in system for appropriate reports and structure
- Performs computer, software and network installation, maintenance, troubleshooting and repair functions
- Evaluates and supervises information systems security features
- Provides technical assistance in the maintenance of the library system web page
- Trains staff members and patrons in computer systems and functions
- Maintains liaisons with other library technology specialists in cooperative networks;
- Performs customer service duties
- Maintains and trains staff on the use of multimedia equipment
- Tracks and prepares statistical information as needed

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Job Description

- Stays current with technological advances that affect library operations
- Performs all work duties and activities in accordance with District policies, procedures and safety practices
- Represents the District publicly at meetings and other activities as required/directed
- Provides written and verbal reports on both routine and special projects as needed

Other Duties and Responsibilities

- On call after regular work hours to respond to emergency situations
- Performs other related duties as required

Knowledge Skills and Abilities

Knowledge of:

- Computer and information systems operations, coding, equipment, installation, maintenance, troubleshooting, repair and training
- Customer service techniques and objectives
- Leadership principles and team building
- Fundamental library operations and procedures
-

Ability to:

- Follow written and oral instructions
- Effectively advocate for District library service
- Operate, evaluate, install, maintain, troubleshoot and repair computer networks, information technology and multimedia systems
- Provide customer service, including instruction in systems operations, to staff and patrons
- Contact appropriate persons/firms for equipment purchases or repair in coordination with the Administrator for Finance and Facilities
- Establish and maintain effective working relationships with patrons, other District employees, the public and other library technology specialists
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- Perform multiple tasks simultaneously, including handling interruptions and return to and complete tasks in a timely manner

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Job Description

- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks
- Operate standard office equipment
- Communicate effectively both orally and in writing

Acceptable Experience and Training

- College degree or advanced technical training and certification in computer science
- Two (2) years experience in network systems operation, preferably in a library system
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

Special Qualifications

- Valid driver's license is required

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively on the telephone and in person and to hear sounds within the normal range of conversation
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate and prepare a variety of computer generated and written documents and text materials
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, computer equipment and specialized library equipment and make adjustments to equipment
- Sufficient personal mobility, flexibility and agility, with or without reasonable accommodation, which permits the employee to stand or sit for extended periods of time; stoop, bend, twist and work in confined spaces while performing installation and maintenance tasks; lift up to 35 pounds; and, to work in an office and library environment

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KOOTENAI & SHOSHONE COUNTIES

Job Description

LEAD CIRCULATION SUPERVISOR

FLSA Designation: non-exempt
Approval Date: 11/13/12

General Statement of Duties

Performs specialized circulation and patron service activities and supervises all circulation staff in absence of Manager or Administrator; performs related work as required.

Position Summary

The Lead Circulation Supervisor position provides specialized patron services, with emphasis on all activities related to circulation of library materials, assistance and training for online information access, processing money, scheduling meetings and promoting a welcoming environment for all patrons using Community Library Network facilities. In the absence of the Library Manager or Administration personnel, the Lead Circulation Supervisor is in charge of the library. The Lead Circulation Supervisor is supervised by the Library Manager but some latitude is granted for the exercise of independent judgment and initiative. Strong supervisory skills and good judgment are necessary for this position. The principal duties of the position are performed in a general office/library environment.

Examples of Work

- Supervises library activities and staff and is in charge of library building in absence of Library Manager or Administrator
- Greets patrons warmly and provides assistance as needed in a patron focused environment in person or on the phone
- Adjusts and coordinates circulation schedule in absence of Library Manager or Administrator
- Performs all work duties and activities of the Circulation Supervisor in accordance with District policies, procedures and safety practices
- Coordinates and performs in-house money handling, accounting and spreadsheets
- Coordinates and schedules meeting rooms and room set-up
- Provides specialized reference and informational assistance using both electronic and print sources, in person and on the phone
- Models positive District message for staff and patrons
- Tracks and updates fixed assets in cooperation with Business Manager
- Assists in staff training
- Attends workshops and training as assigned

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Job Description

- In the absence of Library Manager or Administrator, deals with patron complaints and censorship issues
- Assists in program development and promotion
- Tracks and orders office and library materials in coordination with Technical Services Coordinator
- Helps coordinate building maintenance concerns
- Develops and may present reading, literacy, library use and training programs for patrons and staff
- Assists in the development and presentation of computer instruction, informational and educational programs for adults
- Assists with maintenance of collection including weeding
- Performs special assignments as directed by Library Manager or Administrators

Other Duties and Responsibilities

- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- Fundamental library principles, objectives, methods and materials
- Leadership principles and team work
- Customer service principles, practices and objectives
- English grammar, spelling and punctuation
- Basic office functions including, but not limited to, keyboarding, filing and cash handling
- Books and authors
- Microsoft Office Suite is required

Ability to:

- Follow oral and written instructions
- Interpret policies and procedures for application in performance of duties and to the public when necessary
- Learn and operate the library's automated systems including mastery of searching the OPAC and other online library databases
- Apply the library's cash handling procedures
- Establish and maintain effective working relationships with patrons, other District employees and the public
- Perform a wide variety of duties and responsibilities with accuracy and speed

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KOOTENAI & SHOSHONE COUNTIES

Job Description

- Perform time management, scheduling and prioritization functions
- Perform multiple tasks simultaneously, including handling interruptions and return to and complete tasks in a timely manner
- Effectively advocate for District library services
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties
- Communicate effectively both orally and in writing.

Acceptable Experience and Training

- High school diploma or GED equivalency and
- Two (2) years of general library experience
- Supervisory experience
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Valid driver's license may be required

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively on the telephone and in person and to hear sounds within the normal range of conversation
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate and prepare a variety of written documents and text materials
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, specialized library equipment and a personal computer
- Sufficient personal mobility, flexibility and balance, with or without reasonable accommodation, which permits the employee to lift up to 35 pounds and maneuver heavy book carts and to work in an office and library environment
- Must be willing to work some nights and weekends. Hours may be adjusted to cover vacations, illnesses and emergencies

Community Library Network

WE EMPOWER DISCOVERY



LIBRARIAN (Full time)

FLSA Designation: non-exempt
Board Approved: 12/21/23

General Statement of Duties

Performs a wide variety of professional library work within an assigned area of library operations including collection development, digital resource management, customer service, programming, and library operation support. Has knowledge of core values of librarianship, serving the public good, and providing access to information.

Position Summary

The Librarian may supervise, plan, and coordinate the operations and activities of an assigned library or department. May perform a variety of technical tasks relative to assigned library or department. Complies with and implements library policies and procedures pursuant to guidelines established by the Director and Board of Trustees. Works in partnership with community organizations and supports District-wide initiatives. The Librarian, working in concert with the immediate supervisor, exercises independent judgment and initiative.

Examples of Work

- Provides information and general library assistance to the public and assists patrons with the use of library resources and technologies
- Identifies and strives to meet the recreational and informational needs of the community
- Honors the public trust by providing the highest level of service and access to reliable information resources on a variety of topics
- Selects books and other library materials for inclusion in the collection
- Participates in collection maintenance and management including OCLC resource sharing
- Performs original and copy cataloging of library materials to ensure ease of access to information
- Monitors the effectiveness of the library's outsourcing vendors
- Manages digital resources including access, renewal, training, and promotion
- Plans, implements, and evaluates library programs and services which empower discovery and meet community needs
- Applies District policies and procedures in a patron-focused environment
- Resolves customer complaints, problems and conflicts
- Interprets District policies, directives and Board decisions to staff and members
- Models positive District message for staff and members

- Collaborates with library departments and promotes programs and resources
- Exercises independent judgment and initiative aligned with mission and vision of the library

- Formulates goals, plans, and procedures for assigned areas of responsibility

Other Duties and Responsibilities

- Acts as point of contact in absence of supervisor and interprets and enforces library policy
- Participates in library committee work
- May be assigned to work at multiple locations
- Performs special assignments as directed by the Administrative Team
- Creates and curates print and digital content, social media, and special collections
- Prepares reports and other printed materials as required
- Represents the library in community activities
- Develops and maintains effective community partnerships

Knowledge, Abilities, and Experience

Knowledge of:

- Principles and practices of library science
- Principles and practices of providing quality library customer service
- Methods and techniques of readers' advisory and information searching
- Practices and techniques of library material classification and cataloging
- Methods and techniques of digital resource management
- Best practices of program, initiative, and service development to meet community needs
- Best practices of working with an Integrated Library System

Ability to:

- Effectively advocate for District library service
- Follow oral and written instructions
- To work evenings and weekends on a rotating schedule and to adapt to schedule changes
- Learn and operate the library's automated systems including mastery of searching the Integrated Library System and other online library databases
- Elicit community and civic organizational support for library programs and services
- Establish and maintain effective working relationships with staff, volunteers, patrons and the general public
- Manage time, schedules and priorities to maximize productivity
- Apply the library's cash handling procedures
- Perform time management, scheduling, and prioritization functions
- Manage time, schedules, and priorities to maximize productivity
- Communicate effectively both orally and in writing
- Speak, read, write, and understand the English language

Position Requirements and/or Special Qualifications

- Must pass criminal background screening prior to hire
- Schedules will include evenings and weekends as assigned
- Work outdoors with exposure to temperature variations when asked
- Travel to other locations to perform work, and/or attend work-related meetings, workshops, or conferences required
- Work at any Community Library Network location when asked
- A valid driver's license and mandatory insurance when operating a privately owned vehicle for business purposes required
- Qualify for District insurance coverage when operating library owned vehicles
- Acquire and maintain a valid Commercial Driver's License when required while operating library owned, commercially rated vehicles

Acceptable Experience and Training

- Master's Degree in Library Science or comparable combination of education and experience
- Two years professional work experience in a public library setting
- Demonstrated working knowledge of core values of public libraries, serving the public good, and providing access to information
- Any equivalent combination of experience and training which provides the knowledge and abilities to perform the work

Performance Aptitudes

The following requirements may be met with or without reasonable accommodation:

- **Physical Ability:** Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light to moderate weight (25 to 50 pounds). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.
- **Project Management:** Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size, and complexity.
- **Equipment, Machinery, Tools, and Materials:** Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.
- **Social and Interpersonal Communication Skills:** Position requires professional social and interpersonal communication skills, requiring significant internal and external interaction.
- **Technology:** Position requires the ability to understand and effectively apply information technology. Applicant must possess the ability to deal with District emergent technologies.
- **Reasoning:** Position requires the ability to exercise judgment, decisiveness, and innovation in situations involving evaluation of information.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.



LIBRARY CIRCULATION SPECIALIST Job Description

FLSA Designation: non-exempt
Board Approval Date: 12-12-2011

General Statement of Duties

Performs fundamental and specialized circulation and patron service activities and performs related work as required.

Position Summary

The Library Circulation Specialist position provides specialized patron services, with emphasis on all activities related to circulation of library materials, assistance and training for online information access and promoting a welcoming environment for all patrons using Community Library Network facilities. Library Circulation Specialists are supervised directly by the Circulation Supervisor or the Library Manager. Strong customer service skills and good judgment are necessary for this position. The principal duties of the position are performed in a general office/library environment.

Examples of Work

- Greets patrons warmly and provides assistance as needed in a patron focused environment in person or on the phone
- Performs all work duties and activities in accordance with District policies, procedures and safety practices
- Checks out/checks in and places holds on library materials
- Provides reference and informational assistance using both electronic and print sources, in person and on the phone
- Assists patrons in using computer resources

- Assists patrons in finding materials appropriate to their reading level and/or interests
- Responsible for processing fines and handling money
- Issues new and replacement patron library cards
- Assists in basic computer maintenance
- May assist in program development and promotion
- May assist in ordering materials
- May develop and present reading, literacy and library use programs for children and young adults
- May assist in the development and presentation of library use, computer instruction, informational and educational programs for adults
- May process library materials
- May process inter-library loans and patron special requests
- May print reports and distribute as assigned
- May recommend purchases and acquisitions
- May perform minor repairs on materials
- May maintain library décor and displays
- May assist in training new employees
- May be required to perform a variety of janitorial tasks to keep a clean & neat facility including snow shoveling and sweeping sidewalks
- May be responsible for building in absence of supervisor or manager.

Other Duties and Responsibilities

- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- Fundamental library principles, objectives, methods, materials and practices
- Customer service principles, practices and objectives
- English grammar, spelling and punctuation
- Basic office functions including, but not limited to, keyboarding, filing and cash handling
- Books and authors
- Microsoft Office Suite is desirable.

Ability to:

- Follow oral and written instructions
- Interpret policies and procedures for application in performance of duties and to the public when necessary
- Learn and operate the library's automated systems including mastery of searching the OPAC and other online library databases
- Apply the library's cash handling procedures
- Establish and maintain effective working relationships with patrons, other District employees and the public
- Perform a wide variety of duties and responsibilities with accuracy and speed
- Perform time management, scheduling and prioritization functions
- Perform multiple tasks simultaneously, including handling interruptions and return to and complete tasks in a timely manner
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties
- Communicate effectively both orally and in writing.

Acceptable Experience and Training

- High school diploma or GED equivalency and
- One (1) year of general library experience or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

Special Qualifications

- Valid driver's license may be required

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively on the telephone and in person and to hear sounds within the normal range of conversation
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate and prepare a variety of written documents and text materials

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, specialized library equipment and a personal computer
- Sufficient personal mobility, flexibility and balance, with or without reasonable accommodation, which permits the employee to lift up to 35 pounds and maneuver heavy book carts and to work in an office and library environment
- Must be willing to work some nights and weekends. Hours may be adjusted to cover vacations, illnesses and emergencies

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KOOTENAI & SHOSHONE COUNTIES

Job Description

LIBRARY CIRCULATION SUPERVISOR

FLSA Designation: non-exempt
Board Approved: July 10, 2012

General Statement of Duties

Performs specialized circulation and patron service activities and supervises circulation staff in absence of Manager or Administrator; performs related work as required.

Position Summary

The Library Circulation Supervisor promotes a welcoming environment for all patrons. In the absence of the Library Manager, Lead Supervisor or Administration personnel, the Library Circulation Supervisor is in charge of the library. The Circulation Supervisor is supervised by the Library Manager, but some latitude is granted for the exercise of independent judgment and initiative. Strong supervisory skills and good judgment are necessary for this position. The principal duties of the position are performed in a general office and library environment.

Examples of Work

- Greets patrons warmly and provides assistance as needed in a patron focused environment in person or on the phone
- Responsible for building in absence of Library Manager or Administrative staff
- Supervises circulation staff in absence of Library Manager or Administrative staff
- Performs all work duties of Circulation Specialist in accordance with District policies, procedures and safety practices
- Provides specialized reference and informational assistance using both electronic and print sources, in person and on the phone
- Assists in communicating the vision and goals of the District
- Assists in staff training
- Attends workshops and training as assigned
- In the absence of Library Manager or Administrator, deals with patron complaints and censorship issues
- Performs special assignments as directed by Library Manager or Administrative staff

Other Duties and Responsibilities

- Performs other related duties as required.

Knowledge, Skills and Abilities

Community Library Network^o

KOOTENAI & SHOSHONE COUNTIES

Job Description

Knowledge of:

- Fundamental library principles, objectives, methods and materials
- Leadership principles and team work
- Customer service principles, practices and objectives
- English grammar, spelling and punctuation
- Basic office functions including, but not limited to, keyboarding, filing and cash handling
- Books and authors
- Microsoft Office Suite

Ability to:

- Follow oral and written instructions
- Interpret policies and procedures for application in performance of duties and to the public when necessary
- Learn and operate the library's automated systems including mastery of searching the OPAC and other online library databases
- Apply the library's cash handling procedures
- Establish and maintain effective working relationships with patrons, other District employees and the public
- Perform a wide variety of duties and responsibilities with accuracy and speed
- Perform time management, scheduling and prioritization functions
- Perform multiple tasks simultaneously, including handling interruptions and return to and complete tasks in a timely manner
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties
- Communicate effectively both orally and in writing.

Acceptable Experience and Training

- High school diploma or GED equivalency and
- One (1) year of general library experience
- Supervisory experience
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

Community Library Network[®]

KOOTENAI & SHOSHONE COUNTIES

Job Description

- Valid driver's license may be required

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively on the telephone and in person and to hear sounds within the normal range of conversation
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate and prepare a variety of written documents and text materials
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, specialized library equipment and a personal computer
- Sufficient personal mobility, flexibility and balance, with or without reasonable accommodation, which permits the employee to lift up to 35 pounds and maneuver heavy book carts and to work in an office and library environment
- Must be willing to work some nights and weekends. Hours may be adjusted to cover vacations, illnesses and emergencies



LIBRARY DIRECTOR

FLSA Designation: exempt

Board Approved: 11-04-22

Position Summary

The Director serves as the Executive Officer of the Community Library Network, a Library District, and is hired by the Board of Trustees. The Director provides the highest level of executive leadership and with integrity, honesty and knowledge, promotes the culture and mission of the Community Library Network. The primary functions of the Director are to deliver excellent member experiences to all community libraries while adhering to District policy as set by the Board of Trustees, state law as defined in Idaho Code 33-27 and federal law. The Director must be forward thinking, able to anticipate future library service and technology needs, and use initiative and creativity to implement change across the District.

Qualifications

- ALA accredited master's degree in Library Science or related degree; and
 - At least seven years of progressively responsible library managerial or administrative experience to include analyzing and applying financial data and trends, property management and bond and building campaigns
 - Four years supervisory experience, multi-site preferred
 - Demonstrated experience in a complex, fast paced environment
- OR
- A combination of education and experience which demonstrates the ability to successfully meet the requirements of the position may be considered.

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of public libraries.
- Knowledge of current trends and developments in the fields of executive leadership, management, public administration, grants, and foundations.
- Knowledge of principles and practices of operating a multi-branch library district with taxing authority.
- Knowledge of and experience conducting bond and levy elections.
- Knowledge of governmental finance and accounting, bond financing methods, public and private funding sources, and experience in complex budget development and administration.
- Knowledge of automation systems and other technologies; library automation systems preferred.
- Ability to foster a productive, cooperative working environment and maintain effective, professional relationships with a wide variety of public and private parties.
- Ability to articulate the District's vision to the staff and the public to foster goodwill for the library.
- Ability to lead, exercise initiative, be flexible, and share enthusiasm.

Principal Duties

The Director is responsible for ensuring the following are successfully completed:

Board of Trustees

- Serves as Secretary of the Library Board and attends all Board meetings as a non-voting member. Keeps records of agendas and minutes; prepares and stores Board Packets of reports, statistics and other supporting documents and correspondence.
- Prepares regular reports for the Board of the operations of the library. Stores and makes available legal and historical documents.

Planning and Policymaking

- Recommends library policies, services and fiscal activities to the Board.
- Responsible for developing strategic plans and facility plans with the Library Board.
- Implements the Board approved long-range Strategic Plan.

Library Services

- Studies and plans the development of library services to meet present and future community needs.
- Keeps current with library trends and economic, political and demographic issues that may affect library programming and services.
- Responds to public requests for information.
- Works to resolve problems and complaints from the public.

Financial Operations

- Plans and presents the annual budget and monitors all expenses. Responsible for efficient spending, fundraising and donations, and accurate and transparent reporting.
- Appraises the organization's financial position and recommends strategies to the Board for achieving financial stability and growth.

Personnel Management

- Manages staff and is responsible for all staff. Works to ensure fair and lawful personnel practices, safety, training and staff development. Manages and supervises library operations to achieve goals with available resources, including organizing management workloads and staff assignments.
- Fosters a flexible, innovative, and team-oriented culture.

Facilities Management

- Ensures the library facilities and vehicles are maintained and repaired as needed.
- Works with the Board in long term planning for new facilities and/or expansion.
- Plans new and remodeled library facilities and furnishings.

Library Groups and Community Involvement

- Is an effective and active advocate for the library in media and community. Participates on local Boards and committees. Attends community events on behalf of the library.
- Establishes and maintains effective working relationships with the public, Board of Trustees, employees, Library Committees, Friends of the Library, CIN Consortium Directors and other professional groups. Active member of the CIN Consortium.

Professional Development

- Participates in professional library associations and other professional organizations.

- Attends conferences, workshops, and meetings and reads professional literature related to library management and services.
- Follows library and usage trends to encourage efficient and effective use of library collections and resources.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively on the telephone and in person and to hear sounds within the normal range of conversation.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate and prepare a variety of written documents and text materials.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, specialized library equipment and a personal computer.
- Sufficient personal mobility, flexibility and balance, with or without reasonable accommodation, which permits the employee to lift up to 35 pounds and maneuver heavy book carts and to work in an office and library environment.

This is not intended to be a contract or an all-inclusive list of duties. Employees may be required to perform other duties necessary to meet the on-going needs of the Community Library Network.

Community Library Network[®]

KOOTENAI & SHOSHONE COUNTIES

Job Description

LIBRARY MANAGER (Full time)

FLSA Designation: exempt

Board Approval: 01/21/2016

Mission Statement: We empower discovery

Vision: The Community Library Network is a flexible, collaborative, and continuously learning organization

General Statement of Duties

Manages daily operation of the community library. Complies with and implements library policies and procedures pursuant to guidelines established by the Administrative Team and Board of Trustees. Works in partnership with community organizations and supports District wide initiatives.

Position Summary

The Library Manager oversees the day-to-day operations of a community library in an efficient and effective manner. Principal duties are performed in general office, library and community environments.

In addition, this position:

1. Recruits, hires, supervises, trains and evaluates circulation staff
2. Identifies and strives to meet the recreational and informational needs of the community
3. Interprets District policies, directives and Board decisions to staff and members
4. Serves as community liaison and District representative to organizations and businesses
5. Identifies and pursues appropriate professional development for self and staff
6. Exercises independent judgment and initiative as appropriate
7. Serves as the first contact for building issues, including those that occur after hours
8. Reports to and is supervised by the Administrator for Public Services

Examples of Work

- Applies District policies and procedures in a patron-focused environment
- Resolves member and staff complaints, problems and conflicts
- Models positive District message for staff and members
- Promotes library services through attendance at public meetings and special programs
- Maintains the library collection, reviews donations of materials, suggests materials for purchase, and weeds collection under supervision of the Collection Development Librarian
- Assists members in the use of library collections, provides basic reference service, facilitates interlibrary loans, and works circulation as needed
- Performs or assigns responsibility for routine maintenance on computer systems in cooperation with District Information Technology Coordinator
- Monitors library building and grounds to ensure safety
- Collects, reconciles and reports monies received

Job Description

- Collaborates with Youth Services personnel and promotes YS programs
- Develops and delivers presentations

Other Duties and Responsibilities

- Performs special assignments as directed by the Administrative Team
- Coordinates and evaluates all programming with appropriate District personnel and promotes library programs to appropriate audiences
- Schedules and supports adult programming; may serve as substitute for Youth Services Programs
- Participates in community activities
- Must be willing to work nights, weekends and some holidays

Knowledge, Abilities, and Experience

Knowledge of:

- Library Management and supervisory principles, methods and techniques
- Customer service principles, practices and objectives
- Reader interest levels
- Programs and service development to meet community needs
- All computer programs, equipment and systems used by Community Library Network including, the Integrated Library System, LiLI Databases and all other Library databases available to patrons and staff
- Leadership principles and team building

Ability to:

- Effectively advocate for District library service
- Follow oral and written instructions
- Elicit community and civic organizational support for library programs and services
- Establish and maintain effective working relationships with staff, volunteers, patrons and the general public
- Direct and lead staff, facilitate professional growth, motivate and inspire coordinated team effort, and create positive staff morale
- Manage time, schedules and priorities to maximize productivity
- Communicate effectively both orally and in writing
- Speak, read, write and understand the English language

Job Description

Acceptable Experience and Training

- Bachelor's degree from an accredited four year college or university
- Minimum of 1 year supervisory experience
- Minimum of 1 year working with the public preferably in a library setting
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

Special Qualifications

Valid driver's license is required

Performance Aptitudes

The following requirements may be met with or without reasonable accommodation:

Physical Ability: Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light to moderate weight (25 to 50 pounds). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills, requiring significant internal and external interaction.

Technology: Position requires the ability to understand and effectively apply information technology. Applicant must possess the ability to deal with District emergent technologies.

Reasoning: Position requires the ability to exercise judgment, decisiveness, and innovation in situations involving evaluation of information.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Community Library Network[®]

KOOTENAI & SHOSHONE COUNTIES

Job Description

LIBRARY MANAGER (Part-time)

FLSA Designation: non-exempt

Board Approved: 01-21-16

Mission Statement: We empower discovery

Vision: The Community Library Network is a flexible, collaborative, and continuously learning organization

General Statement of Duties

Manages daily operation of the community library. Complies with and implements library policies and procedures pursuant to guidelines established by the Administrative Team and Board of Trustees. Works in partnership with community organizations and supports District wide initiatives.

Position Summary

The Library Manager oversees the day-to-day operations of a community library in an efficient and effective manner. Principal duties are performed in general office, library and community environments.

In addition, this position:

1. Recruits, hires, supervises, trains and evaluates circulation staff
2. Identifies and strives to meet the recreational and informational needs of the community
3. Interprets District policies, directives and Board decisions to staff and members
4. Serves as community liaison and District representative to organizations and businesses
5. Supports continuing education for staff and self
6. Exercises independent judgment and initiative as appropriate
7. Serves as the first contact for building issues, including those that occur after hours
8. Reports to and is supervised by the Administrator for Public Services

Examples of Work

- Applies District policies and procedures in a patron-focused environment
- Resolves member and staff complaints, problems and conflicts
- Models positive District message for staff and members
- Promotes library services at community functions
- Maintains the library collection, reviews donations of materials, suggests materials for purchase, and weeds collection under supervision of the Collection Development Librarian
- Assists members in the use of library collections, provides basic reference service, facilitates interlibrary loans, and works circulation as needed
- Performs or assigns responsibility for routine maintenance on computer systems in cooperation with District Information Technology Coordinator
- Monitors library building and grounds to ensure safety
- Collects, reconciles and reports monies received

- Collaborates with Youth Services personnel and promotes YS programs
- Develops and delivers annual presentation to the Board of Trustees

Other Duties and Responsibilities

- Performs special assignments as directed by the Administrative Team
- Coordinates and evaluates all programming with appropriate District personnel and promotes library programs to appropriate audiences
- Schedules and supports adult programming; may serve as substitute for Youth Services Programs
- Participates in community activities
- Must be willing to work nights, weekends and some holidays

Knowledge, Abilities, and Experience

Knowledge of:

- Library Management and supervisory principles, methods and techniques
- Customer service principles, practices and objectives
- Reader interest levels
- Programs and service development to meet community needs
- All computer programs, equipment and systems used by Community Library Network including, the Integrated Library System, LiLI Databases and all other Library databases available to patrons and staff
- Leadership principles and team building

Ability to:

- Effectively advocate for District library service
- Follow oral and written instructions
- Elicit community and civic organizational support for library programs and services
- Establish and maintain effective working relationships with staff, volunteers, patrons and the general public
- Direct and lead staff, facilitate professional growth, motivate and inspire coordinated team effort, and create positive staff morale
- Manage time, schedules and priorities to maximize productivity
- Communicate effectively both orally and in writing
- Speak, read, write and understand the English language

Acceptable Experience and Training

- Bachelor's degree from an accredited four year college or university preferred
- Supervisory experience
- Minimum of 1 year working with the public preferably in a library setting
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

Special Qualifications

Valid driver's license is required

Performance Aptitudes

The following requirements may be met with or without reasonable accommodation:

Physical Ability: Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light to moderate weight (25 to 50 pounds). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills, requiring significant internal and external interaction.

Technology: Position requires the ability to understand and effectively apply information technology. Applicant must possess the ability to deal with District emergent technologies.

Reasoning: Position requires the ability to exercise judgment, decisiveness, and innovation in situations involving evaluation of information.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Community Library Network

WE EMPOWER DISCOVERY



LIBRARY SPECIALIST I, II, III

FLSA Designation: non-exempt

Board Approved: 12/21/23

General Statement of Duties

Performs a wide variety of library work within an assigned area of library operations including customer service, collection development, digital resource management, programming, community outreach, and library operation support. Has knowledge of core values of public libraries, serving the public good, and providing access to information.

Position Summary

The Library Specialist may respond and provide assistance to library customers in the use of library resources, services, and technology. May participate in developing, preparing, and providing programs for children, teens, and adults. May assist in collection development activities including catalog database management and processing library material. May operate library vehicles to deliver material and resources to customers at community outreach locations. Complies with library policies and procedures pursuant to guidelines established by the Director and Board of Trustees. Works in partnership with community organizations and supports District-wide initiatives.

Examples of Work

- Provides information and general library assistance to the public and assists patrons with the use of library resources and technologies
- Encourages reading, literacy, and use of library resources in a customer-focused environment
- Assists in meeting the recreational and informational needs of the community
- Honors the public trust by providing the highest level of service and access to reliable information resources on a variety of topics
- Provides technical, computer, and information systems support
- Applies District policies and procedures in a customer-focused environment
- Resolves customer complaints, problems and conflicts
- Adheres to District policies, directives and Board decisions
- Models positive District message for staff and customers
- May assist in collection development activities including suggesting titles to purchase, copy cataloging, performing routine database maintenance, preparing materials for the collection, and processing interlibrary loans
- May process reports and data within the Integrated Library System and other record keeping systems
- May assist with maintaining inventory of supplies, monitors supply levels, anticipates needs and places orders as assigned

- May assist with coordination and maintenance of special collections and kits
- May assist with digital resources including accessing, training, and promotion
- May plan, implement, and evaluate library programs and services which empower discovery and meet community information needs
- May drive library vehicles on day-long routes providing services to multiple community outreach locations
- May operate and help maintain library vehicles
- May lead, train, and review work of volunteers and other staff performing a variety of library functions and may identify and recommend training opportunities
- May maintain library develop and maintain displays
- May assist in training new employees
- May shelve and organize library materials
- May check book drops and bins for returned materials and check shelves, tables, and other areas for mislaid, misplaced, and misfiled materials
- May perform a variety of janitorial tasks to keep a clean and neat facility including snow shoveling and sweeping sidewalks
- May collaborate with library departments and promotes programs and resources

Other Duties and Responsibilities

- May perform duties of staff member in charge, as assigned
- May participate in library committee work
- May be assigned to work at multiple locations
- Performs special assignments as directed by the Administrative Team
- May create and curate print and digital content, social media, and special collections
- May prepare report and other printed materials as required
- May represent the library in community activities
- May participates in community events, such as parades and festivals

Knowledge, Abilities, and Experience

Knowledge of:

- Principles and practices of providing quality library customer service
- Methods and techniques of readers' advisory and information searching
- Basic office functions including, but not limited to, keyboarding, alphabetizing, and cash handling
- Standard office equipment including a personal computer using program applications appropriate to assigned duties, Microsoft Office Suite is desired

Ability to:

- Follow oral and written instructions
- Perform multiple tasks simultaneously, including handling interruptions and return to and complete tasks in a timely manner
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks
- Interpret policies and procedures for application in performance of duties and to the public when necessary
- To work evenings and weekends on a rotating schedule and to adapt to schedule changes
- Learn and operate the library's automated systems including mastery of searching the Integrated Library System

and other online library databases

- Apply the library's cash handling procedures
- Establish and maintain effective working relationships with customers and staff
- Perform a wide variety of duties and responsibilities with accuracy and speed
- Perform time management, scheduling, and prioritization functions
- Manage time, schedules, and priorities to maximize productivity
- Communicate effectively both orally and in writing
- Speak, read, write, and understand the English language

Position Requirements and/or Special Qualifications

- Must pass criminal background screening prior to hire
- Schedules will include evenings and weekends as assigned
- Work outdoors with exposure to temperature variations when asked
- Travel to other locations to perform work, and/or attend work-related meetings, workshops, or conferences required
- Work at any Community Library Network location when asked
- A valid driver's license and mandatory insurance when operating a privately owned vehicle for business purposes required
- Qualify for District insurance coverage when operating library owned vehicles
- Acquire and maintain a valid Commercial Driver's License when required while operating library owned, commercially rated vehicles

Library Specialist I Acceptable Experience and Training

- High school diploma or GED equivalency
- One year work experience in a customer service setting
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

Library Specialist II Acceptable Experience and Training

- High school diploma or GED equivalency
- Two years' work experience in a customer service setting
- Two years' work experience in a public library setting
- Demonstrated working knowledge of core values of public libraries, serving the public good, and providing access to information
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

Library Specialist III Acceptable Experience and Training

- High school diploma or GED equivalency, Bachelor's degree preferred
- Four years' work experience in a customer service setting
- Four years' work experience in a public library setting

- Demonstrated working knowledge of core values of public libraries, serving the public good, and providing access to information
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

Performance Aptitudes

The following requirements may be met with or without reasonable accommodation:

- **Physical Ability:** Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light to moderate weight (25 to 50 pounds). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.
- **Project Management:** Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size, and complexity.
- **Equipment, Machinery, Tools, and Materials:** Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.
- **Social and Interpersonal Communication Skills:** Position requires professional social and interpersonal communication skills, requiring significant internal and external interaction.
- **Technology:** Position requires the ability to understand and effectively apply information technology. Applicant must possess the ability to deal with District emergent technologies.
- **Reasoning:** Position requires the ability to exercise judgment, decisiveness, and innovation in situations involving evaluation of information.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Community Library Network[®]

KOOTENAI & SHOSHONE COUNTIES

Job Description

YOUTH SERVICES COORDINATOR

FLSA Designation: exempt
Board Approval Date: January 11, 2012

General Statement of Duties

The Youth Services Coordinator organizes and manages children's services throughout the District, implements programs as necessary and may serve as the Children's Librarian at Hayden. Complies with and carries out library policies and procedures pursuant to guidelines established by the Administrative Team for the District and Board of Trustees.

Position Summary

The Youth Services Coordinator plans and supervises District-wide activities for children and young adults in an efficient and effective manner. In addition, the YS Coordinator acts as children's librarian. The person in this position may speak for the Board or Administrative team and is expected to have in-depth knowledge of District policies and procedures. The YS Coordinator is supervised directly by the Administrator of Public Services and Programming, but a good deal of latitude is granted for the exercise of independent judgment and initiative. The principal duties of the position are performed in the community, general office and library environment.

Examples of Work

Essential Duties and Responsibilities

- Coordinates all youth programming with appropriate District personnel, including YS summer reading programs, school programs and special programs in a patron-focused environment
- Participates in the development of operating policies and procedures pursuant to guidelines established by the Director and Board of Trustees
- Participates in the near-term and long range planning of library services for youth throughout the District
- Coordinates and conducts programs for children and caregivers to encourage reading, literacy and listening skills and the use of library facilities and materials District-wide
- Responsible for purchasing materials for youth programs and monitoring YS budget line
- Serves as liaison to community agencies serving children
- Coordinates, plans and executes district-wide programs with managers and works on promotion with the Administrator for Community Resources
- Applies for and administers grant money for children's services
- Develops and delivers orientation programs, in-service training and continuing education opportunities for District YS staff
- Prepares statistical and narrative reports for Administrative Team and Board
- Participates in professional library organizations and attends meetings and workshops that pertain to Youth Services

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KOOTENAI & SHOSHONE COUNTIES

Job Description

- Selects, directs and evaluates Hayden Youth Services personnel
- Attends library managers' meetings
- Works with District Friends organizations
- Serves as resource for other YS staff throughout District
- Works to promote a strong YS team
- Uses appropriate technology to ensure frequent and efficient interactive group meetings
- Develops, coordinates and advocates for District YS budget
- Works with staff to plan and coordinate programs delivered off-site to schools, daycares and other community organizations and in other District libraries as appropriate
- Performs the essential duties and responsibilities of Children's Librarian

Other Duties and Responsibilities

- Must be willing to work nights and weekends and adjust hours

Knowledge, Skills and Abilities

Knowledge of:

- Personnel management, team building and supervisory principles, methods and techniques
- Principles, objectives, methods and practices of library management
- Customer service principles, practices and objectives
- Principles, methods and objectives of community relations and promotions
- Community needs assessment principles and methods
- Trends affecting youth services in a growing public library district
- Reader interest levels and collection development practices

Ability to:

- Follow oral and written instructions
- Effectively advocate for District library service
- Establish and maintain effective working relationships with patrons of all ages, YS staff and other employees
- Direct and lead a strong professional staff, to facilitate professional growth and to motivate and inspire coordinated team effort
- Demonstrate imaginative and innovative approaches to children's services
- Elicit community and civic organization support for library programs and services

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KOOTENAI & SHOSHONE COUNTIES

Job Description

- Operate appropriate library technologies, standard office equipment and personal computer program applications appropriate to assigned duties
- Apply the District's purchasing procedures
- Perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time sensitive deadlines
- Perform time management, scheduling and prioritization functions
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks
- Be self-directed in pursuing relevant, necessary and appropriate educational and training opportunities
- Provide effective, courteous customer service
- Interact well with other children's and youth services librarian colleagues
- Demonstrate composure under adverse circumstances

Acceptable Experience and Training

- Masters degree in Library and Information Sciences required
- Two years youth services experience in a public library setting
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

Special Qualifications

- Valid driver's license required

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively on the telephone and in person and to hear sounds within the normal range of conversation
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate and prepare a variety of written documents and text materials
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, specialized library equipment and a personal computer
- Sufficient personal mobility, flexibility and balance, with or without reasonable accommodation, which permits the employee to lift up to 35 pounds and maneuver heavy book carts and to work in an office and library environment

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KOOTENAI & SHOSHONE COUNTIES

Job Description

LIBRARY MONITOR/PAGE

FLSA Designation: non-exempt
Board Approval Date: 5-14-2013

General Statement of Duties

Performs para-professional duties shelving materials and maintaining decorum in library; performs related work as required.

Position Summary

The primary function of the Library Monitor/Page is to help maintain proper conduct in the library by enforcing library behavior standards as defined in the policy and procedure manual. The person in this position sets behavior expectations and monitors student behavior during after-school hours. The Monitor/Page interacts with patrons of all ages anywhere on library property using tact and good judgment to handle disruptions and may call for police assistance as deemed necessary. In addition, this person serves as an afternoon page, shelving new materials and non-book items. This position is supervised by the Administrator for Public Services and Programming. The principal duties of the position are performed in the library environment.

Examples of Work

- Works to prevent disruptive behavior, follows up with repeat offenders and has the authority to ask patrons to leave library if rules are broken
- Maintains awareness of potential problems and coordinates with desk staff, supervisors and local police as needed
- Makes written record of problem interactions
- Checks in library materials and arranges items for shelving
- Shelves new materials and media formats; may perform additional shelving as needed
- Empties book drop
- Performs all work duties and activities in accordance with District policies, procedures and safety practices

Knowledge Skills and Abilities

Knowledge of:

- Customer service techniques and objectives
- Fundamental library operations and procedures
- Dewey Decimal system

Community Library Network[®]

KOOTENAI & SHOSHONE COUNTIES

Job Description

Ability to:

- Follow written and oral instructions
- Enforce and interpret library policy
- Model positive customer relations under duress
- Establish and maintain effective working relationships with patrons, other District employees and the public
- Learn integrated library system software and library routines
- Perform multiple tasks simultaneously, including handling interruptions and return to and complete tasks in a timely manner
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks
- Communicate effectively both orally and in writing

Acceptable Experience and Training

- Previous experience working with secondary students in a school setting
- High school diploma or GED with keyboarding
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

Special Qualifications

- Valid driver's license may be required

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively on the telephone and in person and to hear sounds within the normal range of conversation
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate and prepare a variety of computer generated and written documents and text materials
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, computer equipment and specialized library equipment and make adjustments to equipment
- Sufficient personal mobility, flexibility and agility, with or without reasonable accommodation, which permits the employee to stand or sit for extended periods of time; stoop, bend, twist and work in confined spaces while performing installation and maintenance tasks; lift up to 35 pounds; and, to work in an office and library environment



OUTREACH MANAGER

FLSA Designation: non-exempt

Board approved: 4/21/2022

General Statement of Duties

Manages daily operation of the Outreach Department; delivers and oversees delivery of fundamental and specialized service through the fleet of outreach vehicles; supervises outreach staff; complies with and implements library policies and procedures pursuant to guidelines established by the Administrative Team and Board of Trustees. Works in partnership with community organizations and supports District-wide initiatives.

Position Summary

The Outreach Manager oversees the day-to-day operations of the Outreach Department in an efficient and effective manner. Principal duties are performed in general office/library environment, in the community and on outreach vehicles. The Outreach Manager is supervised directly by the Assistant Director, but a good deal of latitude is granted for the exercise of independent judgment and initiative.

Essential Duties and Responsibilities:

- Recruits, hires, supervises, trains and evaluates outreach staff
- Identifies and strives to meet the recreational and informational needs of the community
- Establishes and maintains a route schedule that takes the outreach vehicles into all parts of the service area, where groups of people may be served who otherwise may not receive library service, e. g. under-served communities, senior centers, long-term care facilities, and schools.
- Explains and implements policies to staff and members.
- Communicates with community organizations as a District representative
- Coordinates outreach vehicle maintenance and keeps vehicles in good working order
- Maintains records of outreach vehicles including routine maintenance, mechanical issues, and pre and post trip inspections.
- Identifies and pursues appropriate professional development for self and staff

- Serves as the first contact for department issues, including those that occur after hours
- Follows all Department of Transportation (DOT) procedures for operation of CDL vehicles.

Examples of Work

- Applies District policies and procedures in a patron-focused environment
- Resolves member and staff complaints, problems and conflicts
- Models positive District message for staff and members
- Promotes library outreach services
- Maintains the library collection, suggests materials for purchase, and weeds collection under supervision of the Collection Development Librarian
- Monitors library vehicle maintenance to ensure staff and member safety
- Collaborates with library departments and promotes library programs.
- Encourages outreach programs and presentations

Other Duties and Responsibilities

- Performs special assignments as directed by the Administrative Team
- Coordinates and evaluates programming with appropriate District personnel and promotes library programs to appropriate audiences
- Participates in community activities
- Must be willing to work nights, weekends and some holidays

Knowledge, Abilities, and Experience

Knowledge of:

- Library Management and supervisory principles, methods and techniques
- Customer service principles, practices and objectives
- Reader interest levels
- Programs and service development to meet community needs
- All computer programs, equipment and systems used by Community Library Network including, the Integrated Library System, LiLI Databases and all other Library databases available to patrons and staff
- Leadership principles and team building

Ability to:

- Effectively advocate for District library service
- Follow oral and written instructions
- Elicit community and civic organizational support for library programs and services
- Establish and maintain effective working relationships with staff, volunteers, patrons and the general public

- Direct and lead staff, facilitate professional growth, motivate and inspire coordinated team effort, and create positive staff morale
- Manage time, schedules and priorities to maximize productivity
- Communicate effectively both orally and in writing

Acceptable Experience and Training

- Bachelor's degree from an accredited four year college or university
- Minimum of 1 year supervisory experience
- Minimum of 1 year working with the public preferably in a library setting
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

Special Qualifications

Valid driver's license is required

Ability to acquire and maintain valid Commercial Driver's License and qualify for District insurance coverage.

Performance Aptitudes

The following requirements may be met with or without reasonable accommodation:

- **Physical Ability:** Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light to moderate weight (25 to 50 pounds). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.
- **Project Management:** Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.
- **Equipment, Machinery, Tools, and Materials:** Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.
- **Social and Interpersonal Communication Skills:** Position requires professional social and interpersonal communication skills, requiring significant internal and external interaction.
- **Technology:** Position requires the ability to understand and effectively apply information technology. Applicant must possess the ability to deal with District emergent technologies.
- **Reasoning:** Position requires the ability to exercise judgment, decisiveness, and innovation in situations involving evaluation of information.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Community Library Network[®]

KOOTENAI & SHOSHONE COUNTIES

Job Description

TECHNICAL SERVICES ASSISTANT
FLSA Designation: non-exempt
Board Approval Date: June 11, 2013

General Statement of Duties

Performs general duties in support of cataloging, technical processing and routing of library materials; performs technical services and clerical work as assigned.

Position Summary

The primary function of an employee in this position is to perform duties to support the ordering, cataloging, processing and routing of materials following established District and consortium procedure. Technical Services Assistant is supervised directly by the Technical Services Coordinator/Collection Development Librarian. Strong teamwork, communication skills and good judgment are necessary for this position. The principal duties of the position are performed in a general office/library environment.

Examples of Work

- Facilitates and expedites the routing and mailing of library materials to meet the needs of District patrons
- Performs all work duties and activities in accordance with District policies, procedures and safety practices
- Processes and mends media materials and books
- Inventories and organizes supply orders
- Assists with weeding and sorting of donations
- May assist in training new employees
- May participate in the planning or delivery of library programs

Other Duties and Responsibilities

- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- Fundamental library principles, objectives, methods, materials and practices
- Basic office procedures, functions and equipment including keyboarding and personal computers
- English grammar, spelling and punctuation

Community Library Network[®]

KOOTENAI & SHOSHONE COUNTIES

Job Description

Ability to:

- Follow oral and written instructions
- Effectively advocate for District library service
- Interpret policies and procedures for application in performance of duties and to the public when necessary
- Learn and operate the library's automated systems including mastery of searching the OPAC and other online library databases
- Establish and maintain effective working relationships with patrons, other District employees and the public
- Perform a wide variety of duties and responsibilities with accuracy and speed
- Work varying shifts as needed
- Perform time management, scheduling and prioritization functions
- Perform multiple tasks simultaneously, including handling interruptions and return to and complete tasks in a timely manner
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties
- Communicate effectively both orally and in writing

Acceptable Experience and Training

- High school diploma and
- One (1) year of general library experience or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Valid driver's license required

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively on the telephone and in person and to hear sounds within the normal range of conversation
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate and prepare a variety of written documents and text materials

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KOOTENAI & SHOSHONE COUNTIES

Job Description

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, specialized library equipment and a personal computer
- Sufficient personal mobility, flexibility and balance, with or without reasonable accommodation, which permits the employee to lift up to 50 pounds and maneuver heavy book carts and to work in an office and library environment
- Must be willing to work some nights and weekends. Hours may be adjusted to cover vacations, illnesses and emergencies

Community Library Network[®]

KOOTENAI & SHOSHONE COUNTIES

Job Description

Webmaster (Part-time)

FLSA Designation: non-exempt

Board Approved: 9-15-16

Mission Statement: We empower discovery

Vision: The Community Library Network is a flexible, collaborative, and continuously learning organization

General Statement of Duties

Plans, develops, coordinates, maintains, and evaluates the Community Library Network website and social media. In addition to monitoring and promoting new features and services related to the Community Library Network web presence, the Webmaster works to improve the user interfaces and overall digital offerings, including social media. Principal duties are performed in a general office environment.

Position Summary

The Webmaster is responsible for the analysis, design, development, implementation, maintenance, content coordination, and evaluation of the Library website and user experience. Also oversees the District's social media presence and is responsible for resolving issues as well as identifying, developing, and implementing enhancements. The Webmaster is supervised by the Administrator for Community Resources.

Examples of Work

- Implements and maintains open source and open access technologies to develop and support the use of digital library content
- Selects programs and events to post on social media and works to improve social media's reach
- Engages in web site development working with Drupal, Word Press, and other content management systems as appropriate
- Maintains personal skill set with web technologies, software, tools, and solutions
- Updates programs and services information on all nine (9) Network web pages, including verbiage, art and other website information.
- Maintains accessibility regarding functionality and readability on District website
- Builds and style websites based on a provided design
- Uses web-based analytics to evaluate effectiveness of web and social media content
- Researches modules as needed
- Creates some website content through LibraryAware
- Identifies and participates in professional development opportunities
- Performs other duties as assigned

Knowledge, Abilities, and Experience

Knowledge of:

- Design aesthetics and programming
- Web technologies gained from research and professional experience
- Website maintenance and enhancements
- Markup languages to write web pages
- Graphic standards and branding throughout the product's interface
- Usability and accessibility best practices
- Browser testing and debugging
- Custom theming in Drupal
- Search engine optimization best practices
- Web development process, including design, development and deployment, with some back-end knowledge

Ability to:

- Stay up-to-date on emerging technologies
- Create quality mockups and prototypes on tight timelines
- Writing semantic, modular front end code: custom HTML5, CSS, and a familiarity with JavaScript, jQuery, and PHP.
- Create cascading style sheets (CSS) that are consistent across all browsers and platforms
- Assist back-end developers with coding and troubleshooting
- Work proficiently with programs like the Adobe Creative Suite
- Navigate Photoshop and images for the web
- Effectively advocate for District library service
- Follow oral and written instructions
- Establish and maintain effective working relationships with staff, volunteers, members, and the general public
- Manage time, schedules and priorities to maximize productivity
- Communicate effectively both orally and in writing
- Speak, read, write and understand the English language

Acceptable Experience and Training

- Bachelor's degree from an accredited four-year college or university
- Minimum of two years Drupal experience
- Two to four years of web design and development
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

Special Qualifications

Valid driver's license may be required

Performance Aptitudes

The following requirements may be met with or without reasonable accommodation:

- **Physical Ability:** Tasks involve extended periods of time in seated position and at a keyboard or workstation
- **Project Management:** Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.
- **Equipment, Machinery, Tools, and Materials:** Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.
- **Social and Interpersonal Communication Skills:** Position requires professional social and interpersonal communication skills, requiring significant internal and external interaction.
- **Technology:** Position requires the ability to understand and effectively apply information technology. Applicant must possess the ability to deal with District emergent technologies.
- **Reasoning:** Position requires the ability to exercise judgment, decisiveness, and innovation in situations involving evaluation of information.
- The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

RESOLUTION CLN 4.18.2024-1

Transfer Reserved Funds for Fiscal Year 2023-2024 Hayden Library Roofing Project

WHEREAS, the Board of Trustees of the Consolidated Free Library District, dba Community Library Network, Kootenai County and Shoshone County, Idaho, recognizes the need to transfer funds to cover the Hayden Library roofing project;

WHEREAS, the Consolidated Free Library District, dba Community Library Network, maintains an account with assigned funds specifically designated for Capital Asset Repair and Replacement (CARRF);

WHEREAS, the Board has determined to transfer a portion of CARRF to General Operations bank accounts to cover the costs of the approved Hayden Library roofing project;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees hereby approves the transfer of \$210,868.00:
2. The Director is authorized and directed to take all necessary actions to effectuate this transfer, including coordinating with the financial institutions holding the Community Library Network's banking accounts.
3. The transferred funds shall be used exclusively for the purpose of covering the contracted cost of the approved Hayden Library roofing project.
4. The Board of Trustees affirms that the transfer of funds will not adversely impact the original purpose for which the funds were assigned.

Passed and approved this 18th day of April 2024.

_____, Chairman

_____, Clerk

Community Library Network

WE EMPOWER DISCOVERY



TO: Chair Ottosen and the Library Board of Trustees
FROM: Alexa Eccles, Director
DATE: 04/18/2024
RE: Selection Policy with HB710 and draft with CIPA

HB 710 Children's School and Libraries Protection Act, Idaho Code 18-1514

1. School and public libraries have until July 1, 2024, to implement necessary changes.
2. Language must be added to our Materials Selection Policy to include:
 - a. The process for requesting relocation of materials to an adult only section.
 - b. The timeline for reconsiderations or appeals and next steps as outlined in the new law.
3. CLNs Citizen's Request for Reconsideration of Material form must be updated, or a new and entirely separate form must be created.
 - a. The form(s) should identify if the request is for the material to be relocated in an adult only area or a request to remove the item entirely from the collection.
 - b. The form(s) must cite Idaho Code 18-1514 and contain the Children's School and Libraries Protection Act definition of "harmful to minors".
4. Best practice would be to allow legal counsel and risk management to be consulted to ensure CLNs policies are legal according to all applicable laws and regulations. Removing or restricting materials have historically resulted in schools and libraries violating the First Amendment rights of minors and adults.
5. Staff must be allowed adequate time to receive training. A legal/risk reviewed policy should be adopted by the board no later than the June 20th Regular Board meeting. This will allow the barest minimum of 10 days to be implemented, and the next steps would include training staff, updating the website, creating publicity, etc.

Children's Internet Protection Act (CIPA) language and citations added to the Materials Selection Policy

The Staff hybrid policy draft includes, "The entirety of the minor's collection must conform to the standards established by the Children's Internet Protection Act (CIPA)."

- What is meant by "standards established by CIPA." What exactly are those?
- CIPA includes US Code citations, so in addition to the Children's School and Libraries Protection Act and Idaho Codes 18-1513, 18-1514 and 18-1515, US Code sections 18-2256, 18-1460, 28-2246 are also now included in the policy. How can staff be expected to follow conflicting definitions.
- CIPA uses technology/filtering, not librarians to determine "standards". CIPA does not address government staff making distinctions based on viewpoint.
- Since CIPA has been added to the newest policy, CIPA defines children or minors as 16 and under. Therefore, the draft policy refers to under 17 as minors and under 18 as minors.
- "No graphic visual or written depictions of sex will be included in this collection." As now drafted, it is stated this standard applies to all "minors" and all minor collections – under 18 years.
 - This is extremely restrictive and unlikely to be the community's standard.
 - Staff's original version was specified for Children's collection (under 12 years).
 - This policy draft omits "Nonsexual nudity may only be included in the children's collection, if it is mild and the material was written and geared towards a very young audience."
- Notable omissions distinguishing between the staff and staff hybrid draft include:
 - The right to think is the beginning of freedom and speech is the beginning of thought.
 - Community Library Network recognizes children have freedom of speech codified in the First Amendment but are limited in some ways by capacity, which is often age dependent.
 - Parents and legal guardians can authorize their children to have their own library card. The extent to which a minor child has access to the library's collection is the responsibility of their parent or legal guardian and is not dependent on the minor child's age.
 - The entire section of Materials for Minors in staff version was modified.
 - Under Selection, omitted, "representing all viewpoints, including controversial issues that may be objectionable to some individuals. The purchase of controversial items does not constitute endorsement of the views expressed.
- Judge Brown is not cited for his statement relating to the statement on "vocation of librarian..."
- The current draft does not have a withdrawal or reconsideration process.
- Generally, the First Amendment subjects' libraries' content-based decisions about which print materials to acquire for their collections to only rational basis review.
- Policy vagueness leads to "arbitrary and discriminatory enforcement" by "impermissibly delegate[ing] basic policy matters to [government officials] for resolution on an ad hoc and subjective basis."
- Where "the literal scope of the . . . regulation is capable of reaching expression sheltered by the First Amendment, the [vagueness] doctrine demands a greater degree of specificity than in other contexts."

Proposed Special Meetings – Budget

All meetings to be held at the Hayden Library Meeting Room and are mostly the 4th Thursday of the month May – August 2024.

Schedule:

Thursday, May 30, 2024, 2:00PM-4:00PM

Thursday, June 27, 2024, 2:00PM-4:00PM

Thursday, July 25, 2024, 2:00PM – 4:00PM

Kootenai and Shoshone county newspapers notice of public hearing

Budget Hearing*, Thursday, August 8, 2024, 6:00PM

Possible budget approval, Regular Meeting Thursday, August 15, 2:00PM-5:30PM

Possible budget approval, Thursday, August 22, 2024, 6:00PM

Deadline to county: September 5, 2024, or September 16, 2024 (extension)

*County must be notified no later than April 30th of the date and time of CLNs Budget Hearing.