

**AGENDA**

**Library Board of Trustees-Verona Public Library  
500 Silent Street Verona, WI 53593  
608-845-7180**

**Wednesday, January 5, 2021, 6:30 p.m.  
Library Community Room**

Call to order

- Approval of the Regular Meeting Minutes of 12/1/21
- Review and approval of December 2021 invoices
- Public Comments
- City Council Liaison's report
- Library Director's report
- Old Business
  1. Discussion and possible action regarding library response to COVID-19 and library reopening plan
  2. Discussion and possible action regarding the 2021 and 2022 library director goals
- New Business
  1. Discussion and possible action regarding the Head of Circulation job description
  2. Discussion and possible action regarding the Dane County Library Service Agreement for Extension of Library Service

**VPL Board Meeting Minutes**  
*Library Board of Trustees-Verona Public Library*  
*500 Silent Street Verona, WI 53593*

**Wednesday, December 1, 2021, 6:30 p.m.**  
**Library Community Room**

Present: Hopp, Conwell, Cronin, Huemmer, Ryan, Safarik, Burkart  
Guests: Strutz  
Absent: Sohail

**Call to order:**

Hopp called the meeting to order at 6:32 p.m.

**Approval of Minutes:**

A motion was made by Safarik, seconded by Huemmer to approve the Regular Meeting Minutes of 11/03/2021. Motion carried.

**Review and Approval of Invoices:**

A motion was made by Conwell, seconded by Huemmer to approve the November 2021 invoices. Motion carried.

**Public Comments:**

None

**City Council Liaison Report:**

- Cronin reported that the 2022 City budget passed.
- Re-districting maps are pending county approval. Some residents may have a change in polling location.
- Trash and recycling bins will be changed due to the switch from Waste Management to Pellitteri Waste Systems.
- Farmhouse on Sugar Creek property will be preserved and moved to a new location.
- City will hear proposal for use of New Century School as artist/maker space.
- Council meeting once in December on the 13<sup>th</sup>.

**Library Director's Report:**

- Bibliotheca customer service issues and costs may lead to a transition to EnvisionWare for self-check machines. As current machines fail, plan is to replace them with EnvisionWare products. Library may discontinue paying priority support annual fee to Bibliotheca and switch to an a la carte service plan to maintain sorter. Board requested additional information on expected life span of sorter and replacement cost. If necessary, city attorney may be asked to draft letter regarding extending service agreement.

- In-person story times have resumed. They are currently being held in the prow before the library is open to the public. Youth Services intends to move story time to the Community Room when regular hours of operation take effect.

### **Old Business:**

#### ***1. Discussion and possible action regarding library response to COVID-19 and library reopening plan:***

- Effective January 3, 2022, library will return to regular hours of operation, including Sundays, and will discontinue curbside pick-up appointments.
- Some study rooms will be reserved for staff use, others will be made available to library patrons.
- Furniture now stored in Community Room will be returned to public areas, retaining as much distance as possible.
- Library will continue to offer virtual event options, including a weekly virtual story time.

#### ***1. Discussion regarding the 2022 Library Endowment disbursement and Community Read:***

- *Firekeeper's Daughter* was chosen for the Community Read book. Youth Services staff will select a suitable title for younger readers.
- Endowment disbursement from 2021 will allow the library to pre-order books to give away. Additional copies of the book and related events/exhibits will be funded by the 2022 disbursement. Anticipate distributing 500 or more free copies of the book.

### **New Business:**

#### ***2. Preliminary discussion regarding the 2022 library director goals:***

- Library Service – fundraising activities include end-of-year giving request letter and Word on the Street 5K. Endowment Fund is managed by Madison Community Foundation. Current balance is more than \$280,000.
- Library Service – task of writing quarterly columns for Verona Press will be shared among library staff.
- Facilities – re-carpeting project will begin with the center section of the library in 2022.

**Adjournment:** Meeting adjourned at 7:17 p.m.

VERONA PUBLIC LIBRARY  
DIRECTOR'S REPORT  
December 2021

**I. Collection Development**

The library is no longer circulating wifi hotspots.

Number of items added and deleted in November 2021.

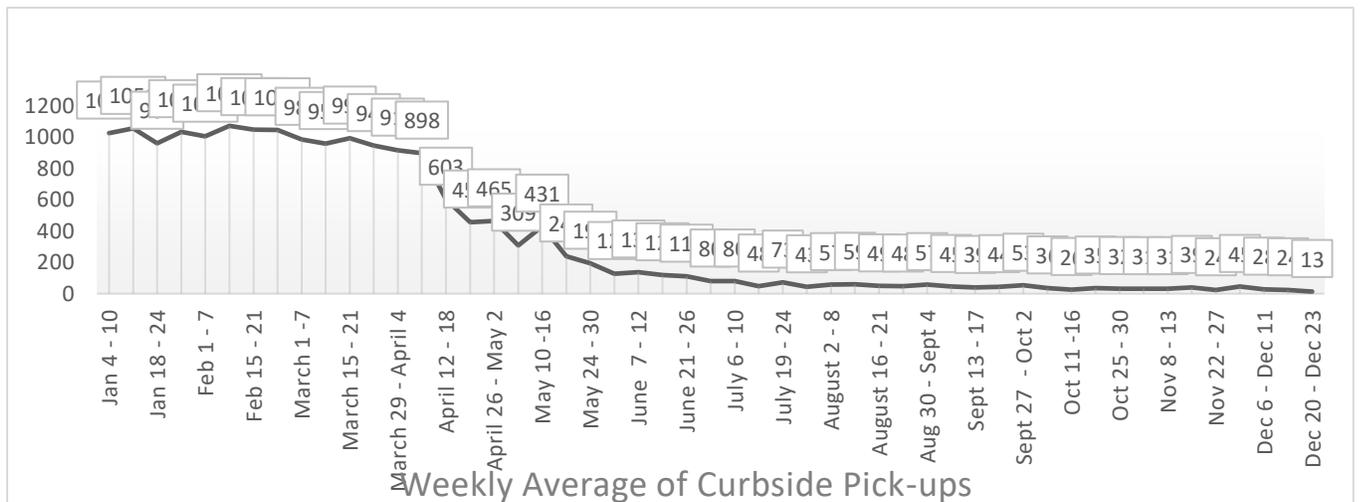
Item Type	Added	Deleted
Books	789	770
Audio	49	3
Software	5	1
Video/DVD	70	10
Other (kits, etc.)	5	4
Magazines	154	2
<b>TOTAL</b>	<b>1072</b>	<b>790</b>
<b>YTD</b>	<b>12225</b>	<b>10887</b>

**II. Circulation**

November 2021 Statistics

Self-check-outs	26,160
Total check-outs	43,504
Sep. 2020 vs. Sep. 2021	+54%
Check-ins	33,013
Library cards added	64
Holds placed	12,679

The library will end curbside pick-up service on December 29 as we return to our full hours on January 3.



### **III. Reference**

#### **Statistics:**

Reference: 721 transactions  
Children's Reference: 435 transactions  
Directional: 81 transactions  
Proctoring: 9 exams proctored  
Outer Library Loans: 29 requests  
One-on-One Instruction: 29  
Personal Archiving Lab Sessions: 4  
Curbside pick-up appointments: 154  
Computer Use: 413  
Library Visits: 10,562  
Librarian's Choice: 12 requests

#### **Social Media Engagement:**

Facebook: 3,912 followers, 29 posts  
Twitter: 1,777 followers, 1 tweet  
Instagram: 1,243 followers, 5 posts, 4 reels  
Events Newsletter A: 11,570 recipients  
Winter Reading Program Newsletter: 10,826 recipients

### **IV. Personnel and Staff Development**

Theresa had an all-page meeting on Thursday, December 9.

Emma offered staff training on our room reservation software in preparation for reopening the study rooms in January.

Trudy was selected to participate in the American Library Association's "Ask, Listen, Empower" virtual book club. This is a series of three 90-minute virtual, interactive conversations about community engagement.

Staff participated in several webinars and online trainings this month:

- *Creating a Healthy Culture*
- *2022 Summer Reading Program*
- *SCLS Book Bites*

### **V. Equipment and Physical Facilities**

Planning is underway for the first phase of the re-carpeting project. The work is tentatively scheduled to take place October 2022.

### **VI. Administration and Internal Operations**

Nothing to report

### **VII. Marketing and Public Relations**

Luke created four reels on Instagram. Two of them have over 3,000 views each.

### **VIII. System and Interagency Cooperation**

Nothing to report.

## ***IX. Fundraising***

The library has been receiving many end of year donations for the endowment fund. We have selected Firekeeper's Daughter by Angeline Boulley as the Verona Reads! Community read selection and we have 425 copies on hand so far to give away in May. Our youth services staff has narrowed down a selection of books for younger readers to six titles and are planning to make a final selection in the next few weeks.

## ***X. Events, Programs and Exhibits***

### **Kid's Events and Programs:**

#### **1000 Books before Kindergarten**

Ten kids were registered this month, bringing the total number of registrants to 2270.

#### **Indoor Story Time**

Thanksgiving Story Time

November 22, 23 and 24 at 9:30 am

Registration required (20 "groups" are registered per story time). Stories and songs for children and their caregivers. 20 - 25 minutes. Ages 0 - 5. Indoor story times have been going well and are a lot of fun, with families observing social distancing and masking.

Attendees: 40, 43, 47

#### **Virtual Pete the Cat Story Time**

Monday, November 29, 9:30 am

Enjoy stories, songs, and activities about Pete the Cat! No registration.

Pete the Cat craft bags will be available in the children's area starting November 22.

1-minute views: 57, peak live views: 24, bags distributed: 100

#### **Indoor Story Time**

Winter Story Time

December 6, 7, 8 (added last-minute) and 9 at 9:30 am

Registration required. Stories and songs for children and their caregivers. 20 - 25 minutes. Ages 0 - 5.

Attendees: 51, 39, 13, 30

#### **Virtual Nutcracker Story Time**

Monday, December 13, 9:30 am

Enjoy stories, songs, and activities about the Nutcracker! No registration.

1-minute views: 28, peak live views: 9

#### **Pokémon Club**

Thursday, December 16, 4:00 pm

Join fellow Pokémon fanatics for Pokémon related activities and meet-up over Zoom. Ages 6-11.

Attendees: 13

#### **Indoor Story Time**

Hibernation Story Time

December 20, 21, and 22 at 9:30 am

Registration required. Stories and songs for children and their caregivers. 20 - 25 minutes. Ages 0 - 5.

Attendees: 51, 34, 32

## **Upcoming Kids' Events**

### **Virtual Everybody Story Time**

Wednesdays at 10:30 am on Facebook Live  
November 17 – December 22

### **Winter Library Challenge**

We are doing another winter library challenge similar to last year's on Beanstack, December 20, 2021 - January 31, 2022.

Complete fun activities to earn tickets, then enter those tickets into drawings for gift certificates to local businesses and restaurants. Activities and prizes are geared toward all ages! Families may register as a group or as individuals.

### **Lego Club**

Tuesday, December 28, 4 pm  
Join fellow Lego fanatics for challenges and meet-up over Zoom. Ages 6-11.

### **Tween Craft: Snow Globes**

Wednesday, December 29, 2 pm  
Ages 8-11. Registration required.

After registering, starting Monday, December 20, come to the Children's Desk to pick up materials before this virtual event. Tune in to <https://www.facebook.com/veronapubliclibrary/> to craft with us!

### **Virtual Preschool Story Time**

Mondays at 11:30 am on Facebook Live  
January 10 – March 4

### **Virtual Toddler Story Time**

Fridays at 9:30 am on Facebook Live  
January 10 – March 4

### **Virtual Fancy Nancy Story Time**

Tuesday, January 11, 9:30 am  
Enjoy stories, songs, and activities about Fancy Nancy! No registration. Fancy Nancy craft bags will be available in the children's area starting January 4. Tune in on Facebook at:  
<https://www.facebook.com/veronapubliclibrary/>

### **Pokémon Club**

Thursday, January 13, 4 pm  
Join fellow Pokémon fanatics for Pokémon related activities and meet-up over Zoom. Ages 6-11. There will not be an activity bag to pick up for this session.

### **Indoor Story Time**

January 18 – March 4 (actual dates TBD)  
In the Community Room  
Registration required

Baby Story Time (ages 0 -18 months)

A lap-sit story time for infants and their caregivers.

Fridays 10:30 am (no story time 2/4)

Toddler Story Time (ages 1 – 2)

Stories, songs, and rhymes for toddlers and their caregivers. Siblings welcome.

Mondays 9:30 am

Wednesdays 9:30 am and 10:30 am

Preschool Story Time (ages 3 – 5)

Stories, songs, and rhymes for preschoolers and their caregivers.

Mondays 10:30 am

Tuesdays 10:30 am

Everybody Story Time (ages 0 – 5)

Stories, songs, and rhymes for children and their caregivers.

Thursdays 9:30 and 10:30 am

### **Stuffed Animal Sleepover**

January 21

Drop off your stuffed animal at the children's desk for a fun, overnight adventure! Pick it up any time the next day. You can catch photos showing the stuffed animals' adventures posted to the Verona Public Library Facebook page the following day.

### **Virtual PJ Masks Story Time**

Tuesday, January 25, 9:30 am

Enjoy stories, songs, and activities about PJ Masks! No registration. PJ Masks craft bags will be available in the children's area starting January 18. Tune in on Facebook at:

<https://www.facebook.com/veronapubliclibrary/>

### **Lego Club**

Tuesday, January 25, 4 pm

Join fellow Lego fanatics for challenges and meet-up over Zoom. Ages 6-11.

### **Teen Events:**

#### **Teen Ornaments**

Monday, December 6

Teens have been decorating clear and chalk ornaments with paint markers, as supplies last.

Attendees: 42

### **Upcoming Teen Events:**

#### **Teen & Tween Craft: Snow Globes**

Wednesday, December 29, 2 – 3 pm

Pick up craft supplies from the library, and then follow along with a live video, so you can ask questions and interact!

### **Teen Writing Club**

Monday, January 10, 4:15 – 5:15 pm

Join other teens for a social workshop where you can work on craft, share stories, and get feedback from other aspiring authors.

### **Among Us**

Date TBD

Play the popular online social game with other teens and tweens!

### **Teen Study Break Bundles**

January 12, as supplies last.

Going out to schools along with some in-library availability.

Take a break, teens! Relaxation bundles include paint by sticker sheets, scratch notes, cozy word searches, and a fidget!

### **Adult Classes & Events:**

#### **Distance Learning English Classes for Adults**

Monday, November 15, 6:00-8:00 pm, attendees: 8

Tuesday, November 16, 6:00-8:00 pm, attendees: 7

Monday, November 22, 6:00-8:00 pm, attendees: 9

Tuesday, November 23, 6:00-8:00 pm, attendees: 2

Monday, November 29, 6:00-8:00 pm, attendees: 7

Tuesday, November 30, 6:00-8:00 pm, attendees: 8

Tuesday, December 7, 6:00-8:00 pm, attendees: 11

#### **Meet Madison Author – Christina Clancy**

Wednesday, December 1, 6:30-7:30 pm

Author, Christina Clancy, discussed her book *Shoulder Season* and the research she did for it.

Attendees: 12

#### **DIY Card Making Class – Virtual**

Thursday, December 2

Stampin'UP! Demonstrator Jamie Statz-Paynter provided materials and instructions to make four personalized professional-quality cards. This program was presented via a pre-recorded video.

Attendees: 25

#### ***Monster: The True Story of the Jeffrey Dahmer Murders - Author Event***

Thursday, December 9, 6:30-7:30 pm

Anne Schwartz discussed her book *Monster: The True Story of the Jeffrey Dahmer Murders*. This program was sponsored by a grant from Beyond the Page, the National Humanities Council and the Madison Community Foundation.

Attendees: 18 (10 in-person, 8 virtual)

#### **Senior Case Management Outreach**

Monday, December 13, Drop in between 1:00–2:00 pm

A case manager from the Verona Senior Center was available to answer questions and provide resources for older adults and their caregivers.

Attendees: 3

## **Storm Water Basics – How Is Storm Water Different From Our Drinking Water and Wastewater – Virtual**

Tuesday, December 14, 6:30-7:30 pm

Marty Cieslik, construction manager for the City of Verona Public Works Department, provided information on the nature of storm water including how it is different from our water supply and our wastewater.

Attendees: 2

## **Upcoming Adult Classes & Events**

### **Coral 101 - Virtual**

Tuesday, December 28, 6:30-7:30 pm

The Flower Garden Banks National Marine Sanctuary (FGBNMS) is situated 80 to 125 miles off the coasts of Texas and Louisiana. Kelly Drinnen, Education & Outreach Specialist, of the FGBNMS will discuss the basic biology of reef-building corals, coral spawning, and how human interactions affect them, including coral bleaching.

### **Senior Case Management Outreach**

Monday, January 10, Drop in between 1:00–2:00 pm

A case manager from the Verona Senior Center will answer questions and provide resources for older adults and their caregivers. Information on Medicare/Medicaid, nutrition, housing, assistance in the home, and resources in Verona and Dane County will be available.

### **Verona's Storm Water Quality - Virtual**

Tuesday, January 18, 6:30-7:30 pm

In order to provide information for future planning, the City of Verona collected water quality data from seven storm water ponds in 2021. Marty Cieslik, construction manager for the City of Verona Public Works Department, will summarize the sampling results, as well as compare results with the sampling effort conducted during 2020. This program will be presented via Zoom. We will email you the Zoom meeting link the day of the program.

### **The Climate Reality Project**

Wednesday, January 19, 6:30-7:30 pm

Jeff Steuer, retired water engineer with the United States Geological Survey, will share what he learned at the Climate Reality Project training, the environmental group founded by former Vice President Al Gore. Steuer will discuss the science, the effects, and what can be done about climate crisis.

### **Distance Learning English Classes for Adults**

Beginner Level: Mondays, January 24 - May 2, 2022, 6:00 - 8:00 pm

Intermediate Level: Tuesdays, January 25 - May 3, 6:00 - 8:00 pm

This free group English class will be offered mostly online using Zoom. In-person classes will take place at the Verona Public Library on October 25 and December 7. You will practice speaking, listening, reading, writing and new vocabulary in English. Students will receive free English textbooks in the mail for class and weekly homework. This class is presented in partnership with Literacy Network.

### **Organizing Basics**

Wednesday, January 26, 6:30-7:30 pm

Do you need to declutter? Downsize? Assist a friend or family member with a life transition? Or tackle the chaos that comes with a young, growing family? Many talk about finally getting organized, but the

processing of organizing is more of a journey than a destination. Join Melanie Juedes, a Certified Professional Organizer, and learn helpful strategies that can get you significant results with easy steps. Each project you complete will not only lead to improved organization but will help save you time and money while reducing stress.

## **Outreach Events**

### **Outreach story times:**

Total daycare story time presentations: 7

### **Prairie Oaks Book Group**

Thursday, December 2, 1:00–2:00 pm

The group read *The President is Missing* by James Patterson and Bill Clinton.

Attendees: 5

### **Senior Center Book Group**

Wednesday, December 8, 10:00–11:00 am

The group discussed *This Tender Land* by William Kent Krueger on Zoom.

Attendees: 6

### **Four Winds Book Group**

Tuesday, December 21, 10:00–11:00 am

The residents met to discuss *The Book of Lost Names* by Kristin Harmel.

Attendees: 8

## **Upcoming Outreach Events**

### **Senior Center Book Group**

Wednesday, January 12, 10:00–11:00 am

The group will be reading *The Downstairs Girl* by Stacey Lee.

### **Four Winds Book Group**

Tuesday, January 18, 10:00–11:00 am

The residents will meet to discuss *The President's Daughter* by James Patterson and Bill Clinton.

### **Prairie Oaks Book Group**

Thursday, January 20, 1:00–2:00 pm

The group will be reading *The Spymistress* by Jennifer Chiaverini.

### **Books 'n Booze**

Thursday, January 20, 6:00–7:00 pm

The group will be reading *Highfire* by Eoin Colfer.

# DRAFT 2022 Goals - Stacey Burkart

## Goals and Objectives for the Verona Public Library in the 2022 Budget

- To offer as much library service as safely possible in the midst of an ongoing global pandemic
- Return to in-person library programs and events for all ages as public health conditions allow
- Promote library service to new members of the growing Verona community

### Administration:

1. Continue policy reviews & revisions. Complete a review of the Inclement Weather, Public Computer Use, and Collection Development policies by the end of 2022.
2. Continue to develop safety protocols, procedures, and staffing models in response to changing public health conditions during the COVID-19 pandemic. (Ongoing from 2021)
3. Assess what changes the pandemic will have on library strategic planning and solicit feedback on library services from the public via survey. (Ongoing from 2021)

### Collection Maintenance:

1. Supervise and support the multi-year diversity audit project in the adult and children's fiction collections. (Ongoing from 2021)

### Library Service:

1. Create and maintain a system of online programs and events as long as in-person programs are not advised by public health officials. (Ongoing from 2021)
2. Review library services and continue to offer as many regular library services to the public as possible with staff and patron safety a top priority during the pandemic. (Ongoing from 2021)
3. Develop and implement a Community Read Project by summer 2022 using the annual endowment disbursement.
4. Participate in the Dane County Ripple Project, part of the aim of which is to bring more diverse presenters to area libraries.
5. Fundraise \$10,000 for the library Endowment Fund by the end of 2022.
6. Continue to write quarterly columns for the Verona Press that focus on literacy or library related topics. (Ongoing from 2021)

**Facilities Management:**

1. Plan for a library re-carpeting project that may begin in 2022 and take three or more years to complete. (Ongoing from 2021)

## Head of Circulation Services Job Description Verona Public Library

### Typical Responsibilities of Position

Reports directly to the Library Director. The Head of Circulation Services is responsible for supervision, planning, and development of the Circulation team and circulation services rendered to the public. The Head of Circulation Services ~~Supervisor~~ has managing authority of the Library Assistants as direct reports and is part of the Library Management Team. Additionally, the Head of Circulation Services works as a member of other cross-functional teams. -This position requires acting as building supervisor as needed.

### Duties/Examples of Work

1. Works with the Library Director to set the service and behavior expectations for Library Assistants.
2. Supervises all Circulation Services which includes setting and enforcing service expectations and scheduling appropriate staffing.
3. Manages the Library Assistants which includes being responsible for Library Assistant hiring, training management, and performance evaluation.
4. Works with others on a Collection Development Team and manages material purchasing budgets and selects library materials in area of responsibility.
5. Manages existing adult collection of items and is responsible for weeding the collection in area of responsibility.
6. Works with library staff to analyze and adjust materials handling procedures and to prioritize and assign other duties to Library Assistants to maximize efficiency and provide customer service excellence.
7. Directly oversees the RFID materials handling unit.
8. Regularly communicates with the Library Director to discuss plans, share information, and receive direction.
9. Participates in library committees and meetings to lend the circulation services' perspective to library plans and projects.
10. Participates in SCLS/LINK committees regarding the ILS and circulation services and communicates applicable information to the Library Director and appropriate library staff, especially within the Circulation team.
11. Contributes input to Management Team meetings. Identifies potential areas of organizational improvement and suggests solutions.
12. Inventories and orders general operating library supplies or delegates and oversees those duties.
- ~~13. Manages material donations and the Friends of the Library Book Sale Shelf.~~
- ~~14-13.~~ Follows and communicates library policies and procedures to Circulation Team members.
- ~~15-14.~~ Under the direction of the Technical Service and Reference Supervisors, performs technical service and reference desk procedures, such as copy cataloging, linking items to the ILS database, deleting records, answering reference and reader's advisory questions, etc.
- ~~16-15.~~ Performs light housekeeping.
- ~~17-16.~~ Performs other duties as assigned.

### ~~Technical Abilities and Competencies~~Knowledge and Abilities

1. Ability to use personnel management techniques effectively including coaching, constructive conflict, reinforcement, and acknowledgment.
2. Knowledge of library methods, policies, and procedures and the ability to apply them to library operations. Knowledge of the Dewey Decimal System, Library of Congress Subject Headings, and other standardized library classification and organization systems.
3. Ability to direct the work of team members.
4. Ability to think creatively and make thoughtful decisions using policies and procedures as guides to solve unique problems within library operations.
5. Ability to identify areas for improved service and recommend changes.

6. Ability to give input into decisions and support decisions once made
7. Ability to effectively present information and respond to questions from patrons and staff.
8. Ability to maintain confidentiality of library patron information.
9. Ability to follow detailed instructions.
10. Ability to maintain a regular work schedule.
11. Ability to gather statistics, analyze information and write reports.
12. Ability to operate library specific and typical office machines and equipment properly.
13. Ability to use computer software and manage computerized files, including knowledge of databases and search methods.
14. Ability to conduct reference and reader's advisory interviews.
15. Ability to work independently, organize and prioritize work, pay attention to details, respond to varied/changing work demands and make decisions as required.
16. Possess outstanding interpersonal skills and the ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.
17. Ability to manage people, plan ahead to establish and maintain schedules that fit library needs, give effective direction to subordinates, peers, and superiors.
18. Ability to work in teams and take direction from peers and superiors, and consider, assimilate, and utilize input from subordinates and other teams.
19. Keyboarding and filing ability.
20. Ability to drive a car to get to occasional meetings outside the library.
21. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities and opportunities.
22. Professional use of English grammar and spelling.
23. Spanish language knowledge is a plus.

### **Physical Demands of the Position**

1. Bending/twisting and reaching.
2. Keyboarding, ~~writing, filing, sorting, shelving and processing.~~
3. ~~Processing, P~~icking up, sorting and shelving library materials, books.
4. Lifting and carrying 50 pounds or less.
5. Pushing and pulling objects weighing 300-400 pounds on wheels.
- ~~6. Sitting, standing, walking, stooping, kneeling, bending, and crouching.~~
- ~~7. Reaching down to the ground and up to 80 inches in height with the aid of a footstool.~~
- ~~8.6.~~ 6. Near vision needed to read faded type, font size 12 or smaller on item labels, regular reading off computer monitors.
- ~~9.7.~~ 7. Far vision needed to observe patrons in need of assistance from a distance of 20 feet or further.
- ~~10.8.~~ 8. Talking and hearing needed to use the telephone.
- ~~11.9.~~ 9. Occasional travel to meetings outside the library.

### **Mental Demands and Interpersonal Requirements and Competencies**

1. Ability to adapt and work effectively in a dynamic environment.
- ~~1.2.~~ 2. Ability to apply technical knowledge.
- ~~2.3.~~ 3. Ability to comprehend and follow verbal and written instructions from supervisors.
- ~~3.4.~~ 4. Ability to interpret technical regulations and instructions.
5. Ability to identify problems and opportunities and suggest improvements.
- ~~4.~~ ; ~~review possible alternative courses of action before selecting one; utilize information resources available when making decisions.~~
- ~~5.6.~~ 6. Ability to effectively communicate ideas and information both in written and verbal form.
7. Ability to calculate basic arithmetic and cash handling transactions. ~~problems (addition, subtraction, multiplication, division) without the aid of the calculator.~~
- ~~6.8.~~ 8. Compose and understand spreadsheets with formulae to analyze statistical data and library budgets.
- ~~7.~~ Ability to effectively read and understand English language information contained in emails, memoranda, reports, bulletins, etc.

- ~~9.~~ Ability to develop long-range plans to solve complex problems or take advantage of opportunities.
- ~~8-10.~~ ; ~~establish~~ Establish systematic methods of measuring and accomplishing goals.
- ~~9.~~ ~~Ability to develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; and refer problems to the library director when necessary.~~
- ~~10-11.~~ Ability to set priorities in order to meet assignment deadlines.
- ~~11.~~ ~~Ability to interpret technical regulations, procedures, and instructions.~~
- ~~12.~~ ~~Ability to work effectively in a constantly changing environment.~~

### **Environmental/Working Conditions**

~~1.~~ ~~Daytime, evening, and weekend hours.~~

~~Inside work environment. The environment is a busy public library whose patrons represent a socially, culturally, and economically diverse community. Work takes place in an inside environment with moderate noise levels, plus occasional outdoor events. Position may require daytime, evening, and weekend hours and occasional travel to meetings and events outside the library.~~

~~2.~~

### **Equipment Used**

Computers, Microsoft Office software, databases, audiovisual equipment, book truck, ~~calculator~~, camera, cash box, mp3 players, iPads, iPods, ~~e-book readers~~, copy machine, scanner, barcode label maker, fax machine, library automation system, RFID software, telephone.

### **Education and Experience**

1. A Bachelor's degree from an accredited college or university or other related experience.
2. Previous library experience is strongly suggested.
3. Keyboarding and general office experience required.
4. Previous personnel management is strongly suggested.

Library Board Approved February 5, 2014.  
Revised June 7, 2017